

**CITY OF NEENAH  
FINANCE AND PERSONNEL COMMITTEE MEETING  
Monday, February 18, 2019 – 6:00 p.m.  
Hauser Room, Neenah City Administration Building  
211 Walnut Street, Neenah, Wisconsin**

*NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council will be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This constitutes a Meeting of the Neenah Common Council and must be noticed as such. The Council will follow the same agenda as the committee, but will not take any formal action at this meeting.*

**AGENDA**

1. Public Appearances
2. Approval of Minutes from the January 28, 2019 Regular Meeting and the February 6, 2019 Special Meeting (minutes can be found on the City's website).
3. Annexation Impact Report – Annexation #214 (Loren's Auto Recycling/2405 Schultz Drive – Town of Neenah – 18.97 Acres (Documents to be distributed separately.) M. Easker
4. Recess for Purposes of Special Common Council Meeting
5. Reconvene Committee Meeting at Conclusion of Special Common Council Meeting
6. Request to Fill Engineering Technician Position (attachment) G. Kaiser
7. Resolution 2019-06 Amending the Fee Schedule of the City of Neenah to Provide for an Automated Collection Cart Swap Fee and an Additional Cart Annual Fee (attachment) G. Kaiser
8. Windows 10 and Citrix Device Purchase Request (attachment) J. Wenninger
9. IS Service Fee Discussion (attachment) J. Wenninger
10. ERP Funding and Implementation Timeline Plan (attachment) J. Wenninger
11. Off Network Backup Solution Purchase Request (attachment) J. Wenninger
12. Resolution No. 2019-08 Establishing the Interest Rate for Special Assessments Paid in Installments Under Wis.Stat. §66.0718 (attachment) M. Easker
13. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call **the Neenah Finance Department at (920) 886-6140** or the **City's ADA Coordinator at (920) 886-6106** or e-mail [attorney@ci.Neenah.wi.us](mailto:attorney@ci.Neenah.wi.us) at least 48 hours prior to the scheduled meeting or event to request an accommodation.

**CITY OF NEENAH  
FINANCE AND PERSONNEL COMMITTEE MEETING  
Monday, January 28, 2019 – 6:30 p.m  
Hauser Room, Neenah City Administration Building  
211 Walnut Street, Neenah, Wisconsin**

**MINUTES**

**Present:** Chairman Erickson; Aldermen Kunz, Boyette, Steele and Stevenson; Mayor Kaufert; City Attorney Godlewski; Director of Finance Easker

**Others Present:** Police Chief Olson, Director of Community Development Haese, Director of Public Works Kaiser, Director of Community Development Schmidt.

**Public Appearances:** None.

**Minutes:** Motion/Second/Carried Kunz/Stevenson to approve the minutes from the January 7, 2019 Regular Meeting and the January 16, 2019 Special Meeting. All voting aye.

**Request to Fill Police Captain Position:** Committee reviewed memo from Chief Olson requesting authorization to fill the pending Police Captain vacancy effective February 25, 2019. Mayor Kaufert has reviewed the request and concurs with filling the position. He informed the Committee that an individual has been chosen for the position pending Committee and Police Commission approval. Committee and staff discussed various aspects of filling the vacant position, including removing the effective date of February 25 for the hiring.

**Motion/Second/Carried Kunz/Erickson authorizing the Police Department to fill the pending Police Captain vacancy. All voting aye.**

**Request to Fill Police Officer Position:** Committee reviewed memo from Chief Olson requesting authorization to fill the pending Police Officer vacancy effective February 18, 2019. Mayor Kaufert has reviewed the request and concurs with filling the position. Committee and staff discussed various aspects of filling the vacant position.

**Motion/Second/Carried Kunz/Boyette authorizing the Police Department to fill the pending Police Officer vacancy effective February 18, 2019. All voting aye.**

**ERP Funding and Implementation Timeline Plan:** Agenda item deferred to a future meeting.

**Off Network Backup Solution Purchase Request:** Agenda item deferred to a future meeting.

**Annexation Impact Report – Annexation #213 (Lone Oak Drive/Paint Brush Drive – Town of Neenah – 14.516 Acres):** Committee reviewed memo from Director Easker with regard to the impact of the proposed annexation of 14.516 acres located at Lone Oak Drive/Paint Brush Drive in the Town of Neenah (Annexation 213). Committee and staff reviewed the map of the proposed annexation area. Deputy Director Schmidt indicated that fifteen residential lots are planned by the developer within the annexed property. Issues discussed included the amount of deferred assessments generated by the annexation, the proposed road layout and potential annexation land to the north of the property.

REPORT

**Motion/Second/Carried Kunz/Boyette recommending Council approve and accept the petition for annexation of 14.516 acres located at Lone Oak Drive/Paint Brush Drive in the Town of Neenah.** All voting aye.

