



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, October 26, 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): (10/12/21)
- 2 Discussion and possible action regarding budget modification MetroRide Fuel Tank Project \$21,200.25.
- 3 Discussion and possible action regarding the 2022 Budget.
- 4 Discussion and possible action regarding the 2020 Budget surplus \$141,962
- 5 Discussion and possible action regarding budget modification Public Works Sign Shop Operations \$8,164
- 6 Discussion and possible action regarding September 2021 financial report

Adjourn

Lisa Rasmussen, Chairperson

This meeting is being held in person and via teleconference. The lines of those public members monitoring the meeting by phone 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: 2499 505 9735 Password: wausau1**

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 10/22/21 at 9:30 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, October 12, 2021 @ 5:15 pm., Council Chambers

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

Others Present: Maryanne Groat, Emily Ley, Anne Jacobson, Bob Barteck, Eric Lindman, Katie Rosenberg, Matt Barnes, Tammy Stratz, Anne Keenan, Toni Vanderboom, Mary Goede, Michelle Van Krey

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): (9/28/21)

Motion by Watson, second by Herbst to approve the minutes of the previous meeting (9/28/21). Motion carried 5-0.

Discussion and possible approval of reprogramming Community Development Block Grant funds from an Economic Development Activity to a Housing Rehabilitation Activity

Lisa Rasmussen explained this item is about the spend-down period for Block Grant funds, based on the fact that development has been slow with the pandemic. The plan is to reclassify to a more active fund.

Tammy Stratz, Community Development, stated we have several years before we have to draw it down, but we have to draw down our Program Income first. Because we have not had the ability to do any loans the last few years, but loans are being repaid, there is quite a bit of Program Income that needs to be used.

Deb Ryan questioned if the Rehab funds can be used in the future for people who want to replace the lead laterals and plumbing upgrades. Stratz confirmed that they had the guidelines changed so that anyone that is doing their lead lateral and if also they need the sewer taken care of can be helped if they income qualify.

Motion by Watson, second by Ryan to approve reprogramming CDBG funds. Motion carried 5-0.

Discussion and possible action regarding 2020 audit presentation by Clifton Larson

Maryanne Groat introduced Jon Trautman and Stewart Randall from Clifton Larson to report on their audit and the City's financial position as of December 31, 2020.

The Government's Communications Letter and the Annual Financial Report can be viewed in the packet online: https://www.ci.wausau.wi.us/Portals/0/Departments/Council/Archives/Standing%20Committees/Finance%20Committee/2021/FINC_20211012_Packet.pdf

Discussion and possible approval of two year auditing services agreement extension

Groat stated the city went out for competitive proposals in 2016 and at that time there were two quotes, one from Schenck and one from Clifton Larson. The service contract was awarded to Schenck and Clifton Larson purchased Schenck in 2019, so now they are one in the same company. She indicated she would like to extend the contract another two years. She explained the justification for extending the contract rather than go out for an RFP is because there only were two proposals last time and the city is very satisfied with the service. She stated we appreciate their knowledge and expertise because the CDA is very specialized accounting and not all auditors know how to manage those audits. She commented that with the ERP implementation she was really looking to try to minimize extra work whenever possible. Having a firm who is familiar with our accounting records helps us be more efficient. She indicated she also asked for an estimate to prepare the annual financial statements this time to get us beyond the ERP System, when we would take it back.

Motion by Martens, second by Ryan to approve the two year auditing services agreement extension, including the preparation of the annual financial statements. Motion carried 5-0.

Discussion and possible action regarding modification of our fixed asset capitalization policy

Groat stated we are trying to tie up any loose ends as we go into the ERP implementation. She stated currently all assets are capitalized if they are over \$5,000. One of the recommendations of the GFOA is to establish different levels for different types of assets. She indicated she surveyed other communities and is recommending the thresholds be General capital assets \$10,000 and Infrastructure \$50,000. She stated we want to make sure that we have good physical control over our assets and are able to do that without capitalizing them.

Motion by Martens, second by Herbst to approve the modification to the fixed asset capitalization policy. Motion carried 5-0.

Discussion and possible action regarding final implementation of salary study - Option 3

Rasmussen stated the city has been working on implementing the 2019 wage study for some time in small bites. Option 2 was originally selected, bringing everyone to midpoint, but was not a full implementation of the consultant's recommendation. Groat commented the Human Resources Committee heard a recruiting and retention plan and this is a part of that plan. It affects the senior employees and finalizes the implantation of the salary study.

Motion by Herbst, second by Martens to approve the final implementation of Option 3. Motion carried 5-0.

Discussion and possible approving the 2022 health, dental and supplemental insurance plans

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

Discussion and possible action regarding 2022 Business Improvement District Plan

Groat explained Business District was created by statute about 10 years ago. The businesses located within the geographic boundaries had to conduct an independent election to create the district. It is a mechanism for them to tax themselves for the betterment of the area through a special assessment. The assessment method has a minimum and a maximum tax. They adopt a budget each year and tax the properties that fall with the boundaries for River District efforts, mainly salaries of the administrative staff. The city collects it through taxes and remit the funds to the BID.

Deb Ryan stated she had heard from some of the businesses on the west side that they did not feel they were getting their money's worth. She indicated she wanted to table this item and take surveys of the businesses as to their satisfaction with it. She did not think the city should be doing the bookkeeping for them. Rasmussen stated the management of the BID is between the BID Board and those businesses. The Finance Committee does not have the authority to dissolve the BID or modify who is in or out of it.

Ryan felt the BID Board should make a plan to do their own accounting on January 1st. Groat explained by state statutes a BID is created and the city does the accounting to levy, collect and remit the tax, which is the sole methodology. She noted there is west side business representation on the Board and there isn't any dramatic changes to the plan from previous years. The motion to table died for lack of a second.

Groat indicated they could discuss the city doing accounting for non-profits at a future meeting because that is a totally different topic.

Motion by Watson, second by Martens to approve the 2022 BID Plan. Motion carried 4-1. (*Ryan was the dissenting vote.*)

Adjourn

Motion by Watson, second by Herbst to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:00 pm.

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

RESOLUTION OF THE FINANCE COMMITTEE

Authorizing the 2021 budget modification for MetroRide to fund fuel tank upgrades from reserves

Committee Action: *Pending*

Fiscal Impact:

File Number: 20-1109

Date Introduced: October 26, 2021

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☐ No ☒	
	<i>Included in Budget:</i>	Yes ☐ No ☒	<i>Budget Source: MetroRide Surplus</i>
	<i>One-time Costs:</i>	Yes ☒ No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐ No ☒	<i>Amount:</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> ☐		

RESOLUTION

WHEREAS, the fuel tanks are heavily regulated for safety by the State of Wisconsin and recent inspections of the MetroRide fuel tanks revealed that upgrades were ***required*** to maintain compliance at a cost of \$21,200.25 and

WHEREAS, the MetroRide has secured quotes for the work which is scheduled to be performed prior to yearend; and

WHEREAS, MetroRide has funds available in accumulated reserves to pay for the improvements; and

WHEREAS, your Finance Committee has reviewed and recommends a one-time transfer of \$21,200 from MetroRide Fund reserves to pay for the improvements:

164-11650 Machinery and Equipment \$21,200.25

NOW, THEREFORE, BE IT RESOLVED, that the proper city officials modify the budget as presented above and transfer to the MetroRide Fund.

Approved:

Katie Rosenberg, Mayor



Northwest Petroleum Service, Inc.

