



# **AGENDA OF THE PERSONNEL COMMITTEE**

**TUESDAY, MAY 8, 2018, 4:30 PM**

**CITY HALL, ROOM 207**

**Immediately following Finance which begins at 4:30 p.m.**

## **A. Roll Call.**

1. Members: Ald. Bill Galvin, Chair, Ald. Kathy Lefebvre, Vice Chair, Ald. Barbara Dorff, Ald. Veronica Corpus-Dax

## **B. Approval of the Agenda.**

## **C. Approval of Minutes.**

1. Approval of the minutes from April 24, 2018

## **D. Regular Business.**

1. Consideration with possible action on request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
  1. Support Assistant - Fire
  2. Mechanic - Public Works
2. Consideration with possible action on request for out of state travel for Capt. Warych to attend the National Conference on Race and Ethnicity in American Higher Education in New Orleans, Louisiana, May 30-31, 2018, estimated cost for meals \$50.
3. Consideration with possible action on request for out of state travel for Interim Park Director Andersen to attend the Great Lakes Parks Institute Board of Regents conference planning and board meeting in Angola, Indiana, June 4-5, 2018 at no cost to the City for room, board or transportation.
4. Consideration with possible action on request for out of state travel for Interim Park Director Andersen and Recreation Supervisor Moeller to attend the National Recreation and Parks Association Conference in Indianapolis, Indiana, September 25-27, 2018. All costs for registration, room, board and travel will be covered by the Parks Rx grant.

5. Consideration with possible action on request for out of state travel for Public Works Superintendent Fietzer to attend the APWA Western Snow and Ice Conference in Loveland, Colorado, September 24 - 28, 2018. All costs for room, board and transportation will be covered by APWA-WI Chapter.
6. Consideration with possible action on review of Removal From Specialty Team or Assignment grievance.

*The Committee may convene in closed session pursuant to § 19.85(1)(a), Wis. Stats., for the purpose of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. The Committee may, thereafter, reconvene in open session pursuant to § 19.85(2), Wis. Stats. to report any actions taken during closed session and to consider all other matters on the agenda.*

## **E. Informational.**

1. Recruitment initiated for new Crime Analyst position approved as part of the 2018 budget.
2. Report of Routine Personal Actions for Regular employees.
3. Next meeting date: To be determined.

## **F. Public Hearings.**

## **G. Adjournment.**

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT [www.greenbaywi.gov](http://www.greenbaywi.gov)
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Personnel Committee will attend this committee meeting and will constitute a meeting of the Personnel Committee for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.





Report to the  
Personnel Committee  
of the City of Green Bay

**MEETING DATE**

May 8, 2018

**PREPARED BY**

**AGENDA ITEM # D.1.**

Consideration with possible action on request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

1. Support Assistant - Fire
2. Mechanic - Public Works

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. Request to Fill Memo 5.08.18
2. Support Assistant (Fire) - 4.24.2018
3. Mechanic - G. Hornick 5.4.18

# MEMORANDUM

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Human Resources Department

To: Personnel Committee  
Joe Faulds, Human Resources Director

From: Peggy Barden  
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: May 4, 2018

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2018 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Support Assistant (Fire) – Replacement position due to the resignation of Jillian Holtger effective May 3, 2018. Salary range: \$17.65 - \$20.77/hour.
- Mechanic – Replacement position due to the retirement of Greg Hornick effective June 1, 2018. Salary range: \$23.30 - \$27.41/hour.

Position Fill Request  
Justification Report  
**April 24, 2018**

**Position Title:** Support Assistant (Fire)

**1. Is this position currently budgeted? If not, is it Grant funded, unpaid internship, etc.?**

Yes the position is budgeted in the current fiscal year. The position is classified as Grade E in the non-exempt pay classification with a range of \$17.65-\$20.77. This is a replacement position due to the resignation of Jillian Holtger effective May 3, 2018.

**2. Is this position necessary to accomplish current department goals and objectives?**

This position supports the Fire Marshal's Division as well as backup to the Administrative Assistant to the Fire Chief. The department has only two FTE administrative positions to support a staff of 201 personnel. The department is already understaffed in this area.

**3. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

No

**4. Please explain why current staff is unable to absorb duties of this position.**

There are only two FTE administrative positions to support the work of 201 personnel. This includes the command, fire marshal, and operations division.

**5. If duties of position are presently being done, how are they done?**

Position is being vacated due to a resignation.

