



AGENDA OF THE PERSONNEL COMMITTEE

**TUESDAY, SEPTEMBER 11, 2018, 4:30 PM
CITY HALL, ROOM 207**

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 August 14, 2018

D. Regular Business.

1. Presentation by M3 on the City's Health Insurance plan.
2. Consideration with possible action on health insurance plans to be effective January 1, 2019.
3. Consideration with possible action on request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
 - a. Cleaner (part-time) - Parks, Recreation & Forestry
 - b. Bridgetender - Public Works
 - c. Housing Administrator - Community & Economic Development
4. Consideration with possible action on request to provide benefits for the 4K Teacher and 4K Naturalist positions.
5. Consideration with possible action on request by Ald. Galvin to modify Personnel Policy, Chapter 9 by adding a Bone Marrow and Organ Donor policy for City employees.
6. Consideration with possible action on request by Ald. Wery to restore an Assistant to the City Council position.

7. Consideration with possible action on request by Ald. Galvin to institute a Grant Writer position to work with all City departments. The new position must bring in more funds than the cost of salary and benefits.

E. Informational.

1. Report of routine personnel actions for regular employees.
2. Next meeting date: September 25, 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

September 11, 2018

PREPARED BY

AGENDA ITEM # D.I.

Presentation by M3 on the City's Health Insurance plan.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

September 11, 2018

PREPARED BY

AGENDA ITEM # D.2.

Consideration with possible action on health insurance plans to be effective January 1, 2019.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

September 11, 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. Cleaner (part-time) - Parks, Recreation & Forestry
- b. Bridgetender - Public Works
- c. Housing Administrator - Community & Economic Development

BACKGROUND

RECOMMENDATION

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.

- Cleaner (Part-time) – Replacement position due to the retirement of Karen Zelzer effective August 31, 2018. Salary: \$14.20/hour.
- Bridgetender – Replacement position due to the resignation of Kurt Hollis effective September 14, 2018. Salary: \$22.04/hour.
- Housing Administrator – Replacement position due to the resignation of Robyn Hallet effective September 21, 2018. Salary range: \$65,541 - \$77,106.

FISCAL IMPACT

ATTACHMENTS

1. Cleaner (Part-Time) - K. Zelzer 08.31.18
2. Bridgetender - K. Hollis 9-5-18
3. Housing Administrator - R. Hallet 9.21.18

**Position Fill Request
Justification Report
August 20, 2018**

Position Title: Cleaner (Part-Time)

- 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 retirement of Karen Zelzer effective August 31, 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. The current hourly rate is \$14.20 per hour.

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

The part-time Cleaner position keeps the premises of the City Hall office building in clean and orderly condition. Below are the main job duties:

- Picks up and disposes of trash. Dusts woodwork, furniture, windowsills, room dividers, file cabinets, counters, and other fixtures. Cleans glass doors, marble surfaces, light switches, and mirrors. Cleans elevators including washing walls and floors.
- Cleans and polishes furniture. Dry and wet mops office floors, stairs, landings, hallways, and rest rooms. Assists with wet mopping during scrubbing floor for waxing.
- Vacuums carpeting and sweeps floors. Scrubs drinking fountains, sinks, toilets, and urinals. Washes windows, walls, and waste containers. Washes rest room stalls and walls.
- Replenishes rest rooms supplies. Closes windows, turns out lights, and locks office doors. Reports needed repairs, lights out, etc.

- 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 currently employ six Cleaners to clean the six floors of City Hall each evening from Monday – Friday. There were as many as nine Cleaner positions in the last twenty-five years, but three positions were eliminated.

If five Cleaners were to clean six floors, the following would occur:

- a. An extra one-half to one and one-half hours of work would be added to each of the remaining five Cleaners. The cost of wages is the same for six part-time Cleaners that work 17-hour work weeks as five part-time Cleaners that work 20.5 work weeks.

However, the Cleaner receives pro-rated benefits.

(or)

- b. We would need to eliminate some cleaning operations on each floor, each night, which is a 16.7% reduction in service.