4080 N. 20th Avenue
Wausau, WI 54401
(715) 675-2084
(715) 675-5507 (fax)
E-mail: mail@NPSwausau.com
Web: www.NPSwausau.com

Project Number: 71145
Thursday, October 14, 2021

PO Number:

Proposal & Contract Form

Bill to: Metro Ride
420 Plumer Street
Wausau, WI 54401

Service at: Metro Ride
420 Plumer Street
Wausau, WI 54401

Description	Quantity	Taxable	Price
Phase 100 - General Requirements			
Northwest Petroleum Service, Inc. (NPS) proposes to install a transition sump with sensor to the existing tank. NPS will also replace galvanized pipe with black pipe to meet State specs.			
Phase 140 - Tank Monitor			
NOTE: If NPS can add a sensor to the existing ATG and use existing conduit this will be completed at time and material.			
S404 Liquid Sensor & Controller	1.00	Each	
Total Phase 140 - Tank Monitor			\$692.13
Phase 145 - Dispensing Equipment			
NOTE: NPS figures reuse of customers existing dispensers, hanging hardware, shear valves, flex connectors, islands and sumps.			
Phase 160 - Other Equipment			
Transition Sump	1.00	Each	
Rigid Entry Boot 1.5"SC Pipe	1.00	Each	
Entry Boot,Rigid,Flat Surface, 3/4" Cond	2.00	Each	
1-1/2" Full Port Ball Valve, Brass	1.00	Each	
Transition Sump Fittings Kit	1.00		
Total Phase 160 - Other Equipment			\$1,739.12
Phase 170 - Petroleum Equipment Labor/Materials			
Installation	1.00		
Miscellaneous Material	1.00		



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420 Plumer Street
Wausau, WI 54401

Service at: Metro Ride
420 Plumer Street
Wausau, WI 54401

Description	Quantity	Taxable	Price
Steel Product Pipe Includes up to 40' of pipe.	40.00		
Phase 170 - Petroleum Equipment Labor/Materials			\$13,594.00
Phase 195 - Sitework Services			
Excavation/Concrete Services	1.00		
Electrical Services	1.00		
Total Phase 195 - Sitework Services			\$5,175.00

Additional Details:

NOTE

Due to industry volatility for carbon steel material, the pricing offered in this quotation is subject to review at time of order placement. Material will be subject to adjustment based on increases occurring between the date of quotation and the time of order placement. We regret the necessity of this action and will discontinue this practice as soon as market conditions permit.

PRICE

Prices quoted are for acceptance within 10 days and, unless otherwise stated.

CALIBRATION

Northwest Petroleum highly recommends performing a re-calibration of all meters 30 days following installation of new dispensers. The cost for the re-calibration is not included in this proposal.

SALES TAX

Includes estimated sales tax, actual sales tax will be added to the invoice.

EXCLUSIONS

Does not include excavation, crane, tanks, tank trim, site work for grade changes or materials to improve traffic areas, site restoration with asphalt or landscaping, delivery tanker spill containment, blacktop, painting, security system, extra costs associated with winter conditions, fence, or local permits.

PAYMENT TERMS

50% down payment due with signed contract.

Invoices due upon receipt.

Down payment will be applied against the final invoice.

1.5% per month on past due balances which is 18% annual percentage rate.



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Description	Quantity	Taxable	Price
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Proposal Subtotal: \$21,200.25

Estimated Sales Tax: \$0.00

Proposal Grand Total: \$21,200.25

Authorized Signature

TERMS AND CONDITIONS

This proposal, when accepted by the Purchaser, will constitute a bona fide contract between us, subject to all terms and conditions to follow and to the approval of the Seller's credit manager. It is expressly agreed that there are no promises, agreements or understandings, oral or written, not specified in this proposal.

PRICES – Prices quoted are for acceptance within 10 days and, unless otherwise specified, are subject to change without notice after that date.

DELIVERY – Delivery promises are contingent upon fires, strikes, accidents or other causes beyond our control. We will endeavor to maintain schedules, but cannot guarantee to do so. Delivery, unless otherwise stated, does not include unloading.

NEW EQUIPMENT WARRANTY – Northwest Petroleum Service Inc. will warrant equipment as far as the manufacturers extend warranties for equipment and labor to Northwest Petroleum Service Inc. from the date of installation or delivery. Ordinary use, wear and tear or damage from abuse or accident excepted. Implied warranties of MERCHANTABILITY AND FITNESS for particular purposes are EXCLUDED. Repair or replacement shall be the sole remedies for defect and shall be made, free of charges, F.O.B. factory, provided factory inspection supports validity of customer's claim. Northwest Petroleum Service Inc. shall not be liable for consequential damages, whether or not arising out of warranty, negligence or otherwise.

USED EQUIPMENT – Any used equipment installed as part of the project is provided "as-is". Customer agrees to release, indemnify, hold harmless, and deferent Northwest Petroleum Service Inc. from and against any and all claims, liability, and causes of action at law or equity for loss, damage, injury or death to persons and property, including, but not limited to, environmental contamination, leaks, spills, releases, or discharges by whatsoever or howsoever cause or source, arising or occurring from the acquisitions or use of any used equipment, with the exception of any warranty of title given to Customer by Northwest Petroleum Service Inc.

EXCAVATING CLAUSE – Excavation quotations are based on normal soil conditions. In the event any underground structures such as sewers, all utility lines, cables, and conduit are destroyed or damaged during the performance of the contract, the Seller shall not be held responsible. All additional costs resulting from debris, rock, water or wet, running soil, shall be borne by the Purchaser. In the case of winter work, frost removal is not included in the proposal unless specified. Finished grades are to be established and verified by the Customer.

COLD WEATHER CONCRETE – In the event that concrete is poured during cold weather, NPS is not responsible for chipping, cracking, or spalling of concrete, due to cold weather pours. Furthermore, NPS is not responsible for additional cost of heated concrete, unless otherwise specified in the contract. It is highly recommended that salt or any chemical based deicer is NOT used after installation to prevent concrete related problems.

TANK FLOATING CLAUSE – Purchaser will be responsible for filling all underground storage tanks with liquid for ballast immediately upon setting tanks in excavation. The Seller shall notify the Purchaser when product will be needed. The Seller shall not be responsible for the contamination or loss of the product used for ballast. In the event any tanks should float, the Seller shall not be liable for any damages to equipment. All expenses for equipment, labor and material to reinstall tanks shall be borne by the Purchaser. This policy applies to new installation as well as remodel projects.

CANOPY – It is highly recommended that heat tape be installed inside the internal drains located in areas subject to freezing, keep salt away from columns, make sure gutters and downspouts are kept free of debris and the top of the structure be visually inspected once a year.

RELATED WORK & PERMITS – Labor, materials and outside services for electrical, concrete, blacktop or sewer work, and required local and state permits are not included in the proposals unless specified.

TAXES & LICENSES – Prices quoted on equipment and repair parts are subject to Federal, State or Municipal taxes and licenses which may be in effect or which may be imposed prior to the actual shipment of materials and equipment. All such taxes and license costs are the responsibility of the Customer.

TERMS – Unless otherwise specified, terms are net on completion of all services or installation work. Terms on equipment, are cash upon delivery – 30 days on miscellaneous parts and labor.

Delivery to our plant for purposes of convenience or co-ordination shall be considered "Delivery" for billing purposes.

The seller reserves the right to charge Purchaser 1.5% per month on past due balances which is 18% annual percentage rate.

***OWNERSHIP – Buyer hereby warrants that he is (they are) the owner of record of the property described in this contract

NOTICE OF LIEN RIGHTS – AS REQUIRED BY THE WISCONSIN & MICHIGAN CONSTRUCTION LIEN LAW, BUILDER HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY. BUILDER AGREES TO COOPERATE WITH THE OWNER AND HIS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID. PURCHASER SHALL REIMBURSE SELLER FOR ANY EXPENSE INCURRED BY SELLER IN PROTECTING OR ENFORCING ITS RIGHTS UNDER THIS AGREEMENT BEFORE AND AFTER JUDGEMENT, INCLUDING WITHOUT LIMITATION, REASONABLE ATTORNEYS FEES AND LEGAL EXPENSES AND ALL EXPENSES INVOLVED IN THE RECOVERY OF SELLER'S DAMAGES.

