



OFFICIAL NOTICE AND AGENDA

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

*****REVISED*****

Meeting of: **FINANCE COMMITTEE**
 Date/Time: **Tuesday, February 23, 2016 at 5:00 PM**
 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). (2/09/16) | | |
| | 3 Discussion and possible action regarding legal costs pertaining to the Town of Maine annexations and related budget modification | | Groat/Jacobson |
| | 4 Discussion and possible action regarding awarding the EMS Billing and Collection Services and related Electronic Patient Care Reporting System to PTS Services, Inc. a McKesson Company | | Groat/Kujawa |
| | 5 Discussion and possible action regarding an update on the status of work performed under contract between VSGL and City-County Information Technology Commission (CCITC) involving the purchase of assessment software | | Klein/Giese |
| | 6 Discussion and possible action regarding sole source purchasing request from the Police Department for Motorola Radios funded with 2016 CIP | | Graham |
| | 7 Discussion and possible action regarding sole source purchasing request from the Fire Department for Motorola Radio Project | | Kujawa |
| | 8 Discussion and possible action regarding 2015 budget modification for the 400 Block Fund, Recycling Fund, Groat Rental Licensing Fund and Airport Fund | | Groat |
| | 9 Discussion and possible action regarding the financial impact of 2016 recommended salary adjustments for Police Captains | | Hite |
| | 10 Discussion and possible action regarding the financial impact of 2016 recommended salary adjustments for Police Lieutenants | | Hite |
| | 11 Discussion and possible action regarding the financial impact of 2016 recommended salary adjustments for Fire Department Battalion Chiefs. | | Hite |
| | 12 Discussion and possible action regarding the Amalgamated Transit Union(ATU) Local 1168 Contract for the period July 1, 2015 to June 30, 2017 | | Hite |
| Removed 13 | Discussion and Possible Action regarding approving alleged claims for excessive assessment: Fernando and Heidi Riveron
Walgreen Co. (105 Central Bridge Street)
CVS Pharmacy
Patrick and Amanda France
US Bank
Wisconsin Hospitality Group | | Giese/Jacobson |
| Removed 14 | Discussion and Possible Action regarding approving alleged claim for unlawful tax - Achieve Center, Inc. | | Giese/Jacobson |
| | 15 Discussion and possible action regarding the Thomas Street land acquisition approval process | | Lindman |
| | 16 Discussion and possible action regarding the Thomas Street Relocation Plan | | Lindman |
| | 17 Discussion and possible action regarding the Thomas Street Project Data Book | | Lindman |
| | 18 POSSIBLE CLOSED SESSION pursuant to Section 19.85(1)(g) of the Wisconsin Statutes for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, relating to review of legal options available to CCITC | | |
| | 19 CLOSED SESSION pursuant to Section 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session - Discussion and possible action on the Thomas Street Relocation Plan and Project Data Book | | |
| | 20 RECONVENE INTO OPEN SESSION to take any action deemed necessary on the closed session item. | | |

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 2/19/16 @ 1:30 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, (Alderspersons: Wagner, Neal, Gisselman, Winters, Rasmussen, Abitz), *Tipple, *Jacobson, *Groat, Rayala, Department Heads

FINANCE COMMITTEE

Date and Time: Tuesday, February 9, 2016 @ 6:00 pm., Council Chambers

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

Others Present: Groat, Hite, Giese, Klein, Lindman, Jacobson, Tipple, Schock, Werth, Henricks, Ray, Rubow, Chmiel, Goede, Neal, Wagner, Gisselman, Rasmussen, Abitz, Elizabeth & Paul Field, Pat Peckham, Dennis Smith, John Enk, and other interested parties.

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

- 1) Elizabeth Field, 2007 Lamont St, Executive Director of Wausau River District, spoke in support of the mall proposal. She read email from downtown businesses in support.
- 2) Paul Field, 2007 Lamont St, spoke in favor of the mall proposal.
- 3) Dennis Smith, 3516 Polzer Dr, Candidate for Aldermanic District 11, spoke in opposition to the mall deal as proposed. He felt they should wait to take action until after the election in February.
- 4) John Enk, 1215 Sunset Dr, spoke in support of the mall proposal as a positive step.

Minutes of previous meeting(s). (1/18/16 & 1/26/16)

Motion by Mielke, second by Nutting to approve the minutes of previous meetings (1/18/16 & 1/26/16). Motion carried 4-0.

Discussion and possible action regarding approval of Land Lease for construction of a 60'x66' hangar in the west hangar development are at the Wausau Downtown Airport - Dr. Siebert

John Chmiel indicated Airport Committee has approved the concept but due to a technicality in the minutes will be voted on at the meeting on the February 10th. He noted funding for modifications to the water system was approved at the Water Works Commission.

Motion by Mielke, second by Nagle to approve the land lease (Dr. Siebert). Motion carried 5-0.

Discussion and possible action regarding Preliminary December 2015 General Fund Monthly Financial Report

Groat reviewed the Preliminary December 2015 General Fund Report in detail. She commented we will be finishing up the year in very good shape, which will offset some of the losses incurred from last year's heavy snows. The December 2015 General Fund Monthly Financial Report can be accessed on the city's website:
<http://www.ci.wausau.wi.us/Departments/Finance/MonthlyReports.aspx>

Discussion and possible action regarding an update on the status of work performed under contract between VSGI and City-County Information Technology Commission (CCITC) involving the purchase of assessment software

Gerry Klein stated the directive from the last Finance meeting was to give the vendor three requirements in order for us to accept their delayed schedule: 1) We must receive a complete project plan from them by February 5, 2016; 2) If the project is not completed by June 30, 2016, they must commit to give us all of the money paid in back and in addition, we will not make any more payments between now and then; and 3) they must provide two more full data conversions at no cost. He indicated he spoke with the president of VSGI and the new project manager and referred to emails that he distributed to the committee. He stated we have not received a project plan yet and VSGI would not commit to refunding the money until they had a project plan completed, however, they did agree to the data conversions. He noted VSGI has indicated they will not be able to complete the project by June 30, 2016. Oberbeck stated the rest of the discussion will take place in closed session.

Discussion and Possible Action on Proposed Terms of the Development Agreement with CBL & Associates for the Wausau Center Mall Property and related financial aspects and budget modification.

Groat reviewed the first phase of the project: the city would provide \$4,100,000 loan to CBL with a 2% interest rate and a 20 year term; disbursement will occur in 2016 and repayment would begin in 2018; the loan repayment would

be based on an annual defined cash flow in which they would submit an audit each year to verify that cash flow. In addition to that loan, the city would be making three annual payments of \$135,000 for the fund marketing efforts and that the first payment would occur in 2016. She noted there were discussions regarding the parking agreement modification and reductions in the annual ground lease. Groat reviewed the scenarios in which CBL repaid the debt in 10, 15 or 20 years. Discussion followed.

Oberbeck indicated he could not support it because we don't have a commitment to future phases; we don't have a detailed plan for what is going to happen inside the mall. Mielke agreed with Oberbeck and wanted more options.

Motion by Nagle, second by Nutting to approve the proposed terms of the development agreement with CBL & Associates and related budget modification. Motion carried 3-2.

POSSIBLE CLOSED SESSION pursuant to Section 19.85(1)(g) of the Wisconsin Statutes for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, relating to review of legal options available to CCITC

Motion by Mielke, second by Nagle to convene in closed session. Roll Call Vote: Ayes: Kellbach, Mielke, Nutting, Nagle, Oberbeck. Noes: 0. Motion carried 5-0.

CLOSED SESSION pursuant to Section 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session, regarding mall reinvigoration and related public/private partnership, city financial incentives and loans, the project plan amendment of Tax Increment District #3 and #5, and the authorization of related legal services

Withdrawn - did not convene in closed session on this item.

Meeting adjourned in Closed Session at 7:22 p.m.



TO: FINANCE COMMITTEE

FROM: MARYANNE GROAT

DATE: FEBRUARY 16, 2016

SUBJECT: EMS BILLING AND COLLECTION SERVICES AND ELECTRONIC PATIENT CARE REPORTING SYSTEM

Purpose: To provide a recommendation regarding the award of an EMS Billing and Collection Services and Electronic Patient Care Reporting System.

Background: The City outsourced EMS Billing in 2008 in anticipation of a retirement of the ambulance billing clerk. The City followed a competitive procurement process and hired LifeQuest 911 ProBilling to provide the services. EMS billing is a highly technical process and the outsourcing in 2008 provided many advantages to the city including:

- Implementation of an electronic patient care reporting system
- Enhanced customer service through expanded hours, online account query, credit card payments
- Improved third party billing
- Improved collection efforts
- Increased expertise in EMS billing
- Administrative staff reductions of 2 FTE's in the Finance Department

The Finance Committee extended the contract this last fall to provide staff extra time to procure these services with the objective of improving the Electronic Patient Care Reporting by allowing for data collection using wireless hardware at patient side and expanded software reporting. A RFP was issued in compliance with the procurement policy this last fall and the City received four proposals. During the procurement process Josh Finke, the City's EMS Coordinator, left the City and it was decided that the evaluation of the proposals should be postponed until the position was filled. Finance and fire staff reviewed the proposals, conducted interviews and communicated with references. A spreadsheet of the various proposal components is attached. Staff have been extremely satisfied with the services provided by LifeQuest, 911 ProBilling. We believe that their customer service is outstanding. Upon review of the proposals staff is recommending to contract with PTS Services Inc., a McKesson Company out of Miamisburg, Ohio. This recommendation is based upon the following:

- Robust reporting capabilities – information is key for data analysis and continuous improvement in patient care. PTS – McKesson had superior reporting capabilities.
- Technology advancement – PTS- McKesson has implemented electronic interface with hospitals to share patient data. This electronic interface improves the quality of patient identity information and third party billing information. Improved information will translate into improved collections.
- Competitive price – PTS - McKesson provided the most competitive price at 5.90% of net receipts. This will save the City approximately \$15,500 annually.

Other considerations that the Finance Committee should be aware of is:

- Customer service and billing process will be handled in Miamisburg Ohio. These services are currently managed in Wautoma Wisconsin.
- Customer service hours with Lifequest are 24 hours per day from Sundays at 4:30pm to Fridays at 5:30pm closed on weekends. The new hours will be regular business hours Monday – Friday.
- Collection services will be separately RFP'd. Lifequest is the only proposer that provides delinquent account collection. This collection effort is conducted by a sister company located within their facility. Since PTS - McKesson does not manage delinquencies the City will need to retain collection services. We will issue an RFP for such services.

If the PTS – McKesson recommendation is supported by the Finance Committee and Common Council, staff will begin work on the contract negotiations and an implementation work plan. The final contract will come back to the Finance Committee and Common Council for approval. The City will continue to use LifeQuest until the start of the PTS – McKesson contract. The LifeQuest contract extension allows for monthly extensions with a 15 day written notice to end the service. In addition, the City will work with Lifequest or a collection agency regarding the management of existing accounts since the industry generally does not transfer active patient accounts from one billing company to another. At December 31, 2015, the 3,294 accounts totaled \$1,737,797.

Impact: The impact of the recommendations are as follows:

- The City will enter into a five year contract with PTS –McKesson for EMS billing and Electronic Patient Care Reporting Services. In connection with the contract PTS – McKesson will provide the new electronic patient care reporting software and hardware such as tablets or tough books for the Fire Department.
- The City will work with LifeQuest to determine the optimal management and transfer of the existing patient accounts.
- The City will issue an RFP to manage delinquent accounts.
- The City will save approximately \$15,000 in service contract costs.

Coordination:

Contract execution will be a coordinated effort between the Legal, Finance and Fire Department.

Project Implementation will be a coordinated effort between Finance, Fire and CCITC.

Collection RFP will be conducted by Finance with consultation from Legal

Existing account management will be conducted by Finance with consultation from Legal.

Implementation: The contractor expects implementation to take about 8 weeks. Contract negotiation and development time period is unknown. The City may experience a temporary reduction in EMS fee cash flow during implementation.

Fiscal Impact: Based upon the 2015 revenues of \$1,522,078.67 the annual fee will be \$89,800.

**CITY OF WAUSAU
EMS BILLING AND COLLECTION AND ELECTRONIC PATIENT CARE REPORTING SYSTEM
Proposal Summary**

	EMS BILLING SERVICES - Milwaukee WI	ANDRES MEDICAL BILLING - Arlington Hghts IL	LIFEQUEST SERVICES - Wautoma WI	PTS Services, Inc., a McKesson Company- Miamisburg, Ohio
Year Founded	2003	1995	1992	1990
Number of WI Clients	53	200	230	>190
Number of Transport Billing	123,000	430,000	300,000	1,000,000
Amount of Annual Billing	\$53 million	\$124 million	\$147 million	Not disclosed
Software	Zoll Resuce Net Billing System Image Trend Rescue Bridge	Zoll Resuce Net Billing System City's system	Tri-Tech Respond Billing System Image Trend Elite Field ePCR System	Proprietary Billing System - MDIV Image Trend Elite Field ePCR System
Staffing	not disclosed	120 FTE 16 certified coders	100 FTE 12 certified coders	600 certified coders
Contract Terminations	0	0	0	0
Violations	0	0	0	0
Fraud	0	0	0	0
Licensed in WI	Yes	Authorized in WI	YES	Business Registration Yes
Encryption Transit or Rest	VPN Data Packets In Transit	Disclose Privately Disclose Privately	FTP for data exchange	PGP Encryption
Back Up	Data Dimensions	Netrix LLC Alsip II	Back Up Offsite Yes	Back Up Offsite and redundancies
Insurance	Yes	Yes	Yes	Yes
PCI	Insta Med Level 1			720,000 credit card transactions annually. Level 1 service provider. Third Party Audit of compliance
Breach Reporting	Yes	Yes	Yes	Yes
Internal Audit	10% of Claims		10-50% of Claims	SSAE -16 Audit 40,000 transaction through Quality review
DFI Audit	2 of 5	SOC 1 Type II Audit Annually		
Staffing	2 Shifts 5:30AM to 1:30AM M-F	5:45am to 10:45PM 7 days except holidays	Phone Sundays at 4:30PM to Fridays at 5:30PM	Normal business hours Monday - Friday 8AM to PM
Customer Service Phone	Phone 6AM to 10PM M-F	Phone 7:30am to 7:30PM English and Spanish		
Implementation	4 Weeks	5 Weeks	4 Weeks ePCr	8 weeks
Collection Services	No	No	Yes	
Fees	7.93% (6.16% billing and 1.77% EPCR)	4.42%	7.25%(5.5% billing and 1.75% ePCR)	5.90% (3.75% for billing and 2.15% for ePCR)
	All except collections Collections > 120 days TRIP		24% 120-180 days 33% >180 days	
Billing	Invoice 48 hours Second Invoice 30 days Third Invoice 30 days Fourth Invoice after 15 days	Invoice 48 hours Letter 30 days after invoice Statement 30days after letter Letter 30 days after Statement	Invoice 48 hours Second Invoice 30 days Third Invoice 30 days PreCollection 30 days	Invoice 48 hours Second Invoice 30 days Third Invoice 30 days PreCollection 30 days
	Outside Collection	Final Notice 30 after 2nd Letter Phone call after final notice Outside Collection	120 days outside collection or LifeQuests Collection Dept	Three self pay statements and one collection call over a 90 day time frame Outside Collection Agency
Cash Collections	Remote Capture and ACH	Regular Deposit and ACH	Regular Deposit and ACH	Lockbox and ACH
Credit Cards	Yes	Yes	Yes	Yes
Customers	City of Fond Du Lac City of Sheyboygan NorthShore	City of Beloit City of Janesville Portage County City of River Falls City of Waukesha City of Wauwautosa	City of West Allis City of Eau Claire City of Racine	City of Cincinnati, Ohio Fairfax County Virginia City of Columbus Ohio Nassau County New York Montgomery County Maryland
Year 1 Software Image Trend		\$52,750.00		
Annual Fees		\$14,500.00		
Hardware		\$5,325.00		

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

RESOLUTION OF PUBLIC HEALTH & SAFETY COMMITTEE	
Approving the award of a five year contract for EMS Billing and Collection Services and related Electronic Patient Care Reporting System to PTS Services, Inc. A McKesson Company	
Committee Action:	Pending
Fiscal Impact:	Based upon the 2015 collections the annual fee will be \$89,803.
File Number:	08-0923
Date Introduced:	February 23, 2016

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Will result in a budget savings of \$15,500 in 2016
	<i>Included in Budget:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: approximately \$90,000 annually</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"/>		

WHEREAS, the City issued an RFP and received four competitive proposals for EMS Billing and Collection Services and related Electronic Patient Care Reporting System; and

WHEREAS, the proposals were evaluated by Finance and Fire Staff with a recommendation to enter into a contract with PTS Services, Inc. a McKesson Company; and

WHEREAS, your Finance Committee has reviewed and recommends awarding a five year contract with PTS Services, Inc, which submitted a comprehensive quality service proposal for the most economical price.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau that PTS Services, Inc. be awarded a five year contract for EMS and Collection Services and related electronic patient care reporting system;

BE IT THEREFORE RESOLVED that the appropriate City officials are hereby authorized and directed to draft and finalize for later approval by the Common Council an agreement between the City of Wausau and PTS Services, Inc for EMS and Collection Services and related electronic patient care reporting system.

