



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, AUGUST 14, 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 July 10, 2018.

D. Regular Business.

1. Consideration with possible action on request to award a 3-year contract, with two 1-year renewal options, to provide Health Risk Assessment (HRA) Services for City employees and spouses to Bellin Health for \$216,000 (\$72,000 per year).
2. Consideration with possible action on request to approve the 2018 - 2020 labor agreement between the City of Green Bay and Local 420, Bus Mechanics.

The Committee may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

3. Consideration with possible action on request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
 - a. Administrative Clerk - Community & Economic Development
 - b. Building Inspector - Community & Economic Development
 - c. Administrative Clerk - Police
 - d. Assistant Fire Chief - EMS, Training and Support
 - e. Carpenter - Parks, Recreation & Forestry
 - f. Administrative Clerk - Public Works
 - g. Mechanic - Public Works
4. Consideration with possible action on request from the Police Department to fill (1) additional Patrol Sergeant position and all subsequent vacancies resulting from internal transfers.
5. Consideration with possible action on request to approve out of state travel for Fleet Manager Nathan Wachtendonk for pre-delivery inspection of two automated sanitation collection trucks at AutoCar Manufacturing in Birmingham, Alabama, September 2018 at no cost to the City for transportation, room or board.
6. Consideration with possible action on review of Compensation for a Shift Change 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.

7. Consideration with possible action on an amendment to a charter ordinance modifying term limits for Mayor, Alderman, and Municipal Judge.
8. Consideration with possible action on request by Ald. Galvin that the City adopt Wisconsin Statute 230.35(2d) as it pertains to City employees who are in the process of being organ donors.

E. Informational.

1. Recruitments initiated to add one full-time 4K Nature Teacher and one full-time 4K Naturalist beginning with the 2018-2019 school year. Revenue from the Green Bay Public School District fully offsets the salaries and VRS benefits of both positions.
2. Recruitment initiated to add (2) full-time Criminalistic Specialist positions approved as part of the 2018 budget.
3. Report of routine personnel actions for regular employees.
4. Next meeting date: September 11, 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.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 14, 2018

PREPARED BY

AGENDA ITEM # D.I.

Consideration with possible action on request to award a 3-year contract, with two 1-year renewal options, to provide Health Risk Assessment (HRA) Services for City employees and spouses to Bellin Health for \$216,000 (\$72,000 per year).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 08-14-18 PRSNL Mtg HRA Services



CITY OF GREEN BAY - PURCHASING DIVISION

TO: Personnel Committee
FR: Rick Jensen, Purchasing Manager
DT: August 14, 2018
RE: Purchasing Report
Cc: Joe Faulds, Melanie Falk

Report of the Purchasing Manager:

1. Request approval to award a 3 year contract, with two 1 year renewal options, to provide Health Risk Assessment (HRA) Services for City employees and spouses to Bellin Health for \$216,000 (\$72,000 per year).

The following purchases have been publicly and competitively offered:

Personnel Committee - Report of the Purchasing Manager				
DESCRIPTION /Department	FUNDING SOURCE	AWARDED VENDOR	Responses	\$ AMOUNT
Health Risk Assessment Services 3 Year Contract + Two 1 Year Renewals	701-18-180-000- 52000	Bellin Health	4	\$216,000 (\$72,000/Year)

#3071 RFP Scoring & Price Summary

Health Risk Assessment (HRA) Services
RFP #3071
ISSUED: 7/11/18 DUE: 8/30/18
CC: 94800, 95856
Scoring Criteria & Points

Evaluation Team Total Possible Points	SCORING CRITERIA	Highest Score	→ → → →	→ → → →	Lowest Score
		Bellin Health	Aurora BayCare Medical Center	WellneswslQ	US HealthCenter
25	Experience & Qualifications of the Business, Individuals in the Business, & Business Tool	25	25	25	25
30	Vendor's Ability to Integrate into the City's Wellness Program & to Aid in Improving the City's Wellcentive Scoring	29	23	20	18
25	Reporting & Technology, Risk Scoring Methodology	25	22	25	22
20	Cost Proposal	19.7	20	10.2	13
100	Vendor Scores Total possible points = 100	98.7	90	80.2	78

First Year Cost based on 1,200 Assessments per year:

\$72,000.00

\$70,800.00

\$139,020.00

\$109,200.00

RECOMMENDATION:

Award this proposal to the highest scoring vendor that provided the best solution for this Service, Bellin Health.