Authorized NPS (Seller) Signature / Date

Purchaser's Signature / Date

(This becomes a binding contract when signed by purchaser.)

Purchaser's Printed Name

\$21,200.25

NPS Contract Total

Company Name

71145

NPS Contract Number

CITY OF WAUSAU 2022 SUPPLEMENTAL BUDGET REQUESTS

					COSTS						REVENUES		NET BUDGET IMPACT
DEPARTMENT	DEPT PRIORITY	DESCRIPTION	ONE TIME OR RECURRING	Non-personnel Line Item Adj	FTE	PERSONNEL	CONTRACTUAL SERVICES	SUPPLIES EXPENSE	BUILDING MATERIALS	TOTAL	AMOUNT	FUNDING SOURCE	
NON-PERSONNEL LINE ITEM ADJUSTMENTS													
18	Public Works -Streets	Critical	Street Patching - Hot Mix Increase	Ongoing		-	-	-	50,000	-	50,000	-	50,000
Subtotal Line Item Adjustments					-	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -		\$ 50,000
2022 NEW SUPPLEMENTAL REQUESTS													
1	Parks Department	Critical	Emerald Ash Borer Management	Ongoing	-	-	-	58,000	-	58,000	-		58,000
2	Public Access	Critical	Closed Captioning Server/Program (\$55,219 in 2022, \$5,998 ongoing)	One Time/ Annual	-	-	5,995	49,224	-	55,219	-		55,219
3	Parks Department	High	Arborist	Ongoing	0.90	50,221	-	-	-	50,221	-		50,221
4	Mayor's Office	High	Sesquicentennial Celebration	One Time	-	-	-	50,000	-	50,000	-		50,000
5	Human Resources Department	High	CDL Training Funds	Ongoing	-	-	50,000	-	-	50,000	15,000	Utility User Fees	35,000
6	Police/Fire Depts	Critical	Shared Administrative Assisstant II	Ongoing	0.60	30,000	-	-	-	30,000	-		30,000
7	Human Resources Department	Critical	Adjust Salary Scale (Susp Steps 1 &2)	Ongoing	-	105,445	-	-	-	105,445	81,297	CDA & Transit Aids, Utility User Fees, Motor Pool Revenues	24,148
8	Economic &Community Development	High	Administrative Assistant	Ongoing	0.60	30,000	-	-	-	30,000	10,000	CDBG	20,000
9	Parks Department	High	Recreation Supervisor	Ongoing	0.48	21,188	-	-	-	21,188	5,000	User Fees	16,188
10	Parks Department	High	Expansion of Seasonal Pool Hours	Ongoing	0.60	12,538	-	500	-	13,038	3,750	User Fees	9,288
11	Human Resources Department	High	NEW: Culture Survey (Every 2 years)	Ongoing	-	-	100,000	-	-	100,000	-		100,000
12	Human Resources Department	High	NEW: Lump Sum Bonus for Employees Over Midpoint	One Time	-	113,000	-	-	-	113,000	26,000	Utility Fees, Transit, Parking, CDA, Com. Dev., Animal Control, Motor Pool	87,000
Subtotal New Requests					3.18	\$ 362,392	\$ 155,995	\$ 157,724	\$ -	\$ 463,111	\$ 141,047		\$ 535,064
TOTAL					3.18	\$ 362,392	\$ 155,995	\$ 207,724	\$ -	\$ 513,111	\$ 141,047		\$ 585,064

*REVISED 10/21/21

Non-Personnel Line Item Adjustments



CITY OF WAUSAU SUPPLEMENTAL BUDGET REQUEST FORM

Department: Public Works & Utilities – Streets & Maintenance Division

Project/Spending Description: Street Patching – Hot Mix

☒ Ongoing Project ☐ Onetime Purchase/Expense

☒ Non-personnel Line Item Adjustment:

☐ Contractual Obligation ☒ Service Demands ☐ Administrative needs ☐ Inflation

Department Priority: ☒ Critical ☐ High ☐ Medium ☐ Low

REQUESTED SUPPLEMENTAL FUNDING

EXPENSES	DESCRIPTION	FTE	AMOUNT
Personnel Services			
Contractual Services			
Supplies and Expenses	Hot Mix		\$50,000
Building Materials			
Fixed Charges			
Capital Outlay			
Total			\$50,000

REVENUES	DESCRIPTION		AMOUNT
Grants and Aids			
Public Charges for Services			
Other Revenue			
Total			

PURPOSE/DESCRIPTION OF REQUEST:

Operations over the past two years have changed and there is a strong focus to repairing and completing larger patching of streets. This work is taking the place of crack sealing as we are now contracting out more crack sealing and placing more effort with patching and spot milling of streets. Due to our backlog of over \$90 million in street reconstruction we need to focus on doing what we can in-house to extend the life of pavement. It has been the goal to increase the hot mix budget each year until there is an annual amount of \$250,000. In 2021 there was \$100,000, and in 2022 it is requested this be increased to \$150,000.

Requesting an increase in the amount of \$50,000.

SERVICE IMPLICATIONS:

With a \$90 million backlog in necessary street reconstruction and only about \$2 million is allocated to street reconstruction annually there needs to be an emphasis of putting more money into the street surfacing. Completing more patching and milling allows streets to last longer.

OUTCOMES/REVIEW: *(HOW WILL YOU MEASURE SUCCESS OF PROJECT)*

Prevent streets rated Fair and Poor deteriorating to a Very Poor rating. Once streets reach a Very Poor rating they are not able to be patched and they deteriorate to gravel and become difficult to maintain as drivable.

IMPLEMENTATION TIMETABLE:

Staff will designate roads annually and they perform small milling and patching operations throughout the year.

2022 New Supplemental Requests

Includes two (2) new additions:

- 1.) Human Resource's Culture Survey
- 2.) Human Resource's Lump Sum Bonus for Employees Over Midpoint



CITY OF WAUSAU SUPPLEMENTAL BUDGET REQUEST FORM

Department: Parks, Recreation & Forestry

Project/Spending Description: Emerald Ash Borer Management (Sundry Services)

☒ Ongoing Project ☐ Onetime Purchase/Expense

☐ Non-personnel Line Item Adjustment:

☐ Contractual Obligation ☐ Service Demands ☐ Administrative needs ☐ Inflation

Department Priority: ☒ Critical ☐ High ☐ Medium ☐ Low

REQUESTED SUPPLEMENTAL FUNDING

EXPENSES	DESCRIPTION	FTE	AMOUNT
Personnel Services			
Contractual Services			
Supplies and Expenses	Ash Removals, Planting of other species, chemical treatment		\$58,000
Building Materials			
Fixed Charges			
Capital Outlay			
Total			\$58,000

REVENUES	DESCRIPTION		AMOUNT
Grants and Aids			
Public Charges for Services			
Other Revenue			
Total			

PURPOSE/DESCRIPTION OF REQUEST:

In 2020 the Emerald Ash Borer was discovered in Wausau. Following this discovery, the Park and Recreation Committee revisited the Emerald Ash Borer Street Tree Management Plan that they had adopted in 2016. The plan is to remove all ash trees and replace most of the trees within the City over a 12–15-year period. The plan also includes treating the trees not scheduled for removal each year. To adhere to the 12-15 year plan the estimated annual cost of removing 400 trees per year is \$137,000, planting 350 trees per year is \$64,000 and treating the remaining ash street trees is approximately \$50,000 for a total of \$251,000. The current 2021 budget includes \$107,000 for EAB management. An increase to this item in the budget of \$144,000 is a substantial increase. Staff is therefore requesting incremental increases to this budget over time. Staff is requesting an additional \$58,000 for 2022. This would be enough to fund 250 removals, 200 plantings and the scheduled treatment.

