



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, February 6, 2023

5:30 PM

Council Chambers, 6th Floor

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

[23-0119](#) Finance Committee minutes

Attachments: [MeetingMinutes Jan-23-2023.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[23-0061](#) Request to sole source contract to Parker Coatings for Fire Station #1 rig room floor epoxy in the amount of \$40,674 with a 10% contingency of \$4,068, for a project total not to exceed \$44,742.

Attachments: [Floor Coating Sole Source.pdf](#)
[Sole source request form.pdf](#)

Legislative History

1/23/23 Finance Committee held
Motion to hold for 2 weeks or to next scheduled meeting.

[23-0066](#) Request to award the 2023 Vosters Park Redevelopment Project contract to Triple P Inc, dba Peters Concrete Co. in the amount of \$97,000 with a 15% contingency of \$14,550, for a project total not to exceed \$111,550.

Attachments: [Vosters Park Redevelopment Project.pdf](#)

Legislative History

1/23/23 Finance Committee held
Motion to hold for 2 weeks or to next scheduled meeting.

[23-0120](#) Request to award the 2023 V-Building Painting Project contract to SDS Painting Co, Inc. in the amount of \$86,330 with a contingency of \$10,000 for a project total not to exceed \$96,330.

Attachments: [2023 AWWTP V-Building Painting Project.pdf](#)

[23-0121](#) Request to award the 2023 Telulah Park Hardscapes Reconstruction Project contract to Northeast Asphalt, Inc., in the amount of \$166,499.50 with a contingency of \$32,000 for a project total not to exceed \$198,499.50.

Attachments: [2023 Telulah Park Hardscape Renovation Project.pdf](#)

[23-0122](#) Request to award the 2023 Water Plant Park Hardscapes Reconstruction Project contract to Northeast Asphalt, Inc., in the amount of \$522,443.10 with a 15% contingency of \$78,366.47 for a project total not to exceed \$600,809.57.

Attachments: [2023 Water Plant Hardscape Renovation Project.pdf](#)

[23-0124](#) Request to award Unit W-23 Sewer & Watermain Reconstruction No. 1 to Superior Sewer & Water, Inc. in the amount of \$2,222,221 with a 3.4% contingency of \$75,000 for a project total not to exceed \$2,297,221.

Attachments: [Award of Contract Unit W-23.pdf](#)

[23-0127](#) Request to approve the following 2022 Budget amendment:

General Fund - Police

| | |
|------------------------------|-----------|
| Donation | +\$12,374 |
| Other Contract & Obligations | +\$12,374 |

to record funds from Community Foundation for the Fox Valley Region, for the Appleton Police K9 Program to reimburse veterinary expenses.

Attachments: [2022 K9 Budget Adjustment.pdf](#)

[23-0128](#) Request to approve the following 2022 Budget amendment:

Police Grants Fund

| | |
|---------------------|------------|
| Federal Grants | +\$ 14,891 |
| State Grants | +\$126,786 |
| Local Grants | +\$ 5,499 |
| Overtime | +\$104,102 |
| Training | +\$ 7,443 |
| Protective Clothing | +\$ 591 |
| Equipment | +\$ 35,040 |

to record additional grant funds awarded during 2022 for various police initiatives

Attachments: [2022 Grant budget adjustment.pdf](#)

6. Information Items

[23-0123](#) Legal Services Reorganization (appears in the Human Resources/Information Technology Committee agenda as an action item)

Attachments: [HR-IT - Reorganization Memo 2-2-23.pdf](#)

[Legal Services Draft 1-19-23.pdf](#)

[City Clerk Deputy Dir Admin Services 2023.pdf](#)

[Administrative Services Lead 2023.pdf](#)

[Elections Clerk 2023 \(002\).pdf](#)

[23-0129](#) Contract 83-22 was awarded to Northern Pipe, Inc. for \$120,000 for Sanitary and Storm Sewer Spot Repairs. Payments issued to date total \$113,316. Request final payment of \$6,664.

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

Any questions regarding this agenda, please contact Jeri Ohman at (920) 832-5742.



City of Appleton

100 North Appleton Street
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Meeting Minutes Finance Committee

Monday, January 23, 2023

5:30 PM

Council Chambers, 6th Floor

Note: Video is audio only

1. Call meeting to order

Meeting called to order at 5:30pm.

Roll call of membership

Present: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

3. Approval of minutes from previous meeting

[23-0060](#)

Approval of January 9, 2023 meeting minutes

Meltzer moved, seconded by Siebers, that the Report Action Item be approved.

Roll Call. Motion carried by the following vote:

Aye: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

4. **Public Hearings/Appearances**

5. **Action Items**

[23-0061](#)

Request to sole source contract to Parker Coatings for Fire Station #1 rig room floor epoxy in the amount of \$40,674 with a 10% contingency of \$4,068, for a project total not to exceed \$44,742.

Attachments: [Floor Coating Sole Source.pdf](#)

Motion to hold for 2 weeks or to next scheduled meeting.

Van Zeeland moved, seconded by Siebers, that the Report Action Item be held.

Roll Call. Motion carried by the following vote:

Aye: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[23-0066](#)

Request to award the 2023 Vosters Park Redevelopment Project contract to Triple P Inc, dba Peters Concrete Co. in the amount of \$97,000 with a 15% contingency of \$14,550, for a project total not to exceed \$111,550.

Attachments: [Vosters Park Redevelopment Project.pdf](#)

Motion to hold for 2 weeks or to next scheduled meeting.

Fenton moved, seconded by Van Zeeland, that the Report Action Item be held. Roll Call. Motion carried by the following vote:

Aye: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

[23-0072](#)

Request to award ARPA Affordable Housing grant funds to RISE Apartments, LLC for a grant total not to exceed \$1,000,000.

Attachments: [Memo ARPA Housing Grant Award 1.pdf](#)

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

Aye: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton

6. Information Items

[23-0058](#)

Contract 27-22 was awarded to Vinton Construction for \$4,382,957.94 with a contingency of \$107,000 for Concrete Pavement (Re)Construction. Payments issued to date total \$3,467,782.91. Request final payment of \$772,729.56.

This item was presented

[23-0057](#)

Contract 28-22 was awarded to Peters Concrete Company for \$1,445,673.50 with a contingency of \$100,000 for Asphalt Pavement Reconstruction. Payments issued to date total \$1,240,911.53. Request final payment of \$49,133.31.

This item was presented

[23-0063](#)

Contract 58-22 was awarded to Al Dix Concrete, Inc. for \$368,000 for Sidewalk Construction. Change orders were approved totaling \$50,000. Final contract amount is \$418,000. Payments issued to date total \$310,800. Request final payment of \$104,580.67.

This item was presented

[23-0059](#)

Contract 59-22 was awarded to Radtke Contractors, Inc. for \$100,000 for Bridge Deck Sealing. Payments issued to date total \$94,579.23. Request final payment of \$5,420.77.

This item was presented

[23-0064](#)

Contract 61-22 was awarded to Green Bay Pipe & TV for \$244,500 for Sewer Cleaning and Televising. Payments issued to date total \$225,157.86. Request final payment of \$19,160.92.

This item was presented

[23-0073](#)

The following 2022 Budget adjustments were approved by the Finance Director in accordance with Policy:

General Fund - Library

Reimbursements \$1,000

Supplies \$1,000

to record donation from Noon Optimist for Roaming Ruckus Program

This item was presented

7. Adjournment

Siebers moved, seconded by Fenton, that this meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Meltzer, Siebers, Firkus, Van Zeeland and Fenton



"...meeting community needs...enhancing quality of life."

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

To: Finance Committee

From: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

Date: January 23, 2023

Re: Action: Request to sole source contract to Parker Coatings for Fire Station #1 rig room floor epoxy for a fee of \$40,674 with a contingency of 10% for a project total not to exceed \$44,742.

For 2023, the Facilities Management Division is planning to replace the existing Fire Station #1 rig room floor epoxy. The existing epoxy floor is worn, with areas of cracking, and pieces of epoxy chipping. The existing epoxy floor was installed in 1997. The average life expectancy for a high traffic and industrial grade epoxy floor is 25 years.

This memo is a request to sole source a contract to Parker Coatings. In 2021, Parker Coatings replaced the existing Fire Station #1 mechanic shop epoxy floor. The mechanic shop floor borders the rig room floor. Sole sourcing to Parker Coatings will allow for a consistent epoxy texture and color between the mechanic shop and rig room. Furthermore, the epoxy floor system is an industrial grade with chemical and high wear resistance.

This expense is planned to be funded by the 2023 Facilities Maintenance operations budget. It is the recommendation of the Parks, Recreation & Facilities Management Department to execute a contract with Parker Coatings in the amount of \$40,674 with a 10% contingency for a project total not to exceed \$44,742.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.



SOLE SOURCE REQUEST

The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

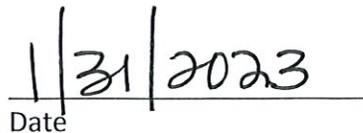
- Unique, proprietary, or one-of-a-kind:** Specific commodity/service is required and available from only one source, giving the City a superior and necessary benefit that cannot be obtained from other sources.
- Inadequate competition:** Purchasing solicitation (bid, proposal, or quote) did not result in any qualified vendor responses and competition is determined to be inadequate.
- Health or Safety Concern:** When a health or safety concern exists that is *not* an immediate threat but needs to be addressed in a period that does not allow for formal competitive procurement procedures.
- Continuity of design:** Consistency with current commodity or service.
- Emergency procurement:** A risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.
- Cooperative purchase:** Purchase from another governmental unit contract or state approved purchasing association.
- Other:** Description provided below.

