



Committee of the Whole MEETING AGENDA

January 9, 2024 - 6:00 PM
Council Chambers
3805 S. Casper Drive

Published: 1/5/2024

AGENDA

1. **CALL MEETING TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. December 12, 2023 Committee of the Whole Meeting Minutes
4. **UTILITY & FINANCE**
 - A. Discussion and recommendation to Common Council approval of the January 10, 2024 Water Utility claims in the amount of \$19,190.55 for 2023 Invoices and \$1,730. for 2024 Invoices. Sewer Utility claims in the amount of \$4,029.14 for 2023 Invoices and General City Claims in the amount of \$445,187.16 for 2023 Invoices and \$17,739.36 for 2024 Invoices.
5. **MISCELLANEOUS**
 - A. Golf Course Commission Update
 - B. Discussion and recommendation to Common Council the approval of the Director of Finance to sign the Declaration of Official Intent for the 2024 Debt Issue in an amount not to exceed the approved 2024 Capital Improvement Budget amounts plus projected issuance costs
 - C. Discussion and recommendation to Common Council approval of a public hearing to be set for February 5, 2024 at 6:00 p.m. to be held before the Plan Commission on the suggested amendments to the Zoning Code (Chapter 275).
 - D. Discussion and recommendation to Common Council approval of a 5-year contract between City of New Berlin and Flock Group, Inc. to purchase and subscribe to 10 Automatic License Plate Recognition (ALPR) cameras as outlined in the RAS
 - E. Discussion and recommendation to Common Council approval of Resolution 24-3, a Resolution to amend the 2022 CIP budget by transferring CIP funds from 2015 in the amount of \$186,983 to complete required infrastructure and building code requirements in order to gain occupancy of the New Berlin Activity and Recreation Center prior to its opening
 - F. Discussion and recommendation to Common Council approval of the 2024 Salary Table effective 01/19/2024
 - G. Discussion and recommendation to Common Council approval of the addition of a 1.0 FTE custodial position for the 2024 budget year
 - H. Discussion and recommendation to the Common Council to authorize the change from an HR Assistant to an HR Coordinator position within the Human Resource Department as outlined in the RAS
 - I. Discussion and recommendation to Common Council approval of holding the March 26th, 2024 & October 22nd, 2024 COW/CC meeting dates via Zoom due to In-person Absentee Voting being held in Council Chambers
6. **ADJOURN**

Supplemental Information:

- *The meeting agenda and agenda packet are available online at www.NewBerlin.org. The minutes are published online and are approved at the next regularly scheduled meeting.*
- *It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order.*
- *You may provide comments to the City Clerk via email at CitizenComments@NewBerlin.org. Comments will be forwarded to the Mayor and members of the governing body. Emailed comments are not read during the meeting.*
- *The City of New Berlin strives to host inclusive, accessible meetings that enable all individuals to engage and participate fully. Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible, please contact City Clerk Rubina R. Medina at (262) 786-8610 or via email at CityClerk@NewBerlinWI.gov at least 48 hours before the scheduled meeting time. Efforts will be made to accommodate the needs of disabled individuals through appropriate aids and/or services.*
- *It is also possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to in the above notice.*



Committee of the Whole MEETING MINUTES

December 12, 2023 - 6:00 PM
Council Chambers
3805 S. Casper Drive

Please note: Minutes are unofficial until approved at the next regular scheduled meeting.

MINUTES

1. CALL MEETING TO ORDER

Mayor Ament called the meeting to order at 6:00PM.

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

City Clerk Rubina R. Medina took the roll call as follows:

Present: Alderperson Hopkins, Alderperson Maxey, Alderperson Horbinski, Alderperson Kroupa, Alderperson La Fever

Excused: Alderperson Harenda (later arrived at 6:28pm)

Staff Present: Finance Director Ralph Chipman, Public Works Director, Josh Radomski, DCD Director Greg Kessler, City Attorney Mark Blum, City Clerk Rubina R. Medina

City Clerk stated that the meeting was properly noticed.

