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

COMMON COUNCIL MEETING AGENDA

Tuesday, December 6, 2022 - 7:00 PM

A. Call to Order & Roll Call
B. Opening Prayer
C. Pledge of Allegiance
D. Approval of the November 15, 2022 Common Council minutes
E. Mayor's Report
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 5/1/2026 (formerly James Jaworowicz)
            ii. One alternate member to the Tree Commission for a term to expire 5-1-24 (formerly Chloe Selkirt)
J. New Business
    1. Appointments to various committees and commissions:
        a. Mayor appointments, confirmed by Council:
            i. Temporary appointment of the City representative to the Joint Review Board.
    2. A Resolution Allowing the Claim of Ron and Linda Grabowski Relating to Automobile Tire Damage
    3. A Resolution Allowing the Claim of Marilyn Rome Relating to Automobile Tire Damage
    4. Approve applications for 2022-2023 operator licenses (Goergen)
    5. Application for a Temporary Class "B" Retailer's License received from Harley Owners Group-Milwaukee Chapter to sell fermented malt beverages indoors at Sevice Seminar 1 01/14/2023 10:00 am - 5:00 pm at 6221 W. Layton Avenue. Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12.(Goergen)
    6. Application for a Temporary Class "B" Retailer's License received from Harley Owners Group-Milwaukee Chapter to sell fermented malt beverages indoors at Service Seminar 2 01/28/2023 10:00 am - 5:00 pm at 6221 W. Layton Avenue. Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12.(Goergen)

7. Application for a Temporary Class "B" Retailer's License received from Harley Owners Group-Milwaukee Chapter to sell fermented malt beverages indoors at Annual Kill Winter Event 02/04/2023 10:00 am - 5:00 pm at 6221 W. Layton Avenue. Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12.(Goergen)
8. Application for a Temporary Class "B" Retailer's License received from Harley Owners Group-Milwaukee Chapter to sell fermented malt beverages indoors at World of Wheels Custom Event 02/25/2023 10:00 am - 5:00 pm at 6221 W. Layton Avenue. Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12.(Goergen)
9. Application for a Temporary Class "B" Retailer's License received from Harley Owners Group-Milwaukee Chapter to sell fermented malt beverages indoors at Annual Dayton Beach Party 03/4/2023 10:00 am - 5:00 pm at 6221 W. Layton Avenue. Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12.(Goergen)
10. Application for a Temporary Class "B" Retailer's License received from Harley Owners Group-Milwaukee Chapter to sell fermented malt beverages indoors at Service Seminar 4 03/18/2023 10:00 am - 5:00 pm at 6221 W. Layton Avenue. Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12.(Goergen)
11. Application for a Temporary Class "B" Retailer's License received from Harley Owners Group-Milwaukee Chapter to sell fermented malt beverages indoors at April Fool's Day Event 04/01/2023 10:00 am - 5:00 pm at 6221 W. Layton Avenue. Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12.(Goergen)
12. Approve a permanent underground utility easement across a portion of the TURF park parcel, to Wisconsin Electric Power Company DBA WE Energies, Spectrum Mid-America, LLC and Wisconsin Bell, Inc. DBA AT&T Wisconsin. (Katz)
13. Approve a funding agreement with the Milwaukee Metropolitan Sewerage District for private property inflow and infiltration work. (Katz)
14. Consideration and possible action on a “Resolution Approving an Amendment to the Project Plan and Boundaries of Tax Incremental District No. 6.” (Porter)
15. Decision to approve a City consent to Assignment under the Second Amendment of the Development Agreement by and between the City of Greenfield and Cobalt Loomis, LLC (“Developer”), for office building development within the area known as Loomis Crossing. (Porter)
16. Amendment to the Contract for service between the State of Wisconsin Department of Health Services and the Greenfield Health Department related to Community Testing Support Program (CTSP). (11/30/22 F&HR S. Saryan)
17. Contract modification agreement between the State of Wisconsin Department of Health Services and the Greenfield Health Department related to 2023 Consolidated Contract grant funding related to qualitative data collection and activities. (11/30/22 F&HR S. Saryan)
18. Discussion and decision to repeal and amend Ordinance #2994 pertaining to Employee Classifications (11/30/22 F&HR S. Saryan)
19. Approve transfer of $70,000 from the General Street Repairs account 010-1910-530.5900 to a capital account. (11/30/22 F&HR S. Saryan)

20. Approve transfers from 2021 and 2022 capital equipment accounts, and create an account to repair Front End Loader #83.(11/30/22 F&HR S. Saryan)
21. Discussion and decision to revise Director, Neighborhood Services job description (11/30/22 F&HR S. Saryan)
22. Discussion and decision to revise Community Development Manager job description (11/30/22 F&HR S. Saryan)
23. Discussion and decision to revise Engineering Specialist job description (11/30/22 F&HR S. Saryan)
24. Discussion and decision to revise Project Engineer job description (11/30/22 F&HR S. Saryan)
25. Discussion and decision to change title of GIS Technician/Senior to Project Manager and revise job description (11/30/22 F&HR S. Saryan)
26. Discussion and decision to change title of Environmental Engineering/GIS Technician to Senior Project Manager and revise job description (11/30/22 F&HR S. Saryan)
27. Discussion and decision to approve 2023 UnitedHealthcare COBRA administration fees (11/30/22 F&HR S. Saryan)
28. Discussion and decision to enter into a contract between the State of WI Department of Administration and the city to participate in the Low Income Household Water Assistance Program (LIHWAP). (11/30/22 F&HR S. Saryan)
29. Decision to approve a resolution for the 2023 Non-Rep Resolution and Command Staff and organizational chart as required (11/30/22 F&HR S. Saryan)
30. Approval of schedules of disbursements in the amount of $2,105,187.67. (11/30/22 F&HR S. Saryan)
31. Approval of mileage reimbursements in the amount of $347.82. (11/30/22 F&HR S. Saryan)
32. October 2022 Investments and reinvestments. (11/30/22 F&HR S. Saryan)
33. Accept October 2022 financial statements. (11/30/22 F&HR 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.

COMMON COUNCIL
OF THE
CITY OF GREENFIELD

RESOLUTION NO. _____

A RESOLUTION ALLOWING THE CLAIM OF RON AND
LINDA GRABOWSKI RELATING TO AUTOMOBILE TIRE DAMAGE

WHEREAS, Ron and Linda Grabowski submitted a claim to the City on September 23, 2022 in which they allege certain damage to the tires on their 2017 Buick LaCrosse resulting from Department of Public Works applying mastic tar in alleys on September 16, 2022; and

WHEREAS, the City Attorney has reviewed the facts and circumstances relating to the claim and recommended that the Common Council allow the claim; and

WHEREAS, Wis. Stat. § 893.80 provides for the process by which the Common Council shall consider and handle claims made against the Council, the City and its officers, agents and employees; and

WHEREAS, after considering the facts and circumstances of the claim, the Common Council desires to pay the amount of the actual loss;

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Greenfield that the undated claim of Ron and Linda Grabowski filed with the City on September 23, 2022 relating to alleged damage to their 2017 Buick LaCrosse is hereby allowed in an amount not to exceed $717.81.

BE IT FURTHER RESOLVED that the City Finance Director is hereby authorized and directed to pay the claim to the claimant upon receipt of a signed release of claims from the Claimant.

Approved: _____
Michael J. Neitzke, Mayor

Date Approved: December 6, 2022

This is to certify that the foregoing resolution as adopted by the Common Council of the City of Greenfield, Wisconsin, at a meeting held on the 6th day of December, 2022.

_____
Jennifer Goergen, City Clerk

COMMON COUNCIL
OF THE
CITY OF GREENFIELD

RESOLUTION NO. _____

A RESOLUTION ALLOWING THE CLAIM OF MARILYN ROME RELATING TO AUTOMOBILE TIRE DAMAGE

WHEREAS, Marilyn Rome submitted a claim to the City on May 6, 2022 in which she alleged certain damage to the tires on her 2019 Hyundai Sonata resulting from a pot hole on 84th Street near the on-ramp for westbound I-894 on May 2, 2022; and

WHEREAS, Ms. Rome submitted a revised claim for the same with the City on May 13, 2022;

WHEREAS, the City Attorney has reviewed the facts and circumstances relating to the claim and recommended that the Common Council allow the claim; and

WHEREAS, Wis. Stat. § 893.80 provides for the process by which the Common Council shall consider and handle claims made against the Council, the City and its officers, agents and employees; and

WHEREAS, after considering the facts and circumstances of the claim, the Common Council desires to pay the amount of the actual loss;

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Greenfield that the May 12, 2022 revised claim of Marilyn Rome filed with the City on May 13, 2022 relating to alleged damage to her 2019 Hyundai Sonata is hereby allowed in an amount not to exceed $266.72.

BE IT FURTHER RESOLVED that the City Finance Director is hereby authorized and directed to pay the claim to the claimant upon receipt of a signed release of claims from the Claimant.

Approved: _____
Michael J. Neitzke, Mayor

Date Approved: December 6, 2022

This is to certify that the foregoing resolution as adopted by the Common Council of the City of Greenfield, Wisconsin, at a meeting held on the 6th day of December, 2022.

_____
Jennifer Goergen, City Clerk

CITY OF GREENFIELD
OPERATOR LICENSE APPLICANTS

OPERATOR'S REGULAR

NAME	ADDRESS	CITY, STATE, ZIP
Cecilia Bocardo	6305 S 20th ST	Oak Creek, WI 53154
Jaydy Michelle Veliz	927 S 29th ST	Milwaukee, WI 53215
Thomas Edwin Daniels Jr	5301 S Skyline DR	New Berlin, WI 53151

Common Council Meeting

Introduced By: Department of Neighborhood Services (Katz)

Date Introduced: December 6, 2022

RELATING TO:

Approve a permanent underground utility easement across a portion of the TURF park parcel, to Wisconsin Electric Power Company DBA We Energies, Spectrum Mid-America, LLC and Wisconsin Bell, Inc. DBA AT&T Wisconsin.

SUMMARY:

Wisconsin Electric Power Company DBA We Energies, Spectrum Mid-America, LLC and Wisconsin Bell, Inc. DBA AT&T Wisconsin are requesting a permanent easement to install underground utilities.

The easement is adjacent to the sidewalk across the western most 15 feet of the city's Turf park parcel.

The easement is needed to move utilities prior to construction of the new Loomis Road bridge in 2023.

The easement will not unreasonably negatively impact the proposed skatepark. Everything within the easement will be underground.

FINANCIAL:

The city will be compensated $400 for granting the easement.

RECOMMENDATION:

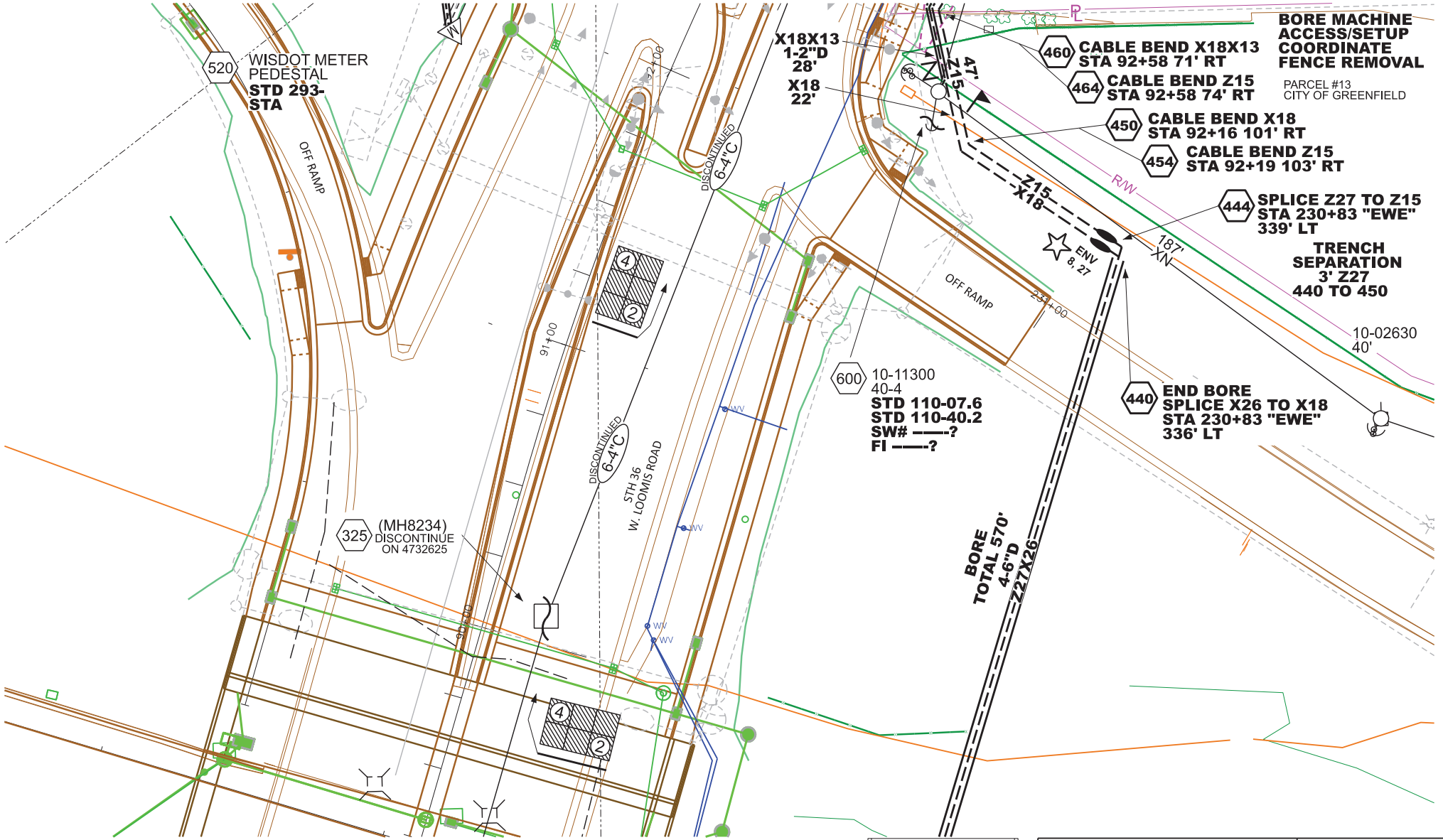
Approve a permanent utility easement across a portion of the TURF park parcel, to Wisconsin Electric Power Company DBA We Energies, Spectrum Mid-America, LLC and Wisconsin Bell, Inc. DBA AT&T Wisconsin.

