



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, JULY 25, 2023, 4:30 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/86846491807?pwd=K3NJQlNxdXUlcjB2RlR0TWVtUkYydz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 868 4649 1807

Passcode: 298054

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

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

- I. Approval of the Minutes from the June 13, 2023 Personnel Committee meeting.

E. Regular Business.

- I. For consideration with possible action on the request to approve the City of Green Bay Civil Rights Compliance Plan for the Wisconsin Community Safety Fund Grant.
2. For consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
 - a. 4K Naturalist
 - b. Assistant City Engineer
 - c. Operator I
 - d. Parking Enforcement Officer
 - e. Park Supervisor
 - f. Mechanic

- g. Mechanic
 - h. Purchasing Assistant
 - i. Plumbing Inspector
 - j. Development Director
 - k. Traffic Engineer
 - l. Administrative Clerk
- 3. For consideration with possible action to add the position of Deputy Treasurer to the Administrative Services Department.
 - 4. For consideration with possible action on the request from Ald. Chris Wery that additional revenue from increased short term rental revenue be used to partially or fully fund an inspector for these properties to deal with the unique issues they present. Focus should be on evening and weekends with parking violation, property and lawn upkeep in addition to administrative duties to relieve planning staff and free them up for their main job functions.

F. Informational.

- 1. Report of Routine Personnel Action Items
- 2. Next Meeting: August 15, 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.



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

MEMORANDUM

To: Personnel Committee

From: Kevin Warych, Police Operations Commander
Human Resources Department

Re: Consideration with possible action on request to approve the City of Green Bay Civil Rights Compliance Plan for the Wisconsin Community Safety Fund Grant

Date: July 21, 2023

RECOMMENDATION:

Approval of the attached plan is requested to ensure funding for the Office of Violence Prevention (OVP) program, compliance with grant reporting and protecting the rights of program participants while providing services. This funding is crucial in supporting our efforts to enhance public safety; implement various community development initiatives and improve the safety and well-being of our city's residents.

I. **Background:**

On May 8, 2023, the City of Green Bay was awarded a \$1 million dollar grant, Wisconsin Community Safety Fund, through the Medical College of Wisconsin, Department of Children and Families (DCF) and Wisconsin Department of Health Services (DHS). This grant will be used to create an Office of Violence Prevention (OVP) with a focus on reducing firearms violence within the city as well as addressing other forms of violence. All recipients of federal funds passed through one or more state agencies, must comply with federal civil rights laws and meet the civil rights compliance requirements. The compliance plan demonstrates our commitment to adhering to all applicable civil rights laws and regulations.

II. **Civil Rights Compliance Plan:**

The Civil Rights Compliance Plan outlines the measures we will take to ensure that all activities funded by the grant are conducted in compliance with federal civil rights laws, including but not limited to the Civil Rights Act of 1964 and the Americans with Disabilities Act (ADA). The plan includes the following key components:

1. **Non-Discrimination Policy:** We reaffirm our commitment to nondiscrimination in all aspects of the grant-funded programs. This policy prohibits discrimination based on race, color, religion, sex, national origin, disability, or any other protected characteristic.

2. **Training and Awareness:** We will conduct training sessions for all employees involved in administering the grant and implementing related projects. These sessions will focus on civil rights laws, reporting mechanisms for discrimination complaints, and equal access for individuals with disabilities.
3. **Complaint Procedure:** A clear and accessible procedure will be established to handle any civil rights complaints related to the grant-funded activities. We will take prompt and appropriate action to address any reported incidents of discrimination as outlined in the plan.
4. **Accessibility Measures:** We will ensure that all programs and services funded by the grant are accessible to individuals with disabilities in accordance with ADA guidelines and those participants with limited English proficiency (LEP).

Civil Rights Compliance plans are standard for entities that are recipients or subrecipients of funding through a state agency such as the DHS or DCF. With respect to the city's compliance plan, we currently have policies in place to address discrimination, limited English proficiency and accessibility for individuals with disabilities. The majority of the work that needs to be done with our plan is related to training of OVP staff and creating tracking systems for the various plan requirements.

It is worth noting that Green Bay Metro has a similar Civil Rights Compliance Plan in place, which is required for the department to receive federal funding for their projects and initiatives. By implementing and enforcing such plans, we are committed to upholding civil rights and ensuring accessibility to federally funded programs while making positive changes in our community.

Please feel free to reach out if you have any questions or require further information. Thank you for your consideration.

Cc: Joseph Faulds, Chief of Operations
Cheryl Renier-Wigg, Interim Community Development Director
Chris Davis, Police Chief

CITY OF GREEN BAY, WISCONSIN



CIVIL RIGHTS COMPLIANCE PLAN

Civil Rights Compliance Period of January 1, 2022 – December 31, 2025

The City of Green Bay Civil Rights Compliance plan is a document required by the State of Wisconsin for entities, including the City of Green Bay, that receive state and federal funding to provide services to the public.

In May, 2023 the City of Green Bay was awarded a grant, Wisconsin Community Safety Fund, through the Medical College of Wisconsin. The City of Green Bay is a subrecipient of these funds distributed by the State of Wisconsin, specifically the Wisconsin Department of Children and Families (DCF) and Wisconsin Department of Health Services (DHS). These state agencies receive Federal financial assistance, and as a result, they must comply with Federal civil rights requirements as recipients of this funding. In addition, they must ensure that their recipients and subrecipients of funding through their respective agencies also comply with the civil rights compliance requirements. As a subrecipient of financial assistance from these agencies, the City is required to comply with those requirements as authored by the DHS and DCF.

In this plan, the City certifies that the programs and services it will provide through use of this funding, is free from discrimination and meets the requirements established by the DHS and DCF.

CIVIL RIGHTS COMPLIANCE LETTER OF ASSURANCE

Children and Families
DCF-F-154-E

Health Services
F-00165 (12/2021)

Civil Rights Compliance Period: January 1, 2022 to December 31, 2025:

The City of Green Bay (hereinafter “Recipient”) agrees that compliance with this assurance constitutes a condition of receiving Federal financial assistance through the Department of Health Services and the Department of Children and Families (the “State Agencies”). This assurance is binding upon Recipient, its successors, transferees, and assignees throughout the Compliance Period, or as long as Federal financial assistance is extended to Recipient, whichever is shorter. The State Agency from which the Federal funds will be paid may enforce this Assurance as a condition of receiving such funds.

Recipient agrees to comply with civil rights monitoring reviews, including providing access to records and requested files related to membership, enrollment and services in the program or activity maintained by the Recipient and, to the extent within its authority, arranging for interviews with staff, clients and applicants for services, subrecipients, and referral agencies. Recipient agrees to cooperate with the State Agency or State Agencies in developing, implementing, and monitoring corrective action plans that result from substantiated civil rights deficiencies.

By signing on behalf of Recipient, I state that I am authorized to bind Recipient to the terms of this Assurance and to commit the Recipient to the above provisions.

Joseph W. Faulds

Joseph W. Faulds (Jan 17, 2023 09:50 CST)

SIGNATURE – Authorized Representative

Date: Jan 17, 2023

Printed name: Joseph Faulds

Title: Chief of Operations

Instructions for completing Letter of Assurance

- Complete this signature page
- Include Appendices A-1, A-2 and A-3 with the signature page
- Updates to appendices should be submitted if there are staff or funding changes

**RECIPIENT HEREBY AGREES THAT IT WILL COMPLY WITH ALL APPLICABLE
FEDERAL CIVIL RIGHTS LAWS:**

Federal civil rights laws prohibit discrimination of members, applicants, enrollees, and beneficiaries in any programs or activities that receive Federal financial assistance. Those laws include, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Title IX of the Educational Amendments of 1972, the Age Discrimination Act of 1975, Section 1557 of the Patient Protection and Affordable Care Act of 2010, and their respective implementing regulations, and prohibit recipients and subrecipients of Federal financial assistance from discriminating on the basis of race, color, national origin, sex, age, disability, and, in some programs, religious creed or political affiliation or beliefs, in their programs or activities, and in retaliating or engaging in reprisals against individuals for opposing discrimination protected under these laws. In addition to those Federal civil rights laws, other laws may apply to recipients of specific Federal programs, and the Recipient must comply with all applicable Federal civil rights laws. Civil rights laws may be created or amended during the time of the Compliance Period. Recipient agrees to comply with the current laws throughout the Compliance Period.

In pursuit of compliance with those laws, the Recipient shall, but not exclusively, do the following:

1. Provide training to all staff on civil rights requirements and methods of providing meaningful access to individuals with limited English proficiency (LEP) and effective communication and equal access to individuals with disabilities.
2. Provide language assistance services, including translated documents and oral interpretation, free of charge and in a timely manner, when such services are necessary to provide meaningful access to LEP individuals.
3. Communicate effectively with people who have vision, hearing, or speech disabilities and provide auxiliary aids and services when needed to individuals with communications disabilities at no cost to the person with a disability.
4. Make all programs and activities provided through electronic and information technology accessible to individuals with disabilities and ensure nondiscrimination in providing services and benefits.
5. Ensure that any newly constructed and altered facilities are physically accessible to individuals with disabilities.
6. Have in place a discrimination complaint process and provide notices of its complaint process, translated into the major primary language groups of the LEP individuals in its service area.
7. Post required nondiscrimination statements and notices.
8. Provide accessible programs, facilities, and reasonable accommodations to service participants/customers with disabilities.
9. Provide translation of vital documents for each eligible LEP language group that constitutes at least 5 percent or 1,000 individuals, whichever is less, of the population eligible to be served or likely to be encountered in the recipient's service area.

RECIPIENT CONTACT INFORMATION

Name of Recipient City of Green Bay		Date this Form was Completed January 25, 2023	
Street Address 100 N. Jefferson St.			
City Green Bay		State WI	Zip Code 54301
Name and title of individual designated as Equal Opportunity Coordinator for Civil Rights Compliance questions Joseph Faulds			
Address 100 N. Jefferson St., Green Bay, WI 54301			
Phone Number 9204483356		Email Address joseph.faulds@greenbaywi.gov	
Name and title of individual designated as LEP Coordinator to assist LEP individuals and individuals with disabilities Lt. Brad Strouf			
Address 307 S. Adams Street			
Phone Number 9204483200 Ext. 0909		Email Address brad.strouf@greenbaywi.gov	
Name and title of Recipient-Authorized Representative Making Assurances Joesph Faulds			
Address 100 N. Jefferson St., Green Bay, WI 54301			
Phone Number 9204483356		Email Address joseph.faulds@greenbaywi.gov	

Instructions for completing Recipient Contact Information

Fill in all the blanks on this form.

Some smaller entities may not have dedicated LEP/ADA Coordinators or Civil Rights Compliance Officers.

The individuals designated above can be (but don't have to be) same person (e.g., the Authorized Representative).

FUNDING RELATIONSHIP TO DHS / DCF

- Recipients may receive Federal funding through one or more State Agencies to administer one or more Federal programs or activities.
- Clarifying the multiple funding streams will help the State Agencies identify mutually funded recipients as well as to determine oversight and coordination between the State Agencies.

