



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, MAY 9, 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.

E. Regular Business.

- I. For consideration with possible action on the request to increase the rate of pay for Department of Public Works Seasonal Engineering Aide and Department of Public Works and Department of Community & Economic Development Seasonal Maintenance positions.
2. For consideration with possible action to have staff develop a system to adjust the salary's for the following positions Mayor, Alderperson, Municipal Judge on a regular basis. This system should factor in a fair and equitable salary for the job duties and then cost of living raises to keep the salary competitive. The system should prevent partisan politics from becoming involved with the amount that is paid to the holders of these positions.

F. Informational.

- I. Report of Routine Personnel Action Items
2. Next Meeting: May 23, 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

May 9, 2023

PREPARED BY

AGENDA ITEM # E.I

For consideration with possible action on the request to increase the rate of pay for Department of Public Works Seasonal Engineering Aide and Department of Public Works and Department of Community & Economic Development Seasonal Maintenance positions.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Seasonal Wages Memo (I)
2. Seasonal Wage Survey 05-2023



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 increase the rate of pay for Department of Public Works Seasonal Engineering Aide and Department of Public Works and Department of Community & Economic Development Seasonal Maintenance positions.

Date: May 4, 2023

RECOMMENDATION

- I. It is the recommendation of Human Resources that the wage rates for Seasonal Maintenance and Seasonal Engineering Aide positions be increased to a level that is competitive and creates continuity with the pay rates for seasonal maintenance positions for all City departments. Those positions are as follows:
 - A. Seasonal Maintenance (Public Works)
Current wage range: \$11.43-\$12.56/hour
Increase to \$14.00-\$16.00/hour (Pay Grade B)
 - B. Seasonal Maintenance (Community & Economic Development)
Current wage range: \$11.43/hour-\$12.56/hour
Increase to \$14.00-\$16.00/hour (Pay Grade B)
 - C. Seasonal Engineering Aide (Public Works)
Current wage range: \$14.91/hour-\$16.82/hour
Increase to \$17.00-\$19.00/hour (Pay Grade E)

BACKGROUND

- II. Public Works has historically hired seasonal employees during the months of May-August to assist with work in the following areas:
 - 1) Engineering Division – design and construction assistance (up to 6 employees)
 - 2) Traffic Division – traffic data collection, pavement marking, and field labor assistance (up to 6 employees)
 - 3) Parking Division – field labor assistance (up to 3 employees)
 - 4) Operations Division – field labor and building maintenance assistance (up to 12 employees)

Prior to the COVID-19 pandemic, DPW hired a maximum of 27 seasonal employees each summer. Since the pandemic began in 2020, DPW has been affected by the nationwide job market trend. In 2022, DPW filled only two seasonal positions. A lack of seasonal employees means that full-time employees must perform that work, or the work is not completed. This leads to less work product and a lower level of service to residents.

In 2022, the DPW-Traffic Division seasonal employee recruitment yielded zero (0) seasonal employees. This lack of seasonal employees resulted in 1,000+ gallons of pavement marking paint left over at the end of the painting season. The impact due to the lack of summer employees has also resulted in complaints about badly fading pedestrian crosswalks, and pavement marking symbols/legends. This trend cannot continue for DPW to provide the necessary services.

The Green Bay Housing Authority, operating under the umbrella of the Department of Community & Economic Development, has also experienced difficulties in hiring seasonal maintenance positions to assist with duties at Mason Manor. In 2022, the department was unable to hire any seasonal maintenance staff which created additional work for full-time staff.

Since 2019, employers nationwide have increased wages and other benefits to improve employee recruitment and retention issues. The Human Resources Department recently conducted a survey of other municipalities in relation to seasonal employee wages. In comparison to the other 20 municipalities surveyed that hire for seasonal maintenance positions, the City of Green Bay's current starting rate of pay was the lowest at \$11.43/hour (See Attachment). In comparison to the 15 municipalities that hire seasonal engineering aide positions, the City of Green Bay's current starting rate of pay was the third lowest at \$14.91/hour. (See Attachment).

In addition to concerns of recruiting with a non-competitive wage rate, the City of Green Bay currently has an inequity of pay for seasonal maintenance positions amongst our various departments. The City of Green Bay Parks Department recently increased seasonal maintenance employee wages to a starting rate of \$14.00/hour. Public Works and Community & Economic Development were not included in the rate changes for those seasonal maintenance positions and currently have zero (0) seasonal employees hired for 2023.

The Parks Department has reported success with recruitment and retention since altering their pay scale to a starting rate of \$14.00/hour. Public Works and Community & Economic Development would also like to increase their seasonal employee wage structure to provide consistency throughout all departments and offer pay rates that are more attractive to prospective candidates.

