

W I S C O N S I N



NOTICE OF PUBLIC MEETING

FINANCE AND PROPERTY COMMITTEE

Jake Cattanach, Chairperson
Dean Veneman, Vice-Chairperson
Patrick Delaney

Notice is hereby given of a meeting of the Finance and Property Committee to be held in the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids, on **Tuesday, September 17, 2024 at 5:00 p.m.** The meeting will be streamed live on the City of Wisconsin Rapids Facebook page and will also be broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. If a member of the public wishes to access this meeting live via Zoom audio conferencing, you must contact the City Clerk at least 24 hours prior to the start of the meeting to coordinate your access. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at www.wr-cm.org. It is possible that members of the Committee may appear remotely via video or audioconferencing for this meeting.

Agenda

1. Call to Order
2. In open session, the Committee may vote to go into closed session under Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "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".

In closed session, the Committee will consider the following proposals:
 - a. for implementation of SeeClickFix at a cost of \$6,151.37 for the first year, and the recurring annual payment structure as outlined in the proposal provided
 - b. for the initial one-time cost of CP Pay of \$3,000, and the \$1,785 annual recurring fee
 - c. for the implementation of AMM Select: Pro and Live Meeting Manager system from CivicPlus at a cost of \$8,750 for the initial year, and the recurring annual amount of \$8,700 for ongoing maintenance and support
3. The Committee will return to open session.
4. Consider for approval the following proposals:
 - a. for implementation of SeeClickFix at a cost of \$6,151.37 for the first year, and the recurring annual payment structure as outlined in the proposal provided
 - b. for the initial one-time cost of CP Pay of \$3,000, and the \$1,785 annual recurring fee
 - c. for the implementation of AMM Select: Pro and Live Meeting Manager system from CivicPlus at a cost of \$8,750 for the initial year, and the recurring annual amount of \$8,700 for ongoing maintenance and support
5. Adjourn.

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk's office at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the clerk at (715) 421-8200 to request accommodations.

City of Wisconsin Rapids

Information Technology Department
Tyler Mickelson, IT Manager
715-421-8288 | tmickelson@wirapids.org

Date: September 17, 2024

To: Property and Finance Committee

Subject: Referral for Approval of SeeClickFix Service Request Management Tool

Dear Property and Finance Committee Members,

I am submitting this referral for your consideration and approval for the implementation of the SeeClickFix Service Request Management Tool, which will significantly enhance our citizen engagement and service request management capabilities.

Based on the attached quote from CivicPlus, the SeeClickFix platform will provide the following:

- Unlimited government user licenses for service request management.
- Ability to intake citizen submissions via a mobile app.
- Internal request assignment, issue resolution, and performance tracking.
- Support and virtual training services for city staff.

The total investment for the initial 12-month term is \$6,151.37, which reflects a discounted rate. The annual renewal cost for subsequent years will be \$12,302.74, with a 5% annual uplift starting in the second year. The initial term will be invoiced upon signature, with automatic one-year renewals unless a 60-day notice is provided before the renewal date.

Request:

I recommend the Property and Finance Committee approve the expenditure of \$6,151.37 for the first year of SeeClickFix implementation and authorize the recurring annual payment structure as outlined in the attached quote.

Please let me know if any additional information or clarification is needed prior to your decision.

Attachment:

- CivicPlus SeeClickFix Quote (Q-78664-1)

Thank you for your attention to this request.

Sincerely,

Tyler Mickelson

IT Manager

City of Wisconsin Rapids

City of Wisconsin Rapids

Information Technology Department
Tyler Mickelson, IT Manager
715-421-8288 | tmickelson@wirapids.org

Date: September 17, 2024

To: Property and Finance Committee

Subject: Referral for Approval of CivicPlus CP Pay

Dear Property and Finance Committee Members,

I am submitting this referral for your consideration and approval a new CivicPlus product: CP Pay which is a tool designed to enhance our online payment processing.

CP Pay

- One-time cost: \$3,000

- Annual recurring cost: \$1,785

CP Pay will streamline and enhance the city's online payment processing, improving efficiency and customer experience.

Request:

I recommend the Property and Finance Committee approve the expenditure of \$3,000 for the initial one-time cost of CP Pay, the \$1,785 annual recurring fee.

Please let me know if any additional information or clarification is needed prior to your decision.

Thank you for your attention to this request.

Sincerely,
Tyler Mickelson
IT Manager
City of Wisconsin Rapids

Referral to Finance Committee

To: Finance Committee

From: Tyler Mickelson, IT Manager

Date: September 13, 2024

Subject: Approval for AMM Select: Pro and Live Meeting Manager Implementation by CivicPlus

Purpose:

The purpose of this referral is to seek approval from the Finance Committee for the purchase, implementation, and ongoing maintenance of the Agenda and Meeting Manager (AMM) system from CivicPlus. The system will significantly enhance our ability to manage meetings, agenda preparation, and documentation.

Overview of the Proposal:

We received a proposal from CivicPlus for the implementation and maintenance of their AMM Select: Pro and Live Meeting Manager system. Below are the key details of the quote:

- Initial Term (12 months) Total Cost: \$8,750
- Recurring Annual Fee: \$8,700 (subject to a 5% increase in Year 2)
- Scope of Implementation:
 - Configuration of up to 10 meeting types and 10 boards
 - Setup of one approval workflow per meeting type
 - 4 hours of training and 2 hours of consulting
 - Initial agenda, minutes, and staff report designs
 - Live Meeting Manager implementation fee

This system will streamline our meeting management process, improve record-keeping, and enhance public access to meeting materials.

Justification:

The current meeting and agenda management processes are manual and time-consuming. With the AMM Select system, we will be able to automate several aspects of meeting preparation and management, ensuring greater efficiency, transparency, and accuracy in the public governance process.

Budget Impact:

The total initial investment required is \$8,750 for the first year, which includes both setup and implementation fees. The recurring cost of \$8,700 per year will be budgeted for future fiscal years. The total cost includes a 5% uplift for the second year of service.

Recommendation:

I recommend that the Finance Committee approve the expenditure of \$8,750 for the initial year and budget \$8,700 annually for ongoing maintenance and support for the AMM Select: Pro and Live Meeting Manager system from CivicPlus.

Supporting Documentation:

Attached is the CivicPlus quote (Quote #: Q-84457-1, dated September 13, 2024), which provides detailed breakdowns of costs and services.