ATTACHMENTS: **KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___**

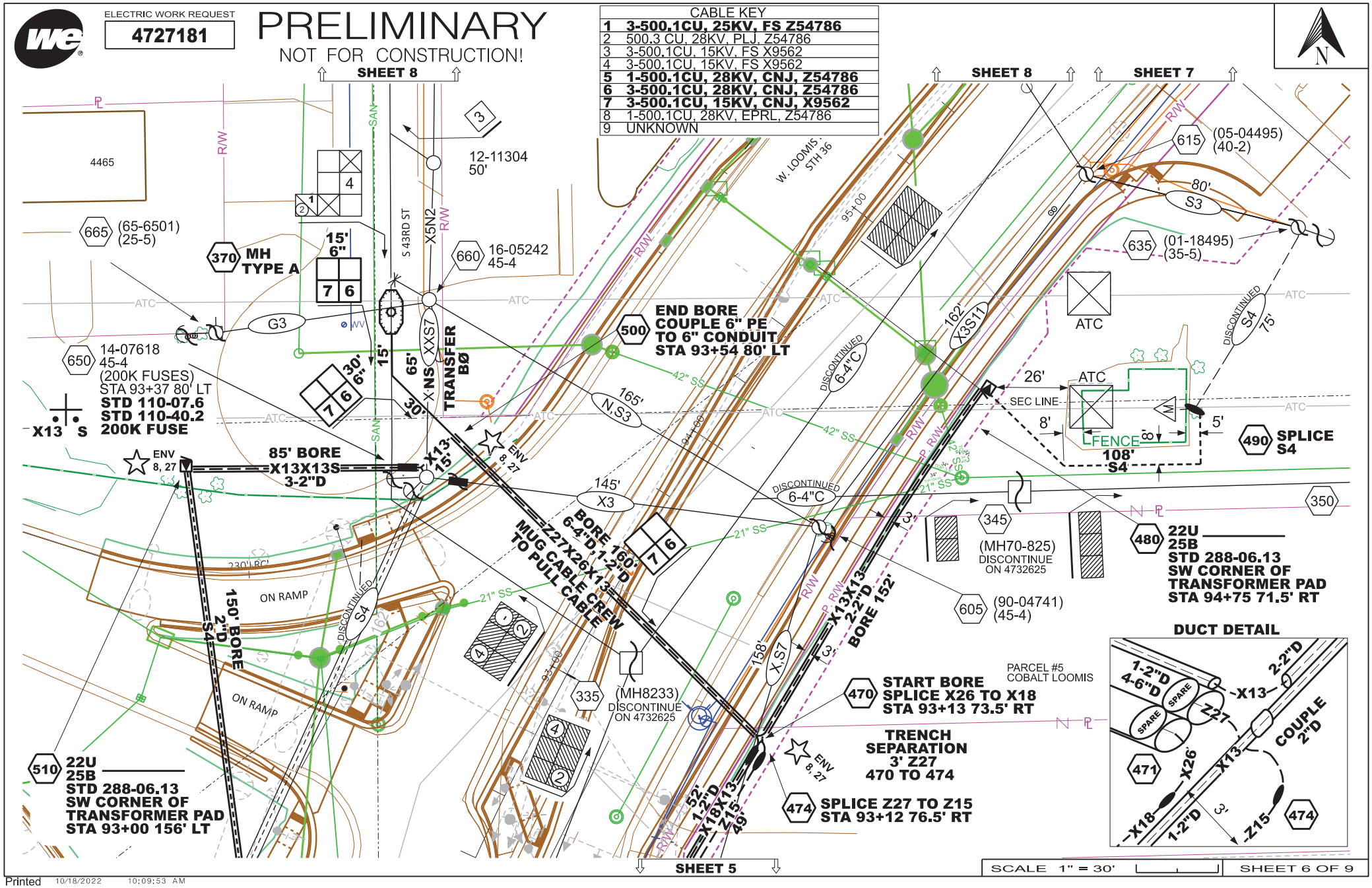
MOTION ___ OTHER ___

ELECTRIC WORK REQUEST
4727181

PRELIMINARY
NOT FOR CONSTRUCTION!



Printed 10/18/2022 10:09:53 AM



Printed 10/18/2022 10:09:53 AM

Document Number	**DISTRIBUTION EASEMENT UNDERGROUND ELECTRIC AND COMMUNICATIONS**

WR NO. **4727181** IO NO. **76571**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **CITY OF GREENFIELD,** hereinafter referred to as "Grantor", owner of land, hereby grants and warrants to **WISCONSIN ELECTRIC POWER COMPANY, a Wisconsin corporation doing business as We Energies, SPECTRUM MID-AMERICA, LLC and WISCONSIN BELL, INC. doing business as AT&T Wisconsin, a Wisconsin corporation,** hereinafter referred to as "Grantee", a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area".

The easement area is described as a strip of land fifteen (15) feet in width being a part of **Lot 1** of that certain **Certified Survey Map No. 9312**, as recorded in the office of the Register of Deeds for Milwaukee County on April 21st, 2021, as **Document No. 11105431**; also being a part of the **Southwest ¼ of Section 24, Township 6 North, Range 21 East**, City of Greenfield, Milwaukee County, Wisconsin.

The location of the easement area with respect to Grantor's land is as shown on the attached drawing, marked Exhibit "A", and made a part of this document.

RETURN TO:
We Energies
PROPERTY RIGHTS & INFORMATION GROUP
231 W. MICHIGAN STREET, ROOM P129
PO BOX 2046
MILWAUKEE, WI 53201-2046

600-9955-008
(Parcel Identification Number)

1. **Purpose:** The purpose of this easement is to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, together with all necessary and appurtenant equipment under ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.

2. **Access:** Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area for the purpose of exercising its rights in the easement area.

3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area.

4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 12 inches without the written consent of Grantee.

5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.

6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until some time in the future, and that none of the rights herein granted shall be lost by non-use.

7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

8. **Easement Review**: Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document *or* voluntarily waives the five day review period.

Grantor:

CITY OF GREENFIELD

By _____

MICHAEL J. NEITZKE, MAYOR

By _____

JENNIFER GOERGEN, CITY CLERK

Personally came before me in Milwaukee County, Wisconsin on _____, 2022, the above named Michael J. Neitzke, the Mayor, and Jennifer Goergen, the City Clerk, of the CITY OF GREENFIELD, for the municipal corporation, by its authority, and pursuant to Resolution File No. _____ adopted by its _____ on _____, 2022.

_____
Notary Public Signature, State of Wisconsin

_____
Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

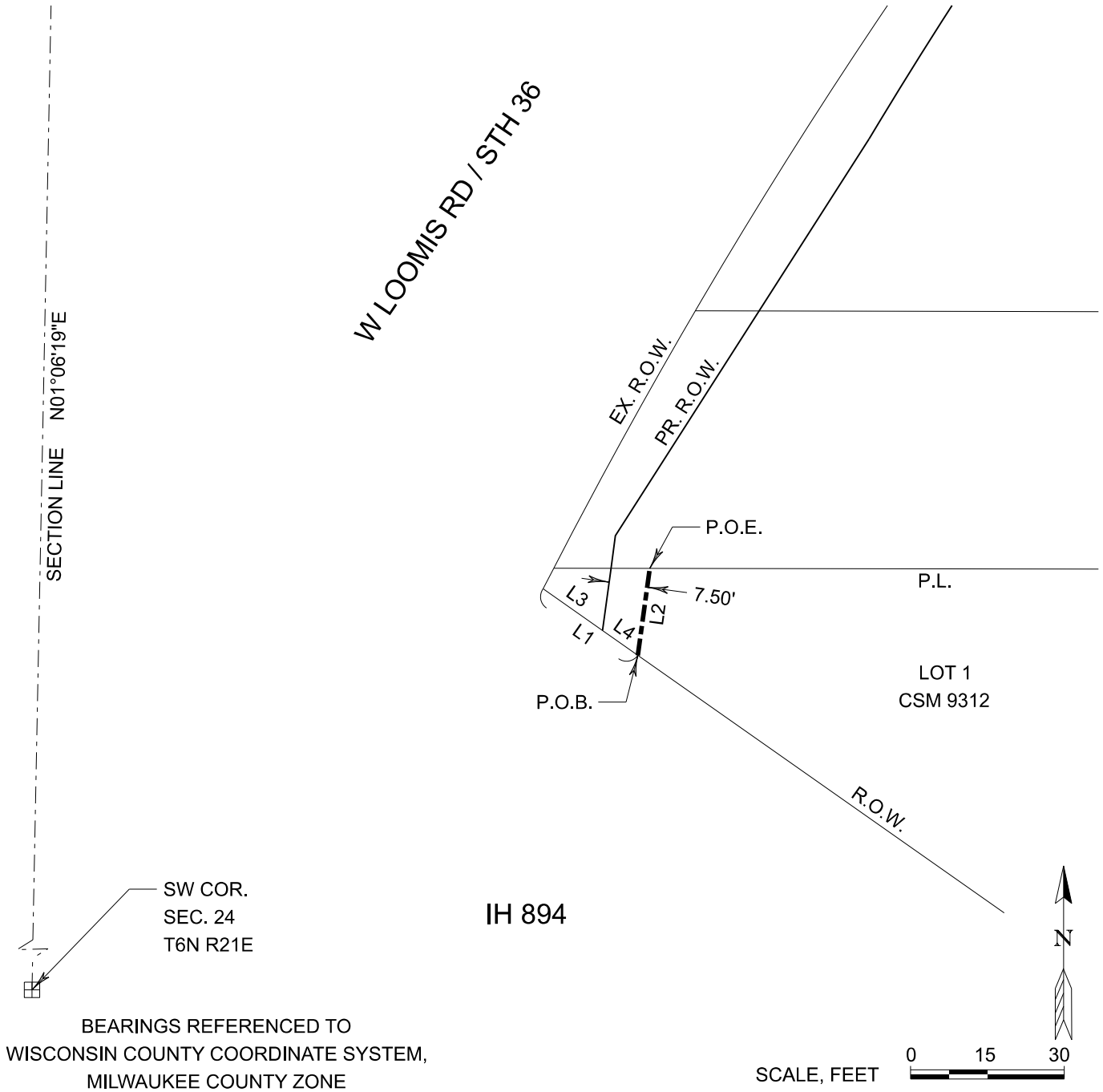
My commission expires _____

This instrument was drafted by Paul Mallas on behalf of Wisconsin Electric Power Company, PO Box 2046, Milwaukee, Wisconsin 53201-2046.

KEY

CENTERLINE OF A 15 FOOT WIDE EASEMENT AREA

LINE	LENGTH	BEARING
L1	22.58'	S54°54'12"E
L2	17.13'	N07°48'16"E
L3	14.15'	S54°54'12"E
L4	8.43'	S54°54'12"E



BEARINGS REFERENCED TO
WISCONSIN COUNTY COORDINATE SYSTEM,
MILWAUKEE COUNTY ZONE

kapur all in

7711 N. Port Washington Road
Milwaukee, Wisconsin 53217
Kapurinc.com

EXHIBIT "A"

we energies

PART OF LOT 1, CSM 9312
LOCATED IN THE SW ¼ OF THE SW ¼ OF
SEC. 24, T6N, R21E, CITY OF GREENFIELD,
MILWAUKEE COUNTY, WISCONSIN

WR NUMBER:	4727181
DATE:	11/01/2022
DRAWN BY:	CWW
SCALE:	1" = 30'
	PAGE 1 of 1

Common Council Meeting

Introduced By: Department of Neighborhood Services (Katz)

Date Introduced: December 6, 2022

RELATING TO:

Approve a funding agreement with the Milwaukee Metropolitan Sewerage District for private property inflow and infiltration work.

SUMMARY:

The Milwaukee Metropolitan Sewerage District (MMSD) shall reimburse greenfield in an amount not to exceed $15,467 for private property inflow and infiltration (PP/II) costs incurred through the work described in Attachment A.

That work includes analyzing the sanitary sewer mains within sewershed GF1004 and citing manhole locations that would be good locations for meter installations.

The City would coordinate with MMSD to have meters installed at key locations identified. These meters would remain in place for approximately 6 months so that good base and peak flow data can be obtain.

This data would be analyzed to determine the existing peaking factors within the basin and target areas for future PP I/I work within sewershed GF1004.

There will also be technical training for city staff.

FINANCIAL:

The grant is for $15,467. No match is required.

RECOMMENDATION:

Approve a funding agreement with the Milwaukee Metropolitan Sewerage District for private property inflow and infiltration work.

ATTACHMENTS: **KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___**

MOTION ___ OTHER ___

Funding Agreement M10005GF02

Private Property Infiltration and Inflow Reduction Agreement

This Agreement is made between the Milwaukee Metropolitan Sewerage District (District) with its principal place of business at 260 West. Seeboth St., Milwaukee, Wisconsin 53204-1446 and the City of Greenfield (Municipality) with its municipal offices at 7325 West Forest Home Avenue, Greenfield Wisconsin 53220.

WHEREAS, Wisconsin law, through Section 66.0301 Stats., authorizes any municipality to enter into an intergovernmental cooperation agreement with another municipality for the furnishing of services, and

WHEREAS, the District is responsible for collecting and treating wastewater from the Municipality's locally owned collection system, and

WHEREAS, the Municipality's sewers collect wastewater from lateral sewers located on private property and owned by private property owners; and

WHEREAS, during wet weather events stormwater enters lateral sewers through defective pipes and leaky joints and connections ("infiltration) and stormwater also enters lateral sewers from foundation drains, improper connections, and other sources ("inflow"); and

WHEREAS, infiltration and inflow increase the amount of wastewater that the District must collect and treat; and

WHEREAS, during wet weather events infiltration and inflow ("I/I") into privately owned sewers contributes to the risk of sewer overflows; and

WHEREAS, the District has established the Private Property Infiltration and Inflow Reduction Program (Program) to provide guidelines, requirements, and a funding structure for municipalities to complete I/I reduction work on private property through the District Private Property Infiltration and Inflow Policy (Policy); and

WHEREAS, the Municipality wishes to participate in the Program;

NOW, THEREFORE, in consideration of the mutual promises made by the parties to this Agreement, the parties agree as follows:

1. Term of Agreement

This Agreement becomes effective immediately upon signature by both parties and shall remain in effect until the earliest of (1) the Municipality receiving final payment from the District, (2) July 31, 2023, or (3) termination of this Agreement as otherwise set forth herein.

2. District Funding

The District shall reimburse the Municipality in an amount not to exceed $15,467 for approved private property I/I costs incurred through the work described in Attachment A ("the Work"). Provided the Municipality is in compliance with the terms of this Agreement, the District funding shall be provided on a reimbursement basis in accordance with Section 8 below. Work Plan research and preparation costs have been incurred by the Municipality prior to this

agreement and will be reimbursed to a maximum of $2,602, contingent upon the Municipality meeting all other conditions of this agreement. No additional reimbursement will be made for costs incurred prior to the effective date of this Agreement, or for costs that are not supported by documentation as outlined by this Agreement.

3. Reserved

4. Selection of Professional Service Providers by Municipality

The selection of professional service providers to perform Work funded by this Agreement shall be in accordance with the Municipality's ordinances and policies.

5. Reserved

6. Reserved

7. Reserved

8. Procedure for Reimbursement

The Municipality shall submit reimbursement requests to the District a minimum of 2 times throughout this Agreement.

Each reimbursement request shall include:

a. An invoice from the Municipality clearly stating the requested reimbursement amount;

b. All consultant invoices, and other expense invoices;

c. All deliverables listed in Attachment B, are proportionate and applicable to the Work completed as related to the request.

d. Invoices from consultants shall provide the hourly billing rates, the hours worked by individuals, and a summary of the completed tasks.

Reimbursement requests should be submitted within a reasonable period of time of the costs being incurred. The initial reimbursement request shall be submitted prior to 50% of Work being completed. The final reimbursement request shall be submitted upon completion of all Work. All reimbursement requests must be received prior to the expiration of this Agreement.

Reimbursement requests and the supporting documentation of costs shall be submitted through eBuilder. The corresponding deliverables shall be submitted as set forth in Attachment B. Questions should be directed to the District Senior Project Manager (SPM):

Rebecca L. Specht, P.E.
Senior Project Manager
Milwaukee Metropolitan Sewerage District
260 West Seeboth Street.
Milwaukee, WI 53204–1446

Final payment will not be provided until the Work is complete and all deliverables set forth in Attachment B have been received.

9. Changes in Work and Modifications to the Agreement

Any proposed changes to the Work must be submitted to the District, in writing, in advance of the Work being completed. The District will not reimburse for Work that is not included in Attachment A (including all professional services and non-professional services contracts procured through the Work outlined in Attachment A) unless prior written approval has been requested from the District and approval has been obtained through the eBuilder change process.

This Agreement may be modified only in writing signed by both parties or through the eBuilder change process.

10. Responsibility for Work

The Municipality is responsible for overseeing construction and shall provide full time construction inspection for all Work. Each inspector shall be experienced, qualified, and certified for the scope of the Work.

11. Reserved

12. Permits, Certificates and Licenses

The Municipality is solely responsible for ensuring compliance with all federal, state and local laws requiring permits, certificates and licenses required to implement the Work.

13. Insurance

The District shall not provide any insurance coverage of any kind for the Work or for the Municipality. Municipality shall ensure that each contractor and subcontractor have adequate insurance to perform the Work and names the Municipality as an additional insured on its Commercial General Liability Insurance policies.

