



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, OCTOBER 13, 2020, 4:30 PM

Virtual Meeting. Public may join via Zoom.

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 September 29, 2020.

E. Regular Business.

- I. Consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
 - a. Building Inspector - Community & Economic Development
 - b. Neighborhood Compliance Inspector - Community & Economic Development
 - c. Parking Maintenance Technician (PMT) - Public Works
 - d. Administrative Clerk - Community & Economic Development

F. Informational.

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

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/86240333108?pwd=SE1ISnRVZmpQL21JV21CV2xuai9jdz09>

Meeting ID: 862 4033 3108

Passcode: 953164

One tap mobile

+13126266799,,86240333108#,,,,,0#,,953164# US (Chicago)

+19292056099,,86240333108#,,,,,0#,,953164# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 862 4033 3108

Passcode: 953164

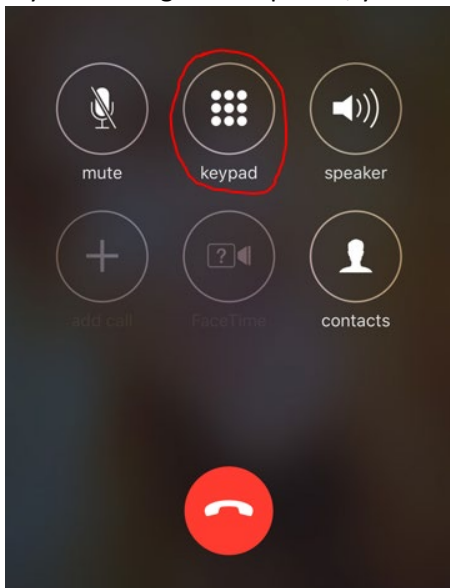
Find your local number: <https://us02web.zoom.us/j/86240333108?pwd=SE1ISnRVZmpQL21JV21CV2xuai9jdz09>

Additional Information

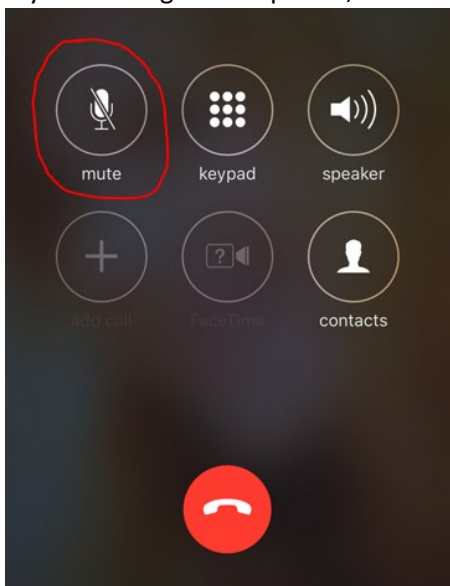
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
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 attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number above.

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

October 13, 2020

PREPARED BY

AGENDA ITEM # E.I

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

- a. Building Inspector - Community & Economic Development
- b. Neighborhood Compliance Inspector - Community & Economic Development
- c. Parking Maintenance Technician (PMT) - Public Works
- d. Administrative Clerk - Community & Economic Development

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Request to Fill Memo 10.13.2020
2. Building Inspector - C. Rothmeier
3. Neighborhood Compliance Inspector 2020
4. Parking Maintenance Technician - S. Gerrits 11.16.20
5. Request to Fill new RSC 10.13.2020

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: October 13, 2020

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2020 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Building Inspector – Replacement position due to the resignation of Chad Rothmeier effective October 15, 2020. Salary range: \$29.08 – \$34.21 per hour.
- Neighborhood Compliance Inspector – A Replacement position for Eric Crummy due to a vacancy effective August 28, 2019. Salary range: \$20.36 – \$23.96 per hour.
- Parking Maintenance Technician (PMT) – Replacement position due to the retirement of Sharon Gerrits effective November 16, 2020. Salary range: \$20.36 - \$23.96 per hour.
- Administrative Clerk – Replacement position due to the retirement of Karen Krautkramer effective January 8, 2021. Salary range for the Resident Services Coordinator position: \$22.53 - \$26.53 per hour. This position is fully funded by the Green Bay Housing Authority and not on the levy.

**Position Fill Request
Justification Report
October 5, 2020**

Position Title: Building Inspector

- 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

Chad Rothmeier is resigning effective October 15, 2020.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes, this position is included in the current budget. The wage rate is \$29.08 – \$34.21/hour.

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

Building Inspectors are responsible for the review of site and building plans and the inspection of buildings and structures to ensure compliance with City, State, and Federal codes, including compliance with zoning and floodplain ordinances. They issue permits for new construction, additions, remodeling, and demolition. Building Inspectors also observe causes and extent of damage to buildings and structures, including fire ruins. They are required to explain and interpret code provisions and building and zoning requirements to contractors, other City departments, and the general public.

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

Yes, building permits are paid by property owners, developers, and contractors. Building Inspectors are also responsible for enforcement of codes which might include issuing re-inspection fees as well as municipal citations.

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

Inspections will be delayed, slowing development and reducing the level of customer service.

