



# **AGENDA OF THE JOINT FINANCE/PERSONNEL COMMITTEE**

**TUESDAY, OCTOBER 29, 2019, 3:00 PM  
CITY HALL, ROOM 207**

**A. Roll Call.**

**B. Approval of the Agenda.**

**C. Approval of Minutes.**

1. Approval of the Finance Committee minutes from the September 29, 2019 meeting.
2. Approval of the Personnel Committee minutes from the October 8, 2019 meeting.

**D. Regular Business.**

1. Report on the purchase of 22 vehicles for various City Departments off of the 2019 State of Wisconsin Vendornet Contract for \$700,232.
2. Request pre-approval to purchase new cars and light trucks that have been approved in the 2020 City budget through the State of Wisconsin Vendornet Contract, and report the results back to the Finance Committee after the purchases have been made.
3. Consideration with possible action on a request by Department of Public Works to amend parking lot lease between Georgia Pacific and City of Green Bay for property adjacent to west side garage.
4. Consideration with possible action on request to fill the following replacement position and all subsequent vacancies resulting from internal transfers.
  - a. Administrative Clerk – Parks, Recreation and Forestry
5. Consideration with possible actions on the request for 2020 reclassifications.  
Recommendation to discuss during the individual departments 2020 budget approval.

**E. Review and approval of the Mayor's recommended 2020 budget including out-of-state travel requests.**

1. Common Council (page 13).

2. Mayor's Office (page 17).
3. Administrative Services includes Finance, Clerk, Assessor, Purchasing, Election, Board of Review, Document Center (page 21).
4. Information Technology and Equipment Replacement (page 32).
5. Law (page 42).
6. Municipal Court (page 49).
7. Human Resources (page 55).
8. Community & Economic Dev. & Equipment Replacement (page 63).
9. Police and Equipment Replacement (page 78).
10. Fire and Equipment Replacement (page 90).
11. Public Works includes Engineering, Operations, Traffic and Equipment Replacement (page 97).
12. Parks, Rec & Forestry includes Admin., City Hall, Triangle Hill, Parks, Recreation, Pools, Forestry, Wildlife Sanctuary, and Equipment Replacement (page 117).
13. Miscellaneous (page 132).
14. Sanitary Sewer (page 142).
15. Parking Utility (page 146).
16. Storm Sewer (page 150).
17. Transit (page 155).
18. Bay Beach / Bay Beach Captial (page 166).
19. Debt Service (page 171).
20. Neighborhood Enhancement (page 174).
21. Workers Compensation (page 178).
22. General Liability (page 177).
23. Health Insurance Escrow (page 180).
24. Revenue - General Fund (page 182).
25. Revenue - Sanitary Sewer (page 194).
26. Revenue - Parking Utility (page 195).
27. Revenue - DPW Equipment Replacement (page 196).
28. Revenue - Storm Sewer (page 197).

29. Revenue - Bay Beach (page 200).
30. Revenue - Debt Service (page 201).
31. Revenue - Equipment Replacement Funds (page 203).
32. Revenue - Neighborhood Enhancement (Page 208).
33. Revenue - Workers Compensation (page 209).
34. Revenue - General Liability (page 210).
35. Revenue - Health Insurance Escrow (page 211).

**F. Informational.**

1. 2019 Contingency Account:  
\$60,808.73
2. The next Personnel Committee meeting will be held on Tuesday November 12, 2019 at 4:30 PM.
3. The next Finance Committee meeting will be held on Tuesday November 12, 2019 at 4:30 PM.

**G. Adjournment.**

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT [www.greenbaywi.gov](http://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 Joint Finance/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  
Joint Finance/Personnel Committee  
of the City of Green Bay

**MEETING DATE**

October 29, 2019

**PREPARED BY**

**AGENDA ITEM # D.I.**

Report on the purchase of 22 vehicles for various City Departments off of the 2019 State of Wisconsin Vendornet Contract for \$700,232.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. 10-8-19 FIN Mtg Vehicles



# CITY OF GREEN BAY - PURCHASING DIVISION

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TO: Finance Committee  
FR: Rick Jensen, Purchasing Manager  
DT: October 9, 2019  
RE: Purchasing Report  
Cc: Diana Ellenbecker, Pam Manley

## Report of the Purchasing Manager:

1. Report on the purchase of 22 vehicles for various City Departments off of the 2019 State of Wisconsin Vendornet Contract for \$700,232.
2. Request pre-approval to purchase new cars and light trucks that have been approved in the 2020 City budget through the State of Wisconsin Vendornet Contract, and report the results back to the Finance Committee after the purchases have been made.

The following purchases have been publicly and competitively offered:

Finance Committee - Report of the Purchasing Manager				
DESCRIPTION	FUNDING SOURCE	AWARDED VENDOR	RESPONSES	\$ AMOUNT
Report of Vehicles Purchased from State of Wisconsin Contract	Various	State Contract #505ENT-M19-2019VEHICS-00	2	\$700,232



# CITY OF GREEN BAY - PURCHASING DIVISION

To: Finance Committee Members  
 From: Rick Jensen, Purchasing Manager  
 Date: October 8, 2019  
 Subject: 2019 State Contract Vehicle Purchases

Below is a recap of 22 vehicles purchased off of the State of Wisconsin Vehicle Contract in 2019. All of these vehicles were approved in the 2019 City Budget/Bonding. The State program utilizes a public and competitive bidding process and awards are made to the lowest vendors by make and model.

This year a total of 668 vehicles were bid for State agencies, and bids were received from two vendors.

Dept.	Vehicle Description	Dealer	Date	P.O.#	Qty	Price
DPW – Operations West	1 – 2019 2500 Dodge Ram Pickup	Ewald Motors of Oconomowoc	3/21/19	1900033	1	\$32,152
DPW – Operations West	1 -2019 Ford Transit Van	Ewald Hartford Ford	4/17/2019	1900048	1	\$38,010
Parks	1 – 2020 Dodge Ram 2500 Pick-Up	Ewald Motors of Oconomowoc	8/6/2019	1900117	1	\$34,816
Parks	1 – 2020 1500 Chevrolet Silverado Pick-up	Ewald Chevrolet Buick	8/29/2019	1900133	1	\$28,678
Parks	1 – 2019 2500 Dodge Ram Pickup	Ewald Motors of Oconomowoc	8/29/19	1900134	1	\$27,792
Parks	1 – 2019 2500 Dodge Ram Pickup	Ewald Motors of Oconomowoc	8/29/2019	1900135	1	\$27,559
Police	1- 2020 Chevrolet Tahoe	Ewald Motors Chevy Buick	9/27/2019	1900151	1	\$36,906
Police	5-2020 Ford Utility Interceptors	Ewald Hartford Ford	9/27/2019	1900152	5	\$168,715
Police	5-2020 Ford Utility Interceptors HYBRID	Ewald Hartford Ford	9/27/2019	1900153	5	\$185,640
Police	2-2020 Dodge Ram 1500	Ewald Motors of Oconomowoc	9/27/2019	1900154	2	\$48,280
Police	2-2020 Chevrolet Equinox	Napleton Chevrolet Buick	9/31/2019		2	\$45,710
Police	1-Promaster 3500 Swat	Ewald Motors of Oconomowoc	10/3/2019		1	\$25,974
<b>TOTAL</b>						<b>\$700,232</b>



