



# City of Appleton

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

## Meeting Agenda - Final

### Human Resources & Information Technology Committee

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Monday, May 9, 2016

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

[16-713](#) Minutes from 4-11-16

Attachments: [Minutes 4-11-16.pdf](#)

#### 4. Public Hearings/Apearances

#### 5. Action Items

[16-714](#) Request to award contract for Computer Assisted Mass Appraisal (CAMA) implementation project to Patriot Properties of Marblehead, MA not to exceed \$308,341, this is a base of \$280,310 with a 10% contingency for potential programming needs.

Attachments: [CAMA Software HR-IT Committee Memo.pdf](#)

#### 6. Information Items

[16-715](#) ORGANIZATIONAL MATTERS:  
Elect a Vice-Chair  
Set Meeting Date and Time  
Designate a contact person

[16-754](#) Recruitment status report 5/6/16

Attachments: [RSR thru 5-6-16.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 please contact Director Behnke at 920-832-6426 or Chairperson Konetzke at 920-427-1868*



# City of Appleton

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## Meeting Minutes Human Resources & Information Technology Committee

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Monday, April 11, 2016

5:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order

**Meeting was called to order at 5:00pm.**

2. Roll call of membership

**Present:** 5 - Alderperson Konetzke, Alderperson Baranowski, Alderperson Meltzer,  
Alderperson Spears and Alderperson Williams

3. Approval of minutes from previous meeting

[16-542](#)

Minutes from 2-8-16

**Attachments:** [Minutes 2-8-16.pdf](#)

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

**Aye:** 5 - Alderperson Konetzke, Alderperson Baranowski, Alderperson Meltzer,  
Alderperson Spears and Alderperson Williams

4. Public Hearings/Appealances

5. Action Items

[16-543](#)

The committee will meet in closed session to discuss the terms of an employee separation agreement pursuant to the exemptions contained in State Statutes 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Committee will then reconvene into an open session and conduct further business.

**Alderperson Spears moved, seconded by Alderperson Williams, to convene in Closed Session. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Alderperson Konetzke, Alderperson Baranowski, Alderperson Meltzer,  
Alderperson Spears and Alderperson Williams

Aldersperson Baranowski moved, seconded by Aldersperson Spears, to rise and report, returning into open session. Upon vote, carried unanimously.

**Aye:** 5 - Aldersperson Konetzke, Aldersperson Baranowski, Aldersperson Meltzer, Aldersperson Spears and Aldersperson Williams

## 6. Information Items

[16-546](#) Implementation of FICA Alternative Plan for seasonal and part time employees who work less than 1200 hours in a calendar year.

**Attachments:** [FICA Alternative Retirement Plan.pdf](#)

**This Presentation was received and filed**

[16-551](#) Changes to the Employee Assistance Program policy

**Attachments:** [EMPLOYEE ASSISTANCE PROGRAM Policy.pdf](#)

**This Presentation was received and filed**

[16-552](#) Changes to the Electronic Communication policy.

**Attachments:** [Electronic Communicaton Policy.pdf](#)

**This Presentation was received and filed**

[16-553](#) Changes to the Social Media Policy.

**Attachments:** [Social Media Policy.pdf](#)

**This Presentation was received and filed**

[16-554](#) Changes to the Attendance Policy.

**Attachments:** [Attendance Policy.pdf](#)

**This Presentation was received and filed**

[16-555](#) Public Official Program seminar for veteran and newly-elected public officials on April 27, 2016

**Attachments:** [Public Officials Program 4-27-16.pdf](#)

**This Presentation was received and filed**

[16-576](#)

Recruitment status report 4-8-16

**Attachments:**     [RSR thru 4-8-16.pdf](#)

**This Report Action Item was received and filed**

## 7.     Adjournment

**A motion was made by Alderperson Baranowski, seconded by Alderperson Spears, that this meeting be adjourned. The motion failed by the following vote:**

**Aye:**   5 -   Alderperson Konetzke, Alderperson Baranowski, Alderperson Meltzer,  
                 Alderperson Spears and Alderperson Williams



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

Information Technology Department  
100 N. Appleton Street  
Appleton, WI 54911

MEMO

To: Alderperson Konetzke and Members of the IT Committee

From: Dean Fox, Information Technology Director

Date: 5/4/16

Re: Request to award contract for Computer Assisted Mass Appraisal (CAMA) implementation project to Patriot Properties of Marblehead, MA not to exceed \$308,341, this is a base of \$280,310 with a 10% contingency for potential programming needs.

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The 2016 budget includes **\$3,000,000** CIP funding for an Enterprise Resource Planning solution to replace the IBM iSeries a portion of which includes a new Computer Assisted Mass Appraisal (CAMA) package for City Assessments.

An RFP for the CAMA solution was issued to four (4) firms who responded with five (5) proposals, one firm (Tyler Technologies) responded with a hosted version along with an in-house version. The RFP review team has completed the evaluation of all 5 proposals received. The Assessor's Office took exceptional steps to review, take part in demonstrations, and check multiple references of the vendors.

