



**CITY OF WHITEWATER
COMMON COUNCIL AGENDA**

Common Council Meeting
Tuesday, July 21, 2015 - 6:30 p.m.

Innovation Center

1221 Innovation Drive, Rooms 105 A & B, Whitewater, Wisconsin.

CALL TO ORDER, ROLL CALL

1. Amendment No. 4 to 2015 Salary Resolution. (City Manager Request).
2. Award of contract for armory ramp and stair reconstruction.
3. Pleasant St. Stormwater / Franklin St. Resurfacing Bid Award.
4. Council / City Staff Retreat
 - A. Strategic Planning and Goals discussion;
 - B. Review of Open Meetings Law, Open Records Law, and Ethics Code.

Adjournment.

The majority of this meeting is planned for a Council / Staff retreat. The meeting and retreat are open meetings and are open to the public.



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **07/21/15**

ITEM: **2015 Salary Resolution Amendment 4**

PRESENTER: **City Manager**

PREVIOUS ACTION, IF ANY: **None.**

SUMMARY OF ITEM BEING PRESENTED:

This amendment to the 2015 Salary Resolution includes a change to the classification of one Executive Assistant position as well as corrections to errors in Schedule VII relating to firefighters and EMTs as approved by the Common Council in the third amendment on July 7, 2015. The term “Confidential” has also been eliminated from the position title.

The Executive Assistant position (Schedule II) was changed from Grade A to Grade B in this amendment. The change would bring the position up to the same pay grade as the Deputy Clerk, Neighborhood Services Administrative Assistant, and all Accounting Technician positions. The difference between the top of scale for the current pay grade and the top of scale for the proposed pay grade is \$2,995.

BUDGET IMPACT, IF ANY: Any increase in payroll expenditures in 2015 resulting from this change will be absorbed by the savings generated from the position being vacant from May 18 thru July 27, 2015.

STAFF RECOMMENDATION: Staff requests approval.

**ATTACHMENT(S) INCLUDED (If none, please state):
2015 Salary Resolution Amendment 4**

**FOR MORE INFORMATION CONTACT:
Cameron Clapper, cclapper@whitewater-wi.gov, 262-473-0100.**

**City of Whitewater
2015 SALARY RESOLUTION
AMENDMENT 4**

WHEREAS, the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, sets forth the wage and salary schedule for employees for 2015, in which wages are established.

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 2015 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 July 1, 2015.

**SCHEDULE I
ADMINISTRATIVE POSITIONS**

Position	# of Positions	Effective	Salary
City Manager	1	01/01/2015	91,800.00
Chief of Police	1	01/01/2015	89,627.40
Municipal Judge	1	01/01/2015	20,167.98
City Attorney	1	01/01/2015	54,117.69

**SCHEDULE II
PROFESSIONAL AND TECHNICAL EMPLOYEE PAY PLAN**

Pay Grade	# of Positions	Classification Titles	Pay Grade	# of Positions	Classification Titles
A	3/4	Senior Coordinator (Part-time)	E	1	Community TV/Media Services Manager
	2	Administrative Assistant II - Records Technician		1	Recreation & Community Events Programmer
	1	Recreation Program Coordinator	F	1	City Clerk
	1	Administrative Assistant I - Utilities	G	0	
B	1	Accounting Technician II - Utilities	H	1	Neighborhood Services Director
	1	Accounting Technician II - Payroll & Accounts Payable	I	1	Chief Information Officer
	1	Administrative Assistant I - Neighborhood Services	J	1	Water Superintendent
	1	Executive Assistant		1	Streets, Parks & Forestry Superintendent
	1	Deputy Clerk		1	Parks & Recreation Director
	1/2	Clerk of Court (Part-time)		1	Wastewater Treatment Plant Superintendent
C	1	GIS Technician	K	1	Assistant City Manager
D	1	Support Services Manager	L	1	Finance Director
	1	Finance Support Services Manager			
	3/4	Human Resources Coordinator			
	1	CDA – Economic Development Specialist			

**SCHEDULE II
PROFESSIONAL AND TECHNICAL EMPLOYEE PAY PLAN**

Pay Grade		Steps				
		1	2	3	4	5
A*	Hourly Wage 2080 Hours	15.38 31,993.73	15.85 32,969.66	16.53 34,391.14	17.24 35,855.04	17.91 37,255.30
B*	Hourly Wage 2080 Hours	16.48 34,287.24	17.24 35,855.04	17.97 37,382.59	18.72 38,947.42	19.47 40,500.82
C	Salary	37,252.62	38,945.12	40,637.87	42,332.13	44,024.88
D	Salary	40,231.10	42,060.37	43,887.07	45,716.09	47,546.90
E	Salary	44,153.49	46,160.04	48,166.32	50,174.14	52,181.68
F	Salary	47,604.70	49,768.39	51,931.06	54,096.28	56,258.69
G	Salary	51,055.65	53,377.01	55,697.08	58,015.61	60,336.97
H	Salary	54,506.85	56,983.06	59,461.82	61,936.50	64,416.78
I	Salary	57,956.78	60,591.67	63,225.03	65,858.90	68,493.78
J	Salary	61,406.46	64,197.48	66,990.03	69,779.77	72,572.07
K	Salary	64,858.94	67,806.08	70,754.77	73,700.65	76,649.31
L	Salary	68,308.88	71,413.43	74,519.51	77,623.04	80,730.15

*Non-Exempt Position

**SCHEDULE III
LIBRARY POSITIONS**

Pay Grade	# of Position	Classification Titles	Steps				
			1	2	3	4	5
A1	2	Customer Service Associate*	12.27	12.82	13.39	13.39	13.39
A2	5	Customer Service Specialist*	13.33	13.94	14.56	15.15	15.76
A3	3	Technical Services Specialist*	15.15	15.86	16.54	17.23	17.91
	3	Outreach Services Specialist*					
A4	1	Youth Educational Services Librarian	37,252.62	38,945.37	40,637.87	42,332.13	44,024.88
A5	1	Assistant Library Director	47,604.70	49,768.39	51,931.06	54,091.38	56,258.69
A6	1	Library Director	61,406.46	64,197.48	66,990.03	69,779.77	72,572.07

*Non-Exempt Positions

**SCHEDULE IV
WHITEWATER POLICE DEPARTMENT COMMUNICATIONS CENTER**

Position	# of Positions	Step			
		1	2	3	4
Communications Coordinator	1	19.21	20.22	21.28	21.52
<i>Per 2,080 Hours</i>		39,952.49	42,059.92	44,256.09	44,766.31
Dispatch / Records Communications Aide	7	17.28	18.17	19.13	19.33
<i>6 @ Per 1947 Hours</i>		33,639.36	35,383.63	37,252.48	37,626.25
<i>1 @ Per 976 Hours</i>		16,862.87	17,737.25	18,674.07	18,861.44

**SCHEDULE V
PUBLIC WORKS DEPARTMENT**

Pay Grade	Classification Title	Step					
		1 0-11 mos.	2 12-23 mos.	3 24-35 mos.	4 36-47 mos.	5 48-59 mos.	6 60+ mos.
A	Lab Assistant	10.00	10.22	10.44	10.67	10.89	11.12
B	Custodian/Groundskeeper <i>Per 1,040 Hours</i>	15.41 16,029.23	16.00 16,637.08	16.58 17,244.93	17.14 17,830.26	17.72 18,426.86	18.29 19,023.45
C	Laborer II <i>Per 2,080 Hours</i>	18.01 37,461.57	18.59 38,677.27	19.17 39,870.45	19.74 41,063.64	20.33 42,279.34	20.89 43,450.01
D	Building Maintenance <i>Per 2,080 Hours</i>	20.16 41,941.65	20.75 43,157.35	21.30 44,305.51	21.91 45,566.23	22.47 46,736.91	23.05 47,952.61
	<i>Per 1,560 Hours</i>	31,456.23	32,368.01	33,229.13	34,174.67	35,052.68	35,964.45
E	Engineering Technician Laborer I Laborer I - Mechanic Code Enforcement/Building Maintenance Water Operator - no certification Wastewater Operator - no certification Wastewater Operator/Lab Technician - no certification <i>Per 2,080 Hours</i>	22.56 46,917.01	23.06 47,975.12	23.56 49,010.72	24.07 50,068.82	24.57 51,104.42	25.09 52,185.04
Grade F:	Additional \$0.20 per hour above Pay Grade E upon successful completion and receipt of Grade I certification and one sub grade.						
Grade G:	Additional \$0.79 per hour above Pay Grade E upon successful completion of Grade II and all Grade II sub grades required by Wisconsin Administrative Code for the City of Whitewater Wastewater Utility.						
Grade H:	Additional \$1.06 per hour above Pay Grade E upon successful completion of Grade IV and all Grade IV sub grades required by Wisconsin Administrative Code for the City of Whitewater Wastewater Utility.						
Grade I:	Additional \$1.56 per hour above Pay Grade E for the position of Lab Manager/Operator.						