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

The duties are currently being performed by the incumbent.

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

The City would not be capable of providing efficient building inspections which would slow development and reduce the level of customer service.

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

Cross training of inspectors or contracting the service. Neither of these options would be effective or less costly.

9. Are there union issues?

No.

10. Other supporting comments.

None

**Position Fill Request
Justification Report
October 8, 2020**

Position Title: **Neighborhood Compliance Inspector**

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

 X Replacement Position Not a Replacement Position

This is a replacement position for Eric Crummy whose employment with the City ended on August 28, 2019. (Note: Since then, this position was filled on a trial basis with 2 part-time, limited term positions.)

- 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. Pay Grade F (\$20.36 - \$23.96/hour)

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

Performs work of moderate difficulty in the inspection of property relating to the enforcement of City ordinances specific to general environmental nuisances (e.g., graffiti, pet waste, junk, trash, litter and debris, rodent and pest control measures, etc.) and zoning (e.g., tree and brush obstructions, abandoned vehicles, parking in front yard and in setbacks, etc.)

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

This position is responsible for enforcement of ordinances which might include issuing re-inspection fees as well as municipal citations.

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

Timely follow-up to complaints is important to the health of our neighborhoods. This position responds to over 1,000 complaints per year. Having the Housing and Zoning Inspectors respond would slow down enforcement of codes and therefore would result in a decline in the quality of neighborhoods.

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

They are being done by existing staff.

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

Timely response to neighborhood enforcement of nuisance complaints as well as a potential of increased rodent population.

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

There are no current alternate methods at this time. We used limited term employees this summer and fall, but they are resigning.

9. Are there union issues?

No.

10. Other supporting comments.

This inspection position handles over 1,000 complaints per year. It is vitally important to the health of our neighborhoods to keep them clean, keep the rodent population in check, and the parking compliance enforced. This keeps property values in place and sends a message to the public that Green Bay is a great place to live.

**Position Fill Request
Justification Report
September 28, 2020**

Position Title: Full-time Parking Maintenance Technician (PMT) – Parking Division

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

This is a replacement position, resulting from the retirement of Parking Maintenance Technician Sharon Gerrits. Sharon will complete her tenure with the City at the end of her scheduled work shift on Friday, November 16, 2020

- 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 Parking Division operating budget. The current wage range is \$20.36 to \$23.96 per hour (\$42,348 to \$49,836 per year)

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

The PMT position is scheduled five (5) 8-hour shifts per week. Shifts begin as early as 6:00 a.m. and end as late as 8:30 p.m. The PMT schedule covers seven (7) days per week, on an eight (8) week rotation. The PMT schedule rotation includes one (1) weekend scheduled to work, and three (3) weekends scheduled off.

With this particular vacancy, Parking Division proposes to modify the PMT schedule to include one (1) second shift PMT position. So this one (1) vacancy will be for a 12:00 p.m. (noon) to 8:30 p.m. Monday to Friday schedule. In addition, this position will continue to work one (1) out of four (4) weekends like other PMT staff.

All PMT staff currently works a rotating 6:00 a.m. to 2:30 p.m., 7:00 a.m. to 3:30 p.m., and 12:00 p.m. (noon) to 8:30 p.m. weekday shift; and works one (1) out of four (4) weekends. On some weeks the noon to 8:30 p.m. shift is covered by multiple people who were re-scheduled due to coverage needs. This disrupts the noon to 8:30 p.m. shift work, and sometime creates difficult transitions from day to day.

The modified PMT schedule will allow for 1) smoother transitions between shifts and 2) increased work productivity by reporting to the same person working the second shift daily. It will also improve employee work-life balance by establishing a more consistent work schedule.

Parking facility maintenance must be completed when facilities are empty. The PMT position is responsible for completing the following tasks:

- PARCS and parking meter equipment maintenance and repair
- Plowing/salting surface parking lots
- Plowing/spreading/snow removal interior and ramp roofs
- Sweeping
- Pressure washing parking decks and other surfaces

- Re-lamping light fixtures
- Other maintenance in parking areas as assigned

PMT's also assist with enforcement of parking violations as necessary, and oversee contracted security activity on weekends, particularly in the Cherry Street Ramp and the River Ramp.

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

This position generates minimal revenue from parking citations

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

There are four (4) full-time PMT positions in the Parking Division Table of Organization. If one or more of them is out, then:

- 1) PMT shifts must be modified for proper coverage, typically requiring overtime
- 2) The new PARCS program requires Parking Division to staff itself 24/7/365. Employee vacancies cannot occur if proper customer must be maintained.
- 3) Lower PMT staffing means lower revenue. Parking Division is self-revenue-generating, so it must maintain its revenue control equipment in working order.

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

Parking Division continues to do its best to cover all responsibilities. However, lower staffing levels require certain duties to be prioritized and/or not completed.

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

Failing to fill this position will result in lost revenue at parking meters and in ramps, reduced maintenance in the ramps, and lower levels of parking system security.

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

Force Parking Division maintenance staff to work night hours. However, doing so only creates shortfalls in daytime work tasks.