**6. What service would be reduced or eliminated if position is not filled?**

We will continue to experience a delay in building permit activity, inspection reports, and fire/arson investigations. This is not an acceptable position.

**7. What are the alternative methods and costs of accomplishing the work?**

There are none.

**8. Are there union issues?**

N/A

**Position Fill Request  
Justification Report  
May 4, 2018**

**Position Title:** Mechanic – DPW Operations Division/Motor Equipment Section

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

  X   **Replacement Position**             **Not a Replacement Position**

This position will be vacant as a result of the retirement of first shift Mechanic Greg Hornick effective at the end of the work day on June 1, 2018.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes, this position is currently funded in the DPW-Operations Division operating budget. The current base wage for a Mechanic is \$23.30 to \$27.41 per hour (\$48,464 to \$57,013 annually).

- 3. Please list the functions and any special information regarding this position.**

DPW Mechanics maintain and repair all DPW vehicles and equipment; as well as Parking Division, Planning Division and Mayor's Office vehicles. Mechanics also assist other departments with vehicle and equipment repairs when requested.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

This position does not generate revenue for the City. However, the use of in-house labor and equipment reduces the need to contract these services out to a private vendor.

- 5. Please explain why current staff is unable to absorb duties of this position.**

DPW has thirteen (13) Mechanics in its table of organization. Any vacancy adds workload to other Motor Equipment Section staff, which reduces the ability to maintain DPW's preventative maintenance and repair programs at the necessary level. Insufficient Mechanic staffing contributes to extended vehicle and equipment down time. DPW cannot maintain all repair requests at all times with a short staff. Replacement of the Mechanic vacancy is necessary.

- 6. If duties of this position are presently being done, how are they done?**

Duties associated with any vacant position are assigned to other employees. If there is a lack of personnel, then assignments are prioritized. Unassigned duties are postponed, not completed, or overtime expenditures are required to complete necessary repairs.

**7. What service would be reduced or eliminated if this position is not filled?**

DPW cannot reduce or eliminate core services. Motor Equipment Section operates as an internal City service agency to DPW, and other departments. Its clients are DPW, Mason Manor, Inspection, Mayor's Office, Parking Division, and Police/Fire Departments when requested. If Mechanic positions are eliminated, DPW would first reduce or eliminate services provided to other departments. DPW must maintain its own fleet first.

**8. What are the alternative methods and costs of accomplishing the work?**

The alternative to not filling Mechanic vacancies is expenditure of overtime to keep up with workload demand. Using overtime could reduce cost to the City in the short run by not having to cover fringe benefits of eliminated Mechanic positions. However, regular overtime assignments lead to burnout, low morale, increased worker compensation injuries, and increased absenteeism. Another alternative to eliminating Mechanic positions is privatization.

**9. Are there union issues?**

No.

**10. Other supporting comments.**

None.



Report to the  
Personnel Committee  
of the City of Green Bay

**MEETING DATE**

May 8, 2018

**PREPARED BY**

**AGENDA ITEM # D.2.**

Consideration with possible action on request for out of state travel for Capt. Warych to attend the National Conference on Race and Ethnicity in American Higher Education in New Orleans, Louisiana, May 30-31, 2018, estimated cost for meals \$50.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. Out of state travel-Warych May 30th

## OUT OF STATE TRAVEL REQUEST

|                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date Request Submitted                                                                    | April 20, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Requesting Department                                                                     | Green Bay Police Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Employee(s) Requesting Travel                                                             | Captain Kevin Warych                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Date(s) of Travel                                                                         | May 30-31, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Location of Out of State Travel                                                           | Hilton Riverside Hotel, Two Poydras Street, New Orleans, LA 70140                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Purpose of Travel – Name of Conference or Training                                        | National Conference on Race and Ethnicity in American Higher Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Costs<br>Transportation<br>Room and Board<br>Conference and/or Training Fee<br>Total Cost | Registration, Airfare and Hotel paid by National Conference on Race and Ethnicity in American Higher Education (NCORE)<br><br>Meals at \$25/day for two days<br><br>\$50                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Will Employee Incur Overtime or Comp Time                                                 | N/A. Captains are not eligible for overtime.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Funding                                                                                   | Green Bay Police Department Training and Travel budget                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Additional Information                                                                    | <p>Here is the synopsis of the presentation.</p> <p>Throughout the United States, the issue of police and community/race relations has reached a critical level. From the kneeling at NFL games, to protests in cities and towns across America, racial tensions between some communities and police relations have never been more pronounced. Join us, and see how one American Police Department in a rapidly diversifying community is reaching out to embrace the change in demographics and working to serve and protect its racially diverse community. Discover how a Black child from the inner city of Chicago, now a diversity practitioner, has gained a greater sense of the impact one man can have on a community and the insights and growth of oneself. Attendees will come away with concrete steps, programs and ideas that have proven to help overcome police/community tension, mistrust and misunderstandings. Together, we hope to inspire communities to work and heal together.</p> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• Demonstrate the importance of working together, transparency, communication, and trust</li> </ul> <p><b>Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>• Provide ideas on how institutions of higher learning can partner with local law enforcement agencies, and how a law enforcement agency can partner with its community</li> <li>• Discuss trauma and ways to heal</li> <li>• Impact of racism and prejudice in systems and ways of breaking down and rebuilding the narrative</li> </ul> |