3. APPROVAL OF MINUTES

A. November 14, 2023 Committee of the Whole Meeting Minutes

MOTION: Motion to Approve

VOTE: Motion by: Alderperson LaFever
Second by: Alderperson Kroupa
Motion Passed 6-0

4. UTILITY & FINANCE

A. Discussion and recommendation to Common Council approval of the November 29th, 2023 Water Utility claims in the amount of \$21,063.25, Sewer Utility claims in the amount of \$55,633.44 and General City claims in the amount of \$1,489,337.56. WE Energies EFT of \$61,844.11

MOTION: Motion to Approve

VOTE: Motion by: Alderperson Stribl
Second by: Alderperson Kroupa
Motion Passed 6-0

B. Discussion and recommendation to Common Council approval of the December 13th, 2023 Water Utility claims in the amount of \$126,760.55, Sewer Utility claims in the amount of \$571,822.82 and General City claims in the amount of \$454,558.22. US BANK VISA EFT of \$52,522.48

MOTION: Motion to approve

VOTE: Motion by: Alderperson Maxey
Second by: Alderperson Kroupa
Motion Passed 6-0

5. LICENSES & PERMITS

- A. Discussion and recommendation to Common Council approval of the 2024 Garbage Hauler license for Johns Disposal Service Inc.
MOTION: Motion to approve

VOTE: Motion by: Alderperson Maxey
Second by: Alderperson Stribl
Motion Passed 6-0
- B. Discussion and recommendation to Common Council approval of the 2024 Garbage Hauler license for Waste Management - Hartland Hauling
MOTION: Motion to approve

VOTE: Motion by: Alderperson Stribl
Second by: Alderperson Kroupa
Motion Passed 6-0
- C. Discussion and recommendation to Common Council approval of the 2024 Garbage Hauler license for Waste Management - Franklin Hauling
MOTION: Motion to approve

VOTE: Motion by: Alderperson Hopkins
Second by: Alderperson Maxey
Motion Passed 6-0

6. MISCELLANEOUS

- A. Department of Public Works update
Josh Radomski, Public Works Director, provided an update to the Council. Mayor Ament and Council thanked him and the staff. The City Clerk extended her thanks to Josh and his staff for all the hard work that goes into helping with elections.
- B. Discussion and recommendation to Common Council approval of the 2024 Capital Projects Budget
Finance Director Ralph Chipman provided an update on the CIP Budget.

MOTION: Motion to approve the CIP budget as presented with the exception of Hickory Grove

VOTE: Motion by: Alderperson Horbinski
Second by: Alderperson Stribl
Motion Passed 4-3 with Alderson Hopkins, Stribl & Horbinski voting nay

MOTION: Motion to table Hickory Grove CIP item

VOTE: Motion by: Stribl
Second by: LaFever
Motion Passed 6-0
- C. Discussion and recommendation to Common Council approval of Resolution 23-26, a Resolution amending the 2023 Capital Projects Budget for the purchase of a robotic floor scrubber
MOTION: Motion to approve

VOTE: Motion by: Stribl
Second by: Hopkins
Motion Passed 6-0
- D. Discussion and recommendation to Common Council approval of Resolution 23-31, a Resolution nominating the list of Election Inspectors for the City of New Berlin Aldermanic Districts 1 through 7 for a 2-year term beginning January 1, 2024, and ending December 31, 2025
MOTION: Motion to approve

VOTE: Motion by: Horbinski

Second by: Kroupa
Motion passed 6-0

Ald. Harenda arrived at 6:28 PM.

MOTION: Motion to remove Hickory Grove (CIP) item from the table

VOTE: Motion by: Alderperson LaFever
Second by: Alderperson Kroupa

Motion Passed 7-0

MOTION: Motion to approve Hickory Grove

VOTE: Motion by: Alderperson Kroupa
Second by: Alderperson Stribl
Motion Passed 6-1 with Alderperson LaFever voting nay

- E. Discussion and recommendation to Common Council approval of Resolution 23-37, a Resolution amending the 2023 Capital Projects Budget to begin design work on renovating the New Berlin DPW Garage Phase 1 and Hickory Grove Center