14. Terminating the Agreement

The District may terminate this Agreement at any time prior to commencement of the Work. After the Work has commenced, the District may terminate the Agreement only for good cause, such as, but not limited to breach of agreement by the Municipality. The Municipality may terminate the Agreement at any time but will not receive any payment from the District if the Work is not completed.

15. Exclusive Agreement

This is the entire Agreement between the Municipality and the District regarding reimbursement for Work.

16. Severability

If any part of this Agreement is held unenforceable, the rest of the Agreement will continue in effect.

17. Applicable Law

This Agreement is governed by the laws of the State of Wisconsin.

18. Resolving Disputes

If a dispute arises under this Agreement, the parties agree to first try to resolve the dispute with the help of a mutually agreed-upon mediator in Milwaukee County. Any costs and fees other than attorney fees associated with the mediation shall be shared equally by the parties. If the dispute is not resolved within 30 days after it is referred to the mediator, either party may take the matter to court.

19. Notices

Unless otherwise set forth herein, all notices and other communications in connection with this Agreement shall be in writing and shall be considered given as follows:

- when delivered personally to the recipient's address as stated on this Agreement; or
- 3 days after being deposited in the United States mail, with postage prepaid to the recipient's address as stated on this Agreement.

20. No Partnership

This Agreement does not create a partnership relationship nor give the Municipality the apparent authority to make promises binding upon the District. The Municipality does not have the authority to enter into contracts on the District's behalf.

21. Assignment

The Municipality may not assign any rights or obligations under this Agreement without the District's prior written approval.

22. Public Records

The Municipality agrees to cooperate and assist the District in the production of any records in the possession of the Municipality that are subject to disclosure by the District pursuant to the State of Wisconsin’s Open Records Law, §§19.31-19.39, Wis. Stats. The Municipality agrees to indemnify the District against any and all claims, demands, and causes of action resulting from the Municipality’s failure to comply with this requirement.

Milwaukee Metropolitan Sewerage District	City of Greenfield
By:	By:
Jerome Flogel P.E., Senior Project Manager	Michael J. Neitzke, Mayor
Date:	Date:
	By:
	Jennifer Goegen, City Clerk
	Date:
	By:
	Paula Schafer, Finance Director
	Date:
Approved as to form:	Approved as to form:
Attorney for the District	Brian Sajdak, Attorney for the Municipality

ATTACHMENT A
Municipality Work Plan

10/05/22 - Added Grouting School training reimbursement to this funding agreement per Jeff Katz's request in email 10/01/22 which is an increased value of $1,627.00

2022 PPII Work Plan

This checklist / template serves as the standard form for submitting a Work Plan to MMSD as a request to commit funds from your Municipal Funding Allocation Account to a project proposed for reimbursement through the MMSD PPII Reduction-M Program. If approved, the Work Plan will be the basis for a Funding Agreement between the municipality and MMSD. Please complete all fields comprehensively and submit this electronically-fillable-form and supporting document attachments via email.

I. CONTACT INFORMATION

Municipality	
Applicant Name: Jeff Tamblyn	Municipality: City of Greenfield
Mailing Address: 7325 West Forest Home Avenue	
Phone #: 414-329-5323	Email: jefft@greenfieldWI.US
Primary Contact: Jeff Tamblyn	Primary Contact email: jefft@greenfieldWI.US
Primary contact phone #: 414-329-5323	
Consultant (if applicable)	
Firm: Ruekert & Mielke, Inc.	Consultant's PM's Name: Jerad Wegner
Consultant Email: jwegner@ruekert-mielke.com	Consultant Phone number: 262-542-5733

II. PROPOSED SCOPE OF WORK

1. What type of work will be included in this work plan application? Check all applicable.

☐ Planning ☑ Investigative ☐ Construction/Rehab ☐ Post Project Evaluation ☐ Training

☐ Other

2. What is the total value of the request by the municipality for funding through the PPII program for work outlined in this work plan? $ 15,467.00

3. Provide the scope of work that will be included in this work plan.

Work Plan includes analyzing the sanitary sewer mains within sewershed GF1004 and citing manhole locations that would be good locations for meter installations. RM and the City would coordinate with MMSD to have meters installed at key locations identified. These meters would remain in place for approximately 6 months so that good base and peak flow data can be obtain. This data would be analyzed by RM to determine the existing peaking factors within the basin and target areas for future PP I/I work within sewershed GF1004.

In addition, the CIty of Greenfield will be sending 3 staff members to the Municipal Sewer Grout School presented by Aries on Sept 28-29, 20022

4. What entity is responsible for each work scope item e.g. municipality staff, consultant, contractor, District, etc.

Work Plan development: RM and City
Citing manhole locations for flow meters: RM and City
Installation, maintenance, data download, and removal of flow meters: MMSD
Post flow meter analyze: RM and City

5. What is the total number of properties in the project area? 800

6. What is the assumed number of participating properties? 800

7. What is your justification for the assumed participation rate?

☐ Prioritization of properties based on investigative work ☐ Assumed percent of total based on previous projects ☐ Existing ROE agreements

☑ Other (Fill in Blank): Flow meters should cover upstream properties in basin

III. PROJECT AREA CHARACTERISTICS

1. What is the predominant age of the homes in the project area? ☐ Pre 1940's ☑ 1940 – 1960 ☐ 1961-1980 ☐ 1981-Present

2. What is the average lot size within the project area? 0.25 ☐ SF ☑ Acres

3. In this area, is it typical that foundation drains are connected? ☐ Yes ☑ No

4. What sewershed(s) or metershed(s) is this project located in?

GF 1004

5. Collection system characteristics in project areas:

Approximate year sanitary sewer was installed:	Host Pipe Material(s):		Pipe Size(s):	Pipe Shape(s):
1960's	☑ VCP	☐ Ductile Iron	8"-12" typ.	☑ Circular
	☐ Cast-Iron	☐ Concrete		☐ Other
	☐ Asbestos	☐ PVC		

6. Within the project area, is the mainline rehabilitated? ☐ Yes ☑ No

If "Yes," provide details on the year(s) the work was completed, the type and location of rehabilitation used, and if any rehabilitation of the sanitary sewer laterals within the ROW was completed.

7. Will public infrastructure work be contracted or completed with the private property work? ☐ Yes ☒ No

If "Yes", provide details of the public work.

8. Include with your application, two maps; one of the limits of the sewershed(s) or metershed(s) the project is in, and one of the project limits. The maps shall meet the following requirements.
   - Maps shall use a streets view as base map.
   - Major street names shall be labeled and legible.
   - Limits of the sewershed(s), metershed(s), and project limits shall be defined by a bold red line.
   - A north arrow, legend, and scale shall be included.
   - Maps shall be at a 3:4 aspect ratio
   - Maps shall be submitted as PDF electronic files.

IV. PROJECT JUSTIFICATION

1. Has any planning and/or investigative work within the project area been completed to date? (i.e. Flow monitoring, interior home inspections, sewer CCTV, analysis of flooding/backup issues in the area, etc.) ☐ Yes ☑ No

   If "Yes," was the work completed through a previous PPII funding agreement? ☐ Yes ☑ No

   If the answer is "Yes" to both questions, describe the work completed and cite report names and funding agreement reference numbers the work was completed under.

   If work was completed independent of the PPII program, included the report(s) with application in electronic format and list the name of the report in this section.

This will be the first time the City has installed meters as part of the PP I/I Program within Basin GF 1004.

2. Describe how the project area and approach was chosen and prioritized.

The City tracks the locations of sanitary sewer overflows and basement backups. Basin GF 1004 has a few properties that are repeat overflow locations during heavy rainfall events since 2008.

3. What is the status of all project area sewershed(s)/metershed(s) as related to the District Chapter 3 rules for wet weather performance?

   ☐ Non-compliant ☑ Compliant ☐ Inconclusive ☐ Not Analyzed

   If "Noncompliant," has PPII work been completed to date within the Project Area metershed(s)? If yes, provide details on the scope of work completed and location.

4. Does the municipality have any permitted (or unpermitted) wet-weather bypass locations in the project area? ☐ Yes ☑ No

   If "Yes," provide approximate frequency and average volume per frequency for over the last ten years.

5. Does the project area have a history of CSOs or SSOs? ☐ Yes ☑ No

   If "Yes," provide the frequency of occurrences over the last ten years.

6. Does the municipality have recurring basement backup reports in the project area? ☑ Yes ☐ No

   If "Yes", please provide the average annual number of reports in the last ten years and the estimated storm recurrence interval that typically causes basement backups.

The City has observed basement backups within this basin during rainfall events in 2008, 2009, and 2020. See the attached maps for locations and dates of rainfall events.

7. Do you have metering, lift station run time, bypass pumping, basement backup, or any other pre-project baseline data? ☑ Yes – go to item 8 ☐ No – go to item 9

8. Describe and detail information on the pre-project baseline data you have collected including type, location, and date ranges. If a MMSD meter is used as a source for this data, provide meter name and location.

Basement backup maps have been tracked by the City and are attached.

9. Do you plan on collecting pre-project baseline data as part of this project?

☑ Yes – go to item 10
☐ No – go to item 11

10. Describe the pre-project data that will be collected to provide a baseline for improvement? If you intend to use the MMSD portable meters, list the quantity, expected time frame installation and monitoring period.

The basement backup maps will be used as pre-project baseline data.

This project will involve the placement of 9 flow meters by MMSD for a duration of 6 months, starting fall through spring 2023.

11. How do you intend to report project performance results? (metrics and target objectives of the project)

Successful metering is completely dependent upon rainfall events during the monitoring period. We would ideally like to see an event that is atleast a 10-year storm. This will show what the peaking factor is for the segments within the basin. Having 9 meters strategically place within the basin will allow us to narrow down the location of the highest peaks observed within the basin.

V. PROJECT GOALS

1. What are the municipality's goals and objectives for the completed project? Please provide qualitative and quantitative measurables for success as they relate to the goals and objectives.

Goals include the following: having meters installed at identified critical locations that will monitor the sewer flows for the majority of sewershed basin GF 1004, having the meters in place to obtain good base flow data, having the meters in place to obtain good peak flow data, and being able to isolate specific areas within the sewershed that the City can target with future rehabilitation work.

VI. SCHEDULE

Include a schedule of the work with all major tasks and milestone dates for completion including District and municipal administrative approvals, local board/council approvals, work task start and finish, public outreach, deliverables, and reimbursements. The schedule needs to be realistic and achievable based on District approval timelines, local approval timelines, bidding process timelines, work production rates, and weather-related considerations. Identify and highlight any milestone dates by which the municipality is requesting the District to meet to keep your schedule (e.g. local council or board agenda deadlines). Provide the schedule in PDF format.

VII. FINANCIALS

1. Include a comprehensive cost estimate broke down to the task level which includes costs for: all internal municipal staff time which is being requested to be reimbursed, professional services including hours estimates and rates, construction costs by estimated units and estimated unit costs, inspection services, public outreach, and staff training. Attach an Excel version of the estimate to the application when submitting.

2. Are other funding sources, besides MMSD PPII funds, contributing to the total project cost? i.e. municipal funds, grant funding, property owner cost share, etc. ☐ Yes ☑ No

   If "Yes," list all addition funding sources, the specific work which will be covered by an additional funding sources, and the value.

3. Describe your anticipated frequency of reimbursement requests to the District. (The funding agreement terms may dictate this frequency depending on the type of work).

The City anticipates no more than three reimbursement requests for this Work Plan.

4. What department/individual/entity will be submitting and processing the reimbursement requests? Please include the name and contact information.

Jeff Tamblyn

5. MMSD requires all invoicing to be submitted via e-Builder. Will e-Builder training be necessary for the department/individual/entity that will be submitting and processing the reimbursement requests? ☐ Yes ☑ No

6. Describe the municipal process(es) for procurement of all professional and non-professional (field work and construction) components of work and the basis for each.

The City has obtained a Task Order from RM to complete all of the work included within this Work Plan. The City has previously worked with RM on PP I/I project.

7. Explain the means and methods for segregating the costs (MMSD reimbursable costs and public work costs).

N/A

8. Provide the names and position titles of all municipal staff that will be required to sign the funding agreement. (i.e. mayor, city/village administrator, city/village clerk, city attorney, etc.)

Name: Jeff Katz	Position Title: City Engineer
Name:	Position Title:
Name:	Position Title:
Name:	Position Title:
Name:	Position Title:
Name:	Position Title:

VIII. PUBLIC OUTREACH

1. Describe in detail your public outreach approach and what entity/individuals/departments will be responsible for the public outreach. Describe the venues and platforms that will be used. Describe the timing and anticipated level of effort that is anticipated to be necessary for the public outreach effort. Describe any public outreach work that has already been completed or is in progress. If a specific person or entity is responsible for public outreach, include the name and contact information. (Examples of public outreach include, but are not limited to; mailings, websites, social media, canvassing, public meetings, etc.)

Given that this is just a flow metering project, we do not anticipate any public outreach. Once the project areas have been narrowed down and identified, public outreach will occur for those residents that are directly impacted.

Project Schedule

Task	Milestone Date
Work Plan approval	1-Nov-22
Draft flow meter location map to District	4-Nov-22
Finalize flow meter locations	11-Nov-22
Install flow meters	18-Nov-22
Pull flow meters	16-Jun-23
Analyze flow data	30-Jun-23
Summary findings to District	14-Jul-23

TASK ORDER

This is Task Order No. 2022-1-2, consisting of 4 pages
GF 1004 Private Property I/I Program – Flow Meter Setup.

Task Order

In accordance with the Agreement between City of Greenfield (Owner) and Ruekert & Mielke, Inc. (Engineer) dated October 22, 2015, Owner and Engineer agree as follows:

1. **Specific Project Data**

   A. Title: GF 1004 Private Property I/I Program – Flow Meter Setup

   B. Description: Assist City with placement of MMSD sanitary sewer flow meters. RM will also assist City with preparation and submittal of the Work Plan to MMSD.

2. **Services of Engineer**

   Engineer will provide professional services to the City of Greenfield to assist in the placement of up to eight sanitary sewer flow meters in the City's local sanitary sewer system within sewershed GF 1004. This Task Order has been prepared based on a meeting with Owner and Engineer on June 9, 2022.

   Engineer's services anticipate an analysis of the City's sanitary sewer system in the GF 1004 sewershed area to determine the most appropriate locations for placement of MMSD owned sanitary sewer flow meters. Included will be coordination with MMSD staff to review proposed locations and discuss the exact placement of meters. It is anticipated that the meters will remain in place through 2022. Work includes analysis of flow meter data and the preparation and submittal of a final project report to MMSD.

   Engineer will also assist the City with preparation and submittal of the Work Plan for the meter placement utilizing the City's Private Property Inflow and Infiltration (PP I/I) funds. Work includes coordinating with MMSD staff on the Work Plan details, reviewing the document with the City, and submittal to MMSD.

3. **Owner's Responsibilities**

   Provide access to proposed meter locations.

4. **Times for Rendering Services**

Phase	Completion Date
Substantial Completion	July 31, 2023

5. **Payments to Engineer**

   A. Owner shall pay Engineer for services rendered as follows:

Category of Services	Compensation Method	Estimated Compensation for Services
Meter Placement	Standard Hourly Rates	$6,870.00
Post Meter Analysis	Standard Hourly Rates	$4,368.00
Work Plan Preparation	Standard Hourly Rates	$2,602.00

   B. The terms of payment are set forth in the Standard Terms and Conditions

6. **Consultants:**

None.

7. **Other Modifications to Standard Terms and Conditions:**

None.

8. **Attachments:**

Engineer prepared cost estimate.

9. **Documents Incorporated By Reference:**

Ruekert & Mielke, Inc. / City of Greenfield Master Agreement

TASK ORDER

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to terms and conditions (as modified above) set forth in the Master Engineering Agreement between Owner and Engineer dated October 22, 2015, which are incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is October 27, 2022.

