# OFFICIAL NOTICE AND AGENDA

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

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| Meeting of the: | **FINANCE COMMITTEE** |
| Date/Time: | **Tuesday, January 26, 2021 at 5:15 PM** |
| Location: | **City Hall (407 Grant Street) - Council Chambers** |
| Members: | Michael Martens, Lisa Rasmussen, Deb Ryan, Sarah Watson, Dawn Herbst |

## AGENDA ITEMS

1 Approval of the minutes of previous meetings (1/12/21)
2 Discussion and possible action authorizing the City of Wausau's participation in the Guaranteed Income Research Program for Mayors for a Guaranteed Income (MGI) and the University of Pennsylvania School of Social Policy & Practices Center for Guaranteed Income Research and the acceptance of $100,000 in grant funding to start a pilot MGI program in the City.
3 Discussion and possible action regarding funding and sole source purchase of Priority Based Budgeting
4 Discussion and possible action regarding 2021 budget modification request for Robotic Total Station
5 Discussion and possible action regarding 2021 budget modification request for DPW Material Crushing Proposal
6 Discussion and possible action regarding funding LED lighting for McClellan Parking Ramp
7 Discussion and possible action regarding 2020 budget modification Stormsewer Emergency Repair
8 Discussion and possible action regarding the Motor Pool Fund 2020 Financial Preview
9 Discussion and possible action the November 2020 General Fund Financial Report

Adjourn

Lisa Rasmussen, Chairperson

*Due to the COVID-19 pandemic, this meeting is being held in person and via teleconference. Members of the media and the public may attend in person, subject to the social distancing rules of maintaining at least 6 feet apart from other individuals, or by **calling 1-408-418-9388**. The **Access Code is: 146 567 1611 Password: 3ipPpJXyv63**

Individuals appearing in person will either be seated in the Council Chambers or an overfill room, subject to the social distancing rules. Space available will be on a first come, first served basis. All public participants' phones will be muted during the meeting. Members of the public who do not wish to appear in person may view the meeting on the City of Wausau's YouTube Channel http://www.tinyurl.com/WAAMedia, live by cable TV, Channel 981, and a video is available in its entirety and can be accessed at https://tinyurl.com/WausauCityCouncil. Any person wishing to offer public comment who does not appear in person to do so, may e-mail mary.goede@ci.wausau.wi.us with "Finance Committee public comment" in the subject line prior to the meeting start. All public comment, either by email or in person, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

**This Notice was posted at City Hall and faxed to the Daily Herald newsroom 1/22/21 at 1:00 pm**

**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 mary.goede@ci.wausau.wi.us

*In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (715) 261-6620 or email clerk@ci.wausau.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.*

Other Distribution: Media, (Alderpersons: Peckham, Neal, Gisselman, McElhaney, Herbst, Thao), *Mielke, *Jacobson, *Groat, Department Heads

**FINANCE COMMITTEE**
Date and Time: Tuesday, January 12, 2021 @ 5:15 pm., Council Chambers
Members Present: *In Person*: Rasmussen, Martens, Herbst; *By WebEx:* Watson, Ryan
Others Present: Kremer, Groat, Jacobson, Kujawa, Lindman, Rosenberg, Rubow, Vanderboom, Neal, Chuck Ghidorzi

In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner. The meeting was called to order by Chair, Lisa Rasmussen.

**Minutes of the previous meeting(s). (12/08/20)**
Motion by Herbst, second by Watson to approve the minutes of the 12/08/20 meeting. Motion carried 5-0.

**Discussion and possible action approving development agreement with WOZ Inc.**
Rasmussen stated a few months ago they approved some changes to be made to the development agreement for the redevelopment of the Wausau Center incorporating what the Mayor had negotiated. Maryanne Groat stated there were no changes made outside of what was agreed to in the Term Sheet.

Ryan commented since the city no longer owns WOZ and quite a few of leaders in the area were not interested in this property and seem to have given up on alternative uses, she would prefer this to be strictly a loan with repayment when it is developed.

Motion by Martens, second by Herbst to approve the development agreement with WOZ Inc. Approved 4-1 (*Ryan was the dissenting vote*.)

**Discussion and possible action regarding budget modification to transfer funds to the Parking, Recycling and Airport Funds**
Groat explained Covid has impacted our operations in a variety of ways and our Parking Fund has been significantly impacted. The Police Department ceased enforcement during the Safer-at-Home Order because of concerns about people touching meters, etc. This created a deficit in our revenues for fines as compared to projections. She stated there has also been a pretty significant drop in parking revenues because when the 2020 budget was prepared the negotiations with WOZ and the mall had not been finalized. Revenues were in the budget from the existing parking agreement with the previous mall owners. She noted with many businesses being closed, Finance and Council authorized refunds to downtown businesses and employees. Some businesses have left their locations in the downtown resulting in a decline in occupancy in the ramps. Groat indicated the shortfall is projected to be approximately $240,000 in revenue. Although the year isn't quite complete yet a $250,000 transfer is requested for the Parking Fund to cover this and any final expenses that come in January related to December's activity.

Groat stated in the Recycling Fund they are trying to improve estimates for the cost of leaf pickup due to the changes regarding baling of the leaves and the repeat cycle of collection. All of those funds go to the Motor Pool Fund and then are used to help defray maintenance of the existing fleet and the purchase of new fleet. She requested a transfer of $100,000 into the Recycling (Leaf Pickup/Yard Waste site).

Groat stated the Airport Fund is seeing a slight deficit this year. Every year there is an effort to increase the levy for the Airport Fund to turn this trend around. The request is for a small increase to the fund. She noted these budget modifications will go to Council on January 26, 2021.

Motion by Herbst, second by Martens to approve the budget modification. Motion carried 5-0.

**Discussion and possible action regarding funding and sole source procurement of the Wausau Policing Task Force public inquiry and decision making process consulting services from WIPPS**
Rasmussen stated community engagement is a big part of the Wausau Policing Task Force. The proposal is to facilitate community discussions through Wisconsin Institute for Public Policy and Service (WIPPS).

Motion by Watson, second by Herbst to approve the sole source. Motion carried 5-0.

**Discussion and possible action on terminating Inspection Services Agreement with the Town of Stettin**
Rasmussen stated this and the next three items are housekeeping items. Approval will close the loop on the contracts and properly terminates them, even though they are old, some of them from the mid 1990's. She noted this inspection service with Town of Stettin hasn't been performed in over 10 years.

Motion by Martens, second by Watson to approve the termination. Motion carried 5-0.

**Discussion and possible action on terminating Inspection Services Agreement with the City of Schofield**
Motion by Watson, second by Martens to approve the termination. Motion carried 5-0.

**Discussion and possible action on terminating Inspection Services Agreement with the Village of Rothschild**
Motion by Herbst, second by Martens to approve the termination. Motion carried 5-0.

**Discussion and possible action on terminating Fire Department Mutual Aid Agreement with the Rib Mountain Fire Department**
Rasmussen noted there is no longer a Rib Mountain Fire Department, it is now called South Area Fire and Emergency Response District (SAFER).

Motion by Herbst, second by Martens to approve the termination. Motion carried 5-0.

**Discussion and possible action on approving Towing Services Agreement with Joe Rader Towing LLC**
Rasmussen stated the RFP was sent out for articulated towing services and after review of the proposals the recommendation is for Joe Rader Towing.

Motion by Martens, second by Herbst to approve the agreement. Motion carried 5-0.

**Discussion and Possible Action Reclassifying the Building Maintenance Coordinator Position to Facilities Manager**
Groat stated the reason this is before Finance is because there is a fiscal impact, although it is hard to predict exactly what it is at this time because it will depend on the hire and where they land in the pay scale. This is a new position in a higher pay scale than the existing one and insurance may be different.

Motion by Martens, second by Herbst to approve the reclass for a Facilities Manager. Motion carried 5-0.

**Discussion and Possible Action Reclassifying the Business Development Specialist position as Economic Development Manager**
Rasmussen explained the reclass is recommended by HR Committee because the person in the current position is performing many more tasks than was described for this position.

Ryan felt Public Access should be under the Mayor's Office because in the future she saw the channel moving more toward public service information. Toni Vanderboom stated we are expanding city wide communication responsibilities for the Community Development Department. Mayor Rosenberg felt Public Access will be better served by having a manager that is able to be more responsive. She felt this was a good step for Public Access, as Sean Fitzgerald has public access experience as well as marketing.

Motion by Herbst, second by Martens to approve the reclassification of Business Development Specials to Economic Development Manager. Motion carried 5-0.

**Discussion and Possible Action Addressing Pay Compression between Union and Non-Represented Supervisory Staff**
Rasmussen stated this periodically happens in the pay matrix where certain employees are eligible for overtime and employees in the supervisory role are not, and employees start to make more than the supervisor. Or an overlap can also happen and certain grades become compressed causing difficult recruiting people.

Motion by Martens, second by Watson to approve. Motion carried 5-0.

**Adjourn**
Motion by Martens, second by Watson to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 5:48 pm.

WHEREAS, the City of Wausau recognizes that poverty and economic insecurity is a threat to mental health, physical safety, and community equity; and

WHEREAS, COVID-19 first appeared in December 2019 and spread throughout the world, and on March 11, 2020, the World Health Organization declared the outbreak a global pandemic; and

WHEREAS, On March 13, 2020, U.S. President Donald Trump declared a national state of emergency concerning the novel coronavirus outbreak; and

WHEREAS, COVID-19 has resulted in an income recession and economic hardship for millions of Americans; and

WHEREAS, In December 2020, the U.S. economy lost 140,000 jobs, with women accounting for all of the job loss;

WHEREAS, Low-wage workers have lost far more jobs and wages than top earners due to the coronavirus pandemic; and

WHEREAS, 46% of American households have experienced serious financial trouble during the pandemic, including running out of savings, trouble affording food, paying utility bills, and paying their rent or mortgage; and

WHEREAS, Black and Hispanic  workers are more likely to have experienced COVID-19-related unemployment than white workers, as well as higher levels of food insecurity and nearly twice as much difficulty meeting household expenses; and

WHEREAS, Prior to the COVID-19 pandemic, nearly 45 million Americans, or 12% of the U.S. population, were living in poverty, including about 7 million employed people who did not have resources to cover even the most basic necessities, despite working; and

WHEREAS, Nearly 40% of Americans could not afford a single $400 emergency prior to the pandemic, and rising income inequality is compounded by an ever-growing racial wealth divide; and

WHEREAS, Direct cash payments to the American people help state and local economies recover by putting more cash into local households and state budgets; and

WHEREAS, it's critical for families to have the resources they need to survive the current economic churn; and

WHEREAS, A guaranteed income program is one tool that can be used against poverty and economic insecurity, particularly in this time of pandemic; and

WHEREAS, Guaranteed income pilots are running in about 20 other American cities, giving between 15 – 150 individuals monthly stipends of $500; and

WHEREAS, The guaranteed income pilot was so successful in helping people solve everyday emergencies in Stockton, California that it was extended from 18 months to two years; and

WHEREAS, Data from pilot projects is helping researchers at the University of Pennsylvania School of Social Policy & Practice's Center for Guaranteed Income Research measure the effects of guaranteed incomes on communities and individuals; and

WHEREAS, Wausau has been invited to participate in a guaranteed income pilot and research program and has been offered $100,000 in grant funding from Mayors for a Guaranteed Income to jumpstart the program but is eligible for up to $500,000 once a pilot plan is in place; and

WHEREAS, Wausau will identify a research fellow to receive an additional $20,000 grant to help run the program and work with researchers from the University of Pennsylvania School of Social Policy & Practice's Center for Guaranteed Income Research;

THEREFORE BE IT RESOLVED, That City of Wausau authorizes the Mayor to formally join the Guaranteed Income Research Project through Mayors for a Guaranteed Income (MGI) and the University of Pennsylvania School of Social Policy & Practice's Center for Guaranteed Income Research; and be it

FURTHER RESOLVED, authorizes the mayor and city staff to develop a guaranteed income pilot program plan with insights from local non-profits with an expertise in poverty prevention; and be it

FURTHER RESOLVED, that the city will accept $100,000 in grant funding from MGI to start the pilot but will also pursue additional local funding sources to increase the scope of the project.

**TO: FINANCE COMMITTEE**

**FROM: MARYANNE GROAT**

**DATE: JANUARY 21, 2021**

**RE: PRIORITY BASED BUDGETING**

The Common Council has already set aside $50,000 to fund a strategic plan for the City in 2021. The adoption of Priority Based Budgeting is the logic next step since its purpose is to link the financial expenditures and resources developed in the budget to your strategic plan goals. This budgeting method provides a framework to ensure spending is focused on the city's strategic efforts.

Marathon County hired the Center for Priority Based Budgeting/Resource X to aid them with the implementation of Priority Based Budgeting a number of years ago and remains a customer today. The company offers a unique product that includes consulting in the actual implementation and development of the budget practice along with software implementation and ongoing software license, support and maintenance services. The software has a strong citizen engagement tool and graphics designed to engage and inform citizens in the community priority process.

The cost of the Priority Based budget is $50,000 in the year of implementation, and $20,000 annually thereafter. The City and County have a history of successful standardized software purchases including: financial, public safety, electronic document imaging. We believe that the benefits we have received in these past purchases will also result in further cooperation and collaboration of our organizations.

This is also an optimal time to adopt Priority Based Budgeting because the work programs and activities identified in this exercise will help us develop our chart of accounts when we implement the new financial software in the coming year(s).

The Government Finance Officers Association and the City/County Management Association have both identified Priority Based Budget as a best practice.

Funding for the 2020 service fees would be accomplished through a carryover the 2020 surplus experienced in the Mayor and Council budget.

I have attached a copy of their customer list.

**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.

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☐ **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.

To obtain Priority Based Budgeting consulting services and ongoing software license support and maintenance services from Center for Priority Based Budgeting/Resource X.

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

Priority Based Budgeting practice will complement and support the Common Council.

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 Company is uniquely qualified because of their consulting expertise and proprietary software. In addition, the City will reap additional benefits since Marathon County also uses the company and their priority based budget products.

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

We did not this is the vendor the county uses.

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

Based upon other similar purchasing activities and scope of work.

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: FINANCE***

***Preparer: MARYANNE GROAT***

***Vendor Name: Center for Priority Based Budget/Resource X***

***Expected amount of purchase or contract: $50,000***

***Department Head Signature:*** ***Date:***

***Finance Director Signature:*** ***Maryanne Groat*** ***Date: 1/21/2021***

## Priority Based Budgeting, OnlinePBB

Online Software and Services

**Background:** Priority Based Budgeting is a methodology created by Chris Fabian, and set of data-analytics tools created by Michael Seman and Chris Fabian. Chris Fabian founded the Center for Priority Based Budgeting (CPBB) in 2008, and co-founded Resource Exploration (ResourceX) with Michael Seman in 2015. ResourceX acquired the Center for Priority Based Budgeting in 2017.

**First Appearance:** Priority Based Budgeting was first recognized and written about in the International City/County Management Association's (ICMA) Public Management Magazine, in June 2008. Since then PBB has been the subject of a Government Finance Officer's Association (GFOA) White Paper and several Government Finance Review (GFR) journal articles.

**Agreements - "no equivalent" justification**: as of 2020, 159 local government organizations across thirty-three states in the United States, and two provinces in Canada have sole-sourced the implementation of Priority Based Budgeting to the Center for Priority Based Budgeting and/or ResourceX. These agreements are for Priority Based Budgeting consulting services, software implementation and ongoing software license, support and maintenance services. ResourceX is the only vendor that offers a software solution for the recognized best practice of Priority Based Budgeting. Based upon their documented due-diligence, there is no equivalent.

Washington (6)
1. City of Bainbridge Island
2. City of Kenmore
3. City of Tacoma
4. City of Tukwila
5. Clark County
6. Town of Maple Valley

Oregon (5)
1. City of Salem
2. City of Tualatin
3. City of Springfield
4. City of Klamath Falls
5. City of Newberg

California (18)
1. City of Riverside
2. City of Benicia
3. City of Oxnard
4. City of Sacramento
5. City of Walnut Creek
6. City of Pacifica
7. City of Fairfield
8. City of Monterey
9. City of Salinas
10. City of Seaside
11. City of Mission Viejo
12. City of San Jose
13. City of Hermosa Beach
14. City of Temple City
15. City of Palo Alto
16. City of Brisbane
17. Town of Placentia
18. City of Tracy

Arizona (8)
1. City of Flagstaff
2. City of Scottsdale
3. City of Goodyear
4. City of Chandler
5. Town of Queen Creek
6. Alliance for Innovation
7. City of Lake Havasu City
8. Navajo County

Nevada (3)
1. Washoe County School District
2. Douglas County
3. City of Henderson

Colorado (32)
1. City & County of Denver
2. City of Aurora
3. City of Littleton
4. City of Englewood
5. City of Boulder
6. City of Ft Collins
7. Town of Parker
8. City of Wheat Ridge
9. City of Longmont
10. City of Greeley
11. City of Loveland
12. Highlands Ranch Metro District
13. Town of Fruita
14. Pueblo West Metro District
15. Clear Creek County
16. Moffat County
17. Routt County
18. Mountain View Fire Protection District
19. City of Thornton
20. Town of Jamestown
21. Town of Johnstown
22. Denver Int'l Airport
23. St Dominic Catholic Parish
24. Jefferson County
25. Town of Buena Vista
26. Town of Mead
27. City of Trinidad
28. Town of Manitou Springs
29. Jefferson County Schools
30. Aurora Academy
31. Town of Victor
32. City of Windsor

Idaho (5)
1. City of Boise
2. City of Meriden
3. City of Twin Falls
4. City of Idaho Falls
5. Clark Post Falls

Montana (1)
1. City of Billings

Wyoming (1)
1. City of Green River

Utah (1)
1. City of South Jordan City

New Mexico (3)
1. San Juan County
2. City of Rio Rancho
3. Village of Los Lunas

Iowa (1)
1. City of Ottumwa

South Dakota (1)
1. City of Rapid City

Nebraska (1)
1. City of Grand Island

Kansas (4)
1. City of Shawnee
2. Finney County
3. City of Lawrence
4. Unified Government of Wyandotte and Kansas City

Oklahoma (1)
1. City of Tulsa

Texas (6)
1. City of Rowlett
2. City of Addison
3. City of Plano
4. City of Corpus Christi
5. City of South Lake
6. Woodlands, TX sp. district

Minnesota (2)
1. City of Duluth
2. Scott County

Wisconsin (5)
1. Jefferson County
2. Washington County
3. Marathon County
4. Town of Janesville
5. City of Monroe

Michigan (6)
1. City of Ann Arbor
2. City of Lansing
3. City of East Lansing
4. City of Kalamazoo
5. City of Battle Creek
6. City of Ferndale

Indiana (1)
1. City of South Bend

Ohio (4)
1. City of Cleveland Heights
2. City of Blue Ash
3. City of Toledo
4. City of Monroe

Illinois (1)
1. City of East Moline

Missouri (5)
1. City of Lee's Summit
2. City of Kansas City
3. KC Parks
4. City of Branson
5. City of Joplin

Alabama (1)
1. City of Birmingham

Georgia (4)
1. City of Roswell
2. City of Chamblee
3. Cobb County
4. City of East Point

Pennsylvania (4)
1. City of Allentown
2. Lehigh County
3. City of Duquesne
4. City of Pittsburgh

Massachusetts (1)
1. Town of Bourne

Virginia (3)
1. City of Alexandria
2. City of Chesapeake
3. Town of Christiansburg

North Carolina (5)
1. City of Asheville
2. Gaston County
3. Town of Cary
4. Town of Garner
5. Town of Weaverville

South Carolina (3)
1. City of Columbia
2. City of Charleston
3. Town of Beaufort

Florida (7)
1. Town of Lakeland
2. Town of Jupiter
3. Pasco County
4. Broward County
5. City of Delray Beach
6. City of New Smyrna Beach
7. City of Plantation

Canada (10)
1. City of Ft Saskatchewan AB
2. City of Edmonton, AB
3. City of Grande Prairie
4. Town of Beaumont, AB
5. Strathcona County, AB
6. City of St Albert, AB
7. City of Lethbridge, AB
8. Town of Humboldt, SK
9. Alberta Health, Alberta Prov
10. Edmonton Police Services

**Helpful examples of sole source justification from our clients:**

- City of Boise, Idaho boisecityid.iqm2.com/Citizens/FileOpen.aspx?Type=4&ID=11784
- Clark County, Washington https://www.clark.wa.gov/sites/default/files/dept/files/contracts-grid/PriorityBasedBudgeting(1).pdf

**Establishment of Industry Leading Practice**: In 2012, in response to the Great Recession, the Association that represents city and county managers from across the US and Internationally (the International City/County Management Association), in partnership with the Alliance for Innovation (a research-based "think tank" who studies emerging innovations across all sectors of local government) identified Priority Based Budgeting as a Leading Practice in local government – encouraging every local government to migrate towards the implementation of PBB. This was based on 3 criteria:

- **1.) Repeatable methodology** to follow – PBB has a step by step process that any organization can follow, and expect to achieve the same results as another implementer.
- **2.) Scalable process** – PBB doesn't just work for large organizations (like those who have implemented in Edmonton Alberta, Cincinnati Ohio, or Sacramento CA) or small organizations (like Victor Colorado, population 300 people), but any organization of any size, type, political complexity, or demographic.
- **3.) Measureable outcomes** – any community can look back on their work and actually measure what has changed as a direct result of implementation.

