



AGENDA OF THE PERSONNEL COMMITTEE

**TUESDAY, JULY 10, 2018, 4:30 PM
CITY HALL, ROOM 207**

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

A. Roll Call.

- I. 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.

- I. Approval of the minutes from June 26, 2018.

D. Regular Business.

- I. Consideration with possible action on request from the Police Department to fill two (2) Lieutenant positions with two (2) Patrol Sergeant positions and all subsequent vacancies resulting from internal transfers.
2. Consideration with possible action to amend the Public Arts Coordinator position from a limited term employee to a permanent part time employee (.75 FTE).
3. Consideration with possible action on request to reclassify the hourly position of Deputy City Clerk (Pay Grade G) to a salaried Deputy City Clerk position (Pay Grade H) at a projected annual cost of \$5,777, and to fill the position and all subsequent vacancies resulting from internal transfers.
4. Consideration with possible action on request by Ald. Wery to explore options to restore an assistant to the City Council position (full time, part-time, intern, etc.)

5. Consideration with possible action on request by Ald. Dorff to approve a salary increase for the position of Mayor effective following the 2019 Mayoral election. The Mayor's salary will be increased annually based on any general increase provided to general municipal employees on the date the increase is provided.

Increase by \$11,000 on May 1, 2019 for an annual salary of \$93,535.

Increase by \$11,000 on May 1, 2020 for an annual salary of \$104,535.

Increase by \$11,000 on May 1, 2021 for an annual salary of \$115,535.

Increase by \$11,000 on May 1, 2022 for an annual salary of \$126,535.

6. Consideration with possible action on request by Ald. Johnson to create an orientation/onboarding program for new alders that could also serve as a refresher for existing reelected alders. Items to consider for inclusion: rules on gifts, code of conduct, rules on walking quorums, presentation by department heads, role plan for most common requests of alders, etc.
7. Consideration with possible action to add a second parking permit to the alderpersons' benefit package.

E. Informational.

1. Report of routine personnel actions for regular employees.
2. Next meeting date: August 14, 2018.

F. Public Hearings.

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT 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.



MINUTES OF THE PERSONNEL COMMITTEE

**TUESDAY, JUNE 26, 2018, 4:30 PM
CITY HALL, ROOM 207**

A. ROLL CALL.

Roll call taken by Vice Chair Lefebvre. Randy Scannell, Veronica Corpus-Dax, and Kathy Lefebvre present. Bill Galvin and Barb Dorff excused.

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

Members Excused: Ald. Bill Galvin and Ald. Barb Dorff

Others Present: Chief of Police Andrew Smith, Assistant City Attorney Kristen Johnson, and Human Resources Director Joe Faulds.

B. APPROVAL OF THE AGENDA.

Moved by Alderperson Randy Scannell, seconded by Alderperson Veronica Corpus-Dax to approve. Motion carried.

Yes- Randy Scannell, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of the minutes from June 12, 2018.

Moved by Alderperson Veronica Corpus-Dax, seconded by Alderperson Randy Scannell to approve. Motion carried.

Yes- Randy Scannell, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

D. REGULAR BUSINESS.

I. Adoption of findings of fact and conclusions of law on Standards of Conduct/SRO Expectations grievance.

Moved by Alderperson Randy Scannell, seconded by Alderperson Veronica Corpus-Dax to approve. Motion carried.

Yes- Randy Scannell, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

E. INFORMATIONAL.

I. Next meeting date: July 10, 2018.

Moved by Alderperson Randy Scannell, seconded by Alderperson Veronica Corpus-Dax to receive and place on file. Motion carried.

Yes- Randy Scannell, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

F. PUBLIC HEARINGS.

G. ADJOURNMENT.

Moved by Alderperson Veronica Corpus-Dax, seconded by Alderperson Randy Scannell to approve. Motion carried.

Yes- Randy Scannell, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None



Green Bay Police Department Operations Division



Commander Paul Ebel

Email: pauleb@greenbaywi.gov

920-448-3186

Date: July 3, 2018

Ref: Sergeant Promotion

The Green Bay Police Department anticipates one Lieutenant will be retiring on July 18, 2018. Chief Smith is asking that this position within the table of organization be filled with a Patrol Sergeant.

Additionally, the department has been notified that another Lieutenant will be leaving for another opportunity once all background is complete. Chief Smith is asking that this position in the table of organization be filled with a Patrol Sergeant. This is contingent upon the Lieutenant's successful completion of his background for the new employer.

