



City of Appleton

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

Meeting Agenda - Final

Human Resources & Information Technology Committee

Wednesday, May 15, 2024

6:30 PM

Council Chambers, 6th Floor

Special Meeting

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting
[24-0608](#) Minutes 4/24/24.

Attachments: [Minutes 4.24.24.pdf](#)

5. Public Hearing/Appearances

6. Action Items

- [24-0607](#) Request to Approve Syntech Fuelmaster Upgrade.

Attachments: [Memo Syntech Fuelmaster Upgrade.pdf](#)
[City of Appleton FMLive Upgrade TB104044.pdf](#)
[RL24052_City_of_Appleton_MSB_Card_Reader_\(1\).pdf](#)
[Sole-Source-Approval.pdf](#)
[FMLive CIP.pdf](#)
[General Fund Memo.pdf](#)

- [24-0609](#) Request to Change DPW Administration Table of Organization.

Attachments: [DPW Re-org 2024 Memo.pdf](#)
[DPW Re-org TO SB 2024.pdf](#)
[DPW Re-org TO Updated 2024.pdf](#)
[DPW Re-org AT JD 2024.pdf](#)
[DPW Re-org MAC JD 2024.pdf](#)
[DPW Re-org ACE JD 2024.pdf](#)

7. Information Items

[24-0610](#) 2024 Interpreter Policy Update.

Attachments: [2024 Interpreter Policy Update.dg edits 2.15.24 \(1\).pdf](#)

[24-0611](#) Recruitment Status Report through 5/9/24.

Attachments: [RSR 5.9.24.pdf](#)

8. 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 on the agenda contact Vanessa Calder, 920-832-6458.



City of Appleton

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Meeting Minutes Human Resources & Information Technology Committee

Wednesday, April 24, 2024

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

Present: 5 - Jones, Van Zeeland, Hayden, Croatt and Hartzheim

4. Approval of minutes from previous meeting

[24-0470](#)

Minutes 2/14/24.

Attachments: [Minutes 2.14.24.pdf](#)

Hartzheim moved, seconded by Hayden, that the meeting minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Jones, Hayden, Croatt and Hartzheim

Absent: 1 - Van Zeeland

5. **Public Hearing/Appearances**

6. **Action Items**

[24-0471](#)

Request to Elect Vice Chair.

Aldersperson Hartzheim nominated as Vice-Chair.

Aye: 4 - Jones, Hayden, Croatt and Hartzheim

Absent: 1 - Van Zeeland

[24-0472](#)

Request to Set Meeting Date and Time.

Meeting date and time has been changed to Wed. at 6:30PM.

Aye: 5 - Jones, Van Zeeland, Hayden, Croatt and Hartzheim

[24-0473](#)

Request to Designate Contact Person.

Contact person will be Vanessa Calder; Dir. Rachman will be backup.

7. Information Items

[24-0474](#)

Recruitment Status Report through 4/18/24.

Attachments: [RSR 4.18.24.pdf](#)

This Presentation was received and filed

[24-0477](#)

Updates to Asbestos Policy.

Attachments: [Asbestos Policy S&B.pdf](#)

This Presentation was received and filed

[24-0478](#)

Updates to Personnel Record Retention Policy.

Attachments: [Personnel Record Retention Policy \(2\) SB 2024.dg.docx](#)

This Presentation was received and filed

8. Adjournment

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

Aye: 5 - Jones, Van Zeeland, Hayden, Croatt and Hartzheim



DEPARTMENT OF
**INFORMATION
TECHNOLOGY**

MEMORANDUM

Date: May 15, 2024

To: HR/IT Committee, Municipal Services Committee, Common Council

From: Corey Popp, I.T. Director

Subject: Syntech FuelMaster SaaS Upgrade

I am seeking approval to spend \$39,587.20 to upgrade Municipal Services' fuel management system, Syntech FuelMaster, to their Software as a Service (SaaS) product, FuelMaster Live ("FMLive").

The project will be sole sourced to EnergiTech Services out of Kimberly, Wisconsin. EnergiTech is the system's original installer and has supported the system since 2014. EnergiTech quoted the project at \$35,087.20, which includes the project's one-time costs, as well as the first year of the SaaS annual subscription.

A \$35,000 CIP budgeted for the conversion ("FuelMaster FMLive SaaS Upgrade") will be funded using dollars already allocated to IT from the 2021 Excess General Fund and currently set aside in the I.T. Department's 2024 Operations Consulting budget.

The current access-control system on the Municipal Service Building's security gate is supported by Syntech, but their new SaaS product no longer supports gate entry. Therefore, an additional \$4,500 will be paid to Faith Technologies to replace the existing access-control system. Faith Technologies has installed a similar system for the Appleton Police Department.

A breakdown of the project's costs appears below.

Supplier	Description	Cost	Funding Source
EnergiTech	FMLive Upgrade	\$35,087.20	I.T. Operations Budget
Faith Technologies	Security Gate Upgrade	\$4,500	I.T. Operations Budget
Total		\$39,587.20	



Office: (800) 490-4915 Fax: (920) 739-0741

558 Carter Ct 7120 Highland Dr 11225 W Mitchell St 2525 Brennan Ave
Kimberly, WI 54136 Wausau, WI 54401 West Allis, WI 53214 Fort Worth, TX 76106

PROPOSAL

Proposal Date: April 16, 2024

Proposal Number: TB104044AB

Proposal Expiration: 15 Days from proposal date

Business Consultant: Todd Broeckel

ETS Customer #:

124572

Proposal for:

City of Appleton Finance Dept.

PO Box 2428

Appleton, WI 54912-2428

Site address:

City of Appleton - Municipal Services

2625 E Glendale Ave

Appleton, WI 54911

Contact: Bruce Brazee

Phone: (920) 832-1559

Email: bruce.brazee@appleton.org

EnergiTech Services (ETS) is pleased to provide a proposal to complete the following work:

Provide factory authorized services to supply and install the FMLive upgrade for the City of Appleton Fuelmaster fuel management system (FMS).

FMS UPGRADE (HARDWARE AND MANUFACTURER'S SERVICES):

(2)	SYNTECH FMLIVE UPGRADE, PROKEE/AIM, CELLULAR COMM (UPG4715).	\$	15,644.00
(2)	ADVANCED SURGE PROTECTION (144F0250)	\$	1,619.20
(1)	TANK MONITOR INTERFACE (WIRELESS 191F0223)	\$	1,225.50
	WILL REQUIRE 120 VAC OUTLET (BY APPLETON) AT TANK MONITOR FOR POWER CONVERTER.		
(1)	FMLIVE SUBSCRIPTION - CELLULAR ENABLED EQUIPMENT	\$	5,280.00
(1)	FMLIVE SETUP/ACTIVATION (ONE TIME, CLOUDBA/2)	\$	700.00
(1)	FMLIVE PROJECT MANAGEMENT (PMLIVEBA/2+BI+CELL)	\$	733.50
(1)	FMLIVE IMPORT (ONE TIME, CONSTRUCTION AND/OR CONVERSION, FMLIVE IMPORT)	\$	2,350.00
(1)	FMLIVE CUSTOM EXPORT (ONE TIME, INITIAL EXPORT ONLY)	\$	1,565.00
◇	FREIGHT	\$	580.00
(1)	2ND PUMP CONTROLLER, OMEGA JR	\$	3,066.00
(1)	UNIVERSAL D-BOX BOARD	\$	174.00

PLEASE NOTE:

- ◇ Fuelmaster 1 year factory warranty included.
- ◇ One time FMLive training webinar by SynTech training department. Additional training available upon request.
- ◇ This upgrade utilizes the existing Fuelmaster FMU island pedestals.

INSTALLATION:

-	ENERGITECH SERVICES FACTORY TRAINED TECHNICIAN SERVICES FOR HARDWARE INSTALLATION.		
◇	TECHNICIAN SERVICES FOR UPGRADING EXISTING OMEGA JR PUMP CONTROLLER FIRMWARE. ON 04-02-24, 2.5 HRS @ \$100.00/HR. PLUS SERVICE TRIP FEE ADDED BELOW.	\$	250.00
◇	ESTIMATED LABOR FOR FUELMaster PROKEE, AIM FMU UPGRADE WITH FMLIVE HARDWARE, 8 HOURS ALLOWANCE @ \$100.00/HR. EACH.	\$	800.00
◇	ESTIMATED LABOR FOR INSTALLATION OF TANK MONITOR INTERFACE AND ADVANCED SURGE PROTECTION. 4 HOURS ALLOWANCE @ \$100.00/HR.	\$	400.00
◇	ESTIMATED LABOR FOR TESTING AND VERIFICATION OF FMLIVE UPGRADE. 4 HOURS ALLOWANCE @ \$100.00/HR.	\$	400.00
◇	SERVICE TRIP FEE @ \$100.00 EACH. ALLOWANCE FOR THREE VISITS.	\$	300.00

PLEASE NOTE:

- ◇ Does not include any services, equipment or materials not specifically mentioned in this proposal.
- ◇ EnergiTech Services installation fees will be billed T&M based on the aforementioned service rates.

	SUBTOTAL FOR THE ABOVE PROPOSAL	\$	35,087.20
	APPLICABLE SALES TAX (T & WT)	Exempt	
	TOTAL FOR PROPOSAL	\$	35,087.20

Attached terms and conditions apply.

PROPOSAL NOTES:

- ◇ Attached terms and conditions apply.
- ◇ Proposal based on working from 7:30am - 4:00pm, Monday through Friday.
- ◇ We will be utilizing the existing Fuelmaster FMU island pedestals .
- ◇ This proposal is based on two visits to the site for the technician to install the FMLive upgrade complete.
- ◇ If an additional trip is needed for completion because of unforeseen problems with faulty existing equipment or delays due to services supplied by the City of Appleton or others, then additional labor, materials, and mileage will be due and billed accordingly.