Since then, Priority Based Budgeting has become a recognized "best practice" by the leading professional associations who credential and educate local government practitioners:

- Government Finance Officers – the Government Finance Officer's Association (GFOA)
- Elected Officials – the National League of Cities (NLC)
- Innovation in Public Administration – the Alliance for Innovation

**Priority Based Budgeting in Professional Literature – Journal Articles and White Papers Published:**

- Public Management Magazine, in June 2008
- Government Finance Officer's Association, White Paper, https://www.gfoa.org/materials/anatomy-of-a-priority-driven-budget-process
- Master's Thesis, Sheryl Mitchell, "An Exploratory Study of Priority Based Budgeting" 2014, https://books.google.com/books/about/An_Exploratory_Study_of_Priority_Based_B.html?id=UbGDoAEACAAJ

**Differentiation of Software Tools:** Online Priority Based Budgeting software has been characterized as:

- Business Intelligence (BI) software
- Decision Support System (DSS) software
- Budgeting software

While there are other BI, DSS and budgeting software tools, as the City of Boise, Idaho publicly reported in their due diligence report this is the only software specific to the best practice of Priority Based Budgeting:

> This is the only vendor that offers a software solution for priority based budgeting. Priority based budgeted is a recognized best practice by several organizations across the nation included the Government Finance Officers Association, and ICMA. Both of these organizations refer companies to the Center for Priority Based Budgeting for the software and implementation to execute this recommended best practice.

Key differentiators of the best practice of Priority Based Budgeting process include the following:

- **Integration of Programs/Services** – in PBB, the organization identifies it's individual programs and services. In it's unique database, ResourceX has identified over 90,000 individual government programs.
- **Pricing of Programs/Services** – the software integrates data from the organization's financial systems and human resources systems (or ERP) and allows for resource allocation of budget and actual data, to programs and projects.
- **Integration of Results and Result Definitions** – the software integrates the organization's PBB Results and Result Definitions. In it's unique database, ResourceX has accumulated key Result areas from over 170 organizations, as well as the key performance metrics that help an organization define their Results.
- **Scoring Evaluation of Programs/Services** – the software facilitates a unique evaluation process whereby programs are numerically scored relative to the organization's Results, as well as key "Basic Program Attributes" (degree of mandate, size of population served, cost recovery, reliance upon the organization by it's citizens, etc).
- **Ranking Algorithm** – the software applies a unique scoring and ranking algorithm that places programs in priority levels (four specific "quartile rankings"), based on the programs influence on societal objectives and basic program attributes.
- **Resource Alignment Diagnostic (RAD) Modeling** – the software facilitates exploration of the data based on unique analytics drawn from the scoring process, allowing the organization to understand and act upon insights such as: which programs are ideal for public/public partnership; which programs are ideal for public/private partnerships; which programs are charging a fee, where the fee is less than the true cost of providing the program; which programs are best served by another source; which programs are the organization's most influential to achieving Results, etc

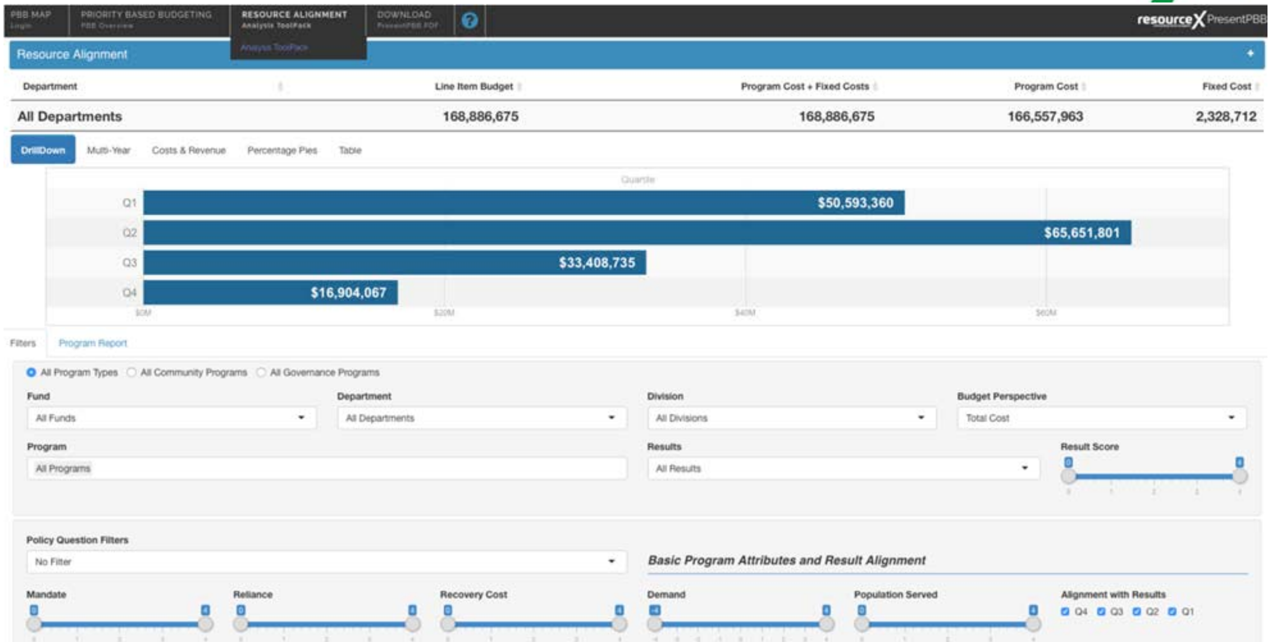



**Figure 1:** the City of South Bend, Indiana's Resource Alignment Diagnostic (RAD) model, showing total resource allocation by quartile, across the City

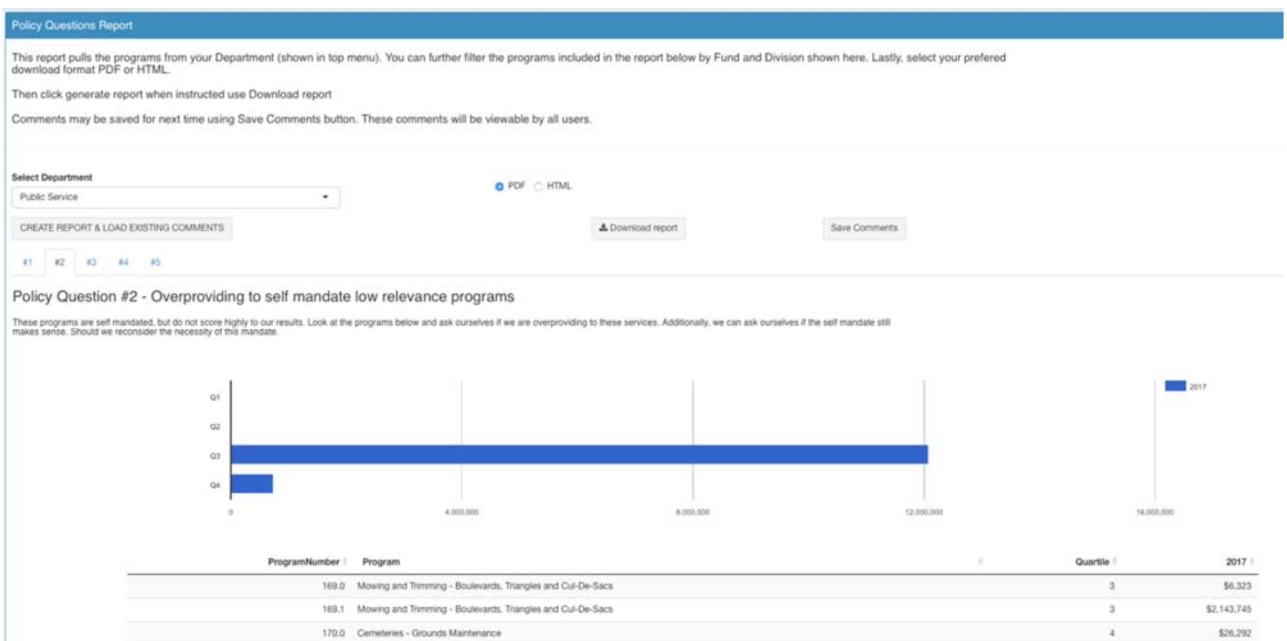



**Figure 2:** the City of Toledo, Ohio's Policy Question report, within the Department Dashboard, pointing the Department of Public Services to resource reallocation opportunities where the City's self-imposed policies may be outdated, as they are requiring the department to provide programs of low influence on the City's Results. This is one of the "5 Policy Questions"


ONLINE PRIORITY BASED BUDGETING
POWERED BY:

# Priority Based Budgeting
# Tools and Implementation

## Document Overview:

I. Agreement Summary and Contact Information
II. Scope of Work
III. Contract Terms, Setup, Renewal Period and Signatures
IV. Timeline and Work Plan + Taking Action on the Data
V. Appendix A: End User License Agreement

## I. Agreement Summary, Contact Information, and ResourceX Specialists

| **BASIC INFORMATION** | |
|---|---|
| Organization name: | **City of Wausau, Wisconsin** |
| Project Lead: | |
| Telephone number/email: | |
| Start Date | March 2021 |
| Target Completion Date | June 2021 |
| Total Project Cost Year 1. | $ 50,000.00 |
| Subsequent Annual Support Cost | $ 20,000.00 |
| ResourceX Implementation Specialist: | Santina Reichow, sreichow@resourcex.net |
| ResourceX Support: | Brad Steckart, bsteckart@resourcex.net |
| ResourceX VP of Client Success: | Eric Keck, ekeck@resourcex.net |

# II. Scope of Work

**CHOOSE FROM SEVERAL IMPLEMENTATION OPTIONS + BUNDLE YOUR SOFTWARE**

***WHICH PBB IMPLEMENTATION IS RIGHT FOR YOU?***

| | A. Project Preparation, Data Loading, and Kick-off | | Fiscal Health | Program Budgeting | Full PBB |
|---|---|---|---|---|---|
| ✓ | Virtual Project Kick-off (including project prep, data loading) | Free w/ Project | | X | X |

| | B. Ongoing Support and Training | | Fiscal Health | Program Budgeting | Full PBB |
|---|---|---|---|---|---|
| ✓ | ***150-hr Package of On-going Support**** <br> Bi-weekly project implementation support meetings, user training and access, training webinars and implementation support | $30K | | X | X |
| | ***Additional 50-hr Package of On-going Support*** <br> Bi-weekly project implementation support meetings, user training and access, training webinars and implementation support | $ | X | X | X |
| ✓ | ***On-going Webinars + Slack*** <br> Classroom Style Group Webinars of Ongoing Training & Quarterly Contact | Free w/ Project | X | X | X |

| | C. Software Tools** | | Fiscal Health | Program Budgeting | Full PBB |
|---|---|---|---|---|---|
| | Fiscal Health Diagnostic | $ | X | | |
| ✓ | Online Priority Based Budgeting | $ 20k | | X | X |
| | **Bundle**: Fiscal Health + Online Priority Based Budgeting | $ | X | X | X |

| | D. Additional Software Applications | | Fiscal Health | Program Budgeting | Full PBB |
|---|---|---|---|---|---|
| | OpenPBBData | $ | | | X |
| | Program Metrics | $ | X | X | X |

| | E. Optional Consulting Engagements | | Fiscal Health | Program Budgeting | Full PBB |
|---|---|---|---|---|---|
| | On-site Visit for Staff, Council, Citizens (per day) | $ | X | X | X |
| | Advanced Consulting: Partnerships, Rate Evaluation, Sourcing | TBD*** | | X | X |

* 150 hours of support is recommended for full PBB implementation. Additional support packages available.
** Ongoing annual renewal rates are offered at the rate of your software subscription
*** Advanced consulting quotes may be developed for your organization upon request.

## III. Contract Terms, Setup, Renewal Period and Signatures

| COST SUMMARY | |
|---|---|
| **Implementation Set-up Total** – Breakdown described in section II | $ 50,000.00 |
| **Software Renewal Rate** – Fixed for 3 renewals | $ 20,000.00 |
| **Subscription Period** – Reoccurring annually | March 1st to February 28th |
| **Initial Invoice Amount** – Software + one-time set up. | $ 50,000.00 |
| **Initial Invoice Date** – Due net 30 Days | March 1st, 2021 |
| **Renewal Invoice Amount** | $ 20,000.00 |
| **Renewal Invoice Dates** – Due net 30 Days | February 1st, 2022<br>February 1st 2023<br>February 1st 2024 |

**Initial Setup & Ongoing Management: Initial implementation can be divided into two parts, the setup and ongoing management. Both efforts are detailed below.**

**ResourceX Obligations**

As part of the setup, ResourceX will:

A. Discussing the project scope and overall plan;
B. Assisting with the creation of the project charter ;
C. Uploading annual budget and personnel data to the online tools;
D. Provisioning users in the online tools;
E. Provisioning users into custom priority based budgeting interactive Learning Management Systems (LMS) training software;
F. Providing standardized community results and definitions (with opportunity to customize).

As part of ongoing management, ResourceX will provide training and LMS (Learning Management System) software support in the development of the following deliverables:

A. Creating program inventories;
B. Allocating costs to programs;
C. Scoring programs against results and definitions;
D. Peer reviewing program scores;
E. Validating costs and scores;
F. Training staff on how to utilize the analysis tools.

**Client Requirements**

Client agrees to the following terms for delivery and review of materials.

A. Client shall complete the ResourceX Project Charter.
B. Client shall provide budget and personnel data for the implemented fiscal year.
C. Client shall provide a list of employees that will need access to the online tools.
D. Client shall commit to adhering to mutually agreed upon implementation schedule.

**Communications**

Client agrees the communication is to be via email or Xpress support through Slack only. If the Client wishes to speak on the phone, the Client should send an email to ResourceX stating that you would like to schedule a phone call and ResourceX will work with the Client to arrange a time. ResourceX typically responds to email within 24 hours excluding weekends and standard public holidays.

**Annual Renewal Terms:** Annual renewal rate of $20,000.00 will be set for 3 years. Each year an invoice will be sent February 1st for continued access to the Online Priority Based Budgeting tools. Either party may terminate this agreement, at any time, with a minimum of a written 30-day notice (with the ability to re-subscribe again at any time, subject to the current subscription rates at that time).

**THIS AGREEMENT** is made and effective as of ***January 22, 2021***, between ***Wausau, Wisconsin and Resource Exploration, LLC.*** The parties agree as follows:

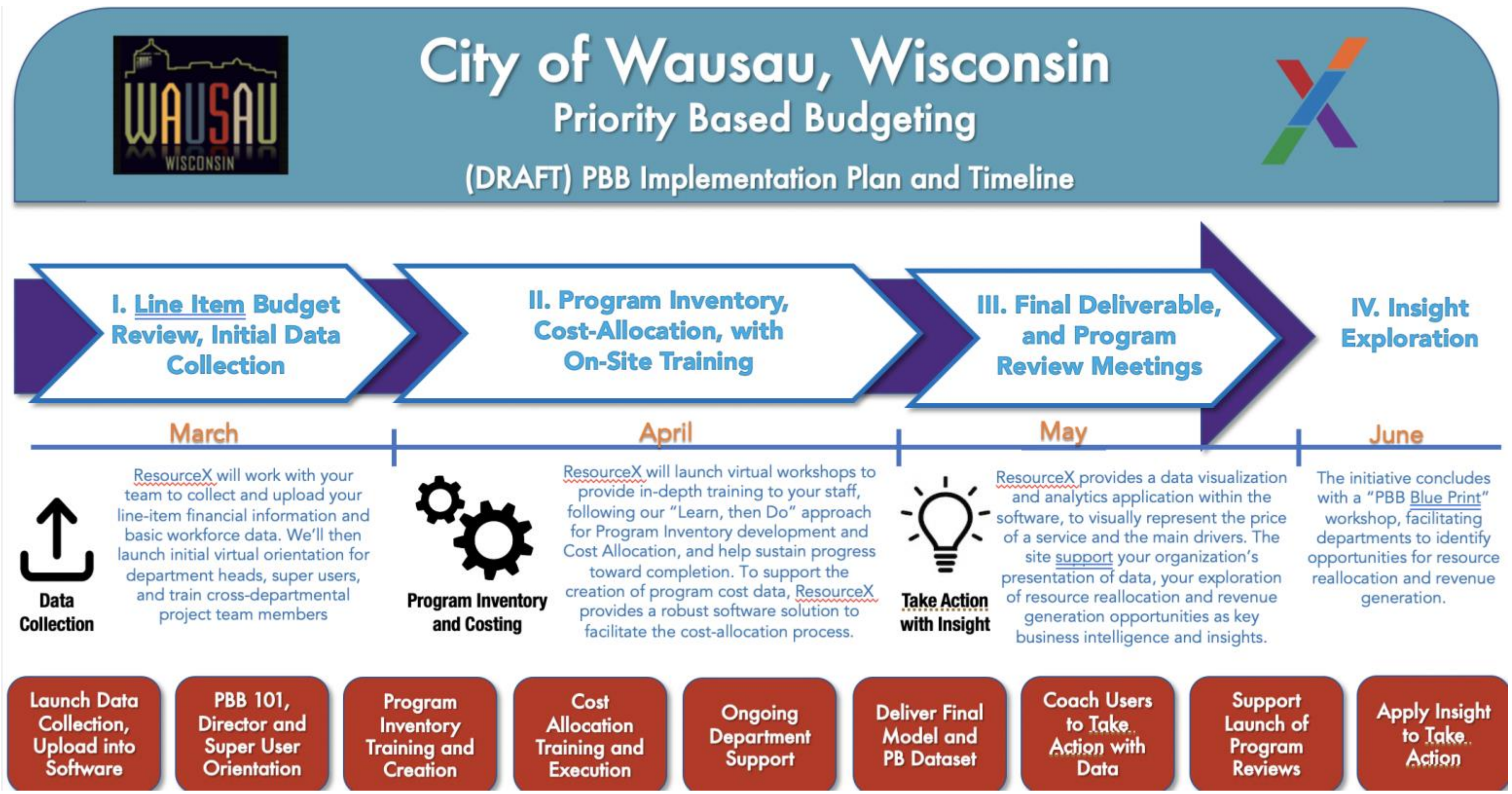
| **Resource Exploration** | | **Wausau, Wisconsin** |
|---|---|---|
| *Michael Seman* ____________ | Date: 1-22-2021 | ____________________ |
| By: Mike Seman<br>Co-Founder | | |
| *Chris Fabian* ____________ | Date: 1-22-2021 | ____________________ |
| By: Chris Fabian<br>Co-Founder | | |

## IV. Timeline

**Timeline Considerations**

Your organization's timeline for implementation is in your control. ResourceX will help you design your timeline to meet the needs of the organization. Overall, your PBB training and roll-out can be completed in a 3-month period, from beginning to end. If you have a more pressing need to implement PBB in less time, please let us know and our team will help design a path that will accommodate your schedule.

Ideally, your organization will want to set a goal for Model Completion that synchs with your budget process. ResourceX will being our timeline discussion by asking: "by when do you want your PBB model complete, in order to influence budget decisions?" Based on conversations with your team, the following timeline is proposed:



### Identifying Super Users

One of the key objectives of our first meeting will be to identify the "Super User(s)" in your organization who will be the primary resource to coordinate with our team for the management of the project. The Super User(s) will gain the benefit of being trained on all aspects of the OnlinePBB software, and achieve mastery of Priority Based Budgeting concepts, sufficient to lead the process in future years.


## Milestone Review:

**Identification of Programs/Services** – in PBB, the organization identifies it's individual programs and services. In it's unique database, ResourceX has identified over 220,000 individual government programs. Programs are the foundational unit for decision-making, and every program has a "future" – a future where the plan for the organization is either to increase investment in the program, to divest itself of support for the program, or perhaps status quo.

**Costing of Programs/Services** – for every program, a price for delivery is determined. PBB software integrates data from the organization's financial systems and human resources systems (or ERP) and allows for resource allocation of budget and actual data, to programs and projects. Personnel costs are allocated based on the amount of time that the organization's human resources support the program, and non-personnel line-item costs are also allocated for a true cost of doing business.

**Integration of Results and Result Definitions** – the software integrates the organization's PBB Results and Result Definitions. In it's unique database, ResourceX has accumulated key Result areas from over 250 organizations, as well as the key performance metrics that help an organization define their Results.

**Scoring Evaluation of Programs/Services** – the software facilitates a unique evaluation process whereby programs are numerically scored relative to the organization's Results, as well as key "Basic Program Attributes" (degree of mandate, size of population served, cost recovery, reliance upon the organization by it's citizens, etc).

