



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
December 4, 2023

Committee #2 met on Monday, December 4, 2023 at 9:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Council/Committee Members present: John Monarski, CW King, Chuck Hull
Mayor/Other Council Members present: Paul Nadreau
Others present: Finance Manager/Treasurer Lynne Bauer; Director of Public Works/Utility Manager Brandon Cesafsky; Police Chief Matt Kelm; Fire Chief Jason Thom; Parks, Recreation, and Forestry Director John Jimenez; Street, Fleet, and Utility Maintenance Manager Rick Ruf; Battalion Chief Justus Busse; Police Sgt. Sheridan Pabst; Police Department Administrative Assistant Lesley Small; and City Clerk Bridget Givens.

Call to Order: 9:00 am

1. Review Police Chief Job Description, residency requirement and placement on management pay scale for hiring process. Possible recommendations to the Council.

Due to the resignation of Chief Kelm, the Police and Fire Commission will launch a hiring process. The job description was reviewed and the recommended changes were presented. It was noted that the position will require a minimum of 12 years of education/experience.

Motion by Monarski/Hull to recommend Council approve the Police Chief Job Description as presented. **Roll Call Vote: Aye – Monarski, Hull, King. Motion carried.**

Discussion ensued relative to residency requirements. It was noted that the City's ordinance for residency is obsolete due to changes in state statute. Different options were reviewed with Kelm noting that the current residency requirement for patrol officers is 45 minutes to the City Limits. Changing to anything more restrictive could eliminate internal candidates for the position. It was noted that it is challenging to attract and retain officers, and if we restrict ourselves on residency, we narrow the applicant pool. The Committee is interested in addressing residency for Department Heads as a whole in the future.

Motion by Hull/Monarski to recommend Council establish the residency requirement for the Police Chief position at 45 minutes from the City Limits. **Roll Call Vote: Aye – Hull, Monarski; No – King. Motion carried.**

The Committee discussed the appropriate placement on the Administrative Pay Grid for the Police Chief. A range will be posted with the recommendation of placement at Grade 18 Midpoint – Max. Finance Manager/Treasurer Bauer indicated that the rates may increase by 3% as part of the 2024 budget. The max rate is included in the budget for this position.

Motion by Hull/Monarski to recommend Council approve posting the Police Chief position pay at a range of Grade 18 Midpoint – Max. **Roll Call Vote: Aye – Hull, Monarski, King. Motion carried.**

2. Discuss request for a step increase for the most senior police sergeant. Possible recommendations to the Council.

A personnel request form was submitted by the Police Department relative to the pay rate for the most senior Police Sergeant. This was previously brought to the Committee who thought it should be addressed as part of the 2024 budget. Based upon his years of service, this individual should have been placed higher on the Administrative Pay Grid than the other sergeants. This sergeant is scheduled for an increase to Step G in 2024.

Motion by King/Monarski to recommend Council approve placement of the most senior Police Sergeant at Grade 14 Max on the Administrative Pay Grid with referral to Committee #1 for funding. **Roll Call Vote: Aye – King, Monarski, Hull. Motion carried.**

3. Review Recreation Supervisor Job Description and placement on management pay scale for hiring process. Possible recommendations to the Council.

The current Recreation Supervisor submitted his resignation. Discussion ensued relative to the turnover in this position. Parks, Recreation, and Forestry Director Jimenez requested that the wage be increased for the position. Bauer noted that Grade 10 Step B is included in the budget.

Motion by Monarski/King to recommend Council approve advertising the Recreation Supervisor position pay at a range of Grade 10 Hire – Step D. **Roll Call Vote: Aye – Monarski, King, Hull. Motion carried.**

Motion by Hull/King to recommend Council approve the Recreation Supervisor Job Description as presented. **Roll Call Vote: Aye – Hull, King, Monarski. Motion carried.**

4. Discuss 2024 omitted budget personnel requests. Possible recommendations to the Council.

The Committee reviewed the personnel requests. Bauer cautioned that though we currently have additional shared revenue, she is concerned with the compounding effect of adding staff. It was noted that the results of the pay study will also utilize some of these funds.