Report to the  
Personnel Committee  
of the City of Green Bay

**MEETING DATE**

May 8, 2018

**PREPARED BY**

**AGENDA ITEM # D.3.**

Consideration with possible action on request for out of state travel for Interim Park Director Andersen to attend the Great Lakes Parks Institute Board of Regents conference planning and board meeting in Angola, Indiana, June 4-5, 2018 at no cost to the City for room, board or transportation.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. Out of state travel - J. Andersen

### OUT OF STATE TRAVEL REQUEST

|                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date Request Submitted                                                                    | April 27, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Requesting Department                                                                     | Parks, Recreation & Forestry                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Employee(s) Requesting Travel                                                             | James Andersen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Date(s) of Travel                                                                         | June 4-5, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Location of Out of State Travel                                                           | Angola, Indiana - Pokagon State Park                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Purpose of Travel – Name of Conference or Training                                        | Great Lakes Parks Training Institute Boards of Regents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Costs<br>Transportation<br>Room and Board<br>Conference and/or Training Fee<br>Total Cost | All costs of travel, conference and room and board will be covered and have been approved by the Great Lakes Parks Training Institute Board of Regents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Will Employee Incur Overtime or Comp Time                                                 | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Funding                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Additional Information                                                                    | <p>The City of Green Bay Parks, Recreation &amp; Forestry Department would like to send James Andersen to the 2018 Great Lakes Parks Institute Board of Regents Annual conference planning and board meeting. We are proud of having one of our staff be appointed as the representative from the State of Wisconsin to the Board of Regents.</p> <p>This 3-year term requires mandatory attendance at 1 annual meeting (requested above) and also the GLPTI conference each spring, which typically occurs for 4-5 days around the end of February each year. We will be requesting out-of-state travel at a later date for the 2019 conference, but all expenses will also be covered by the GLPTI for the conference as well.</p> <p>James will experience invaluable learning and networking. Representing the City of Green Bay and our State while gaining expert subject matter will correlate into our department being a Midwest regional leader in best practices of Parks and Recreation agencies, which will directly enhance services and quality of life for the City of Green Bay.</p> <p>In addition, we have been implementing an overall focus on the vital role that parks and recreation play in promoting and improving public health. We feel we have an opportunity to be an essential partner in combating some of the most complicated challenges our communities face.</p> <p>We are proud to be on the forefront in the discussion of innovative and bold approaches that involve parks and recreation.</p> |



Report to the  
Personnel Committee  
of the City of Green Bay

**MEETING DATE**

May 8, 2018

**PREPARED BY**

**AGENDA ITEM # D.4.**

Consideration with possible action on request for out of state travel for Interim Park Director Andersen and Recreation Supervisor Moeller to attend the National Recreation and Parks Association Conference in Indianapolis, Indiana, September 25-27, 2018. All costs for registration, room, board and travel will be covered by the Parks Rx grant.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. OUT OF STATE TRAVEL REQUEST-NRPA

