

Business and Housing Development Planner

Draft Job Description

Primary Job Duties

- Downtown Planning
 - Monitor and facilitate implementation of the City's downtown master plan
 - Advance downtown plan recommendations through City committees, Common Council, and private sector partners
 - Identify funding resources including applying for grants
 - Serve as liaison to downtown businesses and point person for prospective businesses
 - Respond to inquiries regarding downtown zoning, real estate, assistance programs, and other City resources
 - Welcome new businesses that locate in the downtown
 - Provide support to the Farmers Market Committee
 - Serve on the Farmers Market Committee
 - Support the Farmers Market Manager with guidance on City procedures and communications
 - Provide support to Downtown Manitowoc Association (MCCA)
 - Serve on the Downtown Manitowoc Association Committee
 - Support the Association with guidance on City procedures and communications
 - Work with Progress Lakeshore on offering the downtown revolving loan program
 - Promote the loan program in relationships with downtown businesses
 - Direct interested businesses to Progress Lakeshore
- Housing Planning
 - Assess conditions in the City's residential neighborhoods
 - Collect and analyze data regarding housing conditions
 - Assist with identifying housing issues and priorities for enforcement and rehabilitation programs
 - Implement property acquisition under the blighted property elimination program
 - Gather supporting information from Building Inspection, City Attorney, and consultants
 - Facilitate the acquisition process through the Community Development Authority and Common Council
 - Implement the down payment assistance program
 - Develop program materials and promote its availability with local lenders, realtors, and employers
 - Monitor program utilization and compliance
 - Assist with CDBG housing grant and loan programs
 - Respond to borrower and lender inquiries on existing loans
 - Assist the City's consultant on identifying and underwriting projects for new loans
- Urban Design and Marketing
 - Update and produce marketing pieces for City-owned and strategic privately-owned development sites

- Create print and digital marketing pieces for use on the City's and other allied agency websites
- Collaborate with Progress Lakeshore, The Chamber, and MAVCB on marketing efforts
 - Serve on joint effort committees/boards with this shared goal
 - Regularly communicate with these allied agencies
- Improve community and economic development web presence and resources; create and maintain social media presence
 - Review and update the City's Community Development content
 - Create and maintain social media sites specific to planning and community development
- Produce concept plans, site plans, and 3d images
 - Utilize CAD, GIS, and Adobe Design Suite as appropriate
 - Provide graphic support to Community Development initiatives
 - Enhance site plans and maps produced by others where required
- Assist with downtown design review activities for CDA; assist with administration of façade improvement program if available
 - Evaluate and make recommendations on façade design proposals
 - Monitor compliance on CDA and grant program approvals
- Planning Projects
 - Monitor implementation of the City's comprehensive plan
 - Regularly review comprehensive plan goals, policies, and recommendations
 - Provide recommendations from the comprehensive plan on related City initiatives
 - Facilitate comprehensive plan amendments and updates
 - Process periodic amendments to the comprehensive plan when requested by developers/property owners
 - Assist with comprehensive updates to the comprehensive plan when such projects are initiated by the City (next due in 2019)
 - Assist with grant writing efforts
 - Assist with applications for various state, federal, and private foundation grants related to Community Development initiatives
 - Assist with blighted area redevelopment planning
 - Monitor and evaluate implementation of the City's existing redevelopment plan
 - Create additional redevelopment plans where directed by the Common Council and Community Development Authority

Skills and Abilities

- Working knowledge of planning and community development fields
- Basic knowledge of marketing and graphic design
- Adobe Design Suite required
- GIS and/or CAD desirable
- All other standard Community Development job description competencies

Education and Experience

- Bachelor's degree in planning, economics, community development, geography, or related field

- 1 to 2 years planning, economic development, community development experience required; 3 to 5 years preferred

Cost and Source of Funding

- Full time position at grade K, assuming family health and dental plans
 - Budget impact: \$79,954
- Use a portion of TID 13 housing programs extension
 - 25% available for other housing stock improvements programs
 - \$290,000 of annual revenue, therefore \$72,505 available
 - Proposal: use \$35,000 of TIF funds for this position
- Final budget impact: \$44,954

Justification

Benefits of Business and Housing Development Planner position:

- Fills a gap in downtown business and organizational support.
- Fills a gap in housing and neighborhood improvement support.
- Creates capacity to pursue plan implementation – from Downtown Master Plan to the Mayor's 22 Point Plan.
- Creates capacity for other CD staff to take on work that we have been outsourcing to consultants at a premium, from TIF work to long range planning.

