



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, JANUARY 30, 2024, 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=K3NJQlNxdXUlcjB2RlR0TWVTUkYdZ09>

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 January 9, 2024, Personnel Committee meeting.

E. Regular Business.

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

a. Administrative Clerk

b. Sewer Maintenance Worker

2. For consideration with possible action on amendment to Chapter 9 Hours of Work and Fringe Benefits to revise 9.12 Holidays.

F. Informational.

I. Stay and Exit Interviews Update.

2. Report of Routine Personnel Actions.
3. Next Meeting: February 27, 2024

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.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 30, 2024

PREPARED BY**AGENDA ITEM # E.I**

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

- a. Administrative Clerk
- b. Sewer Maintenance Worker

BACKGROUND**RECOMMENDATION****FISCAL IMPACT****ATTACHMENTS**

- 1. Personnel Committee Request to Fill Memo
- 2. Administrative Clerk - D. Canadeo 03.01.24
- 3. Sewer Maintenance Worker - C. Akerboom 02.02.24

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: January 30, 2024

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2024 budgets and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Administrative Clerk – Replacement position due to the retirement of Dawn Canadeo effective March 1, 2024. This position is budgeted at \$22.20 to \$24.66 per hour. (Pay Grade D)
- Sewer Maintenance Worker – Replacement position due to the resignation of Cody Akerboom effective February 2, 2024. This position is budgeted at \$26.82 – \$31.55 per hour. (Pay Grade G)

**Position Fill Request
Justification Report
January 21, 2024**

Position Title: **Administrative Clerk (Clerk's Office)**

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

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

This position will be vacant following the retirement of Dawn Canadeo effective at the end of the work day on 03/01/2024.

- 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 budgeted in 2024. The wage range is \$22.20 - \$24.66 per hour (Pay Grade D).

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

- Serves as first receptionist and cashier. Answers phone, explains department policies and procedures to the general public, responds to questions regarding all facets of Clerk, Treasurer, and general City business, and performs general receipting.
- Assists in election process by entering new voter registrations and voter changes. Takes absentee votes over counter. Records voter history, assists in mailing of absentee ballots, and assists in preparation of ballot boxes for polling places.
- Receives and enters applications for licenses, verifies information, sells and issues various licenses, permits and passes, and posts payments. Maintains various license renewals and issues notices accordingly. Performs data entry. Prepares reports and maintains related files and records.
- Searches parcels and issues letters of specials, calculates assessment payoffs. Maintains various indexes.
- Distributes runs weekly accounts payable checks.
- Provides general office assistance in the City Clerk's Office.
- Performs other duties as assigned.

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

Yes. This position is directly responsible for \$45,000 in revenue, and assists in collecting \$46,875 in revenue.

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

Our office is adequately staffed at 5—with all working elections. However, we will need this position to receipt, daily, the dozens of checks and payments coming into our office. We will

also need this position to create special assessment letters for title companies and manage various licensing programs, including operators (bartenders).

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

Other staff members will be responsible for depositing checks, creating special assessment letters, and managing the operator license program. As we progress through 2024, we will fall behind in these duties.

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

As stated above, title companies will not receive their special assessment letters as quickly and payment receipts may need to be handled by another department. Elections are a top priority for our office.

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

Financial duties will have to be assumed by another department. This work does not seem appropriate for a temporary worker.

9. Are there union issues?

No.

10. Other supporting comments.

**Position Fill Request
Justification Report
January 8, 2024**

Position Title: Sewer Maintenance Worker

- 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 Cody Akerboom effective at the end of the regular workday on 2/2/2024.

- 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 Stormwater and Sanitary Utility budgets. The current wage is \$26.82 - \$31.55/hour (Pay Grade G).

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

Sewer Maintenance Workers perform duties such as general maintenance, televising and cleaning of sanitary and storm sewer systems. They perform sewer lift station cleaning, maintenance, and repair. They respond to sanitary sewer back-ups. They identify the locations of underground sewer infrastructure for purposes of construction. The position also performs general maintenance and annual cleaning of the lift span bridges and installs and maintains City-owned boat docks and navigational buoys.