Discussion then ensued relative to Forestry being moved under the Street Department. Pros, cons, logistics, and the number of needed personnel were discussed. Jimenez and Ruf were directed to meet and bring back a proposal to Committee #2.

Motion by Monarski/Hull to recommend Council direct the Parks and Street Departments to meet and address the forestry issue and the addition of one person between the departments pending funding determination by Committee #1. **Roll Call Vote: Aye – Monarski, Hull, King. Motion carried.**

Motion by Monarski/King to recommend Council approve the addition of a Human Resources/Accounting Assistant position with referral to Committee #1 for inclusion in the 2024 budget. **Roll Call Vote: Aye – Monarski, King, Hull. Motion carried.**

5. Adjournment

Motion by King/Monarski to adjourn at 10:11 am. **All present voting aye, motion carried.**

**Minutes submitted by,
John Monarski, Chair**

Chief of Police - Job Description

1100.1 SUMMARY

Directs and coordinates activities of the City of Chippewa Falls Police Department in accordance with authority delegated by ss62.13, the City Council, and the Police and Fire Commission by performing the following duties personally or through subordinate supervisors.

1100.2 ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned.

- Assumes sole command of the personnel of the Department.
- Establishes the organizational, administrative, and disciplinary structure of the Department.
- Custody of and authority over all Departmental apparatus, property, records and equipment.
- Prescribes rules, regulations, orders, directives, policies, and procedures as necessary.
- Initiates, reviews, and monitors disciplinary proceedings.
- Regulates Departmental activities by order or instruction.
- Coordinates internal investigation of members of the Department for alleged wrongdoing.
- Prepares, submits and administers the annual Departmental budget.
- Prepares and submits the Annual Report.
- Delegates duties to staff members to accomplish the above duties and other Department goals and objectives.
- Prepares requests for governmental agencies to obtain funds for special operations or for purchasing equipment for Department.
- Attends Common Council, Police and Fire Commission, and other committee meetings as necessary and appropriate.
- Assists in investigation or apprehension of offenders.
- Ensures fair and impartial policing is provided to all members of the community.
- Handles the hiring and dismissal of employees in the Department in accordance with 62.13 of the Wisconsin State Statutes.
- Makes decisions about promotion within the Department.
- Educates and speaks to the public about the goals and operations of the Department.
- Involved with the training and development within the Department.
- Represents the Department at a local, state and national level.

Chippewa Falls Police Department

Policy Manual

Chief of Police - Job Description

- Deals with citizen complaints and inquiries.
- Performs reasonable cleaning tasks, repairs and/or upgrades to police department buildings or as needed
- Participates in normal law enforcement activities including assisting with major investigations.
- Assigns and reviews ongoing cases in the Department.
- Does related work as required.

1100.3 SUPERVISORY RESPONSIBILITIES

Manages subordinate police administrators and supervisors who supervise employees in the Investigative, Patrol, Records and Support Groups. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

1100.4 QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1100.5 COMPUTER SKILLS

Must be proficient in the use of personal computers in an office environment. Knowledge of, and ability to use word processing, spreadsheet and database programs. Ability to work in a network environment. Should also have a basic understanding of Internet/e-mail access and use.

1100.6 EDUCATION AND/OR EXPERIENCE

Master's degree in Criminology, Criminal Justice, Public Administration, or related field; and eight to ten years related experience and/or training; or an equivalent combination of education and experience.

1100.7 LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

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Add leadership

Chippewa Falls Police Department

Policy Manual

Chief of Police - Job Description

1100.8 MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

1100.9 REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

1100.10 CERTIFICATES, LICENSES, REGISTRATIONS

Certified Police Officer with the Wisconsin Law Enforcement Training and Standards Bureau
Valid Driver's License

Residency requirements are set forth in the City of Chippewa Falls Employee Handbook.

