



City of Lake Geneva, 626 Geneva St, Lake Geneva, Wisconsin- 262.248.3673- [www.cityoflakegeneva.com](http://www.cityoflakegeneva.com)

**PERSONNEL COMMITTEE  
TUESDAY, FEBRUARY 4, 2020 – 4:30 PM  
CITY HALL, CONFERENCE ROOM 2A (2<sup>ND</sup> FLOOR)**

Members: Chairperson Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube

**AGENDA**

1. Meeting called to order by Chairperson Proksa
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the minutes from the January 7, 2020 Personnel Committee Meeting
5. Discussion/Recommendation regarding Parking Manager Job Description and authorization to post position
6. Future Agenda Items
7. Adjourn

*This is a meeting of the Personnel Committee.  
No official Council action will be taken; however, a quorum of the Council may be present.*

cc: Aldermen, Mayor, Administrator, Attorney, Media

**PERSONNEL COMMITTEE MINUTES**  
**TUESDAY, JANUARY 7, 2020 – 4:30 PM**  
**CITY HALL, CONFERENCE ROOM 2A (2<sup>ND</sup> FLOOR)**

Members: Chairperson Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube

The Personnel Committee meeting was called to order by Chairperson Proksa at 4:30 p.m.

**Roll Call**

Present: Proksa, Halverson, Skates, and Flower

Absent: Straube

Comments from the public limited to 5 minutes, limited to items on this agenda

None

Approval of the minutes from the December 3, 2019 Personnel Committee Meeting

Motion by Skates to approve the minutes, second by Halverson. No discussion. Motion carried 4-0.

Discussion/Update/Recommendation regarding notification of departments on policy related to centralized retention location of various personnel records

City Administrator Nord stated that all departments have been notified and he is not aware of any issues. No action.

Discussion/Update regarding outreach for City of Lake Geneva Employer Clinic

City Administrator Nord stated that Natalie Ellingson will be providing a usage report to the City but she has noticed an increase in the clinic's use. Clerk Kropf noted that more people are becoming aware of the clinic and that she liked the fact that going to the clinic doesn't count against an employee's PTO time. No action taken.

Discussion regarding hiring process for Lakefront lead position and all other Lakefront staff

Public Works Director Earle stated that he has talked to the previous Beach Manager about applying for the job as a formality, however he has not heard anything as of late.

Straube arrived at 4:37 p.m.

Earle stated that he will be moving forward with the hiring process and stated that there are several part-time positions to be hired for various beach jobs. The part-time positions will be required to not only maintain the beach area but to help with garbage and the bathrooms. Earle stated that he had tried to contact the former Beach Manager and is eager to move forward with the hiring process. The committee discussed sending him a letter with a response deadline of March 1, 2020 to determine if he is interested in the position or if the City needs to start the hiring process. Earle added that he would like the beach staff to have background checks as well. No action taken.

Discussion/Update regarding Council Orientation Binder materials given to City candidates

Clerk Kropf outlined the Council Orientation Binder materials that were given to the individuals seeking office. She noted that it was a kind of job description to let people know what to expect if they were elected to office. No action taken.

Future Agenda Items

- Board Member Understanding Document
- Council Rules
- Wage Adjustment Checklist
- Personnel/Equipment for Boat Launch (Piers & Harbors to consider first)
- Parental Leave Policy

Adjourn

Motion by Flower to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 5:24 p.m.

Standardized checklist for all departments, commissions and boards who hire, fire, approve wage increases, etc. It is expected that the Department Head answer all questions listed below. Responses will be reviewed by the City Comptroller and HR/Payroll Department for completeness and accuracy. Initial outline only. Seeking input before creating a final form to be approved at a future Personnel Committee meeting.

**Questions:**

Candidates name, position title, department

What grade level is the position we are discussing?

What is the minimum, midpoint and maximum salary range for this grade level?

Is the relevant job description complete, accurate and approved?

What are the market comparable rates from other municipalities in our area? (attach spreadsheet if available)

Did the individual's job duties change or are you simply asking for a market adjustment based on comparable wages?

What is the individual's education level?

What types of degrees or additional credentials does this person have? (Include Bachelor's degree, Master's degree, special certifications, CDL licenses, etc.)

How many years has this individual been working in this or a similar field?

Provide brief explanation of the level of difficulty in the job tasks being performed – example: when payroll is listed as a task; what exactly are the payroll duties? (simply approving timesheets or doing all the tasks in a payroll cycle? There is a big difference.

Opportunity for HR / Finance to note how (if) this would impact other employees working at the City of Lake Geneva?

# Parking Manager

Dept/Div: Administration

## General Definition of Work

Performs detailed administrative work managing and maintaining the municipal city-wide parking program in compliance with municipal, state and federal regulations, and related work as apparent or assigned. Work is performed under the general direction of the City Administrator. Continuous supervision is exercised over part-time Parking Enforcement Officers.

## Qualification Requirements

Three years of experience in parking, transportation, business management, or public administration

Possess a valid driver's license

Proficient in Microsoft Office

Possess the ability to learn and effectively use proprietary software related to the parking operations including, but not limited to, technology implementation for hardware, software and firmware of parking meters, software for parking applications and parking enforcement units

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required-

## Essential Functions

- Maintains, prepares and presents parking revenue and expenditure reports, meter and citation collections reports, and prepares recommendations to City Administration, FLR Committee, and City Council.
- Attends meetings as required by various committees
- Develops short and long-term goals for department regarding the improvement of customer service, staff procedures, user-friendliness, functionality, and the overall security of the parking management and metering system
- Verifies collection report on meters, daily bank deposit
- Recruits, hires, trains, and schedules parking enforcement officers
- Reviews parking ticket appeal forms and resolves issues related to issuance of parking tickets
- Checks and monitors city parking stall inventory; analyzes parking stall inventory for monthly report to Public Works Committee for recommendations
- Makes suggestions for improvements to the parking system, addresses concerns of the Public Works Committee and provides other assistance as directed
- Checks and monitors enforcement routes for compliance; analyzes traffic and parking patterns for improvement to city's parking inventory and ordinances
- Repairs and maintains all parking meters on a daily basis, as needed
- Recommends, develops, and analyzes demand-based pricing, parking app zones, Park N Ride and new parking inventory initiatives for the City
- Coordinates and monitors shuttle operations for citywide events
- On call during system working hours including weekends and holidays

## **Knowledge, Skills and Abilities**

Thorough knowledge of parking operations, maintenance and repair of parking meters and parking control devices; general knowledge of the techniques and practices of revenue collection and security; general knowledge of bookkeeping procedures and business practices; ability to plan, supervise and direct the activities of subordinate personnel; ability to make decisions in accordance with laws, rules and ordinance provisions; ability to maintain records and prepare reports; ability to compute rates, ratios and percentages; ability to interact with the general public with professionalism, tact and courtesy.

## **Education and Experience**

Bachelor's degree with coursework in Public Administration, or related field and experience as director or management level in the parking industry or public works, or equivalent combination of education and experience.

## **Physical Requirements**

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, walking, pushing or pulling, lifting and repetitive motions and occasionally requires sitting and stooping, kneeling, crouching or crawling; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms-length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts and is generally in a moderately noisy location (e.g. business office, light traffic).

## **Special Requirements**

Understanding or ability to learn the various hardware, software, firmware, systems and applications used by the Parking Department. Ability to identify and implement new technologies when appropriate within the Parking Department.

Last Revised: 12/1/2014

Proposed revisions: 01/31/2020