NOTES:

Vendors were advised in the RFP that their proposals would be reviewed and scored by an evaluation team against the criteria and point assignments noted above. The evaluation team consisted of City of Green Bay Human Resources Staff (3 members).

The evaluation team reached a consensus decision that Bellin Health provided the best overall solution for Health Risk Assessment Services required by the City.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 14, 2018

PREPARED BY

AGENDA ITEM # D.2.

Consideration with possible action on request to approve the 2018 - 2020 labor agreement between the City of Green Bay and Local 420, Bus Mechanics.

The Committee may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 14, 2018

PREPARED BY

AGENDA ITEM # D.3.

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

- a. Administrative Clerk - Community & Economic Development
- b. Building Inspector - Community & Economic Development
- c. Administrative Clerk - Police
- d. Assistant Fire Chief - EMS, Training and Support
- e. Carpenter - Parks, Recreation & Forestry
- f. Administrative Clerk - Public Works
- g. Mechanic - Public Works

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Request to Fill Memo 08.14.18
2. Administrative Clerk - Y. Kielar 8.18
3. Building Inspector - S Terrien 8.8.18
4. Administrative Clerk (Front Desk) - K. Hughes 7.26.18
5. Assistant Chief-EMS 8.18
6. Carpenter - D. Wittlinger
7. Administrative Clerk - D. Strandberg 08-06-18
8. Mechanic - D. Lundwall 08.13.18

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joe Faulds, Human Resources Director

From: Peggy Barden
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: August 10, 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.

- Administrative Clerk/Community & Economic Development – Replacement position due to the retirement of Yvonne Kielar effective August 16, 2018. Salary range: \$16.63 - \$19.56/hour.
- Building Inspector – Replacement position due to the retirement of Steve Terrien effective August 19, 2018. Salary range: \$27.40 - \$32.23/hour.
- Administrative Clerk/Police – Replacement position due to the resignation of Kristine Hughes effective July 26, 2018. Salary range: \$16.63 – 19.56/hour.
- Assistant Fire Chief/EMS, Training & Support – Replacement position due to the retirement of Chris Ehmann effective December 21, 2018. Salary range \$82,618 - \$97,198.
- Carpenter – Replacement position due to the internal transfer of David Wittlinger effective July 27, 2018. Salary range: \$21.24 - \$24.99/hour.
- Administrative Clerk/Public Works – Replacement position due to the resignation of Dawn Strandberg effective August 17, 2018. Salary range: \$16.63 - \$19.56/hour.
- Mechanic – Replacement position due to the resignation of Duane Lundwall effective August 13, 2018. Salary range: \$23.30 – 27.41/hour.

**Position Fill Request
Justification Report
July 2, 2018**

Position Title: Administrative Clerk (Department of Community & Economic Development (DCED))

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

Yvonne Kielar is retiring effective August 16, 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. Pay grade D (\$16.63-\$19.56)

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

This position is critical in performing a great deal of customer service work, both over the phone and at the counter, using specialized knowledge of the department, as well as providing administrative support services for inspection/code enforcement staff. Some specifics of the position include receiving and entering complaints for building, housing, zoning, plumbing, heating and electrical code violations; creating projects and processing applications for building heating, plumbing, electrical and sewer permits; scheduling inspections for residential and commercial construction projects for building, heating, plumbing and electrical inspectors, as well as liquor license renewal inspections; processing and receipting payments, entering building permit application data and scanning related documents; and generating and reviewing reports that are used by City staff and public to verify accuracy of financial and project/permit information.

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

The DCED generates revenue through permit feeds, building and site plan review, contractor licensing and appeals, re-inspection fees, weights & measures fees, rezoning requests, platting/CSM fees and many other planning related administration fees. The total collected in 2017 was approximately \$959,000 and approximately \$613,000 to date. This position provides clerical services for the staff whose work generates the revenue, including receipting payments, processing permits and invoicing.

