



City of Lake Geneva, 626 Geneva St, Lake Geneva, Wisconsin- 262.248.3673- www.cityoflakegeneva.com

**PERSONNEL COMMITTEE
TUESDAY, JULY 2, 2019 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND 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 June 4, 2019 Personnel Committee Meeting
5. Discussion/Recommendation regarding permanent position of the Harbormaster
6. Discussion/Possible Recommendation regarding need to hire additional Beach Staff to aid in restroom cleaning
7. Discussion/Update regarding City Health Insurance
8. Discussion/Update regarding City Employer Clinic
9. Future Agenda Items
10. 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, JUNE 4, 2019 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)**

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

Meeting was called to order by Chairperson Proksa at 4:32 p.m.

Roll Call

Clerk Kropf called the roll and noted that Proksa, Straube, Flower, Halverson, and Skates were present.

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

Henry Sibbing; 725 Hillcrest Dr; Spoke in regards to the classification system for the Municipal Court Clerk. He would like to see her knowledge and skills be compensated properly; would like to see the grade be increased for this position in the future.

Approval of the minutes from the May 7, 2019 Personnel Committee Meeting

Motion by Flower to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding update of City of Lake Geneva Wage Scale Resolutions for Full-Time and Part-Time Employees

City Administrator Nord addressed the committee regarding the proposed resolutions. He noted that there was work done that consisted of properly identifying employees' position titles match what is on the resolution. Finance Director Hall noted that this resolution that will show what the Council approved in December 2018.

The Council had approved the increase of COLA at 1% and that this resolution was updated by that increase.

Motion by Flower to approve the resolutions, second by Skates. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding permanent position of the Harbormaster

Proksa stated that she has been working with the City Administrator and the Mayor regarding this position. She noted that this position would more based on the facility versus the events. Flower stated that there were some discrepancies that she would like to discuss to determine if there was a need for a permanent Harbormaster at all. Proksa noted that this position would exclude any booking or event coordination for the Riviera.

Skates stated that the committee should thoroughly vet this job description and identify what this position needs to be responsible for. Flower stated that she would like to explore any potential redundancies with the Harbormaster position and the current maintenance position at the Riviera. Flower stated that she would like to see one person that would be responsible for the events in the City whether they be held at the Riviera or a City Park. Halverson agreed with Flower and would like to see a point person that could help the public with park inquires and the process to maybe have an event. Clerk Kropf stated that the Deputy Clerk currently assists the public with such inquiries with the park.

Motion by Skates to continue at the next meeting, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding update to City of Lake Geneva Compensation Policy

Motion by Skates to approve the policy with the removal of XIII (2), the language change to section IX as presented in the packet, second by Flower. Motion carried 5-0.

Discussion regarding committee overlook on employee evaluations and evaluation retention

Finance Director Hall stated that there is not consistency amongst the leadership team on how the evaluations are completed. The evaluations need to be conducted between July and November with the final product being turned in to the Finance Department no later than December 1. She also added that the evaluations need to be kept with the Human Resources Director in a central location. No formal action was taken.

Future Agenda Items

-Harbormaster Position

Adjourn

Motion by Skates to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 6:04 p.m.

JOB TITLE: Harbormaster	REPRESENTED: No
DEPARTMENT: Administrator	ANNUAL CONTRACT
REVISION DATE:	November 13, 2007

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JOB DESCRIPTION

Position Overview

This position is under the general direction of the City Administrator, performs specialized and responsible administrative work for the lakefront enterprise.

Essential Job Functions

- Responsible for supervision of the Beach Manager, Riviera security and rentals, Boat Ramp Manager, including all lake front seasonal employees.
- Lease Administration for Commercial and Residential Slips, Buoys, and Piers including baker park lease management and compliance
- Maintain Buoy and Slip waitlists
- Lease Administration for Riviera Concourse Shops
- Working with Concourse Tenants to ensure lease compliance
- Responding to Lakefront issues under direction from City Administrator
- Responding to any mooring, launch, or beach Complaints
- Monitoring registration of leased moorings
- Marketing and event preparation for Riviera Ballroom
- Scheduling and addressing Ballroom questions and tours
- Scheduling Security Guards for Ballroom Rentals
- Assuring lease compliance and administration for Riviera Ballroom
- Administer Riviera Ballroom deposits, lease payments, and refunds following scheduled events

Non-essential Job Functions

- General ability to provide direction or assistance to residents
- General knowledge of Government and ability to work with Committees
- General knowledge of moorings, or facility rentals is a plus

Requirements

- Ability to work in Microsoft Office products such as: Word, Excel, and Outlook.
- Close attention to detail, and ability to handle difficult customers and situations
- Troubleshooting

This position will be an annual contracted position with the City of Lake Geneva. It is estimated this position will be full time between the months of March and August and limited time between September and February.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Job Title: Harbormaster / Lake Front Supt.	Represented: No
Department: City Administrator	Annual Contract
Revision Date:	June 25, 2019

Job Description

Position Overview:

This position is under the general direction of the **Public Works Director** and performs specialized and responsible administrative work for the City's various lakefront enterprises.