MOTION: Motion to approve

VOTE: Motion by: Hopkins
Second by: Stribl
Motion Passed 7-0

- F. Discussion and recommendation to Common Council that a public hearing be set for January 8, 2024, at 6:00 p.m. to be held before the Plan Commission to rezone from B-1/PUD, Rm-1/PUD, I-1 PUD & C-2 to B-1/PUD, Rm-1/PUD, I-1 PUD & C-2 to amend Planned Unit Development Overlay Ordinance #2679, Mandel Neighborhood Development Plan & Highland Memorial Park Cemetery PUD, for approximately 34.5 acres for the parcels located at 1750 S. Moorland Road (includes Tax Keys #'s listed from north to south, beginning at the intersection of Greenfield Avenue south along the east side of Moorland Road, up to the New Berlin Recreation Trail): 1158-990; 1158-991-001; 1158-993, 1158-994, 1158-989, 1158-991 & a portion of 1158-992)

MOTION: Motion to approve

VOTE: Motion by: Horbinski
Second by: Hopkins
Motion Passed 7-0

7. **ADJOURN**

MOTION: Motion to adjourn at 6:37pm

VOTE: Motion by: Maxey
Second by: Harenda
Motion 5-0

New Berlin Hills GC Review



January 9, 2024

TROON®

Tuesday, January 9, 2024



1. Management Team
2. Financial Performance & Rates
3. Facility Projects & Capital Improvement
4. Goals for 2024

NBH Management Team



- Wendy Hafemann – Head Chef & Kitchen Manager
- Hanna Radewahn – Director of Events & Front of House Manager
- Chad Kirchen – Golf Course Superintendent
- TBD – Head Golf Professional
- Matt Tausig – General Manager

Financial Performance & Rates



- Total revenue of \$2.26 million (9.4% increase over 2022).
- Food & Beverage continues to grow and play a large role in revenue, exceeding \$800,000 in annual F&B revenue, for the first time.
- Golf revenue increased from \$27.75 to \$31.87 per round.
- Decrease of 1,157 rounds of golf, with 1,004 of that attributed to a decrease in complimentary rounds, resulting in paid rounds holding steady compared to the prior year.

Financial Performance & Rates



- Expenses continue to rise, with course maintenance, insurance, and food & beverage costs seeing the largest increases. Items such as food costs, seed, and fertilizer, have seen increases of 20 – 30% from many vendors, and several with larger increases. We will continue to work with Troon's preferred vendors to ensure the best product for the best price.
- Golf rates were approved for 2024, and we will maintain our standard 18-hole public rates to remain competitive with other facilities. There will be small increases in several player types, ranging from \$1 - \$3 per round. This will help offset the continued increase in expenses, while maintaining attractive rates for our guests.

Facility Projects & Capital



- 2023 In-House Projects
 - Installed new computers and networking equipment.
 - Continued bunker repair and renovation.
 - Continued irrigation repairs.

Facility Projects & Capital



- 2023 Capital Projects:
 - Security Camera System (completed)
 - Clubhouse Carpet Replacement (completed)
 - Wedding Chair Replacement (completed)
 - Storm Shelter Repair/Replacement (pending)
 - Tree Work (pending)
- 2024 Capital Projects are being finalized.

Goals for 2024



- Maintain a quality, affordable, golf course for the residents of New Berlin, and surrounding communities.
- Manage league and outing usage to provide more tee times for the public.
- Hire a head professional to help grow the game with lessons, clinics, and junior programs.

DECLARATION OF OFFICIAL INTENT

This is a Declaration of Official Intent of the City of New Berlin, Wisconsin (the “Issuer”) to reimburse expenditure with proceeds of a borrowing or borrowings authorized by the Issuer. This Declaration is made under and pursuant to Treas. Reg Section 1.150-2. The undersigned has been designated as an official or employee authorized by the Issuer to make this Declaration of Official Intent pursuant to a Resolution adopted on January 27, 1998. This Declaration of Official Intent is a public record maintained in the files of the Issuer and is available for public inspection pursuant to Subchapter II of Chapter 19 of the Wisconsin Statutes.

