



# City of Appleton

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

## Meeting Agenda - Final

### Human Resources & Information Technology Committee

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Wednesday, April 12, 2023

6:30 PM

Council Chambers, 6th Floor

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

[23-0333](#) Minutes 3/8/23.

**Attachments:** [Minutes 3-8-23.pdf](#)

#### 4. Public Hearings/Apearances

#### 5. Action Items

[23-0334](#) Request to Approve Community and Economic Development / Public Works Re-organization.

**Attachments:** [CED Re-org.pdf](#)

[Community & Economic Development DRAFT 3.2023.pdf](#)

[Public Works DRAFT 3.27.23 \(1\).pdf](#)

#### 6. Information Items

[23-0335](#) Recruitment Status Report through 4/6/23.

**Attachments:** [RSR 4.6.23.pdf](#)

## 7. 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.*

*\*We are currently experiencing intermittent issues/outages with our audio/video equipment. Meeting live streams and recordings are operational but unreliable at times. This is due to delays in receiving necessary system hardware components. We continue to look for solutions in the interim and we hope to have these issues resolved soon.*



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
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## Meeting Minutes Human Resources & Information Technology Committee

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Wednesday, March 8, 2023

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 3 - Fenton, Hartzheim and Croatt

**Excused:** 2 - Thao and Alfheim

3. Approval of minutes from previous meeting

[23-0224](#)

Minutes 2/8/23.

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

Hartzheim moved, seconded by Croatt, that the meeting be approved. Roll Call. Motion carried by the following vote:

**Aye:** 3 - Fenton, Hartzheim and Croatt

**Excused:** 2 - Thao and Alfheim

4. Public Hearings/Appearances

5. Action Items

[23-0218](#)

Request for Over Hire of Residential Building Inspector Position.

**Attachments:** [Overhire Memo 3-1-23.pdf](#)

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

**Aye:** 3 - Fenton, Hartzheim and Croatt

**Excused:** 2 - Thao and Alfheim

6. Information Items

[23-0233](#)

Tyler ERP Moved to SaaS 2/10/23.

**Attachments:** [2023 Tyler ERP moved to Saas.pdf](#)

**This Presentation was received and filed**

[23-0223](#)

Recruitment Status Report through 3/2/23.

**Attachments:** [RSR 3.2.23.pdf](#)

**This Presentation was received and filed**

## 7. Adjournment

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

**Aye:** 3 - Fenton, Hartzheim and Croatt

**Excused:** 2 - Thao and Alfheim



# MEMORANDUM

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TO: Human Resources/IT Committee

FROM: Kara Homan, AICP, Director of Community & Economic Development  
Danielle Block, PE, Director of Public Works

DATE: March 31, 2023

RE: Proposed Table of Organization Changes – DPW and CED

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## **Background & Overview:**

The Department of Public Works (DPW) and the Community & Economic Development (CED) Department have undergone significant leadership transitions, most recently in CED with the promotion of David Kress to Deputy Director; and in DPW with the promotion of Pete Neuberger, PE to Deputy Director/City Engineer, pending the retirement of Ross Buetow, PE in early April. DPW and CED leadership felt it prudent to evaluate organizational structures within and between our departments with the following goals: alignment of related functional areas; enhanced customer experience; balancing of workload and supervisory oversight; and improved collaboration and coordination within and between departments. With this in mind, the following is being proposed (see attached proposed Tables of Organization):

*Realignment of Principal Planners within CED.* The three principal planners reporting structure will shift from the Director of CED to the Deputy Director. This will create a division focused on planning and development, and allow for better integration of policy and programming between the functional areas of long-range planning, GIS, community development, and economic development.

*Inspections Division moves from DPW to CED.* The Inspections Division reporting structure will be realigned from the Deputy Director of Public Works/City Engineer table of organization, to reporting directly to the Director of Community & Economic Development. This will allow for close integration with the short-range planning function and enhanced coordination and workflows through the life-cycle of development projects – from concept; planning; approval, permitting, inspection, and enforcement. This will still require significant coordination with DPW/Engineering, Health, and Fire, but will centralize one department (CED) as the coordinating/facilitating entity for all things related to private development / real property.

