



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, OCTOBER 11, 2022, 4:30 PM

Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

1. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

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. Part Time Cleaner - Parks, Recreation, and Forestry
 - b. Document Center Operator - Administrative Services
 - c. Street Laborer - Public Works
2. Request by Ald. Galvin for consideration with possible action to review and potentially increase the salary for the Mayor's position for the 2023-2027 term.

F. Informational.

1. Report of Routine Personnel Action Items
2. Next meeting date: October 25, 2022

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 DC)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 868 4649 1807

Passcode: 298054

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

Public Comments

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting.

Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must state their name and address for the minutes.
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order Newly Revised 12th edition*.
2. Please log into the Zoom meeting at least 10 minutes before the meeting begins to ensure a proper connection and that your technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
3. Once you are in the meeting please mute yourself.
 - a. You may unmute yourself when you are called upon to speak.
4. Waiting room
 - a. When you call in or connect via web or Zoom app, you will be placed in a "waiting room."
 - b. The meeting host will then admit you to the meeting, and mute you upon entrance (you will still be able to hear and or otherwise observe the meeting).
5. 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 be tied to an email.
6. Raising your hand
 - a. Committee/Commission/Board members—you can either use CivicClerk and request to speak or you can also utilize the "raise your hand" tool in the Zoom platform (you'd need to use a computer or tablet) to let the host know you would like to speak. You can also un-mute yourself and start speaking.
 - b. Persons with items on the agenda or other interested parties—you can also utilize the "raise your hand" tool on the Zoom platform via computer or mobile device. You will be allowed to speak once the committee, commission, or board has moved to "open the floor for interested parties to speak." Once discussion on your agenda item has concluded, the host will mute you, unless the committee opens the floor again.
7. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—in advance of the meeting, please download the Zoom Meeting app by using either the Apple Store or the Play Store. You will be asked to input your name, to identify you for the meeting.
 - d. Computer—you can access the meeting through a web browser by clicking on the meeting link, or through the Zoom Meeting app. If using the app, please download it in advance of the meeting. You will be asked to input your name, to identify yourself for the meeting.
 - e. For tablet and computer users—if you download the app you may be asked to verify your email.

8. Zoom etiquette
 - a. Muting yourself when you're not speaking 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 state your name and address before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourself.
9. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee/commission/board meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching a Common Council meeting live on YouTube will see a gray screen with the City logo during closed session.
10. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number in the Zoom Meeting Information box.

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



MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Joe Faulds
Chief of Operations

Re: Request to Fill Vacant Positions

Date: October 11, 2022

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2022 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Part Time Cleaner – Replacement position due to the resignation of Cheryl Komorosky effective on November 4, 2022. This position is budgeted at \$15.52/hour.
- Part Time Document Center Operator – Replacement position due to the resignation of Cheryl Komorosky effective on November 4, 2022. This position is budgeted at \$20.79/hour.
- Street Laborer – Replacement position due to the resignation of Josh Guns effective on October 12, 2022. Wage range: \$20.97 to \$24.68 (Pay Grade F).



Human Resources Department
100 North Jefferson Street - Room 500
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3147
Fax 920.448.3128

To: Personnel Committee
Joseph Faulds, Chief of Operations

From: Adam Reidinger
Human Resources Generalist

Re: Request to fill (1) one part-time Cleaner position and (1) one part-time Document Center Operator position.

Date: October 3, 2022

RECOMMENDATION

- I. It is recommended by the Parks, Recreation, & Forestry Department, Administrative Services Department, and Human Resources Department that following the retirement of City employee Cheryl Komorosky at the end of the work day on November 4, 2022, that the part-time Cleaner (\$15.52/hour) and the part-time Document Center Operator (\$20.79/hour) vacancies be filled through separate recruitment efforts.

BACKGROUND

- II. Since 2006, one City employee, Cheryl Komorosky, has occupied a part-time Cleaner position as well as a part-time Document Center Operator position. Currently while serving in these two roles, Cheryl has been working 17 hours per week as a Cleaner and 19.75 hours per week as a Document Center Operator and has been receiving benefits. Due to potential concerns regarding scheduling conflicts, overtime costs, and the recruitment challenges of combining the requirements for two positions into one job posting, it is being recommended that the part-time Cleaner and part-time Document Center Operator vacancies be filled separately following Cheryl's retirement. Both positions are included in their respective department's organization tables. The part-time Cleaner position will continue to work a schedule of 17 hours per week. The part-time Document Center Operator position will be budgeted at 20 hours per week instead of 19.75 hours per week.

FISCAL IMPACT

- III. Filling the two positions separately will result in a minimal budget salary increase due to the increased number of hours for the Document Center Operator position.

