

*****ATTACHMENTS*****

CITY OF SHEBOYGAN

REQUEST FOR FINANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: RES 49-16-17, A Resolution authorizing the purchase of replacement equipment for the WSCS Cable TV studio and transfer the appropriate funds from the Cable TV fund balance to the Cable TV Audio/Visual GL Account.

REPORT PREPARED BY: David Augustin, Information Technology Director

REPORT DATE: June 22, 2016

MEETING DATE: July 11, 2016

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: \$61,450
Budgeted Revenue: \$61,450

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

Broadcast Server Replacement - \$33,500

The broadcast server and associated equipment that generates and sends the TV signal to the networks is 10+ years old. The system can only broadcast in standard definition and has little integration capability with other sources. The other issue is the current server can only utilize Charter's I-Net (coaxial based) network for sending its signal to the Charter main office. WSCS is the only user of that network with Charter indicating that it will be someday retired. The suggested replacement will have the capability to broadcast over fiber and take advantage of the fiber ring that is being installed for the City. The server will also have the capability to add other feeds to send signals to multiple sources which opens an opportunity for expense sharing if other municipalities would be open to collaborating together. There is an incentive for a \$2,500 trade-in for the existing equipment pending on the timing of purchase.

Studio Equipment Replacement - \$27,950

The Tricaster control system and associated equipment is used in directing and filming productions in the WSCS studio. This equipment is also dated in its capabilities. The upgrade will allow for the capability of virtual production sets (green screen), feature rich embedding capabilities to cut down on editing time, and the ability to include videos and replays. With other planned upgrades in the Council Chambers and mobile unit(s), event coverage is much easier and integrated to provide a more professional broadcast. Such an example would be covering live election results or covering a sports event.

Both options will provide messaging capabilities that can interact with our community calendar and website.

Funds were set aside in the 2016 capital budget for such upgrades.

STAFF COMMENTS:

The equipment used in the WSCS studio for production programming is 20+ years old. Some of the equipment dates back to the start of the station which was in 1982. The age of the equipment makes it hard to find replacement parts and/or general support. When equipment fails a "creative" solution many times needs to be done that can ultimately affect the quality of the broadcast.

The present fund balance of the Cable TV Fund is \$894,361.

ACTION REQUESTED:

Motion to approve RES 49-16-17 to transfer the appropriate funds from the WSCS Cable TV fund balance to the 2016 Cable TV Audio/Visual GL Account and purchase replacement equipment for WSCS Cable TV as requested.

ATTACHMENTS:

- I. RES 49-16-17
- II. CIP Form – Cable TV Studio Equipment Replacements
- III. CIP Form – Broadcast Server Replacement

CAPITAL IMPROVEMENT REQUESTS 2017 - 2021

Project Title:	Broadcast Server Replacement
Department:	Cable TV
Budgetary Fund:	Cable TV Fund Balance
Account Number:	Communication Equipment

JUSTIFICATION

The server and associated equipment that generates and sends the TV signal to the networks is 10+ years old. The system can only broadcast in standard definition and has little integration capability with other sources such as our community calendar and website. The suggested replacement will have the capability to broadcast over fiber and take advantage of the fiber ring that is being installed for the City. It also has messaging capabilities that can interact with our community calendar and website. The server will also have the capability to add other feeds to send signals to multiple sources.

<p>Discussion of Operating Cost Impact:</p> <p>This request is being made for 2016 although the 2017 capital form is being used. The yearly maintenance of \$3,750 is added for support. The existing server no longer comes with support. There is also a partnership with the school district so support costs will be shared. Hardware discounts will also be evaluated by purchasing via the school district for educational reductions in price. The requested price is worst case scenario.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Item Replace</td> </tr> <tr> <td style="width: 70%;">Model</td> <td>TelVue</td> </tr> <tr> <td>Make/Model</td> <td>Server</td> </tr> <tr> <td>Age</td> <td>10</td> </tr> <tr> <td colspan="2">Disposition (Check one box)</td> </tr> <tr> <td>Trade-In</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Sale/Auction</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Transfer</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Salvage</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Item Replace		Model	TelVue	Make/Model	Server	Age	10	Disposition (Check one box)		Trade-In	<input checked="" type="checkbox"/>	Sale/Auction	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	Salvage	<input type="checkbox"/>
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Transfer	<input type="checkbox"/>																		
Salvage	<input type="checkbox"/>																		

DEPARTMENT OPERATING COST ANALYSIS

	2017	2018	2019	2020	2021	TOTAL
Personnel Services	\$ 0.00					\$ 0.00
Supplies						\$ 0.00
Services	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 18,750.00
Utilities						\$ 0.00
Other						\$ 0.00
Total	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 18,750.00