**Acquisition of 502 Monroe Street for Storm Water Management Purposes:** Committee reviewed memo from Director Haese recommending Council authorize the appropriate staff to acquire 502 Monroe Street, at a purchase price of \$147,000, for the purpose of storm water management. The property is adjacent to land purchased earlier from Neenah Foundry by the City for storm water management. Director Haese pointed out how controlling the property would greatly benefit the configuration and efficiency of the storm water pond proposed for the site.

Committee and staff discussed various aspects of the proposed purchase. Alderman Kunz suggested that the City consider using CDBG funds for the purchase. Director Haese said that could be an option, pending the additional requirements that are part of a CDBG purchase. Other issues discussed included the role the DNR will play in the storm pond project, the cost to demolish the house and proposed uses for the property if it is ultimately not used as part of the storm pond. Alderman Stevenson suggested that the City investigate the potential of Habitat for Humanity moving the home as opposed to demolishing it.

REPORT

**Motion/Second/Carried Stevenson/Kunz recommending Council authorize the appropriate staff to acquire 502 Monroe Street, at a purchase price of \$147,000, for the purpose of storm water management, with funding for the acquisition assumed to be provided from the storm water utility fund, pending additional investigation on the potential of using CDBG funding, and that City staff investigate the potential of Habitat for Humanity moving the home as opposed to demolishing it.** All voting aye.

**Acquisition of 886, 1225 and 1229 S. Commercial Street Utilizing Community Development Block Grant Funding:** Committee reviewed memo from Director Haese recommending Council authorize the appropriate staff to acquire 886 S. Commercial Street at a purchase price of \$45,000 and acquire 1225 and 1229 S. Commercial Street for a total purchase price of \$157,000, with the use of CDBG funds as the funding source for the purchases.

The memo indicated that the property at 886 S. Commercial has been vacant for many years and has attracted little interest. Among other options, preliminary discussions with an adjacent property owner indicate that removal of the existing building could ultimately lead to their ability to acquire and utilize the property. The property at 1225 S. Commercial Street has a common ownership interest and has reached a high degree of economic obsolescence, while the 1229 S. Commercial property is a single-family residence that is both in a state of disrepair and inconsistent with adjoining land uses. He indicated that the properties could be combined for development with adjoining property already controlled by the City.

Committee and staff discussed various aspects of the proposed purchases. A map of the area was reviewed and options for potential development were discussed.

REPORT

**Motion/Second/Carried Kunz/Stevenson recommending Council authorize the appropriate staff to acquire 886 S. Commercial Street at a purchase price of \$45,000. The funding source for the purchase shall be CDBG funds. All voting aye.**

REPORT

**Motion/Second/Carried Kunz/Stevenson recommending Council authorize the appropriate staff to acquire 1225 and 1229 S. Commercial Street for a total purchase price of \$157,000. The funding source for the purchase shall be CDBG funds. All voting aye.**

**Sanitary Sewer Lateral Assessments:** Committee reviewed memo from Director Kaiser recommending Council approve proposed revisions to Policy 2013-1 "Policy on procedures and payment for repairs on private sanitary sewer laterals." The revised policy would change the cost-share arrangement between the utility customer and the utility. The changes fall into two major areas:

1. The City will cost-share in full lateral replacements, whether done as part of a City utility project or as a stand-alone replacement.
2. Complete sanitary sewer lateral replacement from the sewer main to the building will be the standard of work on City utility replacement projects.

The need to replace substandard laterals will allow the utility to reduce the amount of infiltration and inflow ("I&I") getting into the system through substandard laterals. I&I is a significant problem for the City as some estimates put the amount of I&I at 50% of the total flowage, with a significant portion of I&I coming into the system through faulty or substandard sewer laterals. As an inducement for property owners to do a complete replacement of laterals, and thereby reduce the amount of I&I coming into the system, the City would participate in the cost of replacement at 50% of the cost based on the most recent bid amount for lateral replacement times the average distance between the sewer main and the building served by the new lateral on the street where the property is located. The fiscal impact of this proposal, would increase the base charge for the sewer utility by an estimated \$5.85 per quarter, or \$23.40 annually. The estimated annual cost would be approximately \$500,000.

Committee and staff discussed various aspects of the proposed policy revisions. Director Kaiser indicated that he would like to add a definition of "Partial Replacement" and City Attorney Godlewski indicated that language needed to be added to exclude City properties that are served by non-City utilities or sanitary district. Aldermen Kunz and Steele expressed concern that the special assessments would still be needed for sewer laterals but Alderman Steele indicated that after consideration, the proposal is a good starting point. Alderman Stevenson voiced concern that newer constructed buildings would be subsidizing older areas since most of the newer areas of the City already have sewer laterals made of acceptable material. Director Kaiser indicated that newer construction would benefit from this program through reduced treatment charges due to reduced I&I in the system. Discussion also took place regarding creating a sewer credit (similar to the TARF waiver) for those properties that have had a special assessment for sanitary sewer lateral replacement in the past five years.

