City of Appleton

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

Meeting Agenda - Final

CEA Review Committee

Tuesday, April 8, 2014 | **4:00 PM** | **Council Chambers, 6th Floor**

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

14-614 Minutes from February 25, 2014.

Attachments: Minutes from February 25, 2014.pdf

4. Public Hearings/Appearances

5. Action Items

14-606 Request to upgrade Van #1023, being replaced in 2015, with an SUV for a total budget impact of $4,000.

Attachments: Request to upgrade Van #1023.pdf

14-607 Request to upgrade Reid Golf Course pickup truck #601, being replaced in 2015, to 4-wheel drive for a total budget impact of $2,800.

Attachments: Request to upgrade Reid Golf Course pickup truck #601.pdf

14-608 Request to upgrade Facilities pickup truck #504, being replaced in 2015, to a 3/4 ton chassis with an eight foot service body for a total budget impact of $13,000.

Attachments: Request to upgrade Facilities pickup truck #504.pdf

14-609 Request to upgrade Truck #491, being replaced in 2015, with an aerial lift truck for a total budget impact of $28,000.

Attachments: Request to upgrade Truck #491.pdf

14-610 Request to upgrade Sweeper #111, being replaced in 2015, with a second broom for a total budget impact of $6,500.

Attachments: Request to upgrade sweeper #111.pdf

14-611 Request to upgrade Truck #19, being replaced in 2015, with a live bottom dual auger, RDS body with dual front spinners for a total budget impact of $13,000.

Attachments: Request to upgrade single axle truck #19.pdf

14-612 Request to replace the Beast Grinder #120 in 2015 (3 years ahead of schedule) and upgrade with a grinder mounted, self-powered air compressor for a total budget impact of $89,605.

Attachments: Request to replace and upgrade the Beast grinder.pdf

14-613 Request to replace Truck #657 in 2015 (2 years ahead of schedule) and upgrade to an F-350 pick-up truck for a total budget impact of $8,988.

Attachments: Request to replace and upgrade pickup truck #657.pdf

6. Information Items

7. Adjournment

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

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Meeting Minutes - Final
CEA Review Committee

Tuesday, February 25, 2014 | **3:30 PM** | **Council Chambers, 6th Floor**

1. Call meeting to order

2. Roll call of membership

Present: 3 - Alderperson Chris Croatt, Deputy Finance Director Tony Saucerman and Public Works Director Paula Vandehey

Excused: 1 - Alderperson Curt Konetzke

3. Approval of minutes from previous meeting

14-292 Minutes from October 22, 2013

Attachments: Minutes from October 22, 2013.pdf

Deputy Finance Director Saucerman moved, seconded by Public Works Director Vandehey, that the minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 3 - Alderperson Croatt, Deputy Finance Director Saucerman and Public Works Director Vandehey

Excused: 1 - Alderperson Konetzke

4. Public Hearings/Appearances

5. Action Items

14-269 Approve purchase of the FuelMaster 3500 Fuel Management System from U.S. Petroleum Equipment in the amount of $145,013 with a 3.4% contingency of $4,987 for a project total not to exceed $150,000.

Attachments: Fuel Management System.pdf

Deputy Finance Director Saucerman moved, seconded by Public Works Director Vandehey, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 3 - Alderperson Croatt, Deputy Finance Director Saucerman and Public Works Director Vandehey

Excused: 1 - Alderperson Konetzke

14-326 Approve 2014 Seasonal Vehicles.

Attachments: 2014 Seasonal Vehicles.pdf

Public Works Director Vandehey moved, seconded by Deputy Finance Director Saucerman, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 3 - Alderperson Croatt, Deputy Finance Director Saucerman and Public Works Director Vandehey

Excused: 1 - Alderperson Konetzke

6. Information Items

14-327 2014 Equipment Purchase Log .

Attachments: 2014 Equipment Purchase Log.pdf

14-328 Law Enforcement Support Office Program.

