



OFFICIAL NOTICE AND AGENDA

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

Meeting of the: **FINANCE COMMITTEE**
Date/Time: **Tuesday, August 10, 2021 at 5:15 PM**
Location: **City Hall (407 Grant Street) - Council Chambers**
Members: Lisa Rasmussen, Michael Martens, Dawn Herbst, Deb Ryan, Sarah Watson

AGENDA ITEMS

- 1 Minutes of the previous meeting(s): (7/13/21)
 - 2 *Discussion and possible action regarding Approving Shared Services Agreement By and Between Wausau School District and City of Wausau for School Resource Officers
 - 3 Discussion and possible action regarding funding new council voting meeting manager software from Open Meeting Technologies
 - 4 Discussion and possible action for sole source purchase special assessment software
 - 5 Discussion and presentation on Workday enterprise resource planning (ERP) software evaluation and implementation
 - 6 *Discussion and possible action on advance ordering of 2022 vehicles/equipment for the motorpool due to excessively long industry lead times
- Adjourn

Lisa Rasmussen, Chairperson

**Item going directly to Council following Finance Committee*

This meeting is being held in person and via teleconference. All public participants' phones will be muted during the meeting. Members of the media and the public may attend in person or by calling **1-408-418-9388**. **The Access Code is: 1468 15 1126**

Password: Pjk5wXAHy54

Members of the public who do not wish to appear in person may view the meeting live over the internet 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 8/06/21 at 11:30 AM

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (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 ADA Coordinator at (715) 261-6590 or ADAServices@ci.wausau.wi.us to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the City of Wausau will make a good faith effort to accommodate your request.

Other Distribution: Media, (Alderspersons: Peckham, Neal, Kilian, Wadinski, McElhaney, Larson), *Rosenberg, *Jacobson, *Groat, Department Heads

FINANCE COMMITTEE

Date and Time: Tuesday, July 13, 2021 @ 5:45 pm., Council Chambers

Members Present: Dawn Herbst, Sarah Watson, Deb Ryan, and Michael Martens

Members Excused: Lisa Rasmussen

Others Present: Maryanne Groat, Nathan Miller, Eric Lindman, Katie Rosenberg, Leslie Kremer, Greg Seubert

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 Vice Chair, Michael Martens.

Minutes of the previous meeting(s). (6/15/21)

Motion by Herbst, second by Ryan to approve the minutes of previous meeting on 6/15/21. Motion carried 4-0.

Discussion and possible action regarding budget modification facility engineering services

Eric Lindman explained last year they put out an RFP for a new Facility Maintenance Shop for the streets and construction division. He indicated the shop layout will be revised based on the Fleet Study and recommendation by Mercury & Associates. He stated they also want to take a look at the property at 1300 Cleveland Avenue to see if that is an opportunity to put a new maintenance shop there and what it would look like on a layout. He noted these costs are all a part of their 2021 budget, they are just moving some of the money around.

Motion by Ryan, second by Watson to approve the budget modification facility engineering services. Motion carried 4-0.

Discussion and possible action regarding budget modification hot mix

Eric Lindman indicated they were able to achieve some savings on the crack sealing and would like to move that \$60,000 over to keep the paver moving through the rest of the summer.

Motion by Ryan, second by Watson to approve the budget modification hot mix. Motion carried 4-0.

Discussion and possible action on amendment for storage space of Stone Mill historic saw mill structure with Andy Johnson

Nathan Miller, Assistant City Attorney, stated there is nowhere to put the structure currently so they want to change the lease to a month to month basis, the rest of the terms are the same.

Maryanne Groat noted the Community Foundation has paid for a number of years for those storage costs because they saw the historical significance of the building and it's potential.

Motion by Herbst, second by Ryan to approve the amendment. Motion carried 4-0.

Discussion and possible action regarding budget modification - election budget to purchase Badger Books

Maryanne Groat stated we have concluded the elections for 2021 and there are funds left in that budget, so that is where the money would come from.

Leslie Kremer, City Clerk, explained Badger Books is an electronic poll book rather than using paper. She noted using Badger Books will reduce the amount of poll workers needed, reduce errors and increases efficiency. Sarah Watson commented she participated in training and found them easy to learn and very efficient.

Motion by Watson, second by Ryan to approve the budget modification to purchase Badger Books. Motion carried 4-0.

Discussion and possible action regarding budget modification to fund the acquisition of up to 4 used buses for a total not to exceed \$16,000

Greg Seubert, Transit Director, stated they completed their annual vehicle inspection as required by law and had to remove three vehicles from service due to structural issues. These vehicles had been acquired used more than five years ago and are at the end of their useful life. He stated they have been looking for used vehicles elsewhere to acquire because they have new buses on order but they do not go into production until December. In September when school starts we will have no spare vehicles. He indicated they cannot acquire the used buses unless they have money in place and we need to be in a position to be able to bid when they become available. He noted they are

also working on a secondary track with another transit system to try to transfer vehicles, but also need funding to be available.

Motion by Ryan, second by Watson to approve the budget modification to fund up to 4 used buses. Motion carried 4-0.

Discussion and possible action on 2021 budget modification for additional environmental testing at 1300 Cleveland Avenue

Eric Lindman explained this is the next phase of the testing at 1300 Cleveland Avenue, which came in at \$98,500. The majority of that cost is for the lab work and field work. He indicated DNR has reviewed the work plan and there will be some additional tests. Groat stated the money will come from the Environmental Fund.

Motion by Herbst, second by Watson to approve the budget modification for environmental testing at 1300 Cleveland Ave. Motion carried 4-0.

Adjourn

Motion by Watson, second by Herbst to adjourn the meeting. Meeting adjourned at 6:04 p.m.

RESOLUTION OF THE FINANCE COMMITTEE

Approving Shared Services Agreement By and Between Wausau School District and City of Wausau for School Resource Officers

Committee Action: Pending

Fiscal Impact: Reimbursement from the Wausau School District of approximately \$153,716.19 annually

File Number: 18-0914

Date Introduced: August 10, 2021

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☐ No ☐	
	<i>Included in Budget:</i>	Yes ☒ No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐ No ☒	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☒ No ☐	<i>Amount: SRO annual salaries of \$307,432.38</i>
SOURCE	<i>Fee Financed:</i>	Yes ☒ No ☐	<i>Amount: \$153,716.19</i>
	<i>Grant Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☐	<i>Amount Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue ☐ Debt ☐ Funds on Hand ☐ Interfund Loan ☐</i>		

RESOLUTION

WHEREAS, the City of Wausau community benefits from having School Resource Officers (SROs) present in schools to offer guidance with matters involving law enforcement to students, staff, family members and members of the school community; and

WHEREAS, the Police Department and the School District find that continued partnership and the SRO program are necessary for achieving the goals and mission of both organizations; and

WHEREAS, the School District recognizes that the Police Department incurs expenses in providing the SRO program, as the SROs are sworn officers of the Police Department. In desiring to continue the SRO program, the School District agrees to share in the cost of maintaining the SRO program; and

WHEREAS, the City and School District wish to enter into a Shared Services Agreement for School Resource Officer Services for the next three (3) years, beginning on August 1, 2021 through July 31, 2024; and

WHEREAS, the School District shall be responsible for fifty percent (50%) of the SROs' wages and fringe benefits (excluding regular duty overtime) incurred by the Police Department for January-May and September-December (9 months) of each calendar year.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wausau that the proper city officials are hereby authorized and directed to execute in substantially the form of that which is attached, the Shared Services Agreement By and Between Wausau School District and City of Wausau for School Resource Officers.

Approved:

Katie Rosenberg, Mayor



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

Comments on Shared Services Agreement for School Resource Officers

- The City and the Wausau School District entered into an agreement for School Resource Officer (SRO) services in June 2018, which carried a term of 3 years, and expired as of June 2021. The Wausau Police Department and the District have mutually benefited from a strong relationship and engagement of SROs for over 40 years, and both seek to continue this relationship, via a renewed agreement.
- The proposed agreement continues the past cost-sharing parameters (sharing the cost of SRO wages and benefits) between the City and the District, for the following 3 school years. It adds a contribution from the District towards SRO-specific training costs. The agreement also memorializes the roles, responsibilities, and authorities of SROs that the District and the Wausau Police Department have mutually acknowledged and practiced over the course of this ongoing partnership (which accomplishes WI Dept. of Justice's recommendations below).
- Per WI DOJ: "The SRO's role should be defined within a Memorandum of Understanding (MOU) between the school and the law enforcement agency. Documenting expectations from the beginning ensures the partnership is implemented in the most effective way possible, and ensures all parties are aware of their roles and responsibilities within the relationship. The MOU should clarify the role and authority of the SRO and authorize the SRO to function as a school official. It should also make clear distinctions between the handling of disciplinary and criminal matters. For example, the SRO shouldn't be engaged in student discipline, punishment, or classroom management for behaviors that are expected and "normal."

