



Common Council Chambers – City Hall Room 100
7325 W Forest Home Ave, Greenfield, Wisconsin

COMMON COUNCIL MEETING AGENDA

Tuesday, February 4, 2020 - 7:00 PM

- A. Call to Order & Roll Call
- B. Opening Prayer
- C. Pledge of Allegiance
- D. Approval of the January 21, 2020 Common Council minutes
- E. Mayor's Report
 - 1. Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$3,110,000
 - 2. Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$95,000
 - 3. Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$1,735,000
- F. Aldermanic Reports
- G. Announcements
- H. Citizen Commentary
- I. Old Business
 - 1. Appointments to various committees and commissions:
 - a. Mayor appointments, confirmed by Council:
 - i. One member to the Board of Review for a term to expire 5/1/21 (formerly Gregory Krog)
 - ii. One alternate member to the Board of Review for a term to expire 5/1/24 (newly created position)
 - iii. One member to the Zoning Board of Appeals for a term to expire 5/1/20 (formerly Donald Kopp)
 - iv. One member to the Tree Commission for a term to expire 5/1/21 (formerly Michael Wendt)
 - b. Mayor appointments:
 - i. One alternate member to the Zoning Board of Appeals for a term to expire 5/1/21 (formerly Denise Kunz)
- J. New Business

1. Claim received from Wal-Mart Real Estate Business Trust for recovery of unlawful taxes (Goergen)
2. Applications for an operator license received from the following:
 - a. Balke, Roger C.-7235 W. Southridge Dr.
 - Buerger, Nicholas A.-11323 W. Holly Ln.
 - Calvert, Troy D.-4251 N. 86th St.
 - Cotto, Selena M.-337 E. Elm Rd.
 - Cullen, Edyta-5797 Rustic Ln.
 - Gorzalski, Kyle D.-11105 W. Ohio St.
 - Hyatt, Julia A.-4454 S. 36th St.
 - Sellers, William J.-818 Blake Ave.
3. Adopt resolution appointing additional election officials for 2020-2021.
4. Discussion and decision to sign an agreement with ShurClean LLC to provide daily custodial services at City Hall, the Library and Public Works (Neighborhood Services)
5. Discussion and decision to adopt a resolution in support of applying for a Transportation Alternatives Program (TAP) grant from the Wisconsin Department of Transportation to fund the design and construction of the Powerline Trail (Neighborhood Services)
6. Discussion and decision to amend resolution #3583 pertaining to the "Loomis Road & I-894 Redevelopment" resolution extending the loan repayment date to February 15, 2023 (Schafer)
7. Discussion and decision to adopt a final resolution, to levy special assessments under Section 66.0703, Wisconsin Statutes, upon property for municipal purposes, for the reconstruction of 44th, 45th, 46th, 47th, 48th, and 49th Street; and St. Francis, Wilbur and Crawford Avenue; and 46th Place (BPW-01/28/20-Lubotsky)
8. Discussion and decision to approve an ordinance to repeal and recreate Section 3.12 (5) (c) of the Municipal Code pertaining to right-of-way permits (BPW-01/28/20-Lubotsky)
9. Discussion and decision to adopt a resolution, recognizing International Migratory Bird Day and authorizing the Pollinator Protection Committee to continue participation in the Wisconsin Bird City program (BPW-01/28/20-Lubotsky)
10. Discussion and decision to adopt a resolution, proclaiming the month of June as Monarch Butterfly Month in the City of Greenfield (BPW-01/28/20-Lubotsky)
11. Discussion and Decision Regarding Data Use Agreement for Vital Records Data between the Wisconsin Department of Health Services, Division of Public Health, and the Greenfield Health Department. (F&HR-1/29/2020-S. Saryan)
12. Discussion and decision for approval to create job description, set salary, recruit and hire Parks Maintenance Coordinator for the Department of Parks and Recreation. (F&HR-1/29/2020-S. Saryan)
13. Discussion and decision to approve agreement between UnitedHealthcare and the City of Greenfield pertaining to the Flexible Spending Account debit card use. (F&HR-1/29/2020-S. Saryan)
14. Approval of schedules of disbursements in the amount of \$1,762,080.05 (F&HR-1/29/2020-S. Saryan)

15. Approval of schedules of disbursements in the amount of \$1,131,728.42 (F&HR-1/29/2020-S. Saryan)
 16. Approval of mileage reimbursements in the amount of \$2,247.67 (F&HR-1/29/2020-S. Saryan)
 17. Investments and reinvestments (F&HR-1/29/2020-S. Saryan)
 18. Accept November 2019 financial statements (F&HR-1/29/2020-S. Saryan)
- K. Items for future agenda
- L. Adjourn

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For additional information or to request this service, contact the Department of Human Resources at 329-5208, (FAX) 543-6158, TDD 1-800-947-6644 (Wisconsin Telecommunications Relay System), or by writing to the Director of Human Resources/ADA Coordinator at Greenfield City Hall, 7325 West Forest Home Avenue, Room 101, Greenfield, WI 53220. Greenfield City Hall is wheelchair accessible from the west and south entrances.

February 4, 2020

Pre-Sale Report for

City of Greenfield, Wisconsin

\$4,940,000 General Obligation Corporate Bonds,
Series 2020A



Prepared by:

Dawn Gunderson-Schiel, CPFO/CIPMA
Senior Municipal Advisor

Joe Murray, CIPMA
Senior Municipal Advisor

Executive Summary of Proposed Debt

Proposed Issue:	\$4,940,000 General Obligation Corporate Bonds, Series 2020A
Purposes:	The proposed issue includes financing for the following purposes: Finance 2020 Capital Projects - Current Refunding of the 2013B GO. Debt service will be paid from ad valorem property taxes. Interest rates on the obligations proposed to be refunded are 2.25% to 3.00%. The refunding is expected to reduce debt service expense by approximately \$46,611 over the next 5 years. The Net Present Value Benefit of the refunding is estimated to be \$43,304, equal to 2.525% of the refunded principal. This refunding is considered to be a Current Refunding as the obligations being refunded are either callable (pre-payable) now, or will be within 90 days of the date of issue of the new Bonds. - Parks Improvements. Debt service will be paid from ad valorem property taxes. - Sidewalks Improvements. Debt service will be paid from ad valorem property taxes. - Streets Projects. Debt service will be paid from ad valorem property taxes.
Authority:	The Bonds are being issued pursuant to Wisconsin Statute(s): 67.04 The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged. The Bonds count against the City's General Obligation Debt Capacity Limit of 5% of total City Equalized Valuation. Following issuance of the Bonds, the City's total General Obligation debt principal outstanding will be approximately \$80 million, which is 49% of its limit. Remaining General Obligation Borrowing Capacity will be approximately \$83.5 million.
Term/Call Feature:	The Bonds are being issued for a term of 15 years. Principal on the Bonds will be due on April 1 in the years 2021 through 2035. Interest is payable every six months beginning October 1, 2020. The Bonds will be subject to prepayment at the discretion of the City on April 1, 2027 or any date thereafter.

Bank Qualification:	Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Bonds as “bank qualified” obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.
Rating:	The City’s most recent bond issues were rated by Moody’s Investors Service. The current ratings on those bonds are “Aa2”. The City will request a new rating for the Bonds. If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the City's bond rating in the event that the bond rating of the insurer is higher than that of the City.
Basis for Recommendation:	Based on our knowledge of your situation, your objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of Bonds as a suitable option based on: • The expectation this form of financing will provide the overall lowest cost of funds while also meeting the City’s objectives for term, structure and optional redemption. • The City having adequate General Obligation debt capacity to undertake this financing. • The nature of the projects being financed, which will not generate user or other fees, that could be pledged to secure a revenue obligation. • The City’s current Capital Improvements Plan which identified issuance of General Obligation Bonds to finance these projects. • The existing General Obligation pledge securing the obligations to be refunded.
Method of Sale/Placement:	We will solicit competitive bids for the purchase of the Bonds from underwriters and banks. We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction. If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.
Premium Pricing:	In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the

	interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.” The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or “discount”) but will pay the remainder of the premium to the City. Any premium amount received for that portion of the Bond being issued for the purpose of refunding existing debt will be used to reduce the issue size. Any premium amount received for the remainder of the Bonds that is in excess of the underwriting discount and any capitalized interest amounts must be placed in the debt service fund and used to pay a portion of the interest payments due on the Bonds. These adjustments may slightly change the true interest cost of the original bid, either up or down. We anticipate using any premium amounts received to reduce the issue size. The amount of premium allowed can be restricted in the bid specifications. Restrictions on premium may result in fewer bids, but may also eliminate large adjustments on the day of sale and unintended results with respect to debt service payment impacts. Ehlers will identify appropriate premium restrictions for the Bonds intended to achieve the City’s objectives for this financing.
Other Considerations:	The Bonds will be offered with the option of the successful bidder utilizing a term bond structure. By offering underwriters the option to “term up” some of the maturities at the time of the sale, it gives them more flexibility in finding a market for your Bonds. This makes your issue more marketable, which can result in lower borrowing costs. In the event that the successful bidder utilizes a term bond structure, we recommend the City retain a paying agent to handle responsibility for processing mandatory redemption/call notices associated with term bonds.
Review of Existing Debt:	We have reviewed all outstanding indebtedness for the City and find that, other than the obligations proposed to be refunded by the Bonds, there are no other refunding opportunities at this time. We will continue to monitor the market and the call dates for the City’s outstanding debt and will alert you to any future refunding opportunities.
Continuing Disclosure:	Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.

Arbitrage Monitoring:	Because the Bonds tax-exempt obligations, the City must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Certificate With Respect to Arbitrage and Other Tax Matters prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you.
Investment of and Accounting for Proceeds:	In order to more efficiently segregate funds for this project and maximize interest earnings, we recommend using an investment advisor, to assist with the investment of bond proceeds until they are needed to pay project costs. Ehlers Investment Partners, a subsidiary of Ehlers and registered investment advisor, will discuss an appropriate investment strategy with the City.
Risk Factors:	Current Refunding: The Bonds are being issued to finance a current refunding of prior City debt obligations. Those prior debt obligations are “callable” on or after April 1, 2020. The new Bonds will not be pre-payable until April 1, 2027. This refunding is being undertaken based in part on an assumption that the City does not expect to pre-pay off this debt prior to the new call date and that market conditions warrant the refunding at this time.
Other Service Providers:	This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us. Bond Counsel: Griggs Law Office LLC Paying Agent: To be determined by Issuer on day of sale. Rating Agency: Moody’s Investors Service, Inc.

Proposed Debt Issuance Schedule

Pre-Sale Review by Common Council:	February 4, 2020
Due Diligence Call to review Official Statement:	Week of March 2, 2020
Distribute Official Statement:	March 9, 2020
Conference with Rating Agency:	Week of March 9, 2020
Common Council Meeting to Award Sale of the Bonds:	March 17, 2020
Estimated Closing Date:	April 2, 2020
Redemption Date for Bonds Being Refunded:	May 1, 2020

Attachments

Estimated Sources and Uses of Funds

Estimated Proposed Debt Service Schedules/Allocation

Estimated Debt Service Comparison

Bond Buyer Index

Ehlers Contacts

Municipal Advisors:	Dawn Gunderson-Schiel	(262) 796-6166
	Joe Murray	(262) 796-6196
Disclosure Coordinator:	Sue Porter	(262) 796-6167
Financial Analyst:	Kathy Myers	(262) 796-6177

The Preliminary Official Statement for this financing will be sent to the Common Council at their home or email address for review prior to the sale date.