SERVICE IMPLICATIONS:

Emerald Ash Borer is within the community and it is certain that we will see decline in the ash population within the next few years. Once infected the tree will die over a relatively short number of years requiring removal and replacement in a timely manner to keep the public safe, manage liability, and maintain the economic and environmental benefits of our high-quality urban forest. Increasing the funding to manage this pest will assist staff in staying ahead of the problem. By not funding the entire program to meet the timeframe of 12-15 years as set by the Park Committee it could lead to continual crisis management where the City workforce will be overwhelmed by this new workload resulting in the reduction or loss of multiple other City services in addition to the liability, economic and environmental implications previously mentioned.

OUTCOMES/REVIEW: *(HOW WILL YOU MEASURE SUCCESS OF PROJECT)*

Success of the project will mean that staff has met their tree removal, planting and treatment goals set each year and has not been overwhelmed by the decline of the trees. In addition, real estate values, storm water runoff rates, heating and cooling costs, asphalt street and parking surface lifespans, and wildlife numbers and diversity will not go in a negative direction. In other words, if followed, this plan will sustain the benefits and values of the urban forest to the greatest extent possible at an affordable cost over time.

IMPLEMENTATION TIMETABLE:

The initial year of removal and replacement was in place in January 2017. Since that time staff has continued removing ash trees that were declining, hazardous or associated with a project. Staff began treating the trees in 2019 and every ash tree not scheduled for removal has had one chemical treatment to date. The removal and replacement of the ash trees increased in 2020 with the discovery of the borer. The Parks Committee approved a plan to removal all ash trees in the City and replace those ash trees with a variety of species. Staff will continue to remove, replace and treat as many trees as the budget will allow each year until the plan has been fulfilled.



CITY OF WAUSAU SUPPLEMENTAL BUDGET REQUEST FORM

Department: Public Access

Project/Spending Description: Closed Captioning Services

☐ Ongoing Project ☒ Onetime Purchase/Expense

☐ Non-personnel Line Item Adjustment:

☐ Contractual Obligation ☐ Service Demands ☐ Administrative needs ☐ Inflation

Department Priority: ☒ Critical ☐ High ☐ Medium ☐ Low

REQUESTED SUPPLEMENTAL FUNDING

EXPENSES	DESCRIPTION	FTE	AMOUNT
Personnel Services			
Contractual Services	Hardware/Software Support (ongoing)		\$5,995
Supplies and Expenses			
Building Materials			
Fixed Charges			
Capital Outlay	ENCO EnCaption4Server, software (one-time)		\$49,224
Total			\$55,219

REVENUES	DESCRIPTION		AMOUNT
Grants and Aids			
Public Charges for Services			
Other Revenue			
Total			

PURPOSE/DESCRIPTION OF REQUEST:

Purchase hardware and software to provide closed captioning on the Public Access Channels. This purchase consists of a server, encoder, cables, and maintenance. The server is an outright purchase, so there are no limits on how much we can utilize it over the next 10 years. After 10 years, we will probably need a new server.

SERVICE IMPLICATIONS:

This purchase will enable us to provide live/real time captioning on the Government/Education Channel and file-based captioning on the Public Channel. This system can also be used to professionally caption any City videos that are created for internal use or posted to social media.

OUTCOMES/REVIEW: *(HOW WILL YOU MEASURE SUCCESS OF PROJECT)*

This will bring the City into FCC and ADA Title II compliance for one option of effective communication to the public.

IMPLEMENTATION TIMETABLE:

Once the order is placed, we should be able to have the server up and running within three months. If we want to have software updates and hardware coverage after the first year, we will need to add \$5,995 onto our annual contractual services budget line for future years.



CITY OF WAUSAU SUPPLEMENTAL BUDGET REQUEST FORM

Department: Parks, Recreation & Forestry

Project/Spending Description: 0.9 Arborist

☒ Ongoing Project ☐ Onetime Purchase/Expense

☐ Non-personnel Line Item Adjustment:

☐ Contractual Obligation ☐ Service Demands ☐ Administrative needs ☐ Inflation

Department Priority: ☐ Critical ☒ High ☐ Medium ☐ Low

REQUESTED SUPPLEMENTAL FUNDING

EXPENSES	DESCRIPTION	FTE	AMOUNT
Personnel Services	Arborist	0.9	\$50,221
Contractual Services			
Supplies and Expenses			
Building Materials			
Fixed Charges			
Capital Outlay			
Total			\$50,221

REVENUES	DESCRIPTION		AMOUNT
Grants and Aids			
Public Charges for Services			
Other Revenue			
Total			

PURPOSE/DESCRIPTION OF REQUEST:

In 2020 the Emerald Ash Borer was discovered in Wausau. Following this discovery the Park and Recreation Committee revisited the Emerald Ash Borer Street Tree Management Plan that they had adopted in 2016. The plan is to remove all ash trees and replace most of the trees within the City over a 12-15 year period. The plan also includes treating the trees not scheduled for removal each year.

PURPOSE/DESCRIPTION OF REQUEST (CONTINUED):

The City Forestry staff currently consists of a Park Forester and four (4) Arborists. Four Arborists are ideal for most jobs especially those containing removal of a tree. In order to work on the EAB plan and the treatment of trees one of the current Arborists is pulled from the crew for this work leaving a three person crew for other work. Having one additional Arborist will allow one person to focus on the EAB program and allow the four person crew to continue to complete the daily tasks. The additional Arborist will also be one of the crew for larger jobs, when someone is off of work and an addition when smaller crews are needed.

SERVICE IMPLICATIONS:

The City will be able to continue with the EAB plan adopted to reduce the possibility of dead or dying trees becoming hazardous to the community before they can be addressed. The Arborists will be able to continue with their backlog of work and be more efficient with an additional Arborist. The Community will see trees issues addressed in a timelier manner.

OUTCOMES/REVIEW: *(HOW WILL YOU MEASURE SUCCESS OF PROJECT)*

Success of this added position will be the noticeable progress on EAB management. Trees are identified, removed and planted as planned. Additional tree work will not suffer due to insufficient staff.

IMPLEMENTATION TIMETABLE:

If funded additional staff will be hired in the first quarter of 2022 prior to the spring season.



CITY OF WAUSAU SUPPLEMENTAL BUDGET REQUEST FORM

Department: Mayor's Office

Project/Spending Description: Sesquicentennial Celebration

☐ Ongoing Project ☒ Onetime Purchase/Expense

☐ Non-personnel Line Item Adjustment:

☐ Contractual Obligation ☐ Service Demands ☐ Administrative needs ☐ Inflation

Department Priority: ☐ Critical ☒ High ☐ Medium ☐ Low

REQUESTED SUPPLEMENTAL FUNDING

EXPENSES	DESCRIPTION	FTE	AMOUNT
Personnel Services			
Contractual Services			
Supplies and Expenses	Promotional Items, Entertainment, etc. – all to be determined		\$50,000
Building Materials			
Fixed Charges			
Capital Outlay			
Total			\$50,000

REVENUES	DESCRIPTION		AMOUNT
Grants and Aids			
Public Charges for Services			
Other Revenue			
Total			

PURPOSE/DESCRIPTION OF REQUEST:

2022 is the City's 150th anniversary. We are just starting planning for the scope and duration of the celebration activities. We anticipate that the total costs will be well more than the \$50,000, but we intend to have things be paid for by donors/advertisers as much as possible. At the very least, there will likely be a weekend or all day celebration of some sort, with activities and some sort of entertainment, décor for around the city, and small, low cost events each month.

SERVICE IMPLICATIONS:

The big event will likely be tagged on to another existing event like Chalkfest, to minimize additional service/labor hours from the city.

