



City of Lake Geneva, 626 Geneva St, Lake Geneva, Wisconsin- 262.248.3673- www.cityoflakegeneva.com

**PERSONNEL COMMITTEE
MONDAY, NOVEMBER 1, 2021- 4:00 P.M.
CITY HALL, COUNCIL CHAMBERS**

Members: Chairperson Rich Hedlund, John Halverson, Ken Howell, Cindy Flower, and Shari Straube

AGENDA

1. Meeting called to order by Chairperson Hedlund
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Discussion/Recommendation concerning 2022 Employee Health Insurance Program
5. Discussion/Recommendation regarding Employee Health Insurance premium contribution
6. Discussion/Recommendation regarding selection of “McGrath Human Resources Group” to undertake City’s proposed Wage and Compensation Study
7. Discussion/Recommendation regarding implementation of four percent (4%) cost of living wage increase for all non-represented City employees effective January 1, 2022
8. Discussion/Recommendation regarding City Employee full-time and part-time wage scales for 2022
9. Discussion/Recommendation concerning the proposed Riviera Janitor job description
10. Discussion/Recommendation regarding updated job description for City Administrator to include ADA Compliance
11. Adjourn

This is a meeting of the Personnel Committee.

No official Council action will be taken; however, a quorum of the Council may be present.

cc: Aldermen, Mayor, Administrator, Attorney, Media

City of Lake Geneva

2022 Renewal Discussion

November 1, 2021

Presented By | Matt Chadwick, Vice-President

Cottingham & Butler

AGENDA

- Current State of Healthcare
- WPS/Difference Card Renewal
- Marketing Efforts
- Historical View
- Questions

CURRENT STATE OF HEALTHCARE

Healthcare in the US was already expensive and inefficient, the recent happenings in the economy hold has only added to it.

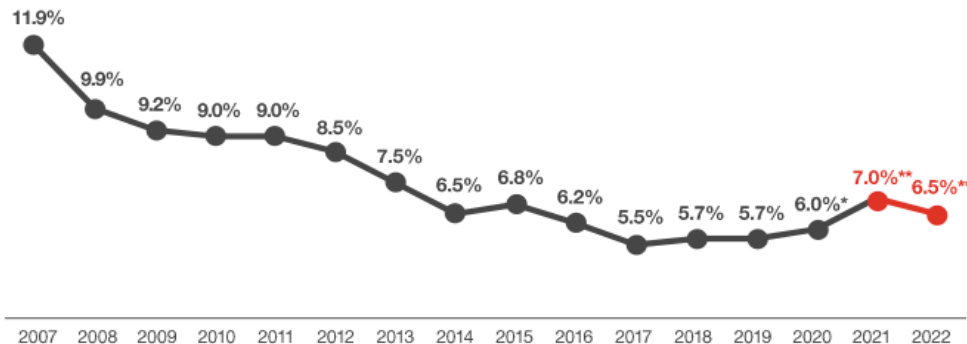


When COVID first hit, hospitals shut down for three months. Many hospitals saw up to a 50% reduction in revenue for those month. The lack of access to care, created a pent up demand for care once things started to reopen. Coupling the increased demand with inflationary pressures on wages, supplies, etc is leading to higher than previous renewals.

HEALTHCARE OUTLOOK AND TREND

- According to the 2021 Milliman Medical Index, healthcare costs are projected to increase by 8.4%. This is being driven by a recovery in healthcare utilization, regular healthcare cost increase, and GDP growth.
- Healthcare spending is expected to return to pre-pandemic trends. However, there is still a lot of uncertainty regarding the future as many preventive services and screenings were delayed or not done. If conditions such as cancer are missed and diagnosed at later stages, this could have long-term impacts on both health outcomes and costs. Similar patterns can be seen for other serious and chronic diseases.

PwC's medical cost trend



- Based on a PWC report, they are projecting a 6.5% medical cost trend increase in 2022.

Source: PwC Health Research Institute medical cost trends, 2007-22

*Projected medical cost trend. Does not account for the effects of the pandemic on actual 2020 spending.

**Growth in spending expected over prior-year spending, with the effects of the pandemic removed from the prior-year spending. See report Appendix for details.

Note: The 7% medical cost trend for 2021 was revised from a range of scenarios, from 4% to 10%, originally projected in PwC Health Research Institute's "Medical Cost Trend: Behind the Numbers 2021" report in June 2020. See report Appendix for details.

WPS RENEWAL

Effective Date: 01/01/2022

Rates		WPS Copay, PPO, \$5,000	
		Current	Renewal
Single	30	\$901.97	\$1,018.52
Employee + 1	23	\$1,799.87	\$2,032.44
Family	24	\$2,445.35	\$2,761.33
Estimated Monthly Premium	77	\$127,145	\$143,574
Estimated Annual Premium		\$1,525,734	\$1,722,884
Percentage Change			12.9%
Annual Dollar Change			\$197,150

	In-Network	Out-of-Network
Deductible		
Individual	\$5,000	\$10,000
Family	\$10,000	\$20,000
Deductible Embedded	Yes	
Coinsurance	20%	40%
Out-of-Pocket Maximum		
Individual	\$7,350	\$16,000
Family	\$14,700	\$32,000
Emergency Room	\$300 Copay	
Urgent Care	\$35 Copay	40% after deductible
Office Visits	PCP: \$35 SPC: \$70	
Preventative Care	100% covered, deductible waived	
Outpatient Labs & Xrays	20% after deductible	
Major Imaging (CT, MRI, PET)		
Prescription Drugs	\$10/\$35/\$60/25% up to \$350	

After two straight years of renewals under 3%, WPS is requesting a 12.9% increase for 2022. WPS is holding firm to this renewal for the following reasons:

- Uptick in overall claims from the City – 93.2% MLR.
- Two newly discovered very large claimants that will be around in 2022
- Medical Trend higher than recent history.

