



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, FEBRUARY 28, 2023, 4:30 PM

In person at City Hall, Room 207.

Immediately following Finance Committee.

Virtual attendance also available 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. Civil Engineer - Department of Public Works
 - b. Administrative Clerk - Department of Public Works
 - c. Senior Animal Keeper - Parks, Recreation & Forestry
 - d. Master Plumber - Parks, Recreation & Forestry
2. Consideration with possible action on the negotiation of the labor agreement between the City of Green Bay and Green Bay Professional Police Association.

The Committee may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

3. Consideration with possible action on request to consolidate the work schedules of the 1st and 2nd shift Public Works Mechanics."

F. Informational.

1. Report of Routine Personnel Action Items
2. Next Meeting: March 14, 2023

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





Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 28, 2023

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. Civil Engineer - Department of Public Works
- b. Administrative Clerk - Department of Public Works
- c. Senior Animal Keeper - Parks, Recreation & Forestry
- d. Master Plumber - Parks, Recreation & Forestry

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Committee Request to Fill Memo - 2.28.2023
2. Civil Engineer -Brock Behnke 2023
3. Administrative Clerk (DPW) - L. Wilinski 02.15.23 (I)
4. Senior Animal Keeper - A. Baumann 03.04.23
5. Master Plumber - J. LeTourneau 04.27.23

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: February 28, 2023

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2023 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Civil Engineer – Replacement position due to the resignation of Brock Behnke effective at the end of the day on February 10, 2023. This position is budgeted at \$53,019 - \$73,278 per year. (Pay Grade H) The position is currently funded 50% by the Engineering budget, 25% by the Storm Water Utility budget, and 25% by the Sanitary Sewer Utility budget.
- Administrative Clerk – Replacement position due to the resignation of Lisa Wilinski effective at the end of the day on February 15, 2023. The position is budgeted at \$18.19-\$21.39/hour (Pay Grade D).
- Senior Animal Keeper – Replacement position due to the resignation of Alyssa Baumann effective at the end of the work day on Saturday, March 4, 2023. This position is budgeted at \$53,019 - \$62,337 annually (Pay Grade H).
- Master Plumber - Replacement position due to the retirement of Jay Le Tourneau effective at the end of the work day on April 27, 2023. The position is budgeted at \$27.72 - \$32.61 per hour (Pay Grade I).

**Position Fill Request
Justification Report
January 31, 2023**

Position Title: Civil Engineer – Project Development

- 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 a result of Brock Behnke's resignation effective 2/10/2023.

- 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.**

The position is included in the current budget. The current salary range for the position is \$53,019 - \$73,278 per year. The position is currently funded 50% by the Engineering budget, 25% by the Storm Water Utility budget, and 25% by the Sanitary Sewer Utility budget.

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

This position provides design and contract administration services for all Public Works construction projects throughout the City of Green Bay. The position is responsible for the design and preparation of contract plans and specifications for projects benefitting the residential, commercial, and industrial customers of the City.

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

The position generally does not generate revenue and reduce expenses.

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

The volume of work to be completed by the engineering staff routinely exceeds the number of staff hours available on an annual basis.

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

We would anticipate some project responsibilities to be shifted to other staff while some duties of the position will currently not be completed. As a result of this vacancy, it is possible that the work proposed in the 2023 and 2024 Capital Improvement Program may not be completed.

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

The design and construction of City Infrastructure related to capital projects would not be completed.

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

The alternate method of accomplishing the work would be to hire outside consultants to supplement our engineering staff. The cost associated with this alternative would be approximately 15-25% of the value of the construction for each project the outside consultant works on. These additional costs were not anticipated either through the development of the 2023 budget nor the 2023 Capital Improvement Program.

9. Are there union issues?

No

10. Other supporting comments.

None.

**Position Fill Request
Justification Report
February 1, 2023**

Position Title: Administrative Clerk (Public Works)

- 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 vacancy is the result of the resignation of Lisa Wilinski effective at the end of the working day on February 15, 2023.

- 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 current wage scale is \$18.19 - \$21.39 per hour (Pay Grade D).

