



City of Appleton

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

Meeting Agenda - Final

Human Resources & Information Technology Committee

Wednesday, June 14, 2017

6:30 PM

Council Chambers, 6th Floor

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

[17-865](#) Minutes from 5-10-17

Attachments: [Minutes 5-10-17.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[17-871](#) Request to approve Valley Transit reorganization for the following:

- * Add 1.0 fte Transit Operations Specialist
- * Reduce Community Relations Specialist from 1.0 fte down to .5 fte
- * Reduce Road Supervisors from 2.0 fte down to 1.5 fte
- * Change Communication Technicians from 2 full time and three .5 fte positions to 3 full time and one .5 fte

Attachments: [VT Request to Change T.O. 06.09.2017.pdf](#)

[17-869](#) ORGANIZATIONAL MATTERS: confirm/set meeting date time

6. Information Items

[17-870](#) I.T. Update

[17-867](#) Recruitment Status Report 6-9-17

Attachments: [RSR thru 6-9-17.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 contact Director Matz at 832-6426.



City of Appleton

100 North Appleton Street
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Meeting Minutes Human Resources & Information Technology Committee

Wednesday, May 10, 2017

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 6:30pm.

2. Roll call of membership

Present: 5 - Konetzke, Plank, Spears, Coenen and Baker

3. Approval of minutes from previous meeting

[17-650](#)

Minutes from 3-20-17

Attachments: [Minutes 3-20-17.pdf](#)

**Coenen moved, seconded by Spears, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 5 - Konetzke, Plank, Spears, Coenen and Baker

4. Public Hearings/Appealances

5. Action Items

6. Information Items

[17-651](#)

Report out vacation exception for newly hired Inspector.

This Presentation was received and filed

[17-652](#)

Changes to the Performance Management Policy

Attachments: [PERFORMANCE MANAGEMENT Draft 2017.pdf](#)

This Presentation was received and filed

[17-654](#)

2017 Glance Chart and Tables of Organization

This Presentation was received and filed

[17-656](#)

Information Technology updates

- Wireless Project Update
- ERP / CAMA Update
- Office 365 Plans
- SAN Replacement for 2018
- Council equipment replacement discussion

This Presentation was received and filed

[17-657](#)

Recruitment status report

Attachments: [RSR thru 5-5-17.pdf](#)

This Presentation was received and filed

[17-653](#)

ORGANIZATIONAL MATTERS:

Elect a Vice-Chair

Designate a contact person

Contact Person: Director Matz

Vice-Chair: Spears nominated by Konetzke, second by Coenen. Unanimously approved.

This Presentation was received and filed

7. Adjournment

A motion was made by Spears, seconded by Coenen, that this meeting be adjourned. The motion carried by the following vote:

Aye: 5 - Konetzke, Plank, Spears, Coenen and Baker



Date: June 9, 2017

To: Ald. Curt Konetzke, Chair
Human Resources & Information Technology Committee
100 N. Appleton Street
Appleton, WI 54911

From: Ron McDonald, General Manager

Re: Valley Transit Table of Organization

Dear Committee Members,

I had discussions with Human Resources, Information Technology, the Finance Department, and Valley Transit staff in an effort to define the staffing needs of Valley Transit now and in the future. Several issues were defined and discussed.

In regard to the Community Relations Specialist position, I'd like to retain 0.5 FTE position at this time. I don't anticipate filling this position immediately as I'm having ongoing discussions in an effort to best utilize this position to meet the City of Appleton's and Valley Transit's needs.

We have been unable to fill the 5 night per week evening FT Road Supervisor position. Consequently, I'd like to create a 0.5 FTE Road Supervisor position in an effort to attract a different pool of candidates. I'm hopeful we can attract candidates that are interested in a second job or are recently retired.

Valley Transit has a significant amount of technology interfaced together to provide passenger information, data collection, passenger fare collection, and maintenance. It was determined a position to concentrate on the transit specific technology should be a position within the transit department. In that effort, I'd like create a Transit Operations Specialist position. This position will be created using resources saved through proposed changes in the Community Relations Specialist and Road Supervisor positions.