The undersigned hereby declares that it is the reasonable expectation of the Issuer to use proceeds of a borrowing or borrowings to be incurred by the Issuer to reimburse expenditures fund(s)/account(s) described below:

1. Project description 2024 Capital Improvement Program

The maximum principal amount of the borrowing or borrowings to be incurred to reimburse expenditures for the above-described purposes is reasonably expected, on the date hereof, to be \$ 13,400,000.00.

The Issuer intends to reimburse itself from borrowed funds within eighteen (18) months, 3 years if the Issuer is a “small issuer” after the later of (a) the date the expenditure is paid or (b) the date the facility is placed in service, but in no event more than 3 years after the expenditure is paid.

No money from sources other than the anticipated borrowing or borrowings is, or is reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer with respect to the expenditure, pursuant to the budgetary and financial circumstances of the Issuer as of the date of this Declaration.

Dated this 9th day of January 2024

By: _____

City Finance Director

REQUESTED ACTION STATEMENT

MEMO TO: Mayor David Ament
Common Council

CC: Plan Commission (via email)

MEMO FROM: Gregory Kessler, AICP – Director of Community Development

DATE: January 9, 2024

ISSUE: Common Council to set the public hearing date for updates to Zoning Code Section 275-43 regarding the regulation of food trucks.

REQUESTED: Discussion and possible action to recommend to Common Council approval of a public hearing to be set for February 5, 2024 at 6:00 p.m. to be held before the Plan Commission on the suggested amendments to the Zoning Code (Chapter 275).

RATIONALE: Per Chapter 275-15D(1) of the City's Zoning Code, the Department of Community Development is recommending an update to the Zoning Code.

The Common Council sets the date for the public hearing that will take place before the Plan Commission. The Plan Commission will then take action to approve the proposed amendments and will forward their recommendation to the Common Council for final action via ordinance.

The draft changes will be available for review on the City's website and the amendments will be presented/introduced at the February 5, 2024 Plan Commission meeting and possible action at the February 5, 2024 Plan Commission meeting.



REQUESTED ACTION STATEMENT

DATE: January 2, 2024
TO: Mayor Ament
Common Council
FROM: Jeff Hingiss - Chief of Police

ISSUE: Recommend to Council – Approval of 5-year contract between City of New Berlin and Flock Group, Inc.

REQUESTED: Recommend to Council – Approval of 5-year contract between City of New Berlin and Flock Group, Inc. (Flock) to purchase and subscribe to 10 Automatic License Plate Recognition (ALPR) cameras.

FISCAL IMPACT:

The New Berlin Police Department (NBPD) requested a quote for a five-year contract with Flock. Due to a current Flock promotion, a five-year contract would lock in the current price of \$2,500 per camera per year through 2028. If the NBPD were to sign a contract for a shorter amount of time, the price would immediately increase to \$3,000 per camera per year. This request is for ten (10) cameras at various locations throughout the City. The quote includes an “Advanced Search” option, which costs an additional \$2,500 (annually). All included, the request is for \$27,500 per year.

The current police department accounts for six (6) cameras plus the annual “Advanced Search” option. Should the council approve four (4) additional cameras under this contract, the service would have a cost of \$27,500 (annually) for a total of \$137,500 over the next five years. The department will make the required adjustments to cover the costs (approximately \$9,000) for four additional cameras in 2024, but would have to budget for the full amount in 2025 through 2028.

RATIONALE:

Flock provides motion-detection cameras which capture vehicles as they pass and automatically read their license plates. The NBPD was able to enroll in a pilot program with Flock from March 2023-December 2023. During this time, the NBPD tested cameras in 15 locations throughout the City. Members of the NBPD found the cameras to be an extremely valuable tool for both solving crimes in progress and investigating crimes after they had occurred. Additionally, most other Metro Milwaukee law enforcement agencies also subscribe to Flock. The NBPD is able to connect with all other Flock subscribers to establish an area-wide crime-fighting network. The NBPD would like to continue this effort with a permanent subscription to Flock. System administrators have identified the 10 most productive cameras from the original fifteen (15) locations and are requesting to keep those ten (10) cameras on a permanent basis. The NBPD believes that this resource is necessary for its officers and detectives to perform their jobs to the highest expectations of New Berlin residents.