1100.11 PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to walk, sit, and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

1100.12 WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually moderate.

Agency	County	Population	Does your agency have a residency req	
UW - Madison Police Dept	Dane County	80,000	If yes, describe your residency requirement.	Within one hour of the pol
Appleton Police Dept	Outagamie County	74,000	No	
Waukesha Police Dept	Waukesha County	71,000	Yes	
Eau Claire Police Dept	Eau Claire County	68,429	No	
Oshkosh Police Dept	Winnebago County	68,000	No	
				Sworn employees must live 25 miles (radius measurement) from the City of Janesville City Hall. Civil employees must be Wisconsin residents. Canine handlers and their employees must live no more than 2 miles from Janesville City limits. Civil employees do not have residency restrictions.
Janesville Police Dept	Rock County	63,403	If yes, describe your residency requirement.	A geographical area that is no more than 15 miles from the city limits.
West Allis Police Dept	Milwaukee County	60,025	If yes, describe your residency requirement.	
Fond du Lac Police Dept	Fond du Lac County	43,943	No	
New Berlin Police Dept	Waukesha County	40,000	No	
Wausau Police Dept	Marathon County	40,000	If yes, describe your residency requirement.	within 30 miles of city limits
Menomonee Falls Police Dept	Waukesha County	38,014	No	
Greenfield Police Dept	Milwaukee County	37,099	No	
Beloit Police Dept	Rock County	37,000	No	
Oak Creek Police Dept	Milwaukee County	36,066	If yes, describe your residency requirement.	20 miles from the City limits
Sun Prairie Police Dept	Dane County	35,000	If yes, describe your residency requirement.	Within 45 minute drive
Superior Police Dept	Douglas County	27,244	No	
Whitewater Police Dept	Walworth County	27,174	No	
Neenah Police Dept	Winnebago County	26,826	If yes, describe your residency requirement.	30 miles

Caledonia Police Dept	Racine County	25,277	If yes, describe your	30 miles
De Pere Police Dept	Brown County	25,000	No	
Grand Chute Police Dept	Outagamie County	23,227	No	
Germantown Police Dept	Washington County	22,000	No	
Middleton Police Dept	Dane County	22,000	No	
South Milwaukee Police Dept		21,000	No	
Onalaska Police Dept	La Crosse County	19,300	No	
Fox Crossing Police Dept	Winnebago County	19,208	No	
Elkhorn Police Dept	Marathon County	18,860	No	
Menasha Police Dept	Winnebago County	17,959	If yes, describe your	20 miles
Hobart-Lawrence Police Dept	Brown County	17,400	No	
Ashwaubenon Dept of Public	Brown County	17,000	If yes, describe your	15 miles from village limits
Menomonie Police Dept	Dunn County	16,500	No	
Hartford Police Dept	Washington County	15,571	No	
River Falls Police Dept	Pierce County	15,000	No	
Waunakee Police Dept	Dane County	15,000	If yes, describe your	30 miles
Chippewa Falls Police Dept	Chippewa County	14,405	If yes, describe your	Live within 30 mins of city
Greendale Police Dept	Milwaukee County	14,176	If yes, describe your	20 Miles from Village bord
Whitefish Bay Police Dept	Milwaukee County	14,000	If yes, describe your	30 miles from Police Depart
Shorewood Police Dept	Milwaukee County	13,400	No	
Plover Police Dept	Portage County	13,000	If yes, describe your	20 miles
Stoughton Police Dept	Dane County	13,000	If yes, describe your	15 miles for Chief 45 miles
Fort Atkinson Police Dept	Jefferson County	12,440	If yes, describe your	25 miles radius from PD
Waterford Town Police Dept	Racine County	12,300	If yes, describe your	25 miles from nearest bord
Platteville Police Dept	Grant County	12,264	If yes, describe your	Within 15 miles of the city
Two Rivers Police Dept	Manitowoc County	11,700	If yes, describe your	Within 30 minute drive tim
Cedarburg Police Dept	Ozaukee County	11,527	No	
Waupun Police Dept	Fond du Lac County	11,300	No	
De Forest Police Dept	Dane County	11,000	If yes, describe your	Only for Chief of Police
Burlington Police Dept	Racine County	10,847	No	
Monroe Police Dept	Green County	10,832	If yes, describe your	Must live within 15 miles o
Portage Police Dept	Columbia County	10,437	If yes, describe your	40 Minute response time t
St. Francis Police Dept	Milwaukee County	10,000	If yes, describe your	15 miles from the border
Reedsburg Police Dept	Sauk County	9,678	If yes, describe your	20 mile radius from the cit