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

- A. Provides clerical support services to departmental staff in the processing of letters, reports, permits, studies, and forms as instructed by the Public Works Supervisor. Prioritizes and processes work related to City construction and/or reconstruction projects to meet deadlines of bidding documents and corresponding advertisement notices, agenda, change orders, letters, reports, payments, and record keeping of the same. Types and data enters information for statistical or financial reports, correspondence, schedules, budgets, statements, and other material as necessary, which frequently involves some judgement regarding the information included or format used. Tracks various licensing programs and related duties.
- B. Prepares agenda, minutes, and organizes follow-up work of notices and correspondence for Improvement & Services Committee and Traffic, Bicycle, & Pedestrian Commission; processes follow-up Council report and prepares resolutions as needed. Records and files proceedings as they relate to the Department. Organizes and maintains records of 90-day traffic signage trial periods for Traffic, Bicycle, & Pedestrian Commission. Takes and prepares minutes and summaries for bid opening meetings. Prepares minutes for preconstruction and other meetings as needed.
- C. Maintains files and prepares correspondence, forms, reports, and other materials; sorts and files materials alphabetically, numerically or by other predetermined classification. Searches for information for same from various sources. Updates Public Works website, social media, and calendars as needed.
- D. Sells and issues various items such as bidding documents, plans, maps, garbage and recycling bins, etc. Issues receipts. Maintains related records.
- E. Generates invoices for early solid waste/recycling set out collection, bulk collection, snow and ice control, grass and weed control, damaged City property, clean-ups, excavation permits, etc., and maintain records. Compiles and enters data for requisitions and purchase orders and maintains records of requisition purchases. Maintains inventory and keeps records of supplies.

- F. Records, reviews, and maintains records of utility bills for City and department facilities and/or equipment.
- G. Acts as receptionist, assisting callers and responding to inquiries. Performs moderately to considerably difficult telephone answering and counter work, which may involve explanation of some departmental procedures or independent judgement for immediate/emergency referral to staff. Takes complaints and forwards to appropriate personnel.
- H. Organizes and processes street resurfacing postcard surveys of affected residents. Composes routine correspondence in accordance with standard policies.
- I. Assists Public Works Supervisor and Parking Division office staff with clerical-related duties as deemed necessary.
- J. Performs related work as required.

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

Clerical staff is responsible for accepting payment and/or preparing invoices for a variety of services including, but not limited to, excavation permits, bulk garbage collection, traffic equipment damages, snow removal, weed cutting, recycling carts, parking citations, and monthly parking stall rentals amounting to approximately \$3,000,000 per year in City revenue.

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

Loss of an Administrative Clerk position represents a reduction in DPW's ability to provide all administrative services in a timely manner, including customer service response times, accepting payments, sending invoices, issuing permits, executing DPW contracts, completing correspondence and letters, finalizing Committee agendas, reports, and minutes.

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

The position is currently filled.

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

Response time and the level of service to the public would be impacted.

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

Outsourcing of invoicing and answering service for phone calls. It is doubtful that this would be less costly and service levels would likely decrease.

9. Are there union issues?

No.

10. Other supporting comments.

**Position Fill Request
Justification Report
(2/16/2023)**

Position Title: Senior Animal Keeper – Bay Beach Wildlife Sanctuary – Parks, Recreation & Forestry Department.

- 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 Alyssa Baumann effective at the end of the work day on Saturday, March 4, 2023.

- 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 salary range is \$53,019 - \$62,337 annually (Pay Grade H).

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

This position requires a high level of experience and is critical for safety and proper coverage of animal care (and related) responsibilities. The position assumes a leadership role with other animal keepers, volunteers and staff. Typical job duties include;

- Responsible for daily care and maintenance of all assigned live animals and physical structures in which they are housed.
- Cares for and administers medical treatment of injured, orphaned and sick wildlife brought in by the general public.
- Assists with the supervision of animal keepers, volunteers, wildlife rehabilitation specialists, enrichment/training specialist, and summer maintenance employees in the same activities while on duty.
- Assists in supervising the Visitor Specialists in the Observation Building relating to questions and information about wildlife and animals.
- Responsible for maintenance of daily records and files of animal husbandry.

The Senior Animal Keeper ensures proper care and safety of all animals and exhibits and acts as a resource to co-workers, the public and represents the City in a variety of animal related issues/topics.

This position also provides and ensures ample weekend coverage to ensure that there is full time staff coverage 7 days per week in animal care.

