



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda Human Resources Committee

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Monday, July 6, 2015

5:00 PM

Council Chambers, 6th Floor

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

[15-1159](#) Minutes from 6/22/15

**Attachments:** [Minutes 6-22-15.pdf](#)

### 4. Public Hearings/Apearances

### 5. Action Items

[15-1160](#) #9-R-15 ALDERPERSON: Baranowski

Whereas, Article 1 1 of the Charter Ordinances of the City of Appleton, defines the structure of elected officials, and whereas, the Mayor and the term of said office is four years effective with the new terms of the office in the year 1968, and whereas, the current term of the Mayor is set to expire in 2016, and whereas, the Common Council of the City of Appleton is required to set the salary for the position of Mayor prior to the statutory date to which candidates for the Mayor are allowed to circulate nomination papers for said office,

Therefore, be it resolved, that the appropriate committee of jurisdiction make a recommendation to the Common Council as to maintaining the current ordinance reflecting the Mayor as an elected official or to move to another structure of government incorporating a City Administrator position in lieu of, or in addition to, a Mayor position. Such recommendation to the Common Council will be made no later than October 07, 2015.

15-463

Request to approve Mayor salary for  
 2016 - 2017  
 2017 - 2018  
 2018 - 2019  
 2019 - 2020

**Attachments:** [Nonrep Attorney Mayor Increase Calculations-2004 5-11-15.pdf](#)  
[Mayor Rates 4-27-15.pdf](#)  
[mayor attorney email and info for 6-8-15.pdf](#)  
[mayor attorney scenarios info 6-8-15.pdf](#)  
[Form of Government memo 06-15-15.pdf](#)

**Legislative History**

3/23/15	Human Resources Committee	held
	<i>Next meeting on April 6</i>	
5/11/15	Human Resources Committee	held
6/8/15	Human Resources Committee	held
	<i>Also held 15-488 under this motion to 6/22/15 meeting.</i>	
6/22/15	Human Resources Committee	held

15-488

Request City Attorney salary for  
 2016 - 2017  
 2017 - 2018  
 2018 - 2019  
 2019 - 2020

**Attachments:** [Attorney Rates 4-27-15.pdf](#)  
[City attorney job description.pdf](#)

**Legislative History**

3/23/15	Human Resources Committee	held
	<i>Next Meeting on April 6</i>	
5/11/15	Human Resources Committee	held
6/8/15	Human Resources Committee	held
6/22/15	Human Resources Committee	recommended for approval
	<i>2016-17 = \$115,000</i>	
	<i>1.5% increase in 2017-18, 2018-19, 2019-2020</i>	
	<i>2017-18 = \$116,725</i>	
	<i>2018-19 = \$118,476</i>	
	<i>2019-2020 = \$120,253</i>	

7/1/15

Common Council

referred to the Human Resources  
Committee

*Moved by Dannecker, seconded by Martin, to amend to \$117,500 beginning 2016 and 1.5 percent increase each year of term. Motion failed. Aye - 6 (Dannecker, Martin, Dalton, Siebers, Mann, Lobner) Nay - 7 (Spears, Meltzer, Plank, Konetzke, Baranowski, Coenen, Jirschele) Excused - 2 (Croatt, Williams) Abstained - 1 (Hanna).*

## 6. Information Items

[15-1158](#)

Recruitment Status Report 7-3-15

**Attachments:** [RSR thru 7-3-15.pdf](#)

## 7. Adjournment

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

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

*Questions on agenda should contact Director Behnke at 832-6426 or Chairperson Konetzke at [district3@appleton.org](mailto:district3@appleton.org) or 920 427-1868.*



# City of Appleton

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## Meeting Minutes Human Resources Committee

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Monday, June 22, 2015

5:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order

**Present:** 3 - Alderperson Konetzke, Alderperson Baranowski and Alderperson Meltzer

**Excused:** 2 - Alderperson Spears and Alderperson Williams

2. Roll call of membership

*Alderperson Spears arrived at 5:18*

**Present:** 4 - Alderperson Konetzke, Alderperson Baranowski, Alderperson Meltzer and Alderperson Spears

**Absent:** 1 - Alderperson Williams

3. Approval of minutes from previous meeting

**Alderperson Baranowski moved, seconded by Alderperson Meltzer, that the minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Alderperson Konetzke, Alderperson Baranowski and Alderperson Meltzer