Comprehensive School Security Framework, Wisconsin Department of Justice – Office of School Safety, March 2019 https://www.doj.state.wi.us/sites/default/files/school-safety/WI_School_Safety_framework.pdf

Lt. Nathan Cihlar #054
Wausau Police Department

nathan.cihlar@ci.wausau.wi.us

Benjamin Bliven
Chief

Matthew Barnes
Deputy Chief

Todd Baeten
Patrol Captain

Benjamin Graham
Detective Captain

**SHARED SERVICES AGREEMENT
BY and BETWEEN
WAUSAU SCHOOL DISTRICT
AND
CITY OF WAUSAU
for
SCHOOL RESOURCE OFFICERS**

Pursuant to the authority granted by Wis. Stat. § 66.0301, this SHARED SERVICES AGREEMENT (“Agreement”) is being entered into by and between the WAUSAU SCHOOL DISTRICT, a Wisconsin school district (“WSD” or “District”), and the CITY OF WAUSAU, a body corporate organized under the laws of Wisconsin (“City”) (collectively referred to hereinafter as “Party” or “Parties”).

RECITALS

The Parties recite and declare as follows:

WHEREAS, WSD desires law enforcement services to be provided to District schools and the community by the City, namely, the providing of such services through School Resource Officers (“SRO”);

WHEREAS, the Parties desire to foster a relationship of mutual respect and understanding in order to build positive, supportive, safe and secure school environments;

WHEREAS, WSD and the City desire to enter into an agreement for the purposes of setting forth and defining the roles and responsibilities of the Parties in the delivery of law enforcement services to the District and community;

WHEREAS, the provisions of 20 U.S.C. § 1232(g) and 34 C.F.R. §99.8 of the Family Educational Rights and Privacy Act (“FERPA”), permit the District, at its option to designate a unit of commissioned police officers as the District’s “Law Enforcement Unit” to (1) enforce applicable laws and refer matters to law enforcement authorities with appropriate jurisdiction, or (2) maintain the physical security and safety of WSD and hereby so designate such unit; and

WHEREAS, WSD and the City have agreed to provide such special law enforcement services to the school system and community upon such certain terms and conditions provided hereinafter.

NOW, THEREFORE, in consideration of the mutual covenants set forth in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to work together to provide for School Resource Officer services, as follows:

A. Scope of Services and Schedule of Payments.

Services on behalf of the City will be performed by the Wausau Police Department (“WPD”). This Contract is for the placement of four (4) law enforcement officers, known as School Resource Officers, (“SRO”), primarily at John Muir Middle School, Horace Mann Middle School, Wausau East High School, and Wausau West High School in the Wausau School District. The District and WPD will jointly determine the placements of individual SROs. The City will perform the following services and be paid by WSD according to the following attachments which are hereby incorporated and made a part of this Contract:

For Services see: Attachment A, “Scope of Services.”

For Payments see: Attachment B, “Payment for Services.”

B. Entire Agreement.

The entire agreement of the parties is contained herein and this contract supersedes any and all oral contracts and negotiations between the parties.

C. Assignability/Subcontracting.

The City shall not assign or subcontract any interest or obligation under this contract without WSD’s prior written approval.

D. Designated Representatives.

1. The City designates the Chief of Police or his/her designee as Contract Agent for the Department with primary responsibility for the performance of this contract.
2. WSD designates the Director of Pupil Services or his/her designee as the Contract Administrator for the District.

E. Independent Contractor.

1. The City and WSD agree that the SRO is an employee of the City and will be acting as an independent contractor of the WSD in the performance of such duties under this Agreement. As such, the SRO shall be subject to the administration, supervision and control of the WPD.
2. The SROs shall be subject to all applicable labor agreement(s), personnel policies and practices of the WPD except as such policies or practices may be modified by the terms and conditions of this Agreement.
3. Subject to the terms of this Agreement, the Police Department shall have the power and authority to hire, discharge, and discipline SROs.

F. Execution and Progress.

1. Services under this Contract shall commence as described in Attachment A, Scope of Services.
2. The City shall complete the services under this Contract within the time for completion specified in Attachment A, Scope of Services, including any amendments. The time for completion may be extended by the WSD in the event of unavoidable delay caused by

war, insurrection, natural disaster, or other unexpected event beyond the control of the parties.

G. Amendment.

This contract shall be binding on the parties hereto, their respective heirs, devisees, and successors, and cannot be varied or waived by any oral representations or promise of any agent or other person of the parties hereto. Any other change in any provision of this contract may only be made by a written amendment, signed by the duly authorized agent or agents who executed this contract.

H. Additional / Special Event Services.

WSD may request the City to perform additional services in relation to special events, according to the procedure and compensation set forth in Attachment B.

I. No Waiver.

No failure to exercise and no delay in exercising, any right, power or remedy hereunder on the part of the parties shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or remedy preclude any other or further exercise thereof or the exercise of any other right, power or remedy. No express waiver shall affect any event or default other than the event or default specified in such waiver, and any such waiver, to be effective, must be in writing and shall be operative only for the time and to the extent expressly provided by the City or Contractor therein. A waiver of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition.

J. Severability.

It is mutually agreed that in case any provision of this contract is determined by any court to be unconstitutional, illegal or unenforceable, it is the intention of the parties that all other provisions of this contract remain in full force and effect.

K. Notices.

All notices to be given under the terms of this contract shall be in writing and signed by the person serving the notice and shall be sent registered or certified mail, or hand delivered to the addresses of the parties listed below.

For the City: Chief of Police
Wausau Police Department
515 Grand Ave.
Wausau, WI 54403

Copy to: City Clerk
City Hall
407 Grant Street
Wausau, WI 54403

For the WSD:

Director of Pupil Services
Wausau School District
415 Seymour St.
Wausau, WI 54403

L. Third Party Rights.

This contract is intended to be solely between the parties hereto. No part of this contract shall be construed to add, supplement, amend, abridge or repeal existing rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.

M. Law Applied.

This contract shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Wisconsin and Wisconsin Courts.

N. Compliance with Applicable Laws.

WSD, its agents and employees shall become familiar with, and shall at all times comply with and observe all federal, state, and local laws, ordinances, and regulations which in any manner affect the services to be performed under this Contract. The parties understand that there is a labor agreement between City and the Wausau Professional Police Association (“WPPA”), which to the extent applicable, governs the relationship between City and the SRO.

O. Compensation.

Compensation shall be paid in accordance with Attachment B.

P. Termination

A. For Cause

If WSD shall fail to fulfill in timely and proper manner any of the obligations under this Agreement, the CITY shall have the right to terminate this Agreement by written notice to the CONSULTANT. In this event, the City shall be entitled to compensation for services rendered up to the last day this Agreement is in effect.

B. For Convenience

Any Party may terminate this Agreement at any time by giving written notice to the other party no later than 30 calendar days before the termination date. If either Party terminates under this paragraph, then the CITY shall be entitled to compensation for any satisfactory work performed to the date of termination.

C. This Agreement is subject to termination before the expiration of the original term or any extension term under the following circumstances:

- a. By mutual agreement of the parties, at any time.
- b. At the sole discretion of the City, if WSD materially fails to perform any of WSD’s obligations under the Agreement and such failure is not cured within a reasonable time after the WSD’s receipt of a written notice from the City.

- c. At the sole discretion of WSD, if the CITY materially fails to perform any of the CITY's obligations under the Agreement and such failure is not cured within a reasonable time after receipt of a written notice from WSD.

Q. Term.

The term of this Agreement shall be 3 years, from August 1, 2021 through July 31, 2024.

R. Non-Discrimination.

1. In the performance of work under this contract, WSD agrees not to discriminate against any WPD employee or applicant for employment because of race, color, creed, religion, sex, national origin, age, ancestry, disability, sexual orientation, gender identity, gender non-conformity, gender expression, transgender status, pregnancy, or marital or parental status. WSD further agrees not to discriminate against any subcontractor or person who offers to subcontract on this contract because of race, color, creed, religion, sex, national origin, age, ancestry, disability, sexual orientation, gender identity, gender non-conformity, gender expression, transgender status, pregnancy, or marital or parental status.
2. In the performance of work under this contract, the City agrees not to discriminate against any WSD employee, volunteer, student or student family member because of race, color, creed, religion, sex, national origin, age, ancestry, disability, sexual orientation, gender identity, gender non-conformity, gender expression, transgender status, pregnancy, or marital or parental status. The City further agrees not to discriminate against any employee or applicant for employment, subcontractor or person who offers to subcontract on this contract because of race, color, creed, religion, sex, national origin, age, ancestry, disability, sexual orientation, gender identity, gender non-conformity, gender expression, transgender status, pregnancy, or marital or parental status.

IN WITNESS WHEREOF, the parties hereto have set their hands at Wausau, Wisconsin.

