



City of Appleton

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

Meeting Agenda - Final

Human Resources & Information Technology Committee

Wednesday, June 12, 2024

6:30 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
[24-0728](#) Minutes 5/15/24.

Attachments: [Minutes 5.15.24.pdf](#)

5. Public Hearing/Appealances

6. Action Items

[24-0340](#) Resolution #3-R-24 Environmental Education Resolution

Attachments: [#3-R-24 Environmental Education Resolution.pdf](#)

[24-0731](#) Request to Approve Metafile Conversion for \$43,571.

Attachments: [2024 Request to Approve \\$43,571 for Metafile Conversion.pdf](#)

[24-0729](#) Request to add 1.0 FTE Environmental Health Technician Position.

Attachments: [Health Re-org 2024 Memo.pdf](#)

[Health Re-org 2024 JD.pdf](#)

[Health TO Update TO.pdf](#)

[OperationsSupervisorHealth.pdf](#)

[24-0730](#) Request to Increase Public Health Nursing FTE from 4.0 to 4.1.

Attachments: [Nursing TO Change 2024.pdf](#)

[24-0742](#) Police Department Table of Organization Modification Request and Addition of Police Officer Position.

Attachments: [APD Reorg Memo 2024.pdf](#)
[APD reorg TO 2024.pdf](#)
[APD Reorg Traffic Report.pdf](#)

7. Information Items

[24-0732](#) Valley Transit Service Modifications.

Attachments: [VT Public Hearing Notice for June 04 2024 \(2\).pdf](#)

[24-0733](#) HR Director Report.

[24-0764](#) Vehicle Usage Policy Update

Attachments: [Vehicle Usage Policy Edits 2.16.24.docx](#)

[24-0734](#) Recruitment Status Report through 6/5/24.

Attachments: [RSR 6.5.24.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.

For questions on the agenda, contact Vanessa Calder 920-832-6458.



City of Appleton

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

Meeting Minutes Human Resources & Information Technology Committee

Wednesday, May 15, 2024

6:30 PM

Council Chambers, 6th Floor

Special Meeting

1. Call meeting to order
2. Pledge of Allegiance
- 2. Pledge of Allegiance**
3. Roll call of membership

Ald. Croatt appears remotely.

Present: 3 - Hayden, Croatt and Hartzheim

Excused: 2 - Jones and Van Zeeland

4. Approval of minutes from previous meeting

[24-0608](#)

Minutes 4/24/24.

Attachments: [Minutes 4.24.24.pdf](#)

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

Motion carried by the following vote:

Aye: 3 - Hayden, Croatt and Hartzheim

Absent: 2 - Jones and Van Zeeland

5. **Public Hearing/Appearances**
6. **Action Items**

[24-0607](#)

Request to Approve Syntech Fuelmaster Upgrade.

Attachments: [Memo Syntech Fuelmaster Upgrade.pdf](#)
[City of Appleton FMLive Upgrade TB104044.pdf](#)
[RL24052 City of Appleton MSB Card Reader \(1\).pdf](#)
[Sole-Source-Approval.pdf](#)
[FMLive CIP.pdf](#)
[General Fund Memo.pdf](#)

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

Aye: 3 - Hayden, Croatt and Hartzheim

Absent: 2 - Jones and Van Zeeland

[24-0609](#)

Request to Change DPW Administration Table of Organization.

Attachments: [DPW Re-org 2024 Memo.pdf](#)
[DPW Re-org TO SB 2024.pdf](#)
[DPW Re-org TO Updated 2024.pdf](#)
[DPW Re-org AT JD 2024.pdf](#)
[DPW Re-org MAC JD 2024.pdf](#)
[DPW Re-org ACE JD 2024.pdf](#)

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

Aye: 3 - Hayden, Croatt and Hartzheim

Absent: 2 - Jones and Van Zeeland

7. Information Items

[24-0610](#)

2024 Interpreter Policy Update.

Attachments: [2024 Interpreter Policy Update.dg edits 2.15.24 \(1\).pdf](#)

This Presentation was received and filed

[24-0611](#)

Recruitment Status Report through 5/9/24.

Attachments: [RSR 5.9.24.pdf](#)

This Presentation was received and filed

8. Adjournment

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

Aye: 3 - Hayden, Croatt and Hartzheim

Absent: 2 - Jones and Van Zeeland

Resolution #3-R-24
Environmental Education Resolution

Submitted By: *Ald. Del Toro - District 4, Ald., Meltzer - District 2, Ald. Schultz - District 9*

Date: *March 20, 2024*

Referred To: *Staff*

Resolution Summary: This resolution stems from the repeated willingness of the city to increase efforts to educate the Appleton community about best practices in environmental stewardship. This work will be done in collaboration between the resiliency, climate mitigation and adaptation taskforce, the city sustainability officer and the IT department. Together they will create a website to be hosted on the Appleton City site that will inform the public about best practices in pollinator, tree, biodiversity and clean water conservation and protection as well as best practices for responsible chemical pesticide and fertilizer use.

Whereas the city of Appleton, has repeatedly shown interest and willingness to educate the public regarding best practices in environmental stewardship and

Whereas, the city has established a taskforce on resiliency, climate mitigation and adaptation whose purpose states: "... to mitigate the adverse effects of multiple sources pollution, reduce waste in energy and food production streams, address resource depletion and other human-induced environmental stressors, increase our protection efforts of native biodiversity" and

Whereas, the city Information Technology is undergoing a redesign of the city website,

Therefore let it be resolved that the taskforce will work with the city IT department and the city Sustainability Coordinator to develop content for a website aimed at environmental public outreach and education. This website will include best practices for pesticide and fertilizer use in the city, in order to prevent environmental contamination. This website will also link to the best practices for pollinator, tree, biodiversity and clean water conservation and protection.



DEPARTMENT OF
**INFORMATION
TECHNOLOGY**

MEMORANDUM

Date: June 12, 2024

To: HR/IT Committee, Common Council

From: Corey Popp, I.T. Director

Subject: Request to Approve \$43,571 for Metafile Conversion

I am seeking approval to spend up to \$43,571 to migrate documents currently archived in the City of Appleton's legacy document storage system (a.k.a. "Metafile") to the Tyler ERP Content Management computer system (a.k.a. "TCM").

The on-premise Metafile system has been running in the City for approximately 20 years. It stores 214 gigabytes of archived digital documents for the Human Resources, Police, Finance, and other City departments. TCM natively stores document images related to the ERP general ledger (e.g. checks, invoices). This migration consolidates all document archiving to a single system, TCM.

Following the conversion, the Metafile system will be shut down, resulting in an annual decrease of nearly \$25,000 in I.T.'s Software Support expense starting in 2025. TCM is already in production, and the City will incur no additional expense following the migration.

The conversion will be funded using dollars already allocated to IT from the 2021 Excess General Fund and currently set aside in the I.T. Department's 2024 Operations Consulting budget.

A breakdown of the project's costs appears below.

Supplier	Description	Cost	Funding Source
Metafile	Base Migration Fee	\$15,000	I.T. Operations Budget
Metafile	214 GB x \$115/GB volume fee	\$24,610	I.T. Operations Budget
	10% contingency	\$3,961	I.T. Operations Budget
Total		\$43,571	



CITY OF APPLETON

MEMORANDUM

Date: 5/29/2024
To: Human Resources/Information Technology Committee
From: Charles E Sepers, Jr, PhD, MPH, Health Officer/Director, Department of Public Health
Subject: Request to a 1.0 FTE Environmental Health Technician Position

This memo outlines the need to add a 1.0 full-time equivalent (FTE) position for an environmental health technician to our table of organization. The primary responsibility of this new role will be to enforce codes related to unlicensed tourist rooming houses within the City of Appleton.

Background

The City of Appleton currently faces a significant issue with hundreds of unlicensed tourist rooming houses operating without proper oversight. This lack of regulation not only poses health and safety risks but also results in substantial lost revenue for the city. Addressing this issue through enhanced code enforcement is crucial for ensuring compliance, safeguarding public health, and increasing revenue streams. Further, increased enforcement of the City's Municipal Code will ensure a level playing field for all tourist rooming house and traditional lodging operators.

Financial impact

The overall budgetary impact of adding this 1.0 FTE position is expected to be neutral, as all costs, including salary and fringe, would be offset by license fees issued to unlicensed operators.

Projected fee revenue:

- The addition of an Environmental Health Technician is expected to generate approximately \$112,000 in increased fee revenue from the licensing and enforcement activities.

Room tax revenue:

- Collaborating with the Fox Valley Convention and Visitors Bureau's by Pam Seidl, we anticipate that this initiative will lead to an increase in room tax revenue by about \$384,000, based on data from 2023. This projection is grounded in the increased compliance and proper licensing of tourist rooming houses.

- Increased room tax revenue projections are based on data supplied by Granicus in a Host Compliance software demonstration. These assumptions are 1) that the median nightly rate for tourist rooming houses is \$112, 2) tourist rooming houses maintain a 46% average occupancy rate, and 3) there were 347 listings identified at the time of the demonstration, of which only 88 were licensed.

Anticipated costs:

- The position has been placed on paygrade 6, with salary and fringe totalling \$87,532:
 - Hourly \$27.90
 - Salary \$58,032
 - Fringe \$29,500 – family health and dental, FICA, Medicare, and retirement
- The purchase of annual software license, Host Compliance, to identify Tourist Rooming House listing addresses at \$9,903.
- Annual CEA costs related to adding an additional vehicle to the Department of Public Health fleet would incur an annual cost of about \$1,796.
- Annual cost for a cell phone at \$249.
- The total estimated cost of adding this position and purchasing the software is \$99,480. This would result in a net revenue of collected fees to about \$12,520, plus an estimated \$384,000 in room tax revenue.

Justification for the new position

1. Enhanced code enforcement:

- The new environmental health technician will focus on identifying and bringing unlicensed tourist rooming houses into compliance. This role is essential for addressing the current gap in enforcement and ensuring all properties meet the required health and safety standards.

2. Revenue generation:

- The projected increase in fee and room tax revenue justifies the cost of adding this position. The additional revenue will significantly outweigh the salary and benefits of the new FTE, making it a financially sound investment.

3. Public health and safety:

- Proper regulation and licensing of tourist rooming houses are vital for protecting public health and safety. The environmental health technician will ensure these properties adhere to necessary codes and regulations, mitigating potential health risks for residents and visitors.

Conclusion

Adding a 1.0 FTE environmental health technician to our table of organization is a necessary and strategic step to enhance code enforcement for unlicensed tourist rooming houses in

Appleton. This position will not only generate significant revenue but also improve public health and safety. Staff recommend moving forward with the approval and recruitment for this critical role.



CITY OF APPLETON
Creation Date: May 21, 2024

Environmental Health Technician

Class Code:
120-8 (CC-5)

Bargaining Unit: Non-Union Exempt

SALARY RANGE

NATURE OF WORK:

The Environmental Health Technician (EHT) promotes public health by conducting inspections and ensuring compliance with health and environmental regulations. The main responsibilities include inspecting Tourist Rooming Houses (TRHs) and conducting consumer protection inspections. This position does not require a Registered Sanitarian (RS) certification but plays a critical role in supporting the city's public health objectives. The incumbent works under the general direction of the Operations Supervisor – Health.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS (Tier 1 - Front Line and Program Support Responsibilities)

Domain 1: Data Analytics and Assessment Skills

- Collects and analyzes environmental health data, interprets results, and makes recommendations for corrective actions.
- Assists in the evaluation of environmental health programs and initiatives.
- Provides technical assistance and regulatory compliance advice to individuals, groups, and organizations regarding public health and environmental issues.