**Absent:** 2 - Alderperson Spears and Alderperson Williams

[15-1072](#)

Minutes from 6/8/15

**Attachments:** [Minutes 6-8-15.pdf](#)

4. Public Hearings/Appearances

5. Action Items

[15-1067](#)

Request to approve overhire of one police officer position due to an existing officer on military leave of absence .

**Attachments:** [Police overhire request 6-22-15.pdf](#)

**Alderperson Baranowski moved, seconded by Alderperson Meltzer, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Alderperson Konetzke, Alderperson Baranowski and Alderperson Meltzer

**Absent:** 2 - Alderperson Spears and Alderperson Williams

[15-488](#)

Request City Attorney salary for  
2016 - 2017  
2017 - 2018  
2018 - 2019  
2019 - 2020

**Attachments:**     [Attorney Rates 4-27-15.pdf](#)  
                                 [City attorney job description.pdf](#)

2016-17 = \$115,000  
1.5% increase in 2017-18, 2018-19, 2019-2020  
2017-18 = \$116,725  
2018-19 = \$118,476

2019-2020 = \$120,253

**Aldersperson Baranowski moved, seconded by Aldersperson Konetzke, that the Report Action Item be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Aldersperson Konetzke, Aldersperson Baranowski and Aldersperson Meltzer

**Absent:** 2 - Aldersperson Spears and Aldersperson Williams

[15-463](#)

Request to approve Mayor salary for  
2016 - 2017  
2017 - 2018  
2018 - 2019  
2019 - 2020

**Attachments:**     [Nonrep Attorney Mayor Increase Calculations-2004 5-11-15.pdf](#)  
                                 [Mayor Rates 4-27-15.pdf](#)  
                                 [mayor attorney email and info for 6-8-15.pdf](#)  
                                 [mayor attorney scenarios info 6-8-15.pdf](#)  
                                 [Form of Government memo 06-15-15.pdf](#)

**Aldersperson Baranowski moved, seconded by Aldersperson Meltzer, that the Report Action Item be held. Roll Call. Motion carried by the following vote:**

**Aye:** 2 - Aldersperson Baranowski and Aldersperson Meltzer

**Nay:** 1 - Aldersperson Konetzke

**Absent:** 2 - Aldersperson Spears and Aldersperson Williams

## 6. Information Items

[15-1073](#)

Recruitment Status Report 6/19/15

**Attachments:**     [RSR thru 6-19-15.pdf](#)

**This Presentation was received and filed**

[15-1080](#)

H.R. working agenda 6-22-15

**Attachments:**    [HR Committee Working Action Agenda 6-22-15.pdf](#)**This Presentation was received and filed**[15-1076](#)

Current city departmental tables of organizations

**Attachments:**    [tables of organization 2015.pdf](#)**This Presentation was received and filed**

## 7.    Adjournment

**Aldersperson Baranowski moved, seconded by Aldersperson Meltzer, that the meeting be adjourned. Roll Call. Motion carried by the following vote:**

