



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, MAY 12, 2020, 4:30 PM

Virtual Meeting

Public may also view at

www.youtube.com/CityOfGreenBay

A. Zoom Meeting Information.

- I. This item contains documents which provide call in information and instructions for the Zoom Meeting.

B. Roll Call.

- I. Members: Ald. Bill Galvin, Ald. Barbara Dorff, Ald. Veronica Corpus-Dax, Ald. Brian Johnson

C. Approval of the Agenda.

D. Approval of Minutes.

- I. Approval of the minutes from April 28, 2020.

E. Regular Business.

- I. Consideration with possible action on the request to fill the Resiliency Coordinator position and all subsequent vacancies resulting from internal transfers.
2. Request by Ald. Corpus-Dax and Ald. Dorff for the City to research and conduct a study for the term lengths of appointed officials in comparable municipalities. Determine whether the term lengths of a City appointed official should be amended to longer than 2 years and to review City Official appointments/reappointments so they do not coincide with the swearing in of a new council.

F. Informational.

- I. Report of routine personnel actions for regular employees.
2. Next meeting date: May 26, 2020

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.

Virtual Meeting Instructions



Personnel Committee for 5-12-20

Zoom Meeting Information

City Of Green Bay is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/86588989141?pwd=U3hHa3ZxRHoxWHpaNVNrK1FoV1BPUT09>

Meeting ID: 865 8898 9141

Password: 076280

One tap mobile

+19292056099,,86588989141#,,1#,076280# US (New York)

+13017158592,,86588989141#,,1#,076280# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 865 8898 9141

Password: 076280

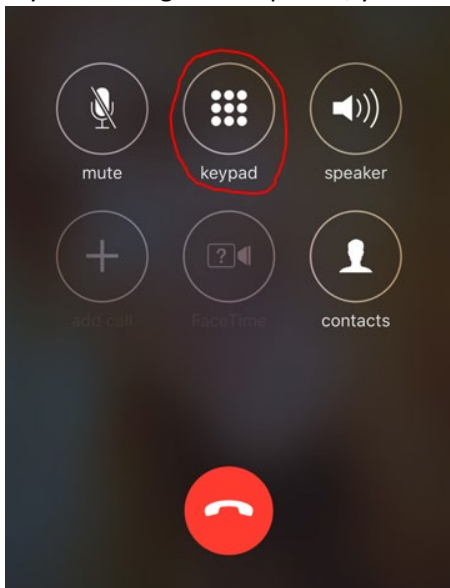
Find your local number: <https://us02web.zoom.us/j/86588989141?pwd=U3hHa3ZxRHoxWHpaNVNrK1FoV1BPUT09>

Additional Information

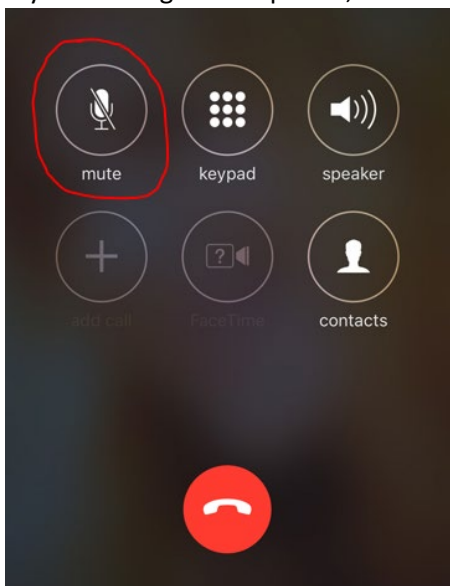
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
 - a. When you call in, all callers/participants will be placed in a “waiting room.”
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting).
6. Using Zoom with a tablet or computer
 - a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
7. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You’ll receive another email confirming that you’re registered for the meeting.
 - b. If you’re using a phone, your registration will still be tied to an email.
8. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can “raise your hand” in the zoom meeting (you’d need to use a computer or tablet) to let the host know you’d like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can “raise your hand” but you’d need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has “opened the floor for interested parties to speak.” Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again.
9. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You’ll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users—if you download the app you will be asked to verify your email.
10. Zoom etiquette
 - a. Muting yourselves when you’re not talking will prevent your background noise from interfering with others’ ability to listen to and participate in the meeting.
 - b. If you’re using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourselves.
11. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in listening to the meeting can go to www.youtube.com/CityofGreenBay

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not need to talk, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application





Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 12, 2020

PREPARED BY

AGENDA ITEM # E.I

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Memo on Resiliency Coordinator - Personnel Committee 5-12-2020
2. Resiliency Coordinator Job Description - 5-6-2020

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Joseph Faulds, Human Resources Director

Re: Request to establish a Resiliency Coordinator Position

Date: May 12, 2020

RECOMMENDATION

- I. The Department of Public Works requests the following position:
 - A. Create a Resiliency Coordinator position at Pay Grade J (\$59,300-\$64,521 per year).

