

CITY OF NEENAH
SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING
Tuesday, April 18, 2017 – 6:15 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. Request to Fill Vacant Community Development Assistant Building Inspector Position (attachment). C. Haese
3. Request to Fill Vacant Accounting Specialist Position (attachment). M. Easker
4. Updates to Observed Holidays for Non-Union and Non-Library Employees (attachment). H. Barber
5. Property Acquisition - 201 Smith Street (attachment). C. Haese

*Neenah City Hall is accessible to the physically disadvantaged.
If special accommodations are needed, please contact the Neenah Finance Department
at 920-886-6140 at least 24 hours in advance of the meeting.*



Department of Community Development
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-751-4660 • e-mail: chaese@ci.neenah.wi.us

CHRIS A. HAESE
DIRECTOR OF COMMUNITY DEVELOPMENT AND ASSESSMENT

M E M O R A N D U M

DATE: April 5, 2017
TO: Chairman Pollnow and Finance Committee Members
FROM: Chris A. Haese, Director of Community Development and Assessment
RE: **Community Development Assistant Building Inspector**

Kyle Pederson has recently resigned his position as Assistant Building Inspector to accept a similar position with the City of Appleton. The Assistant Building Inspector position is responsible for all residential building and electrical inspections in addition to conducting other key inspection functions of the Department. I am requesting approval to fill this vacancy.

Appropriate action at this time is to direct staff to take the necessary steps to fill the vacant Assistant Building Inspector position.

The City of Neenah Position Description

Position Title:	Assistant Building Inspector	Department:	Community Development
		FLSA:	Exempt
Date:	April 2017	Reports To:	Chief Building Inspector

Purpose of Position

The purpose of this position is to inspect residential and commercial construction projects, perform code enforcement duties, and assist with building, electrical, HVAC and plumbing inspections, as needed, to enforce applicable codes and ordinances. The work is performed under the direction of the Chief Building Inspector.

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.

Enforces state and local building, electrical, HVAC and plumbing codes.

Enforces City housing, public nuisance, property maintenance and zoning code ordinances.

Inspects building, electrical, HVAC and plumbing projects for compliance.

Inspects rehabilitation program properties for compliance with various codes.

Issues permits for building, electrical, HVAC, plumbing.

Issues violation orders, condemnation orders, change recommendations and/or citations to ensure compliance with applicable codes and ordinances.

Reviews building, electrical, HVAC and plumbing plans for compliance with state and local regulations.

Provides information regarding, building, electrical, plumbing, HVAC, zoning and other codes and ordinances to contractors, builders, architects, engineers, property owners, city staff and other interested parties.

Prepares and maintains inspection reports, correspondence and other required records and reports.

Creates and maintains inspection records.

Participates in on-going training to maintain certification(s) and knowledge of codes.

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, takes and relays messages.

Answers general questions from callers and in person.

Issues dial-a-ride tickets.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent required. Three years skilled trade experience in building construction with two years building construction, electrical standards, and HVAC experience preferred.

Wisconsin certifications in commercial building inspection, 1 and 2 family building, electrical and HVAC inspection, and valid driver's license 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 persuade, convince, and/or train others, including the ability to act in a lead worker capacity.

Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory and design data and information such as inspection reports, plans, blueprints, permit applications, permits, various codes, ordinances, ADA requirements, state statutes, high-tech manuals, computer software operating manuals, expense mileage reports, time sheets and non-routine correspondence.

Ability to communicate orally and in writing with contractors, developers, architects, engineers, city officials, city staff, property owners, tenants, public works personnel and the general public.

Mathematical Ability

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

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 sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Physical Requirements

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as motor vehicle, electrical circuit tester, tape measure, architectural scales, common hand tools, calculator and computer terminal.

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

Ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.

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

Environmental Adaptability

Ability to work under frequently unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, vibrations, noise, machinery, electrical currents, traffic hazards, disease and/or dust may cause or causing discomfort and where there is 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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e-mail: dkaufert@ci.neenah.wi.us
DEAN R KAUFERT
MAYOR

M E M O R A N D U M

DATE: April 6, 2017
TO: Chairman Pollnow and Members of the Finance Committee
FROM: Mayor Dean Kaufert
RE: Assistant Building Inspector

Due to a resignation to accept a similar position in Appleton, we need to fill this integral position.

As we enter the building season, it is imperative we have someone on board to conduct building and electrical inspections for contractors.

I recommend filling the position as soon as possible.



Finance Department
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MICHAEL K. EASKER, CPA
DIRECTOR OF FINANCE

M E M O R A N D U M

DATE: April 3, 2017
TO: Chairman Pollnow and Members of the Finance and Personnel Committee
FROM: Michael K. Easker, Director of Finance
RE: Request to Fill Vacant Accounting Specialist Position

As I reported last week, current Accounting Specialist Andy Kahl has been promoted to the Assistant Comptroller position effective June 1, 2017 upon the scheduled retirement of Deputy Director Nancy Handevitd. As such, we are now looking to fill the pending vacant Accounting Specialist position.

