



AGENDA FOR THE REGULAR MEETING OF THE FINANCE / PERSONNEL COMMITTEE

1 of 18



Date and Time: Tuesday, January 28, 2020 **6:00 P.M.**
Location: City Hall, Committee Room #205, 101 South Blvd. Baraboo
Members Noticed: Joel Petty, Dennis Thurow, Jason Kent
Others Noticed: Department Heads (*agenda only*), K. Downing, M. Palm, B. Zeman, Post at Library, Media

1. Call Meeting to Order

- a. Roll Call of Membership
- b. Note compliance with Open Meeting Law.
- c. Approve January 14, 2020 minutes.
- d. Approve agenda.

MEMBERS not attending must notify the Chairperson at least 24 hours before the meeting.

2. Action Items

- a. **Accounts Payable** – Review and recommendation to Common Council on paying \$ (This information will be available on Monday, January 27th)
- b. Review and recommendation for approving CDBG \$1,000,000 grant application towards library expansion project.
- c. Review and recommendation to Common Council for approving pay grade increase for Office Assistant-Accountants in the Finance Department. *
- d. Review and recommendation to Common Council to approve updates to the Employee Handbook for the City's FMLA policy and Holiday policy. *

3. Information Items –

1. Information presentation and discussion of a possible rate increase for parking citations.

4. Adjournment

Joel Petty, Chairperson

* Item on next regularly scheduled Common Council Meeting Agenda Agenda prepared by D. Munz & posted on 01/24/2020

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk, 101 South Blvd., Baraboo, WI or phone (608) 355-2700, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

FOR INFORMATION ONLY AND NOT A NOTICE TO PUBLISH

Members Present: Petty, Thurow, Kent

Absent:

Others Present: Mayor Palm, Adm. Downing, E. Truman, B. Zeman, M. Hardy

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Thurow to approve the minutes of December 10, 2019 and carried unanimously. Moved by Kent, seconded by Thurow to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Kent, seconded by Thurow to recommend to Council for approval of the accounts payable for **\$7,744,795.87**. Motion carried unanimously.

- b) **Approve Bike Wisconsin to use the Civic Center for overnight camping on the evening of June 18, 2020 and set fees at \$620** M. Hardy explained that this is the third year that Bike Wisconsin has requested the Civic Center for an overnight stay. This event includes about 100 bikers; they enjoy their stop in Baraboo and visiting the downtown area. This needs approval because 1) they are camping on City property and 2) the full rental for the Civic Center would be \$1,240 and the Park & Recreation Commission is recommending \$620 as a fee. This fee more than covers our expenses. Motion by Kent, seconded by Thurow to recommend to Council for action. Motion carried unanimously.

Informational Items

- a) City Attorney reported on insurance claims:
 - i. Claim settlement for \$320.73 with Deb Dunke for motor vehicle damage

Adjournment – Moved by Kent, seconded by Thurow and carried to adjourn at 6:28pm.
Brenda Zeman, City Clerk

Office of City Administrator
101 South Blvd, Baraboo, WI 53913



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E-Mail: kdowning@cityofbaraboo.com

January 28, 2020

To: Finance Committee
From: Kennie Downing, City Administrator
Jessica Bergin, Library Director

Date: January 28, 2020

Re: Should the City apply for a CDBG grant application for the Library Expansion?

At the request of the Library Board, staff is seeking the Finance Committee's determination whether the City should apply for a CDBG grant for \$1,000,000 to help fund the Library Expansion project.

The Community Development Block Grant (CDBG) is a federal program that grants up to \$1,000,000 for local projects. The library expansion qualifies for this funding, however under the grant guidelines the City must be the lead agency; the Library Board can't apply for this grant on their own.

Benefits vs. Drawbacks of utilizing CDBG funding for the Library:

Benefits: Award of \$1,000,000 toward the Library project. The question remains:

1. Does the City use the \$1M to reduce the City's contribution of \$6 million to \$5 million?
2. Does the City give the complete \$1M to the Library construction fund for additional amenities to be determined by the Library Board?
3. If the library board is paying for a consultant to administer the grant out of their building fund, they would probably expect to have complete or partial control to determine how the grant award funds are spent. Currently the library has \$10.1 million covered, including the \$6 million from the city. The project estimate from the architects are \$10.4 mil for the basic project, with an additional \$600,000 needed for outdoor features and finishes, as well as the renewable energy technology. So with those costs its an \$11 million project- and the grant funds would cover that almost exactly.