The mechanic shop floor bordering the rig room floor was replaced by Parker Coatings. Each floor coating company has their own proprietary epoxy product. Due to cost, product exclusivity, warranty, and quality, Parker Coatings provides the best overall value.

| PROPOSED DETAILS |
|---|
| Requesting dept: Facilities |
| Product/service: Floor epoxy replacement @ Fire Station #1 |
| Vendor name: Parker Coatings, Inc. |
| Total cost: \$40,674 with a 10% contingency, not to exceed \$44,742 |

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.


 Purchasing Manager


 Date



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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Finance Committee

FROM: Dean R. Gazza

DATE: February 23, 2023

RE: Action: Award the 2023 Vosters Park Redevelopment Project contract to Triple P Inc. dba Peters Concrete Company in the amount of \$97,000 with a 15% contingency of \$14,550 for a project not to exceed \$111,550.

The 2021 excess fund balance approved by council includes \$150,000 for the redevelopment of Vosters Park. Work includes removal of wooded area, filling the site, and restoration. Construction is anticipated to be completed by June, 2023.

The bids were received as follows:

| | |
|--|--------------------|
| Triple P Inc. dba Peters Concrete Company | \$97,000.00 |
| Vinton Construction Company | \$128,500.00 |
| Tom Van Handel Corporation | \$146,064.00 |
| Northeast Asphalt, Inc. | \$178,575.00 |
| Superior Sewer and Water, Inc. | \$178,579.20 |

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Triple P Inc. dba Peters Concrete Company. Therefore, the Parks, Recreation, and Facilities Management Department recommends awarding the contract to Triple P Inc. dba Peters Concrete Company in the amount of \$97,000 with a 15% contingency of \$14,550 for a project not to exceed \$111,550.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.



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Email - dean.gazza@appleton.org

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 2/6/2023

RE: Action: Award the City of Appleton's "2023 V-Building Painting Project" contract to SDS Painting Co, Inc. in the amount of \$86,330.00 with a contingency of \$10,000 for a project total not to exceed \$96,330.00.

The 2023 AWWTP Operational Budget includes \$100,000 to paint various areas at the Appleton Wastewater Plant (AWWTP). The project will include painting various areas within the V-Building at AWWTP. The recommendations for painting were determined as part of the 2022 facility inspections.

The bids were received as follows:

| | |
|---|--------------------|
| SDS Painting Co., Inc. (low bid) | \$86,330.00 |
| M. V. Klinger Painting Co., Inc. | \$120,610.00 |
| Davis Painting Co. | DNB |
| Omni Glass and Paint | DNB |

* Did Not Bid (DNB)

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to SDS Painting Co, Inc. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to SDS Painting Co, Inc. in the amount of \$86,330.00 plus a contingency of \$10,000 only to be utilized as needed.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.



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TO: Finance Committee

FROM: Dean R. Gazza

DATE: 2/6/2023

RE: Action: Award the City of Appleton’s “2023 Telulah Park Hardscapes Reconstruction Project” contract to Northeast Asphalt, Inc., in the amount of \$166,499.50 with a contingency of \$32,000 for a project total not to exceed \$198,499.50.

The 2023 Capital Improvement Plan includes \$250,000 to repair hardscapes at Telulah Park. The project will include reconstructing the trail going down the hill and connecting to the lower parking lot and the hardscapes around the pavilions. The project will also address several of the site ADA concerns that were documented in the 2021 ADA audit. The ADA items will include, but are not limited to; ADA issues around the pavilions, a new ADA grilling area, new accessible route to the playground, and accessibility issues with the current trail. The recommendations for repairs were determined by our consulting engineer after a hardscape audit was completed at the site. The contingency amount was based on the structural issues in the trail that are indicating possible subgrade issues, along with known contaminated soils on that site which may be encountered during construction.

The bids were received as follows:

| | |
|--|---------------------|
| Northeast Asphalt, Inc. (low bid) | \$166,499.50 |
| MCC Inc. | \$177,639.25 |
| Vinton Construction Co. | \$194,023.15 |

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Northeast Asphalt, Inc. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer’s recommendation. Therefore, we recommend awarding the contract to Northeast Asphalt, Inc. in the amount of \$166,499.50 plus a contingency of \$32,000 only to be utilized as needed.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.



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TO: Finance Committee

FROM: Dean R. Gazza

DATE: 2/6/2023

RE: Action: Award the City of Appleton's "2023 Water Plant Park Hardscapes Reconstruction Project" contract to Northeast Asphalt, Inc., in the amount of \$522,443.10 with a contingency of 15% for a project total not to exceed \$600,809.57.

The 2023 Capital Improvement Plan includes \$725,000 to repair the hardscapes at the Appleton Water Plant. The project will include reconstructing the parking lot, the front entrance and exit roads, the west side road, and improvements to the stormwater management system. The recommendations for repairs were determined by our consulting engineer after a hardscape audit was completed at the site.

The bids were received as follows:

| | |
|--|---------------------|
| Northeast Asphalt, Inc. (low bid) | \$522,443.10 |
| MCC Inc. | \$528,514.39 |
| Vinton Construction Co. | \$561,262.39 |

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Northeast Asphalt, Inc. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to Northeast Asphalt, Inc. in the amount of \$522,443.10 plus a contingency of 15% only to be utilized as needed.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.

CITY OF APPLETON
Department of Public Works
MEMORANDUM

TO: **Finance Committee**
 Municipal Services Committee
 Utilities Committee

SUBJECT: Award of Contract

The Department of Public Works recommends that the following described work:
Unit W-23 Sewer & Water Reconstruction No. 1

Be awarded to:

Name: Superior Sewer and Water Inc.
Address: 1801 Deer Trail Court
Luxemburg, WI 54217

In the amount of : \$2,222,221.00
With a 3.4 % contingency of : \$75,000.00
For a project total not to exceed : \$2,297,221.00

**** OR ****

In an amount Not To Exceed : _____

Budget: \$2,134,962.00
Estimate: \$2,200,000.00
Committee Date: 02/06/23
Council Date: 02/15/23