Sparta Police Dept	Monroe County	9,600	No	
Tomah Police Dept	Monroe County	9,383	If yes, describe your	Must reside in Wisconsin.
Hartland Police Dept	Waukesha County	9,300	No	
Sturgeon Bay Police Dept	Door County	9,200	If yes, describe your	15 miles from city limits
Delavan Police Dept	Walworth County	9,000	No	
Shawano Police Dept	Shawano County	8,955	If yes, describe your	15 miles from city limits
McFarland Police Department	Dane County	8,952	No	
Rice Lake Police Dept	Barron County	8,745	No	
Beloit Town Police Dept	Rock County	8,500	No	
Antigo Police Dept	Langlade County	8,324	If yes, describe your	15 air miles from city limits
Ashland Police Dept	Ashland County	8,200	If yes, describe your	45 minute response time
Monona Police Dept	Dane County	8,175	No	
Kronenwetter Police Dept	Marathon County	8,158	No	
Mukwonago Town Police Dept	Waukesha County	8,143	No	
Jefferson Police Dept	Jefferson County	8,000	If yes, describe your	Within 25 miles
UW - Green Bay Police Dept	Brown County	8,000	No	
Grand Rapids Police Dept	Wood County	7,800	No	
Jackson Police Dept	Washington County	7,800	No	
Ripon Police Dept	Fond du Lac County	7,800	No	
Rhineland Police Dept	Oneida County	7,783	If yes, describe your	45 miles from city limits
Summit Police Dept	Waukesha County	7,661	No	
Sauk Prairie Police Dept	Sauk County	7,637	No	
Hales Corners Police Dept	Milwaukee County	7,598	No	
Cottage Grove Police Dept	Dane County	7,200	No	
Madison Town Police Dept	Dane County	7,049	No	
Sturtevant Police Dept	Racine County	7,000	No	
Fox Point Police Dept	Milwaukee County	6,680	No	
Brookfield Town Police Dept	Waukesha County	6,420	No	
Twin Lakes Police Dept	Kenosha County	6,370	If yes, describe your	County or adjacent county
Prairie du Chien Police Dept	Crawford County	6,000	If yes, describe your	15 Miles from City limits
Waupaca Police Dept	Waupaca County	6,000	If yes, describe your	30 miles of city boundaries
Edgerton Police Dept	Rock County	5,600	No	
Evansville Police Dept	Rock County	5,590	No	
Milton Police Dept	Rock County	5,546	No	