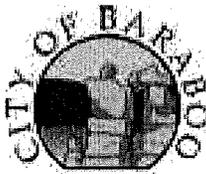
Drawbacks:

Because CDBG is a federal program, the entire project becomes a federal project which will increase the cost:

1. Construction costs will increase because contractors are required to pay Prevailing Wages. We estimate the increase in wages will raise the construction costs about 10%. For example, a \$10,000,000 budgeted project will increase by \$1,000,000 to total an \$11,000,000 project which negates the financial benefit of getting the CDBG grant in the first place.

2. The City/Library would have to pay a consultant to administer the grant which is too complicated and cumbersome for City staff to take on. The consultant fee is approximately \$50,000-70,000.
3. If the CDBG grant is awarded for the library project, no other city projects could apply for this grant again until 2 years have passed.

City staff is requesting direction on whether the City should apply for the CDBG grant or not. The Finance Committee's determination will be reported back to the Library Board.



Finance Department Memorandum

To: Ed Geick, City Administrator
From: Cynthia Haggard, Finance Director
Date: 11/15/2019
Re: Pay Grade Increase and Job Title Change Recommendation for Office Assistant/Accountants

Background

The Finance Department is accustomed to having a Grade 5 and Grade 3 position.

Current

The two Office Assistant/Accountant positions here in the Finance Department have assumed more responsibility since the Classification and Compensation Plan was implemented. Those duties include:

- Grants – Ongoing communication with Department Heads and their respective staff members to obtain all grant agreements and award letters. They maintain a database and hard copies of said documents. They ensure all grant activity is properly recorded in the financial software. They are in contact with the granting agencies to obtain proper CFDA numbers and activity reports.
- Taxi – A huge undertaking here: They have positioned themselves in a vital role assisting the Finance Director with vehicle procurement processes, vehicle disposal processes, vehicle maintenance and inventory processes, and assisting with request for proposals, grant guidelines and reporting requirements.
- Request for Proposals (RFP) – They will take the lead in orchestrating all RFPs for the Finance Department.
- Titles – They have created a filing system and manage it for all titles (vehicle, equipment, etc.) they ensure we have all titles and that the items are on our insurance policies.
- Capital Assets – With the implementation of new accounting software, they are responsible for adding assets to general ledger. They are also charged with analyzing miscellaneous accounts in the general ledger to identify additional capital assets that are misclassified. They maintain an inventory of capital assets and manage the workflow process in Seamless Docs for all capital assets.
- CDA – They have assumed additional workload by taking on CDA's accounts payable and receipting.
- Bank Reconciliation – They are performing monthly bank reconciliations for the Utility bank account.
- Audit - Another huge undertaking: A number of audit work papers are completed by them (prepaids expenses, special assessments receivable, miscellaneous accounts receivable, amounts due from other governments, accounts payable). They are charged with analyzing data and performing reasonableness tests on said reports. They are also putting together the Schedule of Federal Awards (SEFA). This schedule is extremely challenging and time consuming. It requires analytics, testing, and has a time constraint. SEFA is the key schedule for the A-133 Audit. They are the liaisons for the A-133 Audit.
- Back up for Payroll.

Recommendation

Office Assistant/Accountant: I recommend a grade and title change – The grade should increase from Grade 3 to Grade 4. Others in this category include: Parks & Recreation Facility Coordinator; Executive Assistant; Public Works Administrative Assistant and Community Service Officer. I would like to title the position as Finance Assistant/Accountant.

The financial impact of changing the grades:

Bonnie: Grade 3 (B) \$20.06 to
Grade 4 (B) \$20.68
= \$0.62 per hour, or \$1,289.60 per year

Jessie: Grade 3 (A) \$19.13 to
Grade 4 (A) \$19.69
= \$0.56 per hour, or \$1,164.80 per year

The increase in pay would not take effect until January 1, 2020. The 2020 budget has the increase factored into it. The grade and title change is necessary as I plan to utilize them more and more for detail type work. I need to delegate a lot of what I currently do so I can focus more time on the big picture items. The grade and title change are necessary.