			Contract or Program Name	Funding Amount (\$)
DHS				
Our agency/entity has a direct contract, direct grant, funding agreement or purchase order (PO) with DHS to receive Federal funding.	☐ Yes	☒ No	1.	
			2.	
			3.	
DCF				
Our agency/entity has a direct contract, direct grant funding agreement or purchase order (PO) with DCF to receive Federal funding	☐ Yes	☒ No	1.	
			2.	
			3.	
DHS / DCF				
Our agency/entity has a direct contract, grant, funding agreement, or purchase order (PO) with a County or Consortium that receives Federal funding from DCF/DHS. Name of County or Consortium:	☐ Yes	☒ No	1.	
			2.	
			3.	
Our agency/entity has a subcontract with another entity that receives Federal funding from DHS/DCF. Name of the entity/entities: Medical College of WI	☒ Yes	☐ No	1. Comm Safety Fund	\$1,000,000.00
			2.	
			3.	

Instructions for completing Funding Relationship to DHS or DCF

Fill in all the blanks on the above form. Your response should identify all Federal funding you receive from each of the State Agencies or recipients.

FUNDED PROGRAMS CHECKLIST

Completing this section will allow DHS or DCF to identify the Federally funded programs and activities that you administer.

Check the type of program or funding applicable to your entity.

Use this checklist for Department of Health Services (DHS)

Please check all the funded programs/services/activities administered with grant/contract or other agreements received from Department of Health Services (DHS):

HHS (CMS, SAMHSA, CDC, CMHS, ACL, HRSA, OMH, etc.) Programs:

- ☐ BadgerCare Plus
- ☐ Birth to 3
- ☐ Children's Long Term Support Waiver
- ☐ Children's Community Options Program
- ☐ Family Care
- ☐ Family Planning Only
- ☐ IRIS
- ☐ Katie Beckett
- ☐ Medicaid for the Elderly, Blind, or Disabled
- ☐ Medicaid Purchase Plan
- ☐ PACE
- ☐ SeniorCare
- ☐ Temporary Assistance for Needy Families (TANF)
- ☐ Well Women Medicaid
- ☒ Other, specify: Wisconsin Community Safety Fund

USDA (FNS) Programs:

- ☐ FoodShare/SNAP
- ☐ Food Stamp Employment and Training (FSET)
- ☐ Temporary Emergency Food Assistance Program (TEFAP)
- ☐ Women Infants and Children (WIC)
- ☐ Commodity Supplemental Food Program
- ☐ WIC Farmer's Market Nutrition Program
- ☐ Senior Farmer's Market Nutrition Program
- ☐ Other, specify:

Use this checklist for Department of Children and Families (DCF)

Check all the funded programs/services/activities administered with grants/contracts or other agreements received from Department of Children and Families (DCF):

- | | |
|---|---|
| <ul style="list-style-type: none">☐ Adoption Assistance Program☐ Adoption Finalization and Post Adoption Services☐ Brighter Futures Initiative☐ Child Abuse and Neglect - Child Protective Services☐ Child Abuse and Neglect – Prevention Services☐ Child Care Certification or Licensing☐ Child Care Resource and Referral☐ Child Care Quality Improvement☐ Child Placing Agencies - Foster Care☐ Qualified Residential Treatment Providers, Child Residential Care Centers & Group Homes☐ Child Support☐ Child Welfare Case Management Services☐ Community Services Block Grant Services☐ Domestic Violence/Domestic Abuse | <ul style="list-style-type: none">☐ Foster Care Payments☐ Home Visiting Services☐ Independent Living Services☐ Indian Child Welfare☐ Kinship Care Payments☐ Milwaukee Child Welfare Program Service Provider☐ Promoting Safe and Stable Families☐ Refugee Assistance and Services☐ Runaway Youth Services☐ TANF Funded Services - Including Transitional Jobs and Children First☐ Wisconsin Shares - Child Care Subsidy Program☐ Wisconsin Works (W-2) Programs☐ Youth Aids and Youth Justice grants☒ Other, specify: Wisconsin Community Safety Fund |
|---|---|

Please list your specific Federal grant/funding source if not listed above.

Note: The checklist is not an exhaustive list of programs funded through the DHS or DCF with HHS and USDA-FNS. If the Federally funded program, grant or service agreement is not listed, enter the name in the appropriate "Other: Specify" space to specify the program, grant or funding agreement administered by the agency/entity.

DATA COLLECTION

Service Delivery Our agency has a system that records the following:		
The race, ethnicity, sex/gender, disability status, and primary language of participants/applicants (Self-identification by the applicant/participant is the preferred method of obtaining characteristic data)	Yes	No
Number of potentially eligible or likely to be affected or encountered	Yes	No
Number of LEP individuals encountered by phone vs. walk-in	Yes	No
Language spoken and/or dialect of LEP participants	Yes	No
Number of eligible LEP participants by separate programs and the frequency of encounters	Yes	No
Interpretation needs and preferred language of LEP participants	Yes	No
The number of times interpretation services were offered and provided to LEP individuals and the language group for the service	Yes	No
The written translation of vital documents for LEP groups that meet the 5 percent or 1,000 threshold requirement	Yes	No
Number of sign language interpretation requests received from deaf and hard of hearing participants	Yes	No
Other accommodation requests and needs from participants with disabilities	Yes	No
If you responded “No” to any of the above questions, describe your plan for addressing the requirement(s), including target dates for completion of milestones, below: The Office of Violence Prevention (OVP) Director will implement the tracking systems for these requirements within 120 days of hire.		

Nondiscrimination Notification

1. Our entity uses the required HHS and/or USDA-FNS Nondiscrimination Statements and Notices, provided in Appendix D .	Yes	No	N/A
2. Our entity uses the DHS and/or DCF model for LEP Policy Statement that is provided in Appendix E .	Yes	No	
3. We disseminate the LEP policy in the following ways:			
a) The nondiscrimination policy is included in our operating procedures manual.	Yes	No	
b) The nondiscrimination policy is posted where current customers and applicants applying for services may review and read them in their own languages.	Yes	No	
c) The appropriate “Justice For All” poster designated for USDA-FNS-specific programs is posted as follow: - Entities administering SNAP/FoodShare, TEFAP and FSET programs must post the “Justice For All” Poster 475B - Entities administering WIC programs must post the “Justice For All” poster 475C. Posters are available from the USDA .	Yes	No	N/A
d) The LEP requirements are incorporated in contracts when extending Federal financial assistance to subrecipients.	Yes	No	
4. We receive funding from HHS through a State Agency and use the required HHS nondiscrimination notices and statements, including in the 15 taglines, on all significant communications and significant publications per the Section 1557 of the Affordable Care Act regulations (45 C.F.R. part 92)?	Yes	No	N/A
5. We receive funding from USDA-FNS through a State Agency and use the appropriate FNS Nondiscrimination Statement on all websites, documents, pamphlets, brochures, etc. for the program that are produced for public information, public education, or public distribution. The Nondiscrimination Statement can be found here: FNS Nondiscrimination Statement and in Appendix D .	Yes	No	N/A

If you responded "No" to a question above, describe your plan for addressing this requirement, including target dates for completion, below:

Function of an Equal Opportunity Coordinator and LEP Coordinator

1. Our Equal Opportunity Coordinator (EOC) and LEP Coordinator (LEPC) received or will receive civil rights training within two months of assuming duties. - Indicate date EOC received CRC Training _____ - Indicate date LEPC received CRC Training _____	Yes	No	
2. Our EOC and LEPC have the following responsibilities:			
a) Handling service delivery and language access complaints.	Yes	No	
b) Disseminating equal opportunity and language access information to provider staff and interested persons.	Yes	No	
c) Preparing equal opportunity and language access plans and reports.	Yes	No	
e) Monitoring, performing comprehensive compliance reviews, and evaluating equal opportunity and language access activities on a program-by-program basis for the entity.	Yes	No	
f) Monitoring and evaluating civil rights, cultural awareness, disability sensitivity, and language needs of entity staff and arranging training.	Yes	No	
g) Monitoring the records and files relative to the entity's civil rights program and ensuring that subrecipients are maintaining civil rights records.	Yes	No	
h) Monitoring the civil rights compliance of funded subrecipients, if entity has any.	Yes	No	N/A
i) Meeting with the CEO, President, Director, or Administrator of the entity to provide input into policies and procedures to improve language access and equal opportunity in employment and service delivery.	Yes	No	

If you responded "No" to a question above, describe your plan for addressing this requirement, including target dates for completion, below:

Meaningful Access to Programs and Services

Our entity provides meaningful access to individuals with limited English proficiency by:		
1. Providing interpreters to assist applicants and customers with limited ability to read, speak, or understand English.	Yes	No
2. Prominently display an "I Speak" poster and a "Your Right to an Interpreter" poster in the language of the LEP groups identified in the LEP Customer Data Analysis completed by the recipients.	Yes	No
3. Providing literature, posting information and audio-visual materials in language(s) understood by LEP customers.	Yes	No
4. Providing culturally trained bilingual and/or bicultural qualified staff.	Yes	No
5. Notifying LEP customers of their right to ask for translation of vital program information at no cost to the LEP customer whenever they access programs and services.	Yes	No
6. Preparing a listing of our vital documents requiring written translation and updating the inventory list annually to reflect which documents have been translated and prioritizing those needing translation.	Yes	No
7. Developing policies on confidentiality and code of ethics for oral interpretation for contracted vendors and/or community volunteers used for interpreting by individual agency programs.	Yes	No
8. Our agency uses the following methods to ensure written translation services:		
A) Contract with an outside translation services to translate the agency's vital documents.	Yes	No
B) Partner with community associations for paid or voluntary translation of vital documents.	Yes	No
C) Other: Specify		
9. Our entity uses the following methods for oral interpretation:		
A) Establish oral language assistance procedures for taking incoming calls from LEP persons and trained our receptionist and staff to use oral interpretation resources.	Yes	No

B) Our agency hires bilingual staff who are proficient in the following languages that are present in our service area: (Circle all that apply) ✓ Spanish ✓ Hmong Arabic French Chinese German Pennsylvanian Dutch Albanian Other languages: (Specify) • Korean • Laotian • Polish • Russian • Vietnamese • Bosnian/Serbian/Croatian • Hindi • Tagalog	Yes	No
C) Use a language line for languages not often used in the service area.	Yes	No
D) Partner with other community organizations for paid or voluntary oral interpretation services.	Yes	No
E) Use a telephone system that allows participants to access the appropriate staff who can assist them in getting information or services needed.	Yes	No
F) Use inbound call center system with universal queue technology that provides callers with an alternative to waiting on hold when no agents are available.	Yes	No
G) Use an inbound virtual queuing call center system that has the capacity for directing LEP language groups to directly access, perform similar functions as in the English menu, and/or the ability to leave messages in their language.	Yes	No
H) Other: Specify		
10. List methods used to communicate important benefit information to customers. Check all that apply: Video Web Sites Posters Voice Mail Messages AT&T Language Line Television Radio Community Newspaper Other:		

If you responded "No" to a question above, describe your plan for addressing this requirement, including target dates for completion, below:

#2 The City will work with AT&T Language Line to install signage.