7. Adjournment

Deputy Finance Director Saucerman moved, seconded by Public Works Director Vandehey, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 3 - Alderperson Croatt, Deputy Finance Director Saucerman and Public Works Director Vandehey

Excused: 1 - Alderperson Konetzke

Appleton Police Department

INTEROFFICE MEMORANDUM

Date: March 20, 2014

To: CEA Review Committee

From: Deputy Chief Kavanaugh

Subject: Ford Interceptor SUV

In preparation for the 2015 CEA police fleet budget, I request that the current 2012 Ford Interceptor sedan, (intensive use vehicle 986) be replaced with a 2015 Chevrolet Impala. While the Ford Interceptor sedan performed very well operationally, there is no compelling need to deviate from the Impala while it is currently in production and offered in the 'police package' by GM. The Interceptor is 'purpose built' for law enforcement deployment and will be a suitable replacement for the Impala when production is discontinued. The unit price difference between the Ford Interceptor and the Chevrolet Impala is $2,000 less for 2015 fleet budgeting estimates.

The Interceptor UV (vehicle 987) has been assigned to the operations superviors in the intensive unit fleet, and is outfitted with rapid deployment equipment for dynamic high-risk tactical situations. The functionality of this vehicle and equipment availability has served operations officers exceedingly well. Accordingly, I request a second (2015) Ford Interceptor UV for supervisory deployment, outfitted simularly to the 2012 Interceptor UV. This vehicle will replace vehicle 1023, a 2009 Dodge Grand Caravan, which is scheduled for normal replacement in 2015. The replacement cycle for both Ford Interceptor UV vehicles will be a 6 year rotation. The upgrade to the Ford SUV from the Dodge Grand Caravan is anticipated to be an increase of $6,000, which is offset by the abovementioned $2,000 decrease for the Impala, for a net increase of $4,000.

The 2015 Police Budget will reflect this $4,000 net increase if this request is approved.

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PARKS, RECREATION & FACILITIES MANAGEMENT
Dean R. Gazza, Director
1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: CEA Review Committee

FROM: Dean R. Gazza

DATE: 4/1/2014

RE: Request to upgrade Reid Golf Course pickup truck #601 to 4-wheel drive when replaced in 2015

Reid Golf Course/Parks, Recreation & Facilities Management Department is requesting permission to upgrade pickup truck #601 to 4-wheel drive when it is replaced in 2015.

#601 is a general purpose ½ ton pickup truck used daily for staff transport and materials handling both on and off the golf course. #601 is currently a 2-wheel drive model and as such at times cannot be used effectively in situations where a 4-wheel drive model would be more practical: for retrieving mowers and turf utility vehicles that have become stuck, pulling heavy equipment to project locations in wet/slippery conditions and transporting staff throughout the course and on roads during winter conditions. In general this upgrade will enable #601's replacement to become more versatile, safe and efficient.

The estimated cost for this upgrade is $2,800.00. If approved, the additional cost for the upgrade will be included in the Reid Golf Course budget request for 2015.

Thank you for your consideration in this matter.

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Email - dean.gazza@appleton.org

TO: CEA Review Committee

FROM: Dean R. Gazza

DATE: 4/1/2014

RE: Request to upgrade Facilities Technician pickup truck #504 to a ¾-ton chassis with an eight foot service body when replaced in 2015

Parks, Recreation & Facilities Management Department is requesting permission to upgrade pickup truck #504 to a truck with an 8' service body on a ¾-ton two-wheel drive chassis when it is replaced in 2015. Additionally, we would like an inverter installed on the rear passenger side of the bed.

#504 is a general purpose ¾-ton pickup truck originally purchased as a grounds vehicle requiring little storage room for ancillary equipment. Our current need is for use by a facilities technician/electrician, and there is need for much more storage of parts, tools and equipment. This vehicle will also be used to move furniture, deliver large parts and equipment to job sites, and purchase bulk materials such as plywood, lumber, sheet metal and wire reels. In general this upgrade will enable #504's replacement to become much more versatile, safe and efficient.

The estimated cost for this upgrade is $13,000.00. If approved, the additional cost for the upgrade will be included in the Parks, Recreation and Facilities Management budget request for 2015.