CITY OF BARABOO
Position Description

Class/Title: ~~Office Finance Assistant-Accountant~~

Grade: 34
2017/November 2019

Created/Updated: April,

Department: ~~City Clerk/Finance Director, CDA~~

Reports to: ~~City Clerk/Finance Director, CDA Executive Director~~

General Purpose: ~~Serve as an integral part of the support staff Finance Department. Performs day-to-day essential financial services, including payment services, cash receipts and handling, and collection of accounts receivable accounts receivable and accounts payable, cash receipting and handling, and customer service functions. Responsible for various reporting, reconciliations, and record keeping duties. Creates and maintains reports and performs select duties related to the audit, budget and year-end close. Assist in administration and processing of election activities. Manage specific fund accounts, capital assets and office inventory. Maintain specific fund accounts, provide financial data to Department Heads, and assist in related duties. Assist with closing of financial statements, budget preparation and with Elections. Type, file, handle correspondence, prepare records, perform reception duties, and operate a variety of office equipment. The work requires the exercise of good judgment in the application of procedures and performance of routine duties.~~

Supervision:

Received: ~~Work under the direct shared supervision of the City Clerk/Finance Director and CDA Executive Director general supervision of the City Treasurer and City Clerk according to an established work routine and other financial reporting and record keeping duties.~~

Exercised: Not applicable.

Essential Duties and Responsibilities:

1. ~~Serve as a collection point for all monies of the City and CDA including residential lease payments and housing deposits, utility payments, loan payments, pet and other licenses, tax collections including personal property, and any other monies collected by the City or CDA. Maintain balanced reports concerning collections, including online and credit card payments.~~
2. ~~Serve as a primary point of contact with customers in person or via telephone. Respond to inquiries for FOIA Requests for public records.~~
3. ~~Process invoices and purchase orders claims and vouchers for payment on behalf of CDA Director, City Attorney, City Administrator and Finance Director. ; match invoice with statement, check for accuracy and release for payment from authorizing departments, verify account codes for proper assignment of budget expenditure. Prepare corresponding departmental reports. Verify account codes for proper assignment of budget expenditure and that expenditure is within budget with the appropriate department approvals and that amounts agree to executed agreements. Research and resolve invoice discrepancies and issues. Reconcile vendor statement balances. Correspond with vendors and respond to vendor inquiries.~~
4. ~~Process check runs for accounts payable, create summarized batch listing for Council Packet. Process electronic, credit card and online payments to vendors.~~
- 4.5. ~~Maintain vendor files and process 1099 forms and other state and federal reports.~~

- ~~6.~~ Prepare accounts receivable invoices on a timely basis. Follow up with past due notices and submit accounts to collections, when necessary. Reconcile and correspond with outside agency.
- ~~5.~~ Assist with invoicing and other accounts receivable collections.
- ~~7.~~ Prepare special assessment letters. Research, track and reconcile outstanding amounts due.
- ~~6.8.~~ Reconcile ledger accounts. Assist with maintaining all Fund accounts, balances, and monthly reconciliations. Assist with preparations for annual financial audits.
- ~~7.~~ Complete purchase orders.
- ~~8.9.~~ Write journal entries on a regular basis to reflect on-going account activities.
- ~~9.10.~~ Compute and allocate costs across departments, utility, or component unit.
- ~~10.11.~~ Complete reports to outside agencies.
- ~~11.12.~~ Participate in annual budget preparation by inputting requests, revenue projections and fund balances projecting preliminary revenue amounts for select revenue types and collecting and assembling budget narratives from Department Heads for Budget Report.
- ~~12.13.~~ Register voters; process absentee voters; assist with elections. Maintain computerized voter records.
- ~~13.14.~~ Data entry of license applicants, issue. Assist the City Clerk with processing license under direction of City Clerk applications.
- ~~14.15.~~ Assist with maintenance of capital asset records and related insurance records.
- ~~15.~~ Assist with CDA Resident applications.
- ~~16.~~ Assist with CDA Loan applications.
- ~~16.~~ Examine and reconcile monthly Utility bank statement
- ~~17.~~ Audit:
 - ~~o~~ Preparation of the Statement of Expenditures and Federal Awards
 - ~~o~~ Responsible for managing grants and providing schedules for A-133 Audit
 - ~~o~~ Provide supporting accounts receivable and accounts payable and other documentation
 - ~~o~~ Create schedules of prepaid expenses, interfunds, retainage payable, and new capital assets
- ~~18.~~ Baraboo Taxi Service
 - ~~o~~ Research, develop and coordinate Request for Proposals, adhering to WisDOT guidelines
 - ~~o~~ Research, develop, coordinate and manage taxi grant vehicle purchases and disposals
 - ~~o~~ Assist Finance Director in quarterly WisDOT grant reporting requirements.
- ~~19.~~ Backup for Payroll, when needed. Must maintain skill level throughout the year.
- ~~20.~~ Manage grants by creating files, reviewing grant award letters and grant agreements for completeness and verifying proper CFDA numbers are provided.
- ~~21.~~ Assist with all Finance Department Request for Proposals.
- ~~22.~~ Other miscellaneous duties as assigned by Finance Director

