



July 21, 2023

To: Human Resources Committee
City of Appleton Common Council

From: Ron McDonald, General Manager

Subject: Authorization to add a full-time, represented Maintenance Utility position to the Table of Organization

Valley Transit is requesting authorization to add a full-time represented Maintenance Utility position to the Table of Organization. Below is a delineation of why this request is needed.

Valley Transit continues to struggle with employee recruitment efforts. Multiple part-time Maintenance Utility positions remain vacant. For greater than one-year, Valley Transit mechanics have been required to work overtime to complete the tasks typically done by a utility person.

Due to staffing shortages at other businesses and departments, Valley Transit has additional minor maintenance responsibilities throughout the Fox Cities. Examples include bus shelter cleaning, trash removal, snow removal, and bus stop sign repairs/replacement.

Renovation and construction began at Valley Transit's Whitman Avenue Administrative and Maintenance facility. In preparation of this building expansion, staff is planning for the additional daily maintenance in and around the facility. Additional attention will be required to keep this new facility in a state of good repair.

The information above is not meant to be all inclusive but to provide insight as to why Valley Transit is requesting to change its Table of Organization at this time.

Cost Analysis:

This position will be represented by the International Brotherhood of Teamsters Union within guidelines established in the labor contract. The pay range for a Maintenance Utility worker is \$19.05-\$22.90 per hour in 2023. Cost savings with less overtime and vacant positions will pay for this change in 2023 and 2024.

In future years, this position will be budgeted with 60% paid for by combined WisDOT and FTA grants. The remaining 40% is paid for through multiple local funding sources. I anticipate the annual impact to the City of Appleton portion of Valley Transit's budget is less than \$5,000 per year.

Recommendation:

Authorization to modify Valley Transit's Table of Organization by adding a full-time Maintenance Utility position.

Respectfully submitted by,

Ron McDonald