



*** 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, January 26, 2016 at 6:00 PM - NOTE DELAYED TIME!!!!**
 Location: **City Hall, 2nd Floor Board Room**
 Members: David Oberbeck (C), Karen Kellbach, Dave Nutting, Bill Nagle, Robert Mielke

AGENDA ITEMS FOR CONSIDERATION (All items listed may be acted upon)

Presenter

- | | | |
|---|--|--------|
| 1 | Public Comment on matters appearing on the agenda. | |
| 2 | Minutes of previous meeting(s). (1/12/2016) | |
| 3 | Sole Source Request Fire Department Thermal Imaging Cameras \$43,000 | Kujawa |
| 4 | Budget Modification Human Resources | Hite |
| 5 | Consider funding for Organizational Efficiency Study | Hite |
| 6 | Budget Modification for Motor Pool Enterprise Lease Program | Hanson |
| 7 | Discussion and possible action regarding November 2015 General Fund Monthly Financial Report | Groat |
| 8 | Budget Modification for Water Main relocation for Airport Hangar Construction Dr Siebert | Chmiel |

Adjournment

David Oberbeck, Chair

IMPORTANT: THREE (3) MEMBERS NEEDED FOR A QUORUM: If you are unable to attend the meeting, please notify Mary by calling (715)261-6621 or via email mgoede@ci.wausau.wi.us

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.**

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 1/22/16 @ 12:15 PM

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, (Alderpersons: Wagner, Neal, Gisselman, Winters, Rasmussen, Abitz), *Tipple, *Jacobson, *Groat, Rayala, Department Heads

FINANCE COMMITTEE

Date and Time: Tuesday, January 12, 2016 @ 5:00 pm., Board Room

Members Present: Oberbeck (C), Mielke, Nutting, Nagle, Kellbach

Others Present: Lindman, Schock, Tipple, Neal, Wagner, Baeten, Bishop, Jacobson, Werth, Stratz, Kujawa, Barnes, Goede, Elizabeth Field, Pat Peckham

In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner. It was noted that there was a quorum present and the meeting was called to order by Chairperson Oberbeck.

Public Comment

None.

Minutes of previous meeting(s). (12/22/15)

Motion by Mielke, second by Nutting to approve the minutes of previous meetings (12/22/15). Motion carried 4-0.

Vaccination and MicroChip Clinic

Lt Todd Baeten reviewed with the committee how the first and second clinics went and what they've learned from them. He indicated they planned on having another clinic before the March 31st deadline for licensing. (*Kellbach entered the meeting.*) Baeten stated there was some discussion at PH&S as to whether we should impose a fee for the clinics to offset some of the cost. Ashlee Bishop would be able to contract with a company for microchips for \$9-\$10 each. There were some leftover chips and approximately 200 vaccines from the last clinic. He was willing to try a fee and see how it was received by the public and report back. Oberbeck suggested possible funding of that service be on a future agenda for discussion before the deadline. Consensus from the committee was to move forward with planning for a third clinic and bring back a proposal to impose a \$10 fee.

Discussion and Possible Action regarding the Wausau Live It Up Housing Project

Chris Schock reviewed a proposed new home ownership incentive program that would use private sector donations, TIF #2 funds and other sources to create a pot of money that could be used for homesteading of professionals. He explained they were trying to create drivers that would root professionals in the community. He noted there are a lot of people that work in the city that do not live in the city. It would be a recruiting tool for use by local companies who routinely point out one of the challenges is making sure employees are rooted and tied to the neighborhood.

Schock indicated the chamber was a potential partner and that the Community Foundation has created a non-profit fund just for this purpose, which will be the charitable arm of this effort. WHEDA, the state's arm for housing, is establishing a partnership where their programs will interlace with ours to create incentives for home purchase. It would be a marketing feature for local employers to inform employees, especially new ones, that the city is able to offer them this incentive. He explained it is a no interest loan for a period of time, potentially five years, but maybe longer depending on the structure of the loan, for a minimum of \$10,000 with the fifth or last year forgiven. He noted there is no restriction on income for the employee to qualify. He presented an outline of the process.

Schock stated they were hoping to use part of the TIF #2 money which was set aside specifically for housing programs and they were especially targeting historic areas (either in the historic core or over 50 years old) with a scaled incentive. Every employer is asked to make a non-profit donation to the Community Foundation to participate in the program, which is a way to make sure the employers are involved and engaged in the process and take a stake in their employees living locally.

Wagner clarified there will be no income restrictions; it is not gap financing, it is used for the downpayment; it is an incentive to get them as employees of a company to buy in a neighborhood within the City of Wausau. He felt it was important to understand this is a partnership not a city program. Schock agreed and reiterated it is not gap financing or an aid program; it is a different way of looking at homesteading focused on professionals and ensuring they are part of the neighborhoods of the city rather than Rib Mountain or Weston. It is down payment assistance to employees of participating businesses who wish to buy homes in Wausau. The business has to participate, which means to make a donation to the fund at the Community Foundation.

Schock stated they were looking to get Finance approval of allocation of \$130,000 of TIF #2 money and the go ahead to do the marketing pieces. He indicated they would issue an RFP to finish the branding, which will involve informational flyers, promotional brochure, and the website graphics and real estate signs.

Motion by Nutting, second by Kellbach to approve moving forward with the marketing piece of the program and allocate \$130,000 of TIF #2 funds. Motion carried 4-0, *Nagle abstained from voting*. Oberbeck noted the program was approved based on what was presented today and will be finalized by the Council for full review.

Discussion and possible action on setting a minimum amount for property acquisitions related to the Thomas Street Project

Lindman stated this was related to temporary limited easements on the Thomas Street Project as well as the small strip takings. He explained sometimes the appraisals or values of these properties is pretty small, so there is not a lot of incentive for the homeowners to sign the paperwork to get that information back to us so we can legally acquire the property. This would set those property acquisitions at \$200, which the state sets as their minimum. We believe it provides a large enough incentive for those property owners to sign. He noted if they don't sign we have to go to the eminent domain process which is going to cost us more money.

Motion by Mielke, second by Kellbach to approve setting a minimum amount for property acquisition related to the Thomas Street Project. Motion carried 5-0.

Discussion and possible action on request of the Fire Department to carryover funds from 2015 to 2016 to finance Succession Planning

Chief Kujawa explained she was requesting carryover funding from the 2015 operational budget to the 2016 operational budget in the amount of approximately \$5,000 plus travel costs to pursue the Succession Planning Program. She indicated they are looking at a contract with Business Alignment Strategies.

Motion by Mielke, second by Kellbach to approve the carryover request of the Fire Department. Motion carried 5-0.

Discussion and possible action to provide fire and EMS services to the Township of Stettin

Kujawa indicated his past fall the Mayor and the City of Wausau was approached to provide both fire and EMS services to the Town of Stettin. She stated we really can't provide that service alone with the call volume in the city; the territory we cover is much too high to be able dedicate people and vehicles. She stated we would partner with the SAFER District and Maine Fire Department to provide the fire service and partner with SAFER District to provide the EMS service. The revenue back to the city would be approximately \$31,000 and additional monies through billing. Mayor Tipple commented this may open some doors for consolidation down the road.

Oberbeck commented he had a hard time with providing the same level of service the city of Wausau residents are paying for \$30,000. He did not see it as an advantage unless they were willing to come to the table at the same per capita rate that we are paying. Kujawa stated this is a way that we can increase revenue to the Fire Department and city as a whole. She did not feel that Stettin with their call volume could justify that cost to their residents. She noted with billing, the revenue could be more like \$40,000 - \$50,000. Discussion took place regarding charges and costs and possible renegotiation with Stettin. Oberbeck stated services to our residents could also be affected by this and he couldn't support it.

Motion by Nagle, second by Mielke to approve fire and EMS services to the Town of Stettin. Motion failed 2-3.

Discussion and possible action approving Assistance to Firefighters Grant application for the installation of mobile data terminals (MDTs) and first-in software

Kujawa stated she would like to apply of additional AFG grant money for mobile data terminals (MDTs) and software to put in fire trucks, similar to what the Police Department has had for many years. They would supply information at our fingertips, such as hydrant information, sewer lines, hazardous materials, site plans, floor plans weather, etc. She stated currently we have it only in written format which we can only access prior to leaving; there is nothing in the trucks. The software cost estimate is \$32,000 and we will need 10 MDTs and 8 computers at about \$35,000, so the total cost is right around \$67,000, though the city's cost would be approximately \$6,000 if we receive the grant.

Motion by Nutting, second by Kellbach to approve the AFG grant application for the installation of MDTs and software. Motion carried 5-0.

Discussion and Possible Action regarding Sole Source Request for the Wausau Water Utility - Chemicals

Eric Lindman explained part of the treatment at the water plant for the drinking water in the city is the use of Allum to remove manganese and iron from the raw water. He indicated in the past they went from straight Allum to using a Polymer product; we use a lot less product and it is a lot more efficient.

Motion by Nutting, second by Mielke to approve the sole source request from the Water Utility for chemicals. Motion carried 5-0.

Discussion and possible action regarding a lease agreement with Evolution in Designs for parking on city-owned property bounded by McClellan Street and N. 1st Street.

Jacobson stated this is in regard to the lot bounded N 1st Street and McClellan Street and who is responsible for the sidewalk and parking lot maintenance. The west side of the block described as Lot #1, which we now own, and the east side of the block described as Lot #2, we lease from the parish. Evolutions in Design had an arrangement with the parish to allow his employees to park somewhere on that lot, which may be on city property. We need to enter into some type of lease arrangement to allow them to continue to park.

Werth explained Evolutions had a bartering arrangement with the church where they would supply flowers to the church every month and in return they would park 12 vehicles there. Right now somewhat difficult construction is going on there and we are proposing to let them continue to park there for the months of February, March and April at no cost. In the spring they would move to one of the ramps. Jacobson noted the city is responsible for clearing the sidewalks and the parish is responsible for plowing the lot.

Motion by Nagle, second by Mielke to approve the agreement for parking with Evolutions in Design. Motion carried 5-0.

Adjourn

Motion by Nutting, second by Mielke to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:35 p.m.



CITY OF WAUSAU
SOLE SOURCE PURCHASE JUSTIFICATION
REQUIRED FORM PURCHASE OF GOODS OR SERVICES EXCEEDING \$5,000

Purchase of goods or services under \$25,000 may be made without competition when it is agreed *in advance* between the Department Head and the Finance Director. Sole source purchasing should be avoided unless it is clearly necessary and justifiable. The justification must withstand public and legislative scrutiny. 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 or aesthetics, or compatibility is an overriding consideration, the purchase is from another governmental body, continuity is achieved in a phased project, the supplier or service demonstrates a unique capability not found elsewhere, the purchase is more 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 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.

1. Provide a detailed explanation of the good or service to be purchased and vendor.
The Wausau Fire Department gained approval to purchase thermal imaging cameras (TICs) through a Capital Improvement Project for 2016. We have reviewed four different TICs (Dräger, Scott, Bullard, MSA) and found that the Bullard camera to be the best fit for our Department.

2. Provide a brief description of the intended application for the service or goods to be purchased.
A thermal imaging camera (TIC) has extensive value in functional mitigation. This tool can be useful in every facet of the fireground; size-up, fire attack, search and rescue, ventilation, RIT, hazmat and overhaul. TICs measure temperature but instead of the temperature depicted by a number, a picture is produced which shows the temperature differences of a surface. This temperature is captured through the Infrared energy transfer from an object to its environment and produces a real-time image in a color palette where hotter objects appear brighter and cooler objects appear darker. Therefore, even though a firefighter might not be able to see because of darkness or smoke they have a very good chance of finding fire victims or downed firefighters when using a TIC

3. State why other products or services that compete in the market will not or do not meet your needs or comply with your specifications.
The Wausau Fire Department has found the Bullard TIC to have features that encourage ease of use because of its ergonomic design, size, weight, image performance and image brightness. This camera provides superior infrared imagery utilizing state-of-the-art processing techniques. ICE technology sharpens the distinction between objects and backgrounds and optimizes the image for greater clarity. In receiving four quotes this camera was also the cheapest camera.

4. Describe your efforts to identify other vendors to furnish the product or services.
Bullard only sells its product through Regional Sales Managers – Illinois Fire Store was the closest vendor for this project that we are aware of.