FISCAL IMPACT

- III. Public Works understands that it must remain within budget with respect to the 2023 summer/seasonal salaries. Based on recent seasonal employee recruiting trends, DPW budgeted a total of \$105,976 for 2023 seasonal wages. This budget amount did not include provisions for wage increases.

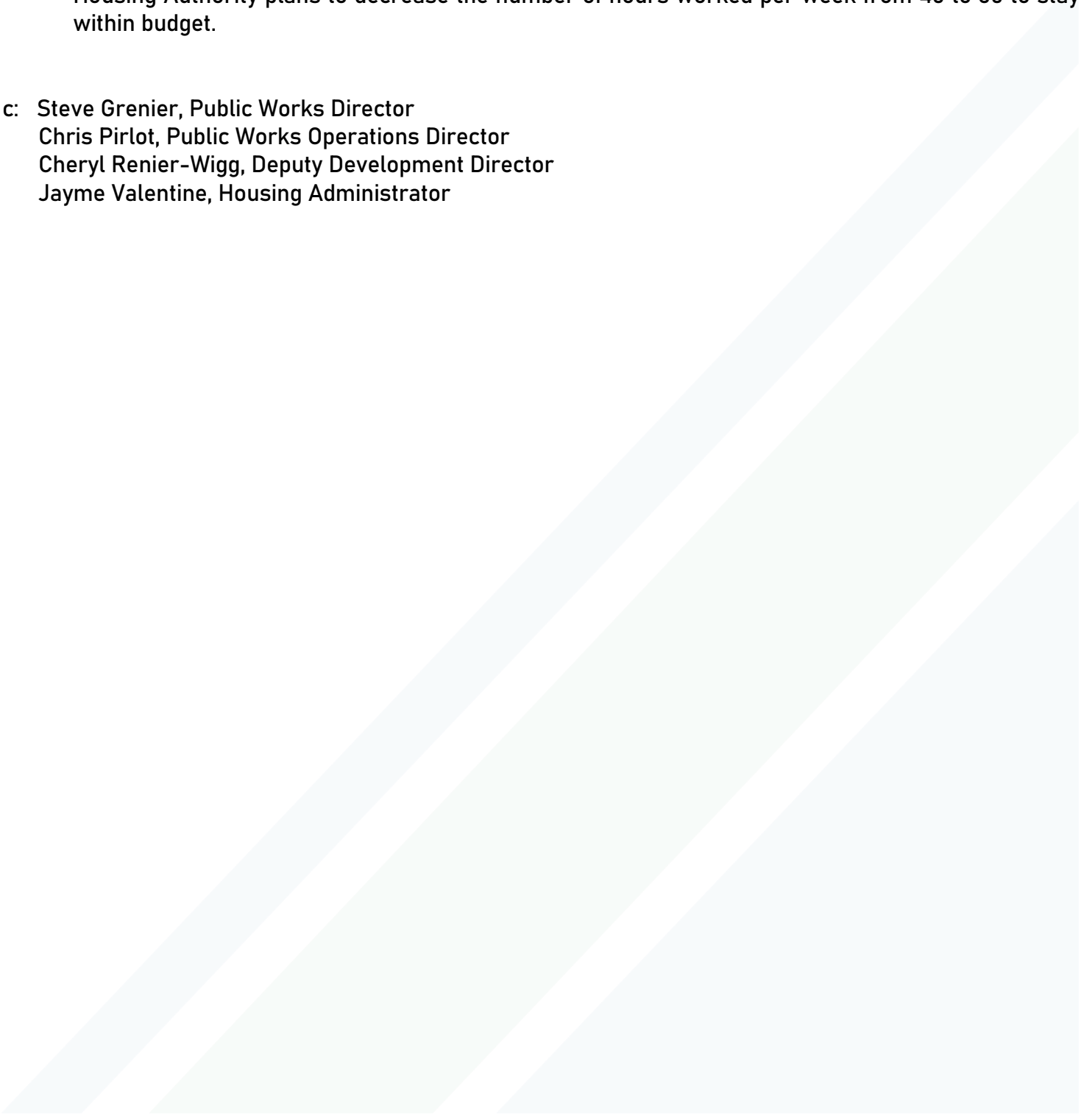
Using the proposed wages noted above, DPW has adequate 2023 funding to hire the following seasonal employees:

- DPW seasonal maintenance employees – 8 total for 2023
- DPW seasonal engineering aide employees – 5 total for 2023

DPW is willing to hire less seasonal staff than needed to attract candidates at a reasonable wage. Given the fact that there have been little to no seasonal staff through the pandemic, any seasonal staff during 2023 would be preferred to having no seasonal staff available.

