



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, May 10, 2021

4:30 PM

Council Chambers, 6th Floor

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

[21-0616](#) Minutes from May 5, 2021

Attachments: [Minutes from May 5, 2021.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[21-0608](#) Request for a permanent street occupancy permit for landscape islands to extend into the S. Frontage Road right-of-way no more than 27 feet at 2255 W. College Avenue.

Attachments: [Permanent Street Occupancy 2255 W College Ave.pdf](#)

[21-0609](#) Approve E. Kimball Street and Oak Street Vacation as shown on Exhibit "A".

Attachments: [Kimball St-Oak Street Vacation.pdf](#)

6. Information Items

[21-0611](#) Modification to Salary Administration Policy regarding Assigned Shift Change. (Action item at Human Resources Committee)

Attachments: [Salary change-Assigned Shift Change.pdf](#)

[21-0612](#) Modification to the Department of Public Works Table of Organization-Parking Utility. (Action Item at Human Resources Committee)

Attachments: [Parking Utility Table of Organization.pdf](#)

[21-0613](#) No Mow May information

[21-0614](#) BIRD Launch

Attachments: [BIRD Launch.pdf](#)

[21-0615](#) Inspections Division Permit Summary Comparison Report for April, 2021.

Attachments: [Inspection Div Permit-April, 2021.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.



City of Appleton

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

Meeting Minutes - Final Municipal Services Committee

Wednesday, May 5, 2021

6:45 PM

Council Chambers, 6th Floor

1. Call meeting to order

Aldersperson Firkus called the meeting to order at 6:45

2. Roll call of membership

Present: 4 - Firkus, Doran, Fenton and Siebers

Excused: 1 - Prohaska

3. Approval of minutes from previous meeting

[21-0603](#) Minutes from April 26, 2021

Attachments: [Minutes from April 26, 2021.pdf](#)

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

Aye: 4 - Firkus, Doran, Fenton and Siebers

Excused: 1 - Prohaska

4. **Public Hearings/Apearances**

5. **Action Items**

[21-0602](#) Request from Aldersperson Siebers for an exception to the Street Name Sign Distribution Policy for a "Sharon" street sign to be paid out of the Council's Budget.

Attachments: [Policy.pdf](#)

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

Aye: 4 - Firkus, Doran, Fenton and Siebers

Excused: 1 - Prohaska

6. **Information Items**

7. Adjournment

Siebers moved, seconded by Fenton, that the meeting be adjourned. Roll Call.
Motion carried by the following vote:

