



City of Appleton

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

Meeting Agenda - Final Finance Committee

Wednesday, April 9, 2014

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

14-572 Minutes from Finance Committee meeting of March 26, 2014.

Attachments: [MeetingMinutes26-Mar-2014-02-13-06.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

14-510 Request to approve recommendation of awarding the WasteWater Treatment Plant CIP roof replacement contract to Nieman Roofing for \$79,560 with an additional \$8,000 for contingencies, for a contract not to exceed \$87,560.

Attachments: [2014 Wastewater V-Building Roof Replacement \(2\).docx](#)

14-518 Request to approve recommendation of awarding the Municipal Service Building CIP roof replacement contract to Weinert Roofing for \$125,170 with an additional \$12,500 for contingencies, for a contract not to exceed \$137,670.

Attachments: [2014 MSB Roof Replacement \(2\).docx](#)

14-616 Request to Sell Obsolete SCBA Air Bottles to South Area Fire and Emergency Response District.

Attachments: [Memo Requesting to Sell Outdated SCBA Bottles - 4-01-14.doc](#)

- 14-617** Request to approve the proposed modification to the Department of Public Works Table of Organization, along with the following 2014 Budget Adjustment:

Parking Division Fund	
Salary and Fringe Benefits	+\$13,698
Parking Enforcement Revenue	+\$13,698

to record the increased revenue to cover the additional salary and benefits (2/3 vote required).

Attachments: [TO Change memo 4-2-2014.pdf](#)

- 14-618** Resolution introduced by Alderperson Smith at the April 2, 2014 Common Council meeting relating to the special assessment policy.

#10-R-14/Smith

"WHEREAS tax exempt property that is not government property equates to approximately 9%

WHEREAS an individual property assessment can be many thousands of dollars, adversely affecting home owners,

AND WHEREAS a recent article discussing Appleton's current assessment policy stated from public works that adding approximately \$43 a year to the tax bill would be the amount needed to move from current assessment policy to property tax bill,

BE IT RESOLVED that the current assessment policy be reviewed for the purpose of moving from current assessment policy to adding assessments on to the property tax bill."

- 14-619** Resolution introduced by Alderperson Plank at the April 2 2014 Common Council meeting relating to the special assessment policy.

#13-R-14/Plank

"BE IT RESOLVED the Department of Public Works and Finance Departments work together to present an analysis of phasing out the Special Assessment policy and implementing a plan to include ongoing infrastructure and paving projects to be funded within the City's Utilities and General Fund budgets accordingly."

6. Information Items

- 14-573** Appleton Water Treatment Facility Regulatory Upgrade and Process Improvement Project Change Order #1 for a deduct of \$109,974 decreasing the original contract amount from \$4,857,000 to \$4,747,026.

Attachments: [RUPIP Change Order 1.pdf](#)

- 14-620** Legal Services Strategic Plan

7. Adjournment

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

For any questions regarding agenda, please contact Tony Saucerman at (920) 832-6440.



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Meeting Minutes Finance Committee

Wednesday, March 26, 2014

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 4:30pm.

2. Roll call of membership

Present: 3 - Alderperson Greg Dannecker, Alderperson Joe Martin and Alderperson Kathleen Plank

Excused: 2 - Alderperson Peter Stueck and Alderperson Curt Konetzke

3. Approval of minutes from previous meeting

14-508 Minutes of Finance Committee meetings on March 12, 2014 and March 19, 2014.

Attachments: [MeetingMinutes12-Mar-2014-10-14-47.pdf](#)
[MeetingMinutes19-Mar-2014-12-05-21.pdf](#)

Alderperson Dannecker moved, seconded by Alderperson Martin, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 3 - Alderperson Dannecker, Alderperson Martin and Alderperson Plank

Excused: 2 - Alderperson Stueck and Alderperson Konetzke

4. Public Hearings/Appealances

5. Action Items

14-352 Amendment to Municipal Code to clarify and strengthen the City's ability to withhold issuance of licenses until delinquent debts are satisfied.

