



	Presented
Action taken	11/2/06
Other:	
Verified by:	<i>[Signature]</i>

WASILLA CITY COUNCIL INFORMATION MEMORANDUM

IM No. 06-21

TITLE: NOVEMBER 2, 2006 EMPLOYEE MEETING CORRESPONDENCE

Agenda of: November 2, 2006

Date: October 31, 2006

Originator: Jamie Newman, Deputy Clerk *JN*

Route to:	Department	Signature/Date
X	Deputy Administrator Planning, Economic Development, Human Resources	<i>[Signature]</i> 10/31/06
X	City Clerk	<i>[Signature]</i>

REVIEWED BY MAYOR DIANNE M. KELLER: *Dianne M. Keller*

FISCAL IMPACT: yes or no

Funds Available yes no

Account name/number: n/a

Attachments: correspondence from November 2, 2006 employee meeting.

SUMMARY STATEMENT: The clerk's office notified employees of the November 2, 2006 employee/council meeting and requested written questions in advance of the meeting.

The questions received from employees are attached along with responses from administration.

RECEIVED

OCT 25 2006

CLERK'S OFFICE
CITY OF WASILLA

Questions for City Council

1. Why is the Water/Wastewater laborer job description the same as the Tech 1 job description?
2. There is such a high turn over for laborers; once they are trained they leave. Why are there no incentives for Water/Wastewater laborers to stay with the city once they are trained?
3. Being that the meeting is between the employee and city council, is it necessary for the mayor to attend?
4. It is our understanding that if the city employees unionize council is not required to recognize the union, due to PARA. If the employees unionize will the council recognize the union as a bargaining unit and if not, why?

Signatures:

[Handwritten signatures]

Bob Cole
Jana Griffin
Ken Langlo
Paul Burt
Greg Funch
Jeff Hest

Ken Curran
[Signature]
[Signature]
Jim Slope
Lynn Feltth
Morica Miller

Jamie Newman

From: Sandy Connolly
Sent: Tuesday, October 24, 2006 4:29 PM
To: Jamie Newman
Subject: RE:

I have one more question.

X When there are changes in the City Code that effect the employees, can a procedure be adopted that would inform all employees of that change?
Sandi

From: Jamie Newman
Sent: Tuesday, October 24, 2006 3:46 PM
To: Sandy Connolly
Cc: Kristie Smithers
Subject: RE:

Thank you Sandi, I'll include your questions in the employee meeting packet. Thank you for submitting them.

Jamie Newman, CMC
Deputy Clerk
City of Wasilla
290 E. Herning Ave.
Wasilla, AK 99654
907-373-9090 - business
907-373-9092 - fax
www.cityofwasilla.com

From: Sandy Connolly
Sent: Tuesday, October 24, 2006 3:35 PM
To: Jamie Newman
Subject:

X Wasilla City Council

WE are grateful for the health insurance for employees. The code requires competitive bidding. Is that how the city acquires our medical insurance plan?

Some Public Works Employees are called out on emergencies after hours. If that employ has used their PTO or had a paid Holiday during that week they do not receive OT. All other employers benefit from a paid day off or paid Holiday. Is it possible to allow after hours emergencies to be considered OT?

Respectfully,

Sandi Connolly

RECEIVED

OCT 30 2006

CLERK'S OFFICE
CITY OF WASILLA

**Information in Response to
Questions from Employees**

October 30, 2006

1. We are grateful for the health insurance for employees. The code requires competitive bidding. Is that how the city acquires our medical insurance?

The City utilizes one of the two State of Alaska insurance pools for health insurance, Premera Blue Cross Blue Shield. Since this is under a State pool, we do not go out for competitive bids for this service. Wasilla has considered and rejected the concept of being self-insured as our number of employees is too small to provide comparable insurance at a competitive rate with the existing plan.

The reason we don't go to the private market is because the rates are much higher, the plans are separate (medical, dental, vision, audio) and rates would be based partially on incoming health conditions of our employees and their families, preexisting conditions. Our health insurance consultant, Gina Bosnakis of David Frazier & Associates, has shopped the private market quite a bit for a comparable insurance package, but reports that it has never even come close to the political subdivision (our plan) rates or benefits. As a matter of fact, the trend for private insurance through Premera this year is around +20%.

2. Some Public Works employees are called out on emergencies after hours. If the employee has used their PTO or had a paid Holiday during that week, they do not receive OT. All other employees benefit from a paid day off or paid Holiday. Is it possible to allow after hours emergencies to be considered OT?