Aye: 4 - Firkus, Doran, Fenton and Siebers

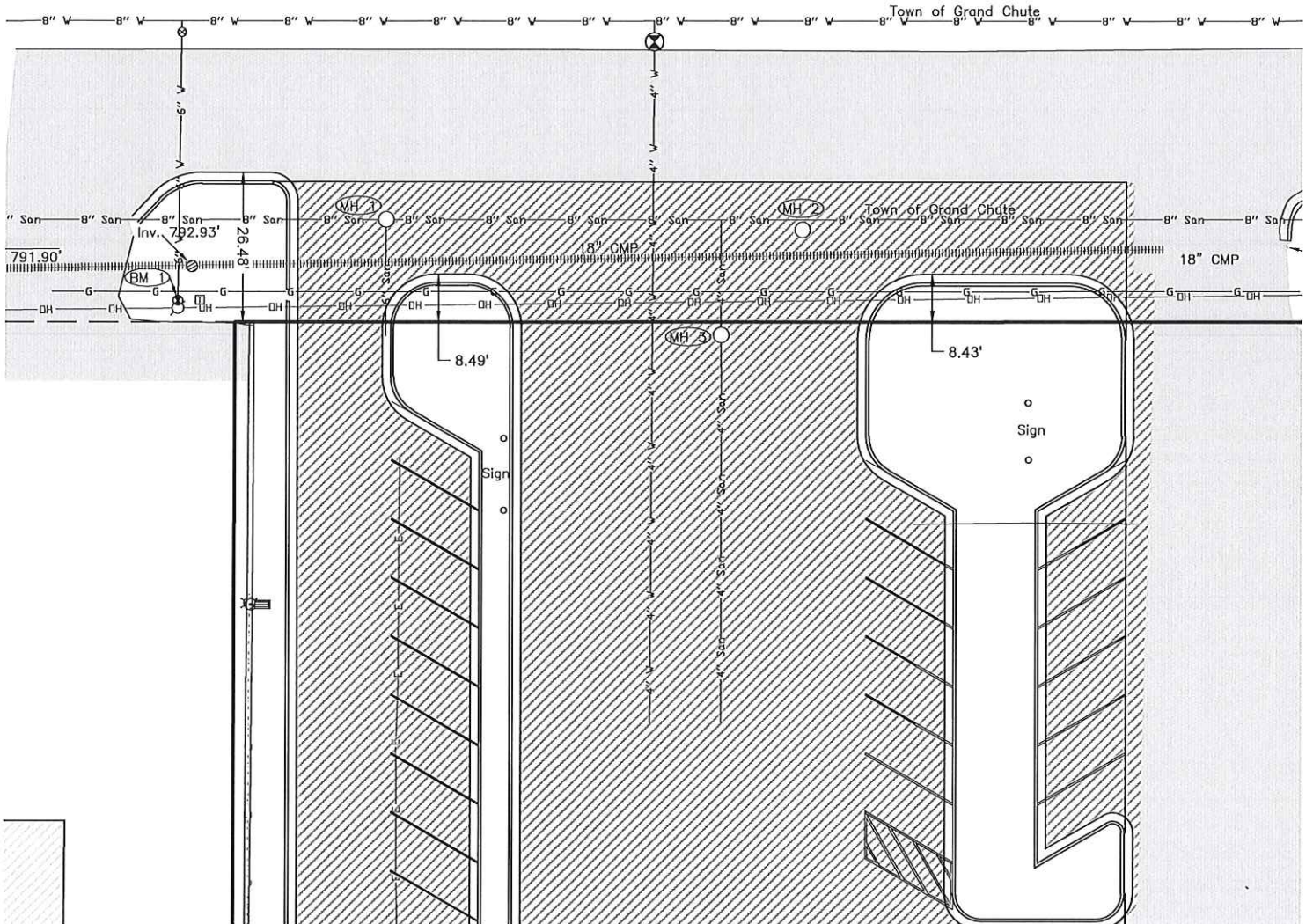
Excused: 1 - Prohaska

Exhibit A

2245 W. College Ave.

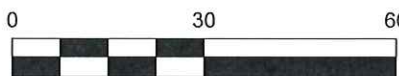
City of Appleton, Outagamie County, WI

For: Gries Architectural Group, Inc



DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors

1164 Province Terrace, Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-441-0804
www.davel.pro



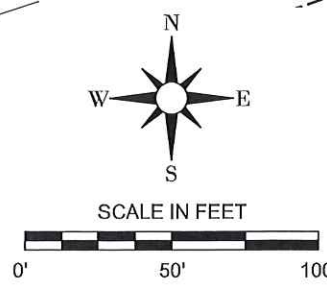
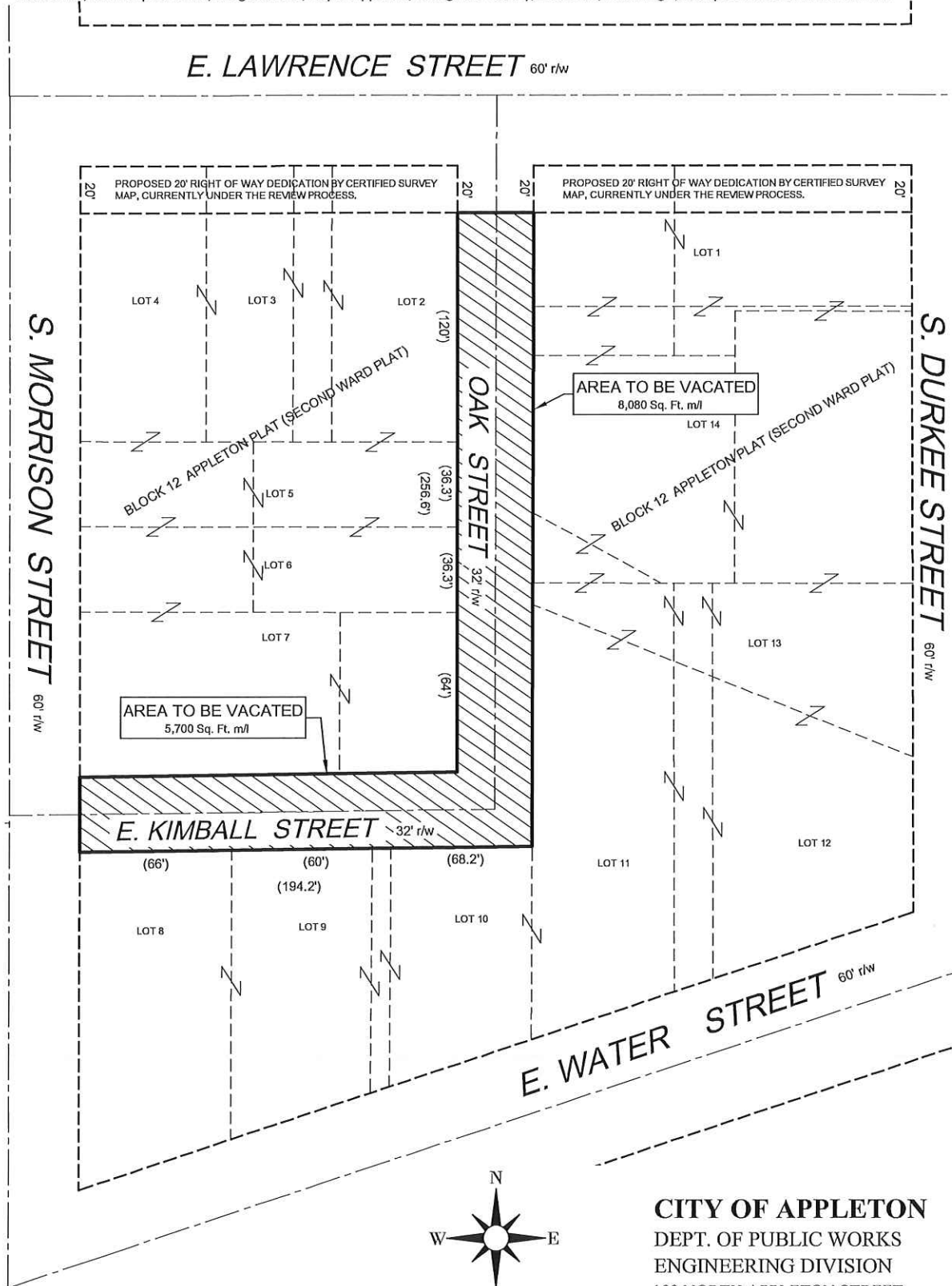
File: 6458engr.dwg
Date: 05/03/2021
Drafted By: kyle
Sheet: Exhibit

EXHIBIT "A"

All that part of Kimball Street lying East of the East line of Morrison Street and abutting Block Twelve (12) of the APPLETON PLAT (aka Second Ward Plat), all according to the recorded Assessor's Map of the City of Appleton, being located in Government Lot Two (2) of Section 26, Township 21 North, Range 17 East, City of Appleton, Outagamie County, Wisconsin, containing 8,080 square feet of land more or less.