Bid Tabulation

W-23 Sewer and Water Reconstruction No. 1

01/30/2023 01:45 PM CST

| Bid Item | Item Description | Quantity | Unit | Superior Sewer and Water Inc | | Kruczek Construction Inc. | | Dorner Inc. | | Jossart Brothers, Inc. | |
|-------------------|--|----------|-----------|------------------------------|-----------------------|---------------------------|-----------------------|-------------|-----------------------|------------------------|-----------------------|
| | | | | Unit Price | Item Total | Unit Price | Item Total | Unit Price | Item Total | Unit Price | Item Total |
| 1 | 12" Water Main | 1650 | lin. ft. | \$137.00 | \$226,050.00 | \$124.00 | \$204,600.00 | \$148.00 | \$244,200.00 | \$150.00 | \$247,500.00 |
| 2 | 8" Water Main | 2825 | lin. ft. | \$109.00 | \$307,925.00 | \$96.00 | \$271,200.00 | \$125.00 | \$353,125.00 | \$122.00 | \$344,650.00 |
| 3 | 6" Water Main | 10 | lin. ft. | \$345.00 | \$3,450.00 | \$335.00 | \$3,350.00 | \$262.00 | \$2,620.00 | \$110.00 | \$1,100.00 |
| 4 | 6" Hydrant Lead | 50 | lin. ft. | \$87.00 | \$4,350.00 | \$120.00 | \$6,000.00 | \$97.00 | \$4,850.00 | \$110.00 | \$5,500.00 |
| 5 | Hydrant | 8 | each | \$5,375.00 | \$43,000.00 | \$6,400.00 | \$51,200.00 | \$6,053.00 | \$48,424.00 | \$5,650.00 | \$45,200.00 |
| 6 | 12" Gate Valve | 11 | each | \$4,543.00 | \$49,973.00 | \$5,250.00 | \$57,750.00 | \$5,060.00 | \$55,660.00 | \$5,150.00 | \$56,650.00 |
| 7 | 8" Gate Valve | 10 | each | \$2,610.00 | \$26,100.00 | \$2,925.00 | \$29,250.00 | \$2,851.00 | \$28,510.00 | \$2,875.00 | \$28,750.00 |
| 8 | 6" Gate Valve | 9 | each | \$1,890.00 | \$17,010.00 | \$2,050.00 | \$18,450.00 | \$2,018.00 | \$18,162.00 | \$2,000.00 | \$18,000.00 |
| 9 | 12" Bend | 5 | each | \$1,167.00 | \$5,835.00 | \$900.00 | \$4,500.00 | \$1,012.00 | \$5,060.00 | \$900.00 | \$4,500.00 |
| 10 | 8" Bend | 19 | each | \$688.00 | \$13,072.00 | \$460.00 | \$8,740.00 | \$548.00 | \$10,412.00 | \$500.00 | \$9,500.00 |
| 11 | 6" Bend | 2 | each | \$461.00 | \$922.00 | \$330.00 | \$660.00 | \$408.00 | \$816.00 | \$330.00 | \$660.00 |
| 12 | 4" Bend | 2 | each | \$357.00 | \$714.00 | \$230.00 | \$460.00 | \$313.00 | \$626.00 | \$230.00 | \$460.00 |
| 13 | 8"x8" Cross | 1 | each | \$1,250.00 | \$1,250.00 | \$890.00 | \$890.00 | \$1,019.00 | \$1,019.00 | \$875.00 | \$875.00 |
| 14 | 12"x12" Tee | 4 | each | \$1,750.00 | \$7,000.00 | \$1,460.00 | \$5,840.00 | \$1,620.00 | \$6,480.00 | \$1,450.00 | \$5,800.00 |
| 15 | 12"x8" Tee | 2 | each | \$1,400.00 | \$2,800.00 | \$1,175.00 | \$2,350.00 | \$1,337.00 | \$2,674.00 | \$1,175.00 | \$2,350.00 |
| 16 | 12"x6" Tee | 3 | each | \$1,345.00 | \$4,035.00 | \$1,225.00 | \$3,675.00 | \$1,165.00 | \$3,495.00 | \$1,100.00 | \$3,300.00 |
| 17 | 12"x4" Tee | 1 | each | \$1,250.00 | \$1,250.00 | \$1,075.00 | \$1,075.00 | \$1,192.00 | \$1,192.00 | \$1,075.00 | \$1,075.00 |
| 18 | 8"x6" Tee | 5 | each | \$895.00 | \$4,475.00 | \$650.00 | \$3,250.00 | \$770.00 | \$3,850.00 | \$650.00 | \$3,250.00 |
| 19 | 12"x8" Reducer | 1 | each | \$870.00 | \$870.00 | \$608.00 | \$608.00 | \$730.00 | \$730.00 | \$600.00 | \$600.00 |
| 20 | 8"x6" Reducer | 5 | each | \$512.00 | \$2,560.00 | \$365.00 | \$1,825.00 | \$461.00 | \$2,305.00 | \$375.00 | \$1,875.00 |
| 21 | 4" Service | 10 | lin. ft. | \$108.00 | \$1,080.00 | \$128.00 | \$1,280.00 | \$128.00 | \$1,280.00 | \$100.00 | \$1,000.00 |
| 22 | 1" Service | 700 | lin. ft. | \$99.00 | \$69,300.00 | \$101.00 | \$70,700.00 | \$89.00 | \$62,300.00 | \$130.00 | \$91,000.00 |
| 23 | Service Connection | 70 | each | \$200.00 | \$14,000.00 | \$375.00 | \$26,250.00 | \$445.00 | \$31,150.00 | \$600.00 | \$42,000.00 |
| 24 | Curb Stop | 40 | each | \$275.00 | \$11,000.00 | \$270.00 | \$10,800.00 | \$227.00 | \$9,080.00 | \$175.00 | \$7,000.00 |
| 25 | Curb Box | 75 | each | \$216.00 | \$16,200.00 | \$320.00 | \$24,000.00 | \$411.00 | \$30,825.00 | \$400.00 | \$30,000.00 |
| 26 | MJ Cap/Plug | 1 | each | \$515.00 | \$515.00 | \$286.50 | \$286.50 | \$411.00 | \$411.00 | \$800.00 | \$800.00 |
| 27 | Cut/Cap Watermain | 23 | each | \$510.00 | \$11,730.00 | \$1,000.00 | \$23,000.00 | \$1,020.00 | \$23,460.00 | \$1,000.00 | \$23,000.00 |
| 28 | 12" Sanitary Sewer | 1125 | lin. ft. | \$136.00 | \$153,000.00 | \$102.00 | \$114,750.00 | \$146.00 | \$164,250.00 | \$145.00 | \$163,125.00 |
| 29 | 10" Sanitary Sewer | 25 | lin. ft. | \$200.00 | \$5,000.00 | \$166.00 | \$4,150.00 | \$255.00 | \$6,375.00 | \$140.00 | \$3,500.00 |
| 30 | 8" Sanitary Sewer | 2550 | lin. ft. | \$130.00 | \$331,500.00 | \$91.75 | \$233,962.50 | \$142.00 | \$362,100.00 | \$130.00 | \$331,500.00 |
| 31 | 4"/6" Sanitary Lateral | 2250 | lin. ft. | \$100.00 | \$225,000.00 | \$91.00 | \$204,750.00 | \$98.00 | \$220,500.00 | \$113.00 | \$254,250.00 |
| 32 | 4" Sanitary Lateral (Trenchless) | 700 | lin. ft. | \$5.10 | \$3,570.00 | \$5.00 | \$3,500.00 | \$5.30 | \$3,710.00 | \$5.25 | \$3,675.00 |
| 33 | Reconnect Sanitary Lateral | 115 | each | \$225.00 | \$25,875.00 | \$303.00 | \$34,845.00 | \$373.00 | \$42,895.00 | \$300.00 | \$34,500.00 |
| 34 | Abandon Sanitary Lateral | 5 | each | \$25.00 | \$125.00 | \$1,180.00 | \$5,900.00 | \$492.00 | \$2,460.00 | \$2,000.00 | \$10,000.00 |
| 35 | In-Home Lateral Connection | 11 | each | \$3,100.00 | \$34,100.00 | \$3,000.00 | \$33,000.00 | \$3,167.00 | \$34,837.00 | \$3,150.00 | \$34,650.00 |
| 36 | 4' Dia. Sanitary MH | 65 | vert. ft. | \$433.00 | \$28,145.00 | \$519.00 | \$33,735.00 | \$573.00 | \$37,245.00 | \$510.00 | \$33,150.00 |
| 37 | Sanitary MH Casting | 8 | each | \$1,270.00 | \$10,160.00 | \$964.00 | \$7,712.00 | \$583.00 | \$4,664.00 | \$940.00 | \$7,520.00 |
| 38 | 38"x60" H.E. Storm Sewer | 700 | lin. ft. | \$248.00 | \$173,600.00 | \$287.00 | \$200,900.00 | \$285.00 | \$199,500.00 | \$303.00 | \$212,100.00 |
| 39 | 36" Storm Sewer | 55 | lin. ft. | \$177.00 | \$9,735.00 | \$285.00 | \$15,675.00 | \$386.00 | \$21,230.00 | \$250.00 | \$13,750.00 |
| 40 | 21" Storm Sewer | 100 | lin. ft. | \$121.00 | \$12,100.00 | \$153.50 | \$15,350.00 | \$180.00 | \$18,000.00 | \$125.00 | \$12,500.00 |
| 41 | 18" Storm Sewer | 50 | lin. ft. | \$107.00 | \$5,350.00 | \$119.00 | \$5,950.00 | \$121.00 | \$6,050.00 | \$115.00 | \$5,750.00 |
| 42 | 15" Storm Sewer | 10 | lin. ft. | \$123.00 | \$1,230.00 | \$223.00 | \$2,230.00 | \$175.00 | \$1,750.00 | \$110.00 | \$1,100.00 |
| 43 | 12" Storm Sewer | 1000 | lin. ft. | \$110.00 | \$110,000.00 | \$74.50 | \$74,500.00 | \$109.00 | \$109,000.00 | \$104.00 | \$104,000.00 |
| 44 | 6" Storm Lateral | 600 | lin. ft. | \$74.00 | \$44,400.00 | \$46.50 | \$27,900.00 | \$54.00 | \$32,400.00 | \$104.00 | \$62,400.00 |
| 45 | Reconnect Storm Lateral | 30 | each | \$100.00 | \$3,000.00 | \$275.00 | \$8,250.00 | \$410.00 | \$12,300.00 | \$250.00 | \$7,500.00 |
| 46 | 8' Dia. Storm MH | 39 | vert. ft. | \$1,235.00 | \$48,165.00 | \$1,375.00 | \$53,625.00 | \$1,600.00 | \$62,400.00 | \$1,400.00 | \$54,600.00 |
| 47 | 5' Dia. Storm MH | 48 | vert. ft. | \$533.00 | \$25,584.00 | \$447.00 | \$21,456.00 | \$820.00 | \$39,360.00 | \$820.00 | \$39,360.00 |
| 48 | 4' Dia. Storm MH | 73 | vert. ft. | \$504.00 | \$36,792.00 | \$636.00 | \$46,428.00 | \$683.00 | \$49,859.00 | \$590.00 | \$43,070.00 |
| 49 | Storm MH Casting | 21 | each | \$786.00 | \$16,506.00 | \$527.00 | \$11,067.00 | \$562.00 | \$11,802.00 | \$520.00 | \$10,920.00 |
| 50 | Type "D-M" Inlet Protection | 63 | each | \$122.00 | \$7,686.00 | \$100.00 | \$6,300.00 | \$121.00 | \$7,623.00 | \$100.00 | \$6,300.00 |
| 51 | Type "C" Inlet | 2 | each | \$2,089.00 | \$4,178.00 | \$3,200.00 | \$6,400.00 | \$2,929.00 | \$5,858.00 | \$3,000.00 | \$6,000.00 |
| 52 | 10" Inlet Lead | 225 | lin. ft. | \$69.00 | \$15,525.00 | \$98.50 | \$22,162.50 | \$91.00 | \$20,475.00 | \$115.00 | \$25,875.00 |
| 53 | 7" Concrete Ped. Ramp | 20 | sq. yd. | \$82.00 | \$1,640.00 | \$91.00 | \$1,820.00 | \$85.50 | \$1,710.00 | \$85.00 | \$1,700.00 |
| 54 | 5" Concrete Apron | 40 | sq. yd. | \$73.00 | \$2,920.00 | \$81.00 | \$3,240.00 | \$76.00 | \$3,040.00 | \$75.60 | \$3,024.00 |
| 55 | 4" Concrete Sidewalk | 50 | sq. yd. | \$72.00 | \$3,600.00 | \$81.00 | \$4,050.00 | \$75.00 | \$3,750.00 | \$74.50 | \$3,725.00 |
| 56 | 7" 3-Day H.E. Concrete Pavement | 25 | sq. yd. | \$86.00 | \$2,150.00 | \$98.00 | \$2,450.00 | \$89.70 | \$2,242.50 | \$89.25 | \$2,231.25 |
| 57 | 8" 3-Day H.E. Concrete Pavement | 125 | sq. yd. | \$91.00 | \$11,375.00 | \$100.00 | \$12,500.00 | \$95.00 | \$11,875.00 | \$94.50 | \$11,812.50 |
| 58 | Concrete Curb & Gutter | 50 | lin. ft. | \$81.00 | \$4,050.00 | \$91.00 | \$4,550.00 | \$84.50 | \$4,225.00 | \$84.00 | \$4,200.00 |
| 59 | Truncated Dome | 8 | sq. ft. | \$40.00 | \$320.00 | \$50.00 | \$400.00 | \$42.20 | \$337.60 | \$42.00 | \$336.00 |
| 60 | Temp. Traffic Control | 1 | l.s. | \$16,457.75 | \$16,457.75 | \$165,850.00 | \$165,850.00 | \$22,670.00 | \$22,670.00 | \$17,500.00 | \$17,500.00 |
| 61 | Flowable Fill | 25 | cu. yd. | \$84.00 | \$2,100.00 | \$100.00 | \$2,500.00 | \$87.00 | \$2,175.00 | \$125.00 | \$3,125.00 |
| 62 | Extra Stone Bedding | 25 | cu. yd. | \$0.01 | \$0.25 | \$20.50 | \$512.50 | \$26.00 | \$650.00 | \$30.00 | \$750.00 |
| 63 | Furnish & Install Sump Pit | 1 | each | \$306.00 | \$306.00 | \$300.00 | \$300.00 | \$317.00 | \$317.00 | \$315.00 | \$315.00 |
| 64 | Install/Replace Floor Drain | 1 | each | \$204.00 | \$204.00 | \$200.00 | \$200.00 | \$211.00 | \$211.00 | \$210.00 | \$210.00 |
| 65 | In-Home Sanitary Connection > 2.5 Ft. Deep | 1 | each | \$306.00 | \$306.00 | \$300.00 | \$300.00 | \$317.00 | \$317.00 | \$315.00 | \$315.00 |
| Total Bid: | | | | | \$2,222,221.00 | | \$2,226,000.00 | | \$2,482,879.10 | | \$2,506,733.75 |