~~Office Assistant Accountant Position Description~~

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Peripheral Duties:

- ~~1.~~ Provide backup for City Treasurer and City Clerk payroll processing.
- ~~2.~~ Organize, monitor, and maintain City and CDA website.
- ~~3.~~ Prepare, post and distribute meeting notices and minutes, including City's website.
- ~~4.~~ Attend meetings and prepare minutes as assigned.
- ~~5.~~ Perform additional tasks as required or requested.

Desired Minimum Qualifications:

1. Proficient with computers, accounting software and Microsoft Office Suite.
2. Skilled in the operation of office tools and equipment.
3. Able to meet and assist the public, communicate effectively verbally and in writing, follow oral and written instructions, meet deadlines, attend night meetings when assigned, work under pressure and/or frequent interruptions.
4. Know business English, spelling, arithmetic, deductive reasoning, and vocabulary.
5. Cash handling and balancing cash drawer.
6. Knowledge of municipal budgetary and taxation processes.
7. Work independently and be able to concentrate while experiencing frequent interruptions.

Education and Experience:

1. Associate's Degree in accounting or a related field with specialized courses in accounting or in business practices.
2. 1-3 years accounting or finance ~~Between one and three years of experience in accounting~~ (municipal setting preferred).

Key Competencies

- Organizing and prioritizing
- Attention to detail and accuracy
- Confidentiality
- Judgment
- Communication skills
- Information management skills
- Problem-solving skills
- Team work
- Ability to meet deadlines

Special Requirements: Must be bondable.

Tools and Equipment Used: Telephone, personal computer, copy machine, scanner, fax machine and software programs: customized accounting and general ledger, tax collections, Crystal Reports, Microsoft Office Suite including Word, Excel and Access.

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

While performing the duties of this job, the employee is required to sit, talk, and hear. The employee is further required to walk, use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms, bend and stoop.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

~~Office Assistant Accountant Position Description~~
~~Page 3 of 3~~

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

The noise level in the work environment is moderately noisy and with frequent interruptions.

Selection Guidelines: Formal application; rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

NBR-1

RESOLUTION NO. 2019 -

Dated: January 28, 2020

The City of Baraboo, Wisconsin

Background: The City’s Finance Department staff has historically included one employee in a “Grade 5” position and one employee in a “Grade 3” position. A Grade 5 employee has more responsibility and duties than a Grade 3 employee has, and receives additional compensation for being in a higher grade.

Given the timing of staff turnover that occurred in the Department in the past few years, two very good candidates ended up being hired as Grade 3 employees. At the time, this was suitable and in alignment with the Classification and Compensation Plan created for the City by GovHR in 2017 which found that the Office Assistant/Accountant position in the Finance Department was best classified as a Grade 3. However, job duties and responsibilities for both current Grade 3 employees (Bonnie and Jessie) have substantially increased since 2017 causing a need to seek a Grade increase and position title change.