Debt Sources & Uses

Projects

Road Projects (15 year amortization)
 Sidewalk Improvements (15 year amortization)
 Park Improvements (15 Year)
Total Projects

Capitalized Interest (9/1/Int Payment)
 Bid Premium Deposited into Debt Service Fund
 Refunding of 2013B GO
 Interest due on Call date
 Less Transfer from prior debt service

Net Funds Needed for Projects + Capitalized Interest

Cost of Issuance

Underwriter's Discount Est. @ \$12.50 /\$1,000
 Reoffering Premium (Built into Rates)
 Municipal Advisory Fee
 Paying Agent fee (if terms)
 Bond Counsel Fee
 Rating Fee

Total Capital Required
 Less: Est. Interest Earnings
 Rounding

BOND ISSUE SIZE

Resolution Breakdown

Parks	95,000
Streets/Sidewalks	3,135,000
Refunding	-
	3,230,000

Needs to be updated				
2020	2021	2022	2023	
G.O. Bonds	G.O. Bonds	G.O. Bonds	G.O. Bonds	
\$2,490,000	\$2,998,958	\$3,127,582	\$2,786,126	
\$510,000	\$0	\$103,051	\$268,145	
\$92,000	\$0	\$0	\$0	
\$3,092,000	\$2,998,958	\$3,230,633	\$3,054,271	
\$31,836	\$59,063	\$72,250	\$80,625	
\$1,715,000				
\$4,163				
(\$12,384)				
\$4,830,614	\$3,058,021	\$3,302,883	\$3,134,896	
\$61,750	\$39,375	\$42,500	\$40,313	
\$0	\$0	\$0	\$0	
\$30,100	\$24,800	\$25,400	\$25,000	
\$850	\$850	\$850	\$850	
\$13,500	\$12,500	\$13,000	\$13,000	
\$13,000	\$13,000	\$13,000	\$13,000	
4,949,814	3,148,546	3,397,633	3,227,059	
(10,026)	(12,746)	(13,730)	(12,981)	
211	14,200	16,097	10,922	
\$4,940,000	\$3,150,000	\$3,400,000	\$3,225,000	



Year	Net Tax Levy for Debt without refunded issue	2020 Issue			Less: Capitalized Interest/Levied Funds	Total Net Debt Levy	Equalized Tax Rate for Debt	Debt Service levy as a % of operating budget (less that 20%)	Equalized Vaule TID-OUT	Projected Chang in EV	Year Due
		\$4,940,000									
		Dated April 2, 2020									
		Prin	Est. Int								
		1-Apr									
2019	4,439,812					4,439,812	1.55	16.0%	2,867,348,900	3.45%	2019
2020	4,759,911	0		44,427	(31,836)	4,772,502	1.55	16.8%	3,084,489,200	7.57%	2020
2021	4,842,192	505,000	1.380%	85,866	0	5,433,058	1.74	18.8%	3,123,045,315	1.25%	2021
2022	4,928,597	530,000	1.400%	78,671	0	5,537,268	1.75	18.8%	3,162,083,381	1.25%	2022
2023	4,946,726	545,000	1.420%	71,092	0	5,562,818	1.74	18.5%	3,201,609,424	1.25%	2023
2024	4,782,880	575,000	1.470%	62,996		5,420,876	1.67	17.6%	3,241,629,542	1.25%	2024
2025	4,705,239	570,000	1.610%	54,181		5,329,420	1.62	17.0%	3,282,149,911	1.25%	2025
2026	4,482,137	210,000	1.700%	47,808		4,739,944	1.43	14.8%	3,323,176,785	1.25%	2026
2027	3,191,158	210,000	1.750%	44,185		3,445,343	1.02	10.6%	3,364,716,494	1.25%	2027
2028	2,367,616	215,000	1.850%	40,359		2,622,974	0.77	7.9%	3,406,775,451	1.25%	2028
2029	1,728,569	225,000	1.950%	36,176		1,989,745	0.58	5.9%	3,449,360,144	1.25%	2029
2030	1,739,075	210,000	2.250%	31,620		1,980,695	0.57	5.7%	3,492,477,146	1.25%	2030
2031	1,715,963	215,000	2.350%	26,731		1,957,694	0.55	5.5%	3,536,133,110	1.25%	2031
2032	1,636,944	225,000	2.450%	21,449		1,883,393	0.53	5.2%	3,580,334,774	1.25%	2032
2033	1,558,419	230,000	2.550%	15,760		1,804,179	0.50	4.9%	3,625,088,958	1.25%	2033
2034	1,480,381	235,000	2.650%	9,714		1,725,095	0.47	4.6%	3,670,402,570	1.25%	2034
2035	740,050	240,000	2.750%	3,300		983,350	0.26	2.6%	3,716,282,603	1.25%	2035
2036	466,350					466,350	0.12	1.2%	3,762,736,135	1.25%	2036
2037	294,188					294,188	0.08	0.7%	3,809,770,337	1.25%	2037
2038	127,188					127,188	0.03	0.3%	3,857,392,466	1.25%	2038
2039	0										
Total	54,933,393	4,940,000		674,333	(31,836)	60,515,890					

(1) First interest payment is to be paid with Capitalized Interest
Rates based on AA2 sale 12/17/19 + .25



Pre Sale Estimates

Allocation 2020A Bond Issue																	Estimated 2020A Issue				
Year	Roads \$2,580,000				Sidewalks \$530,000				Parks \$95,000				Refunding 2013B \$1,735,000				Total Issue \$3,205,000 Dated April 1, 2020				
	Princ 4/1	Int (1)	Cap Int	Net Total	Princ 4/1	Int (1)	Cap Int	Total	Princ 4/1	Int (1)	Cap Int	Total	Princ 4/1	rate	Int	Total	TOTAL PRINCIPAL	TOTAL INTEREST	Cap Int	NET TOTAL DEBT SERVICE	
2020	25,772	25,772	(25,772)	25,772	30,000	5,293	(5,293)	0	10,000	771	(771)	0	315,000	1.38%	12,591	12,591	505,000	44,427	(31,836)	12,591	
2021	150,000	50,797	200,797	200,797	30,000	10,439	0	40,439	0	1,482	0	11,482	23,149	1.38%	23,149	338,149	505,000	85,866	0	590,866	
2022	155,000	48,677	203,677	203,677	30,000	10,022	0	40,022	10,000	1,343	0	11,343	335,000	1.40%	18,631	353,631	530,000	78,671	0	608,671	
2023	155,000	46,491	201,491	201,491	30,000	9,599	0	39,599	10,000	1,202	0	11,202	350,000	1.42%	13,801	363,801	545,000	71,092	0	616,092	
2024	160,000	44,215	204,215	204,215	35,000	9,128	0	44,128	10,000	1,057	0	11,057	370,000	1.47%	8,596	378,596	575,000	62,996	0	637,996	
2025	160,000	41,751	201,751	201,751	35,000	8,589	0	43,589	10,000	903	0	10,903	365,000	1.61%	2,938	367,938	570,000	54,181	0	624,181	
2026	165,000	39,060	204,060	204,060	35,000	8,010	0	43,010	10,000	738	0	10,738	0	1.70%	0	0	210,000	47,808	0	257,808	
2027	165,000	36,214	201,214	201,214	35,000	7,406	0	42,406	10,000	565	0	10,565	0	1.75%	0	0	210,000	44,185	0	254,185	
2028	170,000	33,198	203,198	203,198	35,000	6,776	0	41,776	10,000	385	0	10,385	0	1.85%	0	0	215,000	40,359	0	255,359	
2029	175,000	29,919	204,919	204,919	35,000	6,111	0	41,111	15,000	146	0	15,146	0	1.95%	0	0	225,000	36,176	0	261,176	
2030	175,000	26,244	201,244	201,244	35,000	5,376	0	40,376	0	0	0	0	0	2.25%	0	0	210,000	31,620	0	241,620	
2031	180,000	22,160	202,160	202,160	35,000	4,571	0	39,571	0	0	0	0	0	2.35%	0	0	215,000	26,731	0	241,731	
2032	185,000	17,779	202,779	202,779	40,000	3,670	0	43,670	0	0	0	0	0	2.45%	0	0	225,000	21,449	0	246,449	
2033	190,000	13,090	203,090	203,090	40,000	2,670	0	42,670	0	0	0	0	0	2.55%	0	0	230,000	15,760	0	245,760	
2034	195,000	8,084	203,084	203,084	40,000	1,630	0	41,630	0	0	0	0	0	2.65%	0	0	235,000	9,714	0	244,714	
2035	200,000	2,750	202,750	202,750	40,000	550	0	40,550	0	0	0	0	0	2.75%	0	0	240,000	3,300	0	243,300	
Total	2,580,000	486,197	(25,772)	#####	530,000	99,840	(5,293)	624,547	95,000	8,590	(771)	102,819	1,735,000		79,705	1,814,705	4,940,000	674,333	(31,836)	5,582,497	

(1) First interest payment is to be paid with Capitalized Interest
Rates based on AA2 sale 12/17/19 + .25



Year	Net Tax Levy for Debt without refunded issue	2020 Issue			2021 Issue		2022 Issue		2023 Issue							Year Due
		\$4,940,000			\$3,150,000		\$3,400,000		\$3,225,000		Total Net Debt Levy	Equalized Tax Rate for Debt	Debt Service levy as a % of operating budget (less that 20%)	Equalized Vaule TID-OUT	Projected Chang in EV	
		Dated April 2, 2020			Dated March 1, 2021		Dated March 1, 2022		Dated March 1, 2023							
		Prin	Est. Int		Prin	Est. Int	Prin	Est. Int	Prin	Est. Int	Less: Capitalized Interest/Levied Funds					
2019	4,439,812	1-Apr			1-Mar	3.750%	1-Mar	4.250%	1-Mar	5.000%						
2020	4,759,911	0	44,427								(31,836)	4,772,502	1.55	16.8%	3,084,489,200	7.57%
2021	4,842,192	505,000	1.380%	85,866		59,063					(59,063)	5,433,058	1.74	18.8%	3,123,045,315	1.25%
2022	4,928,597	530,000	1.400%	78,671	150,000	115,313		72,250			(72,250)	5,802,581	1.84	19.7%	3,162,083,381	1.25%
2023	4,946,726	545,000	1.420%	71,092	160,000	109,500	155,000	141,206		80,625	(80,625)	6,128,524	1.91	20.4%	3,201,609,424	1.25%
2024	4,782,880	575,000	1.470%	62,996	165,000	103,406	165,000	134,406	140,000	157,750		6,286,438	1.94	20.5%	3,241,629,542	1.25%
2025	4,705,239	570,000	1.610%	54,181	170,000	97,125	170,000	127,288	150,000	150,500		6,194,332	1.89	19.8%	3,282,149,911	1.25%
2026	4,482,137	210,000	1.700%	47,808	180,000	90,563	180,000	119,850	160,000	142,750		5,613,107	1.69	17.6%	3,323,176,785	1.25%
2027	3,191,158	210,000	1.750%	44,185	190,000	83,625	190,000	111,988	170,000	134,500		4,325,455	1.29	13.3%	3,364,716,494	1.25%
2028	2,367,616	215,000	1.850%	40,359	195,000	76,406	200,000	103,700	175,000	125,875		3,498,956	1.03	10.5%	3,406,775,451	1.25%
2029	1,728,569	225,000	1.950%	36,176	205,000	68,906	210,000	94,988	185,000	116,875		2,870,514	0.83	8.5%	3,449,360,144	1.25%
2030	1,739,075	210,000	2.250%	31,620	215,000	61,031	220,000	85,850	200,000	107,250		2,869,826	0.82	8.3%	3,492,477,146	1.25%
2031	1,715,963	215,000	2.350%	26,731	225,000	52,781	235,000	76,181	210,000	97,000		2,853,656	0.81	8.1%	3,536,133,110	1.25%
2032	1,636,944	225,000	2.450%	21,449	235,000	44,156	245,000	65,981	220,000	86,250		2,779,780	0.78	7.7%	3,580,334,774	1.25%
2033	1,558,419	230,000	2.550%	15,760	245,000	35,156	255,000	55,356	235,000	74,875		2,704,566	0.75	7.4%	3,625,088,958	1.25%
2034	1,480,381	235,000	2.650%	9,714	260,000	25,688	270,000	44,200	245,000	62,875		2,632,858	0.72	7.0%	3,670,402,570	1.25%
2035	740,050	240,000	2.750%	3,300	270,000	15,750	285,000	32,406	260,000	50,250		1,896,756	0.51	5.0%	3,716,282,603	1.25%
2036	466,350				285,000	5,344	300,000	19,975	275,000	36,875		1,388,544	0.37	3.6%	3,762,736,135	1.25%
2037	294,188						320,000	6,800	290,000	22,750		933,738	0.25	2.3%	3,809,770,337	1.25%
2038	127,188								310,000	7,750		444,938	0.12	1.1%	3,857,392,466	1.25%
2039	0															
Total	54,933,393	4,940,000	674,333		3,150,000	1,043,813	3,400,000	1,292,425	3,225,000	1,454,750	(243,773)	73,869,940				

(1) First interest payment is to be paid with Capitalized Interest
Rates based on AA2 sale 12/17/19 + .25



City of Greenfield, WI

GO Refunding Savings - Preliminary Planning

FINAL SALE
Total
Savings

Existing Debt Service To Be Refunded

Issue	G.O. Bonds Series 2013B				Existing Debt Service to be paid by Issuer	G.O. Bonds Series 2019A refunding portion			
	Amount	Dated	Prin (4/1)	Rate	Interest	Total	Prin (4/1)	Rate	Interest
	\$4,960,000 08-Mar-11								
Year			Prin (4/1)	Rate	Interest	Total			
2020			255,000	2.250%	52,819	307,819	315,000	1.38%	12,591
2021			300,000	2.500%	46,200	346,200	335,000	1.40%	23,149
2022			325,000	3.000%	37,575	362,575	350,000	1.42%	18,631
2023			345,000	3.000%	27,525	372,525	370,000	1.47%	13,801
2024			370,000	3.000%	16,800	386,800	365,000	1.61%	8,596
2025			375,000	3.000%	5,625	380,625			2,938
2026			0		0	0			0
2027			0		0	0			0

