



\*\*\* All present are expected to conduct themselves in accordance with our City's Core Values \*\*\*

## OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal Corporation, or sub-unit thereof.

Meeting of: **FINANCE COMMITTEE**  
Date/Time: **Tuesday, May 26, 2015 at 5:30 PM**  
Location: **City Hall, 2nd Floor Board Room**  
Members: Keene Winters (C), Karen Kellbach, Dave Nutting, David Oberbeck, Bill Nagle

### AGENDA ITEMS FOR CONSIDERATION/ACTION

- 1 Public Comment on matters appearing on the agenda.
- 2 Minutes of previous meeting(s). (5/12/15)
- 3 Discussion and Possible Action regarding the Resolution Providing for the Sale of \$4,825,000 General Obligation Promissory Notes - Groat
- 4 Discussion and Possible Action regarding the Resolution Authorizing \$5,705,000 General Obligation Bonds for Community Development Projects in Tax Incremental District Nos. 3 and 10 and Swimming Pool Project - Groat
- 5 Discussion and Possible Action regarding the Resolution Authorizing \$2,655,000 Taxable General Obligation Bonds for Community Development Projects in Tax Incremental District Number 3 - Groat
- 6 Discussion and Possible Action regarding Budget Modification to Restore Funding for the 2015 Street Seal Coat Project - Lindman
- 7 Discussion and Possible Action on support of 1/2% Sales Tax Legislation - Groat
- 8 Discussion and Possible Action on Support of Increasing the Bank Qualified Limits to \$30,000,000 - Groat
- 9 Discussion and Possible Action regarding Reallocation of Capital Funds for the Fire Department - Kujawa
- 10 Discussion and Possible Action regarding approving contract with Infovision Permitting and Inspection Software - Hebert
- 11 Discussion and Possible Action regarding supplemental funding for the Orthophotography project funded in the 2015 CIP budget - Kerntop
- 12 Discussion and possible action regarding the April 2015 General Fund Budget Report - Groat
- 13 Discussion and Possible Action regarding proposed Procurement Policy language clarification regarding contract approval - Groat
- 14 Discussion and Possible Action regarding approving Meetings Mean Business Agreement between the City of Wausau and Wausau/Central Wisconsin Convention and Visitors Bureau, Inc. - Jacobson
- 15 Discussion and Possible Action regarding Room Tax Legislation - Groat
- 16 Discussion and Possible Action regarding the 2016 Closure of TID #5
- 17 Discussion and Possible Action regarding report on 2014 Audit Status - Groat
- 18 Discussion and Possible Action regarding 2016 Budget and CIP Status Report - Groat
- 19 Discussion and Possible Action on Master List of Contracts - Groat
- 20 Discussion and Possible Action on the Strategic Planning Process - Tipple
- 21 Suggestions for Future Agenda Items

Keene Winters, Chair

This notice was posted at City Hall and emailed to the Wausau Daily Herald newsroom on 5/20/15 at 4:00 pm.

It is possible and likely that members of, and possibly a quorum of the Council and/or members of other committees of the Common Council of the City of Wausau may be in attendance at the above-mentioned meeting to gather information. **No action will be taken by any such groups.**

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk at (715) 261-6620.

Other Distribution: Media, (Alderspersons: Wagner, Neal, Gisselman, Rasmussen, Abitz, Mielke), \*Tipple, \*Jacobson, \*Groat, Rayala, Department Heads



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## OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal Corporation, or sub-unit thereof.

### ADDENDUM

Meeting of: **FINANCE COMMITTEE MEETING**  
Date/Time: **Tuesday, May 26, 2015 at 5:30 PM**  
Location: **City Hall, 2nd Floor Board Room**  
Members: Keene Winters (C), Karen Kellbach, Bill Nagle, Dave Nutting, David Oberbeck

#### ADDENDUM ITEM(S) FOR CONSIDERATION/ACTION

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22 Inspection Complus Ticket Report (Hebert)

Adjournment

Keene Winters, Chairperson

This notice was posted at City Hall and emailed to the Wausau Daily Herald newsroom on 5/22/15 at 12:30 pm.

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Other Distribution: Media, (Alderspersons: Gisselman, Rasmussen, Nutting, Abitz, Mielke), \*Tipple, \*Jacobson, \*Groat, \*Loy, Rayala, Lindman, Hebert, Lenz, Hardel.



**TO: FINANCE COMMITTEE**

**FROM: MARYANNE GROAT**

**DATE: MAY 19, 2015 PRELIMINARY DEBT RESOLUTIONS**

**BACK GROUND INFORMATION**

At the May 12<sup>th</sup> Finance Committee meeting the Finance Committee authorized the 2015 borrowing plan and the related debt calendar which is presented again below.

Steps in the debt issuance process include:

- |  |                       |
|--|-----------------------|
| • Preliminary Resolution – Finance Consideration           | May 26 <sup>th</sup>  |
| • Preliminary Resolution – Council Consideration           | June 10 <sup>th</sup> |
| • Sale and Final Resolution –Finance Committee and Council | July 14 <sup>th</sup> |
| • Settlement Date (tentative                               | August 1st            |

The preliminary resolution authorizes city staff, financial advisors and bond counsel to proceed with the necessary work required to initiate the sale such as preparation and distribution of the official statement, notice of sale and bid form, publishing sale notices and obtaining a credit rating. The sale will then take place on the morning of July 14<sup>th</sup> and considered by the Finance Committee and Common Council on the same date.

The various resolutions are attached to this memo along with the staff report from May 12<sup>th</sup>.

Resolution No. \_\_\_\_\_

RESOLUTION PROVIDING FOR THE SALE OF  
\$4,285,000 GENERAL OBLIGATION PROMISSORY NOTES

WHEREAS the City of Wausau, Marathon County, Wisconsin (the "City") is presently in need of an amount not to exceed \$4,285,000 for public purposes, including paying the cost of Wisconsin Department of Transportation projects, street, sidewalk, storm sewer and other concrete improvements and extensions, acquiring fire equipment and a transit hoist, and providing financial assistance to Tax Incremental District No. 8 projects, such as street improvements and utility relocation and remediation; and

WHEREAS it is desirable to borrow said funds through the issuance of general obligation promissory notes pursuant to Section 67.12(12), Wisconsin Statutes;

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. Issuance of the Notes. The City shall issue its General Obligation Promissory Notes in an amount not to exceed \$4,285,000 (the "Notes") for the purposes above specified.

Section 2. Sale of Notes. The Common Council hereby authorizes and directs that the Notes be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Notes as may have been received and take action thereon.

Section 3. Notice of Sale. The City Clerk (in consultation with the City's financial advisor, Ehlers & Associates, Inc. ("Ehlers")) be and hereby is directed to cause notice of the sale of the Notes to be disseminated in such manner and at such times as the City Clerk may determine and to cause copies of a complete, official Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk shall cause an Official Statement concerning this issue to be prepared by Ehlers. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Adopted, approved and recorded June 10, 2015.

\_\_\_\_\_  
James E. Tipple  
Mayor

ATTEST:

\_\_\_\_\_  
Toni Rayala  
City Clerk

(SEAL)

Resolution No. \_\_\_\_\_

RESOLUTION AUTHORIZING  
\$5,705,000 GENERAL OBLIGATION BONDS  
FOR COMMUNITY DEVELOPMENT PROJECTS  
IN TAX INCREMENTAL DISTRICT NOS. 3 AND 10  
AND SWIMMING POOL PROJECTS

BE IT RESOLVED by the Common Council of the City of Wausau, Marathon County, Wisconsin that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$2,645,000 for the public purpose of providing financial assistance to community development projects under Section 66.1105, Wisconsin Statutes, in the City's Tax Incremental District Nos. 3 and 10;

BE IT RESOLVED by the Common Council of the City of Wausau, Marathon County, Wisconsin that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$3,060,000 for the public purpose of paying the cost of swimming pool projects.

BE IT FURTHER RESOLVED, THAT:

Section 1. Combination of Issues. Each of the resolution paragraphs above shall constitute the Initial Resolution for the bonds authorized thereby, within the meaning of Wisconsin Statutes, Section 67.05(1) (collectively, the "Initial Resolutions"). Such bond issues authorized by the Initial Resolutions are hereby combined into one issue of bonds designated "General Obligation Corporate Purpose Bonds" (the "Bonds") and, provided no sufficient petition for referendum is received with respect to the Initial Resolutions, the City of Wausau, Marathon County, Wisconsin (the "City") shall issue the Bonds in an amount not to exceed \$5,705,000 for the purposes above specified.

Section 2. Notice to Electors. The City Clerk shall, within fifteen (15) days publish a notice to the electors regarding adoption of the Initial Resolutions in substantially the form attached hereto in the official City newspaper as a class 1 notice under ch. 985, Wis. Stats.

Section 3. Sale of Bonds. The Common Council hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Bonds as may have been received and take action thereon.

Section 4. Notice of Sale. The City Clerk (in consultation with the City's financial advisor, Ehlers & Associates, Inc. ("Ehlers")) is hereby authorized and directed to cause the sale of the Bonds to be publicized at such times and in such manner as the City Clerk may determine and to cause copies of a complete official Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 5. Official Statement. The City Clerk shall cause an Official Statement concerning this issue to be prepared by Ehlers. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Adopted, approved and recorded June 10, 2015.

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James E. Tipple  
Mayor

ATTEST:

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Toni Rayala  
City Clerk

(SEAL)

Resolution No. \_\_\_\_\_

RESOLUTION AUTHORIZING  
\$2,655,000 TAXABLE GENERAL OBLIGATION BONDS  
FOR COMMUNITY DEVELOPMENT PROJECTS  
IN TAX INCREMENTAL DISTRICT NO. 3

BE IT RESOLVED by the Common Council of the City of Wausau, Marathon County, Wisconsin (the "City") that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$2,655,000 for the public purpose of providing financial assistance to community development projects under Section 66.1105, Wisconsin Statutes, in the City's Tax Incremental District No. 3.

BE IT FURTHER RESOLVED, THAT:

Section 1. Notice to Electors. The first resolution paragraph above shall constitute the Initial Resolution for the bonds authorized thereby, within the meaning of Wisconsin Statutes, Section 67.05(1) (the "Initial Resolution"). The City Clerk shall, within fifteen (15) days publish a notice to the electors regarding adoption of the Initial Resolution in substantially the form attached hereto in the official City newspaper as a class 1 notice under ch. 985, Wis. Stats.

Section 2. Issuance of the Bonds. Due to certain provisions contained in the Internal Revenue Code of 1986, as amended, it is necessary to issue such bonds on a taxable rather than tax-exempt basis. The bonds authorized by the Initial Resolution shall be designated "Taxable General Obligation Community Development Bonds" (the "Bonds") and, provided no sufficient petition for referendum is received with respect to the Initial Resolution, the City shall issue Bonds in an amount not to exceed \$2,655,000 for the purpose above specified.

Section 3. Sale of Bonds. The Common Council hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Bonds as may have been received and take action thereon.

Section 4. Notice of Sale. The City Clerk (in consultation with the City's financial advisor, Ehlers & Associates, Inc. ("Ehlers")) is hereby authorized and directed to cause the sale of the Bonds to be publicized at such times and in such manner as the City Clerk may determine and to cause copies of a complete official Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 5. Official Statement. The City Clerk shall cause an Official Statement concerning this issue to be prepared by Ehlers. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Adopted, approved and recorded June 10, 2015.

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James E. Tipple  
Mayor

ATTEST:

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Toni Rayala  
City Clerk

(SEAL)



**TO: FINANCE COMMITTEE**

**FROM: MARYANNE GROAT**

**DATE: MAY 5, 2015**

**RE: AUTHORIZING 2015 DEBT ISSUANCE AND RELATED TIME SCHEDULE**

**BACK GROUND INFORMATION**

The 2015 budget and other actions adopted by the Common Council anticipated financings through the issuance of debt. The projects proposed for the 2015 issue are provided on the attached project list.

The City works with Quarles and Brady as bond counselor and Elhers Associates, Inc. as financial advisors. These professionals assist us in managing the legal, marketing and financial processes of issuing our debt issues. Elhers will competitively bid these issues to obtain the lowest rates possible.

Steps in the debt issuance process include:

- |   |                        |
|---|------------------------|
| • Preliminary Resolution – Finance Consideration            | May 26 <sup>th</sup>   |
| • Preliminary Resolution – Council Consideration            | June 10 <sup>th</sup>  |
| • Sale and Final Resolution – Finance Committee and Council | July 14 <sup>th</sup>  |
| • Settlement Date (tentative)                               | August 1 <sup>st</sup> |

The preliminary resolution authorizes city staff, financial advisors and bond counsel to proceed with the necessary work required to initiate the sale such as preparation and distribution of the official statement, notice of sale and bid form, publishing sale notices and obtaining a credit rating. The sale will then take place on the morning of July 14<sup>th</sup> and considered by the Finance Committee and Common Council on the same date.

Consistent with our past practice and TID district revenue matching; the proposed debt terms are as follows:

- CIP plan - 10 year Promissory Note \$2,850,000
- Memorial Pool Project - 20 year Bond \$3,000,000
- TID #10 Linetec Developer Payment – 15 Year 2 year Interest Only \$1,200,000
- TID #8 2<sup>nd</sup> and Clark Street Project – 10 Year Promissory Note \$1,350,000
- TID #3 Riverfront Project - 15 Year 2 Year Interest Only \$4,000,000

The specific projects are attached. Annually the City strives to limit our tax exempt borrowing to the \$10,000,000 bank qualified threshold. This eligibility provides tax advantages to banks yielding lower interest rates for the city and increased the competition for our bonds. We are in the process of evaluating and classifying each of these proposed projects to determine whether the

corresponding debt will be tax exempt or taxable. This will also aid in our determination on attaining bank qualification. We will have these classifications established by the time Finance Committee meets next Tuesday.

The Sewer Utility is in the process of finalizing their financial needs for 2015. The City has in the past offered our general obligation debt capacity to the utility. This offers the Utility more attractive rates and less reporting and covenants. Unfortunately, the City does not have capacity to offer the Utility due to the bank qualified eligibility constraints. Interest rates remain low and the Sewer Utility should be successful in securing an attractive rate. Our financial advisors are recommending the State Trust Fund Loan as the Utilities financing mechanism. This financing structure along with proposed projects will be brought to a future meeting.

Attached you will find a listing of proposed projects, the summary of Debt Changes extracted from the 2015 budget document. A reconciliation of the proposed debt to the 2015 budget is presented below:

	<u>2015 Budget</u>	<u>2015 Proposed Debt Issue</u>	<u>Variance</u>	<u>Explanation</u>
Capital Improvement Plan	\$ 2,850,000	\$ 2,850,000	\$ -	No Change
Swimming Pool	\$ 3,000,000	\$ 3,000,000	\$ -	Decrease to reflect Memorial Pool Project
TID #3	\$ 3,000,000	\$ 4,000,000	\$ 1,000,000	Increase to reflect Church Acquisition
TID #6	\$ 4,500,000	\$ -	\$ (4,500,000)	This was funding for the Thomas Street Project. This debt issue could be deferred until a implementation plan is complete
TID #7	\$ 305,000	\$ -	\$ (305,000)	Decrease to reflect delay in Stormwater Project
TID #8	\$ 1,400,000	\$ 1,350,000	\$ (50,000)	Decrease to reflect funding needs
TID #10	\$ 1,200,000	\$ 1,200,000	\$ -	No Change
	\$ 16,255,000	\$ 12,400,000	\$ (3,855,000)	

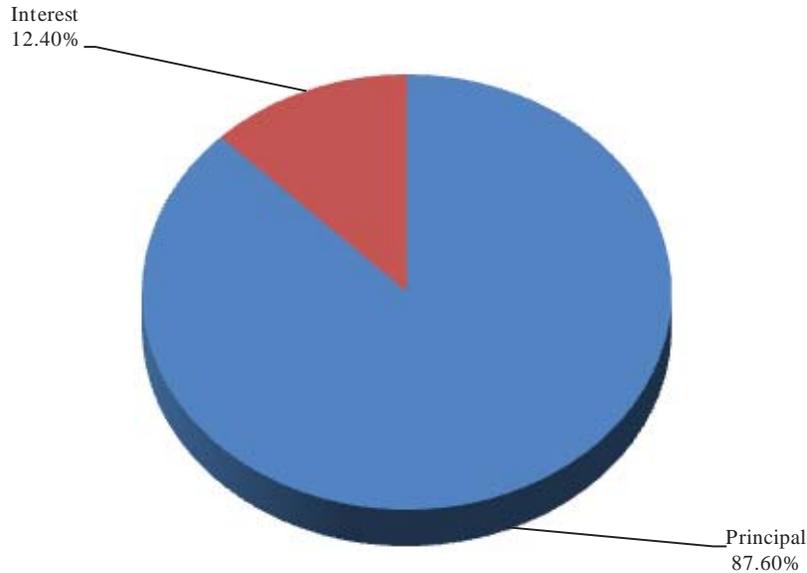
**2015 DEBT ISSUE USE OF FUNDS**

	<u>2015 Debt Issue</u>		
<b>CAPITAL PLAN</b>			
Pools	3,000,000	20 Year Bond	Tax Exempt
DOT Street Projects	277,000	10 Year Promissory Note	Tax Exempt
Street Improvements	1,129,575	10 Year Promissory Note	Tax Exempt
Asphalt Overlay	500,000	10 Year Promissory Note	Tax Exempt
Sidewalks	185,000	10 Year Promissory Note	Tax Exempt
Stormsewer	228,000	10 Year Promissory Note	Tax Exempt
Other Concrete Improvements	100,000	10 Year Promissory Note	Tax Exempt
Fire Equipment	235,141	10 Year Promissory Note	Tax Exempt
Transit Hoist	195,000	10 Year Promissory Note	Tax Exempt
	<u>5,849,716</u>		
<b>TID DISTRICTS</b>			
<b>TID #3</b>			
WOW Development Loan and Grant	575,000	15 Year - 2year interest only	Taxable
Riverfront Remediation	1,000,000	15 Year - 2year interest only	Taxable
Professional Services	295,000	15 Year - 2year interest only	Tax Exempt
Land Acquisition	950,000	15 Year - 2year interest only	Taxable
Site Preparation	160,000	15 Year - 2year interest only	Tax Exempt
1st Street Project	600,000	15 Year - 2year interest only	Tax Exempt
McClellan Street Reconstruction	104,155	15 Year - 2year interest only	Tax Exempt
Sidewalk	40,000	15 Year - 2year interest only	Tax Exempt
Wharf	200,000	15 Year - 2year interest only	Tax Exempt
Parking Lot	50,000	15 Year - 2year interest only	Tax Exempt
	<u>3,974,155</u>		
<b>TID #8</b>			
Streets	1,000,000	10 Year Promissory Note	Tax Exempt
Utility Relocation and Remediation	350,000	10 Year Promissory Note	Tax Exempt
	<u>1,350,000</u>		
<b>TID #10</b>			
Developer Payment	<u>1,200,000</u>	15 Year - 2year interest only	Tax Exempt
<b>TOTAL</b>	<u><u>12,373,871</u></u>		

# DEBT SERVICE FUND

**RESPONSIBILITIES:**

The Debt Service Fund accounts for the payment of general obligation debt principal, interest and related costs. The sources of revenue are property taxes, tax increments, interest earnings and reimbursements from other entities for debt payments.



BUDGET SUMMARY								
	2012	2013	2014			2015		
	Actual	Actual	Adopted Budget	Modified Budget	Estimated Actual	Baseline Budget	Department Request	Adopted
Principal	\$ 7,455,729	\$ 7,528,344	\$7,278,436	\$7,278,436	\$ 7,274,708	\$ 7,528,344	\$ 7,022,550	\$ 7,022,550
Interest	1,128,629	1,165,826	1,067,816	1,067,816	1,071,544	1,165,826	994,250	994,250
Payments to Escrow Agents	10,218,740							
<b>Total Expenses</b>	<b>\$ 18,803,098</b>	<b>\$ 8,694,170</b>	<b>\$8,346,252</b>	<b>\$ 8,346,252</b>	<b>\$ 8,346,252</b>	<b>\$ 8,694,170</b>	<b>\$ 8,016,800</b>	<b>\$ 8,016,800</b>
Taxes	\$ 4,088,000	\$ 4,088,000	\$4,088,000	\$4,088,000	\$ 4,088,000	\$ 4,088,000	\$ 4,123,000	\$ 4,123,000
Miscellaneous Revenue		82,324				\$ 82,324		
Proceeds of Refunding Bond	3,288,231							
Premium on Debt Issued	413,594							
Transfers from Other Funds	11,389,075	4,634,353	4,343,574	4,343,574	4,521,346	4,634,353	3,953,204	3,953,204
<b>Total Revenues</b>	<b>\$ 19,178,900</b>	<b>\$ 8,804,677</b>	<b>\$8,431,574</b>	<b>\$ 8,431,574</b>	<b>\$ 8,609,346</b>	<b>\$ 8,804,677</b>	<b>\$ 8,076,204</b>	<b>\$ 8,076,204</b>

**BUDGET HIGHLIGHTS:**

The Debt Service Fund provides for all debt payments except debt obligations of the Water and Sewer Fund. Revenues from other sources represent transfers from other funds including the Tax Increment Districts for payment

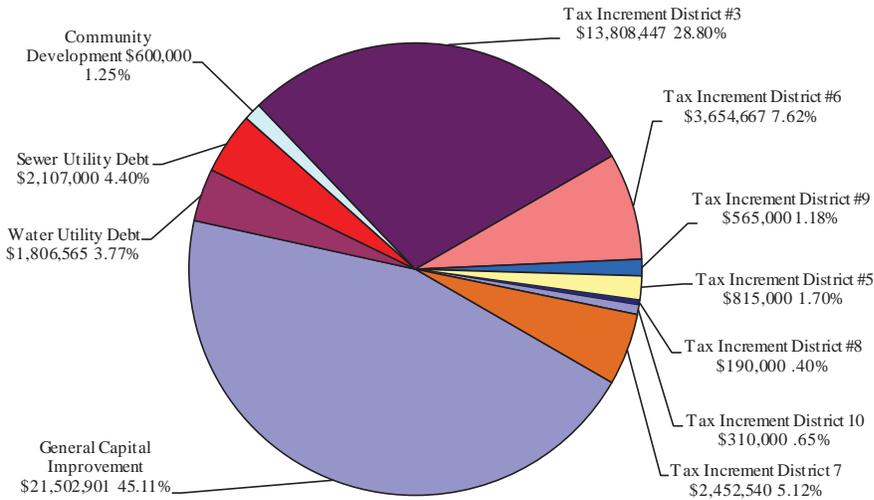
**DEBT SERVICE FUND**

of their portion of the debt. The Property Tax Levy increases \$35,000 to fund the additional street project borrowing authorized in 2014.