Approved:

James E. Tipple, Mayor

Pricing Analysis

Pricing Feature	Market Drive	DevNet	Vision
Software (Application System License)	\$43,536 – Based on # of Improved R.E. Parcels and provided # of P.P Accounts & Unlimited Users Amount Not Accurate	\$42,491.25	\$80,000 – Based on 18,000 R.E. Parcels, 1,800 P.P. Accounts & 12 Users
Field Data Collection Software	Check-In/Out Function of Standard Software Included	\$2,864 – (4 Users)	Live Access of Standard Software with Air Card All Properties
Field Data Tablet Option	No Detailed Information Provided	?	\$5,000 – Software Only (6 units) \$6,000 – Additional Annual Maintenance (\$1000/unit/yr.)
Additional or Other 3 rd Party Software	\$1645 NCCSS (Statistical Analysis Software) - \$329/user(5) \$1975 Crystal Reports – \$395/user(5) \$3,000 GIS Module (6@ \$500)	\$1,500 - View Image License \$3,000 - wEdge Web Inquiry	GIS Module Included
Commercial Cost Estimator	Included – RS Means "Sq. Ft. Estimator" \$2000 – RS Means "Cost Works" - \$400/license(5) Included (not updated, instructed not to use) – Marshall & Swift \$5000 – Commercial M&S	\$322.25 – Marshall & Swift	\$5,000 – Commercial M&S
Residential Cost Estimator	Included – WPAM \$5,000 – Apex Interface (Does not convert Commercial Properties Typically.)	?	Included - WPAM \$5,000 – Apex Interface Vision Sketch Tool Included (Option to Use either Apex or Vision sketch tool, Apex Interface required to read current sketch files)
Sketching Software Interface			
Customizations (Maximum Range of Estimate)	\$33,000 (estimate)	?	\$15,000 (estimate)
Project Management	Included = 1 person	\$10,000	\$15,000 = 8 persons
Installation	Included = 4 persons	Included	\$2,000 = 32 persons
Interface Development/Conversion	\$24,000	\$10,000	\$32,000
Configuration & Testing	Included	Included	\$10,000

Pricing Feature	Market Drive	DevNet	Vision
Training	\$6,960 – 4 days	Included	\$10,000 – 7 days
TOTAL 1st YEAR COST	\$126,116	\$73,992.50	\$174,000
Maximum Value of Possible Discounts	0	0	(\$18,000)
TOTAL 1st YEAR COST w/DISCOUNTS	\$126,116	-	\$156,000
Maintenance – Year 2	\$10,884 (based on \$0.75 per Improved Parcel)	\$24,570.78	\$17,600 (1 st Two Years Frozen then possible 4% increase per year max)
Maintenance – Year 3	\$10,884	\$24,596.56	\$17,600
Maintenance – Year 4	\$10,884	\$24,622.34	\$17,600
Maintenance – Year 5	\$10,884	\$24,635.23	\$17,600
Maintenance – Year 6	\$10,884	?	\$17,600
Maintenance – Year 7	\$10,884	?	\$17,600
Maintenance – Year 8	\$10,884	?	\$17,600
Maintenance – Year 9	\$10,884	?	\$17,600
Maintenance – Year 10	\$10,884	?	\$17,600
Total Maintenance (9 years)	\$97,956	?	\$158,400
TOTAL 10-YEAR LIFE	\$224,072	\$296,786.94	\$314,400
Customizations	\$120/hr.	?	\$1200/day
Support	\$120 hour – Programmer \$60 hour - Application	Included	Included
CCITC Resources (estimated)			

Employee Evaluation of Product Functionality (Based on Product Demonstrations)

Employee Name / Product Rank & Scores	Market Drive	DevNet	Vision	
Nan - Assessment	2	48.10	24.80	75.70
Rick - Assessment	2	56.20	60.00	91.40
Tim - Assessment	2	71.90	64.30	85.20
Jeremy - Assessment	1	70.50	29.00	66.20
Julie - CCITC	1	68.90	52.20	57.80
Dan - GIS (Rating Only)	2	-	-	-

Demonstration and Proof-of-Concept

1.0 PROJECT BACKGROUND

High-level requirements for automated CAMA system are below. Explain how your organization will deliver the following.

Key Functional Criteria	Market Drive	DevNet	Vision		
The system allows for custom home page definition for viewing and managing assigned activities per individual user preference. Various components of the system can be viewed/accessed through the home page (providing proper security is assigned).	C	This is not something you can do yourself with our software. However, we can create a 'home page' to your specifications and include it with the software. Estimated Cost (24 - 40 hrs. @ \$120/hr.) = \$2880 - \$4800	Y	Y	Via My Screen Tool
The system has standard tracking mechanisms for capturing record adds, deletes, updates, etc., by user, date and time (with reporting on these items).	Y	Y	Y	Y	
Ability to handle assessment function for more than one municipality.	Y	Our software was built from the very beginning to handle multiple municipalities. Most assessors who use the software do so for more than one municipality.	Y	Y	
Ability to do queries and ad hoc reporting based on user-defined fields that have been defined.	Y	Y	Y	Y	

Key Functional Criteria		Market Drive	DevNet	Vision
Ability to create/relate notes to any data changes made.	Y		Y	Y
Ability to interface to systems via web services or API calls.	Y		Y	Y
Ability to retain and index by ESRI GEO code, City Parcel ID number, situs address and owner's name.	Y		Y	Y
Ability to reconcile assessment to taxation	Y		Y	Y
Ability to convert all existing data from Sungard PS Appraisal Plus	C	We will be writing a program to convert your data from Sungard to our CAMA software.	Y	C We will need to obtain from the City the electronic data in an ASCII file format along with an unambiguous file layout. For sketches, we will need the traverse/string language provided in a non-proprietary format.
Ability to have several security levels (e.g. Administration, maintenance, corrections, and associate levels).	Y		Y	Y
Ability to restrict access at field level. (e.g. SSN, income data, secure name).	Y		Y	Y
Ability to control exposure to non-finalized value data (related to year-end) based on date.	Y		Y	Y
Ability to be year dependent for changing rules capturing all history of previous years.	Y		Y	Y Via Multiple Schemas
Ability to maintain legal description.	Y		Y	Y
Ability to track division status through entire process.	Y		Y	Y
Ability to track comprehensive parcel history.	Y		Y	Y
Ability to duplicate common data across multiple parcels (e.g. owner name, billing address, plat name, assessed values, remarks, legal description, lot data).	Y		Y	Y Via Subdivision Wizard Tool
Ability to bring information forward from old parcels to new parcels with override capabilities.	Y		Y	Y
Ability to import appraisal data and values from other applications	Y		Y	Y
Ability to have an inspection reminder for the assessor/appraiser.	Y		Y	Y
Ability to prevent old parcel numbers from being reused, link old parcel with new parcel number preserving parcel history for tracking.	Y		Y	Y
Ability to maintain division history such as: parcel numbers, legal descriptions, ownership/transfer, etc.	Y		Y	Y

Key Functional Criteria	Market Drive	DevNet	Vision
Support automated workflow for property owner transfers, by interfacing to/from the recorded documents from State eRetr system: Grantor, Grantee, Legal Description, Document Number, Parcel Number, Document Type, Date of Record, Transfer fee.	Y	C	Y
Set up Real and Personal Property classes to meet Wisconsin DOR requirements for mandated reports that are due to the State of WI Department of Revenue.	Y	Y	Y
The ability to have more than one change code per parcel (example: building removed, new construction and revalue)	Y	Y	Y
Ability to track and summarize the change codes for special reports and the MAR Report for the State DOR.	Y	Y	Y
Ability to change prior years for assessment changes.	Y	Y	Y
Solution conforms to WI state legislation and DOR rules & regulations and USPAP	Y	Y	Y
Workflow Checks & Balances to reconcile tax roll, Preliminary Value, Checked Value, Final Value flags	Y	Y	Y
Ability to assign specific parcels to specific appraisers or work groups by property type or area.	Y	C	Y

DevNet: We do currently have this functionality setup where the city can send the state CAMA information for sales and then also export to send the building data. Some customization may be required but it would be minor.

Vision: Via a Custom Interface on a fee for service basis
We are currently pulling over the Document Number and the DOR Sales Code as requested by the members of the Consortium as part of the PAD Interface.
No Additional Cost

DevNet: This will be added as part of the implementation.

Vision: Schedule for completion by the end of Q3 in 2013
Still in development due to changes recommended by the Consortium. We are providing an attachment that explains the modifications that need to be made based off of the reason codes for the MAR and how they correlate with the Reason codes for the Assessment Notices. (see the attached Spreadsheet).

DevNet: Schedule for completion by the end of Q3 in 2013
Completed.

Vision: Schedule for completion by the end of Q3 in 2013
A majority of the WI state legislation and DOR rules are completed. We are finalizing the remaining reports and ratio display based on additional feedback from the Consortium. Our system conforms to USPAP standards.
Completed

Key Functional Criteria	Market Drive	DevNet	Vision
Ability to bypass re-assessment and do special selection for physical re-appraisals. This needs to be customizable on an annual basis.	Y	Y	Y
Ability to flag parcels for appraiser follow-up by separate codes.	Y	Y	Y
Ability to track and document properties with special situations and data need (e.g. mold, meth labs, contamination, etc.).	Y	Y	Y
Ability to apply the construction stage (partials) of completion, by percentage, on building segments or whole structure.	Y	Y	Y
Ability to do trial studies and recalculations with full or partial database within QA environment.	Y	Y	Y
Ability to define neighborhoods geographically and/or by plat and property type.	Y	Y	Y
Ability to mass renumber neighborhoods	Y	C	Y
Ability to mass assign new tax key numbers through out city ie based on a location grid etc	Y	Y	Y
Ability to calculate value/factors by neighborhood and property type.	Y	Y	Y
Ability to schedule appointments for the appraisers and field technicians for interior inspections	Y	C	Y
Link the parcel data with appointment schedule.	Y	C	Y
Ability to have support staff and appraiser schedule appointments.	Y	Y	Y
Mailing Label Feature & Tracking – ability to select any variable of fields in the CAMA system to customize mailing labels or reports.	Y	Y	Y

Ability for external user to access data using a "guest" account or as a registered user.	Y	Two Ways to Connect: 1. Municipality pays \$15.00 / 1000 parcels per year = \$307.50 Or 2. Public pays \$1.20 per report (Convenience Fee)	Y		Y	Via utilization our Web Hosting Module In reviewing this requirement, we discovered that we had interpreted it incorrectly. A "guest" account or a registered user can be set up using the Admin Security Tool in the Vision CAMA System to define what data is available for these group settings. Up to 12 users at no additional cost.
Ability to look up a record by parcel, address, owner alias, and point-driven location on a map.	F	Opening the parcel record in CAMA from a GIS parcel map will be part of our enhanced GIS integration that we are working on for Feb 2014	Y		Y	
Validation in place to flag an inspection request	Y		Y		Y	
Ability to calculate formulated/percentage of market value. (ie Class 5&5m, land use restrictions and partially exempt parcels)	Y		C	This will be included as part of the implementation at no additional cost.	Y	

2.0 CAMA FUNCTIONALITY

This section includes a list of specific system functional requirements. The system shall have the following components and capabilities

2.1 Property Listing

Key Functional Criteria	Market Drive	DevNet	Vision
PROPERTY CHARACTERISTICS			
REQUIRED ON ALL PROPERTIES School District, Class Code, Property Use, Neighborhood Code, Subdivision Code, Aldermanic District, Year Assessed, Parent Parcel, Historic District, Doornage, BID District, I & E Filed, Valued By Field, Entrance Code, Viewed Date, Survey on File, Plans on File, Map Reference Field, TIF District, Storage for Digital Plans, Storage for Appraisals, plus additional user defined fields	Y	Y	Y
RESIDENTIAL Units, Stories, Style, Ext Wall, Year Built/Age, Year Remodeled, Effective Age, Basement, Finished Basement,	Y	Y	Y

Key Functional Criteria	Market Drive	DevNet	Vision
<p>Air, Fuel, Rooms, Bedrooms, Family, Full Bath, Half Bath, Additional Fixtures, Total Fixtures, Kitchen Quality, Kitchen Condition, Bath Quality, Bath Condition, Masonry Adjustment, Masonry SqFt, Rec Room, Rec Room Quality, Unfinished Area, FP Stacks, FP Openings, Metal FP, Basement Garage, Add Feature, Grade, C & D, CDU, Dep Table, Dep Pct, Basement Courses, Wall Construction, Whirlpool, Sauna, Hot Tub, Central Vacuum, Alarm Sys, Sprinkler, Exposed Basement plus additional user defined fields</p>			
<p>COMMERCIAL Group Code, Bldg Use, Perimeter, Stories, Quality, Roof Type, Ext Wall, Interior Finish, Rooms/Units, Baths/RR, Air, Heat, Frame, Elevator Adjustment, Story Height, Year Built, Remodel Year, Effective Age, Condition, Depr Table, Pct Cond, Observed Condition Code, Functional Obsolescence, Economic Obsolescence, Override, Appraiser, Appraisal Date, Sprinkler, Lateral Size, RR Spur plus additional user defined fields</p>	Y	Y	Y
<p>Data entry shortcuts – When setting up an account, the system shall provide data entry shortcuts, such as a button if mailing address is same as property. The system shall allow for the "Windows Standard" Cut/Copy/Paste functionality of all data.</p>	Y	C	Y
<p>Ability to bring in property description information from outside source (i.e. MLS, CoStar)</p>	Y	Y	Y
<p>Ability to update multiple parcels at the same time</p>			
<p>Ability to display relationships between parcels geographically</p>			
<p>Ability to store additional assessment information as needed.</p>			
<p>ADDRESSING</p>			
<p>Ability to perform mailing and address verification for real estate and personal property to include items listed below:</p>			
<p>Property Address – Ability to record multiple addresses per parcel, including assignment of primary address.</p>	Y	Y	Y

Estimated Cost (24 – 40 hrs. @ \$120/hr.) = \$2880 - \$4800
Available option, unlikely to use.

We do allow for the standard cut/copy/paste functionality, however would need to customize the button if mailing address needing to be the same as the property.

Via a Custom Interface on a fee for-service basis
Without knowing the specific file formats for these outside systems it is difficult to determine an exact price. However, we estimate \$3,000 - \$5,000. We can define the exact scope during project workshops.
Available option, unlikely to use.

Key Functional Criteria	Market Drive	DevNet	Vision
Ability to see and track historic assessment data with complete change history for multiple years.	Y	Y	Y
Ability to have table-driven codes defined for rates and factors, parcel appraisal codes, classification codes and allow relationships to be built between them.	Y	Y	Y
Residential and Commercial: Ability to determine/calculate market value by: Sales/Market data Income data Cost data Market Driven Cost	Y	Y	Y
Ability to set property attributes/use on multiple records per parcel, including user-defined fields. (i.e. Adding some data to multiple parcels).	Y	Y	Y
Ability to have remote/wireless mobile data collection functionality.	Y	Y	Y
Ability to keep private, public, and income (multiple) notes per parcel. (Income is confidential and secure in some cases, private is internal, public is public).	Y	Y	Y
Ability to control what is printed on field or electronic property record cards.	Y	Y	Y
LAND APPRAISAL			
The land valuation module shall include all classes of properties.	Y	Y	Y
The program shall have the capability to value a single parcel with multiple land types and zoning types.	Y	Y	Y
The CAMA system shall provide land tables for residential, commercial, industrial, multi family and agricultural land using units of comparison found in acceptable appraisal practice (i.e. square foot, front foot, depth factors, etc.)	Y	Y	Y
The land tables shall also account for size adjustments, other factors that influence values, site value and multiple values per parcel.	Y	Y	Y
The system shall also provide additive adjustments, both positive and negative for location and other physical attributes.	Y	Y	Y
A summation of all adjustments is also required. These influence factors should be in a user-defined table.	Y	Y	Y
The CAMA system shall allow land use and zoning to be entered in the land valuation module. The CAMA system shall use this information when valuing the land.	Y	Y	Y
	Highest and best use is used to value land. Zoning is recorded but not used directly for valuation. Highest and best use takes into account what is allowed by zoning.		

