



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, APRIL 11, 2023, 4:30 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

- I. 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.

- I. Approval of the Personnel Committee minutes from March 14, 2023.

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. Administrative Clerk - Department of Public works
 - b. Parking Maintenance Technician - Department of Public Works
 - c. Purchasing Assistant - Administrative Services
 - d. Assistant Finance Director / Treasurer - Administrative Services

F. Informational.

- I. Report of Routine Personnel Action Items
2. Next Meeting: April 25, 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

April 11, 2023

PREPARED BY

AGENDA ITEM # E.1

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

- a. Administrative Clerk - Department of Public works
- b. Parking Maintenance Technician - Department of Public Works
- c. Purchasing Assistant - Administrative Services
- d. Assistant Finance Director / Treasurer - Administrative Services

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Committee Request to Fill Memo - 4.11.2023
2. Administrative Clerk (DPW) 03-10-23 (002)
3. Parking Maintenance Technician - B. Fair 03.25.23
4. Purchasing Assistant - B. Maccoux 04.17.23
5. Assistant Finance Director - P. Manley 04.07.23

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: April 11, 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.

- Administrative Clerk – Replacement position due to the resignation of Stephanie Chartrand effective at the end of the workday on March 6, 2023. This position is budgeted at \$18.74 - \$20.93 per hour. (Pay Grade D)
- Parking Maintenance Technician (Nights) – Replacement position due to the resignation of Beau Fair at the end of his regular shift on Saturday, March 25, 2023. This position is budgeted at \$21.60 – \$25.42 per hour. (Pay Grade F)
- Purchasing Assistant – Replacement position due to the retirement of Rebecca Maccoux effective at the end of the workday on April 17, 2023. This position is budgeted at \$23.92 - \$28.15 per hour. (Pay Grade G)
- Assistant Finance Director / Treasurer – Replacement position due to the resignation of Pamela Manley effective at the end of the workday on April 7, 2023. This position is budgeted at \$83,404 – 98,122 annually. (Pay Grade N)

**Position Fill Request
Justification Report
March 10, 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 Stephanie Chartrand effective at the end of the working day on March 6, 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 \$18.74 - \$20.93 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 duties are being split between the Public Works Supervisor and a temporary employee who began work on March 8, 2023.

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
March 14, 2023**

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

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

This vacancy is the result of the resignation of Beau Fair at the end of his regular shift on Saturday, March 25, 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 funded in the Parking Division operating budget. The current wage range is \$21.60 to \$25.42 per hour (Pay Grade F).

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

The Parking Maintenance Technician (Nights) position is scheduled four (4) 10-hour shifts per week, and works from 8:00 p.m. until 6:30 a.m. The PMT/Night schedule covers seven (7) days per week, on an eight (8) week rotation. Each PMT gets three (3) days off per week, but not always in a row. The PMT schedule rotation includes two (2) weekends in a row scheduled to work, followed by two (2) weekends in a row scheduled off.

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

- Plowing/salting surface parking lots
- Plowing/spreading/snow removal interior and ramp roofs
- Sweeping
- Pressure washing parking decks and other surfaces
- Re-lamping light fixtures
- Other maintenance in parking areas as assigned

PMT's also enforce the overnight on-street parking restriction, parking facilities, and certain private properties as prescribed during nighttime hours. This position also oversees contracted security activity on weekends, particularly in the Cherry Street Ramp and the River Ramp.

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

This position generates revenue from parking citations. PMT's generate over \$300,000 of parking citation revenue per year from the City's overnight parking enforcement program.

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

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

- 1) PMT shifts must be modified for proper coverage, typically requiring overtime
- 2) The new PARCS program requires Parking Division to be staffed 24/7/360. Employee vacancies cannot occur.
- 3) Lower PMT staffing means lower revenue. Parking Division is self-revenue-generating, so it must maintain its revenue stream in order to remain financially solvent.