Why the Business and Housing Development Planner position is needed:

- With the \$50 million downtown TIF district the City is creating, and the \$130,000 the City is directly investing in downtown planning right now, the City and downtown businesses will have a dedicated person to focus on implementing those plans.
- As the City's population and housing stock continue to age, there is a growing risk that neighborhood deterioration will accelerate. This position will staff the Sold on Manitowoc program and coordinate our blight elimination efforts for accelerated results.
- Expanding the impact of the Community Development Department helps improve future budget conditions for all other Departments by growing the City's tax base.
- The cost of the position to the general fund is offset by TIF housing program funds.

Requests for Adding Personnel 2018

Department: Human Resources

Position Requested: Increase HR Generalist from 29 hrs weekly to 40 hrs weekly (add. .28 FTE)

Number of hours worked per week: 40

Cost of filling position (include benefits): Additional \$27,755 per year

When was this job description last revised? 2016

What impacts will this have on the community? The Human Resources Department exists to primarily support internal customers (employees). Therefore the direct impact this position will have on the community is minimal. However, by allowing us more resources to accomplish the necessary tasks to ensure that we are hiring the best candidates and then retaining those candidates, we will indirectly be providing the community with the quality customer services that they expect from the City.

What impacts, positive and negative, will this have on other departments? Having a full-time Generalist will help the HR Department to focus on additional areas for other departments that are currently overlooked, such as safety, engagement, succession planning, and employee orientations. Also, it will decrease the amount of time that it currently takes to respond to other departments requests for assistance with recruiting, benefit information, employee development, employee discipline and compliance issues (ADA, FMLA, WC).

Is there grant funding available for the position? Is that funding sustainable? No.

How will your department measure the success of this position? Since our employees are our customers, my goal is to send an annual survey out to employees requesting feedback on the HR Department to gauge how well the department is responding to and assisting employees and departments. Additionally, I have requested funding for HR software, which will make it possible for us to track metrics related to departmental efficiency (time-to-fill rates, engagement, cost per hire, turnover, etc.)

Requests for Adding Personnel 2018

Department: Public Infrastructure

Position Requested: Streets Division Laborers (3)

Number of hours worked per week: 120 Total (40 each)

Cost of filling position (include benefits): \$168,642 including benefits (\$56,214 each)

When was this job description last revised? July, 2017

What impacts will this have on the community? The addition of 3 laborers has the potential to have a highly positive impact community satisfaction. These employees are some of the most highly visible, and highly scrutinized, staff that we have. Many opinions and viewpoints on Municipal Government are directly affected by the work performed by these positions. The addition of 3 employees would greatly reduce the amount of time needed to clear snow, pick up leaves, pick up brush, and repair infrastructure. In regard to snow and ice control, there is a significant impact to safety as well. Being able to have more staff available to control ice and snow, can have a direct impact on the reduction of accidents involving human health and safety, as well as to property damage.

With the reduction in staff, regular maintenance on virtually every aspect of infrastructure has been drastically reduced, if not eliminated entirely. We are seeing the effects of this shift on diminished useful lifespans, increased cost of operations, increased service calls, and on the potential for claims. In addition, the infrastructure is one of the most highly visible aspects of a city; therefore, there are impacts to population and development trends as well, though admittedly this is qualitative in nature. One tangible aspect of this however is the increasing amount of highly visible cones that get placed on areas that need to be repaired. These cones then remain for extended periods of time until the repairs are actually made, which reflects poorly on the City.

A brief, but non inclusive listing of items that have a considerable and alarming backlog due to the lack of maintenance includes: curb and gutter repair, crack filling and joint sealing, sewer maintenance and repair, pavement repair and replacement, in addition to general winter work. This winter works consists of proactively removing snow from corners for vision triangle issues, widening streets due to windrow accumulation, clearing snow off of inlets, patrolling for drifting, and general repair and maintenance of equipment. Currently, all of the aforementioned work only gets performed in response to complaints, which also reflects poorly on the City. In addition, due to the need for snow removal activities, we force staff to use the

bulk of PTO during warmer months. As a result, most Monday's and Friday's have the maximum number of staff absent and varying amounts Tuesday – Thursday. For point of reference, the maximum amount of this type of employee we allow off at one time is 3, which actually represents a regular staffing reduction of 20%. This alters work assignments everyday all season long, making it very difficult to keep full crews staffed.