And

All that part of Oak Street lying South of a line 20 feet South of and parallel to the South line of Lawrence Street and abutting Block Twelve (12) of the APPLETON PLAT (aka Second Ward Plat), all according to the recorded Assessor's Map of the City of Appleton, being located in Government Lot Two (2) of Section 26, Township 21 North, Range 17 East, City of Appleton, Outagamie County, Wisconsin, containing 5,700 square feet of land more or less.



CITY OF APPLETON
 DEPT. OF PUBLIC WORKS
 ENGINEERING DIVISION
 100 NORTH APPLETON STREET
 APPLETON, WI 54911
 920-832-6474
 DRAFTED BY: T. KROMM
 H:\Acad\Vac.and Dedications\2021\Oak_Kimball_St_0419_2021



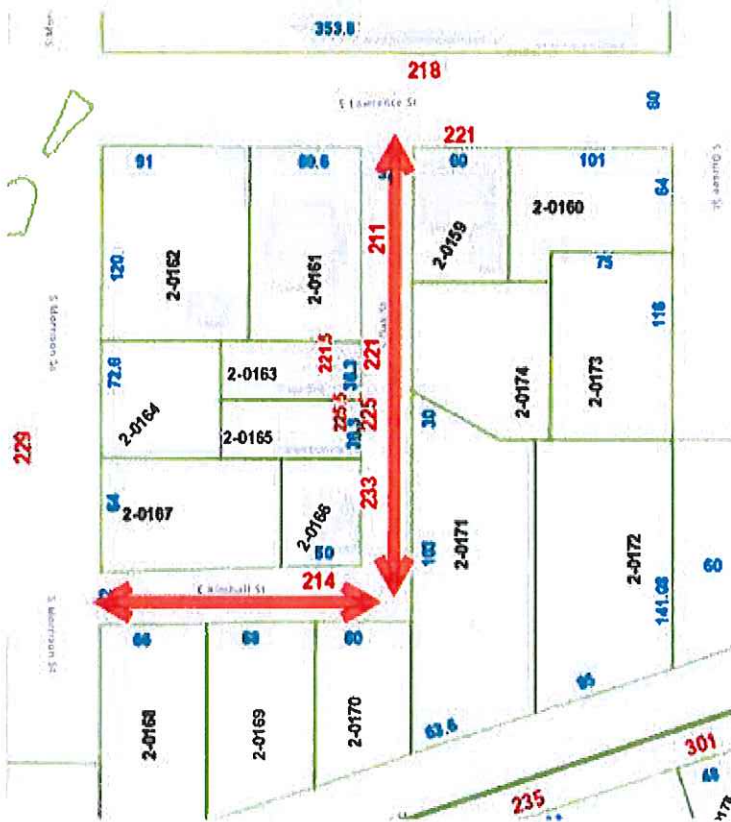
FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

March 15, 2021

Paula Vandehey, Director of Public Works
City of Appleton
100 North Appleton Street
Appleton, WI 54911

Dear Paula,

The YMCA of the Fox Cities would like to request that the City of Appleton begins the process of vacating S. Oak Street and E. Kimball Street as shown by the red arrows on the attached property map. We have been working with the other property owners adjacent to these streets and you should be seeing correspondence from them as well.



If you should need more information, please feel free to let me know.

Sincerely,

William R. Breider III

William R. Breider III
President / CEO
YMCA of the Fox Cities
920.954.7601 | bbreider@ymcafoxcities.org

APPLE CREEK YMCA 2851 E. Apple Creek Road Appleton, WI 54913 P 920.733.9622 F 920.882.1884 APPLETON YMCA 218 E. Lawrence Street Appleton, WI 54911 P 920.739.6135 F 920.734.2000
FOX WEST YMCA W6931 School Road Greenville, WI 54942 P 920.757.9820 F 920.757.9830 HEART OF THE VALLEY YMCA 225 W. Kennedy Avenue Kimberly, WI 54136 P 920.830.5700 F 920.830.3068
NEENAH-MENASHA YMCA 110 W. North Water Street Neenah, WI 54956 P 920.729.9622 F 920.729.9596 CAMP NAN A BO SHO 18369 Okonto Lane Lakewood, WI 54138 P 920.733.9622 F 920.882.1884
BUSINESS OFFICE 229 E. College Avenue Appleton, WI 54911 P 920.954.7606 F 920.882.7973

www.ymcafoxcities.org

Member Agency of the United Way

Our Mission: To put Christian principles into practice by promoting youth, adult and family activities that build a healthy spirit, mind and body for all.



Paula.Vandehey@Appleton.org

March 17, 2021

Paula Vandehey, Director of Public Works
City of Appleton
100 North Appleton Street
Appleton, WI 54911

Re: Request to Vacate Streets

Dear Ms. Vandehey,

We received the enclosed letter from the YMCA of the Fox Cities ("YMCA") requesting the vacation of S. Oak Street and E. Kimball Street. The YMCA's letter indicates that the YMCA has been working with other property owners adjacent to these streets – which would be U.S. Venture, Inc. ("USV"). This letter shall serve as USV's request to vacate these streets and that USV joins the YMCA in its request.

If you should need more information, please contact me.

Sincerely,

Daniel J. Posanski
Attorney for U.S. Venture, Inc.
dposanski@usventure.com

cc: Bob Huss
William R. Breider III



MEMO

TO: Human Resources Committee

FROM: Paula Vandehey, Director of Public Works *PAV*
Jay Ratchman, Interim Human Resources Director

DATE: April 28, 2021

SUBJECT: Request to Modify the Salary Administration Policy regarding Assigned Shift Change.

The current policy regarding how a non-exempt Department of Public Works employee is paid based on an assigned shift change is confusing and administratively cumbersome. In addition, this method of payment is not in-line with Public Works Departments in similar communities. Examples of when an employee would receive an Assigned Shift Change premium are typically related to emergency snow/ice operations.

