



Meeting Agenda - Final-revised
Human Resources & Information Technology Committee

Wednesday, October 11, 2023

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting

[23-1156](#) Minutes 8-9-23.

Attachments: [Minutes 8-9-23.pdf](#)

5. Public Hearing/Appearances

6. Action Items

[23-1161](#) Lieutenant Over Hire Request.

Attachments: [Lt Overhire 2023.pdf](#)

[23-1162](#) Elected City of Appleton Attorney Compensation for May 2024 term.

Attachments: [Elected COA Attorney Compensation for May 2024 Term.pdf](#)

[23-1163](#) City of Appleton Mayor Compensation for April 2024 Term.

Attachments: [COA Mayor Compensation for April 2024 Term.pdf](#)

7. Information Items

[23-1164](#) Connecting Care Clinic Update (new facility space and year-to-date ROI)

[23-1165](#) Health Insurance Program Update.

[23-1208](#) Appleton Public Library Table of Organization Change

Attachments: [Memo - TO Change - MM LA Acquisitions 2023.pdf](#)
[Library Draft 10.6.23.pdf](#)
[Library Assistant - Materials Management \(Catalog\).pdf](#)

[23-1166](#) Recruitment Status Report 10/3/23.

Attachments: [RSR 10.03.23.pdf](#)

8. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

Questions on the agenda please contact Jay Ratchman 920-832-6427.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes Human Resources & Information Technology Committee

Wednesday, August 9, 2023

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

3. Roll call of membership

Present: 5 - Hartzheim, Croatt, Fenton, Hayden and Schultz

4. Approval of minutes from previous meeting

[23-0926](#)

Minutes 7/12/23.

Minutes 8/2/23.

Attachments: [Minutes 7-12-23.pdf](#)

[Minutes 8-2-23.pdf](#)

Schultz moved, seconded by Fenton, that the Minutes be approved. Roll Call.

Motion carried by the following vote:

Aye: 5 - Hartzheim, Croatt, Fenton, Hayden and Schultz

5. Public Hearing/Appearances

6. Action Items

[23-0927](#)

Department of Public Works Traffic Table of Organization Change.

Attachments: [Memo - HR Committee Traffic Engineer Position.pdf](#)

[Public Works TO.pdf](#)

Hayden moved, seconded by Schultz, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Hartzheim, Croatt, Fenton, Hayden and Schultz

[23-0928](#) Valley Transit Table of Organization Change 1.0 FTE Utility Worker Position.

Attachments: [Valley Transit Memo.pdf](#)
[Valley Transit DRAFT 7.24.23.pdf](#)

Fenton moved, seconded by Hayden, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Hartzheim, Croatt, Fenton, Hayden and Schultz

7. Information Items

[23-0929](#) HR Budget Mid-year Report Out.

Attachments: [2023 Mid Year Budget Report.pdf](#)

This Presentation was received and filed

[23-0930](#) IT Budget Mid-year Report Out.

Attachments: [2023 IT Mid-Year Report.pdf](#)

This Presentation was received and filed

[23-0931](#) Recruitment Status Report 8/3/23.

Attachments: [RSR 8.03.23.pdf](#)

This Presentation was received and filed

8. Adjournment

Hayden moved, seconded by Fenton, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Hartzheim, Croatt, Fenton, Hayden and Schultz



POLICE DEPARTMENT

222 South Walnut Street • Appleton, WI 54911-5899
(920) 832-5500 • Fax (920) 832-5553
<http://www.appleton.org/police>

To: Alderperson Croatt, Safety and Licensing Committee Chairperson
Alderperson Hartzheim, HR/IT Committee Chairperson

From: Chief Polly Olson

Date: September 27, 2023

Subject: Informational Item – S&L
Action Item – HR/IT

We have received written notice of Captain Frisch retiring on January 3rd, 2024. There may be one – two additional supervisors leaving within the next few months. To sufficiently staff for adequate patrol supervision, we would like to promote Sgt. Edwards to lieutenant effective December 1st, 2023.