Domain 2: Policy Development and Program Planning Skills

- Assists in coordinating environmental public health activities with other agencies and jurisdictions.
- Collaborates in the development of consumer protection best management practices and regulations.
- Assists in the implementation and evaluation of long and short-range policies and programs for environmental public health in Appleton.

Domain 3: Communication Skills

- Delivers targeted, culturally-appropriate information to help individuals and groups understand public health policies and regulations.

Domain 4: Health Equity Skills

- Utilizes appropriate methods for interacting with individuals from diverse cultural, socioeconomic, educational, and racial backgrounds.
- Adheres to ethical principles and department policies in the collection, maintenance, use, and dissemination of data and information.

Domain 5: Community Partnership Skills

- Assists in educating the public on environmental health/consumer protection issues and the importance of public health regulations.
- Contributes to community health assessment and health improvement planning activities as needed.

Domain 6: Public Health Sciences Skills

- Conducts routine inspections of TRHs and consumer protection sites to ensure compliance with local and state public health and environmental codes, regulations, and policies.
- Provides health education and technical assistance to TRH operators and other stakeholders regarding compliance with health regulations.
- Assists in identifying health and environmental hazards in various settings, including indoor and outdoor air quality issues.
- Responds to public complaints regarding environmental health and consumer protection issues and assists in initiating corrective actions as required.
- Collects pool water and other environmental samples for laboratory analysis to ensure compliance with health standards.
- Participates in response efforts for foodborne and waterborne illness outbreaks and other public health emergencies.
- Contributes to quality improvement and performance management activities within the Health Department.

Domain 7: Management and Finance Skills

- Assists in activities that contribute to budget development and efficient use of resources.

Domain 8: Leadership and Systems Thinking Skills

- Demonstrates knowledge of applicable professional guidelines and federal and state laws and regulations.
- Adheres to Occupational Safety and Health Administration (OSHA) standards and other safety regulations during routine assignments and public health emergencies.

- Pursues ongoing professional growth and development through education and participation in professional committees and work groups.

OTHER JOB FUNCTIONS

- Assists public health outbreak responses through contact tracing and data analytics, providing essential support during public health emergencies.
- Maintains regular punctual and predictable attendance.

REQUIREMENTS OF WORK:

Education:

Associate's Degree in Environmental Health or related field, Bachelors preferred or at least 2 years of full-time equivalent experience in the fields of environmental and public health. **Certifications:**

- National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, 700.a, and 800 certification within six (6) months of employment.

Licenses:

- Possess and maintain a valid Wisconsin driver's license.

Knowledge, Skills, and Abilities:

- Knowledge of public health principles and experience in applying these in the context of community health initiatives and emergency response operations.
- Knowledge of laws, ordinance and regulations governing TRH & consumer protection non licensed inspection activities.
- Knowledge of investigative rules, policies and procedures relating to program non-compliance.
- Knowledge of the legal process, collection of evidence and case documentation.
- Ability to investigate complaints and resolve them or, if necessary, initiate appropriate legal action.
- Ability to communicate effectively, both orally and in writing, with individuals within and outside the organization.
- Ability to read verbal and non-verbal cues, enhancing the assessment of stakeholder honesty and intent.
- Skilled in employing tactical communication strategies to engage effectively, elicit information, and build trust across diverse groups, ensuring transparent and productive interactions.
- Ability to prepare, maintain, and manage accurate and detailed records.
- Proficient in using computer hardware and software related to inspection processes and recordkeeping.

- Ability to prioritize work and work under limited supervision in completing job assignments.

SUPPLEMENTAL INFORMATION:

JOB TASK ANALYSIS:

Job Analysis/Requirements

Job Title: Environmental Health Technician

Reviewed Date: May 23, 2024

Revised Date:

Physical Demands

Activity	N - Never	O - Occasionally (1-33%)	F - Frequently (34-66%)	C - Constantly (>67%)
Sitting				X
Walking			X	
Standing			X	
Bending		X		
Climbing (stairs)		X		
Climbing (ladders)				X
Kneeling		X		
Crouching		X		
Crawling		X		
Twisting (neck)		X		
Twisting (waist)		X		
Repetitive hand movement				X
Reaching (above shoulder)		X		
Reaching (below shoulder)				X
Repetitive foot movement			X	
Lifting				
- Light (max. 10 lbs)			X	

- Moderate (max. 25 lbs)			X	
- Heavy-moderate (max. 45 lbs)		X		
- Heavy (max. 65 lbs)	X			
Carrying				
- Light (max. 10 lbs)			X	
- Moderate (max. 25 lbs)			X	
- Heavy-moderate (max. 45 lbs)		X		
- Heavy (max. 65 lbs)	X			
Pushing/Pulling			X	
- Max. weight 25 lbs			X	
Balancing		X		
Stooping		X		
Repetitive twisting/pressure involving wrists or hands		X		

Visual and Communication Requirements

Requirement	Yes	No
General visual concentration	X	
Specific vision abilities		
- Close vision	X	
- Distant vision	X	
- Color vision	X	
- Peripheral vision	X	
- Depth perception	X	
- Ability to adjust focus	X	
Hearing		
- Ability to hear communication clearly	X	
- Ability to distinguish basic sounds	X	
- Ability to distinguish basic colors	X	

- Ability to distinguish basic shades	X	
Speaking		
- Speak clearly in English	X	
- Speak clearly in Spanish		
- Speak clearly in Hmong		
- Speak clearly in Other		

Working Conditions

Condition	N - Never	O - Occasionally (1-33%)	F - Frequently (34-66%)	C - Constantly (>67%)
Temperature between 90-100 degrees	X			
Temperature below 55 degrees		X		
Temperature above 100 degrees	X			
Wetness		X		
Humidity		X		
Noise				X
Vibration			X	
Fumes				X
Gases				X
Dust			X	
Mists			X	
Odors				X
Explosives		X		
Hazardous chemicals		X		
Toxic chemicals		X		
Radiation	X			
Poor ventilation		X		
Work on uneven/slippery ground		X		

Work at heights (greater than 25 feet)	X			
Operation of crane, truck, or motor vehicle				X

Activity Level

Activity Level	
Sedentary	
Light	
Light/Medium	
Medium	X
Heavy	

Work Hours

Hours/Day	8
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Days/Week

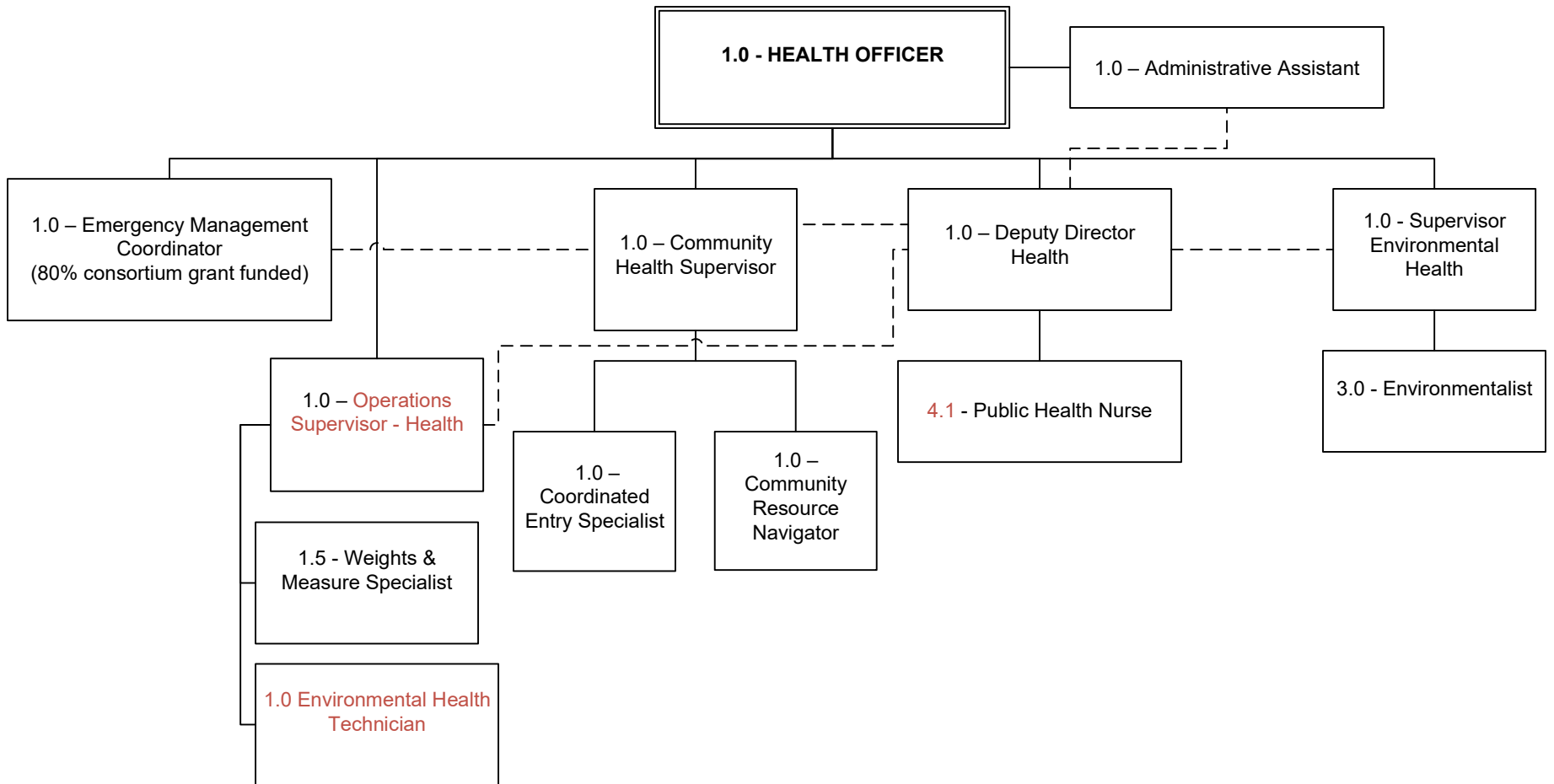
Days/Week	5
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Overtime

Overtime	Occasional
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Travel

Travel	Yes
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Draft: 05/31/2024



City Sealer Operations Supervisor - Health

Class Code:
180-8 (CC-2)

Bargaining Unit: Non-Union Exempt

CITY OF APPLETON
Revision Date: Apr 18 Mar 16, 2024

SALARY RANGE

\$29.71 - \$44.56 Hourly
\$61,796.80 - \$92,684.80 Annually

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NATURE OF WORK:

The Operations Supervisor - Health, acting as the City Sealer of Weights and Measures, is responsible for administering, managing, and operating the Weights and Measures inspection programs in Appleton and the East Central Weights and Measures consortium contracted municipalities. This position develops and maintains timely inspection programs to ensure compliance with the State Weights and Measures Law mandates. The role involves directing Weights and Measures inspectors to conduct inspections, tests, and enforcement actions on weighing and measuring equipment, price scanning systems, as well as on bulk and prepackaged consumer products to ensure accurate weight, measurement, or count, correct labeling, proper price representations, and fair-trade practices.

