



# **AGENDA OF THE PERSONNEL COMMITTEE**

**TUESDAY, OCTOBER 12, 2021, 4:30 PM**  
**IMMEDIATELY FOLLOWING FINANCE COMMITTEE**  
**Virtual Meeting. Public may join via Zoom.**

**A. Zoom Meeting Information.**

1. This item contains documents which provide call in information and instructions for the Zoom meeting.

**B. Roll Call.**

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

**C. Approval of the Agenda.**

**D. Approval of Minutes.**

1. Approval of the minutes from September 28, 2021.

**E. Regular Business.**

1. Consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
  - a. Forestry Worker I - Park, Recreation & Forestry
2. Consideration with possible action to modify the Municipal Judge position from .65 FTE to a .5 FTE position and continue to offer full-time benefits.
3. To amend Personnel Policy Chapter 11: Travel and Reimbursement to remove 11.5.4 Monthly Automobile and Parking Allowance.

**F. Informational.**

1. Report of routine personnel actions for regular employees.
2. Next meeting date: October 26, 2021.

**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 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

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## Personnel Committee

### Zoom Meeting Information

#### Join Zoom Meeting

<https://us02web.zoom.us/j/86846491807?pwd=K3NlQ1NxdXU1cjB2RlR0TWVTUkJYdz09>

**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=K3NlQ1NxdXU1cjB2RlR0TWVTUkJYdz09>

## 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

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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 Positions

Date: October 12, 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.

- Forestry Worker I – Replacement position due to the resignation of David Blohowiak effective September 30, 2021. Salary range: \$20.56 - \$24.20 per hour.

**Position Fill Request  
Justification Report  
10-5-21**

**Position Title: Forestry Worker 1 (FW1)**

- 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 open position is the result of a Forestry Worker 1 employee accepting another position elsewhere.

- 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 in the current budget. The pay range is Grade F, \$20.56-\$24.20/HR.

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

This is a Forestry Worker 1 (FW1) position. They perform stump grinding operations along with equipment operations for the tree removal, pruning, and planting crews. This position provides forestry services that keep street right of ways safe for pedestrians and vehicles.

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

Internal staffing reduces expenses compared to contracting these services out. Contracting services would be considerably more expensive and would be cost prohibitive within the current City budget limitations.

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

There are only 5 FW1 positions currently budgeted for in the entire Forestry division. There is currently a backlog of forestry work that needs to be done. Without this position, this backlog of work will continue to grow.

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

Services are still being done by remaining staff. The level of services provided will not be at same quantity without this position.

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

These positions are essential to all forestry functions. All facets of the division will be impacted. This would include, storm event clean up, tree removals, pruning, planting and stump removal.

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

The position is part of a crew environment, this individual position cannot be contracted out. Other forestry personnel can fill in if necessary but at the expense of services provided by the division as a whole.

**9. Are there union issues?**

No.

**10. Other supporting comments.**

Filling this position will be critical in implementing the 3 year Ash tree removal plan and ongoing forestry operations.



Report to the  
**Personnel Committee**  
of the City of Green Bay

**MEETING DATE**

October 12, 2021

**PREPARED BY****AGENDA ITEM # E.2**

Consideration with possible action to modify the Municipal Judge position from .65 FTE to a .5 FTE position and continue to offer full-time benefits.

**BACKGROUND****RECOMMENDATION****FISCAL IMPACT****ATTACHMENTS**

- I. Memo - Personnel Committee - Municipal Judge modification 10.12.2021



Human Resources Department  
100 North Jefferson Street - Room 500  
Green Bay, Wisconsin 54301-5026  
[www.greenbaywi.gov](http://www.greenbaywi.gov)

Phone 920.448.3147  
Fax 920.448.3128

# MEMORANDUM

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**To:** Personnel Committee

**From:** Joseph Faulds, Human Resources Director

**Re:** Municipal Judge position modification from .65 FTE to a .5 FTE position and continue to offer benefits as a full-time employee.