**ANNUAL DEBT RETIREMENT:**

Year	Principal	Interest
2015	7,855,000	1,071,991
2016	6,835,000	879,647
2017	6,545,575	722,858
2018	6,480,000	575,174
2019	5,250,000	428,679
2020	4,440,000	317,149
2021	3,683,000	221,775
2022	2,085,000	151,330
2023	1,285,000	109,335
2024	720,000	84,438
2025	290,000	72,050
2026	290,000	63,225
2027	295,000	53,600
2028	300,000	43,400
2029	305,000	32,625
2030	170,000	23,800
2031	170,000	17,000
2032	170,000	10,200
2033	170,000	3,400
On Demand	600,000	-
	<u>\$47,938,575</u>	<u>\$4,136,934</u>

**EXISTING OUTSTANDING DEBT BY PURPOSE**



**DEBT SERVICE FUND**

**SUMMARY OF DEBT CHANGES**

	General Obligation Bonds	General Obligation Notes	Wisconsin State Trust Fund Loans	Total General Obligation Debt	Utility Revenue Bonds	Total
<b>BALANCE 1/1/2010</b>	\$ 16,160,000	\$ 32,107,000	\$ 4,067,075	\$ 52,334,075	\$ 1,630,000	\$ 53,964,075
2010 Additions:						
Community Development		198,000		198,000		198,000
Capital Improvement Plan		3,086,553		3,086,553		3,086,553
TID #3		1,580,447		1,580,447		1,580,447
TID #6		400,000		400,000		400,000
TID #7		78,000		78,000		78,000
Refinancing		3,145,000		3,145,000		3,145,000
2010 Retirements	(1,175,000)	(7,145,000)	(2,747,398)	(11,067,398)	(1,630,000)	(12,697,398)
<b>BALANCE 1/1/2011</b>	<b>\$ 14,985,000</b>	<b>\$ 33,450,000</b>	<b>\$ 1,319,677</b>	<b>\$ 49,754,677</b>	<b>\$ -</b>	<b>\$ 49,754,677</b>
2011 Additions:						
Capital Improvement Plan		3,427,510		3,427,510		3,427,510
TID #6		1,244,970		1,244,970		1,244,970
Sewer Utility Debt		3,012,520		3,012,520		3,012,520
2011 Retirements	(1,210,000)	(5,775,000)	(351,502)	(7,336,502)		(7,336,502)
<b>BALANCE 1/1/2012</b>	<b>\$ 13,775,000</b>	<b>\$ 35,360,000</b>	<b>\$ 968,175</b>	<b>\$ 50,103,175</b>	<b>\$ -</b>	<b>\$ 50,103,175</b>
2012 Additions:						
Capital Improvement Plan		3,023,369		3,023,369		3,023,369
TID #3		2,725,000		2,725,000		2,725,000
TID #6		700,000		700,000		700,000
Other Redevelopment		135,575		135,575		135,575
Refinancing		9,676,631		9,676,631		9,676,631
2012 Retirements	(9,260,000)	(7,790,000)	(968,175)	(18,018,175)		(18,018,175)
<b>BALANCE 1/1/2013</b>	<b>\$ 4,515,000</b>	<b>\$ 43,830,575</b>	<b>\$ -</b>	<b>\$ 48,345,575</b>	<b>\$ -</b>	<b>\$ 48,345,575</b>
2013 Additions:						
Capital Improvement Plan		2,855,000		2,855,000		2,855,000
Swimming Pool Debt	3,410,000			3,410,000		3,410,000
TID #3		1,108,000		1,108,000		1,108,000
TID #6		2,065,000		2,065,000		2,065,000
TID #7		445,000		445,000		445,000
TID #9		630,000		630,000		630,000
2013 Retirements	(1,300,000)	(7,085,000)		(8,385,000)		(8,385,000)
<b>BALANCE 1/1/2014</b>	<b>\$ 6,625,000</b>	<b>\$ 43,848,575</b>	<b>\$ -</b>	<b>\$ 50,473,575</b>	<b>\$ -</b>	<b>\$ 50,473,575</b>
2014 Projected Additions:						
Capital Improvement Plan		3,955,000		3,955,000		3,955,000
TID #3	1,185,000			1,185,000		1,185,000
TID #8		190,000		190,000		190,000
TID #10	310,000			310,000		310,000
Refinancing	1,125,000	1,325,000		2,450,000		2,450,000
2014 Retirements	(2,485,000)	(8,140,000)		(10,625,000)		(10,625,000)
<b>BALANCE 1/1/2015</b>	<b>\$ 6,760,000</b>	<b>\$ 41,178,575</b>	<b>\$ -</b>	<b>\$ 47,938,575</b>	<b>\$ -</b>	<b>\$ 47,938,575</b>
2015 Projected Additions:						
Capital Improvement Plan		2,850,000		2,850,000		2,850,000
Swimming Pool Debt	3,000,000			3,000,000		3,000,000
TID #3		3,000,000		3,000,000		3,000,000
TID #6	4,500,000			4,500,000		4,500,000
TID #7		305,000		305,000		305,000
TID #8		1,400,000		1,400,000		1,400,000
TID #10	1,200,000			1,200,000		1,200,000
2014 Retirements	(1,080,000)	(6,775,000)		(7,855,000)		(7,855,000)
<b>BALANCE 12/31/2015</b>	<b>\$ 14,380,000</b>	<b>\$ 41,958,575</b>	<b>\$ -</b>	<b>\$ 56,338,575</b>	<b>\$ -</b>	<b>\$ 56,338,575</b>

**COMPUTATION OF DEBT LIMIT**

	December 31, 2010	December 31, 2011	December 31, 2012	December 31, 2013	December 31, 2014	December 31, 2015
Equalized Valuation	\$ 2,681,223,200	\$ 2,652,252,200	\$ 2,554,319,700	\$ 2,520,917,800	\$ 2,655,928,800	\$ 2,735,000,000
	5%	5%	5%	5%	5%	5%
Total Allowable Debt	\$134,061,160	\$132,612,610	\$127,715,985	\$126,045,890	\$132,796,440	\$136,750,000
Outstanding Debt	\$ 49,754,677	\$ 50,103,175	\$ 48,345,575	\$ 50,473,575	\$ 47,938,575	\$ 56,338,575
Legal Debt Margin	\$84,306,483	\$82,509,435	\$79,370,410	\$75,572,315	\$84,857,865	\$80,411,425
Debt Utilized	37.11%	37.78%	37.85%	40.04%	36.10%	41.20%

**DEBT SERVICE FUND**

**BUDGETARY HISTORY:**

YEAR	EXPENSES	INCREASE (DECREASE) FROM THE PREVIOUS YEAR	
		DOLLAR	PERCENT
2015	\$8,016,800	(\$329,452)	-3.95%
2014	\$8,346,252	\$0	0.00%
2013	\$8,346,252	(\$619,758)	-6.91%
2012	\$8,966,010	\$271,840	3.13%
2011	\$8,694,170	(\$617,223)	-6.63%
2010	\$9,311,393	\$131,597	1.43%
2009	\$9,179,796	\$62,306	0.68%
2008	\$9,117,490	(\$5,194)	-0.06%
2007	\$9,122,684	\$665,958	7.87%
2006	\$8,456,726	\$436,345	5.44%

YEAR	REVENUES	INCREASE (DECREASE) FROM THE PREVIOUS YEAR	
		DOLLAR	PERCENT
2015	\$3,953,204	(\$390,370)	-8.99%
2014	\$4,343,574	\$0	0.00%
2013	\$4,343,574	(\$705,574)	-13.97%
2012	\$5,049,148	\$414,795	8.95%
2011	\$4,634,353	(\$490,628)	-9.57%
2010	\$5,124,981	\$81,315	1.61%
2009	\$5,043,666	\$571,043	12.77%
2008	\$4,472,623	(\$348,567)	-7.23%
2007	\$4,821,190	\$557,921	13.09%
2006	\$4,263,269	\$464,754	12.24%

YEAR	TAX LEVY	INCREASE (DECREASE) FROM THE PREVIOUS YEAR	
		DOLLAR	PERCENT
2015	\$4,123,000	\$35,000	0.86%
2014	\$4,088,000	\$0	0.00%
2013	\$4,088,000	\$0	0.00%
2012	\$4,088,000	(\$68,866)	-1.66%
2011	\$4,156,866	\$0	0.00%
2010	\$4,156,866	\$0	0.00%
2009	\$4,156,866	\$0	0.00%
2008	\$4,156,866	\$0	0.00%
2007	\$4,156,866	\$0	0.00%
2006	\$4,156,866	\$0	0.00%



**CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403**

<b>RESOLUTION OF THE FINANCE COMMITTEE</b>	
Authorizing a Budget Modification to restore funding for the 2015 street seal coat project	
Committee Action:	Pending
Fiscal Impact:	No increase in the budget
<b>File Number:</b>	14-1109
<b>Date Introduced:</b>	May 26, 2015

<b>FISCAL IMPACT SUMMARY</b>			
<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Budget Source: Budget Transfer</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$137,000</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
<b>SOURCE</b>	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue <input type="checkbox"/> Debt <input type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i>		

**WHEREAS**, funding the for annual seal coat project was significantly reduced during the 2015 budget preparation to meet tax rate objectives, and

**WHEREAS**, street seal coat is an important maintenance project that prevents deterioration and significantly extends the life of pavement, and

**WHEREAS**, the Finance Committee directed staff to search for other budget savings which would provide a funding source for this important project; and

**WHEREAS**, the mild winter provided budget savings in street salt, and natural gas utility costs; and

**WHEREAS**, the Common Council budget also provided a transfer opportunity due to the delayed implementation of the meeting management software,

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Wausau that the proper City official(s) be authorized and directed to modify the 2015 budget as presented below:

Transfer From:

110-102594540	DPW Winter Maintenance – Salt	\$80,000
110-102392240	DPW Facilities – Natural Gas Utilities	\$16,000
110-1093230	Council – Subscription Services	\$10,000

Transfer To:

110-101592490	DPW Street Maintenance – Contractual Repairs	\$106,000
---------------	--	-----------

**BE IT FURTHER RESOLVED**, that the proper City Officials are hereby authorized and directed to publish the budget modification in the official newspaper as required.

Approved:

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James E. Tipple, Mayor

<b>RESOLUTION OF THE FINANCE COMMITTEE</b>	
Supporting the Expansion of Bank Qualified Bonds	
Committee Action:	
Fiscal Impact:	None
<b>File Number:</b> 15-0410	<b>Date Introduced:</b> June 10, 2015

<b>FISCAL IMPACT SUMMARY</b>			
<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
<b>SOURCE</b>	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount</i> <span style="float: right;"><i>Annual Retirement</i></span>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> <input type="checkbox"/> <i>Debt</i> <input type="checkbox"/> <i>Funds on Hand</i> <input type="checkbox"/> <i>Interfund Loan</i> <input type="checkbox"/>		

### RESOLUTION

**Whereas**, Legislation has been introduced which would increase the annual issuance limit for issuers of bank-qualified bonds from \$10 million to \$30 million; and

**Whereas**, Ron Kind of Wisconsin is a current sponsor of the legislation; and

**Whereas**, Bank qualified designation provides tax incentives to banks who purchase municipal bonds which reduces the interest rate on municipal borrowing, thus saving interest costs; and

**Whereas**, bond financing is an important financing source for the city’s economic development projects and annual capital plan; and

**NOW THEREFORE BE IT RESOLVED**, that the City of Wausau supports the expansion of annual issuance limit for issuers of bank-qualified bonds from \$10 million to \$30 million

**BE IT FURTHER RESOLVED**, that the City Clerk is directed to forward this legislation to our local US legislators, and the sponsoring legislators listed above.

Approved:

\_\_\_\_\_  
James E. Tipple, Mayor

# THE BOND BUYER

Wednesday, May 20, 2015 | as of 12:27 AM  
ET

Taxation

## Bill on Bank-Qualified Bonds Introduced in the House

by [Naomi Jagoda](#)

MAY 4, 2015 7:29pm ET

WASHINGTON - Rep. Tom Reed, R-N.Y., has reintroduced legislation that would increase the annual issuance limit for issuers of bank-qualified bonds to \$30 million from \$10 million.

The Municipal Bond Market Support Act of 2015, H.R. 2229, was introduced on Friday. It is co-sponsored by Reps. Richard Neal, D-Mass., Todd Young, R-Ind., John Larson, D-Conn., Randy Hultgren, R-Ill., and Ron Kind, D-Wis. The bill, which is similar to a measure that was offered in July of last year, has been referred to the House Ways and Means Committee.

Currently, banks can buy the bonds of issuers who issue \$10 million or less of tax-exempt bonds per year and deduct 80% of their carrying costs, the interest expense they incur from purchasing or carrying an inventory of tax-exempt bonds. The \$10 million limit was temporarily increased to \$30 million under the American Recovery and Reinvestment Act, but that expired at the end of 2010. Outside of that temporary increase, the bank-qualified limit has never been raised or indexed to inflation.

The bill would raise the bank-qualified limit to \$30 million and index it to inflation.

Additionally, it would apply the limit at the borrower level for 501(c)(3) nonprofit bonds. As a result, bonds issued for nonprofits that borrow no more than \$30 million in bond proceeds in a year could be bank-qualified even if the issuer sells more than that amount of bonds annually.

"Municipal bonds are a lifeline to local communities looking to expand a high school or repair their infrastructure," Hultgren said in a release. "These tools of 'fiscal federalism' allow municipalities to raise their own funds tax-free, using their own expertise and avoiding the heavy bureaucracy of the federal government. We should expand this Main Street financing tool for municipalities intimately connected to the needs of their communities."

Larson said that under the Municipal Bond Market Support Act, "bank-qualified bonds will enable smaller communities to finance these vital improvements, which in turn will create jobs, improve local economies, and ensure the safety of our citizens through much needed upgrades."

Reed and some of same co-sponsors introduced the similar bank-qualified bond bill last year, but it failed to gain traction.

A version of the Municipal Bond Market Support Act was introduced in the Senate in 2011. The Senator who introduced it - Jeff Bingaman, a Democrat from New Mexico - retired from the Senate in 2013.

Updating the bank-qualified bond rules is a priority for a number of municipal market groups. Associations including the Bond Dealers of America, the Government Finance Officers Association and the Independent Community Bankers of America lobbied for changes to the bank-qualified bond rules in recent letters to the Senate Finance Committee tax reform working group on community development and infrastructure.

"The increased limit and other fixes in the bill will give more opportunities particularly to the smaller issuers that our regional and middle market dealers serve," said Mike Nicholas, BDA's chief executive officer.



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## **GFOA Secures Introduction of Legislation to Expand Availability of Bank-Qualified Bonds**

Tuesday, July 29, 2014

Last week, a bipartisan group of House lawmakers introduced legislation (H.R. 5199) that would permanently raise the issuer limit on bank-qualified bonds from \$10 million to \$30 million. The legislation, which breathes new life into the effort to restore the annual issuer limit to \$30 million, is the culmination of several months of work by GFOA's Federal Liaison Center with the offices of congressmen Tom Reed (R-NY), Randy Hultgren (R-IL), John Larson (D-CT) and Richard Neal (D-MA).

Bank-qualified bonds were created in 1986 to give smaller issuers more cost-effective access to credit by allowing them to bypass the traditional underwriting system and sell their tax-exempt bonds directly to local banks. In addition to the higher costs of issuance in the normal underwriting process, many small issuers have a difficult time selling their bonds because investors are not as familiar with their jurisdictions. As a result of these factors, many small issuers have been forced to pay higher interest rates on their bond issuances. Recognizing the utility of bank-qualified bonds to overcome these cost barriers, Congress temporarily expanded their use by raising the issuer limit to \$30 million annually in 2009, and as a result, the market for bank-qualified bonds increased in 2009 to approximately \$32 billion. However, despite the effectiveness of bank-qualified bonds and bi-partisan support on Capitol Hill, Congress did not extend these provisions beyond their December 31, 2010, sunset date, and on January 1, 2011, the annual issuer limit for bank-qualified bonds reverted to \$10 million.

The GFOA urges members to reach out to their members of Congress and request that they co-sponsor HR 5199.



## Wausau Fire Department

606 East Thomas Street  
Wausau, Wisconsin 54403  
Telephone (715) 261-7900  
Fax (715) 261-7910



James E. Tipple, Mayor

Tracey Kujawa, Chief

Memo From: Tracey Kujawa, Fire Chief

Memo To: Finance Committee

Date: May 19, 2015

Subject: Capital Reallocation

I am petitioning the Finance Committee to allow me to reallocate funds in a CIP request approved for the current year. Promptly, at the beginning of this year the Wausau Fire Department began its endeavor to purchase new self-contained breathing apparatus (SCBA) allocated through an approved CIP request for 2015. The results of the bids received from the RFP posting were dramatically lower than the estimated price which was projected mid-year of 2014. The reason for the low pricing given by the vendor was the competitive process. Although, we have not yet received the SCBAs, the purchase order is approved for the sum of \$177,700.90 which is \$57,440.10 less than the requested CIP amount. In conjunction with this we also have a CIP request for 14 radios with needed accessories in the amount of \$41,826. We have been approved for a 'sole source' purchase through Motorola (Northway). In pursuing this purchase we have found out that we can get a credit of \$500.00 per radio if we purchase before June 15, 2015; which is a substantial savings. This radio replacement CIP request is a 4 year effort (2014, 2015, 2016 and 2017) because of the cost of the project. My request would be that the Finance Committee gives me permission to use the excess monies in the current SCBA Capital to purchase radios. This would allow us to get the \$500.00 credit on each radio and complete the radio replacement project a year earlier than anticipated. Communication equipment is an essential component of a firefighter's overall safety ensemble and to be able to equip our members with reliable equipment much earlier than anticipated would be ideal. Also, our radios are at the end of their expected lifecycle. We have incurred some failures in radios this past year but I fear they will become more frequent in upcoming years resulting in repair expenditures that could be avoided if permitted to purchase new radios.

I have included the CIP requests for both the Radio Replacement and the SCBA purchase. I appreciate your deliberation with this request.

Cc: Mayor  
Finance

# CITY OF WAUSAU

## Capital Improvement Program Request 2015-2019

<b>Project Title:</b>	Radio Replacement	<b>Plan Year:</b>	2015 - 2017
<b>Classification:</b>	Equipment	<b>Department:</b>	Wausau Fire Department
<b>Priority:</b>	High	<b>Contact Name:</b>	Tracey Kujawa
<b>Useful Life:</b>	8 - 12 years		

### PROJECT DESCRIPTION

#### Provide a brief description of the project or purchase

The Wausau Fire Department began its radio replacement program in 2014 with the purchase of 16 radios. Communication equipment is an essential component of a firefighter's overall safety ensemble and as such needs to be given appropriate consideration when procuring and integrating equipment for the firefighter's protection and safety. The current radios used for communications in the Department are unreliable and were not manufactured to be compatible in the environments where we are expected to use them. They don't meet the needs of the fire and rescue users. They have also outlived their expected lifecycle of 7 - 12 years. Many of the radios currently in use are over 20 years old.

This project will ultimately replace 40 radios which will also require radio chargers and spare batteries. Although we feel it imperative that all members have access to a radio, which affords them the equipment needed to keep them safe, we also realize that this is a very expensive request. Therefore, the Wausau Fire Department would like to propose a three year capital project to replace the remaining radios. In the meantime, we will conscientiously rotate radios to ensure that the acquired radios are utilized in the most appropriate manner until all members are assigned a radio.

Wausau Fire Department would request 14 radios in 2015, 13 radios in 2016 and 13 radios in 2017. This investment will provide all members of the Department a radio that will afford them the best overall protection.