Key Functional Criteria	Market Drive	DevNet	Vision
Ability to specify/land soil classification, to breakdown to tillable vs. non-tillable and to associate farm programs and class of property.	Y	Y	Y
Ability to analyze and adjust land valuation characteristics individually.	Y	Y	Y
Ability to have user defined fields and selectable unit of measure: e.g. <ul style="list-style-type: none"> ○ Water attributes <ul style="list-style-type: none"> ▪ Lake frontage primary ▪ Lake frontage secondary ▪ Lake View ▪ Lake Access ▪ River frontage primary ▪ River frontage secondary ▪ River View ▪ River Access ○ Square feet ○ Front/depth footage ○ Acreage ○ Land to building ratio ○ Adjustments for contaminations ○ Aggregate ○ Non-buildable/non-conforming lot ○ Easement acreage ○ Lack of off-street parking 	Y	Y Some customization may be required for the land to building ratio, aggregate and lack of off street parking. This will be included as part of the implementation at no additional cost.	Y
BUILDING APPRAISAL			
Ability to analyze building valuation characteristics individually and/or the ability to use separate approaches to value for each structure for parcels with multiple buildings.	Y	Y	Y
Ability to apply depreciation to selected features and other buildings.	Y	Depreciation applies to entire building but each building can be depreciated separately.	Y
Ability to apply dimensions, effective age, and conditions to selected buildings on same parcel or secondary buildings on same parcel.	Y	Y	Y
VALUATION APPROACHES:			
Multi Year Valuation – The CAMA system shall have the capability to retain and provide accurate assessment data for all years that the City uses the CAMA system. Each assessment year must retain data integrity to allow reproduction of historical information.	Y	Y	Y
Annual Reassessment – The CAMA system shall provide ongoing annual reassessment capabilities.	Y	Y	Y

Key Functional Criteria	Market Drive	DevNet	Vision
Value Adjustments – The system shall give the user the option of adjusting values without manipulating data. There needs to be a field to enter in override values. (This may be used for Board of Review decisions.)	Y	Y	Y
The CAMA system shall have the capability of performing Multiple Regression Analysis and/or feedback.	3P Market Drive has several built-in analysis reports which stratify and measure the overall level of assessment, coefficient of dispersion, price related differential, etc. It also integrates with NCSS for things like multiple regression. Additional Cost See Pricing Analysis above for NCSS 9 and Crystal Reports Costs.	Y	Y
Ability to distribute value between multiple parcels, handling multiple approaches. (One building on 2 or more parcels).	Y	Y	Y
Ability to use the sales comparison approach, cost approach, income approach and market approach for all improvement types including special purpose properties.	Y	Y	Y
Ability to reconcile valuation methods between all approaches.	Y	Y	Y
Ability to prepare an income approach following the WPAM (Miscosin Property Assessment Manual). A. Ability to create and update an income and expense database B. Ability to select comparable rents from an income and expense database C. Ability to create and maintain an overall rate database.	Y	Y	Y
COST APPROACH:			
Ability to prepare a cost approach using Marshall Valuation service.	Y 3P Marshall & Swift Commercial Cost Estimator 7 is built into the system at no additional cost BUT we are instructed not to use it. RS Means Cost Estimator has 2 products: 1. Cost Works (a more inclusive estimator) and 2. Sq. Ft. Estimator. We would need the Cost Works at an Additional Cost of \$400 per license (5 @ \$400=\$2,000) See Pricing Analysis above.	Y	Y
			Using the Marshall & Swift MVP Commercial Cost Calculator service.

Key Functional Criteria	Market Drive	DevNet	Vision
Ability to prepare a cost approach using WI-DOR Manual.	Y	Y	Y
The CAMA system shall include data management of cost valuation components for residential, commercial, industrial (manufacturing), and exempt properties.	Y	Y	Y
It shall have the ability to produce a printable and on-screen viewable cost valuation document showing the cost calculations on each property, the appraiser's adjustments and the final value determination.	Y	Y	Y
For residential properties, it shall provide for reconciliation between the cost approach and the market driven (sales comparison) approach with economic factors as well as the standard depreciation for age, condition and functional and economic obsolescence.	Y	Y	Y
For commercial properties, it shall provide for reconciliation between all approaches to value.	Y	Y	Y
The cost estimates shall be fully integrated with the market approach module to develop reports to study depreciation schedules, land rate schedules, neighborhood factors, date of sale adjustments and certain cost adjustment factors.	Y	Y	Y
The cost approach module shall compute value estimates based on standard appraisal methodology (acceptance by the International Association of Assessing Officers) with clear documentation for non-automated value computations and defense of values.	Y	Y	Y
The residential cost module shall use a standard set of cost tables. Base rates per square foot should be based on style, class, quality, number of stories, etc. The component costs shall be easily understood in terms of cost and depreciation. Depreciation shall operate via effective age schedules and observed condition.	Y	Y	Y
The commercial cost module shall incorporate cost tables from a nationally recognized cost service. Base rates per square foot should be based upon use/occupancy code, class, quality, and factor adjustments should be made for number of stories, wall heights, perimeter to area-ratio, local multipliers, cost multipliers and multiplicative adjustments for entrepreneurial profit. Additive adjustments for heat/air conditioning, special features, etc. should be applied. The component costs shall be easily understood in terms of cost and depreciation.	Y	Y	Y
The CAMA system shall provide on-line updating of the data management file with the cost estimates. This includes the capability, in the years following the revaluation, of pricing any additions or new outbuildings through the cost approach, and adding the depreciated value of the new improvements to the market-generated amount.	Y	Y	Y

Using the Marshall & Swift MNP Commercial Cost Calculator

Key Functional Criteria	Market Drive	DevNet	Vision
The CAMA system shall be adaptable to time and location indices as well as neighborhood and subdivision adjustment tables. The depreciation tables shall be developed on a citywide basis using the market and observed condition influences.	Y	Y	Y
Cost schedule additions shall not require program modifications. New codes shall be able to be added by updating cost schedules and data management tables.	Y	Y	Y
In addition to observed physical condition depreciation, the CAMA system will accommodate functional obsolescence (curable and incurable). Economic obsolescence and cost-to-cure either as a percentage calculation or as a lump sum subtraction must also be available.	Y	Y, 3P	Y
MARKET & SALES APPROACH:			
The market value approach shall appraise individual properties and permit its use as a mass appraisal tool. Weights, percentages and dollar amount adjustments, and selection criteria should be user-definable.	Y	Y	Y
Typical weights, percentages, and dollar amounts at the time of installation. Prior to system acceptance, the Firm shall demonstrate to the City's satisfaction that these items can be modified to produce defensible values for Wausau properties.	Y	Y	Y
We are looking for the ability to assign weights to individual sales. For instance, there should be a default setting for weighing. The ability to assign a higher weight to the sale of the subject should be an option.	Y	Y	Y
The commercial market approach shall include the analysis and use of the standard units of comparison for various types of commercial properties. The Firm shall detail capabilities for this function. Adjustments for differences between the comparables and the subject must be available	Y	Y	Y
The CAMA system shall be able to produce comparable sales reports for viewing on-line and via hard copy. The comparable sales reports shall include a photograph of the subject property and the comparables. Users should have the ability to select the property characteristics that are used in selecting comparables. These property characteristics should be included in the reports that are viewed on screen and printed	Y	Y	Y
	The system automatically assigns a higher weight to the sale of a subject property. If you do not like the automated method once you see and play with it, we will have to add the ability to override it. (Andy stated he will not charge to change this feature because he stated in the RFP a Y)		

Key Functional Criteria	Market Drive	DevNet	Vision
<p>Ability to capture property data as of a sale date.</p>	Y	Y	Y
<p>Ability to prepare a sales comparison grid with ability to automatically or manually select sales from a sales database.</p> <ul style="list-style-type: none"> • Ability to adjust comparables on this grid based on differences in property characteristics, including but not limited to adjustments by dollar value or percent of sale price • Ability to time adjust sale prices on the above grid. • Ability to compare properties on the above grid based on various units of comparison. (per square foot, per unit, etc) • Ability to weight each sale based on comparability <ul style="list-style-type: none"> o Simple Mean o Weighted mean 	<p>All adjustments are made automatically. Weighted mean is done automatically. Simple mean not used.</p>	C	Y
<p>INCOME REQUIREMENTS</p> <p>Income approach shall support the individual and mass appraisal of commercial, industrial and multi-family properties as well as exempt properties.</p> <p>The CAMA System shall provide for direct and indirect capitalization and residual techniques. It shall provide for rate extraction, maintenance of income and expense data (actual and market), units of comparison analysis, and gross income treatment of excess land in the income approach.</p> <p>For multi-family commercial properties (four units and above), a GRM methodology is also required. The income approach shall be fully integrated with the other approaches. There shall be tables (number and percent) available for various types of income (actual and market), vacancy (actual and market), expenses (actual and market) and overall cap rate by neighborhood and use. Table driven multipliers shall be available.</p>		C	Y
<p>Ability to store multiple years' income and expense data.</p>	Y	Y	Y
<p>Ability to adjust cap rate, vacancies, and expenses by building type, size, age (should be table driven).</p>	Y	Y	Y
<p>Ability to breakdown expenses by categories (e.g. reserves, tenant improvements, management fees, etc.).</p>	Y	Y	Y
<p>Ability to enter market and actual income data.</p>	Y	Y	Y

Key Functional Criteria	Market Drive	DevNet	Vision
<p>Ability to assess properties by trend analysis based on stratified property characteristics or building type codes, and user-defined neighborhoods.</p> <p>Ability to capture rent info from Personal Property form without re-entry</p>	Y	Y	Y
<p>Ability to do a Discounted Cash Flow analysis.</p>	<p>C</p> <p>In our software, an income valuation can be based on actual or market (typical) income and expenses. Rents from the personal property form are used to verify information reported by a property owner on an income survey. They are not used directly as actual income. We can enhance the software to do this but will have to work with you on you want to handle the problems doing so.</p> <p>Estimated Cost of Customization = \$1800 (\$120 @ 15 programmer hours)</p>	<p>C</p> <p>Some customization may be required.</p>	<p>C</p> <p>Via a Custom Interface on a fee for service basis</p> <p>We are currently working with the Consortium to develop functionality that will import income information from CAMMA to the relevant account in Personal Property.</p>
<p>Ability to do a Discounted Cash Flow analysis.</p>	<p>F</p> <p>This functionality will be available at no additional cost.</p> <p>Andy stated it is not available now, but will be available in the future at no additional cost to Mausau because he stated in the RFP a Y.</p>	<p>C</p> <p>Some customization may be required.</p>	<p>F</p> <p>This functionality is scheduled to be added in this calendar year. Discounted Cash Flow analysis is currently scheduled to be completed in 2014. This requirement was originally on our roadmap for 2013. However, our current client implementations did not require this as a priority and we focused on higher priority items. No Additional Cost.</p>
<p>STATISTICAL ANALYSIS</p> <p>Statistical analysis by all sales, assessment area (geographic location), property type, value range, tax key range, or any other selected property attribute or a combination of attributes. Ability to do sales ratio studies, including:</p> <ul style="list-style-type: none"> Mean Median Aggregate ratio Coefficient of Concentration Coefficient of Dispersion Price Related Differential Standard Deviation by Classification Coefficient of Variation 	Y	Y	Y

Key Functional Criteria	Market Drive	DevNet	Vision
Ability to create "What if" sales analysis for new appraisal factors and rates.	Y	Y	Y
Ability to create sales files that maintain property characteristics at the time of sale.	Y	Y	Y
The ability to trend using user definable fields and characteristics. The system should have the capability to trend land and building assessments individually or in mass as a valuation technique and/or to adjust reassessed properties.	Y	Y	Y
Ability to use previous year value or hypothetical previous year value in sales study.	Y	Y	Y
Transfer processing/screening. Ability to hold review codes in CAMA system (mirroring PAD system criteria established by DOR).	Y	Y	Y
EXEMPTS			
Ability to code parcels for exemption type.	Y	Y	Y
Ability to value exempt parcel for informational purposes.	Y	Y	Y
Ability to analyze exempt parcels by type, estimated value, and building characteristics.	Y	Y	Y
Ability to view exemption materials based on parcel number, PP account, etc.	Y	Y	Y
Ability to have user-defined exempt codes.	Y	Y	Y
Ability to scan and store exempt request forms and supporting documents with link to parcel.	Y	Y	Y

Key Functional Criteria	Market Drive	DevNet	Vision
Create and Track bi-annual exemption mailing and create bi-annual exemption report for WI-DOR	Y Our software currently generates a pre-filled tax exemption report that you can send to all owners of tax exempt property. It also keeps track of who filed (returned) the form and who did not. Software does not currently create the bi-annual report that the clerk files with the state. This report can be created for an estimated \$1800 (\$120/hr. for approximately 15 hours of programmer time).	C Some customization may be required.	Y Schedule for completion by the end of Q3 in 2013 In reviewing this requirement, we discovered that we had interpreted it incorrectly. Using the mail merge function within the Vision CAMA System, Notices for the applicable owners can be generated and select data from the CAMA System merged into the mailing created in Word. A copy of these mailings can then be automatically attached to the applicable parcel or owner record as an Associated Document and the mailing can be tracked in the Correspondence History/File in the Vision CAMA System. The bi-annual exemption report has not yet been raised by the Members of the Consortium. No Additional Cost
PERSONAL PROPERTY			
State Form Data Elements – Entering data shall follow the State of Wisconsin approved form. Data entry by schedule and line shall follow the form sequence.	Y	Y	Y Schedule for completion by the end of Q3 in 2013 Completed
Data Rollover - The CAMA system shall facilitate annual data rollover including automatic input of schedule data from previous year.	Y	Y	Y
Historical data integrity- Information from each year should be able to be locked and unlocked so no unauthorized data changes can be made. The systems shall copy all data from one year to the next at year end rollover. Data within personal property schedules will be carried to the next year and placed in the correct line. This function will facilitate pre-filling of forms for initial mailings.	Y	Y	Y
Default and Minimum Assessed Values – The system shall have the ability to allow rounding of values to the nearest \$10 or \$100. The system shall also have the ability to set assessment parameters for assessed value.	Y	Y	Y

Key Functional Criteria	Market Drive	DevNet	Vision
<p>New Fields – The system shall have all data fields from the current State of Wisconsin approved form, PA-003. The system shall also provide additional fields as follows:</p> <ul style="list-style-type: none"> • Date Form was Received/Filed • Extension Date • Date Valuation Completed • Appraiser Name • Contact Person • Contact Phone Number • Contact Email Address • Manufacturing Assessed – (Yes/No) • 1st Year Assessed Field – (Year) • Out of Business Field – (Year) • FKA (for name changes could be several) • AKA • Years Doomed • Active vs. Inactive • Notes • Room for additional user defined fields 	<p>Please note: we do not currently have support FKA.</p>		Y
<p>Copying of Accounts – The system shall be able to copy an account if a business is sold. The copy function shall copy all data related to an account. The ownership will need to be updated by the appraisers after the copy function has been completed.</p>	<p>In our system, you can renumber and/or change the ownership of any account that is sold. All information comes with it.</p>	Y	Y
<p>Ability to view all personal property accounts associated with a specific tax key number.</p>		Y	Y
<p>The ability to track exempt and state assessed businesses is also required.</p>		Y	Y
<p>Data entry shortcuts – When setting up an account, the system shall provide data entry shortcuts, such as a button if mailing address is same as property. The system shall allow for the "Windows Standard" Cut/Copy/Paste functionality of all data.</p>		Y	Y
<p>Printing – The system shall allow the user to print the schedules with owner's name and last year's data showing up on the correct line of the schedules. These forms will be mailed to property owners in December to gather new data and corrections. (2 sided stapled)</p>		Y	Y
<p>Track leasing companies and leased items</p>		Y	Y
<p>Reports – The CAMA system shall have the ability to run reports so users can find missing data or errors.</p>		Y	Y

2.3 Reports and Audits

Explain how your organization will meet the following requirements:

Key Functional Criteria	Market Drive	DevNet	Vision
Includes the following reference reports (by date range): "New parcels" <ul style="list-style-type: none"> • Deleted/Inactive Parcels • Shifts in Class • Assessment roll (incl. TIF, manufacturing) • Address cross-reference • Owner cross-reference • Labels 	Y	Y	Y
Ability to enter information necessary for submittal of a digital statement of assessment in a state prescribed format, including: <ul style="list-style-type: none"> • Final board of review date • Omitted real estate values • Omitted personal property values • Palpable error 	Y	Y	Y
Reporting to allow for assessment reporting changes by year (2009 vs 2010, change amounts) Download data into State of WI mandated reports.	Y	Y	Y
Electronic file cabinet – ability to track by parcel ID number.	Y	Y	C
Ability to re-assess residential and commercial properties/apartments and send notices, income requests, sales requests and cost requests. (Building permit/new construction).	Y	Y	Y
			No Additional Cost.