**Date:** October 12, 2021

## RECOMMENDATION

The Municipal Judge position is currently paid at a .65 FTE of Pay Grade R of the City Pay plan. The City proposes to pay the position the following salary for each year based on an expectation of about 20 hours of work per week:

Salary effective April 19, 2022: .5 FTE at \$52,280.80  
Salary effective April 19, 2023: .5 FTE at \$54,371.98 (4% increase)  
Salary effective April 19, 2024: .5 FTE at \$56,546.88 (4% increase)  
Salary effective April 19, 2025: .5 FTE at \$58,808.88 (4% increase)

The position will be offered benefits as a full-time employee. The offer letter to the elected Municipal Judge will include the salary for each year of the term as outlined above and that the position offers full-time benefits.



Report to the  
**Personnel Committee**  
of the City of Green Bay

**MEETING DATE**

October 12, 2021

**PREPARED BY****AGENDA ITEM # E.3**

To amend Personnel Policy Chapter 11: Travel and Reimbursement to remove 11.5.4 Monthly Automobile and Parking Allowance.

**BACKGROUND****RECOMMENDATION****FISCAL IMPACT****ATTACHMENTS**

1. Memo - Personnel Committee - Mileage Reimbursement and Parking Allowance 10.12.2021
2. Chapter 11 - Travel and Reimbursement Revisions 10.7.2021



Human Resources Department  
100 North Jefferson Street - Room 500  
Green Bay, Wisconsin 54301-5026  
[www.greenbaywi.gov](http://www.greenbaywi.gov)

Phone 920.448.3147  
Fax 920.448.3128

# MEMORANDUM

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To: Personnel Committee

From: Joseph Faulds, Human Resources Director

Re: Personnel Policy Chapter 11: Travel and Reimbursement to remove 11.5.4 Monthly Automobile and Parking Allowance

Date: October 12, 2021

## RECOMMENDATION

The City allows some employees a flat rate of \$30 a month for 0-100 miles of travel for City purposes. The City is proposing to remove this flat rate and to allow employees to submit for actual mileage traveled for City purposes starting in 2022. In addition, the employees are not receiving a reimbursement for monthly parking expenses and that portion of the policy should be removed as it is outdated.



## CITY OF GREEN BAY PERSONNEL POLICY

|                                                         |                                                   |
|---------------------------------------------------------|---------------------------------------------------|
| <b>Policy Title</b><br>Travel and Reimbursement         | <b>Policy Reference</b><br>Chapter 11             |
| <b>Policy Source</b><br>Human Resources Department      | <b>Legal Review Date</b><br>March 18, 2019        |
| <b>Personnel Committee Approval</b><br>January 29, 2019 | <b>City Council Approval</b><br>February 18, 2019 |

- 11.1 **TRAVEL AUTHORIZATION:** Travel is authorized by department heads based on funds allocated by the Common Council through the budget process.
- 11.2 **REIMBURSEMENT.** To obtain reimbursement for the reasonable and necessary expenses of approved travel, it will be necessary for the employee to complete the travel voucher and attach all required receipts. Requests for reimbursement and all refunds of unused cash advances must be completed no later than thirty days from the date that the employee returns to the City of Green Bay.
- 11.2.1 **Cash Advances.** Travel advances will be granted for specific purposes related to City business. Requests must be made to the Comptroller's Office in a manner prescribed by the Finance Director/Comptroller. Travel expenses of less than \$50.00 will not be advanced.
- 11.2.2 **Receipts.** Credit cards and vendor receipts are acceptable, supplemented by a cash register receipt when available. In the event that required receipts are not available for certain purposes, it will be necessary for the employee to document the reason for not providing such receipt on the travel voucher.
- 11.3 **REIMBURSABLE EXPENSES.** The following items shall be considered appropriate items for reimbursement while on official City business:
- 11.3.1 **Mileage.** Reimbursement shall be at the standard rate per mile allowed by the Internal Revenue Service when operating a personal vehicle. Employees will also be reimbursed for necessary parking and tolls. When air fare is less expensive than driving the employee will be reimbursed the cost of air fare whether they drive or fly.
- 11.3.2 **Travel in City Vehicles.** Reimbursement for travel in City vehicles shall be as provided in Section 5, City Vehicle Use Policy.
- 11.3.3 **Air Fares.** Actual cost of an airline ticket will be reimbursed, but flight reservations shall be made as soon as possible in order to take advantage of discounts

available. Where airfare is less expensive than driving the employee will be reimbursed the cost of air fare whether they drive or fly.

