



# 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, October 24, 2018

6:30 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

[18-1528](#) Minutes from August 22, 2018

**Attachments:** [MeetingAgenda22-Aug-2018-09-21-01.pdf](#)

#### 4. Public Hearings/Apearances

#### 5. Action Items

[18-1549](#) Request approval of the Department of Public Works table of organization to reflect 8 Professional/Civil Engineers and 14 Engineering Specialist/Technicians

**Attachments:** [DPW Table of Organization change.pdf](#)

[18-1551](#) Request to approve changes to the 2018 Seasonal Pay Plan

**Attachments:** [2018 Seasonal Pay Plan changes.pdf](#)

[18-1554](#) Request to approve a 1.5% increase to the Seasonal Pay Plan for 2019

[18-1555](#) Request to approve the Seasonal Employment Policy

**Attachments:** [Seasonal Employment Policy.pdf](#)

[18-1558](#) Request to approve Aldermanic Salary for the 2020 Election Year

**Attachments:** [Aldermanic Salary.pdf](#)

#### 6. Information Items

[18-1529](#) 2019 Information Technology Budget

**Attachments:** [2019 Information Technology Budget.pdf](#)  
[IT 2019 CIP Request.pdf](#)  
[2019 ERP CIP Request.pdf](#)

[18-1559](#) Title change from Laborer to Operator on both the Department of Public Works table of organization and on the Non-Represented Classification Compensation Grade Order Listing

**Attachments:** [Laborer Title change.pdf](#)

[18-1560](#) Premium contribution and funding levels for 2019 medical plans

**Attachments:** [Medical Premium and funding levels.pdf](#)

[18-1561](#) 2019 Human Resources Budget

**Attachments:** [2019 HR Budget.pdf](#)

[18-1562](#) Connecting Care Clinic Open House - November 8, 2018 from 4:00 pm to 6:00 pm

**Attachments:** [CCC Invite.pdf](#)

[18-1563](#) Recruitment Status Report as of October 18, 2018

**Attachments:** [RSR thru 10-18-18.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.*

*For questions regarding this agenda, please contact Director Matz at (920) 832-6426.*



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## Meeting Agenda

### Human Resources & Information Technology Committee

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Wednesday, August 22, 2018

6:30 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

[18-1236](#) Minutes from 7-11-18

**Attachments:** [Minutes 7-11-18.pdf](#)

#### 4. Public Hearings/Apearances

#### 5. Action Items

[18-1240](#) Request to approve Health Department reorganization to change the .75 fte Health Preparedness Coordinator to a 1.0 Emergency Management Coordinator.

**Attachments:** [Health Reorg 8-2018.pdf](#)  
[Health Reorg TO 8-16-18.pdf](#)

[18-1271](#) The Human Resources & Information Technology Committee will meet in closed session pursuant to the exemptions contained in State Statutes §19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding a pending grievance relating to authorizations to withhold union dues from paychecks, and will then reconvene into an open session and conduct such further business as may be pending.

*Meeting went into recess*

#### 6. Information Items

[18-1238](#) Update on Janus legal ruling regarding union employee dues.

[18-1239](#) 2018 Human Resources department mid year budget report

**Attachments:** [2018 Mid Year HR budget.pdf](#)

[18-1237](#) Recruitment Status Report 8-16-18

**Attachments:** [RSR thru 8-16-18.pdf](#)

## 7. Adjournment

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

*Questions on agenda contact Director Matz at 920-832-6426.*

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# Human Resources Department

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## Memorandum

To: Chairperson Konetzke and Human Resources Committee

From: Sandy Matz, Human Resources Director 

CC: Common Council

RE: Request to change the Department of Public Works table of organization

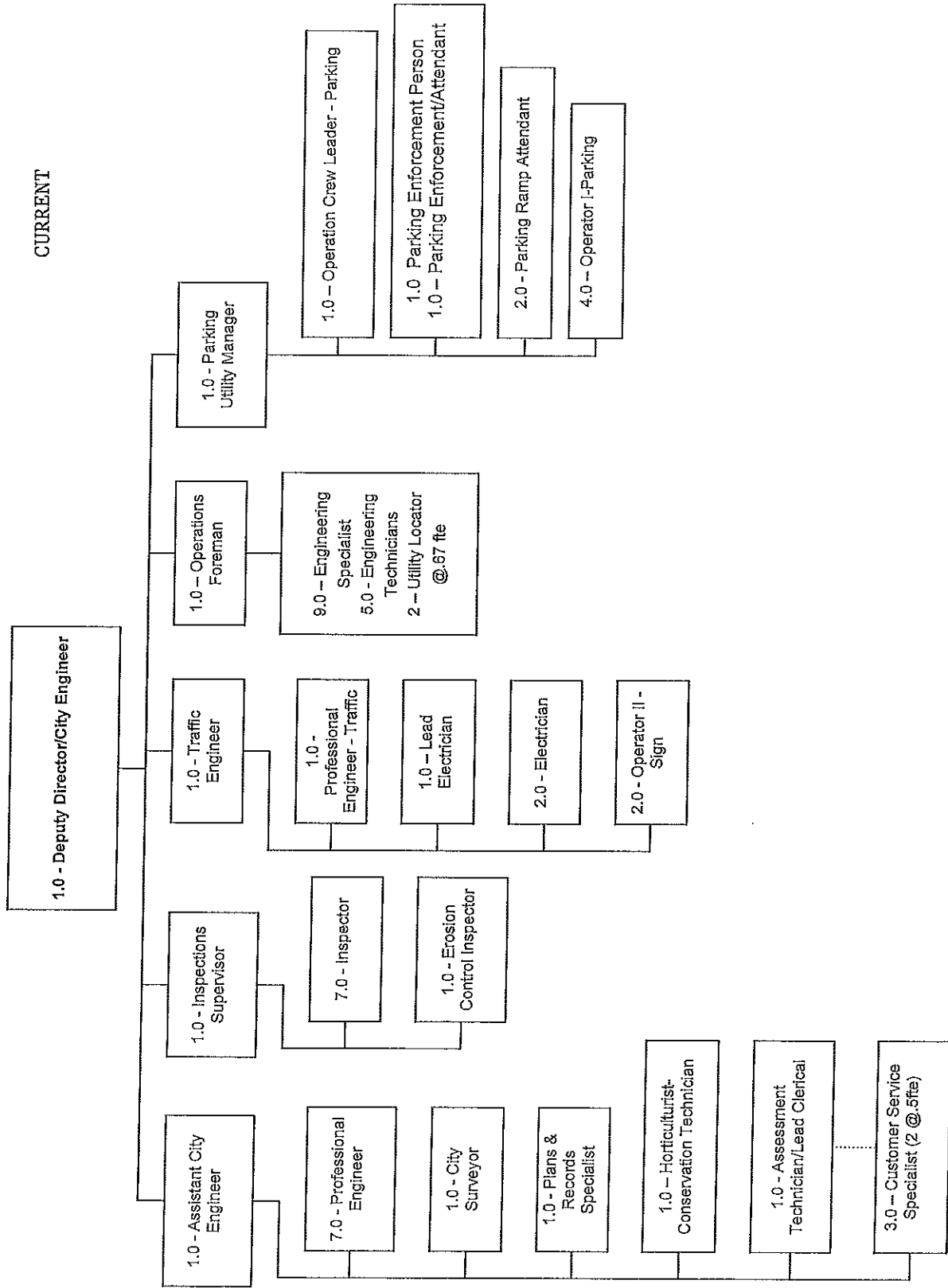
The current table of organization for the Department of Public Works shows that the department is authorized to have a total of 8 Professional Engineers. (7 under the Assistant City Engineer and 1 under the Traffic Engineer), 9 Engineering Specialists and 5 Engineering Technicians. We are requesting approval to modify the table of organization to reflect a total of 8 Professional/Civil Engineers and 14 Engineering Specialist/Technicians.

The reason for this request is to allow for more flexibility on the table of organization without needing to obtain Council approval each time an employee progresses through the engineering career development program.

The Department has had a long- standing practice of moving employees through a career development program for Engineers and Engineering Technicians. This program has been beneficial to not only the department and the organization but to employees by allowing growth and pay advancement when certain milestones are obtained. Titles for these positions and pay grades changed when the City adopted the new compensation plan. It wasn't until recently, that we discovered the table of organization with the new titles doesn't really allow for the same flexibility that used to exist. This was an oversight when the new plan was adopted.

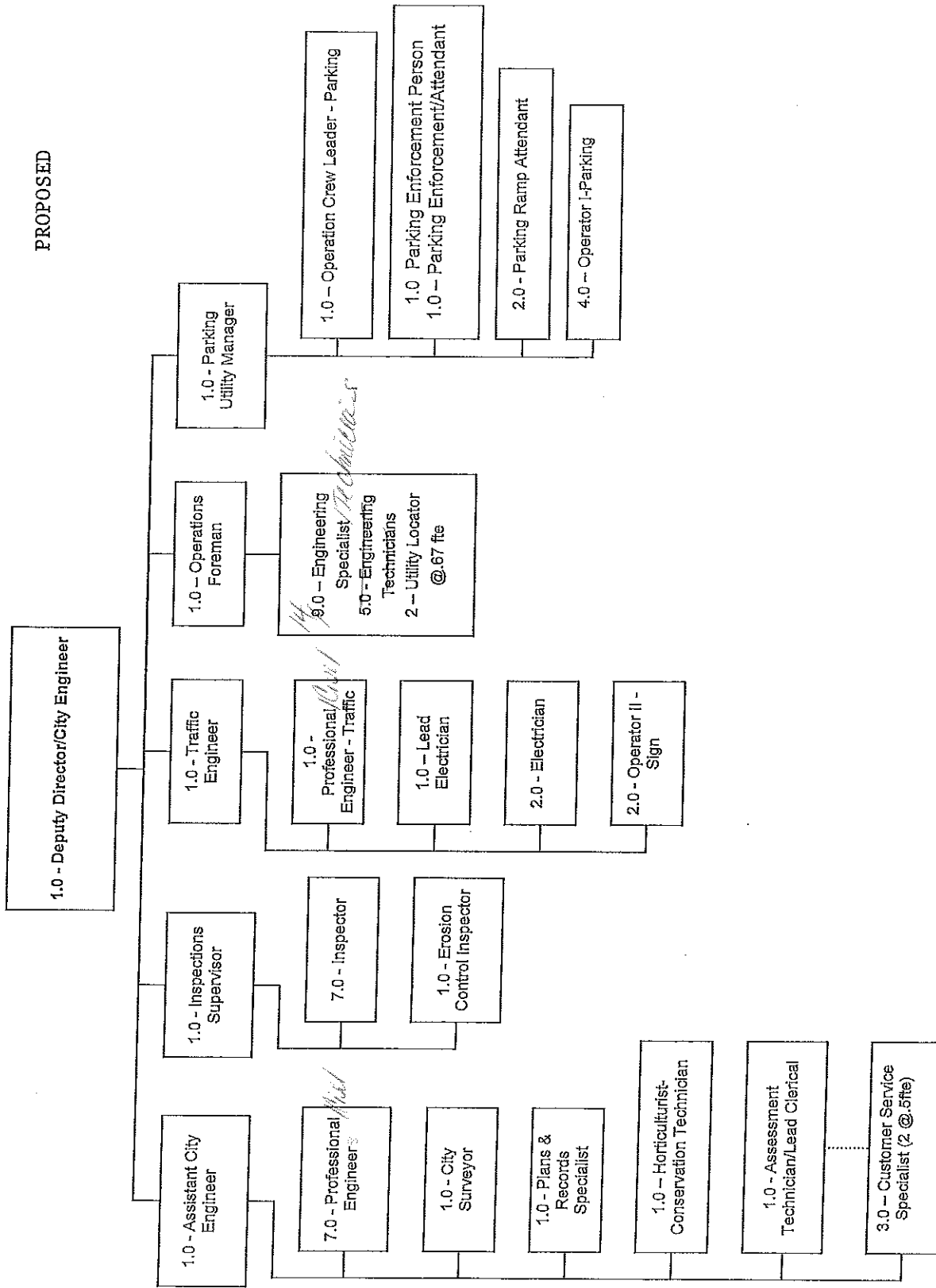
I have attached a copy of the current and proposed tables of organization.