Additionally, the Operations Supervisor - Health expands these duties to function as a regulatory operations manager, enhancing departmental operations through Quality Improvement (QI) and Continuous Improvement (CI) strategies. The position is also critical in leading the department's Public Health Accreditation Board (PHAB) accreditation efforts and managing and overseeing consumer protection programs, including those not requiring state-mandated licensed personnel, ensuring safe and compliant services under city regulations.

The incumbent supports public health responses through contact tracing and data analytics and serves as a backup safety officer within the Incident Command Structure (ICS), ensuring emergency response operations are conducted safely and effectively. The Operations Supervisor - Health operates under the general direction of the City Health Officer and is expected to personally conduct inspections and tests regularly while fostering a culture of continuous improvement and operational excellence within the department. As City Sealer of the Weights and Measures Section, this staff position is responsible for the administration, management and operation of the Weights and Measures (W&M) inspection programs in Appleton and the East Central W&M consortium contracted municipalities. The City Sealer must develop timely inspection programs to ensure compliance with mandates of State Weights and Measures Law. The work involves directing Weights and Measures Inspectors to conduct inspections, tests and enforcement actions on weighing and measuring equipment, price

scanning systems, as well as on bulk and prepackaged consumer products to ensure accurate weight, measure or count, correct labeling, proper price representations, and fair trade practices. The City Sealer also personally conducts the aforementioned on a regular basis. The incumbent works under the general direction of the City Health Officer.

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JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS (Tier 2 – Program Management and Supervisory Responsibilities)

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Domain 1: Data Analytics and Assessment Skills

- Leads program evaluation efforts, regularly assessing the effectiveness of consumer protection programs. Implements continuous improvements to enhance service delivery and compliance, ensuring effective responses to consumer needs and regulatory requirements.
- Identifies potential licensees for consumer protection programs by utilizing specialized software to analyze data and identify potential licensees, ensuring comprehensive coverage and compliance with city regulations through data-driven approaches.
- Regularly operates computer-based inspection recordkeeping and reporting systems in field applications.
- Leads initiatives to embed QI and CI methodologies within departmental practices, aiming to enhance operational outcomes and foster a culture of excellence and innovation.
- Regularly assesses the skill levels and capabilities of the workforce to identify gaps and areas for improvement. Utilizes data-driven approaches to tailor training and development programs that meet the specific needs of the health department and its community objectives.

Domain 2: Policy Development and Program Planning Skills

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- Directs and administers the objectives of the Weights and Measures Section, Develops and refines comprehensive inspection programs, with a strengthened focus on consumer protection, ensuring compliance with mandates and timely responses to issues. Prioritizes the creation of consumer-oriented policies and programs that enhance transparency and fairness in trade practices, develops comprehensive inspection programs to reflect and provide for annual inspection of business establishments, as well as respond to timely issues.

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• Ensures that all workforce development initiatives are designed to meet or exceed PHAB accreditation standards. Works closely with the accreditation coordinator to integrate workforce development efforts with overall departmental goals and accreditation processes.

Domain 3: Communication Skills

• Documents compliance issues and consults with legal representatives for case development.

• Testifies in court concerning violations of laws and regulations.

• Creates and publishes consumer information, presents speeches and programs to public, prepares press releases and interviews with the area media with supervisory verification.

• Investigates consumer complaints, including testing, interviewing and negotiating settlements and restitution where necessary.

• Initiates warning letters, citations, or civil actions on violations.

• Prepares and maintains records to be submitted to State and local authorities for all programs.

Domain 4: Health Equity Skills

• Works to eliminate any disparities in how weights and measures regulations are enforced across different socioeconomic and cultural groups. This might include translating consumer protection information into multiple languages and ensuring that information about how to report violations is accessible to everyone, regardless of literacy level or language proficiency.

• Ensures that consumer protection efforts are equitably distributed and sensitive to the needs of diverse populations. Advocates for policies that reduce health disparities and barriers that might prevent equal access to fair and transparent health services.

~~• Assembles the Section budget and closely monitors all expenditures.~~

~~• Administers Weights and Measures fee systems, monitors and keeps rates current.~~

Domain 5: Community Partnership Skills

• Develop relationships with area municipalities that will result in Weights and Measures Contracts, and maintain programs in a positive manner with contracted cities and villages.

Domain 6: Public Health Sciences Skills

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• Guides and participates in the preparation, documentation, and processes necessary for achieving and maintaining PHAB accreditation.

• Provides staff with training and resources on up-to-date consumer protection laws, ethical practices, and effective communication techniques. Cultivates a team of well-informed professionals committed to upholding high consumer rights and service excellence standards.

Domain 7: Management and Finance Skills

• Assembles the Section budget and closely monitors all expenditures.

• Administers Weights and Measures fee systems, monitors and keeps rates current.

• Manages and oversees consumer protection programs, ensuring safe and compliant services under city regulations. Focuses on programs that do not require state-mandated licensed personnel, maintaining a high standard of public health and safety.

• Develops and implements policies and procedures for consumer protection areas within the department, including Weights and Measures. Ensures all practices meet current regulatory and safety standards, adapting to legislative changes and public health needs.

Domain 8: Leadership and Systems Thinking Skills

• Trains staff in Weights and Measures inspection testing and enforcement techniques, procedures, practices, and guidelines. Makes assignments to, ~~instructs and~~ instructs and evaluates Weights and Measures staff performance.

• Cultivates an organizational culture that values lifelong learning and continuous improvement. Encourages staff engagement in professional development activities and integrates learning opportunities into regular staff activities and performance evaluations.

• Plans and coordinates inspection work assignments and scheduling. Coordinates travel and field work within the assignment area.

• Inspects and tests devices to identify their accuracy in determining the weight or measure of a commodity in a commercial transaction. Such devices include, but are not limited to, scales of all varieties ranging from precision gold scales to large capacity truck scales, metering devices such as gas pumps, taxi meters, cordage meters and timing devices such as coin-operated laundry dryer timers.

• Evaluates Weights and Measures products labeling and trade practice codes on temporary and transient sales.

• Operates specialized and highly technical measuring standards to evaluate commercial weighing and measuring devices, and pre-measured commodities.

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- Regularly operates computer-based inspection recordkeeping and reporting systems in field applications.

- ~~• Provides oversight to Health Department inspectors and clerical staff acting as "mystery shoppers" in making sample purchases of products and services.~~

Commented [EM1]: We have removed this as an inspection tool.

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- ~~• Investigates consumer complaints, including testing, interviewing and negotiating settlements and restitution where necessary.~~

- ~~• Initiates warning letters, citations or civil actions on violations.~~

- ~~• Prepares and maintains records to be submitted to State and local authorities for all programs.~~

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- ~~• Documents compliance issues and consults with legal representatives for case development.~~

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- ~~• Testifies in court concerning violations of laws and regulations.~~

- ~~• Creates and publishes consumer information, presents speeches and programs to public, prepares press releases and interviews with the area media with supervisory verification.~~

- ~~• Maintains regular punctual and predictable attendance.~~

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OTHER JOB FUNCTIONS

- Develops and supervises preventive measures designed to forestall unintended violation of weights and measure laws.

- Supervises merchants and vendors in proper usage, maintenance and application of weighing and measuring devices, package materials and product labeling.

- Screens quantity declarations and legal methods of sale of commodities in all printed advertisements distributed and/or affecting the City.

- Inspects, repairs and consults for area government agencies.

- Advises buyers and sellers as to their rights and duties under the weights and measures laws.

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Commented [EM2]: New addition to capture work performed during the Pandemic

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- Assists public health outbreak emergency responses through contact tracing and data analytics, providing essential support during public health emergencies. Serves as a backup safety officer within the Incident Command Structure (ICS), contributing to the safety and effectiveness of emergency response operations.

- Maintains regular punctual and predictable attendance.

REQUIREMENTS OF WORK:

Education:

Associates • Bachelor's degree in Business Administration or related field, must fulfill State Bureau of Weights and Measures requirements, and prior experience in inspecting weighing and measuring devices, or any equivalent combination of experience and training training which provides the following knowledge, abilities and skills:

Certifications:

• National Incident Management System (NIMS)/Incident Command System (ICS) (100, 200, 300, 700, and 800) certification within six (6) months of employment.

• Handbook 44 general code certification through the State of Wisconsin within one (1) year of employment.

• Retail Motor Fuel Device (RMFD), Small/Medium/Heavy Capacity Retail Scale, and Uniform Price Scanning (UPC) certification through the State of Wisconsin within one (1) year of employment

Licenses:

• Possess and maintain a valid Wisconsin driver's license.

Knowledge, Skills and Abilities:

• Knowledge of the construction and operation of weighing and measuring devices and of weighing and measuring standards.

• Knowledge of project management theories and practices, including strategic planning, resource allocation, and effective leadership.

• Knowledge of quality improvement and continuous improvement theories and their practical application within public health and regulatory settings.

• Ability to implement process enhancements to improve efficiency, accuracy, and compliance

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• Knowledge of public health principles and experience in applying these in the context of community health initiatives and emergency response operations.

- Knowledge of laws, ordinance and regulations governing weights, scales and measures.

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- Knowledge of investigative rules, policies and procedures relating to program non-compliance.

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- Knowledge of the legal process, collection of evidence and case documentation.
- Ability to investigate complaints and resolve them or, if necessary, initiate appropriate legal action.

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- Ability to communicate effectively, both orally and in writing, with individuals within and outside the organization.

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• Ability to read verbal and non-verbal cues, enhancing the assessment of stakeholder honesty and intent.

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• Skilled in employing tactical communication strategies to engage effectively, elicit information, and build trust across diverse groups, ensuring transparent and productive interactions.

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• Ability to prepare and maintain accurate records.

- Ability to inspect and test commercial weighing and measuring devices to determine suitability, condition and accuracy of each device or standard.

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• Ability to prepare, maintain, and manage accurate and detailed records.

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• Proficient in using computer hardware and software related to inspection processes and recordkeeping. Ability to use computer hardware and software related to the inspection processes and record keeping.

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- Ability to prioritize work and work under limited supervision in completing job assignments.

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• Possess and maintain a valid Wisconsin driver's license.