BACKGROUND

- II. In the 2020 City Budget, the Common Council approved the creation of the Resiliency Coordinator Position in the Utility Division of the Department of Public Works. The position will partially be funded by grant funds from the Fund for Lake Michigan. The fiscal impact is outlined below.

The Resiliency Coordinator will develop a strategic resilience plan and create sustain structures, systems and resources which will enable resiliency in the City of Green Bay and among its residents. Based on the resiliency plan, develop initiatives in conjunction with multiple departments, the City's Sustainability Commission, City Council, and residents and businesses to implement the plan. In addition, assists departments in identifying and implementing best practices into their operations and assists departments with public outreach concerning the vision and implementation of the resiliency plan. The position will also assist in applying for and administering grants that further the City's resiliency and sustainability initiatives. This position will report to the Utility Manager. Please see the attached job description.

The Resiliency Coordinator position was reviewed by the City's classification and compensation consultant, Carlson and Dettmann. Based upon this review, it is recommended that the position be placed in Pay Grade J of the City Pay Plan.

FISCAL IMPACT

- III. The Grant from Fund for Lake Michigan is intended to be used for three years from the date of hire of the Resiliency Coordinator. As this position will be hired around the mid-point of the 2020 budget, the grant funds used to assist in the costs of the position will not align with the City Budget. The recommendation is to use the funding in this matter:

Year 1: 75% Grant Funded and 25% Stormwater funded
Year 2: 60% Grant Funded and 40% Stormwater funded
Year 3: 50% Grant Funded and 50% Stormwater funded

The total cost for the three years is approximately:

Category	Resilency Coord., Grade J (\$64,521)	Year 2	Year 3
Salary	\$64,521	\$66,457	\$68,451
FICA	\$4,936	\$5,084	\$5,236
WRS	\$4,226	\$4,353	\$4,484
Worker's Comp	\$135	\$140	\$144
Health Insurance	\$18,527	\$18,527	\$18,527
Dental Insurance	\$1,555	\$1,555	\$1,555
Life Insurance	\$110	\$113	\$117
TOTAL COMPENSATION	\$94,010	\$96,228	\$98,513
Storm water utility contribution	\$23,503	\$38,491	\$49,257
TOTAL from Fund for Lake Michigan	\$70,508	\$57,737	\$49,257

Since the City 2020 budget has already been approved, the recommendation is to use 100% of the grant funds to pay for the 2020 salary and benefits and then determine the allocation of City/Stormwater funds for the 2021 salary and benefits at the Budget meeting this fall.

The estimated cost of the position for the remainder of 2020 will be approximately \$47,000 and will be paid using the Grant funds. City Staff and the Common Council can evaluate the budget for 2021 and determine what the appropriate allocation of Grant Funds and Stormwater funds should be to fund the position in 2021.

c: Steve Grenier, Public Works Director
Matt Heckenlaible, Utility Manager

JOB DESCRIPTION

City of Green Bay

Position Title	Resiliency Coordinator
Department	Department of Public Works
Reports To	Utility Manager
Supervises	None
Position Status	Exempt
Salary Range	Pay Grade J
Job Summary	The position will work to create and sustain structures, systems and resources, which enable resiliency in the City of Green Bay and among its residents. In addition, the position embraces sustainable practices and policies in area governments, within the community, and through the services and infrastructure that is provided. Under direction, the position performs work of considerable difficulty promoting resiliency and sustainability within the City to protect and optimize the City's natural resources and built environments.
Essential Functions	1) Develops a strategic resilience plan with milestones, metrics, and develops outcome-based best practices. 2) Crafts, articulates and communicates a vision of resiliency and sustainability for the City. 3) Reports on progress towards key resiliency milestones, and creates reports for internal and external audiences. 4) Based on the resiliency plan, develops initiatives in conjunction with multiple departments, the City's Sustainability Commission, City Council, and residents and businesses to implement the plan. 5) Researches and evaluates community opinions and communicates findings to appropriate City leadership, including Mayor and Common Council 6) Manages and supports the City's Sustainability Commission's mission by engaging elected officials, staff, and other employees in resiliency and sustainability efforts 7) Works with other City committees, commissions and boards to educate members on relevant initiatives. Provides support in the areas of research, goal development, practices and policies. 8) Assists departments in identifying and implementing best practices in their operations. 9) Assists departments with public outreach concerning vision, planning and implementation of a resiliency plan. 10) Represents the City at various events and activities, and presents information at public meetings to residents, business owners, and City Council and committee meetings. 11) Identifies equity implications for the community, and incorporates equitable practices into proposed programs, policies, rules, services, operations, initiatives, and partnerships. 12) Builds resiliency at the neighborhood level by educating residents and fostering preparedness. 13) Researches, applies for, and administers grants which further develops and

