



Common Council Meeting

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

Tuesday, December 05, 2023 - 6:30 PM

**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:

https://us06web.zoom.us/j/85173798964?pwd=M-nEg8oCuovzvPXye11bTMqeJCT_gA.pBZXd8Utj5U9Bv22

Or Telephone: 312 626 6799

Webinar ID: 851 7379 8964

Passcode: 518542

Please note that although every effort will be made to provide for virtual participation, unforeseen technical difficulties may prevent this, in which case the meeting may still proceed as long as there is a quorum. Should you wish to make a comment in this situation, you are welcome to call this number: (262) 473-0108.

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

A Councilmember can choose to remove an item from the agenda or rearrange its order; however, introducing new items to the agenda is not allowed. Any proposed changes require a motion, a second, and approval from the council to be implemented. The agenda shall be approved at each meeting even if no changes are being made at that meeting

CLOSED SESSION

1. Adjourn to closed session pursuant to Wis. Stat. 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and pursuant to Wis. Stat. 19.86 notice of collective bargaining negotiations, to reconvene in open session, Item to be discussed: 1) Discuss Bargaining and Negotiation strategy related to the contract with the Police Union

CONSIDERATIONS

2. Discussion and possible action regarding WPPA Bargaining Contract Agreement - **Police**

CONSENT AGENDA

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

- [3.](#) Library Board of Trustees Meeting Minutes from October 16, 2023
- [4.](#) Finance Committee Meeting Minutes from October 10, 2023

CITY MANAGER REPORT

STAFF REPORTS

5. UW-Whitewater Environmental Science 400 Capstone Project on Cravath Lake Cattail - **Park and Rec**
- [6.](#) Next Steps regarding the Salary Compensation Survey - **City Manager/HR**
- [7.](#) Job Fair Metrics - **HR**

HEARING OF CITIZEN COMMENTS

No formal Council 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 Council 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.

RESOLUTION

- [8.](#) 2024 Salary Resolution - **Finance**

ORDINANCES

First Reading

- [9.](#) **Ordinance 2078** an ordinance amending section 1.21.010 Schedule of Deposits to provide for a bond amount for violations of Title 20 Property Maintenance - **Neighborhood Services**
- [10.](#) **Ordinance 2079** an ordinance regarding revisions to Chapter 12.22 Construction Standards Adopted - **Public Works**

CONSIDERATIONS

- [11.](#) Discussion and possible action regarding Lakes Advisory Committee Appointment - **City Manager**
- [12.](#) Discussion and possible action regarding Axon Service Contract - **Police**

- [13.](#) Discussion and possible action regarding Flock Service Contract- **Police**
- [14.](#) Discussion and possible action regarding the Proposed Nonconforming Use Agreement for Keinbaum Iron & Metal. Tax Property Id # /A76200001 - **City Attorney/Neighborhood Services**
- [15.](#) Discussion and possible action on DOT-Regulated Employee Alcohol Misuse Prevention & Anti-Drug Policy - **HR**
- [16.](#) Discussion and possible action regarding the timeline of a council action plan to address Common Council self-governance- **Common Council/HR**
17. Councilmember Requests for Future Agenda Items or Committee items. Questions

FUTURE AGENDA ITEMS

18. Window Ordinance - **City Clerk/PD - December**
19. Code enforcement and Zoning Services contract with Municipal Code Enforcement - **City Manager/HR - December/January**
20. Staff update on Procurement Policy - **Gerber/Attorney - Q1 2024**
21. Training for newly elected and appointed officials - **Dawsey Smith - April/May 2024**
22. Hiring a temporary, hourly assistant to the city manager - **Allen -TBD**
23. Special Assessments for Mobile Home Parks - **City Manager/Hicks - Q2**
24. Mill Rate Update - **Finance - December**
25. Changes to the Good Governance Manual - **Gerber - December**
26. **Ordinance 2063** Ordinance amending Chapter 11.16.15, adding No Stopping, Standing or Parking on east side of Elizabeth Street at Court Street and Laurel Street. - **Public works**
27. Salary Compensation Survey - **Gerber/Hicks Q2 2024**

ADJOURNMENT

2023-2025 City of Whitewater's 5 strategic goals: Build single-family homes, Communicate with the community without the newspaper, Support a thriving business community, Recruitment and retention efforts with a focus on diversity, and Prioritization of expenditures with available resources.

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.

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, October 16, 2023, 6:30 pm

MINUTES

Mission Statement:

*We will have the space and the stuff to do the things that you want.
Our Values: Safe & welcoming; Trust; Diversity; Fun; Lifelong learning and creativity; Making connections; Service excellence*

This is a hybrid in-person and virtual meeting.

CALL TO ORDER

Call to Order at 6:39 p.m.

ROLL CALL

Present: Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel, Doug Anderson,
Alyssa Orlowski

Absent: Brienne Diebolt-Brown

Staff: Stacey Lunsford

Guest: Sara Marquardt

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. Approval of Minutes Approval of the minutes of the regular meeting on September 18, 2023*
2. Acknowledgment of Receipt of Financial Reports*
3. Acknowledgment of Payment of Invoices for September 2023*
4. Acknowledgment of Receipt of Statistical Reports for September 2023*
5. Acknowledgment of Receipt of Treasurer's Reports*

MSC Anderson/Orlowski to approve the Consent Agenda.

Ayes: Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel, Doug Anderson, Alyssa Orlowski

Nays: none

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.

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OLD BUSINESS

None

NEW BUSINESS

6. Review and Approval of The Draft Revision of Book Club Policy - see attached

MSC Weigel/Anderson to approve the revised Book Club policy.

Ayes: Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel, Doug Anderson,
Alyssa Orłowski

Nays: none

7. Discussion of the library director position description and next steps for the search committee

- Board brainstormed desired qualifications for a candidate.
- Sara will check on the requirement about living within city limits to see if that still applies.
- The search committee will meet this week.
- The job will be posted for approximately a month. Stacey shared sites to post the job with the Board via email. Funding to post jobs will come out of a contingency fund.

EXECUTIVE SESSION

Adjournment into Closed Session TO RECONVENE per Wisconsin State Statute 19.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

Items to be discussed: Appointment of an interim library director

MSC Anderson/Retzke to adjourn into closed session at 7:05 PM.

Ayes: Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel, Doug Anderson, Alyssa Orlovski

Nays: none

MSC Anderson/Berndt to reconvene into open session at 7:16 PM.

Ayes: Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel, Doug Anderson, Alyssa Orlovski

Nays: none

MSC Weigel/Anderson to appoint Diane Jaroch as interim director effective November 27, 2023.

Ayes: Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel, Doug Anderson, Alyssa Orlovski

Nays: none

STAFF & BOARD REPORTS

9. Director's Report ~ see attached

- The Baker and Taylor program will be installed and provided free of charge to analyze the diversity of the physical collection. Stacey reported that it should be operational by the end of the year.
- Stacey updated the Board about the RFP search.
- Waukesha Public Library is considering a policy requiring patrons who are challenging a book to submit a notarized form stating they read the entire book.
- Stacey encouraged Board members to attend the November Common Council meeting to show support of the library expansion project.

10. Adult Services Report ~ see attached

11. Youth Services Report

- Kathy shared that Biblioboxes have really taken off this year in the schools! Numbers have doubled from last year.

12. Programming & Makerspace Librarian Report ~ see attached

- Jennifer noted that Kim Simes program was very well attended and that programming, in general, is very robust.

13. Confirmation of next regular meeting, November 20, 2023, 6:30 p.m.

- Stacey's last official day will be on November 15th. There will be an Open House for Stacey's retirement on November 10th from 3 - 5 PM at the library.

FUTURE AGENDA ITEMS

- None

Comments in the Chat Box:

- None

ADJOURNMENT

Adjourned at 7:35 p.m.

Minutes respectfully submitted by Jaime Weigel on October 27, 2023.

ABSTRACT/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE FINANCE COMMITTEE OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON COUNTIES, WISCONSIN

Special Finance Committee Meeting Minutes of October 10, 2023

1. Call to Order and Roll Call

Chairperson Lisa Dawsey-Smith called the meeting to order at 6:00 pm.

Present at the meeting were committee members David Stone, Jill Gerber, and Lisa Dawsey Smith.

Absent: N/A. Staff and guests present: Finance Director Rachelle Blitch, Brad Marquardt, Stacey Lunsford, Kelly Freeman, Dan Meyer, Adam Vander Steeg, and Sabrina Oijibway.

2. Hearing of Citizen Comments

None

3. 2024-2025 Budget Review (1 of 3)

a. Library – Lunsford provided a brief update on her budget and touched on the plans for the library’s expansion in the fall of 2024.

b. Fire/EMS –Stone asked about the ambulance rotation and Freeman explained it would be coming in July 2024 and funded fully by WFD Inc. Dawsey-Smith explained that because the city had purchased the last three ambulances WFD Inc. was funding this purchase. Freeman noted the engine is expected to arrive in July as well. Freeman also noted that in June of 2022, the previous city manager and director of finance signed paperwork to purchase a tower ladder that was budgeted previously and through contract discussions with WFD Inc and E1 they gave a discounted rate since we were ordering the engine as well and that provided us with a \$278,000 savings. Freeman explained further that because of the volatile market we are in the cost of the ladder would have went up by \$100,00 and the engine by \$60,000 if they hadn’t signed the paperwork in June 2022. Stone asked if they are way behind on building the trucks do we still anticipate receiving them in that timeframe? Freeman said yes, the last update was March of 2025 for the engine and ladder. Gerber inquired about the turnout gear going from \$116,000 to \$12,000 and what that was. Freeman explained that they just received a grant from the Hickey Fund for a second set of turnout gear so each frontline firefighter will have two sets and the \$12,000 will be for any repairs. Gerber asked about a significant drop in supplies and also an increase in repair maintenance of \$35,000. Freeman explained the cost of the emission systems are increasing and that they recently had two ambulances go down and the filters alone were \$5,000 a piece. Gerber asked if they would be filling the admin assistant position and Freeman stated they would not and that they reallocated those funds to bring their fire inspections back in house instead.

c. Police –Meyer gave some highlights on the budget additions that included an additional \$10,000 to interpretation services, an additional \$10,000 for mental health annual check-ins with a psychologist, additional funds for training for the SRT drone teams, additional funds for ammunition, and new Axon body cams. Stone inquired where the \$900,000 in new radios is and Meyer stated those are in the CIP. Gerber inquired if the salaries were maintaining currently staffing levels or if they added a position. Meyer explained it was just

maintaining and that the difference was due to a staff member being on military leave but there is a definite need for more officers. Gerber asked about the supplies cost of \$19,000 and Meyer explained that they previously had a LEA grant that reimbursed the costs in that line item and would no longer be receiving it in the future.

4. Future Agenda Items

- Update on Library expansion funding
- Starin Water Tower
- Employee bonus update
- Compensation study update

5. Discussion of Next Meeting Date

Next regular meeting date was set for October 24, 2023 at 4:30pm.

Special finance committee meetings for budget review were set as follows:

October 12th at 6pm

October 16th at 3:30pm

6. Adjournment

Smith moved, Gerber seconded adjournment. Motion carried on unanimous voice vote. Meeting adjourned at 6:18 pm.

Respectfully submitted,

Rachelle Blitch

Director of Finance and Administrative Services.



Office of the City Manager
312 W. Whitewater Street, P.O. Box 178
Whitewater, Wisconsin 53190

MEMORANDUM

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

To: Common Council
From: John Weidl, City Manager
Date: 11/27/2023
Re: Commitment to Improvement in Compensation Evaluations

Common Council:

In light of the recent public evaluation of our staff's efforts on compensation comparisons, I acknowledge that our initial approach may not have completely aligned with the explicit and implicit expectations expressed by some members of the Common Council. For this shortfall, I extend my sincere apologies. As City Manager, it is my duty to ensure that our work aligns with the Council's expectations and also to uphold the highest standards of accuracy and relevance. In this case, our efforts fell short, and for that, I am deeply regretful.

Understanding the gravity of this responsibility, I am firmly committed to steering us back on course and rectifying the areas where we have faltered. Our staff, guided by my clear directives and supported by robust methodologies, will redouble their efforts to provide comprehensive and meaningful analysis.

To make the appropriate adjustment, staff will adopt a more detailed and thorough and incorporate an expanded metric system as detailed in an example study attached for reference. On page 44 you will see 8 metrics – equalized value, property tax levy, spending per capita, property tax rate, per capita income, operational spending, general obligation debt, and shared revenue. Our system includes those eight plus a ninth metric - population. The inclusion of population as a metric acknowledges our shared commitment to using population as on relevant factor when considering compensation. The scoring system you see attached will be recalibrated, either extending to 120 points or redefined within a 100-point scale, to ensure a nuanced and accurate reflection of each community's alignment with Whitewater.

As we proceed, we recognize the Common Council's emphasis on population as a pivotal factor in our compensation analysis. In response, we are incorporating population as a key metric, a gesture that reflects our attentiveness to the Council's perspective. While some members of the governing body have suggested focusing on communities with significantly smaller populations, our approach aims to ensure a balanced and comprehensive analysis. This method, while acknowledging the Council's input, is designed to provide a fair and realistic compensation structure, rather than one narrowly focused on cost reduction. It is our objective to align our staff's compensation not only with population considerations but also with a broader spectrum of economic and operational metrics, ensuring a result that is both equitable and reflective of the true value they bring to our community.


In closing, I wish to assure the Council of my commitment to rectify the initial approach and to guide our team towards a more refined and accurate analysis. My Chief of Staff, Taylor, has already initiated the process by twice seeking input from the governing body vis-à-vis comparable communities in addition to incorporating suggestions from department directors. This collaborative effort, combined with using the

methodology established by an industry-leading firm, will ensure that our future decisions are well-informed and guided by objective methodology.

I would be remiss and not acknowledging the respect due to staff if I did not respectfully request that the Council first communicate any concerns regarding unmet expectations to the City Manager or Chief of Staff between the time packets are distributed on the preceding Friday and our public meetings on the following Tuesday at 6:30 p.m. This approach is not intended to discourage council members from raising their concerns publicly during meetings, which I continue to fully support. Rather, it provides our staff with a valuable opportunity, and up to 24 business hours, to address and, if possible, rectify any issues in real-time. This proactive communication enhances the efficiency of our limited interaction time during council sessions, ensuring that it is used as productively as possible.

Should you have any further questions, please do not hesitate to reach out. Otherwise, please anticipate that we will revisit this item at a future Common Council meeting mid-2024.

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" being the most prominent.

John S. Weidl, City Manager



To: City of Whitewater Common Council

From: Sara Marquardt, HR Manager

Date: December 5, 2023

Re: Next Steps regarding Salary Compensation Survey

The City Manager has directed staff to provide Common Council with a more detailed and thorough Salary Compensation Survey incorporating a metric system that includes equalized value, property tax levy, spending per capita, property tax rate, per capita income, operational spending, general obligation debt, shared revenue and population.

Letters are being prepared to the 24 communities identified by Council members and staff which will include the metric and salary information request. Staff will conduct follow up via email and phone as necessary to ensure we receive the information necessary to make informed decisions regarding the City of Whitewater's salary/compensation decisions.

It is important to note that this in-depth process is anticipated to be time-consuming, contingent upon the response time of the involved communities. We do not foresee presenting results until mid-2024. Consequently, updates will be withheld until a substantial portion of the follow-up process is complete.

We appreciate the opportunity to better understand how our compensation package affects the City's ability to attract and retain loyal, motivated and engaged employees.

Municipalities Identified for Salary Survey:

Platteville	Fort Atkinson
Jefferson	East Troy
Elkhorn	Baraboo
River Falls	Stoughton
Plover	Delavan
Mukwonago	Salem Lakes
Ripon	Watertown
Wisconsin Rapids	Menomonie
Beaver Dam	Burlington
Lake Geneva	Weston
Mequon	De Pere
Oconomowoc	Brown Deer



VILLAGE OF MUKWONAGO

**EMPLOYEE CLASSIFICATION AND
COMPENSATION STUDY**

FINAL REPORT

OCTOBER 2017



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Appendix B – Comparable Community Analysis

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I. INTRODUCTION

GovHR USA, LLC is pleased to have had the opportunity to work with the Village of Mukwonago on this Classification and Compensation Study. Human resource management is a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. Day-to-day operations present challenging administrative problems in planning, organizing, and directing human resource functions in order to achieve maximum efficiency and effectiveness in the delivery of municipal services. A properly developed and administered classification and compensation plan forms the foundation for meeting these challenges. It helps to ensure that the Village can not only recruit the best and brightest employees – even in a competitive marketplace – to complete its mission, but retain those employees as well. By retaining qualified, experienced employees the Village avoids the costs of re-recruitments, retraining and lost productivity, while maximizing the benefits of the investments it has made in training employees and the institutional and community knowledge acquired by those employees over their tenures.

GovHR USA (GovHR) understands the high expectations that have been established in Mukwonago for service delivery and competitiveness in recruiting and retaining excellent employees. These factors have been taken into consideration in the analysis and reflected in the Study results.

Scope of Work

The scope of work called for GovHR to carry out the following:

I. Job Evaluation Analysis and Job Classification System

Below is a list of tasks included in this component of the Study (listed in the order that the work was performed):

- **Study preparation and project meetings.** Met with the Village Administrator, Finance Director and the other Department Heads via teleconference to discuss Study methods and expectations, and the current classification and compensation plans and organizational structure. Determined problem areas, answered questions, and reviewed the scope and schedule of work.
- **Material distribution.** Prepared a memorandum of explanation, which was distributed to employees. Held meetings with employees to discuss the Job Analysis Questionnaire (JAQ) and to explain the scope and purpose of the Study. Employees were allowed about ten days to complete the questionnaire. The completed questionnaires were then reviewed by each employee's Supervisor and/or Department Head and Village Administration for approval as to

content. The JAQ forms were returned to GovHR within approximately three (3) weeks of distribution.

- **Determined comparable communities and prepared and sent out the compensation survey.** Working with the Village Administrator, Finance Director and other Department Heads, determined a logical survey sample of “like” communities that impact the compensation market of Mukwonago. Designed and sent out the compensation survey for the benchmark classifications and benefits covered in the Study.
- **Job evaluation analysis and establishment of job classification system.** Upon return of the JAQs by the Village, GovHR performed the following:
 - Read each JAQ and corresponding Job Description in its entirety.
 - Conducted in person interviews with employees in classifications covered by the Study, as well as the Department Heads with regard to jobs under their jurisdiction, to further understand the scope of duties and responsibilities of each position.
 - Applied a measurement system of job evaluation factors to all classifications, which formed the basis for internal rankings (equity) of classifications.
 - Upon completion of the job evaluation measurements, a new Classification Plan was developed.

II. Salary and Benefits Survey

The following tasks were included in this component of the Study:

- Tabulated, summarized, and analyzed comparative compensation information obtained through the salary and benefits survey. Prepared pay tabulations that compared the salary ranges of the Village of Mukwonago to the salary ranges of its “like” communities. Prepared comparison calculations at the 50th, 60th, 65th, 75th and 80th percentiles. Displayed data for each responding jurisdiction for each classification and summarized the data in table form. Based on discussions with the Village and the gathered data developed salary ranges that would establish Mukwonago as a payer at the 50th percentile of the municipalities surveyed (see the Section VI on pay philosophy).
- Based on the above data, developed and recommended new salary schedules and titles and provided feedback on selected benefits for the Village.

IV. Draft and Final Report Preparation

- A preliminary analysis of the data and recommended classification and compensation plan was shared with the Finance Director and Village Administrator. Over several telephone calls and emails, feedback from the Village Administration was reviewed and incorporated into the recommendations.
- This draft report has been prepared by the Consultant and sent electronically to the Village.
- A presentation of these draft findings will be conducted for the Village Board October 9, 2017. Once the presentation is made and review comments are returned, a final report will be prepared and transmitted electronically to the Village.

II. EXECUTIVE SUMMARY

A Classification and Compensation Study encompasses a significant amount of information that can be time consuming to condense and organize into an abbreviated format. Therefore, GovHR USA has compiled this Executive Summary in order to provide a quick synopsis regarding the major components, findings and recommendations of this Study.

The purpose of a well-designed Pay and Classification Study is twofold. First, it establishes internal equity (ranking) among employees across Departments in the Village. Second, it assures external equity/competitiveness by comparing the compensation of Mukwonago employees against market data.

Internal Equity - Classification Plan Development

The Study developed a new Classification Plan for 26 classified positions of the Village of Mukwonago. To complete this task, the Consultant completed a Job Evaluation. The Job Evaluation involved all of the employees in Mukwonago covered by the Study. As a result of the Job Evaluation, which included the completion of a questionnaire and interviews of at least one employee working in each classification covered by the Study, the Consultants assigned a numerical value to each position so like positions within the organization would be grouped together to produce an internal equity hierarchy. Nine factors were used for the evaluation of Mukwonago's job classifications. They were as follows:

1. Education – Required Preparation and Training
2. Work Experience – Years of Experience Needed to Perform Job
3. Decision Making and Independent Judgment
4. Responsibility for Policy Development
5. Planning
6. Contact with Others
7. Work of Others (Supervision Exercised)
8. Working Conditions
9. Use of Technology/Specialized Equipment

The product of this internal ranking is shown in Table 1, which lists the Village's job classifications with their numerical job evaluation score, also known as a Classification Plan. The higher the job factor evaluation score, the higher the job classification within the Classification Plan.

Job Title Change

After conducting the job evaluation noted above, the Consultants observed an inconsistency between the market and the actual duties assigned to a classification. Therefore, the following job title change has been recommended based on clarification of duties and market trends:

Current Title

Proposed New Title

Finance Director

Finance Director/Human Resources Coordinator

External Equity – Market Competitiveness

The second component of the Classification and Compensation Study involved establishing external competitiveness. A group of communities comparable to the Village was established. The Consultants started with all Wisconsin communities from the Illinois state line north to approximately Fond du Lac with populations between 7,500 and 12,500 and then applied a specific set of comparison criteria (e.g., basic spending per capita, equalized value, municipal property tax levy, etc.) to each community. (See Appendix B.) Based on the results of this analysis, the following group of communities was deemed to be the most comparable to the Village.

- | | |
|---------------|-----------------|
| Brown Deer | McFarland |
| Burlington | Monona |
| DeForest | Pewaukee |
| Elkhorn | Plymouth |
| Fort Atkinson | Port Washington |
| Grafton | St. Francis |
| Hales Corners | |

Salary and Benefits Survey

GovHR then prepared and distributed a salary and benefits survey to the thirteen communities listed above. Eleven of the communities responded to the survey. The salary survey summary results can be found in Table 2 and the detailed data for the salary survey can be found in Appendix C. To provide external competitiveness for the Village’s salaries, the salary ranges derived from this survey were used to help establish the proposed pay plan. The recommended pay ranges are contained within Table 3 of the report.

Proposed Classification and Compensation Plans

The goal of this study was to recommend a classification and compensation plan that is internally equitable and externally competitive. To accomplish this, a compensation plan was developed using the 50th percentile comparison of the salary ranges that were acquired through the salary survey data.

The resulting classification and compensation plans consist of 9 pay grades (1 being lowest, 9 being highest), and is broken down into the following four (4) bands.

- Grades 1 – 3 – Administrative and Technical Staff
- Grades 4 – 6 – Supervisors and Advanced Technical Staff
- Grades 7 – 8 – Directors and Managers
- Grade 9 – Village Administrator

All proposed pay ranges are open ranges. There is a 7.5% gradation between grades 1 – 3 and a 10% gradation between grades 4 – 6 and grades 7 – 8. The ranges for all grades 1 – 9 have a 35% spread from minimum to maximum.

Future Administration of the Classification and Compensation System

Within the body of this report, GovHR has outlined how the Village can maintain the classification and compensation system. GovHR will supply the Village with a User's Manual and all associated documents to maintain the classification plan and the steps to ensure the Village remains competitive with the market in the years to come.

Benefits Analysis

Observations and recommendations were made regarding the benefits plan offered by the Village of Mukwonago in relation to its comparable municipalities. These findings can be found in the body of the report in Section V.

III. THE POSITION CLASSIFICATION PLAN

A position classification plan provides for a systematic arrangement of positions into classes. A position, often referred to as a job (e.g., Administrative Assistant), contains a specific set of duties and responsibilities that is the objective of the classification process. A class is a grouping of positions which are “similar” in nature of work, principal duties and responsibilities, relative level of work difficulty, and level of knowledge, skill and ability (KSAs) required to perform the job. Positions allocated to the same class are “sufficiently similar” with respect to the types of factors enumerated above to permit them to be compensated at the same general level of pay. The positions do not have to be identical, however, and can be in different departments or even in the same department dealing with different subject matter or performing different specific duties.

It is this arrangement of positions and resulting classification structure that forms the basis for the compensation plan. A classification study is not intended to assess individual performance. To that end, a position that belongs in a certain class is not entitled to be placed in a higher class simply because the individual performs the work with a high degree of success and efficiency, nor is it placed in a lower class simply because the incumbent performs the work with low competence or productivity. Variations in individual performance are not recognized by differences in classification, but are management issues. Similarly, there is a tendency in some work forces to use the classification plan to reward longevity, even though the duties and responsibilities of individual positions may not have changed over time. However, just because an individual has been with an organization for a long time and is at the top of their pay range, this does not mean they should be moved to the next higher pay grade. Longevity is not a classification factor and the classification plan should not be used in this manner.

As an assessment of duties performed and of responsibilities exercised, a position classification plan is an exceedingly useful managerial tool. It provides the fundamental rationale for the compensation plan and helps management identify positions which have taken on (or in some cases eliminated) duties and responsibilities, thereby sustaining the principle of equal pay for equal work. Through proper maintenance of the classification plan, employees are assured of management’s continuing concern about the nature of work that they carry out and its reward in the form of appropriate pay levels and relationships.

The classification plan provides the basis for recruitment, screening, and selection of employees in direct relationship to job content. Promotional ladders as well as opportunities for lateral career development are also evidenced by the logical grouping of allied occupational classes and hierarchies.

IV. JOB EVALUATION

GovHR's approach to job evaluation involves a quantitative "point and factor" comparison method, which "cross-compares" all jobs in the organization against numerous factors such as educational requirements, experience, work conditions, and the like (see below). Therefore, all jobs in each organizational unit (e.g., Finance, Police, Public Works, etc.) may be compared against each other, based upon the same factors.

In conducting the job evaluation exercise, it must be again emphasized that the position, and *not the incumbent's qualifications, performance, or years of service in the position*, is evaluated. An incumbent employee may feel s/he should be placed in a higher level (i.e., receive more points) because the individual performs well, has a long tenure with the organization, and/or has additional education or skills not required to perform that job, or may feel s/he does more tasks than a similar employee in another Department, but these are not valid determinants for job classification.

Before reviewing the results of the evaluation of the job classes, it is important to note that the purpose of job evaluation is to identify whether a job is more or less advanced than, or equal to, other jobs in the organization, based on nine (9) objective factors. While these factor definitions are guidelines, they are constructed to allow limited flexibility of interpretation while at the same time providing a strict framework and structure for comparison.

The nine (9) factors used for the evaluation of Mukwonago's job classes are as follows:

1. Preparation and Training
2. Experience Required
3. Decision Making and Independent Judgment
4. Responsibility for Policy Development
5. Planning of Work
6. Contact with Others
7. Work of Others (Supervision Exercised)
8. Working Conditions
9. Use of Technology/Specialized Equipment

As part of the job evaluation process, the duties, responsibilities, and qualification requirements for each job classification were reviewed via a thorough reading of the incumbent's current job description

and a Job Analysis Questionnaire (JAQs) completed by each employee (Appendix A). In addition, GovHR conducted interviews with at least one employee in each of the classifications covered by the Study and with the Department Heads. Points were then assigned to each factor by selecting the description that best fit the appropriate level of compliance. In other words, a position that requires a Master’s Degree would receive more points under the “Preparation and Training” factor than positions that did not require this advanced degree. Points for each factor were then totaled for each position. Using this method, the positions were found to fall into distinguishable job factor analysis (JFA) scores. Table 1 contains the Classification Plan, including the job classification title, the proposed Grade, JFA score and proposed new title for the evaluated classifications.

As part of the service provided in the pay study, we make recommendations of title changes/additions to reflect either a better description of the job being performed or to be consistent with trends in the organization or the marketplace. Based on this, we recommend the following change to the current plan:

Current Title

Finance Director

Proposed New Title

Finance Director/Human Resources Coordinator

Determination of Fair Labor Standards Act Designation

The Fair Labor Standards Act (FLSA) imposes certain minimum wage and overtime pay requirements on employers for jobs that are covered under the Act. Most jobs, including the majority of public-sector jobs, are covered under the Act and entitled to overtime pay. But certain positions, mostly office jobs, are “exempt” from coverage under the Act and therefore not entitled to overtime pay.

Employers often misclassify employees as exempt (and therefore not entitled to overtime pay) because of a misunderstanding of the law or unfamiliarity with the rules. An incorrect determination regarding whether certain positions within an organization are entitled to overtime pay can subject an employer to back pay awards and expensive fines and penalties if the employees file a complaint with the Department of Labor, and the Department decides to file a lawsuit against the employer. It is therefore important to make the proper determination regarding the status of each job within the organization, and whether that job is entitled to the rights and protections afforded to workers under the FLSA.

Before any determination can be made, it is important to become familiar with the many rules, regulations and exceptions contained in the Fair Labor Standards Act. These rules can be complex, and the determination regarding whether a particular position is covered by the Act is not always clear-cut. GovHR began its analysis by having employees complete a questionnaire that has been specifically designed to elicit responses from the employees regarding the types of duties they are required to perform on a regular basis. The answers provided were generally sufficient for the Consultant to determine if the position was or was not exempt under the Act. The Consultant also gathered additional information during the employee interviews, including concrete examples of the types of policies the employees had been involved in formulating, or whether the employees had significant input or sole discretion on things such as hiring, firing and discipline of other employees in their departments. Based on the review of the FLSA assignments, GovHR found that the majority of positions were appropriately designated. Positions that may need to have their designations changed have been indicated and the Village has been advised of the Consultant's recommendation. GovHR recommends the Village consult with its Attorney before any changes are applied.

It is important to note that the FLSA provides certain minimum standards that the employer must provide, and that cannot be waived or reduced by the nonexempt employee either individually or through a collective bargaining agreement. The employer can, of course, choose to also apply minimum wage and overtime pay requirements to otherwise exempt employees, or to exceed the minimum requirements for some or all of its employees by agreement. If the Village chooses to award overtime to positions designated as exempt, then it should take care to be certain that the standard it applied uniformly across similar classifications within the organization.

V. SALARY AND BENEFITS SURVEY

The Village of Mukwonago initiated this Study with the objective of assuring that its compensation and benefits plan is both internally equitable and externally competitive. The Job Evaluation System (outlined in Part IV) is performed to address the issue of internal equity. To achieve external competitiveness, a market survey of comparable jurisdictions was conducted. The following presents and explains the labor market review and salary and benefits survey data.

Selection of Comparable Jurisdictions for Survey Purposes

Selecting jurisdictions for the comparison group is an important element in a classification and compensation study. When selecting jurisdictions to serve as survey comparables, it is important to use particular criteria to evaluate the other jurisdictions to assure that those chosen as comparables will be the most similar to Mukwonago.

To determine which municipalities should be used for survey purposes, the Consultants first considered all Wisconsin communities from the Illinois state line north to approximately Fond du Lac with populations between 7,500 and 12,500. Subsequently, the following criteria was then applied to each of these communities:

<u>Criterion</u>	<u>Total Possible Points</u>	<u>Factor Weight</u>
1. Equalized Value	20	20%
2. Municipal Property Tax Levy	15	15%
3. Basic Spending Per Capita	15	15%
4. Municipal Property Tax Rate	15	15%
5. Per Capita Income	15	15%
6. Operating Spending Per Capita	10	10%
7. General Obligation Debt	5	5%
8. Shared Revenues	5	5%
	100	100%

The eight (8) categories listed incorporate a variety of economic indicators to ensure selection of comparables with similar financial conditions to the Village of Mukwonago.

Within each of the eight (8) categories, ranges of compatibility were established. For example, the closer a community was to matching the Village of Mukwonago's basic spending per capita, the closer

the community would be to receiving the maximum of fifteen (15) points. A community whose basic spending per capita was significantly larger or smaller than Mukwonago’s basic spending per capita would receive fewer or even zero points. Thus, a municipality achieving a total of 100 points would be considered most comparable to the Village of Mukwonago. A community with zero points was therefore determined to be the least comparable to the Village. A more detailed explanation of the methodology used to determine the comparable communities is included in Appendix B.

A cutoff of 90 points was established to select the communities most strongly similar to Mukwonago across the eight (8) categories. After applying the eight (8) criteria, thirteen (13) communities achieved 90 or more compatibility points on the comparison scale with Mukwonago. They are as follows, in alphabetical order:

Brown Deer	McFarland
Burlington	Monona
DeForest	Pewaukee
Elkhorn	Plymouth
Fort Atkinson	Port Washington
Grafton	St. Francis
Hales Corners	

The Salary Survey

After selecting the municipalities for the source of survey data, the Consultants then prepared and distributed a salary and benefits survey to the thirteen comparable communities listed above. Eleven of the communities responded to the survey. Table 2 is a summary of the benchmark salary survey data. The detailed salary survey data for each position is contained in Appendix C.

It is important to make a few of observations regarding Table 2 and Appendix C.

1. The salary data is information that was available as of June – August 2017. The new recommended salary ranges for the Village were developed using this salary data from the comparable communities.
2. Some of the comparable municipalities provided salary range minimums and maximums for comparison purposes, while others (those that don’t utilize salary ranges as part of their pay plans) provided actual salaries for surveyed positions. The salary range minimums and maximums were analyzed to determine the 50th, 60th, 65th, 75th and 80th percentiles to identify

wage ranges for “average” and “above average” payers. Any actual salaries provided by the comparable municipalities were not analyzed simply because there was abundant salary range information. Salary ranges are a better gauge of market salaries than an actual salary and are thus preferred to conduct analysis.

3. Salary ranges associated with positions that have been reclassified may not be consistent with other salary ranges in a particular Grade.
4. Data contained within Appendix C has been thoroughly reviewed. If the Consultants determined the data was not relevant, it was removed. Thus, if a specific position within the salary survey has two worksheets associated with it in Appendix C, then data were removed. The second data sheet will have the word “Edited” after the title of the position surveyed. If a specific data point was removed, it is highlighted on the first worksheet and then removed on the second worksheet associated with the position.

Appraisal and Use of Salary Survey Data

While comparing Mukwonago’s current salaries to those paid by other employers in the survey group, it must be noted that variations in compensation may be due to several factors, including:

1. Organizational size and economic conditions that can have an impact on classifications. In smaller organizations, employees are often asked to "wear many hats" and therefore take on more duties and responsibilities than would normally be required of a certain position. In addition, the economic downturn forced organizations to "do more with less", compelling staff to take on more duties and responsibilities than they have in the past. Therefore, it becomes increasingly harder to compare “like” classifications within organizations. To try to avoid inaccurate comparisons, a short job description of the classifications was included in the survey in order to ascertain if “like” positions were being compared.
2. Some employers place a different “relative worth” on certain groups of employees. For example, some employers are forced to place a higher value on certain employees or groups of employees because of the market, and therefore, pay them more. Overall, the policies and value judgments of different employers in compensating the same kind of work can vary widely. There is rarely a single prevailing rate for any particular kind of work, even within the same labor market.

3. Exact comparisons among different employers of ostensibly similar jobs duties and responsibilities and related employment factors are sometimes difficult to make.

Nevertheless, comparative salary data widely recognized as a good measure of the appropriate compensation rates with respect to the prevailing market. This data is also useful as an indication of generally prevailing opinions concerning the pay relationships that should exist among different classes of work. Of equal importance, however, are the internal relationships arrived at by comparing the relative levels of difficulty, responsibility, experience, education and training for the various classes, as was accomplished in the job evaluation portion of this Study.

The Benefits Survey and Findings

The benefits portion of the survey collected data related to the following benefits:

Insurance: Medical — Life
Leave: Holiday – Personal – Sick - Vacation
Retirement
Education-based Pay Incentives
Part-time Benefits

Appendix D contains tables summarizing the data related to the benefits survey. A review of the benefits offered in Mukwonago versus the comparable communities shows that Mukwonago is on par with the benefits it offers the Village employees. There are some variations in the various benefits but overall the Village is comparable and competitive when compared to the other responding communities.

VI. COMPENSATION PLAN DEVELOPMENT AND RECOMMENDATIONS

Development of the Compensation Plan

A basic element in any human resources management program is adequate and equitable employee compensation. A compensation plan of this nature is essential if qualified employees are to be recruited and retained. To achieve these ends, there must also be a reasonable, uniform, and widely accepted model of the factors of job content upon which the compensation system rests. Application of the model and definition of job content were the purpose of the job evaluation aspects of this Study.

The plan presented in this report is designed to accomplish the Study goals by: (1) providing for equal compensation for work of equivalent job content and responsibility; (2) facilitating adjustments to compensation levels based on changing economic and employment conditions that impacted these interrelationships; and (3) establishing compensation rates that compare favorably with those of other equivalent jurisdictions within the appropriate labor market. In preparing this plan, the Study only looked at base compensation. The compensation associated with longevity or other fringe benefits was not analyzed or factored into the compensation plan.

Pay Plan Options for the Village's Consideration

One of the purposes of this Study was to provide an updated pay plan that both relates to the external market and is internally equitable. The consulting team held several discussions with Village Administration to examine the many facets of salary administration, at both the technical and philosophical level. During these discussions, the concepts – and potential advantages and disadvantages – of *defined increment* and *open range pay plans* were reviewed.

Pay Plan Design: Defined Increment, Open-Range, and Blended Pay Plans

Defined increment merit plans are pay plans that have salary ranges with a minimum and a maximum with defined percentage increments (e.g., 3%) in between. If an employee has a satisfactory performance evaluation, he/she systematically advances through the pay range. This performance evaluation, and resulting salary increment increase, occurs annually.

Open-range merit plans also have salary ranges with minimums and maximums, but without defined percentage increments in between. Employees are advanced through the pay range based on annual

satisfactory performance evaluation, with the “percentage” of their increase determined by their supervisor.

In considering either the defined increment or open range merit plans, it is important to understand that employees at various levels of responsibility may react differently toward, and be motivated differently by, the salary plan they work under. Management personnel may have a higher acceptance of open-range, goal-oriented merit salary plans, and thus tend to be more comfortable with and motivated by this method of compensation. Mid to lower level positions may want the assurance of a defined salary increase based on satisfactory performance. Possible advantages and disadvantages of each plan are summarized below:

A. Defined Increment Plan

Advantages

Village: A defined increment merit plan has the advantage of creating financial predictability because it is easier for management to predict and plan for salary increases on an annual basis.

Employees: Employees like a defined increment merit plan because it offers security and predictability for advancement through the range. Another plus of this plan is that it offers a high degree of internal equity and fairness – the expectation that fellow workers in this plan are all being treated the same.

Disadvantages

Village: The Village may feel that increment plans simply reward pay increases on a routine basis. However, by tying the increase to a satisfactory performance evaluation, the Village can be assured that only acceptably-performing employees will receive a salary increase.

Employees: Employees may feel unmotivated to perform at an above average or at a superior level, knowing their salary increase amount is pre-determined. One way to remove this negative is to allow an employee with a superior performance evaluation to get a two (2) increment increase. This, however, would be the exception and not the rule to this system. Most employees would be considered “average” performers and receive a one (1) increment increase.

B. Open Range Merit Plan

Advantages

Village: The open range plan tends to motivate employees to perform at a higher level, thereby achieving greater production/benefit for the Village. This plan also enables the supervising authority to reward high-performing employees with a salary increase greater than a defined increment.

Employees: Employees who are high performers like working under this plan as they can “earn” a higher percentage salary increase.

Disadvantages

Village: Anticipating the cost of merit increases has less financial predictability, as it is not always possible to know how many employees will be high performers in any given year. However, the Village can fund a “merit increase pool” for all open-range employees to receive an average percentage (i.e., a 2-3% increase), knowing that some employees will receive less (or no) increase and some employees will earn more.

Employees: Open-range merit plans can create a *perceived* inequity regarding how individuals are granted salary increases. It is incumbent upon management to use an equitable performance evaluation system when implementing this salary plan. It is also incumbent on management to ensure that the performance evaluation system is applied fairly and that supervisors receive appropriate training on conducting the evaluation and using the evaluation tool properly.

C. Blended Merit Plan

There are positives and negatives for both defined increment merit plans and open-range merit plans. However, it is also possible to design a pragmatic salary system that uses elements of both defined increment and open-range plans. It is becoming increasingly common for organizations to have a blended pay plan for various levels of positions that reflects the particular circumstances and culture of the organization. A plan of this type is customizable to the needs of the organization. It is also a preferable plan for organizations that are transitioning from *defined increment* to *open range merit plans*. The following is one example of a blended plan:

Exempt: All exempt employees are in an open-range merit plan.

Non-exempt: Non-exempt employees are in defined-increment/open-range blended merit plan. In this plan, salary ranges begin at the minimum with, for example, three defined increments and then transition into an open range. The initial increment of the assigned range is intended as the normal

hiring/promoting rate. Increments 2 and 3 would be awarded upon successful completion of the employee's initial evaluation period and/or after another period that is set by the Village (e.g., Increment 2 after the initial evaluation and Increment 3 after an additional year of employment.) After that, Increment 3 employees may advance through the open range as a result of a successful performance appraisal.

Recommendation: Open-Range Merit Plan

Based on the discussions with the Village, GovHR is recommending an *open-range merit plan*. Open-range merit plans have salary ranges with minimums and maximums, but without defined percentage increments in between. Employees are advanced through the compensation range based on annual satisfactory performance evaluation, with the “percentage” of their increase determined by their supervisor and Village Administration.

The open range plan also allows maximum flexibility for the Village relative to recruitment and funding as employees can be hired within the range and the increases provided annually for meritorious performance can fluctuate based on available funding. Given Mukwonago’s goal to recruit, reward and retain motivated, high-performing employees, the open-range merit plan has been selected for recommendation.

Pay Philosophy

An important component in the process of developing a pay plan is understanding and applying the pay philosophy that has been adopted by the Village. In Mukwonago, the Village subscribes to a pay philosophy of compensating employees at an “at-market” rate at the 50th percentile.

Proposed Compensation Plan and Structure

The next step in this process is to combine the JFA scores included in Table 1 and 2 with the proposed salary ranges in Table 3. The JFA scores were categorized into nine (9) skill level/compensation grades, which recognize significant and definable differences in the level of duties and responsibilities and group classifications according to these factors. Table 2 combines all of the information at the 50th percentile.

Table 1 includes the Proposed Classification Plan. The plan’s 9 compensation grades (1 being lowest, 9 being highest) are grouped into three categories or pay bands, as shown in Table 3:

- Grades 1 – 3 – Administrative and Technical Staff
- Grades 4 – 6 – Supervisors and Advanced Technical Staff
- Grades 7 – 8 – Directors and Managers
- Grade 9 – Village Administrator

There is a 7.5% gradation between grades 1 – 3 and a 10% gradation between grades 4 – 6 and 7 – 8. The ranges for all grades 1 – 9 have a 35% spread from minimum to maximum.

Note 1: Different pay grades may have different ranges from minimum to maximum pay. It is appropriate for the lower grades in a pay plan to have a smaller spread from minimum to maximum as it is likely that new employees would start at the minimum pay of the range. Conversely, it is more likely that more experienced employees or Department Head level employees may be hired at a rate above the minimum pay of a range, thus it is necessary to have a greater spread from minimum to maximum pay.

Note 2: Gradation refers to the relationship between the minimum pay of one grade to the minimum pay of the next grade. In this case, the starting pay for Grade 2 is 7.5% higher than Grade 1 and so on. The gradation will vary depending upon the relationship between the salary survey data for the grade, the number of grades in the pay band and the established pay range.

Implementation and Administration of the Compensation Plan for Current Employees

Implementation of the Compensation Plan, as it affects individual employees, should be under the following pattern of adjustments:

1. Employees whose present compensation is below the minimum compensation of the range for their classification should be raised to the minimum of the range. These employees have salaries bolded in Green on Table 2.
2. The compensation of employees whose present compensation is within the range for their class should be slotted into the new compensation plan at the current rate.

3. The compensation of the employee whose present compensation is above the maximum pay of the range should be held at his or her present rate, *without a reduction in compensation*, until such time that further market analysis indicates commensurate alignment with the market place. However, the Village can consider lump sum increases for these employees, which does not impact base pay levels, until the ranges adjust to include the individual employee pay rates. These employees have salaries bolded in Red on Table 2.

In other studies, GovHR has been asked for ideas on how to address the situation of long-term employees whose current compensation falls near the bottom (within 5 - 10%) of the proposed pay range. If this occurs, it illustrates that the position has been compensated at less than the market rate for someone with similar tenure. Thus, some communities elect to make additional adjustments for those employees at implementation. This program is discretionary for the community to adopt and only occurs one time, at the implementation of the new classification and compensation plan. If the Village wishes to consider such a program, an example is illustrated below:

Service	Adjustment
1 - 3 Years	0%
Over 3 and up to 8 Years	1%
Over 8 and up to 15 Years	2%
Over 15 Years	3%

Employee Advancement through the Ranges

To implement the new compensation plan, we recommend that the Village use the following procedure.

The starting salary of the range (Minimum) is the normal hiring/promoting rate. Exceptions to this starting point should be *limited* to hiring situations involving: 1) applicants with exceptional background and qualifications; 2) a promotion in which the employee’s current compensation is higher than the minimum of the new range; or 3) in the case of a labor market situation where it is impossible to recruit qualified candidates at the minimum. In these cases, employees may be appointed to their positions anywhere within the defined range (generally up to the midpoint), depending on their experience and qualifications, and based on the provisions of the Village’s Personnel policies. Employees should not be hired below the minimum of their compensation range.

Salary advancement between the hiring rate and the top of the range (Maximum) is done throughout the employee's tenure with the organization. Advancement through the range would be done on an annual basis and be dependent on a satisfactory performance evaluation. Incumbents progressing through the range should understand that standards of performance would become more exacting or controlling as compensation levels advance. Typical movement through the range could be in increments of 1% to 3%, depending on the employee's performance evaluation and goal attainment, as well as the financial resources of the Village.

The Village may also wish to provide a merit bonus for exemplary performance after an employee reaches the maximum pay for the range. If this option is exercised, then an employee would be eligible to receive a payment after a successful performance appraisal each year. This payment should not be worked into the base salary. It can be in the form of a lump sum payment that is a set amount calculated each year and the same for all employees, such as \$500 for meeting expectations and \$1,000 for exceeding expectations. Another option is to calculate a percentage of the employee's pay and provide a lump sum payment equivalent to that amount, such as 1% for meeting expectations and 2% for exceeding expectations.

It is recommended that the Village set aside a "merit pool" every year, to fund increases for employees in this plan. This money would then serve as the "pool" for merit payments, knowing that some employees will be high performers, getting a higher percentage, and some employees will be lower performers, getting a lower percentage.

Again, it should also be noted that the implementation and use of a formal performance evaluation process for all staff members is a key component to the success of this merit system. Equally, if not more important, is to have supervisors be adequately trained to perform the formal performance evaluation process.