CURRENT



Approved 8/2/17

PROPOSED



Approved 8/2/17

1.25% Increase

## 2018 SEASONAL/RECREATION PAY SCHEDULE

PAY GRADE	1st Year	2nd Year	3rd Year	4th Year
<b>GRADE 12</b>	\$14.62	\$15.21	\$15.81	\$16.39
Adult Sport Official <i>Adult Flag Football</i> Youth Sport Official III Recreation/Sports Instructor III Activity Coordinator III				
<b>GRADE 11</b>	\$13.70	\$14.28	\$14.87	\$15.47
<b>GRADE 10</b>	\$12.84	\$13.43	\$14.02	\$14.62
Activity Coordinator II Recreation/Sports Instructor II <i>Dance Instructor</i> <i>Adult Fitness Instructor (Zumba, Outdoor Bootcamp)</i> <i>Parkour Instructor</i> <i>Preschool Instructors (Jr. Clubhouse, Teacher and Me</i> <i>Active Adult Instructor (Fitness, Spanish and Yoga)</i> Code Compliance Inspector Concession Coordinator Election Technician				
<b>GRADE 9</b>	\$12.05	\$12.64	\$13.24	\$13.81
Economic Development Technician				
<b>GRADE 8</b>	\$11.31	\$11.89	\$12.48	\$13.06
Activity Coordinator I <i>Director of Instruction - Swim Lessons</i> <i>Youth Sports - Assistant Coordinator</i> <i>Summer Playground Coordinator</i> <i>Golf Tournament Coordinator</i> Engineering Aide - Inspection/Drafting/Survey Facility Manager II <i>Facility Supervisor - Basketball/Soccer</i> <i>Pool Manager</i> Recreation/Sports Instructor I <i>Active Adult - Knitting</i> <i>Bike Safety Instructor</i> <i>Camp Instructor (Tennis, Soccer, Baseball, Sports Exploration)</i> <i>Golf Instructor</i> <i>Youth/Family Fitness Instructor (Water Aerobics)</i> <i>Lifeguard Instructor</i> Youth Sport Official II				
<b>GRADE 7</b>	\$10.28	\$10.56	\$10.87	\$11.17
Facility Manager I <i>Clubhouse Attendant</i> <i>Maintenance Leader-Outdoor Pools</i>				



<b>GRADE 6</b>	\$9.64	\$9.91	\$10.23	\$10.51
Engineering Aide - Traffic Laborer II Student Intern Customer Service Associate II Sign Shop Laborer Electrical Laborer Concessionaire Program/Activity Leader III <i>Open Gym Supervisor</i> <i>Dance Assistant Instructor</i> Lifeguard III <i>Lifeguard with WSI</i> <i>Swim Instructor</i> Chief Election Inspector Chief Election Inspector (co-chief)				
<b>GRADE 5</b>	\$9.02	\$9.30	\$9.62	\$9.89
Program Activity Leader II <i>Facility Supervisor - Winter Recreation Center</i> <i>Playground Leader</i> <i>Camp APRD Supervisor</i> Lifeguard II <i>Lifeguard-2 yrs of HS and WSI or HS Grad/GED w/o WSI</i> <i>Swim Instructor</i> Laborer I Clerical II				
<b>GRADE 4</b>	\$8.45	\$8.73	\$9.05	\$9.33
Youth Sport Official I <i>Baseball/Softball, Basketball</i> <i>Flag Football, Kickball, Soccer</i> Program Activity Leader I Lifeguard I <i>Lifeguard without WSI</i> Customer Service Associate I <i>Concessionaire - Winter Recreation Center</i> <i>Pool Cashier</i> <i>Outside Operations Staff (Golf)</i> Clerical I Laborer Election Inspector				
<b>GRADE 3</b>	\$7.87	\$7.99	\$8.11	\$8.23
Parking Ramp Painter Scorekeeper II <i>Basketball</i> <i>Flag Football - Youth and Adult</i>				
<b>GRADE 2</b>	\$7.82	\$7.94	\$8.06	\$8.18
Attendant/Grounds Personnel <i>Concessionaire/Beverage Cart Attendant</i> <i>Water Slide Attendant/Grounds Personnel</i>				
<b>GRADE 1</b>	\$7.77	\$7.89	\$8.00	\$8.12
Scorekeeper I				

WIAA Certified Sports Officials	\$20.68 per game
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The plan will be adjusted to comply with minimum wage laws.

\$7.25 is minimum wage 2017 - in order to make grades 1 - 3 tiered rates, and to have grade one at minimum wage, we have adjusted these rates manually per Debby until minimum catches up to Grade 1.

## 2019 SEASONAL PAY SCHEDULE

? Increase pending

WIAA Certified Sports Officials	\$25.00 per game	
Certified Fitness Instructor	\$25.00 per class	

(operational positions are listed in BOLD)

PAY GRADE	Step 1	Step 2	Step 3	Step 4
GRADE 7	\$14.62	\$15.21	\$15.81	\$16.39
Adult Sport Official (non-certified) <i>Adult Flag Football</i> Youth Sport Official III Recreation/Sports Instructor III (non-certified) <i>Adult Fitness Instructor (Zumba, Outdoor Bootcamp)</i> Activity Coordinator III <i>Assistant Clubhouse Supervisor</i> <i>Playground Coordinator</i>				
GRADE 6	\$12.84	\$13.43	\$14.02	\$14.62
Code Compliance Inspector Activity Coordinator II <i>Assistant Playground Coordinator</i> Recreation/Sports Instructor II <i>Dance Instructor</i> <i>Preschool Instructors (Jr. Clubhouse, Teacher and Me)</i> <i>Adult Instructor (Spanish, Special Events)</i> Facility Manager III <i>Pool Manager</i>				
GRADE 5	\$12.05	\$12.64	\$13.24	\$13.81
Lifeguard III / Swim Instructor Concession Manager				
GRADE 4	\$11.31	\$11.89	\$12.48	\$13.06
Engineering Aide - Inspection/drafting/survey Engineering Aide - Traffic Activity Coordinator I <i>Youth Sports - Assistant Coordinator</i> Facility Manager II <i>League/Facility Supervisor</i> <i>Director of Instruction - Swim Lessons</i> <i>Scheig Center Attendant</i> Recreation/Sports Instructor I <i>Bike Safety Instructor</i> <i>Camp Instructor (Tennis, Soccer, Baseball, Golf, Sports Exploration)</i> <i>Lifeguard Instructor</i> Youth Sport Official II Lifeguard II / Swim Instructor				
GRADE 3	\$10.32	\$10.89	\$11.49	\$12.12
Laborer Program/Activity Leader II <i>Camp Supervisor</i> <i>Playground Leader</i> Facility Manager I <i>Clubhouse Attendant</i> <i>Facility Supervisor - Winter Recreation Center</i> Student Intern Lifeguard I / Swim Instructors				
GRADE 2	\$9.33	\$9.89	\$10.51	\$11.17
Maintenance Lead Outdoor Pools Program Activity Leader I <i>Assistant Dance Instructor</i> Customer Service Associate <i>Outside Operations (Golf)</i> <i>Pool Cashier, Concessionaire</i> Youth Sport Official I				
GRADE 1	\$7.87	\$7.99	\$8.11	\$8.23
Scorekeeper <i>Basketball</i> <i>Flag Football - Youth and Adult</i> Attendant/Grounds Personnel <i>Concessions/Beverage Cart</i> <i>Water Slide Attendant/Grounds Personnel</i>				



CITY OF APPLETON POLICY	TITLE: SEASONAL EMPLOYMENT	
ISSUE DATE: August 1, 2002	LAST UPDATE: June 2, 2004 October 8, 2004 April 24, 2006 July 2007 October 2009 March 2014	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: All Employees	TOTAL PAGES: 10
Reviewed by Legal Services Date: November 11, 2003 November 3, 2009 June 2, 2014	Committee Approval Date: January 14, 2004 December 9, 2009 July 21, 2014	Council Approval Date: January 21, 2004 December 16, 2009 August 6, 2014

#### I. PURPOSE

To provide guidelines in the seasonal employment process including recruitment and selection, training, and performance evaluation.

#### II. POLICY

The City of Appleton will recruit and select the best qualified persons for positions with the City. The Human Resources Department, under the guidance of the Human Resources Director, is responsible for developing and facilitating an active seasonal recruitment and selection program designed to meet the current and anticipated City departments' seasonal employment needs. The procedure will be consistent with the City's Affirmative Action Program and will comply with all Equal Employment Opportunity guidelines.

#### III. DISCUSSION

The City of Appleton establishes clear and consistent guidelines to assist City supervisors and to ensure equal and unbiased treatment of all applicants and employees. The selection of seasonal employees shall be made by the respective department supervisor and in conjunction with the established guidelines.

#### IV. DEFINITIONS

- A. Seasonal Employment: Certain times of the year necessitate the hiring of temporary, non-benefited positions to assist with increased workloads or to fill recreational program activity positions. These positions shall be consistent with the seasonal pay plan and shall be for a specific time period.
- B. Seasonal Employee: Employees hired to perform seasonal work for a specific time period. Seasonal employees shall not exceed 1200 hours in any 12 month period and are not eligible for benefits. Employment terminates at the end of the season.

## V. PROCEDURES

### A. Recruitment

When it is determined to be in the best interest of the City of Appleton, seasonal employees may be hired as budgeted. Such employees shall not be eligible to receive City of Appleton fringe benefits unless specifically provided for elsewhere in this policy. The department shall establish job descriptions for each seasonal position within their department and pay rates will be established and approved by Human Resources and the Common Council as referred on **referenced in** the seasonal pay plan.

Hours – No seasonal employee shall exceed 1200 hours of employment in any 12-month period, unless previously authorized by the Human Resources Director. The Human Resources Benefits Coordinator will monitor the number of hours that a seasonal employee has worked and will notify a department if close to the hour limits. Seasonal employees shall not work more than 40 hours per week unless authorized by the Department Head. All hours worked over 40 must be paid at time and one-half.

#### 1. Advertising and Publicity

The Human Resources Department shall post the open positions on the City's website to accept applications for the seasonal position vacancies. A list of the open positions may also be sent to regional high schools, Wisconsin technical colleges and universities, and diversity groups, along with other resources customarily used to distribute regular weekly Open Positions Lists and/or are deemed to be appropriate by the department.

#### 2. Application Forms

All City of Appleton seasonal applications for employment must be completed on-line. Resumes will be accepted only as an attachment to the application; not in lieu of an application. Each returning seasonal employee must update their application annually.

#### 3. Applicant Tracking

Once the applications are submitted via the City's website, the applications will then be forwarded electronically to the department supervisor

#### 4. Candidate Selection

The hiring supervisor will screen the applications based on the job requirements outlined in the job description. After selections are made, candidates will be scheduled for an interview. Interviews can be conducted over the phone or in person. All candidates will be asked the same general questions. Supervisors should refer to their Seasonal Hiring binders for information on conducting interviews. All applicants not chosen from the initial screening will be notified by email.

#### 5. Reference Checks

The hiring supervisor will make a decision on their final candidate(s). Depending on the position, the hiring supervisor will obtain employment and/or personal references. (Exhibit 1a and 1b).

#### 6. Conditional Offer of Employment

The hiring supervisor will make the job offer contingent upon appropriate background checks using the existing seasonal pay structure.



7. Background Checks

The necessary information to conduct a background check shall be sent to Human Resources. HR Administrative staff will process the background check.

8. Offer Letter

The HR department will prepare a conditional offer letter, contingent on the successful completion of a background check after the supervisor determines a start date with the candidate. The conditional offer letter will be sent with the appropriate instructions for paperwork that the employee must complete on or before the first day of employment. The required paperwork could include: I-9 form, W-4 form, ACH Direct Deposit Authorization (all seasonal employees are required to sign-up for direct deposit of their payroll checks), and a Child Labor Permit (if applicable) a policy sign off sheet and policy brochure, and any other required paperwork. (The City reimburses employees for the child labor permit.)

B. Auto Insurance

The City does not provide insurance coverage for an employee's privately owned vehicle. Employees who use non-City-owned vehicles for City business should confirm that their personal auto insurance policy provides coverage for this use.

All employees who drive non-City-owned vehicles for City business shall be required to purchase (at their own expense) and maintain auto insurance at a level that meets one of the following minimum standards:

The minimum acceptable coverage is:

Single limit of liability - \$200,000 for bodily injury and property damage

OR

Split limit of liability with limits of \$100,000 each person bodily injury,  
\$300,000 each accident bodily injury, \$50,000 property damage

All seasonal employees are required to sign the Driver's License Information Update form (Exhibit 2) if they are required to use their own vehicle for City business and/or if they will be using a City-provided vehicle.

A seasonal employee must be 18 years of age to drive a vehicle for City business.

C. Seasonal Employee Orientation and Training

1. The department supervisor should follow the Seasonal Employee Orientation Checklist to orient the new employee(s). (Exhibit 3)
2. The Staff Training and Development Coordinator for the Human Resources Department will coordinate the necessary policy training with each of the department supervisors.
3. Once a new seasonal employee is hired, he/she should attend one of the scheduled training courses. The employee's supervisor is responsible for notifying employees of the training dates and confirming the employee's attendance with the Human Resources Department. The courses include the training that is required by federal and state law and City policy. At the end of each training course, the employee will be asked to sign a form stating that he/she took the class and understands that he/she must abide by the policies covered in it.