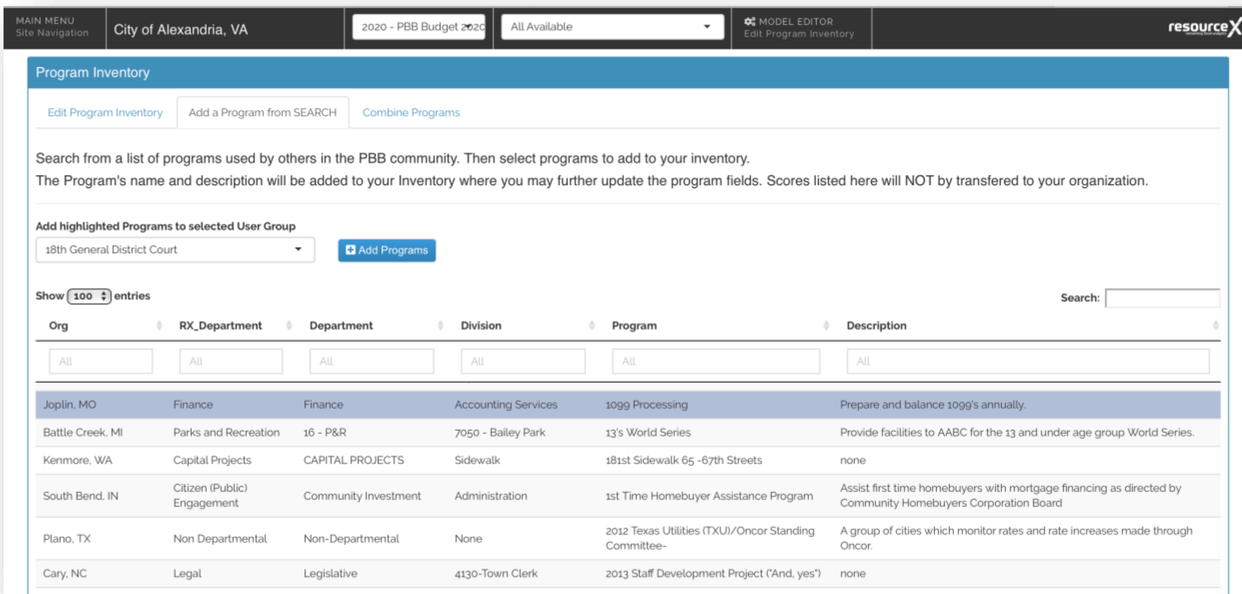
**Prioritization Ranking Algorithm** – the software applies a unique scoring and ranking algorithm that places programs in priority levels (four specific "quartile rankings"), based on the programs influence on societal objectives and basic program attributes.

**Resource Alignment Diagnostic (RAD) Modeling** – the software facilitates exploration of the data based on unique analytics drawn from the scoring process, allowing the organization to understand and act upon insights such as: which programs are ideal for public/public partnership; which programs are ideal for public/private partnerships; which programs are charging a fee, where the fee is less than the true cost of providing the program; which programs are best served by another source; which programs are the organization's most influential to achieving Results, etc

# Work Plan Overview:

## Program Inventory and Program Budget Development

ResourceX provides a “starter program inventory” for the departments to work from and a training on how to identify "programs" at a level most effective for PBB. The “starter program inventory” is built from the PBB Database of over 220,000 programs, customized to match with their department, and significantly easing the workload for departments to complete this first task. Each department will be responsible for refining and completing their Program Inventory through LMS training and support and submitting this to ResourceX.




Differentiating programs and services offered by the organization to the community, as opposed to drawing only a comparison between each of the individual departments that provide services to the community, builds a common understanding of exactly what the entire organization offers to its constituents (and what those programs cost) and leads to a more effective means of making discrete resource allocation decisions through the Priority Based Budgeting process.

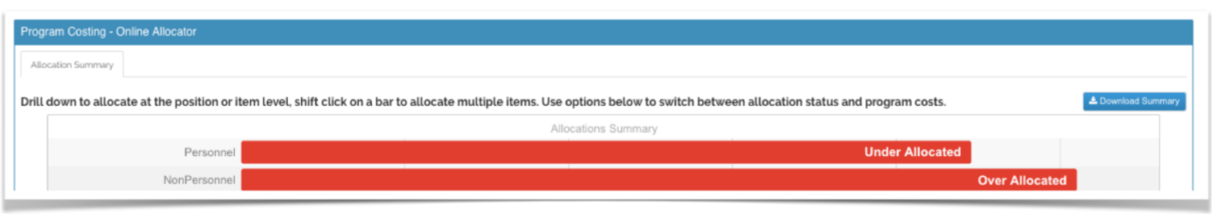
One of the key objectives that your organization will achieve with this process is the identification of programs and services it offers, as well as the cost for these programs. The “Program Inventory” will clarify the breadth of services provided by your organization, and highlight key characteristics of each program (e.g., the full cost of providing the program and level of revenues that program directly generates to support its operations). The inventory is a tremendously valuable tool in and of itself, but is also the basis for discussion of prioritizing resources – programs are prioritized based on their influence on Results.

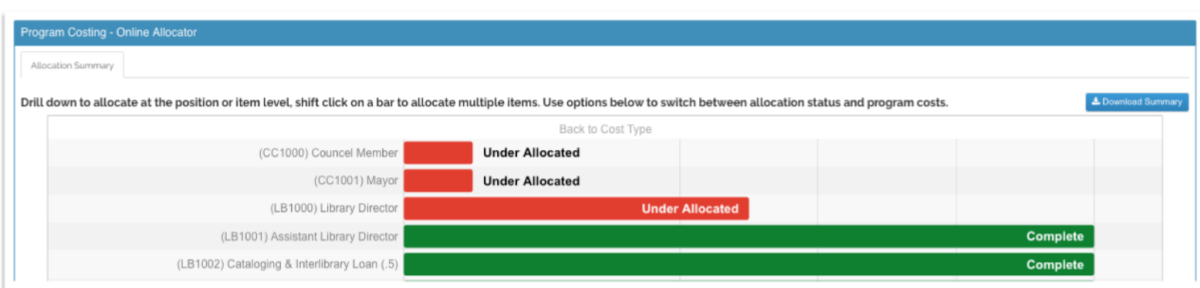
Many organizations attempt to “prioritize” their spending by comparing one department or division against another rather than determining which of the typically hundreds of programs and services offered across the organization are more highly valued than others.  By developing a comprehensive list of programs offered by the organization and identifying the costs of those services, your organization will be able to better understand at a more discrete level what programs it provides and how much it costs to provide them.

ResourceX wrote the guidelines for developing a ”Program Inventory”, as published by the Government Finance Officers’ Association (GFOA) white paper on Priority Based Budgeting, entitled **“Anatomy of a Priority Based Budgeting Process” (GFOA, 2011**). These guidelines form the basis for developing a “Program Inventory”. Critical to this process is finding the right level of detail when identifying discrete programs. If a program is too big or encompasses too much, it will not provide sufficient perspective and information – that is, it will be very difficult to describe the precise value the program creates, or to use program cost information in decision making. However, if program definitions are too small, decision makers can become overwhelmed with detail and be unable to see the big picture. ResourceX will work with your organization to establish the right level of discretion in the creation of “Program Inventories”.

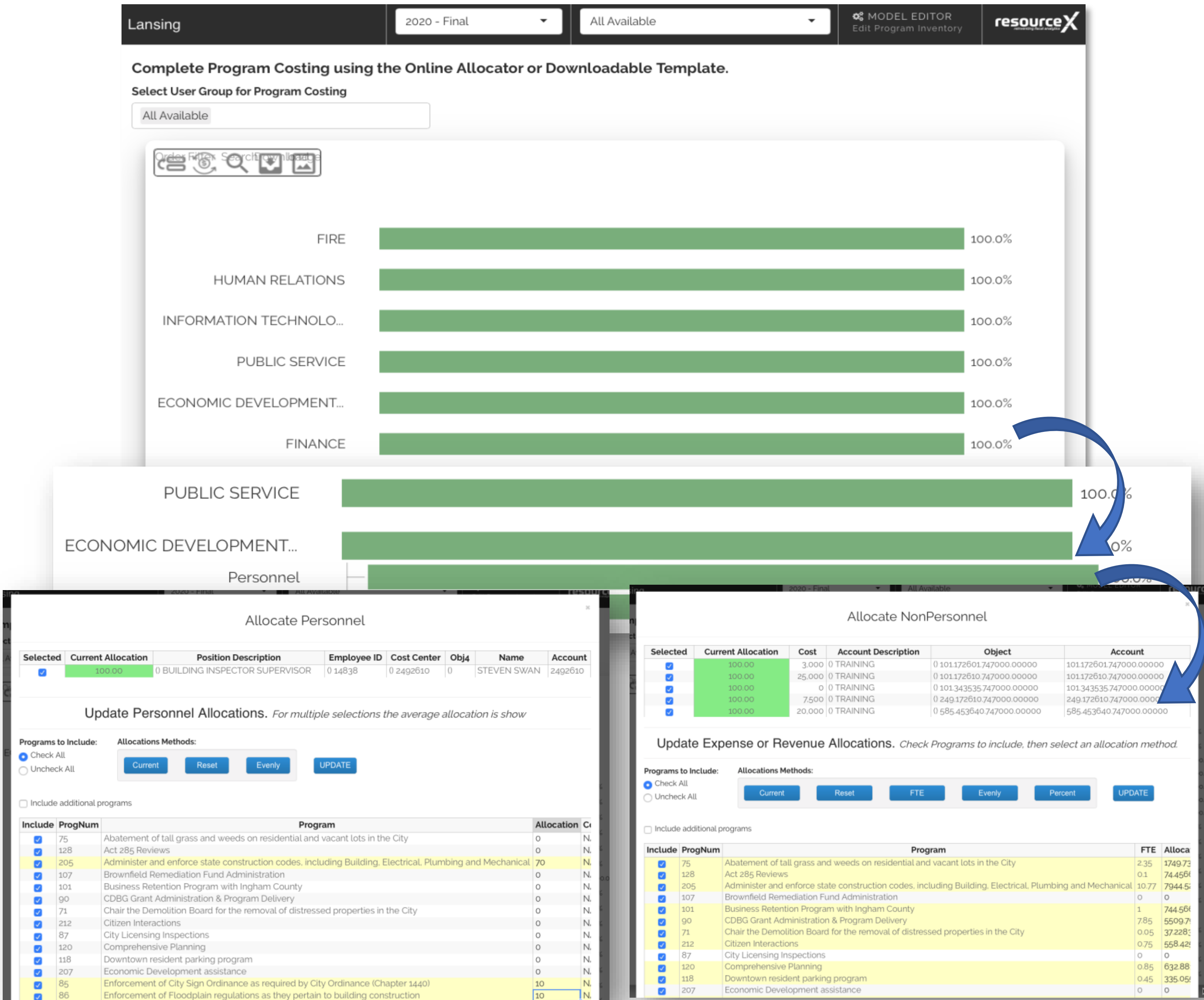
With respect to identifying costs for each of the programs identified, ResourceX will provide LMS training and support in order to train staff on how to derive these program costs, as well as serve as an ongoing resource to staff in providing assistance in the estimation of these costs. ResourceX will provide LMS guidance and coaching that will offer your organization techniques and methodologies used in calculating indirect and direct program costs and identifying the number of staff associated with each program offered.

ResourceX will provide customized Program Costing templates for each of the organization's departments (or divisions).




The **“Program Cost Allocation”** engine is an online allocator, designed to make the generation of your Program Inventory, and Program Costs easy, efficient and accurate.




Cost allocation methods are built-in to the tools, to faciliate ease for allocating personnel (demonstrated on the left), and non-personnel line-item costs (on the right). FTE can be grouped by common positions and allocated all at once, or one by one. Non-personnel costs can be distributed pro-rated based on a per FTE basis, a percentage basis, directly, or evenly. Costs can be distributed across department and divison lines, and all tie out completely to your budget, exactly as they were extracted from your financial system.

Specifically, ResourceX will help your organization IDENTIFY and COST ONGOING PROGRAMS and SERVICES by:

- Providing LMS training and support to help department heads and other identified staff gain a better understanding of how to define and identity the individual programs and services that are offered by each individual department and to provide guidance in distinguishing between a task (too small to be considered a program) and a department/division (oftentimes too large to be considered a program).

- Sharing access to the Program Inventory data-mine, with program examples gathered from other organizations that have worked with ResourceX to use in developing and/or refining its own "Program Inventory".
- Providing LMS training to help department heads and other identified staff utilize the **OnlinePBB** cost allocation software to determine program costs.
- Training the organization to perform revenue allocation within **OnlinePBB** software for all fees, charges for service and even grants in order to measure cost recovery and evaluate the degree to which any program is subsidized by general government resources.
- Providing LMS guidance and coaching to department heads, division directors, managers and/or supervisors to train them on techniques and methodologies used in calculating program costs (including direct and indirect costs) and identifying the number of staff associated with each program offered.

## Results Setting and Result Definitions

ResourceX will provide standardized results and result definitions (with a customizable option), or to validate "Results" that the organization has already established. Priorities establish the foundation for Priority Based Budgeting.

*Results* help to identify the very fundamental reasons that a local government exists – articulating all the ways it serves the needs of the community (*as opposed to a list of specific projects or initiatives that need to be considered during the next budget cycle*). They are meant to answer the questions, "***Why do we, as an organization, exist in the eyes of the community" and "What are we in business to do?***" *Results* are more overarching in nature and will "*stand the test of time*," as opposed to more short-term needs or tasks that normally have a targeted "*finish-line*." Finally, *Results* are truly unique to your community, in that they attempt to determine the role of your local government to determine "***why***" it exists and "***why***" it offers the types of unique services it does to the community.

As *Results* are identified, there is a distinction made between **"*Community-oriented Results*",** which help define why certain programs are offered directly to the community, and ***"Governance-oriented Results***", which help define why internally focused programs are offered by various support functions such as Finance, Human Resources, and Information Technology. Through its research and work with other local governments, ***ResourceX*** has found it imperative in achieving the best outcomes from its ***PBB*** process that an organization distinguish between "*Community Programs*" (i.e. programs that directly serve the community) and *"Governance Programs*" (i.e. programs that are more internal in nature and generally support the administration, elected officials and departments within the organization). In order to understand the relevance of *Governance Programs*, we need to evaluate them against different *Results* than *Community Programs*, because *Governance Programs* exist within the organization for fundamentally different reasons than do the *Community Programs*. Even though the scoring criteria might be different for each of these two types of programs, the process allows you to ultimately look at all offered programs from an overall Organization-wide perspective in the eventual program prioritization array.

The main deliverable includes the identification and articulation of *Results* for both "*Community-oriented*" programs and "*Governance-oriented*" programs, which will be fully utilized as the ***Priority***

***Based Budgeting*** process unfolds. ***ResourceX*** will review the ***Organization's*** existing strategic documents included its Vision, Mission and Values Statements, Strategic Plan, Strategic Council Goals and/or Community Survey Responses to determine how to leverage these efforts in identifying *Results* for the ***PBB*** process.

Specifically, ResourceX will help your organization IDENTIFY and DEFINE RESULTS by:

- Determining both a "starting place" for its Results and the most appropriate way to validate those Results with its elected officials.
- If determined to be the best approach, conducting a "Results Validation" exercise to confirm that the organization believes the Results that have been identified are complete, comprehensive and clearly articulate "why" the organization exists and "what" it is there to accomplish for it's residents, businesses and visitors.

## Program Scoring and Peer Review

With the right Results, and with clear definitions of those Results, the organization is then ready to more accurately place a value on individual programs (and potentially one-time initiatives) relative to its influence on achieving the organization's stated Results.

In *Program Evaluation or Scoring* phase, it is essential to give departments the opportunity to first score their own programs, relative to your organization's *Results* and demonstrate why they believe their programs are influential in achieving those *Results*. This gives departments the chance to provide their own unique intelligence on their own programs which no one else but the program providers would have known. Not only does this help solidify organizational buy-in but at the same time provides a more thorough and complete understanding about everything the organization does and how those programs help achieve the identified *Results* (i*.e. "why" we offer the program*).

The *Peer Review* phase then provides for an authentication process to validate (*and perhaps question*) the department's belief that their programs are indeed relevant to your organization's *Results*. Several organizations have commented that, unlike other more conventional approaches to performance measures, *Peer Review* provides a forum for a far better discussion that leads to a clearer understanding of how programs truly influence *Results*. Furthermore, departments gain an organization-wide perspective about programs being offered across your organization, which has led to the uncovering of program redundancies. This step in the process has led to cross-departmental collaboration, as departments find out that they provide similar programs to other departments. This process has also contributed to changes in organizational culture as departments are tasked with the duty of objectively analyzing programs that aren't their own (i*.e. a "jury of their peers").*

The effect of *Peer Review* has been remarkable, not only for the purposes of *PBB*, but for bringing an organization together to look at the programs they offer in the context of how they collectively achieve the *Results* that citizens find meaningful. In a sense, *Peer Review* begins to break down the old departmental "*silos*" and lets staff see the world from a more global perspective. Ultimately, it is through this step that more accurate *program* scores emerge, that a better understanding of *programs* is developed, and an assurance that the outcome of the entire process is objective and valid. For the long-term, this phase in the process sparks the discussion of how to determine what measure or metric will substantiate the fact that a program's desired outcome is achieving that objective.

Specifically, ResourceX will help your organization VALUE ONGOING PROGRAMS BASED ON RESULTS by:

- Providing LMS training and support for department heads, division directors, managers and/or supervisors to train them on the how to evaluate programs against the identified Results and Basic Program Attributes in the Program Scoring phase.
- Training on scoring in the **OnlinePBB** software platform, to facilitate the organization's effort to score programs based on the program's influence on Results and on the identified "Basic Program Attributes".
- Providing coaching and support to the departments as program scoring is completed.
- Providing guidance and assistance in the development of Peer Review Teams to ensure they are cross-functional in nature and maintain the level of objectivity needed to make this phase of the process successful. This is another part of the process where including elected officials and/or external stakeholders from the community is a potential area of interest.
- Providing coaching and support to the Peer Review Teams in the evaluation of program scores, encouraging them to interview program managers to hear evidence that justify assigned program scores, and then recommending program score adjustments where appropriate.
- Provide training to Peer Review teams to enter final recommendations into **OnlinePBB** software.
- Offering suggestions as to the incorporation of existing performance measures as an evaluation criteria in the Peer Review process as well as the development of key indicators for use in future years.
- Developing an "Impact of Peer Review Report" in the tools to identify the impact of changes to the department's initial program scored made by the Peer Review Teams.

# Final Model Delivery

Ultimately, the Results identified and defined by the organization and the programs that are the most highly valued in terms of achieving those Results become clearly articulated in the budget through a process in which resource allocation decisions are linked to the prioritization of those individual programs and services.

Once programs have been scored against the *Results* and a relative value determined, the entire list of your organization's offered services can be arranged in order of "*highest priority*" (those programs most relevant in achieving the organization's stated *Results*) to "*lowest priority*" (those programs that are less relevant in achieving those *Results*). The programs are then grouped into four "***Quartiles***" based on the similarity of the scoring ranges, with *Quartile 1* representing those programs of the highest priority and *Quartile 4* including those programs of the lowest priority.

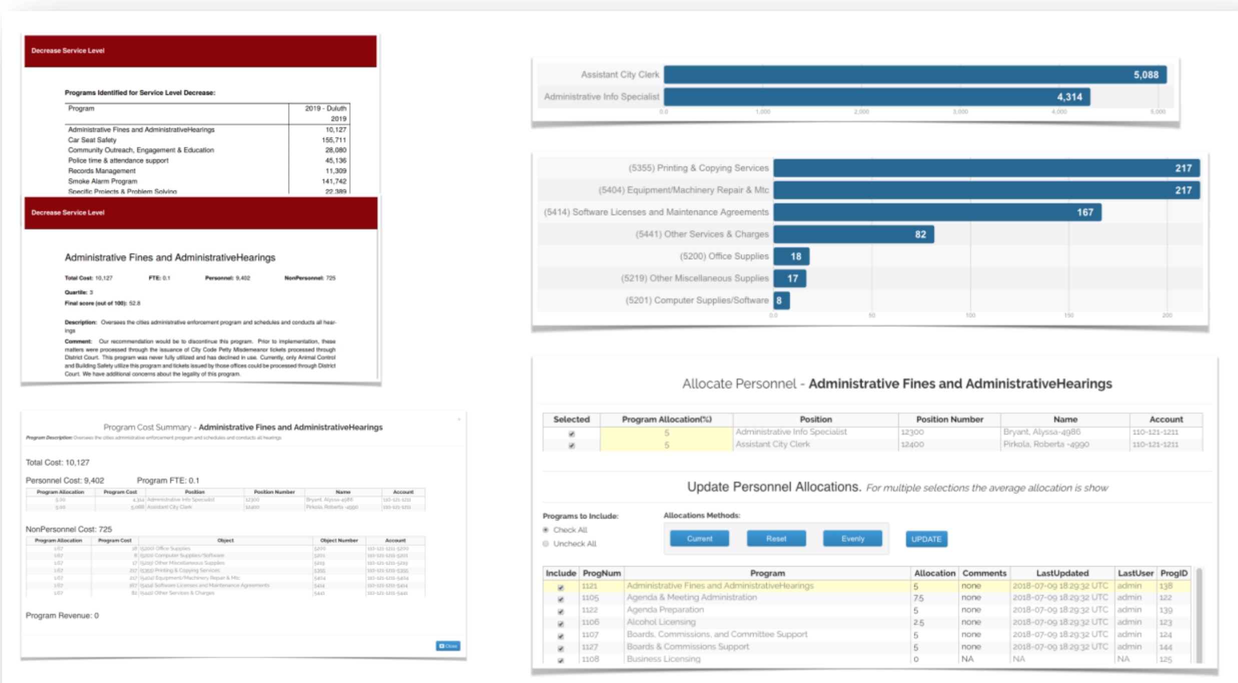
Individual costs are then associated with each program in order to develop a final "*Spending Array by Quartile*." ***ResourceX*** takes this information and develops a customized "***Resource Alignment Diagnostic Tool"*** that can be utilized by the Organization in 1) assessing its spending profile in terms of aligning resources with identified priorities; 2) developing "*target budgets*" for departments based on their individual prioritized spending profile and 3) analyzing programs using the "***Resource Alignment Diagnostic Tool's"*** unique filtering capabilities.

With the "***Resource Alignment Diagnostic Tool"***, your Organization will have a "*unique lens*" to see your programs not only in terms of their relevance to *Results*, but also in light of mandates, fee structures, citizens' reliance and community partnerships. This *unique lens* allows staff to efficiently analyze programs and gain insights into areas such as:

- Programs supported by specific user-fees **VS**. those funded through general government revenues (taxes)
- Stringently mandated services **VS.** programs without any legislative requirement
- Programs that the community depends exclusively upon the local government to provide **VS**. programs offered by other entities in the community (private, non-profit, etc.)
- Programs that are benefit the majority of the community's stakeholders **VS**. programs that serve only a small constituency
- Programs that are experiencing an increase in demand from the community **VS.** programs that are experiencing a lesser demand than before
- Programs that highly achieve one or more of the local government's stated Results **VS.** those programs that do not help to achieve any of those Results.

