



# 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, June 28, 2023

4:30 PM

Council Chambers, 6th Floor

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

[23-0744](#) Minutes 5/24/23.

**Attachments:** [Minutes 5-24-23.pdf](#)

#### 5. Public Hearing/Appearances

#### 6. Action Items

[23-0753](#) APD Reorganization.

**Attachments:** [Support Services Memo.pdf](#)

[Police DRAFT 5.4.23.pdf](#)

[Professional Development Administrative Specialist.pdf](#)

#### 7. Information Items

[23-0767](#) iSeries Sunset.

**Attachments:** [iSeries Sunset.pdf](#)

[2019-01 Tyler Enterprise Phased Plan.pdf](#)

[2023-06 Tyler Enterprise Phased Plan.pdf](#)

[23-0751](#) Bus Driver Employee Referral Bonus Program.

**Attachments:** [Referral Bonus Flyer \(1\).pdf](#)

[23-0768](#) Connecting Care Clinic Lease Update.

[23-0754](#) Recruitment Status Report 6/22/23.

**Attachments:** [RSR 6.22.23.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 contact Jay Ratchman 920-832-6427.*

*\*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  
www.appleton.org

## Meeting Minutes Human Resources & Information Technology Committee

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Wednesday, May 24, 2023

4:30 PM

Council Chambers, 6th Floor

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1. **Call meeting to order**

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 3 - Hartzheim, Hayden and Schultz

**Excused:** 2 - Croatt and Fenton

4. Approval of minutes from previous meeting

[23-0568](#)

Minutes 4/27/23.

**Attachments:** [Minutes 4-27-23.pdf](#)

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

Motion carried by the following vote:

**Aye:** 3 - Hartzheim, Hayden and Schultz

**Excused:** 2 - Croatt and Fenton

5. **Public Hearing/Appearances**

6. **Action Items**

[23-0569](#)

Request to Approve changes to address wage compression for Police Lieutenant and Captains using their hourly base rate vs. top Senior Sergeant rate and to add compensation for transports, time in court, and criminal guard duty.

**Attachments:** [Salary Administration Policy 2023 SB.pdf](#)

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

**Aye:** 3 - Hartzheim, Hayden and Schultz

**Excused:** 2 - Croatt and Fenton

## 7. Information Items

[23-0572](#)

Changes to Fringe Benefit Policy.

**Attachments:** [Fringe Benefit Policy 2023 SB.pdf](#)

**This Presentation was received and filed**

[23-0574](#)

Recruitment Status Report 5/18/23.

**Attachments:** [RSR 5.18.23.pdf](#)

*Discussion of the note statement on the Recruitment Status Report; Per Jay Ratchman, that note statement should be removed.*

**This Presentation was received and filed**

## 8. Adjournment

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

**Aye:** 3 - Hartzheim, Hayden and Schultz

**Excused:** 2 - Croatt and Fenton



# Appleton Police Department

Compassion. Integrity. Courage.

222 South Walnut Street  
(920) 832 - 5500



Appleton, WI 54911 - 5899

Fax (920) 832-5553

<http://www.appleton.org/police>

To: Alderperson Hartzheim, Human Resources Committee Chairperson  
Alderperson Croatt, Safety and Licensing Committee Chairperson