Current			
Position	16 th Year Pay Rate	Weekly Hours	Annual Cost
Document Center Operator	20.98	19.75	21546.72

Proposed			
Position	Starting Pay Rate	Weekly Hours	Annual Cost
Document Center Operator	20.79	20	21621.60

Fiscal Impact -74.88

c: Dan Ditscheit, Parks, Recreation, & Forestry Director
Diana Ellenbecker, Finance Director
Andy Krzewina, Park Superintendent
Tom Walenski, Procurement Manager

**Position Fill Request
Justification Report
September 28, 2022**

Position Title: Cleaner (Part-Time)

- 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 retirement of Cheryl Komorosky effective at the end of the work day on November 4, 2022.

- 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 is \$15.52 per hour.

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

The part-time Cleaner position keeps the premises of the City Hall office building in clean and orderly condition. Below are the main job duties:

- Picks up and disposes of trash. Dusts woodwork, furniture, windowsills, room dividers, file cabinets, counters, and other fixtures. Cleans glass doors, marble surfaces, light switches, and mirrors. Cleans elevators including washing walls and floors.
- Cleans and polishes furniture. Dry and wet mops office floors, stairs, landings, hallways, and rest rooms. Assists with wet mopping during scrubbing floor for waxing.
- Vacuums carpeting and sweeps floors. Scrubs drinking fountains, sinks, toilets, and urinals. Washes windows, walls, and waste containers. Washes rest room stalls and walls.
- Replenishes rest rooms supplies. Closes windows, turns out lights, and locks office doors. Reports needed repairs, lights out, etc.

- 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.**

We currently employ six Cleaners to clean the six floors of City Hall each evening from Monday – Friday. There were as many as nine Cleaner positions in the last twenty-five years, but three positions were eliminated.

If five Cleaners were to clean six floors, the following would occur:

- a. An extra one-half to one and one-half hours of work would be added to each of the remaining five Cleaners.
- b. We would need to eliminate some cleaning operations on each floor, each night, which

is a 16.7% reduction in service.

- c. Cleaning operations would additionally suffer if one or more of the Cleaners needed to be off for various reasons.
- d. The Custodians (full-time employees paid at a higher wage) could fill in on a short-term basis, but to have the Custodians perform Cleaner duties beyond a very short-term basis and forego their normal assignments would be counterproductive.

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

The current Cleaners and Custodians will perform the duties on a short-term basis until the position is filled.

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

The cleanliness of offices, restrooms, and public meeting areas of City Hall will be reduced.

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

Private contracting – not considered to be a cost-savings option. Furthermore, there are privacy/confidentiality concerns in some offices at City Hall if a contracted service is used.

9. Are there union issues?

No.

10. Other supporting comments.

The staffing of the cleaning and maintenance operation at City Hall has already been reduced to a minimum level. All City Hall employees deserve to work in, at least, a clean, safe, and productive environment. Reducing the level of cleanliness at City Hall may present the message to taxpayers that we cannot maintain the facilities that they have provided for us. We are asking to have this part-time Cleaner position filled in order to maintain a satisfactory level of cleanliness at City Hall.

**Position Fill Request
Justification Report
September 28, 2022**

Position Title: Laborer – DPW Operations Division/Street Section

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 is vacant as the result of the resignation of Street Laborer Josh Guns effective at the end of the business day on Wednesday, October 12, 2022.

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 currently funded in the DPW operating budget. The current wage (Grade F) for this position is \$20.97 to \$24.68 per hour (Pay Grade F).

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

Laborers perform a full range of duties including (but not limited to) operating commercial vehicles, light vehicles, power equipment, and hand tools. They are assigned to snow removal, leaf collection, grass cutting, guard rail repair, roadway repair, traffic control, and other assignments necessary to complete DPW core functions.

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

This position does not generate revenue for the City. Conversely, DPW's in-house labor and equipment reduces expenses associated with contracting out for those services, and maintains institutional knowledge necessary to operate at higher efficiencies.

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

Loss of a Laborer will reduce DPW's ability to provide Street Section services in a timely manner, including snow/ice removal, leaf collection, and grass/weed cutting.

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

During periods of short staffing, duties completed normally performed by vacant positions are not completed. They are assigned to others by order of priority. If there is not adequate time to complete all jobs, then lower priority jobs are postponed or not completed.

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

DPW will always perform its core services due to safety-critical and customer service responsibilities of its business. However, a reduction in staffing will result in a lower level of service to residents.

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

DPW must comply with State and local laws, ordinances, policies, and rules for care of public infrastructure. The frequency of certain activities cannot be reduced. Loss of Laborers affects the volume of work that can be completed on regular time. One alternative would be working overtime to maintain required services. Another alternative is outsourcing of

services. However, both of those alternatives are more costly than merely filling the vacancy.