(or)

- c. Cleaning operations would additionally suffer if one or more of the Cleaners needed to be off for various reasons.

(or)

- d. The Custodians (full-time employees paid at a higher wage) could fill in on a short-term basis, but to have the Custodians perform Cleaner duties beyond a very short-term basis and forego their normal assignments would be counterproductive.

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

The current Cleaners and Custodians will perform the duties on a short-term basis until the position is filled.

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

The cleanliness of offices, restrooms, and public meeting areas of City Hall will be reduced.

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

Private contracting – not considered to be a cost-savings option. Furthermore, there are privacy/confidentiality concerns in some offices at City Hall if a contracted service is used.

9. Are there union issues?

No.

10. Other supporting comments.

The staffing of the cleaning and maintenance operation at City Hall has already been reduced to a minimum level. All City Hall employees deserve to work in, at least, a clean, safe, and productive environment. Reducing the level of cleanliness at City Hall may present the message to taxpayers that we cannot maintain the facilities that they have provided for us. We are asking to have this part-time Cleaner position filled in order to maintain a satisfactory level of cleanliness at City Hall.

**Position Fill Request
Justification Report
September 5, 2018**

Position Title: Sewer/Bridge Section – Bridgetender

- 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**

DPW is seeking replacement of one (1) vacancy due to the resignation of Kurt Hollis effective September 14, 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 budget. The current base salary for a Bridgetender is \$22.04/hour, or \$36,675/year; based on the shipping season schedule from April 1 to December 1 of each year. The City receives reimbursement from the Wisconsin Department of Transportation (WisDOT) for 100% of operational costs associated with the Mason and Walnut Street Bridges. The City receives up to 100% of operational costs associated with the Main Street Bridge, depending on funding left over in the State's bridge operations fund.

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

Bridgetenders staff the three lift bridges over the Fox River from April 1 to December 1 each year. Each Bridgetender works an 8-hour shift for six (6) days, followed by two (2) days off. After the two day rest period, the assigned shift rotates to the next shift in the rotation. Shifts are 6 a.m. to 2 p.m., 2 p.m. to 10 p.m., and 10 p.m. to 6 a.m. Each bridge is staffed with four (4) Bridgetenders. This allows the City to staff all bridges 24/7 throughout the shipping season.

Bridgetenders maintain vigilance over the shipping channel, and open/close the bridges as necessary to maintain safe and efficient river traffic during the shipping season. They also have the opportunity to be called in during the off-season for these duties, based on the needs of commercial vessels operating within the Port of Green Bay.

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

No, the cost of this position is reimbursed by WisDOT.

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

Loss of a Bridgetender position represents a reduction in DPW's ability to provide effective lift bridge services to the State. It would not save the City any money, as Bridgetender costs are reimbursed by the State. In addition, without proper lift bridge staffing, existing

Bridgetenders would need to work continuous overtime shifts, and possibly not get their two (2) day rest periods. This would cause employee burnout.

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

Current staffing does not permit absorbing these duties without incurring significant overtime cost to the State of Wisconsin. DPW will work Bridgetenders on overtime shifts until the vacancy is filled.

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

DPW will continue to perform all of its core services. However, a reduction in staffing will result in a lower level of service. The biggest concern is overtime expense, and employee burnout related to continued overtime assignments.

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

There are no alternatives. Federal interstate commerce rules require lift bridges to be operated during the shipping season.

9. Are there union issues?

No

10. Other supporting comments.

None

**Position Fill Request
Justification Report
9/5/18**

Position Title: Housing Administrator

- 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

Robyn Hallet is resigning effective September 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. The position is funded through Federal housing grant programs and is included in the Green Bay and Brown County Housing Authorities budgets. This includes all costs (salary, fringe benefits, operation costs, etc.) associated with the position and related programs. The position is in Pay Grade L (\$65,541-\$77,106).

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

This is the primary day-to-day administrator of several large housing grant programs including Housing Choice Voucher, Mason Manor and 50-units of Scattered Site Housing. These programs bring more than \$16 million into the community on an annual basis.

