



FINANCE COMMITTEE MEETING AGENDA

THURSDAY, JUNE 16, 2022 AT 5:30 PM

MUNICIPAL BUILDING COUNCIL CHAMBERS - 106 JONES STREET, WATERTOWN, WI 53094

By Phone or GoToMeeting: Members of the media and the public may attend by calling:

+1 (571) 317-3122 **Access Code:** 153-925-469 or <https://www.gotomeet.me/EMcFarland>

All public participants' phones will be muted during the meeting except during the public comment period.

1. CALL TO ORDER

2. REVIEW AND APPROVE MINUTES

A. May 17, 2022 and May 23, 2022

3. BUSINESS:

A. Review and take action: Review and take action: credit card purchases over 10K for May 2022

B. Review and take action: EMS billing write-off's

C. Public Works update on bridge projects

D. Review and take action: hire Nauri Luna as a part-time Legal Assistant at Grade F, Step 1 (\$19.26/hr.)

E. Review and take action: hire Jesse Bell as a part-time Fire Inspector at Grade H, Step 1 (\$23.12/hr.)

F. Review and take action: 2022 payroll compression recommendations

G. Review and take action: proposed adjustment to the City of Watertown Employee Handbook for compression

H. Review and take action: proposed adjustment to the City of Watertown Employee Handbook for sick leave

I. Review and take action: proposed adjustment to the City of Watertown Employee Handbook for travel reimbursement

J. Review and take possible action: amend the City of Watertown General Ordinances to reflect departmental restructuring

K. Review and take action: budget amendment decreasing Snow & Ice Control Supplies [01-54-35-18] by \$3,000 and increasing Street Garages Repair [01-54-12-20] by \$3,000 for a sharing of the purchase of two overhead doors at the Street/Solid Waste Facility with Capital Fund 05.

L. Review and take action: budget amendment increasing Occupy Street/Sidewalk Permit [01-43-51-49] by \$6,000 and increasing Engineering Review Fees [01-54-10-44] by \$6,000 for utility accommodation permit review

M. Convene into closed session per Wis. Stat. Sec. 19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session

N. Reconvene to open session

O. Review and take possible action: approve offer to purchase property

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@CityofWatertown.org, phone 920-262-4000

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only

- P. Review and take action: ARPA Fund
 - a. Main Street: repair work
 - b. 2022 Budget Approval
- Q. Convene into closed session per Wis. Stat. Sec. 19.85(1)(g) to confer with legal counsel of the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (FLSA Policy)
- R. Reconvene to open session
- S. Review and take possible action: FLSA policy

4. ADJOURNMENT

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FINANCE COMMITTEE

6:30 pm, May 17, 2022

Section 2, Item A.

The Finance Committee met on the above date and time. The following members were present: Mayor McFarland, Alderpersons Bartz, Davis, Lampe, and Ruetten. Also present: Finance Director Mark Stevens, Andrew Beyer, Jaynellen Holloway, and Alder Romlein.

NOTE: Items below are listed in order of the agenda but may not be the order by which they were taken up at the Finance meeting.

1. **Call to order:** Mayor McFarland called the meeting to order at 6:30 pm.
2. **Review and take action:** submittal of FY2023 BIL grant applications for Dewey Avenue, Oconomowoc Avenue, and S. Twelfth Street. Andrew Beyer explained the WisDOT solicitation of applications for the Bipartisan Infrastructure Law (BIL). The eligible roadways must be categorized as a major traffic collector or higher. Engineering is recommending the submission of three applications in the following priority ranking:
 - a. Dewey Avenue from E. Main Street to Division Street (traffic count is higher and water utility has high interest in upgrading this section)
 - b. Oconomowoc Avenue from S. Concord Avenue to East Gate Drive
 - c. S. Twelfth Street from city limits (south of Air Park Drive) to Boomer Street

The design for each project would be completed with 100% city funding to increase the competitiveness of each project. If the applications are successful, state/federal funding will cover 80% of eligible costs. Ald. Ruetten moved to approve, seconded by Ald. Davis, and carried by unanimous voice vote.

3. **Review and take action:** enter into contract with Ayres Associates for design work pertaining to Cady Street bridge rehabilitation project. Design for the Cady Street bridge rehabilitation project is funded 100% locally with \$70,000 placed in the 2022 bridge fund budget for this work. Engineering received three proposals from the RFP. The proposal received from Ayres Associates ranked highest unanimously among the review panel. The fee of \$41,978 is within the budget allocation. Ald. Ruetten moved to approve, seconded by Ald. Bartz, and carried by unanimous voice vote.
4. **Update:** In April 2022, the City submitted a BIL application to WisDOT for the resurfacing of N. Fourth Street from Jones Street to the bridge. WisDOT notified the City that the application was successful and that the project was funded. City funding will be placed in the 2023 budget request for the City's 20% cost share of the construction project.
5. **Review and take action:** change order for \$60,000 with Robert E. Lee and Associates for design services pertaining to 2022 BIL N. Fourth Street from Jones Street to the bridge. Jaynellen Holloway indicated a mill & overlay of this parcel extends its life another ten years. Ald. Davis moved to approve, seconded by Ald. Lampe, and carried by a unanimous voice vote.
6. **Adjournment.** Ald. Ruetten moved to approve, seconded by Ald. Bartz, and carried by a unanimous voice vote, to adjourn at 6:45 pm.

Respectfully submitted,

Mark Stevens, Finance Director

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

FINANCE COMMITTEE

5:30 pm, May 23, 2022

The Finance Committee met on the above date and time. The following members were present: Alderpersons Davis, Bartz, Lampe, and Ruetten. Also present: Finance Director Mark Stevens, Assistant Engineer Andrew Beyer, Assistant Police Chief Ben Olsen, and Water Dept Manager Pete Hartz (via phone).

NOTE: Items below are listed in order of the agenda but may not be the order by which they were taken up at the Finance meeting.