Attachments: [Delinquent Debt Collection from License & Permit Applicants.pdf](#)

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

Aye: 3 - Alderperson Dannecker, Alderperson Martin and Alderperson Plank

Excused: 2 - Alderperson Stueck and Alderperson Konetzke

14-440

Request to approve the 2013-2014 Budget appropriations:

1. Items not under contract -\$4,251,418 (2/3 vote required)
2. Special consideration -\$672,548 (2/3 vote required)

Attachments: [13-14 carryover - not under contract.pdf](#)
 [13-14 carryover - special consideration.pdf](#)

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

Aye: 3 - Alderson Dannecker, Alderson Martin and Alderson Plank

Excused: 2 - Alderson Stueck and Alderson Konetzke

14-532

Request to approve Finance Committee Report 5-P-14 for Sidewalk Construction on Linwood Avenue

Attachments: [Report 5-P-14.pdf](#)

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

Aye: 3 - Alderson Dannecker, Alderson Martin and Alderson Plank

Excused: 2 - Alderson Stueck and Alderson Konetzke

14-533

Request to award Unit C-14 Sidewalk Sawcutting to Sidewalk Savers, LLC in an amount not to exceed \$30,000.00.

Attachments: [Award of Contract C-14.pdf](#)

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

Aye: 3 - Alderson Dannecker, Alderson Martin and Alderson Plank

Excused: 2 - Alderson Stueck and Alderson Konetzke

- 14-547** Request to approve acceptance of two grants from Wisconsin DOT for \$92,794 and approve the following budget adjustment:

Valley Transit	
Service vehicle replacement	+\$25,000
Bus replacement	+\$90,992
FTA capital grant from WisDOT	+\$92,794
Fund balance (depreciation rsv)	+\$23,198

to record award of two Federal Transit Administration capital grants from Wisconsin Department of Transportation.

Attachments: [VT Memo1.pdf](#)

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

Aye: 3 - Alderson Dannecker, Alderson Martin and Alderson Plank

Excused: 2 - Alderson Stueck and Alderson Konetzke

- 14-548** Request to approve acceptance of two Federal Transit Administration Bus and Bus Facilities capital grants of \$567,758 and approve the following Budget adjustment:

Valley Transit	
Bus replacement	+\$709,697
FTA bus facilities capital grant	+\$567,758
Fund balance (depreciation rsv)	+\$141,939

to record award of Federal Transit Administration Bus Facilities capital grants.

Attachments: [VT Memo2.pdf](#)

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

Aye: 3 - Alderson Dannecker, Alderson Martin and Alderson Plank

Excused: 2 - Alderson Stueck and Alderson Konetzke

6. Information Items

14-438 The following 2013-2014 Budget carryover appropriations were approved in accordance with policy:

1. Amounts under contract -\$8,658,643
- 2 Non-lapsing funds -\$441,885

Attachments: [13-14 carryover - under contract.pdf](#)
 [13-14 carryover - non-lapsing.pdf](#)

Alderson Stueck arrived at 4:50pm.

This Presentation was received and filed

14-509 Director's Reports/Strategic Plans

Finance
Information Technology
City Attorney

Attachments: [Finance Dept Strategic Plan.pdf](#)
 [Information Technology Department Update 3-26-14.docx](#)
 [Strategic Plan IT.doc](#)

This Presentation was received and filed

7. Adjournment

Alderson Martin moved, seconded by Alderson Dannecker, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Alderson Dannecker, Alderson Martin, Alderson Plank and
Alderson Stueck

Excused: 1 - Alderson Konetzke



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

**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: Finance Committee

FROM: Dean R. Gazza

DATE: 3/20/2014

RE: Action: Recommend award of the WWTP CIP roof replacement contract to Nieman Roofing for \$79,560 with an additional \$8,000 for contingencies, for a contract not to exceed \$87,560.

The 2014 Capital Improvement Plan includes \$135,000 for the replacement roof work at the Wastewater Treatment Plant. Our annual roof inspection program identified several small sections of the roof on V-Building as being in need of replacement in 2014.

We received following bids:

Nieman Roofing (low bid)	\$79,560
Northern M&R	\$85,875
Walsdorf Roofing	\$96,100
Northeastern Roofing	\$97,700
Weinert Roofing	\$102,000

I recommend awarding the roofing contract to Nieman Roofing in the amount of \$79,560.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.