Bid Tabulation

W-23 Sewer and Water Reconstruction No. 1

01/30/2023 01:45 PM CST

| Bid Item | Item Description | Quantity | Unit | David Tenor Corporation | | Carl Bowers & Sons Const Co. | | PTS Contractors, Inc | |
|----------|--|----------|-----------|-------------------------|--------------|------------------------------|--------------|----------------------|--------------|
| | | | | Unit Price | Item Total | Unit Price | Item Total | Unit Price | Item Total |
| 1 | 12" Water Main | 1650 | lin. ft. | \$155.00 | \$255,750.00 | \$148.00 | \$244,200.00 | \$140.00 | \$231,000.00 |
| 2 | 8" Water Main | 2825 | lin. ft. | \$125.00 | \$353,125.00 | \$120.00 | \$339,000.00 | \$123.00 | \$347,475.00 |
| 3 | 6" Water Main | 10 | lin. ft. | \$345.00 | \$3,450.00 | \$235.00 | \$2,350.00 | \$245.00 | \$2,450.00 |
| 4 | 6" Hydrant Lead | 50 | lin. ft. | \$115.00 | \$5,750.00 | \$115.00 | \$5,750.00 | \$108.00 | \$5,400.00 |
| 5 | Hydrant | 8 | each | \$5,100.00 | \$40,800.00 | \$6,000.00 | \$48,000.00 | \$5,600.00 | \$44,800.00 |
| 6 | 12" Gate Valve | 11 | each | \$3,950.00 | \$43,450.00 | \$5,000.00 | \$55,000.00 | \$4,650.00 | \$51,150.00 |
| 7 | 8" Gate Valve | 10 | each | \$2,220.00 | \$22,200.00 | \$2,900.00 | \$29,000.00 | \$2,600.00 | \$26,000.00 |
| 8 | 6" Gate Valve | 9 | each | \$1,575.00 | \$14,175.00 | \$2,000.00 | \$18,000.00 | \$1,850.00 | \$16,650.00 |
| 9 | 12" Bend | 5 | each | \$790.00 | \$3,950.00 | \$900.00 | \$4,500.00 | \$875.00 | \$4,375.00 |
| 10 | 8" Bend | 19 | each | \$430.00 | \$8,170.00 | \$500.00 | \$9,500.00 | \$490.00 | \$9,310.00 |
| 11 | 6" Bend | 2 | each | \$330.00 | \$660.00 | \$400.00 | \$800.00 | \$380.00 | \$760.00 |
| 12 | 4" Bend | 2 | each | \$250.00 | \$500.00 | \$300.00 | \$600.00 | \$290.00 | \$580.00 |
| 13 | 8"x8" Cross | 1 | each | \$830.00 | \$830.00 | \$900.00 | \$900.00 | \$888.00 | \$888.00 |
| 14 | 12"x12" Tee | 4 | each | \$1,230.00 | \$4,920.00 | \$1,450.00 | \$5,800.00 | \$1,410.00 | \$5,640.00 |
| 15 | 12"x8" Tee | 2 | each | \$1,015.00 | \$2,030.00 | \$1,200.00 | \$2,400.00 | \$1,170.00 | \$2,340.00 |
| 16 | 12"x6" Tee | 3 | each | \$870.00 | \$2,610.00 | \$1,050.00 | \$3,150.00 | \$1,030.00 | \$3,090.00 |
| 17 | 12"x4" Tee | 1 | each | \$910.00 | \$910.00 | \$1,100.00 | \$1,100.00 | \$1,080.00 | \$1,080.00 |
| 18 | 8"x6" Tee | 5 | each | \$585.00 | \$2,925.00 | \$650.00 | \$3,250.00 | \$650.00 | \$3,250.00 |
| 19 | 12"x8" Reducer | 1 | each | \$530.00 | \$530.00 | \$600.00 | \$600.00 | \$612.00 | \$612.00 |
| 20 | 8"x6" Reducer | 5 | each | \$375.00 | \$1,875.00 | \$400.00 | \$2,000.00 | \$407.00 | \$2,035.00 |
| 21 | 4" Service | 10 | lin. ft. | \$130.00 | \$1,300.00 | \$130.00 | \$1,300.00 | \$113.00 | \$1,130.00 |
| 22 | 1" Service | 700 | lin. ft. | \$102.00 | \$71,400.00 | \$120.00 | \$84,000.00 | \$150.00 | \$105,000.00 |
| 23 | Service Connection | 70 | each | \$900.00 | \$63,000.00 | \$450.00 | \$31,500.00 | \$400.00 | \$28,000.00 |
| 24 | Curb Stop | 40 | each | \$160.00 | \$6,400.00 | \$300.00 | \$12,000.00 | \$204.00 | \$8,160.00 |
| 25 | Curb Box | 75 | each | \$325.00 | \$24,375.00 | \$400.00 | \$30,000.00 | \$300.00 | \$22,500.00 |
| 26 | MJ Cap/Plug | 1 | each | \$400.00 | \$400.00 | \$350.00 | \$350.00 | \$1,155.00 | \$1,155.00 |
| 27 | Cut/Cap Watermain | 23 | each | \$1,000.00 | \$23,000.00 | \$800.00 | \$18,400.00 | \$1,465.00 | \$33,695.00 |
| 28 | 12" Sanitary Sewer | 1125 | lin. ft. | \$132.00 | \$148,500.00 | \$152.00 | \$171,000.00 | \$135.00 | \$151,875.00 |
| 29 | 10" Sanitary Sewer | 25 | lin. ft. | \$175.00 | \$4,375.00 | \$145.00 | \$3,625.00 | \$196.00 | \$4,900.00 |
| 30 | 8" Sanitary Sewer | 2550 | lin. ft. | \$134.00 | \$341,700.00 | \$135.00 | \$344,250.00 | \$121.00 | \$308,550.00 |
| 31 | 4"/6" Sanitary Lateral | 2250 | lin. ft. | \$105.00 | \$236,250.00 | \$121.00 | \$272,250.00 | \$162.00 | \$364,500.00 |
| 32 | 4" Sanitary Lateral (Trenchless) | 700 | lin. ft. | \$10.30 | \$7,210.00 | \$5.50 | \$3,850.00 | \$6.00 | \$4,200.00 |
| 33 | Reconnect Sanitary Lateral | 115 | each | \$700.00 | \$80,500.00 | \$400.00 | \$46,000.00 | \$385.00 | \$44,275.00 |
| 34 | Abandon Sanitary Lateral | 5 | each | \$1,250.00 | \$6,250.00 | \$800.00 | \$4,000.00 | \$303.00 | \$1,515.00 |
| 35 | In-Home Lateral Connection | 11 | each | \$3,100.00 | \$34,100.00 | \$3,300.00 | \$36,300.00 | \$3,290.00 | \$36,190.00 |
| 36 | 4' Dia. Sanitary MH | 65 | vert. ft. | \$590.00 | \$38,350.00 | \$550.00 | \$35,750.00 | \$535.00 | \$34,775.00 |
| 37 | Sanitary MH Casting | 8 | each | \$950.00 | \$7,600.00 | \$1,000.00 | \$8,000.00 | \$1,150.00 | \$9,200.00 |
| 38 | 38"x60" H.E. Storm Sewer | 700 | lin. ft. | \$244.00 | \$170,800.00 | \$342.00 | \$239,400.00 | \$320.00 | \$224,000.00 |
| 39 | 36" Storm Sewer | 55 | lin. ft. | \$295.00 | \$16,225.00 | \$330.00 | \$18,150.00 | \$335.00 | \$18,425.00 |
| 40 | 21" Storm Sewer | 100 | lin. ft. | \$180.00 | \$18,000.00 | \$122.00 | \$12,200.00 | \$165.00 | \$16,500.00 |
| 41 | 18" Storm Sewer | 50 | lin. ft. | \$180.00 | \$9,000.00 | \$113.00 | \$5,650.00 | \$135.00 | \$6,750.00 |
| 42 | 15" Storm Sewer | 10 | lin. ft. | \$195.00 | \$1,950.00 | \$110.00 | \$1,100.00 | \$130.00 | \$1,300.00 |
| 43 | 12" Storm Sewer | 1000 | lin. ft. | \$120.00 | \$120,000.00 | \$106.00 | \$106,000.00 | \$92.00 | \$92,000.00 |
| 44 | 6" Storm Lateral | 600 | lin. ft. | \$110.00 | \$66,000.00 | \$73.00 | \$43,800.00 | \$98.00 | \$58,800.00 |
| 45 | Reconnect Storm Lateral | 30 | each | \$400.00 | \$12,000.00 | \$250.00 | \$7,500.00 | \$400.00 | \$12,000.00 |
| 46 | 8' Dia. Storm MH | 39 | vert. ft. | \$1,700.00 | \$66,300.00 | \$1,600.00 | \$62,400.00 | \$1,650.00 | \$64,350.00 |
| 47 | 5' Dia. Storm MH | 48 | vert. ft. | \$830.00 | \$39,840.00 | \$750.00 | \$36,000.00 | \$616.00 | \$29,568.00 |
| 48 | 4' Dia. Storm MH | 73 | vert. ft. | \$670.00 | \$48,910.00 | \$600.00 | \$43,800.00 | \$610.00 | \$44,530.00 |
| 49 | Storm MH Casting | 21 | each | \$475.00 | \$9,975.00 | \$600.00 | \$12,600.00 | \$775.00 | \$16,275.00 |
| 50 | Type "D-M" Inlet Protection | 63 | each | \$125.00 | \$7,875.00 | \$100.00 | \$6,300.00 | \$132.00 | \$8,316.00 |
| 51 | Type "C" Inlet | 2 | each | \$75.00 | \$150.00 | \$3,000.00 | \$6,000.00 | \$1,720.00 | \$3,440.00 |
| 52 | 10" Inlet Lead | 225 | lin. ft. | \$105.00 | \$23,625.00 | \$100.00 | \$22,500.00 | \$92.00 | \$20,700.00 |
| 53 | 7" Concrete Ped. Ramp | 20 | sq. yd. | \$83.50 | \$1,670.00 | \$81.00 | \$1,620.00 | \$86.00 | \$1,720.00 |
| 54 | 5" Concrete Apron | 40 | sq. yd. | \$74.25 | \$2,970.00 | \$72.00 | \$2,880.00 | \$76.00 | \$3,040.00 |
| 55 | 4" Concrete Sidewalk | 50 | sq. yd. | \$73.10 | \$3,655.00 | \$71.00 | \$3,550.00 | \$75.00 | \$3,750.00 |
| 56 | 7" 3-Day H.E. Concrete Pavement | 25 | sq. yd. | \$87.55 | \$2,188.75 | \$85.00 | \$2,125.00 | \$90.00 | \$2,250.00 |
| 57 | 8" 3-Day H.E. Concrete Pavement | 125 | sq. yd. | \$92.70 | \$11,587.50 | \$90.00 | \$11,250.00 | \$95.00 | \$11,875.00 |
| 58 | Concrete Curb & Gutter | 50 | lin. ft. | \$82.50 | \$4,125.00 | \$80.00 | \$4,000.00 | \$85.00 | \$4,250.00 |
| 59 | Truncated Dome | 8 | sq. ft. | \$42.00 | \$336.00 | \$40.00 | \$320.00 | \$42.00 | \$336.00 |
| 60 | Temp. Traffic Control | 1 | l.s. | \$17,650.00 | \$17,650.00 | \$16,450.00 | \$16,450.00 | \$209,745.00 | \$209,745.00 |
| 61 | Flowable Fill | 25 | cu. yd. | \$112.00 | \$2,800.00 | \$150.00 | \$3,750.00 | \$82.00 | \$2,050.00 |
| 62 | Extra Stone Bedding | 25 | cu. yd. | \$16.00 | \$400.00 | \$25.00 | \$625.00 | \$21.00 | \$525.00 |
| 63 | Furnish & Install Sump Pit | 1 | each | \$775.00 | \$775.00 | \$300.00 | \$300.00 | \$320.00 | \$320.00 |
| 64 | Install/Replace Floor Drain | 1 | each | \$115.00 | \$115.00 | \$200.00 | \$200.00 | \$215.00 | \$215.00 |
| 65 | In-Home Sanitary Connection > 2.5 Ft. Deep | 1 | each | \$275.00 | \$275.00 | \$300.00 | \$300.00 | \$320.00 | \$320.00 |