OWNER:		ENGINEER:	
By:	City of Greenfield	By:	Ruekert &Mielke, Inc.
Signature:		Signature:	
			Steven C. Wurster, P.E.
Title:	Env. Eng. / GIS Tech.	Title:	Senior Vice President/COO

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name:	Jeff Tamblyn	Name:	Jerad J. Wegner, P.E.
Title:	Env. Eng. / GIS Tech.	Title:	Municipal Services Team Leader
Address:	7325 W Forest Home Ave, Greenfield, WI 53220	Address:	W233 N2080 Ridgeview Parkway Waukesha, WI 53188
E-Mail:	JeffT@Greenfieldwi.us	E-Mail:	jwegner@ruekert-mielke.com
Phone:	414-329-5323	Phone:	262-953-3006
Fax:	N/ A	Fax:	262-542-5631

TASK ORDER

COST ESTIMATE WORKSHEET

Private Property I/I Program – Placement of Flow Meters in GF 1004 and Preparation of Work Plan

Schedule – Meter Placement and Work Plan
June 23, 2022 through July 31, 2023

Administration of Project – Meter Placement
Engineer's Estimated Schedule

Project Manager – Jerad Wegner		
36 hours @ $182/hr=	**$ 6,552.00**	
Administrative Assistant		
2 hours @ $84/hr =	**$ 168.00**	
TOTAL Meter Placement Based on Engineer's Schedule		**$ 6,720.00**
Reimbursements and Mileage, etc.		**$ 150.00**

Administration of Project – Post Meter Analysis and MMSD Summary Report
Engineer's Estimated Schedule

Project Manager – Jerad Wegner		
24 hours @ $182/hr =	**$ 4,368.00**	
TOTAL Post Meter Analysis and MMSD Summary Report Based on Engineer's Schedule		**$ 4,368.00**

Administration of Project – Work Plan
Engineer's Estimated Schedule

Project Manager – Jerad Wegner		
12 hours @ $182/hr =	**$ 2,184.00**	
Administrative Assistant		
2 hours @ $84/hr =	**$ 168.00**	
TOTAL Administration of Project Based on Engineer's Schedule		**$ 2,352.00**
Reimbursements and Mileage, etc.		**$ 250.00**

Task Order Phase 100 Estimated Fee based on Engineer's Schedule	**$13,840.00**

See attached email from Jared Wegner on Aug 31, 2023 providing additional clarification of scope of work included at the end of the work plan packet.
- RLS 9/27/12

Specht, Rebecca

Subject: FW: [EXT] Municipal Sewer Grout School - Greenfield Reimbursement Through PPII

From: Jessica Williams <jessica.williams@avantigrout.com>
Sent: Monday, August 8, 2022 9:36 AM
To: Jeff Katz <Jeffrey.Katz@greenfieldwi.us>
Subject: Thank you for registering for Municipal Sewer Grout School - Waukesha

Municipal Sewer Grout School - Waukesha

This class is presented by Aries Industries, Avanti International and Logiball. These firms are active members of the Infiltration Control Grouting Committee (ICGC) which is affiliated with the National Association of Sewer Service Companies (NASSCO).

Wednesday, September 28, 2022 at 8:00 AM CDT
-to-
Thursday, September 29, 2022 at 4:00 PM CDT

Aries Industries
550 Elizabeth St
Waukesha, WI 53186

Thank you again for registering for Municipal Sewer Grout School. This email is confirmation of your successful registration and credit card payment.

Please be sure to view the travel recommendations listed on the event website, which includes information on travel and hotel.

If any of the information displayed below is incorrect, please contact Jessica Williams at 281.956.3111 or email at jessica.williams@avantigrout.com.

Company Information

Company:	City of Greenfield
Address 1:	7325 W Forest Home Avenue
City:	Greenfield
State:	Wisconsin
ZIP Code:	53220
Country:	United States
Phone:	414-939-8322

Primary Registrant Information

First Name:	Jeff
Last Name:	Katz
Job Title:	Engineer
Email Address:	jeffk@greenfieldwi.us
Cell Phone:	414-617-8344

Additional Registrant(s)

First Name:	Bryan
Last Name:	Haas
Job Title	Engineer
Email Address	Bryan.Haas@greenfieldwi.us
Cell Phone	414-617-8344

First Name:	Jeff
Last Name:	Tamblyn
Job Title	Engineer
Email Address	Jeff.Tamblyn@greenfieldwi.us
Cell Phone	414-617-8344

How Did You Find Us?

How did you hear about this event?	Milwaukee Metropolitan Sewerage District
What is your most important learning objective while at grout school?	Basic understanding of the process.

Payment Method: Credit Card

Payment Summary

Name	*Type*	*Quantity*	*Fee*	*Total*
Jeff Katz	Registrant	1	$609.00	$609.00
Bryan Haas	Add'l Registrant(s)	1	$509.00	$509.00
Jeff Tamblyn	Add'l Registrant(s)	1	$509.00	$509.00
				Total $1,627.00

Contact
Jessica Williams
Avanti International
2819563111
jessica.williams@avantigrout.com

Add to Calendar
Go to event page

This email was sent to jeffk@greenfieldwi.us by jessica.williams@avantigrout.com because you registered for Municipal Sewer Grout School - Waukesha. Click here if you no longer wish to receive emails about this event.

Avanti International | 822 Bay Star Blvd. | Webster | Texas | 77598

ATTACHMENT B
Agreement Deliverables

Deliverables (To be submitted prior to final reimbursement being processed):

1. The Final Project Summary Report shall be submitted to the District SPM via the District Municipal Portal l in PDF format prior to the final reimbursement request. The template that must be used can be found on the District's website: Project Summary Report Template (https://www.mmsd.com/government-business/rules-regulations/private-property-i-i).
2. A copy of the summary of findings for the meter analysis completed by Ruekert Mielke submitted to the District SPM via the District Municipal Portal l in PDF format prior to the final reimbursement request.

RESOLUTION NO. _____

RESOLUTION APPROVING AN AMENDMENT TO THE PROJECT PLAN AND BOUNDARIES OF TAX INCREMENTAL DISTRICT NO. 6, CITY OF GREENFIELD, WISCONSIN

WHEREAS, the City of Greenfield (the "City") has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the City; and,

WHEREAS, Tax Incremental District No. 6 (the "District") was created by the City on August 11, 2015 as a district in need of rehabilitation or conservation district; and,

WHEREAS, the City now desires to amend the Project Plan and boundaries of the District (the "Amendment") in accordance with the provisions of Wisconsin Statutes Section 66.1105 (the "Tax Increment Law"); and,

WHEREAS, such Amendment will:

a. Add territory to the District as permitted under Wisconsin Statutes Section 66.1105(4)(h)2.
b. Amend the categories, locations or costs of project costs to be made as permitted under Wisconsin Statutes Section 66.1105(4)(h)1.
c. Allow excess revenue to be transferred to Tax Incremental District No. 8 as permitted under Wisconsin Statutes Section 66.1105(6)(f)2.

WHEREAS, an amended Project Plan for the District has been prepared that includes:

a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
b. An economic feasibility study;
c. A detailed list of estimated project costs;
d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
e. A map showing existing uses and conditions of real property in the District;
f. A map showing proposed improvements and uses in the District;
g. Proposed changes of zoning ordinances, master plan, map, building codes and City ordinances;
h. A list of estimated non-project costs;
i. A statement of the proposed plan for relocation of any persons to be displaced;
j. A statement indicating how the amendment of the District promotes the orderly development of the City;
k. An opinion of the City Attorney or of an attorney retained by the City advising that the Project Plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).; and

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to the chief executive officers of Milwaukee County, the Greenfield School District, and the Milwaukee Area Technical College District, and any other entities having the power to levy taxes on

property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

WHEREAS, prior to its publication, a copy of the notice of public hearing was also sent to the to owners of all property in the proposed District; and

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the CDA, on December 6, 2022 held a public hearing concerning the proposed amendment to the Project Plan and boundaries of the District, providing interested parties a reasonable opportunity to express their views thereon; and

WHEREAS, after said public hearing, the CDA designated the boundaries of the amended district, adopted the Project Plan, and recommended to the Common Council that it amend the Project Plan and boundaries for the District.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Greenfield that:

1. The boundaries of the District named "Tax Incremental District No. 6, City of Greenfield", are hereby amended as identified in Exhibit A of this Resolution.

2. The territory being added shall become part of the District effective as of January 1, 2023.

3. The Common Council finds and declares that:

   (a) Not less than 50% by area of the real property within the District, as amended, was in need of rehabilitation or conservation work at the time the District was created.

   (b) Based upon the finding stated in 3.a. above, the District was declared to be, and remains, a district in need of rehabilitation or conservation work based on the identification and classification of the property included within the District.

   (c) Improvements made within the District have and are likely to continue to significantly enhance the value of substantially all of the other real property in the District.

   (d) The equalized value of the taxable property within the territory to be added to the District plus the value increment of all other existing tax incremental districts within the City, does not exceed 12% of the total equalized value of taxable property within the City.

   (e) That there are no parcels to be added to the District that were annexed by the City within the preceding three-year period.

   (f) The City estimates that approximately 65% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).

(g) Project costs relate directly to promoting rehabilitation or conservation of the area consistent with the purpose for which the District was created Prior, and any remaining project costs to be incurred have or will directly promoted/promote rehabilitation or conservation, consistent with the purpose for which the District is created.

(h) Under the amended Project Plan, a total of $16,000,000 in excess tax increments will be transferred to the Recipient District.

(i) The District and the Recipient District lie within the same overlapping taxing jurisdictions.

(j) The District has sufficient revenue to pay for all current Project Costs and has sufficient excess revenue to pay for eligible project costs of the Recipient District.

(k) The Recipient District is a blighted area district which qualifies it as an eligible recipient of excess revenue.

4. The Project Plan for "Tax Incremental District No. 6, City of Greenfield" (see Exhibit B), as amended, is approved, and the City further finds the Project Plan is feasible and in conformity with the master plan of the City.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby authorized and directed to apply to the Wisconsin Department of Revenue, in such form as may be prescribed, for a "Determination of Tax Incremental Base," as of January 1, 2023, pursuant to the provisions of Wisconsin Statutes Section 66.1105(5)(b).

BE IT FURTHER RESOLVED THAT pursuant to Section 66.1105(5)(f) of the Wisconsin Statutes that the City Assessor is hereby authorized and directed to identify upon the assessment roll returned and examined under Wisconsin Statutes Section 70.45, those parcels of property which are within the District, specifying thereon the name of the said District, and the City Clerk is hereby authorized and directed to make similar notations on the tax roll made under Section 70.65 of the Wisconsin Statutes.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the _____ day of _____, 2022.

APPROVED:

_____
Michael J. Neitzke, Mayor

ATTEST:

_____
Jennifer Goergen, City Clerk

EXHIBIT A -

LEGAL BOUNDARY DESCRIPTION
OR
MAP OF
TAX INCREMENTAL DISTRICT NO. 6
CITY OF GREENFIELD

That part of the Southeast ¼ of Section 20 and the Southwest ¼ of Section 21, both in Township 6 North, Range 21 East, City of Greenfield, Milwaukee County, Wisconsin, which is bounded and described as follows:

Commencing at the Southeast corner of said Southeast ¼ of Section 20; thence North 00°26'37" West on and along the East line of the Southeast ¼ of Section 20, 659.67 feet to a point, said point being the point of beginning of lands to be described; thence continue North 00°26'37" West on and along the East line of the Southeast ¼ of Section 20, 416.10 feet to a point, said point being the intersection of the extension of the South line of Parcel 1 of Certified Survey Map No. 4949 and the East line of the Southeast ¼ of Section 20; thence South 89°33'23" West on and along the South line of said Parcel 1 and its extension, 660.00 feet to a point; thence North 77°30'20" West, 548.74 feet to a point; thence North 58°12'55" West, 159.20 feet to a point; thence North 00°37'33" West, 6.00 feet to a point on the South line of Certified Survey Map No. 8081; thence North 88°15'21" East on an along said South line, 0.08 feet to a point, said point being the Southwest corner of Lot 2 of Certified survey Map No. 9439; thence North 00°37'24" West on and along the West line of said Lot 2, 628.38 feet to a point, said point being the Northwest corner of said Lot 2; thence North 88°17'05" East along the North lie of said Lot 2 and its extension, 1331.72 feet to a point on the West line of the Southwest ¼ of Section 21; thence North 88°33'23" East, 55.00 feet to a point on the East right-of-way line of South 92nd Street (CTH 'N'); thence South 00°26'37" East on and along the East right-of-way line of South 92nd Street (CTH 'N'), 1287.71 feet to a point; thence South 88°33'23" West, 55.00 feet to a point on the West line of the Southwest ¼ of Section 21 and the point of beginning.

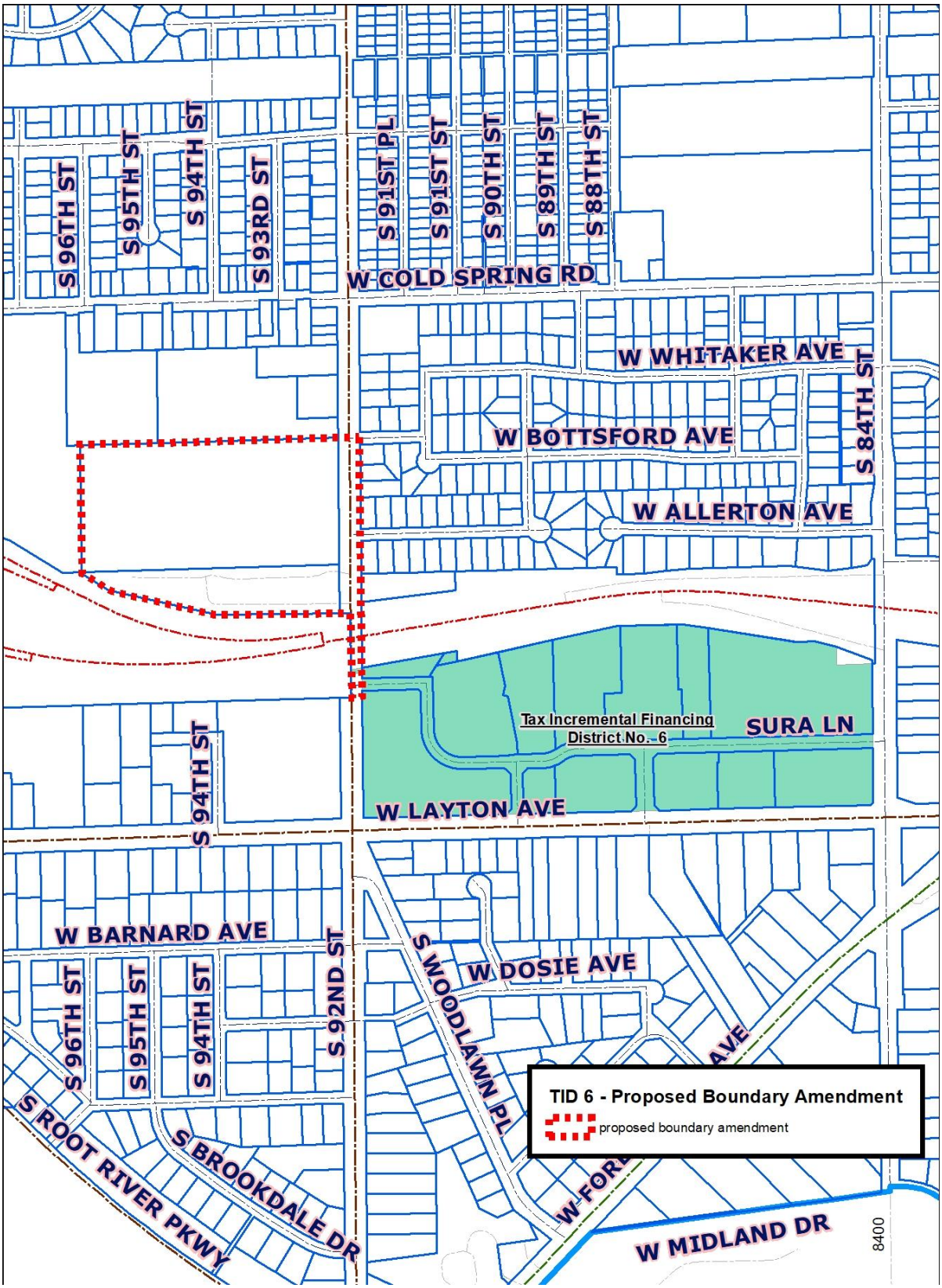

S 96TH ST
S 95TH ST
S 94TH ST
S 93RD ST
S 91ST PL
S 91ST ST
S 90TH ST
S 89TH ST
S 88TH ST
W COLD SPRING RD
W WHITAKER AVE
S 84TH ST
W BOTTSFORD AVE
W ALLERTON AVE
Tax Incremental Financing District No. 6
SURA LN
S 94TH ST
W LAYTON AVE
W BARNARD AVE
S 96TH ST
S 95TH ST
S 94TH ST
S 92ND ST
S WOODLAWN PL
W DOSIE AVE
S ROOT RIVER PKWY
S BROOKDALE DR
W MIDLAND DR
8400
TID 6 - Proposed Boundary Amendment
proposed boundary amendment

EXHIBIT B -

PROJECT PLAN

[DISTRIBUTED SEPARATELY]

Committee: Finance & Human Resources Committee
Common Council

Introduced By: Julie Foley, HR Director

Date Introduced: 11/30/22

RELATING TO:
Discussion and decision to amend the Employee Classification ordinance for 2023.