- 11.3.4 Rental Cars. Actual expenses will be reimbursed for any compact or intermediate rental car. Receipts will be required for reimbursement and rental cars will be allowed only when other modes of transportation are too costly, too inconvenient or unavailable.
- 11.3.5 Lodging. Actual expenses will be reimbursed with appropriate receipts; however, employees are required to take advantage of any discounts available for seminar participants rather than opting for a hotel other than the one at which the seminar or conference is being held. Furthermore, reimbursement shall be for single occupancy only.
- 11.3.6 Telephone. Charges incurred while in traveling status are reimbursed when necessary for official business. Employees whose traveling requires overnight stays will be allowed 1-call home on a daily basis. Such calls will be limited to 10-minutes.
- 11.3.7 Meals. A per diem amount totaling \$10 per day for day trips under 12-hours and \$25 per day for trips of 12-hours or more, or an overnight stay, will be allotted for meals and sundry items not herein specified. No reimbursement will be provided for the cost of alcoholic beverages.
- 11.3.8 Taxis and Public Transportation. Reimbursement is limited to the lowest fare available and practical. Employees are to exercise discretion in choosing a taxi over public transportation.
- 11.3.9 Travel with Spouse. When travel is in a non-City owned vehicle, it is acceptable to be accompanied by a spouse while on official City business. However, the spouse's expenses will not be reimbursed and, any costs incurred jointly will be reimbursed at the individual or single rate.
- 11.3.10 Personal Travel. At times, employees will extend their stay in a particular location in order to follow the business trip with a vacation - such behavior is not discouraged as long as it has been authorized by the department head. However, any expenses incurred prior to, or beyond, the dates of the City business shall be borne entirely by the employee.
- 11.4 TERMINATING EMPLOYEES. No travel reimbursement shall be made to employees who have accepted employment elsewhere and the City may recover reimbursement made for travel-related reasons during the last three months of employment.
- 11.5 CITY VEHICLE USE POLICY:
  - 11.5.1 Purpose. This policy applies to employees of the City of Green Bay and provides guidelines for determining the use of City vehicles and personal vehicles.
  - 11.5.2 General Guidelines for use of City owned vehicles or personal vehicles.
    - a. All City vehicles shall be marked clearly as a City of Green Bay vehicle, except those vehicles required to remain unmarked for purposes of carrying out official duties of their positions.

- b. City Employees are encouraged to use City vehicles whenever practical and available. They shall be reimbursed for the actual cost of gas, oil, and emergency repairs as indicated by appropriate receipts.
- c. City owned vehicles shall only be used while performing or conducting City business activities.
- d. Except in situations requiring the carrying out of official duties (e.g. Fire rescue transporting patients or Police transporting witnesses or suspects, etc.), travel in a City vehicle shall be limited to City employees, individuals representing the City, and/or other government officials. Other individuals may travel in a City vehicle, if it is directly related to the specific business being conducted at the time. This requires prior approval from the Department Head.
- e. Employees using a personal vehicle for City business are required to maintain a current automobile insurance policy. Employees will be required to provide a certificate of insurance.
- f. All drivers of a City-owned vehicle must have a valid Wisconsin Driver's License and a satisfactory driving record. The driver is responsible for any fines or penalties imposed for violation of traffic or parking laws or ordinances. All accidents shall be reported in accordance with the City Safety Program.
- g. The employee is obligated to immediately inform their supervisor or manager of any unfavorable change in driver's license or insurance status.
- h. Smoking and the use of smokeless tobacco products are not permitted in a City-owned vehicle.
- i. Employees operating a city-owned vehicle must obey all alcohol and drug use regulations set forth in state and local legislation, as well as all alcohol and drug use rules outlined in the City of Green Bay Drug-Free Workplace Policy.
- j. Travel required outside the City limits or the department's service area requires authorization from the Department Head or their designee.
- k. City Employees using a City vehicle are required to keep the interior of the vehicle clean. Only city business related items/articles are allowed in the vehicle.
- l. An employee using a City vehicle must park the vehicle at a designated City parking area after normal business hours unless the vehicle has been approved for take home.
- m. Employees who are assigned a take home vehicle will be required to report the vehicle mileage to and from their home on a monthly basis and the appropriate payroll taxes will be withheld.

~~11.5.3 Monthly Automobile and Parking Allowance. Employees who receive a monthly automobile allowance will receive a flat rate of \$30 for 0 to 100 miles per month.~~

~~Any mileage over 100 miles will be reimbursed at the current IRS rate. These employees will also receive reimbursement for monthly parking expenses at the rate charged by the Green Bay Parking Utility less state sales tax.~~

11.5.4 Criteria for Assigned Vehicles. The following criteria will be used to determine whether or not an employee is assigned a vehicle. The city retains the right to make vehicle assignments at its discretion.

- a. Annual mileage at or in excess of 6,000 miles. The Department is required to maintain mileage records.
- b. Positions requiring “On Call” status and/or the employee is required to leave home and respond to emergency situations.
- c. An employee must transport equipment or supplies which are not easily transferred or transported in a personal vehicle.
- d. An employee’s duties that require a marked vehicle for purposes of identification as a City Official.

11.5.5 Criteria for Take Home Vehicles. Positions requiring “On Call” status and/or the employee are required to leave home and respond to emergency situations. If employees rotate on-call status, the employee is allowed to take the vehicle home only when on-call.

- a. Consideration will also be given in the following situations.
- b. An employee must transport equipment or supplies or animals which are not easily transferred or transported in a personal vehicle.
- c. Employee’s duties that require a marked vehicle for purposes of identification as a City Official.
- d. Police School Liaison Officers and the Crime Prevention Officer will be allowed to take a City vehicle home, provided they reside within the corporate City limits. City vehicles will be kept at the Police Station during times of vacation.
- e. Other exceptions to the above outlined criteria for take home vehicles must be brought by the department head to the Personnel Committee for approval. If timing does not allow for Personnel Committee action, the department head may make the exception and report that exception to the Personnel Committee.
- f. If a Police or Fire Department employee is assigned a take home vehicle and that individual resides outside the corporate City limits, they will not be allowed to take the City vehicle home.
- g. If any other City employee is assigned a take home vehicle and that individual resides outside the corporate County limits, they will not be allowed to take the City vehicle home.

- h. In any event, all employees are still responsible to meet any response time requirements for their position and/or must adhere to more restrictive boundaries per labor contracts.

11.5.6 This policy applies to all City employees unless a labor agreement would supersede.

**REPORT OF ROUTINE PERSONNEL ACTIONS  
FOR REGULAR EMPLOYEES  
October 12, 2021**

| <u>Position</u>                 | <u>Department/Division</u>  | <u>Name</u>          | <u>Date</u> |
|---------------------------------|-----------------------------|----------------------|-------------|
| <b><u>New Hire</u></b>          |                             |                      |             |
| Mechanic - Nights               | Public Works                | Darren Barta         | 10/11/2021  |
| <b><u>Grade/Step Change</u></b> |                             |                      |             |
| Mechanic - Nights               | Public Works                | Richard VandenAvond  | 10/1/2021   |
| Transit Operator                | Transit                     | Travis Krause        | 9/18/2021   |
| Assistant Chief                 | Fire                        | Ryan Gibbons         | 9/30/2021   |
| Mechanic (N)                    | Public Works                | Richard VandenAvond  | 10/1/2021   |
| Parking Superintendent          | Public Works                | Justin Linzmeier     | 9/28/2021   |
| Assistant Finance Director      | Admin Services              | Pamela Manley        | 10/3/2021   |
| <b><u>End of Employment</u></b> |                             |                      |             |
| Transit Operator                | Transit                     | Randy Christensen    | 9/16/2021   |
| Forestry Worker I               | Park, Recreation & Forestry | David Blohowiak      | 9/30/2021   |
| Procurement Manager             | Admin Services              | Calvin Winters       | 10/4/2021   |
| Seasonal Engineering Aide       | Public Works                | Jocelyn Scharenbroch | 9/24/2021   |
| Transit Operator                | Transit                     | Aleathia Twilley     | 9/21/2021   |
| Mechanic Foreperson             | Fire                        | Trevor Janiak        | 10/8/2021   |
| <b><u>Longevity</u></b>         |                             |                      |             |
| Transit Operator                | Transit                     | Keith Schneider      | 9/15/2021   |