In order to simplify our payroll process, provide clarity for employees whose shift is being changed, and to be more in-line with comparative cities, we recommend that the Salary Administration Policy be modified as shown on the attached strike and bold document. We are not recommending any changes to the Assigned Shift Change language for the Utilities Department as their operation differs from the Department of Public Works. Most shift changes within Utilities are preplanned as a result of coverage for staff vacancies.

The financial impact for this proposal is approximately \$5,900 spread across several budgets including Central Equipment Agency, Water, Stormwater and General Fund. We expect that these costs can be absorbed within the existing budgets.

Thank you for your consideration of this proposed policy modification. Please feel free to contact us with any questions you may have regarding this request.

CITY OF APPLETON PERSONNEL POLICIES	TITLE: SALARY ADMINISTRATION	
ISSUE DATE: February 18, 2005	LAST UPDATE: September 4, 2001 February 2006 September 10, 2003 October 2006 February 18, 2004 July 2008 February 17, 2005 August 2009 December 2011 September 2012 September 2013 July 2014 April 2018 December 2019	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: All regular full and part-time benefited employees covered by the Non-represented compensation plan. Excludes represented employees.	TOTAL PAGES: 7
Reviewed by Legal Services Date: December 2000 September 12, 2003 February 2006 September 2009 August 2013 July 2014 March 2018	Committee Approval Date: March 9, 2000 September 24, 2003 May 12, 2004 February 9, 2005 February 22, 2006 July 23, 2008 October 28, 2009 December 12, 2011 September 24, 2012 September 9, 2013 August 11, 2014 October 6, 2014 April 11, 2018	Council Approval Date: March 15, 2000 October 1, 2003 May 19, 2004 February 16, 2005 March 1, 2006 August 6, 2008 November 4, 2009 December 21, 2011 October 3, 2012 September 18, 2013 August 20, 2014 October 15, 2014 April 18, 2018

I. PURPOSE

To outline the guidelines utilized for administration of the compensation plan.

II. POLICY

It is the policy of the City of Appleton to provide competitive compensation to attract and retain competent staff and to encourage and reward superior performance within the financial resources available.

III. DISCUSSION

This policy provides the current salary administration guidelines. This policy is subject to change with approval of the Common Council. The Human Resources Director shall be responsible for the administration of the compensation policy.

IV. DEFINITIONS

A. Fair Labor Standards Act (FLSA): A federal act that sets minimum wage, overtime pay, equal pay, record keeping and child labor standards for employees who are covered by the act and who are not exempt from specific provisions. An employee classified in the compensation plan as “Exempt” is not eligible for the overtime compensation provisions of FLSA.

- B. Base Pay: An employee's initial rate of compensation, excluding extra lump sum compensation, shift differential etc. An employee's base pay can be expressed as a base hourly rate of pay or as an annual salary.
- C. Compensation Plan: A schedule of pay ranges listing the job classifications Minimum, Maximum and Control Points. All regular positions shall be placed in one of these ranges based on a job questionnaire and point factor job evaluation.
- D. Emergency: For purposes of this policy, an emergency shall be defined as an unplanned, significant event that affects the operation, or service level of the department (as determined by the Department Director and/or the Mayor)
- E. Interim Assignment: When an employee is assigned to a different position on a temporary basis, because of a vacancy.
- F. Job-Questionnaire (JQ): A job analysis that outlines the responsibilities and the requirements necessary to perform the functions of the position. The JQ is utilized to evaluate the position responsibilities using the City' point factor job evaluation system for allocation to the appropriate pay grade. A JQ also functions as the key document for pay plan maintenance.
- G. Non-base pay adjustment: Pay adjustments generally in the form of a lump sum or other forms that do not increase the employee's base pay.
- H. Red-circled: The maintenance of an employee's pay rate above the established range maximum. An employee whose pay rate is at or above the range maximum may be eligible for a non-base performance adjustment.

V. PROCEDURES

A. DETERMINATION OF PAY RANGES

The compensation plan shall be based on the principle of equal pay for equal work. Pay ranges within the compensation plan shall be determined with regard to factors including, but not limited to: uniformity of pay for each class; relative difficulty, complexity, and responsibility of work; competitive recruiting, education and experience requirements; and prevailing rates of pay for similar jobs in public and private employment as determined by the City.

B. ENTRANCE PAY RATE

The entrance pay rate shall be within the Minimum and the Control Point of the pay range. All appointments (including department heads) above the Control Point must be authorized, in advance, by a majority of the Mayor, Human Resources Committee Chair and Human Resources Director.

- C. RECLASSIFICATION The Position Classification Review Process is the method for determining pay range assignment of new positions or reclassification actions involving substantial changes in the duties and responsibilities of an existing position.

(a) Classification or Reclassification Consideration

A request for reclassification of a current position or the classification of a new position may be initiated by a staff member seeking reclassification, by the staff member's department director, or by the Human Resource Director. Requests for reclassifications may occur throughout the year as positions are created or become vacant.

Reclassification consideration for existing positions requires that the employee and the department director document substantial changes in existing duties since the most recent review. Duty changes may be from substantial, immediate reassignment of duties due to reorganization, or may be the result of a logical and gradual change of responsibilities over a period of time.

To be considered for reclassification, changes should be stable and typically should have been in effect for at least six months preceding the reclassification request so that it is clear that the changes that exist are likely to remain for some period of time. Reclassification will not be considered for temporary changes in duties.

A request for classification or reclassification consideration must be in writing and include a new JQ with notes indicating duties that have changed since the last review. The Questionnaire must be completed and signed by the employee, then reviewed and signed by the supervisor and department director. The supervisor and department director must verify or comment on the accuracy of the responses.

(b) Review of Requests

Following internal review by the Human Resource Director, the Human Resource Director may submit the Questionnaire and any supporting documentation to the consultant for evaluation if the criteria for reclassification is met. If the reclassification is appropriate, the consultant will recommend a grade assignment for the position. The consultant may request further information from the Human Resource Director and may request that other positions affected by the reclassification changes be reviewed as well.