ITEMS NOT INCLUDED WITH THIS PROPOSAL:

- ◇ Any equipment, material, or services not listed in the above scope of work.

Thank you for considering EnergiTech Services for your service and equipment needs.

TOTAL FOR THE ABOVE PROJECT \$ 35,087.20

Proposed Payment Terms:

50% Payment due **Net 10 days** from **Contract Signing Date**.
50% Invoiced upon completion. Payment due **Net 10 days** from **Project Completion Date**.
Terms are subject to credit approval.

***This proposal may be withdrawn by
EnergiTech Services if not accepted in: 15 Days from proposal date***

This Proposal is subject to the terms and conditions set forth herein, as well as the attached Standard Terms and Conditions (collectively, this Proposal and the Standard Terms and Conditions shall hereafter be referred to as the "Agreement").

If EnergiTech Services is required to perform under different terms and conditions, a change order may be required.

CUSTOMER ACCEPTANCE OF PROPOSAL

The prices, specifications, terms and conditions as set forth above and attached are satisfactory and hereby accepted as the Agreement. EnergiTech Services is authorized to do the work as specified. Payment will be made as outlined above and in the attached Standard Terms and Conditions.

The undersigned individual, who is either a principal of the Customer or a sole proprietor, recognizing that his or her individual credit history may be a factor in the evaluation of the credit history of the applicant, hereby consents to and authorizes the use of a consumer credit report on the undersigned by EnergiTech Services from time to time as may be needed, in the credit evaluation process.

Customer

EnergiTech Services

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

TERMS & CONDITIONS OF EnergiTech Services LLC

Acceptance of Proposal. The accompanying Proposal, when accepted by Customer, will constitute a contract between EnergiTech Services LLC ("ETS") and Customer, subject to all terms and conditions that follow herein and the approval of ETS's credit manager. Delivery of the materials/equipment herewith, installation of the specified equipment, Customer's acceptance in writing, and/or the issuance of an invoice, constitutes a binding acceptance by the Customer of the proposal herein. It is expressly agreed that there are no promises, agreements, or understandings, oral or written, not specified in the Proposal and these Terms and Conditions.

Scope of Work and Payment. All equipment and services shall be provided as set forth in the Proposal. ETS shall be paid for work performed as follows:

1. Terms for services, unless otherwise specified in the Proposal, are 1/3 with signed Proposal, 1/3 at commencement of work, and 1/3 upon receipt of final invoice, with payment terms of net ten (10) days from Customer's receipt of invoice.
2. Terms on the invoice unless otherwise specified in the Proposal, are net ten (10) days from Customer's receipt of invoice.
3. In the event ETS has not received payment for all fees and cost according to the terms of the invoice, Customer agrees to pay a late payment fee on the unpaid invoice balance at the rate of 2% per month commencing upon the expiration of the invoice terms and continuing until paid.
4. Customer also agrees that if payments are not received according to the terms of the invoice, a stoppage in completing a project may occur without ETS incurring any nonperformance or other legal liability.
5. Customer agrees to pay all costs incurred by ETS in enforcing the terms of this Agreement, including but not limited to, costs of its collection agency and reasonable attorney's fees.
6. Credit card payments are subject to 3% card processing fees.

Prices. Prices quoted are expressly contingent upon all conditions being observed, represented, and warranted at the time of bid. Prices quoted cover only those items which are specifically set forth in the Proposal. All other items will be billed to Customer on a time and materials basis. The prices quoted are for acceptance within fifteen (15) days of the date of Proposal, unless otherwise specified, and are subject to change without notice after that date. Prices quoted do not include soil analysis or clean-up of contamination, unless specifically stated. Labor, materials, and outside services for electrical, concrete, blacktop, excavating or sewer work, and such work not included in the Proposal unless specified. Additionally, required local permits are not included in the Proposal unless specified. Prices quoted on equipment and repair parts are subject to federal, state, and municipal taxes and licenses, which may be in effect, or which may be imposed prior to the actual shipment of materials and equipment. All such taxes and license costs are the responsibility of Customer.

Delivery. ETS will endeavor to maintain delivery dates and schedules but cannot guarantee them. ETS shall not be liable for any costs or damages of Customer under this provision, including, but not limited to, loss of profits or business.

Limited Warranty. All materials and equipment, whether new or used, are purchased "AS IS" from ETS. Products sold may be warranted by the manufacturer of the product but only to the extent of warranty offered by the manufacturer. Unless specifically stated in the Proposal, Customer shall register the equipment with the manufacturer. Any manufacturer warranties existing on new equipment furnished as part of the Proposal are passed through from ETS to Customer according to each manufacturer's policy, and in such cases, Customer's warranty shall be limited to that provided by the manufacturer(s). Ordinary use; wear and tear; or damage from abuse, neglect, accident, maladjustment, or failure by Customer to maintain equipment properly is excluded from coverage.

For a period of one (1) year from the date of completion of the project, ETS will at its sole discretion, install any equipment or materials covered by a manufacturer's warranty. If an item(s) is not covered by manufacturer's warranty, Customer may at its sole cost, pay for the equipment and materials and ETS (at its sole discretion) will install at no charge to the Customer. This labor warranty from ETS is null and void in the event the Customer or third party performs subsequent work on the equipment installed or repaired by ETS.

CUSTOMER AGREES TO RELEASE, INDEMNIFY, HOLD HARMLESS, AND DEFEND ETS FROM AND AGAINST ANY AND ALL CLAIMS, LIABILITY, AND CAUSES OF ACTION AT LAW OR EQUITY FOR LOSS, DAMAGE, INJURY OR DEATH TO PERSONS AND PROPERTY, INCLUDING BUT NOT LIMITED TO ENVIRONMENTAL CONTAMINATION, LEAKS, SPILLS, RELEASES, OR DISCHARGES BY WHATSOEVER OR HOWSOEVER CAUSE OR SOURCE, ARISING OR OCCURRING FROM ANY NEW OR USED EQUIPMENT RECEIVED FROM BY CUSTOMER FROM ETS.

THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTIES OR MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE EQUIPMENT AND SERVICES DESCRIBED IN THE PROPOSAL.

Limitation of Liability. ETS shall be liable only for damages that are the sole negligence of ETS and that ETS's total liability (if caused by ETS's sole negligence) shall not exceed \$50,000.00, or the total fees payable to ETS for the particular project, whichever is less. ETS shall not be liable for any special, punitive, incidental, or consequential damages (including without limitation, loss of profits or income, loss of use of property, business interruption, cost of replacing goods or services, or third party claims.

Any claims, demands, or cause of action against ETS arising from or related to in any way to the Proposal, or to work, services, or goods or products provided by ETS pursuant to the Proposal, must be brought within one (1) year from the date the work, service or provision of goods or products has been completed.

Compliance with Laws. Environmental compliance is Customer's responsibility. Its failure to comply strictly with applicable federal, state or local requirements, rules and/or regulations (including but not limited to those applicable to notice) shall completely void all warranties of ETS. Customer agrees to hold ETS harmless from and indemnify and defend against any claims or liability relating to Customer's failure to comply strictly with any federal, state or local requirements, rules and/or regulations (including but not limited to those applicable to notice). All TSSA (Tank-System Site Assessment) documentation is to be reported on part A & B of the Department's Tank System Service and Closure Assessment. All original TSSA report documents (scaled drawing of the site, layout showing sample locations and excavations, lab reports, photos and parts A & B of form TR-WM-140) will be sent to the Environmental Program Associate in the corresponding DNR regional office upon completion of the report.

Insurance/ownership/registration. Customer is responsible for maintaining (or ensuring that the owner of the property maintains if Customer is not the owner), evidence of ownership of the property on which the Project is taking place, insurance on the property and equipment purchased from ETS, and registration of any such equipment as may be required to comply with any local, state and federal laws, regulations or industry standards.

Termination. ETS may, without prejudice to any right or remedy, terminate its relationship with Customer and suspend all work or delivery of goods upon notice to Customer.

Unforeseen Conditions. If unforeseen conditions arise that affect the scope of services, time for performance, or the risk involved, ETS shall notify Customer. ETS may then, at its sole discretion, modify the scope of work,

modify the price, stop work until arrangements satisfactory to ETS have been made, or terminate the services by notifying Customer in writing. ETS shall be entitled to compensation for its services performed through the time of termination. If abnormal soil conditions or weather conditions or other unforeseen conditions result in additional cost, those additional costs will be billed on a time and materials basis.

Jurisdiction and Venue. Customer agrees that this Proposal shall be governed by Wisconsin law and jurisdiction and venue will be the Outagamie County District Court of Wisconsin, or the Federal District Court Eastern District of Wisconsin (Green Bay Division).

Waiver of Right to Jury Trial. ETS AND CUSTOMER WAIVE THEIR RESPECTIVE RIGHTS TO A JURY TRIAL OF ANY CLAIM OR CAUSE OF ACTION BASED UPON OR ARISING OUT OF THE PROPOSAL OR ANY DEALINGS BETWEEN THEM RELATING TO THE SUBJECT MATTER OF THIS PROPOSAL. ETS AND CUSTOMER ACKNOWLEDGE THAT THIS WAIVER IS A MATERIAL INDUCEMENT TO ENTER INTO THIS AGREEMENT. THIS WAIVER IS IRREVOCABLE, MEANING THAT IT SHALL APPLY TO ANY SUBSEQUENT AMENDMENTS, RENEWALS, SUPPLEMENTS OR MODIFICATIONS TO THIS AGREEMENT OR TO ANY OTHER DOCUMENTS OR AGREEMENTS RELATING TO THE TRANSACTION CONTEMPLATED HEREBY. IN THE EVENT OF LITIGATION, THIS AGREEMENT MAY BE FILED AS A WRITTEN CONSENT TO A TRIAL BY THE COURT.