OUTCOMES/REVIEW: *(HOW WILL YOU MEASURE SUCCESS OF PROJECT)*

Attendance and participation will likely be the key measure. The PR value will be very valuable, but hard to measure.

IMPLEMENTATION TIMETABLE:

The initial planning meetings start in late October. The main event will be in summer 2022. However, things like promotional materials, décor, and advertising will start in January, as well as some low cost activities.



CITY OF WAUSAU SUPPLEMENTAL BUDGET REQUEST FORM

Department: Human Resources Department

Project/Spending Description: CDL Training Funds

☒ Ongoing Project ☐ Onetime Purchase/Expense

☐ Non-personnel Line Item Adjustment:

☐ Contractual Obligation ☐ Service Demands ☐ Administrative needs ☐ Inflation

Department Priority: ☒ Critical ☐ High ☐ Medium ☐ Low

REQUESTED SUPPLEMENTAL FUNDING

EXPENSES	DESCRIPTION	FTE	AMOUNT
Personnel Services			
Contractual Services			\$50,000
Supplies and Expenses			
Building Materials			
Fixed Charges			
Capital Outlay			
Total			\$50,000

REVENUES	DESCRIPTION		AMOUNT
Grants and Aids			
Public Charges for Services	Utility revenues		\$15,000
Other Revenue			
Total			\$15,000

PURPOSE/DESCRIPTION OF REQUEST:

The Federal Motor Carrier Safety Administration is updating its regulations. Beginning February 7, 2022, entities that intend to provide entry-level driver training for commercial drivers must be registered on the FMCSA's Training Provider Registry. Our in-house training program for Commercial Driver's Licenses (CDL) are not compliant with the new regulation unless the in-house trainers are properly certified and registered.

PURPOSE/DESCRIPTION OF REQUEST (CONTINUED):

Staff investigated the cost feasibility between adding an in-house trainer for CDL and other city-wide training initiatives versus contracting with an outside vendor to provide CDL training. A generous estimate of outside training needs (22 Class A CDL and 5 Class B CDL) is approximately \$50,000 while an in-house trainer is estimated at \$70,000 plus fringe benefits.

SERVICE IMPLICATIONS:

In 2020 and 2021, over 100 applicants were rejected for not holding a CDL. This program will expand the City's recruitment and retention capabilities.

OUTCOMES/REVIEW: *(HOW WILL YOU MEASURE SUCCESS OF PROJECT)*

Hire and provide CDL training compliant with new regulations.

IMPLEMENTATION TIMETABLE:

February 2022



CITY OF WAUSAU SUPPLEMENTAL BUDGET REQUEST FORM

Department: Wausau Police Department/Wausau Fire Department

Project/Spending Description: Administrative Assistant II position

☒ Ongoing Project ☐ Onetime Purchase/Expense

☐ Non-personnel Line Item Adjustment:

☐ Contractual Obligation ☐ Service Demands ☐ Administrative needs ☐ Inflation

Department Priority: ☒ Critical ☐ High ☐ Medium ☐ Low

REQUESTED SUPPLEMENTAL FUNDING

EXPENSES	DESCRIPTION	FTE	AMOUNT
Personnel Services	Administrative Assistant II	.60	\$30,000
Contractual Services			
Supplies and Expenses			
Building Materials			
Fixed Charges			
Capital Outlay			
Total			

REVENUES	DESCRIPTION		AMOUNT
Grants and Aids			
Public Charges for Services			
Other Revenue			
Total			

PURPOSE/DESCRIPTION OF REQUEST:

The Wausau Police Department and the Wausau Fire Department work closely together and discuss operational issues frequently. As a result, we both recognized needs in our organizations for additional clerical help. This supplemental budget request for 0.6 FTE of clerical staff is a partnership and agreement to share a part-time clerical person with a belief it will meet the needs of both our organizations. The Wausau Police Department would receive 16 hours per week and the Wausau Fire Department would receive 8 hours per week.

PURPOSE/DESCRIPTION (CONTINUED):

The Wausau Police Department has experienced a significant and continued increase in the amount of open records request. In addition, with the addition of body cameras, the amount of staff time required to process the requests has grown significantly. The result of these increases includes an increasing delay in satisfying open record requests (current backlog is three weeks), and the overall verbalized dissatisfaction and frustration of the citizens making the requests. Body camera open record requests will result in an anticipated 700 hours of staff time (2021). Over the last five years, the processing of open records requests has become a significant portion of the clerical workload at the Wausau PD. We anticipate this trend to continue.

The Wausau Fire Department only has one administrative assistant and lacks redundancy in that position. The department has evolved to become reliant upon technology and software for essential department operations. It has become clear that with only one person trained and knowledgeable in many of these programs, the department is vulnerable if that person leaves or is unable to perform the job. In addition, the department lacks redundancy in the area of administrative work. The department does not need an FTE for the position. Still, it needs a 0.2 FTE administrative assistant to learn systems and partner with the current Administrative Assistant to build resiliency and redundancy into our vital emergency services software and technology. Ideally, we would share this person with the Police Department to provide close access to the department. In addition, the Fire Chief, Deputy Chief, and Division Chief need additional administrative support for tasks and projects that are essential for the department's daily operations.

SERVICE IMPLICATIONS:

Adding 0.4 FTE or 16 hours per week will provide the Wausau PD with the ability to process open records requests in a reasonable and timely manner and ensure we are meeting our responsibilities dictated by Wisconsin statutes. The number of upset citizens with the timeliness of their requests is expected to drop dramatically.

Adding an administrative assistant to the Fire Department would help provide resiliency and redundancy into critical operations. It would give continuity to department operations when the department administrative assistant is off work on paid leave, sick time, or other reasons. It would furthermore provide a layer of protection to institutional knowledge within vital department operations. The department currently has no backup plan if the current admin assistant leaves employment with the city. All other positions within the department have redundancy and clear succession except the administrative assistant job.

OUTCOMES/REVIEW: *(HOW WILL YOU MEASURE SUCCESS OF PROJECT)*

The Wausau PD tracks significant data regarding open records requests. We will continually evaluate the effectiveness of the additional 0.4 FTE in processing open records requests. Specifically, we will continually measure the backlog of requests, although the expectation is the backlog will be eliminated.

The success of this project to hire an additional Administrative Assistant will be measured through personnel evaluations quarterly during the first year and then annually after that. In addition, clear goals and benchmarks for learning the administrative functions of the department operations will be set and used to measure outcomes.

IMPLEMENTATION TIMETABLE:

The Wausau PD would post the position and complete the hiring and training process in the first quarter of 2022.

Ideally we would hire and begin training the Administrative Assistant within the first quarter of 2022 and begin seeing benefits of the addition by the second quarter of 2022.



CITY OF WAUSAU SUPPLEMENTAL BUDGET REQUEST FORM

Department: Human Resources Department

Project/Spending Description: Adjust Salary Scale

☒ Ongoing Project ☐ Onetime Purchase/Expense

☐ Non-personnel Line Item Adjustment:

☐ Contractual Obligation ☐ Service Demands ☐ Administrative needs ☐ Inflation

Department Priority: ☒ Critical ☐ High ☐ Medium ☐ Low

REQUESTED SUPPLEMENTAL FUNDING

EXPENSES	DESCRIPTION	FTE	AMOUNT
Personnel Services			\$105,445
Contractual Services			
Supplies and Expenses			
Building Materials			
Fixed Charges			
Capital Outlay			
Total			\$105,445

REVENUES	DESCRIPTION		AMOUNT
Grants and Aids	CDA and Transit		\$13,914
Public Charges for Services	Water and Sewer		\$44,968
Other Revenue	Motor Pool		\$22,415
General Levy	General Fund, Planning and Parking		\$24,148
Total			\$105,445

PURPOSE/DESCRIPTION OF REQUEST:

The Human Resources Committee has recommended retention and recruiting initiative for non-represented staff suspends pay steps 1 and 2 effective in 2021 after council adoption and accelerates progression through the pay scale to every 6 months up to midpoint rather than annually.

