AGENDA OF THE JOINT FINANCE/PERSONNEL COMMITTEE

TUESDAY, OCTOBER 30, 2018, 3:00 PM
CITY HALL, COUNCIL CHAMBERS

A. Roll Call.

B. Approval of the Agenda.

C. Regular Business.

1. Consideration with possible action on request to fill the replacement position of Civil Engineer in Public Works and all subsequent vacancies resulting from internal transfers.

2. Consideration with possible action on the request to transfer $14,714.00 from Contingency to Police and Fire Commission to cover recruitment costs in 2018.

3. Consideration with possible action on a new FireWorks contract replacing current ImageTrend.

D. Review and approval of the Mayor's recommended 2019 budget including out-of-state travel requests.

With regard to each of the items contained in this section D, the Committee may convene in closed session pursuant to Sections 19.85(1)(c) and (e), Wis. Stats., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility and for purposes of deliberating or negotiating the sale of public properties, investing of public funds as necessary for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

1. Transit Capital Equipment, Operating, and Revenues (pages 177, 218).

2. Common Council (page 14).

3. Mayor and Police & Fire Commission (page 18).

4. Administrative Services includes Finance, Clerk, Assessor, Purchasing, Election, Board of Review, Information Technology, Document Center, and Public Safety/Gov. Equipment Replacement (page 24).

5. Law (page 49).
6. Municipal Court (page 57).
7. Human Resources (page 63).
8. Community & Economic Dev. & Equipment Replacement (page 70).
9. Police, Humane Officer, and Equipment Replacement (page 83).
10. Fire and Equipment Replacement (page 97).
11. Public Works includes Engineering, Operations, Traffic, and Equipment Replacement (page 107).
12. Parks, Rec & Forestry includes Admin., City Hall, Triangle Hill, Parks, Recreation, Pools, Forestry, Wildlife Sanctuary, and Equipment Replacement (page 128).
13. Miscellaneous (page 155).
14. Sanitary Sewer (page 165).
15. Parking Utility (page 169).
16. Storm Sewer (page 173).
17. Bay Beach / Bay Beach Capital (page 187).
18. Debt Service (page 192).
19. Neighborhood Enhancement (page 195).
20. Workers Compensation (page 199).
21. General Liability (page 200).
22. Health Insurance Escrow (page 201).
23. Revenue - General Fund (page 203).
24. Revenue - Sanitary Sewer (page 213).
25. Revenue - Parking Utility (page 214).
26. Revenue - DPW Equipment Replacement (page 215).
27. Revenue - Storm Sewer (page 217).
28. Revenue - Bay Beach (page 220).
29. Revenue - Debt Service (page 221).
30. Revenue - Equipment Replacement Funds (page 223).
31. Revenue - Neighborhood Enhancement (page 228).

32. Revenue - Workers Compensation (page 229).

33. Revenue - General Liability (page 230).

34. Revenue - Health Insurance Escrow (page 231).

E. Informational.

1. 2018 Contingency Fund:
   $85,303.39

F. Adjournment.

1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Joint Finance/Personnel Committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.

Report to the
Joint Finance/Personnel Committee of the City of Green Bay

MEETING DATE	PREPARED BY
October 30, 2018	

AGENDA ITEM # C.1.

Consideration with possible action on request to fill the replacement position of Civil Engineer in Public Works and all subsequent vacancies resulting from internal transfers.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Civil Engineer -Peterson 10-19- 18

Position Fill Request
Justification Report
October 19, 2018

Position Title: Civil Engineer

1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.

__X_____ **Replacement Position** ______ **Not a Replacement Position**

This position is vacant as a result of Jessica Peterson's resignation effective 11/21/18.

2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.

The position is included in the current budget. The current salary range for the position is $49,441 - $68,369 per year. The position is currently funded 100% by the general levy-supported budget.

3. Please list the functions and any special information regarding this position.

This position provides design and contract administration services for all Public Works construction projects throughout the City of Green Bay. The position is responsible for the design and preparation of contract plans and specifications for projects benefitting the residential, commercial, and industrial customers of the City. The position provides the same service lines for other internal customers including the Parks Recreation and Forestry Department and Green Bay Water Utility, as well as the Police Department, Fire Department and Transit. Additionally, this position has been responsible for maintenance, inspection, and capital programming for the more than 30 bridges owned and operated by the City.

4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.

