



Finance Committee Meeting

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

Tuesday, January 28, 2025 - 5:00 PM

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

Join from PC, Mac, iPad, or Android:

<https://us06web.zoom.us/j/86155365111>

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Webinar ID: 861 5536 5111

AGENDA

CALL TO ORDER

ROLL CALL

CONSENT AGENDA

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

1. December 19, 2024 Finance Committee Meeting Minutes

HEARING OF CITIZEN COMMENTS

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

To make a comment during this period, or during any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. On a traditional telephone, dial *6 to unmute your phone and dial *9 to raise your hand.

CONSIDERATIONS / DISCUSSIONS / REPORTS

2. December Financials
3. Sewer Backup Reimbursement Policy Review
4. Cost Tracking for Starin Rd

- [5.](#) Costs to Maintain Municipal Parking Lots & Parking Permit Fees
- [6.](#) Report on Hiring Practices from Other Communities
- [7.](#) February Meeting Date
- [8.](#) 2025 Salary Resolution Amendment 2

FUTURE AGENDA ITEMS

9. Election Worker Salary Discussion
10. Compensation Policy with Financial Projections

ADJOURNMENT

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

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



Finance Committee Meeting Item 1.

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

Thursday, December 19, 2024 - 5:00 PM

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Citizen participation is welcome during topic discussion periods.**

Topic: Finance

Time: Dec 19, 2024 05:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89373726790>

Meeting ID: 893 7372 6790

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Meeting ID: 893 7372 6790

AGENDA

CALL TO ORDER

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

ROLL CALL

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

Absent: None.

Additional Attendees: Rachelle Blich, Director of Finance

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. October 30, 2024 Finance Committee Meeting Minutes

A motion to approve the consent agenda was made by Brian Schanen, seconded by Patrick Singer.

Voting Yes: Lisa Dawsey-Smith, Brian Schanen, and Patrick Singer Voting No: None.

HEARING OF CITIZEN COMMENTS

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CONSIDERATIONS / DISCUSSIONS / REPORTS

2. October Financials
3. November Financials
4. Compensation Policy
5. Stormwater Rates

A motion was made to recommend a stormwater rate and cash flow analysis with Ehler's not to exceed \$9,000 made by Patrick Singer, Seconded by Brian Schanen. Voting Yes: Patrick Singer, Brian Schanen, and Lisa Dawsey-Smith. Voting No: None.

6. Discussion regarding the City Attorney Position Description and Job Posting
7. Discussion regarding policy changes around personnel allocation and hiring practices
8. Parking Permit Fees & Schedule

FUTURE AGENDA ITEMS

ADJOURNMENT

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

The meeting adjourned at 5:53 p.m.

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GENERAL FUND REVENUE SUMMARY

SEC #	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-DEC	2023 Act v Bud		2024 YTD vs. PY		
								2023 YTD	%	2023 YTD	\$ Chg	% Chg
41000	TAXES	4,104,110	4,339,875	4,624,990	6,120,288	6,194,882	6,150,670	(44,212)	(0.7%)	6,120,288	30,382	0.5%
42000	SPECIAL ASSESSMENTS	1,523	3,308	150	138	0	2,725	2,725	-	138	2,588	1881.8%
43000	INTERGOVT REVENUES	4,851,368	4,589,357	4,590,742	4,250,383	4,694,945	4,760,085	65,140	1.4%	4,250,383	509,702	12.0%
44000	LICENSES & PERMITS	49,695	148,817	89,048	167,690	92,233	147,601	55,368	60.0%	167,690	(20,089)	(12.0%)
45000	FINES, FORFEIT PENALTIES	262,214	295,355	296,072	250,979	288,800	282,636	(6,164)	(2.1%)	250,979	31,657	12.6%
46000	PUBLIC CHARGES FOR SVCS	84,435	68,739	87,843	62,413	32,625	62,162	29,537	90.5%	62,413	(251)	(0.4%)
48000	MISC REVENUE	501,514	462,853	595,927	1,410,557	979,930	1,348,912	368,982	37.7%	1,410,557	(61,644)	(4.4%)
49000	OTHER FINANCING SOURCES	44,530	395,840	99,675	180,207	138,110	81,110	(57,000)	(41.3%)	180,207	(99,097)	(55.0%)
TOTAL:		9,899,390	10,304,142	10,384,446	12,442,655	12,421,525	12,835,902	414,377	3.3%	12,442,655	393,247	3.2%

Favorable (Unfavorable)

GENERAL FUND EXPENDITURE SUMMARY

SEC #	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-DEC	2023 Act v Bud		2024 YTD vs. PY			
								2023 YTD	%	2023 YTD	\$ Chg	% Chg	
1	ADMINISTRATION	1,559,643	1,628,541	1,736,296	1,758,920	1,844,553	1,728,692	1	(115,861)	(6.3%)	1,758,920	(30,228)	(1.7%)
2	PUBLIC SAFETY	3,383,206	3,421,090	3,566,454	3,932,213	4,099,303.87	4,227,734.30	2	128,430	3.1%	3,932,213	295,522	7.5%
3	PUBLIC WORKS	1,094,477	1,121,114	1,139,541	1,212,804	1,200,352	1,132,118	3	(68,235)	(5.7%)	1,212,804	(80,686)	(6.7%)
4	PARKS AND RECREATION	688,294	673,505	724,655	682,036	775,265	790,479	4	15,214	2.0%	682,036	108,442	15.9%
5	NEIGHBORHOOD SVC/PLANNING	254,116	349,565	309,932	355,387	258,543	383,623	5	125,080	48.4%	355,387	28,236	7.9%
6	TRANSFERS	2,684,859	2,892,162	2,587,789	4,328,639	4,186,508	4,187,867	6	1,359	0.0%	4,328,639	(140,771)	(3.3%)
7	CONTINGENCIES	26,927	17,258	0	41,800	57,000	126,092	7	69,092	121.2%	41,800	84,292	201.7%
TOTAL		9,691,522	10,103,236	10,064,668	12,311,799	12,421,525	12,576,605		155,080	1.2%	12,311,799	264,806	2.2%



General Fund
Revenue Budget Summary

GENERAL FUND REVENUES

Favorable (Unfavorable)

	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-DEC	2024 Act v Bud		2024 YTD vs. PY			
								\$	%	2023 YTD	Variance	%	
TAXES													
100-41110-00	LOCAL TAX LEVY	3,093,547	3,133,033	3,154,970	4,499,748	4,538,657	4,538,657	0	0%	4,499,748	38,909	1%	
100-41111-00	DEBT SERVICE TAX LEVY	892,438	946,352	1,045,965	1,257,105	1,313,705	1,313,705	0	0%	1,257,105	56,600	5%	
100-41112-00	OMITTED PROPERTY TAXES	-	-	-	-	-	-	0	-	0	0	-	
100-41113-00	RESCINDED TAXES-REAL ESTATE	4,183	-	6,611	2,625	-	-	0	-	2,625	(2,625)	-100%	
100-41114-00	USE VALUE PENALTY	224	546	-	-	-	1,654	1,654	-	0	1,654	-	
100-41140-00	MOBILE HOME FEES	17,400	38,885	57,754	41,587	58,000	43,569	(14,431)	-25%	41,587	1,982	5%	
100-41210-00	ROOM TAX-GROSS AMOUNT	56,542	192,583	233,465	237,932	230,000	176,961	(53,039)	-23%	237,932	(60,971)	-26%	
100-41320-00	IN LIEU-UNIV GARDEN & WW MANOR	27,513	27,733	120,606	27,820	27,820	28,035	215	1%	27,820	215	1%	
100-41800-00	INTEREST ON TAXES	12,263	744	5,620	32,372	26,700	40,079	13,379	50%	32,372	7,707	24%	
	TOTAL TAXES	4,104,110	4,339,875	4,624,990	6,120,288	6,194,882	6,150,670	(44,212)	3%	6,120,288	30,382	-153%	
SPECIAL ASSESSMENTS													
100-42010-00	INTEREST ON SP ASSESS.	53	53	-	-	-	-	0	-	0	0	-	
100-42100-61	WATER MAINS	-	-	-	-	-	-	0	-	0	0	-	
100-42200-62	SEWER MAINS & LATERALS	316	316	-	-	-	-	0	-	0	0	-	
100-42300-53	ST CONST. - PAVING	-	-	-	-	-	-	0	-	0	0	-	
100-42310-53	CURB & GUTTER	58	58	-	-	-	-	0	-	0	0	-	
100-42320-53	SIDEWALKS	32	32	-	-	-	-	0	-	0	0	-	
100-42350-53	TRAFFIC SIGNAL	-	-	-	-	-	-	0	-	0	0	-	
100-42400-53	SNOW REMOVAL	641	1,675	150	-	-	975	975	-	0	975	-	
100-42500-53	FAILURE TO MOW FINES	425	1,175	-	138	-	1,750	1,750	-	138	1,613	1173%	
100-42550-53	EQUIPMENT USED-DPW	-	-	-	-	-	-	0	-	0	0	-	
	TOTAL SPECIAL ASSESMENTS	1,523	3,308	150	138	-	2,725	2,725	0%	138	2,588	1173%	
INTERGOVERNMENTAL REVENUES													
100-43344-00	EXPENDITURE RESTRAINT PROGM	67,958	71,382	63,331	53,306	-	-	0	-	53,306	(53,306)	-100%	
100-43410-00	SHARED REVENUE-UTILITY	371,011	422,541	397,001	395,596	394,892	386,462	(8,430)	-2%	395,596	(9,134)	-2%	
100-43420-00	SHARED REVENUE-BASE	2,836,916	2,836,783	2,836,846	2,836,844	3,534,954	3,534,954	0	0%	2,836,844	698,110	25%	
100-43507-52	POLICE-MISC SAFETY GRANTS	7,697	6,841	8,013	4,164	-	50,571	50,571	-	4,164	46,406	1114%	
100-43510-00	FEDERAL/STATE GRANTS-REIMBURSE	268,360	-	-	-	-	-	0	-	0	0	-	
100-43520-52	LAW ENFORCEMENT TRNG REIMBURSE	-	-	-	8,103	-	-	0	-	8,103	(8,103)	-100%	
100-43530-53	TRANSPORTATION AIDS	664,597	625,414	576,591	572,087	580,479	585,637	5,158	1%	572,087	13,550	2%	
100-43531-52	STATE GRANT--PUBLIC SAFETY	-	-	9,356	38,060	-	-	0	-	38,060	(38,060)	-100%	
100-43540-52	UNIVERSITY-LEASE-PARKING	45,000	45,000	45,000	-	45,000	45,000	0	0%	0	45,000	-	
100-43550-52	MOU-DISPATCH SERVICE	166,561	170,491	178,963	-	-	-	0	-	0	0	-	
100-43610-52	MSP-STATE UNIVERSITY SVCS PYMT	284,694	279,097	329,598	192,781	7,331	7,304	(27)	0%	192,781	(185,477)	-96%	
100-43663-52	2% FIRE DUES-ST OF WISC	27,783	29,711	32,121	-	-	-	0	-	0	0	-	
100-43670-60	EXEMPT COMPUTER AID-FR STATE	5,587	5,587	5,846	16,330	16,330	16,330	0	0%	16,330	0	0%	
100-43670-61	PERSONAL PROPERTY AID	35,160	31,433	35,656	43,214	43,214	43,214	0	0%	43,214	0	0%	
100-43745-52	WUSD-JUVENILE OFFICIER	62,051	58,228	65,117	65,211	65,237	83,294	18,057	28%	65,211	18,082	28%	
100-43750-52	DRUG GRANT REIMBURSEMENT	-	-	-	94	-	-	0	-	94	(94)	-100%	
100-43760-00	WEIGHTS & MEASURES RECOVERY	2,800	2,800	3,408	1,583	3,000	3,000	(0)	0%	1,583	1,417	89%	
100-43765-00	REIMB-HIST SOC-DEPOT-EL/GAS	1,784	1,571	1,416	2,029	2,029	1,839	(190)	-9%	2,029	(189)	-9%	
100-43767-52	REIMB-BADGERNET-FORT ATKINSON	2,480	2,480	2,480	2,480	2,480	2,480	0	0%	2,480	0	0%	
100-43775-52	FEDERAL EXCISE TAX REIMB	930	-	-	-	-	-	0	-	0	0	-	
	TOTAL INTERGOVT REVENUES	4,851,368	4,589,357	4,590,742	4,231,883	4,694,945	4,760,085	65,140	17%	4,231,883	528,202	751%	
LICENSES & PERMITS													