**SCHEDULE VI
WHITEWATER POLICE DEPARTMENT**

Position	# of Positions	Effective Date	Hourly Wage	Per 2,080 Hours *Patrol (2,008 Hours)
Captain	1	1/1/2015	-	82,339.30
Lieutenant	1	1/1/2015	-	78,180.96
Sergeant*	3	1/1/2015	30.54	63,513.44
Detective Sergeant	1	1/1/2015	31.63	65,790.82
Detective	2	1/1/2015	30.24	62,905.44
Juvenile Officer	1	1/1/2015	30.24	62,905.44
Patrol Officer I*	14	1/1/2015	28.95	58,126.78
Patrol Officer II*		1/1/2015	26.22	52,658.19
Patrol Officer III*		1/1/2015	24.75	49,688.36

Position	# of Positions	Effective Date	Hourly Wage	Per 2,080 Hours *Patrol (2,008 Hours)
Captain	1	7/1/2015	-	83,268.20
Lieutenant	1	7/1/2015	-	79,353.67
Sergeant*	3	7/1/2015	30.99	64,466.14
Detective Sergeant	1	7/1/2015	32.11	66,777.68
Detective	2	7/1/2015	30.70	63,849.02
Juvenile Officer	1	7/1/2015	30.70	63,849.02
Patrol Officer I*	14	7/1/2015	29.38	58,998.68
Patrol Officer II*		7/1/2015	26.62	53,448.06
Patrol Officer III*		7/1/2015	25.12	50,433.69

**SCHEDULE VII
FIRE-RESCUE**

Position	# of Positions (Part-time)	Wage
Fire-Inspector	3	\$15 per hour
Volunteer Fire	42	\$12 per hour
EMS Captain		\$13 per hour
EMS Lieutenant	4	\$13 per hour
Assistant Chief EMS	1	\$17 per hour
Rescue Squad EMT	45	\$12 per hour
Non Transport		\$16 per hour
Transport Driver		\$17.50 per hour
Transport Basic		\$20 per hour
Transport Intermediate		\$2 per hour
On Call		
Fire Chief	1	\$19 per hour
1st Asst. Fire Chief	1	\$17 per hour
2nd Asst. Fire Chief	1	\$17 per hour
Fire Equipment Maintenance		\$100.00 per month stipend – Add \$1/hr to regular rate
EMS Equipment Maintenance		\$100.00 per month stipend – Add \$1/hr to regular rate
Fire Apparatus/Equipment Checks		\$50.00 per month stipend – Add \$1/hr to regular rate
Technical Rescue Equipment Maint		\$25.00 per month stipend – Add \$1/hr to regular rate

**SCHEDULE VIII
PART-TIME EMPLOYEES**

Position	# of Positions	Effective Date	Hourly Wage
Community Service Officer	2	01/01/2015	\$10.75
Neighborhood Services Officer	2	01/01/2015	\$10.75

**SCHEDULE IX
PART-TIME SEASONAL EMPLOYEES**

Position	Steps				
	1	2	3	4	5
Election Inspectors	10.00	10.00	10.00	10.00	10.00
Chief Election Inspectors	12.00	12.00	12.00	12.00	12.00
Crossing Guards	10.96	10.96	10.96	10.96	10.96
Cable TV Camera Operator	7.25	7.50	8.00	8.75	9.75
Activity Leaders	9.25	9.50	10.00	10.50	11.50
Program Attendants	7.25	7.50	7.75	8.00	8.25
Certified Instructors	10.00	11.00	12.00	13.00	15.00
Activity Instructors	7.75	8.00	8.25	8.50	8.75
Sport Officials	20.00	21.00	22.00	24.00	25.00
WIAA Sport Officials	35.00	35.00	35.00	35.00	35.00
Seasonal Laborer	7.25	7.50	8.00	8.75	9.75

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

_____.

Cameron Clapper, City Manager

Michele Smith, City Clerk

AYES:

NOES:

ABSENT:

ADOPTED:



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: 7/21/2015

ITEM: Award of bid for armory ramp and stairs

PRESENTER: Parks & Recreation Director

PREVIOUS ACTION, IF ANY: Approved engineering proposal with Strand & Associates (2-17-15)
Authorization to go to bid (6-16-15)

SUMMARY OF ITEM BEING PRESENTED: Strand & Associates solicited bids for the Armory ramp project. A total of four bids were received with RR Walton's bid of \$112,000 being the low bid.

BUDGET IMPACT, IF ANY: The CIP includes funds for this project.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: Parks & Recreation Board approved design on June 9, 2015

STAFF RECOMMENDATION: Accept bid of RR Walton

RECOMMENDED MOTION: Award bid for construction of armory ramp and stairs to RR Walton Inc.

ATTACHMENT(S) INCLUDED (If none, please state that):
Bid tabulation

FOR MORE INFORMATION CONTACT:

Matt Amundson

262-473-0122

mamundson@whitewater-wi.gov

Bids Received 7/14/2015
2:00 p.m.

PROJECT

Armory Ramp and Stairs Replacement – Contract 2-2015
City of Whitewater, Wisconsin
Bid Tabulation Summary

Bidder and Address	Bid Bond or Guarantee	Addenda Acknowledged	Lump Sum Bid
Joe Daniels Construction Co., Inc. 919 Applegate Rd. Madison, WI 53713	Yes – 10%	N/A	\$169,569.00
RR Walton & Company, Ltd. 1005 W. Main St. Whitewater, WI 53190	Yes – 10%	N/A	\$112,000.00
Scherrer Construction PO Box 740 Burlington, WI 53105	Yes – 10%	N/A	\$139,533.00
Gilbank Construction, Inc. 301 Scot Dr., POB 718 Clinton, WI 53525	Yes – 10%	N/A	\$113,800.00

Received by:

Michele Smith

Originals given to Strand to take to Madison for review 7/14/15 ms



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: 7/21/2015

ITEM: **Pleasant Street Stormwater & Franklin Street Resurfacing – Bid Award**

PRESENTER: **Assistant City Manager**

PREVIOUS ACTION, IF ANY:

- **May 5, 2015** - City Council approved releasing the Pleasant Street project for bid combined with the George Street bid.
- **June 2, 2015** – City Council voted to not accept Reesman's Excavating & Grading, Inc.'s bid for the Pleasant Street storm sewer and water main work and voted to allow staff to immediately release the Pleasant Street project for bid, which will include the water looping portion as an alternate.

SUMMARY OF ITEM BEING PRESENTED:

Bids for the above-referenced project were opened on July 9, 2015. Two bids were received with the resulting bid tabulation attached. E&N Hughes Co., Inc. was the apparent low bidder for the base bid with a bid of \$179,909, which included the Franklin Street paving work. They included a bid of \$45,120 for Alternative Bid No. 1, which included water main on Pleasant Street.

You will recall Pleasant Street was originally bid with the George Street project. E&N Hughes was not the overall low bidder for the combined George Street/Pleasant Street project, but they would have been the low bidder for the Pleasant Street portion if it would have been bid alone.

Here are the results for comparison purposes:

**Pleasant Street Storm Sewer and Paving Work, Rebid \$112,034, Original Bid \$120,699
Pleasant Street Water Main, Rebid \$45,120, Original Bid \$45,312
Franklin Street Paving, Bid \$67,875 (no original bid)**

It appears rebidding saved \$8,857 in construction dollars, but the city did incur some engineering costs for rebidding.

STAFF RECOMMENDATION:

Staff recommends not accepting Bid Alternative No. 1. Although the water looping upgrade would provide better redundancy in case of a water main break, the loop is not essential to the system. In addition, the project limits of next year's Center Street reconstruction project will likely be expanded to include water improvements on Boone Ct, and the Franklin/Ann Street stormwater project will likely be recommended with water main improvements. With these additional future costs, staff recommends not accepting the alternative in this contract.

Staff recommends accepting the bid for the Pleasant Street storm sewer and paving work in an amount of \$112,034, and accepting the bid for the Franklin Street paving in an amount of \$67,875.

RECOMMENDED MOTION: Move to accept E&N Hughes Co., Inc.'s bid for the Pleasant Street storm sewer and paving work

And

The N. Franklin Street paving work

And

Move to not accept the Bid Alternative No. 1, water looping upgrade on Pleasant Street.

ATTACHMENT(S) INCLUDED (If none, please state that)

Pleasant Street/Franklin Street Bid Tabulation

FOR MORE INFORMATION CONTACT:

Christopher McDonell, cmcdonell@whitewater-wi.gov, 262.473.0139.