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

This position reduces expenses by completing preventative maintenance to ensure the sewer systems are in working order. This position responds to sanitary sewer back-ups reducing the risk of claims made to the City.

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

Staffing levels are necessary to operate the equipment in the department and to complete the scheduled maintenance. Reduced staffing inhibits the ability to complete this work and maintain compliance with WDNR permits.

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

This position is a replacement for a sewer maintenance worker resigning effective 2/2/2024. The position is currently filled.

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

DPW *cannot* reduce or eliminate the work of the sewer maintenance worker and maintain the same level of service. A reduction in staffing could result in reduced cleaning and televising frequency, which would overall extend the time between televising and cleaning of the City's sewer system. This could result in increased back-ups for residences and businesses and/or increased potential for sanitary sewer overflows.

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

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

9. Are there union issues? No

10. Other supporting comments. None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 30, 2024

PREPARED BY

AGENDA ITEM # E.2

For consideration with possible action on amendment to Chapter 9 Hours of Work and Fringe Benefits to revise 9.12 Holidays.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Memo - Holiday Schedule - 1-30-24
2. Holiday Schedule Survey 2024
3. CITY OF GREEN BAY PERSONNEL POLICY Chapter 9 - Holiday Schedule Amendment 2024



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: Joseph Faulds, Chief of Operations

Re: Personnel Policy Chapter 9 Amendment – 9.12 Holidays

Date: January 30, 2024

Proposal to Revise Personnel Policy Chapter 9 – 9.12 Holidays

The Mayor and Human Resources Department recommend adding the following as recognized paid holidays:

- Christmas Eve (change from ½ day to a full day)
- New Year's Eve (change from a ½ day to a full day)
- Martin Luther King, Jr Day

The recommendation to add these paid holidays is to align the City's holiday schedule with comparable municipalities as well as recognize, value, and provide more work life balance for our employees. The relevant revised portion of Chapter 9 Hours of Work and Fringe Benefits is attached to this memo.

Human Resources conducted a survey (attached) that provides research of paid holidays for comparable and surrounding municipalities. Takeaways from the survey:

- For Martin Luther King Jr, Day, in 2019 24% of the municipalities had MLK Day as a paid holiday and in 2024 53% of surveyed municipalities have this as a paid holiday.
 - o City of Green Bay Metro Transit has added MLK Day as a paid holiday to its contract.
 - o MLK Day is a federally recognized holiday.
- For Christmas Eve, all the municipalities have this as a full day paid holiday except for Green Bay and Fond du Lac.
- For New Year's Eve, roughly 50% of the municipalities have this as a full day paid holiday and Green Bay and Fond du Lac have NYE as a half-day paid holiday.
- Floating holidays:
 - o The City of Green Bay offers a floating holiday to DPW employees in lieu of the day after Thanksgiving as a paid holiday. No other employees receive floating holidays.
 - o Municipalities offer floating holidays up to five floating holidays.
 - o The average holiday schedule with floating holidays is 11.5
 - o The City of Green Bay is at the average if holidays and 3 personal days are included.
- Juneteenth is a paid holiday offered by Madison and Milwaukee.