Attorney Blum reviewed the original test pilot contract. The current requested contract language mirrors the pilot program, but the term of service would be the only change if approved.

Flock Safety + WI - New Berlin PD

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Alex Graber
alex.graber@flocksafety.com
414-881-9494

Created Date: 11/09/2023
Expiration Date: 12/09/2023
Quote Number: Q-52394
PO Number:



Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

Bill To: 16300 W National Ave New Berlin, Wisconsin 53151

Ship To: 16300 W National Ave New Berlin, Wisconsin 53151

Billing Company Name: WI - New Berlin PD
Billing Contact Name: Brad Polczynski
Billing Email Address: polczynski@nbpolice.org
Billing Phone: (262) 780-8115

Subscription Term: 60 Months
Payment Terms: Net 30
Retention Period: 30 Days
Billing Frequency: Annual Plan - First Year Invoiced at Signing.

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$27,500.00
Flock Safety Flock OS			
FlockOS™	Included	1	Included
Flock Safety LPR Products			
Flock Safety Falcon®	Included	10	Included
Flock Safety FlockOS Add Ons			
Flock Safety Advanced Search	\$2,500.00	1	\$2,500.00

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			

Subtotal Year 1:	\$27,500.00
Annual Recurring Subtotal:	\$27,500.00
Discounts:	\$30,000.00
Estimated Tax:	\$0.00
Contract Total:	\$137,500.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$27,500.00
Annual Recurring after Year 1	\$27,500.00
Contract Total	\$137,500.00

*Tax not included

Discounts Applied	Amount (USD)
Flock Safety Platform	\$25,000.00
Flock Safety Add-ons	\$5,000.00
Flock Safety Professional Services	\$0.00

Product and Services Description

Flock Safety Platform Items	Product Description
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

FlockOS Features & Description

Package: Essentials

FlockOS Features	Description
Community Cameras (Full Access)	Access to all privately owned Flock devices within your jurisdiction that have been shared with you.
Unlimited Users	Unlimited users for FlockOS
State Network (LP Lookup Only)	Allows agencies to look up license plates on all cameras opted in to the statewide Flock network.
Nationwide Network (LP Lookup Only)	Allows agencies to look up license plates on all cameras opted in to the nationwide Flock network.
Direct Share - Surrounding Jurisdiction (Full Access)	Access to all Flock devices owned by law enforcement that have been directly shared with you. Have ability to search by vehicle fingerprint, receive hot list alerts, and view devices on the map.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Flock Insights/Analytics page	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface	Flock Safety's maps are powered by ESRI, which offers the ability for 3D visualization, viewing of floor plans, and layering of external GIS data, such as City infrastructure (i.e., public facilities, transit systems, utilities), Boundary mapping (i.e., precincts, county lines, beat maps), and Interior floor plans (i.e., hospitals, corporate campuses, universities)
Real-Time NCIC Alerts on Flock ALPR Cameras	Alert sent when a vehicle entered into the NCIC crime database passes by a Flock camera
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera

REQUESTED ACTION STATEMENT

TO: Common Council
Mayor Dave Ament

FROM: Gregory Kessler, AICP – Director of Community Development

RE: Requested Action Statement to amend the 2022 CIP budget by \$186,983 for the New Berlin Activity and Recreation Center Phase 2.

DATE: January 9th, 2024

REQUESTED ACTION: Approval of Resolution 24-3 to amend the 2022 CIP budget by transferring CIP funds from 2015 in the amount of \$186,983 to complete required infrastructure and building code requirements in order to gain occupancy of the New Berlin Activity and Recreation Center prior to its opening.

FISCAL IMPACT: No new borrowing to accommodate this request. Our department is transferring funds from the 2015 CIP Parking Lot Project.