General Fund
Revenue Budget Summary

GENERAL FUND REVENUES

Favorable (Unfavorable)

DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-DEC	2024 Act v Bud		2024 YTD vs. PY		
							\$	%	2023 YTD	Variance	%
100-44110-51 Liquor & Beer	10,589	18,400	18,608	18,858	18,733	19,720	987	5%	18,858	862	5%
100-44120-51 CIGARETTE	700	1,350	1,540	1,300	1,300	733	(567)	-44%	1,300	(567)	-44%
100-44122-51 BEVERAGE OPERATORS	2,948	4,360	3,020	3,515	3,600	3,691	91	3%	3,515	176	5%
100-44200-51 MISC. LICENSES	1,725	1,725	2,233	2,873	2,750	1,159	(1,591)	-58%	2,873	(1,715)	-60%
100-44300-53 BLDG/ZONING PERMITS	17,495	94,149	42,537	110,560	50,000	82,609	32,609	65%	110,560	(27,951)	-25%
100-44310-53 ELECTRICAL PERMITS	6,325	8,752	6,911	9,298	5,550	10,796	5,246	95%	9,298	1,497	16%
100-44320-53 PLUMBING PERMITS	4,422	12,059	7,785	9,396	5,775	11,575	5,800	100%	9,396	2,179	23%
100-44330-53 HVAC PERMITS	4,020	5,646	4,668	7,216	3,225	9,569	6,344	197%	7,216	2,353	33%
100-44340-53 STREET OPENING PERMITS	50	250	100	200	200	50	(150)	-75%	200	(150)	-75%
100-44350-53 SIGN PERMITS	689	1,703	952	1,310	600	2,280	1,680	280%	1,310	970	74%
100-44370-51 WATERFOWL PERMITS	20	-	-	320	-	500	500	-	320	180	56%
100-44900-51 MISC PERMITS	713	423	695	2,845	500	4,921	4,421	884%	2,845	2,076	73%
TOTAL LICENSES & PERMITS	49,695	148,817	89,048	167,690	92,233	147,601	55,368	1452%	167,690	(20,089)	81%
FINES, FORFEITURES - PENALTIES											
100-45110-52 ORDINANCE VIOLATIONS	185,558	216,906	234,661	179,505	216,600	191,914	(24,686)	-11%	179,505	12,409	7%
100-45113-52 MISC COURT RESEARCH FEE	120	285	360	200	200	50	(150)	-75%	200	(150)	-75%
100-45114-52 VIOLATIONS PAID-OTHER AGENCIES	-	-	(200)	520	-	151	151	-	520	(369)	-71%
100-45130-52 PARKING VIOLATIONS	62,361	64,364	52,826	58,224	60,000	56,896	(3,104)	-5%	58,224	(1,328)	-2%
100-45135-53 REFUSE/RECYCLING TOTER FINES	5,300	5,750	7,125	9,550	7,500	1,175	(6,325)	-84%	9,550	(8,375)	-88%
100-45145-53 RE-INSPECTION FINES	8,875	8,050	1,300	2,980	4,500	32,450	27,950	621%	2,980	29,470	989%
TOTAL FINES, FORFEIT - PENALTIES	262,214	295,355	296,072	250,979	288,800	282,636	(6,164)	445%	250,979	31,657	760%
PUBLIC CHARGES FOR SERVICES											
100-46110-51 CLERK	-	-	-	-	-	1,738	1,738	-	0	1,738	-
100-46120-51 TREASURER	3,895	4,625	4,500	3,935	3,600	4,745	1,145	32%	3,935	810	21%
100-46210-52 POLICE-DISPATCH-MOU-UNIV	43,005	42,120	41,520	-	-	-	0	-	0	0	-
100-46220-52 FALSE ALARM FINES	450	2,550	750	2,100	1,500	1,200	(300)	-20%	2,100	(900)	-43%
100-46230-52 AMBULANCE	11,265	(8,640)	12,174	-	-	-	0	-	0	0	-
100-46240-52 CRASH CALLS	24	-	164	-	-	-	0	-	0	0	-
100-46310-53 DPW MISC REVENUE	18,521	13,526	9,853	30,298	10,000	19,585	9,585	96%	30,298	(10,713)	-35%
100-46311-53 SALE OF MATERIALS	12	10	202	2	-	-	0	-	2	(2)	-100%
100-46312-51 MISC DEPT EARNINGS	277	1,435	100	-	-	405	405	-	0	405	-
100-46320-53 SAND & SALT CHARGES	700	1,433	1,056	-	500	-	(500)	-100%	0	0	-
100-46350-51 CITY PLANNER-SERVICES	1,695	-	135	360	-	8,144	8,144	-	360	7,784	2162%
100-46450-52 SPECIAL EVENTS-POLICE/DPW	25	-	-	-	-	-	0	-	0	0	-
100-46730-55 RECR/FEES	-	-	-	-	-	-	0	-	0	0	-
100-46733-55 SR CITZ OFFSET	1,307	803	-	-	-	-	0	-	0	0	-
100-46736-55 ATTRACTION TICKETS	-	42	-	-	-	-	0	-	0	0	-
100-46743-51 FACILITY RENTALS	3,234	10,710	17,289	25,683	17,000	26,301	9,301	55%	25,683	617	2%
100-46746-55 SPECIAL EVENT FEES	25	125	100	35	25	45	20	80%	35	10	29%
TOTAL PUBLIC CHARGES FOR SVCS	84,435	68,739	87,843	62,413	32,625	62,162	29,537	142%	62,413	(251)	2036%
MISC. REVENUES											
100-48100-00 INTEREST INCOME	78,769	6,396	179,090	814,758	552,887	861,125	308,238	56%	814,758	46,367	6%
100-48200-00 LONG TERM RENTALS	4,800	4,800	4,800	4,800	4,800	5,700	900	19%	4,800	900	19%
100-48210-55 RENTAL INCOME-LIBRARY PROP	-	-	-	1,000	-	1,000	1,000	-	1,000	0	0%
100-48220-55 DEPOSITS-FORFEITED	-	-	380	50	50	4,225	4,175	8350%	50	4,175	8350%
100-48300-00 OTHER PROP/EASEMENT SALES	-	-	7,500	-	-	-	0	-	0	0	-