THE WAUSAU SCHOOL DISTRICT

By: _____

By: _____

Date: _____

Date: _____

Title: Superintendent

Title: President, Board of Education

THE CITY OF WAUSAU, WISCONSIN
a municipal corporation:

By: _____
Mary Goede

Date: _____

Title: Deputy City Clerk

By: _____
Katie Rosenberg

Date: _____

Title: Mayor, City of Wausau

ATTACHMENT A

SCOPE OF SERVICES

The City of Wausau (“City”) through the Wausau Police Department (“WPD”) will provide the following service to the Wausau School District (“WSD”):

I. BACKGROUND:

A. The Chief of Police will assign four (4) law enforcement officers, to WSD schools in the capacity of School Resource Officer (SRO). The District and WPD will collaborate to jointly determine the placement of each SRO. These assignments will be on a full time basis for the school year during the term of this Agreement, as more particularly described below in Section II.

B. Goals.

1. The Parties and their respective personnel will work cooperatively to carry out this SRO Agreement so as to enhance the safety of students, staff and the community and maintain an environment in which education and learning can take place. It is the intent of this agreement that the relationship between the Parties be characterized by cooperation and mutual respect for each Party’s policies, duties and responsibilities. It is understood that WPD remains responsible to adhere to and comply with its own policies and all applicable local, state and federal law.
2. The Parties are committed to providing a balanced approach to police service in the schools reflecting both the community educational role and the law enforcement role of the SRO. The SRO duties shall be consistent with the SRO job description which is attached hereto as Attachment C.
3. The Parties are committed to anti-discrimination. SROs shall perform their duties with due consideration for the mental health status, racial, cultural, ability or other differences of those they serve. WPD shall provide law enforcement services and enforce the law equally, fairly, objectively, and without discrimination toward any individual or group.

II. ROLES AND RESPONSIBILITIES OF THE PARTIES

A. Coordination and Planning.

1. The Chief of Police or his/her designee and the Director Pupil Services or his/her designee shall meet at least annually to assess and discuss the scope of services and the implementation of this Agreement.
2. The SRO and the administrator(s) of the SRO’s assigned building should meet or otherwise communicate weekly, or as otherwise mutually agreed, to discuss daily

activities and other trends or matters that affect the safety and security of students and staff.

B. Training of the SRO.

1. The Parties agree that training is critical to the success of this partnership. The SROs shall receive minimum in-service training and certification requirements as would normally apply to all other WPD sworn officers through WPD.
2. WSD will provide training to the SRO with regard to school policies, practices and needs throughout the school year, and may be conducted in conjunction with WSD staff training.
3. WPD shall ensure that the SRO receives relevant training prior to or within 60 days of assignment in a school. Such relevant training may include: crisis intervention / de-escalation, trauma sensitive schools, youth mental health, cultural sensitivity and/or bias.

C. Evaluation of the SRO.

1. WPD shall be responsible for conducting performance evaluations of the SROs in accordance with City policy.
2. In conducting such performance evaluations, WPD shall seek and consider information from the building administrators of the school(s) that the SRO is assigned to perform services as set forth in this Agreement.

D. Pupil Records and Data Sharing. The Parties will share information as necessary for the administration and performance of this Agreement, consistent with local, state and federal law relating to confidentiality and disclosure of public records, including but not limited to WSD pupil records, created or maintained by educational institutions and law enforcement agencies. Consistent with the foregoing, the Parties shall cooperate and coordinate investigations in their mutual interest and promptly debrief all critical incidents.

1. For the purposes of access to student records by an SRO, the SRO is also considered a “school official” as provided in the Federal Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g. An SRO may be provided access to student information only as needed by the SRO to perform his duties related to educational or school administration activities when the SRO use of such student information remains under the direct control of the WSD. An SRO may also be granted access thereto in the event of an emergency situation threatening the health or safety of a student or other individual. The SRO may only re-disclose such student information consistent with FERPA and Wisconsin pupil records laws, Wis. Stat. § 118.125.
2. If confidential student records information is needed by an SRO for reasons other than the performance of his/her duties related to educational or school administration activities, the information may be released only as allowed by law.

3. Pursuant to 20 U.S.C. § 1232(g) and 34 C.F.R. §99.8 of FERPA, WPD is the District's designated Law Enforcement Unit. In order for the Law Enforcement Unit - WPD to (1) enforce applicable laws and refer matters to law enforcement authorities with appropriate jurisdiction, and/or (2) maintain the physical security and safety of the Wausau District Schools, the District shall provide to the SROs and the SROs Lieutenant, access to a database of the following information for students enrolled in WSD:
 - a. Directory Data as defined by WSD Board Policy 8330;
 - b. Parent/guardian name(s) and contact information.
4. Records or other information created and maintained by an SRO for the purpose of ensuring the safety and security of persons or property in WSD schools, or for the enforcement of local, state, or federal laws or ordinances shall not be considered student records – even when such records serve the dual purpose of enforcing school rules – and are not subject to the same prohibitions of access or disclosure by SRO.
5. Should the SRO violate the confidentiality requirements or any other requirements of FERPA or Wis. Stat. § 118.125 during the term of this Agreement, the City agrees to indemnify and hold harmless the WSD against any claims and actions for damages that may be brought by the affected student or the student's parents or both, the sole and proximate cause of which is the SRO's violation; any damages that may be paid or awarded in any such claims or actions; and reasonable attorney fees incurred by the WSD in defending against any such claims or actions. The WSD shall be responsible for providing the SRO all information necessary for the SRO to comply with the above requirements.

E. Student Discipline.

1. WSD shall handle student disciplinary matters within the school disciplinary process without involving the SRO for enforcement of laws. School staff shall not use or threaten to use the SRO to enforce school policies or rules. WSD policies, administrative guidance, training, and ongoing oversight shall clearly communicate that school administrators and teachers shall be responsible for school discipline and that law enforcement shall not be involved with disciplinary action. To stop an active situation and prevent escalation, the SRO may intervene in student matters similar to all other school and district staff (e.g., addressing student misconduct consistent with the District's Multi-Level Systems of Support).
2. The SRO will be an ongoing resource to school staff as to understanding the goals and role of the SRO, although WSD is responsible for staff adherence to the directives herein.
3. It is understood by the parties that confidential student record information with regard to specific student discipline cases will not be shared with non-school personnel except as provided by WSD policy, state and federal law, and Section II (D) above. Confidential law enforcement record information with regard to specific cases will not be shared with non-police personnel except as provided by WSD policy or applicable law.

F. District Investigations of Student Misconduct

1. Building administration is charged with the investigation of student misconduct and to respond to incidents that are student discipline matters as set forth herein.
 - a. Building administration may request from time to time that the SRO assist in such investigation.
 - b. The SRO shall participate in such investigation only at the request of a building administrator or his/her designee.
2. Absent a real and immediate threat to student, teacher, or public safety, incidents involving public order offenses including: disruption/disturbance of schools or public assembly, loitering, profanity, fighting absent physical injury or weapon, shall be considered school discipline issues with consequences to be determined by school officials (rather than warranting formal law enforcement action).
3. WSD and WPD understand that student misconduct may often be a result of unmet needs and/or services for a student/family, including outside of school. WSD and WPD consider juvenile delinquency referrals as a means to connect students and families with services and programming needed for success. For repeat, persistent offenses that qualify as criminal or municipal code violations, where misconduct has continued despite prior school-issued discipline and/or counseling, WSD administrators may consult with SROs about progressing to a juvenile referral to Marathon County Department of Social Services (DSS) or municipal citation. WSD and WPD partner and align with DSS's prioritization of youth diversion and restorative practices for juveniles referred to DSS. A formal referral is required to activate DSS's authority to mandate participation in services and/or diversion programming.
4. WPD retains the right pursuant to state and federal law to conduct investigations independently of WSD.

G. Law Enforcement Interviews of Students Regarding Criminal or Municipal Matters

1. Interviews of Students regarding criminal or ordinance violations by the SRO shall be in accordance with Wausau School District Board of Education Policy 5540, as may be amended from time to time.
2. WPD agrees to conduct interviews of District students in accordance with WSD Policy and state and federal law.

H. Student Searches.

1. All searches shall be conducted in accordance with federal and state laws, and applicable WSD policies and guidelines as may be amended from time to time.

2. Upon the request of WSD or building administration, a SRO may conduct a search of a student and the SRO shall be considered an agent of the District when conducting such search.

I. Arrests.

1. For offenses committed by students in the school that a student is enrolled in, the SRO, working with building administration, shall consider all available alternatives and qualifications for diversion prior to arrest and/or citation of the student.
2. Whenever practical, arrests of a student, staff, parent or community member should be accomplished outside of school hours in order to not disrupt the educational process or the school setting.
3. Arrests that must occur during school hours and on school grounds due to the student, staff, parent or community member being suspected of committing a crime or has posed or is posing a real and imminent threat to students, staff or public safety or pursuant to a warrant should be coordinated through the building administrator to minimize potential disruption. When circumstances do not allow for prior coordination through the building administrator, arrests will be reported to the building administrator as soon as possible.
4. In addition to any required notification of parents and legal guardians by the SRO taking a student into custody, school administrators or their designees are also responsible for an additional notification of parents and legal guardians upon a school-based arrest of a child.