(c) The Employer's Response to the Consultant's Recommendations

The employee and the department director will be informed of the final decision in writing. The effective date of any compensation changes will be based on the specific circumstance of the reclassification.

D. COMPENSATION PLAN COMPONENTS

(a) Pay Range Adjustment

Pay Range adjustments are typically made on an annual basis. The Human Resources Director shall recommend such adjustments to the Mayor and Finance Director based on the general level of pay adjustments in the job markets where the City competes for its staff, as well as internal adjustments (e.g. collective bargaining settlements). These adjustments are also made in consideration of general changes in cost-of-living indices.

The adjustment takes the form of an adjustment to pay ranges with the goal of maintaining market competitiveness of the pay plan.

No increase will be made to an employee's pay as a result of a pay range adjustment.

(b) Pay for Performance

The amount allocated for performance pay shall be established each year by the Mayor and included in the annual budget, subject to approval by the Common Council. Upon approval of the budget the amount will be divided and allocated to each individual department based on total base wages of eligible employees within the plan. Upon conclusion of the annual employee performance review process, individual department directors will then divide the allocated amount to individual employees within their department based on the employee's annual performance evaluation score.

E. PAY RATE ADJUSTMENTS

The Human Resources Director and the applicable Department Director shall determine the pay status of an employee based on the following:

- (a) Transfers - When an employee is transferred from one class to another with a common pay range, he/shethe employee shall continue to receive the same pay rate unless a different rate is deemed appropriate.
- (b) Promotion - When an employee is promoted from one class to another having a higher pay range, he/shethe employee shall receive an increase as deemed appropriate but not to exceed the Control Point of the range unless approved by the Committee as outlined in the above Entrance Pay Rate section. If the employee's pay rate is higher than the control point of the new position prior to promotion, no authorization is needed from the Committee. For consideration of placement into the new salary range, such factors as the average value of overtime lost, average value of extra hours worked in a non-exempt capacity as well as other internal and external factors shall be considered.
- (c) Demotion - When an employee accepts a position in a lower pay grade for any reason, a rate of pay shall be determined. For consideration of placement into the new salary range, such factors as experience, qualification, length of service, average value of overtime lost and the level of pay similar to employees in the pay range shall be considered.
- (d) Upward Re-Classification - When an employee's position is reclassified into a higher pay grade, the reclassification shall be treated the same as a promotion under (b) above.
- (e) Downward Re-Classification - When an employee's position is reclassified into a lower pay grade, the reclassification shall be treated the same as (c.) above.
- (f) Equity Adjustments
Equity adjustments are salary changes outside of the normal salary programs (as listed above) to remedy salary issues such as external pressure in high demand areas, internal salary compression, and/or retention considerations.

F. MINIMUM AND MAXIMUM RATES

Generally, an employee shall be paid within the pay range of his/her position.

An employee may be paid below the minimum of his/her pay range as the result of not receiving a pay adjustment due to their performance.

An employee who receives a base pay adjustment cannot exceed the maximum of their pay range.

In the event of a reclassification, or re-evaluation of a pay range that results in an employee's pay falling outside the maximum of the newly assigned pay range, such employee's pay rate may be red-circled.

G. OVERTIME

- (a) Employees in the Compensation Plan who meet the exemption under the Fair Labor Standards Act shall be exempt from all premium pay provisions except as otherwise outlined in this policy.
- (b) Employees who are required to work Sunday, not part of their regular schedule, shall receive double time pay. Utility Department employees who work Sunday, as part of their regular schedule, shall receive double time pay.
- (c.) All non-represented non-exempt employees in the Compensation Plan shall be paid no less than the minimum compensation required pursuant to the FLSA, including overtime compensation on a time and one half basis, for all hours worked in excess of 40 hours per week subject to the following:
 - 1. Compensatory Time, Sick leave, PTO Sick, approved non-paid leave and FMLA non-paid leave hours shall not be counted as hours worked for purposes of computing overtime compensation; and,
 - 2. Scheduled City holiday hours, vacation, PTO , funeral leave, jury duty and approved paid FMLA leave (except PTO Sick, see #1 above) may be counted as hours worked for purposes of computing overtime compensation (except when employee is called to work, then see #3 below); and,
 - 3. Hours worked and paid at a Sunday or Holiday double time rate*, where the employee is also paid an additional call pay premium, shall not be counted as hours worked for purposes of computing overtime compensation.

*Holiday double time rate refer to Fringe Benefit Policy.

- (c) Battalion Chiefs and Deputy Fire Chiefs who fill in for other Chief Officers, when overtime would otherwise be required, shall receive straight time pay for all such hours worked in addition to his/her regular bi-weekly rate. Operations Battalion Chiefs who are required by the Chief to attend extended (generally more than four (4) hours) training on his/her off-duty time may be eligible for straight time pay for attendance at such training at the discretion of the Fire Chief.
- (d) Police Lieutenants and Captains will receive compensation at time and one half of the top senior sergeant rate when working beyond their normal schedule for Grants, Off-Duty Police Services, Avenue Detail and special events.
- (e) Overtime shall be approved in advance by the Department Director or supervisor and reviewed periodically by the Department Director. Overtime shall be kept to a minimum and shall be

utilized to relieve specific occasional peak workloads or emergencies.

H. SHIFT PREMIUM

Non-exempt employees shall be eligible for a \$.50 shift premium added to their base pay if the employee is regularly scheduled (through shift selection or designated assignment) to work a 2nd or 3rd shift schedule (3rd or 4th shift schedule for Police).

K. TELEPHONE CALL

Non-exempt employees who are called by a supervisor on the telephone, outside of his/her regularly scheduled hours, to provide information related to the operation of the department shall be paid for the time actually spent on the telephone, but not less than one hour's straight time. This does not apply to employees receiving the Stand-by Duty pay.