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SUPPLEMENTAL INFORMATION:

COMPETENCIES

- Communication
- Staff Development (mentoring)
- Motivate
- Problem Solving
- Adaptability/Flexibility

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

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JOB TASK ANALYSIS:

Job Analysis/Requirements

Job Title: Operations Supervisor - Health

Reviewed Date: April 2008

Revised Date: May 23, 2024

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Physical Demands

<u>Activity</u>	<u>N - Never</u>	<u>O - Occasionally (1-33%)</u>	<u>F - Frequently (34-66%)</u>	<u>C - Constantly (>67%)</u>
<u>Sitting</u>				<u>X</u>
<u>Walking</u>			<u>X</u>	
<u>Standing</u>			<u>X</u>	
<u>Bending</u>		<u>X</u>		
<u>Climbing (stairs)</u>		<u>X</u>		
<u>Climbing (ladders)</u>				<u>X</u>
<u>Kneeling</u>		<u>X</u>		
<u>Crouching</u>		<u>X</u>		
<u>Crawling</u>		<u>X</u>		
<u>Twisting (neck)</u>		<u>X</u>		

<u>Twisting (waist)</u>		<u>X</u>		
<u>Repetitive hand movement</u>				<u>X</u>
<u>Reaching (above shoulder)</u>		<u>X</u>		
<u>Reaching (below shoulder)</u>				<u>X</u>
<u>Repetitive foot movement</u>			<u>X</u>	
<u>Lifting</u>				
- <u>Light (max. 10 lbs)</u>			<u>X</u>	
- <u>Moderate (max. 25 lbs)</u>			<u>X</u>	
- <u>Heavy-moderate (max. 45 lbs)</u>		<u>X</u>		
- <u>Heavy (max. 65 lbs)</u>	<u>X</u>			
<u>Carrying</u>				
- <u>Light (max. 10 lbs)</u>			<u>X</u>	
- <u>Moderate (max. 25 lbs)</u>			<u>X</u>	
- <u>Heavy-moderate (max. 45 lbs)</u>		<u>X</u>		
- <u>Heavy (max. 65 lbs)</u>	<u>X</u>			
<u>Pushing/Pulling</u>			<u>X</u>	
- <u>Max. weight 25 lbs.</u>			<u>X</u>	
<u>Balancing</u>		<u>X</u>		
<u>Stooping</u>		<u>X</u>		
<u>Repetitive twisting/pressure involving wrists or hands</u>		<u>X</u>		

Visual and Communication Requirements

<u>Requirement</u>	<u>Yes</u>	<u>No</u>
<u>General visual concentration</u>	<u>X</u>	
<u>Specific vision abilities</u>		
- <u>Close vision</u>	<u>X</u>	
- <u>Distant vision</u>	<u>X</u>	
- <u>Color vision</u>	<u>X</u>	

- <u>Peripheral vision</u>	X	
- <u>Depth perception</u>	X	
- <u>Ability to adjust focus</u>	X	
Hearing		
- <u>Ability to hear communication clearly</u>	X	
- <u>Ability to distinguish basic sounds</u>	X	
- <u>Ability to distinguish basic colors</u>	X	
- <u>Ability to distinguish basic shades</u>	X	
Speaking		
- <u>Speak clearly in English</u>	X	
- <u>Speak clearly in Spanish</u>		
- <u>Speak clearly in Hmong</u>		
- <u>Speak clearly in Other</u>		

Working Conditions

<u>Condition</u>	<u>N - Never</u>	<u>O - Occasionally (1-33%)</u>	<u>F - Frequently (34-66%)</u>	<u>C - Constantly (>67%)</u>
<u>Temperature between 90-100 degrees</u>	X			
<u>Temperature below 55 degrees</u>	X			
<u>Temperature above 100 degrees</u>	X			
<u>Wetness</u>		X		
<u>Humidity</u>		X		
<u>Noise</u>				X
<u>Vibration</u>			X	
<u>Fumes</u>				X
<u>Gases</u>				X
<u>Dust</u>			X	
<u>Mists</u>			X	
<u>Odors</u>				X

<u>Explosives</u>		<u>X</u>		
<u>Hazardous chemicals</u>		<u>X</u>		
<u>Toxic chemicals</u>		<u>X</u>		
<u>Radiation</u>	<u>X</u>			
<u>Poor ventilation</u>		<u>X</u>		
<u>Work on uneven/slippy ground</u>		<u>X</u>		
<u>Work at heights (greater than 25 feet)</u>	<u>X</u>			
<u>Operation of crane, truck, or motor vehicle</u>				<u>X</u>

Activity Level

<u>Activity Level</u>	
<u>Sedentary</u>	
<u>Light</u>	
<u>Light/Medium</u>	
<u>Medium</u>	<u>X</u>
<u>Heavy</u>	

Work Hours

<u>Hours/Day</u>	<u>8</u>
-------------------------	-----------------

Days/Week

<u>Days/Week</u>	<u>5</u>
-------------------------	-----------------

Overtime

<u>Overtime</u>	<u>Occasional</u>
------------------------	--------------------------

Travel

<u>Travel</u>	<u>Yes</u>
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JOB ANALYSIS/REQUIREMENTS

JOB TITLE : City Sealer
REVISED DATE: April 2008
REVIEW DATE: December 2010

N = Never
O = Occasionally: 1 to 33% of the time on job
F = Frequently: 34 to 66% of the time on job
C = Constantly: More than 67% of the time on job

PHYSICAL DEMANDS	N	O	F	C
tanding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
alking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ifting: Light - max. 10 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ifting: Moderate - max. 25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ifting: Heavy to moderate - max 45 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ifting: Heavy - max. 65 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
arrying est. wt. 25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ustling est. wt. 25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uffling est. wt. 25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uffling hand over hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
limbing stairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
limbing: use of legs and arms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
alancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
looping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
neeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
peated bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
rawing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
eaching: high low level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
epetitive finger movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ayuse hands for grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ayuse hands for manipulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ayuse hands for twisting of wrist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ayuse hands for flex/ ext. of wrist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ayuse hands for reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ayuse hands for overhead work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
epetitive twisting or pressure involving wrists or hands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
oth hands required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
oth legs required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ility of rapid mental-muscular coordination simultaneously	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
al communication: speaks clearly in <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> English <input type="checkbox"/> Hmong <input type="checkbox"/> Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
earing-conversation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ense visual concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
pecific visual requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
epth perception	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
olor vision: Distinguish basic shades	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
olor vision: Distinguish basic colors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
peration of crane, truck or motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ther:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING CONDITIONS	N	O	F	C
utside	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
alternating between Outside and Inside	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ist between 90 - 100 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ist over 100 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
old below 55 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
emperature changes: <input type="checkbox"/> excessive <input type="checkbox"/> frequent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
etness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ry atmospheric conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
onfined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ights (list maximum: 25 Feet)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
onstant noise above 85 decibels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ermitent noise above 85 decibels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
oxes: <input type="checkbox"/> Irritant <input type="checkbox"/> Toxic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ust: More than nuisance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ases: Types: Liquid Petroleum, Gasoline and Solvents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
hemicals: Types: Paper Chemicals (corrosive)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
rease and oils: Types: Grease and Automotive Lubricants (testing meters in our test trailer)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
orking with machinery with moving parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
orking with moving vehicles (testing meters on fuel oil and lubricant trucks)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
orking with ladders/scaffolding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
orking below ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
orking with hands in water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
orking alone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ork intensity: <input type="checkbox"/> sedentary <input type="checkbox"/> light <input type="checkbox"/> light/medium <input type="checkbox"/> medium <input type="checkbox"/> heavy Hours/day: 5 Days/week: 40 Days overtime: weak/occasional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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CITY OF APPLETON

MEMORANDUM

Date: 5/29/2024
To: Human Resources/Information Technology Committee
From: Charles E Sepers, Jr, PhD, MPH, Health Officer/Director, Department of Public Health
Sonja Jensen, BSN, RN, Deputy Director/Nursing Supervisor,
Department of Public Health
Subject: Request to Increase Public Health Nursing FTE from 4.0 to 4.1

This memorandum seeks to justify the necessity for increasing the Full-Time Equivalent (FTE) for public health nursing within the City of Appleton Health Department from 4.0 to 4.1. The primary drivers for this request are a significant influx of latent tuberculosis infection (LTBI) cases linked to the arrival of a large number of refugees in Wisconsin's Northeast region and a noticeable rise in the utilization of the Pre Natal-Care Coordination (PNCC) program by Appleton residents.

Rationale

Increase in LTBI Cases:

- **Background:** With the anticipated arrival of a substantial number of refugees to Wisconsin's Northeast region, we are expecting a proportional increase in LTBI cases. Refugees often come from regions with higher tuberculosis prevalence, necessitating rigorous screening and management to prevent active TB cases.
- **Impact:** Addressing LTBI requires dedicated nursing hours for screening, diagnosis, patient education, and follow-up. An increase in .1 FTE will enable us to manage the additional caseload without compromising the quality of care provided to other residents.

Rising Demand for PNCC Program:

- **Background:** The PNCC program has seen a marked increase in participation among Appleton residents. This program is crucial for providing comprehensive prenatal care coordination to pregnant women and those that have just given birth, particularly those at higher risk.
- **Impact:** The surge in demand requires additional nursing resources to ensure timely and effective prenatal care coordination, thereby improving maternal and infant health outcomes. Without the increase in FTE, service levels will need to be reduced, or a waitlist created to manage caseloads with current staff.

Financial impact

The overall budgetary impact of adding this additional .1 FTE will be neutral, as all costs, including salary and fringe, would be moved from the Part-Time Wages line item from the Public Health Nursing budget.

Conclusion

The proposed increase in public health nursing FTE is a strategic response to emerging public health needs. It will enable the City of Appleton Health Department to maintain high-quality care standards and effectively address the challenges posed by a projected increase in LTBI prevalence and the rising demand for the PNCC program. Staff recommend the approval of this budget-neutral request to ensure that our department can continue to meet the community's health needs efficiently and effectively.



POLICE DEPARTMENT

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

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

From: Chief Polly Olson

Date: June 12, 2024

Subject: Police Department Table of Organization Modification Request and
Addition of Police Officer Position

I have continued to review processes, programs, and our organizational structure and I am presenting the following recommendation for modifications to the Police Department's Table of Organization.

1. Unit Title Change – Rename **Investigations and Support Services** to **Investigations and Community Resource**.
2. Move the Community Resource Unit (CRU) from under the supervision of the Captain of the Downtown District to the Captain of Investigations and Community Resource Unit.
3. Move the Officer (Operations Coordinator) position from the supervision of the Community Resource Unit (CRU) Lieutenant to the Captain of the Downtown District.
4. Move the supervision of the Lieutenant (Professional Development) from the Captain of Investigation and Community Resource Unit to the Captain of the Downtown District.
5. Move the supervision of the Crime Analyst position from the Captain of Investigations and Community Resource Unit to the Investigative Services Unit Lieutenant.
6. Eliminate the 1.0 FTE **Professional Development Administrative Specialist** position and create 1.0 FTE Officer (**Traffic Safety Officer**).

Police Department Table of Organization Modification Request Details

- Unit Title Change – Rename **Investigations and Support Services** to **Investigations and Community Resource**. This is a title change to describe the duties of the unit and positions more accurately. This change reflects the elimination of the Support Services Unit.

The Community Resource Unit supports both patrol operations and investigations. These officers predominately wear plain clothes/soft uniforms and work a Monday – Friday schedule. This aligns better with the Investigations branch of the Table of Organization.

- The Officer (Operations Coordinator) was previously assigned to the downtown district Captain. This position was reassigned to the Community Resource Unit (CRU), however, after evaluating this move, it is a better fit reporting directly to the previously assigned Captain.
- The Lieutenant (Support Services) was eliminated at the end of 2023 due to a retirement. The Lieutenant (Professional Development) was placed under the Captain of Investigations and Support Services and was paired with the Professional Development Administrative Specialist. With the recent elimination of the Professional Development Administrative Specialist position, it makes sense to move the Lieutenant (Professional Development) to the Downtown District Captain.
- The Crime Analyst mainly reports directly to the Investigative Services Lieutenant. I recommend a change to the Table of Organization to accurately reflect this.
- Eliminate the 1.0 FTE **Professional Development Administrative Specialist** position to 1.0 FTE **Traffic Safety Officer**. Traffic safety remains a top priority for the Police Department and the community. Recent surveys reflect concerns with speeding, aggressive driving, and preventable traffic crashes. The addition of 1 traffic safety officer in 2023 has been a great success. Our current Traffic Safety Officer handles:
 - Crashes – the traffic safety officer will self-dispatch to crashes freeing up patrol officers so they may perform other work, respond to calls, etc.
 - Operating while intoxicated investigations – the traffic safety officer will take over the investigation of alcohol and drug related driving incidents when possible, freeing up patrol officers to be available for calls for service.
 - Presentations – conducts training and offers educational presentations for staff and the public.
 - Develops content for our social media pages with tips to increase safer driving.
 - Addresses complaints received online through our website.
 - Produces monthly traffic report (see attached).