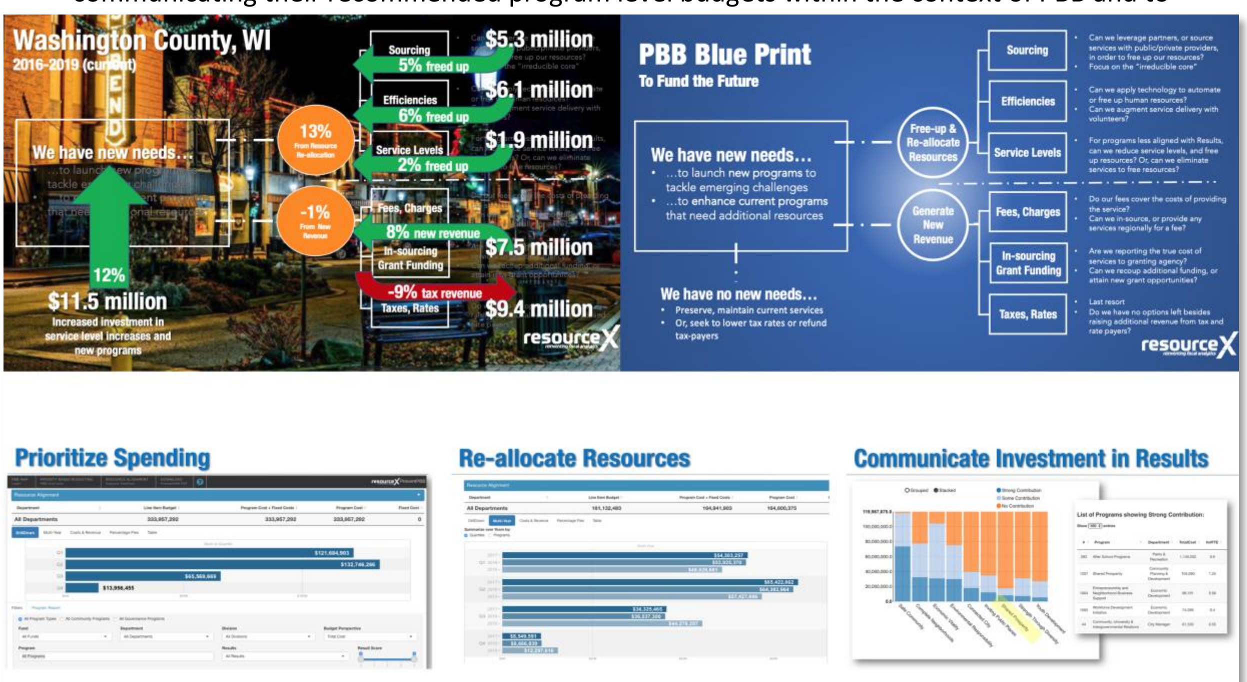
In addition, the "***Resource Alignment Diagnostic"*** portal provides staff and the organization's elected officials with a way to engage in more powerful and meaningful discussions that address questions such as:

- What services are truly mandated to be provided by the local government, and how much does it cost to fulfill those mandates?
- What programs are most appropriate to consider a discussion about establishing or increasing user-fees?
- What programs are most appropriate for discussions about partnerships with other service providers in the community?
- What services might the organization consider "getting out of" the business of providing altogether?
- Where are there apparent duplications in services offered across the organization that might lead to a meaningful efficiency discussion?
- How can succession planning be incorporated to focus on training staff providing lower priority programs to fill the positions left vacant in higher priority programs?



Specifically, ResourceX will help your organization ALLOCATE RESOURCES BASED ON PRIORITIES by:

- Calculating final program scores and developing the quartile rankings for all the organization's programs and services based on their relative score.
- Associating program costs and associated FTE counts with the scored programs to develop a final calculation of the organization's total budget by quartile ranking (the "Spending Array by Quartile" – a summation of program costs by quartile ranking).
- Providing the organization with an interactive "Resource Alignment Diagnostic Tool" that will guide all resource allocation decisions based on the prioritization of programs (allowing allocations to be summarized by Fund, Department, Division etc.).
- Training staff on how to use the "Resource Alignment Diagnostic Tool", providing them with the ability to more effectively analyze programs by way of the filtering capabilities of the "Tool", offering a unique perspective on the organization's programs, which leads to more powerful and meaningful discussions about how resources can be effectively utilized to achieve the desired Results for the community.
- Offering guidance in using the "Resource Alignment Diagnostic Tool" to identify which of the organization's highly relevant programs should be evaluated in terms of effectiveness and efficiency and how to use the PBB process to continuously refine performance metrics to ensure the identified Results are being achieved.
- Providing a high level interpretive analysis of the data available in the "Resource Alignment Diagnostic Tool" and identifying opportunity areas for discussion related to programs and their continued relevance to the organization.
- Offering suggestions on how to use the "Resource Alignment Diagnostic Tool" in the calculation of departmental "target budgets" based on the availability of ongoing revenues and the individual department's prioritization profile.
- Recommending ways to incorporate PBB into the Organization's current budget development process as well as providing "Budget Transmittal Form" templates to guide departments in communicating their recommended program level budgets within the context of PBB and to




demonstrate the allocation of general government resources is being focused on higher-priority programs. (if desired).

## Taking Action on the Data: the 4-Levels of Mastery

As your organization begins to put it’s PBB data to use, ResourceX has developed a means to recognize an organization’s mastery in taking action on PBB data. The program is designed to accelerate mastery in programmatic decision-making and resource optimization, advancing expertise in applying the uniquely insightful data produced throughout PBB, to attain any or all among four specific levels of ambition that we call **“the 4-Levels of PBB Mastery.**”

ResourceX believes that in order for local government leaders to succeed in a data-driven era, we’re going to need to create more insightful data, and we’re going to need new skills and clear ambitions to most prosperously put data to use. This is what the 4-Levels of PBB Mastery are all about: *what data will we need to create, and what ambitions must we strive for as we apply the data?*

The blunt challenge is that most organizations have plenty of new programs and services they wish they could launch, and they have absolutely no shortage of phenomenal ideas and innovations to initiate in order to create a brighter future for their communities; but they perceive that they don’t have the people nor the money to launch anything substantial or ambitious.

Compounding that challenge, for many, is that the cost of providing current services continues to increase, putting additional strain on the resources available to achieve the Results that matter most to their citizens.

This is why the status quo persists in most organizations — not because of a lack of great ideas, and not because of a lack of drive to tackle their community’s most pressing challenges, but because of a limiting and debilitating belief that there’s just not enough money to fund new programs.

Most excitingly, organizations who are mastering the 4-Levels are showing that resources are more readily available than we might have believed. Applying PBB to master each level, organizations are discovering solutions to optimize their current resources, and exploring opportunities to attain new resources in order to successfully launch the new programs and bolster the highest priority programs required to create the best future they can.

The purpose of the 4-Levels, therefore is to create a practical vehicle to discover and take advantage of every opportunity to free-up and reallocate resources, as well as to maximize new revenue, in order to fund the programs required to produce a better future.

**Specifically, ResourceX will present the 4-Levels framework to introduce your organization to a multitude of measurable and attainable ambitions, demonstrating the best in applied PBB. Achieving mastery in any or all of the 4-Levels is up to your organization and it’s goals.*

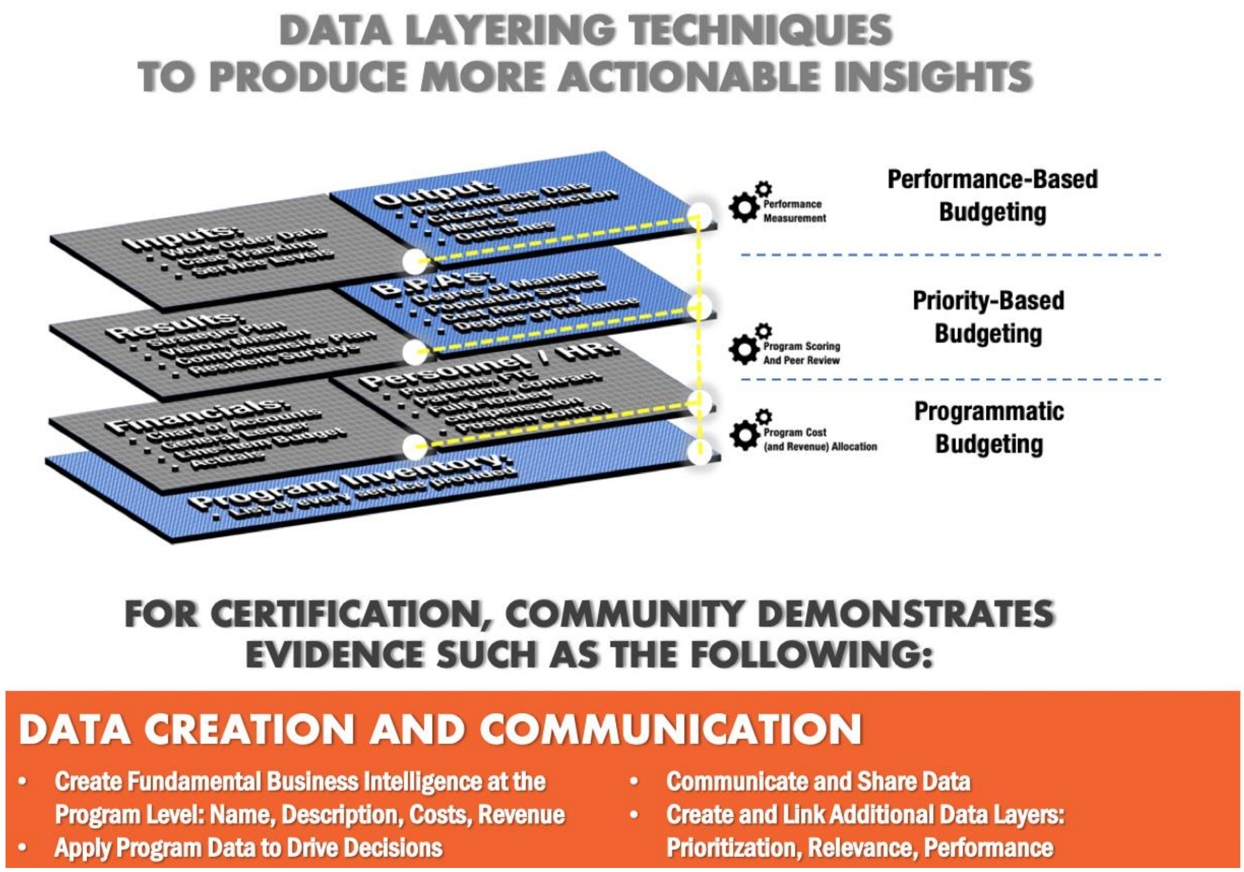
# 4 Levels of PBB Mastery
# CERTIFICATION PROGRAM


**Level 1: Data Creation and Communication**

First, get the data. Mastery at the foundational level is about getting data and learning to use data routinely in decision-making. Identify the programs you offer and the price for delivering each program.

Further layer data such as community outcomes, and even performance metrics to add insight as to the alignment (or lack thereof) of your organization's resources with the results you're striving to achieve.

Communicate this information. Use it as the basis for budgetary decisions. Use data as the basis for any decision — within the budget process and/or outside the budget process.
Mastering data-driven communication, and applying data in routine decision making is the foundational goal of Level 1.




**Level 2: Master Resource Re-allocation and Maximization**

Take action on the data produced via program-based, priority-based and/or performance-based budgeting.

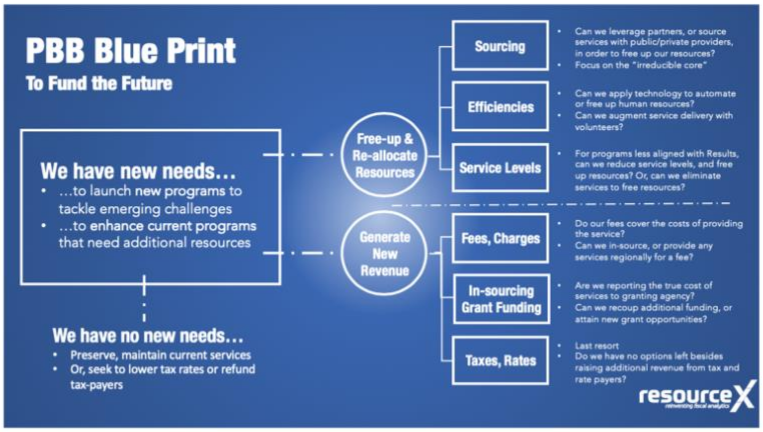
**Repurposing:** Shift resources away from programs that can be provided more efficiently for the same outcome, programs that are less relevant and could be provided at a lower service level (or sunset), programs that are performing poorly, or programs that could be provided with a partner, and repurpose those resources towards new programs that need to be launched, or current programs that need enhancement.

**Maximization:** seek to maximize incoming resources through cost-recovery opportunities shown in the data, regionalization and in-sourcing opportunities, grant funding, opportunity zones, economic development, philanthropic commitments, and taxation.

During the 2019 PBB Summit, 7 organizations were honored as the first to receive Resource Optimizer and Resource Maximizer Awards, including: Washington County WI, City of Shawnee KS, City of South Jordan UT, City of Branson MO, Scott County MN, City of Plano TX and the City of Kalamazoo MI.

Level 2 is about mastering the simplicity of two techniques: divesting resources away from programs (people's time, as well as non-personnel expense), and becoming adept and generating new revenue (in all ways beyond tax), and therefore mastering the framework for action on the right side of the PBB Blue Print.

## PBB BLUE PRINT
## TO OPTIMIZE AND MAXIMIZE RESOURCES




## FOR CERTIFICATION, COMMUNITY DEMONSTRATES EVIDENCE SUCH AS THE FOLLOWING:

### RESOURCE REALLOCATION AND MAXIMIZATION

- Apply "PBB Blue Print" and the 5 Policy Questions
- Optimize Resources through Reallocation, Repurposing
- Maximize Incoming Resources through Cost Recovery
- Fund New Initiatives and Program Enhancements
- "Every Program Has a Future" – Designate the Fate
- Frame Trade-off Decisions

**Level 3: Master Result Setting — Tackle Massive Challenges**

With mastery over resource reallocation techniques, re-imagine what outcomes you'd set out to achieve if resources weren't the limiting factor.

Freed from the restriction of the perception "we don't have the money" or "we don't have the staff" or "we don't have the partners" to launch the programs you'd desire to launch to create a better future, what programs would you launch? What outcomes would you seek?
Seek to establish ambitious goals that provide for a higher quality of life for everyone, and drive your organization's resources towards the programs you need to get into.


**Level 4: Master Regional Resource Optimization**

The only limitation of “Level 2” and “Level 3” is that your organization will reach a limit: a state of optimization where there are no more advantageous trade-offs left to consider. Not that an organization has to wait until this point of optimization to pursue “Level 4” whatsoever, but the idea here is to leverage and partner with other service providers who are aligned in their work with the results your organization is striving to achieve, and take advantage of their efforts, their resources, as if your organization and theirs were one and the same.

Massive regional resource optimization can be achieved via Program Mapping and entails understanding what other organizations provide, and where it would be advantageous for your organization to opportunistically outsource various programs (leveraging other entities who can provide them just as well, or retire them altogether), regionalize to jointly provide programs together (public-private partnerships, or merged services provided more efficiently together), or entrepreneurially in-source programs to maximize incoming resources.

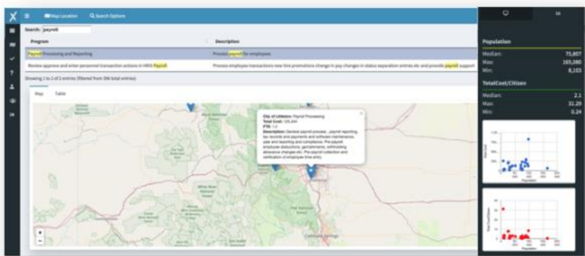
Program Mapping is our way to facilitate Level 4 mastery, which aims to help your organization master 2 skills:

1.) ***Entrepreneurially***, is there an opportunity to in-source programs entirely to provide to the other partner, as a more efficient model of service delivery where one of the cities is positioned better to provide the service regionally. This would be a revenue generating opportunity to the in-sourcing city, and ideally an efficiency (resourcing the service, for less) to both entities given the economy of scale that could be produced.

2.) ***Opportunistically***, is there an opportunity for advantageous out-sourcing — where one could imagine getting services off of their plate, reducing the need for their own city to provide a service if it could be provided by their neighbor. And in turn, allowing their city to “free up and reallocate” their own resources towards the high priority pursuits (new programs they need to launch, or current services that need enhancement) that they may not be able to fund today.

# LEVEL 4: LEVERAGE ALL OF YOUR COMMUNITY'S RESOURCES

**PROGRAM MAPPING PLATFORM**





**Colorado State-wide**
**Program Mapping Initiative**
**Phase II: "Regional Hot Spots"**

**FOR CERTIFICATION, COMMUNITY DEMONSTRATES EVIDENCE SUCH AS THE FOLLOWING:**

**LEVERAGE ALL OF YOUR COMMUNITY'S RESOURCES**

- Identify Other Service Providing Agencies
- Share Data, Benchmark
- Conduct "Program Mapping"
- Apply "Government as a Platform" Regional Approach to Solutions
- Entrepreneurially In-source, Opportunistically Out-Source
- Managed Competition

The 4-Levels of Mastery is also designed to help your organization track it's progress, by submitting evidence so that ResourceX may recognize/"certify" your mastery at each and every one of the 4-Levels. This may help your elected officials, citizens and leaders at all levels of the organization who are wanting to know: ***"how will we be accountable for using the data, how will we know we're making progress, how will we measure if PBB is actually taking hold and gaining traction?"***

**Summary**

Taken together, each of the resource mastery levels entails a focus on programs, the resources you are willing to allocate, and the outcomes you're striving to achieve. The purpose of mastering each level is to become adept at determining the programs and services your organization should launch to achieve the outcomes that matter most for your future, programs that need enhancement to improve your community, programs you can leverage partners to provide, programs you can provide more efficiently, programs you can provide at a lower service level or retire all together, and programs you can bring in more resources with.

# Appendix A

## End User License Agreement

# V. Appendix A: End User License Agreement

ONLINEPBB® LICENSE AND HOSTING AGREEMENT

IMPORTANT - BY UTILIZING ONLINEPBB SOFTWARE, YOU ARE ACCEPTING THE TERMS AND CONDITIONS OF THIS AGREEMENT. PLEASE READ THE FOLLOWING CAREFULLY BEFORE PROCEEDING.

This Agreement is a legal agreement between you (Wausau, Wisconsin) and Resource Exploration, LLC, the licensor of OnlinePBB software and associated on-line documentation that you access using this internet website (together referred in this Agreement as "OnlinePBB").

**I. OnlinePBB License.** Subject to the terms of this Agreement, Resource Exploration, LLC, grants you a non-exclusive, non-transferable license to access OnlinePBB remotely via browser on the server used by Resource Exploration, LLC, to operate this website (the "Server") solely for purposes of creating and maintaining on the Server any interactive website developed using this website and with respect to which all required fees payable under this Agreement have been paid by you (each, a "Website").

**2. Restrictions.** You may not download or otherwise copy all or any portion of OnlinePBB software. You may not sell, rent, license, lend, transfer or otherwise grant access to OnlinePBB to any other person or entity except as contemplated by the license granted to you above. You must comply with all applicable laws and regulations in your use of OnlinePBB. You may not modify, translate, reverse engineer, decompile disassemble or otherwise attempt to obtain or derive source code from all or any portion of OnlinePBB.

**3. Proprietary Rights.** Resource Exploration, LLC and its supplier's reserve all rights to OnlinePBB not expressly granted in this Agreement. Resource Exploration, LLC and its suppliers own OnlinePBB and all associated patent, copyright, trade secrets and other proprietary rights in OnlinePBB. No title or ownership of OnlinePBB or any associated proprietary rights are transferred to you or any other person by this Agreement.

**4. Disclosure and Ownership of Data.** a.) All written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by your organization or at its expense, will be kept confidential by Resource Exploration, LLC and will not be disclosed to any other party without your organization's prior written consent. b.) The materials used by Resource Exploration, LLC for work performed under this Agreement are specific and unique methods of fiscal management and budget prioritization. As such, these materials are protected by copyright. You agree and understands that these materials and all methods, models and applications resulting from the use of said materials are the sole, complete and absolute property of Resource Exploration, LLC. As such, any use, future use or application or any publication (either oral or written) of these materials by your organization will be at the discretion of Resource Exploration, LLC and in any event will not occur without the express and prior written permission of Resource Exploration, LLC. All legal rights and protections afforded by copyright and Resource Exploration, LLC's ownership of all the underlying intellectual property associated with these fiscal management and budget prioritization materials are retained and reserved exclusively by Resource Exploration, LLC, reserving all legal rights and remedies incident to its ownership of these materials. It is understood that your organization may utilize these methods, models and applications for their own specific use but are not free to share these methods, models and applications with other individuals or entities. Nothing herein precludes disclosures required by law.