5. How did you determine that the sole source vendor's price was reasonable?
This camera package was the lowest priced of all the cameras evaluated.

6. Which of the following best describes this sole source procurement? Select all that apply.

Product or vendor is uniquely qualified with capability not found elsewhere.

Urgency due to public safety, serious financial injury or other. (explain)

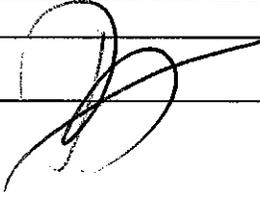
- The procurement is of such a specialized nature that by virtue of experience, expertise, proximity or ownership of intellectual property
- Lack of acceptable quotes or bids.
- Product compatibility or the standardization of a product.
- Continuation of a phased project.
- Proposal development is uneconomical.

Department: Fire

Preparer: Tracey Kujawa, Chief

Vendor Name: Illinois Fire Store

Expected amount of purchase or contract: \$43,000 with allotted Capital of \$43,500 for 2016

Department Head Signature:  **Date:** 11/5/14



Sales Quote

Date	Sales Quote#
12/8/2015	26981

Invoice/Bill To:
Wausau Fire Department Lt. Kraig Kruzan 606 E. Thomas St. Wausau, WI 54403

Ship To

Customer PO#	Terms	Rep	Tax-Exempt Number
	Due on receipt	Nick	

Qty	Part #	Description	Sales Price	Total
5	Bullard-ECLLDX...	Eclipse LDX Thermal Imager (Metallic Blue) and Eclipse Powerhouse Bundle Includes: *Electronic Thermal Throttle *Scene Catcher DVR *Super Red Hot Colorization *Spot Temp Measurement *Truck Chargers *Retractable Lanyard *AC Adapters *5 Year Warranty	9,800.00	49,000.00
4	Miscellaneous	Trade-in of Used Cameras Includes: *Train-the-Trainer for Wausau (WI) FD	-1,500.00	-6,000.00

FREE SHIPPING AND HANDLING	Subtotal	\$43,000.00
Quoted prices are valid for 30 days from the above sales quote / estimate date.	Sales Tax (0.0%)	\$0.00
Freight payments will be billed at time of delivery.	Total	\$43,000.00
Thank you for the opportunity to quote and feel free to give us a call with any questions.		



**PAUL CONWAY
FIRE**

14100 W Cleveland Ave
New Berlin Wi. 53151
Phn 800-955-8489 Fax 262-782-4437
Info@PaulConwayShields.com

QUOTE

Number	LYOKQ1051
DATE	Dec 10, 2015
Estimator	Lee Kasten

Seller Info

Wausau Fire Dept Fire Dept

606 E. Thomas Street
Wausau, Wisconsin United States
United States

Buyer Info

Wausau Fire Dept Fire Dept

606 E. Thomas Street
Wausau, Wisconsin United States
United States

Qty	Description	Part#	Unit Price	Ext. Price
5	Draeger UCF9000 Thermal Imaging Camera (non-NFPA version) Includes camera, lithium ion battery, truck charger and retractable lanyard. Price also includes a three year warranty on the camera and all batteries.	4059444	\$8,900.00	\$44,500.00
5	Optional spare battery	4058118	\$180.00	\$900.00
4	Trade-in of existing functioning thermal imaging cameras		-\$500.00	-\$2,000.00
1	Training class on thermal imaging (2.5 hour class) to be provided to all members of the department at no charge with purchase of 5 cameras. Scheduling of class to be at a time convenient for department and instructor.		\$0.00	\$0.00
1	Loaner cameras available at no charge during any point that any of the department thermal imaging cameras may be out of service for repair, whether in warranty or out.		\$0.00	\$0.00

SubTotal	\$43,400.00
Tax	\$0.00
Shipping	\$0.00
total	\$43,400.00

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY, COVERING PARTS AND LABOUR FOR HARDWARE ONLY AND ON A DEPOT BASIS - WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.



WAUSAU OFFICE
WAUSAU, WISCONSIN 54401
November 24 2015

City of Wausau Fire Department

Lieutenant Kraig Kruzan

Revised Pricing

Pricing for Scott Safety ISG INFRASYS Advanced Thermal Imaging
Camera

X380 3BX-Series Camera with standard Hot and Cold Spot
Tracker, 2X/4X Zoom and Two Batteries. Ships with a Lanyard and
Truck Charger in a Carton. Two years of warranty. Fahrenheit V-07

City of Wausau delivered price is \$8168.00ea

Drive-Away Detection Device Price is \$325.00ea

THE FIRET QUOTE I GAVE YOU IS INCORRECT---TOSS IT OUT

HERMAN A. HINTZ III – Marketing Associate
2403 Beecher Ave. – Wausau, Wisconsin 54401
Phone (715) 675 – 3184
E-Mail-----hhintz@charter.net
Cell Phone 715-571-7463



FIRE AND SAFETY EQUIPMENT, LLC.
PROTECTING AMERICA'S HEROES

350 Austin Circle
Delafield WI, 53018-2171
Phone: (262) 646-5911 Fax: (262) 646-5912
Toll-Free: (800) 615-6789
Web: www.5alarm.com

QUOTE

Number	153455-0
Quote Date	12/14/2015
Page	1

Bill to: WAUSAU FIRE DEPT
606 EAST THOMAS STREET
KRAIG KRUZAN
WAUSAU, WI 54403-6443

Ship to: WAUSAU FIRE DEPT
606 EAST THOMAS STREET
KRAIG KRUZAN
WAUSAU, WI 54403-6443

Phone: (715) 261-7900 Fax: (715) 261-7910
Email: fire@ci.wausau.wi.us

Phone: (715) 261-7900 Fax: (715) 261-7910

Cust Code	Ordered By	Salesman	Job/Rel#	Customer PO	Wanted Date
5779		RYAN BROCKMAN			12/14/2015
Entered By		Ship Via		Terms	
Dinah White		UNITED PARCEL SERVICE		NET 10	
Quantity	U/M	Item #	Description	Price	Extension
5	EA	10145959	MSA EVOLUTION 6000 EXTREME TIC W/RANGE FINDER	12293.0000	61465.00
5	EA	SPECIAL ITEM	TRUCK CHARGER INCLUDED NC	0.0000	0.00
				SubTotal	61,465.00
				Total	61,465.00

**SHIPPING CHARGES EXTRA
PRICE GOOD FOR 30 DAYS OR UNTIL MFG. PRICE INCREASE.**



To Whom It May Concern,

According to the Distributor Agreement Contract between Bullard and Illinois Fire Store signed previously, Illinois Fire Store is the sole authorized distributor for Bullard Thermal Imagers and Helmets for Wausau, WI.

Therefore Illinois Fire Store is the exclusive Bullard distributor for the city of Wausau Fire Department in Wausau, WI.

Kind Regards,

Mark Jetton

Mark Jetton

Regional Sales Manager
Bullard | 1898 Safety Way | Cynthia, KY 41031

Mobile: (312) 550-4823

Customer Service: 877 – BULLARD
(285-5273)

www.bullard.com

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

**JOINT RESOLUTION OF THE HUMAN RESOURCES COMMITTEE
AND FINANCE COMMITTEE**

Reassigning the Senior Human Resources Analyst position from a Salary Grade 9 to a Salary Grade 7 based upon the addition of an Intermediary License as a minimum qualification.

Committee Action: HR Comm: Approved 5-0
Finance Comm: Pending

Fiscal Impact: Approximately \$1.35 million saved in budget years 2015 and 2016 (\$8,655 moving forward)

File Number: 16-0110

Date Introduced: January 26, 2016

FISCAL IMPACT SUMMARY

		FISCAL IMPACT SUMMARY	
COSTS	<i>Budget Neutral</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	<i>Included in Budget:</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> <i>Budget Source: 2016 Contingency Budget</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> <i>Amount: \$8,655</i>
SOURCE	<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</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/>	No <input checked="" 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, the Human Resources Director in April of 2012 contracted for consultant services to explore various options for offering the full range of employee health care related benefits, and

WHEREAS, the City of Wausau transitioned from fully insured benefits offering to being self-insured for employee benefits and workers' compensation beginning in 2013 which significantly increased the complexity of benefits administration requirements within the City of Wausau, and

WHEREAS, the City of Wausau has enjoyed the impacts associated with having a Senior Human Resources Generalist with an Intermediary License on staff since August of 2014, resulting in an actual cost savings of over \$1.35 million; and

WHEREAS, your Human Resources Committee has reviewed and considered the request to incorporate as a minimum qualification for the position of Senior Human Resources Generalist the requirement to maintain Intermediary Licensing, increasing the job evaluation point from 580 to 660 which would result in the position being reassigned from a pay grade 9 to a pay grade 7 at an annual cost of \$8,655.00 (\$7,560 pay grade adjustment + 14% fringe benefit costs); and

WHEREAS, funding for salary adjustments was provided for within the 2016 Contingency Budget; and

WHEREAS, your Finance Committee has reviewed and recommends a modification of the 2016 budget to transfer funds from Contingency into the Human Resources Budget to fund the increased salary and related fringe benefits

Decrease	Contingency	110-25099950	\$8,655
Increase	Human Resources Salaries	110-15091110	\$7,560
Increase	Human Resources Fringes	110-150Various	\$1,095

WHEREAS, your Human Resources Committee recommends this minimum qualification requirement and pay grade reassignment as presented in this resolution and attached supporting documentation, and

NOW, THEREFORE, BE IT RESOLVED BY THE Common Council of the City of Wausau that the Intermediary License minimum qualification be added to the position of Senior Human Resources Generalist and the position be reassigned to the Pay Grade 7, as specified above and in supporting documents, effective upon action of this Council.

BE IT FURTHER RESOLVED, by the Common Council of the City of Wausau that the proper City Officials be and are hereby authorized and directed to modify the 2016 budget and publish such transfer in the official newspaper.

Approved:

James E. Tipple, Mayor

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: January 11, 2016 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, W. Nagle, D. Oberbeck, L. Rasmussen
MEMBERS ABSENT:
Also Present: Mayor Tipple, C. Barr, M. Hite, E. Krohn, T. Kujawa, T. Larsen, E. Lindman, J. Schara, R. Neupert (WSAU)

Discussion and Possible Action Regarding Update and Salary Range Reassignment of Senior Human Resources Generalist Position (Hite).

Hite provided an overview of the background of the Senior Human Resources Generalist position to the Committee. This overview included how the position was reclassified downward in February 2012 from a Pay Grade 12 to a Pay Grade 10 based on the recommendation of the former HR Director. Hite explained how the skillset needed for the position has changed due to the City going from a fully insured benefits plan to a self-insured benefits plan. Hite explained that the Intermediary License possessed by the current Senior Human Resources Generalist (Elise Krohn) is in the City's best interest because the person holding the license will have a high level of knowledge in benefits and benefits contracts. By having the knowledge associated with having an Intermediary License, Krohn has saved the City over \$1.3 million in benefit years 2015 and 2016. Hite said that adding the requirement of an Intermediary License to the position will be the best for the City in the future if it needs to fill the position again. Hite said it is very beneficial to have someone in the position with the Intermediary License, and therefore is recommending that the Committee adds the requirement to the position. Hite said if the qualification is added to the position, she recommends the position being moved back into Pay Grade 7 as a result of that. Rasmussen said she thinks it is hugely beneficial to have an Intermediary on staff that is licensed in all 4 lines. Wager said he sees the benefit of adding the requirement to the criteria. He questioned the salary amount recommended and asked how long Krohn has been with the City. Hite said that Krohn has been employed with the City 1 ½ years and is not currently at the mid-point of the Pay Grade 9 salary range. Hite asked for Krohn to be placed in Pay Grade 7, in the middle of the minimum and mid-point of the range. Oberbeck asked for clarification if they would be approving the change to position with the suggested salary. Hite answered yes, and said that she wanted to be transparent that she would be using money set aside for compensation plan administration that the Committee recently passed. Conversation changed briefly to money that has possibly been saved through how Worker's Compensation has been administered. Motion by Rasmussen to approve the update and salary range reassignment of the Senior Human Resources Generalist position. Second by Oberbeck. 5-0. Motion passes.

