

**MERRIAM CITY COUNCIL AGENDA
CITY HALL
9001 WEST 62ND STREET
November 22, 2021
7:00 P.M.**

If you require any accommodation (i.e. qualified interpreter, large print, reader, hearing assistance) in order to attend this meeting, please notify the Administrative Office at 913-322-5500 no later than 24 hours prior to the beginning of the meeting.

I. CALL TO ORDER - PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. PUBLIC ITEMS

Members of the public are encouraged to use this time to make comments about matters that do not appear on the agenda. Comments about items on the regular agenda will be taken as each item is considered. ***Please note: individuals making Public Comments will be limited to 5 minutes.*** In accordance with the *Governing Body Rules of Procedure*, the City reserves the right to refuse Public Comments that are personal, impertinent or slanderous.

IV. CONSENT AGENDA

All items listed under the heading are considered to be routine by the City Council and may be enacted by one motion. There will be no separate discussion of these items unless a Councilmember so requests, in which case that item will be removed from the Consent Agenda and considered separate.

1. Consider approval of the minutes of the City Council meeting held November 8, 2021.
2. Consider approval of final payment to J.M. Fahey for the 2021 Street Improvements Project.
3. Consider endorsement of 2022 funding recommendations for the Drug and Alcoholism Council (DAC) of United Community Services.

V. MAYOR'S REPORT

VI. COUNCIL ITEMS

1. Consider approval of a funding agreement between the City of Merriam and Block and Company.

2. Consider approval of the purchase of a 2022 Dodge Durango police unit.
3. Consider approval of a Professional Services Agreement (PSA) with SoftResources for enterprise resource planning software advisory services.
4. Monthly Finance Report.
5. Community Development Update.

VII. STAFF ITEMS

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

Respectfully submitted,

Juliana Pinnick

City Clerk

**MERRIAM CITY COUNCIL MINUTES
CITY HALL
9001 WEST 62ND STREET
November 8, 2021
7:00 P.M.**

I. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Mayor Bob Pape called the meeting to order at 7:00 pm.

II. ROLL CALL

Scott Diebold
Chris Evans Hands
Bruce Kaldahl
Brian Knaff
David Neal
Bob Pape
Jason Silvers via telephone
Whitney Yadrich

Staff present:, Ryan Denk, City Attorney; Chris Engel, City Administrator; Jennifer Jones-Lacy, Assistant City Administrator; Jim MacDonald, Public Works Director; Jenna Gant, Communication and Public Engagement Manager; Bryan Dyer, Community Development Director; Anna Slocum, Parks & Recreation Director; Darren McLaughlin, Police Chief and Juli Pinnick, City Clerk.

III. PUBLIC ITEMS

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Michael Gieseke, 9701 W. 56th Ter., commented that his neighbor has a lot of items stored on his property and the problem has been going on over 20 years. The fence is in disrepair and the yard and garage are full of stuff. He has contacted the city codes department and while some things have been cleaned up over the years, it continues to be a problem.

IV. CONSENT AGENDA

All items listed under the heading are considered to be routine by the City Council and may be enacted by one motion. There will be no separate discussion of these items unless a Councilmember so requests, in which case that item will be removed from the Consent Agenda and considered separate.

1. Consider approval of the minutes of the City Council meeting held October 25, 2021.
2. Consider approval of the 2022 Schedule of Fees.
3. Consider endorsement of United Community Service funding recommendations.

COUNCILMEMBER HANDS MOVED THAT THE COUNCIL APPROVE CONSENT AGENDA ITEMS 1-3. COUNCILMEMBER YADRICH SECONDED AND THE MOTION WAS UNANIMOUSLY APPROVED.

V. MAYOR'S REPORT

1. Announcement of Ward 4 vacancy.

City Administrator Chris Engel provided the background for this item.

On October 31, 2021 Mayor Ken Sissom formally resigned his position as Mayor. Per Merriam City Code Sec. 2-26, City Council President Bob Pape was sworn in as Mayor on November 1, 2021 which created a vacancy in the position of Ward 4 Council Representative.

Per Merriam City Code Sec 2-27, the City Council must appoint a new City Council Representative from Ward 4 to serve out the balance of the unexpired term set to end in December 2023.

City Code has a detailed process to guide City Council in filling the vacancy

In brief, the Ward 4 vacancy will be announced on Monday, November 8 and advertised through our various communication channels for 30 days, until December 8 at 4:30pm. During that time, residents of Ward 4 interested in the vacant City Council position may submit their letter of interest and statement of qualifications. The newly sworn-in City Council will interview all potential candidates at the December 13 City Council meeting. The information provided by each candidate will be part of that meeting's agenda packet. After interviews, the City Council will vote to narrow the candidate

pool to a single candidate to fill the vacant position. All interviews and voting will occur in open session.

When the City Council last interviewed candidates for a Council vacancy (February 2017 and January 2019), interested parties were provided the following set of questions in advance of the interviews:

What do you think is the most important issue facing the City in the next two years?

What skills or talents would you bring to the City Council?

Do you have any closing comments for the City Council to consider?

2. Election of Council President.

City Administrator Chris Engel provided the background for this item.

On October 31, 2021 Mayor Ken Sissom formally resigned his position as Mayor. Per Merriam City Code Sec. 2-26, City Council President Bob Pape was sworn in as Mayor on November 1, 2021 which created a vacancy in the position of City Council President. Mayor Pape was (re)elected on November 2, 2021 to an additional four-year term as Merriam Mayor.

Per Merriam City Code Sec 2-28, the City Council must elect a new City Council President to fill the remainder of the vacated two-year term which will end in January 2022.

There is no formal process to guide City Council in electing their Council President. However, past practice has included interested parties sharing their interest and qualifications followed by voting by ballot for the interested parties. The candidate receiving the most votes will be elected Council President.

Per City Code, the Vice President will remain in their current position until the end of the current term unless they are elected the new Council President. In that occurrence, there would be an additional ballot process for the position of Vice President.

The current two-year term of the Council President and Vice President will expire in January 2022.

Councilmember Diebold nominated Councilmember Hands for Council President.

Councilmember Yadrich commented that she was interested in serving as Council President.

Councilmember Yadrich and Hands stated reasons they felt they would be a good Council President.

Each councilmember was provided an index card to indicate their selection for Council President. Councilmember Silvers, attending the meeting by phone was instructed to send a text to the City Clerk indicating his selection for Council president.

The index cards were collected and presented to the City Clerk to tally the votes. With 6 votes for Councilmember Hands and 1 vote for Councilmember Yadrich, Councilmember Hands was elected Council President to serve until January 2022.

VI. COUNCIL ITEMS

1. Consider approval of honorary renaming of W. 62nd Street between the Police station and Merriam City Hall as Ken Sissom Way.

City Administrator Chris Engel provided the background for this item.

On October 31, 2021 Mayor Ken Sissom retired after 12 years as Mayor. He was the second longest serving Mayor in Merriam history after former Mayor Irene B. French. Prior to being elected Mayor in 2009, Sissom spent over 25 years with the Police Department including his last 13 years as Police Chief.

To honor his dedicated service to the community, it is recommended the section of West 62nd Street between the Police Department and City Hall receive an honorary renaming to Ken Sissom Way. Because the renaming is honorary, both City Hall and the Police Department will still address off of West 62nd Street.

The City Council has the ability to permanently rename streets within city limits by ordinance. This process has been used in the past to rename Carmax Drive and Ikea Way. However, there is no policy that governs the honorary renaming of streets so a simple majority vote of the City Council is sufficient.

2. Consider approval of a resolution setting a Public Hearing date of December 13, 2021 to consider amending the I-35 Redevelopment District.

Community Development Director Bryan Dyer presented the background for this item.

In August 1994, the City of Merriam established a Redevelopment District, now known as the I-35 Redevelopment District, and adopted a district plan identifying proposed redevelopment project areas within the Redevelopment District. The district plan generally identifies improvements proposed to occur within each project area. The improvements generally consist of buildings, facilities and other developments.

Since the adoption of the I-35 Redevelopment District Plan, the Plan has been amended six separate times. The most recent amendment occurred in May 2021 when the District Plan was amended by adding the Kmart redevelopment area.

Block and Company submitted an application for public financing for the redevelopment of the Taco Bell property located at 8800 Shawnee Mission Parkway. The proposed project will involve rezoning and platting the property in addition to demolition of the building and site. Additional extraordinary costs include removing and replacing the existing stormwater system that is discharging onto neighboring properties. The amendment to the District plan is adding Project Area N that will encompass the properties to be redeveloped.

The first step in amending the I-35 Redevelopment District Plan is for the City Council to set a date for the Public Hearing to consider the amended plan. The attached resolution sets the City Council meeting to be held on December 13, 2021 at 7:00PM, as the date and time for that hearing. The statutorily required detailed project plan for Project Area N is scheduled to be presented to the Council in January.

Councilmember Neal asked if the applicant, Block and Company, had paid their delinquent taxes on the old Kmart property and what dollar amount of TIF assistance are they asking for on this project

Mr. Dyer stated that he does not believe those taxes had been paid and the amount of assistance that is being requested is \$300,000.

Councilmember Neal then asked the amount of the delinquent taxes owed on

the old Kmart property.

City Administrator Chris Engel indicated that the amount of delinquent taxes on the old Kmart property is approximately \$450,000.

Councilmember Neal indicated that he feels that in an effort to send a message to Block and Company that considerations need to be made on the other properties they own and owe taxes on, so he will be not voting in favor of the resolution.

Councilmember Silvers echoed Councilmember Neal's comment and would also not vote in favor.

Councilmember Yadrich commented that she as well echoes the sentiment expressed by Councilmembers Neal and Silvers, but, since this is just the first step in the project and there are potential opportunities to rectify the tax situation, she will be voting in favor of the resolution.

COUNCILMEMBER HANDS MOVED THAT THE COUNCIL APPROVE AN ORDINANCE SETTING A PUBLIC HEARING DATE OF DECEMBER 13, 2022 TO CONSIDER AMENDING THE I-35 REDEVELOPMENT DISTRICT. COUNCILMEMBER YADRICH SECONDED AND THE MOTION WAS APPROVED. COUNCILMEMBERS NEAL AND SILVERS VOTED NAY.

3. CIP Update.

Public Works Director Jim MacDonald provide the following CIP Updates:

2021 Street Improvement Project has been completed and final payment for that project will be requested at the next council meeting.

The West Vernon Place Preliminary Engineering Study (PES) is complete. The engineer has provided staff with several improvement options. Placement of this project will be discussed at the CIP work session early next year.

The Miscellaneous Storm Pipe Lining project is underway and will likely start late November with a 60-day completion timeframe. Weather temperatures will not affect this project, as long as the weather is dry, they can continue to work.

VII. STAFF ITEMS

City Administrator Chris Engel commented that conversations with Drake Development for redevelopment of the old Kmart property are no longer occurring.

They have formally withdrawn their interest in the site. They have indicated there is still some interest in the site with a different project, however, if a new project is proposed, the process will start all over.

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE COUNCIL, COUNCILMEMBER HANDS MOVED TO ADJOURN AT 7:45 PM. COUNCILMEMBER YADRICH SECONDED AND THE MOTION WAS UNANIMOUSLY APPROVED.

Respectfully submitted,

Juliana Pinnick

City Clerk



AGENDA ITEM INFORMATION FORM

AGENDA ITEM: Authorize final payment of \$97,987.15 to J.M. Fahey for the 2021 Street Improvement Program which included the County Assisted Roadway System (CARS) Project #320001314, East Frontage Road from 67th street to 75th

SUBMITTED BY: Jim MacDonald, Public Works Director

MEETING DATE: November 22, 2021

PROJECT BACKGROUND/DESCRIPTION:

J.M. Fahey has completed the construction improvements for the 2021 Street Improvement Program and staff is requesting the approval to issue a final payment of \$97,987.15 With this final payment the total construction expenditure will be \$1,515,706.60, this is \$314,094.75 under the original construction contract amount of \$1,829,801.35.

The underrun of \$314,094.75 is due to actual placed quantities being less than plan quantities.

Approval of this final payment denotes the City's acceptance of the project and triggers the two-year maintenance warranty period.

CITY COUNCIL GOALS AND OBJECTIVES

3.2 Sustain capital improvement efforts.

FINANCIAL IMPACT

Amount of Contract:	\$1,829,801.35
Amount Budgeted:	\$1,549,000.00 Construction East Frontage and Carmax Drive \$650,000.00 Mill and Overlay Program \$150,000.00 Sidewalk Maintenance/Repair Program
Funding Source/Account #:	Capital Improvement Fund – 301-0000-511-45.10 GC2102 East Frontage and CarMax Dr., Capital Improvement Fund – 301-0000-511-45.10 GM2002 Sidewalk Maintenance, Capital Improvement Fund – 301-0000-511-45.10 GM2103 Mill & Overlay

SUPPORTING DOCUMENTS

ACTION NEEDED/STAFF RECOMMENDATION

Council authorize the final payment to J.M. Fahey in the amount of \$97,987.15



AGENDA ITEM INFORMATION FORM

AGENDA ITEM: Consider endorsement of 2022 funding recommendations for the Drug and Alcoholism Council of Johnson County.

SUBMITTED BY: Troy Duvanel, Captain

MEETING DATE: November 22, 2021

PROJECT BACKGROUND/DESCRIPTION:

By state statute, one-third of alcohol tax collections on “liquor-by-the-drink” are deposited into the City’s Special Alcohol Fund for use in alcohol and drug rehabilitation programs. In recent years, substantially all such revenues have been committed to the Drug and Alcoholism Council of Johnson County (DAC). The DAC targets public resources to provide substance abuse education, prevention, intervention, detoxification and treatment needs for Johnson County residents.

The DAC is responsible for evaluating grant requests for both treatment and education. Captain Duvanel was part of the team that evaluated the treatment grant proposals for 2022. During the process of evaluating the grant proposals each member of the team reads and evaluates each grant proposal on a set of criteria established by the DAC and attends briefings from each applicant. Once this is completed the members meet and discuss the grant proposals and determine which will be granted funds. In 2021 they were able to fund \$2,000,797 worth of grant proposals. In 2022, the DAC is requesting \$20,000. Captain Duvanel approves of the recommendations of the DAC as approved.

The Drug and Alcohol Council has requested approval of their recommendations (see attached) by December 30, 2021. As a practical matter, cities do not have the ability to request changes to the allocations, but City Council could choose to withhold the City’s contribution.

The City’s approved 2022 budget provides for a contribution of \$20,000.

CITY COUNCIL GOALS AND OBJECTIVES

1.0 Enhance Community Identity and Connections

FINANCIAL IMPACT

Amount of Request/Contract: \$20,000

Amount Budgeted: \$20,000

Funding Source/Account #: 202.1000.419.85.21

SUPPORTING DOCUMENTS

2021 ATF Recommendations Report

ACTION NEEDED/STAFF RECOMMENDATION

Staff recommends confirming the Drug and Alcoholism Council of Johnson County funding recommendations for 2022.



United Community Services of Johnson County

2022 ALCOHOL TAX FUND RECOMMENDATIONS REPORT DRUG and ALCOHOLISM COUNCIL OF JOHNSON COUNTY

Participating jurisdictions: Johnson County, De Soto, Gardner, Leawood, Lenexa, Merriam, Mission, Olathe, Overland Park, Prairie Village, and Shawnee

Board Members

- Roxann Kerr Lindsey, President
- Kate Allen
- Marshaun Butler
- Joe Connor
- Tara Eberline
- Erik Erazo
- Rev. Adam Hamilton
- Robin Rollins Harrold
- Thomas Herzog
- Donna Lauffer
- Patty Markley
- Dr. L. Michael McCloud, PhD
- Hon. Donald Roberts
- Kevin Tubbesing
- Vanessa Vaughn West
- Dave White
- Rebecca Yochem

Council of Advisors

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- Mary Birch
- Dr. Andy Bowne
- Pat Colloton
- Dr. Stuart Day
- Hon. Peggy Dunn
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- Charlie Sunderland
- Hon. Stephen Tatum
- David Warm

Executive Director

- Julie K. Brewer

The purpose of the grant review process conducted by the Drug and Alcoholism Council of Johnson County (DAC) is to direct local Alcohol Tax Funds (ATF) to alcohol and drug prevention, education, intervention, detoxification, treatment, and recovery programs that serve Johnson County residents. The entire community benefits when substance abuse is prevented and/or effectively treated. A continuum of services from education through treatment and recovery is vital to reducing drug and alcohol use and addiction; this continuum of services lowers healthcare costs; reduces crime and child abuse and neglect – lowering associated public costs; and increases productivity in employment.

Alcohol Tax Funds are derived from a state excise tax on liquor sold by the drink. Part of the revenue generated is returned to the jurisdiction (city or county) in which it was collected, with the stipulation that a specified portion be used for programs “whose principal purpose is alcoholism and drug abuse prevention or treatment of persons who are alcoholics or drug abusers, or are in danger of becoming alcoholics or drug abusers” (KSA 79-41a04).

The DAC’s grant review process provides a structured and accountable system that allows organizations, through one annual application, access to funds from multiple jurisdictions. The recommendations are guided by funding priorities which are reviewed and approved by the DAC annually. Every three to five years the priorities are developed through a formal planning and research process that includes input from key stakeholders, a review of current literature, and analysis of indicator data in Johnson County. In 2018, UCS conducted this formal planning process and the DAC established funding priorities for the 2019-2022 grant cycles. The Funding Priorities Report is available on UCS’ website. It includes a description of the methodology and a summary of the information reviewed. Planning for the 2023-2028 Funding Priorities is underway.

The Board of County Commissioners and city councils have ultimate authority and responsibility for determining which organizations receive funds from their respective jurisdictions based upon the recommendations in this report. Jurisdictions are asked to accept the recommendations by no later than December 30, 2021. Together, Johnson County Government and ten cities committed **\$2,000,797** for 2022 ATF (see page 19); this is a continued reduction from contributions in 2020 and 2021 and is due to reduced tax collections during the pandemic. UCS voluntarily reduced its administrative fee in 2021 in recognition of reduced alcohol by-the-drink tax collections.

For the 2022 ATF grant cycle, twenty-three applications plus UCS administration fee total **\$2,203,714** in funding requests. As a result of reduced tax collections, increased reported need from applicants, and strong applications, this is a highly competitive grant year. After reviewing applications, interviewing agencies, and deliberating, the DAC developed the following funding recommendations, which are organized in two sections: Education, Prevention, and Intervention; and Intervention, Treatment and Recovery.

For additional information, contact Christina Ashie Guidry, UCS Director of Resource Allocation, christinag@ucsjoco.org, 913.438.4764.

2022 Alcohol Tax Fund Requests and Recommendations				
Applicant	2020 Allocation	2021 Allocation	2022 Request	2022 Recommendation
EDUCATION, PREVENTION and INTERVENTION				
Blue Valley USD 229	\$32,146	\$17,951	\$11,186*	\$11,186*
De Soto USD 232	\$16,079	\$15,158	\$20,979*	\$20,979*
Olathe USD 233	\$9,440	\$0	\$0*	\$0*
Shawnee Mission USD 512	\$0	\$0*	no request	no request
Spring Hill USD 230	\$16,060	\$14,141	\$13,560	\$13,560
Artists Helping the Homeless	\$35,000	\$28,281	\$50,000	\$50,000
Boys & Girls Club	\$15,000	\$14,141	\$15,000	\$15,000
JoCo Corrections: Changing Lives	\$7,250	\$0*	\$1,000*	\$1,000*
Cornerstones of Care	\$75,000	\$70,703	\$80,000	\$70,703
First Call	\$68,000	\$64,105	\$75,000	\$68,000
Johnson County Mental Health (JCMH) Prevention Services	\$170,000	\$168,274	\$198,730	\$168,274
SAFEHOME	\$24,424	\$23,071	no request	no request
The Family Conservancy	\$40,000	\$37,709	\$40,000	\$40,000
Subtotal	\$508,399	\$453,534	\$505,455	\$458,702
INTERVENTION, TREATMENT and RECOVERY				
Friends of Recovery	\$60,000	\$56,563	\$100,000	\$60,000
Heartland RADAC	\$159,734	\$150,583	\$159,734	\$159,734
JoCo District Attorney (Drug Court)	\$160,000	\$150,834	\$88,410	\$88,410
JoCo Corrections: Vouchers Program	\$15,725	\$3,350*	\$6,500*	\$6,500*
JCMH Adolescent Center Treatment	\$321,373	\$238,648	\$253,510	\$242,170
JCMH Adult Detoxification Unit	\$289,922	\$273,314	\$289,922	\$276,835
JCMH Dual Diagnosis Outpatient	\$165,000	\$219,523	\$232,776	\$223,044
KidsTLC	\$46,571	\$44,981	\$54,407	\$54,407
KVC Behavioral HealthCare	\$35,000	\$32,995	\$75,000	\$32,995
Lorraine's House	\$25,000	\$18,854	\$25,000	\$0
Mirror Inc.	\$176,000	\$165,918	\$191,000	\$176,000
Preferred Family Healthcare	\$120,000	\$113,126	\$120,000	\$120,000
Subtotal	\$1,574,325	\$1,468,689	\$1,596,259	\$1,440,095
Total Allocations	\$2,082,724	\$1,922,223	\$2,101,714	\$1,898,797
UCS Administration^	\$104,500	\$102,000	\$102,000	\$102,000
Total Funding	\$2,187,224	\$2,024,223	\$2,203,714	\$ 2,000,797

*agency has 2021 ATF funds to carryover to 2022

^UCS voluntarily reduced its administrative fee in 2021 and 2022 in recognition of reduced alcohol by-the-drink tax collections

2022 ALCOHOL TAX FUND GRANT RECOMMENDATIONS

Education, Prevention and Intervention

Alcohol Tax Funds (ATF) support programs offered by public school districts and programs delivered by community-based organizations, the 10th Judicial District Court, and departments of Johnson County government. School-based programs are focused on preventing and reducing substance abuse and addressing risk factors associated with substance abuse, such as disruptive behavior, suicide, and truancy. Community-based programs help lower rates of substance abuse, which result in lower mental and physical healthcare costs and reduced costs for law enforcement and the criminal justice system. Funding recommendations are based upon a review of each proposal (see Appendix A for criteria) and consider program type, outcome data, and accountability. Previously each district requested and received ATF support for AlcoholEdu. As a result of the Mental Health Center's recent agreement with EverFi, the company which owns AlcoholEdu, the cost of AlcoholEdu is reduced and it is now available to schools county-wide (public and private) and all districts have access to EverFi's online Mental Health Basics. In 2022, each school district will continue to report outcomes for AlcoholEdu, including knowledge gained and number of students served.

School District Programs

Each school district offers a unique mix of programs to its students and parents, and each district has a mix of funding to support these programs. Consequently, ATF recommended programs and fund allocation differ for each district. *In 2022, most district funding requests are reduced as compared to prior years due to carryover related to the global pandemic.*

Blue Valley School District

Request: \$11,186*

Recommendation: \$11,186*

The DAC recommends Blue Valley School District be awarded \$11,186, which combined with \$11,820 in carryover, will result in an ATF budget of **\$23,006.*** ATF supports drug & alcohol coordinators who utilize Kansas *Communities That Care* (KCTC or CTC) survey results and school-based data to coordinate age-appropriate activities for all students. ATF funding allows for dedicated people in each building to educate and support drug and alcohol programming, review specific KCTC data, and carry out district plans and ATF goals. These coordinators, comprised of counselors, social workers, and psychologists, ensure fidelity and teacher training on district initiatives such as AlcoholEdu, Project Alert, Reconnecting Youth, CAST, *Signs of Suicide*, and sobriety support groups.

Results Projected: The overall goal is to help students make healthy choices both now and in the future by increasing protective factors while reducing risk factors. ATF funded activities will increase knowledge of substance abuse and available resources for education, prevention, and treatment of substance abuse; and increase students' resistance to social pressures related to substance/alcohol use. Coordinators will use data to plan programming that will reduce favorable attitudes towards substance use/abuse (measured by a continued reduction in use on the KCTC survey next year); add a healthy activities campaign to each middle and high school; and plan community events. There will be an increase in the number of students and families that use substance use evaluation and treatment vouchers following a drug and/or alcohol infraction. During the 2022-23 school year, the district anticipates serving approximately 12,377 individuals through ATF supported programs.

Outcomes Achieved During 2020: In School Year 2020 (SY 2020) 12,626 Johnson County residents were served through the Blue Valley School District. The district reports growth in protective factors – supporting resistance to peer pressure and reduction in substance use - and reduction in vaping (13.7% to 3%) and marijuana use (6.9% to 2.2%) from 2017-20 based on the CTC. The district is working to establish the baseline connection between substance abuse and suicidal ideation through post-surveys of the *Signs of Suicide* program (the district has provided more than 500 suicide interventions in the 2020 and 2021 school years).

De Soto School District

Request: \$20,979*

Recommendation: \$20,979*

The DAC recommends the De Soto School District be awarded \$20,979, which combined with \$300 in carryover, will result in an ATF budget of **\$21,279.*** The ATF funds will support substance abuse prevention instruction, specifically through *Too Good for Drugs*, health classes, AlcoholEdu, and *Vaping: Know the Truth*. In addition, the PRIDE Prevention Club (SADD) will provide activities to engage students in learning strategies to make healthy choices and to avoid drug and alcohol abuse. ATF dollars also support a portion of the salary of social workers who are able to work with students, assess students for risk and provide referrals to outside agencies for additional support. Finally, ATF dollars support alcohol and drug screening for eligible students referred by building administrators.

Results Projected: The goal of this school program is education and prevention of substance use, reduction in drug and alcohol related offenses, and reduced cost of intervention. Students who participate in *Too Good for Drugs* will demonstrate increased knowledge about their ability to make good choices. Students participate in AlcoholEdu will demonstrate relevant knowledge gained. Students who use social work services will demonstrate an improved ability to resist using substances to cope and instead use other coping strategies/skills, thus deterring use of substances. The percentage of students who are categorized as "at-risk" will be equal to or less than those within Johnson County, as a whole. During the 2022-23 school year, the district anticipates serving approximately 11,177 adults and 7,451 students through ATF supported programs.

Outcomes Achieved During 2020: De Soto uses CTC results to identify higher risk areas to address (favorable attitudes toward drugs, peer influence, etc.); the *Too Good for Drugs* curriculum and AlcoholEdu utilize pre and post-assessments with demonstrated knowledge gained among students; approximately 30% of social worker caseloads are related to substance abuse, with 66 students reporting understanding the need to develop coping mechanisms to avoid substance abuse; and CTC results show a trend in reduction of tobacco use from 2018-2021.

Olathe School District

Request: \$0*

Recommendation: \$0*

The Olathe School District is not requesting new funds for ATF programming in 2022; the DAC recommends the district utilize its **\$11,700*** in carryover in 2022. In 2022, the district is particularly focusing on reducing the perception of social benefits associated with substance use. To address that issue, the district will access resources and programming from support agencies, such as First Call, who also receives ATF dollars, to administer student drug assessments and host sobriety groups. Olathe School District also uses several programs to support education, prevention, and intervention, including AlcoholEdu, Project Alert, Second Step, *Guiding Good Choices*, and Botvin Life Skills to

increase protective factors, including student social competency and problem-solving skills to prevent and reduce substance use.

Results Projected: This program provides evidenced-based substance abuse prevention programs to increase student social competency and problem-solving skills. Students will complete pre and post-assessments for programs and demonstrate an increase in knowledge gained and in protective factors. For students for whom substance use is already at issue, the goal of this program is intervention to increase student and family knowledge and utilization of available resources, and to reduce adolescent substance abuse that leads to addiction. During the 2022-23 school year the district anticipates serving 2,389 students through ATF supported programs.

Outcomes Achieved During 2020: In SY 2020, 1,556 Johnson County residents were served. 1,486 students participated in AlcoholEdu and reflected a knowledge increases across all metrics: “Know Your Influence,” “Brain and Body”, and “Smart Decisions”. After completion, 83% of students indicated that AlcoholEdu prepared them to stop a friend from driving drunk. In the Kansas *Communities that Care* survey, Olathe students continue to show a downward trend in alcohol usage in the past 30 days (from 18.53% in 2017 to 12.62% in 2019). Olathe’s 2021 goal is to break the 12% barrier through continued implementation of AlcoholEdu. During SY 2020, 16 alcohol/drug assessments were provided to students; this number is substantially down from SY 2019 due to the virtual learning setting implemented in spring of 2020.

Spring Hill School District

Request: \$13,560

Recommendation: \$13,560

The DAC recommends the Spring Hill School District be awarded **\$13,560** to support *Peer Assistance and Leadership* (PAL), Character Counts, school counselors, and social workers at elementary schools; Project Alert, Students Against Destructive Decisions (SADD), health courses, school counselors, and social workers in middle schools; and AlcoholEdu, SADD, PAL, health courses, school counselors, and social workers in high schools.