**Aye:**    4 -    Aldersperson Konetzke, Aldersperson Baranowski, Aldersperson Meltzer and Aldersperson Spears

**Absent:**    1 -    Aldersperson Williams

Year	Non-Reps	Performance	WRS General Employee	Attorney with Non-rep increases	Attorney	Salary	Mayor with Non-rep increases	Mayor	Salary	WRS Elected Employee
2003				\$87,505			\$76,478			
2004	1.50%			\$88,818	1.50%	\$88,816	\$77,625	1.50%	\$77,625	
2005	3.00%			\$91,482	1.50%	\$90,147	\$79,954	1.51%	\$78,790	
2006	3.00%			\$94,227	1.50%	\$91,499	\$82,353	1.51%	\$79,976	
2007	2.75%			\$96,818	3.37%	\$92,872	\$84,617	3.47%	\$81,182	
2008	2.00%			\$98,754	2.08%	\$96,000	\$86,310	3.47%	\$84,000	
	1.00%			\$99,742			\$87,173			
2009	2.00%			\$101,737	2.08%	\$98,000	\$88,916	2.38%	\$86,000	
	1.00%			\$102,754			\$89,805			
2010	2.00%			\$104,809	3.06%	\$101,000	\$91,601	2.33%	\$88,000	
	1.00%			\$105,857			\$92,517			
2011	0.00%		5.80%	\$105,857	2.97%	\$104,000	\$92,517	3.41%	\$91,000	6.65%
2012	0.00%		5.90%	\$105,857	0.0%	\$104,000	\$92,517	0%	\$91,000	7.05%
2013	1.00%	1%*	6.65%	\$106,916	2%	\$106,080	\$93,443	1%	\$91,910	7.00%
2014	2.00%	2%	7.00%	\$109,054	2%	\$108,202	\$95,311	1%	\$92,829	7.75%
2015	1.50%	1.75%	6.80%	\$110,690	2%	\$110,365	\$96,741	2%	\$94,686	7.70%
23.75%			32.15%	24.06%			23.57%			36.15%

2006 + \$.20 quid

\* Only employees paying WRS were eligible for the Performance 1%

## MAYOR

Municipality	City Manager/Administrator or Mayor	Salary	# Reports	Benefits	Expense Account	Other
Appleton	Mayor	\$94,686	15	Health, Dental, Life, LTD, Pension	None	2015 Mileage & Travel
EauClaire	City Manager	\$137,700	8 Directors/City Clerk/Clerk/Secretary	Health, Dental, life ER WRS, 4% 457 contribution	\$500/month Auto Allowance	
Fond Du Lac	City Manager	\$132,651	8	Same as General Employees		
Green Bay	Mayor	\$82,534	9 Dept Heads, 2 Staff members	Health, Dental, Life, Pension	None	
Janesville	City Manager	\$147,000	9	\$5100 auto allowance, cell phone allowance \$1200,\$5000 DC		Car, Cell phone
Kenosha	City Administrator	\$137,000	17 Dept Heads	Health, Dental, Life, Pension option for Deferred Comp, Vision and AFLAC		
Kenosha	Mayor	\$79,272	3	Health, Dental, Life, Pension option for Deferred Comp, Vision and AFLAC	None	
LaCrosse	Mayor	\$77,200	14	Same as other full-time employees	\$2083/year	
Oshkosh	City Manager	\$138,000	12	Same as Non-rep plus \$500 auto allowance and \$120 cell phone \$300 ICMA-RC	None	
Racine	City Administrator	\$99,236		Same as non-represented		None
Racine	Mayor	\$74,110	2	Same as non-represented	None	
Sheboygan	Mayor	\$52,531	1	Health, Dental, Pension, Life	None	Mileage and Travel
Sheboygan	Chief Admin Officer	\$123,000	10	Same as non-represented		None
Waukesha	City Administrator	\$155,000	15	Health, Dental, Pension, Life, Vision, LTD, Deferred Comp, AFLAC	Auto-\$400/monthly	
Waukesha	Mayor	\$83,500	1	Health, Dental, Pension, Life, Vision, LTD, Deferred Comp, AFLAC		None
Wausau	Mayor	\$74,850	11	Same as non-represented		
West Allis	City Administrative Officer/Clerk-Treasurer	\$115,356	42	Same as other Professional and Supervisory Personnel	None	
West Allis	Mayor	\$66,000 (4/20/15)	1 shared Admin. Asst.	Health, Dental, Pension, Life	Auto-\$25/monthly	Mileage and Travel
						Mileage and Travel



## Melody Rank

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**From:** Sandy Behnke  
**Sent:** Thursday, June 04, 2015 9:43 PM  
**To:** Melody Rank  
**Subject:** FW: 'Salary Review'  
**Attachments:** Salary Review.xlsx

**Categories:** HR Committee

Melody:

Please attach Alderperson Baranowski's email with the City Attorney job description (from Neo.gov) along with the spreadsheet so that the committee members know why this information is being provided.

