



Meeting Agenda - Final-revised

Human Resources & Information Technology Committee

Wednesday, January 10, 2018

6:30 PM

Council Chambers, 6th Floor

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

[18-0038](#) Minutes from 12-13-17

Attachments: [Minutes 12-13-17.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[18-0041](#) Request from Police to approve the Support Services Division to be moved from the Assistant Chief to the Investigative Services Captain. Also to create two Lead positions, one in the Communication Specialist Unit and one in the Records Unit.

Attachments: [Police TO reorg memo.pdf](#)
[Police Lead Positions memo request Allcox.pdf](#)
[Police TO approved 3-1-17.pdf](#)
[Police TO draft Jan 2018.pdf](#)

[18-0040](#) Request to overhire for the Waste Water Operations Supervisor position to be able to train the new employee prior to retirement date of current employee.

Attachments: [Ops Supervisor Overhire 01-05-09.pdf](#)

6. Information Items

[18-0045](#) Update on I.T. projects

[18-0039](#) Recruitment Status Report 1/5/18

Attachments: [RSR thru 1-5-18.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 920-832-6426.



City of Appleton

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

Meeting Minutes Human Resources & Information Technology Committee

Wednesday, December 13, 2017

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

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

3. Approval of minutes from previous meeting

[17-1957](#)

Minutes from 10-25-17

Attachments: [Minutes 10-25-17.pdf](#)

Baker 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/Apearances**

5. **Action Items**

[17-1974](#)

Request to approve Valley Transit to eliminate the .5 Road Supervisor, .5 Communication Technician and .6 Administrative Assistant and create a 1.0 Operations Supervisor position.

Attachments: [VT reorganization request 12-2017.pdf](#)

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

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

[17-1538](#)

Request to approve the 2018 Seasonal Pay Plan with a 1.25% adjustment and addition of Election Workers to the schedule.

Attachments: [2018 Seasonal Pay Plan.pdf](#)
[Seasonal Pay Plan for Election Workers memo.pdf](#)

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

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

[17-1960](#)

Request to approve the maximum pay for performance adjustment provision under - V. Procedures, Section D. Compensation Plan Components (b) Pay for Performance of the Salary Administration Policy.

Attachments: [Salary Administration Policy 2017partially revised-with max P4P.pdf](#)

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

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

6. Information Items

[17-1959](#)

The committee will meet in closed session to discuss status of labor negotiations, pursuant to the exemptions contained in State Statutes 19.85 (1) (c) and (e). The Committee will then reconvene into an open session and conduct further business.

Meeting went into Recess

Aldersperson Spears moved, seconded by Aldersperson Konetzke, to convene in Closed Session. Roll Call. Motion Carried by the following vote:

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

Meeting reconvened

Aldersperson Baker moved, seconded by Aldersperson Spears, to rise and report, returning into open session. Upon vote, motion carried by the following vote:

Aye: 4 - Konetzke, Plank, Spears and Baker

Excused: 1 - Coenen

[17-1958](#)

Recruitment Status Report 12-8-17

Attachments: [RSR thru 12-08-17.pdf](#)

This Presentation was received and filed

7. Adjournment

Baker moved, seconded by Konetzke, that the be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Konetzke, Plank, Spears and Baker

Excused: 1 - Coenen



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

POLICE DEPARTMENT

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

To: Alderperson Konetzke, Human Resources Committee Chairperson
Alderperson Lobner, Safety and Licensing Committee Chairperson

From: Chief Todd Thomas

Date: January 1, 2018

Subject: Table of Organization Proposal

We have been monitoring and evaluating the table of organization changes we have made in the last several years. We have looked for unintended consequences, as well as opportunities to become more efficient and effective. The staffing plan that we have implemented is a continuous process that evaluates community needs, and then looks for ways to use technology and process improvements to address those needs, before we look for additional staffing. Subsequently, I am requesting two modifications to our table of organization so we can better use the resources we have.