SUMMARY:

The Employee Classification Ordinance has previously been updated for only the Part amended causing the full Ordinance to have numerous documents to review when placing temporary, seasonal employees in positions.

The Ordinance is amended to include all Parts. The Ordinance will be reviewed and updated each calendar year (as necessary).

Part I Amended to reflect existing residency language within union contracts and non-represented employee resolution.

Part II Amended to reflect more specific roles of contract positions.

Part III Amended to accurately outline WRS Pension eligibility.

Part V Amended to accurately outline WRS Pension eligibility. The Parks and Recreation department is seeking approval to amend wages paid to part-time seasonal staff as listed. In order to stay competitive and retain experienced qualified staff P&R feels it necessary to update to current market rates. Wages paid to the part-time seasonal staff are funded through the registration fees collected.

Part VI and Part IX Amended to accurately outline WRS Pension eligibility.

Recommendation:
Approve amended Employee Classification Ordinance as presented.

ATTACHMENTS: **KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___**

MOTION ___ OTHER _x__

ORDINANCE NO. _____

ORDINANCE AMENDING THE CITY OF GREENFIELD EMPLOYEE CLASSIFICATIONS

.

WHEREAS, the Common Council has previously adopted an Employee Classification, which was most recently amended by Ordinance No. 2994; and

WHEREAS, the Common Council wishes to amend the Classification Part I, Part II, Part V, -Part VI, and Part IX,~~add seasonal workers in the Division of Public Works~~;

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

PART I. REGULAR EMPLOYEES: Regular employees are defined as employees that work forty (4) hours or more per week. Employees within this classification receive benefits pursuant to the governing ordinance or contract. Employees will be Civil Service or contract employees. ~~Residency is required within a 15-mile radius of the city borders for Emergency Service Dispatchers, sworn Police Officers and Public Works personnel holding a CDL license. The Fire and Police Chiefs must reside within city limits within one year of appointment, excluding individual exemptions approved by the Common Council.~~

PART II. CONTRACT POSITIONS: Employees may be issued individual employment agreements, ~~i.e., Director of Human Resources, Director of Parks and Recreations, etc~~such as Department Heads, Managers, and/or Supervisors. Individual employment agreements shall specify work schedules, salary and benefits.

PART III. PART-TIME EMPLOYEES: Regular part-time employees are defined as employees that work ten (10) hours or more per week, but on average less than twenty-eight (28) hours per week. Employees within this classification receive limited benefits pursuant to the governing ordinance or salary resolution. ~~The Employer will contribute to the Wisconsin Retirement System on their behalf provided they are anticipated to work the requisite number of hours, unless employee waives this benefit. The employee also contributes to the Wisconsin Retirement System, per Wisconsin law. Residency is not required~~Employees are not eligible for benefits; except those employees who meet eligibility for participation through the Wisconsin Retirement System as set forth by the Department of Employee Trust Funds.

PART IV. STUDENT INTERNS: Student interns are defined as interns who are also actively pursuing higher education in the area of their employment within the City. Student interns will be hired for a limited period of time for specific projects or jobs. Student interns may not be used to fill in for regular part-time and regular employee vacancies or absences.

Formatted: Not Highlight

Formatted: Not Highlight

The range of pay shall be prevailing minimum wage to $12.00 per hour, except for special programs, as determined by the Director of Human Resources. There is no residency requirement. No other benefits contained in this Ordinance shall apply unless required by state or federal law.

PART V. NON-CLERICAL, PARK AND RECREATION EMPLOYEES: Park and Recreation employees will be generally hired for a limited period of time to work in City park and recreational facilities and should not exceed 600/1,200 hours per year without approval of the Human Resources Director. Seasonal Park and Recreation employees are exempt from the Civil Service and residency requirement.

Park and Recreation employees are not eligible for benefits; except those employees who meet eligibility for participation through the Wisconsin Retirement System as set forth by the Department of Employee Trust Funds.

~~employees are not eligible for benefits; except that employees that work more than 600/1,200 hours per year may be covered under the Wisconsin Retirement System. Employees must be certified as required by law.~~

The following is the wage schedule:

Position	Minimum	Maximum
Instructor I		
Leader I	$11.00	$12.00
Leader II	$12.50	$16.00
Coaches	$11.00	$16.00
Lifeguards	$15.00	$19.00
Special Events Assistant	$11.00	$16.00
Concession Staff	$12.00	$17.00
Admission Staff	$12.00	$17.00
Adult Sports Coordinator	$11.00	$17.00
Aquatic Site Coordinator	$16.50	$20.50
Site Coordinators	$13.50	$17.00
(Kids Connection, Summer Playgrounds, Enrichment		
Parks Workers		
Parks Workers I	$14.00	$15.00
Parks Workers II	$16.00	$18.00
Instructor II		
Water Safety Instructors	$16.00	$20.00
Lifeguard Instructors	$19.00	$23.00
Recreation Assistant Coordinators	$16.00	$22.00

Formatted: Font: Bold
Formatted Table
Formatted: Font: Bold
Formatted: Right
Formatted: Right
Formatted: Right
Formatted: Right
Formatted: Right
Formatted: Right
Formatted: Right
Formatted: Right
Formatted: Right
Formatted: Right
Formatted: Font: Bold
Formatted: Right
Formatted: Right
Formatted: Font: Bold
Formatted: Right
Formatted: Right
Formatted: Font: Bold
Formatted: Right
Formatted: Right
Formatted: Right
Formatted: Font: Bold
Formatted: Right
Formatted: Right
Formatted: Right
Formatted: Right
Formatted: Font: Bold
Formatted: Right
Formatted: Right
Formatted: Right
Formatted: Right

Instructor III		
Enrichment Instructor	$20.00	$25.00
Safety Instructor	$19.00	$23.00
Sports Camp Lead	$18.00	$25.00
Aquatic Instructor Trainer	$23.00	$30.00
Fitness Instructor	$18.00	$24.00
Event Specialist	$20.00	$28.00
Adult Sports Officials	$25.00	$33.00
Personal Trainers	$22.00	$30.00

Formatted: Right
Formatted: Font: Bold
Formatted: Right
Formatted: Right
Formatted: Right
Formatted: Right
Formatted: Right
Formatted: Right
Formatted: Right
Formatted: Right
Formatted: Font: Bold
Formatted: Right
Formatted: Right
Formatted: Font: Bold
Formatted: Right

1. Instructor I
   - Leader I $11.00-$12.00
   - Leader II $12.50-$16.00
   - Coaches $10.00-$15.00
   - Lifeguards $12.00-$15.00
   - Special Event Asst. $10.00-$15.00
   - Concession Staff $10.00-$15.00

2. Adult Sports Coordinators $10.00-$16.00

3. Site Coordinators $13.50-$17.00
   (Kids Connection, Aquatics, Enrichment Programs)

4. Parks Workers
   - Parks Worker I $14.00-$15.00
   - Parks Worker II $16.00-$18.00

5. Instructor II
   - Water Safety Instructors $13.00-$18.00
   - Lifeguard Instructors $16.00-$20.00
   - Recreation Asst. Coordinators $15.00-$18.00

6. Instructor III
   - Enrichment Inst $20.00-$25.00
   - Safety Inst $18.00-$22.00
   - Sports Camp Lead $18.00-$25.00
   - Aquatic Instructor Trainer $20.00-$27.00
   - Fitness Instructor $18.00-$24.00

~~Summer Playground Lead $18.00-$22.00~~
~~Event Specialist $20.00-$28.00~~

~~7. Adult Sports Officials $22.00-$30.00~~

~~8. Personal Trainers $22.00-$30.00~~

PART VI. NON-CLERICAL, SEASONAL WORKER EMPLOYEES: Division of Public Works employees will be generally hired for a limited period of time to work in City assisting Public Works with a variety of tasks and should not exceed 600/1200 hours per year without approval of the Human Resources Director. Seasonal Division of Public Works employees are exempt from the Civil Service and residency requirement.

Division of Public Works employees are not eligible for benefits; except those employees who meet eligibility for participation through the Wisconsin Retirement System as set forth by the Department of Employee Trust Funds.
~~employees are not eligible for benefits; except employees who work more than 600/1200 hours per year may be covered under the Wisconsin Retirement System. Employees must be eligible as required by regulations.~~

The following is the wage schedule:

Position	Minimum	Maximum
Seasonal Workers	$14.50	$16.50

Formatted Table

PART VII. SEASONAL/CASUAL EMPLOYEES: Seasonal and casual employees will be hired for a limited period of time, less than 600 hours per year, to handle temporary or unusual increases in workload.

The starting rate of pay shall range from the state or federal minimum wage per hour to a maximum of $12.00 per hour. The starting rate of pay will depend upon the employee's prior experience and the nature of the work to be performed. Due to the limited term of these employees, it is not anticipated that they would receive pay increases. There is no Civil Service requirement and no residency requirement. Employees are not eligible for benefits nor are they covered under the Wisconsin Retirement System.

PART VIII. TEMPORARY EMPLOYEES: Temporary employees are at-will employees and may be terminated at any time. Temporary employees will be hired to fill a specific vacancy for a limited period of time.

Temporary employees are paid in accordance with the appropriate starting rate of the position. Temporary clerical help shall be paid up to $12.00/hour when used as fill in for vacations and sick leave, except those temporaries contracted through an employment agency, or those who were previously employed and can perform the functions of the job. Previously employed temporaries who can perform the functions of the job to which they are assigned may be paid a salary up to the minimum rate of the job

if recommended by the Department Head and approved by the Director of Human Resources. Temporary employees are not eligible for fringe benefits. There is no Civil Service requirement and no residency requirement. No Department shall engage or hire a temporary employee without notification of, and approval by, the Human Resources Department.

PART IX. Hours of work for any of the above categories should not exceed the 600/1,200 hour limit without the approval of the Director of Human Resources. Employees must not meet eligibility for participation in the ~~. Those already in the~~ Wisconsin Retirement System ~~are 600 hour eligible and should not exceed 600 hours. New individuals to the WRS system should not exceed 1,200 hours~~.

PART X**.** All Department Heads are required to go through the Director of Human Resources or their appropriate Board/Commission to determine all new employees' hiring rate of pay and job classification. In cases of unexpected emergencies, only the Mayor may approve such hirings. Employees failing to follow this procedure will be subject to discipline up to and including termination.

PART XI. All employees covered herein are at-will employees and may be terminated at any time, except as may be required by the governing ordinance or contract. Nothing herein shall supersede any relevant salary resolution.

PART XII. All Ordinances or past provisions including rates of pay regarding employee classifications are hereby repealed if they are contrary to this Ordinance. Department Heads not complying with this procedure shall be subject to discipline up to and including termination.

PART XIII. 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 XIV: All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

PART XV: 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 6th day of December, 2022.

APPROVED:

Michael J. Neitzke
Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen
Jennifer Goergen, City Clerk

Published: December 6, 2022

ORDINANCE NO. _____

ORDINANCE AMENDING THE CITY OF GREENFIELD EMPLOYEE CLASSIFICATIONS

WHEREAS, the Common Council has previously adopted an Employee Classification, which was most recently amended by Ordinance No. 2994; and

WHEREAS, the Common Council wishes to amend the Classification Part I, Part II, Part V, Part VI, and Part IX.;

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

PART I. REGULAR EMPLOYEES: Regular employees are defined as employees that work forty (4) hours or more per week. Employees within this classification receive benefits pursuant to the governing ordinance or contract. Employees will be Civil Service or contract employees.

PART II. CONTRACT POSITIONS: Employees may be issued individual employment agreements, such as Department Heads, Managers, and/or Supervisors. Individual employment agreements shall specify work schedules, salary and benefits.

PART III. PART-TIME EMPLOYEES: Regular part-time employees are defined as employees that work ten (10) hours or more per week, but on average less than twenty-eight (28) hours per week. Employees within this classification receive limited benefits pursuant to the governing ordinance or salary resolution. Employees are not eligible for benefits; except those employees who meet eligibility for participation through the Wisconsin Retirement System as set forth by the Department of Employee Trust Funds.

PART IV. STUDENT INTERNS: Student interns are defined as interns who are also actively pursuing higher education in the area of their employment within the City. Student interns will be hired for a limited period of time for specific projects or jobs. Student interns may not be used to fill in for regular part-time and regular employee vacancies or absences.

The range of pay shall be prevailing minimum wage to $12.00 per hour, except for special programs, as determined by the Director of Human Resources. There is no residency requirement. No other benefits contained in this Ordinance shall apply unless required by state or federal law.

PART V. NON-CLERICAL, PARK AND RECREATION EMPLOYEES: Park and Recreation employees will be generally hired for a limited period of time to work in City park and recreational facilities and should not exceed 600/1,200 hours per year without approval of the Human Resources Director. Seasonal Park and Recreation employees are exempt from the Civil Service and residency requirement.

Park and Recreation employees are not eligible for benefits; except those employees who meet eligibility for participation through the Wisconsin Retirement System as set forth by the Department of Employee Trust Funds.

The following is the wage schedule:

Position	**Minimum**	**Maximum**
Instructor I		
Leader I	$11.00	$12.00
Leader II	$12.50	$16.00
Coaches	$11.00	$16.00
Lifeguards	$15.00	$19.00
Special Events Assistant	$11.00	$16.00
Concession Staff	$12.00	$17.00
Admission Staff	$12.00	$17.00
Adult Sports Coordinator	$11.00	$17.00
Aquatic Site Coordinator	$16.50	$20.50
Site Coordinators	$13.50	$17.00
(Kids Connection, Summer Playgrounds, Enrichment		
Parks Workers		
Parks Workers I	$14.00	$15.00
Parks Workers II	$16.00	$18.00
Instructor II		
Water Safety Instructors	$16.00	$20.00
Lifeguard Instructors	$19.00	$23.00
Recreation Assistant Coordinators	$16.00	$22.00
Instructor III		
Enrichment Instructor	$20.00	$25.00
Safety Instructor	$19.00	$23.00
Sports Camp Lead	$18.00	$25.00
Aquatic Instructor Trainer	$23.00	$30.00
Fitness Instructor	$18.00	$24.00
Event Specialist	$20.00	$28.00
Adult Sports Officials	$25.00	$33.00
Personal Trainers	$22.00	$30.00

PART VI. NON-CLERICAL, SEASONAL WORKER EMPLOYEES: Division of Public Works employees will be generally hired for a limited period of time to work in City assisting Public Works with a variety of tasks and should not exceed 600/1200 hours per year without approval of the Human Resources Director. Seasonal Division of Public Works employees are exempt from the Civil Service and residency requirement.