Future Administration of the Compensation Plan

To maintain competitive salary levels and salary ranges, there should be an annual review of the Village's salary ranges. The fourteen communities used in the survey group for this Study have been determined to be comparable jurisdictions to the Village. Therefore, Mukwonago can continue to use

these jurisdictions as a comparable salary survey group for annual salary comparison purposes, until it is determined that they are no longer valid comparables. As mentioned earlier, the salary levels for these comparables are current as of June-August 2017. It is GovHR USA's recommendation that an annual "survey" of these jurisdictions be conducted to determine the percentage increase each organization in the comparable group is granting either as an annual "across-the-board increase" to their employees or as a general adjustment to their pay ranges. The Village may wish to provide an "across-the-board increase" to all employees based on the information received from the comparable communities. If this is the case, then the increases would be granted separately from any merit increase that would be awarded as a result of a successful performance appraisal.

It is the further recommendation of the Consulting team that the salary ranges for each grade be increased by the average percentage increase of the comparable group, even if an "across-the-board increase" is not given to all employees. Employees would continue to "advance" through the compensation ranges (provided that the employee is not at the maximum of the compensation range) by virtue of a merit increase granted for satisfactory or above satisfactory performance of their job duties. Finally, it is recommended that the Village review the comparability of the 13 municipalities after five years.

Future Administration of the Classification Plan

The administration of a classification plan is an ongoing process. It must be recognized that it is not static and is not intended to affix positions permanently into job classes. Instead, the plan must be administered continually to adapt it to changing conditions.

Three specific types of changes in the plan itself are possible: abolition of a class, creation of a class, or adjustment/revision of a class. When all positions in a class are abolished or when positions are significantly changed work duties and responsibilities to the extent that the class becomes inappropriate or inaccurate, the class should be abolished. Similarly, new classes should be created when new work situations arise that are not covered by the established classes. However, caution should be exercised in this respect, particularly to assure that new classes are justified, are not merely duplicating established classes, cannot be accommodated through changes in existing classes, and reflect substantially permanent rather than temporary situations. The adjustment or revision of a class should be done when there are substantial changes to the requirements of the position or to the nature and

complexities of the duties being performed. All changes should be thoroughly evaluated for their effect on employee morale and the integrity of the class relationships established in the classification and compensation plans.

The Village Administration has been provided with the Job Analysis Questionnaire as well as the Job Factor Scoring Sheet, enabling the Village to grade a newly created or revised class. GovHR provides scoring assistance in such cases free of charge for one year after the delivery of this report.

Appreciation

GovHR USA, LLC has appreciated the opportunity to work with the Village of Mukwonago in this most important Classification and Compensation Study. Special thanks are given to the employees of Mukwonago for all of the information provided to allow for the analysis and to the Project Team for the significant amount of work and support dedicated to the project.

**VILLAGE OF MUKWONAGO
CLASSIFICATION PLAN**

Table 1

Current Position Title	Proposed Title	Total	Grade	Skill Level
Village Administrator		800	800 +	9
Directors and Managers				
Fire Chief		785	730 to 795	8
Police Chief		775	(65 points)	
Police Lieutenant		715	660 to 725	7
Public Works Director		700		
Utilities Director		700		
Finance Director	Finance Director/HR Coordinator	695		
Supervisors and Advanced Technical Staff				
Police Sergeant		650	590 to 655	6
Assistant Utilities Director		625		
Clerk-Treasurer		620		
Supervisor of Inspections		565	520 to 585	5
Police Dispatcher/Clerk Supervisor		555		
Public Works Crew Supervisor		530		
Lead Utilities Operator		525		
Building Codes Official		500	450 to 515	4
Patrol Officer		480		
School Resource Officer		480		
Public Works Mechanic		465		
Accountant		460		
Utilities Operator		450		
Administrative and Technical Staff				
Police Dispatcher/Clerk		440	400 to 445	3
Deputy Clerk-Treasurer		430	(45 points)	
Public Works Crewperson		415		
Court Clerk		395	350 to 395	2
Administrative Clerk/HR Specialist		375		
Administrative Clerk (PT)		335	To 345	1

**VILLAGE OF MUKWONAGO
COMPREHENSIVE TABLE**

Table 2

Position Title	Total	Skill Level	Grade	Salary Survey Data		Mukwonago Salary Range		Actual Salary	Proposed Salary Range (50th)	
				50th Percentile						
Village Administrator	800	800 +	9	\$89,090	\$108,888	\$87,918	\$105,503	\$96,782	\$82,500	\$111,375
Directors and Managers										
Fire Chief	785	730 to 795	8	\$76,729	\$98,820	\$69,023	\$82,829	\$80,600	\$75,350	\$101,723
Police Chief	775	(65 points)		\$79,196	\$104,049	\$76,584	\$91,902	\$89,440		
Police Lieutenant	715	660 to 725	7	\$66,414	\$84,787	\$67,087	\$80,505	\$78,021	\$68,500	\$92,475
Public Works Director	700			\$75,355	\$96,058	\$67,161	\$80,593	\$69,347		
Utilities Director	700			\$68,897	\$92,708	\$69,825	\$83,791	\$72,093		
Finance Director	695			\$70,656	\$95,542	\$69,512	\$83,413	\$78,811		
Supervisors and Advanced Technical Staff										
Police Sergeant	650	590 to 655	6	\$60,694	\$79,015	\$74,348	\$77,733	\$77,730	\$58,685	\$79,225
Assistant Utilities Director	625					\$59,030	\$70,824	\$70,824		
Clerk-Treasurer	620			\$66,306	\$75,460	\$58,526	\$70,231	\$68,349		
Supervisor of Inspections	565	520 to 585	5	\$63,146	\$82,930	\$54,888	\$65,450	\$63,752	\$53,350	\$72,023
Police Dispatcher/Clerk Supervisor	555					\$38,085	\$45,302	\$46,072		
Public Works Crew Supervisor	530			\$54,584	\$71,736	\$47,466	\$56,950	\$0		
Lead Utilities Operator	525			\$47,175	\$63,358			\$0		
Building Codes Official	500	450 to 515	4			\$52,808	\$63,370	\$54,517	\$48,500	\$65,475
Patrol Officer	480			\$56,416	\$67,870	\$55,246	\$71,680	\$71,677		
School Resource Officer	480							\$71,677		
Public Works Mechanic	465			\$45,448	\$59,613	\$46,987	\$56,326	\$56,326		
Accountant	460			\$54,425	\$66,679	\$42,078	\$50,482	\$44,137		
Utilities Operator	450			\$44,546	\$59,099	\$46,550	\$55,848	\$46,550		
Administrative and Technical Staff										
Police Dispatcher/Clerk	440	400 to 445	3	\$37,428	\$47,611	\$35,901	\$43,202	\$36,005	\$40,447	\$54,603
Deputy Clerk-Treasurer	430	(45 points)		\$42,049	\$52,561	\$42,474	\$50,960	\$48,173		
Public Works Crewperson	415			\$43,062	\$53,362	\$45,531	\$54,621	\$47,008		

**VILLAGE OF MUKWONAGO
COMPREHENSIVE TABLE**

Table 2

Position Title	Total	Skill Level	Grade	Salary Survey Data 50th Percentile		Mukwonago Salary Range		Actual Salary	Proposed Salary Range (50th)	
Court Clerk	395	350 to 395	2	\$37,247	\$47,561			\$33,218	\$37,625	\$50,794
Administrative Clerk/HR Specialist	375					\$33,571	\$40,290	\$38,043		
Administrative Clerk (PT)	335	To 345	1	\$16.91	\$20.70	\$16.14	\$19.37	\$17.20	\$35,000	\$47,250

**VILLAGE OF MUKWONAGO
PROPOSED PAY RANGES**

Table 3

50th Percentile			
Administrative and Technical			
7.5% between Ranges			
35% Range Spread			
1	\$35,000.00	1.35	\$47,250.00
2	\$37,625.00	1.35	\$50,793.75
3	\$40,446.88	1.35	\$54,603.28

Supervisors and Advanced Technical			
10% between Ranges			
35% Range Spread			
4	\$48,500.00	1.35	\$65,475.00
5	\$53,350.00	1.35	\$72,022.50
6	\$58,685.00	1.35	\$79,224.75

Directors and Managers			
10% between Ranges			
35% Range Spread			
7	\$68,500.00	1.35	\$92,475.00
8	\$75,350.00	1.35	\$101,722.50

Village Administrator			
35% Range Spread			
9	\$82,500.00	1.35	\$111,375.00

APPENDIX A

EMPLOYEE JOB ANALYSIS QUESTIONNAIRE (JAQ)

VILLAGE OF MUKWONAGO

IDENTIFICATION INFORMATION

NAME:	DATE:
YEARS OF EXPERIENCE WITH EMPLOYER:	JOB TITLE:
YEARS OF EXPERIENCE ON THIS JOB:	YOUR JOB IS: FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/>
YOUR YEARS OF EXPERIENCE IN THIS FIELD:	YOUR EDUCATION: <input type="checkbox"/> High Sch. <input type="checkbox"/> Assoc. Deg. <input type="checkbox"/> Bach. Deg. <input type="checkbox"/> Mas. Deg.
NAME OF IMMEDIATE SUPERVISOR:	HIS/HER TITLE:

INSTRUCTIONS

The purpose of this questionnaire is to obtain additional information about your job that may not be included in your current job description. Please answer each question thoughtfully and frankly. After you have finished your portion of the questionnaire, give it to your immediate supervisor, who will complete his/her section.

General Summary: In three or four sentences, please summarize the major purpose or primary function of your job.

Please indicate if you have reviewed your current job description.

If you have any changes to your current job description, please mark them on the JD and attach it to this JAQ, or indicate changes here:

If you do not have a job description available to review, please list your job duties. Try to place your duties in their order of importance, and group "like" tasks together (e.g., "clerical duties including word processing, opening mail, filing, etc." or e.g., "front desk responsibilities including greeting visitors, answering telephones and routing calls, etc.").

Job Duty

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

Feel free to add more numbers/duties if necessary.

.....

FACTOR 1: Education and Training: In your opinion, what kind of education and training is necessary to perform your job?

- LEVEL 1: Level of knowledge that is below what is normally attained through high school graduation.
- LEVEL 2: High school diploma (GED) or equivalent.
- LEVEL 3: High school, plus elementary technical training, acquired through one year or less of technical or business school.
- LEVEL 4: Extensive technical or specialized training such as would be acquired by an Associate’s Degree or two years of technical or business school.
- LEVEL 5: Completion of four-year college degree program.
- LEVEL 6: Additional professional level of education beyond a four-year college program, such as a CPA or Professional Engineer (P.E.) training.
- LEVEL 7: Completion of graduate coursework equal to a Master’s Degree or higher.

What specific degree/coursework is NECESSARY?

What specific degree/coursework is PREFERRED?

If a specific certificate or license is mandated by an outside agency to perform your duties, name the certificate or license:

What special skills, knowledge, and abilities are required to perform your job? Please list:

.....

FACTOR 2: Years of Experience: How much previous work experience do you feel is necessary to perform your job?

- LEVEL 1: LEVEL 2: LEVEL 3: LEVEL 4: LEVEL 5:
- LESS THAN 1 YEAR 1 TO 3 YEARS 4 TO 6 YEARS 7 TO 10 YEARS MORE THAN 10 YEARS

What is the minimum number years required?

What specific experience is necessary?

.....

FACTOR 3: Independent Judgment and Decision Making:

Part 1:

How much discretion do you have in making decisions with or without the input or direction of your supervisor?

- LITTLE: Little discretion or independent judgment exercised.
- SOME: Some discretion or judgment exercised, but supervisor is normally available.
- OFTEN: Job often requires making decisions in absence of specific policies and/or guidance from supervisors, but some direct guidance is received from supervisors.
- HIGH: High level of discretion with decisions restricted only by Departmental policies and little direct guidance from supervisors.
- VERY HIGH: Very high level of discretion with decisions only restricted by the broadest policies of the Organization.

Part 2:

If you make an erroneous decision, what impact would this decision have on your work unit, department, and/or the Organization?

- MINOR: Some inconvenience and delays but minor costs in terms of time, money, or public/employee good will.
- MODERATE: Moderate costs in time, money, or public/employee good will would be incurred. Delays in important projects/schedules likely.
- SERIOUS: Important goals would not be achieved and the financial, employee, or public relations posture of the Organization would be seriously affected.
- CRITICAL: Critical goals and objectives of the Organization would be adversely and very seriously affected. Error could likely result in critical financial loss, property damage, or bodily harm/loss of life.

.....

FACTOR 4. Responsibility for Policy Development: Does your job require you to participate in the development of policies for your unit/division/department/the Organization?

- LEVEL 1: Position involves only the execution of policies or use of existing procedures.
- LEVEL 2: May provide some input to supervisor when policies and procedures are updated.
- LEVEL 3: Position involves some development of policies/procedures for the Department, as well as the interpretation of departmental policies for others in the organization or residents.
- LEVEL 4: Position involves significant or primary responsibility for the development of policies and procedures for a division or organizational component of a department, as well as the interpretation, execution and recommendation of changes to department policies.
- LEVEL 5: Position involves significant or primary responsibility for the development of policies and procedures for an entire department, plus occasional participation in the development of policies which affect other departments in the organization.
- LEVEL 6: Position involves the primary responsibility for the development of departmental policies and procedures and regular participation in the development of policies that affect other departments and occasionally involves participation in the development of organization-wide policies.

Give some examples of the types of policies you've written or been a part of creating:

.....

FACTOR 5. Planning: How much latitude do you have to set your own daily work schedule and priorities for a given workday?

- LEVEL 1: Position requires that my daily work load and activities are assigned to me by my supervisor.
- LEVEL 2: Position requires that I plan my own daily work load and work independently according to established procedures or standards.

- LEVEL 3: Position requires that I plan my own daily work load and those of others in the department (first-level supervision).
- LEVEL 4: Position requires an above average ability to analyze data and develop departmental plans, including plans where a number of difficult, technical and/or administrative problems must be addressed (Manager/Division level planning).
- LEVEL 5: Position requires a high level of analytical ability to develop plans for a department or complex situation, including plans that involve integrating/involving/impacting other departments (Department Head level planning).

.....

FACTOR 6. Contacts with Others: In the course of performing your job, what contacts with people in your department, other departments within the organization, and/or people from outside the organization are you required to make?

- LEVEL 1: Position involves interaction with fellow workers on routine matters with relatively little public contact.
- LEVEL 2: Position involves frequent internal and external contact, but generally on routine matters such as furnishing or obtaining information.
- LEVEL 3: Position involves frequent internal contact and regular contact with outsiders generally on routine matters, including contacts with irate outsiders which require some public relations skill for taking complaints for others to follow up upon.
- LEVEL 4: Position involves frequent internal and external contacts which require public relations skills in handling complaints. Contacts involve non-routine problems and require in-depth discussion and/or persuasion in order to resolve the problem. Handles more difficult contacts that are referred by front line employees.
- LEVEL 5: Position involves frequent internal and external contacts which require skill in dealing with, and influencing others, and initiating changes in policy/procedures to address the issue so as to avoid having to deal with the issue again in the future.
- LEVEL 6: Position involves frequent internal and external contacts in which I act as the spokesperson for the department and may be authorized to make commitments of resources on behalf of the department.
- LEVEL 7: Position involves frequent internal and external contacts where I represent the entire organization and am authorized to make commitments in matters of broad or critical interest to the entire organization.

With which internal individuals or groups do you have the most contact?

With which external individuals or groups do you have the most contact?

.....

FACTOR 7. Supervision Given:

LEVEL 1: Do you supervise or assign work to other employees? Yes No

If yes:

- LEVEL 1: Position is regularly responsible for assigning work to an employee or employees, without acting in a supervisory role. To whom does this position assign work?
- LEVEL 2: Position is responsible for the supervision of one full time or several part time employees.
- LEVEL 3: Position is responsible for the supervision of two to five full time (or full time equivalent) employees.
- LEVEL 4: Position is responsible for the supervision of six to 15 full time (or full time equivalent) employees.
- LEVEL 5: Position is responsible for direct and/or indirect supervision of 16 to 29 full time (or full time equivalent) employees.
- LEVEL 6: Position is responsible for direct and/or indirect supervision of 30 to 50 full time (or full time equivalent) employees.
- LEVEL 7: Position is responsible for direct and/or indirect supervision of more than 51 full time (or full time equivalent) employees.

Actual number of full-time (or full-time equivalent) employees supervised:

FACTOR 8. Physical Demands: Please describe any physical demands required to perform your job.

Demand	No	Yes	How often? (rarely, occasionally or daily)
Lifting to 20 pounds	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting 20-50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting 50+ pounds	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	
Walking	<input type="checkbox"/>	<input type="checkbox"/>	
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	
Crouching	<input type="checkbox"/>	<input type="checkbox"/>	
Crawling	<input type="checkbox"/>	<input type="checkbox"/>	
Bending	<input type="checkbox"/>	<input type="checkbox"/>	
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	
Prolonged Standing	<input type="checkbox"/>	<input type="checkbox"/>	
Prolonged Visual Concentration	<input type="checkbox"/>	<input type="checkbox"/>	

Unpleasant or Hazardous Conditions: Please describe any unpleasant or hazardous conditions you are exposed to in performing your job and how often you are exposed to those conditions. Include only those conditions which are directly related to your work rather than specific work area conditions.

Condition	No	Yes	How Often?
Lighting-dimness or brightness	<input type="checkbox"/>	<input type="checkbox"/>	
Dust	<input type="checkbox"/>	<input type="checkbox"/>	
Heat	<input type="checkbox"/>	<input type="checkbox"/>	
Cold	<input type="checkbox"/>	<input type="checkbox"/>	
Odors	<input type="checkbox"/>	<input type="checkbox"/>	
Noise	<input type="checkbox"/>	<input type="checkbox"/>	
Vibration	<input type="checkbox"/>	<input type="checkbox"/>	
Wetness/Humidity	<input type="checkbox"/>	<input type="checkbox"/>	
Toxic Agents	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical Currents	<input type="checkbox"/>	<input type="checkbox"/>	
Heavy Machinery	<input type="checkbox"/>	<input type="checkbox"/>	
Violence	<input type="checkbox"/>	<input type="checkbox"/>	
Disease	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

FACTOR 9. Use of Technology/Specialized Equipment: Please check the level of technology or specialized equipment use needed for you to perform your job:

- LEVEL 1: Position has no responsibility for, or use of, technology.
- LEVEL 2: Position has some basic use of computers for word processing/data entry and some use of the telephone, copier, etc.
- LEVEL 3: Position has daily use of computers for word processing/data entry and use of the telephone, fax machine, copier, etc.
- LEVEL 4: Position has daily use of computers, the Internet, Smartphones, etc. to create databases, spreadsheets, or reports. Position designs and creates customized reports, presentations, and/or documents using advanced software skills.
- LEVEL 5A: Position provides routine consultation and technology support for everyday computer programming and/or software requests/questions to others in the organization; is an applications super user; or uses specialized software such as GIS, SCADA or telecommunications software.

- LEVEL 5B: Position uses, troubleshoots, and/or repairs various pieces of specialized equipment such as HVAC, lighting, gas flares, blowers, engines, heavy equipment, diagnostic equipment, large vehicles (vacuum trucks, street sweepers, fire apparatus) and/or medical or public safety equipment.
- LEVEL 6: Position is responsible for advanced computer programming, maintenance, training, and purchasing of items such as computers, printers, scanners, etc., for the computer system for the organization (IT personnel).
- LEVEL 7: Position is responsible for system security, as well as the overall direction and supervision of the staff that are responsible for the computer and technology needs of the organization, including responsibility for developing technology policies for the organization (IT personnel).

10. **FLSA Exempt or Non-Exempt Determination**

Do you receive overtime or comp time for hours worked beyond your normal work week?

- Yes No

Is your position considered any one of the following: Executive, Administrative, Professional, or Computer? If so, please answer the questions in the applicable sections below. If not, please skip to Question 11.

PLEASE ANSWER FOR ONLY ONE CATEGORY:

a. Executive

Yes No Don't know

Are you paid the equivalent of at least \$455 per week on a salary basis?

Are you paid the equivalent of at least \$913 per week on a salary basis?

Is your primary duty managing the department or unit of a local government? Percent of time spent managing _____

Do you customarily direct the work of two or more other employees (or the equivalent of two or more, e.g., 4 part timers)?

Do you have the ability to hire and fire, or do your recommendations carry significant weight even if you are unauthorized to make the final decision?

b. Administrative

Yes No Don't know

Are you paid the equivalent of at least \$455 per week on a salary basis?

Are you paid the equivalent of at least \$913 per week on a salary basis?

Is this a "staff" position where your primary duty is performing office or non-manual work directly related to the management or general operations of the organization, division or unit?

Do you exercise discretion and independent judgment with respect to matters of significance, have the authority to formulate/interpret policy, and have a high level of operational responsibility?

c. Professional

Yes No Don't know

Are you paid the equivalent of at least \$455 per week on a salary basis?

Are you paid the equivalent of at least \$913 per week on a salary basis?

Does your primary duty include the performance of work that requires advanced knowledge in a field of science or learning that is customarily acquired by a prolonged course of specialized instruction?

Is a specialized advanced degree a prerequisite for your job?
If yes, what is the degree or certification?

d. Computer

Yes No Don't know

Are you paid the equivalent of at least \$455 per week on a salary basis?

Are you paid the equivalent of at least \$913 per week on a salary basis?

Do your primary duties involve:

Yes No Don't know

1. The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications; or
2. The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on or related to user or system design specifications; or
3. The design, documentation, testing, creation or modification of computer programs related to organizational operating systems; or
4. A combination of the aforementioned duties, the performance of which requires the same level of skills.

11. **Comments/Additional Information:** Feel free to add additional information below. If using a printed copy of this form, use the back of the form to add your comments.

Type your name and the date below, then save this form as a Word document with your last name in the file name and email it to your supervisor. If using a printed copy of this form, sign and date it and then deliver to your supervisor.

EMPLOYEE'S SIGNATURE OR TYPED NAME

DATE

THIS SECTION TO BE COMPLETED BY IMMEDIATE SUPERVISOR AND/OR DEPARTMENT HEAD

Please provide your comments below. If using a printed copy of the form and additional space is needed, please use the back of this form or attach an additional sheet. **Please do not mark in employee's portion of the questionnaire.**

1. Do you agree with the employee’s answers to all of the above questions? If not, please explain.
2. List any job duties or assignments which the employee performs which are in addition to those listed on the job description or this form.
3. How long has this employee worked for you?
4. Additional comments from the employee’s immediate supervisor:

Type your name and the date below, then email this form to your Department Head (if applicable) or to the Finance Director. If using a printed copy of this form, sign and date it before forwarding.

SUPERVISOR’S SIGNATURE OR TYPED NAME _____
DATE

If Supervisor isn’t Department Head, Department Head should review this form as well.

- I have read the above and substantially concur.
- I have read the above and have the following comments:

Type your name and the date below, and then email this form to the Finance Director. If using a printed copy of this form, sign and date it before forwarding.

DEPARTMENT HEAD SIGNATURE OR TYPED NAME _____
DATE

IMPORTANT DATES:

July 7th: Employees complete and submit the JAQs to their Supervisors. Please save file as follows: Last Name – Job Title.

July 14th: Supervisors and Department Heads review and then submit the JAQs to the Finance Director.

July 21st: Village Administration reviews and then submits the JAQs to the GovHR.

July 31st and August 1st: GovHR USA conducts on-site interviews with employees.

APPENDIX B

**Village of Mukwonago, Wisconsin
Criteria used to Determine Survey Comparables**

1. Equalized Value (Millions): ~ Maximum 20 points

\$745					
<u>Factor</u>	<u>Minimum</u>	<u>Range</u>	<u>Maximum</u>	<u>Range</u>	<u>Points</u>
1.33	\$560	\$745	\$745	\$991	20
1.67	\$446	\$559	\$992	\$1,244	15
2.00	\$372	\$445	\$1,245	\$1,490	10
2.33	\$320	\$371	\$1,491	\$1,735	5
All Others					0

2. Municipal Property Tax Levy (Thousands): ~ Maximum 15 points

\$5,494					
<u>Factor</u>	<u>Minimum</u>	<u>Range</u>	<u>Maximum</u>	<u>Range</u>	<u>Points</u>
1.33	\$4,131	\$5,494	\$5,494	\$7,307	15
1.67	\$3,290	\$4,130	\$7,308	\$9,175	12
2.00	\$2,747	\$3,289	\$9,176	\$10,988	9
2.33	\$2,358	\$2,746	\$10,989	\$12,801	6
All Others					0

3. Basic Spending (Per Capita): ~ Maximum 15 points

\$625					
<u>Factor</u>	<u>Minimum</u>	<u>Range</u>	<u>Maximum</u>	<u>Range</u>	<u>Points</u>
1.33	\$470	\$625	\$625	\$831	15
1.67	\$374	\$469	\$832	\$1,044	12
2.00	\$313	\$373	\$1,045	\$1,250	9
2.33	\$268	\$312	\$1,251	\$1,456	6
All Others					0

4. Municipal Property Tax Rate: ~ Maximum 15 points

\$7.78					
<u>Factor</u>	<u>Minimum</u>	<u>Range</u>	<u>Maximum</u>	<u>Range</u>	<u>Points</u>
1.33	\$5.85	\$7.78	\$7.78	\$10.35	15
1.67	\$4.66	\$5.84	\$10.36	\$12.99	12
2.00	\$3.89	\$4.65	\$13.00	\$15.56	9
2.33	\$3.34	\$3.88	\$15.57	\$18.13	6
All Others					0

5. Per Capita Income: ~ Maximum 15 points

\$31,427					
<u>Factor</u>	<u>Minimum</u>	<u>Range</u>	<u>Maximum</u>	<u>Range</u>	<u>Points</u>
1.33	\$23,629	\$31,427	\$31,427	\$41,798	15
1.67	\$18,819	\$23,628	\$41,799	\$52,483	12
2.00	\$15,714	\$18,818	\$52,484	\$62,854	9
2.33	\$13,488	\$15,713	\$62,855	\$73,225	6
All Others					0

**Village of Mukwonago, Wisconsin
Criteria used to Determine Survey Comparables**

6. Operating Spending Per Capita: ~ Maximum 10 points

\$903						
<u>Factor</u>	<u>Minimum</u>	<u>Range</u>	<u>Maximum</u>	<u>Range</u>		<u>Points</u>
1.33	\$679	\$903	\$903	\$1,201		10
1.67	\$541	\$678	\$1,202	\$1,508		8
2.00	\$452	\$540	\$1,509	\$1,806		6
2.33	\$388	\$451	\$1,807	\$2,104		4
All Others						0

7. General Obligation Debt (Thousands): ~ Maximum 5 points

\$25,962						
<u>Factor</u>	<u>Minimum</u>	<u>Range</u>	<u>Maximum</u>	<u>Range</u>		<u>Points</u>
1.33	\$19,520	\$25,962	\$25,962	\$34,529		5
1.67	\$15,546	\$19,519	\$34,530	\$43,357		4
2.00	\$12,981	\$15,545	\$43,358	\$51,924		3
2.33	\$11,142	\$12,980	\$51,925	\$60,491		2
All Others						0

8. Shared Revenues (Thousands): ~ Maximum 5 points

\$315						
<u>Factor</u>	<u>Minimum</u>	<u>Range</u>	<u>Maximum</u>	<u>Range</u>		<u>Points</u>
1.33	\$236	\$315	\$315	\$418		5
1.67	\$188	\$235	\$419	\$525		4
2.00	\$157	\$187	\$526	\$629		3
2.33	\$135	\$156	\$630	\$733		2
All Others						0

NOTES:

Geographic region: Generally Fond du Lac (east to west) south to State line

Data Source: **MunicipalFacts 16** (Wisconsin Taxpayers Alliance)

** population (screen: 7,500 to 12,500 population)

**Equalized Value (2015) per million dollars

**Municipal Property Tax Levy (2015/16) in Thousands of dollars

**Basic Spending Per Capita (2014) General Government; Streets; Law Enforcement; Fire-Ambulance

**Municipal Property Tax Rates (2015/16)

**Operating Spending Per Capita

**General Obligation Debt (2014) in thousands of dollars

**State Shared Revenues (2014) in thousands dollars

Per Capita Income: US Census Bureau (American Fact Finder - 2015 American Community Survey)

Each of the eight criterion contain ranges to assess comparability with the Village of Mukwonago's data. For example, each of the four factor ranges for Per Capita Income is developed using a factor of .33 percent (+/-). To determine the population range that will receive a score of 15 (most similar to the Village), the Village's per capita income is multiplied by 1.33 (maximum range) and divided by 1.33 (minimum range). The Village's per capita income is then multiplied and divided by 1.67, 2.0 and 2.33 to determine ranges of decreasing similarity (and subsequently decreasing "comparability points").

**Village of Mukwonago, Wisconsin
Comparable Communities
(arranged by score)**

Municipality	Eq. Value (Millions)	Max. Points	Prop. Tax Levy (Ths.)	Max. Points	Spending Per Capita	Max. Points	Prop. Tax Rate	Max. Points	Per Capita Income	Max. Points	Oper. Spending	Max. Points	Gen. Oblig. Debt	Max. Points	Shared Revs. (Ths.)	Max. Points	Total Points
Mukwonago	\$745	20	\$5,494	15	\$625	15	\$7.78	15	31,427	15	\$903	10	\$25,962	5	\$315	5	100
DeForest	\$885	20	\$5,704	15	\$422	12	\$7.29	15	\$31,705	15	\$765	10	\$26,034	5	\$315	5	97
Elkhorn	\$660	20	\$4,850	15	\$418	12	\$7.96	15	\$24,288	15	\$750	10	\$22,388	5	\$434	4	96
Brown Deer	\$900	20	\$7,968	12	\$677	15	\$9.27	15	\$29,585	15	\$1,017	10	\$23,598	5	\$429	4	96
Hales Corners	\$653	20	\$5,216	15	\$612	15	\$8.02	15	\$38,036	15	\$901	10	\$6,215	0	\$238	5	95
McFarland	\$795	20	\$5,486	15	\$549	15	\$7.21	15	\$37,591	15	\$770	10	\$8,868	0	\$213	4	94
Pewaukee (v)	\$928	20	\$4,797	15	\$601	15	\$5.17	12	\$37,119	15	\$796	10	\$13,232	3	\$197	4	94
Port Washington	\$891	20	\$4,979	15	\$527	15	\$5.60	12	\$30,908	15	\$892	10	\$24,287	5	\$2,680	0	92
Plymouth	\$701	20	\$4,008	12	\$424	12	\$6.63	15	\$37,431	15	\$693	10	\$21,368	5	\$731	2	91
Monona	\$1,130	15	\$6,185	15	\$590	15	\$6.10	15	\$37,698	15	\$987	10	\$53,655	2	\$193	4	91
Fort Atkinson	\$874	20	\$6,974	15	\$404	12	\$8.18	15	\$26,213	15	\$692	10	\$14,839	3	\$1,130	0	90
Burlington	\$826	20	\$3,032	9	\$536	15	\$9.07	15	\$24,667	15	\$809	10	\$18,810	4	\$654	2	90
Grafton	\$1,193	15	\$7,647	12	\$615	15	\$7.08	15	\$33,786	15	\$848	10	\$37,815	4	\$492	4	90
St. Francis	\$601	20	\$5,737	15	\$815	15	\$9.56	15	\$27,159	15	\$1,016	10	\$10,780	0	\$2,122	0	90
Delevan	\$549	15	\$5,496	15	\$582	15	\$10.48	12	\$32,420	15	\$776	10	\$16,696	4	\$536	3	89
Portage	\$562	20	\$4,983	15	\$597	15	\$8.99	15	\$21,239	12	\$936	10	\$12,120	2	\$1,817	0	89
Monroe	\$664	20	\$6,668	15	\$680	15	\$10.63	12	\$24,063	15	\$1,034	10	\$12,804	2	\$1,471	0	89
Oregon	\$938	20	\$5,156	15	\$452	12	\$5.72	12	\$36,499	15	\$722	10	\$10,636	0	\$213	4	88
Hartland	\$1,190	15	\$5,358	15	\$550	15	\$4.51	9	\$31,716	15	\$737	10	\$14,423	3	\$245	5	87
Cedarburg	\$1,204	15	\$8,431	12	\$534	15	\$7.00	15	\$39,441	15	\$812	10	\$7,048	0	\$356	5	87
Sheboygan Falls	\$589	20	\$3,574	12	\$359	9	\$6.30	15	\$28,427	15	\$625	8	\$11,950	2	\$412	5	86
Baraboo	\$777	20	\$7,857	12	\$608	15	\$10.63	12	\$21,887	12	\$994	10	\$20,446	5	\$1,585	0	86
Reedsburg	\$544	15	\$5,502	15	\$504	15	\$10.53	12	\$23,913	15	\$799	10	\$13,655	3	\$881	0	85
Ripon	\$457	15	\$3,043	9	\$523	15	\$7.66	15	\$26,788	15	\$790	10	\$15,994	4	\$1,571	0	83
Sussex	\$1,222	15	\$6,305	15	\$377	12	\$5.20	12	\$32,290	15	\$563	8	\$22,874	5	\$124	0	82
Jefferson	\$482	15	\$4,214	15	\$471	15	\$9.12	15	\$23,485	12	\$779	10	\$8,630	0	\$768	0	82
Platteville	\$633	20	\$3,957	12	\$401	12	\$7.17	15	\$16,784	9	\$635	8	\$21,974	5	\$2,569	0	81
Lake Geneva	\$1,177	15	\$6,488	15	\$892	12	\$5.85	15	\$27,455	15	\$1,339	8	\$7,210	0	\$108	0	80
Verona	\$2,094	0	\$10,714	9	\$574	15	\$6.57	15	\$38,693	15	\$973	10	\$39,013	4	\$309	5	73
Holmen	\$571	20	\$2,484	6	\$224	0	\$4.39	9	\$25,997	15	\$387	0	\$8,380	0	\$475	4	54
Richfield	\$1,512	5	\$2,514	6	\$185	0	\$1.66	0	\$43,160	12	\$229	0	\$158	0	\$129	0	23

**Village of Mukwonago, Wisconsin
Comparable Communities
(arranged alphabetically)**

Municipality	Eq. Value	Max.	Prop. Tax	Max.	Spending	Max.	Prop. Tax	Max.	Per Capita	Max.	Oper.	Max.	Gen. Oblig.	Max.	Shared	Max.	Total
	(Millions)	Points	Levy (Ths.)	Points	Per Capita	Points	Rate	Points	Income	Points	Spending	Points	Debt	Points	Revs. (Ths.)	Points	Points
Mukwonago	\$745	20	\$5,494	15	\$625	15	\$7.78	15	31,427	15	\$903	10	\$25,962	5	\$315	5	100
Baraboo	\$777	20	\$7,857	12	\$608	15	\$10.63	12	\$21,887	12	\$994	10	\$20,446	5	\$1,585	0	86
Brown Deer	\$900	20	\$7,968	12	\$677	15	\$9.27	15	\$29,585	15	\$1,017	10	\$23,598	5	\$429	4	96
Burlington	\$826	20	\$3,032	9	\$536	15	\$9.07	15	\$24,667	15	\$809	10	\$18,810	4	\$654	2	90
Cedarburg	\$1,204	15	\$8,431	12	\$534	15	\$7.00	15	\$39,441	15	\$812	10	\$7,048	0	\$356	5	87
DeForest	\$885	20	\$5,704	15	\$422	12	\$7.29	15	\$31,705	15	\$765	10	\$26,034	5	\$315	5	97
Delevan	\$549	15	\$5,496	15	\$582	15	\$10.48	12	\$32,420	15	\$776	10	\$16,696	4	\$536	3	89
Elkhorn	\$660	20	\$4,850	15	\$418	12	\$7.96	15	\$24,288	15	\$750	10	\$22,388	5	\$434	4	96
Fort Atkinson	\$874	20	\$6,974	15	\$404	12	\$8.18	15	\$26,213	15	\$692	10	\$14,839	3	\$1,130	0	90
Grafton	\$1,193	15	\$7,647	12	\$615	15	\$7.08	15	\$33,786	15	\$848	10	\$37,815	4	\$492	4	90
Hales Corners	\$653	20	\$5,216	15	\$612	15	\$8.02	15	\$38,036	15	\$901	10	\$6,215	0	\$238	5	95
Hartland	\$1,190	15	\$5,358	15	\$550	15	\$4.51	9	\$31,716	15	\$737	10	\$14,423	3	\$245	5	87
Holmen	\$571	20	\$2,484	6	\$224	0	\$4.39	9	\$25,997	15	\$387	0	\$8,380	0	\$475	4	54
Jefferson	\$482	15	\$4,214	15	\$471	15	\$9.12	15	\$23,485	12	\$779	10	\$8,630	0	\$768	0	82
Lake Geneva	\$1,177	15	\$6,488	15	\$892	12	\$5.85	15	\$27,455	15	\$1,339	8	\$7,210	0	\$108	0	80
McFarland	\$795	20	\$5,486	15	\$549	15	\$7.21	15	\$37,591	15	\$770	10	\$8,868	0	\$213	4	94
Monona	\$1,130	15	\$6,185	15	\$590	15	\$6.10	15	\$37,698	15	\$987	10	\$53,655	2	\$193	4	91
Monroe	\$664	20	\$6,668	15	\$680	15	\$10.63	12	\$24,063	15	\$1,034	10	\$12,804	2	\$1,471	0	89
Oregon	\$938	20	\$5,156	15	\$452	12	\$5.72	12	\$36,499	15	\$722	10	\$10,636	0	\$213	4	88
Pewaukee (v)	\$928	20	\$4,797	15	\$601	15	\$5.17	12	\$37,119	15	\$796	10	\$13,232	3	\$197	4	94
Platteville	\$633	20	\$3,957	12	\$401	12	\$7.17	15	\$16,784	9	\$635	8	\$21,974	5	\$2,569	0	81
Plymouth	\$701	20	\$4,008	12	\$424	12	\$6.63	15	\$37,431	15	\$693	10	\$21,368	5	\$731	2	91
Port Washington	\$891	20	\$4,979	15	\$527	15	\$5.60	12	\$30,908	15	\$892	10	\$24,287	5	\$2,680	0	92
Portage	\$562	20	\$4,983	15	\$597	15	\$8.99	15	\$21,239	12	\$936	10	\$12,120	2	\$1,817	0	89
Reedsburg	\$544	15	\$5,502	15	\$504	15	\$10.53	12	\$23,913	15	\$799	10	\$13,655	3	\$881	0	85
Richfield	\$1,512	5	\$2,514	6	\$185	0	\$1.66	0	\$43,160	12	\$229	0	\$158	0	\$129	0	23
Ripon	\$457	15	\$3,043	9	\$523	15	\$7.66	15	\$26,788	15	\$790	10	\$15,994	4	\$1,571	0	83
Sheboygan Falls	\$589	20	\$3,574	12	\$359	9	\$6.30	15	\$28,427	15	\$625	8	\$11,950	2	\$412	5	86
St. Francis	\$601	20	\$5,737	15	\$815	15	\$9.56	15	\$27,159	15	\$1,016	10	\$10,780	0	\$2,122	0	90
Sussex	\$1,222	15	\$6,305	15	\$377	12	\$5.20	12	\$32,290	15	\$563	8	\$22,874	5	\$124	0	82
Verona	\$2,094	0	\$10,714	9	\$574	15	\$6.57	15	\$38,693	15	\$973	10	\$39,013	4	\$309	5	73

**Village of Mukwonago, Wisconsin
Top Comparable Communities
(Communities Scoring 90 Points or More)**

Municipality	Eq. Value	Max.	Prop. Tax	Max.	Spending	Max.	Prop. Tax	Max.	Per Capita	Max.	Oper.	Max.	Gen. Oblig.	Max.	Shared	Max.	Total
	(Millions)	Points	Levy (Ths.)	Points	Per Capita	Points	Rate	Points	Income	Points	Spending	Points	Debt	Points	Revs. (Ths.)	Points	Points
Mukwonago	\$745	20	\$5,494	15	\$625	15	\$7.78	15	31,427	15	\$903	10	\$25,962	5	\$315	5	100
DeForest	\$885	20	\$5,704	15	\$422	12	\$7.29	15	\$31,705	15	\$765	10	\$26,034	5	\$315	5	97
Elkhorn	\$660	20	\$4,850	15	\$418	12	\$7.96	15	\$24,288	15	\$750	10	\$22,388	5	\$434	4	96
Brown Deer	\$900	20	\$7,968	12	\$677	15	\$9.27	15	\$29,585	15	\$1,017	10	\$23,598	5	\$429	4	96
Hales Corners	\$653	20	\$5,216	15	\$612	15	\$8.02	15	\$38,036	15	\$901	10	\$6,215	0	\$238	5	95
McFarland	\$795	20	\$5,486	15	\$549	15	\$7.21	15	\$37,591	15	\$770	10	\$8,868	0	\$213	4	94
Pewaukee (v)	\$928	20	\$4,797	15	\$601	15	\$5.17	12	\$37,119	15	\$796	10	\$13,232	3	\$197	4	94
Port Washington	\$891	20	\$4,979	15	\$527	15	\$5.60	12	\$30,908	15	\$892	10	\$24,287	5	\$2,680	0	92
Plymouth	\$701	20	\$4,008	12	\$424	12	\$6.63	15	\$37,431	15	\$693	10	\$21,368	5	\$731	2	91
Monona	\$1,130	15	\$6,185	15	\$590	15	\$6.10	15	\$37,698	15	\$987	10	\$53,655	2	\$193	4	91
Fort Atkinson	\$874	20	\$6,974	15	\$404	12	\$8.18	15	\$26,213	15	\$692	10	\$14,839	3	\$1,130	0	90
Burlington	\$826	20	\$3,032	9	\$536	15	\$9.07	15	\$24,667	15	\$809	10	\$18,810	4	\$654	2	90
Grafton	\$1,193	15	\$7,647	12	\$615	15	\$7.08	15	\$33,786	15	\$848	10	\$37,815	4	\$492	4	90
St. Francis	\$601	20	\$5,737	15	\$815	15	\$9.56	15	\$27,159	15	\$1,016	10	\$10,780	0	\$2,122	0	90

APPENDIX C

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

VILLAGE ADMINISTRATOR					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer	\$97,352.00	\$131,712.00			
Burlington			\$127,004.80		
DeForest			\$133,888.65	Administrator/Finance Director	
Elkhorn				Not part of General Comp Plan	
Fort Atkinson	\$79,532.54	\$96,668.83		City Manager/Finance Director	
Grafton			\$105,000.00		
Hales Corners	\$89,207.00	\$107,049.00			
McFarland	\$83,844.80	\$108,888.00			
Monona			\$97,375.00		
Pewaukee (v)	\$89,090.13	\$120,271.67			
Plymouth			\$123,839.00	City Administrator/Utilities Manager	
Port Washington					
St. Francis					
Mukwonago	\$87,918.00	\$105,503.00	\$96,782.00		
Average	\$87,805.29	\$112,917.90	\$117,421.49		
50th Percentile	\$89,090.13	\$108,888.00	\$123,839.00		
60th Percentile	\$89,136.88	\$113,441.47	\$125,105.32		
65th Percentile	\$89,160.25	\$115,718.20	\$125,738.48		
75th Percentile	\$89,207.00	\$120,271.67	\$127,004.80		
80th Percentile	\$90,836.00	\$122,559.74	\$128,381.57		

VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA

CLERK-TREASURER					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer	\$66,306.00	\$89,708.00		Treasurer/Comptroller	
Burlington	\$68,328.00	\$87,838.40		Director of Administrative Services	
DeForest			\$77,500.00	Deputy Administrator/Village Clerk	
Elkhorn	\$51,932.00	\$67,512.00		City Clerk	
Fort Atkinson	\$67,833.58	\$75,158.30			
Grafton	\$55,421.00	\$74,940.00		Village Clerk	
Hales Corners					N/A
McFarland	\$66,414.40	\$86,257.60			
Monona			\$65,372.00	City Clerk	
Pewaukee (v)	\$55,896.25	\$75,459.94		Village Clerk	
Plymouth			\$61,313.20		
Port Washington					
St. Francis					
Mukwonago	\$58,526.00	\$70,231.00	\$68,349.00		
Average	\$61,733.03	\$79,553.46	\$68,061.73		
50th Percentile	\$66,306.00	\$75,459.94	\$65,372.00		
60th Percentile	\$66,371.04	\$81,938.54	\$67,797.60		
65th Percentile	\$66,403.56	\$85,177.83	\$69,010.40		
75th Percentile	\$67,123.99	\$87,048.00	\$71,436.00		
80th Percentile	\$67,549.75	\$87,522.24	\$72,648.80		

VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA

DEPUTY CLERK-TREASURER					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer	\$46,421.00	\$62,806.00			
Burlington	\$56,867.20	\$73,132.80		City Clerk	
DeForest			\$47,153.60	Administrative Assistant	
Elkhorn	\$42,049.00	\$52,561.00			
Fort Atkinson	\$33,018.96	\$39,668.93		Dep Clerk/Dep Treasurer/Utility Billing Clerk	
Grafton	\$38,526.00	\$52,066.00		Deputy Clerk	
Hales Corners	\$49,675.00	\$59,609.00			
McFarland	\$39,312.00	\$51,064.00		Deputy Clerk	
Monona			\$38,904.00	Deputy Clerk/City Hall Receptionist & Info Clerk	
Pewaukee (v)					N/A
Plymouth			\$39,520.00	Deputy Clerk-Treasurer/Muni Court Clerk	
Port Washington					
St. Francis					
Mukwonago	\$42,473.60	\$50,960.00	\$48,173.00		
Average	\$43,695.59	\$55,843.96	\$41,859.20		
50th Percentile	\$42,049.00	\$52,561.00	\$39,520.00		
60th Percentile	\$44,672.20	\$56,789.80	\$41,046.72		
65th Percentile	\$45,983.80	\$58,904.20	\$41,810.08		
75th Percentile	\$48,048.00	\$61,207.50	\$43,336.80		
80th Percentile	\$49,024.20	\$62,166.60	\$44,100.16		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

ADMINISTRATIVE CLERK (PT)					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer	\$16.19	\$21.91		Administrative Assistant (Full Time)	40 hrs./wk.
Burlington	\$16.85	\$21.02			32 hrs./wk.
DeForest			\$15.80	Administrative Assistant	17 hrs./wk.
Elkhorn					N/A
Fort Atkinson					N/A
Grafton	\$18.52	\$20.15		Utility Clerk (Full-time)	40 hrs./wk.
Hales Corners	\$16.97	\$20.37		Full-time	40 hrs./wk.
McFarland			\$20.03	EMT (Contracted/Union) 50% Admin	40 hrs./wk.
Monona			\$16.65	Utility Billing Clerk	30 hrs./wk.
Pewaukee (v)					N/A
Plymouth					N/A
Port Washington					
St. Francis					
Mukwonago	\$16.14	\$19.37	\$17.20		
Average	\$17.13	\$20.86	\$17.49		
50th Percentile	\$16.91	\$20.70	\$16.65		
60th Percentile	\$16.95	\$20.89	\$17.32		
65th Percentile	\$16.96	\$20.99	\$17.66		
75th Percentile	\$17.36	\$21.24	\$18.34		
80th Percentile	\$17.59	\$21.38	\$18.68		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

FINANCE DIRECTOR					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer					N/A
Burlington	\$83,574.40	\$107,452.80			
DeForest			\$133,888.65	Administrator/Finance Director	
Elkhorn	\$69,497.00	\$90,345.00		Finance Director/Comptroller	
Fort Atkinson					N/A
Grafton	\$70,656.00	\$95,542.00		Director of Administrative Services	
Hales Corners					N/A
McFarland	\$74,609.60	\$96,907.20			
Monona			\$95,701.00		
Pewaukee (v)	\$59,250.02	\$79,987.53		Village Treasurer	
Plymouth					N/A
Port Washington					
St. Francis					
Mukwonago	\$69,512.00	\$83,413.00	\$78,811.00		
Average	\$71,517.40	\$94,046.91	\$114,794.83		
50th Percentile	\$70,656.00	\$95,542.00	\$114,794.83		
60th Percentile	\$72,237.44	\$96,088.08	\$118,613.59		
65th Percentile	\$73,028.16	\$96,361.12	\$120,522.97		
75th Percentile	\$74,609.60	\$96,907.20	\$124,341.74		
80th Percentile	\$76,402.56	\$99,016.32	\$126,251.12		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