Total Bid: \$2,522,517.25 \$2,549,245.00 \$2,775,855.00



MEMORANDUM

TO: Finance Committee

FROM: Sue Ann Teer, Fiscal Resource Manager

Date: January 18, 2023

Subject: **The following 2022 Budget adjustment be approved for the reimbursement of K9 expenses.**

| | |
|---------------------------------|-----------|
| K9 Donation | -\$12,374 |
| Other contracts and obligations | +\$12,374 |

The Canine Program has been an integral part of police operations since 2005. Currently we have four canines primarily assigned to patrol and one canine companion. It is imperative that canines maintain good health and receive regular check-ups. In 2022, two of the canines had significant medical expenses that will be covered by the *Appleton Police K9 Program* through the *Community Foundation Fox Valley Region*. In addition, we purchased day boxes for the K9 squads, the AceK9 Watch Dog service and Kanine Visual Pro.

We are requesting a 2022 budget adjustment for the reimbursement of K9 expenses.



MEMORANDUM

TO: Finance Committee

FROM: Sue Ann Teer, Fiscal Resource Manager

Date: January 18, 2022

Re: **2022 budget adjustments be approved for Law Enforcement Grants**

| | |
|-------------------------------|------------|
| Miscellaneous Federal Aids | -\$ 14,891 |
| Miscellaneous State Aids | -\$126,786 |
| Miscellaneous Local Aids | -\$ 5,499 |
| Grant Overtime | +\$104,102 |
| Grant Training | +\$ 7,443 |
| Protective Vests | +\$ 591 |
| Miscellaneous Equipment Grant | +\$ 35,040 |

The Wisconsin Department of Transportation (DOT) awarded grants funds in 2022 for traffic enforcement initiatives that are allocated by Outagamie County to municipalities. Appleton budgeted \$90,000 for traffic and drug enforcement however this amount was exceeded by an additional \$62,830 in grant funding for Speed, Seatbelt and Alcohol enforcement. Appleton was also awarded the DOT Pedestrian/Bike grant for \$7,803, drug task enforcement grants for \$33,469 in collaboration with Lake Winnebago Area Metropolitan Enforcement Group (LWAM) and U.S. Marshall, Leadership in Police Organization and Crisis Intervention Partners training grants for \$7,443, and equipment grants through CVMIC and DOJ for \$35,631. Total grant adjustments are \$147,176.

Grant funding for law enforcement has increased significantly since 2020 providing innovative ways of dealing with crime and the prevention of crime to provide a safer community for our residents and visitors. In addition, Appleton has acquired critical equipment that would not have been purchased without grant funding. As grants become more accessible, we will continue to explore funding to support our initiatives and initiatives of the interdisciplinary teams we work with.

We are requesting a 2022 budget adjustment for the grant awards.



LEGAL SERVICES DEPARTMENT

Office of the City Attorney

100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6423

Fax: 920/832-5962

TO: Members of the Human Resources/IT Committee

FROM: Christopher R. Behrens, City Attorney 

DATE: February 2, 2023

RE: Legal Services Reorganization

After careful consideration, I am pleased to bring forward a recommendation to reorganize the Legal Services Department into the Legal and Administrative Services Department.

As a backdrop to this recommendation, some historical context may be helpful. Prior to 2011, the City Clerk functioned as a department head with the City Clerk's Office being a stand-alone department. In 2011, the position of City Clerk was changed from an elected position to an appointed position and that department was merged into the City Attorney's Office to become a single department known as Legal Services.

Over the past three years while overseeing the Legal Services Department, I've had the opportunity to work more closely with the City Clerk and her staff and better understand the functions of that division of Legal Services and the roles within it. What is being brought forward for approval includes modifications to the table of organization as well as modifications to certain positions including the City Clerk to better recognize the level of responsibility of that position. These proposals are the culmination of over a year's worth work and consideration between me, the City Clerk and the Human Resources Director.