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

The workload in the DCED front office requires three full-time Administrative Clerks. Two are required to meet the needs of our inspection/code enforcement staff and one to meet the needs of planning, neighborhoods and housing staff. Staff was reduced from four to three a few years ago when Inspection was added to the Planning office. Any further

reduction in front office staff will negatively affect our ability to meet the needs of the community.

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

The current employee will continue in the position until August 16, 2018.

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

Higher paid staff would have to perform tasks previously done by the clerical staff, which would reduce the ability of those staff to conduct their work. Overall, the customer service will be less efficient and affected by delays in processing complaints, permits and other requests.

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

Using temporary employees or interns would be possible, but training will become a regular occurrence as those employees find permanent jobs. Due to the complexity of the training the result would be less efficient service with not much savings.

9. Are there union issues?

N/A

10. Other supporting comments.

The DCED front office is staffed with three Administrative Clerk positions. Two are funded in the DCED Operations budget and one is funded by Federal program grants. The vacant position is one of the DCED-funded positions.

Due to the high volume of phone calls and permit activity during the spring and summer months and the complexity of the training involved, the department would like to fill the position as soon as possible once vacated.

**Position Fill Request
Justification Report
August 8, 2018**

Position Title: Building Inspector

- 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

Steve Terrien will be retiring effective August 29, 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 included in the current budget. The wage rate is \$27.40 – \$32.23/hour.

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

Building Inspectors are responsible for the review of site and building plans and the inspection of buildings and structures to ensure compliance with City, State, and Federal codes, including compliance with zoning and floodplain ordinances. They issue permits for new construction, additions, remodeling, and demolition. Building Inspectors also observe causes and extent of damage to buildings and structures, including fire ruins. They are required to explain and interpret code provisions and building and zoning requirements to contractors, other City departments, and the general public.

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

Yes, building permits are paid by property owners, developers, and contractors. Building Inspectors are also responsible for enforcement of codes which might include issuing re-inspection fees as well as municipal citations.

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

Inspections will be delayed, slowing development and reducing the level of customer service.

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

The current employee has not yet retired.

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

The City would not be capable of providing efficient building inspections which would slow development and reduce the level of customer service.

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

Cross training of inspectors or contracting the service. Neither of these options would be effective or less costly.

9. Are there union issues?

No.

10. Other supporting comments.

None

**Position Fill Request
Justification Report
July 17, 2018**

Position Title: Administrative Clerk (Front Desk)

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**

Kristine Hughes will be resigning effective July 26, 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 included in the current budget. Wage range is \$16.63-\$19.56/hour.

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

Front Desk staff handles all walk-in and phone inquiries and complaints in addition to clerical support for Patrol and Detectives.

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

This position takes in revenues in the way of City Licenses and enters all municipal warrants. These positions have recommended staffing levels because of the high volume of customer contact they have. A vacancy results in possible overtime to cover the necessary high volume times.

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

Customer volume.

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

By other Administrative Clerks.

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

The service of taking phone and walk-in reports from citizens, entering warrants, and clerical support to officers and detectives.

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

Only to do it with current staff, which could create overtime or operate with the reduction in customer service. This would also impact warrant entry.

9. **Are there union issues?**

No

10. **Other supporting comments.**

**Position Fill Request
Justification Report
07/24/2018**

Position Title: Assistant Fire Chief – EMS, Training and Support

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**

Chris Ehmann is retiring December 21, 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. Pay Grade P (\$82,618 - \$97,198)

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

Has direct responsibility for all emergency medical services, training and hardware/software used in our daily operation. Directly supervises training captains. Assists the Chief in planning, organizing and administering policies and procedures involving areas of responsibility. Responds to large-scale emergencies and is a staff member at all city special events over 10,000 people. Assists in budget preparation and monitoring throughout the year.

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

No.

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

The duties and responsibilities of this position are barely manageable with the current staffing.

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

Incumbent is still in the position. We will be promoting someone from within the ranks before his retirement date in order to have a smooth transition, sometime around October 1. This is the #3 position in the department.

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

It is not feasible to operate a department of this size with all of the operational issues, special events, target hazards and day-to-day responsibilities.

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

There are none. Fire Department reorganization has already eliminated one staff Division Chief position in the current budget year.