	improves the City's resiliency and sustainability initiatives. 14) Establishes relationships with existing organizations engaged in relevant initiatives. 15) Creates meaningful partnerships that leverages existing resources and increase awareness of the City's efforts. 16) Performs all other duties as assigned.
Knowledge, Skills And Abilities	▪ Knowledge of State and Federal grants and grant administration. Knowledge of current conservation concepts, technology, and development in the areas of resiliency and sustainability. Knowledge of applicable Local, State, and Federal laws. Knowledge of local government organization and its departmental operating requirements. ▪ Considerable skill and ability to communicate effectively both orally and in writing. Skill in making public presentations. Skill in collection, preparation, and analysis of program performance and financial data. ▪ Ability to build consensus and coalitions among diverse stakeholders with strong skills in the areas of process improvement, conflict resolution and management, public relations and advising committees, boards, governing bodies, and City staff. ▪ Ability to establish and maintain effective working relationships with staff and members of the public. Ability to work the required core hours of the position along with occasional meetings that occur outside the normal business day. Ability to proficiently utilize a computer and the required software.
Minimum Education And Experience	▪ Bachelor's degree in natural or environmental science or studies, environmental management, environmental engineering, urban planning, sustainability or resiliency studies, public policy, or related field. Master's Degree preferred. ▪ Three or more years of work experience in sustainability or resiliency policy and program development, social and environmental sustainability, research and analysis, planning, and project management or related experience. ▪ A combination of equivalent experience and/or education may be considered.
Physical Requirements	Ability to perform the following activities: ▪ Lifting and carrying up to 10-20 pounds. ▪ Frequent standing and sitting. ▪ 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 (please print) _____ Date _____ Employee Signature	



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 12, 2020

PREPARED BY

AGENDA ITEM # E.2

Request by Ald. Corpus-Dax and Ald. Dorff for the City to research and conduct a study for the term lengths of appointed officials in comparable municipalities. Determine whether the term lengths of a City appointed official should be amended to longer than 2 years and to review City Official appointments/reappointments so they do not coincide with the swearing in of a new council.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. City Official Appointed Terms Research 2020

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Joseph W. Faulds, Human Resources Director

Re: Appointed Officials Term Length GBMC Sec. 1.04(1)

Date: May 12, 2020

Term Lengths for Appointed Officials under GBMC Sec. 1.04(1)

Currently the positions of Assessor, Building Inspector, City Attorney, Clerk, Comptroller, Director of Public Works, Zoning Administrator, Treasurer, Director of Parks, Recreation, and Forestry, and the Director of Planning, are all appointed by the Mayor, subject to confirmation by the Council for two year terms.

The following chart describes the term lengths for comparable municipalities:

City Officer Term Length				
	Municipality	Population (2016)	*Appointed By	Term Length
1	Appleton	74,370	Mayor	Indefinite
2	Eau Claire	68,339	City Manager	Indefinite
3	Fond du Lac	42,951	City Manager	Indefinite
4	Kenosha	99,631	Mayor	Indefinite
5	La Crosse	52,109	Mayor/Common Council	Indefinite
6	Manitowoc	32,936	Common Council	Indefinite

7	Oshkosh	66,579	City Manager	Indefinite
8	Racine	77,571	Mayor	Indefinite
9	Sheboygan	48,686	Mayor	Indefinite
10	Waukesha	72,363	City Administrator	Indefinite
11	Wausau	38,872	Mayor	Indefinite
12	Green Bay	105,139	Mayor	2 year

*Common Council confirms the appointment

Removal of Appointed Positions

For the City of Green Bay the appointed positions can be removed at the pleasure of the Mayor or by the Common Council for cause.

