

\*\*\*SPECIAL\*\*\*  
PERSONNEL COMMITTEE AGENDA  
Monday, September 17, 2012 6:50 ~ p.m.  
Council Chambers County-City Building

[A quorum of the City Council may attend this meeting]

1. Consideration and possible action on request to create Travel Trainer position and submit grant application to fund Travel Trainer position in the Transit Division.
2. Adjournment.

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD# 346-1556, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:30 p.m.



**City of Stevens Point**  
**Departments of Public**  
**Utilities and Transportation**  
300 Bliss Avenue  
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**Joel C. Lemke**  
**Director**  
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9/12/2012

MEMO

Official Request to: - Add "Travel Trainer" as a full-time non represented employee.  
- Apply for 53.17 "New Freedom" Grant dollars to fund the above position.

Personnel Committee:

The Transit Division is requesting permission to create the position of "Travel Trainer" as a full-time City position. The position is being proposed to be placed at the first step of the entry-level non-represented pay matrix (F-1), a current annual salary of \$41,774.

For the past couple of years, this position has been funded through the "New Freedom" grant, but the recipient of the grant has been Portage County. The individual staffing this position has been housed at the City Transit office and takes direction from the Transit Manager (City) as well as the Mobility Management Director (County). Portage County has been staffing this position as an L.T.E. to date, and would like to change the structure of this position as it appears the position could be funded for several years to come. Therefore, we are proposing that the funding be applied for through the City rather than the County to continue to staff this valuable position.

In regards to budget; the position would be funded 80% by the "New Freedom" grant with the other 20% being a local in-kind contribution of facilities, management time, and other like items. This means that there would be no budget impact to the Transit budget because of the grant funding mechanism.

I thank you for your consideration on the matter and look forward to discussion regarding this opportunity.

Best Regards,

Joel Lemke  
Director