



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, NOVEMBER 27, 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 November 13, 2018.

D. Regular Business.

- I. Consideration with possible action on request to fill the Park Supervisor vacancy and all subsequent vacancies resulting from internal transfers.
2. Consideration with possible action on request for out of state travel for Fleet Manager Wachtendonk for American Public Works Association leadership training in Kansas City, Missouri from January 31 - February 1, 2019 at no cost to the City for room, board or transportation.
3. Consideration with possible action on request from Fire Department to amend table of organization.
4. 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.
5. Adoption of findings and fact and conclusions of law on SWAT Team Minimum Call-In grievance.

E. Informational.

- I. Report of routine personnel actions for regular employees
2. Next meeting date: January 8, 2019.

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

November 27, 2018

PREPARED BY

AGENDA ITEM # D.I.

Consideration with possible action on request to fill the Park Supervisor vacancy and all subsequent vacancies resulting from internal transfers.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Request to Fill Memo 11.27.18
2. Park Supervisor (Facilities & Equipment) - C. Denil 11.21.18

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: November 21, 2018

The Human Resources Department is requesting authorization to fill the following replacement position approved as part of the 2019 budget and all subsequent vacancies resulting from internal transfers. The justification report is attached.

- Park Supervisor – Replacement position due to the resignation of Chris Denil effective November 20, 2018. Salary range: \$58,136 - \$68,369.

**Position Fill Request
Justification Report
November 21, 2018**

Position Title: Park Supervisor

- 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 is a replacement position due to the resignation of Chris Denil effective November 20, 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 in Pay Grade J (\$58,136 - \$68,369 annually).

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

This position supervises work done by Park Specialists and Mechanics, who maintain all Park-owned buildings, vehicles, and equipment as well as all of the rides at Bay Beach Amusement Park. This position is also responsible for the maintenance of Forestry, Wildlife Sanctuary, Triangle, and Bay Beach vehicles and equipment.

- 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.**

Current staff is doing the work Park Specialists and Mechanics do. This position troubleshoots problems, solves problems, procures parts, equipment, and many other products necessary for the employees to do their work maintaining all Park, Recreation and Forestry buildings and equipment. This position also schedules the employees and the repairs they perform.

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

Currently, a lot of what this position does is not being done. A lot of institutional and mechanical knowledge was lost with this vacancy and the sooner it is filled the better as there is a lot of work that needs to be done in the off-season, especially at Bay Beach, so that next season operations are ready (and running) on time.

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

All operations could be affected as they are all related to the need for all the equipment and facilities to be in working order on a daily basis. This is the position that organizes, coordinates, schedules and supervises the activities that keeps the vehicles, equipment, and Bay Beach rides running.

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

There is no way for this position to be contracted. Absorbing these duties by others does not offer the control necessary of all of the various operations that needed to be completed.

9. Are there union issues?

No.

10. Other supporting comments.

All Park, Recreation, Forestry, Bay Beach, and Wildlife Sanctuary maintenance work relies on vehicles and equipment which must be operating every day, all day. This position ensures that all maintenance crews can work efficiently and effectively. If, a ride or rides are down at Bay Beach, substantial loss in revenue could result.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

November 27, 2018

PREPARED BY

AGENDA ITEM # D.2.

Consideration with possible action on request for out of state travel for Fleet Manager Wachtendonk for American Public Works Association leadership training in Kansas City, Missouri from January 31 - February 1, 2019 at no cost to the City for room, board or transportation.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Out of State Travel Request - Wachtendonk 01-2019

OUT OF STATE TRAVEL REQUEST

Date Request Submitted	November 20, 2018
Requesting Department	Public Works
Employee(s) Requesting Travel	Nathan Wachtendonk, Fleet Manager
Date(s) of Travel	January 31 to February 1, 2019
Location of Out of State Travel	Kansas City, MO (APWA National Office)
Purpose of Travel – Name of Conference or Training	American Public Works Association (APWA) leadership training for APWA board members
Costs Transportation Room and Board Conference and/or Training Fee Total Cost	APWA – 100% cost coverage City – to pay salary for Fleet Manager Nathan Wachtendonk during the trip
Will Employee Incur Overtime or Comp Time	No
Funding	APWA-National will pay the first \$700 for travel and lodging. APWA-WI Chapter will cover remainder of the cost.
Additional Information	Fleet Manager Nathan Wachtendonk was recently elected (and has accepted) the post as "2019 APWA-WI Chapter Executive Board Secretary." APWA-WI Chapter sends new board members to APWA leadership training at the APWA National offices. Travel expenses will be covered by the APWA.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

November 27, 2018

PREPARED BY

AGENDA ITEM # D.3.

Consideration with possible action on request from Fire Department to amend table of organization.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

November 27, 2018

PREPARED BY

AGENDA ITEM # D.4.

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

1. MEMORANDUM - Grant Writer Position 11-27-18
2. Grant Writer Position Survey - 11-2018
3. Grant Coordinator - Moraine Park Technical College

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Joe Faulds & Melanie Falk
Human Resources Department

Re: Grant Writer Survey Results

Date: November 27, 2018

Ald. Galvin requested that the City look into a grant writer position or funding for a consultant to help the City apply for grants. This memo summarizes the City's internal grant writing process and the findings from survey responses from other municipalities.