**Motion/Second/Carried Boyette/Kunz recommending Council approve amended Policy 2013-1 "Policy on procedures and payment for repairs on private sanitary sewer laterals" with additional language clarifying that City properties served by non-City utilities or sanitary districts are not eligible for this program and added a definitions for Partial Replacement. Staff is also directed to develop a sewer credit program (similar to the TARF waiver) for those properties that have had a special assessment for sanitary sewer lateral replacement in the past five years. Motion carried 4-1, with Alderman Stevenson voting no.**

**Fiscal Matters: December Vouchers: Motion/Second/Carried Stevenson/Steele to approve the December vouchers as presented. All voting aye.**

**Motion/Second/Carried Stevenson/Boyette to adjourn the meeting at 9:00 p.m. All voting aye.**

Respectfully submitted,



Michael K. Easker, CPA  
Director of Finance

**CITY OF NEENAH**  
**SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING**  
Wednesday, February 6, 2019 – 6:30 p.m.  
Hauser Room, Neenah City Administration Building  
211 Walnut Street, Neenah, Wisconsin

**MINUTES**

**Present:** Chairman Erickson; Aldermen Kunz, Boyette, Stevenson and Steele; Mayor Kaufert, City Attorney Godlewski; Director of Finance Easker

**Others Present:** Aldermen Bates and Hillstrom; Robert W. Baird Financial Advisor John Mehan.

**Public Appearances:** None

**Resolution No. 2019-05 Authorizing the Issuance and Sale of \$8,825,000 General Obligation Promissory Notes:** Committee reviewed Resolution 2019-05 Authorizing the Issuance and Sale of \$8,825,000 in General Obligation Promissory Notes to finance the 2019 Capital Improvement Program. The debt bid and sale took place earlier in the day on February 6, with the closing scheduled for March 1. Financial Advisor Mehan presented the Final Pricing Summary. The City received six bids on the promissory notes, with Piper Jaffray submitting the winning bid at a True Interest Cost (TIC) of 2.4633%. This compares to preliminary estimates of approximately 2.8% when the City approved the initial borrowing resolution in January.

Committee and staff discussed various aspects of the proposed resolution and pricing summary. Issues discussed included the reasons behind the lower final interest rates compared to January estimates, how those rates compare to rates the City has available to reinvest the funds as well as a specific discussion on the Standard and Poor's rating report that affirmed the City's AA/Stable bond rating.

**Motion/Second/Carried Stevenson/Kunz recommending Council approve Resolution 2019-05 Authorizing the Issuance and Sale of \$8,825,000 in General Obligation Promissory Notes to finance the 2019 Capital Improvements. All voting aye.**

**Motion/Second/Carried Boyette/Stevenson to adjourn the meeting at 6:45 p.m. All voting aye.**

Respectfully submitted,



Michael K. Easker, CPA  
Director of Finance

RESOLUTION



Department of Public Works  
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426  
Phone 920-886-6241 • e-mail: gkaiser@ci.neenah.wi.us  
GERRY KAISER, P.E.  
DIRECTOR OF PUBLIC WORKS

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## MEMORANDUM

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**DATE:** January 8, 2019  
**TO:** Mayor Kaufert, Chairman Erickson, Members of the Finance & Personnel Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** Request to Fill Vacant Engineering Technician Position

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Darla Scherer has retired from the city engineering staff after 26 years of dedicated service. I'd like to thank her for the upbeat attitude and the positive impression of the department that she made on citizens that she assisted. She will definitely be missed.

Staff is requesting permission to fill this position.

The needs of the department have evolved somewhat as stormwater management demands have increased and as technology has changed. The position description has been modified to reflect this in two respects:

1. It now identifies a series of stormwater management responsibilities. We've seen that we need to do a more comprehensive job of inspecting construction site erosion control installations and various best management practices that have been installed. Several of these duties exist within the current work in the position, but have been expanded to incorporate other stormwater responsibilities.
2. It includes GIS tasks within general public works duties. This position currently updates all of our utility mapping and databases for sanitary sewer and storm sewer facilities in AutoCad. That will continue under the modified description, however we are also looking for ArcGIS skills in this position to assist with the mapping and reporting needs of the department.

The educational and experience requirements have been increased to reflect the modified needs in the position. This led to an adjustment from a Grade I3 to a Grade J3 for this non-exempt position.

To balance the work being added to this position, we are adjusting some of the sidewalk inspection and contract management responsibilities currently performed by this position to be handled by other staff.

Staff requests that Committee approve filling the Engineering Technician vacancy.