4. If the employee cannot attend the training course, the supervisor will be responsible for sending a required training brochure, along with a sign-off form to the employee. The employee is required to return the signed form to their supervisor prior to beginning his/her job. All hard copies of the sign-off form will be filed with the employee's application for future reference. The Human Resources Department will keep such files on-line for all seasonal employees.

D. Evaluation Forms/Process

At the end of each employment period, the supervisor shall fill out a Seasonal Performance Evaluation Form (Exhibit 4) for each seasonal employee who worked under his/her supervision. The supervisor shall sit down with the employee to discuss the evaluation, then obtain the employee's signature as acknowledgment of the evaluation. Supervisors who are in charge of a large number of seasonal employees may complete the evaluation and mail or email two copies to the seasonal employee, provided the employee has met the minimum performance requirements of the position. The evaluation should be accompanied by a letter (Exhibit 5) explaining the evaluation and requesting that the employee sign and return one of the copies to the supervisor. All employees who fall below minimum performance requirements must be evaluated in person. In order to be eligible for re-hire, the employee must have a prior year satisfactory evaluation on file. Seasonal staff evaluations are kept electronically. If an employee receives a "not eligible for re-hire" evaluation, the supervisor will meet with the employee to discuss the details. It is the supervisor's responsibility to track this for future years. Supervisors from other programs/departments have access to see these evaluations from former years.

E. Seasonal Pay Schedule

Seasonal employment shall be compensated on a per hour or per event basis at a rate established by the Human Resources Director and approved by the Common Council. ~~A new seasonal hire will start at the 1<sup>st</sup> year step of the seasonal applicable pay grade. A returning seasonal employee can advance to the next step, up to the 4<sup>th</sup> year step, each year that they return if the position they are returning to is the same position or similar in duties to the one they previously held, and as long as they are deemed eligible for re-hire for the position. Any exception to the above must be approved by the Department Director and the Human Resources Director.~~

~~A seasonal employee's rate of pay is based on the rate that applies in the year when the program starts. (For example, a lifeguard starting in October 2014 will be paid at the starting Lifeguard rate for 2014, even if the employee continues his/her employment into calendar year 2015. If the employee begins a new position and/or program in 2015, then their rate will reflect the 2015 rate.)~~

Seasonal employees will be placed on the Seasonal Pay Plan based on years of experience and/or qualifications. Department hiring managers are responsible for working within the established budgetary allocation for their respective department.

Retirees with prior job-related training, experience and qualifications may be paid within the assigned job classification on the Non-Represented Compensation Grade Order List at a rate that reflects the level of experience of the retiree.



**EXHIBIT 1a**

**TELEPHONE REFERENCE FORM**

Name of applicant: \_\_\_\_\_

Current/previous employer: \_\_\_\_\_

Employment dates: \_\_\_\_\_ Full time: \_\_\_\_\_ Part time: \_\_\_\_\_

Job title/summary of duties: \_\_\_\_\_

Quality of work: \_\_\_\_\_

Dependability/follow through on assignments: \_\_\_\_\_

Initiative: \_\_\_\_\_

Ability to work with others: \_\_\_\_\_

Attendance/punctuality: \_\_\_\_\_

Any concerns in the area of violence: \_\_\_\_\_

Any concerns in the area of harassment: \_\_\_\_\_

Has this person ever had a positive drug test: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_



Eligible for rehire: \_\_\_\_\_

Areas of strength: \_\_\_\_\_

If you were to coach in one area, what would it be: \_\_\_\_\_

Recommend for hire for this position: \_\_\_\_\_

Additional remarks: \_\_\_\_\_

Name/title of person giving reference: \_\_\_\_\_

Caller: \_\_\_\_\_ Date: \_\_\_\_\_

**SEASONAL EMPLOYMENT  
TELEPHONE REFERENCE FORM**

**Exhibit 1b**

Name of applicant: \_\_\_\_\_

Name & title/relationship of person giving reference: \_\_\_\_\_

Caller: \_\_\_\_\_ Date: \_\_\_\_\_

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Job title or nature of relationship to applicant (i.e. teacher, coach): \_\_\_\_\_

Quality of work/assignments: \_\_\_\_\_

Dependability/follow through on tasks or assignments: \_\_\_\_\_

Ability to work with others: \_\_\_\_\_

Attendance/punctuality: \_\_\_\_\_

Additional remarks or anything you would like to share about this individual? \_\_\_\_\_

**Use the following only if the contact is from a previous employer**



**DRIVER'S LICENSE INFORMATION UPDATE** \_\_\_\_\_

Please print CLEARLY

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Last Name: \_\_\_\_\_

Do you have a **valid** Driver's License? ☐ Yes ☐ No

Date your Driver's License expires (mm/dd/year): \_\_\_\_/\_\_\_\_/\_\_\_\_

List any restrictions on your Driver's License (i.e. glasses, occupational, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is your responsibility to notify Human Resources or your Supervisor immediately when your driver's license is restricted, suspended or revoked. Failure to do so may result in disciplinary action up to and including discharge.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Department\_\_\_\_\_  
Date**AUTO INSURANCE**

The City does not provide insurance coverage for an employee's privately owned vehicle. Employees who use non-City-owned vehicles for City business should confirm that their personal auto insurance policy provides coverage for this use.

All employees who drive non-City-owned vehicles for City business shall be required to purchase (at their own expense) and maintain auto insurance at a level that meets one of the following minimum standards:

(a) Single limit of liability - \$200,000 for bodily injury and property damage

**OR**

(b) Split limit of liability with limits of; \$100,000 each person bodily injury \$300,000 each accident bodily injury \$50,000 property damage.

Proof of insurance must be provided prior to mileage reimbursement payment. Employees who cannot provide proof of this level of insurance will not be entitled to receive mileage reimbursement, and will not be allowed to drive for City business. Failure by the employee to maintain required insurance limits may affect employment status, as stated in the Conditions of Employment policy.

Health Department employees who are reimbursed monthly for mileage must provide regular insurance policy updates to the HR Department.

☐ I anticipate I may drive a non-City owned vehicle in the conduct of my job duties and I understand that, should I use a non-City-owned vehicle in the conduct of my job duties, I must have and maintain adequate insurance coverage (as noted above) for that vehicle.

☐ I do not anticipate that I may drive a non-City owned vehicle in the conduct of my job duties. However, I understand that should I need to use a non-City-owned vehicle in the conduct of my job duties, I will verify that I have adequate insurance coverage (as noted above) for that vehicle, prior to using the vehicle for my job.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Department\_\_\_\_\_  
Date

**EXHIBIT 3****SEASONAL EMPLOYEE ORIENTATION CHECKLIST***(To be completed the first week of employment)*

EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

<input type="checkbox"/> Schedule appointment with HR to complete new hire paperwork with employee	<input type="checkbox"/> Review Departmental communications (i.e. Bulletin board, staff meetings, etc.)
<input type="checkbox"/> Schedule seasonal training with HR or have employee read and sign the Seasonal Training Brochure	<input type="checkbox"/> Review Departmental Activities (i.e. Casual Fridays)
<input type="checkbox"/> Collect Work Permit (if applicable)	<input type="checkbox"/> Show video of department, if applicable
<input type="checkbox"/> Make sure employee brought appropriate documentation to sign new employee paperwork in HR	<input type="checkbox"/> Discuss performance evaluation format, if any
<input type="checkbox"/> Issue keys, if applicable	<input type="checkbox"/> Fill out applicable employment forms (if required by specific department)
<input type="checkbox"/> Employee Introductions	<input type="checkbox"/> Train employee on applicable equipment
<input type="checkbox"/> Office/Facility Tour	<input type="checkbox"/> Train employee on phone system
<input type="checkbox"/> Review of work rules, departmental policies, etc.	<input type="checkbox"/> Review Department policy on public relations
<input type="checkbox"/> Review of reporting requirements	<input type="checkbox"/> Review Chain of Command
<input type="checkbox"/> Review of work hours, time cards (if applicable), and location	<input type="checkbox"/> Review of Department Mission and Beliefs
<input type="checkbox"/> Review job description	<input type="checkbox"/> Review all departmental safety/compliance issues
<input type="checkbox"/> Give job assignment	<input type="checkbox"/> Issue PPE (Personal Protective Equipment)
<input type="checkbox"/> Review parking	<input type="checkbox"/> Fire Drill/Evacuation Procedure

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# SEASONAL PERFORMANCE EVALUATION FORM

Department: Parks &amp; Recreation

Employee:

**Job Title:**

Date:

Please complete the following evaluation near the end of the employment period and review it with the employee prior to the end of his/her employment. Place an 'X' in the box which best indicates employee performance.

Area of Evaluation (X-out those that do not pertain)	Excep- tional	Exceeds Require- ments	Meets Require- ments	Needs Improvement	Unsatis- factory	Comments
<b>Job Knowledge</b> - Consider how well employee understood duties and re-tained and applied knowledge						
<b>Quality of Work</b> - Consider neatness, accuracy and effectiveness						
<b>Quantity of Work</b> - Consider amount and speed of work output, timeliness						
<b>Cooperation</b> - Consider employee's ability to work effectively with others						
<b>Dependability</b> - Consider employee's ability to complete job assignments						
<b>Attendance</b> - Consider employee's punctuality and attendance						
<b>Initiative</b> - Consider employee's willingness to help others and seek out work and perform tasks assigned						
<b>Attitude</b> - Was the employee's attitude positive, professional and supportive of the City						

## DETERMINATION OF OVERALL EVALUATION

(Please choose one)

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(Please choose one)  
 performance. Far exceeds requirements of position.

Consistently exceeds requirements of position.

Consistently meets requirements of position.

Meets minimum requirements of position. Indicates need for improvement.

Consistently falls below minimum requirements of position.

Do not rehire in this position	Not eligible for rehire within department
Yes	

Is employee eligible for rehire?

Number of years in this position: \_\_\_\_\_

Employee: This performance review has been completed as a guide to help you in your job performance and development. Your signature does not necessarily imply you agree with the comments or rating, but that you read and understand the review.

Employee Signature

DateEvaluator SignatureDate

EMPLOYEE: PLEASE USE REVERSE SIDE FOR COMMENTS.

Supervisor SignatureDate



**Appleton Parks Recreation  
and Facilities Management**  
1819 Witzke Boulevard  
Appleton, WI 54911  
Phone: (920) 832-5905  
Fax: (920) 832-5950

"Date"

"First Name" "Last Name"

"Address"

"City", "State" "Zip Code"

Dear "First Name",

I would like to thank you for your hard work and effort put forth this past summer for the Appleton Parks Recreation and Facilities Management Department. Your time and dedication is greatly appreciated and made this year a rewarding and memorable one.

Enclosed you will find your employee evaluation for this year's program. Please read, sign, and return a copy for our files. Keep a copy for your personal records. If you have any questions regarding your evaluation, please feel free to call me at (920) 832-3926.

Sincerely,

Recreation Program Supervisor  
Appleton Parks Recreation and  
Facilities Management Department

Enclosure



## ELECTED ALDERPERSON SALARIES

Council Date	Election Year	Salary	Benefits	Notes
11-07-2001	2002	No increase		
11-07-2001	2003	\$5636 – 3%		
10-16-2002	2004	No increase		
10-16-2002	2005	No increase		
12-03-2003	2006	No increase		
10-19-2005	2007	No increase		
11-01-2006	2008	No increase		
01-21-2008	2009	\$5805 – 3%		
07-02-2009	2010	No increase		
07-02-2009	2011	No increase		
10-20-2010	2012	No increase		
01-04-2012	2013	No increase		
03-20-2013	2014	No increase		
11-20-2013	2015	No increase	5.12% increase with parking pass	Added Parking passes \$297 annual (\$33@9months) effective with the April, 2015 election
9-17-2014	2016	\$5921 – 2%	6.89% increase with parking pass	Parking Pass \$408 annual (\$33@6 months & \$35@6 months)
11-09-2015	2017	\$5980 – 1%	1.1% increase with parking pass	Parking Pass \$420 annual
10/19/2016	2018	\$6129.50 – 2.5%	plus parking pass	
10/18/2017	2019	No increase		
	2020	TBD		



**CITY OF APPLETON 2019 BUDGET**

**INFORMATION TECHNOLOGY**

**Information Technology Director: Dean J. Fox**

## **CITY OF APPLETON 2019 BUDGET INFORMATION TECHNOLOGY**

### **MISSION STATEMENT**

The Information Technology Department serves to provide all City departments with reliable, timely and accurate computer applications, as well as planning and implementation of technology related hardware and services that are both cost effective and responsive to departmental needs.