For the most part, the grant application process is done internally at the City. Many departments have positions that apply for grants as it ties directly to the position's duties and responsibilities. The consensus from speaking with department heads is that the designated individuals who apply for grants have the knowledge and experience to fill out the application. The inclination is that the departments are better situated to apply for grants that are specific to a project than to have a general grant writer take the lead. While a general grant writer would collaborate with departments on writing grant application, this may cause duplicative efforts in the grant writing process.

The cost of a consultant for grant writing varies based on the grant and level of work the consultant provides. For grants that the City would typically apply for, the consultant fees can be anywhere from \$5,000-\$25,000. However, depending on the grant, the consultant fee may exceed \$25,000. In addition, the consultant fee may or may not be contingent on the City being awarded the grant or there may be a contingency fee where the consultant receives a percentage of the grant if it is awarded to the City. Another type of payment for consultant fees is to allow the consultant to apply for a grant application on behalf of the City at no costs, but the consultant would be awarded the work on the project if the City was awarded the grant.

There are also consultant fees that vary on whether the consultant writes the entire grant or helps put together a strategic outline for the City to use in the grant application. Overall, the City does not use consultants often, but continues to explore the use of consultants depending on the scope of project and budgetary constraints.

Moreover, a survey of our WPELRA group (a combination of over 100 municipalities, counties, villages, etc.) was conducted to determine whether other municipalities in Wisconsin have a Grant Writer position. We received 8 responses (we can assume that those that did not respond do not

have a comparable position), and only 1 of those respondents had a comparable position. Moraine Park Technical College currently has 2.5 FTE's assigned to this function (job description attached).

Several of the respondents indicated that they had a Grant Writer position, but the position was cut from the budget years ago. Similar to the City of Green Bay, employees from within the respective departments are assigned to write and monitor grant costs/expenditures because of their department knowledge.

In conclusion, the recommendation is to continue with the grant application process internally and to utilize consultants when necessary. As grant dollars can provide additional funding for projects and services, the City will continue to emphasize the importance of grant applications within its departments and look into providing further training for positions that apply for grants.

MUNICIPALITY	GRANT WRITER POSITION	COMMENTS
Appleton	No	Had a grant writer position. It was cut from the budget years ago. Departments individually submit their grant proposals; track costs and work with the Finance Department depending upon the size of the grant.
Fond du Lac	No	Departments handle their grants.
Moraine Park Technical College	Yes	2.5 positions responsible for securing and monitoring all grants for the college. Salary is dependent upon years of experience. Range: \$41,269-\$77,006 Median salary: \$63,870
Sun Prairie	No	Had an LTE grant writer years ago. It was cut from the budget.
Oconto County	No	
Monroe County	No	Board member is currently stressing the need for a grant writer for the County. Administration's concern is that the position would require specific knowledge of all departments to be effective/efficient in the role. Concerns regarding budget costs to fund an additional position.
Waukesha	No	
West Allis	No (no grant writer position)	Grants Accounting Specialist position responsible for city-wide accounting functions. In addition, provides accounting functions and controls for federal and state grants.

BAND D JOB DESCRIPTION

SECTION 1

- | | |
|--|--------------------------|
| 1. POSITION TITLE: | Grants Coordinator |
| 2. OCCUPANT: | |
| 3. SUPERVISOR: | Dean of West Bend Campus |
| 4. EFFECTIVE DATE: | 10/31/16 |
| 5. BAND CLASSIFICATION: | D |
| 6. ACCOUNTABILITY/RESPONSIBILITY: | Level 2 |

SECTION 2

1. POSITION ACCOUNTABILITY/RESPONSIBILITY:

This position is responsible for the formation or adjustment of processes of the Resource Development major process of the College Leadership Support System, subject to the constraints imposed by the Dean of west Bend Campus, MPTC District Board policy, State Board rules, law, federal regulations and professional ethical behavior.

2. ROLE/FUNCTION:

The Grants Coordinator, by modeling trustworthiness and practicing the College's Guiding Principles, will participate and support teams and individuals within her area of responsibility. The management principles of employee participation, customer focus and continuous improvement of systems will be utilized in the daily work of the Grants Office.

SECTION 3

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Research, develop, and secure funding for projects and services consistent with the College's goals and objectives.
2. Prepare grant application materials; advise and provide direction to College staff on grant application requirements and procedures; maintain up-to-date records of proposals under development; and prepare reports as required. Serve as a resource person to other staff who are generating proposals.
3. Maintain grant resource and reference materials and disseminate information to appropriate staff on grant sources available.
4. Determine potential problem areas that might threaten successful grant fulfillment and make appropriate recommendations.
5. Develop and maintain relationships with external funders to ensure appropriate consideration of submitted proposals.
6. Assist Dean of West Bend Campus in facilitating workshops for and providing assistance to College staff, faculty, administrators and teams in the area of grant writing and development.
7. Other duties as assigned.

