

*****ATTACHMENTS*****

CITY OF SHEBOYGAN

REQUEST FOR SALARIES & GRIEVANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Possible ordinance identifying a modification to the television studio (WSCS) replacing the part-time television Production Producers Specialist, replacing with a part-time television production technician.

REPORT PREPARED BY: Sandy Rohrick, Director of Human Resources & Labor Relations

REPORT DATE: September 23, 2016

MEETING DATE: September 26, 2016

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: Chapter 82

BACKGROUND / ANALYSIS:

A recent evaluation of the staffing needs of the department resulted in a shift in responsibilities. While the full-time employees were reduced, the technical needs remain the same. Accordingly, a Production Technician is needed to accomplish the goals of the department.

STAFF COMMENTS:

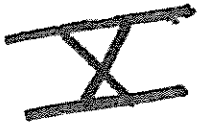
This modification supports the recommended budget cut experienced in the department, yet allows the department to operate at continued excellence.

ACTION REQUESTED:

Motion to recommend the City Attorney's department draft an ordinance identifying the modifications to the table of organization for the television station.

ATTACHMENTS:

G.O. 21-16-17



6.2

Gen. Ord. No. 21 - 16 - 17. By Alderpersons Donohue, Heidemann, Lewandoske, Schneider and Wolf. September 19, 2016.

AN ORDINANCE amending the supplement to Section 82-33 of the Sheboygan Municipal Code so as to delete the Part-Time Television Production Producers Specialist and create a Part-Time Television Production Technician WSCS (Wisconsin Sheboygan Community Stations) in the Information Technology Department, for the City of Sheboygan and create a job description.

THE COMMON COUNCIL OF THE CITY OF SHEBOYGAN DO ORDAIN AS FOLLOWS:

Section 1. Section 82-33 of the Sheboygan Municipal Code and its Supplement, entitled, "List of Classes and Class Specifications," is hereby amended in Section 6 (a) WSCS as follows:

A. CITY HALL DEPARTMENTS

6. INFORMATION TECHNOLOGY

a. WSCS

Class Grade	NO. Employees
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DELETE:

Part-Time Television Production Producers Specialist	Mkt	1.0
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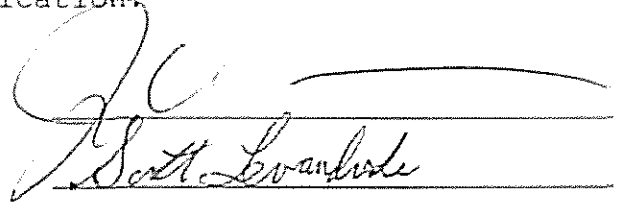
ADD:

Part-Time Television Production Technician	02	1.0
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Section 2. The new job description for the Part-Time Television Production Technician is attached, and copies of which shall be on file in the offices of the City Clerk, City Finance and Human Resources Department.

John Green

Section 3. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and this ordinance and attached job descriptions shall be in effect from and after its passage and publication.



I HEREBY CERTIFY that the foregoing Ordinance was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor



Job Description

Job Title: Part-Time Television Production Technician

Department: Information Technology

Reports To: Television Program Director

Classification: Non-Represented

Wage: Salary Grade 2

Date Issue: September 1, 2016

Position Summary

Under administrative direction from the station program director, to coordinate daily activities in programming, operations, and/or on-air promotions in a television station and to assist in its management.

Essential Duties and Responsibilities:

1. Assists in the selection of and supervises the recording of programs, promotional materials, and satellite feeds.
2. Acts for the station/program manager in his/her absence and at his/her direction.
3. Consults with station/program manager on programming and program-schedule matters.
4. Interviews the public to ascertain the programming needs of the local coverage area and maintains records of programming meeting those needs.
5. Coordinates production/operation activities, such as scheduling of facilities, staff, and equipment.
6. Reviews and recommends the purchase and scheduling of general-audience (non-instructional) programming.
7. Maintains and updates the FCC mandated Public File, including the quarterly issues report and programming list.
8. Assists the station/program manager in duties and special projects.
9. Trains and supervises paid and volunteer production staff.
10. Performs other related duties as assigned.

Supervisory Responsibilities:

- Supervises the preparation of the daily program log

- Supervises the library of pre-recorded programs
- Supervises the preparation and distribution of upcoming program listings

Qualification Requirements:

1. Knowledge of the operations of a television station.
2. Knowledge of television programming.
3. Knowledge of television promotion format and presentation.
4. Knowledge of Federal Communications Commission regulations.
5. Knowledge of automated data processing systems.
6. Ability to produce publicity items.
7. Ability to work with the public.

Education and/or Experience:

- A Bachelor's Degree in Broadcast/Communications with experience in video productions, preferable in a local access television environment or any combination of education and experience that provides a high level of knowledge, skills, and abilities.
- Or in lieu of the above credit for university or four-year college training leading to a major in radio/television, broadcasting, communications, or closely/other related fields
- Two years of responsible experience in television, including program/operations, program scheduling, or traffic.

Pre-Employment Requirement

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

Language Skills:

The ability to communicate effectively in both written and verbal form with a variety of city personnel and members of the public, and maintain effective working relationships with other staff, contractors and participants.

Reasoning Ability:

Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions.

Physical Demands:

CITY OF SHEBOYGAN

REQUEST FOR SALARIES & GRIEVANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Possible ordinance identifying a 4-tier employee premium contribution rates for dental insurance effective January 2017.

REPORT PREPARED BY: Sandy Rohrick, Director of Human Resources and Labor Relations

REPORT DATE: September 23, 2016

MEETING DATE: September 26, 2016

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

The City of Sheboygan has traditionally offered employees a 2-tier premium option for dental insurance: Single and Family. The Family tier does not differentiate between employees with only children or only a spouse on the plan. While the contribution percentage for employees remains at 15% of the premium amount, a recommendation is to move to a 4-tier premium option, allowing employees to choose the tier that best fits their need and that of their family.

STAFF COMMENTS:

A 4-tier premium option would allow employees with limited family members to choose an option that best fits their needs.

ACTION REQUESTED:

Motion to recommend the City Attorney's office draft an ordinance that identifies a 4-tier dental insurance premium option, as well as approved the premium rates applicable for 2017 health insurance costs or incentives available for employees.

ATTACHMENTS:

- I. Draft ordinance

An ORDINANCE adopting certain changes to the City's Dental Benefit Plan effective for calendar year 2017 coverage and establishing the monthly premium equivalent rates effective for January 2017 coverage and thereafter.

RESOLVED: That the following changes to the City of Sheboygan's Dental Benefit Plan effective for calendar year 2017 are hereby adopted:

A) Effective January 1, 2017, all eligible employees will have an option to participate in a Dental insurance plan:

- 1) \$25 Deductible Per Person. \$1,500 Max Benefit per person.
- 2) The monthly employee premium equivalent rates for permanent, full-time employees shall be:
 - \$ 45.24 for single coverage
 - \$ 91.31 for employee plus spouse
 - \$102.02 for employee plus child/ren
 - \$149.92 for family coverage
- 3) The monthly employee premium equivalent rates for full-time employees shall be:
 - \$ 6.79 for single coverage
 - \$ 13.70 for employee plus spouse
 - \$ 15.30 for employee plus child/ren
 - \$ 22.49 for family coverage
- 4) The monthly employee premium equivalent rates for permanent, part-time employees who work between 20-39 hours per week shall be:
 - \$ 22.62 for single coverage
 - \$ 45.65 for employee plus spouse
 - \$ 51.01 for employee plus child/ren
 - \$ 74.96 for family coverage

CITY OF SHEBOYGAN

REQUEST FOR SALARIES & GRIEVANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Possible resolution identifying a new voluntary term life insurance option for City of Sheboygan employees.

REPORT PREPARED BY: Sandy Rohrick, Director of Human Resources & Labor Relations

REPORT DATE: September 23, 2016

MEETING DATE: September 29, 2016

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

The City of Sheboygan currently offers employees and their families life insurance through Minnesota Life. Employees have requested having additional options available. A study was performed by the benefits brokerage firm, Diversified Benefits, and one program was chosen to move forward.

STAFF COMMENTS:

Active employees currently have the option to purchase up to five times their salary for life insurance for themselves. The voluntary insurance available for their spouse is limited to a maximum of \$20,000. As the City of Sheboygan moves towards a more aggressive and comprehensive wellness program, financial wellness for the employees and their families is an important part of their overall wellness. Other than minimal administrative time, the program has no outright costs to the City of Sheboygan.

Standard Insurance Company provided the most cost-effective, term-life insurance product. The company requires a minimum of 20% participation for the program to move forward. Failure to secure the necessary minimum participation will result in the resolution being dismissed.

ACTION REQUESTED:

Motion to authorize the City Attorney draft a resolution authorizing the City of Sheboygan to establish and maintain a Voluntary Term Life Insurance Program for active employees.

ATTACHMENTS:

- I. Draft Resolution for Voluntary Term Life

Res. No. _____ By Alderperson Donohue. September 26, 2016

A RESOLUTION authorizing the City of Sheboygan to establish and maintain a voluntary term life policy beginning January 1, 2017.

WHEREAS, the City will not contribute funds towards the policy; and

WHEREAS, minimum participation must be met by the employees on a voluntary basis for the plan to begin; and

WHEREAS, employee costs will be deducted direct from employee payroll checks, and

WHEREAS, the vendor will be authorized, where possible, to withdraw the invoice amount on a monthly or bi-weekly basis;

WHEREAS, this program is available until such time that either the City withdraws from the program based on the City's discretion, with no requirement for approval from any employee group, included bargaining units;.

NOW, THEREFORE, BE IT RESOLVED: That the City of Sheboygan hereby authorizes making available a voluntary, term life insurance program available to employees and, as appropriate, their spouses effective January 1, 2017.