The position generally does not generate revenue and reduce expenses. Many of the projects completed by the in-house engineering staff are grant, developer, and/or assessment funded projects. The total dollar value of the 2018 Capital Improvement Program was approximately $29 million. The engineering services required to support this program could be estimated at approximately $4.5 million. The cost of consultants for this type of work completed by the staff would be higher than maintaining an in-house staff.

5. Please explain why current staff is unable to absorb duties of this position.

The volume of work to be completed by the engineering staff routinely exceeds the number of staff hours available on an annual basis.

6. **If duties of position are presently being done, how are they done?**

We would anticipate some project responsibilities to be shifted to other staff while some duties of the position will currently not be completed. As a result of this vacancy, it is possible that the work proposed in the 2019 Capital Improvement Program will not be completed.

7. **What service would be reduced or eliminated if this position is not filled?**

The design and construction and maintenance of City Infrastructure including buildings, bridges and parking ramps, as well as various park improvement and water utility related capital projects would not be completed.

8. **What are the alternative methods and costs of accomplishing the work?**

The alternate method of accomplishing the work would be to hire outside consultants to supplement our engineering staff. The cost associated with this alternative would be approximately 15% of the value of the construction for each project the outside consultant works on. This additional cost was not anticipated either though the development of the 2019 budget nor the 2019 Capital Improvement Program.

9. **Are there union issues?**

No

10. **Other supporting comments.**

None.

Report to the
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AGENDA ITEM # C.2.

Consideration with possible action on the request to transfer $14,714.00 from Contingency to Police and Fire Commission to cover recruitment costs in 2018.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. PFC Budget - Request for Contingency Funds Cover Memo 10-2018
2. Budget Status Report 10-2018

MEMORANDUM

Human Resources Department

To: Finance Committee

From: Melanie Falk, PHR
Human Resources Operations Manager

Re: Request to transfer $14,713 from contingency fund to Police and Fire Commission recruitment budget to cover the cost of police and fire recruitments.

Date: October 24, 2018

The recruitment budget for the Police and Fire Commission is $24,500. This budget is used to cover the recruitment costs for positions of Fire Fighter and Police Officer which include the following:

- Advertising
- Written tests/assessments
- Pre-employment medical exams
- Psychological exams (Police Officers)
- Polygraph exams (Police Officers)

This year, the City has hired 13 Patrol Officers and 6 Fire Fighters. As of date, total expenditures are $25,684 (see attached recruitment budget status report), with a deficit of $1,184. It should be noted that there are several bills, totaling $6,250 for Patrol Officer pre-employment exams that are pending. This results in a budget deficit of $7,434. Furthermore, we are projecting additional recruitment costs through December 31, 2018 as follows:

<u>Fire Fighter Recruitment</u>
Fox Valley Technical College Regional Hiring Process: $1,430
TOTAL: $1,430

<u>Police Officer Recruitment (4 Additional New Hires)</u>
Patrol Officer written exams (test dates 11/10 and 11/12): $850
Pre-employment medical exam: $2,000 ($500/officer)
Pre-employment psychological exam: $2,000 ($500/officer)
Polygraph: $1,000 ($250/officer)
TOTAL: $5,850

TOTAL ADDITIONAL COSTS THROUGH 12/31/18: $7,280
YTD 2018 BUDGET DEFICIT: $7,434

TOTAL: $14,714

As a result of the current deficit and anticipated recruitment and pre-employment exam costs for the Police Officer hires, this request is to transfer $14,714 from the City's contingency fund.

Thank you for your consideration.

City of Green Bay

FOR 2018 10

ACCOUNTS FOR: 003 POLICE & FIRE COMMISSION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52007 RECRUITING	24,500	24,500	25,683.80	2,443.25	.00	-1,183.80	104.8%
TOTAL POLICE & FIRE COMMISSION	24,500	24,500	25,683.80	2,443.25	.00	-1,183.80	104.8%

Report to the
Joint Finance/Personnel Committee of the City of Green Bay

MEETING DATE	PREPARED BY
October 30, 2018	

AGENDA ITEM # C.3.

Consideration with possible action on a new FireWorks contract replacing current ImageTrend.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. FireWorks Software Purchase

Metro Fire Department David W.
Litton
Administration Fire
Chief

MEMORANDUM

To: Barb Dorff, Chairperson
Finance Committee
Diana Ellenbecker, Finance Director

From: David Litton, Fire Chief

Date: October 19, 2018

Re: Records Management Software

In July of 2015, the fire department entered into a contract to purchase records management software from ImageTrend, Inc. The cost of the software was $62,440 plus $16, 488 of reoccurring maintenance costs on an annual basis. Previous to that, our ambulance billing service (Emergency Medical Services (EMS)) provided the software as part of their contract with the city. We had experienced numerous problems with EMS and moved to not only change the ambulance billing company but to also purchase the software outright.