Key Functional Criteria	Market Drive	DevNet	Vision
Solution supports automatic file/report generation upon completion of certain tasks	Y	C	Y
Supports automated ad-hoc reporting and query system	Y	3P	Y
Ability to query by 1 st or 2 nd ownership line or mailing address lines.	Y	Y	Y
Ability for the system to use template documents to send form letters etc.	Y	Y	Y
Ability to create reports by TIF number, school district number and Sanitary District.	Y	Y	Y
Ability to conduct in-house printing of assessment notices. (Individual notice as well as mass)	Y	Y	Y
Ability to conduct in-house printing of property record cards. (Individual card as well as mass)	Y	Y	Y
Ability to conduct in-house printing of customer surveys/QA letters.	Y	Y	Y
Ability to produce vendor print file for assessment notices.	Y	Y	Y
Ability to set an indicator to by-pass printing of assessment notices.	Y	Y	Y
Ability to do on-demand and batch printing.	Y	Y	Y

2.4 Data Downloads

Key Functional Criteria	Market Drive	DevNet	Vision
Ability to export data with user defined criteria and format.	Y	Y	Y
Need flexibility for standard and ad hoc requests.	Y	Y	Y
Need adequate documentation for file and field layouts, encryption, and redaction.	Y	Y	Y
Ability to import multiple file formats. Please list accepted file formats	Y	Y	Y

Via Custom Interfaces with:
Excel
Access
ASCII Fixed Width
ASCII CSV
XML

Key Functional Criteria	Market Drive	DevNet	Vision
Ability to push data to State, County, etc., electronically.	Y	Y	Y
Ability to electronically export data to the Wisconsin PAD system for sales data at any time during the current assessment year using the PAD XML interface.	Y	Y	Y
Ability to link to online mapping service	Y	Y	Y
Ability to selectively display information to web users based upon user ID or group.	Y	Y	Y
Supports web access to external entities	Y	C	Y
Ability to archive data.	Y	Y	Y

Two Ways to Connect:
 1. Municipality pays \$15,000 / 1000 parcels per year = \$307.50
 Or
 2. Public pays \$1.20 per report (Convenience Fee)

Via our web hosting module or if existing City mapping service via custom interface.

Using the Report Writer within the Vision CAWA System, any combination of data can be extracted for export in a number of formats, e.g., Excel, Word to any online mapping service. The GIS Module within the Vision CAWA System also provides the tools to link to various online imagery services, namely Google Earth, Bing Maps, as well as Pictometry.

Via a Custom Interface on a fee for service basis

See the response above. Vision will be importing the sales file from the DOR to validate sales information. Once the sales have been validated and updated by the jurisdiction, an extract will be created and sent to the DOR (PAD).

No Additional Cost

Via a Custom Interface on a fee for service basis

Vision can be configured to allow external entities to login to the application. For security purposes, jurisdictions typically put the application server in the DMZ or secure it with VPN and occasionally utilize terminal services.

No Additional Cost

Key Functional Criteria	Market Drive	DevNet	Vision
Ability to protect sensitive data. (ie SSN Personal Property statement, transfer form, income/rent info)	Y	Y	Y

3.0 GIS Integration

Explain how your organization will meet the following requirements:

Key Functional Criteria	Market Drive	DevNet	Vision		
The CAMA system can be integrated with the City's ESRI-based GIS systems.	Y	Y	Y		
The system allows the user to perform a customer search in a GIS system using any or all of the following criteria but not limited to: <ul style="list-style-type: none"> • Building/house number • Street Direction • Street Name • Street Type • Street Suffix • Last Name • First Name • Parcel Number • Personal Property Acct Number • Location Number 	Y	Y	Y		
The installed system allows the user to open a CAMA record clicking on the parcel in the map in a GIS system and selecting which module to open.	N/F	This will be part of our enhanced GIS integration that we are working on for Feb 2014	C	This is dependent on the GIS functionality.	Y
The system is able to allow the user to select a set of properties in the map in a GIS system and change CAMA attributes on all those properties.	N/F	This will be part of our enhanced GIS integration that we are working on for Feb 2014	C	This is dependent on the GIS functionality.	Y
The system is able to work with a geo database.	Y	Y	Y		
When the user is viewing a record in the CAMA system, they are able to click on a 'show in map' button or something similar and automatically zoom into the selected property in a GIS system.	Y	Y	Y		
The system is able to display inspection requests in the map.	N/F	This will be part of our enhanced GIS integration that we are working on for Feb 2014	C	This is dependent on the GIS functionality.	Y

Key Functional Criteria		Market Drive	DevNet	Vision
The system is able to display objections filed in the map.	N/F	This will be part of our enhanced GIS integration that we are working on for Feb 2014	C	Y This is dependent on the GIS functionality.
Ability to interface with our current GIS application from a data sharing/accessing standpoint.	Y		Y	Y Via a Custom Interface on a-fee for-service-basis In reviewing this requirement, we discovered that we may have interpreted it incorrectly. Using the Report Writer within the Vision CAMA System, any combination of data can be extracted for export in a number of formats, e.g., Excel, Word to the current GIS application.
Ability to aggregate data for analysis.	Y		Y	Y No Additional Cost
Ability to create graphs and charts via the GIS and CAMA data.	Y		Y	Y
Ability to have user-defined analysis criteria.	Y		Y	Y
Ability to integrate with ESRI software product line (all CAMA modules).	Y		Y	Y
Ability to have real-time update to GIS.	Y		Y	Y Via a Custom Interface on a-fee for-service-basis In reviewing this requirement, we discovered that we may have interpreted it incorrectly. If the City has deployed ESRI's ArcSDE and exposes those feature sets to the Vision GIS module, Vision can allow users to see real time updates in the GIS database. No Additional Cost

Key Functional Criteria		Market Drive		DevNet		Vision
Ability to query any external data element in the solution through GIS (through a live link from PIN)	Y F		Y		Y	Via a Custom Interface on a fee for-service basis In reviewing this requirement, we discovered that we may have interpreted it incorrectly. Vision can display any external entity data through GIS assuming that data is spatial data and published or available as a feature set. No Additional Cost.
Solution is compatible with ArcGIS server 10.0 or higher	Y		Y		Y	Currently 10.1, testing 10.2
Solution supports unlimited number of GIS layers	Y		Y		Y	
Supports full integration with ESRI GIS, including both inquiry and update functionality	F 3P	This will be part of our enhanced integration that we are working on for Feb 2014 See Pricing Analysis for ESRI costs. Cost 1 user @ \$1,500 4 users @ \$500 = \$2,000 We require and currently have: 4 users @ \$1,500 = \$6,000 2 users @ \$500 = \$1,000	Y		Y	Inquiry – Yes, Cama Update – Yes, GIS Data Update Via a Custom Interface on a fee for service basis If the GIS Update is necessary, we estimate this interface to be approximately \$3,000 - \$5,000. We can define the exact scope during project workshops. Inquiry – Done Update - Available
The system is capable of validating street addresses and parcel information by interfacing with an ESRI GIS system.	C	Our software has an import tool that can add/update site addresses from a file and tell you what is changed. This file could come from a GIS system. Estimated Cost (24 – 40 hrs. @ \$120/hr.) = \$2880 - \$4800	Y		Y	Via a Custom Interface on a fee for service basis Since we submitted this Proposal, we are under contract to develop a standard approach to validating addresses from ESRI feature set data such as a street centerline feature set. This might be applicable to the City if the GIS feature sets are compatible to the standard. No Additional Cost.
The system is able to provide editing tools to automatically populate spatially related fields such as area, length.	Y	Our software has an import tool that can update land dimensions from a file (e.g. a file generated from a GIS system).	C	This would be custom and we would need further clarification.	N	
The user is able to color code work activities by work order action (or other work order data) based on an address or property type.	C		C	This would be custom and we would need further clarification.	Y	

4.0 INFORMATION TECHNOLOGY

Key Functional Criteria	Market Drive	DevNet	Vision
Ability to spatially link and track permits from Marathon county land records system	Y	Y	Y
Ability to spatially link and track permits or other features to elements in the GIS. Interfaces to GIS	N/F Estimated Cost (24 - 40 hrs. @ \$120/hr.) = \$2880 - \$4800 No Operation Maps as of Yet.	Y	Y Via a Custom Interface on a fee for service basis In reviewing this requirement, we discovered that we had interpreted it incorrectly. Using the GIS Module within the Vision CAMA System, parcel and related permits and other features can be queried and displayed in the GIS Module. No Additional Cost.
Interfaces To / From State Dept of Revenue - accepts files from DOR in format provided by DOR	Y/F AAR is being redeveloped to meet State requirements, currently does not meet State requirements.	Y	Y/F Via a Custom Interface on a fee for service basis Vision will be importing the sales file from the DOR to validate sales information. Once the sales have been validated and updated by the jurisdiction, an extract will be created and sent to the DOR (PAD). AAR is being redeveloped to meet State requirements, currently does not meet State requirements.
Interface to the Marathon County Land Records Tax Module, and Zoning Module	C Import files and talk with CCITC on acceptable format Estimated Cost (1 hr. @ \$120/hr. Programmer Fee) = \$120	Y	Y Via a Custom Interface on a fee for service basis In our Proposal, we included a batch export to the Tax Module in use. Using the Report Writer within the Vision CAMA System, any combination of data can be extracted for export in a number of formats, e.g., Excel, Word to update the Marathon County Land Records and/or Zoning Module. No Additional Cost.

Key Functional Criteria	Market Drive	DevNet	Vision
Ability to mail merge and use any available editor for correspondence	Y	Y	Y
Ability to save exported data into multiple file formats.	Y	Y	Y
Includes Import / Export Utilities - such as SQL Server Integration tool or XML	Y	Y	Y
Supports both Batch and Real time Integration	Y	Y	Y
Supports specific integration tools, such as Web Services	Y	Y	Y
Solution keeps data between separate modules in sync without need for manual triggers/intervention	Y	Y	Y
The creation of reports must not tie up the user interface for more than 1 minute. Report creation taking more than 1 minute should be done in the background with a notification presented to the user on completion.	Y	Y	Y
Customizations or enhancements are incorporated into future product releases.	Y	Y	Y
Escrow Agreement to access Source Code if necessary	Y	Y	Y
Ability to configure a user-defined "workspace" to organize and have access to frequently-used functions, workflows, reports, and other information	C	Y	Y
Ability to configure data entry screens to look like paper form/application (to allow for efficient data-entry)	Y	N	Y
Ability to customize data labels on screens	C	Y	Y
Software Configuration as opposed to Customization; Tailor the solution with configurable options, rather than source code modification	Y	Y	Y
Implementation includes safeguards for an efficient, accurate and easily verifiable data conversion	Y	Y	Y
Vendor provides proven Implementation Methodology and Tools	Y	Y	Y

Typically done with Microsoft Word

Escrow Agency fees will apply

Via My Screen Tools

Construction Detail and Land Detail Screens can be configured by the Client to look like paper form/application

We can tweak the labels for you. However, it may not be necessary as our software isn't a generic CAMA product but rather a solution built exclusively for Wisconsin.
Estimated Cost (24 - 40 hrs. @ \$120/hr.) = \$2880 - \$4800

Key Functional Criteria	Market Drive	DevNet	Vision
Database Management System: MS SQL Server is required	Y	Y	Y
Operating Systems / Technical Platform: MS Windows, IIS, .NET Framework or similar architecture	Y	Y	Y
Supports Multiple Environments: Test, Production, Training, etc. with supporting maintenance utilities (tools to copy data, etc.)	Y	Y	Y
System Deployment Model: Web-based or client based	Y	Client based (runs on Microsoft Windows)	Y
Solution supports configurable automated processing (no need for manual calculations, updates, processing etc.)	Y	Y	Y
Supports Batch Processing	Y	Y	Y
Solution includes all state and county required forms and electronic reports as developed reports (we do not want to be responsible for creating or maintaining them). Items include tax rolls, assessment rolls, assessment notices, personal/property form etc.	Y	Y	Y & C
Solution uses MS Reporting Services (SSRS) or Crystal Reports for end user reporting	Y	Y	Built-in Report Writer and MS Reporting Services
Ability to assign privacy level on user-created notes (viewable by user only, department only, all, etc.)	Y	Y	Y
Robust Security - User-based, Role-based, with configurable options to promote security adherence: expiring passwords, supports effective passwords, etc.	Y	Our security is pre-defined and based on user's role. User login works with Windows login so there is no need to log in twice. Whatever rules you apply to the user's Windows password will apply in Market Drive.	Y
Solution supports record-level security	Y	Y	Y
Vendor provides exceptional Technical Support.	Y	Y	Y
Ability for the system to support the use of effective dating, meaning the database tracks when changes were made and can reproduce the database records as of a given date	N	Y	N

Key Functional Criteria		Market Drive		DevNet		Vision
Supports address verification/standardization against a master table.	Y	Addresses are standardized as they are entered and then standardized and verified using delivery point validation. You can also update addresses from another source (e.g. from the county RPL) or a master list using our import tool.	Y		Y	
Virtual Server support (preferred)	Y	We have clients who use virtual servers and virtual clients, although we don't test them.	Y		Y	
List your support for in field devices (notebooks, iPad, iPhone, Blackberry, and Android).	Y	Any device that runs Windows will work	Y		Y	Tablet PC's that run Windows OS
Ability to create and maintain an environment of both parcel data and multipliers for both testing and disaster recovery	Y		Y		Y	

Total Functionality not available, in development or available at additional cost.						
		-25		-25		-9



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

Purchase of goods or services for no more than \$25,000 may be made without competition when it is agreed *in advance* between the Department Head and the Finance Director. Sole source purchasing allows for the procurement of goods and services from a single source without soliciting quotes or bids from multiple sources. Sole source procurement cannot be used to avoid competition, rather it is used in certain situations when it can be documented that a vendor or contractor holds a unique set of skills or expertise, that the services are highly specialized or unique in character or when alternate products are unavailable or unsuitable from any other source. Sole source purchasing should be avoided unless it is clearly necessary and justifiable. The justification must withstand public and legislative scrutiny. 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.

Ongoing Sole Source – 365 days One Time Sole Source Request

1. Provide a detailed explanation of the good or service to be purchased and vendor.

The purpose of this sole source request is to purchase 10 Motorola APX6000 digital portable radios with remote speaker mic attachments for patrol officer use. The first phase of radio replacement occurred in 2015 with the purchase of 14 Motorola APX6000 radios. The amount authorized for radio purchases through the 2016 Capital Improvement Program (CIP) is \$33,213.00.

Motorola APX6000 w/remote speaker mic = \$3,299.60 (each)

10 portable radio units = \$32,996.00

Vendor: Northway Communications
 105 East Oak Street
 Wausau, WI 54401

2. Provide a brief description of the intended application for the service or goods to be purchased.

This request is for the purchase of ten Motorola APX6000 digital portable radios with remote speaker/mic attachment which will be utilized by the department's patrol division officers and is a necessary and required piece of equipment for communication and officer safety. This purchase will continue the replacement process for all department portable radios as we transition from our current product to the

new Motorola product. The replacement process began in 2015 with the purchase of 14 Motorola APX6000 digital portable radios through Northway Communications.

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 Motorola radio units have proven, in our past experience, to be a superior product in relation to our current product (Tait); with increased reliability, performance, and experiencing significantly less downtime for repair/service issues. Secondly, and equally as important as the quality and reliability of the product, is the ability to have local service and product support. The local service and support would greatly improve our efficiency in addressing problems or customer support issues that may arise and would reduce the need for sending products to an out of the area service center for repair. The current product we are using as well as other, competing, products do not offer local service and product support and often require sending radios in to the company or a service center for repair or part replacement. In the case of our current vendor, this occurs on a routine basis and leaves us without a given radio for time periods ranging from two to over four weeks. Also, being able to access customer support locally and in-person will help us to avoid the arduous process of phone call and/or email customer support that we have experienced with our current vendor (Tait).