Thank you for your consideration in this matter.

City Of Appleton

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DEPARTMENT OF PUBLIC WORKS
Engineering Division – Traffic Section
2625 E. Glendale Avenue
Appleton, WI 54911
TEL (920) 832-5580
FAX (920) 832-5570

To: CEA Committee

From: Eric S. Lom, City Traffic Engineer

Date: April 1, 2014

Re: Request to Upgrade Truck #491 when Replaced in 2015

The Traffic Section acquired a non-CDL platform lift truck in 2003 (Truck 491) primarily as a way of improving the safety and efficiency of our traffic signal and street light maintenance. Prior to that time, the Traffic Section's seasonal workers would climb 14-foot step ladders alongside live traffic lanes as they performed traffic signal maintenance, which was inefficient and presented serious safety issues.

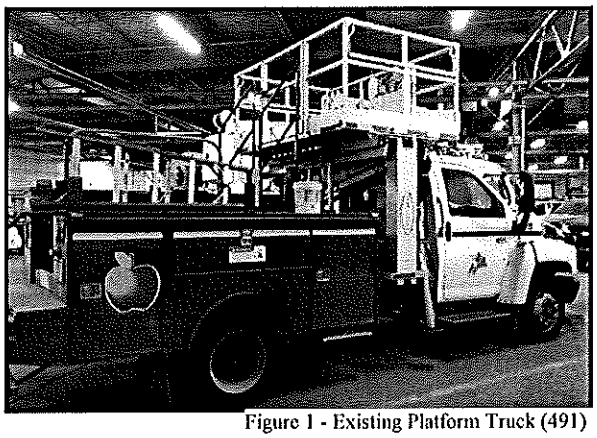


Figure 1 - Existing Platform Truck (491)

Truck 491 is equipped with a 5ft by 8ft platform lift that has *no* ability to articulate forward or backward; it can simply move straight up and down, with limited ability to move to the right or left (see Figure 3). And, while its working height of 29 feet was adequate for most tasks in 2003, most of today's traffic cameras and taller street lights require a device with a minimum working height of about 34 feet.

As the Traffic Section's mission has evolved and our maintenance and construction responsibilities have continued to increase, we have found that the platform lift's limited capabilities inhibit our ability to safely and efficiently perform our duties. A few examples:

- **Routine Maintenance:** Each year, our seasonal employees are tasked with performing routine cleaning and inspection on 50% of our 118 signalized intersections. While the platform lift is able to reach most of the traffic signal displays, it is not able to reach many of our newer street lights and traffic cameras. As such, we need to send a separate crew to each site with our larger boom truck to complete the remaining work (street light cleaning/relamping and traffic camera cleaning), which is extremely inefficient and costly.
- **Infrastructure Inspections:** In order to efficiently and safely perform routine structural inspections of our infrastructure, we need an aerial truck that has an adequate working height. The existing platform lift does not allow us to complete this work due to its limited capabilities.
- **Street Light Maintenance/Expanded Reach:** When servicing street lights on median islands on major roadways, truck 491 must be positioned directly beneath each light to allow for adequate working height (if it can reach the light at all). This requires a separate set-up and tear-down for each light, as well as the frequent need to position the truck in a through lane (rather than in a turn lane), which unnecessarily impedes traffic and increases the likelihood of a severe crash. A truck with an articulating aerial boom lift would be able to reach multiple lights from one location, while also allowing the truck to be positioned in a safer location.
- **Day-to Day Operations:** Because the platform lift is extremely limited in its reach and articulation and has no ability to lift materials, it is not capable of performing many of our day-to-day maintenance and construction functions, such as responding to knockdowns, constructing traffic signal and street lighting infrastructure and performing routine maintenance. This creates a situation where we have only one truck that is capable of doing this type of work and, when it is out of service, we cannot perform our required essential services.