III. ROLES AND RESPONSIBILITIES OF WPD

- A. SRO will be under the command of the Lieutenant of the SROs and subject to all rules and regulations of the Wausau Police Department. The Lieutenant of the SRO shall be the direct point of contact between WPD and WSD.
1. SROs regularly scheduled duty hours will be 7:30 a.m. to 3:30 p.m. or a similar schedule to coincide with the hours school is in session.
 2. In the event of a disaster, terrorist attack, widespread health emergency, or other emergency affecting the City of Wausau, the Chief of Police has the right to temporarily remove SROs from the schools and reassign them to general law enforcement responsibility. In such event, the Chief of Police shall provide WSD the earliest practicable notice of the need for and likely duration of the temporary removal. Police personnel shall also promptly meet with WSD personnel in order to provide advice and assistance to minimize any negative impact on school. The meetings shall occur in advance of the removal unless it is impossible to do so.
 3. The SRO shall wear WPD issued uniforms per the WPD uniform policy. With request and/or agreement from a school, the SRO Lieutenant may authorize occasional wearing of plain-clothes attire on duty, but that still includes means of

identification of the SRO as an employee of WPD and a sworn law enforcement officer.

- B. SROs will coordinate daily activities with the school principal/designee.
 - 1. The SROs Lieutenant will be a resource to resolve any conflicts which may arise in this area.
 - 2. Use of vacation days / banked time-off should be on a limited basis during days in which students are in attendance as practicable, and are subject to approval of the SROs Lieutenant.
- C. SRO's shall participate in school activities related to:
 - 1. The assessment and training of a safety and security plan for the campus.
 - 2. Participation in the building's School Safety Intervention Team.
 - 3. Supporting and reinforcing the implementation of school policies and rules using appropriate, available professional resources and intervention techniques. The parties understand that the intent is not to use the SRO to enforce school policies and rules which are not also violations of the law, but to turn over such enforcement to school authorities.
 - 4. Building administrative team meetings and other faculty meetings as requested.
 - 5. Problem-solving to prevent crime and promote safety in the school environment.
 - 6. Collaboration with school administrators and other school personnel to support positive school climates that focus on resolving conflicts, reducing student engagement with the juvenile and criminal justice systems, and diverting youth from courts when possible.
 - 7. Providing expert technical advice to school administration related to topics such as school searches for drugs, weapons or other contraband.
 - 8. Coordinating any necessary response from other officers.
 - 9. Presenting educational content for students and staff on topics such as drug awareness, personal safety, alcohol and other drugs, crime prevention, and internet safety.
- D. SRO shall participate in the following law enforcement related activities:
 - 1. Dialogue with school staff regarding law enforcement officers' response to critical incidents, including crisis intervention and de-escalation techniques, response to school fights and disturbances, and response to students with mental health needs or other disabilities.
 - 2. When the SRO takes law enforcement action in a WSD building, the SRO shall notify a building administrator as soon as practicable of such action. Whenever practicable, the SRO shall advise a building administrator before requesting additional law enforcement assistance at the school.

- E. In developing and implementing law enforcement practices that specifically affect WSD and the SRO, WPD shall consult with and take into consideration the views of WSD.
- F. The Parties recognize that at the time of this Agreement, WPD Officers, including SROs, utilize Body-Worn Cameras (BWCs) while on duty. WPD BWC policy is not intended to describe every possible situation in which a portable recorder should be used, although there are many situations where its use is appropriate. In accordance with WPD policy, SRO's will generally activate BWC recording, as soon as reasonably practicable, when investigating a report of criminal conduct, engaging in enforcement activities, and/or in contacts that otherwise become adversarial. BWCs will generally not be activated during SROs' routine contacts and travels upon the school premises. All BWC recordings are subject to WPD's Records Maintenance and Release Policy.

IV. ROLES AND RESPONSIBILITIES OF WSD

- A. WSD shall provide the following:
 - 1. Secure work space for the SRO.
 - 2. Ancillary support services such as information technology and telephone.
- B. Request for SRO Assistance. As a general practice, unless there is a clear and imminent threat to safety, requests from school staff for SRO or other law enforcement to enforce a potential law violation are to be channeled through a building administrator or designee.

V. REPLACEMENT AND SELECTION

- A. Replacement of SRO
 - 1. If it is reasonably anticipated that the assigned SRO will be unable to perform the duties for periods of less than one month for reasons related to vacation, illness or injury, the Lieutenant of SROs, after consulting the school principal and Associate Superintendent of Schools and Learning, will determine if there is a need to assign police personnel available to fill the temporary vacancy.
 - 2. If the SRO resigns or is otherwise unable or unwilling to perform the duties and the reasonably anticipated absence is one month or longer or is permanent, selection of a replacement shall be made pursuant to Section V.B of this Attachment A.
- B. Selection of SRO
 - 1. The assigned officers will be selected in cooperation with WSD, with the WSD having representation on the City's interview panel.
 - 2. The Lieutenant of the SROs will act on behalf of the Chief of Police in making the assignment selections.
 - 3. Selection shall be in accordance with the agreement between the WPD and WPPA.

C. Performance concerns or complaints.

1. WSD should provide periodic feedback regarding SRO performance as well as immediate information regarding significant, serious SRO performance concerns to the SROs Lieutenant who shall be responsible to take appropriate action as set forth in the agreement between the WPD and the WPPA.
2. Performance concerns or complaints regarding the SROs work shall be promptly brought to the attention of the SROs Lieutenant for investigation and disposition.
3. WSD may request WPD to assign a replacement SRO at a school; WPD agrees to review said request and meet with WSD to discuss all concerns.
4. WPD further agrees to take said request in consideration when determining whether an SRO should be removed from the school.
5. WPD will thoroughly investigate said complaints and take any necessary discipline actions deemed appropriate, which may include immediate removal of the SRO from the school.

ATTACHMENT B

PAYMENT FOR SERVICES

- I. The District shall be responsible for 50% of the SROs' wages and fringe benefits (excluding regular duty overtime) incurred by the Police Department for January—May and September—December (9 months) of each **calendar year**.
 - A. The District acknowledges that SROs' wage rates and fringe benefits (*FICA, Wisconsin Retirement, Health Insurance, Dental Insurance, Income Continuation Insurance, Workers Compensation Claims and any resulting costs incurred by the City, Uniform Allowance, Firearms Pay*) are subject to change based upon scheduled labor agreement wage increases, and that such changes may impact the District's total cost in a given calendar year. In signing this agreement, the District acknowledges receipt of a copy of the current City of Wausau – Wausau Professional Police Association (WPPA) Labor Agreement (2021-2022).
 - B. For reimbursement of the above cost-share, the City will submit an invoice to the District after the end of each **calendar year**, to reflect the District's cost-share responsibility for the past calendar year (i.e., invoice for 2021 costs will be submitted in 2022).
- II. The District may request the service of SROs (and/or other Department officers) for security and enforcement purposes at various District-sponsored athletic and other extra-curricular events outside normal school day hours ("Special Event Service").
 - A. The Police Department will make an effort to accommodate Special Event Service requests. The District acknowledges that such service is provided on overtime, above the officers' normal duty hours, and that the Police Department is required by the WPPA Labor Agreement to pay overtime wages.
 - B. For Special Event Service requested by the District, the District shall be responsible for the full cost of the officers' overtime wages, plus applicable hourly fringes (*FICA, Wisconsin Retirement, Income Continuation Insurance, Workers Compensation Insurance*). The wage rate for each officer and fringe benefit rates as of December (per the

WPPA Labor Agreement) will be used to calculate the cost for all events within a particular ***school year***.

- C. For reimbursement of Special Event Service costs, the City will submit a separate invoice to the District after the end of each ***school year*** (i.e., invoice for 2021-2022 school year Special Event Services will be submitted in summer 2022). Separate invoices may be submitted to individual schools for particular events, as requested by the District.

III. Training - cost sharing

- A. The Parties agree SROs are to engage in additional and ongoing training relevant to their special assignment role above and beyond the required training standards established by the State of Wisconsin for sworn law enforcement officers. WPD retains responsibility for all training costs associated with the SROs maintaining certified law enforcement officer status in the State of Wisconsin, and is committed to excellence in training for its Officers.
- B. WSD is responsible for costs incurred by the City associated with additional SRO-relevant continuing education/training, up to \$350 per SRO (\$1,400 total) per calendar year. Any such costs incurred will be invoiced to WSD no later than January 30th of the following calendar year.