Berlin Police Dept	Green Lake County	5,500	If yes, describe your	15 miles
Rothschild Police Dept	Marathon County	5,266	If yes, describe your	Within county
Columbus Police Dept	Columbia County	5,200	If yes, describe your	18 months (1 yr probation
North Fond Du Lac Police Dept	Fond du Lac County	5,112	If yes, describe your	within 30 minutes of depa
Mayville Police Dept	Dodge County	5,000	If yes, describe your	25 miles for union membe
Clintonville Police Dept	Waupaca County	4,700	If yes, describe your	15 miles
Campbell Town Police Dept	La Crosse County	4,500	No	
Oconto City Police Dept		4,500	If yes, describe your	15 miles
Minocqua Police Dept	Oneida County	4,461	Yes	
Saukville Police Dept	Ozaukee County	4,400	If yes, describe your	Within adjacent Counties
Medford Police Dept	Taylor County	4,300	If yes, describe your	15 miles from City boundry
West Milwaukee Police Dept	Milwaukee County	4,300	If yes, describe your	20 mile radius
Cross Plains Police Dept	Dane County	4,200	No	
Prescott Police Dept	Pierce County	4,200	No	
Kewaskum Police Dept	Washington County	4,100	No	
Kiel Police Dept	Manitowoc County	3,946	If yes, describe your	1 hour drive time to PD
Chilton Police Dept	Calumet County	3,933	No	
Marshall Police Dept	Dane County	3,864	If yes, describe your	30 minute response time
Pulaski Police Dept	Brown County	3,731	If yes, describe your	15 Mile Residency Require
Lancaster Police Dept	Grant County	3,730	If yes, describe your	30 miles
Black River Falls Police Dept	Jackson County	3,700	If yes, describe your	15 mile radius from City Ha
Tomahawk Police Dept	Lincoln County	3,700	If yes, describe your	15 miles
			If yes, describe your	Police Chief must live in cit
Stanley Police Dept	Chippewa County	3,672	residency	other restrictions for other
UW-Superior Police Department	Douglas County	3,500	No	
Ladysmith Police Dept	Rusk County	3,400	If yes, describe your	Must live within 60 miles o
Seymour Police Dept	Outagamie County	3,400	Yes	
Barron Police Dept	Barron County	3,317	No	
Brodhead Police Dept	Green County	3,295	If yes, describe your	28 air miles from city limits
Lodi Police Dept	Columbia County	3,280	No	
Brillion Police Dept	Calumet County	3,200	No	
Johnson Creek Police Dept	Jefferson County	3,100	if yes, describe your	25 Miles
Milton Town Police Dept	Rock County	3,100	No	
Walworth Police Dept	Walworth County	3,000	No	

Kewaunee Police Dept	Kewaunee County	2,952	If yes, describe your	45 minute response time
Amery Police Dept	Polk County	2,900	If yes, describe your	City Policy indicates within
Rome Town Police Dept	Adams County	2,798	If yes, describe your	30 mile radius
Neillsville Police Dept	Clark County	2,693	No	
Lomira Police Dept	Dodge County	2,600	No	
Osceola Village Police Dept	Polk County	2,600	If yes, describe your	N/A
Poynette Police Dept	Columbia County	2,600	No	
Williams Bay Police Dept	Walworth County	2,600	No	
Nekoosa Police Dept	Wood County	2,580	If yes, describe your	15 miles from city limits
Belleville Police Dept	Dane County	2,556	No	
New Lisbon Police Dept	Juneau County	2,506	If yes, describe your	10 miles or the school distri
Winneconne Police Dept	Winnebago County	2,500	Yes	
Mineral Point Police Dept	Iowa County	2,480	No	
Park Falls Police Dept	Price County	2,450	If yes, describe your	15 mile radius
Shorewood Hills Police Dept	Dane County	2,363	No	
Westby Police Dept	Vernon County	2,257	No	
Chetek Police Dept	Barron County	2,150	No	
North Prairie Police Dept	Waukesha County	2,141	No	
Clinton Police Dept	Rock County	2,100	No	
New Glarus Police Dept	Green County	2,085	If yes, describe your	30 minutes from Police De
Frederic Police Dept	Polk County	2,000	No	
Trempealeau Police Dept	Trempealeau County	1,952	No	
Osceola Town Police Dept	Fond du Lac County	1,865	No	
Butler Police Dept	Waukesha County	1,800	No	
Hillsboro Police Dept	Vernon County	1,800	No	
Osseo Police Dept	Trempealeau County	1,701	No	
Muscoda Police Dept	Grant County	1,700	No	
Thorp Police Dept	Clark County	1,620	No	
Niagara Police Dept	Marinette County	1,560	No	
Eagle River Police Dept	Vilas County	1,508	If yes, describe your	30 mile radius of city limits
Cornell Police Dept	Chippewa County	1,500	If yes, describe your	15 miles for full-time persc
Orfordville Police Dept	Rock County	1,492	No	
Edgar Police Dept	Marathon County	1,465	No	
Mishicot Police Dept	Manitowoc County	1,442	No	