L. EMERGENCY CALL-IN

Non-exempt employees who have left the worksite or are in a paid leave status, and who are called to return to work outside of their regularly scheduled hours to handle emergency situations that could not be anticipated, will be eligible for a lump sum of \$100 as call-in pay.

M. ASSIGNED SHIFT CHANGE UTILITIES

This applies to ~~Department of Public Works and~~ Utilities employees who operate on shifts.

When a non-exempt employee is required to work outside their assigned shift ~~he/she~~ the employee will be paid as follows:

Employees notified for a change of assigned shift for a duration of more than one week and are given 48 hours or more notice shall be paid \$1.00 per hour, added to their base pay, for all hours worked for the duration of the scheduled shift.

Employees notified for a change of assigned shift for a duration of one week or less and are given 48 hours or more notice shall be paid \$2.00 per hour, added to their base pay, for all hours worked for the duration of the scheduled shift.

Employees notified for a change of assigned shift and are given less than a 48 hour notice shall be paid \$50 per day for the first 48 hours and then the employee shall be paid pursuant to the above.

The \$1.00 and \$2.00 premium pay shall be added to the employee's regular base rate for purposes of calculating the overtime rate.

N. ASSIGNED SHIFT CHANGE DEPARTMENT OF PUBLIC WORKS

This applies to Department of Public Works employees who operate on shifts.

When a non-exempt employee is required to work outside their assigned shift the employee will be paid as follows:

Employees notified for a change of assigned shift shall be paid \$50 per day.

O. STAND-BY DUTY

Employees who are required by his/her department director to be on stand-by duty (required to remain within a one (1) hour response area, accessible by phone or pager, etc.) shall receive one hour's pay for each day of stand-by and (2) two hours if on the actual holiday (does not include the observed holiday).

All employees required to be on stand-by must remain physically fit and ready for duty and must continue to abide by City policies (i.e., Drug-Free Workplace).

P. CALL DUTY - EMERGENCY RESPONSE (Excludes Directors, Deputy Directors and Assistant Police Chief)

Any exempt employee, not on Stand By Duty, who is required to report to duty for emergency operations (e.g. snowplowing, water main breaks, facilities and grounds and technology issues, storms & other disasters, police investigations, SWAT calls etc.) may be eligible for additional compensation in the form of a bonus as outlined below:

- ◆ If the employee reports for work and works more than one (1) hour but less than four (4) hours, the employee shall be entitled to \$50.00 for each report.
- ◆ If the employee reports for work and works four (4) hours or more, shall be entitled to \$200.00 for each report.



MEMO

TO: Municipal Services Committee
Human Resources Committee

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

DATE: April 23, 2021

SUBJECT: **Proposed Modification to the Department of Public Works Table of Organization – Parking Utility.**

The Parking Utility's ramp pay equipment has a customer Call Button for when customers have questions regarding how to enter or exit the parking ramp, have trouble with the equipment, etc. The Call Button is a phone line that goes directly to either a Parking Utility staff member (4:00 am to 9:00 pm) or to the Police Communications Center during late hours and weekends.

Through networking and research, our Parking Utility Supervisor has identified a calling service that integrates with our TIBA parking equipment. The service answers the emergency call and responds to the individual issue based on business rules we provide to them for each scenario. Benefits of this service include:

1. 24/7 365 coverage, including Holidays
2. Translation services, such as Spanish, are available
3. Data is collected in a format that provides us metrics that can help us make improvements (i.e. additional signage for a repeat issue).
4. Police Communications Center would be relieved of these calls
5. Allows us to condense our parking staff hours to the most needed, instead of trying to provide phone coverage.

The parking employee tasked with carrying the emergency call phone is limited in the work they can be assigned. For instance, it is not practical to be on the sweeper or snow removal equipment if you need to be able to hear, and immediately respond to, an emergency call. With the increased flexibility of hours we can assign staff, and the tasks that can be accomplished without the additional responsibility of the emergency call phone, we believe that we can eliminate a position in the Parking Utility. (See attached Table of Organization)

The Parking Utility currently has a vacant position, therefore, we do not anticipate any employee losing their job due to the proposed change to our Table of Organization.

The associated costs and savings of our proposed Table of Organization change are as follows:

COSTS:

- On-time conversion of TIBA equipment to be reprogrammed with Parker technology Call Center technology.
- Monthly Call Center Service Contract of \$638.64 for all three parking ramps (\$7,664 annually).

SAVINGS:

- Elimination of Parking Ramp Attendant Position (\$35,000 plus benefits) annually.

Therefore, I request approval of the proposed modification to the Department of Public Works Table of Organization – Parking Utility to eliminate one Ramp Attendant Position.