### PROJECT SCHEDULE: (PROVIDE DETAIL ON TIMING OF PROJECT DESIGN, BID, IMPLEMENTATION AND COMPLETION)

The entire project would come to completion in 2017 with the purchase of the final 13 radios allowing all members of the Department to have access to a radio that is compatible and manufactured for firefighting. The request for 2015 would be 13 radios and the same for 2016. It would be a priority to purchase immediately upon approval because of the necessity for this equipment. The requested amount, if approved, for the first phase of this project would be \$41,825.50 in 2015. This would include 14 radios, 14 speaker mics, 4 spare batteries and two 6-unit battery chargers.

### PROJECT PURPOSES: (Check all statements that apply)

<input checked="" type="checkbox"/>	Addresses critical health or safety hazard.	<input type="checkbox"/>	Serves to eliminate Blight
<input type="checkbox"/>	Provides developed area with a comparable level of city services or facilities.	<input type="checkbox"/>	Encourages economic development
<input checked="" type="checkbox"/>	Maintains or enhances systems that support existing city services.	<input type="checkbox"/>	Encourages revitalization, community aesthetics, or historic preservation
<input type="checkbox"/>	Provides new service, facility, system or equipment.	<input type="checkbox"/>	Provides other rehabilitation, replacement or new construction.
<input type="checkbox"/>	Expands existing service into an undeveloped area.	<input type="checkbox"/>	This project was identified in prior year CIP Plan requests
<input checked="" type="checkbox"/>	Repairs, replaces or prevents a breakdown of an existing city facility, system, service or equipment.	<input type="checkbox"/>	Improves resident quality of life in terms of recreational activities, personal enrichment or living conditions
<input type="checkbox"/>	Supports a revenue generating service	<input type="checkbox"/>	Contributes to a safe community

### PROJECT OR PURCHASE JUSTIFICATION

#### Describe physical condition, demand/capacity, functionality and/or safety concerns or revenue generating potential that justifies the project/acquisition

Effective communication is of the utmost importance on emergency scenes and is a key component of fireground safety. The radios currently in service at the Department were not constructed for firefighter use and therefore are difficult to use and have failed our personnel while on emergency scenes on many occasions because of the environments and conditions they encounter. For example, they have no rating for water resistance and therefore when exposed to water will eventually fail. Nor do they meet the standard for ruggedness and reliability; therefore, are not rated for extreme environments and have a high probability of failure when in extreme heat or cold. These are just a couple of examples specific to why these radios are not compatible for fire service use. There are also many enhancements specific to performance characteristics, physical characteristics and radio features in the newer radios that help ensure the safety of the firefighter.

Another concerning issue is the fact that Wausau Fire Department has several different models and styles of radios. Standardization of radios is essential. Radio use alone can be complicated "in and of itself" so without standardization there is a requirement to know the features of each of the radios and how to operate them. When different styles of radios are in use, the likelihood of human error is very high, particularly during stressful emergencies.

### IMPACT ON DEFERRED IMPLEMENTATION/PURCHASE

#### Describe how project deferral will impact future asset maintenance, economic growth, quality of service, efficiency or effectiveness, quality of life, safety, financing or other issues.

Most all equipment that exceeds their expected lifecycle will begin to fail more often and require additional maintenance. In addition, with the surpassing of this timeline many companies will no longer stock parts for the repair of that type of equipment. The Wausau Fire Department's radio situation is no different. Not only have there been costly radio repairs but some will remain out of service because they are not able to be repaired. We also find repairs more prevalent because again these radios are not designed to firefighting standards.

### RETURN ON INVESTMENT

#### Describe the financial benefits, cost savings or payback of the capital project such as grant funding, cost avoidance or operational cost or income benefits

The greatest return on this type of investment is safety. To be able to provide communication equipment, designed for firefighting, will greatly enhance communications on emergency scenes and therefore reduce the risk to those responding.

There will also be some cost savings in maintenance of radios. Although nominal, the City will also receive a dollar amount for the trade-in of the current radios.

# CITY OF WAUSAU

## Capital Improvement Program Request 2015-2019

<b>Project Title:</b>	Self-Contained Breathing Apparatus (SCBA)	<b>Plan Year:</b>	2015
<b>Classification:</b>	Equipment	<b>Department:</b>	Fire Department
<b>Priority:</b>	High	<b>Contact Name:</b>	Tracey Kujawa, Chief
<b>Useful Life:</b>	10 -15 years		

### PROJECT DESCRIPTION

#### Provide a brief description of the project or purchase

Without exception, self-contained breathing apparatus (SCBA) is the most important and widely used tool in the fire service. SCBA allow firefighters to enter hazardous environments to perform essential interior operations including offensive fire attack, victim search, rescue and removal, ventilations and overhaul. They are also used on non-fire incidents involving hazardous materials and confined spaces where there is a threat of toxic fumes or an oxygen-deficient atmosphere.

There have been several well-documented incidents where SCBA failure may have been a contributing factor in the deaths or injuries of firefighters. Among the voluntary consensus standards developed by the National Fire Protections Association (NFPA) are standards for firefighting personal protective equipment. This includes NFPA 1981, which is the Standard for Open-Circuit Self-Contained Breathing Apparatus (SCBA). There have been several updates in this Standard since the purchase of the SCBAs currently in use by the Wausau Fire Department. The purpose in the changes to the Standard is to address equipment failures and shortcomings. Although the Wausau Fire Department has performed some critical upgrades to the current SCBAs they don't meet the current Standard and have surpassed their suggested lifecycle. Therefore this request is to replace the SCBAs currently being used by the members of the Wausau Fire Department in the amount of \$235,141.20 and acquire the equipment required to fit-test all employees and test the SCBAs in the amount of \$17,810.00 which would total \$252,951.20.

### PROJECT SCHEDULE: (PROVIDE DETAIL ON TIMING OF PROJECT DESIGN, BID, IMPLEMENTATION AND COMPLETION)

The Wausau Fire Department will proceed immediately upon approval with the project. We will obtain bids, purchase equipment, conduct training and place into service.

### PROJECT PURPOSES: (Check all statements that apply)

<input checked="" type="checkbox"/>	Addresses critical health or safety hazard.	<input type="checkbox"/>	Serves to eliminate Blight
<input type="checkbox"/>	Provides developed area with a comparable level of city services or facilities.	<input type="checkbox"/>	Encourages economic development
<input checked="" type="checkbox"/>	Maintains or enhances systems that support existing city services.	<input type="checkbox"/>	Encourages revitalization, community aesthetics, or historic preservation
<input type="checkbox"/>	Provides new service, facility, system or equipment.	<input type="checkbox"/>	Provides other rehabilitation, replacement or new construction.
<input type="checkbox"/>	Expands existing service into an undeveloped area.	<input checked="" type="checkbox"/>	This project was identified in prior year CIP Plan requests
<input checked="" type="checkbox"/>	Repairs, replaces or prevents a breakdown of an existing city facility, system, service or equipment.	<input type="checkbox"/>	Improves resident quality of life in terms of recreational activities, personal enrichment or living conditions
<input type="checkbox"/>	Supports a revenue generating service	<input type="checkbox"/>	Contributes to a safe community

### PROJECT OR PURCHASE JUSTIFICATION

#### Describe physical condition, demand/capacity, functionality and/or safety concerns or revenue generating potential that justifies the project/acquisition

The current SCBAs in use are at the end of their recommended lifecycle. There have been two updates of NFPA 1981 since the initial in-service date of this equipment and therefore these SCBAs don't meet the recommended standards. The maintenance of the packs has increased and therefore the cost to perform the maintenance has also increased. Fortunately our Department has technicians that can perform many of the required repairs; however, with the increased age of the SCBAs, in some instances, the dealer requires they be shipped for evaluation and repair. This requirement increases costs substantially when compared to the WFD technicians performing the repairs. Also, with increased age always comes an increased risk of failure. Although, any piece of equipment can fail, an increased failure rate becomes more concerning when it involves life and death.

With the newer SCBA design we will be purchasing a 4500 psi cylinder. These cylinders are lighter by design, more durable and smaller profiled. The 4500 psi cylinder will also afford us more time for "work" when compared to the current cylinders. Also, many of the current cylinders are not authorized for use after 15 years of service so they have reached their recommended lifecycle.

### IMPACT ON DEFERRED IMPLEMENTATION/PURCHASE

#### Describe how project deferral will impact future asset maintenance, economic growth, quality of service, efficiency or effectiveness, quality of life, safety, financing or other issues.

The current SCBAs are becoming more and more fragile requiring care and maintenance. Their efficiency is several generations behind the most current standard and they will have reached their lifecycle at 15 years. As mentioned previously, these SCBAs are utilized in extreme environments, high risk, which should be concerning given their age and reliability.

### RETURN ON INVESTMENT

#### Describe the financial benefits, cost savings or payback of the capital project such as grant funding, cost avoidance or operational cost or income benefits

Although firefighting is a risky business in and of itself; not providing equipment that is reliable increases that risk substantially. So I believe, the return on an investment such as this would be a substantial step in an effort toward "life safety." Not only those using the SCBAs for personal protection but those who are requesting our services where a SCBA would be required due to extreme, dangerous environments.

Maintenance costs, with newer equipment, should also decline substantially.



## Memorandum

**From:** William D. Hebert  
**To:** Finance Committee  
**Date:** 05/08/2015  
**Re:** RFP – Finalist for Permitting and Inspections Software

---

Purpose: To obtain your approval for contracting with Infovision Software for Permitting and Inspection Software

Facts / Considerations:

Background: The Inspections and Zoning Division of the Department of Public Works has been in dire need of a comprehensive software solution for code enforcement, inspection, and permitting. Our division has been utilizing multiple 'in-house' developed software's for permitting and code enforcement. The systems are outdated and cumbersome, and also require time consuming processes to develop reports. In 2013 the CIP committee recommended funding for new comprehensive software for our division.

The initial Request for Proposal was due in April of 2014. We received only 3 total responses. Staff worked tirelessly to review, analyze and negotiate with the finalist vendors. We presented a summary of costs for the three proposals to the CIP committee in August of 2014. Our budget did not cover the costs of any of the proposals. Since we were unable to reach an agreement and a second RFP was completed.

Our second RFP received a total of 6 responses from 5 vendors. The additional proposals were very competitive and offered comprehensive software solutions for not only our division, but city wide. In both cases we evaluated all proposals in accordance with the evaluation criteria specified in the RFP document. We reviewed the written proposals, viewed several product demonstrations, and checked references for the finalists. We then held product demonstrations with additional staff specific to their expertise.

Recommendation: Your approval is requested for:

Contract for inspections software, maintenance and licensing services for Evolve, offered by Infovision Software LLC.

This proposal offers full service software for the inspections division including: project review, code enforcement, licensing, permitting, and public web access. Our purchase would be for the product and would available to all city personnel.

Impact:

1. This project is fully funded through CIP and falls within budget.
2. Once the software is fully implemented we should see immediate efficiencies and comprehensive statistical analysis to better provide information among staff, council, and customers.
3. Inspections and code enforcement will be mobilized. Customers can expect a quick turn around on inspection reports and notices of non-compliance.
4. Public web access to apply for licenses and permits, review approved projects, ability to pay for permits and request inspections online.

Coordination: Inspections staff has worked closely with Julie Henrichs and Gerry Klein from CCITC, and City Attorney Anne Jacobson in developing and evaluating the RFP. Additionally we have worked with Dan Kerntop GIS Analyst and Maryanne Groat, Mary Goede, and Toni Rayala from Clerk/Finance Department.

Cc: Mayor

## MaryAnne Groat

---

**From:** Dan Kerntop  
**Sent:** Wednesday, May 20, 2015 3:00 PM  
**To:** Eric Lindman  
**Cc:** MaryAnne Groat  
**Subject:** Additional CIP Funds / GIS Imagery 2015

Eric,  
As we discussed earlier, the GIS Division originally requested \$100,000 of CIP funding for imagery in 2014. For 2015, I requested \$80,000 for the imagery in an attempt to not be over or under the budget. Unfortunately, the initial phase totaled \$93,800. Therefore, this project is short \$13,800 in funding. In hindsight I should have stayed with my original estimate, however, I would have been over budget, which is still discouraged.

The first process is data acquisition, this includes the plane, fuel and the pilots time. The timeline to collect imagery is very short. Several items must be devoid before the flight can occur, they are; snow, ice, clouds, haze, and leaf budding. This phase has now been completed.

The next two steps meld into one another and the vendor divides the payments so as not to have to pay one large sum. The second phase is data processing, this includes georeferencing and calibrating the imagery so that it meets national mapping standards of 1 inch equals 50ft or 1:600 scale. This is a time intensive process due to several factors. Other quality issues related to natural and human errors are also addressed. This would include reflectance from water bodies, color balancing, and creating seamless tiles.

The second (and third) phase will include more processing time due to the improved resolution. This is where our cost increased from past years. Our planimetric features from years past met 1:1200 mapping scale. The improved resolution and scale will save staff time from traveling to the field and improve our design efforts.

Nearly every department within the city has requested mapping assistance. Our data is also crucial for the engineering technicians when designing projects as well. Private engineering and planning agencies utilize our data on a routine basis. Some of these companies include, Becher Hoppe and Associates, REI, Graef, Stantec, CRA, Corre Inc, Toole Design Group, Evergreen, Ghidorzi, PGA, Gremmer and Associates, Newmark Grubb Pfefferle, CBS Squared, Diggers Hotline, and CWE.

I hope you consider funding these three phases of the project in full.

Regards,

Dan Kerntop  
GIS Analyst  
City of Wausau

Dept of Public Works  
407 Grant St  
Wausau, WI 54403  
City of Wausau  
Office: (715) 261-6757



*Learn more about  
the City of Wausau at:*  
[www.ci.wausau.wi.us](http://www.ci.wausau.wi.us)

**CITY OF WAUSAU 2015 BUDGET**  
**GENERAL FUND STATEMENT OF REVENUES AND EXPENDITURES**  
**BUDGET AND ACTUAL**  
**April 30, 2015**  
**NARRATIVE**

**REVENUES**

Below is a description of notable items.

Other Taxes – In 2013 the City received an omitted tax payment of \$42,340 which is not a regularly occurring payment.

Municipal Services – The City receives an annual payment for the state and this account will fall short of budget by \$10,990.

Other Grants – The 2014 included the tree grant the parks department received which is not a recurring grant. The balance of the short fall from 2014 YTD is due to the ending of the police department domestic violence abuse grant that ended June 2014.

Licenses – Last year the City had a significant number of the five year burning permits renew \$13,500. Fewer burning permit licenses will be expiring this year. The budget for burning permits is \$8,000 the actual revenue to date is \$5,203.

Permits – Building permits are showing a positive variance from 2014 but it is unknown at this time whether they will meet the budget projections. 2014 total revenue was \$181,803.

Fines, Forfeitures and Penalties – This revenue is down \$16,000 from the collections of April 2014. We dropped the 2015 budget as compared to the 2014 budget but this may not have been sufficient as the 2014 actual revenues were \$355,000. Based upon the past two year trends this revenue will fall short of budget by \$65,000.

Public Charges General Government – 2014 revenues included the fee for exempt not-for-profit reports which are a biennial filing. No budget problems are expected.

Public Charges Public Safety – Currently revenues looking good exceeding both 2014 and budget projections. Strong EMS Collections to date.

Public Charges Streets – 2015 revenues appear down from 2014 but this represents a timing difference of when sidewalk shoveling was charged to downtown property owners. In 2014 it took place the end of April and in 2015 it was the beginning of May. The amount billed is down about \$10,000 from 2014 due to lack of snow. Damages to street poles represents \$31,600.

Public Charges Recreation – it appears that 2015 revenues will lag 2014 revenues for winter recreation by about \$12,000. This is likely due to the cold weather, limited snow and the abrupt end to winter. Overall we did not meet the 2014 revenue budget of \$139,800 and could experience greater shortages in 2015 due to and increased budget. The unanticipated closing of Memorial Pool will also decrease revenues but expenses should also decrease mitigating the financial impact to the city.

Public Charges Public Areas – It appears the 2015 revenues could lag 2014 again due to the winter recreation program. In addition, this area contains a budget of \$60,000 for sponsorship revenue.

Intergovernmental Charges for Services – No expected budget difficulties expected at this time.

Interest on General Investments – The 2014 and 2015 interest reflects timing of maturities and related interest.

Miscellaneous Revenues – No expected budget difficulties expected at this time.

Other Financing Sources - No expected budget difficulties expected at this time. PILOT from the utility is being posted monthly in 2015 rather than at yearend.

## **EXPENSES**

The budget to date appears in line with the budget with 30.5% of the budget spent and 33% of the year complete.

Data Processing – The actual contains January through April month allocation to CCITC along with about 50% of the software maintenance charges for the year.

Unclassified – This account contains that tax payment to Sears for \$86,419.

Fire – May have a few line items with issues. Other professional services funds the billing costs for EMS which is a percent of revenues. Since revenues are running high this account will too.

Ambulance – Lab supplies are nearly exhausted.

Transportation and Streets – These accounts reflect the minimal snowfall in 2015. Expenses are \$485,000 less than 2014.

## **BUDGET RISKS - \$262,409**

- Sponsorship Revenues \$60,000
- Municipal Service Revenues \$10,990
- Building Permit Revenue \$Unknown
- Fines and Forfeitures \$65,000
- Park Revenue \$15,000
- Tax Payments \$86,419
- EMS Lab Supplies \$25,000
- Ambulance Billing Costs will depend upon continued high collections

**CITY OF WAUSAU, WISCONSIN**  
**GENERAL FUND**  
**SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL**  
Period Ended April 30, 2015

	Budgeted Amounts		Actual	Variance with Final Budget	2014 Actual
	Original	Final			
<b>TAXES</b>					
General property taxes	\$ 16,200,627	\$ 16,200,627	\$ 16,200,627	\$ -	\$ 15,817,883
Mobile home parking fees	28,000	28,000	12,748	(15,252)	10,180
Payments in lieu of taxes	115,000	115,000	28,881	(86,119)	1,124
Other taxes	67,709	67,709	19,921	(47,788)	67,457
Total Taxes	16,411,336	16,411,336	16,262,177	(149,159)	15,896,644
<b>INTERGOVERNMENTAL</b>					
State shared taxes	4,434,045	4,434,045	-	(4,434,045)	-
Expenditure restraint	771,566	771,566	-	(771,566)	-
Fire insurance tax	105,000	105,000	-	(105,000)	-
Municipal services	195,000	195,000	184,010	(10,990)	195,507
Transportation aids	2,541,749	2,541,749	1,268,658	(1,273,091)	1,187,528
Other grants	123,834	123,834	60,724	(63,110)	92,599
Total Intergovernmental	8,171,194	8,171,194	1,513,392	(6,657,802)	1,475,634
<b>LICENSES AND PERMITS</b>					
Licenses	175,531	175,531	79,453	(96,078)	90,906
Franchise fees	340,000	340,000	-	(340,000)	-
Permits	227,519	227,519	50,869	(176,650)	31,654
Total Licenses and Permits	743,050	743,050	130,322	(612,728)	122,560
<b>FINES, FORFEITURES AND PENALTIES</b>					
	398,000	398,000	138,767	(259,233)	154,704
<b>PUBLIC CHARGES FOR SERVICES</b>					
General government	67,300	67,300	14,296	(53,004)	27,139
Public safety	1,377,200	1,377,200	449,280	(927,920)	382,592
Streets and related facilities	79,971	79,971	46,705	(33,266)	73,253
Recreation	144,700	144,700	51,220	(93,480)	47,552
Public areas	159,479	159,479	18,456	(141,023)	16,927
Total Public Charges for Services	1,828,650	1,828,650	579,957	(1,248,693)	547,463
<b>INTERGOVERNMENTAL CHARGES FOR SERVICES</b>					
State and federal reimbursements	11,340	11,340	60	(11,280)	80
County and other municipalities	236,264	239,514	25,301	(214,213)	44,240
City departments	1,249,432	1,249,432	10,326	(1,239,106)	17,123
Total Intergovernmental Charges for Services	1,497,036	1,500,286	35,687	(1,464,599)	61,443

**CITY OF WAUSAU, WISCONSIN**  
**GENERAL FUND**  
**SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL (Continued)**  
Period Ended April 30, 2015

	Budgeted Amounts		Actual	Variance with Final Budget	2014 Actual
	Original	Final			
<b>COMMERCIAL</b>					
Interest on general investments	\$ 260,000	\$ 260,000	\$ 56,020	\$ (203,980)	\$ 95,303
Interest on special assessments	15,000	15,000	27	(14,973)	10
Other interest	<u>19,000</u>	<u>19,000</u>	<u>15,101</u>	<u>(3,899)</u>	<u>12,902</u>
Total Commercial	<u>294,000</u>	<u>294,000</u>	<u>71,148</u>	<u>(222,852)</u>	<u>108,215</u>
<b>MISCELLANEOUS REVENUES</b>					
Rent of land and buildings	210,100	210,100	92,452	(117,648)	85,083
Sale of City property/loss compensation	12,500	12,500	5,229	(7,271)	7,104
Other miscellaneous revenues	<u>110,022</u>	<u>110,022</u>	<u>1,324</u>	<u>(108,698)</u>	<u>679</u>
Total Miscellaneous Revenues	<u>332,622</u>	<u>332,622</u>	<u>99,005</u>	<u>(233,617)</u>	<u>92,866</u>
<b>OTHER FINANCING SOURCES</b>					
Transfers in	<u>1,897,000</u>	<u>1,897,000</u>	<u>497,121</u>	<u>(1,399,879)</u>	<u>-</u>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>					
	<u>\$ 31,572,888</u>	<u>\$ 31,576,138</u>	<u>\$ 19,327,576</u>	<u>\$ (12,248,562)</u>	<u>\$ 18,459,529</u>