Utilities and Underground Structures. ETS will take reasonable precautions to avoid damage to utilities or other underground structures. Customer shall indemnify, defend, and hold ETS harmless for any damage to utilities or underground structures, and from any claims, liability, or damages resulting from utilities or underground structures that were not properly called to ETS's attention. Such indemnity shall include payment of litigation costs, expert's fees, and attorney's fees incurred by ETS.

Duties of the Customer. Customer warrants that it has disclosed all adverse or unfavorable site conditions which may affect this Proposal. Customer represents and warrants that all information provided to ETS is complete and accurate. Customer represents and warrants it has and will comply with all applicable local, state, and federal laws. Customer shall protect the site against damage, injury, or loss and shall carry insurance in an amount sufficient to cover replacement values, naming ETS as loss payee and additional insured. Customer is responsible for providing Builder's Risk insurance coverage. Customer is responsible for providing liquid ballast for filling underground storage tanks immediately upon setting the tanks during excavation. ETS shall not be liable for damage to the ballast, including without limitation, damage due to contamination or loss of product. Customer shall keep accurate, daily inventory records on products stored in tanks, lines, and dispensing equipment and shall promptly notify ETS of all shortages or losses. Precision testing procedures performed on any portion of the underground storage tank systems are designed to detect leaks and ETS shall not be responsible for any contamination resulting from spills or releases which may occur before, during or after such tests.

PCI/EMV /Security Standard Requirements. This Proposal may include components to assist with implementing a program to maintain compliance with PCI security standard requirements, but may not provide the entire solution. Additional items such as software, network gateways, and secure routers may be needed to provide full compliance. Periodic inspection of devices and components, along with tracking these assets, and ensuring a secure network with limited access is also an important part of maintaining compliance with the standards. If additional components, software or equipment are required, those additions will be billed on a time and materials basis along with the labor necessary to install, program and setup. Components supplied by the Customer must be approved prior to scheduling upgrades. ETS does not guarantee compliance as compliance with the PCI security standard is the sole responsibility of the owner/operator of the facility. **CUSTOMER AGREES TO RELEASE, INDEMNIFY, HOLD HARMLESS, AND DEFEND ETS FROM AND AGAINST ANY AND ALL CLAIMS, LIABILITY, AND CAUSES OF ACTION AT LAW OR EQUITY ARISING OR OCCURRING FROM THE REMOVAL AND DISPOSAL OF CUSTOMER'S EQUIPMENT.**

Hardware/software compatibility. In connection with this Proposal, the parties assume that any fueling system hardware and software supplied by Customer is inherently compatible and required only routine start-up programming. If on start-up, it is discovered that the hardware and/or software is not compatible or has innate deficiencies that require additional configuration or upgrading, ETS shall be entitled to full payment of the Contract Price under the Proposal including any extra charges to complete changes to customer equipment.

Digging/excavating clause. Digging and excavating quotations are based on normal soil conditions. Should any digging or excavating be included in the ETS Proposal, and any heavy rock, shale, water frost or unusual doffing be encountered, the Proposal price shall be increased at ETS's normal labor hourly rate except that any outside contract work required shall be charged at ETS's cost plus its customary administrative charge. In the event of cave-ins, and the necessity to shore or slope hole, all associated cost with the removal of the excess soil and replacement with either sand or gravel will be considered an extra and all such cost shall be borne by Customer. In the event underground structures, cables, conduit, debris, rick, water, utilities, or running sane are encountered, destroyed or damaged during the performance of the work, ETS shall not be held responsible, and Customer shall indemnify and save harmless ETS and its contractors, agents and employees from all suits, actions, or claims brought about by such encounter, destruction or damage. Should dewatering be required, the ETS shall not be responsible for disruption of adjacent backfill materials whether known or unknown at the time of excavation, repairs to paving, concrete, structures shall be borne by Customer. ETS is not responsible for removal/disposal of waste water if de-watering of the sump is necessary. Finished grades are to be established and verified by Customer.

Tank Floating Clause. Customer shall fill all underground storage tanks installed by ETS with liquid for ballast immediately upon notification from ETS that a tank(s) has been set into an excavation ("filling notification"). ETS shall not be responsible for any contamination or loss of product used for ballast. If any tank floats after Customer receives filling notification, ETS shall not be liable for any damages to equipment, and labor and materials cost to reinstall tanks, if floating occurs, costs shall be borne by Customer.

Cold weather Concrete. In the event that concrete is poured during cold weather, ETS is not responsible for chipping, cracking, or Spaulding of concrete, due to cold weather pours. Furthermore, ETS is not responsible for additional cost of heated concrete, unless otherwise specified in the contract. It is highly recommended that salt or any chemical based deicer is NOT used for a period of at least 24 months after installation to prevent concrete related problems.

Notice of Lien Rights. As required by the Wisconsin construction lien law, ETS hereby notifies owner/customer that persons or companies performing, furnishing, or procuring labor, services, materials, plans or specifications for the construction on owner's/customer's land may have lien rights on owner/customer's land and buildings if not paid. Those entitled to lien rights, in addition to ETS are those who give the owner/customer notice within sixty (60) days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, owner/customer probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. ETS agrees to cooperate with owner/customer and owner's/customer's lender, if any, to see that all potential lien claimants are duly paid. This notice is given for purpose of identification, and is not a claim to you or your lender for payment.



February 26, 2024

Bruce Brazee
City of Appleton

RE: RL24052 City of Appleton MSB Card Reader

Bruce:

We would like to thank you for the opportunity to propose a solution for your technological needs. We are pleased to offer the following NTE price to provide material and labor to install the following system at your facility.

MSB Card Reader:

Provide material and labor to install

- (1) HID MaxiProx Card Reader
- (1) Custom reader mount
 - Will be installed on top of current mount
- Readers to be pigtailed together

Project Cost NTE: \$4,500.00

General Notes:

- Change of scope or design may be billable
- Please see COVID-19 addendum below

We appreciate the opportunity to submit our proposal and hope to work with you on this project! If you have any questions, concerns, or would like additional information regarding this proposal, please do not hesitate to contact me at 920-225-6699.

Sincerely,

Rich Lembcke
Assistant Project Manager

Chris Schwanke
Project Manager



General Conditions:

- This quote is based on current commodity material pricing and availability.
- All labor hours estimated as first shift and regular time.
- Applicable sales/use taxes are not included in the above prices. If you are tax exempt, please return a copy of your exemption certificate with your signed proposal/PO/contract.
- Any changes to the scope of work or materials altered at customer request may be billable.
- By way of submission of this proposal, Faith Technologies reserves its right to negotiate mutually agreeable contract terms as well as review any applicable Prime contract upon award of the project.
- Faith Technologies, as a reseller of any intellectual property that may be contained in this proposal, assumes no liability for any use of the intellectual property which results in an infringement of existing intellectual property and hereby disclaims any claims for liability, damages or attorneys' fees resulting therefrom.
- If applicable to the scope of work, it is the Customers responsibility to accurately mark and provide to Faith Technologies a detailed diagram of any privately owned underground service lines or facilities. Customer is responsible for any damage occurring to unmarked or inaccurately marked privately owned service lines.
- Payments made by credit card will be subject to associated processing fees incurred by transaction.

COVID-19 Addendum

"The pricing on this quotation has been calculated based on current material, equipment, and transportation rates. Due to the ongoing volatility of local and global markets, we reserve the right to revise our pricing as needed based on market fluctuations and availability, throughout the duration of the Project and will be reconciled at Project completion. The ongoing supply chain challenges and global impacts such as inflationary pressure and interruptions in globally integrated supply chains have had a tremendous impact on industries across the world - the construction industry has certainly not been exempt. Although FTI remains hopeful conditions will fully stabilize in the near future, uncertainty still remains.

With that in mind, as a basis to proceed, notwithstanding anything to the contrary contained in our contract agreement, both parties understand and agree any project delays, suspensions or terminations, whether foreseeable or not, which occur on the project and are not due to the fault or negligence on our part, shall allow us compensation for our demobilization and remobilization costs, along with payment for work performed up to the date of the delay, to include our committed costs we can't cancel, and other costs incurred due to the suspension or termination, and to include overhead and profit. Any delays over a consecutive 30-day period, given the uncertainty of a restart, FTI will require payment of any retainage withheld to date.

FTI will do everything possible to mitigate extra costs, but want to make certain we are able to recover costs incurred for our efforts expended on any project.

Warranty: Faith Technologies will provide warranty support for our installation and craftsmanship for a period of one year. Any work performed outside of the previously defined scope options will be performed on a time and materials basis.

Initial acceptance of desired options below, sign and return.

MSB Card Reader: NTE \$4,500.00 (Initial here) _____

ACCEPTANCE OF PROPOSAL the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorizing Faith Technologies, Inc. to do the work as specified. Payment terms are net 30 days after date of invoice.

PO#: _____

Printed Name: _____ Title: _____

Signature: _____ Date of Acceptance: _____

*Please email signed contracts to Rich Lembcke at rich.lembcke@faithtechinc.com
Confidential, do not distribute without the prior written consent of Faith Technologies, Inc.*



SOLE SOURCE REQUEST

The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

- Unique, proprietary, or one-of-a-kind:** Specific commodity/service is required and available from only one source, giving the City a superior and necessary benefit that cannot be obtained from other sources.
- Inadequate competition:** Purchasing solicitation (bid, proposal, or quote) did not result in any qualified vendor responses and competition is determined to be inadequate.
- Health or Safety Concern:** When a health or safety concern exists that is *not* an immediate threat but needs to be addressed in a period that does not allow for formal competitive procurement procedures.
- Continuity of design:** Consistency with current commodity or service.
- Emergency procurement:** A risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.
- Cooperative purchase:** Purchase from another governmental unit contract or state approved purchasing association.
- Other:** Description provided below

EnergiTech has a solid partnership with the City, providing excellent support and service since the initial install in 2014. Utilizing EnergiTech provides the most cost-effective and cost-efficient solution for this software upgrade.