This organizational structure (aligning inspections/permitting with planning/development) is one that is used by mid-sized communities throughout the Fox Valley (e.g. Neenah,

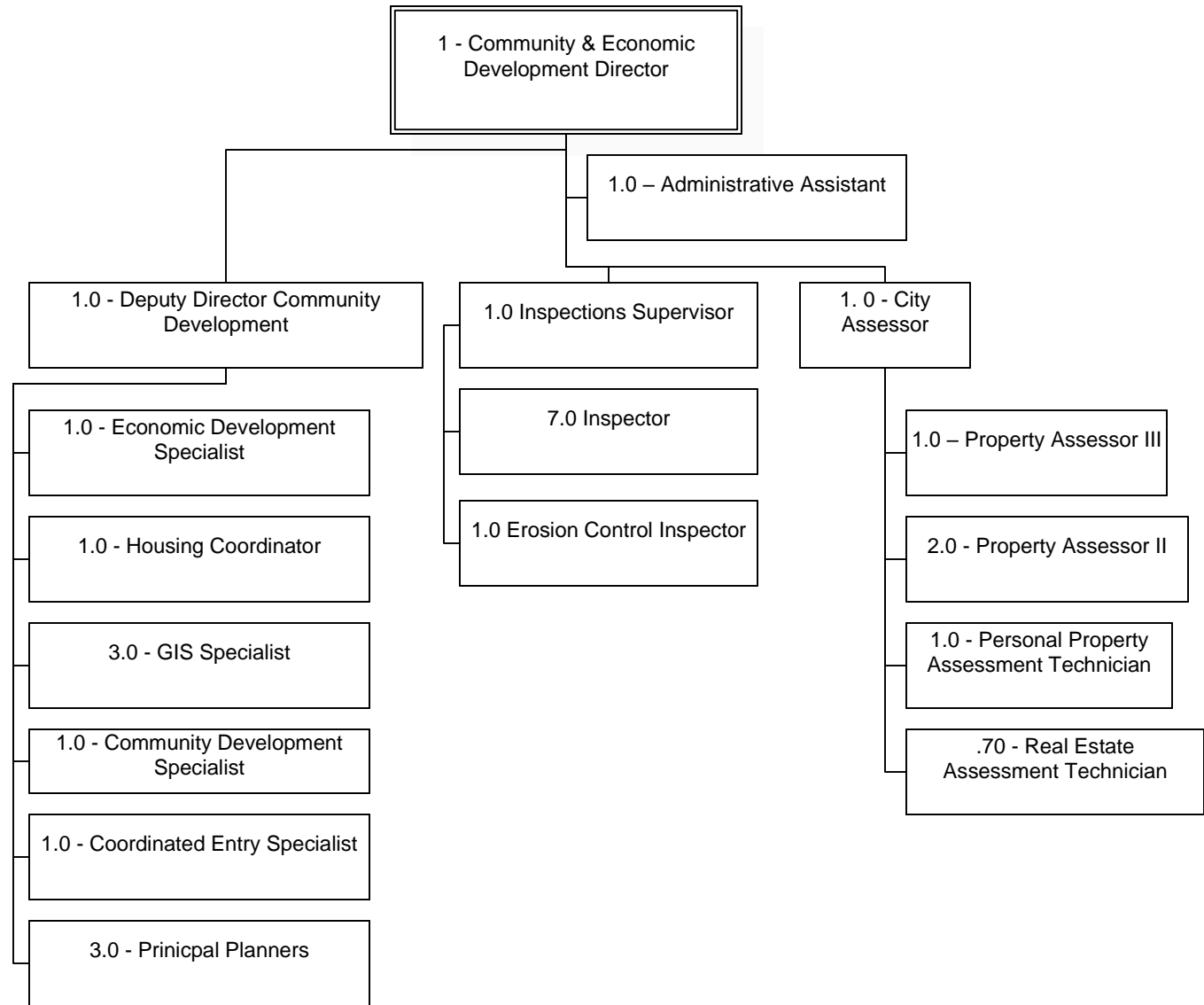
Menasha, Kaukauna, DePere, Green Bay, Oshkosh, Fond du Lac) and throughout the State (e.g. Eau Claire, Waukesha, Stevens Point, Marshfield, Sun Prairie, among others).