**CITY OF WAUSAU, WISCONSIN**  
**GENERAL FUND**  
**SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL**

Period Ended April 30, 2015

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>	<u>2014 Actual</u>
	<u>Original</u>	<u>Final</u>			
<b>GENERAL GOVERNMENT</b>					
City Council	\$ 112,122	\$ 112,122	\$ 23,647	\$ 88,475	\$ 26,019
Mayor	203,263	203,263	61,202	142,061	72,269
City Promotion	124,600	124,600	34,746	89,854	41,121
Finance department	471,638	471,638	159,721	311,917	124,889
Data processing	696,369	696,369	243,747	452,622	280,322
City clerk/customer service	492,398	492,398	152,022	340,376	153,190
Elections	34,950	34,950	16,697	18,253	16,774
Assessor	595,907	595,907	167,297	428,610	177,397
City attorney	490,025	490,025	135,351	354,674	149,807
Municipal court	128,529	128,529	34,311	94,218	35,575
Human resources	293,937	293,937	90,494	203,443	102,343
City hall and other municipal buildings	321,523	321,523	96,997	224,526	100,625
Unclassified	32,000	135,192	88,715	46,477	13,826
Total General Government	<u>3,997,261</u>	<u>4,100,453</u>	<u>1,304,947</u>	<u>2,795,506</u>	<u>1,294,157</u>
<b>PUBLIC SAFETY</b>					
Police department	8,973,536	8,976,786	2,786,097	6,190,689	2,695,459
Fire department	3,431,816	3,431,816	1,195,138	2,236,678	1,170,960
Ambulance	2,991,652	2,991,652	899,114	2,092,538	996,966
Inspections and electrical systems	705,394	705,394	194,947	510,447	201,537
Total Public Safety	<u>16,102,398</u>	<u>16,105,648</u>	<u>5,075,296</u>	<u>11,030,352</u>	<u>5,064,922</u>
<b>TRANSPORTATION AND STREETS</b>					
Engineering	1,401,003	1,401,003	392,454	1,008,549	430,345
Department of public works	6,082,730	6,082,730	1,989,728	4,093,002	2,474,534
Total Transportation and Streets	<u>7,483,733</u>	<u>7,483,733</u>	<u>2,382,182</u>	<u>5,101,551</u>	<u>2,904,879</u>
<b>SANITATION, HEALTH AND WELFARE</b>					
Garbage and refuse collection	1,537,400	1,537,400	387,078	1,150,322	369,267
<b>NATURAL RESOURCES/RECREATION</b>					
Parks and recreation	2,452,096	2,452,096	496,317	1,955,779	501,419
<b>TOTAL EXPENDITURES</b>	<u>\$ 31,572,888</u>	<u>\$ 31,679,330</u>	<u>\$ 9,645,820</u>	<u>\$ 22,033,510</u>	<u>\$ 10,134,644</u>

**CITY OF WAUSAU, WISCONSIN**  
**GENERAL FUND**  
**SUMMARY OF BUDGET MODIFICATIONS**

Period Ended April 30, 2015

**BUDGET REVENUES RECONCILIATION**

2015 ADOPTED BUDGET	\$ 31,572,888
Budget modification for Police Department for sale of sniper rifle	<u>3,250</u>
2015 MODIFIED BUDGET	<u>\$ 31,576,138</u>

**BUDGET EXPENDITURES RECONCILIATION**

2015 ADOPTED BUDGET	\$ 31,572,888
Resolution 12-0313 Budget modification for settlement of tax claims by Sears Holdings Corporation	86,419
Budget modification for Police Department for use of sniper rifle proceeds for SWAT equipment	3,250
Resolution 15-0406 Budget modification for settlement of tax claim by Associated Bank	<u>16,773</u>
2015 MODIFIED BUDGET	<u>\$ 31,679,330</u>



**TO: FINANCE COMMITTEE MEMBERS**

**FROM: MARYANNE GROAT**

**DATE: May 19, 2015**

**SUBJECT: Procurement Policy**

Background Information

The attached procurement policy changes regarding contract authority are proposed to improve the wording and clarity of the policy. In addition, (e)3. Is to accommodate situations where a single project may take longer than one year.

**CONTRACT AUTHORIZATION**

The Mayor is authorized to enter into contracts on behalf of the City of Wausau **without additional council approval** if the contracts meet the following criteria:

1. Purchase of Goods – The City may purchase equipment, furnishings, goods, supplies materials and rolling **stock** when the costs of the same have been included in the approved City Budget.
2. Purchase of Services – The City may contract for the purchase of services without Council resolution when **ALL of** the following conditions have been met:
  - a) The funds for services are included in the approved City budget.
  - b) The procurement for services complies with the procurement policy.
  - c) The City Attorney has reviewed and approved the form of the contract.
  - d) The contract complies with other laws, resolutions and ordinances.
  - e) **The contract term meets one of the following criteria:**
    1. The contract is for a period of one year or less, or
    2. **The contract is for a specific project, or**
    3. The contract is for a period of not more than three years **and** the annual average cost of the services does not exceed \$25,000.

# CITY OF WAUSAU, WISCONSIN PROCUREMENT POLICY

## **POLICY OBJECTIVE**

The City of Wausau has adopted this procurement policy in order to provide City employees with uniform guidance in the purchase of supplies, equipment, services and property. The controls and procedures set forth are intended to provide reasonable assurance that the lowest cost, highest quality good or service is obtained, while balancing the need for flexibility and efficiency in departmental operations.

## **COVERAGE**

This policy applies to the purchases of all departments and divisions of the City of Wausau. The provisions of Wisconsin Statutes s 62.15 and Wausau Municipal Code 12.08 apply to the procurement of public construction and take precedence over any portion of this policy that may conflict with that statute. Procurement activities for MetroRide are subject to the provisions of the Federal Transit Administration and take precedence over any portion of this policy which may conflict with their guidelines. More restrictive procurement procedures required by grants, aids, statutes or other external requirements or funding sources will take precedence.

## **GOALS**

1. To encourage open and free competition to the greatest extent possible.
2. To receive maximum value and benefits for each public dollar spent.
3. To ensure that all purchases are made in compliance with federal, state and local laws.
4. To prevent potential waste, fraud, abuse and conflicts of interest in the procurement process.
5. To assure proper approvals are secured prior to the purchase and disbursement of public funds.

## **ETHICAL STANDARDS**

1. All procurement shall comply with applicable federal, state and local laws, regulations, policies and procedures. Municipal Code 2.03 Code of Ethics for Public Officials and Employees provides general ethical standards and conduct expectations.
2. In general, employees are not to engage in any procurement related activities that would actually or potentially create a conflict of interest, or which might reasonably be expected to contribute to the appearance of such a conflict.
3. No employee shall participate in the selection, award or administration of a contract if a conflict of interest would be involved. Such a conflict would arise when the employee, any member of his immediate family, business partner or any organization that employs, or is about to employ, any of the above, has a financial interest or other interest in the firm selected for award.
4. To promote free and open competition, technical specifications shall be prepared to meet the minimum legitimate need of the City and to the extent possible, will not exclude or discriminate against any qualified contractors.
5. No employee shall solicit or accept favors, gratuities, or gifts of monetary value from actual or potential contractors or subcontractors.
6. Employees must maintain strict confidentiality in the procurement process and shall not impart privileged information to any contractors that would give them advantage over other potential contractors.
7. Personal purchases for employees by the City are prohibited. City employees are also prohibited from using the *City of Wausau Procurement Policy*

City's name or the employee's position to obtain special consideration in personal purchases. Employee purchase programs may be established with vendors with prior approval from the Mayor, provided that the vendor provides similar programs to employees of other private entities.

### **GENERAL GUIDELINES**

These general guidelines shall be adhered to as closely as possible by all departments in the procurement of goods and services.

1. Procurements are classified into the following two major categories:
  - Purchasing Goods is defined as equipment, furnishings, supplies, materials and vehicles or other rolling stock. The rental, leasing of these items is also considered to fall within this category and the cost shall be determined by considering the maximum total expenditure over the term of the agreement.
  - Purchase of Services is classified into additional categories of professional services, contractor services, construction services and combined goods and service contracts.
2. Buy Local - It is the desire of the City to purchase locally when possible. This can be accomplished by ensuring that local vendors who have goods or services available are included in the competitive solicitation process that will precede major purchases. It is also the desire of the City to purchase from disadvantaged enterprise businesses whenever possible as defined by Wisconsin Statute 84.06(1).
3. Cooperative Procurement Programs – Departments are encouraged to use cooperative purchasing programs sponsored by the State of Wisconsin or other jurisdictions. Purchases of goods and services secured through these programs are considered to have met the requirements of competitive procurement outlined in this policy. Additionally, if identical products can be obtained at a lower price than current cooperative purchasing contracts, no additional quotes are required.
4. Purchasing Oversight – Department heads have the responsibility for procurement issues in their individual departments. A department head is defined as the City employee having responsibility for the department on behalf of which moneys were appropriated in the City budget for purchases.
5. Emergencies – When an emergency situation does not permit the use of the competitive process outlined in the policy, the applicable department head, Finance Director and Mayor may determine the procurement methodology most appropriate to the situation. Appropriate documentation of the basis for the emergency should be maintained and filed with the City Clerk. All emergency purchases exceeding \$50,000 shall require the Department Head to provide written notice to the Common Council.
6. Identical Quotes or Bids – If two or more qualified bids/quotes are for the same total amount or unit price, and quality or service is considered equal the contract shall be awarded to the local bidder. Where this is not practical the contract will be awarded by drawing lots in public.
7. Serial Contracting – No contract or purchase shall be subdivided to avoid the requirements of this policy. Serial contracting is the practice of issuing multiple purchase order to the same vendor for the same good or service in any 90 day period in order to avoid the requirements of the procurement policy.
8. Purchase Orders and Purchase Order Cover Sheet – Shall be issued for all purchases of goods and services in excess of \$5,000.
9. Policy Review – This policy will be reviewed by the Finance Committee every two years or sooner at the discretion of the Common Council.
10. Protest Procedures – Any interested party who wishes to protest at any point in the procurement process, evaluation, award, or post-award, may do so. An “interested party” must, however, be an actual or prospective bidder or offeror whose direct economic interest would be affected by the award of the contract or by failure to award the contract. Protests must be submitted timely, in writing to the City Clerk, 407 Grant Street, Wausau WI 54403 but no later than five (5) working days following the City's procurement decision. The protest must contain a detailed statement of the grounds for the protest and any supporting documentation. Upon the receipt

of the written protest, the City Clerk will notify the City Attorney and Finance Director who will work to resolve the matter within five (5) working days. If the protester is not satisfied and indicates the intention to appeal to the next step the award will be temporarily suspended unless it is determined that: 1) the item to be procured is urgently required; 2) delivery or performance will be unduly delayed by failure to make the award promptly; 3) Failure to make the prompt award will otherwise cause harm to the City; or 4) The protest has no merit. If the protester wishes to appeal the decision of the City Attorney and Finance Director the matter will be forwarded to the City of Wausau Finance Committee and the Common Council for the ultimate local disposition.

#### **PURCHASE OF GOODS**

1. Purchase of Goods under \$5,000 – may be made based on the best judgment of the department head or division director. However, it is recommended that competitive quotes be obtained. Specific procurement documentation is not required.
2. Purchase of Goods \$5,000 to \$25,000 – requires department head approval PRIOR to placing the order and the issuance of a purchase order. The cost of the purchase must have been included within the approved department budget. The department **MUST** obtain (3) three written quotations, if possible. Quote summary, request for quote documentation and written quotes must be submitted to the Finance Department with the purchase order request. Purchase orders will not be processed without the proper documentation.
3. Purchase of Goods in excess of \$25,000 – a formal bid process is required.
  - a. Requests for such bids shall be formally noticed. All notices and solicitations of bids shall state the time and place of the bid opening.
  - b. All bids shall be submitted sealed to the City Official designated in the bid packet and shall have the bid name and date identified on the envelope.
  - c. All sealed bids shall be opened and recorded by the Board of Public Works. The department head shall be responsible for the preparation of all plans, bid specifications, notices and advertising. Prequalification of bidders may be done at the discretion of the department head. A tabulation of bids received shall be available for public inspection. The Board of Public Works shall have the authority to award the contract when the costs of the purchase have been included within the approved City budget. Purchases that do not meet this criteria and are not otherwise authorized by law, rule or regulation, shall be authorized separately by the Common Council. All bid documentation shall be placed on file with the City Clerk.
  - d. In general, the contract shall be awarded to the lowest priced responsible bid, taking into consideration the following factors: the qualities of the goods supplied, conformity with specifications, product compatibility, maintenance costs, vendor support and delivery terms. Written documentation or explanation shall be required if the contract is awarded to other than the lowest responsible bidder. This documentation will include a justification as to why it was in the City's best interest to award the contract to other than the lowest responsible bidder.
4. Commodities \$5,000-\$50,000 – commodities subject volatile pricing such as fuel may through via written quotes. These purchases require department head approval prior to placing the order and the issuance of a purchase order. The cost of the purchase must have been included within the approved department budget. The department must obtain (3) written quotations, if possible. Quote summary, written quotes and any other available documentation must be submitted to the Finance Department with the purchase order request.
5. The department head shall administer the purchase.
6. The following items must be purchased using a centralized purchasing process:
  - a. Copiers - coordinated by the CCITC.
  - b. Computer hardware/software - coordinated by CCITC.
  - c. Cellular telephone, telephones, security cameras and similar communication and technology equipment – coordinated by CCITC.
  - d. Furniture – coordinated by Department of Public Works.
  - e. Office Supplies – coordinated by the Finance Department.
  - f. Janitorial Services – coordinated by Department of Public Works.
  - g. Vehicles and other rolling Stock – coordinated by Department of Public Works.
  - h. Facility Maintenance, Repair and Improvement – coordinated by Department of Public Works.
  - i. Procurement of Legal Services – coordinated by the City Attorney's office.

## **PURCHASE OF SERVICES**

Whenever practical the purchase of services should be conducted based upon a competitive process:

- Contractor services is defined as the furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than those that are the end result of and incidental to the required performance. Examples of contractor service include: refuse and recycling collection, snow removal, EMS billing services, janitorial, elevator maintenance, mailing, or delivery services. Contractor services shall follow the competitive procurement policy for the Purchase of Goods subject to the same spending guidelines. The cost shall be determined by considering the maximum total expenditure over the term of the contract.
- Construction services is defined as substantial repair, remodeling, enhancement construction or other changes to any City owned land, building or infrastructure. Procedures found with in State of Wisconsin Statute 62.15 and Wausau Municipal Code 12.08 shall take precedence. In absence of guidance in these areas, construction services shall follow the competitive procurement policy for the Purchase of Goods subject to the same spending guidelines.
- Combined Goods and Services in situations where the purchase combines goods and services (exclusive of construction and contractor services), such as many technology projects, the purchase shall be treated as a purchase of professional services.
- Professional services is defined as consulting and expert services provided by a company, organization or individual. Examples of professional services include: attorneys, certified public accountants, appraiser, financial and economic advisors, engineers, architect, planning and design. Professional services are generally measured by the professional competence and expertise of the provider rather than cost alone.
  - a) If it is estimated that the service being solicited has a total cost of over \$25,000 a formal Request for Proposal shall be used to solicit vendor responses. The department head shall be responsible for the preparation of all Requests for Proposal specifications, notices and advertising. Prequalification of proposers may be done at the discretion of the department head. A formal RFP will not be required to solicit legal services for representation in a specific matter, regardless of cost. The City Attorney will consult with the Finance Committee if it is anticipated that expenses (fees and costs) in excess of \$25,000 for a single matter will be incurred. When retention of legal services to perform ongoing services in one type of matter, such as bond counsel or prosecution services, is required, the procurement policy, for professional services shall be followed.
  - b) The Purpose of an RFP is to solicit proposals with specific information on the proposer and the service offered which will allow the City to select the best proposal. The best proposal is not necessarily the proposal with the lowest cost.
  - c) Based upon the services or project and the magnitude of the outcome a selection committee may be advisable.
  - d) Requests for proposals shall be formally noticed. All notices and solicitations of proposals shall state the time and place of the proposal opening.
  - e) Information to be requested of the proposer should include: Years of experience in the area desired services, financial strength of the company, examples of similar services/projects completed, resumes of staff associated with the project/service, list of references, insurance information, In addition the proposal should provide information about the City, scope of services requested and desired outcomes or deliverables. The proposal should also identify evaluation factors and relative importance.
  - f) Establish selection criteria and include this information with the RFP. It is generally advisable to establish a numeric ranking matrix. This reduces the subjective nature of the rating process.

- g) Proposals should be solicited from an adequate number of qualified sources. Requests for proposal should be formally noticed. All notices and solicitations should provide the issue date, response due date, date and time of opening responses and a contact person.
- h) Proposals shall be opened and recorded by the Board of Public Works. A tabulation of proposals received shall be available for public inspection. All proposal documentation shall be placed on file with the City Clerk. The Department Head and selection committee (if applicable) will then review the proposals and make a selection.

- Service contracts or agreements should be reviewed by the City Attorney and placed on file with the City Clerk.

### **SOLE SOURCE**

Sole source purchasing allows for the procurement of goods and services from a single source without soliciting quotes or bids from multiple sources. Sole source procurement cannot be used to avoid competition, rather it is used in certain situations when it can be documented that a vendor or contractor holds a unique set of skills or expertise, that the services are highly specialized or unique in character or when alternate products are unavailable or unsuitable from any other source. Sole source purchasing should be avoided unless it is clearly necessary and justifiable. The justification must withstand public and legislative scrutiny. In advance of the purchase, the Department Head is responsible for providing written documentation justifying the valid reason to purchase from one source or that only one source is available. Sole source purchasing criteria include: urgency due to public safety, serious injury financial or other, other unusual and compelling reasons, goods or service is available from only one source and no other good or service will satisfy the City's requirements, legal services provided by an attorney, lack of acceptable bids or quotes, an alternate product or manufacturer would not be compatible with current products resulting in additional operating or maintenance costs, standardization of a specific product or manufacturer will result in a more efficient or economical operation, aesthetic purposes or compatibility is an overriding consideration, the purchase is from another governmental body, continuity achieved in a phased project, the supplier or service demonstrates a unique capability not found elsewhere, economical to the city on the basis of time and money of proposal development.

1. Sole source purchase under \$5,000 shall be evaluated and determined by the Department Head.
2. Sole source purchase of \$5,000 to \$25,000 a formal written justification shall be forwarded to the Finance Director in advance of the purchase, who will concur with the sole source or assist in locating additional competitive sources.
3. Sole source purchase exceeding \$25,000 must be approved by the Finance Committee.

Sole Source Exemptions: The following purchases are exempt from competitive purchasing requirements and sole source documentation:

1. Software maintenance and support services when procured from the proprietary owner of the software.
2. Original equipment manufacturer maintenance service contracts, and parts purchases when procured directly from the original manufacturer/authorized dealer or representative.
3. Insurance policy purchases and services through CVMIC and TMIC of Wisconsin
4. Property Insurance purchases from the Local Property Insurance Fund.
5. Utility Services and Charges.

### **BUDGET**

All purchases shall be made in accordance with the budget approved by the Common Council. The department head has the responsibility for managing departmental spending to ensure the line item budget is not overspent and for initiating Transfer of Funds Requests when appropriate.

### **CONTRACT AUTHORIZATION**

The Mayor is authorized to enter into contracts on behalf of the City of Wausau without additional council approval if the contracts meet the following criteria:

1. Purchase of Goods – The City may purchase equipment, furnishings, goods, supplies materials and rolling stock when the costs of the same have been included in the approved City Budget.
2. Purchase of Services – The City may contract for the purchase of services without Council resolution when ALL of the following conditions have been met:
  - a) The funds for services are included in the approved City budget.
  - b) The procurement for services complies with the procurement policy.
  - c) The City Attorney has reviewed and approved the form of the contract.

d) The contract complies with other laws, resolutions and ordinances.

e) The contract term meets one of the following criteria:

1. The contract is for a period of one year or less, or

2. The contract is for a specific project, or

3. The contract is for a period of not more than three years and the annual average cost of the services does not exceed \$25,000.

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3. The following contracts require council approval:

- (a) Collective Bargaining Agreements – Any contract between the City of Wausau and any collective bargaining unit representing City employees.
- (b) Real Estate Purchases – Contracts for the sale or purchase of real estate where the City of Wausau is the proposed seller or purchaser. Council approval is **not** required for commencement of foreclosure action to collect a loan or other debt owed to the City when the debtor has failed to cure any default in payment of the loan or other obligation.
- (c) Leases – Contracts for lease of real estate where the City is either a proposed landlord or a proposed tenant exclusive of airport hangar, parking stall rentals and short term park facilities rentals.
- (d) Easements and Land Use Restrictions – Contracts for easements, restrictive covenants or other limitations which may be placed upon the use of any City-owned property.
- (e) Intergovernmental Contracts in excess of \$5,000 – Contracts between the City of Wausau and other local, state or federal governments or agencies except, cooperative purchasing agreements.
- (f) Development Agreements – Contracts for the provision of infrastructure, financial assistance or other incentives by the City for the benefit of a developer or business venture.
- (g) City Services – Contracts whereby the City of Wausau agrees to provide services to another party.
- (h) Managed competition, outsourcing contracts – Contracts for labor or personal services to be performed by persons who are not city employees for work that has been performed by city employees within the past five (5) years and the contract will result in the elimination of positions and the layoff of personnel.

4. The common council delegates contract approval to the department level for the following:

- (a) Community Development Housing and Commercial Development Loans and Grants issued from grants and related program income.

Contracts shall be signed by the Mayor and counter-signed by the City Clerk, City Finance Director and City Attorney. The City Finance Director shall certify that funds have been provided by the Council to pay the liability that may be incurred under the contract. The City Attorney shall approve the contract as to form and the City Clerk shall attest to the Mayor's signature. Contract change orders may be signed by the Board of Public Works as long as the change order does not materially change the work performed and funds are available within the budget. Purchase contracts for goods or services valued at \$5,000 or less may be signed by individual department directors as long as the purchase is provided in the budget.

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Office of the City Attorney  
Anne L. Jacobson, City Attorney  
Tara G. Alfonso, Asst. City Attorney



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TEL: (715) 261-6590  
FAX: (715) 261-6808

## Memorandum

**From:** Anne L. Jacobson, City Attorney  
**To:** Finance Committee  
**Date:** May 19, 2015  
**Re:** Staff Analysis of Meetings Mean Business Agreement

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Purpose: To obtain your approval of an agreement between the City of Wausau and Wausau/Central Wisconsin Convention and Visitors Bureau, Inc. for Meetings Mean Business.

Facts: Lisa Barry of Wausau/Central Wisconsin Convention and Visitors Bureau, Inc. made a Powerpoint presentation at the April 28, 2015 Finance Committee meeting regarding a new program, Meetings Mean Business. A draft agreement has been prepared by the City Attorney and is attached.

Recommendation: Approval.

cc: Mayor

**AGREEMENT BETWEEN THE CITY OF WAUSAU  
AND THE WAUSAU/CENTRAL WISCONSIN CONVENTION AND  
VISITORS BUREAU, INC.  
(MEETINGS MEAN BUSINESS)**

**THIS AGREEMENT** is entered into as of the 26<sup>th</sup> day of May, 2015, by and between the City of Wausau, a Wisconsin municipal corporation, hereinafter referred to as the "CITY," and the Wausau/Central Wisconsin Convention and Visitors Bureau, Inc., a Wisconsin 501(c)6 non-profit corporation, hereinafter referred to as the "CVB."

**WHEREAS**, the CITY is authorized under the laws of Wisconsin to impose, collect, and distribute a portion of the proceeds of hotel/motel room taxes for the purpose of improving the economic well-being of the entire community.

**WHEREAS**, the CITY desires to fund, encourage and promote the creation of visitor related events including meetings, conventions, expositions and other like events throughout the entire community.

**WHEREAS**, the CVB was created to promote economic activity in the tourism industry through marketing, program development and coordination efforts related to events including meetings, conventions, expositions and other like events throughout the entire community.

**WHEREAS**, consistent with the charge to promote economic activity with room tax dollars, there is hereby created the Meetings Mean Business Initiative (sometimes referred to herein as the "Initiative") as more fully set forth hereinbelow.

**NOW, THEREFORE**, it is hereby agreed by the parties hereto as follows:

1. **Term of Agreement.** The term of this Agreement shall be from July 1, 2015 through June 30, 2016. This Agreement shall thereafter automatically renew for consecutive one year terms.
2. **Meetings Mean Business/Initiative Advisory Committee.**
  - A. **Purpose of Initiative.** The purpose of the Meetings Mean Business Initiative is to entice out of town business travelers to visit the Wausau area in part by securing and expanding business-related events that will generate multiple overnight hotel stays throughout the calendar year. The Initiative goals include the promotion of the community on a local, state, regional and national level for the hosting of meetings, conferences, expositions, and other like events; creating new locally generated meetings, conferences, expositions and other like events for local businesses and associations; to expand existing conferences, meetings, expositions and other like events; to attract new sponsors and retain financial benefits in the community; to fill lodging facilities during non- peak days and week thereby generating additional room tax dollars.

B. **Advisory Committee Duties.** In order to carry out the purposes and goals of the Meetings Mean Business Initiative, there is created an Advisory Committee. The duties of the Advisory Committee shall include:

1. Development of strategies to build or attract meetings, conferences and expos;
2. Development of a corporate sponsor program;
3. Establishment of partnerships with local companies, organizations and meeting planners;
4. Establishment of bench marks based upon minimum number of room nights, economic impact, time of year, time of week that the event is held and other community involvement;
5. Consultation on events hosted by local organizing groups;
6. Review of funding applications for program participation;
7. Review bid fee candidates and recommendation to Board for approval;
8. Completion of report on the use of the funds awarded to funding applicants.

The Advisory Committee which shall be overseen by and report to the CVB Board of Directors who shall finally determine what action and/or funding shall occur consistent with the purposes and goals of the Initiative.

C. **Membership.** The Advisory Committee shall have the following members:

1. One municipal representative from each of the municipalities that participate in the Initiative appointed from the governing body of said municipality.
2. Four Hotel representatives appointed by the CVB Board of Directors.
3. Three Facility representatives appointed by the CVB Board of Directors.
4. Two Meeting Planners appointed by the CVB Board of Directors.
5. Two "At-Large" members appointed by the Advisory Committee.
6. The Executive Director of the CVB.
7. The Sales Director of the CVB.

3. **Duties of CVB.** CVB shall maintain, staff, fund and provide office space at its principal place of business, and its expertise in tourism to assist in the oversight and management of this Initiative and the Advisory Committee.

4. **Reporting Procedures.** The CVB shall keep and maintain adequate records of the expenses incurred in carrying out the program. The financial activity related to Meetings Mean Business efforts will be accounted and reported for in segregated accounts. The Board and the CITY shall have the right to examine all such records and obtain progress reports or reviews at all reasonable times. Annually, the CVB will present to the Common Council the progress of the Meetings Mean Business Program, including descriptions of

events funded, unfunded, underdevelopment and tabled and the economic impact of the funded events. In addition, the CVB will submit a copy of the annual audit report to each municipal finance officer within 45 days of its completion.

5. **Room Tax.** (a) In addition to any other room tax allocations to the CVB under any other contracts, agreements, or state law requirements, the CITY shall pay to the CVB 1 (half (1 percent)) (.005%) of all room taxes received by the CITY to support the Initiative. Said room tax shall be paid within 45 days following the end of each calendar quarter. The CVB shall submit a request for payment to the CITY at the end of each quarter.

(b) The CVB shall submit a voucher to the CITY on a quarterly basis. The voucher shall be on such forms and contain such detail as may be required by the appropriate officers of the CITY, and shall be processed and paid by the CITY in the same manner as similar vouchers are processed and paid. It is expressly understood that the CITY is obligated to pay only the CVB for any expenses incurred in carrying out the terms of this agreement.

6. **Independent Contractor.** The CVB is deemed an independent contractor and any and all officers and employees of the CVB, including any Director of the CVB, who while engaged in the performance of any work or services required by this Agreement, shall be considered officers and employees of the CVB only and not of the CITY, and any and all claims that may arise under Wisconsin Workers Compensation made by or on behalf of said officers and employees while so engaged, and all claims made by any third party as a consequence of any act or omission on the part of the CVB and its officers, employees and agents, while so engaged in any work or services under this Agreement, shall be the sole obligation and responsibility of the CVB. The CVB shall take out and maintain, during the full term of this agreement and any renewal thereof, Workers Compensation Insurance for all of its officers and employees performing work or services under this Agreement and shall provide the CITY with written evidence of such insurance upon request.

7. **Indemnification and Hold Harmless.** The parties shall mutually indemnify, release, defend and hold each other harmless and their officers, agents and employees of and from any and all claims, demands, action, or causes of actions of whatever nature and character, arising out of or by reason of the execution or performance of work or services provided herein, any action or proceeding commenced for the purpose of asserting any claim of whatever character arising hereunder.

8. **Scope of Authority.** It is expressly understood that the CVB and its officers, employees or agents are not authorized and shall not represent themselves as being authorized, to enter into any contracts on behalf of or otherwise obligate the CITY to any person, corporation, partnership or association for the expenditure of public funds, the undertaking of any public improvements, or the granting of any favor or special treatment of any nature whatsoever.

9. **Termination.** Either party to this agreement may cancel their participation in this agreement at any time, with or without cause, upon giving ninety (90) days written notice of such cancellation to the other party. If this agreement is canceled under this provision,

the CITY shall reimburse the CVB according to the terms hereof to the date of such cancellation. Should the room tax payments exceed the obligations of the Meetings Mean Business Program activity, then the CBV shall return the funds to the CITY upon termination.

10. **Severability.** In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holdings shall not affect the validity or enforceability of any other provision hereof.

11. **Entire Agreement.** This Agreement reflects the entire understanding of the parties with respect to the subject matter herein contained, and supersedes any prior agreements (whether written or oral). This Agreement shall not be construed against the drafter thereof.

12. **Amendment.** Any amendment of this Agreement shall be in writing and shall be signed by the parties hereto.

13. **Counterparts.** This Agreement may be entered in two or more counterparts, each of which shall be deemed an original, and all such counterparts shall constitute but one and the same instrument. A duplicate copy of this Agreement signed by all parties shall be valid and binding as if one original of the Agreement was signed by the parties. A photographic, facsimile (fax), or electronic copy of the signature(s) of the undersigned will be deemed to be equivalent to the original hereof and/or may be used as a duplicate original.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date and year set forth above and, by so signing this Agreement, certify that they have been duly and properly authorized by their respective entities to make the commitments contained herein, intending them to be binding upon their respective entities and to execute this Agreement on their behalf.

CVB

CITY OF WAUSAU

By: \_\_\_\_\_

By: \_\_\_\_\_

Attest: \_\_\_\_\_



**TO:** FINANCE COMMITTEE MEMBERS

**FROM:** MARYANNE GROAT

**DATE:** May 19, 2015

**SUBJECT:** Room Tax Legislation

Background Information

In 2012 the legislature was contemplating new legislation that would have eliminated municipal control over room tax funds. At that time the City adopted a resolution opposing such legislation. The Mayor and I received panicked emails from the League on Thursday May 14<sup>th</sup>, indicating that the legislature was considering similar changes to the law and proposed to act on the legislation the same day. We reached out to our legislatures the best we could to oppose such modifications to the law. No vote was taken on the 14<sup>th</sup> but the League believes a vote will take place in the near future.

I am suggesting council submit a resolution similar to 2012.

**RESOLUTION OF THE LEGISLATIVE COMMITTEE**

In Opposition to Senate Bill 438/Assembly Bill 563 – Changes to Local Room Tax and Penalties.

Committee Action:      Approved 3-0

Fiscal Impact (2012):   Loss of Revenue Control \$660,000

**File Number:**           12-0307

**Date Introduced:**      March 13, 2012

**WHEREAS**, Assembly Bill 563 and Senate Bill 438 proposes to introduce significant change to Wisconsin State Statutes 66.0615 Room Tax including:

- Hotels are allowed to retain 3% of the tax collected.
- Municipalities are required to turnover 70% of the room tax collected to a tourism entity.
- Full compliance would be required within 3 years.
- Annual reporting to the DOR to prove financial compliance, with failure to file penalties.
- Allows individuals to seek circuit court action against municipalities if they believe funds are not disbursed according to law.

**WHEREAS**, the City of Wausau Legislative Committee reviewed the proposed changes and found them to be detrimental to the City for the following reasons:

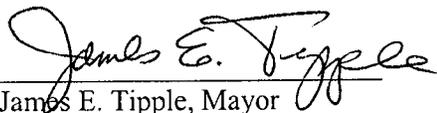
- Reduces accountability for the expenditure of room tax funds by placing decisions in the hands of unelected boards that are not accountable to the public and may often answer to ownership interests that are located outside of the community.
- Eliminates local control of financial resources.
- Unnecessarily creates an adversarial relationship where tourism entities could sue municipalities.
- Threatens activities currently funded by room tax that support tourism and improve the City as a destination area such as the Leigh Yawkey Woodson Art Museum, Grand Theater, Wausau Main Street, Wausau Area Events, Kayak and Canoe, Center for Visual Arts and other room tax applicants who would no longer receive funding.
- Creates an imbalance in priorities between promotion and the quality of the destination.

**WHEREAS**, the City of Wausau currently retains less the 30% of the room tax funds for government purposes and allocates the balance of room tax revenues to tourism and destination activities,

**NOW THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Wausau that the City is opposed to AB 563 and SB438 the takes away local control of room tax collections.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be transmitted to our Governor Scott Walker, our area legislators and the Executive Director of the Wisconsin League of Wisconsin Municipalities/Urban Alliance of Cities.

Approved:

  
James E. Tipple, Mayor

## LEGISLATIVE COMMITTEE

Date of Meeting: Wednesday, February 22, 2012 at 4:00 p.m. in the Maple Room of City Hall.

Members Present: Klingbeil (C), Wagner, Metter.

Others Present: Wessling, Mayor Tipple, Groat, Geier, Seubert, Loy.

### **Discussion and possible action on Senate Bill 438 relating to changes to the local room tax and providing a penalty.**

Groat explained that there are some changes to the hotel tax proposed. The hotels would retain 3% of the tax it collects as an administration fee. 70% of the room tax would need to be turned over to the CVB. The City of Wausau uses this money for a variety of different uses. Currently the city retains 25%, which is within the 30% under the current law. Most of this amount retained is for not-for-profit organizations. Groat passed out a spreadsheet indicating a history of where the room tax is contributed to. The CVB does not acknowledge some room driven items to improve the quality of life, like the Balloon Rally. The CVB is historically gives more towards sports organizations, but not so much in the dance and arts events. Wagner added that the CVB does not give money to events that have been established for over 3 years. Groat said that this would put a lot of the organizations into financial issues.

Klingbeil said that the policy of the Board of Directors is to not vote for the other organizations. Groat answered yes, that has been the policy. Mayor Tipple asked how the 70% of the room tax compares to the present rate. Groat said that it currently gives 37% to the CVB. Mayor Tipple said that it may be possible to re-evaluate the sports authority. Wessling asked if the money turned over to the CVB could instead be used for not-for-profit organizations. Groat said that it must be given to the CVB and continued to say that an annual report must be submitted along with penalties. This also allows someone to sue the city for not complying.

Klingbeil the grandfather status would be taken away that was granted in 1994 with the law. Groat agreed. Klingbeil asked if any legal counsel has reviewed the bill and questioned the grandfather status. Mayor Tipple said that League of Municipalities is against it and the hearing was at 10:00. Groat said that the city would have 3 years to comply. Wagner asked if there was a way for an agreement to be made with the CVB. Klingbeil said that a simple majority is needed to pass the bill. Wagner said it was a normal bill. Groat said that convention centers will be greatly impacted by this bill. Klingbeil added particularly those in Madison. Klingbeil asked anything was heard from the other municipalities. Mayor Tipple said that Rib Mountain is concerned and thinking about testifying.

Wagner asked when the bill will hit the floor. Klingbeil answered that it should hit the floor at the end of March, which would be for a vote. Wagner said that if no one voiced opposition today; it could walk through with a vote. Wessling said Door County and Wisconsin Dells would be greatly affected. Klingbeil added Eau Claire. Mayor Tipple said that last fall the CVB was behind the bill. Klingbeil asked if Holperin was part of this bill. Wagner said yes. Wessling said that this bill supports sporting events because of the fees to win. There aren't fees and awards for the culture and arts events. Klingbeil said that this bill has gone through the Senate, but needs to go through the Assembly. There should be enough time for that to happen. Seubert said that since both houses seem dysfunctional right now, it may be held off until the next session.

Groat said that it may help to show how the money is spent on local organizations and tourism. Klingbeil asked the committee how they felt about the 3% administration fee and what the committee wishes were. A resolution could go to council and mayor and sent along with a letter to the representatives. Klingbeil added that it would be nice to have information from other communities. Mayor Tipple said he wasn't sure how Rib Mountain handles these types of items. Wagner said there would probably be more weight from individuals, rather than other cities. A letter to the Chamber of Commerce of other areas like Wisconsin Dells would also be helpful. Groat referred to Section 5 on Page 5 and the committee discussed it. Groat said that if you can count on the CVB on control, which does not believe would be a bad thing. Mayor Tipple said that he would speak to the Board of Directors, which directs the director.

Metter motioned to oppose Senate Bill 438 as proposed and written sending a response to the senators clarify the opposition and contacting other cities and municipalities find out their opinion. Wagner seconded, and the motion carried unanimously 3-0.

OFFICIAL PROCEEDINGS OF THE WAUSAU COMMON COUNCIL  
held on Tuesday, March 13, 2012 at 7:00 p.m. in the City Hall Council Chambers. Mayor Tipple  
presiding.

Item # 031204

12-0307 Legis.

3/13/2012 7:22:21 PM

Motion by Klingbeil, second by Wagner to adopt the Resolution of the Legislative Committee in Opposition to Senate Bi  
438/Assembly Bill 563 - Changes to Local Room Tax and Penalties.

Yes Votes: 10

No Votes: 0

Abstain: 0

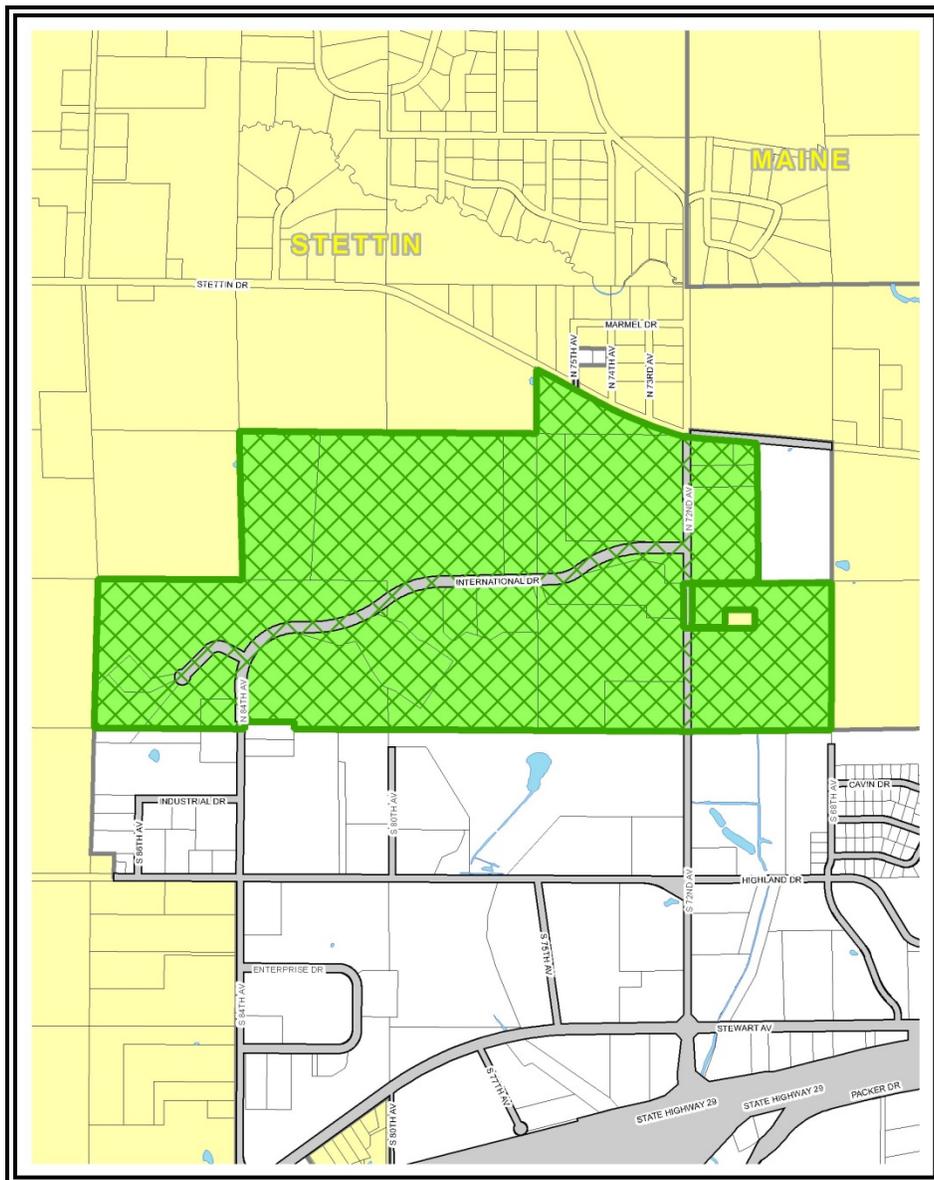
Not Voting: 2

Result: PASS

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Nagle, William P.	YES
2	Wagner, Romey	YES
3	Havel, Jonathan	YES
4	Brezinski, Jim	NV
5	Gisselman, Gary	YES
6	Klingbeil, Gary Lee	YES
7	Rasmussen, Lisa	YES
8	Kellbach, Karen	YES
9	Oberbeck, David	YES
10	Nutting, David E.	YES
11	Abitz, Sherry	YES
12	Gale, Edward	NV