From: Chief Polly Olson

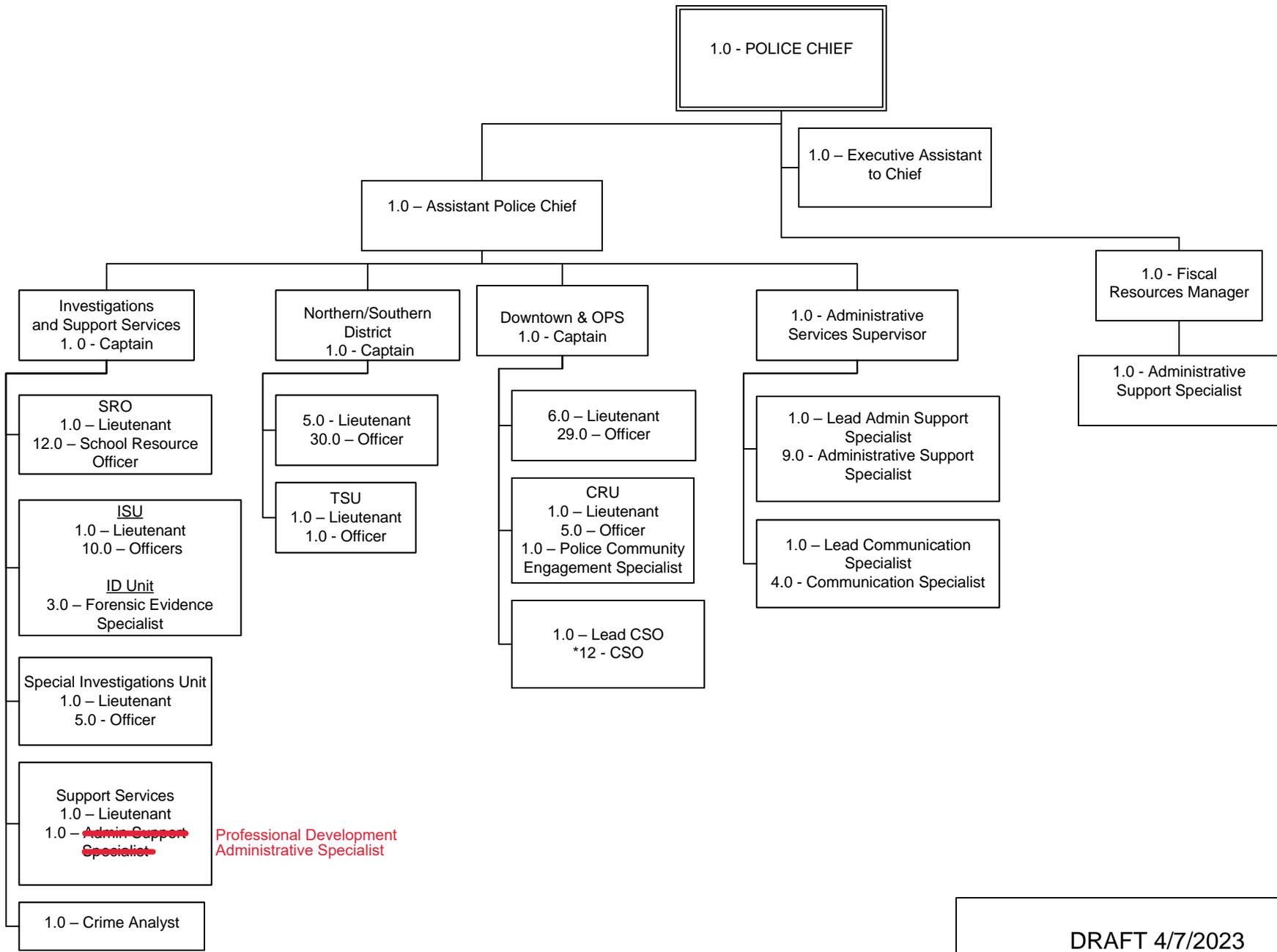
Date: June 28, 2023

Subject: Informational Item – Safety and Licensing Committee  
Action Item – HR/IT

The Support Services Lieutenant will be reassigned to patrol on January 1, 2024. With this change, we have reassigned some duties to the Support Services Administrative Support Specialist position. The Administrative Support Specialist will be changed to the Professional Development Administrative Specialist under the supervision of the Investigations and Support Services Captain. The increase in position duties led to a reclassification of this position from pay grade 5 to pay grade 6. Changing this position effective immediately will allow for time to cross-train.

There will be no financial impact associated with this move in 2023.

Chief Polly Olson



DRAFT 4/7/2023



# Professional Development Administrative Specialist

Class Code:  
240-39

Bargaining Unit: Non-union Non-Exempt

CITY OF APPLETON  
Established Date: Apr 20, 2023  
Revision Date: Apr 20, 2023

## SALARY RANGE

\$22.91 - \$32.07 Hourly  
\$47,652.80 - \$66,705.60 Annually

### NATURE OF WORK:

Under general supervision of the Captain of Investigative and Support Services, this position is responsible for complex administrative functions designed to enhance the performance of the Support Services and Professional Development Unit. This is an administrative position responsible for internal and external communications on behalf of the Police Department in the areas of recruiting, hiring, professional development, and project leadership. The work involves a variety of operational tasks and projects requiring the researching, designing, implementing, and monitoring of those projects.

### JOB FUNCTIONS:

#### ESSENTIAL JOB FUNCTIONS

- Utilizes City's applicant tracking and employee evaluation system (currently NeoGov) for Police Department training and performance management.
- Serves as the coordinator for the Recruitment Team.
- Prepares initial background for all department employees to include, running criminal histories, conduct credit report, review social media activity, contacting other police agencies, and compiling file paperwork.
- Performs essential hiring tasks as directed by HR or the Chief of Police.
- Schedules comprehensive orientation schedules and onboarding of all new officers and serves as point of contact with setting up accurate log-in information and equipment requirements.
- Serves as department administrator for the City's SharePoint intranet site. Designs and edits all information for the Police Department subsite.
- Creates and directs/implements organizational projects in support of organizational goals.
- Assists with the management of Police Department webpage within the City's website.
- Assists with interviewing and selection of Police Department interns.

