



AGENDA OF THE PERSONNEL COMMITTEE

**TUESDAY, SEPTEMBER 25, 2018, 4:30 PM
CITY HALL, ROOM 207**

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 September 11, 2018.

D. Regular Business.

- I. Consideration with possible action on request for out of state travel for Officer Bloch to attend Breaching the Barricade Law Enforcement Conference in Elkhart, Indiana, October 4-6, 2018 at no cost to the City for room, board or transportation.
2. Consideration with possible action on request to reorganize the Department of Community and Economic Development as follows and fill the positions and all subsequent vacancies resulting from internal transfers.
 - a. Reclassify the Development Services Manager position from Pay Grade N (\$75,545-\$88,878) to a Principal Planner position at Pay Grade L (\$66,851-\$78,644).
 - b. Reclassify the Plan Review Administrator position from Pay Grade L (\$66,851-\$78,644) to a Chief Building Official position at a Pay Grade O (\$79,892-\$94,016).
 - c. Reclassify the exempt Community Investment Manager position from Pay Grade L (\$66,851-\$78,644) to a non-exempt Housing and Zoning Enforcement Coordinator position at Pay Grade J (\$27.95-\$32.87/hour).
3. Consideration with possible action on request to modify Retiree Reimbursement (Escrow) Fund summary plan description.

4. Discussion on request by Ald. Steuer to review managerial changes at the Wildlife Sanctuary and proposal for 2019 budget.

The Committee may convene in closed session pursuant to Sections 19.85(1)(c), Wis. Stats., for purposes of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Committee may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

E. Informational.

1. Report of routine personnel actions for regular employees.
2. Next meeting date: October 9, 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 Common Council will attend this Personnel Committee meeting and will constitute a meeting of the Common Council 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 25, 2018

PREPARED BY

AGENDA ITEM # D.I.

Consideration with possible action on request for out of state travel for Officer Bloch to attend Breaching the Barricade Law Enforcement Conference in Elkhart, Indiana, October 4-6, 2018 at no cost to the City for room, board or transportation.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Out of State Travel - Nothing 09-2018

OUT OF STATE TRAVEL REQUEST

Date Request Submitted	September 21, 2018
Requesting Department	Police Department
Employee(s) Requesting Travel	Erin Bloch
Date(s) of Travel	October 4, 2018 – October 6, 2018
Location of Out of State Travel	Elkhart, IN
Purpose of Travel – Name of Conference or Training	Breaching the Barricade Law Enforcement Conference
Costs Transportation Room and Board Conference and/or Training Fee Total Cost	No cost to the department, other than one day wages for the Officer.
Will Employee Incur Overtime or Comp Time	No.
Funding	
Additional Information	This conference will include critical incident, stress and PTSD training sessions. Officer Bloch is a Mental Health Officer with the department, and she has significant exposure to these types of incidents. As a result, this training will benefit her and the department.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

September 25, 2018

PREPARED BY

AGENDA ITEM # D.2.

Consideration with possible action on request to reorganize the Department of Community and Economic Development as follows and fill the positions and all subsequent vacancies resulting from internal transfers.

- a. Reclassify the Development Services Manager position from Pay Grade N (\$75,545-\$88,878) to a Principal Planner position at Pay Grade L (\$66,851-\$78,644).
- b. Reclassify the Plan Review Administrator position from Pay Grade L (\$66,851-\$78,644) to a Chief Building Official position at a Pay Grade O (\$79,892-\$94,016).
- c. Reclassify the exempt Community Investment Manager position from Pay Grade L (\$66,851-\$78,644) to a non-exempt Housing and Zoning Enforcement Coordinator position at Pay Grade J (\$27.95-\$32.87/hour).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. DCED Reorg 2018
2. DCED Reorg 2018 Fiscal

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joseph Faulds, Human Resources Director

