



City of Appleton

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

Meeting Agenda - Final

Human Resources & Information Technology Committee

Wednesday, November 6, 2019

6:45 PM

Council Chambers, 6th Floor

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

4. Public Hearings/Apearances

5. Action Items

[19-1492](#) Request to approve the Aldermanic Salary for the 2021 election year.

Attachments: [Elected Alderperson official salary.pdf](#)
[alderperson comparison 2019.pdf](#)

Legislative History

10/9/19	Human Resources & Information Technology Committee	held
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6. Information Items

[19-1669](#) The Police Department change to table of organization by reassigning an Officer position from CRU to ISU.

Attachments: [Police info memo.pdf](#)
[Police Reorg 10.31.19.pdf](#)

[19-1670](#) Public Works Engineering Division reclassification of Engineering Technician positions from Pay Grade H to Pay Grade I and retitle Engineering Specialist positions to Engineering Technician to address recruitment and retention.

Attachments: [Public Works update 10-31-19.pdf](#)

[19-1671](#)

Library change to table of organization joining two .5 Library Assistant positions (Reach out and Read and Volunteer Coordinator) to one full time equivalent position.

Attachments: [Library position TO change.pdf](#)

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

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

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

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		
11/7/2018	2020	No increase		
10/16/2019	2021	TBD		HR Committee meeting 10/9/19

Municipality	Population	# of Council/Board	Salary	Benefits	Expense Account
Appleton	74,370	15	\$6,129	Parking pass	None
Eau Claire	<i>Did not report</i>				
Green Bay	105,139	12	\$9,887	Health, Dental, Deferred Comp	None
Janesville	<i>Did not report</i>				
Kenosha	99,877	17	\$6,000	None	\$50 per diem per 1/2 day; \$100 per diem per 6 hour day; \$50 per meeting; \$100 per month expense allowance; \$130 per month technology stipend
La Crosse	51,834	13	\$7,800.00	WRS, ICI, Section 125	Yes
Manitowoc	32,697	10	\$3,120.00	None	None
Neenah	26,137	9	\$5,280	None	None
Menasha	17,856	8	President \$5490; others \$5190	Workers compensation	Registration and Lodging for continued education/conferences/seminars
Oshkosh	66,665	7	\$5,000.06	Parking pass	None
Racine	<i>Did not report</i>				
Sheboygan	48,329	10	\$4,468	None	None
Waukesha	<i>Did not report</i>				
Wausau	39,114	11	\$5,354.96	None	None

County	Population	Board Members	Salary	Benefits	Expense Account
Brown	262,052	26	\$7,344	None reported	None reported
Calumet	<i>Did not report</i>				
Outagamie	187,029	36	Supervisors: \$5,555; Committee Chair: \$5,656; Board Vice Chair: \$7,070; Board Chair: \$13,635	See attachment	Supervisors: IRS per-mile rate; an additional per diem of \$25.00 per meeting at a maximum of \$25.00 per day; convention/seminar...reimb of registration fee, meals, and lodging. Meals are reimbursed at \$12.00, breakfast; \$18.00, lunch; \$31.00, dinner; \$61.00 total
Winnebago	168,000	36	Chair: \$5000; Vice-chair \$1500; per diems are \$50 per meeting, \$75 for a meeting over 4 hrs or multiple meetings on same day, \$75 for county board meeting.	None	Reimbursement for travel expenses with documentation



POLICE DEPARTMENT

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

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

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

From: Chief Todd Thomas

Date: October 14, 2019

Subject: Informational Item

We constantly review processes, programs and our organizational structure to make sure we are delivering excellent police services in the most efficient way. I want to inform you of the following change we will be making.

The department will be moving one **Community Liaison Officer (CLO)** position to an **Investigator** position in the Investigative Services Unit. In the past we have operated with two (2) Community Liaison Officers and nine (9) Investigators.

On March 17, 2019, one of our CLO's left his position. Prior to this opening we had been having discussions with staff about whether there was a greater need in another area of the department for that position.

With the creation of a **Community Resource Unit** earlier this year, which combined the CLO positions, the Behavioral Health Officer, and informally the Threat Assessment Officer under one unit and supervisor, we decided to run a trial period without the second CLO to assess the impact. The hypothesis was that the creation of the team would spread the duties around and make it possible to be just as efficient with one less officer, which could be used where it was needed more.

Our **Investigative Unit** has not had any additions to it for many years. In 2015, a **Forensic Investigator** was added because of the dramatic increase in the number of computers and other electronic equipment being used to commit crimes, and the time and technological training that was needed to search those devices. The case load and complexity of the cases assigned to our Investigators continues to increase. Our Forensic Investigator is now working cases as an Investigator out of necessity, taking him away from the overwhelming workload he already has as a forensic examiner.

