



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, MAY 23, 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 Minutes from the May 9, 2023 Personnel Committee meeting.

E. Regular Business.

- I. For consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
 - a. Building Services Coordinator
 - b. Truck Driver
 - c. Operator I

F. Informational.

- I. Report of Routine Personnel Action Items
2. Next Meeting: June 6, 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 23, 2023

PREPARED BY

AGENDA ITEM # E.I

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

- a. Building Services Coordinator
- b. Truck Driver
- c. Operator I

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- 1. Personnel Committee Request to Fill Memo - 5.23.2023
- 2. Building Services Coordinator - E. Honzik 06.16.23
- 3. Truck Driver - R. Kispert 05.18.23
- 4. Operator I - J. VandenHeuvel 05.30.23

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: May 23, 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.

- Building Services Coordinator – Replacement position due to the retirement of Eugene Honzik effective at the end of the work day on June 16, 2023. This position is budgeted at \$23.92 – \$26.72 per hour. (Pay Grade G)
- Truck Driver - Replacement position due to the retirement of Robert Kispert effective at the end of the work day on May 18, 2023. This position is budgeted at \$21.60 – \$25.42 per hour. (Pay Grade F)
- Operator I (Sweeper/Days) - Replacement position due to the resignation of Jake VandenHeuvel effective at the end of the work day on May 30, 2023. This position is budgeted at \$21.60 – \$25.42 per hour. (Pay Grade F)

**Position Fill Request
Justification Report
05-16-2023**

Position Title: Building Services Coordinator

- 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 Eugene Honzik effective at the end of the work day on June 16, 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 \$23.92–\$26.72 per hour (Pay Grade G).

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

The Building Services Coordinator performs works of moderate difficulty in the repair and maintenance of buildings, equipment and machinery and grounds at the City Hall Building.

- 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.**

Over the years, we have added more responsibilities to this position to ensure the boilers, cooling towers, air handling system, pumps and plumbing fixtures are monitored and repaired.

- 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 of the maintenance needs of City Hall. As positions become vacant, we prioritize and reprioritize the daily work. The effect is that with the specific boilers and systems in the building it is necessary to ensure we have a staff member who can monitor and coordinate the daily functionality of these systems. This also includes the daily operation of the elevator's located in the building

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

The overall service to the public would be reduced if the systems weren't operational. We have tried to lessen the obvious impact by reprioritization.

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 Building Services Coordinator 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.

The City Hall Building is central location within the City of Green Bay that houses multiple departments as well as multiple services and is accessed by hundreds of customers and staff members on a daily basis. If the building and mechanical systems are not operational it will directly impact the City of Green Bay as a whole. This position is critical in ensuring that the building is operational daily and after working hours.

**Position Fill Request
Justification Report**

May 12, 2023

Position Title: Truck Driver – DPW Operations Division/Sanitation 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 will be vacated following the retirement of Sanitation Section Truck Driver Robert Kispert effective at the end of the regular workday on Thursday, May 18, 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 currently funded in the DPW operating budget. The current wage is \$21.60 - \$25.42/hour (Pay Grade F).

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

Sanitation Section Truck Drivers perform duties including but not limited to driving trash, recycling, brush route, and bulk waste collection trucks, operating various pieces of equipment, plowing snow, daily equipment maintenance, and other assignments necessary for DPW to perform core functions

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

This position can generate revenue for the City, depending on the price of recyclable materials and if fees are charged for services rendered. More importantly, the use of in-house labor and equipment reduces the need to contract services that are currently provided by DPW employees. In addition, solid waste must be collected to help maintain public health in Green Bay.

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

Loss of a Sanitation Section Truck Driver represents a reduction in DPW's ability to provide core services in a timely manner, including trash and recycling collection, brush collection, snow plowing, curbside yard and garden waste collection, etc.

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

Duties associated with any vacant DPW position are assigned to other Operations Division employees. When there is a lack of personnel to perform core DPW functions, assignments are prioritized. Unstaffed assignments end up being postponed or not completed. Tasks can be contracted to vendors. But that alternative typically costs the City more than performing it in-house.