General Fund
Revenue Budget Summary

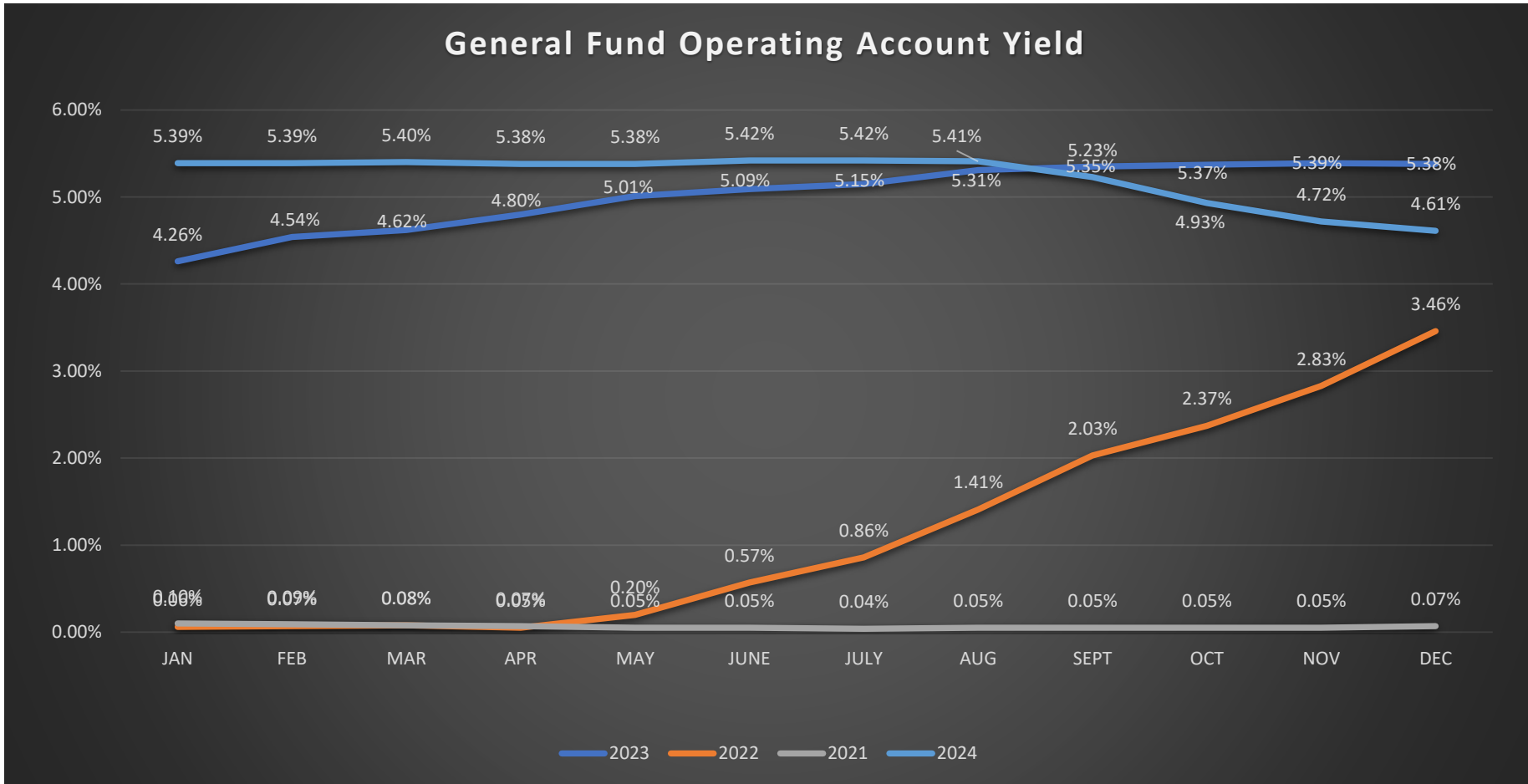
GENERAL FUND REVENUES

	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-DEC	2024 Act v Bud		2024 YTD vs. PY		
								Favorable (Unfavorable)		2023 YTD	Variance	%
								\$	%			
100-48300-55	PROP SALES-AUCTION PROCEEDS	-	-	-	-	-	-	0	-	0	0	-
100-48400-00	INS./FEMA / CLAIM RECOVERY	-	446	-	1,313	-	-	0	-	1,313	(1,313)	-100%
100-48410-00	WORKERS COMP-RETURN PREMIUM	-	-	-	13,514	10,000	3,934	(6,066)	-61%	13,514	(9,580)	-71%
100-48415-00	RESTITUTION-DAMAGES	4,417	1,121	7,690	5,539	3,000	7,241	4,241	141%	5,539	1,702	31%
100-48420-00	INSURANCE DIVIDEND	26,688	50,436	10,878	51,535	29,193	29,412	219	1%	51,535	(22,123)	-43%
100-48425-00	WORKERS COMP-REIMBURSEMENT	-	-	-	18,779	-	-	0	-	18,779	(18,779)	-100%
100-48430-00	INSURANCE-REIMBURSEMENT	-	-	-	1,000	-	-	0	-	0	0	-
100-48442-00	RADON KIT SALES	-	-	-	-	-	-	0	-	0	0	-
100-48500-55	DONATIONS-PARKS-DOG PARK	-	-	125	-	-	-	0	-	0	0	-
100-48520-55	DONATIONS-PARK & REC	-	-	1,500	-	-	-	0	-	0	0	-
100-48535-00	P CARD REBATE REVENUE	31,287	33,761	29,227	28,971	30,000	37,054	7,054	24%	28,971	8,083	28%
100-48545-00	DONATION-GENERAL	750	-	-	-	-	-	0	-	0	0	-
100-48546-55	MISC GRANT INCOME	5,000	7,000	8,000	87,043	-	46,010	46,010	-	87,043	(41,033)	-47%
100-48600-00	MISC REVENUE-NON RECURRING	10	1,262	2,331	2,155	-	3,212	3,212	-	2,155	1,057	49%
100-48700-00	WATER UTILITY TAXES	349,794	357,531	344,406	346,697	350,000	350,000	0	0%	346,697	3,303	1%
	TOTAL MISC REVENUE	501,514	462,753	595,927	1,377,154	979,930	1,348,912	368,982	8529%	1,376,154	(27,241)	8122%
OTHER FINANCING SOURCES												
100-49260-00	TRANSFER FROM 610 WATER	7,500	8,000	8,000	8,500	8,500	8,500	0	0%	8,500	0	0%
100-49261-00	TRANSFER FROM 620 WASTEWATER	12,000	12,000	12,000	12,500	12,500	12,500	0	0%	12,500	0	0%
100-49262-00	TRANSFER FROM 440 TID 4	-	-	-	-	-	-	0	-	0	0	-
100-49264-00	TRANSFER FROM 200 CABLE TV	-	-	-	-	-	-	0	-	0	0	-
100-49265-00	TRANSFER FROM 630 STORMWATER	7,500	8,500	8,500	8,500	8,500	8,500	0	0%	8,500	0	0%
100-49266-00	GIS TRANSFER-UTILITIES	10,280	12,340	15,720	18,974	16,260	16,260	0	0%	18,974	(2,714)	-14%
100-49267-00	TRANSFER FROM 208 PARKING	2,250	35,927	35,000	35,350	35,350	35,350	0	0%	35,350	0	0%
100-49269-00	TRANSFER FROM 250 FORESTRY	-	-	-	-	-	-	0	-	0	0	-
100-49270-00	TRANSFER FROM 446 TID 6	-	-	-	-	-	-	0	-	0	0	-
100-49275-00	TRANSFER FROM 205 27TH PAYROLL	-	-	-	-	-	-	0	-	0	0	-
100-49280-00	TRANSFER FROM 260 SICK LEAVE	-	-	-	-	-	-	0	-	0	0	-
100-49285-00	TRANSFER FROM 900 CDA	-	-	-	91,383	-	-	0	-	91,383	(91,383)	-100%
100-49290-00	TRANSFER IN FROM OTHER FUNDS	5,000	319,073	5,533	5,000	-	-	0	-	5,000	(5,000)	-100%
100-49291-00	TRANSFER FROM 450 CIP	-	-	-	-	-	-	0	-	0	0	-
100-49295-00	TRANSFER FROM 248 PARK & REC	-	-	14,922	-	-	-	0	-	0	0	-
100-49300-00	FUND BALANCE APPLIED	-	-	-	-	57,000	-	(57,000)	-100%	0	0	-
	TOTAL OTHER FINANCING SOURCES	44,530	395,840	99,675	180,207	138,110	81,110	(57,000)	-100%	180,207	(99,097)	-214%
	TOTAL GEN FUND REVENUES	9,899,390	10,304,042	10,384,446	12,390,752	12,421,525	12,835,902	414,377	10489%	12,389,752	446,150	12555%