9. Are there union issues?

No

10. Other supporting comments.

None

**Position Fill Request
Justification Report
July 30, 2018**

Position Title: Carpenter

- 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**

Dave Wittlinger transferred to Green Bay Metro Transit on 07/27/18.

- 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.**

This position is in the budget, placed in Pay Grade G which is \$21.24 - \$24.99 per hour.

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

This position is extremely valuable because this person builds and repairs many different types of facilities such as buildings, doors, floors, locks, roofs, windows, walls, fences, benches, decks, docks, and stairways. This position is an experienced playground installation professional as well as the front line position to repair vandalism and daily repair issues.

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

No.

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

We have had three carpenters for over 25 years and need all three to keep up with essential and normal repairs and maintenance. In the past several decades the number of facilities to repair including the Zippin Pippin, new park buildings, and play structures has increased substantially.

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

Projects typically completed by this position are either on hold or have been re-prioritized to the other carpenters. Many low priority items are being postponed such as park signs and building repairs or upgrades. Deferred maintenance projects have been further deferred and occasionally that leads to more extensive and expensive repairs.

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

The City has saved many thousands of dollars over the years by preparing and installing new/replacement playground areas. These projects take weeks of time and would probably have to be done by private contractors at a substantial cost. Many other roofing, door, and window projects would also have to be contracted.

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

Having private contractors complete large and small projects could be done, but no contractor cares more about the end result than the City's carpenter does who has to go back and fix it if it is not done right the first time.

9. Are there union issues?

No.

10. Other supporting comments.

With over 100 buildings for which the Parks, Recreation & Forestry Department is responsible, the task is enormous. Some of the buildings are sheds and garages, but others are the buildings at Bay Beach, the Wildlife Sanctuary, the Park Shop, several pool buildings, a wooden roller coaster, and 40 park shelter buildings. Most of which are decades old. They all need regular maintenance to keep up our investment in them.

**Position Fill Request
Justification Report
August 6, 2018**

Position Title: Administrative Clerk (DPW)

- 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**

Dawn Strandberg has resigned effective August 17, 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 – \$16.63-\$19.56 per hour.

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

Provides clerical support services to departmental staff in the processing of letters, reports, permits, studies, and forms. Prioritizes and processes work related to City construction and/or reconstruction projects to meet deadlines of bidding documents and corresponding advertisement notices, agenda, change orders, letters, reports, payments, and record keeping of the same. Types and enters data information for statistical or financial reports, correspondence, schedules, budgets, statements, and other material as necessary, which frequently involves some judgement regarding the information included or format used. Tracks various licensing programs and related duties.

Prepares agenda, minutes, and organizes follow-up work of notices and correspondence for Improvement & Services Committee and Traffic, Bicycle, & Pedestrian Commission; processes follow-up Council report and prepares resolutions as needed. Records and files proceedings as they relate to the Department. Organizes and maintains records of 90-day traffic signage trial periods for Traffic, Bicycle, & Pedestrian Commission. Takes and prepares minutes and summaries for bid opening meetings. Prepares minutes for preconstruction and other meetings as needed.

Maintains files and prepares correspondence, forms, reports, and other materials; sorts and files materials alphabetically, numerically or by other predetermined classification. Searches for information for same from various sources. Updates Public Works website and calendars as needed.

Sells and issues various items such as bidding documents, plans, maps, garbage and recycling bins, etc. Issues receipts. Maintains related records.

Generates invoices for early solid waste/recycling set out collection, bulk collection, snow and ice control, grass and weed control, damaged City property, clean-ups, excavation permits, etc., and maintain records. Compiles and enters data for requisitions and purchase orders and maintains records of requisition purchases. Maintains inventory and keeps records of supplies.

Records, reviews, and maintains records of utility bills for City and department facilities and/or equipment.

Maintains records of employee leave time.

Acts as receptionist, assisting callers and responding to inquiries. Performs moderately to considerable difficult telephone answering and counter work, which may involve explanation of some departmental procedures or independent judgement for immediate/emergency referral to staff. Takes complaints and forwards to appropriate personnel.

Organizes and processes street resurfacing postcard surveys of affected residents. Composes routine correspondence in accordance with standard policies.

Assists Public Works Supervisor and Parking Services clerical staff with clerical-related duties as necessary.