DEPARTMENT REVENUE SUMMARY

	2017	2018	2019	2020	2021	TOTAL
Trade-In	\$ 2,500.00					\$ 2,500.00
Fund Balance	\$ 31,000.00					\$ 31,000.00
BID						\$ 0.00
BID						\$ 0.00
BID						\$ 0.00
Total	\$ 33,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 33,500.00

DEPARTMENT COST ANALYSIS

	2017	2018	2019	2020	2021	TOTAL
Planning						\$ 0.00
Land Acquisition						\$ 0.00
Purchase	\$ 33,500.00					\$ 33,500.00
Construction						\$ 0.00
Other						\$ 0.00
Total	\$ 33,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 33,500.00

CAPITAL IMPROVEMENT REQUESTS 2017 - 2021

Project Title:	Cable TV Studio Equipment Replacements
Department:	Cable TV
Budgetary Fund:	Cable TV Fund Balance
Account Number:	Audio Visual Equipment

JUSTIFICATION

The equipment used in the WSCS studio for production programming is 20+ years old. Some of the equipment dates back to the start of the station which was in 1982. The age of the equipment makes it hard to find replacement parts and/or general support. When equipment fails a "creative" solution many times needs to be done.

The long term goal of the TV station is to increase its advertising base for revenue by producing high quality productions. The equipment upgrade main ticket items are three camera replacements and the tricaster control system. The upgrade will allow for the capability of virtual production sets (green screen), feature rich embedding capabilities to cut down on editing time, and the ability to include videos and replays.

<p>Discussion of Operating Cost Impact:</p> <p>This request is for 2016 but is being submitted on the 2017 form. The equipment that will be replaced will be sold via auction or donated. Due to the age of the equipment, it is difficult to say how much revenue will be generated.</p> <p>Yearly support for the equipment will be \$3,300.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: none;">Item Replace</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Model</td> <td style="border: none;">Various _____</td> </tr> <tr> <td style="border: none;">Make/Model</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">Age</td> <td style="border: none;">20+ _____</td> </tr> <tr> <td style="border: none;">Disposition</td> <td style="border: none;">(Check one box)</td> </tr> <tr> <td style="border: none;">Trade-In</td> <td style="border: none;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Sale/Auction</td> <td style="border: none;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="border: none;">Transfer</td> <td style="border: none;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Salvage</td> <td style="border: none;"><input type="checkbox"/></td> </tr> </table>	Item Replace		Model	Various _____	Make/Model	_____	Age	20+ _____	Disposition	(Check one box)	Trade-In	<input type="checkbox"/>	Sale/Auction	<input checked="" type="checkbox"/>	Transfer	<input type="checkbox"/>	Salvage	<input type="checkbox"/>
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DEPARTMENT OPERATING COST ANALYSIS

	2017	2018	2019	2020	2021	TOTAL
Personnel Services	\$ 0.00					\$ 0.00
Supplies						\$ 0.00
Services	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 16,500.00
Utilities						\$ 0.00
Other						\$ 0.00
Total	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 16,500.00

DEPARTMENT REVENUE SUMMARY

	2017	2018	2019	2020	2021	TOTAL
Fund Balance	\$ 27,950.00					\$ 27,950.00
BID						\$ 0.00
BID						\$ 0.00
BID						\$ 0.00
BID						\$ 0.00
Total	\$ 27,950.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 27,950.00

DEPARTMENT COST ANALYSIS

	2017	2018	2019	2020	2021	TOTAL
Planning						\$ 0.00
Land Acquisition						\$ 0.00
Purchase	\$ 27,950.00					\$ 27,950.00
Construction						\$ 0.00
Other						\$ 0.00
Total	\$ 27,950.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 27,950.00

III

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Res. No. 49 - 16 - 17. By Alderperson Wolf. July 5, 2016.

A RESOLUTION authorizing the City of Sheboygan to purchase replacement production equipment for the Cable TV studio.

WHEREAS, the studio tricaster and related accessories will be replaced at a cost not to exceed \$27,950, and

WHEREAS, the studio broadcast server will be replaced at a cost not to exceed \$33,500, and

WHEREAS, the Cable TV Production Coordinator has obtained quotes for the items previously mentioned to be purchased, and

WHEREAS, the quotes were obtained from vendors currently used by the Cable TV station WSCS for its production equipment, and

WHEREAS, the quote for the tricaster is from Safe Harbor Computers and associated accessories from B&H, Tally-Lights, LLC, Markertek, and Full Compass, and

WHEREAS, the quote for the broadcast server is from TelVue, and

WHEREAS, the Information Technology Director has reviewed quotes.

NOW THEREFORE BE IT RESOLVED: That the City of Sheboygan is hereby authorized to purchase replacement production equipment for the Cable TV studio not to exceed a total of \$61,450.

BE IT FURTHER RESOLVED: That the appropriate City officials are hereby authorized to draw orders on the Cable TV Fund Account No. 27058110-642400 in payment of same.