	ACCOUNTANT				
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer	\$65,000.00	\$67,000.00			
Burlington					N/A
DeForest			\$48,692.80	Accountant/Deputy Treasurer	
Elkhorn	\$53,086.00	\$66,358.00		Deputy Finance Director-Treasurer	
Fort Atkinson					N/A
Grafton	\$48,258.00	\$65,224.00		Part-time, flexible	20+/- hrs.
Hales Corners					N/A
McFarland	\$55,764.80	\$72,425.60		Deputy Treasurer/Accountant	
Monona					N/A
Pewaukee (v)					N/A
Plymouth					N/A
Port Washington					
St. Francis					
Mukwonago	\$42,078.40	\$50,481.60	\$44,137.00	(Job Share)	
Average	\$55,527.20	\$67,751.90	\$48,692.80		
50th Percentile	\$54,425.40	\$66,679.00	\$48,692.80		
60th Percentile	\$55,229.04	\$66,871.60	\$48,692.80		
65th Percentile	\$55,630.86	\$66,967.90	\$48,692.80		
75th Percentile	\$58,073.60	\$68,356.40	\$48,692.80		
80th Percentile	\$59,458.88	\$69,170.24	\$48,692.80		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

HR SPECIALIST/ADMINISTRATIVE CLERK II					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer					N/A
Burlington					N/A
DeForest			\$53,000.00	Human Resources/Public Relations	
Elkhorn					N/A
Fort Atkinson					N/A
Grafton	\$41,593.00	\$56,200.00		Administrative Assistant I (Fin/Admin)	Shared
Hales Corners					N/A
McFarland					N/A
Monona			\$57,366.00	Administrative Services Director	
Pewaukee (v)					N/A
Plymouth			\$60,000.00	Human Resources Specialist	
Port Washington					
St. Francis					
Mukwonago	\$33,571.20	\$40,289.60	\$38,043.00		
Average	\$41,593.00	\$56,200.00	\$56,788.67		
50th Percentile	\$41,593.00	\$56,200.00	\$57,366.00		
60th Percentile	\$41,593.00	\$56,200.00	\$57,892.80		
65th Percentile	\$41,593.00	\$56,200.00	\$58,156.20		
75th Percentile	\$41,593.00	\$56,200.00	\$58,683.00		
80th Percentile	\$41,593.00	\$56,200.00	\$58,946.40		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

	FIRE CHIEF				
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer					N/A
Burlington	\$83,574.40	\$107,452.80			
DeForest				Fire is separate from Village	
Elkhorn	\$69,497.00	\$90,345.00			
Fort Atkinson	\$70,560.46	\$78,181.79			
Grafton	\$74,356.00	\$100,541.00			
Hales Corners	\$80,913.00	\$97,098.00			
McFarland	\$79,102.40	\$102,731.20			
Monona			\$89,541.00	Fire Chief/EMS Director	
Pewaukee (v)					N/A
Plymouth			\$52,788.11		
Port Washington					
St. Francis					
Mukwonago	\$69,023.00	\$82,829.00	\$80,600.00		
Average	\$76,333.88	\$96,058.30	\$71,164.56		
50th Percentile	\$76,729.20	\$98,819.50	\$71,164.56		
60th Percentile	\$79,102.40	\$100,541.00	\$74,839.84		
65th Percentile	\$79,555.05	\$101,088.55	\$76,677.49		
75th Percentile	\$80,460.35	\$102,183.65	\$80,352.78		
80th Percentile	\$80,913.00	\$102,731.20	\$82,190.42		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

	SUPERVISOR OF INSPECTIONS				
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer					N/A
Burlington	\$64,500.80	\$82,929.60			
DeForest				Contracted	
Elkhorn				Contracted	
Fort Atkinson	\$59,646.50	\$66,089.30		Building Inspector	
Grafton	\$63,146.00	\$85,393.00		Building Inspector	
Hales Corners					N/A
McFarland	\$70,387.20	\$91,436.80		Community Development Director	
Monona					N/A
Pewaukee (v)					N/A
Plymouth					N/A
Port Washington					
St. Francis					
Mukwonago	\$54,888.00	\$65,450.00	\$63,752.00		
Average	\$64,420.12	\$81,462.17	#DIV/0!		
50th Percentile	\$63,823.40	\$84,161.30	#NUM!		
60th Percentile	\$64,229.84	\$84,900.32	#NUM!		
65th Percentile	\$64,433.06	\$85,269.83	#NUM!		
75th Percentile	\$65,972.40	\$86,903.95	#NUM!		
80th Percentile	\$66,855.36	\$87,810.52	#NUM!		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

SUPERVISOR OF INSPECTIONS (Edited)					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer					N/A
Burlington	\$64,500.80	\$82,929.60			
DeForest				Contracted	
Elkhorn				Contracted	
Fort Atkinson	\$59,646.50	\$66,089.30		Building Inspector	
Grafton	\$63,146.00	\$85,393.00		Building Inspector	
Hales Corners					N/A
McFarland				Community Development Director	
Monona					N/A
Pewaukee (v)					N/A
Plymouth					N/A
Port Washington					
St. Francis					
Mukwonago	\$54,888.00	\$65,450.00	\$63,752.00		
Average	\$62,431.10	\$78,137.30	#DIV/0!		
50th Percentile	\$63,146.00	\$82,929.60	#NUM!		
60th Percentile	\$63,416.96	\$83,422.28	#NUM!		
65th Percentile	\$63,552.44	\$83,668.62	#NUM!		
75th Percentile	\$63,823.40	\$84,161.30	#NUM!		
80th Percentile	\$63,958.88	\$84,407.64	#NUM!		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

BUILDING CODES OFFICIAL					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer	\$61,871.00	\$83,708.00		Building Inspector	
Burlington					N/A
DeForest				Contracted	
Elkhorn					N/A
Fort Atkinson					N/A
Grafton					N/A
Hales Corners					N/A
McFarland	\$52,603.20	\$68,328.00		Building Inspector	
Monona				Shared with McFarland (reimburse for 50%)	20 hrs./wk.
Pewaukee (v)					N/A
Plymouth					N/A
Port Washington					
St. Francis					
Mukwonago	\$52,808.00	\$63,370.00	\$54,517.00		
Average	\$57,237.10	\$76,018.00	#DIV/0!		
50th Percentile	\$57,237.10	\$76,018.00	#NUM!		
60th Percentile	\$58,163.88	\$77,556.00	#NUM!		
65th Percentile	\$58,627.27	\$78,325.00	#NUM!		
75th Percentile	\$59,554.05	\$79,863.00	#NUM!		
80th Percentile	\$60,017.44	\$80,632.00	#NUM!		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

	COURT CLERK				
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer	\$37,428.00	\$50,638.00			
Burlington	\$41,620.80	\$53,518.40		Judicial Assistant	32 hrs./wk.
DeForest			\$45,780.80		
Elkhorn	\$38,222.00	\$47,778.00			
Fort Atkinson	\$35,100.00	\$38,891.01			
Grafton				Contract	
Hales Corners	\$37,065.60	\$44,491.20			
McFarland					N/A
Monona			\$42,641.00		
Pewaukee (v)	\$35,070.00	\$47,344.50			
Plymouth			\$39,520.00	Deputy Clerk-Treasurer/Municipal Court Clerk	
Port Washington					
St. Francis					
Mukwonago			\$33,217.60	Part-time	
Average	\$37,417.73	\$47,110.18	\$42,647.27		
50th Percentile	\$37,246.80	\$47,561.25	\$42,641.00		
60th Percentile	\$37,428.00	\$47,778.00	\$43,268.96		
65th Percentile	\$37,626.50	\$48,493.00	\$43,582.94		
75th Percentile	\$38,023.50	\$49,923.00	\$44,210.90		
80th Percentile	\$38,222.00	\$50,638.00	\$44,524.88		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

	POLICE CHIEF				
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer	\$89,936.00	\$121,678.00			
Burlington	\$83,574.40	\$107,452.80			
DeForest			\$96,250.00		
Elkhorn	\$68,897.00	\$95,767.00			
Fort Atkinson	\$76,014.43	\$84,225.02			
Grafton	\$77,905.00	\$105,367.00			
Hales Corners	\$80,913.00	\$97,098.00			
McFarland	\$79,102.40	\$102,731.20			
Monona			\$103,459.00		
Pewaukee (v)	\$79,289.90	\$107,041.36			
Plymouth			\$80,652.00		
Port Washington					
St. Francis					
Mukwonago	\$76,584.00	\$91,902.00	\$89,440.00		
Average	\$79,454.02	\$102,670.05	\$93,453.67		
50th Percentile	\$79,196.15	\$104,049.10	\$96,250.00		
60th Percentile	\$79,614.52	\$105,701.87	\$97,691.80		
65th Percentile	\$80,182.61	\$106,287.90	\$98,412.70		
75th Percentile	\$81,578.35	\$107,144.22	\$99,854.50		
80th Percentile	\$82,509.84	\$107,288.22	\$100,575.40		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

POLICE LIEUTENANT					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer	\$78,133.00	\$105,710.00			
Burlington	\$72,134.40	\$92,726.40			
DeForest			\$81,325.00		
Elkhorn	\$60,739.00	\$78,961.00		Police Captain	
Fort Atkinson	\$65,104.42	\$72,136.69			
Grafton					N/A
Hales Corners	\$69,896.00	\$83,876.00			
McFarland	\$66,414.40	\$86,257.60			
Monona			\$86,537.00	Detective Lieutenant/Operations Lieutenant	2 positions
Pewaukee (v)	\$62,805.03	\$84,786.78			
Plymouth			\$73,346.00	Deputy Police Chief	
Port Washington					
St. Francis					
Mukwonago	\$67,087.00	\$80,505.00			
Average	\$67,889.46	\$86,350.64	\$80,402.67		
50th Percentile	\$66,414.40	\$84,786.78	\$81,325.00		
60th Percentile	\$68,503.36	\$85,669.27	\$82,367.40		
65th Percentile	\$69,547.84	\$86,110.52	\$82,888.60		
75th Percentile	\$71,015.20	\$89,492.00	\$83,931.00		
80th Percentile	\$71,686.72	\$91,432.64	\$84,452.20		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

POLICE SERGEANT					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer	\$73,649.00	\$99,643.00			
Burlington	\$60,694.40	\$78,041.60			
DeForest			\$75,162.00		
Elkhorn				Union - not General Comp Plan	
Fort Atkinson					N/A
Grafton	\$83,036.00			Min Rate - contract	
Hales Corners			\$71,843.20		36+ hrs.
McFarland	\$55,764.80	\$72,425.60			37.5 hrs.
Monona			\$75,644.00		3 positions
Pewaukee (v)	\$59,250.02	\$79,987.53			
Plymouth			\$66,548.24	Police Lieutenant	
Port Washington					
St. Francis					
Mukwonago	\$74,348.00	\$77,733.00			
Average	\$66,478.84	\$82,524.43	\$72,299.36		
50th Percentile	\$60,694.40	\$79,014.57	\$73,502.60		
60th Percentile	\$65,876.24	\$79,598.34	\$74,498.24		
65th Percentile	\$68,467.16	\$79,890.23	\$74,996.06		
75th Percentile	\$73,649.00	\$84,901.40	\$75,282.50		
80th Percentile	\$75,526.40	\$87,849.72	\$75,354.80		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

PATROL OFFICER					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer					N/A
Burlington	\$58,364.80	\$65,540.80			
DeForest			\$64,708.80		48 hrs./wk.
Elkhorn				Union - not General Comp Plan	
Fort Atkinson	\$54,320.24	\$61,322.98			37.44 hrs.
Grafton	\$58,203.00	\$77,603.00			
Hales Corners	\$53,518.40	\$67,392.00			
McFarland	\$51,771.20	\$68,556.80		Union	
Monona	\$59,280.00	\$68,348.80		2015 rates (2016 and 2017 not yet approved)	37.5 hrs./wk.
Pewaukee (v)	\$56,152.97	\$72,620.03		min is start for 2017, max is scale after 3.5 years	4/2 work
Plymouth	\$56,680.00	\$60,819.20			
Port Washington					
St. Francis					
Mukwonago	\$55,246.00	\$71,680.00			
Average	\$56,036.33	\$67,775.45	\$64,708.80		
50th Percentile	\$56,416.49	\$67,870.40	\$64,708.80		
60th Percentile	\$56,984.60	\$68,390.40	\$64,708.80		
65th Percentile	\$57,517.65	\$68,463.20	\$64,708.80		
75th Percentile	\$58,243.45	\$69,572.61	\$64,708.80		
80th Percentile	\$58,300.08	\$70,994.74	\$64,708.80		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

SCHOOL RESOURCE OFFICER					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer					N/A
Burlington	\$58,364.80	\$65,540.80			
DeForest			\$67,787.20		
Elkhorn				Union - not General Comp Plan	
Fort Atkinson					N/A
Grafton					N/A
Hales Corners					N/A
McFarland	\$64,272.00	\$68,556.80			37.5 hrs.
Monona			\$70,137.60	2015 Rates, 2016 and 2017 not approved	37.5 hrs.
Pewaukee (v)					N/A
Plymouth					N/A
Port Washington					
St. Francis					
Mukwonago	\$55,246.00	\$71,680.00			
Average	\$61,318.40	\$67,048.80	\$68,962.40		
50th Percentile	\$61,318.40	\$67,048.80	\$68,962.40		
60th Percentile	\$61,909.12	\$67,350.40	\$69,197.44		
65th Percentile	\$62,204.48	\$67,501.20	\$69,314.96		
75th Percentile	\$62,795.20	\$67,802.80	\$69,550.00		
80th Percentile	\$63,090.56	\$67,953.60	\$69,667.52		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

DISPATCHER/CLERK SUPERVISOR					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer					N/A
Burlington	\$53,081.60	\$68,244.80		Administrative Services Manager	
DeForest			\$48,687.50	Office Manager	
Elkhorn					N/A
Fort Atkinson					N/A
Grafton				Police Captain oversees dispatch	N/A
Hales Corners					N/A
McFarland	\$39,312.00	\$51,064.00		Administrative Assistant (Confidential)	
Monona					N/A
Pewaukee (v)					N/A
Plymouth					N/A
Port Washington					
St. Francis					
Mukwonago	\$38,084.80	\$45,302.40	\$46,072.00		
Average	\$46,196.80	\$59,654.40	\$48,687.50		
50th Percentile	\$46,196.80	\$59,654.40	\$48,687.50		
60th Percentile	\$47,573.76	\$61,372.48	\$48,687.50		
65th Percentile	\$48,262.24	\$62,231.52	\$48,687.50		
75th Percentile	\$49,639.20	\$63,949.60	\$48,687.50		
80th Percentile	\$50,327.68	\$64,808.64	\$48,687.50		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

	DISPATCHER/CLERK				
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer	\$37,428.00	\$50,638.00		Desk Clerk (No Dispatching 911)	
Burlington	\$41,620.80	\$53,518.40			
DeForest			\$38,584.00	Administrative Assistant	
Elkhorn	\$32,135.00	\$38,563.00		Communications Clerk	
Fort Atkinson	\$36,493.81	\$40,436.24			
Grafton	\$41,593.00	\$56,200.00			
Hales Corners					N/A
McFarland	\$29,369.60	\$37,939.20		Police Clerk I	
Monona	\$45,219.20	\$47,611.20		Dispatcher	37.5 hrs./wk.
Pewaukee (v)					N/A
Plymouth					N/A
Port Washington					
St. Francis					
Mukwonago	\$35,900.80	\$43,201.60			
Average	\$37,694.20	\$46,415.15	\$38,584.00		
50th Percentile	\$37,428.00	\$47,611.20	\$38,584.00		
60th Percentile	\$39,927.00	\$49,427.28	\$38,584.00		
65th Percentile	\$41,176.50	\$50,335.32	\$38,584.00		
75th Percentile	\$41,606.90	\$52,078.20	\$38,584.00		
80th Percentile	\$41,615.24	\$52,942.32	\$38,584.00		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

PUBLIC WORKS DIRECTOR					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer	\$73,649.00	\$99,643.00			
Burlington	\$83,574.40	\$107,452.80			
DeForest			\$84,000.00	Director of Public Services	
Elkhorn	\$65,563.00	\$85,233.00		Operations Manager - DPW	
Fort Atkinson	\$65,104.42	\$72,136.69		Public Works Superintendent	
Grafton	\$77,905.00	\$105,367.00		Director of PW/Village Engineer	
Hales Corners	\$77,060.00	\$92,473.00			
McFarland	\$79,102.40	\$102,731.20			
Monona			\$92,284.00	Also Water & Sewer Utilities	
Pewaukee (v)	\$79,289.90	\$107,041.36		Director of Public Works/Engineer	
Plymouth			\$97,000.00	Director of Public Works/City Engineer	
Port Washington					
St. Francis					
Mukwonago	\$67,161.00	\$80,593.00	\$69,347.00		
Average	\$75,156.01	\$96,509.76	\$91,094.67		
50th Percentile	\$77,482.50	\$101,187.10	\$92,284.00		
60th Percentile	\$78,144.48	\$103,258.36	\$93,227.20		
65th Percentile	\$78,563.57	\$104,180.89	\$93,698.80		
75th Percentile	\$79,149.28	\$105,785.59	\$94,642.00		
80th Percentile	\$79,214.90	\$106,371.62	\$95,113.60		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

PUBLIC WORKS DIRECTOR (Edited)					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer	\$73,649.00	\$99,643.00			
Burlington	\$83,574.40	\$107,452.80			
DeForest			\$84,000.00	Director of Public Services	
Elkhorn	\$65,563.00	\$85,233.00		Operations Manager - DPW	
Fort Atkinson	\$65,104.42	\$72,136.69		Public Works Superintendent	
Grafton				Director of PW/Village Engineer	
Hales Corners	\$77,060.00	\$92,473.00			
McFarland	\$79,102.40	\$102,731.20			
Monona				Also Water & Sewer Utilities	
Pewaukee (v)				Director of Public Works/Engineer	
Plymouth				Director of Public Works/City Engineer	
Port Washington					
St. Francis					
Mukwonago	\$67,161.00	\$80,593.00	\$69,347.00		
Average	\$74,008.87	\$93,278.28	\$84,000.00		
50th Percentile	\$75,354.50	\$96,058.00	\$84,000.00		
60th Percentile	\$77,060.00	\$99,643.00	\$84,000.00		
65th Percentile	\$77,570.60	\$100,415.05	\$84,000.00		
75th Percentile	\$78,591.80	\$101,959.15	\$84,000.00		
80th Percentile	\$79,102.40	\$102,731.20	\$84,000.00		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

PUBLIC WORKS CREW SUPERVISOR					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer	\$61,871.00	\$83,708.00		Operations Supervisor	
Burlington	\$56,867.20	\$73,132.80		Working Foreman	
DeForest			\$75,000.00		
Elkhorn	\$53,271.00	\$70,339.00		Field Operations Supervisor	
Fort Atkinson	\$46,954.54	\$50,530.27		Construction Foreman	
Grafton	\$63,146.00	\$85,393.00		Superintendent of Public Works	
Hales Corners	\$52,187.20	\$62,587.20			
McFarland	\$66,414.40	\$86,257.60		Assistant Public Works Director	
Monona			\$57,595.20	Streets Foreman	
Pewaukee (v)	\$55,896.25	\$75,459.94		Public Works Supervisor	
Plymouth			\$64,278.00	Street Superintendent	
Port Washington					
St. Francis					
Mukwonago	\$47,465.60	\$56,950.40			
Average	\$57,075.95	\$73,425.98	\$65,624.40		
50th Percentile	\$56,381.73	\$74,296.37	\$64,278.00		
60th Percentile	\$57,867.96	\$77,109.55	\$66,422.40		
65th Percentile	\$59,619.29	\$79,996.37	\$67,494.60		
75th Percentile	\$62,189.75	\$84,129.25	\$69,639.00		
80th Percentile	\$62,636.00	\$84,719.00	\$70,711.20		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

PUBLIC WORKS CREW SUPERVISOR (Edited)					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer	\$61,871.00	\$83,708.00		Operations Supervisor	
Burlington	\$56,867.20	\$73,132.80		Working Foreman	
DeForest			\$75,000.00		
Elkhorn	\$53,271.00	\$70,339.00		Field Operations Supervisor	
Fort Atkinson	\$46,954.54	\$50,530.27		Construction Foreman	
Grafton				Superintendent of Public Works	
Hales Corners	\$52,187.20	\$62,587.20			
McFarland				Assistant Public Works Director	
Monona			\$57,595.20	Streets Foreman	
Pewaukee (v)	\$55,896.25	\$75,459.94		Public Works Supervisor	
Plymouth			\$64,278.00	Street Superintendent	
Port Washington					
St. Francis					
Mukwonago	\$47,465.60	\$56,950.40			
Average	\$54,507.87	\$69,292.87	\$65,624.40		
50th Percentile	\$54,583.63	\$71,735.90	\$64,278.00		
60th Percentile	\$55,896.25	\$73,132.80	\$66,422.40		
65th Percentile	\$56,138.99	\$73,714.59	\$67,494.60		
75th Percentile	\$56,624.46	\$74,878.16	\$69,639.00		
80th Percentile	\$56,867.20	\$75,459.94	\$70,711.20		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

PUBLIC WORKS CREW PERSON					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer	\$41,986.00	\$56,805.00		Laborer	
Burlington	\$41,620.80	\$53,518.40		Maintenance Worker	
DeForest			\$47,008.00		
Elkhorn	\$40,571.00	\$48,685.00			
Fort Atkinson	\$40,553.76	\$44,937.36			
Grafton	\$44,817.00	\$60,615.00			
Hales Corners	\$47,299.20	\$56,763.20			
McFarland	\$39,312.00	\$51,064.00			
Monona	\$44,137.60	\$53,206.40			
Pewaukee (v)	\$44,275.06	\$59,771.34		Equipment Operator	
Plymouth	\$44,990.40	\$51,521.60		Equipment Operator & General Driver/Laborer	
Port Washington					
St. Francis					
Mukwonago	\$45,531.20	\$54,620.80			
Average	\$42,956.28	\$53,688.73	\$47,008.00		
50th Percentile	\$43,061.80	\$53,362.40	\$47,008.00		
60th Percentile	\$44,192.58	\$54,816.32	\$47,008.00		
65th Percentile	\$44,254.44	\$56,276.48	\$47,008.00		
75th Percentile	\$44,681.52	\$56,794.55	\$47,008.00		
80th Percentile	\$44,851.68	\$57,398.27	\$47,008.00		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

PUBLIC WORKS MECHANIC					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer	\$44,254.00	\$59,872.00			
Burlington	\$45,448.00	\$58,427.20			
DeForest			\$56,992.00	Operator	
Elkhorn					N/A
Fort Atkinson	\$46,954.54	\$50,530.27			
Grafton	\$48,258.00	\$65,224.00		Crewperson - Mechanic	
Hales Corners	\$49,670.40	\$59,612.80			
McFarland	\$41,662.40	\$54,121.60			
Monona			\$60,694.40		
Pewaukee (v)	\$44,275.06	\$59,771.34			
Plymouth			\$53,352.00		
Port Washington					
St. Francis					
Mukwonago	\$46,987.20	\$56,326.40	\$56,326.00		
Average	\$45,788.91	\$58,222.74	\$57,012.80		
50th Percentile	\$45,448.00	\$59,612.80	\$56,992.00		
60th Percentile	\$46,351.93	\$59,707.92	\$57,732.48		
65th Percentile	\$46,803.89	\$59,755.49	\$58,102.72		
75th Percentile	\$47,606.27	\$59,821.67	\$58,843.20		
80th Percentile	\$47,997.31	\$59,851.87	\$59,213.44		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

UTILITIES DIRECTOR					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer					N/A
Burlington	\$56,867.20	\$73,132.80		Working Foreman	
DeForest			\$75,000.00	Crew Supervisor	
Elkhorn	\$68,897.00	\$92,708.00		Electric & Water Utilities	
Fort Atkinson	\$65,104.42	\$72,136.69		Water Supervisor, Wastewater Supervisor	
Grafton	\$70,656.00	\$95,542.00		Utility Superintendent	
Hales Corners					N/A
McFarland					N/A
Monona			\$92,284.00	Public Works Director	
Pewaukee (v)	\$79,289.90	\$107,041.36		Director of Public Works/Engineer	
Plymouth					N/A
Port Washington					
St. Francis					
Mukwonago	\$69,825.00	\$83,791.00	\$72,093.00		
Average	\$68,162.90	\$88,112.17	\$83,642.00		
50th Percentile	\$68,897.00	\$92,708.00	\$83,642.00		
60th Percentile	\$69,600.60	\$93,841.60	\$85,370.40		
65th Percentile	\$69,952.40	\$94,408.40	\$86,234.60		
75th Percentile	\$70,656.00	\$95,542.00	\$87,963.00		
80th Percentile	\$72,382.78	\$97,841.87	\$88,827.20		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

UTILITIES DIRECTOR (Edited)					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer					N/A
Burlington				Working Foreman	
DeForest				Crew Supervisor	
Elkhorn	\$68,897.00	\$92,708.00		Electric & Water Utilities	
Fort Atkinson	\$65,104.42	\$72,136.69		Water Supervisor, Wastewater Supervisor	
Grafton	\$70,656.00	\$95,542.00		Utility Superintendent	
Hales Corners					N/A
McFarland					N/A
Monona			\$92,284.00	Public Works Director	
Pewaukee (v)				Director of Public Works/Engineer	
Plymouth					N/A
Port Washington					
St. Francis					
Mukwonago	\$69,825.00	\$83,791.00	\$72,093.00		
Average	\$68,219.14	\$86,795.56	\$92,284.00		
50th Percentile	\$68,897.00	\$92,708.00	\$92,284.00		
60th Percentile	\$69,248.80	\$93,274.80	\$92,284.00		
65th Percentile	\$69,424.70	\$93,558.20	\$92,284.00		
75th Percentile	\$69,776.50	\$94,125.00	\$92,284.00		
80th Percentile	\$69,952.40	\$94,408.40	\$92,284.00		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

ASSISTANT UTILITIES DIRECTOR					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer					N/A
Burlington					N/A
DeForest					N/A
Elkhorn	\$60,889.00	\$76,111.00		Electric Utility field Operations Supervisor	
Fort Atkinson					N/A
Grafton					N/A
Hales Corners					N/A
McFarland					N/A
Monona			\$57,595.20	Utilities Foreman	
Pewaukee (v)					N/A
Plymouth					N/A
Port Washington					
St. Francis					
Mukwonago	\$59,030.40	\$70,824.00			
Average	\$60,889.00	\$76,111.00	\$57,595.20		
50th Percentile	\$60,889.00	\$76,111.00	\$57,595.20		
60th Percentile	\$60,889.00	\$76,111.00	\$57,595.20		
65th Percentile	\$60,889.00	\$76,111.00	\$57,595.20		
75th Percentile	\$60,889.00	\$76,111.00	\$57,595.20		
80th Percentile	\$60,889.00	\$76,111.00	\$57,595.20		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

LEAD UTILITIES OPERATOR					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer					N/A
Burlington	\$45,448.00	\$58,427.20		Wastewater Operator	
DeForest					N/A
Elkhorn	\$64,664.00	\$77,596.00		Lead Line Tech - Electric Utility	
Fort Atkinson	\$47,174.82	\$50,773.42		Wastewater Foreman	
Grafton	\$55,421.00	\$74,940.00		Field Operations Coord & Plant Operator	2 positions
Hales Corners					N/A
McFarland					N/A
Monona					N/A
Pewaukee (v)	\$46,931.57	\$63,357.62		Utility Leadman	
Plymouth					N/A
Port Washington					
St. Francis					
Mukwonago				New Position	
Average	\$51,927.88	\$65,018.85	#DIV/0!		
50th Percentile	\$47,174.82	\$63,357.62	#NUM!		
60th Percentile	\$50,473.29	\$67,990.57	#NUM!		
65th Percentile	\$52,122.53	\$70,307.05	#NUM!		
75th Percentile	\$55,421.00	\$74,940.00	#NUM!		
80th Percentile	\$57,269.60	\$75,471.20	#NUM!		

**VILLAGE OF MUKWONAGO, WI
DETAILED SALARY DATA**

UTILITIES OPERATOR					
Comparable Community	Minimum Salary	Maximum Salary	Actual Salary	Title (If Different)	Comment
Brown Deer	\$44,254.00	\$59,872.00			
Burlington	\$45,448.00	\$58,427.20			
DeForest					N/A
Elkhorn	\$54,293.00	\$65,151.00		Operator in Charge - Water Utility	
Fort Atkinson	\$42,450.51	\$45,850.06			
Grafton	\$44,817.00	\$60,615.00			
Hales Corners					N/A
McFarland					N/A
Monona	\$39,520.00	\$48,880.00			
Pewaukee (v)	\$44,275.06	\$59,771.34			
Plymouth	\$51,209.60	\$57,782.40		Water Op (min rate) WW Op (max rate)	
Port Washington					
St. Francis					
Mukwonago	\$46,550.40	\$55,848.00			
Average	\$45,783.40	\$57,043.63	#DIV/0!		
50th Percentile	\$44,546.03	\$59,099.27	#NUM!		
60th Percentile	\$44,943.20	\$59,791.47	#NUM!		
65th Percentile	\$45,164.05	\$59,826.70	#NUM!		
75th Percentile	\$46,888.40	\$60,057.75	#NUM!		
80th Percentile	\$48,904.96	\$60,317.80	#NUM!		

APPENDIX C

**VILLAGE OF MUKWONAGO, WI
MEDICAL AND LIFE INSURANCE**

Municipality	Health				Dental			Vision			Flexible Spending Acct	FSA Contrib.	Life Insurance		Comments
	Emp		Family		Emp	Family		Emp	Family				Benefit Amount	% Paid by Muni.	
	% Paid by Muni.	Deductible	% Paid by Muni.	Deductible	% Paid by Muni.	% Paid by Muni.	Deductible	% Paid by Muni.	% Paid by Muni.	Deductible					
Brown Deer	88.00%	\$ 1,000.00	88.00%	\$ 2,000.00				0.00%	0.00%	\$ 25.00	Yes	No	1x Base	100%	
Burlington	97.50%	\$ 1,200.00	97.50%	\$ 2,400.00	40.00%	40.00%	\$ -	100.00%	100.00%	\$ -	Yes	No	1x Base	100%	Also offer tradiitonal PPO at 80/20, 90% employer, \$2000 family deductible
DeForest	95.00%	\$ 500.00	95.00%	\$ 1,000.00	100.00%	100.00%	\$ 50.00	0.00%	0.00%	\$ 25.00	Yes	No	Varies	100%	Village pays for basic and spouse/dependent life insurance
Elkhorn	100.00%	\$ 1,000.00	100.00%	\$ 2,000.00	100.00%	100.00%		N/A	N/A	N/A	Yes	No	\$10,000	100%	HRA, employer contribution 250/500; Life insurance includes WRS Plan, Dental max \$1,000 per person
Fort Atkinson	88.00%	\$ 500.00	88.00%	\$ 1,000.00	100.00%	100.00%	\$ -	N/A	N/A	N/A	Yes	No	Basic	50%	
Grafton	85.00%	\$ 500.00	85.00%	\$ 1,000.00	0.00%	0.00%	\$ -	N/A	N/A	N/A	Yes	No	1x Base	100%	
Hales Corners	91.00%	\$ 2,000.00	91.00%	\$ 4,000.00	90.00%	90.00%	\$ -	N/A	N/A	N/A	Yes	No	1x Base	100%	re-insurance kicks in after \$1000/\$2000 deductibel, everything after is submitted to reinsurer.
McFarland	0.00%		0.00%		0.00%	0.00%		0.00%	0.00%		Yes	No	Basic through State	100%	Village is part of the Stae Plan which includes vision. The State calculates the maximum Village payment. In 2017 it was 0%, 2016 was around 5%. Dental is 100% employee funded through Delta
Monona	90.00%		90.00%		100.00%	100.00%		100.00%	100.00%		Yes	No	1x Base	20%	
Pewaukee (v)	88.00%	\$ 500.00	88.00%	\$ 1,000.00	50.00%	50.00%	\$ 25.00	N/A	N/A	N/A	Yes	No	1000 of Salary	100%	State Health Plan PO-16 (no dental) vision (exams only)
Plymouth	85.00%	\$ 1,300.00	85.00%	\$ 2,600.00	0.00%	0.00%	Varies	0.00%	0.00%	DNR	Yes	No	1x Base	100%	
Port Washington															N/R
St. Francis															N/R
AVERAGE	82.50%		82.50%	\$ 1,888.89	58.00%	58.00%	\$ 12.50	33.33%	33.33%	\$ 16.67			1 X Base	88.18%	
Mukwonago	88%	\$ 500.00	88%	\$ 1,000.00	88%	88%	0%	N/A	N/A	N/A	Yes	250/500	1 X Salary. Employees can elect to purchase additional coverage for themselves, spouse and dependents	100%	Village pays 88% of lowest-cost plan; employees pay 12% of lowest-cost plan and any additional cost if not taking the lowest cost plan. Employees can choose to add basic dental coverage to their plan at a slightly higher premium. Village contributes \$250 (Single) or \$500 (Family) to an FSA for Full-Time employees; employees can choose to add to it up to \$2,500. Employees that choose health option without dental have the difference in the Village's cost contributed to an HRA account that can be used for dental and vision expenses.

**VILLAGE OF MUKWONAGO, WI
HOLIDAYS AND PERSONAL DAYS**

Municipality	Holidays per Year	Personal Days per Year	Comments
Brown Deer	9	2	
Burlington	11	1	
DeForest	8	3	Village Hall staff only 2 personal days
Elkhorn	10	0	
Fort Atkinson	8	3	
Grafton	9	2	
Hales Corners	10	0	
McFarland	9	2	
Monona	8	3	
Pewaukee (v)	9	3	
Plymouth	11	0	
Port Washington	N/R	N/R	
St. Francis	N/R	N/R	
	9.30	1.70	
Mukwonago	8	4	

**VILLAGE OF MUKWONAGO, WI
SICK LEAVE**

Municipality	Sick Days Earned per Year	Maximum Accrual (Sick Leave Bank)	Employee Separation	Comments
Brown Deer	12	70	Hired prior to 7-1-07, with 15 years service will have 70 days put into their post healthcare reimbursement plan. After 7-1-07, no payout	
Burlington	12	150	\$50 per day paid out for death or retirement only	
DeForest	13	85	At retirement, sick leave is converted to HRA. No payout upon voluntary seperation	
Elkhorn			Varies by date of hire	PTO, no stand alone sick time, except PD Union (12 days)
Fort Atkinson	13	125	DNR	
Grafton	-	60	PTO capped bi-weekly, excess PTO is transferred to Medical Leave Bank, which is not payable	
Hales Corners	12	90	pre 7/1/16 hire date - 50% of value of bank paid out or used towards medica l premiums	
McFarland	12	180	Paid out into VEBA account	
Monona	12	85	Converted for health insurance premiums or paid into a 457 retirement account if employee retires from City; otherwise, sick leave is forfeited at termination.	
Pewaukee (v)				Short-term Dispability policy to 52 weeks
Plymouth	12	Unlimited	Min 10 years service receive max 50 days paid out.	In addition, paid 25% unused sick leave in excess of 100 days no to exceed 30 days.
Port Washington	N/R			
St. Francis	N/R			
	12.25	105.63		
Mukwonago	12	up to 1200 hours for full-time employees	A maximum of 960 hours for Full Time employees can be paid into an HRA account upon separation from the Village after 20 years of Full-Time employment. There is no proration of this benefit for less than 20 years of Full-Time employment.	

**VILLAGE OF MUKWONAGO, WI
VACATION**

Municipality	Milestone Comparison					Max Carry over	Comments
	> 1 yr	> 6 yrs	> 10 yrs	> 15 yrs	> 20 yrs		
Brown Deer	10	10	15	17	25	40	
Burlington	5	15	20	20	21	5	25 years, 25 days Max
DeForest	10	15	20	25	25	5	
Elkhorn							PTO, did not report
Fort Atkinson	5	15	15	20	25	N/A	
Grafton	16	25	25	28	31	N/A	PTO capped bi-weekly, excess PTO is transferred to Medical Leave Bank
Hales Corners	1	10	15	20	25	N/A	
McFarland	10	15	15	20	25	5	Non-Department Heads
Monona	8	13	18	18	23	20	
Pewaukee (v)	10	15	15	20	25		
Plymouth	6	10	15	21	25	80	
Port Washington							N/R
St. Francis							N/R
Average	8.1	14.3	17.3	20.9	25.0	25.8	
Mukwonago	5	15	20	25	25	N/A	No maximum carryover; however, employees must use any days carried over by April 30th. There is no payout of unused days.

**VILLAGE OF MUKWONAGO, WI
RETIREMENT**

Municipality	Contribution Levels		Programs	Deferred Comp
	Municipality	Employee		
Brown Deer	6.80%	6.80%	Nationwide, Security Benefits, North Shore Bank	Yes, No Contribution
Burlington	6.80%	6.80%		
DeForest	6.80%	6.80%	WI deferred Comp, North Shore Bank, Thrivent Financial	Yes, No Contribution
Elkhorn	DNR	DNR		
Fort Atkinson	6.80%	6.80%	Great West, North Shore Bank	Yes, No Contribution
Grafton	6.80%	6.80%	ICMA-RC, North Shore Bank	Yes
Hales Corners	6.80%	6.80%	Protective is more but all employee's pay including bargaining unit police for employee rate by WRS	Yes
McFarland	6.80%	6.80%		Yes, No Contribution
Monona	6.80%	6.80%		No
Pewaukee (v)	50.00%	50.00%		Yes, No Contribution
Plymouth	6.80%	6.80%	Protected Police Officers hired before 2016 are paying 3.6% in 2017, 5.2% in 2018 and full EE portion in 2019. the ER portion is the difference of the total less EE%	Yes, No Contribution
Port Washington			N/R	
St. Francis			N/R	
Mukwonago	6.8%	6.8%	ICMA, Great West Retirement, and North Shore	Contributes 2.5% of non-represented employees' pay to ICMA; employees have option to add more. No Village contribution to Great West or North Shore

**VILLAGE OF MUKWONAGO, WI
EDUCATION-BASED PAY INCENTIVE PROGRAM**

Municipality	Program
Brown Deer	None
Burlington*	\$200 per credit hour, \$3600 max per year. Directly related to employee position, upon approval. Employee must be regular full-time for at least 1 year.
DeForest	All union sworn officers are eligible after 18 months of employment. 3% increase in base rate for 90 credits from college/university and 6% increase in base rate for undergraduate BA/BS degree from college/university.
Elkhorn	Yes
Fort Atkinson	None
Grafton*	Tuition reimbursement (@local universities) for job related coursework subject to verification of course completion
Hales Corners	None
McFarland	Police employees under contract get 3% added to their base rate for an Associate, 5% for Bachelor's, and 7% for a Masters
Monona	For patrol officers, sergeants, lieutenants, SRO: \$1,000 annually for Bachelor's degree; \$2,000 annually for Master's Degree. Must have 5 years of service to receive this annual stipend.
Pewaukee (v)	Police CBA: 1-15 credits - \$25/month 30 credits - 30/month 45 credits - 35/month full associate degree - 60/month full bachelor of arts degree - 75/month
Plymouth	None
Port Washington	N/R
St. Francis	N/R
Mukwonago	For Police Officers, the School Resource Officer and the Police Sergeant: \$700 for Associates + 15 credits; \$800 for Associates + 30 credits; \$900 for an Associates +45 credits; \$1,500 for a Bachelors degree.

*The data submitted by Burlington and Grafton describe reimbursement for tuition costs rather than ongoing stipends for achievement of specific credit hour objectives.

**VILLAGE OF MUKWONAGO, WI
PART-TIME EMPLOYEES**

Municipality	Benefits
Brown Deer	No
Burlington	Vacation and Sick Time
DeForest	egular part time employees receive vacation, sick, and holiday on a prorated basis. Retirement is based on hour requirement by WRS. No education incentive for part-time employees.
Elkhorn	On pro-rata basis
Fort Atkinson	None
Grafton	holidays, pro-rated PTO, and insurance (if eligible)
Hales Corners	pro-rated holiday, sick and vacation based upon intended max hours per year upon hire
McFarland	By policy, all might be afforded some of these benefits on a pro-rate basis depending on their hours worked
Monona	Prorated vacation and holiday pay for all permanent part-time employees; prorated sick leave also for permanent part-time employees working 20 or more hours per week.
Pewaukee (v)	vacation and holiday (pro-rated basis)
Plymouth	Regular PT EE's=vacation 28 hours per week; sick earned at 5.6 hours/month; holiday; life insurance; WRS
Port Washington	N/R
St. Francis	N/R
Mukwonago	Prorated Vacation, Sick days and holiday pay are granted to part-time employees who are regularly scheduled to work a minimum of 30 hours per week. Employees who work less than 30 hours per week do not receive and PTO benefits. Part-time employees who are eligible for WRS can receive health insurance which is prorated based on the number of hours they are regularly scheduled to work. Part-time employees are not eligible for flex spending, HRA, or ICMA contributions made by the Village on the employees' behalf.



To: City of Whitewater Common Council

From: Sara Marquardt, HR Manager

Date: December 5, 2023

Re: Metrics from Latino Academy of Workforce Development's First Tapping the Untapped Workforce Career Fair

The Latino Academy of Workforce Development sponsored a career fair on October 26, 2023 at the Whitewater High School. The goal of the fair was connecting the gap between employers' needs and Latino community in Whitewater.

- 1) 47 individuals attended the event
- 2) The City handed out 42 Spanish-translated flyers regarding how to apply for a position with the City of Whitewater as well as 10 English flyers.
- 3) The following businesses were in attendance:
 1. Amigo Construction, LLC
 2. Associated Bank
 3. City of Whitewater
 4. Daybreak Foods Inc.
 5. First Citizens State Bank
 6. Fisher Barton Specialties
 7. Fort HealthCare
 8. HEXPOL
 9. Jones Dairy Farm
 10. JP Cullen
 11. PremierBank
 12. Stoughton Trailers
 13. Sutton Transport
- 4) Staff in attendance included: Sara Marquardt, Beatriz Aranda, Officer Saul Valadez, Taylor Zeinert and Araceli Wence (Community Crisis Liaison)
- 5) Staff collected two resumes of individuals in the process of obtaining their CDLs. Additionally, one resume was saved as a possible future firefighter intern candidate.



Common Council Agenda Item

Meeting Date:	December 5, 2023
Agenda Item:	2024 Salary Resolution
Staff Contact (name, email, phone):	Rachelle Blitch, rblitch@whitewater-wi.gov , 262-473-1380

BACKGROUND

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

The Common Council approves the salary resolution setting forth the number of positions and salary ranges, and as set by the City Manager for each employee and upon agreed union contracts in those cases where a union contract is in force. It is crucial to understand that the Salary Resolution itself does not directly modify individual staff wages. To ensure complete transparency, all changes are listed below however, it is important to highlight that the council's approval pertains exclusively to the modification of wage ranges. The council does not have the authority to sanction changes in Full-Time Equivalent (FTE), job titles, or positions. This is in accordance with Wisconsin Statute 64.11 (2), which grants the city manager the authority to establish or abolish minor administrative offices and positions based on their assessment of the city's needs.

Two options are proposed for consideration:

1. The first option adheres to the established precedent of utilizing the Expenditure Restraint Program (ERP) index to gauge the adjustment. For the year 2024, the ERP program has been frozen, thereby fixing the rate at 8.2%. It is important to note, however, that this approach is not without its implications, as detailed below.
2. The second option involves employing the Consumer Price Index for Urban Consumers (CPI-U) as a benchmark for modifying the wage ranges. As of October, the CPI-U stands at 3.2%.

Position changes:

- *Administrative Assistant-CDA; moved from .5 to 1.0 FTE
- *First Assistant Chief (Fire); moved from .5 to 1.0 FTE
- *Media Coordinator; moved from 0.8 to 1.0 FTE
- *Media Producer; moved from 0.6 to 1.0 FTE
- *Elimination of Joint Services Officer
- *Elimination of Engineering Technician
- *Elimination of Administrative Assistant I-Fire/EMS; HR position was created instead
- *Assistant Parks, Recreation, & Community Events Director; new position
- *Information Technology Support Technician; new position
- *Title change from IT Administrator to IT Director

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

None.

FINANCIAL IMPACT

(If none, state N/A)

Adjusting the wage range by 8.2% is projected to incur an additional expense of approximately \$25,000 in unbudgeted wages for the year 2024. However, this expense could potentially be prefunded using the surplus funds from 2023.