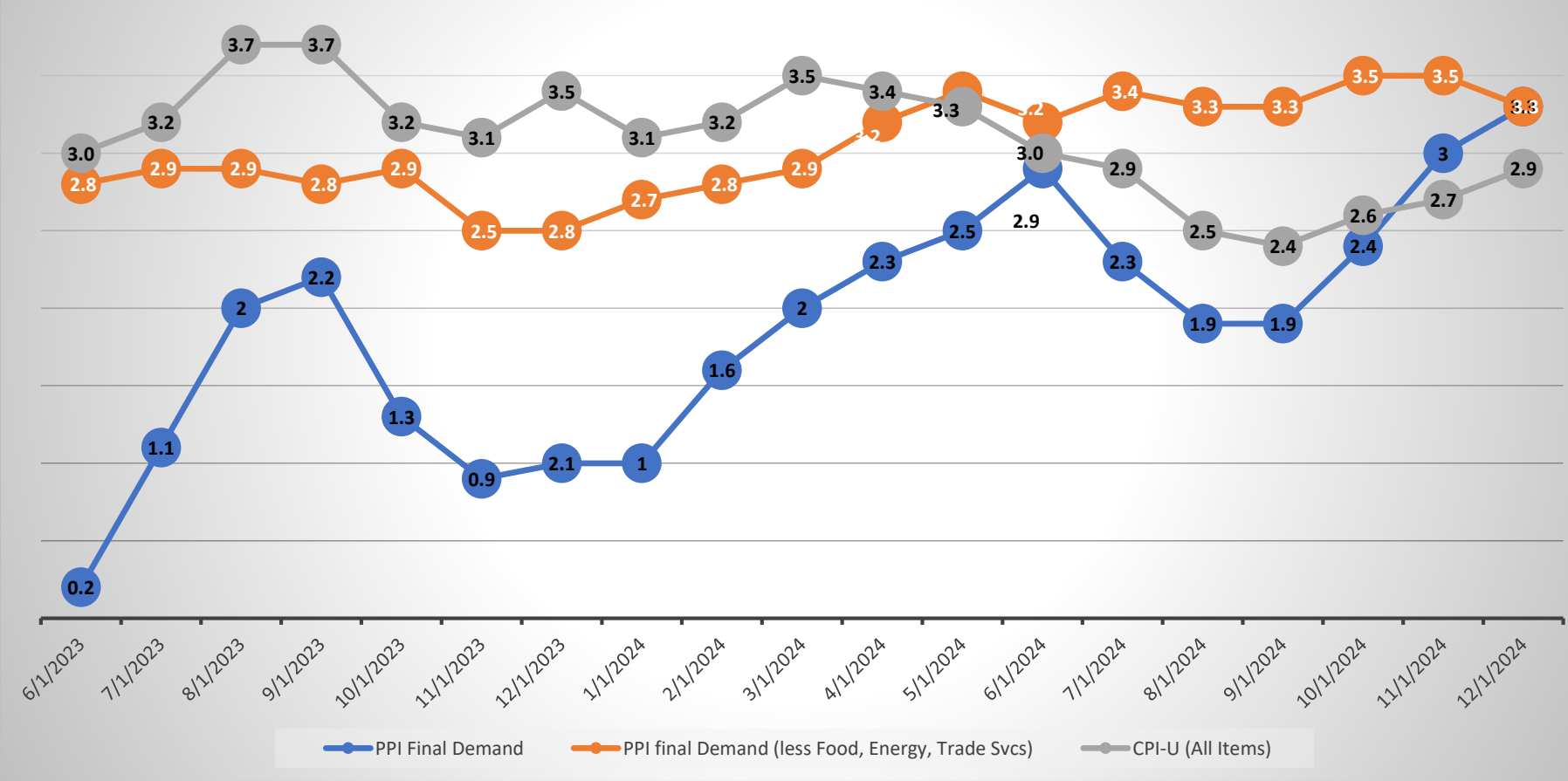
GENERAL FUND EXPENDITURE GROUPINGS

Favorable (Unfavorable)

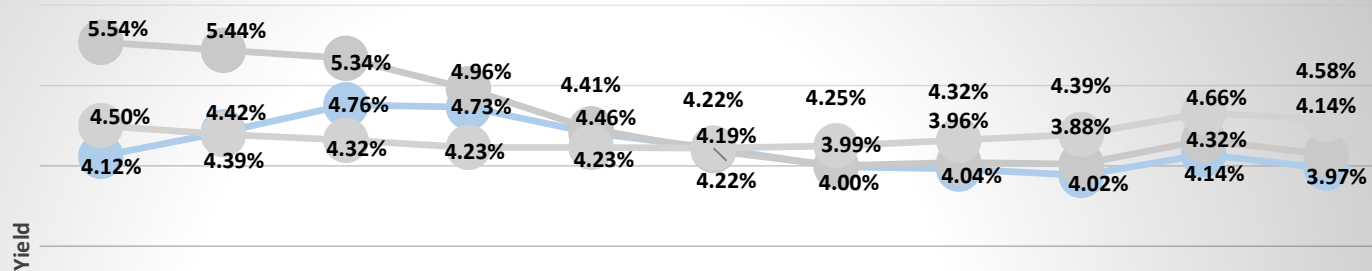
SEC #	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-DEC	2023 Act v Bud		2024 YTD vs. PY		
								2023 YTD	%	2023 YTD	\$ Chg	% Chg
51100	Total Legislative Support	137,138	234,884	263,085	269,611	254,474	210,479	(43,995)	(17.3%)	269,611	(59,132)	(21.9%)
51110	Total Contingencies	26,927	17,258	-	41,800	57,000	126,092	69,092	121.2%	41,800	84,292	201.7%
51200	Total Court	72,609	75,869	81,915	85,807	81,180	93,906	12,726	15.7%	85,807	8,099	9.4%
51300	Total Legal	71,277	72,504	72,901	83,516	84,260	78,174	(6,086)	(7.2%)	83,516	(5,341)	(6.4%)
51400	Total General Administration	343,224	370,144	426,841	369,760	388,644	418,406	29,761	7.7%	369,760	48,646	13.2%
51450	Total Information Technology	82,498	83,395	65,345	114,144	156,148	126,730	(29,418)	(18.8%)	114,144	12,585	11.0%
51500	Total Financial Administration	197,879	206,731	215,000	229,735	249,616	244,989	(4,627)	(1.9%)	229,735	15,254	6.6%
51540	Total Insurance/Risk Mgt.	116,260	97,278	105,745	83,981	118,593	84,195	(34,398)	(29.0%)	83,981	214	0.3%
51600	Total Facilities Maintenance	481,094	429,937	449,597	467,311	453,703	418,750	(34,954)	(7.7%)	467,311	(48,561)	(10.4%)
52100	Total Police Administration	642,418	669,231	709,476	799,470	768,065	821,931	53,866	7.0%	799,470	22,461	2.8%
52110	Total Police Patrol	1,916,943	1,877,722	1,914,817	2,082,340	2,190,394	2,205,472	15,079	0.7%	2,082,340	123,133	5.9%
52120	Total Police Investigation	328,880	378,879	419,193	524,244	500,560	565,754	65,193	13.0%	524,244	41,509	7.9%
52130	Total Crossing Guard	-	-	-	-	0	0	0	-	-	0	-
52140	Total Comm Service Program	28,631	27,498	32,429	33,068	43,604	39,551	(4,053)	(9.3%)	33,068	6,483	19.6%
52200	Total Fire Department	-	-	-	-	0	0	0	-	-	0	-
52210	Total Crash Crew	-	-	-	-	0	0	0	-	-	0	-
52300	Total Rescue Service (Amb.)	-	-	-	-	0	0	0	-	-	0	-
52400	Total Neighbor Svcs & Planning	254,116	349,565	309,932	355,387	258,543	383,623	125,080	48.4%	355,387	28,236	7.9%
52500	Total Emergency Preparedness	7,102	6,754	10,971	9,490	10,211	12,961	2,750	26.9%	9,490	3,470	36.6%
52600	Total Communications/Dispatch	459,233	461,006	479,568	483,601	586,470	582,066	(4,404)	(0.8%)	483,601	98,465	20.4%
53100	Total Public Works Administration	45,500	40,109	45,026	48,109	50,000	54,426	4,427	8.9%	48,109	6,317	13.1%
53230	Total Shop/Fleet Operations	155,827	170,149	210,224	235,267	179,201	179,509	309	0.2%	235,267	(55,758)	(23.7%)
53270	Total Parks Maintenance	251,896	207,028	224,661	233,524	282,932	281,913	(1,019)	(0.4%)	233,524	48,389	20.7%
53300	Total Street Maintenance	530,072	535,830	527,315	538,881	571,387	525,516	(45,871)	(8.0%)	538,881	(13,366)	(2.5%)
53320	Total Snow & Ice	130,637	147,570	106,517	125,096	153,453	120,853	(32,600)	(21.2%)	125,096	(4,243)	(3.4%)
53420	Total Street Lights	232,441	227,456	250,459	265,450	246,312	251,813	5,501	2.2%	265,450	(13,637)	(5.1%)
55111	Total Young Library Building	57,665	57,800	55,867	55,057	57,934	53,063	(4,871)	(8.4%)	55,057	(1,994)	(3.6%)
55200	Total Parks Administration	45,223	46,542	48,615	102,161	91,360	99,224	7,864	8.6%	102,161	(2,937)	(2.9%)
55210	Total Recreation Administration	197,349	196,989	257,934	-	0	0	0	-	-	0	-
55300	Total Recreation Programs	1,636	718	3,393	1,055	0	0	0	-	1,055	(1,055)	(100.0%)
55310	Total Senior Citizen's Program	52,224	55,071	-	-	0	0	0	-	-	0	-
55320	Total Community Events	11,966	14,157	12,052	15,538	16,000	14,065	(1,935)	(12.1%)	15,538	(1,473)	(9.5%)
55330	Total Comm. Based-Coop Projects	128,000	153,000	178,000	329,759	384,973	395,277	10,304	2.7%	329,759	65,518	19.9%
59220	Total Transfers to Other Funds	1,401,357	1,745,442	1,297,705	1,751,181	1,469,509	1,470,859	1,350	0.1%	1,751,181	(280,322)	(16.0%)
59230	Total Transfer to Debt Service Fund	970,287	942,883	1,043,530	1,318,343	1,313,705	1,313,714	9	0.0%	1,318,343	(4,628)	(0.4%)
59240	Total Transfer to Fire Department	215,715	203,837	199,564	1,258,615	1,402,794	1,402,794	0	0.0%	1,258,615	144,179	11.5%
59240	Total Transfers to Special Funds	97,500	-	46,991	500	500	500	0	0.0%	500	0	0.0%
	Grand Totals	9,691,522	10,103,236	10,064,668	12,311,799	12,421,525	12,576,605	155,080	1.2%	12,311,799	264,806	2.2%



12-Month Inflation Measures



US Treasury: Constant Maturity



	1 mo	3 mo	6 mo	12 mo	2 yr	3 yr	5 yr	7 yr	10 yr	20 yr	30 yr
12/30/2022	4.12%	4.42%	4.76%	4.73%	4.41%	4.22%	3.99%	3.96%	3.88%	4.14%	3.97%
12/31/2023	5.54%	5.44%	5.34%	4.96%	4.46%	4.19%	4.00%	4.04%	4.02%	4.32%	4.14%
12/31/2024	4.50%	4.39%	4.32%	4.23%	4.23%	4.22%	4.25%	4.32%	4.39%	4.66%	4.58%



Finance Committee Agenda Item

Meeting Date:	January 28, 2025
Agenda Item:	No-Fault Sanitary Sewer Backup Damage Reimbursement Policy
Staff Contact (name, email, phone):	Rachelle Blitch, rblitch@whitewater-wi.gov , 262-473-1380

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

In April 2016, the Common Council approved a resolution establishing the No-Fault Sanitary Sewer Backup Damage Reimbursement Policy. The intent of this policy was to assist homeowners in addressing the financial burden associated with sewer backups, thereby reducing health hazards by encouraging timely property cleanup. While the policy explicitly states that the City is voluntarily offering this program without legal liability for damages, it inadvertently creates the potential for litigation from insurance companies that may have covered portions of the damages.