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

Re: Request to Reorganize Department of Community & Economic Development

Date: September 25, 2018

RECOMMENDATION

- I. The Department of Community & Economic Development requests the following:
 - A. Reclassify the Development Services Manager position from Pay Grade N (\$75,545-\$88,878) to a Principal Planner position at Pay Grade L (\$66,851-\$78,644). Request approval to fill the Principal Planner position and all subsequent vacancies as a result of internal transfers.
 - B. Reclassify the Plan Review Administrator position from Pay Grade L (\$66,851-\$78,644) to a Chief Building Official position at Pay Grade O (\$79,892-\$94,016). Request approval to fill the Chief Building Official position and all subsequent vacancies as a result of internal transfers.
 - C. Reclassify the exempt Community Investment Manager position from Pay Grade L (\$66,851-\$78,644) to a non-exempt Housing and Zoning Enforcement Coordinator position at Pay Grade J (\$27.95/hour-\$32.87/hour). Request approval to fill the Housing and Zoning Enforcement Coordinator position and all subsequent vacancies as a result of internal transfers.

BACKGROUND

- II. On June 18, 2018 the Development Services Manager retired and since that time, Development Director Kevin Vonck and Assistant Development Director Cheryl Renier-Wigg have evaluated how to best structure the planning and inspection functions.

Under the current table of organization, the Inspection staff is divided between two divisions. The Development Services Manager supervises the Plan Review Administrator, Building Inspectors, City Sealer, Planners, and Design Specialist. The Community Investment Manager supervises the Housing and Zoning Inspectors and Neighborhoods staff.

It has been determined that efficiencies could be gained by having the Building Inspectors, Housing and Zoning Inspectors and City Sealer in one division, reporting to the proposed Chief Building Official. The inspectors perform similar work and it is anticipated that the

proposed structure will allow the department to be more collaborative with respect to development and more proactive with inspections.

- A. Principal Planner: Director Vonck has proposed reclassifying the Development Services Manager to a Principal Planner. The position will no longer supervise staff, but will coordinate the activities of the Planners. In summary, the Principal Planner will be responsible for the creation and implementation of strategic land use planning and development. More specifically, this position will lead the development of and updates to strategic land use plans; collaborate with other governmental entities on regional land use, infrastructure and transportation planning efforts; create and implement changes to land use codes; and negotiate border agreements with neighboring municipalities.

This position and the restructured job duties were reviewed by the City's classification and compensation consultant, Carlson and Dettman. With the removal of the building inspection, planning, and plan review oversight, it is recommended that the Principal Planner be placed in Pay Grade L of the City Pay Plan.

- B. Chief Building Official: It is proposed that the Plan Review Administrator be reclassified to a Chief Building Official. In addition to the plan review work that the position currently performs, the Chief Building Official will supervise the Housing and Zoning Inspectors, Building Inspectors, City Sealer, and the proposed Housing and Zoning Enforcement Coordinator.

The Chief Building Official will perform and oversee plan reviews, including expanded plan review, which is typically done by the state; maintain consistent uniform code interpretations, inspection standards and enforcement policies; create and implement inspection policies and procedures; manage inspections to ensure compliance with applicable codes and ordinances; and oversee weights and measures inspections (City Sealer).

Based upon Carlson and Dettman's review of this position, it is recommended that the Chief Building Official be placed in Pay Grade O of the City Pay Plan.

- C. Housing and Zoning Enforcement Coordinator: Director Vonck has proposed reclassifying the Community Investment Manager to a Housing and Zoning Enforcement Coordinator. The position will no longer supervise the Housing and Zoning Inspectors or the Neighborhoods staff. As mentioned above, the Housing and Zoning Inspectors will report to the Chief Building Official. The Neighborhoods staff will report to Assistant Development Director.

The Housing and Zoning Enforcement Coordinator will report to the Chief Building Official and coordinate the activities of the Housing and Zoning Inspectors as well as perform housing and zoning inspections. This position will also perform work related to rat abatement and nuisance properties.

It is recommended this position be placed in Pay Grade J (non-exempt) of the City Pay Plan based upon Carlson and Dettman's review of this position.