Results Projected: The goal of the program is prevention of substance use in students at all levels of education. As a result, students will show knowledge gained in three key areas, including: Know Your Influences, Brain & Body, and Smart Decisions. All PAL student leaders will be trained by a licensed PAL trainer and Johnson County Mental Health Center and will be equipped to support their peers in making positive decisions, increasing protective factors, and reducing risk factors throughout the district. The Kansas *Communities that Care* survey will also be utilized to demonstrate the effectiveness of the district’s education, prevention, and intervention program. The social worker will continue to provide detailed reports based on the support given to students. Along with this support, the social worker will provide data regarding the number of students that were referred to other organizations for additional substance use assessment, intervention, and/or treatment. During the 2022-23 school year the district anticipates serving 2,750 students through ATF supported programs.

Outcomes Achieved During 2020: In SY 2020, 205 students engaged in AlcoholEdu; pre and post-assessments indicated knowledge gains across all metrics. PALs students received training about how to handle tough situations, including peer pressure to use drugs and alcohol, and when it is appropriate to involve adults in dealing with an issue. Despite only being in in-person classes in

January and February of 2020, PALs students worked with over 800 students, including 110 who reported being impacted by substance abuse. The Mental Health Social Worker provided evaluation, referral, and counseling. During SY 2020, the social worker met with 56 students in middle and high school; 38% of middle school students and 65% of high school students reported being impacted by substance abuse (themselves, family members or both). When appropriate, students were referred to outside therapy to further reduce their risk of future substance abuse or to counseling or treatment for substance abuse.

Note: Gardner Edgerton School District has not applied for ATF funding since 2015 but has access to AlcoholEdu through Johnson County Mental Health Prevention Services. Shawnee Mission School District did not request funding for 2022 but will continue utilizing AlcoholEdu.

Community-Based Programs

Artists Helping the Homeless

Request: \$50,000

Recommendation: \$50,000

The DAC recommends Artists Helping the Homeless (AHH) be awarded **\$50,000** for the 2022 ATF grant cycle; this represents an increase from 2021. The increase will be utilized to support the opening of AHH's first residential sober living facility in Johnson County and for continued implementation of *Be The Change*, the organization's primary program which helps individuals experiencing homelessness to access services and address underlying conditions. ATF dollars support services for those who are dealing with substance abuse issues and identify as Johnson County residents or are experiencing homelessness in the county and are referred by Johnson County sources. AHH staff assess individual needs and advocate, transport, and provide follow-up as clients progress from agency to agency. ATF funds support services, direct assistance, and housing to facilitate recovery and reintegration as part of the continuum of treatment. Sober living, in addition to the new facility in Johnson County, is available through Bodhi House and Finnegan Place. Referrals to AHH come from hospitals, homelessness and recovery agencies, law enforcement, Johnson County Mental Health Center, and state mental health and aging services. The program uses "Housing First," Recovery Oriented Systems of Care (ROSC), and Strengths-Based Approach.

Results Projected: The goal of the program is for participants to maintain sobriety, reintegrate and lead fulfilled lives as contributing members of society, and to reduce the need and cost of substance use treatment and homelessness. AHH will assess, place and/or assist 210 unduplicated Johnson County residents and referrals from Johnson County sources who are or at risk of becoming alcoholics or drug abusers. The program will also provide Residential Recovery Services to 40 unduplicated Johnson County residents and referrals from Johnson County sources who are or are at risk of becoming alcoholics or drug abusers. 85% of graduating residents will go to independent living, treatment, transitional facilities or another facility consistent with their recovery plan; at least 80% of residents will maintain sobriety throughout the program; and at least 90% of residents will gain and maintain employment or attain educational goals during the program.

Outcomes Achieved During 2020: AHH's provided housing and other intervention and recovery services to 159 individuals who were dealing with alcohol and substance use, and who were homeless and identified as Johnson County residents or were homeless in Johnson County. AHH clients had an 85.4% retention/successful discharge rate into secure housing for clients who participated in the reintegration program. Fewer individuals were served in 2020 than AHH had anticipated, however

units of service per individual increased, including providing additional overnight shelter for more of these clients. AHH attributes this to challenges related to COVID-19. Referral sources such as detox/treatment facilities, jails, courts, and other agencies temporarily closed due to COVID-19, and upon reopening, restricted capacity; as a result, AHH moved to fill the gap - expanding its housing offerings to ensure that this population was able to secure shelter. As a result of AHH's residential and other support, Johnson County local governments experienced savings as none of AHH Johnson County clients required interaction with law enforcement or emergency hospital visits.

Boys and Girls Club

Request: \$15,000

Recommendation: \$15,000

The DAC recommends the Boys and Girls Club be awarded **\$15,000** for implementation of *SMART Moves (Skill Mastery and Resistance Training)* at the Boys and Girls Club in Olathe; this is a return to 2020 funding level, following a standard 6% decrease across applicants in 2021 due to reduced tax collections. *SMART Moves* teaches Olathe club members (ages 5-18) to recognize and resist media and peer pressure to engage in tobacco/alcohol/drug use, and other risky behavior. *SMART Moves* has shown great impact in increasing awareness of the dangers of drug and alcohol use, increasing knowledge of how to resist peer pressure and media influences, and increasing self-esteem among participants. The Olathe School District provides transportation to the Club from Central Elementary, Oregon Trail Middle School, Washington Elementary, and Olathe North High School.

Results Projected: The objective of *SMART Moves* is to prevent or delay the onset of alcohol and drug use as well as involvement in other risky behaviors by young people. This is accomplished by providing participants with the protective factors necessary to resist the influences toward negative behaviors and the confidence and knowledge to make informed positive decisions. Participants will demonstrate an increased knowledge of the dangers of alcohol and drug use, tools to resist peer pressure and media influence, and how to resolve conflict non-violently. Participants will self-report abstinence from drug and alcohol use. The organization anticipates serving 370 Olathe youth during 2022.

Outcomes Achieved During 2020: During 2020, 310 Johnson County youth were served. As indicated by pre and post-tests, 94.5% of program participants demonstrated an increase in knowledge of the dangers of alcohol and drug use. 93% of participants also increased their knowledge of the use of tools and strategies to resist peer pressure and media influence and 93.8% demonstrated an increase in knowledge about how to resolve conflict non-violently.

Johnson County Department of Corrections: Changing Lives Through Literature

Request: \$1,000*

Recommendation: \$1,000*

The DAC recommends the Department of Corrections receive **\$1,000** to support the *Changing Lives Through Literature* program (CLTL), combined with \$2,000 in carryover from 2021, this program will have a total ATF budget of **\$3,000***. CLTL is an alternative intervention program for moderate risk criminal defendants. Participants are under court-ordered supervision or contracts of diversion, and typically have histories of drug and/or alcohol use. For those on diversion, a criminal conviction can be averted with completion of CLTL and meeting other diversion conditions. The program uses literature, the majority of which addresses themes of substance abuse, to impact the lives of clients through reading, group discussion, and personal insight into thought patterns and behaviors. The program is free of charge and offered outside of traditional work hours. CLTL participants, judges,

and probation officers read literature and participate in facilitated discussion which promote self-reflection and behavioral change.

Results Projected: The goal of the program is to provide participants with a support structure and a pro-social activity with respected individuals in order to promote behavior change, deter offenders from deeper engagement into criminal justice system, and promote a reduction in supervision violations and offender recidivism as well as substance use. Participation supports the prevention of substance abuse as discontinued use of alcohol and drugs often creates idle time and boredom. Corrections anticipates serving 45 Johnson County participants during 2022.

Outcomes Achieved During 2020: During 2020, 7 individuals participated in the program. Typically, this program is held at local libraries and the Therapeutic Community within the Adult Residential Center; however, with the closure of libraries and health risks of program leaders, this program only graduated one class of participants through a combination of in-person and email engagement. 100% of participants had no new known arrests. 85% of participants completed the program and 77% tested negative for alcohol and drug use in 2020.

Cornerstones of Care

Request: \$80,000

Recommendation: \$70,703

The DAC recommends Cornerstones of Care be awarded **\$70,703** for the implementation of Functional Family Therapy (FFT). The FFT program is a short-term (12-14 sessions), evidence-based, in-home, intensive family-based treatment program for youth ages 11-17, who are at risk for substance use, including those with co-occurring mental health issues and those involved in child welfare or juvenile justice systems. Through FFT, families enhance protective factors and interrupt patterns that contribute to substance use. FFT is provided at no-cost to families; families are referred by Johnson County Juvenile Intake and Assessment Center, Court Services, Corrections, and schools.

Results Projected: The goal of this program is to divert youth from residential programs and justice-involvement. Following the completion of *Functional Family Therapy*, youth will demonstrate a decrease in delinquent behavior, including no violations of the law or new charges related to substance use and families will demonstrate improved family relationships. During 2022 Cornerstones anticipates serving 95 Johnson County residents whose problems are related to substance abuse.

Outcomes Achieved During 2020: During 2020, 98 Johnson County residents were served. All youth and parents completing a closing assessment reported improved family relationships as evidenced by reduced levels of conflict and improved communication. In addition, approximately 66% of youth who completed Functional Family Therapy during 2020 had no subsequent charges related to drugs and/or alcohol.

First Call Alcohol/Drug Prevention & Recovery

Request: \$75,000

Recommendation: \$68,000

The DAC recommends First Call be awarded **\$68,000** to provide effective, no-cost prevention programming to children and youth at nine Johnson County school sites, for recovery support (at First Call and virtually), and to support First Call's 24/7 crisis call line; this is a return to 2020 funding level, following a standard 6% decrease across applicants in 2021 due to reduced tax collections. This

programming includes the *How to Cope* program for families with a member who has substance abuse disorder; *Caring for Kids* program (psycho-educational program on effects of substance abuse disorder and establishing protective factors) at local schools; sobriety and life skills groups at local high schools, and virtually; Prevention Education Presentations for school-aged youth and the general community; and recovery support, clinical care, and a 24/7 hotline for the community. Within the Shawnee Mission, Olathe, and Blue Valley School Districts, First Call's programming reduces students' risk factors and increases their protective factors.

Results Projected: The overall goal is that participants lead safe, healthy lives and avoid substance use, misuse, and addiction. Participants in *How to Cope* and *Caring for Kids* will increase knowledge of the harmful effects of alcohol, tobacco, and other drugs. Participants in *Life Skills Training* demonstrate positive change in knowledge and attitudes related to alcohol, tobacco, drugs and protective life skills. Participants in sobriety groups will sustain or increase motivation to change. Participants in Prevention Education will increase knowledge of the harmful effects of alcohol, tobacco and other drugs. Participants in recovery support will sustain or increase motivation to change and will show a decrease in severity of substance use disorder and its impact on other domains. First call anticipates serving 649 Johnson County residents in 2022.

Outcomes Achieved During 2020: During 2020, 361 Johnson County residents were served by the program. Throughout 2020, 98% of *How to Cope* participants reported an increase in knowledge regarding the harmful effects of alcohol, tobacco, and other drugs; 94% of *Caring for Kids* participants reported an increase in knowledge regarding the harmful effects of alcohol, tobacco, and other drugs. There were 7 sites for *LifeSkills Training* in Johnson County in 2020. Of those seven groups, three of them completed the program, others did not due to Covid-19. Students completing the program demonstrated an average increase of 18% in knowledge gained about the harmful effects of substance use and positive attitudes related to protective life skills.

Johnson County Mental Health Center, Prevention Services

Request: \$198,730

Recommendation: \$168,274

The DAC recommends Prevention Services be awarded \$168,274 in ATF funds to support the cost of AlcoholEdu (\$50,000) for all school districts and schools, public and private, in Johnson County as well as staff (1.5 FTE) who provide prevention services in three areas: youth mobilization, education and training, and community engagement; and, other expenses associated with the Youth Leadership Summit and the *End the Trend* Campaign (use of social media for public service announcements about vaping). During the annual Youth Leadership Summit middle school and high school student leaders are trained on effective prevention strategies and action planning for implementation of those strategies. Action plans created at the Summit focus on adolescent problem behaviors prioritized by each school. Prevention Services consults with school districts, facilitates the Prevention Roundtable, and provides training and technical assistance to cohorts of Strengthening Families, an evidence-based prevention program for high-risk families.

Results Projected: The goal is to reduce substance use among youth and, over time, among adults by addressing the factors in a community that increase the risk of substance use and by promoting the factors that minimize the risk of substance use. Youth Leadership Summit (YLS) participants and Teen Task Force (TTF) members will indicate an increased level of knowledge and confidence in their abilities and will indicate an increased level of knowledge and confidence in their action planning abilities as measured by self-report evaluation. Strengthening Families Program (SFP) parent

participants will indicate an increased level of knowledge and confidence. Students using AlcoholEdu will see an average increase in knowledge across the five learning modules. Prevention Services will host at least 6 roundtable discussions sharing best practices in prevention, and participants will indicate an increased level of knowledge. Prevention Services will provide technical assistance to school districts to increase the participation rate of students taking the KCTC Student Survey. The *End the Trend Campaign* will receive wide reception on social media. During 2022, Prevention Services anticipates serving 5,500 Johnson County residents.

Outcomes Achieved During 2020: During 2020, 8,447 Johnson County residents were served by the program. Students participating in AlcoholEdu across all Johnson County schools demonstrated an average increase of 14.6% across all learning modules. Participants in the virtual *Youth Leadership Summit* utilized mini-grants to implement substance use prevention projects: Blue Valley, Chisholm Trail, Harmony, Olathe Northwest, and Westridge Middle designed postcards focused on self-care and substance abuse prevention and sent them to all students; Olathe Teen Council organized a community-wide virtual 5k to raise awareness of substance abuse and its connection to mental health; Olathe East's "Be the Voice" student organization designed and is painting a mural. The *End the Trend* campaign received 369,805 impressions across social media platforms (Facebook, Instagram, and Snapchat); more than triple the influence of 2019.

The Family Conservancy

Request: \$40,000

Recommendation: \$40,000

The DAC recommends the Family Conservancy be awarded \$40,000; this is a return to 2020 funding level, following a standard 6% decrease across applicants in 2021 due to reduced tax collections. ATF supports two programs: Substance Use Screening and Education and implementation of *Conscious Discipline* programming in four Johnson County childcare centers that serve families living at or below the federal poverty level. Those who screen positive for substance misuse receive substance use education as needed and are referred to community resources, when appropriate. *Conscious Discipline* is an evidence-based self-regulation program that integrates social-emotional learning and discipline, fostering healthy development to reduce future risk of substance abuse.

Results Projected: Clients in counseling programs will successfully complete their treatment plan and report increased knowledge of harmful effects of misuse of substances. Clients who report they have a family member with substance misuse problems will report improved knowledge or experience attitude changes to support family health. Parents and teachers completing the *Conscious Discipline* program will maintain or show an increase in four of the seven "Powers/ Beliefs" which *Conscious Discipline* utilizes to help teach self-regulation (override impulsive and reactive tendencies), and which results in positive child guidance and responsiveness to needs of child. Further, parents and teachers will use multiple applications of the strategies they learn. During 2022, TFC anticipates serving 417 Johnson County residents.

Outcomes Achieved During 2020: In 2020, Family Conservancy served 221 adults and 257 children in Johnson County. Of clients who reported they had a family member with substance misuse problems, 99% increased knowledge or experienced an attitude change that supported the family's health. Of clients who had a substance misuse concern, 95% increased their knowledge of the harmful effects of alcohol, tobacco, and other drugs, and 90% of closed cases successfully completed their full counseling treatment plan. 82% of individuals participating in *Conscious Discipline* programming showed improvement in at least four of the seven Powers/Beliefs (perception,

attention, unity, free will, acceptance, love, and intention), and 95% indicated that they successfully applied strategies learned through *Conscious Discipline*.

Treatment and Recovery

Alcohol Tax Funds are recommended to support eleven treatment and recovery programs delivered by community-based organizations and Johnson County Mental Health Center. In general, treatment programs help to reduce substance abuse, lead to positive individual change and productivity, reduce mental and physical healthcare costs, improve public safety, and reduce law enforcement and court costs. Funding recommendations are based upon a review of each proposal and consider type of programming, outcome data, and accountability (see Appendix A for more information).

Friends of Recovery Association

Request: \$100,000

Recommendation: \$60,000

The DAC recommends that Friends of Recovery (FORA) be awarded **\$60,000**; this is a return to 2020 funding level, following a standard 6% decrease across applicants in 2021 due to reduced tax collections. FORA provides support to participants at the Oxford Houses of Johnson County to live productive, meaningful lives in recovery from substance abuse. Oxford Houses are self-sustaining, democratically run, transitional homes. Participants include adults who are experiencing homelessness or in danger of homelessness, individuals with mental health challenges, and adults recently released from incarceration. FORA's program includes case management, which is intended to reduce effects of trauma, including PTSD, among substance using individuals. FORA utilizes a peer mentorship model (alumni or current residents) to help newly-recovering residents. In 2021, FORA provided extensive support for residents seeking rental assistance through the Kansas Emergency Rental Assistance program, providing more units of service in the first half of 2021 than in all of 2020 and hiring 3 new outreach coordinators. FORA seeks to expand current case management, relapse prevention and support, and begin offering a full range of recovery services for clients in one location at a Recovery Café.

Results Projected: The goal of the program is to increase awareness, positive activities, self-efficacy, and skill building with a Recovery Center model to allow those in recovery to remain alcohol and drug free. Participants will see improved recovery outcomes in the form of reduced relapse rate (6% in 2021 as compared to Oxford House national average of 21.9% and general population relapse rate of 40-60% as documented by the 2018 study by the National Institute on Drug Abuse), 90% will obtain and maintain employment, and clients will have successful reintegration through case management and additional training. FORA will open 2 new houses in Johnson County in 2022. During 2022, FORA anticipates serving approximately 978 Johnson County participants.

Outcomes Achieved During 2020: There are 40 Oxford Houses in Johnson County, with two new houses opened in 2020. 248 Oxford House members graduated in good standing in 2020. 62.6% successfully transitioned out of Oxford House in 2020 into permanent housing, having maintained sobriety, obtained employment and received case management services. 95% of residents obtained and maintained employment. The number of Kansas Oxford Houses with Narcan training and doses is increasing; 80% of the Johnson County Oxford houses have at least one dose of Narcan. FORA served 882 residents in 2020.

Heartland Regional Alcohol & Drug Assessment Center (RADAC)

Request: \$159,734

Recommendation: \$159,734

The DAC recommends that Heartland RADAC be awarded **\$159,734**; this is a return to 2020 funding level, following a standard 6% decrease across applicants in 2021 due to reduced tax collections. ATF will support personnel for intensive case management (ICM) for Johnson County individuals with co-occurring substance abuse and mental health issues, who are experiencing homelessness or housing insecurity, and who need treatment or treatment-related services. The program also purchases services and items needed to secure safe housing, access treatment, promote recovery and eliminate barriers to success. When clinically appropriate, HRADAC assists clients in accessing care such as Medication Assisted Treatment. Recovery coaching, provided with case management and care coordination services, complements the clinical work of the ICM and helps clients engage in the recovery community.

Results Projected: The goal of HRADAC's program is to intervene with individuals who have substance use disorder (SUD) and other co-occurring issues, stabilize them in their home community, and engage in recovery activities. When clients begin ICM typically they are experiencing homelessness and un-treated mental health and substance abuse issues. Therefore, results focus on accessing services and maintaining conditions in three areas of improvement – housing, substance use, and mental health services. Housing includes accessing safe transitional or permanent housing. Substance use includes engaging in treatment, recovery groups, and Recovery Oriented Systems of Care with a Recovery Coach. Mental health services focus is on accessing services. During 2022, Heartland RADAC anticipates serving 100 Johnson County clients.

Outcomes Achieved During 2020: RADAC served 127 Johnson County residents in 2020. During 2020, 85% of ICM clients obtained transitional or permanent housing while receiving services with: 15% obtaining transitional, and 70% obtaining permanent housing. 93% of ICM clients actively worked on recovery issues. 66% accessed substance abuse treatment, 73% attended 12 step and other recovery groups, and 68% engaged in Recovery-Oriented Systems of Care activities with a Recovery Coach. Additionally, 15 individuals utilized Medication Assisted Treatment (MAT). HRADAC clients also increased engagement with recommended mental health services with an additional 30% engaged in mental health services, for a total of 80% of clients accessing mental health services since they began ICM.

Johnson County District Attorney's Office: Juvenile Drug Court Diversion and Minor-In-Possession Programs

Request: \$88,410

Recommendation: \$88,410

The DAC recommends Johnson County District Attorney's Office be awarded **\$88,410** to support Juvenile Drug Court Diversion, the Minor-In-Possession (MIP) program, and other clients who have drug/alcohol contract cases. The DAC commends Johnson County District Attorney's Office for obtaining diversified funding, resulting in a reduced request from ATF in 2022 and beyond. Participation in Juvenile Drug Court is offered to first-time offenders who present with substantial drug and/or alcohol issues. The eight-month program offers a higher level of supervision and closely monitors compliance with treatment. The MIP program is a non-court resolution of a police report indicating a juvenile has been in possession of alcohol. Drug/Alcohol contract cases are Intermediate

Intervention for juveniles who have a drug/alcohol problem that require education, intervention, and/or completing random drug screens in addition to standard contacts. Supervision of diversion cases interrupts alcohol and/or drug use that has become problematic personally and legally for participants. The programs support clients in completing treatment and changing behavior.

Results Projected: The overarching programmatic goal is to help youth who are prone to relapse to develop tools to overcome substance abuse dependence. Youth will remain drug free and crime free. Youth will increase involvement in pro-social activities and improve their school grades. Parents will rate their child's compliance as increasing. During 2022, the DA's Office anticipates serving 603 Johnson County youth.

Outcomes Achieved During 2020: The program served 641 Johnson County residents in 2020. Participants experienced increase in motivation to remain drug free as measured by improvement in school grades, involvement in pro-social activities, drug screens and parental feedback. The average semester GPA of a Drug Court client at the start of Drug Court was 2.8, and at the completion of Drug Court, the average semester GPA was 3.2. Surveys completed by parents indicated youths' increase in motivation in treatment and following court orders as well as improved family relationships from an average of 3.6 on a 5-point scale at commencement of the program to a 4.6 upon program completion. 83% of youths' drug screens were negative for all substances throughout supervision.

Johnson County Department of Corrections: Voucher Assistance

Request: \$6,500

Recommendation: \$6,500*

The DAC recommends the Department of Corrections be awarded **\$6,500**, which in addition to the \$4,250 in ATF funds carried over from 2021, provides a total of **\$10,750*** for the Voucher Assistance program. This program supports substance use disorder evaluations and treatment for adult offenders who face financial barriers to obtaining those services. Voucher assistance will be provided to adults in the Adult Residential Center (ARC) and adults who are under Intensive Supervised Probation, House Arrest, or Bond Supervision. Evaluation and treatment services will be provided by providers who maintain licensure pursuant to the Kansas Behavioral Sciences Regulatory Board and who have demonstrated success in keeping clients engaged.

Results Projected: The goal of the Voucher Assistance Program is for clients to reduce or eliminate the financial barriers associated with accessing alcohol/drug evaluations and treatment in a timely manner. Adults who receive vouchers will obtain an evaluation within 30 days, initiate recommended treatment within 60 days post evaluation, and successfully complete treatment. Corrections anticipates serving 29 Johnson County clients during 2022.

Outcomes Achieved During 2020: During 2020, 35 individuals were served through 66 vouchers for services. 51 individuals were approved for vouchers (some individuals received assistance more than one time); 41% were for evaluation and 59% were for treatment. 86% of offenders referred for an evaluation completed their evaluation within 30 days of the voucher request being approved. Of referrals for evaluation, 10 individuals were recommended for substance abuse treatment. 70% of those individuals commenced treatment within 60 days of the completion substance abuse evaluation.

Johnson County Mental Health Center, Adolescent Center for Treatment (ACT)

Request: \$253,510

Recommendation: \$242,170

The DAC recommends **\$242,170** in funding for Johnson County Mental Health Center's Adolescent Center for Treatment (ACT); this is a slight increase in funding compared to 2021, however the DAC did not have enough funds to return ACT to its 2020 level of funding. ACT is a 10 bed, residential substance use disorder treatment facility for adolescents ages 12-18. Each client receives a thorough bio-psychosocial assessment and receives an individualized treatment plan. Youth participate in over 50 hours of structured activities per week including at least 10 hours of clinical therapy hours. Activities include addiction and health education, anger management, 12-step meetings and recreation. Youth also attend academic programming during the school year. ACT is the only residential, community-based treatment center for adolescents in Kansas; the cost of residential treatment is significantly less than hospital, psychiatric residential, or detention facility stays.

Results Projected: The goal of ACT is that youth with substance use disorder begin their recovery in a safe and sober environment. Clients remain in treatment for a minimum therapeutic length of stay and receive a "successful completion" upon discharge. On discharge surveys, clients will rate the program favorably in areas of program quality and staff performance. During 2022, ACT anticipates serving 43 Johnson County youth in the residential program.

Outcomes Achieved During 2020: During 2020, 34 Johnson County youth were served. 86% of first time admits remained in treatment for at least 21 days. 96% of re-admits remained in treatment for at least 14 days. 88% of all clients at ACT remained in treatment for the prescribed length of time for 2020 with 90% of clients receiving a successful discharge. The average client satisfactions score was 4.3 out of 5.

Johnson County Mental Health Center, Adult Detoxification Unit (ADU)

Request: \$289,922

Recommendation: \$276,835

The DAC recommends the Johnson County Mental Health Center Adult Detoxification Unit (ADU) be awarded **\$276,835**; this is a slight increase in funding compared to 2021, however the DAC did not have enough funds to return ADU to its 2020 level of funding. ADU is an 8-10 bed unit which is staffed 24 hours a day, 7 days a week to admit and monitor individuals who may present a danger to the public or themselves due to alcohol/drug intoxication or withdrawal. ADU serves as a safety net service for individuals with serious substance use disorders. Licensed addiction counselors conduct a thorough substance use disorder assessment for each client and identify a recovery plan. The average length of stay is about 3 days, although some clients stay up to 5 days depending on the extent of their withdrawal or other factors. ADU is the only social detoxification program that admits uninsured individuals in the metropolitan area. ADU operates within the division of Addiction and Residential Services at JCMHC and shares a residential unit with the Crisis Recovery Center (CRC) and behavioral health staff are trained in the services provided for ADU and CRC's clients. As such, clients benefit from the expertise of both programs when applicable. Clients may transition from ADU to CRC when more mental health supports are needed or when waiting on a bed elsewhere. Johnson County residents of ADU are offered an intake at the office adjacent to the program when mental health needs are indicated.

Results Projected: The goal of ADU is to provide medical detoxification that protects individuals from the dangers associated with withdrawal and protects the public from the risks associated with having intoxicated individuals on their streets. ADU clients will remain in social detox until ADU staff

recommend discharge, have a written discharge plan documenting a referral for ongoing primary health, and rate ADU well for program quality and staff performance. ADU anticipates serving 256 Johnson County residents in 2022.

Outcomes Achieved During 2020: During 2020, 236 Johnson County adults were served. 83% of clients remained in the facility until staff recommended discharge. 96% of clients leaving ADU left with a recovery plan upon discharge; those leaving without a recovery plan were given standard discharge instructions. 83% of discharged clients completed a satisfaction survey. On satisfaction surveys of six areas of program quality and staff performance, the average rating was 4.66 on a 5-point scale.

Johnson County Mental Health Center, Dual Diagnosis Outpatient Program (DDOP)

Request: \$232,776

Recommendation: \$223,044

The DAC recommends **\$223,044** in funding to support the Dual Diagnosis Outpatient Program (DDOP) at Johnson County Mental Health Center; this is a slight increase in funding compared to 2021, however the DAC did not have enough funds to return DDOP to its 2020 level of funding. Funds will support salaries and medication assisted treatment. DDOP uses a sliding fee scale to assure access of all clients. DDOP clients receive 1 to 8 hours of weekly counseling group or individual sessions per week. All counseling focuses on providing clients with basic alcohol/drug education, recovery, and relapse prevention skills, as well as helping clients understand and manage mental health issues that complicate recovery. DDOP provides Medication Assisted Treatment (MAT) on a limited basis for clients who are appropriate for this treatment but have no means to pay for it.

Results Projected: The goal of the program is to provide integrated outpatient services for individuals aged 12 and over with mental health and substance use disorders. For adults, discharged clients will complete at least 8 hours of integrated treatment, will remain alcohol/drug-free and not commit any criminal activity while participating in the program. For adolescents, patients will complete at least 6 treatment sessions and will remain alcohol/drug free. The DDOP anticipates serving 686 Johnson County residents in 2022.