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

April 7, 2016 – Common Council approved the resolution

FINANCIAL IMPACT
(If none, state N/A)

This policy offers reimbursement of up to \$7,500 (lifetime) to residents who have experienced damages from a sewer backup that was no-fault of their own.

STAFF RECOMMENDATION

CVMIC and staff recommend that the City review this policy and consider discontinuing the program. Residents would still retain the option to file claims, which would be evaluated on a case-by-case basis, consistent with the City's standard process for handling liability claims.

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

1. Resolution Establishing No-Fault Sanitary Sewer Backup Damage Reimbursement Policy
2. CMVIC’s recommendation email

A Resolution Establishing a No-Fault Sanitary Sewer Backup Damage Reimbursement Policy.

WHEREAS, the City of Whitewater has determined that it is necessary to increase citizen awareness of the operational dynamics of wastewater collection systems and their responsibilities relative to maintenance and protection against potential property damage from sewer backups, and

WHEREAS, the City of Whitewater is responsible for maintaining sewer mains, manholes, pump stations and force mains that are in City rights-of-way and on City property, and

WHEREAS, the City of Whitewater expends significant resources, through an extensive preventive maintenance program, to keep the sewer system in a good state of repair. Occasionally, however, forces of nature or conditions develop within the system that may cause sewage to back up into a residence or business which are beyond the City's control, and

WHEREAS, the City of Whitewater desires to reduce health hazards by encouraging property owners who have experienced a sewer backup to get it appropriately cleaned up as quickly as possible, and

WHEREAS, the City of Whitewater desires to provide a method for assisting homeowners with the financial burden of a sewer backup even when the City is not legally liable for the resulting damage.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Whitewater that the City will reimburse sanitary sewer customers as set forth in the City's No-Fault Sanitary Sewer Backup Damage Reimbursement Policy.

Resolution introduced by Councilmember Kidd, who moved its adoption. Seconded by Councilmember Binnie. AYES: Wellnitz, Grady, Binnie, Goettl, Singer, Kidd. NOES: None. ABSENT: None. ADOPTED: April 7, 2016.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

City of Whitewater
No-Fault Sanitary Sewer Backup Damage Reimbursement Policy

This Policy is a result of, and authorized by, City of Whitewater Common Council Resolution Number 2016-_____

1. GENERAL

1.1 This Policy is intended to increase citizen awareness of the operational dynamics of wastewater collection systems and their responsibilities relative to maintenance and protection against potential property damage from sewer backups. In addition, this policy provides for limited assistance to individuals who have experienced property damage as a direct result of backup of the City's sanitary sewer system even if it is determined the City is not at fault. It is intended to cover isolated incidents and does not cover multiple claims from widespread damage as a result of forces of nature or other situations out of the City's control.

1.2 The City is responsible for maintaining sewer mains, manholes, pump stations and force mains that are in City rights-of-way and on City property. Maintenance of sewer service lines from the City-owned system to the property owner's structure is the responsibility of the property owner.

1.3 The Wastewater Department expends significant resources, through an extensive preventive maintenance program, to keep the sewer system in a good state of repair. Occasionally, however, forces of nature or conditions develop within the system that may cause sewage to back up into a residence or business which is beyond the City's control and which is not an incident in which the City bears responsibility or legal liability.

1.4 For the purpose of this Policy, the term "no-fault" means without the legal fault of the City and without any cause attributable to the property owner. The intent of this Policy is for the City to reimburse (a) property owner(s), up to the limit(s) established in this Policy, for clean-up costs and repairs to buildings for damages resulting from a City sanitary sewer backup irrespective of whether the City was legally negligent or legally liable for those damages under the controlling provisions of law.

1.5 For the purpose of this Policy the term "sanitary sewer backup" or "sewer backup" means any backup of sewage from the City owned and maintained sanitary sewer or sewer force main system. It does not include stormwater backups or backups caused in areas that are the responsibility of the property owner.

1.6 Overflowing drains and toilets as a result of water running in the house or business is not considered a backup from the City's sewer system, i.e., if there is a pipe blockage, and the resident continues to flush toilets and run water causing an overflow, it is not considered a sewer backup under the definitions of this policy.

1.7 Any kind of damage caused by the potable water system within the structure, including overflows of sinks, toilets, tubs, showers, washing machines or broken water tanks and pipes is not covered by this policy.

2. PURPOSE

2.1 This Policy is intended to:

- A. Reduce health hazards by encouraging property owners who have experienced a sewer backup to get it appropriately cleaned up as quickly as possible.
- B. Provide a method for assisting homeowners with the financial burden of a sewer backup even when the City is not legally liable for the resulting damage.
- C. Educate the public as to the City's limitation of liability and the responsibility and options of residents to protect their own assets.

2.2 The City shall be the sole and exclusive judge of the claims submitted under this Policy and the payments made hereunder are not entitlements, but are intended to be made in the nature of "courtesy" or "good will" payments and are made subject to fund availability.

3. COMMUNICATION

3.1 To enhance public education, City Staff may develop an educational program designed to inform the public as to the inherent vulnerabilities of wastewater collection systems and what the public can do to protect their health and property from damage from potential sewer backups. This information may be disseminated through various methods available to the City including, but not limited to, websites, newsletters, public speaking events, advertisements and utility bill inserts.

4. PROGRAM

4.1 As part of the contract for the provision of sewer services to the customers of the City, and in consideration of payment of sewer bills, the City agrees to reimburse its sanitary sewer customers for ~~up to \$7,500~~ of cleanup costs, property damages, and mechanical equipment, essential to the habitation of the residence, caused by a sanitary sewer backup, irrespective of whether the City is legally liable for those damages. Included in the \$7,500 limit is reimbursement of personal property and/or possessions, up to \$1,000. The program will have an annual aggregate limit of \$30,000 per all occurrences. Reimbursement is subject to the following conditions:

- A. The backup must have resulted from a condition in the City's sanitary sewer system or lines and not from a condition in a private line.

- B. The backup must not have been caused by catastrophic weather or other event for which Federal Emergency Management Assistance is available.
- C. The backup must not have been caused by an interruption in electric power to the City's sewer system or to any other City lift station.
- E. ~~The City will not reimburse any costs which have been or are eligible to be covered under the property owner's homeowners or other property insurance.~~
- F. The maximum amount that the City will reimburse is a ~~one-time amount of up to \$7,500 per sewer lateral~~, provided there has been no change in ownership since the last paid claim. In this regard, a structure or group of structures served by a single connection to the City's sewer system is considered a single lateral.
- G. Coverage under said policy shall only be extended to customers of the City of Whitewater wastewater collection system.
- I. All claims for reimbursement under this Policy must be submitted to the City Clerk ~~within one hundred twenty (120) days after the incident occurs.~~
- J. The Finance Director may refer claims for reimbursement to an independent insurance adjuster for investigation, recommendation, and compensability determination on an as needed basis.
- K. The determination as to whether to make payment for loss under this Policy shall be based on the following criteria:
1. Whether an eligible claimant suffered an otherwise uninsured property loss, caused by breach or backup of a City-owned sanitary sewer line, under circumstances where the claimant acted responsibly to avoid the loss; and
 2. If so, whether the extent of the loss has been adequately substantiated.
 3. The following shall result in the denial of a claim:
 - (a) Claim not timely submitted;
 - (b) Loss fully covered by private insurance;
 - (c) Claimant ineligible under the terms of this policy;
 - (d) Loss caused by an irresponsible act of the claimant, claimant's employee or agent, or member of claimant's household;
 - (f) Loss eligibility unsubstantiated;
 - (g) Any other conditions or criteria determined as appropriate by the City.
 4. The following shall result in reduction of payment:
 - (a) Loss partially covered by private insurance;
 - (b) Loss exceeds funding limits of this Policy/Resolution;
 - (c) Verification of loss inadequate or incomplete;
 - (d) Claimant did not cause the problem but failed to act responsibly to minimize the loss;
 - (e) ~~Property sewer bills are not current;~~

- (f) ~~There exist outstanding amounts owed to the City associated with the property or property owner (any payment by the City will be reduced by outstanding amounts owed);~~
 - (g) Loss for an occurrence exceeds financial parameters established by the City Council;
 - (h) Any other conditions or criteria determined as appropriate by the City.
- L. A property owner receiving reimbursement under this program may be encouraged to install a sewer backflow prevention device. The cost of the device and its installation is eligible for reimbursement under this program.
- M. Tenant and Property Owner Claims: Claims from a tenant and property owner that were affected by the same backup will be received separately, but will jointly be restricted to the \$7,500 limit including no more than \$1,000 for personal property and possessions. The City will determine a fair and equitable way of allocating the funds per lateral.
- N. Cleanup costs and real property damages are reimbursable up to one-hundred percent (100%) of the cost. Mechanical equipment essential to the habitation of the residence is reimbursable up to fair market value, as determined by the City. Personal property and possessions are reimbursable up to fifty percent (50%) of replacement cost, as determined by the City.

4.2 Cleanup of Real and Personal Property:

- A. Upon discovering a break, leak, backup or other failure of City facilities, or any damage resulting from the same, ~~a property owner shall immediately notify the Public Works Wastewater Utility of such event.~~
- B. Upon notification of the occurrence of the event, Public Works will respond as determined appropriate and as resources allow.
- C. To request reimbursement for damaged property or other loss, related to a sewer backup, the property owner must complete a Notice of Claim form and file it with the City Clerk. Once the claim is filed, City staff and the City's agents will review and investigate it, and determine compensability.
- D. ~~In the event the property owner engages the services of a cleanup/mitigation contractor the City may reimburse the property owner for actual expenses incurred by the property owner, but only up to the amount the City or its agents determine is reasonable and appropriate. All documentation of loss, damage, and mitigation expenses must be provided to the City or its agents in a media and format requested by the City or its agents.~~
- E. This Policy does not cover alleged damages for personal injury.