For the past 6 months we operated without the CLO position filled to determine if it impacted our level of service. At the same time, we temporarily added an Investigator to our Investigative Unit to determine if it made us more efficient and took some of the

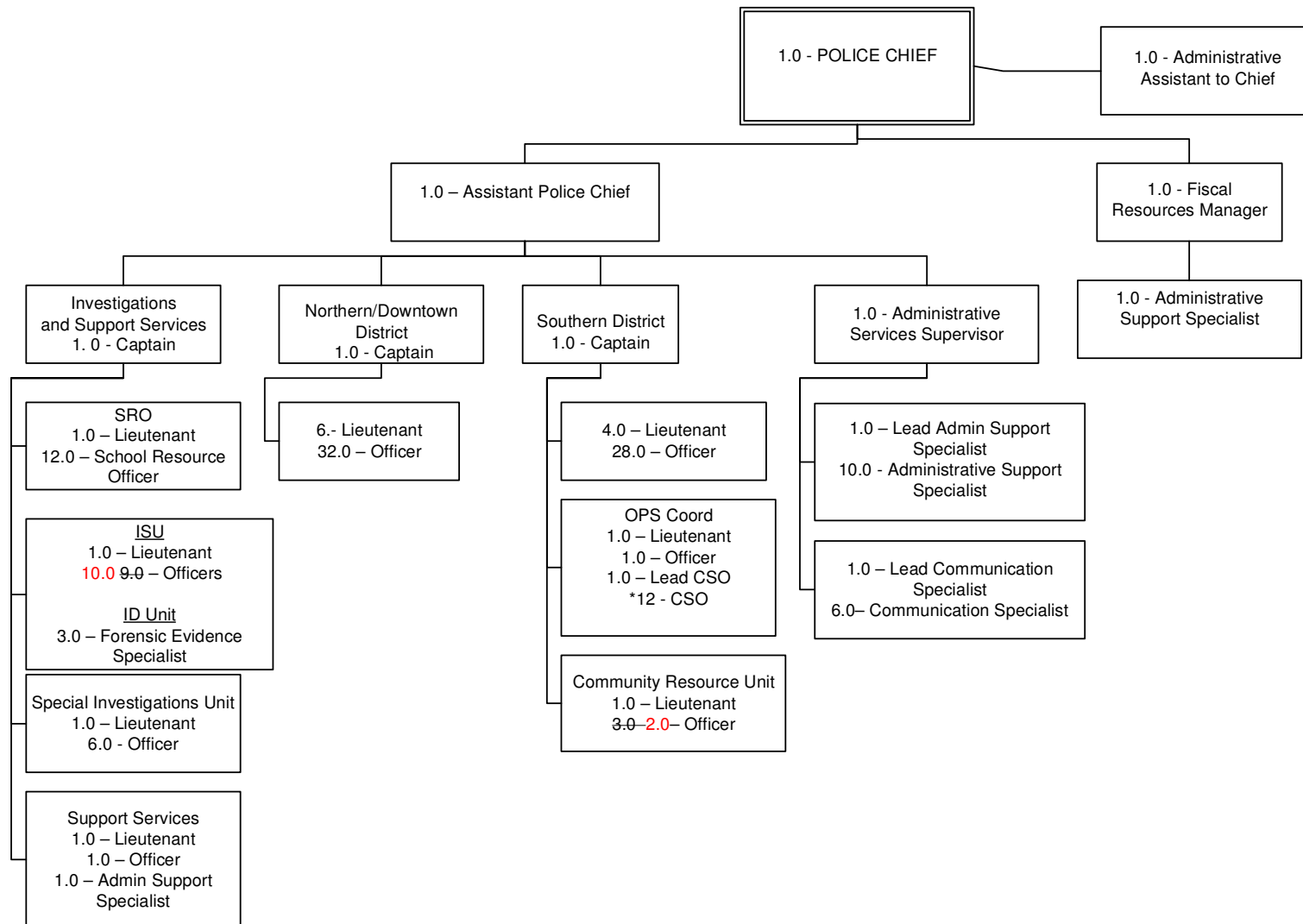
investigative duties away from the Forensic Investigator so that he could focus on his primary duties.

Our assessment of the trial period, from both supervisors and officers affected, was that the position was needed and more productive as an Investigator in ISU. The other specialty positions have taken some of the workload off of the CLO position, and the added Investigator position has helped free up not only the Forensic Investigator, but our other Investigators, who frequently are handling multiple complex investigations at a time.