Our first-line supervisors are critical for our patrol response and day-to-day operations. It is important they receive the proper training, and with the amount of turnover and the challenges that are present, we are requesting to over hire for the one FTE position to continue to provide the level of service required.

The funds for this over hire would be from salary savings due to some unexpected officer vacancies which have happened throughout the year. The estimate is \$931 in 2023 and \$107 in 2024 = \$1,038 total in budget impact.



**CITY OF
APPLETON**

HUMAN RESOURCES DEPARTMENT
100 N. Appleton Street
Appleton, WI 54911
Phone: (920) 832-6458
Fax: (920) 832-5845

To: Human Resources/Information Technology Committee, and Appleton Common Council

From: Human Resources Director Jay Ratchman

Date: October 3, 2023

Re: Elected City of Appleton Attorney Compensation for new term starting May 2024

As you are aware, the elected City Attorney salary is set every four years based on the term dates of this position. The current salary is established through April 30, 2024. It is the role of the Human Resources/Information Technology Committee to set the compensation for this position by December 1 in the year prior to when the new term begins. The new term will begin on May 1, 2024.

My memo is intended to provide information on the current compensation for the position, along with contextual information to help provide some insights as you make your decision.

Here is the current status:

- The current salary for the City Attorney is set at \$139,018.
- This position received a 2% increase in each year of the current four-year term (total 8% increase).
- The City Attorney position is a Director level position and has a Deputy Director structure. This is the same structure as other City departments. In addition, this position serves on the City leadership team along with the other City Directors.
- The City Directors received a total of a 9% increase over the past three years, with a 3% increase being proposed in the 2024 budget.

In effort to keep parity with the City Attorney position and the Director team positions, I would recommend a 3% lift to the City Attorney salary at the start of the new term, along with annual increases. This would result in the following future compensation for the position:

Current salary		\$139,018.00	
Lift	3.00%	\$143,188.54	lift to match the Director team for the past three years
5/1/2024-4/30/2025	3.00%	\$147,484.20	raise proposed for the Director team in the 2024 budget
5/1/2025-4/30/2026	2.00%	\$150,433.88	
5/1/2026-4/30/2027	2.00%	\$153,442.56	
5/1/2027-4/30/2028	2.00%	\$156,511.41	

This recommended pay structure also keeps us aligned with comparable data from other Wisconsin communities (attached).

Thank you in advance for allowing me to provide this information to assist in your decision. If you have any questions, please let me know.

Sincerely,

Jay Ratchman
Human Resources Director

ATTORNEY

Municipality	City Attorney	Salary	# Reports	Benefits	Expense Account	Other	Updated
Aplleton	Elected	\$139,018	2	Health, Dental, Life, LTD, Pension	None	Oversee City Attorneys and Clerks Office. Total of 10 staff	October 2023
EauClaire	Appointed by City Manager	\$128,924 - \$150,268	3	Health, Dental, Life, LTD, Pension, Vision	None	\$2000/yr deferred comp match, \$230/mo auto allow	7/23
Green Bay	Appointed by Mayor	\$122,762	7	Health, Dental, Life, LTD, Pension	None		7/23
Janesville	Appointed by City Manager						
Kenosha	Non-Represented Employee	\$108,268-\$139,186	6	Health, Dental, Life, Pension, Sick Accural	None	None	
La Crosse	Non-Represented Employee	\$133,889.60	4	Health, Dental, Life, LTD, Pension	None	None	
Manitowoc	Non-Represented Employee	\$109,419-\$140,681	2	Health, Dental, Vision, Life, STD, LTD, Pensio	None	None	June 2023
Oshkosh	Appointed	\$143,130	2	Non-rep benefit plan	None	None	July 2023
Racine	Appointed						
Sheboygan	Elected	\$132,320	3.5	Same as non-reps, but no PTO	None	None	October 2023
Waukesha	Elected						
Wausau	Non-Represented Employee	91,395.20 - 137,051.20	4	Same as non-reps	None	None	Sept 2023
Grand Chure	through Herling Clark; approved by	Hourly rate	N/A	N/A	None	None	NA
De Pere	Appointed by Mayor	\$136,510	3	Same as non-reps	None	Mileage reimbursement at IRS rate	6/2023
Fond du lac	Non-Represented Employee	\$114,483.48 - 147,193.05	4	Same as non-reps	None		6/2023
Fitchburg	Non-Represented Employee	\$136,614.40	0	Same as non-reps	None	None	7/2023
Neenah	Non-Represented Employee	\$97,007.82-\$138,672.95	3	Same as non-reps	None	None	7/2023
Kaukauna	Elected	107,976	1	Same as non-reps	None	None	