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

No, however the position holder routinely leads animal programming (free to public), mentors co-workers and volunteers, acts as a resource building on wealth and

knowledge/experience in the field leading to better overall park operations and patron experiences.

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

The scope of the position and its assigned duties require a higher level of experience and ability. The person in this position needs experience in items such as safe wild animal restraint, knowledge of local laws, euthanasia by injection, etc. All of these tasks require several people on-site that are capable for best coverage and customer service.

The Sr. Animal Keeper is heavily involved with busy aspects of park operation that include being responsible for 300+ on-site resident animals and the 6,000+ animals that go through our site's rehabilitation program. The workload for this position is heavy which led to the addition of a second Sr. Animal Keeper position in early 2020. The operational duties and responsibilities continue to increase and grow.

Absorbing these duties with existing staff is not feasible in the long term without severely limiting the number of animal intakes or limiting their respective animal care daily tasks and responsibilities.

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

Duties are being performed by the current Sr. Animal Keeper through 3/4/2023. After that the Curator of Animals, the other Sr. Animal Keeper and other seasonal staff and volunteers will be required to take on the additional work in the interim.

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

Oversite and overall care of resident on-site exhibit animals would suffer, along with overall customer service. This will be noticeable to the public as daily care of the animals would be affected.

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

None. This position requires an experienced person to accomplish duties. Not filling this role will result in a decrease in overall animal care and customer service that patrons expect.

9. Are there union issues?

No, this position is salary/exempt.

10. Other supporting comments.

This is historically the start of the busiest spring animal intake season and we would desire to fill this role with a qualified candidate ASAP to assist remaining area supervisors with the large scale coordination efforts to achieve needed results.

**Position Fill Request
Justification Report
02-27-2023**

Position Title: Master Plumber

- 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 Jay Le Tourneau effective at the end of the work day on April 27, 2023.

- 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 \$27.72 - \$32.61 per hour (Pay Grade I).

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

The Plumber position is a specialized position. The Plumber is responsible for the winterizing and spring startup of Parks Shelters, amenities including drinking fountains, restrooms, waterfalls, Bay Beach Amusement Park, Bay Beach Wildlife Sanctuary. The Plumber is also responsible for maintaining plumbing fixtures throughout the City Park system. Additionally, they assist at City Hall as needed.

Plumber ensures the start up of the nine splash pads and ensures proper function during operating hours for the public. At the end of the season the plumber winterizes them. Plumber also works with the Pool Maintenance Specialist to ensure the city's three wading pools along with the three aquatic centers are operational.

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

No, this position does not generate revenue.

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

This position is a specialized licensed position that requires knowledge and experience to ensure repairs and installation of equipment is performed to code. Current staff does not have the proper training and continuing education to acquire a plumbing license.

- 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 the maintenance needs of our parks and facilities. This position is critical to ensure that are facilities are open and operational. It's beneficial to the city to have a plumber on staff that can respond quickly and efficiently to plumbing emergencies throughout the city. Having to contract with an

external source for our plumbing needs will cause a delay in repair's and can also cause a delay in opening our park facilities to the public.

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

The overall service would be reduced. We will have to contract out the work which in the past has been problematic in ensuring we can open on time and ensure repairs can be done in a timely manner throughout our buildings and facilities year round.

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 Master Plumber 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.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 28, 2023

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on the negotiation of the labor agreement between the City of Green Bay and Green Bay Professional Police Association.

The Committee may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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: Melanie Falk, PHR
Human Resources Manager

Re: Request to Consolidate the Work Schedules of the 1st and 2nd Shift Public Works Mechanics

Date: February 28, 2023

RECOMMENDATION

- I. The Public Works Department and Human Resources is recommending that the current 2nd shift Mechanics (Grade H, \$25.49 - \$29.97/hour) be moved to the 1st shift (7:00 a.m.-3:00 p.m.) resulting in all Public Works Mechanics working the same shift. This schedule change will also result in the following:
 - A. Elimination of one (1) 2nd shift Mechanic Foreperson position (Grade I, \$27.72 - \$32.61/hour) from the Public Works table of organization.
 - B. Add (1) Mechanic position (Grade H, \$25.49 - \$29.97/hour) to the table of organization.
 - C. Reclassify the current 2nd shift Mechanic Foreperson to the new Mechanic position.