The local vendor for Motorola radios, Northway Communications Inc., is the certified Motorola provided for the entire Central Wisconsin area, with the next closest vendor being BayCom Inc., located in Green Bay, WI. We have partnered with Northway Communications in the past, as our previous equipment had been Motorola, and we were very satisfied with our experience with this vendor. With their in-house service and support team, Northway Communications has always been prompt and responsive to our needs.

Motorola radio products are in use by the majority of other public safety agencies throughout Marathon County and are compatible with our current radio transmission system. They are also a product with which Marathon County radio and communications specialist Alan Wisler is familiar with. Northway Communications is the only major brand, two-way portable radio sales and service company located in Marathon County.

Other portable radio products are offered by:

- Kenwood Communications: Closest dealer is located in Wisconsin Rapids, WI.
- ICom America: Closest dealers and service centers are located in Neenah, WI and Eau Claire, WI.

The portable radio is one of the most essential and necessary pieces of police equipment for the safety of our officers. Having access to a dependable piece of equipment that an officer can rely upon is essential to the safety and efficiency of our employees and operation. In addition, the ability to perform service and receive product support locally will minimize the down-time for our radios and the amount of staff time utilized to address issues that may arise. This has led us to continue pursuing Northway Communications as our vendor of choice for this sole source purchase request. Northway Communications offers in-house sales, service technicians, and product support and they are able to offer us a one-stop, local source that meets all of our needs for purchase and long-term customer support.

4. Describe your efforts to identify other vendors to furnish the product or services.

See response to question 5.

5. How did you determine that the sole source vendor's price was reasonable?

Motorola Inc. is the only manufacturer of these radios and limits distribution to their local representative at a given pricing. The current price offered by Northway Communications is the Wisconsin Counties Association (WCA) negotiated price between Motorola and State of Wisconsin government entities. This contractual price is the minimum required price that vendors are required to sell radios at to State of Wisconsin government entities who receive their funding from tax dollars. In addition to the quality and reliability that we have experienced in the past with the Motorola product, the ability to have local service and product support would greatly improve our efficiency in handling repair or customer support concerns and has led us to choose this local vendor.

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.

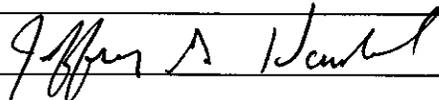
Department: *Police*

Preparer: *Ben Graham, Lieutenant*

Vendor Name: *Northway Communications Inc.*

Expected amount of purchase or contract: *\$32,996.00*

Department Head Signature:



Date:

02/12/16

Finance Director Signature:

Date:

CITY OF WAUSAU

Capital Improvement Program Request 2016-2020

Project Title:	Police Radios - Portable Motorola Radios	Plan Year:	2016
Classification:	Equipment	Department:	Police
Priority:	High	Contact Name:	Chief Hardel & Captain Bliven
Useful Life:			

PROJECT DESCRIPTION

Provide a brief description of the project or purchase

This request is for the purchase of 10 Motorola brand digital portable radios with necessary encryption software and remote speaker/mic units. This purchase will enable the department to continue its on-going process of replacing our current Tait portable radio units. The department began the radio replacement process in 2015 and it is our intent to replace ten radios each year.

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

Ten Motorola digital portable radios, with encryption software and remote speaker/mic units, will be purchased during mid 2016. The cost for each radio set up is \$3,321.25.

PROJECT PURPOSES: (Check all statements that apply)

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

PROJECT OR PURCHASE JUSTIFICATION

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

The portable radio is one of the most essential and necessary pieces of police equipment for the safety of our officers. Having access to a dependable piece of equipment that an officer can rely upon is essential to the safety and efficiency of our employees and operation. With the new Motorola radios, we are able to receive service and product support locally, thus minimizing the down-time for our radios and the amount of staff time utilized to address issues that may arise. With an increase in the number of Community Service Officers working for the department and new police officers beginning employment, we have experienced an increased demand for our current supply of radios. Due to the frequency our current (Tait) radios experience service issues, we are already draining our supply of spare radios that have to be used when an officers' assigned radio is out of service for days or weeks at a time when it is sent in for repairs. Both the frequency at which this occurs as well as the duration our radios are out of service for repair has increased significantly with the current product we are using and this has the potential to create a shortage of available radios for department staff in future years as the current radios continue to age. Our current supply of spare radios is not large enough to support our additional Community Service Officer's (CSO's) and allow for us to maintain an adequate number of spare radios for emergency use or when an assigned radio has to be sent in for repairs. The purchase of new, more dependable, radios will allow us to reduce radio down-time for service and repairs as well as increase our bank of spare radios as we continue to add all of our old, Tait, radios to the supply of spares.

IMPACT ON DEFERRED IMPLEMENTATION/PURCHASE

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

A portable radio is an essential piece of police equipment and is required for all officers and non-sworn Community Service Officers. With the addition of CSO staff on-duty and the expanded CSO program, our CSO's will be handling and investigating situations which require them to frequently communicate information with dispatch, their supervisor, and with other officers. Additionally, our current Tait radios will continue to age and we currently experience frequent and on-going repair issues that require the radios to be sent out of state for repair and are subsequently out of service for extended periods of time, causing further reduction in our supply of spare radios. From a liability standpoint, it is absolutely essential that we have functional and reliable radios available for all of our officers and CSO's when they leave the office to conduct law enforcement business.

RETURN ON INVESTMENT

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

As an essential piece of equipment, the primary function of the portable radio is to provide communications between officers, dispatchers, & supervisors. Having the capability for all police officers and CSO's to have access to a portable radio significantly increases their safety and reduces or eliminates liability to the city by providing them with an essential tool to do their job safely. The Motorola radio offers us a product with proven reliability as well as local service and customer support, which will ultimately increase the efficiency and effectiveness of our day-to-day operations.



TO: FINANCE COMMITTEE

FROM: MARYANNE GROAT

DATE: FEBRUARY 16, 2016

SUBJECT: 2015 BUDGET MODIFICATION FOR THE RECYCLING FUND, AIRPORT FUND AND 400 BLOCK FUND

Purpose: To provide a budget modification for the Recycling Fund and Airport Fund

Background: The Department of Public Works uses a job cost system. As employees work on different tasks their time is allocated to the specific job and charged to the activity in the accounting system. In addition, the vehicles and equipment used to work on the task are also allocated to the specific job and charged to the activity in the accounting system.

Recycling Fund - The Recycling Fund budget includes funding for the curbside recycling program, the yardwaste site and the fall curb side leaf pick up. The budget for payroll and motor pool charges was developed based upon historic allocations from public works. In 2015, the department spent more time on these tasks which increased the costs to the fund. This resulted in overspending in the recycling fund and underspending in the General Fund since they were not working on street related activity. The budget modification presented would transfer monies from the General Fund to the Recycling Fund to cover the over budget in the area of salaries and motor pool:

Increase Budget

Recycling Fund - Motor Pool Charges Expense	153-153092000	\$30,262
Recycling Fund - Transfer In from General Fund Revenue	153-153089210	\$30,262
General Fund- Unclassified - Transfer to Recycling Fund	110-25099210	\$30,262

Decrease Budget

General Fund - Winter Maintenance - Motor Pool Charges Expenses	110-102592000	\$30,262
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A similar situation occurred in the Airport Fund. Public Works staff spent time that was not budgeted for at the Airport. This caused budget overruns in the airport fund but correspondingly costs were not expensed in the General Fund. The corresponding budget modification for that work would be:

Increase Budget

Airport Fund - Motor Pool Charges	166-90092000	\$7,616
Airport Fund - Salaries and Fringe Benefits	166-900various	\$19,264
Airport Fund - Sundry Repairs and Maintenance	166-90092490	\$13,275
Airport Fund - Transfer In from General Fund Revenue	166-90089210	\$40,155
General Fund- Unclassified - Transfer to Airport Fund	110-25099260	\$40,155

Decrease Budget

General Fund - Winter Maintenance - Motor Pool Charges	110-102592000	\$7,616
General Fund - Winter Maintenance - Salaries and Fringe Benefits	110-1025various	\$32,539

Finally, the 400 Block also encountered budget overruns. This was due to the fountain water charges being allocated to the 400 Block Fund with no corresponding budget. The General Fund Parks budget had a surplus of \$210,894. There may be a few more expenses from the county but they shouldn't be significant. The corresponding budget modification for that work would be:

Increase Budget

400 Block Fund - Water Expenses	177-130592210	\$55,342
400 Block Fund - Transfer In from General Fund	177-130589210	\$35,342
General Fund- Unclassified - Transfer to 400 Block Fund	110-25099210	\$35,342

Decrease Budget

General Fund - Parks Department - Salaries	110-130091110	\$35,342
400 Block Fund - Agricultural Expenses	177-130593410	\$20,000

Impact: The impact of the recommendations are as follows:

- To align the budget to reflect the efforts of City staff and related expenses.
- To prevent deficit fund balances in the Recycling Fund, 400 Block Fund and Airport Fund.

Fiscal Impact: This is a balanced transfer requiring no funding from fund balance or contingency.

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

RESOLUTION OF THE HUMAN RESOURCES AND FINANCE COMMITTEE	
<p>Authorize Compensation Plan Adjustment – Internal Alignment for Police Department Captains.</p>	
Committee Action:	Approved 4-0
Fiscal Impact:	2016: Approximately \$7,885.83 (Benefits Included) 2017: \$5,465.49 (Benefits Included) Base Police Budget Total Increase: \$13,351.32
File Number:	Date Introduced:

RESOLUTION

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: Savings due to position vacancies</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> <i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> <i>Amount: See fiscal impact above</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: 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>Funds on Hand</i> <input type="checkbox"/> <i>Interfund Loan</i> <input type="checkbox"/>

WHEREAS, on January 27, 2015 the Common Council approved the collective bargaining agreement (CBA) by and between the City of Wausau and the Wisconsin Profession Police Association (WPPA) for 2015-2017 which was negotiated within the authority provided by the Human Resources Committee during a closed session on October 13, 2014; and

WHEREAS, the Police CBA contains provision for 3 separate salary increases in the amount of 2% for represented staff on the following dates: March 29, 2015, March 27, 2016 and January 1, 2017; and

WHEREAS, the lowest paid Captain earns an annual salary of \$81,681 whereas the highest paid Lieutenant is already earning more at \$83,450 annually; and

WHEREAS, the generally accepted floor for a margin in compensation commonly referred to as “compression” between line staff and supervision is 5%; and

WHEREAS, to remove structural compression, your Human Resources Committee recommends applying a 5% standard compression to set the minimum salary for Captains at \$87,622; and

WHEREAS, to rectify the situation in which compression will exist with the implementation of the March 27, 2016 pay increase, your Human Resources Committee recommends setting the minimum salary for Police Captains at \$87,622 annually, affecting two (2) Captains; and

WHEREAS, on January 1, 2017, to rectify the additional compression created as a result of the pay increase negotiated within the collective bargaining agreement the Human Resources Committee recommends to further raise the pay rate for three (3) affected Captains to \$42.97 per hour;

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Wausau that the salary for two (2) affected Captains is adjusted to \$87,622 annually on March 27, 2016, and further raise the rate of pay to \$42.97 per hour on January 1, 2017 for three (3) affected Captains.

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, D. Oberbeck, L. Rasmussen
MEMBERS ABSENT: W. Nagle
Also Present: Mayor Tipple, A. Antolik, P. Czarapata, D. DeSantis, M. Hite, E. Krohn, T. Kujawa, E. Lindman, J. Schara, G. Seubert

Discussion and Possible Action of Compensation Plan Adjustments – Internal Alignment for: Fire Department Battalion Chiefs, Police Department Lieutenants, and Police Captains.

Wagner explained that he has had talks with the Hite regarding this topic, and in light of the bargaining contracts passed for the Police Department and Fire Department in 2015, it was time to look at any needed adjustments to employees not covered under the contracts who are in supervisory positions to those covered under the contracts. Wagner turned the discussion over to Hite. Hite reviewed with the committee the terms of the contracts for Police and Fire, which give a 2% increase in 2015, a 2% increase in 2016, and a 2% increase in 2017 for those represented under the collective bargaining agreements.

C. Police Department Captains. Hite said two Captains will be impacted when the contract increases go into effect in March. Again, the Police Department is able to absorb the cost of the adjustments in their current budget. To remove compression in 2016, Hite is recommending these Captains salaries be set at \$87,622 annually, which will be an increase to the department of \$7,885.82 for 2016. Three Captains will be affected with the 2017 contract increases, and Hite is recommending that the lowest hourly pay rate for the Captains be \$42.97 per hour, for a total cost of \$5,465.49 to the Police Department's 2017 budget.

Motion by Rasmussen to approve the compensation plan adjustments for 2 Police Captains to \$87,622 annually in March 2016, that will be absorbed by the Police Department's current budget, and compensation plan adjustments for 3 Police Captains to \$42.97 per hour in January 2017, that will be included in the Police Department's 2017 budget. Second by Oberbeck. All ayes. Motion passes 4-0.

Romey Wagner
Human Resources Committee, Chair



James E. Tipple

Mayor

Jeffrey G. Hardel
Chief of Police
(715) 261-7800

Wausau Police Department

January 29, 2016

Myla D. Hite, Human Resources Director
Wausau City Hall
407 Grant St
Wausau, WI 54403

Re: Police Captain Compensation

Director Hite:

I am writing in follow-up to our discussion regarding the pay differential between lieutenants and captains.

Lieutenants work a regular schedule of 2,184 hours per year as a result of our 12 hour schedule. Captains work at least this many hours on an annual basis, however, only get paid for 2,080 hours because they are not eligible for overtime pay. Therefore, our highest paid lieutenant earns \$83,450 per year (more if he works overtime), while our lowest paid captain earns \$81,681. Our other two captains earn \$85,092 per year and \$88,358 per year respectively. Accordingly, to remain consistent and maintain a 5% differential between employees and supervisors, the minimum captain pay needs to be increased to \$87,622.

The 2016 financial impact (with an April implementation) for adjusting the captain pay scale to maintain a 5% annual pay difference between lieutenant pay and captain pay is \$7,688.

We have been fortunate to have some employees within the police department who identify pay as a secondary purpose of applying for and accepting a promotion. However, the reality exists that our supervisors normally make less money in their supervisory role than they did prior to accepting a promotion while working a comparable number of hours. This is a regular topic of conversation amongst individuals expressing interest in supervisory positions. It is imperative we are able to reasonably compensate our best performers who seek supervisory positions.

Please give strong consideration to these recommendations to alleviate compression issues currently existing within the Wausau Police pay structure.

Thank You,

Chief Jeffrey G. Hardel
Wausau Police Department



Memorandum

From: Myla Hite, Human Resource Director
To: Romey Wagner, Human Resources Committee Chair
Date: February 8, 2015
Subject: Staff analysis of Salary Adjustments, Non-represented Police Department Sworn Staff

Purpose: To provide an analysis and favorable recommendation for Committee consideration of the requests from the Police Department concerning salary adjustments for sworn, public safety staff not represented under the terms of a collective bargaining agreement.

Background: PART I – Police Lieutenant Compensation

1. On January 27, 2015 the Common Council approved the collective bargaining agreement (CBA) by and between the City of Wausau and the Wisconsin Professional Police Association (WPPA) for 2015-2017 which was negotiated within the authority provided by the Human Resources Committee during a closed session on October 13, 2014.
2. The Police CBA contains provision for 3 separate salary increases in the amount of 2% for represented staff on the following dates: April 2015, April 2016 and January 2017.
3. With implementation of the April 2016 and January 2017 salary increases, hourly compensation levels for Patrol Officer IV and Detective increase \$1.19 and \$1.25 per hour, respectively as follows:

Figure 1

Job Class	2015	2016	2017
Patrol Officer IV	\$29.25	\$29.84	\$30.44
Base		.59	1.19
Detective	\$30.71	\$31.33	\$31.96
Base		.62	1.25

4. While there is no one set standard, the generally accepted floor for a margin in compensation between line staff and supervision is 5%. Compensation levels between supervisors and line staff that is “uncomfortably close” is commonly referred to as “compression”.
5. With the implementation of the 2016 salary increase, the Detective rate of \$31.33 per hour is 3 cents more per hour than the actual compensation rate of 6 of Wausau Police Department Lieutenants, when their salaries are broken down to an hourly rate.
6. To remove structural compression, I am recommending that a subset of the Salary Range Level 6 within the City be established for Police Lieutenants with a 5% increase in the range for Police Lieutenants, as follows:

Figure 2

Pay Grade 6	Entry	Mid-point	Maximum
Current	\$27.82	\$34.78	\$41.74
Proposed	Base	.59	1.19

7. To rectify the situation in which compression will exist with the implementation of the March 2016 pay increase, I am recommending a new hourly pay rate of \$33.56 for any Lieutenant making below that amount when their salary is converted to an hourly rate. This action will affect 7 Lieutenants at an annual cost (with benefits) of \$27,809.11.