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

Clerical staff is responsible for accepting payment and/or preparing invoices for a variety of services including, but not limited to, excavation permits, bulk garbage collection, traffic equipment damages, snow removal, weed cutting, recycling carts, parking citations, and monthly parking stall rentals amounting to approximately \$3,000,000 per year in City revenue.

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

Loss of an Administrative Clerk position represents a reduction in DPW's ability to provide all administrative services in a timely manner, including customer service response times, accepting payments, sending invoices, issuing permits, executing DPW contracts, completing correspondence and letters, finalizing Committee agendas, reports, and minutes.

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

The position is filled until August 17, 2018 and then duties will be completed by other staff members.

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

Response time and the level of service to the public would be impacted.

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

Outsourcing of invoicing and answering service for phone calls. It is doubtful that this would be less costly and service levels would likely decrease.

9. Are there union issues?

No.

10. Other supporting comments.

**Position Fill Request
Justification Report
July 30, 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 is vacant as a result of the resignation of first shift Mechanic Duane Lundwall, effective at the end of the work day on Monday, August 13, 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 - \$27.41/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. But 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 of the section 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 for DPW, and other departments. Its clients are DPW, Mason Manor, Inspection Department, 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

August 14, 2018

PREPARED BY

AGENDA ITEM # D.4.

Consideration with possible action on request from the Police Department to fill (1) additional Patrol Sergeant position and all subsequent vacancies resulting from internal transfers.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 14, 2018

PREPARED BY

AGENDA ITEM # D.5.

Consideration with possible action on request to approve out of state travel for Fleet Manager Nathan Wachtendonk for pre-delivery inspection of two automated sanitation collection trucks at AutoCar Manufacturing in Birmingham, Alabama, September 2018 at no cost to the City for transportation, room or board.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Out of State Travel Request - Wachtendonk 08-2018

OUT OF STATE TRAVEL REQUEST

Date Request Submitted	August 3, 2018
Requesting Department	Public Works
Employee(s) Requesting Travel	Nathan Wachtendonk, Fleet Manager
Date(s) of Travel	Early-Mid September 2018 (date dependent on vehicle build schedule)
Location of Out of State Travel	Birmingham, Alabama
Purpose of Travel – Name of Conference or Training	Travel to AutoCar Manufacturing for pre-delivery inspection of two (2) new automated refuse collection truck chassis.
Costs Transportation Room and Board Conference and/or Training Fee Total Cost	Costs for transportation and hotel will be covered by AutoCar Manufacturing. The cost to the City is Fleet Manager wages for three (3) working days.
Will Employee Incur Overtime or Comp Time	No
Funding	All costs other than Mr. Wachtendonk's wages and meals will be covered by AutoCar Manufacturing.
Additional Information	The Fleet Manager will travel to Autocar Manufacturing in Birmingham, Alabama to inspect two (2) completed automated side-loader sanitation collection trucks. This trip is necessary to assure that the units meet DPW specification before final delivery to Green Bay. All costs associated with this trip will be covered by AutoCar Manufacturing. Costs were included in the previously approved bid price for the trucks.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 14, 2018

PREPARED BY

AGENDA ITEM # D.6.

Consideration with possible action on review of Compensation for a Shift Change 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

1. Personnel Matheny Grievance response draft ballen
2. Matheny - Step 3 Grievance to the Personnel Committee
3. Matheny Step 2 Grievance Response - JWF - 7-12-18
4. Chief Smith Step 1 Response
5. Harris case background



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 14, 2018

PREPARED BY

AGENDA ITEM # D.7.

Consideration with possible action on an amendment to a charter ordinance modifying term limits for Mayor, Alderman, and Municipal Judge.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Charter Ord - Term Limits for Muni Offices 7.23.18

A CHARTER ORDINANCE
ESTABLISHING TERM LIMITS
FOR THE OFFICE OF MAYOR, ALDERMAN AND MUNICIPAL JUDGE

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. This is a charter ordinance enacted pursuant to §66.0101 Wis. Stats.

SECTION 2. Term limits for the office of Mayor, Alderman and Municipal Judge shall be as follows:

- (1) Mayor. No person shall serve more than three (3) consecutive four-year terms in the mayoral position.
- (2) Alderman. No person shall serve more than six (6) consecutive two-year terms in the aldermanic position.
- (3) Municipal Judge. No person shall serve more than three (3) consecutive four-year terms in the position of municipal judge.