Report to the  
Joint Finance/Personnel Committee  
of the City of Green Bay

**MEETING DATE**

October 29, 2019

**PREPARED BY**

**AGENDA ITEM # D.2.**

Request pre-approval to purchase new cars and light trucks that have been approved in the 2020 City budget through the State of Wisconsin Vendornet Contract, and report the results back to the Finance Committee after the purchases have been made.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Joint Finance/Personnel Committee  
of the City of Green Bay

**MEETING DATE**

October 29, 2019

**PREPARED BY**

**AGENDA ITEM # D.3.**

Consideration with possible action on a request by Department of Public Works to amend parking lot lease between Georgia Pacific and City of Green Bay for property adjacent to west side garage.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. GEORGIA PACIFIC PARKING LOT LEASE - AMENDED



Georgia-Pacific Consumer Operations LLC  
*Law Department*

133 Peachtree Street NE (30303-1847)  
P.O. Box 105605  
Atlanta, Georgia 30348-5605  
(404) 652-5881  
(404) 584-1461 fax  
www.gp.com

September 27, 2019

VIA FEDEX

City of Green Bay  
100 N. Jefferson St.  
Room 300  
Green Bay, Wisconsin 54301  
Attn: Director of Public Works

Re: Amended and Restated Parking Lot Lease dated April 1, 2006 (the "Lease") between Georgia-Pacific Consumer Operations LLC, as successor to Fort James Operating Company ("Lessor") and City of Green Bay, Wisconsin ("Lessee")

Dear Director:

This letter shall serve as Lessor's notice of termination in accordance with Paragraph 5 of the Lease such that the Lease shall terminate effective at 11:59 p.m. on March 31, 2020.

Should you have any questions, please do not hesitate to contact us.

Sincerely,

Ann D. Fuller  
Paralegal – Real Estate

cc: Jeremy Hilsman (via email)

## FIRST AMENDMENT TO AMENDED AND RESTATED PARKING LOT LEASE

THIS FIRST AMENDMENT TO AMENDED AND RESTATED PARKING LOT LEASE (this "**Amendment**") is entered into as of the \_\_\_\_ day of September, 2019, by and between **GEORGIA-PACIFIC CONSUMER OPERATIONS LLC**, a Delaware limited liability company, as successor to Fort James Operating Company, a Virginia corporation, ("**Lessor**") and **CITY OF GREEN BAY, WISCONSIN**, a Wisconsin municipal corporation, acting by and through its authorized representative ("**Lessee**"):

### RECITALS

A. Lessor and Lessee are parties to that certain Amended and Restated Parking Lot Lease dated April 1, 2006 (the "**Lease**").

B. Lessor terminated the Lease effective March 31, 2020 in that certain notice letter dated September 27, 2019 (the "**Termination Notice**").

C. Lessor and Lessee acknowledge and agree that the Termination Notice has been rescinded and that the parties desire to amend the Lease as provided herein.

D. All references herein and in the Lease to "this Lease", "this Agreement", "herein", "hereby", and the like shall mean the Lease as amended by this Amendment.

### AGREEMENT

In consideration of the mutual covenants of the parties contained herein, and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree to amend the Lease as follows:

1. **Defined Terms.** Defined and capitalized terms in this Amendment will have the same meaning as defined and capitalized in the Lease, unless otherwise indicated in this Amendment.

2. **Rescission.** Lessee hereby rescinds the delivery of its Termination Notice and Lessor hereby acknowledges, agrees and accepts such rescission such that the Termination Notice shall be null and void and of no further force and effect.

3. **Rent.** Commencing on April 1, 2020, Lessee shall pay rent monthly in the amount of ONE HUNDRED SIXTY-SIX AND 67/100ths Dollars (\$166.67) on or before the 1<sup>st</sup> day of each calendar month.

4. **Term; Renewal.** Notwithstanding anything to the contrary in Section 4 of the Lease, Lessor and Lessee hereby agree that commencing on April 1, 2020, the Term of this Lease shall be on a month-to-month basis.

5. **Right to Terminate.** Notwithstanding anything to the contrary in Section 5 of the Lease, Lessor and Lessee hereby agree that either party shall have the right to terminate this Lease at any time upon providing thirty (30) days prior written notice to the other party, which shall state the effective date of termination.

6. **Miscellaneous.**

(a) **Ratification.** Except as expressly amended herein, the terms, covenants and conditions of the Lease shall remain in full force and effect without modification or amendment, and the parties hereto ratify and reaffirm the same in its entirety. The term "**Lease**" shall mean the Lease as amended by this Amendment.

(b) **Entire Agreement.** The Lease, as amended by this Amendment, contains the entire agreement of the parties with respect to the subject matter thereof and hereof, and all representations, warranties, inducements, promises or agreements, oral or otherwise, between the parties not embodied in the Lease, as amended by this Amendment, shall be of no force or effect.

(c) **Conflict.** In the event of a conflict between the terms of this Amendment and the Lease, the terms of this Amendment shall control.

(d) **Multiple Counterparts.** This Amendment may be executed in a number of identical counterparts. If so executed, each of such counterparts shall be deemed an original for all purposes, and all such counterparts shall, collectively, constitute one Amendment.

(e) **Facsimile or PDF Signatures.** For purposes of this Amendment, signatures delivered by facsimile or as a PDF attached to an e-mail shall be as binding as originals upon the parties so signing.

(f) **Headings.** The use of headings, captions and numbers of the contents of particular sections are inserted only for the convenience of identifying and indexing various provisions in this Amendment and shall not be construed as a part of this Amendment or as a limitation on the scope of any of the terms or provisions of this Amendment.

(g) **Parties.** This Amendment shall be binding upon the parties hereto and their respective successors and permitted assigns.

*REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.*

IN WITNESS TO THE FOREGOING, the parties have set their hands effective as of the day and year set forth above.