## The City of Neenah Position Description

<b>Position Title:</b>	Engineering Technician	<b>Department:</b>	Public Works
		<b>FLSA:</b>	Non-exempt
<b>Date:</b>	January 2019	<b>Reports To:</b>	Director of Public Works

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### Purpose of Position

The purpose of this position is to ensure municipal compliance with local, state, and federal environmental regulations by planning, managing, and coordinating the activities of the City's Stormwater Management Program. Position also assists department activities on public works maintenance/ construction projects, performing construction inspection and measurements, developing construction plans, providing engineering information to the public, and maintaining geographic information system (GIS) data. The work is performed under the direction of the Director of Public Works.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

#### Stormwater Duties

Plans, organizes, and coordinates the daily activities of the stormwater program to ensure compliance with the permit.

Develops and maintains guidance documents on use of Best Management Practices (BMPs) for commercial, residential and municipal activities to ensure compliance with the stormwater permit.

Reviews proposed stormwater management plans and long-term operation and maintenance plans for construction and development.

Reviews erosion and sedimentation control plans for construction and development.

Inspects and maintains record of construction site erosion control installations.

Assists with the inspections of stormwater structures, stormwater outfalls, detention ponds, creeks, ditches, and the Neenah Slough. Oversees the detention pond maintenance activities of consultants and contractors.

Assists with identifying repairs of catch basins, outfalls, junction boxes, yard inlets, detention ponds, illicit discharges, and other storm water systems at frequent interests to insure that all aspects of the systems are functioning properly.

Prepares and presents reports, recommendations, and studies to staff, governing bodies, private agencies and groups, and/or Council at public hearings and meetings.

Assists in the preparation and/or completes various forms, field reports, correspondence, maps, policies, procedures, reference material or other documentation.

Provides technical expertise and aid in responding to questions for interpretation of various codes and ordinances. Assists in responding to citizen inquiries and complaints regarding the stormwater program, water quality, and site drainage.



Assists with the compliance of the City's Illicit Discharge Detection and Elimination (IDDE) program including responding to complaints, conducting field inspections and water quality monitoring of watercourses and other stormwater facilities.

Maintains a comprehensive, current knowledge of regulations and guidelines; maintains awareness of trends and advances in the profession, attends workshops and training sessions as appropriate.

Represents the City at the Northeast Wisconsin Stormwater Consortium (NEWSC) and other professional group meetings.

#### General Public Works Duties

Directs construction project survey and staking crews. Operates transit and level to set grade elevations, alignment, and check/correct elevation and alignment.

Determines daily work schedule for survey crew.

Completes Diggers Hotline locating for underground electrical and sewer lines under city's responsibility. Operates metal detector and other electronic utility locating equipment.

Provides information and technical advice to contractors and the public regarding construction and maintenance projects. Receives, investigates resolves and/or directs complaints.

Inspects construction/maintenance work including projects for paving, storm/sanitary sewers, sidewalks, and curb/gutter for compliance with design standards. Tests materials.

Calculates materials quantities and tabulates construction data.

Maintains as-built records. Collects data for construction plans and as-built documents.

Drafts maps and construction plans.

Orders supplies for construction survey, materials testing and staking.

Files construction plans, as-built plans and topographical surveys.

Inputs and edits municipal infrastructure into GIS on a routine basis. Documents procedures and metadata definitions.

Provides departmental GIS end user support.

Generates maps and other GIS reports and information products.

Collects and converts mapping resources and data. Converts, imports, and exports data in and out of the GIS system.

Directs the preparation of regular status reports, highlighting GIS issues requiring attention.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Answers office telephone and routes calls.

Schedules survey truck maintenance and repairs.

Provides photocopies and drawings.

Assists department visitors.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

- Associates Degree in Engineering, Environmental Sciences, Natural Resources or related field preferred.
- Minimum of three (3) years' experience in construction survey, staking/drafting, stormwater programs or a related environmental, engineering or water resource field preferred.
- Geographic information system and AutoCad experience preferred.
- A valid Wisconsin driver's license is required.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.

Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

Ability to utilize a wide variety of descriptive data and information such as field log books, construction plans, as-built plans, maps, regulations, blueprints, correspondence and general operating manuals.

Ability to communicate orally and in writing with contractors, department personnel, engineers and the general public.

### **Mathematical Ability**

Ability to calculate percentages, fractions, decimals, volumes, ratios, present values and spatial relationships. Ability to interpret basic descriptive statistical reports.

### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

### **Physical Requirements**

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as motor vehicle, surveying tools, metal detector, computer, calculator, adding machine, shovel, pick ax, sledge hammer, flashlight, sewer locator, two-way radio and telephone.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as drafting.

Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds and textures associated with job-related objects, materials and tasks.

**Environmental Adaptability**

Ability to work under conditions that require exposure to environmental factors such as temperature variations and extremes, noise, vibrations, machinery, traffic hazards, wetness and/or dust. This exposure may cause some discomfort and presents a risk of injury.