Romey Wagner
Human Resources Committee, Chair



Memorandum

From: Myla D. Hite, Human Resources Director
To: Romey Wagner, Chair, Human Resources Committee
Subject: Update and Salary Range Reassignment
Senior Human Resource Generalist Position

Purpose: To obtain your approval to add the job requirement of a Wisconsin Insurance Intermediary License to the Senior Human Resources Generalist position. If approved this action will result in a salary range reassignment of the position from a Grade 9 to a Grade 7, which is reflective of the expansion of job duties necessitated by the City's movement from offering fully insured to self-ensured employee benefits.

Background:

1. This position was reclassified downward in February of 2012 based on a recommendation from former HR Director Michael Loy (See Attachment A). At that time, the City envisioned the duties and responsibilities of the position include compensation, benefits administration, performance and employee recognition and training program development.
2. In April of 2012, the City HR Director began exploring options for providing benefits to employees. At that time the HR Director sought and utilized the services of a consultant in order provide the technical expertise necessary to conduct the evaluation for future recommendations (See HR Committee Minutes at Attachment B).
3. In January of 2013, the City moved from a fully insured Workers' Compensation Program to a Self-Insured Benefit Program, making the need for specialized, technical expertise related to employer offered insurance and benefits programs critical within the City of Wausau (See Attachment C).
4. Beginning January 2013, the benefits for City employees were transitioned to a City self-insured benefits offering instead of the former, fully insured benefits plan. (See Attachment D)

The affect of these decisions and changes is a significant change in the type of work performed by the Human Resources staff. Formerly, the Senior HR Generalist positions benefits duties were limited; e.g. benefits administration largely meant ensuring claims were properly coordinated with the insurance carrier and answering employee questions. In today's structure, the specialized internal expertise is far more sophisticated and requires maintaining proficiency in insurance concepts, state laws and ethics. Within the State of Wisconsin possession of these

skills is reflected in an Intermediary License. To obtain an Intermediary License, one must possess the prerequisites to sit for an exam, pass the exam and participate in 24 hours of continuing education every two (2) years. I am seeking the Committee's approval to add this requirement to the minimum qualifications for the position of Senior Human Resources Generalist.

With this addition, the Position Point Factor within our current salary structure would change from the current point level of 580 to 660 based largely upon the reflection of the change in minimum qualifications, the complexity and impact of the work performed. Realistically, the Senior HR Generalist is already performing this work and possesses this license. This change, if approved, simply formalizes the evolved position requirements and preserves it for future.

The City of Wausau has already experienced significant positive benefits, as well as cost savings, from employing a Sr. Human Resources Generalist who possesses an Intermediary License. The year end report for 2015 currently being compiled by the Human Resources Office, reveals a \$1.3 million dollar savings in health care, while improvements were made to benefits offered (vision, preventative medication and tele-medicine, wellness). This Committee may recall, from initial consultant projections for premium costs in 2015 the City reduced the projections by \$500,000 and in 2016 by \$759,144. These negotiations by the HR Director could not have occurred without the technical expertise, research and assistance of the Senior HR Generalist who possesses the knowledge level maintained through the Intermediary License.. In 2015, the City reduced the actual Dental plan costs by \$43,000 by moving to a self-funded offering. Preliminary data also indicates that as a result of better management of the Workers Compensation benefit, the city has reduced the costs by an approximate 85% savings over both years 2014 and 2013. This analysis has lead to this request submitted by the HR Director. The City of Wausau will only benefit by continuing to employ an Senior Human Resources Generalist who possesses the knowledge and skills reflected through the possession of an Intermediary License.

Also, if approved, the point value change from 580 to 660 would result in a salary range change from a Grade 9 to a Grade 7. (See Attachment E). If approved, I recommend the incumbent's salary being set in the middle between the minimum and midpoint of the range which would be \$60,558.50 per year (Midpoint $\$67,287 - \$53,830 = 13,457$. $13,457/2 = 6728.5$ $\$6728.5 + \$53,830 = \$60,558.50$). This reflects an increase of \$7,560 over the incumbents current salary however, when cost savings are considered it actually reflects a reduction. Salary increase of \$7,560 Cost Savings to the City already received of over \$1.35 million.

Impact:

1. Salary increase of \$7,560
2. Cost Savings to the City already received of over \$1.35 million.

Your consideration is respectfully requested.

Enclosures A-E

Cc: Mayor



OFFICIAL NOTICE AND AGENDA

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

Meeting: Human Resources Committee
Members: Romey Wagner (C), Gary Gisselman, David Nutting, David Oberbeck, Lisa Rasmussen
Location: Board Room – City Hall
Date/Time: **Monday February 13th, 2012 at 5:30 p.m.**

AGENDA ITEMS FOR CONSIDERATION

1. Roll call.
2. Consider approval of 12/12/11 and 12/21/11 minutes
3. Communications
 - a) Wellness program update
 - b) Cell phone policy update
 - c) Crossing guard update
4. Consider reclassification request of Human Resources Manager to Human Resources Analyst
5. Discussion on the creation of Public Relations position
6. Presentation by Human Resources Director on proposed Employee Handbook
7. Consider 2012 Compensation Policy and Pay Model for General City employees
8. Discussion on participation in salary grade survey
9. **CLOSED SESSION** pursuant to Section 19.85(1)(e) of the Wisconsin statutes for the purpose of considering the following:
 - a. Updates on ongoing Negotiations with Professional Police Association
10. Reconvene in open session, and possible action on closed session items
11. Future agenda items for consideration.
12. Adjournment

Next regular meeting: March 12, 2012

Committee Chairperson: Romey Wagner

Questions regarding this agenda may be directed to the Human Resources Office @ & 715-261-6630.

This notice was posted at City Hall & emailed to the Wausau Daily Herald newsroom on _2/10/12_ @ _3:00 pm_

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 407 Grant Street, Wausau WI 54403 or phone 715-261-6620.

List of others this Agenda was distributed to: Media, Alderpersons, Mayor, Department Heads, City Departments, Union Presidents.

It is possible that members of, and possibly a quorum of 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 at the above mentioned meeting other than the committee specifically referred to in this notice.

Michael S. Loy
Human Resources Director

James E. Tipple
Mayor

MEMORANDUM

To: Human Resources Committee
Jim Tipple, Mayor

From: Michael Loy

Date: February 9, 2012

RE: Reclassification of the Human Resources Manager position from Grade 12 to Grade 10 and rename to Human Resources Analyst.

Recommendation: Adopt the Human Resource Director's recommendation by reclassifying the position to grade 10 and rename the position to Human Resources Analyst.

Background: The Human Resources Manager's announcement of her intent to retire presented an opportunity to review the organizational structure within the Human Resources Department. The position description was reviewed and new opportunities for duties were identified. This reengineered position will help accomplish the goals identified in the budget planning process for the Human Resources Department and City in 2012 and beyond. Please refer to the attached job description of the proposed reclassified position. The position duties, functions and salary fall in line with similar positions in other public sector Human Resources Departments.

Fiscal Impact: The range of the fiscal impact of the salary differential is:

Grade 12: \$47,199-66,065

Grade 10: \$42,231-59,091

Motion Sought: A motion to approve the reclassification of the Human Resources Manager position from grade 12 to 10 and to rename the position Human Resources Analyst is respectfully requested.

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE: February 13, 2012
TIME: 5:30 p.m.
PLACE: Board Room
PRESENT: R. Wagner (C), G. Gisselman, D. Nutting, D. Oberbeck, L. Rasmussen
Also present: D. Beula, E. Gault, M. Groat, A. Jacobson, K. Kellbach, S. Lipscomb, M. Loy, B. Nagle, J. Tipple, T. VanOrder, T. Williams

1. Roll call: All members present.
2. Consider approval of 12/12/2011 and 12/21/11 minutes: Motion by Rasmussen, second by Nutting to approve. All ayes. Motion carried unanimously.
3. Communications:
 - a) Wellness program update: Loy reported that we saw 94% employee participation, which is considered exceptional, and that he will present program results at a future meeting.
 - b) Cell phone policy update: Loy informed Committee that we have seen between \$7,000 and \$8,000 in savings thus far, with a few employees dropping off the plan, and reports a higher level of service under this plan.
 - c) Crossing guard update: Loy referred to an updated procurement policy that will be presented for Council consideration on February 14, adding that the Crossing Guard issue will be a process addressed as we move forward.
4. Consider reclassification request of Human Resources Manager to Human Resources Analyst: Loy informed Committee that Koss has announced that she will retire the end of March, and spoke to her 37 years of significant and dedicated service to the City, with Committee agreeing that she will be taking a great deal of corporate knowledge with her departure. Loy explained that as he looks to the future of the Human Resources Department, this position description will assist in reaching goals laid out in the budget plan and increasing what we do on the Human Resources front. Loy identified four specific areas of concentration of this position as being compensation, benefits administration, performance and employee recognition, and training program development. Loy pointed out that this reclassification brings the pay grade down from a 12 to a 10, with Wagner stating that this is a good fit with long range discussions and plans. Loy identified it is his intent to hire at step one, therefore seeing an initial salary savings of approximately \$30,000.

Motion by Nutting, second by Rasmussen to approve the reclassification as presented. All ayes. Motion carried unanimously.
5. Discussion on the creation of Public Relations position: Loy assured Committee that he is not yet seeking full authorization for this position, but is bringing it forward to focus on discussion toward building the position description and developing a plan to fund it, adding that this initiative was presented through internal management discussions on how we can improve communications with the public regarding City issues. Rasmussen offered that she is not in support of this position as she believes that the Alderpersons and relevant City officials should be the direct communicators with the citizens, as that is what the public wants, and that this position would be an information middle-man that we can not afford to support in that it would be a duplication of services that are already being handled by the proper departments and staff. Oberbeck agreed that the public expects honest opinions, transparency, and receipt of citizen

feedback directly from the Alderpersons, adding that we need to do more with technology in improving our website providing citizens easier access in contacting their Alderpersons. Oberbeck also expressed concern regarding funding another position as we have just authorized a full-time Assistant City Attorney and possible additional Fire staff in the future, with Gisselman agreeing that we have other financial priorities, and that it would cost money to even study the issue, therefore, he would not support the addition of this position. Nutting offered that he believes this to be a very positive initiative to provide specific dissemination of information to the public, speaking to the advantage of utilizing key technology like facebook and twitter as marketing tools, and in reference to Marathon County's new logo, this would be taking a step further by having a person to handle those initiatives, believing the positives that could be realized could be immeasurable. Wagner agrees that we should continue to look for and discover proactive communications with the media and public, adding that he would envision this position as a non-elected person speaking on the topics of interest as an expert in communication dedicated to social media. Tipple offered that Weston and the Wausau School District have media contact professionals, and suggested that we should at least look at how we get our message out to the public and consider how we can better promote our City and communicate facts and information on a consistent basis. Nutting and Wagner expressed the desire to direct Loy to pursue a job description and a plan, however, Wagner recognized that there was not a consensus of the Committee for that direction, so instead suggested the Committee should consider re-visiting this initiative as an item on a future agenda.

6. Presentation by Human Resources Director on proposed Employee Handbook: Loy informed Committee that the AFSCME groups did not hold a vote to re-certify, therefore, those groups are no longer unions and have been included in a new general employee handbook that he is recommending take effect April 1, 2012, explaining that the handbook was created with any eye to the challenges we face with present and future deficits and the necessity of implementing sustainable changes. Further, creation of the handbook included input from Department Heads, Managers, and Employees. Loy provided a power-point presentation as an overview of the major changes of integration of the groups, those changes relating to sick leave accrual and conversion, vacation accrual, overtime/compensatory time, call-in pay, holidays, longevity, and compensation. Committee discussed several aspects of the handbook, with Rasmussen expressing concern with disallowing retired employees to stay on our health plan, citing potential health issues that some employees incur in their duties, she feels it is wrong to put them out into the open market with the possibility that they would be uninsurable in that market. Rasmussen further suggested that we look at placing retirees under the same wellness program as employees and institute a spousal surcharge to assist in bringing the cost of their coverage down. Loy offered that most retiring employees seek insurance elsewhere because they can obtain a better deal, but that if necessary, we are mandated to offer COBRA coverage and that if the Health Care Reform plan does take effect in 2014, all retirees will have access to health care regardless of pre-existing conditions. Loy also assured Committee that we are able to revisit this issue in the event that the Health Care Reform plan is repealed or other issues arise. Wagner expressed concern that the retirees impact 20% of our cost and suggested that most companies do not offer inclusion on health care except for COBRA. Loy reiterated that, because retirees on our plan drive up utilization and impact the cost to active employees, this seems to be the best recommendation for future plan design, with Groat adding that Marathon County is taking the same action in regard to retirees. Gisselman offered that we may see a large number of employees retire at the end of 2012, as is happening at Marathon County, prompting discussion of the positive aspect of hiring incoming employees at step one and the negative aspect of losing long-term experience and knowledge.