DPW Supervisor and Superintendent Salary Survey

Holiday Schedules

Municipality	New Year's Day	Martin Luther King Jr. Day	Friday Before Easter	Memorial Day	Independence Day	Labor Day	Thanksgiving	Day After Thanksgiving	Christmas Eve	Christmas	New Year's Eve	Additional Information
Appleton	X			X	X	X	X	X	X	X		Four floating holidays
Ashwaubenon	X		X	X	X	X	X	X	X	X		
De Pere	X	X		X	X	X	X	X	X	X		32 hours of floating holiday & City Hall closes at 1:30 the day before Thanksgiving
Eau Claire	X	X		X	X	X	X	X	X	X		Three floating holidays
Fond du Lac	X			X	X	X	X	X	1/2	X	1/2	Five floating holidays
Green Bay	X		1/2	X	X	X	X	X	1/2	X	1/2	Three personal days
Janesville	X			X	X	X	X	X	X	X		Three floating holidays
Kenosha	X	X	X	X	X	X	X	X	X	X	X	Two floating holidays
La Crosse	X	X		X	X	X	X	X	X	X	X	Closed 12/22/22 (Thursday) - 1/2/ 2023 (Monday)
Madison	X	X		X	X	X	X	X	X	X	X	Juneteenth is also a paid holiday & 3.5 Personal Days
Manitowoc	X			X	X	X	X	X	X	X	X	One personal/float day for birthday
Milwaukee	X	X	X	X	X	X	X	X	X	X	X	Juneteenth is also a paid holiday
Oshkosh	X		X	X	X	X	X		X	X		Four floating holidays
Racine	X	X	X	X	X	X	X	X	X	X	X	One floating holiday & Call the Friday before Easter "Spring Break Holiday"
Sheboygan	X		X	X	X	X	X	X	X	X	X	
Waukesha	X	X		X	X	X	X	X	X	X	X	Two floating holidays
Wausau	X		X	X	X	X	X	X	X	X	X	Full-Time employees receive three personal holidays/Department Directors receive 6 personal holidays & Call the Friday before Easter "Spring Friday"
Wauwatosa	X	X	X	X	X	X	X	X	X	X	X	
West Allis	X	X		X	X	X	X	X	X	X		Three random holidays
TOTALS	100%	53%	47%	100%	100%	100%	100%	95%	100%	100%	63%	Madison and Milwaukee declare Juneteenth as a paid holiday
2019 Totals	100%	24%	47%	100%	100%	100%	100%	94%	100%	100%	59%	

X = Full Day

1/2 = Half Day

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DPW Supervisor and Superintendent Salary Survey

Holiday Schedules

Municipality	New Year's Day	Martin Luther King Jr. Day	Friday Before Easter	Memorial Day	Independence Day	Labor Day	Thanksgiving	Day After Thanksgiving	Christmas Eve	Christmas	New Year's Eve	Additional Information
Green Bay	X		X	X	X	X	X	X	X	X	X	
Eau Claire	X			X	X	X	X	X	X	X		Three floating holidays
Sheboygan	X		X	X	X	X	X	X	X	X	X	
La Crosse	X	X		X	X	X	X	X	X	X	X	
Appleton	X			X	X	X	X	X	X	X		Four floating holidays
Janesville	X			X	X	X	X	X	X	X		Three floating holidays
West Allis	X	X		X	X	X	X	X	X	X		Three random holidays
Waukesha	X			X	X	X	X	X	X	X	X	Two personal holidays
Ashwaubenon	X		X	X	X	X	X	X	X	X	X	
De Pere	X			X	X	X	X	X	X	X		
Milwaukee	X	X	X	X	X	X	X	X	X	X	X	
Wauwatosa	X		X	X	X	X	X	X	X	X	X	
Madison	X	X		X	X	X	X	X	X	X	X	
Manitowoc	X		X	X	X	X	X	X	X	X		
Fond du Lac	X			X	X	X	X	X	X	X	X	Five floating holidays
Oshkosh	X		X	X	X	X	X		X	X		Four floating holidays
Kenosha	X		X	X	X	X	X	X	X	X	X	Friday before Easter referred to as "Spring Break Holiday"
TOTALS	100%	24%	47%	100%	100%	100%	100%	94%	100%	100%	59%	

X = Holiday Observed



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Hours of Work and Fringe Benefits	Policy Reference Chapter 9
Policy Source Human Resources Department	Legal Review Date July 6, 2017
Personnel Committee Approval July 22, 2017	City Council Approval July 18, 2017

