



**CITY OF STURGEON BAY
PERSONNEL COMMITTEE
Wednesday, June 29, 2022
Council Chambers - 421 Michigan Street, Sturgeon Bay
2:30 p.m.**

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Request for Carryover of Vacation Hours from Community Development Director.
4. Consideration of: Increase starting hourly wage for Community Service Officer (CSO).
5. Consideration of: Non-budgeted Staffing Request from Fire Department.
6. Convene in closed session in accordance with the following exemption:

Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e)

Consideration of: Collective bargaining.

Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Committee may adjourn in closed session.
7. Adjourn.

Personnel Committee Members:
Dan Williams, Chr.
J. Spencer Gustafson, Vice Chr.
Dennis Statz

Posted:

Date: 6/24/22
Time: 11:15 a.m.
By: SLR

3,
Martin Olejniczak, AICP
Community Development Director
421 Michigan Street
Sturgeon Bay, WI 54235



3,
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MEMO

To: Personnel Committee
From: Marty Olejniczak, Community Development Director *mo*
Date: May 26, 2022
Subject: Carryover of Vacation Hours

The Personnel Committee and Council adopted a limit of 40 hours as the maximum amount of annual employee vacation time that can be carried over to the following year. Several employees were well over the new limit, including myself. A grace period was implemented through December 31, 2021 in order to provide time to use the accumulated vacation hours before they would be lost. In addition to using the carry-over vacation hours, employees also needed to use the majority of their regular annual vacation hours by their anniversary date. Any unused vacation above the maximum 40 hours that can be carried over is lost.

I had 200 hours of carry-over vacation hours, but I was able to successfully use those hours before the end of the Dec. 31st expiration. However, I was not able to use all of my regular annual vacation by my anniversary date of May 22. Under the new policy I am allowed to carry over 40 hours, but my vacation balance as of my anniversary date is 84.75 hours.

I am respectfully requesting an exemption to the policy in order to allow a one-time carry over of the full 84.75 hours. I offer the following rationale:

1. Since the new policy went into effect, I demonstrated a good faith effort to bring down my vacation balance. I was able to go from 200 hours of excess time to 84.75 hours.
2. The Community Development Department operated without an administrative assistant for 11 months. At the same time the department was extremely busy with several development projects and other issues. With just two employees to cover the work, it made it very difficult to schedule vacation time. There were several instances where I had intended to take some or all of an afternoon off, but did not due to not having any department staff in the office.
3. The ongoing pandemic still made travel difficult during the past year. My wife and I had planned a trip to Europe which was postponed due to COVID 19. That trip was part of the reason for the accumulation of vacation hours. Until recently, it was not prudent to travel overseas.

With the pandemic travel restrictions easing up and with the new administrative assistant on board, I am confident that I will use up the rest of the accumulated vacation prior to my next anniversary. I feel this request is reasonable.

Thank you for your consideration.

Copy: Josh Van Lieshout, City Administrator
Stephanie Reinhardt, Human Resources Director/City Clerk

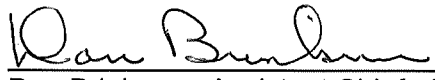
EXECUTIVE SUMMARY

TITLE: Increase the starting hourly wage for the Community Service Officer (CSO) Unit in 2022.

BACKGROUND: On November 30, 2021, the Personnel Committee recommended a wage increase for seasonal employees. The Community Service Officer (CSO) unit last saw a wage increase in 2020. A CSO's current wage scale is \$12.50 per hour with a .50 increase per hour each year the CSO returned. The average tenure of a CSO before they are hired full time elsewhere is about 12 months. CSO's on a daily basis interact with the public that includes but is not limited to, enforcing code violations that require them to make face to face contact with sometimes unpleasant property owners, assist patrol with traffic control at traffic accidents, working weekends, holidays, and during our festivals and parades, and assisting patrol with locating offenders. CSO's operate a marked car and wear a distinctive uniform. Additionally, CSO's are either graduates of a criminal justice program or enrolled and aspire to be law enforcement professionals.

FISCAL IMPACT: FY2022 budgeted amount for the CSO program is \$27,000. The budgeted amount will not increase.

RECOMMENDATION: To increase the starting CSO hourly wage to \$17.00 per hour with a .50 increase each year they return.

