



AGENDA OF THE PERSONNEL COMMITTEE

**TUESDAY, APRIL 9, 2019, 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 March 12, 2019.

D. Regular Business.

- I. Consideration with possible action on request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
 - a. Electrician - Public Works
 - b. Assistant City Attorney - Law
 - c. Forestry Worker I - Parks, Recreation & Forestry
 - d. Engineering Technician (2) - Public Works
2. Consideration with possible action on request to reorganize Police Department's front desk positions.

F. Public Hearings.

E. Informational.

- I. Report of routine personnel actions for regular employees
2. Next meeting date: April 23, 2019.

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

April 9, 2019

PREPARED BY

AGENDA ITEM # D.I.

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

- a. Electrician - Public Works
- b. Assistant City Attorney - Law
- c. Forestry Worker I - Parks, Recreation & Forestry
- d. Engineering Technician (2) - Public Works

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Request to Fill Memo 04.09.19
2. 2019 Electrician PJF - Jeff Hirt
3. Asst City Atty-Legislative-Johnson-4.2.19
4. Forestry Worker I -Rouce 4.3.19
5. Position Request To Fill - Engineering Tech - Cynor - 04-04-19
6. Position Request To Fill - Engineering Tech - Retrum - 04-04-19

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joe Faulds, Human Resources Director

From: Adam Reidinger
Human Resources Assistant

Re: Request to Fill Vacant Positions

Date: April 4, 2019

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

- Electrician – Replacement position due to the retirement of Jeffrey Hirt effective March 8, 2019. Salary range: \$25.86 - \$30.42 per hour.
- Assistant City Attorney – Replacement position due to the resignation of Kristen Johnson effective April 16, 2019. Salary range: \$66,851 - \$78,644.
- Forestry Worker I – Replacement position due to the resignation of Kyle Rouse effective April 12, 2019. Salary range: \$19.57 - \$23.03 per hour.
- Engineering Technician – Replacement position due to the transfer of Jamie Cynor effective April 5, 2019. Salary range: \$25.86 - \$30.42 per hour.
- Engineering Technician – Replacement position due to the retirement of Scott Retrum effective April 16, 2019. Salary range: \$25.86 - \$30.42 per hour.

**Position Fill Request
Justification Report
February 6, 2019**

Position Title: Electrician – DPW Traffic Division

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 the result of the retirement of Jeff Hirt, effective at the end of the business day on Friday, March 8, 2019.

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 operating budget. The current wage range for a DPW-Electrician is \$25.86/hour to \$30.42/hour (\$53,789 to \$63,274 annually) plus opportunities to earn performance increases beyond the top of the wage range
3. **Please list the functions and any special information regarding this position.**
The position is one of 6 DPW Electricians (1 Electrician Foreperson, and 5 Electricians) who perform routine and emergency maintenance and construction on all of the City's electrical equipment including traffic lights, city-owned street lights, sewer lift/pump stations, parking structures and other City buildings. They serve as the electricians for all of the City departments with significant assistance provided to Park, Police, and Fire Departments. DPW also provides traffic signal maintenance services to the City of DePere, and emergency electrical service to Brown County.
4. **Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**
This position generates revenue for the City, by providing traffic signal maintenance services to the City of DePere, and emergency electrical service to Brown County
5. **Please explain why current staff is unable to absorb duties of this position.**
Electrical Section staffing was reduced from 7 to 6 Electricians in January of 2008 due to budget restraints. The section is currently under-staffed, and workload is high. Further reductions will not allow Electrical Section to keep up with work responsibilities.
6. **If duties of position are presently being done, how are they done?**
When absences occur, Electrical Section prioritizes projects, and declines discretionary work from other City departments. In effect, less work is done when there is a vacancy.
7. **What service would be reduced or eliminated if this position is not filled?**
Electrical assistance to other City departments would be eliminated or greatly reduced, requiring other departments to seek electrical help from private contractors. Electrical Section's first priority is to maintain 1) traffic signals, 2) street lights, 3) sewer lift stations, and 4) DPW facilities.
8. **What are the alternative methods and costs of accomplishing the work?**

Privatization and higher associated costs to the City

9. Are there union issues?

No

10. Other supporting comments.

DPW-Traffic Division Electrical Section is a valuable asset to DPW and all City departments. City Electricians maintain a unique institutional knowledge of the City's systems. This innate knowledge allows them to address issues more effectively and efficiently than any outside vendor.