Committee discussed the fact that this is a working document that will require adjustments and changes throughout the year. To streamline the process Rasmussen suggested that Loy be allowed latitude to affect changes and/or modifications. Committee discussed the specifics of the latitude, agreeing to grant Loy the discretion to add, delete, adjust, revise, or modify the contents of the handbook, in the City's best interest, including actions that have a fiscal impact of not more than \$5,000, and inclusions adhering to necessary administrative and legal mandated revisions.

Further, Loy will provide to Committee and Council annually at the beginning of the budget process an update and review of the handbook that provides financial and statistical review and projections for the upcoming budget year. Additionally, Loy will, following annual approval, reprint a complete updated edition of the handbook to be provided to employees. Committee also directed that the latitude authorization and annual update reporting, as discussed above, be included in the handbook.

Committee expressed appreciation and general approval of the tack taken by Loy in adjusting divergent group benefits positively, ie vacation accrual, in that the Committee is sensitive to the changes affecting employees.

Motion by Nutting, second by Oberbeck to approve the handbook as presented and with inclusion of discretionary latitude modifications and annual reporting directives, as stated above. All ayes. Motion carried unanimously.

7. Consider 2012 Compensation Policy and Pay Model for General City employees: Loy introduced the pay model, explaining that with the non-certification of the AFSCME group it is now necessary to make a decision on their wage rates, and offered the options of retaining their present pay structure, doing a full salary study, or to integrate all general employees into one pay matrix, which is his recommendation and has been provided to Committee for their directive, and which Committee focused discussion on. Rasmussen offered that she likes the additional years afforded for employees to progress to higher pay levels, in that previously they hit their maximum level in a short time and had nowhere to progress except to request a reclassification. Wagner agreed with the value of a larger step program but also sees it, along with the employee handbook, as a directive to managers to utilize the progression time in this matrix to adequately train people, enabling them to reach their full potential. Loy spoke to various points in the creation of the matrix, informing Committee that no employee's base wage decreased but actually, in most cases saw some level of an increase with the average level of increase for this group being just under one percent, however, because longevity, previously afforded to some AFSCME members per their contract, has been removed, he has proposed a one-time payment in 2012 only, as an adjustment to anyone who's overall annual salary decreased because of loss of longevity, with the Committee agreeing that it sounds like a fair way to handle the issue. Loy also informed Committee that this pay model will afford us front-end savings from the step progressions initially for approximately eight years, when at that time we may see an increase in expenses which will, however, be offset by new employees coming in at the low end of the scale. Loy further clarified that though longevity has been removed, the system has longevity implied because the mid-range step 5 is the market rate but we hire below that step and then rise above throughout their employment to reach the maximum step, which is 40% higher than when they started, with Loy asserting that the progression is promising to a new employee. Loy also clarified that employees progress through the pay matrix annually on their anniversary date dependent upon a satisfactory performance evaluation from their supervisor, with Rasmussen expressing approval in that this method introduces some of the elements of merit through performance with wage progression dependent upon employee performance. Committee briefly discussed the performance evaluation process with Loy informing Committee that our present system will be updated and developed going forward. Additionally Loy spoke to the small number of employees that are currently red-lined as their current rates translated above the maximum step of the pay matrix, explaining that those employees would stay at their present rate until the matrix catches up to them. Loy spoke to the reclassification request process as regulated to requests being accepted April 1st through June 30th and then presented as a whole prior to the budget process, with Committee briefly discussing various general points in how reclassifications are handled and administered. Loy specified that, should this Committee approve the pay model it will be forwarded to February 28th Council meeting, along with the handbook, for implementation April 1, 2012.

Motion by Nutting, second by Oberbeck to approve the Compensation Policy and Pay Model, as presented. All ayes. Motion carried unanimously.

8. Discussion on participation in salary grade survey: Loy informed Committee that Marathon County is engaging in a compensation study that will index positions not only from the public sector but the private sector as well which will be new and invaluable information as that is the market that we recruit from, and that data will result in the development of a new compensation plan, matrixes and a new system for them. Loy further explained that he is requesting authorization to participate in that study only to the extent of receiving the data from the study and bringing the information back to Committee to discuss how to utilize that data. Loy extrapolated that the data will show that some of our positions are over market and some are under market, and that information will assist us in possible future adjustments to our own compensation plan. The full study has been estimated to cost \$70,000, however, access to the data will cost us \$5,000, which Loy suggested is well worth the cost to do our due diligence in assessing our compensation plan. Committee discussed the process and participation demographic of compensation studies, and how that data is obtained and utilized across the public and private sectors, with Loy stressing that joining with regional entities in these studies is a good strategy. Loy clarified that he is seeking permission from this Committee to participate in the study as discussed and assured Committee that he has the funding available in his budget.

Motion by Nutting, second by Rasmussen to approve participation in the compensation study as requested. All ayes. Motion carried unanimously.

9. CLOSED SESSION pursuant to Section 19.85(1)(e) of the Wisconsin statutes for the purpose of considering the following:

- a. Updates on ongoing Negotiations with Professional Police Association

Motion by Rasmussen, second by Nutting to enter into closed session. All ayes. Motion carried unanimously. Committee entered into closed session.

10. Reconvene in open session, and possible action on closed session items: No action on closed session item.

11. Future agenda items for consideration, including future meeting dates: Wagner, with Committee's agreement, expressed appreciation to Loy for his many initiatives, progress, and presentations brought forward to Committee since joining the City, commending him for a great job.

12. Adjournment: Motion by Nutting, second by Rasmussen to adjourn. All ayes. Motion carried unanimously. Committee adjourned at 7:45 p.m.

Romey Wagner
Human Resources Committee, Chair

ATTACHMENT B
Request to Update and Salary Range Reassignment
Senior Human Resource Generalist Position

CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
SPECIAL MEETING
MINUTES OF OPEN SESSION

DATE: April 9, 2012
TIME: 5:30 p.m.
PLACE: Board Room
PRESENT: R. Wagner (C), G. Gisselman, D. Nutting, D. Oberbeck, L. Rasmussen
EXCUSED G. Gisselman excused at 6:10 p.m.
Also present: S. Abitz, D. Beula, P. Czarapata, N. Giese, M. Groat, M. Lehman, S. Lipscomb, M. Loy, B. Nagle, T. VanOrder

7. Discussion of parameters for Health Insurance RFP: Loy explained that he is recommending doing a full RFP and will assess all options available including self insured, traditional, and HSA plans, adding that he will utilize a consultant to assist with the process. Rasmussen suggested that we consider a plan that will dove-tail with our wellness initiatives, with Loy agreeing that will be taken into consideration as plans are looked at. Loy informed Committee that the next step will be to address the Finance Committee. No formal action

RESOLUTION OF THE FINANCE COMMITTEE

Approving Recommendation to Self-Insure Workers Compensation Program with CVMIC

Committee Action: Approved 4-0

Fiscal Impact: Within 2013 Budget

File Number: 12-1119

Date Introduced: November 27, 2012

RESOLUTION

WHEREAS, your Finance Committee has reviewed and considered information regarding the 2013 Workers Compensation program renewal and funding options; and

WHEREAS, Cities & Villages Mutual Insurance Company (CVMIC) provided the most competitive fully-insured and self-insured worker's compensation program options; and

WHEREAS, historical data would suggest that the City would save money over the long-term in a self-insured program; and

WHEREAS, the City has built a reserve in excess of \$300,000 to provide for large loss claims; and

WHEREAS, the City has a strong commitment to Risk Management and safety programs that will continue to reduce risk and improve worker safety; and

WHEREAS, the City of Wausau is a qualified political subdivision of the State of Wisconsin; and

WHEREAS, the Wisconsin Worker's Compensation Act (Act) provides that employers covered by the Act either insure their liability with worker's compensation insurance carriers authorized to do business in Wisconsin, or to be exempted (self-insured) from insuring liabilities with a carrier and thereby assuming the responsibility for its own worker's compensation risk and payment; and

WHEREAS, the State and its political subdivisions may self-insure worker's compensation without a special order from the Department of Workforce Development (Department) if they agree to report faithfully all compensable injuries and agree to comply with the Act and rules of the Department; and

WHEREAS, the Finance Committee at its November 13th, meeting approved the establishment of a self-insured worker's compensation program administered by CVMIC; and

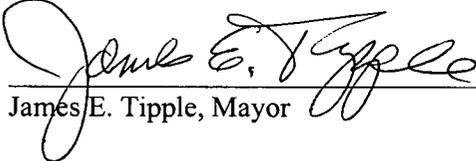
NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Wausau does ordain as follows:

- (1) Provide for the establishment of a self-insured worker's compensation program effective January 1st, 2013.

- (2) Authorize the Human Resources Director to forward certified copies of this resolution and other required documentation to the Worker's Compensation Division, Wisconsin Department of Workforce Development.
- (3) Create and approve a reserve policy that the City reserve \$500,000 for purposes of paying large claims and/or claims that exceed budget projections.
- (4) Contract with a third party administration (CVMIC) for the purposes obtaining third-party excess loss insurance, claim processing, discounting, and management services;
- (5) Purchase excess insurance for claims on a per occurrence basis that exceed \$500,000.

BE IT FURTHER RESOLVED by the Common Council of the City of Wausau that the proper City officials and designees are hereby authorized and directed to execute and administer the plan as approved by this resolution.

Approved:


James E. Tipple, Mayor

FINANCE COMMITTEE

Date and Time: Tuesday, November 13, 2012 @ 4:30 pm., Board Room

Members Present: Nagle {c}, Oberbeck, Winters, Nutting, Brezinski

Others Present: Groat, Tipple, Gisselman, Abitz, Mielke, Wagner, Buchberger, Giese, Jacobson, Loy, Marquardt, Werth, Wessling, Don Zamzow, Mike Zamzow, Jim Rosenberg, Randy Wanta, Michael DeMoss, Greg Gilsinger, Pat Peckham

Consider Self-Insurance Workers Compensation – CVMIC

Michael Loy asked the committee to consider whether they would like to change administrators, as well as if they would like to self-insure that benefit. He stated currently we are fully insured with Liberty Mutual and received a discounting off the manual premium and a dividend of 32.5%. He indicated upon renewal this year, Liberty made a move to eliminate the dividend and the discount and provided only a retrospective rating plan option, which would significantly increase our costs and put the city in a bad position as far as the financing of that benefit. He stated they have quote from CVMIC for 2013 for a fully insured option with a 10% level dividend, which is significantly lower than what Liberty was in the past. He noted there was an opportunity for a variable dividend on top of that. He referred to an analysis in the packet of self-insured versus fully insured with CVMIC for the past five years. The analysis showed that we would have fared well in the last five years with significant savings from that program. He commented he thought the city was headed in a good direction and have built up a reserve to be able to absorb what a projected bad year would be.

Loy introduced Mike DeMoss, Executive Director of CVMIC, and Greg Gilsinger, Workers Compensation Manager from CVMIC, who talked about the company and explained the options and the risks involved in either scenario. Loy recommended going with the self-insured plan with CVMIC.

Motion by Nutting, second by Winters to approve a self-insured plan with CVMIC. Motion carried 4-0.

