



## Finance Committee

July 21, 2020  
6:00 p.m.

Civic Center

Roll Call:

Alderpersons Wattawa, Feirer, Damon

1. Call to Order
2. Minute Approval
  - May 5, 2020 - [Finance Minutes 05-05-2020](#)
3. Discussion and Action Items:
  - Request for Proposal – Information Technology Services - [Information Technology - RFP 7-15-20 Final](#)
  - 2020-2021 Insurance Proposals – Liability/Auto/Workers Compensation
4. Adjourn

### PUBLIC NOTICE

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public hearings, which have a qualifying disability under the Americans with Disabilities Act. Requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the St. Francis City Clerk at 481-2300 Extension #4305. The meeting room is wheelchair accessible from the east and west entrances.

**NOTE:** There is a potential that a quorum of the Common Council may be present.

## MINUTES OF THE FINANCE COMMITTEE MEETING HELD MAY 5, 2020

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Present: Alderpersons Wattawa, Feirer, Damon

Also Present: City Administrator Johnsrud, City Clerk/Treasurer Uecker, City Attorney Alexy, Mayor Tutaj, Alderman Brickner, Nate Austin from John's Disposal

Chairman Wattawa called the meeting to order at 6:00 p.m.

Moved by Alderman Feirer, seconded by Alderman Damon to place on file the minutes of the Finance Committee meeting held April 21, 2020. Motion carried.

### Garbage/Recycling Contract:

City Engineer Dejewski reviewed the quote process as presented in her correspondence. It was a comprehensive quote system, with several options. When the quotes were reviewed, Waste Management did not include services that it currently provides, specifically in bulk pickup. City Engineer Dejewski and City Administrator Johnsrud are recommending going with John's Disposal. The Committee will need to review the options and make a decision as to what option they would like to offer to the residents regarding garbage/recycling.

Option #3 would be the best option for the City. It offers some flexibility in bulk pickup – and there can be two bulk pickups per month, residents would just need to call in to have it picked up and have more control over when the bulk pickup is done. Alderman Wattawa would prefer that bulk pickup would be a set week of the month. Nate from John's stated that they have experienced a ton of abuse with that process. Also, that week of the month, the City looks like a disaster with large items sitting out for pickup. City Administrator Johnsrud also stated that it will reduce the salvage/scavengers that drive through the community during bulk pickup weeks. John's Disposal will also take electronics but it is counted against the number of allowed bulk pickups each resident has (24 per year).

The City will work with John's Disposal and Waste Management as far as the transition and cart removal. City Administrator Johnsrud stated that our current provider only gave the City a 6-month extension to the contract. John's Disposal contract is about \$75,000 (for Option #3) over what the City is currently paying to Waste Management in the current contract.

Moved by Alderman Damon, seconded by Alderman Feirer to place on file with reference in the minutes the correspondence from the City Engineer regarding Garbage/Recycling Contract and to accept the recommendation of City staff to award the quote to John's Disposal – Option #3 and to bring a contract back to the Common Council for approval. Motion carried.

### Weed/Lawn Cutting Services Contract:

City Engineer Dejewski reviewed her correspondence that was included in the packet for weed/lawn cutting services. Staff is recommending KEI because of the significant savings over Jewell Services, but cautioned because they are not familiar with the City, they may raise their rates for the next year.

Moved by Alderman Feirer, seconded by Alderman Damon to place on file with reference in the minutes the correspondence from the City Engineer regarding the Weed/Lawn Cutting Services Contract and to recommend to the Common Council to award the contract to KEI for weed/lawn cutting services. Motion carried.

Time by Alderman Damon, seconded by Alderman Feirer to adjourn. Motion carried.

Time: 6:31 p.m.



# City of St. Francis

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## REQUEST FOR PROPOSALS CITY INFORMATION TECHNOLOGY SERVICES

The City of St. Francis is seeking proposals from qualified individuals or firms to provide contracted information technology services for the City of St. Francis, Wisconsin (hereafter referred to as “City”). The City is providing the following information to assist you with the proposal.