Thank you,  
Sandy

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**From:** Ed Baranowski  
**Sent:** Friday, May 29, 2015 2:37 PM  
**To:** Sandy Behnke  
**Subject:** FW: 'Salary Review'

Director Behnke

To prepare for the next HR meeting, I thought it would be helpful if the Committee had a history (5yr) and an understanding of leadership salaries, any qualifications required to hold the position and how compatible those salaries are within the organization.

One of the comments I heard during the discussion of the Mayor / City Attorney discussion revolved around the balance of salaries within the organization and their respective duties and responsibilities.

I'm asking that the attached spreadsheet be completed for our next meeting. The spreadsheet will show how salaries have changed over a 5 year period for those positions which are at will, versus elected positions. It also takes into account if there were any significant salary increases, were they related to taking on more responsibilities. For example, when the facilities director took on park and rec, or city attorney took on the clerks office, or CED director took on the assessor office, etc. I have highlighted an example position to help understand what I am looking for.

The sheet is formula driven in that the entries for input are the base salary in 2009 and the percentage of raises, both yearly adjustment and performance.

In addition, could we have job descriptions / duties and responsibilities for our Mayor and City Attorney position. If these are available from comparable cities in WI, that would be helpful as well.

Should you have any questions related to my request, please feel free to contact me.

Thanking you in advance.

Edward Baranowski  
Alderperson - District 5  
[District5@Appleton.org](mailto:District5@Appleton.org)  
920.749.1713