The scores of the proposals were based on the following:

- Functionality both "out of the box" as well as added programming
- Investments and costs
- Service and Support
- Technical Requirements
- Other value added features
- Vendor viability

Below is the list of proposers and scores with the above criteria:

Vendor	Rank in score	Rank in price	Cost Year 1	Cost Year 1-5
Patriot Properties	1	3	\$280,310	\$362,310
Assessment Tech	2	2	\$180,287	\$285,187
Dev-Net Inc	3	1	\$88,661	\$248,989
Tyler Technologies (in-house)	4	4	\$823,410	\$1,105,430
Tyler Technologies (hosted)	5	5	\$501,580	\$1,219,180

The evaluation process consisted of three evaluation rounds completed by the scoring team. The top two vendors after round two of the scoring provided a full day on-site product demonstration

to the Assessors, GIS, IT, and Economic Development staff members. Patriot was the top choice of all of these City Divisions. The scoring team in its final evaluation unanimously agreed that Patriot Properties is the vendor of choice for the following reasons.

- Thoroughness and detail of the RFP response.
- Reference checks with their WI clients, third party vendors, and WI Department of Revenue that came back with high praise.
- Other large users including the WI cities of Racine, Eau Claire and Milwaukee.
- Knowledge, experience, and stability in the industry including over 30 years of providing assessment software and services to over 200 local government clients in 18 states.
- Interfaces with ESRI GIS, Tyler Munis, Apex Sketching, Marshall & Swift Commercial Valuation software.
- Contains the necessary features expected of a complete system (ad-hoc data query ability, full audit trail, test environment, fully integrated 3<sup>rd</sup> party software, flexible import / export capability, etc).
- Flexible solution allowing us to customize our own fields, labels, views, user authorities, etc.

The evaluation team requests your consideration and approval of a contract with Patriot Properties Inc.

If you have any questions regarding this recommendation please contact Dean Fox.

**RECRUITMENT STATUS REPORT  
UPDATES THRU 5-6-16**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	Laborer	DPW	2/8/15 3/4/16	1/18/16 (Prev. RTF from Op I –Street process) 3/22/16	2 + Elig. List	Retirement of Bryan VandenBoogard Interviews with internal 5/10/16 Promotion of Dan Faust Medical pending on candidate from eligibility list
	Operator I – Stormwater	DPW	1/8/16	1/18/16	1	Colin Heathman transferred Interviews 4/7/16 Medical pending on final candidate Jeremy Seibel starting 5/31/16
	Operator II – Sign Shop	DPD	6/3/16	Pending	1	Retirement of Rick Weyenberg
	Facilities Technician	PRFM	1/8/16	12/17/15	1	Retirement of Jerry Running Medical pending
	Engineering Technician	DPW	3/29/16	Pending	1	Resignation of Josh Winterfeldt
	Bus Driver (Part-time)	Valley Transit	2/12/16	2/18/16	1	Interviews 5/17/16
	Part-time Communication Technician	Valley Transit	3/18/16	9/17/15	1	Resignation of Jim VandenBoom Interviews 5/6/16
	General Manager	Valley Transit	2/5/16	2/19/16	1	Retirement of Deborah Wetter Skype interviews 5/9/16 Panel interviews 6/1/16
JAY	Police Officer	Police	2/2/16 3/13/16 7/20/16	2/3/16 4/28/16 4/28/16	3 + Elig. List	Conditional offer extended to 1 candidate Backgrounds pending on 2 candidates
	CSO	Police	NA	2/2/16	1+ Elig List	Backgrounds pending on 3 candidates
	Fire Fighter	Fire	2/1/16 3/16/16	2/3/16 2/3/16	2	Conditional offers extended and final steps/results pending
	Library Page (Summer only)	Library	NA	4/6/16	1	Panel interviews 5/9/16
	Property Tax Specialist	Finance	6/3/16	3/28/16	1	Kristin Stohl promoted effective 6/6/16
	Account Clerk I	Finance	6/3/16	5/4/16	1	Application deadline date 5/22/16
	Library Assistant (Childrens)	Library	4/18/16	4/27/16	1	Application deadline 5/15/16
	Library Cataloger	Library	6/4/16	Pending	1	Request to fill pending
	Administrative Assistant (.8 FTE)	HR	4/29/16	4/29/16	1	Application deadline date 5/15/16

**TOTAL POSITIONS OPEN = 21    TOTAL ELIGIBILITY LISTS = 3**

**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**

STAFF PERSON	POSITION	DEPT	Date(s) of Opening(s)	RTF Approval Date	# of Openings	Person Vacating Position/Status
JAY	Systems Analyst	IT	7/6/15	Hold	1	Department re-evaluating position. Using part-time temporary staffing to fill current need

**TOTAL POSITIONS ON HOLD = 1    TOTAL ELIGIBILITY LISTS = 0**