# CITY OF WAUSAU TAX INCREMENT DISTRICT NUMBER FIVE

## ANNUAL REPORT



WAUSAU FINANCE

December 31, 2014

# CITY OF WAUSAU TAX INCREMENT DISTRICT NUMBER FIVE

## ANNUAL REPORT

### HISTORICAL SUMMARY OF PROJECT COSTS, PROJECT REVENUES AND NET COSTS TO BE RECOVERED THROUGH TAX INCREMENTS

For the Year Ended December 31, 2014  
and From Date of Creation Through December 31, 2014

	<u>Year Ended</u>	<u>From Date of Creation</u>
<b>PROJECT COSTS</b>		
Capital expenditures	\$ -	\$ 3,253,119
Development grants	650,000	7,103,410
Administration	48,470	397,512
Professional services	20,335	47,313
Interest and fiscal charges	28,923	1,798,066
Debt issuance costs	-	82,525
	<u>          </u>	<u>          </u>
Total Project Costs	<u>\$ 747,728</u>	<u>\$ 12,681,945</u>
<b>PROJECT REVENUES</b>		
Tax increments	\$ 1,234,760	\$ 11,005,438
Special assessment taxes	-	48,466
Special assessment interest income	-	6,346
Investment income	-	17,359
Grant income	-	256,414
Miscellaneous income	125	3,009
Exempt computer aid	53,308	331,025
	<u>          </u>	<u>          </u>
Total Revenues	<u>\$ 1,288,193</u>	<u>\$ 11,668,057</u>
NET COST RECOVERABLE THROUGH TAX INCREMENTS		<u>\$ 1,013,888</u>
<b>RECONCILIATION OF RECOVERABLE COSTS</b>		
General obligation debt		\$ 815,000
Less: fund balance (Deficit)		<u>(198,888)</u>
NET COSTS RECOVERABLE THROUGH TAX INCREMENTS		<u>\$ 1,013,888</u>

# CITY OF WAUSAU TAX INCREMENT DISTRICT NUMBER FIVE

## ANNUAL REPORT

### HISTORICAL SUMMARY OF SOURCES, USES, AND STATUS OF FUNDS

For the Year Ended December 31, 2014  
and From Date of Creation Through December 31, 2014

	<u>Year Ended</u>	<u>From Date of Creation</u>
<b>SOURCES OF FUNDS</b>		
Tax increments	\$ 1,234,760	\$ 11,005,438
Special assessment taxes	-	48,466
Special assessment interest income	-	6,346
Grant income	-	256,414
Investment income	-	17,359
Exempt computer aid	53,308	331,025
Miscellaneous income	125	3,009
Proceeds from long-term debt	-	9,936,877
	<u>\$ 1,288,193</u>	<u>\$ 21,604,934</u>
<b>USES OF FUNDS</b>		
Capital expenditures	\$ -	\$ 3,253,119
Development grants	650,000	7,103,410
Administration	48,470	397,512
Professional services	20,335	47,313
Interest and fiscal charges	28,923	1,798,066
Debt issuance costs	-	82,525
Principal on long-term debt	430,000	9,121,877
	<u>\$ 1,177,728</u>	<u>\$ 21,803,822</u>
<b>BEGINNING FUND BALANCE (DEFICIT)</b>	<u>\$ (309,353)</u>	<u>\$ -</u>
<b>ENDING FUND BALANCE(DEFICIT)</b>	<u>\$ (198,888)</u>	<u>\$ (198,888)</u>

# CITY OF WAUSAU TAX INCREMENT DISTRICT NUMBER FIVE

## ANNUAL REPORT

### DETAILED SUMMARY OF PROJECT COSTS

From Date of Creation Through December 31, 2014

	<u>Actual</u>	<u>Project Plan Estimate</u>
<b>PROJECT COSTS</b>		
Capital expenditures		
Street construction/improvements	\$ 1,619,682	\$ 2,956,390
Storm water drainage facilities	753,745	690,600
Land		30,000
Utility services construction	869,247	1,673,910
Site preparation	-	336,900
Building	10,445	800,000
Pedestrian Trail	-	250,000
Development grants	7,103,410	5,047,000
Administration	397,512	1,016,914
Professional services	47,313	166,800
Other Costs		250,000
Debt issuance costs	82,525	76,200
Interest and fiscal charges	<u>1,798,066</u>	<u>4,120,231</u>
<b>TOTAL PROJECT COSTS</b>	<u>\$ 12,681,945</u>	<u>\$ 17,414,945</u>

# CITY OF WAUSAU TAX INCREMENT DISTRICT NUMBER FIVE

## ANNUAL REPORT

### ANNUAL SUMMARY OF PROJECT COSTS AND REVENUES From Date of Creation Through December 31, 2014

<b>PROJECT COSTS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	<b>1997</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Capital expenditures	\$ 471,299	\$ 143,719	\$ 1,000			\$ 205,105	\$ 1,497,660	\$ 616,676	\$ 25,936	
Administrative (In-house)		79,952		102	6,625		76,075	49,405		
Professional services										11,543
Development grants/Incentives										2,588,611
Interest and fiscal charges		38,895	26,835	23,955	20,955	17,895	14,775	153,268	142,289	133,864
Discount on long-term debt										
Debt issuance costs							9,706	28,659		
Refunds to overlying taxing jurisdictions	9,451									
Real property assembly costs										
<b>Total Costs</b>	<b>\$ 480,750</b>	<b>\$ 262,566</b>	<b>\$ 27,835</b>	<b>\$ 24,057</b>	<b>\$ 27,580</b>	<b>\$ 223,000</b>	<b>\$ 1,598,216</b>	<b>\$ 848,008</b>	<b>\$ 168,225</b>	<b>\$ 2,734,018</b>
<b>PROJECT REVENUES</b>										
Tax increments			\$ 235,626	\$ 299,260	\$ 337,279	\$ 339,040	\$ 379,179	\$ 505,905	\$ 478,079	\$ 474,090
Exempt computer aid				2,775	1,983	1,565		1,393	6,235	2,984
Intergovernmental grants									1,500	160,000
Other grants										
Special assessments & charges										
Interest on special assessments										
Investment income								11,421		
Transfer in from other funds										
Premium on long-term debt										
User fees										
Sale of Land										
Miscellaneous										
Others: Loan Repayments										
<b>Total Revenues</b>	<b>\$ 3,576</b>	<b>\$ -</b>	<b>\$ 235,626</b>	<b>\$ 302,035</b>	<b>\$ 339,262</b>	<b>\$ 340,605</b>	<b>\$ 379,179</b>	<b>\$ 518,719</b>	<b>\$ 485,814</b>	<b>\$ 637,074</b>

# CITY OF WAUSAU TAX INCREMENT DISTRICT NUMBER FIVE

## ANNUAL REPORT

### ANNUAL SUMMARY OF PROJECT COSTS AND REVENUES From Date of Creation Through December 31, 2014

<u>PROJECT COSTS</u>	11 2007	12 2008	13 2009	14 2010	15 2011	16 2012	17 2013	18 2014	Totals	Project Plan Estimate
Capital expenditures	\$ 3,277	\$ 6,250	\$ 39,473		\$ 257,197	\$ 25,000			\$ 3,292,592	\$ 6,987,800
Administrative (In-house)	37,276		17,945	17,292	18,104	28,332	17,934	48,470	397,512	1,016,914
Professional services	14,284						1,151	20,335	47,313	166,800
Development grants/incentives	2,847,591	486,115		41,620		290,000	160,000	650,000	7,063,937	5,047,000
Interest and fiscal charges	128,701	133,958	313,910	286,678	152,428	142,089	38,648	28,923	1,798,066	4,120,231
Discount on long-term debt									-	
Debt issuance costs				34,709					82,525	76,200
Refunds to overlying taxing jurisdictions									-	
Real property assembly costs									-	
<b>Total Costs</b>	<b>\$ 3,031,129</b>	<b>\$ 626,323</b>	<b>\$ 371,328</b>	<b>\$ 380,299</b>	<b>\$ 427,729</b>	<b>\$ 485,421</b>	<b>\$ 217,733</b>	<b>\$ 747,728</b>	<b>\$ 12,681,945</b>	<b>\$ 17,414,945</b>
<u>PROJECT REVENUES</u>										
Tax increments	\$ 519,865	\$ 570,207	\$ 719,479	\$ 1,254,271	\$ 1,217,583	\$ 1,222,984	\$ 1,217,831	\$ 1,234,760	\$ 11,005,438	
Exempt computer aid	5,892	21,143	24,753	28,861	78,014	59,961	42,158	53,308	331,025	
Intergovernmental grants	94,914								256,414	
Other grants									-	
Special assessments & charges		19,386	9,693	19,387					48,466	
Interest on special assessments		3,490	2,617	239					6,346	
Investment income				907	1,455				17,359	
Transfer in from other funds									-	
Premium on long-term debt									-	
User fees									-	
Sale of Land								125	3,009	
Miscellaneous	2,884								-	
Others: Loan Repayments									-	
<b>Total Revenues</b>	<b>\$ 623,555</b>	<b>\$ 614,226</b>	<b>\$ 756,542</b>	<b>\$ 1,303,665</b>	<b>\$ 1,297,052</b>	<b>\$ 1,282,945</b>	<b>\$ 1,259,989</b>	<b>\$ 1,288,193</b>	<b>\$ 11,668,057</b>	<b>\$ -</b>

# CITY OF WAUSAU TAX INCREMENT DISTRICT NUMBER FIVE

## ANNUAL REPORT

### NOTE 1 – Tax Increment District Information:

The **City of Wausau** Tax Incremental District Number Five (the "District") was created under the provisions of Wisconsin Statute Section 66.1105. The purpose of that section is to allow a municipality to recover development and improvement costs in a designated area from the property taxes generated on the increased value of the property after the creation date of the district. The tax on the increased value is called tax increment.

Project costs may not be incurred longer than 5 years prior to the mandated termination date of the district. The statutes allow the municipality to collect tax increments until the net project cost has been fully recovered, or until 23 years after the creation date, whichever occurs first. Project costs uncollected at the dissolution date are absorbed by the municipality.

Project plan and district objectives are:

- Increase employment opportunities within the community,
- Increase the per capita income in the community,
- Increase the industrial property tax base,
- Increase the availability of properly located, adequately serviced industrial sites,
- Accommodate new industries and the expansion of existing industries in the industrial park.

	Creation Date	Last Date to Incur Project Costs	Final Dissolution Date
<b>District # 5</b>	7/8/1997	7/8/2015	7/8/2020

# CITY OF WAUSAU TAX INCREMENT DISTRICT NUMBER FIVE

## ANNUAL REPORT

### NOTE 2 - Long-term Debt

All general obligation notes and bonds payable are backed by the full faith and credit of the municipality. Notes borrowed to finance District expenditures will be retired by current available resources or by tax increments generated by the TIF fund. If those revenues are not sufficient, payments will be made by future tax levies.

	Original Amount Borrowed	Repaid	Balance 12/31/2014
1997 General Obligation Note, Call date April 1, 2005	\$540,000	\$540,000	\$0
2003 General Obligation Note, Call date April 1, 2013	2,000,000	2,000,000	0
2004B General Obligation Note, Call date April 1, 2009	1,500,000	1,500,000	0
2007 State Trust Fund Loan, Call date annually March 15th	2,956,877	2,956,877	0
2007 State Trust Fund Loan, Call date annually March 15th	500,000	500,000	0
2010B Refunding Issue	2,440,000	1,625,000	815,000
<b>Total</b>	<b>\$9,936,877</b>	<b>\$9,121,877</b>	<b>\$815,000</b>

Aggregate maturities of all long-term debt relating to the District are as follows:

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2015	260,000	21,028	281,028
2016	270,000	13,598	283,598
2017	285,000	4,774	289,774
	<u>\$ 815,000</u>	<u>\$ 39,400</u>	<u>\$ 854,400</u>

# CITY OF WAUSAU TAX INCREMENT DISTRICT NUMBER FIVE

## ANNUAL REPORT

**NOTE 3 - Valuation of District**

Annual valuation and percentage change for the District is as follows:

YEAR	EQUALIZED VALUATION	PERCENTAGE CHANGE
1997	105,900	-
1998	8,316,200	7752.88%
1999	10,622,200	27.73%
2000	11,962,200	12.62%
2001	12,263,000	2.51%
2002	13,872,700	13.13%
2003	18,785,600	35.41%
2004	17,650,900	-6.04%
2005	18,300,700	3.68%
2006	20,733,000	13.29%
2007	22,632,000	9.16%
2008	30,044,500	32.75%
2009	48,849,000	62.59%
2010	45,633,600	-6.58%
2011	45,419,600	-0.47%
2012	44,938,400	-1.06%
2013	44,916,500	-0.05%
2014	44,942,200	0.06%

**NOTE 4 - Tax Increments**

Annual tax increments generated by the District are as follows:

YEAR	TAX INCREMENT
1999	\$235,626
2000	299,260
2001	337,279
2002	339,040
2003	379,179
2004	505,905
2005	478,079
2006	474,090
2007	519,865
2008	570,207
2009	719,479
2010	1,254,271
2011	1,217,583
2012	1,222,984
2013	1,217,831
2014	1,234,760
	\$11,005,438

# CITY OF WAUSAU TAX INCREMENT DISTRICT NUMBER FIVE

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## ANNUAL REPORT

**NOTE 4 - Tax Increments continued.**

The amount to be generated in 2015 is \$1,185,556.

**NOTE 5 - Amendment to District**

In 2001, Tax Increment District Five was amended by the Wausau Common Council and Joint Review Board to expand the Wausau West Business and Industrial Park, modify the project plan and increase estimated project plan costs by \$1,844,525.

In 2007, Tax Increment District Five was amended by the Wausau Common Council and Joint Review Board to expand the Wausau West Business and Industrial Park and increased estimated project plan costs by \$8,631,000.

In September 2012, Tax Increment District Five was amended by the Wausau Common Council and Joint Review Board. This amendment provided for \$840,000 of additional project costs within ½ mile radius of the district's boundaries. Specifically, the project costs include development grants, incentives and revolving loan funds of \$590,000 and the construction of a pedestrian trail for \$250,000.

**NOTE 6 – Developer Agreements**

On September 13, 2005, the City of Wausau entered into a development agreement with Wausau Business Incubator, Inc. to construct, own, and operate a new incubator in Tax Increment District Number Five in exchange for a cash grant of \$3,250,000. This grant was funded by tax increment district funds of \$2,250,000 and grants of \$254,914 along with a federal grant of \$1,000,000 obtained by the City of Wausau Community Development Authority. This agreement was amended in 2007, 2010 and 2012 to provide additional funding for the facility in the amounts of \$500,000, 41,620 and \$290,000. Total expenses paid through December 31, 2012 are \$3,336,533.

On August 20, 2007 the City of Wausau entered into a development agreement with Scannell Properties #92 LLC to construct, own, and operate a manufacturing facility of approximately 370,000 square foot and a total value (including land) of approximately nineteen million dollars. In addition, the agreement provided for a facility workforce of 450 employees. In exchange for the development, the City of Wausau made a cash grant payment of an amount not to exceed \$2,957,000. Total grant payments were \$2,956,877.

The City of Wausau entered into a development agreement on September 11, 2007 with Polywood Fabrication (developer). The developer agreed to construct an 80,000 square foot manufacturing facility with an approximate value of \$3,000,000 along with retaining 200 full-time equivalent jobs and creating 100 new jobs within 60 months from the date of the agreement. In exchange for this development, the

# CITY OF WAUSAU TAX INCREMENT DISTRICT NUMBER FIVE

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## ANNUAL REPORT

### **NOTE 6 – Developer Agreements continued**

City agreed to make a maximum contribution of \$152,887 to reimburse the developer for costs of project improvements. The contributions along with interest at a rate of 5.00% will be paid out of tax increments or any other available funds. The Contribution remained outstanding at December 31, 2013.

The City of Wausau entered into a development agreement on February 13, 2007 with Packaging Tape, Inc. (developer). The developer agreed to construct a 3,000 square foot manufacturing facility with an approximate value of \$2,650,000 along with creating 12 new jobs within 60 months from the date of the agreement. In exchange for this development, the City agreed to make a maximum contribution of \$62,000 to reimburse the developer for costs of project improvements. The contributions along with interest at a rate of 5.00% will be paid out of tax increments or any other available funds. The Contribution remained outstanding at December 31, 2013.

The City of Wausau entered into a development agreement in November 2013 with Southern Stretch Forming – Wisconsin, Inc. Southern Stretch agreed to purchase 7555 Stewart Avenue, operate a manufacturing facility, purchase equipment with a total cost of \$250,000, invest in exterior improvements of \$25,000 and create nine full time jobs by November 30, 2018. In exchange for this development the City agreed to provide two separate grants totaling \$160,000. One grant of \$110,000 will be used to offset property acquisition and the second grant of \$50,000 will defray equipment costs.

The City of Wausau entered into a development agreement in November 2013 with CAG Industrial Inc. for the purpose of redeveloping 305 S 84<sup>th</sup> Avenue from a warehousing facility to manufacturing use for the start-up company, Ordered Motion Systems, Inc. In exchange for the City of Wausau's \$650,000 developer payment the developer and owner agreed to make improvements including: re-lamping, office upgrades, crane erection, loading dock building addition and expansion and rehabilitation of parking and driving surfaces. The total improvement budget presented was \$892,385. In addition, Ordered Motion, Systems, Inc. signed a ten year lease and executed a document acknowledging their expectation to create 25 FTE's by December 31, 2014 and 50 FTE's by December 31, 2018 and placing equipment within the property valued at \$3.9 million by January 1, 2019.

The City of Wausau entered into a development agreement with Apogee Wausau Group to relocate Colorado operations to the City of Wausau facility. The City of Wausau provided Apogee Wausau Group a developer payment of \$500,000 to offset relocation costs, manufacturing expansion and related product line start-up costs and losses. In exchange Apogee Wausau Group will move its Colorado operations to the City of Wausau and create 124 full time positions by June 1, 2017.

# CITY OF WAUSAU TAX INCREMENT DISTRICT NUMBER FIVE

## ANNUAL REPORT

### NOTE 6 – Developer Agreements continued

On January 27, 2015, the City of Wausau Common Council authorized the donation of 4.2 acres of City owned property located within Tax Increment District 5 along with a \$100,000 ten year forgivable equipment loan to Composite Envisions, LLC. This

A summary of development payments to date is as follows:

	<u>Authorized</u>	<u>Paid</u>
Wausau Business Incubator	\$3,336,533	\$3,336,533
Scannell, Wausau Window and Wall	2,957,000	2,956,877
Southern Stretch Forming - Wisconsin, Inc.	160,000	160,000
CAG, Industrial	650,000	650,000
Polywood Fabrication	152,887	-
Apogee Wausau Group	500,000	-
Composite Envisions, LLC	100,000	-
Packaging Tape, Inc.	62,000	-
	<u>\$7,918,420</u>	<u>\$7,103,410</u>

# CITY OF WAUSAU TAX INCREMENT DISTRICT NUMBER FIVE

## ANNUAL REPORT

### CITY OF WAUSAU TAX INCREMENTAL DISTRICT NUMBER FIVE PROJECTED CASH FLOW

Year	USES OF FUNDS				SOURCES OF FUNDS				Annual Surplus (Deficit)	Cumulative Balance
	Total Annual Debt Service	Administrative, Organization & Discretionary Costs	Developer Incentives	Capital Expenditures	Debt Proceeds	Special Assessment Income	Tax Increment	Other Income		
<b>ACTUAL</b>										
1 1997	\$9,451			\$471,299	\$540,000			\$3,576	\$62,826	\$62,826
2 1998	\$38,895	\$79,952		\$143,719					(\$262,566)	(\$199,740)
3 1999	\$86,835			\$1,000					\$147,791	(\$51,949)
4 2000	\$83,955	\$102					\$235,626		\$217,978	\$166,029
5 2001	\$80,955	\$6,625					\$299,260		\$251,682	\$417,711
6 2002	\$77,895			\$205,105			\$337,279	\$1,983	\$57,605	\$475,316
7 2003	\$84,481			\$1,497,660	\$2,000,000		\$379,179	\$1,565	\$720,963	\$1,196,279
8 2004	\$272,815	\$49,405		\$616,676	\$1,500,000		\$505,905	\$12,814	\$1,079,823	\$2,276,102
9 2005	\$404,361			\$25,936			\$478,079	\$7,735	\$55,517	\$2,331,619
10 2006	\$398,510						\$474,090	\$162,984	(\$2,361,590)	(\$29,971)
11 2007	\$400,921	\$37,276	\$2,588,611	\$17,561	\$2,206,760		\$519,865	\$103,690	(\$473,034)	(\$503,005)
12 2008	\$400,352		\$486,115	\$6,250	\$1,250,117		\$570,207	\$21,143	\$971,626	\$468,621
13 2009	\$820,657	\$17,945		\$39,473			\$719,479	\$24,753	(\$121,533)	\$347,088
14 2010	\$3,719,878	\$17,292	\$41,620	\$257,197	\$2,440,000		\$1,254,271	\$29,768	(\$35,125)	\$311,963
15 2011	\$693,239	\$18,104					\$1,222,984	\$79,469	\$328,512	\$640,475
16 2012	\$2,421,459	\$28,332	\$290,000	\$25,000			\$1,217,831	\$59,961	(\$1,481,846)	(\$841,371)
17 2013	\$548,886	\$17,934	\$160,000	\$1,151			\$1,217,831	\$42,158	\$532,018	(\$309,353)
18 2014	\$458,923	\$48,470	\$650,000	\$20,335			\$1,234,760	\$53,433	\$110,465	(\$198,888)
<b>ESTIMATED</b>										
19 2015	\$281,028	\$40,000	\$650,000				\$1,185,556	\$161,042	\$375,570	\$176,682
20 2016	\$283,598	\$18,000					\$1,185,556	\$101,072	\$985,030	\$1,161,712
21 2017	\$289,774	\$18,000					\$1,185,556	\$101,072	\$978,854	\$2,140,566
22 2018		\$18,000					\$1,185,556	\$101,072	\$1,268,628	\$3,409,194
23 2019							\$1,185,556	\$101,072	\$1,286,628	\$4,695,822
24 2020							\$1,185,556	\$101,072	\$1,286,628	\$5,982,450
<b>TOTAL</b>	<b>11,856,868</b>	<b>491,512</b>	<b>7,713,937</b>	<b>\$3,339,905</b>	<b>9,936,877</b>	<b>54,812</b>	<b>18,118,774</b>	<b>1,274,209</b>		



**TO:** FINANCE COMMITTEE MEMBERS

**FROM:** MARYANNE GROAT

**DATE:** May 15, 2015

**SUBJECT:** Status of Audit

The 2014 audit is the last year of a multi-year contract. I have attached a copy of the RFP that was issued in October of 2010.