Information to assist with discussion for establishing salaries for Mayor and City Attorney																										
	2009			2010			2011			2012			2013			2014			2015	2015						
Position	Base Salary	Yrly Adjust	Perf	Base Salary	Yrly Adjust	Perf	Base Salary	Yrly Adjust	Perf	Base Salary	Yrly Adjust	Perf	Base Salary	Yrly Adjust	Perf	Base Salary	Yrly Adjust	Perf	Base Salary	Maximum	5 Yr Salary Change	Total Yrly Adj	Total Perf Adj	Education Qualifications Required	Experience Qualifications Required	Certifications Preferred or Required
Mayor	\$ 86,000	2.3%		\$88,000	3.4%		\$91,000	0.0%		\$91,000	1.0%		\$91,910	1.0%		\$92,829	2.0%		\$94,686	None	10.1%	9.7%	0.0%	None	None	None
City Attorney	\$ 98,000	3.1%		\$101,000	3.0%		\$104,000	0.0%		\$104,000	2.0%		\$106,080	2.0%		\$108,202	2.0%		\$110,365	None	12.6%	12.0%	0.0%	JD	None	WI Law License
Deputy City Attorney																\$93,600	1.5%	1.8%	\$96,642	\$102,814	3%	1.5%	1.8%	JD	6-7 years	WI Law License
HR Director	\$ 108,160	2.5%	2.0%	\$113,027	0.0%		\$113,651	0.0%		\$113,651	1.0%		\$114,788	2.0%	2.0%	\$119,379	1.5%	1.8%	\$123,259	\$131,810	14.0%	7.0%	5.8%	Bachelors	8-9 years	
HR Deputy Dir	\$ 93,122	2.5%	0.0%	\$95,971	0.0%		\$95,971	0.0%		\$95,971	1.0%		\$96,931	2.0%	2.0%	\$100,808	1.5%	1.8%	\$102,814	\$102,814	10.4%	7.0%	3.8%	Bachelors	6-7 years	
																										Eligible for DPI Public Library Grade I Cert
Library Director							\$82,181	0.0%		\$82,181	1.0%		\$83,003	2.0%	3.0%	\$87,153	1.5%	2.6%	\$90,752	\$121,285	10.4%	4.5%	5.6%	Masters	8-9 years	
Asst. Library Dir							\$75,005	0.0%		\$75,005	1.0%		\$75,755	2.0%	3.0%	\$79,543	1.5%	2.6%	\$82,828	\$102,814	10.4%	4.5%	5.6%	Masters	6-7 years	
C&ED Director	\$ 90,002	2.5%	2.0%	\$94,578	0.0%		\$94,578	0.0%		\$94,578	1.0%		\$95,523	2.0%	7.0%	\$104,333	1.5%	1.8%	\$107,724	\$131,810	19.7%	7.0%	10.8%	Masters	8-9 years	
C&ED Deputy Dir	\$ 79,435	2.5%	2.0%	\$83,470	0.0%		\$83,470	0.0%		\$83,470	1.0%		\$84,305	2.0%	2.0%	\$87,677	1.5%	0.9%	\$89,794	\$102,814	13.0%	7.0%	4.9%	Bachelors	6-7 years	
																										Prof Cert-International Facilities Mgmt Assc.
Park, Rec, Fac Director	\$ 92,290	2.5%	2.0%	\$96,970	0.0%		\$96,970	0.0%		\$96,970	1.0%		\$97,939	2.0%	6.0%	\$105,934	1.5%	1.8%	\$109,377	\$121,285	18.5%	7.0%	9.8%	Bachelors	8-9 years	
DD-Parks, Recreation, Fac																			\$85,592	\$102,814				Bachelors	6-7 years	
VT General Manager	\$ 97,427	2.5%	2.0%	\$102,378	0.0%		\$102,378	0.0%		\$102,378	1.0%		\$103,401	2.0%	1.0%	\$106,503	1.5%	0.9%	\$109,038	\$121,285	11.9%	7.0%	3.9%	Bachelors	8-9 years	
VT Asst. GM																			\$75,982	\$102,814				Bachelors	6-7 years	
																										WW and Water Supply Ops Cert
Utilities Director				\$96,616	0.0%		\$96,616	0.0%		\$96,616	1.0%		\$97,582	2.0%	2.0%	\$101,485	1.5%	1.8%	\$104,784	\$121,285	8.5%			Bachelors	8-9 years	WDNR Grade 4 WW & Surface Water Cert
Utilities Deputy Director				\$70,013	0.0%		\$70,013	0.0%		\$70,013	1.0%		\$70,713	2.0%	3.0%	\$74,249	1.5%	2.6%	\$77,397	\$102,814	10.5%	4.5%	5.6%	Bachelors	6-7 years	
IT Director													\$95,014	2.5%	1.0%	\$98,340	1.5%	0.9%	\$100,680	\$131,810	6.0%	4.0%	1.9%	Bachelors	8-9 years	
Public Works Director	\$ 114,858	2.5%	0.0%	\$118,290	0.0%		\$118,290	0.0%		\$118,290	1.0%		\$119,472	2.0%	1.0%	\$123,057	1.5%	0.9%	\$125,985	\$131,810	9.7%	7.0%	1.9%	Bachelors	8-9 years	PE
PW Engr. Deputy Dir	\$ 103,522	2.5%	0.0%	\$106,662	0.0%		\$106,662	0.0%		\$106,662	1.0%		\$107,729	2.0%	1.0%	\$110,961	1.5%	0.9%	\$113,360	\$113,360	9.5%	7.0%	1.9%	Bachelors	6-7 years	PE
PW Ops. Deputy Dir	\$ 66,518	2.5%	3.0%	\$70,595	0.0%		\$70,595	0.0%		\$70,595	1.0%		\$71,301	2.0%	11.0%	\$80,891	1.5%	2.6%	\$84,224	\$102,814	26.6%	7.0%	16.6%	Bachelors	6-7 years	
Health Officer	\$ 97,843	2.5%	0.0%	\$100,797	0.0%		\$100,797	0.0%		\$100,797	1.0%		\$101,805	2.0%	1.0%	\$104,859	1.5%	0.9%	\$107,355	\$121,285	9.7%	7.0%	1.9%	Bachelors	8-9 years	
Finance Director																\$113,131	1.5%	0.9%	\$115,824	\$131,810	2.4%	1.5%	0.9%	Bachelors	8-9 years	CPA
Finance Deputy Dir																\$83,200	1.5%	1.8%	\$85,904	\$102,814	3.3%	1.5%	1.8%	Bachelors	6-7 years	CPA
Police Chief																			\$108,014	\$121,285				Bachelors-MA-preferred	8-9 years	WI Law Enforce Stds Board Cert
Deputy Police Chief										\$95,971	0.0%		\$95,971	2.0%	2.0%	\$99,810	1.5%	1.8%	\$102,814	\$102,814	7.1%	3.5%	3.8%	Bachelors	6-7 years	WI Law Enforce Stds Board Cert
Fire Chief	\$ 107,515	2.5%		\$110,760	0.0%		\$110,760	0.0%		\$110,760	0.0%		\$110,760	2.0%	1.0%	\$114,083	1.5%	0.9%	\$116,798	\$121,285	8.6%	6.0%	1.9%	Bachelors	8-9 years	FF & Fire Instructor I Cert
Deputy Fire Chief	\$ 91,957	2.5%	2.0%	\$95,971	0.0%		\$95,971	0.0%		\$95,971	0.0%		\$95,971	2.0%	2.0%	\$99,810	1.5%	0.9%	\$102,186	\$102,814	11.1%	6.0%	4.9%	Bachelors	6-7 years	FF II, Fire Officer & Fire Instructor I Cert