Bids Received: 10:00 AM
July 9, 2015

STRAND ASSOCIATES, INC.®
910 West Wingra Drive
Madison, Wisconsin 53715

PLEASANT STREET STORM SEWER
CONTRACT 6-2015
CITY OF WHITEWATER, WISCONSIN

BID TABULATION SUMMARY

Bidder and Address	Bid Bond or Guarantee	Addenda Acknowledged	Computed Total Base Bid	Computed Total Alt. Bid No. 1
E&N Hughes Co., Inc. N2629 Coplien Road Monroe, WI 53566	10%	Yes	\$179,909.00	\$45,120.00
Payne & Dolan, Inc. 1700 120th Avenue Kenosha, WI 53144	10%	Yes	\$265,383.00	\$74,526.00

Reviewed by: Mark A. Fisher

Bids Received: 10 AM, local time, July 9, 2015

STRAND ASSOCIATES, INC.®
 910 West Wingra Drive
 Madison, WI 53715

PLEASANT STREET STORM SEWER
 CONTRACT 6-2015
 CITY OF WHITEWATER, WISCONSIN
 BID TABULATION BREAKDOWN

E&N Hughes Co., Inc.
 N2629 Coplien Road
 Monroe, WI 53566

Payne & Dolan, Inc.
 1700 120th Avenue
 Kenosha, WI 53144

No.	Description	Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price
Pleasant Street							
1.	15-IN RCP Storm Sewer	380	LF	\$ 64.50	\$ 24,510.00	\$ 59.40	\$ 22,572.00
2.	12-IN RCP Storm Sewer	35	LF	\$ 68.30	\$ 2,390.50	\$ 70.00	\$ 2,450.00
3.	4-FT DIA Storm Sewer MH	3	EA	\$ 1,996.00	\$ 5,988.00	\$ 3,627.00	\$ 10,881.00
4.	2-FT by 3-FT Storm Sewer Inlet	2	EA	\$ 2,031.00	\$ 4,062.00	\$ 3,280.00	\$ 6,560.00
5.	Hauled-In Granular Backfill	100	T	\$ 12.55	\$ 1,255.00	\$ 60.30	\$ 6,030.00
6.	30-IN Curb and Gutter Removal and Replacement	130	LF	\$ 38.50	\$ 5,005.00	\$ 65.00	\$ 8,450.00
7.	6-IN Concrete Driveway Apron Removal and Replacement	300	SF	\$ 7.70	\$ 2,310.00	\$ 12.00	\$ 3,600.00
8.	Common Excavation	1	LS	\$ 14,894.00	\$ 14,894.00	\$ 60,000.00	\$ 60,000.00
9.	Excavation Below Subgrade (EBS)	50	CY	\$ 15.00	\$ 750.00	\$ 80.00	\$ 4,000.00
10.	EBS Backfill	100	T	\$ 10.80	\$ 1,080.00	\$ 40.00	\$ 4,000.00
11.	Crushed Stone Base Course	1,000	T	\$ 14.75	\$ 14,750.00	\$ 4.50	\$ 4,500.00
12.	Asphaltic Concrete Pavement—Lower Course	210	T	\$ 67.45	\$ 14,164.50	\$ 85.00	\$ 17,850.00

				E&N Hughes Co., Inc. N2629 Coplien Road Monroe, WI 53566		Payne & Dolan, Inc. 1700 120th Avenue Kenosha, WI 53144	
No.	Description	Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price
13.	Asphaltic Concrete Pavement—Upper Course	160	T	\$ 76.50	\$ 12,240.00	\$ 92.00	\$ 14,720.00
14.	Utility Insulation	100	SF	\$ 3.00	\$ 300.00	\$ 37.70	\$ 3,770.00
15.	Turf Restoration—Topsoil, Seed, and Mulch	1	LS	\$ 250.00	\$ 250.00	\$ 3,250.00	\$ 3,250.00
16.	Erosion Control	1	LS	\$ 4,971.00	\$ 4,971.00	\$ 7,500.00	\$ 7,500.00
17.	Traffic Control	1	LS	\$ 3,114.00	\$ 3,114.00	\$ 15,000.00	\$ 15,000.00
Franklin Street							
18.	Mill Existing Asphalt Pavement	5,000	SY	\$ 3.12	\$ 15,600.00	\$ 3.25	\$ 16,250.00
19.	Asphaltic Concrete Pavement—Upper Course	750	T	\$ 69.70	\$ 52,275.00	\$ 72.00	\$ 54,000.00
ENGINEER'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 19					\$ 179,909.00		\$ 265,383.00
CONTRACTOR'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 19					\$ 179,909.00		\$ 265,383.00

Reviewed by _____



Bids Received: 10 AM, local time, July 9, 2015

STRAND ASSOCIATES, INC.®
 910 West Wingra Drive
 Madison, WI 53715

PLEASANT STREET STORM SEWER
 CONTRACT 6-2015
 CITY OF WHITEWATER, WISCONSIN
 ALTERNATIVE BID NO. 1

E&N Hughes Co., Inc.
 N2629 Coplien Road
 Monroe, WI 53566

Payne & Dolan, Inc.
 1700 120th Avenue
 Kenosha, WI 53144

No.	Description	Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price
Water Main							
1.	6-IN DIA Water Main or Fire Hydrant Lead	290	LF	\$ 84.80	\$ 24,592.00	\$ 92.60	\$ 26,854.00
2.	6-IN Valve and Road Box	2	EA	\$ 1,340.00	\$ 2,680.00	\$ 2,083.00	\$ 4,166.00
3.	Fire Hydrant W/Aux. Valve and Road Box	1	EA	\$ 6,333.00	\$ 6,333.00	\$ 13,300.00	\$ 13,300.00
4.	Connect New Water Main to Existing Water Main	2	EA	\$ 3,875.00	\$ 7,750.00	\$ 7,393.00	\$ 14,786.00
5.	Hauled-In Granular Backfill	300	T	\$ 12.55	\$ 3,765.00	\$ 51.40	\$ 15,420.00
ENGINEER'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 5					\$ 45,120.00		\$ 74,526.00
CONTRACTOR'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 5					\$ 45,120.00		\$ 74,526.00

Reviewed by 



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **07/21/15**

ITEM: **Strategic Plan Workshop**

PRESENTER: **City Manager**

PREVIOUS ACTION, IF ANY: **This will be the third year in which staff and the common council have held a joint workshop as part of the planning process for the annual budget.**

SUMMARY OF ITEM BEING PRESENTED:

The purpose of this workshop meeting is to

- 1. Review and discuss the status of the current “state of the city,” including the 2015-2019 CIP.**
- 2. Review and discuss the status of city-wide strategic priorities and 2015 city-wide goals.**
- 3. Review and discuss proposed departmental goals for 2016.**
- 4. Identify outstanding issues to address in the 2016-2020 CIP and/or through goals and objectives for 2016 (We will have an in-depth discussion at a later meeting, but Council feedback here would be valuable)**
- 5. Review and discuss current public committee structure, potential additions, and current public involvement concerns.**

BUDGET IMPACT, IF ANY: **N/A**

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: **N/A**

STAFF RECOMMENDATION: **N/A**

RECOMMENDED MOTION: **N/A**

ATTACHMENT(S) INCLUDED (If none, please state):

**2015 Budget, City Goals section
Strategic Goals list for 2016 Budget
2015-2019 CIP pages 1-8**

FOR MORE INFORMATION CONTACT:

Cameron Clapper, cclapper@whitewater-wi.gov, 262-473-0100.

CITY GOALS

Strategic planning and goal setting are processes by which a community can plan for its future. Planning and setting effective goals is also an excellent strategy for utilizing limited resources effectively and efficiently. The Whitewater Common Council and the City's Management Team of staff meet annually for a workshop meeting to set goals for the coming year and to modify existing long term goals.

In 2013, the Common Council and Management Team met together to discuss established a list of strategic goals or "issue areas" to guide staff in setting priorities at the department level as part of the budget process. Through the efforts of the group, the following issue areas were identified as areas where the City should direct its focus in coming years.

Quality Housing Stock

As the University experiences continued growth in enrollment and as the percentage of owner occupied housing units continue to decline, the City will take steps to ensure the availability of quality housing in three ways.

- Encourage and, where possible, facilitate the development of affordable single-family homes.
- Encourage and, where possible, restore and/or preserve existing neighborhoods in select areas of the city.
- Encourage and maintain high standards of quality for existing and future rental property developments.

Infrastructure/Services

In order to address the need for longer-term capital planning and sustainable maintenance strategies for municipal infrastructure, the City will take a comprehensive approach to capital improvement planning that addresses capital needs across all departments and all facilities. The City will also develop adequate and timely maintenance schedules for existing municipal infrastructure.

Communication (Internal and External)

To increase the likelihood that the City will continue to function as efficiently and as effectively as possible while also maintaining complete transparency, the City will commit to the continued improvement of internal and external communications and to better generate community awareness related to municipal challenges and successes.

Encourage Business Development

To ensure that the City can take advantage of all opportunities for community investment and economic growth, the City will take steps to streamline the application and approval process for potential developments and facilitate, in as much as possible, a "one-stop shop" for businesses and developers. The City will also strive to effectively promote Whitewater's unique economic assets such as the Whitewater University Technology Park and Innovation Center to entrepreneurs, start-up and expanding businesses both within and outside the region.

Global Review of Budget Priorities

In an effort to improve strategic decision making at the Common Council and Management Team levels during the budget (and capital planning) process, staff will supply decision makers with the right data to generate a clear and comprehensive vision of city needs and the resources required to address those needs.