PROPOSED DETAILS
Requesting dept: I.T.
Product/service: FuelMaster Live (fuel management system)
Vendor name: EnergiTech
Total cost: \$35,087.20

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.

Jenifer Huss
Purchasing Manager

05/07/2024
Date

CITY OF APPLETON 2024 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Fuelmaster FMLive SaaS Upgrade

PROJECT DESCRIPTION

Justification:

Upgrading the Fuelmaster on-premise server to the FMLive cloud-hosted solution provides the MSB and IT staff the following benefits:

- * View real-time transactions, fuel inventory, and diagnostics by way of web-enabled devices
- * Perform software and firmware upgrades without taking systems offline
- * Cloud-hosted system monitoring and proactive troubleshooting without IT interaction
- * Decommissioning of existing virtual server and storage resources and associated maintenance from the City's data center
- * Future-proofing the Fuelmaster system by assuring perpetual upgrades and support through a SaaS subscription

Discussion of operating cost impact:

The IT Department's Operations Software Support budget will increase by an estimated \$6,500 per year to cover the Fuelmaster FMLive SaaS recurring annual subscription.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2024	2025	2026	2027	2028	Total
IT	Fuelmaster SaaS Upgrade	35,000	-	-	-	-	\$ 35,000
Total - Information Technology Capital Projects Fund		\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2024	2025	2026	2027	2028	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	35,000	-	-	-	-	\$ 35,000
Total	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Operating Cost Impact	\$ -	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 26,000



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

TO: Finance Committee
FROM: Jake Woodford, Mayor
Jeri Ohman, Finance Director
DATE: August 22, 2022
RE: General Fund Balance Policy

The City has a general fund balance that states:

At least 75% of general fund balance in excess of the reserve policy (currently three months operating expenditures) be used for the reduction of long-term liabilities. Utilization of the remaining funds are subject to recommendation from the Finance Committee to be used for additional reduction of long-term liabilities or general fund expenditures with final Council approval.

Each year upon the conclusion of the annual audit, the general fund balance is reviewed to determine if such excess funds are available. The audit report, presented to the Finance Committee on July 11, 2022, noted an unadjusted general fund balance of \$5,273,273 in excess of the City's reserve policy at December 31, 2021.

December 31, 2021

General Fund Balance in excess of reserve policy per audit	\$ 5,273,273
Less: Amounts from 2020 Excess Fund Balance held (Council approved 3/17/22):	
Website redesign	\$ (100,000)
Pedestrian safety	\$ (225,000)
Technology upgrades	<u>\$ (150,000)</u>
Adjusted fund balance applicable to reserve policy	<u>\$ 4,798,273</u>

Reasons for the Excess

It is unusual to have this large of an excess at year end. There were a couple major factors that contributed to the excess. First, four of the City's TIF Districts are paying back advances (loans) that the general fund made in prior years. As the advances are paid back, this adds available cash to the general fund balance. The result of these TIF advance repayments in 2021 was a \$4,000,000 increase in the unassigned general fund balance.

Second, federal CARES and ARPA funding for COVID-19 relief expenses also played a significant role in generating the surplus. Approximately \$560,000 of these grant funds were able to be used to pay for public health and public safety personnel costs which replaced the budgeted general fund spending.

Application of the Policy

Applying the policy to the adjusted excess fund balance results in approximately \$3,598,705 (75%) being designated to be used to reduce long-term liabilities and \$1,199,568 (25%) subject to the recommendation of the Finance Committee.

Per discussion with staff, we are respectfully requesting the Finance Committee's approval to allocate \$1,175,000 as follows:

- \$20,000 *Aerial Imaging for GIS – Cover the city's portion of aerial photography costs in partnership with Outagamie County to update the GIS imagery to the present day.*
- \$130,000 *College Ave. Traffic Safety – Appropriates funds for the Traffic Section of DPW, in partnership with Community and Economic Development, Police Department, and Appleton Downtown Inc. to plan, design, and pilot/implement interventions aimed at improving the safety and multi-modal functionality of College Avenue.*
- \$50,000 *ARA Business Enhancement Grants – Renews funding for the ongoing Appleton Redevelopment Authority citywide business enhancement grant program.*
- \$150,000 *Emerald Ash Borer (EAB) Mitigation – Appropriates funds jointly to Forestry Section of DPW and the Parks, Recreation and Facilities Management Department for the purpose of EAB remediation, prioritizing Vosters Park, followed by a prioritized list of projects to be developed by staff.*
- \$550,000 *Information Technology Updates & Security – Funds Migration of Munis System to Tyler Technologies services. Any remaining funds in this allocation will be directed to areas of greatest need within Information Technology as determined by staff.*
- \$275,000 *Current Year Operating Reserve – Holds funds aside for current year needs to mitigate the effects of high inflation. Unspent balance at the end of the year will either be carried forward to maintain additional cash reserves or recommended for other purposes.*

Director Ohman will work with the City's financial advisor to determine the most cost-effective use of the remaining \$3,623,273 slated for debt reduction (either call any eligible existing debt or reduce the 2023 borrowing package).

If you have any questions on these requests, feel free to reach out to either Mayor Woodford or Director Ohman. Thank you for your consideration.



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: April 25, 2024
To: HR/IT Committee Members
From: Danielle Block, PE Director of Public Works
Subject: DPW Administration Table of Organization Change

The Department of Public Works Administration Division has identified a need and opportunity within our organization structure. Currently the Customer Service Specialists (3 FTE) report to the Assistant City Engineer. Better aligning our Customer Service Specialists within the Administration Division will improve operations and customer experiences within the Department

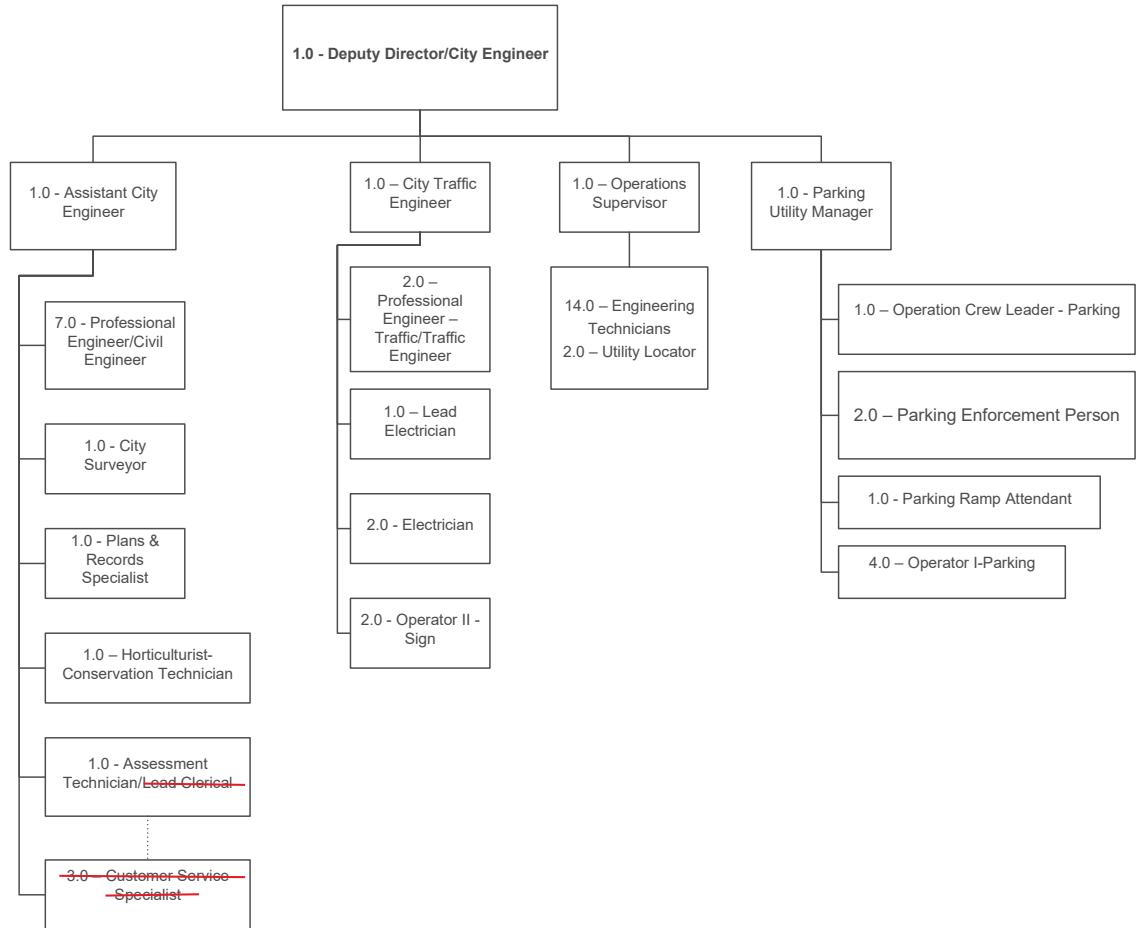
Table of Organization:

The proposed change includes the movement of three Customer Service Specialist positions from the Engineering Division into the Administration Division under the supervision of the Managerial Accounting Coordinator. This change would improve the customer service experiences, provide clear and consistent direction to customer service staff, and streamline training and changes in standard operating procedures.

