



**GRINNELL PUBLIC SAFETY COMMITTEE MEETING
MONDAY, MAY 18, 2020 AT 5:30 P.M.
VIA ZOOM**

Join Zoom Meeting

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TENTATIVE AGENDA

ROLL CALL: White (Chair), Hueftle-Worley, Davis

PERFECTING AND APPROVAL OF AGENDA:

COMMITTEE BUSINESS:

1. Consider resolution approving amended agreement with Midwest Ambulance (See Resolution No. 2020-74).
2. Consider agreement with Pace Scheduler Services for scheduling software for the Police Department and Fire Department (See Resolution No. 2020-83).
3. Discuss 4th of July fireworks.
4. Consider change in facility used by the city for stray animals.

INQUIRIES:

ADJOURNMENT

RESOLUTION NO. 2020-74

A RESOLUTION APPROVING THE REVISED AGREEMENT BY AND BETWEEN THE CITY OF GRINNELL AND MIDWEST AMBULANCE OF IOWA, INC. FOR AMBULANCE SERVICE.

WHEREAS, the City of Grinnell entered into an agreement with Midwest Ambulance of Iowa, Inc. as an independent contractor to provide ambulance services on January 20, 2020; and

WHEREAS, the City of Grinnell wishes to amend the agreement with Midwest Ambulance; and

WHEREAS, the terms and conditions of said service have been agreed upon and accepted by all parties involved; and

WHEREAS, the City, acting pursuant to Chapter 364 of the 2013 Code of Iowa (as amended) desires to attain reliable ambulance services for its citizens; and,

NOW, THEREFORE, BE IT RESOLVED BY the City Council of the city of Grinnell that authorization is given to allow Mayor Agnew to sign said Ambulance Agreement.

PASSED AND APPROVED THIS 4th day of May 2020.

DAN F. AGNEW, MAYOR

ATTEST:

ANNMARIE WINGERTER, CITY CLERK

RESOLUTION NO. 2020-83

A RESOLUTION TO APPROVE AN AGREEMENT BETWEEN PACE SYSTEMS, INC AND THE CITY OF GRINNELL.

WHEREAS, Pace Systems, Inc and the city of Grinnell wish to enter into this agreement for purchasing software; and

WHEREAS, this agreement is designed to authorize the Grinnell Police and Fire Departments to obtain Pace Scheduler software from Pace Systems, Inc; and

WHEREAS, Pace Systems, Inc and the city of Grinnell agree to said agreement; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the city of Grinnell, Iowa that authorization be given to Mayor Agnew to sign the agreement with the Pace Systems, Inc.

PASSED AND APPROVED THIS 18th day of May 2020.

Dan F. Agnew, Mayor

ATTEST:

Annmarie Wingerter, City Clerk/Finance Director

Pace Scheduler Proposal

GRINNELL POLICE DEPARTMENT
CAPTAIN ZACHARY SITTIG
1020 SPRING STREET
GRINNELL, IA 50112



Frank Provenzano
5-12-2020

OVERVIEW

Dear Captain Sittig,

Thank you for taking the time to view a demonstration of our scheduling software. Based on our discussion during the demo, we hope you agree that the software will be an excellent fit for your department.

Our system will allow you to quickly and easily:

- Create schedules utilizing our permanent shift and customized rotation patterns and populate schedules for any schedule period you choose (ex. 3 months, 6 months, year, indefinitely)
- Easily identify and fill staffing deficits
- Automate the vacation bidding process
- Manage on-the-fly schedule changes
- Notify and let officers sign up for available extra-duty or open-shift overtime
- Send unlimited email and/or text alerts and messages to your staff
- Handle time off/overtime requests electronically, all backed by a full audit trail and extremely robust reporting.
- Track benefit time
- Quickly assign beats/areas/sectors and equipment needed for them.
- Ease the burden on your payroll/admin staff by allowing us to create an export for your payroll system at no charge to you.

Our extensive experience working with police departments has allowed us to optimize our onboarding and training processes to ensure a successful and smooth transition to our software. You can rest assured that the Pace Team is with you every step of the way!

Sincerely,

Frank Provenzano

Business Development

Pace Scheduler

SCOPE OF SERVICES

The Pace Scheduler software is an advanced scheduling solution built specifically for the unique needs of law enforcement. It is an online-hosted solution which allows users 24-7 access anywhere they have an active internet connection. The site is scalable and fully functional on any modern device (tablet, phone, laptop, PC, etc.).

The software is based on a yearly subscription model and includes the following:

- 13 Month first-year term (extra month to cover the setup/onboarding process)
- Site hosting, Maintenance, Standard Updates, and bug fixes.
- Unlimited Phone and Email Support (M-F, 8A-5P, NBD response)
- Initial Online Training for Admins, Supervisors, and Regular Users
- Unlimited Text/Email Messaging and Alerts
- Any New Standard Pace Planned Features Released as Part of the Core Software
- Unlimited Storage of Client Scheduling Data (data is never deleted)
- Custom Export to Payroll Software (if applicable)

Any additional features/needs requiring custom development will be reviewed by the development team for feasibility, a clearly written scope defined, and will be quoted separately.

ONBOARDING PROCEDURE

Upon purchasing Pace Scheduler, you will receive a welcome email requesting the following:

- Fill out Google Sheet – details what info we need from you to setup your site, along with examples
- Fill out Online Google Form – this form requests additional information regarding how your department operates
- Provide 1-2 months of your current schedule
- Provide current roster in specified format
- Identify who will be the Pace “Pilot” and “Co-Pilot” for your department – these will be the Pace Scheduler experts from your department who will be the main POC.

ONBOARDING ESTIMATED TIMEFRAME

The timeline below is merely an estimate and is dependent on many factors including, but not limited to department size, when data is received, client availability and responsiveness, and client scheduled “go-live” date.

Phase	Timeframe
Data Collection	1 Week
Site Setup	2-3 Weeks
Review and Training	2-4 Weeks
Custom Payroll Export	2-3 Weeks
Custom Reports	2-3 Weeks

PRICING AND FEES

PACE SCHEDULER
2040 CORPORATE LANE
NAPERVILLE, IL 60563

DATE: May 12, 2020
QUOTATION #: GRI20200512
QUOTE VALID UNTIL: August 12, 2020

BILL TO:

GRINNELL POLICE DEPARTMENT
 CAPTAIN ZACHARY SITTIG
 1020 SPRING STREET
 GRINNELL, IA 50112

DESCRIPTION	TYPE OF FEE	TOTAL
Option 1 - General Software License Fee - up to 20 Users	Yearly Recurring	\$1,600.00
Option 2 - General Software License Fee –up to 35 Users	Yearly Recurring	\$2,240.00
Setup Fee	One Time	WAIVED

COST BREAKDOWN:

DESCRIPTION	TOTAL
YEARLY RECURRING TOTAL FEES	Dependent on user count option selected (up to 20 or 35 users)
ONE-TIME FEES	NONE
FIRST YEAR TOTAL	Dependent on user count option selected (up to 20 or 35 users)

* Pace Scheduler offers a satisfaction guarantee, whereby if you are dissatisfied with the product during the initial term, Pace will prorate and refund the unused portion of your first subscription year.

EXHIBIT A

Custom Implementation Services

Custom Implementation Services: Pace will use commercially reasonable efforts to provide Customer the additional services and/or functionality described here in Exhibit A (hereafter referred to as Custom Implementation Services), and Customer shall pay Company the Custom Implementation Fee in accordance with the terms herein.

This exhibit describes all items that go beyond the scope of the core Pace Scheduler program and are therefore considered to be Custom Implementation Services:

- N/A. Customer did not request any Custom Implementation Services in this contract.

PACE SCHEDULER SERVICES AGREEMENT

This Pace Scheduler Services Agreement (“Agreement”) is entered into on _____ (the “Effective Date”) between Pace Systems, Inc. with a place of business at 2040 Corporate Lane, Naperville, IL 60563 (“Company”), and the Customer listed above (“Customer”). This Agreement includes and incorporates the above Order Form, as well as the attached Terms and Conditions and contains, among other things, warranty disclaimers, liability limitations and use limitations. There shall be no force or effect to any different terms of any related purchase order or similar form even if signed by the parties after the date hereof.

Pace Systems, Inc.:

Customer:

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____