1. **Call to order:** Alderperson Ruetten called the meeting to order at 5:30 p.m.
2. **Review and approve:** Minutes from May 9, 2022. Ald. Bartz moved to approve, seconded by Ald. Davis, and carried by unanimous voice vote.
3. **Review and take possible action:** submittal of Transportation Alternatives Program (TAP) Grant application for City-wide Bike and Pedestrian Network Master Plan. Andrew Beyer presented a request to submit a grant application to create a plan to evaluate the current bicycle and pedestrian path segments that exist in the City. The study is estimated to cost \$100,000, with the City's responsibility for 20% of the cost. The work is anticipated to be completed in 2023. This grant is a reimbursement grant requiring the City to pay the consultant fees and submit request for reimbursement. Ald. Lampe moved to approve, seconded by Ald. Davis, and carried by a unanimous voice vote.
4. **Review and take possible action:** submittal of Transportation Alternatives Program (TAP) Grant application for Tivoli Island Bridge Rehabilitation Study. The Tivoli Island bridge is the only intact two-span bowstring truss anywhere in Wisconsin. An inspection in 2018 revealed repair work is needed to the pier and abutments. Andrew Beyer indicated that the Engineering Dept. is seeking approval to apply for a grant to designate the historical nature of the bridge and determine the repair/restoration work needed. If designated as a registered historical site, an array of funding opportunities is possible, but with stipulation of approved maintenance requirements. This grant is a reimbursement grant requiring the City to pay the consultant fees and submit request for reimbursement. Ald. Davis moved to approve, seconded by Ald. Bartz, and carried by a unanimous voice vote.
5. **Review and take action:** hire Timothy Hayden as a Water Systems Assistant Manager at Grade O, Step 3 (\$38.70/hr.), and permission to offer to alternative candidates if necessary. Ald. Ruetten moved to approve, seconded by Ald. Davis, carried by a unanimous voice vote.
6. **Review and take action:** adjust pay step for Water Department employee, Aaron Giles, from Grade I, Step 2 (\$25.76/hr.) to Grade I, Step 4 (\$27.19/hr.) retroactive to April 21, 2022. Pete Hartz indicated Mr. Giles has successfully completed two certification tests, an increment of one step for each test. Ald. Lampe moved to approve, seconded by Ald. Bartz, and carried by a unanimous voice vote.
7. **Review and take action:** hire Erin Hanus as a Telecommunicator for the Dispatch Center at Grade H, Step 1 (\$23.12/hr.), and permission to offer to alternative candidates if necessary. Ald. Davis moved to approve, seconded by Ald. Bartz, and carried by a unanimous voice vote.
8. **Review and take action:** hire Megan Staab as a part-time Telecommunicator for the Dispatch Center at Grade H, Step 2 (\$23.78/hr.), and permission to offer to alternative candidates if necessary. Ben Olsen indicated that Ms. Staab has over ten years of law enforcement experience. Ald. Bartz moved to approve, seconded by Ald. Davis, and carried by a unanimous voice vote.
9. **Adjournment.** Ald. Lampe moved to approve, seconded by Ald. Bartz, and carried by a unanimous voice vote at 5:47 p.m.

Respectfully submitted,

Mark Stevens, Finance Director

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

CREDIT CARD PURCHASES OVER \$10,000

| Date | Amount | Vendor | Description |
|-----------|-------------|-----------------------|---|
| 4/26/2022 | \$11,000.00 | POLYDYNE INC | HARTZ: CLARIFLOC C-3283 - 100 X 55 LB BAGS |
| 4/25/2022 | \$21,107.75 | WASTE MANAGEMENT | WINKELMAN: MARCH LANDFILLING - 435.66 TON @ \$48.45/TON |
| 5/16/2022 | \$20,446.39 | WASTE MANAGEMENT | WINKELMAN: APRIL LANDFILLING - 422.01 TON @ \$48.45/TON |
| | | | |
| | | | |
| | | | |
| | | | |
| 5/19/2022 | \$9,903.85 | JERRY HEPP EXCAVATING | HARTZ: EXCAVATING MAY 5, 8, 9, 12 |
| | | | |
| | | | |

MEMO

TO: Finance Committee

FROM: Andrea Peters

DATE: June 16, 2022

RE: Ambulance Billing Write Offs

Attached to this memo is a list of accounts that I am asking for approval to be written off. On all the accounts listed, I have exhausted all collections efforts. This list explains the reason each account is no longer collectable.

Writing off uncollectible debts is a normal business practice and is a requirement by the auditors.

Request for Write-Off

06.16.22

Section 3, Item B.

| Call Number | DOS | Balance | Write Off Reason |
|------------------------------|------------|--------------------|--|
| 1600775 | 5/1/2016 | \$250.00 | Deceased - No Estate |
| 1601034 | 6/9/2016 | \$450.00 | Deceased - No Estate |
| 1601088 | 6/16/2016 | \$998.80 | Deceased - No Estate |
| 1601652 | 9/6/2016 | \$300.00 | Deceased - No Estate |
| 1602246 | 12/12/2016 | \$833.69 | Deceased - No Estate |
| 1700125 | 1/16/2017 | \$250.00 | Deceased - No Estate |
| 1700445 | 3/3/2017 | \$275.00 | Deceased - No Estate |
| 1700583 | 3/20/2017 | \$670.72 | Deceased - No Estate |
| 1700942 | 5/13/2017 | \$798.22 | Deceased - No Estate |
| 1701087 | 6/5/2017 | \$677.06 | Deceased - No Estate |
| 1701127 | 6/12/2017 | \$669.91 | Deceased - No Estate |
| 1701190 | 6/22/2017 | \$840.41 | Deceased - No Estate |
| 1801216 | 6/21/2018 | \$726.21 | Deceased - No Estate |
| 1801269 | 6/28/2018 | \$369.49 | Deceased - No Estate |
| 1801331 | 7/4/2018 | \$745.90 | Deceased - No Estate |
| 1801363 | 7/9/2018 | \$807.90 | Deceased - No Estate |
| 1801492 | 7/28/2018 | \$665.30 | Deceased - No Estate |
| 1801688 | 8/24/2018 | \$914.95 | Deceased - No Estate |
| 1801775 | 9/3/2018 | \$683.90 | Deceased - No Estate |
| 1801950 | 9/28/2018 | \$265.00 | Deceased - No Estate |
| 013-20-1126 | 6/15/2020 | \$84.81 | Deceased - No Estate |
| 013-20-1677 | 8/28/2020 | \$1,310.68 | Deceased - No Estate |
| 013-20-2569 | 12/27/2020 | \$810.91 | Deceased - No Estate |
| 013-21-1436 | 7/22/2021 | \$793.10 | Deceased - No Estate |
| 013-21-1888 | 9/11/2021 | \$943.68 | Deceased - No Estate |
| 013-21-1986 | 9/24/2021 | \$768.07 | Deceased - No Estate |
| 013-21-2022 | 9/28/2021 | \$749.90 | Deceased - No Estate |
| | | | |
| 1601234 | 7/5/2016 | \$868.11 | Bankruptcy |
| 1601420 | 7/3/2016 | \$658.77 | Bankruptcy |
| 1701412 | 7/18/2017 | \$856.38 | Bankruptcy |
| 1801236 | 6/24/2018 | \$792.37 | Bankruptcy |
| | | | |
| 1700198 | 1/26/2017 | \$641.20 | Department of Revenue Determined Uncollectible |
| 1702636 | 12/29/2017 | \$755.45 | Department of Revenue Determined Uncollectible |
| | | | |
| 013-21-1525 | 8/1/2021 | \$20.00 | Small Balance |
| 013-21-1663 | 8/14/2021 | \$6.96 | Small Balance |
| | | | |
| Amount for Write Offs | | \$22,252.85 | |