#3 Literature will be made available through flyers or signage to assist LEP participants.

#6 The City will develop and maintain a list of vital translated documents (services, complaint forms, etc).

#7 The Police Department has a Limited English Proficiency policy. A code of ethics and policies on confidentiality will be developed with contracted vendors.

#8b No need to contract with community associations, City has contracted with vendors for this service.

#9d Same as #8b

#9f The City uses AT&T Language line that acts as a call center and has the capacity to direct LEP language groups

#9g Same as #9f

Self-Evaluation of Accessibility to Programs and Services

ACCESS ELEMENT		
1. Has your entity completed a self-evaluation of its policies and practices to determine compliance with nondiscrimination on the basis of disability provisions?	Yes	No
2. Are all your programs or activities accessible to individuals with disabilities?	Yes	No
3. In choosing methods to make your programs accessible, have you given priority to those methods that allow individuals with disabilities to participate in your programs or activities in the most integrated setting appropriate?	Yes	No
4. Have you maintained on file the following information: • A list of interested persons consulted. • A brief description of the areas examined and any problems identified, and a description of any modifications made.	Yes	No
5. Has your entity designated an Equal Opportunity Coordinator, or other personnel, to coordinate its efforts to comply with Section 504 and the ADA?	Yes	No
6. Has your entity adopted complaint procedures that provide for the prompt and equitable resolution of complaints alleging discrimination in benefits or service because of disability?	Yes	No
7. Has your entity developed a transition plan to address barriers you identified in facilities that affect equal participation of people with disabilities in your programs and activities?	Yes	No
8. Does your entity provide public notice that it does not discriminate on the basis of disability in print and audio formats on information that is intended for the public about the program or activity, including on your website?	Yes	No
9. Has your entity included a nondiscrimination clause in your contracts with subrecipients?	Yes	No

10. Does your entity provide training on and know how to provide auxiliary aids and services for people with communications disabilities at no cost to the individual with disabilities: • For deaf or hard of hearing: ○ Sign language, oral, and cued speech interpreters (provided by the entity) ○ Video remote interpreting services ○ Open and closed captioning of videos ○ Real time captioning • For blind or visually impaired and others with print disabilities: ○ Braille ○ Large print/magnification software ○ Audio recordings ○ Accessible electronic formats that can be read by screen reading software ○ Screen reading software available for applicants and members of the benefits program ○ Optical readers	Yes	No
11. Does your entity provide training on and know how to use telecommunications relay and video relay services for individuals with hearing and speech disabilities?	Yes	No
12. Does your entity have a policy or procedure to handle requests for auxiliary aids and services?	Yes	No
13. Do your employees know to give primary consideration to the person with a disability in determining what type of auxiliary aid or service to provide?	Yes	No
14. Does your entity use the chart below (or similar shorthand) as a means for individuals with disabilities to communicate their preferred type of auxiliary aid or service? (The symbol boxes are explained in Appendix G)	Yes	No

If you responded "No" to a question above, describe your plan for addressing this requirement, including target dates for completion, below:

#9 – No subrecipients.

#10, #11, #13, #14 – Training in these areas will be provided to the OVP department employees within 2 weeks of hire.

Discrimination Complaint/Grievance Procedures

1. Our entity uses the model Discrimination Complaint Forms and Process, which is provided in Appendix F , or a substantially similar complaint form and process that explains the complaint process, including that the complainant may file a formal complaint with the appropriate State Agency or HHS/USDA-FNS, as appropriate: • DCF Complaint http://dcf.wisconsin.gov/civil_rights/complaint-procedures • DHS Complaint http://dhs.wisconsin.gov/civilrights/index.htm • US HHS Region V Office of Civil Rights, Chicago Complaint http://www.hhs.gov/ocr/office/file/index.html • USDA, Office of Civil Rights, Washington D.C. https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf	Yes	No
2. Our entity's complaint resolution procedures, including the name, address and phone number of the Equal Opportunity Coordinator, limited English proficiency Coordinator or Complaint Investigator (which may be the same person), are publicly posted in language(s) understood by customers, and in a format or formats accessible to persons with visual or hearing impairments.	Yes	No
3. We have instituted a database system to track informal and formal discrimination complaints and their disposition. The system should record the number of complaints by program area, protected status/or class.	Yes	No
4. All participants in complaint investigations are advised of and protected from retaliation.	Yes	No
5. Complaints received are acknowledged within five calendar days. If extensions are needed, the complainant will be notified.	Yes	No
6. Results of the complaint investigation will be provided to complainant within 90 days of receipt of the complaint.	Yes	No
7. Corrective action is taken when evidence of discrimination has been found.	Yes	No
8. Translators, interpreters and/or readers who meet the communication needs of customers are provided by the agency during the complaint process.	Yes	No
9. Customers are permitted to have representatives of their choice during their interviews in the complaint process.	Yes	No
10. Our staff will assist complainants during the complaint process if necessary.	Yes	No
11. Complainants are informed that the complaint must be filed within 180 days from alleged discriminatory act. Filing times may be extended if deemed necessary.	Yes	No

If you responded "No" to a question above, describe your plan for addressing these requirements, including target dates for completion, below:

#2 - Make format for notices that are accessible to individuals with visual or hearing impairments.

#3 – Database will be implemented within 120 days of OVP Director's hire date.

Training Requirements

1. Are new staff informed of policies regarding equal opportunity for service delivery as part of their orientation program?	Yes	No	
2. Do new staff receive training on federal CRC requirements?	Yes	No	
3. Do all staff receive CRC refresher training at the following intervals?			
a. Once every three years for entities receiving federal funds from the US DHHS.	Yes	No	N/A
b. Annually for entities receiving federal funds from the USDA FNS (e.g., FoodShare, WIC and TEFAP)	Yes	No	N/A
4. Does the entity provide CRC training for subrecipient agency staff?	Yes	No	N/A

If you responded "No" to a question above, describe your plan for addressing these requirements, including target dates for completion, below:

#1, #2 – Once OVP staff is hired, training will be conducted within 2 weeks of hire.

NONDISCRIMINATION NOTIFICATION

1. Nondiscrimination Statement

The City of Green Bay complies with applicable Federal civil rights laws and does not discriminate, exclude or treat people differently on the basis of race, color, national origin, age, disability, sex (including pregnancy, sexual orientation, and gender identity), religion, or filing of a prior civil rights complaint.

The City of Green Bay:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
 - Qualified sign language interpreters
 - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
 - Qualified interpreters
 - Information written in other languages

If you need these services, contact:

Joseph Faulds, Chief of Operations
100 N. Jefferson Street, Room 500
Green Bay, WI 54301
920-448-3356
Joseph.Faulds@greenbaywi.gov

OR-

Lt. Brad Strouf, Green Bay Police Department
307 S. Adams Street
Green Bay, WI 54301
(920) 448-3200, Ext. 0909
Brad.Strouf@greenbaywi.gov

FILING A GRIEVANCE

If you believe that the City of Green Bay has failed to provide these services or has otherwise discriminated against you on the basis of race, color, national origin, age, disability, sex (including pregnancy, sexual orientation, and gender identity), religion, or filing of a prior civil rights complaint, please contact Joseph Faulds at:

Joseph Faulds, Chief of Operations
100 N. Jefferson Street, Room 500
920-448-3356
Joseph.Faulds@greenbaywi.gov

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the OCR Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or:

U.S. Department of Health and Human Services
200 Independence Avenue, SW
Room 509F, HHH Building
Washington, D.C. 20201
800-368-1019 (Voice), 800-537-7697 (TTY)
OCRComplaint@hhs.gov
<https://www.hhs.gov/civil-rights>

APPENDIX E

LEP POLICY STATEMENT AND ACKNOWLEDGEMENT/REFUSAL OF INTERPRETER SERVICES

LIMITED ENGLISH PROFICIENCY POLICY STATEMENT

The City of Green Bay is committed to providing equal opportunity in all programs, services and activities to individuals who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English. Those individuals are referred to as limited English proficient, or “LEP.” Meaningful access to Federally funded programs and activities is required by Title VI of the Civil Rights Act of 1964 and its implementing regulations.

Meaningful access to LEP individuals is provided in two ways: Oral interpretation and written translation. Oral interpretation can range from on-site interpreters for critical services provided to a high volume of LEP persons, to access through commercially-available telephonic interpretation services. Written translation can range from translation of an entire document to translation of a short description of the document.

The entity fulfills this obligation by one or more of the following: hiring bilingual staff, hiring staff interpreters/translators, contracting for interpreters/translation services, using telephone interpreter lines, and/or using community volunteers. The entity understands that the interpretation/translation must be performed in a competent, confidential, ethical, and accurate manner at no cost to the LEP individual. The entity does not rely on the LEP individual to provide an interpreter.

If an LEP person requests to use a family member, friend or other adult as an interpreter, the entity makes the LEP person aware that the entity will provide a qualified interpreter at no cost to the LEP person. The entity respects the LEP person’s choice of interpreters. If the LEP person chooses a family member, friend, or other adult to interpret instead of one provided by the entity, the entity makes a record of that decision. If the entity believes the interpreter selected by the LEP person is not competent or appropriate, the entity supplements with its own qualified interpreter. Minors should not act as interpreters unless there is an emergency situation and another interpreter is not immediately available.

The entity records the number and date of instances in which interpretation was offered, what service was offered (e.g., staff, in-person contracted, telephone, etc.), whether it was accepted or whether the LEP individual selected their own interpreter, and in what language group the service was needed.

This entity monitors its changing demographics and population trends on an annual basis, to ensure awareness of the language needs in its service area.

The entity requires its subrecipients to comply with the LEP policy requirements.

To assist us in complying with all applicable limited English proficiency rules, regulations, and guidelines, the LEP Coordinator is:

Name: Lt. Brad Strouf, Green Bay Police Department Phone: (920) 448-3022 Ext. 0909

LEP customers are encouraged to ask for language assistance or discuss any perceived discrimination problems with him. Information about discrimination complaint resolution process is available upon request.

Acknowledgement and Refusal of Free Interpretation Services

The City of Green Bay has offered you free interpretation services provided by a skilled and qualified interpreter who is trained to protect your privacy. That person understands your language and technical/legal words related to the program or service you are seeking or receiving.

You have the right to the free interpreter services described above. You also have the right to refuse that service and proceed with your own interpreter. **YOU ARE NOT REQUIRED TO PROVIDE YOUR OWN INTERPRETER.** If you choose to utilize your own interpreter, whether a family member or another person, that person may not have formal training and may commit, among others, the following errors:

- Give you or your service provider incorrect information;
- Add or leave out information;
- Learn information about you that you may not wish to be known;
- Tell other people information about you that would otherwise be private;
- Misunderstand your case manager, case worker, doctor, caregiver, or service provider.

The City of Green Bay has explained to me, in my own language, the risks of refusing the offered trained interpreter. I understand these risks and choose to decline the interpretation services offered at no cost.