In November of 2018, the Finance Director provided a memorandum to then City Administrator, Ed Geick, describing the increase in duties. That memorandum and a proposed job description is attached. A job factor analysis was performed by Ed which resulted in a Grade increase from Grade 3 to Grade 4 for both current Grade 3 positions. The position title also changed from Office Assistant-Accountant to Finance Assistant-Accountant

It is being recommended that both current Grade 3 Finance Department employees receive a change in grade and a title change, effective January 1, 2020.

Note: (√one) [] Not Required [x] Budgeted Expenditure [] Not Budgeted

Comments:

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT, the two current Grade 3 positions in Finance be increased to Grade 4 with a change in position title from “Office Assistant-Accountant” to “Finance Assistant-Accountant” be approved, with a January 1, 2020 effective date.

Offered by: Finance Committee
Motion:
Second:

Approved: _____
Attest: _____

NBR - 2

RESOLUTION NO. 2019 -

Dated: January 28, 2020

The City of Baraboo, Wisconsin

Background: The City’s Employee Personnel Policy & Procedure Handbook (“Handbook”) was approved by the Council on March 13, 2018 and last updated on August 13, 2019. The Handbook is intended to be a living document that can be easily updated and modified to stay current with law and practice. Section 1.03, Handbook Updates, provides that major updates to the Handbook must be submitted to the Finance/Personnel Committee for review and then require a resolution by Council.

At this time, the following major modifications are being proposed for adoption:

- Section 3.04, Family and Medical Leave Act (“FMLA”)
 - Eliminate unnecessary language and instead incorporate and refer to the required federal and state language re: employee usage of FMLA
 - Redefine the 12-month period from the current definition of a calendar year to a 12-month look-back period.
 - Employees will still be entitled to take up to 12-weeks of Family Medical Leave in any 12-month period, but eliminates the possibility of an employee taking off the last 12-weeks of a calendar year plus the first 12-weeks of the following calendar year (resulting in up to a total of 24 consecutive weeks off).

- Section 3.08, Holidays
 - Addition of Martin Luther King Jr. Day as a paid City Holiday.

Note: (√one) [X] Not Required [] Budgeted Expenditure [] Not Budgeted
Comments:

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That the City’s Employee Personnel Policy and Procedure Handbook is updated as follows:

- Section 3.04, Family and Medical Leave Act (“FMLA”)
 - Eliminate unnecessary language and instead incorporate and refer to the required federal and state language re: employee usage of FMLA
 - Redefine the 12-month period from the current definition of a calendar year to a 12-month look-back period.

- Section 3.08, Holidays
 - Addition of Martin Luther King Jr. Day as a paid City Holiday.

Offered by: Finance/Personnel Committee

Approved: _____

Motion:

Second:

Attest: _____

3.04 Family and Medical Leave Act (“FMLA”)¹

A. Policy. This policy is intended to conform to, and not exceed, the requirements of the federal and state Family and Medical Leave Acts (“FMLA”). This policy does not specifically repeat every provision of the federal or state FMLA statutory or regulatory requirements, but does incorporate the federal and state laws fully herein as required by law.² Family and medical leave (“FML”) taken under this policy may be covered by federal law, by state law, or both. When FML is governed by both federal and state law, the more generous provision will control in the event of a conflict. However, when FML is governed by state or federal law, but not both, the applicable law will control under this policy. In this regard, employees should note that certain FML may be covered by both state and federal law for only a portion of the leave.

Posters summarizing the benefits required to be provided under federal and state law can be found with other employment related postings.

B. Procedure.

1. Eligibility Requirements.

- a. To be eligible for FML under federal law, an employee must have been employed by the City for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the requested leave.
- b. To be eligible for FML under state law, an employee must have been employed for more than 52 consecutive weeks and have been paid for at least 1,000 hours.
- c. The kind and amount of FML available to an employee under this policy, as well as an employee's rights during FML, depends on whether the employee meets one or both of these requirements. Exceptions to these requirements will be made only by separate written policy of the City.