RESOLUTION OF THE FINANCE COMMITTEE

Approving the 2021 budget modification for Open Meeting Technologies Meeting Manager electronic voting software

Committee Action:

Fiscal Impact: \$11,000

File Number: 20-1109

Date Introduced:

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☒ No ☐	
	<i>Included in Budget:</i>	Yes ☒ No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐ No ☒	<i>Amount \$11,000</i>
	<i>Recurring Costs:</i>	Yes ☒ No ☐	<i>Amount: \$3,500</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☒	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☒	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☒	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☒	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> ☐ <i>Debt</i> ☐ <i>Funds on Hand</i> ☐ <i>Interfund Loan</i> ☐		

WHEREAS, the Common Council voting equipment and software is obsolete and replacement parts are no longer available or supported; and

WHEREAS, the Clerk has experienced increased performance issues with the existing system with software locking and sluggish response times; and

WHEREAS, CCITC searched for alternate solutions for city council and county board meetings; and selected open meeting technology software as the best solution; and

WHEREAS, the software improves meeting efficiencies and operates on multiple platforms including Android, IOS and windows or any combination; and

WHEREAS, it would be most efficient for the city and county to implement this new product at the same time to leverage training, installation services and maintenance efforts; and

WHEREAS, Marathon County is prepared to implement in 2021; and

WHEREAS, the initial cost of the product is \$11,000 with annual maintenance of \$3,500 in future years; and

WHEREAS, cost savings in personnel services have been realized in the Finance Department budget due to several vacancies which has created a funding source for the project; and

WHEREAS, your Finance Committee has reviewed and recommends a budget modification to fund the software

Increase	Clerk data processing equipment	110-8098132	\$11,000
Decrease	Accounting salaries	110-4091110	\$11,000

NOW, THEREFORE, BE IT RESOLVED, that the proper city officials modify the budget as presented above

Approved:

Katie Rosenberg, Mayor

Cost & Payment Summary for Approval

The information below summarizes the cost of software, software licenses, and services as well as to whom payments will be made. A signature from an authorized person is required to accept this proposal.

Organization Name: **City of Wausau, WI**
Billing Contact: **Leslie Kremer, City Clerk**

Issue Date: **7/7/2021**

Summary of initial upgrade subscription license & support fees:

Item #	Description	Estimated Quantity	Unit Price	Total Amount**
1	OMT Meeting Manager - Standard - Initial License Fee	1	\$ 6,250	\$ 6,250
2	OMT Initial Year 1 Subscription/Support - MM Standard	1	\$ 3,500	\$ 3,500
3	OMT Initial Year 1 Virtual Remote Hosting (One-Time Set-Up)	1	\$ 1,200	\$ 1,200
4	OMT Initial Year 1 Virtual Remote Hosting (Annual Hosting Fee)	1	\$ 1,200	\$ 1,200
5	Add-On Subgroup Initial License Fee - Local - Standard	0	\$ 2,400	\$ -
Year 1: Initial Amount Due to OMT				\$ 12,150

Year 2 and following - annual subscription/support fee renewals:

Item #	Description	Estimated Quantity	Unit Price	Total Amount**
6	OMT Meeting Manager - Standard - renewal Year 2+	1	\$ 3,500	\$ 3,500
7	OMT Virtual Remote Annual Hosting Fee - renewal Year 2+	1	\$ 1,200	\$ 1,200
8	Add-On Subgroup renewal - Local - renewal Year 2+	0	\$ 1,200	\$ -
Years 2+: Ongoing Annual Amount Due to OMT				\$ 4,700

** A 10% discount can be applied to the initial purchase license as well as 4 additional years of ongoing renewals if all fees are paid in-full upfront.

\$ 30,950 Total of initial fees plus 4 years ongoing fees. **5 Year - 10% Discount: \$ 27,855**

Acceptance of Proposal:

Please select and initial the preferred payment / licensing option below and complete signature area. By initialing and per the authorized signature below, customer hereby accepts the above prices and conditions and any special conditions noted on attached pages herein (if any). Payment is due to OpenMeeting upon receipt of invoice to be sent upon signature below.

Select and initial the preferred terms of payment and license subscription method:

☐ Payment of first year (Yr 1) licenses and then ongoing annual license fees.

☐ Pre-paid five years (Yrs 1-5) of licenses and ongoing fees. 10% Discount.

Authorized Signature: _____

Printed Name & Title: _____

Date of Acceptance: _____

Cost & Payment Summary for Approval

The information below summarizes the cost of software, software licenses, and services as well as to whom payments will be made. A signature from an authorized person is required to accept this proposal.

Organization Name: **City of Wausau, WI**
Billing Contact: **Leslie Kremer, City Clerk**

Issue Date: **5/21/2021**

Summary of initial upgrade subscription license & support fees:

Item #	Description	Estimated Quantity	Unit Price	Total Amount**
1	Meeting Manager - Standard - Initial License Fee	1	\$ 6,250	\$ 6,250
	Initial Year 1 Subscription/Support - MM Standard	1	\$ 3,500	\$ 3,500
	Add-On Subgroup Initial License Fee - Local - Standard	0	\$ 2,400	\$ -
Year 1: Initial Amount Due to OMT				\$ 9,750

Year 2 and following - annual subscription/support fee renewals:

Item #	Description	Estimated Quantity	Unit Price	Total Amount**
4	Meeting Manager - Standard - renewal Year 2+	1	\$ 3,500	\$ 3,500
5	Add-On Subgroup renewal - Local - renewal Year 2+	0	\$ 1,200	\$ -
Years 2+: Ongoing Annual Amount Due to OMT				\$ 3,500

** A 10% discount can be applied to the initial purchase license as well as 4 additional years of ongoing renewals if all fees are paid in-full upfront.

\$ 23,750 Total of initial fees plus 4 years ongoing fees.

5 Year - 10% Discount: \$ 21,375

Acceptance of Proposal:

Please select and initial the preferred payment / licensing option below and complete signature area. By initialing and per the authorized signature below, customer hereby accepts the above prices and conditions and any special conditions noted on attached pages herein (if any). Payment is due to OpenMeeting upon receipt of invoice to be sent upon signature below.

Select and initial the preferred terms of payment and license subscription method: ☐ Payment of first year (Yr 1) licenses and then ongoing annual license fees.

☐ Pre-paid five years (Yrs 1-5) of licenses and ongoing fees. 10% Discount.

Authorized Signature: _____

Printed Name & Title: _____

Date of Acceptance: _____



CITY OF WAUSAU
SOLE SOURCE PURCHASE JUSTIFICATION
REQUIRED FORM PURCHASE OF GOODS OR SERVICES EXCEEDING \$10,000

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 \$10,000 shall be evaluated and determined by the Department Head.
2. Sole source purchase of \$10,000 to \$25,000 a formal written justification shall be forwarded to the Finance Director who will concur with the sole source or assist in locating additional competitive sources.
3. Sole source purchase exceeding \$25,000 must be approved by the Finance Committee.

☐

Ongoing Sole Source – 365 days

☒

One Time Sole Source Request

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

The City currently uses an in-house software program to manage our special assessments. The software tracks assessments by parcel, produces an invoice, calculates interest and transfers unpaid assessments to the tax roll. This is a DOS based program. All of the employees who know this obsolete programming language have retired. This software needs to be retired because the server is being eliminated.

We have been searching for replacement software and have found limited vendors. During our ERP software reference checks we spoke with the City of Wauwatosa who recommended ETI Corporation. CCITC conducted demonstrations with ETI Corporation and the other vendors we found that offered this software. We believe the ETI software best meets the city's needs due to the flexibility and comprehensiveness of the software and its ability to track special charges. We received cost estimates and would like to select ETI without going through a formal RFP process. Funding of \$90,000 was included in the 2020 budget.

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

The software system will be used to compute, track and invoice special assessment and special charges. The software will replace in-house software that needs to be retired.

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.

Based upon demonstrations we felt this software best suited our needs.

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

CCITC researched and we spoke with other communities about the software they used.

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: ETI Corporation

Expected amount of purchase or contract: \$51,000

Department Head Signature: Maryanne Groat

Date: 8/4/2021

Finance Director Signature: Maryanne Groat

Date: 8/4/2021



TO: FINANCE COMMITTEE

FROM: MARYANNE GROAT

DATE: August 3, 2021

RE: ERP Software purchase

The City, County and CCITC have been running Cayenta financial software since 1993. Twenty eight years is a very long time and the software lacks many of the technology capabilities found in modern software. The software relies on paper transaction processing that requires paper to document each transaction and the approval process. The system is missing important functional human resource management modules. The software shortcomings results in staff maintaining and reconciling supporting spreadsheets.

Extensive Selection Process

The City and County received partial funding for new ERP software as part of the 2021 budget. The group hired Berry Dunn consulting to assist with the RFP process. They were also commissioned to review our existing procedures and develop new workflows that maximized efficiency and improved information accessibility.