Table 1 - Truck Specification Comparison

Specification	Existing Platform Lift (491)	Proposed Aerial Lift Truck
Jib Lifting Capacity (pounds)	0	**1000**
Working Height (ft)	29	**46**
Horizontal reach (ft)	6	**30**
Platform Rotation (degrees)	0	180
Boom Rotation (degrees)	0	360

Table 2 - Task Suitability Comparison

Task	Existing Platform Lift (491)	Proposed Aerial Lift Truck	Approximate Task Frequency
General Street Light Maintenance	Poor[2,3]	Excellent	Daily
General Traffic Signal Maintenance	OK/Poor[2,3]	Excellent	Daily
Knockdowns	Poor[1,2,3]	Excellent	100 days/yr
Construction	Poor[1,2,3]	Excellent	100 days/yr
Traffic Signal LED Replacement	OK[3]	Excellent	500 modules/yr
Traffic Signal LED Cleaning	OK[3]	Excellent	2500 modules/yr
Storm Damage	Poor[1,2,3]	Excellent	Occasional
Structural Inspections	Poor[2,3]	Excellent	4weeks/yr
Traffic Camera Cleaning	Poor[2,3]	Excellent	150 cams/quarterly
Planned Street Light Relamping	Poor[2,3]	Excellent	200 lights/yr

Notes: [1]No lifting capability, [2]Limited Working Height, [3]Limited Horizontal Reach, [4]Limited to 1 person on platform

We propose to replace Truck 491 in 2015 with a non-CDL truck which is equipped with a 40-foot fully-articulating aerial boom lift (this would look similar to a Time Warner Cable service truck). This truck would, in effect, become the smaller version of our larger boom truck, with the capability and flexibility of performing nearly all our required tasks. As such, it would greatly improve our efficiency and our ability to handle our increasing construction and maintenance workload without the need for additional manpower or vehicles. It would also be used by other divisions/groups for such tasks as:

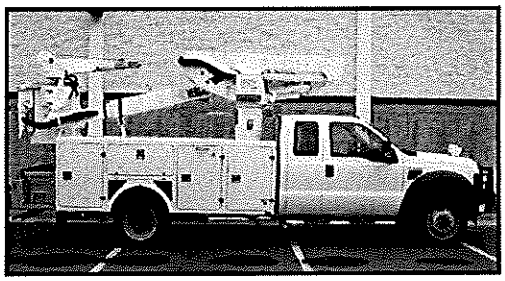
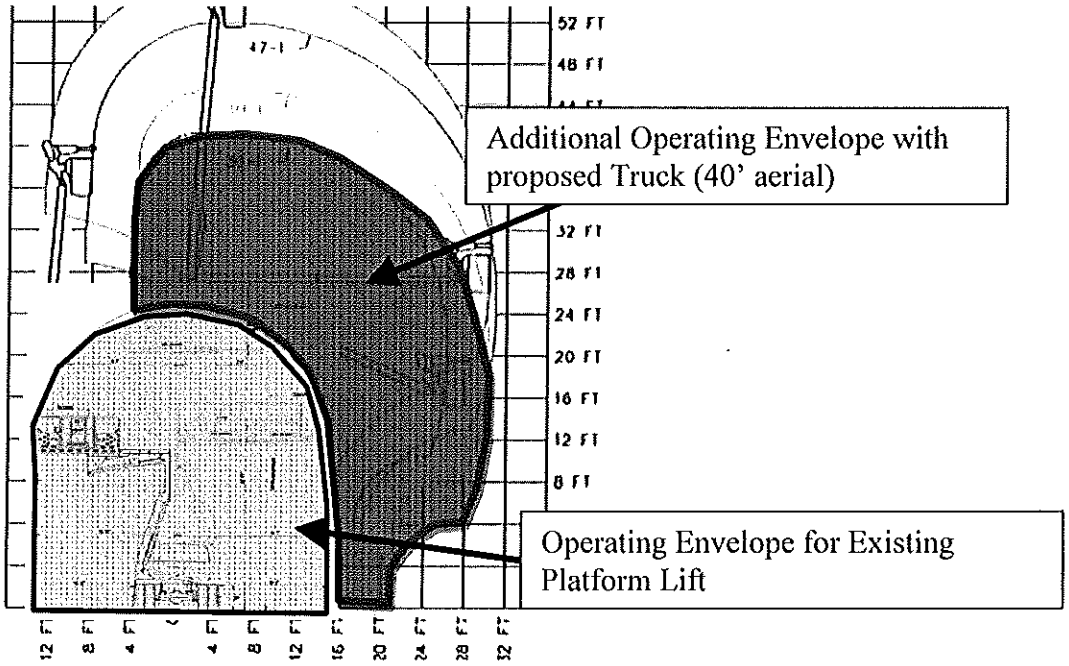