Our current auditors, Schenck, conducted preliminary fieldwork in the fall of 2014. Final yearend work is scheduled for the week of June 1<sup>st</sup>. The City's 2014 books are closed and the financial statements have been prepared. The auditors will conduct the audit and review the financial statements. The due date of the report is June 30<sup>th</sup>. I expect this will be completed on a timely basis.

# CITY OF WAUSAU



## REQUEST FOR PROPOSALS 2010-2014 AUDITING SERVICES

October 25 2010

Maryanne Groat, CPA  
Finance Director

Richard M. Whalen, CPA  
Assistant Finance Director

**Proposals Due: 12:00 Noon, Friday November 19, 2010**

H:\FWCOMMON\RFPAUDITSERVICES.WPD

**SECTION I - GENERAL INFORMATION**

The City of Wausau, Wisconsin, is requesting proposals for the services of a Certified Public Accounting Firm to conduct the annual audit of the City of Wausau's operations for the fiscal year ending December 31st, 2010 with the option of auditing its financial statements for each of the four subsequent fiscal years. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits contained in *Government Auditing Standards*, issued by the U.S. Comptroller General, the provisions described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement, Audits of States, Local Governments and Non-Profit Organizations*, and the compliance requirements described in the *State Single Audit Guidelines*, issued by the Wisconsin Department of Administration, statutory requirements, as well as City of Wausau policy.

#### 1. INFORMATION ON THE CITY AND IT'S RECORDS

The City of Wausau is a municipal entity with a Mayor/Aldersperson form of government. By City Charter the financial and accounting functions are under the direction of the City Finance Director.

The City's operations have been audited by Clifton Gunderson LLP Certified Public Accountants since 1986. The City received unqualified opinions for each year during the last contract period of 12/31/2005 to 12/31/2009. The City records (exclusive of the CDA) have not required any adjustment by the auditors in past years. A copy of the 2009 audited financial statements and related reports can be found on the City of Wausau website at <http://www.ci.wausau.wi.us/Departments/Finance/FinancialDocuments.aspx>.

The audit will include all Funds and Account groups of the City of Wausau including the Community Development Authority. The accounting records are centralized for all funds but the Community Development Authority. The Authority accounting records are maintained at Riverview Towers which is located at 540 E. Thomas Avenue, approximately four blocks from City Hall.

The total City budget is \$79 million dollars, including Water and Sewer Utility activities.

The City has received the Certificate of Achievement for Excellence in Financial Reporting for the years ending December 31, 1997 to 2008. It is the City's intention to continue to participate in this program. The City prepares, in final typed form, its own financial statements, notes, transmittal letter, management's discussion and analysis and supplemental information and statistical section. The auditor's, upon completion of the Community Development Authority audit, are responsible for providing the financial information for inclusion in the annual financial report. The City also provides the copying and collating of the annual financial report.

The City's data processing services are provided by the City County Information Technology Commission. This is a joint venture with Marathon County. The City's portion of the joint venture is recorded within the General Fund. The City County Data Center is audited separately and should not be reflected within this RFP.

Since 1994, the City has utilized Cayenta a Division of N Harris Computer Corporation. The City utilizes the General Ledger, Accounts Payable, Payroll, Accounts Receivable, Purchase Order, Budgeting, and Cash Collections modules. Land Records System, written by the City County Information Technology personnel, is used to process real estate, personal property, municipal court, licensing and special assessment taxes. The Water Utility utilizes Citrix for utility billing software. Parking tickets are issued by City Staff but citation management is outsourced to Complus Data Innovations. The City has also outsourced ambulance billing to

Life Quest 911ProBilling.

The City maintains the following funds and account groups:

General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Proprietary Funds	Trust and Agency Funds
110 General Fund	121 Grants Fund 122 HUD Mortgage Program 123 DLAD Mortgage Program 125 Industrial Park Fund 127 WRRP Rehabilitation Fund 128 Holtz Krause Fund 129/159 Hazardous Material Emergency Response Fund 132 Home Program 133 Home Program Income 134 & 135 Home Program Administration 136 Neighborhood Stabilization 151 Room Tax Fund 152 Public Access Coordinator Fund 153 Recycling Fund 156 TID#2 Fund 157 OJJDP Grant 158 Brownfield Grant Fund 164 Metro Ride Transit	130 Debt Service Fund	141 TID #3 Fund 142 TID#4 Fund 143 TID#5 Fund 144 TID #6 Fund 145 TID #7 Fund 150 Capital Improvement Fund	161 Water Utility 163 Sewer Utility 170 Motor Pool Fund 165 Parking Fund 171 Insurance Fund	180 Cemetary Fund 181 Gifts for Special Purposes Fund 182 Local Law Enforcement Block Grant Fund 185 Business Incubator Fund 800-880 Wausau Area Events Fund and Main Street Fund.

The City has a total payroll of \$17,904,000 covering 318 full-time employees and 18 part-time employees. The payroll is processed bi-weekly.

The Community Development Authority is presented as a discretely presented component unit. The Community Development Authority accounting records are maintained by Hawkins Ash Baptie of La-Crosse, Wisconsin. HABCO has recently become involved in providing yearend financial statement adjustments and preparation. The Authority owns two housing facilities, a residential assisted living facility and 40 units of single family scattered housing. The Authority also supports the Section 8 housing program for the City. The Community Development Authority employees are employees of the City of Wausau. The auditor is required to complete and submit to HUD the required REAC report by September 30<sup>th</sup> each year. The Community Development Authority also requires a presentation to the board along with an exist conference with the executive director.

The City has six tax increment financing districts. The City annually provides the required reports to participating governmental entities. Any and all compliance testing or procedures necessary to fulfill statutory compliance audits required for the Tax Increment Districts are to be performed in conjunction with the annual audit and should be included within this RFP. The

City does not expect a separate audit report or additional billing.

The Finance Department provides the centralized cash collection function for the City. In addition, the City utilizes retail lockbox services of M&I Bank for real estate taxes, personal property taxes, special assessments and utility collections. This entails the use of remittance coupon and envelope with invoices. These payments are mailed to a PO Box in Milwaukee, in care of M&I Bank. M&I performs mail procedures, imaging, depositing, and reading of the MICR code on the invoice. A file is transmitted daily which updates the transactions in the city's accounts receivable systems. In addition, the City utilizes the services of various financial institutions within the community for tax collection during the year. These institutions collect the taxes and deposit funds directly into the City's account. City staff enter the corresponding activity within the accounts receivable systems. The City utilizes Official Payments Corporation for credit card payments of taxes, utilities, municipal court, parking and other miscellaneous receivables. The City offers ACH payment of taxes and utility bills. The City also utilizes collection agencies and the State of Wisconsin TRIP system for delinquent accounts.

City staff will prepare, in advance, or during fieldwork, work papers requested by the audit firm. Staff will be available for questions and other assistance during fieldwork.

The City also prepares, exclusive of CDA grant activity, a schedule of federal and state assistance for the auditors and the Department of Revenue Annual Financial Report and PSC Report.

The approximate number of annual transactions (excluding the Community development authority) processed are

Journal Entries 971

Receipts 18,636

Accounts Payable Checks 7,866

Payroll Checks 1,753

Payroll Direct Deposit Transactions 7,993

Invoices 9,029

Purchase Orders 523

## 2. SCOPE OF SERVICES

The firm shall provide an annual financial and compliance audit of all funds and account groups of the City of Wausau including the City of Wausau Community Development Authority, a discretely presented component unit. The opinion should cover the governmental activities, the business type activities, the discretely presented component unit, each major fund and the aggregate remaining fund information.

The auditor shall also be responsible for compliance with all applicable audit standards prescribed by the US or State of Wisconsin grantors. It is the auditors responsibility to issue all required compliance reports prescribed by the US or State of Wisconsin Grantors.

The auditor shall prepare, and produce a separate financial report for the Wausau Community Development Authority. These Financial Statements shall be issued in conformance with GAAP and the US Department of Housing and Urban Development Guidelines.

The auditor will provide advice and counsel throughout the year concerning any changes that would affect the annual report.

Work papers will remain the property of the auditor but will be made available to any US or State agencies requesting information, the City of Wausau, and any predecessor audit firms.

The City typically issues debt on an annual basis. We have included our financial statements along with the audit opinion within our official statement and expect to continue this practice in the future.

If any circumstances are encountered that require additional procedures, outside the normal scope of the project, the firm must advise the City, and provide a written cost proposal prior to beginning the procedures.

The firm shall submit two client representation letters. One letter to be signed by the Finance Director and Assistant Finance Director will cover all activity surrounding the City of Wausau and the second letter to be signed by the Executive Director of the Community Development Authority will cover this entities activity.

Fieldwork and Audit Completion shall be scheduled as follows:

<b>Work Product</b>	<b>Completion Date</b>
Preliminary Fieldwork	November/December
Yearend Fieldwork	1 <sup>st</sup> Week of May
CDA Fieldwork	March 25
CDA Financial Statements and REAC reporting	April 10th
Final Review of CAFR	End of May
Issue Compliance Reports, SAS 61, Management Letter, Tax Rule 16, and Opinion of CAFR.	June 10 <sup>th</sup> .

**SECTION II - INSTRUCTIONS AND CONDITIONS FOR PROPOSAL SUBMISSION**

1. RFP ADMINISTRATORS

The individuals responsible for administering this RFP, to whom all inquiries and correspondence should be addressed, are:

Maryanne Groat, CPA  
Finance Director/Treasurer  
City of Wausau  
407 Grant Street

Richard M. Whalen, CPA  
Ass't Finance Director  
City of Wausau  
407 Grant Street

Wausau, WI 54403-4783

Wausau, WI 54403-4783

(715) 261-6645

(715)261-6642

2. RFP MODIFICATIONS

The City of Wausau reserves the right to amend, alter, or revoke this RFP in any manner at any time. Any modifications, clarifications, or additions to the RFP will be distributed as written addenda to all vendors.

3. PROPOSED PREPARATION COSTS

All costs incurred in the preparation and presentation of this proposal shall be wholly absorbed by the vendor.

INSTRUCTIONS ON SUBMITTING PROPOSALS

Proposal Due Date: November 19, 2010 12:00 NOON

Place: Finance Department  
City of Wausau  
407 Grant Street  
Wausau, WI 54403

Accepted Forms One Hard copies -OR-  
One Copy by fax (715)261-0319 -OR-  
One Copy by email to:  
[mgroat@mail.ci.wausau.wi.us](mailto:mgroat@mail.ci.wausau.wi.us)

PROPOSALS SHOULD INCLUDE THE FOLLOWING INFORMATION. WE APPRECIATE PROPOSALS THAT ARE CONCISE AND DO NOT REPEAT INFORMATION.

Name and address of the Certified Public Accounting Firm.

Provide a concise summary of the work to be completed and your work plan or audit approach.

Provide resumes of the audit team. Indicate name, title, number of years of governmental experience. Include resumes of all partners within the office performing the audit engagement.

Indicate whether the audit team will be staffed from one or several office locations.

Provide information regarding the firms experience and commitment to providing services to the governmental sector.

Provide references for not less than three government clients, preferably cities, for whom services have been provided within the last year. Include a contact name and telephone number.

Provide a listing of other services provided by your firm to governmental clients.

Give specific experience the firm has auditing housing authorities governed by HUD, single audits, and knowledge and experience with the Certificate of Achievement in Excellence in Financial Reporting awarded by the GFOA.

Provide detailed information about the size of your firm. Provide detailed information about the government section.

Describe any situations where you have failed to complete work awarded to you or defaulted on a contract. Provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the last three years with federal or state regulatory bodies or professional organizations.

Provide your understanding of the fieldwork schedule, list of reports to be completed and final submission dates.

Provide the Name, title, address and telephone number of the individual to whom all inquiries about the proposal should be addressed.

Indicate the total cost of the audit engagement along with an allocation of the portion of the audit pertaining to the Community Development Authority. The fee quoted should be the ANNUAL total all-inclusive maximum price, including out of pocket expenses, for each year 2010-2014 to provide the services requested in the RFP. Affirmation that the fees will include necessary TID District compliance procedures as dictated by Wisconsin Statute.

The Finance Director and Assistant Finance Director will review the proposals, contact references and consider the necessity of interviews. It is expected that a recommendation would be presented to the Finance Committee and Common Council on November 23<sup>rd</sup>.

#### 5. REPORT SUBMISSIONS

All reports issued shall be addressed to the Mayor and the Common Council of the City of Wausau.

The completion dates for the various reports is CDA financial reports April 10<sup>th</sup> and City financial statements June 10<sup>th</sup>.

#### 6. THE CITY'S OPTION

The City of Wausau reserves the right to reject any or all proposals, to waive any informality in the proposals received, and to accept the proposal deemed in the best interest of the City.

## 2010 to 2014 Proposal Tabulation

	Schenck	Baker Tilly	Wipfli	Clifton Gunderson
2010	\$30,750	\$42,330	\$36,000	\$34,000
2011	\$31,665	\$43,200	\$37,000	\$34,000
2012	\$32,615	\$44,000	\$38,000	\$34,000
2013	\$33,595	\$44,900	\$39,000	\$35,000
2014	\$34,605	\$45,800	\$41,000	\$36,000
	<u>\$163,230</u>	<u>\$220,230</u>	<u>\$191,000</u>	<u>\$173,000</u>



**TO:** FINANCE COMMITTEE MEMBERS

**FROM:** MARYANNE GROAT

**DATE:** May 19, 2015

**SUBJECT:** 2016 CIP and Budget Status Report

Department Operating Budgets

- During this week departments were provided access to begin work on their 2016 budget and 2017 plan.
- 2016 and 2017 Payroll Budgets should be completed by June 5<sup>th</sup>. The projections will assume the following:
  - 10.68% in Health Insurance
  - 10% in Dental Insurance
  - No change in Wisconsin Retirement
  - Union Agreement salary increases will be incorporated into the projections.
  - No increase for Non-represented employees – this will be included in the Contingency Fund
- Operating budget due date is July 10

CIP Budgets

- Department requests are due June 1.
- The CIP status report is progressing, with a work in process report attached.

**CITY OF WAUSAU**  
**CAPITAL IMPROVEMENT DETAIL STATUS REPORT**  
**AIRPORT**  
**June 1, 2015**



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**\* DEPARTMENTS TO COMPLETE COLUMNS**

Budget Account Number	Project Name	Staff Project Manager	Contracted Project Manager	Project Status Code	Initial Funding Year	Budget	2014 Expenses	2015 Expenses To Date	Project Expenses To Date	Project Balance Remaining	Estimate (Total Expected Cost to Complete)	Anticipated Budget Variance (+Fav/ -UnF)	Project Start Date	Target Completion Date	%Project Completion	Other Comments
150-237598449	Airport Pavement & Facility Improvements	J Chmiel/B Bartkowiak	(To indicate State of Wi or other Independent Body) BOA		2014	\$52,955	\$18,683	\$0	\$18,683	\$34,272		\$0			0%	Hanger 1 Heating Unit, Replace AWOS Weather Display, Doors on Corporate Hangers, Pavement Improvements
150-237598449	Airport Facility- East Hanger Development Area	John Chmiel/DPW	WPS/Becker Hoppe		2015	\$40,000	\$0	\$0	\$0	\$40,000		\$0			0%	Utility relocation and upgrade electric service

**CITY OF WAUSAU**  
**CAPITAL IMPROVEMENT DETAIL STATUS REPORT**  
**CCIT**  
**June 1, 2015**



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			(To indicate State of WI or other Independent Body)													
150-237598415	Network Upgrade	Gerard Klein			2014	\$54,122	\$42,222	\$2,088	\$44,310	\$9,812		\$0			0%	
150-237598415	Network Upgrade	Gerard Klein			2015	\$55,000	\$0	\$0	\$0	\$55,000		\$0			0%	
150-237598424	Video & Voice Enhancements	Gerard Klein			2015	\$33,000	\$0	\$0	\$0	\$33,000		\$0			0%	
150-237598426	Law Enforcement Software	Gerard Klein			2014	\$93,432	-\$25,797	\$0	-\$25,797	\$119,229		\$0			0%	
150-237598433	PC Replacement	Gerard Klein			2014	\$189,404	\$151,195	\$8,860	\$160,055	\$29,349		\$0			0%	
150-237598433	PC Replacement	Gerard Klein			2015	\$73,655	\$0	\$0	\$0	\$73,655		\$0			0%	
150-237598434	Computer Equipment	Gerard Klein			2014	\$94,326	\$56,346	\$0	\$56,346	\$37,980		\$0			0%	
150-237598434	Server Upgrade/ Windows Srvr Eradication	Gerard Klein			2015	\$147,390	\$0	\$0	\$0	\$147,390		\$0			0%	
150-237598438	Computer Software and Services	Gerard Klein			2014	\$110,838	\$74,267	\$1,096	\$75,363	\$35,475		\$0			0%	
150-237598438	E-mail Upgrade	Gerard Klein			2015	\$36,150	\$0	\$0	\$0	\$36,150		\$0			0%	
150-237598442	Inspection Software	Gerard Klein			2014	\$115,000	\$5,000	\$0	\$5,000	\$110,000		\$0			0%	
150-237598446	Computer Financial Systems Software	Gerard Klein			2014	\$262,489	\$67,740	\$0	\$67,740	\$194,749		\$0			0%	Assessment, budget, cashiering, imaging
150-237598447	Computer Upgrades	Gerard Klein			2014	\$112,000	\$85,710	\$34	\$85,744	\$26,256		\$0			0%	

**CITY OF WAUSAU**  
**CAPITAL IMPROVEMENT DETAIL STATUS REPORT**  
**COMMUNITY DEVELOPMENT**  
**June 1, 2015**



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150-237598461	Wayfinding Project- General	Ann Werth	(To indicate State of WI or other Independent Body)		2014	\$55,000	\$0	\$0	\$0	\$55,000		\$0			0%	
141-342192190	Wayfinding- TID #3	Ann Werth			2014	\$60,000	\$0	\$0	\$0	\$60,000		\$0			0%	
144-345192190	Wayfinding- TID #6	Ann Werth			2014	\$60,000	\$0	\$0	\$0	\$60,000		\$0			0%	
145-347092190	Wayfinding- TID #7	Ann Werth			2014	\$60,000	\$0	\$0	\$0	\$60,000		\$0			0%	
146-348392190	Wayfinding- TID #8	Ann Werth			2014	\$60,000	\$0	\$0	\$0	\$60,000		\$0			0%	
						\$295,000	\$0	\$0	\$0	\$295,000		\$0				

**CITY OF WAUSAU**  
**CAPITAL IMPROVEMENT DETAIL STATUS REPORT**  
**DEPARTMENT OF PUBLIC WORKS**  
**June 1, 2015**



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150-237598453	Public Works Facility	Ric Mohelnitzky	(To indicate State of Wi or other Independent Body)		2014	\$38,000	\$12,937	\$0	\$12,937	\$25,063		\$0				
150-237598453	DPW Facility Study	Ric Mohelnitzky			2015	\$44,000	\$0	\$0	\$0	\$44,000		\$0				
150-237598453	Platform & Gangway, Retng Wall	Ric Mohelnitzky			2015	\$40,000	\$0	\$3,733	\$3,733	\$36,267		\$0				