BACKGROUND

- II. The Motor Equipment Section of the Public Works Department is currently comprised of the following:
 - A. First Shift (7:00 a.m.-3:00 p.m.) Monday – Friday
 - (1) Mechanic Foreperson
 - (9) Mechanics
 - B. Second Shift (2:00 p.m. – 12:00 a.m.) Monday – Thursday
 - (1) Mechanic Foreperson
 - (2) Mechanics

The (11) Public Works Mechanics and (2) Mechanic Foreperson's maintain and repair all DPW vehicles and equipment including Parking Division and Community and Economic Development inspection vehicles. The Mechanics also assist other departments with vehicle and equipment

repairs as requested. During snowplow events, the Mechanics are on duty to respond to emergency repairs/breakdowns to ensure that all needed equipment is on the road at all times.

Within the next few months, it is anticipated that a 1st shift Mechanic will be retiring, and the Fleet Manager, Nathan Wachtendonk, would like the new work schedule in place prior to this retirement. This is because the 1st shift vacancy will be offered to the 2nd shift Mechanics, in order of seniority, before the position is posted externally. Historically, the department has had to recruit for a 2nd shift Mechanic due to a 2nd shift Mechanic transferring to 1st shift.

Since 2016, there have been (10) DPW 2nd shift Mechanic vacancies and it took on average (2) months to fill these positions. The most recent 2nd shift vacancy occurred in July of 2021. It took approximately 3 months to fill the vacancy, and the department received only 5 applications. Based upon the limited number of applicants for these positions, Fleet Manager Wachtendonk is concerned that it will be a difficult and a lengthy process to hire a Mechanic resulting in additional workload for the other Mechanics, overtime costs and extended vehicle downtime. Manager Wachtendonk has stated that his colleagues in other municipalities around the state are experiencing similar recruiting difficulties. Citywide, 2nd shift Mechanic vacancies have been difficult to fill. Green Metro has had a 2nd shift Mechanic vacancy they have been attempting to fill for 8 months due to a lack of candidates.

Recently, Public Works has implemented several initiatives to help retain and attract employees to the position. The 4-10-hour work day schedule was implemented in 2020 for the 2nd shift Mechanics, and flexible work schedules have been offered, when feasible, to provide Mechanics with work/life balance. It should be noted that turnover on the 1st shift is minimal, with the last 1st shift vacancy occurring in 2019 due to a retirement and an external recruitment was conducted.

Manager Wachtendonk was asked whether this shift consolidation would impact motor equipment operations by eliminating the 2nd shift or create additional overtime. He has stated that his section had a total of 1,344 hours of overtime in 2022, and only 10 hours of this overtime was incurred due to equipment that had to be up and running the next day. The remainder of the overtime was the result of snow plow operations, alternative sanitation pick up days, spring/fall cleanup or winter operation equipment preparation. These overtime expenses will continue regardless of the shift consolidation because these activities occur every year.

It should be noted that there are several comparable municipalities that do not have 2nd shift Mechanics. They include Kenosha, West Bend, Fond Du Lac, Waukesha County, West Allis and DePere. According to Manager Wachtendonk, there are other cities with 2nd shift Mechanics that are considering a similar 1st shift structure for all Mechanics.

As a result of the background information outlined above, it is recommended that the (2) 2nd shift Mechanics and (1) Mechanic Foreperson be moved to 1st shift. There is currently a 1st shift Mechanic Foreperson. However, there is not a need for (2) Forepersons on the same shift. As a result, it is recommended that the 2nd shift Foreperson position be eliminated, and an additional Mechanic position be added to the table of organization. Under this proposal, the current Mechanic Foreperson will be reclassified to the new Mechanic position. It should also be noted that the (3) 2nd shift positions receive a \$.50/hour shift differential for working a 2nd shift. This wage premium will no longer be applicable with the move to 1st shift.

