



# Finance Committee Meeting

Cravath Lakefront room 2nd floor 312 West  
Whitewater Str, Whitewater, WI, 53190 \*In Person  
and Virtual

**Tuesday, October 22, 2024 - 5:00 PM**

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**Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone.  
Citizen participation is welcome during topic discussion periods.**

Please click the link below to join the webinar:

When: Oct 22, 2024 05:00 PM Central Time (US and Canada)

Topic: Finance Committee Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/86340589966>

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Webinar ID: 863 4058 9966

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## AGENDA

### CALL TO ORDER

### ROLL CALL

### CONSENT AGENDA

*Items on the Consent Agenda will be approved together unless any committee member requests that an item be removed for individual consideration.*

1. Finance Committee Meeting Minutes September 24, 2024
2. Special Finance Committee Meeting Minutes October 8, 2024
3. Special Finance Committee Meeting Minutes October 17, 2024

### HEARING OF CITIZEN COMMENTS

*No formal Committee action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Committee discusses that particular item.*

***To make a comment during this period, or during any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see***

***these controls. On a traditional telephone, dial \*6 to unmute your phone and dial \*9 to raise your hand.***

#### **CONSIDERATIONS / DISCUSSIONS / REPORTS**

- [4.](#) September Financials
- [5.](#) Paid Parental Leave Discussion
- [6.](#) Review Job Descriptions
- [7.](#) Pregnancy Fairness Policy
- [8.](#) Bring Your Baby to Work Policy
- [9.](#) Lactation Policy
- [10.](#) AI Policy Draft
- [11.](#) Equipment Replacement Policy
- [12.](#) Bring Your Own Device Policy
- [13.](#) Discussion Regarding Parking Violation Fee Increase

#### **FUTURE AGENDA ITEMS**

14. Update on Data Collection for MOU with UWW for Parking
15. Projected Mill Rate for 2025

#### **ADJOURNMENT**

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

**Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk (262-473-0102) at least 72 hours prior to the meeting.**



# Finance Committee Meeting Item 1.

Cravath Lakefront room 2nd floor 312 West  
Whitewater Str, Whitewater, WI, 53190 \*In Person  
and Virtual

**Tuesday, September 24, 2024 - 5:00 PM**

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**Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone.  
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Please click the link below to join the webinar:

When: Sep 24, 2024 05:00 PM Central Time (US and Canada)

Topic: Finance Committee Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/87952083173>

Or One tap mobile :

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+13092053325,,87952083173# US

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

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Webinar ID: 879 5208 3173

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## **AGENDA**

### **CALL TO ORDER**

The meeting was called to order by Brian Schanen at 5:00 p.m.

### **ROLL CALL**

Present: Brian Schanen and Patrick Signer Absent: Lisa Dawsey-Smith

Additional Attendees: Rachelle Blich, Director of Finance and Taylor Zeinert, Economic Development Director

### **CONSENT AGENDA**

*Items on the Consent Agenda will be approved together unless any committee member requests that an item be removed for individual consideration.*

1. August 28, 2024 Finance Committee Meeting Minutes
2. September 11, 2024 Special Finance Committee Meeting Minutes

Motion made to approve the consent agenda by Patrick Singer and Seconded by Brian Schanen.

Voting Yes: Patrick Singer, Brian Schanen. Voting No: None.

## HEARING OF CITIZEN COMMENTS

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## CONSIDERATIONS / DISCUSSIONS / REPORTS

3. August Financials
4. Discussion and Possible Edits to the Permit Fee Schedule

Motion to remove the following Residential permit fees; Sink/Dishwasher, Disposal replacement, water softener replacement, and bath/shower replacement and to bring the item back for further discussion made by Brian Schanen, Seconded by Patrick Singer. Voting Yes: Brian Schanen, Patrick Singer. Voting No: None.

5. Public Comment Policy Discussion

Committee Member Patrick Singer submitted the following to the Committee regarding Public Comment at Public Meetings.

### Public Appearance Card

Public Meeting Appearance Cards (PMAC) shall be used by members of the public who wish to speak during public comment, public hearing or specific agenda item. This form would also be used for those individuals who do not wish to or cannot verbally address the Common Council during a meeting.

A person may provide comments and support or opposition for an agenda item on the form. Those requesting to speak during the meeting may indicate this on the form. Prior to taking action on an item on the agenda, the presiding officer will request the City Clerk to indicate any speakers who have signed up for that particular item. The Clerk will read the name of the speaker and the speaker on-deck. The Clerk will alternate between those in support and opposition. After all speakers have been called, the Clerk will indicate written support and opposition by reading the name and the position of the individual. The minutes will reflect the receipt of written comments in support or opposition by all registered individuals.

### Time Limits

Public Comment - 5 minutes with a limit of 30 minutes total. Increased from 3 minutes.

Public Hearing - 5 minutes with a limit of 60 minutes for each support and opposed speakers Per speaker time is the same. Provide support and opposed delineation.

Agenda Items - 3 minutes, with an ability for extension with consent of Common Council. Per speaker time is the same. Provide clarification about extension of time.

Whenever a group of individuals wishes to address the Council on the same subject matter, those individuals may designate a spokesperson to address the Common Council. The spokesperson may ask for additional time when

completing the PMAC, and with the consent of the Common Council, the presiding officer may extend the time allocation. Individuals are still welcome to complete a PAC registering their support or opposition, and written comments will be entered into the record by the City Clerk.

The presiding officer, with the concurrence of the Common Council, may extend or limit any of the enumerated time allocations based on the complexity of the item and the number of persons wishing to speak on the item.

#### Expectations of Speakers

The speaker shall conduct themselves in a professional and respectful manner.

All remarks shall be directed to the Common Council, as a body, and not a City staff or any member of the public in attendance.

The speaker shall not defame, intimidate, make personal affronts, make threats of violence, or use profanity.

#### Expectation of Public

Members of the public in the audience shall not engage in any of the following activities during a Common Council meeting:

Shouting, clapping, unruly behavior, or speaking out when not recognized by the presiding officer.

Defamation, intimidation, personal affronts, threats of violence, or profanity.

Behavior that disrupts the orderly conduct of the meeting.

#### Expectation of Councilmembers

While the Common Council is in session, the members must preserve order and decorum. Each Councilmember shall conduct themselves with decorum and shall neither, by conversation or otherwise, delay nor interrupt the proceedings or the peace of the Common Council, nor disturb any member while speaking or refuse to obey the orders of the presiding officer.

Motion to direct staff to make the language universal for council and committees, change the public comment to 3 minutes, change the public hearing limit to 30 minutes each side, and send to all committees for review and feedback made by Brian Schanen, Seconded by Patrick Singer. Voting Yes: Brian Schanen, Patrick Singer. Voting No: None.

#### 6. Insurance Claim

Motion to deny claim made by Patrick Singer, Seconded by Brian Schanen. Voting Yes: Patrick Singer, Brian Schanen. Voting No: None.

#### 7. Discussion and Development of Brown Cab Survey

#### 8. Open Meetings Law Compliance Training

### **FUTURE AGENDA ITEMS**

#### 9. Discussion Regarding Parking Violation Fee Increase

#### 10. Paid Parental Leave Discussion

#### 11. Bring Your Own Device Policy

#### 12. Equipment Replacement Policy

13. AI Policy Draft
14. Update on MOU with UWW Parking Data Collection/Schanen
15. Update on Projected Mill Rates for 2025/Singer

### **ADJOURNMENT**

Motion to adjourn made by Patrick Singer, Seconded by Brian Schanen. Voting Yes: Patrick Singer, Brian Schanen. Voting No: None.

The meeting adjourned at 6:31 p.m.

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

**Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk (262-473-0102) at least 72 hours prior to the meeting.**



## Finance Committee Meeting Item 2.

Whitewater Municipal Building Community Room,  
312 West Whitewater St., Whitewater, WI 53190  
\*In Person and Virtual

**Tuesday, October 08, 2024 - 4:30 PM**

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**Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone.  
Citizen participation is welcome during topic discussion periods.**

You are invited to a Zoom webinar.

When: Oct 8, 2024 04:30 PM Central Time (US and Canada)

Topic: Finance Committee Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/86834216141>

Or One tap mobile :

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+13092053325,,86834216141# US

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 312 626 6799 US (Chicago)

Webinar ID: 868 3421 6141

International numbers available: <https://us06web.zoom.us/j/86834216141>

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### **AGENDA**

#### **CALL TO ORDER**

The meeting was called to order at 4:31 p.m. by Lisa Dawsey-Smith.

#### **ROLL CALL**

Present: Lisa Dawsey-Smith, Patrick Singer, and Brian Schanen. Absent: None.

Additional Attendees: Rachelle Blich, Director of Finance, Taylor Zeinert, Economic Development Director

#### **CONSENT AGENDA**

*Items on the Consent Agenda will be approved together unless any committee member requests that an item be removed for individual consideration.*

#### **HEARING OF CITIZEN COMMENTS**

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### **CONSIDERATIONS / DISCUSSIONS / REPORTS**

1. Discussion Regarding an Amendment to Slater Development

A motion was made to recommend the amendments to the developer's agreement by Brian Schanen, Seconded by Lisa Dawsey-Smith. Voting Yes: Lisa Dawsey-Smith, Patrick Singer, and Brian Schanen. Voting No: None.

### **FUTURE AGENDA ITEMS**

### **ADJOURNMENT**

Motion to adjourn was made by Brian Schanen, Seconded by Patrick Singer. Voting Yes: Lisa Dawsey-Smith, Brian Schanen, and Patrick Singer.

The meeting adjourned at 4:40 p.m.

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

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# Finance Committee Special Meeting Item 3.

Cravath Lakefront room 2nd floor 312 West  
Whitewater Str, Whitewater, WI, 53190 \*In Person  
and Virtual

**Thursday, October 17, 2024 - 5:00 PM**

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**Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone.  
Citizen participation is welcome during topic discussion periods.**

Please click the link below to join the webinar:

When: Oct 17, 2024 05:00 PM Central Time (US and Canada)

Topic: Finance Committee Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/88151158335>

Or One tap mobile :

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Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 312 626 6799 US (Chicago)

Webinar ID: 881 5115 8335

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## **AGENDA**

### **CALL TO ORDER**

The meeting was called to order by Lisa Dawsey-Smith at 5:00 p.m.

### **ROLL CALL**

Present: Lisa Dawsey-Smith, Brian Schanen, Patrick Singer (arrived at 5:08p.m.)

Absent: None

Additional Attendees: Rachelle Blich, Director of Finance, Brad Marquardt, Director of DPW, Kevin Boehm, Director of Parks and Recreation.

### **HEARING OF CITIZEN COMMENTS**

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**CONSIDERATIONS / DISCUSSIONS / REPORTS**

1.        2025 Draft Budget Review (1 of 3)

**FUTURE AGENDA ITEMS**

**ADJOURNMENT**

A motion to adjourn was made by Patrick Singer, Seconded by Brian Schanen. Voting Yes: Lisa Dawsey-Smith, Patrick Singer, Brian Schanen. Voting No: None.

The meeting adjourned at 5:46 p.m.

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

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**GENERAL FUND REVENUE SUMMARY**

SEC #	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-SEPT
41000	TAXES	4,104,110	4,339,875	4,624,990	6,120,288	6,194,882	6,037,511
42000	SPECIAL ASSESSMENTS	1,523	3,308	150	138	0	1,325
43000	INTERGOVT REVENUES	4,851,368	4,589,357	4,590,742	4,250,383	4,694,945	1,239,077
44000	LICENSES & PERMITS	49,695	148,817	89,048	167,690	92,233	113,787
45000	FINES, FORFEIT PENALTIES	262,214	295,355	296,072	250,979	288,800	217,302
46000	PUBLIC CHARGES FOR SVCS	84,435	68,739	87,843	62,413	32,625	53,314
48000	MISC REVENUE	501,514	462,853	595,927	1,410,557	979,930	1,126,381
49000	OTHER FINANCING SOURCES	44,530	395,840	99,675	180,207	138,110	81,110
<b>TOTAL:</b>		<b>9,899,390</b>	<b>10,304,142</b>	<b>10,384,446</b>	<b>12,442,655</b>	<b>12,421,525</b>	<b>8,869,807</b>

Favorable (Unfavorable)

2023 Act v Bud		2024 YTD vs. PY		
2023 YTD	%	2023 YTD	\$ Chg	% Chg
(157,371)	(2.5%)	4,202,487	1,835,024	43.7%
1,325	-	275	1,050	381.8%
(3,455,869)	(73.6%)	1,479,642	(240,565)	(16.3%)
21,554	23.4%	126,882	(13,096)	(10.3%)
(71,498)	(24.8%)	156,453	60,848	38.9%
20,689	63.4%	60,118	(6,803)	(11.3%)
146,451	14.9%	1,012,102	114,279	11.3%
(57,000)	(41.3%)	83,824	(2,714)	(3.2%)
<b>(3,551,719)</b>	<b>(28.6%)</b>	<b>7,121,783</b>	<b>1,748,024</b>	<b>24.5%</b>

**GENERAL FUND EXPENDITURE SUMMARY**

SEC #	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-SEPT
1	ADMINISTRATION	1,559,643	1,628,541	1,736,296	1,758,920	1,844,553	1,276,550
2	PUBLIC SAFETY	3,383,206	3,421,090	3,566,454	3,932,213	4,099,303.87	3,040,346.78
3	PUBLIC WORKS	1,094,477	1,121,114	1,139,541	1,212,804	1,200,352	821,772
4	PARKS AND RECREATION	688,294	673,505	724,655	682,036	775,265	622,361
5	NEIGHBORHOOD SVC/PLANNING	254,116	349,565	309,932	355,387	258,543	265,573
6	TRANSFERS	2,684,859	2,892,162	2,587,789	4,328,639	4,186,508	2,355,131
7	CONTINGENCIES	26,927	17,258	0	41,800	57,000	89,892
<b>TOTAL</b>		<b>9,691,522</b>	<b>10,103,236</b>	<b>10,064,668</b>	<b>12,311,799</b>	<b>12,421,525</b>	<b>8,471,625</b>

2023 Act v Bud	
2023 YTD	%
(568,003)	(30.8%)
(1,058,957)	(25.8%)
(378,580)	(31.5%)
(152,904)	(19.7%)
7,030	2.7%
(1,831,377)	(43.7%)
32,892	57.7%
<b>(3,949,900)</b>	<b>(31.8%)</b>

2024 YTD vs. PY		
2023 YTD	\$ Chg	% Chg
928,222	348,329	37.5%
2,011,690	1,028,657	51.1%
683,830	137,942	20.2%
541,211	81,150	15.0%
206,615	58,957	28.5%
1,379,289	975,842	70.7%
16,321	73,571	450.8%
<b>5,767,179</b>	<b>2,704,447</b>	<b>46.9%</b>



General Fund  
Revenue Budget Summary

GENERAL FUND REVENUES

Favorable (Unfavorable)

DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-SEPT	2024 Act v Bud		2024 YTD vs. PY			
							\$	%	2023 YTD	Variance	%	
<b>TAXES</b>												
100-41110-00 LOCAL TAX LEVY	3,093,547	3,133,033	3,154,970	4,499,748	4,538,657	4,538,657	0	0%	4,068,924	469,733	12%	
100-41111-00 DEBT SERVICE TAX LEVY	892,438	946,352	1,045,965	1,257,105	1,313,705	1,313,705	0	0%	0	1,313,705	-	
100-41112-00 OMITTED PROPERTY TAXES	-	-	-	-	-	-	0	-	0	0	-	
100-41113-00 RESCINDED TAXES-REAL ESTATE	4,183	-	6,611	2,625	-	-	0	-	2,625	(2,625)	-100%	
100-41114-00 USE VALUE PENALTY	224	546	-	-	-	-	0	-	0	0	-	
100-41140-00 MOBILE HOME FEES	17,400	38,885	57,754	41,587	58,000	12,090	(45,910)	-79%	(20,191)	32,281	-160%	
100-41210-00 ROOM TAX-GROSS AMOUNT	56,542	192,583	233,465	237,932	230,000	103,809	(126,191)	-55%	98,827	4,982	5%	
100-41320-00 IN LIEU-UNIV GARDEN & WW MANOR	27,513	27,733	120,606	27,820	27,820	28,035	215	1%	27,820	215	1%	
100-41800-00 INTEREST ON TAXES	12,263	744	5,620	32,372	26,700	33,205	6,505	24%	24,482	8,723	36%	
<b>TOTAL TAXES</b>	<b>4,104,110</b>	<b>4,339,875</b>	<b>4,624,990</b>	<b>6,120,288</b>	<b>6,194,882</b>	<b>6,037,511</b>	<b>(157,371)</b>	<b>-109%</b>	<b>4,202,487</b>	<b>1,835,024</b>	<b>-207%</b>	
<b>SPECIAL ASSESSMENTS</b>												
100-42010-00 INTEREST ON SP ASSESS.	53	53	-	-	-	-	0	-	0	0	-	
100-42100-61 WATER MAINS	-	-	-	-	-	-	0	-	0	0	-	
100-42200-62 SEWER MAINS & LATERALS	316	316	-	-	-	-	0	-	0	0	-	
100-42300-53 ST CONST. - PAVING	-	-	-	-	-	-	0	-	0	0	-	
100-42310-53 CURB & GUTTER	58	58	-	-	-	-	0	-	0	0	-	
100-42320-53 SIDEWALKS	32	32	-	-	-	-	0	-	0	0	-	
100-42350-53 TRAFFIC SIGNAL	-	-	-	-	-	-	0	-	0	0	-	
100-42400-53 SNOW REMOVAL	641	1,675	150	-	-	975	975	-	0	975	-	
100-42500-53 FAILURE TO MOW FINES	425	1,175	-	138	-	350	350	-	275	75	27%	
100-42550-53 EQUIPMENT USED-DPW	-	-	-	-	-	-	0	-	0	0	-	
<b>TOTAL SPECIAL ASSESMENTS</b>	<b>1,523</b>	<b>3,308</b>	<b>150</b>	<b>138</b>	<b>-</b>	<b>1,325</b>	<b>1,325</b>	<b>0%</b>	<b>275</b>	<b>1,050</b>	<b>27%</b>	
<b>INTERGOVERNMENTAL REVENUES</b>												
100-43344-00 EXPENDITURE RESTRAINT PROGM	67,958	71,382	63,331	53,306	-	-	0	-	0	0	-	
100-43410-00 SHARED REVENUE-UTILITY	371,011	422,541	397,001	395,596	394,892	59,234	(335,658)	-85%	0	59,234	-	
100-43420-00 SHARED REVENUE-BASE	2,836,916	2,836,783	2,836,846	2,836,844	3,534,954	530,243	(3,004,711)	-85%	535,131	(4,888)	-1%	
100-43507-52 POLICE-MISC SAFETY GRANTS	7,697	6,841	8,013	4,164	-	10,910	10,910	-	10	10,900	109003%	
100-43510-00 FEDERAL/STATE GRANTS-REIMBURSE	268,360	-	-	-	-	-	0	-	0	0	-	
100-43520-52 LAW ENFORCEMENT TRNG REIMBURSE	-	-	-	8,103	-	-	0	-	8,103	(8,103)	-100%	
100-43530-53 TRANSPORTATION AIDS	664,597	625,414	576,591	572,087	580,479	439,228	(141,251)	-24%	429,065	10,163	2%	
100-43531-52 STATE GRANT--PUBLIC SAFETY	-	-	9,356	38,060	-	-	0	-	0	0	-	
100-43540-52 UNIVERSITY-LEASE-PARKING	45,000	45,000	45,000	-	45,000	45,000	0	0%	0	45,000	-	
100-43550-52 MOU-DISPATCH SERVICE	166,561	170,491	178,963	-	-	-	0	-	185,287	(185,287)	-100%	
100-43610-52 MSP-STATE UNIVERSITY SVCS PYMT	284,694	279,097	329,598	192,781	7,331	7,304	(27)	0%	192,781	(185,477)	-96%	
100-43663-52 2% FIRE DUES-ST OF WISC	27,783	29,711	32,121	-	-	-	0	-	0	0	-	
100-43670-60 EXEMPT COMPUTER AID-FR STATE	5,587	5,587	5,846	16,330	16,330	16,330	0	0%	16,330	0	0%	
100-43670-61 PERSONAL PROPERTY AID	35,160	31,433	35,656	43,214	43,214	43,214	0	0%	43,214	0	0%	
100-43745-52 WUSD-JUVENILE OFFICIER	62,051	58,228	65,117	65,211	65,237	83,294	18,057	28%	65,211	18,082	28%	
100-43750-52 DRUG GRANT REIMBURSEMENT	-	-	94	-	-	-	0	-	0	0	-	
100-43760-00 WEIGHTS & MEASURES RECOVERY	2,800	2,800	3,408	1,583	3,000	-	(3,000)	-100%	0	0	-	
100-43765-00 REIMB-HIST SOC-DEPOT-EL/GAS	1,784	1,571	1,416	2,029	2,029	1,839	(190)	-9%	2,029	(189)	-9%	
100-43767-52 REIMB-BADGERNET-FORT ATKINSON	2,480	2,480	2,480	2,480	2,480	2,480	0	0%	2,480	0	0%	
100-43775-52 FEDERAL EXCISE TAX REIMB	930	-	-	-	-	-	0	-	0	0	-	
<b>TOTAL INTERGOVT REVENUES</b>	<b>4,851,368</b>	<b>4,589,357</b>	<b>4,590,742</b>	<b>4,231,883</b>	<b>4,694,945</b>	<b>1,239,077</b>	<b>(3,455,869)</b>	<b>-276%</b>	<b>1,479,642</b>	<b>(240,565)</b>	<b>108727%</b>	
<b>LICENSES &amp; PERMITS</b>												



General Fund  
Revenue Budget Summary

GENERAL FUND REVENUES

DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-SEPT	2024 Act v Bud		2024 YTD vs. PY		
							\$	%	2023 YTD	Variance	%
100-44110-51 Liquor & Beer	10,589	18,400	18,608	18,858	18,733	19,710	977	5%	18,733	977	5%
100-44120-51 CIGARETTE	700	1,350	1,540	1,300	1,300	733	(567)	-44%	1,300	(567)	-44%
100-44122-51 BEVERAGE OPERATORS	2,948	4,360	3,020	3,515	3,600	3,195	(405)	-11%	2,337	858	37%
100-44200-51 MISC. LICENSES	1,725	1,725	2,233	2,873	2,750	1,950	(800)	-29%	2,698	(748)	-28%
100-44300-53 BLDG/ZONING PERMITS	17,495	94,149	42,537	110,560	50,000	67,935	17,935	36%	83,908	(15,972)	-19%
100-44310-53 ELECTRICAL PERMITS	6,325	8,752	6,911	9,298	5,550	7,305	1,755	32%	6,704	601	9%
100-44320-53 PLUMBING PERMITS	4,422	12,059	7,785	9,396	5,775	4,097	(1,678)	-29%	5,927	(1,829)	-31%
100-44330-53 HVAC PERMITS	4,020	5,646	4,668	7,216	3,225	3,701	476	15%	4,191	(490)	-12%
100-44340-53 STREET OPENING PERMITS	50	250	100	200	200	50	(150)	-75%	100	(50)	-50%
100-44350-53 SIGN PERMITS	689	1,703	952	1,310	600	1,330	730	122%	495	835	169%
100-44370-51 WATERFOWL PERMITS	20	-	-	320	-	500	500	-	0	500	-
100-44900-51 MISC PERMITS	713	423	695	2,845	500	3,280	2,780	556%	490	2,790	569%
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>49,695</b>	<b>148,817</b>	<b>89,048</b>	<b>167,690</b>	<b>92,233</b>	<b>113,787</b>	<b>21,554</b>	<b>577%</b>	<b>126,882</b>	<b>(13,096)</b>	<b>606%</b>
<b>FINES, FORFEITURES - PENALTIES</b>											
100-45110-52 ORDINANCE VIOLATIONS	185,558	216,906	234,661	179,505	216,600	148,936	(67,664)	-31%	111,218	37,718	34%
100-45113-52 MISC COURT RESEARCH FEE	120	285	360	200	200	50	(150)	-75%	150	(100)	-67%
100-45114-52 VIOLATIONS PAID-OTHER AGENCIES	-	-	(200)	520	-	801	801	-	500	301	60%
100-45130-52 PARKING VIOLATIONS	62,361	64,364	52,826	58,224	60,000	41,540	(18,460)	-31%	34,861	6,680	19%
100-45135-53 REFUSE/RECYCLING TOTER FINES	5,300	5,750	7,125	9,550	7,500	1,075	(6,425)	-86%	7,175	(6,100)	-85%
100-45145-53 RE-INSPECTION FINES	8,875	8,050	1,300	2,980	4,500	24,900	20,400	453%	2,550	22,350	876%
<b>TOTAL FINES, FORFEIT - PENALTIES</b>	<b>262,214</b>	<b>295,355</b>	<b>296,072</b>	<b>250,979</b>	<b>288,800</b>	<b>217,302</b>	<b>(71,498)</b>	<b>231%</b>	<b>156,453</b>	<b>60,848</b>	<b>838%</b>
<b>PUBLIC CHARGES FOR SERVICES</b>											
100-46110-51 CLERK	-	-	-	-	-	-	0	-	0	0	-
100-46120-51 TREASURER	3,895	4,625	4,500	3,935	3,600	3,435	(165)	-5%	2,745	690	25%
100-46210-52 POLICE-DISPATCH-MOU-UNIV	43,005	42,120	41,520	42,100	-	-	0	-	25,576	(25,576)	-100%
100-46220-52 FALSE ALARM FINES	450	2,550	750	2,100	1,500	900	(600)	-40%	1,000	(100)	-10%
100-46230-52 AMBULANCE	11,265	(8,640)	12,174	-	-	-	0	-	0	0	-
100-46240-52 CRASH CALLS	24	-	164	-	-	-	0	-	0	0	-
100-46310-53 DPW MISC REVENUE	18,521	13,526	9,853	30,298	10,000	18,641	8,641	86%	15,219	3,422	22%
100-46311-53 SALE OF MATERIALS	12	10	202	2	-	-	0	-	1	(1)	-100%
100-46312-51 MISC DEPT EARNINGS	277	1,435	100	-	-	405	405	-	0	405	-
100-46320-53 SAND & SALT CHARGES	700	1,433	1,056	-	500	-	(500)	-100%	0	0	-
100-46350-51 CITY PLANNER-SERVICES	1,695	-	135	360	-	8,144	8,144	-	169	7,975	4726%
100-46450-52 SPECIAL EVENTS-POLICE/DPW	25	-	-	-	-	-	0	-	0	0	-
100-46730-55 RECR/FEES	-	-	-	-	-	-	0	-	0	0	-
100-46733-55 SR CITZ OFFSET	1,307	803	-	-	-	-	0	-	0	0	-
100-46736-55 ATTRACTION TICKETS	-	42	-	-	-	-	0	-	0	0	-
100-46743-51 FACILITY RENTALS	3,234	10,710	17,289	25,683	17,000	21,770	4,770	28%	15,383	6,387	42%
100-46746-55 SPECIAL EVENT FEES	25	125	100	35	25	20	(5)	-20%	25	(5)	-20%
<b>TOTAL PUBLIC CHARGES FOR SVCS</b>	<b>84,435</b>	<b>68,739</b>	<b>87,843</b>	<b>62,413</b>	<b>32,625</b>	<b>53,314</b>	<b>20,689</b>	<b>-50%</b>	<b>60,118</b>	<b>(6,803)</b>	<b>4585%</b>
<b>MISC. REVENUES</b>											
100-48100-00 INTEREST INCOME	78,769	6,396	179,090	814,758	552,887	656,176	103,289	19%	472,331	183,845	39%
100-48200-00 LONG TERM RENTALS	4,800	4,800	4,800	4,800	4,800	4,200	(600)	-13%	2,800	1,400	50%
100-48210-55 RENTAL INCOME-LIBRARY PROP	-	-	-	1,000	-	1,000	1,000	-	0	1,000	-
100-48220-55 DEPOSITS-FORFEITED	-	-	380	50	50	4,225	4,175	8350%	50	4,175	8350%
100-48300-00 OTHER PROP/EASEMENT SALES	-	-	7,500	-	-	-	0	-	0	0	-



General Fund Revenue Budget Summary

GENERAL FUND REVENUES

Table with columns: DESCRIPTION, 2020 ACTUAL, 2021 ACTUAL, 2022 ACTUAL, 2023 ACTUAL, 2024 BUDGET, 2024 YTD-SEPT. Includes sections for General Fund Revenues and Other Financing Sources.

Favorable (Unfavorable)

Table with columns: 2024 Act v Bud \$, 2024 Act v Bud %.

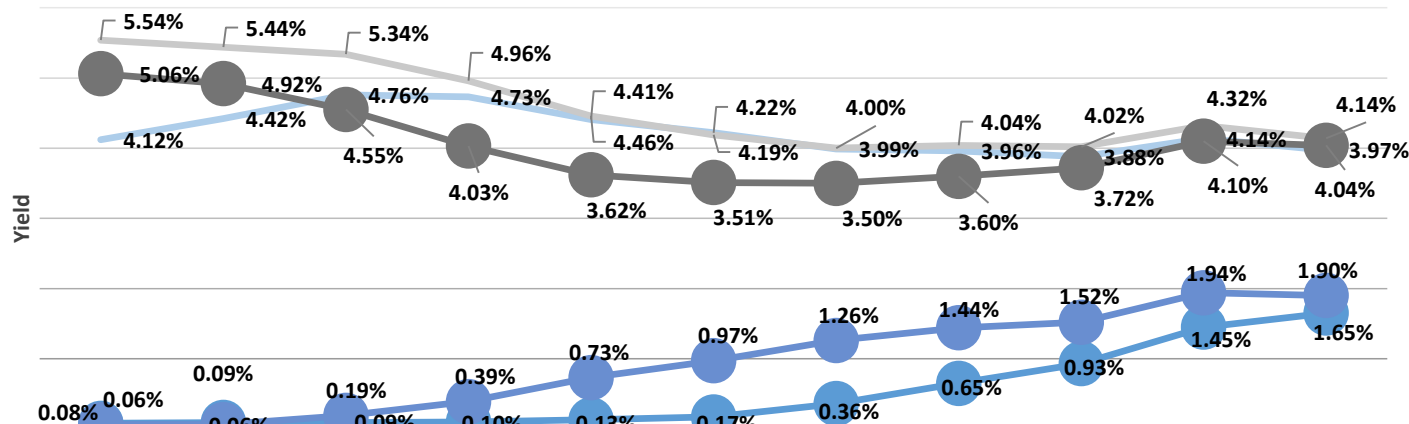
Table with columns: 2024 YTD vs. PY 2023 YTD, 2024 YTD vs. PY Variance, 2024 YTD vs. PY %.

**GENERAL FUND EXPENDITURE GROUPINGS**

Favorable (Unfavorable)

SEC #	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-SEPT	2023 Act v Bud		2024 YTD vs. PY			
								2023 YTD	%	2023 YTD	\$ Chg	% Chg	
51100	Total Legislative Support	137,138	234,884	263,085	269,611	254,474	133,726	1	(120,748)	(47.5%)	90,493	43,233	47.8%
51110	Total Contingencies	26,927	17,258	-	41,800	57,000	89,892	7	32,892	57.7%	16,321	73,571	450.8%
51200	Total Court	72,609	75,869	81,915	85,807	81,180	72,715	1	(8,465)	(10.4%)	50,434	22,281	44.2%
51300	Total Legal	71,277	72,504	72,901	83,516	84,260	54,366	1	(29,894)	(35.5%)	35,160	19,206	54.6%
51400	Total General Administration	343,224	370,144	426,841	369,760	388,644	303,107	1	(85,537)	(22.0%)	216,314	86,793	40.1%
51450	Total Information Technology	82,498	83,395	65,345	114,144	156,148	93,316	1	(62,832)	(40.2%)	52,093	41,223	79.1%
51500	Total Financial Administration	197,879	206,731	215,000	229,735	249,616	186,236	1	(63,380)	(25.4%)	137,300	48,936	35.6%
51540	Total Insurance/Risk Mgt.	116,260	97,278	105,745	83,981	118,593	84,195	1	(34,398)	(29.0%)	83,981	214	0.3%
51600	Total Facilities Maintenance	481,094	429,937	449,597	467,311	453,703	309,337	1	(144,366)	(31.8%)	233,564	75,774	32.4%
52100	Total Police Administration	642,418	669,231	709,476	799,470	768,065	590,913	2	(177,152)	(23.1%)	412,282	178,631	43.3%
52110	Total Police Patrol	1,916,943	1,877,722	1,914,817	2,082,340	2,190,394	1,566,402	2	(623,992)	(28.5%)	1,058,360	508,042	48.0%
52120	Total Police Investigation	328,880	378,879	419,193	524,244	500,560	412,081	2	(88,480)	(17.7%)	256,302	155,779	60.8%
52130	Total Crossing Guard	-	-	-	-	0	0	2	0	-	-	0	-
52140	Total Comm Service Program	28,631	27,498	32,429	33,068	43,604	29,523	2	(14,081)	(32.3%)	18,317	11,206	61.2%
52200	Total Fire Department	-	-	-	-	0	0	2	0	-	-	0	-
52210	Total Crash Crew	-	-	-	-	0	0	2	0	-	-	0	-
52300	Total Rescue Service (Amb.)	-	-	-	-	0	0	2	0	-	-	0	-
52400	Total Neighbor Svcs & Planning	254,116	349,565	309,932	355,387	258,543	265,573	5	7,030	2.7%	206,615	58,957	28.5%
52500	Total Emergency Preparedness	7,102	6,754	10,971	9,490	10,211	6,893	2	(3,317)	(32.5%)	3,301	3,593	108.8%
52600	Total Communications/Dispatch	459,233	461,006	479,568	483,601	586,470	434,534	2	(151,936)	(25.9%)	263,127	171,407	65.1%
53100	Total Public Works Administration	45,500	40,109	45,026	48,109	50,000	38,152	3	(11,848)	(23.7%)	36,287	1,865	5.1%
53230	Total Shop/Fleet Operations	155,827	170,149	210,224	235,267	179,201	127,396	3	(51,805)	(28.9%)	128,696	(1,300)	(1.0%)
53270	Total Parks Maintenance	251,896	207,028	224,661	233,524	282,932	224,876	4	(58,056)	(20.5%)	129,243	95,633	74.0%
53300	Total Street Maintenance	530,072	535,830	527,315	538,881	571,387	386,000	3	(185,387)	(32.4%)	289,093	96,907	33.5%
53320	Total Snow & Ice	130,637	147,570	106,517	125,096	153,453	99,716	3	(53,737)	(35.0%)	88,812	10,904	12.3%
53420	Total Street Lights	232,441	227,456	250,459	265,450	246,312	170,508	3	(75,804)	(30.8%)	140,943	29,565	21.0%
55111	Total Young Library Building	57,665	57,800	55,867	55,057	57,934	39,553	1	(18,381)	(31.7%)	28,883	10,670	36.9%
55200	Total Parks Administration	45,223	46,542	48,615	102,161	91,360	72,154	4	(19,206)	(21.0%)	69,423	2,731	3.9%
55210	Total Recreation Administration	197,349	196,989	257,934	-	0	0	4	0	-	-	0	-
55300	Total Recreation Programs	1,636	718	3,393	1,055	0	0	4	0	-	-	0	-
55310	Total Senior Citizen's Program	52,224	55,071	-	-	0	0	4	0	-	-	0	-
55320	Total Community Events	11,966	14,157	12,052	15,538	16,000	10,820	4	(5,180)	(32.4%)	12,787	(1,967)	(15.4%)
55330	Total Comm. Based-Coop Projects	128,000	153,000	178,000	329,759	384,973	314,510	4	(70,463)	(18.3%)	329,759	(15,249)	(4.6%)
59220	Total Transfers to Other Funds	1,401,357	1,745,442	1,297,705	1,751,181	1,469,509	593,500	6	(876,009)	(59.6%)	315,770	277,730	88.0%
59230	Total Transfer to Debt Service Fund	970,287	942,883	1,043,530	1,318,343	1,313,705	1,211,631	6	(102,074)	(7.8%)	563,019	648,612	115.2%
59240	Total Transfer to Fire Department	215,715	203,837	199,564	1,258,615	1,402,794	550,000	6	(852,794)	(60.8%)	500,000	50,000	10.0%
59240	Total Transfers to Special Funds	97,500	-	46,991	500	500	0	6	(500)	(100.0%)	500	(500)	(100.0%)
<b>Grand Totals</b>		<b>9,691,522</b>	<b>10,103,236</b>	<b>10,064,668</b>	<b>12,311,799</b>	<b>12,421,525</b>	<b>8,471,625</b>		<b>(3,949,900)</b>	<b>(31.8%)</b>	<b>5,767,179</b>	<b>2,704,447</b>	<b>46.9%</b>

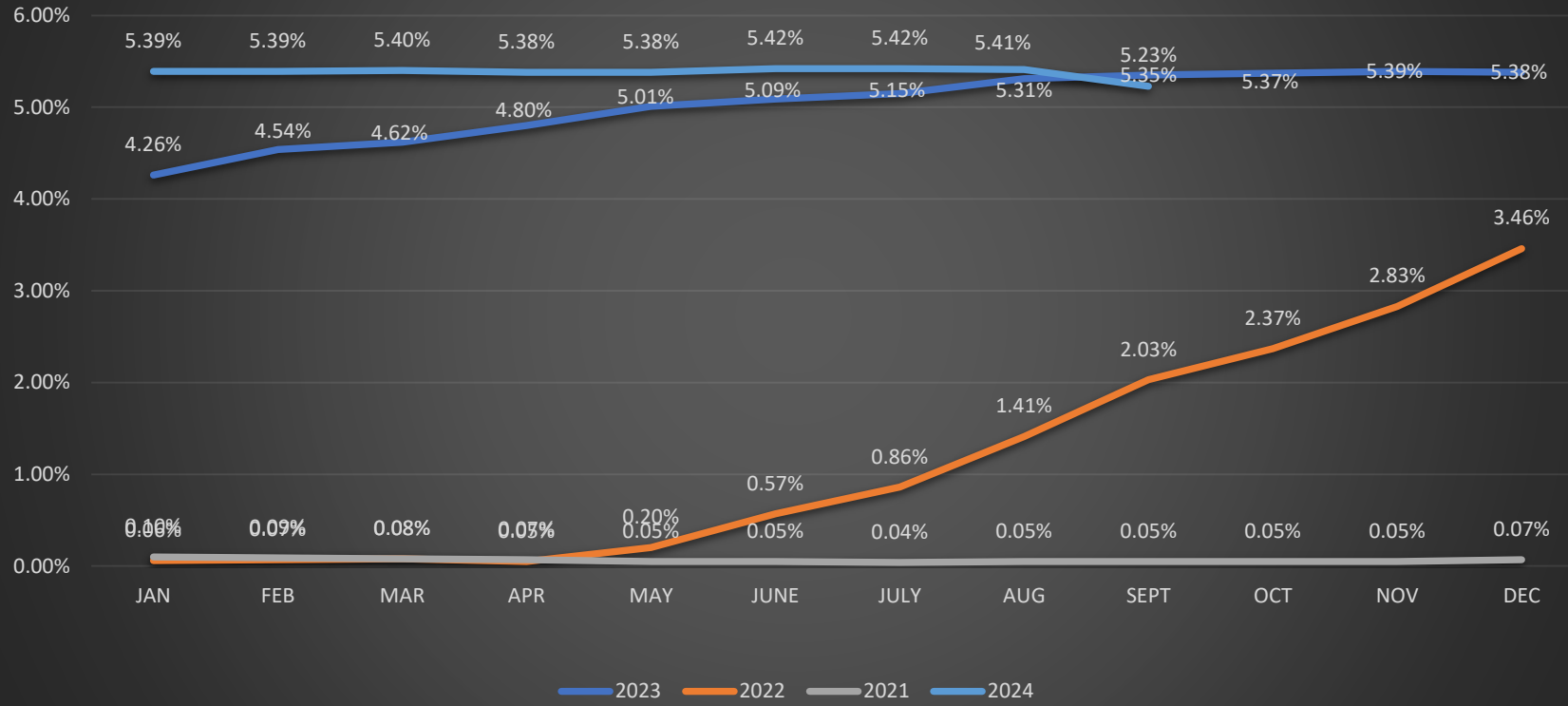
### US Treasury: Constant Maturity

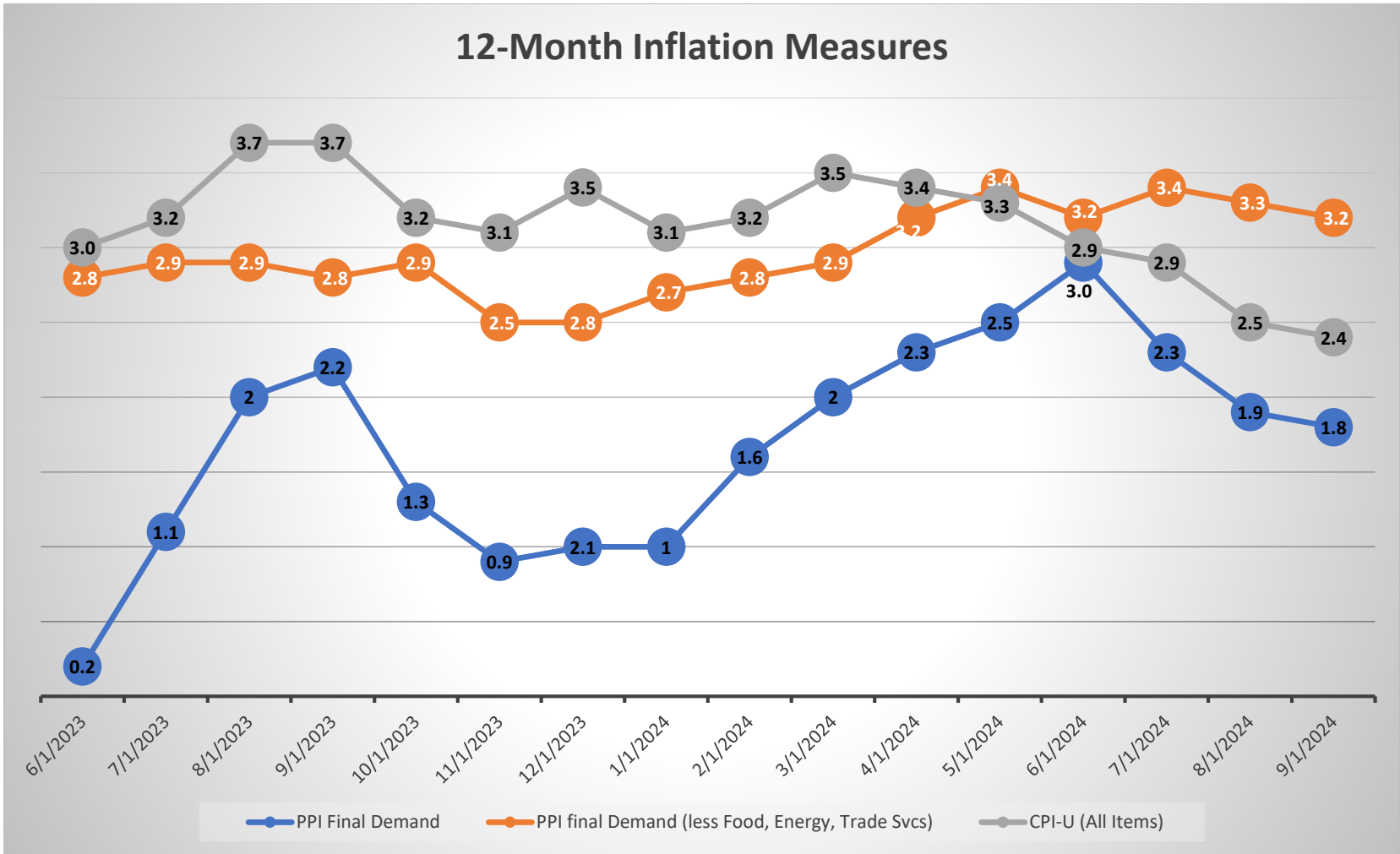



	1 mo	3 mo	6 mo	12 mo	2 yr	3 yr	5 yr	7 yr	10 yr	20 yr	30 yr
12/31/2020	0.08%	0.06%	0.09%	0.10%	0.13%	0.17%	0.36%	0.65%	0.93%	1.45%	1.65%
12/31/2021	0.06%	0.06%	0.19%	0.39%	0.73%	0.97%	1.26%	1.44%	1.52%	1.94%	1.90%
12/30/2022	4.12%	4.42%	4.76%	4.73%	4.41%	4.22%	3.99%	3.96%	3.88%	4.14%	3.97%
12/31/2023	5.54%	5.44%	5.34%	4.96%	4.46%	4.19%	4.00%	4.04%	4.02%	4.32%	4.14%
9/30/2024	5.06%	4.92%	4.55%	4.03%	3.62%	3.51%	3.50%	3.60%	3.72%	4.10%	4.04%



### General Fund Operating Account Yield





	<h2>Finance Agenda Item</h2>
<p>Meeting Date:</p>	<p>October 22, 2024</p>
<p>Agenda Item:</p>	<p>Paid Parental Leave</p>
<p>Staff Contact (name, email, phone):</p>	<p>Sara Marquardt, smarquardt@whitewater-wi.gov, 262-473-1387</p>

**BACKGROUND**  
(Enter the who, what when, where, why)

1. A City might offer paid parental leave to attract and retain a diverse workforce, support family well-being, and enhance employee productivity and morale by providing time for bonding and caregiving without financial strain to the employee.
2. A drawback for a City in offering paid parental leave is the potential for increased budgetary costs and temporary staffing challenges, which may strain resources and impact service continuity.
3. During discussions with the City’s employment attorneys, Attorney Hall expressed some concerns about the potential impact on protected services.

**PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS**  
(Dates, committees, action taken)

1. At the May 28, 2024 Finance Committee Meeting, the Committee requested that staff bring forth an outline of a paid parental leave policy for consideration.
2. At the July 23, 2024 Finance Committee Meeting, the Committee discussed two model policies (UW System and the City of River Falls). The Committee requested a follow-up discussion on the potential organizational impact of such a policy, along with a survey to estimate likely usage.


**FINANCIAL IMPACT**  
(If none, state N/A)

**STAFF RECOMMENDATION**

Staff is seeking direction from the Committee. Representatives from the Fire and Police Department will be available to discuss the impact on their particular departments.

**ATTACHMENT(S) INCLUDED**  
(If none, state N/A)

1. N/A

	<h2>Finance Agenda Item</h2>
<p>Meeting Date:</p>	<p>October 22, 2024</p>
<p>Agenda Item:</p>	<p>Job Descriptions-City Attorney and Building Inspector &amp; Zoning Administrator</p>
<p>Staff Contact (name, email, phone):</p>	<p>Sara Marquardt, smarquardt@whitewater-wi.gov, 262-473-1387</p>

**BACKGROUND**  
(Enter the who, what when, where, why)

1. The City of Whitewater has job descriptions for nearly every position within the City including Police Chief, Fire Chief and City Manager.
2. The City Attorney and Building Inspector/Zoning Administrator roles are unique in their specialized responsibilities and formal job descriptions were never previously outlined
3. By creating the job descriptions, the City aims to set clear expectations and standardize the responsibilities.
4. The job descriptions have been reviewed by legal, and all recommended changes have been incorporated.

**PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS**  
(Dates, committees, action taken)

1. N/A

**FINANCIAL IMPACT**  
(If none, state N/A)

N/A

**STAFF RECOMMENDATION**

Staff is seeking a recommendation to Common Council to approve the job descriptions for City Attorney and Building Inspector & Zoning Administrator.

**ATTACHMENT(S) INCLUDED**  
(If none, state N/A)

1. Job Description – City Attorney
2. Job Description – Building Inspector & Zoning Administrator



**JOB DESCRIPTION**

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<b>Title:</b>	City Attorney	<b>Department(s):</b>	Administration
<b>Reports to:</b>	City Manager	<b>Location</b>	
<b>FLSA:</b>		<b>Pay Grade:</b>	
<b>Shift:</b>		<b>Status:</b>	
<b>Bargaining Unit:</b>	None	<b>Date:</b>	October 2024

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**JOB SUMMARY**

The City Attorney is a key member of the city’s executive leadership team and acts as a legal advisor to all levels of City government. This position provides a wide range of legal services; analyzes complex legal issues, evaluates alternative approaches to problems, and implements sound solutions; represents the City in civil and administrative proceedings and transactional matters; represents the city in municipal court prosecutions; and responds to inquiries from City officials, City staff, community organizations, state and local agencies, and the general public. The ideal candidate will possess strong interpersonal skills with a demonstrated ability to engage people, resolve conflict, and coach others.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.*

*Provide General Legal Counsel: 85%*

- Conducts legal research and provides oral and written legal advice, recommendations, and opinions to the Common Council, City Manager, Department Directors, City Committees, Commissions, and Boards on matters affecting City operations and on relevant legislation and changes in the law.
- Responds timely and appropriately to inquiries from elected and appointed City Officials, staff, the general public, media and other attorneys' inquiries regarding matters of public information, matters proposed and pending before the Common Council and City policies and procedures.
- Drafts and reviews resolutions, ordinances, policies and procedures, rules and regulations, legal opinions, contracts, leases, agreements, grievance responses, deeds, plats, administration and Council policy statements, and such other legal documents,
- Represents the City in a variety of matters before judicial or quasi-judicial bodies or commissions, including the preparation of pleadings, conducting discovery, and preparing for and proceeding to hearing or trial.
- Coordinates the defense of the City, its elected and appointed officials, boards and commissions in all legal actions, state and Federal, legal proceedings, hearings and other forum regarding personal injury, property damage, all City contract disputes, constitutional and all other challenges to City ordinances, resolutions and administrative actions of the City.

- Work with all City departments on all aspects of municipal law, real estate, zoning, land use and development, employment, elections, bankruptcy, real and personal property taxation, property ownership, tax matters, public records and open meetings law, privacy, and contracts and agreements, including the assessment of the risks and financial exposure to the City for non-compliance and matters affecting the daily operation of the City.
- Oversees the distribution of work and manages the performance of contracted attorneys, outside counsel and legal service contracts.
- Negotiates and drafts documents for the acquisition, use, and sale of City lands.
- Reviews all contracts on behalf of the City to ensure compliance with applicable laws, assess risk, limit liability and determine necessary insurance requirements.
- Attends Common Council, City Committee and Board meetings to advise City staff and elected and appointed City Officials on applicable law, regulation and policy and serve as the City's parliamentarian.,
- Attends meetings with Department Heads and supervisory staff, and participates in Department and inter-Departmental meetings to address projects and matters specific to the Department(s) to address the legal and public policy implications pertaining to the adoption and/or enforcement of proposed and existing laws, ordinances, regulations, rules, policies and procedures, contracts, and administrative and judicial opinions and decisions.
- Works collaboratively as a member of the executive leadership team managing the organization in current and future initiatives.
- Assists Clerk Department with the response to requests for public records including the review of documents for release as allow by WI State Statutes.
- Prepares and recommends the annual department budget; implements budget programs and monitors expenses through the year.

*Serve as City Prosecution: 15%*

- Serves as prosecutor in Municipal Court.
- Conduct pre-trials and negotiate acceptable satisfactions to municipal violations on behalf of the City.

**ADDITIONAL TASKS AND RESPONSIBILITIES**

- Conducts other tasks or assignments as directed by the City Manager.

**SUPERVISION RECEIVED AND/OR EXERCISED**

- The City Attorney reports to the City Manager.
- The office of City Attorney shall be under the supervision of the City Attorney.

**QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience**

- Admission to the Bar of the State of Wisconsin and current good standing status
- Minimum of three (3) years of experience as a practicing attorney including legal research and writing.
- Preferred qualifications include experience in the areas of municipal law, labor law, civil litigation, contract review, real estate transactions, and code enforcement.
- Direct counsel experience with tax incremental financing, and development agreement negotiating and drafting strongly preferred.

### Language Skills

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to persuade, convince, and/or train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as code manuals, City ordinances, directories, State statutes, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with City personnel, Department personnel and City residents.

### Mathematical Skills

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to interpret basic descriptive statistical reports.

### Reasoning Ability

- Ability to use functional reasoning in performing influence functions.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties with a minimum of supervision.

### Other Qualifications

- Considerable knowledge of the practices, ethics and procedures of the legal profession, usually acquired through the attainment of a law degree, admission to practice law in Wisconsin, and extensive and varied experience in the practice of municipal law.
- Knowledge of the resources essential to research of legal questions and problems.
- Ability to work well under pressure, meet deadlines regularly, manage multiple assignments, and shift priorities, responding with a sense of urgency when issues emerge requiring immediate attention.
- Requires skill in listening, critical thinking, problem analysis and problem solving; written/verbal communication skills; ability to tailor the message, context, and mode of communication to the audience; ability to multi-task in a fast-paced environment and self-identify organizational, departmental, and individual priorities.
- Must possess skill in monitoring one's own work to ensure quality, accuracy, and thoroughness; sound judgment in recognizing scope of authority; ability to think strategically, commit to innovation and continuous process improvement, and work collaboratively within the organization.
- Ability to establish and maintain relationships with diverse populations at all levels of the organization, outside vendors/client representatives/peers and the public, and ability to relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy and courtesy.
- Ability to learn rapidly the knowledge necessary to act as in-house counsel to the City Manager, Common Council and various department directors.
  - Working knowledge of modern office practices and procedures, including use of Microsoft Office.
  - Ability to perform basic functions with all MS Office Suite products.
  - Ability to operate phone system, desktop computer, copy machine, postage machine, fax machine, base radio and cash register.

- Proficiency in typing, 10 key calculator, computers and electronic data processing.

**Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, and or materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of office equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.
- The employee must exert light physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, pulling, crouching, crawling, kneeling, stooping and or moving up to 25 pounds.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The noise level in the work environment is moderately quiet.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk to injury.

The City of Whitewater is an Equal Employment Opportunity. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**SELECTION GUIDELINES**

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- Nothing in this job description reflects management’s right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: \_\_\_\_\_ Date: \_\_\_\_\_



The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

\_\_\_\_\_  
Human Resources Date

\_\_\_\_\_  
City Manager Date



**JOB DESCRIPTION**

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<b>Title:</b>	Building Inspector & Zoning Administrator	<b>Department(s):</b>	Neighborhood Services
<b>Reports to:</b>	Economic Development Director	<b>Location</b>	Municipal Building
<b>FLSA:</b>		<b>Pay Grade:</b>	
<b>Shift:</b>		<b>Status:</b>	
<b>Bargaining Unit:</b>	None	<b>Date:</b>	October 2024

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**JOB SUMMARY**

The position of Building Inspector & Zoning Administrator performs inspection services associated with the enforcement of, and compliance with, City and State commercial and residential Building Codes, and zoning codes. The Inspector’s activities ensure the application of the aesthetic standards of the community in the construction of buildings and surrounding landscapes, and preserve the health, welfare and safety of the general public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.*

- Review building and site plans for compliance with local and state codes.
- Issue building permits and perform building, electrical, plumbing, HVAC, and erosion control inspections.
- Coordinate with external agencies for commercial inspections.
- Testify in court regarding building and zoning code compliance issues when necessary.
- Conduct on-site inspections to verify zoning and code compliance and follow up on violations.
- Ensure the application of aesthetic standards in construction projects and surrounding landscapes.
- Enforce local zoning regulations under Titles 14, 18 and 19 of the City Code and WI Stat § 62.17 and WI Stat §101.
- Administer the City’s Comprehensive Plan and recommend updates to zoning codes and land-use regulations.
- Process zoning permits, land use variances, and conditional use permits.
- Review applications for plats, site plans, and certified survey maps and provide recommendations to the Plan Commission.
- Assist the City Council, Plan Commission, BZA and other boards as needed with technical research, analysis, and code interpretation.

- Issue citations for code violations and maintain electronic records of inspections and communications.
- Coordinate inspections with other agencies such as fire, and police departments.

#### **ADDITIONAL TASKS AND RESPONSIBILITIES**

- Review and recommend updates to building permit fees for the annual Schedule of Fees.
- Enforces nuisance property and property condition ordinances.
- Assist in the review of site plans and sign permits for commercial, industrial, and multi-family developments.
- Attend Plan Commission, Board of Zoning Appeals, and Common Council meetings as needed.

#### **SUPERVISION RECEIVED AND/OR EXERCISED**

- The Building Inspector & Zoning Administrator reports to the Economic Development Director.
- The Building Inspector & Zoning Administrator does not directly supervise any City staff.
- The Building Inspector & Zoning Administrator is entitled to services of the City Attorney as per Wisconsin Statutes 62.115.

#### **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

##### **Education and/or Experience**

- High school diploma or GED equivalent required.
- Vocational/technical training in building construction and systems is preferred.
- Minimum of two years of inspection experience with extensive public contact, or an equivalent combination of education and experience.
- Certifications preferred (but not required at the time of hire):
  - UDC Construction Inspector
  - UDC HVAC Inspector
  - UDC Electrical Inspector
  - UDC Plumbing Inspector
  - Commercial Building Inspector certification preferred.

##### **Language Skills**

- Strong communication skills to explain technical concepts clearly to the public, contractors, and city officials.
- Ability to draft and interpret technical reports, zoning code documents, and legal ordinances.

##### **Mathematical Skills**

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to calculate area, volume, and perform basic math operations related to building and construction standards.

##### **Reasoning Ability**

- Strong problem-solving and analytical skills to interpret building plans, evaluate compliance, and provide enforcement solutions.
- Ability to make informed decisions and judgments in complex zoning and building code cases.

**Other Qualifications**

- Familiarity with state and local building codes, zoning regulations, and Wisconsin statutes.
- Ability to enforce regulations with firmness and tact while maintaining positive relationships with the community.
- Proficient in computer software such as Microsoft Office and electronic permitting systems.
- Ability to manage multiple projects from permit application through the final inspection process.
- Honesty, discretion, and sound judgment are critical for success in this role.
- Must possess a valid driver’s license.

**Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Requires frequent standing, walking, squatting, and the ability to climb stairs or ladders.
- Ability to lift and/or move up to 50 pounds.
- Must have specific vision abilities, including color vision, close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The noise level in the work environment is moderately quiet.
- The work environment is typically in an office setting, with regular outdoor site visits required. The outdoor environment may include exposure to adverse weather conditions and construction site hazards.

The City of Whitewater is an Equal Employment Opportunity. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**SELECTION GUIDELINES**

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- Nothing in this job description reflects management’s right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

\_\_\_\_\_  
Human Resources                      Date

\_\_\_\_\_  
City Manager                      Date



# Finance Agenda Item

Meeting Date:	October 22, 2024
Agenda Item:	Reasonable Accommodations for Pregnant Workers Policy
Staff Contact (name, email, phone):	Kristina Letson, kletson@whitewater-wi.gov, 262-458-2142

**BACKGROUND**  
(Enter the who, what when, where, why)

1. The Pregnant Workers Fairness Act (PWFA) is a federal law that requires an employer to provide reasonable accommodations to a qualified employee with known limitations related to pregnancy, childbirth, or related medical conditions. This policy ensures the City of Whitewater meets federal obligations under the PWFA, reducing the risk of legal penalties.
2. The PWFA went into effect on June 27, 2023. On April 15, 2024, the Equal Employment Opportunity Commission issued its final regulations which went into effect on June 18, 2024.

**PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS**  
(Dates, committees, action taken)

1. N/A

**FINANCIAL IMPACT**  
(If none, state N/A)


N/A

**STAFF RECOMMENDATION**

Staff is requesting a recommendation for Common Council approval of the Reasonable Accommodations for Pregnant Workers Policy and its inclusion in the Employee Handbook. The City Attorney has reviewed the policy with no recommended changes.

**ATTACHMENT(S) INCLUDED**  
(If none, state N/A)

1. Reasonable Accommodations for Pregnant Workers Policy

		<b>Reasonable Accommodations for Pregnant Workers Policy</b>			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	4
Issue Date:		Revision Date:		Review Date:	
Special Instructions:					

**I. PURPOSE**

As required by the federal Pregnant Workers Fairness Act (PWFA), the City of Whitewater will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause undue hardship to the City of Whitewater's operations.

**II. POLICY**

An employee or applicant may request an accommodation due to pregnancy, childbirth, or a related medical condition by submitting the request in writing to human resources (HR). The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, HR will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

While the reasonableness of each accommodation request will be individually assessed, possible accommodations include, but are not limited to, allowing the individual to:

- Sit while working
- Drink water during the workday
- Receive closer-in parking
- Have flexible hours
- Receive appropriately sized uniforms and safety apparel
- Receive additional break time to use the bathroom, eat and rest
- Take time off to recover from childbirth
- Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, the City of Whitewater will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

City of Whitewater prohibits any retaliation, harassment, or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.



**PREGNANT WORKERS FAIRNESS ACT  
EMPLOYEE ACCOMMODATION REQUEST**

<b>Instructions:</b> Please complete the form and submit to your direct supervisor or Human Resources.		
Name:		
Address:		
Department:		Position:
Supervisor:		
Telephone Numbers: Work:	Home:	Other:
<b>Accommodation Request: Please list accommodation(s) requested and a brief explanation of the medical condition</b>		
<b>Estimated start and end date of accommodation(s):</b>		
Signature:		Date:

**PREGNANT WORKERS FAIRNESS ACT  
RESPONSE TO ACCOMMODATION REQUEST**

Date:	Department:
Accommodation Requested By:	
Was the requested accommodation approved?	YES                          NO
If yes, the following accommodations and/or modifications will be implemented:	
Start date:	
End date:	
Approximate cost of accommodation and/or modification:	\$
If the accommodation is denied, list the reasons for the denial*:	
*The Department must consult with Human Resources prior to a denial of any accommodation request.	
Date of action:	
Response by individual requesting accommodation:	
Signature:	Date:



# Finance Agenda Item

Meeting Date:	October 22, 2024
Agenda Item:	Infant at Work Policy
Staff Contact (name, email, phone):	Sara Marquardt, smarquardt@whitewater-wi.gov, 262-473-1387

**BACKGROUND**  
(Enter the who, what when, where, why)

1. Implementing an "Infant at Work" policy provides opportunities for the City to support employee retention, job satisfaction, and family bonding. This type of policy allows new parents to bring their infants to work for a specified period, during the first months postpartum, helping them balance work responsibilities with family care.
2. Additionally, an Infant at Work policy can promote workplace morale and productivity by reducing the stress and financial burden often associated with finding immediate childcare for infants.
3. This policy seeks to provide clear guidelines to maintain productivity and ensure a safe environment for the infant, employees, and workplace as a whole.
4. By providing this option, the City can position itself as a family-friendly employer, attracting and retaining top talent who may otherwise need to take extended leave or consider other employment options.

**PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS**  
(Dates, committees, action taken)

1. N/A

**FINANCIAL IMPACT**  
(If none, state N/A)


N/A

**STAFF RECOMMENDATION**

Staff is requesting a recommendation for Common Council approval of the Infant at Work Policy and its inclusion in the Employee Handbook. The City Attorney has reviewed the policy with no recommended changes. To date, the City has successfully approved two trial runs of this policy, both without any issues.

**ATTACHMENT(S) INCLUDED**  
(If none, state N/A)

1. Infant at Work Policy

		<b>Infant at Work Policy</b>			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	8
Issue Date:		Revision Date:		Review Date:	
Special Instructions:					

**I. PURPOSE**

It is the policy of the City of Whitewater to provide a positive work environment that recognizes parents’ responsibilities to their jobs and to their infants by acknowledging that, when an infant is able to stay with a parent, this benefits the family, the employer, and society. The City of Whitewater Infant at Work Program encourages new mothers, fathers, or legal guardians to return to work sooner by allowing the new parents to bring their infant to work with them until the child is mobile. The program is designed to accommodate an individual parent’s participation with a single infant. Multiple births will be evaluated on a case-by-case basis.

**II. POLICY**

A. Eligibility

City of Whitewater FTE employees are eligible to participate in the program, subject to the specific job responsibilities of the parent and subject to ensuring the physical safety of the infant. To be eligible, employees must have a solid performer or better rating on their most recent performance evaluation. Parents may request a temporary, alternative work assignment if their current assignment is not suitable for participation in the program. City of Whitewater will attempt to accommodate such requests based on business and staffing situations at the time of the request but is not required to honor the requests. The opportunity for an alternative assignment is typically a rare event at the City and should by no means be an expectation. Parents may also request a temporary relocation or workstation modification in the *Infant at Work Request Form and Individual Plan*, which is available from Human Resources.

B. Pre-Program Meeting

Before any infant is brought into the workplace, a meeting must take place between the parent, the supervisor and Human Resources. All parties must review, discuss, and approve the proposed *Infants at Work Request Form and Individual Plan*.

### C. Employee Responsibilities

A parent who wishes to bring their infant to work must obtain written permission from the supervisor and the City Manager on the *Infants at Work Request Form*.

The parent shall establish a satisfactory work schedule with the supervisor. If requested, alternative work schedules must be approved according to the process followed in the respective office or department.

A parent participating in this program may leave the building without taking the infant with them as long as the child is in the care of the designated Alternative Care Provider. Each Alternative Care Provider must acknowledge that they have agreed to serve in that role by initialing an *Individual Plan*, which is available in the Human Resources Department. Each parent shall designate one alternative care provider in the workplace. The alternative care provider will be an employee in the same office or department in close proximity who voluntarily agrees to care for the infant in the event the parent is unavailable due to attendance at a meeting, participating in a conference call, or a similar work responsibility. The alternative care provider may not simultaneously participate in the program as a parent. The alternative care provider shall obtain permission from their supervisor prior to participation in the program.

If the parent is going to be unavailable for a period exceeding 1.5 hours within a four-hour period, the parent shall make arrangements for the infant's care outside the office or department. If a parent consistently has unexpected scheduling issues, they may become ineligible for the program.

The parent will accept complete responsibility for the safety of the infant. If the parent's duties require leaving the primary work site, the parent will take the infant along. A parent may not transport the infant in a City vehicle.

The parent must provide all supplies and equipment needed to care for the infant at the work site and ensure that the area is kept in a clean and sanitary condition. When an infant accompanies a parent to work, soiled cloth diapers must be stored in a closed container (provided by the parent) and taken home daily. Soiled disposable diapers must be wrapped appropriately and discarded in a restroom.

Parents must have day care or other arrangements in place by the time the baby becomes mobile.

There may be work circumstances unsuitable for infants such that it may be necessary for parents to make other arrangements for child care during these extended periods in which leaving the child in the care of the Alternative Care Provider is not feasible. Parents are expected to work closely with their supervisor and coworkers to ensure that all parties involved are aware of what duties can and cannot be reassigned and parents are expected to make alternate child care arrangements when required to do so.

In order for an Infant at Work program to be most effective, all parties need to be sensitive to the needs of others. The employee must maintain acceptable work performance and ensure that the presence of the infant does not create any office disturbances. If problems arise that cannot be resolved, the employee understands that the program may be discontinued for that employee.

City of Whitewater will notify employees of City lactation room locations if employees choose to breastfeed or otherwise feed their infants in private. Employees are not required to utilize a lactation room to breastfeed or otherwise feed their infants.

#### D. Infant's Location During the Program

Each parent shall make their work area suitable for the new baby and the baby shall be located primarily at that work area during the work day. Ideally, the employee will stay with the infant at all times.

In the event that an infant becomes noticeably fussy, loud, or uncontrollable, or exhibits any behavior that causes a distraction in the workplace or prevents the parent from accomplishing work, the parent must immediately take the infant to a quiet area, such as a lactation room, break room or unused conference room until the infant calms down and is quieter. If the infant does not calm down within 30 minutes, the parent must remove the infant from City of Whitewater premises. Time tending to the child is not considered time worked, with the exception of standard paid breaks. The parent must use paid leave time for such absences. If disruption occurs more than three times within a 30-day period, the parent will be required to find alternative arrangements.

The infant may be in another employee's workspace for brief intervals (not more than one hour) if the arrangement is agreed upon between the parent, the other employee and the other employee's supervisor. Consideration must be taken to ensure that the environment is safe for the infant at all times and that other employees are not disturbed.

#### E. Illness

A sick infant should not be brought to work. If the infant becomes sick during the day, the infant must be taken home by the parent. The Centers for Disease Control and Prevention ("CDC") "Recommendations for Inclusion or Exclusion" of children from out-of-home child care settings are available from Human Resources, and are hereby adopted by the City of Whitewater as a means for determining whether a baby is sick.

#### F. Mobility

"Mobility" is defined as crawling, walking, or another form of movement which results in the child moving from one location to another without assistance. Mobility varies for each child and typically can occur 6 to 10 months after birth, but may be sooner or later depending on the child's individual development. The point at which the child is deemed mobile is

determined by the employee's supervisor or Human Resources. Once deemed mobile, the child is no longer eligible for the Infants-at-Work Program. Parents have a responsibility to anticipate the transition to mobility wherever possible and prepare in advance for alternative childcare arrangements for the infant. The maximum age an infant will be allowed at work is 12 months of age.

#### G. Termination of Eligibility

Parents have the right to terminate their individual agreement at any time. The City of Whitewater has the right to terminate an individual agreement at any time if the parent's performance declines or if organizational needs are not being met (i.e., complaints and/or disruptions to coworkers cannot be resolved). The parent must maintain acceptable work performance and ensure that the presence of the infant does not create unreasonable office disturbances.

This agreement may also be terminated if the parent becomes involved in disciplinary action, if the parent does not comply with the terms and conditions of the Individual Plan, or when complaints have been made that cannot be resolved. When eligibility is terminated, the infant must be removed from the workplace. Depending on the circumstances, the City of Whitewater may require immediate removal or notice may be given.

#### H. Other

The City of Whitewater's Infants-at-Work Program is a voluntary option for parents, subject to approval as outlined in this Policy where it is compatible with job requirements.

Other affected employees may request a "baby-free" work environment. Such requests should be made in writing through the affected employee's immediate supervisor and the Human Resources Department.

The City of Whitewater will attempt to accommodate such requests based on business need and staffing situations at the time of the request.

Participation in the City of Whitewater's Infants-at-Work Program is a privilege and not a right.

The City of Whitewater expressly reserves the right to refuse participation in the Program for any reason or no reason at all or to terminate participation in the program due to business conditions or for no reason at all.

The City of Whitewater expressly reserves the right to change or revise this policy with or without notice.

#### I. Procedure

The employee who wishes to participate in the program is responsible for completing the

request form and submitting it to the supervisor for consideration.

The supervisor shall coordinate with the Human Resources Division to set up the pre-program meeting to discuss the employee's eligibility based on work performance and to review the request form.

The supervisor will recommend approval or disapproval of the

request. If the supervisor approves of the request:

1. The request will be forwarded to Human Resources for review.
  - a) If Human Resources agrees with the supervisor's approval, the form is signed and dated and forwarded to the City Manager for review.
2. If Human Resources or the City Manager denies the request:
  - a) A written justification for the denial shall be provided and attached to the form request.

If the supervisor denies the request:

1. The supervisor shall provide written justification for the denial.
  - a) A written justification for the denial shall be provided and attached to the form request.

### **III. JOB AIDS**

- A. Infant at Work Request Form
- B. Individual Plan
- C. CDC Recommendations for Inclusion or Exclusion



# Infant-at-Work Request Form

## 1. Employee: Read and Sign Agreement

I request permission to bring my infant to my workplace from Estimated Start Date \_\_\_\_\_ to Estimated End Date \_\_\_\_\_.

Note: The estimated start and end dates are based on the mother's delivery date. The actual end date must be on or before the date the infant is mobile or twelve months of age, whichever occurs first.

I have read and understand the City of Whitewater's Infant at Work Policy and will comply with all the employee's responsibilities. I understand that participation is a privilege and not a right of employment and may be revoked at the discretion of the City at any time without prior notice.

\_\_\_\_\_  
Employee's Name (Print)                      Employee's Signature                      Date

## 2. Mandatory Infant at Work Meeting

Division/Department \_\_\_\_\_

Mandatory Infant at Work Meeting with employee, employee's supervisor and the human resource representative was held.

Date \_\_\_\_\_

\_\_\_\_\_  
HR Representative's Name (Print)                      HR Representative's Signature                      Date

## 3. Supervisor

- Recommend Approval
- Recommend Denial (Attach Explanation for Denial)

\_\_\_\_\_  
Supervisor's Name (Print)

\_\_\_\_\_  
Supervisor's Signature                      Date

Comments:

## 4. Human Resources

- Recommend Approval
- Recommend Denial (Attach Explanation for Denial)

\_\_\_\_\_  
HR Representative's Name (Print)

\_\_\_\_\_  
HR Manager's Signature                      Date

Comments:

## 5. City Manager

Approved                                       Denied

\_\_\_\_\_  
City Manager's Name (Print)                      City Manager's Signature                      Date

Distribution after all signatures have been obtained:  
Original: Personnel file  
Copy: Supervisor  
Employee

\_\_\_\_\_New Plan \_\_\_\_\_Revised Plan

## INDIVIDUAL PLAN Infant at Work Program

### I. GENERAL INFORMATION

Name of Parent/Employee: \_\_\_\_\_ Home phone: \_\_\_\_\_

Name of Parent: \_\_\_\_\_ Phone number: \_\_\_\_\_

Name of Baby: \_\_\_\_\_ Baby's Date of Birth: \_\_\_\_\_

Baby Begins Program: \_\_\_\_\_ Baby Ends Program: \_\_\_\_\_

Indicate days and times Baby will be present in the Workplace:

Mon. \_\_\_\_\_ Tue. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_

### II. CARE PROVIDERS

The following persons have agreed to be Care Providers, responsible for providing care for my baby in the workplace, when I become temporarily unavailable to provide care. (Provider care is not to exceed 1.5 hours in a four-hour period.)

1. Care Provider Name: \_\_\_\_\_ Work phone (ext.): \_\_\_\_\_

Acknowledgement Initials: \_\_\_\_\_

2. Care Provider Name: \_\_\_\_\_ Work phone (ext.): \_\_\_\_\_

Acknowledgement Initials: \_\_\_\_\_

### III. SPECIFIC INFORMATION

Include any specific plan information or requirements in the space below (optional):

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**Recommendations for Inclusion or Exclusion**  
**[From the Centers for Disease Control and Prevention (CDC)]**

Mild illness is very common among children, and most children should not be excluded from their usual source of care for common respiratory and gastrointestinal illness of mild severity. Infectious disease prevention and control strategies are often influenced by the fact that asymptotically infected persons can transmit certain infectious microorganisms to others. Parents of children in childcare and adult child caregivers should be educated as to the infectious disease risks of childcare. Following common sense hygienic practices can reduce much illness risk.

Exclusion of children from out-of-home childcare settings has been recommended for illnesses known to be transmitted among, by, and to children when exclusion of the child or adult has a potential for reducing the likelihood of secondary cases.

Exclusion has also been recommended in cases of serious illness for which a hypothetical risk of transmission exists, but for which data at present is insufficient to quantify the risk. In many situations, the expertise of the program's medical consultant and the responsible local and state public health authorities are helpful in determining the benefits and risks of excluding children from their usual care program.

Child and caregiver-specific exclusion policies reflect the present state of knowledge. Children need not be excluded for a minor illness unless any of the following exists:

- The illness prevents the child from participating comfortably in program activities.
- The illness results in a greater care need than the childcare staff can provide without compromising the health and safety of the other children.
- The child has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of possible severe illness.
- Diarrhea (defined as an increased number of stools compared with the child's normal pattern, with increased stool water and/or decreased form) that is not contained by diapers or toilet use.
- Vomiting two or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.
- Mouth sores associated with an inability of the child to control his/her saliva, unless the child's physician or local health department authority states that the child is noninfectious.
- Rash with fever or behavior change, until a physician has determined the illness not to be a communicable disease.
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye), until examined by a physician and approved for readmission, with or without treatment.
- Tuberculosis, until the child's physician or local health department authority states that the child is noninfectious.
- Impetigo, until 24 hours after treatment has been initiated.
- Streptococcal pharyngitis, until 24 hours after treatment has been initiated and until the child has been afebrile for 24 hours.
- Head lice (pediculosis), until the morning after the first treatment.
- Scabies, until after treatment has been completed.
- Varicella, until the sixth day after the onset of rash or sooner if all lesions have dried and crusted.
- Pertussis (which is confirmed by laboratory or suspected based on symptoms of the illness or because of cough onset within 14 days of having face-to-face contact with a person in a household or classroom who has a laboratory-confirmed case of pertussis), until 5 days of appropriate antibiotic therapy (currently: erythromycin) has been completed (total course of treatment is 14 days).
- Mumps, until 9 days after onset of parotid gland swelling.
- Hepatitis A virus infection, until one week after onset of illness and jaundice, if present, has disappeared or until passive immunoprophylaxis (immune serum globulin) has been administered to appropriate children and staff in the program, as directed by the responsible health department.

Certain conditions do not constitute a prior reason for excluding a child from childcare unless the child would be excluded by the above criteria or the disease is determined by a health authority to contribute to transmission of the illness at the program. These conditions include the following: a symptomatic excretion of an enteropathogen; nonpurulent conjunctivitis (defined as pink conjunctiva with a clear, watery eye discharge and without fever, eye pain, or eyelid redness); rash without fever and without behavior change; cytomegalovirus infection; hepatitis B virus carrier state; and HIV infection.



# Finance Agenda Item

Meeting Date:	October 22, 2024
Agenda Item:	Lactation Policy
Staff Contact (name, email, phone):	Sara Marquardt, smarquardt@whitewater-wi.gov, 262-473-1387

**BACKGROUND**  
(Enter the who, what when, where, why)

1. The Providing Urgent Maternal Protections (PUMP) Act is a federal law that expands workplace protections for nursing employees, requiring employers to provide reasonable break time and a private, non-bathroom space for employees to pump breast milk during the workday. Passed as part of the Fair Labor Standards Act, the PUMP Act now covers more employees, including salaried and exempt workers, ensuring they have adequate support to manage lactation needs at work.
2. The 2024 Employee Handbook utilized wording from the SHRM Handbook Builder for the Lactation Policy. Upon the recommendation of our employment attorneys, this expanded policy is being provided which more clearly defines the expectations of the employee break time requirements.

**PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS**  
(Dates, committees, action taken)

1. The 2024 Employee Handbook was approved by the Common Council on July 16, 2024.

**FINANCIAL IMPACT**  
(If none, state N/A)


N/A

**STAFF RECOMMENDATION**

Staff is requesting a recommendation for Common Council approval of the Lactation Policy and its inclusion in the Employee Handbook. Attorney Jill Pedigo Hall of von Briesen & Roper provided the alternative policy and summary for use in the Employee Handbook.

**ATTACHMENT(S) INCLUDED**  
(If none, state N/A)

1. Lactation Policy
2. Lactation Policy Summary for Employee Handbook

		<h2>Lactation Policy</h2>			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	2
Issue Date:		Revision Date:		Review Date:	
Special Instructions:					

**I. PURPOSE**

All employees who are nursing are eligible to take reasonable breaks under this policy to express breast milk for up to one year after the birth of the employee's child unless doing so would cause an undue hardship for the City. The City of Whitewater encourages all eligible employees who intend to take breaks under this policy to notify Human Resources and their manager of their intent when they are discussing their return to work following leave relating to childbirth.

**II. POLICY**

A. Lactation Breaks

Eligible employees may take a reasonable amount of break time to accommodate the employee's need to express breast milk for the employee's nursing child. Eligible employees should notify their direct supervisor of the frequency, timing, and duration of lactation breaks they need to take. A lactation room will be provided that is private and where an employee will not be interrupted. Please contact your supervisor or Human Resources for information about the designated location for lactation breaks in closest proximity to your work area.

B. Compensation During Breaks

Lactation breaks under this policy are paid if taken during the regularly scheduled breaks set in your department. However, any break that exceeds 30 minutes whether scheduled or not, will be unpaid.

Employees who are required to record time under the City's timekeeping policy must accurately record the start and end of lactation breaks falling outside of the Department's regular break times on their time sheets in accordance with the City's timekeeping policy. Uninterrupted lactation breaks do not count as hours worked. Exempt employees may be provided break time with pay when necessary to comply with state and federal wage and hour laws.

C. Administration of This Policy

The Human Resources Department is responsible for the administering this policy. If you have any questions regarding this policy or if you have questions about lactation breaks that are not addressed in this policy, please contact the Human Resources Department.

D. No Retaliation

The City of Whitewater expressly prohibits any form of discipline, reprisal, intimidation, retaliation, or discrimination against any individual for requesting or taking lactation breaks, or filing a complaint for

violations of this policy, the Fair Labor Standards Act, or applicable state or local law.

The City of Whitewater is committed to enforcing this policy and prohibiting retaliation against employees who request or take break time under this policy, or who file a related complaint. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to the Human Resources Department. If employees do not report retaliatory conduct, the City may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

**New:****Lactation Accommodations**

The City of Whitewater will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their child, in accordance with and to the extent required by applicable law. The break time, if possible, **should** run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, **the break time should be planned for 30 minutes, which will be unpaid**. The City will make reasonable efforts to provide employees with the use of a room or location in close proximity to the employee's work area, other than a bathroom, to express milk in private. This location may be the employee's private office, if applicable. Please consult the HR Manager with questions regarding this policy.


Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

**Old:****Lactation Accommodations**

The City of Whitewater will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their child, in accordance with and to the extent required by applicable law. The break time, if possible and permitted by applicable law, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

The City will make reasonable efforts to provide employees with the use of a room or location in close proximity to the employee's work area, other than a bathroom, to express milk in private. This location may be the employee's private office, if applicable. Please consult the HR Manager with questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

		<h2>AI &amp; LLM Acceptable Use Policy</h2>			
Owner:	IT Director	Approving Position:	Common Council	Pages:	
Issue Date:		Revision Date:		Review Date:	
Special Instructions:					

**I. PURPOSE**

The purpose of the City’s AI & LLM Acceptable Use Policy is to establish the acceptable use of AI (artificial intelligence) and LLM (large language models) technologies within the operations of the City. Through the use of AI & LLM, the City can drive innovation, increase operational efficiencies, and better serve the community while protecting privacy, managing risk, and promoting accountability, safety, and equity.

**II. GUIDELINES**

The City may use AI systems to further its mission and meet critical business needs. The use of AI, even if not subject to this policy, must be in compliance with applicable State and federal law. Additionally, employees must maintain awareness of how the AI system uses personally identifiable, confidential, or sensitive information to ensure such use complies with applicable laws, rules, regulations, notices, and policies. Employees are required to have IT Director approval prior to adopting new AI systems.

AI systems aid and enhance human decision making that may impact the public. Employees must ensure that decisions that impact the public are not made without oversight by appropriate staff, who make the final decisions. Automated final decision systems are not permitted. Employees shall take steps to ensure that where AI systems are used to aid in decision making that impacts the public, the outcomes, decisions, and supporting methodologies of such AI systems are documented appropriately. The Department Head, with assistance from the IT Department if necessary, is responsible for periodically assessing the outputs of their in-production AI systems to validate continuing reliability, safety, and fairness. Systemic, computational, and human biases should be identified and remediated. All AI systems should be explainable to the maximum extent practicable.


**III. PROCEDURE**

- a. Treat all information as highly confidential. Do not disclose or share any sensitive customer, employee, voter, CJIS (Criminal Justice Information Services), etc. data during interactions with AI or LLM platforms.
- b. All use of AI systems involving personally identifiable information (PII) must comply with Wisconsin privacy laws, including the Wisconsin Data Breach Notification Law (Wis. Stat. § 134.98). Employees must report any suspected data breaches immediately to the IT Department and Data Privacy Officer.
- c. All interactions with CJIS data must comply with the CJIS Security Policy, including encryption, access controls, and vetting requirements.
- d. Monitoring of employee interactions with AI and LLM systems must comply with the Wisconsin Electronic Surveillance Control Law to ensure that employee privacy rights are not violated.
- e. Ensure that AI and LLM platform interactions occur over secure channels and on systems with appropriate security measures to protect information from unauthorized access or disclosure.



- f. Usage must adhere to all relevant laws, regulations, and industry standards, such as data protection and privacy regulations and financial industry guidelines.
- g. AI and LLM platform usage and/or integration into existing tools will require review and approval by the IT Department.
- h. Exercise caution when relying on AI and LLM responses for critical decisions or actions. Use these models as a support tool rather than a sole source of information.
- i. Conduct periodic audits and assessments of AI and LLM usage, including access controls, data handling practices, and compliance with policies and regulations.
- j. Implement monitoring mechanisms to track and record interactions with AI and LLM platforms for security, compliance, and quality assurance purposes.
- k. Educate employees on the appropriate usage of AI and LLM platforms, including data privacy, security best practices, and the importance of adhering to the established policies.
- l. Regularly review and update the policy as needed to address emerging risks, changes in regulations, or advancements in technology.

Personnel found to have violated this policy may be subject to disciplinary action, up to and including termination of employment, and related civil or criminal penalties. Any vendor, consultant, or contractor found to have violated this policy may be subject to sanctions up to and including removal of access rights, termination of contract(s), and related civil or criminal penalties.

		<b>Computer Systems Hardware Replacement Standards Policy</b>			
Owner:	IT Director	Approving Position:	Common Council	Pages:	3
Issue Date:		Revision Date:		Review Date:	
Special Instructions:					

**I. PURPOSE**

It is the policy of the City of Whitewater to provide computer-related equipment to City employees in a cost-effective and efficient manner, subject to available funding. The purpose of this policy is to provide a clear outline of how and when computer systems and hardware throughout the City should be replaced to avoid interruptions, maximize production value, and maintain operational excellence.

**II. POLICY**

The City of Whitewater should have a rolling replacement schedule for all electronic devices. It is primarily the responsibility of the Information Technology (IT) and Media Services departments to administer this policy, under the general direction of the City Manager. The Media Services department is responsible for non-surveillance audio and video equipment including conference cameras, television broadcasting equipment, A/V production and editing equipment, and any other equipment used by the department and for communication with the public. In conjunction with the departments in which the devices are used, the IT department is responsible for other equipment including surveillance cameras, servers, computers, laptops, cell phones, printers, and copiers. Some departments such as the Police and Library have specialized equipment outside of the purview of Media Services and IT such as drones, automated license plate readers, and Makerspace equipment. Furthermore, per Criminal Justice Information Services (CJIS) standards, some Police equipment may have an expedited replacement schedule.

**III. PROCEDURE**

While replacement of computing hardware is an expensive and often labor-intensive process, it is necessary to ensure continuity of the City’s business functions. While computers of any age can have hardware deficiencies, older computers are significantly more likely to fail, resulting in lost time, increased employee dissatisfaction, and potentially lost data. The intention of this policy is to provide a clear outline of how and when computer systems are replaced throughout the City to avoid interruptions. Desktop computers should be replaced no less than 5 years and no more than 8 years, and laptops replaced no less than 3 years and no more than 8. The City relies on Microsoft operating systems to conduct its business, and any computer with a non-Windows operating system (Linux, Mac OS, etc.) that needs to be joined to the City’s domain requires a business reason as well as written permission from the IT Director. Without such permission, non-Windows computers will not be joined to the City’s domain, nor will the IT department service the device.

Servers should be purchased with the intention of providing acceptable performance for no less than 5 years and no more than 10, with the goal of replacement by the sixth year.

The usable lifespans of monitors and other peripheral hardware can vary significantly from the usable lifespan

of a desktop computer. IT permits individual departments to purchase nonstandard keyboard, mice, and speakers for their employees. In the event these nonstandard devices require replacement, IT will only supply standard replacement peripherals, and will require the department head to approve and re-order on an as-needed basis. Standard peripherals are evaluated and replaced as needed whenever a workstation is replaced, or whenever an end user reports a problem via a ticket. IT will strive to accommodate any user with a disability.

### **Desktop and Laptop Replacement**

- A. While computer configurations (including operating systems) should remain relatively consistent across the organization to minimize the time required for deployment and maintenance, users needing resource-intensive applications or who frequently utilize large data sets should be given priority access to devices capable of higher performance.
- B. Computers should be replaced in the event they are no longer capable to run required software adequately or in a timely fashion. Systems that require replacement earlier than anticipated need to be evaluated and approved by both the department head of the user requesting replacement and the IT Director. Devices may be purchased through institutional funds or grants, if applicable.
- C. Replaced devices must be returned to IT for redeployment or decommissioning at the discretion of the IT Director.
- D. Because they are both more expensive and less robust, laptops should only be purchased for users who have job duties that require their primary workstations to be portable. The City supports other mechanisms for working remotely.
- E. The remaining new and reclaimed devices are then deployed to locations with typical application use with the oldest computers taking the priority for replacement. The replaced computers may then be redeployed (if of usable quality) or disposed (if the devices are in poor quality) of per the discretion of the IT Director.

### **Server Replacement**

- A. To maximize compatibility and longevity, servers should only be purchased from top-tier manufacturers providing full support for the expected lifespan of the hardware, and should not contain consumer-grade components such as SATA disks.
- B. Because server downtime affects the work of many people at once, resiliency during hardware failure should always be considered. Hot-swappable and redundant components should be purchased whenever possible.
- C. Servers should be purchased with at least a five-year hardware warranty and with response time of at most one business day by the manufacturer or reseller.

## **IV. REPLACEMENT STRATEGIES**


Hardware replacement requires different strategies in different areas to minimize inconvenience for end users. Staff will be given adequate notice prior to workstation replacement, and IT personnel will attempt to work around individual end user schedules. End users are responsible for giving IT staff a list of applications needed, saving their local data to either to a network or portable drive, transferring favorites and bookmarks, and ensuring they have the necessary credentials for their applications. Server replacement typically requires software migration, which often requires an interruption of service. Migrations should take place outside of normal business hours of the affected department(s) and, when feasible, on days that minimize impact to end users. Replacement schedules may be completed earlier if technology and funding opportunities are available.

For every type of device, the City should have a hot spare that can be used in the event of an emergency, but

exceptions can be made for devices that are unique or where cost is prohibitive. In some cases, a device that is replaced in production may become a hot spare rather than being redeployed or scrapped. The purpose of this is to minimize outages and allow staff to source a new device that unexpectedly fails.

**V. SCHEDULE**

- A. Desktop PC: 5 – 8 years
- B. Laptop PC: 3 – 5 years (depends largely on use)
- C. LCD/LED monitor: 10 – 20 years
- D. LCD/LED television: 10 – 15 years
- E. Cell phones: 4 – 5 years
- F. Server: 5 – 10 years
- G. Copiers/office printers: 10 years if owned; leased equipment is replaced every 5 years
- H. Network switch: 10 – 15 years
- I. Surveillance camera (indoor): 8 – 12 years
- J. Surveillance camera (outdoor/humid conditions): 5 – 10 years
- K. Surveillance DVR: 5 – 8 years
- L. Tablet: 3 – 5 years
- M. Police squad vehicle laptop: 4 – 6 years
- N. Police body camera: 4 – 7 years
- O. Camcorder: 5 – 10 years
- P. Desktop laser printers: 5 – 10 years
- Q. 3D printers: 5 – 10 years

		<h2>Bring Your Own Device Policy</h2>			
Owner:	IT Director	Approving Position:	Common Council	Pages:	3
Issue Date:		Revision Date:		Review Date:	
Special Instructions:					

**I. PURPOSE**

This policy establishes that the City of Whitewater recognizes guidelines for employee use of personally owned electronic devices for work-related purposes.

**II. GUIDELINES**

Employees of the City of Whitewater may have the opportunity to use their personal electronic devices for work purposes when authorized in writing, in advance, by the employee and management. Personal electronic devices include personally owned cellphones, smartphones, tablets, laptops, and computers. The use of personal devices is limited to certain employees and may be limited based on compatibility of technology. Contact the Human Resources or IT departments for more details.

**III. PROCEDURE**

- A. To ensure the security of the City of Whitewater’s information, authorized employees may be required to have antivirus and mobile device management (MDM) software installed on their personal mobile devices. Prior to the installation of MDM software or any security applications, employees must provide explicit, written consent regarding the monitoring of their personal devices, the use of MDM software, and the potential for data removal or wiping functions. This MDM software will store all City-related information, including calendars, emails, and other applications, in a password-protected and secure area.
- B. Employees may store City-related information only in this area. Employees may not use cloud-based apps or backup that allows City-related data to be transferred to unsecure parties. Due to security issues, personal devices may not be synchronized with other devices in employees’ homes. Making any modifications to the device hardware or software beyond authorized and routine installation updates is prohibited unless approved by IT. Employees may not use unsecure Internet sites except for City-sponsored. Personal devices should be turned off or set to silent or vibrate mode during

meetings and conferences and in other locations where incoming calls may disrupt normal workflow.

- C. The City of Whitewater's IT department is not responsible for personal items. The IT department may not be used as personal IT technician on personal items. If you are working for the City of Whitewater remotely and use personal devices for working, it is your own responsibility to make sure that device's operating system and drivers are up-to-date, you have an antivirus solution, and is able to function properly while working for the City of Whitewater. The City of Whitewater's IT department is only responsible for only the City owned devices. It is at the discretion of an IT staff member whether they choose to assist with a personal device during their own personal time. Employees using home WiFi must ensure that their router is password-protected.
- D. Employees whose personal devices have camera, video, or recording capability are restricted from using those functions anywhere in the building or on City property at any time unless authorized in advance by management.

While at work, employees are expected to exercise the same discretion in using their personal devices as is expected for the use of City devices. The City of Whitewater's policies pertaining to harassment, discrimination, retaliation, trade secrets, confidential information, and ethics apply to employee use of personal devices for work-related activities.

Excessive personal calls, e-mails, instant messages, or text messaging during the workday, regardless of the device used, can interfere with employee productivity and be distracting to others. Employees must handle personal matters on nonwork time and ensure that friends and family members are aware of the policy. Exceptions may be made for emergency situations and as approved in advance by management. Managers reserve the right to request employees' work cellphone bills and use reports for calls and messaging made during working hours to determine if use is excessive.

Employees may not use their personal devices for work purposes during periods of unpaid leave without authorization from management. The City of Whitewater reserves the right to deactivate the City's application and access on the employee's personal device during periods of unpaid leave.

An employee may not store information from or related to former employment on the City's network or devices. Family (including children) and friends should not use personal devices that are used for City purposes. Employees cannot use personal USB drives for City business. Only IT approved USB drives can be used in City business.

- E. No employee using his or her personal device during work hours should expect any privacy except that which is governed by law. The City of Whitewater has the right, at any time, to monitor and preserve any communications that use its networks, including data, voicemail, telephone logs, internet usage, and network traffic, to determine proper use. Management reserves the right to review or retain personal and City-related data on personal devices or to release the data to government agencies or third parties during an investigation or litigation. Management may review the activity and

analyze use patterns and may choose to publicize these data to ensure that the City of Whitewater's resources in these areas are being used according to this policy. No employee may knowingly disable any network software or systems identified as monitoring tools.

- F. Employees are expected to follow applicable local, state and federal laws and regulations regarding the use of electronic devices at all times.

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their personal devices while driving. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call or texting. Special care should be taken in situations involving traffic, inclement weather or unfamiliar areas.

Employees charged with traffic violations resulting from the use of their personal devices while driving will be solely responsible for any resulting liabilities. Employees who work in hazardous areas must refrain from using personal devices while at work in those areas, as such use can potentially be a major safety hazard.

- G. Employees are expected to protect personal devices used for work-related purposes from loss, damage, or theft.

In an effort to secure sensitive data, employees may be required to have 'remote-wipe' software installed on their personal devices by the IT department before using the devices for work purposes. This software allows the City-related data to be erased remotely in the event the device is lost or stolen. Wiping City data may affect other applications and data.

The City of Whitewater will not be responsible for loss or damage of personal applications or data resulting from the use of City applications or the wiping of City information. Employees must immediately notify management in the event their personal device is lost, stolen or damaged. If IT is unable to repair the device, the employee will be responsible for the cost of replacement.

- H. Upon resignation, termination of employment, or at any time upon request, the employee may be required to produce the personal device for inspection
- I. Employees who have not received authorization in writing from the City of Whitewater's management and who have not provided written consent will not be permitted to use personal devices for work purposes. Failure to follow the City of Whitewater's policies and procedures may result in disciplinary action, up to and including termination of employment.



## Finance Committee Agenda Item

Meeting Date:	October 22, 2024
Agenda Item:	Parking Violation Fee Increase
Staff Contact (name, email, phone):	Rachelle Blitch, <a href="mailto:rblitch@whitewater-wi.gov">rblitch@whitewater-wi.gov</a> , 262-473-1380

### BACKGROUND

(Enter the who, what when, where, why)

Ordinance [11.56.030 Parking forfeitures](#) was last increased in 2009. The current fee schedule is as follows:

#### Parking Violations 1 to 11

- Paid within 7 days forfeiture amount will be \$20
- Paid after 7 days forfeiture amount will be \$30
- Paid after 30 days forfeiture amount will be \$40

#### Parking Violation 12 (Parking in designated handicapped stall without disable plate/placard)

- Paid within 7 days forfeiture amount will be \$80
- Paid after 7 days forfeiture amount will be \$120
- Paid after 30 days forfeiture amount will be \$160

Ordinance [11.56.010 Penalty for violation](#) (4) states the penalty shall be no less than \$20 and no more than \$105.

The PD has issued 2,535 parking violation in 2021, 2,559 parking violations in 2022, 2,750 parking violations in 2023, and has issues 1,804 to date this year.

### PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

### FINANCIAL IMPACT

(If none, state N/A)

Increasing the base violation from \$20 to \$40 would add at minimum \$52,000 in revenue. This figure assumes the tickets will be paid in the first 7 days.

### STAFF RECOMMENDATION

Staff recommends increasing fines to encourage compliance, improve public safety, recover costs, and discourage individuals from abusing parking. Each of these reasons can contribute to more efficient use of parking resources, enhanced public safety, and improved City operations.

### ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Related Ordinances



## 11.56.030 - Parking forfeitures.

- (a) Any person charged with violating any parking provision of Title 11 of this code shall be notified that he or she has the right to contest the citation by requesting, in writing to the clerk of municipal court, within seven days of issuance, an appearance in the city municipal court. If such request is made a date shall be assigned.
- (b) The use of the parking ticket system in which the defendant pays the stipulated amount instead of appearing in court is extended to parking offenses under Title 11 of this code. The forfeiture, stipulated amount and increased forfeiture amount shall be as follows:
- (1) The forfeiture for any person who fails to pay a forfeiture as indicated on the citation within seven days after issuance shall be increased by fifty percent.
  - (2) The forfeiture for any person who fails to pay a forfeiture as indicated on the citation within thirty days after issuance shall be doubled.
- (c) (3) Any person requesting an appearance within seven days after issuance, shall have the right to a trial and shall be given a date of hearing on the issue of whether or not the party is guilty of the charge.
- (d) (4) If a party has requested the appearance in writing within seven days, the party shall not be subject to the increased forfeiture provided for herein, even if there is a finding of guilty.

(Ord. 1330 § 4, 1995; Ord. 1244 § 1, 1992).

(Ord. No. 1713A, § 1, 1-20-2009)

## 11.56.010 - Penalty for violation.

The penalty for violation of any provision of this title shall be a forfeiture as hereinafter provided together with the costs of prosecution as imposed as provided in Sections 345.20 to 345.53 Wisconsin Statutes.

- (1) Uniform Offenses. Forfeiture for violation of any provisions of Chapters 341 to 348 adopted by reference in Chapter 11.04 of this title shall conform to forfeiture for violation of the comparable state offense, including any variations or increases for second offenses.
- (2) Miscellaneous. The forfeiture for violation of any provision of the Wisconsin Statutes adopted by Section 11.04.010(b) of this title, shall be not less than fifty dollars nor more than five hundred dollars.
- (3) Special Local Regulations. The forfeiture for violation of any other provision of this title, except parking provisions, shall be not less than five dollars nor more than two hundred dollars for the first and not less than ten dollars nor more than five hundred dollars for the second offense within two years.
- (4) Parking. The forfeiture for violation of parking regulations provided in this title, unless otherwise specifically provided for in this title, and except as otherwise provided by adoption and reference in Chapter 11.04 of this title, shall be no less than twenty nor more than one hundred five dollars.
- (5) Any person who violates the provisions of this section shall forfeit, in addition to the forfeiture set forth in Section 11.56.010(4), the costs of the action as well as expenses related to the removal and/or storage of the vehicle.

(Ord. 1362 § 1(part), 1997; Ord. 1337 § 3, 1996; Ord. 1330 § 3, 1995; Ord. 1245 § 1, 1992; Ord. 754 § 7, 1972: prior code § 12.30).

(Ord. No. 1712A, § 1, 1-20-2009)