Attachment

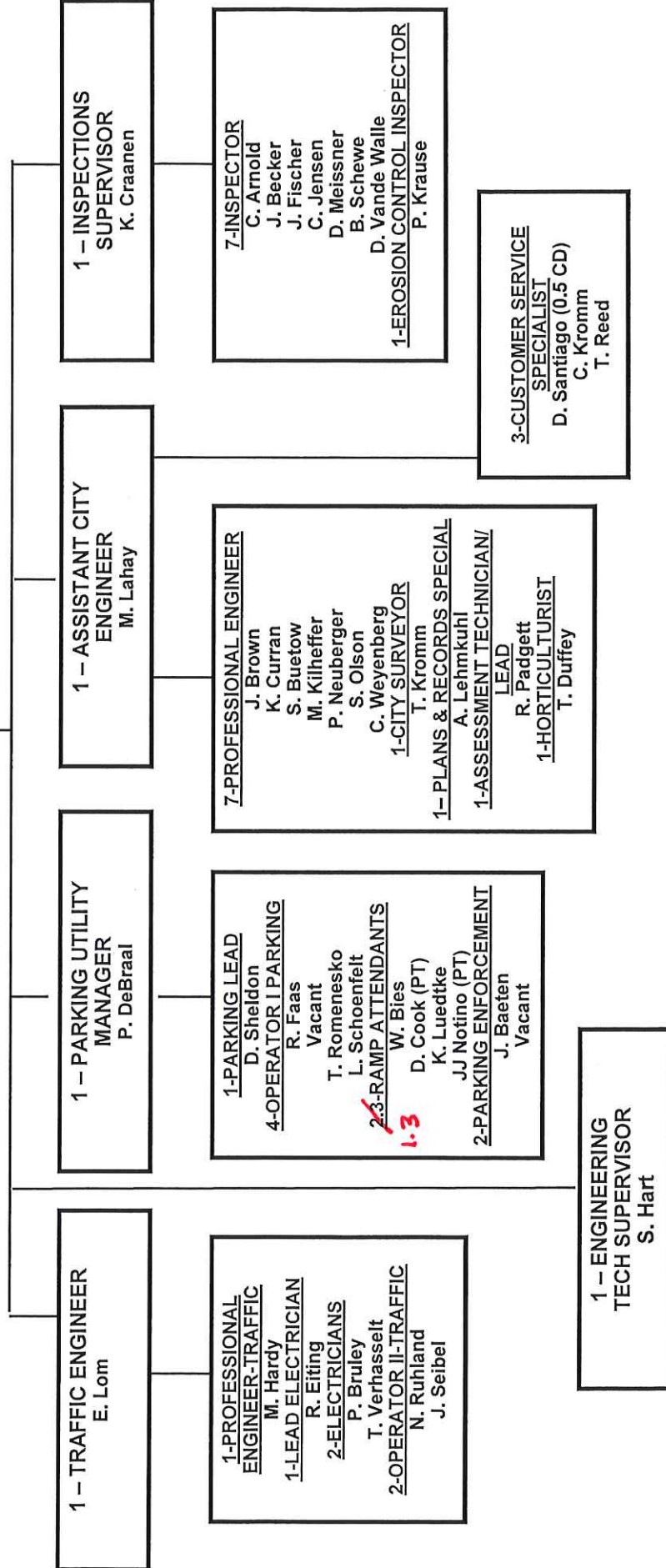
C: Tony Saucerman, Finance Director
Jay Ratchman, Interim Human Resources Director
Lisa Lau, Managerial Accountant Coordinator

DEPARTMENT OF PUBLIC WORKS

ENGINEERING

DEPUTY DIRECTOR
CITY ENGINEER
R. BUETOW

Revised 3/22/2021



3-CUSTOMER SERVICE
SPECIALIST
D. Santiago (0.5 CD)
C. Kromm
T. Reed

14-ENGINEERING TECHS
L. Coffey, D. Cruz, B. Endter, M. Earll, C. Gable,
P. Halvorsen, A. Huber, M. Klaeser, J. Last,
K. Mroczkowski, W. Nachman, P. Pederson
W. Schmitt, P. Thibodeau
2--0.67 FTE--UTILITY LOCATORS
T. Bruskwicz, K. Garrigan

City of Appleton

BIRD E-Scooter Pilot Community Feedback

Month of May, 2021

COMPLAINTS RECEIVED

	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
Improper Parking								
Improper Street Riding								
Scooters are Unsafe								
Scooters are Unsightly								
Sidewalk Riding on College								
Other								

ACCIDENTS

	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
Accidents								

PUBLIC SURVEY

At the conclusion of this pilot study, do you support the City of Appleton developing permanent regulations to allow dockless scooter share in Appleton?	%
Yes, they should be allowed	
No, they should be prohibited	
Yes, but with some changes	

What is your overall opinion of dockless scooters in Appleton?	%
Very favorable opinion	
Somewhat favorable opinion	
Neutral/no opinion	
Somewhat unfavorable opinion	
Very unfavorable opinion	

Paula Vandehey

To: Adam Blau
Subject: RE: Emails are bouncing back!

Hi Paula, Larry, Todd, Sheng, and Meghan,

I hope you all are well and that you had a great weekend. I attempted to send this email last Friday but received it bounced back, so trying again!

I am reaching out to congratulate you and the team on your Bird launch last Friday. A lot of great conversations and effort went into making this happen. We are excited to officially be up and running in Appleton and want to share some good news with you.

Launch:

We launched with 50 Bird scooters on Friday, 04/30/2021. If you have not already, we highly recommend that you download the Bird app. You can always find the Birds available to ride around town by simply opening up the map in the Bird app. The service area and ride prices can also be found by looking in the app.

Bird highlights:

- **Free Rides for Healthcare Workers and Emergency Personnel** - Bird is proud to offer free rides to healthcare workers and emergency personnel. To sign up, simply email a copy of your medical identification card along with your name and phone number to together@bird.co. Eligible riders will receive two free 30-minute rides per day for as long as it takes to help our communities to recover from this global health crisis.
- **Natural Way to Socially Distance** - Riders across the U.S. are Birding to run errands, get to work, or just for a break, and finding it is a natural way to safely socially distance.
- **Community Pricing** - Our Community Pricing Program offers a 50% discount to low-income riders, Pell grant recipients, select local nonprofit and community organizations, veterans, and senior citizens. It's designed to be the most inclusive micromobility discount program available anywhere. To sign up for our Community Pricing Program, create an account, and email proof of eligibility to access@bird.co.
- **Community Mode** - Community Mode allows anyone with a Bird account to report or provide feedback on vehicle-related issues such as poorly parked or damaged vehicles in their area. You will be asked to provide the Bird ID number and the specific issue you're experiencing, then one of our team members will be assigned to correct the issue. You can access Community Mode by tapping the yield sign on the bottom left of the Bird map.

Bird blog:

To stay up to date with the latest from Bird, keep an eye on our blog: www.bird.co/blog.

City newsletter:

Speaking of keeping in touch, we have added you to our monthly Bird newsletter, where we share highlights of our service, vehicles, and micromobility in general. There is an unsubscribe link at the bottom of each newsletter if you don't wish to receive this.