CITY OF APPLETON

HUMAN RESOURCES DEPARTMENT
100 N. Appleton Street
Appleton, WI 54911
Phone: (920) 832-6458
Fax: (920) 832-5845

To: Human Resources/Information Technology Committee, and Appleton Common Council

From: Human Resources Director Jay Ratchman

Date: October 3, 2023

Re: City of Appleton Mayor Compensation for new term starting April 2024

The City of Appleton Mayor salary is set every four years based on the term dates of this position. The current salary is established through March 31, 2024. It is the role of the Human Resources/Information Technology Committee to set the compensation for this position by December 1 in the year prior to when the new term begins. The new term will begin on April 1, 2024.

My memo is intended to provide information on the current compensation for the position, along with contextual information to help provide some insights as you make your decision.

Here is the current status:

- The current salary for the City of Appleton Mayor is set at \$106,662.
- This position received a 1.5% increase in each year of the current four-year term (total 6% increase).
- The Mayor supervises all City Department Directors.
- The City Department Directors received a total of a 9% increase over the past three years, with a 3% increase being proposed in the 2024 budget.

Based on this information, I would recommend a 3% lift to the City of Appleton Mayor salary at the start of the new term, along with annual increases. This would result in the following future compensation for the position:

Current Salary		\$106,662.00	
Lift	3.00%	\$109,861.86	lift to match the proposed City Attorney position increase
4/1/2024-3/31/2025	3.00%	\$113,157.72	to match proposed raise for the Directors in the 2024 budget
4/1/2025-3/31/2026	2.00%	\$115,420.87	
4/1/2026-3/31/2027	2.00%	\$117,729.29	
4/1/2027-3/31/2028	2.00%	\$120,083.87	

This recommended pay structure also keeps us better aligned with comparable data from other Wisconsin communities (attached). This comparable data includes the positions of Mayor, City Administrators, and City Managers.

Thank you in advance for allowing me to provide this information to assist in your decision. If you have any questions, please let me know.

