



Date: June 9, 2017

To: Ald. Curt Konetzke, Chair
Human Resources & Information Technology Committee
100 N. Appleton Street
Appleton, WI 54911

From: Ron McDonald, General Manager

Re: Valley Transit Table of Organization

Dear Committee Members,

I had discussions with Human Resources, Information Technology, the Finance Department, and Valley Transit staff in an effort to define the staffing needs of Valley Transit now and in the future. Several issues were defined and discussed.

In regard to the Community Relations Specialist position, I'd like to retain 0.5 FTE position at this time. I don't anticipate filling this position immediately as I'm having ongoing discussions in an effort to best utilize this position to meet the City of Appleton's and Valley Transit's needs.

We have been unable to fill the 5 night per week evening FT Road Supervisor position. Consequently, I'd like to create a 0.5 FTE Road Supervisor position in an effort to attract a different pool of candidates. I'm hopeful we can attract candidates that are interested in a second job or are recently retired.

Valley Transit has a significant amount of technology interfaced together to provide passenger information, data collection, passenger fare collection, and maintenance. It was determined a position to concentrate on the transit specific technology should be a position within the transit department. In that effort, I'd like create a Transit Operations Specialist position. This position will be created using resources saved through proposed changes in the Community Relations Specialist and Road Supervisor positions.

Last but not least, Valley Transit has been unable to recruit or retain part-time Communications Technicians. However, we've experienced a greater pool of qualified full-time candidates. Consequently, I'm proposing changing two of the part-time Comm. Tech. positions to one full-time position.



My goal was to make the necessary changes with a minimal budgetary impact. The Finance Department reviewed the 2017 budget status and the 2018 budget projections related to the proposal delineated below.

In 2017, due to vacancies and turnover in the effected positions, the Finance Department is projecting an approximate \$140,000 in budget savings. In 2018, the Finance Department is projecting an approximate \$8,500 decrease in budgeted personnel costs related to these positions.

A draft Table of Organization chart is attached for review.

Following much deliberation and consideration, I humbly request authorization to change the Table of Organization for Valley Transit as follows:

<u>Current</u>	<u>Proposed</u>
1.0 FT – Community Relations Specialist	0.5 FTE–Community Relations Specialist
2.0 FT – Road Supervisor	1.5 FTE–Road Supervisor
3.5 FTE-Communication Technician (2.0-FT & 3-PT)	1.0 FT – Transit Operations Specialist
	3.5 FTE-Communication Technician (3.0-FT & 0.5-PT)

Recommendation:

Update the Valley Transit Table of Organization as proposed

Thank you, in advance, for consideration of this request.