Total 1,970,000 186,544 2,156,544 295,228 1,735,000 79,705 1,814,705

ESTIMATED FUTURE VALUE SAVINGS NET OF COSTS

PRESENT VALUE SAVINGS

PV SAVINGS AS PERCENT OF REFUNDED PRINCIPAL

46,611
43,302
2.53%

Prepared by



City of Greenfield

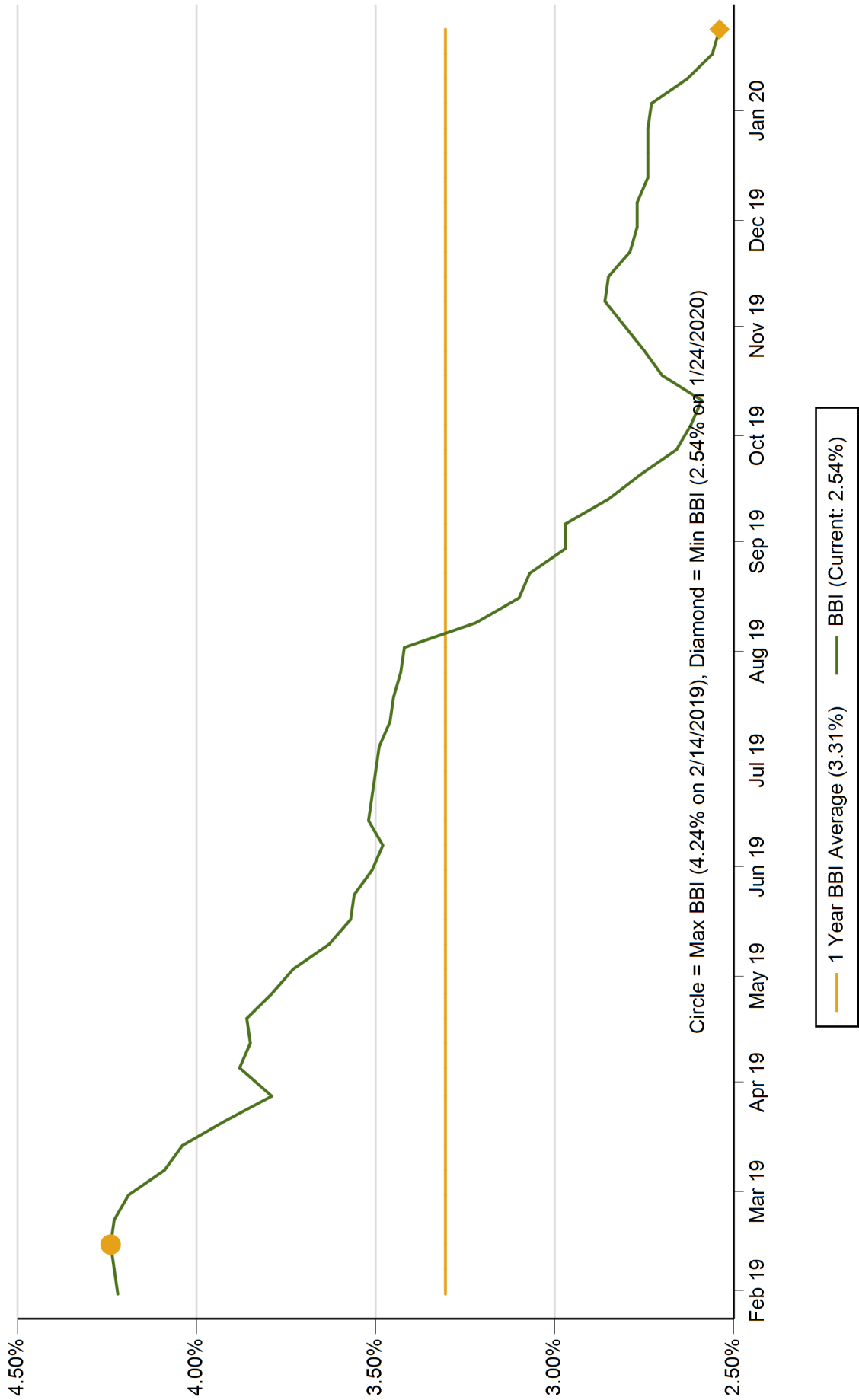
Current and Projected Debt Limit Calculations - 2020-2023

YEAR	PROJECTED TID IN EQ VALUE	EV Change	DEBT LIMIT	EXIST DEBT PRIN OUTS	% OF LIMIT	Direct Debt Burden	2020 Bonds DEBT PRIN	2021 Bonds DEBT PRIN	2022 Bonds DEBT PRIN	2023 Bonds DEBT PRIN	COMB EXIST & NEW PRIN	% OF LIMIT	Direct Debt Burden	RESIDUAL CAPACITY	YEAR
2019	3,277,447,900	9.67%	163,872,395	78,189,533	47.71%	2.39%					78,189,533	47.71%	2.39%	85,682,862	2019
2020	3,318,415,999	1.25%	165,920,800	73,678,068	44.41%	2.22%	4,940,000				78,618,068	47.38%	2.37%	87,302,732	2020
2021	3,359,896,199	1.25%	167,994,810	69,044,568	41.10%	2.05%	4,435,000	3,150,000			76,629,568	45.61%	2.28%	91,365,242	2021
2022	3,401,894,901	1.25%	170,094,745	64,099,013	37.68%	1.88%	3,905,000	3,000,000	3,400,000		74,404,013	43.74%	2.19%	95,690,732	2022
2023	3,444,418,587	1.25%	172,220,929	58,886,341	34.19%	1.71%	3,360,000	2,840,000	3,245,000	3,225,000	71,556,341	41.55%	2.08%	100,664,589	2023
2024	3,487,473,820	1.25%	174,373,691	53,551,507	30.71%	1.54%	2,785,000	2,675,000	3,080,000	3,085,000	65,176,507	37.38%	1.87%	109,197,184	2024
2025	3,531,067,243	1.25%	176,553,362	48,024,410	27.20%	1.36%	2,215,000	2,505,000	2,910,000	2,935,000	58,589,410	33.19%	1.66%	117,963,952	2025
2026	3,575,205,583	1.25%	178,760,279	42,015,000	23.50%	1.18%	2,005,000	2,325,000	2,730,000	2,775,000	51,850,000	29.01%	1.45%	126,910,279	2026
2027	3,619,895,653	1.25%	180,994,783	36,990,000	20.44%	1.02%	1,795,000	2,135,000	2,540,000	2,605,000	46,065,000	25.45%	1.27%	134,929,783	2027
2028	3,665,144,349	1.25%	183,257,217	32,550,000	17.76%	0.89%	1,580,000	1,940,000	2,340,000	2,430,000	40,840,000	22.29%	1.11%	142,417,217	2028
2029	3,710,958,653	1.25%	185,547,933	28,540,000	15.38%	0.77%	1,355,000	1,735,000	2,130,000	2,245,000	36,005,000	19.40%	0.97%	149,542,933	2029
2030	3,757,345,636	1.25%	187,867,282	24,390,000	12.98%	0.65%	1,145,000	1,520,000	1,910,000	2,045,000	31,010,000	16.51%	0.83%	156,857,282	2030
2031	3,804,312,457	1.25%	190,215,623	20,165,000	10.60%	0.53%	930,000	1,295,000	1,675,000	1,835,000	25,900,000	13.62%	0.68%	164,315,623	2031
2032	3,851,866,362	1.25%	192,593,318	15,915,000	8.26%	0.41%	705,000	1,060,000	1,430,000	1,615,000	20,725,000	10.76%	0.54%	171,868,318	2032
2033	3,900,014,692	1.25%	195,000,735	11,600,000	5.95%	0.30%	475,000	815,000	1,175,000	1,380,000	15,445,000	7.92%	0.40%	179,555,735	2033
2034	3,948,764,875	1.25%	197,438,244	7,195,000	3.64%	0.18%	240,000	555,000	905,000	1,135,000	10,030,000	5.08%	0.25%	187,408,244	2034
2035	3,998,124,436	1.25%	199,906,222	3,380,000	1.69%	0.08%	0	285,000	620,000	875,000	5,160,000	2.58%	0.13%	194,746,222	2035
2036	4,048,100,992	1.25%	202,405,050	510,000	0.25%	0.01%		0	320,000	600,000	1,430,000	0.71%	0.04%	200,975,050	2036
2037	4,098,702,254	1.25%	204,935,113	125,000	0.06%	0.00%			0	310,000	435,000	0.21%	0.01%	204,500,113	2037
2038	4,149,936,032	1.25%	207,496,802	0	0.00%	0.00%				0	0	0.00%	0.00%	207,496,802	2038
2039	4,201,810,233	1.25%	210,090,512	0	0.00%	0.00%					0	0.00%	0.00%	210,090,512	2039

Outstanding Principal Does not include refunded issue.

1 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates January, 2019 - January, 2020



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.

Source: The Bond Buyer



RESOLUTION NO. ____

INITIAL RESOLUTION AUTHORIZING
GENERAL OBLIGATION BONDS
IN AN AMOUNT NOT TO EXCEED
\$3,110,000

BE IT RESOLVED by the Common Council of the City of Greenfield, Milwaukee County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$3,110,000 for the purpose of paying the costs of street and sidewalk improvements, capitalized interest and bond issuance costs.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to publish a Notice to Electors in MKE-Southwest NOW, within fifteen (15) days of the adoption and recording of the foregoing resolution.

BE IT FURTHER RESOLVED that the Finance Director (in consultation with the City's financial advisor, Ehlers & Associates, Inc.) shall prepare or cause to be prepared an Official Notice of Sale and an Official Statement and take other actions necessary for the sale of the Bonds on March 17, 2020.

Adopted this 4th day of February, 2020.

Michael J. Neitzke,
Mayor

ATTEST:

Jennifer Goergen,
City Clerk

(SEAL)

RESOLUTION NO. ____

INITIAL RESOLUTION AUTHORIZING
GENERAL OBLIGATION BONDS
IN AN AMOUNT NOT TO EXCEED
\$95,000

BE IT RESOLVED by the Common Council of the City of Greenfield, Milwaukee County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$95,000 for the purpose of paying the costs of park improvements, capitalized interest and bond issuance costs.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to publish a Notice to Electors in MKE-Southwest NOW, within fifteen (15) days of the adoption and recording of the foregoing resolution.

BE IT FURTHER RESOLVED that the Finance Director (in consultation with the City's financial advisor, Ehlers & Associates, Inc.) shall prepare or cause to be prepared an Official Notice of Sale and an Official Statement and take other actions necessary for the sale of the Bonds on March 17, 2020.

Adopted this 4th day of February, 2020.

Michael J. Neitzke,
Mayor

ATTEST:

Jennifer Goergen,
City Clerk

(SEAL)

RESOLUTION NO. ____

INITIAL RESOLUTION AUTHORIZING
GENERAL OBLIGATION BONDS
IN AN AMOUNT NOT TO EXCEED
\$1,735,000

BE IT RESOLVED by the Common Council of the City of Greenfield, Milwaukee County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$1,735,000 for the purpose of paying the cost of refunding the callable portion of the City's \$3,265,000 General Obligation Refunding Bonds, Series 2013B dated June 27, 2013 and bond issuance costs.

BE IT FURTHER RESOLVED that the Finance Director (in consultation with the City's financial advisor, Ehlers & Associates, Inc.) shall prepare or cause to be prepared an Official Notice of Sale and an Official Statement and take other actions necessary for the sale of the Bonds on March 17, 2020.

Adopted this 4th day of February, 2020.

Michael J. Neitzke,
Mayor

ATTEST:

Jennifer Goergen,
City Clerk

(SEAL)

RESOLUTION NO. ____

RESOLUTION APPOINTING ADDITIONAL ELECTION OFFICIALS
FOR 2020-2021

WHEREAS, Wis. Stats. 7.30(4)(a) require the governing body to appoint election officials no later than the last regular meeting in December of each odd-numbered year for the 2020-2021 election cycle; and

WHEREAS, appointments were made at that time, but it has become necessary to appoint additional Election Inspectors to fill open positions at the polls;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Greenfield confirms the additional Election Inspectors for the 2020-2021 election cycle.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the ____ day of February, 2020.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

Z:\Resolutions\00DRAFTRes-AppointingAddn'lElecWrksFor2020-21

of 65

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Common Council Meeting

Introduced By: Department of Neighborhood Services

Date Introduced: February 4, 2020

RELATING TO:

Discussion and decision **to sign an agreement with ShurClean LLC to provide daily custodial services at City Hall, the Library and Public Works.**

SUMMARY:

The Department of Neighborhood Services conducted a selection process for a contractor to provide daily custodial services at City Hall, the Library and Public Works.

The city received and evaluated 12 proposals, and has selected ShurClean LLC.

The term of the agreement is one year.

RECOMMENDATION:

Sign the agreement.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION X FISCAL NOTE ___
MOTION ___ OTHER ___



SERVICE AGREEMENT

This **AGREEMENT**, made January 1, 2020, by and between ShurClean, LLC (Contractor) and The City of Greenfield (Owner).