Figure 2 - Proposed Aerial Lift Truck (example)

- Holiday decoration installation/removal/maintenance (Streets Division)
- Banners installation/removal/maintenance (Streets Division)
- Flags installation/removal/maintenance (Streets Division)
- Traffic sign installation/removal/maintenance (Sign Shop)

The estimated additional cost to replace truck 491 with an aerial lift truck as described herein is $28,000. If approved, the additional cost for the upgrade would be included in the DPW budget for 2015.

Figure 3 – Operating Envelope Comparison



"...meeting community needs...enhancing quality of life."DEPARTMENT OF PUBLIC WORKS
Operations Division
2625 East Glendale Avenue
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FAX (920) 832-5570

MEMO

TO: CEA Review Committee

FROM: Erick Cardew, Operations Foreman

DATE: March 31, 2014

SUBJECT: Request to upgrade sweeper #111 when replaced in 2015

The Department of Public Works is requesting permission to upgrade sweeper #111 with a second gutter broom when it is replaced in 2015.

Sweeper #111 is a mechanical sweeper, and it is up for replacement in 2015. Currently, neither of our two mechanical sweepers (#110 & #111) have gutter brooms on both sides of them. Having one gutter broom on the right side of the unit was thought to be sufficient, but after reviewing the street sweeping process in its entirety, we have realized that there is a need to have gutter brooms on both sides of our sweepers.

For traditional residential streets with one lane of traffic in each direction there are few issues with having one gutter broom on the right side of the unit. However, streets that have curbed islands, medians or roundabouts pose situations that need to be addressed. For example, sweeping Meadow Grove Blvd. currently requires a sweeper to travel against the flow of traffic while sweeping next to the island/median because there isn't a broom on the left side of the unit. This same situation applies to every roundabout in the City when we are sweeping the inside curb of the roundabout. The sweeper must travel against the flow of traffic to sweep the inside gutter. The traffic control standards require traffic control for each of the incoming lanes of traffic when sweeping against the flow of traffic. This means that the three (3) other sweepers need to leave their assigned route and be onsite to assist when sweeping a roundabout and one additional sweeper on other City streets.

Upgrading sweeper #111 to include a gutter broom on both sides will allow for this unit to sweep with traffic and therefore eliminating the need for additional sweepers to leave their route to help with traffic control, which will greatly improve efficiency. Also, this additional gutter broom will improve safety for the sweepers and motorists as there will no longer be a need to sweep against the flow of traffic.

The estimated additional cost to upgrade sweeper #111 is approximately $6,500. If approved, the additional cost for the upgrade will be included in the Public Works Department budget request for 2015.

Thank you for your consideration in this matter.

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MEMO

TO: CEA Review Committee

FROM: Carl Schultz, Operations Foreman

DATE: March 31, 2014

SUBJECT: Request to upgrade single axle truck #19 when replaced in 2015

Truck #19 is due for replacement into 2015. Truck #19 has a conventional tailgate mounted auger and spinner for placing salt on the roadway. This is the most efficient way to place salt during snow and ice removal operations in most circumstances. I am requesting an upgrade from the traditional tailgate mounted system to a live bottom dual auger, RDS body with dual front spinners. I feel this body type gives us a more efficient alternative to the traditional style truck for responding to emergency snow removal requests.