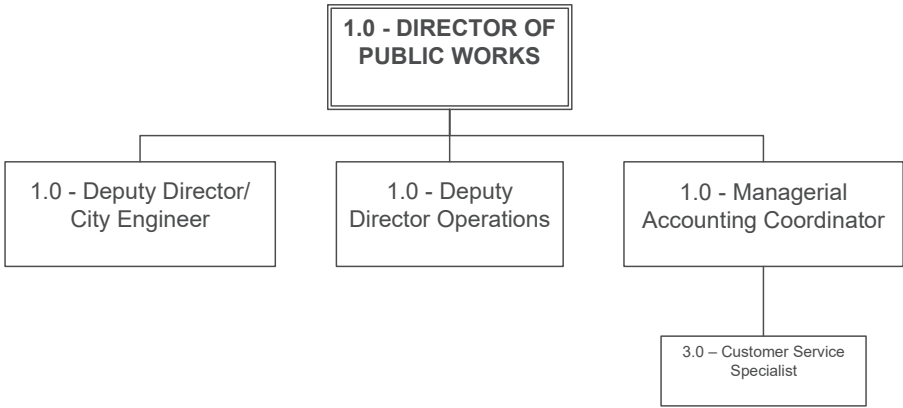
Fiscal Impact:

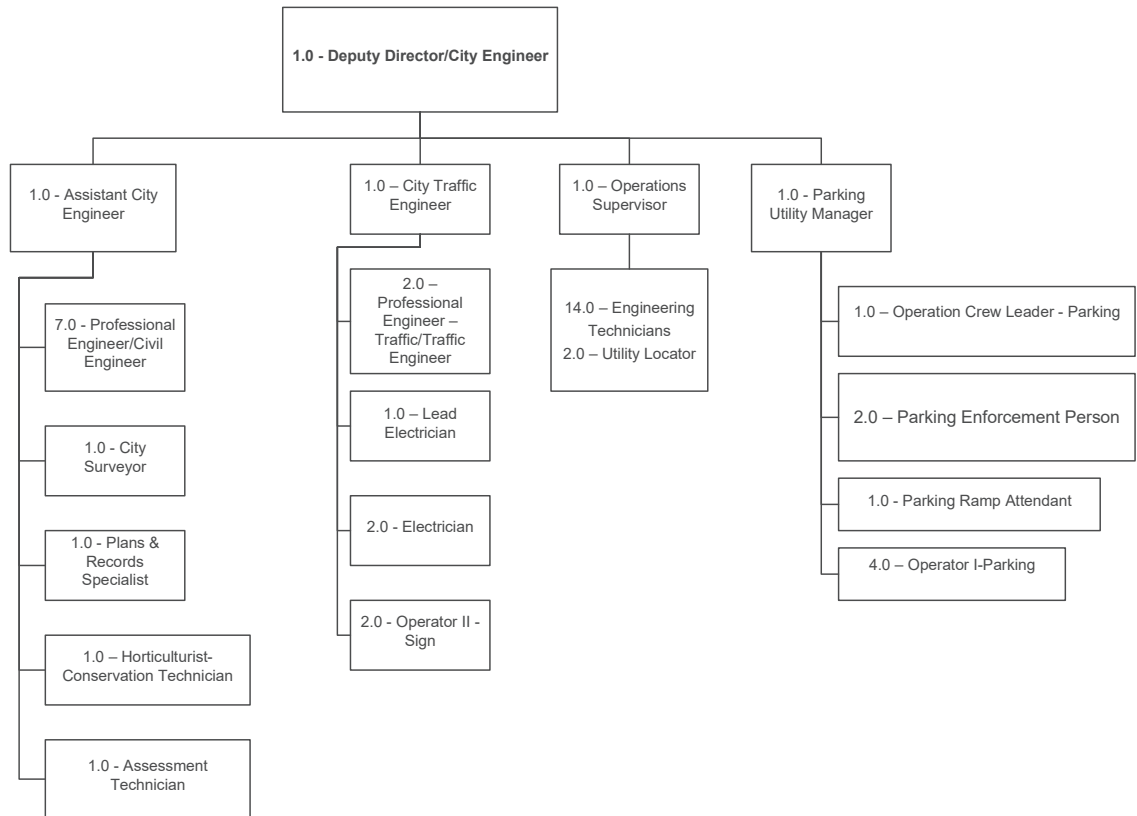
The modifications to the DPW Table of Organization does not result in any reclassification of positions. The modification would be budget neutral based on Pay Grades.

This is an opportunity for DPW to provide an improved customer experience and allow for a greater level of communication and training to our support staff. I request you approve these changes to DPW's table of organization.



Draft 04/26/2024





Draft 04/26/2024

[Close this window](#)



Assessment Technician— ~~Lead Clerical~~

Class Code:
230-3 (CC-3)

Bargaining Unit: Non-union Non-
Exempt

CITY OF APPLETON
Revision Date: ~~Mar 15, 2022~~ April X, 2024

SALARY RANGE

\$23.25 - \$32.55 Hourly
\$48,360.00 - \$67,704.00 Annually

NATURE OF WORK:

This position is responsible for difficult clerical and administrative work. ~~As a working leader of Customer Service employees, will cooperate with the Assistant City Engineer, Deputy Director/City Engineer-DPW and Public Works Director to plan, direct, organize and monitor customer service related programs/projects and the work of employees to meet the department goals. In addition, coordinating and scheduling work hours, training new employees, make supervisor approved entries to correct time and attendance records along with gathering supporting documentation.~~ Work involves performing clerical duties related to the City's Public Works Special Assessments billing process. In addition, this position assists with contract administration and administers the sidewalk snow removal and weed abatement programs. Work requires the exercise of initiative, independent judgment and discretion in handling the interpretation of policies, procedures and regulations with responsibility for finality of action. Work is performed under general supervision of the Assistant City Engineer.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- ~~• Oversee, direct and support Customer Service team.~~
- Coordinate and schedule work hours.

- Train new employees.
- ~~Approve time and attendance records.~~
- Sets up special assessment documents. Initiates special assessment process.
- Creates special assessment bills for Finance Department.
- Notifies property owners of special assessments and other project notifications.
- Compiles assessment figures for Capital Improvement projects.
- Maintains Special Assessment Policy and all other department policies.
- Maintains records of all outstanding future special assessments.
- Administers sidewalk snow removal and weed abatement programs.
- Creates invoices for property owner nuisance abatements, miscellaneous weed or snow violations, permits, meter bags, and stormwater detention basins.
- Assists with construction contract management for sidewalk, patch, and curb and gutter contracts.
- Assists in sidewalk, patch, curb & gutter and other contract bidding processes.
- Responds to customer questions and concerns.
- Processes real estate inquiry forms for Assessors, Inspections and Engineering information.
- Prepares public notices on upcoming projects.
- Assists engineers on assembling construction progress payments on projects.
- Creates and maintains spreadsheets as requested.
- Monitors and posts to Department's social media and website as requested by management.
- Responds to annual audit questions.
- Performs other duties as requested.
- Maintains regular punctual and predictable attendance, works overtime as requested.

OTHER JOB FUNCTIONS

- Assists in issuing permits to contractors.
- Updates Street Inventory.
- Compiles Capital Improvement Projects list and sends to Realtors.
- Attends monthly engineering divisional meetings, engineering staff meetings, and full staff meetings.
- Attends bi-annual insurance team meetings.
- Prepares and maintains department files, records and reports.
- Performs duties of other clerical staff in the department as needed.
- Assists professional staff with renewal of licenses and memberships.
- Coordinates travel arrangements for Engineering Division, Inspections Division and Parking Division staff.
- Ordering of office supplies.
- Plans DPW-CH employee retirement parties, annual breakfast, annual popcorn week, annual employee summer luncheon and annual Christmas meal.

REQUIREMENTS OF WORK:

Thorough experience in responsible clerical work; graduation from high school, plus additional training at a college, business or technical or secretarial school; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- Thorough knowledge of modern office practices and procedures.
- Thorough knowledge of social media.
- Thorough knowledge of Public Works programs, operations and policies with respect to all functions performed.
- Thorough knowledge of business English, spelling, vocabulary and mathematics through algebra.
- Knowledge of continuous improvement processes (QIP) and a strong team orientation.
- Considerable skill in the use of word processing, spreadsheets, and database software.
- Strong ability to maintain office records, compile difficult and complex data, and to prepare accurate records.
- Ability to understand and carry out moderately complex oral and written instructions.
- Ability to make minor decisions in accordance with laws and regulations and to apply these to work problems.
- Ability to establish and maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.
- Ability to work under pressure and meet deadlines.
- Strong communication, problem solving, organizational and delegation skills.
- Valid driver's license and good driving record.

SUPPLEMENTAL INFORMATION:

COMPETENCIES

Communication

Self-directed/Autonomous/Accountable

Problem Solving

Technical/Professional/Strategic Skills

Creative/Innovative

To learn more about these competencies click [here](#)

JOB TASK ANALYSIS:

JOB ANALYSIS/REQUIREMENTS

JOB TITLE: Assessment Technician

REVISED DATE: February 2007

REVIEW DATE: February 2007

N = Never

O = Occasionally: 1 to 33% of the time on job

F = Frequently: 34 to 66% of the time on job

C = Constantly: More than 67% of the time on job

A. PHYSICAL DEMANDS

	N	O	F	C
1. Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Lifting: Light - max. 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Lifting: Moderate - max. 25 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Lifting: Heavy to moderate - max. 45 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Lifting: Heavy - max. 65 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Carrying est. wt.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Pushing est. wt.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Pulling est. wt.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pulling hand over hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Climbing stairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Climbing, use of legs and arms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Repeated bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Reaching: <input checked="" type="checkbox"/> high <input checked="" type="checkbox"/> low <input checked="" type="checkbox"/> level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Repetitive finger movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. May use hands for grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
22. May use hands for manipulation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23. May use hands for twisting of wrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. May use hands for flex/ext. of wrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. May use hands for reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. May use hands for overhead work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Repetitive twisting or pressure involving wrists or hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Both hands required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
29. Both legs required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Ability of rapid mental/muscular coordination simultaneously	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Oral communication: speaks clearly in <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> English <input type="checkbox"/> Hmong <input type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
32. Hearing-conversation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
33. Intense visual concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
34. Specific visual requirements	Near: <input checked="" type="checkbox"/>		Far: <input type="checkbox"/>	
35. Depth perception	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
36. Color vision: Distinguish basic shades	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
37. Color vision: Distinguish basic colors	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
38. Operation of crane, truck or motor vehicle	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
39. Other:				