Division of Public Works employees are not eligible for benefits; except those employees who meet eligibility for participation through the Wisconsin Retirement System as set forth by the Department of Employee Trust Funds.

The following is the wage schedule:

Position	Minimum	Maximum
Seasonal Workers	$14.50	$16.50

PART VII. SEASONAL/CASUAL EMPLOYEES: Seasonal and casual employees will be hired for a limited period of time, less than 600 hours per year, to handle temporary or unusual increases in workload.

The starting rate of pay shall range from the state or federal minimum wage per hour to a maximum of $12.00 per hour. The starting rate of pay will depend upon the employee's prior experience and the nature of the work to be performed. Due to the limited term of these employees, it is not anticipated that they would receive pay increases. There is no Civil Service requirement and no residency requirement. Employees are not eligible for benefits nor are they covered under the Wisconsin Retirement System.

PART VIII. TEMPORARY EMPLOYEES: Temporary employees are at-will employees and may be terminated at any time. Temporary employees will be hired to fill a specific vacancy for a limited period of time.

Temporary employees are paid in accordance with the appropriate starting rate of the position. Temporary clerical help shall be paid up to $12.00/hour when used as fill in for vacations and sick leave, except those temporaries contracted through an employment agency, or those who were previously employed and can perform the functions of the job. Previously employed temporaries who can perform the functions of the job to which they are assigned may be paid a salary up to the minimum rate of the job if recommended by the Department Head and approved by the Director of Human Resources. Temporary employees are not eligible for fringe benefits. There is no Civil Service requirement and no residency requirement. No Department shall engage or hire a temporary employee without notification of, and approval by, the Human Resources Department.

PART IX. Hours of work for any of the above categories should not exceed the 600/1,200 hour limit without the approval of the Director of Human Resources. Employees must not meet eligibility for participation in the Wisconsin Retirement System.

PART X**.** All Department Heads are required to go through the Director of Human Resources or their appropriate Board/Commission to determine all new employees' hiring rate of pay and job classification. In cases of unexpected emergencies, only the Mayor may approve such hirings. Employees failing to follow this procedure will be subject to discipline up to and including termination.

PART XI. All employees covered herein are at-will employees and may be terminated at any time, except as may be required by the governing ordinance or contract. Nothing herein shall supersede any relevant salary resolution.

PART XII. All Ordinances or past provisions including rates of pay regarding employee classifications are hereby repealed if they are contrary to this Ordinance. Department Heads not complying with this procedure shall be subject to discipline up to and including termination.

PART XIII. 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 XIV: All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

PART XV: 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 6th day of December, 2022.

APPROVED:

_____
Michael J. Neitzke, Mayor

ATTEST:

_____
Jennifer Goergen, City Clerk

Published: December 6, 2022

Finance and Human Resources Meeting Item Number:

Introduced By: Public Works (Laskoski)

Date Introduced: November 30, 2022

RELATING TO:

Approve transfer of $70,000 from the General Street Repairs account 010-1910-530.5900 to a capital account.

SUMMARY:

We ordered street lights way back in August.

The vendor told us the lights might be delayed until after the end of the year. To be safe we need to move the money into a capital account.

FINANCIAL:

RECOMMENDATION:

Approve transfer of $70,000 from the General Street Repairs account 010-1910-530.5900 to a capital account.

ATTACHMENTS: **KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___**

MOTION ___ OTHER ___

Finance and Human Resources Meeting Item Number:

Introduced By: Public Works (Laskoski)

Date Introduced: November 30, 2022

RELATING TO:

Approve transfers from 2021 and 2022 capital equipment accounts, and create an account to repair Front End Loader #83.

SUMMARY:

Savings from completed capital equipment purchases will be transferred to an account to repair the lift arms and center pins on front end loader #83.

Transfer from:			
475-0000-581.1100	Wheel loader #38	$16,000	Close Account
475-0000-581-1100	Hoist for Garage	$8,400	Close Account
475-0000-581.1100	Tractor and Wing	$6,601	Close Account
475-0000-581.1100	Trackless	$3,035	Close Account
		$34,036	
Transfer to:			
475-0000-581.1100	Cold Storage Building	$9,816	Close Account
475-0000-581.1100	Front End Loader #83	$24,220	Create Account
		$34,036	

FINANCIAL:

RECOMMENDATION:

Approve transfers from 2021 and 2022 capital equipment accounts, and create an account to repair Front End Loader #83.

ATTACHMENTS: **KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___**

MOTION ___ OTHER ___

Finance and Human Resources Meeting Item Number:

Introduced By: Department of Neighborhood Services (Katz)

Date Introduced: November 30, 2022

RELATING TO:

Approve updated job descriptions and two job title changes within the Department of Neighborhood Services.

SUMMARY:

Some of the job descriptions within the Department of Neighborhood are being updated to better describe the job duties and responsibilities for each position. The standard conditions and format will also be revised.

The titles for two of the positions will be changed to be more comparable to people doing similar work in other municipalities and the private sector.

The title “GIS Technician Senior” will change to “Project Manager” (Craig Skala).

The title “Environmental Engineering / GIS Technician” will change to “Senior Project Manager” (Jeff Tamblyn).

Project Manager is a better description of what the engineering staff do. They manage assigned projects rather than single assigned tasks. The term technician does not accurately reflect the level of training and expertise required. The latter title adds the term “Senior” because the level of difficulty and responsibility is above that of the “Project Manager”.

.

FINANCIAL:

None.

RECOMMENDATION:

ATTACHMENTS: **KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___**

MOTION ___ OTHER ___

~~CITY OF GREENFIELD~~
~~JOB DESCRIPTION~~
~~DIRECTOR OF NEIGHBORHOOD SERVICES~~Director of Neighborhood Services Job Description

Classification
Exempt

Department/Division
Department of Neighborhood Services

~~REPORTS TO~~Reports To~~:~~
Mayor

Summary/Objective
~~PURPOSE OF POSITION:~~

The Director of ~~Public Works and~~ Neighborhood Services has overall responsibility for the divisions of Public Works, Engineering, Community Development and Inspection Services. ~~provides strategic direction to both the Superintendent of Public Works and the City Engineer. The Director is responsible for the coordination of services between Engineering and Public Works. In conjunction with the City Engineer and the Superintendent, he is responsible for submitting an appropriate annual budget for each department. Tactical decisions on a day-to-day basis remain with his direct reports, as appropriate. However, he is directly responsible for resolving any impasse that may develop between the various department leaders. Develop and administer the City's Capital Improvement Program.~~The Director supervises the three managers for the divisions; the Superintendent of Public Works, the City Engineer, and the Community Development Manager, who also manages inspection services. Currently the Director has the additional responsibility of acting City Engineer.

Essential Functions
~~ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. OTHER DUTIES MAY BE ASSIGNED.~~
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.

- Develops and implements a long term plan for each of the four divisions of the department.
- Develops and implements policies that guide the operation of the department.
- Responsible for managing and developing qualified staff to maintain the city's desired high level of service and to meet the city's goals.

Formatted: Centered

Formatted: Font: 18 pt, Bold

Formatted: Font: 18 pt, Bold, No underline

Formatted: Left: 0.8", Right: 0.8", Top: 0.8", Bottom: 0.8", Header distance from edge: 0.2", Footer distance from edge: 0.3", Different first page header

Formatted: Font: 12 pt

Formatted: Font: Bold

Formatted: Font: 12 pt

Formatted: Font: Bold, Underline

Formatted: Font: 12 pt

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

- Point of contact for elected officials interactions with the department. Works to resolve issues and provide assistance to their constituents.
- Primary liaison between the department and outside agencies. Those agencies include state and local governments, quasi-governmental agencies, public utilities and private businesses.
- Plans the annual and long term operations and capital improvement budget.
- Pursues competitive grants and various allocations for capital improvements and operations.
- Manages the Storm Sewer Utility. Plan and implement maintenance programs and improvement projects.
- Manages the Sanitary Sewer Utility. Plan and implement maintenance programs and improvement projects.
- Manages bidding, quotations, and contracts for projects, services and equipment. Manages engineering consultants that perform professional services. Approves invoices.
- Works with developers and businesses seeking to invest in the city.
- Plans the agenda for the Board of Public Works Meetings. Presents items and processes approvals.
- Represents the department at the Common Council Meetings.

Competencies

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

Language and Reasoning Abilities

- ~~Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals.~~ Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports.

Ability to respond to

- ~~common~~common inquiries or complaints from citizens, regulatory agencies,~~ or members of the business community~~or members of the business community.

Formatted: Centered
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: 12 pt
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: Right: 0", Tab stops: Not at 1.69"
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.75" + Indent at: 1"
Formatted: Font: Bold
Formatted: Font: 10 pt
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: 12 pt
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: 12 pt

Ability to effectively present information to top management, ~~public~~

- ~~groups~~public groups~~,~~ and elected officials.
- Must have strong interpersonal communication skills.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to exercise judgment, decisiveness, and creativity in directing, planning and controlling of an entire program or multiple programs.

Knowledge, Skills and Abilities

- Knowledge of real estate practice.

Ability to read and understand civil engineering

- ~~drawings~~drawings.
- Knowledge of computer systems.
- Knowledge in directing, planning and controlling of an entire program or multiple programs.

Mathematical Skills

- ~~—~~Ability to read, analyze, and interpret professional and technical journals, financial reports, and legal documents.

~~SUPERVISORY RESPONSIBILITIES~~Supervisory Responsibilities~~:~~

Manages subordinates within Neighborhood Services~~; along with manages subordinate who supervises additional employees in the Inspection Services area~~. Responsible for the overall direction, coordination and evaluation of these areas. Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

Position Type and Expected Hours of Work

This is a full-time position. Must be accessible by phone and/or available to work extended hours and/or report to the worksite outside of regular office hours as needed, including, but not limited to, nights, weekends, holidays, etc. to support the City's programs and services.

Travel

This position requires minimal travel. Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

~~Responsible for strategic decisions relating to management, construction, and long-term maintenance of the Engineering, Public Works, Planning and Economic Development, and Inspection Departments, and all assets under their control.~~

~~Full and complete charge and control over all public works, public places and public buildings of the City, and shall have control and superintendence over the Department of Public Works, Engineering Department, Planning and Economic Development, and Inspection Department.~~

~~Develop and implement a comprehensive capital improvement program.~~

Formatted: Centered

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5", Tab stops: 1.69", Right + Not at 5.59"

Formatted: Font: 12 pt

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: 12 pt

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: List Paragraph

Formatted: Font: Bold, Underline

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Bold

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

~~No final payment on any contract within Department of Public Works, Engineering Department, Planning and Economic Development, and Inspection Department shall be paid without the signature of the Director of Public Works and Neighborhood Services.~~

~~Research and follow-up grant opportunities.~~

~~Interacts with other local, county, regional, and state public officials regarding neighborhood development issues.~~

~~SUPERVISORY RESPONSIBILITIES:~~

~~Directly responsible for the performance of the Superintendent of Public Works, City Engineer, Director of Planning and Economic Development, and Acting Director of Inspection Services and Zoning. Directly supervises the Department's Administrative Assistant.~~

~~**QUALIFICATION REQUIREMENTS**~~**Required Education/Training and Experience**~~:~~
Bachelor's degree in Engineering or Planning. ~~, with at least~~ E~~e~~ight (8) years of experience in engineering or planning. Demonstrated record of administrative supervisory responsibilities.
~~To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

~~Education and/or Experience~~
~~Master's degree, or equivalent, in Public Engineering or Planning or Business Administration, along with three~~
~~years of supervisory experience in the public sector~~

Preferred Education/Training and Experience
Master's degree in Engineering or Planning. Ten (10) years of experience in engineering or planning, along with three (3) years of supervisory experience. Demonstrated record of administrative supervisory responsibilities.

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.

~~**; or a Bachelor's degree with at least**~~
~~**eight years experience; or an equivalent combination of education and experience.**~~

~~**Language Skills**~~
~~**Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals. Ability to write routine reports. Ability to respond to**~~
~~**common inquiries or complaints from citizens, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and elected officials. Must have strong interpersonal communication skills.**~~

~~**Mathematical Skills**~~

Formatted: Centered

Formatted: Right: 0", Tab stops: Not at 6.02"

Formatted: Font: Bold

Formatted: Left: 0.8", Right: 0.8", Top: 0.7", Bottom: 0.7"

Formatted: Tab stops: 2.36", Right + Not at 6.02"

Formatted: Font: Bold, Underline

Formatted: Font: 12 pt

Formatted: Font: Bold

Formatted: Tab stops: 2.36", Right + Not at 1.35"

~~Ability to read, analyze, and interpret professional and technical journals, financial reports, and legal documents.~~

~~Reasoning Ability~~
~~Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to exercise judgment, decisiveness, and creativity in directing, planning and controlling of an entire program or multiple programs. Knowledge in directing, planning and controlling of an entire program or multiple programs.~~

Other Qualifications
~~Knowledge of real estate practice. Ability to read and understand civil engineering drawings. Knowledge of computer systems.~~
Licensed as a Professional Engineer in the state of Wisconsin if the Director has the additional responsibility of acting City Engineer.

~~PHYSICAL DEMANDS~~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 occasionally required to stand, walk, sit, use hands to ~~finger,~~ handle, or feel; reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and talk or hear. The employee must occasionally lift or move up to 10 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to focus.

~~WORK ENVIRONMENT~~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 essential functions.

Indoor work is usually 80%, and outdoor work is 20%. Noise level is usually moderate.

~~EQUIPMENT USED~~Equipment Used~~:~~

Including, but not limited to: calculator, telephone, computer, fax machine, printing and copying equipment, measuring devices, drafting equipment, large document plotter, scanner, camera, and audio-visual equipment.
~~Calculator, copy machine, computer, and appropriate software.~~

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.

Formatted: Centered
Formatted: Tab stops: 1.69", Right
Formatted: Font: Bold
Formatted: Left: 0.8", Right: 0.8", Top: 0.7", Bottom: 0.7", Not Different first page header
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Font: 12 pt

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 ~~to~~ ensure equal employment opportunities.

~~COLLECTIVE BARGAINING AGREEMENT:~~

~~Non-union individual employment agreement position.~~

~~MEDICAL:~~

~~Applicants may be required to submit to a medical examination prior to appointment consistent with requirements of the position.~~

~~RESIDENCY:~~

~~Residency is determined by the current non-represented resolution and/or contract.~~

~~SALARY AND BENEFITS:~~

~~Wages and benefits are determined by the non-represented resolution and/or contract in effect. Such benefits as Wisconsin Retirement Fund, health and life insurance, sick days, holidays, vacations, and other fringe benefits generally appear in the resolution.~~

~~BACKGROUND:~~

~~All appointees may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.~~

~~CC: 11/21/06~~

Formatted: Centered

Formatted: Font: 12 pt

Formatted: Left: 0.8", Right: 0.8", Top: 0.7", Bottom: 0.7"

Director of Neighborhood Services Job Description

Classification
Exempt

Department/Division
Department of Neighborhood Services

Reports To
Mayor

Summary/Objective
The Director of Neighborhood Services has overall responsibility for the divisions of Public Works, Engineering, Community Development and Inspection Services. The Director supervises the three managers for the divisions; the Superintendent of Public Works, the City Engineer, and the Community Development Manager, who also manages inspection services. Currently the Director has the additional responsibility of acting City Engineer.

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.