Table of Organization: Legal Services would be known as Legal and Administrative Services to better recognize the two divisions of the department and the role of the Clerk's staff.

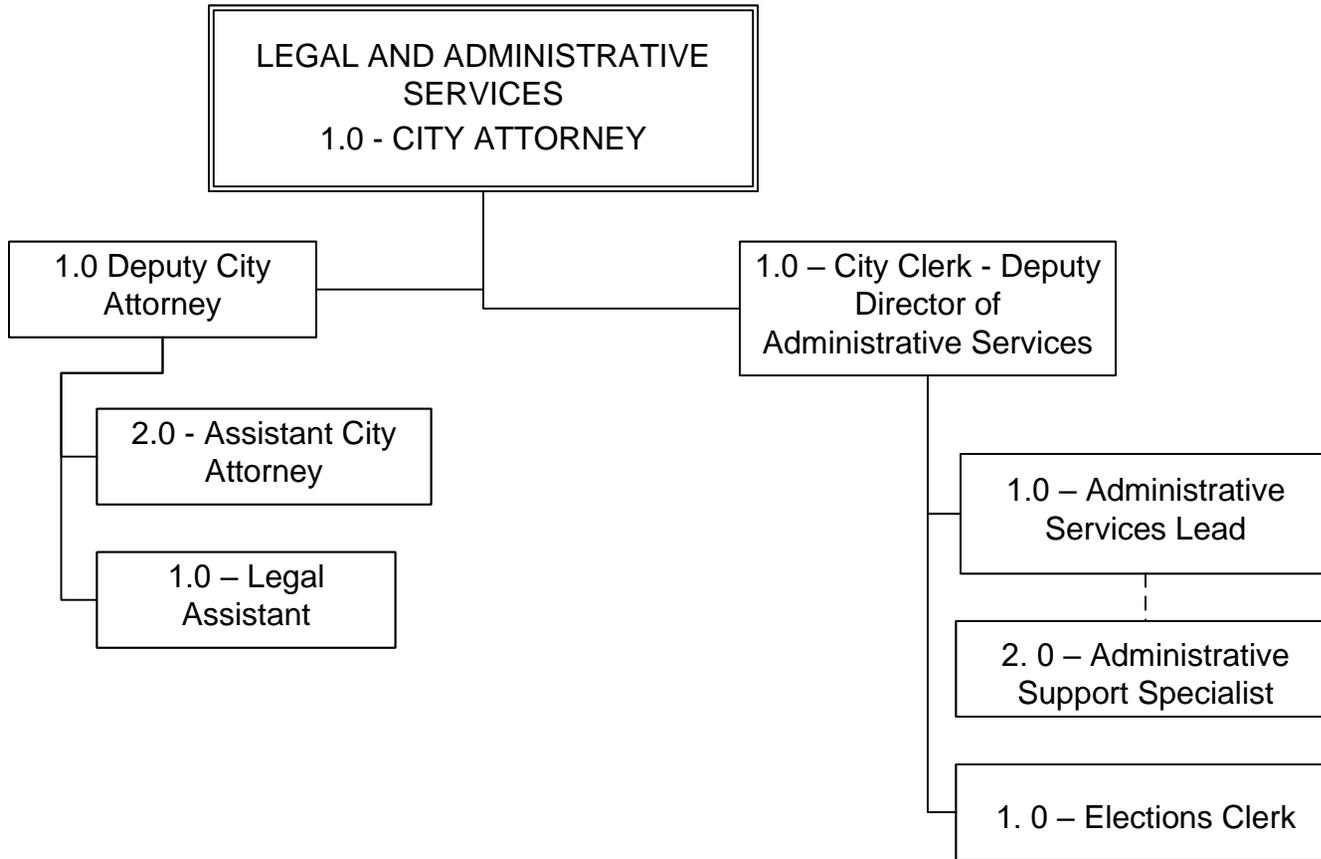
City Clerk: The City Clerk's title would be expanded to City Clerk-Deputy Director of Administrative Services and the City Clerk position would be placed in Grade 13 along with other department deputy directors. (I'm especially supportive of this move considering this position was at the department director level just over 10 years ago and the responsibilities are substantially the same.)

Deputy Clerk: The Deputy Clerk position title will change to Administrative Services Lead with one of the responsibilities being appointed as deputy clerk. The title change better reflects this position's new role of overseeing and guiding the day-to-day work of the department's two Administrative Support Specialists.

Elections Clerk: One of the (currently 3) Administrative Support Specialist positions will be redesignated as the Elections Clerk. This was a position in the past, but was converted to the more general position; however, it has become clear that the dynamics of elections have changed and the amount of time focused preparing for each election as well as post-election work has increased. After reviewing the work performed by this position along with the direction it provides and supervision of volunteers, it was reclassified from a Grade 5 to Grade 6. The position will still provide administrative support, just to a lesser extent than was originally anticipated.

Fiscal Impact: The fiscal impact of these changes is anticipated to be nominal. The Administrative Services Lead would be compensated an additional one dollar per hour which is consistent with compensation paid to others acting in lead positions in the City. The current Elections Clerk's compensation would increase by \$1.32 per hour to meet the minimum pay range in the new pay grade. The current City Clerk-Deputy Director of Administrative Services would be elevated from Grade 11 to Grade 13 but since her current compensation falls within Grade 13 parameters, an immediate adjustment is not required; however, the grade change allows for greater future earning opportunity.

Based upon the above, I am respectfully requesting that the Council APPROVE THE CHANGES TO THE LEGAL SERVICES TABLE OF ORGANIZATION.



DRAFT 1/19/23



City Clerk – Deputy Director of Administrative Services

Class Code:
110-4 (CC-2)

Bargaining Unit: Non-Union Exempt

CITY OF APPLETON
Revision Date: January 10, 2023

SALARY RANGE

\$81,024.00 - \$121,536.00 Annually

NATURE OF WORK:

This is an appointed management position of the Administrative Services division of the Legal and Administrative Services Department. The Clerk, as an officer of the City, is responsible for numerous functions associated with that office as enumerated in sec. 62.09(11) of the Wisconsin State Statutes. In addition, the Clerk is responsible for managing the division's daily internal and external services including election planning, ensuring compliance with State and Federal election laws, financial management, records administration, coordination and distribution of meeting agendas, attending Common Council meetings and recording of meeting minutes, managing various statutorily required publication requirements and managing general administrative services delivered by staff

Work involves supervising subordinate department staff, hiring and training part-time election staff, preparation and administration of division's portion of the operational budget, and providing support to City Departments. The incumbent works under the general direction of the City Attorney.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Plans, organizes, assigns and supervises work of Administrative Services Division staff to ensure various internal and external services are carried out effectively including election administration, administration of various licenses and permit applications and issuance, coordination, publication and distribution of meeting agendas, administering legal publications on behalf of other departments.
- Administers personnel activities for division staff including employee goal setting, performance evaluations, disciplinary actions and facilitating employee growth and development.

- Oversees and directs the planning and conduct of all elections including hiring, training and supervising election workers, entering agreements to secure polling places, monitoring changes in State and Federal election laws and certifying the election results.
- Responsible for evaluating and determining election equipment used and the selection of voting locations to ensure compliance with State and Federal election laws as well as determining the level of staffing and supplies required.
- Responsible for overseeing the voter registration process within the City of Appleton and the maintenance of related records in compliance with State and Federal election laws.
- Attends all Common Council meetings, administers the electronic voting system, and keeps records of the Council proceedings.
- Coordinates and is a participating member of a Redistricting Committee comprised of staff and elected officials to review Census information and recommend adjustments to election district boundaries.
- Attends all meetings of the Safety and Licensing Committee and other committee meetings as required.
- Coordinates the Board of Review meetings to satisfy statutory timing requirements regarding meetings and hearings, receives training to ensure the Board complies with State mandated requirements, provides training to other Board members, , acts as a voting member of the Board and ensures that various statutory procedural requirements are satisfied by the Board throughout the meeting cycle.
- Establishes, directs and manages the system used for maintenance of records as the official record keeper of all City records.
- Responsible for determining the administrative process and issuing of multiple types of municipal licenses. Establishes the administrative process for the application, review, issuance and administration of over 30 different licenses issued by the City.
- Responsible for administering the granting and issuance of alcohol licenses. Advises applicants on permitted activities under each license type and manages the demerit point system for alcohol license holders. Reviews state statutes and recommends modifications to the municipal code to adhere to changing state alcohol laws.
- Oversees the operations of the Mail/Copy Center
- Coordinates the preparation and publication of the City's legal notices for various City departments.
- Advises regarding open meeting/open record requirements according to Wisconsin Statutes. Evaluates when there could be potential quorums (or quorum issues) of the Boards/Commissions/Committees of the City, Drafts and posts Quorum Notices as appropriate.
- Administers oaths and affirmations to elected officials.
- Administers the process for collecting competitive bids for public works projects and bidder pre-qualification record keeping.
- Acts as liaison between the public and other government officials, conducts media interviews and attends other public events.
- Responsible for the care and custody of the corporate seal.
- Maintains regular punctual and predictable attendance, works extra hours as required including, but not limited to, attending Common Council meeting sand committee meetings as required, and election administration.

OTHER JOB FUNCTIONS

- Coordinates document maintenance and storage and oversees maintenance of storage area.