UW-Whitewater Relations

As one of the relatively few municipalities that are home to a thriving university, the City will continue to build on our successful Town & Gown relationship with UW-Whitewater in the following ways.

- Maintain and seek to strengthen lines of communication between both entities.
- Further develop and existing relationships between departments of both organizations.
- Seek out additional opportunities for partnerships that harness the strengths of both institutions in an effort to achieve common community goals.

Healthcare & Wellness

Increased availability of healthcare facilities, including in-patient and ER facilities, would increase the quality life for city residents as well as reduce costs for the municipality and other organizations. A more wellness-minded municipal culture would further reduce operational costs by increasing employee health and productivity. For these reasons, the City will labor to do the following.

- Primarily through the efforts of the Community Development Authority (CDA), the City will seek to attract additional healthcare services and facilities to the Whitewater community.
- Utilizing budgeted funds and resources available through current healthcare providers, staff will work to educate employees regarding healthy lifestyle practices and encourage employee participation in existing wellness activities such as the annual Slimdown Challenge.

In 2014, the Common Council and Management Team met again to discuss organizational successes and to establish more specific goals for completion within the following 6-18 months. The following table outlines each of the six (6) goal statements established in the 2014 workshop and staff's progress toward completion of the goal since July of 2014. The goals are not listed in any particular order.

<u>Goal Statement:</u>	Work proactively on aging infrastructure in manner that is economically responsible.
<u>Goal Objectives:</u>	<ol style="list-style-type: none"> 1. Analyze existing needs and identify priorities. 2. Prioritize based on consistent standards such as the PASER program for street maintenance. 3. Educate community members on the need for each identified project. 4. Establish an ongoing maintenance program for existing infrastructure. 5. Identify creative funding strategies for funding projects

<u>Goal Statement:</u>	Attract and retain a quality workforce within the municipal organization.
<u>Goal Objectives:</u>	<ol style="list-style-type: none"> 1. Attract qualified applicants <ol style="list-style-type: none"> a) Update employee wages and job classifications b) Market community strengths to potential job candidates c) Network with colleges and Universities in the surrounding area d) Increase and enhance internship and mentorship opportunities e) Utilize social media in the recruitment process 2. Hiring <ol style="list-style-type: none"> a) Refine online application process b) Develop skill assessment tests to be used in the interview process c) Review and modify the process for hiring new employees to create greater efficiency d) Update the existing background/reference check policy 3. Retention <ol style="list-style-type: none"> a) Identify common best practices for employee retention b) Develop annual program for staff appreciation c) Develop an employee wellness program d) Evaluate feasibility of flexible work schedules for employees e) Provide valuable, formalized training opportunities for all employees (this would include professional and safety-based training programs) f) Encourage a culture of innovation

Goal Statement: **Address parking issues in the community**

The city should work with all stakeholders to create a clear parking plan that balances the needs of all parties -particularly businesses, residents, university students, and visitors to the community.

- Goal Objectives:**
1. Identify stakeholder groups to include in the parking discussion (police department, property management firms, business owners, home owners, tenants, etc.)
 2. Bring stakeholders together to establish target areas and specific desired outcomes.
 - a) Discuss parking time limits near local businesses
 - b) Consider alternative ways of utilizing limited space
 - c) Identify strategies for accommodating additional student housing in the downtown area and near campus.
 3. Evaluate potential for a parking ramp in Whitewater
 4. Evaluate a process for effectively communicating parking rules and regulations to the public.
 - a) Consider development of an interactive parking map online
 5. Explore the possibility of online sale and issue of parking permits
 - a) Printable overnight visitor passes
 - b) Explore the use of software similar to that used by the Water Utility for the payment of parking citations and purchase of permits
 6. Consider overnight on-street parking in student areas by permit
 7. Allocate resources to allow for a dedicated employee for parking enforcement
 - a) Evaluate the use of generated revenue to offset part-time staff cost

Goal Statement: **Increase demand for and availability of affordable single family housing.**

- Goal Objectives:**
1. Promote high density housing near UWW to reduce pressure on single family neighborhoods.
 2. Identify strategies for promoting Whitewater amenities, such as the university, to prospective residents.
 3. Identify strategies (especially passive) for long-term preservation of single-family neighborhoods.
 - a) Inventory our existing housing and population
 - b) Take another look at our zoning codes
 - c) Financing opportunities
 - d) Many price & housing style options
 - e) Work with the Whitewater Unified School District to educate officials and Pay attention to school needs when affected by housing changes

Goal Statement: **Improve lake health and recreational access.**

- Goal Objectives:**
1. Address the need for improvements to boat launches (Cravath), piers, and docks along Cravath and Trippe Lakes.
 - a) Complete feasibility study of docks
 - b) Develop a timetable and funding schedule for completion

2. Improve education and communication within the community regarding the lakes and lake health.
3. Evaluate and take action regarding new and existing strategies for lake clean-up and restoration.
 - a) Complete lake dredging feasibility study.
 - b) Evaluate lake harvesting by contract or in-house
 - c) Explore the possibility of a Lake District
 - d) Increase storm water sediment removal through city-wide infrastructure improvements
 - e) Proactively engage the DNR to assist with restoration efforts including invasive species abatement and fish stocking of the lakes
4. Explore recreation adventures (paddle boats, stand up board)

Goal Statement: **Enhance Quality of Life features create an environment where families want to live, work, and play in Whitewater.**

Focus areas for improvement/enhancement include diverse housing stock, living wage job opportunities, community amenities (Recreation, Arts, Education, Childcare)

- Goal Objectives:**
1. Action Plan LIVE – Attract young professionals and families to the Whitewater Community
 - a) Encourage civic engagement to resolve community issues and provide feedback on city programs and projects
 - b) Encourage development of additional retail options within the downtown area and along commercial corridors in the city.
 2. Action Plan WORK – Spur job growth, especially within the technology sector(s), that will attract professionals and families to our community.
 - a) Take an inventory of the local job pool, labor market, and current trends to identify areas for focused job creation efforts
 - b) Educate elected officials and the business community regarding generational trends in work environment preferences to encourage the successful attraction of a highly skilled workforce that meets local demand
 3. Action Plan PLAY – Take better advantage of Whitewater’s “fun” assets
 - a) Review existing community amenities and identify strategies for marketing those amenities to the populous in and outside of Whitewater. Amenities could include park and trail facilities, recreation programs, education programs, social and charitable organizations
 - b) Conduct a community survey to identify residents’ interests in terms of leisure amenities and to evaluate the City’s performance in providing those amenities and related services.
 - c) Explore ways to further mutual promotion of UW-Whitewater and City events, activities, and programs to the public
 - i. Identify the proper communication channel and contact person for each type of program or event both on campus and in the Municipal Building.
 - ii. Look for ways to centralize communications on programs and events between Discover Whitewater, the City, and UW-W. And look for ways to make said communications more accessible.

City of Whitewater

Department Strategic Goals (2016)

ADMINISTRATION

1. Improve process implementation
 - Define benefit/purpose/value to employees
 - Document/chart work flow process
 - Process and procedure training
 - Once implemented, review/adjustments/feedback
 - Process sunset dates for review
2. Communication (Internal & External)
 - Develop communication plan to address internal and external needs to maintain a high level of transparency in Whitewater.
3. Training
 - Increase employee involvement in CVMIC professional development programs
 - Develop a formal safety training program in every department
 - Identify areas for cross-training and implement training schedule

COMMUNITY TV

1. A reliable vehicle is needed for on-location production
 - a. Current vehicle is a retired ambulance and is in need of expensive repairs and is not reliable in the winter.
2. Would like to see Government TV streamed live
 - a. To be able to reach out to greater whitewater area and non cable subscribers with city content. Cable subscribers are not increasing in the area as there are other television provider options (e.g. Direct TV).

NEIGHBORHOOD SERVICES

1. Document employee jobs step-by-step to provide better customer service
 - a. This would allow other employees to provide assistance even it is not their area of specialty. This is especially important when the administrative assistant it out of the office.
2. Permits
 - a. Expand on existing permits
 - b. Adding check list with permits

- c. Getting all permits and check list on line
3. GIS Data
- a. Work with other department staff to add infrastructure to GIS
 - b. As project develop add to GIS
 - c. Research and add easements to GIS

FINANCE

1. Improve signage in City Hall lobby
 - A significant amount of time is expended by finance staff in fielding questions by City Hall visitors on where to go to complete their business.
2. Bills/credit card statements are not being turned into finance for payment on a timely basis
 - Finance is having to make unnecessary email or phone calls to department heads to see where unpaid bills are. Vendors call us because the account is overdue.
3. MyTime – payroll time entry – not utilized by all departments
 - This would create more efficiency both within the outlaying departments and finance. Determine why is has not been utilized and converted.