The addition of a Traffic Safety Officer to the Traffic Safety Unit would allow the officers to increase their saturation while addressing specific traffic concerns. For example, addressing driving behaviors on College Ave. can be challenging. A second traffic officer will allow for creative enforcement tactics to enforce traffic violations more effectively and safely in our high-volume traffic areas. I also anticipate the expanded ability of traffic officers to work with neighborhood patrol officers on targeted complaint-driven enforcement.

The elimination of the Professional Development Administrative Specialist requires the distribution of critical tasks to others in the department. My staff has expressed a willingness and desire to rise to the challenge required of the increased workload. The duties related to this position have been reassigned. We will continually assess to ensure the workload is equitable.

The financial impact with the conversion of 1.0 FTE Professional Development Administrative Specialist to a Police Officer is an annual maximum difference of \$22,611. This is taking into consideration the potential increase in the cost of the health plan from a single to a family plan.

Professional Development Administrative Specialist

Hourly \$30.02

Salary \$62,441

Fringe \$17,407 – Single health & dental, FICA, Medicare, and Retirement

TOTAL \$79,848

Police Officer

Hourly \$33.46

Salary \$66,831

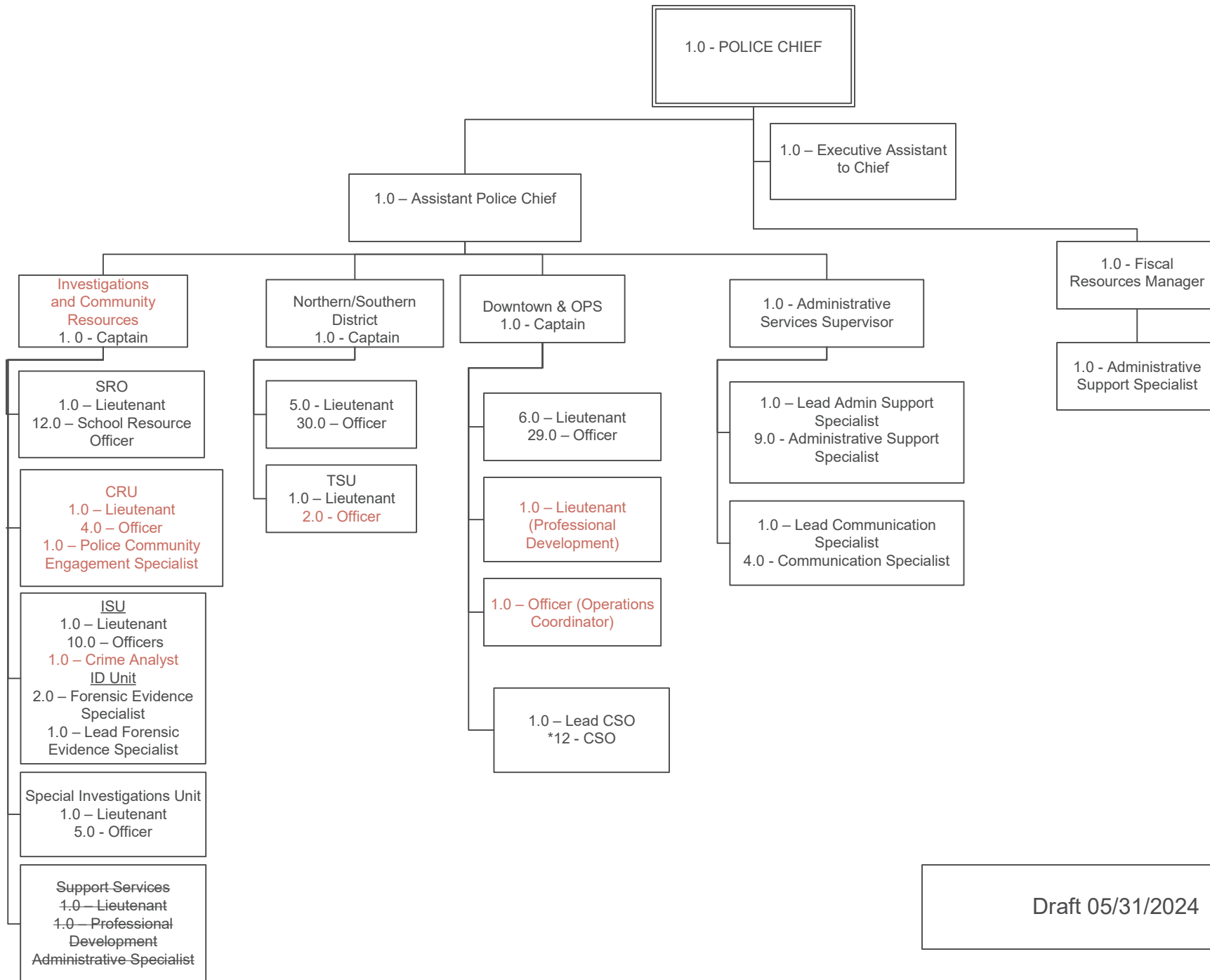
Fringe \$35,628 – Family health & dental, FICA, Medicare, and Retirement

TOTAL \$102,459

If the position was filled in 2024, vacant salary dollars would be sufficient to pay for the traffic officer position.

Thank you for considering this recommendation.

Chief Polly Olson



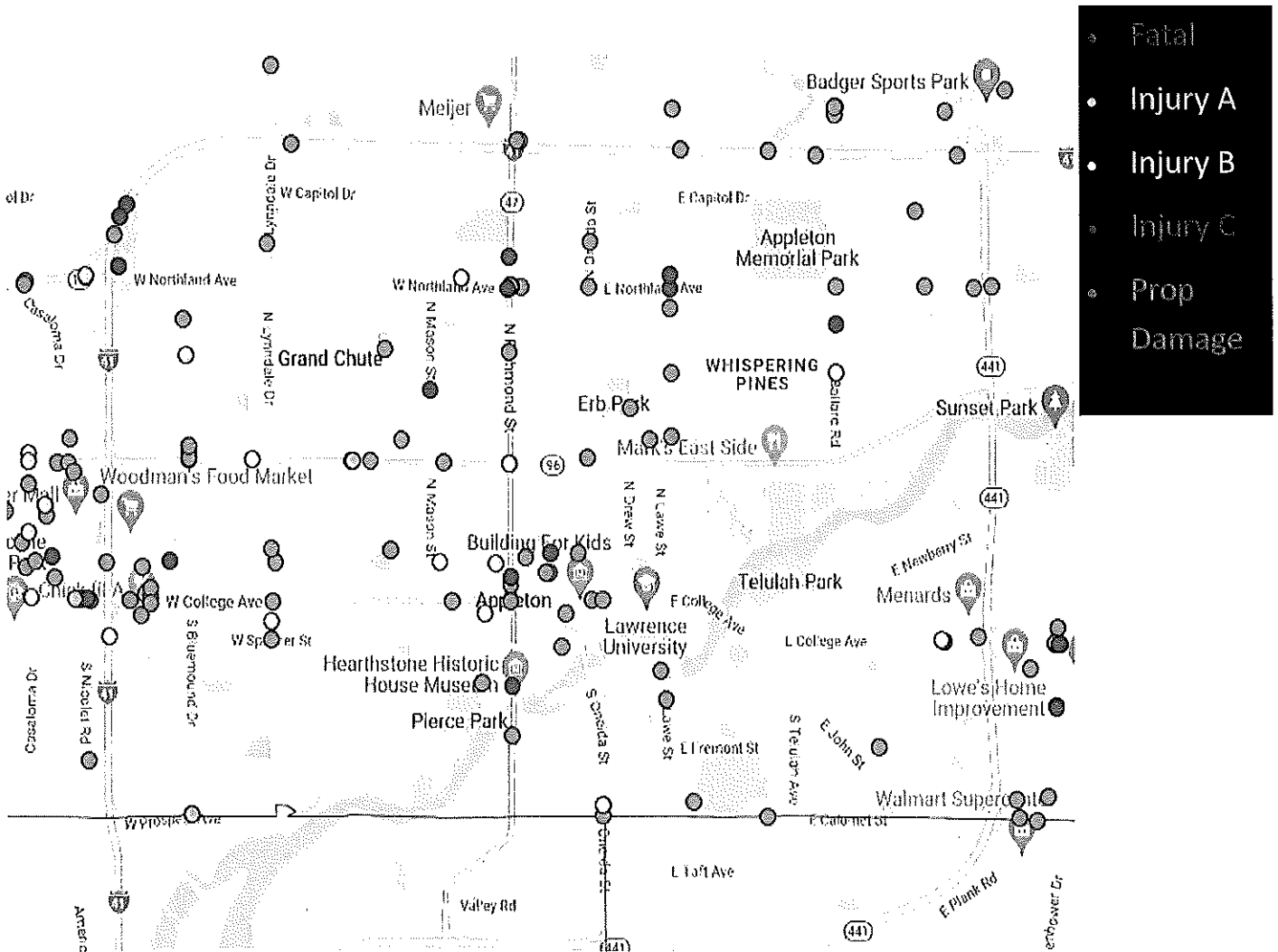
Draft 05/31/2024



Traffic Safety Plan

Traffic complaints are the #1 complaint made to the Appleton Police Department and City Alderpersons. The police department is committed to safe travels for motorists, pedestrians and bicyclists. With a goal of reducing traffic crashes, property damage, injury and death on Appleton's roadways, the police department will use a data driven approach for traffic enforcement. Data analytics from crash data, citizen complaints and speed studies will be used to identify traffic emphasis areas. Each month's report will be posted on the police department's website and will be presented at each month's Safety and Licensing Committee Meeting.