2. Types of Leave Available. It is City policy to treat use of FML under this policy as simultaneous use of state and federal leave entitlements whenever appropriate and permitted by law.

3. Circumstances When Applicable. The City provides FML for eligible employees under the following circumstances.

- a. Birth of the eligible employee's child and to care for a newborn child;
- b. Placement with the eligible employee of a child for adoption and, under federal law, foster care;
- c. Care administered to an eligible employee's spouse, son, daughter, parent, parent-in-law and domestic partner (§103.10(1)(ar), Wis. Stat.), with a serious health condition;
- d. Inability of the eligible employee to perform the functions of his/her job because of a serious health condition;
- e. Care for a service member – up to 26 workweeks (Form WH-385) (see 29 CFR 825.127(c));
- f. Leave because of a qualifying exigency (Form WH-384) (see 29 CFR 825.126);
- g. When receiving continuing treatment (see 29 CFR 825.115): Employee is treated 2 or more times within 30 days (of the first day of incapacity) and employee is treated on at least one occasion within 7 days (of the onset of the condition) and requires continuing treatment.

¹ First adopted on 01/11/1994, Resolution 94-05; Revised on 09/12/2000, Resolution 2000-90

² 29 CFR 825 and §103.10, Wis. Stat.

EMPLOYEE HANDBOOK SECTION 3.04
DRAFT CHANGES – 1/17/2020

- for paying immediately prior to the leave. The employee must continue to pay his/her share of health coverage as provided in the City health plan. If paid leave is not substituted for unpaid leave, the employee must pay his/her share of premiums to the City Treasurer by the same time payment would have been made for such premiums through payroll deduction. If paid leave is substituted for unpaid leave, the employee's share of the premiums will be paid by the same method used during paid leaves of absence, i.e., by payroll deduction. Employees should check with the City Clerk concerning arrangements for making employee payments for health insurance during leaves.
- c. The City reserves the right to require employees to place up to eight (8) weeks of premiums in escrow prior to FMA, pursuant to state law, or to discontinue coverage if premiums are received from employees more than thirty (30) days late, pursuant to federal law, to the extent permitted by law.
 - d. Employees will not accrue seniority or any other employment benefit during FLA, except that such benefits will accrue if employees elect to use other leaves provided by the City pursuant to Section 3, Benefits, of this Handbook, and if such benefits would normally accrue during that leave.
8. Required Advance Notice.
- a. Employees must provide the City with notice in a reasonable and practicable manner before taking FML if the need for leave is foreseeable, e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member. When requesting partial or intermittent FML in connection with child birth or adoption, the employee must provide at least as much notice as the City requires for making other non-emergency or non-medical leave, as well as a definite schedule for the leave. When advance notice is not practicable due to uncertainty as to when leave will be required to begin, a change in circumstances, or medical emergency, notice must be given as soon as practicable. Employees are encouraged to provide a written request for FML, the reasons for the requested leave, and the anticipated beginning date and duration of the leave.
 - b. When planning medical treatment, the employee should consult with the HR Director and make a reasonable effort to schedule the leave so as not to disrupt unduly the City's operations, subject to the approval of the employee's health care provider. Employees are ordinarily expected to consult with the HR Director in order to work out a treatment schedule which best suits the needs of both the City and the employee.
 - c. When an employee is absent for three (3) consecutive days or more, the HR Director must be notified by the employee's supervisor so that the employee can be given the opportunity to apply for FML.
9. Medical Information Required. The City requires that an employee's request for leave to care for the employee's seriously ill spouse, domestic partner, son, daughter, or parent, or due to the employee's own serious health condition that makes the employee unable to perform the functions of the employee's positions, be supported by certification issued by the health care provider of the employee or the employee's ill family member. The City reserves the right to require certification consistent with the Department of Labor form related to certification of leave and definition of a serious health condition (Certification of Physician Form). That form is available from the HR Director.
- a. An employee's failure to make a timely and responsive certification may result in denial of the leave requested until such certification is provided. Further, failure to provide such certification may be the basis for denial of continued leave or qualification of the leave as FMLA leave. The City will be entitled to receive re-certification to the extent permitted by law.
 - b. An employee on FML will report, orally or in writing, to the HR Director every thirty (30) days

