

**FINANCE COMMITTEE MEETING**  
Tuesday, February 14, 2017 – 5:00 P.M.  
MUNICIPAL BUILDING COUNCIL CHAMBERS  
**AGENDA**

1. Call to Order and Roll Call
2. Public Comments and/or Communications
3. Approval of Minutes – January 10, 2017
4. Administrator's Report
5. Finance Director's Report
6. Review of:
  - a. Treasurer's Report (City Investments) for December, 2016
  - b. Bank Reconciliation
  - c. Financial Statements for December, 2016
  - d. Warrant 17-01
  - e. Professional Services over \$5,000 not previously approved under contract
7. Consider proposal from Vandewalle & Associates for development of a Parks and Open Space Plan, including development plans for three parks as identified in the proposal, and use of a Digital Mapping Tool for soliciting public input, at a cost of \$27,085.
8. Consider Mill Pond Recreation Center restrooms renovations contract in the amount of \$49,895 with a 10% contingency of \$4,990 to GlenFern Construction of Lake Geneva, WI.
9. Consideration of range adjustments and merit increases for non-represented regular employees.
10. Consider Highway 50 Watermain Replacement Engineering Services Agreement for a not-to-exceed amount of \$26,600 with Baxter & Woodman.
11. Consider 2017 Engineering Services Agreement at a \$75 per hour fixed rate with Baxter & Woodman.
12. Consider Street Department equipment replacement purchase of a 5-yard dump truck chassis from Lakeside International of Milwaukee, WI for \$90,354; and the dump box, plows, and sander from Northland Equipment out of Janesville, WI for \$73,216.
13. Consider approval of the purchase of crack filling materials from Sherwin Industries in the amount of \$7,410.
14. Consider approval of the purchase of a replacement Sharp copy machine for the Police Department from Rhyme for an amount not to exceed \$6,664.

15. Consider approval of the proposal from BKS for services and equipment related to the Pro Phoenix Installation at a not-to-exceed time and material cost of \$7,200 and equipment cost of \$2,300
16. Consider Software License and Support Agreement with Pro Phoenix Software at a total not-to-exceed cost of \$132,845.
17. Future Agenda Items
  - Consideration of waiver of fee for periodic use of lower level office space for calling shut-ins in conjunction with the Telecare Program
18. Adjourn

Posted \_\_\_\_\_ By: Susan Kitzman, City Clerk

**\*\*Note: A quorum of the members of the City Common Council who are not also Committee members may be in attendance to gather information and participate in discussion about an issue over which they have decision making ability. This may constitute a meeting of the Common Council pursuant to State ex rel. Badke vs. Greenfield Village Board, 173 Wis. 2d 553, even though the Common Council will take no formal action at this meeting. This meeting must be noticed appropriately and is intended to comply with the requirements of Badke and the Wisconsin Open Meetings Law.**

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the City Clerk's office at 262-728-5585 with as much advance notice as possible.

**FINANCE COMMITTEE**

January 10, 2017

**Call to Order:** Chairman DeWitt called the regular meeting of the Finance Committee to order at 5:00 pm in the Municipal Building Council Chambers.

**Roll Call:** Members Present: Chairman DeWitt, Alderman Stebnitz and Schroeder. Also Present: City Administrator Pieroni, Finance Director Hayden, Director of Public Works Wendorf, Treasurer Wiese, City Clerk Kitzman and Street Foreman Brotz. Chief O'Neill was present for the closed session portion of the meeting.

**Public Comments and/or Communications:** None.

**Approval of Minutes:** Alderman Stebnitz moved to approve the minutes of December 12, 2016, seconded by Alderman Schroeder and unanimously carried.

**Administrator's Report:** Ms. Pieroni indicated that the amount budgeted in the capital fund for the Highway 50 project includes dollars to assist with funding of general business area signage and related items during construction. It was noted that the City's cost toward this initiative should be under \$5,000.

**Finance Director's Report:** Ms. Hayden distributed updated revenue and expenditure reports, noting that there was still a significant number of journal entries pending. The City investments and Bank Reconciliation are still being worked on. The auditors will be here in early February. Deb Epping has been hired as Human Resources/Payroll Coordinator and will be starting her position on January 16<sup>th</sup>.

**Review of Treasurer's Report (City Investments) for December, 2016:** No report.

**Review of Bank Reconciliation:** No report.

**Financial Statements for December, 2016:** Preliminary Financial Statements were reviewed.

**Warrant 16-12:** Alderman Stebnitz asked about the purchase of a new compressor for the Fire Station. Alderman Schroeder questioned the payment to the Chicago Tribune. Ms. Pieroni reported that this was a tourism marketing expenditure and was for a 1/2-page ad in the winter edition of Chicago Magazine.

After review, Alderman Stebnitz moved to recommend to the Common Council the approval of Warrant 16-12. The motion was seconded by Alderman Schroeder and unanimously carried.

**Professional Services over \$5,000 not previously approved under contract:** None.

**Consider purchase of Street Department snow pusher attachment:** Street Foreman Brotz reviewed the used to clear the snow in the downtown area, noting that this was a very time consuming process. Three proposals were received for a snow pusher attachment. The unit included in the Triebold proposal is too small and does not meet the specifications. The unit proposed by Johnson Tractor is much heavier and better built, and weighs 1,000 pounds more than the snow pusher proposed by Northshore Truck and Equipment. Since the City keeps its equipment for a very long time, he felt this product would prove to be the more cost effective option over time.

\$5,000 was budgeted for the snow pusher. Brotz stated that the budget also included the replacement of two leaf boxes in 2017. In order to both save funds and ultimately have stronger boxes, he stated that he

was proposing that the City not replace these boxes but rather just replace the tops and floors of the current units. He indicated that a portion of the saves from this alternative could then be used to buy the heavier duty snow pusher.

Following further discussion, Alderman Stebnitz moved to approve the purchase of the Case 22814 Snow Pusher with a JRB coupler attachment quoted by Johnson Tractor of Janesville at a cost of \$7,614. The motion was seconded by Alderman Schroeder and unanimously carried.

**Consider contract with Vandewalle for the sign ordinance:** Ms. Pieroni noted this was one of the priority goals in the budget. The proposal includes several meetings with focus groups that could be residents, businesses, or other concerned groups.

Alderman Stebnitz moved to recommend to the Common Council the approval of the Professional Services Agreement with Vandewalle & Associates for services related to the redrafting of those sections of the Zoning Ordinance relating to Sign Regulations which process is to include significant input from focus groups representing resident and business stakeholders. The motion was seconded by Alderman Schroeder and unanimously carried.

**Future Agenda Items:** None.

**Recess to Closed Session pursuant to Wisconsin Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Re: Contract with the Village of Darien for Police Services:** Alderman Schroeder moved to recess to closed session at 5:22 p.m. seconded by Alderman Stebnitz and unanimously carried.