SOURCE OF FUNDS: Transfer from: Parking Lots 04251100-61112-C2015

Transfer to: New Berlin Activity and Recreation 04252900-61130- C2022

RATIONALE/BACKGROUND: The original budget scope for this project included a number of “owner” purchased items that were to be spec’d and purchased by the City as completion of the construction neared and occupancy of the building was closer. Such items were not budgeted in the original budget for this project. Since construction began there have been various necessary construction tasks that were/are required to be completed to satisfy building codes and the City’s Zoning Ordinance. These include items and tasks such as parking lot patching; hydrant & bollard protection placement due to the utility installation to the outlot; track leveling & window gap fill; roof top mechanical screening components; and fitness equipment, racking & other essential equipment to enhance the user experience.

RESOLUTION 24-3
A RESOLUTION AMENDING THE 2022 CAPITAL PROJECTS BUDGET

WHEREAS, The Department of Community Development requires a transfer of funds to complete required infrastructure and building code requirements in order to gain occupancy at the New Berlin Activity and Recreation Center.

WHEREAS, DCD staff requests that \$186,983 be transferred from the 2015 Parking Lot reconstruction Account to the 2022 New Berlin Activity and Recreation Center Account.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of New Berlin that the Capital Projects Fund Budget be amended as follows:

TRANSFER FROM

Parking Lot- City Hall	04251100 61112 C2015	\$186,983
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TRANSFER TO

New Berlin Activity and Recreation	04252900-61130-C2022	\$186,983
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BE IT FURTHER RESOLVED that the City Clerk is hereby directed to publish this resolution in the Waukesha Freeman within 10 days of adoption by the Common Council.

RESOLUTION ADOPTED by the New Berlin Common Council this 9th day of January 2024.

David Ament, Mayor

Countersigned:

Rubina R. Medina, City Clerk

DATE: January 9, 2024

TO: Mayor Ament
Common Council

FROM: Mayor Ament
Melissa Beck, Human Resource Director
Ralph Chipman, Director of Finance

REQUESTED ACTION:

Recommendation to Council to approve the attached 2024 Salary Table effective 01/19/2024.

FISCAL IMPACT:

The related salary range adjustments are accounted for in the 2024 approved operating budget.

RATIONALE:

The attached 2024 Salary Grade Table reflects an increase to 2024 salary ranges for all non-represented staff:

- Salary Range 1 through 16 = 2% increase

Adjustments to the salary ranges allows the City to attract and retain a talented workforce.

ATTACHMENTS:

2024 Non-represented Employee Salary Ranges 1 through 16

Range	Min	Q1	Midpoint	Q3	Maximum
1	16.03	17.44	18.84	20.25	21.65
2	20.17	21.93	23.70	25.46	27.22
3	21.58	23.47	25.35	27.24	29.13
4	23.10	25.12	27.14	29.16	31.18
5	24.72	26.88	29.04	31.20	33.36
5	51,394.30	55,891.17	60,388.04	64,884.91	69,381.78
6	26.44	28.75	31.07	33.38	35.70
6	54,991.80	59,803.05	64,614.30	69,425.55	74,236.81
7	28.81	31.33	33.85	36.37	38.89
7	59,932.78	65,176.74	70,420.70	75,664.66	80,908.62
8	30.83	33.53	36.23	38.93	41.63
8	64,127.74	69,738.61	75,349.48	80,960.35	86,571.23
9	68,615.59	74,619.64	80,623.69	86,627.74	92,631.79
10	73,419.68	79,843.70	86,267.72	92,691.74	99,115.77
11	78,558.04	85,432.02	92,305.99	99,179.97	106,053.94
12	82,706.31	89,942.95	97,179.59	104,416.23	111,652.88
13	87,668.52	95,339.46	103,010.40	110,681.34	118,352.28
14	92,927.86	101,059.37	109,190.87	117,322.38	125,453.89
15	98,504.51	107,123.64	115,742.77	124,361.90	132,981.04
16	104,414.38	113,550.85	122,687.32	131,823.79	140,960.26



Mayor David A. Ament

3805 South Casper Drive • New Berlin, Wisconsin 53151-0921 • (262) 786-8610 • Fax (262) 786-6121 • www.newberlin.org

REQUESTED ACTION STATEMENT

DATE: January 9, 2024

TO: Common Council

FROM: Mayor Ament
Melissa Beck, Human Resource Director
Josh Radomski, DPW Director

REQUESTED ACTION:

Recommendation to Council to authorize the addition of a 1.0 FTE custodial position for the 2024 Budget year.