- Develops and implements a long term plan for each of the four divisions of the department.
- Develops and implements policies that guide the operation of the department.
- Responsible for managing and developing qualified staff to maintain the city's desired high level of service and to meet the city's goals.
- Point of contact for elected officials interactions with the department. Works to resolve issues and provide assistance to their constituents.
- Primary liaison between the department and outside agencies. Those agencies include state and local governments, quasi-governmental agencies, public utilities and private businesses.
- Plans the annual and long term operations and capital improvement budget.
- Pursues competitive grants and various allocations for capital improvements and operations.
- Manages the Storm Sewer Utility. Plan and implement maintenance programs and improvement projects.
- Manages the Sanitary Sewer Utility. Plan and implement maintenance programs and improvement projects.
- Manages bidding, quotations, and contracts for projects, services and equipment. Manages engineering consultants that perform professional services. Approves invoices.
- Works with developers and businesses seeking to invest in the city.
- Plans the agenda for the Board of Public Works Meetings. Presents items and processes approvals.
- Represents the department at the Common Council Meetings.

Competencies

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

Language and Reasoning Abilities

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports.
- Ability to respond to common inquiries or complaints from citizens, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups and elected officials.
- Must have strong interpersonal communication skills.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to exercise judgment, decisiveness, and creativity in directing, planning and controlling of an entire program or multiple programs.

Knowledge, Skills and Abilities

- Knowledge of real estate practice.
- Ability to read and understand civil engineering drawings.
- Knowledge of computer systems.
- Knowledge in directing, planning and controlling of an entire program or multiple programs.

Mathematical Skills

- Ability to read, analyze, and interpret professional and technical journals, financial reports, and legal documents.

Supervisory Responsibilities

Manages subordinates within Neighborhood Services. Responsible for the overall direction, coordination and evaluation of these areas. Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

Position Type and Expected Hours of Work

This is a full-time position. Must be accessible by phone and/or available to work extended hours and/or report to the worksite outside of regular office hours as needed, including, but not limited to, nights, weekends, holidays, etc. to support the City's programs and services.

Travel
This position requires minimal travel. Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience
Bachelor's degree in Engineering or Planning. Eight (8) years of experience in engineering or planning. Demonstrated record of administrative supervisory responsibilities.

Preferred Education/Training and Experience
Master's degree in Engineering or Planning. Ten (10) years of experience in engineering or planning, along with three (3) years of supervisory experience. Demonstrated record of administrative supervisory responsibilities.

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
Licensed as a Professional Engineer in the state of Wisconsin if the Director has the additional responsibility of acting City Engineer.

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 occasionally required to stand, walk, sit, use hands to handle, or feel; reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and talk or hear. The employee must occasionally lift or move up to 10 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to focus.

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 essential functions.

Indoor work is usually 80%, and outdoor work is 20%. Noise level is usually moderate.

Equipment Used
Including, but not limited to: calculator, telephone, computer, fax machine, printing and copying equipment, measuring devices, drafting equipment, large document plotter, scanner, camera, and audio-visual equipment.

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.

Finance and Human Resources Meeting Item Number:

Introduced By: Department of Neighborhood Services (Katz)

Date Introduced: November 30, 2022

RELATING TO:

Approve updated job descriptions and two job title changes within the Department of Neighborhood Services.

SUMMARY:

Some of the job descriptions within the Department of Neighborhood are being updated to better describe the job duties and responsibilities for each position. The standard conditions and format will also be revised.

The titles for two of the positions will be changed to be more comparable to people doing similar work in other municipalities and the private sector.

The title “GIS Technician Senior” will change to “Project Manager” (Craig Skala).

The title “Environmental Engineering / GIS Technician” will change to “Senior Project Manager” (Jeff Tamblyn).

Project Manager is a better description of what the engineering staff do. They manage assigned projects rather than single assigned tasks. The term technician does not accurately reflect the level of training and expertise required. The latter title adds the term “Senior” because the level of difficulty and responsibility is above that of the “Project Manager”.

.

FINANCIAL:

None.

RECOMMENDATION:

ATTACHMENTS: **KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___**

MOTION ___ OTHER ___

Community Development Manager Job Description

Classification
Exempt

Department/Division
Neighborhood Services/Community Development & Inspection Services

Reports to
Director of Neighborhood Services

Summary/Objective
This position is responsible for the supervision/oversight of the Community Development Division and Inspection Services Division of the Department of Neighborhood Services (DNS), and through those responsibilities will develop and maintain comprehensive plans and programs for the use and improvement of land and buildings within the City.

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.

- Coordinates new development and re-development proposal reviews and approvals for compliance with local ordinances and plans regarding zoning, building codes, land division, comprehensive land use, parks, transportation, storm water management, highway/street access, regional land use, sewer/water service and other considerations for residential, commercial, industrial, and community uses.

- Supervises building/electrical/plumbing/sign permit and inspection functions consistent with City and DSPS (Dept. of Safety & Professional Services) codes and policies. Oversees the enforcement of these applicable codes.

- Administers and enforces the City's Comprehensive Land Use Plan, the Zoning Code and Sign Code.

- Oversees the collection and accounting for departmental permit and application fee revenues.

- Manages and supervises community and economic development operations across departmental lines to achieve goals within available resources.

- Coordinates zoning policies, including enforcement as needed, in conjunction with the City's Code Enforcement Officer and potentially the City Attorney.

- ~~Understanding~~ Manages and coordinates ~~of~~ the creation/amendments of Tax Incremental Financing Districts (TIDs). The City has several TIDs and this position is the staff support for all

Formatted: Centered
Formatted: Font: 20 pt
Formatted: Left: 0.7", Right: 0.7", Top: 0.6", Bottom: 0.6", Header distance from edge: 0.2", Different first page header
Formatted: Font: 12 pt
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: 12 pt
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: 12 pt
Formatted: Indent: Left: 0.5", No bullets or numbering
Formatted: Font: 12 pt
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: 12 pt
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: 12 pt
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: 12 pt
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: Font: 12 pt

committee meetings, correspondences, financial review (in coordination with the City's financial consultant and the Finance Department), and management of each TID during its statutory life. ~~and~~

Coordinates with the Greenfield Business Improvement District (BID) to promote commercial development along S. 27 St. and assists with the administration of the BID's statutory ~~provisions and its administration~~/annual reporting and confirmation of Board appointments ~~requirements (i.e. City has five TIFs and two~~

- ~~BID Boards; the BIDs are combined with a Milwaukee BID to form the 27th Street Business Association)~~.

- Recommends governmental measures affecting land use, public utilities, community facilities, and housing and transportation to control and guide community development and renewal.
- Provides staff support for several committees, including the Plan Commission, Common Council, Zoning Board of Appeals, Community Development Authority, and Joint Review Board. Most committee meetings are held in the evenings.
- Compiles and analyzes data on economic, social, and physical factors affecting land use, and prepares graphic and narrative reports on data.
- Identifies and pursues development opportunities.
- Establishes communication and interaction with existing businesses to promote and facilitate expansion.
- ~~Reviews and evaluates environmental impact reports applying to specified private and public planning projects and programs.~~
- Researches potential grants and prepares grant applications, as needed. Familiarity needed with the federal Community Development Block Grant program (i.e. City works thru Milwaukee County as the administrating agency for these CDBG funds).
- Recommends policy changes focused on residential, commercial, and institutional site development standards.
- Drafts and recommends the Community Development Division and Inspection Services Division annual budget~~s~~ to the Mayor and Common Council.
- Other duties, as may be assigned.

Competencies

- Communication Proficiency
- Thoroughness

Formatted: Centered
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: Indent: Left: 0.5", No bullets or numbering
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: Not Bold
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: 12 pt
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: 12 pt
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: 12 pt
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: 12 pt
Formatted: Indent: Left: 0.5", No bullets or numbering
Formatted ...
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted ...

- Detail Orientated
- Technical Capacity
- Problem Solving/Analysis
- Organization Skills
- Presentation Skills
- Time Management Skills
- Collaboration Skills
- Customer Relations Focus
- Excellent Math Skills

Language and Reasoning Abilities

- Ability to read, analyze and interpret professional and technical journals, financial reports, and legal documents.
- Ability to comprehend State Statutes and City Ordinances.
- Ability to respond to common inquiries or complaint from citizens, regulatory agencies, or members of the business community.
- Ability to effectively present information to ~~top~~ management, public groups, and elected officials.
- Must have strong interpersonal communications skills.
- Ability to read, analyze, and interpret general instructions and technical procedures and government regulations.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from elected officials, co-workers and the general public.
- Excellent communication skills.
- Ability to speak Spanish or a second language is preferred.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to exercise judgment, decisiveness, and creativity in directing, planning and controlling of an entire program or multiple programs.

Knowledge, Skills and Abilities

- Knowledge of land uses, and related laws and ordinances governing zoning, building construction, ~~zoning~~ and other areas related to community development.
- Knowledge of technical planning functions, including reading and understanding zoning, architectural, building, site, grading, utility, parking, storm management, lighting, landscaping, land surveying-related plans and maps, statistical and research methods and sources of data related to municipal development activities.

Working knowledge and familiarity of current data processing/electronic systems

- such as Microsoft Word, Outlook, Excel/GIS/Power ~~p~~Point/Adobe and building inspection-related software applications.

Mathematical Skills

Formatted: Centered
Formatted: Font: 12 pt
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: Bold
Formatted: Font: 12 pt
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: 12 pt

- Ability to comprehend and work with mathematical concepts commonly used in finance, budgeting, property assessments, and real estate.
- Ability to perform, direct, and review technical research on economic, sociological, and planning problems.
- Ability to analyze and systematically compile technical and statistical information and prepare reports.

Supervisory Responsibilities

~~Staff includes:~~Manages subordinates within Community Development/Inspection Services.

- ~~Building Inspector (full-time)~~
- ~~Electrical Inspector (full-time)~~
- ~~Plumbing Inspector(part-time; 3 half-days per week)~~
- ~~Planning Intern (part-time)~~

~~Administrative Assistant is assigned to assist the person in this position with Inspection Services and Community Development/Planning related activities~~Responsible for the overall direction, coordination and evaluation of these areas. Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

-

Position Type and Expected Hours of Work

This is a full-time position. Must be accessible by phone and/or available to work extended hours and/or report to the worksite outside of regular office hours as needed, including, but not limited to, nights, weekends, holidays, etc. to support the City's programs and services.

~~This is a full-time position. Days and hours of work are established within each department to meet operational requirements.~~

Travel

This position requires minimal travel. Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

~~Master's degree (M.A.) or equivalent in Urban Planning, Urban Design, Public Administration, Community Development, City & Regional Planning, or a related field, along with at least three to five years of increasingly responsible and related experience; or a B~~bachelor's degree in ~~similar fields~~Urban Planning, Urban Design, Public Administration, Community Development, City & Regional Planning or a related field, along with five to ten years of increasingly responsible and related experience and/or training.~~; or equivalent combination of education and experience.~~ Demonstrated record of administrative supervisory responsibilities.

Preferred Education/Training and Experience

Formatted: Centered

Formatted: Font: 12 pt

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Indent: Left: 0.5", No bullets or numbering

Master's degree (M.A.) or equivalent in Urban Planning, Urban Design, Public Administration, Community Development, City & Regional Planning, or a related field, along with at least three to five years of increasingly responsible and related experience. Three years of supervisory experience. Demonstrated record of administrative supervisory responsibility.
~~Three (3) years of supervisory experience. Demonstrated record of administrative supervisory responsibilities.~~
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.

~~**LANGUAGE SKILLS:**~~
~~**Ability to read, analyze and interpret professional and technical journals, financial reports, and legal documents. Ability to comprehend State Statutes and City Ordinances. Ability to respond to common inquiries or complaint from citizens, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and elected officials. Must have strong interpersonal communications skills.**~~
~~**Ability to read, analyze, and interpret general instructions and technical procedures and government regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from elected officials, co-workers and the general public. Excellent communication skills. Ability to speak Spanish or a second language is preferred.**~~

~~**MATHEMATICAL SKILLS:**~~
~~**Ability to comprehend and work with mathematical concepts commonly used in finance, budgeting, property assessments, and real estate. Ability to perform, direct, and review technical research on economic, sociological, and planning problems. Ability to analyze and systematically compile technical and statistical information and prepare reports.**~~

~~**REASONING ABILITY:**~~
~~**Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to exercise judgment, decisiveness, and creativity in directing, planning and controlling of an entire program or multiple programs.**~~

~~**OTHER QUALIFICATIONS:**~~
~~**Knowledge of land uses, and related laws and ordinances governing building construction, zoning and other areas related to community development. Knowledge of technical planning functions, including reading and understanding zoning, architectural, building, site, grading, utility, parking, storm management, lighting, landscaping, land surveying related plans and maps, statistical and research methods and sources of data related to municipal development activities. Working knowledge and familiarity of current data processing/electronic systems**~~

~~**such as Microsoft Word, Outlook, Excel/GIS/Power point/Adobe and building inspection related software applications.**~~

Certifications/Licenses/Registration

Formatted: Centered
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Right: 0"

Certification by American Institute of Certified Planners (AICP) is desirable. The successful candidate may be required to seek this certification within their first three (3) years with the City.

~~Certification as a Wisconsin DSPS 'UDC Construction Inspector' (Uniform Dwelling Code) is desirable.~~

Possession and maintenance of a valid Wisconsin driver's license.

~~PHYSICAL DEMANDS~~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 sit; use hands to ~~finger,~~ handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

~~WORK ENVIRONMENT~~Work Environment~~:~~
This employee will spend approximately 90 – 95% of their time in an office environment and the balance of their time in the field. Field work/inspections are performed in all Wisconsin weather conditions. This employee is required to attend meetings outside of regular office hours including but not limited to: Common Council (and occasionally its committees like Finance or Legislative), Plan Commission, Zoning Board of Appeals, Community Development Authority, BID Board, Neighborhood Information Meetings, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

~~EQUIPMENT USED~~Equipment Used~~:~~
Calculator, copy machine, computer and appropriate software, DNS vehicle, telephone, digital camera, and mobile phone.

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.

~~MEDICAL~~:
~~Applicants will be required to submit to a pre-employment physical exam and drug screening.~~

~~SALARY AND BENEFITS~~Salary and Benefits~~:~~
Wages and benefits are determined by the existing non-represented resolution.

~~BACKGROUND~~:

Formatted: Centered

Formatted: Right: 0.17", Tab stops: 3.08", Right + Not at 5.81"

Formatted: Centered

~~All applicants may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.~~

~~**Additional Eligibility Qualifications**~~
~~None~~

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.

Formatted: Space After: 12 pt

~~CC Approved: 11/3/09~~
~~Revised: 7/27/17~~

Formatted: Left

Community Development Manager Job Description

Classification
Exempt

Department/Division
Neighborhood Services/Community Development & Inspection Services

Reports to
Director of Neighborhood Services

Summary/Objective
This position is responsible for the supervision/oversight of the Community Development Division and Inspection Services Division of the Department of Neighborhood Services (DNS), and through those responsibilities will develop and maintain comprehensive plans and programs for the use and improvement of land and buildings within the City.

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.

- Coordinates new development and re-development proposal reviews and approvals for compliance with local ordinances and plans regarding zoning, building codes, land division, comprehensive land use, parks, transportation, storm water management, highway/street access, regional land use, sewer/water service and other considerations for residential, commercial, industrial, and community uses.
- Supervises building/electrical/plumbing/sign permit and inspection functions consistent with City and DSPS (Dept. of Safety & Professional Services) codes and policies. Oversees the enforcement of these applicable codes.
- Administers and enforces the City's Comprehensive Land Use Plan, the Zoning Code and Sign Code.
- Oversees the collection and accounting for departmental permit and application fee revenues.
- Manages and supervises community and economic development operations across departmental lines to achieve goals within available resources.
- Coordinates zoning policies, including enforcement as needed, in conjunction with the City's Code Enforcement Officer and potentially the City Attorney.
- Manages and coordinates the creation/amendments of Tax Incremental Financing Districts (TIDs). The City has several TIDs and this position is the staff support for all committee meetings, correspondences, financial review (in coordination with the City's financial consultant and the Finance Department), and management of each TID during its statutory life.
- Coordinates with the Greenfield Business Improvement District (BID) to promote commercial development along S. 27 St. and assists with the administration of the BID's statutory annual reporting and confirmation of Board appointments.