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Candidate Selection Form

POSITION TITLE Legal Assistant DEPARTMENT City Attorney's Office
 NEW POSITION ☒ VACANCY _____ RECLASS _____ # OF APPLICANTS: 6
 FT _____ PT ☒ EXEMPT _____ NONEXEMPT _____

| |
|---|
| Reason for opening: |
| New Position within the Department |
| Justification to fill: |
| New position was created to increase department's capabilities. |
| Top three responsibilities for position: |
| 1. Document Preparation 2. File Management 3. Trial Preparation |

CANDIDATE NAME: Nauri Luna

| |
|---|
| How this candidate had demonstrated skills to meet the needs of the position and requested step: |
| The qualifications for the position were intentionally made low to permit hiring of a candidate with potential. Ms. Luna is a City of Watertown resident who is bilingual and while not having prior office experience was able to relate her current experience with aspects of this position. |

| | | | | | | | |
|--------------------------|---------|-------|---|------|---|-------------|---------|
| Date Available to start: | 6/20/22 | Grade | F | Step | 1 | Hourly Rate | \$19.26 |
|--------------------------|---------|-------|---|------|---|-------------|---------|

FIRST ALTERNATE: Continued Ms. Luna

| |
|--|
| How this candidate had demonstrated skills to meet the needs of the position and requested step: |
| Ms. Luna provided examples of meeting her responsibilities and an understanding of the need for confidentiality. She is also currently working on her Associates Degree in criminal justice. |

| | | | | | | | |
|--------------------------|--|-------|--|------|--|-------------|--|
| Date Available to start: | | Grade | | Step | | Hourly Rate | |
|--------------------------|--|-------|--|------|--|-------------|--|

SECOND ALTERNATE: Repost

| |
|---|
| How this candidate had demonstrated skills to meet the needs of the position and requested step: |
| Of the 6 applicants 3 were scheduled for interviews based on their applications and resumes. One withdrew from consideration and the other interviewed candidate indicated a higher pay target, did not interview as well, and does not appear to be a good fit for the position. |

| | | | | | | | |
|--------------------------|--|-------|--|------|--|-------------|--|
| Date Available to start: | | Grade | | Step | | Hourly Rate | |
|--------------------------|--|-------|--|------|--|-------------|--|

Approved Yes _____ No _____

Candidate Selection Form

POSITION TITLE Part-time Fire Inspector DEPARTMENT Fire

NEW POSITION _____ VACANCY X RECLASS _____ # OF APPLICANTS: 8

FT _____ PT X EXEMPT _____ NONEXEMPT _____

| |
|---|
| Reason for opening: |
| Employee leaving |
| Justification to fill: |
| Life Safety inspections |
| Top three responsibilities for position: |
| Inspecting commercial properties, community risk reduction items, looking for life safety hazards, code enforcement |

CANDIDATE NAME: Jesse Bell

| |
|---|
| How this candidate had demonstrated skills to meet the needs of the position and requested step: |
| Knowledgeable about regulations and code enforcement Past experience in Edgerton FD Has used Image Trend Knowledge about progressive actions |
| Has required certifications |

| | | | | | | | |
|--------------------------|--|-------|---|------|---|-------------|-------|
| Date Available to start: | | Grade | H | Step | 1 | Hourly Rate | 23.12 |
|--------------------------|--|-------|---|------|---|-------------|-------|

FIRST ALTERNATE: _____

| |
|--|
| How this candidate had demonstrated skills to meet the needs of the position and requested step: |
| |

| | | | | | | | |
|--------------------------|--|-------|--|------|--|-------------|--|
| Date Available to start: | | Grade | | Step | | Hourly Rate | |
|--------------------------|--|-------|--|------|--|-------------|--|

SECOND ALTERNATE: _____

| |
|--|
| How this candidate had demonstrated skills to meet the needs of the position and requested step: |
| |

| | | | | | | | |
|--------------------------|--|-------|--|------|--|-------------|--|
| Date Available to start: | | Grade | | Step | | Hourly Rate | |
|--------------------------|--|-------|--|------|--|-------------|--|

Approved Yes _____ No _____

To: Finance Committee
From: Mark Stevens
Date: June 8, 2022
RE: 2022 Compression Review

Salary compression exists when there is an unacceptable difference in salary between a supervisor and a direct subordinate.

Current language from Employee Handbook (change is underway to correct first paragraph's "total compensation" to be "wages"):

Once the City has determined there is a compression issue, the City will review the differences in total compensation (i.e., direct pay and benefits) between the supervisor and subordinate positions. If it is determined the benefit package of the supervisor is not sufficient to compensate for the wage compression and the City has determined the best course of action is a pay raise for the supervisor, the City will calculate an acceptable base pay differential between the exempt supervisory position and the average gross earnings of the subordinates the supervisor supervises.

Average gross earnings of subordinate employees at the top of their pay range will be calculated excluding outliers such as an employee with a much greater amount of overtime than others or an employee new to the position and not yet at the maximum of that pay grade. Using this average, a rate will be calculated as one hundred eight percent (108%) of the average gross pay and the employee will be placed at the next step that provides an increase. At the City's discretion, one of two actions will be available:

- Adjust the employee's pay upward in the range if the current pay grade range allows for sufficient earnings growth consistent with the intent of the compensation plan. If this is not possible, the City may consider the second option.
- Adjust the position up one pay grade temporarily and only while compression conditions are still causing a problem. All documents and communications are retained to reflect temporary assignment of the position and the earnings differential situation will be analyzed every year. If conditions change such that the actual pay grade provides an adequate differential and opportunity for sufficient earnings growth, these positions will be moved back to their correct grade.

I have reviewed the 2022 wages for any compression between supervisor and subordinate positions. Using a one-year lookback calculation for computing wages (including overtime), compression issues were determined. A meeting was held with our Carlson Dettman consultant, the mayor, and the finance director to review the calculation process. The consultant recommended extending the lookback calculation to an increased number of years to provide a greater quantity of inputs to the averaging. I recalculated to include three years of overtime; no significant differences exist.