Client Signature

Date

Recipient Signature

Date

Interpreter Signature

Date

If interpreted by phone, interpreter name and #: _____

Explanation of Document (for providers and staff):

APPENDIX F

SERVICE DELIVERY DISCRIMINATION COMPLAINT

If you need help completing this form please contact:

Name - Equal Opportunity Coordinator Joseph Faulds	920-448-3356	Phone (TDD) - -
Name of Complainant	Phone - -	

Address (number, street, city, state, zip code)

Federal civil rights laws prohibit discrimination of MEMBERS, APPLICANTS, ENROLLEES, AND BENEFICIARIES in any programs and activities that receive Federal financial assistance and that are run by State Agencies (DHS/DCF) directly or by its partners, local agencies, and contractors. Those laws prohibit recipients and subrecipients of Federal financial assistance from discriminating on the basis of race, color, national origin, sex, age, disability, and, in some programs, religious creed or political affiliation or beliefs, in their programs or activities, and in retaliating or engaging in reprisals against for opposing discrimination. If you were wrongfully denied services, or if the treatment you received was separate or different than others received, or if the program was not accessible to you, and you believe it was because of one or more of those protected bases, it may be discrimination. The precise nondiscrimination requirements depend on which Federal agency funds the program or activity.

Name of the Agency/Organization/Entity against whom the complaint is filed.
City of Green Bay

Name of the Federal program you were discriminated in by the agency/organization (e.g., BadgerCare, FoodShare, Child Protective Services, etc.)
Wisconsin Community Safety Fund

Describe the action or treatment that you think was discriminatory. Include information about who, what, when, where, how, why, and the names, addresses and phone numbers of any witnesses, if you know them. Please be specific about the date of the last incident. You may write this on another sheet of paper if you need more room. In the space below, please say how many pages are attached, if you need to add pages.

Description of the relief or remedy you want:

SIGNATURE – Complainant or Complainant Representative	Date Signed (mm/dd/yyyy)
--	--------------------------

The information below is to be completed by the person at the entity who receives your complaint and investigates it.

Date Received	Received By	Title
---------------	-------------	-------

Agency

Actions and individual(s) to be investigated:

Findings (must be completed within 90 days):

Action Taken:

Further Action Required? ☐ Yes ☐ No If yes, what action is recommended?

SERVICE DELIVERY DISCRIMINATION COMPLAINT CONTACT INFORMATION

File formal discrimination complaints about these services with the state agency listed below.

PROGRAM	STATE AGENCY
Wisconsin (WI) Works (W-2), Temporary Assistance to Needy Families (TANF), Brighter Futures Initiative, Child Support, Early Care and Education, Child Care and Day Care Certification Programs, Child Welfare, Milwaukee Child Protective Services Programs, Emergency Assistance, Families and Economic Security, Job Access Loans, Adoption and Foster Care Programs, Safety and Permanence Programs (Out-of-Home Care, Safety and Well Being, Program Integrity), Child Placement Services, Child Abuse and Neglect, Protective Services, Kinship Care, Domestic Abuse/Domestic Violence Programs, Refugee Assistance and Services, Youth Justice services and other programs administered by the WI Department of Children and Families	WI Department of Children and Families 201 W. Washington Ave, Second Floor P.O. Box 8916 Madison, WI 53708-8916 Voice: 608-422-6889 TTY: 800-864-4585
Medical Assistance Services, Medicaid, BadgerCare Plus, FoodShare, TEFAP, SeniorCare, Family Care, Public Health Services, WIC (Women, Infants and Children), and other programs administered by the WI Department of Health Services.	WI Department of Health Services Civil Rights Compliance Office 1 W. Wilson, Room 651 P.O. Box 7850 Madison, WI 53707-7850 608-266-1258 (Voice); 608-267-1434 (Fax) 711 or 1-800-947-3529 (TTY) Email: DHSCRC@dhs.wisconsin.gov
PROGRAM	FEDERAL AGENCY
HHS program or activity	Office for Civil Rights U.S. Department of Health and Human Services 200 Independence Avenue, SW Room 509F, HHH Building Washington D.C. 20201 800-368-1019 800-537-7697 (TDD) https://ocrportal.hhs.gov/ocr/smartscreen/main.jsf (On-line complaint portal)
USDA-FNS program or activity	U.S. Department of Agriculture Director, Office of Adjudication 1400 Independence Avenue, SW Washington, D.C. 20250-9410 (866) 632-9992 800-877-8339 (Federal Relay Services) 866-377-8642 (Relay voice users) 800-845-6136 (Spanish) Cr-info@ascr.usda.gov

APPENDIX G

KEY TO ACCESSIBILITY SYMBOLS

BLIND OR HAVE LOW VISION



BLIND OR HAVE LOW VISION symbol may be used to indicate access for people who are blind or have low vision, including: a guided tour, a path to a nature trail or a scent garden in a park; and a tactile tour or a museum exhibition that may be touched.

SYMBOL FOR ACCESSIBILITY



SYMBOL FOR ACCESSIBILITY, known as the wheelchair symbol, should only be used to indicate access for individuals with limited mobility including wheelchair users. For example, the symbol is used to indicate an accessible entrance, bathroom or that a phone is lowered for wheelchair users. Remember that a ramped entrance is not completely accessible if there are no curb cuts, and an elevator is not accessible if it can only be reached via steps.

AUDIO DESCRIPTION



AUDIO DESCRIPTION is a service for persons who are blind or have low vision that makes the performing arts, visual arts, television, video, and film more accessible. Description of visual elements is provided by a trained Audio Descriptor through the Secondary Audio Program (SAP) of televisions and monitors equipped with stereo sound. An adapter for non-stereo TVs is available through the American Foundation for the Blind, 800-829-0500. For live Audio Description, a trained Audio Descriptor offers live commentary or narration (via headphones and a small transmitter) consisting of concise, objective descriptions of visual elements: i.e., a theater performance or a visual arts exhibition.

TELEPHONE TYPEWRITER (TTY)



TELEPHONE TYPEWRITER (TTY) device is also known as a text telephone (TT), or telecommunications device for the deaf (TDD). TTY indicates a device used with the telephone for communication with and between deaf, hard of hearing, speech impaired and/or hearing persons.

VOLUME CONTROL TELEPHONE



VOLUME CONTROL TELEPHONE symbol indicates the location of telephones that have handsets with amplified sound and/or adjustable volume controls.

ASSISTIVE LISTENING SYSTEMS



ASSISTIVE LISTENING SYSTEMS transmit amplified sound via hearing aids, headsets or other devices. They include infrared, loop and FM systems. Portable systems may be available from the same audiovisual equipment suppliers that service conferences and meetings.

SIGN LANGUAGE INTERPRETATION



SIGN LANGUAGE INTERPRETATION symbol indicates that Sign Language Interpretation is provided for a lecture, tour, film, performance, conference or other program.

ACCESSIBLE PRINT (18 pt. or Larger)



The symbol for large print is "Large Print" printed in 18 pt. or larger text. In addition to indicating that large print versions of books, pamphlets, museum guides and theater programs are available, you may use the symbol on conference or membership forms to indicate that print materials may be provided in large print. Sans serif or modified serif print with good contrast is important, and special attention should be paid to letter and word spacing.

THE INFORMATION SYMBOL



One the most valuable commodity of today's society is information; to a person with a disability and others are essential. For example, the symbol may be used on signage or on a floor plan to indicate the location of the information or security desk, where there is more specific information or materials concerning access accommodations and s e r v i c e s such as "LARGE PRINT" materials, audio cassette recordings of materials, or sign interpreted tours.

CLOSED CAPTIONING (CC)



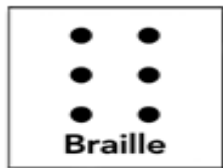
CLOSED CAPTIONING (CC) symbol indicates a choice for whether or not to display captions for a television program or videotape. TV sets that have a built-in or a separate decoder are equipped to display dialogue for programs that are captioned when selected by the viewer. The Television Decoder Circuitry Act of 1990 requires TV sets (with screens 13" or larger) to have built-in decoders as of July 1993. Also, videos that are part of exhibitions may be closed captioned using the symbol with instruction to press a button for captioning.

OPENED CAPTIONING (OC)



OPENED CAPTIONING (OC) symbol indicates that captions, which translate dialogue and other sounds in print, are always displayed on the videotape, movie or television program. Open Captioning is preferred by many including deaf and hard-of-hearing individuals, and people whose second language is English. In addition, it is helpful in teaching children how to read and in keeping sound levels to a minimum in museums and restaurants.

BRAILLE SYMBOL



BRAILLE SYMBOL indicates that printed material is available in Braille, including exhibition labeling, publications and signage.

FEDERAL CIVIL RIGHTS AUTHORITIES*

Civil Rights Provision	Implementing Regulation	Bases of Prohibited Discrimination	Programs and Activities
DHS and DCF Programs and Activities (HHS Federal Financial Assistance)			
Section 1557 of the Patient Protection and Affordable Care Act of 2010 (42 U.S.C. § 18116)	45 C.F.R. Part 92	sex, race, color, national origin, disability, and age	BadgerCare Plus and Medicaid programs; other healthcare programs and activities.
Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.)	45 C.F.R. Part 80	race, color, national origin	BadgerCare Plus and other Medicaid programs; grants by CMS, SAMHSA, CDC, CMHS, ACL, HRSA, OMH, etc.
Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701 et seq.)	45 C.F.R. Part 84	disability	BadgerCare Plus and other Medicaid programs; grants by CMS, SAMHSA, CDC, CMHS, ACL, HRSA, OMH, etc.
Title II of the Americans with Disabilities Act (ADA) of 1990 (42 USC § 12131 et seq.)	28 C.F.R. Part 35	disability	BadgerCare Plus and other Medicaid programs; grants by CMS, SAMHSA, CDC, CMHS, ACL, HRSA, OMH, etc.
Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.)	45 C.F.R. Part 86	sex	BadgerCare Plus and other Medicaid programs; grants by CMS, SAMHSA, CDC, CMHS, ACL, HRSA, OMH, etc.
Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.)	45 C.F.R. Part 91	age	BadgerCare Plus and other Medicaid programs; grants by CMS, SAMHSA, CDC, CMHS, ACL, HRSA, OMH, etc.
Small Business Job Protection Act of 1996, 42 U.S.C. § 1996b		race, color, national origin	Foster Care