Officer Sean Hamill is next in line for promotion to sergeant and would fill the first position.

Officer Jeff Schilling would be promoted second once the department has been notified that the Lieutenant has successfully completed the background for his new employer.

Costs:

Currently both Lieutenants are paid at Step 3 of the Lieutenant pay schedule which is an annual salary of \$83,408.78 each.

If these positions were replaced with Lieutenants at Step 1 of the pay schedule, the annual salary would be \$80,344.42 per Lieutenant.

The Police Department proposes to hire Patrol Sergeants at an annual salary of \$77,597.78 per position. Hiring a Patrol Sergeant for this position is an annual cost savings of \$5,811.00 as compared to filling the Lieutenant position with a Step 1 Lieutenant which is an annual cost savings of \$3,064.36.

Lastly, Patrol Sergeants are able to work as supervisors for the patrol unit and are likely to reduce the overtime costs for the police department.

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joseph Faulds, Human Resources Director

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

Re: Request to amend the Public Arts Coordinator position from a limited term employee to a permanent part time employee (.75 FTE)

Date: July 10, 2018

- A. Classification and Fiscal Impact: The Department of Community & Economic Development requests that the .5 limited term Public Arts Coordinator at \$20.00 per hour be amended to a .75 permanent part time employee at Grade G (\$21.24-\$24.99 per hour) of the City Pay Plan.

Salary and benefits for this position will be funded using non-levy dollars from the Green Bay Public Arts Commission and Community Development Block Grant. Following is a breakdown of the costs for the recommended .75 permanent position compared to the .5 limited term position.

Category	.75 Permanent Position	.5 Limited Term Position
Salary	\$35,084	\$20,800
FICA	\$2,684	\$1,591
WRS	\$2,351	\$0
Worker's Comp	\$74	\$44
Health Insurance	\$5,569	\$0
Dental Insurance	\$373	\$0
Life Insurance	\$0	\$0
TOTAL COMPENSATION	\$46,134	\$22,435

- B. Rationale: The Public Arts Coordinator performs a variety of work relating to the City's involvement with the arts and public art, including providing administrative support to the Green Bay Public Arts Commission, managing the City's rotating art collection, managing the public art grant programs and serving as an advisor to staff and elected officials in areas such as visual enhancements in public places and buildings and the commission of public art.

The Department of Community & Economic Development has found that the weekly hours of this position are not sufficient to properly address all of the Green Bay Public Arts Commission's needs. An increase in hours would allow for better engagement with the arts community, creation of additional programming and commencement of a fundraising campaign. The department also desires to have consistency in staffing the position by offering a permanent position with benefits and additional weekly hours.

- c: Kevin Vonck, Development Director
Cheryl Renier-Wigg, Assistant Development Director

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joseph Faulds, Human Resources Director

From: Melanie Falk, PHR
Human Resources Operations Manager

Re: Request to Reclassify and Fill the Deputy City Clerk Position

Date: July 6, 2018

RECOMMENDATION

- I. The Administrative Services Department, City Clerk's Office requests the following:
 - A. Request to reclassify the hourly Deputy City Clerk position at \$21.24-\$24.99/hour (Pay Grade G) to a salaried Deputy City Clerk position at \$23.30-\$27.41/hour (Pay Grade H) at a projected annual cost of \$5,777.
 - B. Request to fill the Deputy City Clerk position and all subsequent vacancies as a result of internal transfers.

BACKGROUND

- II. On May 18, 2018 the Deputy City Clerk retired and since that time, the City Clerk, Kris Teske has evaluated the job duties of this position. As a result of that review, it has been determined that efficiencies could be gained by restructuring the duties of this position as well as the duties of the Election Specialist (Pay Grade F - \$19.19-\$22.58/hour).

Currently, the Deputy Clerk performs a significant amount of clerical work, which includes processing liquor and beer applications and issuing licenses. This position prepares City Council backings, agendas and minutes; follows through on actions taken by the Council; prepares public notices; arranges for official publication of posting notices and assists with elections and counter work. The Deputy Clerk also performs administrative/clerical functions related to final resolutions and bills for special assessments.

The Elections Specialist is primarily responsible for the elections work which includes printing, mailing and recording returned absentee ballots; generating and printing poll books; providing materials and training to the poll workers; maintaining various election records and reports and maintaining the state voter registration system. This position also issues animal license tags and other licenses, permits and passes; reconciles cash drawers and various other accounts; and balances the Special Assessment Program account.