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

DPW *cannot* reduce or eliminate core services. A reduction in DPW staff will result in a reduced level of service to residents, and increase the amount of time required to complete those services.

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

Reducing the level of services provided to City residents, working overtime to maintain the expected level of service, or outsourcing of services.

9. Are there union issues? No

10. Other supporting comments. None

**Position Fill Request
Justification Report
May 16, 2023**

Position Title: Operator 1 (Sweeper/Days) – 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 following the resignation of Jake VandenHeuvel effective at the end of his regular work shift on Tuesday, May 30, 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 currently funded in the DPW operating budget. The current wage for this position is \$21.60 - \$25.42 per hour (Pay Grade F).
- 3. Please list the functions and any special information regarding this position.**
Sweeper Operators perform a full range of duties including but not limited to operating street sweepers, flusher truck, tractors, sidewalk snow removal units, and other DPW vehicles. In addition to sweeping streets during summer months, they assist in leaf collection, snow/ice control, and general labor assignments necessary to complete DPW core functions. Sweeper Operators also help Motor Equipment Section rebuild sweeper units during winter months to prepare them for the next sweeping season.
- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**
This position does not generate revenue for the City. But the use of in-house labor and equipment reduces the need to contract out for those services. Also, Federal EPA and State DNR rules dictate that the City must remove debris from roads that can contaminate streams, rivers, and lakes when diluted in storm water runoff.
- 5. Please explain why current staff is unable to absorb duties of this position.**
Loss of a Sweeper Operator position will reduce DPW's ability to comply with EPA and DNR rules for stormwater runoff quality and cleanliness. Those rules must be met to reduce contamination in storm water runoff that flows into streams, rivers, and lakes.
- 6. If duties of position are presently being done, how are they done?**
During periods of short staffing, duties are assigned to other Street Section employees as needed. When there is a lack of personnel, assignments are prioritized and completed in priority order. If there is not adequate time to complete all jobs, lower priority jobs are postponed or not completed.
- 7. What service would be reduced or eliminated if this position is not filled?**
DPW will continue to perform all of its core services. However, a reduction in staffing will result in a lower level of service to residents. Sweepers must be staffed to meet government stormwater rules. Grass cutting, leaf collection, and other roadway maintenance duties could suffer.

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

Working overtime to maintain the required service, or outsourcing of services. Continued overtime leads to employee burnout and higher operating costs. Outsourcing this function is more costly than addressing it in-house.

9. Are there union issues?

No

10. Other supporting comments.

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 23, 2023

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Action Items

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 5.23.23

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
May 23, 2023**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Admin. Clerk	DCED	Megan Hein	5/9/2023
Laborer - Streets	DPW	Jackson Kispert	6/6/2023
Seasonal Maint. Employee	DPW	Louis Del Frate	5/17/2023
<u>Reclassification</u>			
Legal Assistant	Law	Deanna Debruler	5/8/2023
<u>Promotion</u>			
Firefighter - EMT	Fire	Cody Johnson	6/1/2023
Lieutenant EMT	Fire	Daniel Conard	6/1/2023
Engineer	Fire	Thomas McKenna	6/1/2023
Lieutenant	Fire	Andrew Watt	6/1/2023
Engineer	Fire	Brad Berth	6/1/2023
Firefighter - EMT	Fire	Logan Simkowski	6/1/2023
<u>Grade/Step Change</u>			
Transit Dispatcher	Transit	Ashton James	5/5/2023
Transit Maintenance Clerk	Transit	Renee Curl	5/4/2023
Transit Dispatcher	Transit	Diane Deprez	5/16/2023
Truck Driver - Streets	DPW	Joerg Schmidt	5/20/2023
Administrative Clerk	Muni Ct	Christine Petitjean	6/1/2023
Support Assistant	Fire	Carri Prigge	6/4/2023
<u>End of Employment</u>			
Transit Operator (Part Time)	Transit	Mohamed Khan	5/8/2023
Truck Driver - Sanitation	DPW	Robert Kispert	5/18/2023
Paratransit Coordinator	Transit	Esther Fels	5/12/2023
Captain	Fire	Jeff Malchow	6/1/2023
Captain	Fire	Glen Sherman	6/1/2023