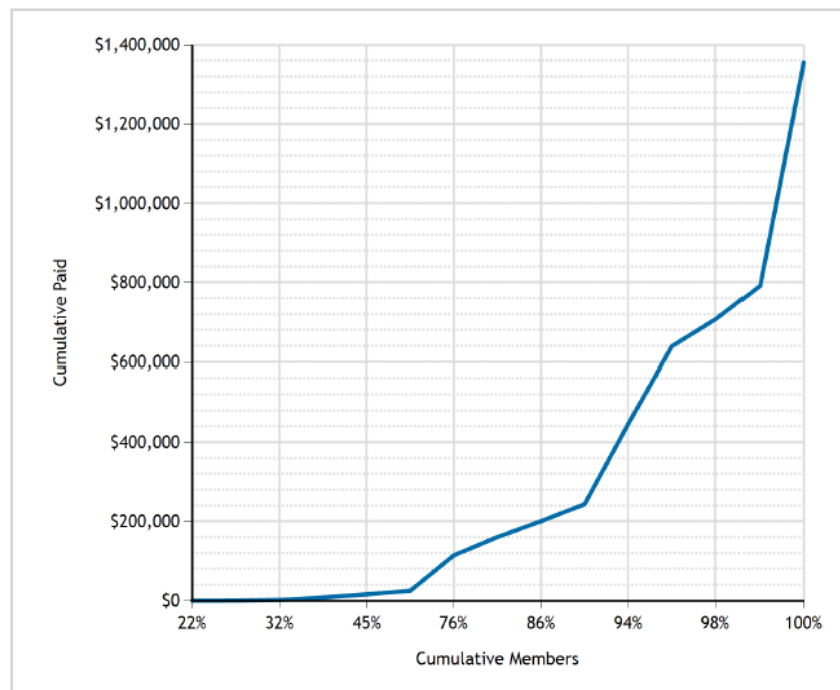
WPS EXPERIENCE

Incurred 7/1/2020 through 6/30/2021
Paid 7/1/2020 through 8/31/2021

HEALTH INSURANCE • HEALTH PLAN

Claims Strata

Paid Strata	Unique Members	Percent of Unique Members	Percent of Total Paid
Less than \$1	47	22.5%	0.0%
\$1 - \$100	9	4.3%	0.0%
\$101 - \$250	10	4.8%	0.1%
\$251 - \$500	16	7.7%	0.4%
\$501 - \$750	13	6.2%	0.6%
\$751 - \$1,000	10	4.8%	0.6%
\$1,001 - \$2,500	54	25.8%	6.6%
\$2,501 - \$5,000	13	6.2%	3.4%
\$5,001 - \$7,500	7	3.3%	3.0%
\$7,501 - \$10,000	5	2.4%	3.1%
\$10,001 - \$25,000	13	6.2%	14.9%
\$25,001 - \$50,000	6	2.9%	14.3%
\$50,001 - \$75,000	1	0.5%	5.0%
\$75,001 - \$100,000	1	0.5%	6.2%
\$100,001 - \$250,000	4	1.9%	41.6%
Total	209	100.0%	100.0%