**LESSOR:**

**GEORGIA-PACIFIC CONSUMER OPERATIONS LLC**, a Delaware limited liability company

By: \_\_\_\_\_  
Name: Michael E. Cruz  
Title: Vice President – Real Estate

**LESSEE:**

**CITY OF WISCONSIN**, a municipal corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_



Report to the  
Joint Finance/Personnel Committee  
of the City of Green Bay

**MEETING DATE**

October 29, 2019

**PREPARED BY**

**AGENDA ITEM # D.4.**

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

a. Administrative Clerk – Parks, Recreation and Forestry

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. Request to Fill Memo 10.29.19
2. Administrative Clerk - R. Boncher 12.19.19

# MEMORANDUM

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Human Resources Department

To: Personnel Committee  
Joe Faulds, Human Resources Director

From: Sarah Fidler  
Human Resources Generalist

Re: Request to Fill Vacant Position

Date: October 29, 2019

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 reports are attached.

- Administrative Clerk – Replacement position due to the retirement of Roxanne Boncher effective December 19, 2019. Salary range: \$17.30 - \$18.82 per hour.

**Position Fill Request  
Justification Report**

(10/4/2019)

**Position Title: Administrative Clerk**

- 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.**

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

This position will be vacant as result of the retirement of Roxanne Boncher on December 19, 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 funded in the 101 budget. The salary range advertised will be Grade D Step 1 – 4, \$17.30-18.82
- 3. Please list the functions and any special information regarding this position.**  
This position is located in the Park and Recreation Department and provides administrative support to 7 Divisions. This position provides customer service to the public by taking all reservations for rentals, program registration, event registration, via phone and in person at the front counter.
- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**  
This position generates all of the revenue for our department for rentals, events, catering, and program participation.
- 5. Please explain why current staff is unable to absorb duties of this position.**  
Our department has a total of 2 clerks to provide all of the administrative support for our staff as well as for the general public's participation in programming and rentals.
- 6. If duties of position are presently being done, how are they done?**  
Duties are performed by 2 clerks Monday through Friday by providing customer service through a very busy phone system as well as providing customer assistance through our reservation system and park mail system. Additionally our counter service is provided for walk-in customers.

- 7. What service would be reduced or eliminated if this position is not filled?**  
Customer service would be dramatically affected for all our internal and external Customer's, as well as administrative support for our 7 Divisions.
- 8. What are the alternative methods and costs of accomplishing the work?**  
Originally the support provided by this position was performed by 4 clerks. Throughout the last few years we have had a reduction of staff and the duties are now performed by 2 clerks. There are no known alternative methods that could take over these duties with the level of service that is currently provided.
- 9. Are there union issues?**  
There are no union issues.
- 10. Other supporting comments.**  
This position is critical in supporting the high volume of customer reservations and program participation for all of our Green Bay residents. It directly supports customer participation as well as work requests for all tree related calls and customer requests for 60+ parks throughout the City of Green Bay. Reservations will open on January 2, 2020 for the 2020 fiscal year, it is requested that this position be filled NLT 9 December 2019 in order to properly train the employee prior to receiving the extremely high volume of calls starting in January, and the preparation necessary to ensure leagues are ready prior to spring.



Report to the  
Joint Finance/Personnel Committee  
of the City of Green Bay

**MEETING DATE**

October 29, 2019

**PREPARED BY**

**AGENDA ITEM # D.5.**

Consideration with possible actions on the request for 2020 reclassifications. Recommendation to discuss during the individual departments 2020 budget approval.

**BACKGROUND**

**RECOMMENDATION**

To discuss during the individual departments 2020 budget approval.

**FISCAL IMPACT**

**ATTACHMENTS**

- I. 2020 JFP mtg reclassifications from HR - revised

# MEMORANDUM

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Human Resources Department

To: Joint Finance/Personnel Committee

From: Joseph W. Faulds  
Human Resources Director

Re: 2020 Reclassifications

Date: October 29, 2019

This year's budget includes positions from various departments that are being reclassified. Attached to the Joint Finance/Personnel Packet are memos that outline the responsibilities of the positions and the fiscal impact on the budget. The attached memos are for the following positions:

- Information Technology Director (Information Technology and Services)
- Assistant Information Technology Director (Information Technology and Services)
- Diversity and Inclusion Coordinator (Human Resources)
- Housing Administrator (Community and Economic Development)
- Assistant Parks Director (Parks, Recreation and Forestry Construction)

If there are any questions about the positions, then the recommendation for the Committee is to discuss these positions when they come up during the discussion of each individual department that corresponds with the reclassified position.

# MEMORANDUM

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Human Resources Department

To: Personnel Committee

From: Joseph W. Faulds  
Human Resources Director

Re: Request to Create Information Services Department

Date: October 29, 2019

## RECOMMENDATION

- I. The Human Resources Department along with Administrative Services recommends to create an Information Technology and Services Department. As of now, the Information Services division is included in the Administrative Services Table of Organization and Budget. The recommendation will create an Information Technology and Services Department and Budget separate from Administrative Services. The following reclassifications to the Information Services Department are recommended:
  - A. Reclassify the IT Administrator from Pay Grade P (\$85,945-\$101,108) to IT Director at Pay Grade R (\$101,483-\$119,392). The effective start date will be January 1, 2020.
  - B. Reclassify the Systems Analyst Position from Pay Grade J (\$31.66- \$25.49) to an Assistant IT Director position at Pay Grade M (\$72,612-\$85,446). The start date will be January 1, 2020.

## BACKGROUND

- II. The Information Services Division is currently part of the Administrative Services Department. The Human Resources Department and the Administrative Services Department have evaluated this division and would like to remove the Information Services Division from the Admin. Services Department and create an Information Technology and Services Department. One reason to create the Information Technology and Services Department is IT is integral to almost every aspect of our personal and work lives and creating the department shows the City is committed to incorporating IT with all of its operations. Specifically, it allows the Mayor to directly oversee the IT Department and work with the IT Director to further integrate IT with all City departments and operations.

Moreover, creating an IT Department helps the City work towards being a “smart city.”

Many cities across the nation are becoming “smart cities” by using technology to derive data from infrastructure and operations to improve the lives of its residents and the public at large. A smart city can help improve a city’s transportation system, parking services, public works services, communication system, and green initiatives. The IT Department has already implemented a smart city initiative by implementing a software to help with our public safety officers with security and transportation issues at Green Bay Packer games. Similarly, the IT Department has worked with the Police Department to help map buildings to aid the SWAT team in SWAT deployments. In addition, the IT Department has been instrumental in creating software programs like Eclipse to improve the inspections of properties and updating our website to be more interactive and user friendly with the public.

Lastly, the current IT Division through the IT Administrator is already overseeing the recruiting, hiring, discipline, and discharge of all the IT employees throughout the City. This includes the supervision of IT employees in the Police and Fire Departments. The IT Administrator also creates the goals and objectives for the IT Division and ensures that they are being accomplished. Overall, the purpose for creating an Information Technology and Services Department is to recognize and appreciate the multitude of services IT already provides the City and to show the City’s commitment to integrating IT in all of its operations and services.