Outcomes Achieved During 2020: During 2020, 488 Johnson County adults and youth were served. 82% of adults and 21% of youth* remained alcohol/drug free while participating in the program (*future data collection will indicate whether this increases over time; this new outpatient program only had data for the last quarter of 2020). 60% of all adult clients received at least 8 hours of treatment and 81% of youth received at least 6 hours of treatment. 97.2% of clients did not incur new legal charges in 2020.

KidsTLC

Request: \$54,407

Recommendation: \$54,507

The DAC recommends KidsTLC be awarded **\$54,507** to provide substance abuse screening/assessment, evaluation, prevention/education, and clinical treatment for youth ages 13-18 who reside within the agency's Psychiatric Residential Treatment Facility (PRTF). This is an increase over the 2021 funding recommendation and will support KidsTLC in fully staffing up to reach full capacity in treatment. Clinical treatment is provided to youth with a dual diagnosis of substance use disorder and mental health issues. The evidence-based *Seeking Safety* curriculum is utilized in treatment as well as Eye Motion Desensitization Reprocessing (EMDR). Relapse prevention and

prevention education, utilizing the *Positive Action* evidence-based program, are provided to all youth in the PRTF.

Results Projected: KidsTLC provides substance use prevention groups and intervention/therapy services for youth. Youth will remain abstinent from drugs and alcohol during their treatment, as evidenced by urinalysis testing, and will feel they have sufficient access to substance abuse services and supports. At discharge, youth will report overall improvement due to services received, and an increase in hopefulness and ability function. The program will help sustain the youth's recovery and provide linkages to community support. During 2022, KidsTLC anticipates serving 38 Johnson County youth.

Outcomes Achieved During 2020: During 2020, 23 Johnson County youth were served. Youth remained abstinent from drugs and alcohol with 91% of youth presenting a clean urinalysis after returning from a pass outside with parent/guardian. At discharge, 100% of youth reported they were somewhat or very confident that things will improve in their life regarding substance abuse and 100% demonstrated an improved outlook at time of discharge (measured by self-assessment of change between admission and discharge). 67% of youth participating in relapse prevention and *Seeking Safety* programming reported maintenance or a decrease in problem severity between admission and discharge.

KVC Behavioral HealthCare

Request: \$75,000

Recommendation: \$32,995

The DAC recommends KVC Behavioral HealthCare be awarded \$32,995 for Family Substance Abuse Recovery Services, which assists caregivers and youth in identifying lasting supports and walks alongside families toward recovery from substance abuse. This program serves Johnson County families who have had children removed to foster care and have been assessed by a KVC case manager or therapist; or, are referred by Kansas Department of Children and Families (DCF). If there is an indication of substance abuse, a Licensed Addiction Counselor (LAC) administers the KS Client Placement Criteria (KCPC) and works with case workers, therapists, and behavioral/mental healthcare and medical staff to find the best level of care and wraparound services. Outpatient in-home therapy, the focus of this program, is determined using the KCPC and the family's willingness to participate. Other options include referral to local support groups, and in-patient therapy.

Results Projected: The goal of the program is to reduce trauma and adverse childhood experiences (ACEs) and improve family outcomes related to substance use recovery, which results in significant cost savings in the medical system, law enforcement, and emergency response system. Outpatient services will be provided in-home and families will report an increase in striving to improve family stability through lifestyle changes. Clients will maintain sobriety, housing stability, avoid criminal activities, and connect to resources and services that can help them maintain their program goals. KVC anticipates serving 70 Johnson County residents in 2022.

Outcomes Achieved During 2020: During 2020, 86 adults and 32 youth were served. All families coming into the program were contacted and 96% had completed an intake/assessment within 10 days of the referral. Upon completion of treatment, clients completed the AWARE relapse assessment and all clients fell in the 11% average range, indicating a low probability of relapse, which reflects increased family and support connections and overall higher levels of stability and quality of

life. This likelihood of relapse is markedly lower than the national average, which according to National Institute on Drug Abuse (2018), is approximately 40-60%.

Lorraine's House

Request: \$25,000

Recommendation: \$0

Due to reduced alcohol tax collections for the second year in a row and demonstrated increased need among other applicants, the DAC recommends that Lorraine's House not be awarded funding for 2022. The ATF grant process is a competitive process. After review of applications and completion of agency interviews, this applicant ranked and scored lowest among all applicants. Lorraine's House is welcome to apply for funding in future years.

Outcomes Achieved During 2020: During 2020, 57 Johnson County adults were served, a reduction from anticipated as Lorraine's House had to close one of its residences in 2020. 52% of residents (goal was 80%) completed the program as reflected by their sobriety and maintaining employment.

Mirror, Inc.

Request: \$191,000

Recommendation: \$176,000

The DAC recommends Mirror be awarded **\$176,000** to provide residential substance abuse treatment services to individuals in Johnson County who have been diagnosed with co-occurring mental health and substance use disorders. This is an increase that reflects the return to 2020 level of ATF funding following a standard decrease of 6% across ATF grantees in 2021 due to reduced tax collections. Clients served fall below 200% of the federal poverty level and cannot access services in a timely manner due to limited state Block Grant funding. ATF support reduces the wait-time for Johnson County residents with co-occurring disorders in the most critical need, with an average wait time of 17 days for Johnson County residents as compared to 46 days for a Block Grant funded client. Clients of Mirror receive substance abuse and mental health services through individualized treatment plans and coordinated services. Support is also provided to address barriers to recovery such as legal, housing, health and employment issues.

Results Projected: The goal of the program is to provide quicker access to treatment services for Johnson County residents who have no resources to pay for treatment and to aid them in accessing support services after treatment completion and discharge. Results include reduced time on Mirror's wait list for Johnson County clients as compared to the average wait time for Block Grant funded clients; retention in the treatment program; and compliance with all discharge recommendations, including continued mental health care, substance abuse aftercare, stable housing and use of support systems. During 2022, Mirror anticipates serving 147 Johnson County residents with its ATF grant.

Outcomes Achieved During 2020: During 2020, 179 Johnson County adults were served. 61% of clients who completed the program followed through with recommendations for continued mental health care, substance abuse aftercare, stable housing and use of support systems. 60% of co-occurring disorder clients were successfully discharged; this is a decrease from other years and is attributed to some clients leaving due to concerns about their health and the continuing global pandemic. Clients reported improved an average 67% increase in confidence level in handling high risk situations that could lead to substance abuse. Johnson County clients spent an average of 12.8 days on the wait list as compared to an average wait time of 30 days for clients funded by the state block grant or other funding streams. Mirror's experience is that the longer a person waits for

treatment, the more likely they are to not follow through with the treatment when an opening is available.

Preferred Family Healthcare, Inc.

Request: \$120,000

Recommendation: \$120,000

The DAC recommends Preferred Family Healthcare (PFH) be awarded **\$120,000** to support the delivery of outpatient substance abuse treatment and treatment for co-occurring disorders of substance abuse and mental health disorders to Johnson County residents with limited or no resources to pay for services (e.g. uninsured, indigent and low-income residents). This is an increase that reflects the return to 2020 level of ATF funding following a standard decrease of 6% across ATF grantees in 2021 due to reduced tax collections. PFH operates multiple facilities in multiple states, including a Level I Outpatient Treatment and Level II Intensive Outpatient Treatment center in Olathe providing assessment, individual and group counseling, and drug testing. Treatment interventions include Cognitive Behavioral Therapy, Trauma-Focused Cognitive Behavioral Therapy, Motivational Interviewing, and Motivational Enhancement Therapy. PFH offers services on an income-based sliding fee scale.

Results Projected: The goal of the programs is to support Johnson County residents struggling with substance use disorder as they move toward recovery. Clients will demonstrate abstinence from substance use, obtain and/or maintain employment or educational activities, have no new arrests, successfully complete treatment, and obtain or maintain housing. Preferred Family Healthcare anticipates serving 362 individuals, including 292 Johnson County residents in 2022.

Outcomes Achieved During 2020: During 2020, 395 individuals from Johnson County were served. Nearly 88% of clients who were randomly tested while in treatment, tested negative for substance use. 91% of clients who were not disabled or retired reported they were employed or involved in educational activities and 76% of clients successfully completed treatment.

**2022 Alcohol Tax Fund
Participating Jurisdictions**

Jurisdiction	Amount
Johnson County Government	\$140,559
City of De Soto	\$12,000
City of Gardner	\$19,200
City of Leawood	\$160,685
City of Lenexa	\$135,000
City of Merriam	\$20,000
City of Mission	\$50,000
City of Olathe	\$215,000
City of Overland Park	\$1,118,000
City of Prairie Village	\$44,000
City of Shawnee	\$86,353
Total Alcohol Tax Fund	\$2,000,797

The recommended grant awards represent the maximum ATF award for the calendar year and are based upon an estimate from local jurisdictions of local liquor tax revenue. Awards will only be made if jurisdictions receive adequate revenue. Actual dollars disbursed are dependent upon local liquor tax revenue received by participating jurisdictions. Neither United Community Services (UCS) nor the Drug and Alcoholism Council is responsible for a reduction in ATF fund awards payable by participating jurisdictions.

APPENDIX A
DRUG & ALCOHOLISM COUNCIL of JOHNSON COUNTY FUNDING PRIORITIES

2022 ATF Funding Priorities

By legislative mandate (KSA §79-41a04-as amended), ATF dollars must be used to fund services or programs whose principal purpose is substance abuse education, prevention, detoxification, intervention and/or treatment. For the purpose of this application, education, prevention, intervention, and treatment programs are generally defined as:

- Education and Prevention programs are designed to promote awareness and self-efficacy, and provide information, activities, and skill building to prevent problems with, or addiction to, alcohol and/or drugs.
- Intervention programs are designed to interrupt alcohol and/or drug use, and may include activities applied during early stages of drug use which encompass preventing the transition from drug use to abuse.
- Substance Use Disorder Treatment programs are licensed by the State of Kansas to provide substance use disorder treatment services, and are designed to assist clients with stopping use of alcohol and drugs and avoiding relapse.

*Overall priority is given to:

1. Programs that target populations who are at-risk for substance use or abuse such as individuals who have mental health issues, individuals who are homeless and/or have other co-occurring issues, and individuals involved in the child welfare or criminal justice system.
2. Programs that address barriers to service including hours of operation, transportation, lack of care for children of parents seeking services, and physical location.
3. If fees are charged for services, there are accommodations for those clients with no ability, or limited ability, to pay the fees (such as a sliding fee scale based upon income).
4. Programs that demonstrate competency in addressing language and cultural barriers and provide bi-lingual services in high demand languages, such as Spanish.
5. Programs that provide services to meet a current community need (defined through indicator data or *Kansas Communities That Care* survey trends). —
6. Programs that demonstrate an awareness of the role of trauma in prevention and treatment of substance use and utilize a trauma informed care approach in delivery of services.
7. Programs that are evidence-based or reflect a best or promising practice and include measures to ensure fidelity.
8. Programs that utilize measurable outcome data to improve service delivery.
9. Strategies and services that involve families, parents, guardians, and/or other support systems.
10. Programs that demonstrate through service delivery, competency in addressing the interrelationship between substance use/abuse and other risk factors as defined above in priority number one.

*Priorities for Education and Prevention Programs include:

1. Strategies that seek to delay onset of first use of substances.
2. Programs that target use of gateway drugs and address new trends in drug use across all age groups.
3. Programs that utilize *Risk and Protective Factors* strategies.

*Priorities for Treatment and Intervention Programs include:

1. Programs that provide effective treatment strategies for individuals with co-occurring substance use and mental health disorders.
2. Programs that serve targeted populations with early intervention strategies.
3. Programs that collaborate with other organizations and sectors and provide linkage to community supports.
4. Programs that incorporate Recovery Oriented Systems of Care (ROSC) which sustain and support recovery, including but not limited to providing peer support, housing, case management, and/or to linkages to recovery communities and activities.

** Numbering of priorities does not indicate one is more important than another.*

*Approved by Drug and Alcoholism Council
November 18, 2020*

APPENDIX B

2021 DRUG and ALCOHOLISM COUNCIL of JOHNSON COUNTY 2022 ATF GRANT REVIEW COMMITTEE MEMBERS

Jen Jordan-Spence, Chair, City of Gardner, City of Gardner Representative
Jaime Murphy, Vice Chair, Overland Park Municipal Court, City of Overland Park Representative, Grant Review Committee Chair
Afam Akamelu, Secretary, Community Volunteer
Judge Jenifer Ashford, 10th Judicial District Court ♦
Jason Bohn, Renew Counseling Center
Chan Brown, Kansas Health Foundation
Chief David Brown, TeamMobile, City of Lenexa Representative
Michelle Decker, City of Olathe Prosecutor's Office, City of Olathe Representative, Grant Review Committee Chair
Allison Dickinson, Johnson County Government ♦
Captain Troy Duvanel, Merriam Police Department, City of Merriam Representative
Stefanie Kelley, Shawnee Mission School District, City of Leawood Representative ♦
Martha LaPietra, M.D., IPC-The Hospitalist Company
Sharon Morris, Olathe School District ♦
Bureau Chief Daryl Reece, Johnson County Sheriff's Office
Piper Reimer, City of Prairie Village Councilperson, City of Prairie Village Representative
Liana Riesinger, Francis Family Foundation, City of Mission Representative
Mickey Sandifer, City of Shawnee Representative
Pastor Kevin Schutte, Pathway Community Church, Johnson County Board of County Commissioners Representative
Catherine Triplett, Triplett Law Firm
Charlene Whitney, Community Volunteer

♦ Denotes Non-Voting Member

Staff Support: Christina Ashie Guidry, UCS Director of Resource Allocation



United Community Services of Johnson County

Date: November 5, 2021
To: Chris Engel, City Administrator, Merriam
From: Julie K. Brewer, Executive Director 
Re: Allocation of 2022 Alcohol Tax Fund

Board Members

- Roxann Kerr Lindsey, President
- Kate Allen
- Marshaun Butler
- Joe Connor
- Tara Eberline
- Erik Erazo
- Rev. Adam Hamilton
- Robin Rollins Harrold
- Thomas Herzog
- Donna Lauffer
- Patty Markley
- Dr. L. Michael McCloud, PhD
- Hon. Donald Roberts
- Kevin Tubbesing
- Vanessa Vaughn West
- Dave White
- Rebecca Yocham

Council of Advisors

- Gary Anderson
- Mary Birch
- Dr. Andy Bowne
- Pat Colloton
- Dr. Stuart Day
- Hon. Peggy Dunn
- Hon. Ed Eilert
- Jeff Ellis
- SuEllen Fried
- Ellen Hanson
- Terrie Huntington
- Audrey Langworthy
- Penny Postoak Ferguson
- Jill Quigley
- Tom Robinett
- Clint Robinson
- Carol Sader
- Brad Stratton
- Charlie Sunderland
- Hon. Stephen Tatum
- David Warm

Executive Director

Julie K. Brewer

2022 Recommendation Report

The Drug & Alcoholism Council of Johnson County (DAC), a project of United Community Services, has prepared and approved the recommendations for allocation of 2022 Alcohol Tax Funds (ATF). The recommendations are in line with expectations under KSA 79-41a04. The enclosed report is submitted for the City of Merriam’s consideration. The DAC is an advisor to the City of Merriam on the expenditure of these funds. **Together, Johnson County Government and ten cities committed \$2,000,797 for 2022 ATF; note this an ~9% reduction from 2020, due to reduced liquor by-the-drink tax collections during the pandemic.** An electronic version of the report will be emailed to you.

The city has the ultimate authority and responsibility for determining the allocation of its portion of the Alcohol Tax Fund. Therefore, the DAC requests the city confirm its acceptance of these recommendations and the city’s funding distributions as stated on the distribution chart. *UCS, the DAC and ATF grant recipients understand that distribution of city funds may be altered should Kansas tax policy change, or revenues are not received by the City as expected.* **Enclosed is a verification statement which we request be signed and returned to UCS by December 30, 2021.**

Distribution of Funds

For the purposes of making the recommendations, the DAC pools alcohol tax funds from all participating jurisdictions (Johnson County Government, De Soto, Gardner, Leawood, Lenexa, Merriam, Mission, Olathe, Overland Park, Prairie Village, and Shawnee). Each jurisdiction, however, is responsible for distributing its own funds. A distribution chart for your jurisdiction is enclosed. The UCS/DAC administrative cost of approximately 5% is prorated among all jurisdictions.

Thank you for your continued support of this allocation process, which matches public resources to services that address substance abuse education, prevention, intervention, detoxification, and treatment needs for Johnson County residents. In 2020, well over 49,000 residents benefited from ATF supported programs. Please contact me or Christina Ashie Guidry if you have questions.

- Enclosures: 2022 Alcohol Tax Fund Recommendations Report
- 2022 Alcohol Tax Fund Distribution Spreadsheet
- 2022 Alcohol Tax Fund Recommendations Verification

cc: Donna Oliver





United Community Services of Johnson County

DATE: November 5, 2021
 TO: Chris Engel, City Administrator, Merriam
 CC: Donna Oliver
 FROM: Julie K. Brewer, Executive Director *JKB*
 RE: 2022 Alcohol Tax Fund Recommendations and Distributions

The Drug and Alcoholism Council (DAC), a program of United Community Services (UCS), and the UCS Board of Directors have approved recommendations for allocation of 2022 Alcohol Tax Funds (ATF). With the understanding that distribution of ATF dollars may be altered should state tax policy change or revenues are not received by the City as expected, we ask an authorized representative of the City to sign below to indicate the City’s acceptance of the 2022 ATF Recommendations Report, and agreement to distribute 2022 ATF dollars as stated on the Alcohol Tax Fund Distribution chart included with this memo.

Please sign this memo and return it by fax, postal mail or email to UCS by **December 30, 2021**.

Please contact Christina Ashie Guidry if you have any questions (christinag@ucsjoco.org).

Thank you.

2022 Alcohol Tax Fund Recommendations Verification

The City of Merriam accepts the 2022 ATF Recommendations Report as approved by the DAC and UCS. With the understanding that distribution of ATF dollars may be altered should Kansas tax policy change or revenues are not received by the City as expected, the City agrees to distribute funds as stated on the 2022 ATF distribution chart provided by UCS.

Name: _____





AGENDA ITEM INFORMATION FORM

AGENDA ITEM: Consider approval of a Funding Agreement with Block and Company related to their request for TIF funding for the redevelopment of 8800 Shawnee Mission Parkway

SUBMITTED BY: Chris Engel, City Administrator
Bryan P. Dyer, Community Development Director

MEETING DATE: November 22, 2021

PROJECT BACKGROUND/DESCRIPTION:

The City has received a Tax Increment Financing (TIF) application from Block and Company, dba Merriam North Bell, LLC. The TIF application is a request for TIF financing to assist with the redevelopment of 8800 Shawnee Mission Parkway (old Taco Bell).

The City will need outside legal and professional consultants to consider the TIF application. The Funding Agreement states that Block and Company will provide \$30,000 to cover the City's costs related to the TIF application. The agreement outlines what the funds may be used for and how the City would request additional funds if necessary. The agreement *does not commit* the City to making changes to the existing Redevelopment District Plan, adopting a Redevelopment Project Plan or approval of any rezoning application. It simply protects the City from incurring out-of-pocket costs associated with consideration of the application. Any unused portion of the funds will be returned to Block and Company.

The City's bond council, Joe Serrano of Kutak Rock, LLP has reviewed the Funding Agreement.

CITY COUNCIL GOALS AND OBJECTIVES

Objective 4.2 – Expand the commercial tax base

FINANCIAL IMPACT

Amount of Request/Contract: _____

Amount Budgeted: _____

Funding Source/Account #: _____

SUPPORTING DOCUMENTS

Funding Agreement

ACTION NEEDED/STAFF RECOMMENDATION

City Council approve the Funding Agreement between the City and Merriam North Bell, LLC.

FUNDING AGREEMENT

THIS FUNDING AGREEMENT (the “Agreement”) is entered into this ___ day of November, 2021, between **MERRIAM NORTH BELL, LLC** (the “Applicant”), and the **CITY OF MERRIAM, KANSAS** (the “City”).

RECITALS

A. The City is a municipal corporation duly organized and existing under the laws of the State of Kansas and authorized by K.S.A. 12-1770 *et seq.*, as amended (the “TIF Act”), to provide tax increment financing for certain qualified projects upon compliance with the procedures set forth in the TIF Act.

B. Pursuant to TIF Act, and to provide certain tax increment financing to assist with redevelopment, the City has established a redevelopment district known as the I-35 Redevelopment District (the “District”) and adopted a Redevelopment District Comprehensive Plan relating to the development of the District (the “District Plan”).

C. The Applicant is a limited liability company, organized under the laws of the State of Kansas, and a prospective developer of certain real property located within the District (the “Project Area”), as depicted on **Exhibit A** attached hereto.

D. On or around November 12, 2021, the Applicant filed with the City a TIF Application (the “TIF Application”) setting forth its request for the City to consider certain incentives through the TIF Act.

E. The Applicant has requested that the City (i) consider and prepare necessary documents for amendments to the District and the District Plan and a new Redevelopment Project Plan as defined in the TIF Act (the “Economic Development Incentives”), (ii) consider the approval of such Economic Development Incentives in accordance with the TIF Act, and, if approved, (iii) implement and administer such Economic Development Incentives to completion. In order to do so, the City must retain administrative and professional staff, legal counsel and outside consultants, and incur expenses, but is without a source of funds to pay such staff, counsel, consultants and expenses.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements hereinafter expressed, the parties mutually agree as follows:

1. **Services to be Performed by the City.**

The City has retained and shall continue to retain administrative and professional staff, legal counsel and outside consultants, and incur expenses which it, in its sole discretion, deems necessary to:

- a. Prepare and consider the Economic Development Incentives in accordance with the provisions of the TIF Act, give all notices, make all publications, hold all hearings

as required by law and prepare any required feasibility study, resolutions and ordinance to approve such Economic Development Incentives;

b. Prepare and negotiate a definitive agreement between the parties for implementation of the Economic Development Incentives (the “Redevelopment Agreement”); and

c. If a definitive Redevelopment Agreement is entered into, administer such Economic Development Incentives and the Redevelopment Agreement until terminated or completed.

2. **Payment.**

The Applicant shall pay the City for the following, which shall hereinafter collectively be referred to as the “Charges”: the City’s fees and expenses; the time of the City’s administrative and professional staff, as the City may from time to time deem appropriate; all charges for the City’s legal counsel and outside consultants for drafting and reviewing the Agreement; all charges for the City’s legal counsel and outside consultants through the date of the City’s approval of this Agreement; and all other expenses incurred by the City in providing the services set forth in this Agreement, subject to the following conditions:

a. In order to insure the prompt and timely payment of the Charges, the Applicant shall establish a fund in the amount of \$30,000 (the “Fund”) by paying such amount to the City contemporaneously with the execution of this Agreement, receipt of which is hereby acknowledged. Thereafter, the City shall pay all Charges from moneys on deposit in the Fund and shall provide a statement thereof to the Applicant. If, in the judgment of the City’s Finance Director, there are insufficient amounts on deposit in the Fund to pay for the projected Charges expected to be incurred, the Applicant shall make a subsequent deposit or deposits into the Fund in an amount equal to the initial deposit or such other amount which in the judgment of the City’s Finance Director is required to provide sufficient funds to pay the projected Charges.

b. In the event that there are insufficient moneys on deposit in the Fund to pay for Charges when incurred, the City shall issue an itemized invoice to the Applicant which shall be payable within thirty (30) days of receipt thereof. If not so paid, the City shall have no obligation to perform any of the services set forth in Section 1 until all outstanding invoices are paid in full, and the unpaid balance shall be subject to a penalty of five percent (5%) per month until paid.

c. If a new Redevelopment Project Plan is adopted, all payments made hereunder are eligible redevelopment costs under the TIF Act, and as such are reimbursable out of the special tax increment fund created pursuant to the TIF Act, subject to the terms of the Redevelopment Agreement.

3. **Termination.**

a. The City may terminate this Agreement upon ten (10) days' notice in the event the Applicant fails to make any payments when due.

b. The Applicant may terminate this Agreement in the event it determines not to proceed further to complete the Economic Development Incentives upon notice to the City thereof.

c. If either party terminates this Agreement, the City shall apply the balance of the Fund, if any, to outstanding Charges pursuant to this Agreement and any moneys due and owing to the City pursuant to any other agreement. The City shall pay the remaining balance, if any, to the Applicant within thirty (30) days of such termination. In the event the balance of the Fund is insufficient to pay the outstanding Charges payable hereunder, the Applicant shall pay such Charges within thirty (30) days of receipt of a statement from the City of the balance required to pay such Charges.

4. **No Obligation to Proceed with Economic Development Incentives.**

The Applicant acknowledges that the City is not obligated by the execution of this Agreement to approve any Economic Development Incentives or a Redevelopment Agreement and that the approval of any Economic Development Incentives and a Redevelopment Agreement are subject to the sole discretion of the Governing Body of the City and the requirements of the TIF Act.

5. **Notice.**

Any notice, approval, request or consent required by or asked to be given under this Agreement shall be deemed to be given if it is in writing and mailed by United States mail, postage prepaid, or delivered by hand, and addressed as follows:

To the City:

Mr. Chris Engel, City Administrator
City of Merriam, Kansas
City Hall
9001 West 62nd Street
Merriam, KS 66202

With a copy to:

Mr. Joseph D. Serrano, City Bond Counsel
Kutak Rock LLP
2300 Main Street, Suite 800
Kansas City, MO 64108

To the Applicant:

Mr. David Block
Merriam North Bell, LLC
605 W. 47th Street
Kansas City, Missouri 64112

Each party may specify that notice be addressed to any other person or address by giving to the other party ten (10) days' prior written notice thereof.

6. **Governing Law.**

This Agreement shall be construed in accordance with the laws of the State of Kansas.

(Remainder of page intentionally left blank. Signature page to follow.)

CITY OF MERRIAM, KANSAS

By: _____
Bob Pape, Mayor

[SEAL]

Attest:

By: _____
Juliana Pinnick, City Clerk

ACKNOWLEDGEMENT

STATE OF KANSAS)
) SS.
COUNTY OF JOHNSON)

On this November ____, 2021, before me, a Notary Public in and for said State, personally appeared Bob Pape, Mayor, and Juliana Pinnick, City Clerk of the City of Merriam, Kansas, who are personally known to me to be the same individuals who executed, as such official, the within instrument on behalf of said City and each such person duly acknowledged to me that be executed the same for the purposes therein stated, and that the execution of the same was the free act and deed of said City.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year above written.

Notary Public

My Commission Expires: _____

EXHIBIT A
Proposed Project Area N

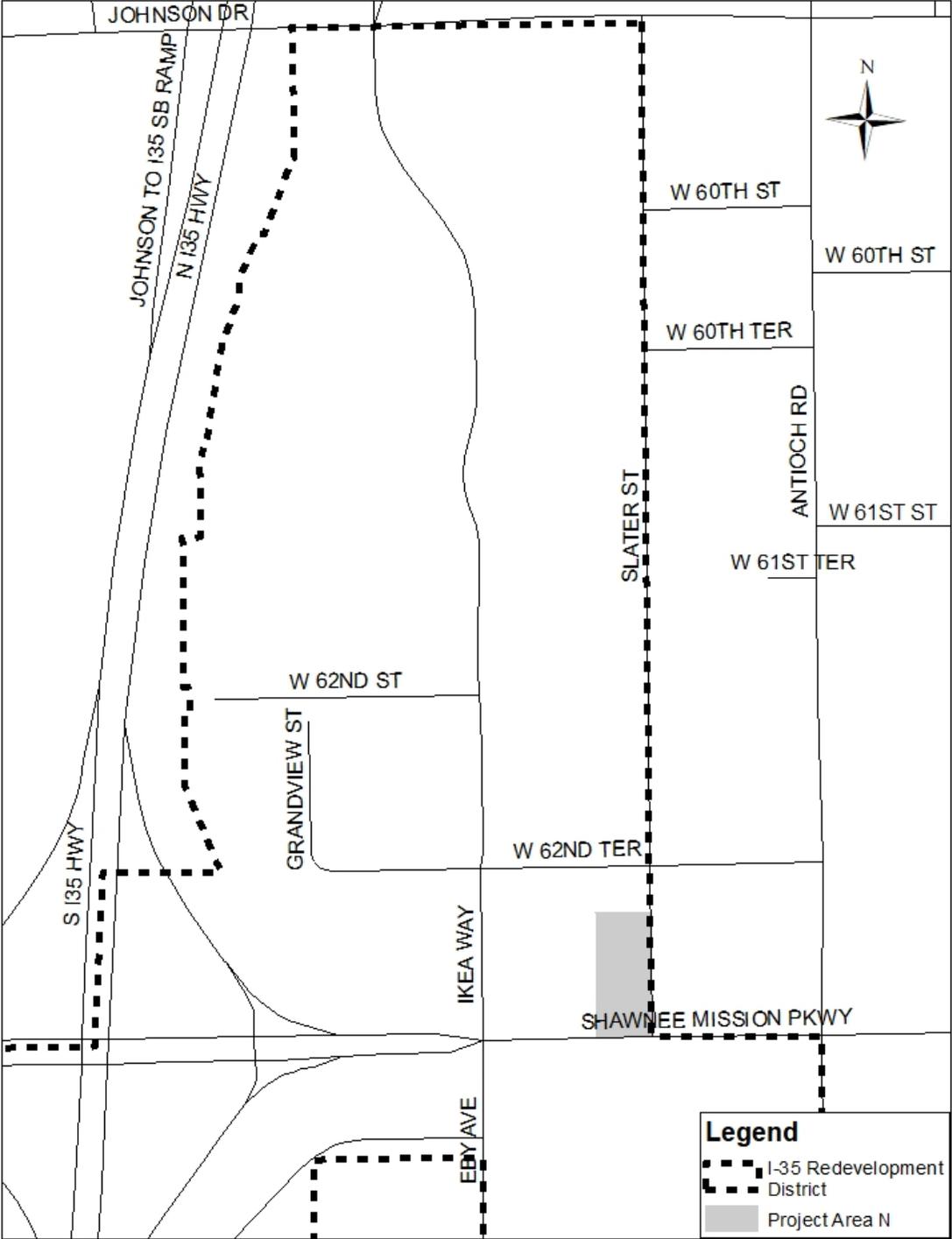


Exhibit A



AGENDA ITEM INFORMATION FORM

AGENDA ITEM: Approve purchase of a 2022 Dodge Durango police unit.

