



CITY COUNCIL WORKSHOP

Tuesday, August 01, 2023 at 1:00 PM

City Hall 8319 Co. Rd. 11 Breezy Point, MN 56472

(218) 562-4441 | Office Hours 8:00 a.m. - 4:00 p.m. | cityadmin@cityofbreezypointmn.us

AGENDA

1. 2024 BUDGET KICKOFF

[City](#) Hall

[Buschmann](#) Road Phase II

[Sewer](#) Expansion Next Steps

[Streets](#) Plan

[City](#) Code

[Organizational](#) Changes

[Software](#)

[2024](#) COLA

TO: Mayor and City Council
FROM: David Chanski, City Administrator
RE: City Hall Discussion
DATE: August 1, 2023



Background

The City Council received the City Hall Facility Assessment report during a workshop on May 16. At that workshop, the City Council stated that next steps would be to further consider Options 2 and 4 (remodel/expansion and new build respectively). However, the Council wanted to receive public input and have the financial analysis being conducted by BakerTilly before further discussion was had.

Since May 16, staff has been receiving public input through a visual display that has been present in the entrance of City Hall since June 6, an open house that was held on June 14, and through the City Hall project page on the City's website. The written input that has been received can be found in the attached document. In addition to the attached written input, staff received even more verbal comment, over 95% of which was in favor of either a remodel or new building.

BakerTilly has also conducted their financial analysis, which will be presented at the August 1 budget kickoff workshop. Representative from Widseth will also be present for the discussion.

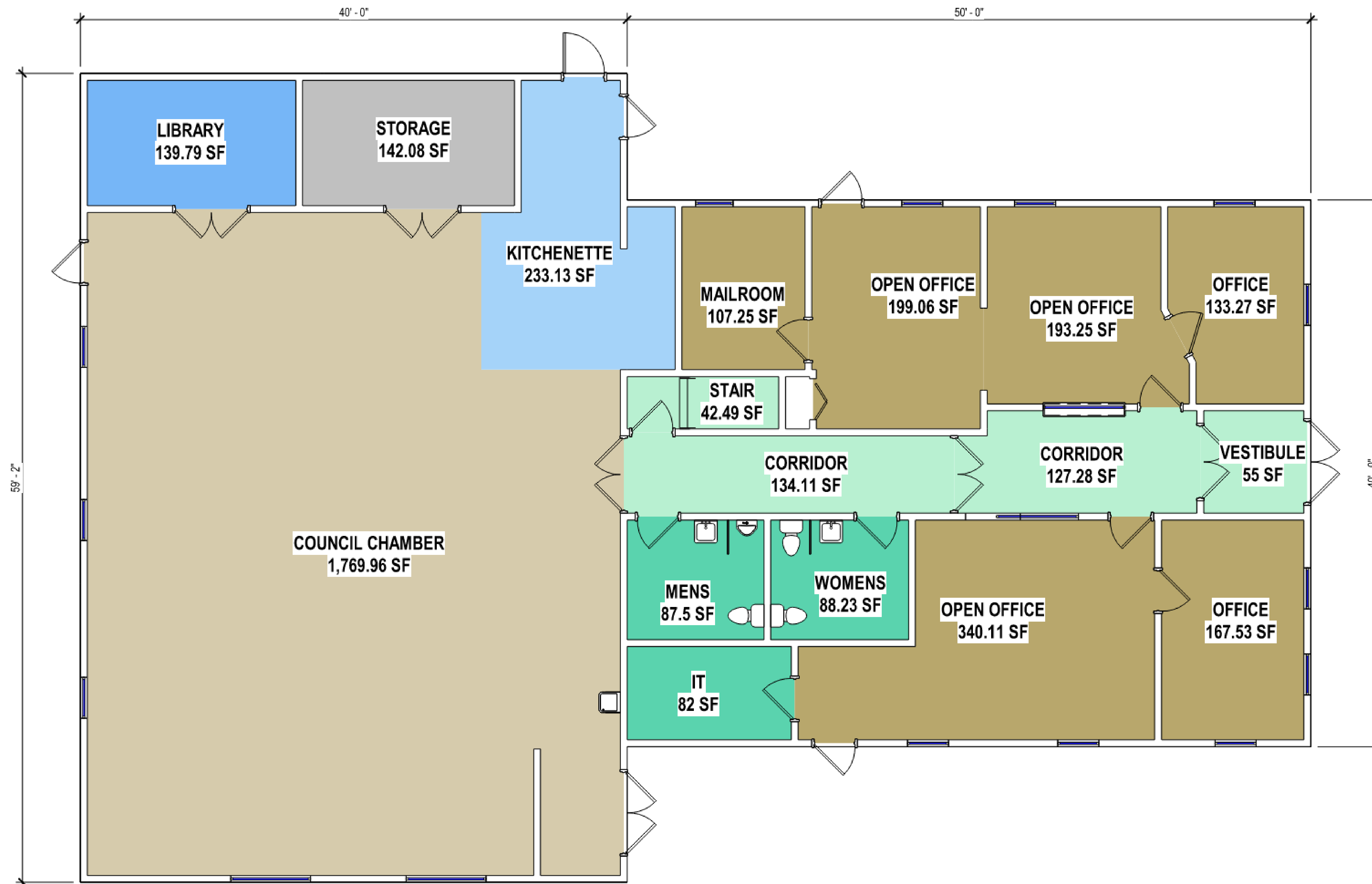
Council Discussion

The next step in the process with City Hall is for the City Council to decide which direction (remodel/expansion or build new) they would like to further pursue. Once that is determined, "Phase II" would be to further contract with Widseth to formally design a remodel or new building.

If the City Council chooses to proceed, staff recommends commencing with design immediately as delaying the design process would result in the City not being in position to go out for bid early in the year when bid pricing is most favorable. It should be noted that commencing design and receiving construction bids does not obligate the City Council to go into construction, which would be Phase III.

Staff is looking for direction from the City Council as to what approach (remodel/expansion or build new) to further pursue and whether to engage Widseth for a design contract to be approved by the City Council.

EXISTING CITY HALL PLAN: 4,370 s.f.

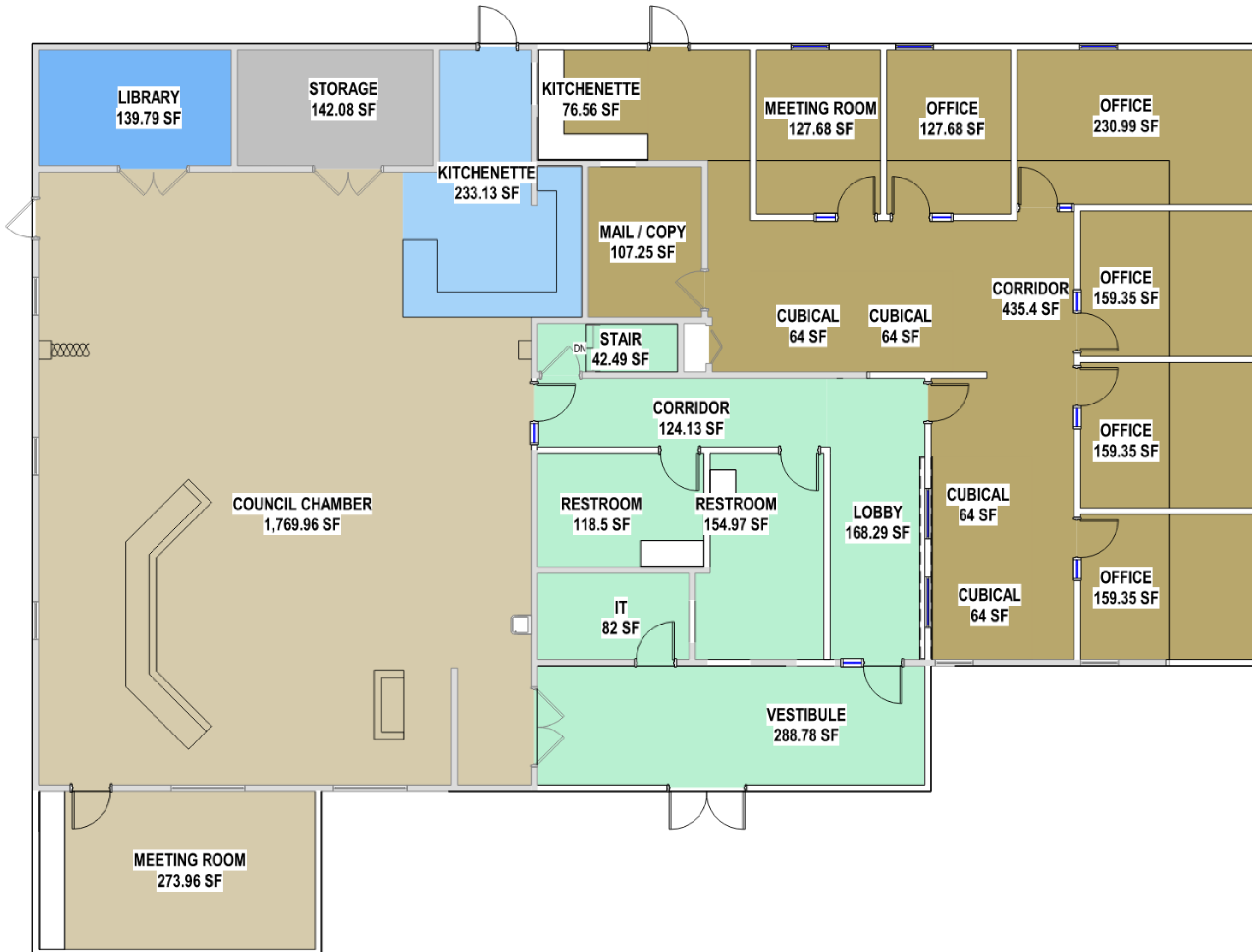


LEGEND

- CIRCULATION
- COMMUNITY ROOM
- COUNCIL CHAMBERS
- LIBRARY
- MISC.
- STAFF OFFICE SPACE
- STORAGE

6/2/2023

PROPOSED CITY HALL ADDITION & REMODEL PLAN: 5,800 s.f.

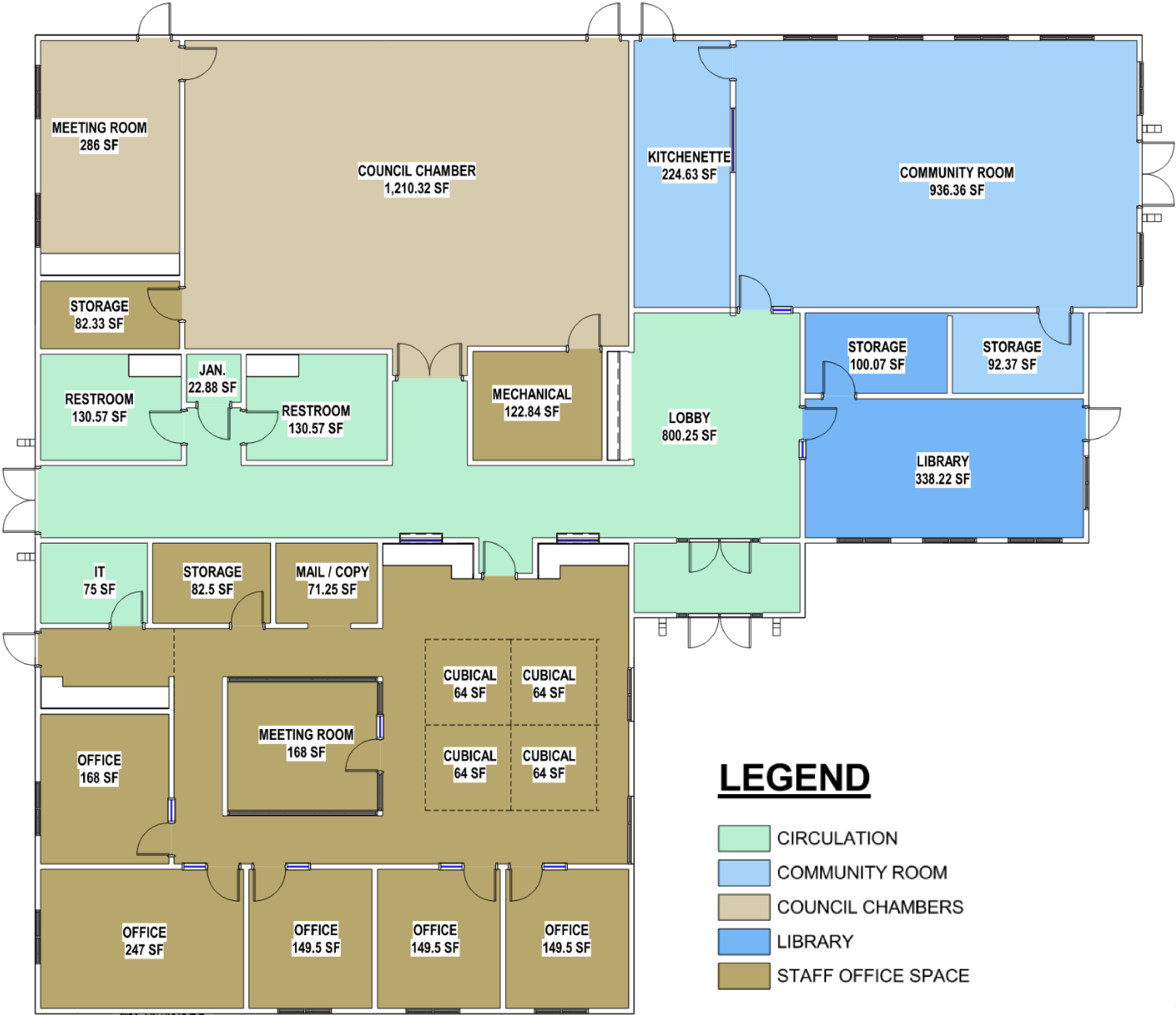


LEGEND

- CIRCULATION
- COMMUNITY ROOM
- COUNCIL CHAMBERS
- LIBRARY
- STAFF OFFICE SPACE
- STORAGE

6/2/2023

PROPOSED NEW CITY HALL BUILDING PLAN: 7,390 s.f.



LEGEND

- CIRCULATION
- COMMUNITY ROOM
- COUNCIL CHAMBERS
- LIBRARY
- STAFF OFFICE SPACE

6/2/2023



WIDSETH



6/2/2023

PROPOSED NEW CITY HALL EXTERIOR RENDERING

APPENDIX A
FACILITY ASSESSMENT FOR THE BREEZY POINT CITY HALL
 Estimated Budgetary Cost Summary
 5/15/2023

DISCIPLINE	ITEM	DESCRIPTION	ESTIMATED BUDGETARY COST	PRIORITY		
				LOW 10 + YEARS	MEDIUM 5-10 YEARS	HIGH 0-5 YEARS
CIVIL						
	1	Parking Area - Reclaim and Repave - Site Lighting	\$155,000.00			\$155,000.00
	2	Sidewalks and ADA Compliant Building Access	\$21,000.00			\$21,000.00
	3	Sanitary Sewer	\$12,000.00		\$12,000.00	
	4	Water Service	\$7,500.00	\$7,500.00		
		SUB-TOTAL	\$195,500.00	\$7,500.00	\$12,000.00	\$176,000.00
ARCHITECTURAL						
	1	Replace ramp deck boards and construct overhang to basement stairs.	\$10,200.00		\$10,200.00	
	2	Roof and rain gutters.	\$45,000.00	\$45,000.00		
	3	Replace or repair existing doors and windows with high performance thermal energy efficient systems.	\$34,000.00			\$34,000.00
	4	Restroom accessibility remodel.	\$25,000.00			\$25,000.00
	5	Remodel to accommodate ADA accessible areas in reception and kitchen. Replace existing door with ADA accessible hardware.	\$40,000.00			\$40,000.00
	6	Replace carpet and add appropriate transitions between materials.	\$12,500.00			\$12,500.00
	7	Interior ceiling repairs.	\$8,500.00		\$8,500.00	
	8	Interior wall repairs.	\$5,500.00		\$5,500.00	
	9	Basement column repair.	\$3,500.00			\$3,500.00
		SUB-TOTAL	\$184,200.00	\$45,000.00	\$24,200.00	\$115,000.00
STRUCTURAL						
	1	Structural column.	\$1,500.00			\$1,500.00
		SUB-TOTAL	\$1,500.00	\$0.00	\$0.00	\$1,500.00
MECHANICAL						
	1	Insulate and seal ductwork in crawlspaces	\$5,000.00		\$5,000.00	
	2	Relocate Furnace zone thermostat to Southwest office	\$250.00	\$250.00		
	3	Install two new energy recovery units and required ductwork	\$9,600.00		\$9,600.00	
	4	Restroom accessibility remodel - install new ADA compliant fixtures	\$10,000.00			10,000.00
	5	HVAC upgrades for new central computer system	\$5,000.00		\$5,000.00	
		SUB-TOTAL	\$29,850.00	\$250.00	\$19,600.00	\$10,000.00
ELECTRICAL						
	1	Provide new LED lighting throughout interior space.	\$45,000.00		\$45,000.00	
	2	Add occupancy/vacancy sensors for lighting control.	\$22,275.00		\$22,275.00	
	3	Hire electrician to verify electrical loads and provide up-to-date circuit directories.	\$2,560.00	\$2,560.00		
	4	Provide and Install new central computer server system.	\$12,000.00		\$12,000.00	
	5	Provide new card access system.	\$7,500.00			\$7,500.00
	6	A/V system upgrade.	\$35,000.00		\$35,000.00	
	7	Electrical connections for HVAC upgrades.	\$5,000.00			\$5,000.00
		SUB-TOTAL	\$129,335.00	\$2,560.00	\$114,275.00	\$12,500.00
SECURITY						
	1	Install a security system, including alarm and access control.	\$33,000.00			\$33,000.00
		SUB-TOTAL	\$33,000.00	\$0.00	\$0.00	\$33,000.00
SUB-TOTAL			\$573,385.00	\$55,310.00	\$170,075.00	\$348,000.00
CONTINGENCY		20%	\$157,487.00	\$20,112.00	\$42,775.00	\$94,600.00
SUB-TOTAL			\$730,872.00	\$120,672.00	\$256,650.00	\$567,600.00
GENERAL CONTRACTOR/CONSTRUCTION MANAGER		20%	\$146,174.40	\$24,134.40	\$51,330.00	\$113,520.00
SUB-TOTAL			\$877,046.40	\$144,806.40	\$307,980.00	\$681,120.00
A/E DESIGN		11%	\$96,475.10	\$15,928.70	\$33,877.80	\$74,923.20
TOTAL			\$973,521.50	\$160,735.10	\$341,857.80	\$756,043.20

PROJECT	ITEM	DESCRIPTION	ESTIMATED BUDGETARY COST	PRIORITY		
				LOW 10 + YEARS	MEDIUM 5-10 YEARS	HIGH 0-5 YEARS
OPTION 2						
ADDITION/REMODEL						
	1	Interior remodel and addition to the existing city hall. (Remodel 4,340 s.f. x \$125/s.f.) (Addition of 1,430 s.f. x \$200/s.f.)	\$828,500.00			\$828,500.00
	2	Proposed site work (40,800 s.f. x \$7.80/ s.f.)	\$289,000.00			\$289,000.00
	3	Temporary work space and public meeting space. (12 month construction timeframe = \$14/s.f. * 4,500 s.f. commercial office space lease)	\$63,000.00			\$63,000.00
	4	FF&E (Fixtures, Furniture & Equipment)	T.B.D.			T.B.D.
		SUB-TOTAL	\$1,180,500.00	\$0.00	\$0.00	\$1,180,500.00
SUB-TOTAL			\$1,180,500.00	\$0.00	\$0.00	\$1,180,500.00
CONTINGENCY		20%	\$236,100.00	\$0.00	\$0.00	\$236,100.00
SUB-TOTAL			\$1,416,600.00	\$0.00	\$0.00	\$1,416,600.00
GENERAL CONTRACTOR/CONSTRUCTION MANAGER		20%	\$283,320.00	\$0.00	\$0.00	\$283,320.00
SUB-TOTAL			\$1,699,920.00	\$0.00	\$0.00	\$1,699,920.00
A/E DESIGN		11%	\$186,991.20	\$0.00	\$0.00	\$186,991.20
TOTAL			\$1,886,911.20	\$0.00	\$0.00	\$1,886,911.20

PROJECT	ITEM	DESCRIPTION	ESTIMATED BUDGETARY COST	PRIORITY		
				LOW 10 + YEARS	MEDIUM 5-10 YEARS	HIGH 0-5 YEARS
OPTION 3						
NEW BUILDING						
	1	Construct a new city hall building. (5,590 s.f. x \$275/s.f.)	\$1,537,250.00			\$1,537,250.00
	2	Proposed site work (70,750 s.f. x \$6.40/ s.f.)	\$451,000.00			\$451,000.00
	3	Existing building demolition.	\$25,000.00			\$25,000.00
	4	FF&E (Fixtures, Furniture & Equipment)	T.B.D.			T.B.D.
		SUB-TOTAL	\$2,013,250.00	\$0.00	\$0.00	\$2,013,250.00
SUB-TOTAL			\$2,013,250.00	\$0.00	\$0.00	\$2,013,250.00
CONTINGENCY		20%	\$402,650.00	\$0.00	\$0.00	\$402,650.00
SUB-TOTAL			\$2,415,900.00	\$0.00	\$0.00	\$2,415,900.00
GENERAL CONTRACTOR/CONSTRUCTION MANAGER		20%	\$483,180.00	\$0.00	\$0.00	\$483,180.00
SUB-TOTAL			\$2,899,080.00	\$0.00	\$0.00	\$2,899,080.00
A/E DESIGN		11%	\$318,898.80	\$0.00	\$0.00	\$318,898.80
TOTAL			\$3,217,978.80	\$0.00	\$0.00	\$3,217,978.80

PROJECT	ITEM	DESCRIPTION	ESTIMATED BUDGETARY COST	PRIORITY		
				LOW 10 + YEARS	MEDIUM 5-10 YEARS	HIGH 0-5 YEARS
OPTION 4						
NEW BUILDING						
	1	Construct a new city hall building. (7,385 s.f. x \$275/s.f.)	\$2,030,875.00			\$2,030,875.00
	2	Proposed site work (72,800 s.f. x \$6.30/ s.f.)	\$454,000.00			\$454,000.00
	3	Existing building demolition.	\$25,000.00			\$25,000.00
	4	FF&E (Fixtures, Furniture & Equipment)	T.B.D.			T.B.D.
		SUB-TOTAL	\$2,509,875.00	\$0.00	\$0.00	\$2,509,875.00
SUB-TOTAL			\$2,509,875.00	\$0.00	\$0.00	\$2,509,875.00
CONTINGENCY		20%	\$501,975.00	\$0.00	\$0.00	\$501,975.00
SUB-TOTAL			\$3,011,850.00	\$0.00	\$0.00	\$3,011,850.00
GENERAL CONTRACTOR/CONSTRUCTION MANAGER		20%	\$602,370.00	\$0.00	\$0.00	\$602,370.00
SUB-TOTAL			\$3,614,220.00	\$0.00	\$0.00	\$3,614,220.00
A/E DESIGN		11%	\$397,564.20	\$0.00	\$0.00	\$397,564.20
TOTAL			\$4,011,784.20	\$0.00	\$0.00	\$4,011,784.20

TO: Mayor and City Council
FROM: David Chanski, City Administrator
RE: Buschmann Road Phase II
DATE: August 1, 2023



Background

In partnership with Ideal Township, the City is currently under contract with WSB to conduct a preliminary design for the reconstruction of Buschmann Road. While preliminary design is still underway, Phase II would be final design, right-of-way acquisition, and project bidding. Preliminary design should be completed this fall.

Should the City Council decided to proceed to Phase II this fall, it would commence in early 2024 and take the majority of the year to complete. The City's portion of Phase II is roughly \$280,000 and would be paid out of the Capital Fund, so it would have no impact on the 2024 levy. Phase II was originally planned to be conducted in 2023 but was moved to 2024 when Ideal Township joined in on the project.

The City has also contracted with BakerTilly to conducted a financial analysis on the preliminary cost estimate that will accompany the completed preliminary design. This financial analysis will be completed this fall/winter once the preliminary design is completed.

Council Discussion

As this item is primarily informational, staff is not seeking any general direction from the City Council on this matter.

TO: Mayor and City Council
FROM: David Chanski, City Administrator
RE: Sewer Expansion Next Steps
DATE: August 1, 2023



Background

The City is in contract with Widseth to conduct a sewer expansion study on the waste water treatment plant. It is anticipated that the plant will reach capacity in the next 5-8 years, and then will require expansion. This study should be completed by the end of the summer.

There are two next steps in the expansion planning process, and staff recommends conducting both in 2024. One step is to conduct a rate study based on the estimated expansion cost indicated in the expansion study. Staff recommends contracting with BakerTilly to conduct this rate study. Staff believes that such a rate study shouldn't cost more the \$5,000.

The other next step would be to begin the permitting process with the State of Minnesota for a sewer expansion. This process is quite detailed and will likely take the better part of a year to conduct. Staff recommends contracting with Widseth to conduct the expansion permitting process on behalf of the City. The estimated cost to have Widseth lead the City through the permitting process is \$25,000.

Both of these next steps would be paid for out of the Sewer Capital Fund and, therefore, will have no impact on the 2024 levy.

Council Discussion

As this item is primarily informational, staff is not seeking any general direction from the City Council on this matter.

TO: Mayor and City Council
FROM: David Chanski, City Administrator
RE: Streets Plan
DATE: August 1, 2023



Background

The City of Breezy Point does not have any kind of street maintenance/replacement/improvement plan. In 2022, WSB conducted a pro bono pavement condition report (attached). This “windshield analysis” rated all of the City’s paved streets from 1-10. While, on average, the City’s streets appear to be in relatively good condition, it will become necessary in future years to further maintain and replace these roads. Additionally, the City still have many miles of dirt roads that require annual maintenance and should be considered for paving in the future. None of this takes into account the many miles of minimum maintenance roads in the city. As represented by Buschmann Road, deferred maintenance on roads ultimately makes their maintenance/repair/replacement must more costly than proactive maintenance.

The City Council has also broached the discussion of road assessments as well as the expansion of sidewalks and trails throughout the city. However, without an understanding of what it will take to effectively maintain our road system, any discussion on assessments will not be a fully informed discussion. Additionally, the most cost effective time to install sidewalks and trails is when the adjacent road is also being reconstructed.

Finally, planning our roads goes hand in hand with updating the zoning code as well as future discussions on sewer expansion.

Council Discussion

In order to adequately understand the cost to maintain our road system, the order in which roads should be maintained, whether the City should move away from assessing for road maintenance, and looking at expanding sidewalks and trails, staff is recommending that a streets plan/CIP be developed.

A full streets plan/CIP would involve:

- A full-scale pavement condition report.
- Pavement borings of all streets.
- Traffic counts
- Consideration of projects by other agencies
- Drainage and public works issues
- Collection of other assets (signs, striping, etc.)

- GIS integration
- Financing

Staff has received a high-level quote for such a plan, and it would cost around \$60,000. Such a plan would be paid out of the Capital Fund.

Once a streets plan/CIP is complete, the City Council will actually be able to not only have a fully informed discussion on assessments but also be able to put an informed maintenance plan into action.

November 21st, 2022,

2022 PAVEMENT CONDITION REPORT

Breezy Point, MN



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Summary

Attached are the pavement inspection results of the road segments in Breezy Point performed by WSB & Associates and completed in October of 2022.

The Paser Manual for Asphalt Roads, developed by the Wisconsin DOT, was utilized as the inspection system to visually rate pavement conditions. This allows WSB staff to quickly perform windshield survey and an initial pavement evaluation for the City of Breezy Point. This information, along with the information collected in 2020 report collected by WiDSETH, can later be related to more detailed pavement evaluation that could be used to model city streets and create a 5-year capital improvement plan. WSB does not rate gravel roads because their surface condition can fluctuate dramatically depending on several factors like weather, time of year, and how often they are graded or maintained. In general, establishing a routine maintenance schedule for gravel roads is the key to maintaining gravel roads to a publicly accepted standard.

A summary of the pavement condition report is listed below:

- Approximately 43 miles of paved City streets were evaluated in Breezy Point.
- The current weighted average Pavement Condition Index (PCI) for bituminous roads in Breezy Point is 7.4. PCI is based on a 0 to 10 scale, with higher PCI values corresponding to better road conditions. This weighted average is calculated from the PCI values generated on each segment of roadway. A road's PCI is based on the quantity and severity of pavement distresses identified in the field.

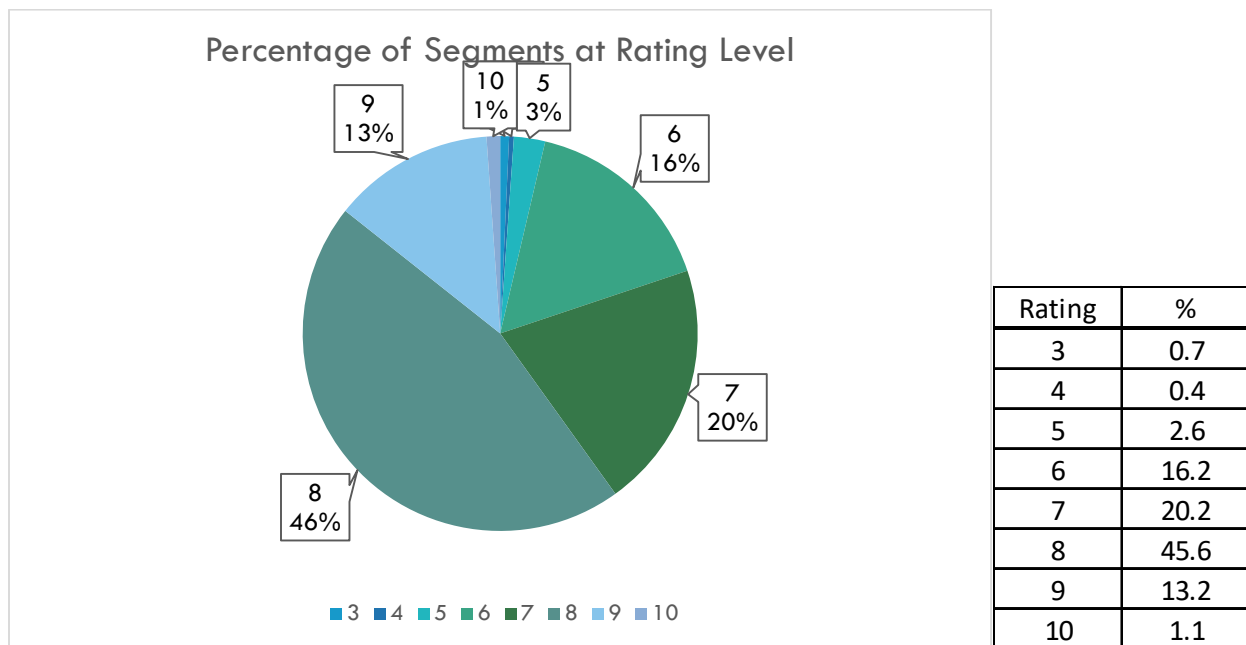


Figure I.1. Percent of System in Each Pavement Condition Category.

Rating system

Surface rating	Visible distress*	General condition/ treatment measures
10 Excellent	None.	New construction.
9 Excellent	None.	Recent overlay. Like new.
8 Very Good	No longitudinal cracks except reflection of paving joints. Occasional transverse cracks, widely spaced (40' or greater). All cracks sealed or tight (open less than 1/4").	Recent sealcoat or new cold mix. Little or no maintenance required.
7 Good	Very slight or no raveling, surface shows some traffic wear. Longitudinal cracks (open 1/4") due to reflection or paving joints. Transverse cracks (open 1/4") spaced 10' or more apart, little or slight crack raveling. No patching or very few patches in excellent condition.	First signs of aging. Maintain with routine crack filling.
6 Good	Slight raveling (loss of fines) and traffic wear. Longitudinal cracks (open 1/4"–1/2"). Transverse cracks (open 1/4"–1/2"), some spaced less than 10'. First sign of block cracking. Slight to moderate flushing or polishing. Occasional patching in good condition.	Shows signs of aging. Sound structural condition. Could extend life with sealcoat.
5 Fair	Moderate to severe raveling (loss of fine and coarse aggregate). Longitudinal and transverse cracks (open 1/2" or more) show first signs of slight raveling and secondary cracks. First signs of longitudinal cracks near pavement edge. Block cracking up to 50% of surface. Extensive to severe flushing or polishing. Some patching or edge wedging in good condition.	Surface aging. Sound structural condition. Needs sealcoat or thin non-structural overlay (less than 2")
4 Fair	Severe surface raveling. Multiple longitudinal and transverse cracking with slight raveling. Longitudinal cracking in wheel path. Block cracking (over 50% of surface). Patching in fair condition. Slight rutting or distortions (1/2" deep or less).	Significant aging and first signs of need for strengthening. Would benefit from a structural overlay (2" or more).
3 Poor	Closely spaced longitudinal and transverse cracks often showing raveling and crack erosion. Severe block cracking. Some alligator cracking (less than 25% of surface). Patches in fair to poor condition. Moderate rutting or distortion (greater than 1/2" but less than 2" deep). Occasional potholes.	Needs patching and repair prior to major overlay. Milling and removal of deterioration extends the life of overlay.
2 Very Poor	Alligator cracking (over 25% of surface). Severe rutting or distortions (2" or more deep). Extensive patching in poor condition. Potholes.	Severe deterioration. Needs reconstruction with extensive base repair. Pulverization of old pavement is effective.
1 Failed	Severe distress with extensive loss of surface integrity.	Failed. Needs total reconstruction.

* Individual pavements will not have all of the types of distress listed for any particular rating. They may have only one or two types.

Conclusion

Upon completion of the visual assessment of the pavements within the City of Breezy Point, it can be determined that the pavements are in good condition and comparable to what is seen in communities of a similar size and budget as the City of Breezy Point.

The City is in a unique position with very favorable subgrade materials. Subgrade issues are one of the largest contributing factors to premature pavement distresses and failures. These favorable subgrade conditions indicate that the City should prioritize investing in preservation of the existing bituminous surfaces for as long as possible with intentional and timely pavement maintenance practices (crack sealing, seal coating, microsurfacing, etc.). During the inspection, there was observed evidence of crack sealing and chip seal operations throughout the city showing that preventative maintenance is already taking place. The City should look to continue these maintenance practices while also looking at other pavement maintenance or rehabilitation techniques to supplement its current program.

WSB's Baxter staff have extensive experience developing pavement management plans, optimizing current management practices, and creating data backed efficient capital investment plans. We have provided this service to over 50 communities just within Minnesota and clients ranging from DOT's to townships. Based on the information obtained in windshield rating process, WSB would like to continue these analyses with the City of Breezy Point and how future preventative maintenance techniques are used and how often or where to use specific techniques.

Given the current condition of the City's pavement system and management techniques currently being used, it is safe to assume that this would be a prime time for the City to consider expansion of the paved roadway system. Based on growth within the City, this would also be an opportune time for the City to consider expansion of their wastewater system to serve un-served areas of the community. As the pavement system expands it is even more important to have an investment plan to ensure the current level of service can be maintained.

If the City hasn't already created a detailed 5-year street and sewer capital improvement plan, we suggest this as next step. WSB manages a variety of systems that help City's track their assets, analyze life cycles, and plan projects for a 5–10-year Capital Improvement Plan (CIP). By having these tools in place communities can evaluate all their assets along a particular corridor at once and make more informed decisions and plan further out with the City's budget. We would suggest starting with the following and developing them up to whatever level the City is comfortable with for planning:

- Asset risk assessment exercise - Build and analyze network-level lifecycles, data, and unit costs, and begin to strategize an optimal approach for managing multiple assets
- Develop a risk register - unpack risks to the agency and assets specifically. These are both quantitative and qualitative. Risk registers include risk ratings, mitigation strategies, and prioritization.
- Develop a GIS based asset management tool – Catalog and map all assets so that they are georeferenced. Allowing staff to collect data in the field and seamless access the data in the office. This tool allows all assets to be visualized and have associated data to allow decisions to be made that account for the City's complete system. Additionally, data can easily be pulled and presented in map form.

References

Project Name: Minnetrista Pavement Management Plan and Capital Improvement Plan**Project Location: Minnetrista, MN****Project Manager: Matt Indihar, PE****Project Timeline: April-October of 2021****Description:**

During the summer of 2021, WSB provided several pavement management services to the city of Minnetrista. The city's database of street segments was updated to include new segments and any maintenance projects that took place since their pavement was last inspected in the PAVER software. WSB then performed detailed visual distress surveys on over 50 miles of paved city roads. The distresses found on each segment were documented and a Pavement Condition Index (PCI) was calculated for each segment. WSB worked with the city to develop different budget scenarios and modeled how the pavement conditions in Minnetrista would be affected by different maintenance strategies. WSB then created a pavement management plan to optimize the city's budget. An updated pavement condition map and 5-year capital improvement plan were provided to city officials. These documents along with a recommended maintenance schedule will help city officials implement the most cost-effective pavement maintenance strategies in the future.

Project Name: Chanhassen Pavement Management Services**Project Location: Chanhassen, MN****Project Manager: Matt Indihar, PE****Project Timeline: Yearly****Description:**

WSB worked with Chanhassen to continue implementing their Pavement Management System. Each year WSB inspects 1/3 of the city's pavement and updates the city's pavement management database using the Cartegraph OMS software. In 2022, WSB provided pavement inspections on 40 miles of city streets, 37 miles of trails, and 28 parking lots. These visual surveys included documenting the distresses in the pavement to assign each segment an Overall Condition Index (OCI). A summary of pavement conditions was provided to city officials. This report included the results from the yearly inspections and estimated the current OCI using the United States Army Corps of Engineers pavement deterioration formula for all pavement that wasn't inspected. This information allows Chanhassen to implement their preferred pavement management strategy and monitor the condition of all the city's pavement.

Project Name: Sunfish Lake Pavement and Culvert Inspections**Project Location: Sunfish Lake, MN****Project Manager: Matt Indihar, PE****Project Timeline: June-July of 2021****Description:**

WSB inspected all the city road pavement in the city of Sunfish Lake in the summer of 2021. The pavement surveys included visually inspecting each segment, recording the specific distresses observed, and entering the data into the PAVER program to determine the Pavement

Condition Index (PCI) of the roads. Additionally, WSB performed 50 culvert inspections that included documenting the condition and functionality of the structures. Proper drainage is crucial to achieve long lasting pavement which is why the culvert data is so important. GIS maps indicating the pavement and culvert conditions were provided along with a report summarizing condition trends. This data will help the city make decisions on pavement and culvert maintenance over the next few years.

Project Name: Champlin Trail and Parking Lot Pavement Inspections

Project Location: Champlin, MN

Project Manager: Matt Indihar, PE

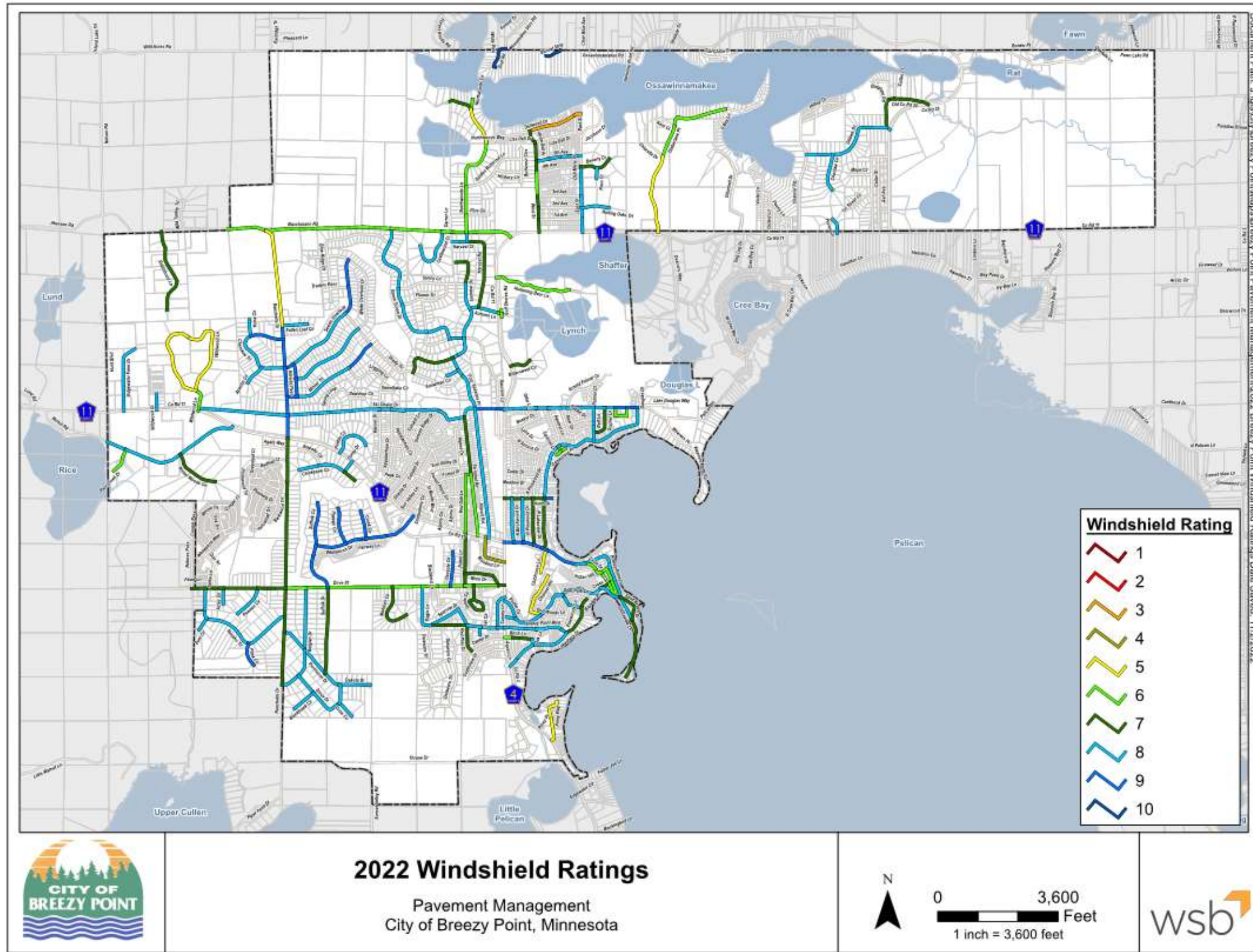
Project Timeline: July-August of 2021

Description:

Pavement management extends beyond just roads. In 2021, WSB worked with the City of Champlin to analyze their trails and parking lots. WSB visually inspected 10 miles of trails and 10.5 acres of parking lots. The pavement was all visually inspected, and the types of distresses found were analyzed to determine the condition of each segment. WSB also projected the condition of each parking lot 5, 10, and 15 years from the date of inspection using the United States Army Corps of Engineers formula. The information was summarized with reports and GIS maps. These documents will help guide Champlin as they decide how to manage the city's pavement.

Appendices

Appendix A: PCI Maps



Appendix B: Surface Ratings by Segment

SECTION ID	FULL_NAME	Surface Rating	Notes
8	5th Ave	8	previous chip seal cracks sealed
9	5th Ave	8	previous chip seal cracks sealed
10	5th Ave	8	previous chip seal cracks sealed
11	5th Ave	8	previous chip seal cracks sealed
117	Airport Rd	8	some l and t chip sealed
68	Apache Cir	8	chip seal
75	Autumn Ln	8	chip
76	Autumn Ln	8	one patch
149	Aztec Cir	8	chip seal
175	Bayview Pl	7	pothole
152	Belgian Dr	8	chip seal some transverse
155	Belgian Dr	8	chip seal
158	Belgian Dr	8	chip seal
252	Beverly Dr	7	transverse cracks sealed edge cracked
253	Beverly Dr	7	transverse cracks sealed edge cracked
190	Birch Ln	6	weathered raveling
191	Birch Ln	7	edge raveling
193	Birch Ln	8	weathered few cracks
211	Bittersweet Cir	7	chip sealed cracks
160	Blackhawk Cir	8	chip seal
126	Bluebird Ln	4	old alligator cracking and lots of patches
185	Breezy Point Blvd	8	weathered
186	Breezy Point Blvd	8	weathered
187	Breezy Point Blvd	8	weathered
119	Breezy Point Dr	9	newer
121	Breezy Point Dr	9	newer
123	Breezy Point Dr	9	new few cracks
125	Breezy Point Dr	9	new few cracks
127	Breezy Point Dr	9	limited cracking
136	Breezy Point Dr	8	weathered l and t with patches
171	Breezy Point Dr	8	weathered some l and t
173	Breezy Point Dr	8	weather few l and t
177	Breezy Point Dr	8	weather few l and t
179	Breezy Point Dr	8	weathered
181	Breezy Point Dr	8	weathered
217	Breezy Point Dr	9	weathered

273	Breezy Point Dr	8	additional cracks
3	Buschmann Rd	6	weathered edge drop off alligator
22	Buschmann Rd	6	weathered edge cracked
61	Buschmann Rd	6	edge cracking patches block cracking
62	Buschmann Rd	6	weathered l&t cracking
86	Buschmann Rd	6	weathered some larger cracks and edge cracking
274	Buschmann Rd	6	edge cracking
216	Camp Lora Pl	6	Weathered and L&T
218	Camp Lora Pl	6	Weathered and L&T
182	Canary Ln	8	chip sealed minor cracking
234	Castlewood Ct	8	cracks sealed
133	Channel Hts	5	bumps and sags. several cracks and alligator
65	Cherokee Trl	8	chip sealed cracks pavement sag
67	Cherokee Trl	8	chip seal cracks seal
260	Cherokee Trl	9	chip seal minor cracks
90	Chickasaw Cir	8	chip sealed few cracks
92	Chickasaw Cir	8	transverse cracks
228	Chickasaw Cir	7	block cracking threw chip seal
34	Choctaw Cir	8	chip sealed and transverse cracks
134	Circle Dr	6	larger cracks weathered patches
219	Circle Dr	6	larger cracks weathered patches
220	Circle Dr	6	bumps weathered cracks
221	Circle Dr	6	bumps weathered cracks
222	Circle Dr	6	weathered and moderate cracks
214	Clubhouse Ln	5	potholes alligator and block cracking weather
93	Creek Cir	9	chip seal
135	Cross St	6	patches weathered
170	Cross St	7	patches weathered
162	Crow Cir	8	chip sealed
157	Dakota Dr	8	few cracks
6	Dellwood Dr	3	alligator and raveling
243	Dellwood Dr	3	alligator and raveling
94	Dove St	6	block cracking weathered edge cracks
95	Dove St	6	weathered edge cracks block patch
96	Dove St	6	weathered edge cracks block patch
97	Dove St	6	weathered edge cracks block patch
130	Dove St	6	weathered edge cracks block patch
132	Dove St	6	patches
163	Dove St	6	weathered bumps transverse

167	Dove St	6	block cracking
169	Dove St	7	chip sealed
213	Dove St	6	block cracking
261	Dove St	7	chip sealed
262	Dove St	7	chip sealed
265	Dove St	7	chip sealed
266	Dove St	7	chip sealed
275	Dove St	7	chip sealed
277	Dove St	7	sag but few cracks
151	Eagle Ln	7	bumps
165	Eagle Ln	8	minimal l and t
183	Eagle Ln	8	chip and Crack sealed
184	Eagle Ln	8	chip sealed
250	Eagle Ln	8	chip sealed
15	East St	8	transverse cracks sealed
17	East St	8	transverse cracks sealed
20	East St	8	transverse cracks sealed
24	East St	8	transverse cracks sealed
251	Edgewater Farm Dr	8	cracks sealed previous chip seal
41	Fallen Leaf Cir	8	bumps minor cracking
108	Forest Pl	6	L&T
48	Four Seasons Pl	8	minor cracking sealed
79	Four Seasons Pl	8	larger cracks filled
80	Four Seasons Pl	8	larger cracks filled
102	Fox Loop	6	moderate level cracks and bumps
230	Golf Shores Rd	6	old
231	Golf Shores Rd	6	old
232	Golf Shores Rd	6	old
104	Gopher Ln	7	weathered some cracking
25	Graf Rd	10	new
200	Graf Rd	10	new
36	Green Scene Dr	8	minor cracking
37	Green Scene Dr	8	minor crack
39	Green Scene Dr	8	minor cracking
43	Green Scene Dr	8	minor cracking
247	Green Scene Dr	8	minor cracking
235	Harvest Ct	8	chip sealed
236	Harvest Rd	7	chip sealed some cracks coming through and patches

237	Harvest Rd	8	chip sealed
52	Hillside Pass	9	Minor cracks
54	Hillside Pass	9	minor cracks
241	Humming Bear Ln	6	several cracks sealed some are moderate weathering
35	Huron Cir	8	chip sealed Crack sealed
172	Lakeshore Dr	8	weathered few cracks
174	Lakeshore Dr	8	weathered few cracks
176	Lakeshore Dr	8	weathered few cracks
188	Lakeshore Dr	7	some patches weathered
192	Lakeshore Dr	8	weathered few cracks
195	Lakeshore Dr	8	weathered few cracks
196	Lakeshore Dr	8	weathered few cracks
164	Mohican Cir	7	some sags transverse cracks
118	N Birchwood Dr	8	some cracking
101	N Lakeview Dr	8	minor cracking
106	N Lakeview Dr	8	minor cracking sealed
113	N Lakeview Dr	8	l and t cracking newer chip seal patches
124	N Lakeview Dr	7	patch some raveling block cracking sealed
248	N Lakeview Dr	8	weathered few cracks
120	N Pinewood Dr	8	some cracking and bumps
122	N Spruce Dr	7	block cracking coming through
146	Navaho Trl	8	chip seal few cracks
147	Navaho Trl	8	chip seal few cracks
267	Navaho Trl	8	chip seal few cracks
276	Navaho Trl	8	chip seal
87	Nickel Rd	8	weather some transverse
208	Nickel Rd	8	weathered some l and t sealed
238	Nickel Rd	8	weathered some transverse
239	Nickel Woods Cir	7	weathered and edge cracking
110	North Dr	7	cracks
111	North Dr	7	l t
112	North Dr	7	l t
114	North Dr	7	l t
115	North Dr	9	newr
4	Northwoods Cir	6	weathered and cracked
5	Northwoods Ln	7	slight weathering and transverse cracks sealed
13	Northwoods Ln	6	weathered edge cracks patches
19	Northwoods Ln	6	weathered some larger cracks
233	Northwoods Ln	5	alligatored

258	Northwoods Ln	6	weathered edge cracking some alligator
29	Old Co Rd 39	7	L&T cracking
30	Old Co Rd 39	7	I&T cracking bumps
210	Old Co Rd 39	7	L&t cracking bumpos
224	Oriole Cir	7	transverse
249	Osceola Cir	9	limited cracking chip sealed
31	Ottawa Trl	8	chip sealed L&T cracking
32	Ottawa Trl	8	chip sealed and transverse cracks
33	Ottawa Trl	8	chip sealed transverse cracks
91	Ouray Dr	8	transverse cracks
189	Owl Cir	8	chip
278	Papago Cir	9	new chip seal
143	Pawnee Cir	8	chip seal transverse
153	Percheron Dr	8	chip seal transverse
154	Percheron Dr	8	chip seal
156	Percheron Dr	8	weathered
148	Pima Cir	9	chip seal
198	Piney Way	5	patches potholes
225	Piney Way	5	patches potholes
178	Poplar Dr	8	chip sealed and Crack sealed
89	Pueblo Cir	8	weathered minimal cracks
42	Raccoon Ln	8	minor cracking
64	Ranchette Dr	9	minor cracking
66	Ranchette Dr	9	newer minor cracking
69	Ranchette Dr	5	patching older block cracking
71	Ranchette Dr	9	newer pavement
72	Ranchette Dr	9	newer pavement
98	Ranchette Dr	9	newer pavement
144	Ranchette Dr	7	moderate transverse cracks
168	Ranchette Dr	7	larger transverse
256	Ranchette Dr	7	moderate transverse and block cracking
257	Ranchette Dr	7	block cracking
263	Ranchette Dr	7	block cracking
264	Ranchette Dr	7	block cracking
109	Red Oak Ln	6	weathered patches bumps transverse
245	Red Oak Ln	6	weathered transverse and patches
194	Red Pine Dr	7	cracks l and t
207	Rice Creek Dr	6	alligator cracking and block
128	Robin Ln	7	bumps and transverse

129	Robin Ln	7	patches and transverse
70	Robinhood Ln	7	l&t edge cracking
255	Rolling Oaks Trl	8	transverse cracks sealed
254	Russ Ct	8	transverse cracks sealed previous chip seal
223	Sand Beach Dr	7	weathered patches alligator
38	Scenic Overlook	9	minor cracking
40	Scenic Overlook	9	minor cracking
45	Scenic Overlook	8	minor l&t pavement sag
46	Scenic Overlook	9	minor cracking
180	Shoreview Ln	8	weathered l and t
197	Shoreview Ln	7	weathered l and t cracking
159	Sioux Dr	8	chip seal
161	Sioux Dr	8	chip sealed
242	Sioux Dr	8	chip seal few transverse
56	Ski Chalet Dr	8	minor l&t
57	Ski Chalet Dr	8	minor l&t
58	Ski Chalet Dr	8	minor cracking
59	Ski Chalet Dr	8	minor cracking
60	Ski Chalet Dr	8	minor l&t
73	Ski Chalet Dr	8	transverse cracking
81	Ski Chalet Dr	9	newer
82	Ski Chalet Dr	9	newer
85	Ski Chalet Dr	8	minor cracking
88	Ski Chalet Dr	8	minor cracking
244	Ski Chalet Dr	8	minor l&t
50	Snowman Cir	8	minor cracking
150	Sparrow Dr	8	chip seal
215	Squirrel Ln	6	alligator
281	Suffolk Cir	9	new chip seal
166	Suffolk Dr	7	weathered transverse
282	Suffolk Dr	9	new chip seal
283	Suffolk Dr	9	new chip seal
44	Summer Dr	8	minor cracking
49	Summer Dr	7	larger cracks repairs
74	Summer Dr	7	patched
77	Summer Dr	8	chip sealed
78	Summer Dr	8	minor cracking
240	Summer Dr	8	chip and some edge
199	Sunset Strip	10	new

107	Terminal Rd	7	chip sealed transverse cracking
116	Terminal Rd	6	weathered patching transverse
26	Timberlane Pt	6	weathering l&t cracking
27	Timberlane Pt	6	L &T cracking bumps
28	Timberlane Pt	5	patches, raveling edge cracking
83	Weavers Point Rd	8	cracks sealed
84	Weavers Point Rd	8	some cracks
99	Weavers Point Rd	8	cracks sealed
100	Weavers Point Rd	8	more cracks
137	Weavers Point Rd	8	cracks sealed
138	Weavers Point Rd	8	cracks bumps
139	Weavers Point Rd	9	newer
140	Weavers Point Rd	9	newer
141	Weavers Point Rd	8	cracks sealed
227	Weavers Point Rd	8	cracks
7	West St	7	weathered and cracked
12	West St	7	weathered and cracked
14	West St	7	weather's and cracked
16	West St	6	weathered and alligator
18	West St	7	weathered and cracked
21	West St	7	weathered and cracked
23	West St	7	weathered and cracked
209	West St	7	weathered and cracked
51	White Overlook Dr	8	weathered minor cracking pavement sag
229	Whitebirch Dr	9	new chip seal
271	Whitebirch Dr	9	new pavement beyond this to Dove street
272	Whitebirch Dr	9	chip seal few cracks
279	Whitebirch Dr	9	new chip seal
280	Whitebirch Dr	9	new chip seal
226	Wildwood Ct	8	minor cracking
201	Wildwood Ln	6	weathered and cracked
268	Wildwood Ln	6	weathered patch alligator
269	Wildwood Ln	5	weathered block cracking
270	Wildwood Ln	5	alligator cracking weathered
47	Winter Trl	9	minor cracking
53	Winter Trl	8	bumps minor cracking
55	Winter Trl	9	newer pavement
103	Wolf Ln	8	cracks sealed
105	Wolf Ln	8	cracks sealed

142	Wolf Ln	8	cracks sealed
212	Wolf Ln	8	cracks sealed
131	Wren Dr	7	sags and ravel spots
63	Yuma Cir	8	chip sealed cracks
145	Zuni Cir	8	chip seal
	Average	7.48175182	

TO: Mayor and City Council
FROM: David Chanski, City Administrator
RE: City Code
DATE: August 1, 2023



Background

Throughout the year, the City Council has discussed updating the City Code, which can essentially be divided between the zoning code and the general government/administrative code. While most of the City Council’s discussion has been around updating the zoning code, there have been some discussion around updating the rest of the code as well. In February, the City Council received a presentation from Jennifer Haskamp of Swanson Haskamp Consulting on what a zoning code update would look like. Jennifer was the consultant who wrote the City of Brainerd’s new zoning code.

Council Discussion

Staff is seeking direction whether the City Council would indeed like to include a City Code update in the 2024 budget. As mentioned above, such an update would be split up with a planning consultant doing the zoning code piece (estimated 18-month timeline to complete) and the City Attorney in conjunction with staff updating the remainder (timeline uncertain).

A full zoning code update (including a Comprehensive Plan review) will likely cost around \$125,000. Staff has requested a cost estimate from the City Attorney to conduct a review/update on the remainder of the Code, but such an estimate hasn’t been provided as of the writing of this memo. However, staff estimates it will be in the \$25,000 range.

Staff recommends paying for both updates out of the Capital Fund.

TO: Mayor and City Council
FROM: David Chanski, City Administrator
RE: Organizational Changes
DATE: August 1, 2023



Background

As the City continues to grow, service needs and priorities have also shifted. In 2022, the City Council created the Assistant City Administrator position, and, in 2023, a 7th police officer position was added. As we continue to look to the future, I am looking at ways to improve our service delivery in the most efficient ways possible.

There are two ways I am proposing to improve service delivery in 2024 without adding new positions. First, I am proposing implementing a full-time Planning & Zoning Administrator position. The P&Z Administrator would replace the current contract planner. So, while the position would technically be new, it would not come at the cost of a completely new position as it's just replacing a contractor. I estimate the position would be an approximate increase of \$60,000 to the budget once the cost of the contract planner is removed. This estimated increase includes wages, taxes, insurance, and PERA.

I also am proposing placing Planning & Zoning, Public Works, and Building under the supervision of the Assistant City Administrator. The attached draft organizational chart demonstrates this proposed change. With such a "promotion," I am recommending that the Assistant City Administrator wage also be increased from a Grade 6 to a Grade 7 to account for the new supervisory duties. The estimated budgetary impact of this change is roughly \$4,500 (includes wages, taxes, and PERA).

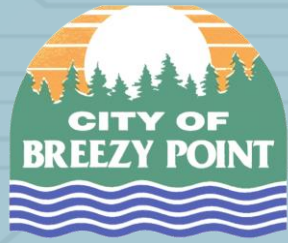
I anticipate these two changes to aid service delivery in the following ways:

- A full-time Planning & Zoning Administrator will provide faster response times to inquiries and faster permit turnaround times than a part-time employee.
- A full-time Planning & Zoning Administrator will be able to be more proactive in regularly reviewing the Zoning Code, implementing the Comprehensive Plan, and conducting code enforcement.
- A full-time Planning & Zoning Administrator will relieve pressure from the Deputy Clerk/Office Manager as this position will be responsible for all Planning Commission related tasks including public notice preparation and publication, meeting packet preparation and publication, development of zoning resolutions, and intake and issuances of building permits. The position will be responsible for Short Term Rental enforcement.

- Placing Planning & Zoning, Public Works, and Building under the Assistant City Administrator will reduce the number of positions that directly report to the City Administrator from 7 to 4. By reducing the number of direct reports, this would allow the City Administrator more time to focus on other duties.
- Under this new structure, the amount of time staff spends staffing committee meetings would also be reduced. Committee assignments would be as follows:
 - o City Administrator – City Council and Joint Powers Board
 - o Assistant City Administrator – City Council and Parks & Recreation Committee
 - o Planning & Zoning Administrator – Planning Commission
 - o The Deputy Clerk/Officer Manager will still attend all meetings to run A/V equipment and take minutes, and the Public Works Supervisor will attend meetings as needed.

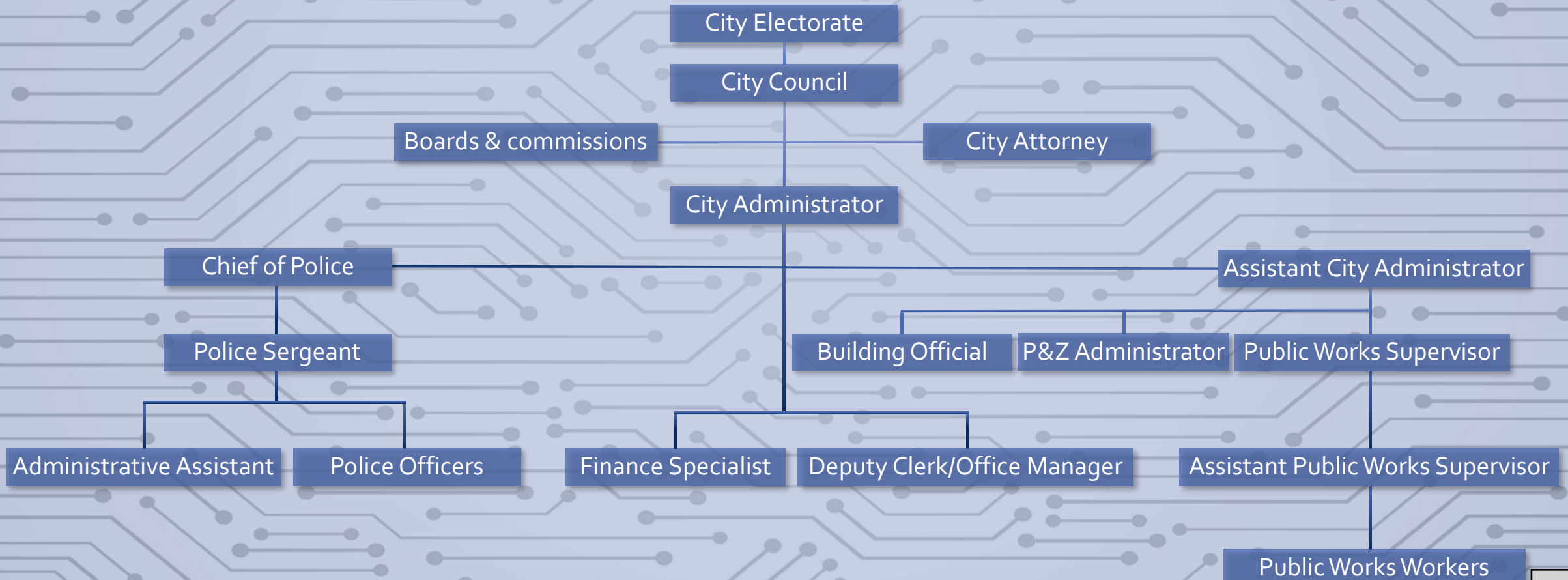
Council Discussion

Staff is looking for Council's support to include these recommended changes in the preliminary 2024 budget, which the City Council will consider in full on August 15.



City of Breezy Point Organizational Chart

2023



TO: Mayor and City Council
FROM: David Chanski, City Administrator
RE: Software
DATE: August 1, 2023



Background

The City has historically not been one to quickly implement software and technology. But that is not uncommon for historically small cities that provide minimal services. However, while Breezy Point is still a “small city,” the City is at the point as an organization and in our provision of services where it’s time to start operating as a “professional city.”

Currently, the City uses software in a very limited capacity. The City’s current ERP (enterprise resource planning) system is called Banyon. Banyon manages the basic financial functions of the City including accounts payable, accounts receivable, and payroll. However, it is not a very robust software as its backend is just an Access database, and, therefore, it has lots of limitations. Beyond Banyon the only other software programs the City really uses are Microsoft Office, the City website, RevTrak (used to take credit card payments) and Crow Wing County GIS. This City does not have any software for personnel management, budget management/transparency, permitting, document management, and property management.

While most software is used internally and not by the public, software does have a direct impact on the delivery of services to the public. Software is also one of the most impactful way operations can be made more efficient without adding personnel. Finally, improved, more robust software helps increase transparency and public access to information.

Council Discussion

A single ERP could address a number of the identified software inefficiencies such as personnel management, permitting, document management, and property management as well as vastly improve our accounting operations. City Administrator Chanski was involved in such an integration project with the City of Brainerd in 2019-2020, and the City of Baxter is in the process of moving to the same ERP as Brainerd. Such an ERP, however, is expensive. The City can expect to spend upwards of \$150,000 to implement the software plus annual maintenance fees.

An alternative to a single-use ERP would be to implement separate but complimentary software programs over time. For example, staff is requesting that the City Council approve the implementation of budget management/transparency software in the 2024 budget. Two such proposals are attached. Such a software would save significant time

in the budget development process as well as make the City's budget significantly more accessible, transparent, and understandable to the public.

In 2024, staff would also like to continue the process of looking at further software options from a single-use ERP to operation specific software programs. Such additional software, if approved by the City Council, would be implemented in future years.

Questica Budget Proposal

City of Breezy Point, MN | July 2023

Prepared By: Trish Kendall

Prepared On: July 26, 2023



July 26, 2023



David C. Chanski
City Administrator/Clerk
City of Breezy Point, MN

Dear David,

Questica Ltd. is thrilled with the possibility of partnering with the City of Breezy Point in its effort to transform the current budget development and management process. We welcome an opportunity to leverage over 25 years of success with similar sized customers across North America to help the City of Breezy Point:

- Transition from labor-intensive, unsupported on premise software to an efficient, comprehensive, cloud based budgeting and forecasting software system
- Enable City staff to more actively participate in a collaborative budgeting process remotely or in the office
- Better serve the planning team, finance staff, executive leadership and the community by facilitating analytics with up-to-date information presented in actionable reports, dashboards, and queries
- Budget more effectively for personnel, manage multiple scenarios and decision packages in a single system with a consistent, user-friendly user-interface

Questica proposes a Software-as-a-Service (SaaS) subscription of our industry leading multi-user Questica Budget solution and our professional services for implementation, integration, configuration, training, and post-implementation customer support. Questica is unique in providing a fully integrated solution offered with a consistent and well-organized user-interface that is purpose-built for budgeting in the public sector.

Simply put, Questica is THE most trusted budgeting solution provider by governments in North America. Some key considerations that set Questica apart include the following:

- **Full circle, end-to-end budgeting solutions:** Questica provides a single solution with modules and functionality to address your budgeting needs from start to finish. Per your requirements, we've provided a proposal that addresses your Operating and Personnel budgeting needs.
- **More configurable, less customizations:** Questica's 25 plus years in the government budgeting space means we've seen best practices across multiple budgeting approaches at hundreds of State and Local agencies and organizations. Rather than customize the platform for each approach, Questica builds in incremental best practices as configurable options, offering Questica customers the ability to replicate those processes without re-inventing the wheel. Ultimately, this leads to quicker, less costly, and more stable implementations for long-term ROI.
- **You are in control:** Questica Budget is designed for client-side administration, with security, reports, and workflow configurable at the admin user level. We also leverage a single tenant architecture, which means that each customer has a unique and segregated instance of our software, enabling the City to choose when to apply software updates, based on your convenience and schedule.
- **Singular focus and purpose built for government:** Questica Budget is not a generic "one-size-fits-all" solution, nor is it a "Swiss army knife" that proposes to do many things half-well. Instead, Questica Budget is a point solution that excels at enabling a collaborative budgeting process for state and local governments, and public agencies. Since our inception, we have been 100% focused on crafting best-in-class budgeting solutions for the public sector.
- **Right sized for you.** Questica is big enough to support your organization, yet nimble enough to remain agile. We currently have 130+ employees, which means we have the resources needed to support large-scale, complex implementations while remaining flexible to accommodate your unique requirements. We manage all aspects of our customer implementation, from kick-off to post-implementation support, exclusively with Questica employees.

We have an unmatched track record of success in implementing our solutions for government organizations and we stand firm in our **'getting it done right the first time'** mission. We look forward to continued conversations with your finance team and to demonstrating how Questica will provide unquestionable value and return on investment to the City of Breezy Point.

Sincerely,

Trish Kendall

Trish Kendall
Senior Account Executive
trish.kendall@eunasolutions.com

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WHO WE ARE

For the past 25 years, Questica has partnered with public sector organizations to enable data-driven budgeting and decision-making, while increasing data accuracy and productivity and improving stakeholder trust. These organizations are modernizing their business processes using Questica’s budgeting, performance, transparency, and engagement software solutions.



Questica is consistently recognized as one of the leading and most trusted budgeting software solutions:

- 2021 – 2019** As part of Euna Solutions (previously GTY Technology), recognized by Government Technology in their annual GovTech 100 Index which showcases the 100 leading companies serving state and local governments in unique, innovative, and effective ways.
- 2019** CV Magazine’s Canadian Business Awards, “Best Cloud-Based Budgeting Software Solutions Provider.”
- 2018** “10 most trusted public sector solution providers” by Insights Success magazine.

The Questica team is comprised of roughly 130+ technology experts, budget professionals and business specialists who have decades of experience working with local government. We in fact represent the largest group of budget software experts in North America dedicated to serving the public sector.



Euna Solutions is a leading provider of purpose-built, cloud-based solutions that power critical administrative functions and financial operations for the public sector. Formerly GTY Technology, Euna Solutions offers easy-to-use solutions for procurement, payments, grant management, budgeting, permitting and K-12 administration that are proven to increase operational efficiency, transparency, collaboration, and compliance. Euna Solutions is a trusted partner to more than 2,000 government and public sector organizations across North America, empowering digital transformation and streamlining business processes through a relationship-centered, service-focused approach. Euna propels public sector progress. To learn more, visit www.eunasolutions.com.

Our team understands the unique challenges that government organizations face when preparing, managing, and sharing the details of a budget, and we bring our collective years of experience to the City of Breezy Point project.

WHO USES QUESTICA BUDGET?

- ◆ City of Marshall, Minnesota
- ◆ Crow Wing County, Minnesota
- ◆ City of Seattle, Washington
- ◆ City of Blaine, Minnesota
- ◆ City of Plymouth, Minnesota
- ◆ City of Spokane, Washington
- ◆ Dodge County, Minnesota
- ◆ City of Waconia, Minnesota
- ◆ Wood County, Wisconsin
- ◆ City of La Vista, Nebraska
- ◆ Saline County, Kansas
- ◆ City of La Vista, Nebraska
- ◆ Town of Erie, Colorado
- ◆ City and County of Denver, Colorado
- ◆ City of Bellevue, Washington
- ◆ City of Lee's Summit, Missouri
- ◆ Larimer County, Colorado
- ◆ City of Southfield, Michigan
- ◆ City of Rock Springs, Wyoming
- ◆ Kansas City Area Transportation Authority (KCATA)

QUESTICA BUDGET CLIENT SUCCESS STORIES

Select a logo to learn more about how our clients are using Questica.



We have a lot more confidence in the data that's in and coming out of Questica. The security structure in Questica is much more robust and it's just a really good powerful system. Some of the things that hadn't ever worked correctly in the old system, we now have.



— **Laura Altizer**, Former Budget Performance Manager
City of High Point



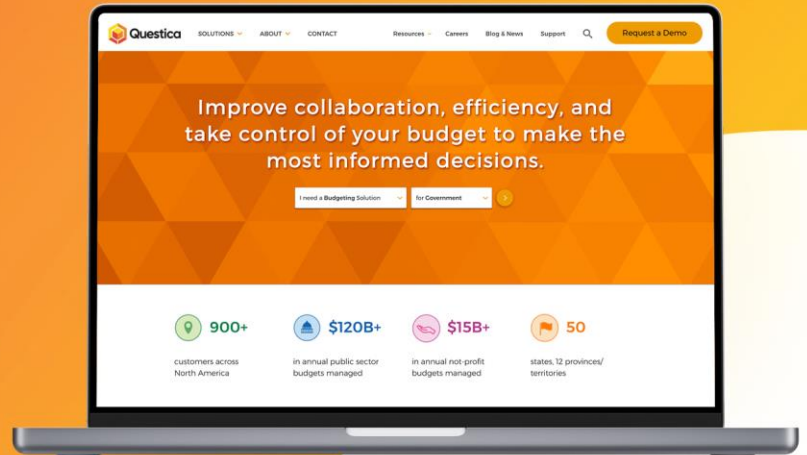
Questica's customer service and responsiveness are excellent.



— **Kelly Greunke**, Manager of Budget Operations
Office, City and County of Denver

ABOUT QUESTICA

Questica proposes a Software-as-a-Service (SaaS) subscription of our industry leading multi-user Questica Budget solution and our professional services for implementation, integration, configuration, training, and post-implementation customer support.



OUR MISSION

“We’re on a mission to simplify the complexities of public sector finance, empowering brilliance at every turn.”

—TJ Parass, Co-Founder of Questica



At Questica, our mission is to empower many to work together in a secure environment, to take control of their budget, and make informed decisions. For the past 25 years, Questica has partnered with public sector organizations to enable data-driven budgeting and decision-making, while increasing data accuracy and productivity and improving stakeholder trust. These organizations are modernizing their business processes using Questica’s budgeting, performance, transparency, and engagement software solutions.

OUR GOAL

Questica’s goal is to drive budget transformation by creating a single source of data truth. As a leader of budgeting preparation and management software since 1998, Questica partners with public sector organizations to better enable data-driven budgeting and decision-making, while increasing data accuracy, productivity and improving stakeholder trust.



Over 800 local and provincial governments, colleges, universities, K-12 schools, hospitals, healthcare facilities and non-profit organizations have eliminated spreadsheets using our budgeting, performance, transparency and engagement solutions. Across 50 states, and 12 provinces and territories, we’ve engineered custom budget solutions for public sector customers which seamlessly integrate with existing financial and other systems.

WHY CLIENTS CHOOSE US

We have an unmatched track record of success in implementing our solutions for government organizations and we stand firm in our ‘getting it done right the first time’ mission. We’ve integrated highly scalable solutions for public sector entities managing budgets of a few million, and other organizations multi-billion-dollar annual spending plans. Our team is comprised of technology experts, budget professionals and business specialists. We are passionate and friendly collaborators who enjoy teaming with our customers to find the right solution to meet their needs.



KEY BENEFITS OF QUESTICA



CLOUD-BASED

Questica Budget Suite is a cloud-based solution hosted on Questica's secure Microsoft Azure server. Cloud-based solutions enable clients to access their budget data online at any time and from any location. Hosting on single tenant architecture means your budget data is isolated from other clients', with the flexibility to choose when to upgrade to new versions of the product.

COLLABORATIVE

Budgeting is a people-centric process that requires communication and teamwork. The Questica Budget Suite is a collaborative platform that allows your budget managers to work with departments to prepare and manage budgets efficiently. We streamline budget access for financial and non-financial contributors; the result improves communication and expedites decision-making. This is particularly important if staff work remotely.



FUNCTIONALITY

Questica Budget is feature-rich and provides powerful functionality for greater control and visibility into budgets. With the tools to calculate, analyze, forecast, report on, and develop what-if scenarios for budgets, users gain deeper financial insights while creating budgets that last. With seamless integration for flow of data to the existing ERP, users can build budgets based on accurate, real-time financial information.

CONFIGURABILITY

Configurability means fewer requirements for customization. This will save time, resources, and complexity both in the initial implementation, and through ongoing use as upgrades and enhancements are released. The bottom line is a significantly lower cost of ownership over your lifetime use of our product.



FLEXIBILITY

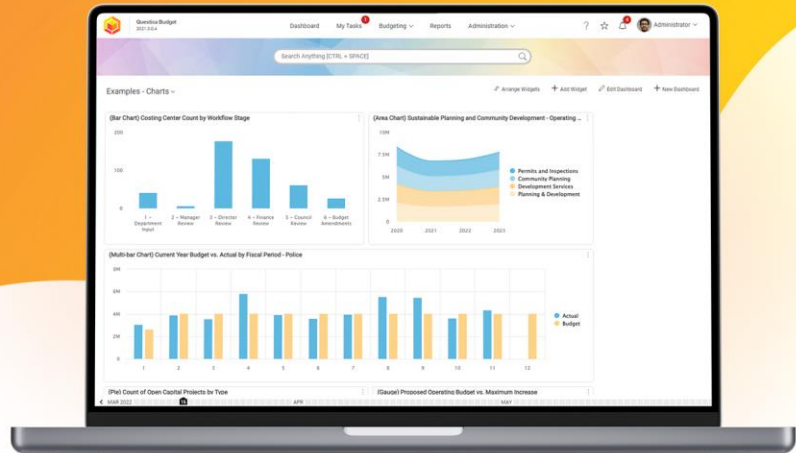
COVID-19 continues to challenge communities, heightening the need for local governments to make decisions quickly and accurately. Our product offers the capacity for multiple scenario models, for governments preparing for the future, and pivoting as plans change. When your plans shift, you don't want to be limited by manual data entry, spreadsheets, or an inflexible legacy system. Questica Budget adapts with you, adjusting to your new budget trajectory to reallocate funds or evaluate potential cost savings.

INNOVATION

Innovation at Questica is driven by feedback on existing product features, and the anticipated need for new features that accommodate new challenges. Questica's product strategy is based on feedback from our clients, all public sector organizations, and serves as a guiding star that directs our focus. From user forums to early adopter groups, Questica clients are with us every step of the way as we develop new features or improve the functionality of our product Suite.



QUESTICA BUDGET



OVERVIEW

The Questica Budget Suite is an end-to-end budgeting system that will help you manage the budgeting process with greater efficiency and accuracy. We are confident that our budget system is the right application for your needs, providing powerful features that support ongoing budget development and reveal key budget insights that may have been hidden in a spreadsheet.

OPERATING MODULE

Questica Budget is designed for non-finance department and non-technical users to prepare and maintain their budgets directly in the system. Budgets can be categorized on an organizational basis where cost centers roll-up into their respective departments and divisions and can also be categorized on a fund basis where cost centers roll-up into their particular funds and fund categories. Cost centers can easily be moved from one department and division to another, as well as from one fund to the next. Additional hierarchical structures can be configured as needed.

2021 - 2861 - Pump Station 1 Main (Active)											
Account Summary											
	2019 Actual	2019 Budg.	2019 Variance	2020 Actual	2020 Budg.	2020 Variance	2021 Actual	2021 Variance	2021 Forecast	2022 Forecast	2023 Forecast
GL Account	1,451.33			1,451.33	981.87	981.87			47,000.00	47,000.00	47,948.00
GL Account Type Revenue											
3056 - User Fees - Drainage	1,451.33			1,451.33	981.87	981.87					
3274 - Miscellaneous Fees									47,000.00	47,000.00	47,948.00
3923 - Financial Stability Reserve											
GL Account Type Expenses	(1,952,272.31)	(1,838,691.45)	(113,580.86)	(1,309,765.36)	(2,201,314.77)	891,549.41	2,183,495.47	(2,183,495.47)	(2,081,138.45)		
4103 - Benefits	351,133.55	30,000.00	321,133.55	332,168.64	349,349.77	(17,181.13)	(393,230.96)	349,259.96	402,363.16		
4008 - Salaries - Pump Technician	1,554,452.85	1,511,482.45	42,970.40	1,472,129.66	1,545,241.00	(73,111.34)	(1,350,178.41)	1,350,178.41	1,386,464.92		
4094 - Retirements	3,200.00		3,200.00								
9211 - WD Regular Time	113.93		113.93	148.38	148.38						
9321 - WD Outside Purchases	6.70		6.70	35,043.27	35,043.27						
9111 - WD Inside Equipment Rentals	3.04		3.04	117.27	117.27						
4070 - Overtime	8.12		8.12	86.39	86.39						
4014 - Salaries - Outside							(6,492.70)	6,492.75	6,655.87		
4116 - Conferences/Travel							(7,000.00)	12,000.00			
4384 - Cable							(1,340.00)	1,340.00	1,344.80		
4386 - Water							(700.00)	700.00	714.00		
4072 - Insurance							(140,000.00)	140,000.00	110,174.00		
4021 - Repairs and Maintenance							(102,570.00)	102,570.00	102,911.40		
9211 - WD Inventory Purchases				8.72	8.72						
9824 - Wash Order Reservations				(88,846.36)	(88,846.36)						
4024 - Recovery	(1,190.00)		(1,190.00)	(27,727.05)	(27,727.05)						
4014 - Miscellaneous	348.27	2,000.00	(1,651.73)	116.47	2,000.00	(1,883.53)	(2,000.00)	2,000.00	2,040.00		
4384 - Telecommunications	702.80	4,000.00	(3,297.20)	833.20	4,700.00	(4,866.80)	(8,734.00)	6,734.00	8,929.00		
4154 - Recovery - HCB	(4,591.51)		(4,591.51)	(6,612.42)	(6,612.42)						
4234 - Laundry	373.21	6,000.00	(5,626.79)	306.66	6,000.00	(5,693.34)	(6,000.00)	6,000.00	6,100.00		

Sample Costing Center Information

Role-based security ensures that users have streamlined access to only the data and functions that they need. Cost center information can be maintained, and comments, notes, and attachments (e.g., scans, documents, or links) may be added to the budget or even to the detailed line items. Budgets can be managed at a monthly, quarterly, annual, or biennial basis. Grids are configurable and may consist of historical years, current year, and future forecast years.

PERSONNEL PLANNING & BUDGETING MODULE

Questica Budget's Personnel Planning & Budgeting module performs like a calculator with advanced features, enabling accurate modeling and forecasting all costs associated with positions (filled and vacant) to accommodate the workforce budget. Step or pay increases, cost of living adjustments, new benefits, and other employee-related costs are all accounted for.

Each position is a record of all the information required to calculate base wages, as well as overhead costs such as benefits, allowances, and employer taxes; each is attributed to the appropriate GL Account (object code). Positions paid according to a union contract are assigned a pay grade and step, calculating pay from the pay scale for that contract. Alternatively, a position's base wage can be entered as a distinct salary value for each position, or as a percentile of the range configured for a selected grade.

Position ID	Description	Pay Grade	Step	Base Wage	Benefits	Taxes	Total
4001	Police Officer	PO1	1	\$18,000.00	\$1,200.00	\$1,800.00	\$21,000.00
4002	Police Officer	PO1	2	\$18,500.00	\$1,250.00	\$1,850.00	\$21,500.00
4003	Police Officer	PO1	3	\$19,000.00	\$1,300.00	\$1,900.00	\$22,000.00
4004	Police Officer	PO1	4	\$19,500.00	\$1,350.00	\$1,950.00	\$22,500.00
4005	Police Officer	PO1	5	\$20,000.00	\$1,400.00	\$2,000.00	\$23,000.00

Sample Annual Costing Positions

Description	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
GL Account Type: Expenses / Expenditure	(\$4,978.09)	(4,981.51)	(4,981.51)	(4,981.51)	(4,981.51)	(4,981.51)	(4,981.51)	(4,981.51)	(4,981.51)	(4,981.51)	(4,981.51)	(4,981.51)	(4,981.51)
Base Wage	41,321.12	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76	4,126.76
FICA - Social Security (OASDI)	3,070.31	255.86	255.86	255.86	255.86	255.86	255.86	255.86	255.86	255.86	255.86	255.86	255.86
FICA - Medicare	716.06	59.84	59.84	59.84	59.84	59.84	59.84	59.84	59.84	59.84	59.84	59.84	59.84
Workers' Compensation	1,411.35	117.61	117.61	117.61	117.61	117.61	117.61	117.61	117.61	117.61	117.61	117.61	117.61
Life Insurance	77.25	6.44	6.44	6.44	6.44	6.44	6.44	6.44	6.44	6.44	6.44	6.44	6.44
Dental and Vision	180.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00

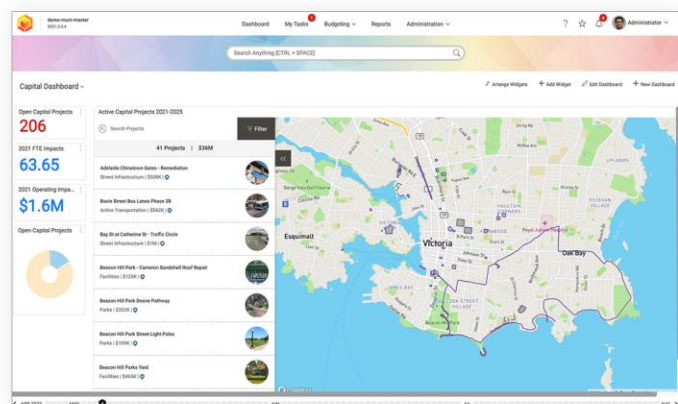
Sample Monthly Costing - Single Position

CAPITAL MODULE

Questica Budget's Capital module simplifies and centralizes the process of capital budget planning and execution. Users can import prior years' budget data (actual costs and budget values) into Questica Budget, and create multi-year capital projects where they can identify their expenditures and funding sources, and make adjustments as they prepare their budgets.

Users can construct their capital projects on an annual, quarterly, or monthly basis, enter narrations or explanations for their requests and categorize their projects based on different criteria such as tangible capital assets, fund(s), or project status. Requests get escalated through the configurable workflow system integrated within Questica Budget. Project ranking can also be administered according to user-defined criteria, and multiple project scenarios can be created for each project.

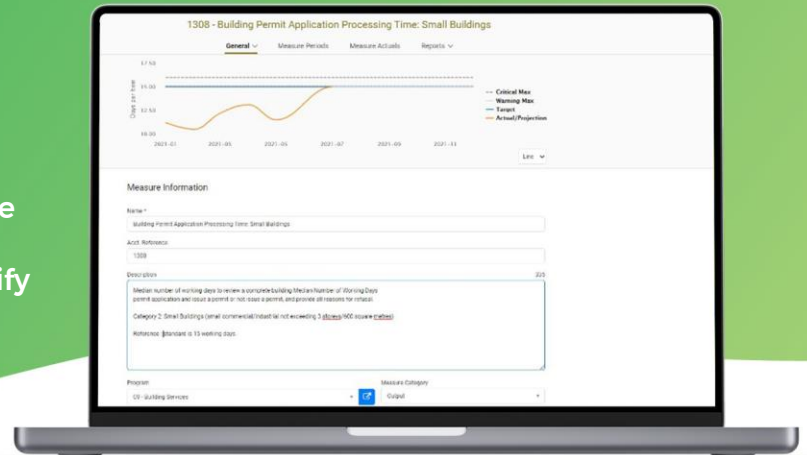
The Capital module also gives the ability to manage budgeting activities related to grant programs of varying complexities. The "type" field on projects is commonly used to indicate that the project is to be treated as a grant.



Sample Capital Improvement Plan Transparency - Interactive Visual Map

PERFORMANCE MODULE

Questica Budget's Performance module allows users to establish objectives and track budget progress toward achieving these objectives over time. Targets can be identified by intended outcome, where warning and critical threshold limits notify users whenever budget performance requires attention.



Sample Performance Dashboard

Measures, whether financial or statistical, may reference existing values already in the system, or may otherwise be manually entered. In either case, these measures can also be calculated based on other measures. They can be consolidated under various programs and can also be incorporated into an Organizational Scorecard. Responsibilities can be established for the various Programs and Measures, inclusive of due date and automated reminders, to facilitate workflow processing.

Questica Budget's Performance module fully integrates with the rest of the Questica Budget Suite and leverages the Questica Dashboard platform. This functionality helps improve performance, encourages innovation within your team, encourages cost-effective practices, and delivers an enhanced level of transparency and accountability.



SPECIAL FEATURES

STATISTICAL LEDGER

The Questica Budget Statistical Ledger allows budget staff to plan and track numbers other than spending dollars (e.g., hours worked, number of clients, resource utilization).

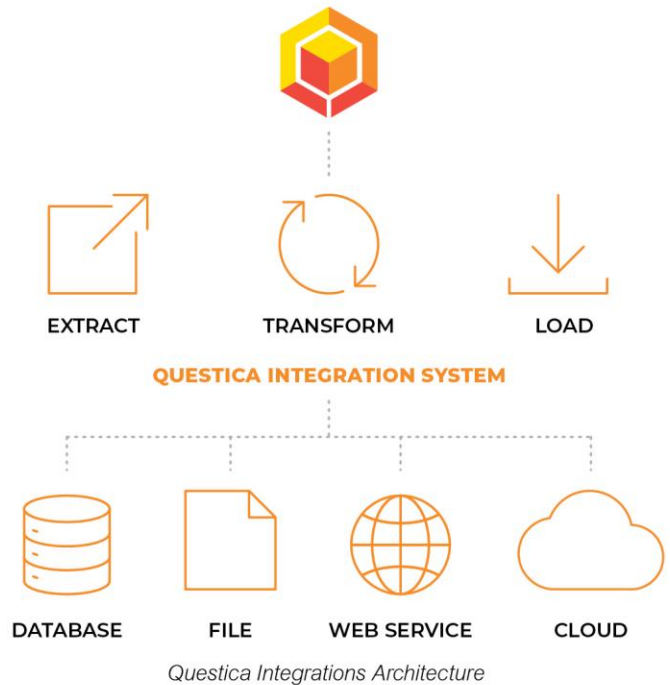
Staff can create a budget for any numeric data and work with it very much like financial budgets. This can be very useful for planning and tracking activities and outputs, and the data can be used as a guideline for building budgets. Statistical Ledger data can also be a component of a performance measurement plan.

QUESTICA INTEGRATION SYSTEM (QIS)

Questica Budget will integrate with your City's financial system via its proprietary Questica Integration System (QIS). QIS is a specialized, database-independent tool developed to exchange data between Questica Budget and external systems on a scheduled or as-needed basis. QIS also simplifies the integration process and reduces the time required to integrate Questica Budget with other customer systems or data warehouses.

QIS provides a highly configurable framework for importing or exporting budget related or non-financial data with existing and future external data sources, using API (Application Programming Interface) and ETL (Extract, Transform and Load) integration methods to ensure the budgeting solution always reflects updated data.

The diagram on the right illustrates the Qestica Integration System. The Qestica Budget application is represented by the symbol at the top, with the QIS system in the middle, and various customer systems on the bottom. When data is being extracted from an external system and moved to Qestica Budget, data would be moving from the bottom to the top of the diagram. On the other hand, when extracting data from Qestica Budget to insert into an external system, data moves from the top to bottom.



The process can be scheduled or run on-demand by an authorized Qestica user. Monitoring of scheduled integration tasks can be performed in many ways, but the most popular method is exception or failure notification, which can be configured to email one or more people. As detailed below, implementations can include three distinct interface points—two on the financial side and one on the HR/personnel side, and sometimes a fourth:

Actual cost integration	Actual costs are automatically imported into Qestica Budget from the Financial System. This can be set up to occur at a variety of timeframes, but most often this automated process of copying the actual costs from the Financial System into the Qestica Budget system occurs on a nightly basis. This allows users to see Budget vs. Actuals that are no more than 24 hours old.
Movement upon approval	When the budget is approved/adopted, it is typically moved from Qestica Budget into the Financial System, the system of record.
Salary sync	The process for loading HR/payroll data into the Qestica Budget system is via our 'Salaries Synchronization Tool'. This provides a mechanism to populate our salary and benefit engine with data from the city's HR records system. The integration can be run on demand, whenever updated personnel data is needed in the budget system.
Budget adjustments (if required)	As adjustments are made throughout the year (e.g., transfers, new budget requests, etc.), these changes can also be synchronized between Qestica Budget and the Financial System so that budget revisions are always current in both systems.

ALLOCATIONS

The Allocations tool within Qestica Budget allows dollars to be moved throughout the Operating and Capital budget in a structured and balanced fashion. The functionality supports complex arrangements of allocations between many budget elements.

An employee's cost may, for example, be split between multiple programs or cost centers, or Internal Service Provider budgets can be managed. In the latter example, an IT budget that is developed in detail like any other costing center may get allocated to other budget elements, perhaps using a cost driver such as 'number of computers' as the distribution basis. Once the allocation has been run, each recipient Costing Center will have a Destination Budget Line representing a portion of IT expenses, and the IT Costing Center budget will subsequently have a Recovery Budget Line that effectively zeroes out their allocated budget.

ADVANCED CALCULATION ENGINE (ACE)

Questica Budget's Advanced Calculation Engine is a powerful feature that brings familiar Excel functions into Questica Budget and allows users to create reusable calculation packages/models. The tool is simple to use and is designed to keep users working inside Questica Budget.

In addition to containing familiar Excel functions, there are also budget-specific functions documented in an integrated library, enabling users to reference data based on its qualities rather than by specific location. For example, a function can be performed on the budget values for a particular account code or using the actuals from a certain statistical account. Functions can also be period-based, enabling the option to reference data from past months or years, or reference a range of data such as the average from the past three years for a given month or quarter.

CHANGE REQUESTS/DECISION PACKAGES

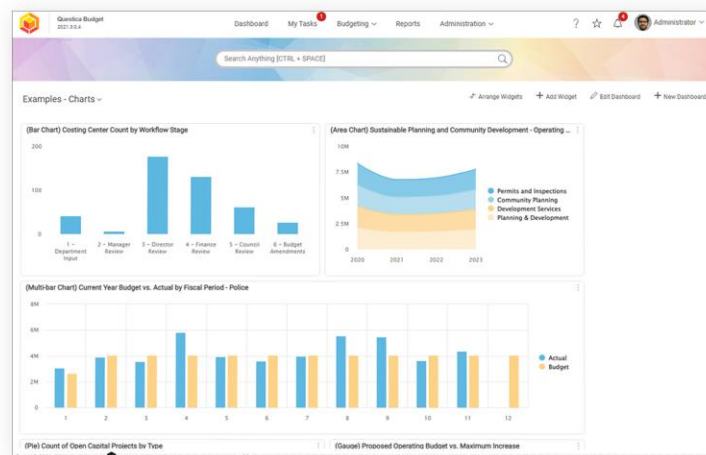
Questica Budget's Change Requests feature, also referred to as Budget Adjustments, Budget Modifications or Decision Packages, allow authorized users to process pre- and post-approval budget changes, both one-time and recurring, using a controlled process and workflow-based approval. These requests can be created individually, or they can be bundled together and treated apart from the general budget with their own dedicated approval process. Questica Budget does this in a controlled environment so that users can only submit, change, and see budget requests that are appropriate for them.

ADVANCED SEARCHES

Questica Budget's Advanced Search function is an intuitive user-facing feature that allows non-technical users to compose detailed searches using a variety of comparators and the ability to infinitely nest AND/OR groupings. Essentially, the Advanced Search functionality allows authorized users to perform sophisticated and highly dynamic data analytics and ad-hoc queries based on multiple dimensions, including specific criteria or descriptive words. This robust and powerful tool allows complex queries to be easily built up—one line at a time.

REPORTING AND DASHBOARDS

Questica Budget's reporting and analytics capabilities are delivered as part of its core software feature set. The system includes pre-built ad-hoc data views (i.e., queries), advanced “smart reports” that combine rows and columns of numbers with graphics (e.g., pie chart), 80+ pre-built ready-to-use reports, each with a variety of input selections, and pre-built dashboards with rich interactive visualizations of information that can be utilized to create actionable at-a-glance displays—all of which include data security to ensure users only see what they're allowed to see. Standard reports leverage Microsoft's SQL Server Reporting Services (SSRS) and can be copied and modified by budget staff without requiring programming skills.



Sample Full-Featured Dashboard

QUESTICA'S DIGITAL BUDGET BOOK SOLUTION



Questica Digital Budget Book sample screenshot

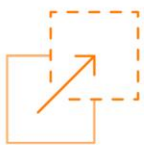
Budget Book

Questica's Digital Budget Book (DBB) solution is a user-friendly and comprehensive document management and financial reporting tool that enables our customers to create, collaborate, edit, approve, and publish an annual budget document with ease – eliminating the headaches often associated with managing multiple spreadsheets, version control issues, manual updates, and duplicating content.

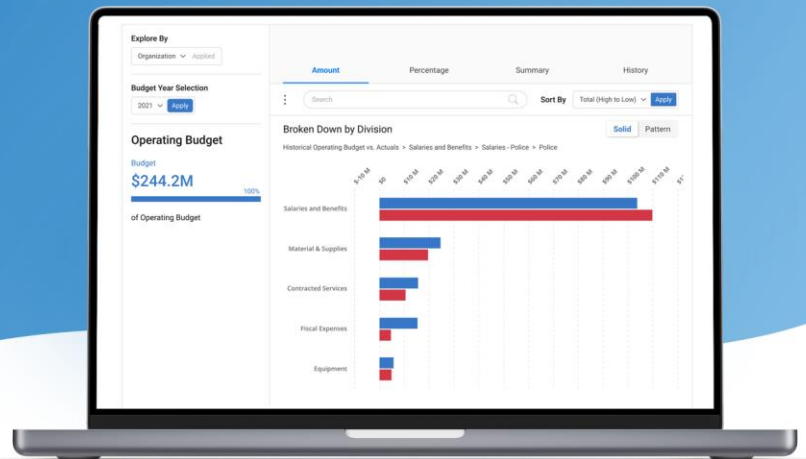
DBB is directly integrated with the Questica Budget module, allowing budget information to be seamlessly refreshed on-demand. Paired with our Questica OpenBook interactive online transparency solution, customers can provide the community with a complete understanding of the budget that is presented in a manner geared for a non-financial audience.

Key aspects of Questica's DBB include:

- ◆ GFOA compliant—meets all standards for GFOA Award Qualifying Book Production
- ◆ Automation—automates the creation of fund summary pages, charts, tables, and more
- ◆ Templates—creates new pages quickly with easy-to-use templates
- ◆ Multiple Formats—produces budget books in digital (online) and PDF (printed) formats
- ◆ Charts and Graphs—allows automatic updates of embedded narratives and smart charts



OPENBOOK TRANSPARENCY AND DATA VISUALIZATIONS



OpenBook - Sample Operating Budget: Interactive Chart

Questica Budget's OpenBook tool fosters transparency for public agencies, enabling the information to be visualized in an array of charts, tables, bars, graphs, and GIS mapping for Capital planning. Like all Questica tools, OpenBook is intuitive and easy-to-learn. With descriptive text, informational pop-ups, filtering and sorting capabilities, diving in and discovering information is made easy for all stakeholders.

OPENBOOK CUSTOMER EXAMPLES

Select a logo to visit our customers' OpenBook websites.



SEE OUR SOFTWARE SOLUTIONS IN ACTION

Learn how Questica and our software solutions can help your organization today. Our team will reach out to determine how we can help you increase efficiencies for your budgeting process.

GOVERNMENT PROCUREMENT OPTIONS

Today's modern governments have recognized the traditional methods of procuring software through Request for Proposal are expensive, time consuming, and often very limiting in scope. An increasing number of customers have contracted with Questica utilizing the methods outlined below.

1. *Take advantage of contract vehicles and cooperative purchasing agreements.* Contract vehicles are commonly relied upon as the most efficient way for governments to buy goods and services. Questica is listed on many cooperative purchasing contracts, such as DIR, Carahsoft, SHI, NASPO, BuyBoard, Sourcwell, and Omnia. These contracts include several vendors and were established via a competitive bidding process, much like an RFP cycle.
2. *"Sole source."* This method refers to opportunities where Questica is the only provider able to deliver the set of solutions that a government entity is looking for. This can justify the avoidance of an RFP, since there are simply no other vendors in the market who can deliver the necessary goods or services.
3. *Piggyback contracts:* To satisfy procurement policy, many Questica customers choose to piggyback from contracts already vetted by a competitive RFP process of similar size and scope. For example, The City of Spokane utilized a piggyback agreement (i.e., cooperative agreement statement) with City of Seattle to purchase Questica. Questica is open to helping The City explore best fit piggyback options with current customers.
4. *Emergency Funding:* State and local governments need the right tools to remain flexible and make critical data driven decisions. Several Questica customers, such as Imperial County, CA have invoked emergency purchasing measures to fund the purchase of Questica. The funding from the American Rescue Plan Act provides an opportunity for state and local governments to purchase new technology in support of expanding services to citizens and improving responsiveness.

Specifically, sections 602(c)(1)(C) and 603(c)(1)(C) of the Act provide recipients with broad latitude to use the Fiscal Recovery Funds for the provision of government services. Questica Budget now includes a built-in calculator which automates the lost revenue calculation formula as outlined in the guidance. Included below is sample verbiage that the City could utilize to justify purchase of Questica Budget using ARPA funds.

American Rescue Plan Justification

- ◆ Whereas COVID-19 and the required response by the (name of local government) had a significant impact on the budget of (name of local government), and
- ◆ Whereas: expenditures for essential public health and safety workers were higher than budgeted to ensure public health welfare and safety concerns; and
- ◆ Whereas: remote work of non-essential (name of local government) staff resulting from stay-at-home orders and legislated social distancing in the workplace revealed the need for upgrading IT software and infrastructure; and
- ◆ Whereas: ____ (name revenue source; e.g. sales tax, hotel tax, etc.) revenues in the (insert most full fiscal year) were reduced due to the economic impact of COVID-19 causing a budgeting shortfall, and
- ◆ Whereas: the (name of local government) needs to procure budgeting and performance management software that will enhance its ability to respond to the COVID-19 emergency and
- ◆ Whereas: the budgeting and performance management software will increase efficiency, improve constituent services, and enable remote work, and
- ◆ Whereas: the revenues to procure such software are not available due to the economic impacts of COVID-19 on the (name of local government) revenues.
- ◆ Now therefore be it resolved that the (name of local government) hereby declare that the use of American Rescue Plan Act funds in the amount of \$_____ be used to procure....

Should this method be the preferred procurement option, we are more than happy to facilitate reference conversation.



Questica Budget Price Quote

Prepared for:
David C. Chanski

City Administrator/ Clerk
City of Breezy Point, MN

July 26, 2023

Prepared by:
Trish Kendall
Questica Ltd

This proposal is subject to a review of your Chart of Accounts and a review of the Scope of Work.





QUESTICA BUDGET PRICE QUOTE

Quotation ID#: City of Breezy Point – July 26, 2023

Description	Qty.	Total
Questica Budget Framework – All Modules		\$22,000.00
Operating License Seats	Unlimited	
Personnel Planning & Budgeting License Seats	Unlimited	
Capital License Seats	Not Included	
Unlimited Read-Only Licenses	Included	
Performance Measures	Included	
Allocations	Included	
Statistical Ledger	Included	
OpenBook Transparency	Included	
Digital Budget Book	Included	
Year 1 SaaS Discount		(\$3,625.00)
Questica Year 1 Software Subscription (including software, maintenance, support, and hosting)		\$18,375.00
Professional Services (Per Scope of Work)		
Planning & Analysis	Included	
Installation	Included	
Data Load & Verify	Included	
Accounting Integration	Included	
Training	Included	
Project Management	Included	
OpenBook Professional Services	Included	
Digital Budget Book Professional Services	Included	
Total Questica Professional Services: (one-time fee)		\$11,500.00
GRAND TOTAL (Year 1)		\$29,875.00

PRICING NOTES

Quotation ID#: City of Breezy Point – July 26, 2023

Pricing valid through: **October 31, 2023**

- ◆ **Questica annual subscription is based on a 5-year term.**
- ◆ **Questica annual subscription has been discounted to \$18,375.00 in year 1**
- ◆ **Questica will apply a 5% inflationary increase beginning in year 2**

Questica Annual Fees

- Year 1 is \$29,875.00 (SaaS and Professional Services)
- Year 2 is \$23,100.00 (includes 5% increase)
- Year 3 is \$24,255.00 (includes 5% increase)
- Year 4 is \$25,467.75 (includes 5% increase)
- Year 5 is \$26,741.14 (includes 5% increase)
- Total 5 Year contract is \$129,438.89.

Above pricing in US dollars. Applicable Taxes Extra. Pricing is not applicable in response to a formal RFP Process.

Terms of Payment

- ◆ **Software:**
 - 100% upon Contract Effective Date (Net 30)
 - Year 2 due 365 days from Contract Effective Date and annually thereafter
- ◆ **Professional Services:**
 - Due 100% upon Contract Effective Date (Net 30)

Other Options

3 Module (including OpenBook & Digital Budget Book)

- ◆ Annual Software Subscription: \$24,500.00
- ◆ Annual subscription has been discounted to \$19,625.00 in year 1
- ◆ Professional Services (one-time fee): \$12,000.00
 - Total 5-year contract: **\$142,502.97**

1 Module (without OpenBook & Digital Budget Book)

- ◆ Annual Software Subscription: \$9,500.00
- ◆ Annual subscription discounted in year 1 not applicable.
- ◆ Professional Services (one-time fee): \$5,000.00
 - Total 5-year contract: **\$57,493.50**

SUMMARY

Questica greatly appreciates City of Breezy Point's interest in learning more about our Company and our software. As stated, we welcome an opportunity to leverage our more than 25 years of success in public sector budgeting, to help the city improve the efficiency and effectiveness of its budgeting process and to provide a technology solution that optimizes and supports the budget formulation and management cycle.

We are happy to address questions and engage in more detailed conversations to showcase how our software fits your requirements, our implementation approach, and the support our company provides. I would also be happy to facilitate introductions to current clients and would encourage you to connect with your peers to understand why they decided to partner with Questica - the most trusted solution for government organizations.

Created by	Joe Eiskant
Contact Phone	607-760-0524
Contact Email	jeiskant@cleargov.com

Order Date	Jul 10, 2023
Order valid if signed by	Jul 31, 2023

Customer Information					
Customer	Breezy Point	Contact	David Chanski	Billing Contact	
Address	8319 County Road 11	Title	City Administrator	Title	
City, St, Zip	Breezy Point, MN 56472	Email	cityadmin@cityofbreezypointmn.gov	Email	
Phone	218-562-4441			PO # (If any)	

The Services you will receive and the Fees for those Services are...			
Set up Services		Tier/Rate	Service Fees
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions		Tier 1	\$ 9,000.00
ClearGov Setup: BCM Bundle Discount - Discount for bundled BCM solutions		Tier 1	\$ (7,500.00)
Total ClearGov Setup Service Fee - Billed ONE-TIME			\$ 1,500.00
Subscription Services		Tier	Service Fees
ClearGov BCM Operational Budgeting - Civic Edition		Tier 1	\$ 9,100.00
ClearGov BCM Personnel Budgeting - Civic Edition		Tier 1	\$ 8,300.00
ClearGov BCM Capital Budgeting - Civic Edition		Tier 1	\$ 6,200.00
ClearGov BCM Digital Budget Book - Civic Edition		Tier 1	\$ 5,200.00
ClearGov BCM Transparency - Civic Edition		Tier 1	\$ 4,500.00
ClearGov BCM Bundle Discount: Discount for bundled BCM solutions		Tier 1	\$ (20,375.00)
Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE			\$ 12,925.00

ClearGov will provide your Services according to this schedule...			
Period	Start Date	End Date	Description
Setup	Aug 1, 2023	Aug 1, 2023	ClearGov Setup Services
Initial	Aug 1, 2023	Jul 31, 2026	ClearGov Subscription Services

To be clear, you will be billed as follows...		
Billing Date(s)	Amount(s)	Notes
Aug 1, 2023	\$1,500.00	One Time Setup Fee
Aug 1, 2023	\$12,925.00	Annual Subscription Fee
Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein.		
Billing Terms and Conditions		
Valid Until	Jul 31, 2023	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
Payment	Net 30	All invoices are due Net 30 days from the date of invoice.
Initial Period Rate Increase	3% per annum	During the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.
Rate Increase	6% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

General Terms & Conditions

Customer Satisfaction Guarantee	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.
Statement of Work	ClearGov and Customer mutually agree to the ClearGov Service activation and onboarding process set forth in the attached Statement of Work. Please note that ClearGov will not activate and/or implement services for any Customer with outstanding balance past due over 90 days for any previous subscription services.
Taxes	The Service Fees and Billing amounts set forth above in this ClearGov Service Order DO NOT include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
Term & Termination	Subject to the termination rights and obligations set forth in the ClearGov BCM Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period. To be clear, Customer shall have the option to Terminate this Service Order on an annual basis by providing notice at least sixty (60) days prior to the end of the then current Annual Term.
Auto-Renewal	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an " Annual Term "), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
Agreement	This ClearGov Service Order shall become binding upon execution by both Parties. The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov BCM Service Agreement found at the following URL: http://www.ClearGov.com/terms-and-conditions . This Service Order incorporates by reference the terms of such ClearGov BCM Service Agreement.

Customer	
Signature	
Name	David Chanski
Title	City Administrator

ClearGov, Inc.	
Signature	
Name	Bryan A. Burdick
Title	President

Please e-mail signed Service Order to Orders@ClearGov.com or Fax to (774) 759-3045

Customer Upgrades (ClearGov internal use only)			
This Service Order is a Customer Upgrade	No	If Yes: Original Service Order Date	

Statement of Work

This Statement of Work outlines the roles and responsibilities by both ClearGov and Customer required for the activation and onboarding of the ClearGov Service. ClearGov will begin this onboarding process upon execution of this Service Order. All onboarding services and communications will be provided through remote methods - email, phone, and web conferencing.

ClearGov Responsibilities

- ClearGov will activate ClearGov Service subscription(s) as of the applicable Start Date(s). ClearGov will create the initial Admin User account, and the Customer Admin User will be responsible for creating additional User accounts.
- ClearGov will assign an Implementation Manager (IM) responsible for managing the activation and onboarding process. ClearGov IM will coordinate with other ClearGov resources, as necessary.
- ClearGov IM will provide a Kickoff Call scheduling link to the Customer's Primary Contact. Customer should schedule Kickoff Call within two weeks after the Service Order has been executed.
- If Customer is subscribing to any products that require data onboarding:
 - ClearGov IM will provide a Data Discovery Call scheduling link to the Customer's Primary Contact. Customer should schedule Data Discovery Call based on the availability of Customer's staff.
 - ClearGov will provide Customer with financial data requirements and instructions, based on the ClearGov Service subscription(s).
 - ClearGov will review financial data files and confirm that data is complete, or request additional information, if necessary. Once complete financial data files have been received, ClearGov will format the data, upload it to the ClearGov platform and complete an initial mapping of the data.
 - After initial mapping, ClearGov will schedule a Data Review call with a ClearGov Data Onboarding Consultant (DOC), who will present how the data was mapped, ask for feedback, and address open questions. Depending upon Customer feedback and the complexity of data mapping requests, there may be additional follow-up calls or emails required to complete the data onboarding process.
- ClearGov will inform Customer of all training, learning, and support options. ClearGov recommends all Users attend ClearGov Academy training sessions and/or read Support Center articles before using the ClearGov Service to ensure a quick ramp and success. As needed, ClearGov will design and deliver customized remote training and configuration workshops for Admins and one for End Users - via video conference - and these sessions will be recorded for future reference.
- ClearGov will make commercially reasonable efforts to complete the onboarding/activation process in a timely fashion, provided Customer submits financial data files and responds to review and approval requests by ClearGov in a similarly timely fashion. Any delay by Customer in meeting these deliverable requirements may result in a delayed data onboarding process. Any such delay shall not affect or change the Service Period(s) as set forth in the applicable Service Order.

Customer Responsibilities

- Customer's Primary Contact will coordinate the necessary personnel to attend the Kickoff and Data Discovery Calls within two weeks after the Service Order has been executed. If Customer needs to change the date/time of either of these calls, the Primary Contact will notify the ClearGov IM at least one business day in advance.
- If Customer is subscribing to any products that require data onboarding:
 - Customer will provide a complete set of requested financial data files (revenue, expense, chart of accounts, etc.) to ClearGov in accordance with the requirements provided by ClearGov.
 - Customer's Primary Contact will coordinate the necessary personnel to attend the Data Discovery and Data Review calls. It is recommended that all stakeholders with input on how data should be mapped should attend. Based on these calls and any subsequent internal review, Customer shall provide a detailed list of data mapping requirements and requested changes to data mapping drafts in a timely manner, and Customer will approve the final data mapping, once completed to Customer's satisfaction.
- Customer will complete recommended on-demand training modules in advance of customized training & configuration workshops.
- Customer shall be solely responsible for importing and/or inputting applicable text narrative, custom graphics, performance metrics, capital requests, personnel data, and other such information for capital budget, personnel budget, budget books, projects, dashboards, etc.

TO: Mayor and City Council
FROM: David Chanski, City Administrator
RE: 2024 COLA
DATE: August 1, 2023



Background

As part of each budget, the City Council has authorized an across the board Cost of Living Adjustment (COLA) to employee wages. Historically, the Council has provided all non-union employees whatever COLA the employees represented by LELS negotiated for that year. For 2024, that is 3%.

However, Police Chief Sandell has requested to discuss the 2024 COLA with the City Council in light of the continued struggles to fill the vacant police officer position.