The Green Bay Housing Authority's budget is not on the levy, and they are able to budget for seasonal maintenance positions as their annual budget goes into effect on 7/1/2023. The Green Bay Housing Authority plans to decrease the number of hours worked per week from 40 to 30 to stay within budget.

c: Steve Grenier, Public Works Director
Chris Pirlot, Public Works Operations Director
Cheryl Renier-Wigg, Deputy Development Director
Jayme Valentine, Housing Administrator



	Seasonal Maintenance	Seasonal Engineering Aide
Green Bay	\$11.43	\$14.91
Appleton	\$15.01 - \$17.00	\$17.01 - \$19.00
Ashwaubenon	\$15.50 - \$16.75	N/A
Bellevue	\$14.00 - \$16.00	N/A
Brown County	\$16.00	\$18.00
De Pere	\$15.00 - \$16.00	\$20.00 - \$21.00
Eau Claire	\$17.96 - \$19.25	\$17.96 - \$19.25
Fond du Lac	\$16.09	\$13.00 - \$16.00
Howard	\$15.50 - \$17.50	\$18.00 - \$21.00
Janesville	\$14.00	\$19.00
Kenosha	\$17.82 - \$18.85	\$15.58 - \$19.88
La Crosse	\$14.00 - \$20.00	\$18.00 - \$22.00
Madison	\$18.52	\$18.52
Manitowoc	\$12.00 - \$14.00	\$14.50 - \$16.50
Milwaukee	N/A	\$18.69 - \$19.25
Oshkosh	\$15.00 - \$17.50	\$15.00 - \$19.50
Racine	\$15.45	N/A
Sheboygan	\$15.08	N/A
Waukesha	\$16.05	\$16.00
Wauwatosa	\$15.45	N/A
West Allis	\$12.00 - \$20.00	N/A

Business	Starting Rate of Pay
McDonald's	\$15.00
Taco Bell	\$12.00 - \$18.00
Kohl's	\$14.00
Dick's Sporting Goods	\$12.50
Menards	\$16.00 - \$19.50
Woodman's	\$15.25 - \$17.00
Festival Foods	\$12.00 - \$21.00
Best Buy	\$15.00 - \$17.00



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 9, 2023

PREPARED BY

AGENDA ITEM # E.2

For consideration with possible action to have staff develop a system to adjust the salary's for the following positions Mayor, Alderperson, Municipal Judge on a regular basis. This system should factor in a fair and equitable salary for the job duties and then cost of living raises to keep the salary competitive. The system should prevent partisan politics from becoming involved with the amount that is paid to the holders of these positions.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2023-05-04 Dist 4 to Personnel

From: noreply@civicplus.com
To: [Celestine Jeffreys](#); [Eric Genrich](#)
Subject: Online Form Submittal: Alders' Petitions and Communications
Date: Thursday, May 4, 2023 12:07:31 PM

Alders' Petitions and Communications

Name	Bill Galvin
Committee Name	Personnel Committee
Text of Communication	For staff to develop a system to adjust the salary's for the following positions Mayor, Alderperson, Municipal Judge on a regular basis. This system should factor in a fair and equitable salary for the job duties and then cost of living raises to keep the salary competitive. The system should prevent partisan politics from becoming involved with the amount that is paid to the holders of these positions.

Email not displaying correctly? [View it in your browser.](#)



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 9, 2023

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Action Items

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 5.9.23

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
May 9, 2023**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Neighborhood Support Specialist	DCED	Antoinette Loch	5/2/2023
4K Naturalist	PRF	Paula Brummel	4/9/2023
Senior Animal Keeper	PRF	Sheridan Breen	5/25/2023
Community Service Officer	PD	Dominic Rivera	5/4/2023
Patrol Officer	PD	Colton Moore	4/28/2023
Legal Assistant	Law	Jonathan Lee	4/25/2023
 <u>Grade/Step Change</u>			
City Forester	PRF	Brian Pelot	4/5/2023
IT Specialist	Fire	Justin Magyar	5/9/2023
Assistant City Attorney	Law	Logan Wood	4/25/2023
Administrative Clerk	Police	Diane Perry	3/12/2023
Finance Manager	Transit	Sherry Schuh	4/24/2023
Truck Driver - Streets	DPW	Kevin Boesen	5/9/2023
Truck Driver - Streets	DPW	Dan Mielke	5/9/2023
Mobility Coordinator	Transit	Andrea Vlach	4/29/2023
 <u>End of Employment</u>			
Senior Animal Keeper	PRF	Alyssa Baumann	3/4/2023
Master Plumber	PRF	Jay LeTourneau	4/27/2023
Parking Enforcement Officer	DPW	Jason Anderson	4/28/2023
Parking Maintenance Technician	DPW	Beau Fair	3/25/2023
Sergeant	PD	Robby Hock	5/14/2023