Generally our snow removal consists of either a plowing or plowing and salting operation of varying scales, from 1 quick response truck to a full plow event involving 35 pieces of equipment. A tailgate mounted auger and spinner is best suited for most operations because of the cheaper cost and the need to place salt in the middle of residential streets (along the center line). The benefit of the live bottom, dual auger front spinner truck is that it allows the truck to apply salt to two lanes at once vs. the traditional one lane road. This is an advantage when primarily salting roads more than 2 lanes wide.

Part of our response for snow and ice control operations is a hills and bridges route, and a 7-man arterial and collector route. These routes concentrate on hills, bridges, 4 lane arterial and 2 lane collector streets. The unique ability of a live bottom, dual auger front spinner truck allows the driver to salt two lanes of traffic at once, greatly reducing the driver's need to travel the same street 2 additional times. This also increases the response time for our operations during a snow event. It is estimated, under the right conditions, that salt application time can be reduced by as much as 30% to 50% with the dual augers.

The estimated additional cost to replace truck #19's conventional tailgate auger and spinner unit with a live bottom dual auger, RDS body with dual front spinners is $13,000. If approved, the additional cost for the upgrade will be included in the Public Works Department budget request for 2015.

Thank you for your consideration in this matter.

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MEMO

TO: CEA Review Committee

FROM: Nathan Loper, Deputy Director of Public Works

DATE: March 31, 2014

SUBJECT: Request to replace and upgrade the Beast grinder in 2015, three (3) years ahead of schedule

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The Department of Public Works is requesting permission to replace the brush and log grinder #120 (Beast) in 2015, 3 years ahead of its scheduled replacement date, and upgrade this unit when it is replaced.

The existing Beast grinder was purchased in 1998 and is in need of replacement due to several mechanical issues that need to be addressed. The operation and maintenance costs for this grinder to date have totaled over $620,000. If this unit is not replaced in 2015, we can expect to incur an additional $103,000 in repair costs to address the major issues listed below. There are some issues that are not repairable and therefore not included in this dollar amount. Some of the major issues are as follows:

- Engine is weak and is close to needing a 2nd rebuild – Cost is approximately $18,000
- Grinding drum is badly out of balance – Cost to replace is approximately $40,000
- Apron slats, drive and idler clogs are worn and thin – Cost to replace is approximately $45,000
- Side rails for the feed are rusted and weak – not repairable
- Housing that holds the grinding drum is weak and thin – not repairable

This piece of equipment is vital to Public Works operations. It is the only beast grinder in the fleet and is utilized almost daily for grinding of brush and logs from City yard sites, forestry operations, curbside brush collections and storm cleanup operations. The materials generated from the grinding are a key component of the City composting process and are also used as tree planting mulch and playground chips. The remaining ground mulch material is sold to private contractors and made available to residents for landscape and garden mulch. Lastly, this grinder could be used to dispose of emerald ash borer (EAB) infested wood waste at some point in the future. Grinding of the wood waste into mulch will help the City of Appleton meet the Department of Agriculture standard for proper EAB waste management.

The beast grinder is a very specialized piece of equipment and is not readily available to rent or borrow. Heavy equipment suppliers typically will only rent their demo unit and will only do so if the unit is available. Not having guaranteed access to a grinder is a concern due to our limited available storage space at our City yard sites for residents disposing of brush and yard waste. After the August, 2014 storm, communities without a grinder were not able to rent a grinder or find an available contractor to grind their brush. Not having a grinder would leave the City of Appleton without a place to store the significant amount of material that a storm generates and would drastically reduce the efficiency and timeliness of our cleanup operations. Here are the rates for renting a grinder and hiring a contractor for grinding.

Grinder Rental	Hire Contractor	City Owned Cost
Daily rate: $2,750	Daily rate: $2,000	Daily rate: $263
Weekly rate: $8,250	Weekly rate: $10,000	Weekly rate: $1,315
Monthly rate: $24,750	Monthly rate: $43,333	Monthly rate: $5,699
Annual cost: $297,000	Annual cost: $520,000	Annual cost: $68,393
15 year cost: $4,455,000	15 year cost: $7,800,000	15 year cost: $1,337,829

City owned costs include the projected CEA monthly replacement reserve rate of $2,234 per month and assumes a 50% increase in operation and maintenance costs over the life of the unit.

