



AGENDA OF THE PERSONNEL COMMITTEE

**TUESDAY, SEPTEMBER 10, 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 August 13, 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. Truck Driver (Sanitation) - Public Works
 - b. Park Maintenance Worker - Parks, Recreation & Forestry
2. Consideration with possible action on request by Ald. Galvin to examine and determine salary and benefits for the Oak Learning Center at the Wildlife Sanctuary to see if other funding sources can be used to get their pay and benefits closer to GBAPS salaries and benefits.

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E. Informational.

- I. Report of routine personnel actions for regular employees.
2. Next meeting date: September 10, 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

September 10, 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. Truck Driver (Sanitation) - Public Works
- b. Park Maintenance Worker - Parks, Recreation & Forestry

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Request to Fill Memo 09.10.19
2. Truck Driver - R. Ferry 10.01.19
3. Park Maintenance Worker - P. Ludolph 09.13.19

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joe Faulds, Human Resources Director

From: Sarah Fidler
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: September 5, 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.

- Sanitation Truck Driver – Replacement position due to the retirement of Richard Ferry effective October 1, 2019. Salary range: \$19.57 - \$23.03 per hour.
- Park Maintenance Worker – Replacement position due to the resignation of Peter Ludolph effective September 13, 2019. Salary range: \$19.57 - \$23.03 per hour.

**Position Fill Request
Justification Report
August 23, 2019**

Position Title: Truck Driver – DPW Operations Division/Sanitation Section

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

This position will be vacated resulting from the retirement of Sanitation Section Truck Driver Rick Ferry, effective at the end of the work day on Tuesday, October 1, 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 for a DPW- Truck Driver is \$19.57/hour to \$23.03/hour (\$40,706 to \$47,902 annually)

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

Sanitation Section Truck Drivers perform duties including but not limited to driving trash, recycling, and brush route collection trucks, operating various pieces of equipment, plowing snow, daily equipment maintenance, and other assignments necessary for DPW to perform its core functions

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

This position does not generate revenue for the City. But the use of in-house labor and equipment reduces the need to contract services that are currently provided by DPW employees.

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

Loss of a Sanitation Section Truck Driver represents a reduction in DPW's ability to provide its core services in a timely manner, including trash and recycling collection, brush collection, snow plowing, curbside yard and garden waste collection, etc.

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

Duties associated with any vacant DPW position are assigned to other Operations Division employees. When there is a lack of personnel to perform core DPW functions, assignments are prioritized. Unstaffed assignments end up being postponed or not completed.

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

DPW cannot reduce or eliminate core services. A reduction in DPW staff will result in a lower level of service to residents, and increase the amount of time required to complete those services.

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

Reducing the level of services provided to City residents, working overtime to maintain the expected level of service, or outsourcing of services.

9. Are there union issues? No

10. Other supporting comments. None

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

Position Title: Park Maintenance Worker

- 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 Peter Ludolph on September 13, 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 budgeted. The wage range is \$19.57 - \$23.03 per hour.

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

The Park Maintenance Worker is a generalist position responsible for maintaining all facets of the year-round park operations. Parks and the related facilities are used daily from sun-up to 10:30 p.m. throughout the year. Therefore, we need to ensure that they are clean, safe, and functional at all times for our patrons.

- 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.**

Over the years, we have added more parkland and facilities, but have not added additional staff. We are also responsible for maintaining a four-diamond Little League complex, a six-field soccer complex, more trails, more parklands, and the City Deck.

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

When vacancies occur in this classification, we are unable to meet all of the maintenance needs of our parks and facilities. As positions become vacant, we prioritize and reprioritize our daily work. The effect is that many of the services that we provide to the public are being performed less frequently.

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

The overall service would be reduced. We have tried to lessen the obvious impact by reprioritization.

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

Contracting for various maintenance services would need to be explored. Costs would be dependent on the service contracted. The Park Maintenance Worker performs a wide range of services during a calendar year, therefore making it difficult to replace a single position by contracting.

9. Are there union issues?

No.

10. Other supporting comments.

Since 2001, the Parks Division has been responsible for maintaining the following added facilities: New 4K building at the Wildlife Sanctuary, SK8 Park; Leicht Memorial Festival Park; Resch Aquatic Center; four new buildings; nine splash pads; more parkland at Farlin Park, Beach Lane, Navarino Park, V.T. Pride Park, Eastman Park; several parcels along the Baird Creek Greenway; 16 acres of turf at Bay Beach Park; a new boarded hockey rink; a four ball diamond softball complex; a six-field soccer complex; the City Deck; the Zippin Pippin, Sea Dragon, Bay Beast, Rockin' Tug, Falling Star and the new Big Wheel Ferris Wheel amusement rides; as well as several miles of trails.