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

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

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

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

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

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

9. Are there union issues?

No

10. Other supporting comments.

None

**Position Fill Request
Justification Report
April 4, 2023**

Position Title: Purchasing Assistant

- 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 Rebecca Maccoux effective at the end of the work day on April 17, 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 position is budgeted. The pay range is \$23.92-\$28.15/hour (Pay Grade G).

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

The Purchasing Assistant assists in the communication workflow of the department. The Purchasing Assistant works as the point person and front-end conduit for purchasing activity. Handles many day-to-day tasks and funnels technical procurement questions and workload to the Buyer and Procurement Manager. Maintains tracking information and collation of required data that Purchasing is required to maintain for compliance.

- 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.**

Due to workload in the Department this is a critical position to accomplish tasks in a timely manner. Without this position completion of current workload would not be done in accordance with expectations.

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

Duties will be done by the Procurement Manager as of April 17, 2023.

- 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 would be the only option and it is cost prohibitive.

9. Are there union issues?

No.

10. Other supporting comments.

With Purchasing being a service department having adequate staff to perform to expectations is critical to maintain the expected service level.

**Position Fill Request
Justification Report
April 6, 2023**

Position Title: Assistant Finance Director / Treasurer

- 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 the resignation of Pamela Manley effective at the end of the work day on April 7, 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 position is budgeted. Salary range is \$83,404 - \$98,122 (Pay Grade N).

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

The Assistant Finance Director /Treasurer's position is responsible for the Finance and Payroll departments. Responsible for all financial reports and accounting functions, annual audit, annual tax roll prep, collection of first installment tax payments, investments, Room tax commission liaison and financial liaison to other departments and department heads. This position supports the Finance Director as needed.

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

As the City's Treasurer this position manages all investments, cash flow, tax collection, and investment revenue. This position oversees cash in/out of over \$600M annually.

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

Due to complexity, internal controls, and volume of work the current staff will not be able to absorb the duties of this position. Without this position filled current staff will not be able to continue to maintain accurate accounting record and keep up the numerous duties. The Administrative group already needs additional staff to main accounting records.

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

Duties will be allocated to the Finance Director or other staff, if possible, or put on hold. Clerk Jeffreys has been appointed as interim Treasurer.

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

Overall service to other departments and department heads would be reduced, delayed, concern of inaccurate financial records would arise.

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

Outsourcing would be a challenge to source and fill, unless they already had local government experience and the temporary training would not be a good return on investment.

9. Are there union issues?

No.

10. Other supporting comments.

This position is critical for the Administrative Services area and for the City of Green Bay. State Statues requires a Treasurer on staff.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 11, 2023