WMC 3.55.100

C. Public Works Department "Stand By" and "Call Out" Pay on Saturdays, Sundays and Holidays.

1. Public works employees who are required to be on stand by on a weekend or holiday will receive two hours of overtime compensation at one and one-half times their normal hourly rate of pay for each day that they are on stand by, regardless of whether or not they are actually called out to work. If the public works employee is on stand by for only one of the weekend days, he or she shall receive two hours of overtime compensation at one and one-half times his or her normal hourly rate of pay. If the public works employee is on stand by for both weekend days, he or she shall receive four hours of overtime compensation at one and one-half times his or her normal hourly rate of pay. If the public works employee is on stand by on a holiday, he or she shall receive two hours of overtime compensation at one and one-half times his or her normal hourly rate of pay.

2. If a public works employee who is on stand by is actually called out to work while on stand by, he or she shall receive two hours of overtime compensation at one and one-half times his or her normal hourly rate of pay

even if he or she is not actually called to work for the full two hours. Additionally, if the public works employee is called to work for more than two hours, he or she shall receive overtime at one and one-half times their normal hourly rate of pay for any hour actually worked beyond two hours.

WMC 3.55.100

D. Emergency "Call Out" Pay.

1. An employee who is called out to work outside of his or her regularly scheduled shift to respond to an emergency shall receive overtime compensation at one and one-half times his or her normal hourly rate of pay for all hours actually worked, unless the employee is a public works employee who is on stand by on a weekend or holiday and is called out to respond to an emergency, in which case the public works employee shall be compensated in accordance with subsection C of this section.

3. When there are changes in the City Code that effect employees, can a procedure be adopted that would inform all employees of that change?

Since its inception, the quarterly City Newsletter, COW Tracks, has been used to get the word of changes out to the employees. Additionally, employees will soon find these changes posted on the in-house Intranet.

4. Why is the Water/Wastewater laborer job description the same as the Tech I job description?

In comparing the two job descriptions (attached), they are not at all the same.

The Water Distribution/Wastewater Collections Field Laborer is an entry level job. At the time of hire, a Laborer needs no experience or training in water operations. The Essential Functions for the Laborer position all describe that the employee will be learning water production and operations of wastewater collections facilities.

Water/Wastewater Treatment Tech I is an experienced and trained position (Operator I certification) where the employee is expected to work under general supervision with much more responsibility for operations.

5. There is such a high turnover for laborers; once they are trained they leave. Why are there no incentives for Water/Wastewater laborers to stay with the City once they are trained.

The Public Works Water/Wastewater Division employs 3 Full Time Regular Laborers. (The third position was approved for the FY 07 Budget.) Additionally, they employ 1 Temporary Laborer during the summer.

One of the Regular Full Time positions was created and opened in July 2006. The other two Regular Full Time positions have had the same employees in the positions since July 2005.

The Temporary water/wastewater Laborer position is only funded for 4-6 months during the summer season. This year, Public Works worked with Job Corps to fill this temporary position.

6. Being that the meeting is between the employee and the council is it necessary for the mayor to attend?

WMC 2.16.020 Power and duties of mayor.

A. The mayor is the chief administrator of the city, has the same powers and duties as those of a manager under AS 29.20.005, and shall:

1. Preside at council meetings. The mayor may take part in the discussion of matters before the council, but may not vote, except that the mayor may vote in the case of a tie;

10. Serve as personnel officer, unless the council authorizes the mayor to appoint a personnel officer.

7. It is our understanding that if the city employees unionize council is not required to recognize the union, due to PARA [SIC]. If the employees unionize will the council recognize the union as a bargaining unit and if not, why?

WMC 3.90.080 Employee meetings.

A. Purpose. The purpose of this section is to recognize employee organizations and to provide a mechanism for city employees and their representatives to meet and confer with respect to terms and conditions of employment and to replace the requirements of the Public Employment Relations Act the provisions of which the city rejected in Resolution No. W78-A-1. The validity of the city's rejection of the Public Employee's Relations Act has been confirmed by the Decision of the Alaska Labor Relations Agency in Decision and Order No. 197 dated November 7, 1995, Case No. 95-413 RC.

B. Recognizing Employee Organizations.

1. Not fewer than one time each calendar year, the council, or its designated representatives, shall meet and confer with the employees of the city, or their designated representative(s), with respect to terms and conditions of employment for the city. Additional meetings may be held, if desirable or requested.