In order to rectify some of these maintenance shortfalls, we are requesting to hire three new Laborers in 2018. Adding three will create another crew and provide efficiencies with existing workloads as well as allowing us to perform the backlogged work as well.

What impacts, positive and negative, will this have on other departments? It will increase safety which will significantly impact PD and FD, possible reductions in claims for the Attorney's office, decreases in complaints to the Mayor's office, and cost reductions on sanitary collection to WWTF through regular maintenance increases.

Also, since the DPI is rather unique, we have the opportunity to share these laborers with other Divisions within the Department, so they actually become part of a shared labor pool.

Is there grant funding available for the position? Is that funding sustainable? No

How will your department measure the success of this position? At this point, we are primarily reactive in nature due to staffing levels, thus a significant measure will be in the reduction in the number of complaints that we can expect due to slower than expected service delivery, as well as in the overall condition of infrastructure.

In addition, we can also measure success through reduced repair costs and service calls, reductions in claims, reductions in accidents in winter.

**CITY OF MANITOWOC
POSITION DESCRIPTION**

POSITION TITLE: **HOUSING CODE INSPECTOR**
DEPARTMENT: Division of Life Safety – Building Inspection
STATUS: Full time w/benefits
POSITION REPORTS TO: Deputy Fire Chief, Division of Life Safety
DATE OF DESCRIPTION:

SUMMARY:

The Housing Code Inspector performs skilled inspections and administrative work to ensure compliance with the Housing Ordinance, Minimum Housing Code standards, and One and Two Family Dwelling Code. The employee in this position conducts inspections and investigations to assure compliance with the one and two family dwelling code and minimum housing code standards, including various building, plumbing, heating, electrical codes and zoning requirements. The Housing Code Inspector also responds to junk, junked auto, noise, fence, water diversion, recycling and other miscellaneous complaints. The employee issues repair or condemnation orders on dilapidated structures. The position requires a measure of independence, the exercise of good judgement and the ability to adapt to new situations and work procedures. The Housing Code Inspector works under the general direction of the Deputy Fire Chief, Division of Life Safety.

ESSENTIAL FUNCTIONS include the following:

- Performs inspections for one and two family dwellings;
- Administers and enforces housing and property maintenance codes;
- Carries out systematic housing and zoning code inspections;
- Investigates housing code complaints;
- Inspects licensed apartment and rooming houses;
- Maintains files and licensing of apartment buildings and rooming houses;
- Maintains records and reports of inspections and orders issued;
- Takes action necessary to resolve complaints from builders, tenants, landlords and the general public;
- Enforces the sign ordinance; writes sign permits;
- Enforces the junked vehicle ordinance;
- Investigates water diversion, fence, lot line, noise, junk, debris and other miscellaneous complaints;
- Issues repair and condemnation orders;
- Assists with building inspections as needed;
- Reports obvious electrical and plumbing code infractions to the appropriate inspectors;
- Writes building, HVAC, plumbing and electrical permits as needed;
- Performs other similar related duties as required or assigned;
- Issues citations for code violations;
- Testifies in court concerning violations of laws and regulations.

QUALIFICATIONS:

- High school graduate or equivalent, supplemented by some specialized trade courses in construction and/or building design, training or experience in building, electrical, plumbing and mechanical work;
- Ability to read plans, specifications rough sketches, and layouts to determine their compliance with established standards and codes;
- In evaluating candidates for this position, the City may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of the position;
- Must be of good moral character, possessing problem solving abilities essential for the proper performance of the duties of this position.
- Ability to enforce and interpret regulations firmly and tactfully;
- Ability to establish and maintain effective working relationships with builders, citizens, tenants, property owners, employees and the general public;
- Ability to prepare accurate records and present effective oral and written reports;
- This position requires computer experience with software programs such as Corel WordPerfect 8, Windows 2000, Microsoft Word and Excel, or other similar software.