EMPLOYEE HANDBOOK SECTION 3.04
DRAFT CHANGES – 1/17/2020

- concerning his/her status and intention to return to work.
10. Bonuses. See 29 CFR 825.215(c)(2).
 11. Light Duty. See 29 CFR 825.220(d).
 12. Employer Notice Requirements. See 29 CFR 825.300.
 - a. Notices.
 - i. General Notice (WH Publication 1420). Must be accessible to applicants and employees, and distribution to employee must be via handbook or each new hire (can be electronic).
 - ii. Eligibility and Rights and Responsibilities Notice (WH-381). Must be given within 5 business days of an employee request for leave for an FMLA qualifying reason. The appropriate certification form should be sent with the notice.
 - iii. Designation Notice (WH-382). The designation must indicate that the leave is FMLA qualifying or does not qualify and specify the reasons for not qualifying, and must also specify the amount of leave that will be FMLA, and must state whether a fitness for duty certification will be required.
 - iv. Medical Certification Forms (WH-380E and WH-380F). See 29 CFR 825.305 and 825.307(a) for the employer's right to contact the employee's health care professional.
 - b. Second/Third Opinions: See 29 CFR 825.307
 - c. Recertification: See 29 CFR 825.308.
 13. Fitness for Duty Certification. See 29 CFR 825.312.
 14. Definitions Used in the Policy. See 29 CFR 825.102 and §103.10, Wis. Stats.

EMPLOYEE HANDBOOK SECTION 3.08
DRAFT CHANGES – 1/17/2020

3.08 Holidays

- A. Policy.** Employees working less than full-time are eligible for holiday pay equal to a proration of their annual hours worked. All regular full-time employees eligible under the State of Wisconsin Retirement System (WRS) will receive 8 hours of pay for the following holidays:

New Year's Day	Friday before Easter	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Friday after Thanksgiving	Day before Christmas
Christmas Day	Floating Holiday (requires Supervisor's approval)		<u>Martin Luther King Jr. Day</u>

B. Procedure.

1. In the event a holiday falls on a Saturday, the holiday will be taken the preceding Friday. In the event the holiday falls on a Sunday, the succeeding Monday will be taken as the holiday.
2. Because the City observes both Christmas Eve and Christmas Day as holidays, having one or both of these holidays occurring on a weekend presents a situation that requires clarification in terms of which days of the week will be used to observe these holidays:
 - a. When Christmas Eve falls on a Friday and Christmas Day falls on a Saturday the City will observe them as follows: Christmas Eve will be observed on Thursday; Christmas Day will be observed on Friday.
 - b. When Christmas Eve falls on a Saturday and Christmas Day falls on a Sunday, or when Christmas Eve falls on a Sunday and Christmas Day falls on a Monday, the City will observe them as follows: Christmas Eve will be observed on Friday; Christmas Day will be observed on Monday.
 - c. Any holiday occurring during an employee's vacation will not be considered as a day of vacation.
 - d. Police Department employees covered by a collective bargaining agreement shall refer to their agreement for additional information.
3. New employees shall not be entitled to holiday pay the first thirty calendar days after hire.
4. Except as expressly allowed by the City Administrator, employees may not take personal holiday time that has not been earned and included in their time off bank.