DIFFERENCE CARD RENEWAL

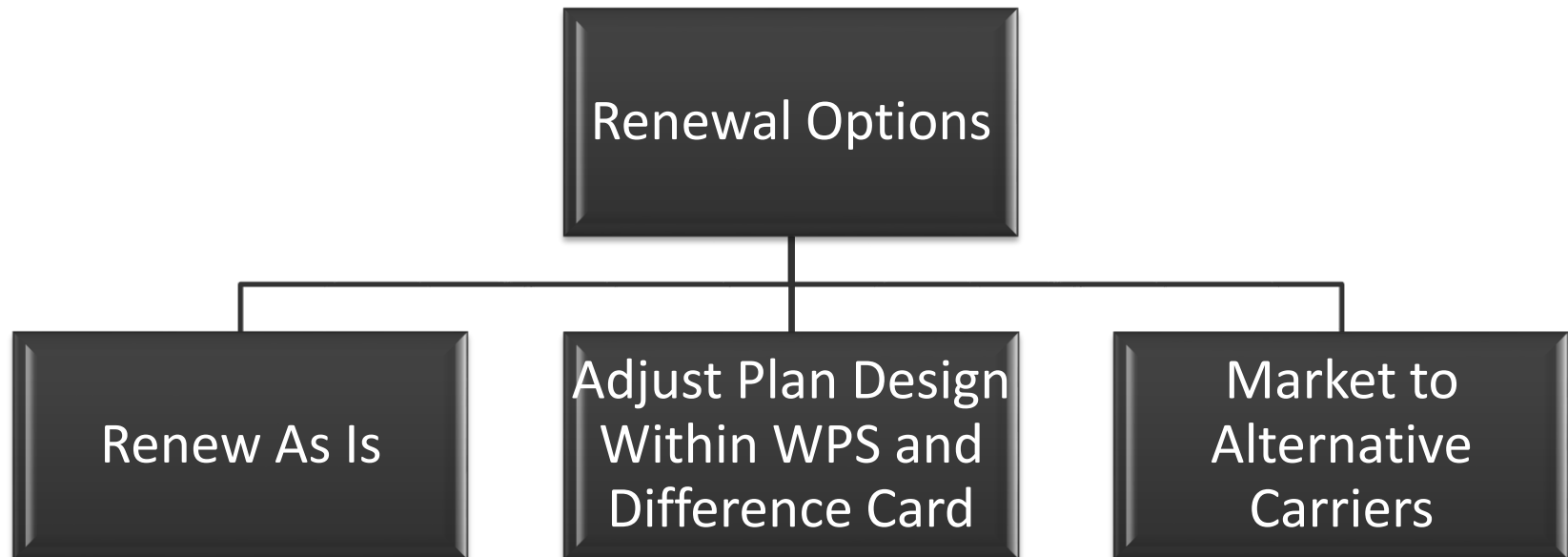
General Plan Information	WPS Current		WPS Renewal	
	In-Network	Out-of-Network	In-Network	Out-of-Network
Network	Statewide/First Health		Statewide/First Health	
Base Deductible	Single \$5,000 Family \$10,000	Single \$10,000 Family \$20,000	Single \$5,000 Family \$10,000	Single \$10,000 Family \$20,000
Your Deductible	Single \$1,000 Family \$2,000	Single \$2,000 Family \$4,000	Single \$1,000 Family \$2,000	Single \$2,000 Family \$4,000
Coinsurance	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible
Out-of-Pocket Maximum (Including Deductible and Copays)	Single \$7,350 Family \$14,700	Single \$16,000 Family \$32,000	Single \$7,350 Family \$14,700	Single \$16,000 Family \$32,000
Physician Services				
Office Visits	PCP \$15 / SPC \$50	40% After Deductible	PCP \$15 / SPC \$50	40% After Deductible
Preventive Care	100%	40% After Deductible	100%	40% After Deductible
Diagnostic X-Ray & Lab	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible
Hospital Services				
Inpatient	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible
Outpatient	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible
Emergency and Urgent Care				
Emergency Room	\$150 copay		\$150 copay	
Urgent Care/Walk-in Clinic	\$50 copay	40% After Deductible	\$50 copay	40% After Deductible
Prescription Drugs				
Retail	Tier 1: \$0 Copay Tier 2: \$20 Copay Tier 3: \$45 Copay Tier 4: 25% to \$235		Tier 1: \$0 Copay Tier 2: \$20 Copay Tier 3: \$45 Copay Tier 4: 25% to \$235	
Difference Card Base Premium	Current		Current	
PEPM	\$73.44		\$73.44	
Monthly Premium	\$5,655		\$5,655	
Annual Premium	\$67,859		\$67,859	
Percent Change			0%	
Difference Card Agg Factors	Current		Current	
PEPM	\$234.77		\$256.73	
Monthly Premium	\$18,077		\$19,768	
Annual Premium	\$216,927		\$237,219	
Percent Change			9%	
WPS/DC Expected Premium	Current		Current	
Base Premium				
Single	\$1,045.27		\$1,175.49	
Employee + Child(ren)	\$2,085.84		\$2,345.70	
Family	\$2,833.86		\$3,186.91	
Monthly Premium	\$147,345		\$165,702	
Annual Premium	\$1,768,141		\$1,988,420	
Percent Change			12.46%	
Percent Change			\$220,279	

The Difference Card is asking for a flat renewal for Fixed Costs, but projecting a 9% increase to Agg Factors (Worst Case Scenario Funding)

Historically, the City has run well underneath the worst case:

2021: Worst Case \$215k, actual claims expected to be \$163k.

MARKETING EFFORTS



ADJUSTING PLAN DESIGN

Effective Date: 01/01/2022						
	WPS Copay, PPO, \$5,000		WPS Copay, PPO, \$6,000		WPS Copay, PPO, \$6,500	
Rates	Current	Renewal	Option 3		Option 3	
Single	\$901.97	\$1,018.52	\$1,013.33		\$1,012.82	
Employee + 1	\$1,799.87	\$2,032.44	\$2,022.07		\$2,021.06	
Family	\$2,445.35	\$2,761.33	\$2,747.25		\$2,745.87	
Estimated Monthly Premium	\$127,145	\$143,574	\$142,842		\$142,770	
Estimated Annual Premium	\$1,525,734	\$1,722,884	\$1,714,098		\$1,713,238	
Percentage Change		12.9%	12.35%		12.29%	
Annual Dollar Change		\$197,150	\$188,364		\$187,504	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible						
Individual	\$5,000	\$10,000	\$6,000	\$12,000	\$6,500	\$13,000
Family	\$10,000	\$20,000	\$12,000	\$24,000	\$13,000	\$26,000
Deductible Embedded	Yes		Yes		Yes	
Coinsurance	20%	40%	20%	40%	20%	40%
Out-of-Pocket Maximum						
Individual	\$7,350	\$16,000	\$7,350	\$18,000	\$7,350	\$19,000
Family	\$14,700	\$32,000	\$14,700	\$36,000	\$14,700	\$38,000
Emergency Room	\$300 Copay		\$300 Copay		\$300 Copay	
Urgent Care	\$35 Copay	40% after deductible	\$35 Copay	40% after deductible	\$35 Copay	40% after deductible
Office Visits	PCP: \$35 SPC: \$70		PCP: \$35 SPC: \$70		PCP: \$35 SPC: \$70	
Preventative Care	100% covered, deductible waived		100% covered, deductible waived		100% covered, deductible waived	
Outpatient Labs & Xrays	20% after deductible		20% after deductible		20% after deductible	
Major Imaging (CT, MRI, PET)						
Prescription Drugs	\$10/\$35/\$60/25% up to \$350		\$10/\$35/\$60/25% up to \$350		\$10/\$35/\$60/25% up to \$350	