Civil Rights Provision	Implementing Regulation	Bases of Prohibited Discrimination	Programs and Activities
DHS Programs and Activities (USDA-FNS Federal Financial Assistance)			
Section 11 of the Food and Nutrition Act of 2008 (7 U.S.C. § 2020)	7 C.F.R. Parts 15, 15a, 15b, 15c, and Part 16	race, sex, religious creed, national origin, or political affiliation	FoodShare (SNAP)
Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.)	7 C.F.R. Part 15	race, color, national origin	FoodShare (SNAP); WIC; CNP, TANF, FMNP, SFMNP
Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.)	7 C.F.R. Part 15c	age	FoodShare (SNAP); WIC; FSET; FMNP, SFMNP
Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701 et seq.)	7 C.F.R. Part 15b	disability	FoodShare (SNAP); WIC; FSET; TANF; FMNP, SFMNP
Title II of the Americans with Disabilities Act (ADA) of 1990 (42 USC § 12131 et seq.)	28 C.F.R. Part 35	disability	FoodShare (SNAP); WIC; FSET; TANF; FMNP, SFMNP
Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.)	7 C.F.R. Part 15a	sex	FoodShare (SNAP); WIC; FSET; TANF; FMNP, SFMNP
Title II of the ADA Amendments Act of 2008 (42 U.S.C. § 12101 et seq.)	28 C.F.R. Part 35	disability	WIC; FSET; TANF; FMNP; SFMNP
Emergency Food Assistance Act of 1983 (7 U.S.C. § 7501 et seq.)	7 C.F.R. § 251.10	race, color, national origin, sex, age, disability	TEFAP
Other FNS nondiscrimination requirements	FNS Instruction 113-1, Civil Rights Compliance and Enforcement – Food	race, sex, religious creed, national origin, or political affiliation	FoodShare (SNAP); WIC; FSET; TANF; FMNP; SFMNP; TEFAP

Civil Rights Provision	Implementing Regulation	Bases of Prohibited Discrimination	Programs and Activities
	and Nutrition Services, USDA (Guidance)		
OTHER FEDERAL PROVISIONS			
Community Services Assurance Provisions of the Hill-Burton Act			Health Facilities receiving Hill-Burton Funds
Nondiscrimination Provisions of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, as amended (Federal Block Grants)		race, color, national origin, sex (Community Services Block Grants); race, color, national origin, age, disability, sex, religion (remaining block grants)	Community Services Block Grant; Social Services Block Grant; Maternal and Child Health Block Grant; Projects for Assistance in Transition from Homelessness Block Grant; Community Mental Health Services Block Grant; Substance Abuse Prevention and Treatment Block Grant
Family Violence Prevention Services Act, 42 U.S.C. § 10406.		race, color, national origin, age, disability, sex, religion	
Section 408 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, 42 U.S.C. § 608		age, disability, race, color, national origin	Temporary Assistance for Needy Families Block Grant

*This list is current as of November 2021. Please note, there may be other applicable civil rights provisions that have been omitted and the provisions may be subject to amendment, repeal or replacement. Additionally, each Federal agency may issue interpretative guidance on civil rights compliance, such as providing meaningful access to LEP individuals, which should be consulted. *See e.g.*, 68 Fed. Reg. 47311 (Aug. 8, 2003) (HHS LEP Guidance); 79 Fed. Reg. 70771 (Nov. 28, 2014) (FNS LEP Guidance); 68 Fed. Reg. 32290 (May 29, 2003) (DOL LEP Guidance).

CUSTOMER SERVICE POPULATION ANALYSIS (CSPA) DATA CHART

Local Agency/Recipient Name:	City of Green Bay
Funding Agency:	☒ Wisconsin Department of Children and Families (DCF) ☒ Wisconsin Department of Health Services (DHS)
Program or Activity:	Office of Violence Prevention
Geographic Service Area:	City of Green Bay
Income Level(s) Analyzed:	Select the income level you will use for the Potentially Eligible Population. Note: If you would like to conduct the analysis for BOTH "All income levels" AND "Income below poverty level," complete TWO data charts. ☒ All income levels ☐ Income below poverty level

	Potentially Eligible Population (from data.census.gov)		Population Served in Most Recent Calendar or Program Year (Specify Year:)		
Category ¹	Number Potentially Eligible	Percentage of Total Potentially Eligible Population ²	Number Served	Percentage of Total Served Population ³	Percentage-Point Difference (= % Served - % Potentially Eligible)
Total Population	107,083	100.00%	107,083	100.00%	0.00
Breakdown by Race					
White	79,633	74.4%		%	
Black or African American	4,684	4.4%		%	
American Indian or Alaska Native	3,384	3.2%		%	
Asian	4,155	3.9%		%	
Native Hawaiian or Pacific Islander	35	0.0%		%	
Other	5,936	5.5%		%	
More Than One Race	9,256	8.6%		%	
Subtotal, Non-White	27,450	25.6%		%	
Hispanic/Latino (Regardless of Race)	17,826	16.6%		%	
Breakdown by Sex					
Female	54,343	50.7%		%	
Male	52,740	49.3%		%	
Disabilities	16,302	15.2%		%	

¹ Categories were determined by the U.S. Census (data.census.gov).

² Percentage of Total Potentially Eligible Population = (Number Potentially Eligible in the Category / Number Potentially Eligible in the Total Population) X 100%

³ Percentage of Total Served Population = (Number Served in the Category / Number Served in the Total Population) X 100%

Data Source(s) for Potentially Eligible Population:	American Community Survey 2017-2021 5-Year Estimates - Table DP05 American Community Survey 2021 1-Year Supplemental Estimates - Table K201803
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Data Source(s) for Population Served:	
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Customer Service Population Data Analysis

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **greater than 2.00** (for example, 3.00% or 4.00%):
*These categories may be **over-represented** in the program's customer population.⁴*

List the population(s) in the CSPA data chart with Percentage-Point Difference(s) **less than -2.00** (for example, -3.00% or -4.00%):
*These populations may be **under-represented** in the program's customer population.*

What factors may be contributing to any under-/over-representation?⁵

Do you believe these results indicate potentially eligible participants are or are not being served?

What actions are being taken or can be taken to improve program participation and encourage enrollment of populations that are under-served? (Note: Depending on the applicable federal programs, recipients may be required to take reasonable steps to conduct outreach to under-represented communities. Recipients may contact the appropriate state agency for additional information on outreach.)

It may be that denials of service (including negative decisions, licensing activities, etc.) contribute toward lower-than-expected participation of a particular category. Explain whether such denials have been disproportionate for any specific protected groups within the one calendar or program year you looked at to complete the CSPA table:

⁴ Over-representation may reflect the recipient is meeting the needs of that category, outreach efforts to that category are successful, or other factors that make that category more likely to be served. Over-representation of one category is not necessarily a sign that the program is not serving all of the categories of population equally, but it does mean one or more of the other categories may be under-represented.

⁵ Although error in the data may explain some (or all) of the difference, especially for smaller populations, be sure to evaluate all possible factors before attributing differences to error in the data.

LIMITED ENGLISH PROFICIENCY (LEP) CUSTOMER DATA ANALYSIS CHART

Local Agency/Recipient Name:	City of Green Bay		
Funding Agency:	☒ Wisconsin Department of Children and Families (DCF) ☒ Wisconsin Department of Health Services (DHS)		
Program or Activity:	Office of Crime Prevention		
Geographic Service Area:	City of Green Bay		
Income Level(s) Analyzed:	Select the income level you will use for the Potentially Eligible Population. Note: If you would like to conduct the analysis for BOTH "All income levels" AND "Income below poverty level," complete TWO data charts. ☒ All income levels ☐ Income below poverty level		

(a) Total Potentially Eligible Population (from data.census.gov) 269,591	LEP Potentially Eligible Population (from data.census.gov)		(d) Number LEP Served in Most Recent Calendar or Program Year (Specify Year:)	Safe Harbor	
				Written Translation of Vital Documents	Written Notice to LEP Groups of Their Right to Receive Competent Oral Language Interpretation & Translation of Vital Documents
Language Groups ¹	(b) Number LEP Potentially Eligible in This Language Group	(c) Percentage LEP Potentially Eligible in This Language Group ²		Column (b) is 1,000 or more OR Column (c) is 5% or more?	Column (b) is less than 50 AND Column (c) is 5% or more?
Spanish	6531	2.4%		☐ yes	☐ yes
Hmong/Laotian ³	1319	0.5%		☐ yes	☐ yes
Chinese	169	0.1%		☐ yes	☐ yes
Korean	40	0.0%		☐ yes	☐ yes
Vietnamese	10	0.0%		☐ yes	☐ yes
Tagalog	17	0.0%		☐ yes	☐ yes
German/Germanic ⁴	233	0.1%		☐ yes	☐ yes
Russian/Polish/Other Slavic ⁵	39	0.0%		☐ yes	☐ yes
French/Patois/Haitian/Creole/Cajun	128	0.0%		☐ yes	☐ yes
Arabic	41	0.0%		☐ yes	☐ yes
Other – Specify: Native North Am	145	0.1%		☐ yes	☐ yes

¹ Language groups were determined by the [U.S. Census](https://www.census.gov) and [Estimates of at Least the Top 15 Languages Spoken by Individuals with Limited English Proficiency](https://www.census.gov/data/tables/2019/subject/matters/language.html).

² Percentage LEP Potentially Eligible = [(b)/(a)] X 100%

³ "Hmong/Laotian" includes Hmong, Laotian, and other languages from mainland Asia and the Pacific Islands *not* mentioned elsewhere in this table.

⁴ "German/Germanic" includes Pennsylvania Dutch.

⁵ "Russian/Polish/Other Slavic" includes Bosnian, Croatian, and Serbian.

Data Source(s) for LEP Potentially Eligible Population:	LEP.gov 2015 Language Map App Accessible Version - Brown County
Data Source(s) for Number LEP Served:	

Services to LEP Language Groups

Please check all that apply to recipient's service to the eligible language groups in your service area:

- ☐ Oral interpretation is provided upon request at no charge to an LEP customer.
- ☐ We hire bilingual staff with demonstrated proficiency in English and a second language, who are knowledgeable of specialized terms and concepts in English and the language they interpret, and who have received training on skills and ethics of interpretation. (Training can be provided in-house or by an external agency. Documentation of language ability, training on specialized terms and concepts, and training on skills and ethics of interpretation should be maintained.)
- ☐ We routinely collect information regarding the LEP participant's preferred primary language. The language information for each client is part of our database.
- ☐ We have identified and inventoried all vital documents for our programs or services, and the inventory list is available for inspection.
- ☐ We routinely maintain a record of the number of language interpretation services that we offer and that we provide to LEP customers, on what date, how interpretation was provided (e.g., in person or by telephone), and in what language.
- ☐ The eligible LEP population that is likely to be encountered in our service area constitutes 5% or 1,000 persons; therefore, we provide written translation of vital documents.
- ☐ Where there are fewer than 50 people in the language group that reaches the 5% trigger, we provide written notice to those LEP groups in their primary language of their right to receive oral language interpretation and written vital materials, free of cost.
- ☐ For all documents, vital or otherwise, we provide meaningful access to LEP individuals in all language groups. Meaningful access may be providing translation of the information orally.

LEP Customer Data Analysis

Using the LEP data chart and any other sources of data, list the LEP population(s) represented in the program's geographic service area.
Do you believe the data indicate potentially eligible LEP participants are or are not being served?
What factors may be contributing to potentially eligible LEP participants not being served? ⁶
What actions are being taken or can be taken to improve program participation and encourage enrollment of LEP populations that are under-served?
Please discuss the nature of LEP-related discrimination complaints filed with the agency, both formal and informal, and resolution of LEP complaints over the last calendar year:

⁶ Although error in the data may explain some (or all) of the difference, especially for smaller populations, be sure to evaluate all possible factors before attributing differences to error in the data.

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: July 25, 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.

