



# 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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Wednesday, February 21, 2018

6:30 PM

Council Chambers, 6th Floor

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#### SPECIAL MEETING

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

[18-0217](#) Minutes from 1-10-18

**Attachments:** [Minutes 1-10-18.pdf](#)

#### 4. Public Hearings/Appealances

#### 5. Action Items

[18-0215](#) Request to award Presidio the contract to purchase and implement a NetApp Storage system, backup equipment and software and disaster recovery application. The amount requested is \$500,000 for the project.

**Attachments:** [SAN-DR Memo 2-21-18.pdf](#)

[18-0216](#) Request to approve changes to the Department of Public Works table of organization by reducing Laborer by one position, decrease Operator I by one position and increase Operator II by two positions.

**Attachments:** [DPW reorganization 2-21-18.pdf](#)

#### 6. Information Items

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  
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## Meeting Minutes Human Resources & Information Technology Committee

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Wednesday, January 10, 2018

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 4 - Konetzke, Plank, Coenen and Baker

**Absent:** 1 - Spears

3. Approval of minutes from previous meeting

**Baker moved, seconded by Coenen, that the minutes be approved. Roll Call.**

**Motion carried by the following vote:**

**Aye:** 4 - Konetzke, Plank, Coenen and Baker

**Absent:** 1 - Spears

[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](#)

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

**Aye:** 4 - Konetzke, Plank, Coenen and Baker

**Absent:** 1 - Spears

[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](#)

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

**Aye:** 4 - Konetzke, Plank, Coenen and Baker

**Absent:** 1 - Spears

## 6. Information Items

[18-0045](#)

Update on I.T. projects

**This Presentation was received and filed**

[18-0039](#)

Recruitment Status Report 1/5/18

**Attachments:** [RSR thru 1-5-18.pdf](#)

**This Presentation was received and filed**

## 7. Adjournment

**Baker moved, seconded by Coenen, that the meeting adjourn be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Konetzke, Plank, Coenen and Baker

**Absent:** 1 - Spears



*"...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 HR / IT Committee  
From: Dean J. Fox, Information Technology Director  
Date: 2/6/18

Re: Request to award Presidio the contract to purchase and implement a NetApp Storage system, backup equipment and software and disaster recovery application. The amount requested is \$500,000 for the project.

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The CIP budget of \$500,000 includes funding to replace the Storage Area Network (SAN), backup system and implement a secondary disaster system.

An RFP went out in late November for a new SAN / DR system to replace the existing EMC SAN, which is now 7 years old.

The responses were as follows:

- CoreBTS: Score = 78.5/100 \$496,683
- IT Pros: Score = 79.5/100 \$499,898
- HBS: Score = 83/100 \$512,505
- Capital – Data: Score = 89/100 \$458,672
- **Presidio: Score = 89/100 \$498,715**

In addition to the cost of all hardware, software and implementation, I requested all costs include 5 years of support, which is included in the above pricing.

I request your consideration and approval of a contract with Presidio for the NetApp SAN/DR solution proposed. After considerable review, and multiple follow up questions, it has been determined due to the inclusive nature of the NetApp solution, the amount of space included in the proposal, and the complete software package with it, that the Presidio response is the best solution for the next 7 years for the City of Appleton.

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

## MEMO

**TO:** Human Resources Committee  
Finance Committee  
Municipal Services Committee

**FROM:** Nate Loper, Deputy Director of Public Works - Operations

**DATE:** January 17, 2018

**SUBJECT:** Changes to the Department of Public Works Table of Organization – Operations Division

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The Department of Public Works is proposing to modify the Operations Division Table of Organization by reclassifying three (3) positions in our Operations Pool. These positions are currently vacant and the new positions will be filled using our standard, competitive hiring process.

<u>Current FTE</u>		<u>Proposed FTE</u>	
Laborer	6.5	Laborer	5.5
Operator I	29	Operator I	28
Operator II	<u>24</u>	Operator II	<u>26</u>
<b>Total</b>	<b>59.5</b>	<b>Total</b>	<b>59.5</b>

By making these changes we expect to improve employee retention and attraction rates by paying employees the appropriate wage for the work they are performing and by providing more opportunities for future career advancement within the department. We also feel these changes are consistent with the City's Strategic Plan by "responsibly delivering excellent services" (Key Strategy #1) and "recognizing and growing everyone's talents" (Key Strategy # 3).

### PROPOSED CHANGES

#### **Sanitation Operator I to Operator II**

The employee in this position primarily operates a highly specialized, industrial wood chipper to grind wood material, yard waste and leaves. They are also required to perform most of the maintenance on this machine and therefore are required to have a strong mechanical background. There are also many risks associated with the operation of a large chipper which range from severe personal injury to very expensive mechanical repairs if the machine is not operated properly. In the winter months they are also expected to operate heavy equipment

for plowing operations which is a function of the Operator II position. On average, this Operator I performs Op II duties 70% of the year. The cost to implement this change is expected to be \$9,173.

#### **Laborer to Sanitation Operator I**

The employee in this position works alongside the Operator I's and performs the same tasks as them for the majority or entirety each day. They drive overflow trucks and automated garbage trucks, pick bulky overflow, plow snow and perform all other work associated with an Operator I classification. On average, this Laborer performs Op I duties 75% of the year. The cost to implement this change is expected to be \$3,474.

#### **Street Operator I to Operator II**

This employee in this position works alongside the Operator II's for the entire construction season (7 months each year). They form a crew that does all of the City concrete and mason work. Their tasks include forming, pouring and finishing concrete panels, repairing or replacing inlets and manhole sections, repairing curb damage, asphalt paving and various other street maintenance related tasks. In the winter months they are also expected to operate heavy equipment (loaders, graders, etc.) for plowing operations which is also a function of an Operator II position. On average, this Operator I performs Op II duties 70% of the year. The cost to implement this change is expected to be \$9,173.

#### **Funding**

The increased salary expenses for these changes will be offset by utilizing unused 2018 salary dollars that have accrued while filling several vacant positions from recent DPW retirements. Any resulting future salary increases will be subject to future departmental budget requests.

These cost projections take into account the maximum impact of the proposed changes. We anticipate the initial implementation cost to be much less (less than 1/2) based on actual wages of the employees that vacated these positions and the wages of potential promotable employees.

Attachment: Table of Organization

C: Paula Vandehey, Public Works Director  
Tony Saucerman, Finance Director  
Sandy Matz, Human Resources Director