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9.12 HOLIDAYS

9.12.1 Effective ~~March~~January 1, 20~~24~~12, the following are recognized paid holidays:

New Year's Day	Thanksgiving Day
Martin Luther King, Jr. Day	Day after Thanksgiving*
½ day Friday before Easter	½ day Christmas Eve
Memorial Day	Christmas Day
Independence Day	½ day New Year's Eve
Labor Day	
*In lieu of the Day after Thanksgiving – employees represented by the DPW Labor Association will have a floating holiday	

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Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 30, 2024

PREPARED BY

AGENDA ITEM # F.I

Stay and Exit Interviews Update.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Memo - Stay and Exit Interviews - 1-30-24



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: Joseph Faulds, Chief of Operations

Re: Stay Interviews and Exit Interviews

Date: January 30, 2024

INFORMATIONAL – Update on Stay Interviews and Exit Interviews

Several Common Council members have inquired about our process for exit interviews with employees who separate employment from the City of Green Bay. The City recently filled the Workplace Culture Specialist position that is dedicated to working with employees and departments on improving the engagement, recognition, and overall employee culture. This will include performing stay interviews and exit interviews for employees as described below.

Stay Interviews

A stay interview is an opportunity for employees to provide feedback regarding their experience at the City of Green Bay. The goal is to help the City improve employee engagement, satisfaction, the work environment, and ultimately increase employee retention.

The stay interview will be conducted by our Workplace Culture Specialist and will be confidential. The interview will include several questions related to the employee's job, recognition, interactions with coworkers and supervisors, personal and professional development opportunities, and why the employee chooses to remain employed at the City of Green Bay.

The information obtained will help improve communication, management practices, and work conditions with the intent to improve employee satisfaction and increase employee retention.

The best practice for stay interviews is to interview new hires within 3-6 months of the employee's hire date. Employees hired in December 2023 will be the first group of employees to go through this process. Human Resources may also ask long tenured employees if they are interested in receiving a stay interview and employees will have the opportunity to provide feedback during the employee survey in 2024.

Exit Interviews

Similar to a stay interview, the exit interview is the opportunity for a resigning or retiring employee to

provide feedback on his or her experience at the City of Green Bay. The hope is the feedback will provide information that helps improve the work environment, culture, communication, management practices, and services. Additionally, the exit interview may provide insight on why employees are leaving or may want to leave which can help the City develop strategies to improve employee retention.

Exit interviews will either be conducted in-person or through an online survey. The responses will be confidential and will be collected by the Workplace Culture Specialists. The intent is for human resources to review the responses on a monthly basis and to provide feedback and insights to management to address concerns or suggestions as needed.





Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 30, 2024

PREPARED BY

AGENDA ITEM # F.2

Report of Routine Personnel Actions.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report I.30.24

REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
January 30, 2024

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Truck Driver - Streets	DPW	Ivis Guevara	1/8/2024
Police Officer Recruit	PD	Jacob Enli	2/5/2024
Laborer - Street	DPW	Calvin Williams	1/29/2024
<u>Promotion</u>			
Civil Engineer II	DPW	Chaming Yang	1/29/2024
<u>Transfer</u>			
Records Clerk	PD	Kristin Clark	2/5/2024
Office Clerk	PD	Patty Patrick	1/29/2024
Laborer - Sanitation	DPW	Joseph Hoppe	1/29/2024
Laborer - Sanitation	DPW	Timothy Kosch	1/29/2024
<u>Reclassification</u>			
Financial Analyst	Admn Svs	Lauren Destiche	1/1/2024
Financial Analyst	Admn Svs	Jodi Meyer	1/1/2024
Public Works Superintendent	DPW	David Wiesman	1/1/2024
Fleet Manager	DPW	Nathan Wachtendonk	1/1/2024
Public Works Superintendent	DPW	Dustin McMullen	1/1/2024
Public Works Superintendent	DPW	Joshua Brassfield	1/1/2024
Public Works Superintendent	DPW	Justin Linzmeier	1/1/2024
<u>Grade/Step Change</u>			
Transit Director	Transit	Patty Kiewiz	12/1/2023
Sr. Programmer Analyst	IT	Daniel Meighen	1/1/2024
Software Support Specialist	IT	Shelby Edlebeck	1/1/2024
Sr. Programmer Analyst	IT	Daniel Olm	1/1/2024
Sr. Programmer Analyst	IT	Matt Sorenson	1/1/2024
Financial Services Administrator	Fire	Lynn Beno	1/1/2024
Inspections Support Sepcialist	CED	Ali Hearley	1/1/2024
Electrician Foreperson	DPW	Jerry Bruley	1/1/2024
Building Inspector	CED	Erik Wasilewski	1/1/2024
Real Estate Specialist	CED	Rhonda Bitney	1/4/2024
Housing Administrator	CED	Jaime Valentine	1/1/2024
Building Inspector	CED	Matthew Bablitch	1/1/2024
Building Inspector	CED	Peter O'Connor	1/1/2024
Electrical Inspector II	CED	Patrick Fenlon	1/1/2024
Commercial Building Inspector	CED	Rob Cormier	1/1/2024
Neighborhood Development Specialist	CED	Will Peters	1/6/2024
Truck Driver- Streets	DPW	Eric Peters	1/4/2024
Administrative Clerk	Muni Ct	Jessica Pierner	1/9/2024