SERVICE IMPLICATIONS:

Employees are the city's greatest asset. Employee turnover is expensive, interrupts services to residents, results in loss of institutional knowledge and lost productivity. The proposed salary scale and vacation policy changes are designed to attract and retain employees.

OUTCOMES/REVIEW: *(HOW WILL YOU MEASURE SUCCESS OF PROJECT)*

Continued monitoring of turnover statistics and exit interviews.

IMPLEMENTATION TIMETABLE:

Suspension of steps 1 and 2 would occur in 2021 with the salary step increase to occur with budget implementation.



CITY OF WAUSAU SUPPLEMENTAL BUDGET REQUEST FORM

Department: Economic & Community Development

Project/Spending Description: Administrative Assistant II

☒ Ongoing Project ☐ Onetime Purchase/Expense

☐ Non-personnel Line Item Adjustment:

☐ Contractual Obligation ☐ Service Demands ☐ Administrative needs ☐ Inflation

Department Priority: ☐ Critical ☒ High ☐ Medium ☐ Low

REQUESTED SUPPLEMENTAL FUNDING

EXPENSES	DESCRIPTION	FTE	AMOUNT
Personnel Services	Administrative Assistant II	0.6 FTE	\$30,000
Contractual Services			
Supplies and Expenses			
Building Materials			
Fixed Charges			
Capital Outlay			
Total			\$30,000

REVENUES	DESCRIPTION		AMOUNT
Grants and Aids	Community Development Block Grant		\$10,000
Public Charges for Services			
Other Revenue			
Total			\$10,000

PURPOSE/DESCRIPTION OF REQUEST:

Our department needs an administrative assistant to help manage and organize Planning/Economic and Community Development projects. Development tracking, general communications, research for projects and programs, website updates, loan and file management, grant and fund reporting and tracking, office records, committee coordination (Sustainability, Bike/Ped, Arts, Historic Preservation, and Plan Commission), and general customer service would all be duties of this position. Specialized department staff are handling these now on a piecemeal basis, and these would be best handled by someone with administrative experience whose full job is to ensure department-wide coordination on these important tasks.

SERVICE IMPLICATIONS:

Our department will be better able to serve developers, customers, homeowners, the media, and the general community with an additional staff person who is the hub of departmental information. Our staff will be able to execute on development agreements, incentives, and grants more efficiently with a staff person who assists in tracking deadlines and information to be submitted. Instead of being bogged down by details, we will be able to take on larger initiatives without the fear of a detail being forgotten.

In the future there is potential to collaborate with the Marathon County and expand the duties of this position, which would create a better and more seamless record keeping and access, and customer service to all citizens of both Wausau and Marathon County. It presents an opportunity to partner on economic development for a more regional approach that will better serve our community for future generations.

OUTCOMES/REVIEW: *(HOW WILL YOU MEASURE SUCCESS OF PROJECT)*

Success will be measured by organization and timeliness. Whether department records been organized, the development tracker is up to date, website maintenance is performed routinely, and inquiries and walk-ins responded to in a timely manner are all basic measures of success for this position. These are similar criteria to what has been used to measure performances of past administrative assistants in the department.

IMPLEMENTATION TIMETABLE:

The Department would post the position and complete the hiring and training process in the first quarter of 2022.



CITY OF WAUSAU SUPPLEMENTAL BUDGET REQUEST FORM

Department: Parks, Recreation & Forestry

Project/Spending Description: 0.48 Recreation Supervisor

☒ Ongoing Project ☐ Onetime Purchase/Expense

☐ Non-personnel Line Item Adjustment:

☐ Contractual Obligation ☐ Service Demands ☐ Administrative needs ☐ Inflation

Department Priority: ☐ Critical ☒ High ☐ Medium ☐ Low

REQUESTED SUPPLEMENTAL FUNDING

EXPENSES	DESCRIPTION	FTE	AMOUNT
Personnel Services	Staff to assist with pool management and increased programming	0.48	\$21,188
Contractual Services			
Supplies and Expenses			
Building Materials			
Fixed Charges			
Capital Outlay			
Total			\$21,188

REVENUES	DESCRIPTION		AMOUNT
Grants and Aids			
Public Charges for Services	Recreation Programs/Swim Lessons		\$5,000
Other Revenue			
Total			\$5,000

PURPOSE/DESCRIPTION OF REQUEST:

Direction has been given to the PRF department to increase programming for both the City and the County. The department currently has one Recreation Superintendent to oversee all recreation programs including aquatics. The management of three aquatic centers and the County splash pad require much of the Superintendent's attention and time during the summer months leaving little time to enhance our current programs and/or add programs for the community. The addition of a 0.48 FTE Recreation Supervisor for City programs would assist with the workload and would replace a current pool manager **(If this position is funded \$6,930 could be reduced from submitted budget).**

PURPOSE/DESCRIPTION OF REQUEST (CONTINUED):

This position would have experience and expertise in aquatics management. Operation of the aquatic centers including swimming lessons would be their primary focus in the summer. In addition, this position would be tasked with adding aquatic programs throughout the year. The Recreation Superintendent would then have the ability to enhance current recreation programs, add new programming and build relationships and collaborations with outside groups and organizations.

SERVICE IMPLICATIONS:

The City will be able to provide the community with the added programs to choose from that will enhance their quality of life. Staff can provide additional swimming opportunities that will teach safety and enhance fitness. Youth programs will provide social, emotional and physical fitness opportunities. The additional staffing will also focus on the pool programming, marketing and efficiencies of service.

OUTCOMES/REVIEW: *(HOW WILL YOU MEASURE SUCCESS OF PROJECT)*

Success of this initiative will result in an increased number of programs offered, participation levels at or above the minimum for a successful program, and increased attendance at the aquatic centers. After each session staff will review what programs met the minimums and what programs should be improved to later succeed. Participation reviews will also be included in the evaluation of the programming initiative.

IMPLEMENTATION TIMETABLE:

If funded additional staff will be hired in the first quarter of 2022 prior to the hiring of seasonal aquatic staff. Since this is a 0.48 FTE a plan of work will be developed upon hire.



CITY OF WAUSAU SUPPLEMENTAL BUDGET REQUEST FORM

Department: Parks, Recreation & Forestry

Project/Spending Description: Extending Pool Season at One Pool for Two Weeks

☒ Ongoing Project ☐ Onetime Purchase/Expense

☐ Non-personnel Line Item Adjustment:

☐ Contractual Obligation ☐ Service Demands ☐ Administrative needs ☐ Inflation

Department Priority: ☐ Critical ☒ High ☐ Medium ☐ Low

REQUESTED SUPPLEMENTAL FUNDING

EXPENSES	DESCRIPTION	FTE	AMOUNT
Personnel Services	Staff to assist with pool management and increased programming	0.6	\$12,538
Contractual Services			
Supplies and Expenses	Electric & Plumbing		\$500
Building Materials			
Fixed Charges			
Capital Outlay			
Total			\$13,038

REVENUES	DESCRIPTION		AMOUNT
Grants and Aids			
Public Charges for Services	Pool Admissions		\$3,750
Other Revenue			
Total			\$3,750

PURPOSE/DESCRIPTION OF REQUEST:

Each year when the pools close the first or second week of August the department gets questions as to why. The answer is that we have budgeted for a certain number of weeks for the pools over the years and that is what we must adhere to as well as staffing itself becomes a challenge. Our new Recreation Superintendent feels that with our current staff it may be possible to keep one of the pools open for an additional two weeks. Which pool that will remain open will depend upon attendance, maintenance and staffing. Staff is proposing to increase the revenues and expenditures to reflect keeping one pool open for an additional two weeks if staffing allows.

