



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, SEPTEMBER 14, 2021, 4:30 PM
IMMEDIATELY FOLLOWING FINANCE COMMITTEE
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 August 24, 2021.

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. Procurement Manager - Purchasing
 - b. Park Maintenance Worker - Park Recreation & Forestry

F. Informational.

- I. Report of routine personnel actions for regular employees.
2. Next meeting date: September 28, 2021

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/86846491807?pwd=K3NJQ1NxdXU1cjB2RlR0TWVTUkJYdz09>

Meeting ID: 868 4649 1807

Passcode: 298054

One tap mobile

+19292056099,,86846491807#,,,,*298054# US (New York)

+13017158592,,86846491807#,,,,*298054# US (Washington D.C)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

+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: 868 4649 1807

Passcode: 298054

Find your local number: <https://us02web.zoom.us/j/86846491807?pwd=K3NJQ1NxdXU1cjB2RlR0TWVTUkJYdz09>

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



MEMORANDUM



Human Resources Department

To: Personnel Committee
Joe Faulds, Human Resources Director

From: Sarah Fidler
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: September 14, 2021

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2021 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Procurement Manager – Replacement position due to the resignation of Calvin Winters effective September 25, 2021. Salary range: \$69,555 - \$81,827 annually.
- Park Maintenance Worker – A replacement position for Scott Kraus due to a vacancy effective August 31, 2021. Salary range: \$20.36 to \$23.96 per hour

**Position Fill Request
Justification Report
(9/8/2021)**

Position Title:

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

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

This position will be vacant following the resignation of Calvin Winters effective 9/25/2021.

- 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, the Procurement Manager position is fully funded by general levy and a portion charged back to other city departments that have a separate funding source for procurement services. The wage range is \$69,555 - \$81,827/Annually (Pay Grade L).

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

Manages the city's Purchasing Department and Document Center, city purchasing card program, and solicits formal and informal quotation and proposal requests for all City Departments. Oversight to the city taxpayer by using sound, prudent, equitable, and consistent procurement practices following the City purchasing policies and procedures. Presents award recommendations for approval of expenditures to various committees.

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

This position reviews all contracts and purchase orders to be prudent and equitable for the city. Assists in negotiations of contracts, work on cost saving projects (WPS annual saving of +\$30,000), oversees the Cell Tower revenue contracts \$240,000, and maximizes the city's p-card rebate of over \$120,000 annually.

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

Current staff of two part-time Buyers and one Account Clerk (total of 2.3 FTE's) are working on new requisitions and purchase orders, on-going contracts renewals, and communication with vendor and departments. They would not be able to take on the additional work completed by the Procurement or attend the committee meeting without incurring overtime.

One of the part-time buyers is also retiring 9/27/2021

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

By the current Procurement Manager with planned resignation date of 9/25/2021

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

The award recommendations may be not be presented to the various committees, oversight on the p-card program, resolution of problems with orders and communication with vendors or departments. Some contracts negotiations would need to be delegated to another manager or legal team, or put on hold.

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

Hiring contract help to fill the Procurement Managers duties – dependent on qualifications.

9. Are there union issues?

No union issues

10. Other supporting comments.

None

**Position Fill Request
Justification Report
September 1, 2021**

Position Title: Park Maintenance Worker

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

X Replacement Position Not a Replacement Position

This position will be vacant as a result of the end of employment of Scott Kraus on August 31, 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, this position is budgeted. The wage range is \$20.36 - \$23.96 per hour.

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

The Park Maintenance Worker is a generalist position responsible for maintaining all facets of the year-round park operations. Parks and the related facilities are used daily from sun-up to 10:00 p.m. throughout the year. Therefore, we need to ensure that they are clean, safe, and functional at all times for our patrons.

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

No.

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

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

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

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

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

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

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

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

9. Are there union issues?

No.

10. Other supporting comments.

As our park system continues to grow, our staffing has remained level for quite a number of years. We have been able to accomplish this by being efficient with delegating staff responsibilities. Whenever any Park Maintenance position is vacant, it becomes a strain on our Park Maintenance operations. Since 2001, the Parks Division has been responsible for maintaining the following added facilities without adding park maintenance staff; V.T. Pride Park, Joannes SK8 Park, Leicht Memorial park, Resch Aquatic Center, nine splash pads, many Park property acquisitions, Navarino Park, Finger Road Ball Field Complex, Arnie Wolff Sports Complex, significant Bay Beach Amusement Park expansion, a new Banquet Facility/4K School at the Wildlife Sanctuary, CityDeck, as well as several miles of paved and unpaved trails.

With future additional maintenance responsibilities sure to come such as the Shipyard, JBS Park and the shoreline improvements at Bay Beach, we will fall further behind in our efforts to provide the most basic services if we do not maintain our staffing levels accordingly.

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
September 14, 2021**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Truck Driver - Street	Public Works	Joseph Sobieski	9/7/2021
<u>Rehire</u>			
Seasonal Maintenance Employee	Public Works	Joe Luedeman	8/24/2021
4K Naturalist	Park Recreation & Forestry	Brooke Conrad	8/26/2021
4K Naturalist	Park Recreation & Forestry	Logan Lasee	8/26/2021
4K Nature Teacher	Park Recreation & Forestry	Natalie Shikoski	8/26/2021
<u>Transfer</u>			
Laborer - Sanitation	Public Works	Scott Breitenbach	8/31/2021
Laborer - Street			
Truck Driver - Street	Public Works	Timothy Schumacher	9/13/2021
Laborer - Street			
<u>Reclassification</u>			
Signs Worker Foreperson	Public Works	Terry Wegener	8/18/2021
<u>Promotion</u>			
Specialist I	Police	Andrew Lentz	9/5/2021
Specialist II			
Patrol Officer	Police	Cody Christensen	9/28/2021
Advanced Patrol Officer			
Patrol Officer	Police	Kendal Herwald	9/28/2021
Advanced Patrol Officer			
Engineering Aide I	DPW	Kelley Omalley	9/13/2021
Engineering Technician			
<u>Grade/Step Change</u>			
Safety Manager	Human Resources	Nate Froemming	8/26/2021
Carpenter	Park, Recreation & Forestry	Gary Faulkner	8/23/2021
Park Supervisor	Park, Recreation & Forestry	Adam Brezinski	8/18/2021
Deputy Clerk	Admin Services	Jaime Fuge	7/1/2021
Operator I	Public Works	Jake Borley	9/16/2021
Administrative Clerk	Police	Haley Pankratz	8/23/2021
Housing Inspector	Community & Economic Development	Michael Vandewettering	9/30/2021
HVAC Specialist	Park, Recreation & Forestry	Jeremy Malvitz	9/5/2021
Erosion Control Specilaist	Public Works	Michael DeBauche	8/22/2021
Communications Technician	Public Works	Robert Jones	9/4/2021
Engineering Aide II	Public Works	Patrick Molski	8/20/2021
Battalion Chief	Fire	Raymond Fuiten	8/30/2021
Battalion Chief	Fire	Eric Jeltema	8/30/2021
<u>End of Employment</u>			
Seasonal Maintenance Employee	Public Works	Jackson Kispert	8/20/2021
Seasonal Engineering Aide	Public Works	Azi Onama	8/20/2021
Laborer - Street	Public Works	Nathaniel Traver	9/3/2021
4K Nature Teacher	Park Recreation & Forestry	Timothy Drankus	8/24/2021
Patrol Officer	Police	Cannin Goldbach	9/29/2021
Community Service Officer	Police	Tyler Metoxen	5/30/2021
Seasonal Engineering Aide	Public Works	Kyle Bennett	8/27/2021
Seasonal Engineering Aide	Public Works	Dylan Ferron	8/27/2021
Seasonal Engineering Aide	Public Works	Zoe Hamilton	8/20/2021