City Clerk Teske has stated that it is important that the Deputy Clerk assists with carrying out all functions of the office and assumes a more prominent role in the planning, organizing and directing of the Clerk's office activities. As a result, the Deputy Clerk

position will assume the majority of the elections functions as well as the oversight of the special assessments, delinquent special assessments and delinquent personal property programs. With the restructuring, the Deputy Clerk will supervise 2 clerical employees that perform work related to the special assessment programs and will act as the City Clerk in the Clerk's absence for elections, City Council meetings and other Clerk duties.

The Elections Specialist (title to be changed to Administrative Clerk II) will absorb the administrative functions that the Deputy Clerk was performing including the coordination of election personnel. This position will review poll worker applications; conduct background checks; schedule work shifts; train the poll workers; review timesheets; enter payroll and canvass election returns. In addition, this position will post public notices; prepare the City Council agendas, packets and minutes and will assume the responsibility of processing and issuing liquor and beer applications. All of these clerical tasks were performed by the Deputy Clerk.

These positions and the restructured job duties were reviewed by the City's classification and compensation consultant, Carlson and Dettmann. It was determined that because the Deputy Clerk is assuming greater responsibility in the areas of special assessments, elections and more involvement in the planning and directing of the office activities, that the position be reclassified to Pay Grade H (\$23.30-\$27.41/hour). Due to the supervisory responsibilities, this position also meets the criteria to be classified as a salaried (exempt) position. It is important to note that due to the exempt status of this position (not eligible for overtime), the Clerk's office will likely save \$2,000-\$4,000 in overtime expenses, which will offset the cost to reclassify this position and provide the office with more flexibility.

The consultant noted that the Elections Specialist (new title: Administrative Clerk II) will see a slight reduction in duties related to elections, but these will be supplemented by other clerical duties relevant to the Clerk's office. After evaluating this position for placement in the salary schedule, the consultant stated that there was a slight reduction in the number of points that determines grade placement, but this change did not modify the grade placement. The consultant's recommendation is to maintain this position in Pay Grade F of the City's wage schedule.

FISCAL IMPACT

- III. Following is a breakdown of costs for the Deputy Clerk reclassification from Pay Grade G to Pay Grade H.

Category	Deputy Clerk (Grade G) (Step 7 - \$51,979)	Deputy Clerk (Grade H) (Step 7 - \$57,013)
Salary	\$51,979	\$57,013
FICA	\$3,976	\$4,361
WRS	\$3,483	\$3,820
Worker's Comp	\$109	\$120
Health Insurance	\$15,739	\$15,739
Dental Insurance	\$1,438	\$1,438
Life Insurance	\$88	\$98
TOTAL COMPENSATION	\$76,812	\$82,589

Cc: Diana Ellenbecker, Finance Director
Kris Teske, City Clerk



The City of Green Bay is a leader in employee health and wellness with its Health | 1265 program and a goal to engage all employees in their own health and well-being

Memo To: Personnel Committee
From: Joseph W. Faulds, Human Resources Director
Subject: 2018 Proposed Salary for Mayor
Date: July 9, 2018

Per Alderperson Dorff's request this memo outlines the information presented to Ald. Moore last year and the information from Carlson Dettman on the proposed Mayoral salary. In addition, there is attached a 2017 survey of the Mayor's salaries for the 17 largest Wisconsin cities with a full-time Mayor. The survey also includes salary information for the City Administrator in these same cities with that position. The information may have slight changes for 2018 and I will try to update as necessary.

FOR CONSIDERATION: It is suggested that consideration be given to establishing a competitive salary for the Mayor by increasing the Mayor's salary as follows:

- Increase by \$11,000 on May 1, 2019 for an annual salary of \$93,535
- Increase by \$11,000 on May 1, 2020 for an annual salary of \$104,535
- Increase by \$11,000 on May 1, 2021 for an annual salary of \$115,535
- Increase by \$11,000 on May 1, 2022 for an annual salary of \$126,535

And, that effective following the 2019 Mayoral election the Mayor's salary will be increased annually based on any general increase provided to general municipal employees on the date the increase is provided.

DISCUSSION: As Chief Executive Officer for the City of Green Bay it is important a salary level be established to appropriately reflect the duties and responsibilities of this position. In this position, the Mayor is responsible for the general welfare of the City. This responsibility is exercised in two roles for the Mayor. The Mayor takes on a policy-making role by recommending policies to the Council, breaking tie votes and vetoing legislation. The Mayor also fulfills an executive role by seeing that laws are enforced and that City officers and employees properly do their jobs. The Mayor exercises this responsibility directly by supervising day-to-day conduct of city activities. All department heads report directly to the Mayor and receive assignments from the Mayor.

