

# FINANCE AND PERSONNEL COMMITTEE

City of Kaukauna  
**Council Chambers**  
Municipal Services Building  
144 W. Second Street, Kaukauna



Monday, May 06, 2024 at 6:10 PM

## AGENDA

### In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
  - a. Elect Vice-Chair.
  - b. Elect Secretary.
  - c. Ordinance 1905-2024 Amending Section 3.14(7) Operating Permit.
  - d. 2024 Capital Borrowing.
  - e. Financial Request Submission - 50 on the Fox.
  - f. Supplemental Financial Request - Electric City Experience 2024.
  - g. 1000 Islands Assistant Naturalist & Site Manager Positions and other budget impacts.
3. Adjourn.

## NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Finance and Personnel Committee scheduled for Monday, May 6, 2024 at 6:10 P.M. to gather information about a subject over which they have decision making responsibility.

**IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.**

## **MEETING ACCESS INFORMATION:**

You can access this meeting by one of three methods: from your telephone, computer, or by an app. Instructions are below.

To access the meeting by telephone:

1. Dial 1-312-626-6799
2. When prompted, enter Meeting ID 234 605 4161 followed by #
3. When prompted, enter Password 54130 followed by #

To access the meeting by computer:

1. Go to <http://www.zoom.us>
2. Click the blue link in the upper right hand side that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow Zoom to access your microphone or camera if you wish to speak during the meeting

To access the meeting by smartphone or tablet:

1. Download the free Zoom app to your device
2. Click the blue button that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow the app to access your microphone or camera if you wish to speak during the meeting

\*Members of the public will be muted unless there is an agenda item that allows for public comment or if a motion is made to open the floor to public comment.\*

**CITY OF KAUKAUNA  
ORDINANCE 1905-2024**

**ORDINANCE AMENDING SECTION 3.14(7) OPERATOR PERMIT**

**WHEREAS**, City Kaukauna Common Council believes that the fee should be an annual fee so that the operator has to comply with all aspects of the Room Tax Ordinance and State Statutes in order to operate in the City of Kaukauna; and

**WHEREAS**, the Operating Permit fee has been the same since the enactment of the Room Tax Ordinance in 2015. City of Kaukauna Common Council believes that the \$5.00 increase is minimal; and

**WHEREAS**, City of Kaukauna Common Council believes it is in the City's best interest to have the Director of Finance or designee thereof notify the City Clerk that all required documents and payments have been submitted prior to any permits being assigned;

**NOW THEREFORE**, be it ordained by the Common Council of the City of Kaukauna, in the State of Wisconsin, as follows:

**SECTION 1:**            **AMENDMENT** “3.14 Room Tax” of the City of Kaukauna Municipal Code is hereby *amended* as follows:

**BEFORE AMENDMENT**

3.14 Room Tax

- 1. *Definitions.* In addition to those terms defined in this section, the terms used in this Ordinance shall have the definition, if any, ascribed to them in Wis. Stats. § 66.0615. *ARA* shall mean the redevelopment authority of the City of Appleton, Wisconsin, a Wisconsin body politic and corporate. *CVB* shall mean the Fox Cities Convention & Visitors Bureau, Inc., a Wisconsin corporation. *Exhibition center bonds* shall mean the Redevelopment Authority of the City of Appleton, Wisconsin Taxable Lease Revenue Bonds, Series 2018 (Fox Cities Exhibition Center Project), issued to finance or refinance the construction and related costs of the Fox Cities Exhibition Center, and any additional bonds issued to refinance said bonds.
- Fiscal Agent* shall mean a financial institution acting in the capacity as an agent on behalf of the City for the receipt and allocation of the Room Taxes in accordance with this Ordinance.
- Fiscal Agency Agreement* shall mean an agreement entered into by and among the

Municipalities, the Room Tax Commission, and the Fiscal Agent that sets forth the duties of the Fiscal Agent with respect to the Room Taxes as described in this Ordinance.