Parking Citation Rate Study

Conducted: 1/22/2020

Mucipality	Overtime Parking	No Parking Zone	Snow Removal Parking (Declare snow emergency)	Wrong Side of Street (Alternate Side Parking)	Handicap Parking Violation	Abandoned Vehicle	Blocking Fire Hydrant
Baraboo	\$10.00	\$10.00	N/A	\$10.00	\$150.00	*	\$20.00
Reedsburg	\$10.00	\$10.00	N/A	\$10.00	\$150.00	*	
Portage	\$15.00	\$5.00	\$50.00	N/A	\$50.00		\$50.00
Wisc Dells	\$7.00	\$20.00	N/A	\$10.00	\$50.00	*	\$20.00
Lake Delton	\$10.00	\$10.00	N/A	\$10.00	\$150.00		\$10.00
Sauk Prairie	\$20.00	\$20.00	\$40.00	N/A	\$50.00	**	\$30.00
Madison	\$25.00-45.00	\$30.00-45.00	\$60.00	\$25.00	\$150.00	\$80.00	\$30.00
DeForest	\$10.00	\$10.00	N/A	\$20.00	\$75.00	*	\$10.00
Middleton	Getting back to me		N/A				
Sun Prairie	Getting back to me w/others		\$50.00				
Richland Center	\$6.00	\$10.00	\$15.00***	\$10.00	\$6.00	\$6.00	\$10.00
Mauston	\$20.00	\$20.00	\$20.00	\$20.00	State Citation	*	State Citation
Janesville	\$15.00	\$30.00	\$50.00	N/A	\$120.00	*	\$50.00
Jefferson	\$10.00	\$10.00	N/A	\$20.00	\$50.00	*	\$20.00
Dodgeville	\$20.00	\$20.00	N/A	\$20.00	\$100.00	*	\$20.00

* No special parking citation for abandoned vehicles. Handled with overtime ticket and eventually towed at owner's expense.
Dodgeville and Janesville mail certified letters to RO prior to towing.

** Sauk Prairie PD issues a citation for the abandoned vehicle and it goes through the court system.

*** Rarely used.

Other Notes:

Portage rate for 24-hour parking violation is \$5.00

Dells rate for parking without permission on private property is \$10.00

Sauk Prairie has area around high school designated for 2-hour parking during school hours - violation is \$30.00 fine.

Mauston has tiered plan for alternate-side parking violators. 1st offense is \$20.00, 2nd offense is \$30.00, 3rd offense is \$40.00

Mauston: If snow emergency is declared (Posted on Facebook & local radio) vehicle is subject to a \$20.00 fine. If the vehicle is in the way of the snowplow, the vehicle is towed at the owner's expense.

Madison charges \$55.00 for unregistered or improper display of plates on vehicles.

Madison charges \$100.00 for parking in a fire lane.

City of Middleton

Police Department



7341 Donna Drive
Middleton, WI 53562
Emergency **9-1-1**
Non-Emergency (608)824-7300

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Alternate Side Parking

Middleton's long standing alternate side parking ordinance is in effect from **November 15 to March 15**. The purpose of the ordinance is to facilitate snow removal and street maintenance. If it is necessary for you to leave a vehicle on the street **between 1:00 AM and 7:00 AM**, park on the even numbered side of the street on even numbered calendar days and likewise, park on the odd numbered side of the street on odd numbered days. You should anticipate the midnight date change.

If signs prohibit parking on one side of the street alternate parking does not apply. If the addresses on your street are all even or all odd numbered, the alternate side parking regulations still applies. In effect, there is no on street parking every other night. To do otherwise would mean that one side of the street could not be plowed.

For a schedule of this winter's parking please click [here](#).

Para el horario en español presione [aquí](#).

If you wish to read the City of Middleton Ordinance that contains parking restrictions, please [click here](#).

Additional Information on Alternate Side Parking

- Alternate side or seasonal parking regulations are common in Wisconsin. A notice is posted at entrances to the City. It is the responsibility of hosts to notify guests of the alternate side parking restriction.
- Often officers do have more important things to do than write parking tickets, and on those occasions citations may not be issued. However, most alternate side parking tickets are written during the time of day when the fewest crimes, accidents, and calls for service occur.
- There is no parking ticket quota. Officers are not judged by the number of parking tickets they write, but rather by the degree of voluntary compliance in their patrol districts. Consistent enforcement, especially early in the season, typically results in voluntary compliance and fewer parking tickets.
- The police department budget is set. The department does not receive any money from parking tickets or traffic citations. All fines go to the City's general fund.
- Alternate side parking enforcement is not contingent on an impending snow storm. It is not our objective to write parking tickets when it snows, but rather to get people into the habit of consistently complying with the ordinance. Writing tickets to illegally parked cars during or after a snow storm doesn't help in the snow removal operation. Voluntary compliance, precipitated by consistent enforcement, results in a significantly more effective and efficient plowing operation.

If you have been issued a parking ticket and wish to have it reviewed by the department, [click here](#).