**Fiscal Impact:** This proposal is budget NEUTRAL.

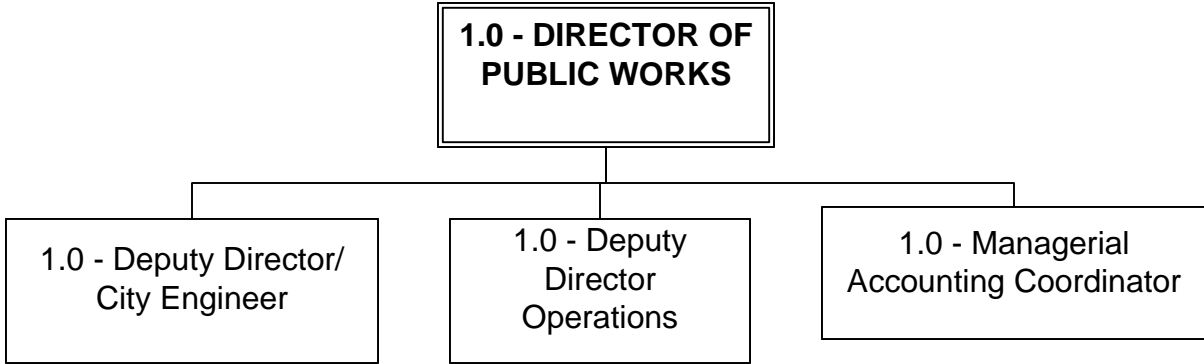
**Staff Recommendation:**

DPW and CED Directors recommend approval of the proposed reorganization of our respective tables of organization.