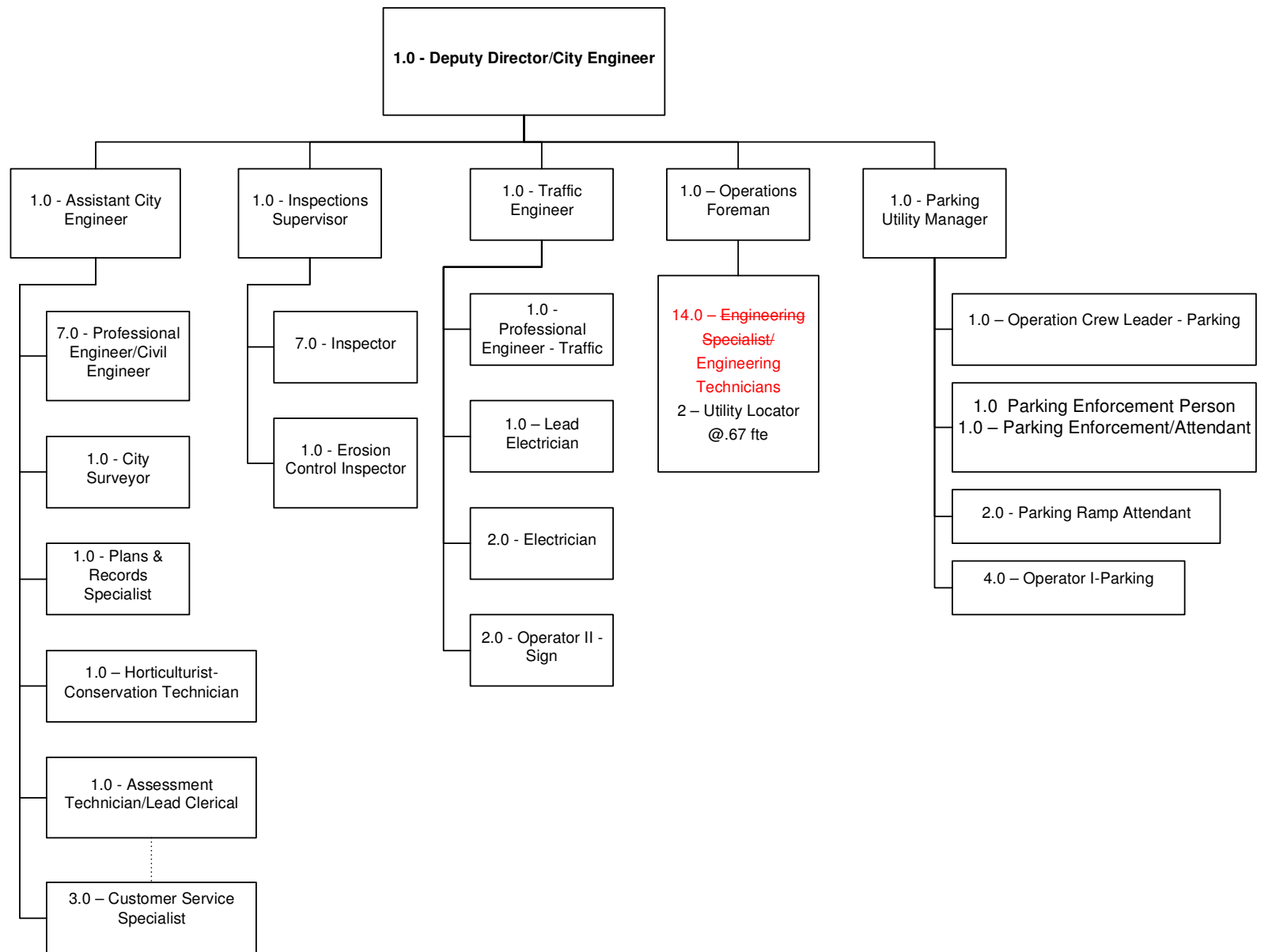
There will be no financial impact, it is a lateral transfer and the investigator position also covers patrol demands to mitigate overtime.

We will constantly review programs, processes, and our organizational structure. We also know that it takes time for changes to take hold so that we can truly determine if the anticipated benefits outweigh the unintended consequences. I will review the impact of any change that is approved and report back to the Council if there are any concerns.

Chief Todd Thomas



REORG 10/31/19





APPLETON PUBLIC LIBRARY
225 North Oneida Street
Appleton, WI 54911-4780
(920) 832-6170 | FAX: (920) 832-6182

TO: APPLETON PUBLIC LIBRARY BOARD OF TRUSTEES
FROM: COLLEEN RORTVEDT, DIRECTOR – APPLETON PUBLIC LIBRARY
DATE: OCTOBER 9, 2019
RE: PROPOSED LIBRARY TABLE OF ORGANIZATION CHANGE

Effective September 13, 2019 we lost our .5 Library Assistant (Reach Out and Read Liaison) “ROR Liaison” to an external full-time position. This position is a high-profile position that requires a knowledge of libraries. This position works with health care organizations, clinics, physicians, libraries, corporate partners, state agencies and the United Way Fox Cities on a national evidenced-based program that requires a significant amount of regional relationship building. The complexities and scope of this role make turnover in the position especially problematic.

While this position is classified as a “grant-funded” position, the reality is that since 2017 the library has become a United Way Agency for this program, which has more stable funding than the year-to-year funding of most grant funded positions.

The .5 Library Assistant (Volunteer Coordinator) in Library Administration position contains many overlapping skills with the ROR Liaison and when implemented by the same individual will provide positive synergies between the two respective positions and provide more stability as a shared full-time position.

Due to the above reasons, I am recommending the following table of organization change joining two .5 Library Assistant positions into 1 FTE. Should the ROR program no longer exist, the program change or the funding no longer be available, this portion of the position would end and the TO would need to be altered to that effect.