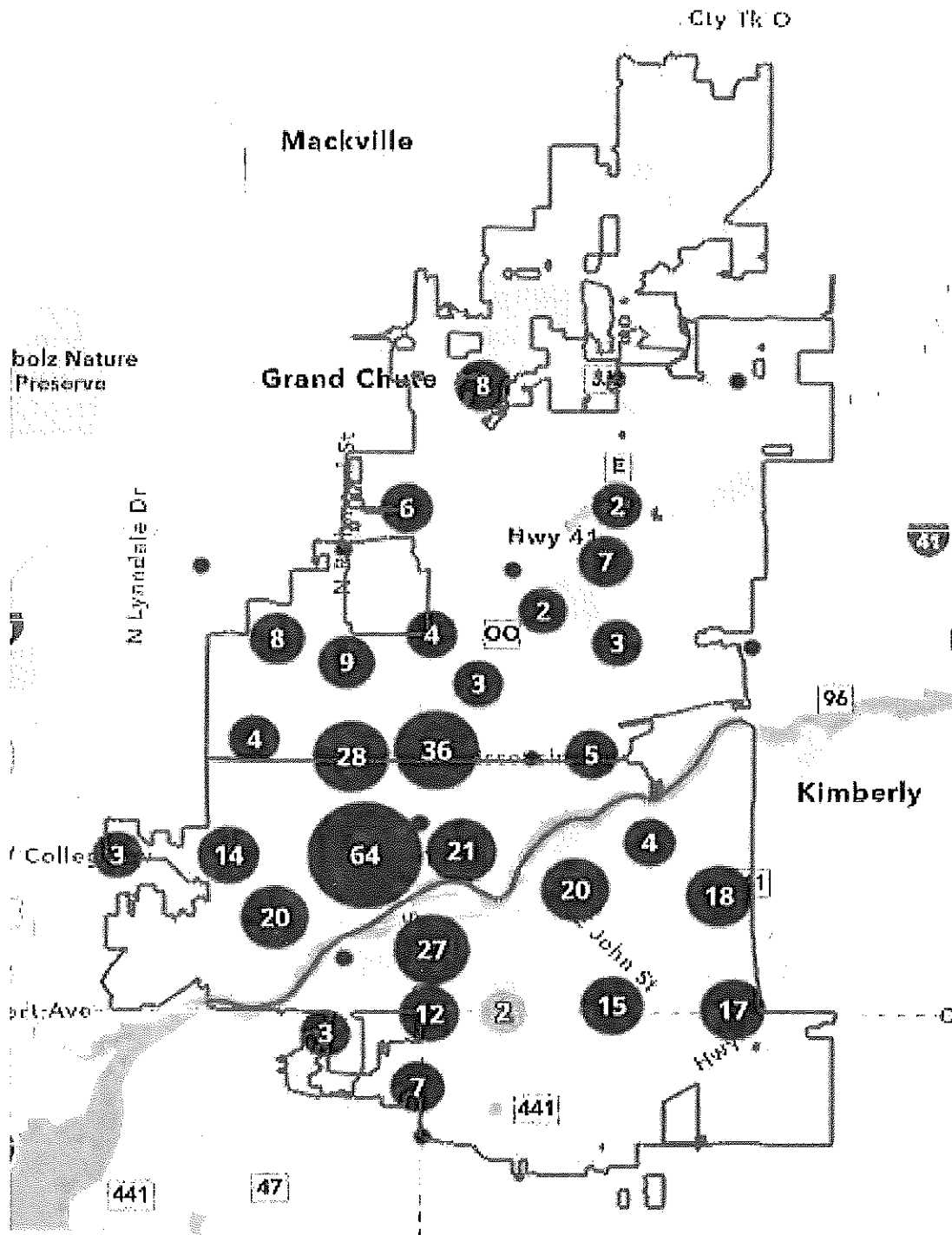
April 2024 CRASH DATA



Accidents: 119

APPLETON POLICE DEPARTMENT TRAFFIC SAFETY PLAN

April 2024 Traffic Stop/Traffic Safety Data



Traffic Stops: 978

Citations: 486

Traffic Safety: 195

Warnings: 556

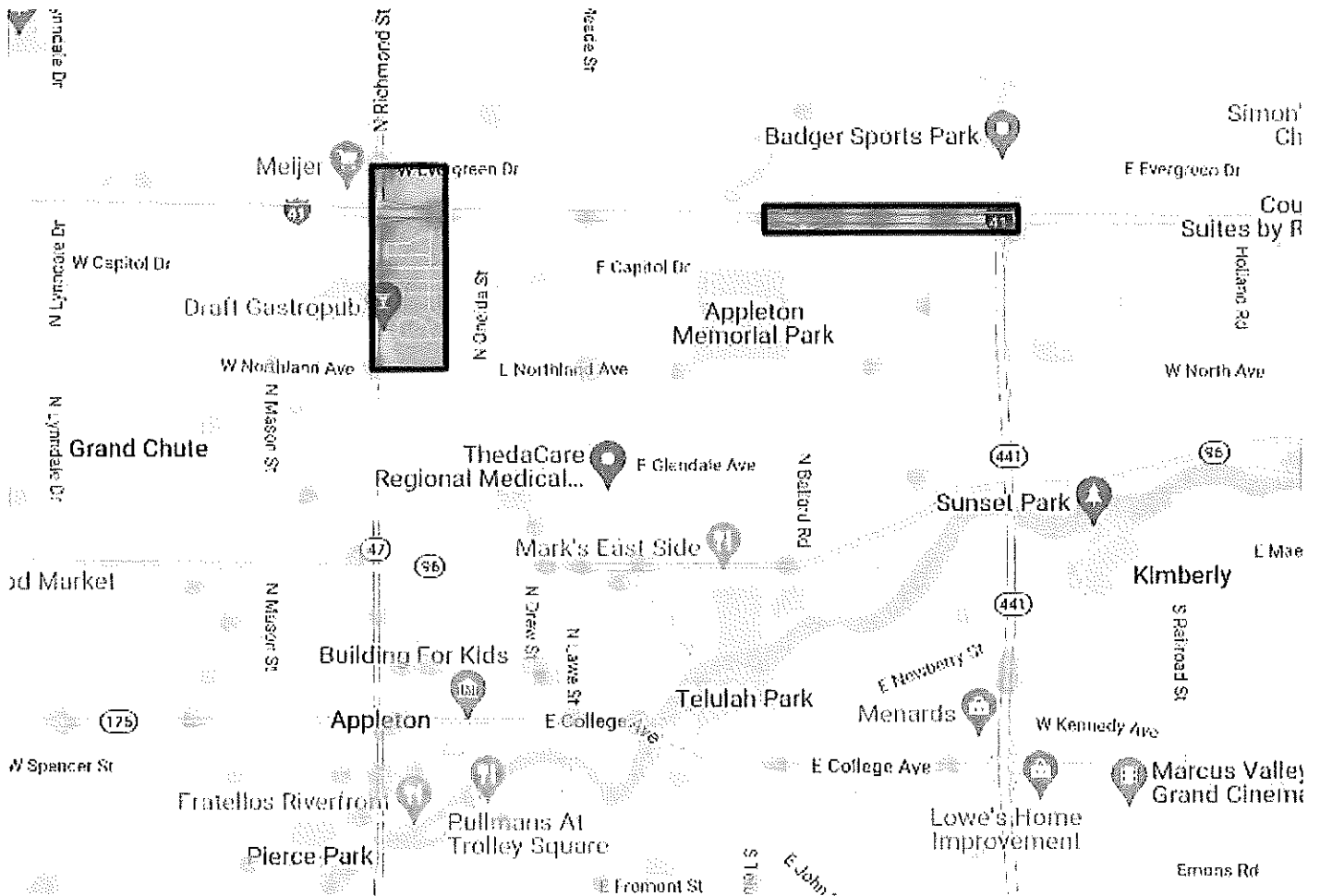
OWI: 22

APPLETON POLICE DEPARTMENT TRAFFIC SAFETY PLAN

UPCOMING TRAFFIC TASK FORCE DEPLOYMENTS

- OWI Grant— Every Monday —Saturday

Significant Crash Predictive Analysis



**NORTHERN DISTRICT FROM
HWY 41 at Richmond to Hwy
441.**

APPLETON POLICE DEPARTMENT TRAFFIC SAFETY PLAN

SPEED STUDY DATA

Street	Between	Direction	Posted Speed	% Exceeding 10 MPH
Capitol Dr	E Witzke Blvd & N McDonald St	EB & WB	25	6.5
Carpenter St	E Taft Ave & E Roeland Ave	NB & SB	25	2.5
E Capitol Dr	N Rankin St & N Racine St	EB & WB	25	3.8
Homestead Dr	N Linwood Dr & N Nicholas St	EB & WB	25	6.3
N Linwood Ave	W Winnebago St & Reeve St	NB & SB	25	3.9
N Linwood Ave	W Franklin St & W Packard St	NB & SB	25	5.7
E Northland Ave	N Ballard Rd & N Meade St	WB	45	1.0
Glendale Ave	Summit St & Bennett St	EB & WB	25	5.0
Roeland Ave	S Carpenter St & S Jackson St	EB & WB	25	5.5
Taft Av	Jackson St & Jefferson St	EB & WB	25	10.4
Weiland Ln	N Linwood Dr & N Meade St	EB & WB	25	7.3
Providence Ave	E Ashbury & E Glory	NB & SB	25	25.7
1600 W Glendale Ave	N Douglas & N Nicholas	EB & WB	25	2.0
Franklin & Meade		EB & WB	25	1.0
Rankin & North		EB & WB	25	1.3
Sixth St	S Memorial & W Prospect Ave	EB & WB	25	1.5

APPLETON POLICE DEPARTMENT TRAFFIC SAFETY PLAN

SPEED STUDY DATA

Street	Between	Direction	Posted Speed	% Exceeding 10 MPH
Pershing St	Oakwood & Beechwood	EB & WB	25	17.7%
Schaefer St	Bradley Ln & Schaefer Cir	NB & SB	25	3.1%

APPLETON POLICE DEPARTMENT TRAFFIC SAFETY PLAN

TRAFFIC COMPLAINTS

District	Location	Complaint
South	Appleton East	Vehicles speeding and vehicles with defective exhausts. Multiple complaints received. Particularly during lunch hour and school start and release times.
Downtown	College Ave Between Richmond & John	Vehicles speeding, defective exhausts, racing,
South	Calumet St. Between Oneida & Carpenter	Vehicles speeding
Downtown	Rankin St. Between College & Wisconsin Ave	Excessive speeding
Downtown	Badger Ave from Wisconsin to College	Vehicles Speeding and violating school zone.
North	Hwy 41 & HWY 441	Traffic Congestion/ Reckless Driving/ Inattentive Driving
Downtown	Jones Park	Large vehicle gatherings, with excessive speeds and noise. Racing has also been reported
South	Kensington south of Calumet	Vehicles conducting illegal U-turns
North	Evergreen between Richmond & Meade	Vehicles speeding
South	Kensington & Forest	Vehicles speeding in school zone
South	Lawe St. & E South River	Vehicles speeding NB and SB Lawe St. Hill.
Downtown	Pine St. Between Prospect & Douglas	Vehicles speeding. Trucks violating posted no truck route.
North	Appleton North	Vehicles speeding, particularly during lunch hour and school start and release times.
North	Capitol & Windward	Vehicles speeding
South	Taft & Clover	Vehicles disregarding school crossing guard.