C&B requested plan design alternatives from WPS to attempt to find savings opportunities.

Unfortunately, WPS gave very little credit to buying down the deductible (and increasing the City's liability)

Total savings would max out to be roughly \$10k.

ADJUSTING THE DIFFERENCE CARD PLAN DESIGN

General Plan Information	Renewal		Renewal		Renewal	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Network	Statewide/First Health		Statewide/First Health		Statewide/First Health	
Base Deductible	Single \$5,000 Family \$10,000	Single \$10,000 Family \$20,000	Single \$5,000 Family \$10,000	Single \$10,000 Family \$20,000	Single \$5,000 Family \$10,000	Single \$10,000 Family \$20,000
Your Deductible	Single \$1,000 Family \$2,000	Single \$2,000 Family \$4,000	Single \$1,500 Family \$3,000	Single \$2,000 Family \$4,000	Single \$2,000 Family \$4,000	Single \$2,000 Family \$4,000
Coinsurance	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible
Out-of-Pocket Maximum (Including Deductible and Copays)	Single \$7,350 Family \$14,700	Single \$16,000 Family \$32,000	Single \$7,350 Family \$14,700	Single \$16,000 Family \$32,000	Single \$7,350 Family \$14,700	Single \$16,000 Family \$32,000
Physician Services						
Office Visits	PCP \$15 / SPC \$50	40% After Deductible	PCP \$15 / SPC \$50	40% After Deductible	PCP \$15 / SPC \$50	40% After Deductible
Preventive Care	100%	40% After Deductible	100%	40% After Deductible	100%	40% After Deductible
Diagnostic X-Ray & Lab	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible
Hospital Services						
Inpatient	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible
Outpatient	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible
Emergency and Urgent Care						
Emergency Room	\$150 copay		\$150 copay		\$150 copay	
Urgent Care/Walk-in Clinic	\$50 copay	40% After Deductible	\$50 copay	40% After Deductible	\$50 copay	40% After Deductible
Prescription Drugs						
Retail	Tier 1: \$0 Copay Tier 2: \$20 Copay Tier 3: \$45 Copay Tier 4: 25% to \$235		Tier 1: \$0 Copay Tier 2: \$20 Copay Tier 3: \$45 Copay Tier 4: 25% to \$235		Tier 1: \$0 Copay Tier 2: \$20 Copay Tier 3: \$45 Copay Tier 4: 25% to \$235	
Difference Card Base Premium	Current		Renewal		Negotiated	
PEPM	\$73.44		\$73.44		\$73.44	
Monthly Premium	\$5,655		\$5,655		\$5,655	
Annual Premium	\$67,859		\$67,859		\$67,859	
Percent Change	0%		0%		0%	
Difference Card Agg Factors	Current		Renewal		Negotiated	
PEPM	\$256.73		\$245.88		\$233.35	
Monthly Premium	\$19,768		\$18,933		\$17,968	
Annual Premium	\$237,219		\$227,193		\$215,615	
Percent Change	9%		5%		-1%	
WPS/DC Expected Premium Base Premium	Current		Renewal		Negotiated	
Single	\$1,175.49		\$1,170.56		\$1,164.85	
Employee + Child(ren)	\$2,345.70		\$2,335.85		\$2,324.47	
Family	\$3,186.91		\$3,173.53		\$3,158.07	
Monthly Premium	\$165,702		\$165,006		\$164,202	
Annual Premium	\$1,988,420		\$1,980,073		\$1,970,424	
Percent Change	12.46%		11.99%		11.44%	
Percent Change	\$220,279		\$211,932		\$202,283	