Utilizing the first action listed above, adjustments within current pay grades are an acceptable solution. The following positions are recommended an increase in rates by moving to the next step that provides an increase allowing a 108% rate for supervisor over subordinate:

2022 Compression Review Memo - Page 2 of 2

Zoning Administrator: Jacob MaasAssigned Grade/Step = **M5** [\$36.49/hr]New Grade/Step = **M6** [\$37.43/hr]**FD Batt Chief:** Chad ButlerAssigned Grade/Step = **N5 Adj** [\$28.65/hr]New Grade/Step = **N9 Adj** [\$31.48/hr] (incl \$1.0484 Par Prem)**FD Batt Chief:** Chad ButzineAssigned Grade/Step = **N5 Adj** [\$27.60/hr]New Grade/Step = **N9 Adj** [\$30.43/hr]**FD Batt Chief:** Bradley FoxAssigned Grade/Step = **N5 Adj** [\$28.65/hr]New Grade/Step = **N9 Adj** [\$31.48/hr] (incl \$1.0484 Par Prem)**FD Deputy Chief:** Anthony RauterbergAssigned Grade/Step = **Q2** [\$43.09/hr]New Grade/Step = **Q6** [\$47.71/hr]

(incl \$1.4677 Par Prem)

PD Assistant Chief: Benjamin OlsenAssigned Grade/Step = **Q3** [\$42.77]New Grade/Step = **Q4** [\$43.93]

The pay adjustments should include a retroactive calculation for all checks paid in 2022 through the remainder of the year. This adjustment is considered a temporary assignment to the new grade/step. A new-year calculation will be conducted in January, incorporating any approved changes in the pay table, to determine what adjustments might be required for 2023.

The police department union has a raise in pay rates effective July 1, 2022. A review will take place following this change to again evaluate the compression possibilities in that department. I suspect that I will be presenting a recommended modification at that time.

| CITY OF WATERTOWN | | | | | | | | | | | |
|--|---------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| PAY TABLE EFFECTIVE: 1/1/2022 - HOURLY FORMAT (2080 HOURS) | | | | | | | | | | | |
| Grade | Control Point | | | | | | | | | | |
| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
| T | \$46.24 | \$47.57 | \$48.89 | \$50.21 | \$51.53 | \$52.85 | \$54.17 | \$55.49 | \$56.81 | \$58.14 | \$59.46 |
| S | \$44.32 | \$45.59 | \$46.85 | \$48.12 | \$49.38 | \$50.65 | \$51.92 | \$53.18 | \$54.45 | \$55.72 | \$56.98 |
| R | \$42.39 | \$43.61 | \$44.82 | \$46.03 | \$47.24 | \$48.45 | \$49.66 | \$50.87 | \$52.08 | \$53.30 | \$54.51 |
| Q | \$40.46 | \$41.62 | \$42.77 | \$43.93 | \$45.08 | \$46.24 | \$47.40 | \$48.55 | \$49.71 | \$50.86 | \$52.02 |
| P | \$38.54 | \$39.64 | \$40.74 | \$41.84 | \$42.94 | \$44.04 | \$45.14 | \$46.24 | \$47.34 | \$48.44 | \$49.55 |
| O | \$36.61 | \$37.66 | \$38.70 | \$39.75 | \$40.79 | \$41.84 | \$42.89 | \$43.93 | \$44.98 | \$46.02 | \$47.07 |
| N | \$34.68 | \$35.67 | \$36.66 | \$37.65 | \$38.64 | \$39.63 | \$40.62 | \$41.61 | \$42.60 | \$43.59 | \$44.58 |
| N (2912 Hrs) Battalion Chief | \$24.77 | \$25.48 | \$26.19 | \$26.89 | \$27.60 | \$28.31 | \$29.02 | \$29.73 | \$30.43 | \$31.14 | \$31.85 |
| M | \$32.75 | \$33.69 | \$34.62 | \$35.56 | \$36.49 | \$37.43 | \$38.37 | \$39.30 | \$40.24 | \$41.17 | \$42.11 |
| M (2053 Hrs) Sgt | \$33.18 | \$34.13 | \$35.08 | \$36.02 | \$36.97 | \$37.92 | \$38.87 | \$39.82 | \$40.76 | \$41.71 | \$42.66 |

Memo

To: Mayor McFarland & Finance Committee

From: Lisa Schwartz, Human Resources Generalist

Date: June 2, 2022

Re: Proposed Employee Handbook Updates

The City of Watertown's handbook needs clarification pertaining to the compression calculation in *Section A. Compensation Plan* under the section *Positions Requiring a Compression Adjustment*. This section states that the base salary comparison includes benefit package as part of the calculation. This section should reflect the accurate figure verbiage of gross wages.

A. COMPENSATION PLAN

Compensation Policies

Positions Requiring a Compression Adjustment

Salary compression exists when there is an unacceptable difference in salary between a supervisor and a direct subordinate. Compression can exist under a base salary comparison, under a total gross earnings comparison, or both. The City will determine if the compression issue is a concern or if there are valid, acceptable reasons for the compression to exist. If the City determines the compression issue is a concern, the City must determine if the compression issue must be resolved through a pay increase or if alternative solutions need to be found to address the issue. Examples of factors, other than pay, that may contribute to pay compression issues include management/distribution of overtime within the department, insufficient staffing levels, delegation of workload, special projects causing a spike in overtime, special skills/knowledge possessed by a subordinate, market demands and/or difficulty in recruiting for a specific skill.

Once the City has determined there is a compression issue, the City will review the differences in **gross wages total compensation (i.e., direct pay and benefits)** between the supervisor and subordinate positions. If it is determined the **gross wages benefit package** of the supervisor is not sufficient to compensate for the wage compression and the City has determined the best course of action is a pay raise for the supervisor, the City will calculate an acceptable base pay differential between the exempt supervisory position and the average gross earnings of the subordinates the supervisor supervises.

Average gross earnings of subordinate employees at the top of their pay range will be calculated excluding outliers such as an employee with a much greater amount of overtime than others or an employee new to the position and not yet at the maximum of that pay grade. Using this average, a rate will be calculated as one hundred eight percent (108%) of the average gross pay and the employee will be placed at the next step that provides an increase. At the City's discretion, one of two actions will be available:

-
- Adjust the employee's pay upward in the range if the current pay grade range allows for sufficient earnings growth consistent with the intent of the compensation plan. If this is not possible, the City may consider the second option.
 - Adjust the position up one pay grade temporarily and only while compression conditions are still causing a problem. All documents and communications are retained to reflect temporary assignment of the position and the earnings differential situation will be analyzed every year. If conditions change such that the actual pay grade provides an adequate differential and opportunity for sufficient earnings growth, these positions will be moved back to their correct grade.

Allowance of compression adjustments disrupts some of the internal equity in the compensation plan and the City intends to use compression adjustments sparingly and monitor these adjustments closely. All compression adjustments must be recommended by the Mayor and receive approval from the Finance Committee.

Thank you for your consideration of this policy adjustment. Please let me know if you have any questions.

Thank you,

Lisa Schwartz

Human Resources Generalist

Memo

To: Mayor McFarland & Finance Committee

From: Lisa Schwartz, Human Resources Generalist

Date: June 2, 2022

Re: Proposed Employee Handbook Updates

Please find the following agenda item for your consideration and approval.

The City of Watertown's handbook was reviewed and approved in its entirety August 2021. The remainder of the memo is requesting the clarification in the sick leave section to incorporate earning tiers for the full time and part time employees. The current policy refers to employees earning four hours per pay period whether full time or part time. All benefit eligible employees are currently earning sick leave at the rate of four (4) hours a pay period. With the incorporation of the part time statuses, I recommend that sick leave is prorated as proposed below.

1. Current Policy

V. Benefits

A. Sick Leave

Full-time and eligible part-time employees, except those in the Fire Department who work on a platoon basis, shall be allowed to accumulate sick leave with pay at the rate of four (4) hours per full pay period. Sick leave may be accumulated to a total of not more than one hundred twenty (120) days. No such leave shall be accumulated for any pay period in which the employee does not receive pay for five (5) regular workdays. Regular workdays shall include paid holidays, paid vacations, paid compensatory time, and paid time actually spent on the job.

Proposed Change

V. Benefits

A. Sick Leave

Full-time and eligible less than full-time employees, except those in the Fire Department who work on a platoon basis, shall be allowed to accumulate sick leave according to the average amount of hours the employee is scheduled to work. **Employees that are considered full time will earn sick leave at the rate of four (4) hours per full pay period. Employees that work thirty (30) hours or more but less than forty (40) hours per week will earn sick leave at the rate of three (3) hours per full pay period. Employees that work twenty (20) hours or more but less than thirty (30) hours per week will earn sick leave at the rate of two (2) hours per full pay period. Employees that work less than twenty (20) hours will not be eligible for sick leave. Sick leave may be**

accumulated to a total of not more than one hundred twenty (120) days. No such leave shall be accumulated for any pay period in which the employee does not receive pay for five (5) regular workdays. Regular workdays shall include paid holidays, paid vacations, paid compensatory time, and paid time actually spent on the job.

Thank you for your consideration of this policy adjustment. Please let me know if you have any questions.

Memo

To: Finance Committee

From: Mayor McFarland

Date: May 30, 2022

Re: Proposed Employee Handbook Updates

Please find the following agenda items for your consideration and approval.

I am suggesting a change to the City of Watertown's handbook regarding the travel reimbursements form approval process in "Section P. Travel Reimbursement", under the section "Benefits." This section states that travel outside the State of Wisconsin shall be approved in advance of departure by the employee's department head and the Mayor using the travel request and reimbursement form. The Mayor's awareness of relevance of the job responsibilities to the training is limited and I think that decision more appropriately lies with the department heads to make independently.

Current Policy

P. TRAVEL REIMBURSEMENT

Job-related travel outside of Jefferson or Dodge County and incurrence of travel expenses shall be approved in advance of departure by the employee's department head using the travel request and reimbursement form. Travel outside the State of Wisconsin shall be approved in advance of departure by the employee's department head and the mayor using the travel request and reimbursement form.

After job-related travel is completed, claims for reimbursement of travel expenses shall be filed with each employee's supervisor using the travel request and reimbursement form no later than thirty (30) days following incurrence and must be supported by documentation including receipts for any meals or lodging.

In the event a traveler is accompanied by family members, care must be exercised to include only costs attributed to the employee.

Proposed Change

P. TRAVEL REIMBURSEMENT

Job-related travel outside of Jefferson or Dodge County and incurrence of travel expenses shall be approved in advance of departure by the employee's department head using the travel request and reimbursement form. Travel outside the State of Wisconsin shall be approved in advance of departure by the employee's department head using the travel request and reimbursement form.

After job-related travel is completed, claims for reimbursement of travel expenses shall be filed with each employee's supervisor using the travel request and reimbursement form

no later than thirty (30) days following incurrence and must be supported by documentation including receipts for any meals or lodging.

In the event a traveler is accompanied by family members, care must be exercised to include only costs attributed to the employee.

Thank you for your consideration of this policy adjustment. Please let me know if you have any questions.

Thank you,
Emily McFarland, Mayor

**ORDINANCE TO
AMEND THE CITY OF WATERTOWN GENERAL ORDINANCES TO
REFLECT DEPARTMENTAL RESTRUCTURING**

**SPONSOR: MAYOR EMILY MCFARLAND
FROM: FINANCE COMMITTEE**

THE COMMON COUNCIL OF THE CITY OF WATERTOWN DOES ORDAIN AS FOLLOWS:

SECTION 1. Wherever in the following sections of the City of Watertown Ordinances the words “Clerk/Treasurer” or “Clerk/Treasurer’s” are used, the words “Clerk” or “Clerk’s” are substituted: 1-3, 1-9, 1-11, 1-12, 1-13, 33-3, 33-4, 52-3, 52-4, 52-5, 52-9, 52-10, 65-7A, 114-6A, 114-7F, 114-7I(1), 114-7I(3), 114-7I(4), 114-7M, 114-7N, 125-1, 205-3A, 205-3B, 205-3E, 205-7A, 205-7C, 216-2A, 220-3, 220-3G(2), 220-3G(3), 220-3H(1), 220-3H(2), 220-3I(2), 220-3I(3), 220-3I(7), 220-3K, 220-4A, 220-4C, 220-4D(1), 220-4D(2), 220-5I(1), 220-5I(2), 224-2A, 224-2A(6), 224-2B, 224-3A, 224-3D, 224-5, 224-6, 228-2, 253-20D, 253-52K, 282-6C(2), 303-29C(1), 319-3, 325-3D, 325-6A, 325-6B, 325-6C, 341-5D, 341-6, 398-7C(3), 398-7C(4), 398-15A, 403-3, 403-4, 403-5, 403-6, 403-6F, 403-7, 403-9C(1), 403-9C(2), 410-45B(1), 410-45D(2)(e), 419-8C, 419-8NN(2), 424-11D, 428-8C(2), 428-18C, 446-29C, 453-29, 457-2A, 457-6B(2), 468-3A, 468-3B, 468-5A, 468-6, 480-2, 480-3I, 480-3J, 480-4A, 480-4B, 480-4C, 480-4D, 480-4E, 480-4F, 480-5A, 480-5C, 480-5D, 480-5E, 480-6, 480-7B(4), 480-8, 482-8A, 482-8B, 482-9A, 482-9B, 482-9D, 497-7G, 508-2C(4), 508-9J(8), 508-23D, 508-24, 508-26, 512-2C(6), 512-50, 512-74, 512-84, 512-95, 545-5A(9), 545-6A(8), 545-6A(9), 545-32, 550-107G(2)(d), 550-152D, 550-156A, and 550-156B(2).

SECTION 2. Wherever in the following sections of the City of Watertown Ordinances the words “Clerk-Treasurer” are used, the word “Clerk” is substituted: 38-4, 38-5, 76-2A, 76-8E, 545-33C(4), and 545-33C(5).

SECTION 3. Wherever in the following sections of the City of Watertown Ordinances the words “Clerk/Treasurer” or “Clerk/Treasurer’s” are used, the words “Treasurer” or “Treasurer’s” are substituted: 1-4D, 24-8C(2), 76-1D, 76-15, 76-16A, 76-17, 114-7I(2), 147-5C, 211-11C, 240-4, 253-47, 398-20E, 410-22H, 424-8D(4), 446-29B(1), 453-7F, 453-8A(3)(b), 457-5B, 457-11B, 508-11C, 545-6A(7), and 550-158B(4).

SECTION 4. Wherever in the following sections of the City of Watertown Ordinances the words “Clerk-Treasurer” are used, the word “Treasurer” is substituted: 38-3A, 38-3B, 76-1B(2), 76-3B, 76-4A, 76-6A, 76-6B, 76-8A, 76-8A(2), and 76-10D.

SECTION 5. Wherever in the following sections of the City of Watertown Ordinances the words “City Engineer” or “City Engineer’s” are used, the words “Public Works Director/City Engineer” or “Public Work Director/City Engineer’s” are substituted: 24-1, 60-1, 60-2, 97-1, 253-27G, 253-43B, 253-43D, 253-46, 253-49B(1), 253-52H, 253-52J, 253-52K, 253-52L, 253-57B, 282-2B, 288-1C, 288-5, 288-9E(7), 288-16, 288-18D(2)(a)(4), 419-4B, 419-8B, 419-8C, 419-8G, 419-8J(1), 419-8L(1), 419-8M, 419-8N, 419-8NN(1), 419-8NN(2), 453-8B(2)(b), 453-8B(2)(d), 453-8C(1)(d)[1], 457-4A, 457-4B, 457-4C, 457-4E, 457-6A, 457-6B(1), 457-6F(2), 457-9C, 457-18.1B, 457-18.1C(3), 457-18.1D(1), 457-18.1G(7), 457-20A, 484-7A, 508-7A, 508-7B, 508-7C,

508-10C(2), 512-70, 512-76, 512-77, 532-11, 532-41B, 545-3C(2), 545-3C(3)(a), 545-3C(3)(b), 545-3C(3)(c), 545-5B(3)(e), 545-5B(3)(f), 545-12A, 545-20J, 545-20K, 545-20L, 545-20N(1), 545-20N(2), 545-20O(1), 545-20O(2), 545-20O(3), 545-24A, 545-24B, 545-24C, 545-24D, 545-25A, 545-25B, 545-26B, 545-28C(3), 545-32, 545-34A, 550-58H(1)(a), 550-144B, 550-145C(5), and 550-145G(1).

SECTION 6. Wherever in the City of Watertown Ordinances Section 253-51 the words “Engineer of the City” are used, the words “Public Works Director/City Engineer” are substituted.

SECTION 7. Wherever in the following sections of the City of Watertown Ordinances the words “Director of Public Works” or “Public Works Director” are used, the words “Public Works Director/City Engineer” are substituted: 253-44A, 253-44C, 253-44D, 253-44E, 332-1C(1), 457-5A, 457-5B, 457-7C(1), 545-5A(9), 550-90D, 550-105C(1) 550-105C(4), 550-105G, 550-105K, 550-105M, 550-107F(1), 550-107G(2)(a), 550-107G(2)(c), 550-107G(5)(b), 550-120C, and 550-154B(13) .

SECTION 8. Wherever in the following sections of the City of Watertown Ordinances the words “Streets Superintendent” are used, the words “Public Works Director/City Engineer” are substituted: 453-7D, 453-8C(1)(a), 453-8C(1)(b), 453-8C(1)(d), 453-8C(2), 453-11, 453-13, and 453-18B(5).

SECTION 9. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 10. This ordinance shall take effect and be in force the day after its passage and publication.

| DATE: | First meeting date | | Second meeting date | |
|-----------------|--------------------|----|---------------------|----|
| READING: | 1ST | | 2ND | |
| | YES | NO | YES | NO |
| DAVIS | | | | |
| LAMPE | | | | |
| RUETTEN | | | | |
| BARTZ | | | | |
| LICHT | | | | |
| SMITH | | | | |
| SCHMID | | | | |
| WETZEL | | | | |
| ROMLEIN | | | | |
| MAYOR MCFARLAND | | | | |
| TOTAL | | | | |

ADOPTED July 5, 2022

CITY CLERK

APPROVED July 5, 2022

MAYOR

RESOLUTION
A BUDGET AMENDMENT FOR FUNDING AN OVERAGE IN COST
FOR OVERHEAD DOORS AT THE DPW STREET/SOLID WASTE
FACILITY

SPONSOR: MAYOR MCFARLAND
FROM: FINANCE COMMITTEE

WHEREAS, the DPW – Street/Solid Waste Division has requested a budget amendment to fund the over budget cost of two overhead doors at the DPW Street/Solid Waste Facility; and,

WHEREAS, the DPW – Street/Solid Waste Division has placed \$36,000.00 in the 2022 Capital Outlay Account #05-54-11-70 for the replacement of two overhead doors at their facility; and,

WHEREAS, the lowest quote for replacement of these doors is \$39,000.00; and,

WHEREAS, the DPW – Street/Solid Waste Division is requesting a decrease of \$3,000.00 in the Snow & Ice Control Supplies and Expense Account #01-54-35-18 and an increase of \$3,000.00 in the Street Buildings Repairs Account #01-54-12-20 for 2022 Budget; and,

WHEREAS, this budget amendment requires a resolution be adopted by the Common Council; and,

WHEREAS, the Finance Committee has considered this budget amendment and recommends the adoption of this resolution.

NOW, THEREFORE, BE IT RESOLVED, that the 2022 City of Watertown Budget be amended as detailed below:

| | Account # | Description | Amount |
|--------|-------------|---|------------|
| From: | 01-54-35-18 | Snow & Ice Control – Supplies and Expense | \$3,000.00 |
| Total: | | | \$3,000.00 |
| To: | 01-54-12-20 | Street Buildings – Repairs | \$3,000.00 |
| Total | | | \$3,000.00 |

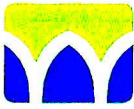
| | YES | NO |
|-----------------|-----|----|
| DAVIS | | |
| LAMPE | | |
| RUETTEN | | |
| BARTZ | | |
| LICHT | | |
| SMITH | | |
| SCHMID | | |
| WETZEL | | |
| ROMLEIN | | |
| MAYOR MCFARLAND | | |
| TOTAL | | |

ADOPTED June 21, 2022

CITY CLERK

APPROVED June 21, 2022

MAYOR



THE CITY OF
WATERTOWN

Jaynellen J. Holloway, P.E.
920.262.4050

Andrew Beyer, P.E.
920.262.4052

Maureen McBroom, ENV SP
920-262-4036

Ritchie M. Piltz
920.262.4034

Secretary, Wanda Fredrick
920.262.4368

MEMO

TO: Alderperson Ruetten and Committee Members
FROM: Jaynellen J. Holloway, P.E.
DATE: June 6, 2022
RE: Finance Committee Agenda Narrative for June 16, 2022

Agenda Items:

- Review and take possible action: Budget Amendment for Utility Accommodation Permit Review

BACKGROUND

Review and take possible action: Budget Amendment for Utility Accommodation Permit Review: City policy allows Engineering to charge back review fees to utilities for plan reviews. The City is contracted with Short Elliot Hendrickson Inc. (S E H) to perform document review of telecommunication companies that lease their equipment on City towers/water towers, small cell communication locations, and fiber optic distribution systems. Recently AT&T has submitted a utility accommodation permit to place six (6) small cell communication poles within the City's right-of-way and has paid the review fees as part of the applications. These fees have been placed in the Permits account #01-43-51-49 Occupy the Street/Sidewalk Permits. Engineering needs to pay S E H for their review of these applications. Those fees traditionally are taken from Engineering account #01-54-10-44 Engineering Review Fees. Engineering is seeking approval of a budget amendment to increase the Occupy the Street revenue account by \$6,000 and increase the Engineering Review Fees expense account by \$6,000 to cover the review expenses. A draft resolution is attached for your use.

Attachments:

Review and take possible action: Budget Amendment for Utility Accommodation Permit Review:

- Draft Resolution

**RESOLUTION TO
APPROVE BUDGET AMENDMENT TO COVER S E H
TELECOMMUNICATION REVIEW FEES OF \$6,000**

**SPONSOR: ALDERPERSON RUETTEN, ACTING CHAIR
FROM: FINANCE COMMITTEE**

WHEREAS, City policy allows for outside assistance for the utility plan review and the plan review fees to be charged back to the utility; and,

WHEREAS, the utility has paid those fees upfront and those fees have been placed in Permits Occupy Street/Sidewalk Permits revenue account #01-43-51-49; and,

WHEREAS, the account used to pay the outside firm hired to perform the utility plan review, Short Elliot Hendrickson Inc. (S E H), is Engineering Review Fees expense account #01-54-10-44; and,

WHEREAS, a budget amendment is needed to balance the expenditure; and,

WHEREAS, Engineering staff has presented this need to the Finance Committee and they approve the budget amendment.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE
CITY OF WATERTOWN, WISCONSIN:**

That the proper City Officials be and are hereby authorized to approve the budget amendment to allow sufficient funds to be made available to pay Short Elliot Hendrickson Inc. (S E H), for their utility plan review. That the budget amount of Permits Occupy Street/Sidewalk Permits (revenue account #01-43-51-49) be increased in the amount of \$6,000 and that the budget amount of Engineering Review Fees (expense account #01-54-10-44) be increased in the amount of \$6,000 for the 2022 budget year.

| | YES | NO |
|-----------------|-----|----|
| DAVIS | | |
| LAMPE | | |
| RUETTEN | | |
| BARTZ | | |
| LICHT | | |
| SMITH | | |
| SCHMID | | |
| WETZEL | | |
| ROMLEIN | | |
| MAYOR MCFARLAND | | |
| TOTAL | | |

ADOPTED June 21, 2022

CITY CLERK

APPROVED June 21, 2022

MAYOR



Memo

To: Finance Committee

From: Mayor McFarland

Date: June 16, 2022

Re: Downtown Parking Opportunity

Background Information

CCLS, a nonprofit organization, has relocated from their building on the third block of Main Street to the old Chase Bank building on the 5th block of Main Street. The property came with additional parking capacity that they do not anticipate needing. The listing agent for the old CCLS building will also be listing their parking spaces at their new property for sale and has approached the City for first consideration of purchase.

The agent is selling 27 parking stalls for \$89,500.





Providing parking to Downtown Business owners and employees

Residents, property owners and business owners in downtown Watertown have been communicating their concerns with inadequate parking options. Businesses, in particular, have expressed that their employees face parking challenges – having to choose between taking up valuable spots on Main Street that would otherwise be available for customers or moving their vehicles every few hours to avoid parking tickets. The City and the Redevelopment Authority have had parking studies performed, further validating the need for a new strategy regarding parking downtown. The City’s engineering department is currently working with a consultant on a third parking study as well. One option City staff have considered is finding opportunities to lease parking to downtown businesses and their employees.

What other Communities are doing:

- Fond du Lac: Downtown employees and frequent visitors find parking permits to be cost-effective and convenient. Rates per month
 - Lot 17 - \$10
 - Lots 1, 7 - \$14
 - Lots 9, 10, 11, 14 - \$18
 - Permits can be purchased at the Fond du Lac City/County Government Center.
- Hudson: Downtown Employee Parking Permit
 - \$100/annually or \$10/month
 - Proof of business ownership or employment in a specific district is required. Pay stub.
 - Permit allows parking for a maximum of 8 hours at approved permitted lots and spaces.
 - Enforcement hours are 10am – 8pm Monday through Saturday.
 - PERMIT HOLDER IS NOT GUARANTEED A PARKING SPACE.
 - Permits may not be registered under more than one vehicle and may not be transferred temporarily. Permits are per license plate.
- Burlington: Residential parking permits.
 - Residents who live in the downtown and do not have alternate parking may purchase an annual parking permit for \$120 per year.



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Ritchie M. Piltz
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Secretary, Wanda Fredrick
920.262.4368

MEMO

TO: Alderperson Ruetten and Committee Members
FROM: Jaynellen J. Holloway, P.E.
DATE: June 6, 2022
RE: Finance Committee Agenda Narrative for June 16, 2022

Agenda Items:

- Review and take possible action: ARPA – Main Street Improvements between Church and Market Streets

BACKGROUND

Review and take possible action: ARPA – Main Street Improvements between Church and Market Streets:
Following the Main Street Improvements survey, this Committee decided to follow the recommendation to perform a 2" rotomill and overlay of the driving lanes and do an asphaltic seal coat to the parking lanes, including epoxy paint pavement marking for an estimated cost of \$410,000. Since that meeting, Public Works team has had some meaningful conversations and want to point out a couple of things that could impact the proposed improvements.

- 1) In light that the Main Street (Cole) bridge may be moved up to 2024 for removal and replacement, the Water Division needs to get in prior to 2024 to remove and replace water main for one block each side of the bridge – from the bridge west to Water Street and from the bridge east to First Street. Water Division intends to seek quotes for a change order with already contracted engineering consultants to do design in 2022 and construction in 2023 for this work. Public Works team recommends no street improvements be done on Main Street between Water to First Street in 2022 in preparation of the 2023 water main work.
- 2) The City is contractual with the Wisconsin Department of Transportation for the reconstruction of Main Street between Church and Market Streets in 2028. The Water and Wastewater Divisions need to remove and replace water main between First – Market Streets on Main Street prior to the reconstruction of Main Street in 2028. As of right now, the Wastewater Division believes the sanitary sewer in Main Street is in good repair and will not need rehabilitation prior to the 2028 street construction project. The existing water main on E. Main Street is located on the north side of the street along the joint between the north parking lane and the west bound travel lane. If the water main is removed and replaced prior to the 2028 street reconstruction project, it will occupy all of the north side parking lane and a portion of the west bound travel lane. Public Works team recommends no street improvements be done on Main Street's north parking lane between First and Market Streets in 2022 in preparation of the forthcoming water main work in the next couple of years.
- 3) That the first block either side of the bridge on Main Street will be removed from the 2022 street improvements project, Engineering was asked to review the section of Main Street west of the bridge to Church Street and determine if that portion could be removed from the scope of work. Engineering inspected that portion on June 6th and determined that it is in "similar, possibly slightly better" condition to the sections of Main Street east of the bridge.
- 4) Following is a revised cost estimate for your review:

| ITEM | Section 3, Item P. |
|--|--------------------|
| 2" mill & overlay of driving lanes, seal coat of both parking lanes, and epoxy pavement marking from Church to Market Streets (3,590') | \$410,000 |
| Removal of one block each side of the bridge: West – bridge to Water St.; East – bridge to First St. (410') | (\$47,000) |
| Removal of north side parking lane seal coat from First to Market Streets (2,485') | (\$5,400) |
| Removal of section between Church to Water Street on west side of bridge (650') | (\$74,250) |
| | |

Attachments:

Review and take possible action: ARPA – Main Street Improvements between Church and Market Streets:

- Site Map



| ARPA Funds | rev 06/09/22 | | | | |
|---|------------------|------------------|------------------|------------------|-----------|
| | Allocation | FY22 Bdgt | Future | FinCom Bdgt Appr | |
| CATEGORY A - HIGH IMPACT/HIGH COST | | | | | |
| <u>Extending Utilities Infrastructure</u> | | | | | |
| West of Farm and Fleet: Sanitary Sewer | 445,500 | 60,000 | 385,500 | | |
| West of Farm and Fleet: Water Mains | 297,000 | 40,000 | 257,000 | | |
| W Main / Votech Dr: Sanitary Sewer design | 15,000 | 15,000 | | | |
| <u>Main St (Church St to Market St)</u> | | | | | |
| Driving lanes: 2" asphalt; parking lanes: M&O seal coat | 410,000 | 410,000 | | | |
| Exclude Water St to First St (bridge area) | (47,000) | (47,000) | | | |
| Exclude north side parking lane seal coat | (5,400) | (5,400) | | | |
| Exclude Church-to-Water St west of bridge | (74,250) | (74,250) | | | |
| Secure parking | 90,000 | 90,000 | | | |
| Park Restrooms Upgrades | 200,000 | | 200,000 | | |
| Addressing Childcare Needs | 400,000 | 100,000 | 300,000 | | |
| Affordable Housing Investment | 100,000 | 100,000 | | | |
| Housing Rehabilitation | 100,000 | 100,000 | | | |
| Council Chambers A/V renovations- system | 100,000 | 100,000 | | 100,000 | 1/10/2022 |
| Council Chambers A/V renovations- electric upgrd | 4,035 | 4,035 | | | |
| | | | | | |
| CATEGORY B - COVID19 RESPONSE | | | | | |
| <u>Health Department</u> | | | | | |
| Improving electronic medical records systems | 35,000 | 35,000 | | | |
| Funding community health improvement plan | 10,000 | 10,000 | | 10,000 | 4/11/2022 |
| Updating health department computer hardware | 10,000 | 10,000 | | | |
| <u>Fire Department</u> | | | | | |
| Cardiac Monitor | 35,000 | 35,000 | | 35,000 | 1/24/2022 |
| Power-load system (ambulance) | 27,000 | 27,000 | | 27,000 | 1/24/2022 |
| Records Management System | 35,000 | 35,000 | | 35,000 | 1/10/2022 |
| Stationary computer | 1,000 | 1,052 | | 1,200 | 1/24/2022 |
| City Buildings: 8 AED Units | 13,456 | 13,456 | | 13,456 | 4/11/2022 |
| | | | | | |
| CATEGORY C - GOVERNMENT SERVICES | | | | | |
| Elections: Badger Books System | 50,000 | 46,000 | | 46,000 | 2/7/2022 |
| Portable PA System | 860 | 860 | | 908 | 3/21/2022 |
| Facilities Condition Assessment | 42,665 | 42,665 | | | |
| Watertown Tourism Support | | | | | |
| Unassigned | 162,647 | | 166,595 | | |
| Total of Projects w/ Allocations | 2,457,513 | 1,148,418 | 1,309,095 | 268,564 | |
| Total ARPA Allotment | 2,457,513 | 2,457,513 | 2,457,513 | 2,457,513 | |
| Remaining Allocation | - | 1,309,095 | - | 2,188,949 | |