FISCAL IMPACT

- III. The fiscal impact of this shift consolidation and reclassification of the Mechanic Foreperson to Mechanic results in an annual salary savings of \$6,864; a benefit savings of \$1,015 for a total savings of \$7,879

Current Structure	
Salaries	\$804,898
FICA	\$61,575
WRS (General)	\$54,733
Worker's Comp	\$1,690
Health Insurance	\$223,557
Dental Insurance	\$18,224
Life Insurance	\$1,019
TOTAL COMPENSATION	\$1,165,696

Proposed Structure	
Salaries	\$798,034
FICA	\$61,050
WRS (General)	\$54,266
Worker's Comp	\$1,676
Health Insurance	\$223,557
Dental Insurance	\$18,224
Life Insurance	\$1,011
TOTAL COMPENSATION	\$1,157,818

Fiscal Impact* **-\$7,879**

- c: Steve Grenier, Public Works Director
Chris Pirlot, Operations Director
Nathan Wachtendonk, Fleet Manager



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 28, 2023

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Action Items

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2.28.23 PAF Tracking

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES**
January 10, 2023

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Electrician	DPW	Travis Anklam	2/13/2023
Truck Driver - Streets	DPW	Christopher Johnson	2/27/2023
Transit Operator	Transit	Jon Matthies	2/20/2023
Buyer	Admin Svs	Troy VanHandel	2/27/2023
Records Clerk	PD	Jason Murphy	2/27/2023
Casual Worker	DCED	Brian Champion	2/13/2023
Safety Coordinator	HR/Water	Seng Yang	3/13/2023

Rehire

Elected Officials

Appointment

<u>Transfer</u>			
Account Clerk II	Admin Svs	Kala Winkler	2/6/2023
Sergeant	PD	Derek Wicklund	1/30/2023
Mechanic	DPW	Nathan Peters	2/13/2023

Reclassification

<u>Promotion</u>			
Advanced Patrol Officer	PD	Eric Andrae	2/18/2023
Patrol Officer	PD	Sheila Carlson	2/6/2023
Patrol Officer	PD	Taylor Carlson	2/6/2023
Patrol Officer	PD	Miles Ganz	2/6/2023

<u>Grade/Step Change</u>			
Mechanic	PRF	Mitchell Klein	2/1/2023
Arborist	PRF	Steven Fishler	2/2/2023
Operator II	DPW	Randy Tremi	2/8/2023
Admin Clerk	DCED	Ali Hearley	1/30/2023
Laborer - Sanitation	DPW	Benjamin Cathey	2/8/2023
Account Clerk II	DPW	Candie VanBeckum	12/1/2022
Arborist I	PRF	Cole Motiff	2/2/2023
Park Maintenance Worker	PRF	John Vandenhouten	2/7/2023
Arborist II	PRF	Jesse Abruzzi	2/15/2023

Parking Maintenance Technician	DPW	Jacob Zeitler	2/1/2023
Transit Operator	Transit	Kip Counard	2/7/2023
Transit Operator	Transit	Kris Borley	2/1/2023
Advanced Patrol Officer	PD	Britney Prange	2/22/2023
Public Works Superintendent	DPW	Dustin McMullen	2/3/2023
Laborer - Sanitation	DPW	Joseph Hoppe	2/22/2023
Truck Driver - Sanitation	DPW	John Krumrey	2/26/2023
HR Assistant	HR	Hailey Heath	2/26/2023
Civil Engineer II	DPW	Kayla Wasielewski	2/27/2023

Name Change

End of Employment

Forensics Intern	PD	Cory Allen	12/22/2022
Civil Engineer I	DPW	Brock Behnke	2/7/2023
Admin Clerk	DPW	Lisa Wilinski	2/15/2023
Patrol Officer	PD	Savanna Anderson	2/1/2023
Temp Tax Collection Help	Clerk	Marsha Scholes	1/27/2023
Billing Technician	Water	Natalie Markelz	2/1/2023
Metering and Cross Connection Control Specialist	Water	Jullianne Elsner	2/1/2023
Temp Tax Collection Help	Clerk	Roxanne Boncher	2/7/2023
Temp Tax Collection Help	Clerk	Pamela Vanderbloemen	2/3/2023
Temp Tax Collection Help	Clerk	Terry Hetzel	2/7/2023
Temp Tax Collection Help	Clerk	Maura Vazquez	2/6/2023
Fueler	Transit	Isaac Espinoza Patino	2/3/2023
Transit Operator	Transit	Keith Schneider	3/2/2023
GIS Analyst	DPW	Krystina Wayne	3/1/2023

Longevity