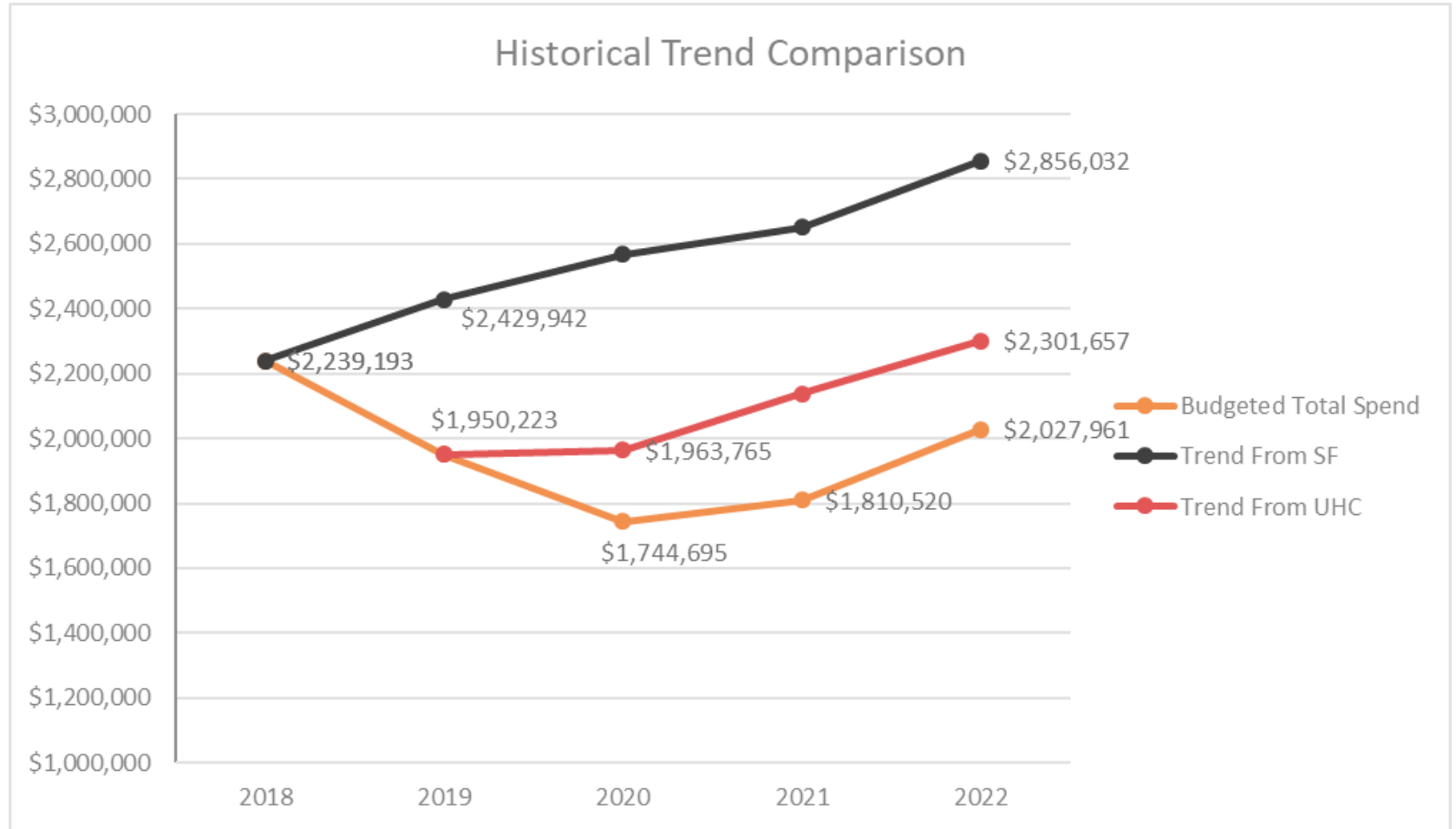
Increasing the EE deductibles did not show significant savings compared to the increase.

An increase to \$1,500 would potentially save the city \$9k.

MARKET TO ALTERNATIVE CARRIERS

Carrier	Anthem	UHC	Quartz	NeuGen
Result	Responded to C&B that their best rates would be 20%-30% higher than current.	Back in 2019, UHC wanted a 19% increase to rates, which would have resulted in higher rates than the City is paying today. UHC's underwriters cited poor experience and the large cancer as reasons they are uncompetitive	Declined to offer a quote because of the lack or reporting from WPS and the concern of high cost claimants.	Claimed rates would be "uncompetitive" to renewal

HISTORICAL VIEW



HISTORICAL VIEW

Plan Year	2018	2019	2020	2021	2022
Carrier	Self-Funded	UHC w DC	WPS w DC	WPS w DC	WPS w DC
Employee	77	75	75	77	77
Est Insurance Costs		\$1,470,770	\$1,494,414	\$1,525,734	\$1,722,884
Difference Card Max Funding		\$179,453	\$250,281	\$284,786	\$305,077
S/F Run Out Costs		\$300,000			
Budgeted Total Spend	\$2,239,193	\$1,950,223	\$1,744,695	\$1,810,520	\$2,027,961
Percent Change	n/a	-12.9%	-10.5%	3.8%	12.0%
National Medical Trend	5.5%	5.7%	5.7%	6.0%	7.7%
Trend From SF	\$2,239,193	\$2,429,942	\$2,568,449	\$2,651,840	\$2,856,032
Trend From UHC		\$1,950,223	\$1,963,765	\$2,137,100	\$2,301,657
PEPY	\$29,080	\$26,003	\$23,263	\$23,513	\$26,337
	n/a	-10.6%	-10.5%	1.1%	12.0%

As difficult as it is to deal with a 12.9% increase, the City is still paying less for the insurance program than it was back in 2018.

SUMMARY

Recent claims history has not been favorable to the City of Lake Geneva. WPS has historically been willing to reduce rates and partner with the city, but the unwillingness during this renewal cycle indicates added pressures from hospital systems, the increase in the severity of claims, and the real likelihood of increased costs along the entire supply chain.

The only option available to the City is to renew with WPS. The risk of high cost claimants and uncertainty in the healthcare fields are making alternative options difficult, not just for the City, but for the Wisconsin marketplace.