The robust and comprehensive process started in June of 2020 when a survey was distributed to all departments seeking feedback regarding their current software experiences and expectations for the new software. Berry Dunn used the survey and information sessions to develop our software requirements. The first draft of the RFP was completed by mid-October 2020. The RFP was released later in 2020 and 12 proposals were received in early 2021. The group reviewed the proposals with our system requirements in hand and narrowed the proposals to the top three candidates. In March 2021, we scheduled demonstration sessions with the three vendors. All departments were invited to attend the sessions. Each vendor session was 2.5 days long with dual tracks of HR and financial modules. The vendors were provided scripts in advance to ensure that all aspects and capabilities of the software were presented. After demonstrations concluded the oversight committee narrowed the selection to the top 2 vendors. Staff invested significant hours speaking with references on the software capabilities and implementation processes. At the end of May 2021 another software session was conducted with the two top candidates. These organization wide sessions allowed staff to actually use the software and provided an opportunity to further understand each vendor's implementation approach. In June 2021, after five months of rigorous evaluation work the oversight committee unanimously selected Workday software and their installation partner Collaborative Solutions as the vendors of choice.

Since June the group has been working with Workday and Collaborative Solutions to develop the statement of work and establish implementation schedules.

The project was submitted in the 2022 CIP budget and cost figures are still being refined. The final numbers are:

	2021	2022	2023	2024**
TOTAL COSTS	\$1,301,729	\$4,450,319	\$1,618,609	\$889,832
IMMEDIATE SAVINGS		(13,000)	(119,505)	(388,985)
NET COSTS	\$1,301,729	\$4,437,319	\$1,499,104	\$500,847
COUNTY SHARE	\$922,765	\$3,129,266	\$1,078,358	\$338,435
CITY SHARE	\$378,964	\$1,308,053	\$420,746	\$162,413

Massive Project Undertaking

ERP is an acronym for Enterprise Resource Planning. This will be the largest implementation undertaking and will impact every department in the City and County. An ERP system is a comprehensive software that manages and automates key business processes. A list of systems included in this conversion are:

Accounts payable	Procurement
Accounts receivable	Employee Recruiting and selection
Payroll	Employee training management and monitoring
General ledger	Employee onboarding
Operating budget	Employee benefit management
Capital budget	Compensation management
Financial and compliance Reporting	Employee performance management
Job costing	Employee leave management
Grant management	Inventory management
Point of sale(Revenue Receipting)	Fleet tracking
Time tracking	Purchasing card automation
Fixed asset accounting	Travel tracking and reimbursement
Debt and investment tracking	Document imaging
Banking	

While most of these components will reside in Workday additional implementations are included in the project scope including Can/Am technology point of sale, Cartegraph Public Work, and

Tracker debt, and investment management software. In addition, integrations will be built for many existing and new systems including municipal court software, tax software, special assessment software, utility billing, parking enforcement and community development loan software.

The new software will provide significant advancements that will improve financial information accessibility and quality. Examples of these advancements include:

- Employee portal that provides employees with online access to their payroll stubs, W-2's and other pertinent information.
- Integrated workflow which creates transaction and moves the transaction through the review, approval and creation electronically. This eliminates paper and reduces time spent shuffling papers from desk to desk. It also improves access to documents since they are created and stored electronically.
- Improved financial reporting will eliminate all of the excel spreadsheets used to track information not available in our existing system.
- The software incorporates flexible customizable dashboards that organize and display important information in one easy to access location.
- Improved capital, project and grant management accounting.
- The new software supports improved security which will protect data and work continuity.

The efficiencies gained will allow staff to redirect saved time to financial planning, spending management and resident service efforts.

Project Timing and Sustained Momentum is Critical

The project is expected to take 14-16 months. The implementation schedule must consider existing peak workloads such as yearend payroll compliance reporting. The implementation schedule usually targets go live dates at the beginning of a year or quarter to ensure payroll data is intact for timely compliance reporting.

The implementation is going increase staff workloads since existing work will continue while the planning, design, implementation and testing of the new system occurs. During our reference checks we were counseled to expect significant turnover due to employee fatigue. The budget includes additional part time temporary staff to help manage the increased workload.

Many hours of staff and consultant time have been invested to select a vendor. We need to keep the momentum going so that the benefits can be realized.

Collaboration Increased

The implementation of the Workday software will increase the collaboration of the City and County. The new software will utilize a single chart of accounts, vendor and customer list for the City, County and CCITC. Procedures will be standardized across all organizations. This will help with the training new employees and manage staffing vacancies. It will also allow CCITC to

manage and maintain our software in an efficient manner. This collaboration and savings can only be achieved if implementation occurs across all three entities.

Northcentral Technical College is also implementing Workday software.

Approval and Project Start

CIP ranking occurred on August 9th. The current implementation schedule envisions contract negotiations would be completed in September/October with the project kick off to occur immediately after contract signing. Since this is ahead of the 2022 budget adoption the finance committee and common council would need to adopt a resolution authorizing the contract execution and commit of funds.

A presentation will be presented to the Finance Committee and Common Council on August 10th. We are hoping that this presentation will provide the council with an opportunity to ask questions and seek clarification prior to the contract execution and commitment of funds resolution.



Moving Wausau Forward : The Value Of A Workday Investment

Prepared For The City of Wausau Wisconsin

ERP Software – Enterprise Resource Planning

Largest IT Undertaking

Accounts payable

Accounts receivable

Payroll

General ledger

Operating budget

Capital budget and management

Financial and compliance Reporting

Job costing

Grant management

Point of sale(Revenue Receipting)

Time tracking

Fixed asset accounting

Debt and investment tracking

Banking

Procurement

Employee Recruiting and selection

Employee training management and monitoring

Employee onboarding

Employee benefit management

Compensation management

Employee performance management

Employee leave management

Inventory management

Fleet tracking

Purchasing card automation

Travel tracking and reimbursement

Document imaging

Extensive Selection Process

June 2020- June
2021

- Outside consultant, Barry Dunn, to develop requirements, write RFP, manage vendor review and selection, develop efficient workflows
- Oversight Committee CCITC, County and City Finance and HR personnel
- Surveyed all departments for needs
- 12 proposals received
- Top 3 vendor demonstrations over 8 days – organization wide - stakeholders in attendance.
- Hours of reference interviews regarding implementation, support, fees, software maintenance and upgrades, efficiencies gained
- Top 2 vendors – 2nd vendor session – test drive the software – organization wide – stakeholders in attendance.
- Top 2 vendors – additional implementation approach review.

Unanimous selection of Workday software and installation partner Collaborative Solutions

Workday Understands the ERP Project Goals for the City of Wausau

- Electronic workflows and approvals
- Eliminate paper-based processes and manual entries
- Improve processes like capital and grant mgmt



- Use new technology and harness efficiencies
- Increased collaboration with Marathon County

- Improve access to data and information
- Improve financial reporting
- Provide access to analytical tools in order to make better-informed decisions across all entities



Benefits For the City of Wausau

Technology Simplification



Reduced cost of ownership

Reduced cost of ongoing IT support

Reduced cyber security risk and lower associated maintenance

Eliminated infrastructure costs

\$87K

HR and Finance Transformation



Eliminated exporting and reconciliation of HR, payroll and financial data

Removal of paper forms and manual processes provide self service portals

Improved visibility into Finance and HR processes

Re-focusing of staff on strategic tasks that directly benefit the City

TBD

Increased collaboration with county

Business Effectiveness



Reduced cost of payroll

Improved cost center accountability

Reduced supplier spend

Increased insight into payroll and procurement

TBD

Technology Simplification



... As well as Bottlenecks That Inhibit Efficiency

DISPARATE SYSTEMS

- **Producing Information** requires heavy lifting
- **Ad Hoc** information is difficult to obtain
- **Difficult** to get a complete picture of the City



ANTIQUATED PROCESSES

- **Spreadsheets** and paper govern processes
- **Manual** keying of data into multiple systems
- **Verification** of data is time consuming



SUPPORT HEAVY TECHNOLOGY

- **Current IT Applications** create a need for workarounds
- **Information** becomes fragmented and unreliable
- **Finance and HCM Processes** become cumbersome and lengthy



LIMITED ENABLEMENT

- **Self Service** is limited
- **Mobile capabilities** don't exist
- **Transactional work** supersedes business partnering



It's time for something new that will benefit everybody

Technology Simplification With Workday

Reduced cost of ownership

Reduced cost of ongoing IT support



Reduced cyber security risk and lower associated maintenance

Eliminated infrastructure costs



Prior to Workday we needed a data center, disaster recovery site and staff to support these functions along with managing maintenance and upgrades. With Workday, we moved to a Cloud model giving us the ability to consolidate a number of these functions together and optimize their benefits.
Andrew Sisk, Auditor-Controller, County of Placer

Workday will allow us to replace our legacy systems with a secure, cloud-based state-of-the-art system. We can now move our focus away from maintaining costly legacy systems, servers, and databases and focus on improving internal processes that ultimately help employees serve city residents