District	Location	Complaint
South	Roundabout College & John	Vehicles speeding and committing various violations at / in roundabout
North	Ashbury & Providence	Vehicles Speeding & Violating Stop Sign
North	Richmond & Ridgeview	Vehicles Speeding north from roundabout at Richmond & Northland.
South	Memorial & River	Vehicles failing to yield to pedestrians in crosswalk
South	S Lawe St. (North of Newberry Trail)	Vehicles failing to yield to pedestrians in crosswalk
Downtown	Columbus Elementary	Vehicles failing to yield for children / pedestrians
North	N Drew St. Between Roosevelt & Glendale	Vehicles speeding
North	Ferber & Einstein	Severe traffic congestion (Specifically at school pick & drop off times)
South	John & Telulah	Vehicles speeding
North	Kaleidoscope Academy	Vehicles failing to yield for pedestrians. Particularly before & after school
Downtown	Richmond & Packard	Semi Trucks driving off of truck route
Downtown	Prospect & Driscoll	Vehicles Speeding

PUBLIC HEARING NOTICE

Proposed Service Modifications

Valley Transit's mission is to provide safe, customer-focused transportation options that connect our communities to enhance quality of life. Valley Transit remains steadfast in getting people where they want to go in the Fox Cities. Post Covid, it is next to impossible to maintain adequate staffing. The existing fixed-route bus service level isn't sustainable with current staff levels and limited recruitment potential. Consequently, Valley Transit proposes transitioning from bus service to demand response VT Connector service during non-peak service times. The following modifications to its service **effective Mid July**:

- **Monday through Friday Departures**
 - 4:00 am – 6:00 am, VT Connector ESH Service (micro-transit), fare \$2.00 one-way.
 - 5:45 am – 6:15pm, VT Bus Service (fixed-route) & VTII, current fare structure, VT Connector, \$2.00
 - 6:00 pm – Midnight, VT Connector ESH Service (micro-transit), fare \$2.00 one-way.
- **Saturday Departures**
 - 4:00 am – 8:00 am, VT Connector ESH Service (micro-transit), fare \$2.00 one-way.
 - 7:45 am – 1:15 pm, VT Bus Service (fixed route) & VTII, current fare structure VT Connector, \$2.00
 - 1:00 pm – Midnight, VT Connector ESH Service (micro-transit), fare \$2.00 one-way.
- **VT Connector Service origin & destination boundaries will be limited to the following partner municipalities**
 - *Cities of Appleton, Kaukauna, Menasha, and Neenah; Towns of Buchanan and Grand Chute; Villages of Fox Crossing, Kimberly, and Little Chute*

Valley Transit welcomes public comment on the proposed changes at a public hearing to be held:

Tuesday, June 4, 2024 at 3:30 PM
Appleton City Hall
6th Floor – Council Chambers
100 N. Appleton St.
Appleton, WI 54914

Individuals with comments are welcome to attend the public hearing or may submit comments in writing to:

Fox Cities Transit Commission
c/o Valley Transit
801 W. Whitman Ave
Appleton, WI 54914

Comments can also be faxed to 920-832-1631 or e-mail: valley.transit@appleton.org

The deadline to submit written or phone comments is 3:00 PM, Monday, June 10, 2024

CITY OF APPLETON POLICY	TITLE: VEHICLE USAGE POLICY	
ISSUE DATE:	LAST UPDATE:	SECTION: Safety
POLICY SOURCE: Human Resources Department	AUDIENCE: All City Employees	TOTAL PAGES: 12
Reviewed by Attorney's Office Date:	Committee Approval Date:	Council Approval Date:

I. PURPOSE

The purpose of the vehicle usage policy is to set forth where applicable, the rules governing the operation of vehicles used in the performance of official City business.

II. POLICY

This policy applies to all City owned and leased vehicles operated on public roads and includes special use vehicles such as construction and excavation equipment designed to operate primarily off-road but driven on public roads to job sites. Where appropriate, this policy applies to the operation of privately owned vehicles used while performing official City business. Where applicable, Valley Transit may follow different reporting and investigation procedures as established by Transit Mutual Insurance Corporation of Wisconsin. Failure to comply with this policy shall lead to disciplinary action up to and including discharge.

III. DISCUSSION

The vehicle usage policy applies to all City of Appleton full-time, part-time, and seasonal employees. In addition to the provisions of this policy, all employees are required to comply with applicable Federal and Wisconsin Department of Transportation (DOT) motor vehicle and local traffic laws, and the established City of Appleton driving safety work rules, best practices, and procedures.

IV. PROCEDURES

A. RESPONSIBILITIES

1. DEPARTMENT HEADS

Department Heads have the responsibility to implement the adopted vehicle usage policy by:

- a. Directing all supervisors and employees to endorse and comply with the adopted policy and program components.
- b. Providing appropriate safety and financial resources.

2. SUPERVISORS

Supervisors have the responsibility to:

- a. Provide training to employees so that they are fully proficient to drive and maintain fleet vehicles and heavy equipment.
- b. Ensure the safe operation of fleet vehicles in compliance with the overall fleet safety program requirements.
- c. Enforce the established vehicle usage policy's driving work rules, procedures, policies, and best practices.
- d. Thoroughly investigate all vehicle accidents and make recommendations to avoid future accidents.
- e. Demonstrate support and interest in the vehicle usage program.

3. EMPLOYEES

Employees have the responsibility to:

- a. Adhere to the directives of this policy.
- b. Participate in in-service training and apply their education and training to the safe operation of assigned vehicles and heavy equipment.
- c. Immediately report any change to the status of their driver's license to their immediate supervisor, Department Director, or Human Resources. Maintain a satisfactory driving record both on and off the job.
- d. Conduct required pre-trip inspections and preventive maintenance on assigned vehicles and heavy equipment. If an employee is unfamiliar with the operation or maintenance of a vehicle or piece of heavy equipment, it is their responsibility to request information and instructions on the proper procedures from their immediate supervisor.
- e. Report unsafe conditions and/or mechanical defects.
- f. Report all accidents immediately and thoroughly following the City of Appleton accident reporting and investigation policy.
- g. Employees are required to obey all Federal DOT, Wisconsin DOT-MV, local and City of Appleton traffic regulations.
- h. Seat belts and shoulder harnesses **MUST BE WORN** while operating or riding in City of Appleton owned commercial and fleet vehicles, personal vehicles while on duty, and when operating heavy equipment that has been equipped with a manufacturer's installed seat belt and a rollover protection (ROP) feature. Inoperative or missing seat belts and/or harnesses shall immediately be reported to the immediate supervisor. The vehicle or equipment shall not be operated until the repairs have been made. (Law enforcement personnel are exempt from this requirement as outlined in Wisconsin statute 347.48(2m) (dm))

4. OPERATIONS FOREMAN - CEA:

Has the responsibility to:

- a. Develop, schedule, and ensure implementation of the City of Appleton preventive maintenance program on all vehicles and heavy equipment.
- b. Prepare specifications for purchased or leased vehicles and heavy equipment to ensure maximum safety features.
- c. Assist in the development of fleet safety rules, best practices, procedures, and policies.
- d. Supervise the activities of the maintenance staff to ensure quality maintenance.

- e. Assist in providing training on preventive maintenance inspection, techniques, and best practices.

B. USE OF PERSONAL VEHICLES ON CITY OF APPLETON BUSINESS

1. An employee who operates a personal vehicle for City business must provide proof of Liability Insurance with limits of not less than \$100,000 per person, \$300,000 per occurrence and statutory minimums for uninsured/underinsured motorists. This requirement shall not be waived. The insurance on the vehicle shall be primary to any City insurance coverage.
2. Other modes of transportation (other than automobiles) are not acceptable and cannot be used to conduct City of Appleton business and are not eligible for mileage reimbursement.
3. Employees required to operate their personal vehicles to conduct City of Appleton business will be required to follow the City of Appleton Travel Policy.
4. Any loss or restriction of driving privileges during an employee's incumbency must be immediately reported to their supervisor, Department Director, or Human Resources.
5. All employees that are required to drive in the course of their employment will complete a document verifying they hold a valid driver's license and adequate insurance on a yearly basis.

C. USE OF CITY OF APPLETON VEHICLES

The operation of City of Appleton owned or leased vehicles is a privilege/requirement, which may be withdrawn at any time at the sole discretion of the City of Appleton. An employee must comply with the following driving rules and best practices to continue this granted privilege/meet the requirement to operate vehicles and heavy equipment:

1. Must maintain an approved and valid WI DOT-MV driver's license with the appropriate classifications and endorsements at all times. Any loss or restriction of driving privileges during the employee's incumbency must be immediately reported to their immediate supervisor, Department Director, or Human Resources.
2. Employees who operate fleet automobiles, light trucks, and medium trucks SHALL conduct a visual pre-trip inspection of the following: proper inflation of the tires, lights (headlights, directional, etc.) are functioning, fluid leaks underneath the vehicle, and for any physical damage to the exterior of the vehicle before operation each day. (See Exhibit 1) The only exception to this will be Police and Fire vehicles, which will follow departmental inspection guidelines.
3. Employees who operate commercial motor vehicles (CMV) SHALL conduct and document the required "Pre-trip/Post-trip Inspection" prior to and at the conclusion of operating on public roadways as required by federal DOT regulations. (See Exhibit 2)

4. Engines SHALL BE stopped, and ignition keys removed when parking or leaving City of Appleton vehicles and/or heavy equipment, unless parked within an enclosed garage.
5. Individuals not employed by the City of Appleton are NOT PERMITTED as passengers in fleet vehicles unless authorized by a Department Director, Human Resources or City Attorney's Office. If a Department Director is not sure of an acceptable deviation of the policy, they should consult with the City Attorney's Office or Risk Management/Human Resources Department to determine acceptable risk levels.
6. While fueling fleet vehicles and/or heavy equipment:
 - a. Smoking or other open flames is PROHIBITED while fueling.
 - b. Engines SHALL BE turned OFF during the fueling operation. Leaving the vehicle unattended while fueling is PROHIBITED.
 - c. Using an object to "lock the nozzle" on a fuel pump nozzle while fueling is PROHIBITED.
 - d. Fuel leaks and/or spills (gasoline, diesel fuel, and hydraulic oil) over one gallon SHALL BE reported immediately to the person responsible for safety so that an internal spill report can be completed.
 - e. City-owned passenger vehicles and pickup trucks SHALL BE refueled when the tank becomes half-empty.
 - f. All equipment, other than passenger vehicles, must have full fuel tanks when parked to enable the City to respond to an emergency if fuel pumps are not operational.
7. Non-emergency vehicles are PROHIBITED from parking in fire lanes or in front of fire hydrants while on job sites.
8. Report any fleet vehicle and heavy equipment mechanical problems immediately. NEVER drive a fleet vehicle and/or operate heavy equipment that does not appear safe.
9. Protective guards, deflectors and shields SHALL BE in place before starting and operating any heavy equipment.
10. Heavy equipment SHALL BE properly maintained and inspected prior to each use.
11. Employees SHALL BE properly trained and certified on specialty and heavy equipment prior to its use.
12. Metal vehicle jack stands must always be used when working under a raised vehicle. Use safety stands or braces to secure the body of a vehicle in a raised position. Never exceed the rated capacity of jack stands.
13. The "3-POINT CONTACT" concept SHALL BE used when mounting and dismounting commercial vehicles, large specialty equipment, and heavy equipment. Jumping off vehicles and heavy equipment is PROHIBITED.
14. Employees ARE NOT ALLOWED to tamper, over-ride or disconnect any manufacturer installed safety features and devices.

15. All heavy or specialty equipment SHALL BE turned OFF under the following field conditions:
 - a. Changing attachments
 - b. Manually loading or unloading equipment
 - c. Adjusting attachments
 - c. In proximity to the public
16. Vehicle interiors are to be kept clean and free of rubbish.
17. Excess material and debris SHALL BE CLEANED OFF after trailers and trucks are loaded prior to moving (i.e., trailer wheel fenders, bumpers, side panels, truck bed ledges, trailer decks, etc.)
18. Riders and/or passengers ARE NOT ALLOWED on heavy equipment while it is moving unless authorized by a supervisor, Department Director, or Human Resources.
19. Vehicle and equipment steps, platforms, and deck plates SHALL BE kept clear of grease, oil, ice, and mud.
20. Loading and unloading of trailers:
 - Prior to loading, employees should conduct a thorough risk assessment to identify potential hazards, consider the characteristics of the load, and evaluate the appropriate load securement methods. This assessment should include factors such as weight, shape, dimensions, and fragility of the cargo. Employees should ensure that appropriate load securement equipment such as straps, chains, binders, or blocking and bracing devices, are used. Employees shall inspect these materials before use for damage, wear, and suitability for the intended purpose.
 - Loading and unloading of heavy or specialty equipment on trailers SHALL BE done on a level surface area.
 - Cargo on trailers SHALL NOT exceed the load capacity of the trailer.
 - Equipment attachments SHALL BE lowered and secured on trailers while transporting.

