

MINUTES
PERSONNEL COMMITTEE

Wednesday, September 9, 2015
City Hall, Room 604
4:35 p.m.

Members Present: Ald. Thomas DeWane, Ald. Thomas Sladek, Ald. Guy Zima

Members Excused: Ald. Nicholson

Others Present: Ald. David Nennig, Ald. Randy Scannell, Attorney James Mueller, Lynn Boland, Kim Flom, Steve Grenier, Jim Lewis, David Litton, Dawn Foeller, Melanie Falk, and others.

1. Roll Call.

Ald. Nennig standing in to establish quorum until Ald. Nicholson or Ald. Zima arrive. Ald. DeWane will chair the meeting.

2. Adoption of the Agenda.

A motion to adopt the agenda was made by Ald. Sladek, seconded by Ald. Nennig. Motion carried 3-0.

3. Approval of the minutes from the August 4, 2015 meeting.

A motion to approve the minutes from the August 4, 2015 meeting was made by Ald. Sladek, seconded by Ald. Nennig. Motion carried 3-0.

4. Request to fill the following replacement position and all subsequent vacancies resulting from internal transfers.

a. HR Administrative Assistant – Human Resources

A motion to approve the request to fill the HR Administrative Assistant position was made by Ald. Sladek, seconded by Ald. Nennig. Motion carried 3-0.

5. Request to approve the reclassification of the Plan Review Administrator position in Community Services from grade 36 (\$53,941-\$67,143) to grade 38 (\$61,230-\$76,072), effective at the beginning of the next pay period following City Council approval.

HR Director Boland explained this position has been vacant since February 2015. The initial search for a replacement did not yield any candidates, so the resources of an outside recruiter were used to assist in the recruitment process, which resulted in three possible candidates who met the minimum qualifications. This is a

very difficult position to fill because the employee must be a licensed engineer or architect. The candidate the City is pursuing is currently employed and will not accept the position for less money than he's currently making, which is approximately \$70,000. The candidate would be willing to accept the position if the salary range was in grade 38.

CSA Director Kim Flom stated this position serves as the City's building official which allows the City to do State plan review.

Director Boland stated this position requires an engineer but was not included in the engineering salary study because the position is in a different department. This is a very difficult position to recruit for and the salary lags the market.

Ald. Nennig asked how many years of experience are required for this position. Director Flom replied three to six. The candidate must have a bachelor's degree in Engineering or Architecture as well as either a Registered Architect or Professional Engineer license.

Director Flom stated the City obtained the ability to do State plan review in 2013 which allows the City to perform plan review of large commercial buildings. Conducting plan reviews in-house allows reviews to be done in less than half the time. It also allows our building inspectors to know exactly what is going on as they work with the contractors from the beginning rather than receiving a plan set from the State that's done. Since 2013, plan reviews conducted by the City have generated \$29,000 to \$35,000 in revenue each year. Without a Plan Review Administrator on board, the City could lose the ability to conduct State plan reviews.

Ald. Sladek asked if the main advantage of being able to conduct State plan reviews in-house is the time it gets done. Director Flom stated from a developer prospective it's the time it saves the developer and contractor. From a City prospective, it provides a broader understanding of the building from the beginning, which means our inspectors have a broader understanding in-house, plus the revenue side.

Ald. DeWane asked how plan reviews are currently being completed. Director Flom stated that Jim Brunette, Asst. Director of Public Works, has been conducting the plan reviews even though it's not part of his core job. DPW Director Grenier stated this is not a long term solution as the time Mr. Brunette spends doing plan reviews takes away from his ability to do his job as Assistant Director of Public Works.

Ald. Nennig stated this is a technical position and in reviewing the position feels the recommendation to reclassify this position to grade 38 is appropriate.

A motion to approve the reclassification of the Plan Review Administrator position to grade 38 was made Ald. Nennig and seconded by Ald. Sladek. Motion carried on 2-1 vote with Ald. DeWane voting no.

6. Request to approve the reclassification of the Public Works Supervisor Parking Services position from grade 33 (\$45,055-\$56,097) to Public Works Superintendent, grade 35, (\$50,750-\$63,211), effective at the beginning of the next pay period following City Council approval.

Ald. Nennig explained this item was held up at the last Personnel Committee meeting due to the process. A report was brought to Improvement & Services Committee in October 2014 from consultants Desmond & Associates who looked at the operations of the City's parking division. One criticism of the study was not having one individual oversee all of the parking operations including the office and field operations.

Ald. DeWane stated the current supervisor already oversees all of the parking operations.

Director Grenier stated some of those components are happening and some are not, because her location off-site doesn't lend itself to some of the transactions that occur here at City Hall. DPW is approaching this from a functional or categorically way of looking at operations. Parking has historically been a function on the table of organization, and falls under Streets. That is not appropriate; Parking is its own entity. The Parking Division used to be a utility and it functions as its own distinct entity much like Streets, Sewer & Bridge and Sanitation. Each of those divisions is headed by a superintendent, not a supervisor who reports to a superintendent. This position has personnel and oversight function, budget preparation and administration function. The position functions as a superintendent not as a supervisor. Reclassification of this position to a superintendent was contemplated by the previous Public Works Director, but was held off until completion of the parking system study. The study identified the creep in responsibility for this position that has occurred over the years. When the results of the study were received, management evaluated the position and brought forward comments of the study to the Improvement & Services Committee. Improvement & Services recommended bringing the reclassification request to Personnel Committee. Public Works then provided the information to Human Resources in May 2015 outlining the department's desire and justifications. Human Resources completed a position study which was brought to the last Personnel Committee meeting.