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

The position does not affect the City's budget since all costs are covered by Federal funds. The Housing Authorities have the ability to issue housing revenue bonds, which this position would administer. Those bonds require payment of a small administration fee that is paid to the authorities and used for housing related programs in the community.

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

Current staff does not possess the program knowledge or management experience to take on the duties of this position. Additionally, staff would not have time to absorb this full time position.

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

The position will be vacated September 21, 2018. After that time priority duties will be re-assigned to other staff until the position is filled.

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

The community would stand to lose in excess of \$16 million in Federal housing assistance. Operation of Mason Manor would be jeopardized as would provision of the 50 scattered site housing units.

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

Other alternatives have been investigated in the past such as splitting the job duties between existing staff or contracting for the administration service. Existing staff would not have the time or expertise to handle the job duties; and contracting with a consultant would be costly and reduce efficiencies that are in place by having a full time federally funded City staff employee conduct the work.

9. Are there union issues?

No

10. Other supporting comments.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

September 11, 2018

PREPARED BY

AGENDA ITEM # D.4.

Consideration with possible action on request to provide benefits for the 4K Teacher and 4K Naturalist positions.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 4K Teacher-Naturalist Health & Dental 6%

**4K TEACHER AND 4K NATURALIST
HEALTH & DENTAL COSTS FOR 1 YEAR OF COVERAGE**

Benefit	Total Monthly Premium	Employee Monthly Premium	City Monthly Premium	Annual Cost to City Per Position	Annual Cost for (4) Positions
Family Coverage - Employee Pays 12.5%					
Health	\$1,588.92	\$198.61	\$1,390.30	\$16,683.65	\$72,336.99
Humana Dental	\$133.39	\$16.67	\$116.72	\$1,400.60	
				\$18,084.25	
Family Coverage Prorated @ 80% FTE - Employee Pays 20%					
Health	\$1,588.92	\$317.78	\$1,271.14	\$15,253.62	\$66,136.67
Humana Dental	\$133.39	\$26.68	\$106.71	\$1,280.55	
				\$16,534.17	
Single Coverage - Employee Pays 12.5%					
Health	\$655.95	\$81.99	\$573.96	\$6,887.47	\$29,393.44
Humana Dental	\$43.89	\$5.49	\$38.41	\$460.89	
				\$7,348.36	
Single Coverage Prorated @ 80% FTE - Employee Pays 20%					
Health	\$655.95	\$131.19	\$524.76	\$6,297.11	\$26,874.00
Humana Dental	\$43.89	\$8.78	\$35.12	\$421.39	
				\$6,718.50	

*Vision Insurance - there is no cost to the City, the full premium is paid by the employee.
Premium rates range from \$2.83 to \$10.60 bi-weekly.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

September 11, 2018

PREPARED BY

AGENDA ITEM # D.5.

Consideration with possible action on request by Ald. Galvin to modify Personnel Policy, Chapter 9 by adding a Bone Marrow and Organ Donor policy for City employees.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Bone Marrow and Organ Donation Policy - Draft 9-6-18

CITY OF GREEN BAY PERSONNEL POLICY, CHAPTER 9, HOURS OF WORK & FRINGE BENEFITS

9.8 BONE MARROW AND ORGAN DONATION LEAVE

9.8.1 Policy. The City provides Bone Marrow and Organ Donation leave in accordance with Wis. Stat. § 103.11. Eligible employees are allowed up to six (6) weeks leave in a 12 month period for the purpose of serving as a bone marrow or organ donor, provided that the employee provides the City with a certification from a health care provider stating that the employee has a serious health condition that necessitates a bone marrow or organ transplant or the employee is eligible and has agreed to serve as a bone marrow or organ donor. In addition, the leave is only for the period necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from the procedure.

9.8.2 Paid Time Off. When an employee qualifies for bone marrow or organ donation leave, the City will provide paid days off while the bone marrow and organ donation leave is being used as follows:

- Any employee who is eligible as a bone marrow donor will receive from the City up to 5 paid days off for the procedure and to recover from the procedure.
- Any employee who is eligible as a human organ donor will receive from the City up to 30 paid days off for the procedure and to recover from the procedure.
- Should the leave exceed the number of days as noted above, the employee will be required to substitute vacation, personal or sick leave, in accordance with City of Green Bay Policy 23.7, for the remainder of the leave.