1. **SERVICES:** Contractor will provide janitorial and other related services according to the attached specifications. Contractor may perform the services by any reasonable means, and shall not be responsible for delays in performance beyond its control.
2. **TERM:** This Agreement shall be in effect for **one (1) year**, commencing January 1, 2020, and shall continue thereafter until December 31, 2020.
3. **TERMINATION:** If Owner is dissatisfied with the quality of the services, Owner may inform Contractor in writing of the specific areas of dissatisfaction, and if Contractor shall fail to substantially correct the deficiencies within thirty (30) days, Owner may then terminate this Agreement by **thirty (30) days** written notice to Contractor. Owner may terminate this Agreement at any time if the premises are destroyed or upon thirty (30) days written notice if Owner vacates the premises. Contractor may terminate this Agreement by thirty (30) days written notice to Owner, and may terminate services at any time if the premises are destroyed, and may terminate services at any time without notice for non-payment.
4. **PRICE:** Owner agrees to pay Contractor for the services:

City Hall -	\$2,350.00 per month fixed fee
Library -	\$1,665.00 per month fixed fee
Public Works -	\$510.00 per month fixed fee
Occasional Services-	\$15.00 per hour loaded rate

Contractor will provide all cleaning tools and equipment with the exception of the power floor cleaning machines located in the City Hall and the Public Works building. All consumables, including cleaning chemicals, will be provided by the City of Greenfield.

The Contractor will invoice the Owner on a monthly basis for work performed. Payment for services is due 30 days from the date of the invoice or 30 days from the last day of each month in which the services are performed, whichever is later. An interest charge of 1.5% per month is made on the unpaid balance.

Owner shall pay all collection costs the Contractor incurs in order to collect amounts due from Owner under this agreement. Owner's obligation to pay the Contractor's collection costs shall survive the termination of this agreement.

5. **CHANGE IN WORK PERFORMED:** The price stated in this agreement is based upon the service area and frequency of services in the attached specifications. If there is any change in such area or services, Owner and Contractor agree to negotiate a reasonable price adjustment.
6. **EXTRAORDINARY COST CHANGES:** If any extraordinary event affects Contractor's costs, upon notice to Owner the parties agree to negotiate a reasonable adjustment. Such events shall include armed hostilities, riots, strikes, picketing, boycott, acts of God, national, financial or economic disturbances, epidemics and other events not reasonably foreseeable or against which Contractor cannot reasonably protect itself.
7. **HOLIDAYS:** Contractor is not obligated to perform services on any legal holiday. Services on holidays, when requested, shall be charged on an overtime basis. A holiday on the sixth or seventh day of the work week shall be subject to an additional charge of one full day at straight time if wages are required to be paid for that day.
8. **INDEMNIFICATION:** Contractor shall indemnify, defend and hold harmless Owner from loss, liability, cost, or expense (including reasonable attorney's fees) for bodily injury, death and property damage (Hereinafter referred to as "claim(s)", but only to the extent same are caused by negligence, misconduct or other fault of Contractor, its agents and employees, which arise out of work performed under this Agreement. The foregoing provision shall only benefit Owner if Owner notifies Contractor in writing of such claim within five (5) days of same being reported to Owner or its representative. Contractor shall not be liable for delay, loss or damage caused by warfare, riots, strikes, boycotts, criminal acts, acts or omissions of others, fire, water damage, natural calamity or causes beyond Contractor's reasonable control. If Contractor is required to clean or wax floors when being used by employees, customers, tenants, or business visitors, Owner shall, except to the extent of Contractor's negligence, and to the full extent permitted by law, indemnify, defend and hold harmless Contractor from claims for injury and death resulting there from. Contractor shall not be liable for disposal of documents or valuable items, other than office furnishings, left on floors,

and Owner shall indemnify and hold harmless Contractor from claims for such disposal. Owner shall indemnify, defend and hold harmless Contractor from claims for injuries to Contractor's employees and other resulting from the condition of Owner's premises or equipment, but only to the extent same are not caused by Contractor's fault. Nothing contained within this Agreement is intended to be a waiver or estoppel of the contracting municipality Owner or its insurer to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including those contained within Wisconsin Statutes §§ 893.80, 895.52, and 345.05. To the extent that indemnification is available and enforceable, the municipality Owner or its insurer shall not be liable in indemnity or contribution for an amount greater than the limits of liability for municipal claims established by Wisconsin Law.

9. **INSURANCE AND TAXES:** Contractor agrees to maintain in effect, during the term hereof, insurance for Workers' Compensation with statutory limits; and personal injury and property damage (commercial general liability) with \$1,000,000 combined single limit liability per occurrence. Contractor has the right to be self-insured where permitted by State law. Contractor shall furnish to Owner, on request, a Certificate of Insurance evidencing such coverage and specifying that thirty (30) days prior notice of cancellation will be sent to Owner. The Contractor shall provide the Owner a "janitorial service industry bond" in the minimum amount of \$25,000 to protect the Owner from loss caused by dishonest acts of the Contractor's employees. The bond shall be unconditional and remain in force during the entire term of the Agreement and shall survive the termination of this Agreement. Contractor shall be responsible for paying all payroll based taxes affecting its employees. Owner agrees to pay for any sales and use taxes as well as increases in any taxes, worker's compensation, liability insurance and other similar expenses of Contractor.
10. **CONFORMANCE WITH LEGAL OBLIGATIONS:** Owner agrees to keep its facilities in a safe condition and in conformance with Federal, State, and local laws, ordinances and regulations, and agrees to indemnify, defend and hold harmless Contractor from loss and liability (including reasonable attorney's fees) caused by Owner's failure to do so.
11. **CONFIDENTIALITY:** As used in this Agreement, "Confidential Information" refers to any data or information relating to the business of the Owner which would reasonably be considered to be proprietary to the Owner including, but not limited to, accounting records, business processes, and client records and that is not generally known in the industry of the Owner and where the release of that Confidential Information could reasonably be expected to cause harm to the Owner. The Contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Contractor has obtained, except as authorized by the Owner or as required by law. The Contractor further agrees that they will not

disclose, divulge, reveal, report or use, for any purpose, any personal information of the Owner, without the prior written consent of the Owner. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement.

12. **INDEPENDENT CONTRACTOR:** Contractor is an independent contractor, and all persons employed to furnish services hereunder are employees of Contractor and not of Owner. In the event any employees or former employees of Contractor or its affiliates are employed by Owner or any of Owner's affiliates during the term of this Agreement, or within ninety (90) days after its termination, Owner agrees to pay to Contractor a fee equal to ten (10) percent of the annualized compensation of each such employee or former employee.
13. **BINDING:** This Agreement shall insure to, and bind the successors, assigns, agents and representatives of the parties.
14. **ENTIRE AGREEMENT:** This Agreement contains the entire agreement between the parties. All prior negotiations between the parties are merged in this Agreement and there are no understandings or agreements other than those incorporated herein. This Agreement may not be modified, except by written instrument signed by both parties. In the event of conflict between any of the foregoing provisions of this Agreement and the attached specifications, the former shall be controlling.
15. **NOTICES:** Notices, requests, demands and other communications hereunder shall be in writing and delivered or mailed with postage prepaid,

To Owner at:

City of Greenfield
7325 W. Forest Home Avenue
Greenfield, WI 53220

To Contractor at:

ShurClean
4407 S. Kansas Avenue
St. Francis, WI 53235

Or at any other address which may be given by either party to the other in the manner provided above.

IN WITNESS WHEREOF, the PARTIES have executed and delivered this AGREEMENT under Corporate seal as of the latest date of signature below.

CITY OF GREENFIELD

SHURCLEAN LLC

By: _____

Michael J. Neitzke Date _____

Mayor

By: _____

Date _____

By: _____

Jennifer Goergen Date _____

City Clerk

By: _____

Paula Schafer Date _____

Finance Director

By: _____

Brian Sajdak Date _____

City Attorney

Approved as to form

Specifications for Custodial Services

The City of Greenfield is hereinafter referred to as the “Owner”, and the custodial service provider is hereinafter referred to as the “Contractor”.

Objectives and Background

On an on-going basis, the Contractor will provide daily custodial services for each of three City owned buildings. The three buildings are the City Hall, the Library, and the Public Works building. The Contractor may offer to provide additional custodial services on an as needed basis.

Scope of Services

City Hall

The scope of services for the City Hall are specified in Exhibit A. The expectation is for the Contractor to complete the scope of services and have staff on site 5 days per week, for a total of 6 man-hours per day, Monday through Friday, between 5:00 p.m. and 11:00 p.m. For example, this could be one person for 6 hours per day, or 2 people for 3 hours per day, or three people for 2 hours per day. City Hall is located at 7325 W. Forest Home Avenue, Greenfield, WI 53220.

Library

The scope of services for the Library are specified in Exhibit B. The expectation is for the Contractor to complete the scope of services and have staff on site 6 days per week, for a total of 3 man-hours per day, Monday through Saturday from 6:00 a.m. to 9:00 a.m.; Monday through Thursday from 8:30 p.m. to 11:30 p.m.; Friday from 6:00 p.m. to 9:00 p.m.; Saturday 4:00 p.m. to 7:00 p.m. The Library is located at 5310 W. Layton Avenue, Greenfield, WI 53220.

Public Works

The scope of services for the Public Works building are specified in Exhibit C. The expectation is for the Contractor to complete the scope of services and have staff on site 3 days per week, for a total of 2 man-hours per day, Monday, Wednesday and Friday, between 3:30 p.m. and 7:00 a.m. Public Works is located at 4551 S. 52nd Street, Greenfield, WI 53220.

Other Services

The required scope of services also includes the rare but occasional bodily fluid bio-hazard clean-up at any of the three buildings for a separate fee. The Contractor must be available by phone, every day of the week, between 7:00 a.m. and 9:00 p.m. to respond to a request for this service. The Contractor must respond within one hour.

Although not a part of the required scope of services, the Contractor may provide other cleaning services. The Owner may elect to have the Contractor provide these services for an additional fee on an as needed basis.

Cleaning Tools, Equipment and Consumables

Cleaning tools and equipment will be provided by the Contractor. The exception is 2 power floor cleaning machines provided by the City, one located at City Hall and one at located Public Works. All consumables, including cleaning chemicals, will be provided by the Owner.

Exhibit A

City Hall – Monday

**All Bathrooms – 1st Floor Lobby – 2nd Floor Lobby – Lobby Stairs – Kitchen – Trash – Recycling
Clerk's Suite – Administration Suite – Conference Room 105 – Council Chamber**

As Needed

- ☐ clean trash receptacles
- ☐ remove gum, staples, and paperclips from carpet
- ☐ remove spots from carpeting

Bathrooms

Daily

- ☐ refill consumables
- ☐ clean sinks, faucets & counters
- ☐ clean inside & outside of toilets & urinals
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ report plumbing problems
- ☐ spot clean mirrors, walls, partitions, doors
- ☐ sweep & mop floors

Weekly

- ☐ clean mirrors
- ☐ clean showers
- ☐ clean walls, partitions & doors
- ☐ remove lime scale

Monthly

- ☐ dust ceiling air vents
- ☐ spot clean top of door jambs

Suites

Daily

- ☐ refill consumables
- ☐ clean light switches, handles & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ dust window ledges
- ☐ empty & reline waste receptacles
- ☐ spot clean glass in doors
- ☐ spot clean walls & painted surfaces
- ☐ stock hand towels & hand soap
- ☐ vacuum carpets & mats
- ☐ sweep & mop floors

Monthly

- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ dust window blinds
- ☐ spot clean top of door jambs
- ☐ vacuum upholstered furniture

Lobby Areas

Daily

- ☐ clean drinking fountains
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ spot clean entrance & interior glass
- ☐ vacuum walk-off mats

- ☐ sweep stairs (spring/summer/fall)
- ☐ sweep & mop stairs (winter and/or wet weather)
- ☐ sweep & machine scrub tile floors

Weekly

- ☐ clean glass windows & doors
- ☐ dust picture frames
- ☐ empty/clean outside ashtrays
- ☐ spot clean walls & painted surfaces

Monthly

- ☐ dust plants
- ☐ spot clean top of door jambs

Conference Rooms & Council Chamber

Daily

- ☐ clean light switches, handles & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ empty & reline waste receptacles
- ☐ sweep & mop floors
- ☐ spot clean walls & painted surfaces
- ☐ vacuum carpets & mats

Monthly

- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ vacuum upholstered furniture

Kitchen

Daily

- ☐ clean light switches, handles & doors
- ☐ clean tabletops
- ☐ refill consumables
- ☐ sweep & mop floors
- ☐ empty & reline waste receptacles

Weekly

- ☐ clean sinks, faucets & counters
- ☐ clean glass windows & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ vacuum all upholstered furniture

Monthly

- ☐ clean inside of microwave
- ☐ clean outside of refrigerator & appliances
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ spot clean walls & painting surfaces
- ☐ clean cabinet exteriors

City Hall – Tuesday

All Bathrooms – 1st Floor Lobby – Basement Lobby – Lobby Stairs – Kitchen – Elevators – Trash Neighborhood Services Suite – Parks & Recreation Suite – Assessor's Suite

As Needed

- ☐ clean trash receptacles
- ☐ remove gum, staples, and paperclips from carpet
- ☐ remove spots from carpeting

Bathrooms

Daily

- ☐ refill consumables
- ☐ clean sinks, faucets & counters
- ☐ clean inside & outside of toilets & urinals
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ report plumbing problems
- ☐ spot clean mirrors, walls, partitions, doors
- ☐ sweep & mop floors

Weekly

- ☐ clean mirrors
- ☐ clean showers
- ☐ clean walls, partitions & doors
- ☐ remove lime scale