F. In no event shall the reimbursement total exceed \$7,500 per lateral for cleanup, other mitigation services, repair, and damaged real or personal property.

4.3. This is a one-time sewer backup reimbursement. This reimbursement applies to a building and the property owner(s) at the time of the event. Subsequent sewer backups at building, while owned by the same property owner(s), will not be eligible for reimbursement.

4.4 Payment does not imply liability.

A. Any payment made under this Policy shall not be construed as an admission of nor does it imply any negligence or responsibility on the part of the City for such damage. Any payment made under this Policy is strictly voluntary on the part of the City.

B. Any payment made under this Policy and accepted shall constitute a full and complete release of any and all claims against the City, its officers, employees and agents arising from the incident. No payments shall be made unless the appropriate parties sign a release, approved by the City Attorney, of all claims against the City.

4.5. Notwithstanding any other provisions of this Policy, no claim shall be accepted from the United States or any of its departments or agencies, the state or any political subdivision, the University of Wisconsin-Whitewater, the Whitewater Unified School District, or any other taxing district.

Rachelle Blich

From: Allison C. De Franze <allisond@cvmic.com>
Sent: Wednesday, December 18, 2024 12:07 PM
To: Rachelle Blich
Subject: Islas Martinez v City of Whitewater

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Rachelle,

I am in receipt of the sewer claim that has been filed by Jorge Islas-Martinez against the City of Whitewater. As you are aware, sewer issues are specifically excluded from coverage under Section VII (3) of the CVMIC GL policy, and as such, there is no coverage for this claim or any other claim arising out of this incident. The City of Whitewater is self-insured for this claim, and should the City decide to settle this matter, any settlement would be from City funds.

Though CVMIC generally recommends denial of sewer claims due to several applicable state immunities, I found out today that there is a City policy in place which reimburses homeowners for no-fault sanitary sewer backups.

I understand that the City is looking to reimburse Mr. Islas- Martinez for up to \$7500 of his claimed damages. I also understand that Mr. Islas-Martinez's insurance company, Farmers, has already paid him his \$2500 policy limit for damages. Therefore, Mr. Islas-Martinez is only eligible for \$5000 in direct reimbursement from the City.

However, it is my opinion that the City may now also have to re-pay Mr. Islas-Martinez's insurance carrier, despite the fact that the City policy indicates that it will not reimburse an insurance company. The City can choose to adhere to its policy, pay Mr. Martinez the remaining \$5000, and deny the carrier's claim, but will then likely be sued by the carrier.

I recommend payment of \$2500 to Farmers and payment of \$5000 to Mr. Islas-Martinez, once executed releases have been received from both parties.

Please let me know if you have any further questions or would like to discuss.

Thank you!



www.whitewater-wi.gov
Telephone: 262-473-0500
Fax: 262-222-5903

Office of Finance
312 W. Whitewater St.
Whitewater, WI 53190

Item 4.

Date: January 28, 2025

To: Finance Committee Members

From: Rachele Blicht, Director of Financial and Administrative Services

Re: Starin Road Closure

At the December 19th meeting, a request was made for an update on the costs associated with the Starin Road closure. To date, the City has incurred a total of \$3,020.26. This amount includes Strand's time for setting up and taking down the cameras, as well as pulling and assembling the data.



Finance Committee Agenda Item

Meeting Date:	January 28, 2025
Agenda Item:	Parking Permits & Maintenance Costs
Staff Contact (name, email, phone):	Rachelle Blitch, rblitch@whitewater-wi.gov , 262-473-1380

BACKGROUND

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

Concerns have been raised regarding the potential need to adjust the fees for parking permits. Currently, there are 171 permitted spaces in the City’s lots, with an annual permit fee of \$200 per space.

The estimated lifespan of the parking lots is approximately 50 years, with major repaving and updates anticipated at the 25-year mark. The projected cost for these updates is approximately \$150,000. At present, the parking fund balance stands at approximately \$75,000, with a target of \$120,000 to ensure adequate funding for future maintenance and improvements.

This information is provided to assist in evaluating whether a fee adjustment is warranted.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

FINANCIAL IMPACT

(If none, state N/A)

To be determined.

STAFF RECOMMENDATION

It is recommended that we consider implementing a modest increase to the permitted parking fees and adjust the target fund balance to ensure sufficient resources are available to cover the anticipated maintenance costs.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Parking Lot Maintenance Costs Spreadsheet

Lot	# Permit Stalls	Repaving Cost	# Non-Permit Stalls	Repaving Cost	Total Repaving Cost	Reconstruction Cost
A	0	\$0	59	\$53,100	\$53,100	\$147,500
B	0	\$0	66	\$59,400	\$59,400	\$165,000
C	0	\$0	8	\$7,200	\$7,200	\$20,000
D	10	\$9,000	18	\$16,200	\$25,200	\$70,000
E	23	\$20,700	0	\$0	\$20,700	\$57,500
F	0	\$0	21	\$18,900	\$18,900	\$52,500
G	29	\$26,100	40	\$36,000	\$62,100	\$172,500
H	28	\$25,200	19	\$17,100	\$42,300	\$117,500
I	0	\$0	18	\$16,200	\$16,200	\$45,000
K	53	\$47,700	0	\$0	\$47,700	\$132,500
CENTER	13	\$11,700	0	\$0	\$11,700	\$32,500
FOURTH	11	\$9,900	8	\$7,200	\$17,100	\$47,500
		\$150,300			\$231,300	\$381,600
					\$381,600	\$1,060,000

Repaving Costs = \$900/stall

Reconstruction Costs = \$2,500/stall



Finance Committee Agenda Item

Meeting Date:	January 28, 2025
Agenda Item:	Hiring Practices
Staff Contact (name, email, phone):	Rachelle Blicht, rblitch@whitewater-wi.gov , 262-473-1380

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

At the finance committee meeting in December, it was requested that we survey other municipalities with the City Manager form or government to see what their policies and practices are with regards to adding new positions and placement on the salary resolution.

Staff reached out to Fort Atkinson, Platteville, Beloit, Janesville and Lake Mills. Responses were received from Fort Atkinson and Platteville and have been included for reference.

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

FINANCIAL IMPACT
(If none, state N/A)

N/A

STAFF RECOMMENDATION

N/A

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

1. Platteville Ordinance
2. Platteville Policy
3. Fort Atkinson Ordinance

CHARTER ORDINANCE OF THE CITY OF PLATTEVILLE

AN ORDINANCE REPEALING THE POWER OF THE COMMON COUNCIL TO APPROVE THE APPOINTMENT OR REMOVAL OF DEPARTMENT HEADS AND RESTORING THE AUTHORITY OF THE CITY MANAGER TO APPOINT ALL HEADS OF DEPARTMENTS AND TO REMOVE SUCH APPOINTEES.

WHEREAS, the City of Platteville previously approved a Charter Ordinance No. 86-3, dated May 8, 1986; and,

WHEREAS, in said charter ordinance, the Common Council of the City of Platteville limited the authority of the City Manager to appoint or remove heads of departments, subjecting the City Manager's authority to Common Council approval; and,

WHEREAS, the City of Platteville desires to repeal the above stated charter ordinance and enact a new charter ordinance specifying the responsibilities of the City Manager and Council of the City of Platteville with respect to the appointment and removal of heads of departments, subordinate City officials and City employees, and members of boards and commissions;

NOW, THEREFORE, the Common Council of the City of Platteville, by charter ordinance, do ordain as follows:

Section 1. Charter Ordinance No. 86-3, dated May 8, 1986 is hereby repealed in its entirety.

Section 2. The City Manager shall have the power to create minor administrative offices and positions and to discontinue such offices and positions according to the City Manager's judgment of the needs of the City of Platteville.

The City Manager shall have the power to appoint and dismiss all heads of departments; appointment of all subordinate City officials and all City employees and removal of such appointees at any time their service or their conduct of their offices becomes unsatisfactory will be done with the City Manager's approval.

This subsection shall not be construed as depriving the Board of Fire and Police Commissioners or the chiefs of fire or police departments of the City of all the powers conferred by Section 62.13.

Section 3. The Council President of the City of Platteville shall make, subject to confirmation by the Common Council, appointments of all members of boards and commissions. Such appointees may be removed by a majority vote of the Common Council at any time their service or conduct becomes unsatisfactory.

Section 4. All ordinance or parts of ordinances not consistent with this ordinance are hereby amended so as to be consistent with this ordinance and if they cannot be so amended, then they are hereby repealed.

Section 5. This charter ordinance shall not take effect until 60 days after its passage and publication as required by law.

Introduced: January 9, 1996

Passed and Adopted: January 23, 1996

BY THE ORDER OF THE COMMON COUNCIL

Patricia Plourde, Council President

Attest:

Annette M. Dutcher, City Clerk

Overview

To guide the decision making by both the elected and appointed officials and their consultants and to provide continuity as staff and council members change; to provide a cohesive framework upon which the decisions are made; to maintain the financial integrity of the City of Platteville.

Policy

The Common Council has overall responsibility for the enforcement of this plan with the City Manager and Administration Director having staff responsibility. (Reference: Wisconsin State Statutes Chapter 65, Municipal Budgets; Chapter 67, Municipal Borrowing and Municipal Bonds)

Internal Controls

City staff shall establish a system of internal controls designed to prevent losses of City funds arising from fraud, misrepresentation by third parties, unanticipated changes in financial markets, employee error or imprudent actions by employees. Each year, as part of the City's annual audit by an external auditing firm, there will be an independent review. This review will provide internal control by assuring compliance with this policy.

Debt Management

The City recognizes that the foundation of any well-managed program of capital financing is a comprehensive debt management plan. This plan helps set forth the parameters for issuing debt and managing outstanding debt. It also provides guidance to decision makers regarding the timing and purposes for which debt may be issued, types and amounts of permissible debt, method of sale that may be used and structural features that may be incorporated.