Moreover, the recommendation is to reclassify the IT Administrator position to the Information Technology Director. The Information Technology Director will report directly to the Mayor and oversee the Information Technology and Services Department. In summary, the position will serve as the City’s Chief Information Officer and staff advisor to the Mayor, City Council, and City departments and agencies on all information technology matters within the City. The position will direct the operations of the Information Services Department and supervise the department staff, develop information technology plans and programs to improve and ensure organizational effectiveness and efficiency, guide City departments through the selection process for software and programs, oversee the installation of systems, system upgrades, software releases, and enhancements for all City computerized applications and administer the City’s enterprise GIS, maintains inventory of all city-wide computer hardware and software, attends meetings of the Common Council and other various meetings as necessary and administers and controls the Information Services Department budget and ensures cost effective operations.

Furthermore, the recommendation is to reclassify the Systems Analyst to an Assistant IT Director. The Assistant IT Director will report directly to the IT Director and will supervise the Systems Analysts and two Network Technicians in daily tasks to secure the network and assist the direct supervisor with needs assessment. In summary, the Assistant IT Director will coordinate and/or execute additions and changes to network hardware and operating systems and attached devices; including investigation, analysis, recommendation, configuration, installation, and testing of new network hardware and software, provide direct support for the day-to-day operations in regards to network

hardware and operating systems, and serving as the primary support for detection and correction of operational problems, troubleshoot hardware and software issues of the network and conducts physical checking and testing of hardware devices at the logical level working with communication protocols, responsible for Security Information and Event Management (SIEM) including operating, tuning, and reviewing maintenance of all cyber security tools, software suites, devices, appliances and systems, including and provide technical consultation, training, and support to IT staff.

Additional cost savings that have occurred from this position is that in 2010, the City contracted a network engineer at \$75,000 annually and now the 2020 budget asks for \$10,000. This outside contractor work has been absorbed by the Systems Analyst at a cost savings for the City.

**FISCAL IMPACT**

III. The restructuring results in an increase for the 2020 budget of \$10,533. The increase is calculated by looking at what the budgeted salary amount would be for the IT Administrator and Systems Analyst for 2020 compared to the reclassified IT Director and Assistant IT Director positions.

<b>Current Positions</b>	Total Salary Budget 2020	<b>New Positions</b>	Total Salary Budget 2020
IT Administrator	\$97,970	IT Director	\$104,467.40
Systems Analyst	\$70,728	Assistant IT Director	\$74,764
<b>Total Salary</b>	<b>\$168,698</b>	<b>Total Salary</b>	<b>\$179,231</b>
		Total Salary Increase to 2020 Budget	\$10,533
		Total Benefits Increase to 2020 Budget	\$1,813
		<b>Total Increase to 2020 Budget</b>	<b>\$12,346</b>

c: Finance Director Diana Ellenbecker  
IT Administrator Mike Hronek



# JOB DESCRIPTION

## City of Green Bay

Position Title:	INFORMATION TECHNOLOGY DIRECTOR
Department:	Information Technology and Services
Reports To:	Mayor
Status:	Exempt
Salary Range:	Pay Grade R
Job Summary:	Serves as the Chief Information Officer and staff advisor to the Mayor, City Council, and various other departments and agencies on all information technology matters within the City. Position performs highly responsible technical, administrative, and managerial work in information services management. Provides strategic development and management of the City's information systems technology investment and centralized information systems including automated systems development and enhancements; wide area network support; personal computer support, telephony, internet/intranet communications, and related support; centralized records management programs and facilities; and the Green Bay Public Television programs and activities.
Essential Functions:	<ul style="list-style-type: none"> <li>▪ Directs the operations of the Information Services Department and supervises departmental staff.</li> <li>▪ Develops information technology plans and programs to improve and ensure organizational effectiveness and efficiency.</li> <li>▪ Conducts analysis of computer hardware and software needs at all levels.</li> <li>▪ Analyzes the workload on all computer systems and possible effects on performance.</li> <li>▪ Assists in the evaluation and selection of software and hardware.</li> <li>▪ Guides City departments through the selection process for software and programs, including defining the requirements, developing scope of services, reviewing applications, package selection, and implementation.</li> <li>▪ Oversees the installation of systems, system upgrades, software releases, and enhancements for all City computerized applications and administers the City's enterprise GIS. Manages the public television system.</li> <li>▪ Administers and controls the Information Technology budget and ensures cost effective operations. Accounts for expenditures of funds.</li> <li>▪ Procures, develops, maintains, and updates reference manuals pertaining to information systems equipment and applications.</li> <li>▪ Develops, compiles, and prepares regular and special reports as required.</li> <li>▪ Directs provision of information systems training on a city-wide basis.</li> <li>▪ Maintains inventory of all city-wide computer hardware and software.</li> <li>▪ Attends meetings of the Common Council and other various meetings as necessary.</li> <li>▪ Maintains proper licensure for all software.</li> <li>▪ Manages vendor relationships through frequent contact with representatives.</li> <li>▪ Performs other duties as required.</li> </ul>

<p>Knowledge, Skills And Abilities</p>	<ul style="list-style-type: none"> <li>▪ Comprehensive knowledge of principles, practices, procedures, and methodologies of Information Systems analysis, design, operation, and maintenance. Knowledge of network and application security concerning sharing systems with outside agencies, vendor support access, remote employee access, and public access to City systems. Knowledge of a wide variety of web technologies, telecommunication principles, and mobile data systems. Knowledge of installation and maintenance of fiber optic networks and surveillance cameras. Knowledge of VPN access into secure systems utilizing personal computing devices, virtual server, and virtual desktop technologies. Knowledge of enterprise document imaging systems, GIS and AVL Systems, Public Safety Systems, Traffic control systems, and SCADA systems. Considerable knowledge of effective supervision practices and techniques; project management principles and considerable knowledge of City operations.</li> <li>▪ Considerable skill in planning and directing the work of others; considerable skill in evaluating, recommending, coordinating, implementing, and maintaining information systems; considerable skill in preparing reports, budgets, and presentations; communication skills to present technology information to groups and individuals unfamiliar with technology terms.</li> <li>▪ Ability to make decisions, plan, organize, coordinate, establish goals, and solve problems. Ability to operate computers and the required software, and keep abreast of current technology, practices, and procedures. Ability to communicate effectively both orally and in writing and establish and maintain effective working relationships with City personnel, elected officials, and the general public. Ability to utilize considerable judgment, discretion and critical thinking skills. Ability to build a sound budget and formulate reasonable forecasts. Ability to use project management tools and techniques. Ability to maintain confidential information. Ability to work the required hours of the position.</li> </ul> <p>May be required to demonstrate minimum competency by successfully passing approved tests.</p>
<p>Minimum Education and Experience</p>	<ul style="list-style-type: none"> <li>▪ Bachelor's Degree in Computer Science, Management Information Systems, or related field.</li> <li>▪ Six years of progressively responsible professional level experience including budgeting, system analysis, strategic planning, multi-platform system integration, and project management.</li> <li>▪ Five years of supervisory management experience in an Information Technology setting.</li> </ul> <p>A combination of experience and/or education may be considered.</p>
<p>Physical Requirements</p>	<ul style="list-style-type: none"> <li>▪ Ability to perform the following activities: <ul style="list-style-type: none"> <li>○ Lifting and carrying up to 20 pounds.</li> <li>○ Frequent standing and sitting.</li> <li>○ Ability to focus for long period of time on projects.</li> <li>○ Ability to reach, stoop and lift.</li> </ul> </li> </ul>
<p>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.</p>	