FISCAL IMPACT

III. This restructuring results in an annual cost decrease of \$2,574. (See attached worksheet for detail.)

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

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT REORGANIZATION									
CURRENT POSITIONS					PROPOSED POSITIONS				
POSITION TITLE	PAY GRADE	SALARY	BENEFIT COST	TOTAL COST	POSITION TITLE	PAY GRADE	SALARY	BENEFIT COST	TOTAL COST
Development Services Manager	N	\$ 79,976	\$ 28,957	\$ 108,933	Principal Planner	L	\$ 70,782	\$ 27,603	\$ 98,385
Plan Review Administrator	L	\$ 82,343	\$ 29,307	\$ 111,650	Chief Building Official	O	\$ 89,294	\$ 30,330	\$ 119,624
Community Investment Manager	L	\$ 74,713	\$ 28,182	\$ 102,895	Housing and Zoning Enforcement Coordinator	J	\$ 74,713	\$ 28,182	\$ 102,895
Current Structure Cost				\$323,478	Proposed Structure Cost				\$320,904
					Reorganization Savings				\$2,574



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

September 25, 2018

PREPARED BY

AGENDA ITEM # D.3.

Consideration with possible action on request to modify Retiree Reimbursement (Escrow) Fund summary plan description.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Escrow Addendum - Surviving Spouse and Dependent Amendment 9.25.18

CITY OF GREEN BAY

AMENDMENT

RETIREE REIMBURSEMENT (ESCROW) FUND

This amendment is made part of and is attached to the City of Green Bay Plan Document and Summary Plan Description Retiree Reimbursement (Escrow) Fund.

Effective 10/03/2019, the following information is changed in the CITY OF GREEN BAY Retiree Reimbursement (Escrow) Fund:

A portion of the SPD Agreement used to read: PARTICIPATION 6.2 The Participant's spouse and dependents shall be eligible to participate in this Plan. Note that the Eligible Retiree must be a Participant in the Plan before an eligible dependent, including a spouse, may become a Participant. An eligible dependent, including a spouse, may be a Participant in the Plan only if and when the Eligible Retiree becomes a Participant. Dependents are those who qualify as dependents under section 152 of the Code. A Participant's spouse or dependent that ceases to qualify as such shall cease to participate in this Plan as of the last day of the month in which they cease to qualify.

The new portion shall now read: The Participant's spouse and dependents shall be eligible to participate in this Plan. Note that the Eligible Retiree must be a Participant in the Plan before an eligible dependent, including a spouse, may become a Participant. Dependents are those who qualify as dependents under section 152 of the Code. A Participant's spouse or dependent that ceases to qualify as such shall cease to participate in this Plan as of the last day of the month in which they cease to qualify.

A portion of the SPD Agreement used to read: LIMITATION ON BENEFITS PROVIDED 9.3 If the Participant dies, the surviving spouse and eligible dependents are eligible to apply Retiree Reimbursement (Escrow) Funds to the purchase of City-sponsored retiree health insurance and/or dental plan premiums if the spouse and/or dependent were enrolled in the plan at the time of the Participant's death.

The new portion shall now read: LIMITATION ON BENEFITS PROVIDED 9.3 If the Participant dies, the surviving spouse and eligible dependents are eligible to apply Retiree Reimbursement (Escrow) Funds to the purchase of City-sponsored retiree health insurance and/or dental plan premiums if the spouse and/or dependent were enrolled in the plan at the time of the Participant's death. A spouse or dependent who is not enrolled in the plan at the time of the Participant's death may be eligible to apply for the Escrow funds to be used for reimbursement of health and/or dental insurance premiums for plans other than those offered by the City. A surviving spouse or dependent is required to contact the City within 90 days of the passing of the Participant to be eligible for the remaining funds.

All other provisions of the Plan remain unchanged.

Accepted this day of _____

By: _____
(Signature and title of Employer Representative)



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

September 25, 2018

PREPARED BY

AGENDA ITEM # D.4.

Discussion on request by Ald. Steuer to review managerial changes at the Wildlife Sanctuary and proposal for 2019 budget.

The Committee may convene in closed session pursuant to Sections 19.85(1)(c), Wis. Stats., for purposes of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Committee may thereafter reconvene in open session pursuant to Section 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

- I. WLS Personnel Committee item 9-25-18

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Joseph W. Faulds, Human Resources
Dan Ditscheit, Parks, Recreation, and Forestry

Re: Discussion on request by Ald. Steuer to review managerial changes at the Wildlife Sanctuary and proposal for the 2019 budget

Date: September 25, 2018

RECOMMENDATION

- I. The Parks Department Wildlife Sanctuary Recommendation is as follows:
 - A. Fill WLS Superintendent Position at Pay Grade K (\$62,481.12-\$84,545.76).
 - B. Add WLS Project Manager Position as a limited term position at a Salary of \$68,473.60.