WATER

1. Better security at facilities
 - Identify highest risk areas
 - Remote location, ability to access water supply
 - Prioritize risk areas
 - Research security options
 - Pricing
 - Budget request
2. Additional full-time employee
 - Water Utility has had same number of full-time employees since the 1950s.
 - Identify added work since the 1950s
 - Chemicals
 - Superintendent has to regularly complete field work
 - DNR requirements
 - Additional infrastructure to maintain
 - Daily urgent requests
 - Age of employees (physically demanding/loss of knowledge when retire)
 - Determine ways to streamline work
 - Phone calls, etc.

WASTEWATER

1. Improve interdepartmental communication
 - There needs to be an improved process of service request tracking with other departments.
2. Wastewater's Upgrades
 - Hach and SCADA reports have not kept up with the plant changes.

STREETS

1. Improve communication with public on projects
 - Identify list of current projects on annual ongoing operations that should be publicized
 - Determine how each will be advertised
 - Assign person responsible for ongoing updates
2. Upgrade aging equipment/vehicles
 - Council tour of garage to see poor state of vehicles
 - History of funding
 - Replacement list
 - Quantify extra staff time spent on fixing aged equipment
 - Explore upgrade options (e.g. leasing)
 - Identify safety issues
 - Identify parts availability concerns.

PARKS & BUILDING MAINTENANCE

1. Park Maintenance
 - Define Process / Scope of Work
 - Quantify Work (Data)
 - Hiring based on needs/schedule
 - Professional Development (FT) / Current Use
 - Identify areas to improve
 - Regularly Scheduled Inspections / Technology Implementation
2. Customer Service/Front Desk
 - Provide customer service training for front desk staff
 - Improve physical work conditions for front desk staff that improve functionality and productivity
 - Explore alternatives that provide greater public access to Parks and Recreation staff
3. Public Relations & Marketing
 - Consider options to add value to new brochure format

- Explore options of providing sponsorship opportunities to local media outlets
- Partner with Tourism Council to identify location for digital kiosk
- Identify marketing opportunities including social media advertising, billboards, promotional items, etc
- Continue to cross-brand traditional recreation programming in the after school programs

POLICE

- I. Construct an evidence shed/garage – This continues to be a long term need for the department to maintain the integrity of physical evidence as well as secure storage for vehicle seizures. An updated evidence/storage garage will likely pay for itself in the long-term by keeping seized vehicles inside a secure storage facility.
 - A. Create a needs analysis specific to:
 1. additional space for equipment, long-term evidence and seized vehicle storage
 2. create a computer workstation to allow for off-site evidence entry
 3. eliminate environmental damage to seized vehicles due to outside storage
 4. with current structure, evidence has sustained damage due to rodent infestation and water damage
 - B. Create a budget request (currently in CIP for 2016)
 - C. Bid project, consider Streets/Parks department completing the project
 - D. Complete project, transition evidence to new storage garage

- II. Outfit High School with a gun safe containing tactical equipment (rifle/vest/helmet/trauma bag) - This provides the School Resource Officer (SRO) or any other sworn officer who may respond to an active shooter incident. Currently the SRO does not have a rifle available at the high school and considering today's active shooters are often times heavily armed and wearing bullet-proof vests, our handguns are less effective than a rifle.
 - A. Create a needs analysis supporting the storage of tactical equipment at the high school
 - B. Complete risk assessment of having this type of equipment stored at the high school
 - C. Complete cost analysis of equipment
 - D. Meet with school officials (principal and superintendent) for endorsement
 - E. Present and receive approval from the School Board to secure tactical equipment at the high school
 - F. Purchase and deploy equipment
 - G. Develop an awareness and training program

- III. Assign an additional Detective to become trained in Internet Crimes Against Children (ICAC) – ICAC continues to increase in frequency in Whitewater, in part to the continued increased use of social media. These are very sensitive cases often containing graphic material that needs to be handled according to national ICAC standards.

- A. Partner with the Wisconsin Department of Criminal Investigations (DCI) to secure funding and schedule training
 - B. Allocate budget funds to cover fees not covered by DCI; lodging and meals
 - C. Increase Sensitive Crimes Team membership to address increased case load
 - D. Network with the District Attorney's office on best practices for ICAC prosecutions
- IV.** Train every sworn officer in the new Advanced Law Enforcement Rapid Response Training (ALERRT) curriculum for responding to an active shooter.
- A. Create training curriculum and assign instructors
 - B. Continue to foster partnerships with surrounding law enforcement agencies so training and curriculum is unified as outlined in the strategic plan under (Patrol Tactics/Strategies)
 - C. Research training locations
- V.** Obtain an electronic firearms training simulator for use during in-house training. The simulator should be capable of projecting "shoot/don't shoot" decision-making scenarios, which is a necessary element to a complete firearms program. This simulator could also be used for citizen academies and other events where it would be beneficial to demonstrate the mental and physical challenges faced by officers during law enforcement involved shootings.
- A. Create a needs analysis
 - B. Obtain a cost analysis
 - C. Add as a capital budget request
 - D. Purchase and implement equipment
 - E. Create training curriculum and assign instructors
- VI.** Expand the use of the volunteer.
- A. Expand the existing Volunteer Cadet Program to include training as intelligence gatherers, targeted patrol assignments, undercover abatement programs, etc.
 - B. Implement a new Senior Volunteer Program to include neighborhood watch, volunteer support hours in records and with special events
 - C. Implement a Senior Citizen Academy
 - 1. Select senior center/location/group
 - 2. Create training curriculum and select presenters
 - 3. Expand the program to additional senior center
- VII.** Implement a bi-annual departmental social event. In support of the organizational culture component of the department's Strategic Plan, implement a bi-annual department social event to support and encourage a sense of department pride and unity.
- A. Assess the department employees interests through a on-line survey
 - B. Form a committee that focuses on department unity
- VIII.** Review and enhance the employee evaluation process
- A. Assess the current evaluation process, identifying strengths and weaknesses
 - B. Create clear expectations of work performance
 - C. Streamline documentation
 - D. Provide training and direction for supervisors to effectively mentor their staff

- IX.** Implement a Career Resiliency Team (CRT)
 - A. Create a CRT policy and team goals, implementing 1 to 2 new goals annually
 - B. Implement events related to the disciplines of the Career Resiliency Team;
 - 1. Peer Support
 - 2. Mid-sized group support
 - 3. CISD
 - 4. Health and Wellness
 - 5. Police Fitness
 - 6. Chaplain
 - 7. Ethics
 - C. Create a resource binder

- X.** Research utilizing bikes by the Community Service Officer (CSO). With the enhanced commitment of all sworn officers becoming bike certified, we will seek to assess the value of broadening the scope of the police bike program to include two bikes to be utilized by the CSOs.
 - A. Analyze cost of bikes
 - 1. purchase two new bikes for the CSOs
 - 2. transition two older police bikes into CSO bikes and purchase two new patrol bikes
 - 3. request the use of two found bikes set for sale at the city auction
 - B. Create a training outline tailored specifically for the CSO
 - C. Create a schedule for rotational use of the bikes

City of Whitewater

CAPITAL IMPROVEMENT PROGRAM



Fiscal Years 2015 Through 2024

What Is It?

A Capital Improvement Program (CIP) is a multi-year plan that forecasts spending for all anticipated capital projects. The plan addresses both maintenance and replacement of existing infrastructure as well as the development of new facilities to accommodate future growth. It enables the City to identify needed capital projects and to coordinate financing and timing. An effective CIP consists of both an administrative process to identify the location, scale, and timing of needed capital projects and a fiscal plan to provide for the funding of those projects.

Why?

The business-like approach to municipal capital planning allows the City Council, as policy formulators and decision makers, and management to analyze projects, to review options and to forecast. The future fiscal impact of decisions made today can be better determined and known, thus enabling the City to be a more effective planner.

How?

Over the years, the City, utilizing its Pavement Surface Evaluation and Rating (PASER) system, has been able to maintain a very detailed database on the conditions of roadways. More recently, staff has begun the undertaking of updating the databases on the other infrastructure items, i.e., water and sewer lines, lift stations, stormwater, etc. This information becomes the cornerstone for the development of the CIP budget; therefore it is imminent that the City keeps these records up-to-date.