SUBMITTED BY: Darren McLaughlin

MEETING DATE: November 22, 2021

PROJECT BACKGROUND/DESCRIPTION:

The 2021 budget approved the purchase of 3 new police SUV vehicles. We previously purchased 2 vehicles earlier in 2021. We currently have one vehicle that needs replacement. The vehicle being replaced has around 107,000 miles and is at 6 years old. The new Dodge Durango Pursuit SUV will be black with "Merriam Police" decals. The SUV is an all-wheel drive utility vehicle.

The City of Merriam purchases vehicles in cooperation with the Mid-America Council of Public Purchasing (MACPP). Municipalities save money on vehicles purchased through MACPP due to large volume purchasing. The MACPP is an established chapter of the National Institute of Governmental Purchasing Inc. They encourage ethical standards in buying and selling and promote uniform public purchasing laws and simplified standards of specifications.

We are purchasing the vehicles from Reed Jeep Chrysler Dodge Ram in Merriam KS.

CITY COUNCIL GOALS AND OBJECTIVES

2.1 Improve the utilization of technology to increase efficiency.

FINANCIAL IMPACT

Amount of Request/Contract: \$34,885

Amount Budgeted: \$94,860

Funding Source/Account #: 222-2110-421-74-20 Law Enforcement Equipment Reserve Fund

SUPPORTING DOCUMENTS

- Reed order

ACTION NEEDED/STAFF RECOMMENDATION

Approve the purchase of a 2022 Dodge Durango Police unit.

REED JEEP CHRYSLER DODGE RAM
 7020 W FRONTAGE RD
 MERRIAM, KS 662034656

Configuration Preview

Date Printed: 2021-11-16 3:03 PM VIN:
 Estimated Ship Date: VON:

Quantity: 1
 Status: BA - Pending order
 FAN 1: 01G7X City of Merriam KS
 FAN 2:
 Client Code:
 Bid Number: TB2065
 PO Number:

Sold to:
 REED JEEP CHRYSLER DODGE RAM (27066)
 7020 W FRONTAGE RD
 MERRIAM, KS 662034656

Ship to:
 REED JEEP CHRYSLER DODGE RAM (27066)
 7020 W FRONTAGE RD
 MERRIAM, KS 662034656

Vehicle: 2022 DURANGO PURSUIT VEHICLE AWD (WDEE75)

	Sales Code	Description	MSRP(USD)
Model:	WDEE75	DURANGO PURSUIT VEHICLE AWD	37,095
Package:	2BZ	Customer Preferred Package 2BZ	0
	ERC	3.6L V6 24V VVT Engine Upg 1 w/ESS	0
	DFT	8-Spd Auto 850RE Trans (Make)	0
Paint/Seat/Trim:	PXJ	DB Black Clear Coat	0
	APA	Monotone Paint	0
	*C5	Cloth Bucket Seats w/ Shift Insert	0
	-X9	Black	0
Options:	4DH	Prepaid Holdback	0
	4ES	Delivery Allowance Credit	0
	MAF	Fleet Purchase Incentive	0
	LNF	Black Left LED Spot Lamp	545
	GXF	Entire Fleet Alike Key (FREQ 1)	140
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	174	Zone 74-Denver	0
	4EA	Sold Vehicle	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB2065	Government Incentives	0
Discounts:	YG1	7.5 Additional Gallons of Gas	0
Destination Fees:			1,595

Total Price: 39,375

Order Type: Fleet
 Scheduling Priority: 1-Sold Order
 Salesperson:
 Customer Name:
 Customer Address:

PSP Month/Week:
 Build Priority: 99

Instructions: USA

govt concessions = 34885.



AGENDA ITEM INFORMATION FORM

AGENDA ITEM: Professional Services Agreement with SoftResources

SUBMITTED BY: Donna Oliver, Finance Director

MEETING DATE: November 22, 2021

PROJECT BACKGROUND/DESCRIPTION:

The City has utilized Central Square's Naviline software for our Financial Accounting Software since 1999. While it has been very stable and reliable, it is dated and much more efficient options are now available. The City budgeted a total of \$280,000 to replace it.

In September 2021, the City issued an RFP to find a consultant to assist with the process of selecting new software. This consultant will be tasked with evaluating our current processes, recommending new processes, writing an RFP for our software, working with potential vendors and assisting with the final selection and contract. The City Administrator, Finance Director and Network and Communication Administrator evaluated the proposals received and selected SoftResources.

SoftResources brings over 26 years of experience providing advise to governments. They are independent from all software vendors allowing them to provide unbiased expertise. They meet at least annually with all major vendors and keep apprised of their capabilities.

CITY COUNCIL GOALS AND OBJECTIVES

2.1 – Improve the utilization of technology to increase efficiency.

FINANCIAL IMPACT

Amount of Contract:	\$87,600
Amount Budgeted:	\$280,000 for consultant and software
Funding Source/Account #:	222-1070-419-74-40

SUPPORTING DOCUMENTS

SoftResources proposal
Contract with SoftResources

ACTION NEEDED/STAFF RECOMMENDATION

Staff recommends approving the contract with SoftResources.



Proposal for City of Merriam, Kansas
Enterprise Resource Planning Software
Advisory Services

October 22, 2021, at 4:00 p.m.



Submitted by SoftResources LLC

Spencer Arnesen, CPA, Principal

Phone: 425.216.4030

Email: sarnesen@softresources.com

1. Letter of Transmittal

October 22, 2021

Donna Oliver, Finance Director
City of Merriam Finance Department
9001 W. 62nd Street
Merriam, KS 66202

Dear Donna and Team:

SoftResources LLC is pleased to present this proposal to the City of Merriam, Kansas (City) Request for Proposal Enterprise Resource Planning Software Selection Advisory Services. The City's project is an excellent fit for SoftResources' unbiased software consulting services.

SoftResources will guide the City with the selection and implementation of new Enterprise Resource Planning (ERP) software that will meet the City's business needs. We are solely focused on providing unbiased software consulting and will leverage over 26 years of expertise and resources for the replacement of CentralSquare's NaviLine HTE ERP solution.

The value SoftResources can contribute to the success of the City's ERP selection and implementation project is as follows:

- An **approach and methodology** that will assist the City **to make well-informed decisions** about future ERP options and a strategy for implementation.
- **Relevant knowledge, expertise, and experience** will guide the City and ensure the project is completed successfully. In the last 12 months consultants have worked with the cities of Indio, Elk Grove and Port Angeles to replace their legacy system – NaviLine.
- Extensive experience assessing and selecting ERP and other enterprise business software for Public Sector organizations.
- The City will **work with senior level consultants** who have been providing software selection services at SoftResources using our methodology and approach to bring excellent service to every client.
- Our projects are managed to ensure adherence to the **scope, time, cost and quality** defined by our clients.
- Consulting and recommendations that are **unbiased and vendor independent**. We are not aligned with nor compensated by software vendors for any reason.
- A partner who exercises a **high standard of ethics with a commitment to quality** for the services we provide to all our clients.



Spencer Arnesen, Principal of SoftResources LLC, is the RFP contact for this proposal and has authority to bind SoftResources contractually. Mr. Arnesen may be contacted at:

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SoftResources looks forward to the opportunity of working with the City on this important ERP System Selection initiative.

Sincerely,



Spencer Arnesen, CPA, Principal
SoftResources LLC

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Attachments: Resume Profiles

2. Project Description and Approach

SoftResources LLC is a software evaluation consulting firm dedicated to helping guide Government organizations throughout North America to make knowledgeable decisions about business software and to successfully implement the solutions they select. SoftResources has completed 875+ projects with 635+ clients across our 26-year history. We believe the repeat business from many of our clients is a testimony to the effectiveness of our team and value of our services.



History. In 1993, our founders began a consulting practice at KPMG to provide software selection consulting for their audit and tax clients. In 1995 after reorganizations at KPMG the founders amicably separated from KPMG and formed SoftResources to continue providing focused and client software evaluation and selection services to our customers. SoftResources is vendor agnostic; we do not receive compensation from software vendors to provide each client with objective software advice.

Unbiased. SoftResources does not take compensation from software vendors to remain vendor agnostic and provide each client with objective software advice. We do not develop, implement, or sell software. Our methodology is to conduct vendor fit analysis based on key requirements that are unique to each client.

Key Services. SoftResources acts as your advocate as we conduct unbiased software consulting that specifically focuses on five key services. These services are tailored to meet the needs of each client.

1. System Assessment
2. Software Selection
3. Implementation Partner Selection
4. Contract Review
5. Implementation Management

Project Understanding. With nearly 3 decades in the industry, SoftResources brings experience evaluating HTE software dating back to the 1990s. We understand the genealogy of this product as well as the current parent company CentralSquare. Currently we are assisting the cities of Elk Grove and Port Angeles with ERP selection projects who are also replacing NaviLine HTE (currently owned by CentralSquare Technologies). And more recently we supported the implementation of a replacement solutions for the City of Indio as they migrated away from HTE.

SoftResources will use this experience and our selection methodology that has been developed and improved over our 26 year-history to assist the City to assess the current ERP environment, conduct business process analysis and mapping, document functional and technical requirements, prepare an RFP, evaluate vendor proposals through final decision, conduct contract review and negotiations, and assist the City as they implement the new ERP system. We will work with the City’s ERP Steering Committee that consists of the Finance Director, Information Technology (IT) Network Administrator and City Administrator through all phases of the project.

The modules currently used by the City and considered in scope for this project include the following:

- HTE Naviline: General Ledger, Budget, Accounts Receivable, Purchasing and Inventory, Fixed Assets, Cash Receipts, Payment Card Processing.
- Laserfiche: The City also desires that the future ERP solution replace the City’s current Laserfiche application for Document Imaging.

Other applications that will need to interface with the replacement ERP solution include:

- UKG Payroll Time and Attendance, Citizen Serve, Lucity Asset Management, Justice Systems FullCourt, Vermont System RecTrac, Elavon, Authorize.net, CardConnect, and UMB Bank download for Purchasing Cards.

Recommended Approach. SoftResources recommends the following work plan organized by Phases and Tasks. Some tasks within different phases may be performed concurrently. We understand that not every project is the same and strive to deliver what is specifically required by our clients. Upon further discussion and review with the City this work plan may be adjusted. Our overarching goal is to provide the right level of service to support the project objectives for our clients.

 Phase 1 – Project Management	
a. Project Initiation	<p>Objective. SoftResources will work with the City to initiate the project as follows:</p> <ul style="list-style-type: none"> • Launch Project – meet with the City’s Project Team via conference to launch the project and provide a Kickoff Presentation, discuss the contracted scope of work, collaborate on project expectations, and address any questions. • Project Planning –develop the project management documents that will be used to guide and manage the project including the following: Communication Plan, Project Plan and Schedule, Status Reports.
b. Manage Project	<p>Objective. SoftResources will manage and monitor the Project Plan to ensure project milestones, tasks, and deliverables are completed as follows:</p>

 Phase 1 – Project Management	
	<ul style="list-style-type: none"> • Project Coordination – work with the City to manage resources, communicate tasks, meetings and deadlines, and report on project progress to safeguard that target goals are achieved. • Status Updates – provide regular status updates as scheduled with the Project Team and stakeholders. The meetings will be used to review accomplishments, upcoming tasks, open issues, and overall status of the project as it relates to time, scope, budget, and quality.
Deliverables	<ul style="list-style-type: none"> • Kickoff Presentation • Project Plan and Schedule • Status Updates

 Phase 2 – Needs Assessment	
a. Discovery Workshops	<p>Objective. SoftResources will conduct workshops to discover and analyze the current ERP environment and business requirements as follows:</p> <ul style="list-style-type: none"> • Plan Workshops – work with the City to plan collaborative Workshops organized by function (e.g., Financials, Human Resources, and Payroll). Identify personnel who will participate (e.g., Stakeholders, Project Team, Information Technology, Executive Management, Subject Matter Experts, Users, etc.). Build the Workshop Schedule and deliver to the City. The City will issue to participating staff. Our proposal includes up to 24 hours of Workshops. • Review Documentation – review existing documentation and materials provided by the City to prepare for and gain insight about the ERP environment, project, and goals to increase effectiveness as we facilitate the Workshops. • Facilitate Workshops – conduct Workshops (web conference and/or onsite) and facilitate collaborative dialogue across departments for the functional areas in scope to: <ul style="list-style-type: none"> ✓ Analyze how the current ERP system is used, strengths, weaknesses, limitations, functional and technical requirements. ✓ Review the current technical environment e.g., databases, interfaces, and infrastructure, discuss technology initiatives / strategies and future vision. ✓ Review current business processes and workflows across all functional areas being reviewed. ✓ Identify shadow systems used by departments outside of the ERP solution e.g., Excel worksheets, Word documents, databases, etc. ✓ Review requirements for a future state vision. ✓ Review organizational structure and work environment.

 Phase 2 – Needs Assessment	
	<ul style="list-style-type: none"> ✓ Provide educational insights to attendees about the capabilities of modern ERP systems and industry best practices. ✓ Conduct post-clarification calls with staff as needed.
b. Business Process Analysis	<p>Objective. SoftResources will assist the City to understand as is and to be business processes as follows:</p> <ul style="list-style-type: none"> • Process Observations and Opportunities – conduct business process analysis based on the information gathered during the Workshops and SoftResources’ experience with ERP software to: <ul style="list-style-type: none"> ✓ Understand the challenges with current processes and business policies that may be driving those processes, and identify recommendations focused on improving efficiencies and collaboration of information and data at the City. ✓ Consider systems, people, policies, and processes and make recommendations in narrative format that may be improved with modern ERP software. ✓ Aggregate process observations and opportunities for improvement by module/function in table format. Deliver the Process Observations and Opportunities document to the City via email for review and discussion. Note, SoftResources recommends that the City take advantage of best practices inherent in the final selected vendor’s software; the final implemented business processes will be based on the software selected.
c. Requirements	<p>Objective. SoftResources will define and develop a future state requirements specification document:</p> <ul style="list-style-type: none"> • Define Requirements – use the data gathered during the Workshops, review of documentation, and our experience to identify key ERP functional and technical requirements specific to the City. These requirements consider future state business process and integration requirements. Create a Requirements Document that will be incorporated into the RFP for solicitation of vendor responses. Requirements will be categorized with the following ratings: Required, Important, Nice to Have, or Explore per City input. • Finalize Key Requirements – deliver the Requirements document via email to the City for review. Based on the City’s feedback SoftResources will edit, finalize, and return to the City for final acceptance.
Deliverables	<ul style="list-style-type: none"> • Workshop Schedule and Facilitation • Process Improvement and Observations Document • Requirements Document

 Phase 3 –RFP and Vendor Evaluation	
<p>a. Request for Proposal</p>	<p>Objective. SoftResources will draft an RFP for ERP software and work with the City to finalize it:</p> <ul style="list-style-type: none"> • RFP for ERP Software– create an RFP for ERP software that can be used to solicit software vendor responses for the specific City requirements. At a high level the RFP will comply per the City’s purchasing and include scope of work, final key requirements, vendor evaluation criteria, terms and conditions, and vendor instructions. Deliver the RFP document to the City via email for review and adjustments. Edit the RFP with City feedback and return to the City for final approval and issuance.
<p>b. Vendor Longlist</p>	<p>Objective. SoftResources will create a Vendor Longlist to be used during the vendor solicitation process.</p> <ul style="list-style-type: none"> • Vendor Longlist – use our knowledge of the City and the ERP software market to prepare a Longlist of vendors that should be notified of the RFP opportunity. Deliver the Longlist to the City for review, adjustments, and final acceptance.
<p>c. RFP Management</p>	<p>Objective. Assist the City through the RFP solicitation process as follows:</p> <ul style="list-style-type: none"> • RFP Management – the City will issue the RFP according to their Purchasing requirements. SoftResources will notify the Longlist Vendors, assist to issue addenda, address pre-bidder questions, and liaise with the vendors. We recommend the RFP be active for 4 weeks to ensure vendors have sufficient time to respond.
<p>d. Vendor Evaluation</p>	<p>Objective. SoftResources will evaluate vendor proposals and assist the City to understand the vendor offerings as follows:</p> <ul style="list-style-type: none"> • Vendor Proposal Review – the City will receive vendor bids and provide a copy of each bid to SoftResources. SoftResources will review the vendor proposals and summarize the responses based on our experience and the key requirements. The following will be considered in this high-level review: <ul style="list-style-type: none"> ✓ RFP process compliance ✓ Relevant vendor experience ✓ Key areas for consideration by the City’s evaluation team ✓ Ability to meet minimum requirements ✓ Alignment with RFP evaluation criteria ✓ Total cost ✓ Open questions • Fit Analysis – conduct a review of the functional and technical requirements with the elevated vendors to identify strengths and limitations of their software. The result of the review will be to help the City identify a Shortlist of vendors that will be invited to demos. Specifically, we will: <ul style="list-style-type: none"> ✓ Validate and clarify vendor responses to functional requirements. ✓ Assess vendor viability and future strategies.

 Phase 3 –RFP and Vendor Evaluation	
	<ul style="list-style-type: none"> ✓ Determine if a single solution can meet all requirements or if multiple solutions are required. ✓ Validate and clarify technical requirements. ✓ Identify a recommended Shortlist of vendors with the City. ✓ Evaluate the total cost investment required for software, implementation, and software maintenance.
e. Vendor Analysis Report	<p>Objective. SoftResources will summarize the vendor review process into a Shortlist Comparison Chart and Vendor Analysis Report as follows:</p> <ul style="list-style-type: none"> • Shortlist Comparison Chart – build a Shortlist Comparison Chart that details the fit analysis for the shortlisted vendors, approximately 3, as compared to the key Requirements. Deliver to the City via email for review and acceptance. • Vendor Analysis Report – prepare an executive-level Vendor Analysis Report in MS PowerPoint summarizing the vendor evaluation process, shortlist summary findings, 5-year cost review (for software, services, and implementation), procurement strategy overview and recommendation. Deliver to the City via email and answer questions about the report. The City will make final confirmation of vendor candidates to be invited to the demo process.
Deliverables	<ul style="list-style-type: none"> • RFP for ERP Software • Vendor Longlist • Shortlist Comparison Chart • Vendor Analysis Report

 Phase 4 – Software Demos and Decision	
a. Demo Script	<p>Objective. SoftResources will create a Demo Script that is specific to the City’s business requirements and that will be used for vendor demonstrations as follows:</p> <ul style="list-style-type: none"> • Demo Script Draft – create a Demo Script that defines the specific timeline and content to be reviewed during software demos. The Demo Script focuses the vendor to demonstrate their solution based on the City’s required functionality. • Demo Script Final – deliver the draft Demo Script via email. The City will review and provide required modifications. SoftResources will edit with City input, finalize, and return to the City for final acceptance.
b. Demo Preparation	<p>Objective. SoftResources will prepare the City and the software vendors for successful demos as follows:</p> <ul style="list-style-type: none"> • Set Up Demos– work with the City to schedule demos and assist with the logistics and scheduling. SoftResources anticipates two-day demos

 Phase 4 – Software Demos and Decision	
	<p>for three shortlist vendor candidates. We recommend the City allow four weeks for vendors to prepare and schedule resources for the demos.</p> <ul style="list-style-type: none"> • Pre-Demo Meetings – work with the City to set up and facilitate one-hour Pre-Demo Meetings with each vendor via a virtual meeting. These meetings allow the vendors to address questions in advance of the demo to ensure they are prepared.
c. Demo Facilitation	<p>Objective. SoftResources will facilitate software demos for the City to ensure comprehensive presentations and complete the following:</p> <ul style="list-style-type: none"> • Demo Feedback – prepare and provide to demo attendees a Demo Feedback Form. Demo attendees will record feedback and rankings for sessions attended. • Facilitate Demos – facilitate software demos, manage vendor adherence to the Demo Script, manage City staff questions, manage Demo Report documents, document questions, and follow up items. • Demo Wrap Up Meeting – at the completion of vendor demos conduct a Demo Wrap Up Meeting to review demo feedback, assist the City to determine finalists, and identify key areas to evaluate through due diligence and final decision processes.
d. Decision Support	<p>Objective. SoftResources will advise the City as they conduct due diligence and make the final vendor decision as follows:</p> <ul style="list-style-type: none"> • Vendor Management – continue to manage vendor communications and questions, do follow up work, and liaise with the vendors. • Due Diligence Tasks – Advise the City as they conduct following due diligence activities including any of the following: <ul style="list-style-type: none"> ✓ <i>Reference Checks</i> – provide template questionnaires that will assist with the review of vendor references. ✓ <i>Due Diligence Demos</i> – assist the City with the follow up Demos with finalist vendors to review specific topics or evaluate functionality in more depth to support the final decision process. ✓ <i>Decision Support Activities</i> – conduct follow-up meetings, scoping discussions, implementation assumptions, planning, other calls, and meetings to support the City to make the decision. • Final Decision Meeting – assist the City with preparations for and participate in the Final Decision Meeting. The City will make the final software decision.
Deliverables	<ul style="list-style-type: none"> • Demo Script • Demo Feedback Form • Facilitate Demos and Wrap Up Meeting • Due Diligence Advisory Services • Final Decision Meeting

 Phase 5 – Contract Review	
a. Vendor Contract	<p>Objective. SoftResources will assist the City with contract review with the finalist vendor as follows:</p> <ul style="list-style-type: none"> • Review Contract – review vendor contract documents from a business perspective and document redline edits and review comments to the contract. This review includes the software license, subscription pricing, terms and conditions, and implementation services. • Discussion – address questions on the redline review edits and comments with the City via web conference and advise the City through the negotiation process. We recommend that the City’s legal counsel also review the contract documents to ensure a thorough review.
b. Vendor Statement of Work	<p>Objective. SoftResources will assist the City to review the Vendor Statement of Work (SOW) for Implementation before signing a contract to ensure resources and expectations are agreed to.</p> <ul style="list-style-type: none"> • SOW Review – review the Implementation SOW and document redline edits and review comments. • Discussion – address questions on the redline review edits and comments with the City via web conference and advise during SOW discussions. We recommend that the City’s legal counsel also review the contract documents to ensure a thorough review.
Deliverables	<ul style="list-style-type: none"> • Vendor Contract – Redline and Review Comments • Vendor SOW – Redline and Review Comments

 Phase 6 – Implementation Project Management	
<p>Objective. SoftResources will support the City with ERP System Implementation and can provide a variety of services as outlined in this table. Implementation services are provided on a time and materials basis to allow the City flexibility based on its needs. We will work with the City to determine the level of services required. Our experience is that the services required will vary throughout the project and we are prepared to support the project in this manner. The services we can provide to guide the City through the ERP implementation will serve to address the following basic pillars:</p> <ul style="list-style-type: none"> ✓ Plan and monitor project progress ✓ Extension and augmentation to the City implementation team ✓ Vendor management and liaison ✓ Manage project time, scope, quality, and budget 	
a. Project Charter	<ul style="list-style-type: none"> • Work with the City to develop the Project Charter that will outline the purpose and goals of the project and will be used as the governing document for the life of the implementation of the software. • We believe this is an important document that establishes a clear vision for the project and ensures project stakeholders are in alignment with the goals and objectives for the project.

 Phase 6 – Implementation Project Management	
b. Project Plan and Timeline	<ul style="list-style-type: none"> Review the vendor’s implementation Project Plan that defines tasks, assigns responsibilities, dates, milestones, and deliverables. Ensure all tasks required for the project for all parties are included in this plan with start and end dates and resource assignments. Monitor the documents as the project progresses with a vision towards completed, current as well as upcoming or future tasks. Monitor vendor compliance with the negotiation contract.
c. Performance Standards	<ul style="list-style-type: none"> Collaborate with the City to define a process to measure and evaluate vendor performance.
d. Task Management	<ul style="list-style-type: none"> Participate in the coordination and oversight of task management ensuring adherence to the Project Plan and Timeline. Ensure staff are updated to current and upcoming tasks as outlined in the Project Plan.
e. Vendor Status Meeting	<ul style="list-style-type: none"> Participate in regular status meetings with the City and the selected vendor. Status Meetings should be used to discuss the current state of the project and include a review of completed tasks, current tasks, future tasks, issues, risks, City and Vendor resources and other planning activities based on the current stage of the implementation. Meetings are typically regularly scheduled weekly or biweekly with ad hoc meetings scheduled as needed throughout the project.
f. Project Team Status Meetings	<ul style="list-style-type: none"> Coordinate, schedule and participate in implementation planning meetings with the City and Vendor Implementation Project Teams. The meetings are used to review the status of the project as well as upcoming tasks and deliverables.
g. Executive Sponsor Liaison	<ul style="list-style-type: none"> Participate in the required communication to keep the Executive Sponsor apprised of project status. This typically is in conjunction with the City’s internal Project manager or Executive Steering Committee meetings.
h. Communications Plan	<ul style="list-style-type: none"> Communication is a critical requirement for a successful implementation project. During implementation planning the vendor should work to create a Communication Plan document that defines the elements of communication for the project. This document outlines the who, what, where, when, and how of communication across the organization. SoftResources will review the document to ensure it meets the needs of the City. Optionally SoftResources can create the Communication Plan according to department preferences and direction.
i. Change Management	<ul style="list-style-type: none"> Identify the possible change management issues the project may face and develop a Change Management Plan to address them. SoftResources is certified in Prosci’s Change Management methodology and will use that as the basis for a Change Management Plan. The Plan will be developed to City requirements.

 Phase 6 – Implementation Project Management	
j. Risk Management Plan	<ul style="list-style-type: none"> • A Risk Management Plan defines the potential risks for the project, assigns a risk owner, outlines a plan to mitigate the risk from occurring as well as a plan to address the risk if the risk occurs. • A Risk Management Plan may be created by the Vendor as part of the project planning process. Optionally SoftResources can create a Risk Management Plan document according to City preferences and direction.
k. Discovery	<ul style="list-style-type: none"> • This is typically the first phase of a software implementation. During this process the selected vendor will provide training on the software and review best practice functionality. The sessions will be used to review the current environment and business processes for all departments. • SoftResources can participate in these sessions and act as an objective guide to the information provided and the decisions made. It is critically important that the City is provided the right information to review options for the configuration of the software.
l. Design and Configuration	<ul style="list-style-type: none"> • Once the discovery sessions are complete the vendor will provide a system design recommendation. This will be augmented with the book that will be created as part of the pre-discovery process with the City. • The Design phase also includes the plan for interfaces or integration, data conversion, cutover plan, forms development, report development, testing plan test scripts, roles definitions, user administration. • SoftResources can support the City through the review of the design document and completed configuration completed.
m. Data Conversion	<ul style="list-style-type: none"> • Assist with the review or development of a high-level Data Conversion Plan. The plan will include identification of data to be converted, an approach to extraction of data from legacy systems, how data will be imported to the new software, how to test the converted data and overall timing for the process. • SoftResources can monitor the data conversion process to ensure tasks are completed as defined, data is validated, and signoff is achieved.
n. Integration Plan	<ul style="list-style-type: none"> • Development of an Integration Plan that defines the required integrations to other City business solutions. The plan defines the who, what, when, where, and how of data integration.
o. Training Plan	<ul style="list-style-type: none"> • SoftResources can assist with the development of a high-level Training Plan that defines the who, what, when, where, and how of training. Who needs to be trained, what do they need to be trained on, what materials are required for training, when do they need to be trained, where will they be trained, and how will they be trained?
p. Budget vs. Actual Reporting	<ul style="list-style-type: none"> • Review project budget vs. actual reports provided by the vendor and reconcile to City records. • Create a budget vs actual monitoring tool. • It is important to manage project costs to the contract signed by the City. The reporting should provide the investment to date as well as

 Phase 6 – Implementation Project Management	
	<p>estimated costs to complete the project to ensure a project that remains on budget.</p>
<p>q. Change Order Management</p>	<ul style="list-style-type: none"> Review Project Change Orders initiated by the Vendor to ensure they are in line with expectations of the City. Ensure the Change Orders include the proper documentation and justification for any additional services or software required beyond the original contract.
<p>r. Testing</p>	<ul style="list-style-type: none"> Assist with the development of a high-level Testing Plan for all stages of the implementation including unit, integration, conversion, interfaces, forms and reports, workflow, and roles. The plan will include tasks such as development of test scripts, assistance with documentation of testing results, and identification of configuration adjustments required. Assist with the development of Test Scripts for each functional area. Provide guidance in conduct user acceptance testing.
<p>s. Go-Live and Cutover Plan</p>	<ul style="list-style-type: none"> Services can include development of a Cutover Strategy, go-live checklist, readiness assessment, quality review, definition of critical-success-factors, final data conversion, system cutover and future phase planning. Participate in the review of tasks or activities that need to be completed after go-live or the move to production status.
<p>t. Close Out</p>	<ul style="list-style-type: none"> Administer Project Close Out including review of the Project Plan to ensure all tasks are complete Review the Cutover Strategy to be used by the City to ensure all steps have been properly executed Participate in the vendor’s transition to support process for City staff.

Project Timeline – Software Selection (Phase 1-5). SoftResources estimates eight months to complete Phases 1-5. This timeline is dependent on the availability of the City and vendor resources. This timeline may be adjusted based on further discussion with the City. A more detailed project plan with tasks, dates, and responsibility assignments will be created during Project Initiation.

Phase and Task	Month	1	2	3	4	5	6	7	8
1. Project Management									
a. Project Initiation									
b. Manage Project									
2. Needs Assessment									
a. Discovery Workshops									
b. Business Process Analysis									
c. Requirements									
3. RFP and Vendor Evaluation									
a. Request for Proposal									
b. Vendor Longlist									
c. RFP Management									
d. Vendor Analysis									
e. Vendor Analysis Report									
4. Software Demos and Decision									
a. Demo Script									
b. Demo Preparation									
c. Demo Facilitation									
d. Decision Support									
5. Contract Review									
a. Vendor Contract									
b. Vendor Statement of Work									

Project Timeline – Implementation (Phase 6). Based on the information provided in the RFP and our experience, SoftResources anticipates 12 months to implement the new ERP system. This assumption will also be reviewed with the City and selected vendors during the procurement process. Please note that the overall timeline is also directly impacted by the City and vendor resources available to work on the project and will be reviewed and continuously monitored during our engagement.

City Staff Involvement. Our methodology has been developed and designed to ensure efficient use of our client resources. The following table provides a high-level overview of the time commitment typically provided by City resources. includes the Project Manager (PM), Project Team (PT), and Subject Matter Experts (SMEs) to support the City as it considers resource requirements for the project.

Phase and Task	PM	PT	SMEs	Legal	Tasks
1 Project Management					
a. Project Initiation	6	2			<ul style="list-style-type: none"> Initiation Meeting Workshop Planning
b. Manage Project	8				<ul style="list-style-type: none"> Status Meetings Email Communication
2 Needs Assessment					
a. Discovery Workshops	24	24	24		<ul style="list-style-type: none"> Identify Workshop Participants Participate in Discovery Workshops
b. Business Process Analysis	2	2	2		<ul style="list-style-type: none"> Review Business Process Report
c. Requirements	4	4	4		<ul style="list-style-type: none"> Review Requirements document
3 RFP and Vendor Evaluation					
a. Request for Proposal	2	2	2		<ul style="list-style-type: none"> Review Request for Proposal
b. Vendor Longlist	2	1			<ul style="list-style-type: none"> Review Longlist
c. RFP Management	4	4			<ul style="list-style-type: none"> Issue RFP. Address vendor questions.
d. Vendor Analysis	2	24			<ul style="list-style-type: none"> Receive RFP responses Review RFP responses from vendors
e. Vendor Analysis Report	2	2			<ul style="list-style-type: none"> Review Vendor Analysis Report
4 Software Demos and Decision					
a. Demo Script	2	2			<ul style="list-style-type: none"> Review Demo Script
b. Demo Preparation	2	2			<ul style="list-style-type: none"> Schedule software demos Participate in pre-software demo virtual meetings
c. Demo Facilitation	16	16	16		<ul style="list-style-type: none"> Participate in all software demos
d. Decision Support	8	8	8		<ul style="list-style-type: none"> Final decision meeting Due diligence review tasks
5 Contract Review					
a. Vendor Contract	12	12		16	<ul style="list-style-type: none"> Review contract documents Legal review of contract documents Review SoftResources review comments and redline recommendations Contract negotiations
b. Vendor Statement of Work	12	12		16	<ul style="list-style-type: none"> Review vendor implementation Statement of Work (SOW) documents Legal review SOW documents Review SoftResources review comments and redline recommendations Negotiate and sign

3. Project Team

SoftResources' team of consultants have from 20-35+ years' experience evaluating and implementing ERP solutions that will be leveraged to the benefit of the City's project. We have no junior consultants on staff and our consultants have working-level knowledge evaluating, implementing, and using ERP solutions. The team of consultants that will be assigned to the City's project include those with the following specific knowledge and experience:

- ✓ Certified Public Accountants
- ✓ Project Management Institute Member and Training
- ✓ Government Finance Officers Association Project Management Training
- ✓ Implementation Project Management with ERP software for Public Sector organizations
- ✓ Certified Information Systems Security Professionals
- ✓ Boeing Computer Services Business Process Analyst Training
- ✓ Working experience in Accounting departments of multiple organizations
- ✓ Governmental Accounting Standards of Accounting (GASB)
- ✓ General Accepted Accounting Principles (GAP)
- ✓ ERP software evaluation projects with Public Sector organizations in the state of Kansas
- ✓ Review and negotiation of all ERP software contract documents including License Agreements, Service Level Agreements, Statement of Work, Investment Summary, etc.

The specific roles of the SoftResources team will include an Executive Sponsor, Project Manager, Project Analyst, Technology Analyst, and Contract Specialist. Additional resources from SoftResources can be assigned to the project if needed based on the final project scope and timeline agreed to with the City. The SoftResources team assigned will be committed for the duration of the project. We ensure the project workload balance assigned to our team allows for continuity in resources. SoftResources will add value to the City's opportunity and guide the City to complete the following:

- Establish the project vision and objectives for the ERP selection and implementation. Prepare a Project Plan and Schedule and monitor and manage the project to schedule. SoftResources will work with the City to provide bimonthly status updates. Typically, status updates are accomplished using any of the following: email, teleconference, virtual meetings, Status Report document, and so on.
- Provide business process analysis, develop and document functional and technical requirements specific to the City that will be used to evaluate the ERP offerings.
- Develop the scope of work and implementation strategy that will enable the City to move forward.
- Develop an RFP that clearly articulates to the vendors the needs of the City, assist to issue and manage the RFP process, and outreach to the vendor community.
- Conduct vendor fit analysis based on City-specific requirements, determine a shortlist of vendors to invite to present scripted software demonstrations, conduct due diligence with finalist vendors and assist the City as they make the final decision, and conduct contract review and negotiations to establish a contract that will protect the City's software investment and promote a working relationship with the vendor.
- Begin pre-implementation activities starting with establishing the vendor implementation statement of work prior to signing the software contract. The City wants to understand the resources, milestone, deliverables, and roles expected through the implementation.
- Start the software implementation. Our project managers will work with the City to keep the project on track and monitor the contract obligations, budget, and timeline.

We will assign a team of five consultants to the City’s project that possess the expertise, experience, and knowledge to successfully guide the City through the evaluation, selection, and implementation of a replacement ERP solution. The team members that will be assigned are as follows:

Executive Sponsor – Spencer Arnesen, Principal	
Responsibilities	Overall responsibility for the contract engagement process, quality assurance and oversight to the services and products delivered to our clients.
Expertise	Project oversight Technology Security Strategic planning
Qualifications	Certified Public Accountant - CPA Bachelor of Science Accounting, Spanish Minor Master of Accountancy and Computer Information Systems Project Management Institute and The Versatile Company Training

Project Manager – Elaine Watson, Principal	
Responsibilities	Monitor Project Plan through completion, manage client relationship, provide regular status updates to all required parties, participate in workshops and meetings, participate in analysis, development of findings, and preparation and presentation of project deliverables, delivery of all outcomes for the project, proactively manage the project to ensure quality, consistency, budget, and timeliness of the project.
Expertise	ERP and HCM software evaluation Selection and implementation projects Business process insight and improvement ERP Software Contract review and support Knowledge of Governmental Accounting Standards
Qualifications	Certified Public Accountant - CPA Bachelor of Business Administration – Marketing and Human Resources Master of Business Administration - MBA Former Finance and Budget Director Prosci Change Management Certification GFOA Project Management Training Project Management Institute Training and member Boeing Computer Services System Analyst Training Leadership and Management Training

Project Analyst – Pamela Ettien, Director	
Responsibilities	Manage coordination of activities with client, document findings, maintain project documents, participate in workshops, onsite meetings, development and presentation of project deliverables, collaboration with Project Manager to ensure services and deliverables are provided as contracted.
Expertise	ERP and HCM software evaluation, selection, and implementation projects Business process improvement and mapping ERP and HCM software market Software Contract review support

Project Analyst – Pamela Ettien, Director	
	Knowledge of Governmental Accounting Standards
Qualifications	Accounting Degree Organizational accounting experience Project Management Institute and The Versatile Company Training Prosci Change Management Certification Leadership, instructor, and management training

Technology Analyst – Ron Loos, Director	
Responsibilities	Provide technology leadership and expertise in the definition of requirements and evaluation of vendor options including review of system infrastructure, integrations, and security.
Expertise	Technology infrastructure System and data security Strategic planning
Qualifications	Master of Business Administration Bachelor of Arts Sociology/Criminology Certified Information System Security Professional Advanced Leadership and Coaching Program

Contract Specialist – Cherish Cruz, Director	
Responsibilities	Review and provide comments and redline edits to contract documents, participate in vendor discussions and negotiations.
Expertise	Director of Contract and Review and Negotiation practice Reviews all ERP software and implementation services contract documents Contract review and negotiation training
Qualifications	Master of Business Administration Bachelor of Arts Business, Japanese Minor Prosci Change Management Certification Leadership and management training

Professional Profiles. SoftResources has provided resumes for the City’s review at the end of this proposal. All staff assigned to the City are employees of SoftResources with extensive tenure and experience.

Experience. In the table below, SoftResources outlines recent projects that are similar in scope and size to the City’s project to demonstrate our specific experience for the assessment and selection of ERP systems. All projects listed were performed by SoftResources consultants whose resumes are provided in this proposal.

ERP Software Selection Projects		
Port Angeles, WA <ul style="list-style-type: none"> Needs Assessment Process Review Documented Requirements RFP and Management Vendor Evaluation Software Demos and Decision Contract Development 	Elk Grove, CA <ul style="list-style-type: none"> Needs Assessment Process Review Documented Requirements RFP and Management Current – Vendor Evaluation 	Newark, CA <ul style="list-style-type: none"> Needs Assessment Process Review Documented Requirements RFP and Management Vendor Evaluation Software Demos and Decision Contract Development
Clearwater, FL <ul style="list-style-type: none"> Needs Assessment Documented Requirements RFP and Management Vendor Evaluation Software Demos and Decision Contract Development HR/Payroll Pre-Implementation Project Management 	Champaign, IL <ul style="list-style-type: none"> Needs Assessment Process Review Documented Requirements RFP and Management Vendor Evaluation Software Demos and Decision Contract Development Pre-Implementation Support 	Gresham, OR <ul style="list-style-type: none"> Needs Assessment Documented Requirements RFP and Management Vendor Evaluation Software Demos and Decision Contract Development
Santa Clarita, CA <ul style="list-style-type: none"> Needs Assessment Process Review Documented Requirements RFP and Management Vendor Evaluation Software Demos and Decision Contract Development 	Vancouver, WA <ul style="list-style-type: none"> Needs Assessment Process Review Documented Requirements TCO Assessment RFP and Management Vendor Evaluation Software Demos and Decision Contract Development ERP Implementation Project Management 	Bellingham, WA <ul style="list-style-type: none"> Needs Assessment Process Review Documented Requirements RFP and Management Vendor Evaluation Software Demos and Decision Contract Development
Independence, MO <ul style="list-style-type: none"> ERP Implementation Project Management 	Indio, CA <ul style="list-style-type: none"> ERP Implementation Project Management 	Simi Valley, CA <ul style="list-style-type: none"> ERP Implementation Project Management
Puget Sound Regional Fire Authority, WA <ul style="list-style-type: none"> Needs Assessment Documented Requirements RFP and Management Vendor Selection Contract Development Pre-Implementation Service 	Port Freeport, TX <ul style="list-style-type: none"> Needs Assessment Documented Requirements Vendor Evaluation Software Demos and Decision Contract Development 	Trinity River Authority, TX <ul style="list-style-type: none"> Needs Assessment Process Review Documented Requirements RFP and Management Current – Vendor Evaluation

ERP Software Selection Projects		
<p>Kirkland, WA</p> <ul style="list-style-type: none"> Needs Assessment Process Review Documented Requirements RFP and Management Vendor Evaluation Software Demos and Decision Contract Development 	<p>Temecula, CA</p> <ul style="list-style-type: none"> Needs Assessment Process Review Requirements Definition RFP Development Vendor Selection Contract Development Implementation Project Management 	<p>Grays Harbor County, WA</p> <ul style="list-style-type: none"> ERP Implementation Project Management
<p>Lea County, NM</p> <ul style="list-style-type: none"> Needs Assessment Process Review Documented Requirements RFP and Management Vendor Selection Contract Development 	<p>Florin Resource Conservation District</p> <ul style="list-style-type: none"> Needs Assessment System Fit/Gap ERP Market Review Cost Analyses Assessment Report 	<p>Inland Empire Utilities Agency, CA</p> <ul style="list-style-type: none"> Current State Analysis Technology Assessment Technology Master Plan
<p>Ada County, ID</p> <ul style="list-style-type: none"> System Assessment Process Review Documented Requirements RFP and Management System Selection Software Demos and Decision Contract Development ERP Implementation Project Management 	<p>Waukesha County, WI</p> <ul style="list-style-type: none"> Needs Assessment Process Review Documented Requirements RFP Development Vendor Evaluation Software Demos and Decision Contract Development 	<p>City of Monroe, WA</p> <ul style="list-style-type: none"> Current State Analysis Technology Assessment IT Strategic Plan IT Retainer Services
<p>Tulare County, CA</p> <ul style="list-style-type: none"> Needs Assessment Process Review Documented Requirements RFP Development Vendor Assessment Fit/Gap Analysis CGI Upgrade Contract and Project Management 	<p>Grant County, WA</p> <ul style="list-style-type: none"> Needs Assessment Process Review Documented Requirements RFP and Management Vendor Evaluation Software Demos and Decision Future: Contract Review and Implementation 	<p>Placer County Water Agency, CA</p> <ul style="list-style-type: none"> Needs Assessment Process Review Documented Requirements RFP and Management Vendor Evaluation Software Demos and Decision Contract Development ERP Implementation Project Management
<p>Harford County, MD</p> <ul style="list-style-type: none"> Needs Assessment Documented Requirements RFP and Management Vendor Evaluation Software Demos and Decision Contract Development ERP Implementation Oversight 	<p>Bedford County, VA</p> <ul style="list-style-type: none"> Needs Assessment Documented Requirements RFP and Management Vendor Evaluation Software Demos and Decision Contract Development 	<p>Lawrence, KS – CIS Selection</p> <ul style="list-style-type: none"> Needs Assessment Documented Requirements RFP and Management Vendor Evaluation Software Demos and Decision Contract Development CIS Implementation Oversight

References. SoftResources has provided four references that the City may contact to learn more about specific experience of the proposed SoftResources Project Team for ERP Selection projects similar in scope to the City’s project.

City of Port Angeles, Washington	
Project Title	ERP Replacement Consulting Services
Contact Info	Linda Kheriaty, Finance Director LKheriat@cityofpa.us ; 360-417-4612
SoftResources Core Team	Spencer Arnesen, Project Manager Pamela Ettien, Project Analyst Cherish Cruz, Director – Contract Specialist
About	Employees: 270 Population: 20,076 Legacy System: NaviLine
Summary of Work	<p><u>Scope of Software:</u> General Ledger, Purchasing, Accounts Payable, Accounts Receivable, Treasury, Work Order Management, Utility Billing, Project and Grant Accounting, Fixed Assets, Budget Management, Permitting and Planning, Code Enforcement, Business Licensing, Asset Maintenance Management (Cityworks interface required), Fleet Maintenance Management, Inventory Management, Enterprise Reporting, Human Resources, Time and Attendance (interface ExecuTime or replace), Payroll</p> <ul style="list-style-type: none"> • <u>Project Management</u> – Project set up and launch, assigned responsibilities and resources, provided regular status updates; project is being managed and monitored to plan. • <u>Needs Assessment</u> – analyzed through interactive workshops the existing ERP environment, technology, requirements, and business processes. Developed key functional, technical, and operational requirements. • <u>RFP</u> – prepared RFP for ERP software, assisted with the RFP solicitation and management. • <u>Vendor Selection</u> – conducted detailed fit analysis with returned vendor proposals, made a shortlist recommendation, presented vendor analysis, assisted the City to determine the vendors to shortlist, facilitated scripted demos, and will begin software decision support. • <u>Future: Contract Review</u> – provide review of vendor’s contracts and implementation statement of work and assist with negotiating the contracts. • <u>Future: Implementation Management</u>– provide implementation project management for the implementation of new ERP solution.

City of Temecula, California	
Project Title	ERP System Assessment and Implementation Oversight
Contact Info	Jennifer Hennessy, Director of Finance Jennifer.hennessy@temecula.gov (951) 693-3945
SoftResources Core Team	Elaine Watson, Project Management Pamela Ettien, Project Analyst Cherish Cruz, Contract Specialist
About	Employees: 344 Population: 113,054 Legacy System: Eden, Tyler Technologies

City of Temecula, California	
Scope of Services	<p><u>Scope of Software:</u> General Ledger, Purchasing, Accounts Payable, Accounts Receivable and Billing, Project and Grant Accounting, Fixed Assets, Human Resources, Time and Attendance, Payroll, Reporting</p> <ul style="list-style-type: none"> • <u>Project Management</u> – developed and managed Project Plans, assigned resources to tasks and activities, provided status updates. • <u>Requirements Analysis</u> – conducted workshops and survey, analyzed current system environment, gathered user requirements, business process review, developed Key Functional and Technical Requirements document. • <u>ERP Fit/Gap Analysis and Report</u> – conducted fit/gap analysis as compared to key requirements for Tyler Munis product (current system Eden), prepared written report and presented. • <u>Vendor Selection</u> – facilitated scripted demos, advised through decision. • <u>Contract Review</u> – reviewed and provided input for contracts and vendor implementation statement of work and advised through negotiations. • <u>ERP Implementation Project Management</u> – providing implementation project management services as requested for the implementation of new ERP system. • <u>Other Engagements</u> – SoftResources also assisted Temecula with Asset Management System Assessment, and Implementation Oversight; Community Development – Planning, Permitting, Business License and Cashiering Selection and Implementation Project Management.

City of Indio, California	
Project Title	ERP Implementation Project Management
Contact Info	Ian Cozens, Director of Information Technology Icozens@indio.org ; 760-391-4100
SoftResources Team	Elaine Watson, Implementation Project Manager
About	Employees: 250 Population: 90,000 Replaced HTE-Naviline with Tyler Technologies Munis
Summary of Work	<p><u>Functionality Implemented:</u> General Ledger, Purchasing, Accounts Payable, Project/Grant Accounting, Accounts Receivable, General Billing, Cash Management, CAFR Statement Builder, Capital Assets, Contract Management, Human Resources, Payroll, Time & Attendance, Employee Expense, Business License.</p> <p><u>Implementation Planning</u></p> <ul style="list-style-type: none"> • Assisted with development and review of Project Plan and Timeline; worked with the Project Team to develop a Communication Plan for the project. <p><u>Implementation</u></p> <ul style="list-style-type: none"> • Project Plan Management – reviewed and monitored overall timeline and plan for life of the project in conjunction with the vendor’s Project Manager and periodically reported project progress to the Project Team. • Task Management – managed tasks and made sure the internal staff understood assignments, as well as associated due dates and deliverables through clear and effective communication. • Vendor Liaison – conducted weekly Project Status meetings with the Vendor and the City’s IT Deputy Director.

City of Indio, California	
	<ul style="list-style-type: none"> • Project Status Report – reviewed weekly status reports and participated in weekly status meetings with City and the Vendor. • Project Team Meetings – scheduled and conducted regular meetings with core Project Team. • Business Analysis – participated in functional fundamentals review, analysis, and process review and training sessions with City staff. • Budget vs. Actual Tracking and Analysis.

City of Lawrence, Kansas	
Project Titles	Project 1 – Customer Information System (CIS) Selection Project 2 – Solid Waste Management Selection – Requirements Definition Project 3 – Implementation Management for CIS Implementation
Contact Info	Kristen (Kristy) Webb, Utility Billing Manager 6 E 6 th Street, Lawrence, KS 66044 785.832.3221, kwebb@lawrenceks.org
SoftResources Core Team	Ron Loos, Project Manager and Implementation Project Manager Cherish Cruz, Project Analyst and Contract Specialist
About	Employees: 1,455 Population: 96,369 Legacy System: Harris Innoprise for CIS and Financials
Summary of Work	<p><u>Scope of Software:</u> Customer Accounts, Billing, Payments/Collections, Rates, Meters/Service Orders, Reporting, Financials (interface)</p> <ul style="list-style-type: none"> • <u>Project Management</u> – project setup, project plan and schedule, project management and status updates for life of project. • <u>Requirements Analysis</u> – conducted on-site workshops to gather user needs and assess current environment, developed key functional and technical requirements document. • <u>RFP</u> – prepared RFP for CIS Software and assisted with the RFP solicitation. • <u>Vendor Selection</u> – Reviewed all proposals received, conducted detailed vendor analysis, made short list recommendation, developed demo script, facilitated all demos, coached through decision activities, provided contract review services. • <u>Implementation Management Services</u> – engaged SoftResources to provide project management oversight to assist the City to complete the CIS implementation.

Client Testimonials. It is extremely important to us that our clients believe we add value to their project. The following are a few of the testimonials that we have received from our clients.

“SoftResources provided a structured process that really helped us with our software selection; we couldn’t have done it without them. They helped us negotiate our licensing contracts, too. They do not implement software and are unbiased. I cannot stress enough how valuable their assistance was. They were well worth it!”

“...we are pleased with the results which ended up significantly under our original budget. ...Your consulting role in this whole complicated process was priceless. I am particularly impressed with the level of detail you took in leading us through this from the workgroup sessions, interviews, and follow up strategies. Clearly you have a great understanding of what is required to produce great results. There is no question to completeness of work that we all went through to objectively evaluate the proposals received. Your added work to get us through the contract negotiations was also invaluable and an important step to completion. Thank you for producing a really fine example of consulting services.”

“The world of a Public Housing is extraordinarily complex with its myriad of funding sources and ever-changing federal regulations. When we started looking for new financial accounting software, we knew we needed a consultant that could keep up with us. SoftResources has been with us every step of the way, from helping us define our needs to interviewing vendors to negotiating the contracts to successful project implementation. Without exception, every SoftResources employee has been highly knowledgeable, professional, and dedicated to ensuring our project was a complete success.”

“...From the very onset of the project, SoftResources have been a pleasure to work with. Through interviews with our staff, they were able to take our information and understood exactly what we were looking for in a software program. They did an amazing job preparing the RFP and were very thorough in the evaluation of the bids that were received. Once our selection was made, their contract negotiation skills were fundamental to us entering a contract that was agreeable. Now that we are head and eyes into the configuration and implementation of the software, SoftResources have been there with us every step of the way. Without their oversight of this project, we would probably be floundering around in the dark. We could not have done this without them...”

4. Cost Proposal

Phases 1-5. SoftResources proposes a fixed fee engagement for Phases 1-5 of our proposal. Travel expenses (air, hotel, car rental, meals, etc.) are billed as incurred.

Phase and Task	Hours	Fees \$200 Per Hour
1. Project Management		
a. Planning b. Manage Project	24	\$ 4,800.00
2. Needs Assessment		
a. Discovery Workshops b. Business Process Analysis c. Requirements	112	\$ 22,400.00
3. RFP and Vendor Evaluation		
a. Request for Proposal b. Vendor Longlist c. RFP Management d. Vendor Evaluation e. Vendor Analysis Report	102	\$ 20,400.00
4. Software Demos and Decision		
a. Demo Script b. Demo Preparation c. Demo Facilitation d. Decision Support	100	\$ 20,000.00
5. Contract Review		
a. Vendor Contract b. Vendor Statement of Work	56	\$ 11,200.00
Total - Fees	394	\$ 78,800.00
Travel Expense Cap – Optional*		8,800.00
Total – Fees + Optional Expenses		\$ 87,600.00

*Note: Travel expenses are provided as a cap and will only be billed if incurred. SoftResources has successfully developed best practices to address working in a remote and virtual environment. We will work to accommodate the City’s request for onsite vs remote services.

Phase 6. Implementation Project Management. SoftResources will provide the required services to support the City as an Executive Project Manager for the life of the implementation. We estimate a 12-month timeline for the implementation of the modules in scope. This estimate can be adjusted to support the implementation timeline agreed to with the selected ERP vendor. Fees and expenses are billed monthly as incurred.

Phase and Task	Hours	Fees \$200/Hour	Travel Expense Cap	Total
6. Implementation Project Management				
Fees: 60 hours/month x 12 months Expenses: \$1,800/trip x 12 trips	720	\$ 144,000.00	\$ 21,600.00	\$ 165,600.00
Total				<u>\$ 165,600.00</u>

Exceptions. SoftResources has reviewed the City’s RFP Section G. General Requirements and sample Professional Services Agreement and respectfully requests the following exception:

Section 5. Reports and Documents. Property and Possession. Add the following: “and any tools, templates, and other information that Consultant uses for many projects.”

Section 9. Indemnification. Add the following: “Notwithstanding the above for Professional Liability ONLY (errors and omissions for the written reports and verbal counsel provided by Consultant for the scope of work), total Professional Liability ONLY will be limited to the amount paid by City to Consultant for the scope of work.”

5. Sample Deliverables

SoftResources has provided in electronic format only and emailed as a separate PDF the following sample documents for the City to review to gain insight into SoftResources’ project management methodology. These samples have been redacted as necessary.

- Project Charter
- Project Governance
- Project Plan and Timeline
- Project Status Report
- Communication Plan
- Budget vs. Actual Analysis

6. Disciplinary Action

SoftResources does not have any disciplinary action, administrative proceeding, malpractice claim, or other like proceedings against our company or any of its personnel in our company history.

Attachments: Resume Profiles



SPENCER ARNESEN, CPA, MAcc Principal

SUMMARY OF QUALIFICATIONS

Spencer is Principal and Co-Founder of SoftResources. With over 28 years of software consulting experience and has led and managed hundreds of assessment and evaluation projects. Spencer also directs sales and marketing and provides executive oversight for client projects. As a Certified Public Accountant, Spencer offers practical real-world business expertise. His experience and knowledge of vendor solutions and technologies enables him to apply implementation ideas beneficial to his clients. He specializes in helping each client find the right software solution including ERP, Financials, Human Resources/Payroll, EAM, CIS, and more.

KEY QUALIFICATIONS

- 28 years' experience leading software assessment and selection projects.
- Thought leadership and development of focused software selection methodology.
- Leads Software Selection and Implementation practice.
- Experience with ERP, Financial, CMMS/EAM, Permitting, HCM, Job Costing, CRM, Utility Billing, Budgeting, and other Public Sector solutions.

EDUCATION & CERTIFICATIONS

- Bachelor of Science in Accounting with Spanish Minor – Brigham Young University
- Master of Accountancy and Computer Information Systems Brigham Young University
- Certified Public Accountant

PROFESSIONAL AFFILIATIONS

- Washington Society of Certified Public Accountants
- Presenter at various conferences and tradeshows on software, technology, and contracts.
- CSMFO, WFOA, GFOA Conferences exhibitor and presenter
- Eagle Scout with Boy Scouts of America

RELEVANT EXPERIENCE

Software Expertise

Spencer leads SoftResources' Software Selection Practice for Public, Nonprofit, and Private Sector including cities, counties, districts, and agencies. He keeps abreast of the latest vendor technologies through evaluation, vendor discussions and conferences. Spencer has extensive knowledge about and experience with evaluating enterprise software and vendors focused on the government market.

Assessment and Selection Expertise

Spencer has led and managed software assessment and selection projects for ERP, Financial, Human Capital Management, Asset Management, and other enterprise software. He has vast experience with system assessment, requirements analysis, business process analysis, writing and managing RFPs, vendor fit analysis, demos, and decision. Spencer brings thoughtful and practical business insights gained from his experience.

City of Port Angeles, WA ERP Project

Spencer led and managed an ERP software selection project for Port Angeles. Through his leadership and expertise, these tasks were performed: needs assessment workshops, system analysis, requirements definition, RFP development and management, vendor fit evaluation and report, demo facilitation, currently providing decision support, and future services include contract review implementation project management services. The project has been managed to schedule and is on budget.

KEY SKILLS



Project Management



Public Sector



Technology Management



ERP Strategy

SAMPLE CLIENTS SELECTED FROM 28 YEARS OF EXPERIENCE

Port Angeles, WA	Inland Empire Utilities Agency	Trinity River Authority
Boise, ID	Placer CTY Water Agency	Brazos River Authority
Ada County, ID	Puget Sound Reg Fire Auth.	Santa Rosa, CA
Monroe, WA	King County Libraries, WA	Bothell, WA
Burbank, CA	Florin Resource Conservation	Community Transit



ELAINE WATSON, CPA, MBA

Principal

SUMMARY OF QUALIFICATIONS

Elaine is Principal and Co-Founder of SoftResources with 28 years of professional consulting experience. Her experience includes hundreds of software evaluation and implementation projects. She manages our Software Selection and Implementation practice for Public Sector, Private Sector, and Non-Profit organizations. As a CPA, Elaine brings experience in managing and directing financial departments in a variety of functional areas. She is ADKAR Certified in change management, has extensive project management training, and specializes in helping each client find the right solution.

KEY QUALIFICATIONS

- 35 years' experience leading software selection and implementation projects.
- Leads Government Software Selection and Implementation practice.
- Thought leadership and development of focused software selection methodology.
- Experience with Financial, ERP, CMMS/EAM, Permitting, Timekeeping and Scheduling, HCM, Utility Billing, Cashiering, Document Management, and other Public Sector focused solutions.

EDUCATION & CERTIFICATIONS

- Master of Business Administration - University of Puget Sound
- Bachelor of Arts – Business University of Washington
- Certified Public Accountant
- GFOA Project Management Training
- PMI Project Management Training
- Prosci Certified Change Practitioner



PROFESSIONAL AFFILIATIONS

- Washington Society of Certified Public Accountants
- GFOA, CSMFO, WFOA, AICPA Conferences exhibitor
- Project Management Institute Member (PMI)

RELEVANT EXPERIENCE

Software Expertise

Elaine has led and managed Financial, ERP, and other enterprise software evaluation, selection and implementation projects for the Public Sector including municipalities, counties, agencies, and special districts. She brings leadership and experience with requirements analysis, assessment analysis and evaluation of solutions from both an integrated ERP and as a best-of-breed solution perspective.

Assessment, Selection, and Implementation Practice

Elaine leads SoftResources' Software Selection and Implementation practice for Local Government. She has strong leadership, management, and business skills with all phases of software assessment, vendor procurement and system implementation. Elaine brings extensive knowledge about and experience with evaluating enterprise software and vendors focused on government market.

ERP Project for City of Clearwater, FL

Elaine led and managed a Financial Management System Assessment and Selection and an HRIS Pre-Implementation Analysis projects for Clearwater (population 109,703). Services included review of business processes and recommendations for improvement, requirements documented, needs assessment report, RFP developed, vendor fit analysis, scripted demos facilitated, contract negotiated, and an HRIS fit/gap analysis, demos, and report in advance of implementation. Projects were successfully completed on time and on budget.

KEY SKILLS



Project Management



Public Sector



ERP Strategy



Process Improvement

SAMPLE CLIENTS SELECTED FROM 28 YEARS OF EXPERIENCE

Santa Clarita, CA	Clearwater, FL	Kirkland, WA
Temecula, CA	Champaign, IL	Simi Valley, CA
Tulare County, CA	Indio, CA	Whatcom CTY, WA
Lea County, NM	Durham, NC	King CTY Housing Authority
Bellingham, WA	Gresham, OR	Bedford CTY, VA



PAMELA ETTIEN

Director

SUMMARY OF QUALIFICATIONS

Pamela is a Director at SoftResources. She has 25 years of professional consulting experience with SoftResources and works with Public Sector, Private Sector, and Nonprofit organizations. Pamela is expert with requirements definition, business process review, system assessment, process workflow charting, RFP writing, software and implementation vendor evaluation, and software implementation augmentation. She is a skilled presenter of knowledge, and a Prosci Certified Change Management Practitioner. Pamela brings prior accounting experience working at various organizations and in various functional areas.

KEY QUALIFICATIONS

- 25 years professional consulting experience in software selection and implementation projects.
- Municipal government focused software evaluation and implementation expertise.
- Experience with Financials, ERP, Budgeting, EAM, Permitting, Planning, HR/Payroll, Workforce Scheduling, Parks and Rec, Utility Billing, Cashiering, Cemetery Management, and other municipal focused solutions.
- Skilled Project Manager assisting organizations with change management and implementation strategies.

EDUCATION & CERTIFICATIONS

- Associate of Arts – Highline Community College
- Accounting Degree - Clover Park College
- Prosci Change Management Certification



PROFESSIONAL AFFILIATIONS

- Presenter at government conferences on technology and software selection
- WFOA and CSMFO Conference exhibitor and presenter
- Presenter at SoftWorld tradeshows on software market and selection

RELEVANT EXPERIENCE

Software Expertise

Pamela has completed dozens of Financial and ERP system evaluation and selection projects for municipalities, counties, districts, and agencies. Her knowledge and experience evaluating the vendor market brings leadership and vision to client projects. Pamela acts as vendor liaison for consulting projects and engages vendors during the evaluation process to vet viability and fit to client requirements.

Assessment and Selection Expertise

Pamela is expert with performing unbiased software assessment and selection for local governments nationwide. She has strong leadership and management skills in system assessment, requirements analysis, business process analysis, vendor fit/gap analysis, demo facilitation, and decision coaching. Pamela has augmented software implementation and performed the role of Training Coordinator for a large-scale project.

City of Port Angeles, WA ERP Project

Pamela led and managed for Port Angeles an ERP software selection project. Through her expertise the following was achieved: needs assessment through collaborative workshops, system requirements definition, business process analysis, RFP prepared and issued, vendor fit evaluation and report, scripted demo facilitation, decision support, and currently conducting contract review and negotiations. Project has been managed to schedule and on budget.

KEY SKILLS



Project Management



Public Sector



Software Analysis



Change Management

SAMPLE CLIENTS SELECTED FROM 25 YEARS OF EXPERIENCE

Port Angeles, WA	Elk Grove, CA	Moorhead, MN
Clearwater, FL	Kirkland, WA	Port Freeport TX
Champaign, IL	Bellingham, WA	Temecula, CA
Newark, CA	Encinitas, CA	Santa Clarita, CA
Gresham, OR	Dublin, CA	Port Freeport, TX



RON LOOS, MBA

Director

SUMMARY OF QUALIFICATIONS

Ron has 7 years of experience as a Director at SoftResources providing software consulting services, over 20 years' experience with technology leadership and management, and 15 years of enterprise-level solutions development and deployment. His experience and expertise include ERP, Financials, EAM, CMMS, IWMS, CIS, CRM systems and more. Ron manages system assessment, vendor selection, contract review and implementation oversight for organizations in the Public, Nonprofit and Private Sectors. He is a capable leader, motivator, problem solver and communicator specializing in helping organizations to make well informed software decisions.

KEY QUALIFICATIONS

- Manages software assessment, selection and implementation projects for Public Sector.
- 7 years providing software consulting with SoftResources.
- 20 years operations and technology leadership at government agencies and Fortune 500 companies.
- Experience in assessing and procuring ERP, Financials, EAM, CIS, Permitting, HCM, and more.
- Skilled Project Manager assisting organizations with system implementation

EDUCATION & CERTIFICATIONS

- Bachelor of Arts - Sociology/ Criminology University of Washington
- Master of Business Administration - Seattle University
- Graduate Program - EC Studies École supérieure de commerce de Reims, France
- Certified Information Systems Security Professional (CISSP)

PROFESSIONAL AFFILIATIONS

- Past Member of ACWA
- Presenter at various conferences and trade shows on technology, IT security and software selection
- CSMFO and ACWA Conference exhibitor and presenter

RELEVANT EXPERIENCE

Software Expertise

Ron leads and manages software selection projects and provides implementation oversight for cities, counties, districts, and agencies. He has managed large teams using enterprise business systems on a day-to-day basis, and has expert level knowledge and experience in technology, operations, and security. His skill set allows him to assess IT environments, application and network security, and other technological aspects of enterprise-wide software implementations.

Assessment, Selection, Implementation, and Operations

In addition to his expertise in ERP software systems, Ron leads the EAM practice at SoftResources. He also has a deep understanding of the marketplace for not only ERP, but also Fiscal Management, HCM, CRM, Budgeting, Utility Billing, Permitting systems, and more.

Harford County, MD ERP Project

Ron led and managed for Harford County ERP Selection and Implementation Oversight services. Through his leadership and expertise, these tasks were performed: needs assessment workshops, system analysis, requirements definition, RFP development, vendor fit analysis, demo facilitation, decision support, contract review and negotiations, and implementation oversight for the implementation of new ERP. The project was completed on time and on budget.

KEY SKILLS



Project Management



Public Sector



Technology Management



Operations Management

SAMPLE CLIENTS SELECTED FROM 7 YEARS EXPERIENCE

Port Angeles, WA	Mid-Columbia Libraries	Lawrence, KS
Independence, MO	Placer CTY Water Agency	Grant CTY, WA
Bothell, WA	Puget Sound Regional Fire	Santa Rosa, CA
Kirkland, WA	Trinity River Authority, TX	Mercer Is., WA
Harford County, MD	Community Transit, WA	Burien, WA



CHERISH CRUZ, MBA

Director

SUMMARY OF QUALIFICATIONS

Cherish has 17 years of experience providing software consulting services at SoftResources, and 8 years' previous experience with customer training and software implementation. She has led numerous software evaluation and implementation projects and leads the Contract Review practice at SoftResources. Cherish is a Prosci Certified Change Management Practitioner, skilled project manager and communicator specializing in helping each client find the right solution.

KEY QUALIFICATIONS

- 17 years professional software consulting experience with SoftResources.
- Experienced with software assessment, selection, and implementation for Public Sector organizations.
- Contract review and negotiations expertise with vendor contracts, SLAs, and implementation SOW.
- Implementation Project Manager expertise assisting clients with system implementation.
- Experienced evaluator of ERP, HR/Payroll, Workforce Scheduling, CMMS/EAM, Permitting, Parks and Rec, Utility Billing, Cashiering, and other municipal focused solutions.

EDUCATION & CERTIFICATIONS

- Master of Business Administration City University
- Bachelor of Arts – Business Communications and Education City University
- Minor in Japanese, University of Washington
- Prosci Change Management Certification



RELEVANT EXPERIENCE

Software Expertise

Cherish has worked on dozens of ERP software projects for municipalities, counties, districts, and agencies. She has expertise with system requirements definition, vendor analysis, and implementation project management for ERP as well as sub-systems such as Community Development, CMMS/EAM, HRIS and other software solutions. She has vendor knowledge and expertise for both integrated ERP, as well as disparate standalone solutions.

Software Contract and SOW Review

Cherish leads the Contract and Statement of Work Review and Negotiation practice at SoftResources. She has completed software contract review and negotiation with ERP software vendors and is familiar with the key terms that are typically negotiable with software vendors. She is particularly skilled in documentation of key negotiation terms and conditions and working as liaison between our clients and vendor representatives for a win-win relationship between parties.

City of Vancouver, WA ERP Project

Cherish led and managed for Vancouver ERP Assessment, Selection, and Implementation projects. Through her leadership and expertise, the following tasks were performed: Oracle EBS and TCO assessment, system requirements definition, business process review and maps, RFP development, vendor evaluation, demo facilitation, decision support, contract review, and implementation project management for the implementation of new ERP. Project managed on time and on budget.

KEY SKILLS



Project Management



Public Sector



Contract Management



Change Management

PROFESSIONAL AFFILIATIONS

- Presenter at government conferences on technology and software selection
- GFOA and WFOA Conferences exhibitor

SAMPLE CLIENTS SELECTED FROM 17 YEARS EXPERIENCE

Vancouver, WA	Pasadena, CA	Bothell, WA
Fairbanks, AK	Bothell, WA	Happy Valley, OR
Brookfield, WI	Mill Creek, CA	Puget Sound Reg. Fire Authority
Bellingham, WA	Labrador, NL	Brazos River Authority, TX
Ada County, ID	Bellevue, WA	Lawrence, KS



CUSTOMER NAME

Financial Systems Procurement

Project Charter

DATE XXXX

INTRODUCTION

CUSTOMER NAME Mission

- The CUSTOMER NAME’S mission is to promote conservation, reclamation, protection, and development of the natural resources of the river basin for the benefit of the public.

PROJECT OBJECTIVE AND SCOPE

The CUSTOMER NAME objective is to evaluate existing finance processes in the current system (INFOR Lawson) and potential improvements. Document requirements specifications for a formal procurement in compliance with CUSTOMER policy, Water Code, and state law. Issue the RFP for Financial Software and conduct an evaluation of qualified solutions and vendors to provide the best and most effective system for the CUSTOMER. The modules in scope for this project include:

General Ledger	Purchasing	Employee Expense Report/Pay
Accounts Payable	Bond Debt Management	Grant Management
Billing	Capital Improvements	Budgeting
Accounts Receivable	Asset Management	Cash Management/Income Allocation
Project Management	Purchase Cards	Reporting/Analytic Data

CUSTOMER EXECUTIVE SPONSORS

The Executive Sponsors for this project are as follows:

- Name, Title
- Name, Title

CUSTOMER PROJECT TEAM

The CUSTOMER Project Team assigned to this project are:

- Name, Title
- Name, Title
- Name, Title
- Name, Title

SOFTRESOURCES PROJECT TEAM

The SoftResources team assigned to CUSTOMER's project are:

- Name, Title
- Name, Title

GOVERNANCE

The success of the software selection project will be dependent on the executive sponsor approved decision making process. Technical decisions will be made by the technical team and referred to the Project Team and Executive Sponsors for final approval. Functional decisions will be made by the project team with input from subject matter experts.

Customer Project Team	Purpose
Executive Sponsors	Final decision-making body for issues regarding law, policy change, employee impact or dispute resolution.
Project Manager	Provide overall guidance, discussion, scheduling, and cadence to the project. Responsible for facilitating and administering decisions.
Project Team	Review of items for decision consideration, recommendations, and presenting decision recommendation to Executive Sponsors.
IT Staff	Technology owners and input for technical requirements and decisions.
Functional Subject Matter Experts	Thorough understanding of functional subjects and input to the Project Team.

PHASES

This project is divided into Phases and Tasks as follows. Additional details may be found in the contract between SoftResources and CUSTOMER NAME.

Phase 0 – Project Initiation

- a. Project Launch
- b. Manage Project

Phase 1 – Requirements Assessment

- a. Discovery Workshops
- b. Process Improvement
- c. Document Requirements
- d. RFP Solicitation

Phase 2 – Vendor Procurement

- a. Review Vendor Bids
- b. Vendor Analysis Report
- c. Demo Script
- d. Demo Preparation
- e. Demo Facilitation
- f. Decision Support
- g. Vendor Contract
- h. Vendor Statement of Work

PROJECT DELIVERABLES

Phase 0 – Project Initiation

- Kick-off Presentation
- Project Charter
- Communication Plan
- Project Plan
- Project Status Updates

Phase 1 – Requirements Assessment

- Workshop Schedule
- Workshop Facilitation
- As-Is Process Maps
- Key Requirements Document
- Vendor Longlist
- RFP Management

Phase 2 – Vendor Procurement

- Shortlist Comparison Chart
- Vendor Analysis Report
- Demo Script
- Demo Feedback Form
- Demo Facilitation
- Due Diligence Templates

- Final Decision Meeting
- Vendor Contract – Redline and Review Comments
- Vendor Statement of Work – Redline and Review Comments

TIMELINE

The high-level planned timeline for all Phases of the project is as follows. Please see the Project Plan for a more detailed timeline.

Phase/Task	Month	1	2	3	4	5	6	7	8
0 - Project Initiation									
a. Project Launch									
b. Manage Project									
1 – Requirements Assessment									
a. Discovery Workshops									
b. Process Improvement									
c. Document Requirements									
d. RFP Solicitation									
2 – Vendor Procurement									
a. Review Vendor Bids									
b. Vendor Analysis Report									
c. Demo Script									
d. Demo Preparation									
e. Demo Facilitation									
f. Decision Support									
g. Vendor Contract									
h. Vendor Statement of Work									

CITY OF SAMPLE PROJECT GOVERNANCE

Decision-Making Process

The success of the Workday Implementation Project will be, in large part, based on strict adherence to the Executive Sponsor-approved Decision-Making Process. Technical decisions will be made by the Technical Steering Team and referred to the Executive Sponsors for final approval when necessary. Functional Decisions that involve maintaining current best practices business processes can be made by the Staff and Project Steering Teams. Decisions that require involvement by legal (law), policy change, and/or may result in a high impact to the organization will be made by the Executive Sponsors, taking into consideration the recommendations of the Steering Teams. In the event that a dispute arises for any Steering Team, it will be the responsibility of the Executive Sponsors to make the final, informed decision.

Risk Mitigation

Project risks will be identified throughout the life of the project. Risks can be identified by any team member and should be brought to the Project Managers. The Project Management Team will maintain a Risk/Resolutions log. Risks will be discussed, as appropriate, with Steering Teams, and resolutions will be garnered from appropriate teams and ultimately approved by the Executive Sponsors.

The following table outlines the City of Sample Project Teams and the high-level Purpose of each team.

COV Project Team	Purpose
Executive Sponsors	Final decision-making body for issues regarding law, policy change, high employee impact or dispute resolution.
Project Managers	Provide overall guidance, discussion, scheduling, and cadence to the project. Responsible for facilitating and administering decisions.
Project Steering Team	Review of items for decision consideration, recommendations, and presenting decision recommendation to Executive Sponsors.
Change Management Steering Team	Work with Implementation Partner Change Manager to develop, execute and maintain Communications Plan based on organizational readiness and communications protocol. Provide leadership and reminders of Guiding Principles - The Sample Way.
Change Management Ambassadors (Vendor Network)	Champion change management movement throughout the City of Sample. With respect to the Vendor Implementation, with the guidance of the Change Management Steering Team, communicate project information to colleagues/departments as appropriate.
Technology Steering Team	Technology owners including data mapping, extraction and conversation, integrations, and understanding of system maintenance for a SaaS solution. Liaison from technical to functional.
HCM Subject Matter Experts	Thorough understanding of HCM subjects. Go-to people for human resources impacts of decision options.
Finance Subject Matter Experts	Thorough understanding of Finance subjects. Go-to people for finance impacts of decision options.
Trainers (Trainer Network)	Responsible for training end-users in fully configured and user-test accepted system.

Project Plan

Project: Financial Systems Procurement



Customer Name

SoftResources LLC

Core Team Contacts

SR PM
Office 425-216-4030
Cell xxx-xxx-xxxx

SR Analyst
Office 425-216-4030
Cell xxx-xxx-xxxx

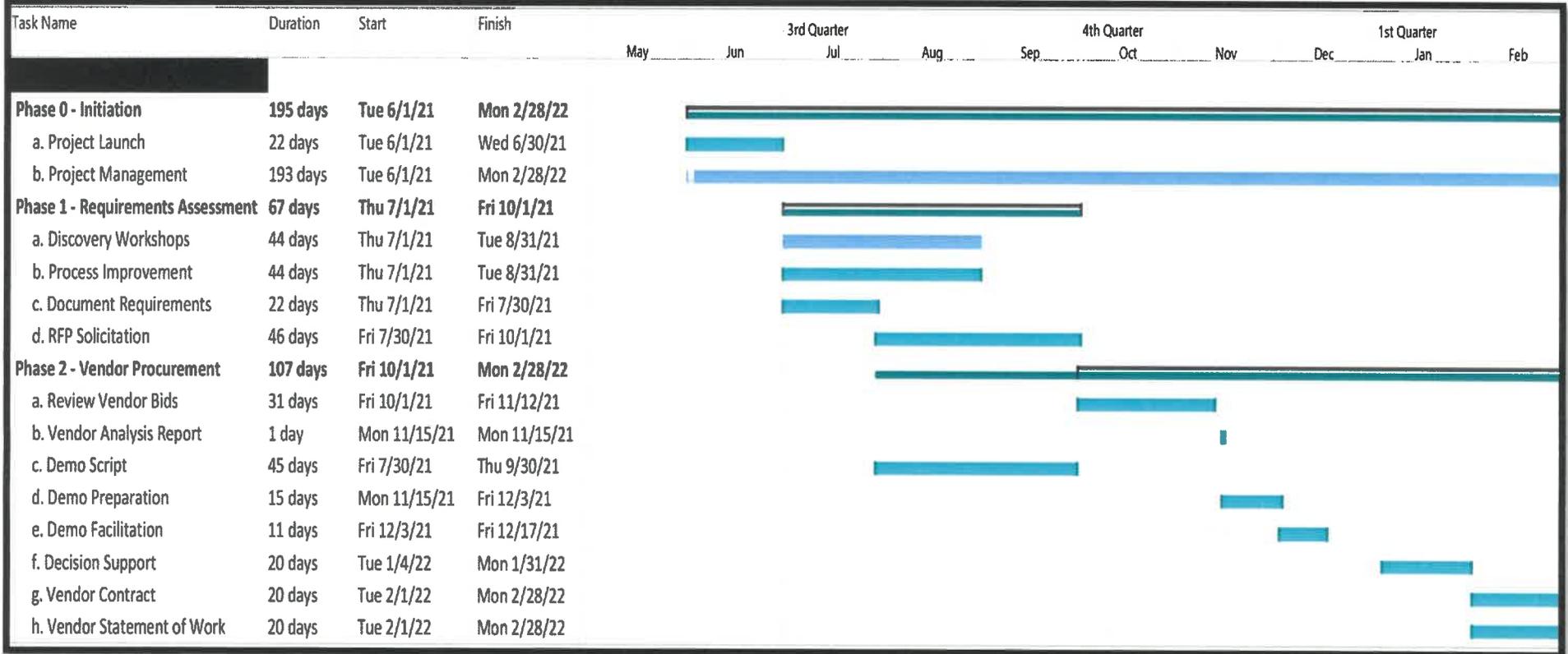
Project Scope

The CUSTOMER NAME objective is to evaluate existing finance processes in the current system (INFOR Lawson) and potential improvements. Document requirements specifications for a formal procurement in compliance with CUSTOMER policy, Water Code and state law. Issue the RFP for Financial Software and conduct an evaluation of qualified solutions and vendors to provide the best and most effective system for the CUSTOMER NAME.

The modules in scope for this project include the following:

- | | | |
|---------------------|----------------------|-----------------------------------|
| General Ledger | Purchasing | Employee Expense Report/Pay |
| Accounts Payable | Bond Debt Management | Grant Management |
| Billing | Capital Improvements | Budgeting |
| Accounts Receivable | Asset Management | Cash Management/Income Allocation |
| Project Management | Purchase Cards | Reporting/Analytic Data |

Project Schedule



Work Breakdown Structure

Project Phase	Timeframe	Tasks	
		CUSTOMER NAME	SRLLC
Phase 0. Project Management			
		a. Project Launch	a. Project Launch
	June 1 – June 30	<ul style="list-style-type: none"> • <u>Project Initiation</u> – Participate in Project Kickoff • <u>Project Planning</u> – Review Project Charter, Communication Plan, and Project Plan 	<ul style="list-style-type: none"> • <u>Project Initiation</u> – Meet with CUSTOMER Project Team via web conference to kick off and set up the project. • <u>Project Planning</u> – Prepare project management documents.
		b. Manage Project	b. Manage Project
	Jun 1 – Feb 28	<ul style="list-style-type: none"> • <u>Project Coordination</u> – CUSTOMER Project Team participate in scheduled meetings and follow through on tasks to CUSTOMER staff. • <u>Task Management</u> – Communicate and complete assignments. • <u>Status Updates</u> – CUSTOMER Project PM, SMEs, Stakeholders will participate as relevant and CUSTOMER PM will communicate to CUSTOMER staff. 	<ul style="list-style-type: none"> • <u>Project Coordination</u> – Work with CUSTOMER to manage resources, communicate tasks, meetings and deadlines, and report on project progress. • <u>Task Management</u> – Monitor the Project Plan and Schedule. • <u>Status Updates</u> – Provide bi-weekly verbal status updates via video, email, and/or phone.
Signoff			Deliverables <ul style="list-style-type: none"> • Kickoff Presentation • Project Charter • Communication Plan • Project Plan • Status Updates

Project Phase	Timeframe	Tasks	
		CUSTOMER NAME	SRLLC
Phase 1. Requirements Assessment			
		a. Discovery Workshops	a. Discovery Workshops
	June 1 – June 30	<ul style="list-style-type: none"> • <u>Plan Workshops</u> – Work with SoftResources to schedule dates and personnel for the Workshops. Invite personnel to the Workshops. • <u>Documentation</u> – Provide documentation or materials in advance of the Workshops. • <u>Facilitate Workshops</u> – Participate in three days of Workshops. Participate in any post-workshop clarification calls as needed. 	<ul style="list-style-type: none"> • <u>Plan Workshops</u> – Work with CUSTOMER to plan three days of collaborative Workshops. Build a Workshop Schedule and deliver to the CUSTOMER for review. • <u>Review Documentation</u> – Review documentation provided by CUSTOMER. • <u>Facilitate Workshops</u> – Conduct three days of Workshops. Conduct additional post-workshop clarification calls as needed.
		b. Process Improvement	b. Process Improvement
	July 1 – August 31	<ul style="list-style-type: none"> • <u>Business Process Review</u> – Review process recommendations table. • <u>As-Is Process Maps</u> – Approve the list of business process maps. Participate in follow up calls during map development. 	<ul style="list-style-type: none"> • <u>Business Process Review</u> – Review the Workshop notes and document process improvement opportunities in table format. • <u>As-Is Process Maps</u> – Based on the process review, work with the CUSTOMER to identify and develop key current business processes to be documented in process maps using Visio (up to 15 maps).
		c. Document Requirements	c. Document Requirements
	July 1 – July 30	<ul style="list-style-type: none"> • <u>Key Requirements Document</u> – Review the Key Requirements document and provide feedback. 	<ul style="list-style-type: none"> • <u>Define Requirements</u> – Use the data gathered during the Workshops to identify key financial functional and technical requirements. • <u>Key Requirements Document</u> – Create the Key Requirements document. • <u>Finalize Key Requirements</u> – Edit and finalize the Key Requirements based on CUSTOMER feedback.

Implementation Project Status Update	
Project Name	Vendor Implementation
Project Managers	Cherish Cruz
Date	April 15, 2021

Project Health

Green = Good Health, On-Track Orange = OK Health, Danger of going Off-Track Red = Bad Health, Course Correction Needed

Project Components	Comments
Timeline	Currently on track; data validation is substantially complete and Unit Testing is well underway. Many of the test scripts will be signed off on next week. The Core Team is working Test Lead to bring in additional end-users to help test and confirm business processes over the next couple of weeks.
Resources	There continues to be a concerted effort to reach out to departments and users beyond the Core Team to gather information about needs and expectations of the new system. As soon as data within each configuration is validated and business processes are established, the Core Team will be looking to end users to help confirm and refine processes to meet departmental needs. Departments and individuals interested or concerned about the project are welcome and encouraged to reach out to Cherish.
Action Items	Cherish is working through the Action Item list and talking to individual team members to close out items or escalate to Project and Executive Teams, if needed.
Decisions	Currently on track, refining decisions through the Unit Testing process.

Week in Review

Accomplishments

- ✓ UNIT TESTING!
- ✓ Finance Design Participants have been identified by the Core Finance Project Team
- ✓ Continued Action Item List Updates
- ✓ Tenant Build Schedule delivered by Implementation Partner – available on shared project website
- ✓ Integration Tracker Updated – available on shared project website
- ✓ Impact Analysis Report delivered – being reviewed and updated by Cherish before publishing to shared project website

Activities

- ✓ Unit Testing for HCM, Compensation, Benefits, Payroll/Time Tracking, Recruiting
- ✓ Review of Tenant Build Schedule
- ✓ Test Script edits – some deletions for those that don't apply
- ✓ Chart of Accounts Cleanup
- ✓ Consulting Online Vendor Community for additional functional understanding (Cash Out Processing)
- ✓ Change Ambassador project involvement planning
- ✓ Consultant and PM scheduling updates
- ✓ Customer Confirmation Session Planning

Communications

- ✓ Updated communications for Trainer Network
- ✓ Confirmation of next Trainer Network Monthly Meeting
- ✓ Sent email to Trainer Network to Communicate City-wide
- ✓ Communication plan will be updated by Communications based on PACT Assessment results

Week in Preview – UNIT TESTING CONTINUES!

Activities

- UNIT TESTING!!
- Finance Design Session invitations will go out – others wishing to participate in Finance Design sessions are welcome to contact Cherish to be added
- Finance Design Schedule will be posted on shared project website
- Continued vendor integration calls/requirements gathering

Implementation Project Status Update

Project Name	Vendor Implementation
Project Managers	Cherish Cruz
Date	April 15, 2021

- Customer Confirmation Session planning
- Chart of Account cleanup
- Vendor “Wear” planning
- Reschedule PACT Assessment result presentation for Executive Sponsors

Communications

- Strategy for updating Communication Plan
- Review/Edit Materials for upcoming Change Ambassador and Change Management Meetings

Budget Status

Overall Implementation Project (\$) Budget / Actual: On track, on budget

Vendor (Hours) Budget / Actual: On track, on budget

Executive Team Decisions

- ✓ Ongoing discussion regarding Exempt Time reporting, decision to be made prior to Payroll parallel testing.

Project Steering Team Recommendations

- ✓ The internal Project Steering Team meeting will remain combined with Implementation Partner until further notice. The internal meetings will resume when Finance Design begins in May.

Project Issues and Risks

Issue / Risk	Mitigation Plan	Date Identified	Date Resolved
Issue: No New Issues to Report	Not Applicable		
Risk: No New Risks to Report			

Meetings Next Week – Vendor and Implementation Onsite

Additional meetings will be scheduled with end-user testers and coordinated through the Core Team.

Date	Time	Meeting	Agenda / Discussion Topics
Monday 4/19/2021	9:00 – 4:00	Chart of Accounts	9:00 Funds, Project, GL Project (Program, Grant, Event), Debt 1:00 Location, Org/Cost Center
	9:00 – 10:00	Recruiting Check-In	Testing Help / Update
Tuesday 4/20/2021	9:00 – 4:00	Chart of Accounts	9:00 Ledger Accounts 1:00 Org/Cost Center
	9:00 – 10:00	Payroll / Time Tracking	Unit Testing
	9:00 – 10:00	Change Management, Communications, Training	9:00 Change Management 9:30 Trainers 9:50 Training Development
	9:00 – 11:00	HCM – Compensation – Benefits	Unit Testing
	10:30 – 11:00	Conversion Team Data Touch Base	Data Conversion Status Data Validation
	11:30 – 12:00	PM Check-In	Items for Project Steering Team Agenda

Implementation Project Status Update	
Project Name	Vendor Implementation
Project Managers	Cherish Cruz
Date	April 15, 2021

			Testing Update Changes/Data Cleanup Needs
	12:00 – 1:00	Data Integration	Integration Status Integration Timeline / Deadlines
	1:00 – 2:00	Worker’s Compensation	Time Off Balances
	2:30 – 3:30	Data Files	Review Data Files (Post Initial Conversion)
Wednesday 4/21/2021	9:00 – 4:00	Chart of Accounts	9:00 Departments (Cost Centers), Follow-up, Possible Demonstration 1:00 Departments (Cost Centers), Follow-up, Possible Demonstration, Next Steps
	1:00 – 1:30	Combined Project Team	Project Status Review Critical Decisions Action Items Test Scenarios Timeline Possible Demo Questions
	1:30 – 2:30	Absence Touch Point	Unit Testing
Thursday 4/22/2021	9:00 – 10:00	Payroll / Time Tracking	Unit Testing
	9:00 – 11:00	HCM – Compensation – Benefits	Unit Testing
	10:00 – 11:00	Employee Relations Check-In	Unit Testing
	3:00 – 4:00	Executive Sponsors	Project Status Update Communications Change Management Budget
Friday 4/23/2021	1:30 – 2:30	Absence Touch Point	Unit Testing

Major Project Milestones – Phase 1 HCM, Phase 2 FIN, Phase 3 Planning, LMS, Talent/Performance

Date	Milestone
February 1 – 23	✓ Modify Test Scenarios (downloaded from Community and reviewed by the consultants)
February 2	✓ Sierra-Cedar Starts Configuration Tenant Build
February 5 – 23	✓ HCM / Payroll Configuration Build
February 8	✓ Data to Sierra-Cedar
February 26 – April 6	✓ HCM/Payroll Unit Testing and Report Writing
February 26 – May 22	HCM/Payroll Integrations being written based on the finalized specs
April	HCM/Payroll Customer Confirmation Sessions
April	✓ FIN Planning
April 9 – 13	HCM/Payroll Unit Testing Wrap Up
April 16 – 18	HCM/Payroll Reporting Workshop
April 16 – 23	FIN Foundation Tenant build
April 20 – May 11	HCM/Payroll E2E Build
April 30 – June 8	FIN Design Sessions
May 15 – June 22	HCM/Payroll E2E Testing and Finalize Report Writing
June 11 – June 30	FIN Configuration Build
June 22 – July 13	Payroll Parallel Build
July 2 – August 17	FIN Configuration Unit Testing and Report Writing

Implementation Project Status Update

Project Name	Vendor Implementation
Project Managers	Cherish Cruz
Date	April 15, 2021

July 22 – September 22	FIN Integrations being written based on the finalized specs
July	FIN Customer Confirmation Sessions
July 23 – August 29	Payroll Parallel Testing
August 6 – 8	FIN Reporting Workshop
August 20 – September 7	FIN E2E Build
Sept. 4 – Sept. 21	HCM/Payroll GOLD Build
Sept. 17 – November 9	FIN E2E Testing and Finalize Report Writing
Sept. 21 – Sept. 30	HCM/Payroll Final DA Reviews, Catch-up Transactions, Final Validations
October 1, 2018	HCM/Payroll Go-Live
Nov. 30 – December 20	Migrate to PROD via Sandbox over the weekends
Dec. 21 – December 31	FIN Final DA Reviews, Catch-up Transactions, Final Validations
January 1, 2022	FIN Go-Live
February/March 2022	Phase 3 Planning

CUSTOMER NAME Communication Plan

Communication is critical to the success of a project. The following communication matrix identifies the different types of communication to be utilized during the lifecycle of the project.

Communication	Delivery	Frequency	Responsible	Participants
PMO Status Update	<ul style="list-style-type: none"> Virtual Meeting Input: Issues & Risks, Project Schedule, Project Management Plan, Team Status Reports	<ul style="list-style-type: none"> Weekly 	Names	Project Manager
Project Status Updates	<ul style="list-style-type: none"> Virtual Meeting Input: That week's PMO Status Update	<ul style="list-style-type: none"> Bi-Weekly 	Names	Deputy Sponsors
Project Team Updates	<ul style="list-style-type: none"> Email 	<ul style="list-style-type: none"> Monthly 	Names	Deputy Sponsors PIT Leads
Issue and Risk Review	<ul style="list-style-type: none"> Virtual Meeting Input: RAID Register	<ul style="list-style-type: none"> Monthly 	Names	Project Manager
Steering Committee Updates	<ul style="list-style-type: none"> Virtual Meeting Input: RAID Register, Project Schedule, PMP, PMO Status Reports	<ul style="list-style-type: none"> Every 4 Weeks 	Names	Executive Sponsors Deputy Sponsors Technical Lead
County Staff Updates	<ul style="list-style-type: none"> Virtual Meeting Report Email Input: Steering Committee Updates, RAID, Project Schedule	<ul style="list-style-type: none"> Quarterly 	Names	Countywide ITC Subcommittee

Sample City

Software Project Budget

	Budget			2017 YTD			YTD % Spent of Budget	
	2017	2018	Total	Budget	Actual	Variance	2017	2018
Vendor								
Subscription	589,480	589,480	1,178,960	589,480	589,480	-	100.0%	50.0%
Prepaid Training Credits	137,500		137,500	137,500	137,500	-	100.0%	100.0%
Learning on Demand - Annual Updates	20,000	20,000	40,000	20,000	20,000	-	100.0%	50.0%
Adoption Kit	5,594	5,594	11,188	5,594	5,594	-	100.0%	50.0%
Deivery Assurance	120,370		120,370	120,370	120,370	-	100.0%	100.0%
Total Vendor	872,944	615,074	1,488,018	872,944	872,944	-	100.0%	58.7%
Implementation Partner								
Professional Services	512,678	3,043,138	3,555,815	512,678	160,754	351,924	31.4%	4.5%
Est Travel	56,317	180,000	236,317	56,317	29,604	26,713	52.6%	12.5%
PACT License	3,656		3,656	3,656	3,656	-	100.0%	100.0%
Total Partner	572,651	3,223,138	3,795,788	572,651	194,014	378,637	33.9%	5.1%
SoftResources								
Professional Services	188,208	300,000	488,208	188,208	126,410	61,798	67.2%	25.9%
Back-Fill								
HR and Finance	163,358	646,449	809,807	163,358	21,391	141,967	13.1%	2.6%
	163,358	646,449	809,807	163,358	21,391	141,967	13.1%	2.6%
Training and Travel for Fund. Courses								
Lodging/Travel/Per Diem	41,000	26,400	67,400	41,000	29,347	11,653	71.6%	43.5%
Required 3rd Party								
COTS 3rd Party	-	45,000	45,000	-	-	-	0.0%	0.0%
Supplies and Project Space Configuration								
	84,575.00	5,000.00	89,575.00	84,575.00	86,794.00	(2,219.00)	102.6%	96.9%
Total Project Budget Draft	1,922,735.50	4,861,060.50	6,783,796.00	1,922,735.50	1,330,900.00	591,835.50	69.2%	19.6%
					1,330,900.00			
Formal Budget for Bienium								
Subscription and Implementation			5,500,000.00			5,500,000.00		
Spring Supplemental - Project Management			328,000.00			328,000.00		
			5,828,000.00			5,828,000.00		

**CITY OF MERRIAM
PROFESSIONAL SERVICES AGREEMENT**

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into this 22nd day of November, 2021, by and between the City of Merriam, Kansas, a municipal corporation (“City,”) and SoftResources, an LLC having its principle place of business in Kirkland, Washington (“Consultant”).

WHEREAS, the City needs professional assistance to perform the services outlined in the Scope of Services described in Exhibit A; and

WHEREAS, the Consultant represents that it has sufficient experience and qualified personnel to perform the professional services herein described on behalf of the City; and

WHEREAS, The City has determined, based upon information provided by the Consultant, that Consultant is qualified to provide the professional services described herein.

WHEREAS, the City and Consultant desire to enter into this Agreement to set forth the specific terms and conditions of their relationship.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and agreements set forth herein, the parties agree as follows:

SECTION 1. Engagement. The City hereby engages Consultant as an independent contractor to perform the services described in this Agreement and Consultant accepts that engagement.

SECTION 2. Services.

- (a) **Scope of Services.** Consultant shall perform those services (“Contract Services”) described under Scope of Services in Exhibit A, which is attached to this Agreement and incorporated herein by reference. The City may also request additional services not anticipated at the time of this Agreement. At the City’s request, the Consultant shall submit a written scope of the additional work including an estimate of additional costs for the performance of the additional work. No change in scope shall be effective nor additional compensation be paid, except on the basis of the provisions of a written supplemental agreement or an amendment signed by the Parties.
- (b) **Subcontracting Services.** Consultant may not, without first obtaining the City’s written consent, subcontract any of the Contract Services. Notwithstanding the City’s consent to any subcontracting, Consultant shall remain fully responsible for all obligations under this Agreement.

- (c) **Time of Performance.** The Consultant agrees to complete the Contract Services within the times listed in Exhibit A, Scope of Service. In absence of written directions to the contrary, receipt of the executed Agreement shall be the Consultant's Notice to Proceed. At the City's discretion, an extension of time may be granted to the Consultant for delays determined by the City as unavoidable. Consultant may request an extension of time stating the reasons for such a request. The term of this Agreement may be extended by mutual agreement of the parties beyond the time periods outlined in Exhibit A for the purpose of the Consultant providing any additional services, as outlined in Exhibit A, as may be requested by City and agreed to by Consultant. The Parties agree that time for performance of the Contract Services is of the essence and that the Consultant's failure to meet the contractual times for performance shall constitute a material breach of this Agreement.
- (d) **Qualified Personnel.** Consultant shall provide sufficient qualified personnel to perform the Contract Services. If directed by the City, the Consultant shall remove any person the Consultant employs in connection with the work.
- (e) **Performance.** In performing the Contract Services, Consultant agrees to take all steps necessary for the full and effective performance of those tasks.
- (f) **Assistance from City.** To assist Consultant in performing the Contract Services, the City will perform the duties outlined in Exhibit A, if any, in a timely manner so as not to unreasonably delay the Consultant's services.

SECTION 3. Compensation and Expenses. As set forth in Exhibit A, the City shall pay the Consultant for the Contract Services it performs as outlined in Section 2 of this Agreement.

SECTION 4. Termination of Agreement. The City may terminate this Agreement at any time for convenience or cause upon written notice to Consultant. If the City terminates the Agreement under this Section, the City shall pay the Consultant for Contract Services satisfactorily performed by Consultant before the termination, and for all associated expenses incurred by the Consultant before the termination. Under no circumstances will the Consultant be entitled to anticipatory profits or consequential damages. The provisions regarding indemnity and insurance shall survive the termination of this Agreement.

SECTION 5. Reports and Documents.

Property and Possession. All reports, studies, analyses, memoranda, related data and material, and any tools, templates, and other information that Consultant uses for many projects, as may be developed during the performance of the Contract Services, shall be submitted to and shall be the exclusive property of the City, which shall have the right to use the same for any purpose without further compensation to the Consultant. Consultant may use its own proprietary software for the purposes of generating the data required by the Agreement. The parties agree that the City shall

retain all rights to the data generated, but that the Consultant shall retain all rights to the proprietary software.

- (a) **Status of Documents upon Expiration or Termination.** If this Agreement expires or is terminated for any reason, all finished or unfinished documents prepared as part of the Contract Services shall immediately be transmitted to the City by Consultant, with the exception of the Consultant's proprietary software, as noted in Section 5(a). Consultant shall also immediately upon expiration or termination of this Agreement, return to the City all of the studies, maps, and other data furnished to the Consultant by the City under this Agreement.
- (b) **Confidentiality.** Consultant shall not release to any person except City representatives and others authorized by City any reports or related materials prepared for the City pursuant to the Consultant's performance of the Contract Services. This Agreement, however, does not preclude Consultant from performing any service (whether or not similar in nature to a Contract Service) on behalf of other clients in the city or elsewhere. All reports and documents prepared, assembled, or compiled by Consultant pursuant to the terms of this Agreement are to be considered confidential and Consultant agrees that it will not, without prior written consent of the City, submit or make the same available to any individual, agency, public body, or organization other than the City, except as may otherwise herein be provided, subject to the provisions of the Kansas Open Records Act or as may otherwise be required by law.

SECTION 6. Compliance with Laws. Consultant shall comply with local, state, and federal rules, regulations, and laws pertaining to this Agreement that are applicable at the time the Consultant conducts the Contract Services, regardless of whether such requirements are specifically referred to in this Agreement. Consultant shall defend, indemnify, and hold harmless the City, its elected officials, officers, employees, and agents against any claim or liability arising from or based on any violation of the same.

SECTION 7. Compliance with Equal Opportunity Laws, Regulations, and Rules.

- (a) **Discrimination Prohibited.** Consultant agrees to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 *et seq.*) and shall not discriminate against any person in the performance of work under this Agreement because of race, religion, color, sex, disability, national origin or ancestry, or age.
- (b) **Solicitations.** In all solicitations or advertisements for employees, Consultant shall include the phrase "equal opportunity employer" or a similar phrase approved by the Kansas Human Rights Commission (Commission).

- (c) **Non-Compliance.** Consultant shall be deemed to have breached this Agreement and it may be cancelled, terminated, or suspended in whole or in part by the City, if the Consultant:
- a) fails to comply with the reporting requirements of K.S.A. 44-1031 or K.S.A. 44-1116, and amendments thereto; or
 - b) is found guilty of the Kansas Act Against Discrimination or the Kansas Age Discrimination in Employment Act under a decision or order of the Commission that has become final.
- (d) **Flow Through Requirements.** Consultant shall include the provisions of Section 7(a)-(c) in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.
- (e) **Exempt Contractors.** The provisions of this Section 7(a)-(d) are recommended but not enforceable against Consultant if:
- 1. Consultant employs fewer than four employees at all times during the term of this Agreement; or
 - 2. All of Consultant's contracts with the City cumulatively total \$5,000 or less during the fiscal year of the City pursuant to K.S.A. 44-1030(c).
- (f) **ADA Compliance.** Consultant agrees to comply with the American with Disabilities Act of 1990 ("ADA"), codified as amended at 42 U.S.C. § 12101 *et seq.*, as well as all other federal, state, and local laws, ordinances, rules, and regulations applicable to this project and to furnish any and all certification that may be required by federal, state, or local governmental agencies in connection therewith.
- (g) **Code Compliance.** Consultant agrees to comply with Chapter 35, Article III of the Merriam Code, which prohibits discrimination in employment, housing, and public accommodations on the basis of an individual's sexual orientation or gender identity.

SECTION 8. Insurance.

- (a) **General.** Consultant shall secure and maintain, throughout the duration of this Agreement, insurance (on an occurrence basis unless otherwise agreed in writing) of such types and in at least such amounts as required herein. The City shall be named as an additional insured for all coverages required herein except workers' compensation coverage and professional liability coverage. All insurance procured for this Agreement by the Consultant, including additional insured designations, shall be primary and noncontributory. Consultant shall provide certificates of insurance on forms acceptable to the City at the time of this Agreement's execution. The Certificate shall specify the date when such insurance expires. A renewal certificate shall be furnished to the City before the expiration date of any coverage. The City shall be notified by receipt of written notice from the insurer at least 30 days before material modification or cancellation of any policy listed on the Certificate.

- (b) **Notice of Claim.** Consultant, upon receiving notice of any claim in connection with this Agreement, shall promptly notify the City, providing full details thereof, including an estimate of the amount of loss or liability.
- (c) **Reduction of Policy Limits.** Consultant shall monitor and promptly notify the City of any reduction in limits of protection afforded under any policy listed in the Certificate (or otherwise required by this Agreement) if the Consultant’s limits of protection have been impaired or reduced to such extent that the limits fall below the minimum amounts required hereunder. In that event, Consultant shall promptly reinstate the original limits of liability required hereunder and shall furnish evidence thereof to the City.
- (d) **Industry Ratings.** Consultant agrees that its insurance carrier must:
1. a. Be licensed to do business in the State of Kansas;
 - b. Carry a Best’s policyholder rating of “A-” or better and;
 - c. Carry at least a Class VIII financial rating; OR
 2. Be acceptable to the City.
- (e) **Insurance Required.** Consultant agrees to secure and maintain the following insurance:
1. **Commercial General Liability.** Consultant shall maintain General Liability coverage including Premises-Operations Liability, Independent Contractors Liability, Products and Completed Operations, and Broad Form Property Damage within these minimum limits:

Bodily Injury & Property Damage	\$1,000,000 combined single limit per occurrence: \$2,000,000 annual aggregate
Fire Damage Liability	\$50,000
Medical Payments	\$5,000

The property damage liability coverage shall contain no exclusion relative to blasting, explosion, collapse of buildings, or damages to underground property.

2. **Comprehensive Automobile Liability.** Consultant shall maintain Automobile Liability coverage including coverage for Owned, Hired and Non-owned Auto Liability providing for all injuries to members of the public and damage to property of others arising from the use of motor vehicles on and off the Work site with these minimum limits:

Bodily Injury & Property Damage	\$1,000,000 combined single limit per occurrence
---------------------------------	--

3. Workers' Compensation and Employer's Liability. Consultant shall maintain Workers' Compensation coverage for all claims made under applicable state workers' compensation laws. Consultant shall also maintain Employer's Liability coverage for claims made for injury, disease, or death of an employee that, for any reason, may not fall within the provisions of a workers' compensation law. The following minimum limits shall apply:

Workers' Compensation	Statutory Limits
Employers' Liability	\$500,000 each accident
	\$500,000 disease – policy limit
	\$500,000 disease – each employee

4. Professional Liability Insurance. Consultant shall maintain Professional Liability Insurance in an amount of no less than \$1,000,000.

(f) **Subcontractor's Insurance.** If a part of this Agreement is to be sublet, the Consultant shall either:

1. Cover all subcontractors under its insurance policies; or
2. Require each subcontractor not so covered to secure insurance that will protect subcontractor against all applicable hazards or risks of loss as and in the minimum amounts designated.

Whichever option is chosen, Consultant shall indemnify and hold harmless the City as to any and all damages, claims, or losses, including attorneys' fees, arising out of or resulting from the acts or omissions of its subcontractors.

Section 9. Indemnification. Without in any way limiting indemnification obligations that may be set forth elsewhere in this Agreement, Consultant shall defend, indemnify, and hold harmless the City, its elected officials, officers, employees, and agents, from all claims, damages, losses, liabilities, costs, and expenses, including attorneys' fees, arising out of or resulting from the performance of Consultant's services, provided that any such claim, damage, loss, liability, cost, or expense is caused in whole or in part by a negligent and/or intentional act, error, or omission of the Consultant, its subcontractors, anyone directly or indirectly employed or retained by any of them, or anyone for whose acts any of them may be liable, whether or not arising before or after completion of Consultant's services. Consultant shall give the City immediate written notice of any claim, suit, or demand that may be subject to this provision. Notwithstanding the above for Professional Liability ONLY will be limited to the greater of the amount paid by City to Consultant for the scope of work or the limits of the Consultant's Professional Liability coverage required under Section 8(e)(4) herein.

Section 10. No Third Party Beneficiaries. City and Consultant specifically agree that this Agreement is not intended to create any third party beneficiary relationship nor to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement; the duties, obligations and responsibilities of the parties to this Agreement with respect to third parties shall remain as imposed by law.

Section 11. Disputes. The City and Consultant agree that disputes relative to the Contract Services of this Agreement should first be addressed by negotiations between the parties. If direct negotiations fail to resolve the dispute, the party initiating the claim that is the basis of the dispute shall be free to take such steps as it deems necessary to protect its interest; provided, however, that notwithstanding any such dispute, the Consultant shall proceed with its services under this Agreement as though no dispute exists.

Section 12. Representations. The Consultant certifies that:

- (a) The price submitted and the costs comprising same are independently arrived at without collusion.
- (b) The Consultant has not knowingly influenced and promises that it will not knowingly influence a City employee or former City employee to breach any ethical standard.
- (c) The Consultant has not violated, is not violating, and promises that it will not violate the City's policy of prohibition against gratuities and kickbacks.
- (d) The Consultant represents that it has not retained and will not retain a person to solicit or secure a City contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.
- (e) The Consultant is currently unaware of any conflict of interest with any party affected by this Agreement. Consultant agrees that if any conflict of interest should arise in the future, it will give notice to the City immediately.
- (f) Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement.
- (g) Consultant warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind the Consultant.

Section 13. Quality Assurance. Consultant warrants that all work and services performed under this Agreement, shall conform to or exceed the recognized professional standards prevalent in their field. Further, the Consultant warrants that all work and service performed under this Agreement shall be performed with the professional expertise, skills, and knowledge of state of the art procedures and techniques in all relevant subject matters. The Consultant accordingly shall be capable of performing the necessary consulting and other services required herein and possess the ready comprehension of the required subject matter and the expertise to provide these services.

Section 14. Assignment. Neither this Agreement nor any rights or obligations hereunder shall be assigned or otherwise transferred by Consultant without the prior written consent of the City. This Agreement is binding upon and fully enforceable against the successors and assigns of Consultant, whether consented to or not.

Section 15. Notices. Any formal notice required or permitted under this Agreement shall be deemed sufficiently given if the notice is in writing and personally delivered or sent by First Class mail, postage prepaid, to the party to whom said notice is to be given. Notices delivered in person shall be deemed to be served effective as of the date the notice is delivered. Notices sent by First Class Mail shall be deemed to be served 72 hours after the date the notice is postmarked to the addressee, postage prepaid.

Until changed by written notice given by one party to the other, notice to the Consultant shall be made at the address set forth following the Consultant's signature block. Notice to the City shall be made as follows:

City of Merriam, Kansas
9001 W. 62nd Street
Merriam, KS 66202
Attn: Donna Oliver

Section 16. Independent Contractor. In no event, while performing under this Agreement, shall Consultant be deemed to be acting as an employee of the City; rather, Consultant shall be deemed to be an independent contractor. Consultant shall be responsible for and pay all taxes and withholdings required by law upon the compensation paid under this Agreement, and shall defend, indemnify, and hold harmless the City from liability in connection therewith. Nothing expressed herein or implied herein shall be construed as creating between Consultant and the City the relationships of employer and employee, principal and agent, a partnership, or a joint venture.

Section 17. Compliance with Kansas Cash Basis Law. This Agreement must comply with the applicable provisions of the Kansas Cash-Basis Law, K.S.A. 10-1101 *et seq.*, as amended. The City is obligated only to pay periodic payments or monthly installments under this Agreement as may lawfully be made from funds budgeted and appropriated for the purposes set forth in this Agreement during the City's current budget year. Notwithstanding any other provision of this Agreement, in the event that the City does not budget and appropriate funds for any renewal term, for any reason in its sole discretion, the parties agree that they shall be relieved of all obligations under this Agreement without penalty. To the extent that the City does budget and appropriate funds for the purposes set forth in this Agreement, the obligations of the parties shall remain as provided herein.

Section 18. Legal Action. The parties agree that the sole and exclusive venue for any legal actions arising out of this Agreement shall be the District Court of Johnson County, Kansas.

Section 19. Governing Law. This Agreement, the rights and obligations of the parties, and any claim or dispute arising hereunder shall be construed in accordance with the laws of the State of Kansas.

Section 20. Phraseology. In this Agreement, the singular includes the plural, the plural includes the singular and any gender includes the other gender.

Section 21. Descriptive Headings and Capitalization. The descriptive headings of the provisions of this Agreement are formulated and used only for convenience and shall not be deemed to affect the meaning and construction of any such provision. Some terms are capitalized throughout the Agreement, but use of or failure to use capitals shall have no legal bearing on the interpretation of such terms.

Section 22. Invalidity. If any provision in this Agreement shall be adjudicated invalid under applicable laws, such invalid provision shall automatically be considered reformed and amended so as to conform to all applicable legal requirements, or, if such invalidity cannot be cured by reformation or amendment, the same shall be considered stricken and deleted, but in neither such event or events shall the validity or enforceability of the remaining valid portions hereof be affected thereby.

Section 23. Waiver. The failure of either party to insist upon the strict performance of any of the terms or conditions of this Agreement or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue and remain in full force and effect. No waiver by either party of any term or provision hereof shall be deemed to have been made unless expressed in writing and signed by the waiving party.

Section 24. Merger. This Agreement and the documents incorporated by reference constitute the entire agreement between the parties with respect to the professional services set forth herein. There are no verbal understandings, agreements, representations or warranties between the parties that are not expressly set forth herein. This Agreement supersedes all prior agreements and understandings between the parties, both written and oral.

Section 25. Verbal Statements Not Binding. It is understood and agreed that the written terms and provisions of this Agreement supersede all verbal statements of any and every official or other representative of the City, and such statements shall not be effective or be construed as entering into, or forming a part of, or altering in any way whatsoever, this written Agreement.

Section 26. Amendments. This Agreement may not be amended unless such amendment is in writing and signed by both parties.

Section 27. Survivorship. Notwithstanding the termination of this Agreement, Consultant's obligations with respect to Insurance (Section 8) and Indemnification (Section 9), and any other terms and conditions that by their nature should survive termination, shall survive the termination of this Agreement.

Section 28. Incorporation of Exhibits and Conflicts. Exhibit XX (City's Request for Proposal) and Exhibit XX (the Proposal) are incorporated herein by reference and are a part of this Agreement to the same extent as if fully set forth herein. If there is a conflict or inconsistency in the terms or provisions of this Agreement and the terms and provisions of any incorporated exhibit, the terms and provisions of this Agreement shall prevail.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

CITY OF MERRIAM, KANSAS

By: _____

Title: _____

CONTRACTOR

By: _____

Title: _____

Address: _____

CITY OF MERRIAM, KANSAS

MONTHLY FINANCIAL REPORT

Finance Department



City of Merriam, KS
Monthly Financial Report - Executive Summary
October 2021

Revenues

	Current Month Actual	YTD Actual	YTD Budget	Over/(Under) YTD Budget
Various Funds:				
1% City Sales Tax	\$ 744,397	\$ 5,959,315	\$ 4,878,403	\$ 1,080,912
1/4% City Sales Tax-Storm/Street	192,764	1,537,758	1,219,601	318,158
1/4% City Sales Tax-Rec. Facilities	192,764	1,537,758	1,219,601	318,158
City Use Tax	92,648	777,572	511,372	266,200
County Sales Taxes - All	206,190	1,549,565	1,344,203	205,362
Real Property Taxes - Gen Fund	\$ 7,482	\$ 4,566,039	\$ 4,634,960	\$ (68,921)
Transient Guest Tax	-	164,669	214,625	(49,956)
Franchise Fees	107,722	1,105,394	1,095,383	10,011
Court Fines	87,142	862,428	750,000	112,428

Expenditures

<i>General Fund - only:</i>	Current Mo. Actual	Monthly Budget	Over/(Under) Budget	Year to Date Actual	Year to Date Budget	Over/(Under) YTD Budget
Salaries and Benefits	\$ 678,130	\$ 803,650	\$ (125,520)	\$ 7,198,431	\$ 8,036,504	\$ (838,074)
Contractual Services:						
OP Fire Services	-	237,558	(237,558)	1,133,066	2,375,578	(1,242,513)
Utilities	54,258	53,758	500	504,678	537,578	(32,900)
Legal	2,466	5,500	(3,035)	23,492	55,000	(31,508)
Property Maint	57,307	77,798	(20,491)	622,703	777,984	(155,282)
Specific Contractual*	72,445	37,554	34,891	277,818	375,539	(97,721)
Other Contractual	42,346	90,549	(48,202)	648,384	905,488	(257,105)
Commodities:						
Gasoline/Diesel Fuel	9,503	12,954	(3,451)	75,681	129,542	(53,860)
Other Commodities	41,389	54,544	(13,155)	406,771	545,442	(138,670)

*Specific Contractual includes: specific ongoing outside contractors (Judge, Prosecutor, Auditor, prisoner care, Information Services, legislative monitor, payroll processing, and animal care). The City Attorney is included under the Legal line item.

Comments:

- August 2021 1% and ¼% City sales tax collections are 5.60% (+\$66,273) higher than the prior year.
 - Auto sales are 14.38% more than prior year actual.
 - Merriam Town Center/Johnson Drive sales are 13.36% lower than prior year actual
 - Other categories are 3.70% more than prior year actual.
- Year-to-date 2021 1% and ¼% City sales tax collections are 26.56% (+\$2,059,054) higher than prior year.
 - Auto sales are 36.11% more than prior year actual.
 - Merriam Town Center/Johnson Drive sales are 14.12% more than prior year actual
 - Other categories are 20.57% more than prior year actual.
- Third quarter 2021 Transient Guest Tax fees of \$123,384.22 were received on November 1st.

City of Merriam, KS
Monthly Financial Report - Executive Summary
October 2021

Equipment Purchases >\$5,000

Month	Description	Amount
January	Police – trailer	\$7,595
February	Police – thirty-five tasers	\$20,753
March	None	\$0
April	Parks – park swing structure	\$31,650
May	Parks – We Go swing at Chatlain Park	\$46,091
	Admin – new payroll software launch fees	\$14,250
June	Public Works – excavator	\$31,231
July	Police – 2021 Dodge Durango SUV	\$31,715
August	Police – equipment for 2021 Dodge Durango SUV	\$13,528
	Public Works – traffic signal cabinet – Antioch/555 th St.	\$6,182
September	None	\$0
October	Police – 2021 Dodge Durango SUV	\$31,715
	Fire – Equipment for new fire engine E46	\$12,572

Cash and Investment Balances

FHLB = Federal Home Loan Bank	\$ 3,085,000.00	8%
FHLMC = Federal Home Loan Mortgage Corp.	5,250,000	15%
FFCB = Federal Farm Credit Bank	17,750,000	49%
US Treasury Bills	3,640,000	10%
Municipal Bonds	2,000,000	6%
TD Ameritrade MMA	279,022	2%
Total Investments	32,004,022	90%
US Bank Cash Account	3,909,074	10%
Total Cash plus Investments	\$ 35,913,096	100%

City of Merriam, KS
Monthly Financial Report - Executive Summary
September 2021

FAQ's

Question: What is the City Sales Tax rate effective January 1, 2021?

Answer: **9.475%** (6.500% to the State of Kansas; 1.475% to Johnson County; 1.50% to Merriam)

Question: How much does the City owe for general obligation bonds?

Answer: **\$1,155,000** is the current balance for the Series 2012 and **\$13,500,000** for Series 2018.

Question: What is the City's bond rating?

Answer: S & P Global Ratings rates the City's debt as "**AAA (Stable)**"

Question: What is the City's current mill levy?

Answer: **27.558 mills** (2020 levy supporting 2021 budgets)

Question: What is the City's assessed property valuation?

Answer: **\$226 million** per Johnson County Clerk as of June 15, 2021

Question: How much of the City's assessed property valuation is for Residential, Commercial, and Other?

Answer: **\$101 million** or 45% for Residential (including apartments);

\$118 million or 52% for Commercial;

\$7 million or 3% for Other (including vacant land, personal property, utilities)

Question: How many households are in the City?

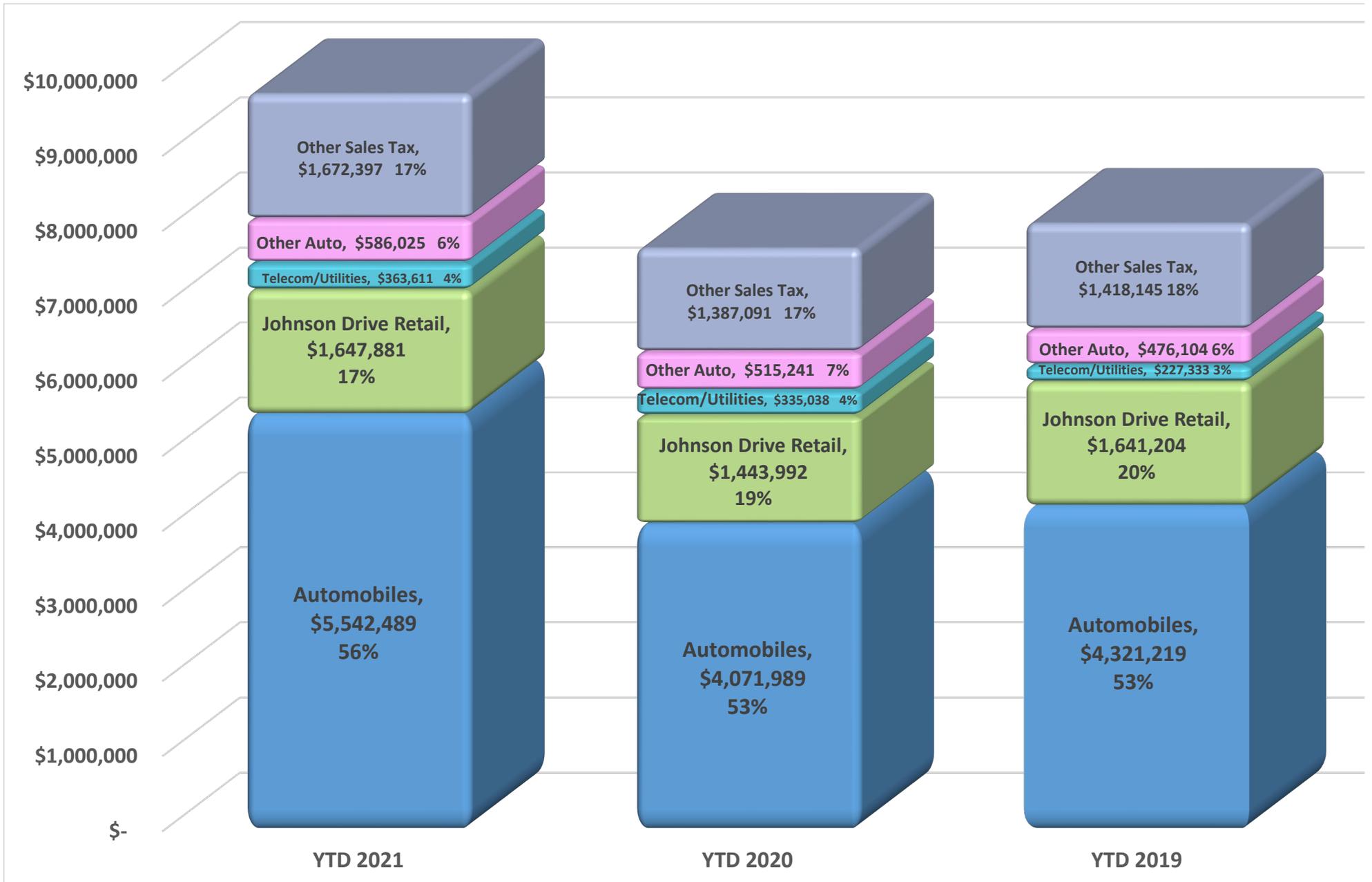
Answer: **5,224 households** (homes and apartments) per the 2010 U.S. Census Bureau

Question: What is the City's "pull factor" and what does this mean?

Answer: **4.49** is the City's pull factor per the Kansas Department of Revenue (December 2020 report). The term refers to how many non-residents a community "pulls" for shopping purposes. A pull factor greater than 1.00 indicates the community attracts more retail sales than it loses when residents shop outside the city. Merriam's is currently the highest in the State of Kansas.

City of Merriam Sales Tax Comparison - 1.50%

YTD 2021 vs 2020 vs 2019



CITY SALES & USE TAXES *
(Regular 1.50% effective Jan. 1, 2018, 1.25% prior years)

Through: October 2021

Month Collected/Received	2016	2017	2018	2019	2020	2021	Comparison 2020 and 2021	Average 2016-2020
Jan/Mar	831,320	786,301	849,645	852,037	929,937	1,087,169	157,232	849,848.23
Feb/Apr	773,150	738,462	984,697	815,595	994,443	969,981	(24,462)	861,269.54
Mar/May	858,854	868,780	997,674	1,014,294	803,256	1,293,467	490,212	908,571.46
Apr/Jun	796,692	750,690	1,079,168	979,825	654,772	1,332,840	678,068	852,229.23
May/Jul	931,163	858,245	1,025,175	1,127,238	914,993	1,255,000	340,007	971,362.79
Jun/Aug	865,511	895,143	1,088,415	981,803	1,246,100	1,257,815	11,715	1,015,394.31
Jul/Sep	927,803	911,673	1,028,566	1,156,685	1,066,462	1,393,560	327,098	1,018,237.78
Aug/Oct	923,896	909,599	1,093,553	1,156,528	1,143,388	1,222,572	79,185	1,045,392.50
Sep/Nov	863,243	829,752	898,941	1,092,707	1,013,232			939,575.13
Oct/Dec	819,791	887,153	978,915	1,030,482	1,095,142			962,296.84
Nov/Jan	844,545	815,416	947,857	1,041,482	1,027,139			935,287.94
Dec/Feb	943,732	868,102	966,502	1,043,210	1,146,167			993,542.34
Total	10,379,700	10,119,316	11,939,108	12,291,885	12,035,031	9,812,404	2,059,053	11,353,008
YTD	2016	2017	2018	2019	2020	2021		
October 2021	6,908,389	6,718,893	8,146,892	8,084,005	7,753,350	9,812,404		

Average Collections Between 2016-2020	\$ 11,353,008
Budgeted 2021	11,743,464
Estimate Based on Current Collection Rate	14,718,606
Over/(Under) at Current Collection Rate	\$ 2,975,142

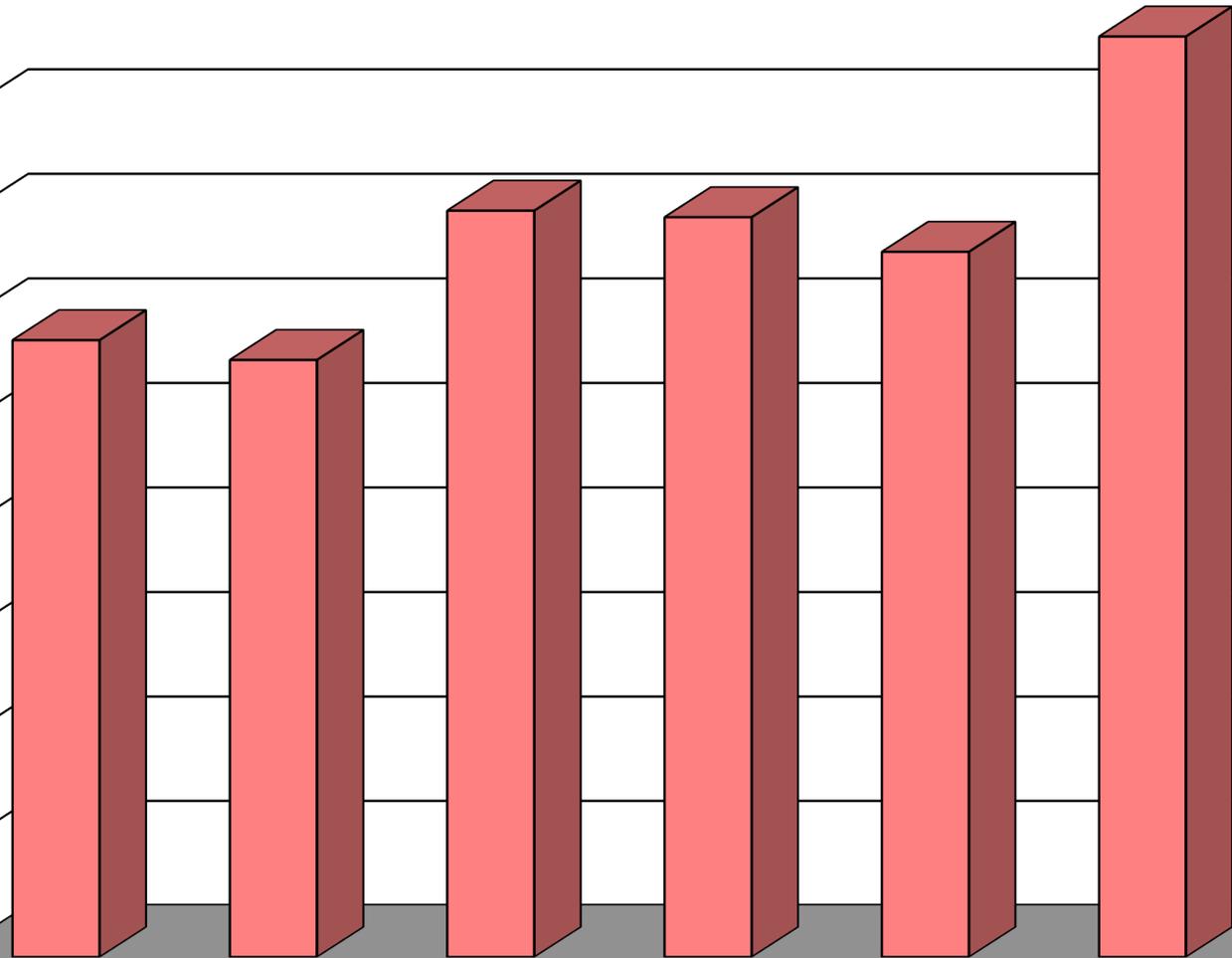
* Kansas imposes a use tax on items purchased outside of Kansas for use in Kansas. The rate is identical to the sales tax rate in effect where the customer takes delivery.

1.50% City Sales & Use Tax Year to Date Comparison 2016-2021

(1.50% effective Jan. 1, 2018, 1.25% prior years)

\$10,000,000
\$9,000,000
\$8,000,000
\$7,000,000
\$6,000,000
\$5,000,000
\$4,000,000
\$3,000,000
\$2,000,000
\$1,000,000

2016 2017 2018 2019 2020 2021



JOHNSON COUNTY SALES/USE TAX AND PUBLIC SAFETY TAXES *
(Total City Share is 1.25%)

Through: October 2021

Month Collected/Received	2016	2017	2018	2019	2020	2021	Comparison 2020 and 2021	Average 2016-2020
Jan/Mar	130,730	132,558	164,426	147,949	152,833	181,820	28,986	145,699
Feb/Apr	129,905	136,333	149,591	148,168	156,265	159,569	3,304	144,052
Mar/May	145,445	148,999	178,476	167,514	150,945	194,529	43,584	158,276
Apr/Jun	141,130	157,071	171,127	165,807	153,599	197,500	43,901	157,747
May/Jul	136,074	168,652	179,056	182,514	164,589	200,519	35,930	166,177
Jun/Aug	150,786	181,983	185,132	176,338	192,327	197,612	5,285	177,313
Jul/Sep	150,089	172,667	166,088	181,055	168,081	211,825	43,744	167,596
Aug/Oct	148,762	176,915	175,932	178,013	187,229	206,190	18,962	173,370
Sep/Nov	152,714	180,671	164,596	178,770	177,905			170,931
Oct/Dec	140,607	165,159	163,132	176,796	182,813			165,701
Nov/Jan	142,131	171,494	183,409	177,798	180,092			170,985
Dec/Feb	172,005	196,607	189,838	194,792	179,184			186,485
Total	1,740,379	1,989,108	2,070,804	2,075,514	2,045,862	1,549,565	223,697	1,984,333
YTD	2016	2017	2018	2019	2020	2021		
October 2021	1,132,922	1,275,177	1,369,828	1,347,358	1,325,868	1,549,565		

Average Collections Between 2016-2020	\$ 1,984,333
Budgeted 2021	2,016,304
Estimate Based on Current Collection Rate	2,324,347
Over/(Under) at Current Collection Rate	\$ 308,043

* The County special "courthouse" 0.25% tax, effective April 1, 2017, will expire March 31, 2027. All other County taxes have no sunset date.

**October 2021
REVENUE SUMMARY BY FUND**

Fund Number	Revenues	Budget/Est.	YTD Actual	Monthly Collections	Balance	YTD % Budget/Est.
001	General Fund	\$ 19,577,129	\$ 16,337,629	\$ 1,411,361	\$ 3,239,500	83.45%
201	Special Highway Fund	253,420	249,951	79,020	3,469	98.63%
202	Special Alcohol Fund	27,283	17,254	(2)	10,029	63.24%
203	Special Park & Rec	27,283	17,290	(3)	9,993	63.37%
204	Transient Guest Tax	502,750	210,137	963	292,613	41.80%
221	Risk Management Reserve	19,985	6,562	(418)	13,423	32.84%
222	Equipment Reserve Fund	640,000	540,995	50,569	99,005	84.53%
301	Capital Improvement Fund		6,230,735	818,415		
303	I-35 District CIP Fund		6,063	(92)		
401	Bond and Interest Fund	3,229,038	2,337,558	194,525	891,480	72.39%
403	TIFB-I35 District		4,326,135	-		
702	Special Law Enforcement-State/Local		-	-		
703	Property Forfeiture Fund		10,425	-		
704	Grant Fund		1,403	-		
TOTAL		\$ 24,276,888	\$ 30,292,136	\$ 2,554,341	\$ 4,559,512	

Average Rate of Sales Tax Collections Should Be:	66.67%
Average Rate of Other Collections Should Be:	83.33%

**October 2021
EXPENDITURE SUMMARY BY FUND**

Fund Number	Expenditures	Budget/Est. *	YTD Actual	Monthly Expenditures	Encumbrances	Balance	YTD % Budget/Est.
001	General Fund	\$ 19,390,930	\$ 15,739,588	\$ 1,443,790	\$ 402,730	\$ 3,248,612	83.25%
201	Special Highway Fund	330,000	19,190	13,454	4,581	306,230	7.20%
202	Special Alcohol Fund	27,000	20,000	-	-	7,000	74.07%
203	Special Park & Rec	60,000	59,849	82	-	151	99.75%
204	Transient Guest Tax	537,913	369,255	36,394	6,851	161,806	69.92%
221	Risk Management Reserve	30,000	(35,622)	-	31,715	33,907	-13.02%
222	Equipment Reserve Fund	691,093	199,642	50,243	31,860	459,590	33.50%
301	Capital Improvement Fund		2,572,531	36,829	991,561		
303	I-35 District CIP Fund		189,714	37,431	103,427		
401	Bond and Interest Fund	3,220,475	3,220,475	-	-	-	100.00%
403	TIFB-I35 District		1,292,064	-	-		
702	Special Law Enforcement-State/Local		17,714	2,152	20,000		
703	Property Forfeiture Fund		-	-	-		
704	Grant Fund		1,403	-	-		
TOTAL		\$ 24,287,411	\$ 23,665,802	\$ 1,620,376	\$ 1,592,725	\$ 4,217,296	

Average Expenditure Rate Should Be:	83.33%
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* Excludes budgeted reserves and contingencies

October 2021
EXPENDITURE SUMMARY BY DEPARTMENT
GENERAL FUND - YEAR-TO-DATE

<u>Department</u>	<u>2021</u>			<u>2020</u>	<u>Actual 2021</u>
	<u>Annual Budget/Est.</u>	<u>Year-to-date Actual</u>	<u>% of Budget Used</u>	<u>Year-to-date Actual</u>	<u>Over/(Under) Actual 2020</u>
City Council	\$ 100,691	\$ 60,606	60.19%	\$ 65,865	\$ (5,259)
Administration	1,286,151	1,017,427	79.11%	1,016,980	447
Municipal Court	386,354	288,722	74.73%	259,017	29,705
Info Services	556,966	435,278	78.15%	362,475	72,804
General Overhead					
General	496,955	288,208	57.99%	208,895	79,313
Utilities	608,200	502,316	82.59%	188,467	313,848
Property Maintenance	549,784	374,665	68.15%	205,388	169,277
Risk Management	230,000	207,562	90.24%	177,960	29,602
Legal	71,900	26,409	36.73%	32,981	(6,572)
Employee Benefits	61,640	24,409	39.60%	19,777	4,633
Fleet Maintenance	296,985	162,901	54.85%	n/a	n/a
Interfund Transfers	2,701,544	4,732,224	175.17%	4,222,362	509,862
Contingency Usage *	25,000	-	0.00%	-	-
Police	4,156,162	3,236,021	77.86%	3,226,132	9,888
Fire	2,910,889	1,158,017	39.78%	1,184,491	(26,473)
Public Works	2,289,336	1,549,528	67.68%	1,567,300	(17,772)
Culture & Rec - Parks	52,003	15,065	28.97%	65,416	(50,351)
Culture & Rec - Comm Ctr	1,775,571	1,080,966	60.88%	772,130	308,836
Community Dev	800,550	579,264	72.36%	603,341	(24,078)
Total General Fund	<u>\$ 19,356,681</u>	<u>\$ 15,739,588</u>	<u>81.31%</u>	<u>\$ 14,178,976</u>	<u>\$ 1,397,711</u>

Average Expenditure Rate Should Be:	83.33%
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* Excludes budgeted reserves and contingencies

A large, stylized number '7' is the central graphic. The top and bottom strokes are light yellow. A horizontal blue bar crosses the middle, containing the text 'INVESTMENT REPORT'. Below the blue bar is a decorative horizontal band with a repeating pattern of triangles in shades of orange and yellow. The right side of the '7' tapers to a point.

INVESTMENT REPORT

**Investment Listing by Maturity Date
10/31/2021**

Fund	Type	Location	Purchase Date	Par Amount	Maturity Date	Yield	Monthly Subtotal
301/901	Treasury MMA	TD Ameritrade	09/01/16	\$ 279,022	N/A	0.010%	\$ 279,022
303	AGENCY-FHLB	TD Ameritrade	02/18/20	340,000	12/10/21	1.400%	
301	AGENCY-FHLB	TD Ameritrade	02/18/20	245,000	12/10/21	1.400%	
301	AGENCY-FHLB	TD Ameritrade	12/16/20	1,000,000	12/16/21	0.092%	
301	TBILL	Country Club	03/31/21	290,000	12/30/21	0.039%	
222	TBILL	Country Club	12/23/20	300,000	12/31/21	0.095%	\$ 2,175,000
301	AGENCY-FFCB	TD Ameritrade	04/30/21	500,000	01/12/22	0.055%	
301	AGENCY-FHLMC	TD Ameritrade	07/28/21	2,000,000	01/13/22	0.046%	\$ 2,500,000
222/301	TBILL	Country Club	08/12/21	650,000	02/10/22	0.047%	
301	TBILL	Country Club	08/17/21	500,000	02/10/22	0.047%	\$ 1,150,000
222/301	TBILL	Country Club	04/21/21	1,150,000	03/24/22	0.054%	\$ 1,150,000
301	AGENCY-FFCB	TD Ameritrade	04/14/21	250,000	04/13/22	0.120%	
301	TBILL	TD Ameritrade	04/30/21	750,000	04/15/22	0.050%	
901	AGENCY-FFCB	TD Ameritrade	02/03/21	1,000,000	04/27/22	0.100%	\$ 2,000,000
301	AGENCY-FFCB	TD Ameritrade	07/28/21	2,000,000	05/16/22	0.066%	\$ 2,000,000
301	AGENCY-FHLB	TD Ameritrade	06/11/21	750,000	06/10/22	0.070%	\$ 750,000
901	AGENCY-FFCB	TD Ameritrade	08/19/21	2,000,000	08/19/22	0.074%	\$ 2,000,000
901	MUNICIPAL BOND	TD Ameritrade	02/23/21	290,000	09/01/22	0.220%	
901	MUNICIPAL BOND	TD Ameritrade	02/25/21	530,000	09/01/22	0.230%	
901	MUNICIPAL BOND	TD Ameritrade	03/04/21	500,000	09/01/22	0.370%	
901	MUNICIPAL BOND	TD Ameritrade	03/31/21	185,000	09/01/22	0.270%	
901	MUNICIPAL BOND	TD Ameritrade	03/31/21	260,000	09/01/22	0.245%	
901	AGENCY-FFCB	TD Ameritrade	06/16/21	1,000,000	09/16/22	0.082%	
301	AGENCY-FFCB	TD Ameritrade	12/22/20	1,000,000	09/22/22	0.120%	\$ 3,765,000
301	AGENCY-FHLMC	TD Ameritrade	08/13/21	2,500,000	11/23/22	0.078%	\$ 2,500,000
301	MUNICIPAL BOND	TD Ameritrade	05/07/20	235,000	12/01/22	1.050%	\$ 235,000
901	AGENCY-FFCB	TD Ameritrade	01/13/21	500,000	01/13/23	0.160%	
301	AGENCY-FFCB	TD Ameritrade	07/23/21	1,000,000	01/23/23	0.155%	
221	AGENCY-FFCB	Country Club	01/30/20	350,000	01/23/23	1.441%	
301	AGENCY-FFCB	Country Club	01/30/20	150,000	01/23/23	1.441%	\$ 2,000,000
901	AGENCY-FFCB	TD Ameritrade	02/10/21	2,000,000	02/10/23	0.135%	\$ 2,000,000
301/303	AGENCY-FFCB	TD Ameritrade	03/03/21	1,000,000	03/01/23	0.158%	
901	AGENCY-FFCB	TD Ameritrade	03/10/21	500,000	03/10/23	0.160%	
301	AGENCY-FFCB	TD Ameritrade	06/23/21	1,000,000	03/23/23	0.180%	\$ 2,500,000
301	AGENCY-FHLMC	TD Ameritrade	06/30/21	750,000	04/20/23	0.197%	\$ 750,000
301	AGENCY-FFCB	TD Ameritrade	08/17/21	2,000,000	05/17/23	0.187%	\$ 2,000,000
901	AGENCY-FFCB	TD Ameritrade	08/26/21	1,500,000	06/26/23	0.207%	\$ 1,500,000
301	AGENCY-FHLB	TD Ameritrade	08/18/21	750,000	08/18/23	0.250%	\$ 750,000
					Weighted Yield	0.171%	<u>\$ 32,004,022</u>

CITY COUNCIL SUGGESTED MOTIONS FOR YOUR CONSIDERATION

CONSENT AGENDA

- 1. Move that the council approve Consent Agenda Items 1-3.**

MAYOR'S REPORT

COUNCIL ITEMS

- 1. Move that the council approve a funding agreement between the City and Block and Company dba Merriam North Bell, LLC.**
- 2. Move that the council approve the purchase of one 2022 Dodge Durango police unit.**
- 3. Move that the council approve a contract with SoftResources.**
- 4. No motion.**
- 5. No motion.**

STAFF ITEMS

EXECUTIVE SESSION