- 4K Naturalist – This position is vacant as a result of Brooke Conrad declining to renew her contract for the 2023-2024 school year. This position is budgeted at \$20.05 per hour (\$41,704 per year).
- Assistant City Engineer – Replacement position due to the resignation of Matt Woicek effective 06/16/23. This position is budgeted at \$83,408 – \$98,093 per year (pay grade N).
- Operator I (Sweeper/Days) - Replacement position due to the resignation of Steve Gandy effective July 5, 2023. This position is budgeted at \$21.60 – \$25.42 per hour (Pay Grade F).
- Parking Enforcement Officer - Replacement position due to the resignation of Aaron Blade effective June 20, 2023. This position is budgeted at \$17.33 - \$20.40 per hour (Pay Grade C).
- Park Supervisor - Replacement position due to the retirement of Thomas Fritsch effective August 31, 2023. This position is budgeted at \$64,189 - \$75,483 annually (Pay Grade J).
- Mechanic - Replacement position due to the retirement of Scott Socha effective July 20, 2023. This position is budgeted at \$26.25/hour - \$30.87/hour (Pay Grade H).
- Mechanic - Replacement position due to the resignation of Joshua Babler effective August 3, 2023. This position is budgeted at \$26.25/hour - \$30.87/hour (Pay Grade H).
- Purchasing Assistant - Replacement position due to the resignation of Lexi Dachelet effective July 14, 2023. This position is budgeted at \$23.92-\$28.15/hour (Pay Grade G).

- Plumbing Inspector - Replacement position due to the resignation of Jason Sladky effective July 28, 2023. This position is budgeted at \$30.86 – \$36.29/hour (Pay Grade J).
- Development Director – Replacement position due to the resignation of Neil Stechschulte effective July 7, 2023. This position is budgeted at \$109,866 - \$129,230 annually (Pay Grade R).
- Traffic Engineer – Replacement position due to the resignation of David Hansen effective August 1, 2023. This position is budgeted at \$73,798 – \$86,819 annually (Pay Grade L).
- Administrative Clerk – Replacement position due to the resignation of Haley Pankratz effective July 7, 2023. This position is budgeted at \$18.74 - \$22.03/hour (Pay Grade D).

**Position Fill Request
Justification Report
06-13-2023**

Position Title: 4K Naturalist

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

 X **Replacement Position** **Not a Replacement Position**

This position is vacant as the result of Brooke Conrad declining to renew her contract for the 2023-2024 school year.

- 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.**

This position is included in the current budget at \$20.05 per hour (\$41,704 per year).

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

4K Naturalists provide a vital function for the implementation of the Nature Based 4K program at the Wildlife Sanctuary. This program is a partnership with the Green Bay School district and as such needs to have 1 teacher and 1 naturalist per classroom. The naturalist is educated and experienced to provide the lessons and implementation to keep the focus of the program nature based as well as collaborate with the teacher for lesson plans/curriculum.

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

This position/program indirectly provides revenue through the per student reimbursement which helps fund the program.

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

This position is focused on the 4K Oak learning center. It is a contracted position that has a particular skill set to help facilitate this program. Our other staff cannot absorb the duties of this position at this time because of their own roles/workloads.

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

N/A – The contract starts on Aug. 28 and the school year starts on Sept. 5

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

1 classroom of the 4K Oak Learning Center could need to be reduced. 35-40 students would be displaced.

Per Department of Instruction we need to have a naturalist with each teacher in each classroom. We would have to reduce 1 classroom which would severely impact the success of the program.

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

There are no alternatives at present time.

9. Are there union issues?

No

10. Other supporting comments.

**Position Fill Request
Justification Report
June 20, 2023**

Position Title: **Assistant City 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 the resignation of Matt Woicek, effective 06/16/23.

- 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 \$83,408 – \$98,093 per year (pay grade N). The position is currently funded by a combination of the general levy-supported budget, the storm water utility, and the sanitary sewer utility.

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

This position provides design and construction administration duties for all Public Works construction projects throughout the City of Green Bay. Additionally, this critical management position oversees the Project Development section of the Department of Public Works Engineering Division. The position is responsible for programming and completing all work for all infrastructure projects for the City of Green Bay. This includes design of street and sewer replacement, construction of street and sewer projects, park projects, subdivision development, and infrastructure support for redevelopment projects.

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

Although this position does not directly generate revenue, the position oversees contracts for design and construction of City-owned facilities that routinely range in annual aggregate value of more than \$10 million. If the work were not performed using in-house staff, an engineering consultant would have to be employed to complete the work. Using a conservative amount of 15% for engineering services, the financial impact to the City would be in excess of \$2 million annually.

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

Both the historical and current volume of work completed by this position significantly exceed the available number of hours on an annual basis.

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

Until the position is filled, the workload will be split between the Assistant Director of Public Works, Utility Manager, and Director of Public Works. The delegation of job assignments routinely takes the Assistant Director of Public Works, Utility Manager and Director of Public Works away from their own core job functions and will have a significant negative impact on the ability of the Department to complete core functions.

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

Services may not be directly eliminated, but the ability to complete work, especially that work performed for other departments, would be negatively impacted more than it currently has been. The Assistant Director of Public Works, Utility Manager, and Director of Public Works can no longer assist in completing the work functions of this position.

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

There is no alternative because to effectively manage the Project Development Section, there needs to be one person managing all of the day-to-day activities in the Section and this cannot be accomplished by outside 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

Position Justification Form

June 20, 2023

Position Title: **Parking Enforcement Attendant (PEO) – DPW-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.**

 X **Replacement Position** **Not a Replacement Position**

This vacancy is the result of the resignation of Aaron Blade effective June 20, 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.**

This position is funded through the Parking Division's operating budget. The current wage range is \$17.33 - \$20.40 per hour (Pay Grade C).

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

Parking Division provides over 95% of the City's parking enforcement services. The remainder of parking enforcement is provided by Police Department. Currently there are four (4) Parking Division Parking Enforcement Officers for the entire City. Parking enforcement provided by Parking Division occurs Monday through Saturday.

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

Parking Enforcement Officers generate parking citation revenue, which allows Parking Division to operate without funding from City tax levy revenue.

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

See answers to 3 and 4 above. Full enforcement staffing is necessary to cover all enforcement zones, and generate the revenue that Parking Division needs to be financially independent from the City tax levy.

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

Without Parking Enforcement Officers, there would be little to no parking enforcement activity in the City of Green Bay. Police Department places parking enforcement low on their priority list.

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

Parking Division would continue to operate at its current level of parking enforcement for the City. But parking compliance/enforcement in the City and associated revenue would decrease. Insufficient revenue would require Parking Division to eliminate services, or require assistance from the City's tax levy to remain financially solvent.

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

Privatization

- 9. Are there union issues?**

No.

10. Other supporting comments.

The City attempted to privatize the (then) Parking Utility in 1998, and was met with significant resistance. After seeing what occurred with privatization of the City of Chicago parking system, Green Bay is not interested in dealing with the increased costs and problems of a privatized public parking system. Green Bay's current parking system is functioning well, but needs employees to function properly.

**Position Fill Request
Justification Report
June 28, 2023**

Position Title: **Park Supervisor**

- 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 Thomas Fritsch effective at the end of the work day on August 31, 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 included in the current budget. The salary range is \$64,189 - \$75,483 annually (Pay Grade J).

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

This position supervises work completed by the Parks specialists who maintain all Park owned buildings, grounds and equipment, as well as the oversight of all athletic fields, trails, parkways to include Triangle Hill and specialty parks.

- 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 responsible solving daily problems, directing staff to daily maintenance work throughout 60+ parks, trails, greenways, athletic fields, etc., and will be responsible for all of the full time and seasonal grounds and maintenance staff administrative and time and attendance.

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

This position requires daily organizing, coordinating of schedules and supervision and direction of all of the grounds maintenance staff.

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

Park seasonal hiring as well as facility repairs and coordination will be delayed which will ultimately affect our rental season and could delay the opening of shelters and field prep and special facility maintenance for special events.

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

There is no way for this position to be contracted or for the Park Superintendent to absorb duties on a permanent basis. This is a critical position for the Park department.

9. Are there union issues?

No.

10. Other supporting comments.

All Park, Recreation, Forestry Bay Beach and the Wildlife Sanctuary depend on this position to ensure the required maintenance and upkeep is performed, including. during the off season.

**Position Fill Request
Justification Report
July 12, 2023**

Position Title: Mechanic – DPW Operations Division/Motor Equipment Section

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

 X **Replacement Position** **Not a Replacement Position**

This position is vacant as a result of Scott Socha's retirement effective at the end of the normal work shift on Thursday, July 20, 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-Operations Division operating budget. The current base wage for a Mechanic is \$26.25/hour - \$30.87/hour (Pay Grade H).
3. **Please list the functions and any special information regarding this position.**
DPW Mechanics maintain and repair all DPW vehicles and equipment; as well as Parking Division, Planning/Housing Department, and Mayor's Office vehicles. Mechanics also assist other departments with vehicle and equipment repairs when requested.
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 these services out to a private vendor
5. **Please explain why current staff is unable to absorb duties of this position.**
DPW has thirteen (13) Mechanics in its table of organization. Any vacancy adds workload to other Motor Equipment Section staff, which reduces the ability of the section to maintain DPW's preventative maintenance and repair programs at the necessary level. Insufficient Mechanic staffing contributes to extended vehicle and equipment down time. DPW cannot maintain all repair requests at all times with a short staff. Replacement of the Mechanic vacancy is necessary.
6. **If duties of this position are presently being done, how are they done?**
Duties associated with any vacant position are assigned to other employees. If there is a lack of personnel, then assignments are prioritized. Unassigned duties are postponed, not completed, or overtime expenditures are required to complete necessary repairs.
7. **What service would be reduced or eliminated if this position is not filled?**
DPW cannot reduce or eliminate core services. Motor Equipment Section operates as an internal City service agency for DPW, and other departments. Its clients are DPW, Mason Manor, Inspection Department, Mayor's Office, Parking Division, and Police/Fire Departments when requested. If Mechanic positions are eliminated, DPW would first reduce or eliminate services provided to other departments. DPW must maintain its own fleet first.
8. **What are the alternative methods and costs of accomplishing the work?**

The alternative to not filling Mechanic vacancies is expenditure of overtime to keep up with workload demand. Using overtime could reduce cost to the City *in the short term* by not having to cover fringe benefits of eliminated Mechanic positions. However, regular overtime assignments lead to burnout, low morale, increased worker compensation injuries, and increased absenteeism. Another alternative to eliminating Mechanic positions is privatization, but that typically is a more expensive alternative.