ImageTrend, at the time, made numerous promises as to the performance of their system, including a new platform (Elite) that they were developing. Their national sales manager offered a demonstration as to the new software's abilities including analytics. In June of 2017, ImageTrend updated our system to the new Elite platform, and as of this date, the system does not operate as promised.

Our staff has spent hundreds and hundreds of hours trying to work with ImageTrend staff to correct the numerous issues that plague their system. In fact, after my demands, ImageTrend sent a team to Green Bay in June this year to “fix” the problems. The team from ImageTrend spent 2 ½ days here to understand the extent of the problems and left without any resolution. Several weeks later, and after many more conversations, ImageTrend indicated that they had developed the analytic reports that I had requested. These reports are the only way that I can measure our efficiency and effectiveness of our operations. To my amazement, most or all of the reports are either inaccurate, or not the reports that were requested.

The problems are numerous, are very complex, and we do not see an end in sight. The analytic reports are just the tip of the ice berg. There are numerous problems with the software itself, with updates causing the system to crash, and loosing data that then has to be reloaded. This software is comprehensive in our operation to include: reporting statistics to the United States Fire Administration via the National Fire Incident Reporting System, electronic patient care reporting (which is used to bill patients for service and is a major revenue source for the city), fire inspections and code compliance, training records and other reports that are mandated both on the Federal and State levels.

Unfortunately, ImageTrend was chosen by the State as their software of choice for receiving data. This was certainly a factor in our decision to purchase ImageTrend. There are numerous fire departments in the State that are experiencing exactly the same problems that we are and they also cannot get resolution to the problems. In fact, ImageTrend was again chosen by the State to implement Hazardous Material response data and the implementation has been delayed more than several times because the software is not working.

Having only touched on the magnitude of our problems, I do not have any confidence in ImageTrend's ability to fix the problems as evident by over 18 months of trying. We cannot continue to waste our time on a system that does not work as promised and without the ability to analyze our operation.

Because of the extent of the problem, we have identified a different software package from Fireworks' that will do exactly what we need it to do. We have been using a demo copy of their analytics package with our live real data and we are able to obtain the metrics necessary to assure proper measurement of our service. They offer a full suite of software (NFIRS reporting, patient care reporting, inspections, training and preplans) that integrate well together. In fact, we have downloaded 4 years of our legacy data to their system (at no cost) so that we could be assured of its proper operation. At this point, we are confident in this software's abilities to fit our needs today and into the future.

I am requesting that the purchase be allowed as a single source, because our research indicates that Fireworks' software is advanced beyond any other available software. The cost to purchase the software is $36,259. This price was reduced $9131 from the original quote through negotiation. We have the funding available for this purchase. I am asking that IT Director Mike Hronek and the legal staff review the documents for additional language and modifications prior to the actual purchase. It is my intention to have the software operational by January 1, 2019.

As a side note, I currently have $17,830.45 in invoices from ImageTrend for next year's maintenance which I do not intend to pay. Under the contract with ImageTrend, we must give them 60 days' notice of our intent to not renew the contract. We only need to give 30 days' notice for cause and I would argue that that are in breach of their contract!

I'm happy to provide a live demonstration of the software's abilities and can also show ImageTrend's inability.

cc: Vanessa Chavez, City Attorney
Mike Hronek, IT Director

Report to the
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of the City of Green Bay

MEETING DATE	PREPARED BY
October 30, 2018	

AGENDA ITEM # D.12.

Parks, Rec & Forestry includes Admin., City Hall, Triangle Hill, Parks, Recreation, Pools, Forestry, Wildlife Sanctuary, and Equipment Replacement (page 128).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. WLS PROJECT MANAGER COMMUNICATION

PETITIONS AND COMMUNICATIONS FORM
COMMON COUNCIL
CITY OF GREEN BAY

Date of Council Meeting: OCT 2, 2018

Request of Alderperson STEUER

Refer to: FINANCE BUDGET MTG.

Please state clearly the action requested. Requests should be turned in at the City Clerk's Office by 10:00 AM on the Thursday before a Council meeting. For late communications, present this form to the City Clerk after the request is read.

TO LOOK AT THE RECENTLY CREATED WLS PROJECT MANAGER POSITION IN MORE DETAIL AT THE CITY OF GREEN BAY BUDGET MEETING.