Background: PART 2 – Police Captain Compensation

While the aforementioned compression information provided for consideration relating to Lieutenant compensation also exists for Police Captains this situation is further compounded by schedules. The majority of officers work a 12 hour day schedule whereas Administration works an administrative schedule. This results in a large number of Police Officers and Lieutenants working 2184 hours per year, with the top Police Administration, e.g., Police Captains are assigned to work an administrative year of 2080 hours; however, they are responsible for the operations of the Department 24 hours per day, 365 days per year which is a responsibility level of 8760 hours per year.

As provided in the Department's memo, the lowest paid Captain earns an annual salary of \$81,681 whereas the highest paid Lieutenant is already earning more at \$83,450 annually. Applying a 5% standard, compression would be alleviated by setting the minimum salary for Lieutenant at \$87,622.

Requests: That the Committee review and consider for approval the following actions:

- a. An 2016 salary increase to remove compression for Lieutenants that sets the lowest hourly pay rate (salary converted to hourly) at \$33.56 which will impact 7 lieutenants at a cost of \$27,809.11 (benefits included) to be absorbed within the current Police Department budget.
- b. An 2016 salary increase to remove compression for Police Captains that sets the minimum salary for Police Captain at \$87,622 annually which results in a pay increase for 2 Captains, costing the Department \$7,885.82 which will be absorbed within the current Department budget.
- c. A January 2017 Lieutenant salary increase to maintain the 5% spread that sets the lowest hourly pay rate (salary converted to hourly) at 34.23 which will impact 8 Lieutenants at a cost of \$12,277.28 that will be included in the 2017 budget submission and will add to the base along with the aforementioned \$27,809.11.
- d. A January 2017 salary increase for Captains to maintain the 5% spread that sets the lowest hourly pay rate (salary converted to hourly) at \$42.97 which will impact all three (3) Captains at a cost of \$5465.49 that will be included in the 2017 budget submission and will add to the base along with the aforementioned \$7,885.83.

Impact: The Wausau Police Department has confirmed that the cost impact can be absorbed within their 2016 current budget based upon the personnel vacancies that will occur and the time lapse between vacancy and fill. The Department's 2017 budget will contain a request to sustain the increased costs which will add to the base budget, as follows:

Figure 3

Year	Lieutenant #/Cost	Captain #/Cost	Total Amount	Payment Method
2016t	7/\$27,809.11	2/\$7,885.83	\$35,694.95	Absorbed
2017	8/\$12,277.28	3/\$5465.49	\$17,742.76	Budget Addition
		Total Overall	\$53,437.71	Base Budget

Coordination: The figures contained herein have been coordinated with the City of Wausau Payroll Office.

Cc: Mayor

Encl: Letter, Captain Bliven
Letter, Chief Hardel
Resolution 02-1216

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Approving bargaining agreement between the City of Wausau and Wausau Professional Police Association for January 1, 2015 – December 31, 2017

Committee Action: Approved 4-1

Fiscal Impact: Total: \$99,998 over 3 years

File Number: 02-1216

Date Introduced: January 27, 2015

RESOLUTION

WHEREAS, Representatives of the City of Wausau (hereafter referred to as “City”) and the Wausau Professional Police Association (hereafter referred to as the “Association”) have agreed to the provisions of a collective bargaining agreement encompassing the calendar years of 2015-2017, the summary of the agreement being attached, and

WHEREAS, your Human Resources Committee recommends the adoption of this agreement, and

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Wausau that the provisions as summarized on the attachments are approved for incorporation into the labor agreement between the City and the Association, and that all of the remaining unchanged provisions in the latest current agreement shall continue to be in effect, and that the labor agreement shall be a three-year agreement, encompassing the periods of January 1, 2015 through December 31, 2017 inclusive and retroactive, and

BE IT FURTHER RESOLVED, that the Mayor and other proper City officials are hereby authorized and directed to execute the relevant labor agreement encompassing the attached provisions and all other unchanged provisions in the latest current agreement.

Approved:

James E. Tipple, Mayor

**Wausau Professional Police Association
Summary of Tentative Agreement, January 12, 2015**

Article	Agreement
Entire Agreement	Use of pronouns – Convert to gender neutral
Entire Agreement	Housekeeping - Eliminated outdated information. Example: If the CBA stated Effective January 1, 2013.....we deleted date references and outdated language. Article 14F repealed in entirety (40 hour payback).
3 – Nondiscrimination (New Article)	New article - acknowledge the shared responsibility between labor and management to provide a discriminatory free workplace.
11 – Hours/Shifts	Eliminate Kelly Days by removing language providing six additional days off per calendar year to special assignment officers. Established an administrative work day for officers being reasonably accommodated. Added Community Resource Officers to special assignments listing. Limits Canine Officer assigned to each shift to one.
14 - Overtime	Training time on off-duty time will be compensated as overtime. Lunches during training time will be considered off-duty and therefore will not be compensated as work time.
15 - Probation	Agreed to increase period of probationary extensions from 3 to 6 months.
17 – Premium Pay	A. <u>Shift Differential</u> : Increased shift differential from 1.0% to 1.5% for officers assigned to a shift that begins at or after 12:00 Noon.
19- Worker's Compensation	Concurrent Family Medical Leave Act Certification for time away from work on worker's compensation.
21 – Holidays	<u>Personal Holiday</u> : Language conversion from shifts to hours to eliminate ambiguity regarding 8 and 12 hour shifts.
22 – Vacations	Converted vacation accruals to "as earned" instead of annual allotment after the fact. Allows a second vacation pick if additional vacation will be accrued. Establishes vacation selection as a joint labor/management responsibility.
23 – Sick Leave	If sick leave is exhausted, provides for the use of vacation leave and/or personal holiday for Family Medical Leave Act (FMLA) certified sick time. Lists appropriate uses of sick leave. Just cause accountability for suspected sick leave abuse.

	<p>Allows officers with less than one year of service limited time off for family members if FMLA would have otherwise applied.</p> <p>Allows perfect attendance leave use in hourly increments and established a 48 hour limit on a PAL account.</p>
26 – Leave of Absence	Inserted language to facilitate reasonable accommodation instead of automatically granting a one year leave of absence.
34 – Duration of Agreement	Established a 3 year term of agreement.
Appendix A	<p>Salary Increases:</p> <p>Apr 2015 – 2%</p> <p>Apr 2016 – 2%</p> <p>Jan 2017 – 2%</p>
	The Safety Officer, SIU Officer, and SRO Officer (while engaged in the duties as SRO) positions shall receive an additional 5% per month over his/her monthly rate.

**Wausau Professional Police Association
Summary of Tentative Agreement, January 12, 2015**

Article	Agreement
Entire Agreement	Use of pronouns – Convert to gender neutral
Entire Agreement	<p>Housekeeping - Eliminated outdated information. Example: If the CBA stated Effective January 1, 2013.....we deleted date references and outdated language.</p> <p>Article 14F repealed in entirety (40 hour payback).</p>
3 – Nondiscrimination (New Article)	New article - acknowledge the shared responsibility between labor and management to provide a discriminatory free workplace.
11 – Hours/Shifts	<p>Eliminate Kelly Days by removing language providing six additional days off per calendar year to special assignment officers.</p> <p>Established an administrative work day for officers being reasonably accommodated.</p> <p>Added Community Resource Officers to special assignments listing.</p> <p>Limits Canine Officer assigned to each shift to one.</p>
14 - Overtime	<p>Training time on off-duty time will be compensated as overtime.</p> <p>Lunches during training time will be considered off-duty and therefore will not be compensated as work time.</p>
15 - Probation	Agreed to increase period of probationary extensions from 3 to 6 months.
17 – Premium Pay	A. <u>Shift Differential</u> : Increased shift differential from 1.0% to 1.5%for officers assigned to a shift that begins at or after 12:00 Noon.
19- Worker’s Compensation	Concurrent Family Medical Leave Act Certification for time away from work on worker’s compensation.
21 – Holidays	<u>Personal Holiday</u> : Language conversation from shifts to hours to eliminate ambiguity regarding 8 and 12 hour shifts.
22 – Vacations	<p>Converted vacation accruals to “as earned” instead of annual allotment after the fact.</p> <p>Allows a second vacation pick if additional vacation will be accrued.</p> <p>Establishes vacation selection as a joint labor/management responsibility.</p>
23 – Sick Leave	<p>If sick leave is exhausted, provides for the use of vacation leave and/or personal holiday for Family Medical Leave Act (FMLA) certified sick time.</p> <p>Lists appropriate uses of sick leave.</p> <p>Just cause accountability for suspected sick leave abuse.</p>

	<p>Allows officers with less than one year of service limited time off for family members if FMLA would have otherwise applied.</p> <p>Allows perfect attendance leave use in hourly increments and established a 48 hour limit on a PAL account.</p>
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Appendix A	<p>Salary Increases:</p> <p>Apr 2015 – 2%</p> <p>Apr 2016 – 2%</p> <p>Jan 2017 – 2%</p>
	The Safety Officer, SIU Officer, and SRO Officer (while engaged in the duties as SRO) positions shall receive an additional 5% per month over his/her monthly rate.

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

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Authorize Compensation Plan Adjustment – Internal Alignment for Police Department Lieutenants.

Committee Action: Approved 4-0
Fiscal Impact: 2016: Approximately \$27,809.11 (Benefits Included)
 2017: \$12,277.28 (Benefits Included)
 Base Police Department Budget Total Increase: \$40,086.39

File Number:

Date Introduced:

RESOLUTION

WHEREAS, on January 27, 2015 the Common Council approved the collective bargaining agreement (CBA) by and between the City of Wausau and the Wisconsin Profession Police Association (WPPA) for 2015-2017 which was negotiated within the authority provided by the Human Resources Committee during a closed session on October 13, 2014; and

WHEREAS, the Police CBA contains provision for 3 separate salary increases in the amount of 2% for represented staff on the following dates: March 29, 2015, March 27, 2016, and January 1, 2017; and

WHEREAS, with the implementation of the 2016 salary increase, the Detective rate of \$31.33 per hour is 3 cents more per hour than the actual compensation rate of 6 of Wausau Police Department Lieutenants, when their salaries are broken down to an hourly rate; and

WHEREAS, the generally accepted floor for a margin in compensation commonly referred to as “compression” between line staff and supervision is 5%; and

WHEREAS, to remove structural compression, your Human Resources Committee recommends that a subset of the Salary Range Level 6 within the City be established for Police Lieutenants with a 5% increase in the range for Police Lieutenants; and

WHEREAS, to rectify the situation in which compression will exist with the implementation of the March 27, 2016 pay increase, your Human Resources Committee recommends a new hourly pay rate of \$33.56 for any Lieutenant making below that amount when their salary is converted to an hourly rate, affecting seven (7) Lieutenants; and

WHEREAS, on January 1, 2017, to rectify the additional compression created as a result of the pay increase negotiated within the collective bargaining agreement the Human Resources Committee recommends to further raise the pay rate for eight (8) affected Lieutenants to \$34.23 per hour;

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Wausau that the salary for seven (7) affected Lieutenants is adjusted to \$33.56 per hour on March 27, 2016, and further raise the rate of pay to \$34.23 per hour on January 1, 2017 for eight (8) affected Lieutenants.

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, D. Oberbeck, L. Rasmussen
MEMBERS ABSENT: W. Nagle
Also Present: Mayor Tipple, A. Antolik, P. Czarapata, D. DeSantis, M. Hite, E. Krohn, T. Kujawa, E. Lindman, J. Schara, G. Seubert

Discussion and Possible Action of Compensation Plan Adjustments – Internal Alignment for: Fire Department Battalion Chiefs, Police Department Lieutenants, and Police Captains.

Wagner explained that he has had talks with the Hite regarding this topic, and in light of the bargaining contracts passed for the Police Department and Fire Department in 2015, it was time to look at any needed adjustments to employees not covered under the contracts who are in supervisory positions to those covered under the contracts. Wagner turned the discussion over to Hite. Hite reviewed with the committee the terms of the contracts for Police and Fire, which give a 2% increase in 2015, a 2% increase in 2016, and a 2% increase in 2017 for those represented under the collective bargaining agreements.

B. Police Department Lieutenants. Hite said that to remove structural compression for Lieutenants, she is suggesting a subset of Pay Grade 6 that would establish a 5% increase in the range for Police Lieutenants. Hite is recommending that any Lieutenant making below \$33.56 per hour when the police contract pay increase is implemented in March 2016, be adjusted. This recommendation affects 7 Lieutenants at an annual cost (with benefits) of \$27,809.11. In talking with the Police Chief and the Finance Department, Hite said that this cost increase can be absorbed by the Police budget due to vacancies within the department, therefore it will be budget neutral. However, going forward, it will add to the base. Gisselman questioned the money being covered by vacancies, as he thought that the Police budget was lowered due to not hiring for vacancies until July 2016. Hite said that two additional vacancies have come up and does not expect them to be filled for at least 6 months due to the recruitment process. Oberbeck also expressed concerns about the funding of these pay increase adjustments. Hite said that this request includes adjustments in the amount of \$12,227.28 for the 2017 budget. Further discussion regarding this item took place.

Motion by Rasmussen to approve the compensation plan adjustments to \$33.56 per hour for 7 Police Lieutenants in March 2016 (a total cost of \$27,809.11 (benefits included)), that will be absorbed by the Police Department 2016 budget, and compensation plan adjustments to \$34.23 per hour for 8 Police Lieutenants in January 2017 (a total cost of \$12,277.27), that will be included in the Police Department 2017 budget. Second by Gisselman. Gisselman asked about if the Lieutenants are all the same people; Hite said that one additional person will be impacted in 2017. All ayes. Motion passes 4-0.

Romey Wagner
Human Resources Committee, Chair



James E. Tipple

Mayor

Jeffrey G. Hardel
Chief of Police
(715) 261-7800

Wausau Police Department

January 29, 2016

Myla D. Hite, Human Resources Director
Wausau City Hall
407 Grant St
Wausau, WI 54403

Re: Police Lieutenant Compensation

Director Hite:

I am writing in follow-up to the discussion we had concerning the situation that will occur effective the first pay period in April and to request a compensation plan adjustment to the salaries of the Department's Lieutenants. This request is prompted, in part, based upon a practice of maintaining an approximate 5% differential between the pay of employees and their supervisors. As you are aware even with this differential, it is possible for hourly employees receiving overtime at a rate of 1.5 to earn more money than their salaried supervisors.

As a result of the collective bargaining contract approved by council, 13 line staff employees (detectives, school resource officers, community resource officers, and SIU) will receive a 2% pay increase on March 27, 2016, from \$30.71 per hour to \$31.33 per hour. This results in a diminished gap between line staff and lieutenants. It also results in a situation where some employees will make more money than their supervisors which creates an internal equity and alignment issue. To maintain internal alignment and provide incentives to remain within supervisory positions, I am requesting that the Lieutenants be approved to receive the same increases as staff represented under the terms of the collective bargaining agreement.

Based on data provided by City Payroll, the 12 Lieutenants hourly pay is provided as follows:

- Six Lieutenants at \$31.28 per hour
- One Lieutenant at \$33.32 per hour
- One Lieutenant at \$34.21 per hour
- Three Lieutenants at \$37.48 per hour
- One Lieutenant at \$38.21 per hour

To maintain the 5% differential, I am requesting an adjustment to the range of the lieutenant pay range to be established at a minimum of 5% above detective pay defined by the police collective bargaining agreement. Since detective pay under the current collective bargaining agreement



James E. Tipple

Mayor

Jeffrey G. Hardel
Chief of Police
(715) 261-7800

Wausau Police Department

will ultimately be \$31.33 per hour, I am requesting the beginning of the range to be established at \$33.56 per hour to maintain a 5% difference between detectives and lieutenants.