9.8.3 Eligibility. Bone marrow and organ donation leave applies only to an employee who has worked for the City more than 52 consecutive weeks and for at least 1000 hours during that 52-week period.

9.8.4 Notice. The employee shall give the employer advance notice of the bone marrow or organ donation in a reasonable and practicable manner. The employee shall make a reasonable effort to schedule the bone marrow or organ donation procedure so that it does not unduly disrupt the employer's operations, subject to the approval of the health care provider of the bone marrow or organ donee.

9.8.5 FMLA. As stated in City of Green Bay Personnel Policy 23.4.4, eligibility requirements for a bone marrow or organ donor will normally meet requirements for the Family Medical Leave Act and allow the City to count the time used for these leaves against employees' FMLA entitlement. Therefore, FMLA forms are required for all bone marrow or organ donor leaves in excess of 3-consecutive scheduled workdays and may be required for less than 3 days given the circumstances.

9.8.6 File a Complaint. A complaint concerning a denial of rights under the Bone Marrow and Organ Donation Leave policy must be filed with the State of Wisconsin State Department of Workforce Development within 30 days after the violation occurs or when the employee should have reasonably known the violation occurred, whichever is later.

*Chapter 9 will be reformatted and renumbered



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

September 11, 2018

PREPARED BY

AGENDA ITEM # D.6.

Consideration with possible action on request by Ald. Wery to restore an Assistant to the City Council position.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. JD - Assistant to Mayor and Common Council - DRAFT

JOB DESCRIPTION

City of Green Bay

Position Title	Assistant to the Mayor and Common Council
Department	Mayor's Office
Reports To	Chief of Staff
Position Status	Exempt Position
Salary Range	TBD
Job Summary	Under general supervision, performs work as an assistant to the Mayor and Common Council for the City of Green Bay, provides research and assistance to the Mayor and Common Council members individually and collectively as requested in a wide variety of internal and/or external activities, projects, and on-going assignments.
Essential Functions	1) Represents the Mayor's Office as assigned with other departments, agencies, etc. including community organizations, committees, other municipalities, counties, and the general public. 2) Receives and handles citizen complaints, investigates complaints and develops responses. Coordinates with department heads to ensure service and timely resolution of complaints. Performs follow-up and develops response letters to complaints. 3) Promotes public relations by participating and representing the City with various community organizations. Schedules public service announcements; prepares press releases. 4) Assists Aldermen and Common Council in servicing their district by conducting research and surveys as required; prepares correspondence and agendas; and coordinates meetings and performs related administrative tasks. 5) Works closely with the Chief of Staff and keeps Mayor advised of pending State and Federal Legislation, which may affect the City. Analyzes, studies, and researches items of special interest or concern for the Mayor. 6) Applies for, manages and administers federal and state grant applications. Prepares strategies and plans for various grants; conducts public hearings as required; develops programs and related contracts/agreements; coordinates program activities. 7) Transcribes letters, memos, etc., including confidential material for the Mayor, Chief of Staff, Common Council, and Alderpersons; develops written and verbal reports. 8) Assists in office filing, re-organization and record keeping.