Media outreach:

Please feel free to share our press contact (press@bird.co) with any media outlets or press that inquire about the launch or anything Bird-related in the future.

Congrats again on the launch! Please reach out with any questions and I look forward to a successful partnership with the City of Appleton.

Best,

Adam

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/21 Thru 04/30/21

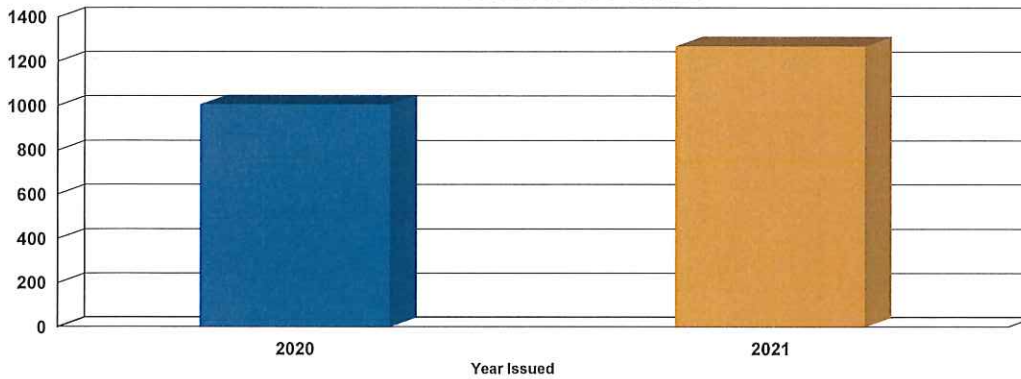
Report Date: 5/4/2021



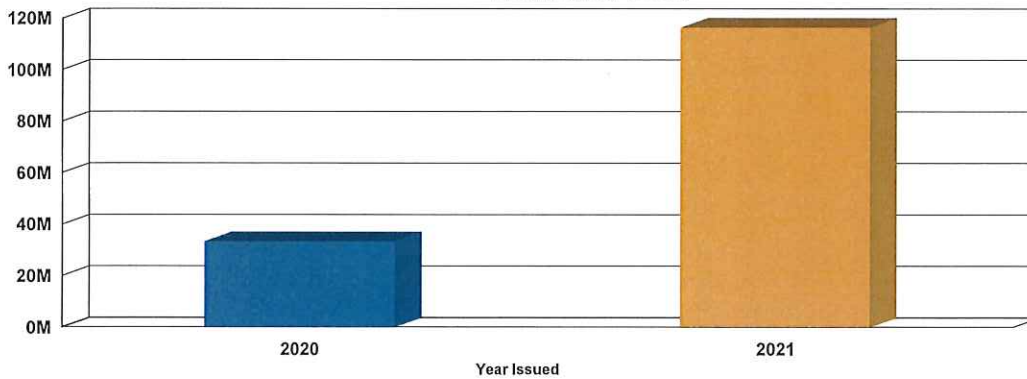
"...meeting community needs...enhancing quality of life."

	2020	2021
Permits	1006	1269
Estimated Cost	33,251,692.00	116,495,532.00
Receipt Amount	188,229.70	284,503.71

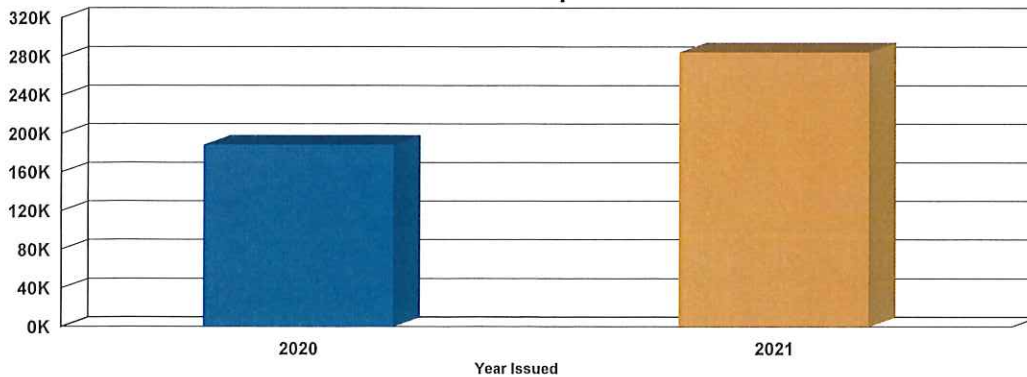
Number of Permits



Estimated Cost



Receipt Amount



Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/21 Thru 04/30/21

Report Date: 5/4/2021



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

Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2020	241	23,907,989	95,002.66
	2021	365	86,209,739	143,247.27
		51.45 %	260.59 %	50.78 %
DISPLAY SIGN	2020	31	147,713	1,350.00
	2021	16	75,492	760.00
		-48.39 %	-48.89 %	-43.70 %
ELECTRICAL	2020	205	2,998,779	34,002.20
	2021	231	11,176,152	69,204.11
		12.68 %	272.69 %	103.53 %
EROSION CNTL	2020	13		1,450.00
	2021	20		2,551.00
		53.85 %	%	75.93 %
HEATING	2020	247	3,435,727	24,053.74
	2021	319	17,488,619	31,594.33
		29.15 %	409.02 %	31.35 %
PLAN REVIEW	2020	38		13,082.50
	2021	47		16,410.00
		23.68 %	%	25.43 %
PLUMBING	2020	162	2,057,758	11,794.80
	2021	188	1,230,222	11,885.00
		16.05 %	-40.22 %	0.76 %
SEWER	2020	64	703,726	7,333.40
	2021	81	315,308	8,772.00
		26.56 %	-55.19 %	19.62 %
WELL	2020	5		160.40
	2021	2		80.00
		-60.00 %	%	-50.12 %