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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: Finance Committee

FROM: Dean R. Gazza

DATE: 3/20/2014

RE: Action: Recommend award of the MSB CIP roof replacement contract to Weinert Roofing for \$125,170 with an additional \$12,500 for contingencies, for a contract not to exceed \$137,670.

The 2014 Capital Improvement Plan includes \$200,000 for a partial replacement of a section of the municipal garage roof. Our annual roof inspection program identified the roof over the sanitation bay as being in need of replacement in 2014. The Built-up Bitumenous roof will be replaced in kind.

The bids were received as follows:

Weinert Roofing (low bid)	\$125,170
Woodruff Roofing	\$137,600
Walsdorf Roofing	\$138,800
Northeastern Roofing	\$143,000
Northern M&R	\$157,860
Craft, Inc.	\$168,378
Nieman Roofing	\$175,650

I recommend awarding the roofing contract to Weinert Roofing in the amount of \$125,170.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.



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

**APPLETON FIRE DEPARTMENT
700 N. DREW STREET
APPLETON, WI 54911**

MEMORANDUM

To: Alderperson Kathy Plank, Chair, Finance Committee
Members of the Common Council

From: Eugene R Reece, Jr., Deputy Fire Chief

Date: April 1, 2014

Re: Request to Sell Obsolete Self-Contained Breathing Apparatus (SCBA) Air Bottles to the South Area Fire and Emergency Response District

In 2013, the department purchased new fire fighting SCBAs for the purpose of replacing outdated SCBAs and to enhance firefighter safety by providing current technology advancements available that were not part of our existing SCBA units. A large portion of this purchase was covered by the federal government in the Assistance to Firefighter Grant (AFG) and the remaining portion through city budget approved capital improvement projects.

We are seeking permission to sell twenty SCBA air bottles to the South Area Fire and Emergency Response District from Rib Mountain, Wisconsin. We have worked with our current vendor to identify that the bottles have a resale value of \$100 per bottle. The South Area Fire and Emergency Response District is in need of these bottles for emergency response use within their jurisdiction. Selling to an outside publicly funded agency is an approved method of surplus disposal under the City's procurement policy with approval from the Finance Committee. Therefore, the department respectfully requests to sell the obsolete self-contained breathing apparatus air bottles to the South Area Fire and Emergency Response District.

If you have any questions or need additional clarification, please feel free to contact me at 832-5810.

"Appleton Fire Department....serving with P.R.I.D.E."



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MEMO

TO: Human Resources Committee
Finance Committee
Municipal Services Committee

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

DATE: April 2, 2014

SUBJECT: **Approve proposed modification to the Department of Public Works Table of Organization - Parking Division**

The Department of Public Works recently filled our vacant full-time Parking Attendant Position with one of our part-time Parking Ramp Cashiers. Now that the Attendant Position is filled we have turned our attention to the part-time position. An idea that developed during the staff review of filling the position was to combine two existing part-time positions (Ramp Cashier 0.4 FTE non-benefited and Parking Enforcement 0.5 FTE benefited) into one full-time combined position.

This idea is consistent with the City's Strategic Plan in the following ways:

Key Strategy # 1 – Determine and communicate City priorities and allocate resources accordingly. By combining these two positions we will create a position that has added flexibility to meet the needs of the Department and our customers. Some examples of added flexibility and improved customer service include:

- This combined position could easily and quickly transition between enforcement duties and ramp attendant duties based on the actual parking system demands. Currently, shifts are assigned for a minimum of hours, but the demand may be less depending on customer needs.
- Due to the flexible scheduling inherent to this proposed position, we could better serve the unique seasonal demands created by events at the Performing Arts Center and the Saturday morning Farmer's Market.
- This position would allow for more consistent and scheduled cleaning of the Blue Ramp (and its future replacement). Cleaning of this ramp is currently performed by Parking Operator I's as their schedules permit.

Key Strategy #4 – Attract and retain an inspired, engaged workforce. The current part-time employee that would be assigned to the proposed new combined full-time position is exactly the type of employee the Department wishes to retain. He has an excellent rapport with our customers, a strong work ethic and is very flexible with scheduling across our 6-day work week (both days and evenings).