Sincerely,

Jay Ratchman
Human Resources Director

Municipality		Mayor		Population	Term	Salary	# Reports	Benefits	Expense Account	Other
Mayor Salary Survey										
Appleton	Mayor	74,653	2023-2024		\$106,662	15	Health, Dental, Life, LTD, Pension	None	None	None
Green Bay	Mayor	107,015	2023-2027		\$102,299	13	Health, Dental, Life, LTD, Pension	None	None	\$30/month mileage reimbursement
La Crosse	Mayor	51,834	2023		\$94,931	3	Health, Dental, Life, LTD, Pension	\$2,075.00		\$250/mo car allowance
Manitowoc	Mayor	32,697	2023		\$79,854.00	10	Health, Dental, Vision, Life, LTD, LTD, Pension	None	None	\$300/month vehicle allowance
Mensha			2023		\$80,000.00		Health, Dental, Vision, Flex Spending, Pension			
Kaukauna	Mayor	17,120	2022-2024		\$90,209.00	10	Health, Dental, Life, Pension, Flex Spending			Receives a \$450.00 auto allowance annually (\$37.50 per month), \$40.00 per month cell phone stipend
Neenah	Mayor	25,914	9-2022 ordinance (active Sept 2023)		\$81,630.00	12	Health, Dental, Life, LTD, Pension	None	None	
Wausau	Mayor	39,994	2020-2024		\$78,873.60	8	Health, Dental, Life, Pension, Sick Accrual	None	None	\$300 monthly vehicle allowance, \$50/month cell phone allowance
Kenosha	City Administrator	99,877			\$139,065-\$178,782	19	Health, Dental, Life, LTD, Pension	None	None	None
Racine	City Administrator	77,542	2023		\$151,548	Did not report #	Health, Dental, Life, LTD, Pension	None	None	None
Sheboygan	City Administrator	48,329	2023		\$150,000	18	Health, Dental, Life, LTD, Pension	None	None	None
Sheboygan	Mayor	48,329	2032		\$58,282					
Waukesha	Mayor	72,489								
EauClaire	City Manager	70,587			\$157,864	14	Health, Dental, Life, LTD, Pension, Vision	None	None	Deferred Comp 3%, \$500/mo auto allow, smart phone
Janesville	City Manager	64,359								
Oshkosh	City Manager	66,607			\$180,350	12	Non-rep benefits	None	None	None
City of De Pere	City Manager	25,525	2023 - 2024		\$26,649		EAP	None	None	Mileage reimbursement at IRS rate
Grand Chute	City Administrator	23,964	2023		\$126,817 - \$163,051	8	Health, Dental, Life, Vision, STD/LD, Sick, Vacation, Pension, EAP	None	None	Information is based on full-time Administrator - Cell Phone, Annual Conferences, Membership Dues
City of Fitchburg	City Administrator	31,000	N/A - treated as a non-rep		\$163,966.40	14	Same as non-reps	None	None	Same as non-reps
City of Fitchburg	Mayor	31,000	2023-2026		\$10,000	3	None	None	None	None



APPLETON PUBLIC LIBRARY
2411 S. Kensington Drive
Appleton, WI 54915
920-832-6170 | FAX: 920-832-6182

TO: APPLETON PUBLIC LIBRARY BOARD OF TRUSTEES

FROM: TASHA SAECKER, ASSISTANT DIRECTOR – APPLETON PUBLIC LIBRARY

DATE: SEPTEMBER 29, 2023

RE: LIBRARY TABLE OF ORGANIZATION CHANGE REQUEST – Library Assistant, Copy Cataloging

In the Materials Management section of the library, work has shifted from a previous need for original cataloging, meaning that cataloging librarians catalog from the individual item, to instead having the majority of our collection using existing cataloging records downloaded from an online service. These copy cataloging records need editing, and the work is simpler than original cataloging.

APL will retain one cataloging librarian position to continue to work on original cataloging for both APL and the Outagamie Waupaca Library System (OWLS). We are contracted to provide OWLS cataloging services, receiving a discount on our annual fees for the service. A single cataloging librarian will be able to keep up with all original cataloging.