- Coordinates with the HR Staff on required training programs for Police Department employees.
- Schedules and coordinates with FVTC for new hires requiring certification.
- Participates in career and diversity fairs. Works within budgetary restrictions and monitors accounts for all assigned areas.
- Works with the Professional Development Coordinator and staff to maintain equipment and supplies necessary for training and to schedule training.
- Oversees body armor program for new officers and replacement program for existing officers.
- Researches and prepares materials for grant-writing opportunities.
- Evaluates potential training resources both internally and externally and makes recommendations as needed

## **OTHER JOB FUNCTIONS**

- Department representative in requesting new access, changing access levels, or removing access to City computers.
- Proctors police officer PEP (Position Enhancement Program) written and computer tests.
- Designs and creates miscellaneous forms, publications, or presentations to maintain the brand of the Police Department.
- Enters probationary officer's monthly evaluations into NeoGov.
- Publishes yearly officer evaluations into NeoGov.
- Works with new employees to acquire uniforms and all necessary equipment.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.
- Assists Professional Development Coordinator in the implementation of in-house training programs.
- Assist with the operation of office and audio/visual resources used regularly for training functions (i.e. laptops, projectors, printers, PowerPoint and other MS Office programs)
- Answers inquiries from visitors and callers; supplies general information on department policies and procedures.
- Maintains department's locker assignments, i.e., combinations, available lockers, and spare lock inventory.
- Maintains department's parking ramp card inventory. Assigns cards to new employees, documents and reissues lost or stolen ramp cards for existing officers.
- Performs miscellaneous staff support functions as required in a timely fashion.
- Knowledge of Department and City policies, rules, and regulations.
- Knowledge of applicable laws, policies, and labor contracts.
- Assist with the development of a yearly training calendar.

## **REQUIREMENTS OF WORK:**

3-5 years of experience in complex administrative work, an associate degree in business or related field; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

- Advanced skills in Microsoft Office Suite programs (including SharePoint, Teams, Excel, and Word).
- Ability to maintain confidentiality of sensitive materials, records, and conversations.
- Ability to communicate in writing in a clear, accurate, and concise manner.
- Ability to work independently of direct supervision, in an effective and efficient manner.
- Ability to plan and schedule your own work to meet time constraints and changing priorities.
- Ability to use multiple sources of information to prioritize programs or action plans.

- Knowledge of and, preferably, experience with developing and managing websites.
- Ability to understand and effectively carry out oral and written instructions.
- Ability to maintain effective relationships with other employees and the public, deals with public relations problems courteously and tactfully.
- Ability to make minor decisions in accordance with laws and regulations applying these to work problems.
- Knowledge of budget structures and necessary documentation.
- Ability to work effectively, meet deadlines, and manage projects independently.
- Strong organizational skills and keen attention to detail.

## **SUPPLEMENTAL INFORMATION:**

### **COMPETENCIES**

Communication  
Self-Directed/Autonomous  
Technical Skills  
Problem Solving  
Creative/Innovative

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

# CITY OF APPLETON

## INFORMATION TECHNOLOGY DEPARTMENT



100 N. Appleton Street  
Appleton, WI 54911



(920) 832-6410



(920) 832-5885



[helpdesk@appleton.org](mailto:helpdesk@appleton.org)

To: HR/IT Committee, Directors  
From: Corey Popp, Information Technology Director  
Date: June 28, 2023  
Re: iSeries Sunset

The City of Appleton's I.T. Department will sunset its legacy, in-house, Enterprise Resource Planning (ERP) system "the iSeries" on December 31, 2025. Effective immediately, further development of iSeries applications, software, databases, and reports is formally suspended. However, repair and maintenance will continue until the iSeries's sunset.

The Enterprise ERP General Ledger, Payroll, and Time and Attendance applications have been established in the new ERP for several years. Enterprise Property Tax completed its migration to the new ERP at the end of 2022. Finally, the City of Appleton migrated its on-premise servers to the Amazon-based Cloud for the Public Sector solution in February 2023.

Enterprise Utility Billing, currently in development, is estimated to enter production on January 31, 2024. Enterprise Asset Management, already purchased, is currently estimated to complete by February 28, 2025. Enterprise Community Development, under review, is projected to complete by December 31, 2025, thus concluding the conversion of all mission-critical ERP software to the new cloud-hosted platform.