Based on the recent Carlson Dettman Study, the Mayor, as the Chief Executive Officer would be compensated in accordance with a pay grade that provided the highest level of compensation in the City for this position. The highest pay grade in the City's study has a salary step range of \$103,994 to \$122,346 with a performance range of \$122,366 - \$140,697.

SUMMARY OF SURVEY INFORMATION FOR MAYOR:

- Green Bay is the 3rd largest city in Wisconsin
- Mayor's salary ranks 8th among the cities surveyed

- Mayor's salary was last increased in April 2010
- Market rate for a City Administrator the size of Green Bay would be \$150,000
- Additional information for those cities surveyed regarding approved future increases or other allowances is attached. The other data on this sheet shows larger cities with a part-time Mayor or without an elected Mayor (with the exception of Oshkosh, cities with a City Manager form of government do not elect a Mayor).

STATUTORY AUTHORITY TO ESTABLISH SALARY FOR ELECTED OFFICES:

Per the City Attorney's office the statute (Wis. Stat. 62.09(6)) provides that compensation for an elective city office shall be established before the earliest time for filing nomination papers for the office. According to the City Clerk's office, the earliest an individual could file the nomination papers is early December 2018 for the mayor position. The salary must be established by ordinance per the statute 62.09(6).

The League of Wisconsin Municipalities indicated that only a majority vote is needed to approve a change to the salaries. No compensation change can be made for the current term (Wis. Stat. 66.0505).

Attachments: 2017 Mayor's Survey

**2017 MAYOR SALARY SURVEY
SORTED AS FOLLOWS**

POPULATION					
	City	Pop.	Annual Salary	City Adm	Salary
1	Milwaukee	594,833	\$147,336		
2	Madison	233,209	\$137,517		
3	Green Bay	104,057	\$82,535		
4	Kenosha	99,218	\$82,476	X	\$151,896
5	Racine	78,860	\$74,110	X	\$140,000
6	Appleton	72,623	\$96,106		
7	Waukesha	70,718	\$83,500	X	\$156,356
8	West Allis	60,411	\$68,666	X	\$117,146
9	La Crosse	51,320	\$77,200		
10	Sheboygan	49,288	\$53,844	X	\$140,000
11	New Berlin	39,584	\$88,900		
12	Wausau	39,106	\$74,851		
13	Brookfield	37,920	\$103,155		
14	Greenfield	36,720	\$88,687		
15	Manitowoc	33,736	\$73,043		
16	Superior	27,244	\$81,940		
17	St. Point	26,717	\$73,197		

SALARY				
	City	Annual Salary	City Adm	Salary
1	Milwaukee	\$147,336		
2	Madison	\$137,517		
3	Brookfield	\$103,155		
4	Appleton	\$96,106		
5	New Berlin	\$88,900		
6	Greenfield	\$88,687		
7	Waukesha	\$83,500	X	\$156,356
8	Green Bay	\$82,535		
9	Kenosha	\$82,476	X	\$151,896
10	Superior	\$81,940		
11	La Crosse	\$77,200		
12	Wausau	\$74,851		
13	Racine	\$74,110	X	\$140,000
14	St. Point	\$73,197		
15	Manitowoc	\$73,043		
16	West Allis	\$68,666	X	\$117,146
17	Sheboygan	\$53,844	X	\$140,000
Average Salary		\$87,474		
Median Salary		\$82,476		

2017 MAYOR SALARY SURVEY						
18	Beloit	36,966		N/A		\$162,771
19	Eau Claire	65,883		No Mayor		\$145,568
20	Fond du Lac	43,021		No Mayor		\$143,000
21	Janesville	63,575		No Mayor		\$147,000
22	Oshkosh	66,083				\$145,000
23	DePere	24,047		5/1/17: \$23,664 (2%)	X	\$132,620
24	Franklin	35,451			X	
25	Menomonee Falls	35,626			X	
26	Oak Creek	34,451			X	\$125,000
27	Sun Prairie	29,364		\$4,800 vehicle allowance/year	X	\$135,000
28	Wauwatosa	46,396			X	\$153,750
29	West Bend	31,078		\$150 expense allowance/	X	\$125,000