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature



# JOB DESCRIPTION

## City of Green Bay

Position Title:	Assistant Information Technology Director
Department:	Information Technology and Services
Reports To:	Information Technology Director
Status:	Exempt
Salary Range:	Pay Grade M
Job Summary:	Under general direction of the IT Director, the Assistant IT Director provides business knowledge and technical skills to implement technical strategies, evaluate products, and provide a superior level of technical support.
Essential Functions:	<ul style="list-style-type: none"> <li>▪ Supervises Systems Analyst and two Network Technicians in daily tasks to secure the network and assists the direct supervisor with needs assessments.</li> <li>▪ Coordinates and/or executes additions and changes to network hardware and operating systems and attached devices; includes investigation, analysis, recommendation, configuration, installation, and testing of new network hardware and software.</li> <li>▪ Provides direct support for the day-to-day operations in regards to network hardware and operating systems, which includes evaluation of system utilization, monitoring response time, and serving as the primary support for detection and correction of operational problems.</li> <li>▪ Troubleshoots at the physical level of the network, works with network measurement hardware and software, and conducts physical checking and testing of hardware devices at the logical level working with communication protocols.</li> <li>▪ Participates in planning design and technical review and implementation of new network infrastructure hardware and network operating systems for voice and data communication networks.</li> <li>▪ Responsible for Security Information and Event Management (SIEM) including operating, tuning, and reviewing maintenance of all cyber security tools, software suites, devices, appliances and systems, including, but not limited to system patch management, vulnerability management and security risk management.</li> <li>▪ Provides technical consultation, training, and support to IT staff.</li> <li>▪ All other duties assigned.</li> </ul>
Knowledge, Skills And Abilities	<ul style="list-style-type: none"> <li>▪ Thorough knowledge of application servers and networking systems that resolve organization wide challenges and issues with creative solutions. Comprehensive knowledge of networks, data processing and computer communications, principles, practices, and current technologies, for serving the needs of a complex public administration entity, including such functions of administration of new purchased software with communication to existing infrastructure, accounting and finance, public safety, parks, utilities, planning, GIS database and other systems.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ability to manage, troubleshoot, operate various computer and network equipment, peripherals, and communication devices. Must understand database concepts and have knowledge of computer interfaces and programming languages.</li> <li>▪ Ability to communicate effectively both written and orally with strong interpersonal skills. Ability to establish and maintain effective working relationships with staff and other departments. Ability to solve problems, apply sound decision-making principles, and to work under pressure. Ability to change tasks rapidly with decision-making skills to prioritize tasks.</li> </ul> <p>May be required to demonstrate minimum competency by successfully passing approved tests.</p>
Minimum Education and Experience	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in Computer Science, Engineering, or related field required. Associated certifications including MCSE, MCP, CCA, CCNP, CCNA preferred.</li> <li>▪ Minimum 4-6 years of advanced experience in the administration and performance tuning of application servers and networking knowledge. Advanced experience with virtualization and containerization.</li> </ul> <p>A combination of experience and/or education may be considered.</p>
Physical Requirements	<ul style="list-style-type: none"> <li>▪ Ability to perform the following activities: <ul style="list-style-type: none"> <li>○ Lifting and carrying up to 20 pounds.</li> <li>○ Frequent standing and sitting.</li> <li>○ Ability to focus for long period of time on projects.</li> <li>○ Ability to reach, stoop and lift.</li> </ul> </li> </ul>
<p>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.</p> <p>_____</p> <p>Employee Name (Print) <span style="margin-left: 200px;">_____</span> Date</p> <p>_____</p> <p>Employee Signature</p>	

# MEMORANDUM

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Human Resources Department

To: Personnel Committee  
Joseph Faulds, Human Resources Director

From: Melanie Falk, PHR  
Human Resources Operations Manager

Re: Request to reclassify a Human Resources Assistant to a Diversity and Inclusion Coordinator

Date: October 29, 2019

## RECOMMENDATION

- I. The Human Resources Department is requesting to reclassify one of two non-exempt Human Resources Assistant positions, classified at pay grade E (\$18.36/hour-\$21.61/hour) to a salaried Diversity and Inclusion Coordinator, classified at pay grade I (\$54,870-\$64,542).

## BACKGROUND

- II. The current structure of the Human Resources Department includes two Human Resources Assistants. While there is an overlap of several functions, one of the Assistants provides support to the Risk Management division and the other Assistant provides support for the remaining Human Resources functions.

In April, 2019 a Human Resources Assistant position became vacant due to an internal promotion. The position has been vacant since that time to provide management with the opportunity to assess the need for the position. Due to the automation of several Human Resources functions performed by both of the Assistants, it was determined that the department could function efficiently and effectively with one Assistant. While we assessed our departmental needs, it also became apparent that the City was lacking in the area of diversity and inclusion initiatives.

Diversity and inclusion initiatives can influence an organization positively in various ways including:

- The ability to recruit and attract candidates from a diverse pool of candidates, resulting in a more creative and innovative workforce.
- Assists with increasing employee job satisfaction, which in turn results in improved work performance.
- Assists with minimizing employee turnover costs when employees of diverse backgrounds feel valued and included.

It is important to note that these types of programs not only address diversity in the areas of race, gender, age or sexual orientation, but they also include employees with differing educational backgrounds, cultural references, military service, physical abilities or other experiences. In addition, a diverse workforce alone does not typically yield the results noted above. Inclusion is an integral part of that process. If unique perspectives are not being heard or considered and those of diverse backgrounds do not feel a sense of belonging, the impact is lost.

Current staff in the Human Resources office is unable to absorb these functions and effectively implement diversity and inclusion efforts. As a result, it is recommended that we create a Diversity and Inclusion Coordinator position solely to focus on these initiatives. This position was reviewed by the City's classification and compensation consultant, Carlson and Dettman, and placed in pay grade I of the City's salary plan.

The Coordinator will be responsible for developing, implementing and monitoring a strategic diversity plan and goals; providing advice to department heads and staff on diversity-related issues; assisting with the implementation of the City's Employee Resource Groups (ERG's); developing and implementing city-wide policies, procedures and programs; identifying trends and best practices to increase diversity in the workplace; assisting with recruitment efforts to attract candidates of diverse backgrounds and developing effective working relationships with elected officials, community groups, key external diversity organizations and City departments to foster effective diversity and inclusion efforts.