PREPARED BY: 
Dan Brinkman, Assistant Chief of Police

REVIEWED BY: 
Stephanie Reinhardt, City Clerk/Human Resources Director

APPROVED BY: 
Josh VanLieshout, City Administrator

DATE: December 6, 2021

Memorandum

To: Personnel Committee
From: Josh Van Lieshout, City Administrator
Re: Staffing Request
Sturgeon Bay Fire Department

Date: June 22, 2022

Fire command staff are proposing a new position within the fire department. The intent of this position is to serve in an administrative support role as well as hold the necessary certifications to function and provide support as an Emergency Medical Responder. The position as described is being proposed as permanent, part-time. This means a permanent position with less than 29 hours per week. Fire command staff have provided the attached outline of desired duties and tasks.

The request is for the position to be created and filled this fiscal year. The Fire Department budget does not include funds for this position, the Fire Chief indicates there is not an opportunity of savings in other operations budget items to fund the position for in the current fiscal budget. Feasibility for future years funding from existing projected operational budgets has not been explored.

Redistributing and reallocating existing staff to address the administrative needs identified by Fire Command staff and summarized in the attached description has been discussed. Citing the need for training, the desire to have this position also serve as an EMR, Fire Command staff believe this would not benefit the department.

The description provided is very broad, with duties ranging from telephone answering to EMR activities. It might be necessary to narrow the breadth of duties if the position is to be successfully filled. Given the recent wage market, the rate of pay will also need to be evaluated, if approved the position should be at a rate equal to other administrative support staff.

Funds are not available from the 2022 Operating Budget, if the Committee and Council choose to fund the budget, an operating budget amendment would be necessary. In recent years, I am not aware of any budget amendments for operating needs. The City has historically, and only rarely amended the budget for capital expenses.

VanLieshout, Josh

From: Dietman, Tim
Sent: Monday, May 23, 2022 12:49 PM
To: VanLieshout, Josh
Cc: Montevideo, Kalin
Subject: Admin Assistant
Attachments: Fire Department PT Admin Assistant Roles 2022.pdf

Importance: High

Josh,
Here are a few items that Kalin and I have talked over. While this list may not be exclusive there are most defiantly enough duties for more than 24 hr. per week. Please read over it and let's talk, we firmly believe that the minimal cost to the City for 2022 if we can find someone to start July 2022 would be a minimal impact. As you and I talked, we are truly at a breaking point in the FD as far as office help and believe there will be some items coming towards us shortly that would also have an impact on all of this.

*Tim Dietman, Fire Chief
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The Sturgeon Bay Fire Department's mission is to protect life and property from fire, medical, and environmental emergencies within our community, through public education, code management, and incident response.

Fire Department PT Admin Assistant Roles/responsibilities

- A. Wages: \$17.50 - \$20.00
- B. Hours: 24 hours per week, floating days
- C. Ability to obtain a WI EMR License

The list is not inclusive, there may be other items added or removed as necessary for the position to be successful.

1. Assist Chief and AC with day to day phone calls
2. Maintain office and walk-in people
3. Assist Chief and AC with invoices
4. Scheduling for part-time and full time
 - a. Including night duty & track annual hours
5. Assist with training records
6. Payroll
7. Public education scheduling and administrative work
8. Assist with CPR/AED training
9. Monthly and Annual Fire Reports
10. Assisting with meeting preparation, reports, or spreadsheets

This position would be a constant while either Chief or AC is off and not increase the gap of what is not being accomplished currently. Allowing Chief and AC to be more active with day-to-day crews and the ability to provide mentoring. Allowing for the Chief and AC to perform other neglected duties and have more public interaction on issues that are not receiving the attention they should be, IE sprinkler plans, permitting, and inspections. It would be ideal if this person has some training for EMS, but if not we would most likely have them move into this as a backfill, meaning if crews are out and they are available they can assist with EMS calls locally.

The person would have to be able to pass our background so they can get an EMR license and be able to work with car seats, & CPR/AED training. While we understand this is not a budgeted position for 2022, we also understand that with our increase in call volume we can no longer continue our productiveness in the office. I and the AC are both working 50-60 hours a week with many times more, we have come to a breaking point and must find a solution. While bringing in another person from the City to assist may sound like an option, with the time we would need to train them it wouldn't be a benefit to us. We strongly believe there needs to be a position created with the earliest possible start date in 2022.