2017 MAYOR SALARY SURVEY

Additional Information				Larger Cities With No Mayor or Part-time Mayor							
City	Pop.	Annual Salary	Comment	City	Pop.	Status	Annual Salary	Comment	City Mgr	City Adm	Salary
Appleton	72,623	\$96,106	2017-18 \$97,548 (1.5%) 2018-19 \$99,011 (1.5%) 2019-20 \$100,496 (1.5%)	Beloit	36,966	N/A		N/A	X		\$162,771
Greenfield	36,720	\$88,687	\$300 expense and \$300 allowance/month	DePere	24,047	PT	\$23,200	5/1/17: \$23,664 (2%) 5/1/18: \$24,137 (2%) 5/1/19: \$24,620 (2%)		X	\$132,620
Racine	78,860	\$74,110	Increase by CPI each year	Eau Claire	65,883	N/A		N/A	X		\$145,568
Stevens Point	26,717	\$73,197	4/17/18 \$74,295 (1.5%)	Fond du Lac	43,021	N/A		N/A	X		\$143,000
Manitowoc	33,736	\$73,043	4/2019 \$73,773 (1%) 4/2020 \$75,248 (2%)	Franklin	35,451	PT	\$16,800			X	
West Allis	60,411	\$68,666	4/17/18 \$70,040 (2%) 4/16/19: \$71,441 (2%)	Janesville	63,575	N/A		N/A	X		\$147,000
				Men Falls	35,626	PT	\$7,500			X	
				Oak Creek	34,451	PT	\$16,000			X	\$125,000
				Oshkosh	66,083	PT	\$6,500		X		\$145,000
				Sun Prairie	29,364	PT	\$20,000			X	\$135,000
				Wauwatosa	46,396	PT	\$30,000			X	\$153,750
				West Bend	31,078	PT	\$7,618	\$150 exp allow/month		X	\$125,000

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

July 10, 2018

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Laborer - Street	Public Works	Gerald Hasenberg Jr	6/20/18
Sewer Maintenance Worker	Public Works	Michael Faltynski	6/18/18
Bus Operator	Transit	Colleen Koski	6/12/18
Bus Operator	Transit	Kaaren Thomas	6/13/18
Mechanic (Nights)	Public Works	Joshua Babler	7/2/18
Patrol Officer Recruit	Police	Cody Olson	7/2/18
<u>Transfer</u>			
Parking Maintenance Technician	Public Works	Joshua Soneson	5/2/18
Parking Building Technician			
Building Custodian I	Transit	Ricky Vanderwegen	6/23/18
Park Maintenance Worker	Parks, Recreation & Forestry		
Mechanic (Nights)	Public Works	Greg Wojcik	7/9/18
Mechanic (Days)			
Administrative Clerk	Public Works	Jessica Pierner	7/9/18
Administrative Clerk II	Municipal Court		
Plan Review Administrator	Community & Economic Dev.	Paul Van Calster	6/19/18
Interim Building Inspection Manager			
<u>Promotion</u>			
Specialist II	Police	Michael Knetzger	6/4/18
Sergeant			
Adv. Patrol Officer	Police	Michael Luberda	6/4/18
Sergeant			
Adv. Patrol Officer	Police	Tom Denney	6/4/18
Sergeant			
Specialist II	Police	Brian Jordan	6/4/18
Sergeant			
<u>Grade/Step Change</u>			
Patrol Officer	Police	Zachary Cantie	6/5/18
Step 2			
Park Ranger	Parks, Recreation & Forestry	Paul Leicht	6/1/18
Step 2			
Senior Animal Keeper	Parks, Recreation & Forestry	Matthew Rupnik	6/1/18
Step 2			

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
Bus Operator 1040 hours	Transit	Joe Czachor	5/25/18
Bus Operator 1040 hours	Transit	Steve Stefl	5/23/18
Office Manager Step 4	Police	Lisa Wachowski	6/21/18
Financial Supervisor Step 2	Public Works	Nancy Clifford	6/24/18
<u>End of Employment</u>			
Crossing Guard	Police	Allan Snyder	6/8/18
Relief Crossing Guard	Police	Carl Tollefson	6/8/18
Animal Control Intern	Police	Haley Pankratz	6/20/18
Lieutenant	Fire	Robert Gering	6/23/18
Lieutenant	Police	David Wesely	7/18/18
Administrative Clerk	Community & Economic Dev.	Yvonne Kielar	8/16/18
<u>Longevity</u>			
Bridgetender 12th year	Public Works	Donald Jared	7/3/18