RESOLUTION OF THE FINANCE COMMITTEE

Approving recommendation to contract with WPS for Health and Prescription Drug Plans

Committee Action: Approved 4-0, 1 Abstained

Fiscal Impact: (\$ 90,000) Estimated

File Number: 12-1008

Date Introduced: October 9, 2012

RESOLUTION

WHEREAS, your Finance Committee has reviewed and considered information from a request from proposal conducted by The Horton Group on medical and prescription drug benefits, and

WHEREAS, the proposed changes are to provide an agreement with WPS to provide medical and prescription drug plans for 2013 is recommended, and

WHEREAS, medical and prescription drug benefits are a considerable expense to the City with an annual budget of \$5,153,281 in 2012, and

WHEREAS, an agreement to provide medical and prescription drug benefits with WPS would reduce cost by 2% or \$90,000 when medical inflation is estimated to be around 8% or approximately an increase of \$400,000 if the City did not issue a request for proposal, and

WHEREAS, additional savings may be realized if employees enroll in other plan options provided by WPS, and

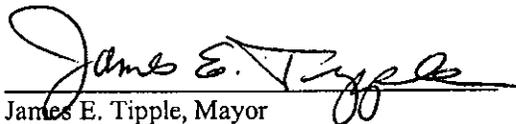
WHEREAS, an agreement with WPS provides financial savings in addition to improved reporting to evaluate future financing options, improved network options (out-of-network specifically), and multiple plan options including dual choice high deductible plans with Health Reimbursement and Health Savings accounts options, and

WHEREAS, your Finance Committee recommends authorization and approval of the recommendation made by The Horton Group to change medical and prescription drug insurers to WPS, and

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Wausau that the City of Wausau enter into an agreement with WPS as summarized above and specified in attached documentation for plan year 2013, and

BE IT FURTHER RESOLVED by the Common Council of the City of Wausau that the proper City officials and designees are hereby authorized and directed to execute and administer the plan as approved by this resolution.

Approved:


James E. Tipple, Mayor

FINANCE COMMITTEE

Date and Time: Monday, October 2, 2012 @ 4:45 pm., Board Room

Members Present: Nagle {c}, Brezinski, Oberbeck, Winters, Nutting

Others Present: Groat, Giese, Jacobson, Loy, Kellbach, Wagner, Stratz, Goede, Marquardt, Chmiel, Kathy Foley, Bruce Bohlken, Oliver Burrows, III, Barbara Oakes

Report and Recommendation on RFP for Medical, Prescription Drug and Dental Plans (Loy)

Michael Loy introduced Rae Ann Beaudry, Executive Vice President of The Horton Group, who addressed the committee via phone from Waukesha. Loy explained The Horton Group is the firm that put out our medical and dental plans for RFP.

Beaudry reviewed the report noting that they follow a pretty strict process for their public sector clients in terms of sending out RFP requests. She stated the city being with Security Health Plan was somewhat limited in the information that the health plan specifically was able to provide to those vendors looking to issue a proposal, so we had to set up some verbal commentary and a revised timeline for the RFP. Each and every vendor went through the critical eyes of her entire team. It came down to two very viable opportunities to perform better for the city both financially and with a strategic plan to move the city forward with the very best options.

Beaudry stated those plan considerations were with the Wisconsin Education Association Insurance Trust (WEA) and with WPS. She explained if we had wanted to stay with one plan of benefits, meaning the consistent plan of benefits that the city has available to its employees today, we would have looked much more closely at WEA which had a lot of pros; their reporting is better than what we're experiencing today, they have a global as well as statewide network, etc. However, when we started to look at the opportunity to offer some local networks alongside broader based statewide and national networks, WPS became a clear frontrunner. WPS is able to offer the city a choice of four different health plans simultaneously, so everyone gets to select on an annual enrollment basis whether they want the current plan of benefits with the Health Reimbursement Account or if they would like to take advantage of the Health Savings Account. She felt WPS will do great things for all of the active employees and their dependents as well as retirees and its going to save the city a substantial amount of money.

Beaudry stated with regard to the dental they had a number of fully insured options and a number of self-funded options. Delta Dental is a close partner with WPS and we know the city has enjoyed some decent savings with them in being self-funded, so therefore we are recommending the city remain with Delta Dental. She noted Delta Dental decreased their administration fees by \$.30 per employee per month.

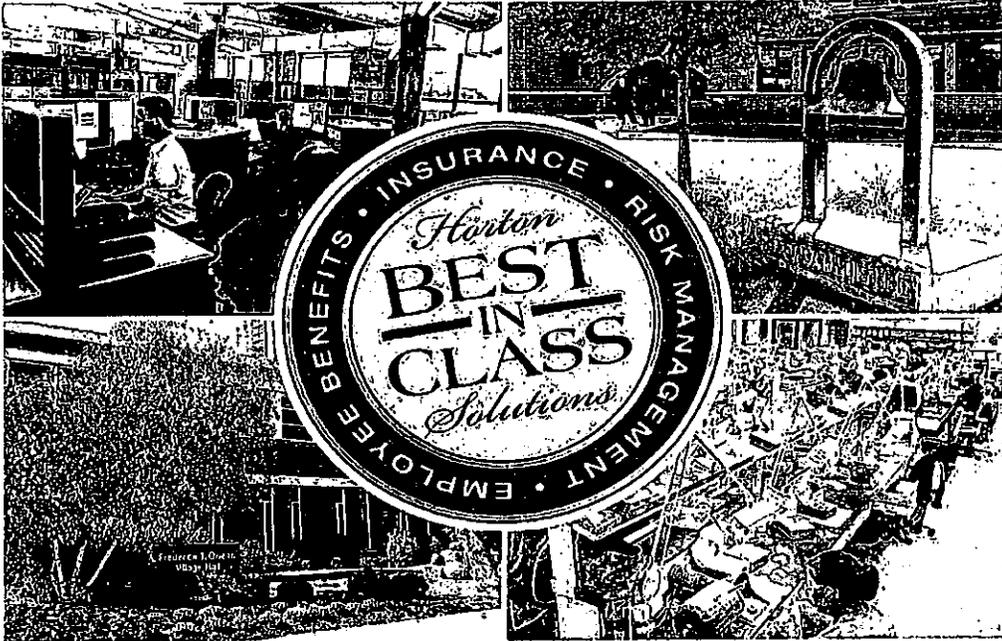
Loy stated we started this year with just over 6% increase initially offered from Security Health which would be an increase to the budget of approximately \$300,000. We obtained a 2% reduction, or a reduction in the budget of \$90,000 with room to grow depending on people's plan selections.

Loy felt the design recommended by the consultant is going to offer us an opportunity to introduce some true consumerism into the plan and sets up a strategic plan to manage these costs over a couple years. One of the things that WPS is guaranteeing in this two year deal is that at our premiums will not increase by more than 12% in year two, or not to exceed. Beaudry assured the committee that not to exceed did not mean that we just accept 12% and stop negotiating; we will try to make sure it is significantly below that, if possible.

Winters questioned if WPS would be able to support a movement to a self-funded plan if the city chooses to go in that direction. Beaudry confirmed that they would and do it very well. Nagle stated a con for WPS was partially that the in-network providers may vary from the current program; he questioned if the employees will still get their same bank of physicians. Beaudry indicated that they will and that the broad base network actually has more access than Security has.

Loy stated we are really offering the employees a true choice between an HRA and an HSA plan and there are advantages to both. He felt it was important to point out there are two different networks. He pointed out the statewide network offers employees access to more providers than they're typically accustomed to. He noted two of our plans will be Aspirus only network which drives some additional discounting in the area.

Motion by Brezinski, second by Nutting to approve the recommendation made by the consultant for medical and dental, which is a two year contract with WPS and continuing with Delta Dental on a self-funded basis. Motion carried 4-0, with one abstention. (*Winters indicated he abstained from voting as a licensed representative of WPS*)



October 1, 2012

Final Report and Recommendations

Prepared for:

City of Wausau

Presented by:
Rae Anne Beaudry, Executive Vice President, Horton Benefit Solutions
The Horton Group

Executive Summary

The City of Wausau engaged The Horton Group (Horton) to create and market a Request for Proposal (RFP), with an effective date of January, 1, 2013, relative to the below plans:

- Medical & Prescription Drug
- Dental

RFP Process

Horton prepared a confidentiality agreement and sent it via e-mail to potential vendors. Each vendor was asked to sign and return the confidentiality agreement to indicate that they would like to submit a proposal on behalf of the City of Wausau and to indicate that they would keep any data received confidential.

Horton compiled a detailed narrative that outlined the current plans and history and the guidelines that any of the carriers quoting needed to follow in order to issue a proposal. Horton included any pertinent attachments including benefit summaries, demographic information, carrier histories, etc. Each carrier that returned a signed confidentiality agreement was asked to submit their proposal. The proposals outline the benefits quoted, rates, rate guarantees and any deviations from the current programs. Each carrier was asked to complete a questionnaire for each line of coverage.

In addition to the existing plan designs, the RFP narrative outlined other plan design options that the carriers were asked to provide as alternatives to the existing benefit levels.

Carriers were asked to submit any questions relating to the RFP in writing. Horton tracked these questions and provided a response to all carriers so that all proposals were based on the same information.

As part of the RFP process, Horton weighed each response based on the rates, benefit deviations, networks and questionnaire responses. Horton completed a financial analysis in addition to outlining the positives, negatives and benefit deviations for the proposals received. These items were summarized in this report.

Carrier	Status
	was a strong business opportunity.
Group Health Cooperative	Did not return confidentiality agreement.
Humana	Declined to quote due to network and uncompetitive rates.
Meritain	Issued a self-funded proposal.
Midwest Risk Underwriters	Declined to quote stop loss due to pricing; issued a separate transplant network quote.
Network Health Plan	Declined to quote due to network.
Orien Risk/Gerber (provided by Security Health)	Issued a stop loss proposal.
Security Health Plan (incumbent)	Issued self funded and fully insured proposals.
SLG Benefits (QBE)	Issued a stop loss proposal, but with a minimum specific deductible of \$100,000.
Sun Life	Declined to quote due to uncompetitive rates.
WCA Group Health Trust (UMR)	Declined to quote due to uncompetitive rates.
WEA Insurance Trust	Issued a proposal.
WPS Health Insurance/Arise	Issued a proposal.

The request for proposal asked for quotes to match the current underlying plan. Any plan discrepancies were to be identified in the proposal response. An alternate plan design was also requested as were plan designs with out of network benefits.

Finalists were determined based on the selection criteria outlined below. Those carriers that were selected as finalists were asked to participate in a finalist interview.

In addition to the quotes and questionnaires provided, the criteria used for evaluating medical providers is outlined below.

- Ability to match existing plan design and eligibility requirements
- Competitive Pricing
- Network Providers/Available Discounts
- Performance Guarantees
- Completeness of proposal
- References
- Capacity
- Quality
- Provider Disruption

WPS
Self Funded and Fully Insured Quotes Received

PROS:

- WPS offered both a fully insured and self funded proposal.
- They have the ability to fully match current benefits
- WPS offers a competitive track record regarding multiple plan offerings.
- WPS fully integrates its disease management and wellness programs and has the complete ability to customize these programs.
- WPS reporting is extensive and offers many more reports than are available currently.
- Very competent customer service.
- References were extremely complimentary.
- Customer Service Consultant assigned to your account.

CONS:

- There would likely be changes in administration of the existing program and the in-network providers may vary from the current program.
- WPS utilizes Medco for their pharmacy benefits and Medco is not particularly flexible with respect to plan design.
- Implementation would require complete enrollment.

Auxiant
Self Funded Quote Only

Auxiant offered a self funded third party administration proposal with alternative stop loss quotes. The minimum specific deductible offered was \$75,000. The expected claim costs were higher than the fully insured renewal premiums.

Meritain
Self Funded Quote Only

Meritain offered a self funded third party administration proposal. Meritain did not provide stop loss alternatives, so it is difficult to determine if their proposal would be competitive.

Midwest Risk Underwriters
Self Funded Transplant Network Proposal

Midwest Risk did not issue a stop loss quotation. They provided a self-funded transplant network option which should only be considered if the City were to move to a true self funded option.

other than preventive, would be subject to deductible and coinsurance. Carriers were asked to indicate if they had any minimum participation requirements. Carriers were advised that the contributions for this plan would likely vary from the existing 88%/12% to encourage participation.

Medical Considerations for Initial Recommendation /Finalist Interviews

In addition to the evaluation of proposals, questionnaires, ability to provide substantially similar plan design and network availability, we evaluated the proposals based on pricing.

Upon consideration of all the Proposal Responses, we recommended that the City of Wausau move forward with a finalist interview for WPS.

In our professional opinion, Security Health Plan offered neither the financial stability, nor the plan design flexibility to retain them as our vendor partner for these services.

WEA Insurance Trust was a contender with their plan design flexibility, as well as their pricing for all plan designs. With their long relationship with school districts, the level of customer service demanded by a client, such as The City of Wausau, would be strongly fulfilled and they did provide a rate guarantee of a second year not to exceed price, however, they did not match the priced savings or familiarity of the City of Wausau plans or needs as did WPS.

WPS offered the choice of four plan designs including a rate guarantee not to exceed 12% for the plan year 2014. They are a well established vendor in this area. They offer seamless networks throughout the City, the State of Wisconsin and the U.S. Secondly, they priced plans at current levels for a broad based network option which includes all of the following; out of network benefit levels as well as PPO access throughout the State of Wisconsin and across the Country. Along with the Broad Access Network option, WPS offered a narrow network (Aspirus which could be offered stand alone or as a dual choice) which is priced significantly under current. Aspirus is a well known, local provider and this gives the City the ability to offer local access to those employees who can utilize or desire to utilize the local option; as well as the choice for those who want to utilize a broader network. The City could offer the Statewide plan as an alternative with a higher cost. It would be our recommendation that the City budget against the Aspirus Option and employees desiring the Broad Based Statewide Network would absorb the higher cost difference in premium.

Horton is recommending that the City move to WPS with two plan designs as outlined above.

Dental

We sent confidentiality agreements to the following providers. The status is outlined below:

Carrier	Status
Anthem	Declined to quote due to uncompetitive rates.
Auxiant	Issued a self funded administrative proposal. No dental network was quoted.
Cypress	Declined to quote as they did not feel it was a strong business opportunity.
Delta Dental (incumbent)	Issued self funded and fully insured proposal.
GIS Benefits (MetLife)	Issued a fully insured MetLife proposal.
Group Health Cooperative	Did not return confidentiality agreement so no RFP was sent
Guardian	Declined to quote due to uncompetitive rates.
Humana	Issued a self funded and fully insured proposal.
Meritain	Issued a self-funded proposal.
Sun Life	Declined to quote due to uncompetitive rates.
UnitedHealthcare (Dental)	Declined to issue a quote as quotation request was also sent to WCA Group Health Trust.
WCA Group Health Trust (UMR)	Declined to quote due to uncompetitive rates.
WEA Insurance Trust	Issued a fully insured proposal.
WPS Health Insurance	Did not issue a dental proposal.

The request for proposal asked for quotes to match the current underlying plan and to quote on both a self-funded and fully insured basis. Any plan discrepancies were to be identified in the proposal response.

The claim reports initially received from Delta Dental included claims run-out from the prior plans. As such, the initial proposals received from the other carriers were overstated. This point was clarified with Delta Dental and revised reports were sent to each of the dental carriers.

CONS:

- Although they are a national carrier, each state plan is considered an independent contractor.
- Their fully insured proposal includes the evidence based integrated care plan, is limited to 2 exams per benefit year and limits bitewing x-rays to once per benefit year.

GIS Benefits (MetLife)

PROS:

- Proposed fully insured rates are approximately 8% lower than the Delta Dental fully insured proposal.
- Proposal included a 2 year rate.

CONS:

- MetLife is unable to offer a self-funded dental proposal.
- The MetLife network varies from the existing Delta network and may cause disruption on the part of plan participants.
- The age limits and benefit frequencies may vary from the existing Delta Dental plan.
- The MetLife plan has waiting periods for late entrants.

Humana

The initial proposal provided by Humana included administrative fees that were slightly less than the existing Delta administrative fees, but higher than the renewal proposed by Delta Dental. Humana offered a 3 year rate guarantee, whereas Delta offered a 4 year guarantee.

The Initial fully insured proposal from Humana was based on claims from the prior Dental plans. Humana elected not to provide a revised proposal and as a result, the rates quoted on a fully insured basis were not competitive.

Auxiant

PROS:

- Self funded administrative fees are less than the proposed Delta Dental rates.
- Plan participants can see any dental provider.
- Auxiant is able to match existing plan designs and eligibility requirements.

-
- The age limits and benefit frequencies may vary from the existing Delta Dental plan. This will need to be closely reviewed.

Dental Considerations for Initial Recommendation/Finalist Interviews

Based on the proposals submitted, questionnaire responses, network disruption and pricing, at this time, The Horton Group will outline its recommendation separately based on fully insured versus self funded alternatives. Note the below:

Self-Funded

If the City wishes to remain self-funded, Horton would recommend that the City remain with Delta Dental. Delta reduced its administrative fees by \$.30 PEPM and provided a 4 year rate guarantee through 12/31/2016. Delta Dental is a business partner with WPS and which takes into consideration the reduced administration fees and guarantee.

Humana offered a self-funded dental proposal, but their administrative fees are slightly higher than the renewal rates proposed by Delta Dental. Auxiant has reduced administrative fees, but offers no dental network. Meritain has reduced dental fees, but an open network.

Fully Insured

The City may wish to consider a fully insured dental option for 2013. The most competitive fully insured proposal was from MetLife. If the medical plan were to move to WEA, Horton recommends that WEA also be considered on the dental on a fully insured basis. This would consolidate to one carrier and reduce administrative responsibilities.

Given the claims run-out and the dental claims volatility from month to month, changing to a fully-insured option would be a way to stabilize costs on a month to month basis. Also, certain of the carriers have offered a not to exceed increase for year 2, which would stabilize the plan costs over a 2 year period. If the City were to explore fully insured alternatives, we would recommend the City consider Delta Dental and Met Life as finalists. WEA should also be considered if the WEA medical plan is a finalist. If desired by the City, a finalist meeting could be scheduled.

OFFICIAL PROCEEDINGS OF THE WAUSAU COMMON COUNCIL
held on Tuesday, October 9, 2012 at 7:00 p.m. in the City Hall Council Chambers. Mayor Tipple
presiding.

Item # 101211

12-1008 WPS Contract

10/9/2012 7:17:47 PM

Motion by Nutting, second by Nagle to adopt the Resolution of the Finance Committee approving recommendation to contract
with WPS for Health and Prescription Drug Plans.

Yes Votes: 9

No Votes: 0

Abstain: 1

Not Voting: 1

Result: PASS

<u>District</u>	<u>Aldersperson</u>	<u>Vote</u>
1	Nagle, William P.	YES
2	Wagner, Romey	NV
3	Nutting, David	YES
4	Brezinski, Jim	YES
5	Gisselman, Gary	YES
6	Winters, Keene	ABS
7	Rasmussen, Lisa	YES
8	Kellbach, Karen	YES
9	Oberbeck, David	YES
10	Abitz, Sherry	YES
11	Mielke, Robert	YES

PAY FOR PERFORMANCE SALARY RANGES

GRADE	Annual			Hourly		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
1	\$83,200	\$104,000	\$124,800	\$40.00	\$50.00	\$60.00
2	\$77,376	\$96,720	\$116,064	\$37.20	\$46.50	\$55.80
3	\$71,960	\$89,950	\$107,940	\$34.60	\$43.25	\$51.89
4	\$66,922	\$83,653	\$100,384	\$32.17	\$40.22	\$48.26
5	\$62,238	\$77,797	\$93,356	\$29.92	\$37.40	\$44.88
6	\$57,882	\$72,352	\$86,822	\$27.83	\$34.78	\$41.74
7	\$53,830	\$67,287	\$80,744	\$25.88	\$32.35	\$38.82
8	\$50,062	\$62,577	\$75,092	\$24.07	\$30.09	\$36.10
9	\$46,558	\$58,197	\$69,836	\$22.38	\$27.98	\$33.58
10	\$43,298	\$54,123	\$64,948	\$20.82	\$26.02	\$31.22
11	\$40,267	\$50,334	\$60,401	\$19.36	\$24.20	\$29.04
12	\$37,449	\$46,811	\$56,173	\$18.00	\$22.51	\$27.01
13	\$34,827	\$43,534	\$52,241	\$16.74	\$20.93	\$25.12
14	\$32,390	\$40,487	\$48,584	\$15.57	\$19.46	\$23.36
15	\$30,122	\$37,653	\$45,184	\$14.48	\$18.10	\$21.72
16	\$28,014	\$35,017	\$42,020	\$13.47	\$16.84	\$20.20
17	\$26,053	\$32,566	\$39,079	\$12.53	\$15.66	\$18.79
18	\$24,229	\$30,286	\$36,343	\$11.65	\$14.56	\$17.47
19	\$22,533	\$28,166	\$33,799	\$10.83	\$13.54	\$16.25
20	\$20,955	\$26,194	\$31,433	\$10.07	\$12.59	\$15.11

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

JOINT RESOLUTION OF THE HUMAN RESOURCES COMMITTEE AND FINANCE COMMITTEE			
Approving an Internal Organizational Efficiency and Development Initiative			
Committee Action:		HR Comm: Approved 5-0 Finance Comm: Pending	
Fiscal Impact:		\$13,150	
File Number: 16-0111		Date Introduced: January 26, 2016	
FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source: Unencumbered funds in Unclassified Contractual Services</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$13,150</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
SOURCE	<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> <i>Annual Retirement</i>
	<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, your Human Committee has reviewed and considered various options for improving organizational efficiency and to better develop the organization towards accomplishing the strategic goals of the City of Wausau in the most effective manner possible in service of the citizenry; and

WHEREAS, in the year 2014 a Request for Proposal process indicated the use of external resources to perform similar work would cost as much as \$112,000, and

WHEREAS, your Human Resources Committee has recommended embarking on a pilot designed to determine if the organizational efficiency and development would best be served by an internal process by conducting a performance audit and applying LEAN process improvement methodology to the following bodies of work: Establishing Property Valuations within the City; Maintaining and Constructing Streets within the City; Providing potable Drinking Water within the City and Ensuring Construction Complies with Codes and Ordinances, and

WHEREAS, the City employs a Human Resources Director skilled in conducting performance audits with qualifications for process improvement facilitation as a LEAN practitioner at the greenbelt level, and

WHEREAS, this pilot can best be supported through the oversight of a LEAN practitioner at the blackbelt level, which is available through North Central Technical College to develop internal staff and outline the framework to conduct the pilot and sustain continued organizational efficiency and improvement efforts for the future, and,

WHEREAS, your Human Resources Committee recommends authorization and approval of the recommendation contract the services of the aforementioned NTC LEAN blackbelt along with implementation of the pilot; and

WHEREAS, your Finance Committee has reviewed and approved of the proposed budgetary source;

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Wausau and the City of Wausau contract with the North Central Technical College for the services of a LEAN practitioner at the blackbelt level to initiate the pilot under the supervision of the Human Resources Committee, and

BE IT FURTHER RESOLVED by the Common Council of the City of Wausau that the proper City officials and designees are hereby authorized and directed to execute and administer the pilot as approved by this resolution.

Approved:

James E. Tipple, Mayor

APPROVED

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: November 10, 2014 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, W. Nagle, D. Oberbeck, L. Rasmussen
MEMBERS ABSENT:
Also Present: Mayor Tipple, M. Hite, A. Jacobson, J. Kannenberg

Discussion of Organizational Efficiency & Effectiveness RFP (Update).

Hite said there were 3 responses to the RFP ranging from \$57,500 and \$112,000. Hite would like guidance on what the committee would like to do next. Hite suggested having department scorecards or LEAN initiative training to enhance efficiency and effectiveness. Wagner asked for an explanation of what LEAN does. Hite explained that LEAN looks at the processes within an organization and involves staff performing the work in evaluating processes. Oberbeck stated his concern of additional staff time needed for such training and believes it would end up costing as much or more than \$57,000, and that to really make changes the City needs to look outside of the organization. Wagner agreed that it would be more beneficial to have outside help. Rasmussen mentioned that an organization in the county recently went through LEAN training and managed to reduce time spent on processes. Rasmussen said the City could try the LEAN approach first and if no results are seen, then turn to an outside source. Hite explained the Department Scorecard option to the committee that would measure efficiency and procedures, and could be measured internally and externally. Nagle sees it as two issues, measuring employees and measuring services. Gisselman said that if the City isn't prepared to make changes, why ask the citizens for their comments? Rasmussen suggested contacting similar cities to find out how they run their organization; network with a group of other cities to make improvements. Wagner stated that a professional consultant would have the knowledge of all cities and how they've run efficiently and effectively. Oberbeck believes an investment in a consultant could save the City money. Tipple reminded the committee that hiring a consultant does not guarantee that money would be saved. The City would have to be committed to make the changes suggested by the consultant, and that might mean additional costs. Oberbeck agreed that the City may have to spend more money to grow. Wagner questioned whether foundation funding would be available. Hite said she will reach out to UW-Marathon, UW-Point, and the League of WI Municipalities to explore options. The committee will defer any action until next month and Hite will research more options. Further discussion took place regarding the goals of the study. Oberbeck is interested in efficiency, growth, increased revenue, and a vision for growth for the next 5 years. Gisselman wants to look at organizational structure and what changes can or should be made. Wagner is also interested in organizational structure and would like someone to think outside the box for options.