**5. U.S. Government Restricted Rights.** If OnlinePBB is accessed or used by any agency or other part of the U.S. Government, the U.S. Government acknowledges that (i) OnlinePBB and accompanying materials constitute "commercial computer software" or "commercial computer software documentation" for purposes of 48 C.F.R. 12.212 and 48 C.F.R. 227.7202-3, as applicable, and (ii) the U.S. Government's rights relating to OnlinePBB and accompanying materials are limited to those specifically granted in this Agreement.

**6. Data - Data Security.** The OnlinePBB web-application provides data security via SSL encryption, and is accessed via https - this protects and secures the client's data from outside the organization, protecting the client and ResourceX. Additionally, data is protected within the client's organization by way of individual user accounts and user passwords, and varying levels of permission and access, to give the client control over data accessibility.

**7. Data - Data Storage.** The OnlinePBB web-application utilizes Amazon Web Services (AWS) for best-in-class data storage.

**8. Data - Data Protection/backups.** Resource Exploration performs complete back-ups of all OnlinePBB data at a frequency of once per night.

**9. Service Availability - Disaster recovery/business continuity.** To support the organization in the case of disaster, Resource Exploration performs complete back- ups of all OnlinePBB data at a frequency of once per night. The organization may also download their own data files on a more frequent basis, in order to perform complete data restoration - restoring from any point in time, from previously saved data, completely in control of the City. Data files are stored in DropBox, as well as Resource Exploration headquarters to provide additional redundancy.

**10. Service Levels - System Availability / performance.** The OnlinePBB web- application is provided and available 24 hours per day, 7 days per week. Resource Exploration reserves the right to perform regularly scheduled updates and maintenance, during which time the organization may experience brief periods of downtime for server restarts to make updates available. Scheduled updates take place after 6pm EST Monday-Friday, and the organization will be made aware ahead of schedule, to the greatest extent possible. It should be noted that Resource Exploration reserves the right to restart the web server at any time, but will provide the organization as much advanced awareness as possible. Resource Exploration uses all reasonable business means to ensure the application is available for the organization's use.

**11. Insurance - Vendor insurance and liability.** Resource Exploration agrees to procure and maintain in force during the term of this Agreement, at its own cost, cyber insurance coverage.

**12. Mutual Indemnification - From third party claims.** Each party will indemnify and hold harmless the other party from any and all claims, damages, liabilities, costs and expenses (including, but not limited to, reasonable attorneys' fees) caused by the other party's negligence, breach of warranty or contract or wrongful conduct.

**13. Independent Contractors.** The parties agree that Resource Exploration, LLC, is an independent contractor as that term is commonly used and Resource Exploration, LLC's employees are not and shall not be considered subcontractors or employees of the City and has no authority to bind the City in any manner. Contractor shall be solely responsible for the withholding and reporting of all federal, state, and local income and employment taxes. Contractor acknowledges that it is not insured in any manner through the City for any bodily injury, personal injury, or property loss whatsoever.

**14. Limitation of Liability.** Except for indemnification and those matters required to be insured pursuant to this Addendum, neither party shall be liable to the other, or any of their respective agents, representatives, or employees for any lost revenue, lost profits, loss of technology, rights or services, incidental, punitive, indirect, special or consequential damages, loss of data, or interruption or loss of use of service, even if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), strict liability or otherwise.

**15. Liability Insurance.** Resource Exploration, LLC, shall obtain and maintain in full force and effect during the entire term of this agreement a policy of comprehensive general liability insurance, including an acknowledgement of and coverage for the indemnity provision of this Addendum, with limits of liability of not less than $1 million and workers disability compensation insurance in compliance with Colorado"s statutory limits, and shall provide a certificate of insurance to the City naming the City as a certificate holder, which certificate shall provide that the City shall receive at least 30 days prior written notice of cancellation or nonrenewal of such insurance. Said insurance shall cover any claims arising out of, occurring during, or accruing during the term of this agreement and shall survive the term and termination of this agreement and shall be primary without right of contribution against the City.

**16. Non-Assignment.** The parties agree that there shall be no authority on the part of Resource Exploration, LLC, to subcontract, assign, or otherwise dispose of any portion of the services to be performed herein without the prior written approval of the City. In the event that the City approves a subcontract, assignment, or disposition, Resource Exploration, LLC, solely shall be responsible for managing, directing and paying the subcontractors or assignees, and the City shall have no obligations whatsoever toward said subcontractors or assignees. Consent to subcontract, assign, or otherwise dispose of any portion of this Agreement shall not be construed to relieve Contractor of any responsibility for the fulfillment of this Agreement.

**17. Remedies.** The Parties acknowledge that the Proprietary Information exchanged is valuable and unique and that disclosure in breach of this Agreement will result in irreparable injury to the adversely affected Party, for which monetary damages, on their own, would be inadequate. Accordingly, the Parties agree the adversely affected Party shall have the right to seek an immediate injunction enjoining any such breach or threatened breach of the Agreement.

**18. Handling of Disputes.** The Parties agree that any dispute regarding this Agreement, and any claim made by Client for return of monies paid to ResourceX, shall be handled in accordance with applicable State and Federal laws.

**19. Severability.** If any provision of this Agreement shall be held to be illegal, invalid or unenforceable, such provision shall be fully severable, and this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this

Agreement, the remaining provisions of this Agreement shall remain in full force and effect.

**20. Interpretation and Enforcement.** The parties understand and agree that the construction and interpretation of this Agreement is governed by the laws of the State of Colorado. In the event that either party must initiate legal action to enforce this Agreement, the Parties agree that the proper venue for such action shall be the courts of the State of Colorado.

**21. Completeness of Agreement.** This Agreement constitutes the entire agreement between your organization and Resource Exploration regarding OnlinePBB, the hosting of the Website and your use of the website. Resource Exploration will not be bound by any provision in any purchase order, receipt, acceptance, confirmation, correspondence or otherwise unless Resource Exploration specifically agrees in writing to such provision.

Department of Public Works

Eric Lindman, P.E.
Director of Public Works and Utilities

**TO:** Finance Committee

**FROM:** Eric Lindman, P.E.
Director of Public Works & Utilities

**DATE:** January 26, 2021

**SUBJECT:** Robotic Total Station - Budget Modification

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Engineering has been moving away from traditional surveying requiring two people to perform topographic surveys and moving to equipment that will allow one person to complete these surveys. 3-years ago we purchased a robotic total station, it was a demo product that was used at a university. Our technicians have been impressed by how easy it is to use and that one person can get the information and in less time than traditional surveys. The equipment is compatible with our GPS existing units (we use Trimble units) and we are proposing to purchase a 2nd robotic total station.

Engineering performs surveys for all divisions within the department and therefore it is proposed to share the cost of the equipment as follows:

| Robotic Total Station | | | | |
|---|---|---|---|---|
| Account | | From | To | |
| 110-***92410 | Equipment Fund | $15,000 | | Equipment Fund |
| 110-101792490 | Storm Sewer | $5,000 | | Streets |
| | Water | $5,000 | | Water |
| | Sewer | $5,000 | | Sewer |
| 110-100293493 | Drafting Supplies | $1,000 | | Engineering |
| 110 100298190 | Other Capital Equip. | | $31,000 | Engineering |
| | **Total =** | **$31,000** | **$31,000** | |

The robotic total station we are proposing to purchase from Seiler Geospatial as they are a Trimble dealer for the area. They offer pricing under a state contract (state contract ID;395002-M18-0510086-000-0 ) which provides a 10% discount and they are also providing us an additional 11% discount if we purchase within the first quarter of 2021.

# Sales Quotation

Quote Number: 00062193

| | | | |
|---|---|---|---|
| **Contact Name:** | Dave Huempfner | **Date Issued:** | 01/14/21 |
| **E-mail:** | dfhuempfner@mail.ci.wausau.wi.us | **Expiration Date:** | 02/28/21 |
| **Phone:** | (715) 261-6740 | | |
| **Ship To:** | City of Wausau, WI<br>407 Grant Street<br>Wausau, WI 54403<br>United States | **Bill To:** | City of Wausau, WI<br>407 Grant Street<br>Wausau, WI 54403<br>United States |

| Quantity | Part Number | Description | List Price | Sale Price | Subtotal |
|---|---|---|---|---|---|
| 1.00 | S5352200  | Instrument - Trimble S5 3" Robotic, DR Plus, Active Tracking<br>Includes:<br>58470045 BASE S5 DR PLUS TRACKLIGHT<br>51002007 ACCESSORY-RAIN COVER(GDM/ATS)<br>55000546 Accessory - Laser adjustment tool<br>55000581 Accessory - Tool for handle<br>57012007 Prism - Reflective foil 1p.c. 25*25 and 1p.c.<br>60*60mm with<br>sight marks<br>57013007 Accessory - Laser adjustment plate, coaxial<br>58019007 Accessory - Toolkit for Tribrach and Optical plumb<br>58080010 Case - Instrument Transport Case (Standard)<br>78607007 Accessory - Tribrach without optical plumb<br>50013001 Accessory - Rain Lens Cover<br>58001045 COVER LEFT RADIO CMPL S5<br>50014012-SUR Accessory - Panel attachment cover | $23,750.00 | $23,750.00 | $23,750.00 |
| 1.00 | MT1000  | Trimble MultiTrack Target, including 7.4V Li-Ion battery<br>Includes: 7.4V Li-Ion battery | $2,956.00 | $2,870.00 | $2,870.00 |
| 1.00 | TSC7-1-1111-00  | Trimble TSC7 controller - QWERTY keypad, USB/Serial boot, Worldwide region, Standalone<br>INCLUDES: Power supply with cable, Screen protector, Hand strap, 1 set of two batteries, Stylus with tether, Quick start guide | $4,800.00 | $4,800.00 | $4,800.00 |
| 1.00 | 110238-00-1 | Trimble EM120 2.4GHz Module | $1,500.00 | $1,500.00 | $1,500.00 |

# Sales Quotation

Quote Number: 00062193

| | | | | | |
|---|---|---|---|---|---|
| |  | | | | |
| 1.00 | TA-GENSURV-P | Trimble Access - General Survey; Perpetual License | $2,500.00 | $2,500.00 | $2,500.00 |
| 1.00 | 121349-01-1<br> | Trimble TSC7 Accessory - Pole Mount | $221.00 | $199.00 | $199.00 |
| 1.00 | 121358-01-1<br> | Trimble Accessory - External Battery Charger w/ Int. Cord, Battery 2-pack | $445.00 | $420.00 | $420.00 |
| 1.00 | 51003007 | Rod - Trimble standard telescopic rod 2,6m | $399.00 | $399.00 | $399.00 |
| 1.00 | 5217-04-FLY<br> | BIPOD,TRB,1/2-13SS,ANTI-CRUSH | $187.05 | $172.95 | $172.95 |
| 1.00 | 101070-02-01 | Trimble Geospatial Accessory - 2xDual Battery Charger with Power Supplies & Power Cords (N. America)<br>Trimble Geospatial Accessory - 2xDual Battery Charger with Power Supplies & Power Cords (N. America) | $1,151.00 | $975.00 | $975.00 |
| 1.00 | SLSU-S2018-3<br> | Trimble Geospatial Accessories - Robotic Power Kit (Power supply not included)<br>Add 101070-02-01 for 2x dual charger w/ power supply | $1,353.00 | $884.00 | $884.00 |
| 1.00 | 90550-PL | TRIMAX STD QUICK CLAMP TRIPOD | $455.26 | $420.95 | $420.95 |

# Sales Quotation

Quote Number: 00062193

| | | | | | |
|---|---|---|---|---|---|
| 1.00 | SQ1-TNL-DISC | SEILER Q1 2021 DISCOUNT<br>SEILER Q1 SPECIAL 2021 DISCOUNT | Undefined | $-7,420.85 | $-7,420.85 |

**Total Price:** $31,470.05

**<u>This is not an invoice</u>**: Applicable sales tax and/or shipping charges will apply. This product and/or associated accessories may be subject to export controls under United States law and must not be exported or re-exported without prior authorization from either the United States Department of State or Commerce, as applicable.

Scheduled delivery times could be delayed due to vendor supply or Seiler personnel availability during the COVID19 Stay Home, Stay Safe orders, depending on location. Please communicate with your Seiler sales representative to ensure your timeline needs can be met before signing this quotation.

Note:
Discount price based on Seiler current bundle special discount or the municipal use of the state contract ID; 395002-M18-0510086-000-0 whatever is the better discount.
Contract start date was August 1, 2018 valid through 2023 with renewal approval option every year.

## Please Contact Us:

**Name:** Steve Grady

**Address:** 9755 Airways Court
Franklin
Wisconsin, 53132
United States

**Phone:** (414) 423-0780

**Mobile:** (262) 219-2952

**E-mail:** sgrady@seilerinst.com

Your signature below acknowledges acceptance of terms and conditions of this quote. Please sign and return via email or fax.

**Signature:** ______________________ **Date:** ______________________

**Name:** ______________________ **Title:** ______________________

**Terms: Net 30 Days**

Net 30 upon approved credit. Major credit cards accepted and financing options available.

"This sale, service, or rental is exclusively subject to and governed by the Terms and Conditions of Sale referred to in the related quotation and at https://www.seilergeo.com/general-terms-and-conditions/ which are hereby incorporated by reference."

Department of Public Works

Eric Lindman, P.E.
Director of Public Works and Utilities

**TO:** Finance Committee

**FROM:** Eric Lindman, P.E.
Director of Public Works & Utilities

**DATE:** January 26, 2021

**SUBJECT:** DPW Material Crushing Proposal - Budget Modification

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Approximately every 5-7 years the streets division enters into a contract to crush stockpiled concrete and asphalt for reuse. This recycled material is used with our ongoing projects for our in-house work related to streets, storm sewer, plumber holes, and other related work. Having this material on hand saves us money from purchasing material from outside vendors. We have received a competitive quote from the vendor who is doing the crushing under the sewer utility contract so we are saving on the mobilization cost, which can be very expensive with this type of equipment. I am proposing to use remaining funds from the 2020 operating budget to fund the crushing operation. Accounts proposed for the budget modification:

| **Material Crushing** | | | |
|---|---|---|---|
| **Account** | | **From** | **To** |
| 110-101594810 | Asphalt/Asphalt Filler | $20,000 | |
| 110-101794110 | Concrete pipe | $6,000 | |
| 110-101594120 | Ready mix | $4,000 | |
| 110-101794130 | Precast | $6,000 | |
| 110-101794410 | Plastic pipe | $10,000 | |
| 110-101792490 | Road/Streets | $12,000 | |
| 110-101592990 | Contractual Services | | $58,000 |
| | **Total =** | **$58,000** | **$58,000** |

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

# RESOLUTION OF THE FINANCE COMMITTEE

Authorizing 2021 Budget Modification for Purchase of LED lighting for the McClellan Ramp

Committee Action: Approved
Fiscal Impact: $37,500

**File Number:** 20-1109 **Date Introduced:** January 26, 2021

| FISCAL IMPACT SUMMARY | | | | |
|---|---|---|---|---|
| COSTS | *Budget Neutral* | Yes ☒ No ☐ | | |
| | *Included in Budget:* | Yes ☒ No ☐ | *Budget Source: Capital Projects* | |
| | *One-time Costs:* | Yes ☒ No ☐ | *Amount:* | |
| | *Recurring Costs:* | Yes ☐ No ☒ | *Amount:* | |
| | | | | |
| SOURCE | *Fee Financed:* | Yes ☐ No ☒ | *Amount:* | |
| | *Grant Financed*: | Yes ☐ No ☒ | *Amount:* | |
| | *Debt Financed*: | Yes ☐ No ☒ | *Amount* | *Annual Retirement* |
| | *TID Financed*: | Yes ☐ No ☒ | *Amount:* | |
| | *TID Source: Increment Revenue* ☐ *Debt* ☐ *Funds on Hand* ☐ *Interfund Loan* ☐ | | | |

**WHEREAS**, the City has converted the Sears, Penneys and most recently the Jefferson Street Parking Ramp to LED lighting which produces a brighter light, lasts longer than traditional lamps and dramatically reduces electric costs; and

**WHEREAS**, the LED lighting vendor initially sent the wrong lamps for the Jefferson Ramp conversion; and

**WHEREAS**, the incorrect lamps will fit in the McClellan Ramp and the lighting vendor has offered a 75% discount to the City for the purchase; and

**WHEREAS,** the payback on the discounted lamps is expected to be 12-14 months; and

**WHEREAS,** staff recommend the purchase and proposes a budget modification to finance the purchase.

| | | | | |
|---|---|---|---|---|
| INCREASE | 150-237598402 | PARKING RAMP IMPROVEMENTS | $ | 37,500 |
| DECREASE | 150-237598456 | STREET LIGHTING | $ | 17,500 |
| DECREASE | 150-236592190 | PROFESSIONAL SERVICES | $ | 10,000 |
| DECREASE | 240-490098191 | OTHER CAPITAL EQUIPMENT | $ | 10,000 |

**WHEREAS**, your Finance Committee has reviewed and recommends the purchase and budget modification.

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Wausau that the proper City official(s) be authorized and directed to modify the 2021 budget as presented.

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

Approved:

___________________________________

Katie Rosenberg, Mayor

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

# RESOLUTION OF THE FINANCE COMMITTEE

Authorizing 2020 Budget Modification for Emergency Storm Sewer Repair

Committee Action: Approved
Fiscal Impact: $139,592.83

**File Number:** 19-1109 **Date Introduced:** January 26, 2021

| FISCAL IMPACT SUMMARY | | | |
|---|---|---|---|
| COSTS | *Budget Neutral* | Yes ☒ No ☐ | |
| | *Included in Budget:* | Yes ☒ No ☐ | *Budget Source: Public Works* |
| | *One-time Costs:* | Yes ☒ No ☐ | *Amount:* |
| | *Recurring Costs:* | Yes ☐ No ☒ | *Amount:* |
| | | | |
| SOURCE | *Fee Financed:* | Yes ☐ No ☒ | *Amount:* |
| | *Grant Financed:* | Yes ☐ No ☒ | *Amount:* |
| | *Debt Financed:* | Yes ☐ No ☒ | *Amount* *Annual Retirement* |
| | *TID Financed:* | Yes ☐ No ☒ | *Amount:* |
| | *TID Source: Increment Revenue* ☐ *Debt* ☐ *Funds on Hand* ☐ *Interfund Loan* ☐ | | |

**WHEREAS**, a deep storm sewer collapse occurred October 2020 at 3rd and Wausau Avenue requiring emergency repair at a cost of $139,593; and

**WHEREAS**, the 2020 Public Works budget proposes to fund the work from savings within winter maintenance budgets due to the mild winter; and

**WHEREAS**, your Finance Committee has reviewed the request and recommends a budget modification to fund the emergency services as follows:

| | | | |
|---|---|---|---|
| Transfer From | 110-102492350 | Snow Removal Services | $28,000 |
| Transfer From | 110-102594540 | Salt | $98,000 |
| Transfer To | 110-101792490 | Stormwater Repairs and Maintenance | $126,000 |

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Wausau that the proper City official(s) be authorized and directed to modify the 2020 budget as presented.

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

Approved:

____________________________________
Katie Rosenberg, Mayor

203 E. Birch Street
Thorp, WI 54771
Phone: 715-669-5469
Fax: 715-669-5452

HAAS INC.

Thorp - Eau Claire
www.Haas4.com
E.E.O Employer

# Breakdown

**To:** City of Wausau
**From:** Haas Sons, Inc.

**Date:** 12/2/2020
**Project** 3rd & Wausau Ave Sewer Collapse

**Description:**

| Item | Description | UOM | Units | Rate | Amount |
|---|---|---|---|---|---|
| | | | | | |
| | One- 6" Pump- (11/3/20 to 11/9/20) | DAYS | 7 | 303.00 | $ 2,121.00 |
| | Three- 2" Pumps ( 11/3/20 to 11/9/20) | DAYS | 21 | 113.00 | $ 2,373.00 |
| | | | | | $ - |
| 10/28/2020 | Haul Materials/ Build Trench Boxes | LS | 1 | 3,875.00 | $ 3,875.00 |
| 10/29/2020 | Haul bypass hose to Wausau | LS | 1 | 117.00 | $ 117.00 |
| 10/30/2020 | Set up bypass pump and hoses | LS | 1 | 1,319.00 | $ 1,319.00 |
| 11/2/2020 | Strip Concrete, Dig around Manhole & set boxes | LS | 1 | 7,735.50 | $ 7,735.50 |
| 11/3/2020 | Dig around manhole and install plates/pilings | LS | 1 | 8,999.25 | $ 8,999.25 |
| 11/4/2020 | Remove Pipe/Manhole & haul off slop | LS | 1 | 9,788.50 | $ 9,788.50 |
| 11/5/2020 | Start setting new Manhole | LS | 1 | 21,939.04 | $ 21,939.04 |
| 11/6/2020 | Finish setting manhole/ Tie in 60" Pipe/Concrete | LS | 1 | 15,345.75 | $ 15,345.75 |
| 11/7/2020 | Finish concrete around manhole/ Pull Plates | LS | 1 | 4,526.60 | $ 4,526.60 |
| 11/9/2020 | Backfill Manhole/Tie in Pipe/Tear down pumps | LS | 1 | 15,250.19 | $ 15,250.19 |
| 11/11/2020 | Clean up Site/ Prep subgrade and base | LS | 1 | 5,102.25 | $ 5,102.25 |
| 11/12/2020 | Adjust inlets/Manholes/ Prep subgrade & base | LS | 1 | 6,714.25 | $ 6,714.25 |
| 11/18/2020 | Prep & Place topsoil/install stop sign/clean site | LS | 1 | 1,369.00 | $ 1,369.00 |
| | | | | | |
| | | | | | |
| | | | | | |
| | SUBCONTRACTORS | | | | |
| | Central Concrete Cutting- SAWING | LS | 1 | 750.00 | $ 750.00 |
| | S.D. Ellenbecker- Concrete | LS | 1 | 25,852.50 | $ 25,852.50 |
| | American Asphalt- Asphalt | LS | 1 | 6,415.00 | $ 6,415.00 |
| | | | | | $ - |
| | | | | | |

Change Order Total $ 139,592.83

(Check One)
☐ EXTRA WORK ☒ TIME and MATERIAL WORK

# Daily Work Order

113862

**HAAS SONS, INC.**
203 East Birch Street
Thorp, WI 54771
Phone (715) 669-5469
Fax (715) 669-5452

Job Name Wausau Storm manhole replacement
Date 10/28/2020 Job No.
Location Wausau, WI
Engineer
Job Conditions (Weather, etc.)
Plan Sheet No.(s)

Specifically Describe Work Figured out what was wrong with the manhole, -built trench box, unloaded truck

| EQUIPMENT/NOS. | HOURS | RATE | TOTAL | LABOR/NAME | HOURS | RATE | TOTAL | MATERIALS & SUBS | QUANTITY | UNIT PRICE | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| BH 56 | 2 | 258.00 | 516.00 | Supt. | | | | | | | |
| LD 44 | 2 | 107.00 | 214.00 | Frmn. Dan Windl | 8 | 85.00 | 680.00 | | | | |
| ST 7 | 2 | 32.00 | 64.00 | Oper. Travis Nitz | 7 | 85.00 | 595.00 | | | | |
| St 14 | 8 | 32.00 | 256.00 | Oper. | | | | | | | |
| Trench Box | | | | Pplr. Lucas Jacobs | 7 | 75.00 | 525.00 | | | | |
| | | | | Labor Brent Mueller | 7 | 75.00 | 525.00 | | | | |
| Lowboy | 4 | 125.00 | 500.00 | | | | | | | | |
| Trevor | | | | | | | | | | | |
| Fuel Furnished By: ☐ Haas ☐ Renter/Other | | | | | | | | | | | |
| TOTAL $ 1550.00 | | | | TOTAL $ 2325.00 | | | | TOTAL $ | | | |

**SHEET TOTAL** $ 3875.00

**IMPORTANT – This report to be turned in daily** (NOTE – Do not duplicate work listed on T & M/ Extra Work Sheets with Reg. Daily Work Orders.)