Administrative Clerk	Admn Svs	Dawn Canadeo	1/7/2024
Commander	PD	Kevin Warych	12/23/2023
Park Supervisor	PRF	Gregory Bara	1/12/2024
Truck Driver- Streets	DPW	Shannon Schornack	11/28/2023
City Clerk	Admn Svs	Celestine Jeffreys	1/20/2024
Neighborhood Compliance Inspector	CED	Nathan Keeler	1/17/2024
Public Arts Coordinator	CED	Laura Schley	1/20/2024
Lieutenant	PD	Kris Thoreson	1/10/2024
Time Clerk	DPW	Cynthia Tappy	1/22/2024
Parking Maintenance Technician	DPW	Celeste Hoffmann	1/18/2024
Laborer - Street	DPW	Paul Mleziva	1/19/2024
Parking Maintenance Technician	DPW	Tami Sladky	1/18/2024
Civil Engineer I	DPW	Myla Ting Thompson-Eagan	1/1/2024
Laborer - Sanitation	DPW	Joseph Hoppe	1/1/2024
Sewer Maintenance Worker	DPW	James Terrien	1/1/2024
Operator I	DPW	Andrew Theis	1/1/2024
Truck Driver - Sanitation	DPW	Joshua Sonesen	1/1/2024
Truck Driver - Sanitation	DPW	Nicholas Tarkowski	1/1/2024
Sewer Maintenance Worker	DPW	Jared Seitz	1/1/2024
Laborer - Sanitation	DPW	Tim Schumacher	1/1/2024
Truck Driver - Sanitation	DPW	Kevin Marks	1/1/2024
Truck Driver - Sanitation	DPW	John Krumrey	1/1/2024
Truck Driver - Sanitation	DPW	Keith Falish	1/1/2024
Signs Operator	DPW	Mike Herlache	1/1/2024
Laborer - Sanitation	DPW	Jeff Bielski	1/1/2024
Laborer - Sanitation	DPW	Nick Dorsey	1/1/2024
Sewer Maintenance Worker	DPW	Josh Dubois	1/1/2024

End of Employment

Specialist I	PD	Matthew Knutson	12/30/2023
Truck Driver - Sanitation	DPW	Dennis Aschenbrenner	12/31/2023
Community Liaison	Mayor	Melissa Edison	12/14/2023
Sewer Maintenance Worker	DPW	Cody Akerboom	2/2/2024
Lieutenant	PD	Brad Strouf	2/16/2024
Truck Driver - Streets	DPW	Jonathan Nitka	1/17/2024

Longevity

Transit Operator	DPW	Robert Poston-Gilbey	12/1/2023
Transit Operator	Transit	Jon Matthies	1/1/2024
Transit Operator	Transit	Raymond Brock	1/13/2024