- Serves on advisory committees and attends regularly scheduled Deputy Director meetings.
- Prepares, presents and maintains the Administrative Services division budget and coordinates with the City Attorney to develop and maintain the Legal Services Department budget.

REQUIREMENTS OF WORK:

A Bachelor's degree in Business, Public Administration, Records Management or related field is preferred. WMCA Wisconsin Certified Municipal Clerk, IIMC Certified Municipal Clerk, WMCA Wisconsin Certified Professional Clerk, or IIMC Master Municipal Clerk certification desirable, with at least six years' experience also preferred; or any combination of experience and training which provides the following knowledge, abilities and skills.

- Thorough knowledge of election laws and procedures and ability to monitor and respond to changes in the law.
- Ability to forecast and strategically plan for anticipated voter turnout and absentee ballot requests by securing adequate personnel and resources to administer each election.
- Thorough knowledge of state statutes and Appleton Municipal Code relating to the administration of City government.
- Thorough knowledge of parliamentary procedures, committee work and council proceedings.
- Good management skills including the ability to train, supervise, motivate and evaluate staff and coordinate all functions performed by them.
- Strong leadership skills including the ability to plan, recommend and support major and minor changes within the department and the city.
- Ability to offer budgetary documentation within the guidelines of the city structure; ability to prepare, support and defend the recommended operating budget of the department's division.
- Ability to coordinate the updating and maintenance of various files and records.
- Ability to work under pressure and meet strict deadlines.
- Ability to communicate effectively, both orally and in writing, with personnel at various levels within and outside the organization including news media and outside agencies.
- Skill in dealing with the public and department personnel and establish effective working relationships with the public, news media, city officials, outside agencies and others.
- Skill in the preparation and interpretation of complex oral and written communications.
- Possess and maintain a valid Wisconsin driver license.

SUPPLEMENTAL INFORMATION:

COMPETENCIES

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

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



Administrative Services Lead

Class Code:
110-2 (CC-3)

Bargaining Unit: Non-union Non-Exempt

CITY OF APPLETON
Revision Date: September, 2022

SALARY RANGE

\$21.66 - \$32.50 Hourly
\$45,052.80 - \$67,600.00 Annually

NATURE OF WORK:

Work involves assisting the City Clerk in carrying out all functions of the office and performing administrative responsibilities in a prompt, efficient, and lawful manner. The Administrative Services Lead will also serve as the Deputy City Clerk and will act as City Clerk in the event of their absence. Work requires the exercise of initiative, independent judgment, and discretion in handling delegated administrative details and the performance of various clerical duties. Work is reviewed in a general manner on the basis of results obtained with limited supervision. Work requires a high attention to detail and meeting stringent legal and procedural deadlines. Decision making is based on the office staff as a whole and impact to other departments vs. independent position.

This position is distinguished from other administrative positions by the incumbent's need to maintain confidentiality along with the application of in-depth knowledge of legal requirements, problem solving processes and procedures necessary to support the functions and operations of the Clerk's Office.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Assist the City Clerk in prioritizing of job responsibilities to meet deadlines.
- Schedule daily office coverage to ensure effective operations and to minimize overtime.
- Provide effective direction, instruction and guidance regarding workload priorities.
- Use excellent customer service skills; establish and maintain effective working relationships with other employees, officials, and members of the general public.
- Monitor and oversee expenditures of the City Clerk's budget, utilizing Tyler Munis and related programs, excluding the Administration budget.
- Assist in charge backs for inter-department billing.
- Coordinate election, license related and other information to update and maintain on the City Clerk web page.
- Administrator for Granicus recording and Legistar agenda/minute management system including training and system set-up; coordinating with other departments for agenda/minute creation, troubleshooting and assistance as necessary.
- Coordinate with City Clerk to create, draft and finalize City Council meeting agenda, coordinate assembly of meeting packets to City Council members, City departments and the public.
- Create notices and arrange for official publication and posting of notices regarding City meetings and public hearings; distribute follow ups on Council actions and directions to staff; distribute and file documents following Council action.
- Finalize and maintain record of resolutions, ordinances and minutes pursuant to Wis.Stats., and arrange respective signatures.

- Assist City Clerk in organizing and administering the filing of campaign financing statements and reporting; monitor and review filings to ensure they are complete and in compliance.
- Assist the City Clerk and Elections Clerk in conducting City elections; assist in performing pre-election support functions including instructions to candidates and candidate requirements.
- Conduct election activity - including election tasks in WisVote such as voter registration, absentee ballot requests/processing, address validation, e-poll book set-up, poll book printing, and results entry; create and publish respective notices; test equipment, prepare election supplies/forms; and certify results as required in absence of the City Clerk.
- Coordinate and oversee the activities in the Mail/Copy Center and operate all equipment in the mail/copy center.
- Provide information by telephone, email, fax or in writing to department, council members, the media and the general public relating to all types of City documents and processes.
- Promptly and accurately process amendments/changes/corrections to agendas, minutes and reports.
- Custodian of records providing document retrieval and research
- Assist the City Clerk in updating the Official City Directory.
- Assist with budget preparation for the City Clerk office.
- Act for the City Clerk in that individual's absence.
- Process Tax Exempt forms and file summary with the State.
- Process Corporate Boundary Map and send for recording in each County.
- Create and process legal publication of all City documents requiring publication. Advise City staff on publication requirements and assist with preparation of documents.
- Provides back up support to the City Clerk, City Council and all other administrative staff – able to provide back up for staff in other departments regarding meeting agendas, minutes and videos.
- Schedule Board of Review appointments and mailing required notices.
- Schedule Special Committee/Council meetings.
- Maintain professionalism, cultivate an atmosphere of teamwork and support the organization's code of conduct.
- Oversee coordination of workflow for various City applications for consideration including but not limited to annexations, rezonings, special use permits, etc.
- Anticipate upcoming needs, departmental and procedural challenges and design solutions to meet those needs. Supervise staff workflow along with, and in the absence of, the City Clerk.
- Keep a proceedings book of council meetings and publish council proceedings.
- Maintain an awareness of constantly changing laws, rules, and regulations governing all aspects of office administrative operations.
- Maintain regular regular punctual and predictable attendance, work overtime and extra hours as required.

OTHER JOB FUNCTIONS

- Other tasks as assigned

REQUIREMENTS OF WORK:

Extensive experience in responsible administrative and clerical work; graduation from high school; plus additional training of at least three to five years of progressively responsible administrative experience involving the development and maintenance of detailed and complex records and legal documents, the meeting of critical deadlines and the interpretation of laws, regulations and other legal requirements; or an equivalent combination of training and experience; business or technical school; certification as a Wisconsin Certified Municipal Clerk (WCMC) from the Wisconsin Municipal Clerk's Association or a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks preferred, or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- Extensive knowledge of Wisconsin Statutes, City Ordinances and procedures and activities regarding duties and responsibilities of the Office of the City Clerk.
- Knowledge of parliamentary procedures, committee work and council proceedings.
- Knowledge of rules and procedures governing the notice and conduct of public hearings.

- Strong ability to develop, prepare, and maintain general principles, practices, methods and techniques applicable to maintaining City-wide records management systems.
- Knowledge of Municipal Code provisions related to the operations of the City Clerk's function and matters which come before the Council and its committees.
- Ability to communicate effectively, both verbally and in writing.
- Thorough knowledge and skill in the operation of varied software programs, computers and other standard office equipment.
- Ability to understand and carry out moderately complex oral and written instructions.
- Ability to take meeting notes at a rate sufficient to perform duties of the job.
- Ability to work with customers in an effective and calm manner.
- Ability to exercise sound independent judgment in accordance with laws and regulations and to apply these to work problems.
- Ability to monitor and oversee the City Clerk's office budget.
- Ability to establish and maintain effective working relationships with City staff, elected officials, other public and private organizations, and the public and to deal with public relations problems courteously and tactfully.
- Exercise tact and diplomacy in interpersonal dealings which are difficult, highly sensitive and confidential.
- Ability to meet critical deadlines while maintaining sufficient flexibility to meet other office needs.
- Prepare clear and concise meeting documentation and other written correspondence and reports.
- Knowledge of bid advertising and opening procedures.
- Current license as a Notary Public issued by the State of Wisconsin or compliance within six months.