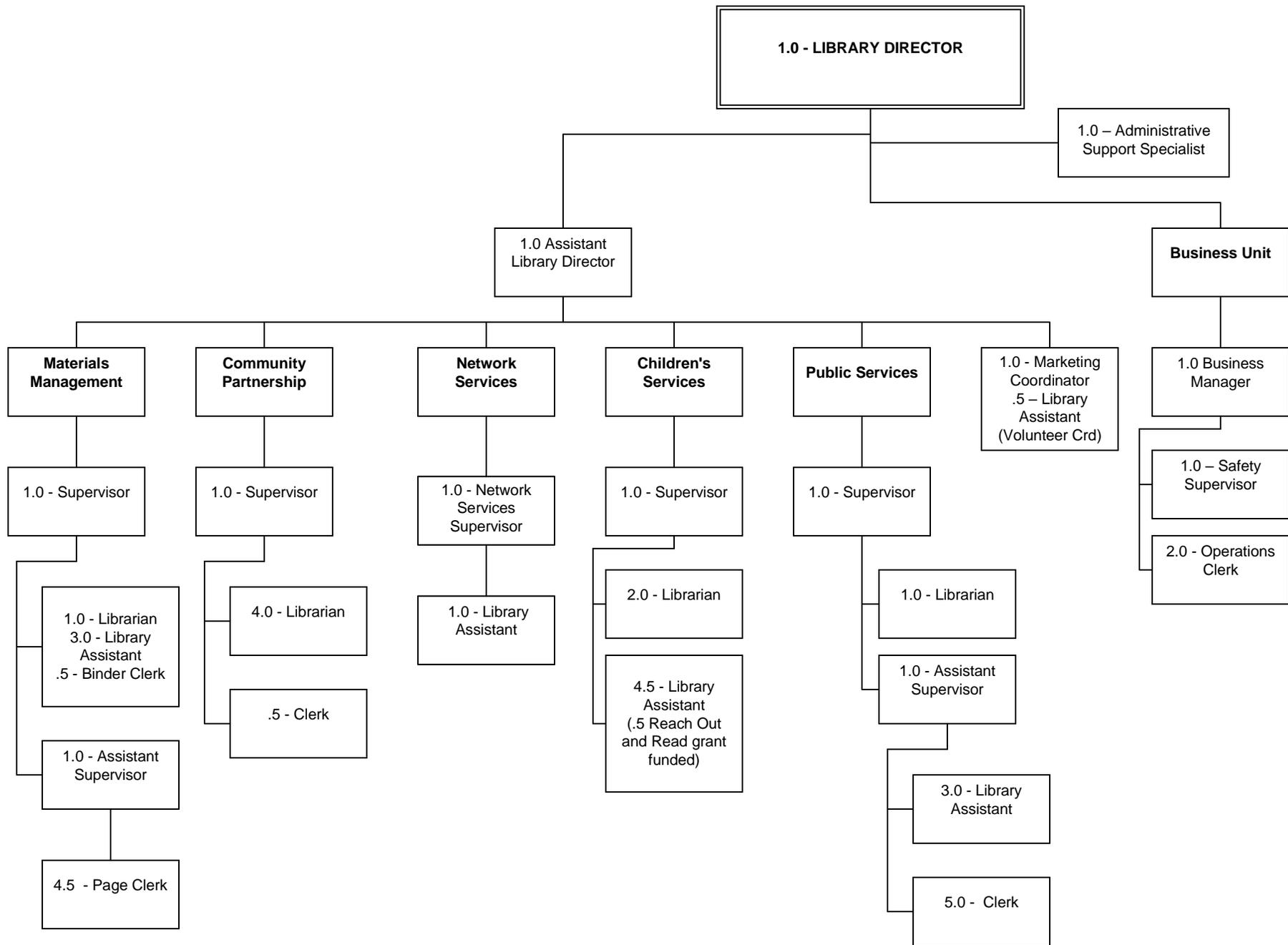
The currently vacant librarian position will be changed to be a library assistant with a focus on copy cataloging and projects. This will allow most of our items to move through the cataloging process more quickly and allow our remaining librarian cataloger to focus on higher-level work as is appropriate for her skill level and training.

Project work assigned to this position would allow Materials Management the capacity to do collection development work, database maintenance, and projects related to our new building spaces.

With the reclassification of the position from librarian to library assistant, APL should see savings going forward. Using 2023 salaries, this change would result in the following:

- Full-time librarian salary minimum - \$27.72/hour - \$57,658/annual.
- Full-time library assistant salary minimum - \$22.91/hour - \$47,653/annual.
- Annual savings - \$10,005.

This is an opportunity for us to focus librarian-level staff on the correct level of work while making the Materials Management section more flexible and responsive to modern workflow. I request you approve these changes to the library's table of organization.



DRAFT 10/6/2023

Library Assistant - Materials Management (Catalog)

Class Code:

Bargaining Unit: Non-union Non-Exempt

CITY OF APPLETON
Established Date:

SALARY RANGE

\$22.91 - \$32.07 Hourly
\$47,645 - \$66,703 Annually

NATURE OF WORK:

This is a full-time benefited non-exempt library assistant position in the Materials Management section of the library. Work involves the processes necessary to provide accurate and timely description of library resources at the copy cataloging level. This includes searching library and bibliographic databases; identifying and importing appropriate records; editing records to meet local and system specifications; assigning call numbers using national standards and local conventions; and creating item records with copy-specific location, barcode, and status information.