Todd Carter, Acting Chief Digital Officer/CIO, City of Baltimore



HR and Finance Transformation





HR and Finance Transformation With Workday



Eliminated exporting and reconciliation of finance, payroll and HR data

Increased insight into Payroll and Procurement

Improved visibility into finance and HR processes

Re-focusing of staff on strategic functions that directly benefit the City



When COVID hit, we immediately set up remote management for payroll, receivables, and other critical finance processes and continued operating without a hitch. We couldn't have done that without Workday

Mark Gassaway, Finance Director, Clark County (WA)

A number of HR roles have changed for the better following our implementation of Workday HCM. Now our HR staff has more time to develop new initiatives and programs to benefit employees and the city

Karen Niparko, Executive Director, HR, City and County of Denver



DENVER
THE MILE HIGH CITY

Business Effectiveness



City and County Collaboration Benefits Everyone

SHARING

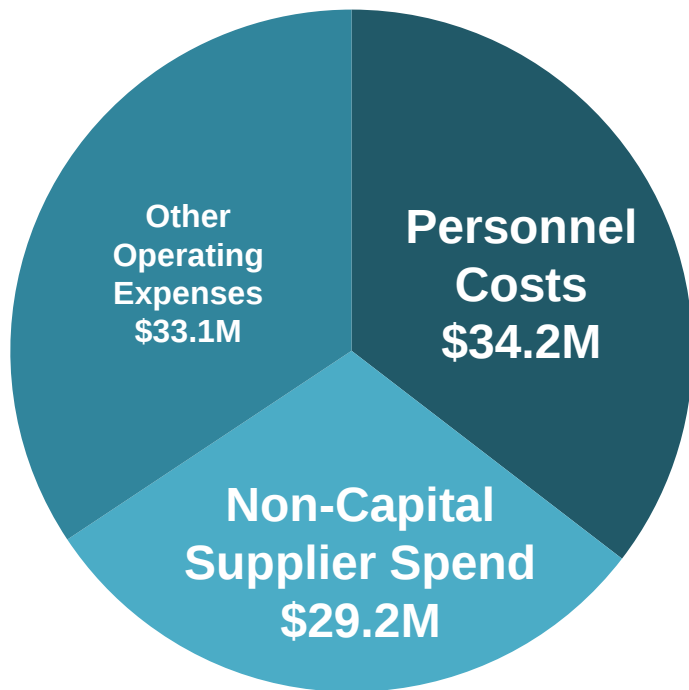
- Shared software for all 27 processes noted earlier
- Single chart of accounts
- Single vendor list
- Single customer list
- Standardized workflow for processes

REAPS BENEFITS

- Reduced software costs
- Reduced IT support efforts
- Efficient staff training
- Improved knowledge sharing



Can Personnel and Supplier Costs Be Better Controlled?



- **Approx. 35%** of the City's FY21 Expenditures are for **Personnel Services** while another **30%** is for **Operating Costs** *
- Could the City further **maximize the impact of its talent and supplier investment** to drive strategic goals?
- How could reductions in these costs help fund the City's mission to **provide services in the most effective and efficient manner** ?

Improved Payroll Accuracy Rationale & Potential Opportunity Improvement



Why It's Important

Public sector payroll error rates *average between 1% and 2%* of payroll



Human calculation payroll error rates *range between 1% - 8%* of total payroll



Quantitative Breakdown

Total Personnel Costs*	\$34,241,904
Estimated Reduction in Payroll Costs	1.0%
Annual Benefit	\$342,419

Savings Potential
\$342K



40% Reduction in payroll errors resulting in overpayments



In a 5-month period, there was an **89% decrease** in the number of manual payroll adjustments

Increased Spend Controls Rationale & Potential Opportunity Improvement

Why It's Important

- **Billions of dollars are lost** each year through fraud, waste, abuse and mismanagement across numerous programs
- **Obsolete and inefficient** financial management systems and **insufficient financial reporting** data results in incomplete, inconsistent, unreliable and untimely information
- **Financial reporting timeliness is often lacking**, which can delay management decisions needed to drive the business
- *Reporting that is available is often Incomplete, inconsistent, unreliable*

"At long last, career financial managers have the ability to propose cutting out redundancies and inefficiencies across government."



Quantitative Breakdown

Applicable Non-Capital Spend*	\$29,219,548
Estimated Reduction in Spend	3%
Annual Benefit	\$876,586

Savings Potential
\$876K



15% Reduction in out of policy maverick spending



The City of Orlando can more accurately create cost projections and has improved coordination between procurement and accounts payable

Business Transformation With Workday



Reduced cost of payroll

Improved cost center accountability

Reduced supplier spend

Increased insight into payroll and procurement

Pierce County provides a vast array of government services that include a Sheriff's Department with a S.W.A.T Team, a ferry system and two airports, plus the Chambers Bay Golf Course. Workday has been able to support the variety of payroll practices associated with the complex compensation environment of the County
Gary Robinson, Budget & Finance Director, CFO, Pierce County



And to be clear, because we are launching Workday Financial Management and Workday HCM with payroll at the same time, that encouraged a lot of integration between HR and finance, and we've improved a lot of business processes
Jane Davis, ERP Project Manager, City of Port Orange

Reducing Risk



Workday Enables Governments Like the City of Wausau



Workers in 100+ states, cities, counties, and special districts rely on Workday everyday



The Power of One: Workday brings Finance and HCM together in a single platform along with the reporting, analytics, business intelligence and data warehousing that the City needs to make informed business decisions



Continuous Innovation: Workday is delivering on future technology today that will ensure the City's success for years to come



Customer Success: Our public sector customers give Workday a 97% customer satisfaction rating



On Time and On Budget Delivery: Workday continues to ensure that our customers go live with their HCM and Finance projects despite the challenges of a global pandemic

Workday Customers You May Know

Northcentral
Tech too!



Organizations Like You



Your Daily Life



Wisconsin Based



Workday Provides Security, Privacy and Compliance

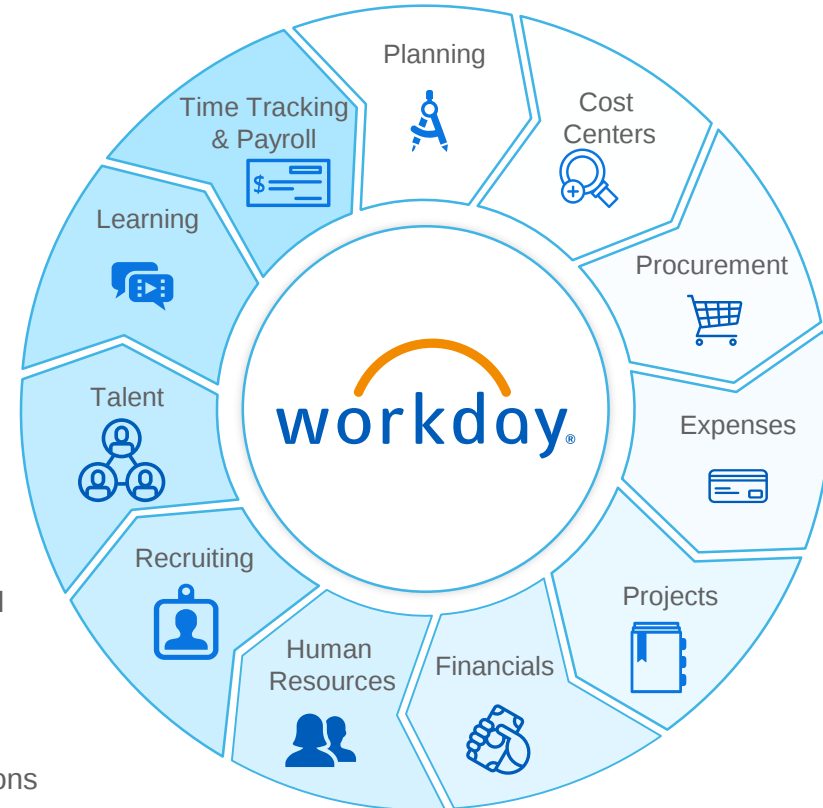
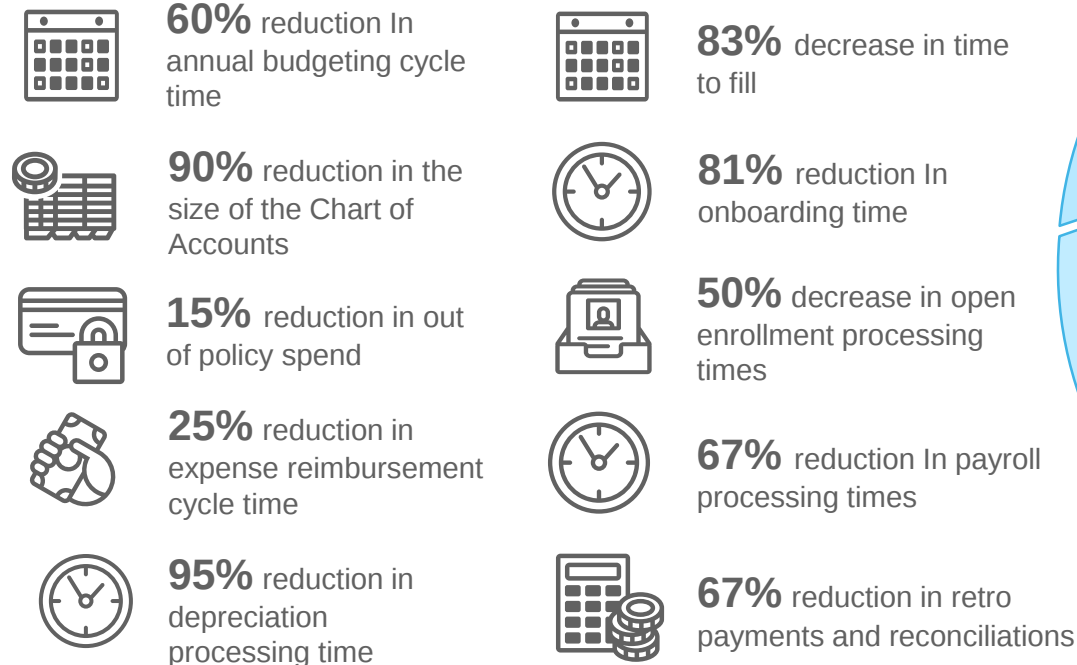