The City will confine long-term borrowing to projects and equipment that cannot be financed from current revenues. Generally, projects with a useful life of five years or less will not be funded from long-term debt. The term of any debt obligations issued by the City should not exceed the economic life of the improvements that they finance. If financially feasible, the term should be shorter than the projected economic life. Whenever possible, the term of obligations issued will be ten years or less. The City will borrow no more than 75% of annual Capital Improvements.

Debt obligations issued by the City will carry a fixed interest rate. If, in consultation with its Financial Advisor, the City determines that a variable interest rate offers specific advantages, it may choose to issue securities that pay a rate of interest that varies according to a predetermined formula or results from a periodic remarketing of securities.

The total principal amount outstanding of debt obligations carrying the G.O. pledge of the City may not exceed an amount equal to 5% of the City's equalized value (including any tax increments) as determined by the Wisconsin Department of Revenue. The City has further identified a targeted maximum direct debt burden of 3.5%, which is equivalent to utilization of no more than 70% of its statutorily allowed debt capacity.

Currently, all City debt is general obligation debt except for revenue bonds issued by the Water & Sewer Department and Tax Incremental Districts. The water and sewer debt is supported by utility revenue, while the TID revenue bonds are supported by tax increment from their respective districts. Mortgage revenue bonds do not count against the state debt limit.

Prior to adopting the annual capital budget, the City will evaluate the impact of the proposed issuance on the stated goals as well as the impact on the debt level. When possible, the tax levy will be replaced with special assessments, water and sewer revenues, TID Increments, or other revenues as a source for repaying the debt.

Debt obligations may be issued by the City under the authority of, and for the purposes defined in the following Chapters or Sections of the Wisconsin Statutes: Chapter 67 – G.O. Bonds and Notes, Section 66.0621 – Revenue Obligations, Section 66.1335 – Housing and Community Development, Section 66.0701 through 66.0733 – Special Assessment B Bonds. Prior to issuing bonds other than general obligation bonds, an analysis will be performed to determine the risks and benefits of the alternative financing and the impact of the financing on the City's credit position.

Capital Improvement Plan

Capital improvements and capital expenditures are any items which are expected to have a useful life of three years or more and costing over \$10,000. Items generally under \$10,000 will be paid for by tax levy; items over \$10,000 may be borrowed for. Capital improvements include:

- Capital equipment
- Utility improvements
- Public Works improvements
- Public buildings and grounds

Department Heads will work with the City Manager to propose a five-year capital improvement program for their respective departments. The City Manager will submit the combined five-year capital improvement plan to the Common Council for review and approval during the City's budget process. The capital improvement plan will include the description of each project, estimate timing for each project and describe how the project will be funded, whether through levy support, debt or other financing sources.

The City's goal is to budget enough funds necessary to cover any predictable infrastructure maintenance and equipment costs. The City intends to utilize its borrowing power primarily for projects that would involve replacement or installation of new infrastructure. This protects the City's borrowing power and allows the City the opportunity to focus on borrowing for projects that could be considered an investment by yielding returns in the form of additional tax base or maintenance of values.

Budget Administration

Responsibilities

All expenditures of the City of Platteville shall be made in accordance with the annual budget. Department Heads are responsible for managing their respective budgets. Budgetary control is maintained at the line item level. Each Department is responsible for reviewing purchases and payment requests for compliance with City rules, regulations, and budgetary limits.

The Administration Department oversees the finances of the City including the following:

- Administering the City's payment system to review, process, and pay purchasing transactions and expense claims,
- Receiving and depositing all City receipts, which are invested by the City Treasurer,
- Maintaining records for all these transactions and monitoring their effect on cash balances, and
- Administering the City's payroll system to process personnel transactions and to review and pay personnel expenses.

Reporting

Monthly detail budget reports shall be prepared and distributed to the City Council, Department Heads and support staff. These reports shall be organized by department, division, and line item showing the authorized budget amount as well as expenditures and encumbrances to date.

Functional Expenditure Categories

Wisconsin State Statute requires expenditures to be grouped into functional expenditure categories. The General Fund functional expenditure category levels, with related departments, are summarized in the table below.

Functional Expenditure Category	Budget Section
General Government	Council City Attorney City Manager Communications City Clerk, including Elections and City Assessor Municipal Building Insurance Administration IT
Public Safety	Police Fire Ambulance Fee Emergency Management Building Inspection
Public Works	Streets Storm Sewer Refuse, Recycling and Weeds
Health and Human Services	Freudenreich Animal Trust Fund Cemeteries
Culture, Recreation and Education	Library Museum Senior Center Recreation Parks
Conservation and Development	Forestry PCAN Housing Community Planning & Development

For funds other than the General Fund, the functional expenditure category level is the total budget of the fund.

Amendments

Budget amendments may be executed with the approval of the individuals or groups outlined in the table below.

	Admin. Director	City Manager	Common Council*
General Fund			
Transfers between line items within a department	✓		
Transfers between departments within a functional expenditure category		✓	
Transfers between functional expenditure categories			✓
Other Funds			
Transfers between line items		✓	
Transfers between funds			✓

*Under Wisconsin State Statute 65.90(5), amendments made by the governing body must receive a 2/3-majority vote.

Wages and Benefits

Regular full-time and part-time positions are approved through the budget. The number of regular full-time and part-time positions cannot be increased without Common Council approval. As vacancies occur, regular full-time and part-time positions may be reallocated at the discretion of the City Manager based on organization needs. Any additional expense or saving resulting from staffing changes (i.e. lower or higher compensation and benefit costs) will be managed on an organization-wide basis. Anticipated budget savings due to an employee vacancy or change in a position may not be used to supplement expenditures without City Manager approval.

Part-time (less than 20 hours/week), Temporary or Seasonal (PTS) employees will be designated as a separate budget line item for each department. Department Heads can determine the right complement of PTS workforce required, both in terms of the number of employees and hours, as long as the total wages remain within the budgeted amount.

Fund Balances

Fund balance is an important measure of financial condition that represents the difference between a fund’s assets and liabilities. In accordance with the requirements of GASB 54, fund balances shall be classified as follows: non-spendable, restricted, committed, assigned and unassigned.

Non-spendable fund balances include amounts that are not in a spendable form (such as inventory) or are required to be maintained intact.

Restricted fund balances include amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government) through constitutional provisions, or by enabling legislation.

Committed fund balances include amounts constrained to specific purposes by the City Council, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the City Council takes the same highest level action to remove or change the constraint.

Assigned fund balances include amounts the City Council intends to use for a specific purpose; intent can be expressed by the City Council or by an official or body to which the City Council delegates the authority. All

First Promulgated: 2/24/98 By: Common Council

Revised by Common Council: 5/10/11, 9/11/12, 7/11/17, 5/22/18, 7/26/22, 11/8/22

remaining positive spendable amounts in governmental funds, other than the general fund, that are neither restricted nor committed may be assigned. Assignments may take place after the end of the reporting period.

Unassigned fund balances include residual positive fund balance within the general fund which has not been classified within the other above mentioned categories. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those purposes.

Fund balances should be maintained at a level which provides funds sufficient to pay City expenses without being subject to short-term borrowing. The City receives approximately one-third of the City's tax levy in late August, and 85% of the State Shared Revenues are received in late November. The City commits to strive for a general undesignated fund balance equal to 20% of the general fund budget. When the fund balance exceeds 20% of the operating expenses, City staff should consider reducing the amount of borrowing for capital projects in that given fiscal year or for any expenditure authorized by the City Manager and Common Council. Temporary noncompliance with established minimums is permissible with the authorization of City Council through the budget adoption process or specific City Council action. Minimum fund balance is recorded as unassigned in the general fund. All other governmental funds shall report minimum balances as assigned due to the nature and purpose of the fund to exist for its intended purpose. If short term loans are needed by any fund, such monies may be borrowed from another city fund through the end of the current year. Interest charged will be equal to the current investment interest rate available to the City, but not lower than 3%.

Land Use and Growth

It is the policy of the City of Platteville to welcome new growth and development to the City if it conforms to the City's Comprehensive Plan. If incentives can be provided, they should be extended to development based upon its projected return to the City.

Tax Rate Stability

The City recognizes a long-range financial plan is important for tax rate stability. The City is committed to developing and monitoring a long-range forecast for revenues, expenditures, debt and capital needs to help avoid major tax increases in any single year.

Investments

It is the policy of the City of Platteville to invest public funds in a legal and safe manner which will provide the highest investment return with regard to maximum safety, while conforming to applicable state and local Statutes governing investment of public funds.

The primary objectives of the City's investment activities shall be: safety, liquidity, yield and ethics and conflicts of interest.

Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Diversification may be a mechanism to achieve this goal. A second method to insure safety is to collateralize certain investments. Diversifying the investment portfolio so that the impact of potential losses from any one type of investment or from any one individual issuer will be minimized.

The City's investment portfolio shall remain sufficiently liquid to enable the City to meet all operating requirements, which may be reasonably anticipated.

The City's investment portfolio shall be designed with the objective of attaining a rate of return that meets constraints of this policy and market conditions and should only include authorized investments. Authorized investments include any investment stipulated in Wisconsin statute 66.0603 (1m). In accordance with Wisconsin Statutes 34.01 (5) and 34.09, all Wisconsin banks, state or federal chartered, as well as the Wisconsin local government pooled- investment fund, are authorized depositories. All banks designated as authorized depositories must be members of the Federal Deposit Insurance Corporation (FDIC) and be defined as "well capitalized" by the FDIC. The City shall minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity. No investment shall have a maturity greater than 5 years from the purchase/settlement date. Investments considered or defined as "derivatives" are prohibited, including but not limited to Mortgaged Back Securities (MBS), Collateralized Mortgage Obligations (CMO), Asset Backed Securities (ABS) and Interest Rate Swaps.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City of Platteville Common Council any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial or investment positions that could be related to the performance of the City, particularly regarding the time of purchases and sales. Management and administrative responsibility for the investment program of the City is entrusted to the City Manager under the direction of the City Council. Individuals authorized to engage in investment transactions on behalf of the City are the City Manager and Administration Director.