PREPARED BY

AGENDA ITEM # F.1

Report of Routine Personnel Action Items

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 4.11.23

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
April 11, 2023**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Community Service Officer	PD	Connor Iwaoka	3/16/2023
Transit Operator	Transit	Seth Huebner	3/20/2023
Police Officer Recruit	PD	Nathan Graetz	5/15/2023
Transit Operator	Transit	Robert Limberg	4/10/2023
Admin Clerk	DPW	Michelle Wolter	4/5/2023
Admin Clerk	DPW	Sheila Petitjean	4/10/2023
<u>Reclassification</u>			
Mechanic Foreperson	DPW	William Leisgang	4/24/2023
<u>Grade/Step Change</u>			
Criminalistic Specialist	PD	Baeleigh Andrae	1/1/2023
Criminalistic Specialist	PD	Michelle Czarneski	1/1/2024
Records Clerk	PD	Diana Strouf	2/15/2023
Mechanic Foreperson	PD	James Spychalski	1/21/2023
Evidence Technician	PD	Jean Rakers	2/20/2023
Admin Clerk	DPW	Edith Vazquez	3/20/2023
Principal Planner	DCED	David Buck	3/4/2023
Criminalistic Specialist	PD	Kendyl Danelski	1/1/2023
Custodian I	PD	Kevin Francois	3/2/2023
Criminalistic Specialist	PD	Kristen McMullen	1/1/2023
Appraiser II	Admin Svs	Kristi Norton	2/19/2023
Transit Operations Supervisor	Transit	Jacob Lueptow	3/28/2023
Parking Enforcement Officer	DPW	Gaylord Katzbahn	3/23/2023
Police Captain	PD	Clinton Beguhn	3/10/2023
Park Maintenance Foreperson	PRF	Ryan Doering	3/1/2023
Wildlife Sanctuary Superintendent	PRF	Steve Lakatos	3/2/2023
Park Maintenance Worker	PRF	Joseph Snow	3/14/2023
Municipal Judge	Muni Ct	Jonathan Gigot	4/19/2023
Firefighter	Fire	Jacob Heiman	4/3/2023
Firefighter	Fire	Dennis Jolly	4/3/2023
Lieutenant	Fire	Curtis Dequaine	4/5/2023
Lieutenant	Fire	John Decker	4/3/2023
Lieutenant	Fire	Jerame Schueler	4/5/2023
Firefighter	Fire	Micah Roddy	4/3/2023
Firefighter	Fire	Daniel Alderfer	4/3/2023
Firefighter	Fire	Brent Tekulve	4/5/2023
Firefighter	Fire	Tyler Sanftleben	4/3/2023
Firefighter	Fire	Curtis Halbach	4/3/2023
Firefighter	Fire	Mark Mattson	4/3/2023
Lieutenant	Fire	Robert Paul	4/5/2023
Firefighter	Fire	Benedict Felckowski	4/3/2023
Firefighter	Fire	Garrett Wenzel	4/3/2023
City Attorney	Law	Joanne Bungert	3/2/2023
Parks, Rec & Forestry Director	PRF	Daniel Ditscheit	3/24/2023
Community & Economic Development Director	DCED	Neil Stechschulte	2/1/2023
Chief of Operations	HR	Joe Faulds	1/1/2023
Laborer - Sanitation	DPW	Jeff Bielski	3/23/2023

Civil Engineer I	DPW	Myla Ting Thompson-Eagan	3/9/2023
Park Maintenance Worker	PRF	Matthew Thompson	3/28/2023
Deputy City Attorney	Law	Lacey Cochart	3/28/2023
Park Maintenance Worker	PRF	Benjamin Verheyen	3/22/2023
Admin Clerk	Muni Ct	Jessica Pierner	1/9/2023
WLS Maintenance	PRF	Cameron Arvey	3/25/2023
Operations Supervisor	Transit	Patrick Schmidt	1/22/2023
Custodian I	Transit	Emmett Parks	1/24/2023
Sewer Maintenance Worker	DPW	Joseph	4/11/2023
Operator I	DPW	Jake VandenHeuvel	4/9/2023
Custodian I	PRF	Mark Gallenberger	4/4/2023
Parks Maintenance Worker	PRF	Robert Delahaut	6/11/2023

End of Employment

Nature Center Specialist	PRF	Jennifer Barret	2/16/2023
Assistant Finance Director / Treasurer	Admin Svs	Pam Manley	4/7/2023
WLS Animal Keeper	PRF	Morgan Gibson	4/1/2023
WLS Animal Keeper	PRF	Paige Bastian	12/27/2022
Purchasing Assistant	Admin Svs	Becky Maccoux	4/17/2023

Longevity

Firefighter	Fire	Logan Baitinger	2/28/2023
Firefighter	Fire	Lucas Gretzinger	2/28/2023
Firefighter	Fire	Kelsey Kelderman	2/28/2023
Firefighter	Fire	Taylor Noe	2/28/2023
Firefighter	Fire	Brock Ploederl	2/28/2023
Firefighter	Fire	Jeremy Stern	2/28/2023
Firefighter	Fire	Jordan Waack	4/2/2023
Firefighter	Fire	Justin Bauer	4/2/2023
Firefighter	Fire	James Bourgeois	4/2/2023
Firefighter	Fire	Kraig Isley	4/2/2023
Firefighter	Fire	Matthew Mikulsky	4/2/2023
Firefighter	Fire	Michael Tomaso	4/2/2023
Firefighter	Fire	Gregory Dougherty	4/2/2023
Firefighter	Fire	Randy Stocker	4/2/2023