**Reconvene to Open Session with possible announcement/determination of closed session discussion.** Alderman Stebnitz moved to reconvene to open session at 5:52 p.m. The motion was seconded by Alderman Schroeder and unanimously carried.

**Adjourn:** There being no further business to come before the Finance Committee, the meeting adjourned at 5:53 p.m. upon a motion by Alderman Stebnitz, seconded by Alderman Schroeder and unanimously carried.

Susan Kitzman  
City Clerk

These are not official minutes until approved by the Finance Committee



7.

## Memorandum

**To:** Members of the Finance Committee  
**From:** Thomas Klug, Director of Parks and Recreation  
**Thru:** Denise Pieroni  
City Administrator  
**Date:** February 8, 2017  
**Subject:** Parks and Open Space Proposals

**Executive Summary:** The City has included an update to the City's Parks and Open Space Plan in the capital budget over the last several years. In fall of 2016, a Request for Proposal (RFP) relating to this project was issued. A copy of the RFP is attached. The RFP was sent to 15 firms. Four (4) firms submitted proposals in response to the RFP. Copies of the proposals will be available for review at the meeting. Three of the firms were interviewed by staff in January 2017 and resulted in the unanimous recommendation that Vandewalle and Associates be retained for this project at a cost of \$27,085.

**Background/Supporting Data:** The City of Delavan's current Parks and Open Space Plan was completed in 2008. For grant funding purposes, the City must have a current Plan which means that it has to have been prepared within the last 5 years.

The selected consultant is responsible for facilitating and preparing a revision/update to the 2008 Parks and Open Space Plan for the City of Delavan, which Plan is to both: (1) serve as a long-range planning and implementation document that will help guide the redevelopment of existing and the future development of new parks, open space, recreation facilities, and trails system within the City and (2) identify opportunities for connectivity to existing or future trail systems and other recreational facilities that may be located outside of the corporate limits of the City. In conjunction with the update of the plan, detailed development plans for three parks (Tower, Phoenix and Congdon), which are to be developed through a targeted stakeholder and charrette process, were requested.

As noted above, four proposals, all from qualified firms, were received. The following is a listing of the firms along with their respective price proposal.

| Company                   | Total Cost with Park Charrettes |
|---------------------------|---------------------------------|
| CORRE, Inc.               | \$38,100.00                     |
| Mead & Hunt               | \$44,418.00                     |
| Vandewalle and Associates | \$27,085.00                     |
| Ayres, Inc.               | \$48,490.00                     |

Based on the process and approach outlined in the proposal and further clarified in the interview process, Vandewalle and Associates was identified as the preferred firm by all three staff members that participated in the process. The cost proposals submitted by each of the firms interviewed were then reviewed. The cost proposal submitted by Vandewalle and Associates was the most competitive and the only proposal that fell within the amount budgeted for this project. In that this firm clearly ranked as #1 in both of these categories, staff is recommending to both the Finance Committee and the Parks and Recreation Commission that they move forward with the consideration of retaining Vandewalle and Associates for this project.

**Key Issues:** Based on their proposal and interview, we feel that Vandewalle & Associates will provide a realistic but creative approach to the development of the plan. Additionally, Vandewalle and Associates assisted the City with the development of its comprehensive plan and, most recently, the development of the strategic plan for the downtown and that their involvement in these other planning initiatives will add value to this process.

One of the optional tasks included in the Vandewalle and Associates proposal, that we recommend be included in the scope of the project, is the use of a digital mapping tool to solicit public input. This tool allows users to go on the computer from the comfort of their home and provide input as to what elements they would like to see in existing and/or future parks. We feel that this tool will allow us to reach out to some of our residents that are not able to make an in-person meeting or would prefer to provide this input electronically. We are hoping this tool will enhance the level of participation in this process by our younger residents.

**Budget Impact:** The Capital Improvement Fund includes \$25,000 for the Parks and Open Space plan. Additionally, the TIF #5 budget includes funding for the costs relating to the development plan for Tower. Of the \$27,085 cost for this project, \$5,043 relates to the development of the plan for Tower Park and will be covered under the TIF #5 Budget. The remaining \$22,042 will be covered under Capital Improvement Fund Budget. Both budgets will have additional dollars available to cover another workshop/design session, if needed, and miscellaneous expenses that may be incurred in conjunction with the public sessions.

**Recommendation:** Review the staff's recommendation and related documents and consider a possible recommendation to the Council to retain Vandewalle and Associates for this project which includes the development of a Parks and Open Space Plan, including development plans for the three parks identified in the proposal, and use of a Digital Mapping Tool for soliciting public input, at a cost of \$27,085.

**Recommended Action:** Motion recommending to the Common Council that Vandewalle and Associates be retained to develop a Parks and Open Space Plan, including development plans for the three parks identified in the proposal, and use of a Digital Mapping Tool for soliciting public input, as further outlined in their proposal dated December 21, 2016 and on the revised Project Budget dated February 10, 2017, at a cost of \$27,085.



8.

## Memorandum

**To:** Members of the Finance Committee  
**From:** Mark Wendorf, Director of Public Works *MW*  
**Thru:** Denise Pieroni, City Administrator  
Thomas Klug, Park & Recreation Director

**Date:** February 10, 2017

**Subject:** Mill Pond Recreation Center Renovation Bid Results

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**Executive Summary:** The City opened bids on February 9<sup>th</sup> for renovations to the restrooms in the Mill Pond Recreation Center. These renovation plans were prepared to meet the State plumbing code requirements and ADA standards for sinks and toilets. Recent updates to this building also include new exterior doorways, both into the main room and into both restrooms. The restroom exterior entrances include electronic strikes to allow continued access to the restrooms even while the main building is closed.

**Background:** The Recreation Center was rebuilt in 1989, using the original 1966 building walls and restrooms. None of our current plumbing fixtures meet ADA standards, and several are completely non-operational. This project was planned and bid out last year however, those bids were rejected due to their high costs. To bring the project in at or under budget, the scope of the work to be bid was modified. Some work was totally eliminated and staff assumed responsible for obtaining pricing and coordinating certain elements of the project.

**Key Issues:** The following bids were received and opened on Thursday February 9<sup>th</sup>:

| <u>Contractor</u>                      | <u>Bid amount</u> | <u>Timeframe</u> |
|--|-------------------|------------------|
| GlenFern Construction, Lake Geneva, WI | \$49,895          | 70 days          |
| Gilbank Construction, Clinton, WI      | \$81,200          | 60 days          |

The Architects pre-bid construction estimate was \$71,500.