LANGUAGE SKILLS:

Ability to read and interpret municipal ordinances and portions of the Wisconsin Administrative Codes relating to the Uniform Dwelling Codes (UDC 1 & 2 Family Construction Energy and HVAC); ability to present facts and recommendations effectively in written and oral form; above average written and oral communication skills; ability to communicate effectively with fellow staff members, other City personnel and the general public - both orally and in writing; must be able to write reports and correspondence, including drafting and composing letters, communications and orders to citizens.

MATHEMATICAL ABILITY:

Ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals; apply concepts such as percentages, ratios, area, volume, circumference and proportions; ability to interpret basic descriptive statistical data and reports; ability to interpret graphs and formulas.

CERTIFICATES, LICENSES, REGISTRATIONS:

Certification by the State of Wisconsin for UDC 1 and 2 Family Construction, and UDC HVAC. Any certification not possessed at time of hire must be obtained within one (1) year.

Must have a valid drivers license.

REASONING ABILITY:

Ability to apply common sense understanding to enforce municipal ordinances and building codes by exercising good judgement, creativity and decisiveness. Ability to deal with problems involving several variables in complex situations when dealing in a sometimes hostile environment. Ability to assemble, copy, record, transcribe, classify, compute and tabulate data. Ability to utilize data and information regarding buildings, site plans, permits, and monthly inspection logs, in addition to

building, zoning, flood plain, health and related codes. Ability to advise and interpret how to apply policies, procedures, and standards to specific situations.

PHYSICAL DEMANDS:

The physical demands described herein 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 sit, stand, walk, use both hands to handle, touch, grasp; reach with hands and arms; talk and hear. The employee often may be required to climb or balance, stoop kneel or crouch. The employee regularly is required to climb an extension ladder, stepladder or crawl. The employee is occasionally required to lift and/or move up to 75 pounds. Specific vision abilities required by this job include close and distant vision, peripheral vision, depth perception, and ability to focus.

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements. Ability to operate computer keyboard, telephone and calculator.

ENVIRONMENTAL ADAPTABILITY:

The environmental adaptability described herein 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 exposed to outside weather conditions; regularly walks over uneven terrain; uses ladders to access floor levels in unfinished buildings, as well as accessing roofs in unseasonable weather. The noise level in the work environment is usually moderate, however, occasional exposure to heavy earth moving equipment and factory noise may occur while on inspections.

FUNCTION OF POSITION DESCRIPTION:

This position description has been prepared to define the general duties of this position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The city of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgement.

Job Description

Human Resource Use Only

Position Number:

Step/Grade

Effective Date:

POSITION IDENTIFICATION

Position Title: Operator

Division: Wastewater Treatment Facility

Status: Full Time Non-Exempt

Workweek: Sunday-Saturday; 8 and 12 hour shifts (8 a.m.-4 p.m.; 4 p.m.-12 p.m.; 12 p.m.-8 a.m. or 12a.m.-12p.m.; 12p.m.-12 p.m.)

SUPERVISORY RELATIONSHIPS

Reports to: Assistant Superintendent and Superintendent

Directly Supervises: None

POSITION PURPOSE

This position is responsible for diverse duties of a semi-skilled and technical nature to monitor, adjust, and maintain the liquid and solids processes to produce NPDES permit compliant effluent. The Operator performs physical rounds of the facility and observes and evaluates the processes and equipment function to make timely adjustments optimizing facility operations. Operators may work a fixed shift schedule that includes relief work on all three shifts for sickness, vacation, or other approved leave or a rotating shift schedule working independently, that includes weekends and holidays.

ESSENTIAL DUTIES

1. Inspects, evaluates, and regulates the wastewater processes and equipment ensuring efficient facility operations and permit compliant effluent is produced.
2. Performs physical plant rounds to: monitor flow proportional samplers and collect composite and grab samples, verify proper equipment operation, observes chemical feed, flow distribution, and check sludge blanket levels and adjust sludge pumping as necessary.
3. Monitors and records pertinent operating data including, but not limited to: meter/gauge readings, seal and packing water, blanket levels, flow data, temperatures, equipment observations, and tank levels.
4. Dispenses, adjusts, and documents lubricants and lubrication for equipment. Inspects and detects flaws and defects in equipment operation.
5. Interprets operating data, exercises independent judgment, and recognizes and makes timely adjustments to process recirculation, sludge pumping, and chemical feed rates to optimize plant performance.