Monthly

- ☐ dust ceiling air vents
- ☐ spot clean top of door jambs

Suites

Daily

- ☐ refill consumables
- ☐ clean light switches, handles & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ dust window ledges
- ☐ empty & reline waste receptacles
- ☐ spot clean glass in doors
- ☐ spot clean walls & painted surfaces
- ☐ stock hand towels & hand soap
- ☐ vacuum carpets & mats
- ☐ sweep & mop floors

Monthly

- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ dust window blinds
- ☐ spot clean top of door jambs
- ☐ vacuum upholstered furniture

Lobby Areas

Daily

- ☐ clean drinking fountains
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ spot clean entrance & interior glass
- ☐ vacuum walk-off mats
- ☐ sweep stairs (spring/summer/fall)
- ☐ sweep & mop stairs (winter and/or wet weather)
- ☐ sweep & machine scrub tile floors

Weekly

- ☐ clean glass windows & doors
- ☐ dust picture frames
- ☐ empty/clean outside ashtrays
- ☐ spot clean walls & painted surfaces

Monthly

- ☐ dust plants
- ☐ spot clean top of door jambs

Conference Rooms

Daily

- ☐ clean light switches, handles & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ empty & reline waste receptacles
- ☐ sweep & mop floors
- ☐ spot clean walls & painted surfaces
- ☐ vacuum carpets & mats

Monthly

- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ vacuum upholstered furniture

Kitchen

Daily

- ☐ clean light switches, handles & doors
- ☐ clean tabletops
- ☐ refill consumables
- ☐ sweep & mop floors
- ☐ empty & reline waste receptacles

Weekly

- ☐ clean sinks, faucets & counters
- ☐ clean glass windows & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ vacuum all upholstered furniture

Monthly

- ☐ clean inside of microwave
- ☐ clean outside of refrigerator & appliances
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ spot clean walls & painting surfaces
- ☐ clean cabinet exteriors

Elevator

Daily

- ☐ clean door tracks
- ☐ vacuum carpet
- ☐ clean walls & doors

City Hall – Wednesday

**All Bathrooms – 1st Floor Lobby – 2nd Floor Lobby – Lobby Stairs – Kitchen – Trash – Recycling
Finance Suite – Health Suite – Conference Room 105 – Loading Dock**

As Needed

- ☐ clean trash receptacles
- ☐ remove gum, staples, and paperclips from carpet
- ☐ remove spots from carpeting

Bathrooms

Daily

- ☐ refill consumables
- ☐ clean sinks, faucets & counters
- ☐ clean inside & outside of toilets & urinals
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ report plumbing problems
- ☐ spot clean mirrors, walls, partitions, doors
- ☐ sweep & mop floors

Weekly

- ☐ clean mirrors
- ☐ clean showers
- ☐ clean walls, partitions & doors
- ☐ remove lime scale

Monthly

- ☐ dust ceiling air vents
- ☐ spot clean top of door jambs

Suites

Daily

- ☐ refill consumables
- ☐ clean light switches, handles & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ dust window ledges
- ☐ empty & reline waste receptacles
- ☐ spot clean glass in doors
- ☐ spot clean walls & painted surfaces
- ☐ stock hand towels & hand soap
- ☐ vacuum carpets & mats
- ☐ sweep & mop floors

Monthly

- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ dust window blinds
- ☐ spot clean top of door jambs
- ☐ vacuum upholstered furniture

Lobby Areas

Daily

- ☐ clean drinking fountains
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ spot clean entrance & interior glass
- ☐ vacuum walk-off mats
- ☐ sweep stairs (spring/summer/fall)
- ☐ sweep & mop stairs (winter and/or wet weather)
- ☐ sweep & machine scrub tile floors

Weekly

- ☐ clean glass windows & doors
- ☐ dust picture frames
- ☐ empty/clean outside ashtrays
- ☐ spot clean walls & painted surfaces

Monthly

- ☐ dust plants
- ☐ spot clean top of door jambs

Conference Rooms

Daily

- ☐ clean light switches, handles & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ empty & reline waste receptacles
- ☐ sweep & mop floors
- ☐ spot clean walls & painted surfaces
- ☐ vacuum carpets & mats

Monthly

- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ vacuum upholstered furniture

Kitchen

Daily

- ☐ clean light switches, handles & doors
- ☐ clean tabletops
- ☐ refill consumables
- ☐ sweep & mop floors
- ☐ empty & reline waste receptacles

Weekly

- ☐ clean sinks, faucets & counters
- ☐ clean glass windows & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ vacuum all upholstered furniture

Monthly

- ☐ clean inside of microwave
- ☐ clean outside of refrigerator & appliances
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ spot clean walls & painting surfaces
- ☐ clean cabinet exteriors

Loading Dock

Daily

- ☐ sweep & mop floors
- ☐ clean light switches, handles & doors

City Hall – Thursday

All Bathrooms – 1st Floor Lobby – Basement Lobby – Lobby Stairs – Kitchen – Elevators – Trash Employee Lounge – Besson Room – Mothers Room – Locker Rooms

As Needed

- ☐ clean trash receptacles
- ☐ remove gum, staples, and paperclips from carpet
- ☐ remove spots from carpeting

Bathrooms & Locker Rooms

Daily

- ☐ refill consumables
- ☐ clean sinks, faucets & counters
- ☐ clean inside & outside of toilets & urinals
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ report plumbing problems
- ☐ spot clean mirrors, walls, partitions, doors
- ☐ sweep & mop floors

Weekly

- ☐ clean mirrors
- ☐ clean showers
- ☐ clean walls, partitions & doors
- ☐ remove lime scale

Monthly

- ☐ dust ceiling air vents
- ☐ spot clean top of door jambs

Employee Lounge & Besson Room & Mothers Room

Daily

- ☐ refill consumables
- ☐ clean light switches, handles & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ dust window ledges
- ☐ empty & reline waste receptacles
- ☐ spot clean glass in doors
- ☐ spot clean walls & painted surfaces
- ☐ stock hand towels & hand soap
- ☐ vacuum carpets & mats
- ☐ sweep & mop floors

Monthly

- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ dust window blinds
- ☐ spot clean top of door jambs
- ☐ vacuum upholstered furniture

Lobby Areas

Daily

- ☐ clean drinking fountains
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ spot clean entrance & interior glass
- ☐ vacuum walk-off mats
- ☐ sweep stairs (spring/summer/fall)
- ☐ sweep & mop stairs (winter and/or wet weather)
- ☐ sweep & machine scrub tile floors

Weekly

- ☐ clean glass windows & doors
- ☐ dust picture frames
- ☐ empty/clean outside ashtrays
- ☐ spot clean walls & painted surfaces

Monthly

- ☐ dust plants
- ☐ spot clean top of door jambs

Conference Rooms

Daily

- ☐ clean light switches, handles & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ empty & reline waste receptacles
- ☐ sweep & mop floors
- ☐ spot clean walls & painted surfaces
- ☐ vacuum carpets & mats

Monthly

- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ vacuum upholstered furniture

Kitchen

Daily

- ☐ clean light switches, handles & doors
- ☐ clean tabletops
- ☐ refill consumables
- ☐ sweep & mop floors
- ☐ empty & reline waste receptacles

Weekly

- ☐ clean sinks, faucets & counters
- ☐ clean glass windows & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ vacuum all upholstered furniture

Monthly

- ☐ clean inside of microwave
- ☐ clean outside of refrigerator & appliances
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ spot clean walls & painting surfaces
- ☐ clean cabinet exteriors

Elevator

Daily

- ☐ clean door tracks
- ☐ vacuum carpet
- ☐ clean walls & doors
- ☐ clean control panels
- ☐ vacuum air vents & light fixtures

City Hall – Friday

All Bathrooms – 1st Floor Lobby – Lobby Stairs – Kitchen – Trash – Stairwells – Recycling Conference Room 204 – Conference Room 206 – Storerooms

As Needed

- ☐ clean trash receptacles
- ☐ remove gum, staples, and paperclips from carpet
- ☐ remove spots from carpeting

Bathrooms

Daily

- ☐ refill consumables
- ☐ clean sinks, faucets & counters
- ☐ clean inside & outside of toilets & urinals
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ report plumbing problems
- ☐ spot clean mirrors, walls, partitions, doors
- ☐ sweep & mop floors

Weekly

- ☐ clean mirrors
- ☐ clean showers
- ☐ clean walls, partitions & doors
- ☐ remove lime scale

Monthly

- ☐ dust ceiling air vents
- ☐ spot clean top of door jambs

Lobby Areas

Daily

- ☐ clean drinking fountains
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ spot clean entrance & interior glass
- ☐ vacuum walk-off mats
- ☐ sweep stairs (spring/summer/fall)
- ☐ sweep & mop stairs (winter and/or wet weather)
- ☐ sweep & machine scrub tile floors

Weekly

- ☐ clean glass windows & doors
- ☐ dust picture frames
- ☐ empty/clean outside ashtrays
- ☐ spot clean walls & painted surfaces

Monthly

- ☐ dust plants
- ☐ spot clean top of door jambs

Conference Rooms

Daily

- ☐ clean light switches, handles & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ empty & reline waste receptacles
- ☐ sweep & mop floors
- ☐ spot clean walls & painted surfaces
- ☐ vacuum carpets & mats

Monthly

- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ vacuum upholstered furniture

Kitchen

Daily

- ☐ clean light switches, handles & doors
- ☐ clean tabletops
- ☐ refill consumables
- ☐ sweep & mop floors
- ☐ empty & reline waste receptacles

Weekly

- ☐ clean sinks, faucets & counters
- ☐ clean glass windows & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ vacuum all upholstered furniture

Monthly

- ☐ clean inside of microwave
- ☐ clean outside of refrigerator & appliances
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ spot clean walls & painting surfaces
- ☐ clean cabinet exteriors

Store Rooms

Daily

- ☐ sweep & mop floors
- ☐ clean light switches, handles & doors
- ☐ clean service closets and floor sinks

Exhibit B

Library

Monday – Tuesday – Wednesday– Thursday – Friday – Saturday

As Needed

- ☐ clean evident soil on/in trash receptacles
- ☐ remove gum, staples, and paperclips from carpet
- ☐ spot removal on carpeting

Bathrooms

Daily

- ☐ empty & reline waste receptacles
- ☐ clean & refill all consumables, including toilet tissue
hand towels, sanitary disposal bags, liquid soap
- ☐ clean & sanitize all sinks, faucets & counters
- ☐ clean & sanitize inside & outside of toilets &, urinals, and
sanitary disposal containers
- ☐ disinfect light switches, door handles & doors
- ☐ spot clean mirrors, walls, partitions, doors & kick plates
- ☐ sweep & mop bathroom floors & baseboards
- ☐ report any plumbing problems

Weekly

- ☐ clean mirror & edges in bathroom
- ☐ detail floor edges, corners & behind toilets
- ☐ disinfect walls, partitions & doors
- ☐ remove all lime scale

Monthly

- ☐ dust all ceiling air vents
- ☐ machine scrub bathroom floors
- ☐ spot clean top of door jambs

Offices

Daily

- ☐ disinfect light switches, door handles & doors
- ☐ dust chairs, desks & office furniture
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ dust window ledges
- ☐ empty & reline waste receptacles, separate recycling
- ☐ mop any hard floor surfaces
- ☐ spot clean internal glass in doors
- ☐ spot clean walls & painted surfaces
- ☐ vacuum carpets & floor mats
- ☐ vacuum floor edges, corners & under desks

Monthly

- ☐ detail topside & underneath of office chair mats
- ☐ disinfect all horizontal surfaces
- ☐ dust baseboards & moldings
- ☐ dust ceiling air vents
- ☐ dust high partition ledges
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ dust window shades
- ☐ spot clean top of door jambs
- ☐ vacuum all upholstered furniture

Lobby Areas

Daily

- ☐ clean drinking fountains
- ☐ dust chairs, desks & tables
- ☐ dust mop/sweep hard floors
- ☐ damp mop hard floors as needed for salt & mud
- ☐ disinfect light switches, door handles & doors
- ☐ dust railings & benches
- ☐ empty & reline waste receptacles, separate recycling
- ☐ spot clean entrance & interior glass
- ☐ vacuum stairs
- ☐ vacuum walk-off mats
- ☐ wet mop basement stairs as needed for salt & mud

Weekly

- ☐ clean glass doors, all windows & window seals
- ☐ dust baseboards & moldings
- ☐ dust picture frames
- ☐ empty/clean outside ashtrays
- ☐ spot clean walls & painted surfaces

Monthly

- ☐ dust all ceiling air vents
- ☐ spot clean top of door jambs
- ☐ dust/vacuum all hand railings & ironwork

Community Room & Conference Rooms

Daily

- ☐ disinfect light switches, door handles & doors
- ☐ dust desks, chairs, tables & other furniture
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ empty & reline waste receptacle, separate recycling
- ☐ spot clean walls, windows & painted surfaces
- ☐ vacuum carpets & floor mats
- ☐ vacuum floor edges, corners & under desks

Monthly

- ☐ disinfect all horizontal surfaces
- ☐ dust baseboards & moldings
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ vacuum all upholstered furniture

Kitchen

Daily

- ☐ clean & disinfect counters, light switches, door handles & doors
- ☐ clean & disinfect tabletops
- ☐ clean & refill all consumables
- ☐ sweep & spot clean all hard floor surfaces
- ☐ empty & reline waste receptacles