**Budget Impact:** The overall budget for this project was established last year at \$100,000. To-date expenditures for architectural fees, new direct access points from the restrooms to the exterior of the building, and several other door replacements have total about \$18,000. There are also some floor repairs that need to be done in the main room that were not included in the scope of the work bid. The cost of these repairs is estimated at \$4,500. Assuming the approval of the low bid from GlenFern Construction of \$49,895, the overall project costs should be around \$72,500.

**Recommendation:** Consider the award of the bid for renovations to the Recreation Center restrooms to GlenFern Construction of Lake Geneva WI at a cost of \$49,895. Staff is also recommending that the approval provide for a 10% contingency of \$4,990 to address any additional issues that may be identified during the renovation process.

**Recommended Action:** Move to recommend to the Common Council the award of the contract for the restrooms renovations in the Mill Pond Recreation Center to the low bidder GlenFern Construction of Lake Geneva WI at a cost of \$49,895 and to provide for a 10% contingency of \$4,990 to cover any additional work that may be required in conjunction with this project.









9.

## Memorandum

**To:** Finance Committee

**From:** Denise Pieroni  
City Administrator

**Date:** February 9, 2017

**Subject:** Range Adjustment & Merit Increases for Non-Represented Regular Employees

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**Executive Summary:** The Classification and Compensation Study prepared by Springsted and approved by the Common Council in 2015 contemplated an annual review and possible adjustments to non-represented salary ranges. Adjustments to the ranges do not have a direct impact on the wages of employees. In 2016, the ranges were adjusted by .75%. For 2017, a 1% adjustment in the ranges is being recommended. Copy of the ranges with the proposed adjustments effective 2/27/2017 are attached.

The evaluation process instituted last year is currently underway with the objective of completing this process by March 10, 2017. Consistent with the date provided for in the recently approved Police contract, merit increases for eligible non-represented employees would be effective February 27, 2017 and would be reflected on the March 17 paychecks that cover this period.

In 2016 the Council approved the eligibility criteria for merit increases and no changes in these criteria are being recommended for 2017.

Consistent with 2016, merit adjustment rate of 2% for salaries under the midpoint and a 1% rate for salaries at or above the mid-point are recommended (adjustment rate for employees meeting expectations).

**Background/Supporting Data:** Addressed in the Executive Summary.

**Key Issues:** Proposed range and salary adjustments address internal and external equity factors.

**Budget Impact:** Sufficient dollars have been included in the respective 2017 budgets to cover the estimated cost of the 2017 pay-for-performance program as approved in 2016.

**Recommendation:** Consider approval of the recommended 1% adjustment to salary ranges for non-represented regular employees and officially set the increase for employees (achieving an average per performance rating of 3 to 3.5) whose salaries are below the mid-point at 2% and set the increase for employees (achieving an average per performance rating of 3 to 3.5) whose salaries are at or above the midpoint at 1%.

**Recommended Action:** Finance Committee motion to recommend to the Common a 1% adjustment to salary ranges for non-represented regular employees and officially set the increase for employees (achieving an average per performance rating of 3 to 3.5) whose salaries are below the mid-point at 2% and set the increase for employees (achieving an average per performance rating of 3 to 3.5) whose salaries are at or above the midpoint at 1% and to direct that the award of merit increases be consistent with the policy established in 2016.

| Grade  | Positions  | Salary Range<br>Effective 2/27/2017 |           |           | Comments   |
|--|--|-------------------------------------|-----------|-----------|------------|
|  |  | Annual                              | Min       | Mid       |            |
| 1  | Front Desk Clerk   | Annual                              | 25,271.25 | 29,061.94 | 32,852.64  |
|  |  | Bi-Weekly                           | 971.97    | 1,117.77  | 1,263.56   |
|  |  | Hourly                              | 12.1496   | 13.9721   | 15.7945    |
| 2  |  | Annual                              | 26,787.52 | 30,805.66 | 34,823.79  |
|  |  | Bi-Weekly                           | 1,030.29  | 1,184.83  | 1,339.38   |
|  |  | Hourly                              | 12.8786   | 14.8104   | 16.7422    |
| 3  |  | Annual                              | 28,394.77 | 32,654.00 | 36,913.22  |
|  |  | Bi-Weekly                           | 1,092.11  | 1,255.92  | 1,419.74   |
|  |  | Hourly                              | 13.6513   | 15.6990   | 17.7467    |
| 4  |  | Annual                              | 30,098.46 | 34,613.24 | 39,128.02  |
|  |  | Bi-Weekly                           | 1,157.63  | 1,331.28  | 1,504.92   |
|  |  | Hourly                              | 14.4704   | 16.6410   | 18.8115    |
| 5  |  | Annual                              | 31,904.37 | 36,690.03 | 41,475.70  |
|  |  | Bi-Weekly                           | 1,227.09  | 1,411.16  | 1,595.22   |
|  |  | Hourly                              | 15.3386   | 17.6394   | 19.9402    |
| 6  | Municipal Court Clerk<br>Administrative Assistant - PW<br>Recreation Supervisor                              | Annual                              | 33,818.63 | 38,891.43 | 43,964.24  |
|  |  | Bi-Weekly                           | 1,300.72  | 1,495.82  | 1,690.93   |
|  |  | Hourly                              | 16.2590   | 18.6978   | 21.1367    |
| 7  | Deputy Clerk/Treasurer/Utility Billing Clerk<br>Dispatcher <sup>1</sup><br>Administrative Assistant - PD     | Annual                              | 35,847.75 | 41,224.92 | 46,602.09  |
|  |  | Bi-Weekly                           | 1,378.76  | 1,585.57  | 1,792.39   |
|  |  | Hourly                              | 17.2345   | 19.8197   | 22.4049    |
| 8  | Maintenance Worker   | Annual                              | 37,998.61 | 43,698.42 | 49,398.22  |
|  |  | Bi-Weekly                           | 1,461.49  | 1,680.71  | 1,899.93   |
|  |  | Hourly                              | 18.2686   | 21.0089   | 23.7491    |
| 9  | Lead Dispatcher<br>Mechanic<br>Public Works Assistant  | Annual                              | 40,278.53 | 46,320.32 | 52,362.11  |
|  |  | Bi-Weekly                           | 1,549.17  | 1,781.55  | 2,013.93   |
|  |  | Hourly                              | 19.3647   | 22.2694   | 25.1741    |
| 10   | Park Foreman   | Annual                              | 42,695.24 | 49,099.54 | 55,503.84  |
|  |  | Bi-Weekly                           | 1,642.12  | 1,888.44  | 2,134.76   |
|  |  | Hourly                              | 20.5266   | 23.6055   | 26.6845    |
| 11   |  | Annual                              | 45,256.96 | 52,045.51 | 58,834.07  |
|  |  | Bi-Weekly                           | 1,740.65  | 2,001.75  | 2,262.85   |
|  |  | Hourly                              | 21.7582   | 25.0219   | 28.2856    |
| 12   | Utility Billing Supervisor<br>City Treasurer/Human Resource Manager<br>Foreman<br>Golf Course Superintendent | Annual                              | 47,972.37 | 55,168.24 | 62,364.11  |
|  |  | Bi-Weekly                           | 1,845.09  | 2,121.86  | 2,398.62   |
|  |  | Hourly                              | 23.0636   | 26.5232   | 29.9827    |
| 13   | City Clerk<br>Facilities Manager   | Annual                              | 50,850.72 | 58,478.34 | 66,105.96  |
|  |  | Bi-Weekly                           | 1,955.80  | 2,249.17  | 2,542.54   |
|  |  | Hourly                              | 24.4475   | 28.1146   | 31.7817    |
| 14   | Building & Zoning Administrator<br>Director of Parks & Recreation  | Annual                              | 53,901.76 | 61,987.04 | 70,072.32  |
|  |  | Bi-Weekly                           | 2,073.14  | 2,384.12  | 2,695.09   |
|  |  | Hourly                              | 25.9143   | 29.8015   | 33.6886    |
| 14   | Golf Course Manager<br>(Range Adjusted - Modified Work Schedule)   | Annual                              | 52,450.57 | 59,291.96 |            |
|  |  | Bi-Weekly                           |           | 2,017.33  | 2,280.46   |
|  |  | Hourly                              |           |           |            |
| Mid Point & Max based on 9 month work schedule (1/2 of Feb & 1/2 of Nov) plus 75% of Admin Leave & Vacation based on Vacation Schedule for New Employees and Tenure of current employee (11 completed calendar Yrs of Service)<br>(Paid based on 22 of 26 pay periods) |  |                                     |           |           |            |
| 15   | Public Works Superintendent  | Annual                              | 57,135.86 | 65,706.26 | 74,276.66  |
|  |  | Bi-Weekly                           | 2,197.53  | 2,527.16  | 2,856.79   |
|  |  | Hourly                              | 27.4692   | 31.5895   | 35.7099    |
| 16   | Lieutenant   | Annual                              | 60,564.02 | 69,648.64 | 78,733.25  |
|  |  | Bi-Weekly                           | 2,329.39  | 2,678.79  | 3,028.20   |
|  |  | Hourly                              | 29.1173   | 33.4849   | 37.8525    |
| 17   | Assistant Police Chief   | Annual                              | 64,197.86 | 73,827.55 | 83,457.25  |
|  |  | Bi-Weekly                           | 2,469.15  | 2,839.52  | 3,209.89   |
|  |  | Hourly                              | 30.8644   | 35.4940   | 40.1237    |
| 18   | Finance Director<br>Director of Public Works   | Annual                              | 68,049.73 | 78,257.21 | 88,464.69  |
|  |  | Bi-Weekly                           | 2,617.30  | 3,009.89  | 3,402.49   |
|  |  | Hourly                              | 32.7162   | 37.6237   | 42.5311    |
| 19   | Police Chief   | Annual                              | 72,132.71 | 82,952.64 | 93,772.57  |
|  |  | Bi-Weekly                           | 2,774.34  | 3,190.49  | 3,606.64   |
|  |  | Hourly                              | 34.6792   | 39.8811   | 45.0830    |
| 20   |  | Annual                              | 76,460.67 | 87,929.80 | 97,682.14  |
|  |  | Bi-Weekly                           | 2,940.80  | 3,381.92  | 3,757.01   |
|  |  | Hourly                              | 36.7599   | 42.2739   | 46.9626    |
| 21   | City Administrator   | Annual                              | 81,048.31 | 93,205.59 | 103,543.07 |
|  |  | Bi-Weekly                           | 3,117.24  | 3,584.83  | 3,982.43   |
|  |  | Hourly                              | 38.9655   | 44.8104   | 49.7803    |
| 22   |  | Annual                              | 85,911.21 | 98,797.92 | 109,755.65 |
|  |  | Bi-Weekly                           | 3,304.28  | 3,799.92  | 4,221.37   |
|  |  | Hourly                              | 41.3035   | 47.4990   | 52.7671    |

|  | Training | Step 1  | Step 2  | Step 3  |   |
|--|----------|---------|---------|---------|---|
| Reserve Dispatcher ("RD") <sup>1</sup> | 12.5     | 14.7355 | 16.3728 | 17.2345 | To move from Step 1 to Step 2 a RD has to have completed 12 months of service (commencing upon completion of "training") & have worked at least 520 hrs. To move from Step 2 to Step 3 a RD must have completed an additional 12 months of service (commencing from the date moved to Step 2) & have worked at least 1,040 hrs. If the required minimum # of hours have not been worked, the RD does not move to that next step until this factor has been met. |

| Library Position |  |           | Salary Range<br>Effective 2/27/2017 |           |           |
|------------------|--|-----------|-------------------------------------|-----------|-----------|
| Grade            | Positions                                      |           | Min                                 | Mid       | Max       |
| 1                | Page   | Annual    | 21,051.91                           | 24,209.70 | 27,367.49 |
|                  |  | Bi-Weekly | 809.69                              | 931.14    | 1,052.60  |
|                  |  | Hourly    | 10.1211                             | 11.6393   | 13.1574   |
| 2                |  | Annual    | 22,315.02                           | 25,662.28 | 29,009.54 |
|                  |  | Bi-Weekly | 858.27                              | 987.01    | 1,115.75  |
|                  |  | Hourly    | 10.7284                             | 12.3376   | 13.9469   |
| 3                |  | Annual    | 23,653.92                           | 27,202.02 | 30,750.11 |
|                  |  | Bi-Weekly | 909.77                              | 1,046.23  | 1,182.70  |
|                  |  | Hourly    | 11.3721                             | 13.0779   | 14.7837   |
| 4                | Library Assistant                              | Annual    | 25,073.16                           | 28,834.14 | 32,595.12 |
|                  |  | Bi-Weekly | 964.35                              | 1,109.01  | 1,253.66  |
|                  |  | Hourly    | 12.0544                             | 13.8626   | 15.6707   |
| 5                |  | Annual    | 26,577.55                           | 30,564.19 | 34,550.83 |
|                  |  | Bi-Weekly | 1,022.21                            | 1,175.55  | 1,328.88  |
|                  |  | Hourly    | 12.7777                             | 14.6943   | 16.6110   |
| 11               |  | Annual    | 37,700.76                           | 43,355.89 | 49,011.01 |
|                  |  | Bi-Weekly | 1,450.03                            | 1,667.53  | 1,885.04  |
|                  |  | Hourly    | 18.1254                             | 20.8442   | 23.5630   |
| 12               | Youth Services<br>Librarian/Assistant Director | Annual    | 39,962.81                           | 45,957.24 | 51,951.67 |
|                  |  | Bi-Weekly | 1,537.03                            | 1,767.59  | 1,998.14  |
|                  |  | Hourly    | 19.2129                             | 22.0948   | 24.9768   |
| 13               |  | Annual    | 42,360.57                           | 48,714.67 | 55,068.77 |
|                  |  | Bi-Weekly | 1,629.25                            | 1,873.64  | 2,118.03  |
|                  |  | Hourly    | 20.3657                             | 23.4205   | 26.4754   |
| 14               |  | Annual    | 44,902.21                           | 51,637.55 | 58,372.90 |
|                  |  | Bi-Weekly | 1,727.01                            | 1,986.06  | 2,245.11  |
|                  |  | Hourly    | 21.5876                             | 24.8257   | 28.0639   |
| 17               | Library Director                               | Annual    | 53,479.25                           | 61,501.15 | 69,523.05 |
|                  |  | Bi-Weekly | 2,056.89                            | 2,365.43  | 2,673.96  |
|                  |  | Hourly    | 25.7112                             | 29.5679   | 33.4245   |



10

## Memorandum

**To:** Finance Committee and Water & Sewer Commission  
**From:** Mark Wendorf, Director of Public Works *MW*  
**Thru:** Denise Pieroni, City Administrator  
**Date:** February 7, 2017

**Subject:** Highway 50 Watermain Replacement Engineering Services MOU

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**Summary:** Attached is the proposed Memorandum of Understanding (MOU) with Baxter & Woodman, Inc. for providing partial engineering services for the upcoming Highway 50 watermain replacement contract.

**Key Issues:** Our agreement with the State D.O.T. was that they would include our watermain plans as part of their bid documents for the roadway project. This bidding process resulted in an estimated utility expense of \$655,498 for the watermain construction. The City is responsible for overseeing the installation of the waterman. The Baxter & Woodman MOU is predicated on our using staff personnel for most of the day-to-day required inspections, with B & W providing inspection assistance and handling the required D.O.T. paperwork.

**Budget Impact:** The 2017 Water Utility budget included \$910,000 to cover the cost of both the actual watermain construction and related engineering service for the Highway 50 watermain work.

**Recommendation:** Would be for approval of this Engineering Services MOU with Baxter & Woodman at a not-to-exceed cost of \$26,600 for the outlined services.

**Recommended Action:** Move to recommend to the Common Council the approval of the engineering services agreement with Baxter & Woodman relating to the Highway 50 watermain project at a not-to-exceed cost of \$26,600.

**CITY OF DELAVAN, WISCONSIN  
GENEVA STREET (STH 50) WATER MAIN REPLACEMENT  
CONSTRUCTION ENGINEERING SERVICES  
MEMORANDUM OF UNDERSTANDING**

**ENGINEERS' PROJECT NO. 170070.60**

**DATE: January 18, 2017**

**Project Description:**

The Project consists of the replacement of the existing water main on Geneva Street (STH 50) and Seventh Street, as part of the Wisconsin Department of Transportation Project 3170-08-70, as identified in Attachment A of this Memorandum of Understanding.

**Engineering Services:**

The general provisions for engineering services provided under this Memorandum of Understanding are enumerated in the Engineering Services Agreement dated December 9, 1997, as most recently amended January 12, 2016. The scope of services for this Project is listed in Attachment A.

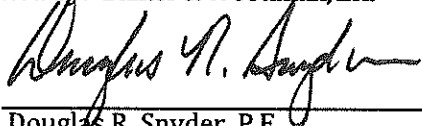
**Compensation:**

Compensation for the services to be provided under this Memorandum of Understanding will be in accordance with the Engineering Services Agreement dated December 9, 1997, as most recently amended January 12, 2016. Manpower requirements and a fee summary are listed in Attachment B.

The Engineers' fee will be based upon standard hourly rates of compensation for actual work time performed plus reimbursement of out-of-pocket expenses including travel, which in total will not exceed **\$26,600** for construction-related services\*.

Submitted by: **Baxter & Woodman, Inc.**

By:



Douglas R. Snyder, P.E.

Title: Regional Manager

Date: January 18, 2017

Approved: **City of Delavan, WI**

By:

Mel Nieuwenhuis

Title: Mayor

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Susan Kitzman, City Clerk

**\*Note:** Fees for assistance with post-construction completion and warranty work are separate expenses to the City and are not included in this Memorandum of Understanding.

## **PROJECT DESCRIPTION**

The Project consists of the replacement of the existing water main on Geneva Street (STH 50) and Seventh Street, as part of the Wisconsin Department of Transportation Project 3170-08-70.

## **SCOPE OF SERVICES**

The following scope of services is included in this Memorandum of Understanding.

### **CONSTRUCTION SERVICES**

#### **1. CONSTRUCTION ADMINISTRATION**

- The WisDOT consultant will perform overall construction administration for the Project. Baxter & Woodman will provide documentation of utility quantities to the WisDOT consultant for their use in preparing payment estimates.
- Provide record drawings of the work and update the water and sanitary sewer system GIS maps.

#### **2. FIELD OBSERVATION**

- Provide Resident Project Representatives at the construction site on a periodic part-time basis from the Engineers' office of not more than eight (8) hours per regular weekday, not including legal holidays (for up to 170 hours), as deemed necessary by the Engineer, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion. Through standard, reasonable means, Engineer will become generally familiar with observable completed work. If Engineer observes completed work that is inconsistent with the construction documents, that information shall be communicated to the contractor and Owner to address. Engineer shall not supervise, direct, control, or have charge or authority over any contractor's work, nor shall the Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents, which contractor is solely responsible for its errors, omissions, and failure to carry out the work. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or any other person, (except Engineer's own agents, employees, and consultants) at the site or otherwise

furnishing or performing any work; or for any decision made regarding the contract documents, or any application, interpretation, or clarification, of the contract documents, other than those made by the Engineer.

- Keep a daily record of the Contractor's work on those days that the Engineers are at the construction site including notations on the nature and cost of any extra work, and provide weekly reports to the City of the construction progress and working days charged against the Contractor's time for completion.



**MANPOWER REQUIREMENTS AND COSTS SUMMARY**

**CONSTRUCTION SERVICES - PROJECT NO. 170070.60**

| <b><u>Deliverable</u></b>                      | <b><u>Employee Class</u></b> | <b><u>Hourly Rate</u></b> | <b><u>Estimated Hours</u></b> | <b><u>Labor Cost</u></b> |
|--|------------------------------|---------------------------|-------------------------------|--------------------------|
| Construction Administration                    | Senior Engineer III          | \$150                     | 40                            | \$ 6,000                 |
| Construction Observation                       | Engineer II                  | \$115                     | 170                           | \$ 19,550                |
| Project Record Drawings                        | CAD/GIS/Survey Tech II       | \$100                     | 6                             | \$ 600                   |
| <b><u>Total Labor</u></b>                      |                              |                           | <b>216</b>                    | <b>\$ 26,150</b>         |
| <b><u>Expenses</u></b>                         | <b><u>Mileage</u></b>        | <b><u>Rate</u></b>        | <b><u>Units</u></b>           |                          |
|  |                              | \$ 0.535                  | 850                           | \$ 455                   |
| <b><u>Total Labor and Expenses</u></b>         |                              |                           |                               | <b>\$ 26,605</b>         |
| <b>Estimated Construction Engineering Fees</b> |                              |                           |                               | <b>\$ 26,600</b>         |

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Division of Transportation  
 System Development  
 Southeast Regional Office  
 141 N.W. Barstow Street  
 P.O. Box 798  
 Waukesha, WI 53187-0798

Scott Walker, Governor  
 Dave Ross, Secretary  
 Internet: [www.dot.wisconsin.gov](http://www.dot.wisconsin.gov)

Telephone: (262) 548-5903  
 Facsimile (FAX): (262) 548-5662  
 E-Mail: [waukesha.dtd@dot.wi.gov](mailto:waukesha.dtd@dot.wi.gov)

January 27, 2017

Mark E. Wendorf  
 Director of Public Works  
 123 South 2nd Street  
 Delavan WI 53115-0465

Dear Mr. Wendorf:

SUBJECT: I.D. 3170-08-71  
 7th St. and Geneva Street  
 Wisconsin St. to Wright St.  
 Walworth County

Bids were received on December 13, 2016 for the above project. The following Estimate of Costs and Financing is based on the awarded bid. A copy of bid items and costs are attached for your information.

ESTIMATE OF COSTS:

|                                  |                     |
|----------------------------------|---------------------|
| Bid of James Peterson Sons, Inc. | \$624,097.55        |
| Engineering & Contingencies      | \$ <u>37,445.85</u> |
| Total Estimated Costs            | \$661,543.40        |

ESTIMATE-SOURCE OF FINANCING

|                   |                      |
|-------------------|----------------------|
| Federal/State Aid | \$ 6,045.00          |
| City of Delavan   | \$ <u>655,498.40</u> |
| Total             | \$661,543.40         |

You will be billed periodically on the basis of actual costs incurred, with a final billing when all costs are determined.

Sincerely,

*Kathy Bender*

Kathy Bender  
 Transportation Program Coordinator



11

## Memorandum

**To:** Finance Committee  
**From:** Mark Wendorf, Director of Public Works *MW*  
**Thru:** Denise Pieroni, City Administrator  
**Date:** January 31, 2017  
**Subject:** 2017 Engineering Services Agreement

---

**Summary:** Attached is the proposed Amendment No. 19 to the Engineering Services Agreement we have with Baxter & Woodman, Inc. The City utilizes Baxter & Woodmen for civil engineering work, review of proposed projects, and computerized mapping services.

**Key Issues:** Our original agreement went into effect in 1998 and included a discounted rate of \$50 per hour for 400 hours of service (200 hours City and 200 hours Utilities). Subsequent amendments increased this rate by about \$2 per year. The discounted rate for 2011 thru 2016 was \$75/hour and no change in this rate is proposed for 2017. The City and Utility have the option as to where and when to apply this discounted rate. The City and the Utility utilize separate and specific M.O.U.'s for each capital construction project that is awarded to this firm, which place a 'not to exceed' amount on engineering expenses.

**Budget Impact:** The 2017 City budget includes \$15,000 in the City Engineering line item (200 hours at \$75 per hour) to cover the City cost of this agreement. The 2017 Utility budget includes \$6,000 in the Water Fund and \$9,000 in the Sewer fund for these engineering services.

**Recommendation:** Would be for approval of Amendment No. 19 to the Engineering Services Agreement with Baxter & Woodman to provide for this \$75 per hour for the outlined services.

**Recommended Action:** Move to recommend to the Common Council the approval of Amendment No. 19 to the Engineering Services Agreement with Baxter & Woodman, as presented.

CITY OF DELAVAN, WISCONSIN

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**ENGINEERING SERVICES AGREEMENT  
AMENDMENT NO. 19**

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**THIS AGREEMENT** is made this 2<sup>nd</sup> day of December 2016, by and between the City of Delavan, Wisconsin, hereinafter referred to as the City, and Baxter & Woodman, Inc., Consulting Engineers, hereinafter referred to as the Engineers, for the purpose of amending the Engineering Services Agreement between these parties dated December 9, 1997, hereinafter referred to as the Agreement to extend the term of the Agreement to December 31, 2017, and establish engineering service hours and fees for 2017.

**WITNESSETH** that in consideration of the covenants herein, these parties agree as follows:

**SECTION 2** of the Agreement is hereby amended to replace subsections 2.1 and 2.2 with the following:

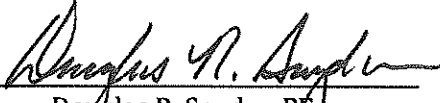
2.1 The Engineers' fee for basic engineering services described in Subsections 1.1 through 1.11 shall be Thirty Thousand Dollars (\$30,000) for the initial four hundred (400) hours in 2017. Fifty percent of this fee will be allocated to the Public Works Department, Engineers' Project No. 161230.00 and fifty percent will be allocated to the Water and Sewer Commission, Engineers' Project No. 161231.00. Services under these subsections over and above 400 hours in the year 2017 shall be compensated according to the Engineers' 2017 Schedule of Hourly Fees.

2.2 The Engineers will continue to use the prior year project numbers until the 400 hours from the prior year are utilized.

IN WITNESS WHEREOF, the parties hereto have caused the execution of this Agreement by their duly authorized officers as of the day and year first above written.

**BAXTER & WOODMAN, INC.**

**CITY OF DELAVAN, WISCONSIN**

By   
Douglas R. Snyder, PE  
Regional Manager

By \_\_\_\_\_  
Mayor, Mel Nieuwenhuis

December 2, 2016  
Date of Signature

\_\_\_\_\_  
Date of Signature

ATTEST:

ATTEST:

  
Deputy Secretary

\_\_\_\_\_  
Susan Kitzman, Clerk

GAV/jmc  
11/29/16

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Contract\ESA Contract Amend 19 GAV.docx



12.

## Memorandum

**To:** Members of the Finance Committee  
**From:** Mark Wendorf, Director of Public Works *MW*  
**Thru:** Denise Pieroni, City Administrator  
**Date:** February 10, 2017

**Subject:** Street Department Equipment Replacement Purchase

---

**Executive Summary:** We received quotes on February 8<sup>th</sup> for a replacement truck chassis, along with quotes for the box, sander and plows to replace one of our current plow trucks. The oldest former plow truck will be sold as surplus.

**Background:** We sent out three (3) bid specification requests for the chassis, and five (5) bid specification requests for the dump box, sander and plows. The quote results were:

|                                 |                                       |          |
|---------------------------------|---------------------------------------|----------|
| <u>4-by-2 Truck Chassis</u> –   | Lakeside International, Milwaukee, WI | \$90,354 |
|                                 | Mid-State Truck Service, Plover, WI   | \$94,200 |
| <u>Box, Sander, and Plows</u> – | Monroe Truck, DePere, WI              | \$68,905 |
|                                 | Northland Equipment, Janesville, WI   | \$73,216 |
|                                 | Burke Truck & Equipment, Madison, WI  | \$79,185 |

**Key Issues:** The specifications for the plows required them to be “Wausau or equal” and the bid submittal from Monroe Trucks states that they meet that standard, however, their submitted verification does not agree with that opinion, which would disqualify their bid.

This truck needs to be purchased at this time in order to be available for use in November/December 2017.

**Budget Impact:** The 2017 Capital Improvement Fund budget includes \$160,000 (Account #400-57230-8100) for the purchase of this truck. The combined price for the Lakeside International chassis of \$90,354 and the Northland Equipment dump box, sander and plows price of \$73,216, brings the total truck cost to \$163,570. This \$3,570 overage will be more than off-set with the savings within this same fund on the leaf boxes.

**Recommendation:** In order to maintain the interoperability of this truck in conjunction with our existing equipment, the bidders all needed to be responsive to our specifications. Staff’s opinion is that the Monroe Truck bid for the plow equipment is not responsive and as such this quote should be rejected.

**Recommended Action:** Move to recommend the quote of Lakeside International out of Milwaukee, Wisconsin for a 4-by-2 truck chassis in the amount of **\$90,354** and the quote of Northland Equipment out of Janesville, Wisconsin for the truck dump box, sander, plow and patrol wing in the additional amount of **\$73,216**; and to further declare our 1990 International plow truck as surplus property upon receipt of the replacement vehicle.



13.

## Memorandum

**To:** Finance Committee  
**From:** Jim Piester, Public Works Superintendent  
**Thru:** Mark Wendorf, Director of Public Works  
**Date:** February 3, 2017  
**Subject:** Purchase Requisition for Crack Filler Material

---

**Executive Summary:** We annually perform needed pavement maintenance with an application of crack filler material to several streets throughout the City. This material is included in the Street Department operating budget.

**Background:** The City's Purchasing Manual identifies that the City Administrator authorizes purchases up to an amount of \$5,000. The cost of the crack fill material is \$7,410. In that this budgeted expense exceeds the City Administrator's authority level, Finance Committee approval is required.

**Key Issues:** Our crack filling work is done prior to and will be coordinated with streets seal coated during the 2017 Street Seal Coat Project. The material recommended for purchase is based upon our past experiences with several other brands and formulations.

**Budget Impact:** \$8,000 is included in the Street Department Operating Budget (Account #100-53300-3570) for crack filler material. The volume amount purchased each year provides the required amount of product to fill the cracks proposed for application.

**Recommendation:** Staff recommends that the Finance Committee authorize the budgeted purchase amount in excess of \$5,000.

**Recommended Action:** Motion approving the purchase of 5 pallets of RoadSaver 211 crack filler from Sherwin Industries for \$7,410.



14.

## Memorandum

**To:** Members of the Finance Committee  
**From:** Timothy S. O'Neill  
Chief of Police  
**Thru:** City Administrator  
**Date:** 1-25-2017  
**Subject:** Copy Machine

---

**Executive Summary:** We have had our current Police Department copier since 2008 and we need to purchase a replacement. The present copier malfunctions often and we need something that is more reliable and can handle our workflow. We are including a fax machine as one of the options on the copier which will eliminate the free-standing fax machine in the Dispatch Center.

**Supporting Data:** We met with 3 different vendors and received proposals on 3 different machines listed below. The prices listed are for the purchase of copier, no lease agreement.

- James Imaging Systems \$7,407.67 (Toshiba)  
Brookfield, WI Maintenance .0115 per image
- Stan's – LPS Midwest \$6,534.09 (Ricoh)  
Woodstock, IL Maintenance .0085 per image
- Rhyme \$6,664.00 (Sharp)  
Madison, WI Maintenance .0065 per image

**Key issues:** Price and Options have been considered, all machines are comparable relative to the options.

**Budget impact:** The Capital Improvement budget includes \$7,400 for this purchase. 2 of the 3 machines listed are below the amount included in the budget.

**Recommendation:** In comparing the 2 lowest priced copiers, we prefer the Sharp unit proposed by Rhyme. This machine is a little quicker 46 ppm as opposed to 40 ppm. The maintenance program is a little cheaper per image with Rhyme and you can email directly from the Sharp copier whereas the Ricoh you cannot. Our recommendation is to purchase the Sharp copier from Rhyme @\$6,664.00.

**Recommended Action:** Motion to approve the purchase of the Sharp Copier from Rhyme at a cost not-to-exceed \$6,664.





15+16

## Memorandum

**To:** Members of the Finance Committee  
**From:** Timothy S. O'Neill  
Chief of Police  
**Thru:** City Administrator  
**Date:** 10 FEB 17  
**Subject:** Pro Phoenix

---

**Executive Summary:** The City of Delavan Police Department currently uses TIPPS for departmental records keeping. We have been associated with TIPPS (Clues) for approximately 25 years. TIPPS has served our department well until recent changes in reporting requirements. We are required to move from the old Uniform Crime Report to National Incident Based Reporting system to report crime statistics. TIPPS is not capable of this due to the limitations of its record keeping system. TIPPS maintains the call sheets and reports, but lacks the ability to maintain the day to day items such as a log of phone calls, in field contacts, traffic stops, the information gleaned from traffic stops, squad maintenance, training and so on.

The Pro Phoenix system has the ability to gather specific information such as squad location in real time, squad patrol patterns. Additionally, the program connects our department with any other Pro Phoenix user around the world. Locally that means the ability to connect to every other jurisdiction in Walworth County, and most of the other jurisdictions in southeastern Wisconsin. This includes jail records. Pro Phoenix is a complete record keeping system which, if used to its full potential, will positively impact the effectiveness of our Department which, in turn, enhances the level of service provided to our community.

### Supporting Data:

In support of federal, state, county, and local police departments, Pro Phoenix provides a fully integrated suite of applications including the ability to support multi-jurisdictional, multi-agency, multi-site, and multi-disciplinary operations. From dispatch and records management, to mobile computing and information sharing based on GJXML, Pro Phoenix encompasses the entire life-cycle of public safety software functionality. Additionally, Pro Phoenix Citizen Services module is completely integrated with the Pro Phoenix Software suite and provides a new level of outreach and empowerment to citizens never before available. Complete support for National Incident Based Reporting System (NIBRS) and Unified Crime Report (UCR), as well as various industry interfaces is available.

### **Key issues:**

When upgrading to Pro Phoenix:

- Have the ability to communication with and access to information of any other Pro Phoenix user.
  - Ability to make line ups
  - Name mining from multiple end-users data bank

- Their histories, determining if in custody
- With Pro Phoenix Incident Report, we have the ability to share and have information from other Pro Phoenix end-users: With the ability to limit access by others if the incident is of a sensitive nature.
  - Use of Force Report is part of the incident report, currently a separate form.
  - Reports must be validated prior to approval, meaning all fields must be filled in before an officer may submit for approval. Making the document more complete and correct.
  - Supervisor approval is documented electronically.
- With Pro Phoenix warrants and protective orders are made available to all jurisdictions without any further steps (automatic).
- With Pro Phoenix alarms automatically generate a report, and are dispatched to the squads.
- With Pro Phoenix, we have access to prisoner information in our jail and any other correctional institution utilizing Pro Phoenix.
- With Pro Phoenix Accreditation is made easier.
- All traffic run in dispatch or the squads are automatically up loaded to the records system. Saving time with the Dispatchers.
- Pro Phoenix interfaces with TRACS our citation issuing program.
- Pro Phoenix allows us to change from the Uniform Crime Report (2017) to National Incident Based Reporting System (2018). What this means is a true accounting of police activity.
- Pro Phoenix tracks our training automatically.
- All Citizen contacts are documented automatically
- Pro Phoenix has a module included to track vehicle maintenance. Each vehicle will be given a bar code decal. From that point forward all maintenance, repairs, and other informational items deemed important will be logged.
- Pro Phoenix allows for text type communications that reaches all Pro Phoenix end-users worldwide and thus eliminates Spark (our current text messaging system that is used to communicate car to car or dispatch to car).
- Allows us to put out an attempt to locate and a request to be notified in real time.
- Works in tandem with County Dispatch. If we become overloaded, County Dispatch takes over without any delay.
- All other Walworth County Jurisdictions are either Pro-Phoenix, or going to it in 2017.
- Walworth County Sheriff's Office is the "base" for the Pro-Phoenix platform and we would piggy back off their system, saving us \$80,000 to \$100,000 startup costs.
- Includes Video/Audio recording in our interview room.
  - Automatically attaches recordings to report
  - As the interview is being conducted, others may watch the interview and act on information as the interview is occurring.
  - Brings us into compliance federal confession law and Juvenile confession/interrogation standards.
- Allows us to quantify officer work product, 20% range for evaluations.

***Budget impact:***

One-Time Capital Costs – Capital Improvement Fund

The purchase price for this program is \$147,555.00, less a \$14,710.00 credit, subject to the fulfillment of the payment schedule as provided for in the proposal. The net cost, after the application of the credit, of the program is \$132,845.00 and includes:

- Application of Software
- Interface of Current Records with other Systems
- Installation of the program
- Conversion of TIPPS records to Pro Phoenix format
- Training of personnel
- Project Management

Annual Operating Costs – PD Operating Budget

Software License Agreement Fee Waived for the first year:

- 2017 Waived
- 2018 \$15,078
- 2019 \$15,831.90
- 2020 \$16,623.50
- 2021 \$17,454.68
- 2022 \$18,327.41

Limited to 2% maximum increase over prior year's total

Other Costs – Capital Fund (unless otherwise noted)

Walworth County Fee:

Chief O'Neill and I, AC Hansen spoke with Captain Mc Clory of the Walworth County Sheriff's Office, and Richard Noel of the Information Technology Determent of WWSO. They advised \$195.00 startup fee for each car. We have six marked squads equipped with the system. After the first year, the cost is \$75.00 per squad equipped with Pro Phoenix.

First Year \$1,170.00 (Capital Fund)  
Subsequent Years: \$450.00 (Operating Fund)

Mapping Interface:

AT&T interface for ALI SPILL, including labor: \$2,800.

City of Delavan Information Technology:

Chief O'Neill along with Assistant Chief Hansen and Lieutenant Bilskey had a conference call with BKS. BKS outlined the following costs:

Total Hardware Cost: \$2,300.00  
Total Service (Labor) Costs: \$7,200.00      Total BKS costs: \$9,500.00

Equipment Needs:

- Computer Mounts, which hold computer docking station. 6 at \$1,100.00 each for a total of \$6,600.00.
- Sierra Wireless AP-Ming Antenna. The Antenna handles GPS, WiFi and Cellular Data for the Sierra Wireless Modem. 6 at \$205.00 each for a total of \$1,230.00.
- Sierra Wireless Airlink GX450. 6 at \$787.40 each for a total of \$4,724.40.  
Four additional computer monitors in Dispatch Center for a total cost of: \$500.00

**Total One Time Costs:**

- Total cost assuming compliance with payment schedule: **\$156,569.40** (\$14,710 Discount Applied)

*One Time Cost Breakdown:*

|   |                  |
|---|------------------|
| Pro Phoenix Software License and Support Agreement: | \$132,845.00     |
| BKS Hardware and Service Estimate:                  | \$ 9,500.00      |
| Walworth County Fee:                                | \$ 1,170.00      |
| Computer Squad Mounts (installation included) (6)   | \$ 6,600.00      |
| Wireless Squad Modems (6)                           | \$ 1,230.00      |
| Wireless Squad AirLink (6)                          | \$ 4,724.40      |
| Computer Monitors for Dispatch Center (4)           | \$ 500.00        |
| <br>Total Cost 2017                                 | <br>\$156,569.40 |

**Annual Cost Impact - 2018:**

- Project annual maintenance cost if TIPPS was continued: \$15,434.43
- Pro Phoenix Solution: \$15,528  
(Pro Phoenix annual maintenance: \$15,078 plus Walworth County annual IT charge: \$450)
  
- *Net Increase in annual maintenance cost: \$93.57*

**Attachments:**

- BKD Proposal
- ProPhoenix Proposal
- ProPhoenix Software License and Support Agreement

**Recommendation:** Through the specific actions identified below, authorize staff to move forward with this project at a total cost not-to-exceed \$156,570 as outlined above.

**Recommended Action:** Finance Committee motion to approval BKO proposal relating to the Pro Phoenix Installation dated January 27, 2017 with services based on time and material, not to exceed \$7,200 and equipment purchased not-to-exceed \$2,300. Total BKO not-to-exceed cost: \$9,500.

Finance Committee motion to recommend to the Common Council the approval of the Software License and Support Agreement with Pro Phoenix at a not-to-exceed cost of \$132,845 (excluding annual maintenance commencing in 2018) and per the payment schedule outlined in the agreement.