Romey Wagner
Human Resources Committee, Chair

APPROVED

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: November 9, 2015, 2015 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, W. Nagle, D. Oberbeck, L. Rasmussen
MEMBERS ABSENT:
Also Present: Mayor Tipple, T. Alfonso, M. Hite, E. Krohn, J. Schara

Discussion and Possible Action on Organizational Efficiency Study.

Wagner said initially they (Council) wanted to focus on specific departments, but now thinks that a study of all departments may be more beneficial to find out what departments are doing and if they are staffed properly. Oberbeck said that they are predicting a 4.7% budget increase for next year, and the City has to look for ways to do things differently. Oberbeck said instead of looking at individual positions, they have to focus on defining the priorities of the City, the outcomes, and ways to achieve them? Rasmussen said the last time an organizational efficiency study was sent out for RFP, it was decided that the City could not afford the cost, but another option would be to do a LEAN analysis. The Committee discussion explored the possibility of assigning Human Resources to assist with conducting this type of analysis. When asked direct, Hite responded that while she has a LEAN green belt and could perform an analysis, she would ask to have the support of a LEAN black belt as a resource for conducting this work. The Committee agreed this would be an appropriate measure. Wagner tasked Hite to develop and bring a proposal back to committee for consideration in December. No motion on this item.

Romey Wagner
Human Resources Committee, Chair

APPROVED

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: December 14, 2015, 2015 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, W. Nagle, D. Oberbeck, L. Rasmussen
MEMBERS ABSENT:
Also Present: Mayor Tipple, T. Alfonso, P. Czarapata, K. Dubore, M. Hite, E. Krohn, T. Kujawa, E. Lindman, R. Mohelnitzky, J. Schara, B. Schmidt

Discussion and Possible Action of Organizational Efficiency Proposal (Hite).

Hite reviewed the chart of the proposed organizational efficiency analysis and improvement process included in the packet with the Committee. Hite said the first step of the process is to understand what hopes to be accomplished, followed by a performance audit. After a performance audit, processes would be evaluated, and this is where the Lean would come into play, evaluating if processes are being done as efficiently as possible, and identifying barrier and gaps. Once the performance audit and process evaluations are complete, job descriptions would be reviewed to clarify performance standards, expectations, and organizational goals. Hite said that job descriptions will be updated in 2016 regardless. The position descriptions will then better determine levels of compensation within the organization. Once the positions descriptions are updated, development of employees would follow, ensuring that they are able to do the job. The last step would be to evaluate the process to determine if desired change is occurring and if outcomes are being met. Hite said that Lindman expressed interest in having Public Works as a pilot department, and expects the process to take approximately 3-4 months for each evaluation. Hite included a proposal for the requested Lean Black Belt assistance from NTC; the proposal is \$5100.00 for 6 months of assistance (10 hours per month). Hite explained that priorities will have to set for what is to be evaluated, and that the Committee cannot expect a full evaluation of all Public Works to be completed within 3-4 months. Hite explained that the evaluations would be conducted by body of work, not by department. Wagner said that the first thing the Committee needs to do is decide what to evaluate. Hite listed examples of bodies of work to evaluate and said that she can continue to determine bodies of work to be evaluated or the Committee can determine them. The Committee agreed that the items listed are important to look at. Oberbeck would like to have a session to determine priorities, core services, add-on services, and more expensive services. Wagner asked if the money for the NTC assistance needs to go to Finance Committee. Hite said she talked with Groat and the money will come from the Council budget. Motion by Rasmussen to direct Myla to move forward with the process as outlined for the test pilot for six months. Second by Oberbeck. Oberbeck asked if they could get a proposal from NTC that includes additional services to bring back to the Committee, and would prefer that the proposal be brought back when clarification is made to the Lean Black Belt of what the Committee would like to accomplish. Hite will talk with the Lean Black Belt and the proposal will come back to the Committee next month for a vote.

Romey Wagner
Human Resources Committee, Chair

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: January 11, 2016 at 4:30 p.m.

LOCATION: City Hall (407 Grant Street) – Board Room

MEMBERS PRESENT: R. Wagner (C), G. Gisselman, W. Nagle, D. Oberbeck, L. Rasmussen

MEMBERS ABSENT:

Also Present: Mayor Tipple, C. Barr, M. Hite, E. Krohn, T. Kujawa, T. Larsen, E. Lindman, J. Schara, R. Neupert (WSAU)

Discussion and Possible Action of Revised Organizational Efficiency Proposal (Hite).

Hite said, working from the direction given by the Committee at the last meeting, she has provided an expanded proposal that includes more involvement from the LEAN BlackBelt. Hite provided a supplement to the proposal she presented to the Committee in December. Hite explained that she met with the BlackBelt and focused on the four items that were listed in the original proposal. The previous quote was \$5,100 and the revised quote is \$13,150. Hite provided an outline of the activities that would take place and the amount of time the activities would take, indicating that the BlackBelt would be more heavily involved at the beginning of the process and less involved as the process move forward. At the end of the contracted 180 hours, it would be up to the Committee if they wish to have the BlackBelt continue in the process. Rasmussen pointed out that on the memo for this item that in the initiatives listed, it said “City-County IT Commission” instead of “City”. Hite said that this was an electronic error and “City-County IT Commission” should be replaced with “City”. Motion by Rasmussen to approve the revised Organizational Efficiency Proposal and direct Hite to move forward. Second by Oberbeck. Wagner asked when the Committee can expect the study to be done. Hite said the request for the funds needs to go to the Finance Committee, and then it will be a 6 month pilot. Wagner asked for clarification if that meant 6 months after it starts; Hite responded that he was correct. Gisselman asked if this was included in the budget. Hite said the \$13,150 is not in the budget, and that the Finance Director has some ideas on where to get the money, and that is why this needs to go to the Finance Committee. All ayes. Motion passes 5-0.

Romey Wagner
Human Resources Committee, Chair

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

RESOLUTION OF THE FINANCE COMMITTEE

Authorizing a Master Operating Lease Agreement with Enterprise FM Trust and the related budget modification

Committee Action: Approved 5-0

Fiscal Impact (2016): \$90,000

File Number: 16-0112

Date Introduced: January 26, 2016

FISCAL IMPACT SUMMARY

FISCAL IMPACT SUMMARY		
COSTS	<i>Budget Neutral</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<i>Included in Budget:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Budget Source: 2016 Fleet Purchase CIP</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Amount: \$90,000</i>
	<i>Recurring Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Amount: Will vary based upon number of vehicles leased</i>
SOURCE	<i>Fee Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Amount: Motor Pool Internal Service Fund Fees</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</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input checked="" 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, the City is seeking way to provide more efficient and cost effective methods of providing services to our residents, and

WHEREAS, your Finance Committee considered and recommended a solution whereby the City would enter into a Master Equity Lease Agreement and related Maintenance Management and Fleet Rental Agreement and Maintenance Agreement for the rental of passenger cars and light duty trucks used in the City’s Fleet, and

WHEREAS, the objective of the program is to reduce the age of the City’s fleet which will improve fuel economy and reduce maintenance costs; and

WHEREAS, the lease term of the vehicles purchased through the lease program will be five years; and

WHEREAS, the vehicles leased each year will be restricted by the annual Motor Pool lease budget; and

WHEREAS, to implement the first years lease program your Finance Committee recommends the following budget modification:

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Wausau that the proper City Officials be and are hereby authorized and directed to execute a Master Equity Lease Agreement and related Maintenance Management and Fleet Rental Agreement and Maintenance Agreement with FM Trust and any related lease documents supporting the individual vehicle leases;

BE IT FURTHER RESOLVED by the Common Council of the City of Wausau that the proper City Officials be and are hereby authorized and directed to modify the 2016 budget and publish such transfer in the official newspaper.

Approved:

James E. Tipple, Mayor

0.04 % Increase for budget Calc's 2015 | 2016 2017 2018 2019 2020 2021 2022 2023
 3 4 5 6 7 8 9 10

	2016	2017	2018	2019	2020	2021	2022	2023
Budget	90,000	125,000	166,000	172,640	179,546	186,727	194,197	201,964
Total EQ cost	87,059	141,185	195,999	232,394	295,479	0	0	0
() or (-) Budget	2,941	-16,185	-29,999	-59,754	-115,933	186,727	194,197	201,964

Department of Public Works

Eq.#	Year	Lease type	Veh Class	Miscellaneous Id	Residual Value	Lease Cost	2016	2017	2018	2019	2020	2021	2022	2023
1001	2005	5	15-25K TRK	6 PASSENGER	10000	6402	6402	6402	6402	6402	6402			
1002		7		PW Director	0	4928	4928	4928	4928	4928	4928			
1003		7		seasonal - engineering	0	1200	1200	1200	1200	1200	1200			
1004		7		seasonal - DPW	0	1200	1200	1200	1200	1200	1200			
1006	2011	4	MINI VAN	CITY HALL LOANER		4666					4,666			
1011	2010	4	MINI VAN	ENGINEERING		4666				4,666	4,666			
1012	2010	4	MINI VAN	CITY HALL LOANER		4666					4,666			
1013	2010	4	MINI VAN	ENGINEERING		4666				4,666	4,666			
1015	2003	6	FULL VAN	ENGINEERING	4000	4914	4914	4914	4914	4914	4914			
1016	2003	6	FULL VAN	ENGINEERING	4000	4914	4914	4914	4914	4914	4914			
1019	2000	1	1/2 T TRK	CITY HALL MAINT.	2000	4350	4350	4350	4350	4350	4350			
1022	2008	7	1/2 T TRK	Street Supervisor		4928			4928	4928	4928			
1023	2008	7	1/2 T TRK	Street Supervisor		4928			4928	4928	4928			
1024	2014	7	1/2 T TRK	Superintendent		4928								
1025	2007	7	1/2 T TRK	JERRY KNAPP 4x4		4928			4928	4928	4928			
1027	2004	8b?	15-25K TRK	Mechanics Truck		4965		4965	4965	4965	4965			
1028	2010	1	1/2 T TRK	Fleet Manager		4350					4,350			
1039	1999	1	1/2 T TRK	PARKING UTILITY TRK		4350			4350	4350	4350			
1055	2011		15-25K TRK	SUPER DUTY PLOW		7,872				7,872	7,872			
1057	2009		15-25K TRK	SUPER DUTY PLOW		7,872				7,872	7,872			
1058	2007		15-25K TRK	SUPER DUTY PLOW		7,872					7,872			
1059	2013		15-25K TRK	SUPER DUTY		7,872					7,872			
1173	2012		1/2 T TRK	DPW		7,500					7,500			
1174	2007	1	1/2 T TRK	CARPENTER SHOP		4350		4350	4350	4350	4350			
1175	2012		1/2 T TRK	DPW		7,500					7,500			
1176	2012		1/2 T TRK	DPW		7,500					7,500			
1177	2015		1Ton Truck	ELECTRICIANS		7,872								
1179	2008	1	1/2 T TRK	DPW		4350	4350	4350	4350	4350	4350			
1193	2010	1	1/2 T TRK			4350					4,350			
1195	2006	1	1/2 T TRK			4350			4350	4350	4350			
1196	2006	1	1/2 T TRK			4350			4350	4350	4350			
1198	2005	1	1/2 T TRK			4350		4350	4350	4350	4350			
1199	2005	1	1/2 T TRK			4350		4350	4350	4350	4350			
1201	2001	1	1/2 T TRK	Weed Truck	1500	4350	4350	4350	4350	4350	4350			
5765	2001	1	1/2 T TRK	Airport truck	1500	4350	4350	4350	4350	4350	4350			
2538		8b?	1 ton truck	Sewer	6000	4965	4965	4965	4965	4965	4965			
4521	2014	2	Sedan	CSO	0	3,773	3,773	3,773	3,773	3,773	3,773			
4522	2014	2	Sedan	CSO	0	3,773	3,773	3,773	3,773	3,773	3,773			
4523	2014	2	Sedan	CSO	0	3,773	3,773	3,773	3,773	3,773	3,773			
4526	2006	2	Sedan	Un-Marked	2,500	3,773	3,773	3,773	3,773	3,773	3,773			
4527	2008			Un-Marked		5,735			5,735	5,735	5,735			
4528	2008			Un-Marked		5,735			5,735	5,735	5,735			
4529	2008			Un-Marked		5,735		5,735	5,735	5,735	5,735			
4530	2013		2 Sedan	Un-Marked		3,773				3,773	3,773			
4531	2008		2 Sedan	Un-Marked		3,773			3,773	3,773	3,773			
4532	2011		2 Sedan	Un-Marked		3,773				3,773	3,773			
4533	2012	4	(SIU)	Un-Marked (SIU)		4,666		4,666	4,666	4,666	4,666			
4534	2006	2	Sedan	Un-Marked	2,500	3,773	3,773	3,773	3,773	3,773	3,773			
4535	2004	2	Sedan	Un-Marked	1,000	3,773	3,773	3,773	3,773	3,773	3,773			
4536	2006	2	Sedan	Un-Marked	2,500	3,773	3,773	3,773	3,773	3,773	3,773			
4538	2011	2	Sedan	Un-Marked		3,773				3,773	3,773			
4539	2006	2	Sedan	Un-Marked		3,773		3,773	3,773	3,773	3,773			