SECTION 3. This charter ordinance shall only apply to terms of office beginning on or after the effective date as set forth in Section 4 herein.

SECTION 4. This is a charter ordinance and shall not take effect until 60 days after its passage and publication as provided by §66.0101(5), Wis. Stats.

Dated at Green Bay, Wisconsin, this _____ of _____, 2018.

APPROVED:

Mayor

ATTEST:

Clerk



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 14, 2018

PREPARED BY

AGENDA ITEM # D.8.

Consideration with possible action on request by Ald. Galvin that the City adopt Wisconsin Statute 230.35(2d) as it pertains to City employees who are in the process of being organ donors.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joseph Faulds, Human Resources Director

From: Rayme Van Beaver, Human Resources Generalist

Re: Informational Item – 4K Nature Teacher and 4K Naturalist

Date: August 3, 2018

The Parks, Recreation & Forestry Department will be adding one full-time 4K Nature Teacher and one full-time 4K Naturalist beginning in the 2018-2019 school year. Revenue from the Green Bay Public School District (GBAPS) fully offsets the salaries and WRS benefits of both positions.

The Wildlife Sanctuary's Oak Learning Center is a nature-based four-year-old kindergarten program. Currently, the Wildlife Sanctuary has one full-time 4K Nature Teacher and one full-time 4K Naturalist. However, the program is expanding from one classroom to two classrooms beginning in the 2018-2019 school year due to the high volume of interest. As a result, the expansion necessitates the need for one additional full-time 4K Nature Teacher and one additional full-time 4K Naturalist to plan and implement lesson plans and assess the daily activities of the second 4K classroom.

The 4K Nature Teacher performs a variety of work in the planning, implementing, and assessing the daily activities of a safe and developmentally appropriate nature-based 4K program at the Wildlife Sanctuary. The 4K Naturalist performs a variety of work relating to assisting the 4K Nature Teacher with the nature-based instruction.

There is no fiscal impact on the City of Green Bay because the salaries and WRS benefit (these positions are not eligible for other City benefits because they are contracted employees) for both of these positions are fully funded through GBAPS. However, for your reference, outlined below is the total compensation of each position.

Category	4K Nature Teacher	Category	4K Naturalist
Salary	\$35,105	Salary	\$28,350
FICA	\$2,686	FICA	\$2,169
WRS	\$2,352	WRS	\$1,899
Worker's Comp	\$74	Worker's Comp	\$60
TOTAL COMPENSATION	\$40,216	TOTAL COMPENSATION	\$32,478

c: Parks, Recreation & Forestry Interim Directors Daniel Ditscheit and James Andersen
Wildlife Sanctuary Superintendent Mike Reed

MEMORANDUM



Human Resources Department

To: Joseph Faulds, Human Resources Director
Personnel Committee

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

Re: Informational Item – Criminalistic Specialists

Date: August 14, 2018

During the 2018 budget process, the City Council approved adding two full-time Criminalistic Specialists to the Police Department's table of organization. The Police Department is transitioning the forensics division from sworn officers to civilians. Currently the forensics division consists of two sworn officers and two civilian employees. The two additional positions will replace the officers who are retiring this year and will complete the transition. The officer positions will be maintained, but will be moved to the patrol division.

Criminalistic Specialists are classified at Pay Grade I (\$25.35/hour-\$29.82/hour) of the City Pay Plan and are responsible for processing a wide variety of crime scenes. This involves the collection, examination and analysis of detailed measurements, photographs, digital evidence, fingerprints, weapons and DNA evidence.

The Human Resources Department has initiated recruitment efforts to fill these positions. Budget authorizations allow for these positions to be filled effective September 1, 2018 and December 1, 2018. The projected annual fiscal impact for two positions is \$162,454. Below is a detailed breakdown of the annual fiscal impact per position.