This new pay range will result in a 2016 cost of \$28,000 with a March 27, 2016, implementation date. The Wausau Police Department salary budget will absorb these costs as a result of three current vacancies, two announced retirements, and at least one more predicted retirement.

Your consideration is greatly appreciated.

Thank You,

Captain Ben Bliven
Wausau Police Department



Memorandum

From: Myla Hite, Human Resource Director
To: Romey Wagner, Human Resources Committee Chair
Date: February 8, 2015
Subject: Staff analysis of Salary Adjustments, Non-represented Police Department Sworn Staff

Purpose: To provide an analysis and favorable recommendation for Committee consideration of the requests from the Police Department concerning salary adjustments for sworn, public safety staff not represented under the terms of a collective bargaining agreement.

Background: PART I – Police Lieutenant Compensation

1. On January 27, 2015 the Common Council approved the collective bargaining agreement (CBA) by and between the City of Wausau and the Wisconsin Professional Police Association (WPPA) for 2015-2017 which was negotiated within the authority provided by the Human Resources Committee during a closed session on October 13, 2014.
2. The Police CBA contains provision for 3 separate salary increases in the amount of 2% for represented staff on the following dates: April 2015, April 2016 and January 2017.
3. With implementation of the April 2016 and January 2017 salary increases, hourly compensation levels for Patrol Officer IV and Detective increase \$1.19 and \$1.25 per hour, respectively as follows:

Figure 1

Job Class	2015	2016	2017
Patrol Officer IV	\$29.25	\$29.84	\$30.44
	Base	.59	1.19
Detective	\$30.71	\$31.33	\$31.96
	Base	.62	1.25

4. While there is no one set standard, the generally accepted floor for a margin in compensation between line staff and supervision is 5%. Compensation levels between supervisors and line staff that is “uncomfortably close” is commonly referred to as “compression”.
5. With the implementation of the 2016 salary increase, the Detective rate of \$31.33 per hour is 3 cents more per hour than the actual compensation rate of 6 of Wausau Police Department Lieutenants, when their salaries are broken down to an hourly rate.
6. To remove structural compression, I am recommending that a subset of the Salary Range Level 6 within the City be established for Police Lieutenants with a 5% increase in the range for Police Lieutenants, as follows:

Figure 2

Pay Grade 6	Entry	Mid-point	Maximum
Current	\$27.82	\$34.78	\$41.74
Proposed	Base	.59	1.19

7. To rectify the situation in which compression will exist with the implementation of the March 2016 pay increase, I am recommending a new hourly pay rate of \$33.56 for any Lieutenant making below that amount when their salary is converted to an hourly rate. This action will affect 7 Lieutenants at an annual cost (with benefits) of \$27,809.11.

Background: PART 2 – Police Captain Compensation

While the aforementioned compression information provided for consideration relating to Lieutenant compensation also exists for Police Captains this situation is further compounded by schedules. The majority of officers work a 12 hour day schedule whereas Administration works an administrative schedule. This results in a large number of Police Officers and Lieutenants working 2184 hours per year, with the top Police Administration, e.g., Police Captains are assigned to work an administrative year of 2080 hours; however, they are responsible for the operations of the Department 24 hours per day, 365 days per year which is a responsibility level of 8760 hours per year.

As provided in the Department’s memo, the lowest paid Captain earns an annual salary of \$81,681 whereas the highest paid Lieutenant is already earning more at \$83,450 annually. Applying a 5% standard, compression would be alleviated by setting the minimum salary for Lieutenant at \$87,622.

Requests: That the Committee review and consider for approval the following actions:

- a. An 2016 salary increase to remove compression for Lieutenants that sets the lowest hourly pay rate (salary converted to hourly) at \$33.56 which will impact 7 lieutenants at a cost of \$27,809.11 (benefits included) to be absorbed within the current Police Department budget.
- b. An 2016 salary increase to remove compression for Police Captains that sets the minimum salary for Police Captain at \$87,622 annually which results in a pay increase for 2 Captains, costing the Department \$7,885.82 which will be absorbed within the current Department budget.
- c. A January 2017 Lieutenant salary increase to maintain the 5% spread that sets the lowest hourly pay rate (salary converted to hourly) at 34.23 which will impact 8 Lieutenants at a cost of \$12,277.28 that will be included in the 2017 budget submission and will add to the base along with the aforementioned \$27,809.11.
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Impact: The Wausau Police Department has confirmed that the cost impact can be absorbed within their 2016 current budget based upon the personnel vacancies that will occur and the time lapse between vacancy and fill. The Department’s 2017 budget will contain a request to sustain the increased costs which will add to the base budget, as follows:

Figure 3

Year	Lieutenant #/Cost	Captain #/Cost	Total Amount	Payment Method
2016t	7/\$27,809.11	2/\$7,885.83	\$35,694.95	Absorbed
2017	8/\$12,277.28	3/\$5465.49	\$17,742.76	Budget Addition
		Total Overall	\$53,437.71	Base Budget

Coordination: The figures contained herein have been coordinated with the City of Wausau Payroll Office.

Cc: Mayor

Encl: Letter, Captain Bliven
Letter, Chief Hardel
Resolution 02-1216

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Approving bargaining agreement between the City of Wausau and Wausau Professional Police Association for January 1, 2015 – December 31, 2017

Committee Action: Approved 4-1

Fiscal Impact: Total: \$99,998 over 3 years

File Number: 02-1216

Date Introduced: January 27, 2015

RESOLUTION

WHEREAS, Representatives of the City of Wausau (hereafter referred to as “City”) and the Wausau Professional Police Association (hereafter referred to as the “Association”) have agreed to the provisions of a collective bargaining agreement encompassing the calendar years of 2015-2017, the summary of the agreement being attached, and

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BE IT FURTHER RESOLVED, that the Mayor and other proper City officials are hereby authorized and directed to execute the relevant labor agreement encompassing the attached provisions and all other unchanged provisions in the latest current agreement.

Approved:

James E. Tipple, Mayor

**Wausau Professional Police Association
Summary of Tentative Agreement, January 12, 2015**

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3 – Nondiscrimination (New Article)	New article - acknowledge the shared responsibility between labor and management to provide a discriminatory free workplace.
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15 - Probation	Agreed to increase period of probationary extensions from 3 to 6 months.
17 – Premium Pay	A. <u>Shift Differential</u> : Increased shift differential from 1.0% to 1.5% for officers assigned to a shift that begins at or after 12:00 Noon.
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	<p>Allows officers with less than one year of service limited time off for family members if FMLA would have otherwise applied.</p> <p>Allows perfect attendance leave use in hourly increments and established a 48 hour limit on a PAL account.</p>
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**Wausau Professional Police Association
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19- Worker’s Compensation	Concurrent Family Medical Leave Act Certification for time away from work on worker’s compensation.
21 – Holidays	<u>Personal Holiday</u> : Language conversion from shifts to hours to eliminate ambiguity regarding 8 and 12 hour shifts.
22 – Vacations	<p>Converted vacation accruals to “as earned” instead of annual allotment after the fact.</p> <p>Allows a second vacation pick if additional vacation will be accrued.</p> <p>Establishes vacation selection as a joint labor/management responsibility.</p>
23 – Sick Leave	<p>If sick leave is exhausted, provides for the use of vacation leave and/or personal holiday for Family Medical Leave Act (FMLA) certified sick time.</p> <p>Lists appropriate uses of sick leave.</p> <p>Just cause accountability for suspected sick leave abuse.</p>

	<p>Allows officers with less than one year of service limited time off for family members if FMLA would have otherwise applied.</p> <p>Allows perfect attendance leave use in hourly increments and established a 48 hour limit on a PAL account.</p>
26 – Leave of Absence	Inserted language to facilitate reasonable accommodation instead of automatically granting a one year leave of absence.
34 – Duration of Agreement	Established a 3 year term of agreement.
Appendix A	<p>Salary Increases:</p> <p>Apr 2015 – 2%</p> <p>Apr 2016 – 2%</p> <p>Jan 2017 – 2%</p>
	The Safety Officer, SIU Officer, and SRO Officer (while engaged in the duties as SRO) positions shall receive an additional 5% per month over his/her monthly rate.

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

RESOLUTION OF THE HUMAN RESOURCES AND FINANCE COMMITTEE	
<p>Authorize Compensation Plan Adjustment – Internal Alignment for Fire Department Battalion Chiefs.</p>	
<p>Committee Action: Approved 4-0</p>	
<p>Fiscal Impact: 2016: Approximately \$2,639.08 (Benefits Included)</p> <p> 2017: \$3,509.67 (Benefits Included)</p> <p> Base Fire Department Budget Total Increase: \$6,148.75</p>	
<p>File Number:</p>	<p>Date Introduced:</p>

RESOLUTION

FISCAL IMPACT SUMMARY	
COSTS	<p><i>Budget Neutral</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
	<p><i>Included in Budget:</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Budget Source: 2016 Contingency Budget</i></p>
	<p><i>One-time Costs:</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Amount:</i></p>
	<p><i>Recurring Costs:</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Amount: \$2,639</i></p>
SOURCE	<p><i>Fee Financed:</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>Amount:</i></p>
	<p><i>Grant Financed:</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>Amount:</i></p>
	<p><i>Debt Financed:</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>Amount</i> <i>Annual Retirement</i></p>
	<p><i>TID Financed:</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>Amount:</i></p>
	<p><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"/></p>

WHEREAS, on January 27, 2015 the Common Council approved the collective bargaining agreement (CBA) by and between the City of Wausau and the Wausau Fire Association Local 415 which was negotiated within the authority provided by the Human Resources Committee during a closed session on October 13, 2014; and

WHEREAS, the Fire CBA contains provision for 3 separate salary increases in the amount of 2% for represented staff effective on the following dates: March 29, 2015, March 27, 2016 and January 1, 2017; and

WHEREAS, with implementation of the March 27, 2016 salary increases, the compensation levels for Fire Lieutenant salaries increases to \$23.73 per hour with the lowest paid Battalion Chiefs making \$24.77 per hour which is a differential of 4.2%; and

WHEREAS, the generally accepted floor for a margin in compensation commonly referred to as “compression” between line staff and supervision is 5%; and

WHEREAS, to rectify the situation in which compression will exist with the implementation of the March 27, 2016 pay increase, your Human Resources Committee recommends a new hourly pay rate of \$25.27 for the two (2) Battalion Chiefs currently making \$24.77 per hour; and

WHEREAS, on January 1, 2017, to rectify the additional compression created as a result of the pay increase negotiated within the collective bargaining agreement the Human Resources Committee recommends to further raise the pay rate for 2 Battalion Chiefs to \$25.78;

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	\$2,639
Increase	Human Resources Salaries	110-50091110	\$2,296
Increase	Human Resources Fringes	110-500Various	\$ 343

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Wausau that the salary for two (2) Battalion Chiefs currently making \$24.77 per hour be adjusted to \$25.27 per hour on March 27, 2016, and further raise the rate of pay to \$25.78 per hour on January 1, 2017.

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

Memorandum



Date: February 1, 2016
To: Myla Hite, Human Resources Director
From: Tracey Kujawa, Fire Chief
RE: Fire Department Battalion Chief Compensation

This memo is a concern that has been discussed in the recent past both face-to-face and within formal meeting structures which revolves around a salary adjustment for Fire Department Battalion Chiefs. This request for a salary adjustment would allow the position of Battalion Chief to maintain an approximate 5% differential after a 2% raise for line personnel transpires the first pay period in April which was bargained through the collective bargaining process and approved by Common Council.

As we have discussed, it is becoming more and more difficult to recruit into the supervisory ranks because there are minimal incentives and considerably more responsibilities. Battalion Chiefs are no longer compensated for overtime worked, FSLA or longevity pay, maintaining EMS certifications and lose union protections and they are required to manage their crew on a day-to-day basis and provide leadership during significant emergency responses. They have a substantial increase in responsibilities with minimal accompanying incentives. It would be beneficial to our Department to maintain, at a minimum, a 5% differential to help incentivize competent individuals within the ranks to move into this supervisory position. To maintain this differential I am requesting that two of the three Battalion Chiefs receive the same increase that the line personnel have been approved to receive the first pay period in April.

The three Battalion Chiefs hourly wages are as follows:

- Two Battalion Chiefs at \$24.77 per hour
- One Battalion Chief at \$26.88 per hour

With the implementation of a 2% increase, the position of Lieutenant will earn \$23.73 per hour. Therefore, in attempt to minimize the impact to the 5% differential I am requesting that the two Battalion Chiefs currently earning \$24.77 receive a 2% increase to \$25.27. I believe this to be imperative for the future or our Department to help incentivize established leaders within our line personnel to move into supervisory positions.

I very much appreciate your consideration with this request.

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, D. Oberbeck, L. Rasmussen
MEMBERS ABSENT: W. Nagle
Also Present: Mayor Tipple, A. Antolik, P. Czarapata, D. DeSantis, M. Hite, E. Krohn, T. Kujawa, E. Lindman, J. Schara, G. Seubert

Discussion and Possible Action of Compensation Plan Adjustments – Internal Alignment for: Fire Department Battalion Chiefs, Police Department Lieutenants, and Police Captains.

Wagner explained that he has had talks with the Hite regarding this topic, and in light of the bargaining contracts passed for the Police Department and Fire Department in 2015, it was time to look at any needed adjustments to employees not covered under the contracts who are in supervisory positions to those covered under the contracts. Wagner turned the discussion over to Hite. Hite reviewed with the committee the terms of the contracts for Police and Fire, which give a 2% increase in 2015, a 2% increase in 2016, and a 2% increase in 2017 for those represented under the collective bargaining agreements.

A. Fire Department Battalion Chiefs. In the Fire Department, Battalion Chiefs are not represented under the collective bargaining agreement, and in the Police Department, Lieutenants and Captains are not represented under the collective bargaining agreement. Hite explained the compression issues that will occur with the 2% increase in 2016 between line staff and supervisors. Hite reminded the committee that the Council approved to set aside money for compensation plan administration in the 2016 budget. Hite clarified that this discussion does not include merit pay, or pay for performance administration. Wagner asked if the employees in these classifications would receive merit pay or pay or performance adjustments; Hite said based on their performance it is possible. Hite said that this is a structural compensation administration issue and is separate for any other issues. The recommendation of Hite and Kujawa is to move two Battalion Chiefs currently making \$24.77 per hour, to \$25.27 per hour when the April 2016 pay increase for Fire contract employees takes place; this would provide a 5% spread. Another adjustment will be needed in January 2017 to maintain a 5% spread, and therefore Hite and Kujawa recommend a pay increase for the two Battalion Chiefs at that time from \$25.27 per hour to \$25.78 per hour. The total cost impact for 2016 would be \$2,639.08; this money would be transferred from the money set aside for compensation plan administration. The total cost impact for 2017 would be \$3,509.67; this money would be requested in the 2017 Fire Department budget. The total cost for this action over two years would be \$6,148.75; this will increase the base budget moving forward. Kujawa said that it is imperative that the department maintains the 5% spread otherwise she will have difficulty promoting people into these positions. Gisselman asked if there are other instances within the City of supervisors having a less than 5% spread from the employees that they supervise. Hite said that she is currently studying this information and will bring her findings back to the committee. Discussion regarding the pay for performance plan administration and raises received by contract employees ensued. Rasmussen asked if the Council funded adjustments to the pay matrix; Hite said that Council approved money for compensation plan administration, to include issues like this one. Gisselman asked if the Transit staff will be affected by compression caused by their contract; Seubert said that the issue was addressed when the new pay for performance plan was put into place in 2014, but there have been no adjustments since then.

Motion by Gissleman to approve the proposed compensation plan adjustments for the two Battalion Chiefs currently making \$24.77 per hour to \$25.27 per hour in April 2016, and to \$25.78 per hour in January 2017. Second by Rasmussen. DeSantis asked Hite if the Fire Marshall position will be looked at for pay adjustment; Hite said that it will be looked at along with all other positions in March for merit pay increased and

compensation plan administration. Oberbeck said that has a concern doing pay adjustments one by one, instead of setting a policy that states that supervisors should be paid at 5% above the people they supervise. Hite said that she will provide an analysis of the differential between supervisors and the people they provide immediate supervision to. Gisselman questioned if the City would be prepared to deal with what this would mean for the 2017 budget. Further discussion took place regarding this issue. All ayes. Motion passes 4-0.