The City of Neenah is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature                          Date

\_\_\_\_\_  
Supervisor's Signature                          Date



*Office of the Mayor*  
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Phone 920-886-6104 • Fax: 920-886-6109  
e-mail: dkaufert@ci.neenah.wi.us  
DEAN R KAUFERT  
MAYOR

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## MEMORANDUM

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**DATE:** February 6, 2019  
**TO:** Chairman Erickson and Members of the Finance Committee  
**FROM:** Mayor Dean Kaufert  
**RE:** Engineering Technician

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This position is essential to the engineering department in Public Works. Stormwater responsibilities are expanding due to the DNR requirements. I also asked Director Kaiser to add GIS responsibilities to this position upon the current employee's retirement. We are beginning to be much more aggressive in GIS mapping and need a person within the department to have those skills. I concur and recommend the Committee give approval to fill this position.



**RESOLUTION NO. 2019-06**

**A RESOLUTION AMENDING THE FEE SCHEDULE OF THE CITY OF NEENAH TO PROVIDE FOR AN AUTOMATED COLLECTION CART SWAP FEE AND AN ADDITIONAL CART ANNUAL FEE.**

**WHEREAS**, Municipal Code Ch. 14, Div. II provides for the Common Council to adopt an automated collection cart swap fee and an additional cart annual fee; and,

**WHEREAS**, by Resolution #7185, the Common Council adopted a uniform fee schedule; and,

**NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF NEENAH, WISCONSIN** this 27th day of February, 2019 that the uniform fee schedule established by Resolution #7185 is amended by including an automated collection cart swap and an additional cart annual fee:

FEE TYPE	FEE	CODE / ORD / RES
<b>PUBLIC WORKS</b>		
<b>AUTOMATED COLLECTION CART FEES</b>		
Change cart size (Existing Property Owner)	\$25.00 per cart Each	Ch. 12, Res.2019-06
Additional Recycling Cart (Residential)	\$25.00 per cart Annual	Ch. 12, Res.2019-06
Additional Refuse Cart (Residential)	\$185.00 per cart Annual	Ch. 12, Res.2019-06

Recommended by: **Finance and Personnel Committee**

CITY OF NEENAH, WISCONSIN

Moved: \_\_\_\_\_

\_\_\_\_\_  
Dean Kaufert, Mayor

Passed: \_\_\_\_\_

\_\_\_\_\_  
Patricia A. Sturn, City Clerk



*Information Systems*  
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426  
Phone 920-886-6174 • e-mail: jwenninger@ci.neenah.wi.us  
JOSEPH L. WENNINGER  
INFORMATION SYSTEMS DIRECTOR

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## M E M O R A N D U M

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**DATE:** Wednesday, February 6, 2019  
**TO:** Chairperson Erickson and Members of the Finance and Personnel Committee  
**FROM:** Joseph L. Wenninger, Director of Information Systems  
**RE:** Windows 10 and Citrix Device Purchase Request

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**I am requesting Committee approval of expenditures not to exceed \$38,000 to upgrade all devices on the city network to the Windows 10 Operating System (OS). Funding for this purchase will be a combination of \$35,000 that was approved in Information Systems 2019 CIP Budget and \$3,000 of unspent funds from the Door Swipe Access Control project in Information Systems 2018 CIP Budget.**

90% of the City's computing environment consists of Windows 7 Professional OS at the endpoint. With Microsoft setting January 2020 as the end-of-life date it is imperative for security and future enhancement availability reasons that these devices be upgraded to Windows 10 Professional OS.

Information Systems staff feels the most effective method of rolling out the Windows 10 OS while also providing employees with a long term positive and efficient computing experience involves matching computing needs with the appropriate solution. To achieve that outcome, IS staff has analyzed the existing environment and has developed an implementation plan that includes the purchase of 1) Thin Clients and Chromebooks for staff to take advantage of the benefits provided by VDI/Citrix, 2) Laptops, Workstations and Desktops for staff running high-end processor applications like AutoCAD, GIS, Video rendering and editing software, etc. or applications not capable of running in a VDI/Citrix environment and existing hardware cannot handle the workload and 3) additional Windows 10 Professional licenses for staff running high-end processor applications like AutoCAD, GIS, Video rendering and editing software, etc. or applications not capable of running in a VDI/Citrix environment and existing hardware can handle the workload.

The implementation plan consists of the following solution breakdown:

- Thin Clients – 57%
- Chromebooks – 17%
- Laptops – 2%
- Desktops – 8%
- Workstations – 6%
- Windows 10 Professional Licenses – 10%

I look forward to discussing this request further during the February 18<sup>th</sup> Finance and Personnel Committee meeting. Thanks.