Weekly

- ☐ clean & sanitize sink
- ☐ clean glass doors, windows & window ledges
- ☐ damp mop hard floor
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ vacuum all upholstered furniture
- ☐ wipe down chairs

Monthly

- ☐ clean & sanitize backsplash
- ☐ clean & sanitize inside of microwave
- ☐ clean & sanitize outside of refrigerator & appliances
- ☐ disinfect all horizontal surfaces
- ☐ dust baseboards & moldings
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ hand edge exterior of floor, including under appliances & cabinets
- ☐ spot clean top of door jambs
- ☐ spot clean walls & painted surfaces
- ☐ wipe down cabinet exteriors
- ☐ wipe out inside of refrigerator

Elevator

Daily

- ☐ wipe/disinfect control panels
- ☐ polish all doors, interior and exterior
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust ledges
- ☐ spot clean walls
- ☐ vacuum carpets
- ☐ vacuum floor edges, corners & door floor track

Monthly

- ☐ dust ceiling air vents & light fixtures
- ☐ dust high partition ledges
- ☐ dust horizontal surfaces, up to 12 feet

Book Stack Areas 1ST & 2ND Floors

Daily

- ☐ disinfect light switches, door handles, water fountains & doors
- ☐ dust chairs, countertops
- ☐ sanitize desks & tables
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ dust window ledges
- ☐ empty & reline waste receptacles, separate recycling
- ☐ mop any hard floor surfaces
- ☐ spot clean internal glass in doors
- ☐ spot clean walls & painted surfaces
- ☐ vacuum carpets & floor mats
- ☐ vacuum floor edges, corners & under desks

Monthly

- ☐ clean underneath tables, desks, chairs & counters
- ☐ disinfect all horizontal surfaces
- ☐ dust baseboards & moldings
- ☐ dust ceiling air vents
- ☐ dust high partition ledges
- ☐ dust book shelf tops
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ dust window shades
- ☐ spot clean top of door jambs
- ☐ vacuum all upholstered furniture
- ☐ clean all wood chair backs and arm rests with wood soap

Basement

Daily

- ☐ disinfect light switches, door handles, water fountains & doors
- ☐ dust chairs, countertops
- ☐ sanitize desks & tables
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ empty & reline waste receptacles, separate recycling
- ☐ mop any hard floor surfaces
- ☐ spot clean internal glass in doors
- ☐ spot clean walls & painted surfaces
- ☐ sweep stairs, sanitize hand railings
- ☐ sweep floor edges, corners & under desks & tables

Monthly

- ☐ detail underneath tables, desks, chairs & counters
- ☐ disinfect all horizontal surfaces
- ☐ dust baseboards & moldings
- ☐ dust ceiling air vents
- ☐ dust high partition ledges
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ dust window shades
- ☐ spot clean top of door jambs
- ☐ vacuum all upholstered furniture
- ☐ sanitize all metal furniture
- ☐ clean all wood chair backs and arm rests with wood soap

Exhibit C
Public Works
Monday – Wednesday – Friday

As Needed

- ☐ clean trash receptacles
- ☐ remove gum, staples, and paperclips from carpet
- ☐ remove spots from carpeting

Bathrooms & Locker Rooms

Daily

- ☐ refill consumables
- ☐ clean sinks, faucets & counters
- ☐ clean inside & outside of toilets & urinals
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ report plumbing problems
- ☐ spot clean mirrors, walls, partitions, doors
- ☐ sweep & mop floors

Weekly

- ☐ clean mirrors
- ☐ clean showers
- ☐ clean walls, partitions & doors
- ☐ remove lime scale
- ☐ sweep & machine scrub floors

Monthly

- ☐ dust ceiling air vents
- ☐ spot clean top of door jambs
- ☐ sweep & machine scrub tile floors

Offices

Daily

- ☐ refill consumables
- ☐ clean light switches, handles & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ dust window ledges
- ☐ empty & reline waste receptacles
- ☐ spot clean glass in doors
- ☐ spot clean walls & painted surfaces
- ☐ stock hand towels & hand soap
- ☐ vacuum carpets & mats
- ☐ sweep & mop floors

Monthly

- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ dust window blinds
- ☐ spot clean top of door jambs
- ☐ vacuum upholstered furniture

Entrance – Lobby – Reception Areas

Daily

- ☐ clean drinking fountains
- ☐ clean light switches, handles & doors
- ☐ empty & reline waste receptacles
- ☐ spot clean entrance & interior glass
- ☐ vacuum walk-off mats
- ☐ sweep & mop floors

Weekly

- ☐ clean glass windows & doors
- ☐ dust picture frames
- ☐ empty/clean outside ashtrays
- ☐ spot clean walls & painted surfaces
- ☐ sweep & machine scrub floors

Monthly

- ☐ spot clean top of door jambs

Conference Rooms

Daily

- ☐ clean light switches, handles & doors
- ☐ dust horizontal surfaces, up to 6 feet
- ☐ dust picture frames
- ☐ empty & reline waste receptacles
- ☐ sweep & mop floors
- ☐ spot clean walls & painted surfaces
- ☐ vacuum carpets & mats

Monthly

- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ vacuum upholstered furniture

Lunchroom

Daily

- ☐ refill all consumables
- ☐ clean counters, sinks, light switches, door handles & doors
- ☐ clean tabletops
- ☐ sweep & mop floors
- ☐ empty & reline waste receptacles
- ☐ remove marks from walls, doors, kick plates, baseboards
- ☐ spot clean fronts of appliances
- ☐ wipe clean and straighten chairs and stools
- ☐ wipe clean inside and outside of microwave
- ☐ wipe clean ledges, sills, horizontal surfaces

Weekly

- ☐ sweep & machine scrub floors

Monthly

- ☐ clean inside of microwave
- ☐ clean outside of refrigerator & appliances
- ☐ clean horizontal surfaces
- ☐ dust ceiling air vents
- ☐ dust horizontal surfaces, up to 12 feet
- ☐ spot clean top of door jambs
- ☐ spot clean walls & painted surfaces
- ☐ clean cabinet exteriors



Common Council Meeting

Introduced By: Department of Neighborhood Services

Date Introduced: February 4, 2020

RELATING TO:

Discussion and decision to adopt a resolution in support of applying for a Transportation Alternatives Program (TAP) grant from the Wisconsin Department of Transportation to fund the design and construction of the Powerline Trail.

SUMMARY:

The Department of Neighborhood Services is applying for a grant to fund the design and construction of the Powerline Trail.

The grant would pay 80% of the project cost.

RECOMMENDATION:

Adopt the resolution.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION X FISCAL NOTE ___
MOTION ___ OTHER ___

RESOLUTION NO. ____

RESOLUTION SUPPORTING THE MULTI-USE PATH PROJECT POWERLINE TRAIL PHASE 1

WHEREAS, the City of Greenfield is interested in developing lands for multimodal bicycle and pedestrian purposes as described in the application for the Powerline Trail Phase 1;

WHEREAS, financial aid is required to carry out the project;

NOW, THEREFORE, BE IT RESOLVED that the City of Greenfield will budget a sum sufficient to complete the project.

BE IT FURTHER RESOLVED that the Director of Neighborhood Services is authorized to act on behalf of the City of Greenfield to:

- submit an application to the State of Wisconsin Department of Transportation for any financial aid that may be available including, but not limited to, the Transportation Alternatives Program (TAP);
- submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date;
- submit signed documents;
- and take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that the City of Greenfield will:

- comply with state or federal rules for the programs;
- may perform force account work;
- will maintain the completed project in an attractive, inviting and safe manner;
- will keep the facilities open to the general public during reasonable hours consistent with the type of facility;
- and will obtain from the State of Wisconsin Department of Transportation or WE Energies approval in writing before any change is made in the use of the project site.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the 4th day of February, 2020.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk



Committee: Common Council

Item Number:

Introduced By: Paula Schafer

Date Introduced: February 4, 2020

RELATING TO:

Discussion and decision to amend resolution #3583 pertaining to the "Loomis Road & I-894 Redevelopment Resolution extending the loan repayment date to February 15, 2023.

SUMMARY:

The original resolution #3376 was adopted in April 2011. An internal loan was made from the Sanitary Sewer Fund to the Loomis Road & I-894 Redevelopment Project. At that time the loan repayment date was set at February 15, 2014.

In September 2012, Resolution #3429 was adopted, increasing the amount of the loan but leaving the repayment date of February 15, 2014.

On February 4, 2014 resolution #3470 was adopted increasing the amount of the loan and amending the repayment date to February 15, 2017.

On February 7, 2017 resolution #3583 was adopted amending the repayment date to February 15, 2020.

The loan was approved as not to exceed \$1,185,000 (resolution #3470) and the current balance of the loan is \$1,160,375. The Loomis Road & I-894 Redevelopment Project does not have funds available to repay this loan by the 15th of this month, so a change of date is being proposed.

Recommend changing the loan repayment date from February 15, 2020 to February 15, 2023.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION X FISCAL NOTE ___
MOTION ___ OTHER ___

RESOLUTION NO. _____

RESOLUTION AMENDING RESOLUTION #3583 LOOMIS ROAD
& I-894 REDEVELOPMENT REIMBURSEMENT RESOLUTION

WHEREAS, the Greenfield Crossing Redevelopment Plan Reimbursement Resolution #3583 (passed 2/7/2017) needs to be amended to change the loan repayment date.

NOW, THEREFORE, BE IT RESOLVED that the City of Greenfield may fund certain professional fees, land acquisition costs, demolition/disposal, and other associated costs to effect the City's long-term interests at this Loomis Road & I-894 area through the use of internal funding or LOAN from the SANITARY SEWER FUND reserves under the following conditions.

5. Unless expressly authorized differently by Common Council action, the amount of internal financing, i.e. the total funding loan hereby approved by the Common Council, must be repaid to the SANITARY SEWER FUND by February 15, 2023. The repayment of the LOAN amount may be in the form of external debt financing or other financing alternatives.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the _____ day of _____, 2020.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk



Board Of Public Works Meeting

Introduced By: Department of Neighborhood Services

Date Introduced: January 28, 2020

RELATING TO:

Discussion and decision to **adopt a final resolution, to levy special assessments under Section 66.0703, Wisconsin Statutes, upon property for municipal purposes, for the reconstruction of 44th, 45th, 46th, 47th, 48th, and 49th Street; and St. Francis, Wilbur and Crawford Avenue; and 46th Place.**

SUMMARY:

A portion of 44th, 45th, 46th, 47th, 48th, and 49th Street; and St. Francis, Wilbur and Crawford Avenue; and 46th Place will be constructed in 2020 and 2021.

A public involvement meeting was held and the public is supportive of this project.

A public hearing was held January 28, 2020.

This project is being funded by the City.

The assessment process will be conducted according to State statutes and City ordinances.

Funds for this project were approved in the capital improvement budget.

RECOMMENDATION:

Adopt resolution.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION X FISCAL NOTE ___
MOTION ___ OTHER ___

RESOLUTION NO. XXXX

FINAL RESOLUTION LEVYING SPECIAL ASSESSMENTS
PROJECT 2019 #9

WHEREAS, The Common Council heretofore determined by Preliminary Resolution No. 3719 adopted December 3, 2019, pursuant to Section 66.0703, Wisconsin Statutes and the police powers of the City of Greenfield to levy and collect special assessments upon properties benefited by the installation of storm sewer, storm sewer service laterals, sanitary sewer main, sanitary sewer service laterals, water main, water service laterals, concrete driveway approaches, concrete or asphalt driveway replacement, concrete public sidewalks, concrete service walks, concrete curb/gutter, concrete or bituminous concrete (asphalt) pavement, street lighting, and street trees, in portions of South 44th Street, South 45th Street, South 46th Street, South 46th Place, South 47th Street, South 48th Street, South 49th Street, West Saint Francis Avenue, West Crawford Avenue, and West Wilbur Avenue, Project 2019 #9 and

WHEREAS, the City Engineer's office prepared the report of the special assessments to be levied, including a schedule of proposed assessments, and filed said report with the City Clerk; and

WHEREAS, notice of public hearing on said report was given by the City Clerk as provided by law, as shown by affidavits of mailing and publication and the records on file herein; and

WHEREAS, the Board of Public Works held a public hearing on Tuesday, the 28th day of January, 2020 in the Council Chambers, Room 100 at City Hall commencing at 6:30 p.m. and all persons desiring to be heard were heard; and

WHEREAS, the Board of Public Works has forwarded its recommendation to the Common Council; and

WHEREAS, the Common Council has previously considered and accepted the recommendation of the Board of Public Works and has been fully advised in these matters and is now ready to proceed with the work and to make the final levy of special assessments for the benefits conferred as set forth herein;

NOW THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Greenfield, Milwaukee County, Wisconsin, that:

1. After due consideration of the report of the City Engineer's office and the recommendation of the Board of Public Works in the manner set forth in the preamble hereto, the Common Council hereby finds and determines that the properties set forth in said report and each of them are benefited by the installation of storm sewer, storm sewer service laterals, sanitary sewer main, sanitary sewer service laterals, water main, water service laterals, concrete driveway approaches, concrete or asphalt driveway replacement, concrete public sidewalks, concrete service walks, concrete curb/gutter, concrete or bituminous concrete (asphalt) pavement, street lighting, and street trees, and the Common Council upon such consideration determines that the proposed assessments made were determined upon a reasonable basis.