9. Are there union issues?

No

10. Other supporting comments.

None

**Position Fill Request
Justification Report
July 17, 2023**

Position Title: Mechanic – DPW Operations Division/Motor Equipment 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 Joshua Babler effective at the end of the normal work shift on Thursday, August 3, 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-Operations Division operating budget. The current base wage for a Mechanic is \$26.25/hour - \$30.87/hour (Pay Grade H).
3. **Please list the functions and any special information regarding this position.**
DPW Mechanics maintain and repair all DPW vehicles and equipment; as well as Parking Division, Planning/Housing Department, and Mayor's Office vehicles. Mechanics also assist other departments with vehicle and equipment repairs when requested.
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 these services out to a private vendor
5. **Please explain why current staff is unable to absorb duties of this position.**
DPW has thirteen (13) Mechanics in its table of organization. Any vacancy adds workload to other Motor Equipment Section staff, which reduces the ability of the section to maintain DPW's preventative maintenance and repair programs at the necessary level. Insufficient Mechanic staffing contributes to extended vehicle and equipment down time. DPW cannot maintain all repair requests at all times with a short staff. Replacement of the Mechanic vacancy is necessary.
6. **If duties of this position are presently being done, how are they done?**
Duties associated with any vacant position are assigned to other employees. If there is a lack of personnel, then assignments are prioritized. Unassigned duties are postponed, not completed, or overtime expenditures are required to complete necessary repairs.
7. **What service would be reduced or eliminated if this position is not filled?**
DPW cannot reduce or eliminate core services. Motor Equipment Section operates as an internal City service agency for DPW, and other departments. Its clients are DPW, Mason Manor, Inspection Department, Mayor's Office, Parking Division, and Police/Fire Departments when requested. If Mechanic positions are eliminated, DPW would first reduce or eliminate services provided to other departments. DPW must maintain its own fleet first.
8. **What are the alternative methods and costs of accomplishing the work?**

The alternative to not filling Mechanic vacancies is expenditure of overtime to keep up with workload demand. Using overtime could reduce cost to the City *in the short term* by not having to cover fringe benefits of eliminated Mechanic positions. However, regular overtime assignments lead to burnout, low morale, increased worker compensation injuries, and increased absenteeism. Another alternative to eliminating Mechanic positions is privatization, but that typically is a more expensive alternative.

9. Are there union issues?

No

10. Other supporting comments.

None

**Position Fill Request
Justification Report
July 17, 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 is vacant following the resignation of Lexi Dachelet effective at the end of the work day on July 14, 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 July 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**

July 6, 2022

Position Title: **Plumbing Inspector**

- 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

Jason Sladky is resigning effective July 28, 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 included in the current budget. The wage range is \$30.86 – \$36.29/hour.

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

Plumbing Inspectors are responsible for the review of internal and external plumbing plans and the inspection of plumbing for both UDC (1 and 2 family residential) and Commercial structures to ensure compliance with City, State, and Federal codes, including compliance with zoning and floodplain ordinances. They review and are involved with the issuing permits for plumbing and UDC HVAC projects. Plumbing Inspectors also inspect UDC HVAC projects.

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

Yes, Plumbing/UDC HVAC permits and plumbing plan review fees are paid by property owners, developers, and contractors. Plumbing/HVAC Inspectors are also responsible for enforcement of codes which might include issuing re-inspection fees as well as municipal citations.

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

Inspections and plan reviews will be delayed, slowing development and reducing the level of customer service. Inspections will not be able to keep up with requested inspections.

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

The duties are currently being performed by the incumbent.

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

The City would not be capable of providing efficient plumbing/HVAC inspections which would slow development and reduce the level of customer service. Plumbing plan reviews will go from 2 weeks at the City to over 3 months at the State.

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

Assigning the work the other Plumbing/HVAC Inspector or contracting the service. Neither of these options would be effective or less costly. The current inspector is at capacity with his inspections and the contracted service do not have a good track record for quality inspections.

9. Are there union issues?

No.

10. Other supporting comments.

**Position Fill Request
Justification Report
July 18, 2023**

Position Title: Development Director

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 is a replacement position due to the resignation of Neil Stechschulte, effective July 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.**

This position is included in the current budget at pay grade R (\$109,866-\$129,230).

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

The Department of Community and Economic Development is comprised of 42 full time and 2 contract staff that work in Planning, Economic Development, Inspections, Housing, Neighborhoods and Public Arts with a total operating budget of approximately \$3.2 million. This position is also responsible for managing millions of dollars in federal grants for housing and redevelopment. The essential functions of the position are as follows:

Plans, organizes, controls, integrates, and evaluates the work of the Department of Community and Economic Development. Develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the City's mission and City Council priorities. Directs the development of and monitors performance against the annual department budget.

Plans, organizes, directs, and evaluates the performance of staff.

Coordinates negotiations and preparation of program and project development contracts and agreements. Directs preparation of the TIF and redevelopment plans.

Oversees the development and implementation of all planning, housing, community development, and economic development programs.

Oversees the preparation of all annual work programs and related budgets.

Advises the Mayor, City Council, Commissions, and City departments with respect to all planning, housing, community development, and economic development matters. Provides technical support to authorities and commissions, including the preparation of reports and policies.

Serves as Executive Director/Secretary of the Redevelopment Authority. Represents the City through the appropriate commissions and community groups including the Planning

Commission, Redevelopment Authority, Economic Development Authority, and City Council meetings.

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

No, but the position oversees divisions within the Department that generate revenues and is responsible for providing vision and leadership in the implementation of process improvements that improve efficiencies and reduce expenses.

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

This is a critical position for the City as we continue the growth and development of the downtown as well as the renewal and involvement of our neighborhoods. This is a senior leadership position with responsibility for leading a large diverse department that cannot be easily divided up among other departments. The workload is too important and too large to expect other staff to cover.

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

The duties of the position are being performed by the current Development Director.

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

See tasks listed in number 3.

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

It is necessary to have one leader to properly manage the Department of Community and Economic Development. The Department cannot be managed under a shared management style where division heads run their divisions, but do not report to a shared department head. The services provided by the Department are essential and too important to not hire a director to oversee the department. To employ the services of a contract employee to run the department would cost as much or more than hiring a Development Director.

9. Are there union issues?

This is not a union position.

10. Other supporting comments.

**Position Fill Request
Justification Report
July 25, 2023**

Position Title: **Traffic Engineer**

- 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 due to the resignation of David Hansen, Traffic Engineer, effective August 1, 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.**

This position is funded through the levy-supported budget. The salary range for 2023 is \$73,798 – 86,819, annually

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

This position is an engineering position of significant complexity. The Traffic Engineer is responsible for tasks such as origin/destination studies, review of Traffic Impact Analyses, work zone traffic control plans, oversize/overweight permit review, traffic signal timing development and maintenance, street lighting studies, determination of need and applicability of all signage in the public right-of-way.

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

Although the position does not directly generate revenue, the Traffic Engineer is a vital part of the Department of Public Works. In addition to being directly responsible for the maintenance of all safety-related signage, lighting, and signals in the City, this position is critical for the review of development and redevelopment projects, and determining the effects of those developments on our traffic management. In addition to vehicular traffic, this position is also a critical staff member for integration and development of multimodal transportation, including bicycle and pedestrian facilities.

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

The traffic section is currently staffed with one engineer and one technician. The roles and responsibilities of the traffic engineer require specialized training above and beyond those provided by the technician. Similarly, with the specialized knowledge of transportation operations, these duties cannot be handled by the civil engineers.

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

The duties are currently being handled by the incumbent, until his resignation date.

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

Many safety related services would be adversely impacted by not filling this position. Traffic safety studies would not be completed, traffic optimization work would not be completed, bicycle and pedestrian safety improvement projects would slow in development and delivery, traffic impact analyses would not be completed, and our ability to assist and supplement neighboring municipalities who depend upon our work would be discontinued.

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

There are no reasonable alternatives to filling the position. The work could, conceivably, be outsourced, but this would be at significantly higher cost than filling the position.

9. Are there union issues?

No

10. Other supporting comments.

**Position Fill Request
Justification Report
July 19, 2023**

Position Title: Administrative Clerk (Front Desk)

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**

Haley Pankratz resigned effective 7/7/23.

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 included in the current budget. Wage range is \$18.74-\$22.03/hour.

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

Front Desk staff handles all walk-in and phone inquiries and complaints in addition to clerical support for patrol officers and detectives.

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

This position takes in revenues in the way of City licenses and enters all municipal warrants. These positions have recommended staffing levels because of the high volume of customer contact they have. A vacancy results in possible overtime to cover the necessary high volume times.

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

Customer volume.

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

By other Administrative Clerks.

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

The service of taking phone and walk-in reports from citizens, entering warrants, and clerical support to patrol officers and detectives.

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

Only to do it with current staff, which could create overtime or operate with the reduction in customer service. This would also impact warrant entry.

9. **Are there union issues?**

No

10. **Other supporting comments.**



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

July 25, 2023

PREPARED BY

AGENDA ITEM # E.3

For consideration with possible action to add the position of Deputy Treasurer to the Administrative Services Department.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Deputy Treasurer Memo to Personnel
2. Copy of Deputy Treasurer
3. Deputy Treasurer



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 add (1) one Deputy Treasurer position to the Administrative Services table of organization and approval to fill the position.

Date: July 12, 2023

RECOMMENDATION

- I. The Finance Division of the Administrative Services Department is requesting that a Deputy Treasurer position (Grade M, \$78,603 - \$92,498/annually) be added to their table of organization. The department has assessed their needs and it has been determined that adding a Deputy Treasurer position is required to assist with the increased workload the department has been responsible for over the past several years. This position and the job duties were reviewed by the City's consultant for placement in the salary plan.

BACKGROUND

- II. The current structure of the Finance division includes six positions: Finance Director, Assistant Finance Director, Sr. Accountant, (2) two Financial Analysts, and an Account Clerk II. Human Resources recently conducted a survey of other municipalities in which it was discovered that the City's Finance division had fewer positions than other municipalities of a smaller size and that the City's Finance division was responsible for managing a larger budget than those municipalities with larger staff sizes (see attached survey results).

In addition, the Finance division has assumed several new functions over the last few years which includes tax collection, updating and maintaining lease and subscription software required by the Government Accounting Standard Board, annual TIF reporting to the Wisconsin Department of Revenue, oversight of ARPA grants and other federal grants, assisting with implementing and providing guidance with the new Priority Based Budgeting (PBB), an increase in Developer's agreements and PayGo calculations, and assisting with the creation of the annual 5-year capital improvement plan. Because of the increased workload of the division, it is necessary to add to a new management level position to organize and perform this work. The new position will absorb some of the duties that were being performed by the Finance Director and Assistant Finance

Director. Redistributing these duties will allow for improved time management and efficiency of the division. The Assistant Finance Director position will focus on general ledger, payroll, audit, grants, Tyler Munis, budget and budget analysis, and reporting. The newly created Deputy Treasurer will focus on treasury, tax collection, receipting, cash-handling, internal controls, and debt management.

FISCAL IMPACT

- III. This new position will be eligible for benefits and the estimated cost of this position will be \$28,531 for the remainder of 2023 and \$114,209 for 2024. Finance plans to help offset the cost of the position through a surplus of interest revenue in the General Fund.