Ald. Zima arrived.

Ald. DeWane asked whether the parking division will look at automation in the future and if so, won't that decrease the workload. Director Grenier replied the department is looking at automation, which if implemented, will result in as much or more work.

Ald. Sladek asked if Human Resources concurred with the placement of this position based on the job description. Director Boland stated even though the table of organization shows this position reporting to the Street Superintendent, this position reports directly to the Operations Director. The recommendation is to

modify the organizational chart to show the Parking Division as a separate division. This position is directly responsible for all aspects of the division and handles the day-to-day operations similar to the other superintendents in Public Works.

Ald. DeWane stated the current employee has been working as a superintendent for the past 8 years.

Ald. Zima asked why this supervisor position was at a different level than the other supervisors. Director Grenier stated several years ago, there were two separate positions, and the job duties from one position folded into this position which increased the level of responsibility. Some of the responsibility the supervisor position currently has was vested with the Director of Operations. The function of the Parking Supervisor position is more in line with the other superintendents in the operations division as opposed to the supervisors who report to those superintendents.

Director Boland stated this position functions as its own division as a superintendent reporting directly to the Operations Director or the Public Works Director on some issues.

Ald. Sladek supports the reclassification to Public Works Superintendent.

Ald. Zima asked about the positions in grade 33, 34 and 35. Following discussion of the grades and the technical knowledge required Ald. Zima feels this position doesn't have the same technical requirements as the other superintendents.

A motion to reclassify the Public Works Supervisor Parking Services position from grade 33 (\$45,055-\$56,097) to grade 34 (\$47,793-\$59,516) was made by Ald. Zima and seconded by Ald. DeWane. Motion carried on 2-1 vote with Ald. Sladek voting no.

7. Request for out of state travel for Lt. Ben Allen to attend the C.O.P.S. National Conference on Law Enforcement Wellness and Trauma in Grapevine, Texas November 13-15, 2015.

A motion to approve the request for out of state travel for Lt. Ben Allen was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried 3-0.

8. Request for out of state travel for Division Chief Bill Zehms to attend the Emergency Medical Services World Expo in Las Vegas, Nevada, September 15-19, 2015.

A motion to approve the request for out of state travel for Division Chief Bill Zehms was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried 3-0.

9. Request by Ald. Moore to fund the compliance inspector position solely through the 2016 budget and return the 50% which is currently funded through CDBG, back to Block Grant Funding.

Ald. Zima gave a brief history on the number of City inspectors. At one point there was one inspector on the east side and one on the west side. The department has a number of inspectors currently.

A motion to receive and place on file the request by Ald. Moore was made by Ald. Zima and seconded by Ald. DeWane. Motion carried 3-0.

10. Referred back from Common Council the request by Ald. Scannell to review the draft Code of Conduct for Elected Officials, with possible action.

Ald. Sladek is interested in hearing proposed changes from alderpersons who don't support the draft code of conduct in order for them to support it. Ald. Sladek understands there may be alderpersons who won't support a code of conduct no matter the content.

Ald. DeWane is concerned the draft isn't legal; especially when it talks about council removing someone from office. Council already has code of conduct under State law.

Atty. Mueller was not familiar with that code, but there are certain clauses from State law, which are outlined in the draft. State law says essentially that council will regulate itself.

Ald. Zima would not advocate any changes, adding or subtracting in any shape, form or matter because the document is outside the law by itself; it's not legal. Ald. Zima asked how much of the code of conduct Ald. Scannell wrote himself.

Ald. Scannell stated he looked at other municipalities' code of conduct and state laws. The language regarding voting a constituent off the council is State Statute. Ald. Zima asked specifically what Ald. Scannell wrote. Ald. Scannell stated he didn't write the code. Ald. Scannell wanted a document, especially for the public, to see how the Council conducts itself. Having a code of conduct would put together procedures and processes based on civility and a standard of professionalism. The code would also include possible consequences. Discussion continued regarding how the proposed code of conduct was drafted.

Ald. Zima stated the Council has adopted Roberts Rules of Order, as well as following local, State and Federal laws. Council also has a code of ethics which is there to attempt to prevent officials from having conflicts of interest. Roberts Rules of Order controls how meetings are run, and includes conduct of officials while at a meeting. Ald. Zima stated all the laws that are needed are already in place.

A motion to refer the draft code of Conduct for Elected Officials to the City Attorney's office for a written opinion on what authority the City has to prepare this was made by Ald. Zima, seconded for discussion by Ald. DeWane.

Under discussion, Ald. Scannell stated the City Attorney was involved in drafting the code of conduct and if he thought there was anything illegal he would have brought that forward. Ald. Zima is willing to listen to the City Attorney as long as he submits a written opinion. Ald. Zima feels the draft code of conduct will pit alderpersons against each other unnecessarily.

Ald. Sladek won't support the motion. The City Attorney included the State Statute references in the document as to what he believes supports these penalties should the Council decide to take them. Ald. Sladek stated Ald. Zima won't support a code of conduct no matter what we do.

Motion carried 2-1 with Ald. Sladek voting no.

11. Report of Routine Personnel Actions for regular employees.

A motion to receive and place on file the report of Routine Personnel Actions was made by Ald. Zima and seconded by Ald. Sladek. Motion carried 3-0.

There being no further business, a motion to adjourn was made by Ald. Sladek and seconded by Ald. Zima at 5:33 p.m. Motion carried unanimously.

Respectfully submitted,
Peggy Barden
Recording Secretary