The City continues to increase the number of street lights under City jurisdiction, reducing the cost paid to Wisconsin Public Service for maintenance and repair. Business Improvement Districts also continue to increase the number of amenities that require electrical maintenance and repair, which are currently performed by Electrical Section.

As the amount of City-owned services increase, additional Electrical Section staff is required. DPW continues to work toward increased staffing for Electrical Section.

**Position Fill Request
Justification Report
April 2, 2019**

Position Title: Assistant City Attorney – Legislative Attorney

- 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

Kristen Johnson has tendered her resignation effective April 16, 2019.

- 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 salary range is \$66,851.00 - \$78,644.00/hour.

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

The Assistant City Attorney acts as legal advisor and provides legal services to the City, works with elected officials on legal inquiries, conducts general municipal legal research, writing, and drafting, drafts legislation, conducts litigation, advises on public records, open meeting law, and policy questions, drafts contracts, and assists the Municipal Prosecutor in prosecuting violations of City ordinances, among other things.

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

No. However, this position aids in collections of outstanding debts and is required to fulfill legal services for the City.

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

Staffing in the law department consists of 4 attorneys, 1 paralegal, and 1 legal assistant. There is no duplication of workloads amongst the attorneys, and a review of our staffing levels indicates we need additional staff to complete all of the work of the City. Accordingly, there is no way for the department to absorb these duties.

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

Job duties are currently being completed by the incumbent.

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

This position's responsibilities are all key functions which ensure the law department continues to operate effectively, without which the general productivity of the law department will be reduced.

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

Contract counsel will have to be retained, often at a cost of \$250 per hour. This rate is not sustainable, and is substantially higher than the cost of filling the position.

9. Are there union issues?

No.

10. Other supporting comments.

The Law Department has been short staffed since October 2018, due to employee turnover, and authorized FMLA leave. It is important that we fill this position as soon as practicable, as our department will be operating with half the staff until it is filled.

**Position Fill Request
Justification Report
April 3, 2019**

Position Title: Forestry Worker I (FW I)

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

Kyle Rouse has accepted a position with the Village of Bellevue.

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. Salary range: \$19.57 - \$23.03/hour or \$40,705 - \$47,920 annually.

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

Forestry Worker I's operate equipment and provide ground support for all phases of Forestry operations. Duties include: preparing tree planting sites, planting, fertilizing, watering, staking and mulching new trees; landscaping and pruning small trees along streets and in parks and assisting Forestry Worker II's (FW II) with tree pruning and removal. FW I's also chip brush, load and unload wood, assist with rope work, perform girdling root work, cut roots along sidewalks and streets; bolting and bark tracing on damaged trees; spread wood chips under trees and playgrounds equipment; perform stump removal and site restoration; haul and dump chipped brush; direct traffic and set up safety zones at work sites.

FW I's operate a variety of equipment including: skid steer loader, stump cutter, root cutter, winch truck, snow plow, tractor, snow blower, brush chipper, chain saw, various trucks and equipment; and perform basic routine maintenance of all equipment operated, load and unload equipment and refuel and adjust chain saws.

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

Does not produce direct revenue, a healthy urban forest does reduce heating and cooling costs, reduces storm water runoff costs, reduces carbon dioxide for cleaner air to breathe, trees increase property values, reduce crime rates and make the City of Green Bay more aesthetically appealing to live, work and raise a family.

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

Position is very labor intensive, city and duties keep expanding, Emerald Ash Borer (EAB) is adding to workload, past reduction of staffing levels.

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

Current staff completes duties as assigned. FW II's are used to fill essential FW I assignments with the understanding that FW II services (tree pruning) will be reduced.

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

Tree pruning services would be reduced. FW II's will be chipping brush, hauling topsoil, etc. instead of performing aerial tree work. FW II's possess the skills and specialized training to perform all aspects of the forestry operations. FW I's are ground support and do not have the required skills to perform aerial tree work (safety inspections, pruning, removals, etc.)

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

Overtime, private contracting.

9. Are there union issues?

Would not expect issues with replacement, may have issues if using private contractors.

10. Other supporting comments.

FW I's fill a critical role in meeting the challenge EAB is presenting to the City of Green Bay.

This request is to fill this Forestry Worker I position and all subsequent vacancies.

**Position Fill Request
Justification Report
April 4, 2019**

Position Title: **Engineering Tech**

- 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 will be vacant as a result of the resignation of Jamie Cynor, effective April 5, 2019.

- 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 2019 General Fund. The compensation range for the position is \$25.86 – \$34.98/hour.

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

Engineering Technicians perform field surveys for design and construction of public works construction projects. They also perform design of basic engineering details on public works construction projects, prepare and administer public works contracts of moderate difficulty, prepare necessary reports and maintains records related to survey of public works construction projects and the storm water facility maintenance program. The Technician position may assist in preparation of special assessment rolls for public works projects, review site plans, administer sewer service charge billings, and other work related to the storm water management program, erosion control program, and other duties as assigned.

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

Engineering staff, including Engineering Technicians, provide services that are often funded in part by grants, state aid and developer/project agreements.

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

One (1) Engineering Aide was eliminated from the staff in 1997 as well as a related Engineering Technician position in 2007. Although engineering operations have been improved by technology, the size of the City continues to grow and the new stormwater permit has imposed additional duties that will be shared by Techs.

The remaining Technician positions have responsibilities to execute the concrete repair and sidewalk program, as well as perform the necessary survey work for all other Public Works projects and would not be able to absorb the duties of this position.

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

The position was vacated on April 5, 2019, through a resignation.

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

The annual Capital Improvement Program for the City of Green Bay would not be able to be delivered if this position were not filled. This position completes surveys for design of capital projects, construction staking to ensure projects are properly constructed, and record surveys to document where and how infrastructure has been installed within the City.

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

Consultants are used to supplement staff for specialized projects. However, it is more cost effective, and better continuity is maintained, with a City employee that knows and understands DPW Engineering policies and procedures.

9. Are there union issues?

There are no issues under the new labor contract.

10. Other supporting comments.

**Position Fill Request
Justification Report
April 4, 2019**

Position Title: Engineering Tech

- 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 will be vacant as a result of the retirement of Scott Retrum, effective April 16, 2019.

- 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 2019 General Fund. The compensation range for the position is \$25.86 – \$34.98/hour.

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There are no issues under the new labor contract.

10. Other supporting comments.



Department of Police

Andrew J. Smith
Chief of Police

To: Members of the Personnel Committee

From: Chief Andrew Smith

Re: GBPD Administrative Clerk (Front Desk) reorganization

Date: 4/3/19

Cc: Mayor Schmitt, Human Resources, File

I would like to respectfully submit for your approval the proposed reorganization of our Front Desk Operations at the GBPD.

The current table of organization reflects 6 Administrative Clerks that staff the front desk. These clerks are responsible for handling requests for information from citizens and officers; answering the phone and responding to complaints; explaining departmental procedures and regulations; utilizing various crime databases to run criminal record checks and entering and preparing various reports.

The clerks work 10.5 hour days with a schedule of 4 days on, 3 days off. This schedule equates to 1950 hours annually. Currently, there is front desk coverage 7 days a week, 365 days a year from 6:30 a.m. to 10:30 p.m. (16 hours). Based upon this schedule, the clerks work on holidays and overtime is posted to cover shift openings due to vacations or illness.

Due to budgetary constraints going into 2019, we did not fill a vacant position that had been open since September 26, 2018. On April 1, 2019, another clerk transferred to an open Records Clerk position. As a result, the department is currently staffing the front desk with 4 clerks, and we will not be filling the 2 vacancies. These positions will not be filled to assist us with meeting our \$1.1 million budget savings required this year. In addition, because of these vacancies, we have had an opportunity to consider other staffing options that will provide the department with adequate coverage with a staff of 4 clerks.

After reviewing several options, I am proposing that the front desk be staffed Monday through Friday 7:00 AM to 8:00 PM (11 hours each day) as we are unable to maintain the 7 day a week operation with 4 employees. The employees will be assigned an 8 hour shift Monday through Friday as detailed below:

7:00 a.m. – 3:30 p.m.
8:30 a.m. – 5:00 p.m.
10:00 a.m. – 6:30 p.m.
11:30 a.m. – 8:00 p.m.