Category	Criminalistic Specialist (Step 3 - \$26.84/hour)
Salary	\$55,827
FICA	\$4,271
WRS	\$3,740
Worker's Comp	\$117
Health Insurance	\$15,739
Dental Insurance	\$1,438
Life Insurance	\$95
TOTAL COMPENSATION	\$81,227

c: Police Chief Andrew Smith
Police Commander James Runge

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

August 14, 2018

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Seasonal Engineering Aide	Public Works	Patrick Molski	6/27/18
Sewer Maintenance Worker	Public Works	Gerald Winnekens	7/2/18
Appraiser II	Administrative Services	Matthew Johnson	7/9/18
Parking Maintenance Tech	Public Works	John Lester	7/9/18
Administrative Clerk	Public Works	Stacie Proper	7/23/18
Community Service Intern	Community & Economic Dev.	Tyler Metoxen	8/13/18
Patrol Officer	Police	Tyler Hammerseng	8/27/18
Patrol Officer	Police	Colton Wernecke	8/27/18
<u>Transfer</u>			
Records Clerk	Police	Melissa Warych	7/9/18
Crime Analyst			
Carpenter	Parks, Recreation & Forestry	David Wittlinger	7/27/18
Dispatcher	Transit		
<u>Reclassification</u>			
Arts Coordinator LTE	Community & Economic Dev.	Laura Schley	7/23/18
Public Arts Coordinator PT			
<u>Promotion</u>			
Patrol Officer	Police	Darryl Robinson	7/9/18
Adv. Patrol Officer			
Patrol Officer	Police	Kurt Brester	7/9/18
Adv. Patrol Officer			
Patrol Officer	Police	Nicholas Walvort	7/9/18
Adv. Patrol Officer			
<u>Grade/Step Change</u>			
Engineering Technician	Public Works	Mark Aerts	6/26/18
Performance Range			
City Sealer	Community & Economic Dev.	Jason Stubble	6/25/18
Step 5			
Bus Operator	Transit	Jenny Vang	6/27/18
1041 hours			
Patrol Officer	Police	Arturo Santos Martinez	7/11/18
Step 3			

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
Patrol Officer Step 3	Police	Alexander Carlson	7/11/18
Patrol Officer Step 4	Police	John Allen	7/11/18
Adv. Patrol Officer Step 6	Police	Lauren Greene	7/11/18
Public Works Supervisor Step 2	Public Works	Josh Brassfield	7/22/18
Adv. Patrol Officer Step 6	Police	Jeremy Bilskey	8/1/18
Adv. Patrol Officer Step 6	Police	Timothy Eickholt	8/1/18
Adv. Patrol Officer Step 6	Police	Marc Opicka	8/1/18
Firefighter After 6 year step	Fire	John Landwehr	7/23/18
Firefighter After 6 year step	Fire	Zachary Wege	7/23/18
HR Generalist I Step 3	Human Resources	Rayme Van Beaver	7/22/18
Financial Analyst Step 2	Administrative Services	Kathy Reissmann	8/5/18

End of Employment

Patrol Officer	Police	Michael Scharenbrock	6/28/18
Bus Driver	Transit	Thomas Kuehl	7/20/18
Administrative Clerk	Police	Kristine Hughes	7/26/18
Specialist II	Police	Timothy Baier	7/27/18
Bus Driver	Transit	Steven Stefl	8/1/18
Community Service Intern	Community & Economic Dev.	Destiny Pleau	8/2/18
Crossing Guard	Police	Derrald Peeters	8/2/18
Patrol Officer	Police	Paul Spoerl	8/2/18
Travel Trainer	Transit	Cindy Stengl	8/3/18
Lieutenant	Police	John Rousseau	8/7/18
Relief Crossing Guard	Police	Wanda Fargo	8/7/18
Animal Control Intern	Police	Maria Otto	8/8/18

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>Longevity</u>			
Firefighter 8th year	Fire	Trevor Sorge	4/4/18
Firefighter 8th year	Fire	Adam Tomasko	4/4/18
Firefighter 8th year	Fire	Gerald Cravillion	4/4/18
Firefighter 8th year	Fire	Chad Pfeffer	4/4/18
Firefighter 8th year	Fire	Brian Norton	4/15/18
Firefighter 8th year	Fire	Shane Hanson	4/15/18
Engineer 16th year	Fire	Jeff Huguet	6/23/18
Captain 16th year	Fire	Tyler Gerrits	6/23/18