B. WORKING CONDITIONS

	N	O	F	C
1. Outside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Alternating between Outside and Inside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Heat between 90 - 100 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat over 100 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cold below 55 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Temperature changes: <input type="checkbox"/> excessive <input type="checkbox"/> frequent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Dry atmospheric conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Heights (list maximum:)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Constant noise above 85 decibels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Intermittent noise above 85 decibels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Fumes: <input type="checkbox"/> Irritant <input type="checkbox"/> Toxic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Dust: More than nuisance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Gases: Types:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Chemicals: Types:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Grease and oils: Types:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Working with machinery with moving parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Working with moving vehicles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Working with ladders/scaffolding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Working below ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Working with hands in water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Working alone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Work intensity: <input type="checkbox"/> sedentary <input type="checkbox"/> light <input checked="" type="checkbox"/> light/medium <input type="checkbox"/> medium <input type="checkbox"/> heavy Hours/day: 8 Days/week: 5 Days overtime/week: 0				

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Managerial Accounting Coordinator

Class Code:
230-1 (CC-3)

Bargaining Unit: Non-Union Exempt

CITY OF APPLETON

Revision Date: ~~Jan 29, 2018~~ ~~February~~ ~~April~~2024

SALARY RANGE

\$28.13 - \$39.39 Hourly
\$58,510.40 - \$81,931.20 Annually

NATURE OF WORK:

This is a highly technical and professional position that provides management and leadership in the development and administration of Department of Public Works annual operating and capital budgets. Responsible for financial reporting, internal accounting, management information, inventory and purchasing systems and billing functions. [As the supervisor of Customer Service employees, will cooperate with the Assistant City Engineer, Deputy Director/City Engineer-DPW and Public Works Director to plan, direct, organize and monitor customer service related programs/projects and the work of employees to meet the department goals. In addition, coordinating and scheduling work hours, training new employees, make supervisor approved entries to correct time and attendance records along with gathering supporting documentation.](#) The incumbent works under the general supervision of the Director of Public Works.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- [Oversee, direct and support Customer Service team.](#)

• [Approve time and attendance records.](#)

- Assumes primary responsibility in the development and management of the department's operating and capital budgets.
- Provide justifications for budgetary requests. Meet with budget managers to discuss budget narrative and related data.
- Assist the Director in identification and resolution of various budgetary opportunities and concerns throughout the year.
- Oversee all financial operations of Central Equipment Agency (CEA).
- Participate as a member of the Senior Management Team and in multiple work groups throughout the department.

• [Supervises clerical staff including delegating work, evaluating performance, and coaching employees.](#)

• [Assist in training new employees.](#)

- Act as liaison to the Finance Department for the completion of the annual City audit.
- Reconcile all infrastructure capitalization forms with general ledger and the work order system and submit to the Finance Department for use in completing the annual City audit.
- Assists in developing and implementing administrative controls and management information systems department-wide.
- Prepares Cost of Service Analyses for the Department of Public Works functions.
- Prepares special reports and projects as directed.
- Reviews, approves, and analyzes invoices, purchase orders, contractor payments, authorizations, etc. for the Department of Public Works.
- Approve and monitor all procurement card activity and prepare monthly reports.
- List and monitor the CEA's surplus equipment on e-Bay, coordinating with the Purchasing manager to find the best venue/presentation for sale or disposal.
- Provide back-up to the Purchasing Manager listing of surplus City-wide.
- Oversee the collection and issuance of all parking permits, assists Parking Supervisor in all other cash management including implementing and monitoring internal controls and procedures.
- Trains staff in accounting, [customer service](#), [problem solving](#) and computer software.
- Assists in compiling data necessary for quarterly, semi-annual, and annual budget reports.

[• Assist in compiling the reports and items necessary for preparing and completing the Municipal Services Committee meeting agenda and other committee agendas as assigned.](#)

[• Prepares the Municipal Services Committee meeting agenda and meeting minutes.](#)

- Ensures financial data is accurate, up-to-date and in compliance with the City of Appleton's accounting practices.
- Ensures that managers have accurate and detailed information and analyses to enable them to make informed decisions regarding the financial status and condition of the department for both short- and long-range planning purposes.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

OTHER JOB FUNCTIONS

- Approves and tracks invoices and receipts.
- ~~Monitors~~ [Approves and tracks](#) payroll.
- Participates on Q.I.P teams or acts as a facilitator.

REQUIREMENTS OF WORK:

Bachelor's degree in accounting or related field and three to five years' experience in budget development and analysis in a public agency setting, or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

- Considerable knowledge of principles and practices of accounting, budgeting, and finance in municipal government.
- Considerable knowledge of general ledger and other accounting related computer systems and applicable software.
- Knowledge of inventory and purchasing practices and procedures.
- Knowledge of applicable laws, PSC rules, City policies and contracts that affect the financial operation of the Department of Public Works.
- Knowledge of management policies, rules, and regulations.
- 3• Knowledge of personnel management practices.
- Ability to develop and encourage employee professional and personal growth.
- Ability to maintain confidentiality of sensitive materials, records, and conversations.

- Ability to compile and maintain financial records and accounts.
- Ability to establish and maintain effective working relationships with other employees and the public, and to deal with the public in a courteous and tactful manner.
- Ability to assist in the development and day to day management of the department's budget.
- Ability to compile and analyze financial data and prepare reports.
- Ability to develop and oversee inventory, purchasing and other financial systems.
- Ability to supervise staff and respond to questions and problems in a timely manner.
- Ability to communicate effectively both orally and in writing with personnel at various levels both within and outside the organization.
- Skill in the operation of various computer systems.
- Valid driver's license with a good driving record.

SUPPLEMENTAL INFORMATION:

COMPETENCIES

Communication

Self-directed/Autonomous/Accountable

Problem Solving

Technical/Professional/Strategic Skills

Creative/Innovative

To learn more about these competencies click [here](#)

JOB TASK ANALYSIS:

JOB ANALYSIS/REQUIREMENTS
JOB TITLE: Managerial Accounting Coordinator
REVISED DATE: April 2012
REVIEW DATE: April 2012

N = Never
O = Occasionally: 1 to 33% of the time on job
F = Frequently: 34 to 66% of the time on job
C = Constantly: More than 67% of the time on job

A. PHYSICAL DEMANDS	N	O	F	C
1. Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Lifting: Light - max. 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Lifting: Moderate - max. 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Lifting: Heavy to moderate - max. 45 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Lifting: Heavy - max. 65 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Carrying est. wt. <u>25 lbs</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Pushing est. wt. <u>25 lbs</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Pulling est. wt. <u>25 lbs</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pulling hand over hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Climbing stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Climbing, use of legs and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Repeated bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Reaching: <input type="checkbox"/> high <input type="checkbox"/> low <input type="checkbox"/> level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Repetitive finger movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. May use hands for grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. May use hands for manipulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. May use hands for twisting of wrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. May use hands for flex/ext. of wrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. May use hands for reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. May use hands for overhead work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Repetitive twisting or pressure involving wrists or hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Both hands required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
29. Both legs required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30. Ability of rapid mental/muscular coordination simultaneously	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Oral communication: speaks clearly in <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> English <input type="checkbox"/> Hmong <input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
32. Hearing-conversation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
33. Intense visual concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
34. Specific visual requirements	Near: <input checked="" type="checkbox"/>		Far: <input checked="" type="checkbox"/>	
35. Depth perception	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
36. Color vision: Distinguish basic shades	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
37. Color vision: Distinguish basic colors	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
38. Operation of crane, truck or motor vehicle	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
39. Other: _____				
B. WORKING CONDITIONS	N	O	F	C
1. Outside	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Alternating between Outside and Inside	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Heat between 90 - 100 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat over 100 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cold below 55 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Temperature changes: <input type="checkbox"/> excessive <input type="checkbox"/> frequent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Dry atmospheric conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Heights (list maximum <u>10 ft</u>)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Constant noise above 85 decibels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Intermittent noise above 85 decibels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Fumes: <input type="checkbox"/> Irritant <input type="checkbox"/> Toxic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Dust: More than nuisance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Gases: Types: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Chemicals: Types: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Grease and oils: Types: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Working with machinery with moving parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Working with moving vehicles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Working with ladders/scaffolding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21. Working below ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Working with hands in water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Working alone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
24. Work intensity: <input type="checkbox"/> sedentary <input type="checkbox"/> light <input checked="" type="checkbox"/> light/medium <input type="checkbox"/> medium <input type="checkbox"/> heavy Hours/day: <u>8-9</u> Days/week: <u>5</u> Days overtime/week: _____				

[Close this window](#)



Assistant City Engineer

Class Code:
230-20 (CC-2)

Bargaining Unit: Non-Union Exempt

CITY OF APPLETON

Revision Date: ~~May 20, 2014~~ February 2024

SALARY RANGE

\$35.94 - \$53.92 Hourly
\$74,755.20 - \$112,153.60 Annually

NATURE OF WORK:

This is a professional and supervisory position responsible for the ~~day to day~~ day-to-day management of the Engineering Division of the Department of Public Works. The work involves supervising subordinate staff, ~~preparing~~ preparing, and planning specifications for engineering projects, assigning projects to other engineering staff, and performing long range project planning. The position reports to the City Engineer.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Plans, organizes, assigns and supervises the work of the employees in the Engineering Division.
- Prepares plans and specifications for Engineering projects and assigns to Engineering staff.
- Performs long range project planning and assists the City Engineer in developing project and program priorities.
- Oversees 5-year plan development.
- Coordinates work with developers, utilities, bidders and consultants.
- Coordinates and provides the necessary support resources including personnel and materials for Public Works projects.
- Attends and gives presentations at public meetings regarding public works projects.