### OUT OF STATE TRAVEL REQUEST

|                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date Request Submitted                                                                    | April 20, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Requesting Department                                                                     | Parks, Recreation & Forestry                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Employee(s) Requesting Travel                                                             | James Andersen and Ann Moeller                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Date(s) of Travel                                                                         | September 25-27, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Location of Out of State Travel                                                           | Indianapolis, Indiana                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Purpose of Travel – Name of Conference or Training                                        | National Recreation and Parks Association Conference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Costs<br>Transportation<br>Room and Board<br>Conference and/or Training Fee<br>Total Cost | Registration, room and board, and other travel expenses will be covered by the Parks Rx grant.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Will Employee Incur Overtime or Comp Time                                                 | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Funding                                                                                   | Parks Rx grant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Additional Information                                                                    | <p>The City of Green Bay Parks, Recreation &amp; Forestry Department would like to send James Andersen and Ann Moeller to the 2018 National Recreation and Parks Association's (NRPA) Annual Conference. The national conference takes place in Indianapolis on September 25-27, 2018. This request has become possible through a series of successful programs and partnerships within our community and will be funded through grant money.</p> <p>The NRPA operates with a focus on their three main pillars: Conservation, Social Equity and Health &amp; Wellness. The conference includes expert subject matter that directly aligns with one or more of the focal points of our department's health and wellness initiative. Further, this conference will also provide educational sessions on all aspects of the Parks &amp; Recreation field. We look forward to bringing back the information and cutting edge initiatives and putting them to action within our community.</p> <p>As a direct result of implementing programs like the Parks Rx prescription program &amp; FIT in the Parks we have developed a partnership with Prevea Health, Live54218 and the Wisconsin Bottlers Association. A grant from the American Bottlers Association has allowed our department to grow the Parks Rx brand and encourage healthy activity among our youth.</p> <p>We are proud to be on the forefront in the discussion of how current public health problems can be tackled through innovative and bold approaches that involve parks and recreation.</p> <p>Thank you for your time and please let me know if I can be of assistance.</p> <p>James Andersen<br/>Interim Director</p> |



Report to the  
Personnel Committee  
of the City of Green Bay

**MEETING DATE**

May 8, 2018

**PREPARED BY**

**AGENDA ITEM # D.5.**

Consideration with possible action on request for out of state travel for Public Works Superintendent Fietzer to attend the APWA Western Snow and Ice Conference in Loveland, Colorado, September 24 - 28, 2018. All costs for room, board and transportation will be covered by APWA-WI Chapter.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. Out of State Travel Request - DPW

### OUT OF STATE TRAVEL REQUEST

|                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date Request Submitted                                                                       | May 2, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Requesting Department                                                                        | Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Employee(s) Requesting Travel                                                                | Tony R. Fietzer, Street Section Superintendent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Date(s) of Travel                                                                            | September 24 - 28, 2018 (Monday to Friday)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Location of Out of State Travel                                                              | Loveland, CO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Purpose of Travel – Name of Conference or Training                                           | APWA Western Snow and Ice Conference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Costs<br>Transportation<br>Room and Board<br>Conference and/or Training<br>Fee<br>Total Cost | <p><b>NOTE:</b> All costs except registration are estimated. Actual cost cannot be calculated until trip is approved by Council, and actual arrangements are made.</p> <p>Registration - \$225<br/> Transportation - \$550<br/> Hotel - \$720<br/> Meals - \$150<br/> Taxi/shuttle/miscellaneous - \$80<br/> <b>TOTAL = \$1,725</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Will Employee Incur Overtime or Comp Time                                                    | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Funding                                                                                      | APWA-WI Chapter has agreed to pay for all costs. DPW may incur some cost in advance. If that occurs, it will be reimbursed by APWA-WI.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Additional Information                                                                       | <p>Green Bay-DPW has been asked to be a presenter at this conference, to share its experience and knowledge with national colleagues regarding snow and ice control in the Great Lakes region of the United States. American Public Works Association Wisconsin Chapter (APWA-WI) has agreed to cover conference costs for the presenter, except wages. Superintendent Fietzer has agreed to present at the conference. Green Bay-DPW would like to be a part of this national event.</p> <p>This is a work-related activity, and is aligned with Superintendent Fietzer's job duties. Sharing knowledge and experience with other public organizations helps advance the Public Works industry. It also gives industry professionals an opportunity to network and grow their own databases.</p> |



Report to the  
Personnel Committee  
of the City of Green Bay

**MEETING DATE**

May 8, 2018

**PREPARED BY**

**AGENDA ITEM # D.6.**

Consideration with possible action on review of Removal From Specialty Team or Assignment grievance.