Work will involve database and collection maintenance projects to improve discoverability and patron experience. This includes regular review and correction of bibliographic and item record coding; collection maintenance weeding; relocation and/or reclassification of existing collection material; and general support of special projects to improve overall data integrity, collection health, and resource accessibility.

Work is performed under the general supervision of the Materials Management Supervisor. Knowledge of Hmong or Spanish languages a plus.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Provides courteous, efficient, knowledgeable customer service to patrons, staff, vendors, and system library staff.
- Searches for and imports exact- and near-match copy cataloging records for library resources using current standards and technologies.
- Performs minor edits to bibliographic records following national, local, and system conventions.
- Assigns Dewey Decimal Classification (DDC) or locally defined call numbers noting previous treatment for similar material.
- Creates item records with accurate copy-specific information including barcode, call number, status, and media code.
- Works cooperatively with supervisor and department colleagues to ensure timely processing of newly received material.
- Completes regular database maintenance, such as location-media code agreements, inactive location codes, call number field errors, and item status corrections.
- Creates reports, updates system records, and physically processes material as part of collection maintenance projects, annual weeding, and special relocation and reclassification efforts in close cooperation with the department supervisor.

- Identifies and forwards to the Librarian (Catalog) material requiring complex or original cataloging.
- Assists with physical processing of materials when necessary.
- Maintains regular, punctual, and predictable attendance, works overtime as needed.

OTHER JOB FUNCTIONS

- Participates on library-wide committees as assigned.
- Communicates library policies, rules & regulations to the public.
- Other projects as assigned.

REQUIREMENTS OF WORK:

Bachelor of Arts or Science Degree or equivalent combination of education, training, and experience which provides the following knowledge, abilities and skills:

- Knowledge of public library services and practices.
- Some knowledge of the basic rules of descriptive cataloging, classification (DDC), and library record standards.
- Ability to complete projects within established timeframes.
- Ability to communicate and maintain effective relationships.
- Computer skills including a working knowledge of Windows, MS Office, and electronic databases.
- Ability to learn and become proficient in library-specific software programs.
- Ability to learn library procedures, policies, and communicate these to others.
- Ability to work independently with a high degree of accuracy.
- Ability to maintain electronic files and records.
- Ability to deal with problems tactfully and promptly.
- Ability to work as a team member and maintain collaborative relationships with co-workers.
- Ability to work in a fast-paced environment.
- Ability to read fine print (font sizes of 8 or larger).
- Ability to read and speak Spanish or Hmong a plus.

SUPPLEMENTAL INFORMATION:

COMPETENCIES

Communication

Customer Focus

Handling Difficult People

Problem Solving

Adaptability/Flexibility

To learn more about these competencies click [here](#)

JOB TASK ANALYSIS:

Job Analysis/Requirements

Job Title: **Library Assistant - Materials Management (Catalog)**

Revised Date: **10/6/2023**

N = Never / O = Occasionally (1-33% of time on job) / F = Frequently (34-66% of time on job) / C = Constantly (>67% of time on job)

Physical Demands

	N	O	F	C
1. Standing			X	
2. Walking			X	
3. Sitting			X	
4. Lifting: Light - max. 10 lbs.			X	
5. Lifting: Moderate - max. 25 lbs.			X	
6. Lifting: Heavy to moderate - max. 45 lbs.		X		
7. Lifting: Heavy - max. 65 lbs		X		
8. Carrying est. wt.30 lbs			X	
9. Pushing est. wt. 200 lbs		X		
10. Pulling est. wt. 50 lbs		X		
11. Pulling hand over hand	X			
12. Climbing stairs		X		
13. Climbing, use of legs and arms	X			
14. Balancing		X		
15. Stooping		X		
16. Kneeling		X		
17. Repeated bending		X		
18. Crawling		X		
19. Reaching: X High X Low X Level				X
20. Repetitive finger movement		X		
21. May use hands for grasping		X		
22. May use hands for manipulation	X			
23. May use hands for twisting of wrist		X		
24. May use hands for flex/ext. of wrist		X		
25. May use hands for reaching			X	
26. May use hands for overhead work		X		
27. Repetitive twisting or pressure involving wrists or hands	X			
28. Both hands required		X		
29. Both legs required		X		
30. Ability of rapid mental/muscular coordination simultaneously		X		
31. Oral communication: speaks clearly in Spanish X English Hmong Other				X
32. Hearing - conversation				X
33. Intense visual concentration				X
34. Specific visual requirements		Near: X	Far:	
35. Depth perception		Y:	N:	X
36. Color vision: distinguish basic shades		Y:	X N:	
37. Color vision: distinguish basic colors		Y:	X N:	
38. Operation of crane, truck or motor vehicle		Y:	N:	X
39. Other:				