Move Support Services Unit to the Investigative Service Captain.

The Support Services Unit consists of a Lieutenant who oversees our hiring and training, an officer, and an administrative support services employee. They currently report directly to the Assistant Chief. This is the only specialty unit that does not report directly to a Captain in their day-to-day operation. When we combined the two Deputy Chief positions into the Assistant Chief position we knew we would have to shift some duties and responsibilities to the Captains. The Support Services Unit would have more direction and interaction from a command staff member from reporting directly to the Investigative Captain. The majority of the investigators that do backgrounds are in the Investigative Unit; this is a much better fit and allows the Captain to have more control over his resources. With the recent retirement of Assistant Chief Olm we tested this out on a temporary basis and were very pleased with the results. There is no financial impact with this move.

Create two LEAD positions; one in Records Unit and one in Communication Specialist Unit.

In 2018, we will implement a new records management system which will change the way all our employees operate. The area that will see the biggest changes will be our records unit. Our Administrative Support Services Manager currently has the largest number of direct reports in the department and oversees two large units; Records and

Police Communication Specialists. We are recommending a change in our table of organization which will create two LEAD positions, one in each unit, to assist with day to day operations, scheduling and overtime monitoring, and to provide effective direction and guidance when the Manager is unavailable.

We have several employees in each unit who would be qualified for these positions and they would be used for succession planning for other internal positions. The estimated financial impact will be about \$2,000 per position and we hope to be able to pay for the additional cost through OT cost savings from closer monitoring of OT and the employees work load, and from other efficiencies.

I have attached a memo from Administrative Services Manager Cathy Allcox that gives some additional information.

Thank you for your consideration and I welcome any questions or comments,

Chief Todd Thomas



POLICE DEPARTMENT

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(920) 832-5500 • Fax (920) 832-5553
<http://www.appleton.org/police>

August 23, 2017

Chief Thomas,

The Clerical Unit of APD is evolving and changing rapidly, with some significant workforce and technology changes on the immediate horizon. We have had some recent turnover and are about to embark on implementing an enormous change in a new Records Management System (RMS) in the next several months.

With the potential of several retirements within the next five years, we are considering a succession plan to create career development. Currently 16% of my staff is eligible for retirement. In five short years, 53% of them will be.

The change to a new Records Management System will be monumental for the department. It will require select individuals to have a wide scope of knowledge and training in the new system. It is necessary for one clerical employee at the Front Desk and one member from Records to go through specialized training to be certified as a SAA (Spillman Applications Administrator). These positions will be leading both clerical and sworn through a complete overhaul with the way we do business, and their expertise will be heavily relied up to ensure the success of the implementation of this new system.