SERVICE IMPLICATIONS:

The City will be able to provide the community with the added service of the availability of a pool for the remainder of August. During a hot summer this will be a highly sought-after service by the community. There is a cost to keeping a pool open primarily due to the staffing needs. There will be a slight increase in revenue from the daily admissions and concession stand however the costs due outweigh the revenues. There will be minimal increases to the building utilities to run them for two more weeks. Based on the current job market, there is also the possibility that we will not have enough staff available however we can market this to staff at the beginning of the summer and hire staff accordingly.

OUTCOMES/REVIEW: *(HOW WILL YOU MEASURE SUCCESS OF PROJECT)*

Success of this initiative will result in adequate staffing to keep a pool open for two additional weeks and the community usage of the pool that remains open. If staff sees that the attendance does not warrant the added expense for minimal revenue the length of the season could again be shortened

IMPLEMENTATION TIMETABLE:

If funded staff will plan for an extended season to one of the pools for the 2022 summer session. This planning will be complete by March when our Spring/Summer Activity Brochure is complete and sent out to the community.



CITY OF WAUSAU SUPPLEMENTAL BUDGET REQUEST FORM

Department: Human Resources

Project/Spending Description: Culture Survey

☒ Ongoing Project ☐ Onetime Purchase/Expense

Department Priority: ☐ Critical ☒ High ☐ Medium ☐ Low

REQUESTED SUPPLEMENTAL FUNDING

EXPENSES	DESCRIPTION	FTE	AMOUNT
Personnel Services			
Contractual Services	Conduct a culture survey		100,000
Supplies and Expenses			
Building Materials			
Fixed Charges			
Capital Outlay			
Total			

REVENUES	DESCRIPTION		AMOUNT
Grants and Aids			
Public Charges for Services			
Other Revenue			
Total			

PURPOSE/DESCRIPTION OF REQUEST:

Conduct a culture survey to establish the state of the current culture at the City (strengths and weaknesses) and use that information to improve the culture and employee performance. To be repeated every two years.

SERVICE IMPLICATIONS:

Identifying culture improvements will increase employee morale, hiring/retention, and productivity.

OUTCOMES/REVIEW: *(HOW WILL YOU MEASURE SUCCESS OF PROJECT)*

Completed culture survey and at least 1 improvement strategy per department.

IMPLEMENTATION TIMETABLE:

This would need an RFP. Ideally a vendor will be selected by midyear, and timeline beyond that would depend on the vendor. The goal would be to have a completed culture survey by 2023.



CITY OF WAUSAU SUPPLEMENTAL BUDGET REQUEST FORM

Department: Human Resources

Project/Spending Description: Lump Sum Bonus for Employees Over Midpoint

☐ Ongoing Project ☒ Onetime Purchase/Expense

Department Priority: ☐ Critical ☒ High ☐ Medium ☐ Low

REQUESTED SUPPLEMENTAL FUNDING

EXPENSES	DESCRIPTION	FTE	AMOUNT
Personnel Services			\$113,000
Contractual Services			
Supplies and Expenses			
Building Materials			
Fixed Charges			
Capital Outlay			
Total			\$113,000

REVENUES	DESCRIPTION		AMOUNT
Grants and Aids			
Public Charges for Services			
Other Revenue	Water and Sewer Utility		\$13,000
	Transit		\$3,000
	Parking		\$2,000
	CDA		\$4,000
	Community Development		\$2,000
	Animal Control		\$1,000
	Motor Pool		\$1,000
Total			\$26,000

PURPOSE/DESCRIPTION OF REQUEST:

This supplemental request compliments the request to advance salary progression for employees below midpoint. Under this request, employees above midpoint would receive a lump sum non-base building increase of \$1,000. This increase is not base-building, which opens it up to one-time funding sources. This bonus amount would recognize employees with longer tenure and institution knowledge, and serve as a retention resource.

PURPOSE/DESCRIPTION OF REQUEST (CONTINUED):

One hundred and three (103) employees will be at or above midpoint at the end of 2021. Eight (8) additional employees will reach midpoint in 2022 (and therefore won't benefit from the advanced salary progression recommendation).

SERVICE IMPLICATIONS:

Recognize employees over midpoint.

OUTCOMES/REVIEW: *(HOW WILL YOU MEASURE SUCCESS OF PROJECT)*

Reduced turnover from employees above midpoint.

IMPLEMENTATION TIMETABLE:

To remain compliant with FLSA discretionary bonus guidelines, this bonus should be granted as soon as possible after approval. A 2021 budget modification would be more in line with FLSA discretionary guidelines than 2022 budget inclusion; if this item is included in the 2022 budget, it should be implemented as soon as possible in the budget year.

TRANSFER OF FUNDS/CHANGE OF PURPOSE REQUEST FORM

Requested: \$8,163.54

Dept: Public Works

Date: 10/07/21

Reviewed by Finance:

Date:

Reviewed by Mayor:

Date:

Transfer Explanation and Justification:

Unable to buy paint due to the end of the season / year.

[illegible]

COMMENTS:

Fin. Committee Approval ☐ Denial ☐ Date: _____ Council Approval ☐ Denial ☐ Date: _____

Submit three copies of form to Finance Department - Upon Council Action:

1 - Council File

2 - Department

3 - Finance Department

CITY OF WAUSAU 2021 BUDGET
GENERAL FUND STATEMENT OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL
September 30, 2021
NARRATIVE

REVENUES

Total General Fund revenues for the month ending September 30, 2021 are \$29.6 million.

This amount is an increase of \$499,000, or 1.7%, above actual revenues for the same period last year. The increase is attributed to an increase in tax revenues collected in 2021, additional Municipal Service Aids payment from the state, and an unbudgeted legal judgement of \$147,000 received earlier in 2021. When compared to September of 2020, other General Fund revenue collections lag behind last year. Much of the lag can be explained by the economic impact of the pandemic. For example:

- 2021 YTD Intergovernmental Aids are \$243,000 lower than last year (-4.7%). This decline is attributed to the one-time additional state aids received in 2020 for the Routes to Recovery Grant.
- Collections of Public Charges for Services are \$59,350 behind September of 2020 (-60%) which includes a decline in public area rental fees (-\$42,900), and income from park concession sales and shelter rentals (-\$17,150) due to COVID closures and mild spring weather which limited winter recreation opportunities.
- The most significant decline in General Fund revenues is in the City's interest earnings on general investments. These revenues continue to lag well below last year (-76.9%), but earnings are now positive (\$21,700). The decline is due to current interest rates and the accounting adjustments necessary to adjust City investments to market value.

In spite of these pandemic-related reductions in collections, overall General Fund revenues are ahead of last year. Total General Fund revenues collected are at 81.5% of the total budget. Looking to the 4th quarter, the City expects to receive our final state aid payments and end the year above-budget. We will continue to monitor the financial markets and keep a close eye on the City's investments.

EXPENSES

As of September 30, 2021, total General Fund expenditures are \$25.6 million, which is an increase of approximately \$383,600 (+1.5%) from the same period last year. Compared to September of 2020, parks and recreation spending is up over \$413,200 (+24%) as a due to opening the parks and offering services not offered last summer. 2021 also includes the transfer of \$900,000 General Fund reserves to Motor Pool, driving up General Government expenses over last year (up \$739,000 or +21.2%). Compared to the prior year, Public Works expenses are down \$511,400 (-12%) which is primarily due to the mild spring weather (however, these savings could be offset by heavy winter weather in the 4th quarter). There are additional savings in Public Safety Departments expenses (-\$256,000 or -1.8%).