Attachments: DPW & CED Proposed Organizational Charts

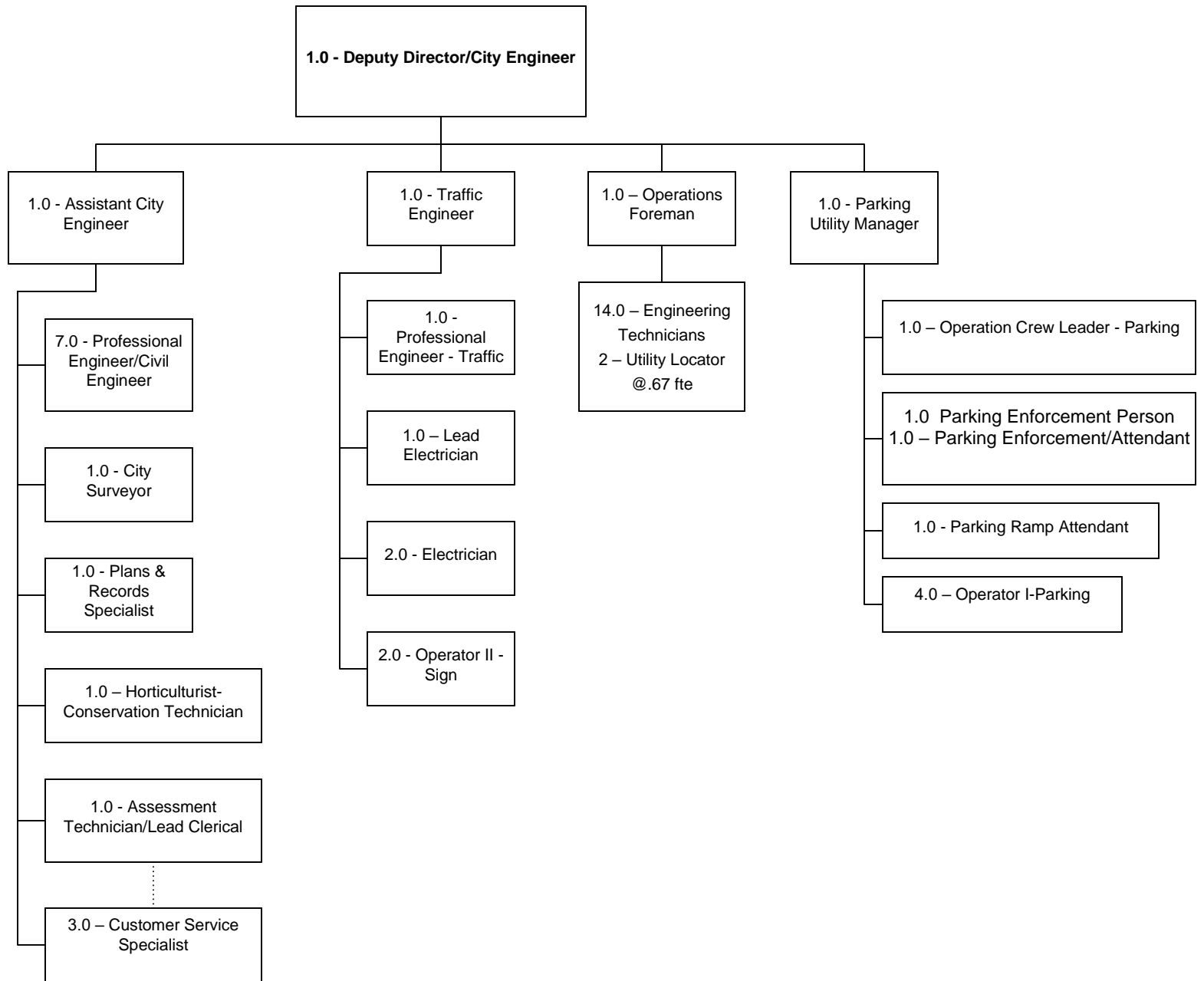


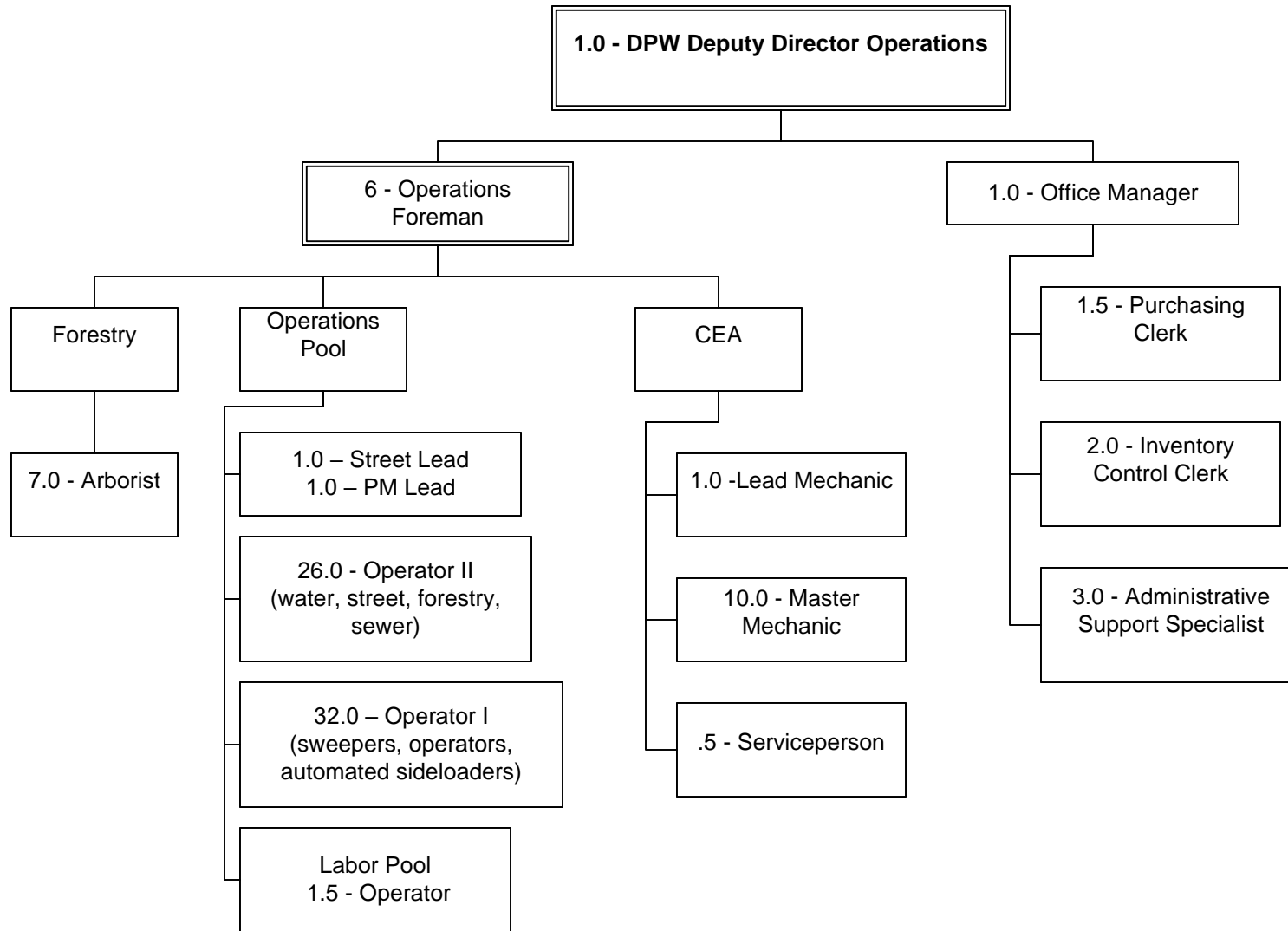
**DRAFT 3/27/2023**



Approved 8-2-17







## Recruitment Status Report

Updates thru 4/06/2023

HR Generalist	Position	Dept.	Date of Vacancy	Open Date	# of Openings	Status
Jessie	HVAC Technician	PRFM	11/25/20	01/27/23	1	Application deadline: 04/23/23.
	Engineering Technician	DPW	04/03/23	03/30/23	1	Application deadline: 4/23/23.
	Operator II - Sewer	DPW	04/03/23	03/27/23	1	Application deadline: 4/09/23. Panel interviews: 4/20/23.
	Civil Engineer	DPW	04/01/23	03/09/23	2	Application deadline: 4/02/23.
	Traffic Engineering Specialist	DPW	03/16/23	03/03/23	1	Application deadline: 4/23/23.
	Operator II - Water	DPW	02/24/23	02/15/23	1	Panel interviews: 4/05/23.
	Arborist	DPW	01/06/23	01/05/23	1	Application deadline: 4/02/23. Job offer accepted, start date: 4/17/23.
	Parking Enforcement Person	DPW	11/05/22	01/05/23	1	Medical pending on top candidate.
	HVAC/Building Inspector	DPW	01/14/23	01/05/23	1	Application deadline: 4/23/23. Panel interviews: 4/13/23.
	Operations Supervisor (Safety Coordinator, Sewer Crew, Sweepers)	DPW	04/07/23	03/22/23	1	Internal application deadline: 4/09/23. Panel interviews: 4/13/23.
	Service Person CEA & Parking	DPW	04/03/23	03/21/23	1	Application deadline: 4/16/23.
	Relief Operator - Wastewater	Utilities	02/28/23	03/03/23	1	Application deadline: 4/09/23.
	Water Plant Operator	Utilities	03/11/23	03/03/23	1	Panel interviews: 4/04 & 4/05/23.
	Part Time Utility Worker - VT	VT	09/30/21	10/05/21	N/A	Application deadline: 6/04/23.