2. Upon such findings and determinations, said report, including the proposed project plans and specifications, the statement of estimated project costs, the statement of benefits and the schedule of proposed assessments is hereby approved, and the Common Council directs that the City Engineer's office carry out said work or improvements in accordance with said report and that payment of said special assessments be made as hereinafter provided.

3. The proposed assessments set forth in said report are hereby assessed and levied against said properties as special assessments for the benefits incurred upon them by the installation of storm sewer, storm sewer service laterals, sanitary sewer main, sanitary sewer service laterals, water main, water service laterals, concrete driveway approaches, concrete or asphalt driveway replacement, concrete public sidewalks, concrete service walks, concrete curb/gutter, concrete or bituminous concrete (asphalt) pavement, street lighting, and street trees, in portions of South 44th Street, South 45th Street, South 46th Street, South 46th Place, South 47th Street, South 48th Street, South 49th Street, West Saint Francis Avenue, West Crawford Avenue, and West Wilbur Avenue, Project 2019 #9, and the owners of said properties are hereby ordered to pay such special assessments in the manner hereinafter provided.

4. The proceeds from such special assessments shall be used for paying the costs of the installation of storm sewer, storm sewer service laterals, sanitary sewer main, sanitary sewer service laterals, water main, water service laterals, concrete driveway approaches, concrete or asphalt driveway replacement, concrete public sidewalks, concrete service walks, concrete curb/gutter, concrete or bituminous concrete (asphalt) pavement, street lighting, and street trees.

5. The assessments are made pursuant to the police powers of the City of Greenfield and Section 66.0703, Wisconsin Statutes.

6. Each special assessment levied by this resolution shall be a lien on the property against which it is levied on behalf of the City of Greenfield, in accordance with Section 66.0703(13) Wisconsin Statutes.

7. Phase 1: Properties in the Project district which are north of Saint Francis Avenue, also, properties which abut the south side of Saint Francis Avenue. Said assessments may be paid: [1] in one sum without interest on or before October 18, 2021; or [2] the entire amount plus interest computed at 2.66% from October 18, 2021 may be placed on your 2021 property tax bill; or [3] in ten (10) equal annual installments, as provided for by Section 66.0715(3), Wisconsin Statutes, with interest thereon at 2.66% per year on the unpaid balance beginning October 18, 2021. All assessments will be collected in installments as provided in said Paragraph 7 of the Final Resolution to which this Notice is attached, except such assessments which are paid in full to the City of Greenfield on or before October 18, 2021.

Phase 2: The remaining properties in the Project district. Said assessments may be paid: [1] in one sum without interest on or before October 17, 2022; or [2] the entire amount plus interest computed at 2.66% from October 17, 2022 may be placed on your 2022 property tax bill; or [3] in ten (10) equal annual installments, as provided for by Section 66.0715(3), Wisconsin Statutes, with interest thereon at 2.66% per year on the unpaid balance beginning October 17, 2022. All assessments will be collected in installments as provided in said Paragraph 7 of the Final Resolution to which this Notice is attached, except such assessments which are paid in full to the City of Greenfield on or before October 17, 2022.

The first installment shall be entered in the tax roll as a special assessment on the property upon which the special assessment was levied and thereafter shall be treated in all respects as any other municipal tax, except as otherwise provided in Section 66.0715(3), Wisconsin Statutes. One of the subsequent installments shall be entered in a like manner and with like effect in each of the annual tax rolls thereafter until all are levied. Each property owner who is paying by installments may prepay his or her assessments together with accrued interest at any time without penalty. In the event a property owner fails to pay any installment in full at the time it is due, said owner will be deemed delinquent and his or her or its entire unpaid assessment, together with accrued interest through December 31 of the year said delinquency occurs, shall be extended upon the next succeeding tax roll as a delinquent tax against the property and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes shall apply to such special assessment, except as otherwise provided by statute.

8. All payments hereunder are to be made to the City of Greenfield.

9. The City Clerk is hereby authorized and directed to publish a copy of this resolution as a Class 1 notice in the Southwest NOW and shall mail a copy of this resolution and a statement of final assessment against his or her property to every interested person whose tax key number appears on the assessment schedule and whose post office address is known or can, with reasonable diligence, be ascertained.

10. The City Clerk is hereby authorized and directed to publish the “Installment Assessment Notice” attached hereto and made a part hereof, as a Class 1 notice and mail a copy thereof to every interested person.

11. This resolution shall become effective upon passage and publication and notice in compliance with Sections 9 and 10 above.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the 4th day of February, 2020.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

CITY OF GREENFIELD
INSTALLMENT ASSESSMENT NOTICE
PROJECT 2019 #9

NOTICE IS HEREBY GIVEN that a contract was let for the installation of storm sewer, storm sewer service laterals, sanitary sewer service laterals, water main, water service laterals, concrete driveway approaches, concrete or asphalt driveway replacement, concrete public sidewalks, concrete service walks, concrete curb/gutter, and concrete or bituminous concrete (asphalt) pavement, street lighting, and street trees in portions of South 44th Street, South 45th Street, South 46th Street, South 46th Place, South 47th Street, South 48th Street, South 49th Street, West Saint Francis Avenue, West Crawford Avenue, and West Wilbur Avenue; and that amount of the special assessment therefore has been determined as to each parcel of real estate affected thereby and a statement of the same is on file with the City Clerk.

Phase 1: Properties in the Project district which are north of Saint Francis Avenue, also, properties which abut the south side of Saint Francis Avenue. Said assessments may be paid: [1] in one sum without interest on or before October 18, 2021; or [2] the entire amount plus interest computed at 2.66% from October 18, 2021 may be placed on your 2021 property tax bill; or [3] in ten (10) equal annual installments, as provided for by Section 66.0715(3), Wisconsin Statutes, with interest thereon at 2.66% per year on the unpaid balance beginning October 18, 2021. All assessments will be collected in installments as provided in said Paragraph 7 of the Final Resolution to which this Notice is attached, except such assessments which are paid in full to the City of Greenfield on or before October 18, 2021.

Phase 2: The remaining properties in the Project district. Said assessments may be paid: [1] in one sum without interest on or before October 17, 2022; or [2] the entire amount plus interest computed at 2.66% from October 17, 2022 may be placed on your 2022 property tax bill; or [3] in ten (10) equal annual installments, as provided for by Section 66.0715(3), Wisconsin Statutes, with interest thereon at 2.66% per year on the unpaid balance beginning October 17, 2022. All assessments will be collected in installments as provided in said Paragraph 7 of the Final Resolution to which this Notice is attached, except such assessments which are paid in full to the City of Greenfield on or before October 17, 2022.

Dated at Greenfield, Wisconsin this 4th day of February, 2020

Jennifer Goergen, City Clerk



Board Of Public Works Meeting

Introduced By: Department of Neighborhood Services

Date Introduced: January 28, 2020

RELATING TO:

Discussion and decision to approve an ordinance to repeal and recreate Section 3.12 (5) (c) of the Municipal Code pertaining to right-of-way permits.

SUMMARY:

The list of fees for right-of-way permits is being simplified and reduced from 14 categories down to 2.

RECOMMENDATION:

Approve ordinance.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION X FISCAL NOTE ___
MOTION ___ OTHER ___

ORDINANCE NO. _____

AN ORDINANCE TO REPEAL AND RECREATE SECTION 3.12 (c) OF THE
GREENFIELD MUNICIPAL CODE REGARDING FEE SCHEDULES

The Common Council of the City of Greenfield do ordain as follows:

PART I. Section 3.12 (5) (c) of the Municipal Code is hereby repealed and recreated to read as follows:

(c)	Right-of-Way Permit		
	1.	Right-of-Way Permit.....	\$ 100.00
	2.	Large project review, inspection and administration. The department may require a cash deposit with the application against which these charges may be drawn.....	Actual cost

PART II. The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

PART III. All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

PART IV. This ordinance shall take effect and be in force from and after its passage and publication.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the 4th day of February, 2020.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk



Board Of Public Works Meeting

Introduced By: Department of Neighborhood Services

Date Introduced: January 28, 2020

RELATING TO:

Discussion and decision to **adopt a resolution, recognizing International Migratory Bird Day and authorizing the Pollinator Protection Committee to continue participation in the Wisconsin Bird City program.**

SUMMARY:

The resolution will recognize Saturday May 2, 2020 as International Bird Day in Greenfield and encourage all our city residents to celebrate their role as stewards of bird habitat.

The resolution also authorizes the Pollinator Protection Committee, a subcommittee of the Greenfield Beautification Committee, to continue with participation in the Wisconsin "Bird City" Program.

RECOMMENDATION:

Adopt resolution.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION X FISCAL NOTE ___
MOTION ___ OTHER ___

RESOLUTION NO. #####

RESOLUTION RECOGNIZING INTERNATIONAL MIGRATORY BIRD DAY AND
AUTHORIZING THE POLLINATOR PROTECTION COMMITTEE TO CONTINUE
PARTICIPATION IN THE WISCONSIN BIRD CITY PROGRAM

WHEREAS, migratory birds are some of the most beautiful and easily observed wildlife that share our communities, and

WHEREAS, many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring, and

WHEREAS, these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide, and

WHEREAS, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes, and

WHEREAS, public awareness and concern are crucial components of migratory bird conservation, and

WHEREAS, citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining health bird populations, and

WHEREAS, since 1993 World Migratory Bird Day (formerly International Migratory Bird Day) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S., and

WHEREAS, hundreds of thousands of people will observe WMBD, gathering in town squares, community centers, schools, parks, nature centers, and wildlife refuges to learn about birds, take action to conserve them, and simply to have fun, and

WHEREAS, while WMBD officially is held each year on the second Saturday in May, its observance is not limited to a single day, and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants, and

WHEREAS, WMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action,

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Common Council of the City of Greenfield recognizes Saturday May 2, 2020 as International Bird Day in our City of Greenfield and encourages all our city residents to celebrate their role as stewards of bird habitat; and

BE IT FURTHER RESOLVED, that the Mayor and Common Council of the City of Greenfield authorizes the Pollinator Protection Committee to continue with participation in the Wisconsin "Bird

City” Program, in recognition of the commitment our City and its partners and stakeholders have made to advancing the ideals of bird habitat protection.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the 4th day of February, 2020.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk



Board Of Public Works Meeting

Introduced By: Department of Neighborhood Services

Date Introduced: January 28, 2020

RELATING TO:

Discussion and decision to **adopt a resolution, proclaiming the month of June as Monarch Butterfly Month in the City Of Greenfield.**

SUMMARY:

The Greenfield Pollinator Protection Committee, a subcommittee of the Greenfield Beautification Committee, promotes the conservation of monarch butterflies.

This resolution proclaims the month of June as Monarch Butterfly Month in the City of Greenfield.

RECOMMENDATION:

Adopt resolution.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION X FISCAL NOTE ___
MOTION ___ OTHER ___

RESOLUTION NO. #####

RESOLUTION PROCLAIMING THE MONTH OF JUNE AS MONARCH BUTTERFLY MONTH IN
THE CITY OF GREENFIELD

WHEREAS, the monarch butterfly is an iconic North American species whose multigenerational migration and metamorphosis from caterpillar to butterfly has captured the imagination of millions of Americans, young and old; and

WHEREAS, the monarch is extremely beneficial, pollinating many cultivated flowers and crops, and serves as an indicator species for the ecological health of large geographic areas; and

WHEREAS, the monarch butterfly's population has declined more than 90% since the 1990's; and

WHEREAS, cities, towns and counties have a critical role to play to help save the monarch butterfly, and the City of Greenfield has declared an interest in becoming a Monarch City USA, a nonprofit organization dedicated to helping the monarch butterfly recover city by city; and

WHEREAS, the Greenfield Pollinator Protection Committee promotes the conservation of monarch butterflies and encourages every resident of Greenfield to learn about monarchs and to help make a difference for the monarch by planting native milkweed and nectar plants in locations where people live, work, learn and play

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Common Council of the City of Greenfield, do hereby proclaim the month of June as Monarch Butterfly Month in the City of Greenfield.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the 4th day of February, 2020.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk



Committee: Finance and Human Resources

Item Number:

Introduced By: Department of Parks & Recreation, Scott Jaquish

Date Introduced: January 29, 2020

RELATING TO:

Discussion and decision for approval to create job description, set salary, recruit and hire Parks Maintenance Coordinator for the Department of Parks and Recreation.

SUMMARY:

This is a full time position within the Parks and Recreation Department.

The purpose of this position is to provide staffing and supervision for increasing evening and weekend special events, programming, outside park and community center rentals.

Funding for this position is available in the approved 2020 budget.

The pay range is set be in alignment with the current Recreation Coordinator positions as well as to attract and retain employees.

Start	Year 1	Year 2	Year 3	Year 4
\$54,599	\$56,508	\$58,486	\$60,533	\$62,651

FINANCIAL:

RECOMMENDATION:

Approve creating job description, setting salary, recruiting and hiring Parks Maintenance Coordinator for the Department of Parks and Recreation.