### **DISCUSSION OF SIGNIFICANT 2018 EVENTS**

As the City's Information Technology (IT) Department remains ever vigilant of the technology needs of our departments, our increasing dependence on technology and the ability to manage it continues to be a priority. Essential functions of the IT Department are: providing services such as monitoring network and operating systems; ensuring the performance of backups; maintaining security procedures and protocols; and providing hardware and software technical support for all technology infrastructure components to ensure that technology resources are accessible to City staff. Plans and strategies to improve technology systems as we move forward will continue to be evaluated. Our goal is, and always has been, to be as close to 100% uptime as possible. As the department continues to evolve with technology, we will focus on understanding how the IT role is changing, look at IT as a complete part of making the City departments technically successful, driving new business initiatives and becoming a strategic partner with each department for the benefit of the City. Our goal is for the IT Department to be a seamless partner with other City Departments, allowing the technology to work for them behind the scenes.

The following summarizes significant events in 2018:

Completed our Exchange Email Office 365 migration by moving our Microsoft Exchange email server to an Office 365 cloud environment

Continued the migration of our workstations to Microsoft Windows 10 from Windows 7

Continued to add additional components to our security assessment

Continued work on the City's website and migrated it to the cloud for enhanced options

Took part in implementing a new Computer Aided Dispatch (CAD) system for AFD and APD

Implemented a new NetApp Storage Area Network along with disaster recovery infrastructure off-site

Continued to replace and upgrade PCs and laptops to stay as close to a 4 year replacement cycle as financially feasible

Continued with the project of replacing the iSeries mainframe and related software with a networked Enterprise Resource Planning (ERP) System and asset management, inventory and Computer Assisted Mass Appraisal (CAMA) systems. The CAMA system went live in the summer of 2017 and the Finance modules are scheduled to go live in November of 2018. The next steps for 2019 will be implementation of the HR and Payroll modules.

Significant programming work continued in migrating the data on the iSeries to convert to the ERP program along with SQL programming to transition both the CAMA and ERP projects

Moved the AAMFON fiber that runs through the basement of the Blue Ramp and re-routed for the impending demolition of that ramp

Installed new wireless and cameras in Jones Park

Programming changes as needed to enhance the intranet applications used by various departments

## CITY OF APPLETON 2019 BUDGET INFORMATION TECHNOLOGY

### MAJOR 2019 OBJECTIVES

Proactively find opportunities to streamline processes and improve communications. Collaborative efforts with the Appleton School District along with Fox Valley Technical College and Outagamie County on potential shared costs will always be explored when feasible. Included in the collaborative efforts will be working with other agencies in the growth of the Appleton Area Metropolitan Fiber Optic Network (AAMFON) and continued updating and increasing of its utilization and bandwidth. This will become even more important since the need for additional stable bandwidth is ever-increasing.

Continue toward completion of the ERP system and further implementation of the selected modules

Continue to upgrade the necessary PC's, laptops, MDC's and tablets to maximize efficiency and minimize the cost of maintaining older equipment, including all MDC's in the squad cars

Review and analyze existing technical and system operations to improve effectiveness and keep pace with the technological landscape; with continuous improvement and enhancement, our goal is to achieve 99.999% uptime of our systems

Work with individual departments to become a closer business partner and help identify departmental technology needs and advancements

Upgrade the phone system to ensure uptime and the latest technology for our phone system

Continue a migration, where both financially and technically feasible, toward cloud use and applications, including moving Skype for Business and One Drive to Microsoft's cloud

Upgrade the teleconferencing equipment and technology used in all six Fire Stations to virtual or cloud solutions

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
<b>Program Revenues</b>		\$ -	\$ 1,590	\$ -	\$ -	\$ -	N/A
<b>Program Expenses</b>							
13010	Administration	221,727	223,062	264,099	264,099	263,985	-0.04%
13020	Mainframe	365,378	393,007	343,064	343,064	346,920	1.12%
13030	Network	1,117,308	1,228,778	1,238,155	1,238,155	1,359,365	9.79%
<b>TOTAL</b>		\$ 1,704,413	\$ 1,844,847	\$ 1,845,318	\$ 1,845,318	\$ 1,970,270	6.77%
<b>Expenses Comprised Of:</b>							
Personnel		966,923	1,033,554	1,020,185	995,185	1,042,270	2.16%
Administrative Expense		57,849	48,533	58,714	58,714	57,850	-1.47%
Supplies & Materials		177,967	170,724	176,500	176,500	149,500	-15.30%
Purchased Services		17,784	42,321	36,600	61,600	36,600	0.00%
Utilities		6,863	7,619	7,350	7,350	6,750	-8.16%
Repair & Maintenance		477,027	542,096	545,969	545,969	677,300	24.05%
Capital Expenditures		-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		11.00	11.00	11.00	10.50	10.50	

# CITY OF APPLETON 2019 BUDGET INFORMATION TECHNOLOGY

**Administration**

**Business Unit 13010**

## PROGRAM MISSION

To ensure that staff within the Information Technology Department can perform their duties in an effective manner while working in a pleasing and comfortable atmosphere, we will provide necessary tools, equipment, training and support to promote a healthy work environment that encourages customer support and personal development.

## PROGRAM NARRATIVE

### Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", # 4: "Continuously assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures" and # 7: "Communicate our success through stories and testimonials".

### Objectives:

Provide training resources to maintain, enhance and develop skills for efficient job performance and personal development of staff

Provide workspace, parking and supplies to create a comfortable working environment that meets safety and environmental needs

Provide resources including telephone and voicemail to enhance communication opportunities for staff

Provide for opportunities to network with industry professionals through memberships and subscriptions to trade publications

### Major changes in Revenue, Expenditures, or Programs:

No major changes.

## PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
<b>Strategic Outcomes</b>					
Reduce hardware to become "green" department					
% of virtual vs physical servers	95%	99%	99%	99%	99%
Safeguarding data					
# of audit records requiring security attention	0	0	0	6	0
<b>Work Process Outputs</b>					
IT Expense per FTE employee; (national average approx. \$11,770)	\$ 2,768	\$ 3,603	\$ 3,065	\$ 3,782	\$ 3,949
IT staff training (hours)	520	311	880	300	880
Telephone numbers supported	770	770	770	770	770
# personnel attending training	11	6	11	3	10
# of hours of training	New measure	311	880	300	880

# CITY OF APPLETON 2019 BUDGET INFORMATION TECHNOLOGY

**Administration**

**Business Unit 13010**

## **PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5082 Insurance Proceeds	\$ -	\$ 1,590	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ 1,590	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ 124,476	\$ 126,513	\$ 151,371	\$ 151,371	\$ 152,453
6150 Fringes	40,111	44,198	53,914	53,914	55,182
6201 Training\Conferences	33,269	27,380	33,000	33,000	33,000
6206 Parking Permits	4,057	4,089	4,464	4,464	3,600
6301 Office Supplies	830	513	1,000	1,000	1,000
6303 Memberships & Licenses	50	50	50	50	50
6305 Awards & Recognition	284	250	200	200	200
6320 Printing & Reproduction	1,252	1,544	1,500	1,500	1,500
6327 Miscellaneous Equipment	75	377	2,000	2,000	1,000
6413 Utilities	5,112	5,848	5,600	5,600	5,000
6599 Other Contracts/Obligations	12,211	12,300	11,000	11,000	11,000
Total Expense	\$ 221,727	\$ 223,062	\$ 264,099	\$ 264,099	\$ 263,985

## **DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000**

### Training

Average 2 week training per year per  
staff member

\$ 33,000  
\$ 33,000

# CITY OF APPLETON 2019 BUDGET INFORMATION TECHNOLOGY

**Mainframe**

**Business Unit 13020**

## PROGRAM MISSION

To ensure that all mainframe users can collect, process and manage needed information and communicate more effectively, we will assist with the analysis, development, testing and implementation of new and upgraded automated systems, as well as maintain the availability and reliability of the mainframe computer.

## PROGRAM NARRATIVE

### Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continuously assess trends affecting the community and proactively respond", and # 6: "Create opportunities and learn from successes and failures".

### Objectives:

Communicate on a regular basis with department liaisons to ascertain information needs

Complete ongoing prioritization of all new and existing mainframe system development tasks

Coordinate, prioritize and complete department projects in line with available resources, and ensure all departments are regularly kept informed of progress

Enhance knowledge of newly implemented technology including hardware, software and specialized systems through effective training programs

Maintain availability of reliable computer hardware and software through a cost effective upgrade schedule

Continue work on replacement of the iSeries with the Enterprise Resource Planning (ERP) package

### Major changes in Revenue, Expenditures, or Programs:

Projected 2018 measures below for "# of project requests outstanding" and for "% of staff time devoted to new application development" are well above target due to the delay of the go-live date for the financial module of the ERP system. All of these measures are still expected to decline when we complete the transition to the ERP system as there will be a reduction in modules used on the iSeries and a reduction in IT department effort to maintain those programs.

The reduction in software and hardware support expense reflects the planned termination of the maintenance agreement for the JDEdwards software and moving hardware support to a 3rd party for the iSeries.

## PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
<b>Client Benefits/Impacts</b>					
Rapid response to information needs					
# of requests over 6 months old	6	20	6	6	10
# of project requests outstanding	16	40	10	30	10
<b>Strategic Outcomes</b>					
Sustain personnel resource allocation					
% of staff time allocated to new application development (estimate)	50%	70%	20%	50%	20%
(Goal is for the % to decline as we move closer to a replacement technology)					
<b>Work Process Outputs</b>					
# of new requests received	157	115	75	75	75
# of user accounts supported	520	520	520	520	520

# CITY OF APPLETON 2019 BUDGET INFORMATION TECHNOLOGY

**Mainframe**

**Business Unit 13020**

## PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 224,606	\$ 246,076	\$ 231,539	\$ 231,539	\$ 235,135
6104 Call Time	1,533	1,041	2,841	2,841	2,431
6150 Fringes	79,415	83,861	70,179	70,179	84,854
6327 Miscellaneous Equipment	246	-	1,000	1,000	1,000
6418 Equip Repairs & Maint	1,856	19,653	20,000	20,000	12,500
6424 Software Support	57,722	42,376	17,505	17,505	11,000
Total Expense	<u>\$ 365,378</u>	<u>\$ 393,007</u>	<u>\$ 343,064</u>	<u>\$ 343,064</u>	<u>\$ 346,920</u>

## DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

### Equipment Repairs & Maint

IBM iSeries maintenance	\$ 12,500
	<u>\$ 12,500</u>

### Software Support

Elite forms	\$ 1,400
ABSTRACT	1,540
SEQUEL	7,500
Misc. software	560
	<u>\$ 11,000</u>

# CITY OF APPLETON 2019 BUDGET INFORMATION TECHNOLOGY

**Network**

**Business Unit 13030**

## PROGRAM MISSION

To ensure that users of City network data and communication systems can continue to perform automated functions in an effective manner, we will maintain the availability and reliability of such systems and correct any operational problems, as well as provide appropriate upgrades and development of new systems as needed.

## PROGRAM NARRATIVE

### Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continuously assess trends affecting the community and proactively respond", and # 6: "Create opportunities and learn from successes and failures".

### Objectives:

Minimize downtime of computer systems, applications, phone, voice mail and copier services through timely and skilled maintenance and problem solving

Maintain availability of reliable hardware and software through a cost effective maintenance and upgrade schedule

Enhance effective information availability through the internal intranet as well as the external internet site

Continue work toward full utilization of the fiber optic network which will vastly increase the efficiency of network administration as well as the speed at which employees can access information

### Major changes in Revenue, Expenditures, or Programs:

Several software support expenses are increasing significantly for 2019. First is the addition of support for the Munis ERP system. Thus far, any maintenance fees have been borne by the capital project, which will no longer be appropriate when the system is in place. Another major increase is the cost of the Computer Assisted Dispatch (CAD) system we will have to pay to Outagamie County. That system went live in July of 2018 so will incur a half year's maintenance expense in 2019. Further, we can expect that cost to go from \$35,000 in 2019 to \$70,000 in 2020 once we have to pay for a full year.

Also due to the migration to the new CAD system, AFD is now required to get their own Records Management System (RMS). The same company that we use through the county is currently building that package, the maintenance fee for which will be \$21,000 per year beginning in 2019.

## PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
<b>Client Benefits/Impacts</b>					
Quick problem resolution					
# of project requests outstanding	5	7	5	5	5
<b>Strategic Outcomes</b>					
Minimized disruption to City operations because of hardware/software issues					
Ratio of IT Staff to Users; (national average 1:50)	1:59	1:59	1:59	1:59	1:59
<b>Work Process Outputs</b>					
New systems implemented					
# of network accounts supported	620	620	620	620	620
# of computers maintained	500	520	520	520	520
# PC's replaced/upgraded	75	119	85	85	120
Help Desk problems resolved					
# of calls / email handled by help desk	12,000	15,000	15,000	15,000	15,000



# CITY OF APPLETON 2019 BUDGET INFORMATION TECHNOLOGY

**Network**

**Business Unit 13030**

## **PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 347,629	\$ 359,480	\$ 350,635	\$ 350,635	\$ 361,264
6104 Call Time	1,057	3,395	3,457	3,457	3,556
6105 Overtime	3,082	551	2,082	2,082	2,148
6150 Fringes	145,014	168,439	154,167	154,167	145,247
6201 Training\Conferences	-	1,795	-	-	-
6301 Office Supplies	19,360	14,457	20,000	20,000	20,000
6327 Miscellaneous Equipment	176,394	168,803	172,000	172,000	146,000
6404 Consulting Services	5,572	30,020	25,600	25,600	25,600
6413 Utilities	1,751	1,771	1,750	1,750	1,750
6418 Equip. Repairs & Maint	51,211	33,055	57,300	57,300	44,800
6419 Communication Eq. Repairs	26,794	30,801	25,000	25,000	30,000
6424 Software Support	339,444	416,211	426,164	426,164	579,000
Total Expense	<u>\$ 1,117,308</u>	<u>\$ 1,228,778</u>	<u>\$ 1,238,155</u>	<u>\$ 1,238,155</u>	<u>\$ 1,359,365</u>

## **DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000**

<u>Office Supplies</u>		<u>Software Support</u>	
Network supplies - toner, ink, tapes	\$ 20,000	Microsoft agreement	\$ 150,000
	<u>\$ 20,000</u>	Mitel VoIP support	42,500
		GIS - DLT solutions	22,500
<u>Miscellaneous Equipment</u>		Doc management support	15,000
Upgrade PC's and laptops	\$ 83,000	Anti-Virus subscription	7,700
Upgrade MDC's	30,000	Spam filtering	10,000
Misc. network hardware	20,000	Veeam Software Support	20,000
Application and network management	13,000	NEOGOV	13,000
	<u>\$ 146,000</u>	Track-IT support	4,000
		Miscellaneous software	20,000
<u>Consulting</u>		Shopkey (MSB/Transit)	1,800
Network firewall security monitoring	\$ 16,500	SignCAD/SignCAM (MSB)	1,600
Other network support	10,000	RecTrac support (Parks)	6,300
	<u>\$ 26,500</u>	Forensic software (PD)	1,600
		ID networks (PD)	4,200
<u>Equip. Repairs &amp; Maint.</u>		Adobe Creative Suite	7,000
NovaTime(Parks/Transit)	\$ 1,300	Vision Internet	9,600
Wireless equipment	6,500	Cycom document mgmt.	1,200
Porter Lee (Police Evidence System)	1,700	Win-Wam (Health W&M)	1,800
Core switch support	18,000	ArcGIS ELS (CD - GIS)	56,200
Firewall support	14,600	CAD (AFD APD)	35,000
HighFive (Council meetings)	2,700	NetMotion	5,500
	<u>\$ 44,800</u>	CAMA Support (Assessor)	20,500
		Fire RMS	32,000
<u>Communication Equip. Repair</u>		Munis support	90,000
Pro-rata share of fiber			<u>\$ 579,000</u>
network costs	\$ 30,000		
	<u>\$ 30,000</u>		

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Other Revenues	0	1,590	0	0	0	0	0
TOTAL REVENUES	0	1,590	0	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	615,827	648,714	437,058	733,545	708,545	748,852	748,852
Call Time	2,590	4,436	3,275	6,298	6,298	5,987	5,987
Overtime	3,082	551	1,346	2,082	2,082	2,148	2,148
Shift Differential	0	3	0	0	0	0	0
Sick Pay	1,350	1,725	2,511	0	0	0	0
Vacation Pay	79,534	81,627	53,091	0	0	0	0
Fringes	264,541	296,498	175,660	278,260	278,260	273,927	285,283
Salaries & Fringe Benefits	966,924	1,033,554	672,941	1,020,185	995,185	1,030,914	1,042,270
Training & Conferences	33,269	29,175	25,501	33,000	33,000	66,000	33,000
Parking Permits	4,057	4,089	4,080	4,464	4,464	4,464	3,600
Office Supplies	20,190	14,969	10,561	21,000	21,000	21,000	21,000
Memberships & Licenses	50	50	50	50	50	50	50
Awards & Recognition	284	250	0	200	200	200	200
Administrative Expense	57,850	48,533	40,192	58,714	58,714	91,714	57,850
Printing & Reproduction	1,252	1,544	706	1,500	1,500	1,500	1,500
Miscellaneous Equipment	176,714	169,180	103,876	175,000	175,000	187,000	148,000
Supplies & Materials	177,966	170,724	104,582	176,500	176,500	188,500	149,500
Consulting Services	5,572	30,021	27,252	25,600	50,600	25,600	25,600
Other Contracts/Obligations	12,211	12,300	8,700	11,000	11,000	11,000	11,000
Purchased Services	17,783	42,321	35,952	36,600	61,600	36,600	36,600
Electric	0	0	0	1,750	1,750	1,750	1,750
Telephone	2,692	2,971	2,798	0	0	0	0
Cellular Telephone	4,171	4,648	1,784	5,600	5,600	5,000	5,000
Utilities	6,863	7,619	4,582	7,350	7,350	6,750	6,750
Equipment Repair & Maintenan	53,067	52,709	53,759	77,300	77,300	57,300	57,300
Communications Equip. Repairs	26,794	30,801	614	25,000	25,000	30,000	30,000
Software Support	397,166	458,586	415,412	443,669	443,669	494,000	590,000
Repair & Maintenance	477,027	542,096	469,785	545,969	545,969	581,300	677,300
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,704,413	1,844,847	1,328,034	1,845,318	1,845,318	1,935,778	1,970,270

# CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM

## PROJECT REQUEST

### IDENTIFICATION

Project Title: Information Technology

### PROJECT DESCRIPTION

**Justification:**

Council Chambers

The audio / video equipment in the Council Chambers is now approximately 17 years old and technology has improved for both audio and video quality. This request is to implement the latest technology for both. The project had been planned for 2018 at an estimated cost of \$65,000 but, after obtaining input via an RFP, it has been determined that amount was insufficient and the project is being re-budgeted at \$87,000.

Phone and Teleconferencing Systems

To maintain the integrity and operation of the phone system, it will be upgraded to the latest software. The phone controller at the Wastewater Treatment Plant will also be replaced, since that one was not replaced in the last upgrade cycle. In addition, the teleconferencing equipment used at the six fire stations is now 5 years old and hardware support is no longer available at a reasonable cost. This project includes replacing that system with virtual equipment and moving the connections to WebEx based software.

Police MDCs

In order to take full advantage of the expanded capabilities of the Computer Aided Dispatch (CAD) system upgrade at Outagamie County Dispatch it is necessary to upgrade all Police Mobile Data Computers (MDC's). The latest MDC's will come with improvements such as higher capacity connectivity, drivers license scanners, and micro printers. Included in this CIP is the Central Equipment Agency charges to change over 15 computers per year over three years.

Firewalls and core network

This CIP anticipates the need to replace and upgrade our network firewalls, a combination of hardware and software that protects our networks from unauthorized access, and the core network. In 2020, the existing equipment will be seven years old and due for replacement in order to run the latest versions of software and to ensure reliability. Replacement will also increase available bandwidth to handle data traffic.

Utilities Wireless

In recent years, cabling to support wireless access throughout the Water and Wastewater plants has been upgraded. This CIP anticipates the need to replace the network hardware in the Wastewater plant with equipment comparable to that recently installed at City Center and other facilities. In 2021, the existing equipment will be approximately eight years old and the wireless access points are already no longer available. We anticipate spending approximately \$12,000 in 2018 on preventive maintenance to ensure the stability of the system until its replacement.

**Discussion of operating cost impact:**

Operating cost impact is based on expected yearly support cost required to keep the equipment under maintenance and support.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2019	2020	2021	2022	2023	Total
IT	Council Chambers	87,000	-	-	-	-	\$ 87,000
	Phone System Upgrade /						
	Fire Audio Visual	25,000	-	-	-	-	\$ 25,000
	MDC Upgrade for all						
	APD squads	150,000	150,000	150,000	-	-	\$ 450,000
	Firewalls	-	75,000	-	-	-	\$ 75,000
	Core Network	-	75,000	-	-	-	\$ 75,000
Total - IT Capital Projects Fund		262,000	300,000	150,000	-	-	\$ 712,000
IT	Phone controller	10,000	-	-	-	-	\$ 10,000
	Utilities Wireless	-	-	175,000	-	-	\$ 175,000
Total - Wastewater Capital Proj		10,000	-	175,000	-	-	\$ 185,000
Total - IT Capital Projects		\$ 272,000	\$ 300,000	\$ 325,000	\$ -	\$ -	\$ 897,000

### COST ANALYSIS

#### Estimated Cash Flows

Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Equipment	262,740	290,740	315,740	-	-	\$ 869,220
Other	9,260	9,260	9,260	-	-	\$ 27,780
Total	\$ 272,000	\$ 300,000	\$ 325,000	\$ -	\$ -	\$ 897,000
Operating Cost Impact	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 20,000

# CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Enterprise Resource Planning (ERP) System

PROJECT DESCRIPTION
<p><b>Justification:</b></p> <p>During 2016, we selected vendors and negotiated contracts for a multi-year project to replace all of the software currently running on the iSeries computer, in anticipation of retiring that computer in 2020 at the end of its useful life. The financial system currently in use is 20 years old and is connected to various other, mostly custom programmed systems (cash receipting, payroll, utility billing, accounts receivable, etc.). The Assessor's and Asset Management systems are both custom programmed, therefore requiring in-house programming capacity and, because they run on the iSeries, tying us to an older programming language (RPG) for which programmers are increasingly difficult to hire. The number and complexity of the interfaces between all of these programs severely limit our ability to provide the level of customer service the citizens of Appleton expect and managers of City departments need.</p> <p>The process for implementing new technology not only focuses on the technology itself, but also aims to enhance existing business processes performed by individual departments across the City by enabling them to adopt best practices in their various fields. Technology is intended to enhance departmental business processes by: improving decision-making by improving access to data and tools with which to analyze it; providing enhanced customer service to both internal and external customers; and, streamlining processes to reduce costs.</p> <p>Per the recommendation from the project management firm, it was determined that the replacement project would be managed via two separate packages - a computer-assisted mass appraisal (CAMA) system for property assessments, and a traditional ERP package for all other applications. The Assessor's Office went live with the new CAMA system in August, 2017. The ERP system implementation began in the fall of 2016 and is expecting to continue into 2021. The implementation is broken into phases based on the modules expected to be implemented in a particular year. Phase 1, which includes the implementation of the City's general ledger, purchasing, accounts payable, accounts receivable, and document management modules is expected to go-live in November, 2018. Phase 2, which includes the payroll, time and attendance, human resources, tax collection, cashiering, cash management, and employee expense modules, is scheduled to go on-line in 2019. Phases 3 and 4, which include the code enforcement, permitting, business licensing, GIS, parking ticket, animal licensing, work order, inventory, fixed asset, fleet management, and contract management modules, is slated for 2020. Finally, phases 5 and 6, which include utility billing, citizen self-service, and debt management, is scheduled to be implemented in 2021.</p> <p>Due to the change in the lead consultant from Tyler Technologies along with the loss of the City's project manager in late 2017, the project was delayed approximately one year. As a result, the majority of expenses expected to be incurred in 2017 were delayed until 2018 and were funded by money borrowed in 2017. No new funds were borrowed for the project in 2018. Thus, the \$243,000 that was originally included the 2018 Budget for project expenses has been re-budgeted in total in 2019 and subsequent year budget amounts have been extended one year.</p> <p><b>Discussion of operating cost impact:</b></p> <p>Annual hardware and software maintenance for the ERP and CAMA systems would replace the maintenance fees currently paid for the iSeries and JD Edwards accounting software. The additional operating cost is noted below.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
IT ERP system	243,000	471,000	237,000	-	-	\$ 951,000
Total - Information Technology Capital Projects Fund	\$ 243,000	\$ 471,000	\$ 237,000	\$ -	\$ -	\$ 951,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Other	243,000	471,000	237,000	-	-	\$ 951,000
Total	\$ 243,000	\$ 471,000	\$ 237,000	\$ -	\$ -	\$ 951,000
Operating Cost Impact	\$ 123,000	\$ 123,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 636,000



## MEMO

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**TO:** Human Resources Committee