The City of Appleton has had a Diversity and Inclusion Coordinator for several years that serves in a similar role, and the City of Milwaukee Employee Relations division has instituted diversity and inclusion initiatives. Milwaukee has also implemented Employee Resource Groups and locally, Schreiber Foods, Humana and Associated Bank have similar diversity programs in place.

## **FISCAL IMPACT**

- III. This reclassification results in an annual cost increase in 2020 of \$3,556 with a delay in hiring until May 20, 2020. (See attached worksheet for detail.)

c: Celestine Jeffreys, Chief of Staff

Fiscal Impact Diversity Coordinator

Category	Human Resources Assistant, Grade E (\$21.07/hour)
Salary	\$43,826
FICA	\$3,353
WRS	\$2,871
Worker's Comp	\$92
Health Insurance	\$18,527
Dental Insurance	\$1,555
Life Insurance	\$74
<b>TOTAL COMPENSATION</b>	<b>\$70,297</b>

Category	Diversity & Inclusion Coord., Grade I (\$58,094)
Salary	\$46,929
FICA	\$3,590
WRS	\$3,074
Worker's Comp	\$99
Health Insurance	\$18,527
Dental Insurance	\$1,555
Life Insurance	\$80
<b>TOTAL COMPENSATION</b>	<b>\$73,853</b>

*Delay hire until 5/1/20*

**Fiscal Impact \$3,556**



# JOB DESCRIPTION

## City of Green Bay

Position Title:	Diversity and Inclusion Coordinator
Department:	Human Resources
Reports To:	Human Resources Operations Manager
Position Status:	Exempt
Salary Range:	Pay Grade I
Job Summary:	Under the direction of the Human Resources Operations Manager, performs work of moderate difficulty in creating and implementing plans to promote diversity. Provides strategic advice and assists department heads in developing and integrating diversity goals and strategies into business and planning processes. Maintains positive relationships with departments and the public.
Essential Functions:	<ul style="list-style-type: none"> <li>▪ Develops, implements and monitors a strategic, comprehensive diversity plan that identifies core initiatives with mission and value statements. Establishes a system for periodically reviewing and updating the plan.</li> <li>▪ Provides strategic advice to department heads and staff on diversity-related issues. Consults with department heads to develop diversity goals, objectives and strategies and develops plans to meet the established goals.</li> <li>▪ Develops and implements city-wide policies, procedures and programs as they relate to equality, diversity and inclusion issues. Reviews city policies and procedures to ensure that they are all inclusive.</li> <li>▪ Identifies external trends and best practices to increase diversity in the workplace. Supports and provides recruitment guidance to attract and increase the applicant pool of diverse candidates.</li> <li>▪ Assists with the implementation of the City's Employee Resource Groups (ERG). Serves as the advisor to the (ERG's). Advocates and provides strategic guidance to the groups, and serves as a liaison to management and Human Resources.</li> <li>▪ Researches, prepares and conducts training programs for employees on recognizing, accommodating and appreciating individual differences and how to apply these skills in meeting business and community needs.</li> <li>▪ Develops and fosters effective working relationships with key stakeholders, elected officials, community groups, key external diversity organizations and City departments to foster collaboration.</li> <li>▪ Develops metrics for measuring the effectiveness of organizational diversity initiatives. Prepares reports as deemed necessary on the value of the initiatives.</li> <li>▪ Performs other duties as assigned.</li> </ul>

<p>Knowledge, Skills And Abilities</p>	<ul style="list-style-type: none"> <li>▪ Considerable knowledge of diversity, inclusion, racial equity and social justice theory, laws, principles and practices. Considerable knowledge of civil rights, disability rights, equal employment opportunity and other relevant laws, rules and regulations. Considerable knowledge of equity and diversity related policy development and organizational development. Considerable knowledge of group dynamics, related facilitation skills and relevant public administration principles. Considerable knowledge of supervisory principles and practices, labor relations and human resources management.</li> <li>▪ Knowledge of conflict resolution methods and techniques.</li> <li>▪ Skill in conducting complex equity analysis, developing work plans and program implementation. Skill in conflict resolution and the conciliation of disputes.</li> <li>▪ Ability to utilize a computer and the required software.</li> <li>▪ Ability to deal with complex information, identify problems and to conduct relevant research and analysis and prepare narrative and statistical reports. Ability to lead, plan, direct and evaluate departmental functions. Ability to formulate, recommend and administer related City-wide policies. Ability to communicate orally and in writing. Ability to prepare and conduct presentations and training to diverse groups of people. Ability to successfully work with multicultural/diverse organizations. Ability to analyze and address complex civil rights issues and effectively represent City interests.</li> <li>▪ Ability to independently exercise discretion in applying rules, policies and procedures. Ability to independently provide consultation to managers, supervisors and employees on diversity issues, and the development of related strategies. Ability to work effectively as part of a diverse, multidisciplinary team. Ability to develop and maintain cooperative and effective working relationships with a variety of individuals, groups and organizations. Ability to create and deliver effective training sessions and presentations on various topics. Ability to prioritize and organize work.</li> <li>▪ Ability to work the required hours of the position.</li> </ul>
<p>Minimum Education and Experience</p>	<ul style="list-style-type: none"> <li>▪ Bachelor's Degree in Business Administration, Public Administration, Human Resources Management, Sociology or a related field.</li> <li>▪ Three years related professional experience in a responsible diversity, inclusion and/or racial equity role with emphasis on policy analysis/development and program/plan development and administration.</li> <li>▪ Certified Diversity Professional (CDP) or other related diversity certification preferred.</li> <li>▪ A combination of equivalent education, training and work experience may be considered.</li> </ul>
<p>Physical Requirements</p>	<ul style="list-style-type: none"> <li>▪ Ability to perform the following activities: <ul style="list-style-type: none"> <li>○ Lifting and carrying up to 20 pounds.</li> <li>○ Frequent standing and sitting.</li> </ul> </li> </ul>

- 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 (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

# MEMORANDUM

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Human Resources Department

To: Personnel Committee  
Joseph Faulds, Human Resources Director

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

Re: Request to restructure two positions in the Department of Community & Economic Development, Housing Division

Date: October 29, 2019

## RECOMMENDATION

- I. The Department of Community & Economic Development, Housing Division requests the following:
  - A. Eliminate the existing Housing Administrator position, classified at Pay Grade L (\$68,182-\$80,225).
  - B. Reclassify the Property Manager position from Pay Grade J (\$59,300-\$69,742) to a new Housing Administrator position at Pay Grade K (\$63,731-\$74,984).