Eau Claire, Fond du Lac Kenosha, Oshkosh, Sheboygan, Waukesha, may remove appointed officials by either at the pleasure of the Mayor or the City Manager. Kenosha, Sheboygan, and Waukesha permit removal by the Common Council for cause as well.

Appleton, Manitowoc, Racine, and Wausau may remove appointed officials with cause and a vote by the Common Council (varies with majority, 2/3, and 3/4 vote).

The League of Municipalities believed the change in the Wisconsin Statute to allow appointed positions to be removed at the pleasure of the Mayor was to help municipalities avoid costs associated with a Common Council hearing to remove a position for cause.

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
May 12, 2020**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Maintenance Clerk	Transit	Renee Curl	5/4/2020
Sewer Maintenance Worker	Public Works	Clayton Bruss	5/18/2020
Mechanic - Nights	Public Works	Kenneth Behnke	5/4/2020
Administrative Clerk	Public Works	Audra Van Gheem	5/4/2020
Park Maintenance Worker	Parks, Recreation & Forestry	Adam Frisch	5/4/2020
<u>Rehire</u>			
Seasonal Maintenance	Public Works	Joshua Santos	4/27/2020
Seasonal Engineering Aide	Public Works	Dylan Ferron	5/4/2020
<u>Transfer</u>			
Truck Driver - Streets Operator I - Streets	Public Works	Scott Eiting	5/4/2020
<u>Promotion</u>			
Engineer EMT-P	Fire	Quincy Koltz	4/14/2020
Senior Animal Keeper	Parks, Recreation & Forestry	Amy Harris	4/27/2020
<u>Grade/Step Change</u>			
Firefighter EMT	Fire	Jacob Heiman	4/3/2020
Firefighter	Fire	Patrick Peterson	4/3/2020
Planner II	Department of Community & Economic Develo	Stephanie Hummel	4/15/2020
Criminalistic Specialist	Police	Kristen McMullen	4/1/2020
Sewer Maintenance Worker	Public Works	Carlos Castro	4/22/2020
City Attorney	Law	Vanessa Chavez	12/1/2019
Human Resources Director	Human Resources	Joseph Faulds	11/6/2019
Public Works Director	Public Works	Steven Grenier	12/1/2019
Transit Director	Transit	Patricia Kiewiz	12/1/2019
Fire Chief	Fire	David Litton	12/1/2019
Municipal Judge	Municipal Court	Jerry Hanson	12/1/2019
Police Chief	Police	Andrew Smith	12/1/2019
Assistant City Attorney	Law	Lindsay Mather	5/29/2020
Electrician	Public Works	Peter Vissers	4/22/2020
Advanced Patrol Officer	Police	Steven Meisner	5/13/2020
Advanced Patrol Officer	Police	Zachary Koch	5/13/2020
Advanced Patrol Officer	Police	Craig Brey	5/13/2020
Patrol Officer	Police	MaKayla Wolfe	5/20/2020
Patrol Officer	Police	Garrick Fisher	5/20/2020
Patrol Officer	Police	Ariana Klemens	5/20/2020
Patrol Officer	Police	Courtney Ainsworth	5/21/2020
Patrol Officer	Police	Lucy Elfman	5/21/2020
Patrol Officer	Police	Scott Delsart	5/21/2020
Patrol Officer	Police	Kyle Sieracki	5/21/2020
Advanced Patrol Officer	Police	Erin Bloch	5/28/2020
Advanced Patrol Officer	Police	Matthew Dunn	5/28/2020
Mechanic	Parks, Rec & Forestry	Peter Smet	4/30/2020
Painter	Parks, Rec & Forestry	Frank Theys	4/20/2020
<u>End of Employment</u>			
Operator I	Public Works	Nathan Vandenplas	4/15/2020

Signs Foreperson	Public Works	Kevin McNamara	4/16/2020
Regular Crossing Guard	Police	James Lawniczak	4/24/2020
Regular Crossing Guard	Police	Terry Kazmer	4/24/2020
Regular Crossing Guard	Police	Ronald Desotell	4/24/2020
Relief Crossing Guard	Police	Kathleen Lepak	4/24/2020
Regular Crossing Guard	Police	Maribel Carrillo Delgado	4/24/2020
Transit Operator	Transit	Elvin Simpson	4/27/2020
Signs Laborer	Public Works	Brian Teresinski	5/1/2020
Casual Worker	Community & Economic Development	James Summers	4/28/2020