Please contact me directly with any questions.

Staff requests committee approval to fill the pending vacant position of Accounting Specialist within the Finance Department.

City of Neenah Position Description

Position Title:	Accounting Specialist	Department:	Finance
		FLSA:	Non-Exempt
Date:	March 2017	Reports To:	Assistant Comptroller and Director of Finance

Purpose of Position

The purpose of this position is to perform a wide range of professional accounting work for the City and City owned utilities. Assist the Director and Assistant Comptroller in monitoring and maintaining all financial activities, prepare financial statements, review and monitor financial transactions, assist departmental personnel with budget activity and other accounting related activities. The work is performed under the supervision of the Assistant Comptroller.

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.

General City

Assist the Director and Assistant Comptroller in maintaining the City's financial records.

Assist with budget administration: train departments in budget data entry, maintain budget adjustment logs. Prepare and maintain with budget work sheets.

Assist in preparation of a variety of monthly and quarterly reports for the Finance Committee and Common Council including Budget Status Reports, Enterprise Fund Reports, Special Revenue Fund Reports and Capital Improvement Program Funds.

Prepare and record journal entries for TIF funds, budget transfers, employee payrolls and benefits and other regular monthly entries.

Maintain Capital Improvement budgets; maintain current contract balances; prepare status reports. Record payments and change orders and track expenditures and encumbrances.

Audit approved disbursement documents over \$1,000 for fund budget account accuracy and distribution.

File federal, state and sales tax payments to appropriate governmental entities.

Monthly audit prepaid accounts, accounts payable and fuel and oil inventory for fund balance accuracy.

Work with Fleet Management on distribution of internal charges for services.

Coordinate and maintain City's purchase order system.

Prepare Federal 941 tax report and quarterly fuel tax refund report for the appropriate government bodies.

In the absence of the Assistant Comptroller, process month end closing instructions.

Prepare year-end financial reports: State and Federal tax reports; Wisconsin Retirement Annual Report; Workman's Compensation Annual Report; Prepaid Expenses and Carry Forward budgets per departmental instruction among others, reports requested by the auditors.

Assist in yearly budget and audit process and prepare appropriate reports.

Facilitate employee reimbursements through the payroll system.

Work to address audit questions and inquiries as needed.

Maintains capital improvement budget, contract balance, status reports. Records payments and change orders and tracks expenditures and encumbrances.

Provide account activity balance information to departments.

Work with departments on set up of year-end carryovers, contracts and encumbrances.

Provide backup support for payroll and utility billing process and with collection services in treasury section.

Perform miscellaneous job-related duties as assigned.

Water Utility

Prepare monthly financial reports for Water Commission

Maintain inventory reports.

Prepare all monthly journal entries.

Close all work orders at year-end.

Prepare and maintain fixed asset records.

Assist Assistant Comptroller in preparation of annual Public Service Commission Report.

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.

Prepare distribution documents for check run procedures, process check run procedure and print accounts payable checks.

Disburse accounts payable checks for mailing and distribute employee reimbursements to the proper employees.

Process out going mail through postage meter machine.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates Degree or higher in Accounting required. Three years accounting, budget preparation and administration experience in municipal government or public accounting environment preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiates, measure, copy, record and transcribe data and information. Ability to classify, computes, tabulate, and categorize data.

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

Ability to utilize a variety of advisory and design data and information such as balance sheets, income statements, wage reports, budget worksheets, debt offering statements, spreadsheets, computer software operating manuals, statistical reports, budget narratives, invoices, CAFR, payroll information, IRS forms, IRS code, GAAP, accounting methods, GAAFR, ordinances, statutes, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing with auditors, financial advisors, vendor representatives, department managers, city PC users, finance employees from other municipalities.

Mathematical Ability

Ability to apply algebraic formulas. Ability to interpret inferential statistical reports and/or formulation and equation data.

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 sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Physical Requirements

Ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, faxes machine, calculator/adding machine, computer printer and photocopier.

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

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.

Ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use may cause discomfort and poses a limited 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 Signature

Date

Supervisor Signature

Date



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DEAN R KAUFERT
MAYOR

MEMORANDUM

DATE: April 3, 2017
TO: Chairman Pollnow and Members of the Finance Committee
FROM: Mayor Dean Kaufert
RE: Accounting Specialist

With the promotion of Andy Kahl to Nancy Handevitd's position, the filling of this position for the day to day operations is important. I support the request.