Comments
 optional for 2016
 new addition
 summer use only- est. lease cost
 summer use only- est. lease cost

send old truck to airport

replaced with 1179
 funded by Sewer Utility

4545	2014			Sedan	Un-Marked				3,773	3,773	3,773	3,773			
4546	2007		2	(SIU)	Un-Marked (SIU)		3,773		3,773	3,773	3,773	3,773			
4549	2012		3a	Sedan Economy	Marked		5,059		5,059	5,059	5,059	5,059			
4550	2007		3a	Sedan Economy	Marked	2,500	5,059	5,059	5,059	5,059	5,059	5,059			
4651	2000		4	Van	Utility 1 - Utility van	1500	4,666	4,666	4,666	4,666	4,666	4,666			
4654	2008			SUV	Car 1 - Chief (Expedition)		6,809		6,809	6,809	6,809	6,809			
4655	2012			SUV	Car 5 - Incident Comm.		6,809					6,809			
4657	2008		4	Van	Car 4 - Inspectors Van		4666		4666	4666	4666	4666			
4658	2008		4	Van	Car 3 - Inspectors Van		4666		4666	4666	4666	4666			
4668	1995		8a	Pickup Truck	Utility 3 - 6 pass. crew cab	2000	5000	5000	5000	5000	5000	5000			
4682	2007		7	Truck	Car 2 - Jefferson Ramp Responder		4928		4,928	4,928	4,928	4,928			

lifetime warranty - No replacement

This van will go to PD for out of town use

Lease total		304,506	87,059	141,185	195,999	232,394	295,479	0	0	0
Budget each year		90,000								
Residual value 2016		43500								
Total Cost 2016			43,559							
Residual value 2017		35000								
Total Cost 2017				106,185						
Residual value 2018		35000								
Total Cost 2018					160,999					
Residual value 2019		35000								
Total Cost 2019						197,394				
Residual value 2020		35000								
Total Cost 2020							260,479			

CITY OF WAUSAU 2015 BUDGET
GENERAL FUND STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL
November, 2015
NARRATIVE

REVENUES

Below is a description of notable items.

Other Taxes – In 2014 the City received an omitted tax payment of \$42,340 which is not a regularly occurring payment.

Intergovernmental Grants and Aids – We will experience a short fall in revenue of \$63,446 due to final estimates established by the State.

Permits – Building permits are showing a positive variance from 2014 and will likely exceed budget.

Fines, Forfeitures and Penalties – This revenue is down \$21,000 from the collections of November 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.

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 slightly from 2014 and represent sidewalk shoveling charged to downtown property owners. The amount billed is down due to lack of snow.

Public Charges Recreation – look good this year. Pool user fees of \$50,902 have doubled the budget of \$24,000 and last year's actual of \$18,251. Concessions revenues of \$39,293 have exceeded budget and 2014 by slightly over \$10,000. These strong revenues are making up for the unrealized sponsorship revenues.

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 accruals.

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 83.9% of the budget spent and 91% of the year complete. In addition the expenses to date of \$26,613,667 are \$934,283 less than November 2015.

Unclassified – This account contains that tax payment to Sears for \$86,419. The City received notification from DOR that we will be able to charge back to the other tax jurisdictions which will result in a net cost to the city of \$32,748. This account does not reflect the pending payments Walgreens.

Transportation and Streets – These accounts reflect the minimal snowfall in 2015. Expenses are \$1,062,845 less than 2015.

Parks – This account reflects expenses through September.

BUDGET RISKS - \$370,990

- Sponsorship Revenues \$60,000
- Intergovernmental Grants \$64,000
- Fines and Forfeitures \$75,000
- Tax Payments \$225,000

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

	Budgeted Amounts		Actual	Variance with	2014
	Original	Final		Final Budget	Actual
TAXES					
General property taxes	\$ 16,200,627	\$ 16,200,627	\$ 16,200,627	\$ -	\$ 15,843,883
Mobile home parking fees	28,000	28,000	24,129	(3,871)	27,712
Payments in lieu of taxes	115,000	115,000	3,700	(111,300)	3,224
Other taxes	67,709	67,709	67,737	28	84,809
Total Taxes	16,411,336	16,411,336	16,296,193	(115,143)	15,959,628
INTERGOVERNMENTAL					
State shared taxes	4,434,045	4,434,045	4,397,539	(36,506)	4,469,344
Expenditure restraint	771,566	771,566	764,764	(6,802)	755,960
Fire insurance tax	105,000	105,000	102,678	(2,322)	104,834
Municipal services	195,000	195,000	184,010	(10,990)	195,507
Transportation aids	2,541,749	2,541,749	2,537,317	(4,432)	2,375,057
Other grants	123,834	123,834	121,440	(2,394)	183,436
Total Intergovernmental	8,171,194	8,171,194	8,107,748	(63,446)	8,084,138
LICENSES AND PERMITS					
Licenses	175,531	175,531	180,346	4,815	177,252
Franchise fees	340,000	340,000	254,725	(85,275)	250,948
Permits	227,519	227,519	217,953	(9,566)	161,603
Total Licenses and Permits	743,050	743,050	653,024	(90,026)	589,803
FINES, FORFEITURES AND PENALTIES					
	398,000	398,000	315,457	(82,543)	336,644
PUBLIC CHARGES FOR SERVICES					
General government	67,300	67,300	74,806	7,506	64,423
Public safety	1,377,200	1,431,200	1,439,574	8,374	1,221,467
Streets and related facilities	79,971	79,971	128,760	48,789	136,893
Recreation	144,700	144,700	140,593	(4,107)	108,972
Public areas	159,479	159,479	82,966	(76,513)	89,907
Total Public Charges for Services	1,828,650	1,882,650	1,866,699	(15,951)	1,621,662
INTERGOVERNMENTAL CHARGES FOR SERVICES					
State and federal reimbursements	11,340	11,340	200	(11,140)	200
County and other municipalities	236,264	239,514	98,378	(141,136)	80,710
City departments	1,249,432	1,249,432	717,523	(531,909)	36,964
Total Intergovernmental Charges for Services	1,497,036	1,500,286	816,101	(684,185)	117,874

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

	Budgeted Amounts		Actual	Variance with	2014
	Original	Final		Final Budget	Actual
COMMERCIAL					
Interest on general investments	\$ 260,000	\$ 260,000	\$ 321,137	\$ 61,137	\$ 220,999
Interest on special assessments	15,000	15,000	698	(14,302)	500
Other interest	<u>19,000</u>	<u>19,000</u>	<u>41,513</u>	<u>22,513</u>	<u>17,800</u>
Total Commercial	<u>294,000</u>	<u>294,000</u>	<u>363,348</u>	<u>69,348</u>	<u>239,299</u>
MISCELLANEOUS REVENUES					
Rent of land and buildings	210,100	210,100	212,518	2,418	209,250
Sale of City property/loss compensation	12,500	12,500	23,186	10,686	23,388
Other miscellaneous revenues	<u>110,022</u>	<u>110,022</u>	<u>110,140</u>	<u>118</u>	<u>128,899</u>
Total Miscellaneous Revenues	<u>332,622</u>	<u>332,622</u>	<u>345,844</u>	<u>13,222</u>	<u>361,537</u>
OTHER FINANCING SOURCES					
Transfers in	<u>1,897,000</u>	<u>1,897,000</u>	<u>1,527,500</u>	<u>(369,500)</u>	<u>86,890</u>
TOTAL REVENUES AND OTHER FINANCING SOURCES					
	<u>\$ 31,572,888</u>	<u>\$ 31,630,138</u>	<u>\$ 30,291,914</u>	<u>\$ (1,338,224)</u>	<u>\$ 27,397,475</u>

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SCHEDULE OF EXPENDITURES AND OTHER FINANCING USES - BUDGET AND ACTUAL
Period Ended November 30, 2015

	Budgeted Amounts		Actual	Variance with	2014
	Original	Final		Final Budget	Actual
GENERAL GOVERNMENT					
City Council	\$ 112,122	\$ 94,272	\$ 73,900	\$ 20,372	\$ 76,972
Mayor	203,263	203,263	177,537	25,726	206,390
City Promotion	124,600	124,600	100,584	24,016	116,790
Finance department	471,638	508,317	461,896	46,421	424,751
Data processing	696,369	696,369	478,571	217,798	586,405
City clerk/customer service	492,398	492,398	432,132	60,266	439,518
Elections	34,950	24,950	18,394	6,556	57,255
Assessor	595,907	595,907	506,374	89,533	541,340
City attorney	490,025	490,025	417,714	72,311	418,892
Municipal court	128,529	128,529	109,768	18,761	120,865
Human resources	293,937	293,937	286,743	7,194	274,191
City hall and other municipal buildings	321,523	321,523	234,605	86,918	279,181
Unclassified	32,000	135,192	58,764	76,428	18,841
Total General Government	<u>3,997,261</u>	<u>4,109,282</u>	<u>3,356,982</u>	<u>752,300</u>	<u>3,561,391</u>
PUBLIC SAFETY					
Police department	8,973,536	8,968,536	7,870,880	1,097,656	7,409,701
Fire department	3,431,816	3,431,816	3,160,059	271,757	2,973,960
Ambulance	2,991,652	3,053,902	2,466,110	587,792	2,593,725
Inspections and electrical systems	705,394	705,394	593,510	111,884	568,545
Total Public Safety	<u>16,102,398</u>	<u>16,159,648</u>	<u>14,090,559</u>	<u>2,069,089</u>	<u>13,545,931</u>
TRANSPORTATION AND STREETS					
Engineering	1,401,003	1,401,003	1,200,474	200,529	1,329,961
Department of public works	6,082,730	6,059,751	4,991,112	1,068,639	5,924,470
Total Transportation and Streets	<u>7,483,733</u>	<u>7,460,754</u>	<u>6,191,586</u>	<u>1,269,168</u>	<u>7,254,431</u>
SANITATION, HEALTH AND WELFARE					
Garbage and refuse collection	1,537,400	1,529,400	1,247,807	281,593	1,258,300
NATURAL RESOURCES/RECREATION					
Parks and recreation	2,452,096	2,460,396	1,712,883	747,513	1,927,897
OTHER FINANCING USES					
Transfers out	-	13,850	13,850	-	-
TOTAL EXPENDITURES AND OTHER FINANCING USES					
	<u>\$ 31,572,888</u>	<u>\$ 31,733,330</u>	<u>\$ 26,613,667</u>	<u>\$ 5,119,663</u>	<u>\$ 27,547,950</u>

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SUMMARY OF BUDGET MODIFICATIONS
Period Ended November 30, 2015

BUDGET REVENUES RECONCILIATION

2015 ADOPTED BUDGET	\$ 31,572,888
Budget modification for Police Department for sale of sniper rifle	3,250
Resolution 14-1109 Budget modification for midyear budget adjustment	<u>54,000</u>
2015 MODIFIED BUDGET	<u>\$ 31,630,138</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	16,773
Resolution 14-1109 Budget modification for midyear budget adjustment	<u>54,000</u>
2015 MODIFIED BUDGET	<u>\$ 31,733,330</u>