Blair Police Dept	Trempealeau County	1,400	If yes, describe your residency	All sworn must reside with nearest municipal limit
Elroy Police Dept	Juneau County	1,400	If yes, describe your	15 miles by way a crow flies
Phillips Police Dept	Price County	1,400	No	
Maple Bluff Police Dept	Dane County	1,300	No	
Monticello Police Dept	Green County	1,300	No	
Glenwood City Police Dept	Saint Croix County	1,242	If yes, describe your	For Chief Only 10-Miles
Shullsburg Police Dept	Lafayette County	1,222	No	
Hazel Green Police Dept	Grant County	1,200	If yes, describe your	within 15 miles
			If yes, describe your	must reside within 20 minutes
St. Croix Tribal Police Dept	Burnett County	1,200	residency	one of our tribal communities
Strum Police Dept	Trempealeau County	1,150	If yes, describe your	Within 5 miles of the village
Hustisford Police Dept	Dodge County	1,123	No	
Boyceville Police Dept	Dunn County	1,100	No	
Clear Lake Police Dept	Polk County	1,100	No	
Turtle Lake Police Dept	Barron County	1,050	No	
Elk Mound Police Dept	Dunn County	1,000	If yes, describe your	within 15 miles from border
Elkhart Lake Police Dept	Sheboygan County	1,000	If yes, describe your	15 miles
Pepin Police Dept	Pepin County	875	If yes, describe your	10 Minute response time target
Blanchardville Police Dept	Lafayette County	826	No	
Wild Rose Police Dept	Waushara County	678	No	
Oconomowoc Lake Police Dept	Waukesha County	600	No	
Linden Police Dept	Iowa County	549	No	
Endeavor Police Dept	Marquette County	500	No	
Bayfield Police Dept	Bayfield County	487	Yes	
Cascade Police Dept	Sheboygan County	200	No	

CITY OF CHIPPEWA FALLS
JOB DESCRIPTION

Job Title: Recreation Supervisor
Department: Parks, Recreation & Forestry
Reports To: Director of Parks, Recreation & Forestry
FLSA Status: Exempt
Prepared Date: ~~05-16-11~~ 11/22/23
Salary Grade: 10

SUMMARY

Under the general direction and supervision of the Director of the Department, is responsible for the planning, organization, and supervision of specific assigned recreation programs and facilities.

ESSENTIAL DUTIES AND REPONSIBILITIES include the following: Other Duties may be assigned.

Oversight of all aquatic operations, including, chemical/maintenance building, aquatic programing, and hiring/training aquatic employees.

Investigates recreational needs and interests of the ~~total citizenry~~ community by identifying high interest programs for different ~~specific~~ age groups and demographics. In addition, determines specific goals and objectives relating to program content.

~~Conducts meetings and in-service training program.~~

Coordinates the hiring and training of the contracted employees, Recreation Assistant and Recreation Leaders. Conducts performance reviews and provides ongoing support by conducting meetings and in-service training program.