**OWNERS REP'S SIGNATURE**

**HAAS SONS, INC. SIGNATURE**

DISTRIBUTION: #1 - FOREMAN #2 - OWNERS REP.

(Check One)
☐ EXTRA WORK ☐ TIME and MATERIAL WORK

# Daily Work Order

118946

**HAAS SONS, INC.**
203 East Birch Street
Thorp, WI 54771
Phone (715) 669-5469
Fax (715) 669-5452

Job Name Wausau Storm manhole replacement
Date 10/29/2020 Job No.
Location Wausau, WI
Engineer
Job Conditions (Weather, etc.)
Plan Sheet No.(s)

Specifically Describe Work hauled bypass discharge hose to wausau.

| EQUIPMENT/NOS. | HOURS | RATE | TOTAL | LABOR/NAME | HOURS | RATE | TOTAL | MATERIALS & SUBS | QUANTITY | UNIT PRICE | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ST 14 | 1 | 32.00 | 32.00 | Supt. | | | | | | | |
| | | | | Frmn. Dan Windl | 1 | 85.00 | 85.00 | | | | |
| | | | | Oper. | | | | | | | |
| | | | | Oper. | | | | | | | |
| | | | | Pplr. | | | | | | | |
| | | | | Labor | | | | | | | |
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| | | | | | | | | | | | |
| Fuel Furnished By: ☐ Haas ☐ Renter/Other | | | | | | | | | | | |
| TOTAL $ 32.00 | | | | TOTAL $ 85.00 | | | | TOTAL $ | | | |

SHEET TOTAL $ 117.00

**IMPORTANT – This report to be turned in daily** (NOTE – Do not duplicate work listed on T & M/ Extra Work Sheets with Reg. Daily Work Orders.)

| OWNERS REP'S SIGNATURE | HAAS SONS, INC. SIGNATURE |
|---|---|
| | |

DISTRIBUTION: #1 - JOB FILE #2 - FOREMAN

Check One)
☐ EXTRA WORK ☐ TIME and MATERIAL WORK

# Daily Work Order

113860

**HAAS SONS, INC.**
203 East Birch Street
Thorp, WI 54771
Phone (715) 669-5469
Fax (715) 669-5452

Job Name Wausau Storm man hole replacement
Date 10/30/2020 Job No.
Location Wausau, WI
Engineer
Job Conditions (Weather, etc.)
Plan Sheet No.(s)

Specifically Describe Work brought bypass pump & extra hoses to wausau, strung out bypass hoses & set up pump.

| EQUIPMENT/NOS. | HOURS | RATE | TOTAL | LABOR/NAME | HOURS | RATE | TOTAL | MATERIALS & SUBS | QUANTITY | UNIT PRICE | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| LD 44 | 1 | 107.00 | 107.00 | Supt. | | | | | | | |
| ST 14 | 6 | 32.00 | 192.00 | Frmn. Dan Windl | 6 | 85.00 | 510.00 | | | | |
| | | | | Oper. Travis Nitz | 6 | 85.00 | 510.00 | | | | |
| | | | | Oper. | | | | | | | |
| | | | | Pplr. | | | | | | | |
| | | | | Labor | | | | | | | |
| Fuel Furnished By: ☐ Haas ☐ Renter/Other | | | | | | | | | | | |
| TOTAL $ 299.00 | | | | TOTAL $ 1020.00 | | | | TOTAL $ | | | |

**SHEET TOTAL $** 1319.00

**IMPORTANT – This report to be turned in daily** (NOTE – Do not duplicate work listed on T & M/ Extra Work Sheets with Reg. Daily Work Orders.)

**OWNERS REP'S SIGNATURE**

**HAAS SONS, INC. SIGNATURE**

DISTRIBUTION: #1 - FOREMAN #2 - OWNERS REP.

(Check One)
☐ EXTRA WORK ☒ TIME and MATERIAL WORK

# Daily Work Order

113861

**HAAS SONS, INC.**
203 East Birch Street
Thorp, WI 54771
Phone (715) 669-5469
Fax (715) 669-5452

Job Name Wausau Storm manhole replacement
Date 11/2/2020 Job No.
Location Wausau, WI
Engineer
Job Conditions (Weather, etc.)
Plan Sheet No.(s)

Specifically Describe Work Stripped concrete, started digging around manhole, set up bypass, put trench box together, unloaded new man hole off trucks,

| EQUIPMENT/NOS. | HOURS | RATE | TOTAL | LABOR/NAME | HOURS | RATE | TOTAL | MATERIALS & SUBS | QUANTITY | UNIT PRICE | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| BH 56 | 8.5 | 258.00 | 2193.00 | Supt. | | | | | | | |
| BH 54 | 2 | 239.00 | 478.00 | Frmn. Dan Windl | 11 | 85.00 | 935.00 | | | | |
| LD 44 | 2 | 107.00 | 214.00 | Oper. Travis Nitz | 10 | 85.00 | 850.00 | | | | |
| SS 10 | 1.5 | 42.00 | 63.00 | Oper. | | | | | | | |
| ST 7 | 10 | 32.00 | 320.00 | Pplr. Lucas Jacobs | 10 | 75.00 | 750.00 | | | | |
| ST 14 | 10 | 32.00 | 320.00 | Labor Brent Mueller | 10 | 75.00 | 750.00 | | | | |
| | | | | | | | | | | | |
| Lowboy | 1.5 | 125.00 | 187.50 | | | | | | | | |
| | | | | | | | | | | | |
| 269 Quad Dump | 7.5 | 90.00 | 675.00 | | | | | | | | |
| Fuel Furnished By: ☐ Haas ☐ Renter/Other | | | | | | | | | | | |
| TOTAL $ 4450.50 | | | | TOTAL $ 3285.00 | | | | TOTAL $ | | | |

SHEET TOTAL $7735.50

**IMPORTANT – This report to be turned in daily** (NOTE – Do not duplicate work listed on T & M/ Extra Work Sheets with Reg. Daily Work Orders.)

OWNERS REP'S SIGNATURE

HAAS SONS, INC. SIGNATURE

DISTRIBUTION: #1 - FOREMAN #2 - OWNERS REP.

(Check One)

☐ EXTRA WORK ☒ TIME and MATERIAL WORK

# Daily Work Order

118950

**HAAS SONS, INC.**
203 East Birch Street
Thorp, WI 54771
Phone (715) 669-5469
Fax (715) 669-5452

Job Name Storm Man hole replacement    Date 11/3/2020    Job No. ____

Location Wausau, WI (Wausau Ave / 3rd Ave)    Engineer ____

Job Conditions (Weather, etc.) ____    Plan Sheet No.(s) ____

Specifically Describe Work Dug down around man hole, put in trench boxes, put in plates & pilings.

| EQUIPMENT/NOS. | HOURS | RATE | TOTAL | LABOR/NAME | HOURS | RATE | TOTAL | MATERIALS & SUBS | QUANTITY | UNIT PRICE | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| BH 56 | 10 | 258.00 | 2580.00 | Supt. | | | | | | | |
| BH 54 | 4.5 | 239.00 | 1075.50 | Frmn. Dan Windl | 10.5 | 85.00 | 892.50 | | | | |
| LD 44 | 4 | 107.00 | 428.00 | Oper. Travis Nitz | 10.5 | 85.00 | 892.50 | | | | |
| SS 10 | 2 | 42.00 | 84.00 | Oper. | | | | 1 3/4" Rock | 15 c.y. | 20.65 | 309.75 |
| ST 7 | 10.5 | 32.00 | 336.00 | Pplr. Lucas Jacobs | 10.5 | 75.00 | 787.50 | | | | |
| ST 14 | 10.5 | 32.00 | 336.00 | Labor Brent Mueller | 10.5 | 75.00 | 787.50 | | | | |
| Trench Boxs | 2 EA | 200.00 | 400.00 | | | | | | | | |
| 269 Quad Dump | 1 | 90.00 | 90.00 | | | | | | | | |

Fuel Furnished By: ☐ Haas ☐ Renter/Other

TOTAL $ 5329.50    TOTAL $ 3360.00    TOTAL $ 309.75

**SHEET TOTAL** $ 8999.25

**IMPORTANT – This report to be turned in daily** (NOTE – Do not duplicate work listed on T & M/ Extra Work Sheets with Reg. Daily Work Orders.)

**OWNERS REP'S SIGNATURE**    **HAAS SONS, INC. SIGNATURE**

DISTRIBUTION: #1 - JOB FILE #2 - FOREMAN

(Check One)
☐ EXTRA WORK ☒ TIME and MATERIAL WORK

# Daily Work Order

118951

**HAAS SONS, INC.**
203 East Birch Street
Thorp, WI 54771
Phone (715) 669-5469
Fax (715) 669-5452

Job Name: Storm Man hole Replacement
Date: 11/4/2020
Job No.:
Location: Wausau, WI (Wausau Ave / 3rd Ave)
Engineer:
Job Conditions (Weather, etc.):
Plan Sheet No.(s):

Specifically Describe Work: Put in more plates & pilings, removed most of the man hole & pipe
Haul slop and unclassified off

| EQUIPMENT/NOS. | HOURS | RATE | TOTAL | LABOR/NAME | HOURS | RATE | TOTAL | MATERIALS & SUBS | QUANTITY | UNIT PRICE | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| BH 56 | 10.25 | 258.00 | 2644.50 | Supt. | | | | | | | |
| BH 54 | 5.75 | 239.00 | 1374.25 | Frmn. Dan Windl | 10.75 | 85.00 | 913.75 | | | | |
| LD 44 | 3 | 107.00 | 321.00 | Oper. Travis Nitz | 10.75 | 85.00 | 913.75 | 1½" Rock | 15 c.y. | 20.65 | 309.75 |
| SS10 | 2 | 42.00 | 84.00 | Oper. | | | | | | | |
| ST 7 | 10.75 | 32.00 | 344.00 | Pplr. Lucas Jacobs | 10.75 | 75.00 | 806.25 | | | | |
| ST 14 | 11.75 | 32.00 | 376.00 | Labor Brent Mueller | 10.75 | 75.00 | 806.25 | | | | |
| Trench Boxs | 2 EA | 200.00 | 400.00 | | | | | | | | |
| | | | | | | | | | | | |
| 240 Quad Dump | 5 1/2 | 90.00 | 495.00 | | | | | | | | |
| Fuel Furnished By: ☐ Haas ☐ Renter/Other | | | | | | | | | | | |
| TOTAL $ 6038.75 | | | | TOTAL $ 3440.00 | | | | TOTAL $ 309.75 | | | |

**SHEET TOTAL** $ 9788.50

**IMPORTANT – This report to be turned in daily** (NOTE – Do not duplicate work listed on T & M/ Extra Work Sheets with Reg. Daily Work Orders.)

**OWNERS REP'S SIGNATURE**

**HAAS SONS, INC. SIGNATURE**

DISTRIBUTION: #1 - JOB FILE #2 - FOREMAN

(Check One)
☐ EXTRA WORK ☒ TIME and MATERIAL WORK

# Daily Work Order

118952

**HAAS SONS, INC.**
203 East Birch Street
Thorp, WI 54771
Phone (715) 669-5469
Fax (715) 669-5452

Job Name: Storm Man hole Replacement
Date: 11/5/2020
Job No.:
Location: Wausau, WI (wausau Ave / 3rd Ave)
Engineer:
Job Conditions (Weather, etc.):
Plan Sheet No.(s):

Specifically Describe Work: Removed rest of man hole, got water under control, tried setting man hole, added additional pilings.

| EQUIPMENT/NOS. | HOURS | RATE | TOTAL | LABOR/NAME | HOURS | RATE | TOTAL | MATERIALS & SUBS | QUANTITY | UNIT PRICE | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| BH 56 | 10 | 258.00 | 2580.00 | Supt. | | | | | | | |
| BH 54 | 5 | 239.00 | 1195.00 | Frmn. Dan Windl | 11.75 | 85.00 | 998.75 | | | | |
| LD 44 | 3 | 107.00 | 321.00 | Oper. Travis Nitz | 10.75 | 85.00 | 913.75 | | | | |
| SS10 | 2 | 42.00 | 84.00 | Oper. | | | | 1 1/2" Rock | 45 c.y | 20.65 | 929.25 |
| ST 7 | 10.75 | 32.00 | 344.00 | Pplr. Lucas Jacobs | 10.75 | 75.00 | 806.25 | | | | |
| ST 14 | 11.75 | 32.00 | 376.00 | Labor Brent Mueller | 10.75 | 75.00 | 806.25 | | | | |
| Trench Box | 2 EA | 200.00 | 400.00 | Stewart Sarafin | 10.75 | 75.00 | 806.25 | | | | |
| | | | | | | | | 96" Concrete Manhole | 1 EA | 5237.40 | 5237.40 |
| 240 Quad Dump | 3 | 90.00 | 270.00 | | | | | 96" Concrete Riser | 12.66 VF | 436.80 | 5529.89 |
| | | | | | | | | Asphalt Joint Sealer | 5 EA | 68.25 | 341.25 |
| Fuel Furnished By: ☐ Haas ☐ Renter/Other | | | | | | | | | | | |
| TOTAL $ 5570.00 | | | | TOTAL $ 4331.25 | | | | TOTAL $ 12,037.79 | | | |

**SHEET TOTAL** $21,939.04

**IMPORTANT – This report to be turned in daily** (NOTE – Do not duplicate work listed on T & M/ Extra Work Sheets with Reg. Daily Work Orders.)

| OWNERS REP'S SIGNATURE | HAAS SONS, INC. SIGNATURE |
|---|---|
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DISTRIBUTION: #1 - JOB FILE #2 - FOREMAN

(Check One)
☐ EXTRA WORK ☒ TIME and MATERIAL WORK

**Daily Work Order** 118953

**HAAS SONS, INC.**
203 East Birch Street
Thorp, WI 54771
Phone (715) 669-5469
Fax (715) 669-5452

Job Name Storm Manhole Replacement
Date 11/6/2020 Job No.
Location Wausau, WI (Wausau Ave, 3rd Ave)
Engineer
Job Conditions (Weather, etc.)
Plan Sheet No.(s)

Specifically Describe Work Set man hole, tied pipe in, concreted around pipe & invert.

| EQUIPMENT/NOS. | HOURS | RATE | TOTAL | LABOR/NAME | HOURS | RATE | TOTAL | MATERIALS & SUBS | QUANTITY | UNIT PRICE | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| BH 56 | 11.5 | 258.00 | 2967.00 | Supt. | | | | Concrete | 9 yds | 108.95 | 980.55 |
| BH 54 | 5 | 239.00 | 1195.00 | Frmn. Dan Windl | 12 | 85.00 | 1020.00 | | | | |
| LD 44 | 4 | 107.00 | 428.00 | Oper. Travis Nitz | 12 | 85.00 | 1020.00 | | | | |
| SS10 | 3 | 42.00 | 126.00 | Oper. | | | | 60" RCP | 16 LF | 200.45 | 3207.20 |
| ST 7 | 12 | 32.00 | 384.00 | Pplr. Brent Mueller | 12 | 75.00 | 900.00 | | | | |
| ST 14 | 12 | 32.00 | 384.00 | Labor Stewart Sarafin | 12 | 75.00 | 900.00 | | | | |
| Trench Box | 2 EA | 200.00 | 400.00 | | | | | | | | |
| Fuel Furnished By: ☐ Haas ☐ Renter/Other | | | | | | | | | | | |
| TOTAL $ | | | 7318.00 | TOTAL $ | | | 3840.00 | TOTAL $ | | | 4187.75 |

**SHEET TOTAL** $ 15,345.75

**IMPORTANT – This report to be turned in daily** (NOTE – Do not duplicate work listed on T & M/ Extra Work Sheets with Reg. Daily Work Orders.)

**OWNERS REP'S SIGNATURE**

**HAAS SONS, INC. SIGNATURE**

DISTRIBUTION: #1 - JOB FILE #2 - FOREMAN

(Check One)
☐ EXTRA WORK ☒ TIME and MATERIAL WORK

# Daily Work Order

118956

**HAAS SONS, INC.**
203 East Birch Street
Thorp, WI 54771
Phone (715) 669-5469
Fax (715) 669-5452

Job Name Storm Manhole replacement
Date 11/7/2020
Job No.
Location Wausau, WI (Wausau Ave / 3rd Ave)
Engineer
Job Conditions (Weather, etc.)
Plan Sheet No.(s)

Specifically Describe Work finished concreting around man hole, pulled pilings & steel plates.

| EQUIPMENT/NOS. | HOURS | RATE | TOTAL | LABOR/NAME | HOURS | RATE | TOTAL | MATERIALS & SUBS | QUANTITY | UNIT PRICE | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| BH 56 | 3 | 258.00 | 774.00 | Supt. | | | | Concrete | 8 yds | 108.95 | 871.60 |
| ST 7 | 6 | 32.00 | 192.00 | Frmn. Dan Wendl | 6 | 85.00 | 510.00 | | | | |
| ST 14 | 6 | 32.00 | 192.00 | Oper. Stewart Sarafin | 6 | 85.00 | 510.00 | | | | |
| BH 54 | 2 | 239.00 | 478.00 | Oper. | | | | | | | |
| SS10 | 1 | 42.00 | 42.00 | Pplr. Lucas Jacobs | 6 | 75.00 | 450.00 | | | | |
| LD 44 | 1 | 107.00 | 107.00 | Labor | | | | | | | |
| Trench Box | 2 EA | 200.00 | 400.00 | | | | | | | | |
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| | | | | | | | | | | | |
| Fuel Furnished By: ☐ Haas ☐ Renter/Other | | | | | | | | | | | |
| TOTAL $ 2185.00 | | | | TOTAL $ 1470.00 | | | | TOTAL $ 871.60 | | | |

SHEET TOTAL $ 4526.60

**IMPORTANT – This report to be turned in daily** (NOTE – Do not duplicate work listed on T & M/ Extra Work Sheets with Reg. Daily Work Orders.)

