



City of Appleton

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

Meeting Agenda - Final-revised Human Resources & Information Technology Committee

Wednesday, July 10, 2024

6:30 PM

Council Chambers, 6th Floor

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

[24-0896](#) Minutes 6/12/24.

Attachments: [Minutes 6.12.24.pdf](#)

5. Public Hearing/Appearances

6. Action Items

[24-0897](#) Request to Approve Endpoint Switches for \$256,000.

Attachments: [Request to Approve Endpoint Switches for \\$256,000.pdf](#)
[Endpoint Switches Sole source.pdf](#)

7. Information Items

[24-0899](#) Recruitment Status Report through 7/3/24.

Attachments: [RSR 7.3.24.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

100 North Appleton Street
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Meeting Minutes Human Resources & Information Technology Committee

Wednesday, June 12, 2024

6:30 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

[24-0728](#)

Minutes 5/15/24.

Attachments: [Minutes 5.15.24.pdf](#)

Croatt moved, seconded by Hartzheim, that the meeting minutes be approved.

Roll call. Motion carried by the following vote:

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

5. **Public Hearing/Appearances**

6. **Action Items**

[24-0340](#)

Resolution #3-R-24 Environmental Education Resolution

Attachments: [#3-R-24 Environmental Education Resolution.pdf](#)

[Memo RE 3.R.24 Environmental Education.pdf](#)

Moved to hold indefinitely.

Hartzheim moved, seconded by Croatt, that the Report Action Item be held indefinitely.

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

[24-0731](#)

Request to Approve Metafile Conversion for \$43,571.

Attachments: [2024 Request to Approve \\$43,571 for Metafile Conversion.pdf](#)

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

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

[24-0729](#)

Request to add 1.0 FTE Environmental Health Technician Position.

Attachments: [Health Re-org 2024 Memo.pdf](#)

[Health Re-org 2024 JD.pdf](#)

[Health TO Update TO.pdf](#)

[OperationsSupervisorHealth.pdf](#)

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

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

[24-0730](#)

Request to Increase Public Health Nursing FTE from 4.0 to 4.1.

Attachments: [Nursing TO Change 2024.pdf](#)

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

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

[24-0742](#)

Police Department Table of Organization Modification Request and Addition of Police Officer Position.

Attachments: [APD Reorg Memo 2024.pdf](#)

[APD reorg TO 2024.pdf](#)

[APD Reorg Traffic Report.pdf](#)

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

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

7. Information Items

[24-0732](#)

Valley Transit Service Modifications.

Attachments: [VT Public Hearing Notice for June 04 2024 \(2\).pdf](#)

This Presentation was received and filed

[24-0733](#)

HR Director Report.

This Presentation was received and filed

[24-0764](#)

Vehicle Usage Policy Update

Attachments: [Vehicle Usage Policy Edits 2.16.24.docx](#)

This Presentation was received and filed

[24-0734](#)

Recruitment Status Report through 6/5/24.

Attachments: [RSR 6.5.24.pdf](#)

This Presentation was received and filed

8. Adjournment

Hartzheim moved, seconded by Croatt, 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: July 10, 2024

To: HR/IT Committee, Common Council

From: Corey Popp, I.T. Director

Subject: Request to Approve Endpoint Switches for \$256,000

I am seeking approval to spend up to \$256,000 to procure and install 58 endpoint switches and 10 uninterruptible power supplies (UPS).

I am requesting this project be sole sourced to Heartland Business Systems (HBS), the City's contracted managed network service provider and a fulfillment partner listed on the State of Wisconsin National Association of State Procurement Officials ValuePoint Cisco Master Agreement (NVP #AR3227), which states a minimum discount of 35% for all Cisco hardware and 10% discounted cloud services.

Endpoint switches secure, prioritize, and route digital data over the City of Appleton's computer network. Some of the City's endpoint switches are 15 years old, with a typical age of about seven years. We expect to get 10 years of life from this new cloud-managed hardware.

The Common Council originally approved this Capital Improvement Project (CIP) as part of the 2023 Executive Budget adopted on November 9, 2022. The debt was issued in 2023, but I elected to hold the CIP until 2024, after the network remediation project concluded. The carryover was approved in the City's 2023-2024 Budget Carryover Request the Council approved on April 3, 2024. An estimated budget overage of \$5,903 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 approved sole source request from Finance is attached. A breakdown of the funding appears below.

Supplier	Description	Cost	Funding Source
HBS	CIP Budget	\$250,000	Debt issued in 2023 and approved in the 2023-2024 Budget Carryover Request-Special Consideration "Endpoint Switches" item.
HBS	Budget Overage	\$6,000	I.T. Operations Budget
Total		\$256,000	



SOLE SOURCE REQUEST

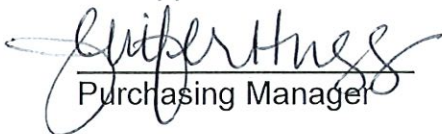
The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation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

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PROPOSED DETAILS
Requesting dept: Information Technology
Product/service: Endpoint switches – purchase & installation
Vendor name: Heartland Business Systems
Total cost: not to exceed \$256,000

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


Purchasing Manager

6/25/2024
Date

Updates thru 7/3/2024

HR Generalist	Position	Dept.	Date of Vacancy	Open Date	# of Openings	Status
Jessie	Operator I - Sanitation	DPW	04/22/24	02/27/24	1	Panel interviews: 7/3/24 & 7/9/24.
	Master Mechanic	VT	06/08/24	06/12/24	1	Application deadline: 7/7/24.
	Operator II - Sweeper	DPW	01/18/24	04/22/24	1	Application deadline: 7/14/24.
	Bus Driver	VT	Multiple	N/A	13	Application deadline: 8/4/24. Offer accepted, start date pending on 1 candidate. Panel interviews: 7/10/24.
	Bus Driver - Part-Time	VT	N/A	N/A	N/A	Application deadline: 8/4/24.
	Relief Operator - Wastewater	Utilities	5/25/2024 & 6/17/2024	05/10/24	2	Application deadline: 7/14/24. Panel interviews: 7/8/24.
	Public Works Director	DPW	06/07/24	06/07/08	1	Panel interviews: 7/11/24.
Jay	Police Officer	Police	12/01/23	N/A	3+ Elig.	Application deadline: open. Background pending on 3 candidates.
	Firefighter	Fire	05/11/24	03/04/24	4	Chief panel interviews: 7/9/24 & 7/10/24.
Vanessa	Community Service Officer	Police	01/10/24	N/A	1	Panel interviews: 7/8/2024.
Kim	Elections Clerk	Legal	07/03/24	07/03/24	1	Offer accepted, start date: 7/22/24.
	Library Clerk Full-time	Library	06/06/24	06/06/24	1	Panel Interviews: 7/10/24.
	Library Assistant	Library	06/27/24	6/27/2024	1	Application deadline: 7/21/24.
	Environmental Health Technician	Health	New Position	6/20/2024	1	Application deadline: 7/14/24.

Total Positions Open: 32

Total Eligibility Lists: 1

Positions on Hold

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

Total Positions On Hold: 2