LIST OF FUNDING SOURCES

BUILDING REPAIR FUND (217).....	BRF
CABLE TV FUND (200).....	CTVF
CAPITAL IMPROVEMENT FUND (450).....	CIF
CASH ON HAND (OPERATING FUND).....	CASH
CLEAN WATER FUND.....	CWF
GENERAL FUND (100).....	GF
G.O. BONDS.....	G.O.
Grant.....	GRNT
PARKLAND DEVELOPMENT FUND (245).....	PLDF
PRIVATE DONATIONS.....	DON
SEWER EQUIPMENT REPLACEMENT FUND.....	SERF
SEWER OPERATING ACCOUNT.....	SOA
STATE TRUST FUND or LOCAL BANK.....	TRUST/BANK
STORMWATER UTILITY FUND.....	SWU
STREET REPAIR FUND (280).....	SRF
UNKNOWN.....	?
WASTEWATER CAPITAL IMPROVEMENT ACCOUNT....	WWC
WATER UTILITY FUND.....	WUF

City of Whitewater Capital Improvement Program 2015-2024

Dept.	Project	Funding Source	Summary Page	2015	2016	2017	2018	2019	Beyond 2019
Fire	SBA-35 @ \$6,000 each-5 each year	GF	1	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000
Fire	Rad-57 Carbon Monoxide Poison Sensors (2 units)	GF	2	\$ 10,200					
Fire	Thermal Imaging Camera-7 @ \$14,000 each-Start 2018	GF	3				\$ 14,000	\$ 14,000	\$ 14,000
Fire	Extractor----Jaws of Life	GF	4					\$ 18,000	
				\$ 10,200	\$ -	\$ -	\$ 44,000	\$ 62,000	\$ 44,000
Cable	Camcorder 1 Replacement	CTVF	5			\$ 5,000			
Cable	Camcorder 2 Replacement	CTVF	5				\$ 5,000		
				\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -
NS	Scanner/Plotter	GF	6	\$ 7,000					
NS	Scanning Services	GF	7	\$ 5,000					
				\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -
Police	UPS-Battery Backup---20	GF	8	\$ 9,000					
Police	ProPhoenix RMS	GF	9	\$ 84,608					
Police	Solacom 911 Software	GF	10	\$ 150,000					
Police	AR-15 Rifle Optics	GF	11		\$ 6,300				
Police	Gas Masks	GF	12		\$ 5,800				
Police	Recorder Upgrade	GF	13		\$ 22,000				
Police	IR Tactical Equipment	GF	14			\$ 5,000			
Police	Radio Voter or Digital P25 Conversion	GF	15			\$ 49,000			
Police	Speed Board	GF	16				\$ 5,000		
Police	Duty Pistol Replacement	GF	17				\$ 13,750		
Police	WISCOM and LAW Radio Channels	GF	18				\$ 29,000		
Police	Police Department Garage Expansion	CIF	19				\$ 225,000		
Police	Tasers	GF	20				\$ 8,000		
Police	Uninterruptible Power Supply	GF	21					\$ 38,000	
Police	Radios (Squad Cars)	GF	22						\$ 28,000
				\$ 243,608	\$ 34,100	\$ 54,000	\$ 280,750	\$ 38,000	\$ 28,000
Library	Library Expansion	G.O.	23	\$ -	\$ -	\$ -	\$ 6,600,000	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ 6,600,000	\$ -	\$ -
Facilities	Starin Park Community Building - Siding Replacement	CIF	24	\$ 20,000					
Facilities	Starin Park Community Building - Furance Replacement	BRF	25	\$ 5,000					
Facilities	Cravath Lakefront Center - Replace Chairs	GF	26				\$ 5,000		
Facilities	Cravath Lakefront Center - Replace Tables	GF	27		\$ 5,000				
Facilities	Armory - Sand & Repaint Gym Floor	BRF	28	\$ 8,000					
Facilities	Armory - Replace South Gym Interior Doors	BRF	29				\$ 10,000		
Facilities	City Hall - Replace Carpet & Flooring	BRF	30					\$ 15,000	
P&R	Moraine View Park - Bark Park Relocation/Addition	PLDF	31					\$ 10,000	
P&R	Moraine View Park - Shelter/Restroom/Concessions Building	CIF, DON	32		\$ 200,500				
P&R	Moraine View Park - Playground Improvements	PLDF	33					\$ 40,000	
P&R	Starin Park - Outdoor Fitness Equipment	PLDF	34		\$ 20,000				

P&R	Cravath - Fencing near Railroad Tracks	CIF	35		\$ 25,000				
P&R	Cravath - Amphitheater & Shade Structure	G.O.	36			\$ 400,000			
P&R	Trippe Lake Park - Fishing Pier Upgrades	PLDF	37	\$ 5,000					
P&R	Trippe Lake Park - Parking Lot off Coburn Lane	CIF	38				\$ 75,000		
P&R	Effigy Mound Preserve - Signage	CIF	39	\$ 15,000					
P&R	Effigy Mound Preserve - Kiosk	PLDF	40				\$ 10,000		
P&R	Eastgate Park - EWF Playground Conversion	PLDF	41	\$ 5,000					
P&R	Minneiska Park - Playground	PLDF	42				\$ 30,000		
P&R	Skyway Park - EWF Playground Conversion	PLDF	41	\$ 5,000					
P&R	Skyway Park - Park Shelter	PLDF	N/A						\$ 7,500
P&R	Big Brick Park - Park Shelter	PLDF	N/A						\$ 10,000
P&R	Cravath - Boat Launch Upgrades	CIF	43	\$ 57,500					
	Bike Paths								
P&R	W Walworth - Hwy 12 to S Franklin (1.7 miles)	CIF	78	\$ 34,000					
P&R	Indian Mound - W Walworth to W Main (.54 miles)	CIF	78	\$ 10,800					
P&R	S Elizabeth to W Main (.76 miles)	CIF	78	\$ 15,200					
P&R	N Newcomb - E Milwaukee to E Executive (.62 miles)	CIF	78		\$ 12,400				
P&R	E Bluff - Elkhorn To Howard (.66 miles)	CIF	78		\$ 13,200				
P&R	N Fremont - W North to E Schwager (.8 miles)	CIF	78		\$ 16,000				
P&R	S Wisconsin - Willis Ray to Tripp Lake Park (.76 miles)	CIF	78		\$ 15,200				
P&R	Tratt - W Main to Bloomingfield (1.1 miles)	CIF	78			\$ 22,000			
P&R	Road Diet Phase I (W Main - Tratt to S Franklin (.62 miles))	CIF	78		\$ 142,000				
P&R	Road Diet Phase II (W Main - Indian Mound to S Prince (.71 miles))	CIF	78				\$ 120,000		
	Shared Use Paths								
P&R	Waters Edge Path Ext to WHS	CIF	78					\$ 325,000	
P&R	S Ardmore Street Extension (.07 miles)	CIF	78		\$ 14,000				
P&R	East Clay St. Connector Path (.05 miles)	CIF	78	\$ 9,000					
P&R	Shaw Court Ext Path	CIF	78				\$ 80,784		
				\$ 189,500	\$ 463,300	\$ 422,000	\$ 330,784	\$ 390,000	\$ 17,500

Streets	Paint Truck	CIF	44	\$ 185,000					
Streets	Summit Street "T" Improvements	G.O.	45		\$ 73,298				
Streets	Franklin Street/Ann Street Stormwater	WWC	75	\$ 125,000					
Streets	Center Street (Franklin to Summit)	G.O.	45		\$ 448,473				
Streets	Clay St. (Dann to Esterly)	G.O.	46			\$ 427,446			
Streets	Clay St. (Esterly to Roundabout)	G.O.	47			\$ 524,229			
Streets	Esterly St. (Milwaukee to Clay)	G.O.	48			\$ 211,116			
Streets	George St (North to terminus)	G.O.	49	\$ 569,080					
Streets	Milwaukee & Newcomb Intersection	G.O.	50						\$ -
Streets	Milwaukee St. (Newcomb to City Limits)	G.O.	51						\$ -
Streets	North Franklin Street Resurfacing (Main St. to Starin Rd.)	SRF	52	\$ 200,000					

Division Total:

\$ 1,079,080	\$ 521,771	\$ 1,162,791	\$ -	\$ -	\$ -
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Waste	Manway Entry Construction/Storage Digester	WWC	53	\$ 30,000	\$ 30,000	\$ 30,000			
Waste	Laboratory Software (Hach LAB Cal)	WWC	54	\$ 6,000					
Waste	Oak Lift Station Control Upgrade	WWC	55		\$ 21,000				
Waste	Vanderlip Lift Station Upgrade	WWC	56			\$ 500,000			
Waste	Additional Truck With Lift Gate	SOA	57	\$ 30,000					
Waste	Pedestrian Doors	SOA	58	\$ 6,400	\$ 7,500				

Waste	Facility Vehicle Replacement	SERF	59	\$	18,000										
Waste	Engineering Services WWTP	CWF	60	\$	531,000	\$	637,000								
Waste	Facility Upgrades (RBC Replacement)	CWF	61				17432000								
Waste	Rehab Primary Clarifier	WWC	62	\$	75,000										
Waste	Franklin Street/Ann Street Stormwater	WWC	75	\$	60,000										
Waste	Center Street (Franklin to Summit)	WWC	45			\$	85,024								
Waste	Clay St. (Dann to Esterly)	WWC	46			\$	63,601								
Waste	Clay St. (Esterly to Roundabout)	WWC	47			\$	95,472								
Waste	Esterly St. (Milwaukee to Clay)	WWC	48			\$	87,142								
Waste	George St (North to terminus)	WWC	49	\$	264,540										
Waste	Milwaukee & Newcomb Intersection	N/A	50							\$ -					
Waste	Milwaukee St. (Newcomb to City Limits)	REV	51							\$ 285,272					
				\$	1,020,940	\$	18,212,524	\$	776,215	\$	-	\$	-	\$	285,272