### BACKGROUND INFORMATION

The City is located in Milwaukee County with a population of 9,532. The City owns and maintains the system to support data and telecommunications operations for the City. The City utilizes multiple on-site data and e-mail servers to support over 100 full and part-time City employees. The City also has remote locations that access the main server and computer security systems. The City maintains off-site backup storage for all necessary data recovery. The City contracts with a web provider for the City website.

### PURPOSE

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a response for general IT professional services, cyber security and IT training related to operations of the City and its departments. This RFP will provide insight into the City needs for IT services.

### SPECIFIC SERVICES REQUIRED

- 1) Responsible for developing and implementing network maintenance and growth plans.
- 2) Maintain operations on a 24/7 basis.
- 3) Oversight of all technical operations including servers, terminals, individual PCs, printers and the connection to the network provider.
- 4) Demonstrate knowledgeable and experience about the hierarchical infrastructure of information systems.
- 5) Responsible for coordinating, planning and leading computer-related activities in the organization.
- 6) Work closely with City Administrator and Department Heads to determine the maintenance and growth needs of each department and the City network.
- 7) Monitor when upgrades for software utilized by City departments including internet browsers are released and determine the rationale and methods needed for upgrading City network software

programs and implement authorized upgrades and implement replacements and upgrades as authorized by City Administrator.

- 8) Develop reliable metrics for replacement and upgrades to hardware, software and storage while ensuring strategic planning.
- 9) Communicate clearly with City staff and elected officials.
- 10) Identify security vulnerabilities and eliminate them with cost effective solutions that increase data safety.
- 11) Provide “help desk” to users and troubleshoot hardware and software issues.
- 12) Lead large IT projects, including design and deployment of new IT systems and services.
- 13) Monitor performance of information technology systems to determine cost and productivity levels, and to make recommendations for improving the IT infrastructure in conjunction with the City budgeting process.
- 14) Maintain terminal and printer systems at off-site locations.
- 15) Maintain all computer-based security camera systems.
- 16) Work with VOIP phone system as needed for upgrades and contract renewal
- 17) Review and maintain City buildings security systems and make recommendations for upgrades or new programs.
- 18) Make IT recommendations that balance cost versus benefit.

## **SCOPE OF CONTRACT**

- 1) Contracted services shall consist of an annual contract to be provided hourly and billed monthly at net 15 days.
- 2) Weekly on-site office hours held weekly to perform weekly maintenance and to respond to requests of the City Administrator and departments.
- 3) Provide monthly details of IT costs by department.
- 4) Work with City Administrator and departments on upgrades of necessary software packages, install and upgrade PC and network equipment as scheduled and needed.
- 5) Assist with audits, questionnaires and requests for compliance.

## **GENERAL REQUIREMENTS**

- 1) Provider must have experience in managing a municipal and/or business IT system including on-site e-mail server.
- 2) Provider will have access to confidential information and any person utilized by the provider to provide services to the City must be able complete a criminal background check including fingerprinting as a condition of any agreement.
- 3) Provider must be available for 24 hour emergency services. Emergency services may be provided remotely with prior authorization.
- 4) Provider must provide technology professional liability insurance to cover errors and omissions, mistakes and negligence in providing technology or product services. Any contract provided shall require a certificate of insurance naming the City as an additional insured for the purpose of general and professional liability of service provided.
- 5) References must be provided upon request.
- 6) The selected provider must enter into a mutually acceptable contract, which may not be assigned, subcontracted or transferred to another person or firm without the prior written consent of the City.
- 7) The City reserves the right to accept or reject any proposal received.

## **OTHER INFORMATION**

Proposals must be submitted to the City Clerk by 4:00 p.m. on Monday, August 10, 2018. The Finance Committee shall review all proposals for recommendation to the Common Council on Tuesday, August 18, 2020. The City does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation or military status, in any of its activities or operations including, but not limited to, the selection of vendors.

## **PROPOSALS SUBMITTED TO:**

City of St. Francis  
Attn: City Clerk Anne Uecker  
3400 E. Howard Avenue  
St. Francis, WI 53235  
Phone 414-481-2300  
E-mail: [anne.uecker@stfranwi.org](mailto:anne.uecker@stfranwi.org)