Last but not least, Valley Transit has been unable to recruit or retain part-time Communications Technicians. However, we've experienced a greater pool of qualified full-time candidates. Consequently, I'm proposing changing two of the part-time Comm. Tech. positions to one full-time position.



My goal was to make the necessary changes with a minimal budgetary impact. The Finance Department reviewed the 2017 budget status and the 2018 budget projections related to the proposal delineated below.

In 2017, due to vacancies and turnover in the effected positions, the Finance Department is projecting an approximate \$140,000 in budget savings. In 2018, the Finance Department is projecting an approximate \$8,500 decrease in budgeted personnel costs related to these positions.

A draft Table of Organization chart is attached for review.

Following much deliberation and consideration, I humbly request authorization to change the Table of Organization for Valley Transit as follows:

<u>Current</u>	<u>Proposed</u>
1.0 FT – Community Relations Specialist	0.5 FTE–Community Relations Specialist
2.0 FT – Road Supervisor	1.5 FTE–Road Supervisor
3.5 FTE-Communication Technician (2.0-FT & 3-PT)	1.0 FT – Transit Operations Specialist
	3.5 FTE-Communication Technician (3.0-FT & 0.5-PT)

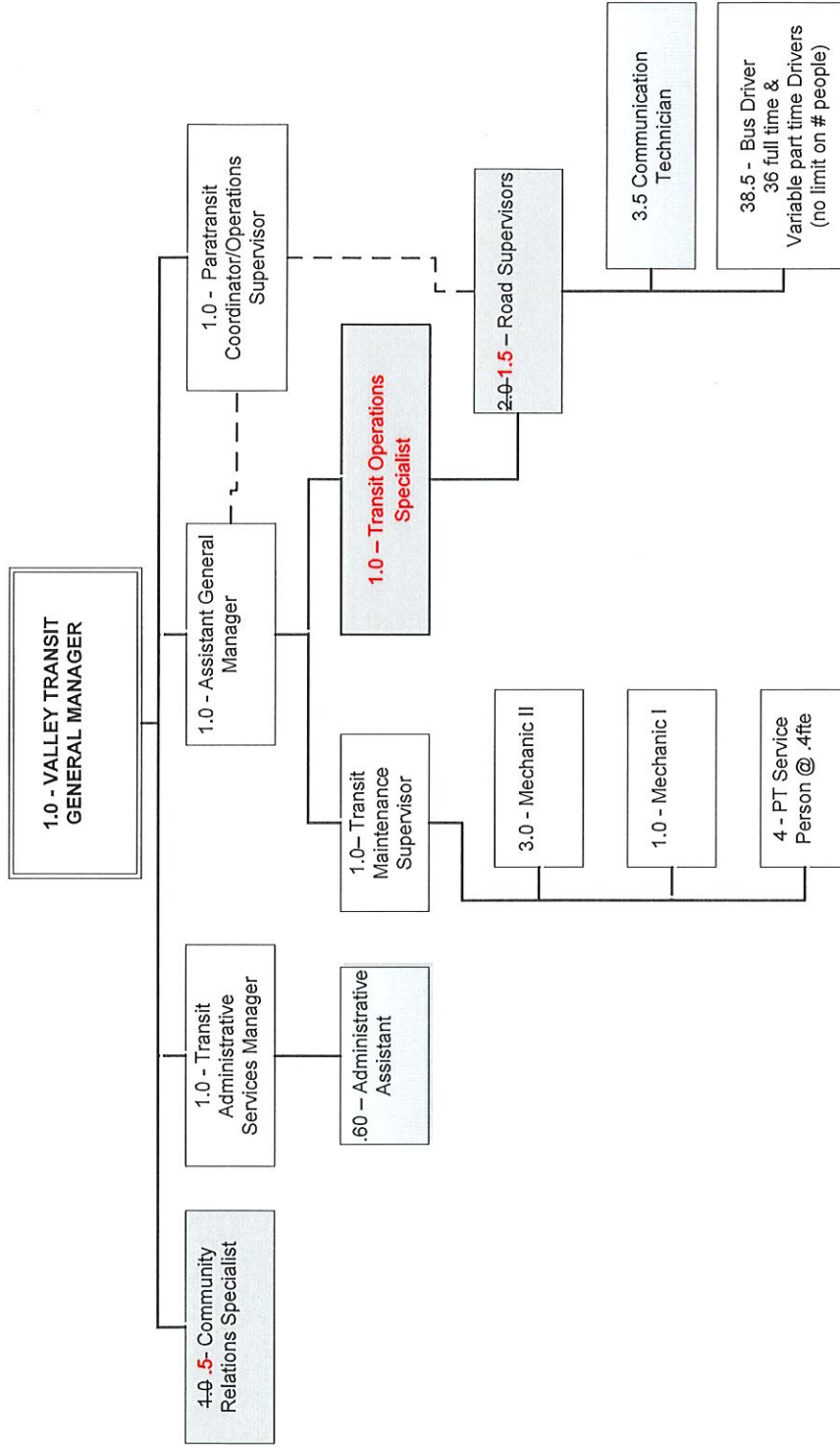
Recommendation:

Update the Valley Transit Table of Organization as proposed

Thank you, in advance, for consideration of this request.

DRAFT

JUNE 2017



**RECRUITMENT STATUS REPORT
UPDATES THRU 06/09/17**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	PT Bus Driver	Valley Transit	NA	NA	Flexible	Will keep process open with new flex schedule options Pending test results on two candidates
	Bus Driver	VT	5/2/17	5/23/17	1	New application deadline date 6/18/17
	Part-time Communication Technician	Valley Transit	2/13/17 6/15/17	2/9/17 6/6/17	2	Interviews 6/15/17
	Road Supervisor	Valley Transit	2/2/17	2/8/17	1	Dept. evaluation next step
	Operator I – Sanitation	DPW	5/19/17	5/31/17	1	Internal posting deadline 6/11/17
	8 Month Utility Locator	DPW	4/10/17	4/25/17	1	Promotion of Luke Coffey References and Background pending on top candidate
	Recreation Coordinator	PRFM	5/24/17	6/7/17	1	Resignation of Lisa Volkman RTF Pending
SANDY	Diversity and Inclusion Coordinator	Mayor	7/27/16	10/11/16	1	Panel interviews 6/28/17 and 6/29/17
JAY	Police Officer	Police	NA	NA	Elig list	Conditional offer extended and final steps pending Chief interviews in progress
	Administrative Support Specialist	Police	2/1/17	Re-org apprvd 3/1/17	1	Background pending on top candidate
	Library Assistant (Community Partnerships and Children's Sub)	Library	NA	5/2/17	2	Panel interviews 6/14/17
	Operations Clerk	Library	6/3/17	5/18/17	1	Application deadline date 6/11/17
	Assistant City Attorney	Legal Services	4/7/17	3/20/17	1	Darrin Glad start date 6/26/17
	Principal Planner	C&ED	5/18/17	4/27/17	1	Panel interviews 6/8/17
	Secretary to the Mayor	Mayor	5/12/17	4/27/17	1	Panel interviews 6/21/17
	Training and Resource Development Specialist	Fire	Re-org/newly created	Re-org approved 3/1/17	1	Application deadline date 7/9/17
	Battalion Chief – Operations	Fire	2/5/17	6/7/17	1	Ethan Kroll moving into the role 6/11/17

TOTAL POSITIONS OPEN = 17 TOTAL ELIGIBILITY LISTS = 1

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
KIM	Community Relations Specialist	VT	1/13/17	Pending	1	Resignation of Nikki Voeltzke

TOTAL POSITIONS ON HOLD = 2 TOTAL ELIGIBILITY LISTS = 0