Water	Center Street (Franklin to Summit)	REV	45			\$	193,288								
Water	Clay St. (Dann to Esterly)	N/A	46					\$	-						
Water	Clay St. (Esterly to Roundabout)	WUF	47					\$	98,072						
Water	Esterly St. (Milwaukee to Clay)	WUF	48					\$	54,122						
Water	George St (North to terminus)	REV	49	\$	322,040										
Water	Milwaukee & Newcomb Intersection	WUF	50											\$	-
Water	Milwaukee St. (Newcomb to City Limits)	REV	51											\$	295,152
Water	Franklin Street/Ann Street Stormwater	REV	75	\$	200,000										
Water	SCADA upgrades to remote wells	WUF	63	\$	5,000										
Water	Booster #1 rebuild/impeller replacement	WUF	64	\$	13,000										
Water	Repair/replacement of DeZorik filter valves - wells #5 & #6	WUF	65	\$	21,500										
Water	Tonka filter repairs on well #9 airwash	WUF	66	\$	27,000										
Water	Well #8 pumphouse/filter building tuckpointing	WUF	67	\$	11,000										
Water	Replacement of Superintendent vehicle (used truck)	WUF	68	\$	22,000										
Water	Well #5 Rehab	WUF	69	\$	90,000										
				\$	711,540	\$	193,288	\$	152,194	\$	-	\$	-	\$	295,152

Storm	Center Street (Franklin to Summit)	REV	45			\$	148,360								
Storm	Clay St. (Dann to Esterly)	REV	46					\$	120,801						
Storm	Clay St. (Esterly to Roundabout)	REV	47					\$	171,288						
Storm	Esterly St. (Milwaukee to Clay)	REV	48					\$	70,182						
Storm	George St (North to terminus)	REV	49	\$	204,090										
Storm	Milwaukee & Newcomb Intersection	N/A	50											\$	-
Storm	Milwaukee St. (Newcomb to City Limits)	N/A	51											\$	-
Storm	Melrose St./Pleasant St. Stormwater	SWU	70	\$	60,000										
Storm	Ann Street Detention Basin	SWU,GRNT	71	\$	197,000										
Storm	Whitewater Creek Restoration	SWU,GRNT	72	\$	316,700										
Storm	James Street Detention Basin	SWU,GRNT	73	\$	186,200										
Storm	East Clay Street Detention Basin	SWU,GRNT	74	\$	93,000										
Storm	Franklin Street/Ann Street Stormwater	G.O.	75	\$	600,000										
Storm	Meadowsweet Park-Detention Basin Retro Fit	SWU,GRNT	76	\$	109,000										
				\$	1,765,990	\$	148,360	\$	362,271	\$	-	\$	-	\$	-

Grand Total for All Departments:

\$	5,032,858	\$	19,573,343	\$	2,934,471	\$	7,260,534	\$	490,000	\$	669,924
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CIF Projects - Cost estimates & priority

Project YR	Street	Project Scope	Length (Feet)	Cost Breakdown				*Total Cost
				Sewer	Water	Storm	Street	
2015	George St	North Street to Cul-de-sac	1479	\$264,540	\$322,040	\$204,090	\$569,080	\$1,360,000
2015	Franklin St & Ann St	Whitewater/Church St to Ann St. stormwater outfall	N/A	\$60,000	\$200,000	\$600,000	\$125,000	\$985,000
2016	**Center St	Franklin Street to Summit Street	1268	\$85,024	\$193,288	\$148,360	\$521,771	\$948,000
2017	Clay Street	Dann St to Esterly St	1145	\$63,601	\$0	\$120,801	\$427,446	\$612,000
2017	Clay Street	Esterly St to Roundabout	1518	\$95,472	\$98,072	\$171,288	\$524,229	\$889,000
2017	Esterly Street	Milwaukee St to Clay St	N/A	\$87,142	\$54,122	\$70,182	\$211,116	\$423,000
2020	Milwaukee St	Newcomb to Roundabout	1900	\$285,272	\$295,152	\$0	\$0	\$580,000
2020	Milwaukee St	Milwaukee & Newcomb Intersection	N/A	\$0	\$0	\$0	\$0	\$0

*All total costs include 25% for contingencies and technical services

**Includes street costs for the Summit Street "T" improvements

Capital Improvement Program - Beyond 2019

Department/Project		Estimated Cost
<u>DPW - Streets/Parks/Forestry Division</u>		
Streetlight System Conversion	\$	-
Bishop St. (Clay St to Newcomb St)	\$	386,000
S. Newcomb St. (Clay St. to Milwaukee St.)	\$	316,000
East Main St (Newcomb to Bluff Rd)	\$	2,067,000
East St (Main St to Chicago St)	\$	350,000
Jefferson St (Cravath St to Starin Rd)	\$	771,000
Wakely St (Main St to North St)	\$	315,000
<u>DPW - Wastewater Utility Division</u>		
Vanderlip force main replacement	\$	-
Biosolids application vehicle	\$	-
Semi-tractor/tanker trailer	\$	-
Tandem axle biosolids application tanker	\$	-
Utility truck replacement	\$	-
Utility car replacement	\$	-
Used skidloader	\$	-
Sanitary interceptor buildout (NW side of town)	\$	-
Sanitary interceptor grouting (along lake and from Bus. 12 to Vanderlip LS)	\$	-
Phosphorus permit compliance (need to be in compliance by approx 2022)	\$	-
Collection system flow monitoring equipment	\$	-
Project for obtaining invert elevations w/ survey grade equip. In entire system	\$	-
Sand blasing cabinet for shop	\$	-
Sanitary Sewer Interceptor	\$	-
<u>DPW - Water Utility Division</u>		
Water Tower	\$	-
Watermain Replacement Tratt & Ann Street	\$	-
Office & Maintenance Building	\$	-
Loop Water Main	\$	-
<u>DPW - Stormwater Utility</u>		
W. Main & N. Indian Mound Parkway	\$	-
Parkcrest-northwest	\$	-
Parkcrest-southwest	\$	-
Cravath Lake Park	\$	-
E. Main Street	\$	-
Chicago/East Street	\$	-
E. Cravath St	\$	-
<u>Fire/TechRescue/EMS</u>		
Building Expansion/Reconstruction*	\$	1,200,000
<u>Parks & Recreation</u>		
Share Use Path		
Box Culvert/HWY 12 to Pine Bluff	\$	4,150,000
Mill Race Park Accessible Fishing Pier & Park Improvements	\$	-
Dann Street Pedestrian Bridge	\$	935,000

Chapter 7.04 - CODE OF ETHICS

Sections:

7.04.010 - Declaration of policy.

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a code of ethics for all city officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the city. The purpose of this code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the city and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the city. The provisions and purpose of this code and such rules and regulations as may be established are hereby declared to be in the best interests of the city.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.020 - Definitions.

As used in this chapter:

- (a) "Public employee" means any person excluded from the definition of a public officer who is employed by the city.
- (b) "Financial interest" means any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.
- (c) "Official" means all city officers as defined in Section 62.09 under Wisconsin Statutes and all members of boards and commissions and agencies established or appointed by the city manager or common council, whether paid or unpaid.
- (d) "Personal interest" means any interest arising from blood or marriage relationships or from close business or political associations, whether or not any financial interest is involved.
- (e) "Person" means any person, corporation, partnership or joint venture.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.030 - Statutory standards of conduct.

There are certain provisions of the Wisconsin Statutes which should, while not set forth herein, be considered an integral part of any code of ethics. Accordingly, the provisions of the following sections of the Wisconsin Statutes, as from time to time amended, are adopted by reference and shall apply to public officials and employees whenever applicable to wit:

- (a) Sec. 946.10. Bribery of Public Officers and Employees.
- (b) Sec. 946.11. Special Privileges from Public Utilities.
- (c) Sec. 946.12. Misconduct in Public Office.
- (d) Sec. 946.13. Private Interest in Public Contract Prohibited.
- (e) Chapter 11. Campaign Financing.
- (f) Chapter 19. Subchapter IV Open Meetings of Governmental Bodies.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.040 - Responsibility of public office.

Public officials and employees hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this state; to observe the highest standards of law in the exercise of the powers and duties of their office; to impartially carry out the laws of the nation, state and city; to discharge faithfully the duties of their office regardless of personal considerations; and to recognize that the public interest must be their prime concern.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.050 - Dedicated service.

All officials and employees of the City of Whitewater should be loyal to the objectives expressed by the electorate and the programs developed to attain these objectives. Appointive officials and employees shall adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.

Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.060 - Fair and equal treatment.

- (a) Use of Public Property. No official or employee shall request or permit the unauthorized use of city-owned vehicles, equipment, materials or property for personal convenience or profit.
- (b) Obligations to Citizens. No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.070 - Conflict of interest.