STAFF RECOMMENDATION

The city manager, in collaboration with the staff, recommends that we maintain the same standard as approved last year. This involves pre-funding the additional amount required to support our lowest-paid and most vulnerable employees. Such an action will not only align us favorably with future compensation analyses but will also serve as a proactive measure to mitigate the impact of aligning with market standards in the future. This approach is aimed at ensuring a more gradual adjustment to market realities, thereby lessening any potential future financial shock.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. 2024 Salary Resolution Draft (1)
2. 2024 Salary Resolution Draft (2)

City of Whitewater
2024 Salary Resolution Draft (1)

WHEREAS, the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, set forth the wage and salary schedule in which wages are established for employees during 2024

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, that the following ranges and numbers of employees in the 2024 Wage and Salary Schedule are hereby adopted pursuant to Wisconsin Statutes: and

BE IT FURTHER RESOLVED that the contents of this resolution shall supersede such previously adopted schedules where the subject matter between the two shall be in conflict, and the changes contained herein shall be effective beginning January 1, 2024:

1.032

Position	Department	FTE	FLSA Status	Minimum Hourly	Maximum Hourly	Minimum Annual	Maximum Annual	Comments
Accountant	Finance and Administrative Services	1.0	Non-Exempt	\$25.65	\$38.44			
Accounting Technician II	Finance and Administrative Services	1.0	Non-Exempt	\$19.39	\$25.00			
Activity Instructors	Parks and Recreation		Non-Exempt	\$8.94	\$12.68			
Activity Leaders / Lifeguards & WSI Aide	Parks and Recreation		Non-Exempt	\$10.33	\$14.12			
Administrative Assistant I - Fire/EMS	Fire and EMS	2.5	Non-Exempt	\$19.39	\$25.00			Eliminated, HR assistant instead
Administrative Assistant I - Records Technician	Police	2.5	Non-Exempt	\$19.39	\$25.00			
Administrative Assistant I - Utilities	Department of Public Works	1.0	Non-Exempt	\$19.39	\$25.00			
Administrative Assistant I- Neighborhood Services	Neighborhood Services	1.0	Non-Exempt	\$19.39	\$25.00			
Administrative Assistant I-CDA	Administration	1.0	Non-Exempt	\$19.39	\$25.00			Increased to 1.0 FTE
Administrative Assistant I-Deputy Clerk	Administration	1.0	Non-Exempt	\$19.39	\$25.00			
Adult Program Coordinator	Parks and Recreation	1.0	Exempt			\$41,026.72	\$51,044.53	
Aquatic Coordinator	Parks and Recreation	1.0	Exempt			\$39,042.53	\$51,989.20	
Assistant Library Director	Library	1.0	Exempt			\$56,008.93	\$72,217.30	
Assistant Parks, Recreation, & Community Events Director	Parks and Recreation	1.0	Exempt			\$57,056.66	\$78,275.09	New position
Athletic Program Coordinator	Parks and Recreation	1.0	Exempt			\$39,042.53	\$51,989.20	
Bailiff	Municipal Court		Non-Exempt	\$25.80	\$25.80			
Captain	Police	1.0	Non-Exempt			\$97,248.09	\$105,051.91	
Certified Instructors	Parks and Recreation		Non-Exempt	\$17.31	\$24.55			
Chief Election Inspectors	Administration		Non-Exempt	\$13.40	\$14.04			
City Clerk	Administration	1.0	Exempt			\$56,008.93	\$72,217.30	
Clerk of Court (Part-time)	Administration	0.75	Non-Exempt	\$19.39	\$25.00			
Communications Coordinator	Police	1.0	Non-Exempt	\$23.50	\$32.25			
Community Service Officer	Police	1.0	Non-Exempt	\$12.40	\$18.41			
Comptroller	Finance and Administrative Services	1.0	Exempt			\$64,129.60	\$82,689.57	
Customer Service Specialist	Library	3.2	Non-Exempt	\$15.69	\$20.24			
Desk Staff	Parks and Recreation		Non-Exempt	\$11.17	\$18.41			
Desk Staff Lead	Parks and Recreation	0.5	Non-Exempt	\$16.75	\$20.76			
Detective	Police	2.0	Non-Exempt	\$38.46	\$39.04			
Detective Lieutenant	Police	1.0	Non-Exempt	\$40.30	\$41.72			
Director of Public Works/City Engineer	Administration	1.0	Exempt			\$89,216.38	\$114,278.29	
Dispatcher / Records Communications Aide I	Police	6.5	Non-Exempt	\$21.36	\$29.31			
Dispatcher / Records Communications Aide II	Police	6.5	Non-Exempt	\$20.34	\$24.82			
Economic Development Director	Administration	1.0	Exempt			\$87,720.00	\$103,200.00	
Election Inspectors	Administration	0.0	Non-Exempt	\$11.17	\$11.69			
EMS /Fire All Call	Fire and EMS		Non-Exempt	\$30.96	\$30.96			
EMS Chief	Fire and EMS		Exempt	\$39.69	\$39.69			
EMT Basic/Advanced/Paramedic/Firefighter	Fire and EMS		Non-Exempt	\$16.51	\$25.80			
Engineering Technician	DPW	0.0	Non-Exempt	\$26.54	\$32.21			Eliminate
Facility Maintenance I	Parks and Recreation	2.0	Non-Exempt	\$26.54	\$32.21			
Facility Maintenance II	Parks and Recreation		Non-Exempt	\$21.19	\$26.81			

City of Whitewater
2024 Salary Resolution Draft (1)

Position	Department	FTE	FLSA Status	Minimum Hourly	Maximum Hourly	Minimum Annual	Maximum Annual	Comments
Finance and Administrative Services Director	Finance and Administrative Services	1	Exempt			\$89,216.38	\$114,278.29	
Fire Inspector / Code Enforcement Officer	Neighborhood Services	1.0	Non-Exempt	\$14.50	\$18.71			
Fire Inspector EMT / Firefighter	Fire and EMS		Non-Exempt	\$28.90	\$28.90			
First Assistant Chief	Fire and EMS	1.0	Exempt			\$87,091.18	\$94,079.94	Move from .5 to 1.0 FTE
Foreman (Lead)	DPW	1.0	Non-Exempt	\$30.27	\$36.88			
GIS Analyst	Neighborhood Services	1.0	Non-Exempt	\$21.06	\$27.17			
Head Lifeguard	Parks and Recreation		Non-Exempt	\$13.84	\$18.41			
Human Resources Administrator	Finance and Administrative Services		Non-Exempt	\$19.39	\$25.70			
Human Resources Manager	Finance and Administrative Services	1.0	Exempt			\$58,882.47	\$80,779.89	
Intern	Administration		Non-Exempt	\$10.32	\$15.48			
Information Technology Support Technician	Finance and Administrative Services	1.0	Non-Exempt	\$26.54	\$32.21			New position
IT Director	Finance and Administrative Services	1.0	Exempt			\$75,912.40	\$102,705.01	Title change
Joint Services Officer	Neighborhood Services	0.5	Non-Exempt	\$12.40	\$18.41			Eliminate
Lab Assistant	Wastewater	0.25	Non-Exempt	\$11.76	\$14.27			
Laborer I	Streets/Parks/Forestry	8.0	Non-Exempt	\$26.54	\$32.21			
Laborer I - Mechanic	Streets/Parks/Forestry	1.0	Non-Exempt	\$26.54	\$32.21			
Laborer II	Streets/Parks/Forestry		Non-Exempt	\$21.19	\$26.81			
Lead Operator	Wastewater/Water	2.0	Non-Exempt	\$30.27	\$36.89			
Library Director	Library	1.0	Exempt			\$72,247.29	\$93,158.23	
Lieutenant	Police	4.0	Non-Exempt	\$40.30	\$41.72			
Media Coordinator	Administration	1.0	Non-Exempt	\$15.69	\$20.24			Increased from 0.8 to 1.0 FTE & Changed to Administration
Media Producer	Administration	1.0	Non-Exempt	\$11.54	\$18.41			Increased from 0.6 to 1.0 FTE & changed to Administration
Neighborhood Services Director	Neighborhood Services	1.0	Exempt			\$70,335.30	\$95,160.34	
Neighborhood Services Officer	Neighborhood Services	0.5	Non-Exempt	\$12.40	\$18.41			
Outreach Services Specialist	Library	1.2	Non-Exempt	\$17.82	\$22.99			
Parks & Recreation Director	Parks and Recreation	1.0	Exempt			\$72,247.29	\$93,158.23	
Patrol Officer	Police	14	Non-Exempt	\$22.95	\$37.18			
Patrol Officer In Training	Police		Non-Exempt	\$22.44	\$22.44			
Program Attendants	Parks and Recreation		Non-Exempt	\$8.36	\$10.38			
Programming and Makerspace Librarian	Library	1.0	Non-Exempt	\$17.82	\$22.99			
Chief of Staff	Administration	1.0	Exempt			\$51,948.43	\$66,983.77	Changed to Administration
Recreation & Community Events Manager	Parks and Recreation	1.0	Exempt			\$51,948.43	\$66,983.77	
Rental Attendant*	Parks and Recreation		Non-Exempt	\$27.92	\$27.92			
School Resource Officer (SRO)	Police	1.0	Non-Exempt	\$38.46	\$39.04			
Seasonal Laborer	Streets/Parks/Forestry		Non-Exempt	\$11.54	\$17.92			
Sports Officials*	Parks and Recreation		Non-Exempt	\$20.64	\$25.80			
Streets, Parks & Forestry Superintendent	Streets/Parks/Forestry	1.0	Exempt			\$72,247.29	\$93,158.23	
Support Services Manager	Police	1.0	Exempt			\$58,426.85	\$79,048.63	
Technical Services Specialist	Library	1.6	Non-Exempt	\$17.82	\$22.99			
Tournament Manager	Parks and Recreation	0.1	Non-Exempt	\$15.69	\$20.24			
WAFC Manager	Parks and Recreation	1.0	Exempt			\$51,948.43	\$66,983.77	
Wastewater Operator / Lab Technician	Wastewater	4.0	Non-Exempt	\$26.54	\$34.15			
Wastewater Superintendent	Wastewater	1.0	Exempt			\$72,247.29	\$93,158.23	
Wastewater Specialist I	Wastewater		Non-Exempt	\$26.54	\$32.21			
Wastewater Specialist II	Wastewater		Non-Exempt	\$21.19	\$26.81			
Water Laborer I	Water		Non-Exempt	\$26.54	\$32.21			
Water Laborer II	Water		Non-Exempt	\$21.19	\$26.81			
Water Operator	Water	3.0	Non-Exempt	\$26.54	\$34.15			
Water Superintendent	Water	1.0	Exempt			\$72,247.29	\$93,158.23	
WIAA Sports Officials*	Parks and Recreation		Non-Exempt	\$36.12	\$67.08			
Youth Educational Services Librarian	Library	1.0	Exempt			\$46,376.98	\$59,798.52	

City of Whitewater
2024 Salary Resolution Draft (2)

WHEREAS, the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, set forth the wage and salary schedule in which wages are established for employees during 2024

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, that the following ranges and numbers of employees in the 2024 Wage and Salary Schedule are hereby adopted pursuant to Wisconsin Statutes: and

BE IT FURTHER RESOLVED that the contents of this resolution shall supersede such previously adopted schedules where the subject matter between the two shall be in conflict, and the changes contained herein shall be effective beginning January 1, 2024:

1.082

Position	Department	FTE	FLSA Status	Minimum Hourly	Maximum Hourly	Minimum Annual	Maximum Annual	Comments
Accountant	Finance and Administrative Services	1.0	Non-Exempt	\$26.89	\$40.30			
Accounting Technician II	Finance and Administrative Services	1.0	Non-Exempt	\$20.33	\$26.21			
Activity Instructors	Parks and Recreation		Non-Exempt	\$9.37	\$13.30			
Activity Leaders / Lifeguards & WSI Aide	Parks and Recreation		Non-Exempt	\$10.83	\$14.80			
Administrative Assistant I - Fire/EMS	Fire and EMS	2.5	Non-Exempt	\$20.33	\$26.21			Eliminated, HR assistant instead
Administrative Assistant I - Records Technician	Police	2.5	Non-Exempt	\$20.33	\$26.21			
Administrative Assistant I - Utilities	Department of Public Works	1.0	Non-Exempt	\$20.33	\$26.21			
Administrative Assistant I- Neighborhood Services	Neighborhood Services	1.0	Non-Exempt	\$20.33	\$26.21			
Administrative Assistant I-CDA	Administration	1.0	Non-Exempt	\$20.33	\$26.21			Increased to 1.0 FTE
Administrative Assistant I-Deputy Clerk	Administration	1.0	Non-Exempt	\$20.33	\$26.21			
Adult Program Coordinator	Parks and Recreation	1.0	Exempt			\$43,014.44	\$53,517.61	
Aquatic Coordinator	Parks and Recreation	1.0	Exempt			\$40,934.13	\$54,508.05	
Assistant Library Director	Library	1.0	Exempt			\$58,722.54	\$75,716.20	
Assistant Parks, Recreation, & Community Events Director	Parks and Recreation	1.0	Exempt			\$57,056.66	\$78,275.09	New position
Athletic Program Coordinator	Parks and Recreation	1.0	Exempt			\$40,934.13	\$54,508.05	
Bailiff	Municipal Court		Non-Exempt	\$27.05	\$27.05			
Captain	Police	1.0	Non-Exempt			\$101,959.73	\$110,141.64	
Certified Instructors	Parks and Recreation		Non-Exempt	\$18.15	\$25.74			
Chief Election Inspectors	Administration		Non-Exempt	\$14.04	\$14.72			
City Clerk	Administration	1.0	Exempt			\$58,722.54	\$75,716.20	
Clerk of Court (Part-time)	Administration	0.75	Non-Exempt	\$20.33	\$26.21			
Communications Coordinator	Police	1.0	Non-Exempt	\$24.64	\$33.81			
Community Service Officer	Police	1.0	Non-Exempt	\$13.01	\$19.30			
Comptroller	Finance and Administrative Services	1.0	Exempt			\$67,236.66	\$86,695.85	
Customer Service Specialist	Library	3.2	Non-Exempt	\$16.45	\$21.22			
Desk Staff	Parks and Recreation		Non-Exempt	\$11.71	\$19.30			
Desk Staff Lead	Parks and Recreation	0.5	Non-Exempt	\$17.56	\$21.77			
Detective	Police	2.0	Non-Exempt	\$38.46	\$39.04			
Detective Lieutenant	Police	1.0	Non-Exempt	\$40.30	\$41.72			
Director of Public Works/City Engineer	Administration	1.0	Exempt			\$93,538.88	\$119,815.03	
Dispatcher / Records Communications Aide I	Police	6.5	Non-Exempt	\$22.40	\$30.73			
Dispatcher / Records Communications Aide II	Police	6.5	Non-Exempt	\$21.33	\$26.02			
Economic Development Director	Administration	1.0	Exempt			\$91,970.00	\$108,200.00	
Election Inspectors	Administration	0.0	Non-Exempt	\$11.71	\$12.26			
EMS /Fire All Call	Fire and EMS		Non-Exempt	\$32.46	\$32.46			
EMS Chief	Fire and EMS		Exempt	\$41.61	\$41.61			
EMT Basic/Advanced/Paramedic/Firefighter	Fire and EMS		Non-Exempt	\$17.31	\$27.05			
Engineering Technician	DPW	0.0	Non-Exempt	\$27.83	\$33.77			Eliminate
Facility Maintenance I	Parks and Recreation	2.0	Non-Exempt	\$27.83	\$33.77			
Facility Maintenance II	Parks and Recreation		Non-Exempt	\$22.21	\$28.11			

City of Whitewater
2024 Salary Resolution Draft (2)

Position	Department	FTE	FLSA Status	Minimum Hourly	Maximum Hourly	Minimum Annual	Maximum Annual	Comments
Finance and Administrative Services Director	Finance and Administrative Services	1	Exempt			\$93,538.88	\$119,815.03	
Fire Inspector / Code Enforcement Officer	Neighborhood Services	1.0	Non-Exempt	\$15.20	\$19.61			
Fire Inspector EMT / Firefighter	Fire and EMS		Non-Exempt	\$30.30	\$30.30			
First Assistant Chief	Fire and EMS	1.0	Exempt			\$87,091.18	\$94,079.94	Move from .5 to 1.0 FTE
Foreman (Lead)	DPW	1.0	Non-Exempt	\$31.74	\$38.67			
GIS Analyst	Neighborhood Services	1.0	Non-Exempt	\$22.08	\$28.49			
Head Lifeguard	Parks and Recreation		Non-Exempt	\$14.51	\$19.30			
Human Resources Administrator	Finance and Administrative Services		Non-Exempt	\$20.33	\$26.94			
Human Resources Manager	Finance and Administrative Services	1.0	Exempt			\$61,735.31	\$84,693.65	
Intern	Administration		Non-Exempt	\$10.82	\$16.23			
Information Technology Support Technician	Finance and Administrative Services	1.0	Non-Exempt	\$27.83	\$33.77			New position
IT Director	Finance and Administrative Services	1.0	Exempt			\$79,590.33	\$107,681.03	Title change
Joint Services Officer	Neighborhood Services	0.5	Non-Exempt	\$13.04	\$19.30			Eliminate
Lab Assistant	Wastewater	0.25	Non-Exempt	\$12.33	\$14.96			
Laborer I	Streets/Parks/Forestry	8.0	Non-Exempt	\$27.83	\$33.77			
Laborer I - Mechanic	Streets/Parks/Forestry	1.0	Non-Exempt	\$27.83	\$33.77			
Laborer II	Streets/Parks/Forestry		Non-Exempt	\$22.21	\$28.11			
Lead Operator	Wastewater/Water	2.0	Non-Exempt	\$31.74	\$38.68			
Library Director	Library	1.0	Exempt			\$75,747.64	\$97,671.71	
Lieutenant	Police	4.0	Non-Exempt	\$40.30	\$41.72			
Media Coordinator	Administration	1.0	Non-Exempt	\$16.45	\$21.22			Increased from 0.8 to 1.0 FTE & Changed to Administration
Media Producer	Administration	1.0	Non-Exempt	\$12.10	\$19.30			Increased from 0.6 to 1.0 FTE & changed to Administration
Neighborhood Services Director	Neighborhood Services	1.0	Exempt			\$73,743.02	\$99,770.82	
Neighborhood Services Officer	Neighborhood Services	0.5	Non-Exempt	\$13.01	\$19.30			
Outreach Services Specialist	Library	1.2	Non-Exempt	\$18.69	\$24.11			
Parks & Recreation Director	Parks and Recreation	1.0	Exempt			\$75,747.64	\$97,671.71	
Patrol Officer	Police	14	Non-Exempt	\$22.95	\$37.18			
Patrol Officer In Training	Police		Non-Exempt	\$23.52	\$23.52			
Program Attendants	Parks and Recreation		Non-Exempt	\$8.76	\$10.88			
Programming and Makerspace Librarian	Library	1.0	Non-Exempt	\$18.69	\$24.11			
Chief of Staff	Administration	1.0	Exempt			\$54,465.32	\$70,229.10	Changed to Administration
Recreation & Community Events Manager	Parks and Recreation	1.0	Exempt			\$54,465.32	\$70,229.10	
Rental Attendant*	Parks and Recreation		Non-Exempt	\$29.27	\$29.27			
School Resource Officer (SRO)	Police	1.0	Non-Exempt	\$38.46	\$39.04			
Seasonal Laborer	Streets/Parks/Forestry		Non-Exempt	\$12.10	\$18.78			
Sports Officials*	Parks and Recreation		Non-Exempt	\$21.64	\$27.05			
Streets, Parks & Forestry Superintendent	Streets/Parks/Forestry	1.0	Exempt			\$75,747.64	\$97,671.71	
Support Services Manager	Police	1.0	Exempt			\$61,257.60	\$82,878.51	
Technical Services Specialist	Library	1.6	Non-Exempt	\$18.69	\$24.11			
Tournament Manager	Parks and Recreation	0.1	Non-Exempt	\$16.45	\$21.22			
WAFC Manager	Parks and Recreation	1.0	Exempt			\$54,465.32	\$70,229.10	
Wastewater Operator / Lab Technician	Wastewater	4.0	Non-Exempt	\$27.83	\$35.80			
Wastewater Superintendent	Wastewater	1.0	Exempt			\$75,747.64	\$97,671.71	
Wastewater Specialist I	Wastewater		Non-Exempt	\$27.83	\$33.77			
Wastewater Specialist II	Wastewater		Non-Exempt	\$22.21	\$28.11			
Water Laborer I	Water		Non-Exempt	\$27.83	\$33.77			
Water Laborer II	Water		Non-Exempt	\$22.21	\$28.11			
Water Operator	Water	3.0	Non-Exempt	\$27.83	\$35.80			
Water Superintendent	Water	1.0	Exempt			\$75,747.64	\$97,671.71	
WIAA Sports Officials*	Parks and Recreation		Non-Exempt	\$37.87	\$70.33			
Youth Educational Services Librarian	Library	1.0	Exempt			\$48,623.92	\$62,695.73	

ORDINANCE NO. 2078
 AN ORDINANCE AMENDING SECTION 1.21.010 SCHEDULE OF DEPOSITS TO
 PROVIDE FOR A BOND AMOUNT FOR VIOLATIONS OF TITLE 20 PROPERTY
 MAINTENANCE

The Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, do hereby ordain as follows:

SECTION 1: Whitewater Municipal Code Section 1.21.010 is hereby amended by establishing Deposits and Costs amounts for Title 20 to the below:

<u>TITLE OR SECTION NUMBER</u>	<u>OFFENSE</u>	<u>DEPOSITS AND COSTS</u>
Title 20	Violation of Property Maintenance Ordinance	1 st Offense - \$250.00 plus statutory penalty assessment, jail assessment, court costs and crime lab assessment. 2 nd and Subsequent Offenses - \$350.00 plus statutory penalty assessment, jail assessment, court costs and crime lab assessment.

SECTION 2: This ordinance shall take effect upon passage and publication as provided by law.

Ordinance introduced by Councilmember _____, who moved its adoption. Seconded by Councilmember _____.

AYES:

NOES:

 John Weidl, City Manager

ABSENT:

 Karri Anderberg, City Clerk

ADOPTED:



Council Agenda Item

Meeting Date:	December 5, 2023
Agenda Item:	Chapter 12.22
Staff Contact (name, email, phone):	Brad Marquardt, bmarguardt@whitewater-wi.gov , 262-473-0139

BACKGROUND

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

The Public Works Committee has been reviewing Chapter 12.22 which relates to sidewalk repair and replacement. The existing Chapter indicates the Building Inspector is to be designated as the Sidewalk Administrator. Sidewalks are to be reviewed annually in one of the City’s wards on a rotating basis. And according to the ordinance, the property owner is 100% responsible for the cost of repair or replacement.

A set of records from 2009 indicated the Neighborhood Service Director was the Sidewalk Administrator. These records indicated the property owners were only responsible for 25% of the repair/replacement. This adjustment may have been in response to a Special Assessment Resolution from 1996 where the Special Assessment Policy was updated. The Policy was again updated in 2015 where Council approved a Resolution where the City paid 100% for sidewalk repair/replacement, among other construction related items.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

At the October 10, 2023 Public Works Committee meeting, the Committee voted 2-1 to approve the updates to Chapter 12.22. This includes special assessing the property owners 50% of the cost of repair/replacement, unless the repair/replacement is the result of a city terrace tree. Then the City would pay 100% of the repair/replacement. The dissenting vote was not in favor of special assessing the property owners.

FINANCIAL IMPACT

(If none, state N/A)

The estimated cost to remove and replace concrete sidewalk is \$10/sq. ft. One square of sidewalk at five feet by feet would be 25 sq. ft or \$250. If the sidewalk has to be fully replaced across a 60-foot lot, the cost would be \$3,000. Under the current adopted Resolution, the property owner would pay \$0 in both examples. If the Chapter is adopted as attached, the property owner would pay \$125 or \$1,500 for the two examples provided.

STAFF RECOMMENDATION

Staff is in favor of updating Chapter 12.22 as attached. However, staff would recommend sticking with the current Resolution where the property owner owes nothing and the City pays 100%. This would be in line with spot curb and gutter replacements done in conjunction with asphalt overlay, curb and gutter replacement on street reconstruction projects and with sidewalk replacement on street reconstruction projects where the City pays 100%.

Staff walked two different areas looking only for trip hazards that should be replaced, as a starting point to determine some costs. The first area was bounded by Fremont St, Main St, Prairie St and Starin Road. The second area was bounded by Fremont St, Ann St, Walworth Ave, Prairie St and Main St. Attached is a spreadsheet showing which properties have tripping hazards, the reason and the associated cost.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Amending Chapter 12.22 Construction Standards Adopted
 2. Redlined Changes Chapter 12.22
 3. Other Municipal Sidewalk Programs
 4. Sidewalk Replacement
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ORDINANCE No. 2079
AN ORDINANCE AMENDING SUBSECTION 12.22
CONSTRUCTION STANDARDS ADOPTED

The Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, do ordain as follows:

SECTION 1. Whitewater Municipal Code Chapter 12.22 is hereby amended to read as follows:

12.22.010 Appointment of administrator—Duties.

- (a) The Public Works Director or designee shall be designated as the sidewalk administrator.
- (b) It shall be the responsibility of the sidewalk administrator to administer the provisions of this chapter. The sidewalk administrator shall determine that new sidewalks are laid where required, that existing sidewalks are repaired or replaced when required, and that all sidewalk construction is completed according to the requirements of this chapter.

(Ord. 1015 §2(part), 1983).

12.22.020 Permit not required—Compliance with chapter.

No permit is required for the construction or repair of sidewalks. However, any sidewalk installed or repaired must comply with all sections of this chapter. The property owner is required to return to the sidewalk administrator a "Notice of Owner's Intent Form" indicating the method of repair or replacement desired, within twenty days of receiving said notice from the sidewalk administrator. The form shall advise the property owner of the options which the city has available under the established sidewalk policy.

(Ord. 1015 §2(part), 1983).

12.22.030 Specification for sidewalks.

- (a) Placement of Sidewalks.
 - (1) All sidewalks shall be laid within the street right-of-way and shall be laid one foot from the property line, and shall be four to five feet in width unless otherwise specified in this chapter.
 - (2) The requirements of subsection (1) of this section shall not apply to:
 - (A) Main Street from the intersection of Fremont Street on the west and to the intersection of Wisconsin on the east;
 - (B) Center Street from the intersection of Whitewater Street on the east and the intersection of Fremont Street on the west;
 - (C) First Street from the intersection of Center Street on the south to North Street on the north;
 - (D) Second Street from the intersection of Whitewater Street on the south to North Street on the North;
 - (E) Fremont Street from the intersection of Whitewater Street on the south to Main Street on the north;

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- (F) Any other street specified by the common council. All sidewalks built or relaid on the described portions of these streets shall run from the line of the property to the curb.
- (b) Materials.
- (1) All sidewalks shall be constructed and repaired with portland cement concrete.
 - (2) The concrete used shall meet the following requirements:
 - (A) The minimum compressive strength of the concrete must not be less than three thousand pounds per square inch at twenty-eight days;
 - (B) The cement content of the concrete shall not be less than five and one-half bags per cubic yard;
 - (C) The concrete shall be air entrained;
 - (D) The water content shall not be more than five and one-half gallons per bag of cement;
 - (E) The sand and gravel aggregate shall be separate and shall be washed material;
 - (F) The concrete shall be consolidated and spaded sufficiently to bring the mortar to the surface and to prevent honeycombing;
 - (G) All concrete work done after November 1st and before March 1st shall be protected against freezing for seventy-two hours;
 - (H) During cold weather a maximum of two pounds of calcium chloride per sack of cement may be added to accelerate the setting of the concrete;
 - (I) The concrete shall be cured for a minimum of three days using impervious plastic or paper, wet fabric, or a liquid impervious membrane; and
 - (J) All sidewalk shall be sealed per the sealer manufacturer's recommendation.
- (c) Preparation of Subgrade.
- (1) All sidewalk shall be placed on a minimum of three-inch compacted, granular subgrade material. Obstructions such as rocks, stumps, or sod shall be removed. Voids caused by the removal of obstructions shall be filled with gravel and thoroughly compacted to prevent future settlement.
 - (2) After forms are in place, the subgrade shall be tamped in its entirety to assure a solid and even surface.
 - (3) The subgrade shall be wetted down immediately prior to the placement of the concrete.
 - (4) The subgrade shall be accurately graded to assure a uniform thickness of concrete.
 - (5) Lot stakes are not to be disturbed during sidewalk construction or repair. One who disturbs a lot stake during sidewalk construction or repair shall be responsible for having the disturbed lot stake replaced by a surveyor and shall be subject to a penalty under Section 236.32 of the Wisconsin Statutes.
- (d) Formwork and finishing.
- (1) The elevation measured at the edge of the sidewalk nearest the property line shall not be less than two percent above the top of the adjacent curb. For all practical purposes the sidewalk shall be located at a higher elevation than the curb as stipulated above, and shall follow the uniformity of the curb and not the fluctuating lot elevations.
 - (2) Forms shall be set to obtain a minimum of four-foot wide sidewalk at a minimum thickness of four inches. Sidewalks across driveways shall be a minimum of six inches in thickness.

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- (3) Forms shall be securely staked and braced to prevent movement during the placement of concrete. Form rails shall be rigid and straight, and if wood, must be a minimum size of two inches by four inches (nominal). Forms shall be oiled and cleaned before each use.
 - (4) The transverse slope of the sidewalk shall not exceed one quarter inch per foot, sloping toward the public street.
 - (5) Dummy joints shall be installed either by sawing or grooving at approximately the same width of the sidewalk constructed at right angles to the centerline. Expansion joints shall be installed at a maximum of one hundred foot intervals.
 - (6) The edges of the sidewalk shall be rounded with an edger having a radius of one quarter inch.
 - (7) Form removal should be carefully done without damage to green concrete and shall not be done within twenty-four hours after the placing of the concrete.
 - (8) After forms are removed, the sidewalk edges shall be properly backfilled and graded.
 - (9) The seeding of the backfilled and graded areas shall be the responsibility of the property owner.
- (e) The requirements of Section 66.616 of the Wisconsin Statutes are adopted by reference. The curb ramping requirements of Section 66.616 of the Wisconsin Statutes shall apply to all new curb and sidewalk construction and to all replacement curbs and sidewalks construction at locations considered to be legal crosswalks.
- (f) Unless otherwise herein specified, all sidewalk shall be constructed in accordance with applicable provisions of the most current State of Wisconsin Standard Specifications for Highway and Structure Construction. (Ord. 1015 §2(part), 1983).

12.22.040 Sidewalk repair and replacement—When required.

- (a) The sidewalk administrator shall order any sidewalk which is unsafe, defective, or insufficient to be repaired or replaced so that said sidewalk meets the specifications set forth in this chapter.
- (b) Whenever the following sidewalk defects are found to exist by the sidewalk administrator, an appropriate order for the repair or replacement of the sidewalk shall be made:
 - (1) When a sidewalk has a three-quarter inch or greater height difference between blocks, it shall be required that the entire block which is out of alignment be replaced and realigned. Topping the lower slab with concrete or blacktop and/or using concrete or blacktop to ramp from the lower slab to the higher slab is not permitted.
 - (2) When a horizontal alignment variance of one inch per foot or greater exists the entire block which is out of alignment shall be required to be replaced or realigned.
 - (3) When one or more cracks exist in a block with openings which are of three-quarters of an inch or larger, it shall be required that the entire block be replaced.
 - (4) When the scaling or cracking of a block makes the block unsafe, the entire block shall be required to be replaced.
 - (5) When a block has a corner missing, and the size of the missing corner is less than six inches by six inches, the block may be repaired by patching unless the condition is repetitive on three or more blocks, in which case the blocks shall be replaced.
 - (6) When the height of a block causes isolated ponding of water, the entire block shall be required to be replaced or adjusted in elevation so that the ponding of water is eliminated.

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- (7) When the sidewalk has not been set to the required grade or line or does not comply with other specifications of this chapter, it shall be required to be repaired or replaced.
 - (c) When a portion of an old sidewalk is repaired or replaced and the original width of said sidewalk was less than or greater than four feet, the original width of the sidewalk shall prevail, provided that the original width is uniform within the entire block and also that less than all of the sidewalk on the entire block will be replaced.
 - (d) Although minor streets are not required to install new sidewalk where none had previously existed, they are required to maintain existing walk and to install new sidewalk in blocks in which there is sidewalk along fifty percent of the street frontage within the block. There are no provisions which allow removal of sidewalk unless a variance would be granted by the council.

(Ord. 1015 §2(part), 1983).

12.22.050 New sidewalk construction—When required.

- (a) Sidewalk shall be required on all major streets with the following exceptions:
 - (1) Sidewalk will not be required when the nature of the terrain creates insurmountable engineering problems.
 - (2) Sidewalk will not be required where there is insufficient right-of-way.
 - (3) Sidewalk will not be required if the installation would generate a safety hazard by encouraging pedestrian traffic in dangerous areas.
 - (4) Sidewalks will not be required along vacant land which extends to the city limits which is not situated between areas generating pedestrian traffic, and streets on which curb and gutter has not been installed.
- (b) Streets classified as minor streets with curbs and gutter, but without sidewalks, will not be required to have new sidewalks constructed unless those constituting the ownership of more than fifty percent of the property fronting along a given street sign a petition requesting that new sidewalk be installed on their street.
 - (1) In calculating the percentage of property owners who have signed the petition, only one signature shall be counted per tax parcel. Individuals or entities owning more than one tax parcel may sign separately for each tax parcel owned. The signature of all record owners of a tax parcel shall be required for the vote of that tax parcel to be counted.
 - (2) Sidewalks may not be installed on minor streets when one or more of the exceptions listed above are applicable.
- (c) Sidewalks may be required on minor streets or on streets which fall under one of the exceptions if it is determined that a severe pedestrian and/or traffic hazard exists.
- (d) The classification of streets is as follows:
 - (1) Major Streets.
 - (A) East and West Main Street;
 - (B) East Milwaukee Street, South Wisconsin Street to East Elkhorn Road;
 - (C) East and West North Street;
 - (D) East Newcomb Street;

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(Supp. No. 3/23)

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- (E) South Wisconsin Street, East Main Street to Beach Road;
 - (F) South Janesville Street;
 - (G) South Franklin Street, South Janesville Street to West Main Street;
 - (H) West Walworth Street, South Buckingham Boulevard to South Janesville Street;
 - (I) South Elizabeth Street;
 - (J) South Prince Street, West Walworth Avenue, to West Main Street;
 - (K) North Tratt Street;
 - (L) West Starin Road;
 - (M) North Fremont Street;
 - (N) North Prince Street, West Main Street to West Starin Road;
 - (O) North Prairie Street, West Main Street to Starin Road;
 - (P) South Whiton Street, West Walworth Avenue to West Main Street;
 - (Q) West Highland Street;
 - (R) West Center Street;
 - (S) West Whitewater Street;
 - (T) South Elkhorn Road;
 - (U) South Summit Street.

(2) Minor Streets. All other streets within the city limits not listed above.

(Ord. 1022 §1, 1983; Ord. 1015 §2(part), 1983).

12.22.060 Owner responsibility for the construction of new sidewalk and for the replacement and repair of existing sidewalk—Noncompliance.

- (a) Whenever the sidewalk administrator determines that the provisions in this chapter require the construction of new sidewalk or the repair or replacement of existing sidewalk, an order requiring that new sidewalk be constructed or that existing sidewalk be repaired or replaced shall be prepared. A copy of the order directing such construction, replacement or repairs shall be served upon the owner of each lot or parcel of land. The sidewalk administrator shall serve such notice. Service of the notice may be made by personal delivery, by certified or registered mail, or by publication in the Whitewater Register as a Class I notice under Chapter 985 of the Wisconsin Statutes, together with mailing by first class mail if the name and mailing address of the owner can be readily ascertained.
- (b) Whenever any such property owner who has been notified shall neglect for a period of twenty days after such notification to lay, remove or replace, or repair any such sidewalk, the sidewalk administrator may cause such work to be done at the expense of such owner. All work for the construction of new sidewalks and the replacement or repairing of existing sidewalks shall be bid following the City's Procurement Policy, or done by public works personnel employed by the City of Whitewater.
- (c) The sidewalk administrator shall serve the order, which is discussed in subsection (a) of this section, along with a "Notice of Owner's Intent Form." Said form shall state the options for the property owner. The property owner shall return the "Notice of Owner's Intent Form" to the sidewalk administrator within twenty days of receiving the notice and shall indicate on the notice the method of repair or replacement desired.

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(Supp. No. 3/23)

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- (d) Whenever a property owner elects to have the City of Whitewater personnel or contractor install, repair or replace their sidewalk, the property owner shall be required to sign a release form. The form shall be similar to the following:

CITY OF WHITEWATER
SIDEWALK CONSTRUCTION RELEASE FORM

OWNER:

ADDRESS:

ESTIMATED COST: Length x Width x Estimated Cost = Preliminary Cost

If Applicable: 50% Cost

Final Estimated Cost to Property Owner: Total Cost

The undersigned in electing to utilize the City of Whitewater personnel and/or its contractor for required sidewalk repair or installation hereby releases the City of Whitewater from any obligation for repair of sidewalk due to minor cracking or other minor problems which frequently occur with concrete construction. Work done by the City of Whitewater personnel or its contractor will be done according to ordinance specifications. The phrase "minor problems" above is intended to mean problems which do not affect the sidewalk's performance.

Property Owner's Signature

- (e) The City of Whitewater shall be responsible for the costs incurred to reconstruct curbs and sidewalk to comply with Section 66.616 of the Wisconsin Statutes when possible (Reference Curb Ramping for Handicap Accessibility).
- (f) The cost of the sidewalk construction and/or repair may be paid by the abutting property owner as follows:
- (1) The abutting property owner may elect to reimburse the city by paying the cost of said repair or construction within thirty days of being billed. No interest will be charged if paid within thirty days of the billing. If the cost of construction or repair is not paid within thirty days, it shall be entered by the city clerk on the tax roll as a special tax against said lot or parcel of land, and the same shall be collected in all respects like taxes upon real estate. The amount so added to the tax roll shall include interest at the prevailing rate per month from the date that the individual was initially billed to December 31st of the year in which it is placed on the tax roll.
 - (2) Whenever the amount to be levied is in excess of five hundred dollars, the property owner may elect to pay over a three-year period and to have the city clerk enter said costs, together with interest at the prevailing interest rate on the tax roll, as a special assessment against such lot or a parcel of land.
 - (3) Where there is a replacement of sidewalk and there has been a previous assessment for sidewalk, a credit shall be given for the remaining useful life of the sidewalk. The useful life of the sidewalk for his purpose shall be twenty-five years.
 - (4) Unless changed by Resolution, the property owner is responsible for 50% of the estimated cost. If it is determined by the sidewalk administrator that the sidewalk to be replaced or repaired is due to a city terrace tree, the City shall pay 100% of the cost to replace or repair.

(Ord. 1015 §2(part), 1983).

12.22.070 Variance procedure.

- (a) No sidewalk shall be installed in such a manner so as to include a tree, utility pole or any other structure within the area of actual sidewalk construction, unless a variance has been granted by the council to permit such an intrusion into the sidewalk area.
 - (b) When the owners of more than fifty percent of the tax parcels along a given street sign a petition requesting a variance or an exception from the requirement of having sidewalk installed on their street, the sidewalk administrator shall submit said petition to the common council. Petitioners will be required to show just cause why sidewalks are not necessary above and beyond merely not wanting a sidewalk.
 - (1) In calculating the percentage of property owners who have signed the petition, only one signature shall be counted per tax parcel. Individuals or entities owning more than one tax parcel may sign separately for each tax parcel owned. The signature of all record owners of a tax parcel shall be required for the vote of that tax parcel to be counted.
 - (2) Those submitting said petition must do so within thirty days after receiving notification that sidewalk is required on their street.
 - (c) Individual property owners, upon receipt of an order from the sidewalk administrator, shall have the right to petition the council for a variance or exception from this chapter. Variances may be not requested by individual property owners by reason of merely not wanting sidewalk.
 - (d) All exceptions or variances from this chapter shall require a two-thirds vote of the council.
- (Ord. 1015 §2(part), 1983).

Ordinance introduced by Council Member _____, who moved its adoption.

Seconded by Council Member _____.

AYES:
NOES:
ABSENT:
ADOPTED:

John Weidl, City Manager

Karri Anderberg, City Clerk

Chapter 12.22 CONSTRUCTION STANDARDS ADOPTED

Sections:

12.22.010 Appointment of administrator—Duties.

- (a) The ~~building inspector~~Public Works Director or designee shall be designated as the sidewalk administrator.
- (b) It shall be the responsibility of the sidewalk administrator to administer the provisions of this chapter. ~~He~~The sidewalk administrator shall determine that new sidewalks are laid where required, that existing sidewalks are repaired or replaced when required, and that all sidewalk construction is completed according to the requirements of this chapter.

(Ord. 1015 §2(part), 1983).

12.22.020 Permit not required—Compliance with chapter.

No permit is required for the construction or repair or sidewalks. However, any sidewalk installed or repaired must comply with all sections of this chapter. The property owner is required to return to the sidewalk administrator a "Notice of Owner's Intent Form" indicating the method of repair or replacement desired, within twenty days of receiving said notice from the sidewalk administrator. The form shall advise the property owner of the options which the city has available under the established sidewalk policy.

(Ord. 1015 §2(part), 1983).

12.22.030 Specification for sidewalks.

- (a) Placement of Sidewalks.
 - (1) All sidewalks shall be laid within the street right-of-way and shall be laid one foot from the property line, and shall be four to five feet in width unless otherwise specified in this chapter.
 - (2) The requirements of subsection (1) of this section shall not apply to:
 - (A) Main Street from the intersection of Fremont Street on the west and to the intersection of Wisconsin on the east;
 - (B) Center Street from the intersection of Whitewater Street on the east and the intersection of Fremont Street on the west;
 - (C) First Street from the intersection of Center Street on the south to North Street on the north;
 - (D) Second Street from the intersection of Whitewater Street on the south to North Street on the North;
 - (E) Fremont Street from the intersection of Whitewater Street on the south to Main Street on the north;
 - (F) Any other street specified by the common council. All sidewalks built or relaid on the described portions of these streets shall run from the line of the property to the curb.
- (b) Materials.

-
- (1) All sidewalks shall be constructed and repaired with portland cement concrete.
 - (2) The concrete used shall meet the following requirements:
 - (A) The minimum compressive strength of the concrete must not be less than three thousand pounds per square inch at twenty-eight days;
 - (B) The cement content of the concrete shall not be less than five and one-half bags per cubic yard;
 - (C) The concrete shall be air entrained;
 - (D) The water content shall not be more than five and one-half gallons per bag of cement;
 - (E) The sand and gravel aggregate shall be separate and shall be washed material;
 - (F) The concrete shall be consolidated and spaded sufficiently to bring the mortar to the surface and to prevent honeycombing;
 - (G) All concrete work done after November 1st and before March 1st shall be protected against freezing ~~with a four-inch layer of hay covered and anchored in place~~ for seventy-two hours;
 - (H) During cold weather a maximum of two pounds of calcium chloride per sack of cement may be added to accelerate the setting of the concrete;
 - (I) The concrete shall be cured for a minimum of three days using impervious plastic or paper, wet fabric, or a liquid impervious membrane; and
 - (J) All sidewalk shall be sealed per the sealer manufacturer's recommendation.
 - (c) Preparation of Subgrade.
 - (1) All sidewalk shall be placed on a minimum of three-inch compacted, granular subgrade material. Obstructions such as rocks, stumps, or sod shall be removed. Voids caused by the removal of obstructions shall be filled with gravel and thoroughly compacted to prevent future settlement.
 - (2) After forms are in place, the subgrade shall be tamped in its entirety to assure a solid and even surface.
 - (3) The subgrade shall be wetted down immediately prior to the placement of the concrete.
 - (4) The subgrade shall be accurately graded to assure a uniform thickness of concrete.
 - (5) Lot stakes are not to be disturbed during sidewalk construction or repair. One who disturbs a lot stake during sidewalk construction or repair shall be responsible for having the disturbed lot stake replaced by a surveyor and shall be subject to a penalty under Section 236.32 of the Wisconsin Statutes.
 - (d) Formwork and finishing.
 - (1) The elevation measured at the edge of the sidewalk nearest the property line shall not be less than two percent ~~nor more than five percent~~ above the top of the adjacent curb. For all practical purposes the sidewalk shall be located at a higher elevation than the curb as stipulated above, and shall follow the uniformity of the curb and not the fluctuating lot elevations.
 - (2) Forms shall be set to obtain a minimum of four-foot wide sidewalk at a minimum thickness of four inches. Sidewalks across driveways shall be a minimum of six inches in thickness.
 - (3) Forms shall be securely staked and braced to prevent movement during the placement of concrete. Form rails shall be rigid and straight, and if wood, must be a minimum size of two inches by four inches (nominal). Forms shall be oiled and cleaned before each use.
 - (4) The transverse slope of the sidewalk shall not ~~be less than~~ exceed one quarter inch per foot ~~or more than one inch per foot~~, sloping toward the public street.

-
- (5) Dummy joints shall be installed either by sawing or grooving at approximately ~~four foot intervals~~the same width of the sidewalk constructed at right angles to the centerline. Expansion joints shall be installed at a maximum of ~~ninety-six one hundred~~ foot intervals ~~and at property lines~~.
 - (6) The edges of the sidewalk shall be rounded with an edger having a radius of one quarter inch.
 - (7) Form removal should be carefully done without damage to green concrete and shall not be done within twenty-four hours after the placing of the concrete.
 - (8) After forms are removed, the sidewalk edges shall be properly backfilled and graded.
 - (9) The seeding of the backfilled and graded areas shall be the responsibility of the property owner.
 - (e) The requirements of Section 66.616 of the Wisconsin Statutes are adopted by reference. The curb ramping requirements of Section 66.616 of the Wisconsin Statutes shall apply to all new curb and sidewalk construction and to all replacement curbs and sidewalks construction at locations considered to be legal crosswalks.
 - (f) Unless otherwise herein specified, all sidewalk shall be constructed in accordance with applicable provisions of the most current State of Wisconsin Standard Specifications for ~~Road and Bridge~~Highway and Structure Construction, ~~1981 Edition~~.
- (Ord. 1015 §2(part), 1983).

12.22.040 Sidewalk repair and replacement—When required.

- (a) The sidewalk administrator shall order any sidewalk which is unsafe, defective, or insufficient to be repaired or replaced so that said sidewalk meets the specifications set forth in this chapter.
- ~~(b) During the calendar year 1983, the sidewalk administrator shall perform a comprehensive survey of the structural conditions of all sidewalks in the City of Whitewater and shall report to the council those sidewalks which are unsafe, defective or insufficient. Starting in the calendar year 1984, the sidewalk administrator shall annually review the sidewalks in one of the wards per year on a rotating basis.~~
- (be) Whenever the following sidewalk defects are found to exist by the sidewalk administrator, an appropriate order for the repair or replacement of the sidewalk shall be made:
 - (1) When a sidewalk has a three-quarter inch or greater height difference between blocks, it shall be required that the entire block which is out of alignment be replaced and realigned. Topping the lower slab with concrete or blacktop and/or using concrete or blacktop to ramp from the lower slab to the higher slab is not permitted.
 - (2) When a horizontal alignment variance of one inch per foot or greater exists the entire block which is out of alignment shall be required to be replaced or realigned.
 - (3) When one or more cracks exist in a block with openings which are of three-quarters of an inch or larger, it shall be required that the entire block be replaced.
 - (4) When the scaling or cracking of a block makes the block unsafe, the entire block shall be required to be replaced.
 - (5) When a block has a corner missing, and the size of the missing corner is less than six inches by six inches, the block may be repaired by patching unless the condition is repetitive on three or more blocks, in which case the blocks shall be replaced.
 - (6) When the height of a block causes isolated ponding of water, the entire block shall be required to be replaced or adjusted in elevation so that the ponding of water is eliminated.

(7) When the sidewalk has not been set to the required grade or line or does not comply with other specifications of this chapter, it shall be required to be repaired or replaced.

(~~cd~~) When a portion of an old sidewalk is repaired or replaced and the original width of said sidewalk was less than or greater than four feet, the original width of the sidewalk shall prevail, provided that the original width is uniform within the entire block and also that less than all of the sidewalk on the entire block will be replaced. ~~In all other circumstances the four foot width regulation shall be applicable.~~

(~~de~~) Although minor streets are not required to install new sidewalk where none had previously existed, they are required to maintain existing walk and to install new sidewalk in blocks in which there is sidewalk along fifty percent of the street frontage within the block. There are no provisions which allow removal of sidewalk unless a variance would be granted by the council.

(Ord. 1015 §2(part), 1983).

12.22.050 New sidewalk construction—When required.

(a) Sidewalk shall be required on all major streets with the following exceptions:

(1) Sidewalk will not be required when the nature of the terrain creates insurmountable engineering problems.

(2) Sidewalk will not be required where there is insufficient right-of-way.

(3) Sidewalk will not be required if the installation would generate a safety hazard by encouraging pedestrian traffic in dangerous areas.

(4) Sidewalks will not be required along vacant land which extends to the city limits which is not situated between areas generating pedestrian traffic, and streets on which curb and gutter has not been installed.

(b) Streets classified as minor streets with curbs and gutter, but without sidewalks, will not be required to have new sidewalks constructed unless those constituting the ownership of more than fifty percent of the property fronting along a given street sign a petition requesting that new sidewalk be installed on their street.

(1) In calculating the percentage of property owners who have signed the petition, only one signature shall be counted per tax parcel. Individuals or entities owning more than one tax parcel may sign separately for each tax parcel owned. The signature of all record owners of a tax parcel shall be required for the vote of that tax parcel to be counted.

(2) Sidewalks may not be installed on minor streets when one or more of the exceptions listed above are applicable.

(c) Sidewalks may be required on minor streets or on streets which fall under one of the exceptions if it is determined that a severe pedestrian and/or traffic hazard exists.

(d) The classification of streets is as follows:

(1) Major Streets.

(A) East and West Main Street;

(B) East Milwaukee Street, South Wisconsin Street to East Elkhorn Road;

(C) East and West North Street;

(D) East Newcomb Street;

- (E) South Wisconsin Street, East Main Street to Beach Road;
- (F) South Janesville Street;
- (G) South Franklin Street, South Janesville Street to West Main Street;
- (H) West Walworth Street, South Buckingham Boulevard to South Janesville Street;
- (I) South Elizabeth Street;
- (J) South Prince Street, West Walworth Avenue, to West Main Street;
- (K) North Tratt Street;
- (L) West Starin Road;
- (M) North Fremont Street;
- (N) North Prince Street, West Main Street to West Starin Road;
- (O) North ~~Case~~Prairie Street, West Main Street to Starin Road;
- (P) South Whiton Street, West Walworth Avenue to West Main Street;
- (Q) West Highland Street;
- (R) West Center Street;
- (S) West Whitewater Street;
- (T) South Elkhorn Road;
- (U) South Summit Street.

(2) Minor Streets. All other streets within the city limits not listed above.

(Ord. 1022 §1, 1983; Ord. 1015 §2(part), 1983).

12.22.060 Owner responsibility for the construction of new sidewalk and for the replacement and repair of existing sidewalk—Noncompliance.

- (a) Whenever the sidewalk administrator determines that the provisions in this chapter require the construction of new sidewalk or the repair or replacement of existing sidewalk, ~~he shall prepare~~ an order requiring that new sidewalk be constructed or that existing sidewalk be repaired or replaced shall be prepared. A copy of the order directing such construction, replacement or repairs shall be served upon the owner of each lot or parcel of land. The sidewalk administrator shall serve such notice. Service of the notice may be made by personal delivery, by certified or registered mail, or by publication in the Whitewater Register as a Class I notice under Chapter 985 of the Wisconsin Statutes, together with mailing by first class mail if the name and mailing address of the owner can be readily ascertained.
- (b) Whenever any such property owner who has been notified shall neglect for a period of twenty days after such notification to lay, remove or replace, or repair any such sidewalk, the sidewalk administrator may cause such work to be done at the expense of such owner. All work for the construction of new sidewalks and the replacement or ~~requiring repairing~~ of existing sidewalks shall ~~annually be let by competitive bidding to the lowest responsible bidder~~ be bid following the City's Procurement Policy, or done by public works personnel ~~currently~~ employed by the City of Whitewater.
- (c) The sidewalk administrator shall serve the order, which is discussed in subsection (a) of this section, along with a "Notice of Owner's Intent Form." Said form shall state the options for the property owner. The

property owner shall return the "Notice of Owner's Intent Form" to the sidewalk administrator within twenty days of receiving the notice and shall indicate on the notice the method of repair or replacement desired.

- (d) Whenever a property owner elects to have the City of Whitewater personnel or contractor install, repair or replace their sidewalk, the property owner shall be required to sign a release form. The form shall be similar to the following:

CITY OF WHITEWATER
SIDEWALK CONSTRUCTION RELEASE FORM

OWNER:

ADDRESS:

~~Other description if required~~ ESTIMATED COST: Length x Width x Estimated Cost = Preliminary Cost

If Applicable: 50% Cost

Final Estimated Cost to Property Owner: Total Cost

The undersigned in electing to utilize the City of Whitewater personnel and/or its contractor for required sidewalk repair or installation hereby releases the City of Whitewater from any obligation for repair of sidewalk due to minor cracking or other minor problems which frequently occur with concrete construction. Work done by the City of Whitewater personnel or its contractor will be done according to ordinance specifications. The phrase "minor problems" above is intended to mean problems which do not affect the sidewalk's performance.

Property Owner's Signature

- (e) The City of Whitewater shall be responsible for the costs incurred to reconstruct curbs and sidewalk to comply with Section 66.616 of the Wisconsin Statutes when possible (Reference Curb Ramping for Handicap Accessibility).

- (f) The cost of the sidewalk construction and/or repair may be paid by the abutting property owner as follows:

(1) The abutting property owner may elect to reimburse the city by paying the cost of said repair or construction within thirty days of being billed. No interest will be charged if paid within thirty days of the billing. If the cost of construction or repair is not paid within thirty days, it shall be entered by the city clerk on the tax roll as a special tax against said lot or parcel of land, and the same shall be collected in all respects like taxes upon real estate. The amount so added to the tax roll shall include interest at the prevailing rate per month from the date that the individual was initially billed to December 31st of the year in which it is placed on the tax roll.

(2) Whenever the amount to be levied is in excess of ~~one-five~~ hundred dollars, the property owner may elect to pay over a ~~five~~three-year period and to have the city clerk enter said costs, together with interest at the prevailing interest rate on the tax roll, as a special assessment against such lot or a parcel of land.

~~(3) The city shall be responsible for the costs incurred to reconstruct curbs and sidewalks to comply with Section 66.616 of the Wisconsin Statutes, except where the sidewalk involved was determined to be unsafe, defective, or insufficient. In that case, the property owner shall be assessed on a square foot basis for the sidewalk replaced which is in the normal construction limits of a standard sidewalk, that is, one foot from property line, four feet in width.~~

(34) Where there is a replacement of sidewalk and there has been a previous assessment for sidewalk, a credit shall be given for the remaining useful life of the sidewalk. The useful life of the sidewalk for his purpose shall be ~~ten~~twenty-five years.

(4) Unless changed by Resolution, the property owner is responsible for 50% of the estimated cost. If it is determined by the sidewalk administrator that the sidewalk to be replaced or repaired is due to a city terrace tree, the City shall pay 100% of the cost to replace or repair.

(Ord. 1015 §2(part), 1983).

12.22.070 Variance procedure.

- (a) No sidewalk shall be installed in such a manner so as to include a tree, utility pole or any other structure within the area of actual sidewalk construction, unless a variance has been granted by the council to permit such an intrusion into the sidewalk area.
- (b) When the owners of more than fifty percent of the tax parcels along a given street sign a petition requesting a variance or an exception from the requirement of having sidewalk installed on their street, the sidewalk administrator shall submit said petition to the common council. Petitioners will be required to show just cause why sidewalks are not necessary above and beyond merely not wanting a sidewalk.
 - (1) In calculating the percentage of property owners who have signed the petition, only one signature shall be counted per tax parcel. Individuals or entities owning more than one tax parcel may sign separately for each tax parcel owned. The signature of all record owners of a tax parcel shall be required for the vote of that tax parcel to be counted.
 - (2) Those submitting said petition must do so within thirty days after receiving notification that sidewalk is required on their street.
- (c) Individual property owners, upon receipt of an order from the sidewalk administrator, shall have the right to petition the council for a variance or exception from this chapter. Variances may be not requested by individual property owners by reason of merely not wanting sidewalk.
- (d) All exceptions or variances from this chapter shall require a two-thirds vote of the council.

(Ord. 1015 §2(part), 1983).

Municipality	Program
Village of Eastman	50/50 with property having 5 years to pay equal installments
Village of Cambria	Project related, 100% homeowner if in poor condition, 100% Village if in good condition. Non project related, homeowner 100%
Village of Lena	Homeowner 75%, Village 25%
Edgerton	Used to assess, recently switched to Sidewalk Utility. Amount put on water bills. Set price for residential; commercial/industrial based on frontage. Actual repairs are paid 100% by City. Average resident pays \$2.75/quarter, city gets \$32,000 for repairs.
Village of Kewaskum	Homeowner 100%
Village of Theresa	Homeowner 100%, three years of equal installments
Village of Athens	50/50
City of Wautoma	City pays 100%
City of Brillion	They assess. Unclear in response if it is 100%
Village of East Troy	Residents assessed 50%
City of Lancaster	City pays 100%
Mount Horeb	50/50, if street tree causing damage city pays 100%
City of Stoughton	50/50
Village of Mukwonago	City pays 100%
City of Milton	City pays 100%
City of Monroe	Homeowner 100%
Village of Marshall	City pays 100%
City of Baraboo	City pays 100%
Village of Belleville	50/50
City Sun Prairie	City pays 100%
City of Middleton	Homeowner 100%, 50/50 if street tree causing damage
City of Watertown	Homeowner 100%, if tied to street reconstruction city pays 100%
City of Monona	City pays 100%
City of Madison	50/50
Village of DeForest	City pays 100%

Street Address	Dimintions	Cause of Replacement	Squarefoot	Cost	Cost to Property Owner
N Fremont Street					
267 Fremont St.	4x5ft	Tree	20	\$ 200.00	
175/177 Fremont St.	4x6ft	No Tree, Water Valve	24	\$ 240.00	\$240.00
169/171 Fremont St.	4x4ft	No Tree	16	\$ 160.00	\$160.00
188 Fremont St.	4x5ft	No Tree	20	\$ 200.00	\$200.00
119 Fremont St.	4x5ft	No Tree, driveway tile	20	\$ 200.00	\$200.00
N Park Street					
244 Park St.	4x5ft	No Tree	20	\$ 200.00	\$200.00
237 Park St.	4x5ft	Tree	20	\$ 200.00	
121 Park St.	4x10ft	Tree	40	\$ 400.00	
105 Park St.	4x10ft	Tree	40	\$ 400.00	
N Franklin Street					
244 Franklin St.	4x4ft	No Tree, Driveway tile	16	\$ 160.00	\$160.00
215 Franklin St.	4x5ft	No Tree	20	\$ 200.00	\$200.00
205 Franklin St.	4x4ft	No Tree	16	\$ 160.00	\$160.00
175 Franklin St.	4x4ft	Tree	16	\$ 160.00	
143 Franklin St.	4x5ft	No Tree	20	\$ 200.00	\$200.00
131 Franklin St.	4x5ft	No Tree, Driveway tile	20	\$ 200.00	\$200.00
532 W Main St.	4x12ft	No Tree, Driveway tile	48	\$ 480.00	\$480.00
N Esterly Ave					
165 Esterly Ave	4x4ft	No Tree	16	\$ 160.00	\$160.00
N Praire Street					
275 Praire St.	4x10ft	No Tree	40	\$ 400.00	\$400.00
Main Street					
522 W Main St.	5x5ft	Tree	25	\$ 250.00	
North Street					
Starin Road					
296 Fremont St.	5x9ft	No Tree, Water Drain	45	\$ 450.00	\$450.00
W Conger Street					
135 Whiton St.	4x9ft	Tree	36	\$ 360.00	
Whiton Street					
206 Whiton St	4x5ft	No Tree	20	\$ 200.00	\$200.00
304 Whiton St	4x7ft	Tree	28	\$ 280.00	
318 Whiton St	4x5ft	Tree	20	\$ 200.00	
429 Whiton St	4x4ft	No Tree	16	\$ 160.00	\$160.00
438 Whiton St	4x5ft	Tree	20	\$ 200.00	
342 Whiton St	4x4ft	No Tree	16	\$ 160.00	\$160.00
Summit Street					
424 Summit St	4x10ft	Tree	40	\$ 400.00	
Cottage Street					
221 Cottage St	4x4ft	No Tree	16	\$ 160.00	\$160.00
319 Cottage St	4x4ft	Tree	16	\$ 160.00	
325 Cottage St	4x6ft	No Tree	24	\$ 240.00	\$240.00
S Prarie Street					
707 W Main Street	4x5ft	Tree	20	\$ 200.00	
S Church Street					
445 W Center St	4x5ft	Tree	20	\$ 200.00	
S Fremont Street					
301 Main St	5x12	Tree	60	\$ 600.00	
S Franklin Street					
Peck Street					
701 Peck St	4x11ft	Tree	44	\$ 440.00	
S Janesville Street					
231 S Janesville St	4x6ft	Tree	24	\$ 240.00	
S/W Scott Street					
323 S Scott St	4x6ft	No Tree	24	\$ 240.00	\$240.00
Totals			946	\$ 9,460.00	\$4,570.00

MEMORANDUM

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

To: Common Council
From: John Weidl, City Manager; Taylor Zeinert, Chief of Staff
Date: November 28, 2023
Re: Filling the Lakes Advisory Committee

Over the past few weeks, the City Manager and Council President have been interviewing applicants for the Lake Advisory Committee. The City Manager's office has been impressed by the amount of applicants we have received for this committee. This is a true testament to the community's ongoing commitment to the Lakes Project. With that being said this can make the decision to fill the committee difficult.

In order to ensure unbiased results my Chief of Staff, Taylor Zeinert, reviewed both Council President Allen and my score sheets. After she reviewed the interview documents she noticed that the Council President did not fully complete each of the forms associated with the applicant. The Chief of Staff noted during her review that the Council President had made notes based on their answers, but did not score their responses. The Chief of Staff did notice that the Council President made a list on the front cover of the paperwork listing applicants. The Council President did confirm that this was his final ranking. The ranking of the applicants listed below:

- Geoff Hale
- Carol McCormick
- Kurt Zipp
- Elvira Kau
- Gayle Stettler
- Ginny Coburn
- Alan Hutchinson

The Chief of Staff reviewed John's interview documents and due to the proper ranking, he calculated the scores of the applicants. John's rankings are as follows:

- Carol McCormick
- Kurt Zipp
- Elvira Kau
- Ginny Coburn
- Gayle Stettler
- Geoff Hale
- Alan Hutchinson

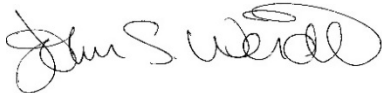
However, after the Chief of Staff followed up and reviewed this list with me, I noted a change. I noted that I would like to list Gayle Stettler as an alternate. Gayle Stettler noted during her interview that she is out of town often and would be good as an alternate. Based on this information I feel that Gayle Stettler would be a good alternate.

Based on the Council President's rankings and my rankings below are the mutually approved recommended applicants for the Common Council's approval:

- Carol McCormick
- Kurt Zipp
- Elvira Kau
- Ginny Coburn
- Geoff Hale

Alternate: Gayle Stettler

Warm regards,

A handwritten signature in black ink, appearing to read "John S. Weidl". The signature is fluid and cursive, with a large loop at the end of the last name.

John S. Weidl, City Manager

JSW/TKZ

From: noreply@civicplus.com
To: City Manager
Subject: Online Form Submittal: Board, Committee or Commission Contact Form
Date: Friday, October 27, 2023 6:31:16 PM



Board, Committee or Commission Contact Form

This form is used to forward questions or comments to a City of Whitewater board, committee or commission. Your submission will be forwarded to the chair of the board, committee or commission and the staff representative.

Date and Time of Submission	10/27/2023 12:00 AM
First Name	alan
Last Name	hutchison
Phone Number	920-723-4180
Fax Number	<i>Field not completed.</i>
Email Address	alnjoyce.hutchison@gmail.com
Select the Board, Committee or Commission you would like to contact:	Lakes Advisory Committee
Give a brief overview of the issue you would like to discuss. Once submitted, this form goes directly to the appropriate board, committee or commission members and their staff support.	im a fisherman and I can see things that need to be done. I have previously served on the plan commission. if we are to improve the lakes it must be done in a fashion that it works the first time and not 3or 4 times like it has in the pass. I firmly believe we can have a very good lakes right here in the city.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [City Manager](#)
Subject: Online Form Submittal: Board, Committee or Commission Contact Form
Date: Tuesday, October 24, 2023 12:26:43 PM



Board, Committee or Commission Contact Form

This form is used to forward questions or comments to a City of Whitewater board, committee or commission. Your submission will be forwarded to the chair of the board, committee or commission and the staff representative.

Date and Time of Submission 10/24/2023 12:00 PM

First Name Carol

Last Name McCormick

Phone Number 414-861-8155

Fax Number *Field not completed.*

Email Address bradyandpat@sbcglobal.net

Select the Board, Committee or Commission you would like to contact: Lakes Advisory Committee

Give a brief overview of the issue you would like to discuss. Once submitted, this form goes directly to the appropriate board, committee or commission members and their staff support. I would be interested in serving on the lakes advisory committee

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [City Manager](#)
Subject: Online Form Submittal: Board, Committee or Commission Contact Form
Date: Monday, October 23, 2023 12:04:15 PM



Board, Committee or Commission Contact Form

This form is used to forward questions or comments to a City of Whitewater board, committee or commission. Your submission will be forwarded to the chair of the board, committee or commission and the staff representative.

Date and Time of Submission	10/23/2023 12:00 PM
First Name	Kurt
Last Name	Zipp
Phone Number	262-903-6310
Fax Number	<i>Field not completed.</i>
Email Address	ottozipp@aol.com
Select the Board, Committee or Commission you would like to contact:	Lakes Advisory Committee
Give a brief overview of the issue you would like to discuss. Once submitted, this form goes directly to the appropriate board, committee or commission members and their staff support.	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: City Manager
Subject: Online Form Submittal: Board, Committee or Commission Contact Form
Date: Monday, November 6, 2023 7:02:21 AM



Board, Committee or Commission Contact Form

This form is used to forward questions or comments to a City of Whitewater board, committee or commission. Your submission will be forwarded to the chair of the board, committee or commission and the staff representative.

Date and Time of Submission	11/6/2023 8:45 AM
First Name	Gayle
Last Name	Corcoran Stettler
Phone Number	6084493799
Fax Number	<i>Field not completed.</i>
Email Address	Gaylestettler@hotmail.com
Select the Board, Committee or Commission you would like to contact:	Parks & Recreation Board
Give a brief overview of the issue you would like to discuss. Once submitted, this form goes directly to the appropriate board, committee or commission members and their staff support.	I am interested in being considered for a position on the newly created Lakes District Advisory Committee. I have resided on Cravath Lake since 2010.

Email not displaying correctly? [View it in your browser.](#)

From: John Weidl
To: Taylor Zeinert
Subject: Fwd: Online Form Submittal: Board, Committee or Commission Contact Form
Date: Saturday, November 11, 2023 7:19:50 AM

Best, - JSW

John S. Weidl
City Manager, City of Whitewater

312 W. Whitewater St., Whitewater, WI 53190
[262-473-0104](tel:262-473-0104) | jweidl@whitewater-wi.gov
www.whitewater-wi.gov

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Saturday, November 11, 2023 7:05:02 AM
To: City Manager <citymanager@whitewater-wi.gov>
Subject: Online Form Submittal: Board, Committee or Commission Contact Form



Board, Committee or Commission Contact Form

This form is used to forward questions or comments to a City of Whitewater board, committee or commission. Your submission will be forwarded to the chair of the board, committee or commission and the staff representative.

Date and Time of Submission	11/11/2023 7:00 AM
First Name	Virginia
Last Name	Coburn
Phone Number	2624733953
Fax Number	<i>Field not completed.</i>
Email Address	viriniacoburn@coburn.com
Select the Board,	Lakes Advisory Committee, Parks & Recreation Board

Committee or
Commission you would
like to contact:

Give a brief overview of
the issue you would
like to discuss. Once
submitted, this form
goes directly to the
appropriate board,
committee or
commission members
and their staff support.

Please send information on the requirements for serving on the
Lakes Advisory Committee.

Email not displaying correctly? [View it in your browser.](#)

Taylor Zeinert

From: Geoff Hale <ghale@hometops.com>
Sent: Monday, November 13, 2023 2:38 PM
To: Taylor Zeinert
Subject: Re: Lakes Advisory Committee

Taylor

I'm in if you'll have me!
40 years ago I was one of five that initiated the Whitewater Lakes Management District

Thanks

Geoff

On Mon, Nov 13, 2023 at 9:18 AM Taylor Zeinert <tzeinert@whitewater-wi.gov> wrote:

Hello,

You were recommended to serve on the Lakes Advisory Committee. The City Manager's office would encourage you to apply. You can apply via our website or [here](#).

Please let me know if you have any questions or concerns.

Thanks,

Taylor Zeinert

Chief of Staff

City Manager's Office



312 W. Whitewater St., Whitewater, WI 53190
262-473-0101 | tzeinert@whitewater-wi.gov

www.whitewater-wi.gov

Subscribe to our monthly **newsletter!**



Think before you print. Please consider the environment before printing this e-mail.

Taylor Zeinert

From: Elvira Kau <elvirabkau@gmail.com>
Sent: Monday, November 13, 2023 11:09 AM
To: Taylor Zeinert
Subject: Re: Whitewater Lakes Advisory Committee & Lake District Free Webinar

Follow Up Flag: Follow up
Flag Status: Completed



Taylor, if I can be of use in improving our lakes, I sure would try. I would be available either of those times, so let me know if you'd like me to come in for an interview.

Elvira Kau
920-723-0032

400 S Rice St Unit 30

On Mon, Nov 13, 2023 at 8:30 AM Taylor Zeinert <tzeinert@whitewater-wi.gov> wrote:

Michelle,

Thank you for connecting us.

Elvira,

Thank you for your thoughtful response. I want to echo Michelle's statements- do not give up hope. The City is looking for passionate and educated individuals to join the Lakes Advisory Committee, and you would be a fantastic applicant. If you are interested in being on this committee please let me know ASAP. The city is holding interviews for this committee tomorrow afternoon and Wednesday morning.

Thanks,

Taylor Zeinert

Chief of Staff

City Manager's Office



312 W. Whitewater St., Whitewater, WI 53190
262-473-0101 | tzeinert@whitewater-wi.gov

www.whitewater-wi.gov

Subscribe to our monthly **newsletter!**



Think before you print. Please consider the environment before printing this e-mail.

From: Michelle Dujardin <MDujardin@whitewater-wi.gov>
Sent: Monday, November 13, 2023 8:04 AM
To: Elvira Kau <elvirabkau@gmail.com>
Cc: Taylor Zeinert <tzeinert@whitewater-wi.gov>
Subject: RE: Whitewater Lakes Advisory Committee & Lake District Free Webinar

Good Morning,

Thank you for reaching out and sharing information on your experience, we would appreciate and are hopeful to work together to battle lake challenges. I'm sorry the lake links didn't work. I have included our Chief of Staff, Taylor Zeinert on the email to help with lakes advisory committee applications and interviews.

I ask that you don't give up hope and please share your education on the project to move things forward successfully.

Thanks!

Michelle Dujardin

Michelle Dujardin, CPRP | Recreation & Community Events Programmer

City of Whitewater | 312 W Whitewater | Whitewater, WI 53190

((262) 473-0121 | (262) 903-9532 | * mdujardin@whitewater-wi.gov

For online registration and facility reservation, visit <http://wwparks.org>

P Save money and the environment; think twice before printing this email

From: Elvira Kau <elvira@kau.com>

Sent: Friday, November 10, 2023 12:47 PM

To: Michelle Dujardin <MDujardin@whitewater-wi.gov>

Subject: Re: Whitewater Lakes Advisory Committee & Lake District Free Webinar



Michelle, pardon my tardy response. I've given this a lot of thought. And perhaps you've already filled your committee, in which case you needn't read further.

I have a bachelors in environmental sciences, a masters in life science communication from UW-Madison, where I did reporting for the ag college as a grad job. I lived on a dairy farm for 10 years, and worked over 35 years for Hoard's Dairyman magazine. Before my time at Hoard's, I helped publish a newsletter for SEWRPC about water quality. In short, I am familiar with subjects like BOD, eutrophication, sources of point and nonpoint pollution...I cannot say I am at all expert in how to rid the lakes of cattails, which would seem our biggest challenge.

To be honest, I think the lake restoration has been a fiasco. I moved here almost 4 years ago, when the lakes first were being drained. I walked the drained lakebeds, and there was almost no residue from cattails, and photos from the past show that cattails simply were not surrounding the lakeshores as they are now. For Heidi Bunk to ignore this, and only include it in her Powerpoint at the last meeting at your urging shows she either was paying no attention or simply is trying to cover her atrocious advice! The cattails had covered the

drained lakebeds, and nothing was done to exterminate them before refilling the lakes. As a citizen, I doubt I'll ever find out who dropped the ball here.

I live along the northern edge of Trippe Lake, and I should be able to push off from shore in my kayak. Instead I am looking at hundreds of feet of cattails to get to open water. That I could "cut a path" is hardly helpful. So I'd love to contribute to making this better, but I fear whatever solutions the committee proposes, the city won't have the money. If there would be sufficient funding and will to correct this mess, please do let me know.

Elvira Kau

400 S Rice St #30

Whitewater WI 53190

920-723-0032

On Thu, Oct 19, 2023 at 4:57 PM Michelle Dujardin <MDujardin@whitewater-wi.gov> wrote:

Good Evening,

Thank you for your continued interest and dedication to our lakes. Below you will find information in regards to a creation of a lakes advisory committee and free webinar's to create a lakes district.

Creation of Lakes Advisory Committee:

The City of Whitewater is forming a Lakes Advisory Committee to help with the Lakes Management of Trippe and Cravath Lake.

Due to the community's frustration towards Trippe and Cravath Lakefront, the city has decided to focus the surge of community buzz around this topic and create the Lake Advisory Committee. This Committee will oversee the beautification of the City's lakes.

The Committee will be made up of a minimum of 3 and a maximum of 5 people, additionally, there will be an alternate that serves on this committee. To serve on this committee you must be a resident of the city of Whitewater or have expertise related to lake preservation and enhancement.

Expertise in this area is defined as knowledge, skills, and experience, including but not limited to environmental science, conservation, water management, hydrology, ecology, algology, marine biology, and other relevant professional experience. Please note that the committee can ask potential members to provide information about their background and experience.

By forming the Lakes Advisory Committee and actively seeking members with expertise in lake preservation and enhancement, the City of Whitewater is making a positive and hopeful step towards effectively managing Trippe and Cravath Lake. Through their knowledge, skills, and experience, these committee members will work towards addressing previous issues and creating a better future for these lakes and their community. With this dedicated effort, success in lakefront management is a promising possibility.

Apply Here: <https://www.whitewater-wi.gov/275/Apply-for-Boards-Commissions>

<https://www.whitewater-wi.gov/251/Boards-Commissions-L---Z>

Lakes District Education Webinar Education:

Lake districts are special purpose local governments that focus on protecting and restoring lake health. Since 1974, over 250 lake districts have been formed on lakes ranging from very small to very large. The district's primary power is the ability to levy taxes and charges to fund lake management. This power is controlled by the taxpayers through an annual meeting, where landowners and residents of the district directly vote on the budget. This webinar will provide an overview of lake districts in Wisconsin and discuss how a lake district might assist in the community's efforts to care for Tripp and Cravath Lakes. We'll allow time for your questions.

Eric Olson is a community planner and natural resource specialist who has dedicated his life to public service. His current role is a statewide outreach position with Extension Lakes at UW Stevens Point College of Natural Resources where he works with hundreds of lakes and watershed organizations to assist them in carrying out the Wisconsin Lakes Partnership ideal: that the state and thousands of landowners can collaboratively care for our water inheritance.

Here's a registration link for Wednesday October 25th at 5:00pm

<https://wisconsin-edu.zoom.us/meeting/register/tJYld-Crpi4oE9Un80PbUQcJmGmMGEwcNse>

Here's the link for Tuesday, Oct 31st at 9:00am

<https://wisconsin-edu.zoom.us/meeting/register/tJYrc-GvpjliG9EOIjBNPT6NtEw5nXtpHZ9K>

Have a wonderful evening!

Michelle

Michelle Dujardin, CPRP | Recreation & Community Events Programmer

City of Whitewater | 312 W Whitewater | Whitewater, WI 53190

((262) 473-0121 | (262) 903-9532 | * mdujardin@whitewater-wi.gov

For online registration and facility reservation, visit <http://wwparks.org>

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Council Agenda Item

Meeting Date: 12/05/2023

Agenda Item: Axon Body Camera and Taser Quote

Staff Contact (name, email, phone): Dan Meyer
dmeyer@whitewater-wi.gov
262-473-1371

BACKGROUND

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

The Police Department currently has a 5-year contract with Axon for body cameras that expires December 31, 2023. Due to the fact that the contract is expiring, we need to purchase new body camera equipment and sign a new contract in order to maintain our body cameras. The attached Axon quote lays out costs associated with new body-worn cameras for all sworn staff (32) as well as new Tasers for all sworn staff (24), which we also planned to replace in 2024.

We requested quotes and extended demos from the most notable body camera companies (Axon, Getac, Motorola). Through that process, we found that the Axon cameras had equivalent hardware, but was a far superior product in terms of the back-end software. Axon was also able to reduce costs by bundling the purchase of Tasers in the same quote.

The following quotes were received:

- Axon**: \$120,658.48
- Getac: \$74,691.00
- Motorola: \$147,165.00

All received quotes are attached. Getac did provide a lower quote than Axon, however, the camera model they quoted is the third-generation camera, and they were unable to provide us with a quote for the fourth-generation model of camera that we would actually be purchasing in 2024. Getac did have an advantage in providing a squad camera as well, however, we had significant challenges with their software. Motorola's quote was substantially higher than Axon few, if any, advantages.

It should be noted that in order to get a true comparison of the quotes related to body cameras alone, the costs of the Tasers would need to be subtracted from the overall Axon quote. With that, the Axon quote for cameras alone was \$88,450.48



PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

The costs associated with the Axon quote have been incorporated into the Police Department line-item budget for 2024 and 2025, and if approved, would be extended into future budget line-items as well.

FINANCIAL IMPACT

(If none, state N/A)

2024: \$12,065.85

2025: \$18,098.77

2026: \$30,164.62

2027: \$30,164.62

2028: \$30,164.62

STAFF RECOMMENDATION

Request approval of Axon quote.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Axon quote
2. Getac quote
3. Motorola quote



Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 VAT: 86-0741227
 Domestic: (800) 978-2737
 International: +1.800.978.2737

Q-485197-45177.740KB

Issued: 09/08/2023

Quote Expiration: 11/30/2023

Estimated Contract Start Date: 02/15/2024

Account Number: 110439

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Business;Delivery;Invoice-312 W Whitewater St 312 W Whitewater St Whitewater, WI 53190-1940 USA	Whitewater Police Dept. - WI 312 W Whitewater St Whitewater WI 53190-1940 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Kyle Brennan Phone: Email: kybrennan@axon.com Fax:	Dan Meyer Phone: (262) 473-1371 Email: dmeyer@whitewater-wi.gov Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	\$120,658.48
ESTIMATED TOTAL W/ TAX	\$120,658.48

Discount Summary

Average Savings Per Year	\$1,679.04
TOTAL SAVINGS	\$8,395.22

Payment Summary

Date	Subtotal	Tax	Total
Jan 2024	\$12,065.85	\$0.00	\$12,065.85
Jan 2025	\$18,098.77	\$0.00	\$18,098.77
Jan 2026	\$30,164.62	\$0.00	\$30,164.62
Jan 2027	\$30,164.62	\$0.00	\$30,164.62
Jan 2028	\$30,164.62	\$0.00	\$30,164.62
Total	\$120,658.48	\$0.00	\$120,658.48

Quote Unbundled Price:	\$129,053.70
Quote List Price:	\$129,053.70
Quote Subtotal:	\$120,658.48

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
A la Carte Hardware									
11003	YELLOW X26P CEW, HANDLE	24			\$1,342.00	\$1,342.00	\$32,208.00	\$0.00	\$32,208.00
H00001	AB4 Camera Bundle	32			\$849.00	\$849.00	\$27,168.00	\$0.00	\$27,168.00
H00004	AB4 FLEX POV HARDWARE BUNDLE	32			\$249.00	\$249.00	\$7,968.00	\$0.00	\$7,968.00
H00002	AB4 Multi Bay Dock Bundle	5			\$1,638.90	\$1,638.90	\$8,194.50	\$0.00	\$8,194.50
A la Carte Software									
73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	500	60		\$0.60	\$0.36	\$10,800.00	\$0.00	\$10,800.00
ProLicense	Pro License Bundle	2	60		\$42.91	\$42.25	\$5,069.98	\$0.00	\$5,069.98
BasicLicense	Basic License Bundle	30	60		\$16.87	\$16.25	\$29,250.00	\$0.00	\$29,250.00
Total							\$120,658.48	\$0.00	\$120,658.48

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
AB4 Camera Bundle	100147	AXON BODY 4 - NA - US FIRST RESPONDER - BLK - RAPIDLOCK	32	01/15/2024
AB4 Camera Bundle	100147	AXON BODY 4 - NA - US FIRST RESPONDER - BLK - RAPIDLOCK	1	01/15/2024
AB4 Camera Bundle	100466	USB-C to USB-C CABLE FOR AB4	36	01/15/2024
AB4 Camera Bundle	74028	WING CLIP MOUNT, AXON RAPIDLOCK	36	01/15/2024
AB4 FLEX POV HARDWARE BUNDLE	100200	AB4 FLEX POV MODULE	32	01/15/2024
AB4 FLEX POV HARDWARE BUNDLE	100200	AB4 FLEX POV MODULE	1	01/15/2024
AB4 FLEX POV HARDWARE BUNDLE	100852	AXON BODY 4 POV C-CLIP	32	01/15/2024
AB4 FLEX POV HARDWARE BUNDLE	100958	AB4 FLEX POV MODULE CABLE 48 IN.	32	01/15/2024
AB4 Multi Bay Dock Bundle	100206	AXON BODY 4 - 8 BAY DOCK	5	01/15/2024
AB4 Multi Bay Dock Bundle	70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	5	01/15/2024
AB4 Multi Bay Dock Bundle	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	5	01/15/2024
A la Carte	11003	YELLOW X26P CEW, HANDLE	24	02/15/2024

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Basic License Bundle	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	30	02/15/2024	02/14/2029
Basic License Bundle	73840	EVIDENCE.COM BASIC ACCESS LICENSE	30	02/15/2024	02/14/2029
Pro License Bundle	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	6	02/15/2024	02/14/2029
Pro License Bundle	73746	PROFESSIONAL EVIDENCE.COM LICENSE	2	02/15/2024	02/14/2029
A la Carte	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	500	02/15/2024	02/14/2029

Payment Details

Jan 2024						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 1	11003	YELLOW X26P CEW, HANDLE	24	\$3,220.80	\$0.00	\$3,220.80
Annual Payment 1	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	500	\$1,080.00	\$0.00	\$1,080.00
Annual Payment 1	BasicLicense	Basic License Bundle	30	\$2,925.00	\$0.00	\$2,925.00
Annual Payment 1	H00001	AB4 Camera Bundle	32	\$2,716.80	\$0.00	\$2,716.80
Annual Payment 1	H00002	AB4 Multi Bay Dock Bundle	5	\$819.45	\$0.00	\$819.45
Annual Payment 1	H00004	AB4 FLEX POV HARDWARE BUNDLE	32	\$796.80	\$0.00	\$796.80
Annual Payment 1	ProLicense	Pro License Bundle	2	\$507.00	\$0.00	\$507.00
Total				\$12,065.85	\$0.00	\$12,065.85

Jan 2025						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 2	11003	YELLOW X26P CEW, HANDLE	24	\$4,831.21	\$0.00	\$4,831.21
Annual Payment 2	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	500	\$1,620.00	\$0.00	\$1,620.00
Annual Payment 2	BasicLicense	Basic License Bundle	30	\$4,387.50	\$0.00	\$4,387.50
Annual Payment 2	H00001	AB4 Camera Bundle	32	\$4,075.20	\$0.00	\$4,075.20
Annual Payment 2	H00002	AB4 Multi Bay Dock Bundle	5	\$1,229.17	\$0.00	\$1,229.17
Annual Payment 2	H00004	AB4 FLEX POV HARDWARE BUNDLE	32	\$1,195.20	\$0.00	\$1,195.20
Annual Payment 2	ProLicense	Pro License Bundle	2	\$760.49	\$0.00	\$760.49
Total				\$18,098.77	\$0.00	\$18,098.77

Jan 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 3	11003	YELLOW X26P CEW, HANDLE	24	\$8,051.99	\$0.00	\$8,051.99
Annual Payment 3	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	500	\$2,700.00	\$0.00	\$2,700.00
Annual Payment 3	BasicLicense	Basic License Bundle	30	\$7,312.50	\$0.00	\$7,312.50
Annual Payment 3	H00001	AB4 Camera Bundle	32	\$6,792.00	\$0.00	\$6,792.00
Annual Payment 3	H00002	AB4 Multi Bay Dock Bundle	5	\$2,048.63	\$0.00	\$2,048.63
Annual Payment 3	H00004	AB4 FLEX POV HARDWARE BUNDLE	32	\$1,992.00	\$0.00	\$1,992.00
Annual Payment 3	ProLicense	Pro License Bundle	2	\$1,267.50	\$0.00	\$1,267.50
Total				\$30,164.62	\$0.00	\$30,164.62

Jan 2027						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 4	11003	YELLOW X26P CEW, HANDLE	24	\$8,051.99	\$0.00	\$8,051.99
Annual Payment 4	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	500	\$2,700.00	\$0.00	\$2,700.00
Annual Payment 4	BasicLicense	Basic License Bundle	30	\$7,312.50	\$0.00	\$7,312.50
Annual Payment 4	H00001	AB4 Camera Bundle	32	\$6,792.00	\$0.00	\$6,792.00
Annual Payment 4	H00002	AB4 Multi Bay Dock Bundle	5	\$2,048.63	\$0.00	\$2,048.63
Annual Payment 4	H00004	AB4 FLEX POV HARDWARE BUNDLE	32	\$1,992.00	\$0.00	\$1,992.00
Annual Payment 4	ProLicense	Pro License Bundle	2	\$1,267.50	\$0.00	\$1,267.50
Total				\$30,164.62	\$0.00	\$30,164.62

Jan 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 5	11003	YELLOW X26P CEW, HANDLE	24	\$8,051.99	\$0.00	\$8,051.99
Annual Payment 5	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	500	\$2,700.00	\$0.00	\$2,700.00
Annual Payment 5	BasicLicense	Basic License Bundle	30	\$7,312.50	\$0.00	\$7,312.50
Annual Payment 5	H00001	AB4 Camera Bundle	32	\$6,792.00	\$0.00	\$6,792.00
Annual Payment 5	H00002	AB4 Multi Bay Dock Bundle	5	\$2,048.63	\$0.00	\$2,048.63
Annual Payment 5	H00004	AB4 FLEX POV HARDWARE BUNDLE	32	\$1,992.00	\$0.00	\$1,992.00
Annual Payment 5	ProLicense	Pro License Bundle	2	\$1,267.50	\$0.00	\$1,267.50
Total				\$30,164.62	\$0.00	\$30,164.62

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

9/8/2023





QUOTE

Remit Check to: **Midwest Public Safety**
C/O US Bank N.A.
TFM P.O. Box 860573
Minneapolis, Minnesota 55486-0573
United States

2178550082
midwestpublicsafetygroup.org

BILL TO
Whitewater Police Department
Dan Meyer
312 W. Whitewater St.
Whitewater, Wisconsin 53190
United States

262-473-1371
dmeyer@whitewater-wi.gov

Estimate Number: 04442033
Estimate Date: April 12, 2023
Expires On: May 12, 2023

Grand Total (USD): \$74,691.00

Products	Quantity	Unit Price	Extended Price
OVWX3XXXXX1 BWC (BC-03) includes: -[64GB + FHD/HD/WVGA + WiFi + GPS + BLE] -1 year hardware warrant	32	\$425.00	\$13,600.00
OD3DDU GETAC VIDEO SOLUTIONS INC. : Body Worn Camera (BC-03) - 8 Port Multidock with Datamover (MD-03D), includes 150W AC Adapter (US)	4	\$1,322.00	\$5,288.00
ORB363 GETAC VIDEO SOLUTIONS INC. : Body Worn Camera Magnetic (Double-Sided) Mount	32	\$75.00	\$2,400.00
ORB423 GETAC VIDEO SOLUTIONS INC. : Body Worn Camera (BC-03), magnetic quick release charging USB cable (3.94 ft), 25th month device refresh option program, full upfront	6	\$66.00	\$396.00
ORB51X GETAC VIDEO SOLUTIONS INC. : Body Worn Camera (BC-03) - Single Port Dock (VD-03), with 40W Vehicle Adapter	6	\$158.00	\$948.00
GE-SVBFEXT2Y GETAC VIDEO SOLUTIONS INC. : Body Worn Camera (BC-03) - BC-03 Extended Warranty - Years 2 & 3	32	\$153.00	\$4,896.00



QUOTE

Remit Check to: **Midwest Public Safety**
 C/O US Bank N.A.
 TFM P.O. Box 860573
 Minneapolis, Minnesota 55486-0573
 United States

2178550082
 midwestpublicsafetygroup.org

Products	Quantity	Unit Price	Extended Price
GE-SVMHEXT2Y GETAC VIDEO SOLUTIONS INC. : Body Worn Camera (BC-03) - MD-03 Dock w/ 120W - Extended Warranty - Years 2 & 3 - Getac, MD-03, Extended Warranty, 2, Year	4	\$120.00	\$480.00
GE-SVBGEXT2Y GETAC VIDEO SOLUTIONS INC. : Body Worn Camera (BC-03) - VD-03 Dock Extended Warranty - Years 2 & 3 - Getac, VD-03, Extended Warranty, 2, Year	6	\$18.00	\$108.00
OVMAXXEAXX1 VR-X20 DVR(VR-X20-i5) BBrdr 8GB RAM+256GB SSD+2nd 256GB SSD+Battery Backup+WIFI+GPS+Crash Sensor Display (CU-DS0) 5inch Touch cable ZeroDark FHD Dual Omni IP cam CA-NF22-180/70 WSmnt,wire kitGPS antenna WiFi/BT antennas DVR mnt bracket, 1 hw	6	\$3,046.00	\$18,276.00
ONX0GX Ethernet Cable - RJ45/CAT5e (25 ft)	6	\$15.00	\$90.00
GE-SVDNEXT4Y GETAC VIDEO SOLUTIONS INC. : DVR + Cameras + Display Extended Warranty - Years 2, 3, 4 & 5	6	\$735.00	\$4,410.00
OUA03X Getac Cloud - Monthly Plan 3 (Cloud 60G, SW maintenance)	456	\$37.00	\$16,872.00
OUA07X GETAC VIDEO SOLUTIONS INC. : Getac Cloud - Video License and Maintenance (Per DATA MOVER Software device) Per Month	48	\$6.00	\$288.00
OZX01X GETAC VIDEO SOLUTIONS INC. : GETAC VIDEO SOLUTION ON-SITE CONSULTING	1	\$2,425.00	\$2,425.00
OZX04X GETAC VIDEO SOLUTIONS INC. : Getac Video Solution - Remote Setup, Configuration, or Pre-Testing - Per day	1	\$1,400.00	\$1,400.00



QUOTE

Remit Check to: **Midwest Public Safety**
C/O US Bank N.A.
TFM P.O. Box 860573
Minneapolis, Minnesota 55486-0573
United States

2178550082
midwestpublicsafetygroup.org

Products	Quantity	Unit Price	Extended Price
591GVS000013 5 X 1 Airgain Antenna	6	\$250.00	\$1,500.00
591GVS000035 GETAC VIDEO SOLUTIONS INC. : Mounting Bracket (Visor) - Front Camera AND Display (CU-D50)-2020 Interceptor	6	\$70.00	\$420.00
OTX11X Body Worn Camera Bluetooth Trigger Box (TB-02)	6	\$149.00	\$894.00

Total: \$74,691.00

Grand Total (USD): \$74,691.00

Notes / Terms

Midwest Public Safety
2665 Harryland Rd.
Decatur, IL 62521

www.midwestpublicsafetygroup.org
217-855-0082

Accepted by: _____

Accepted Date: _____

Billing Address:
 Whitewater Police Dept
 P.O. BOX 117
 Whitewater, WI 53190
 US

Quote Date:06/05/2023
 Expiration Date:09/03/2023
 Quote Created By:
 Summer Schafer
 Summer.Schafer@
 motorolasolutions.com

End Customer:
 Whitewater Police Dept

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	Ext. Sale Price	Refresh Duration
Video as a Service						
1	AAS-BWC-5YR-001	BODY WORN CAMERA AND VIDEO MANAGER EL CLOUD - 5 YEARS VIDEO-AS-A-SERVICE	32	5 YEAR	\$132,480.00	
2	PRS-0619A	VAAS REMOTE SYSSETUPL2,TRAIN,CONFIG, PM	1		Included	
3	WGB-0142AAS	VIDEO EQUIPMENT, V300/V700 WIFI BASE FOR 4RE VAAS (\$5 PER MON)	32		Included	
4	AAS-BWC-WIF-DOC	V300/V700 WIFI CHARGE/ UPLOAD DOCK - 5 YEARS VIDEO-AS-A-SERVICE (\$5 PER MON)	32	5 YEAR	\$9,600.00	
5	AAS-BWC-XFS-DOC	V300/V700 TRANSFER STATION - 5 YEARS VIDEO-AS-A-SERVICE (\$30 PER MON)	2	5 YEAR	\$3,600.00	
6	WGB-0102A	V300 BODY WORN CAMERA, MOLLE MOUNT	32		Included	3 YEAR
7	WGB-0138AAS	VIDEO EQUIPMENT, V300/V700 TRANSFER STATION (\$30 PER MON)	3		Included	



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Line #	Item Number	Description	Qty	Term	Ext. Sale Price	Refresh Duration
8	WGC02001-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER BODY WORN CAMERA VAAS*	32	5 YEAR	Included	
9	WGW00300-003	V300 NO FAULT WRRANTY	32	5 YEAR	Included	
10	WGP02614	V300, BATT, 3.8V, 4180MAH	15		\$1,485.00	

Grand Total
\$147,165.00(USD)

Pricing Summary

	Sale Price	
Upfront Costs for Hardware, Accessories and Implementation (if applicable), plus Subscription Fee	\$30,621.00	\$0.00
Year 2 Subscription Fee	\$29,136.00	\$0.00
Year 3 Subscription Fee	\$29,136.00	\$0.00
Year 4 Subscription Fee	\$29,136.00	\$0.00
Year 5 Subscription Fee	\$29,136.00	\$0.00
Grand Total System Price	\$147,165.00	\$0.00

Notes:

- Additional information is required for one or more items on the quote for an order.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.



VIDEO-AS-A-SERVICE OVERVIEW

Video-as-a-Service (VaaS) is a subscription-based solution that provides agencies with Motorola's industry-leading evidence collection and management tools. VaaS provides agencies access to high-definition camera systems and the industry's only fully end-to-end digital evidence management ecosystem. Included in this quote is access to CommandCentral Evidence, which includes several applications that enable a single, streamlined workflow.



When combined into a single solution, these tools enable officers in the field to easily capture, record, and upload evidence, as well as efficiently manage and share that evidentiary data. Because Video-as-a-Service requires no up-front purchase of equipment or software, it provides a simple way to quickly deploy and begin using a complete camera and evidence management solution for a per-device charge, billed quarterly.

V300 BODY-WORN CAMERA SOLUTION DESCRIPTION

The V300 Body-Worn Camera captures clear video and audio of every encounter from the user's perspective. Its continuous-operation capabilities allow constant recording, helping the user to capture every detail of each situation and create a reliable library of evidence for case-building and review.

The V300 is easy to operate, with four control buttons. Its built-in Record-After-the-Fact® (RATF) technology enables the device to capture important video evidence that can be retrieved hours or days after an incident occurs, even if a recording is not triggered by the user or sensor. With RATF, officers can prioritize response to immediate threats over manually activating their camera.



KEY FEATURES OF THE V300

- **Detachable Battery** - The V300's detachable battery allows officers to switch to a fully-charged battery if their shift goes longer than expected. And since batteries can charge without being attached to a camera, they can be kept fully charged and ready to go in a dock for use. This feature is especially helpful for agencies that share cameras among multiple officers.
- **Wireless Uploading** - Recordings made by the V300 can be uploaded to your agency's evidence management system via WiFi or LTE networks. This enables easy transfer of critical recordings to headquarters for immediate review or long-term storage.
- **Data Encryption** - The V300 uses FIPS-140-2 compliant encryption at rest and in transit. This ensures that recordings made by your agency's officers are secure from unauthorized access.
- **Record-After-The-Fact®** - Our patented Record-After-the-Fact® technology records even when the recording function isn't engaged. These recordings are uploaded to the evidence management system and allow users to review important evidence that was captured days before.
- **Natural Field of View** - The V300 eliminates the fisheye effect from wide-angle lenses that warps video footage. Distortion correction ensures a clear and complete evidence review process.
- **SmartControl Application** - Motorola's SmartControl Application allows V300 users to tag and preview video, livestream from the camera to the app, adjust vertical field of view, and change camera settings. This application is available for iOS and Android.
- **In-Field Tagging** - The V300 enables easy in-field event tagging. It allows officers to view event tags and save them to the appropriate category directly from the camera or via smartphone application. This is made easier in conjunction with an integrated in-car video recording system.
- **Auto Activation** - Multiple paired V300 cameras and in-car systems can form a recording group, which can automatically start recording when one of the group devices starts a recording. They can be configured to initiate group recording using triggers like lights, sirens, doors, gun racks, and other auxiliary inputs. Up to eight V300 cameras can also collaborate on recordings without an in-car system, using similar triggers. Group recordings are uploaded and automatically linked in DEMS as part of one incident.



V300 AND IN-CAR VIDEO INTEGRATION

The V300 integrates seamlessly with the M500 and 4RE In-Car Video System, capturing video of an incident from multiple vantage points. With these in-car video systems, all critical functions are never more than three taps away. This integration includes the following features:

- **Distributed Multi-Peer Recording** - Multiple V300 cameras and in-car systems can form a recording group and, based on configuration, automatically start recording when one of the group devices begins recording. Group recordings are uploaded and automatically linked in DEMS as part of one incident.
- **Automatic Tag Pairing** - Recordings captured by integrated in-car systems and V300 cameras can be uploaded to DEMS with the same tags automatically. From the in-car system's display, the videos can be saved under the appropriate tag category. The tag is then automatically shared with the V300 video and is uploaded as part of one incident, along with the officer's name.
- **Evidence Management Software** - When body-worn and in-car cameras both record the same incident, Motorola's evidence management software automatically links those recordings based on officer name, date, and time overlap associated with the devices.
- **Additional Audio Source** - The V300 can serve as an additional audio source when integrated with the in-car video system. The V300 also provides an additional view of the incident and inherits the event properties of the in-car system's record, such as officer name, event category, and more, based on configuration.

V300 AND APX RADIO INTEGRATION

Motorola's APX two-way radios that are equipped with Bluetooth capability can pair with V300 Body-Worn Cameras to capture video evidence. When the APX's emergency mode button is pressed, the V300 is automatically triggered to capture video evidence. The recording will continue until stopped by the officer via the start/stop button on the V300 or group in-car video system.

HOLSTER AWARE INTEGRATION

V300 integrates with Holster Aware, a holster sensor that automatically prompts the V300 to record the moment holstered equipment is drawn. All sensor and V300 associations can be managed within any DEMS. This sensor allows officers to record high-stress events as they unfold, without having to sacrifice situational awareness by manually activating the V300.



DOCKING STATIONS

The V300 has three docking options:



Transfer Station - The Transfer Station is built for large, multi-location agencies with large numbers of V300 cameras in service at any given time. It can charge up to eight fully assembled cameras or individual battery packs. Each of the eight docking slots includes an LED indication of battery charging status and upload status. While a V300 is being charged, the Transfer Station can automatically offload its recording to Evidence Management Solution via an integrated 10Gb/1Gb connection to the local area network (LAN). The Transfer Station connects directly to the local area network for fast offload of recorded events to storage while charging the camera battery. The Transfer Station supports comprehensive device management capabilities, such as camera configuration, checkout and officer assignment options; rapid checkout, kiosk, and individual camera checkout; automatic firmware and configuration updates.



USB Base - The USB Base charges the battery of a single V300 camera or a standalone battery pack. The USB Base can be mounted in a vehicle or attached to a desktop or Mobile Data Computer, with 12V or a USB connection for power. It has LED indications of battery charging status and upload, and an ambient light sensor for optimal LED brightness control, from the bright sunlight, to the dim interior of a patrol car. When connected to a laptop or desktop, the USB Base can be used to upload recordings to an evidence management system, receive firmware and configuration updates.



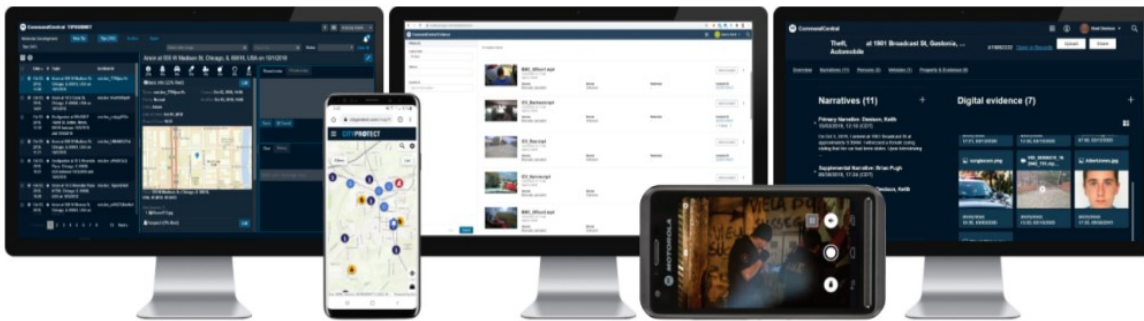
Wi-Fi Base - The Wi-Fi Base is mounted in the vehicle. It facilitates V300 upload of evidence to evidence management system, firmware updates, communication between V300 and in-car group devices, charges fully assembled V300 cameras or individual battery packs and more. It has LED indications of battery charging status and upload, and an ambient light sensor for optimal LED brightness control, from the bright sunlight, to the dim interior of a patrol car.



COMMANDCENTRAL EVIDENCE PLUS SOLUTION DESCRIPTION

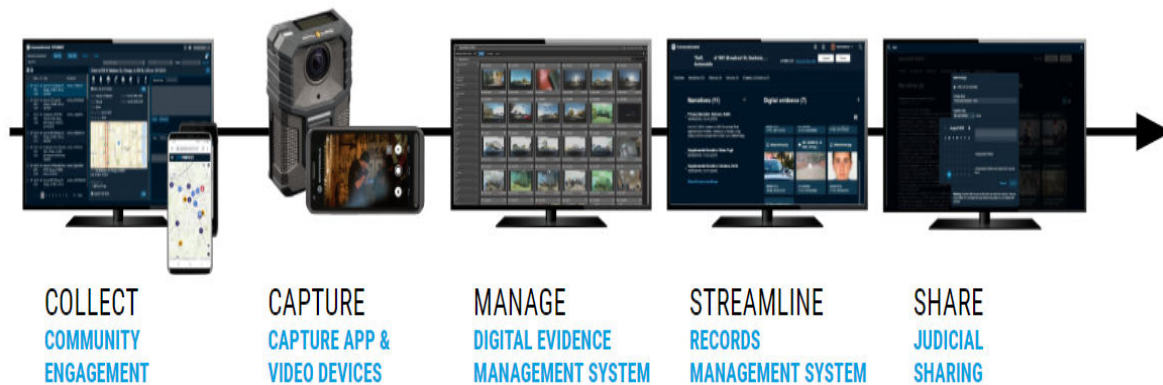
OVERVIEW

CommandCentral Evidence provides a suite of digital evidence management tools that help users contain, organize, and act on large amounts of incoming multimedia. These tools streamline the collection, capture, storage, and sharing of data from a single location. By centralizing digital evidence storage and management, CommandCentral Evidence removes data silos and helps users get the most out of their critical information.



Users access all case content from a single, cloud-based location. Cases integrate records and evidence content, allowing users to view all media associated with a case. These cloud-based tools help users account for all evidence regardless of source. CommandCentral Evidence makes it easy to secure and share content with chain of custody intact to improve collaboration.

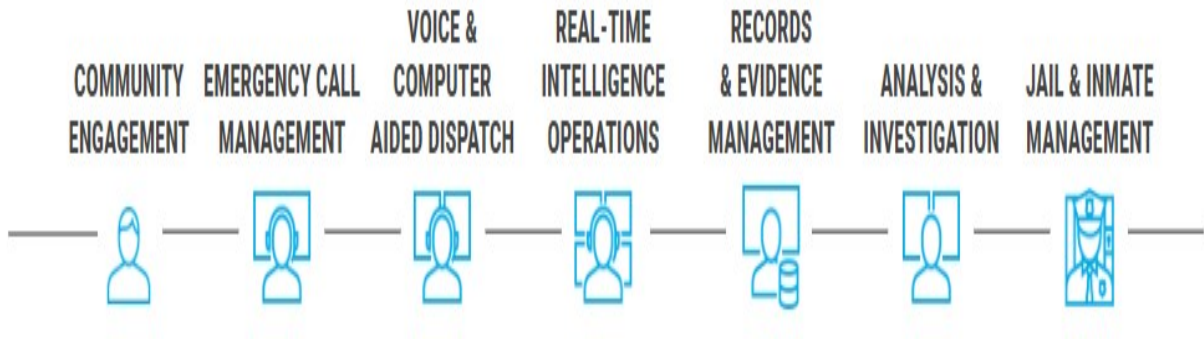
CommandCentral Evidence is available without any upfront investment. Monthly subscription service costs include the software and video storage. And CommandCentral Evidence uses the Azure GovCloud, securing data at rest and in transit to protect communications. This complies with CJIS guidelines and the NIST framework, audited annually against the Service Organization Control 1 and 2 reporting framework.



THE COMMANDCENTRAL PLATFORM

CommandCentral is an end-to-end platform of interconnected solutions that unify data and streamline public safety workflows from a tip or call to case closure. Through single sign-on capabilities, your personnel can access all CommandCentral software applications with one agency username and password for a more streamlined workflow. The CommandCentral platform puts your agency's data to better use, improves safety for critical personnel, and helps keep your focus on the communities you serve.

CommandCentral evolves over time, maximizing the value of existing investments while adopting new capabilities that better meet your personnel's growing needs. With cloud-based services and an agile development methodology through constant user feedback, Motorola Solutions can deliver new features and functionality in a more manageable, non-intrusive way.

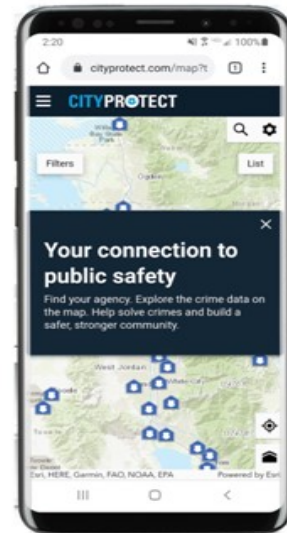


The CommandCentral End-to-End Platform

Community Interaction Tools

CommandCentral Evidence provides a set of Community Interaction tools to enhance the partnership between your agency and the public. This solution is the foundation for transparent community engagement by streamlining the flow of data between your agency and the people you serve. The toolkit helps build public trust and increases the value of community intelligence. As a result, your agency gains new ways to connect with the public, building collaboration and transparency.

Community interaction centers around CityProtect.com. This mobile-friendly webpage offers citizens a centralized set of tools to contribute to public safety. The tools and forms within CityProtect enable you to create a dialogue with your community and promote the value of citizen intelligence. Sharing and receiving important data is streamlined to make engagement easier.



AGENCY PAGE

CommandCentral Evidence provides a dedicated, public-facing webpage for your agency. This customizable page offers a unique URL to serve as the hub for community interaction with access to the tools for the public to connect with your agency.

The agency page shows quick, rotating messages—bulletins (up to five 244-character messages)—to keep the public informed. Your agency will control the order, schedule, and expiration date of these bulletins. The page also integrates an agency’s social media feeds to further unify communications.

PUBLIC SUBMISSIONS

With CommandCentral Evidence, the public can submit information online with an easy-to-use interface. There are multiple self-service form options for online submissions, such as anonymous tips, public information requests, and non-emergency submissions. Your agency will decide which of these forms to deploy and how to personalize these forms with built-in form management tools. The public can submit tips using these forms on CityProtect, or via anonymous SMS communication. Together, these submissions help agencies build a more accurate operating picture. TipManager manages these submissions in a central location and saves digital content in CommandCentral Evidence. This streamlines public-provided content with officer-captured evidence in a single repository.

DIGITAL EVIDENCE COLLECTION

CommandCentral Evidence’s digital evidence collection features allows your agency to collect case-specific digital media from any source without needing a personal device or physical storage, such as CDs, USBs, or other devices checked into physical evidence stores. Digital files are automatically added and tagged within the application, making access to specific information easy and efficient.

CRIME MAP

Crime Map is built into the CityProtect home page. Crime Map automatically publishes crime data and incident information from your CAD or RMS or CAD system to an interactive, online map. This map keeps the public informed of local crime activity and offers visibility into your operations. Crime Map also provides the following:

- Incident data display with up to hourly updates.
- Primary Agency shapefile.
- Sex offender listing options.
- Crime data download option and action link.

CAMERA REGISTRATION

Camera Registration allows citizens to register their residential or commercial security cameras in CityProtect. Each community member can create a free CityProtect user account to manage their camera information. Your agency can then access the location of these cameras and contact the owner for potential video evidence. The data from these accounts is visualized in a variety of CommandCentral applications.



FIELD RESPONSE APPLICATION

CommandCentral Evidence features a mobile application that allows users to capture video, images, and audio from the field. The application provides advanced camera controls to help users control what is captured. Integrated metadata population and tagging provides immediate access of content in the Digital Evidence Management application. This isolation ensures evidence is not accessible by other apps and ensures an uncompromised chain of custody from the moment of capture.

This application is a capture source for officers, detectives, command staff, supervisors and other law enforcement personnel. The application's user interface exists in the same ecosystem as the Digital Evidence Management tool. The field response application is available on iOS and Android.

RECORDS MANAGEMENT

CommandCentral Evidence's record management capabilities allow users to quickly and easily search video, audio, images, and other digital content. It then stores that data in a central cloud-based location, streamlining access and management across your organization to reduce the complexities of record management. As a result, this solution helps save your personnel valuable time and allows them to focus on critical tasks.

Records Management offers users the following features to benefit management workflows:

- Consolidated Record View – Enter and view incident data, officer narrative, and digital evidence with one user interface, allowing officers to spend more time in the field.
- Task Creation and Assignment – View, create, and assign tasks or projects for the day as part of the Insights Dashboard. This helps build and close cases faster by tracking progress and assigning ownership to activities.
- Unified Search – Find specific information faster by searching across all agency data.
- Master Indexes – Validate data on persons, vehicles, and organizations against the master indexes. For example, agencies can verify that an arrested person, person of interest, or suspect's information is accurate.
- Compliance Verification – Prompt officers for the information they need so you can check reports before submission and save response time.
- Record Quality Control – Keep data clean by identifying, merging, and de-duplicating records automatically.
- Trusted Agency Sharing – Remain in control of your data when you share case information with other agencies.
- Judicial Case Sharing – Share validated evidence items with trusted judicial partners for use in court, with a verifiable chain of custody.
- Crime Predictions in Dashboard – Monitor activity and set threshold alerts to identify and address crime trends.
- Data Insights Reporting – Access critical insight with pre-built reports and dashboards to make data-driven decisions.

DIGITAL EVIDENCE MANAGEMENT



CommandCentral Evidence's digital evidence management tools streamline collecting, securing, and managing multimedia evidence. These tools simplify how a secure digital evidence library is built by incorporating data from multiple sources into a unified evidence storage framework. Users can upload digital evidence from a variety of sources to quickly build cases. Evidence stored within the tool is easy to search, correlate, and review alongside other case-related information from your CAD or RMS database. Relevant content can be marked and intelligently sorted to quickly locate critical information from a central touchpoint. This unified storage framework allows personnel to make informed decisions from an organized and complete case evidence view, while offering an access control system to allow only authorized personnel to view sensitive information.

STORE AND MANAGE

CommandCentral Evidence simplifies building a secure digital evidence library by incorporating data from multiple sources into a unified evidence storage framework. Users can upload digital evidence files from a variety of sources to build cases. Products from Motorola Solutions, such as body-worn cameras, in-car cameras, the mobile field response application, and other CommandCentral software, automatically transmit data to Digital Evidence Management. This saves the time and effort needed to manually upload files. Once the content is securely stored, content management is more efficient.

Digital Evidence Management streamlines content management workflows, with tags and metadata that make it easier to correlate, search, and manage evidence. The application automatically links evidence based on the tags and metadata attached to those files, helping users find additional contextual information on an incident and build cases quickly. Users can search and filter content to locate additional relevant data to link to a case or incident. To quickly access evidence items that they frequently need to reference, users can group or bookmark files within the interface.

CommandCentral Evidence provides unlimited storage for events captured by the WatchGuard video systems where the applied data retention period does not exceed one year for non-evidentiary recordings or 10 years for evidentiary recordings (recordings associated with a case). Additionally, the video recording policy must be event-based (policies that require officers to record their entire shift will not qualify for this plan). For non-camera data storage (data not captured by the body camera and/or in-car system), agencies receive 50GB of storage per device, per month, pooled across all devices in the program.

INTERFACE SERVER REQUIREMENTS

A customer-provided virtual machine is required to support the interface. The virtual machine must meet the following minimum specifications:

- Access to Customer-Provided Internet.

The customer-provided virtual machine will allow CloudConnect to be installed to enable CommandCentral cloud applications to connect to on-premises applications, like CAD/RMS systems.



COMMANDCENTRAL EVIDENCE PLUS STATEMENT OF WORK

OVERVIEW

The Statement of Work (SOW) defines the principal activities and responsibilities of Motorola Solutions, Inc. ("Motorola Solutions") and the Customer. Motorola Solutions and the Customer will work to complete their respective responsibilities in accordance with the mutually agreed upon governing schedule. Any changes to the governing schedule will be mutually agreed upon via the change provision of the Agreement.

AGENCY AND USER SETUP

The Customer's agency(s) and CommandCentral users must be provisioned within the CommandCentral cloud platform using the CommandCentral Admin tool. The provisioning process allows the agency(s) to define the specific capabilities and permissions of each user.

Motorola Solutions Responsibilities

- Use the CommandCentral Admin tool to establish the Customer and the Customer's agency(s) within the CommandCentral cloud platform. This activity is completed during the order process.
- Provision agency's CommandCentral initial users and permissions.

Customer Responsibilities

- Identify a System Administrator(s).
- Ensure all System Administrators complete the CommandCentral Admin training.
- Use the CommandCentral Admin tool to setup CommandCentral administration and user passwords, and provision agency's CommandCentral users and permissions.

Completion Criteria

Initial agencies and users have been configured.

COMMUNITY INTERACTION TOOL

Motorola Solutions enables the Community Interaction Tool during the order process.

Motorola Solutions Responsibilities

- Refer to Agency and User Setup section of SOW.
- Connect Customer incident data ingest.

Customer Responsibilities

- Provision policies and procedures, tags, retention periods, and user permissions.
- Configure Community Interaction Tool settings (location of agency pin, shape of agency, keywords, agency page, URL, which forms to deploy).
- Provide access to Motorola Solutions' team to connect incident data ingest.



Completion Criteria

Community Interaction Tool subscription enabled.

RECORDS MANAGEMENT

This document describes the activities required to ensure access to the subscription software and the Customer's provisioning activities.

Records Management features preconfigured Incident Forms and standard Workflows. As a result, minimal configuration work is required prior to operation.

Motorola Solutions Responsibilities

- Refer to the Agency and User Setup section of SOW.

Customer Responsibilities

- Provision all required custom Offence Codes using the CommandCentral user interface.

Completion Criteria

Records Management enabled and offence codes provisioned.

DIGITAL EVIDENCE MANAGEMENT

Motorola Solutions will discuss industry best practices, current operations environment, and subsystem integration in order to determine the optimal configuration for Digital Evidence Management. Motorola Solutions enables the subscription during the order process.

Note that while Digital Evidence Management is capable of interfacing with a variety of data sources, any additional interfaces are not included in this implementation.

Motorola Solutions Responsibilities

- Refer to the Agency and User Setup section of SOW.
- Connect Customer incident data ingest.
- If a hybrid on-premise and cloud solution is included, configure Evidence Library to Digital Evidence Management interface(s) to support the functionality described in the Solution Description.
- Integrate Records Management with Digital Evidence Management.

Customer Responsibilities

- Provision policies, procedures, and user permissions.
- Configure Digital Evidence Management settings.
- Provide access to Motorola Solutions' team to connect incident data ingest.

Completion Criteria

Digital Evidence Management subscription enabled. Configured to provide the end-to-end solution for the Customer.

FIELD RESPONSE APPLICATION

The Field Response Application provides Android / iOS multimedia capture allowing a smartphone to send data to Digital Evidence Management .

Motorola Solutions Responsibilities

- None.

Customer Responsibilities

- Download “CommandCentral Capture” Application from App Store.
- Determine if video can be uploaded to Digital Evidence Management via WiFi and cellular network or WiFi only.
- Set confirmation parameters in Digital Evidence Management Admin.
- Determine specific video resolution or a range of resolutions.

Completion Criteria

Work is considered complete upon Customer successfully installing application. The Field Response Application is configured and data is being received in Digital Evidence Management.

THIRD-PARTY INTERFACES

The delivery, installation, and integrations of interfaces may be an iterative series of activities depending upon access to third-party systems. If proposed, interfaces will be installed and configured in accordance with the schedule.

Connectivity will be established between CommandCentral systems and the external and/or third-parties to which they will interface. Motorola Solutions will configure CommandCentral systems to support each contracted interface. The Customer is responsible for engaging third-party vendors if and as required to facilitate connectivity and testing of the interface(s).

Motorola Solutions Responsibilities

- Develop interface(s) in accordance with the Solution Description.
- Establish connectivity to external and third-party systems.
- Configure interface(s) to support the functionality described in the Solution Description.
- Perform functional validation to confirm each interface can transmit and or receive data in accordance with the Interface Feature Description (IFD).

Customer Responsibilities

- Act as liaison between Motorola Solutions and third-party vendors or systems as required to establish connectivity with Digital Evidence Management.
- Provide personnel proficient with and authorized to make changes to the network and third-party systems to support Motorola Solutions’ interface installation efforts.
- Provide network connectivity between Digital Evidence Management and the third-party systems.
- Provide requested information on API, SDKs, data schema, and any internal and third-party documents necessary to establish interfaces with all local and remote systems and facilities within 10 days of the Interface Engagement Meeting.
- Adhere to the requirements presented in the IFD.



Motorola Solutions Deliverables

Contracted Interface(s).

Completion Criteria

Connectivity is established between CommandCentral systems and the external and/or third-parties using said interface.

Unknown circumstances, requirements, and anomalies at the time of initial design can present difficulties in interfacing CommandCentral Vault to some third-party applications. These difficulties could result in a poorly performing or even a non-functional interface. At such time that Motorola Solutions is provided with information and access to systems, we will be able to mitigate these difficulties. If Motorola Solutions mitigation requires additional third-party integration, application upgrades, API upgrades, and/or additional software licenses those costs will need to be addressed through the change provision of the contract.

TRAINING

CommandCentral online training is made available to you via Motorola Solutions Software Enterprise Learning eXperience Portal (LXP). This subscription service provides you with continual access to our library of online learning content and allows your users the benefit of learning at times convenient to them. Content is added and updated on a regular basis to keep information current. All Motorola Solutions tasks are completed remotely and enable the Customer to engage in training when convenient to the user.

LXP Administrators are able to add/modify users, run reports, and add/modify groups within the panorama.

Motorola Solutions Responsibilities

- Initial setup of Panorama and addition of administrators.
- Provide instruction to the Customer LXP Administrators on:
 - Adding and maintaining users.
 - Adding and maintaining Groups.
 - Assign courses and Learning Paths.
 - Running reports.

Customer Responsibilities

- Go to <https://learningservices.motorolasolutions.com> and request access if you do not already have it.
- Complete LXP Administrator training.
- Advise users of the availability of the LXP.
- Add/modify users, run reports and add/modify groups.

Completion Criteria

Work is considered complete upon conclusion of Motorola Solutions-provided LXP Administrator instruction.

Panorama – A panorama is an individual instance of the LXP that provides autonomy to the agency utilizing.

Groups – A more granular segmentation of the LXP that are generally utilized to separate learners of like function (dispatchers, call takers, patrol, firefighter). These may also be referred to as clients within the LXP.

Learning Path – A collection of courses that follow a logical order, may or may not enforce linear progress.

Customer Responsibilities

- Supply a suitably configured classroom with a workstation for the instructor and at least one workstation for every two students.
- Designate training representatives who will work with the Motorola Solutions trainers in the development and delivery of training.

Motorola Solutions Deliverables

- Classroom Training Materials, Attendance Rosters.

Completion Criteria

Work is considered complete upon conclusion of Motorola Solutions provided Train the Trainer training.

Motorola Solutions offers many training courses pertaining to the Customer's solution. Motorola Solutions will provide specific training courses in the welcome email provided after implementation.

TRANSITION TO SUPPORT AND CUSTOMER SUCCESS

Following the completion of the activation of CommandCentral components, implementation activities are complete. The transition to the Motorola Solutions' support organization completes the implementation activities.

Customer Success is the main point of contact as you integrate this solution into your agency's business processes. Our team will work with you to ensure CommandCentral Evidence has met your expectations and that the solution satisfies your goals and objectives. Contact Customer Success at CommandCentralCS@motorolasolutions.com.

Our Customer Support team will be the point of contact for technical support concerns you might have and can be reached either by phone at 1-800-MSI-HELP (option x4, x4, x3) or by emailing support-commandcentral@motorolasolutions.com.

Motorola Solutions Responsibilities

- Provide the Customer with Motorola Solutions support engagement process and contact information.
- Gather contact information for the Customer users authorized to engage Motorola Solutions support.



Customer Responsibilities

- Provide Motorola Solutions with specific contact information for those users authorized to engage Motorola Solutions' support.
- Engage the Motorola Solutions support organization as needed.

Completion Criteria

Conclusion of the handover to support and the implementation is complete.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

VIDEO EVIDENCE STATEMENT OF WORK

Overview

In accordance with the terms and conditions of the Agreement, this Statement of Work (“SOW”) defines the principal activities and responsibilities of all parties for the delivery of the Motorola Solutions, Inc. (“Motorola”) system as presented in this offer to the Customer (hereinafter referred to as “Customer”). For the purposes of this SOW, Motorola may include our affiliates, subcontractors, and third-party partners, as the case may be.

Deviations and changes to this SOW are subject to mutual agreement between Motorola and the Customer and will be addressed in accordance with the change provisions of the Agreement.

Unless specifically stated, Motorola work will be performed remotely. Customer will provide Motorola resources with direct network access sufficient to enable Motorola to fulfill its delivery obligations.

The number and type of software or subscription licenses, products, or services provided by or on behalf of Motorola are specifically listed in the Agreement and any reference within this SOW, as well as subcontractors’ SOWs (if applicable), does not imply or convey a software or subscription license or service that is not explicitly listed in the Agreement.

AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following execution of the Agreement.

Following the conclusion of the Welcome/IT Call, Motorola project personnel will communicate additional project information via email, phone call, or additional ad- hoc meetings.

Motorola utilizes Google Meet as its teleconference tool. If Customer desires a different teleconference tool, Customer may provide a mutually agreeable alternate tool at Customer expense.

PROJECT MANAGEMENT TERMS

The following project management terms are used in this SOW. Since these terms may be used differently in other settings, these definitions are provided for clarity.

Deployment Date(s) refers to any date or range of dates when implementation, configuration, and training will occur. The deployment date(s) is subject to change based on equipment or resource availability and Customer readiness.

COMPLETION CRITERIA

Motorola Integration Services are complete upon Motorola performing the last task listed in a series of responsibilities or as specifically stated in the deployment checklist. Certain Customer tasks, such as hardware installation activities identified in Section 1.9 of this SOW, must be completed prior to Motorola commencing with its delivery obligations. Customer will provide Motorola written notification that it does not accept the completion of Motorola responsibilities or rejects a Motorola service deliverable within five business days of task completion or receipt of a deliverable, whichever may be applicable.



Service completion will be acknowledged in accordance with the terms of the Agreement and the Service Completion Date will be memorialized by Motorola and Customer in a writing signed by both parties.

PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

MOTOROLA PROJECT ROLES AND RESPONSIBILITIES

A Motorola team, made up of specialized personnel, will be assigned to the project under the direction of the Motorola Project Manager. Team members will be multi-disciplinary and may fill more than one role. Team members will be engaged in different phases of the project as necessary.

In order to maximize efficiencies, Motorola's project team will provide services remotely via teleconference, web-conference, or other remote method in fulfilling its commitments as outlined in this SOW.

The personnel role descriptions noted below provide an overview of typical project team members. One or more resources of the same type may be engaged as needed throughout the project. There may be other personnel engaged in the project at the discretion of and under the direction of the Project Manager.

Motorola's project management approach has been developed and refined based on lessons learned in the execution of hundreds of system implementations. Using experienced and dedicated people, industry-leading processes, and integrated software tools for effective project execution and control, we have developed and refined practices that support the design, production, and testing required to deliver a high-quality, feature-rich system.

Project Manager

A Motorola Project Manager will be assigned as the principal business representative and point of contact for Motorola. The Project Manager's responsibilities include the following:

- Host the Welcome/IT Call.
- Manage the Motorola responsibilities related to the delivery of the project.
- Coordinate schedules of the assigned Motorola personnel and applicable subcontractors/supplier resources.
- Manage the Change Order process per the Agreement.
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Collaborative coordination of Customer resources to minimize and avoid project delays.
- Conduct remote status meetings on mutually agreed dates to discuss project status.
- Provide timely responses to issues related to project progress.

System Technologists

The Motorola System Technologists (ST) will work with the Customer project team on system provisioning. ST responsibilities include the following:

- Provide consultation services to the Customer regarding the provisioning and operation of the Motorola system.
- Provide provisioning and training to the Customer to set up and maintain the system.
- Complete the provisioning ownership handoff to the Customer.



- Complete the project-defined tasks as defined in this SOW.
- Confirmation that the delivered technical elements meet contracted requirements.
- Engagement throughout the duration of the delivery.

Technical Trainer / Instructor

The Motorola Technical Trainer / Instructor provides training either on-site or remote (virtual) depending on the training topic and deployment type purchased. Responsibilities include:

- Review the role of the Learning eXperience Portal (“LXP”) in the delivery and provide Customer Username and Access Information.

CUSTOMER PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

The success of the project is dependent on early assignment of key Customer resources. In many cases, the Customer will provide project roles that correspond with Motorola’s project roles. It is critical that these resources are empowered to make decisions based on the Customer’s operational and administration needs. The Customer’s project team should be engaged from project initiation through beneficial use of the system. The continued involvement in the project and use of the system will convey the required knowledge to maintain the system post-completion of the project. In some cases, one person may fill multiple project roles. The project team must be committed to participate in activities for a successful implementation. In the event the Customer is unable to provide the roles identified in this section, Motorola may be able to supplement Customer resources at an additional price.

Project Manager

The Project Manager will act as the primary Customer point of contact for the duration of the project. The Project Manager is responsible for management of any third-party vendors that are the Customer’s subcontractors. In the event the project involves multiple locations, Motorola will work exclusively with a single Customer-assigned Project Manager (the primary Project Manager). The Project Manager’s responsibilities include the following:

- Communicate and coordinate with other project participants.
- Manage the Customer project team, including timely facilitation of efforts, tasks, and activities.
- Maintain project communications with the Motorola Project Manager.
- Identify the efforts required of Customer staff to meet the task requirements in this SOW and identified in the Welcome/IT Call.
- Consolidate all project-related questions and queries from Customer staff to present to the Motorola Project Manager.
- Approve a deployment date offered by Motorola.
- Monitor the project to ensure resources are available as required.
- Attend status meetings.
- Provide timely responses to issues related to project progress.
- Liaise and coordinate with other agencies, Customer vendors, contractors, and common carriers.
- Review and administer change control procedures, hardware and software certification, and all related project tasks required to meet the deployment date.
- Ensure Customer vendors’ readiness ahead of the deployment date.
- Assign one or more personnel who will work with Motorola staff as needed for the duration of the project, including at least one Application Administrator for the system and one or more representative(s) from the IT department.



- Identify the resource with authority to formally acknowledge and approve change orders, completion of work, and payments in a timely manner.
- Provide building access to Motorola personnel to all Customer facilities where system equipment is to be installed during the project. Temporary identification cards are to be issued to Motorola personnel, if required for access to facilities.
- Ensure remote network connectivity and access to Motorola resources.
- Provide reasonable care to prevent equipment exposure to contaminants that cause damage to the equipment or interruption of service.
- Ensure a safe work environment for Motorola personnel.
- Identify and manage project risks.
- Point of contact to work with the Motorola System Technologists to facilitate the training plan.

IT Support Team

The IT Support Team (or Customer designee) manages the technical efforts and ongoing tasks and activities of their system. Manage the Customer-owned provisioning maintenance and provide required information related to LAN, WAN, wireless networks, server, and client infrastructure. They must also be familiar with connectivity to internal, external, and third-party systems to which the Motorola system will interface.

The IT Support Team responsibilities include the following:

- Participate in overall delivery and training activities to understand the software, interfaces, and functionality of the system.
- Participate with the Customer subject matter experts during the provisioning process and training.
- Authorize global provisioning choices and decisions, and be the point(s) of contact for reporting and verifying problems and maintaining provisioning.
- Obtain inputs from other user agency stakeholders related to business processes and provisioning.
- Implement changes to Customer owned and maintained infrastructure in support of the Evidence Management System installation.

Subject Matter Experts

The Subject Matter Experts (SME or Super Users) are the core group of users involved with delivery analysis, training, and the provisioning process, including making global provisioning choices and decisions. These members should be experienced users in the working area(s) they represent (dispatch, patrol, etc.), and should be empowered to make decisions related to provisioning elements, workflows, and department policies related to the Evidence Management System.

General Customer Responsibilities

In addition to the Customer Responsibilities stated elsewhere in this SOW, the Customer is responsible for the following:

- All Customer-provided equipment, including hardware and third-party software, necessary for delivery of the System not specifically listed as a Motorola deliverable. This will include end user workstations, network equipment, camera equipment and the like.
- Configuration, maintenance, testing, and supporting the third-party systems the Customer operates which will be interfaced to as part of this project.
- Communication between Motorola and Customer's third-party vendors, as required, to enable Motorola to perform its duties.



- Active participation of Customer SMEs in project delivery meetings and working sessions during the course of the project. Customer SMEs will possess requisite knowledge of Customer operations and legacy system(s) and possess skills and abilities to operate and manage the system.
- Electronic versions of any documentation associated with the business processes identified.
- Providing a facility with the required computer and audio-visual equipment for training and work sessions.
- Ability to participate in remote project meeting sessions using Google Meet or a mutually agreeable, Customer-provided, alternate remote conferencing solution.

PROJECT PLANNING

A clear understanding of the needs and expectations of both Motorola and the Customer are critical to fostering a collaborative environment of trust and mutual respect. Project Planning requires the gathering of project-specific information in order to set clear project expectations and guidelines, and set the foundation for a successful implementation.

WELCOME/IT CALL - TELECONFERENCE/WEB MEETING

A Project Planning Session teleconference will be scheduled after the Agreement has been executed. The agenda will include the following:

- Review the Agreement documents.
- Review project delivery requirements as described in this SOW.
- Provide shipping information for all purchased equipment.
- Discuss deployment date activities.
- Provide assigned technician information.
- Review IT questionnaire and customer infrastructure.
- Discuss which tasks will be conducted by Motorola resources.
- Discuss Customer involvement in provisioning and data gathering to confirm understanding of the scope and required time commitments.
- Review the initial project tasks and incorporate Customer feedback.
- Confirm CJIS background investigations and fingerprint requirements for Motorola employees and/or contractors. Required fingerprints will be submitted on Motorola provided FBI FD-258 Fingerprint cards.
- Review the On-line Training system role in project delivery and provide Customer User Name and Access Information.
- Discuss Motorola remote access requirements (24-hour access to a secured two-way Internet connection to the Motorola system firewalls for the purposes of deployment, maintenance, and monitoring).
- Discuss Customer obligation to manage change among the stakeholder and user communities.
- Review deployment completion criteria and the process for transitioning to support.

Motorola Responsibilities

- Host Welcome/IT Call.
- Request the attendance of any additional Customer resources that are instrumental in the project's success, as needed.
- Review Motorola's delivery approach and its reliance on Customer-provided remote access.
- Provide Customers with steps to follow to register for Online Training.
- Request user information required to establish the Customer in the LXP.



Customer Responsibilities

Complete the Online Training registration form and provide it to Motorola within ten business days of the Project Planning Session.

- Review the received (as part of order) and completed IT questionnaire.
- Provide a customer point of contact for the project.
- Provide data for completing the policy validation form.
- Provide LXP user information as requested by Motorola.
- Verify Customer Administrator(s) have access to the LXP.

Motorola Deliverables

- Welcome Call presentation and key meeting notes
- Send an email confirming deployment date and ST assigned email
- Communicate with the Customer via email confirming shipment and tracking information.
- Instruct the Customer on How to Register for Training email.
- Provide and review the Training Plan.

SOLUTION PROVISIONING

Solution provisioning includes the configuration of user configurable parameters (unit names, personnel, and status codes). The system will be provisioned using Motorola standard provisioning parameters and will incorporate Customer-specific provisioning.

IN-CAR VIDEO PROVISIONING SCENARIO

If in-car video is a part of the system, the Motorola Application Specialist will complete the following provisioning tasks.

Motorola Responsibilities

- Conduct a remote review of the standard provisioning database with the Customer prior to the start of provisioning.
- Provide and review the Provisioning Export Worksheets with the Customer.
- Conduct a conference call with the Customer to review the completeness of the Provisioning Export Worksheets prior to the start of provisioning.

BODY WORN CAMERA PROVISIONING SCENARIO

If body worn cameras are a part of the system, the provisioning of the in-car system will generally follow the completion of the base in-car video provisioning.

Motorola Responsibilities

Configure transfer stations for connectivity to the evidence management server.

- Configure devices within the evidence management system.
- Check out devices and create a test recording.



- Verify successful upload from devices after docking back into the transfer station or USB dock.

SOFTWARE INSTALLATION

REMOTE SOFTWARE INSTALLATION

Client software will be installed one workstations and up to 5 mobile devices to facilitate provisioning training to Customer personnel. Customer will complete software installation on the remaining workstations and cameras.

Motorola Responsibilities

- Verify system readiness.
- Request client software.
- Deliver the pre-installation preparation checklist.
- Provide instruction on client software installation and install client software on one workstation and up to five mobile devices.
- Provide instruction on client software deployment utility.

Customer Responsibilities

- Provide and install workstation/mobile device hardware in accordance with specifications.
- Assign personnel to observe software installation training.
- Complete installation of client software on remaining workstations and mobile devices.
- Access online training resources identified in the Welcome/IT Call.

Motorola Deliverables

- Provide a pre-installation preparation checklist.
- Installation Guide.
- Provide training overviews on hardware/software and system administration for customers during deployment dates.

INFRASTRUCTURE VALIDATION

Hardware will be installed on the network to facilitate provisioning, testing, and will be used to provide instruction to Customer personnel after the complete software installation.

Motorola Responsibilities

- Verify that the server is properly racked and connected to the network.
- Verify that access points are properly installed and connected to the network.
- Verify that transfer stations are connected to the network and configured.

Customer Responsibilities



- Verify that the server network has access to the internet for software installation and updates.
- Verify that the network routing is correct for the transfer stations and access points to communicate with the server.
- Verify that the client computers can access the server on the required ports.

HARDWARE INSTALLATION

Physical installation of hardware (i.e. servers, cameras, Access Points, WiFi docs, etc.) is not included in the standard scope of the solution. If a custom quote for installations is included in this purchase, Motorola will manage the subcontractor and their deliverables as part of this SOW. Customers who perform or procure their own installations assume all installation responsibilities including cost, oversight and risk.

SYSTEM TRAINING

Motorola training consists of both computer-based (online) and instructor-led (on-site or remote). Training delivery methods vary depending on course content. Self-paced online training courses, additional live training, documentation, and resources can be accessed and registered for on the Motorola's LXP.

ONLINE TRAINING

Online training is made available to the Customer via Motorola's LXP. This subscription service provides the Customer with continual access to our library of online learning content and allows users the benefit of learning at times convenient to them. Content is added and updated on a regular basis to keep information current. This training modality allows the Customer to engage in training when convenient.

A list of available online training courses can be found in the Training Plan.

Motorola Responsibilities

- Designate a LXP Administrator to work with the Customer.
- Establish an accessible instance of the LXP for the Customer.
- Organize content to align with the Customer's selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account.
- During on-boarding, assist the Customer with LXP usage by providing training and job aids as needed.
- Create and maintain user role Learning Paths defined by the Customer.
- Install security patches when available.
- Provide technical support for user account and access issues, base system functionality, and Motorola Solutions-managed content.
- Monitor the Learning Subscription server. Provide support for server incidents.

Customer Responsibilities

- Provide user information for the initial creation of accounts.
- Provide network and internet connectivity for the Customer's users to access the LXP.
- The customer's primary LXP administrator should complete the following self-paced training: LXP Introduction online course (LXP0001), LXP Primary Site Administrator Overview online course (LXP0002), and LXP Group Administrator Overview (LXP0003)
- Advise agency learners of the availability of training via the LXP.
- Ensure users complete LXP training in accordance with the Project Schedule.
- Order and maintain subscriptions to access Motorola's LXP.

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

- Contact Motorola Solutions to engage Technical Support when needed.

Motorola Deliverables

- LXP Enable

INSTRUCTOR-LED TRAINING (ONSITE AND REMOTE)

A list of Instructor-Led and Virtual Instructor-Led courses can be found in the Training Plan.

Motorola Responsibilities

- Deliver User Guides and training materials in electronic .PDF format.
- Perform training in accordance with the Training Plan.
- Provide Customer with training Attendance Rosters and summarize any pertinent observations that may impact end user training.

Customer Responsibilities

- Supply classrooms with a workstation for the instructor (if Onsite) and at least one workstation for every student based on the requirements listed in the Training Plan.
- Designate training representatives who will work with the Motorola trainers in the delivery of training.
- Conduct end user training in accordance with the Project Schedule.

Motorola Deliverables

- Electronic versions of User Guides and training materials.
- Attendance Rosters.
- Technical Training Catalog.

FUNCTIONAL VALIDATION AND PROJECT CLOSURE

The objective of Functional Validation is to demonstrate the features and functions of the system in the Customer's provisioned environment. The functional demonstration may not exercise all functions of the system, if identified as not being applicable to the Customer's operations or for which the system has not been provisioned. The functional demonstration is a critical activity that must occur following the completion of provisioning.


Motorola Responsibilities

- Conduct a power on functional demonstration of the installed system per the deployment checklist
- Manage to resolution any documented punch list items noted on the deployment checklist.
- Provide trip report outlining all activities completed during the installation as well as outstanding follow up items
- Provide an overview of the support process and how to request support.
- Walk through support resources, web ticket entry and escalation procedures.
- Provide a customer survey upon closure of the project.

Customer Responsibilities

- Witness the functional demonstration and acknowledge its completion via signature on the deployment checklist.
- Participate in prioritizing the punch list.
- Coordinate and manage Customer action as noted in the punch list.
- Provide signatory approval on the deployment checklist providing Motorola with final acceptance.
- Complete Customer Survey.



	<h2>Council Agenda Item</h2>
Meeting Date:	12/05/2023
Agenda Item:	Flock Safety LPR Camera System
Staff Contact (name, email, phone):	Dan Meyer dmeyer@whitewater-wi.gov 262-473-1371

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

Flock Safety License Plate Reader (LPR) Camera System Service Contract. Request purchasing a two-year service contract that includes installation and maintenance of an additional nine (9) LPR Cameras, as well as all applicable software and data storage. The service contract also provides for the cost associated with relocating one of the existing three cameras to a more advantageous location that fits into the expansion design better. This will be a major improvement in our investigative capabilities, and will provide coverage of all major entrances into the City of Whitewater. The Flock LPR system provides the following capabilities:

- Access to license plates captured by our three cameras as well as cameras from any law enforcement agency nationwide that opts into the network
- Ability to search for full, partial, and temporary plates at specific camera locations, as well as license plate location history
- Ability to search for vehicles by make, model, color, license plate state, missing/covered plates, and unique features like bumper stickers, decals, and roof racks.
- Stolen vehicles entered into NCIC (National Crime Information Center) passing a Flock camera will alert PD staff.
- Ability to add a suspect’s license plate to a custom list so that PD staff are alerted when the plate passes a Flock camera.

Flock retains ownership of the hardware involved. Flock will assist PD staff in determining the most advantageous locations to position the additional cameras, however, we have a draft plan of where the cameras will be installed.

It should be noted that this was treated as single source procurement due to the fact that we have an existing Flock camera network, and we want to ensure that additional cameras work with the existing system.



PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

On 11/21/2023, the Council approved the use of \$54,000 for expansion of the network of Flock cameras.

FINANCIAL IMPACT

(If none, state N/A)

A two-year service contract, and installation of, nine (9) additional Flock Safety License Plate Reader (LPR) cameras is a total cost of \$57,350.00. Additionally, we are requesting that one of the three previously installed cameras be relocated at a cost of \$750 as it will now duplicate efforts if it remains in that location. Total cost of the contract is \$58,100. The cost is higher than the \$54,000 estimated due to failing to include the installation and relocation cost in the initial estimate. Request is to stick with this number of cameras as it will allow us to place cameras at all major entrances to the City. However, if needed, the contract could be reduced to eight (8) cameras to come in under the estimated \$54,000. It should be noted that we may be able to reduce the quoted cost by picking locations where cameras can be affixed to existing poles.

STAFF RECOMMENDATION

Request Council approve two-year service contract for nine (9) additional Flock Safety License Plate Reader (LPR) cameras.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Flock Safety quote

Flock Safety + WI - Whitewater PD

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Kyle Whyte
kyle.whyte@flocksafety.com
6512539350

flock safety

ORDER FORM

This order form (“**Order Form**”) hereby incorporates and includes the terms of the previously executed agreement (the “**Terms**”) which describe and set forth the general legal terms governing the relationship (collectively, the “**Agreement**”). The Terms contain, among other things, warranty disclaimers, liability limitations and use limitations.

This additional services Agreement will be effective when this Order Form is executed by both Parties (the “**Effective Date**”)

Customer:	WI - Whitewater PD	Initial Term:	24 Months
Legal Entity Name:	WI - Whitewater PD	Renewal Term:	24 Months
Accounts Payable Email:	dmeyer@whitewater-wi.gov	Payment Terms:	Net 30
Address:	312 W Whitewater St Whitewater, Wisconsin 53190	Billing Frequency:	Total Contract Billed at Signing
		Retention Period:	30 Days

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$27,000.00
Flock Safety Flock OS			
FlockOS™	Included	1	Included
Flock Safety LPR Products			
Flock Safety Falcon®	Included	9	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Standard Implementation Fee	\$650.00	4	\$2,600.00
Professional Services - Existing Infrastructure Implementation Fee	\$150.00	5	\$750.00
Flock Safety Platform Maintenance			
Relocation Fee, Flock pole and/or AC powered	\$750.00	1	\$750.00
		Estimated Tax:	\$0.00
		Contract Total:	\$58,100.00

Billing Schedule

Billing Schedule	Amount (USD)
Total Contract Due at Signing	\$58,100.00

*Tax not included

Product and Services Description

Flock Safety Platform Items	Product Description	Terms
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.	The Term shall commence upon first installation and validation of Flock Hardware.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

FlockOS Features & Description

Package: Essentials

FlockOS Features	Description
Community Cameras (Full Access)	Access to all privately owned Flock devices within your jurisdiction that have been shared with you.
Unlimited Users	Unlimited users for FlockOS
State Network (LP Lookup Only)	Allows agencies to look up license plates on all cameras opted in to the statewide Flock network.
Nationwide Network (LP Lookup Only)	Allows agencies to look up license plates on all cameras opted in to the nationwide Flock network.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Flock Insights/Analytics page	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface	Flock Safety's maps are powered by ESRI, which offers the ability for 3D visualization, viewing of floor plans, and layering of external GIS data, such as City infrastructure (i.e., public facilities, transit systems, utilities), Boundary mapping (i.e., precincts, county lines, beat maps), and Interior floor plans (i.e., hospitals, corporate campuses, universities)
Real-Time NCIC Alerts on Flock ALPR Cameras	Alert sent when a vehicle entered into the NCIC crime database passes by a Flock camera
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera
Direct Share - Surrounding Jurisdiction (Full Access)	Access to all Flock devices owned by law enforcement that have been directly shared with you. Have ability to search by vehicle fingerprint, receive hot list alerts, and view devices on the map.

By executing this Order Form, Customer represents and warrants that it has read and agrees to all of the terms and conditions contained in the previously executed agreement. The Parties have executed this Agreement as of the dates set forth below.

FLOCK GROUP, INC.

Customer: WI - Whitewater PD

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

PO Number: _____

City of Whitewater Memorandum

To: Whitewater Plan and Architectural Review Commission
From: City Attorney Jonathan K. McDonell
Date: November 3, 2023
Re: In re: Kienbaum Iron & Metal Zoning Tax Property Id # /A76200001

I. Introduction

This memo addresses the current situation and proposed actions regarding the property owned by Kienbaum Iron & Metal (KIM) located on North Jefferson Street in Whitewater, Wisconsin.

II. Kienbaum Iron & Metal (KIM)

KIM operates a scrap yard on North Jefferson Street, which was originally owned by Carl Kienbaum until his passing a few years ago.

III. The 9-Kk Common Trust

Upon Carl Kienbaum's death, ownership of KIM was transferred to the "9-Kk Common Trust," of which the sole beneficiaries are Carl's children.

IV. Wind-Up of the 9-Kk Common Trust

The trustees and beneficiaries of the 9-Kk Common Trust have recently reached an agreement for the liquidation of trust assets, including KIM. The agreement stipulates that KIM's assets will be sold through a closed bid process exclusively open to Carl's children, with the intention of keeping the business within the family.

V. Zoning of Kienbaum Parcels

During the process of preparing to sell KIM's assets, it was discovered that the property on the west side of North Jefferson is zoned as M-1, while the property on the east side is zoned as R-1. KIM has operated on both sides of North Jefferson Street for several decades, with the west side acquired in 1969 and the east side in 1979. There is no record of the City raising concerns about KIM's use of the R-1 parcel, and it is believed that the use has been considered a lawful nonconforming use.

VI. Proposed Lawful Nonconforming Use Agreement

To address potential concerns that a buyer of KIM's assets may seek assurances regarding the City's position on the R-1 property's lawful nonconforming use, attorneys representing some of the parties contacted the City and requested that the City consider an agreement establishing the provisions of a nonconforming use. After explaining that the scrap yard use of the R-1 parcel is limited to vehicle and equipment storage, not scrap piles, it was suggested that a proposed nonconforming use agreement be drafted.

Attached is a draft of the proposed agreement. The draft is designed to be informative and clear, providing the historical context of the parcels. Its purpose is to describe the zoning of the parcel by indicating permitted uses which are in addition to those allowed in R-1 district. Based on our research, which included an extensive discussion with former zoning administrator Bruce Parker, we believe these uses were legal when they began and therefore the property owners would have the right to continue the uses based on state statutes and our nonconforming use ordinance.

Document No.

**NONCONFORMING USE
AGREEMENT**

The attached Nonconforming Use Agreement
pertains to the following described property:

[INSERT LEGAL]

Recording Area

Return to:

Attorney Duffy Dillon

c/o Dillon | Grube LLC

One Parker Place, Ste 715

Janesville, WI 53545

Parcel Numbers /WUP 00033A; /A 76200001; /WUP 00034

**LAWFUL NONCONFORMING USE AGREEMENT
(581 N. Jefferson Street, Whitewater, Wisconsin)**

THIS AGREEMENT (the "Agreement") is made and entered into effective November 15, 2023, by and between Kienbaum Iron & Metal, Inc., a Wisconsin corporation (hereinafter the "Property Owner"), and the City of Whitewater, a Wisconsin municipality (hereinafter the "City"). Property Owner and City are sometimes referenced in this Agreement individually as a "party" and collectively as the "parties".

RECITALS:

WHEREAS, Property Owner is the sole owner of the following described lands situated in the City of Whitewater, County of Walworth, State of Wisconsin, which are collectively referred to herein as the "KIM Property":

- ❑ The "M-1 Property," which has a street address of 564 N. Jefferson Street and a legal description of "Commencing at a point (which is the point of intersection of the West line of Jefferson Street, City of Whitewater, Walworth County State of Wisconsin, and the North line of Section 4, Town 4 North, Range 15 East, which North line is also the common boundary line between Walworth and Jefferson Counties, State of Wisconsin); thence West along the North line of Section 4, Town 4 North, Range 15 East, for a distance of 658 feet thence South along a line, which line is parallel to the West line of Jefferson Street, City of Whitewater, Walworth County, Wisconsin, for a distance of 410 feet, thence East along a line, which line is parallel to the North line of said Section 4 to the point where said line intersects the West line of Jefferson Street, City of Whitewater, County of Walworth, State of Wisconsin; thence North along the West line of Jefferson Street, City of Whitewater, Walworth County, Wisconsin, to the point of beginning. Situated in Walworth County and the State of Wisconsin"; and
- ❑ The "R-1 Property," which has a street address of 581 N. Jefferson Street and a legal description of "Lot 1 of Certified Survey Map #762 as recorded on February 27, 1978, in Volume 3 of Certified Surveys on Page 285 as Document Number 29494, located in the Northwest 1/4 and Northeast 1/4 of Section 4, Township 4 North, Range 15 East, in the City of Whitewater, Walworth County, Wisconsin. Situated in Walworth County and the State of Wisconsin"; and
- ❑ The "Triangular Property," which has no street address and a legal description of "art of the NE 1/4 of the NW 1/4 of Section 4, T. 4 N., R. 15 E., City of Whitewater, Walworth County, Wisconsin, described as: Commencing at a point on the North Line of Section 4 (which North Line is the County Line between Jefferson and Walworth Counties, State of Wisconsin), Town 4 North, Range 15 East and which point is 125.5 Feet West of the Northeast Corner of the Northwest Quarter of Section 4, Town 4 North, Range 15 East; thence West (along said North Line of Section 4, Town 4 North, Range 15 East) for a distance of 59.5 feet to a point on the East Line of Jefferson Street, in the City of Whitewater, Walworth County Wisconsin; thence South along East Line of Jefferson Street, City of Whitewater, Walworth County, Wisconsin for a distance of 92 Feet; thence Northeast along a straight line to the point of beginning. It being the intention of the Grantor herein to convey a triangular piece of land at the point where the East Line of Jefferson Street intersects with the North Line of Section 4, Town 4

North, Range 15 East; and which North Line is the common boundary between Walworth and Jefferson Counties, State of Wisconsin”; and

WHEREAS, Property Owner and its predecessors-in-interest have been operating a scrap yard on some or all of the KIM Property since at least 1962, which scrap yard has always done business under the trade name of “Kienbaum Iron & Metal,” also referred to as “KIM” for the remainder of this Agreement; and

WHEREAS, the founder of KIM, Carl Kienbaum, originally acquired the M-1 Property and the Triangle Property in 1962 and started KIM as a sole proprietorship on those lands; and

WHEREAS, Carl Kienbaum subsequently incorporated KIM as a Wisconsin corporation in 1969 and immediately contributed the M-1 Property to said corporation in 1969 and continued to operate a scrap yard there; and

WHEREAS, Carl Kienbaum subsequently acquired the R-1 Property in 1979 and immediately leased the R-1 Property to KIM for KIM’s use in its scrap yard operation; and

WHEREAS, the fact that the R-1 Property has featured commercial uses since at least the 1960s is evidenced by City assessment records showing (1) one storage warehouse was built on the R-1 Property in 1960, (2) a second storage warehouse was built on the R-1 Property in 1970, (3) the total square footage of both warehouses on the R-1 Property exceeds 2,000 square feet combined, and (4) the City assessor’s records reflect the land use of the R-1 property is “commercial” and not “residential”; and

WHEREAS, although KIM’s use of the M-1 Property has always involved the storage of scrap metal piles, KIM’s use of the R-1 Property has never involved the storage of scrap metal piles and instead has been limited to the storage of non-junked vehicles and other equipment used by KIM in the ordinary course of KIM; and

WHEREAS, upon Carl Kienbaum’s death on September 8, 2020, ownership of Property Owner was transferred to a trust established by Carl Kienbaum known as the “9-Kk Common Trust”, which subsequently caused ownership of all the KIM Property to be transferred to Kienbaum Iron & Metal, Inc.; and

WHEREAS, the 9-Kk Common Trust owns all the stock of Kienbaum Iron & Metal, Inc., and therefore indirectly owns and controls all the KIM Property today; and

WHEREAS, the terms of the 9-Kk Common Trust generally require that all assets owned by the Trust be distributed to the Trust’s beneficiaries, all of whom are Carl Kienbaum’s direct living descendants; and

WHEREAS, the trustees and beneficiaries of the 9-Kk Common Trust have agreed that the KIM Property and all of KIM’s assets relating to Property Owner’s existing scrap yard business should be sold in a closed bid process that will (1) restrict bids to the then-living Trust beneficiaries, (2) result in the transfer of the R-1 Property to the winning bidder and/or an entity controlled by the winning bidder, and (3) require the winning bidder to retain ownership of the R-1 Property and the rest of the purchased assets for at least 12 months following the transfer; and

WHEREAS, the trustees and beneficiaries of the 9-Kk Common Trust have agreed that the sale of Property Owner's assets as noted above is contingent upon obtaining confirmation from the City that all current uses of the R-1 Property by Property Owner are lawful under the City's zoning ordinance and will remain lawful under the zoning ordinance in the future so long as the uses are not expanded or intensified; and

WHEREAS, the R-1 Property is currently zoned for single-family residential uses and not zoned for commercial uses under the City's Zoning Ordinance, Whitewater Municipal Code Section 19.03.010 *et seq.*, despite the fact that the R-1 Property has been used as a commercial scrap yard since the 1970s, giving rise to a possibility the City could someday assert the current uses of the R-1 Property are in violation of the Zoning Ordinance; and

WHEREAS, the City's Zoning Ordinance has been amended from time to time after 1960 without the City identifying any use of the R-1 Property as violating the Zoning Ordinance; and

WHEREAS, the uses of the R-1 Property prior to 1962 are not known by the parties; and

WHEREAS, although the City has been unable to determine definitively that Property Owner's use of the R-1 Property is a lawful nonconforming use, the City has no evidence to show Property Owner's use of the R-1 Property is not a lawful nonconforming use based on the facts noted above; and

WHEREAS, to induce the City to confirm that all current uses of the R-1 Property are lawful, Property Owner is willing to enter into this Agreement so that any commercial uses of the R-1 Property going forward will be restricted to the current uses of the R-1 Property; and

WHEREAS, the parties are willing to enter into this Agreement to confirm the current uses of the R-1 Property are lawful under the City's Zoning Ordinance and to restrict the lawful uses of the R-1 Property going forward so as to avoid litigation that may otherwise be necessary to determine the lawful uses of the R-1 Property;

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants contained in this Agreement, the parties agree as follows:

1. The above recitals are true and accurate and are incorporated by reference as though fully set forth herein.
2. The current uses of the R-1 Property by Property Owner are lawful uses of the R-1 Property.
3. Property Owner and its successors and assigns shall (1) limit any commercial uses of the R-1 Property to the current commercial uses consisting of the operation and maintenance of storage buildings and dry/cold storage of non-scraped vehicles and equipment used in the scrap business operated on the R-1 Property and M-1 Property combined, (2) refrain from expanding or intensifying the current uses of the R-1 Property going forward, and (3) not store any scrap metal on the R-1 Property at any time.
4. The City and its authorized agents may enter upon the R-1 Property at any time upon 48 hours notice for the purpose of inspecting and confirming the uses of the R-1 Property.

THIS INSTRUMENT WAS DRAFTED BY:

Attorney Duffy Dillon
Dillon | Grube LLC
One Parker Place, Suite 715
Janesville, WI 53545



Council Agenda Item

Meeting Date: December 5, 2023

Agenda Item: DOT-Regulated Employee Alcohol Misuse Prevention & Anti-Drug Policy

Staff Contact (name, email, phone): Sara Marquardt, smarquardt@whitewater-wi.gov, 262-473-1387

BACKGROUND

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

1. Federal and State regulations require alcohol and controlled substance testing of drivers who are required to have a commercial driver’s license as well pre-employment and annual queries of the federal and state databases of commercial driver’s license holders.
2. A review of the Employee Manual, the Drug Free Workplace Policy, Emergency Procedures Policy, Use of Vehicles for City Business Policy and Workplace Safety Policy did not produce policy verbiage specifically addressing the requirements of the regulations.
3. Additionally, effective January 6, 2020, additional federal requirements were enacted regarding pre-employment and annual clearinghouse queries for commercial driver’s license holders.
4. The purpose of this policy is to establish an alcohol and controlled substances testing program to help prevent accidents, injuries and property damage resulting from the misuse of alcohol and the use of controlled substances by drivers of commercial vehicles.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

October 26, 2023 – City Attorney policy review complete.

November 15, 2023 – Safety Committee review and recommendation complete.

FINANCIAL IMPACT

(If none, state N/A)

Impact is minimal. Each query is \$1.25 for approximately 22 drivers.


STAFF RECOMMENDATION

Staff recommends passage of the policy.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. DOT-Regulated Employee Alcohol Misuse Prevention & Anti-Drug Policy

		<p style="text-align: center;">Policy 02.d DOT- Regulated Employee Alcohol Misuse Prevention & Anti- Drug Policy</p>			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	
Issue Date:		Revision Date:		Review Date:	
Special Instructions:					

I. PURPOSE

The Federal Motor Carrier Safety Administration (FMCSA) has issued federal regulations (49 CFR Parts 40 and 382) implementing the provisions of the federal Omnibus Transportation Employee Testing Act of 1991 which requires alcohol and controlled substance testing of drivers who are required to have a commercial driver's license (CDL). These regulations include detailed procedures for urine drug testing and breath alcohol testing of employees involved in safety-sensitive functions. The purpose of this policy is to establish an alcohol and controlled substances testing program to help prevent accidents, injuries, and property damage resulting from the misuse of alcohol and the use of controlled substances by drivers of commercial motor vehicles. Consequently, the City of Whitewater has established the following alcohol misuse prevention program and anti-drug program as well as subsequent enforcement of violations for its employees conducting safety-sensitive functions.

Program Contact

For additional information or questions, please refer to the Designated Employer Representative (DER) - **Human Resources Manager, 262-473-1387.**

II. POLICY

The City of Whitewater recognizes that the use and/or abuse of alcohol or controlled substances by drivers of our commercial motor vehicles present a serious threat to the safety and health of the driver and the general public. It is the policy of the City of Whitewater that its drivers should be free of drugs and alcohol at all times while performing any work for the organization, or while on any City of Whitewater property. In order to further the goal of obtaining a drug-free and alcohol-free environment, and to be in full compliance with the DOT-regulated testing requirements of 49 CFR Parts 40 and 382, the City of Whitewater has implemented a drug and alcohol testing program which is designed to help reduce and prevent vehicle accidents and injuries to the organization's employees and the public, to discourage substance use and alcohol abuse, and to reduce absenteeism, accidents, health care costs, and other drug and alcohol-related problems.

III. DEFINITIONS

For the purposes of this policy, the following definitions will apply:

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low weight alcohols including methyl and isopropyl alcohol.

Alcohol Use means the consumption of any beverage, mixture or preparation, including medications, containing alcohol.

Breath Alcohol Technician (BAT) means an individual certified as trained to operate an Evidential Breath Testing Device (EBT) and proficient in breath testing procedures.

Canceled Test means, in controlled substance testing, that a test that has been declared invalid by the MRO. A canceled test is neither positive nor negative.

Collection Site means a place where individuals present themselves for the purpose of providing body fluids or tissue samples to be analyzed for controlled substances, or to provide a breath sample to be analyzed for alcohol concentration.

Commercial Motor Vehicle (CMV) means a motor vehicle or combination of motor vehicles used in commerce to transport property or passengers if the motor vehicle:

1. Has a gross combination weight rating of 26,001 or more pounds inclusive of the towed unit with a gross vehicle weight of 10,000 pounds; or
2. Has a gross vehicle weight of 26,001 more pounds; or
3. Is designed to transport 16 or more passengers inclusive of the driver; or
4. Is of any size and is used in the transportation of materials found to be hazardous for the purpose of the Hazardous Materials Transportation Act and which require the vehicle to display a placard.

Controlled Substance under DOT rule means marijuana, cocaine, opioids, amphetamines, and phencyclidine (PCP) or other substances later defined by DOT as controlled substances.

Designated Employer Representative (DER) is an individual identified by the employer as able to receive communications and test results from service agents and is authorized to immediately remove employees from safety-sensitive functions and make decisions in the testing and evaluation processes. The DER must be an employee of the City of Whitewater.

Evidential Breath Testing Device (EBT) is a device designed to measure alcohol concentration from breath samples which has been approved by the National Highway Traffic Safety Administration.

Laboratory means a laboratory for conducting drug testing that is approved by the Department of Health and Human Services.

Medical Review Officer (MRO) means a licensed doctor of medicine or osteopathy with the knowledge of drug abuse disorders that is retained by the organization to conduct and analyze drug tests in accordance with DOT rules.

Safety-Sensitive Function means the following on duty functions:

1. All time waiting to be dispatched;
2. All time inspecting, servicing or conditioning any commercial motor vehicle;
3. All driving time, i.e. all time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, in or upon any commercial motor vehicle;
5. All time loading or unloading a vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
6. All time repairing, obtaining assistance or remaining in attendance upon a disabled vehicle.

Performing (a safety-sensitive function) means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform a safety-sensitive function.

Substance Abuse Professional (SAP) is a licensed physician (medical doctor or doctor of osteopathy) or a licensed

or certified psychologist, social worker, employee assistance professional or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

IV. POLICY COVERAGE

This policy applies to every employee (“driver”) who performs “safety sensitive functions” in association with the operation of a commercial motor vehicle in commerce in any state, and is subject to the commercial driver’s license requirements of part 383 of this subchapter.

Drivers are also governed by the City’s Non-DOT Drug and Alcohol Use Policy. In addition, transit (bus) drivers may be subject to drug and alcohol testing requirements as outlined in 49 CFR Part 655 and their department specific policy.

Condition of Employment

All drivers subject to this policy are required to submit to DOT drug and alcohol testing and therefore, it is a condition of employment

V. PROHIBITED CONDUCT

Federal Regulations prohibit the City of Whitewater’s drivers from engaging in the following conduct:

1. Using or possessing alcohol while on duty. **Note:** Federal regulations include medications containing alcohol in the substances banned from use or possession in the workplace. Therefore, drivers should not report for duty while using or possessing medication if such medication contains any measurable amount of alcohol;
2. Using alcohol within eight (8) hours following an accident, unless the employee has already undergone DOT-regulated post-accident drug and alcohol testing or is not required to undergo post-accident drug or alcohol testing;
3. Reporting for duty or remaining on duty while having an alcohol concentration of 0.04 or greater;
4. Consuming any amount of alcohol within four (4) hours before reporting for duty;
5. Using controlled substances while on duty, unless the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle;
6. Reporting for duty or remaining on duty if the employee tests positive for controlled substances or has adulterated or substituted a specimen for controlled substances; or
7. Refusing to submit to any alcohol or drug testing required by this policy.

Refusal to Test

Refusal to test, in addition to #7 Above, includes:

- Failing to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, after being directed to do so. This includes the failure of an employee to appear for a test when called.
- Failing to remain at the testing site until the testing process is complete (except in a pre-employment testing situation when an applicant leaves the testing site before the testing process commences);
- Failing to provide a urine specimen for any drug test;
- Failing to provide an adequate amount of saliva or breath for any alcohol test;
- Failing to permit a directly observed or monitored collection in a drug test;
- Failing to provide a sufficient amount of urine for the drug test or sufficient breath specimen when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;

- Failing or declines to take an additional drug test the employer or collector has directed the driver to take;
- Failing to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process or as directed by the employer associated with a shy bladder or insufficient breath sample. In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment. If there was no contingent offer of employment, the MRO will cancel the test;
- Failing to sign the certification at Step 2 of the alcohol testing form;
- Failing to cooperate with any part of the drug and/or alcohol testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector);
- For an observed collection, failing to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process;
- Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process;
- Admitting to the organization, collector or MRO that he/she has adulterated or substituted the specimen;
- Providing a specimen that the MRO has determined to have been tampered with, verified adulterated or substituted;
- Failing to comply with any follow-up testing plan/criteria.

VI. CONSEQUENCES

Removal from Position

1. Any driver who engages in prohibited conduct, or otherwise violates the DOT/FMCSA regulations will immediately be removed from his/her covered position, including the operation of a commercial motor vehicle and the performance of any safety sensitive duties.
2. The driver shall not return to or assume any DOT covered position with this organization until and unless he/she completes the Substance Abuse Professional evaluation, referral, and education/ treatment process detailed in Subpart O of 49 CFR Part 40.
3. A driver with an alcohol test result equal to or greater than 0.020 but less than 0.040, will immediately be removed from his/her position for a mandatory period of twenty-four (24) hours. When a reasonable suspicion drug and/or alcohol test cannot be administered and the employee's behavior or appearance suggests alcohol misuse or use of a controlled substance, he/she will immediately be removed from his/her position for a mandatory period of twenty-four (24) hours.

Disciplinary Action

In addition to above, any employee who violates any of the rules set forth in this policy is subject to discipline, up to and including termination.

VII. REQUIRED TESTS

Refusal to submit to a required test will result in removal of that driver from his or her assignment(s) which, in turn, may result in discipline up to and including termination. The City of Whitewater will test drivers in the following situations:

1. Pre-Employment Testing

Any individual not currently employed by the City who is applying for a safety-sensitive position shall be required

to undergo pre-employment-controlled substance testing after a conditional offer of employment has been extended.

Prior to the first time an existing employee performs safety-sensitive functions for the organization (i.e. new position, promotion, job transfer, etc.); the employee shall be required to undergo testing for controlled substances. A positive result will result in a disqualification from further consideration for the vacancy or eligibility list. Any applicant or existing employee who refuses to undergo such alcohol or drug testing will be disqualified from further consideration for employment in that safety-sensitive position.

Per §382.701 and effective January 6, 2020 the City of Whitewater will obtain driver consent and subsequently conduct a pre-employment full query of the Drug and Alcohol Clearinghouse to obtain information about whether the driver has a verified positive, adulterated, or substituted controlled substances test result; has an alcohol confirmation test with a concentration of 0.04 or higher; has refused to submit to a test in violation of §382.211; or that an employer has reported actual knowledge, as defined at §382.107, that the driver used alcohol on duty in violation of §382.205, used alcohol before duty in violation of §382.207, used alcohol following an accident in violation of §382.209, or used a controlled substance, in violation of §382.213.

The City of Whitewater will not allow a driver to perform any safety-sensitive function if the results of a Clearinghouse query demonstrate that the driver has a verified positive, adulterated, or substituted controlled substances test result; has an alcohol confirmation test with a concentration of 0.04 or higher; has refused to submit to a test in violation of §382.211; or that an employer has reported actual knowledge, as defined at §382.107, that the driver used alcohol on duty in violation of §382.205, used alcohol before duty in violation of §382.207, used alcohol following an accident in violation of §382.209, or used a controlled substance in violation of §382.213, except where a query of the Clearinghouse demonstrates:

1. That the driver has successfully completed the SAP evaluation, referral, and education/treatment process set forth in part 40, subpart O, achieves a negative return-to-duty test result; and completes the follow-up testing plan prescribed by the SAP.
2. That, if the driver has not completed all follow-up tests as prescribed by the SAP in accordance with §40.307 and specified in the SAP report required by §40.311, the driver has completed the SAP evaluation, referral, and education/treatment process set forth in part 40, subpart O, and achieves a negative return-to-duty test result, and the City of Whitewater assumes the responsibility for managing the follow-up testing process associated with the testing violation.

2. Post-Accident Testing

As soon as practicable following an accident involving a commercial motor vehicle, the City shall test the driver for alcohol and controlled substances in the following situations:

- a. The accident involves a human fatality, each surviving driver is subject to testing whether they were at fault or not;
- b. The driver has received a citation and the accident involved bodily injury requiring immediate medical attention from the accident scene; and/or
- c. The driver has received a citation and the accident involved disabling damage causing vehicle or vehicles to be towed from the scene of the accident.

Testing Timeframes

The alcohol breath test should be administered within 2 hours, but must be administered no later than 8 hours following the accident, and the drug test must be administered within 32 hours of the accident. If the alcohol test is not administered within 2 hours of the accident, or a drug test within 32 hours of the accident, the supervisor will complete a report explaining the reasons for the delay in conducting the test.

Driver Obligations

A driver who is subject to post-accident testing shall remain readily available and may not take any action to interfere with the testing or the results of the testing.

The driver shall notify his/her immediate supervisor as soon as possible if they are involved in an accident. After the initial call to the employer, the driver is required to remain in contact with his/her supervisor with any subsequent information pertinent to the accident, including contact by any law enforcement agency, issuance of a citation, etc.

The driver shall allow law enforcement to conduct their investigation. It is possible for a federal, state, or local law enforcement official to direct an employee, who is in the course of conducting City of Whitewater business, to submit to drug and/or alcohol testing. In this case, the employee shall provide the results of that testing to the employer as soon as they become available. These results may be used in lieu of or in addition to post-accident testing outlined in this section.

3. Random Testing

Drivers are subject to unannounced DOT/FMCSA random drug and alcohol testing. Testing percentages are established annually by the FMCSA. The random selection process ensures that each driver has an equal chance of being selected and tested. Some drivers may be tested more than once each year; some may not be tested at all depending on the random selection. However, once a driver has been notified of his/her selection for testing, they must immediately report for testing. Failure to show for a test within a reasonable time from the time of notification or interfering with the testing process is considered a refusal to test. An employee shall only be tested for alcohol during, just before or just after the performance of safety sensitive functions.

4. Reasonable Suspicion Testing

An employee is required to submit to an alcohol or controlled substance test upon a trained (*in accordance with this policy and Section 382.603 requirements*) supervisor's reasonable suspicion to believe that the employee is in violation of this policy. The determination of reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of controlled substances. The supervisor who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the employee.

Under DOT regulations, alcohol testing is only authorized if observations are made during, just preceding or just after the period of the work day that the employee is required to be in compliance (during, just before or after the employee has performed safety-sensitive functions). However, City policy requires that reasonable suspicion alcohol testing shall be performed at any time during an employee's work day.

Under DOT regulations, the employee will not be permitted to perform safety sensitive functions until: (1) an alcohol test is administered and the alcohol concentration measures less than 0.02; or (2) 24 hours have elapsed following the determination that there was reasonable suspicion to test the employee. However, City policy requires that an employee will not be returned to work until confirmed test results are obtained.

If an alcohol test is not administered within two (2) hours following the reasonable suspicion determination, the supervisor must prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test is not administered within eight (8) hours following the reasonable suspicion determination, the supervisor must cease attempts to administer an alcohol test and shall state in the record the reasons for not administering the test. In addition, the driver will be out of service for 24 hours.

The supervisor who made the observations shall provide a report that contains the observations leading to an alcohol or controlled substances reasonable suspicion test within 24 hours of the observed behavior or before the results of the alcohol or controlled substances tests are released, whichever is earlier.

1. Upon the employee's removal from the job site, the supervisor should contact the Human Resources Department. If contact cannot be made at that time, the supervisor should proceed to the next step of this procedure and make contact with the Human Resources Department as soon thereafter as possible.
2. The supervisor is to then take the employee to the collection site for drug and/or alcohol testing, and must remain at the site until the test is completed.
3. If the alcohol test is conducted more than two (2) hours, but less than eight (8) hours, after the supervisor

makes the reasonable suspicion determination, the supervisor will complete a report explaining the reason for the delay in conducting the test. If the alcohol test is not conducted within eight (8) hours after the supervisor makes such reasonable suspicion determination, or if the drug test is not conducted within twenty-four (24) hours after such determination, the supervisor will complete a report explaining the reasons why the test was not conducted.

4. Once the drug and/or alcohol test has been completed the supervisor is to make arrangements for the employee to be taken home. The employee will not be permitted to drive their own car home at that time. The employee may have a family member or a friend pick them up or the supervisor may take the employee home.
5. The employee is to be advised not to report to work. The City of Whitewater will contact the employee once the test results are known (this normally takes 24-48 hours) and a decision has been made as to the employee's status.
6. The results of the drug and/or alcohol test will be sent directly to the Human Resources Department. When the results are obtained, the employee's supervisor and department head will meet with the Human Resources Department and City Manager to determine the appropriate course of action to be taken.
7. This is a confidential process. Test results will be held strictly confidential and are not to be discussed or shared with anyone who does not need to know. Likewise, a supervisor must not discuss the suspected reason for a referral or termination with anyone who does not need to know.
8. Once the test has been completed and the employee has been taken home, the supervisor must submit a written report to the Human Resources Department outlining in detail what happened and what behavior was observed that led the supervisor to believe the employee was under the influence of alcohol and/or drugs. This report is to be done within 24 hours of testing.

5. Return-to-Duty/Follow-up Testing

The requirements for return-to-duty testing must be performed in compliance with the Substance Abuse Professional process detailed in Subpart O of 49 CFR Part 40. In summary, the driver shall not return to a driver position, with the City of Whitewater unless and until he/she completes all requirements of Subpart O. Once those requirements have been met, the driver must complete and receive negative test results associated with return-to-duty testing. The alcohol test must be .000.

The requirements for follow up testing must be performed in compliance with the Substance Abuse Professional process detailed in Subpart O of 49 CFR Part 40. In summary, once the driver returns to his/her position, they will be subject to a follow up testing plan as prescribed by the Substance Abuse Professional. Follow up testing includes, but is not limited to, a minimum of six unannounced follow up tests in the first twelve months of returning to his/her position. Additional testing may occur for up to forty-eight months following the initial first twelve-month period.

VIII. DRUG AND ALCOHOL CLEARINGHOUSE QUERIES

In addition to the required pre-employment Clearinghouse full query, and effective January 6, 2020, the City of Whitewater will also conduct a query of the Clearinghouse at least once per year for information for all employees, subject to controlled substance and alcohol testing as defined in 49 CFR Part 382 to determine whether information exists in the Clearinghouse about those employees.

To conduct the annual query referenced above, **the** City of Whitewater will obtain the individual driver's consent and may conduct a "limited" query to satisfy the annual query requirement. The limited query will tell the City of Whitewater whether there is information about the individual driver in the Clearinghouse but will not release that information to the City of Whitewater. The individual driver may give consent to conduct limited queries that is effective for more than one year.

If the limited query shows that information exists in the Clearinghouse about the individual driver, the City of Whitewater must conduct a full query, within 24 hours of conducting the limited query. If the City of Whitewater fails to conduct a full query within 24 hours, the City of Whitewater must not allow the driver to continue to perform any safety-sensitive function until the City of Whitewater conducts the full query and the results confirm that the driver's Clearinghouse record contains no prohibitions as defined §382.701 (d).

IX. REPORTING TO THE CLEARINGHOUSE

The City of Whitewater must report the following information about a driver to the Clearinghouse by the close of the third business day following the date on which they obtained that information:

- (i) An alcohol confirmation test result with an alcohol concentration of 0.04 or greater;
- (ii) A negative return-to-duty test result;
- (iii) A refusal to take an alcohol test pursuant to 49 CFR 40.261;
- (iv) A refusal to test determination made in accordance with 49 CFR 40.191(a)(1) through (4), (a)(6), (a)(8) through (11), or (d)(1), but in the case of a refusal to test under (a)(11), the employer may report only those admissions made to the specimen collector; and
- (v) A report that the driver has successfully completed all follow-up tests as prescribed in the SAP report in accordance with §§40.307, 40.309, and 40.311 of the drug and alcohol regulations.

The information required to be reported under section must include, as applicable:

- (i) Reason for the test;
- (ii) Driver's name, date of birth, and CDL number and State of issuance;
- (iii) Employer name, address, and USDOT number;
- (iv) Date of the test;
- (v) Date the result was reported; and
- (vi) Test result. The test result must be one of the following:
 - (A) Negative (only required for return-to-duty tests administered in accordance with §382.309);
 - (B) Positive; or
 - (C) Refusal to take a test.

For each report of a violation of 49 CFR 40.261(a)(1) [refusal to test for alcohol] or 40.191(a)(1) [refusal to test for controlled substances], the employer must report the following information:

- (i) Documentation, including, but not limited to, electronic mail or other contemporaneous record of the time and date the driver was notified to appear at a testing site; and the time, date and testing site location at which the employee was directed to appear, or an affidavit providing evidence of such notification;
- (ii) Documentation, including, but not limited to, electronic mail or other correspondence, or an affidavit, indicating the date the employee was terminated or resigned (if applicable);
- (iii) Documentation, including, but not limited to, electronic mail or other correspondence, or an affidavit, showing that the C/TPA reporting the violation was designated as a service agent for an employer who employs himself/herself as a driver pursuant to §382.705 (b)(6) of this section when the reported refusal occurred (if applicable); and
- (iv) Documentation, including a certificate of service or other evidence, showing that the employer provided the employee with all documentation reported under §382.705 (b)(3).

Employers must report the following violations by the close of the third business day following the date on which the employer obtains actual knowledge, as defined at §382.107, of:

- (i) On-duty alcohol use pursuant to §382.205;

- (ii) Pre-duty alcohol use pursuant to §382.207;
- (iii) Alcohol use following an accident pursuant to §382.209; and
- (iv) Controlled substance uses pursuant to §382.213.

For each violation in which the employer obtains actual knowledge, as defined at §382.107, the employer must report the following information:

- (i) Driver's name, date of birth, CDL number and State of issuance;
- (ii) Employer name, address, and USDOT number, if applicable;
- (iii) Date the employer obtained actual knowledge of the violation;
- (iv) Witnesses to the violation, if any, including contact information;
- (v) Description of the violation;
- (vi) Evidence supporting each fact alleged in the description of the violation required under paragraph §382.705 (b)(4) of this section, which may include, but is not limited to, affidavits, photographs, video or audio recordings, employee statements (other than admissions pursuant to §382.121), correspondence, or other documentation; and
- (vii) A certificate of service or other evidence showing that the employer provided the employee with all information reported under paragraph §382.705 (b)(4) of this section.

Reporting Entities and Circumstances

Reporting entity	When information will be reported to clearinghouse
Prospective/Current Employer of CDL Driver	—An alcohol confirmation test with a concentration of 0.04 or higher. —Refusal to test (alcohol) as specified in 49 CFR 40.261.
	—Refusal to test (drug) not requiring a determination by the MRO as specified in 49 CFR 40.191.
	—Actual knowledge, as defined in 49 CFR 382.107, that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance.
	—Negative return-to-duty test results (drug and alcohol testing, as applicable)
	—Completion of follow-up testing.
Service Agent acting on behalf of Current Employer of CDL Driver	—An alcohol confirmation test with a concentration of 0.04 or higher. —Refusal to test (alcohol) as specified in 49 CFR 40.261.
	—Refusal to test (drug) not requiring a determination by the MRO as specified in 49 CFR 40.191.
	—Actual knowledge, as defined in 49 CFR 382.107, that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance.
	—Negative return-to-duty test results (drug and alcohol testing, as applicable)
	—Completion of follow-up testing.
MRO	—Verified positive, adulterated, or substituted drug test result.
	—Refusal to test (drug) requiring a determination by the MRO as specified in 49 CFR 40.191.
SAP	—Identification of driver and date the initial assessment was initiated.
	—Successful completion of treatment and/or education and the determination of eligibility for return-to-duty testing.

X. DRIVER CONSENT AND ACCESS TO THE CLEARINGHOUSE

The City of Whitewater cannot query the Clearinghouse to determine whether a record exists for any particular driver without first obtaining driver consent. The City must retain the consent for 3 years from the date of the last query. Written consent for limited queries can be obtained by using the “*General Consent for Limited Queries of the FMCSA-Drug and Alcohol Clearinghouse Form*” which is attached to this policy.

Before the City may access information contained in the driver's Clearinghouse record, the driver must submit electronic consent through the Clearinghouse granting the City of Whitewater access to the following specific records:

- (1) A verified positive, adulterated, or substituted controlled substances test result;
- (2) An alcohol confirmation test with a concentration of 0.04 or higher;
- (3) A refusal to submit to a test in violation of §382.211;
- (4) An employer's report of actual knowledge, as defined at §382.107, of:
 - (i) On duty alcohol use pursuant to §382.205;
 - (ii) Pre-duty alcohol use pursuant to §382.207;
 - (iii) Alcohol use following an accident pursuant to §382.209; and
 - (iv) Controlled substance uses pursuant to §382.213;
- (5) An SAP report of the successful completion of the return-to-duty process;
- (6) A negative return-to-duty test; and
- (7) An employer's report of completion of follow-up testing.

The City of Whitewater cannot permit a driver to perform a safety-sensitive function if the driver refuses to grant the consent required by the paragraphs of this section.

A driver granting consent must provide consent electronically to the Agency through the Clearinghouse prior to release of information to an employer in accordance with §382.701(a)(2) or (b)(3).

A driver may review information in the Clearinghouse about himself or herself, except as otherwise restricted by law or regulation. A driver must register with the Clearinghouse before accessing his or her information.

XI. CLEARINGHOUSE RECORDKEEPING

The City of Whitewater must retain for 3 years a record of each query and all information received in response to each query made. As of January 6, 2023, an employer who maintains a valid registration with the Clearinghouse fulfills this requirement.

XII. SELF ADMISSION

The City of Whitewater strives to maintain a safe and drug free work environment. Alcohol and drug use on the job poses a serious threat to the safety of our employees and the general public. However, the organization also understands the addictive nature of alcohol and certain drugs. The organization greatly values and cares about all employees, and will make every effort to assist any employee who comes forward and admits the need for help or treatment. To this end, the City of Whitewater has created a qualified self-admission program as detailed in its Non-DOT policy which complies with the DOT regulations by incorporating the following required elements:

- The City will not take any adverse action (loss of seniority, position, title, etc.) against any employee who makes a voluntary admission of having an alcohol or drug problem.
- In the event of a voluntary self-admission, the organization is required to remove the employee from performing, and the employee will be prohibited from performing, or continuing to perform, any safety sensitive functions.
- Self-admitting employees will be given the opportunity to seek treatment (at the employee's expense). The organization shall ensure that the employee is provided sufficient opportunity to seek evaluation, education or treatment to establish control over his or her drug or alcohol problem;
- In order to be permitted to resume performing safety sensitive functions for the City of Whitewater:
 - The organization must be satisfied with and approve the employee's treatment option/program.
 - The employee must successfully complete the treatment program, and provide documentation/certification of completion (as determined by a drug and alcohol abuse evaluation expert, i.e., employee assistance professional, substance abuse professional or qualified drug and alcohol counselor).

Further, the City of Whitewater must ensure that:

- Prior to the employee participating in a safety sensitive function, the employee shall undergo a return-to-duty test (at the employee's expense) with a result indicating an alcohol concentration of less than 0.02; and/or
- A return-to-duty controlled substance (at the employee's expense) test with a verified negative test result for controlled substances use; and
- The organization may incorporate employee monitoring and include non-DOT follow-up testing (at the employee's own expense).

Employees who admit to alcohol misuse or controlled substances use, are subject to the above procedures, but will not be subject to the referral, evaluation and treatment requirements set forth in 49 CFR Part 40, Subpart O, provided that:

- The driver does not self-identify in order to avoid testing under the requirements of this policy;
- The driver does not make the admission of alcohol misuse or controlled substances use prior to performing a safety-sensitive function (i.e., prior to reporting for duty); and
- The driver does not perform a safety-sensitive function until the City of Whitewater is satisfied that the employee has been evaluated and has successfully completed education or treatment requirements in accordance with the self-identification program guidelines.

XIII. TESTING PROCEDURES

Drug testing establishes the presence of a drug or drugs at or above the minimum cut-off concentration levels. The drugs for which tests are conducted include, but are not limited to, marijuana (THC), cocaine, amphetamines, phencyclidine (PCP), and opioids. The cut-off concentration levels for these substances are consistent with those defined in 49 CFR Part 40.

Alcohol testing determines the presence of alcohol based on alcohol concentration levels. Alcohol concentration (or content) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test. Alcohol use means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

Before the testing process can begin, the employee must present a valid photo ID (such as a driver's license, state issued identification card, employer ID, etc.).

Alcohol Testing

Initial Testing

An alcohol testing form (ATF) is used to document the alcohol testing process. The Breath Alcohol Technician (BAT) will conduct an initial breath test and if the result is 0.020 or greater, a confirmation test is required. The

collector completes Step 1 and the employee is required to sign Step 2 in order for the test to proceed. The employee provides an adequate amount of breath so the device can analyze it and provide the result. The BAT and employee observe the test results, which are then recorded on the ATF. If the test result is less than .020, the result is considered negative. The collector completes Step 3 and the collection process is complete.

Confirmation Testing

A 15-minute wait period will be observed prior to the confirmation test being administered. The wait period allows an opportunity for any accumulation of residual mouth alcohol to dissipate and will prevent an artificially high reading. The confirmation test result is administered following an air blank on the testing device. Once the results are received, they must electronically print on ATF.

Confirmation test result equal to or less than 0.019 is considered negative; no further action is required.

Confirmation test result equal to or greater than .020 but less than .040 requires the employee to immediately be removed from his/her position for a minimum of 24 hours or until their next regularly scheduled shift. An alcohol test result equal to or greater than 0.040 is considered a positive test result. The employee is directed to read and sign Step 4; if the employee refuses to sign Step 4, it will have no bearing on the result, but will be documented on the ATF.

The confirmation test results are those the organization will rely on when determining further action, if any.

DOT Drug Testing

The drug testing processes and protocols are compliant with those mandated by 49 CFR Part 40. The collector utilizes a custody and control form to document the collection process. The collector will provide a brief summary regarding the steps to complete the collection process. The driver is provided privacy to provide his/her specimen, immediately returns the specimen to the collector, and observes the temperature along with the collector. The collector splits the specimen into bottles A & B, seals each container and dates the label. The employee initials each label. The paperwork and specimens are sent to a laboratory certified by the U.S. Department of Health and Human Services.

Laboratory

The laboratory is certified by the U.S. Department of Health and Human Services and utilizes approved techniques and equipment to analyze the specimen. The laboratory conducts validity testing to determine if the specimen is consistent with normal human urine and to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted. Drug testing establishes the presence of a drug or drugs at or above the minimum cut-off concentration levels.

For initial drug testing, an immunoassay technique is used. If the presence of drugs is detected at or above the minimum cut-off concentration levels, a confirmation test is required. For confirmation testing, a second analytical procedure is conducted by gas chromatography/ mass spectrometry (GC/MS) technology. The procedure is used to further support a validity test result and/or identify and quantify the presence of a specific drug or drug metabolite at or above the minimum thresholds.

All test results are reported to the Medical Review Officer.

Medical Review Officer (MRO)

The MRO serves as an independent, impartial gatekeeper regarding the accuracy and integrity of the drug testing program. As a safeguard to quality and accuracy, the MRO reviews each test for accuracy.

When the laboratory reports non-negative results (i.e., confirmed positive, adulterated, substituted, or invalid drug test result), the MRO conducts a verification process with the employee. During this process, he/she will obtain information to determine if an alternative medical explanation for the test result exists.

If the MRO determines that a legitimate medical use exists, the drug test result is reported as negative to the employer. However, even if there is a legitimate medical explanation and verifies a test negative, the MRO has a responsibility to raise fitness-for-duty considerations with the employer.

When no legitimate medical reason is established, the MRO will report the applicable result to the employer.

XIV. CONTROLLED SUBSTANCES/ OTC/ PRESCRIPTION MEDICATIONS

Before performing any work-related duties, employees must notify their supervisor if they are taking any legally prescribed medication, therapeutic drug (to include the use of CBD Oils), or any non-prescription (over-the-counter) drug especially if it contains any measurable amount of alcohol or if it carries a warning label that indicates the employee's mental functioning, motor skills, or judgment may be adversely affected by the use of this medication. It is the responsibility of the employee to inform their physician of the type of safety-sensitive function that they perform in order that the physician may determine if the prescribed substance could interfere with the safe and effective performance of their duties or operation of City vehicles and other equipment. However, as required by the Federal Regulations, any employee who uses or possesses medication containing alcohol or any substance which would cause a positive test while on duty or who tests positive for alcohol or controlled substance(s) will be removed from his or her position, and subject to the provisions of this policy, even though the reason for the positive test is the fact that the employee's prescription medication contains alcohol or a controlled substance.

A legally prescribed drug is one in which the employee has a prescription or other written approval from a physician for the use of the drug in the course of medical treatment. The prescription must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing City of Whitewater business or on City of Whitewater property is prohibited by this policy.

Special Note for Rx Opioids:

Historically, the DOT's regulation required the MRO to report your medication use/medical information to a third party (e.g. your employer, health care provider responsible for your medical qualifications, etc.), if the MRO determines in his/her reasonable medical judgement that you may be medically unqualified according to DOT Agency regulations, or if your continued performance is likely to pose a significant safety risk. The MRO may report this information even if the MRO verifies your drug test result as 'negative'.

As of **January 1, 2018**, prior to the MRO reporting your information to a third party you will have up to five days to ensure your prescribing physician contacts the MRO. Under DOT rule, **the driver is responsible for facilitating the contact between the MRO and the prescribing physician**. The prescribing physician should be willing to state to the MRO that you can safely perform your safety-sensitive functions while taking the medication(s), or consider changing your medication to one that does not make you "medically unqualified" and/or does not pose a significant safety risk.

If the MRO and prescribing physician cannot agree on a resolution regarding the prescription and conclude the driver must remain "medically unqualified" the City of Whitewater will either place the driver on administrative leave, offer modified duty-not to include performance of any safety sensitive functions, and/or evaluate if the driver qualifies under FMLA as appropriate. During this time, as the driver is unable to perform safety sensitive functions and likely unable to perform all the essential functions of their job, an ADA interactive process may begin, as required, to help determine reasonable accommodations (if any) for the driver.

XV. CONFIDENTIALITY OF RECORDS

Procedures used for drug and alcohol testing follow the requirements of 49 CFR Part 40 to protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver. The City of Whitewater will strictly adhere to all standards of confidentiality to ensure drivers testing records and results will be released only to those authorized by the FMCSA rules to receive such information.

XVI. EMPLOYEE EDUCATION

As required by Federal Regulations, supervisors of CDL holders will be required to attend two hours of drug and alcohol education. One hour will cover alcohol misuse and the other hour will cover controlled substances use. The training shall cover the physical, behavioral, speech, and work performance indicators of probable alcohol misuse and use of controlled substances. Documentation of this training will be maintained by Human Resources and will be available for review.

For regulated employees who possess a CDL, the City will also provide each employee with a copy of this policy

relating to drug and alcohol use. This policy provides basic information concerning the effects of alcohol and controlled substances use on a person's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem; and available methods of intervening when an alcohol or controlled substance problem is suspected, including referral to any employee assistance program and/or referral to management (see below).

XVII. CERTIFICATE OF RECEIPT

The City of Whitewater shall ensure that each driver is required to sign a statement certifying that he or she has received a copy of this policy and materials. The organization shall maintain the original of the signed certificate and may provide a copy of the certificate to the driver.

XIII. Job Aids – Forms Attached



WHAT ARE THE AFFECTS OF ALCOHOL AND DRUGS ON THE BODY

ALCOHOL

A central nervous system depressant, alcohol is the most widely abused drug. About half of all auto accident fatalities in this country are related to alcohol abuse.

How Much is Too Much?

Consider that a 12-ounce beer, a 5-ounce glass of wine, and a 1.5 ounce shot of liquor contain about the same amount of alcohol. For the average to larger person (170#) and petite to small person (125#) the following approximate BACs can be expected:

	<u>170# person</u>	<u>125# person</u>
1 drink in 1 hour	.015%	.025%
2 drinks in 1 hour	.04%	.075%
7 drinks in 1 hour	.10%	.175%

The Removal of Alcohol from The Body

- ▲ Blood alcohol concentrations in the average person usually decrease at the rate of .012 to .02% per hour
- ▲ For a given person, the rate of elimination is nearly constant regardless of the % of alcohol in the body
- ▲ Coffee, cold showers, and exercise do not quicken sobriety.

To demonstrate this, here is a chart that shows what happens when a person goes to bed intoxicated with a blood alcohol level of .250

<u>Time</u>	<u>Activity</u>	<u>Blood Alcohol</u>
1:00 AM	Goes to Bed	.250
5:00 AM	Get Up for Work	.190
7:00 AM	Reports for Work	.160
8:00 AM	Still Legally Intoxicated	.145
9:00 AM	Driving Erratically	.140
11:00 AM	Still Legally Intoxicated – car	.100
3:00 PM	Quitting Time – Still Intoxicated CDL	.040

Alcohol first acts on those parts of the brain that affect self-control and other learned behaviors. Low self-control often leads to the aggressive behavior associated with some people who drink. In large doses, alcohol can dull sensation and impair muscular coordination, memory and judgment. Taken in larger quantities over a long period of time, alcohol can damage the liver and heart and cause permanent brain damage. On the average, heavy drinkers shorten their life span by about 10 years.

Other Effects:

- | | |
|--|---------------------------------------|
| * greatly impaired driving ability | * overindulgence (hangover) can cause |
| * reduced coordination and reflex action | * headaches/unclear thinking |
| * impaired vision and judgment | * nausea/unsettled digestion |
| * impaired vision and judgment | * dehydration/aching muscles |
| * inability to divide attention | |

1. MARIJUANA

Marijuana is also called grass pot weed Mary Jane herb joint reefer, among other street names. Marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentrations and coordination, such as driving.

NOTE: While alcohol dissipates in a matter of hours, marijuana stays in the body for four weeks or more!

Other Effects:

- ▲ driving impaired for at least 4-6 hours after smoking 1 joint
- ▲ restlessness, inability to concentrate
- ▲ increased pulse rate and blood pressure
- ▲ altered sense of identity
- ▲ impaired memory, dulling of attention
- ▲ hallucinations, fantasies and paranoia
- ▲ reduction or temporary loss of fertility

2. COCAINE

Cocaine is a stimulant drug, which increases heart rate and blood pressure. As a powder, it is inhaled, ingested, or injected. It is often called "snow", "blow", "nose candy", and "white". Cocaine is also used as a free-base cocaine known as "crack" or "rock", which is smoked.

The most dangerous effects of crack are that it can cause vomiting, rapid heart rate, tremors, and convulsive movements. All of this muscle activity increases the demand for oxygen, which can result in a cocaine-induced heart attack. Since the heat regulating center in the brain is also disrupted, dangerously high body temperatures can occur. With high doses, brain functioning, breathing and heart beat are depressed – leading to death.

Other Effects:

- ▲ a rush of pleasurable sensation
- ▲ heightened, but momentary feeling of confidence, strength and endurance
- ▲ paranoia, mood swings, anxiety
- ▲ irritation of the nostrils and nasal membrane
- ▲ reduced sense of humor
- ▲ compulsive behavior such as teeth grinding or repeated hand washing

3. AMPHETAMINES:

Amphetamines can cause increased heart and respiratory rates, and promote a feeling of alertness and an increase in speech and general physical activity. It is often called "speed", "uppers", "pep pills", "black beauties", "bennies", and "hearts".

NOTE: People with a history of sustained low-dose use often become dependent and believe they need the drug to get by. These users frequently keep taking amphetamines to avoid the "down" mood or crash they experience when the 'high' wears off.

Even small infrequent doses can produce toxic effects in some people. Restlessness, anxiety, moody swings, panic, heart beat disturbances, paranoid thoughts, hallucinations, convulsions, and coma have been reported. Long-term users often have acne resembling measles, trouble with their teeth, gums and nails, and dry, dull hair. Heavy, frequent doses can produce brain damage resulting in speech disturbances.

Other Effects:

- | | |
|---------------------------------------|--------------------------------------|
| * loss of appetite | * short term insomnia |
| * exaggerated reflexes | * difficulty focusing eyes |
| * distorted thinking | * increased blood pressure |
| * irritability, anxiety, apprehension | * perspiration, headaches, dizziness |
| * increased heart rate | |

4. OPIOIDS

Opioids, including heroin, morphine, and codeine are narcotics used to relieve pain and induce sleep. Common street names include, "junk", "smack", "brown sugar", "Harry" or "big H".



NOTE: Heroin accounts for 90% of the narcotic abuse in this country

Sometimes narcotics found in medicines are abused. This includes pain relievers containing opium and cough syrups containing codeine. Heroin is illegal, and cannot even be obtained with a physician's prescription.

Other Effects:

- * short-lived state of euphoria
- * impaired driving ability
- * drowsiness followed by sleep
- * constipation
- * decreased physical activity
- * reduced vision
- * change in sleep habits
- * possible death

5. PHENCYCLIDINE (PCP):

Also called angel dust, rocket fuel, super kools and killer weed, it was developed as a surgical anesthetic in the late 50's. Later, due to unusual side effects in humans, it was restricted to use as a veterinary anesthetic and tranquilizer. Today, it has no lawful use and is no longer legally manufactured.

NOTE: PCP is a very dangerous drug. It can produce violent and bizarre behavior even in people not otherwise prone to such behavior. More people die from accidents caused by erratic behavior produced by the drug than from the drug's direct effect on the body.

PCP scrambles the brain/s internal stimuli and alters how users see and deal with their environment. Routine activities like driving and walking become very difficult.

Other Effects:

- * impaired driving ability
- * perspiration
- * Incomplete verbal responses
- * thick, slurred speech
- * drowsiness
- * repetitive speech patterns
- * blank star
- * involuntary eye movement

Additional information about the City of Whitewater's Drug & Alcohol Program is available from:

Designated Employer Representative (DER):

Human Resources Manager Phone: 262-473-1387



**EMPLOYEE ACKNOWLEDGEMENT FORM
DRUG & ALCOHOL POLICY**

Detach and return this page to the City of Whitewater's Designated Employee Representative, Safety Manager or other identified City of Whitewater manager.

I acknowledge that I have received City of Whitewater's Drug and Alcohol Testing Policy and that this policy has been reviewed with me in a training session conducted by the City of Whitewater. I understand that the terms described in this policy may be altered, amended, or changed by the City of Whitewater, at any time or in order to comply with changes or revisions to federal law, with or without, prior notice.

PRINTED NAME _____

SIGNATURE _____

DATE _____



General Consent for Limited Queries of the Federal Motor Carrier Safety Administration (FMCSA)

- **Drug and Alcohol Clearinghouse**

- I, _____, hereby provide consent to City of Whitewater to conduct annual limited queries of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse to determine whether drug or alcohol violation information about me exists in the Clearinghouse, for the duration of my employment with City of Whitewater
- I understand that if the limited query conducted by City of Whitewater indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to City of Whitewater without first obtaining additional specific consent from me.
- I further understand that if I refuse to provide consent for City of Whitewater to conduct a limited query of the Clearinghouse, the City of Whitewater must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

Employee Signature

Date



**CITY OF WHITEWATER LIST OF APPROVED TREATMENT PROGRAM OPTIONS
Within 75 miles**

1. Maya Robinson Wauwatosa, WI 53226 414-426-0417
2. Beth Mutton 4835 Manhattan Dr (Clarity Counseling) Rockford, IL 61108 815-520-2303
3. Michael Bauer W177N 9856 Rivercrest Dr Ste 222 Germantown, WI 53022-6422 262-509-0096
4. Tonyetta Ross 5301 W Hampton Ave Milwaukee, WI 53218 262-675-1857
5. Desilynn Smith 4021 N 27th St Fl 7 Milwaukee, WI 53216 414-554-5538
6. Tim Obert 1307 State Road 69 New Glarus, WI 53574-9328 608-527-2401
7. Hilary Harris 310 S Greenleaf St Ste 207 Gurnee, IL 60031 708-692-3194
8. Nashonna Turner 123 W. Water Street Waukegan, IL 60085 847-406-9527
9. Joanne Pilot 504 S Delphia Park Ridge, IL 60068 773-601-5191
10. Brian G. Lengfelder 800 Roosevelt Rd Bldg 322 Glen Ellyn, IL 60137-5839 630-740-7535



Council Agenda Item

Meeting Date: December 5, 2023

Agenda Item: Council Action Plan Timeline to Address Self-Governance

Staff Contact (name, email, phone): Sara Marquardt, smarquardt@whitewater-wi.gov, 262-473-1387

BACKGROUND

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

1. At the November 21, 2023 – Council approved a Self-Governance Action Plan Outline with the additional request of bringing back a prospective timeline to bring back to Council.

Note: Due to a change in schedule, Attorney Simon-Silva will not be available on December 19, 2023 as previously reported. If directed, staff will reschedule as needed.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

October 5, 2010 – Whitewater Common Council passed the Transparency Ordinance.

April 17, 2018 – Whitewater Common Council passed the Good Governance Manual. Minor updates passed on June 8, 2020.

November 7, 2023 – Council statement on self-governance plan.

FINANCIAL IMPACT

(If none, state N/A)

Unknown

Depends upon Council plan

STAFF RECOMMENDATION

Staff recommends that Common Council commits to reviewing two action plan steps per meeting. Staff will provide a list of possible action steps and relevant resources available for each item at the scheduled meeting but ultimately the Council body will govern what steps, information, training, etc., will be most pertinent/important for them.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Council Action Plan Timeline with Robert’s Rules of Order Attachment



Self-Governance Action Plan Timeline

December 5, 2023

City of Whitewater Common Council

Action Plan Timeline

Immediately:

- Robert's Rules of Order Quick Study available for Council members and part of the public record (see attached)

December 19, 2023

a. Training:

- **Objective:** Ensure all council members understand the rules, regulations, and legal obligations related to governance and open meetings.
- **Action Steps:**
 - Schedule regular training sessions for council members on parliamentary procedures and open meetings laws.
 - Invite legal experts or professionals to conduct workshops on compliance.
 - Develop an onboarding process for newly elected and appointed officeholders.

b. Documentation and Communication:

- **Objective:** Establish clear communication channels and documentation practices.
- **Action Steps:**
 - Develop and distribute a comprehensive handbook outlining governance procedures and open meetings compliance. (Good Governance Manual review)

January 16, 2024

c. Code of Conduct:

- **Objective:** Foster a respectful and professional environment during meetings.
- **Action Steps:**
 - Develop a clear and concise code of conduct outlining expectations for decorum and civility.
 - Distribute the code of conduct to all council members and make it publicly available.

d. Enforcement Mechanisms:

- **Objective:** Establish consequences for violations of decorum standards.
- **Action Steps:**
 - Implement a progressive disciplinary system for members who fail to adhere to the code of conduct.
 - Clearly communicate the consequences of violating decorum standards.

February 6, 2024

e. Facilitated Discussions:

- **Objective:** Provide opportunities for constructive dialogue.
- **Action Steps:**



- Introduce facilitated discussions or workshops on effective communication and conflict resolution. (Council retreat)
- Encourage open communication channels for members to express concerns and provide feedback.

f. Individual Goal Setting:

- **Objective:** Encourage members to set City-related goals.
- **Action Steps:**
 - Implement a system for members to set individual goals related to their priorities on the council.
 - Conduct regular check-ins to review progress and offer support.

February 20, 2024

g. Transparency in Decision-Making:

- **Objective:** Ensure transparent decision-making processes.
- **Action Steps:**
 - Implement practices that encourage members to uphold transparency at the both the Common Council and Committee level

h. General Recommendations:

- **Regular Review:**
 - Periodically review and update the action plan to adapt to changing circumstances and needs.
- **Public Engagement:**
 - Encourage public input on governance and accountability measures to ensure community involvement and satisfaction.
- **Feedback Mechanism:**
 - Establish a feedback mechanism for council members and the public to provide input on the effectiveness of the action plan.

ROBERT'S RULES

 of ORDER QuickStudy
 

Introduction

- Published in 1876, *Robert's Rules of Order* was originally written by U.S. Army Brigadier General Henry Robert
- Robert wanted to write a manual for parliamentary procedure after presiding over a church meeting for which he felt he was woefully unprepared
- In his work, Robert discovered that people from different regions of the country have different ideas of parliamentary procedure, resulting in organizations focused more on the procedure and less on the substance of their work
- As a result of his *Rules of Order*, people could belong to many organizations without needing to learn new procedural rules at every new organization

• *Robert's Rules of Order* are based on those used in the U.S. House of Representatives (*Jefferson's Manual*), but adapted for smaller organizations and societies

NOTE: "Parliamentary law" is not actual law in the sense that it is not codified or used in a court proceeding; instead, "parliamentary law" and *Robert's Rules of Order* should be seen less as binding on an assembly and more as a set of strong guidelines an assembly can mold to its own needs

Robert intended his *Rules of Order* to be adopted by organizations, assemblies, and clubs to use as their parliamentary, or procedural, authority; following the procedures for adopting bylaws then, these *Rules of Order* become binding upon the organization to establish its procedural rules of order

Preliminaries

Kinds of Assemblies

Deliberative assemblies convene meetings; they are groups of people who come together with a common agenda: *the meeting*; the different types of deliberative assemblies are:

- **Mass meetings:** Open and unorganized meetings with a purpose defined by the meetings' sponsors (e.g., political or social rallies)
- **Conventions:** Meetings of delegates chosen to enact or debate decisions affecting a large group of people (e.g., the meetings by political parties to choose their nomination for the U.S. presidency)
 - **Legislative bodies:** Lawmaking bodies chosen by a group of people for a fixed period of time (e.g., Congress)
- **Boards:** Administrative or managerial bodies with an assigned, specific function (e.g., a Board of Trustees of a university)
- **Committees:** Bodies that are usually very small and subordinate to an assembly or board (e.g., a congressional committee)

Mass Meetings

A special kind of meeting that is publicized and open to the public is a *mass meeting*; it usually takes on a "town hall meeting" format; to prepare for a mass meeting, the sponsors must:

- Choose who they prefer as a chairperson
- Choose who calls the meeting to order and nominates the chairperson
- Choose who should be nominated for secretary and by whom
- Decide the rules that will be proposed for the meeting
- Choose who makes the initial speech opening the meeting and explaining its purpose

To conduct business, the assembly at the meeting should adopt *resolutions*; these resolutions may be drafted before the meeting, or the assembly can appoint a committee to draft the resolutions at the meeting



Item 16.

Conventions

A *convention* is an assembly of *delegates*, or representatives of the assembly or constituency, sitting as a single body and acting in the name of the larger group; an assembly may call a convention any time the bylaws authorize the assembly to call one; the bylaws that govern a convention should outline:

- The authorization for a periodic convention
- The powers and duties for the convention and the delegates
- The quorum for the convention
- The voting members
- Qualifications for the delegates and alternates and their election
- Anything the convention needs for its organization and operation

A *caucus* is a meeting the delegates hold before the actual convention where they decide how they will deal with certain procedural matters of the convention

Planning a convention requires a lot of preparation that usually starts months in advance; the established society should create committees for the convention to help organize the convention; usually the organization needs:

- A **credentials committee**, which performs the following duties:
 - Distributes information for attending the convention
 - Distributes information for being a delegate
 - Examines all applications to verify the eligibility of the members who wish to be delegates
 - Compiles the list of eligible members
 - Arranges for registration to take place at the convention, usually starting one or two days before the convention starts
 - Handles registration
 - Prepares the committee's first report
 - Continues until the convention ends
- A **committee on standing rules**, which drafts rules for the convention, including:
 - Parliamentary rules
 - Rules for conducting business at the convention
 - Any other non-parliamentary rules that the committee feels should be added
- A **program committee**, which plans the schedule of meetings, proceedings, and convention events
- A **convention arrangements committee**, which makes the arrangements for the site of the convention and any hotel arrangements for the members
- A **resolutions committee**, which screens all the main motions that are about to come in front of the convention

Legislative Bodies

A *legislative body* is a constitutionally established public body of representatives chosen by an electorate for a fixed term of office, charged with making laws; each legislative body is specific to its own laws, procedural rules, and decorum; therefore, *Robert's Rules of Order* does not delve into the parliamentary procedure of legislative bodies

Boards & Officers

A *board* is the administrative and judicial body of the assembly with the power to act on behalf of the organization; usually the members of the board are elected or appointed

Officers are leaders of an assembly and are usually elected; there are three main officers that are essential to an organized group, especially a large group:

- **President or chairperson**, although if the president is acting as the chairperson for the meeting, he/she is referred to as the chairperson
- **Vice president**, who serves as the president or chairperson, if needed
- **Secretary**, who keeps the minutes (or notes) of each meeting and is the records keeper for the assembly

The president or chairperson has many important duties in running the meetings and the assembly; they include:

- Opening a meeting on time and calling it to order
- Announcing the order of business and keeping to the stated order
- Recognizing members to speak on the floor
- Keeping tabs on voting procedures and announcing the legitimate results of each vote
- Refusing to honor frivolous motions and ensuring that all members act with decorum
- Handling business in the most efficient way possible
- Deciding questions of order and responding to members' questions about parliamentary procedure
- Authenticating his/her signature
- Properly adjourning the meeting

Committees

Committees, or bodies of one or more elected or appointed people who consider, investigate, or take action on specific matters, can take many forms:

- **Ordinary committee:** A small number of people to whom the assembly gives a specific task, such as the Senate Judiciary Committee, which is charged with vetting Supreme Court candidates
 - **Committee of the whole:** A whole assembly charged with acting as an ordinary committee; this is usually used only in larger legislative assemblies, when a motion to commit passes
 - **Standing committee:** Committees that continue to exist, such as a committee created by the bylaws
 - **Special committees:** Committees that stop existing when they finish the task they were assigned; an example is the Watergate committee, which investigated President Nixon
- Committees are created through the bylaws or through a main motion; there are various methods of appointing or electing members to the committee:
- **Election by ballot**, where the assembly nominates the committee members and votes according to a ballot

- **Nominations from the floor**, where the assembly nominates the committee members without the secrecy of ballot voting
- **Nominations by the chair**, if the chairperson has special knowledge and judgment about the committee's tasks
- **Appoint by adoption of a motion naming members to a committee**, where the assembly adopts a motion to create the committee that includes the committee members' names

Committee meetings follow the same parliamentary procedure as do the larger assembly meetings, including the rules outlined in the bylaws

Committee of the Whole

A *committee of the whole* and its alternate forms are procedural devices that allow the full assembly to consider a matter deeply as a committee would

- A **committee of the whole** is usually used in larger assemblies; any voting results are used as recommendations to the assembly and not as a final decision of the assembly

- A **quasi-committee of the whole** is usually used in medium-sized assemblies; the voting operates the same as in a committee of the whole, except that the chairperson of the assembly remains as the chairperson of the committee
 - **Informal consideration** is best suited for a small assembly; it lifts the formal speaking and debating requirements
- Even though a committee of the whole (or quasi-committee of the whole) acts like the general assembly, important exceptions include:
- Committees of the whole cannot create subcommittees or comment on another committee's work
 - Appeals from the decision of the chair must be directly voted on
 - Debate can be closed or limited by the assembly only before going into committee of the whole
 - Committees of the whole cannot order roll call or ballot votes
 - Committees of the whole cannot impose disciplinary measures; they may only report the facts to the assembly
 - Committees of the whole cannot adjourn or recess

NOTE: Permanent Society = Club = Organization = Assembly; *Robert's Rules of Order* uses these terms interchangeably

Starting a Permanent Society

Organizing a *permanent society* starts much the same way as a mass meeting, but the invitations are limited to interested people; anyone may organize a permanent society, and the organizer should choose the interested people to begin the organization; at the first organizational meeting, the proposed members should accomplish these tasks:

- Elect temporary officers
- Adopt a resolution to form an organization or society
- Provide background information for the organization or society
- Give opinions as to the direction the organization should take
- Introduce and adopt a motion to form a committee to draft bylaws
- Introduce and adopt a motion to fix the meeting dates and times for the report of the bylaws committee
- Introduce and adopt a motion authorizing the bylaws committee to reproduce copies of the complete draft for everyone

At the second organizational meeting, the members should:

- Read and approve the minutes from the first meeting
- Receive the report from the bylaws committee
- Read each article and section from the bylaws
- Vote to adopt the bylaws
- Decide the date and time for the next meeting

Combining or Ending Organizations

- When two existing organizations wish to combine, they may *merge*, where one organization loses its independent identity, or *consolidate*, where each organization keeps its independent identity, and they form a new organization to absorb the two organizations' assets and liabilities
- When an organization ends, it *dissolves*; an incorporated organization must dissolve according to the laws of the state in which it is incorporated, through a resolution

Procedural Rules & Bylaws for All Types of Organizations

Assemblies and organizations need *procedural rules* to guide parliamentary procedure; the different kinds of rules assemblies and organizations can adopt are:

- **Corporate charters:** Legal instruments needed for incorporating an assembly or organization under the laws of a particular state
 - **Constitution/bylaws:** A society's own basic rules for itself as an organization, such as its name, purpose, and committees
 - **Rules of order:** Rules of parliamentary procedure for running ordinary business while in meetings
 - **Standing rules:** Rules for the administration of the organization instead of parliamentary procedure
- Bylaws* are the rules that the organization uses for its own administration; usually an organization appoints a committee to draft the bylaws before implementation; the basic way to structure bylaws is:
- **Article 1 – Name:** Describes the name of the organization if not already done in a corporate charter or constitution
 - **Article 2 – Object:** Describes the society's objective and the reason behind its creation
 - **Article 3 – Members:** Describes the different types of members, qualifications for membership, and any dues or fees that must be paid
 - **Article 4 – Officers:** Describes the offices, their duties, and how the officers will take their office
 - **Article 5 – Meetings:** Describes the dates and times for regular meetings or how the assembly will schedule meetings
 - **Article 6 – Executive Board:** States which offices are included in the executive board, delineates the powers of the board, and describes any rules for the board to conduct its business
 - **Article 7 – Committees:** Establishes standing committees as well as their functions and procedures
 - **Article 8 – Parliamentary Authority:** Describes the process through which the organization adopts its rules of order
 - **Article 9 – Amendment of Bylaws:** Describes the procedure for amending the bylaws
- Organizations may always add additional articles if needed to describe the duties of officers, financial obligations, etc.

Amending Bylaws

Bylaws are amended through the main motion *amend something previously adopted*; the procedure for raising the motion is the same as any other motion except:

- The bylaws may specify any special rules for the motion's adoption, although the bylaws must include notice and a two-thirds vote for adoption of the amendment
- The notice of the motion for amendment must limit the permissible primary and secondary amendments
- The organization cannot reconsider affirmative votes on the motion to amend the bylaws
- Even though the motion is a main motion, other main motions may be pending at the same time for changes to the bylaws

Depending on the length of the bylaws, the organization amends them through:

- **Isolated changes**, made by motion, could include multiple changes in one motion
- **General revisions**, made by substituting a whole new revised set of bylaws if the revisions are extensive enough

The procedure for considering many amendments at one time is the same as amending a motion by seriatim, or by paragraph:

1. The assembly is given notice of each individual amendment, even if two or more are competing
 2. The chairperson organizes each amendment as though the assembly were to fill in the blanks of the bylaws
 3. The chairperson reads the first submission, and it is explained by its proponent
 4. The chairperson then asks if there is any debate on the amendment
 5. Once debate has ended, the assembly votes on the amendment
 6. Once all amendments have been voted upon, the chairperson opens the entire document for amendments, and the process starts over if needed
 7. Once all amendments are made and included, the chairperson presents the amended rule and asks for a vote for the entire document
 8. The assembly votes on the entire document
- Amendments to bylaws take effect immediately upon adoption; the bylaws should specify the margin by which an amendment must win

Procedures for Conducting a Meeting

Major vocabulary terms for meetings:

- A **meeting** is an assembly of members in a single room to conduct business
 - A **session** is a series of connected meetings for a single order of business or agenda
 - A **recess**, taken in the middle of a meeting, is a short break having no effect on the business of the meeting, after which the meeting is resumed where it left off
 - An **adjournment** ends a meeting
 - An **adjournment sine die** ends a session or a series of meetings
- The assembly and its bylaws decide how many meetings and sessions to hold and their frequency; when a meeting ends, the assembly should decide when and where to hold the next meeting
- Assemblies must finish any pending business before adjourning a session; the assembly in the following session is not tied to any business that was not discussed in the previous session
- There are different types of meetings an assembly can hold:
- A **regular meeting** is a meeting held on the date and time specified in the bylaws to discuss any business that arises within the scope of the assembly
 - A **special meeting** is a meeting that is not held at the regular time and date to deal with urgent business that cannot wait until the following regular meeting
 - An **adjourned meeting** is one that continues the previous session or special meeting, taking up the business that was interrupted at the adjournment of the last meeting
 - An **annual meeting** is a meeting held once each year, usually to give the various reports of officers and committees
 - An **executive session** is a secret meeting for executive business
 - A **public session** is the opposite of an executive session and must be open to the public, even if the public is not a member of the assembly

Starting a Meeting

To start a meeting, the chairperson of the meeting must **call the meeting to order** by taking his/her position (usually at the front of the room) and saying, "The meeting will come to order"; once the chairperson calls the meeting to order, the meeting can begin on the **order of business**; this order is usually:

1. Reading and approval of minutes
2. Reports of officers, boards, and committees
3. Reports of special committees, or committees appointed to exist for a specific task
4. Special orders, or business that has a special priority, such as committee reports left over from the previous meeting
5. Unfinished business and general orders, or business left over from the previous meeting
6. New business

Meeting business is usually handled with **motions**; to bring a motion before the assembly, the steps are:

1. The member must be recognized by the chairperson, usually by standing and waiting to be called upon
2. He/she then makes the motion by saying, "I move to..."
3. Another member seconds the motion, saying, "Seconded"

The chair repeats the motion; at this time, the motion is **pending**, or open to discussion

Motions usually made at the beginning of meetings are:

- **Call for the orders of the day**, in which the assembly adopts its agenda or order of business
- **Fix the time to which to adjourn**, where the assembly decides when the meeting will end and sets a time for the meeting

Minutes

The **minutes** are the record of the meeting's procedures and what was accomplished at the meeting; minutes generally include:

- The name of the assembly and the kind of meeting
- The date and time of the meeting
- Who was present at the meeting and who operated as the chairperson
- The approval of the previous meeting's minutes, if needed
- All main motions, their topics, and who proffered them
- Whether the main motions were approved or denied and the number of votes for each side
- All secondary motions when needed for clarity or completeness
- All notices of motions
- All points of order and appeals and their dispositions
- When the meeting adjourned

Reports

Reports of officers are reports of an officer's administrative duties; examples of these reports include:

- **Reports of executive officers**, which usually contain information or recommendations for actions
- **Treasurer's reports**, which report on the financial state of the organization
- **Reports of other officers**, which are usually made annually and for informational purposes only

Reports of boards and committees are official statements formally adopted by the body as information for the assembly (e.g., a report of the committee for drafting the bylaws would include drafts of the bylaws); the reports must contain only information that has been legally agreed to in the board or committee meeting

Quorum

To hold a meeting and conduct business, there must be a **quorum**, or a certain number of members present, at the meeting; the number is usually a percentage of the total members and can be fixed by the assembly or by rules

If a quorum does not exist at a meeting, the meeting must immediately adjourn, as all business completed without a quorum would be illegal

Decorum in Debate

Once there is a quorum and the chair calls the meeting to order, members can be recognized for motions:

1. To obtain the floor, the member must stand and address the chairperson by saying, "Mr./Madam Chairperson"
2. The chairperson recognizes the member by saying the member's name
3. The member may then introduce a motion for **debate**; the general rules of debate are:
 - The speaker must be recognized by the chairperson before speaking
 - The speaker cannot usually speak for more than ten minutes unless the members decide otherwise



- Members should not speak more than twice on a motion
- The chairperson cannot close debate before every member who wishes to speak is able, within a reasonable period of time
- Everyone must adhere to **decorum**, carrying on the debate in an orderly manner without personal attacks on other members

Members can adhere to decorum by:

- Confining their statements and remarks to the merits of the pending question and not outside the scope of the question
 - Not attacking a member's motives for speaking for or against or presenting a motion
 - Addressing all statements and remarks through the chairperson
 - Addressing the speaker or the chairperson correctly (never use "you," but always refer to the speaker or the chairperson in the third person)
 - Avoiding the use of members' names
 - Not speaking adversely on a prior action that isn't pending and has already been finalized
 - Refraining from speaking against his/her own motion
 - Reading from reports or quotations only without objection or with permission; a member may read from reports or quotations with the chairperson's permission as long as no other member objects
 - Continuing to stand when the chairperson addresses him/her directly during an interruption
 - Refraining from disturbing the assembly during debate
- The chairperson has guidelines for decorum as well:
- The chairperson always refers to him/herself in the third person
 - When reporting in his/her presidential capacity, the chairperson may speak of him/herself as "Your President"
 - The chairperson does not refer to a member's name, only referring to him/her in the third person (e.g., "Will the speaker...")
 - The chairperson may refer to a member by name when assigning the floor, however
 - The chairperson must not participate in the debate except through the vice president

Recognition Preference

The preference rules for recognizing a member when there is a debatable question pending on the floor are:

1. A member can stand to give previous notice of a different motion
2. The member who presents the motion and who has not yet spoken on the motion, including:
 - The reporting member's motion to implement a recommendation from a committee report
 - The member who moved to un-table a motion that was previously laid on the table
 - The member who made a motion to reconsider
3. Members who have not yet spoken on the question; if everyone who wishes to speak on the question has, members may speak again

- The chairperson should recognize alternating opinions on the question or motion

The preference rules for recognizing a member when there is no debatable question pending on the floor are:

- A member assigned to offer a motion or an important prearranged main motion
- When a set of motions is presented in a series, the member presenting the motions has preference to present each motion in turn
- A member who offers a similar motion to one that the assembly voted down at the member's suggestion
- A member may be recognized over a member offering a main motion when a member rises:
 - To move to reconsider and enter on the minutes
 - To move to reconsider a vote
 - To call up a motion to reconsider
 - To give previous notice
 - To move to un-table an issue

Members cannot interrupt each other, except in some urgent situations:

- A call for the orders of the day when they are not followed
- Raising a question of privilege
- Raising a point of order, brought by a member who believes the chair has breached the parliamentary rules
- The chair calling to a member's attention that he/she is not observing the speaking rules
- Calling for a separate vote on a set of resolutions on different subjects that were included in one motion
- A request that requires an immediate response
- An appeal
- An objection to the consideration of a question
- A division of the assembly

At the end of the interruption, the member who had the floor regains it when the chairperson asks him/her to stand to regain his/her position on the floor

Assemblies may set their own rules for debate in their bylaws; some general guidelines that assemblies should use when creating their debating rules are:

- Speeches should be no longer than ten minutes each
- The member speaking should immediately conclude his/her speech when the chairperson rises
- If the member needs only a minute more for his/her speech, the chairperson need not dismiss the member immediately
- No member should speak more than twice per question per day
- Members are not allowed to yield their unelapsed time to another member to allow one member a particularly long speech
- Merely asking a question or making a brief suggestion is not speaking in debate and should not be counted against a member for his/her daily speech limit

Motions

Main Motions

Original main motions are motions that bring a substantive question to the assembly for debate and action; these are different from *incidental main motions*, which are motions dealing with the procedure of the assembly, like the *call for the orders of the day* motion

Characteristics of main motions:

- Every other motion takes precedence over the main motion
 - Main motions cannot be applied to any other motions
 - They must be seconded
 - There can be only one main motion on the floor at a time
 - They are debatable, amendable, and can be reconsidered
 - They mostly require a majority vote
- After a member brings a motion to the assembly, the assembly must either consider the motion or dispose of the motion; to fully consider a motion:
- The assembly debates the motion, unless no one in the assembly wants to debate the motion
 - The chairperson puts the motion to a vote
 - The chairperson announces the results of the vote

10 Easy Steps for Making Motions

- The member asks permission from the chairperson for the floor
- The chairperson grants permission
- The member makes the motion, stating, "I move to..."
- The chairperson asks for any seconds
- Members may stand and call out "Second," or they may simply call out "Second"; if there is no second, the motion fails immediately
- If there is a second, the chairperson states the question of the motion; this opens debate
- The assembly debates the motion; during this time, the motion may be amended or tabled for further debate at a later time
- When debate is finished, the chairperson puts the motion to a vote
- The chairperson counts the votes
- The chairperson announces the votes and enacts or defeats the motion

Subsidiary Motions

There are different types of motions; *subsidiary motions* deal with the original main motion, such as:

- Postpone indefinitely**, which kills the original main motion without a direct vote on it
- Amend**, which modifies something in the main motion before the assembly acts on the motion (NOTE: The assembly must agree to amend the motion and then agree on the amendment before the amendment can be thought of as the main motion)
- Commit or refer**, which assigns the motion to a committee for investigation or a report
- Postpone definitely**, which puts off the question until an expressed time
- Limit or extend debate**, which either shortens or lengthens the time for debate on a motion if the assembly needs it
- Previous question**, which closes debate and amendments, bringing the assembly to a vote on the motion
- Lay on the table**, which interrupts the current business to introduce urgent business immediately

Subsidiary motions have four characteristics that make them subsidiary:



- These motions always apply to motions and do something to them, or change their status
- They may be applied to any main motion
- They fit an order of preference (as listed previously)
- They may be applied at any time from the point when the chairperson states a question upon which they may be applied to the time when the question is voted upon

Privileged Motions

Privileged motions do not relate to any business, but they take precedence over everything else in the assembly; these motions include:

- Call for the orders of the day**, which need not be seconded
- Raising a question of privilege**, which permits an emergency motion or question dealing with the rights and privileges of the members
- Recess**, which gives the assembly a short break
- Adjourn**, which closes the meeting
- Fix the time to which to adjourn**, which sets the time for the meeting to end

Privileged motions are privileged because they take precedence over debate to deal with urgent procedural matters; they take the order of preference as listed previously

Incidental Motions

Incidental motions do not necessarily relate to business but answer questions of procedure with regard to motions; they are in order only when they are legitimately incidental to another pending motion or to other business at hand, at which point they take precedence over any other pending motions; they must be decided before business can continue; these motions include:

- Point of order**, which asks the chairperson for a ruling and enforcement of the rules when a member thinks the rules were broken, which need not be seconded
- Appeal**, which takes away a decision from the chairperson and gives it to the assembly if a member thinks the chairperson's decision was wrong
- Suspend the rules**, which suspends the rules when the assembly wants to do something it cannot do without breaking the rules
- Objection to the consideration of a question**, which avoids a main motion if the assembly thinks the motion should have never come before it
- Division of a question**, which separates different parts of a question or motion that can stand on their own
- Consideration by paragraph or seriatim**, which permits debate on different parts of a long motion or question without putting the different parts into question
- Division of the assembly**, which requires the chairperson to take a vote by each member rising to give his/her vote

- **Motions relating to nominations**, which must be raised if the bylaws do not outline mechanics for nominations and an election
- **Request to be excused from duty**, which relieves the member from an obligation he/she holds
While the incidental motions look like subsidiary motions, none of the incidental motions has all four characteristics of the subsidiary motions; it should be noted that each incidental motion is applicable only in the specific period of time in which it is raised; generally, incidental motions deal with procedural questions arising out of:
 - Another pending motion
 - Another motion or business item that:
 - The motion attempts to introduce
 - Has been made but not yet repeated by the chairperson
 - Was just pending

Requests and inquiries are special types of incidental motions that connect to the business at hand; they include:

- **Parliamentary inquiry**, which directs a question on parliamentary procedure or the organization's rules to the chairperson, which need not be seconded
- **Point of information**, which requests information from the chairperson about the matter at hand, which need not be seconded
- **Request for permission to withdraw or modify a motion**, which asks the chairperson for permission to withdraw or modify a motion already stated by the chairperson
- **Request to read papers**, which asks the chairperson for permission to read excerpts from his/her papers, which is not usually allowed in debate

Motions That Bring a Question Again Before an Assembly

Motions that bring a question again before an assembly are special motions that do not fit anywhere else; they include:

- **Take from the table**, or **un-table**, which takes up a motion or an order of business that was earlier laid on the table
- **Rescind**, which takes back a main motion, amendment, bylaw, section, or paragraph that was presented and adopted
- **Amend something previously adopted**, which modifies a motion, amendment, bylaw, section, or paragraph that was presented and adopted if rescinding is too much
- **Discharge a committee**, which takes a matter out of a committee's hands before they have made a report on their findings so the assembly may act on it or the matter may be dropped
- **Reconsider**, which prompts the assembly to reconsider a motion that was adopted earlier that day, but new information or a changed situation makes it clear that the true will of the assembly would not be followed with the previous course
The reason why these motions are separate is because they relate to the following principles of parliamentary procedure:
 - During a session or meeting when the assembly decides a question, it cannot be brought up again except through special circumstances
 - When an assembly disposes of a question without finally acting on it, no similar or conflicting motion that would restrict the assembly in acting on the first motion may be introduced
 - Changing something the assembly already adopted requires more than what was necessary to adopt it in the first place

Enacting Motions

For an assembly to enact or approve the motion, the assembly needs to *vote* on it; usually a majority of votes is needed to enact or approve the motion; however, certain motions require a two-thirds majority of voters to approve the motion; these include motions that:

- Suspend or modify a rule of order
- Prevent the introduction of a question for consideration
- Close, limit, or extend the limits of debate
- Close nominations, polls, or otherwise limit voting
- Take away membership or an office

Special Note on Amendments

Amending a motion (or the bylaws) modifies the wording of the motion; the motion to amend:

- Must always be germane to the motion, meaning the assembly cannot amend a motion that is not pending
- Does not modify the motion if the amendment fails
- Can be applied to any main motion, but it cannot be applied to itself
- Must always be seconded
- Is out of order when another motion has the floor
- Is debatable when the motion that is being amended is debatable; if the motion is not debatable, then the motion to amend is not debatable
- May be amended, but secondary amendments are not allowed
- Requires a majority vote
- Can be reconsidered
- When applied to a main motion, takes precedence over the main motion and the motion to postpone indefinitely but gives way to all other motions
- When applied to a non-main motion, takes precedence over the motion that it seeks to amend but gives way to any other motion that would take precedence over the motion

Improper amendments include amendments that:

- Are not germane to the motion
- Have the effect of rejecting the main question
- Have the effect of repeating a question the assembly has already decided
- Change one parliamentary procedure into another
- Change the form of another amendment
- Strike out enacting words, such as "resolved"
- Are frivolous, or do not otherwise follow the rules of decorum
- Make the motion or question incomprehensible or incoherent
- Would convert the motion to an improper form
- Change the preamble of a resolution without finally amending the subsequent paragraphs or clauses

An amendment can take one of five forms:

- Inserts or adds words or paragraphs according to the following rules:
 - The motion for amendment must specify exactly where the words or paragraphs are to go by naming the words or paragraphs before and after the insertion
 - After words have been inserted or added, they cannot be removed unless there is a reconsideration or a new motion:
 - > to strike out the entire paragraph where the words were inserted or added
 - > to strike out a portion of the paragraph where the words were inserted or added
 - > to substitute an entire paragraph for the one in which the words were inserted
 - > to strike out a portion of the paragraph and enter in new words or a new paragraph that presents a different question

- If a motion to insert words is voted down, it may still be revived through a motion:

- > to insert part of the words
- > to insert part of the words in a different place
- > to insert the same words in place of others
- > to insert the same words in a different place where the effect will be different
- Strikes out words or paragraphs according to the following rules:
 - The motion must specify the location of the words
 - Only consecutive words may be struck out
 - If a motion to strike words fails, it may still be revived through a motion:
 - > to strike out only part of the words
 - > to strike out the words with some others
 - > to strike out all or a part of the same words and substitute them for others
 - > to strike out all or some of the same words together with some others and substitute them for others
 - A motion to strike a paragraph may be open to a secondary amendment in any form that is available to striking words
 - A struck-out paragraph cannot be inserted again unless the wording is changed to present a different question
- Strikes out and inserts according to the rules above
- Substitutes, also according to the rules above
- Fills in blanks, using one of three ways:
 - To fill a blank with a name, the chairperson takes nominations for the name and the assembly votes on them until one receives a majority
 - To fill a blank with an amount of money, the chairperson takes nominations for the amount and arranges the amounts so that the least acceptable amount is voted upon first
 - To fill a blank with a place, date, or number, use one of the above methods depending on the circumstances

When an amendment needs to be amended, or an amendment is applied to itself, a **secondary amendment**, or an amendment to the amendment, results

Voting

Putting the question is when a chairperson calls for a vote on a motion after clarifying to the assembly upon what they are voting; an assembly votes using the following methods:

- **Voice**, which is the usual method
- **Rising**, which is used to determine the winner of an inconclusive voice vote
- **Show of hands**, which is used instead of rising, usually in smaller groups
The chairperson then counts and announces the vote:
 - Usually a motion needs a simple majority to pass, but some need a two-thirds (66%) majority to pass, as explained previously



- The assembly can decide if there are restrictions on who may vote, such as limiting votes to only those present at the meeting, or using another ratio of winning votes to pass a motion
- All members have a right to **abstain**, or decline from voting, if they have a personal interest in the outcome of the vote
- If the motion passes, it passes immediately
- A chairperson may vote when his/her vote will affect the result, such as to break a tie, but a chairperson may not vote twice

Nominations & Elections

A **nomination** is a motion to elect a person to a position; the methods of nomination are:

- **The chair**, where the chairperson nominates the candidate
- **From the floor**, where a member nominates the candidate
- **Ballot**, where members may nominate other members for an office on a ballot (note that this is not the same as a petition election, as described below)
- **Mail**, where members are too far away to meet together in one place; this acts much like a ballot nomination, but nominations are simply collected through the mail instead of in person
- **Petition**, where a group of members may nominate someone by a petition

Assemblies and organizations may have their own rules outlining how to run elections; some methods are:

- **Ballot election**, in which the assembly votes for the candidate on a ballot
- **Viva-voce election**, in which the assembly votes for the candidate by a voice vote
- **Roll-call election**, in which each member stands and states for which candidate he/she is voting. Elected officers win their seats when they win the most votes; an elected officer takes his/her office immediately upon winning an election, unless the assembly's rules state otherwise

Disciplinary Procedures

Disciplinary procedures should be outlined in the bylaws so that every member has notice as to the procedures; a fair disciplinary procedure includes:

- A confidential investigation by a committee to determine if further disciplinary action is warranted (**NOTE:** This committee does not have power, if not delineated in the bylaws, to compel a member to appear in front of it)
- The committee prepares and presents a report on the investigation, either exonerating the member or recommending the charges for the guilty member
- The accused is formally notified, and his/her rights are suspended for the duration of the trial
- A trial, or formal hearing, on the charges at which the accused may appear to defend him/herself
- The assembly reviews the committee's findings if the trial was not held in front of the assembly

The procedure for running the trial should include:

1. The chair directs the secretary to read the charges aloud to the committee or the assembly
2. The chair asks the accused how he/she would plead (guilty or not guilty)
3. If the accused pleads guilty, the trial ends
4. If the accused pleads not guilty, the trial proceeds in this order:
 - Opening statements by both sides
 - Witness testimony
 - Testimony of defense witnesses
 - Rebuttal witnesses for the organization or society
 - Closing arguments by both sides
5. The accused leaves the room when both sides finish their closing arguments
6. The committee or the assembly deliberate as to the guilt or innocence of the accused member
7. When deliberations are complete, the chair states, "The question before the assembly is: Is the member guilty of the specifications against him/her?"
8. The assembly or the committee members vote
9. Any punishment must be decided by a ballot vote, by a two-thirds margin
10. When voting is done, the accused is called back into the hall and the result is delivered

Ending a Meeting

A chairperson ends a meeting by **adjourning**, or closing the meeting, after all debate and business are finished; if there is unfinished business, the assembly may take it up at the next meeting; before a meeting ends, the assembly should decide the date and time of the next meeting if it is not already decided in the bylaws

Before adjourning, the chairperson must:

- Inform the assembly of any unfinished business to give the assembly the opportunity to finish it before adjourning
- Make any important announcements
- Make any motions to reconsider a previous vote if needed
- Make a motion to reconsider and enter on the minutes
- Give notice of a motion that will be presented at the next meeting if the motion is one that requires notice
- Move to set a time for an adjourned meeting if there isn't one already scheduled
- Formally state that the meeting "is adjourned"

The motion to adjourn must, like all motions, be seconded and voted upon so that the chairperson cannot end a meeting without the assembly's consent. If all business is finished and the preselected hour to adjourn has arrived, the assembly need not move to adjourn; the chairperson may ask, "Is there any further business?"; if there is none, the chairperson may then say, "Then I hereby adjourn this meeting"; the meeting is then adjourned.

Form of Popular Motions

When you want to make a motion to...	You say...
Postpone indefinitely	I move to postpone the motion indefinitely
Amend	I move to amend the motion by...
Commit or refer	I move to commit/refer the matter to...
Postpone definitely	I move to postpone the motion to...
Limit or extend debate	I move to limit/extend the time for debate
Previous question	I move for previous question
Table	I move to table...
Un-table	I move to un-table...
Orders of the day	I move for the orders of the day
Question of privilege	I rise for a question of privilege
Recess	I move for a recess
Adjourn	I move to adjourn
Fix the time to adjourn	I move to fix the time to adjourn
Point of order	Point of order, Chairperson, (question)
Point of information	Point of information, Chairperson, (question)
Rescind	I move to rescind my motion
Reconsider	I move for a reconsideration of...
Vote	I move to vote on...
Nominate	I move to nominate...
Suspend the rules	I move to suspend the rules and...
Divide the question	I move to divide the question
Divide the assembly	I move for a rising vote

How to Use the Book

- Go to the table of contents and search for the action for which you need help (the table of contents does not list page numbers; it lists section numbers)
- Go to the section to which the table of contents directs you; *Robert's Rules of Order* is written in prose, so you will have to read the whole section to get a comprehensive idea of what it contains
- Each individual section is part of a larger section, so it is beneficial to read other sections in the subheading if you need more direction; this is especially helpful if you do not know when the topic you are researching arises during a meeting
- If you find yourself in a part of the rules that provides little guidance, do not worry—the rules assume that your assembly will write its own bylaws to fit its own purposes
- **NOTE:** *Robert's Rules of Order* can be superseded by your assembly's bylaws; so, if *Robert's Rules of Order* does not fit your assembly's processes, there is no need to change your assembly's rules to fit those outlined in *Robert's Rules of Order*

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