The City will continue to explore other strategies C&B has mentioned in the past:

- Pay in lieu
- Family Advantage Health Plan
- Recalibration of contributions
- ETF

QUESTIONS?

**AGREEMENT BETWEEN THE CITY OF LAKE GENEVA, WISCONSIN
AND MCGRATH HUMAN RESOURCES GROUP FOR A
WAGE AND COMPENSATION STUDY**

THIS AGREEMENT made the by and between McGrath Human Resources, hereinafter called the consultant, and the City of Lake Geneva, WI hereinafter called the City.

WHEREAS, the consultant submitted a proposal, dated October 2021, to the City to conduct a Wage and Compensation Study. WHEREAS the City selected the consultant to perform this study.

NOW, THEREFORE, the parties (the City and the Consultant) do mutually agree to the following:

The City shall engage the consultant to perform the work described in its proposal of October referred to as the PROJECT, which is incorporated herein by reference.

The project shall be undertaken and completed in such sequence as to assure the expeditious completion of the project and by the best means necessary to carry out the purposes of the agreement.

The Consultant agrees to complete the project within a reasonable time, for a total compensation of \$24,250 in consultation fees and expenses. The City agrees to pay the Consultant for work on the Wage and Compensation Project (\$20,250) and expenses incurred, as the performance of such work is demonstrated by submission of an invoice for \$5,000 upon receipt of the signed contract; \$10,250 upon submission of the draft report; and the balance of \$5,000 upon submission of the final report.

The job description project will be invoiced in two payments: \$1,000 at the start of the project; and the balance \$3,000 upon submission of all draft job descriptions.

The City shall remit payment within 30 days of receipt of said billing. In consideration of this agreement, the City agrees to:

- Assure reasonable access to the members of the organization, i.e., City Managers, selected supervisors, and other appropriate employees.
- Afford prompt decisions on matters affecting the progress of the work.

GENERAL CONSIDERATIONS

1. **The City Ownership and Proprietary Information** - The parties expressly agree that all data, documents, records, studies, or other information generated, created, found or otherwise completed by consultant in the performance of consultant's duties under the terms of this contract shall at all times remain the proprietary information of and under the ownership of the City. All data, documents, records, studies, or other information generated, referred to above, with the exception of the raw market data, shall be provided to the City by consultant upon request.
2. **Nondiscrimination** – In consideration of the signing of this Agreement, the parties hereto for themselves, their agents, officials, employees, and servants agree not to discriminate in any manner on the basis of race, color, ancestry, national origin, religious creed, sex, sexual orientation, disability, age, marital status, political affiliation, or membership or non membership in any organization with reference to the performance of this Agreement.
3. **Termination and Suspension**
 - a. This Agreement will continue in full force and effect until completion of the Project as described in the proposal unless it is terminated for nonperformance as outlined below.
 - b. If either party fails to perform as required by this Agreement, the other party may terminate it by giving written notice of such failure to perform and the intent to terminate. If the party receiving such notice does not cure its failure to perform within 20 days of such notice, the party issuing such notice may then terminate the Agreement by giving written notice of termination to the other party.
 - c. In the event of termination, the Consultant will be paid by the City for all services actually, timely, and faithfully rendered up to the receipt of the notice of termination and thereafter until the date of termination, provided, however, that City shall not in any manner be liable for lost profits which might have been made by Consultant had Consultant completed the services required by this Contract. The Consultant will provide all work documents developed up to the time of termination upon request by the City.
 - d. Consultant shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to this agreement and such other records as may be deemed necessary by City to assure proper accounting for all project funds. These records shall be made available for audit purposes to state and federal authorities, or any authorized representative of City. Consultant shall retain such records for three (3) years after the expiration of this agreement, unless prior permission to destroy them is granted by City
4. **Successors and Assigns**- The City and the Consultant each bind the other and assigns, in all respects, to all of the terms, conditions, covenants, and

provisions of this Agreement, and any assignment or transfer by the Consultant of it interest in this Agreement without the written consent of the City shall be void.

5. **Compliance with Law** – The Consultant will comply with any and all applicable federal, state, and local laws as the same exist and may be amended from time to time.

6. **Amendment of Agreement** – This Agreement shall not be altered, changed or amended except by mutual written agreement of the parties.

7. **Waiver of consequential damages**–For purposes of this section, work performed is described as the preparation of studies and recommendations pertaining to the scope of services contained in this Agreement, as presented to the City for review and approval. Notwithstanding anything herein to the contrary, to the maximum extent permitted by law, the Consultant shall not be liable to the City for consequential damages for actions resulting from work performed on behalf of the City in evaluating and developing the compensation plan.

Any confidential information provided to or developed by the Consultant in the performance of the agreement shall be kept confidential and not made available to any individual or organization by the Consultant without the prior written approval and consent of the City.

8. **Whole Agreement** – This agreement constitutes the entire agreement between the City and the Consultant. Any modification must be in writing and approved by the City and the Consultant. The agreement incorporates all the agreements, covenants, and understanding between the parties concerning the subject matter hereof, and all such covenants, agreements, and understands have been merged into this written agreement.

9. **Independent Contractors** – The Consultant and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. Nothing herein shall be construed as incurring for the City any liability for Worker's Compensation, FICA, withholding tax, unemployment compensation, or any other payment, which would be required to be paid by the City if the City and the Consultant were standing in an employer/employee relationship, and the Consultant hereby agrees to assume and pay all such liabilities.