- (a) Financial and Personal Interest Prohibited. No official or employee, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this chapter or which would tend to impair independence of judgment or action in the performance of official duties.
- (b) Specific Conflicts Enumerated.
- (1) Incompatible Employment. No official or employee shall engage in or accept private employment or render service for private interest when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties, unless otherwise permitted by law and unless disclosure is made as hereinafter provided.
- (2) Gifts and Favors.
- (A) No official or employee shall accept any gift whether in the form of service, loan, thing or promise, from any person which may tend to impair his independence of judgment or action in the performance of his duties or grant in the discharge of his duties any improper favor, service or thing of value. EXCEPTION: Advertising or promotional items having a value of ten dollars or less per gift shall be exempt.
- (B) No official or employee may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could reasonably be expected to influence the employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.
- (C) An official or employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or a member of the guest's immediate family, was a city official or employee. Participation in celebrations, grand openings, open houses, informational meetings and similar events are extended from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.
- (D) Gifts received by an official or employee under unusual circumstances should be referred to the ethics board within ten days of receipt for recommended disposition.
- (3) Representing Private Interests Before City Agencies or Courts. No official or employee shall appear on behalf of any private person (other than him or herself, his or her spouse or minor children) before any city agency, board, commission or the common council if the official or employee or any board, commission or committee of which the official or employee is a member has any jurisdiction, discretion or control over the matter which is the subject of such representation. However, members of the common council may appear before city agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations.
- (A) Ad Hoc Committee. EXCEPTION: No violation of this section shall exist, however, where an individual serves on an ad hoc committee charged with the responsibility of addressing an issue or topic in which that individual, or the employee or a client of that individual, has an interest so long as the individual discloses to the ad hoc committee that such interest exists.

- (c) Contracts with the City. No city officer or employee who, in his capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion of his part, shall enter into any contract with the city unless it falls within the confines of Sec. 946.13, Wis. Stats. "Private Interest in Public Contract Prohibited," or the following:
- (1) The contract is awarded through a process of public notice and competitive bidding or the common council waives the requirement of this section after determining that it is in the best interest of the city to do so.
 - (2) The provisions of this section shall not apply to the designation of a public depository of public funds.
- (d) Disclosure of Interest in Legislation.
- (1) Any member of the common council who has a financial interest or personal interest in any proposed legislation before the common council, shall disclose on the records of the common council, the nature and extent of such interest.
 - (2) Any other official or employee who has a financial interest or personal interest in any proposed legislative action of the common council or any board, commission or committee upon which the official or employee has any influence or input or of which the official or employee is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the common council or the appropriate board, commission or committee the nature and extent of such interest.

(Ord. 1529A §§ 1, 2, 2003; Ord. 1203(2/5/91) § 2(part), 1991).

7.04.075 - Disclosure of confidential information.

No official or employee shall without proper legal authorization, disclose confidential information concerning the property, government or affairs of the city.

(Ord. 1529A § 1(part), 2003).

7.04.080 - Ethics board.

- (a) There is hereby created an ethics board to consist of five members and one alternate, all residents of the city. Elected officials or employees will not be eligible for appointment. The city manager shall provide necessary staff assistance to the board. The city attorney shall routinely furnish the board whatever legal assistance is necessary to carry out its functions. However, if a possible, apparent, or actual conflict of interest involving the city attorney should occur, legal counsel shall be furnished the board through the city manager's appointment of other legal counsel after consultation with the chair of the ethics board.
- (b) The members of the ethics board shall be appointed by the city manager subject to confirmation by the common council. Terms of office shall be three years except that when the initial appointments are made, one member shall be appointed for one year, two for two years, and two for three years. The term of the alternate shall be for three years, except that the initial appointment shall coincide with the ending of the terms of the member appointed for one year.
- (c) The ethics board shall elect its own chair, vice-chair and secretary and shall develop written rules of procedure which shall be filed with the city clerk.

- (d) The ethics board may make recommendations to the common council with respect to amendments to the code of ethics ordinance.
(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.090 - Duties of the ethics board.

- (a) Upon receipt at the city clerk's office of a notarized complaint in writing, which shall state the name of the elected or appointed official or employee alleged to have committed a violation of this chapter and which shall set forth the particulars thereof, the city clerk or designee shall distribute a copy of the complaint along with a copy of the code of ethics ordinance to the respondent within ten working days (i.e., Monday through Friday, excluding holidays). The city clerk or designee also shall send a copy of the complaint to each member of the ethics board. The information contained in the verified complaint shall be kept confidential until a proper disposition of the case occurs.
- (b) The board shall meet in closed session and determine whether the complaint, if true, may constitute a violation of the chapter. If four or more of the members of the board vote to dismiss the verified complaint, a formal dismissal action adopted in open session shall be filed with the city clerk and a copy sent to the complainant and the respondent. If four or more members do not vote to dismiss, the action shall proceed as provided in subsection (c) of this section.
- (c) If the action is not dismissed under subsection (b) of this section, the board shall make preliminary investigations with respect to the alleged violation of the ethics chapter. No preliminary investigation of the activities of any elected or appointed official or employee may be initiated unless such official or employee is notified in writing. The notice shall state the nature and purpose of this preliminary investigation. Information gathered during the preliminary investigation shall be kept confidential until a finding is made by the board.
- (d) If, after the preliminary investigation, three or more of the members of the board vote in open session that no probable cause exists, the board shall issue a formal finding to that effect and dismiss the case. A copy of the formal finding shall be filed with the city clerk and a copy distributed to the complainant and the respondent.
- (e) If the board is unable to come to a conclusion on the subject of probable cause, due to abstentions or the voting of "present," the board shall have further discussion and vote again. If the stalemate continues, the board shall treat it as a dismissal and proceed as in subsection (d) of this section.
- (f) If, after the preliminary investigation, three or more of the members of the board vote that there is probable cause that a violation took place, the board shall file formal findings to that effect with the city clerk and proceed toward the conduct of a hearing. The vote shall be taken in open session.
- (g) In the case of a probable cause finding, the board shall send a notice of due process rights and a notice of hearing on the matter to the respondent. The complainant shall also be notified of the hearing.
- (h) The board shall then conduct a hearing on the verified complaint, which hearing shall be held not more than thirty days after such finding of probable cause. The board shall give the respondent at least twenty days notice of the hearing date. Such hearings shall be at open session unless the respondent petitions for a hearing closed to the public. The rules of criminal evidence shall apply to such hearings. All evidence considered by the board, including certified copies of records and documents, shall be fully offered and made part of the record. Every party shall be afforded adequate opportunity to rebut or offer countervailing evidence.

- (i) During all stages of the proceeding conducted under this section, the elected or appointed official or employee whose activities are under investigation shall be entitled to be represented by counsel of his or her own choosing.
- (j) The respondent or his/her attorney shall have an opportunity to examine all documents and records to be used at the hearing under subsection (g) of this section at a reasonable time before the date of the hearing; as well as during the hearing, to bring witnesses, to establish all pertinent facts and circumstances, and to question or refute any testimony or evidence, including opportunity to confront and cross-examine adverse witnesses.
- (k) The board shall have the power to compel the attendance of witnesses and to issue subpoenas granted other boards and commissioners under Section 885.01(3) of the Wisconsin Statutes.
- (l) Determination. Upon conclusion of the hearing the board shall make a decision agreed to by at least four members. It shall file the decision in writing within ten working days after the vote, signed by at least four participating board members stating findings of fact, conclusions of law concerning the propriety of the conduct of the elected or appointed official or employee, and if appropriate, referring the matter to the city council or other proper authority with a recommendation for censure or other disciplinary action. A member of council censured may be subject to recall pursuant to Section 9.10, Wisconsin Statutes, or any other legal process authorized by law. If four or more members are not able to reach an agreement, the complaint shall be dismissed.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.100 - Applicability of code.

This code shall be operative in all instances covered by its provisions except when superseded by an applicable statutory provision and statutory action is mandatory, or when the application of a statutory provision is discretionary, but determined by the ethics board to be more appropriate or desirable.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.110 - Distribution of the code.

The city clerk shall provide copies of this code to elected and appointed officials covered by this chapter and shall keep at least one copy permanently on file for the use of the public.

(Ord. 1203(2/5/91) § 2(part), 1991).

7.04.120 - Severability.

- (a) If any provision of this chapter is invalid or unconstitutional, or if the application of this chapter to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this chapter which can be given effect without the invalid or unconstitutional provision or application.
- (b) This ordinance shall be in full force and effect from and after its passage and publication.

(Ord. 1203 (2/5/91) § 2(part), 1991).

7.04.130 - Penalty for violations.

In addition to any other provisions relating to disciplinary action or censure, any person who violates any of the provisions of this chapter may forfeit and pay a penalty of not less than twenty-five dollars nor more than two hundred fifty dollars for the first offense, together with the costs of prosecution; and for the second and subsequent offenses, not less than fifty dollars nor more than two hundred fifty dollars, together with the costs of prosecution. If respondent fails to pay the penalty and costs within sixty days of imposition of the penalty, the city may collect the penalty by obtaining a judgment in the circuit court and collecting said judgment as provided by law.

(Ord. 1203(2/5/91) § 2(part), 1991).