**FROM:** Paula Vandehey, Director of Public Works *PAV*

**DATE:** October 17, 2018

**SUBJECT:** Department of Public Works title change from Laborer to Operator.

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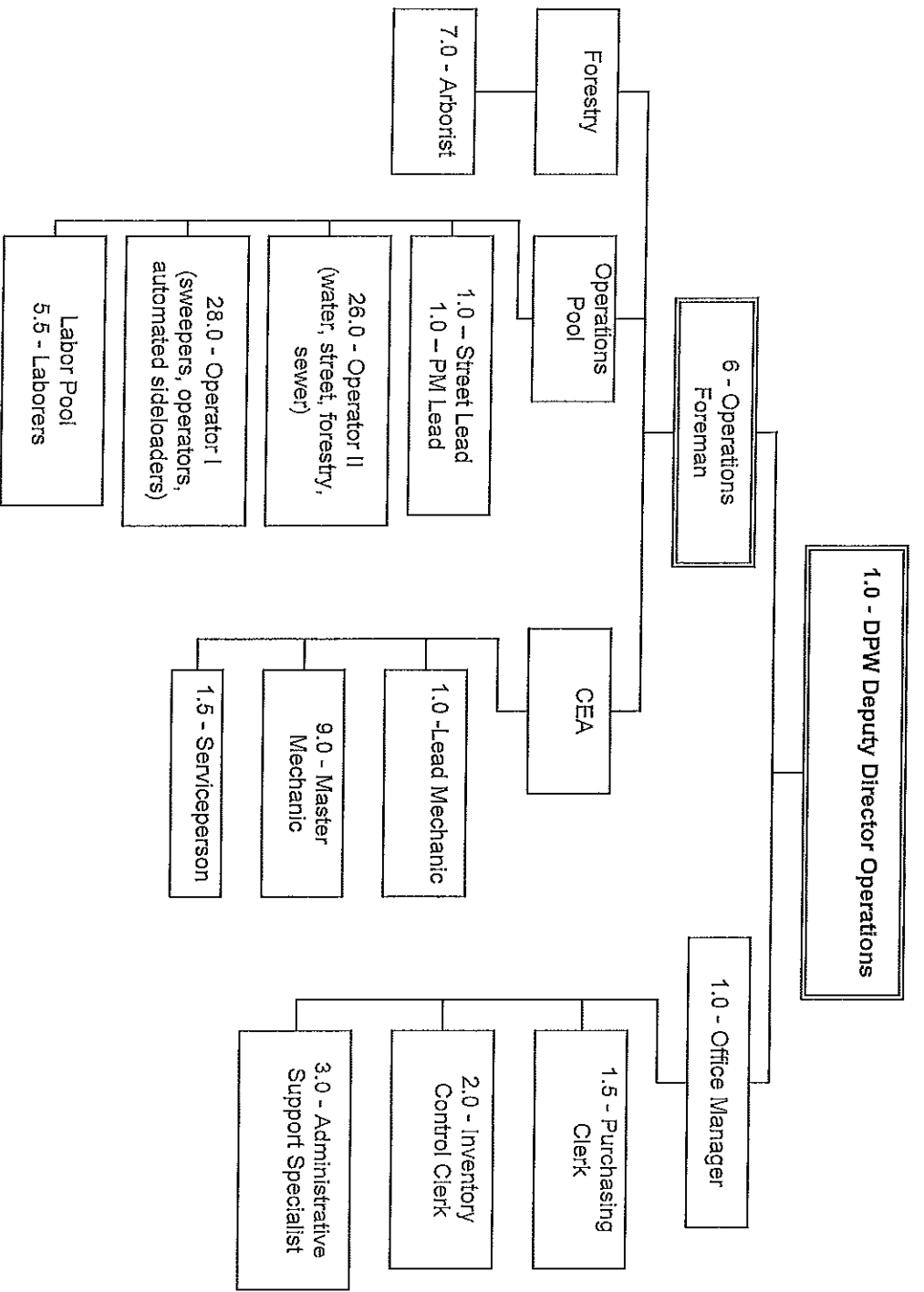
Over the past year the Department of Public Works has received some feedback about the "Laborer" title not being very attractive to prospective candidates, especially millennials. This position is also a lead-in to the Operator positions, so when we fill these Laborer positions we are really looking for potential Operator position employees.

Based on this feedback, we are recommending to change "Laborer" to "Operator" for the following reasons:

- Implies a higher skill level is required
- Sounds more attractive and interesting than laborer
- This position performs very similar tasks as our current Operator positions
- We are ultimately looking for future operators when we hire at the entry level
- May help us get more qualified candidates
- Follows same pattern/logic as our other operations positions

C: Sandy Matz, Human Resources Director

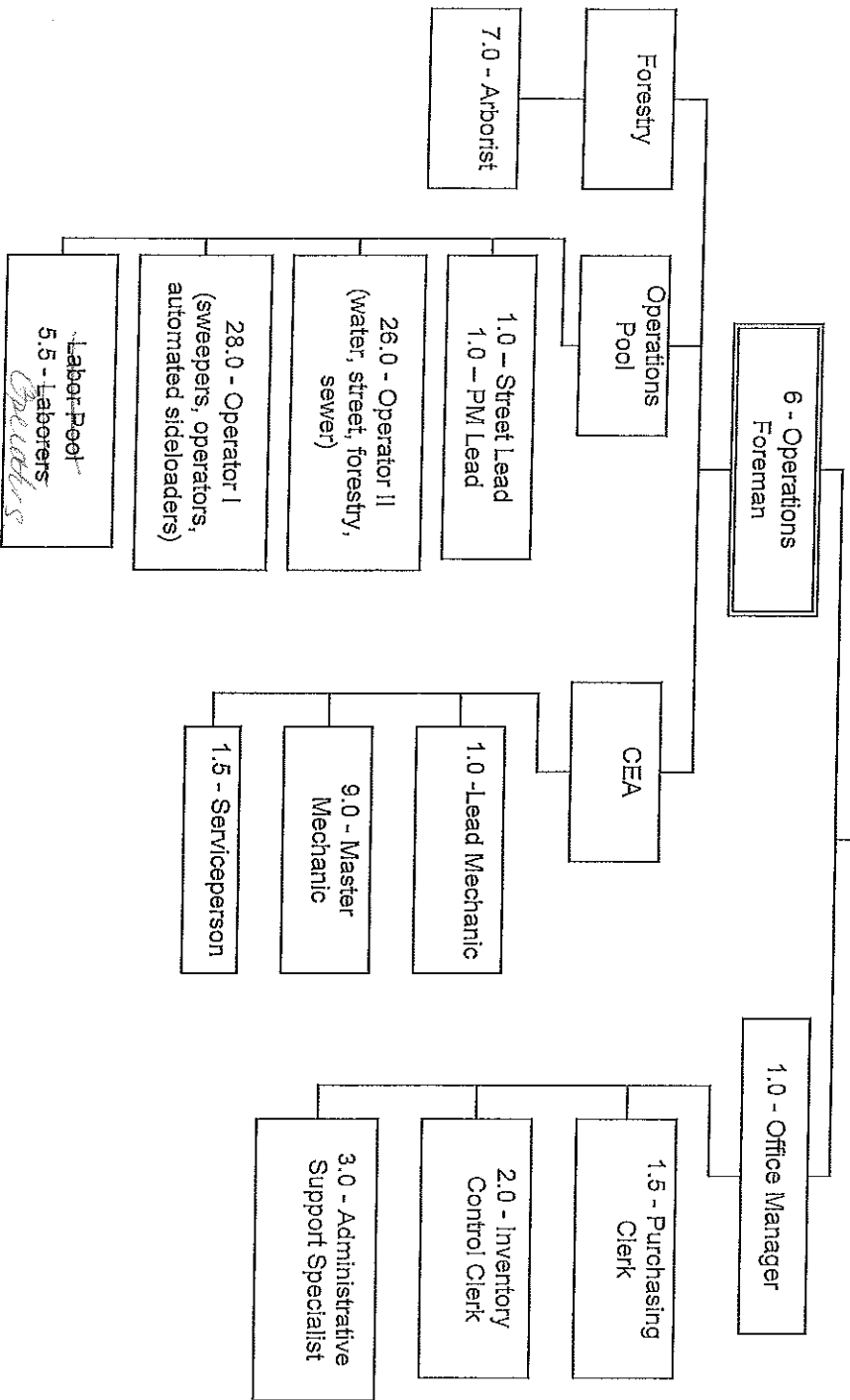
CURRENT



APPROVED 2-21-18

1.0 - DPW Deputy Director Operations

PROPOSED



APPROVED 2-21-18

## 2018 NON-REPRESENTED CLASSIFICATION COMPENSATION

1.25% GPA

## GRADE ORDER LIST

Exempt		80%	Control Point	120%
	<b>Pay Grade B</b>	12.84	16.05	19.26
N	PARKING RAMP ATTENDANT			
	<b>Pay Grade C</b>	13.72	17.15	20.58
N	BINDERY CLERK			
N	LIBRARY PAGE CLERK			
	<b>Pay Grade D</b>	14.61	18.26	21.91
N	LIBRARY CLERK			
N	OPERATIONS CLERK - LIBRARY			
N	PARKING ENFORCEMENT PERSON			
N	PARKING ENFORCEMENT/RAMP ATTENDANT			
	<b>Pay Grade E</b>	15.50	19.37	23.24
N	ACCOUNT CLERK I - FINANCE			
N	LABORER OPERATOR			
	<b>Pay Grade F</b>	16.83	21.04	25.25
N	ACCOUNT CLERK II - FINANCE			
N	ADMINISTRATIVE ASSISTANT - .6FTE - VT			
N	ADMINISTRATIVE ASSISTANT - COMM/ECON DEV			
N	ADMINISTRATIVE ASSISTANT - FIRE			
N	ADMINISTRATIVE ASSISTANT - HEALTH			
N	ADMINISTRATIVE ASSISTANT - HR			
N	ADMINISTRATIVE ASSISTANT - PRFM			
N	INVENTORY CONTROL CLERK - DPW			
N	OPERATOR I			
N	OPERATOR I-PARKING			
N	SERVICE PERSON-CEA			
N	UTILITY LOCATOR			
	<b>Pay Grade G</b>	18.60	23.25	27.90
N	ACCOUNT CLERK III - FINANCE			
N	ADMINISTRATIVE SUPPORT SPECIALIST - DPW			
N	ADMINISTRATIVE SUPPORT SPECIALIST - HR			
N	ADMINISTRATIVE SUPPORT SPECIALIST - LEGAL SERVICES			
N	ADMINISTRATIVE SUPPORT SPECIALIST - LIBRARY			
N	ADMINISTRATIVE SUPPORT SPECIALIST - POLICE			
N	ADMINISTRATIVE SUPPORT SPECIALIST - UTILITIES			
N	COMMUNICATION SPECIALIST - POLICE			
N	CUSTOMER SERVICE SPECIALIST - DPW			
N	GROUPS COORDINATOR			
N	LABORATORY TECHNICIAN			
N	LEAD ADMINISTRATIVE SUPPORT SPECIALIST - POLICE			
N	LEAD COMMUNICATION SPECIALIST - POLICE			
N	LEAD CSO			
N	OPERATIONS CREW LEADER-PARKING			
N	REAL ESTATE ASSESSMENT TECHNICIAN			
N	UTILITY CLERK - FINANCE			
N	WEIGHTS & MEASURES SPECIALIST			



# Human Resources Department

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## Memorandum

To: Chairperson Konetzke and Human Resources Committee  
From: Sandy Matz, Human Resources Director  
CC: Common Council  
Re: Premium Contribution and Funding levels for 2019 Medical Plans

### Plan Options:

#### Health Savings Account Plan

	Single Plan	Family Plan
2018/2019 Funding Rates:	\$530.46/ \$574.17	(\$1389.31) \$1501.73
Employee Monthly Premium with Incentive (0%)	\$0.00/\$0.00	\$0.00/\$0.00
Employee Monthly Premium w/o incentive (5%)	\$26.52/\$28.71	\$69.47/\$75.09

#### Traditional Plan

	2018/2019 rates Single Plan	2018/2019 rates Family Plan
2018/2019 Funding Rates:	\$672.05/\$727.09	\$1845.85/\$1994.79
Employee Monthly Premium with Incentive (20%)	\$134.41/\$145.42	\$369.17/\$398.96
Employee Monthly Premium w/o incentive (25%)	\$168.01/\$181.77	\$461.46/\$498.70

We are waiting on final renewal numbers, however we are estimating an approximate 8% increase in funding for the medical plan for next year. We have budgeted for 2019 assuming the same employee premium contribution levels (0% & 5% for the Health Saving Account) and (20% & 25% for the Traditional plan).

**CITY OF APPLETON 2019 BUDGET**

**HUMAN RESOURCES**

**Human Resources Director: Sandra A. Matz**

**Deputy Director of Human Resources: Debra M. Van den Bogart**

## **CITY OF APPLETON 2019 BUDGET HUMAN RESOURCES**

### **MISSION STATEMENT**

To establish and maintain a high quality, competent and loyal workforce and to provide on-going support, training, and prompt and courteous service to all City departments, staff and the public.