ATTACHMENTS: KEY ISSUES ____ BACKGROUND ____ RESOLUTION ____ FISCAL NOTE ____
MOTION ____ OTHER ____



Parks Maintenance Coordinator

Classification

Exempt

Department/Division

Parks & Recreation

Reports to

Parks/Facilities Supervisor

Summary/Objective

To assist the Parks Facilities Supervisor and the Director of Parks and Recreation with coordination of work crews, parks and development programs, and maintenance needs for City park lands, Community Center and recreational facilities as well as other public areas/facilities that may be assigned.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed within are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform essential functions.

- Ensure satisfactory completion of daily work assignments through personnel field supervision and participation with work crews.
- Works directly on site with work/project crews.
- Assists in the training of work crews, implementation of required safety training and job performance evaluations of seasonal staff.
- Enforces work policies, work rules and regulations consistent with City Policy.
- Assists in the regular inspection of all grounds, facilities, and playground areas.
- Assists in inventory and maintenance records.
- Responsible for the coordination and/or maintenance of the following:
 - a. Mowing, trimming and turf aeration of play fields, park areas, or any other maintained grass areas under departmental jurisdiction.
 - b. Ball diamonds to include dragging, marking, watering, and inspection.
 - c. Marking play field areas (i.e. football/soccer fields) using a paint sprayer.
 - d. Edging assigned areas using sod cutter or edger.
 - e. Planting of trees, shrubs, flowers, etc., as assigned.
 - f. Special event setup and cleanup of Parks and facilities.

- g. Snow removal.
- h. Minor repairs of park related facilities and equipment, as needed/assigned.
- i. Installation of park site or /play field amenities, as directed.
- Respond to citizen's concerns, problems or complaints in a timely manner, maintaining a customer service philosophy that is responsive and strives to improve park safety, security and accessibility.
- Handle pick-ups or deliveries of materials/equipment.
- Opening and closing of park/recreation buildings and facilities.

Competencies

- Communication Proficiency
- Thoroughness
- Detail Orientated
- Technical Ability
- Problem Solving/Analysis
- Organization Skills
- Time Management Skills
- Collaboration Skills
- Customer Relations Focus
- Basic Math Skills

Language and Reasoning Abilities

- Ability to be able to verbally communicate with other city employees, contractors and the public in a clear, effective, and respectful manner.
- Ability to read, analyze, and interpret general instructions and technical procedures and government regulations.
- Ability to write routine reports and business correspondence.
- Ability to interpret a variety of instructions furnished in oral, written, diagram, or schedule form.
- Ability to deal with problems which involve several concrete variables in standardized situations.
- Ability to work in a safe manner and with others safety in mind.
- Ability to follow City policies and work rules.
- Excellent communication skills.
- Ability to effectively present information and respond to questions from elected officials, co-workers and the general public.

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- Ability to calculate and use percentages.

Supervisory Responsibilities

Supervises and assigns the activities of the part-time and seasonal maintenance employees. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include assistance with interviewing, and training employees, planning, assigning and directing work, appraising performance, address complaints and resolving problems.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are established within each department to meet operational requirements. Ability to be accessible by cell phone and/or to report to the worksite outside of regular office hours, including, but not limited to, nights, weekends, holidays, etc. Ability to work nights, weekends, holidays and odd hours when situations require such duty.

Travel

This position requires minimal travel.

Required Education/Training and Experience

B.A./B.S. degree in the field of Recreation, Education or a related field., Any equivalent combination of training and increasingly responsible experience pertaining to parks and facilities maintenance.

Preferred Education/Training and Experience

B.A./B.S in Park Management, Forestry, Landscape Architecture or a related field. Any equivalent combination of training and increasingly responsible experience pertaining to parks and facilities maintenance and management.

The City of Greenfield reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements and may consider combinations of education and experience likely to lead to success with essential duties and responsibilities.

Other Qualifications

Excellent interpersonal/communication skills. Possession and maintenance of a valid Wisconsin driver's license. Ability to deal diplomatically with the public, departmental employees and other city departments. Must possess a current Wisconsin Pesticide Applicator license category 3 (Turf and Landscape) or obtain within 90 days of employment. CPR, AED and First Aid certifications required.

Preferable Certificates/Licenses

Certified Playground Safety Inspector (CPSI); Certified Park and Recreation Professional (CPRP); Wisconsin Parks & Recreation Association (WRPA); and or National Recreation & Parks Association (NRPA); Certified Pool and Spa Operator Certificate or equivalent certificate.

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 frequently required to reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit, use hands to handle, and talk or hear. The employee must occasionally lift and move up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. During emergency periods, the employee may be expected to work long hours in adverse weather conditions.

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 of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions ranging from extremely hot to moderate to extremely cold conditions. The employee is occasionally exposed to vibration, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, wet and/or humid conditions, noxious odors, dust and poor ventilation. The noise level in the work environment is often loud. An inside office environment with little to moderate noise.

Equipment Used

Personal Protective Equipment (PPE), computer, first aid equipment, calculator, copy machine and measuring devices. Dump truck, cargo van, pick-up trucks, trucks with trailers, tractors, front-end loader, snow plow, snow blowers, zero-turn mowers, push mowers, string trimmers, chain saws, pruning saws, ladders, tank truck, shovels, rakes, hoses, paint stripers, ballfield chalkers, weed sprayers, fertilizer spreaders, mops, brooms, paint brushes, forklift, hand truck and pallet jack. Various landscaping tools are also utilized which do not require a CDL.

Pre-Employment Requirements

Applicants will be required to submit to a pre-employment physical exam and drug screening. Applicants may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

Salary and Benefits

Wages and benefits are determined by the existing Non-Represented Resolution.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

It is the policy of the City of Greenfield not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.

Letter of Understanding

This Letter of Understanding ("Agreement") is entered into between United HealthCare Services, Inc. ("UnitedHealthcare") and City of Greenfield, ("Customer"). These parties acknowledge and agree as follows:

WHEREAS, Customer offers fully insured medical benefits to its employees and its employee's dependents pursuant to the provisions of a Group Policy with United . The Health Plan includes Flexible Spending Account options (hereinafter referred to as the "FSA"); as well as, a Health Reimbursement Account, (hereinafter referred to as the "HRA").

WHEREAS, UnitedHealthcare provides certain administrative services for the Health Plan's FSA and the HRA; WHEREAS, Customer has instructed UnitedHealthcare to incorporate a split deductible into the administration of both the FSA and HRA; WHEREAS, UnitedHealthcare will agree to administer the FSA and HRA in accordance with the Customer's instruction, pursuant to the below provisions of this Agreement. Based entirely on Customer's research and determination that this instruction is correct and appropriate. Customer acknowledges that no legal, regulatory or other advice of any kind has been provided to the Customer by UnitedHealthcare with respect to this instruction; and that duplicate payments for FSA and HRA claims are a common risk associated with the Customer's instructions.

The Customer has been advised that when both HRA and FSA are connected to a joint debit card account, system limitations may allow an unintended payment from an HRA account before an employee has paid or satisfied their deductible. Secondly, a split deductible administered account may also create duplicate payment disbursements from the HRA and FSA accounts. For that reason, UnitedHealthcare's recommendation is to limit the use of the debit card to only FSA transactions.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

1. The parties acknowledge and agree that the recitals as stated above are true and correct and are hereby incorporated herein by reference.
2. UnitedHealthcare will follow the instructions of the Customer As it pertains to the administration of the FSA and HRA with the incorporation of a split deductible.
3. Customer will indemnify UnitedHealthcare and hold UnitedHealthcare harmless against any and all losses, liabilities, obligations, of any kind UnitedHealthcare incurs, which arise out of (i) the administration of Customer's instructions, as outlined in this Letter of Understanding.

The undersigned warrants that s/he has full authority to sign this Letter of Understanding and bind Customer to the terms and conditions contained herein. The undersigned acknowledges that s/he has read this document, discussed its contents with Customer's legal counsel, and that s/he understands its meaning. Customer agrees to the terms of this Letter of Understanding voluntarily and with knowledge of its implications.

IN WITNESS WHEREOF, each of the parties caused this Agreement to be executed by a duly authorized representative.

City of Greenfield

United HealthCare Services, Inc.

By_____

By_____

Name _____

Name _____

Title_____

Title_____

Date_____

Date_____

PACKETS FOR WEDNESDAY, 01 / 29 / 2020 FINANCE MEETING

AP DISBURSEMENT SCHEDULES:

AP CHECKS	1/3/2020	\$	701,050.19
AP CHECKS	1/10/2020	\$	87,394.78
AP CHECKS	1/17/2020	\$	367,211.51
WIRE TRANSFERS	DEC 2019	\$	349,199.38
P-CARDS/DECEMBER 2019 STATEMENT	12/23/2019	\$	232,955.93
TAX REFUNDS	1/9/2020	\$	1,896.90
TAX REFUNDS	1/15/2020	\$	6,645.88
TAX REFUNDS	1/22/2020	\$	15,725.48
TOTAL \$			1,762,080.05

CC: PAULA

CC; FINANCE FOLDER

PACKETS FOR WEDNESDAY, 01 / 08 / 2020 FINANCE MEETING

AP DISBURSEMENT SCHEDULES:

AP CHECKS	12/6/2019	\$	109,943.89
AP CHECKS	12/13/2019	\$	146,721.51
AP CHECKS	12/20/2019	\$	306,839.76
AP CHECKS	12/27/2019	\$	187,016.05
 P-CARDS/NOVEMBER 2019 STATEMENT	 11/23/2019	 \$	 381,207.21
		TOTAL \$	1,131,728.42

CC: PAULA

CC; FINANCE FOLDER

Hanna Montes

From: Amy Kotze
Sent: Thursday, January 23, 2020 1:34 PM
To: Hanna Montes
Subject: RE: F & HR Mileage

The new total for Mileage then to be approved is \$2,247.67.

Thank you,
Amy

From: Hanna Montes
Sent: Thursday, January 23, 2020 10:10 AM
To: Amy Kotze <Amy.Kotze@greenfieldwi.us>
Subject: F & HR Mileage

Good Morning Amy,

We are finally having an F & HR Meeting on Wednesday the 29th. Could I please get the updated mileage from you?

Thank you!

Hanna Montes
Administrative Assistant
City of Greenfield
Mayor & Human Resources

DECEMBER 2019
INVESTMENTS

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned	ID #
Money Mkt/Tri-City Bank	\$1,538,357.22	12/31/2001	variable		\$82.68	21901270
Money Mkt/BMO Harris Bank	\$510,553.90	6/28/2011	variable		\$215.58	46370511
Ehlers Investment Partners X-2055705 GRD GEN INV	\$6,459,890.12	12/9/2014	variable			
Associated Bank Investments	\$6,361,895.89	12/10/2014	variable			
Totals	\$14,870,697.13				\$298.26	

LOCAL GOVERNMENT INVESTMENT POOL

December 2019 Statement

November Ending Balance	\$	16,196,776.73
2 Deposit (s) in December		6,000,000.00
0 Withdrawal(s) in December		-
December Interest Earnings @ 1.63%		25,941.18
TOTAL	\$	22,222,717.91

ACCOUNT CLASSIFICA AND FUNCTION	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	REMAINING BALANCE
ESTIMATED REVENUES				
TAXES	TAXES	18,067,484	18,076,763	(9,279.00)
INTGOV	INTERGOVERNMENTAL	3,237,913	3,953,880	(715,967.00)
L&P	LICENSES AND PERMITS	1,368,475	1,153,325	215,150.00
FINES	FINES-FORFEITS-PENALTIES	663,000	548,846	114,154.00
CHRG	PUBLIC CHARGE FOR SERVICE	1,504,250	1,292,364	211,886.00
INT CHRG	INTERGOVERNMENTAL CHARGES	1,311,533	842,961	468,572.00
MISC REV	MISCELLANEOUS REVENUE	278,900	347,738	(68,838.00)
OTH FIN	OTHER FINANCING SOURCES	1,388,865	144,554	1,244,311.00
TOTAL ESTIMATED REVENUES		27,820,420	26,360,431	1,459,989.00
APPROPRIATIONS				
GENERAL	GENERAL GOVERNMENT	3,891,267	3,094,460	796,807.00
PS	PUBLIC SAFETY	18,102,052	15,534,387	2,567,665.00
PW	PUBLIC WORKS	3,768,576	3,510,644	257,932.00
HHS	HEALTH AND HUMAN SERVICES	800,568	630,838	169,730.00
CRE	CULTURE, REC AND EDUCATION	1,043,022	842,959	200,063.00
PD	PLANNING AND DEVELOPMENT	199,935	171,482	28,453.00
OTHER	OTHER FINANCING SOURCES(USES)	15,000	128,200	(113,200.00)
TOTAL APPROPRIATIONS		27,820,420	23,912,970	3,907,450.00
NET OF REVENUES/APPROPRIATIONS - FUND 010			2,447,461	2,447,461.00
BEGINNING FUND BALANCE		9,709,162	9,709,162	
ENDING FUND BALANCE		9,709,162	12,156,623	