The WLS Project Manager is an addition of one position and a financial increase of \$68,473.60 to the Parks Department budget.

BACKGROUND

- II. Under the current table of organization, the WLS Superintendent oversees the day-to-day operations of the Wildlife Sanctuary. In summary, this includes recruiting, training, and supervising personnel in the animal care, programming, and maintenance divisions, development for development and cultivation of non-budgeted financial resources such as grants and fundraising projects to be used for equipment, labor, and special projects, monitors the WLS budget and assists in the budgetary process, and serves as a liaison between various boards, the Mayor and Council, and maintains a cooperative relationship with the Friends of the Wildlife Sanctuary and the public. In addition, the WLS Superintendent works closely with the Green Bay Public School District on overseeing the WLS 4k program and is the Site Coordinator for the WLS 4k program.

On September 11, 2018, the WLS Superintendent accepted a limited term position as the WLS Project Manager. In summary, the WLS Project Manager is to oversee the construction and project progress of the WLS 4k addition which includes communicating the progress with the City and the public, participates on the WLS 4k Program Advisory Committee and selection of the 4k teacher and 4k naturalist, and works with the general public, community groups, agencies, and the Friends of the Wildlife Sanctuary to fundraise for projects and Wildlife Sanctuary Events which includes oversight of the memorial benches and bricks programs, and markets and promotes Friends of the Wildlife Sanctuary and 4k addition events.

The WLS is looking to expand its facilities for the 4k program which includes a multi-million dollar facility. This facility will have two 4k classrooms and also the ability to hold other events outside of the 4k program (i.e. rental events, weddings). The WLS Project Manager is to oversee the construction and progress of this project and ensure the timeliness in its completion. Further, the project may need additional fundraising as the Project Manager will continue to work on raising funds for this project. As the WLS 4k addition is an important project for the City and the community as a whole, the City believes having an employee dedicated to this project and additional fundraising will ensure the completion of the project.

As stated above, the Parks Department recommends that both the WLS Superintendent and the WLS Project Manager are included in the 2019 budget based on their roles and responsibilities at the WLS.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

September 25, 2018

PREPARED BY

AGENDA ITEM # E.I.

Report of routine personnel actions for regular employees.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 9.25.18

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
September 25, 2018**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Community Service Intern	Community & Economic Dev.	Benjamin Bouche	9/20/18
Criminalistic Specialist	Police	Kristen McMullen	10/1/18
<u>Transfer</u>			
Relief Crossing Guard	Police	Karen Seas	9/4/18
Crossing Guard			
Administrative Clerk	Administrative Services	Jaime Fuge	9/10/18
Administrative Clerk II			
Mechanic	Parks, Recreation & Forestry	Mitchell Klein	10/1/18
Park Maintenance Worker			
4K Naturalist	Parks, Recreation & Forestry	Jane Morse	9/4/18
4K Teacher			
Dispatcher	Transit	Miranda Socha	9/17/18
Compliance Coordinator			
<u>Grade/Step Change</u>			
GIS Analyst	Public Works	Brennan Rhode	8/8/18
Performance Range			
Lieutenant	Police	Jason Allen	9/6/18
Step 3			
Real Estate Specialist	Community & Economic Dev.	Kenneth Rovinski	9/3/18
Performance Range			
Economic Development Specialist	Community & Economic Dev.	Matthew Buchanan	9/17/18
Step 6			
Design Specialist	Community & Economic Dev.	Erin Roznik	9/17/18
Performance Range			
<u>End of Employment</u>			
Community Service Intern	Community & Economic Dev.	Cory Sotka	8/30/18
Bridgetender	Public Works	Kurt Hollis	9/14/18
Housing Administrator	Community & Economic Dev.	Robyn Hallet	9/21/18
Administrative Clerk	Police	Tara Feurig	9/26/18
Bus Operator	Transit	Joseph Angst	10/1/18