SECTION 4

- | | |
|---|---|
| 1. Accountable to:
Dean of West Bend Campus, Band D | 2. Responsible for:
N/A |
| 3. Team Role(s):
Team Member | 4. Guidance and Support Received from:
Grants Work Team |

SECTION 5

QUALIFICATIONS:

1. Bachelor's Degree in English, Journalism, Business, Human Services, Public Affairs or a related field, or an equivalent combination of education and occupational experience from which comparable knowledge and abilities can be acquired.
2. Three years of experience in grant writing or a related writing/research/development position.
3. Working knowledge of grant development process, and federal and state rules and regulations.
4. Ability to write and develop grants/proposals, and meet submission deadlines.
5. Ability to support teams and individuals in their efforts to solicit resources from external funding sources and maintain effective working relationships with federal, state, and private funding sources.
6. Ability to communicate effectively both orally and in writing.
7. Ability to research, evaluate, compile, and analyze data and information.
8. Knowledge of computer hardware and software applications.
9. Demonstrated ability to work effectively with diverse populations by promoting and maintaining an inclusive work environment and culture that is respectful and accepting of diversity.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be so construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

November 27, 2018

PREPARED BY

AGENDA ITEM # D.5.

Adoption of findings and fact and conclusions of law on SWAT Team Minimum Call-In grievance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. A18-0704 DRAFT - Findings of Fact and Conclusions of Law

Findings of Fact and Conclusions of Law

This matter came before the Personnel Committee for a public hearing on November 13, 2018. The purpose of the hearing was to determine whether members of the SWAT Team are entitled to receive minimum call-in pay for executing a search warrant during scheduled SWAT training on June 18, 2018.

Findings of Fact

1. This matter was heard by the Personnel Committee at their next regularly scheduled meeting following receipt of the grievance pursuant to Article 3 of the Labor Agreement.
2. The parties were provided an opportunity to submit written documentation in support of their positions, which documents were admitted into the record and considered by the Personnel Committee in making their determinations.
3. Neither party requested a fact-finding hearing and the Personnel Committee determined that a hearing was not required in this matter.
4. The documentation demonstrates that:
 - a. On June 18, 2018, members of the SWAT Team were attending regularly scheduled SWAT Team training from 2:45pm – 7:00pm.
 - b. During this training, members of the SWAT Team were directed to execute a search warrant.
 - c. At 5:30pm, the SWAT Team was deployed.
 - d. By 7:00pm, the SWAT Team had returned to the police department and was changed out of their gear.
 - e. Seven officers were compensated at their regular rate of pay because they already had the maximum 100 hours accumulated in their payback time bank. One officer received time and one half pay because he had over 171 hours in the FLSA period and accumulated the maximum 100 hours in his payback time bank. Six officers had time added to their payback time bank. Officers who were attending SWAT training during their regular duty time only received their regular pay for the training and deployment.
5. Section 6.4 of the Agreement Between the City of Green Bay and the Green Bay Professional Police Association (Bargaining Unit) provides that:

MINIMUM CALL-IN TIME. Employees shall be compensated for a minimum of 3-hours for any call-in time worked on a scheduled work day, a day on which an officer works a full 8½-hour work day pursuant to posted shift overtime, or for a

City of Green Bay
Personnel Committee
SWAT Team Minimum Call-In Time Grievance

call-in while an officer is attending either a voluntary school or in-service training (an officer receiving call-in pay on a day attending school shall still be entitled to compensatory time as if no call-in occurred if the officer successfully completes the school in question, and if the school is not successfully completed, shall receive compensatory time for those hours in attendance). The department may engage police officers in police business on site during in-service training without paying call-in, provided such shall not jeopardize the officer receiving full credit for the class interrupted. Employees shall be compensated for a minimum of 6-hours for any call-in time on a day off or scheduled vacation. This call-in time shall be compensated at the base rate of pay.

Conclusions of Law

1. This grievance is properly before the Personnel Committee pursuant to Article 3 of the Labor Agreement.
2. A hearing on this matter was timely conducted in accordance with Article 3 of the Labor Agreement.
3. Section 6.4 of the Agreement Between the City of Green Bay and the Green Bay Professional Police Association (Bargaining Unit) does not apply to SWAT Team training.
4. The SWAT Team is not entitled to minimum call-in time for executing a search warrant during scheduled SWAT training on June 18, 2018, pursuant to Section 6.4 of the Agreement Between the City of Green Bay and the Green Bay Professional Police Association (Bargaining Unit).

Approved by the Personnel Committee, _____

Chair, Personnel Committee

Date

Attest:

Clerk

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
November 27, 2018**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Patrol Officer	Police	Bashir Buruin	11/26/18
<u>Grade/Step Change</u>			
Bus Operator 2080 hours	Transit	Joe Czachor	10/29/18
Bus Operator 2080 hours	Transit	Jenny Vang	11/5/18
Bus Operator 1040 hours	Transit	Colleen Koski	11/5/18
Bus Operator 1040 hours	Transit	Karen Thomas	11/5/18
<u>End of Employment</u>			
Mechanic	Public Works	Jason Drake	11/23/18
Bus Operator	Transit	Shannon Smith	11/6/18