	9) Performs all other duties as assigned.
Knowledge, Skills And Abilities	▪ Comprehensive knowledge of the major principles, practices, methods and techniques of public administration, knowledge of municipal, state and federal laws, knowledge of Council proceedings, general organization, responsibilities, functions and procedures of a municipality. Comprehensive knowledge of business letter writing, forms, procedures, and terminology. Considerable knowledge of ramifications and impact of federal grant programs. ▪ Skill in planning and working with others; skill in analyzing problems and developing appropriate recommendations. Good management and conflict resolution skills; good team skills. ▪ Considerable ability to uncover grant development opportunities for the City. Considerable ability to plan, formulate policy and procedures. Ability to proficiently utilize a computer and the required software. Ability to work independently without specific instructions and handle confidential material with discretion. ▪ Ability to communicate effectively both orally and in writing. ▪ Ability to establish and maintain effective working relationships with staff, elected officials and the public. ▪ Ability to work the required hours of the position.
Minimum Education And Experience	▪ Requires Bachelor's degree in Public Administration or related field. ▪ Minimum of one year related experience required.
Physical Requirements	▪ Ability to perform the following activities: ○ Lifting up to 10-20 pounds. ○ Carrying up to 10-20 pounds. ○ Frequent standing and sitting. ○ Ability to focus for long period of time on projects. ○ Ability to reach, stoop and lift.
The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position.	
_____ Employee Name (please print) _____ Employee Signature _____ Date	



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

September 11, 2018

PREPARED BY

AGENDA ITEM # D.7.

Consideration with possible action on request by Ald. Galvin to institute a Grant Writer position to work with all City departments. The new position must bring in more funds than the cost of salary and benefits.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
September 11, 2018**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Animal Control Intern	Police	Samuel Engel	8/14/18
Community Service Intern	Community & Economic Dev.	Cory Sotka	8/14/18
Custodian	Transit	Bruce Nevala	8/15/18
4K Nature Teacher	Parks, Recreation & Forestry	Natalie Shikoski	8/20/18
4K Naturalist	Parks, Recreation & Forestry	Brooke Conrad	8/27/18
Administrative Clerk	Police	Haley Pankratz	8/27/18
Patrol Officer	Police	Cameron Boersma	8/27/18
Erosion Control Specialist	Public Works	Kelli Mincheski	8/30/18
Administrative Clerk	Public Works	Matthew Matuszak	9/4/18
Communications Technician	Public Works	Robert Jones	9/4/18
Relief Crossing Guard	Police	Susan Tompkins	9/5/18
Bus Operator	Transit	Geoff Smith	9/10/18
Bus Operator	Transit	Greg Heezen	9/10/18
<u>Rehire</u>			
4K Naturalist	Parks, Recreation & Forestry	Jane Morse	8/27/18
<u>Transfer</u>			
Seasonal Engineering Aide	Public Works	Patrick Molski	8/20/18
Engineering Aide I			
Park Maintenance Worker	Parks, Recreation & Forestry	Gary Faulkner	8/23/18
Carpenter			
<u>Promotion</u>			
Election Specialist	Administrative Services	Kimberly Wayte	8/20/18
Deputy City Clerk			
Specialist I	Police	Sean Hamill	8/27/18
Sergeant			
Specialist I	Police	Jeffrey Schilling	8/27/18
Sergeant			
<u>Grade/Step Change</u>			
Operations Supervisor	Transit	Harman Singh	7/22/18
Step 2			
Mobility Coordinator	Transit	Jennifer Hallam-Nelson	9/16/18
Step 6			

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
Patrol Officer Step 4	Police	Kendal Herwald	9/28/18
Patrol Officer Step 4	Police	Cody Christensen	9/28/18
<u>Name Change</u>			
Patrol Officer	Police	Scheila Schwartz Sheila Sleeter	7/19/18
Patrol Officer	Police	Britney Vanderbunt Britney Prange	8/3/18
<u>End of Employment</u>			
Mechanic (Day)	Public Works	Duane Lundwall	8/13/18
Relief Crossing Guard	Police	Stan Malcore	8/13/18
Bus Operator	Transit	Christopher Baeb	8/16/18
Administrative Clerk	Public Works	Dawn Strandberg	8/17/18
Transportation Supervisor	Transit	April Herlache	8/24/18
Relief Crossing Guard	Police	Diane Agamaite	8/27/18
Relief Crossing Guard	Police	Daniel Petitjean	8/27/18
Building Inspector	Community & Economic Dev.	Steven Terrien	8/29/18
Cleaner PT	Parks, Recreation & Forestry	Karen Zelzer	8/31/18
Patrol Officer	Police	Tyler Hammerseng	8/31/18