Following its sunset from production, the iSeries will be restricted to only archival purposes until its legacy data can either be offloaded to alternate platforms or purged in compliance with the City's records retention policy. If you have any questions regarding this announcement, please contact Corey Popp at [corey.popp@appleton.org](mailto:corey.popp@appleton.org) or 832-5892.

City of Appleton  
Tyler Munis Implementation Schedule  
As of 1/1/19

2018	2019	2020	2021	2022
<u>Phase 1</u>				
Acctg/GL/Budget/AP				
Purchasing				
Project & Grant Accounting				
General Billing				
Accounts Receivable (Receipting)				
Content Manager (TCM)				
Tyler Forms Processing				
Munis Analytics & Reporting				
Cash Management				
<u>Phase 2</u>				
Payroll w/ESS				
Human Resources				
Executime w/Mobile Access				
WI Tax/Billing/Collection				
Employee Expense Reimb				
Tyler Cashiering				
<u>Phase 3</u>				
Work Orders, Fleet & Facilities Management				
Inventory				
Fixed Assets				
<u>Phase 4</u>				
Permits & Code Enforcement				
Business Licensing				
Animal Licensing				
Maplink GIS Integration				
Parking Tickets				
<u>Phase 5</u>				
Utility Billing & Special Assessments				
UB Interface				
Debt Management				
Contract Management				
Citizen Self-Service				





**Valley Transit**

CONNECTING THE FOX CITIES

# BUS DRIVER

## >>> REFERRAL BONUS



### DO YOU KNOW SOMEONE WHO WOULD BE A GREAT FIT?

**IF YOU REFER SOMEONE WHO IS HIRED AS A VALLEY TRANSIT BUS DRIVER & PASSES PROBATION**

**YOU RECEIVE**  
**>>> \$2,500!**



ONLY CURRENT CITY EMPLOYEES ARE ELIGIBLE FOR THIS REFERRAL BONUS.  
EXCLUDED FROM THE REFERRAL PROGRAM:  
VALLEY TRANSIT MANAGEMENT STAFF AND ANY CITY STAFF INVOLVED IN THE RECRUITMENT PROCESS.



**NOW HIRING**  
**BUS DRIVERS**

## Recruitment Status Report

*Updates thru 6/22/2023*

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: 8/06/23.	
	Operator I - Forestry	DPW	06/13/23	06/15/23	1	Application deadline: 7/02/23.	
	Engineering Technician	DPW	04/03/23	03/30/23	1	Job offer accepted, start date: 7/10/23.	
	Service Person CEA & Parking	DPW	05/18/23	05/18/23	1	Medical pending on top candidate.	
	Parking Enforcement Person	DPW	08/03/23	05/22/23	1	Reviewing applications.	
	Wastewater Plant Operator	Utilities	06/26/23	04/06/23	2	Panel interviews: 6/26/23. Medical pending on top candidate.	
	Communication Technician - VT	VT	06/03/23	05/25/23	1	Background pending on top candidate.	
	Bus Driver	VT	Multiple	N/A	8	Application deadline: 8/28/23. Background pending on 2 candidates.	
	Part-Time Bus Driver	VT	N/A	N/A	N/A	Application deadline: 8/28/23.	
	Part Time Utility Worker - VT	VT	09/30/21	10/05/21	N/A	Application deadline: 8/28/23.	
	Allison	Police Officer	Police	N/A	N/A	2+Elig.	Background pending on one candidate. Application deadline open. Conditional offer extended to 1 candidate.
		Police Lieutenant	Police	N/A	06/05/23	Elig.	Internal application deadline: 6/21/23.
		Communication Specialist - .5 FTE	Police	06/06/23	04/26/23	1	Application deadline: 7/02/23.
		Police Community Engagement Specialist	Police	03/14/23	05/05/23	1	Background pending on top candidate.
Community Service Officer		Police	Multiple	05/18/23	Multiple	Panel interviews: 6/22 and 6/28/23.	
HVAC/Building Inspector		CED	01/14/23	01/05/23	1	Application deadline: 6/25/23. Job offer pending.	
Coordinated Entry Specialist	CED	04/03/23	05/25/23	1	Reviewing applications.		
Community Development Specialist	CED	06/09/23	05/26/23	1	Panel interviews: 6/29/23.		

**Total Positions Open: 23**

**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.
Jessie	Transit Maintenance Operations Supervisor	VT	03/25/23	1	Determining next steps.
	Traffic Engineering Specialist	DPW	03/16/23	1	Determining next steps.

**Total Positions On Hold: 3**