*The Committee may convene in closed session pursuant to § 19.85(1)(a), Wis. Stats., for the purpose of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. The Committee may, thereafter, reconvene in open session pursuant to § 19.85(2), Wis. Stats. to report any actions taken during closed session and to consider all other matters on the agenda.*

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Personnel Committee  
of the City of Green Bay

**MEETING DATE**

May 8, 2018

**PREPARED BY**

**AGENDA ITEM # E.1.**

Recruitment initiated for new Crime Analyst position approved as part of the 2018 budget.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. Crime Analyst

# MEMORANDUM

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Human Resources Department

To: Joseph Faulds, Human Resources Director  
Personnel Committee

From: Jennifer Smits, PHR, SHRM-CP  
Human Resources Generalist

Re: Informational Item – Crime Analyst

Date: May 8, 2018

During the 2018 budget process, the City Council approved adding an additional full-time Crime Analyst to the Police Department's table of organization due to the increased volume of work related to criminal intelligence information.

The Police Department currently has one full-time Crime Analyst position (Pay Grade J - \$27.40/hour-\$32.23/hour), which researches and analyzes complex intelligence information. More specifically, this position gathers and manages data, prepares reports and maps, monitors data for crime patterns and trends, assists with investigative analysis on cases, monitors social media for criminal intelligence and prepares internal bulletins on wanted persons.

The Human Resources Department will be initiating recruitment efforts to fill this position. Budget authorizations allow for this position to be filled effective July 1, 2018. The projected annual fiscal impact is \$94,091 as detailed below.

| Category                  | Crime Analyst<br>(Step 7 - \$32.23/hour) |
|---------------------------|------------------------------------------|
| Salary                    | \$67,038                                 |
| FICA                      | \$5,128                                  |
| WRS                       | \$4,492                                  |
| Worker's Comp             | \$141                                    |
| Health Insurance          | \$15,739                                 |
| Dental Insurance          | \$1,438                                  |
| Life Insurance            | \$115                                    |
| <b>TOTAL COMPENSATION</b> | <b>\$94,091</b>                          |

c: Police Chief Andrew Smith  
Police Commander James Runge



Report to the  
Personnel Committee  
of the City of Green Bay

**MEETING DATE**

May 8, 2018

**PREPARED BY**

**AGENDA ITEM # E.2.**

Report of Routine Personal Actions for Regular employees.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. Personnel Action Report 5.08.18

**REPORT OF ROUTINE PERSONNEL ACTIONS  
FOR REGULAR EMPLOYEES**

May 8, 2018

| <u>Position</u>                        | <u>Department/Division</u>   | <u>Name</u>       | <u>Date</u> |
|----------------------------------------|------------------------------|-------------------|-------------|
| <b><u>New Hire</u></b>                 |                              |                   |             |
| Appraiser II                           | Administrative Services      | Alex Drews        | 4/23/18     |
| Mechanic                               | Parks, Recreation & Forestry | Peter Smet        | 4/30/18     |
| Parking Maintenance Technician         | Public Works                 | David Falk        | 5/7/18      |
| <b><u>Transfer</u></b>                 |                              |                   |             |
| Truck Driver - Street<br>Operator II   | Public Works                 | Glen Cieslewicz   | 4/30/18     |
| Park Maintenance Worker<br>Park Ranger | Parks, Recreation & Forestry | Austin Larsen     | 5/14/18     |
| <b><u>Grade/Step Change</u></b>        |                              |                   |             |
| Forestry Worker II<br>Step 6           | Parks, Recreation & Forestry | Nicholas McDonald | 3/29/18     |
| Senior Landscape Architect<br>Step 5   | Parks, Recreation & Forestry | Kaurie Mihm       | 4/24/18     |
| <b><u>End of Employment</u></b>        |                              |                   |             |
| Bus Operator                           | Transit                      | Christine Smith   | 4/19/18     |
| Patrol Officer                         | Police                       | Maggie Ratajczak  | 4/25/18     |
| Housing Intern                         | Community & Economic Dev.    | Leigha Casper     | 4/27/18     |
| Support Assistant                      | Fire                         | Jillian Holtger   | 5/3/18      |
| Community Service Intern               | Community & Economic Dev.    | Mary Hietpas      | 5/8/18      |
| Development Services Manager           | Community & Economic Dev.    | Bill Lockery      | 6/18/18     |



Report to the  
Personnel Committee  
of the City of Green Bay

**MEETING DATE**

May 8, 2018

**PREPARED BY**

**AGENDA ITEM # E.3.**

Next meeting date: To be determined.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None