Dept. of Human Resources and Safety
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HEATHER BARBER
DIRECTOR OF HUMAN RESOURCES AND SAFETY

MEMORANDUM

DATE: April 5, 2017
TO: Chairman Pollnow and Members of the Finance and Personnel Committee
FROM: Heather Barber, Human Resources
RE: Updates to Observed Holidays for Non-Union and Non-Library Employees

Upon reviewing practices around the valley and the state, and in having discussions with Department Heads and Employees, we are recommending changes to the current holiday structure. The recommended changes will not change the number of holidays given, just when they are taken. There will not be a financial impact or a change to overall benefits. We are recommending changes to Christmas, Independence Day, and New Year's Day. For employees in groups governed by work rules, the observed holidays may vary. These are proposed to be the rules in the Employee Handbook which cover most non-union employees.

In some cases, depending on department work load, it will be necessary for employees to work on days that holidays are observed on when the holiday is observed on a day other than the actual holiday. (An example would be for Sanitation Workers on December 26th due to it being a high volume trash collection week). We would like to amend the holiday rules in the Handbook to state that the Department Head and Mayor may elect to offer a floating holiday instead of the day off in circumstances where having off the day the holiday is observed by others is not possible due to department workload.

Christmas – The current rule states that whenever Christmas Eve or Christmas Day falls on a Saturday or Sunday, we observe the holidays on Friday and Monday.

If we follow the rule above, in 2017, employees would be off Friday, December 22nd through Monday, December 25th.

In surveying other communities in the Fox Valley and around the state, most will consider Friday December 22nd a work day, and will be observing Christmas the day after Christmas, on Tuesday, December 26th. (It should be noted that Menasha was the lone exception. They will be closed December 22nd and will be open December 26th)

Based on discussions with the Mayor and Department Heads, closing December 22nd does not seem to make business sense. Citizens would likely not expect the City offices to be closed 3 days prior to the holiday, especially since other municipalities will be open on December 22nd. As a result, staff would prefer to follow the practice of others in observing the holiday on December 26th instead of December 22nd.

Independence Day – Our current practice is that when Independence Day falls on Saturday, employees are given a floating holiday to use at another time during the year.

In reviewing how other municipalities around the state are handling holidays, of the 50 that responded to my inquiry, only 3 are following the practice of giving a floating holiday. The other 47 observe Friday, July 3rd as the holiday. I also conducted a survey of employees and discussed the options at a Department Head meeting, and employees and Department Heads agreed that closing July 3rd is preferred the next time Independence Day falls on a Saturday, which will be in July of 2020.

New Year's Day – Our current practice is that when New Year's Day falls on Saturday, the employees are given a floating holiday to use at another time during the year.

I found results similar to Independence Day when I surveyed other municipalities about New Year's Day, in that most of them will observe the holiday on Friday, December 31st. There were a few municipalities, not in the Fox Valley, who will observe the holiday on Monday, January 3rd instead. Since schools are back in session on January 3rd, staff felt that it would be assumed that January 3rd would be a regular business day. Fox Crossing, Appleton, Oshkosh, and Menasha will observe New Year's Day on Friday, December 31st in 2022, the next time New Year's Day falls on a Saturday. Staff agrees that it makes sense to be consistent with closing on Friday, December 31st.

Below are the 4 recommendations I am requesting the Finance Committee make to Council:

- 1. Staff requests a recommendation to Council that the Employee Handbook be amended to state that the Department Head and Mayor may make a determination based on workload that certain departments will work on days that a holiday is observed, and that in those cases employees will receive an extra floating holiday.**
- 2. Staff requests a recommendation to Council that when Christmas Day falls on a Monday, that the City offices remain open on December 22nd, and instead close on Tuesday, December 26th.**
- 3. Staff requests a recommendation to Council that when Independence Day falls on a Saturday, that City offices close on Friday, July 3rd.**
- 4. Staff requests a recommendation to Council that when New Year's Day falls on a Saturday, that City offices close on Friday, December 31st.**



M E M O R A N D U M

DATE: April 7, 2017
TO: Chairman Martin and CDA Members, Chairman Pollnow and Finance Committee Members
FROM: Chris A. Haese, CDA Executive Director
RE: **201 Smith Street Acquisition**

As a result of the creation of the Gateway Redevelopment Area and Tax Incremental District 10, the owners of 201 Smith Street have approached the CDA with offers to sell their properties for inclusion in the Gateway Redevelopment. As result of this offer, appraisals of the properties were commissioned to establish an estimate of the fair market value of the property.

The property had an appraised value of \$82,000, which was also the amount of the original offer made in early November 2016. The owners countered with an offer of \$110,000. After some negotiations, the owners have agreed to sell their property at a price of \$87,000. Upon approval of the acquisition, the CDA will close on the property in mid-May and allow the current owners to remain in the structure until October 1, 2017.

Staff is recommending acquisition of the aforementioned property at the agreed upon sale price.

Appropriate action at this time is to recommend Council proceed with the acquisition of 201 Smith Street at the agreed upon price of \$87,000.