### **DISCUSSION OF SIGNIFICANT 2018 EVENTS**

The Human Resources Staff continued to support, and provide service to City departments, staff, and the public through innovative programs and enhancements. Some examples of accomplishments in 2018 are:

#### **General Administration:**

- \*Updated medical insurance for Health Care Reform Act compliance
- \*Continued development of the Financial Wellness Team including branding, review of Deferred Compensation Plan/ investment fund lineup performance, and educating employees for retirement readiness
- \*Expanded health services at the Employee Connecting Care Clinic to include Health Coach and Physical Therapy services
- \*Completed annual Personal Health Risk Assessments for employees and spouse
- \*Updated the tables of organization, department staffing information and salary charts
- \*Began transition for implementation to Tyler Munis HR and Payroll systems
- \*Responded to several large open records requests
- \*Began review of the Post Employment Health Plan Benefit
- \*Updated several HR & Safety Policies
- \*Rolled out new approach for Dress expectations-Dress for your Day
- \*The Healthsmart Team offered multiple lunch n learn sessions such as Vitamins and Supplements, Food Diets, Mindfulness, and Will Planning
- \*The Healthsmart Team also launched a new fitness tracking program through MyInertia for all city employees
- \*The Healthsmart Team also promoted a Wellness Bingo challenge to keep employees motivated with fitness goals

#### **Employee & Labor Relations:**

- \*Completed contract negotiations for a successor labor agreement for Valley Transit
- \*Assisted a number of employees with FMLA, worker's compensation, career development and a variety of employment related issues
- \*Updated the Pay for Performance system and processed the first year with the new system

#### **Recruitment:**

- \*Completed staff transition from the retirement of the Recruitment Assistant
- \*Completed several recruitment processes
- \*Completed several internal promotion and lateral transfer processes
- \*Coordinated and assisted the Police and Fire Commissions with the selection of a successor Fire Chief
- \*Redeveloped the HR Facebook page and worked to promote job announcements through social media
- \*Worked with the Clerks office to utilize NEO.gov online application for election workers

#### **Staff Development & Training:**

- \*Completed training for all general employees and supervisors
- \*Provided required training for all seasonal employees
- \*Completed new employee orientation sessions
- \*Completed new supervisor orientation sessions
- \*Implemented a new e-learning course using the CVMIC Kwik Course tool
- \*Expanded the use of online onboarding for new employees
- \*Began using an online offboarding tool for exiting employees
- \*Provided an Administrative Professionals Event to recognize our administrative professionals
- \*Completed three team development sessions for City departments
- \*Continued work with the Culture Team to implement new ways to enhance our workplace culture
- \*Completed the UW-Oshkosh Leadership Development Academy for Department Directors and began the program for the Deputy Directors

# CITY OF APPLETON 2019 BUDGET

## HUMAN RESOURCES

### MAJOR 2019 OBJECTIVES

To provide departmental support meeting the City's organizational needs in the areas of:

Human Resource Compliance and Administration:

Continue review of the medical plan assuring compliance with the Health Care Act, industry trends and cost effectiveness  
 Administer the annual Personal Health Risk Assessments for all employees/spouses/retirees  
 Administer various wellness programs to educate employees and promote health and wellness  
 Maintain the City's compensation plan for non-union, part-time and seasonal employees  
 Promote the Connecting Care Clinic and new services  
 Promote programs to increase employee financial wellness and retirement readiness  
 Negotiate labor agreements (Police and Fire) and provide assistance to departments on labor issues  
 Continue to work toward assisting employees with retirement readiness  
 Review options regarding the Post Employment Health Plan

Talent Acquisition and Retention:

Fill vacant employee positions throughout the year  
 Continue to evaluate the use of testing and employment related assessments to best meet our needs  
 Review background procedure and evaluate alternatives

Talent Management and Development:

Continue to implement City-wide talent management strategy, including updates and implementation of succession plans, individual development plans and City-wide leadership development programs  
 Continue to create and facilitate required general employee and supervisory training sessions  
 Continue development and implementation of e-learning programs  
 Conduct new employee orientation sessions  
 Conduct seasonal employee training  
 Coordinate team and individual development opportunities for City employees  
 Manage and expand use of online onboarding system

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
<b>Program Revenues</b>		\$ 111	\$ 71	\$ -	\$ -	\$ -	N/A
<b>Program Expenses</b>							
14010	HR Compliance	392,742	399,889	347,944	347,944	407,415	17.09%
14020	Talent Acquisition	188,072	201,746	200,867	200,867	204,972	2.04%
14040	Talent Management	146,023	162,507	157,592	157,592	170,729	8.34%
<b>TOTAL</b>		\$ 726,837	\$ 764,142	\$ 706,403	\$ 706,403	\$ 783,116	10.86%
<b>Expenses Comprised Of:</b>							
Personnel		640,044	669,790	607,088	607,088	674,382	11.08%
Administrative Expense		49,423	58,236	58,905	58,905	32,124	-45.46%
Supplies & Materials		5,349	4,311	5,000	5,000	5,000	0.00%
Purchased Services		31,358	30,794	34,610	34,610	70,810	104.59%
Utilities		663	1,011	800	800	800	0.00%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		6.15	6.15	6.15	6.15	6.15	

# CITY OF APPLETON 2019 BUDGET

## HUMAN RESOURCES

Human Resources Compliance and Administration

Business Unit 14010

### PROGRAM MISSION

For the benefit of managers and employees, so that the City may attract and retain talented and dedicated staff who will be fairly and equitably compensated and supervised, we will develop and administer policies and procedures, maintain compensation schedules reflective of the market, conduct labor contract negotiations, resolve grievances, and assist with employee-related issues.

### PROGRAM NARRATIVE

#### Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services", #3: "Recognize and grow everyone's talents", and #5: "Promote an environment that is respectful and inclusive."

#### Objectives:

- Develop, implement, maintain and distribute policies and procedures applicable to City employees
- Review policies and procedures
- Serve as a resource for other agencies seeking employment and statistical data
- Administer various policies and programs to comply with state and federal legislation
- Administer fringe benefit programs and voluntary fringe benefit programs
- Counsel employees on benefit related issues and conduct organizational benefit reviews
- Coordinate and administer the employee compensation and classification system
- Administer the performance and goal evaluation system
- Educate employees on health insurance costs and issues
- Maintain employment records
- Negotiate labor union contracts, address employee issues and handle grievances as they occur
- Investigate complaints and follow through to resolution
- Provide intervention and conflict resolution services
- Assist and advise employees on employment related issues
- Provide contract interpretation and training
- Coordinate and participate in grievance and interest arbitrations

#### Major Changes in Revenue, Expenditures or Programs:

The 2018 budget included a reduction in personnel expense in this program related to the expected retirement of the Risk Manager. Since that program is also staffed by Human Resource personnel, it was anticipated that they would be spending more time working on the Risk program during the time the Risk Manager position was vacant. The 2019 budget anticipates filling the Risk Manager position and, therefore, the reallocation of Human Resource staff back to this program.

Increase in the Subscriptions account is due to the WI Employment Law Letter that is paid every three years and is due in 2019.

### PERFORMANCE INDICATORS

	Actual 2016	Actual 2017	Target 2018	Projected 2018	Target 2019
<b>Client Benefits/Impacts</b>					
Staff Retention					
Regular employees on staff < 1 year	41	48	50	50	50
Regular employees on staff 1-5 years	156	155	175	176	160
Regular employees on staff 6-10 years	99	95	100	93	100
Regular employees on staff 10+ years	330	330	305	317	320
Long-term management of Benefit Programs					
% of increase to medical premiums	3%	3.9%	10%	21.2%	10%
<b>Strategic Outcomes</b>					
Consistent and understandable employment policies and procedures					
Average leave hours used per employee					
Sick	9.6	8.0	9.0	8.5	8.0
FMLA	10.2	11.4	8.0	11.2	11.0
PTO (sick)	3.4	1.6	4.0	3.8	2.5
<b>Work Process Outputs</b>					
Policy Implementation - # of policies:					
Developed	0	1	0	0	0
Updated	5	14	10	13	10
Fringe Benefits					
# of contracts under negotiation	3	1	1	1	2
# of new fringe benefits	3	0	0	2	0
# of modified fringe benefits	2	6	2	0	1

# CITY OF APPLETON 2019 BUDGET

## HUMAN RESOURCES

Human Resources Compliance and Administration

Business Unit 14010

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4801 Charges for Serv.- Nontax	\$ 111	\$ 71	\$ -	\$ -	\$ -
Total Revenue	\$ 111	\$ 71	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ 280,725	\$ 285,217	\$ 242,997	\$ 242,997	\$ 287,312
6105 Overtime	(153)	339	-	-	-
6150 Fringes	93,758	102,825	86,837	86,837	102,373
6201 Training/Conferences	251	179	-	-	-
6206 Parking Permits	2,090	2,155	2,280	2,280	1,900
6301 Office Supplies	969	914	1,000	1,000	1,000
6302 Subscriptions	1,524	836	565	565	1,565
6303 Memberships & Licenses	195	479	390	390	390
6305 Awards & Recognition	-	-	92	92	92
6307 Food & Provisions	374	202	123	123	123
6320 Printing & Reproduction	5,168	3,717	4,500	4,500	4,500
6327 Miscellaneous Equipment	181	594	500	500	500
6404 Consulting Services	7,084	1,587	8,000	8,000	7,000
6413 Utilities	479	711	550	550	550
6599 Other Contracts/Obligations	97	134	110	110	110
Total Expense	\$ 392,742	\$ 399,889	\$ 347,944	\$ 347,944	\$ 407,415

### DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

# CITY OF APPLETON 2019 BUDGET

## HUMAN RESOURCES

### Talent Acquisition and Retention

Business Unit 14020

#### PROGRAM MISSION

For the benefit of the program managers, so that the City will have a qualified, diverse staff, we will research, recruit and recommend appropriate candidates.

#### PROGRAM NARRATIVE

##### Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services", #3: "Recognize and grow everyone's talents" and #5: "Promote an environment that is respectful and inclusive."

##### Objectives:

- Review and make recommendations on the filling of vacancies, reorganizations and other staffing changes
- Review and update job descriptions, post or advertise vacant positions
- Receive and screen applications
- Administer selection process including: corresponding with applicants, maintaining recruitment data, testing, interviewing, performing background and reference checks, coordinating travel arrangements, medical, psychological and physical agility testing and documenting employment offers
- Maintain statistical data on applicant files
- Process all recruitment for seasonal employees
- Outline and document all hiring processes and continue to explore online job posting opportunities
- Evaluate the use of testing and employment related assessments and background procedures
- Use NEO.gov system for all volunteer processes to streamline and ensure all background checks are completed

##### Major Changes in Revenue, Expenditures or Programs:

Increase to our consulting services account is due to the turnover in public safety positions needing pre-employment psychological evaluations. We don't see this trend changing into the new year.

Increase to our membership account is for a Senior Professional in Human Resources (SPHR) certification fee that is paid every other year and is due again in 2019.

#### PERFORMANCE INDICATORS

	Actual 2016	Actual 2017	Target 2018	Projected 2018	Target 2019
<b>Client Benefits/Impacts</b>					
Timely, effective assistance to departments in filling vacancies					
% of Program Managers who reported being satisfied or very satisfied	New Measure	—————>	100%	100%	100%
<b>Strategic Outcomes</b>					
City operates more efficiently					
# of open positions throughout year (includes transfers & promotions)	78	133	75	100	120
# staff turnover	86	85	75	72	80
<b>Work Process Outputs</b>					
Candidate recruitment					
# of positions posted internally	21	17	20	20	20
# of positions advertised externally	49	74	55	55	70
# of telephone interviews	34	38	25	25	35
# of face to face interviews	537	405	475	475	475
# of candidates tested	140	230	200	200	220

# CITY OF APPLETON 2019 BUDGET

## HUMAN RESOURCES

**Talent Acquisition and Retention**

**Business Unit 14020**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 108,411	\$ 111,359	\$ 111,223	\$ 111,223	\$ 106,642
6105 Overtime	52	31	-	-	-
6150 Fringes	45,461	50,057	47,689	47,689	49,676
6201 Training\Conferences	473	-	-	-	-
6205 Employee Recruitment	9,668	9,810	13,500	13,500	13,500
6303 Memberships & Licenses	55	254	205	205	404
6307 Food & Provisions	(409)	862	1,500	1,500	1,500
6404 Consulting Services	18,188	22,747	18,500	18,500	25,000
6412 Advertising	5,989	6,326	8,000	8,000	8,000
6413 Utilities	184	300	250	250	250
Total Expense	<u>\$ 188,072</u>	<u>\$ 201,746</u>	<u>\$ 200,867</u>	<u>\$ 200,867</u>	<u>\$ 204,972</u>

### DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

#### Consulting Services

Pre-employment physicals	\$ 9,500
Pre-employment psychologicals	13,000
Pre-employment polygraphs	2,500
	<u>\$ 25,000</u>



# CITY OF APPLETON 2019 BUDGET

## HUMAN RESOURCES

**Talent Management and Development**

**Business Unit 14040**

### PROGRAM MISSION

For the benefit of City staff and the community, we will provide training to meet strategic goals and educational opportunities for staff to enhance employees' skills, to fulfill legally mandated training requirements, and to increase employee engagement and development.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies #1: "Prompt delivery of excellent services", #3: "Recognize and grow everyone's talents", #5: "Promote an environment that is respectful and inclusive", and #6: "Create opportunities and learn from successes and failures".