~~Review staff performance through observation, as well as particiapant's comments on an on-going basis.~~

Prepared annual budget, making necessary revenue and expenditures adjustment and submits it to director for authorization. Administers programs within the adopted budget guidelines. ~~following budget approval.~~

~~Determines qualification and number of staff needed for each program, under supervisor's responsibilities.~~

~~Maintains current and accurate records pertaining to all recreational programs.~~

Oversight of the registration software process for all programming offered by the Parks and Recreation Department.

Evaluates program content through observation of program and post/current attendance records as well as participant's and instructor's comments.

Establishes communication within the community, verbal, in writing, and usually as often as necessary to be effective. This includes updating the City website and creating social media content to promote special events and recreation programming.

With the support of the Director have oversight of special events that include but are not limited to, Run for the Lights, Music and Movies at the Riverfront.

~~Establishes day and time of program based upon facility availability.~~

SUPERVISORY RESPONSIBILITIES

Directly supervises up to 200 40 employees, who are seasonal, in the Recreation Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Ability to multitask, communicate clearly and stay calm while working under stressful situations. ~~The requirements listed below are representative of the knowledge, skill, and/or ability required.~~ Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPUTER SKILLS

Must be proficient in the use of personal computers in an office environment. Knowledge of, and ability to use word processing, spreadsheet and database programs. Ability to work in a network environment. Should also have a basic understanding of Internet/e-mail access and use.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from four-year college or university in Park and Recreation Administration is highly desired; and three to five years related experience and/or training; or an equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Pool operator certification through NRPA or ability to obtain within 1 year of employment.
Valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.

11 30 2023 Budget Summary Review - Budget Discussion (Estimates)

2023 Adopted Expenditures	2023
Total Adopted	14,929,129
Wages/Benefits	10,369,335
Operational	4,559,794
2022/23 Levy and Net New Construction 1.477% - \$60,975	

2024	2024 Proposed
15,737,922	
10,835,950	
4,513,669	
2023/24 Levy net new construction	

Wages/benefits
Health Insurance - 4% Increase

Review Omitted Budget Requests (ongoing)

Operational	Elections - Postage and supplies	\$ 3,450
	Elections - Polling Location Payments (omitted?)	\$ 4,000
	Fire Dept - Ambulance Cell Phones	\$ 1,000
	Inspection - State Weights/Measures Contract Increase	\$ 550
	Data Processing - IT Contract Increase	\$ 6,136
	Library - MORE and cleaning services	\$ 9,558
	Parks & Recreation - Equipment Items (bond?)	\$ 20,735
	Police Dept - Vehicle Funds Redistributed	\$ 32,307
	Street Dept - City Shops - Electric and Uniforms	\$ 7,800
	Street Dept - Surface Sealing-Pea Gravel, Asphalt, Oil	\$ 65,900
	Street Dept - Snow/Ice Removal - Salt	\$ 4,000
	Street Dept - Street Lighting - Electric, Repair/Maint	\$ 16,700
	Street Dept - Bldg Maintenance - Cleaning Funds	\$ 12,400
	Street Dept - Fleet Vehicle Funding (bond?)	\$ 30,000
Personnel	Human Resources/Finance Assistant	\$ 100,000
	City Clerk/Finance Dept-Shared	\$ 80,000
	Streets - Temporary Help	\$ 5,000
	Parks - Additional Park Maintenance Personnel (2)	\$ 170,000
	Streets - Additional Heavy Equip. Operators (2)	\$ 185,000
	Police - (Senior) Sergeant Increase	\$ 5,000
	Parks Seasonal Wage Changes	\$ 90,000
	Pay Study Implementation Amounts(?)	

Wages/Benefits

3% + Steps

Operational Changes

Council - League Due
City Attorney +\$2,300
Chamber Dues +\$102
Parks - Uniforms - +\$
Recycling County Cor
Mass Transit - Contract
Riverfront Park Oper

Revenue Adjustment

10.44000.4411 Court
10.45000.4572 Librar
Parks Accounts

Revenue Increases

Shared Revenue
General Transportati
Library Funding
Building Permits