D. DRIVER ORIENTATION AND TRAINING

Orientation and training must supplement the employee's trial period to assure that all employees have the knowledge and skills necessary to perform the job in the manner expected, as well as to review the City of Appleton's policies and practices with each employee. The orientation and the type and amount of training that is needed will vary directly with the complexity of the job assignments, and the knowledge and experience level of the employee.

Immediate supervisors, or designated trainers, are responsible for providing this orientation and training to both new and current employees regarding the proper use, maintenance and operation of City of Appleton vehicles and heavy equipment. The following components shall be thoroughly covered during the employee's orientation/trial period.

1. Vehicle Safety Rules, Policies, Procedures and Practices (On and Off Road)

Employee will be instructed before using the vehicles and/or heavy equipment for the first time on the following:

- Approved uses of City of Appleton vehicles
- Vehicle accident procedures
- Maintenance repair reporting process, procedures, and mandatory forms
- Vehicle and/or heavy equipment field breakdown procedures
- Proper storage and parking procedures
- Fueling practices and mandatory forms
- Drug Free Workplace Policy
- Fleet safety driving rules and best practices

2. Vehicle Operation (Off Road)

Employees will be instructed on the proper use of vehicles and/or heavy equipment off road and the following:

- Proper use of the vehicle and/or heavy equipment's controls, features and attachments.
- Procedures for operating vehicles or heavy equipment on the roadway
- Required inspection techniques and preventative maintenance practices.
- Completing the mandatory inspection and maintenance forms
- Proper use of safety features and equipment
- Cargo loading, unloading, and tie-down practices.
- Backing procedures and use of spotters

In addition, the City of Appleton will provide ongoing in-service training programs which address the knowledge and skills necessary for all employees to perform in a satisfactory and safe manner.

E. VEHICLE AND HEAVY EQUIPMENT MAINTENANCE AND CARE

It is the responsibility of each department or division head to ensure that all City of Appleton owned or leased vehicles and heavy equipment assigned to their respective departments are always in proper working condition. The department or division head shall ensure that an orientation and training program is developed for vehicles and heavy equipment in his/her department. Routine checklists shall be developed and utilized for the vehicles and heavy equipment.

All supervisory personnel are accountable for the City of Appleton assigned vehicles and heavy equipment. This accountability includes instruction of employees in the proper operation and preventative maintenance procedures and ensuring that routine vehicle inspections are performed on a pre-use basis and that inspection forms are completed and submitted in accordance with the established procedure.

F. VEHICLE EMERGENCY BREAKDOWN PROCEDURE

Employees are responsible for following the breakdown procedures whenever a vehicle becomes disabled in a public roadway:

1. Get completely off the traveled roadway. Avoid curves, hills or where the view may be obstructed.
2. Shut down the vehicle.
3. Set the parking brake to prevent movement.
4. Turn on the 4-way flashers. If reflective triangles and/or approved cones are available, set them near the vehicle and at approximately 100' to warn approaching traffic.
5. Call for assistance (911, supervisor or on-duty supervisor depending on circumstances)
6. Stay in and with the vehicle.

G. EMERGENCY EQUIPMENT AND SUPPLIES

Supervisors and employees are required to maintain and ensure that all commercial vehicles are carrying the following emergency equipment: 1) reflective triangles; 2) basic first aid kit; 3) small multi-purpose dry fire extinguisher; and the 4) insurance identification, vehicle, and trailer registration cards.

Employee Name:
Department:

ID:
Date:

INFORMATION UPDATE

DRIVER'S LICENSE INFORMATION

Please print CLEARLY and complete ALL sections.

Name (as it appears on your Driver's License, NOT Driver's License Number):

Have you continuously had a **valid** Driver's License? Yes No
If no, please explain the reason for the lapse:

Date your Driver's License expires (mm/dd/year): //

List any restrictions on your Driver's License (i.e., glasses, occupational, etc.):

It is your responsibility to notify Human Resources or your supervisor immediately when your Driver's License is restricted, suspended, or revoked. Failure to do so may result in disciplinary action, up to and including discharge.

AUTO INSURANCE

The City does not provide insurance coverage for an employee's privately-owned vehicle. Employees who use non-City-owned vehicles for City business should confirm that their personal auto insurance policy provides coverage for this use.

All employees who drive non-City-owned vehicles for City business shall be required to purchase (at their own expense) and maintain auto insurance at a level that meets one of the following minimum standards:

(a) Single limit of liability - \$200,000 for bodily injury and property damage

OR

(b) Split limit of liability with limits of - \$100,000 each person bodily injury, \$300,000 each accident bodily injury, \$50,000 property damage.

Employees who cannot provide proof of this level of insurance will not be allowed to drive for City business. Failure by the employee to maintain required insurance limits may affect employment status, as stated in the Conditions of Employment policy.

I anticipate I may drive a non-City owned vehicle in the conduct of my job duties and I understand that, should I use a non-City-owned vehicle in the conduct of my job duties, I must have and maintain adequate insurance coverage (as noted above) for that vehicle. (Example: an employee who drives their personal vehicle from one City building to another)

I do not anticipate that I may drive a non-City owned vehicle in the conduct of my job duties. However, I understand that should I need to use a non-City-owned vehicle in the conduct of my job duties, I will ensure that I have adequate insurance coverage (as noted above) for that vehicle, prior to using the vehicle for my job. (Example: a police officer who typically drives a squad car for City business but may take their own personal vehicle to a conference)

Signature:

RECEIPT OF ACKNOWLEDGEMENT AND UNDERSTANDING OF “VEHICLE USAGE” POLICY FOR CITY OF APPLETON EMPLOYEES

I, Print Name, acknowledge the receipt of a copy of the City of Appleton’s Vehicle Usage Policy. I have read and familiarized myself with the contents and understand my responsibility for adhering to these policies.

I agree to follow the City of Appleton’s rules and procedures as outlined in the policy.

I understand I will not be penalized for reporting conduct that I believe is forbidden by these policies.

All my questions relating to the City of Appleton’s Vehicle Usage policy have been answered.

I understand that should I have future questions, I may contact my supervisor, the Human Resources Department or the City Attorney’s Office.

Employee Signature

Date

Department

City of Appleton Vehicle Pre-Trip Inspection Form

Department: _____ Vehicle Unit #: _____

When completing the pre-trip inspection, check the following items listed below:

- **Inspect tires to see if they look properly inflated.**
- **Lights (headlights, directional, etc.) are functioning.**
- **Check for physical damage to the exterior of the vehicle and for any fluid leaks underneath the vehicle.**
- **Other observations that may be indicative of a vehicle maintenance issue or defect.**

Do not operate any unsafe vehicle. Report any problems or vehicle damage to your supervisor immediately to make repair arrangements with CEA.

Date	Employee Name	Are items listed above “Ok” or “Not Ok”?	Pre-Trip Inspection Comments	Mileage Out	Mileage In

CITY OF APPLETON C.E.A. TRIP INSPECTION TICKET

Date: _____ Print Name: _____ Unit: _____ Mileage / Hours: _____

Pre	Post	Exterior Condition
		Under hood /Fluid Levels
		Front Steering & Suspension
		Tires-Front 4/32, Rear 2/32
		Headlights, 4-Ways, Directionals
		Brakes
		Check Transmission Fluid at Operating Temp, Engine Running
		Windshield, Wipers & Fluid
		Aerial
		Inspect PLOW for Blade Wear & Mechanical Condition

Pre	Post	Interior Condition
		Steering Wheel Play
		Mirrors
		Low Air Warning Device
		Gauges
		Horns
		Seats/Seat Belts
		Safety Devices Operational
		Battery Disconnect

Vehicle Defects:

Pre-Trip Sign On _____ Post Trip Sign Off _____

Updates thru 6/5/2024

HR Generalist	Position	Dept.	Date of Vacancy	Open Date	# of Openings	Status
Jessie	Operator I - Sanitation	DPW	2/27/2024, 4/15/24 & 4/22/24	02/27/24	2	Job offer accepted, start date: 7/01/24.
	Operator II - Sweeper	DPW	01/18/24	04/22/24	1	Background pending on 1 candidate.
	Grounds Coordinator	P&R	2/19/24 & 5/10/24	04/06/24	2	Background pending on 2 candidates.
	Customer Service Representative (Account Clerk II)	P&R	06/10/24	05/22/24	1	Application deadline: 6/9/24.
	Bus Driver	VT	Multiple	N/A	12	Application deadline: 6/16/24. Medical and Background pending on 2 candidates. Job Offer accepted, start date 6/10/24.
	Bus Driver - Part-Time	VT	N/A	N/A	N/A	Application deadline: 6/16/24.
	Plant Operator - Wastewater	Utilities	06/17/24	05/20/24	1	Job Offer accepted, start date: 6/17/24.
	Relief Operator - Wastewater	Utilities	5/25/2024 & 6/17/2024	05/10/24	2	Application deadline: 6/9/24.
	Principal Planner	CED	05/09/24	04/15/24	1	Job Offer accepted, start date 6/26/24.
	Public Works Director	DPW	06/07/24	06/07/08	1	Application deadline: Open.
Jay	Police Officer	Police	12/01/23	N/A	3+ Elig.	Application deadline: open. Lateral Panel/Chief Interviews: 6/12/24. Background pending on 1 candidates. Job offer accepted, start date: 6/27/24. Conditional Offer extended to 1 candidate.
	Firefighter	Fire	05/11/24	03/04/24	4	Panel Interviews: 6/17/24 & 6/18/24.
Vanessa	Community Service Officer	Police	01/10/24	N/A	1	Job Offer accepted, start date: 6/11/24. Application deadline: 6/16/24.
Kim	Library Intern (Part-time)	Library	N/A	04/25/24	1	Job Offer accepted, start date: 6/12/24.
	Elections Clerk	Legal	07/03/24	07/03/24	1	Application deadline: 6/9/2024.
	Library Page Clerk - Regular Part-time	Library	04/13/24	04/25/24	1	Job Offer accepted, start date: 7/1/24.
	Library Clerk Full-time	Library	06/06/24	-	1	Application deadline: 6/23/24
	Library Page	Library	04/08/24	04/12/24	1	Job Offer accepted, start date: 6/10/24.
	Library Page Clerk Sub	Library	04/08/24	04/12/24	1	Job Offer accepted, start date: 6/10/24.

Total Positions Open: 38

Total Eligibility Lists: 1

Positions on Hold

HR Generalist	Position	Dept.	Date of Vacancy	# of Openings	Status
Jessie	Library Clerk - Regular Part-Time	Library	07/01/22	1	Internal transfer. Position on hold.

Transit Maintenance Operations Supervisor	VT	03/25/23	1	Position on hold.
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Total Positions On Hold: 2