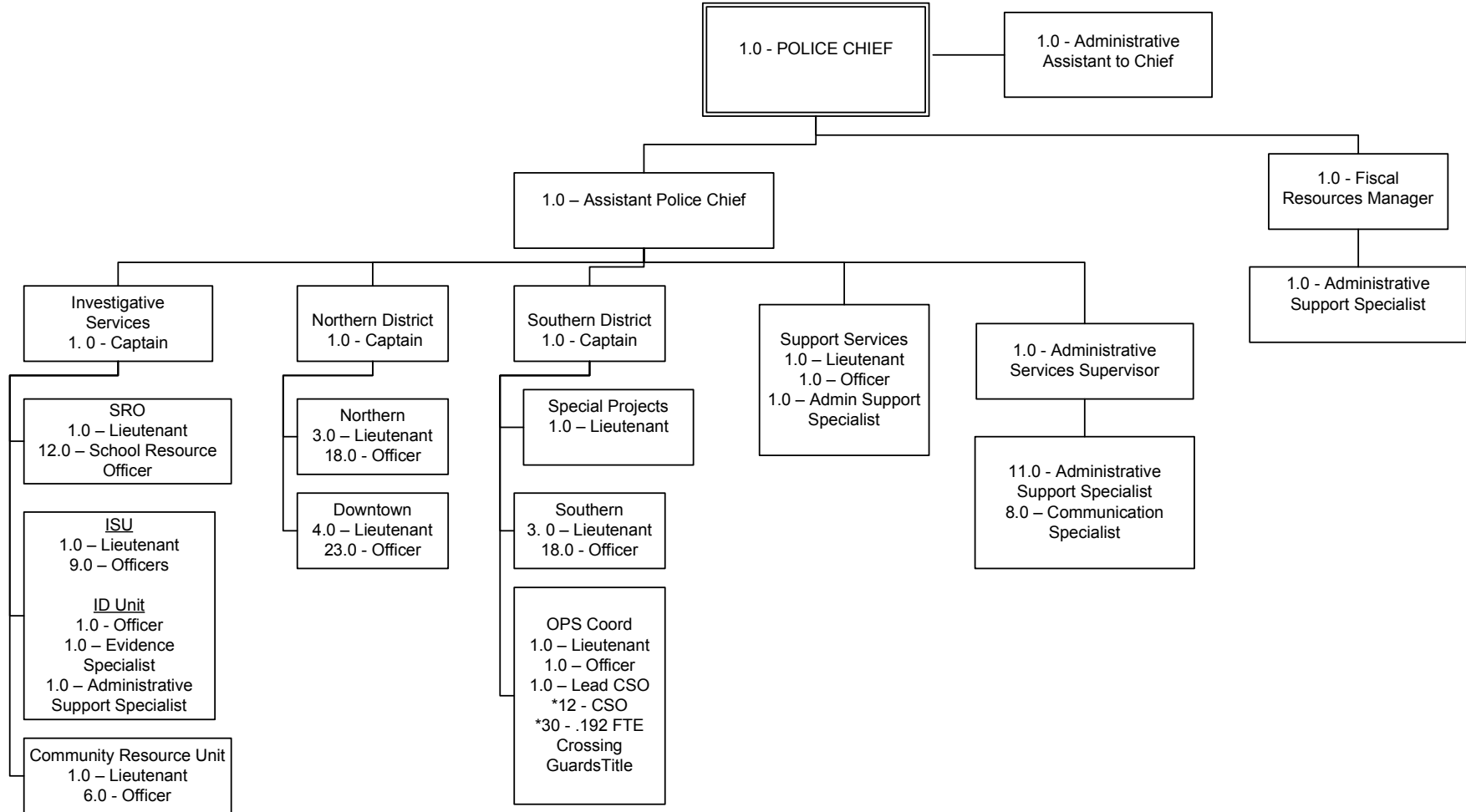
I request approval for one clerical member in Records and one clerical employee at the Front Desk be classified at Lead positions. These positions would be responsible to:

- Schedule daily coverage to ensure effective operations and to minimize overtime
- Provide effective direction, instruction and guidance regarding workload priorities
- Periodically review goals and progress with team members
- Keep the Administrative Services Manager apprised of personnel matters so they can be addressed