- The cloud offers secure gateways for data access that prevent the download of sensitive data
- Cyber security measures are centralized and flexible
- Security measures prevent data loss and ensure proper authentication of user access to the system as a whole



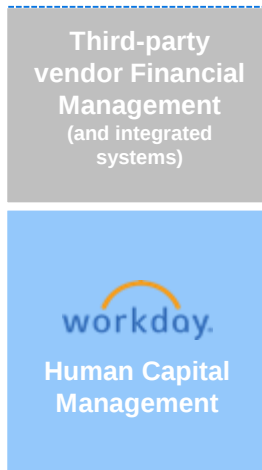
Workday has been proven to meet the requirements of the most heavily regulated and risk averse industries worldwide

Workday Provides Proven HCM and Finance Value in the Public Sector



The Incremental Value of Workday's Single Platform

Value of ERP system



Non-Workday FIN or HCM



Workday platform



Technology simplification

Significantly simplified IT landscape results in fewer integrations, harmonised security system, smaller support team and operational risk



HR and Finance transformation

Single source of truth, simplified end-to-end workflows and single user experience eliminates redundant activities and increases productivity



Business effectiveness

One common data model and single data source allows to achieve the kind of fact-based business decisions only possible with deep HCM-FINS dimensionality and visibility

PROJECT COSTS

	2021	2022	2023	2024**
TOTAL COSTS	\$1,301,729	\$4,450,319	\$1,618,609	\$889,832
IMMEDIATE SAVINGS		(13,000)	(119,505)	(388,985)
NET COSTS	\$1,301,729	\$4,437,319	\$1,499,104	\$500,847
COUNTY SHARE	\$922,765	\$3,129,266	\$1,078,358	\$338,435
CITY SHARE	\$378,964	\$1,308,053	\$420,746	\$162,413

- Based upon a 1/1/2023 Go live date.
- Comprehensive costs include point of sale software, public works fleet, debt and investment tracking.
- 2024 and beyond represent annual subscription costs in excess of existing costs. Future years will be subject to inflationary increases.
- 10 Year contract proposed.

Project timing and collaboration is crucial!!

Implementation to begin in October 2020

Go live 1/1/2022 important for payroll processes!

Pricing based upon city and county implementation.
Collaboration provides savings in software, CCITC
staff time, employee training and knowledge transfer

Sustained momentum is important

City budgeted \$167,000 in 2021 which will require a
budget modification.





Thank You



CITY OF WAUSAU

Capital Improvement Program Request 2021-2025

Project Title:	New Financial/HR Management Solution	Plan Year:	2021
Classification:	Software Application Purchase and Implementation	Department:	CCITC
Priority:	High	Contact Name:	Gerry Klein
Useful Life:	10		

PROJECT DESCRIPTION

Provide a brief description of the project or purchase

Replace current financial system (Cayenta) which includes General Ledger, Accounts Payable, Accounts Receivable, Human Resources, Payroll, Budgeting and Job Costing, .

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

Release RFP Winter 2021, Vendor Selection Summer 2021, Anticipated Completion Date November 2022

PROJECT PURPOSES: (Check all statements that apply)

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

PROJECT OR PURCHASE JUSTIFICATION

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

Current Financial system, Cayenta, was implemented in 1994. Since that time the software application was purchased by another vendor that dramatically declined the customer support we receive.

- Partner with a vendor that provides MUCH better support. Many bugs in the current system have went unresolved for months and sometimes years. Vendor is VERY slow to address any issue and has too much turnover and loss of institutional knowledge.
- Reliance on manual and paper-based processes
- Limited online and self-service functionality
- The City could further leverage integration with Laserfiche, the document management system
- The City could further leverage remote and mobile access to applications
- Limited query and reporting capabilities
- Limited integration capabilities in Human Resources and Payroll. No integration to outside payroll options. No other HR modules such as onboarding, performance management, learning mangement, etc
- Login security issues with special characters and inability to use strong passwords.
- Minimize time monitor system for errors that require cumbersome resolutions
- Eliminate departments dual entry and dependencies maintaining data in spreadsheets.

IMPACT ON DEFERRED IMPLEMENTATION/PURCHASE

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

Cayenta has additional modules that would offer features that we want or need. But we have chosen to go without or buy other applications because we are unhappy with the Cayenta products and support. Enhancements added in the last Cayenta upgrade, did not meet our needs and changes to processes added to our workflow and frustration.

RETURN ON INVESTMENT

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

As with the current system, we plan on partnering with Marathon County on this purchase. The County will pay a larger portion of the total costs relative to the utilization difference. This partnership has been very effective in the past as the two Finance departments work together closely and have many similiar needs and workflows. By purchasing a powerful enterprise resource planning solution that we can expand across departments to easily monitor key business intelligence will allow us to operate efficiently, be responsive and plan for the future.

- There could be significant savings on annual maintenance since the current software product has high annual maintenance costs. We won't know that though until we received RFP responses.
- Could drop annual maintenance for other applications like Sage Fixed Assets.
- Could do mandated reporting in house.

FINANCIAL DETAIL OF PROJECT

New Financial/HR Management Solution

CAPITAL BUDGET IMPACT	2021	2022	2023	2024	2025	Total
Planning / Design						-
Land / Acquisition						-
Construction / Maintenance						-
Equip/Veh/Furnishings						-
Other	250,000	250,000				500,000
Total	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 500,000
<u>FUNDING SOURCES</u>						
Grant Income						-
Donations						-
User Fees						-
Other						-
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET LEVY REQUIREMENT	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 500,000

OPERATING BUDGET IMPACT	2021	2022	2023	2024	2025	Total
Staff Costs						-
Supplies/Materials						-
Facility Maintenance						-
Other (Insurance/Utilities)						-
Contractual Services	60,000					60,000
Total	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
<u>FUNDING SOURCES</u>						
Grant Income						-
Donations						-
User Fees						-
Other						-
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET LEVY REQUIREMENT	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

ESTIMATED ANNUAL BENEFIT	2021	2022	2023	2024	2025	Total
Increased Efficiency						-
Faster Service Delivery						-
Decreased Operating Costs						-
Decreased Maintenance Costs						-
ESTIMATED ANNUAL BENEFIT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

GANTT CHART OF PROJECT ACTIVITIES

New Financial/HR Management Solution

Capital Improvement Program Request 2021-2025

Budget Amt: \$560,000

Start Date: 1/1/2021

Lead Person: Connie Laessig

End Date: **12/31/2022**[illegible][illegible]



TO: Finance Committee

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

DATE: August 10, 2021

SUBJECT: Fleet/Motorpool 2022 Purchasing – Advance Ordering

The motorpool replaces vehicles and equipment annually. Typically these vehicles and equipment are ordered shortly after the first of the year as that is when the budget season begins. Through discussions with vehicle manufacturers and equipment manufacturers there is a 6-month lead time on most vehicles and some manufacturers feel this will get longer as we move into the fall. In most years if we order vehicles in January we will start to see them in 2-4 months. Based on the lead times, if we wait until January to begin ordering equipment we will not start seeing vehicles until mid-year and some of our heavy equipment until fall or later. This will create issues with vehicles we need to outfit to meet our needs; in some cases this means vehicles will not be road ready until late in 2022. If delays become longer we may not see replacements at all in 2022 which will be problematic for our aging vehicles and increase maintenance costs.

The motorpool is requesting your approval to order our proposed 2022 vehicles now so we can get on the schedule for delivery in spring/summer of 2022. Actual vehicle payments are not made until the vehicles are delivered. We secure the order through a PO and then when the vehicle/equipment is delivered we make payment. Based on this process we would not make any payments in 2021, the payments would be made in 2022 under the appropriate approved budget year.