9. Are there union issues?

No

10. Other supporting comments.

None

**Position Fill Request
Justification Report
September 28,2022**

Position Title: Document Center Operator

- 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 retirement of Cheryl Komorosky effective at the end of the work day on November 4, 2022.

- 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 position is budgeted. The rate of pay is \$20.79 per hour.

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

Assists Print Shop with equipment operation, record keeping and billing for internal and external customers, mail sort, and formatting work in Microsoft and Adobe Creative Suite.

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

This position does not generate revenue.

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

Labor sizing for workload is at 1 ½ positions. Document Center Lead 100%. Document Center Operator 50%. The printshop is a multiple position service. To accomplish the service level requirements full coverage is needed. The second position has primary coverage responsibilities. Daily task assessment to workload indicates 1.5 people to properly complete the required service. Dropping to one fulltime employee would push a 2-day job to almost 5 days. We are currently meeting customer schedule needs per their request; at one employee those requests would be subject to the printshop lead's master schedule and customer timelines may not be met.

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

Duties are currently being performed by the incumbent through November 4, 2022.

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

Overall efficiency would be impacted and the time needed for completion of tasks would be extended.

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

Outsourcing the major print shop activities. This would include mail processing, copying, digital media work and all special projects (elections-communications to residents). We have quoted some of the in-house work this year on special projects and we are consistently between 25-35% lower on in-house cost versus outsourcing. The other important consideration is we have control of timelines and delivery of requests. We have found the timeline on in-house projects are less than half the time if we outsourced.

9. Are there union issues?

No.

10. Other supporting comments.

With the printshop being a service department, this position works as printshop coverage person.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

October 11, 2022

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

Request by Ald. Galvin for consideration with possible action to review and potentially increase the salary for the Mayor's position for the 2023-2027 term.

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

- I. Mayor Salary Survey 2022

POPULATION			
	City	Pop. (2020)	2022 Annual Salary
1	Milwaukee	592,649	\$147,336
2	Madison	258,366	\$157,548
3	Green Bay	104,508	\$102,299
4	Kenosha	99,767	\$89,724
5	Racine	76,893	\$75,800
6	Appleton	73,891	\$105,086
7	Waukesha	72,419	\$89,000
8	West Allis	59,861	\$78,083
9	La Crosse	51,543	\$89,000
10	Sheboygan	48,153	\$57,140
11	New Berlin	39,794	\$88,900
12	Wausau	38,685	\$78,874
13	Brookfield	38,626	\$121,742
14	Greenfield	37,117	\$97,917
15	Manitowoc	32,558	\$75,248
16	Superior	26,260	\$90,114

SALARY			
	City	Pop.	2022 Annual Salary
1	Madison	233,209	\$157,548
2	Milwaukee	594,833	\$147,336
3	Brookfield	37,920	\$121,742
4	Appleton	72,623	\$105,086
5	Green Bay	104,057	\$102,299
6	Greenfield	36,720	\$97,917
7	Superior	27,244	\$90,114
8	Kenosha	99,218	\$89,724
9	Waukesha	70,718	\$89,000
10	La Crosse	51,320	\$89,000
11	New Berlin	39,584	\$88,900
12	Wausau	39,106	\$78,874
13	West Allis	60,411	\$78,083
14	Racine	78,860	\$75,800
15	Manitowoc	33,736	\$75,248
16	Sheboygan	49,288	\$57,140
Average Salary			\$96,488
Median Salary			\$89,362



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

October 11, 2022

PREPARED BY

AGENDA ITEM # F.1

Report of Routine Personnel Action Items

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 10.11.2022

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
January 11, 2022**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Bus Operator	Transit	Rick Braun	10/3/2022
<u>Transfer</u>			
Parking Maintenance Technician	Public Works	Nathan Keeler	10/10/2022
Neighborhood Compliance Inspector	DCED		
Fueler	Transit	Mohamed Khan	10/4/2022
Bus Operator			
<u>Grade/Step Change</u>			
Park Superintendent	PRF	Andy Krzwina	9/16/2022
Mechanic	Public Works	Richard Vandenvond	10/1/2022
Operator I	Public Works	John Denneau	10/5/2022
Mechanic	Public Works	Darren Barta	10/11/2022
Engineering Aide I	Public Works	Tanner Matheny	9/13/2022
Assistant Fire Chief	Fire	Ryan Gibbons	9/30/2022
Design Specialist	DCED	Erin Rovinski	9/27/2022
Economic Development Specialist	DCED	Matthew Buchanan	9/27/2022
Public Works Superintendent	Public Works	Justin Linzmeier	9/28/2022
<u>End of Employment</u>			
Laborer-Streets	Public Works	Joshua Guns	10/12/2022



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

October 11, 2022

PREPARED BY

AGENDA ITEM # F.2

Next meeting date: October 25, 2022

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None