9. Are there union issues?

No

10. Other supporting comments.

None

**Position Fill Request
Justification Report
October 8, 2020**

Position Title: Administrative Clerk (Department of Community & Economic Development – Housing)

- 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

Karen Krautkramer is retiring effective January 8, 2021.

- 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. Pay grade G (\$22.53-\$26.52/hour)

Upon reviewing the position staff realized it would be a better benefit to our residents if we upgraded this position from a Administrative Clerk to a Resident Services Coordinator. Staff would also like to over hire this position for one month to provide the opportunity to train the new person before Karen's retirement in January.

This position is fully funded by the Green Bay Housing Authority and not on the levy.

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

This position is critical in performing a great deal of customer service work, both over the phone and in the office, using specialized knowledge of the Green Bay Housing Authority and housing options within the community. Some specifics of the position include updating the Green Bay Housing Authority's Admissions and Continued Occupancy Plan, communicating and coordinating efforts with family, community health and human services agencies necessary to maintain resident health and safety, collects rent from residents, enters payments and maintains tenant files, identifies and pursues new funding opportunities, assists with preparing and updating written policies, and researches regulations and other housing related information for the Green Bay Housing Authority.

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

The Green Bay Housing Authority generates revenue through the collection of rent for 202 rental units the Green Bay Housing Authority owns and operates. The Green Bay Housing Authority is also a separate entity and is not on the City of Green Bay levy. The Green Bay Housing Authority is funded with grants from the Department of Housing and Urban Development.

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

The Green Bay Housing Authority's needs are ever changing; elderly and disabled tenants are requiring additional time and assistance, we have a higher amount of lease ups and have additional inspections to maintain safe, affordable, and decent housing. Mason Manor provides housing for people transitioning out of homelessness and often times they need additional assistance.

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

The current employee will continue in the position until January 8, 2020. If this is approved the new staff person and the current Resident Services position will absorb the duties.

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

Higher paid staff would have to perform tasks previously done by the clerical staff, which would reduce the ability of those staff to conduct their work. Overall, the customer service will be less efficient and affected by delays in entering work orders, collecting rent, or leasing up vacant units. There will be less tenant services.

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

Using temporary employees or interns would be possible, but training will become a regular occurrence as those employees find permanent jobs. Due to the complexity of the training the result would be less efficient service with not much savings.

9. Are there union issues?

No.

10. Other supporting comments.

Due to the high volume of phone calls, unit turnovers, projects that are in the beginning phases, and the complexity of the training involved, the department would like to fill the position as soon as possible.

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
October 13, 2020**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Truck Driver - Streets	Public Works	John Denneau	10/5/2020
Laborer - Street	Public Works	Nathaniel Traver	9/28/2020
Housing Inspector	Community & Economic Development	Michael Van De Wettersing	9/30/2020
Community Relations Aide	Mayor's Office	Amaad Rivera-Wagner	8/5/2020
Truck Driver - Streets	Public Works	Jared Zalewski	10/5/2020
Laborer - Street	Public Works	Daniel Koetz	10/5/2020
Voter Navigator	Administrative Services	Mary Safranski	10/5/2020
<u>Transfer</u>			
Operator I (N) Day Sweeper	Public Works	Ben LaPlante	9/28/2020
<u>Promotion</u>			
Dispatcher Operations Supervisor	Transit	Jacob Lueptow	9/28/2020
Engineering Aide I Engineering Aide II	Public Works	Mark Wisneski	8/19/2020
<u>Grade/Step Change</u>			
Engineering Aide II	Public Works	Patrick Molski	8/20/2020
Engineer EMT-P	Fire	Lukas Semrau	9/17/2020
Mechanic (D)	Public Works	Richard VandenAvond	10/1/2020
Parking Building Technician	Public Works	Terri Antonio-Martinez	9/23/2020
Park Maintenance Worker	Parks, Recreation & Forestry	Mitchell Klein	10/1/2020
HVAC Specialist	Parks, Recreation & Forestry	Jeremy Malvitz	9/1/2020
Erosion Control Specialist	Public Works	Michael DeBauche	8/22/2020
Park Facility Supervisor (Food & Beverage)	Parks, Recreation & Forestry	Stefanie Corsten	9/5/2020
Assistant Finance Director	Administrative Services	Pamela Manley	10/3/2020
Design Specialist	Community & Economic Development	Erin Roznik	9/27/2020
Economic Development Specialist	Community & Economic Development	Matthew Buchanan	9/27/2020
Transit Operator	Transit	Daniel Longoria	9/26/2020
<u>End of Employment</u>			
Seasonal Engineering Aide	Public Works	Gracien Onya	8/14/2020
Seasonal Maintenance Employee	Public Works	Jonny Samp	8/14/2020
Administrative Clerk	Community & Economic Development	Karen Krautkramer	1/8/2021
Seasonal Engineering Aide	Public Works	Anna Schenk	8/14/2020
Seasonal Maintenance Employee	Public Works	Alex Young	8/31/2020
Seasonal Maintenance Employee	Public Works	Scott Meverden	10/2/2020
Building Inspector	Community & Economic Development	Chad Rothmeier	10/15/2020