OWNERS REP'S SIGNATURE

HAAS SONS, INC. SIGNATURE

DISTRIBUTION: #1 - JOB FILE #2 - FOREMAN

(Check One)
☐ EXTRA WORK ☒ TIME and MATERIAL WORK

# Daily Work Order

118957

**HAAS SONS, INC.**
203 East Birch Street
Thorp, WI 54771
Phone (715) 669-5469
Fax (715) 669-5452

Job Name: Storm ~~manhole~~ replacement
Date: 11/9/2020
Job No.:
Location: Wausau, WI (Wausau Ave/3rd Ave)
Engineer:
Job Conditions (Weather, etc.):
Plan Sheet No.(s):

Specifically Describe Work: Back filled man hole, tied in existing storm pipe to man hole, concreted, finished backfilling, cleaned up site, tore down pumps, pipes & hoses. pulled pilings & plates.

| EQUIPMENT/NOS. | HOURS | RATE | TOTAL | LABOR/NAME | HOURS | RATE | TOTAL | MATERIALS & SUBS | QUANTITY | UNIT PRICE | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| BH 56 | 11 | 258.00 | 2838.00 | Supt. | | | | 12" RCP | 56' | 16.52 | 925.12 |
| BH 54 | 3.5 | 239.00 | 836.50 | Frmn. Dan Wendl | 12 | 85.00 | 1020.00 | 36" RCP | 12' | 77.56 | 930.72 |
| LD 44 | 4 | 107.00 | 428.00 | Oper. Travis Nitz | 11.25 | 85.00 | 956.25 | Grout mix | 1.5 yd | 189.40 | 284.10 |
| SS10 | 4 | 42.00 | 168.00 | Oper. Stewart Sarafin | 8.25 | 85.00 | 701.25 | | | | |
| ST 7 | 11.25 | 32.00 | 360.00 | Pplr. Lucas Jacobs | 11.25 | 75.00 | 843.75 | 269 D-Sand | 128 c.y. | 7.95 | 1017.60 |
| ST 14 | 12 | 32.00 | 384.00 | Labor Brent Mueller | 11.25 | 75.00 | 843.75 | 200 D-Sand | 32 c.y. | 7.95 | 254.40 |
| Trench Box | 2 EA | 200.00 | 400.00 | Dave Kalmon | 11.25 | 75.00 | 843.75 | | | | |
| | | | | | | | | | | | |
| 269 Quad Dump | 11.50 | 90.00 | 1035.00 | | | | | | | | |
| 200 Quad Dump | 2 | 90.00 | 180.00 | | | | | | | | |
| Fuel Furnished By: ☐ Haas ☐ Renter/Other | | | | | | | | | | | |
| TOTAL $ 6629.50 | | | | TOTAL $ 5208.75 | | | | TOTAL $ 3411.94 | | | |

SHEET TOTAL $ 15,250.19

**IMPORTANT – This report to be turned in daily** (NOTE – Do not duplicate work listed on T & M/ Extra Work Sheets with Reg. Daily Work Orders.)

OWNERS REP'S SIGNATURE

HAAS SONS, INC. SIGNATURE

DISTRIBUTION: #1 - JOB FILE #2 - FOREMAN

(Check One)
☐ EXTRA WORK ☒ TIME and MATERIAL WORK

# Daily Work Order

120462

**HAAS SONS, INC.**
203 East Birch Street
Thorp, WI 54771
Phone (715) 669-5469
Fax (715) 669-5452

Job Name: City of Wausau - STORM REPAIR
Date: 11/11/20
Job No.:
Location: N. 3rd Ave & W. Wausau Ave.
Engineer:
Job Conditions (Weather, etc.):
Plan Sheet No.(s):

Specifically Describe Work: Clean up, Clean of Boulevards, Adjust M.H's & INLET, Prep sub-grade & Base

| EQUIPMENT/NOS. | HOURS | RATE | TOTAL | LABOR/NAME | HOURS | RATE | TOTAL | MATERIALS & SUBS | QUANTITY | UNIT PRICE | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| #240/TAG TRL. | 4 | 90.00 | 360.00 | Supt. | | | | 1 1/4" Base - Badger | 16 yds. | 11.50 | 184.00 |
| #240 | 3 1/2 | 90.00 | 315.00 | Frmn. | | | | | | | |
| #275 | 3 | 90.00 | 270.00 | Oper. PETE M. | 11 1/2 | 85.00 | 977.50 | | | | |
| ST 57/TRL 23 | 2 1/2 | 32.00 | 80.00 | Oper. STEWART | 9 3/4 | 85.00 | 828.75 | | | | |
| ST 57 | 9 | 32.00 | 288.00 | Pplr. | | | | | | | |
| BH 56 | 1 1/2 | 258.00 | 387.00 | Labor | | | | | | | |
| LO 44 | 4 | 107.00 | 428.00 | | | | | | | | |
| SS 28 | 6 | 46.00 | 276.00 | | | | | | | | |
| R 11 | 1 1/2 | 52.00 | 78.00 | | | | | | | | |
| | | | | | | | | | | | |
| 240 Quad Dump | 4 | 90.00 | 360.00 | | | | | | | | |
| 275 Quad Dump | 3 | 90.00 | 270.00 | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Fuel Furnished By: ☐ Haas ☐ Renter/Other | | | | | | | | | | | |
| TOTAL $ 3112.00 | | | | TOTAL $ 1806.25 | | | | TOTAL $ 184.00 | | | |

**SHEET TOTAL $** 5102.25

**IMPORTANT – This report to be turned in daily** (NOTE – Do not duplicate work listed on T & M/ Extra Work Sheets with Reg. Daily Work Orders.)

**OWNERS REP'S SIGNATURE**

**HAAS SONS, INC. SIGNATURE** PM

DISTRIBUTION: #1 - JOB FILE #2 - FOREMAN

(Check One)
☐ EXTRA WORK ☒ TIME and MATERIAL WORK

# Daily Work Order

120463

**HAAS SONS, INC.**
203 East Birch Street
Thorp, WI 54771
Phone (715) 669-5469
Fax (715) 669-5452

Job Name: City of Wausau - STORM Repair
Date: 11/12/20
Job No.:
Location: N. 3rd Ave & W. Wausau Ave
Engineer:
Job Conditions (Weather, etc.):
Plan Sheet No.(s):

Specifically Describe Work: Clean up, Adjust inlet & M.H.'s, Prep subgrade & Base

| EQUIPMENT/NOS. | HOURS | RATE | TOTAL | LABOR/NAME | HOURS | RATE | TOTAL | MATERIALS & SUBS | QUANTITY | UNIT PRICE | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| #269 | 8 1/4 | 90.00 | 742.50 | Supt. | | | | 2'x3' Pro Rings | 9" | 65.00 | 585.00 |
| ST 57 | 9 1/2 | 32.00 | 304.00 | Frmn. | | | | Round Pro Rings | 9" | 65.00 | 585.00 |
| LO 44 | 6 3/4 | 107.00 | 722.25 | Oper. Pete M. | 9 1/2 | 85.00 | 807.50 | 1050 Casting & lid | 1 | 475.00 | 475.00 |
| SS 28 | 6 | 46.00 | 276.00 | Oper. Stewart | 9 | 85.00 | 765.00 | "No Rock" | | | |
| R11 | 1 1/2 | 52.00 | 78.00 | Pplr. | | | | Spec Mix | 1 bag | 12.00 | 12.00 |
| | | | | Labor | | | | | | | |
| | | | | | | | | 1 1/4 Base - Mevorden | 16 yds | 11.50 | 184.00 |
| 269 Quad Dump | 9 | 90.00 | 810.00 | | | | | 1 1/4 Base - WCCP | 16 yds. | 11.50 | 184.00 |
| | | | | | | | | 1 1/4 Base - Badger | 16 yds. | 11.50 | 184.00 |
| Fuel Furnished By: ☐ Haas ☐ Renter/Other | | | | | | | | | | | |
| TOTAL $ | | | 2932.75 | TOTAL $ | | | 1572.50 | TOTAL $ | | | 2209.00 |

**SHEET TOTAL $** 6714.25

**IMPORTANT – This report to be turned in daily** (NOTE – Do not duplicate work listed on T & M/ Extra Work Sheets with Reg. Daily Work Orders.)

**OWNERS REP'S SIGNATURE**

**HAAS SONS, INC. SIGNATURE** Pm

DISTRIBUTION: #1 - JOB FILE #2 - FOREMAN

(Check One)
☐ EXTRA WORK ☐ TIME and MATERIAL WORK

# Daily Work Order

119801

**HAAS SONS, INC.**
203 East Birch Street
Thorp, WI 54771
Phone (715) 669-5469
Fax (715) 669-5452

Job Name: City of Wausau - Storm Repair
Date: 11-18-20
Job No.:
Location: 3rd + Wausau Ave
Engineer:
Job Conditions (Weather, etc.):
Plan Sheet No.(s):

Specifically Describe Work: Prep and place topsoil / Install Stop Sign and clean site

| EQUIPMENT/NOS. | HOURS | RATE | TOTAL | LABOR/NAME | HOURS | RATE | TOTAL | MATERIALS & SUBS | QUANTITY | UNIT PRICE | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Supt. | | | | | | | |
| LD 44 | 1 | 107 | 107.00 | Frmn. | | | | | | | |
| ST7 | 1.5 | 32.00 | 48.00 | Oper. Dave | 7 | 85.00 | 595.00 | | | | |
| 5534 | 4.5 | 42.00 | 189.00 | Oper. | | | | Black dirt | 18 c.y | 10.00 | 180.00 |
| | | | | Pplr. | | | | | | | |
| Quad # 282 | 2 1/2 | 90.00 | 225.00 | Labor | | | | Seed | 5 LBS | 5.00 | 25.00 |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
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| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Fuel Furnished By: ☐ Haas ☐ Renter/Other | | | | | | | | | | | |
| TOTAL $ 569.00 | | | | TOTAL $ 595.00 | | | | TOTAL $ 205.00 | | | |

**SHEET TOTAL $ 1369.00**

**IMPORTANT – This report to be turned in daily** (NOTE – Do not duplicate work listed on T & M/ Extra Work Sheets with Reg. Daily Work Orders.)

**OWNERS REP'S SIGNATURE**

**HAAS SONS, INC. SIGNATURE**

DISTRIBUTION: #1 - JOB FILE #2 - FOREMAN

# CENTRAL CONCRETE CUTTING INC.

# Invoice

(715) 352-2552 • 1 (888) 729-4642 • (715) 352-2625 Fax
122839 Leroy Street, Edgar, WI 54426

Haas Sons, Inc.
Steve Haas
203 E. Birch Street
Thorp, WI 54771

| DATE | INVOICE # |
|---|---|
| 11/15/2020 | 20-1135 |

| P.O. NO. | YOUR Job # | Project Name | TERMS | DUE DATE |
|---|---|---|---|---|
| Jason | | Wausau Ave & 3rd | Net 30 | 12/15/2020 |

| ITEM | DESCRIPTION | DATE | Est Qty | Prior Qty | Curr Qty | RATE | AMOUNT |
|---|---|---|---|---|---|---|---|
| Full Dp CS | Saw Concrete Pavement Full Depth Item #690.0250 on Schedule. up to 150LF x 9" thick. | 11/10/2020 | 1 | 0 | 1 | 600.00 | 600.00 |
| Mobilization | Mobilization Charge - per Mob, including administration and travel. | | 1 | 0 | 1 | 150.00 | 150.00 |

csda CERTIFIED COMPANY

WISCONSIN REGISTERED BUILDING CONTRACTOR
# 1100753
Check it out at
http://commerce.wi.gov/SB/SB-CredList.html#bcr

| | |
|---|---|
| **Total** | $750.00 |
| **Payments/Credits** | $0.00 |
| **Balance Due** | $750.00 |

*"Sawing" Wisconsin Since 1997*

**S. D. Ellenbecker Inc.**
**1222 Mount View Ln**
**Athens, WI 54411**
**Phone: (715)257-7666**
**Fax: (715)257-7982**

**Invoice #:** 12430
**Invoice Date:** 12-01-2020
**Customer ID:** HAAS

**To:** Haas Sons Inc.
203 E. Birch St
Thorp, WI 54771

**Job Location:** 20-3RDPAV
3rd Ave Pavement Patch
Wausau, WI

| WORK DESCRIPTION | QUANTITY | PRICE | TOTAL |
|---|---|---|---|
| Work Completed 3rd Ave Pavement Patch | | | |
| Labor, Material and Equipment | | | 25,852.50 |

Billing by Joe Stai / Project Manager
Cell 715-581-6430 Email staijoe@sdellenbecker.com
jb

| | |
|---|---|
| Amount Billed | $25,852.50 |
| Less Retainage Held | .00 |
| **AMOUNT DUE** | **$25,852.50** |

**DATE DUE: 12-31-2020**

# Progress Billing Invoice

From: American Asphalt of Wisconsin
P.O. Box 98
Mosinee, WI 54455-0098
Ph. 715-693-5200

To: Haas Inc
203 East Birch
Thorp, WI 54771

Invoice #: 5300052475
Date: 11/30/20
Application #: 1
Customer Number: 530028

Contract: 5305753-40 City of Wausau Patches

| | | Contract | | | | To Date | | This Invoice | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Cont Item | Description | Contract Quantity | U/M | Unit Price | Contract Amount | Quantity JTD | Amount To-Date | Quantity This Period | Amount This Period | % Compl |
| 1 | Asphalt Patches per Contract | 0.000 | LS | 0.000 | 6,415.00 | 0.000 | 6,415.00 | 0.000 | 6,415.00 | 100.00% |

| | | | | |
|---|---|---|---|---|
| Total Contract: | 6,415.00 | | | |
| Total Billed: | 100.00% | 6,415.00 | 6,415.00 |
| Less Retainage: | | 320.75 | 320.75 |
| Net Invoices: | | 6,094.25 | 6,094.25 |
| Less Previous Applications: | | 0.00 | - |
| Total Due This Invoice: | | 6,094.25 | 6,094.25 |

Terms DUE UPON COMPLETION
Payment in full is due upon completion unless modified by written contract. A delinquency charge of 1 1/2% per month (18% per annum) will be assessed on any unpaid balance from the previous statement.

# MOTOR POOL 2020 FINANCIAL PREVIEW

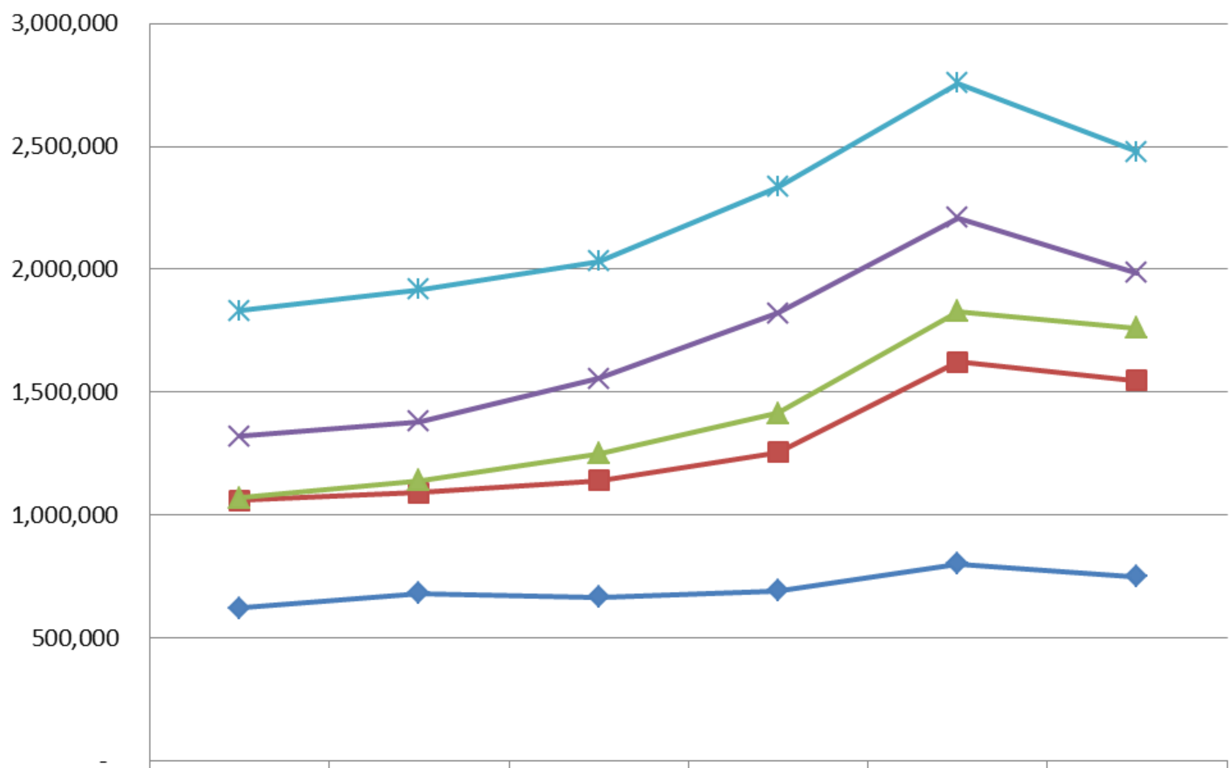
# FINANCIAL PREMISE

- DEPARTMENTS PAY VEHICLE RENT / USAGE FEES TO THE MOTOR POOL FUND
- MOTOR POOL FUND FINANCES MAINTENANCE OF FLEET AND REPLACEMENT OF FLEET WITH THE RENT REVENUE RECEIVED
- IDEALLY CAPITAL PURCHASES ARE MANAGED TO ELIMINATE LARGE CASH DRAWS
- POLICE 2009 – FIRE 2015

# MOTOR POOL STUDY UNDERWAY

- RECOMMEND DEPARTMENTAL RENTAL RATES
- REVIEW AND PROVIDE RECOMMENDATIONS:
    - VEHICLE LEASE PROGRAM
    - MAINTENANCE PROGRAM
    - STAFFING LEVELS
    - FACILITY NEEDS
    - RIGHT SIZE THE FLEET
    - VEHICLE REPLACEMENT POLICY (YEARS/MILEAGE)

# OPERATING EXPENSES IN REVIEW




| | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 |
|---|---|---|---|---|---|---|
| OTHER SUPPLIES, SERVICES, CHGS | 510,759 | 537,318 | 477,072 | 511,749 | 549,965 | 493,510 |
| FUEL | 252,263 | 239,141 | 306,779 | 408,888 | 380,039 | 224,289 |
| VEHICLE LEASING | 10,505 | 49,591 | 109,588 | 158,807 | 204,929 | 211,976 |
| MAINTENANCE SERVICE AND PARTS | 438,339 | 410,477 | 474,526 | 561,189 | 822,960 | 797,867 |
| PERSONAL SERVICE | 620,295 | 681,043 | 664,924 | 692,952 | 800,270 | 750,223 |

# OPERATING REVENUES IN REVIEW

| | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 |
|---|---|---|---|---|---|---|
| FIRE DEPT RENTS | $232,383 | $281,748 | $335,992 | $280,132 | $300,463 | $298,595 |
| POLICE DEPT RENTS | 477,435 | 474,080 | 498,740 | 525,881 | 517,463 | 506,740 |
| OTHER DEPT RENTS AND FEES | 2,277,896 | 2,655,887 | 2,815,776 | 2,800,462 | 3,294,410 | 2,747,000 |
| OTHER REVENUES | 93,058 | 138,413 | 268,844 | 185,659 | 157,815 | 153,007 |
| TOTAL REVENUES | $3,080,772 | $3,550,128 | $3,919,352 | $3,792,134 | $4,270,151 | $3,705,342 |

# 2020 CAPITAL PURCHASES

- 12 POLICE VEHICLES $534,000
- AMBULANCE  $224,000
- FIRE PLOW TRUCK $53,000
- AIRPORT SNOW LOADER $143,000
- DPW  - TRUCKS, DOZER, PAVER, PLOWS, MISC

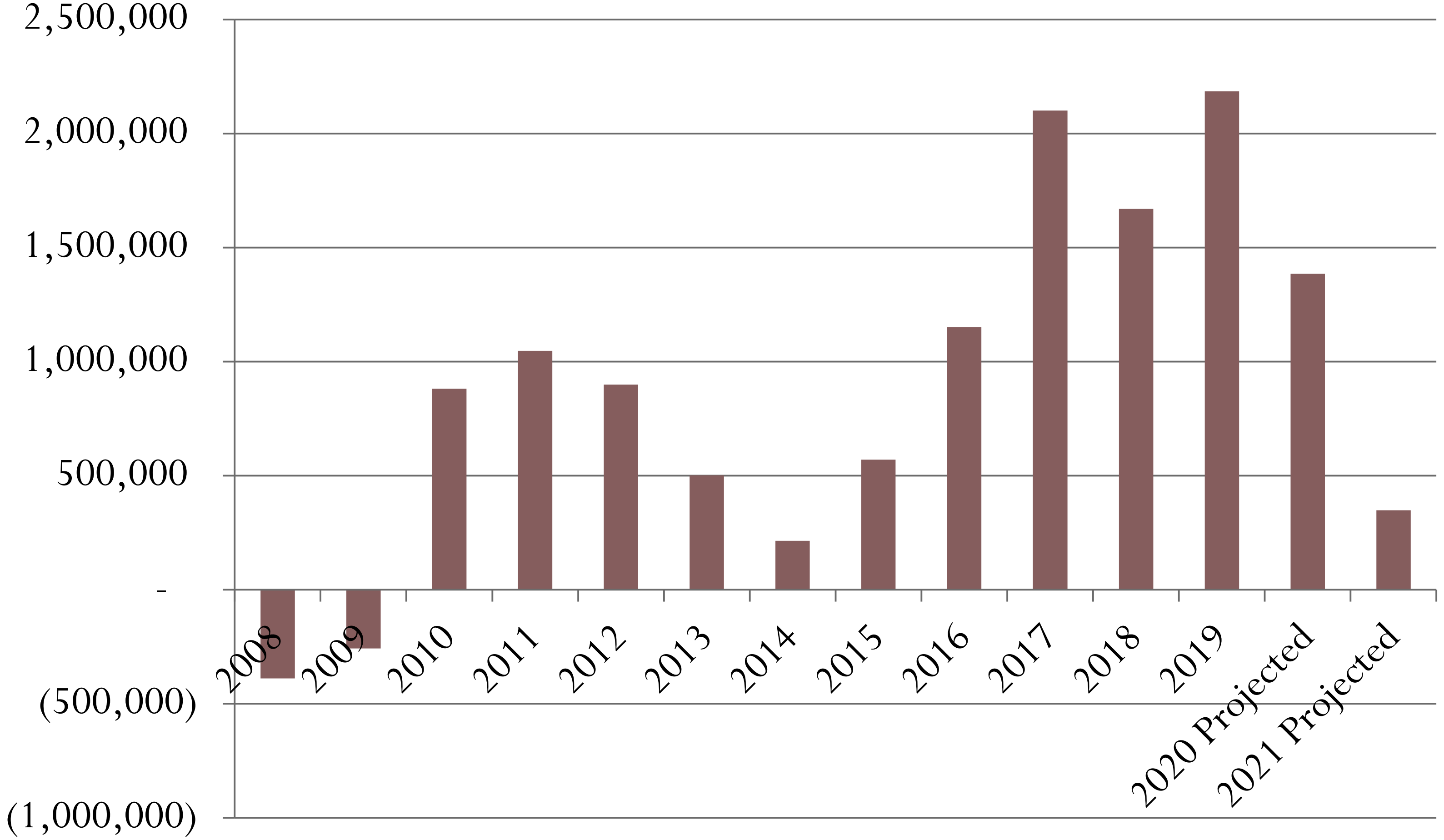
  $1,076,000

# OPERATIONS AND CAPITAL REVIEW

RENTS LESS EXPENSES

| YEAR | CASH FROM OPERATIONS | CAPITAL COSTS | NET |
|---|---|---|---|
| 2020 PROJECTED | $1,230,000 | $2,030,000 | ($800,000) |
| 2019 | $1,727,813 | $1,238,799 | $489,014 |
| 2018 | $1,280,964 | $1,685,205 | ($404,241) |
| 2017 | $1,786,548 | $690,358 | $1,096,190 |
| 2016 | $1,616,182 | $1,152,526 | $463,656 |
| 2015 | $1,254,829 | $835,145 | $419,684 |
| 2014 | $1,019,696 | $1,348,209 | ($328,513) |
| 2013 | $948,249 | $1,267,263 | ($319,014) |
| 2012 | $857,401 | $991,576 | ($134,175) |
| | | | |