Working Conditions

	N	O	F	C
1. Outside	X			
2. Alternating between outside and inside	X			
3. Heat between 90°-100°	X			
4. Heat over 100°	X			
5. Cold below 55°	X			
6. Temperature changes: Excessive Frequent	X			
7. Wetness	X			
8. Dry atmospheric conditions	X			
9. Confined spaces	X			
10. Heights: Max. height - 1 ft		X		
11. Constant noise above 85 decibels	X			
12. Intermittent noise above 85 decibels	X			
13. Vibration	X			
14. Fumes: Irritant Toxic	X			
15. Dust: more than nuisance	X			
16. Gases: types -	X			
17. Chemicals: types -	X			
18. Grease and oils: types -	X			
19. Working with machinery with moving parts	X			
20. Working with moving vehicles	X			
21. Working with ladders/scaffolding	X			
22. Working below ground	X			
23. Working with hands in water	X			
24. Working alone	X			
25. Work intensity: Sedentary Light X Light/Medium Medium Heavy				
Hours/day: 8 Days/week: 5 Days overtime/week: 0				

Recruitment Status Report

Updates thru 10/03/2023

HR Generalist	Position	Dept.	Date of Vacancy	Open Date	# of Openings	Status
Jessie	Operator I - Sanitation	DPW	08/14/23	08/15/23	1	Medical pending on top candidate.
	Engineering Technician	DPW	07/14/23	08/23/23	1	Application deadline: 10/08/23.
	Civil Engineer	DPW	09/25/23	09/22/23	1	Application deadline: 10/29/23.
	Bus Driver	VT	Multiple	N/A	6	Application deadline: 10/15/23.
	Bus Driver - Part-Time	VT	N/A	N/A	N/A	Application deadline: 10/15/23.
	Utility Worker - Part-Time	VT	09/30/21	10/05/21	N/A	Application deadline: 10/15/23. Job offer accepted, start date pending.
	Utility Worker	VT	New Position	08/01/23	1	Application deadline extended: 10/29/23.
	Maintenance Specialist - Millwright	Utilities	10/02/23	08/31/23	1	Panel interviews: 9/28 & 10/04/23.
	Allison	Police Officer	Police	N/A	N/A	3+Elig.
Community Service Officer		Police	Multiple	05/18/23	Multiple	Background pending on 1 candidate.
Battalion Chief - EMS		Fire	07/02/23	06/28/23	1	Conditional offer extended to 1 candidate.
Firefighter		Fire	Multiple	09/15/23	2	Application deadline: 10/01/23.
Administrative Support Specialist - Clerk's Office		Legal & Admin Services	10/02/23	09/27/23	1	Internal application deadline: 10/08/23.

Total Positions Open: 21

Total Eligibility Lists: 1

Positions on Hold

HR Generalist	Position	Dept.	Date of Vacancy	# of Openings	Status
Allison	Library Clerk - Regular Part-Time	Library	07/01/22	1	Internal transfer. Position on hold.
	Librarian – Catalog Materials Management	Library	09/22/23	1	Resignation. Waiting for RTF.
	Librarian - Adult Services & Engagement	Library	08/29/23	1	Position on hold.
Jessie	Transit Maintenance Operations Supervisor	VT	03/25/23	1	Determining next steps.
	HVAC Technician	PRFM	11/25/20	1	Position on hold.

Total Positions On Hold: 5