10. **Subcontract** – The Consultant shall not subcontract any portion of the services to be performed under this agreement without the prior written prior approval of the City.

11. **No third parties** - No provision of this agreement is intended to, or shall be for the benefit of, or construed to create rights in, or grant remedies to, any person or entity not a party hereto.

The parties have executed this Agreement, the day and year first above written.

Approved By:

By:



City of Lake Geneva, WI

Victoria McGrath, CEO
McGrath Human Resources Group

Date

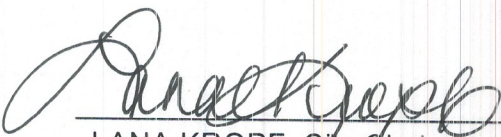
Date

Resolution 20-R83

The Common Council of the City of Lake Geneva hereby establishes the following Pay Scale Grades and Pay Scale for the following Part-time Non-Represented Employees for the 2021 Budget Year effective January 1, 2021:

			Grade Salary Range		
Position	% Pro Rated	Assigned Pay Scale Grade	Min	Mid	Max
Permanent Part Time Salaried Staff:					
City Attorney	60%	22	57,152.39	65,725.25	74,298.11
City Judge	15%	20	12,716.36	14,623.81	16,531.26
Fire Chief	50%	17	35,589.66	40,928.11	46,266.56
Deputy Fire Chief	8%	12	4,255.15	4,893.42	5,531.69
Assistant Fire Chief	5%	10	2,366.92	2,721.95	3,076.99
Emergency Mgmt Deputy Director	30%	10	14,201.49	16,331.72	18,461.94
Permanent Part Time Hourly Staff:					
PD Part time Patrol Officer		9	21.4706	24.6912	27.9117
Financial Analyst		9	21.4706	24.6912	27.9117
Harbormaster		7	19.1087	21.9750	24.8413
City Hall Counter Clerk		7	19.1087	21.9750	24.8413
FD Confidential Administrative Assistant		7	19.1087	21.9750	24.8413
Part-time Tele-Communicator		6	18.0271	20.7312	23.4352
Parking Maintenance Lead Supervisor		6	18.0271	20.7312	23.4352
Lead Booking Officer		4	16.0441	18.4507	20.8573
Assistant Court Clerk		4	16.0441	18.4507	20.8573
PD Booking Officer		3	15.1359	17.4063	19.6767
Parking Maintenance Lead		2	14.2792	16.4210	18.5629
Parking Enforcement		1	13.4709	15.4915	17.5122
Videographer		1	13.4709	15.4915	17.5122
Chief Inspector poll workers per hour		0.4	9.4965	10.9209	12.3454
Poll Workers per hour		0.2	8.4518	9.7196	10.9874
Seasonal Part-time Hourly Staff:					
Beach Supervisor		1	13.4709	15.4915	17.5122
Street Seasonal Lead		1	13.4709	15.4915	17.5122
Asst Beach Supervisor		0.9	12.7084	14.6147	16.5209
Street Seasonal		0.9	12.7084	14.6147	16.5209
Boat Launch Attendants		0.8	11.9891	13.7874	15.5858
Riviera Security Guards		0.8	11.9891	13.7874	15.5858
Beach Attendants		0.5	10.0662	11.5762	13.0861
Crossing Guards		0.5	10.0662	11.5762	13.0861


CHARLENE KLEIN, Mayor


LANA KROPF, City Clerk

Resolution 20-R84

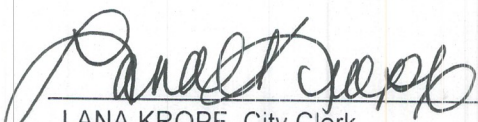
The Common Council of the City of Lake Geneva hereby establishes the following Pay Scale Grades and Pay Scale for the following Full-time Non-Represented Employees for the 2021 Budget Year effective January 1, 2021:

		Grade Salary Range		
Position	Assigned Pay Scale Grade	Min	Mid	Max
Full Time Salaried Staff:				
City Administrator	23	100,969.22	116,114.61	131,259.99
Police Chief	19	79,977.08	91,973.64	103,970.21
Finance Director (Comptroller)	18	75,450.08	86,767.59	98,085.10
Director of Public Works	18	75,450.08	86,767.59	98,085.10
Police Administrative Lieutenant	17	71,179.32	81,856.22	92,533.11
Police Patrol Lieutenant	16	67,150.30	77,222.84	87,295.39
Building & Zoning Administrator	15	63,349.34	72,851.74	82,354.14
Police Sergeant*	14	59,763.53	68,728.06	77,692.59
City Clerk	13	56,380.69	64,837.79	73,294.89
Parking Manager	12	53,189.33	61,167.73	69,146.13
PD Communications Supervisor*	10	47,338.31	54,439.06	61,539.81
PD Data Systems Administrator*	7	39,746.16	45,708.08	51,670.01
PD Confidential Administrative Assistant*	7	39,746.16	45,708.08	51,670.01
Telecommunicators*	6	37,496.38	43,120.83	48,745.29
Data Specialist*	6	37,496.38	43,120.83	48,745.29
Full time Hourly Staff:				
DPW Superintendent	14	28.7325	33.0423	37.3522
Lead Financial Analyst/Treasurer	11	24.1243	27.7430	31.3616
Human Resources/Benefits Specialist	11	24.1243	27.7430	31.3616
DPW Arborist/Lead	11	24.1243	27.7430	31.3616
DPW Lead Operator	10	22.7588	26.1726	29.5864
Assistant City Clerk	9	21.4706	24.6912	27.9117
Cemetery Sexton	8	20.2553	23.2935	26.3318
Heavy Equipment Operators	8	20.2553	23.2935	26.3318
Equipment Operators	7	19.1087	21.9750	24.8413
Cemetery Equipment Operator	7	19.1087	21.9750	24.8413
Riviera Maintenance Engineer	7	19.1087	21.9750	24.8413
Building & Grounds Administrator	7	19.1087	21.9750	24.8413
Municipal Court Clerk	7	19.1087	21.9750	24.8413
Front Desk Counter Clerk	7	19.1087	21.9750	24.8413
Assistant Building Inspector/Code Enforcement	7	19.1087	21.9750	24.8413
Building & Zoning Adm. Asst.	7	19.1087	21.9750	24.8413
Parking Clerk	7	19.1087	21.9750	24.8413
Cemetery Laborer / Operator	6	18.0271	20.7312	23.4352
DPW Laborer / Operator	6	18.0271	20.7312	23.4352
Custodian	5	17.0067	19.5577	22.1087

Notes:

* Salaried Employees that receive Overtime.


CHARLENE KLEIN, Mayor


LANA KROPF, City Clerk

Riviera Janitor Position (Part of Lakefront Staff)

Dept/Div: Public Works

FLSA Status: Non-Exempt

General Definition of Work

Performs semiskilled work performing building and grounds work related to the cleanliness, sanitation and overall appearance of the Riviera and the adjoining Driehaus Plaza. Also responsible for stocking of restroom supplies within the Riviera Building restrooms. Primary work season will be Memorial Day through Labor Day with a seasonal closing date of November 1st of each year. Typical work days are Friday through Sunday, along with Monday holidays when applicable. Thursday – Sunday during the annual Venetian Festival.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Sweeping

Wet mopping

Clean up of dry and wet spills

Cleaning of common area windows and common area doors (not tenant windows or doors)

Stocking of toilet paper and hand soap in the restrooms

Pick up of trash

Dusting

Maintain overall appearance and sanitation of the area

The position will not undertake any manner of maintenance, but will report repair issues to the Public Works Department

Position will immediately notify police and/or fire department of any illegal or unsafe activity if observed.

Knowledge, Skills and Abilities

Thorough knowledge of building and grounds cleaning and sanitation; ability to understand and carry out oral and written instructions; ability to carry out required tasks without supervision.

Education and Experience

High school diploma or GED with relevant experience, or combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, occasional exertion of up to 25 pounds of force.

Work with continual standing, walking, bending or sitting. Position also involves, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting. Work requires vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications. Exposure to outdoor weather conditions. May be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light – heavy pedestrian traffic).

Special Requirements

None

Last Revised: 10/22/2021

City Administrator

Dept/Div: Administration

FLSA Status: Exempt

General Definition of Work

Performs complex professional work directing all operations and activities of the City government, ensuring ordinances, resolutions and policies adopted by the Common Council are implemented and consistently applied, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Common Council. Organizational supervision is exercised over Director of Public Works, Comptroller, City Clerk, Building Inspector, Parking Supervisor and Harbor Master.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Directs and manages the operations of the City; provides direction to all City functions falling under the authority of the Common Council.

Works with department heads and senior management to ensure effective coordination and cooperation among departments; coordinates the continuous review of interdepartmental processes for quality control and improvement; facilitates problem solving at all levels in the organization.

Serves as a liaison between City staff, the Mayor, and the City Council; attends all meetings of the City Council and various council Standing Committees; briefs Council members on pending agenda items and other City issues; provides analysis as needed to assist the Council in making informed policy decisions; oversees the preparation of meeting agendas; provides administrative support to Mayor and Council members as needed.

Oversees the development and administration of the annual budget and capital improvement program.

Assists the Mayor and City Council with strategic and long-range planning for the City; participates in planning efforts at the local and regional levels; keeps City Council apprised of developments at the State and Federal levels that impact the City; monitors pending legislation for impact on the City; oversees compliance with new legislation.

Represents the Mayor, City Council and the City at various meetings, functions and events; serves as a liaison to various civic or governmental organizations and committees, taskforces, boards, and commissions; confers regularly with officials from other units of local government and business and community organizations; provides information about City operations.

Coordinates special projects; oversees professional contractors and/or consultants providing services to the City.

Serve as City's "Americans with Disabilities Act" (ADA) Compliance Officer.

Oversees and participates in the resolution of inquiries and complaints from the public and other organizations.

Knowledge, Skills and Abilities

Comprehensive knowledge of public administration principles and practices; comprehensive knowledge of municipal corporation laws, ordinances and regulations; thorough knowledge of municipal finance practices; thorough knowledge of election laws and procedures; thorough skill operating a personal computer and applicable hardware and software; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with department heads, the Common Council and the general public.

Education and Experience

Bachelor's degree in Public Administration, Political Science, or related field and considerable experience as an assistant city administrator or department head, or equivalent combination of education and experience.