6. Confers with management and other Operators on the treatment process, current operating parameters, task priorities and progress, and equipment problems.
7. Monitors, documents, adjusts, and repairs flow proportional samplers and collects influent, effluent composite and grab samples, sludge samples, and process control samples at various stages of the treatment process.
8. Assists maintenance staff with preventive maintenance work orders, corrective repairs, and with plant projects.
9. Performs housekeeping and janitorial duties as assigned.
10. Ability to perform recurring tasks independently and take the appropriate corrective action prior to and during inclement weather and when difficult or unanticipated problems occur.
11. Responds and reports when called upon for plant or process emergencies, unscheduled shift vacancies, equipment repairs or unusual plant problems, which includes nights, weekends, and holidays.

OTHER DUTIES

1. Rotates redundant process equipment to equalize the run time and wear on the equipment.
2. Performs regular grounds keeping duties at the WWTF and sludge storage lagoons including: lawns mowing, strings trimming, and push mowing, and dewatering holding beds at the sludge storage lagoons.
3. Performs routine lab work with lab personnel and on weekends in their absence.
4. Performs routine snow and ice removal including: snowplowing, snow blowing, shoveling, and salting/sanding as necessary.
5. Prepares surfaces and performs remedial painting duties on walls, floors, buildings and equipment.
6. Operator may work with and/or assist other City departments.
7. Performs other utility related work as required.

MINIMUM POSITION QUALIFICATIONS

Education: High school diploma along with an Associates degree in Water Pollution Control, Wastewater Treatment or similar. Applicants may qualify with a combination of relevant work experience, training, or education as determined by management.

Experience: Previous experience working in a wastewater treatment facility is preferred.

Certifications/Licenses: A valid driver's license. Possession of a Wisconsin Wastewater Operators Certificate, or similar from another state is desirable.

Other Requirements: Understands duties and performs work tasks in a safe manner in accordance with the safety programs, policies, and protocol of the WWTF facility.

KNOWLEDGE, SKILLS, & ABILITIES

Operator must have considerable skills, knowledge and experience in the concepts, principles, and practices, as well as, the hazards found and safety precautions used in a modern wastewater treatment.

Must be familiar with basic electricity, plumbing, and instrumentation concepts and possess a working knowledge of the mechanical principles and function of pumps, blowers, and the control of wastewater equipment.

Must be able to add, subtract, multiply, divide, calculate percentages and apply these abilities to the wastewater facility as needed for plant operations.

Ability to use a calculator, hand and power tools, telephone, hand-held radio units, and able to navigate and use a computer

Individual must have a strong mechanical aptitude and work effectively as an individual as well as with a group setting.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

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

Manual Dexterity: Position requires good hand-eye coordination and manual dexterity necessary for programming HMI touch screens, samplers, SCADA computers, measuring and pipeting for lab tests, and operating motorized equipment.

Physical Effort: A great deal of walking is required to inspect the facility. Ascending and descending ladders and climbing up and down stairs of three to four levels is required. Will be required to stoop, kneel, bend, crouch, grab, twist, push and pull in performance of daily duties. Requires vision and hearing requirements of normal ability, or corrected by glasses and/or hearing

aids. Must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Working Conditions: The employee must be able to withstand all environmental conditions. Normal operations will demand exposure to extreme elements at anytime and for extended periods. The employee must be able to use appropriate safety and protective equipment in environments of hot or cold temperatures, areas of noise, vibration, chemical atmospheres, greasy and oily equipment, noxious odors, hazardous chemical locations, confined space conditions, electrical hazards, and in dealing with wastewater itself. Safety toe shoes and safety glasses are required to be worn when working at the plant.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Requests for Adding Personnel 2018

Department: Public Infrastructure

Position Requested: Maintenance Mechanic

Number of hours worked per week: 40

Cost of filling position (include benefits): \$62,186 (Grade F)

When was this job description last revised? New Position (Blended)

What impacts will this have on the community? Ensuring that City Buildings & Facilities are clean and in good repair.

What impacts, positive and negative, will this have on other departments? As most know, our Custodial staff was cut in half, and as a result, services to each Department was also diminished. The initial idea with the 2012 re-org was for Buildings & Grounds to take care of all City buildings. It was subsequently found to be ineffective due to the amount of work versus the available staff.