Travis

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____, _____, City Clerk

Approved _____ 20____, _____, Mayor

CITY OF SHEBOYGAN

REQUEST FOR FINANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: DIRECT REFERRAL RES 53-16-17. Resolution authorizing a transfer in the 2016 Budget to establish an appropriation for replacement of production equipment for WSCS Cable TV.

REPORT PREPARED BY: Nancy Buss, Finance Director

REPORT DATE: July 7, 2016

MEETING DATE: July 11, 2016

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS

RES 49-16-17 is a proposal for the City of Sheboygan to purchase replacement production equipment for WSCS:

- Studio Tricaster and related accessories to be replaced at a cost not exceed \$27,950
- Studio broadcast server to be replaced at a cost not to exceed \$33,500.

STAFF COMMENTS

The City Capital Improvements Commission approved these purchases during the 2016-2020 program review. Funding for the purchases was utilizing fund balance in the Cable TV Fund. The fund balance in the Cable TV Fund at year close 2015 was \$894,361.

ACTION REQUESTED

Motion to recommend the Common Council approve RES 53-16-117 authorizing a transfer in the 2016 Budget to establish an appropriation for replacement of production equipment for WSCS Cable TV.

ATTACHMENTS

1. RES 53-16-17 (Direct Referral)

DIRECT REFERRAL

Res. No. 53 - 16 - 17. By Alderperson Wolf. July 11, 2016.

A RESOLUTION to authorize a transfer of appropriations in the 2016 Budget.

RESOLVED: That the Finance Director be and is hereby authorized and directed to make the following transfers of appropriations in the 2016 Budget for the purposes of:

Establish appropriation for Cable TV Equipment:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
Cable TV Fund Unreserved Fund Balance 270-253000	Cable TV Fund Communication Equipment 27058110-642300	\$61,450

Finance

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____, _____, City Clerk

Approved _____ 20____, _____, Mayor

CITY OF SHEBOYGAN

REQUEST FOR FINANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: DIRECT REFERRAL RES 54-16-17. Resolution authorizing to transfer monies to the Elections Temporary Salaries-Regular to cover the cost of election workers for the presidential election cycle.

REPORT PREPARED BY: Susan Richards, City Clerk

REPORT DATE: July 7, 2016

MEETING DATE: July 11, 2016

FISCAL SUMMARY:

STATUTORY REFERENCE:

Budget Line Item: 10114100-510130
Budget Summary: Elections-
Temporary
Salaries
Budgeted Expenditure: \$85,000
Budgeted Revenue: N/A

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

This resolution authorizes transferring monies to the Elections Temporary Salaries-Regular to cover costs for additional election workers during the November presidential election cycle.

STAFF COMMENTS:

In the City Clerk's review of their 2016 Budget with CAO Jim Amodeo, we had requested \$135,000 in Temporary Salaries-Regular to cover the influx of workers needed during the presidential election cycle. CAO Amodeo removed \$50,000 from the proposed budget and stated that he would re-evaluate the amount needed in 2016.

ACTION REQUESTED:

Motion to recommend that the Common Council approve a resolution to transfer funds from City Assessor-Regular Salaries into the Elections Temporary Salaries-Regular in the amount of \$32,302.

ATTACHMENTS:

1. 2016 Proposed Budget Table
2. (Direct Referral) RES 54-16-17

2016 PROPOSED BUDGET
ELECTIONS - Temporary Salaries/Reg
10114100-510130

BUDGET NEEDED:	# OF PERSON (S)	# OF HOURS	# OF WEEKS	AMOUNT	TOTAL
EXTRA CLERK STAFF	VARIES	VARIES	VARIES	VARIES	10,200.00
EXTRA ELECTION CLERK	1	40	12	\$18	8,640.00
POLLWORKERS	10	40	4	\$10	16,000.00
OVERTIME	5	10	4	\$30	3,600.00
FEBRUARY					15,000.00
APRIL					25,000.00
AUGUST					16,000.00
NOVEMBER					40,000.00
AMOUNT NEEDED 2016					134,440.00

APPROVED BUDGET 2016	85,000.00
ACTUAL (YTD) DIFFERENCE FROM FEB AND APRIL ELECTION - POLLWORKERS	12,138.00
ACTUAL (YTD) DIFFERENCE FROM FEB AND APRIL ELECTION - CLERK STAFF	5,000.00
AMOUNT NEEDED OF 2016	32,302.00

III

DIRECT REFERRAL

Res. No. 54 - 16 - 17. By Alderperson Wolf. July 18, 2016.

A RESOLUTION to authorize a transfer of appropriations in the 2016 Budget.

RESOLVED: That the Finance Director be and is hereby authorized and directed to make the following transfers of appropriations in the 2016 Budget for the purposes of:

Establish appropriation for Elections Temporary Salaries:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
General Fund City Assessor Regular Salaries 10116100-510110	General Fund Elections Temporary Salaries 10114100-510130	\$32,302

Finance

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor