



**Village of Cambridge**  
**AUDIT & FINANCE COMMITTEE AGENDA**  
**Tuesday, November 22, 2016 | 5:30 p.m.**  
**Cambridge Community Room**  
**200 Spring Street**

- 1. Call to order/Roll Call**
- 2. Proof of Posting**
- 3. Approval of Minutes**
  - a. Approval of Audit & Finance Committee Minutes: August 30, 2016
  - b. Approval of Audit & Finance Committee Minutes: October 11, 2016
- 4. Public Appearances/Citizen Input**
- 5. New Business**
  - a. Economic Development Contract
  - b. Civic – Clarity Proposal
- 6. Update/Other Items for Future Consideration**
- 7. Adjournment**

- a. Persons needing special accommodations should call 423-3712 at least 24 hours prior to the meeting.
- b. A quorum of the Village Board will attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. Recommendation by the joint committee will be made to be acted upon by the Village Board at a regular meeting.
- c. More specific information about agenda items may be obtained by calling 423-3712.

Lisa Moen, Village Clerk

**COMMITTEE PRESENT:** D. Mihajlovic, M. McNally, P. Hollenbeck

**Committee Absent:** None

**Staff:** V. Rudychev

**Other:** S. Struss

**1. Call to order/Roll Call**

Chair M. McNally called the meeting to order at 6:30 PM. Roll call was performed by V. Rudychev.

**2. Proof of Posting**

The Agenda was posted in the upper and lower levels of the Amundson Community Center, the Cambridge News Office, Cambridge Post Office, United Community Bank and the Village Web Site.

**3. Approval of Minutes**

**a. Approval of Audit & Finance Committee Minutes: May 16, 2016**

Trustee P. Hollenbeck moved and Trustee D. Mihajlovic seconded to approve the minutes. Motion carried 3-0.

**4. Public Appearances/Citizen Input**

None.

**5. New Business**

**a. Auditing Services RFP**

V. Rudychev explained the RFP process and provided the draft RFP to the Committee. President S. Struss asked that Barry Benson be added to the list of individuals/firms that would be receiving the RFP. Trustee D. Mihajlovic questioned that had previously been paid for the audit. Trustee P. Hollenbeck explained that this RFP would give us a fixed price for the work. She added that she liked the hours we requested. She asked that we include that up to five references be provided. V. Rudychev stated that wouldn't be a problem. President S. Struss pointed out that we really would like to see references. Chair M. McNally questioned when the audit would be performed. V. Rudychev explained that it would partially up to the Village, but that we would be doing preliminary work and then the actual audit work early in 2017. V. Rudychev also pointed out that the firm would be given a three year contract and would be able to rebid after that. Chair M. McNally stated that Baker Tilly would probably be a high bid. Trustee P. Hollenbeck stated that Johnson Block had previously done work for the Village and the Village was not too happy with the results. Trustee P. Hollenbeck moved to approve the Audit RFP and Trustee D. Mihajlovic seconded. Motion carried 3-0.

**b. Discussion 2016 Budget YTD and 2017 Budget**

V. Rudychev stated this was a preliminary discussion of the budget process. President S. Struss indicated that a condensed version of the budget would be favorable. Trustee P. Hollenbeck stated that the budget did not have to be balanced and that staff could include whatever they wanted. V. Rudychev indicated there would be some sort of wish list as some point during the process. Trustee P. Hollenbeck indicated she would be open to that. Trustee D. Mihajlovic asked how the mold would fit into the budget. V. Rudychev explained that that was currently being paid from fund balance and that fund balance would be a topic of discussion during the budget. President S. Struss stated that the foundation already had their meeting and they gave all their funds to the park. He added that the foundation would consider giving the Village funds towards the mold remediation. Trustee P. Hollenbeck stated that the past two years there has been no capital plan or capital fund. V. Rudychev stated that would be addressed. Trustee P. Hollenbeck added that would it be nice to use the capital project funds for street repair. There was some discussion around the library and how they managed their finances. The Village will work with the library to further streamline the financial processes. Chair M. McNally questioned if the Village had several financial policies in place. V. Rudychev answered that they did not, but that is something staff would be working to bring to the Audit & Finance Committee in 2017. Chair M. McNally stated that the Village had met with the bank to address some of the issues in the 2015 Audit regarding the insurance of funds. He added that it appeared we had a solution on the table with how to insurance the funds. Trustee P. Hollenbeck questioned who would be paying for this insurance. Chair M. McNally stated the bank. Trustee

P. Hollenbeck stated that both banks in the community do a lot for the community. President S. Struss indicated that the Village keeps money at both banks.

**6. Adjournment**

Trustee D. Mihajlovic moved to adjourn the meeting, seconded by Trustee P. Hollenbeck. Motion carried 3-0 and meeting was adjourned at 7:38 pm.