At 75% of the way through the year, 2021 expenditures across the departments are consistent with budget estimates (General Government 76.3%, Public Safety 68.0%, Streets 62.6%, Garbage 75.1%, and Parks and Recreation Departments 69.0%). Expenditures are at acceptable levels; there are no known areas of concern or expectations to exceed the 2021 budget.

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL
Period Ended September 30, 2021

	2021 Budget		YTD	Variance with	2020
	Original	Final	Actual	Final Budget	YTD
TAXES					
General property taxes	\$ 20,185,188	\$ 20,185,188	\$ 20,185,188	\$ -	\$ 18,863,394
Mobile home parking fees	28,000	28,000	27,087	(913)	24,670
Payments in lieu of taxes	100,000	100,000	1,164	(98,836)	16,100
Other taxes	70,500	70,500	78,447	7,947	114,880
Total Taxes	20,383,688	20,383,688	20,291,886	(91,802)	19,019,044
INTERGOVERNMENTAL AID					
State shared taxes	4,670,363	4,670,363	1,221,790	(3,448,572)	1,183,368
Expenditure restraint	907,126	907,126	907,126	-	874,574
Fire insurance tax	135,000	135,000	139,864	4,864	128,264
Municipal services	161,404	161,404	222,838	61,434	-
Transportation aids	3,061,498	3,061,498	2,293,350	(768,148)	2,235,808
Other grants	223,316	223,316	128,975	(94,341)	734,932
Total Intergovernmental	9,158,707	9,158,707	4,913,943	(4,244,764)	5,156,946
LICENSES AND PERMITS					
Licenses	161,720	161,720	132,283	(29,437)	141,261
Franchise fees	335,000	335,000	196,180	(138,820)	184,275
Permits	275,317	275,317	352,448	77,131	440,371
Total Licenses and Permits	772,037	772,037	680,911	(91,126)	765,907
FINES, FORFEITURES, AND PENALTIES					
	306,030	306,030	236,918	(69,112)	195,767
LEGAL JUDGEMENTS, AWARDS AND DAMAGES					
	-	-	146,618	146,618	300
PUBLIC CHARGES FOR SERVICES					
General government	88,630	88,630	88,258	(372)	87,204
Public safety	1,837,746	1,837,746	1,204,779	(632,967)	1,159,805
Streets and related facilities	140,200	140,200	83,004	(57,196)	115,714
Recreation	180,800	180,800	47,445	(133,356)	77,230
Public areas	139,560	139,560	8,052	(131,508)	50,934
Total Public Charges for Services	2,386,936	2,386,936	1,431,538	(955,398)	1,490,886
INTERGOVERNMENTAL CHARGES FOR SERVICES					
State and federal reimbursements	11,350	11,350	-	(11,350)	-
County and other municipalities	88,348	88,348	107,614	19,266	77,079
City departments	763,500	763,500	218,099	(545,401)	231,817
Total Intergovernmental Charges for Services	863,198	863,198	325,713	(537,485)	308,896

CITY OF WAUSAU, WISCONSIN

GENERAL FUND

SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL (Continued)

Period Ended September 30, 2021

	Budgeted Amounts			Variance with	2020
	Original	Final	Actual	Final Budget	YTD
COMMERCIAL					
Interest on general investments	\$ 400,000	\$ 400,000	\$ 21,738	\$ (378,262)	\$ 599,760
Interest on special assessments	-	-	215	215	208
Other interest	7,000	7,000	140,131	133,131	102,497
Total Commercial	407,000	407,000	162,083	(244,917)	702,465
MISCELLANEOUS REVENUES					
Rent of land and buildings	128,000	128,000	98,550	(29,450)	136,467
Sale of City property/loss compensation	18,200	18,200	27,414	9,214	18,282
Other miscellaneous revenues	31,805	31,805	30,198	(1,607)	32,324
Total Miscellaneous Revenues	178,005	178,005	156,162	(21,843)	187,073
OTHER FINANCING SOURCES					
Transfers in	1,861,355	1,861,355	1,251,495	(609,860)	1,270,995
TOTAL REVENUES AND OTHER FINANCING SOURCES	\$ 36,316,956	\$ 36,316,956	\$ 29,597,269	\$ (6,719,688)	\$ 29,098,278

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
Period Ended September 30, 2021

	2021 Budget		YTD	Variance with	2020
	Original	Final	Actual	Final Budget	YTD
GENERAL GOVERNMENT					
City Council	\$ 90,004	\$ 90,004	\$ 53,291	\$ 36,713	\$ 56,263
Mayor	179,360	179,360	124,878	54,482	129,679
City Promotion	101,500	151,500	99,228	52,272	81,282
Finance department	538,546	577,546	400,051	177,494	395,536
Data processing	886,694	886,694	720,711	165,983	637,325
City clerk/customer service	434,124	445,124	280,918	164,206	310,812
Elections	70,498	70,498	52,443	18,055	176,629
Assessor	583,842	583,842	352,389	231,453	359,265
City attorney	614,367	614,367	482,116	132,251	491,899
Municipal court	152,989	152,989	93,871	59,118	83,412
Human resources	391,890	391,890	250,047	141,843	253,562
City hall and other municipal buildings	463,652	463,652	411,168	52,485	374,443
Unclassified	30,000	930,000	902,598	27,402	134,565
Total General Government	4,537,467	5,537,467	4,223,709	1,313,758	3,484,670
PUBLIC SAFETY					
Police department	10,287,426	10,287,426	7,092,066	3,195,360	6,887,468
Fire department	4,585,931	4,585,931	2,953,552	1,632,379	3,380,066
Ambulance	3,473,444	3,473,444	2,521,496	951,948	2,370,726
Emergency government (COVID-19)	10,000	20,000	11,940	8,060	135,764
Inspections	1,871,244	1,871,244	1,181,225	690,019	1,242,374
Total Public Safety	20,228,046	20,238,046	13,760,280	6,477,765	14,016,399
TRANSPORTATION AND STREETS					
Engineering	1,405,888	1,404,888	979,268	425,620	997,291
Department of public works	6,140,511	6,135,511	3,739,650	2,395,861	4,251,029
Total Transportation and Streets	7,546,399	7,540,399	4,718,919	2,821,481	5,248,320
SANITATION, HEALTH AND WELFARE					
Garbage and refuse collection	945,000	945,000	710,116	234,884	693,281
NATURAL RESOURCES/RECREATION					
Parks and recreation	3,108,683	3,122,157	2,154,227	967,930	1,740,994
OTHER FINANCING USES					
Transfers out	-	-	-	-	-
TOTAL EXPENDITURES AND OTHER FINANCING USES					
	\$ 36,365,594	\$ 37,383,068	\$ 25,567,250	\$ 11,815,818	\$ 25,183,664

CITY OF WAUSAU, WISCONSIN
GENERAL FUND
SUMMARY OF BUDGET MODIFICATIONS
Period Ended September 30, 2021

BUDGET REVENUES RECONCILIATION

2021 ADOPTED BUDGET	\$ 36,316,956
Write off Uncollectible Delinquent Personal Property Tax Accounts	<u>\$ (5,973)</u>
2021 MODIFIED BUDGET	<u><u>\$ 36,310,983</u></u>

BUDGET EXPENDITURES RECONCILIATION

2021 ADOPTED BUDGET	\$ 36,365,594
Finance - Priority Based Budgeting Software	50,000
2020 Budget Carryovers:	
Parks - Emerald Ash Borer	13,474
Unclassified - Strategic Plan Professional Services	50,000
Emergency Government Municipal Agreement	10,000
DPW Robotic Survey Equipment	(6,000)
2020 Fund Balance Transfer to Motor Pool	<u>900,000</u>
2021 MODIFIED BUDGET	<u><u>\$ 37,383,068</u></u>