Allison	Bus Driver	VT	Multiple	N/A	8	Application deadline: 6/04/23.
	Part-Time Bus Driver	VT	N/A	N/A	N/A	Application deadline: 6/04/23.
	Police Officer	Police	N/A	N/A	Elig.	Chief interviews: 4/11 & 4/17/23.
	Community Service Officer	Police	N/A	11/11/22	1	Backgrounds pending on 2 candidates.
	Firefighter	Fire	Multiple	09/03/22	2	PFC interviews: 4/24/23.
	Principal Planner	CED	02/27/23	03/03/23	1	Panel interviews: 4/12/23.
	Account Clerk I	Finance	03/20/23	03/06/23	1	2nd application deadline: open.
	ERP Systems Specialist	IT	02/04/23	02/10/23	1	Application deadline open. Panel interview: 4/11/23.
	Library Page Clerk - Regular Part-time	Library	04/30/23	04/05/23	3	Application deadline: 4/23/23.
	Library Page	Library	N/A	03/31/23	1	Application deadline: 4/16/23.
Library Assistant Supervisor - Materials Management	Library	04/01/23	03/21/23	1	Panel interviews: 4/18/23.	

	Library Assistant - Public Services (Sub)	Library	N/A	03/10/23	1	Panel interviews: 4/13/23.
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**Total Positions Open: 34**

**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.
	Administrative Support Specialist	Police	03/14/23	1	Department evaluating position.
	Coordinated Entry Specialist	CED	04/03/23	1	Internal promotion. Department evaluating position.
	Public Health Nurse - .5FTE	Health	04/19/23	1	Resignation. Waiting for RTF.
Jessie	Transit Maintenance Operations Supervisor	VT	03/25/23	1	Determining next steps.

**Total Positions On Hold: 5**

*Note: Per Recruitment Policy, part-time non-benefited positions do not require authorization outside of the department. The Mayor has asked departments to scrutinize.*