\*2012 Non-reps were eligible for up to an additional 1% that was paid in a lump sum - both the yearly adjustment and the performance adjustment were only for those non-reps paying WRS

\*Employees who are maxed or obtained the max in their salary grade, were paid the performance adjustment (above the max) in a lump sum

\*New Compensation Plan adopted in 2013

CEDC Director 5% adjustment for reclass retroactive to 7-19-12

Parks, Recreation & Facilities Management Director 5% adj for reclass retroactive to 1-1-12

PW Ops DD 8% adj for compression 1-1-14

Potential Scenarios for setting Elected Officials Salaries

Term		Mayor	City Attorney
Proposal based on predicted CPI increases			
2015-2016		\$94,686	\$110,365
2016-2017	2%	\$96,580	\$112,572
2017-2018	2.25%	\$98,753	\$115,105
2018-2019	2.25%	\$100,975	\$117,695
2019-2020	2%	\$102,994	\$120,049

Chairperson Konetzke's proposal:

2016-2017	2.44%	\$97,000	2.61%	\$113,250
2017-2018	2.32%	\$99,250	2.21%	\$115,750
2018-2019	2.27%	\$101,500	2.16%	\$118,250
2019-2020	1.97%	\$103,500	2.11%	\$120,750

Assuming Mayor and Attorney had gotten Non-rep increases-  
then applying predicted CPI adjustment

2015-2016		\$96,741	\$110,690
2016-2017	2%	\$98,676	\$112,904
2017-2018	2.25%	\$100,896	\$115,444
2018-2019	2.25%	\$103,166	\$118,042
2019-2020	2%	\$105,230	\$120,402

If Attorney salary was based 10% above maximum of salary grade for Deputy City Attorney-  
then applying predicted CPI adjustment

2015-2016		\$94,686	\$113,095
2016-2017	2%	\$96,580	\$115,357
2017-2018	2.25%	\$98,753	\$117,953
2018-2019	2.25%	\$100,975	\$120,607
2019-2020	2%	\$102,994	\$123,019



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

## 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 Committee

FROM: Christopher R. Behrens, Deputy City Attorney

DATE: June 15, 2015

RE: Form of Government Discussion

At the Human Resources Committee meeting on June 8, 2015 this committee discussed the Mayor's salary commencing next year at the beginning of that position's new term. That discussion expanded into exploring the form of government under which the City currently operates. The discussion at the meeting remained within the context of what salary should be paid to the Mayor however indications were that there may an interest in further exploring the City Manager form of government.

Presently the only action item before the Human Resources Committee is establishing the salary for the next mayoral term. Debate and discussion at future meetings should remain focused on that particular item. I would recommend if there is an interest in exploring changes to the current form of government, a resolution be introduced at a future Common Council meeting in that regard so that item can then be addressed in due course.