Investments shall be diversified by limiting investments to avoid over concentration in securities from a specific issuer, industry or business sector, excluding U.S. Treasury obligations, investing in securities with varying maturities and continuously investing a portion of the investment portfolio in readily available funds such as local government investment pools, money market accounts or money market mutual funds permissible under state statute.

The Treasurer shall include an investment summary report within the monthly Financial Report given to the Common Council.

Please see attachment A for a list of authorized financial institutions and authorized signatories.

The principles outlined above are intended to set forth the City's philosophy related to fiscal management. The Common Council and City Manager recognize that circumstances change and that these principles must be reviewed annually. However, it is the intent of the City of Platteville to follow these general guidelines to assure fiscal integrity and to maintain a high credit rating.

Federal Awards Cost Allowability Policy

Charging of Costs to Federal Awards

Only costs that are reasonable, allowable and allocable to a federal award shall be charged to that award directly or indirectly. All unallowable costs shall be appropriately segregated from allowable costs in the general ledger in order to assure that unallowable costs are not charged to Federal awards.

Criteria for Allowability

All costs must meet the following criteria in order to be treated as allowable direct or indirect costs under a federal award:

The cost must be "reasonable" for the performance of the award, considering the following factors:

- Whether the cost is of a type that is generally considered as being necessary for the operation of the Organization or the performance of the award;
- Restraints imposed by such factors as generally accepted sound business practices, arm's length bargaining, federal and state laws and regulations, and the terms and conditions of the award;
- Whether the individuals concerned acted with prudence in the circumstances;
- Consistency with established policies and procedures of the Organization, deviations from which could unjustifiably increase the costs of the award.

The cost must be "allocable" to an award by meeting one of the following criteria:

- The cost is incurred specifically for a federal award;
- The cost benefits both the federal award and other work, and can be distributed in reasonable proportion to the benefits received; or
- The cost is necessary to the overall operation of the Organization, but where a direct relationship to any particular program or group of programs cannot be demonstrated.

The cost must conform to any limitations or exclusions of OMS Circular A-122 or the federal award itself.

Treatment of costs must be consistent with policies and procedures that apply to both federally financed activities and other activities of the Organization.

Costs must be consistent with Non Federal charges and be consistently treated over time.

The cost must be determined in accordance with generally accepted accounting principles.

Costs may not be included as a cost of any other federally financed program in the current or prior periods.

The cost must be adequately documented.

Personnel and Fringe Benefit Costs

The cost of fringe benefits in the form of compensation paid to employees during periods of authorized absences from the job, such as for vacation, family-related leave, sick leave, holidays, court leave, military leave, and other similar benefits, are allowed and provided for under the City of Platteville's employee handbook.

Attachment A:

List of Authorized Financial Institutions

Wisconsin Bank and Trust, Platteville, WI
Mound City Bank, Platteville, WI
Clare Bank, Platteville, WI
Marine Credit Union, Platteville, WI
Community First Bank, Platteville, WI
Dupaco Community Credit Union, Platteville, WI
Heartland Credit Union, Platteville, WI
Fidelity Bank & Trust, Platteville, WI
Any Subsequent Banks or Credit Unions, Platteville, WI

State of WI Investment Pool, Madison, WI
Associated Trust Co., Green Bay, WI
Robert W. Baird & Co., Inc., Milwaukee, WI
Edward D. Jones & Co., Platteville, WI
Ehler’s Investment Partners, Waukesha, WI

List of Authorized Signatories

Council President
City Manager
Administration Director
City Clerk
Comptroller/City Treasurer

Sec. 2-142. - Combining of offices.

- (a) *Authorized.* The city manager shall have the power, subject to approval by the council, to combine any of the city offices created by law or this Code where the duties of such offices so combined are not incompatible, and to vest the powers and duties of such combined offices in one officer.
- (b) *Minor administrative offices.* The city manager shall have the power to create such minor administrative offices and positions as may from time to time become necessary and to discontinue such offices and positions according to his/her judgment of the needs of the city.

(Code 1969, § 3.08)

State Law reference— Powers of city manager generally, Wis. Stats. § 64.11.

Sec. 2-143. - Compensation.

- (a) *City manager.* The salary of the city manager shall be determined by the council.
- (b) *Other officers and employes.* The salary or compensation of all other officers and employes of the city shall be determined by the city manager, subject, however, to the approval of the council.

(Code 1969, § 3.09(B), (C))

Sec. 2-144. - Supervision of general city property.

The municipal building, public library and grounds, museum, municipal garage and yards, water treatment plant, pumping stations and all stations and all structures and appurtenances for the production, treatment, storage and distribution of water, sewage pumping stations and disposal plant, and all appurtenances comprising the sewerage system, and all other city-owned property of any kind and description whatsoever shall be under the supervision and management of the city manager, who shall be responsible to the council for its maintenance and care.

(Code 1969, § 7.02)



www.whitewater-wi.gov
Telephone: 262-473-0500
Fax: 262-222-5903

Office of Finance
312 W. Whitewater St.
Whitewater, WI 53190

Item 7.

Date: January 24, 2025

To: Finance Committee

From: Rachele Blitch, Director of Finance

Re: February Meeting Date

The committee typically meets on the 4th Tuesday of each month however, I will be on vacation next month during that time. I've listed other potential dates for you to review:

Monday, February 10, 2025

Wednesday, February 12, 2025

Thursday, February 13, 2025

Monday, February 17, 2025 – 4pm

Thank you!



Finance Committee Agenda Item

Meeting Date:	January 28, 2025
Agenda Item:	Salary Resolution Amendment 2
Staff Contact (name, email, phone):	Rachelle Blitch, rblitch@whitewater-wi.gov , 262-473-1380

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

The 2025 Salary Resolution was approved in December, and we are currently in the process of recruiting a City Attorney. To this end, we have issued an RFP and are also considering the option of hiring an in-house attorney.

We are proposing an amendment to the Salary Resolution to include the City Attorney position at Grade S, with a salary range of \$103,772.70 to \$140,093.15, should the City opt for an in-house candidate. Additionally, we recommend removing the City Manager position from the Salary Resolution, as it is negotiated separately through an employment agreement.

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

- 12/3/2024 – Council approved the 2025 Salary Resolution
- 1/7/2025 – Council approved an amendment to the 2025 Salary Resolution

FINANCIAL IMPACT
(If none, state N/A)

N/A

STAFF RECOMMENDATION

Staff recommends the approval of the salary resolution amendment as presented.

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

- 1. 2025 Salary Resolution Amendment 2

CITY OF WHITEWATER, WISCONSIN
2024 SALARY RESOLUTION AMENDMENT 3

Item 8.

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 2025

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 2025 Wage and Salary Schedule are hereby adopted pursuant to Wisconsin Statutes: and

subject matter between the two shall be in conflict, and the changes contained herein shall be effective beginning February 4, 2025:

Amendment 1			
Grade	Position	Minimum	Maximum
T	CITY MANAGER	Per Employment Agreement	
S	City Attorney	103,772.70 49.89	140,093.15 67.35
R	Police Chief Director of Public Works	93,395.43 44.90	126,083.83 60.62
Q	Fire Chief Director of Financial & Administrative Services Economic Development Director	86,857.75 41.76	117,257.96 56.37
P	Parks & Recreation Director IT Director Captain Library Director	80,777.71 38.84	109,049.90 52.43
O	Streets, Parks & Forestry Superintendent Wastewater Superintendent Water Superintendent	75,123.27 36.12	101,416.41 48.76
N	HR Manager City Clerk Comptroller First Asst Chief-Fire	69,864.64 33.59	94,317.26 45.34
M	Accountant EMS Chief Lead Operator	64,974.11 31.24	87,715.05 42.17
L	Support Services Manager Asst Parks, Recreation & Community Events Director	60,425.93 29.05	81,575.00 39.22
K	Lead Laborer WAFC Manager Assistant Library Director Communication Coordinator IT Support Technician Wastewater Operator Water Operator	56,196.11 27.02	75,864.75 36.47

CITY OF WHITEWATER, WISCONSIN
2024 SALARY RESOLUTION AMENDMENT 3

Item 8.

Amendment 1			
Grade	Position	Minimum	Maximum
J	Chief of Staff	52,262.38	70,554.22
	Adult Program Coordinator	25.13	33.92
	Recreation & Community Events Manager		
	Laborer I-Mechanic		
	Facilities Maintenance I		
	Wastewater Specialist I		
	Water Laborer I		
	Laborer I		
	Accounts Payable/Payroll Clerk		
I	GIS Analyst	48,604.02	65,615.42
	Fire Inspector EMT/Firefighter	23.37	31.55
	Programming & Makerspace Librarian		
	Youth Educational Services Librarian		
H	Clerk of Court	45,201.74	61,022.34
	Deputy Clerk	21.73	29.34
	Dispatcher I		
	Facilities Maintenance II		
	Laborer II		
	HR Coordinator		
	Wastewater Specialist II		
	Water Laborer II		
	Accounting Technican		
	Police Records Specialist		
G	Dispatcher II	42,037.61	56,750.78
	Administrative Assistant I - Records Technician	20.21	27.28
	Administrative Assistant I - Utilities		
	Administrative Assistant I -Neighborhood Services		
	Administrative Assistant I - CDA		
F	Youth Program Coordinator	39,094.98	52,778.22
	Aquatic Coordinator	18.80	25.37
	Outreach Services Specialist - Library		
	Technical Services Specialist - Library		
E	Customer Service Specialist - Library	36,358.33	49,083.75
		17.48	23.60
D	Media Coordinator	33,813.25	45,647.89
	Jr. Information Technology Support Technician	16.26	21.95
C	Media Producer	31,446.32	42,452.53
		15.12	20.41

*Excludes wages for unions, temporary part-time and seasonal employees

Resolution introduced by Councilmember, _____ Seconded by, _____

AYES: _____

NOES: _____

ABSENT: _____

ADOPTED: _____

Signatures:

John Weidl, City Manager

Heather Boehm, City Clerk