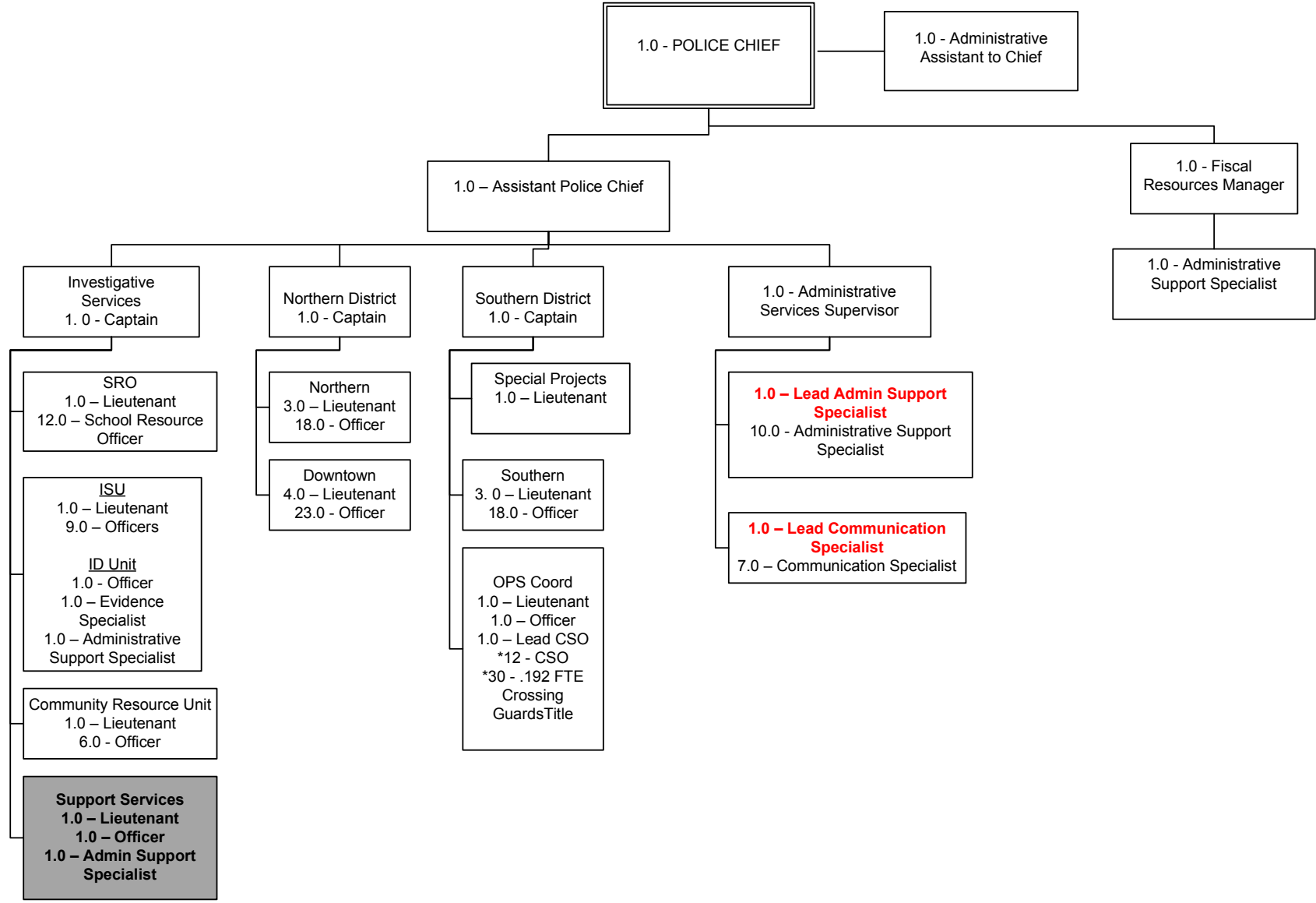
The proposed creation of a Lead Administrative Support Specialist and a Lead Communications Specialist will have an estimated financial impact of \$2,000 per position equaling \$4,000 annually. While the cost is minimal, the impact of these roles will be phenomenal.

Thank you for your consideration.


Cathy Allcox
Administrative Services Manager



COUNCIL APPROVED 3/1/17





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Department of Utilities
Wastewater Treatment Facility
2006 E Newberry St
Appleton, WI 54915-3128
920-832-5945 tel.
920-832-5949 fax

To: Curt Konetzke and members of the Human Resources Committee

CC: Greg Dannecker and members of the Utilities Committee
Kelli Rindt, Deputy Director of Finance

From: Chris Shaw, Utilities Director

Date: 1/9/2018

Re: *Request to Over Hire - Wastewater Operations Supervisor*

The current Wastewater Operations Supervisor will be retiring on March 30, 2018. The position is critical in the Utility's table of organization. The incumbent has 30+ years of experience of which the last ten have been spent in the current supervisor position.