# HISTORIC RESERVE REVIEW



# 2021 PROJECTION

| | |
|---|---|
| ACCUMULATED RESERVES 12/31/2019 (AUDITED) | $2,184,715 |
| 2020 PROJECTED NET RESULTS | ($800,000) |
| 2021 CASH FROM OPERATIONS | $1,300,000 |
| **AVAILABLE** | **$2,684,715** |

| | |
|---|---|
| 2021 CAPITAL PURCHASES | |
| COMMITTED PURCHASES (ALREADY ORDERED) | $2,244,158 |
| UNCOMMITTED EXPECTED BUDGETED PURCHASES | $92,020 |
| **REQUIRED** | **$2,336,178** |
| **PROJECTED RESERVE 12/31/2021** | **348,537** |

# 2021 CAPITAL PURCHASES

- 2 FIRE TRUCKS $1,190,286
- POLICE (OUTFITTING CARS) $128,984
- DPW –TRUCKS, PLOW, COLUMN HOISTS $1,016,908

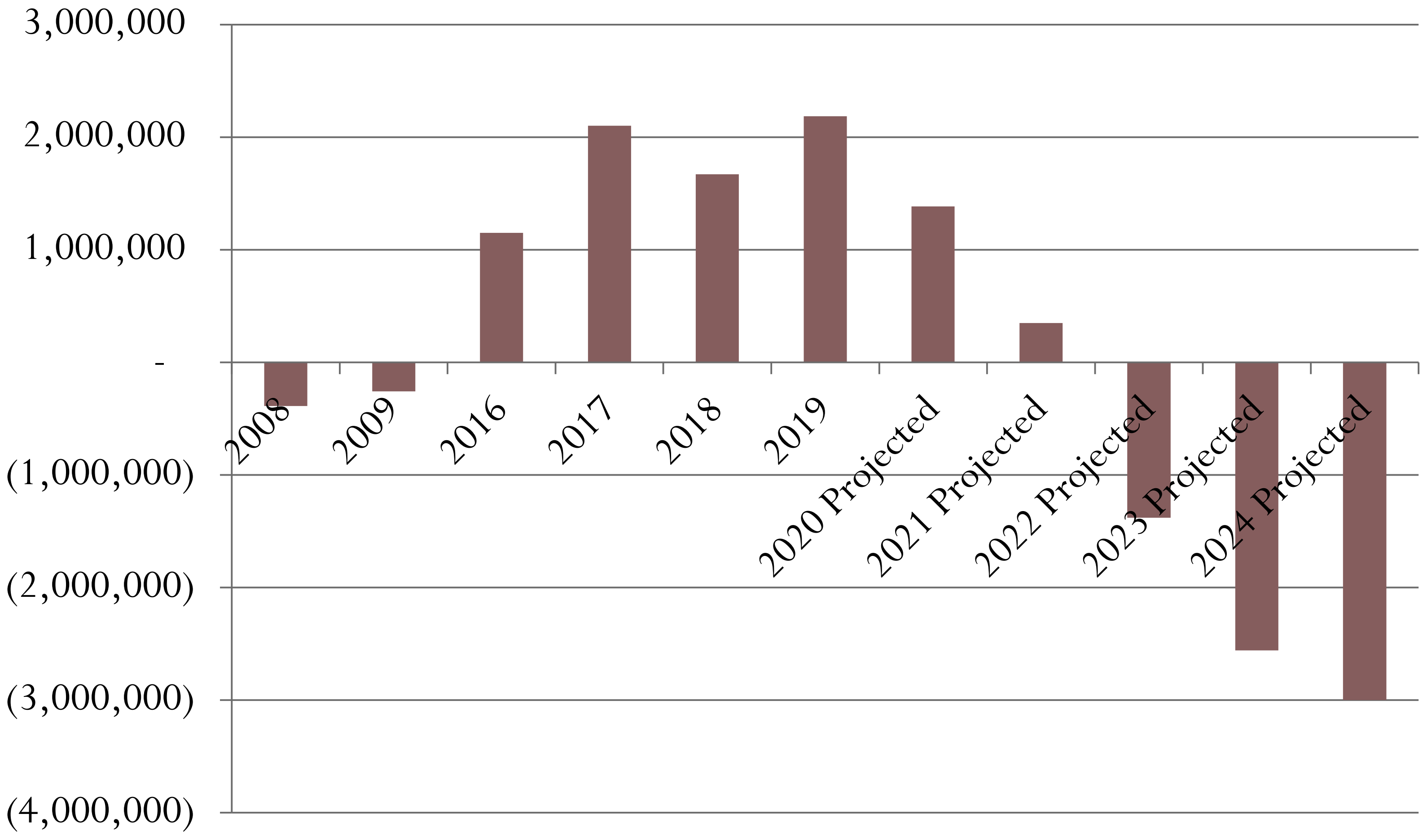
# FUTURE CAPITAL PURCHASES

| | 2022 | 2023 | 2024 |
|---|---|---|---|
| PUBLIC WORKS | $1,840,000 | $1,838,000 | $1,512,000 |
| FIRE | $1,020,000* | $462,000 | $162,000 |
| POLICE | $169,000 | $177,000 | $167,000 |
| TOTAL | $3,029,000 | $2,477,000 | $1,841,000 |

*FIRE

- 2022 AERIAL TRUCK (1985 replacement)

# RESERVE IMPACT



# BRIDGING THE FUTURE FINANCIAL GAP

- DEFER PURCHASES
- 2020 SURPLUS TRANSFER FROM GENERAL FUND
- BORROW FOR AERIAL TRUCK – 30YEAR OWNERSHIP VERSUS 10YEAR DEBT.

# HOW THE STUDY WILL HELP

- DEVELOP A STANDARD REPLACEMENT POLICY THAT IDENTIFIES THE OPTIMAL BLANCE OWNERSHIP COST VERSUS MAINTENANCE COST
- RECOMMEND USER RATES TO PROVIDE ADEQUATE RESOURCES FOR REPLACEMENT AND MAINTENANCE
- LEASE VERSUS OWN RECOMMENDATIONS
- RECOMMEND CAPITAL FUNDING POLICY CASH VERSUS DEBT
- RECOMMEND INHOUSE VERSUS OUTSOURCE MAINTENANCE FOR COST EFFECTIVENESS

# CITY OF WAUSAU 2020 BUDGET
## GENERAL FUND STATEMENT OF REVENUES AND EXPENDITURES
## BUDGET AND ACTUAL
## NOVEMBER 30, 2020
## NARRATIVE

**REVENUES**

Licenses – In June, the finance committee approved a resolution to provide a 50% fee reduction on Class B and Class C liquor licenses due to the significant financial impacts of COVID-19 on local restaurants and bars in the City. We believe that many of the bars and restaurants that are now open and following CDC and WEDC reopening guidelines are running with limited staffing due to restrictions on table spacing and capacities. For these reasons, and considering COVID-19 continues to spread, we expect actual revenues to fall short of budget for the year.

Permits – Permit revenue, for the fourth year in a row, is on the incline. Early in 2020, a majority of these revenues stemmed from the Mountain Lanes Apartments project. Portions of this surplus in revenues over budget has been assigned to one-time unbudgeted expenditures such as consulting services for strategic planning and emergency government planning.

Fines, Forfeitures, and Penalties – This line item continues to be problematic. In 2019 we discussed how this line item fell short of expectations due to the Police Department issuing significantly fewer traffic citations than they had in 2018. In early 2020, the safer-at-home order issued by Gov. Evers had many people avoiding leaving their residences, and therefore there has been fewer traffic violators on the roads. The budget shortfall will likely be around $100,000.

Interest on General Investments – 2020 was off to a great start regarding interest earned on investments. The vast majority of the City's investments are in federal agency bonds, CD's and other municipal bonds, which are adjusted to market value on a monthly basis. Those investments netted the City gains (realized and unrealized) of about $575,000 through October. The City's cash deposits with the LGIP have realized about $100,000 in interest through October, although current interest rates are very low compared to those realized earlier in the year.

Public Charges for Services – Most of the areas will fall short of the budget and prior years. EMS run revenue is down due to the decrease in 2020 runs. Much of the population has been avoiding seeking medical attention due to COVID risks. Street public charges are down due to lack of snow. We also experienced less damage to street lighting extra as a result of COVID closing and less traffic. Park revenue is also down and will not make budget due to limited activity in the parks and pool closures.

Other Miscellaneous Revenues – A one-time grant for $50,000 was received from The Center for Tech and Civic Life to provide the City with funding covering the planning and operationalizing of a safe and secure election. This grant is not reflected in the budget.

**EXPENSES**

Emergency Government (COVID-19) – The City is tracking the expenditures it incurred as a direct result of the COVID-19 pandemic in this line item. Additional payroll expenses incurred by the Police and Fire Depts as a direct result of COVID-19 have been kept in each departments line items. The City was approved for up to $702,954 of reimbursement aid through the State's "Roads to Recovery" grant program, which will cover these costs.

Elections budget is over budget after the presidential election.  The City did qualify for a two separate grants which are finance the excess costs.

Fire Department – The department has several yearend retirements pending and the sick leave payments will negatively impact the budget.

Overall, the expenses to date appear in good shape with 87.3% of the budget spent and 91.7% of the year complete.

**CITY OF WAUSAU, WISCONSIN**
**GENERAL FUND**
**SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL**
Period Ended Novermber 30, 2020

| | Budgeted Amounts | | | Variance with | 2019 |
|---|---|---|---|---|---|
| | Original | Final | Actual | Final Budget | Actual |
| **TAXES** | | | | | |
| General property taxes | $ 18,863,394 | $ 18,863,394 | $ 18,863,394 | $ - | $ 18,232,895 |
| Mobile home parking fees | 27,900 | 27,900 | 26,480 | (1,420) | 28,070 |
| Payments in lieu of taxes | 113,000 | 113,000 | 17,236 | (95,764) | 50,163 |
| Other taxes | 67,684 | 98,039 | 115,055 | 17,016 | 251,427 |
| Total Taxes | 19,071,978 | 19,102,333 | 19,022,165 | (80,168) | 18,562,555 |
| **INTERGOVERNMENTAL** | | | | | |
| State shared taxes | 4,599,391 | 4,599,391 | 4,628,789 | 29,398 | 4,764,651 |
| Expenditure restraint | 854,574 | 854,574 | 874,574 | 20,000 | 853,021 |
| Fire insurance tax | 130,000 | 130,000 | 128,264 | (1,736) | 124,674 |
| Municipal services | 161,711 | 161,711 | 161,404 | (307) | 148,232 |
| Transportation aids | 2,984,793 | 2,984,793 | 2,981,077 | (3,716) | 2,725,149 |
| Roads to recovery aid - COVID-19 | - | 35,000 | 486,884 | 451,884 | |
| Other grants | 184,000 | 184,000 | 184,056 | 56 | 270,086 |
| Total Intergovernmental | 8,914,469 | 8,949,469 | 9,445,048 | 495,579 | 8,885,813 |
| **LICENSES AND PERMITS** | | | | | |
| Licenses | 193,420 | 193,420 | 144,691 | (48,729) | 205,451 |
| Franchise fees | 337,402 | 337,402 | 255,237 | (82,165) | 338,156 |
| Permits | 275,235 | 350,235 | 497,286 | 147,051 | 501,959 |
| Total Licenses and Permits | 806,057 | 881,057 | 897,214 | 16,157 | 1,045,566 |
| **FINES, FORFEITURES, AND PENALTIES** | 380,030 | 380,030 | 226,428 | (153,602) | 309,266 |
| **PUBLIC CHARGES FOR SERVICES** | | | | | |
| General government | 91,830 | 91,830 | 105,024 | 13,194 | 111,292 |
| Public safety | 1,744,170 | 1,744,170 | 1,436,740 | (307,430) | 1,781,573 |
| Streets and related facilities | 139,950 | 139,950 | 118,634 | (21,316) | 207,993 |
| Recreation | 179,800 | 179,800 | 77,399 | (102,401) | 183,545 |
| Public areas | 140,010 | 140,010 | 53,581 | (86,429) | 119,576 |
| Total Public Charges for Services | 2,295,760 | 2,295,760 | 1,791,378 | (504,382) | 2,403,979 |
| **INTERGOVERNMENTAL CHARGES FOR SERVICES** | | | | | |
| State and federal reimbursements | 11,350 | 11,350 | - | (11,350) | 15,133 |
| County and other municipalities | 240,373 | 240,373 | 81,579 | (158,794) | 248,806 |
| City departments | 780,825 | 780,825 | 287,162 | (493,663) | 1,078,969 |
| Total Intergovernmental Charges for Services | 1,032,548 | 1,032,548 | 368,741 | (663,807) | 1,342,908 |

**CITY OF WAUSAU, WISCONSIN**
**GENERAL FUND**
**SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL (Continued)**
Period Ended Novermber 30, 2020

| | Budgeted Amounts | | | Variance with | 2019 |
|---|---|---|---|---|---|
| | Original | Final | Actual | Final Budget | Actual |
| **COMMERCIAL** | | | | | |
| Interest on general investments | $ 500,000 | $ 500,000 | $ 698,567 | $ 198,567 | $ 1,237,162 |
| Interest on special assessments | - | - | 287 | 287 | 419 |
| Other interest | 18,000 | 18,000 | 118,351 | 100,351 | 71,173 |
| Total Commercial | 518,000 | 518,000 | 817,205 | 299,205 | 1,308,754 |
| **MISCELLANEOUS REVENUES** | | | | | |
| Rent of land and buildings | 127,333 | 127,333 | 158,516 | 31,183 | 171,676 |
| Sale of City property/loss compensation | 20,600 | 20,600 | 21,699 | 1,099 | 13,856 |
| Other miscellaneous revenues | 30,605 | 30,605 | 88,416 | 57,811 | 38,249 |
| Total Miscellaneous Revenues | 178,538 | 178,538 | 268,631 | 90,093 | 223,781 |
| **OTHER FINANCING SOURCES** | | | | | |
| Transfers in | 1,730,000 | 1,730,000 | 1,542,438 | (187,562) | 1,609,405 |
| **TOTAL REVENUES AND OTHER FINANCING SOURCES** | $ 34,927,380 | $ 35,067,735 | $ 34,379,248 | $ (688,487) | $ 35,692,027 |

**CITY OF WAUSAU, WISCONSIN**
**GENERAL FUND**
**SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL**
Period Ended Novermber 30, 2020

| | Budgeted Amounts | | | Variance with | 2019 |
|---|---|---|---|---|---|
| | Original | Final | Actual | Final Budget | Actual |
| **GENERAL GOVERNMENT** | | | | | |
| City Council | $ 93,336 | $ 93,336 | $ 71,825 | $ 21,511 | $ 85,063 |
| Mayor | 198,304 | 198,304 | 161,957 | 36,347 | 190,005 |
| City Promotion | 105,000 | 155,000 | 99,565 | 55,435 | 92,178 |
| Finance department | 553,436 | 553,436 | 487,669 | 65,767 | 511,162 |
| Data processing | 800,586 | 800,586 | 699,325 | 101,261 | 749,028 |
| City clerk/customer service | 427,600 | 427,600 | 384,953 | 42,647 | 388,292 |
| Elections | 70,543 | 227,306 | 256,396 | (29,090) | 20,950 |
| Assessor | 513,902 | 513,902 | 442,286 | 71,616 | 467,415 |
| City attorney | 620,171 | 660,171 | 594,338 | 65,833 | 517,307 |
| Municipal court | 151,106 | 151,106 | 104,217 | 46,889 | 120,516 |
| Human resources | 386,975 | 386,975 | 310,082 | 76,893 | 340,686 |
| City hall and other municipal buildings | 301,014 | 301,014 | 292,940 | 8,074 | 285,489 |
| Unclassified | 76,000 | 188,246 | 132,456 | 55,790 | 91,373 |
| Total General Government | 4,297,973 | 4,656,982 | 4,038,009 | 618,973 | 3,859,464 |
| **PUBLIC SAFETY** | | | | | |
| Police department | 10,050,381 | 10,114,791 | 8,863,596 | 1,251,195 | 9,716,278 |
| Fire department | 4,304,282 | 4,309,282 | 3,974,310 | 334,972 | 4,156,221 |
| Ambulance | 3,268,675 | 3,268,675 | 3,013,686 | 254,989 | 3,181,791 |
| Emergency government (COVID-19) | - | 10,000 | 224,527 | (214,527) | |
| Inspections | 883,600 | 883,600 | 810,685 | 72,915 | 889,514 |
| Total Public Safety | 18,506,938 | 18,586,348 | 16,886,804 | 1,699,544 | 17,943,804 |
| **TRANSPORTATION AND STREETS** | | | | | |
| Engineering | 1,364,111 | 1,364,111 | 1,213,315 | 150,796 | 1,323,700 |
| Department of public works | 6,963,084 | 6,963,084 | 5,704,277 | 1,258,807 | 7,924,426 |
| Total Transportation and Streets | 8,327,195 | 8,327,195 | 6,917,592 | 1,409,603 | 9,248,126 |
| **SANITATION, HEALTH AND WELFARE** | | | | | |
| Garbage and refuse collection | 929,000 | 929,000 | 847,388 | 81,612 | 905,302 |
| **NATURAL RESOURCES/RECREATION** | | | | | |
| Parks and recreation | 3,074,171 | 2,871,633 | 2,119,779 | 751,854 | 2,694,161 |
| **OTHER FINANCING USES** | | | | | |
| Transfers out | - | 153,000 | 188,000 | (35,000) | 310,000 |
| **TOTAL EXPENDITURES AND OTHER FINANCING USES** | $ 35,135,277 | $ 35,524,158 | $ 30,997,572 | $ 4,526,586 | $ 34,960,857 |

**CITY OF WAUSAU, WISCONSIN**
**GENERAL FUND**
**SUMMARY OF BUDGET MODIFICATIONS**
Period Ended Novermber 30, 2020

**BUDGET REVENUES RECONCILIATION**

| | | |
|---|---|---|
| 2020 ADOPTED BUDGET | $ | 34,927,380 |
| Roads to recovery aid - $35,000 of aid to be used for election purposes | | 35,000 |
| Permits - $15,000 realized revenue over budget given to Catholic Charities homeless housing project | | 15,000 |
| Permits - $50,000 realized revenue over budget assigned to fund strategic plan consulting services | | 50,000 |
| Permits - $10,000 realized revenue over budget assigned to fund emergency consulting services | | 10,000 |
| Other taxes - $30,355 adjustment to projected actual revenues; assigned to various expenses | | 30,355 |
| 2016 MODIFIED BUDGET | $ | 35,067,735 |

**BUDGET EXPENDITURES RECONCILIATION**

| | | |
|---|---|---|
| 2020 ADOPTED BUDGET | $ | 35,135,277 |
| Elections - Budget carryover from 2019 | | 74,173 |
| Elections - Reclass funds from Police dept. and increase is roads to recovery aid to fund elections | | 82,590 |
| City promotion - Assign part of permit revenue budget surplus to strategic planning consulting services | | 50,000 |
| City attorney - Adjustment to cover projected actual expenditures | | 40,000 |
| Fire department - Budget carryover from 2019 | | 5,000 |
| Police department - Special events staffing | | 42,462 |
| Police department - Physical therapy services for police department | | 20,000 |
| Police department - Reduce budget planned for staffing events that were cancelled and apply to elections | | (47,590) |
| Police department - apply excess budgeted funds from special event cancellations to capital replacement | | (43,000) |
| Transfer out - apply excess budgeted funds from the police dept. to capital replacement fund | | 43,000 |
| Unclassified - Net settlement of property tax challenges by US Bank N.A. | | 14,353 |
| Unclassified - Contribution given to Catholic Charities homeless housing project | | 15,000 |
| Unclassified - Increase to budget for tax settlement with US Bank | | 47,893 |
| Unclassified - Transfer to cover public access projected deficit | | 10,000 |
| Unclassified - Transfer to cover excess motor pool costs related to fall leaf pickup | | 25,000 |
| Emergency government - Assign part of permit revenue budget surplus to emergency consulting services | | 10,000 |
| 2020 MODIFIED BUDGET | $ | 35,524,158 |