**Objectives:**

- Coordinate and conduct required general employee training for all employees
- Coordinate and conduct supervisory training
- Maintain City-wide training/tracking database
- Create and manage e-learning courses
- Facilitate staff and team development
- Deliver organizational development training
- Conduct new employee orientation training
- Conduct new supervisor orientation training
- Coordinate and conduct seasonal training
- Facilitate City-wide talent management strategy, including workforce analysis and succession plans
- Coordinate and facilitate leadership and individual development plans and programs
- Continue to implement online NEO.gov performance evaluation system
- Continue to expand use of online onboarding and offboarding system
- Coordinate and facilitate organizational culture discussions

**Major Changes in Revenue, Expenditures or Programs:**

In the 2018 budget, costs related to training for all City employees was included in the Training/Conferences account. In the 2019 budget, these costs have been segregated into separate accounts to more accurately reflect the activity. The Training/Conferences account includes amounts related to Human Resources staff training and conferences. The Consulting Services account is reflective of the trainers that present the topics covered during the training sessions. The Food & Provisions account has increased to include amounts for City staff training. The Other Obligations account includes amounts for room rental costs related to staff training.

The increase in the overall training budget reflects an increase in participation of City staff in the Talent Management Program.

### PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
<b>Client Benefits/Impacts</b>					
Timely, resourceful training provided					
% employees reported very satisfied	72%	72%	70%	74%	70%
% employees reported satisfied	28%	25%	30%	26%	30%
% employees reported not satisfied	0%	3%	0%	0%	0%
<b>Strategic Outcomes</b>					
% of employees trained on required topics	99%	96%	100%	98%	99%
<b>Work Process Outputs</b>					
Training programs conducted					
Number of training topics covered at required classes	27	26	25	31	26
Avg. number participants per session	25	29	25	25	27

**CITY OF APPLETON 2019 BUDGET**  
**HUMAN RESOURCES**

**Talent Management and Development**

**Business Unit 14040**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 81,243	\$ 86,216	\$ 86,659	\$ 86,659	\$ 89,916
6105 Overtime	209	178	-	-	-
6150 Fringes	30,337	33,568	31,683	31,683	38,463
6201 Training\Conferences	33,260	41,130	38,500	38,500	9,000
6303 Memberships & Licenses	254	-	250	250	250
6307 Food & Provisions	720	1,415	500	500	2,400
6404 Consulting Services	-	-	-	-	30,000
6599 Other Obligations	-	-	-	-	700
Total Expense	<u>\$ 146,023</u>	<u>\$ 162,507</u>	<u>\$ 157,592</u>	<u>\$ 157,592</u>	<u>\$ 170,729</u>

**DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000**

**Consulting Services**

Aspiring leaders program	\$ 6,000
Customer Service Training	1,500
Culture	2,000
Employer Branding	1,000
Mentoring Program	2,000
Organizational development	2,000
E-Learning/Onboarding	1,500
Leadership Development	10,000
Talent Management Program	4,000
	<u>\$ 30,000</u>

City of Appleton  
2019 Budget  
Revenue and Expense Summary

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
<b>REVENUES</b>							
Charges for Services	111	71	244	0	0	0	0
<b>TOTAL REVENUES</b>	<b>111</b>	<b>71</b>	<b>244</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	404,221	413,996	274,020	440,879	440,879	483,870	483,870
Overtime	108	549	910	0	0	0	0
Sick Pay	3,789	3,261	304	0	0	0	0
Vacation Pay	62,370	65,534	36,507	0	0	0	0
Fringes	169,556	186,450	110,148	166,209	166,209	182,778	190,512
<b>Salaries &amp; Fringe Benefits</b>	<b>640,044</b>	<b>669,790</b>	<b>421,889</b>	<b>607,088</b>	<b>607,088</b>	<b>666,648</b>	<b>674,382</b>
Training & Conferences	33,984	41,309	6,117	38,500	38,500	9,000	9,000
Employee Recruitment	9,668	9,810	14,404	13,500	13,500	13,500	13,500
Parking Permits	2,090	2,155	2,050	2,280	2,280	1,900	1,900
Office Supplies	969	914	784	1,000	1,000	1,000	1,000
Subscriptions	1,524	836	790	565	565	1,565	1,565
Memberships & Licenses	504	733	879	845	845	1,044	1,044
Awards & Recognition	0	0	40	92	92	92	92
Food & Provisions	684	2,479	2,575	2,123	2,123	4,023	4,023
<b>Administrative Expense</b>	<b>49,423</b>	<b>58,236</b>	<b>27,639</b>	<b>58,905</b>	<b>58,905</b>	<b>32,124</b>	<b>32,124</b>
Printing & Reproduction	5,168	3,717	3,837	4,500	4,500	4,500	4,500
Miscellaneous Equipment	181	594	0	500	500	500	500
<b>Supplies &amp; Materials</b>	<b>5,349</b>	<b>4,311</b>	<b>3,837</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
Consulting Services	25,272	24,334	31,239	26,500	26,500	59,500	62,000
Advertising	5,989	6,326	4,270	8,000	8,000	8,000	8,000
Other Contracts/Obligations	97	134	623	110	110	810	810
<b>Purchased Services</b>	<b>31,358</b>	<b>30,794</b>	<b>36,132</b>	<b>34,610</b>	<b>34,610</b>	<b>68,310</b>	<b>70,810</b>
Telephone	663	1,011	347	800	800	800	800
<b>Utilities</b>	<b>663</b>	<b>1,011</b>	<b>347</b>	<b>800</b>	<b>800</b>	<b>800</b>	<b>800</b>
<b>Repair &amp; Maintenance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>726,837</b>	<b>764,142</b>	<b>489,844</b>	<b>706,403</b>	<b>706,403</b>	<b>772,882</b>	<b>783,116</b>

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# Human Resources Department

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## Memorandum

To: Chairperson Konetzke and Human Resources Committee

From: Sandy Matz, Human Resources Director

CC: Common Council

RE: Invitation to Connecting Care Clinic Open House

I would like to invite all of you to attend the Open House for the Connecting Care Clinic.

When: November 8, 2018 between 4:00 p.m. and 6:00 p.m.

Location: Connecting Care Clinic  
1818 N. Meade Street (Medical Office Building-West on  
the Appleton Medical Center campus.  
Door 35  
Suite 120

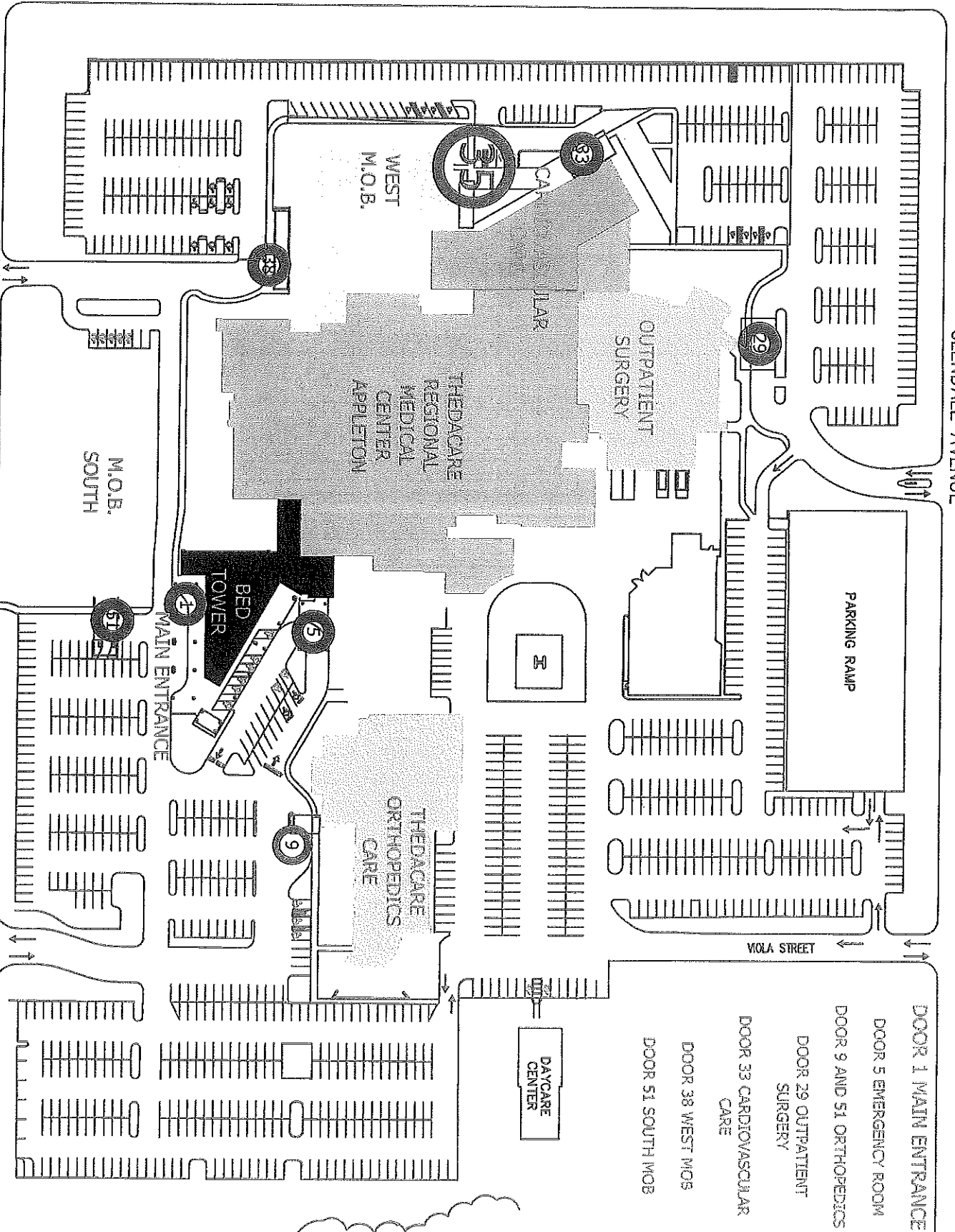
I have attached a map for your reference.

We would love if you could come see the clinic, meet the staff and see why our employees are loving this new benefit.

NORTH MEADE STREET

GLENDALE AVENUE

EAST GRANT STREET



**RECRUITMENT STATUS REPORT  
UPDATES THRU 10/18/18**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	Bus Driver	VT	7/6/17	Multiple dates	1	Mike Riley vacancy. Process re-opened. Application deadline 12/2/18.
	Part-Time Bus Driver	VT	N/A	N/A	1	Process re-opened. Application deadline 12/2/18.
	Communication Technician	VT	8/18/18	8/7/18	1	Process re-opened. Application deadline 10/28/18.
	Water Operator	Utilities	12/31/18	8/21/18	1	Kyle Smith promoted.
	Liquids Operator	Utilities	12/31/18	N/A	1	Vacancy of Kyle Smith. Application deadline 10/28/18.
	Inspector	DPW	10/15/18	10/3/18	1	Kyle Pederson vacancy.
	Operator	DPW		10/8/18	1	Application deadline 10/28/18.
JAY	Police Officer	Police	NA	N/A	Elig list	Panel interviews 10/25/18 and 10/26/18. Backgrounds pending on one candidate. Conditional offer extended to one candidate.
	Administrative Support Specialist	Police	9/1/18 & 1/5/19	8/23/18 & 9/25/18	2	Background pending on top candidates.
	Communication Specialist	Police	9/27/18	9/25/18	1	Top two candidates being invited for a job shadow.
	Fire Fighter	Fire	NA	NA	Elig list	Panel interviews 10/31/18 and 11/1/18.
	Library Clerk (Regular Part-Time)	Library	11/9/18	9/25/18	1	Panel interviews 10/30/2018.
	Library Page Clerk (Regular Part-Time)	Library	11/2/18	9/28/18	1	Application deadline 10/21/18.
	Emergency Management Coordinator	Health	New Position	Re-org Approval 9/5/18	1	Panel interviews 10/22/18 and 10/29/18.
	Weights and Measures Specialist (.75 FTE)	Health	10/25/18	Pending	1	Kevin Grosskreutz resignation. Request to fill pending.

**TOTAL POSITIONS OPEN = 14 TOTAL ELIGIBILITY LISTS = 2**

**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
	Communication Specialist	Police	6/21/18	Hold	1	Susan Deruchowski resignation. Department currently evaluating the position/schedule.

**TOTAL POSITIONS ON HOLD = 2**

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