We believe that although this concept will require additional money in salaries and benefits, the position will pay for itself with anticipated additional ticket revenue as well as improved customer service. The estimated cost comparison is as follows:

Existing:

0.5 FTE Parking Enforcement @ \$18.06	= \$18,782
0.4 FTE Parking Cashier @ \$9.37	= \$ 7,796
Insurance/Benefits	= \$ 3,338
TOTAL	= \$29,916

Proposed:

1.0 FTE Combined Position @ \$16.12	= \$33,530
Insurance/Benefits	= \$18,443
TOTAL	= \$51,973

The anticipated additional annual cost for the proposed combined position is \$22,057. However, based on our annual ticket revenue we anticipate we will also increase our revenue by approximately \$32,000. Our projected assignment of the combined position is 0.6 FTE enforcement, 0.3 FTE cashier and 0.1 FTE ramp attendant. The additional 0.1 (208 hours) of enforcement x \$152 enforcement revenue per hour = \$31,616.

Therefore, based on our expected break-even cost analysis, the improved customer service, and goal of employee retention, we recommend that the Department of Public Works Table of Organization be modified to combine two existing part-time positions into one full-time position. If approved, we would make the change effective June 2, 2014 in order to allow for scheduling changes for the new full-time position. In order to fund the position change for 2014, the following budget amendment is also required:

Salary & Fringe Benefits	\$13,698
Parking Enforcement Revenue	\$13,698

C: Sandy Behnke, Human Resources Director
Tony Saucerman, Interim Finance Director



CONTRACT MODIFICATION
CITY OF APPLETON, WISCONSIN

☒ CHANGE ORDER

☐ WRITTEN AMENDMENT

MODIFICATION NO¹: 001

TO CONTRACTOR: Staab Construction Corporation

PROJECT: Regulatory Upgrade and Process Improvement PROJECT NO: 468399

OWNER: City of Appleton

ENGINEER: CH2MHILL

The following modification(s) to the Contract are hereby ordered (use additional pages if required):

See RFQ Log attached. Includes RFQs 2 through 6.

Reason for Modification(s):

Various. See RFQs 2 through 6 attached.

Attachments (List Supporting Documents):

RFQs 2 through 6, attached.

Contract Amount or Price		Contract Times (Calculate Days)	
Original	\$4,857,000	Original Duration	365 Days
Previous Contract Modification(s) (Add/Deduct)	\$0	Previous Contract Modification(s) (Add/Deduct)	0 Days
This Contract Modification (Deduct)	\$(109,974)	This Contract Modification (Add/Deduct)	0 Days
Revised Contract Amount	\$4,747,026	Revised Contract Time	365 Days

The Revised Contract Completion Date is:

 , 20

Owner	Contractor	Engineer Recommendation ²
By: <u>[Signature]</u>	By: <u>[Signature]</u>	By: <u>Tony Myers</u>
Date: <u>3/17/14</u>	Date: <u>3/14/14</u>	Date: <u>03-14-2014</u>

¹ Number all Modifications consecutively.

² Recommendation necessary for Change Orders.

Copies: Owner

City of Appleton RFQ Log

Regulatory Upgrade and Process Improvement Project

Number	Date Initiated	Description	Comments	Status	Amount
001	2/21/14	SST Ladders in Clearwell	Owner decided to stay with FRP ladders based on additional \$15,170 cost for SST ladders.	Not accepted	\$ -
002	2/27/14	SCADA Software	Additional software and licenses to meet plant needs.	Accepted	\$ 13,966
003	3/7/14	Contractor Plating Alternate	Contractor suggested alternative for Concrete gullet cap instead of SST plates. Easier installation and lower cost.	Accepted	\$ 495,719
004	3/12/14	10" SS Drain Pipe Modifications	Unforeseen conditions in the Membrane wet well require relocation of SST purge valve pipe and copper pipe to avoid interference with new dual concrete wall.	Accepted	\$ 1,231
005	3/13/14	Membrane Wetwell Rebar	Additional rebar recommended during shop drawing review to reduce potential for concrete shrinkage and water leakage at the wall base.	Accepted	\$ 4,362
006	3/14/14	Galvanized Pipe Flanges	Substitute galvanized back-up flanges for SST back-up flanges to match existing pipe materials.	Accepted	\$ (23,836)
			Change Order 1 Processed for RFQs 1 through 6. Total Cost = Deduct of \$109,874		