**CITY OF WAUSAU**  
**CAPITAL IMPROVEMENT DETAIL STATUS REPORT**  
**ENGINEERING**  
**June 1, 2015**



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<b>WISCONSIN DOT PROJECTS</b>																
150-231598191	Various Wis DOT Projects	Engineering Staff	DOT		Pre - 2014	\$96,387	\$845	\$0	\$845	\$95,542		\$0			0%	
150-231598748	Townline Road	Engineering Staff	DOT		2015	\$41,000	\$0	\$0	\$0	\$41,000		\$0			0%	
150-231598713	Grand Ave	Engineering Staff	DOT		2014	\$620,995	\$588,298	\$9,764	\$598,062	\$22,933		\$0			0%	
150-231598747	1st Avenue Design	Engineering Staff	DOT		2015	\$236,000	\$0	\$0	\$0	\$236,000		\$0			0%	
150-231598718	Merrill Avenue Design	Engineering Staff	DOT		Pre - 2014	\$16,000	\$0	\$0	\$0	\$16,000		\$0			0%	
150-231598734	Thomas Street Railroad Bridge	Engineering Staff	DOT		Pre - 2014	\$22,322	\$0	\$0	\$0	\$22,322		\$0			0%	
150-231598736	Stewart Avenue Design	Engineering Staff	DOT		Pre - 2014	\$17,484	\$15,210	\$0	\$15,210	\$2,274		\$0			0%	
<b>STREET IMPROVEMENT PROJECTS</b>																
150-232098230	Street Improvements	Engineering Staff			2014	\$1,830,291	\$1,803,866	\$12,845	\$1,816,711	\$13,580		\$0			0%	
150-232098230	Street Improvements	Engineering Staff			2015	\$1,518,575	\$0	\$0	\$0	\$1,518,575		\$0			0%	
150-532098237	Street Boulevard Trees	Engineering Staff			2014	\$40,000	\$3,160	\$0	\$3,160	\$36,840		\$0			0%	
150-532098237	Street Boulevard Trees	Engineering Staff			2015	\$40,000	\$0	\$0	\$0	\$40,000		\$0			0%	
<b>ASPHALT PAVING PROJECTS</b>																
150-232698230	Asphalt Paving	Engineering Staff			2014	\$674,200	\$667,106	\$0	\$667,106	\$7,094		\$0			0%	
150-232698230	Asphalt Paving	Engineering Staff			2015	\$500,000	\$0	\$18,067	\$18,067	\$481,933		\$0			0%	
150-232698237	Asphalt Paving-Alley	Engineering Staff			2014	\$12,077	\$0	\$0	\$0	\$12,077		\$0			0%	
<b>SIDEWALK IMPROVEMENT PROJECTS</b>																

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150-233098240	Sidewalk Replacement	Engineering Staff			2014	\$331,264	\$295,614	\$35,650	\$331,264	\$0		\$0			0%	
150-233098240	Sidewalk Replacement	Engineering Staff			2015	\$215,000	\$0	\$9,996	\$9,996	\$205,004		\$0			0%	
150-2333098244	New Sidewalks	Engineering Staff			2014	\$54,663	\$5,692	\$0	\$5,692	\$48,971		\$0			0%	
<b>STORM SEWER PROJECTS</b>																
150-236198250	Stormwater	Engineering Staff			2014	\$75,000	\$67,233	\$1,500	\$68,733	\$6,267		\$0			0%	
150-236198250	Stormwater - Outfall	Engineering Staff			2014	\$100,000	\$0	\$0	\$0	\$100,000		\$0			0%	
150-236198250	Stormwater- Other	Engineering Staff			2015	\$50,000	\$0	\$0	\$0	\$50,000		\$0			0%	
150-236198250	Stormwater - Streets	Engineering Staff			2015	\$145,000	\$0	\$0	\$0	\$145,000		\$0			0%	
150-236198250	Stormwater - DNR NonPoint Mgmt	Engineering Staff			2015	\$58,000	\$0	\$0	\$0	\$58,000		\$0			0%	
<b>OTHER INFRASTRUCTURE PROJECTS</b>																
150-236592190	Other Professional Services	Engineering Staff			2014	\$185,990	\$76,998	\$4,842	\$81,840	\$104,150		\$0			0%	
150-236598290	Other Improv-Pavement Repairs	Engineering Staff			2015	\$100,000	\$0	\$0	\$0	\$100,000		\$0			0%	
<b>STREET LIGHTING PROJECTS</b>																
150-237598456	Street Lighting Projects Scott Street & McClellan	Engineering Staff			2014	\$231,290	\$122,678	\$0	\$122,678	\$108,612		\$0			0%	

**CITY OF WAUSAU**  
**CAPITAL IMPROVEMENT DETAIL STATUS REPORT**  
**FIRE DEPARTMENT**  
**June 1, 2015**



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150-237598436	Fire Dept Equipment	Tracy Kujawa	(To indicate State of Wi or other Independent Body)		2014	\$58,778	\$51,272	\$7,506	\$58,778	\$0		\$0			0%	
150-237598436	Self-Cont'd Breathing App (SCBA)	Tracy Kujawa			2015	\$235,141	\$0	\$0	\$0	\$235,141		\$0			0%	
150-237598436	Fit Testing	Tracy Kujawa			2015	\$17,810	\$0	\$15,822	\$15,822	\$1,988		\$0			0%	
150-237598436	Radios	Tracy Kujawa			2015	\$41,826	\$0	\$0	\$0	\$41,826		\$0			0%	
150-237598436	Personal Protective Equip (PPE)	Tracy Kujawa			2015	\$36,060	\$0	\$16,891	\$16,891	\$19,169		\$0			0%	

**CITY OF WAUSAU**  
**CAPITAL IMPROVEMENT DETAIL STATUS REPORT**  
**GIS MAPPING**  
**June 1, 2015**



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150-237598444	Orthophotography	Dan Kerntop	(To indicate State of Wi or other Independent Body)		2015	\$80,000	\$0	\$0	\$0	\$80,000		\$0			0%	
150-237598444	Oblique Imagery	Dan Kerntop			2014	\$35,000	\$0	\$0	\$0	\$35,000		\$0			0%	

**CITY OF WAUSAU**  
**CAPITAL IMPROVEMENT DETAIL STATUS REPORT**  
**MAINTENANCE DEPARTMENT**  
**June 1, 2015**



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150-237598411	City Facility and Public Safety replacement projects	Brian Bartkowiak	(To indicate State of Wi or other Independent Body)		2014	\$87,972	\$34,523	\$697	\$35,220	\$52,752		\$0			0%	Public Safety Bldg floor covering and seating improvements, and City Hall lobby improvements
150-237598460	Police Facility Masonry rehabilitation	Brian Bartkowiak			2014	\$35,000	\$0	\$0	\$0	\$35,000		\$0			0%	Repairing and tuck pointing spackling masonry

**CITY OF WAUSAU**  
**CAPITAL IMPROVEMENT DETAIL STATUS REPORT**  
**METRO RIDE**  
**June 1, 2015**



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150-237598417	WATS Projects	Greg Seubert	(To indicate State of Wi or other Independent Body)		2014	\$4,709	\$0	\$0	\$0	\$4,709		\$0			0%	
150-237598417	Shop Hoist Replacement	Greg Seubert			2015	\$195,000	\$0	\$0	\$0	\$195,000		\$0			0%	

**CITY OF WAUSAU**  
**CAPITAL IMPROVEMENT DETAIL STATUS REPORT**  
**PARKING**  
**June 1, 2015**



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150-237598437	Parking Ramp Capital Projects	Engineering Staff	(To indicate State of Wi or other Independent Body)		2014	\$105,097	\$0	\$0	\$0	\$105,097		\$0			0%	Ramp Seal Coating and Elevator Maintenance

**CITY OF WAUSAU**  
**CAPITAL IMPROVEMENT DETAIL STATUS REPORT**  
**PARKS DEPARTMENT**  
**June 1, 2015**



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150-237598405	River Edge Trail	Peter Knotek	(To indicate State of Wi or other Independent Body)		<b>B4 2014</b>	\$33,081	\$0	\$0	\$0	\$33,081		\$0			0%	This fund is available to finance unexpected improvements for components of the trail that fall outside the TID districts
150-237598405	River Edge Trail	Peter Knotek			<b>2015</b>	\$1,000,000	\$0	\$0	\$0	\$1,000,000		\$0			0%	Sternberg Funds
150-237598406	Radke park Improvements	Peter Knotek			<b>2015</b>	\$55,200	\$0	\$0	\$0	\$55,200		\$0			0%	
150-237598462	Kasiser Swimming Pool Construction and Engineering for Memorial and Schulenburg	Peter Knotek			<b>2014</b>	\$3,485,500	\$1,253,048	\$907,948	\$2,160,996	\$1,324,504		\$0			0%	
150-237598462	Memorial Pool Construction	Peter Knotek			<b>2015</b>	\$3,000,000	\$0	\$0	\$0	\$3,000,000		\$0			0%	
150-237598425	Park Rolling Stock	Bill Duncanson			<b>2015</b>	\$173,460	\$0	\$11,931	\$11,931	\$161,529		\$0			0%	

**CITY OF WAUSAU**  
**CAPITAL IMPROVEMENT DETAIL STATUS REPORT**  
**POLICE DEPARTMENT**  
**June 1, 2015**



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- Z = Other

\* DEPARTMENTS TO COMPLETE COLUMNS

Budget Account Number	Project Name	Staff Project Manager	Contracted Project Manager	Project Status Code	Initial Funding Year	Budget	2014 Expenses	2015 Expenses To Date	Project Expenses To Date	Project Balance Remaining	Estimate (Total Expected Cost to Complete)	Anticipated Budget Variance (+Fav/ -UnF)	Project Start Date	Target Completion Date	%Project Completion	Other Comments
150-237598450	Police Protective Equipment	Jeff Hardel	(To indicate State of Wi or other Independent Body)		2014	\$32,658	\$28,236	\$0	\$28,236	\$4,422		\$0			0%	Tasers, SWAT Equip, Detective Equip, and Drug Dog expense.
150-237598450	Police Radios	Jeff Hardel			2015	\$38,844	\$0	\$0	\$0	\$38,844		\$0			0%	



**TO:** FINANCE COMMITTEE MEMBERS

**FROM:** MARYANNE GROAT

**DATE:** May 4, 2015

**SUBJECT:** Contract Administration Software

The City of Wausau is party to many, many contracts that spread across all departments. They encompass many types of agreements such as simple planter maintenance contracts with downtown merchants to complex contracts such as the city development agreements. Some of the contracts are very short term in nature and some, like the Wausau Mall, can span 85 years or more. Currently, the Clerk, as the City's document custodian, maintains spreadsheets of all contracts provided to her office. The actual documents are maintained in both paper and electronic format. Contract management rests with the oversight department.

While contract expiration date was discussed at the last Finance Committee meeting, it is just one component of contract management. Staff resources are expended in each step of the contract life cycle including: contract request, authoring, negotiations, approval, execution, obligation management, contract amendments, audit/ report and renewal. An automated, enterprise wide contract management system can improve the workflow, efficiency and information in each step of the process. Specific advantages include:

- Control over lost documents.
- Proper monitoring of milestones and obligations through alarms and notifications.
- Electronic workflow that follows the document through creation, review and signature including electronic signature features
- Consistent legal language
- Central Repository with easy access to individuals
- Ability to sort and review documents by type, milestone dates, by department etc.

In November of 2014, I submitted a request to the CCITC to explore obtaining contract management software; a draft of the CCITC project charter is attached. During CCITC's review and prioritization process North Central Health Care became aware of the city's proposed project and has expressed interest in collaborating on the software purchase. CCITC is also working with the County to determine their level of interest. Contract management software is on the CCITC 2016 CIP request list.

<b>General Information</b>			
<b>Date:</b>	11/18/2014	<b>Request ID:</b>	141118-F98D67
<b>Requester:</b>	MaryAnne Groat	<b>Phone#/Ext:</b>	715-261-6645
Funding Available:	Don't Know		
RFP Assistance:	No		
Estimated Cost:	Not Known		
Affected Department(s):	All Departments	Entity/Location(s) Affected:	City
Number of Users:	Many		
Sponsors:	Finance Director		
Dept Head Approval:	No		
Project Name:	Contract Management Software		
Project Prioritization Criteria:	Regulatory Compliance, Strategic Initiative, Enhance Existing Capability, Operational Benefit/ROI, Department Criticality, Efficiency/Process Improvement, Cross-Department Applicability		
Provide details:	The City of Wausau manages hundreds of contracts. These contracts carry critical financial terms and time sensitive milestones. The City of Wausau currently has no system to manage these contracts to ensure obligation management. Software exists that can assist with contract life cycle management. This software can provide a central repository, manage contracts, milestones via automated alerts, workflow processes and obligation management. This software may also be of interest to co & nch.		
<b>Proposed Project Overview</b>			
Define Business Need: (be as detailed as possible)	The City has found significant errors and omissions in managing contracts. Including lack of obligation management and allowing contracts to expire has brought severe criticism to staff and city. Often contracts remain unmanaged or unknown due to staffing turnover and loss of institutional knowledge. This central repository could prevent such errors and weaknesses.		
Proposed Technology Solution: (Provide overview of technology solution if one exists)	Contract Management software. We don't have a specific software selected. Many examples out there including: Selectica, Contract Insight, Contract Assistant.		
Return On Investment/Value Proposition Summary: (be as detailed as possible)	Huge return on investment. Time savings due to workflow and digital signature opportunities. Alerts and life cycle management will save time tracking. A saves time to get it right the first time.		
Vendor Requirements: (be as detailed as possible)	Many users, approval workflow, completion tracking, compliance management, digital signature, document management, life cycle management, notification and milestone tracking, full text search.		
What happens if Denied	Everyone will continue to manage independent systems. Things will fall b		

# Initial Project Charter

## A. General Information

<b>Project Title:</b>	<i>Contract Management Software</i>		
<b>Brief Project Description:</b>	Software to manage hundreds of city of Wausau contracts.		
<b>Prepared By:</b>	Sheila Zblewski		
<b>Date:</b>	3/16/2015	<b>Version:</b>	1.0

## B. Project Objective: *(Data pulled from the business need field on new project request form)*

Explain the specific objectives of the project. For example: What value does this project add to the organization? How does this project align with the strategic priorities of the organization? What results are expected? What are the deliverables? What benefits will be realized? What problems will be resolved?

The City of Wausau manages hundreds of contracts. These contracts can have critical financial terms and time sensitive milestones. The City of Wausau currently has no system to manage these contracts to ensure obligation management. Software exists that can assist with contract life cycle management. This software can provide a central repository; manage contract milestones via automated alerts, workflow processes and obligation management. This software may also be of interest to County & NCHC.

## C. Assumptions: *HOW (May be more than one idea)*

List and describe the assumptions made in the decision to charter this project. Please note that all assumptions must be validated to ensure that the project stays on schedule and on budget.

The City has found significant errors and omissions in managing contracts. Including lack of obligation management and allowing contracts to expire. This has brought severe criticism to staff and city. Often contracts remain unmanaged or unknown due to staffing turnover and loss of institutional knowledge. This central repository could prevent such errors and weaknesses.

We don't have a specific software selected. Many Examples out there including: Selectica, Contract Insight, Contract Assistant.

## D. Project Scope: *WHAT (Data pulled from new project request form)*

Describe the scope of the project. The project scope establishes the boundaries of the project. It identifies the limits of the project and defines the deliverables.

A central automated solution that provides the ability to manage contracts efficiently. It must provide the ability to send notifications when contracts are about to expire, when payments are due and provide the ability to track milestones. There will be a number of users across multiple departments. The solution must provide an approval workflow, completion tracking, compliance management, digital signature, document management, life cycle management and provide full text searching.

## Initial Project Charter

### E. Project Milestones: *WHEN (May only be vague estimates based on assumptions)*

List the major milestones and deliverables of the project.

Milestones	Deliverables	Date

### F. Impact Statement: *WHY*

List the impact of not doing the project.

Potential Impact	Systems / Units Impacted
Significant errors and omissions with managing contracts	City revenue loss

### G. Roles and Responsibilities: *WHO*

Describe the roles and responsibilities of project team members followed by the names and contact information for those filling the roles. The table below gives some generic descriptions. Modify, overwrite, and add to these examples to accurately describe the roles and responsibilities for this project.

<p><b>Sponsor:</b> Provides overall direction on the project. Responsibilities include: approve the project charter and plan; secure resources for the project; confirm the project’s goals and objectives; keep abreast of major project activities; make decisions on escalated issues; and assist in the resolution of roadblocks.</p>	
Name	Email / Phone
<i>MaryAnne Groat</i>	
<p><b>Project Manager:</b> Leads in the planning and development of the project; manages the project to scope. Responsibilities include: develop the project plan; identify project deliverables; identify risks and develop risk management plan; direct the project resources (team members); scope control and change management; oversee quality assurance of the project management process; maintain all documentation including the project plan; report and forecast project status; resolve conflicts within the project or between cross-functional teams; ensure that the project’s product meets the business objectives; and communicate project status to stakeholders.</p>	
Name	Email / Phone
<i>TBD</i>	
<p><b>Team Member:</b> Works toward the deliverables of the project. Responsibilities include: understand the work to be completed; complete research, data gathering, analysis, and documentation as outlined in the project plan; inform the project manager of issues, scope changes, and risk and quality concerns; proactively communicate status; and manage expectations.</p>	

## Initial Project Charter

Department or Name	Task Need
<i>Potential project needs</i>	
<p><b>Customer:</b> The person or department requesting the deliverable. Responsibilities include: partner with the sponsor or project manager to create the Project Charter; partner with the project manager to manage the project including the timeline, work plan, testing, resources, training, and documentation of procedures; work with the project team to identify the technical approach to be used and the deliverables to be furnished at the completion of the project; provide a clear definition of the business objective; sign-off on project deliverables; take ownership of the developed process and software.</p>	
Name	Email / Phone
<i>May not be identified by sponsor until it becomes a prioritized project</i>	
<p><b>Subject Matter Expert:</b> Provides expertise on a specific subject. Responsibilities include: maintain up-to-date experience and knowledge on the subject matter; and provide advice on what is critical to the performance of a project task and what is nice-to-know.</p>	
Name	Email / Phone
<i>May not be identified by sponsor until it becomes a prioritized project</i>	

### H. Project Risks

Identify the high-level project risks.

Risk
<i>i.e. regulatory, non-support etc</i>

### I. Estimated Project Cost: HOW MUCH

Numbers are only estimates based on broad assumptions. Ranges are acceptable.

Expense Type	Amount
Consulting Costs	\$
Hardware Costs	\$
Software Costs	\$
Other	\$
Recurring Costs ( <i>if known</i> )	\$

**Total Cost    \$**

# Initial Project Charter

## Similar Products

Identify like existing products or potential future project requests at City, County or NCHC

Similar Products

## J. Signatures

The signatures of the people below document approval of the formal Project Charter. The project manager is empowered by this charter to proceed with the project as outlined in the charter.

<b>Customer:</b>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Project Sponsors:</b>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Project Manager:</b>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>

### Instant Citation Breakdown by Violation (July - April)

	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014	January 2015	February 2015	March 2015	April 2015	Year Total
Animal Sanitation	0	0	4	1	1	1	3	0	0	0	<b>10</b>
Boulevards	0	0	0	0	3	1	0	0	0	0	<b>4</b>
Equipment Storage	0	0	1	0	3	1	0	0	0	0	<b>5</b>
Exterior Yards	0	3	11	4	6	13	5	1	1	0	<b>44</b>
Grass Cutting	0	0	7	4	0	0	0	0	0	0	<b>11</b>
Signs	0	0	0	1	1	0	0	0	0	0	<b>2</b>
Trash Containers	0	1	0	1	0	47	15	16	0	0	<b>80</b>
Unregistered Vehicles	8	5	8	5	12	8	4	2	2	1	<b>55</b>
Vehicle - NonDesig Area	0	1	4	4	7	10	1	1	0	0	<b>28</b>
<b>Total</b>	<b>8</b>	<b>10</b>	<b>35</b>	<b>20</b>	<b>33</b>	<b>81</b>	<b>28</b>	<b>20</b>	<b>3</b>	<b>1</b>	<b>239</b>

### Payment / Dismissal Breakdown by Violation (July - April)

	Total Issued	Paid	Dismissed	Complied (No Action)	Issued Municipal Citation	Remain Open
Animal Sanitation	10	3	0	5	1	1
Boulevards	4	1	1	2	0	0
Equipment Storage	5	3	0	1	1	0
Exterior Yards	44	14	8	14	6	2
Grass Cutting	11	4	0	7	0	0
Signs	2	1	0	1	0	0
Trash Containers	80	51	10	13	4	2
Unreg Vehicle	55	23	5	14	13	0
Vehicle - NonDesign	28	17	5	2	4	0
<b>Total</b>	<b>239</b>	<b>117</b>	<b>29</b>	<b>59</b>	<b>29</b>	<b>5</b>