We have assumed the work at the additional facilities (above) while seeing a reduction in staff of 6 of these full-time Park Maintenance Workers and 10 fewer seasonal positions since 2006. With future maintenance responsibilities sure to come, we will fall further behind in our efforts to provide the most basic of services if we do not maintain our staffing levels accordingly.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

September 10, 2019

PREPARED BY

AGENDA ITEM # D.2.

Consideration with possible action on request by Ald. Galvin to examine and determine salary and benefits for the Oak Learning Center at the Wildlife Sanctuary to see if other funding sources can be used to get their pay and benefits closer to GBAPS salaries and benefits.

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BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
September 10, 2019**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
HR Assistant - Risk	Human Resources	Hailey Heath	8/26/2019
4K Naturalist	WLS	Logan Kocha	8/26/2019
Regular Crossing Guard	Police	Kathy Stitman	8/28/2019
<u>Transfer</u>			
Mechanic Foreperson (D) Mechanic (D)	Department of Public Works - Operations	Scott Socha	8/12/2019
Regular Crossing Guard Relief Crossing Guard	Police	Steven Sannes	8/30/2019
<u>Promotion</u>			
Mechanic (D) Mechanic Foreperson (D)	Department of Public Works - Operations	Jamie Hendricks	8/12/2019
Lieutenant EMT-P Captain EMT-P	Fire	Brian Cairns	8/19/2019
Engineer EMT-P Lieutenant EMT-P	Fire	Gregory Weddle	8/19/2019
Firefighter EMT Engineer EMT	Fire	Todd Madson	8/19/19
<u>Grade/Step Change</u>			
Financial Analyst	Admin Services - Finance	Kathy Reissmann	8/12/2019
Transit Operator	Transit	Lisa Lieungh	8/19/2019
Transit Operator	Transit	Craig Brown	8/12/2019
GIS Analyst	Department of Public Works - Utility	Brennan Rhode	8/8/2019
Administrative Clerk	Police	Haley Pankratz	8/23/2019
Carpenter	Parks, Recreation & Forestry	Gary Faulkner	8/23/2019
Safety Manager	Human Resources	Nate Froemming	8/26/2019
<u>Name Change</u>			
Firefighter	Fire	Shauna Wachholz	8/21/2018
<u>End of Employment</u>			
Seasonal Maintenance Employee	Department of Public Works - Operations	Abigail Skeens	8/7/2019
Community Service Intern	Police	Brandon Deprey	8/31/2019
Seasonal Maintenance Employee	Department of Public Works - Parking	Dustin Graf	8/9/2019
Seasonal Maintenance Employee	Department of Public Works - Parking	Jack Rentmeester	8/8/2019
WLS Maintenance	Parks, Recreation & Forestry - WLS	Seth Muscavitch	7/31/2019
Captain	Fire	Eric Johnson	8/19/2019
Bridgetender	Department of Public Works - Operations	Robert Schaeffer	9/23/19
Seasonal Maintenance Employee	Department of Public Works - Parking	Matthew Carwardine	8/16/2019
Intern	Department of Community and Economic Development	Noah Schumerth	8/12/2019
Truck Driver - Sanitation	Department of Public Works - Operations	Richard Ferry	10/1/2019
Seasonal Maintenance	Department of Community and Economic Development	Isabella Kelley	8/23/2019
Seasonal Maintenance Employee	Department of Public Works - Operations	Hunter Beachler	8/23/2019
Seasonal Maintenance Employee	Department of Public Works - Traffic	Nicholas Dittbrender	8/23/2019
Seasonal Maintenance Employee	Department of Public Works- Traffic	Corey Franklin	8/16/2019
Seasonal Maintenance Employee	Department of Public Works - Operations	Joseph Hoppe	8/23/2019
Seasonal Maintenance Employee	Department of Public Works - Traffic	Sean Parsons	8/23/2019
Seasonal Maintenance Employee	Department of Public Works - Operations	Jonathon Samp	8/16/2019
Seasonal Maintenance Employee	Department of Public Works - Utility	Reed Blake	8/23/2019
Seasonal Maintenance Employee	Department of Public Works - Operations	Levi Deprey	8/22/2019
Seasonal Maintenance Employee	Department of Public Works - Operations	Jake Krueger	8/28/2019
Seasonal Maintenance Employee	Department of Public Works - Operations	Benjamin Krysiak	8/23/2019
Seasonal Engineering Aide	Department of Public Works - Engineering	Gracien Onya	8/26/2019

Building Maintenance Tech
Neighborhood Compliance Inspector

Department of Public Works - Operations
Department of Community and Economic Development

Rick Johnson
Eric Crummy

9/2/2019
8/28/2019