- Responsible for coordination with other division heads in the department and for development of joint projects.
- Responds to resolutions and requests from the aldermen.
- Assists in the preparation of capital and Engineering budgets.
- Conducts monthly Construction Coordinating Committee Meetings.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

OTHER JOB FUNCTIONS

- Administers contracts including direction of support resources.
- Responsible for contractor payments and project accounting.
- Responsible for maintaining and coordinating Public Works Infrastructure records.
- Coordinates appropriate training of subordinate staff.
- Evaluates and maintains inventory of equipment needed by staff.

REQUIREMENTS OF WORK:

Wisconsin Professional Engineering Registration required. Bachelor's degree in Civil Engineering or related field, six to seven ~~years experience~~ years' experience in engineering, with three to five years management experience, or equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- Knowledge of the principles and practices of civil engineering as applied to public work projects.
- Knowledge of construction materials and standards of safety as related to structural designs and specifications.
- Ability to plan, organize and direct the work of subordinate staff.
- Ability to plan various projects and prepare related designs, estimates and specifications.
- Ability to teach, supervise and review the work of staff.
- Ability to communicate effectively, both orally or in writing, with personnel at various levels within and outside the organization.
- Ability to develop and maintain a budget.
- Ability to deal with the public in a courteous and tactful manner.
- Ability to use civil engineering software and equipment.
- Ability to sustain prolonged visual concentration.
- Ability to recognize characteristics, similarities and differences of colors, textures and shapes associated with job related tasks, objects and materials.

SUPPLEMENTAL INFORMATION:

COMPETENCIES

Communication
Staff Development (mentoring)
Motivate

Problem Solving
Adaptability/Flexibility

To learn more about these competencies click [here](#)

JOB TASK ANALYSIS:

JOB ANALYSIS REQUIREMENTS

JOB TITLE: Assistant City Engineer

REVISED DATE: April 2012

REVIEW DATE: April 2012

N = Never

O = Occasionally: up to 25% time on job

F = Frequently: 25 to 75% time on job

C = Constantly: More than 75% time on job

A. PHYSICAL DEMANDS

- | | N | O | F | C |
|---|-------------------------------------|--|--|-------------------------------------|
| 1. Standing | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Walking | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Sitting | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Lifting: Light - max. 10 lbs. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Lifting: Moderate - max. 25 lbs. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Lifting: Heavy to moderate - max 45 lbs. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Lifting: Heavy - max. 65 lbs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Carrying est. wt. 10 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Pushing est. wt. 10 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Pulling est. wt. 10 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Pulling hand over hand | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Climbing stairs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Climbing: use of legs and arms | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Balancing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Stooping | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Kneeling | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Repeated bending | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Crawling | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Reaching: <input type="checkbox"/> high <input type="checkbox"/> low <input checked="" type="checkbox"/> level | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Repetitive finger movement | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. May use hands for grasping | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. May use hands for manipulation | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. May use hands for twisting of wrist | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. May use hands for flex/ext. of wrist | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. May use hands for reaching | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. May use hands for overhead work | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Repetitive twisting or pressure involving wrists or hands | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Both hands required | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Both legs required | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Ability of rapid mental/muscular coordination simultaneously | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Oral communication: speaks clearly in <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> English <input type="checkbox"/> Hmong <input type="checkbox"/> Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 32. Hearing-conversation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 33. Intense visual concentration | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 34. Specific visual requirements | <input type="checkbox"/> | <input type="checkbox"/> | Near: <input type="checkbox"/> Far: <input type="checkbox"/> | <input type="checkbox"/> |
| 35. Depth perception | <input type="checkbox"/> | Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> | | |
| 36. Color vision: Distinguish basic shades | <input type="checkbox"/> | Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> | | |
| 37. Color vision: Distinguish basic colors | <input type="checkbox"/> | Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> | | |
| 38. Operation of crane, truck or motor vehicle | <input type="checkbox"/> | Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> | | |
| 39. Other: | | | | |

B. WORKING CONDITIONS

- | | N | O | F | C |
|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 1. Outside | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Alternating between Outside and Inside | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Heat between 90 - 100 degrees | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Heat over 100 degrees | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Cold below 55 degrees | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Temperature changes: <input type="checkbox"/> excessive <input type="checkbox"/> frequent | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Wetness | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Dry atmospheric conditions | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Confined spaces | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Heights (list max in um: _____) | N | O | F | C |
| 10. Constant noise above 85 decibels | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Intermittent noise above 85 decibels | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Vibration | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Fumes: <input type="checkbox"/> Irritant <input type="checkbox"/> Toxic | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Dust: More than nuisance | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Gases: Types: _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Chemicals: Types: _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Grease and oils: Types: _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Working with machinery with moving parts | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Working with moving vehicles | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Working with ladders/scaffolding | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Working below ground | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Working with hands in water | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Working alone | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 24. Work intensity: <input type="checkbox"/> sedentary <input checked="" type="checkbox"/> light <input type="checkbox"/> light/medium <input type="checkbox"/> medium <input type="checkbox"/> heavy Hours/day: 8+ Days/week: 5 Days overtime/week: 2 | | | | |



Interpreter Policy		
CITY OF APPLETON POLICY		SECTION: Human Resources
ISSUE DATE: March 2007	LAST UPDATE: May 2013 March 2024	
POLICY SOURCE:	Human Resources Department	
POLICY AUDIENCE:	All Employees and Volunteers	

I. PURPOSE

The purpose of this policy is to provide City of Appleton Employees with direction in providing services to customers with Limited English Proficiency (LEP) and to the Hearing Impaired/[DeafHard of Hearing](#).

II. POLICY

It shall be the policy of the City of Appleton to use interpreters to ensure quality of service when language exists as a barrier to such service. It shall also be the policy to comply with Title VI of the Civil Rights Act of 1964; Policy Guidance on the Prohibition Against National Origin Discrimination As It Affects Persons With Limited English Proficiency; and the City of Appleton Civil Rights Compliance Plan. The City of Appleton Civil Rights Compliance Plan is posted throughout the City with other State and Federal Postings.

III. DISCUSSION

This policy will direct City employees in the appropriate use of interpreters and translation services. Some departments may supplement this policy with department specific policies to address their unique needs.

Responsibility for coordinating existing Interpreter programs are as follows:

Health: [Public Health Nursing Supervisor Health Deputy Director](#)

Mayor: Diversity [and Inclusion](#) Coordinator

~~Police: Clerical Assistance~~

Police: ~~Deputy Assistant~~ Chief

Fire: Deputy Chief

Human Resources: Deputy Director of Human Resources

Attorney: Assistant City Attorney

IV. DEFINITIONS

A. **Limited English Proficiency-** (LEP) Those customers who cannot speak, read, write, or understand the English language at a level that permits them to interact effectively with program service providers.

B. **Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d.et.seq. and its implementing regulation at 45 CRF part 80-** The law that protects individuals from discrimination based on their race, color, or national origin under any program or activity that receives Federal financial assistance.

C. **Qualified Interpreters-** Qualified interpreters have: demonstrated proficiency in English and the second language; demonstrated knowledge in both languages of relevant specialized terms or concepts; and documentation of completion of training on the skills and ethics of interpretation; and awareness of relevant cultural issues. [Qualified interpreters include interpreters working for an interpreting agency under contract with the City.](#)

D. **Confidential Information**- All information relating to "personal facts" obtained by the staff in the conduct of official business shall constitute privileged communications and shall be held confidential and shall not be divulged without the person's consent except as may be necessary to provide services needed by the individual or when legally permissible. Information obtained relating to individually identifiable health information shall be subject to the terms and conditions of the Health Insurance Portability and Accountability Act of 1996.

All information relating to "personal facts" obtained by the staff in the conduct of official business shall constitute privileged communications and shall be held confidential and shall not be divulged without the person's consent except as may be necessary to provide services needed by the individual.

Personal facts shall be defined as any information ordinarily construed as part of a medical history and physical examination and positively identifying an individual with such medical data.

- E. **Sensitive Information**- Any information that, upon disclosure, could cause any individual or business undo embarrassment or harm, either emotionally, socially, or financially.
- F. **Oral Interpretation**- An individual is assisted with verbal communication by another party fluent in the language of the individual and English.
- G. **Written Translation**- Conversion of written documents to or from English into the language of an individual allowing the individual to understand the document.
- H. **Hearing Impaired**- An individual is assisted with communication by another party with the ability to communicate through sign language or other acceptable method.
- I. **Vital Documents**- Any paper or electronic form that contains information that is critical for accessing the recipient's programs, services or benefits; letters or notices that require a response; letters and notices pertaining to approval, denial, reduction, or termination of services or benefits; and documents that inform participants of free language assistance.
- J. **CDAC**- City Department Advisory Committee. [Includes representatives from the Health Department, Mayor's Office, Police Department, Fire Department, Legal and Administrative Services, and Human Resources Department.](#)
- ~~K. **TDD**- A Telecommunications Device for the Deaf is a teleprinter, an electronic device for text communication over a telephone line, that is designed for use by persons with hearing or speech difficulties.~~

V. PROCEDURES

- A. Qualifying Interpreters
 1. City of Appleton staff shall utilize independent interpreters or interpreter agencies that have contracted with the City of Appleton. The listed interpreters should provide a variety of services including oral interpretation, sign language and written translation.
 2. Background checks will be completed by the Appleton Police Department before any services are provided for the City of Appleton.
 3. Representatives of the CDAC, ~~including Community and Economic Development, Health, Police, Fire, Attorney, and Human Resources~~ shall meet annually to review the program and contracts.