**IS Budget Allocation Formula**

- 1) All Projects consisting of 100 hours or more that are performed for a specific department will be charged in whole to that department and subtracted from Information Systems total budget number.
- 2) All outside technical services costs contracted for a specific department will be charged in whole to that department and subtracted from Information Systems total budget number.
- 3) System utilization statistics will be retrieved from the Aristotle appliance, the City's keystroke monitoring solution, and be utilized as 30% of the allocation formula after project costs have been allocated.
- 4) Number of users per department statistics will be utilized as 30% of the allocation formula after project costs have been allocated.
- 5) Number of devices per department statistics will be utilized as 30% of the allocation formula after project costs have been allocated.
- 6) Number of servers allocated to a single department statistics will be utilized as 5% of the allocation formula after project costs have been allocated.
- 7) DASD consumption by department statistics will be utilized as 5% of the allocation formula after project costs have been allocated.
- 8) Pro-rated Information Systems CIP cost will be added based on assets cost and expected life cycle.

**GIS Budget Allocation Formula**

- 1) All Projects consisting of 100 hours or more that are performed for a specific department will be charged in whole to that department and subtracted from Geographic Information Systems total budget number.
- 2) All outside technical services costs contracted for a specific department will be charged in whole to that department and subtracted from Geographic Information Systems total budget number.
- 3) ArcView utilization statistics will be retrieved from the Aristotle appliance, the City's keystroke monitoring solution, and be utilized as 15% of the allocation formula after project costs have been allocated.
- 4) Repetitive map distribution statistics will be utilized as 55% of the allocation formula after project costs have been allocated.
- 5) A GIS overhead charge to all departments will be utilized as 10% of the allocation formula after project costs have been allocated.
- 6) A GIS consumer charge to all departments consuming services from GIS staff and not their departmental staff will be utilized as 20% of the allocation formula after project costs have been allocated.



*Information Systems*  
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Phone 920-886-6174 • e-mail: jwenninger@ci.neenah.wi.us  
JOSEPH L. WENNINGER  
INFORMATION SYSTEMS DIRECTOR

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## M E M O R A N D U M

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**DATE:** Thursday, January 17, 2019  
**TO:** Chairperson Erickson and Members of the Finance and Personnel Committee  
**FROM:** Joseph L. Wenninger, Information Systems Director  
**RE:** ERP Funding and Implementation Timeline Plan

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As you recall, the approval of the Finance and Personnel Committee to enter into a ten (10) year solutions agreement with CentralSquare Technologies during the November 26<sup>th</sup> meeting stipulated that a implementation Timeline and funding plan be submitted at a later date.

I am attaching the following three documents for discussion at the January 28<sup>th</sup> Finance and Personnel Committee meeting.

- ERP Module Implementation Timeline – Gantt Chart
- ERP Module Implementation Plan
- CentralSquare Solution Agreement Funding Plan

I would be happy to address any questions you may have prior to the February 18<sup>th</sup> Finance and Personnel Committee meeting and look forward to further discussion on this topic at that time. Thanks.



# ERP Module Implementation Timeline - Gantt Chart

	Task Name	Duration	Start	Finish	Q1 2019			Q2 2019			Q3 2019			Q4 2019			Q1 2020			Q2 2020			Q3 2020		
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1	Document Management Services	2d	02/11/19	02/12/19		█																			
2	Land/Parcel Management – Analysis	4d	02/12/19	02/15/19		█																			
3	Land/Parcel Management	40d	02/18/19	04/12/19		█	█	█																	
4	HTML5 User Interface Update/Training	20d	02/22/19	03/21/19		█	█																		
5	Customer Information System	130d	03/01/19	08/29/19		█	█	█	█	█	█														
6	Cognos Disclosure Management – Budget	60d	05/01/19	07/23/19				█	█	█															
7	Business License – Analysis	60d	07/15/19	10/04/19							█	█	█												
8	Business Licenses	45d	10/31/19	01/01/20										█	█	█									
9	Fleet Management – Analysis	60d	01/13/20	04/03/20														█	█	█					
10	Purchasing/Inventory	66d	02/03/20	05/04/20														█	█	█	█				
11	Fleet Management	35d	07/06/20	08/21/20																		█	█		
12																									
13																									
14	<b>Implementation Tasks</b>																								
15	<b>HTML5 User Interface Upgrade</b>																								
16	<b>Analysis/Vetting Tasks</b>																								
17																									
18																									

### ERP Module Implementation Plan

Implementation Timeline	Product	Implementation Timeline		Departments Served	Notes
		Days	Weeks		
<b>1st Quarter 2019</b>	Naviline Document Management Services	2	0.4	All departments utilizing Superion	Is DMS necessary or can IS skill sets and ACOM Forms solution be just as effective?
<b>1st Quarter 2019</b>	Naviline Land/Parcel Management	40	8.0	Community Development, Public Works, Finance and Water	Clearly deliniate property data to be shared with other applications.  Provide the City with one property database when the old assessment DB is removed.
<b>1st Quarter - 3rd Quarter 2019</b>	Naviline Customer Information System	130	26.0	Finance and Water	
<b>2nd Quarter/3rd Quarter 2019</b>	COGNOS-DM:Base Bundle	60	12.0	Finance	
<b>4th Quarter 2019/1st Quarter 2020</b>	Naviline Business Licenses	60	12.0	Finance and Clerks Office	Vet out pros and cons of purchasing capability within Superion versus additional human interaction if
<b>1st Quarter/2nd Quarter 2020</b>	Naviline Purchasing/Inventory	66	13.2	All departments utilizing Superion	
<b>3rd Quarter 2020</b>	Naviline Fleet Management	35	7.0	Public Works, Park and Recreation, Fire, Police and Water	