Estimated	2023	2024
Salary	\$20,805	\$83,221
FICA	\$1,592	\$6,366
WRS (General)	\$1,415	\$5,742
Worker's Comp	\$44	\$175
Health Insurance	\$4,299	\$17,197
Dental Insurance	\$350	\$1,402
Life Insurance	\$26	\$106
TOTAL COMPENSATION	\$28,531	\$114,209
Fiscal Impact*	\$114,209	

c: Diana Ellenbecker, Finance Director
Linda Chosa, Assistant Finance Director

<u>Municipality</u>	<u>Population</u>	<u>Total # of Employees</u>	<u>Finance Employees</u>
Madison	269,196	3000	28
Green Bay	107,015	843	6
Kenosha	99,286	759	11
Racine	77,127	1142	19
Appleton	74,854	630	15
Waukesha	71,256	550	7
Oshkosh	66,607	568	19
Fond du Lac	44,595	380	*14

* = includes Payroll, Purchasing, and Clerks positions



JOB DESCRIPTION

City of Green Bay

Position Title:	DEPUTY TREASURER
Department:	Administrative Services Department
Reports To:	Finance Director
Status:	Exempt
Salary Range:	Pay Grade M
Job Summary:	Under administrative direction performs work of considerable difficulty in property tax collection, fixed assets and capital budget, internal controls, grant, annual borrowing, collection of delinquent accounts, cash management and City's investment portfolio. This position supervises professional and clerical staff. The Incumbent works under the general supervision of the Finance Director.
Essential Functions:	▪ Appointed as City Treasurer per state statutes. ▪ Manages investments; analyzes solvency of City depositories and credit risk of instruments owned by the City; responsible for banking relationships and products for operating accounts, enterprise funds and payroll account. Responsible for cash management, records interest and investment revenue. ▪ Responsible for City collection of first installment payments, and maintenance of records, refunds, electronic payment, temporary staff along with payments to taxing districts. ▪ Oversees or performs accounting transactions related to accounts receivables and collection of delinquent accounts. ▪ Assists Finance Director and others in coordinating the annual borrowing requirements, maintenance of debt service, schedules, payments, reviews outstanding debt obligations to ensure compliance of all continuing disclosure requirements and arbitrage laws. ▪ Oversees the financial administration of city grant program including the adherence to comprehensive grant policy, awards, expenditures, draws, and filing of grant reports with local, state, and federal agencies. ▪ Assists in formulating the debt and internal service funds annual budget, 5-year capital and operating budget document. ▪ Provides direction to and supervision of cash receipting. Assists other City departments with cash handling and financial records as needed. ▪ Compiles, analyzes, and maintains data necessary for preparation of annual 5-year Capital budget, including reviews of departmental requests to ensure accuracy. ▪ Develops and implements departmental policies and procedures to ensure appropriate financial controls city-wide are established, compliance with regulating agencies, and effective utilization of physical and financial resources. Perform internal auditing and training. ▪ Serves as the Water Utility and Green Bay Metropolitan Sewerage District Treasurer. ▪ Attends and presents financial and other information to various committees at the direction of the Finance Director. ▪ Assures that customer complaints are handled consistent with city's strategic initiatives. ▪ Performs duties of Finance Director and finance positions in their absence.

	Performs other duties as assigned.
Knowledge, Skills And Abilities	- Comprehensive knowledge of modern principles and practices of governmental accounting. Considerable knowledge of City operations and statutory requirements. Considerable knowledge of financial record keeping principles and techniques. Considerable knowledge of relevant policies and procedures relating to internal controls, municipal taxation, billing, and collection. Considerable knowledge of effective supervisory practices and techniques. - Considerable skill in establishing and revising financial and accounting procedures. Considerable skill in preparing complex reports, budgets, and statements. Considerable skill in communicating with others on technical and financial matters. Considerable skill in planning, delegating, and directing the work of others. Considerable skill in establishing effective working relationships with others. - Ability to utilize a computer and the required software. Good ability to plan, administer and evaluate government financial management programs. Ability to manage large projects. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with staff and the public. Ability to work the required hours of the position.
Minimum Education and Experience	- Bachelor's degree in Accounting. - Five to seven years experience in accounting or similar field, including supervisory experience. Governmental accounting experience preferred. - Certified Public Accountant or Certified Public Finance Officer preferred. A combination of equivalent experience and/or education may be considered.
Physical Requirements	- Ability to perform the following activities: - Lifting and carrying up to 20 pounds. - Frequent standing and sitting. - Ability to focus for long period of time on projects. - Ability to reach, stoop and lift.
The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position.	
_____ Employee Name (Print) _____ Employee Signature _____ Date	



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

July 25, 2023

PREPARED BY

AGENDA ITEM # E.4

For consideration with possible action on the request from Ald. Chris Wery that additional revenue from increased short term rental revenue be used to partially or fully fund an inspector for these properties to deal with the unique issues they present. Focus should be on evening and weekends with parking violation, property and lawn upkeep in addition to administrative duties to relieve planning staff and free them up for their main job functions.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2023-06-27 Dist 8 to Personnel

From: noreply@civicplus.com
To: [Celestine Jeffreys](#); [Eric Genrich](#); [Amaad Rivera](#)
Subject: Online Form Submittal: Alders' Petitions and Communications
Date: Tuesday, June 27, 2023 5:00:28 PM

Alders' Petitions and Communications

Name	Chris Wery
Committee Name	Finance Committee
Text of Communication	Request that additional revenue from increased short term rental revenue be used to partially or fully fund an inspector for these properties to deal with the unique issues they present. Focus should be on evenings and weekends with parking violations, property and lawn upkeep in addition to administrative duties to relieve planning staff and free them up for their main job functions.

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



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

July 25, 2023

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Action Items

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 7.25.23

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
July 25, 2023**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Seasonal Engineering Aide	DPW	Hannah Vincent	6/12/2023
Design Intern	DCED	Bryce Thompson	6/9/2023
Seasonal Engineering Aide	DPW	James Vander Wyst	6/15/2023
Seasonal Maint. Employee	DPW	Hayden Zarnoth	6/19/2023
Seasonal Maint. Employee	DPW	Jason Moua	6/21/2023
Seasonal Maint. Employee	DPW	Gavin Ostrenga	6/26/2023
Parking Maintenance Technician	DPW	Jason Pleau	6/26/2023
Purchasing Assistant	Admin Svs	Lexi Dachelet	7/10/2023
Admin Clerk	DPW	Racheal Baker	7/19/2023
Park Maintenance Worker	PRF	Andrew Wokosin	7/17/2023
Truck Driver - Streets	DPW	Nicholas Hermesen	7/24/2023
Laborer - Streets	DPW	Nathaniel Wise	7/17/2023
Seasonal Maint. Employee	DPW	Zachary Berndt	7/12/2023
Transit Service Tech	Transit	Austin Kiewiz	7/17/2023
<u>Transfer</u>			
Truck Driver - Streets	DPW	Daniel Mielke	7/5/2023
Truck Driver - Streets	DPW	Curt Ceithamer	7/5/2023
Laborer - Sanitation	DPW	Ben Cathey	7/3/2023
<u>Grade/Step Change</u>			
Sewer Maintenance Worker	DPW	Josh DuBois	4/1/2023
Engineering Aide II	DPW	Daniel Schisel	5/24/2023
Administrative Supervisor	DPW	Beth Nadolski Spears	6/1/2023
Sewer Maintenance Worker	DPW	Lucas Cravillion	6/10/2023
Sewer Maintenance Worker	DPW	Logan Johnson	6/14/2023
Sewer Foreperson	DPW	Michael Deniel	6/15/2023
Laborer - Sanitation	DPW	Anthony Pethan	6/6/2023
Sewer Maintenance Worker	DPW	Mike Faltynski	6/18/2023
Operator I	DPW	Steve Gandy	6/24/2023
City Sealer	DCED	Jason Stubble	7/9/2023
Firefighter EMT	Fire	Trent Smits	7/1/2023
Firefighter EMT-P	Fire	Kyle Laabs	6/19/2023
Park Maintenance Worker	PRF	Joshua Lewis	6/3/2023
Carpenter	PRF	Kevin Ferm	6/27/2023
Engineering Technician	DPW	Kyle Vanderloop	6/11/2023
Mechanic	PRF	Ben Smits	5/8/2023
Mechanic Foreperson	PRF	Peter Smet	5/9/2023
Benefits Specialist	HR	Jill Christensen	6/1/2023
Operator I	DPW	Elliot Ness	6/24/2023
Mechanic	DPW	Brennan Woelfel	6/30/2023
Signs Operator	DPW	Keith Waldo	6/29/2023
Sewer Maintenance Worker	DPW	Jared Seitz	6/24/2023
Dispatcher	Transit	Kathy Shelly	6/1/2023
Neighborhood Compliance Inspector	DCED	John Kurowski	7/12/2023

Transit Operations Supervisor	Transit	Chris Braatz	6/1/2023
Captain	Police	Matthew Cain	7/6/2023
Office Manager	Police	Lisa Wachowski	6/21/2023
Mechanic	Police	Todd Buth	6/1/2023
Battalion Chief	Fire	Chad Bronkhorst	6/25/2023
Grant Administrator - Internal Auditor	Admin Svs	Susan House	6/28/2023
Engineering Technician	DPW	Mark Aerts	6/26/2023
Finance Director	Admin Svs	Diana Ellenbecker	5/16/2023
Deputy Clerk	Admin Svs	Jaime Fuge	7/4/2023
Admin Clerk II	Admin Svs	Stacy Menke	7/5/2023
Neighborhood Compliance Inspector	DCED	Nathan Keeler	1/17/2023
Mechanic	DPW	Joshua Babler	7/2/2023
Sewer Maintenance Worker	DPW	Gerald Winnekens	7/2/2023
Sewer Technical Worker	DPW	Scott Le Grave	7/19/2023
Mechanic Foreperson	DPW	Bryan Landis	7/11/2023
Zoning Administrator/ Senior Planner	DCED	Jonathan LeRoy	7/11/2023

End of Employment

IT Specialist	Transit	Kevin Donlon	6/9/2023
Assistant City Engineer	DPW	Matt Woicek	6/16/2023
Animal Keeper	PRF	Jessica Nead	6/18/2023
Operator I	DPW	Steve Gandy	6/5/2023
Animal Keeper	PRF	Kristen Karabush	6/16/2023
Parking Enforcement Officer	DPW	Aaron Blade	6/20/2023
Parking Maintenance Technician	DPW	Noel Deda	8/1/2023
Patrol Officer	Police	Wyatt Veseth	7/6/2023
Administrative Clerk	Police	Haley Pankratz	7/7/2023
Patrol Officer	Police	Robert Ganzel	6/28/2023
Park Supervisor	PRF	Thomas Frisch	8/31/2023
Seasonal Maint. Employee	PRF	Matthew Carwardine	6/26/2023
Animal Keeper	PRF	Victoria Bryfczynski	7/28/2023
Mechanic	DPW	Scott Socha	7/20/2023
Community and Economic Development Director	DCED	Neil Stechschulte	7/7/2023
Civil Engineer III / Traffic Engineer	DPW	David Hansen	8/1/2023

Longevity

Transit Operator	Transit	Kristine Borley	6/8/2023
Patrol Officer	Police	Brandon Eick	7/6/2023
Fire Engineer	Fire	Zachary Wege	7/23/2023
Fire Engineer	Fire	John Landwehr	7/23/2023