

PERSONNEL COMMITTEE AGENDA
Monday, August 12, 2019 – 6:40 p.m.
(or immediately following previously scheduled meeting)
Police Department – 933 Michigan Avenue

[A quorum of the City Council may attend this meeting]

Discussion and possible action on:

1. Out of state travel requests for 2019 per Administrative Policy 3.05.
2. Request to move hours from the Neighborhood Improvement Monitor to the Plumbing Inspector.
3. Adjournment.

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



Corey D. Ladick
Comptroller-Treasurer

Phone: 715-346-1574
Fax: 715-346-1683

August 2, 2019

To: Personnel Committee, Common Council

Subject: Request for Out of State Travel-2020.

The Government Finance Officers Association (GFOA) is one of the most respected organizations in the field of public finance. I would like to attend their national conference in New Orleans, Louisiana. The conference is scheduled for May 17th-20th, 2020.

I attended this conference in 2016, and was able to secure a scholarship for part of the cost through the Wisconsin chapter of GFOA, offsetting some of the cost to the City. I intend to again seek scholarship funding to offset some of the cost, but even if not successful we should be able to cover the cost through the office budget for training and education.

**City of Stevens Point
Department of
Public Utilities and
Transportation**



**Joel C Lemke
Director
Phone: 715-345-5266
jlemke@stevenspoint.com**

August 5, 2019

MEMO

RE: 2019 out of state travel

Personnel Committee:

Please consider the following request for out of state travel for Water, Wastewater, Stormwater, Transit, and Airport.

Annually, we budget for training and travel related to continuing education, software educational activities, safety related courses, and professional organization annual conferences. The American Water Works Association (AWWA) annual conference as well as the Water Environment Federation (WEF) annual conference are typically attended by utility staff.

Travel for Transit and Airport staff could be needed for courses and conferences that have not been announced yet. We are anticipating some conference attendance in areas that don't require approval, but not all conference details are known yet.

We respectfully request permission to allow out of state travel for purposes related to education, professional organizations, and safety that can be accommodated within Department budgets and as approved by the Director.

Thank you for your consideration,

A handwritten signature in black ink that reads "Joel Lemke".

Joel Lemke
Director

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481



Public Works

Engineering Department:
Phone: 715-346-1561
Fax: 715-346-1650

Streets Department:
Phone: 715-346-1537
Fax: 715-346-1687

August 1, 2019

To: Personnel Committee

From: Scott Beduhn, Director of Public Works *SAB*

Re: 2020 Out of State Travel Request

Please consider the following request for out of state travel for the Department of Public Works.

Annually we budget for training and travel related to continuing education, software educational activities, safety related courses, and professional annual conferences. While we preferentially look for educational courses and conferences within the state, there may be educational courses or conferences out of state that provide opportunities not available at the local level. These courses and conferences are not all known at this time, but may include offerings from American Public Work Association (APWA), Institute of Public Works Engineering Australia (IPWEA), American Water Works Association (AWWA), International Municipal Signal Association (IMSA), Water Environment Federation (WEF), National Society of Professional Surveyors (NSPS), Geospatial Information and Technology Association (GITA), Esri, as well as accredited colleges and universities.

I respectfully request permission to allow out of state travel for the purposes related to education, professional organization and safety that can be accomplished within the Department's budget and as approved by the Director.

If there are any questions, please don't hesitate to contact me.

Thank you.



Memo

Michael Ostrowski, Director
Community Development Department
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
Ph: (715) 346-1567 • Fax: (715) 346-1498
mostrowski@stevenspoint.com

To: Personnel Committee
From: Michael Ostrowski
CC: Personnel Manager Jakusz, Superintendent Schneider, Plumbing Inspector Omernik, Mayor Wiza, C/T Ladick
Date: 8/1/2019
Re: Increase in Hours for Plumbing Inspector

Per City Administrative Policy 2.04, I am requesting that we increase the hours of the City's Plumbing Inspector from 24 hours to 32 hours. This modification can be handled through the existing budget of the department. As I mentioned last year, the need of our department fluctuates depending on the projects and priorities. Last year, the department budgeted for two .60 Neighborhood Improvement Monitor (NIM) positions. As of today, we have hired one .50 position, resulting in a savings of nearly 28 hours per week. The process seems to be running efficiently with the current staffing levels, so my intent would be to reprioritize some of these funds for an additional 8 hours for the City's Plumbing Inspector. Given the wage difference between the Plumbing Inspector and the NIM, it would take about 20 NIM hours to equal 8 Plumbing Inspector hours.

There are several reasons for this request. First, the City has seen a significant increase in the number of permits over the past several years. With an increase in permits, there is an increase in the number of reviews and inspections that need to take place. Second, our Plumbing Inspector has received two additional certifications since his hire, which will allow him to review and inspect other trades, such as residential construction and HVAC. Third, it helps with staff longevity. The additional hours will hopefully help keep the current inspector in the position for a longer period of time. Replacing building inspectors, especially at a part-time basis, has been extremely difficult.

For these reasons, I would ask for your approval to increase the hours of the Plumbing Inspector position. If needs change in the future, such as a need for additional code enforcement or zoning administration, we can work with existing staff to reprioritize, as code enforcement and zoning administration do not require a formal certification to perform the duties. Furthermore, we have been working with other departments to look at ways to increase efficiencies.

I appreciate your consideration of this request. Please do not hesitate to contact me with any questions.