FISCAL IMPACT:

This additional 1.0 FTE would be in addition to the existing .5 FTE custodial position in the 2024 budget. The fiscal impact would be approximately \$57,057 - \$71,287 dependent on benefits enrollment for the 2024 budget year. Funding is anticipated to come from savings in other areas of the operating budget and/or increased Recreation revenues.

RATIONALE:

As we progress with the planning of the opening of the new Activity and Recreation Center (ARC), it has become evident there needs to be additional dedicated custodial staffing assigned to the ARC. Initially the ARC was to be staffed with 1.5 FTE's of custodial support, however after further review it was determined the ARC would need to staff 2.5 FTE's to have the appropriate custodial support due to increased programming and hours of operation of the ARC. Currently the 5.0 full-time custodial staff services the Safety Building, City Hall, Community Center, Activity and Recreation Center and the Library. The addition of this 1.0 FTE position would allow the ARC to have 2.5 FTE's custodial to support the increased programming and hours at the ARC without disrupting the needs of the other City buildings.

ATTACHMENTS:

None



REQUESTED ACTION STATEMENT

DATE: January 9, 2024

TO: Common Council

FROM: Mayor Ament
Melissa Beck, Human Resource Director

REQUESTED ACTION:

Recommendation to Council to authorize the change from an HR Assistant to an HR Coordinator position within the Human Resource Department. This position will not add additional staffing.

FISCAL IMPACT:

The change to the position will change the compensation range from a Range 3 to a Range 4. In doing so, it may have an impact on the budget of approximately \$5,000 - \$7,000, however, the impact is able to be absorbed within the 2024 HR budget.

RATIONALE:

The Human Resource Department consists of three staff. Each position within the Department plays a vital role in supporting the operations of all City Departments. The current role of HR Assistant does not represent the magnitude of the role, nor the level of experience and expertise needed to be successful in fulfilling the responsibilities of the position. A change in this position title and range will help the HR Department perform at a higher level in all areas. This will create efficiencies, support, and communication with all City Departments we serve.

ATTACHMENTS:

Human Resources 2024 Organization Chart

HR Coordinator Job Description



POSITION: HR COORDINATOR

SUPERVISOR: HR DIRECTOR

SALARY RANGE: \$22.64 - \$30.57

FLSA: Non-Exempt

LOCATION/DEPARTMENT: HUMAN
RESOURCES

CALENDAR: Year-Round

DAYS/HOURS: FT / M-F 40 Scheduled Hours

DIRECT REPORTS: 0

POSITION SUMMARY

The Human Resource Coordinator provides professional and high-level support to the Human Resource Department by performing a variety of complex human resource tasks. Provides excellent customer service to City staff and the community.

ESSENTIAL DUTIES

- Provides support to the HR department by answering and directing department phone calls, distributing interoffice mail, and processing of purchase orders.
- Prepares and maintains accurate and up-to-date human resource files, records, and documentation. Ensures the department meets the documentation requirements for all applicable State and Federal laws, including retention.
- Ensures compliance with USCIS Form I-9 Employment Eligibility Verification. Annually audits Forms I-9.
- Conducts and/or assists with the employment cycle to include recruitment, hiring, onboarding and offboarding.
- Responsible for the recruitment/selection process for city positions by utilization of the City's Neogov software. This includes developing, posting/advertising, screening applications and coordinating the interview process.
- Responsible for maintenance of Human Resource website, as well as the employee intranet.
- Chairs the Wellness Committee and provides benefit wellness information to employees.
- Updates, monitors, and maintains eligible salary adjustments/increases for staff.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, and employee recognition celebrations.
- Assists in providing guidance to employees on personnel policies/procedures and

employee handbook and assists with employee relations.