CRB;jls

## ATTORNEY

Municipality	City Attorney	Salary	# Reports	Benefits	Expense Account	Other
Appleton	Elected	\$110,365	9	Health, Dental, Life, LTD, Pension	None	Mileage & Travel
EauClaire	Appointed by City Manager	\$110,500	2.75	Health, Dental, basic life, employer share of WRF, \$2,000 match to 457 plan	none	none
Fond Du Lac	Appointed by City Manager	\$116,116	3	Same as General Employees		
Green Bay	Appointed by Mayor	\$101,489	3	Health, Dental, Life , Pension	None	Phone, Mileage
Janesville	Appointed by City Manager	\$127,000	3	Health, Dental, Pharmacy, Vision, Flex, Life, Supplemental Life, Pension, Deferred Comp	None	None
Kenosha	Appointed by Mayor	\$118,548	5	Health, Dental, Life, Flex-options for DC, vision and voluntary benefits	None	Mileage & Travel
LaCrosse	Appointed	\$124,841	4	Full benefits	N/A	N/A
Oshkosh	Appointed	\$109,701	2	Non Represented Benefits	None	None
Racine	Appointed	\$113,547	5	Health, Life, Pension, AFLAC	N/A	Mileage & Travel
Sheboygan	Elected	\$112,110	1	Health, Dental, Life, Flex	N/A	N/A
Waukesha	Elected	\$116,500	6	Health, Dental, Pension, Life, Vision, LTD, Deferred Comp, AFLAC	None	None
Wausau	Appointed	\$103,916	3	Same as Non-represented		
West Allis	Elected	\$118,518 (4/30/15)	6	Same as Professional/Supervisory	None	Mileage & Travel

**City Attorney**

Bargaining Unit: Non-Union Exempt

Class Code:  
160-0 (CC-1)

CITY OF APPLETON

Established Date: Mar 26, 2014

Revision Date: May 21, 2014

**SALARY RANGE**

\$53.06 Hourly

\$110,364.80 Annually

**NATURE OF WORK:**

This is a professional position responsible for providing professional legal services to the City. Work involves litigation, litigation support, providing legal advice, training and administrative support to City departments, and supervising the Assistant City Attorney position. The incumbent works under the general direction of the City Attorney.

**JOB FUNCTIONS:**

- Supervises and assigned tasks to Assistant City Attorneys.
- Provides performance evaluations for the Assistant City Attorneys and the Secretary to the City Attorney.
- Drafts real estate documents, including deeds, offers to purchase and development agreements.
- Provides in-service training to City personnel regarding personnel and legal issues.
- Prepares legal wording for new ordinances.
- Oversees the upkeep of the City's Municipal Code.
- Responds to requests by Aldermen for information in specific job areas.
- Prepares correspondence and legal documents necessary for City activities.
- Provides legal advice to department heads concerning employment issues such as Fair Labor Standards Act, family medical leave, sexual harassment, contract preparation, and disciplinary matters.
- Backs up City Attorney in his/her absence.
- Does special projects and activities as assigned by City Attorney.
- Prepares for and represents the City in administrative hearings, labor arbitrations and litigation.
- Acts as legal advisor to the Utilities and Municipal Services Committees.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

**REQUIREMENTS OF WORK:**

- Requires considerable experience as a practicing attorney, a law degree, and eligibility to practice law in the State of Wisconsin. Experience and training should provide the following knowledge, abilities and skills:
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- Knowledge of principles and practices of law particularly local, state and federal laws and court decisions affecting municipalities.
- Knowledge of police, fire and inspection department operations, policies and procedures.
- Ability to prepare legal papers and skill in case presentations.
- Ability to conduct in-house training.
- Ability to analyze discipline, hiring and promotion questions and provide legal advise to Chief of Police.
- Ability to communicate effectively, both orally and in writing, with personnel at various levels within and outside the organization.
- Possess and maintain a valid Wisconsin driver's license.