*Fox Cities Tourism Zone* shall mean that geographic area encompassing the City of Appleton, Wisconsin; the City of Kaukauna, Wisconsin; the City of Neenah, Wisconsin; the Village of Kimberly, Wisconsin; the Village of Little Chute, Wisconsin; the Town of Grand Chute, Wisconsin; the Town of Neenah, Wisconsin; the Village of Fox Crossing, Wisconsin; the City of Menasha, Wisconsin, the Village of Sherwood, Wisconsin, and that may in the future include any municipality that hereafter becomes a party to the Room Tax Commission Agreement.

*Operators* shall mean hotelkeepers, motel operators, lodging marketplaces, owners of short-term rentals, and other persons furnishing accommodations that are available to the public, which are located in the City and are obligated to pay Room Taxes under this Ordinance.

*Pledge Agreement* shall mean any pledge agreement entered into by the Municipalities and the Room Tax Commission, pursuant to which a portion of the Room Tax is pledged to pay a particular project or purpose in furtherance of the purposes of the Room Tax set forth in this Ordinance, which includes the Exhibition Center Bonds and any Tourism Facilities Bonds.

*Quarterly Payment Date* shall mean each January 31, April 30, July 31, and October 31, each of which is the last day of the month next succeeding the end of a calendar quarter.

*Room Tax* shall mean a tax on the privilege of furnishing, at retail, except sales for resale, rooms or lodging to transients by the Operators, pursuant to the Room Tax Act.

*Room Tax Act* shall mean Wis. Stats. § 66.0615, as amended from time to time.

*Fox Cities Room Tax Commission* shall mean the Fox Cities Room Tax Commission created by the Municipalities within the Fox Cities Tourism Zone pursuant to the Room Tax Commission Agreement in order to coordinate tourism promotion and tourism development within the Fox Cities Tourism Zone.

*Room Tax Commission Agreement* shall mean the Amended and Restated Room Tax Commission Agreement, dated as of November 24, 2015 entered into by and among the Municipalities and the Room Tax Commission, as amended from time to time.

*Tourism Facilities Bonds* shall mean any one or more series of bonds issued to finance or refinance the construction and related costs of projects undertaken by or on behalf of the Municipalities in furtherance of the Tourism Facilities Room Tax, and any additional bonds issued to refinance said bonds.

*PAC bonds* shall mean those bonds issued by the ARA to partially fund construction of the Fox Cities Performing Arts Center.

- 2. *Imposition of room tax.* Pursuant to the Room Tax Act, there is hereby imposed a 10% Room Tax on the privilege of furnishing, at retail, except sales for resale, rooms or lodging to transients, by the Operators. Operators shall remit all Room Taxes to (i) the City's Clerk/Treasurer or (ii) to a Fiscal Agent on behalf of the City pursuant to a Fiscal Agency Agreement in accordance with the requirements of this Ordinance and the Room Tax Act. Such 10% Room Tax shall be allocated as follows:
  - a. A 2.85% Room Tax shall be imposed and allocated toward the support of the CVB, to be used for the promotion of the Fox Cities Tourism Zone as a tourism destination (the "CVB Room Tax").
  - b. A 3% Room Tax shall be imposed (subject to sunset as provided in subsection (C) hereof) and allocated toward payment of debt service on the Exhibition Center Bonds in accordance with a Pledge Agreement (the "Exhibition Center Room Tax").
  - c. A 3% Room Tax shall be imposed and allocated toward the support of amateur sports facilities within the Fox Cities Tourism Zone and/or other facilities which are reasonably likely to generate paid overnight stays at more than one hotel, motel, or other lodging establishment within the Fox Cities Tourism Zone (the "Tourism Facilities Room Tax").
  - d. A 1.15% Room Tax shall be imposed and retained by the City to be used for general tourism support and development in the Fox Cities Tourism Zone in accordance with the requirements of the Room Tax Act (the "Municipal Room Tax").
  - e. The City or its Fiscal Agent shall forward the Room Taxes it has received, to be used as described above, to the following parties: (i) the CVB Room Tax to the CVB, (ii) the Exhibition Center Room Tax as required under the related Pledge Agreement, (iii) the Municipal Room Tax to the City, and (iv) the Tourism Facilities Room Tax to the Room Tax Commission or its designees on its behalf (including the CVB), or as otherwise required under a Pledge Agreement.
- 3. *Expiration of Exhibition Center Room Tax.* The Exhibition Center Room Tax shall sunset and expire upon payment in full of all outstanding Exhibition Center Bonds and any related outstanding fees or expenses therefor, at which time the Room Tax shall be reduced by 3% with such reduction being deemed to be the share of the Room Tax allocated to the Exhibition Center Room Tax. Notwithstanding the foregoing, Operators may not discontinue collection of the Exhibition Center Room Tax until the City provides notice that the Exhibition Center Room Tax has been terminated by operation of this Ordinance. After all outstanding Exhibition Center Bonds are paid in full, any excess Exhibition Center Room Tax revenues collected that are not needed to pay the Exhibition Center Bonds or any related outstanding fees or expenses shall be forwarded to the CVB and reallocated to the purposes of the Tourism Facilities Room Tax.
- 4. *Priority of payment.* In the event any Operator fails to remit the entire Room Tax amounts due on any Quarterly Payment Date under this Ordinance, the City directs that the amounts actually received by the City (or its Fiscal Agent) shall be applied in the following priority order:

- a. first, to the CVB Room Tax until paid in full;
  - b. second, to the Exhibition Center Room Tax, if any, until paid in full;
  - c. third, to the Tourism Facilities Room Tax until paid in full; and
  - d. fourth, to the Municipal Room Tax.
5. *Tourism entity.* The CVB shall act as the "tourism entity," as that term is defined in the Room Tax Act, for purposes of providing staff, support services and assistance to the Room Tax Commission in developing and implementing programs to promote the Fox Cities Tourism Zone to visitors, as more fully set forth in an agreement between the Room Tax Commission and the CVB. The CVB may also hold and administer the Tourism Facilities Room Tax on behalf of the Room Tax Commission in furtherance of the purpose of the Tourism Facilities Room Tax, except when a related Pledge Agreement is in effect.
6. *Collection and administration of room tax: Operator Reports.* This Ordinance shall be administered by the City's Clerk. The Room Tax imposed by this Ordinance shall be payable on each Quarterly Payment Date to the City (or to a Fiscal Agent on behalf of the City pursuant to a Fiscal Agency Agreement). A report shall be filed by each Operator with the City's Clerk/Treasurer (or with a Fiscal Agent) on or before each Quarterly Payment Date. Such report shall show the gross room receipts of the preceding calendar quarter from such retail furnishing of rooms or lodging, the amount of Room Tax imposed for such period, and such other information as the City deems necessary. Every Operator required to file such quarterly report shall, with its first report, elect to file an annual report based on either the calendar year or its fiscal year. Such annual report shall be filed within 90 days after the close of each such calendar or fiscal year. The annual report shall summarize the quarterly reports, shall reconcile and adjust for errors in the quarterly reports, and shall contain certain such additional information as the City requires. Such annual reports shall be signed by a representative of the Operator or its duly authorized agent, but need not be verified by oath. The City may, for good cause, extend the due date for filing any report, but in no event shall such extension be longer than one month after the due date.
7. *Operator Permit required.* Every Operator is required under this Ordinance to file with the City's Clerk an application for a permit for each place of business that is required to pay Room Tax hereunder. Every application for a permit shall be submitted to the City's Clerk using a form prescribed by the City and shall set forth the name under which the Operator transacts or intends to transact business, the location of its place of business, and such other information as the City requires. The application shall be signed by the owner of the Operator if a sole proprietor and, if not a sole proprietor, by an authorized representative of such Operator. Together with the permit application, each Operator shall pay the City an initial fee of \$20.00 for each permit. A permit issued hereunder is non-transferable.
8. *Penalty for violations.* In addition to the Schedule of Forfeiture described in subsection (J) hereof, any Operator in violation of the terms of this Ordinance by failing to obtain a permit shall be subject to a penalty not to exceed \$200.00 for each violation. Each room or unit separately rented or offered for rent, and each day of such rental or offer for rental of such unit shall be a separate violation. In addition, injunctive relief is