DRAFT

**COMMITTEE PRESENT:** D. Mihajlovic, M. McNally, P. Hollenbeck

**Committee Absent:** None

**Staff:** V. Rudychev

**Other:** S. Struss

**1. Call to order/Roll Call**

Chair M. McNally called the meeting to order at 6:02 PM. Roll call was performed by V. Rudychev.

**2. Proof of Posting**

The Agenda was posted in the upper and lower levels of the Amundson Community Center, the Cambridge News Office, Cambridge Post Office, United Community Bank and the Village Web Site.

**3. Approval of Minutes**

Trustee P. Hollenbeck moved and Chair M. McNally seconded to approve the minutes. Motion carried 3-0.

**4. Public Appearances/Citizen Input**

None.

**5. New Business**

**a. Auditing Services RFP**

V. Rudychev explained the RFP process and the recommendation of Baker Tilly for a 3 year audit contract. Trustee P. Hollenbeck moved to recommend the bid from Baker Tilly to the Village Board for a 3 year audit contract. Trustee D. Mihajlovic seconded. Chair M. McNally questioned when the fieldwork would be done. V. Rudychev provided the tentative timeline. Trustee P. Hollenbeck pointed out that the audit contract had separate pricing for water and sewer and the library. V. Rudychev stated yes, and it would be allocated to those funds. Trustee P. Hollenbeck asked who reviewed the proposals. V. Rudychev indicated she did along with some help from staff. Chair M. McNally added that he knows the partner at Baker Tilly and that they are a good firm. Motion carried 3-0.

**6. Update/Other Items for Future Consideration**

V. Rudychev indicated the Committee should've received a doodle for the scheduling of the budget meeting.

**7. Adjournment**

Trustee D. Mihajlovic moved to adjourn the meeting, seconded by Trustee P. Hollenbeck. Motion carried 3-0 and meeting was adjourned at 6:20 pm.



200 Spring St  
Cambridge, WI 53523  
Phone 608.423.3712  
Web [www.ci.cambridge,wi.us](http://www.ci.cambridge,wi.us)

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## ADMINISTRATION

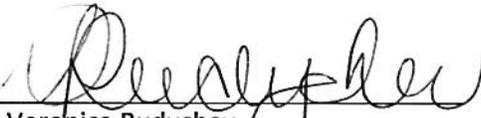
**To: Audit & Finance Committee, Honorable President Struss and Village Board of Trustees**  
**From: Veronica Rudychev, Administrator**  
**Date: November 16, 2016**  
**Subject: Economic Development Contract**

### BACKGROUND

The Village Board requested that the Audit & Finance Committee review the contract for Economic Development. Attached is the draft contract. This is a standard contract being used in another community, which has been previously legally reviewed. This has enough protections included for both parties.

### FISCAL IMPACT

The total cost of the contract for FY 2017 is a not to exceed \$26,000. This allows for 20 hours/week at a rate of \$25.00/hour.



Veronica Rudychev  
Village Administrator



## ADMINISTRATION

### INDEPENDENT CONTRACTOR AGREEMENT

The Village of Cambridge ("Village") and Linda Begley-Korth ("Contractor") agree that the Village desires to engage Contractor's services as an Economic Development Assistant and Contractor desires to provide such services, under the terms and conditions set forth below.

1. **TERM OF AGREEMENT.** This Agreement shall become effective on January 1, 2017 the Effective Date and shall remain in effect until terminated under the provisions set forth in section 13 of this Agreement.
2. **SERVICES TO BE PERFORMED.** The Contractor shall assist the Village with economic development endeavors including the following items:
  - a. Represent the Village of Cambridge in marketing, recruitment and to various professional organizations at the direction of the Village Administrator and in conjunction with the Village Administrator
  - b. Assist the Village Administrator in negotiations of expansion and recruitment projects
  - c. Update and implement a Village Economic Development Plan in conjunction with the Village Board and Village Administrator
  - d. Develop and implement a Village Main Street Plan in conjunction with the Village Administrator and Village Board
  - e. Monitor various TIF districts and ensure their viability in conjunction with the Village Administrator
  - f. Work with Village Administrator on development projects, participating as needed on the Village's Project Management Team
  - g. Attend Village Board meetings on an as needed basis including providing monthly Economic Development report with project status updates and concrete outcomes
  - h. Work to facilitate the coordination of efforts amongst and between outside community organizations engaged in development and redevelopment
3. **REPORTING.** Contracted position will report to the Village Administrator. A minimum of two (2) meetings per month will be coordinated and scheduled with the Village Administrator to go through the status of projects. Other meetings may be requested at the discretion of the Contractor or the Village Administrator.
4. **OFFICE HOURS.** Office hours will be provided on an as needed basis at the discretion of the Village Administrator.

5. **COMMUNICATIONS.** Contractor is responsible for checking emails and voicemail messages on a daily basis and responses to such messages should occur no later than 48 hours after receipt of the email or voicemail message. Response to Village staff or officials should occur as soon as possible.
6. **WORK SCHEDULE.** Contractor is expected to perform services under the Agreement an average of twenty (20) hours per week. Flexibility will be afforded for project management. Contractor is expected to manage their work schedule.
7. **PAYMENT.** The Contractor shall submit reports of all hours spent performing services under this Agreement to the Village on a weekly basis. In consideration for the services performed pursuant to this Agreement, the Village will pay the Contractor twenty-five (\$25.00)/hour to a total contract amount not to exceed \$26,000 for 2017. Said payments shall be based upon the Contractor's submitted activity reports which will show not only the hours worked, but the tasks performed. Payment will be made through the Village's AP system once a month.
8. **INDEPENDENT CONTRACTOR STATUS AND TAXES.** The Contractor is an independent contractor and not an employee of the Village. Contractor is not entitled to, and will not receive, any benefits or indirect compensation under the terms of this Agreement. "Benefits and indirect compensation" include, but are not limited to, such forms of compensation as vacation, sick leave, health insurance, life insurance, Wisconsin Retirement System contributions, or disability insurance or any other method of compensation other than the payment referenced in section 7 above. All taxes, federal, state or local, together with all governmental filings related thereto which arise out of the performance of the Contractor's services or which arise as a result of the compensation paid under this Agreement are the sole responsibility of the Contractor.

Contractor retains the right to perform services for other clients, so long as the performance of those other services does not interfere with the Contractor's responsibilities under this Agreement.

9. **INSURANCE.** Contractor agrees the Village shall not be responsible for obtaining or paying for worker's compensation insurance, unemployment insurance, or any other insurance including but not limited to, general liability insurance, professional liability insurance and motor vehicle insurance on behalf of Contractor. Contractor agrees, during the term of this Agreement, to maintain, at Contractor's expense, all necessary insurance including, but not limited to, the following: a general liability policy and automobile insurance with a carrier in a reasonable amount satisfactory to both parties.
10. **PERSONAL CONDUCT.** Without limiting any other requirements set forth herein, Contractor specifically agrees to the following personal conduct guidelines:
  - a. Not to possess, or use be under the influence of alcohol, other drugs or tobacco while on Village property or while off Village performing services under this Agreement.
11. **CONFIDENTIALITY.** Contractor will not, either directly or indirectly, use or disclose any confidential or proprietary information of the Village except to the extent necessary to perform such services under this Agreement. Unless Contractor has prior written consent of the Village Administrator, Contractor shall not disclose confidential or proprietary information to third parties.

**12. INDEMNIFICATION.** Contractor agrees to indemnify, defend and hold harmless the Village from any and all liability asserted against or incurred by the Village resulting from, arising out of or in connection with:

- a. The breach by Contractor of any provision of this Agreement;
- b. The injury or death of any person or the damage to any property resulting from the acts or omissions of the Contractor;

**13. TERMINATION OF THIS AGREEMENT.** This Agreement may be terminated under the following conditions:

- a. Contract will be reviewed on an annual basis and will be reaffirmed or terminated with a two (2) months' notice prior to December 31<sup>st</sup>.
- b. By mutual agreement of the parties.
- c. Following one (1) month of written notice by either party.
- d. Immediately and without prior notice if:
  - i. Contractor fails to maintain adequate insurance at reasonable levels as agreed to by the Village
  - ii. Contractor becomes medically unable to perform the services pursuant to this Agreement.
  - iii. The Village determines, in its sole discretion, to terminate this Agreement.
  - iv. The Contractor breaches any provision of this Agreement.

Contractor understands and agrees that this Agreement is not intended to create any unilateral expectation of a continued relationship with the Village, and the Village's exercise of the termination provision or rights guaranteed by this Agreement shall not give rise to any claim, suit or administrative proceedings whatsoever on the part of the Contractor. In the event of termination of this Agreement, the Village shall pay Contractor only such compensation as was earned prior to termination date.

**14. CHOICE OF LAW.** This Agreement is governed by the laws of the State of Wisconsin.

**15. ENTIRE AGREEMENT AND SEVERABILITY.** This Agreement constitutes the entire agreement between the parties, superseding all prior oral or written agreements, understandings or negotiations and this Agreement may be modified or amended only by a writing signed by both the City and the Contractor. In the event any provision of this Agreement is found to be invalid or unenforceable by a court of competent jurisdiction, such portion or portions of the Agreement shall be removed and all remaining provisions of this Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF,** the parties have hereto executed this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**CONTRACTOR**

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Social Security or Tax ID  
No. \_\_\_\_\_

**VILLAGE OF CAMBRIDGE**

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Steve Struss  
President

---

Veronica Rudychev  
Administrator



200 Spring St  
Cambridge, WI 53523  
Phone 608.423.3712  
Web [www.ci.cambridge.wi.us](http://www.ci.cambridge.wi.us)

## ADMINISTRATION

**To:** Audit & Finance Committee, Honorable President Struss and Village Board of Trustees  
**From:** Veronica Rudychev, Administrator  
**Date:** November 16, 2016  
**Subject:** Civic – Clarity Proposal

### BACKGROUND

The current Village software, Workhorse, has been in place at the Village since 1996. The payroll module was added in 2005. The current software lacks a lot of functionality that enables transparency, audit processes, and data storage amongst other things. In the twenty years that the Village has used the software, the Village has not only grown in size, but in the complexity of its financials.

Civic – Clarity is a subsidiary company of Baker Tilly, the Village's new audit firm, provides software to communities of all sizes including communities 1/3 the size of Cambridge. This software package provides a lot of the options that are currently lacking in Workhorse including:

- Ability to digitally store back up to all transactions, which allows for an easier audit process
- Ability to digitally upload from excel into the software
- Audit tracking for all entries into the software
- Ability to run custom reports with drill down screens
- Ability to allow online access to department heads such as the library, public works, and utilities

This software will allow for the Village to not only reduce the amount of paper that is currently being stored for financials, it will also create efficiencies within the everyday Village processes, the audit process, and allow for truer reporting and more transparency in the financials. This software package is something that will be utilized by most of the Village staff.

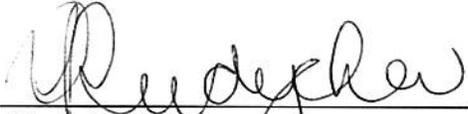
Civic – Clarity has successfully converted clients from Workhorse previously and has indicated that they could have the Village up and running as early as mid-February. This would allow for the entire 2017 audit to be done out of Civic – Clarity. Further, it would allow for reclassification of accounting and a clean slate that the Village needs.

### FISCAL IMPACT

Civic – Clarity has proposed a total software cost of \$54,515. This includes all of the current modules the Village has and some that the Village desperately needs such as General Billing. Civic – Clarity is willing to finance the cost over 3 years at 0% interest. These funds would be coming from the Capital Project Fund and would be the project that is going to be submitted from Administration. The reason for the request in November is to get into the queue to get the software installed as early as possible in 2017 to allow for a full year of audit work to be done in the new software.

**RECOMMENDATION**

Recommend to the Village Board to approve Civic-Clarity software purchase in the amount of \$54,515 to be finance through the Capital Project Fund over 3 years at 0% interest.



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Veronica Rudychev  
Village Administrator

**Computer Software and  
Conversion Services Proposal  
Village of Cambridge  
Prepared by Civic Systems, LLC**



Civic Systems, LLC  
Ten Terrace Court  
P.O. Box 7398  
Madison, WI 53707-7398  
Phone: 888.241.1517  
Fax: 608.249.1050  
mlaesch@civicsystems.com  
www.civicsystems.com

November 8, 2016

# Table of Contents

**TRANSMITTAL LETTER**

**COMPONENTS OF SUCCESS ..... 1**

- Software.....2
- Conversion..... 3-4
- Education .....5
- On-Site Assistance.....6
- Support .....7

**PRODUCTS SELECTED ..... 8-9**

**INVESTMENT SUMMARY .....10**

- License Fees, Training, Conversion and Support Detail .....11
- Optional Modules .....12

**HARDWARE REQUIREMENTS.....13**



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A SUBSIDIARY OF BAKER TILLY  
VIRCHOW KRAUSE, LLP



A SUBSIDIARY OF BAKER TILLY VIRCHOW KRAUSE, LLP

## TRANSMITTAL LETTER

November 8, 2016

Village of Cambridge  
200 Spring Street  
Cambridge, WI 53523

Dear Veronica:

It has been great speaking with you about the possible future software needs of the Village of Cambridge. We are pleased to have this opportunity to submit our software solutions to you. Our proposal is based on your request for information and our prior experience in providing these services to clients with similar needs.

Civic Systems, LLC (Civic) has the experience and resources necessary to meet your needs and assist you with this very important project. We would like to highlight several factors that distinguish Civic from other firms.

### **Full Service Firm**

Civic provides a full range of software services specifically developed for cities and municipal utilities to over fifty new clients every year. These services include total turnkey software solutions. We are committed to enabling our clients to print utility bills, accounts payable checks, payroll checks, and monthly reports immediately after leaving our training facility. This process eliminates or minimizes the need to run parallel systems.

### **Experience**

We understand the demands on your time and the pressures you face. This understanding comes from our continuing relationship with over 250 municipalities and 300 utilities throughout the Midwest. Our team includes CPAs, trainers with over twenty years of training experience, and quality help desk analysts ready and waiting to answer your every question. Civic is a subsidiary of Baker Tilly Virchow Krause, LLP (Baker Tilly). Baker Tilly is the 16th largest accounting firm in the United States and prides itself on its public sector practice that includes over 150 full time, fully dedicated public sector practitioners. This unique and strong Civic/Baker Tilly relationship allows us to provide unmatched public sector expertise.

### **Depth of Resources**

Our project team members all have extensive software experience. All team members are available at any time for consultation. Our quality products and service will provide you with information you need to make timely and accurate management decisions, while meeting the needs of your customers.

Village of Cambridge

November 8, 2016

Page 2

**Commitment**

Civic has a long-standing tradition and solid reputation of providing high quality services to municipal government. To illustrate that commitment, we have a separate practice group devoted entirely to serving municipalities and their utilities.

**Timely Service**

Our experience with software and conversion services allows us to provide a highly efficient and cost-effective transition from your legacy system.

We appreciate the opportunity to submit this proposal and welcome the opportunity to discuss specific aspects of it with you. The information included in this packet is valid for 90 days. If you have any questions or need additional information, please contact me at 888.241.1517. We look forward to working with you on this important project.

Sincerely,

CIVIC SYSTEMS, LLC

A handwritten signature in black ink, appearing to read "M. Laesch". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Michael Laesch, Software Consultant

ML

Enclosures

## COMPONENTS OF SUCCESS

A successful software investment involves two critical components: the software itself and the conversion, education, on-site assistance and support services provided with the software.

Caselle's software suite, coupled with the strength and stability provided by Baker Tilly and Civic's years of experience and depth of knowledge, ensures that your software investment will retain its value through the years. Our role as your trusted advisors gives you the peace of mind of knowing that professional, 100% public sector focused CPAs and consultants will guide you along the path toward a successful software investment.

Each critical component of a successful software investment is briefly discussed on the following pages.



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A SUBSIDIARY OF BAKER TILLY  
VIRCHOW KRAUSE, LLP

### SOFTWARE

Over 14 years ago, Civic Systems entered into an agreement with Caselle, Inc. to represent their software throughout the Midwest. Caselle's software is the result of a long evolution that began in the 1950's as a part of a small CPA firm. Today, Caselle, Inc. provides fully integrated, true Windows-based financial and utility billing software to over 1,100 clients throughout the United States.

All conversion, education, on-site assistance and support services are provided out of Civic's Madison, Wisconsin headquarters.

Caselle's software, coupled with the public sector expertise of Civic and Baker Tilly, provide an unbeatable team to ensure a successful and long-lasting software investment.



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VIRCHOW KRAUSE, LLP

## **CONVERSION**

The success of any project usually depends on adequate up front planning. Software conversion is no different. From the first meeting until the last total is tested, an in-depth timeline and action plan will guide our progress.

### ***Planning and Administration***

Since planning is such a key element in the success of your conversion, an in-depth, pre-conversion working session will be held at your site to identify key individuals, discuss current processes and procedures, evaluate potential challenges and establish a project timeline. The timeline established will document our process, assist with staff availability planning, minimize your staff's duplication of effort and create a clean data cutoff for the conversion team.

### ***Data Extraction***

No one enjoys working overtime or weekends keying in data to new software. Let your staff completely avoid this time-consuming task by having Civic's conversion specialists quickly and accurately convert your data. Control "hooks" created from your current software allow us to map your data to the new software. In this way, existing data can be extracted, converted, tested, adjusted and finalized prior to your arrival for training. This process minimizes data clean up necessary to "go live". All you have to think about is learning the software while utilizing your own data.

Our proposed conversion services are listed on the following page.



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A SUBSIDIARY OF BAKER TILLY  
VIRCHOW KRAUSE, LLP

# Components of Success

The following outlines the conversion services to be provided for the core modules. Depending on the data integrity in the legacy system, below is our typical data conversion when converting from a legacy system.

## **Accounts Payable**

- > Vendor Information
- > 2 years of invoice and check history
- > Report preparation
- > AP check formatting

## **Cash Receipting**

- > Setup receipt categories and corresponding GL accounts
- > Report preparation

## **General Ledger**

- > Chart of Accounts
- > Financial statements
- > Report preparation
- > 2 years detail information
- > 2 years of budget information

## **Payroll**

- > Employee information
- > Pay code setup
- > Current Year to Date Totals
- > Recalculate payroll to ensure data accuracy
- > Report preparation
- > Leave time balances
- > Paycheck formatting

## **Utility Billing**

- > Customer information
- > Customer balances by service
- > Meter information
- > Location information
- > 13 months consumption History
- > Report preparation
- > Utility billing formatting
- > Recalculate bill run to ensure data accuracy
- > Setup rates and services



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VIRCHOW KRAUSE, LLP

## **EDUCATION**

Civic's Educational Services include individualized, hands-on instruction at our Madison, Wisconsin training facility. Our thorough, patient instructors guide you through all the software features necessary for effective use. At completion, you will immediately be able to begin using the software.

### *Classroom Training*

Civic's four high-tech training classrooms in Madison, Wisconsin allow an excellent learning experience. Hands-on instruction along with in-depth training ensures maximum product comprehension. Product overviews and fun classroom games ensure that key objectives are learned.

### *Professional, Experienced Trainers*

Our trainers have extensive software and industry knowledge and will help you apply it to your community. Our senior trainers have over twenty years of municipal software training experience. Their knowledge of municipal issues provides a strong foundation to help you with budgeting, utility billing and other community operations.

### *Structured, Yet Individual, Training*

Our structured training curriculum clearly outlines course objectives and goals to help you maximize your learning experience. Your trainer will guide you through this well-planned process. Group sessions and one-on-one instruction aid in the learning experience.

### *Customized Learning Using Your Own Data*

Custom reports and screens can be designed using your data. You will be able to immediately begin using the software at training completion.

### *Post Training Assistance*

During the first 90 days following training, you are welcome to contact your classroom trainer for software support. This helps create a smooth transition, since your trainer will be aware of any unique issues discussed during training. After 90 days, our experienced customer support representatives will be able to effectively handle any support issues.



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### ON-SITE ASSISTANCE

During the initial use of your new software, it can be reassuring to have an expert at your side. Civic's on site service provides you with the comforting reassurance of an expert on site to answer questions, correct any mistakes, offer helpful suggestions and monitor the overall progress of your software transition.



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VIRCHOW KRAUSE, LLP

## SUPPORT

### *Support Center*

The Civic Systems Support Center prides itself on timely and accurate support. Friendly, helpful representatives facilitate prompt issue resolution so your operations are not interrupted. All support calls are tracked and prioritized based on timing and urgency.

### *Support Center Objectives*

Civic Systems Support Center's number one objective is responsive issue resolution. Every call is tracked and prioritized, based on urgency through our Customer Support Portal, which is accessible via the Internet, customers can view the status of a ticket at anytime, 7 days a week.

### *Methods for Requesting Service*

You may contact the Civic Support Center by phone, fax or e-mail. Customers also have the option of submitting, canceling or adding more information to existing service tickets online through CIVIC's Customer Support Portal, which is accessible through the Internet. If the issue requires a more in depth look, we will access your data using PC Anywhere software.

### *Civic Systems Support Center Hours*

Monday through Friday 7:00 AM – 5:00 PM Central Standard Time.  
Saturday/Sunday – Please leave a message on the voice mail system for processing on Monday morning.

### *Annual Support Fees include:*

- Unlimited, toll free telephone support for purchased CIVIC software applications.
- All software enhancements and updates.

### *Updates and Enhancements*

Yearly updates are included in your annual support fee.



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VIRCHOW KRAUSE, LLP

## PRODUCTS SELECTED

The software products available for selection include:

### *Accounts Payable*

Review, approve, verify and validate invoices while ensuring maximum use of vendor terms and discounts.

### *Accounts Receivable*

Manage customer accounts, invoicing, billing and payments with the Accounts Receivable module. You can create an unlimited number of billing categories with ease and flexibility.

### *Cash Receipting*

From point of payment to the bank deposit, the cash receipting system provides user friendly daily cash control. This software registers and prints all receipts from individual workstations with full descriptions, distributions, change due and account balance.

### *General Ledger*

Quickly and easily enter, inquire, review and report important financial information. Pre-defined journal entries, online management tools, customized reports, previous history and tracking project costs over multiple years are a few of the features you'll enjoy using.

### *miExcel GL*

This module provides a direct connection to GL through Excel. Importing budgets, importing JE's and building custom reports has never been so easy.

### *miViewPoint Dashboard Reporting Tool*

Gain real time access to pertinent financial, payroll, accounts payable and utility billing information on a browser look and feel with no training required and no limit on the number of system users.

### *miAP/ Req and PO workflow*

With the correct security rights this module allows any department to submit AP Invoices for approval or requisitions which include the items needed and the preferred vendor if available. The invoice or requisition can then be routed for approval through the appropriate approval chain based on the dollar amount. The Finance department can then code or re-code the invoice/ requisition and approve the Invoice for payment or approve the requisition to a purchase order.



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VIRCHOW KRAUSE, LLP

### *Payroll*

Easy payroll processing and development of your own customized, comprehensive employee information system. Federal and state government reporting requirements are complied with while providing complete fund and departmental allocations.

### *Direct Deposit*

Electronically transfer employee earnings to banking accounts.

### *Magnetic Media*

Create magnetic W2's in electronic format.

### *miPay*

Allow employees to go paperless with their paychecks. Employees can log in with user name and password from any computer with internet access to view their current and past paychecks.

### *Utility Billing*

A comprehensive customer information system designed to address the unique challenges faced by municipal utilities. Features such as rate calculation computation, multiple project meter database, and consolidated master meters allow your utility to customize the product based on your needs.

### *ACH Direct Pay*

Customers automatically pay their utility bills from their checking or savings account.

### *Electronic Read Interface*

Importing meter files is easy and hassle-free with the Electronic Read Interface. We are able to integrate all major hand held meter reading devices.

### *Splitter*

When utility bills are run a PDF of each customer's bill will be attached to each customer for easy viewing and printing at a later date. No more recalculating old bills when rates there are rate changes or Power Cost Adjustments.

### *Tax Certification*

Easily produce tax certification notices for your delinquent customers and create a file to electronically send information to the appropriate agency.



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# Investment Summary

Civic Systems, LLC  
Ten Terrace Court  
P.O. Box 7398  
Madison, WI 53707-7398

Village of Cambridge  
200 Spring Street  
Cambridge, WI 53523

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **An initial 50% down payment is due with this contract. The remainder is due at training.**\*Additional payment terms can be provided such as spreading the payments over 2 or 3 years at 0% interest. The information provided in this proposal is valid for 90 days after the date of issue.

## INVESTMENT SUMMARY

License Fees (3 Concurrent)	\$ 53,300
Less: 45% Small Community Discount	(23,985)
Training	10,200
Conversion	12,600
On-Site Assistance	<u>2,400</u>
<b>TOTAL INVESTMENT</b>	<b><u>\$ 54,515</u></b>
<b>ANNUAL SUPPORT (Discounted)</b>	<b><u>\$ 8,861</u></b>

## TRAVEL COSTS

Travel costs are a not-to-exceed and based on Eleven (11) round trips and 0 overnights.

Mileage (Eleven 44 mile round trips @ \$0.58/mile)	\$ 280
Hotel (0 nights at \$125/night)	0
Meals (11 days at \$10/day)	<u>110</u>
<b>TOTAL INVESTMENT</b>	<b><u>\$ 390</u></b>

**\*A formal contract will need to be entered before any software is installed.**



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## License Fees, Training, Conversion and Support Detail

Selected Product Descriptions	License Fee Purchase Price	One-Time conversion / setup	Training and Onsite Assistance Cost/Days	Year one Total w/o Support	Annual Fees*
<b>3 Concurrent User Licenses</b>	\$ 0	\$ 0	\$ 0	\$ 0	\$ Included
<b>Accounts Payable</b>	8,200	600	1,200	10,000	1,640
AP ACH	Included	Included	Included	Included	Included
miExcel AP	Included	Included	Included	Included	Included
miVendor Portal	Included	Included	Included	Included	300
<b>Accounts Receivable</b>	5,500	1,200	1,200	7,900	1,100
<b>Cash Receipting</b>	4,500	600	600	5,700	900
<b>General Ledger</b>	7,000	1,200	1,800	10,000	1,400
Activity Reporting	Included	Included	Included	Included	Included
Bank Rec	Included	Included	Included	Included	Included
Budgeting	Included	Included	Included	Included	Included
miExcel GL	Included	Included	Included	Included	Included
<b>miViewPoint (Department Head Dashboard)</b>	4,000	600	600	5,200	800
<b>Payroll</b>	11,200	2,400	3,000	16,600	2,240
Direct Deposit	Included	Included	Included	Included	Included
Magnetic W-2's	Included	Included	Included	Included	Included
miPay (Paperless Paystubs)	Included	Included	Included	Included	300
<b>Utility Billing</b>	12,900	6,000	4,200	23,100	2,580
Direct Pay	Included	Included	Included	Included	Included
Electronic Read Interface	Included	Included	Included	Included	Included
Splitter	Included	Included	Included	Included	Included
Tax Certification	Included	Included	Included	Included	Included
LESS: Small Community Discount	(23,985)	--	--	(23,985)	(2,399)
<b>TOTALS COSTS</b>	<b><u>29,315</u></b>	<b><u>12,600</u></b>	<b><u>12,600</u></b>	<b><u>54,515</u></b>	<b><u>8,861</u></b>

\*Optional item pricing is provided on the following page.



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# Optional Module Detailed Cost

OPTIONAL MODULES (Not Included in the agreement)

Optional Product Descriptions (Not Selected)	License Fee Purchase Price (3 Concurrent Users)	One-Time conversion / setup	Training Cost @ \$1,200/Day	Year one Total w/o Support	Annual Fees
<b>Additional Concurrent Users above 3 (each)</b>	2,000	--	--	<b>2,000</b>	400
<b>Fixed Assets</b>	3,300	600	600	<b>4,500</b>	660
<b>miViewPoint Add On</b>					
miAP Workflow	4,000	600	600	<b>5,200</b>	800
<b>Payroll Add Ons</b>					
miExcel Payroll Import	2,000	1,000	--	<b>3,000</b>	600
<b>Utility Billing Add Ons</b>					
Payment Import (Online Bill Pay Import)	2,700	--	--	<b>2,700</b>	540
Service Orders	2,700	600	600	<b>3,900</b>	540
Mobile Service Orders	2,700	600	600	<b>3,900</b>	540

\*Above amounts include the discount provided.

\*\*If online Bill Presentment is chosen the Village of Cambridge is responsible for any monthly hosting, setup and transactional fees charged by the preferred online bill pay company.

### *Cash Receipting Import*

Civic will establish an import file from your cash receipting to input customer payments.

### *Fixed Asset (Asset Management)*

Developed with GASB No. 34 compliance in mind; maintains fixed assets, continuing property records and depreciation records. It interfaces with Accounts Payable and General Ledger.

### *miExcel PR*

Allows individuals or departments to fill out excel based time sheets electronically to import seamlessly into timekeeping or directly into payroll along with providing the ability to import files from a time clock system. This module eliminates re-keying hours and provides additional functionality such as importing of steps and grades from Excel, easily update pay schedules from Excel, along with providing export capabilities for Rates, Pay Codes, GL by pay periods and benefit info.

### *Service Orders*

Create service orders to assign specific, user defined tasks including final reads and meter replacements.

### *Mobile Service Orders*

This module is an add on to service orders which allows service orders to be assigned and then completed in the field using your mobile device. The mobile device will receive notification if a service order is added and a map of where that service order is located will be present. Once items are completed it is updated to the service order application in the Caselle system. If you are using miViewPoint there will be a screen that shows you outstanding service orders along with a pin map of where those service orders are located.



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# Hardware Requirements

## HARDWARE REQUIREMENTS

### Network System Requirements – Caselle® Clarity 4.x – Network

Important! Using servers, workstations, or servers and workstations that do NOT meet the specified network system requirements may result in unsatisfactory performance and response times. This document lists the minimum hardware and software requirements for installing Clarity.

Network Server Operating System	Microsoft® Windows 2008 R2 Server (64-bit), 2012 Server (64-bit), 2012 R2 (64-bit)
Network Server Equipment	Intel® Xeon® Quad-Core Processor 3.0 Ghz or higher   16 GB of available RAM   30 GB available disk space for Caselle Clarity applications (180 MB) and data   Separate physical hard drive for SQL log file (8-15 K SAS HDD preferred)   Color SVGA .28 Monitor   1 GB Ethernet Network Card   1 GB Ethernet Switch   DVDRW Drive <small>All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, and AMD Sempron™, and Intel® Pentium processors are NOT recommended.</small>
Database Server Equipment and Operating System	<ul style="list-style-type: none"> <li>• Use the Recommended Network Server. For better performance, increase memory on network server or, use a separate Database Server (same specifications as the Network Server).</li> <li>• Networks with more than ten workstations may require faster processors and/or more memory than the recommended.</li> </ul>
Database Software	Microsoft® SQL Server 2012 (64-bit) or 2014 (64-bit)
Network Server and Database Server Power Protection	True On-Line UPS, 600 Voltamps minimum with UPS Monitoring card, cable, and software.
Workstation Computer	i5, or i7 (3 GHz or higher)   8 GB of available RAM   30 GB available disk space for Caselle Clarity applications (180 MB) and data   LCD Monitor <small>All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, and AMD Sempron™, and Intel® Pentium processors are NOT recommended.</small>
Workstation Operating System	Windows 7™ Professional (32-bit or 64-bit). Windows 8™ Professional (32-bit or 64-bit)
Workstation Power Protection	UPS/Battery backup unit
Backup System	Network quality system to back up fileserver hard drive on one tape and provide tape read after write verification. Make sure the backup system supports backing up MSSQL Databases. Example: Backup Exec with SQL Agent.
Data File Transfer	DVDRW Drive
Printer	HP Laser Printer or Canon Copiers with PCL or Postscript Drivers
Receipt Printer	Ithaca Series (Impact) 150 and 280 Printers, Ithaca Series (Thermal) 280 Printers
Internet Access	DSL, ISDN, or T1  Explanation: Caselle® Applications require Internet access to download program updates. Using an Internet connection that is slower than 256 Kbps will take significantly longer to download data.
Email	Email that is compatible with Microsoft® Windows.
Network Installer	Microsoft® Certified
Web Services	IIS 7 (Windows Server 2008, 2012)
miViewPoint	IIS 7 or later   8 GB of available RAM   30 GB of available disk space for miViewPoint on the IIS and SQL Servers   additional 4 GB of available RAM on the SQL Server   Modern Web Browser, on any PC using miViewPoint (IE11 or greater, up to date Chrome, or up to date Firefox) If miViewPoint is made internet available a modern mobile browser is required.



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