The total cost to replace the grinder in 2015 (without the upgrade) is $393,489. If approved, CEA will fund $312,209 from the CEA replacement reserve fund and the additional cost of $81,280 for the early replacement will be included in the Public Works Department budget request for 2015.

In addition to replacing the Beast grinder #120 in 2015, we are also requesting to upgrade this unit with a grinder mounted, self-powered air compressor for an additional $8,325. This compressor will allow the grinder operator to perform necessary maintenance operations (cleaning radiator to prevent overheating, changing teeth, etc.) while at the grinding site, instead of hauling the grinder back to the shop or having another employee haul a compressor to the grinding site.

The total cost to replace the Beast grinder in 2015 with the upgrade is $401,814. If approved, the additional cost of $8,325 for the upgrade will be included in the Public Works Department budget request for 2015.

Therefore, the Department of Public Works recommends that the CEA Review Committee approve the replacement and upgrade of the Beast grinder in 2015, three (3) years ahead of schedule, for a total cost of $401,814, with CEA funding $312,209 and Public Works submitting a 2015 budget request for the additional $89,605.

Thank you for your consideration in this matter.

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MEMO

TO: CEA Review Committee

FROM: Nathan Loper, Deputy Director of Public Works

DATE: March 31, 2014

SUBJECT: Request to replace and upgrade pickup truck #657 in 2015, two (2) years ahead of schedule

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The Department of Public Works is requesting permission to replace truck #657 in 2015, 2 years ahead of its scheduled replacement date, and upgrade this unit when it is replaced.

Truck #657 is a 2005, F-250 4x4 pickup truck that is used for a variety of tasks, including water main break response, construction projects, repair projects and customer service requests. With this vehicle being the primary response vehicle for such a variety of tasks it is loaded with many different tools and small pieces of equipment. This heavy load has put the truck at the maximum capacity for all of its 105,000 miles, resulting in significant wear and tear on the truck and causing several mechanical issues that need to be addressed. If this unit is not replaced soon, we can expect to incur an additional $8,000 to $9,000 in repair costs to address the major issues listed below.

- Engine is weak and is close to needing a rebuild – Cost is approximately $5,250
- Transmission has trouble shifting and needs a rebuild – Cost is approximately $2,000
- Suspension is weak and needs to be replaced – Cost is approximately $800
- Body is rusting and in poor condition

Another factor in this truck wearing out sooner than expected was the increase in use and mileage over the last few years. Soon after this vehicle was purchased in 2005, Public Works created a 2nd shift and moved two (2) existing water construction employees to this shift. While this additional shift has greatly improved our level of customer service and response time for emergency situations, it has doubled the demand on this vehicle and accumulated more miles than projected when the truck was purchased.

The total cost to replace truck #657 in 2015 (without the upgrade) is $58,472. If approved, CEA will fund $50,912 from the CEA replacement reserve and the additional cost of $7,560 for the early replacement will be included in the Public Works Department budget request for 2015. *As a note, CEA will reduce the expected life of the new truck from 10 years to 8 years to accommodate the increased usage.*

In addition to replacing truck #657 in 2015, we are also requesting to upgrade this unit from an F-250 pickup to an F-350 pickup for an additional $1,428. This upgrade in truck size will better accommodate the heavy cargo load and demand on the truck and should reduce the mechanical issues we experienced with the smaller truck. The total cost to replace truck #657 in 2015 with the upgrade is $59,900. If approved, the additional cost of $1,428 for the upgrade will be included in the Public Works Department budget request for 2015.

Therefore, the Department of Public Works recommends that the CEA Review Committee approve the replacement and upgrade of truck #657 in 2015, two (2) years ahead of schedule, for a total cost of $59,900, with CEA funding $50,912 and Public Works submitting a 2015 budget request for the additional $8,988.

Thank you for your consideration in this matter.