The position responsibilities include, but are not limited to, supervising 12 operations and maintenance staff, process control decisions for the physical, chemical, and biological processes, and regulatory reporting for state and federal requirements. Furthermore, this supervisor manages the corrective and preventative maintenance programs of the facility and facilitates capital project integration (e.g., \$1.3M of AWWTP improvements in 2018).

In order for a successful transition of the position's successor, I feel the City would benefit from having the incumbent transfer his significant institutional knowledge over a twenty day, over hire, period.

The financial impact for this proposal is approximately \$6,005. The proposed funding to cover this cost will be to utilize vacant salary dollars. As such, no additional budget will be requested.

**RECRUITMENT STATUS REPORT
UPDATES THRU 1/5/18**

| STAFF PERSON | POSITION | DEPT. | Date of Vacancy | RTF Approval Date | # of Openings | STATUS |
|---------------------|--|--------------|---|--|----------------------|---|
| KIM | PT Bus Driver | VT | NA | NA | Flexible | Will keep process open with new flex schedule options |
| | Bus Driver | VT | 7/6/17 | 9/20/17 | 1 | Background and references pending on candidate Continuing to accept applications |
| | PT Serviceperson | VT | 9/26/17 | 10/16/17 | 1 | Resignation of Scott Pellegrini Application deadline 1/14/18 |
| | Transit Operations Supervisor | VT | NA | NA | 1 | Jerry Chapa promoted 1/9/18 |
| | Grounds Coordinator | PRFM | 12/8/17 | 12/4/17 12/20/17 | 2 | Resignation of Dave Vander Heyden Retirement of Marv Vosters Application deadline 1/7/18 |
| | Operator II – Water | DPW | 1/2/18 | 11/20/17 | 1 | Retirement of Mike Allen Promotion of candidate pending |
| | Operator I – Street | DPW | 1/3/18 | Carry-over Water Op II 11/20/17 | 1 | Promotion of Ethan Klister Application deadline 1/14/18 |
| | Operator I – Street | DPW | 1/2/18 | Pending Dept. discussing possible change | 1 | Retirement of Scott Coenen |
| | Operator II – Sewer Crew | DPW | 1/3/18 | Carry-over Sweeper 12/11/17 | 1 | Transfer of Paul Leidel Application deadline 1/14/18 |
| | WW Operations Supervisor | Utilities | 3/30/18 | 12/22/17 | 1 | Retirement of Bob Kennedy Pending over-hire request to Committee |
| SANDY | Fire Chief | Fire | 7/1/18 | 10/24/17 | 1 | Application deadline date 1/5/18 |
| JAY | Police Officer | Police | 12/29/17, 1/1/18, 1/4/18, 1/13/18, 3/1/18 | NA | 4 + Elig list | Conditional offers extended to two candidates Background pending on one candidate Physical fitness testing 1/6/18 and 1/11/18 |
| | Crossing Guard (Regular and Alternate) | Police | NA | 8/2/17 | NA | Background pending on one candidate |
| | Community Service Officer | Police | NA | 8/16/17 | NA | Backgrounds pending on three candidates Medical pending on three candidates Blake Herbert start date 1/9/18 |
| | Enterprise Accounting Manager | Finance | 1/1/18 | Pending | 1 | Application deadline date 1/21/18 |
| | Library Clerk (full-time) | Library | 1/6/18 | 11/29/17 | 1 | Panel interviews 1/9/18 |

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 .5 FTE | VT | 1/13/17 | Pending | 1 | Resignation of Nikki Voeltzke Re-org approved by Council on 6/21/17 (to .5) |

TOTAL POSITIONS ON HOLD = 2