SUPPLEMENTAL INFORMATION:

COMPETENCIES

Communication

Self-directed/Autonomous/Accountable

Problem Solving

Technical/Professional/Strategic Skills

Creative/Innovative

Adaptability/Flexibility

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

JOB TASK ANALYSIS:

JOB ANALYSIS/REQUIREMENTS

JOB TITLE: Deputy City Clerk

REVISED DATE: December 2007

REVIEW DATE: January 2014

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

A. PHYSICAL DEMANDS

| | N | O | F | C |
|--|---|-------------------------------------|--|-------------------------------------|
| 1. Standing | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Walking | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Sitting | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Lifting: Light - max. 10 lbs. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Lifting: Moderate - max. 25 lbs. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Lifting: Heavy to moderate - max 45 lbs. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Lifting: Heavy - max. 65 lbs. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Carrying est. wt. <u>max. 25 lbs.</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Pushing est. wt. <u>max.</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Pulling est. wt. <u>max.</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Pulling hand over hand | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Climbing stairs | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Climbing, use of legs and arms | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Balancing | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Stooping | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Kneeling | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Repeated bending | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Crawling | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Reaching: <input checked="" type="checkbox"/> high <input type="checkbox"/> low <input type="checkbox"/> level | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 20. Repetitive finger movement | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 21. May use hands for grasping | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. May use hands for manipulation | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. May use hands for twisting of wrist | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. May use hands for flex/ext. of wrist | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. May use hands for reaching | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 26. May use hands for overhead work | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Repetitive twisting or pressure involving wrists or hands | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Both hands required | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 29. Both legs required | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 30. Ability of rapid mental/muscular coordination simultaneously | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Oral 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 32. Hearing-conversation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 33. Intense visual concentration | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Specific visual requirements | Near: <input checked="" type="checkbox"/> | <input type="checkbox"/> | Far: <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 35. Depth perception | Yes <input checked="" type="checkbox"/> | <input type="checkbox"/> | No <input type="checkbox"/> | <input type="checkbox"/> |
| 36. Color vision: Distinguish basic shades | Yes <input checked="" type="checkbox"/> | <input type="checkbox"/> | No <input type="checkbox"/> | <input type="checkbox"/> |
| 37. Color vision: Distinguish basic colors | Yes <input checked="" type="checkbox"/> | <input type="checkbox"/> | No <input type="checkbox"/> | <input type="checkbox"/> |
| 38. Operation of crane, truck or motor vehicle | Yes <input type="checkbox"/> | <input type="checkbox"/> | No <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 39. Other: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

B. WORKING CONDITIONS

| | N | O | F | C |
|--|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| 1. Outside | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Alternating between Outside and Inside | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Heat between 90-100 degrees | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Heat over 100 degrees | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Cold below 55 degrees | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Temperature changes: <input type="checkbox"/> excessive <input type="checkbox"/> frequent | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Wetness | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Dry atmospheric conditions | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Confined spaces | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Heights (list maximum: <u>6</u>) | N | O | F | C |
| 10. Constant noise above 85 decibels | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Intermittent noise above 85 decibels | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Vibration | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Fumes: <input type="checkbox"/> Irritant <input type="checkbox"/> Toxic | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Elections Clerk

Class Code:
110-3 (CC-3)

Bargaining Unit: Non-union Non-Exempt

CITY OF APPLETON
Revision Date: September 2022

SALARY RANGE

\$22.91 - \$32.07 Hourly

NATURE OF WORK:

This position is responsible for clerical and elections work which involves complex work methods and problems.

Work involves performing a wide variety of administrative and clerical duties in handling the City's Elections requiring the application of discretion, initiative and independent judgment in the interpretation of policies, procedures and regulations. Work involves preparation, coordination and maintenance of the entire election process. Work is performed under limited supervision and reviewed in a general manner upon completion for adherence to established policies and procedures.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Coordinates pre-election preparation, maintains election records and history files, assures adequate inventory and proper distribution of election supplies, prepares reference materials pertinent to each type of election, and assures accurate and timely input of post-election data.
- Directs and oversees assistance provided by Administrative Support Specialists regarding pre-election preparations, post-election preparations and voter maintenance tasks.
- Recruits, directs, assigns and supervises Inspectors, Election Registration Officials and Special Voting Deputies; maintains election worker history files; manages appointments, tracks training certification hours and calculates payroll figures.
- Remains aware of changes in Wisconsin State Statutes and Federal Voting Assistance Program regarding election laws/procedures and pending changes in legislation; assists with the development and implementation of any necessary changes in procedure as a result; updates instruction/processes, assists with the development and presentation of election training materials with City Clerk.
- Facilitates voter registration and management through the WISVOTE System, including all new registrations, changes and deletions both in electronic and hard copy formats through a variety of processes including those directed or initiated by the Wisconsin Elections Commission.
- Manages inactive voters including felon, death, HAVA matches.
- Assists in coordinating the absentee voting process for in-office absentee voting. Processes, batches, and directs the fulfillment of mail, military and overseas absentee ballot requests each requiring specific applications and complex recording and tracking procedures; prepares write-in absentee ballots as necessary.
- Facilitates Special Voting Deputy schedules and visits consistent with State law.
- Maintains thorough knowledge of the election equipment; completes pre-election testing of all equipment and sets up for in-person absentee voting.
- Completes all reports related to election administration and voter data in WisVote.
- Completes election reconciliation following each election.
- Assists with the completion of post-election audits.
- Gathers and organizes information for election related record requests.

- Provides election day support for voters and poll workers.
- Coordinates election night returns; secures ballots; prepares reporting forms; organizes and reviews election returns for accuracy.
- Conducts post-election activity including records votes; cancels outstanding ballots; completes required 190 reporting; ballot reporting in CRM; and voter statistics.
- Assists with coordination of election related activities with outside community organizations.
- Coordinates use of 15 polling locations, equips sites with materials needed to conduct elections and coordinates the on-site storage of equipment and supplies.
- Coordinates with City Clerk and Administrative Services Lead to prepare election related information for the City Clerk website.
- Prepares nomination papers and assists municipal candidates in the completion and filing of ballot access forms.
- Assists the City Clerk in ballot ordering and layout review.
- Manages and updates address, ward and district combinations in WisVote.
- Coordinates with GIS to provide accurate and detailed maps for citizens and candidates with Ward and District boundaries.
- Composes and types a wide variety of internal and external correspondence.
- Enters data into computer programs and edits for accuracy.
- Maintains a detailed record and filing system.
- Maintains a detailed calendar for the destruction of election records and performs such activities when applicable.
- Answers inquiries from visitors and callers.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

OTHER JOB FUNCTIONS

- Provides backup for other clerical staff - specifically answering telephone inquiries, front counter greeting, processing bartender and other license applications, cash receipting, assisting with mail/copy functions of the Mail/Copy Center.
- Aids City Clerk and Administrative Services Lead with special projects and report distribution when necessary or in their absence.

REQUIREMENTS OF WORK:

Considerable experience in responsible clerical/administrative work; graduation from high school, plus additional training of at least one to two years of college, business or technical school; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- Extensive knowledge of State election laws and procedures and activities pertaining to the office of the City Clerk.
- Knowledge of departmental rules, regulations, procedures and functions.
- Ability to recruit, train and supervise seasonal election personnel.
- Ability to work accurately under pressure and meet strict deadlines.
- Ability to understand and effectively carry out oral and written instructions.
- Ability to make decisions in accordance with laws and regulations and to apply these to work problems.
- Ability to prepare effective correspondence on routine matters and compile data for reports.
- Ability to clearly convey laws and procedures to members of the public.
- Ability to establish and maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.
- Skill in operation of computers and computer software, WisVote voter management site, electronic voter tabulating equipment, and other standard office equipment.

SUPPLEMENTAL INFORMATION:

COMPETENCIES

Communication

Self-directed/Autonomous/Accountable

Problem Solving

Technical/Professional/Strategic Skills

Creative/Innovative

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

JOB TASK ANALYSIS:

JOB ANALYSIS/REQUIREMENTS

JOB TITLE: Elections Clerk

REVISED DATE: October 2007

REVIEW DATE: October 2007

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

A. PHYSICAL DEMANDS

| | N | O | F | C |
|---|---|-------------------------------------|--|-------------------------------------|
| 1. Standing | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Walking | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Sitting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Lifting: Light - max. 10 lbs. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Lifting: Moderate - max. 25 lbs. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Lifting: Heavy to moderate - max 45 lbs. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Lifting: Heavy - max. 65 lbs. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Carrying est. wt. <u>50 lbs.</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Pushing est. wt. <u>150 lbs.</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Pulling est. wt. <u>150 lbs.</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Pulling hand over hand | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Climbing stairs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Climbing, use of legs and arms | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Balancing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Stooping | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. Kneeling | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Repeated bending | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Crawling | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Reaching: <input checked="" type="checkbox"/> high <input checked="" type="checkbox"/> low <input checked="" type="checkbox"/> level | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Repetitive finger movement | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. May use hands for grasping | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. May use hands for manipulation | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. May use hands for twisting of wrist | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. May use hands for flex/ext. of wrist | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. May use hands for reaching | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 26. May use hands for overhead work | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Repetitive twisting or pressure involving wrists or hands | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Both hands required | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Both legs required | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 30. Ability of rapid mental/muscular coordination simultaneously | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Oral communication: speaks clearly in <input type="checkbox"/> Spanish <input type="checkbox"/> English <input type="checkbox"/> Hmong <input type="checkbox"/> Other: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Hearing-conversation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 33. Intense visual concentration | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Specific visual requirements | Near: <input type="checkbox"/> | | Far: <input type="checkbox"/> | |
| 35. Depth perception | Yes <input checked="" type="checkbox"/> | | No <input type="checkbox"/> | |
| 36. Color vision: Distinguish basic shades | Yes <input checked="" type="checkbox"/> | | No <input type="checkbox"/> | |
| 37. Color vision: Distinguish basic colors | Yes <input checked="" type="checkbox"/> | | No <input type="checkbox"/> | |
| 38. Operation of crane, truck or motor vehicle | Yes <input type="checkbox"/> | | No <input checked="" type="checkbox"/> | |
| 39. Other: _____ | | | | |

B. WORKING CONDITIONS

| | N | O | F | C |
|--|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| 1. Outside | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Alternating between Outside and Inside | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Heat between 90-100 degrees | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Heat over 100 degrees | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Cold below 55 degrees | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Temperature changes: <input type="checkbox"/> excessive <input type="checkbox"/> frequent | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Wetness | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Dry atmospheric conditions | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Confined spaces | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Heights (list maximum: _____) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Constant noise above 85 decibels | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Intermittent noise above 85 decibels | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |