



# Finance Committee Meeting May 28, 2024

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

**Tuesday, May 28, 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.**

You are invited to a Zoom webinar.  
When: May 28, 2024 05:00 PM Central Time (US and Canada)  
Topic: Finance Committee Meeting May 28, 2024

Please click the link below to join the webinar:  
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Webinar ID: 839 7374 7733  
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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 April 23, 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**

- [2.](#) December 2023 Financials - Final
- [3.](#) April 2024 Financials
- [4.](#) Room Tax Staff Report
- [5.](#) Volunteer Background Check Policy
- [6.](#) Grievance Policy Review
- [7.](#) Recruitment Policy

### **FUTURE AGENDA ITEMS**

- 8. Procurement Policy Review

### **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

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You are invited to a Zoom webinar.

When: Apr 23, 2024 05:00 PM Central Time (US and Canada)

Topic: Finance Committee Meeting 4/23/2024

Please click the link below to join the webinar:

[https://us06web.zoom.us/j/88210822123?pwd=Ga9yBaG9lLahAxtVylS1hl3sYdCcTA.\\_sO5Rd\\_cPk-9k9kM](https://us06web.zoom.us/j/88210822123?pwd=Ga9yBaG9lLahAxtVylS1hl3sYdCcTA._sO5Rd_cPk-9k9kM)

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Webinar ID: 882 1082 2123

Passcode: 412904

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## AGENDA

### CALL TO ORDER

The meeting was called to order by Patrick Singer at 5:02 p.m.

### ROLL CALL

Present: Lisa Dawsey-Smith, Patrick Singer, Brian Schanen

Absent: None

Additional Attendees: Rachelle Blitch, Finance 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. Finance Committee Meeting Minutes March 26, 2024

Motion made to approve the consent agenda by Patrick Singer, Seconded by Brian Schanen.  
Voting Yes: Patrick Singer, Brian Schanen, and Lisa Dawsey-Smith. Voting No: None.

### HEARING OF CITIZEN COMMENTS

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### CONSIDERATIONS / DISCUSSIONS / REPORTS

2. Election of Chairperson and Vice Chairperson

Motion made to nominate Lisa Dawsey-Smith as Chairperson by Brian Schanen, Seconded by Patrick Singer. Voting Yes: Patrick Singer, Brian Schanen, Lisa Dawsey-Smith. Voting No: None.

Motion made to nominate Brian Schanen as Vice Chairperson by Patrick Singer, Seconded by Lisa Dawsey-Smith. Voting Yes: Patrick Singer, Brian Schanen, Lisa Dawsey-Smith. Voting No: None.

3. WAFC Quarterly Financials

4. March Financials

5. Policy Review - Budget Amendment

### FUTURE AGENDA ITEMS

### ADJOURNMENT

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

The meeting adjourned at 5:43 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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Rachelle Blitch  
Director of Financial and  
Administrative Services  
P.O. Box 690  
Whitewater, WI 53190

Item 2.

Phone: (262) 473-1380

Email: [rblitch@whitewater-wi.gov](mailto:rblitch@whitewater-wi.gov)

Date: May 23, 2024

To: Finance Committee

From: Rachelle Blitch, Financial and Administrative Services Director

Re: December 2023 Final Financials

A draft report has been submitted to the City for review and will be presented to the Common Council in June. After accounting for all journal entries, audit adjustments, and the prefunding completed at the end of 2023, the City ended with a surplus of \$130,856 in the General Fund. The ending fund balance as of December 31, 2023, was \$5,482,417, of which \$209,850 is unspendable, \$2,354,593 is assigned, leaving \$2,917,974 unassigned. The City's fund balance policy is to maintain a minimum of 20%, and we currently have 23.49% of our 2024 General Fund budget available in reserves.

The financials for April include the final revenue and expenses for December 2023.



## General Fund Revenue Budget Summary

### GENERAL FUND REVENUES

	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 2023 YTD
<b>TAXES</b>							
100-41110-00	LOCAL TAX LEVY	3,093,547	3,133,033	3,154,970	4,499,748	4,538,657	4,090,943
100-41111-00	DEBT SERVICE TAX LEVY	892,438	946,352	1,045,965	1,257,105	1,313,705	-
100-41112-00	OMITTED PROPERTY TAXES	-	-	-	-	-	-
100-41113-00	RESCINDED TAXES-REAL ESTATE	4,183	-	6,611	2,625	-	-
100-41114-00	USE VALUE PENALTY	224	546	-	-	-	-
100-41140-00	MOBILE HOME FEES	17,400	38,885	57,754	41,587	58,000	12,090
100-41210-00	ROOM TAX-GROSS AMOUNT	56,542	192,583	233,465	237,932	230,000	14,836
100-41320-00	IN LIEU-UNIV GARDEN & VW MANOR	27,513	27,733	120,606	27,820	27,820	28,035
100-41800-00	INTEREST ON TAXES	12,263	744	5,620	32,372	26,700	33,205
	<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>4,187,119</b>
<b>SPECIAL ASSESSMENTS</b>							
100-42010-00	INTEREST ON SP ASSESS.	53	53	-	-	-	-
100-42100-61	WATER MAINS	-	-	-	-	-	-
100-42200-62	SEWER MAINS & LATERALS	316	316	-	-	-	-
100-42300-53	ST CONST. - PAVING	-	-	-	-	-	-
100-42310-53	CURB & GUTTER	58	58	-	-	-	-
100-42320-53	SIDEWALKS	32	32	-	-	-	-
100-42350-53	TRAFFIC SIGNAL	-	-	-	-	-	-
100-42400-53	SNOW REMOVAL	641	1,675	150	-	-	1,125
100-42500-53	FAILURE TO MOW FINES	425	1,175	-	138	-	-
100-42550-53	EQUIPMENT USED-DPW	-	-	-	-	-	-
	<b>TOTAL SPECIAL ASSESSMENTS</b>	<b>1,523</b>	<b>3,308</b>	<b>150</b>	<b>138</b>	<b>-</b>	<b>1,125</b>
<b>INTERGOVERNMENTAL REVENUES</b>							
100-43344-00	EXPENDITURE RESTRAINT PROGM	67,958	71,382	63,331	53,306	-	-
100-43410-00	SHARED REVENUE-UTILITY	371,011	422,541	397,001	395,596	394,892	-
100-43420-00	SHARED REVENUE-BASE	2,836,916	2,836,783	2,836,846	2,836,844	3,534,954	-
100-43507-52	POLICE-MISC SAFETY GRANTS	7,697	6,841	8,013	4,164	-	-
100-43510-00	FEDERAL/STATE GRANTS-REIMBURSE	268,360	-	-	-	-	-
100-43520-52	LAW ENFORCEMENT TRNG REIMBURSE	-	-	-	8,103	-	-
100-43530-53	TRANSPORTATION AIDS	664,597	625,414	576,591	572,087	580,479	292,818
100-43531-52	STATE GRANT--PUBLIC SAFETY	-	-	9,356	38,060	-	-
100-43540-52	UNIVERSITY-LEASE-PARKING	45,000	45,000	45,000	-	45,000	-
100-43550-52	MOU-DISPATCH SERVICE	166,561	170,491	178,963	-	-	-
100-43610-52	MSP-STATE UNIVERSITY SVCS PYMT	284,694	279,097	329,598	192,781	7,331	7,304
100-43663-52	2% FIRE DUES-ST OF WISC	27,783	29,711	32,121	-	-	-
100-43670-60	EXEMPT COMPUTER AID-FR STATE	5,587	5,587	5,846	16,330	16,330	-
100-43670-61	PERSONAL PROPERTY AID	35,160	31,433	35,656	43,214	43,214	-
100-43745-52	WUSD-JUVENILE OFFICER	62,051	58,228	65,117	65,211	65,237	33,923
100-43750-52	DRUG GRANT REIMBURSEMENT	-	-	-	94	-	-
100-43760-00	WEIGHTS & MEASURES RECOVERY	2,800	2,800	3,408	1,583	3,000	-
100-43765-00	REIMB-HIST SOC-DEPOT-EL/GAS	1,784	1,571	1,416	2,029	2,029	1,839
100-43767-52	REIMB-BADGERNET-FORT ATKINSON	2,480	2,480	2,480	2,480	2,480	2,480
100-43775-52	FEDERAL EXCISE TAX REIMB	930	-	-	-	-	-
	<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>338,365</b>

Favorable (Unfavorable)

2024 Act v Bud		2024 YTD vs. PY		
\$	%	2023 YTD	Variance	%
(447,714)	-10%	4,068,924	22,019	1%
(1,313,705)	-100%	0	0	-
0	-	0	0	-
0	-	2,439	(2,439)	-100%
0	-	0	0	-
(45,910)	-79%	(20,815)	32,905	-158%
(215,164)	-94%	40,363	(25,527)	-63%
215	1%	27,820	215	1%
6,505	24%	24,482	8,723	36%
(2,007,763)	-257%	4,143,212	43,907	-284%
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
1,125	-	0	1,125	-
0	-	0	0	-
0	-	0	0	-
1,125	0%	0	1,125	0%
0	-	0	0	-
(394,892)	-100%	0	0	-
(3,534,954)	-100%	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	8,103	(8,103)	-100%
(287,660)	-50%	286,043	6,775	2%
0	-	0	0	-
(45,000)	-100%	0	0	-
0	-	185,287	(185,287)	-100%
(27)	0%	192,781	(185,477)	-96%
0	-	0	0	-
(16,330)	-100%	0	0	-
(43,214)	-100%	0	0	-
(31,314)	-48%	32,363	1,561	5%
0	-	0	0	-
(3,000)	-100%	0	0	-
(190)	-9%	2,029	(189)	-9%
0	0%	2,480	0	0%
0	-	0	0	-
(4,356,580)	-707%	709,086	(370,721)	-298%



## General Fund Revenue Budget Summary

### GENERAL FUND REVENUES

		2020	2021	2022	2023	2024	2024	2024 Act v Bud		2024 YTD vs. PY		
	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	2023 YTD	\$	%	2023 YTD	Variance	%
LICENSES & PERMITS												
100-44110-51	Liquor & Beer	10,589	18,400	18,608	18,858	18,733	4,830	(13,903)	-74%	6,340	(1,510)	-24%
100-44120-51	CIGARETTE	700	1,350	1,540	1,300	1,300	233	(1,067)	-82%	600	(367)	-61%
100-44122-51	BEVERAGE OPERATORS	2,948	4,360	3,020	3,515	3,600	1,204	(2,396)	-67%	820	384	47%
100-44200-51	MISC. LICENSES	1,725	1,725	2,233	2,873	2,750	911	(1,839)	-67%	1,341	(430)	-32%
100-44300-53	BLDG/ZONING PERMITS	17,495	94,149	42,537	110,560	50,000	18,759	(31,241)	-62%	10,325	8,434	82%
100-44310-53	ELECTRICAL PERMITS	6,325	8,752	6,911	9,298	5,550	2,914	(2,636)	-47%	1,544	1,370	89%
100-44320-53	PLUMBING PERMITS	4,422	12,059	7,785	9,396	5,775	1,665	(4,110)	-71%	581	1,085	187%
100-44330-53	HVAC PERMITS	4,020	5,646	4,668	7,216	3,225	1,627	(1,598)	-50%	1,304	322	25%
100-44340-53	STREET OPENING PERMITS	50	250	100	200	200	50	(150)	-75%	0	50	-
100-44350-53	SIGN PERMITS	689	1,703	952	1,310	600	485	(115)	-19%	445	40	9%
100-44370-51	WATERFOWL PERMITS	20	-	-	320	-	-	0	-	0	0	-
100-44900-51	MISC PERMITS	713	423	695	2,845	500	1,240	740	148%	170	1,070	629%
	TOTAL LICENSES & PERMITS	49,695	148,817	89,048	167,690	92,233	33,918	(58,315)	-467%	23,470	10,448	950%
FINES, FORFEITURES - PENALTIES												
100-45110-52	ORDINANCE VIOLATIONS	185,558	216,906	234,661	179,505	216,600	70,051	(146,549)	-68%	66,631	3,420	5%
100-45113-52	MISC COURT RESEARCH FEE	120	285	360	200	200	50	(150)	-75%	100	(50)	-50%
100-45114-52	VIOLATIONS PAID-OTHER AGENCIES	-	-	(200)	520	-	800	800	-	650	150	23%
100-45130-52	PARKING VIOLATIONS	62,361	64,364	52,826	58,224	60,000	22,854	(37,146)	-62%	26,485	(3,631)	-14%
100-45135-53	REFUSE/RECYCLING TOTES FINES	5,300	5,750	7,125	9,550	7,500	825	(6,675)	-89%	3,600	(2,775)	-77%
100-45145-53	RE-INSPECTION FINES	8,875	8,050	1,300	2,980	4,500	7,875	3,375	75%	1,650	6,225	377%
	TOTAL FINES, FORTFEIT - PENALTIES	262,214	295,355	296,072	250,979	288,800	102,455	(186,345)	-219%	99,116	3,339	265%
PUBLIC CHARGES FOR SERVICES												
100-46110-51	CLERK	-	-	-	-	-	-	0	-	0	0	-
100-46120-51	TREASURER	3,895	4,625	4,500	3,935	3,600	1,600	(2,000)	-56%	1,775	(175)	-10%
100-46210-52	POLICE-DISPATCH-MOU-UNIV	43,005	42,120	41,520	-	-	-	0	-	25,576	(25,576)	-100%
100-46220-52	FALSE ALARM FINES	450	2,550	750	2,100	1,500	100	(1,400)	-93%	650	(550)	-85%
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	1,335	(8,665)	-87%	14,924	(13,589)	-91%
100-46311-53	SALE OF MATERIALS	12	10	202	2	-	2	2	-	0	2	-
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	-	-	0	-	169	(169)	-100%
100-46450-52	SPECIAL EVENTS-POLICE/DPW	25	-	-	-	-	-	0	-	0	0	-
100-46730-55	RECR/FEES	-	-	-	-	-	150	150	-	0	150	-
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	11,656	(5,344)	-31%	10,088	1,568	16%
100-46746-55	SPECIAL EVENT FEES	25	125	100	35	25	20	(5)	-20%	0	20	-
	TOTAL PUBLIC CHARGES FOR SVCS	84,435	68,739	87,843	62,413	32,625	15,268	(17,357)	-387%	53,182	(37,914)	-370%
MISC. REVENUES												
100-48100-00	INTEREST INCOME	78,769	6,396	179,090	814,758	552,887	319,895	(232,992)	-42%	261,802	58,093	22%
100-48200-00	LONG TERM RENTALS	4,800	4,800	4,800	4,800	4,800	1,700	(3,100)	-65%	1,600	100	6%
100-48220-55	DEPOSITS-FORFEITED	-	-	380	50	50	4,025	3,975	7950%	0	4,025	-



# General Fund Revenue Budget Summary

## GENERAL FUND REVENUES

	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 2023 YTD
100-48300-00	OTHER PROP/EASEMENT SALES	-	-	7,500	-	-	-
100-48300-55	PROP SALES-AUCTION PROCEEDS	-	-	-	-	-	-
100-48400-00	INS./FEMA / CLAIM RECOVERY	-	446	-	1,313	-	-
100-48410-00	WORKERS COMP-RETURN PREMIUM	-	-	-	13,514	10,000	-
100-48415-00	RESTITUTION-DAMAGES	4,417	1,121	7,690	5,539	3,000	3,970
100-48420-00	INSURANCE DIVIDEND	26,688	50,436	10,878	51,535	29,193	29,412
100-48425-00	WORKERS COMP-REIMBURSEMENT	-	-	-	18,779	-	-
100-48430-00	INSURANCE-REIMBURSEMENT	-	-	-	1,000	-	-
100-48442-00	RADON KIT SALES	-	-	-	-	-	-
100-48500-55	DONATIONS-PARKS-DOG PARK	-	-	125	-	-	-
100-48520-55	DONATIONS-PARK & REC	-	-	1,500	-	-	-
100-48535-00	P CARD REBATE REVENUE	31,287	33,761	29,227	28,971	30,000	8,059
100-48545-00	DONATION-GENERAL	750	-	-	-	-	-
100-48546-55	MISC GRANT INCOME	5,000	7,000	8,000	87,043	-	36,510
100-48600-00	MISC REVENUE-NON RECURRING	10	1,262	2,331	2,155	-	166
100-48700-00	WATER UTILITY TAXES	349,794	357,531	344,406	346,697	350,000	350,000
	<b>TOTAL MISC REVENUE</b>	<b>501,514</b>	<b>462,753</b>	<b>595,927</b>	<b>1,376,154</b>	<b>979,930</b>	<b>753,738</b>
<b>OTHER FINANCING SOURCES</b>							
100-49260-00	TRANSFER FROM 610 WATER	7,500	8,000	8,000	8,500	8,500	8,500
100-49261-00	TRANSFER FROM 620 WASTEWATER	12,000	12,000	12,000	12,500	12,500	12,500
100-49262-00	TRANSFER FROM 440 TID 4	-	-	-	-	-	-
100-49264-00	TRANSFER FROM 200 CABLE TV	-	-	-	-	-	-
100-49265-00	TRANSFER FROM 630 STORMWATER	7,500	8,500	8,500	8,500	8,500	8,500
100-49266-00	GIS TRANSFER-UTILITIES	10,280	12,340	15,720	18,974	16,260	16,260
100-49267-00	TRANSFER FROM 208 PARKING	2,250	35,927	35,000	35,350	35,350	-
100-49269-00	TRANSFER FROM 250 FORESTRY	-	-	-	-	-	-
100-49270-00	TRANSFER FROM 446 TID 6	-	-	-	-	-	-
100-49275-00	TRANSFER FROM 205 27TH PAYROLL	-	-	-	-	-	-
100-49280-00	TRANSFER FROM 260 SICK LEAVE	-	-	-	-	-	-
100-49285-00	TRANSFER FROM 900 CDA	-	-	-	91,383	-	-
100-49290-00	TRANSFER IN FROM OTHER FUNDS	5,000	319,073	5,533	5,000	-	-
100-49291-00	TRANSFER FROM 450 CIP	-	-	-	-	-	-
100-49295-00	TRANSFER FROM 248 PARK & REC	-	-	14,922	-	-	-
100-49300-00	FUND BALANCE APPLIED	-	-	-	-	57,000	-
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>44,530</b>	<b>395,840</b>	<b>99,675</b>	<b>180,207</b>	<b>138,110</b>	<b>45,760</b>
	<b>TOTAL GEN FUND REVENUES</b>	<b>9,899,390</b>	<b>10,304,042</b>	<b>10,384,446</b>	<b>12,389,752</b>	<b>12,421,525</b>	<b>5,477,748</b>

Favorable (Unfavorable)

2024 Act v Bud		2024 YTD vs. PY		
\$	%	2023 YTD	Variance	%
0	-	0	0	-
0	-	0	0	-
0	-	1,313	(1,313)	-100%
(10,000)	-100%	13,514	(13,514)	-100%
970	32%	1,094	2,877	263%
219	1%	51,535	(22,123)	-43%
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
(21,941)	-73%	6,784	1,275	19%
0	-	0	0	-
36,510	-	80,043	(43,533)	-54%
166	-	0	166	-
0	0%	353,500	(3,500)	-1%
<b>(226,192)</b>	<b>7703%</b>	<b>771,185</b>	<b>(17,447)</b>	<b>12%</b>
0	0%	0	8,500	-
0	0%	0	12,500	-
0	-	0	0	-
0	-	0	0	-
0	0%	0	8,500	-
0	0%	0	16,260	-
(35,350)	-100%	35,350	(35,350)	-100%
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
0	-	0	0	-
(57,000)	-100%	0	0	-
<b>(92,350)</b>	<b>-200%</b>	<b>35,350</b>	<b>10,410</b>	<b>-100%</b>
<b>(6,943,777)</b>	<b>5466%</b>	<b>5,834,601</b>	<b>(356,853)</b>	<b>174%</b>





## GENERAL FUND REVENUE SUMMARY

SEC #	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-APRIL
41000	TAXES	4,104,110	4,339,875	4,624,990	6,120,288	6,194,882	4,187,119
42000	SPECIAL ASSESSMENTS	1,523	3,308	150	138	0	1,125
43000	INTERGOVT REVENUES	4,851,368	4,589,357	4,590,742	4,250,383	4,694,945	338,365
44000	LICENSES & PERMITS	49,695	148,817	89,048	167,690	92,233	33,918
45000	FINES, FORFEIT PENALTIES	262,214	295,355	296,072	250,979	288,800	102,455
46000	PUBLIC CHARGES FOR SVCS	84,435	68,739	87,843	62,413	32,625	15,268
48000	MISC REVENUE	501,514	462,853	595,927	1,410,557	979,930	753,738
49000	OTHER FINANCING SOURCES	44,530	395,840	99,675	180,207	138,110	45,760
	<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>5,477,748</b>

Favorable (Unfavorable)

2023 Act v Bud		2024 YTD vs. PY		
2023 YTD	%	2023 YTD	\$ Chg	% Chg
(2,007,763)	(32.4%)	4,143,212	43,907	1.1%
1,125	-	0	1,125	-
(4,356,580)	(92.8%)	709,086	(370,721)	(52.3%)
(58,315)	(63.2%)	23,470	10,448	44.5%
(186,345)	(64.5%)	99,116	3,339	3.4%
(17,357)	(53.2%)	53,182	(37,914)	(71.3%)
(226,192)	(23.1%)	771,185	(17,447)	(2.3%)
(92,350)	(66.9%)	35,350	10,410	29.4%
(6,943,777)	(55.9%)	5,834,601	(356,853)	(6.1%)

## GENERAL FUND EXPENDITURE SUMMARY

SEC #	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-APRIL
1	ADMINISTRATION	1,559,643	1,628,541	1,736,296	1,758,920	1,844,553	540,086
2	PUBLIC SAFETY	3,383,206	3,421,090	3,566,454	3,932,213	4,099,303.87	1,333,275.35
3	PUBLIC WORKS	1,094,477	1,121,114	1,139,541	1,212,804	1,200,352	363,690
4	PARKS AND RECREATION	688,294	673,505	724,655	682,036	775,265	364,429
5	NEIGHBORHOOD SVC/PLANNING	254,116	349,565	309,932	355,387	258,543	83,469
6	TRANSFERS	2,684,859	2,892,162	2,587,789	4,328,639	4,186,508	854,178
7	CONTINGENCIES	26,927	17,258	0	41,800	57,000	54,237
	<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>3,593,364</b>

2023 Act v Bud	
2023 YTD	%
(1,304,468)	(70.7%)
(2,766,029)	(67.5%)
(836,662)	(69.7%)
(410,836)	(53.0%)
(175,074)	(67.7%)
(3,332,331)	(79.6%)
(2,763)	(4.8%)
(8,828,161)	(71.1%)

2024 YTD vs. PY		
2023 YTD	\$ Chg	% Chg
574,885	(34,799)	(6.1%)
1,141,176	192,099	16.8%
377,252	(13,562)	(3.6%)
263,201	101,228	38.5%
89,746	(6,277)	(7.0%)
862,830	(8,652)	(1.0%)
11,109	43,128	388.2%
3,320,199	273,165	8.2%

Net Surplus / (Deficit) 207,868 200,906 319,777 130,856 - 1,884,384 (15,771,939) 2,514,402 (630,018)

## GENERAL FUND EXPENDITURE GROUPINGS

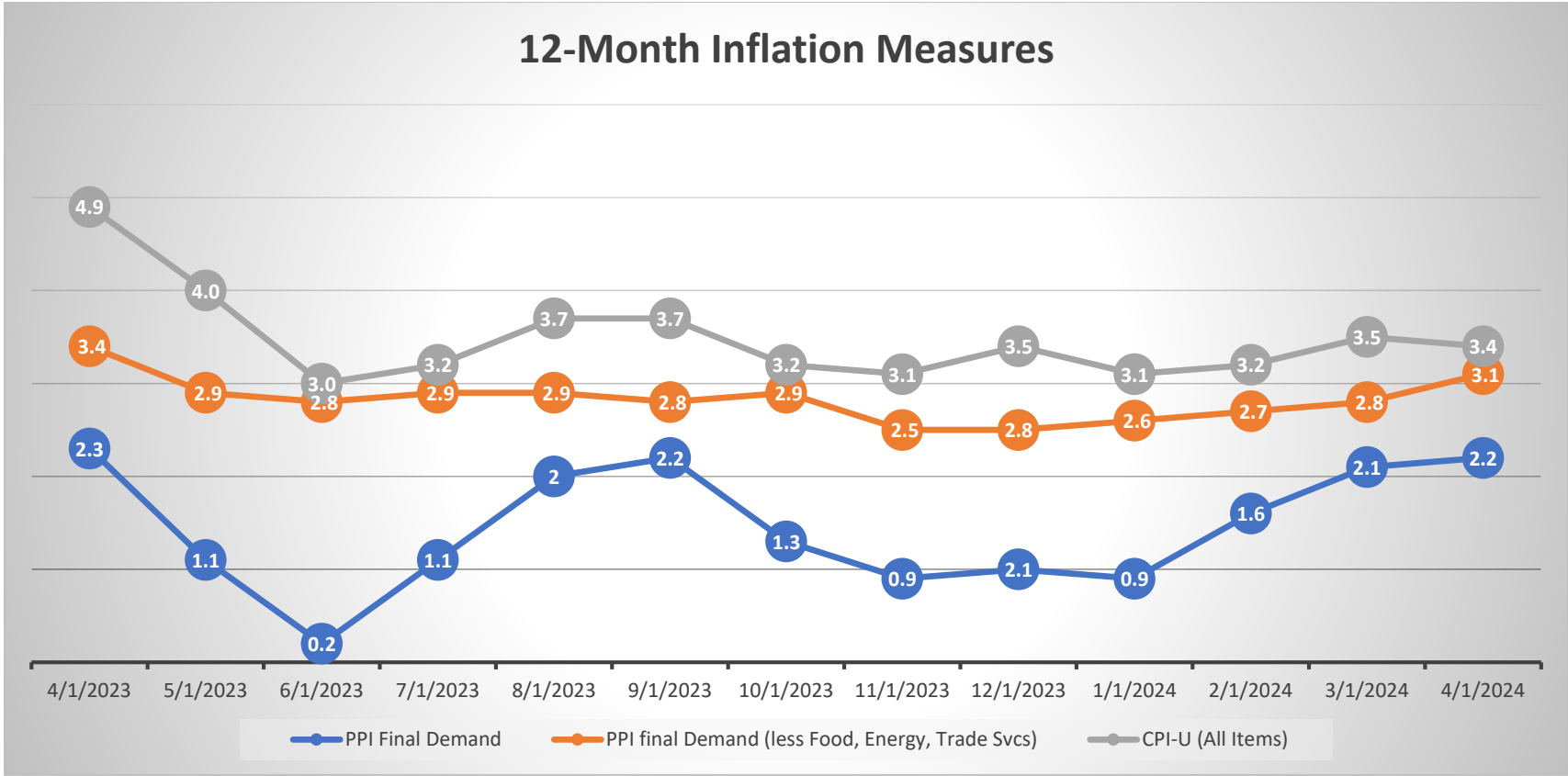
SEC #	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-APRIL
51100	Total Legislative Support	137,138	234,884	263,085	269,611	254,474	21,936
51110	Total Contingencies	26,927	17,258	-	41,800	57,000	54,237
51200	Total Court	72,609	75,869	81,915	85,807	81,180	34,943
51300	Total Legal	71,277	72,504	72,901	83,516	84,260	20,389
51400	Total General Administration	343,224	370,144	426,841	369,760	388,644	115,894
51450	Total Information Technology	82,498	83,395	65,345	114,144	156,148	35,251
51500	Total Financial Administration	197,879	206,731	215,000	229,735	249,616	77,485
51540	Total Insurance/Risk Mgt.	116,260	97,278	105,745	83,981	118,593	84,195
51600	Total Facilities Maintenance	481,094	429,937	449,597	467,311	453,703	133,774
52100	Total Police Administration	642,418	669,231	709,476	799,470	768,065	262,649
52110	Total Police Patrol	1,916,943	1,877,722	1,914,817	2,082,340	2,190,394	661,743
52120	Total Police Investigation	328,880	378,879	419,193	524,244	500,560	182,654
52130	Total Crossing Guard	-	-	-	-	0	0
52140	Total Comm Service Program	28,631	27,498	32,429	33,068	43,604	13,761
52200	Total Fire Department	-	-	-	-	0	0
52210	Total Crash Crew	-	-	-	-	0	0
52300	Total Rescue Service (Amb.)	-	-	-	-	0	0
52400	Total Neighbor Svcs & Planning	254,116	349,565	309,932	355,387	258,543	83,469
52500	Total Emergency Preparedness	7,102	6,754	10,971	9,490	10,211	968
52600	Total Communications/Dispatch	459,233	461,006	479,568	483,601	586,470	211,500

Favorable (Unfavorable)

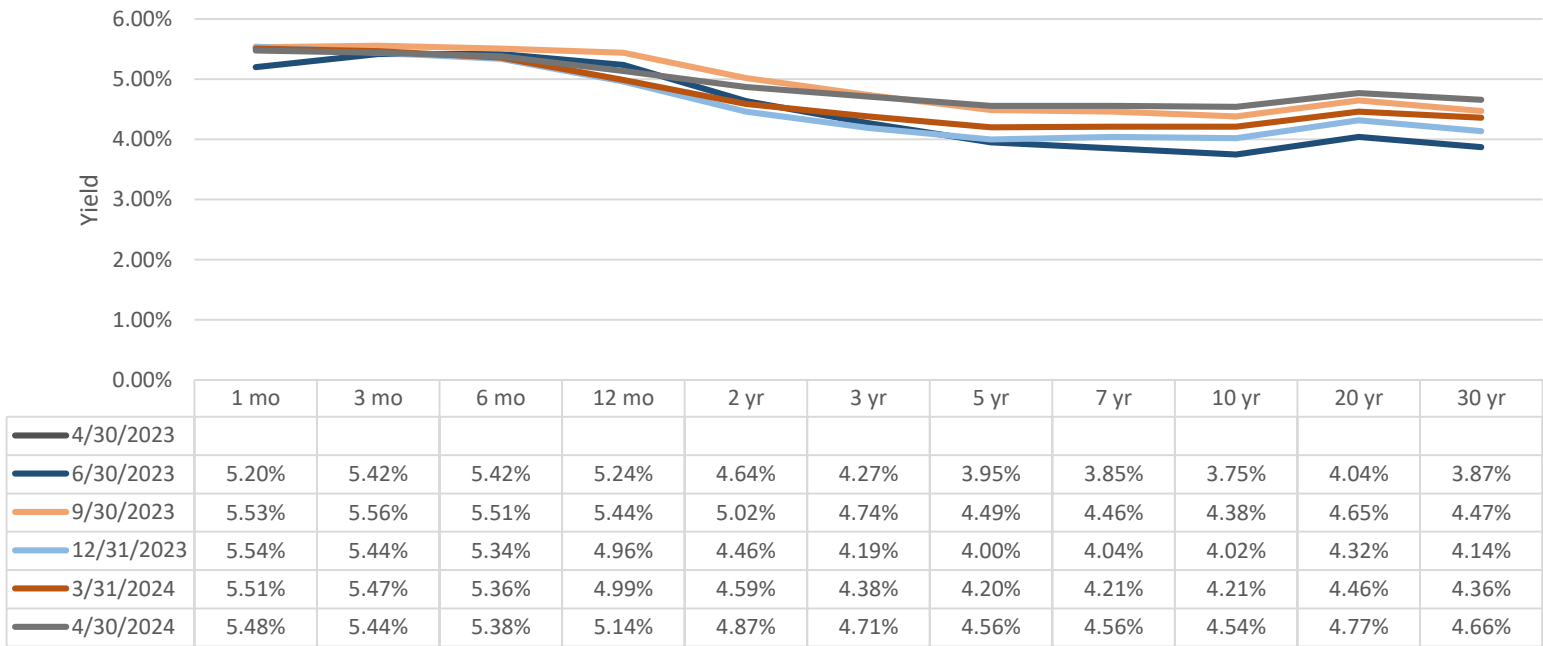
2023 Act v Bud		2024 YTD vs. PY		
2023 YTD	%	2023 YTD	\$ Chg	% Chg
(232,538)	(91.4%)	38,364	(16,428)	(42.8%)
(2,763)	(4.8%)	11,109	43,128	388.2%
(46,237)	(57.0%)	31,235	3,708	11.9%
(63,871)	(75.8%)	16,236	4,153	25.6%
(272,750)	(70.2%)	159,109	(43,215)	(27.2%)
(120,897)	(77.4%)	26,588	8,664	32.6%
(172,131)	(69.0%)	85,731	(8,246)	(9.6%)
(34,398)	(29.0%)	83,981	214	0.3%
(319,929)	(70.5%)	117,855	15,920	13.5%
(505,416)	(65.8%)	231,233	31,416	13.6%
(1,528,651)	(69.8%)	591,649	70,094	11.8%
(317,906)	(63.5%)	146,148	36,507	25.0%
0	-	-	0	-
(29,843)	(68.4%)	10,538	3,222	30.6%
0	-	-	0	-
0	-	-	0	-
0	-	-	0	-
(175,074)	(67.7%)	89,746	(6,277)	(7.0%)
(9,243)	(90.5%)	2,010	(1,042)	(51.8%)
(374,970)	(63.9%)	159,598	51,902	32.5%

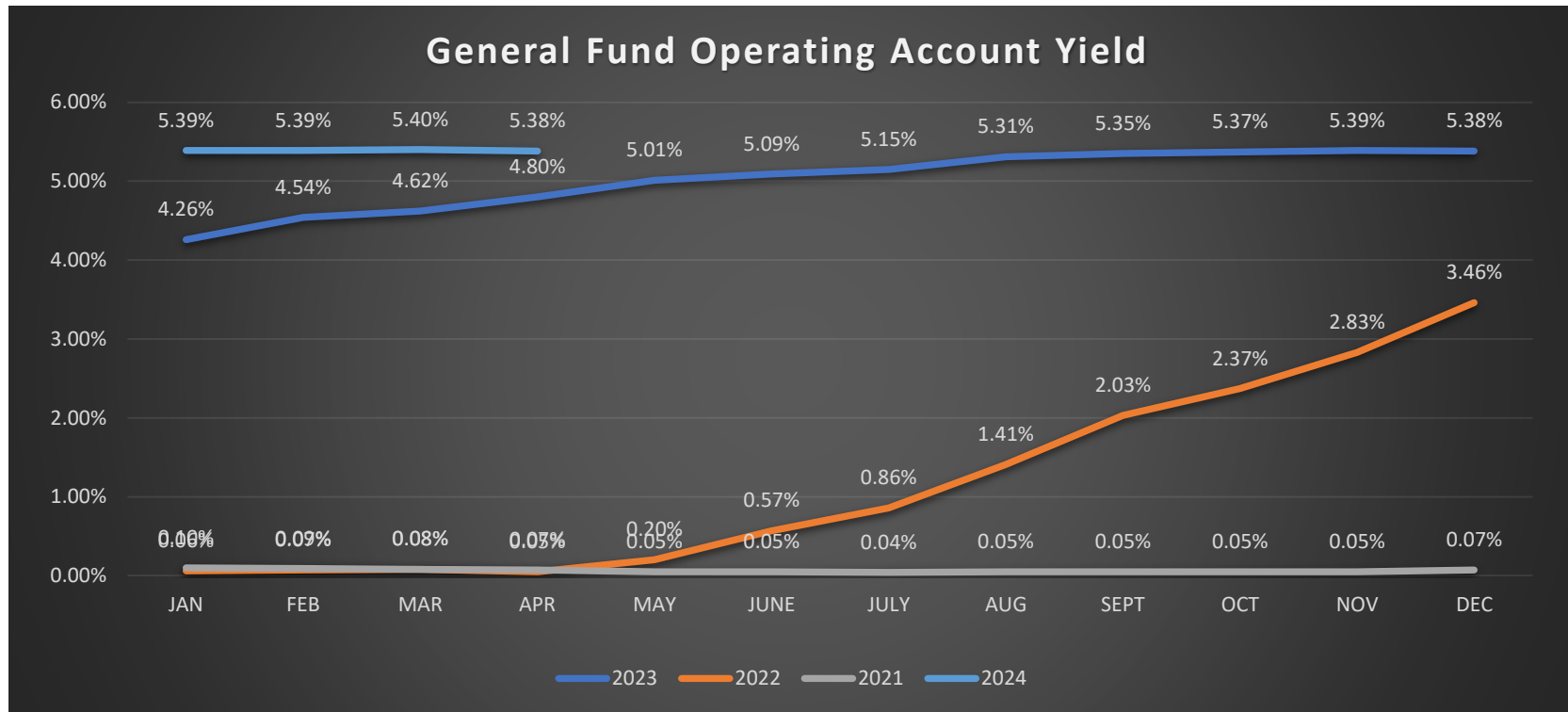
53100	Total Public Works Administration	45,500	40,109	45,026	48,109	50,000	14,905	3	(35,094)	(70.2%)	16,328	(1,422)	(8.7%)
53230	Total Shop/Fleet Operations	155,827	170,149	210,224	235,267	179,201	57,785	3	(121,416)	(67.8%)	49,580	8,204	16.5%
53270	Total Parks Maintenance	251,896	207,028	224,661	233,524	282,932	50,177	4	(232,755)	(82.3%)	32,150	18,026	56.1%
53300	Total Street Maintenance	530,072	535,830	527,315	538,881	571,387	141,764	3	(429,623)	(75.2%)	152,754	(10,990)	(7.2%)
53320	Total Snow & Ice	130,637	147,570	106,517	125,096	153,453	80,696	3	(72,757)	(47.4%)	80,186	510	0.6%
53420	Total Street Lights	232,441	227,456	250,459	265,450	246,312	68,541	3	(177,772)	(72.2%)	78,405	(9,864)	(12.6%)
55111	Total Young Library Building	57,665	57,800	55,867	55,057	57,934	16,219	1	(41,715)	(72.0%)	15,788	431	2.7%
55200	Total Parks Administration	45,223	46,542	48,615	102,161	91,360	32,310	4	(59,050)	(64.6%)	45,372	(13,063)	(28.8%)
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	-	27	(27)	(100.0%)
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	466	4	(15,534)	(97.1%)	7,651	(7,185)	(93.9%)
55330	Total Comm. Based-Coop Projects	128,000	153,000	178,000	329,759	384,973	281,477	4	(103,496)	(26.9%)	178,000	103,477	58.1%
59220	Total Transfers to Other Funds	1,401,357	1,745,442	1,297,705	1,751,181	1,469,509	458,500	6	(1,011,009)	(68.8%)	258,270	200,230	77.5%
59230	Total Transfer to Debt Service Fund	970,287	942,883	1,043,530	1,318,343	1,313,705	95,678	6	(1,218,028)	(92.7%)	104,560	(8,882)	(8.5%)
59240	Total Transfer to Fire Department	215,715	203,837	199,564	1,258,615	1,402,794	300,000	6	(1,102,794)	(78.6%)	500,000	(200,000)	(40.0%)
59240	Total Transfers to Special Funds	97,500	-	46,991	500	500	0	6	(500)	(100.0%)	-	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>3,593,364</b>		<b>(8,828,161)</b>	<b>(71.1%)</b>	<b>3,320,199</b>	<b>273,165</b>	<b>8.2%</b>

Item 3.



US Treasury: Constant Maturity







## Finance Committee Agenda Item

Meeting Date:	May 28, 2024
Agenda Item:	Room Tax Update
Staff Contact (name, email, phone):	Rachelle Blitch, <a href="mailto:rblitch@whitewater-wi.gov">rblitch@whitewater-wi.gov</a> , 262-473-1380

### Staff Report

A request was made to give an explanation and breakdown of how and what the room tax is for the City.

Room tax is 8% of the businesses receipts and those dollars are allocated to different entities. 2% of the 8% is kept by the business. 70% of the remainder goes to the Chamber to promote tourism and the City keeps what is left. Here is an example of the math:

100,000 in receipts  
 8,000 is 8%  
160 is the 2% the business keeps  
 7,840 Net  
5,488 is 70% (of the 7,840) that goes to the Chamber  
 2,352 goes to the city

In addition to the room tax, it costs \$15 to register with the City to operate an Air BNB. Air BNB will not provide the City with a list of places in Whitewater and does not provide a breakdown of who the taxes are remitted on behalf of.



## Finance Agenda Item

Meeting Date:	May 28, 2024
Agenda Item:	Volunteer Background Check
Staff Contact (name, email, phone):	Sara Marquardt, smarquardt@whitewater-wi.gov, 262-473-1387

### BACKGROUND

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

1. The City of Whitewater Summer Sports season is dependent upon the generosity of individuals willing to coach and assist with youth sports.
2. Conducting background checks on volunteers for youth sports is crucial to ensure the safety and well-being of all participants. These checks help to identify individuals who may pose a risk to children, thereby preventing potential harm.
3. Citizens expressed concern that our background check was too intrusive and irrelevant.

### PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

Staff was unable to locate a policy or procedures regarding volunteer coach background checks.

### FINANCIAL IMPACT

(If none, state N/A)

Minimal – background checks cost \$7/check.


### STAFF RECOMMENDATION

As a result of the citizens' concerns, the attached policy was drafted outlining clearly what information will be collected and what offenses will result in disqualification. Staff recommends adopting the policy.

### ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Draft Volunteer Background Check Policy

		<b>Volunteer Background Checks</b>			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	5
Issue Date:		Revision Date:		Review Date:	
Special Instructions:	This policy will be incorporated into the Recruitment and Selection Policy upon final approval of that policy.				

### I. PURPOSE

With the objective of preserving the safety and well-being of youth participating in City sponsored youth sports programs, the City of Whitewater will not knowingly allow any person convicted of a crime indicating a pattern of behavior detrimental to children to be placed in a position that would involve direct contact with children.

### II. POLICY

Any individual applying to be considered as a volunteer coach (head or assistant) for any youth sports program/league sponsored by the City will be required to submit to an annual criminal background check prior to receiving a team coaching assignment. The requirements of the background check will be consistent with the process utilized for other Department employees.

### III. PROCEDURE

#### A. Administration

1. All individuals applying to be considered as a volunteer coach will be required to sign a written authorization form allowing the City of Whitewater to process an individual criminal background check. All authorization forms must be turned in to the Parks and Recreation Department by a designated due date. Failure to provide the appropriate form by the designated deadline and/or failure to disclose past criminal history may disqualify the volunteer from coaching. The City of Whitewater Human Resources Department will administer the process of the criminal background screening/check through the Whitewater Police Department.
2. If the background screening/check reveals a conviction that is detailed under "Disqualifications or Exclusions" below or convictions that display a pattern of behavior that may have a detrimental effect on children, that individual will receive a written notice from the City that they are not eligible to begin or continue in their role as a volunteer coach. Determination of eligibility will be made by the Parks and Recreation Director in consultation with the Human Resources Manager and potentially the Police Chief.



B. Confidentiality of Information

1. All forms and information submitted and/or received as a part of the background screening/check process will be kept confidential and retained in a safe and secure location in the Human Resources Department for a time period required by law, or six years, whichever is greater.
2. The results will not be disclosed to anyone other than the Parks and Recreation Director and applicable staff of the Human Resources Department and the Police Department unless required to do so by law.
3. Criminal histories are a matter of public record. If an individual is disqualified and/or excluded from volunteer coaching in a City sponsored youth sports program/league, the City cannot guarantee that this type of information, once discovered, will be kept confidential.

C. Disqualifications/Exclusions

1. A Coach will be disqualified, and prohibited from serving as a Coach, if the person has been convicted of the crimes listed below where the circumstances of the offense are substantially related to the services of a Coach. This policy does not apply if criminal charges resulted in acquittal or dismissal, or to any arrest that has not resulted in a conviction, other than an arrest on a pending charge. No applicant for a position as Coach, or any other position, shall be asked to provide information regarding any past arrest, which resulted in acquittal or dismissal other than information relating to a pending charge.
  - a. All sexual offenses, regardless of the amount of time since the offense. Examples include, but are not limited to: Child molestation, sexual assault, sexual battery, statutory rape, prostitution, solicitation, indecent exposure.
  - b. All felonies that constitute offenses against the person, regardless of the amount of time since the offense. Examples include, but are limited to: Murder, manslaughter, aggravated assault, kidnapping, robbery.
  - c. Any crimes against children, regardless of the amount of time since the offense.
  - d. All felony offenses other than crimes against the person or sexual crimes within the past ten (10) years. Examples include, but are not limited to: Drug offenses, theft, embezzlement, fraud, burglary.
  - e. All misdemeanors that constitute offenses against the person within the past seven (7) years. Examples include, but are not limited to: Simple assault, domestic violence, hit & run.
  - f. All misdemeanor drug or alcohol offenses within the past five (5) years or multiple of such offenses in the past ten (10) years. Examples include, but are not limited to: Driving under the influence, simple drug possession, disorderly conduct, public intoxication, possession of drug paraphernalia.

- g. Any other offense within the past five (5) years that could be considered a potential danger to children or demonstrates a propensity for violence.
2. Should the background check indicate that a Coach has criminal charges pending alleging a violation of one or more of the disqualifying crimes listed in this policy, and if the Director determines the circumstances alleged are substantially related to the individual's qualification to serve as a Coach, the individual, whether or not serving as a Coach, may be disqualified until there is a resolution of the charges.
  3. Nothing in this Policy shall be construed as a waiver or limitation of the discretion of the Director to disqualify a Coach for reasons other than pending charges or conviction record when, in the sole opinion of the Director, disqualification is in the interest of the City or the program participants.
- D. Correcting Errors and Appealing Disqualifications
1. If the subject of any background check contends that the information provided in a background check report is erroneous, the Director shall use reasonable efforts to confirm the information and, if the information is determined to be inaccurate, reconsider the determination of disqualification.
  2. A volunteer coach applicant disqualified/excluded by the City may request an interview/review with the Parks and Recreation Director to appeal the decision. Further appeals may be presented to the City Manager whose decision will be final.
    - a. To appeal a decision, a notice of appeal must be submitted to the Parks and Recreation Department within 30 days of receiving the background check notification letter to include:
      - 1) Full Name and address of individual appealing
      - 2) Full Name and address of any person representing the individual
      - 3) A copy of the decision that is being appealed (i.e. the notification letter)
      - 4) Written description for the appeal to include particulars relevant such as facts or additional information
      - 5) Signature of the individual appealing.

IV. JOB AIDS - Background Authorization Form  
Coach Written Notification Letter

## CITY OF WHITEWATER AUTHORIZATION FOR RELEASE OF INFORMATION &amp; WAIVER OF LIABILITY

I, \_\_\_\_\_, fully recognize that the City of Whitewater has the need to conduct reference checks to verify information regarding a candidate for appointment that cannot be verified through examination. I understand that a reference check into all aspects of my qualifications will be conducted. I understand that although some of the information is a matter of public record, or would otherwise be accessible to me, this information will be inextricably interwoven with other confidential data to which I would not be privy, in compliance with and pursuant to Section 103.13 of the Wisconsin State Statutes.

By signing the release and waiver below, I respectfully request and hereby authorize the City of Whitewater, or any representative thereof, to be provided and view any and all information you may have from or concerning the following:

- Employment history, including without limitation all disciplinary records, performance evaluations, sick leave records, and any other matters contained in my personnel file;
- Scholastic records, from any school, college, university and other educational institutions;
- Records from Municipal, State and Federal agencies;
- Law enforcement agencies, including arrest, criminal and driving records. (Such records will not necessarily bar employment, and factors such as the age of the offense, seriousness and nature of the violation, relation to the job applied for, and evidence of rehabilitation will be taken into consideration);
- Credit agencies, shall be conducted in accordance with the Fair Credit Reporting Act and amendments thereto;
- Medical tests and records, in compliance with the Americans with Disabilities Act, upon conditional offer of employment, physical examinations, drug tests, etc. shall be conducted, with medical information maintained as confidential;
- Reference checks and background investigations.

The undersigned hereby authorizes any person or legal entity who may be contacted by the City of Whitewater to release and transmit any information, data, or opinions they may have. The undersigned further agrees to hold harmless and release from liability under any and all causes of legal action the City of Whitewater, its agents and employees, as well as persons, companies, schools, and others supplying such information, for any statements, acts, or omissions in the course of the investigation into the above referenced categories.

On behalf of myself, my heirs, assigns and successors interest, I forever hereby release and hold harmless from liability or damage whatsoever, which may result because of responses to this request for information under any and all possible causes of legal action, by any and all persons who shall request and or furnish any information.

I believe to the best of my knowledge that all information I have provided is accurate, true and correct and that I fully understand the terms of this release. I hereby knowingly, voluntarily, specifically, and permanently waive any rights I may have to examine, review, or to otherwise discover the contents of this reference and all documents related thereto, whether by request, appeal, grievance, or by legal process.

A photocopy reproduction of this request shall be for all intents and purposes as valid as the original. This release remains effective until you receive signed written instructions to the contrary. You may retain this form in your files.

*Please list all of the addresses you have lived at over the last five years.*

## APPLICANT—PLEASE COMPLETE THE FOLLOWING:

\_\_\_\_\_  
Signature Today's Date  
\_\_\_\_\_  
Print Name: (First) (Middle) (Last) (Maiden)

Other Names Used: \_\_\_\_\_

*Please list all of the addresses you have lived at over the last five years.*

Current Address _____	City: _____	State: _____	Zip Code: _____	Since: _____ (Mo/Yr)
Address #2 _____	City: _____	State: _____	Zip Code: _____	Dates: _____ to _____
Address #3 _____	City: _____	State: _____	Zip Code: _____	Dates: _____ to _____
Address #4 _____	City: _____	State: _____	Zip Code: _____	Dates: _____ to _____
Address #5 _____	City: _____	State: _____	Zip Code: _____	Dates: _____ to _____

*The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.*

\_\_\_\_\_  
Date of Birth Social Security Number  
\_\_\_\_\_  
State: \_\_\_\_\_

## Driver's License Number

Have you ever been charged with or convicted of any crime, traffic violation or violation of a municipal ordinance (excluding parking tickets)? No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, please provide city and state of conviction and details of conviction: \_\_\_\_\_

*Once completed, please return this form Human Resources.*

**Office Use Only** Department to Charge: \_\_\_\_\_



Date:

Subject: Volunteer Coach Application Status

Dear [Applicant's Name],

Thank you for your interest in volunteering as a coach with the City of Whitewater. We appreciate the time and effort you invested in completing the process and undergoing the necessary background check.

After careful review of your background check results (see attached), we regret to inform you that we are unable to proceed with your application at this time. Our organization prioritizes the safety and well-being of our participants, and our background check criteria play a crucial role in ensuring a safe environment for everyone involved.

Please understand that this decision was not taken lightly, and it is based solely on the results of the background check. A volunteer coach applicant disqualified by the City may request a review with the Parks and Recreation Director to appeal the decision. Further appeals may be presented to the City Manager whose decision will be final.

To appeal a decision, a notice of appeal must be submitted to the Parks and Recreation Director within 30 days of receiving the background check notification letter to include:

- Full Name and address of individual appealing
- Full Name and address of any person representing the individual
- A copy of the decision that is being appealed (i.e. the notification letter)
- Written description for the appeal to include particulars relevant such as facts or additional information
- Signature of the individual appealing.

We wish you the best in your future endeavors and thank you again for your interest in volunteering with us.

Sincerely,

## MEMORANDUM

[www.whitewater-wi.gov](http://www.whitewater-wi.gov)  
Telephone: (262) 473-0104  
Fax: (262) 222-5901

To: Finance Committee  
From: John Weidl, City Manager  
Date: April 18, 2024  
Re: Grievance process

Dear Finance Committee-

I am writing to address recently raised concerns regarding our current grievance process and to propose a modification intended to enhance transparency and trust within our city administration. This action is prompted by issues raised during the tenure of a former council member.

Historically, our grievance policy has been robust, designed to provide a fair and systematic approach for addressing employee grievances, including issues related to discipline, termination, and workplace safety. However, allegations were made suggesting that the involvement of the City Manager in the grievance process could potentially deter staff from filing grievances against the City Manager due to perceived bias or fear of retaliation.

Though these claims are unfounded, it is essential to address even the perception of bias to ensure all city employees feel they have access to a fair and impartial process. The integrity of our grievance process is paramount, not only to uphold the rights and well-being of our staff but to maintain the functional integrity of our city operations.

Therefore, in consultation with the HR department, we propose the following modification to the Grievance Procedure, specifically for grievances that involve the City Manager:

Step One, Section 5 (new):

"In the event the grievance or complaint involves the City Manager, the employee may initially file the grievance with the HR Manager, who shall coordinate the investigation with an impartial hearing officer. The impartial hearing officer in this case would be selected by the HR Manager or City Attorney."

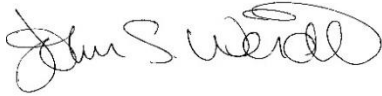
This adjustment ensures that the grievance process remains untainted by potential conflicts of interest and reinforces our commitment to a transparent and equitable resolution process. The selection of the impartial hearing officer by the HR Manager or City Attorney, rather than the City Manager, adds a layer of neutrality and is designed to restore confidence among our employees in the grievance system.

We will request the council's review and approval of this modification. Implementing this change will help fortify our employees' trust in their leaders and the processes that support their professional environment.

Thank you for considering this necessary amendment to our grievance policy.


Item 6.

Warm regards,

A handwritten signature in black ink, appearing to read "John S. Weidl". The signature is fluid and cursive, with the first name "John" and last name "Weidl" clearly distinguishable.

John S. Weidl, City Manager

JSW/RLM

		<b>Grievance Process</b>			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	4
Issue Date:	12-22-2011	Revision Date:		Review Date:	
Special Instructions:	Section 66.0509, Wis. Stats. This version expands policy and guidelines section, adds a step for complaints against the City Manager and a minor re-word for complaints against department heads.				

### I. Policy

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. The policy provides an employee with the individual opportunity to address concerns regarding corrective action, termination or workplace safety matters, to have those matters reviewed by an Impartial Hearing Officer and to appeal to the Common Council of the City of Whitewater

This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats.

### II. Guidelines

The City expects employees and management to exercise reasonable efforts to resolve any questions, problems or misunderstandings prior to utilizing this policy. An employee subject to a contractual grievance procedure shall follow the contractual grievance procedure to the extent those procedures cover the matters covered by the Grievance Process. An employee subject to statutory dispute resolution procedures shall be subject to those procedures to the extent those procedures cover the matters covered by the Grievance Process. The City reserves all rights and this Grievance Process does not create a contract of employment or any other legally binding contract. Employees of the City of Whitewater are employed at-will and may resign or be terminated with lawful reason or without reason. The City may terminate the employment relationship at any time with or without reason and without violation of applicable law.

### III. Procedures

#### A. Grievance Procedure

##### 1. Subject Disciplinary Actions

- 
- a. Any disciplinary action may be subject to appeal by an employee under this grievance procedure except the following:
    - 1) Placing an employee on paid administrative leave pending an internal investigation
    - 2) Counseling, meetings or other pre-disciplinary action
    - 3) Actions taken to address work performance, including use of a performance improvement plan or job targets
    - 4) Demotion, transfer or change in job assignment
  2. Subject Terminations
    - a. Any form of involuntary separation may be subject to appeal by the former employee except the following:
      - 1) Job abandonment, “no-call, no-show”, or other failure to report to work
      - 2) The inability to perform job duties for any reason.
  3. Workplace Safety

Workplace safety is defined as conditions of employment affecting an employee’s physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.
  4. Supervisor Notice
    - a. An employee should first discuss complaints or questions with their immediate supervisor.
    - b. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.
  5. Written Grievance Requirements
    - a. An employee wishing to file a grievance under this policy must provide a detailed description of the grievance including:
      - 1) The name and position of the filing employee
      - 2) A description of the issue
      - 3) A statement of the relief sought
      - 4) A clear explanation of the facts supporting the grievance
      - 5) The date(s) when the event(s) giving rise to the grievance took place
      - 6) A statement of the policy, procedure or rule that is being challenged



- 7) The steps taken by the employee to review the matter, either orally or in writing, with the employee's supervisor
- 8) The employee's signature and the date.

#### 6. Grievance Process

##### a. Step One

- 1) The employee must prepare and file a written grievance with the Department Director within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance.
- 2) Together with the HR Department, the Department Director or their designee will investigate the facts giving rise to the grievance.
- 3) The Department Director will inform the employee of their decision, if possible within ten (10) business days of receipt of the grievance.
- 4) In the event the grievance involves the Department Director, the employee may initially file the grievance with any employee of the HR Department, who shall conduct the investigation with the assistance of the City Manager.
- 5) In the event the grievance or complaint involves the City Manager, the employee may initially file the grievance with the HR Manager, who shall coordinate the investigation with an impartial hearing officer. The impartial hearing officer in this case would be selected by the HR Manager or City Attorney.

##### b. Step Two

- 1) If the grievance is not settled at Step One, the employee may appeal the grievance to the City Manager within five (5) business days of the receipt of the decision of the Department Director at Step One.
- 2) The City Manager or their designee will review the matter and inform the employee of their decision, if possible within ten (10) business days of receipt of the grievance.

##### c. Step Three

- 1) If the grievance is not settled at Step Two, the employee may request in writing, within five (5) business days following receipt of the City Manager's decision, a request for written review by an impartial hearing officer.
- 2) The City Manager, shall select the impartial hearing officer from a list of candidates approved by the Common Council.
- 3) The hearing officer shall not be a City employee.
- 4) In all cases, the grievant shall have the burden of proof to support the grievance.

- 5) The impartial hearing officer will determine whether the City acted in an arbitrary and capricious manner.
- 6) This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed.
- 7) Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents.
- 8) The impartial hearing officer shall prepare a written decision.

d. Step Four

- 1) If the grievance is not resolved after Step Three, the employee or the City Manager shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Governing Body.
- 2) For Library employees, the appeal shall be filed with the Library Board.
- 3) For all other employees, the appeal shall be filed with the Common Council for review at the Council's next regularly scheduled meeting.
- 4) The Council shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer.
- 5) The Council or its designee will inform the employee of its findings and decision in writing within ten (10) business days of the meeting.
- 6) The Common Council shall decide the matter by majority vote and this decision shall be final and binding.

7. Time Limits

- a. An employee may not file a grievance outside of the time limits set forth in the grievance process.
- b. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved.
- c. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation the grievance will be reviewed at the next possible meeting date.
- d. An employee must process their grievance outside of normal work hours, unless the employee elects to use accrued paid time (vacation, comp time etc.) in order to be paid for time spent processing their grievance through the various steps of the grievance procedure.

IV. Reporting

V. Job Aids



## Finance Agenda Item

Meeting Date:	May 28, 2024
Agenda Item:	Recruitment and Selection Policy
Staff Contact (name, email, phone):	Sara Marquardt, smarquardt@whitewater-wi.gov, 262-473-1387

### BACKGROUND

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

1. For many years, the hiring of City employees has been guided by the 2011 Employee Handbook and Policy 202.01 Recruitment and Selection.
2. The entire City of Whitewater Employee Handbook and its related policies have been under review for several years.
3. CVMIC (our insurance carrier) advised that our Selection and Recruitment Policy be removed from the handbook and updated.
4. Additionally, the Common Council has expressed a desire to play a more active role in the hiring process for department heads.

### PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

### FINANCIAL IMPACT

(If none, state N/A)

N/A

### STAFF RECOMMENDATION

The Recruitment and Selection Policy is in need of a complete revision. Additional time is needed to research and vet better policies and procedures. Staff recommends approving the addition of the department head recruitment language under III. B. 17. with the understanding that the policy will be brought back to Finance and Council with revisions and additions.

### ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Recruitment and Selection Policy with revision to III. B. 17.

		<b>Recruitment and Selection</b>			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	3
Issue Date:	12-22-2011	Revision Date:		Review Date:	
Special Instructions:	III. B. 17. added regarding the hiring of department heads.				

## I. Policy

The City of Whitewater has established a recruitment and selection process that is intended to result in the hiring of employees on the basis of skill, training, ability, attitude and character without discrimination. The City is an equal opportunity employer. The selection process works to match the best person to the position available. The best person will have the necessary skills and ability and also will be someone that is comfortable working with our team to achieve the City's goals.

Recruitment, application and selection of individuals for employment with the City will be done in accordance with equal employment opportunity laws and regulations.

## II. Guidelines

- A. The City Manager authorizes positions to be filled and the position must appear in the Staffing Resolution adopted by the City Council before a recruitment and selection process can be undertaken. Limited term positions are exempted from these requirements.
- B. The Police and Fire Commission holds the authority for recruiting and selecting protective service positions within the Police Department.
- C. The Library Board through the Library Director holds the authority for recruiting and selecting Library employees. Therefore, for those Departments, the following process may or may not apply.
- D. Immigration Reform and Control Act of 1986 (IRCA)
  1. This federal law intends to reduce illegal immigration by removing employment opportunities for those who are in the United States illegally.

2. Under this law, the City may only hire citizens and aliens who are authorized by the Immigration and Naturalization Service to work in the United States.
3. To comply with this law, applicants for City positions may be informed that, if offered employment, they may be required to attest, under penalty of perjury as to their employment eligibility and produce an original document or documents which are genuine and legally acceptable to establish their identity and employment eligibility, as listed on the I-9 Form of the Immigration and Naturalization Service.
4. No inquiries may be made regarding citizenship or natural origin.
5. Exception: the verification requirements of ICRA do not apply to persons in continuous employment with the City since November 6, 1986 or earlier.

### III. Procedures

- A. The procedures being described in this section will be used for all regular full and part time positions that the City Council has funded through the annual City Budget.
- B. The following steps are included in the recruitment and selection process:
  1. The Department Director notifies the Human Resources Department that a City Manager authorized position is vacant.
  2. Internal posting is generally done for all City positions.
    - a. If the situation so requires, the Human Resources Department may initiate both internal and external advertisement of an open position.
    - b. Where applicable collective bargaining agreements will be followed.
  3. The Human Resources Department will forward the applications of all qualified individuals from the internal advertisement to the Department Director for review.
  4. Vacancies may be filled from within by promotion, transfer, or demotion of qualified applicants whenever practical and whenever in the best interests of the City.
  5. Vacant positions will not necessarily be advertised externally if a qualified applicant is found by reviewing the active application file or through internal recruitment.
  6. The active application file consists of a file of applications submitted within the last 12 months during previous recruitment efforts.
  7. The Human Resources Department will forward active file applications to the Department Director as well as those resulting from internal posting.
  8. The Human Resources Department will list job openings with appropriate external sources.

9. Individuals who wish to be considered for advertised positions are required to complete an online application.
  - a. Individuals with a current application on file with the Human Resources Department may have their application considered by notifying the Human Resources Department of their interest.
  - b. Current City employees may apply for these positions and may be considered with other external applicants.
10. After recruitment has been closed, no subsequent applications may be accepted or referred. If a position is not filled, and the Department Director requests more applications, the position must be re-opened to allow all interested individuals an opportunity to be considered.
11. An application will remain active for one (1) year.
  - a. The application process shall be subject to the open records law of the state of Wisconsin.
  - b. The identity of an applicant can remain confidential under the Wisconsin Statutes if the applicant makes such a request in writing.
  - c. When an applicant becomes a finalist for a position, the identity may then be disclosed as required by law.
12. Following prescreening, the Human Resources Department forwards applications to the Department Director. The Department Director and the Human Resources Department selects those applicants desired for an interview.
13. Interviews are arranged and conducted.
14. The Department Director notifies the Human Resources Office if pre-employment testing and/or post offer pre-employment physical examinations are required. An applicant may be examined by a doctor of the City's choice at the City's expense.
15. A criminal background check and a detailed reference check regarding the education and employment history of the final candidate(s) will be conducted.
16. A final selection is made and the applicants are notified of the selection.
17. Upon commencement of the hiring process for a department head position, at least one council member will be invited to participate in the initial ranking of candidates. Preference will be given to council members who serve on the committee most related to the position of the department head. (For example, one Council member of the Public Works Committee would provide initial rankings for the Director of Public Works position.) Following the initial ranking phase, the top candidates for the head position will be identified and a council member meet and greet session will be organized wherein top candidates will have the opportunity to engage in informal discussions with council

members. The purpose of the meet and greet session is to allow council members to interact with the candidates, ask questions, and gain further insights into their qualifications, experience and suitability for the role. Ultimately, per statute, the final hiring decision will rest with the City Manager, based on the candidates' qualifications, performance in interviews, and alignment with the organization's needs and values.

#### IV. Reporting

- V. Job Aids – NEOGOV HR software automates the entire hiring and performance evaluation process, including position requisition approval, automatic minimum qualification screening, test statistics and analysis, and EEO reporting.