**CentralSquare Solution Agreement Funding Plan**

<b>Ten Year Subscription Model</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Annual Subscription	\$68,340.97	\$71,074.61	\$73,917.59	\$76,874.30	\$79,949.27	\$103,934.04	\$108,091.40	\$112,415.06	\$116,911.66	\$121,588.13
<b>Professional Services (Training, PM &amp; Consulting)</b>	<b>\$174,265.00</b>					<b>\$49,495.50</b>	<b>\$49,495.50</b>			<b>\$1,206,353.02</b>
<b>Naviline Financials</b>										
Naviline Document Management Services										
Naviline Land/Parcel Management Analysis	\$8,000.00									
Naviline Land/Parcel Management	\$8,960.00									
Naviline Customer Information System	\$55,240.00									
Naviline CIS Handheld Interface	\$0.00									
Naviline Click2gov CIS	\$1,280.00									
Naviline Business Licenses	\$14,080.00									
Naviline Click2gov Business License	\$1,280.00	\$1,280.00								
Naviline Purchasing/Inventory		\$16,640.00								
Naviline Click2Gov Purchasing and Inventory		\$1,280.00								
Naviline Fleet Management		\$16,640.00								
	<b>\$88,840.00</b>	<b>\$35,840.00</b>								
<b>Superion 3rd Party</b>										
COGNOS-DM:Base Bundl	\$26,140.00									
High Level Consulting	\$7,200.00									
Naviline Click2gov Core	\$12,105.00									
Cascade Style Sheets	\$700.00									
SunGard Transaction Manager	\$3,440.00									
	<b>\$49,585.00</b>									
<b>Total Superior and Superior 3rd Party</b>	<b>\$138,425.00</b>	<b>\$35,840.00</b>								
<b>Annual Cost</b>	<b>\$206,765.97</b>	<b>\$106,914.61</b>	<b>\$73,917.59</b>	<b>\$76,874.30</b>	<b>\$79,949.27</b>	<b>\$153,429.54</b>	<b>\$157,586.90</b>	<b>\$112,415.06</b>	<b>\$116,911.66</b>	<b>\$121,588.13</b>
<b>CIP Funding</b>										
CIP Funding	\$410,000.00									
Edge Credit	\$6,040.00									
<b>Total Funding</b>	<b>\$416,040.00</b>	<b>\$0.00</b>								
<b>Funding Balance</b>	<b>\$209,274.03</b>	<b>\$102,359.42</b>	<b>\$28,441.83</b>	<b>(\$48,432.47)</b>	<b>(\$128,381.74)</b>	<b>(\$281,811.28)</b>	<b>(\$439,398.18)</b>	<b>(\$551,813.24)</b>	<b>(\$668,724.90)</b>	<b>(\$790,313.02)</b>
<b>Eliminated Operating Budget Expenditures</b>										
CentralSquare Financials - Annual Maint	\$38,570.15	\$40,112.96	\$41,717.47	\$43,386.17	\$45,121.62	\$46,926.48	\$48,803.54	\$50,755.69	\$52,785.91	\$54,897.35
Clarity - Utility Billing - Annual Maint	6,910.00	7,117.30	7,330.82	7,550.74	7,777.27	8,010.58	8,250.90	8,498.43	8,753.38	9,015.98
Power9 Server (iSeries) Purchase							\$75,000.00			
Power9 Server (iSeries) Maintenance				\$14,441.40	\$14,874.64	\$15,320.88				
<b>Current Environment Expenditure</b>	<b>\$45,480.15</b>	<b>\$47,230.26</b>	<b>\$49,048.29</b>	<b>\$65,378.32</b>	<b>\$67,773.53</b>	<b>\$70,257.95</b>	<b>\$132,054.45</b>	<b>\$59,254.11</b>	<b>\$61,539.29</b>	<b>\$63,913.33</b>



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## M E M O R A N D U M

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**DATE:** January 18, 2019  
**TO:** Chairperson Erickson and Members of the Finance and Personnel Committee  
**FROM:** Joseph L. Wenninger, Director of Information Systems  
**RE:** Off Network Backup Solution Purchase Request

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**I am requesting approval to purchase a Spectra Logic Storage solution from Heartland Business Systems at a cost not to exceed \$20,000. Funding for this purchase will be a combination of \$15,000 that was approved in Information Systems 2019 CIP Budget and \$5,000 of unspent funds from the Expanded Citrix Disaster Recovery Capabilities project in Information Systems 2018 CIP Budget .**

The City currently utilizes a replication and snapshot back up scheme for backup of the production environment. Because of the increasing sophistication of breach exploits and the ability for both production and redundant environments to be corrupted simultaneously, staff feels that it is prudent to implement an additional layer of security by introducing off network backup into the City environment. For this reason funding was requested and approved in Information Systems 2019 CIP Budget although after analysis and review of potential solutions the funding will fall short of the actual expenditure.