## BACKGROUND

- II. In September, 2018, the existing Housing Administrator position became vacant. The duties were absorbed by the Assistant Development Director/Executive Director of the Housing Authority and the Property Manager on a trial basis while the Department of Community and Economic Development (DCED) evaluated whether the Housing Administrator position should be filled. It should be noted that the Housing Administrator provided oversight for the Green Bay Housing Authority (GBHA) and the Brown County Housing Authority (BCHA). In January, 2019 Brown County took oversight of the BCHA.

DCED is proposing that the existing Housing Administrator position be removed from the table of organization.

The Assistant Development Director has assumed responsibility for developing and directing policies, plans, and procedures of the GBHA.

The Property Manager has taken on a number of duties that were previously performed by the Housing Administrator. These include assisting the Assistant Development Director with developing and implementing policies, plans and procedures and implementing affordable housing initiatives; directing programs and projects in compliance with applicable regulations and budget; managing vendor contract agreements; and coordinating property acquisition and relocation. DCED is requesting that the Property

Manager position be reclassified to a new Housing Administrator position. The position was reviewed by the City's classification and compensation consultant, Carlson and Dettman, and placed in pay grade K of the City's salary plan.

**FISCAL IMPACT**

- III. This restructuring results in an annual cost decrease of \$108,544. (See attached worksheet for detail.)

The salaries and benefits for the affected positions have no impact on the City levy as they are fully funded by the GBHA. In addition, the GBHA recently approved these proposed changes at their October meeting.

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

Fiscal Impact - Housing Authority Restructuring

<b>Category</b>	<b>Housing Administrator, Grade L, Step 7</b>
Salary	\$80,225
FICA	\$6,137
WRS	\$5,255
Worker's Comp	\$168
Health Insurance	\$18,527
Dental Insurance	\$1,555
Life Insurance	\$86
<b>TOTAL COMPENSATION</b>	<b>\$111,953</b>

<b>Category</b>	<b>Property Manager, Grade J, Step 4</b>
Salary	\$64,521
FICA	\$4,936
WRS	\$4,226
Worker's Comp	\$135
Health Insurance	\$18,527
Dental Insurance	\$1,555
Life Insurance	\$110
<b>TOTAL COMPENSATION</b>	<b>\$94,010</b>

<b>Category</b>	<b>Housing Administrator, Grade K, Step 3</b>
Salary	\$67,496
FICA	\$5,163
WRS	\$4,421
Worker's Comp	\$142
Health Insurance	\$18,527
Dental Insurance	\$1,555
Life Insurance	\$115
<b>TOTAL COMPENSATION</b>	<b>\$97,419</b>



# JOB DESCRIPTION

## City of Green Bay

Position Title	Housing Administrator
Department	Community & Economic Development
Reports To	Assistant Director/Executive Director of Housing Authority
Position Status	Exempt
Salary Range	Grade K
Job Summary	Under general supervision of the Green Bay Housing Authority (GBHA) Executive Director, performs work of considerable difficulty in administration of program and policies of the GBHA which include management of Mason Manor and scattered site public housing.
Essential Functions	<ol style="list-style-type: none"> <li>1) Assists Executive Director in development of policy, plans, and direction of GBHA.</li> <li>2) Supervises Mason Manor and Scattered Sites staff. Oversees work schedules, authorizes overtime requests and approves time cards. Evaluates work performance and other personnel matters, including discipline.</li> <li>3) Manages GBHA rental units at Mason Manor and Scattered Sites, including building safety and security measures, leases and re-certifications, evictions and fraud recovery actions which may include court appearances and repayment agreements. Coordinates vacant unit turn-around, including but not limited to scheduling maintenance needs and contractor work, managing Mason Manor and scattered sites waiting lists, conducting required criminal and suitability checks.</li> <li>4) Directs and manages GBHA contracts. Works cooperatively with the Executive Director, Purchasing and Public Works Department to coordinate purchases, capital improvement projects and property management contracts which include budgeting, scheduling, approvals and follow-up.</li> <li>5) Coordinates and oversees Mason Manor cell tower leases to include maintenance work and upgrades.</li> <li>6) Works with Executive Director and Accountant in the creation of budgets and capital improvement plans.</li> <li>7) Administers all Federal, GBHA and City policies and procedures for public housing properties and maintains and submits reports to HUD or other authorities as required by program guidelines.</li> <li>8) Submits, tracks and processes automatic electronic payments through local contracted financial institution. Prepares and conducts bank deposits and generates monthly financial reports. Performs accounts payable functions.</li> <li>9) Responds to the public, GBHA tenants, governing boards, elected officials and the media on GBHA-related information</li> <li>10) Performs other duties as assigned.</li> </ol>
Knowledge, Skills And Abilities	<ul style="list-style-type: none"> <li>▪ Considerable knowledge of U.S. Department of Housing and Urban Development public housing regulations and procedures as well as rental/housing practices in accordance with Wisconsin State Statutes. Considerable knowledge of the principles and practices of effective supervision and office management to include organizing, assigning and supervising others. Good knowledge of generally accepted accounting principles.</li> <li>▪ Ability to exercise independent judgment and to handle confidential information with</li> </ul>

	<p>discretion. Ability to work independently without specific instruction. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with staff and the public. Ability to work effectively with a varied population and their families and support service agencies. Ability to proficiently utilize a computer and the required software. Ability to work the required hours of the position.</p>
<p>Minimum Education And Experience</p>	<ul style="list-style-type: none"> <li>▪ Bachelor’s Degree in Business Administration, Human Services, Public Administration or related field.</li> <li>▪ Five years related work experience.</li> <li>▪ Previous supervisory experience desirable.</li> <li>▪ A combination of equivalent experience and/or education may be considered.</li> </ul>
<p>Physical Requirements</p>	<p>Ability to perform the following activities:</p> <ul style="list-style-type: none"> <li>▪ Lifting up to 10-20 pounds.</li> <li>▪ Carrying up to 10-20 pounds.</li> <li>▪ Frequent standing and sitting.</li> <li>▪ Ability to focus for long period of time on projects.</li> <li>▪ Ability to reach, stoop and lift.</li> </ul>
<p>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.</p> <p>_____</p> <p>Employee Name (please print) <span style="margin-left: 200px;">_____</span> Date</p> <p>_____</p> <p>Employee Signature</p>	

# MEMORANDUM

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Human Resources Department

To: Personnel Committee  
Joseph Faulds, Human Resources Director

From: Dan Ditscheit  
Parks, Recreation & Forestry Director

Re: Request to reclassify the Park Superintendent to the Assistant Parks Director

Date: October 29, 2019

## RECOMMENDATION

- I. The Parks, Recreation & Forestry Department requests the following Reclassification
  - A. Reclassify the Park Superintendent position from Pay Grade M (\$72,612 - \$84,446) to Pay Grade O (\$81,494 - \$95,888). The effective start date will be January 1, 2020.