In addition, there has been an increase to the workload with new buildings added including the MMT Transfer Station, Armory, Mini-Golf, and MYBA building.

Regarding maintenance, B&G staff is essentially only responding to failures.

We have gotten by with hiring a few Holiday House employees, farming work out, and by using Senior Aides. Senior Aides are destitute Senior Citizens who work up to 20 hours per week. Currently we have 3 working for us: one is 55 and in poor health, one is 80 and in very poor health, and the third is a convicted felon (arsonist) who has very limited cognitive abilities.

Is there grant funding available for the position? Is that funding sustainable? No

How will your department measure the success of this position? Reduced complaints on the condition and cleanliness of buildings, decreased equipment costs due to regular maintenance.

Succession planning / knowledge transfer – we have two employees who will be retiring in the next year or two, likely at the same time.

Rahr-West Art Museum

The Art Experience

October 16, 2017

City of Manitowoc Common Council
900 Quay Street
Manitowoc, WI 54220

Common Council Members:

We, the Friends of the Rahr-West Art Museum Advisory Committee, write to you today in support of Mayor Nickels' proposal within the 2018 City of Manitowoc Budget to include the position of **Maintenance Mechanic** (Grade F) within the staff of the Department of Public Infrastructure. This position will have an immediate positive effect on the Rahr-West Art Museum, which is in need of increased custodial service.

In 2015, the Rahr-West's regular custodian was removed to care for other buildings within the city. Regular custodial services were assigned to part-time subsidized workers through our partnership with Holiday House and through the Senior Aide program. The results have provided the Rahr-West with a lower level of care than what we believe a treasure like this museum deserves.

During the past two years the museum has entertained over 40,000 visitors, many from outside the area with both the expectations of what a fine arts facility should look like and an interest in the City of Manitowoc. What they have occasionally found is a museum that was not as well kept as it should be. This is a reflection on our city. Shouldn't a jewel like our Rahr-West Art Museum, which holds some of the Midwest's best art, be the most well-kept city institution?

Not only does our appearance suffer from not having a dedicated city-employed custodian. Our collection of artwork suffers from added risk by not having a thoroughly cleaned museum. We have had increased pest problems over the past two years, with insects and mice found within the building. These can cause irreversible damage to our artwork. Proper care of the museum honors the generous donors that have given fantastic art to the city over the years.

We have been vocal to Mayor Nickels in our support for this position. We are pleased he agrees that the maintenance of the city's greatest cultural asset be a priority in his 2018 budget. We urge you to approve a budget that includes this **Maintenance Mechanic** staff member. Your approval signifies a commitment to Manitowoc's top cultural treasure.

Sincerely,

Friends of the Rahr-West Art Museum Advisory Committee

Joanne Thompson
Theresa Hennrickson
Katherine Pohlmann
Judy Corrado
Sue Johnson
Martha Rasmussen
Janie Miller
Mary Jo Stangel
Susan Lynn Motek
Kathy Halla
Bernice Zimmerman



610 North Eighth Street Manitowoc, WI 54220 (voice) 920-686-3090 (fax) 920-683-5047
email: rahrwest@manitowoc.org website: rahrwestartmuseum.org

A City of Manitowoc Facility

Requests for Adding Personnel 2018

Department: City Attorney

Position Requested: Staff Attorney – additional .25 FTE

Number of hours worked per week: 40 (seeking 20 additional hours from current 20)

Cost of filling position (include benefits): \$46,315 including benefits

When was this job description last revised? December 2015

What impacts will this have on the community? Additional hours for this position will be used to combat blight and nuisance issues. Goals would be to seek more raze/repair orders, prosecute citations for property and life safety issues more aggressively, and provide additional oversight of the blight process.

What impacts, positive and negative, will this have on other departments? Additional hours would allow the Fire Rescue Department and Police Department to have their questions answered sooner and have paperwork for court processed more rapidly. This would create some additional work for those departments as well, since more properties would be able to be addressed at one time. There would be a slight uptick in responsibility for HR and Finance, as this position would be benefit eligible.

Is there grant funding available for the position? Is that funding sustainable? There are limited grant funds available but none that are sustainable long-term. We do seek grant funding for CLE conferences.

How will your department measure the success of this position? Time from the initial report from inspectors or police officers to our department to the time litigation is started in Circuit Court.