After reviewing several solutions of various technologies, staff determined that the Spectra Logic Storage solution would best fit the City's needs. Staff proceeded to secure the following three quotes, selecting Heartland Business Systems as the vendor of choice based on the low bid and the satisfaction of previous engagements.

- Heartland Busienss Systems (\$19,853.06) – Spectra Stack \$19,853.06, Services \$0
- SHI (\$28,693.75) – Spectra Stack \$24,323.75, Services \$4,370.00
- CDW Government (\$21,462.08) – Spectra Stack \$17,617.48, Services \$3,844.00
- Spectra Logic (\$26,369.25) – Spectra Stack \$22,369.25, Services \$4,000.00

With the selection of Heartland Business Systems the City is also able to utilize an existing support agreement that expires in June of 2019 to eliminate roughly \$3,000 - \$4,000 of costs.

We look forward to discussing this request further during the February 18<sup>th</sup> Finance and Personnel Committee meeting. Thanks.



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## MEMORANDUM

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**DATE:** February 8, 2019  
**TO:** Chairman Erickson and Members of the Finance and Personnel Committee  
**FROM:** Michael K. Easker, Director of Finance *Mike*  
**RE:** Special Assessment Interest Rate

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As directed by the Common Council in 2015, the committee shall review in March of each year the interest rate for Special Assessments paid in installments. For three years the committee has established the rate based upon the Prime Rate as of the first business day of March plus a factor as determined by the committee. Starting in 2015, the interest rates as approved for the three years are as follows:

2015: Prime Rate of 3.25% plus Factor of 1.75% equals Approved Rate of 5.00%

2016: Prime Rate of 3.50% plus Factor of 1.50% equals Approved Rate of 5.00%

2017: Prime Rate of 3.75% plus Factor of 1.25% equals Approved Rate of 5.00%

2018: Prime Rate of 4.50% plus Factor of .50% equals Approved Rate of 5.00%

As the prime rate had risen to 4.50% last year, the prime rate plus factor was seen as becoming outdated for public policy purposes. The committee chose to provide citizens a stable rate for special assessments while various discussions regarding special assessments occurred. As such, the 2018 rate was maintained at 5.00%, while still technically using Prime plus .50% as the rationale.

The current Prime Rate is now 5.50%, lending further credence to eliminating it as a benchmark. The Common Council has recently passed legislation to reduce or eliminate special assessments for street reconstruction and sanitary sewer replacement for 2019 and beyond. As such, whatever rate that is chosen will have a minimal impact on City finances. Also, the City's cost of money is still well below 3%. If it is the committee and council's desire to maintain interest rate stability for those citizens that will have special assessments in 2019, I believe it is financially justifiable to simply maintain the rate at 5.00% for 2019 projects, while eliminating the Prime plus factor rationale.

Please contact me directly with any questions.



**RESOLUTION NO. 2019-08**

**A RESOLUTION ESTABLISHING THE INTEREST RATE FOR SPECIAL ASSESSMENTS PAID IN INSTALLMENTS UNDER WIS. STAT. §66.0715**

WHEREAS, the City of Neenah allows payment of special assessments by installments pursuant to Neenah Code §13-2; and,

WHEREAS, Wis. Stat. §66.0715 allows the City to charge a reasonable interest rate on the unpaid balance of the special assessments; and,

WHEREAS, the Common Council wishes to establish a fair and equitable mechanism for establishing that interest rate to reflect the City's cost of borrowing and administering the payment of special assessments by installments;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF NEENAH, WISCONSIN this 27<sup>th</sup> day of February, 2019, that the interest rate for special assessments paid by installment under Neenah Code §13-2 be established at \_\_\_\_\_%. The Finance & Personnel Committee shall review the rate as established under this resolution by March each year as required by Neenah Code §13-2.

BE IT FUTHER RESOLVED that the interest rate established each year shall not change for special assessments levied that year as required by Wis. Stat. §66.071(3)(b).

Recommended by: Finance & Personnel Committee

CITY OF NEENAH, WISCONSIN

Moved: \_\_\_\_\_

\_\_\_\_\_  
Dean R. Kaufert, Mayor

Passed: \_\_\_\_\_

\_\_\_\_\_  
Patricia A. Sturn, City Clerk