Romey Wagner
Human Resources Committee, Chair



Memorandum

From: Myla Hite, Human Resource Director
To: Romey Wagner, Human Resources Committee Chair
Date: February 8, 2015
Subject: Staff analysis of Salary Adjustments, Fire Battalion Chiefs

Purpose: To provide an analysis and favorable recommendation for Committee consideration of the request from the Fire Department concerning salary adjustments for sworn, public safety staff not represented under the terms of a collective bargaining agreement.

Background:

1. On January 27, 2015 the Common Council approved the collective bargaining agreement (CBA) by and between the City of Wausau and the Wausau Fire Association Local 415 which was negotiated within the authority provided by the Human Resources Committee during a closed session on October 13, 2014.
2. The Fire CBA contains provision for 3 separate salary increases in the amount of 2% for represented staff effective in the following months: April 2015, April 2016 and January 2017.
3. With implementation of the April 2016 salary increases, the compensation levels for Fire Lieutenant salaries increases to \$23.73 per hour with the lowest paid Battalion Chiefs making \$24.77 per hour which is a differential of 4.2%. At Appendix B, subpart E. Lieutenants who maintain their paramedic license are compensated an additional 5%-7% depending upon years of service, whereas Battalion Chiefs lose this compensation upon promotion. This gap will also be further reduced when the January 2017 2% pay increase is implemented. The implementation of the collective bargaining agreement salary increases creates an internal alignment issue.
4. While there is no one set standard, the generally accepted floor for a margin in compensation between line staff and supervision is 5%. Compensation levels between supervisors and line staff that is "uncomfortably close" is commonly referred to as "compression".
5. To rectify the situation in which compression will exist with the implementation of the April 2016 pay increase, the Fire Chief's recommendation to set a new hourly pay rate of \$25.27 for the two (2) Battalion Chiefs currently making \$24.77 per hour is appropriate. The cost impact of this action to is \$2,639.08 per year (benefits included) which can be transferred from the budgeted funds set aside for compensation plan administration.
6. In January 2017, to rectify the additional compression created as a result of the pay increase negotiated within the collective bargaining agreement it would be appropriate to further raise the pay rate for 2 Battalion Chiefs to \$25.78 which represents a cost impact of \$3,509.67 (benefits included) which would be included in the 2017 budget submission for the Department.

Impact: The total cost impact is \$2,639.08 which is contained within the budget for 2016 Compensation Plan Administration, and for 2017 \$3,509.67 which results in \$6,148.75 being added to the base budget of the Wausau Fire Department for salaries.

Coordination: The figures contained herein have been coordinated with the City of Wausau Payroll Office.

Cc: Mayor
Fire Chief

Encl: Memorandum, Chief Kujawa
Resolution 02-1217

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Approving bargaining agreement between the City of Wausau and Wausau Firefighter Association Local 415, IAFF, AFL-CIO and CLC for January 1, 2015 – December 31, 2017

Committee Action: Approved 4-1

Fiscal Impact: Total: \$27,455 over 3 years

File Number: 02-1217

Date Introduced: January 27, 2015

RESOLUTION

WHEREAS, Representatives of the City of Wausau (hereafter referred to as “City”) and the Wausau Firefighter Association Local 415, IAFF, AFL-CIO and CLC (hereafter referred to as the “Association”) have agreed to the provisions of a collective bargaining agreement encompassing the calendar years of 2015-2017, the summary of the agreement being attached, and

WHEREAS, your Human Resources Committee recommends the adoption of this agreement, and

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Wausau that the provisions as summarized on the attachments are approved for incorporation into the labor agreement between the City and the Association, and that all of the remaining unchanged provisions in the latest current agreement shall continue to be in effect, and that the labor agreement shall be a three-year agreement, encompassing the periods of January 1, 2015 through December 31, 2017 inclusive and retroactive, and

BE IT FURTHER RESOLVED, that the Mayor and other proper City officials are hereby authorized and directed to execute the relevant labor agreement encompassing the attached provisions and all other unchanged provisions in the latest current agreement.

Approved:

James E. Tipple, Mayor

**Wausau Firefighter Association Local 45, IAFF, AFL-CIO and CLC
Summary of Tentative Agreement, January 12, 2015**

Article	Firefighter Association Agreement
Entire Agreement	Use of pronouns Convert to gender neutral
Entire Agreement	Change calendar days to business days
Entire Agreement	Remove references to Captain
2 – Bulletin Boards	Union owns and we allow space for one within our facility. If inappropriate material posted we notify Union and/or remove bulletin board.
6 – Fair Share Agreement	Increase Association’s administrative fee from \$24.00 to \$78.00 annually to cover the costs of dues transfer
7 – Discrimination	Reasonable accommodation for employees (supercedes 1995 Modified duty agreement) Actual Cost: 1 FF/Paramedic with a #50 lifting restriction. (August 15, 2014 – January 2, 2015)
13 - Workweek	C – Establishing a standard workweek for temporary duty employees D - 2 Work Day – Establishing a work day for modified duty employees G – Overtime – Allows 24 hours of comp time bank in lieu of overtime pay with a sunset at the end of 2015 (Cannot be taken if it will cause OT) G-3 – Reduces call-in pay from 4 to 2 hours for cancelled transports I – Compensates honor guard for City events when approved in advance by Chief
16 – Holidays	Add one personal holiday bringing the total to 2
18 – Sick Leave	F. Workers comp absences certified under FMLA G. Treats injured temporary duty employees the same as workers comp in terms of using sick leave and compensation.
19 – Leave of Absence	One year leave of absence only granted if the employee cannot be reasonably accommodated
33 – Duration	Term of Agreement 1/1/15 – 12/31/17
***Appendix A	Salary Increases: Apr 2015 – 2% Apr 2016 – 2% Jan 2017 – 2% Reduces EMS Team Leader from 3 to 1 and increases compensation from \$1200 to \$1600 Cost shifts 1% of medic premium (after 10 years) to critical care paramedic to provide an incentive. HAZ Mat compensable position reduction from 50 to 29

**Wausau Firefighter Association Local 45, IAFF, AFL-CIO and CLC
Summary of Tentative Agreement, January 12, 2015**

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

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Approve bargaining agreement between the City of Wausau and Amalgamated Transit Union, ALF-CIO Local 1168 for July 1, 2015 – June 30, 2017

Committee Action: 4-0 Human Resources Committee

Fiscal Impact: Total Cost: \$47,327.71= Federal and State 55% (\$26,030.24), Passenger share 13% (\$6,152.60) and the remaining amount for the City will be \$15,144.87.

File Number:

Date Introduced:

RESOLUTION

WHEREAS, Representatives of the City of Wausau (hereafter referred to as “City”) and the Amalgamated Transit Union, AFL-CIO Local 1168 (hereafter referred to as the “Association”) have agreed to the provisions of a collective bargaining agreement encompassing the fiscal years of 2015-2017, the summary of the agreement being attached, and

WHEREAS, your Human Resources Committee recommends the adoption of this agreement, and

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Wausau that the provisions as summarized on the attachments are approved for incorporation into the labor agreement between the City and the Association, and that all of the remaining unchanged provisions in the latest current agreement shall continue to be in effect, and that the labor agreement shall be a two-year agreement, encompassing the periods of July 1, 2015 through June 30, 2017 inclusive and retroactive, and

BE IT FURTHER RESOLVED, that the Mayor and other proper City officials are hereby authorized and directed to execute the relevant labor agreement encompassing the attached provisions and all other unchanged provisions in the latest current agreement.

Approved:

James E. Tipple, Mayor

**Amalgamated Transit Union, AFL-CIO Local 1168
Summary of Tentative Agreement, February 8, 2016**

Article	Agreement
Entire Agreement	Use of pronouns – Convert to gender neutral
Entire Agreement	Updating outdated information. EX; if the CBA stated Effective July 1, 2013 deleted dates reference and replacing with current dates.
9- Holidays	Adding FMLA Certified absences for holiday pay eligibility
10 - Vacations	Adding Vacation from EE Handbook, which includes accrual rates and chart.
11 – Sick Leave	Adding Sick Leave Conversation from EE Handbook, which includes accrual rates and payout for retirements. Adding Workers’ Compensation absences certified under FMLA.
13 – Insurance	Adding 20% Premium for not participating in Wellness Program Adding Income Replacement at employee cost
22-Dues	Increased administrative fee payable to the City at \$78.00 annually to cover the cost of due transfers.
26-Runs	Adding run picks in seniority order
27-Union Activity	Changing Union ownership of Bulletin Board from City to Union. Approved adding a display cabinet for Union memorabilia.
30-Duration	Term of Agreement July 1, 2015 –June 30, 2017
32- Entire Agreement	Requiring drug and alcohol testing consistent with Employer policy for Commercial Driving License.
33- Past Practices	Acknowledging mandatory conditions to be bargaining changes required.
Appendix A	Salary Increases: Jan 2016 – 2% Jan 2017 – 1.5%

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, D. Oberbeck, L. Rasmussen
MEMBERS ABSENT: W. Nagle
Also Present: Mayor Tipple, A. Antolik, P. Czarapata, D. DeSantis, M. Hite, E. Krohn, T. Kujawa, E. Lindman, J. Schara, G. Seubert

CLOSED SESSION pursuant to Section 19.85(1)(e) of the Wisconsin State statutes for bargaining reasons requiring a closed session for the purpose of considering the following: Amalgamated Transit Union (ATU) Local 1168 Bargaining.

Motion by Oberbeck to move into closed session pursuant to Section 19.85(1)(e) of the Wisconsin State statutes for bargaining reasons requiring a closed session for the purpose of considering Amalgamated Transit Union (ATU) Local 1168 bargaining. Second by Rasmussen. All ayes. Motion passes 4-0. Committee entered into closed session.

Reconvene into Open Session, and Possible Action on Closed Session Item of Amalgamated Transit Union (ATU) Local 1168 Bargaining.

Motion by Rasmussen to send forward to the Common Council, the tentative agreement as presented and approved by the Human Resources Committee between the City of Wausau and the Amalgamated Transit Union (ATU) Local 1168, with the recommendation that it pass. Second by Gisselman. All ayes. Motion passes 4-0.

Romey Wagner
Human Resources Committee, Chair



Memorandum

From: Myla Hite, Human Resources Director

To: Human Resources Committee

Date: February 8, 2016

Re: Collective Bargaining – Amalgamated Transit Union, ALF-CIO Local 1168

Purpose: To initiate the Human Resources Committee forwarding to City Council with a “do pass” recommendation the tentative agreements (TA) between the City of Wausau and ratified by the Amalgamated Transit Union, ALF-CIO Local 1168.

Background According to the terms of the CBA, opening proposal had been exchanged by May 26, 2015 for ATU with negotiations commencing no later than September 24, respectively. The City and the ATU Association had four (4) negotiation sessions before reaching impasse on September 24, 2015.

During a closed session on May 11, 2015, the Human Resources Committee provided approval of the process and strategy for the negotiations. As you are aware the CBA by and between the City of Wausau and the ATU had expired on June 30, 2015.

The Human Resources Committee in closed session on October 12, 2015 provided economic authority and parameters to the Chief Negotiator.

Negotiations between the City of Wausau and ATU had reached impasse on September 24, 2015.

The Mediation occurred on December 21, 2015 between the City of Wausau and the ATU. The City and the ATU Association reached a Tentative Agreement (TA) on December 21, 2015 during the medication session.

The ATU Association ratified the Tentative Agreement (TA) on January 7, 2016.

The ATU reported to the Human Resources Committee on January 11, 2016 that the contract has been ratified by ATU on January 7, 2016

Details of the agreement are provided within the attachment. Your favorable consideration is greatly appreciated.

Resource Impact: 2% Increase for January 2016: \$26,546.90
1.5% Increase for January 2017: \$20,780.81

Enclosed: Summary of Tentative Agreement's

**Amalgamated Transit Union, AFL-CIO Local 1168
Summary of Tentative Agreement, February 8, 2016**

Article	Agreement
Entire Agreement	Use of pronouns – Convert to gender neutral
Entire Agreement	Updating outdated information. EX; If the CBA stated Effective July 1, 2013 deleted dates reference and replacing with current dates.
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Appendix A	Salary Increases: Jan 2016 – 2% Jan 2017 – 1.5%

*Compounding savings in future years

MaryAnne Groat

From: Toni Rayala
Sent: Friday, February 12, 2016 2:04 PM
To: MaryAnne Groat; Mary Goede
Subject: FW: Finance Council - Thomas St Acquisitions

FYI – as this pertains to Finance agendas

From: Eric Lindman
Sent: Friday, February 12, 2016 1:57 PM
To: David Oberbeck
Cc: Anne Jacobson; Toni Rayala; Lisa Rasmussen; Jim Tipple; Lori Wunsch
Subject: Finance Council - Thomas St Acquisitions

Hi Dave,

I have spoken with Anne about our discussion on the appraisal approval process and Anne feels we are OK to move the appraisals through the approval process as follows:

1. Appraisals are brought to Finance (in closed session).
2. Finance (in closed session) gives approval to make offers and/or negotiate up to a certain amount based on the appraisal, this stays in closed session.
3. MSA makes the offer to the owner.
4. If the owner accepts the offer then the accepted offer will be placed on the next council agenda for approval in open session.
5. Once the offers are made it will be up to homeowners to either accept the offer or they may decide to have their own appraisals completed which then the owner appraisals will come back to finance in closed session for consideration and approval to make the second offer.

We are anticipating the first appraisals will come to the finance committee on march 8 for consideration. Also, I am waiting on the project data book and the relocation plan to be sent to me so I can get approval by CISM and then onto council.

Let me know if you see any necessary additions or needed changes to the process, appreciate your input and assistance.

Eric Lindman, P.E.

Director of Public Works
City of Wausau
407 Grant St.
Wausau, WI 54403-4783
P: 715-261-6745
C: 715-292-2606

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

RESOLUTION OF THE FINANCE COMMITTEE	
Approving the Thomas Street Relocation Plan for Phase I Reconstruction from 4 th Ave to 17 th Ave.	
Committee Action:	Pending
Fiscal Impact:	TBD based on need and request
File Number:	15-0105
Date Introduced:	February 23, 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>One-time Costs:</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<i>TID Financed:</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	<i>TID Source: Increment Revenue <input type="checkbox"/> Debt <input checked="" type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i>		

RESOLUTION

WHEREAS, the City of Wausau intends to use its eminent domain powers for property acquisition for the Thomas Street Reconstruction Project,

WHEREAS, The City has hired MSA Professional Services to complete the property acquisition services for the Thomas Street Reconstruction Project Phase I, and

WHEREAS, the City of Wausau Common Council elected to follow the Wisconsin Department of Transportation Division of Highways Real Estate Program Manual for acquisition of necessary real estate for the Thomas Street Reconstruction Project Phase I, and

WHEREAS, the City of Wausau provided written information as required by Adm 92.06(2), and

WHEREAS, the City of Wausau provided the necessary pamphlets identified in Adm 92.06(3), and

WHEREAS, the City of Wausau Common Council elected to follow the Federal Uniform Relocation Act for acquisition of properties, and

WHEREAS, MSA Professional Services has completed the Relocation Plan as required, now therefore

BE IT RESOLVED that the Common Council approves the Relocation Plan for the Thomas Street Reconstruction Project Phase I.

Approved:

James E. Tipple, Mayor

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

RESOLUTION OF THE FINANCE COMMITTEE	
Approving the Thomas Street Project Data Book for Phase I Reconstruction from 4 th Ave to 17 th Ave.	
Committee Action:	Pending
Fiscal Impact:	Included in MSA Contract
File Number:	15-0105
Date Introduced:	February 23, 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:</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: Included in MSA Contract</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input checked="" 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: Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: Included in MSA Contract</i>
	<i>TID Source: Increment Revenue <input type="checkbox"/> Debt <input checked="" type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i>		

RESOLUTION

WHEREAS, the City of Wausau intends to use its eminent domain powers for property acquisition for the Thomas Street Reconstruction Project Phase I,

WHEREAS, The City has hired MSA Professional Services to complete the property acquisition services for the Thomas Street Reconstruction Project Phase I, and

WHEREAS, the City of Wausau Common Council elected to follow the Wisconsin Department of Transportation Division of Highways Real Estate Program Manual for acquisition of necessary real estate for the Thomas Street Reconstruction Project Phase I, and

WHEREAS, MSA Professional Services has prepared the required Project Data Book to complete the property acquisition services for the Thomas Street Reconstruction Project Phase I, now therefore

BE IT RESOLVED that the Common Council approves the Project Data Book for the Thomas Street Reconstruction Project Phase I.

Approved:

James E. Tipple, Mayor