## BACKGROUND

- II. The Green Bay Parks, Recreation & Forestry Department's current Recreation Superintendent has been receiving a stipend for the out of class work he has been performing as the Administrator of the 4K-Nature Based school at the Wildlife Sanctuary. This was previously the responsibility of the Wildlife Sanctuary Superintendent. In addition, the position has evolved and currently supervises the programming needs and community outreach for all of the various divisions within the Parks Department, not just the Recreation Division. This includes Bay Beach Amusement Park and the Wildlife Sanctuary. This stipend was put into effect in 2018.

Since the position has been acting in an Assistant Parks Director role for some time and will continue in the future, the City sent the revised job description out to Carlson and Dettman for a salary study on the position. The recommendation was to place this position in Grade O of the salary schedule based on the duties performed by the position.

The job description for the Assistant Park Director is attached. In summary the Assistant Parks Director will supervise assigned staff, develop, supervise, organize, promote and market diverse recreational and aquatic programs, coordinate the planning and implementation of short and long range goals for parks, recreational assets, and recreational programs, develop strategies to increase revenue, control costs, and deliver outstanding customer service, oversees the Recreation Divisions' operational budget,

assists the Parks Director with preparation of the Parks budget, assist the Park Director in developing and implementing a 5-year Comprehensive Plan for parks and recreation facilities, serves as the Department’s community liaison to communicate plans, obtain feedback and to provide a high level of customer service to attract and retain solid community relationships, and represents the Department in the absence of the Director.

The recommendation is to start the position at Step 5 of Pay Grade O.

**FISCAL IMPACT**

III. The restructuring results in an increase for the 2020 budget of \$3,801. The increase is calculated by looking at what the budgeted salary amount would be for the Park Superintendent for 2020 compared to the reclassified Assistant Park Director.

<b>Current Positions</b>	Total Salary Budget 2020	<b>New Positions</b>	Total Salary Budget 2020
Park Superintendent	\$88,954	Assistant Park Director	\$92,270.00
		Total Salary Increase to 2020 Budget	\$3,316
		Total Benefits Increase to 2020 Budget	\$485
		<b>Total Increase to 2020 Budget</b>	<b>\$3,801</b>



# JOB DESCRIPTION

## City of Green Bay

Position Title:	Assistant Parks Director
Department:	Parks, Recreation & Forestry/Recreation Division
Reports To:	Director of Parks, Recreation & Forestry
Status:	Exempt
Salary Range:	Pay Grade O
Job Summary:	Under the general direction of the Parks, Recreation & Forestry Director coordinates and directs staff in the promotion and implementation of Park Department initiatives.
Essential Functions:	<ul style="list-style-type: none"> <li>▪ Supervises the work of assigned staff. Performs various personnel functions including employee selection, training, time sheet review, performance reviews disciplinary action or other personnel functions as assigned.</li> <li>▪ Develops, supervises, organizes, promotes and markets diverse recreational and aquatic programs, activities, and events for all ages and abilities. Responsible for insuring that programs, activities and scheduling of facilities meets Department objectives. Develops recommendations for advancements of recreation programs and activities, including policies, implementation, fees and charges.</li> <li>▪ Works with and maintains cooperative relationships and partnerships with schools, general public, along with various community groups and agencies. Participates on professional committees as assigned. Interacts to stimulate participation and coordination of service delivered to the community. Participates on State and local professional committees.</li> <li>▪ Serves as the Department's community liaison to communicate plans, obtain feedback and to provide a high level of customer service to attract and retain solid community relationships.</li> <li>▪ Researches and prepares reports on programs, activities, facilities, evaluations, trends, operations and specific needs.</li> <li>▪ Coordinates the planning and implementation of short and long range goals for parks and recreation assets and recreational programs within all of the Park divisions.</li> <li>▪ Develops strategies to increase revenues, control costs and deliver outstanding customer service. Directs, prepares, monitors and justifies Recreation Division's operational budget. Develops and monitors cost recoveries, facilities and programs fees, charges, donations and concessions fund.</li> <li>▪ Assists the Park Director with the preparation of the annual operating budget and capital improvement budget.</li> <li>▪ Assist the Park Director in developing and tracking of performance measurements. Makes recommendations and provides data for budget justification.</li> <li>▪ Assists the Park Director to develop and implement a 5-Year Comprehensive Plan for parks and recreation facilities. Monitors trends in the community, changes in the parks and recreational industry and solicits and implements feedback to update the plan.</li> <li>▪ Assures proper insurance coverage and certificates are provided for user groups. Establishes and maintains records for attendance and fiscal reports. Writes and prepares grant applications/studies.</li> <li>▪ Handles and responds to all park disturbances and citation procedures. Responsible for all park and facility reservations and rentals.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Negotiates rental and contractual agreements for the programs, schools, community partners and events.</li> <li>▪ Responds to concerns and complaints from the general public and makes general recommendations.</li> <li>▪ Represents the Department in the absence of the Director.</li> </ul>
<p>Knowledge, Skills And Abilities</p>	<ul style="list-style-type: none"> <li>▪ Comprehensive knowledge and skill of the principals of public parks and recreation programming, facilities management, sports administration and the arts. Comprehensive knowledge of the principals and techniques of effective supervision and evaluation skill. Must be highly organized. Ability to apply sound decision-making principals, delegate and work under pressure. Strong interpersonal and analytical skills. Ability to communicate effectively, verbally and in writing and maintain effective working relationships with staff, other professionals and general public. Ability to deal with complex and sensitive employee and community issues. Ability to work the required hours of the position and an irregular work schedule.</li> </ul>
<p>Minimum Education and Experience</p>	<ul style="list-style-type: none"> <li>▪ Bachelor's Degree in Park and Recreation Administration, Facilities Management, Business Administration or closely related field. Master's degree desirable.</li> <li>▪ Five years of progressive, responsible experience in a municipal park system or related field, including two years of supervisory experience.</li> <li>▪ National Park and Recreation Association - Certified Leisure Professional required.</li> <li>▪ Valid driver's license and good driving record.</li> </ul> <p>A combination of equivalent experience and/or education may be considered.</p>
<p>Physical Requirements</p>	<p>Ability to perform the following activities:</p> <ul style="list-style-type: none"> <li>○ Lifting up to 10-20 pounds.</li> <li>○ Carrying up to 10-20 pounds</li> <li>○ Frequent standing, walking, sitting, and bending.</li> <li>○ Ability to focus for long period of time on projects.</li> <li>○ Ability to reach and climb</li> <li>○ Ability to work in varied environmental conditions.</li> </ul>
<p>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.</p> <p>_____</p> <p>Employee Name (Please Print) <span style="margin-left: 300px;">_____</span> Date</p> <p>_____</p> <p>Employee Signature</p>	