307 South Adams Street □ Green Bay, WI. 54301-4582 □ (920) 448 3200 □
Fax (920) 448 3248

In the event a shift cannot be covered due to an illness or vacation, staff will adjust their shifts to ensure coverage or other Records staff may be assigned to fill in. This restructuring of the work schedule and reduction in the number of staff results in a change in annual work hours from 1950 hours to 2080 hours. The actual staffing costs for 2018 under the current structure is \$370,637.

Fiscal Impact:

The cost impact of the proposed restructuring is \$258,063 with a projected cost savings of \$112,500 as noted below.

Category (2019 Estimate)	Administrative Clerk Full Year (Step 6 - \$19.45/hour)
Salary	\$40,456
OT/COMP	\$500
Holiday	\$0
FICA	\$3,133
WRS	\$2,683
Worker's Comp	\$86
Health Insurance	\$16,211
Dental Insurance	\$1,361
Life Insurance	\$86
TOTAL COMPENSATION	\$64,516

Total 2019 Costs (4 positions) \$258,063

I look forward to discussing any questions or concerns you may have. Thank you for your consideration of my request.

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
April 9, 2019**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Parking Maintenance Technician	DPW - Parking	Kira Gunville	3/11/2019
Firefighter EMT	Fire	Evan Bluma	3/4/2019
Firefighter EMT-P	Fire	Kimberly Davister	3/4/2019
Firefighter EMT-P	Fire	Riley Grasse	3/4/2019
Firefighter EMT-P	Fire	Matthew Thompson	3/4/2019
Firefighter EMT-P	Fire	Anthony Wenzel	3/4/2019
Transit Operator	Transit	Lisa Lieungh	3/19/2019
Paralegal	Law	Lindsey Belongea	3/11/2019
Patrol Officer	Police	Alex Wanish	4/1/2019
Patrol Officer	Police	Timothy Fuerst	4/1/2019
Patrol Officer	Police	Dylan Doepke	4/1/2019
Casual Worker	CED/GBHA	Patrick Couillard	3/29/2019
<u>Transfer</u>			
Administrative Clerk	Police	Sue Campshure	4/1/2019
Records Clerk			
Engineering Technician	Public Works - Engineering	Jamie Cynor	4/5/2019
Water Utility			
<u>Promotion</u>			
Sewer Maintenance Worker	Public Works - Sewers	Justin Linzmeier	3/28/2019
Public Works Parking Division - Superintendent			
SR Landscape Archtec	Parks, Recreation and Forestry	Kaurie Mihm	4/1/2019
Park Planner			
Labor - Street	DPW	Joshua DuBois	4/1/2019
Sewer Maintenance Worker			
<u>Grade/Step Change</u>			
Operator I	Department of Public Works - Operations	Jake LaCount	3/5/2019
Laborer	Public Works - Operations Sanitation	Keith Falish	4/16/2019
Building Services Coordinator	Community & Economic Development	David Schmidt	3/4/2019
HR Assistant	Human Resources	Sarah Fidler	3/19/2019
Director	Parks, Recreation & Forestry	Dan Ditscheit	3/24/2019
Administrative Clerk	Police	Diane Perry	3/12/2019
Forestry Worker II	Parks, Recreation & Forestry	Nicholas McDonald	3/29/2019
Park Maintenance Worker	Parks, Recreation & Forestry	Peter Ludolph	4/11/2019
Laborer - Street	Department of Public Works - Operations	Joshua Guns	4/2/2019
Compliance Coordinator	Transit	Miranda Socha	3/17/2019
<u>End of Employment</u>			
Electrician	Department of Public Works - Traffic	Jeffrey Hirt	3/8/2019
Casual Worker	Community and Economic Development	Santiago Schmerber	3/19/2019
Captain	Police	Brad Florence	5/7/2019
Superintendent	Department of Public Works - Parking	Mary Collier-Scanlan	4/1/2019
Lieutenant	Police	David Paral	3/27/2019
Forestry Worker I	Parks, Recreation and Forestry	Kyle Rouce	4/13/2019
Relief Crossing Guard	Police	Cheryl Calewarts	3/27/2019
Assistant City Attorney	Law	Kristen Johnson	4/16/2019