**SUPPLEMENTAL INFORMATION:****COMPETENCIES**

Communication

Visionary

Political Savvy

Strategic Skills

Decision Maker

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

**RECRUITMENT STATUS REPORT  
UPDATES THRU 7-3-15**

<b>STAFF PERSON</b>	<b>POSITION</b>	<b>DEPT.</b>	<b>Date of Vacancy</b>	<b>RTF Approval Date</b>	<b># of Openings</b>	<b>STATUS</b>
<b>KIM</b>	Service Person	DPW	4/3/15	3/25/15	1	Resignation of Nick Rogan Interviews 7/28/15
	Engineering Tech	DPW	6/12/15	Pending	1	Resignation of Kurtis Geiger and resignation of Josh Felhofer Application deadline date 7/5/15
	Laborer	DPW	6/30/15	Pending	1	Resignation of Mike Wilson
	PT Bus Driver Eligibility List	VT	2/9/15 6/26/15	1/26/15 Pending	2 + Est. New Elig List	Vacancy of Elizabeth Kirk and Kari Boardman Joe Meiller started 6/30/15 Medical pending on one candidate
	PT Service Person	VT	4/20/15	4/15/15	1	Resignation of Chab Vue Re-opening process. Application deadline date 7/19/15
	PT Communication Technician	VT	6/12/15 6/24/15	6/5/15 6/12/15	2 + 1 on Elig. List	Resignation of Gwen Francart Resignation of Patrick Wells References and background pending on 2 candidates
	Operator II – Sewer Crew	DPW	5/15/15	5/14/15	1	Tony Foytik resignation Will post internally after other internal process
	Arborist	DPW	6/2/15	T O Change	2	Mike Stanonik promotion Create eligibility list for additional arborist to start 2016 (from T.O. change) Interviews 7/7/15
	Operations Crew Leader – Water (2 <sup>nd</sup> shift) (position was previously Op II – Water)	DPW	3/5/15 TO Change	TO Change	1	Application deadline date 7/5/ 15
	Maintenance – Millwright	Utilities	5/26/15	5/15/15	1	Greg Tarlton vacancy Background and references pending on top candidate
<b>JAY</b>	Police Officer	Police	6/4/15 7/3/15 Overhire	5/26/15 5/19/15 Pending	3 + Elig List	Backgrounds pending on 2 candidates. Conditional offer extended to 1 candidate
	Community Service Officer	Police	NA	3/20/14	2 + Elig List	One conditional offer extended and one background pending Chief interviews 7/6/15 and 7/7/15
	Crossing Guard	Police	6/5/15	6/12/15	3 + Elig List	Application deadline date 7/5/2015
	Library Assistant (sub)	Library	NA	5/22/15	1 + Elig list	Background pending on top candidate
	Operations Clerk	Library	5/20/15	5/28/15	1	Panel interviews 7/8/15
	Public Health Preparedness Coordinator	Health	7/17/15	6/17/15	1	Application deadline date 7/13/15
	Communication Technician	Police	TBD	6/24/15	1	Application deadline date 7/19/15

**TOTAL POSITIONS OPEN = 25 TOTAL ELIGIBILITY LISTS = 6**

**Note: Part time non-benefited positions do not (per Recruitment Policy) require authorization outside the department. The Mayor has asked departments to scrutinize.**



**POSITIONS ON HOLD**

<b>STAFF PERSON</b>	<b>POSITION</b>	<b>DEPT</b>	<b>Date(s) of Opening(s)</b>	<b>RTF Approval Date</b>	<b># of Openings</b>	<b>Person Vacating Position/Status</b>
<b>JAY</b>	Administrative Assistant (Half-time)	Health	1/5/15	Dept. recommended not filling	1	Department recommended not filling
	Systems Analyst	IT	7/6/15	Hold	1	Department re-evaluating position
<b>KIM</b>	Operator I – Street	DPW	5/1/15	4/15/15	1	Rudy Borneman retirement Will run process in planned order in connection with TO change
	Operator I – Street	DPW	TO Change	TO Change	1	Working with department to fill TO change vacancies in a specific order
	Operator I – Storm Water	DPW	TO Change	TO Change	2	Working with department to fill TO change vacancies in a specific order. One of these vacancies came from Lance Wilkinson promotion

**TOTAL POSITIONS ON HOLD = 6    TOTAL ELIGIBILITY LISTS = 0**