2. The meeting shall be held at such time and place as the council may designate with reasonable notice to all employees so as to enable them or their representatives to submit proposed changes in terms and conditions of employment in writing and/or through public testimony. Employee representatives will be compensated for these meetings. If meetings are held during working hours, employee representatives will be given administrative leave to attend.

3. The council may by regulation adopt reasonable rules for conduct of the meetings and the submission of proposed changes in personnel policies. Any employee, and any representative of any employee, shall be entitled to submit proposed changes and address the council, subject to the council's regulations.

4. Meetings may be held annually in the months of March and November and shall specifically include any employee proposals concerning compensation so that any changes may be considered for inclusion in the upcoming budget.

City Councils and Administrations since May 1978 have held the position that to meet its mission of a small efficient and effective local government, it is not necessary to enter into negotiations with employee unions. Employees have been able to work directly with councils and administrations to improve overall employee benefits. City payroll statistics reflect benefits of current meet and confer process:

The City of Wasilla has 104 Full Time Regular employees who have been city employees for an average of 5.67 years.

The average starting wage for Full Time Regular employees is \$16.75 per hour. The current average hourly wage for Full Time Regular employees is \$23.67 per hour for an annual base pay of \$49,017.

The Compa Ratio for all Departments is 0.96. The Compa Ratio measures the percentage of employees at the midpoint of their salary range.

Compa Ratios per Department as of 6/30/06:

Department	Compa Ratio*	Average FY 07 Increase in Pay	Average Total % Increase in Base Pay
Admin	1.00	5.90%	40.25%
Clerk	1.01	12.75%	67.00%
Finance	1.03	5.30%	45.92%
Library-Museum	1.02	4.91%	50.16%
MUSC	0.85	5.65%	15.90%
Police	0.97	7.22%	62.90%
Police Admin	0.95	6.46%	34.13%
Police Dispatch	0.92	9.29%	21.50%
Public Works	0.98	5.18%	62.51%

*The MUSC and Dispatch are the newest divisions and therefore have fewer employees who have moved from entry level wages to midpoint.

The average % increase in pay for City employees has more than covered the annual growth in CPI as shown on the following table. Showing the July 1999 to June 2006 Anchorage CPI average of 2.7%.

Department	Average % Yearly Increase in Pay
Admin	9.47%
Clerk	7.42%
Finance	9.16%
Library-Museum	9.72%
MUSC	7.99%
Police	7.61%
Police Admin	8.01%
Police Dispatch	13.30%
Public Works	7.75%



City of Wasilla

Job Title	Water/Wastewater Treatment Tech I	Department	Public Works
Reports To	Water/Wastewater Supervisor	Salary Grade	8
FLSA Classification	Non-exempt	Revision Date	September 2005
City Classification	<input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Confidential and/or Managerial	

Job Description

Mission Statement

It is the mission of the City of Wasilla to provide optimum service levels to the public as cost effectively as possible to ensure a stable and thriving economy, promote a healthy community, provide a safe environment and a quality lifestyle, and promote maximum citizen participation in government.

Summary:

Operate and maintain the City of Wasilla water/wastewater treatment systems at an operator 1 level. Under the direction of a level 2 or level 3 operator, ensure systems are kept in excellent working order by following the operation and maintenance manuals. Provide recurring work program in keeping facilities in safe and functional capacity.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions (greater than or equal to 10% of time):

35% - Under general supervision, operate wastewater collection facilities by controlling lift station, septic receiving facility, bar screens, grit separator, screen press, aeration blowers, controlling septic tank pumping schedule, flow meter, oxidation lagoons, recirculation pumps, settling clarifier, and subsurface drain fields.

25% - Under general supervision, maintain wastewater treatment plant by exercising valves, adjusting aeration blowers, trouble shoot electrical pumps and controls.

15% - Under general supervision, operate water production and treatment facilities by controlling well production, storage reservoir volumes, booster stations, pressure reducing stations.

15% - Under general supervision, maintain distribution of mains by exercising valves, service Fire Hydrants, detecting and repairing leaks, and trouble shoot electrical pumps and controls.

10% - Under general supervision, maintain the sewer collection system by pumping septic tanks at regular intervals, exercise valves, detect and repair leaks, trouble shoot pumps and pump controls.

Secondary Functions (less than 10% of time):

5% - Steam thaw mains, service connections, pump vaults, septic tanks, and service key box by operating a mobile steam boiler.

5% - Maintain aeration lagoon diffuser lines by removing sludge accumulation form lagoons and drying beds.

5% - Maintain septage facility and equipment by performing routine maintenance on the grit separator, screen press, recirculation pumps, blower units, and stand-by generation.

5% - Daily and weekend rounds, security checks on system and facilities, record all pumps, wells, reservoir activity, grab sample for analyzation, C12, pH, D.O., make adjustments as required.



City of Wasilla

Job Title	Water Distribution/Wastewater Collections Field Laborer	Department	Public Works
Reports To	Water/Wastewater Supervisor	Salary Grade	3
FLSA Classification	Non-exempt	Revision Date	December 2005
City Classification	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Confidential and/or Managerial		

Job Description

Mission Statement

It is the mission of the City of Wasilla to provide optimum service levels to the public as cost effectively as possible to ensure a stable and thriving economy, promote a healthy community, provide a safe environment and a quality lifestyle, and promote maximum citizen participation in government.

Summary:

Entry level position learning to operate and maintain the City of Wasilla water distribution and wastewater collection systems. Ensure systems are kept in excellent working order by providing excellent customer service while delivering a safe product to the utility customer under close supervision from upper level technicians.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions (greater than or equal to 10% of time):

15% - Learn to operate water production and distributing facilities by controlling well production, storage reservoir volumes, booster stations, pressure reducing stations, and establish new connections.

15% - Learn to operate wastewater collection facilities by controlling list station, septage receiving facility, bar screens, grit separator, screen press, recirculation pumps, flow meter, aeration blowers, and establish new connection.

15% - Learn to maintain distribution of mains by exercising valves, service Fire Hydrants, detecting and repairing leaks, and trouble shoot electrical pumps and controls.

15% - Learn to maintain the sewer collection system by pumping septic tanks at regular intervals, exercise valves, detect and repair leaks, trouble shoot pumps and pump controls.

10% - Daily and weekend rounds, security checks on system and facilities, record all pumps, wells, reservoir activity, grab sample for analyzation, C12, pH, D.O., make adjustments as required.

10% - Respond to utility call outs, follow check list in trouble shooting problem, fix and put system back into service.

- Performs fire hydrant maintenance by exercising system, oiling, winterizing, and painting.

10% - Monthly meter readings, use of computer to maintain customers, upload and download information into hand unit.

Secondary Functions (less than 10% of time):

5% - Steam thaw mains, service connections, pump vaults, septic tanks, and service key box by operating a mobile steam boiler.

5% - Locate service utility lines by reading as-built and engineer drawings, use electronic equipment to find bury mains and services.



City of Wasilla

Scope and Accountability/Supervisory Responsibility:

This position also contains some customer contact when establishing new service connections and answers questions regarding service outages.

Knowledge, Skills, and Abilities:

Knowledge of standard methods in water/wastewater fields and the State and Federal regulation that is associated with it. Excellent verbal and written communication. Basic computer skills along with the skill of effectively reading equipment and construction schematics. Ability to operate basic vehicles, sewer pump truck, rodder vacuum, dump truck, front end loader, backhoe, and a forklift.

Experience and/or Education:

High school diploma or equivalent. One year experience in water distribution or sewer collection. Experience operating mechanical devices, pumps, motors, and hydraulic pressures.

Certificates, Licenses, Registrations:

State required Operator in Training certification in water distribution and/or wastewater collections. Valid drivers license with a clean driving record and CDL endorsement.

Physical Demands:


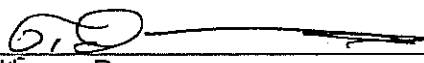
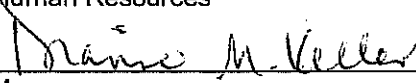
While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 pounds. Specific vision abilities required by this job include distance, close, color, peripheral, and depth vision along with the ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee is regularly exposed to outside weather conditions .The employee may be exposed to extreme cold or heat and humid or wet conditions not always due to the weather. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock and vibration. The noise level in the work environment is usually loud. Evening, weekend, and holiday hours may be required.

"The City of Wasilla believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the City of Wasilla to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors."

APPROVED:

	<u>2/2/06</u>
Department Manager	Date
	<u>2/2/06</u>
Human Resources	Date
	<u>2/8/06</u>
Mayor	Date