Essential Job Functions:

- Serve as City's Boat Ramp Manager, including oversight of all Lakefront seasonal boat launch employees.
- Oversee Riviera Beach and all related City staff (Beach Supervisors and Beach Attendants)
- Schedule Riviera security guards for confirmed ballroom rentals (once notified by Events Coordinator)
- Oversee lease administration and compliance for all city leases along Lakefront from West Fishing Pier to, and including, Baker Park **(currently Gage, Lake Geneva Boat Line, Marina Boats)**. Recommendations to Piers Committee concerning possible revisions to contracts at renewal time.
- Maintain buoy and slip wait list (a copy of which will be kept at the City Hall front counter). All lists shall be double checked / confirmed by the Public Works Director. Waiting list(s) shall be posted and updated regularly on the City of Lake Geneva website
- Monitor and enforce all city leases for business within first floor of the Riviera building. Attempt to remedy any issues that may come up. Forward any unresolved issues to superior for compliance. Enforce terms (removing unauthorized "displays" from the common area, remove unauthorized signs, sandwich boards, balloons, banners, etc.). Make recommendations to the City Administrator for any changes to following year's leases. Coordinate with Riviera first floor tenants on other issues or needs that may arise
- Respond to Lakefront issues as made aware or under direction from the **Public Works Director**
- Respond to any mooring, launch or beach complaints in a timely and professional manner
- Personally monitor pier slips/buoys (West End, Lagoon) on an at least weekly basis for leasing infractions, maintenance/damage, etc.
- Continually check phone messages and incoming emails. Respond to all inquiries within reasonable time frame.

- Consult / check in on a regular basis with City Hall front counter staff to identify any administrative issues that need to be addressed related to the Lakefront area.
- Process boat, buoy, kayak waitlist applications – customers prefer to talk to the Harbormaster to get forms, price list, and answer any questions
- Process boat, buoy, kayak rental forms including: verifying all pages of form/lease are completed, obtaining current boat registration, verifying proof of residency with current utility bill and WI driver's license, and confirming lease has been notarized or obtains city notary, if necessary, and checking for outstanding debt.
- Collect slip/buoy payments and bring to Finance Department for processing and depositing of funds
- Order boat / buoy in/out hang tags, boat launch seasonal permits and payment envelopes
- Serve as “lead” for reviewing and updating of Lakefront staff job descriptions. Responsible for posting job openings, interviewing applicants and selecting new employees. Work in coordination with Public Works Director and City HR Director to insure all pre-employment paperwork is submitted and processed in a timely manner.
- Monitor Riviera maintenance; submit repair or cleaning orders as necessary to the Department of Public Works
- Direct beach attendants to monitor West End Pier and restrooms, Library restrooms, Visitor Center restrooms, Seminar Park restrooms and Riviera grounds and restrooms at least three times daily. Beach attendants (and other staff to Contact Harbormaster if there are issues
- Administer Riviera Ballroom deposits, rental payments and refunds after scheduled events occur. Consult with Riviera security and city hall staff in regard to any damages and possible deductions from ballroom rental deposits
- Assist City's Community Service Officers in monitoring piers, buoys on at least once a week for compliance (insure that only boats on lease are using assigned spot). Pursue compliance / enforcement as necessary.
- Monitor and inform Public Works Director of any city property maintenance issues along the Lakefront
- Review current City rates for in comparison with surrounding communities and recommend rates for piers, etc. Report findings to Piers and Harbors Committee on an annual basis.
- Monitoring of Lakefront bathrooms (5 sets of bathrooms), or and directing other staff under the Harbormaster's position if cleaning or maintenance is required
- Coordinate / assist with logistics related to various special events; Winterfest, Venetian Fest, 4th of July, wedding parties, etc.

- Coordinate with Riviera Events Manager on any “special needs that may arise impacting the appearance of the Riviera grounds and Driehaus Plaza (such as “landscaping improvements, construction, maintenance projects, etc.) and attempt to eliminate or minimize the adverse visual impact to the renter.
- Coordinate parking issues at the Riviera (keep unauthorized vehicles out of restricted parking stalls)
- In the absence or unavailability of the designated Riviera Events Coordinator the Harbormaster shall serve as back up in the showing of the Riviera Ballroom to potential renters
- Address questions concerning Riviera Ballroom (event related) in absence of Events Coordinator
- Monitor several times during the week, city designated websites geared towards rental of the Riviera Ballroom (CVENT, Wedding Wire, etc.) to insure Events Coordinator has responded. If response has not been sent within 48 hours, Harbormaster will make initial response and follow up with Events Coordinator.
- Prepare a monthly report for the Piers, Harbors and Lakefront Committee. Attend the PH&L meetings when appropriate or requested by the committee Chairman.

Non-essential Other Job Functions:

- Ability to provide direction or assistance to residents and visitors to Lake Geneva
- General knowledge of government and the ability to work with committees
- General knowledge of moorings or facility rentals is a plus

Requirements:

- Ability to work with Microsoft Office products such as Word, Excel and Outlook
- Close attention to detail and ability to handle difficult customers and situations **in a polite and professional manner**
- Trouble shooting and an ability to anticipate issues and resolve them before they become bigger issues

This position will be an annual contracted position with the City of Lake Geneva. It is estimated this position will be full time between the months of March and August **with reduced work hours** between September and February.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as **needed** to meet the ongoing needs of the organization.