- Responds to employee salary verifications and compensation/fringe benefit surveys.
- Completes the annual EEO Reporting as required by law.
- Recommends new approaches and procedures to continually improve efficiency of the department and services performed.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Working understanding of human resource principles, practices and procedures.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

MINIMUM QUALIFICATIONS

- Bachelor's degree in human resources or business-related field
- Minimum two (2) years' experience in the Human Resource field

PREFERRED QUALIFICATIONS

- 2-3 years' experience in a municipal Human Resource Department
- SHRM and/or SPHR Certification

PHYSICAL REQUIREMENTS

- Tasks involve extended period of sedentary work.
- Times where exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Task involves extended period of time at a keyboard.

ENVIRONMENTAL REQUIREMENTS

- None. This position is not substantially exposed to adverse environmental conditions.

SENSORY REQUIREMENTS

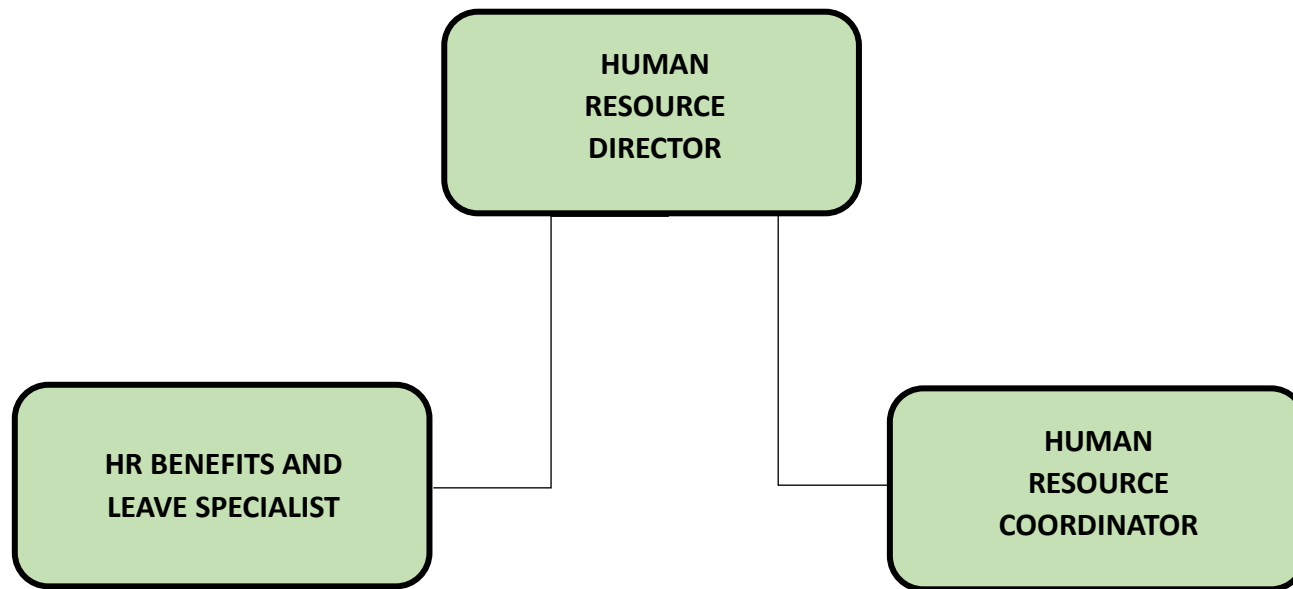
- The task requires close visual acuity to perform various activities.
- The task requires oral communications ability.
- The task requires sound perception.

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee and group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgement, to be proper.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The City of New Berlin does not discriminate on the basis of the protected classes of age, race, color, creed, religion, disability, handicap, marital or parental status, sex, sexual orientation, gender identity national original, ancestry, citizenship, political affiliation, arrest or conviction record not substantially related to a person's job, pregnancy, membership in the military, or use or nonuse of lawful products off City property during non-work hours or any other reason prohibited by state or federal laws.

Human Resource Department Organizational Chart





2024 COW/CC MEETINGS

 ELECTION DAY

 COW/CC MTGS @ CITY HALL

 COW/CC MTGS VIA ZOOM

JANUARY						
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DECEMBER						
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