hereby authorized to discontinue any violation of this Ordinance. Any Operator deemed to have violated any of the provisions of this Ordinance shall be obligated to pay the costs of prosecution, in addition to actual attorney fees expended in the course of said enforcement. The City may revoke or suspend any permit issued hereunder for failure to comply with the provisions hereof.

- 9. *Liability for tax on sale or transfer of business.* If any Operator sells or transfers all or substantially all of its interest in its hotel, motel or other lodging accommodation, its successors or assigns shall withhold sufficient amounts from the purchase price to pay any amount of Room Tax liability due through the sale or transfer date until the Operator produces a receipt from the City's Treasurer that its liability has been paid in full or a certificate stating that no Room Tax amount is due. If a successor Operator fails to withhold such amount from the purchase price as required, such successor Operator shall become liable for payment of the Room Tax amount it is required to withhold.
- 10. *Schedule of forfeiture.* In addition to paying the Room Taxes due hereunder, any Operator that has failed to pay any Room Tax when due shall be required to pay a forfeiture in an amount equal to 25% of the Room Tax due from the Operator to the City for the previous year and unpaid, or \$5,000, whichever is less, for failure to pay the Room Tax due hereunder.
- 11. *Confidentiality of information.* To the extent permitted under the law, the information provided to the City under Section 66.0615 (2) of the Wisconsin Statutes shall remain confidential; provided, however, that the City or any employee thereof may use such information in the discharge of duties imposed by law or of the duties of their office or by order of a court. Persons violating the provisions of this subsection may be required to forfeit not less than \$100 nor more than \$500.
- 12. *Enforcement.* The city shall enforce this article in accordance with the Room Tax Act.

(Code 2011, § 3.14)

### AFTER AMENDMENT

#### 3.14 Room Tax

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8. *Penalty for violations.* In addition to the Schedule of Forfeiture described in subsection

(J) hereof, any Operator in violation of the terms of this Ordinance by failing to obtain a permit shall be subject to a penalty not to exceed \$200.00 for each violation. Each room or unit separately rented or offered for rent, and each day of such rental or offer for rental of such unit shall be a separate violation. In addition, injunctive relief is hereby authorized to discontinue any violation of this Ordinance. Any Operator deemed to have violated any of the provisions of this Ordinance shall be obligated to pay the costs of prosecution, in addition to actual attorney fees expended in the course of said enforcement. The City may revoke or suspend any permit issued hereunder for failure to comply with the provisions hereof.

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- 12. *Enforcement.* The city shall enforce this article in accordance with the Room Tax Act.

(Code 2011, § 3.14)

PASSED AND ADOPTED BY THE CITY OF KAUKAUNA COMMON COUNCIL

\_\_\_\_\_.

Presiding Officer

Attest

\_\_\_\_\_  
Anthony J. Penterman, Mayor, City of  
Kaukauna

\_\_\_\_\_  
Sally Kenney, Clerk, City of  
Kaukauna



# MEMO

To: Finance and Personnel  
From: Finance Director  
Date: May 7, 2024  
Re: 2024 Capital Borrowing Summary

Please find the attached list of proposed projects that were approved at the April 15, 2024, Board of Public Works meeting. Funding for these projects will require municipal bonding. Some projects will also receive funding from other sources such as special assessments, grants, or TIFs. The table on the following page shows the breakdown of project costs and funding sources. These projects are expected to be completed over the next one to three years.

Of note, there will be two separate issues in 2024. While the full list of projects will be backed by G.O. bonds, the \$7.7m is associated with development incentives and will be repaid by Tax Increment districts. To accommodate this, the City will issue both taxable for these incentives and non-taxable bonds for the other projects.

City staff is currently preparing for the rating calls, document preparations, and reporting required for the debt issues. Pending approval, the City plans to issue the bonds by the end of June 2024

## Recommended Action

Authorize the Finance Director to obtain the necessary funds, as indicated on the previous page, to fully execute the approved projects.

**CAPITAL PROJECTS 2024 GENERAL OBLIGATION BORROWING**

Fund	CLASSIFICATIONS/ DESCRIPTIONS	PROJECT TOTAL	GENERAL OBLIGATION BORROWING	SPECIAL ASSESSMENT	OTHER
<b>Fund</b>	<b>EQUIPMENT</b>				
421 - Equipment	Add Loader with attachments (new fleet)	\$450,000	\$450,000		
421 - Equipment	Athletic Field Groomer (new fleet)	\$27,000	\$27,000		
421 - Equipment	Platform Ladder Truck	\$1,700,000	\$1,700,000		
421 - Equipment	Concrete buster for backhoe (new attachment)	\$12,000	\$12,000		
421 - Equipment	Previous Year Completed Project Surplus Funds		-\$114,140		
	<b>PARK &amp; POOL IMPROVEMENTS</b>				
422- Parks and Pools	Pickleball & Disc Golf	\$400,000	\$400,000		
422- Parks and Pools	Pool - Interior Furnishings	\$50,000	\$50,000		
422- Parks and Pools	Pool - Cameras, Door Swipes, Data Jack	\$70,000	\$70,000		
422- Parks and Pools	Pool - Exterior Furnishings (Tables, Benches, etc.)	\$70,000	\$70,000		
422- Parks and Pools	Pool - Creek and outfall by Konkopot trail	\$20,000	\$20,000		
422- Parks and Pools	Pool - Sponsorship Donor wall	\$25,000	\$25,000		
422- Parks and Pools	1000 Islands Boardwalk	\$450,000	\$250,000		\$200,000
422- Parks and Pools	Plazas 1st & 2nd Street Ally	\$400,000	\$375,000		\$25,000
422- Parks and Pools	Municipal Tree Replacement / Reforestation - EAB	\$25,000	\$25,000		\$25,000
	<b>STREET PAVING</b>				
	<b>Reconstruction</b>				
420 - Streets & Sidewalk	Quinney/Metoxen Street Area Phase 2	\$1,500,000	\$750,000	\$750,000	
420 - Streets & Sidewalk	Alley Paving Downtown	\$300,000	\$200,000	\$100,000	
420 - Streets & Sidewalk	Pool Road and Parking Lot	\$250,000	\$250,000		
420 - Streets & Sidewalk	Horseshoe Parking Lot	\$75,000	\$75,000		
420 - Streets & Sidewalk	Asphalt overlay Kenneth Ave	\$365,000	\$91,250		\$182,500
420 - Streets & Sidewalk	Concrete Street Patch Program	\$100,000	\$100,000		
420 - Streets & Sidewalk	Replace Defective Walks	\$200,000	\$50,000	\$150,000	
420 - Streets & Sidewalk	Previous Year Completed Project Surplus Funds		-\$11,110		
	<b>MISCELLANEOUS</b>				
423 - Buildings and Misc.	Library Offices/Sorting Machine/Workroom Redesign	\$400,000	\$400,000		
423 - Buildings and Misc.	New Siding on Nature Center	\$35,000	\$35,000		
465 - TIF 5 Com. Crossing	**The Reserve on Arbor way (Loan)	\$6,000,000	\$6,000,000		
465 - TIF 5 Com. Crossing	**Grand Stay Hotel Incentive	\$1,300,000	\$1,300,000		
465 - TIF 5 Com. Crossing	**Legacy Creekside Apartments Incentive	\$400,000	\$400,000		
	<b>TOTAL</b>	<b>\$14,624,000</b>	<b>\$5,300,000</b>	<b>\$1,000,000</b>	<b>\$432,500</b>
	<i>*Taxable Bonds</i>		\$7,700,000		

***Borrowing By Fund***

<b>Fund</b>	<b>Amount</b>
420 - Streets and Sidewalk	\$1,505,139.85
421 - Equipment	\$2,074,860.15
422- Parks and Pools	\$1,285,000.00
423 - Buildings and Misc.	\$435,000.00
465 - TIF 5 Commerce Crossing	\$7,700,000.00
<b>Total</b>	



# MEMO

## Finance

To: Finance and Personnel Committee  
From: Finance Director  
Date: 5/7/2024  
Re: Financial Request Submission - 50 On The Fox Challenge

The attached financial request has been submitted. The request is for an existing event that has happened for the past few years. The city has partner with the Heart of the Valley chamber on this event in the past.

The event organizer has shared that the event will be like years past and has indicated the request is to help pay for expenses for the event to survive. While reviewing the request, below are the items we took into consideration.

**Budget:** There are budgeted funds to support this event request.

**Strategic Plan:** Although there is not a specific initiative on this one, it fits under community of choice in that we want to continue getting people out and about in the City that includes the trails as well as downtown this event.

**Special Event application:** This is more of a promotional awareness event than an event that will congregate people. With that there is no Special event application needed.

**Event Description:** 50 on the Fox challenges community members to run, bike, walk & collect miles utilizing the trails and roadways in & around the Fox River! The event is free to for community members to participate in and runs from May 15 - Sept. 1. The event was started 2021 and each year over 650 community members have registered to take part.

**Staff Recommended Action:**  
*Approve \$500 funding request for 50 on the Fox challenge for 2024*



**From:** City of Kaukauna <[wordpress@digisage.com](mailto:wordpress@digisage.com)>  
**Sent:** Tuesday, April 30, 2024 10:37 AM  
**To:** William J. VanRossum <[wvanrossum@kaukauna.gov](mailto:wvanrossum@kaukauna.gov)>  
**Subject:** Financial or In-Kind Services - Request Submitted

<b>Organization Name</b>	Heart of the Valley Chamber of Commerce
<b>Date</b>	April 30, 2024
<b>Contact Person</b>	Nicci Sprangers
<b>Contact Email</b>	<a href="mailto:nicci@heartofthevalleychamber.com">nicci@heartofthevalleychamber.com</a>
<b>Contact Phone</b>	9207661616
<b>Purpose of Request</b>	<p>We would like to invite the City of Kaukauna to partner with us again this year to offer 50 on the Fox to the residents of Kaukauna and surrounding community. community to get out, get active and explore the Heart of the Valley!</p> <p>50 on the Fox challenges community members to run, bike, walk &amp; collect miles utilizing the trails and roadways in &amp; around the Fox River! The event is free to for the community to participate in and runs from May 15 - Sept. 1. The event was started 2021 and each year over 650 community members have registered to take part. Since its inception, over 2,000 community members have taken part in 50 on the Fox.</p>
<b>Amount Requested</b>	\$500
<b>Has this request been previously requested?</b>	Yes
<b>Is this financial support to help</b>	Survival

get a new event started or to keep an existing event surviving?  
Select one.

**Organization's Mission or Cause** The Heart of the Valley Chamber of Commerce will assist new and existing Heart of the Valley businesses and communities in their endeavors to be successful.

**Brief Description of Organization** The Heart of the Valley Chamber of Commerce serves the small business community as connector, an advocate, a community champion and as a resource to promote the success of business in the Heart of the Valley. We are also the biggest cheerleader for small business and use our voice to build community pride for our local business community. We connect our members to one another and serve as a catalyst for business partnerships. We educate and elevate business professionals in our community through continued opportunities to for professional development, networking and leadership.

**How will the financial support be utilized (itemize the expenses)?** The financial support from the City of Kaukauna will be used to help to reward 50 on the Fox Finishers! As a reward, participants who collect over 50 miles bring their log form to the Heart of the Valley Chamber and receive a custom-made Chamber Bucks Scratch Off ticket that reveals a mystery amount of Chamber Bucks that the person receives! The goal of providing Chamber Bucks gift certificates is to encourage people to get out and explore all of the great local businesses. Chamber Bucks can be used at over 130 local stores, restaurants, boutiques, bars, fitness centers, flower shops, hardware stores, etc.  
  
The City of Kaukauna will be recognized for your support on all marketing materials.

**Event Name** 50 on the Fox

**Date of Event** May 15-September 1, 2024

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<b>Location of Event</b>	Trails along the Fox River
<b>Brief Description of Event</b>	50 on the Fox challenges community members to run, bike, walk & collect miles utilizing the trails and roadways in & around the Fox River! The event is free to for community members to participate in and runs from May 15 - Sept. 1. The event was started 2021 and each year over 650 community members have registered to take part.
<b>Additional Information (optional)</b>	Since its inception, over 2,000 community members have taken part in 50 on the Fox, logging over 92,000 miles!!! New this year, and based on feedback from the community we will also be offering an option to register for 500 on the Fox! This is a brand-new option that will give our more active community members a bigger challenge!
<b>Recipient agrees to report back to City staff and council on the event success. Any support request over \$5,000 will require the update to include the financials of the event.</b>	Yes, I agree.

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# MEMO

## FINANCE AND PERSONNEL COMMITTEE

To: Finance and Personnel Committee

From: Shanon Swaney, Human Resources Director  
 Terri Vosters, Community Enrichment & Recreation Director

Date: May 6, 2024

Re: 1000 Islands Assistant Naturalist & Site Manager Positions and other budget impacts

The Assistant Naturalist position has become vacant as of April 30, 2024. Staff met to discuss possible solutions moving forward to best meet the needs of 1000 Islands. With that there are a few personnel and budget changes we want to bring to your attention.

### **Combining Site Manager and Assistant Naturalist**

The current Site Manager has experience with education and the duties of the Assistant Naturalist. He is willing to step into the primary role of the Assistant Naturalist for a temporary period to fill the need for the duties of this role. He will also do some of the Site Manager roles as time allows. Staff will reevaluate this combined role in July when the current Director reaches the end of the interim role.

With this change, we are recommending adding 9 hours to the new Site Manager/Assistant Naturalist role. Currently, the Assistant Naturalist (Grade 8) is 20 hours per week and the Site Manager (Grade 8) is 20 hours per week for 40 hours for both roles. The combined role will maintain 29 hours per week. *Budget Savings: \$2,400*

### **Addition of Season Help**

To continue maintaining the site and programs offered, we will need to supplement the combined role with seasonal help for the summer months. We recommend adding the help of the Streets Department seasonal staff to assist the Site Manager/Assistant Naturalist with site duties. This cost estimate would be approximately \$9,800. *Budget Cost: \$9,800*

**Removing Contractual Services**

With all the changes happening at the center, we feel it's best to remove the Americorp position that was a \$24,000 budgeted line within the department's contractual services. This will allow staff to evaluate the need and desired outcome of this service for the next year. *Budget Savings: \$24,000*

**Adding a Summer Intern**

Finally, we also have hired a naturalist intern to assist with the education at 1000 Islands. This position will give extra help to allow programming to continue while giving a student the opportunity to learn while working in the field. *Budget Cost: \$9,800*

The overall budget impact will be \$6,800 savings from what we were expecting.

**Staff recommendation is as follows:**

- Remove the Americorp position from the budget in 2024
- Temporarily move the Assistant Naturalist position from 20 hours to 29 hours for a period not to exceed 8/31/2024
- Temporarily remove the Site Manager position (20 hours per week)
- Hire an additional street seasonal to assist the Assistant Naturalist with site duties
- Reevaluate 1000 Islands staffing in July of 2024