4. A current list of interpreters will be kept by the Diversity and Inclusion Coordinator who will post the list to the City's internal website Annually. ~~Community and Economic Development's The Diversity and Inclusion~~ Coordinator will provide Directors and Deputy Directors with a list of contracted interpreter agencies.

B. Utilizing Interpreter Services

1. To initiate interpreter services, employees should obtain prior approval from their department supervisor (or, when applicable, as provided by their department-specific policy). ~~(Health, Police and Fire shall follow department specific Interpreter Policies and Procedures.)~~

After obtaining approval, employees should choose an interpreter from the list of contracted interpreter agencies. ~~Prior to working with the interpreter, employees should refer to Attachment I (Guidelines for working with interpreters).~~

Language Line services are appropriate in situations where the phone call is less than 10-minutes. If the situation may require more than 10 minutes an interpreter should be called with the approval of the department supervisor or based on a department specific policy.

~~TDD Lines are available at the Police Department (920) 832-5805 and at the Library Reference Desk (920) 832-6173.~~

2. When working with the interpreter, City of Appleton staff shall work with the interpreter to complete a form to document start and completion time of the interpreter services. If the interpreter does not have a form, ~~Attachment #I~~ City of Appleton Interpreter Services Report may be used. Staff should ensure the interpreter and department name are clearly documented and have the form signed by both the interpreter and City of Appleton employee with the documented start and completion times. This should also be followed for telephone interpretation with City employee clearly identifying their name and department.
3. When an invoice is received from the interpreter, staff should review the start and end times to ensure it matches the amount billed and check for City employee signature as well as contacting either the Diversity and Inclusion Coordinator or ~~City Attorney~~ the Legal Services Department contact to ensure the contracted rate matches the billed rate. If billing information is correct, continue to process for payment using the normal City Finance procedures.
4. An evaluation of the level of service is optional but encouraged. Comments should be shared with the Diversity and Inclusion Coordinator or ~~the Legal Services Department~~ City Attorney contacts.
5. City of Appleton staff will receive training or communication from their Department related to this policy and the procedures for working with interpreters.

ATTACHMENT I

Guidelines For Working With Interpreters

Reference: Southeast Asian Health Care: A Cultural Guide, Indochinese Cultural and Service Center, Portland, Oregon, 1982, p. 38-40.

1. Choose an interpreter of the same gender as the client when possible. If it is a health matter, these issues are generally more openly communicated between members of the same gender.
2. Try not to ask a child to interpret for a parent. Although children learn new languages faster than adults, it may be a matter of shame or loss of face for the parent to require the help of a child for interpretation.
3. Schedule extra time for appointments when using an interpreter. Translated sessions, especially when teaching is done, take longer than non-translated appointments. Taking the extra time to achieve accurate information will ultimately save time and energy.
4. When assisting a customer with an interpreter, face both the client and the interpreter. Speak to the customer.
5. Observe both the interpreter and the customer during the interview for visual cues that can help increase understanding.
6. Ask the interpreter to interpret sentence by sentence. Give lengthy explanations one sentence at a time. Give instructions in small units, asking the customer to repeat the information through the interpreter to insure understanding. Unless you know the interpreter is very familiar with the information, do not allow him/her to paraphrase long explanations as this can lead to inaccurate communication.
7. Use basic words and concrete versus absolute terms. Conditional words like "maybe", "if", "could" and "would" may have difficult implications in other languages. Be wary of using phrases that are idioms or metaphors as these are usually not translatable.
8. Speak slowly and clearly in short, simple sentences. Speak in a normal tone of voice.
9. Because English and Southeast Asian languages generally are not directly translatable, a brief question or short description may sometimes result in a lengthy translation. If mistranslation is suspected, ask the same question again using different words or ask the customer to repeat the information through the interpreter.
10. Use a trained interpreter when possible rather than a friend or family member. A health interpreter should be trained in medical terminology as well as confidentiality.

ATTACHMENT II

City of Appleton Interpreter Service Report

Date: _____

Interpreter: _____

Incident # / Client Name: _____

Type of Service: _____ Language: _____

Circle One: Scheduled Appointment / Emergency

Service began: _____am/pm ended: _____am/pm

Staff Signature: _____

Department: _____

ATTACHMENT III
City of Appleton
Interpreter Information & Background Check Form

All interpreters are required to complete the following information (please print).

Please list your FULL NAME as it appears on your driver's license or social security card.

Name _____
 _____ Last _____ First _____ Middle Initial _____ Social Security # or Employer Identification # _____

Other Names Used _____ Date of Birth _____
 _____ Or Maiden Name (Nee) _____

Gender M F (Circle One)

Driver's License # _____ State of Issue _____ Expiration Date _____

Is Driver's License currently valid? ____ yes ____ no

Do you have transportation available? ____ yes ____ no

Current Address

 _____ Number and Street _____ City _____ State _____ Zip _____

Home Phone # _____ Work Phone # _____

Have you lived out of state in the last 10 years? ____ yes ____ no

If yes, please list below:

 _____ Number and Street _____ City _____ State _____ Zip _____

 _____ Number and Street _____ City _____ State _____ Zip _____

Please list **ALL** instances in which you were convicted as an **ADULT** for crimes (misdemeanors or felonies), ordinance violations, traffic violations and the like. Also, please list all criminal charges (misdemeanors or felonies) currently pending against you. Failure to include all information requested under this section may result in denial of your request to be an interpreter.

CHECK HERE IF NOT APPLICABLE.

Approximate dates may be listed: (you may attach another sheet if necessary)

Date	Location	Charge	Court	Disposition of case

Note: A conviction record or pending arrest record does not constitute an automatic bar to interpreting and will be considered only if there is substantial relationship to the circumstances of the particular position.

Current Employer: _____

Position Title: _____

Interpreter agency you are employed by: _____
(If different than above)

List any languages, other than English, that you speak fluently: _____

Do you currently translate for any other clients or municipalities? Yes No (Circle one)

If yes, Who? _____

List three (3) references other than family:
Name & Address Relationship Phone Number

Name & Address	Relationship	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Educational Background: High School Diploma/GED: Yes No (Circle one)

Name and Location of College Degree Received

Name and Location of College	Degree Received
_____	_____
_____	_____
_____	_____

Certifications (please attach): _____

~~READ CAREFULLY BEFORE SIGNING:~~

~~I certify that all answers to the above questions are true and complete and authorize the City of Appleton to use the information I have provided. I understand that falsification of, or omissions from this form may result in disqualification or cancellation of my contract.~~

~~PRINTED NAME _____~~

~~Signature _____~~

~~Date _____~~

~~Emergency Contact: _____ Phone # _____~~

~~_____
(Name and Relationship)~~

~~INDEPENDENT INTERPRETERS ONLY~~

~~Cell Phone # _____ Pager # _____~~

~~Days Available: Su ____ Mo ____ Tu ____ We ____ Th ____ Fr ____ Sa ____~~

~~Hours available to translate: _____~~

~~What City departments are you interested in interpreting for? Check all that apply~~

~~Police _____ Fire _____ Health _____ Any _____~~

Recruitment Status Report

Updates thru 5/09/2024

HR Generalist	Position	Dept.	Date of Vacancy	Open Date	# of Openings	Status
Jessie	Operator I - Sanitation	DPW	2/27/2024, 4/15/24 & 4/22/24	02/27/24	3	Panel interviews: 5/16/24.
	Operator II - Sweeper	DPW	01/18/24	04/22/24	1	Application deadline: 5/26/24.
	Operator I - Parking	DPW	4/20/24 & 4/29/24	04/22/24	2	Backgrounds pending on 2 candidates.
	Grounds Coordinator	P&R	2/19/24 & 5/10/24	04/06/24	2	Application deadline: 5/26/24. Offer pending on 1 candidate.
	Bus Driver	VT	Multiple	N/A	13	Application deadline: 6/2/24. Job offer accepted, start date: 5/21/24.
	Bus Driver - Part-Time	VT	N/A	N/A	N/A	Application deadline: 6/2/24.
	Water Plant Operator	Utilities	03/19/24	01/26/24	1	Job offer accepted, start date: 6/3/24.
	Relief Operator - Water	Utilities	04/22/24	03/08/24	1	Job offer accepted, start date: 5/20/24.
	Inspector - Plumbing	CED	05/11/24	02/29/24	1	Job Offer accepted, start date: 5/13/24.
	Principal Planner	CED	05/09/24	04/15/24	1	Application deadline: 5/12/24.
Jay	Police Officer	Police	12/01/23	N/A	3+ Elig.	Application deadline: open. Physical fitness testing: 5/7/24. Conditional offer extended to 1 candidate. Job offer accepted, start date: 6/27/24.
	Firefighter	Fire	05/11/24	03/04/24	4	Application deadline: 5/5/24.
Vanessa	Community Service Officer	Police	01/10/24	N/A	1	Backgrounds pending on 2 candidates.
Kim	Recruitment Assistant	HR	04/10/24	04/11/24	1	Panel Interviews: 5/14/24.
	Library Intern (Part-time)	Library	N/A	04/25/24	1	Application deadline: 5/12/24.
	Library Page Clerk - Regular Part-time	Library	04/13/24	04/25/24	1	Application deadline: 5/19/24.
	Library Page	Library	04/08/24	04/12/24	1	Application deadline: 5/12/24.
	Library Page Clerk Sub	Library	04/08/24	04/12/24	1	Application deadline: 5/12/24.
	Operations Clerk	Library	03/29/24	03/29/24	1	Job offer accepted, start date: 5/22/24.

Total Positions Open: 39

Total Eligibility Lists: 1

Positions on Hold

HR Generalist	Position	Dept.	Date of Vacancy	# of Openings	Status
Jessie	Library Clerk - Regular Part-Time	Library	07/01/22	1	Internal transfer. Position on hold.
	Transit Maintenance Operations Supervisor	VT	03/25/23	1	Position on hold.

Total Positions On Hold: 2