- Recommends governmental measures affecting land use, public utilities, community facilities, and housing and transportation to control and guide community development and renewal**.**
- Provides staff support for several committees, including the Plan Commission, Common Council, Zoning Board of Appeals, Community Development Authority, and Joint Review Board. Most committee meetings are held in the evenings.
- Compiles and analyzes data on economic, social, and physical factors affecting land use, and prepares graphic and narrative reports on data.
- Identifies and pursues development opportunities.
- Establishes communication and interaction with existing businesses to promote and facilitate expansion.
- Researches potential grants and prepares grant applications, as needed. Familiarity needed with the federal Community Development Block Grant program (i.e. City works thru Milwaukee County as the administrating agency for these CDBG funds).
- Recommends policy changes focused on residential, commercial, and institutional site development standards.
- Drafts and recommends the Community Development Division and Inspection Services Division annual budget to the Mayor and Common Council.
- Other duties, as may be assigned.

Competencies

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

Language and Reasoning Abilities

- Ability to read, analyze and interpret professional and technical journals, financial reports, and legal documents.
- Ability to comprehend State Statutes and City Ordinances.
- Ability to respond to common inquiries or complaint from citizens, regulatory agencies, or members of the business community.
- Ability to effectively present information to ~~top~~ management, public groups, and elected officials.
- Must have strong interpersonal communications skills.
- Ability to read, analyze, and interpret general instructions and technical procedures and government regulations.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from elected officials, co-workers and the general public.
- Excellent communication skills.

- Ability to speak Spanish or a second language is preferred.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to exercise judgment, decisiveness, and creativity in directing, planning and controlling of an entire program or multiple programs.

Knowledge, Skills and Abilities

- Knowledge of land uses**,** and related laws and ordinances governing zoning, building construction**,** and other areas related to community development.
- Knowledge of technical planning functions, including reading and understanding zoning, architectural, building, site, grading, utility, parking, storm management, lighting, landscaping, land surveying-related plans and maps, statistical and research methods and sources of data related to municipal development activities.
- Working knowledge and familiarity of current data processing/electronic systems such as Microsoft Word, Outlook, Excel/GIS/Power Point/Adobe and building inspection-related software applications.

Mathematical Skills

- Ability to comprehend and work with mathematical concepts commonly used in finance, budgeting, property assessments, and real estate.
- Ability to perform, direct, and review technical research on economic, sociological, and planning problems.
- Ability to analyze and systematically compile technical and statistical information and prepare reports.

Supervisory Responsibilities

Manages subordinates within Community Development/Inspection Services. Responsible for the overall direction, coordination and evaluation of these areas. Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

Position Type and Expected Hours of Work

This is a full-time position. Must be accessible by phone and/or available to work extended hours and/or report to the worksite outside of regular office hours as needed, including, but not limited to, nights, weekends, holidays, etc. to support the City's programs and services.

Travel

This position requires minimal travel. Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

Bachelor's degree in Urban Planning, Urban Design, Public Administration, Community Development, City & Regional Planning or a related field, along with five to ten years of increasingly responsible and related experience and/or training. Demonstrated record of administrative supervisory responsibilities.

Preferred Education/Training and Experience

Master's degree (M.A.) or equivalent in Urban Planning, Urban Design, Public Administration, Community Development, City & Regional Planning, or a related field, along with at least three to five

years of increasingly responsible and related experience. Three years of supervisory experience. Demonstrated record of administrative supervisory responsibility.

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.

Certifications/Licenses/Registration

Certification by American Institute of Certified Planners (AICP) is desirable. The successful candidate may be required to seek this certification within their first three (3) years with the City. Possession and maintenance of a valid Wisconsin driver's license.

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 sit; use hands to handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment

This employee will spend approximately 90 – 95% of their time in an office environment and the balance of their time in the field. Field work/inspections are performed in all Wisconsin weather conditions. This employee is required to attend meetings outside of regular office hours including but not limited to: Common Council (and occasionally its committees like Finance or Legislative), Plan Commission, Zoning Board of Appeals, Community Development Authority, BID Board, Neighborhood Information Meetings, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Equipment Used

Calculator, copy machine, computer and appropriate software, DNS vehicle, telephone, digital camera, and mobile phone.

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.

Finance and Human Resources Meeting Item Number:

Introduced By: Department of Neighborhood Services (Katz)

Date Introduced: November 30, 2022

RELATING TO:

Approve updated job descriptions and two job title changes within the Department of Neighborhood Services.

SUMMARY:

Some of the job descriptions within the Department of Neighborhood are being updated to better describe the job duties and responsibilities for each position. The standard conditions and format will also be revised.

The titles for two of the positions will be changed to be more comparable to people doing similar work in other municipalities and the private sector.

The title “GIS Technician Senior” will change to “Project Manager” (Craig Skala).

The title “Environmental Engineering / GIS Technician” will change to “Senior Project Manager” (Jeff Tamblyn).

Project Manager is a better description of what the engineering staff do. They manage assigned projects rather than single assigned tasks. The term technician does not accurately reflect the level of training and expertise required. The latter title adds the term “Senior” because the level of difficulty and responsibility is above that of the “Project Manager”.

.

FINANCIAL:

None.

RECOMMENDATION:

ATTACHMENTS: **KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___**

MOTION ___ OTHER ___

~~CITY OF GREENFIELD~~
~~JOB DESCRIPTION~~

~~ENGINEERING SPECIALIST~~ **Engineering Specialist**

Classification
Non-Exempt

Department/Division
Department of Neighborhood Services

~~REPORTS TO~~Reports To:
Director of Neighborhood Services

~~PURPOSE OF POSITION~~Summary/Objective:
The Engineering Specialist works with the development, conversion, programming and maintenance of data from various sources as part of the City's geographic information system (GIS); assists various departments with GIS applications and functions and when needed, performs routine engineering, planning, inspection and zoning duties relating to the construction, enforcement and maintenance of city projects and developments.

~~ESSENTIAL DUTIES AND REPSONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:~~
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.

- Assists with coordination of City staff, consultants, contractors, and outside agencies to facilitate the successful completion of capital improvement projects.
- Maintains and updatse Department website. Prepare and present information, documents, policies and procedures through the electronic media.
- Prepares Department committee sheets and support materials for city meetings including Board of Public Works, Plan Commission, Finance, and Common Council.
- Utilizes GPS survey equipment to collect project and utility data in the field for use in the GIS system.
- Collects traffic data and prepare traffic studies to evaluate traffic volumes, speed limits, and safety issues.

Formatted: Centered
Formatted: Left: 1", Right: 1", Header distance from edge: 0.3", Different first page header
Formatted: No underline
Formatted: Font: 22 pt, Bold
Formatted: Font: 22 pt, Bold, No underline
Formatted: Font: Bold
Formatted: No underline
Formatted: Font: Bold, Underline
Formatted: No underline
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

- Collects, enters and maintains data for the City's Geographic Information System related to mapping and attributes of properties within the City.
- Converts maps and data when necessary to facilitate the exchange of information between City departments, other units of government and outside agencies when applicable.
- Analyzes maps and data in order to produce reports, special purpose maps, table, charts, graphs, etc.
- Uses various computer applications to facilitate the creation, maintenance, storage, distribution and use of geographic data.
- Reviews maps, subdivision plats, certified survey maps, legal descriptions, utility construction plans and other related documents prior to acceptance and recording of the documents.
- Monitors and assists in the maintenance of the computers, plotters, printers, scanners, and other equipment related to GIS, engineering and planning operations.
- Performs routine engineering, planning and zoning duties including, but not limited to, such tasks as writing real estate legal descriptions for various documents, preparing information for public hearing requests, processing permits, assisting with the city's refuse and recycling program, tree program, erosion control, sidewalk, culvert, driveway and excavation inspections, traffic signage, record keeping, filing, making copies of plans, responding to citizen requests and other tasks, as assigned.

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Competencies

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

Knowledge, Skills and Abilities

Formatted: Font: Bold

- Good knowledge of, skill in, and ability to analyze, the operation of CAD/GIS software and applications, automated mapping, database management and various automated engineering applications.

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

- Working understanding of the principles, practices and procedures used in road, utility, heavy construction, zoning and planning applications.

- Ability to communicate effectively with others, including, but not limited to, officials, employees, the public and/or individuals, from outside agencies, organizations, businesses or interests. Customer service skills are important.
- Ability to read, analyze and interpret technical journals and legal documents. Ability to respond to inquires/complaints concerning issues associated with this position and provide information to citizens, elected and appointed officials, employees, contractors, and others, in an effective and courteous manner.

Language and Reasoning Abilities

- Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, diagram, blueprint and plan form and deal with several abstract and concrete variables.
-
- Ability to understand and apply real estate principles and practices.

Mathematics Skills

- Ability to apply mathematical concepts, such as those normally used in the engineering and GIS fields.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Position Type and Expected Hours of Work

This is a full-time position. Normal days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Travel

Site visits will be part of the daily routine using personal vehicle with mileage reimbursed in accordance with existing Non-Represented Resolution. Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

~~QUALIFICATIONS~~ Required Education/Training and Experience

~~To perform the job successfully, the qualified individual must have and be able to demonstrate, each of the following essential functions satisfactorily:~~

~~Good knowledge of, skill in, and ability to analyze, the operation of CAD/GIS software and applications, automated mapping, database management and various automated engineering applications.~~

~~Working understanding of the principles, practices and procedures used in road, utility, heavy construction, zoning and planning applications.~~

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Bold

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Bold

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

~~Ability to communicate effectively with others, including, but not limited to, officials, employees, the public and/or individuals, from outside agencies, organizations, businesses or interests. Customer service skills are important.~~

~~EDUCATION AND/OR EXPERIENCE:~~
Associate degree in geographic information systems, engineering, planning, or related field with a minimum of one year professional experience in Civil Engineering or GIS; or a ~~Bachelor's Degree in one of the previously specified areas with a minimum of 1 year of professional experience as an Engineering Technician or GIS Specialist/Technician is preferred.~~ Candidates with an acceptable certificate in Geographic Information Systems, plus relevant work experience, will be considered.

Preferred Education/Training and Experience
Bachelor's Degree in geographic information systems, engineering, planning, or related field with a minimum of 1 year of professional experience as an Engineering Technician or GIS Specialist/Technician is preferred.

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 SKILLS:~~
~~Ability to read, analyze and interpret technical journals and legal documents. Ability to respond to inquires/complaints concerning issues associated with this position and provide information to citizens, elected and appointed officials, employees, contractors, and others, in an effective and courteous manner.~~

~~Ability to apply mathematical concepts, such as those normally used in the engineering and GIS fields.~~

~~Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, diagram, blueprint and plan form and deal with several abstract and concrete variables.~~

~~Ability to understand and apply real estate principles and practices.~~

~~Certificates/Licenses/Registrations: A valid Wisconsin driver's license.~~

Other Qualifications
Possession and maintenance of a valid Wisconsin driver's license.~~:~~ Knowledge of drafting and surveying desired.

~~PHYSICAL DEMANDS~~Physical Demands~~:~~
The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable

Formatted: Indent: Left: 0"
Formatted: Font: Bold, Underline
Formatted: Indent: Left: 0"
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: No underline
Formatted: Font: Bold

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, site, stoop, kneel, crouch, crawl, climb, balance, bend, twist, reach with hands to ~~finger,~~ handle or feel objects, tools or controls. The employee must be able to lift and/or move up to 40 lbs. Specific vision abilities required for this job include close vision, distance vision, depth perception and the ability to adjust focus.

~~WORK ENVIRONMENT~~Work Environment~~:~~

Formatted: Font: Bold

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 essential functions.

While the primary work environment is indoors, significant time and exposure may be outside, with exposure to extreme work place temperatures, wet or humid conditions and exposure to hazardous conditions such as mechanical and fast moving equipment, exposure to loud noise from the operation of machinery, and exposure to atmospheric conditions such as fumes, gases, noxious odors and dust.

~~EQUIPMENT USED:~~Equipment Used

Formatted: Font: Bold

Including, but not limited to: calculator, telephone, computer, fax machine, printing and copying equipment, measuring devices, drafting equipment, digitizer, large document plotter, scanner, camera, and audio-visual equipment. The proper use of personal protective equipment (PPE) is required for work at construction job sites.

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.

~~MEDICAL:~~

~~Applicants will be required to submit to a pre-employment physical exam and drug screening.~~

~~SALARY AND BENEFITS~~Salary and Benefits~~:~~

Formatted: Font: Bold

Wages and benefits are determined by the N~~n~~on-~~r~~Represented Resolution.

~~employees salary resolution in effect.~~

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.

~~BACKGROUND:~~
~~All appointees may be fingerprinted and a record check made of local, state, or federal authorities. A conviction is not an automatic bar to employment.~~

~~CC approved: 05/17/16~~

Engineering Specialist

Classification
Non-Exempt

Department/Division
Department of Neighborhood Services

Reports To
Director of Neighborhood Services

Summary/Objective
The Engineering Specialist works with the development, conversion, programming and maintenance of data from various sources as part of the City's geographic information system (GIS); assists various departments with GIS applications and functions and when needed, performs routine engineering, planning, inspection and zoning duties relating to the construction, enforcement and maintenance of city projects and developments.

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.

- Assists with coordination of City staff, consultants, contractors, and outside agencies to facilitate the successful completion of capital improvement projects.
- Maintains and updates Department website. Prepare and present information, documents, policies and procedures through the electronic media.
- Prepares Department committee sheets and support materials for city meetings including Board of Public Works, Plan Commission, Finance, and Common Council.
- Utilizes GPS survey equipment to collect project and utility data in the field for use in the GIS system.
- Collects traffic data and prepares traffic studies to evaluate traffic volumes, speed limits, and safety issues.
- Collects, enters and maintains data for the City's Geographic Information System related to mapping and attributes of properties within the City.
- Converts maps and data when necessary to facilitate the exchange of information between City departments, other units of government and outside agencies when applicable.
- Analyzes maps and data in order to produce reports, special purpose maps, table, charts, graphs, etc.

- Uses various computer applications to facilitate the creation, maintenance, storage, distribution and use of geographic data.
- Reviews maps, subdivision plats, certified survey maps, legal descriptions, utility construction plans and other related documents prior to acceptance and recording of the documents.
- Monitors and assists in the maintenance of the computers, plotters, printers, scanners, and other equipment related to GIS, engineering and planning operations.
- Performs routine engineering, planning and zoning duties including, but not limited to, such tasks as writing real estate legal descriptions for various documents, preparing information for public hearing requests, processing permits, assisting with the city's refuse and recycling program, tree program, erosion control, sidewalk, culvert, driveway and excavation inspections, traffic signage, record keeping, filing, making copies of plans, responding to citizen requests and other tasks, as assigned.
- Other duties as assigned.

Competencies

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

Knowledge, Skills and Abilities

- Good knowledge of, skill in, and ability to analyze, the operation of CAD/GIS software and applications, automated mapping, database management and various automated engineering applications.
- Working understanding of the principles, practices and procedures used in road, utility, heavy construction, zoning and planning applications.
- Ability to communicate effectively with others, including, but not limited to, officials, employees, the public and/or individuals, from outside agencies, organizations, businesses or interests. Customer service skills are important.
- Ability to read, analyze and interpret technical journals and legal documents.
- Ability to respond to inquiries/complaints concerning issues associated with this position and provide information to citizens, elected and appointed officials, employees, contractors, and others, in an effective and courteous manner.

Language and Reasoning Abilities

- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical, diagram, blueprint and plan form and deal with several abstract and concrete variables.

- Ability to understand and apply real estate principles and practices.

Mathematics Skills

- Ability to apply mathematical concepts, such as those normally used in the engineering and GIS fields.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Position Type and Expected Hours of Work

This is a full-time position. Normal days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Travel

Site visits will be part of the daily routine using personal vehicle with mileage reimbursed in accordance with existing Non-Represented Resolution. Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

Associate degree in geographic information systems, engineering, planning, or related field with a minimum of one year professional experience in Civil Engineering or GIS; or a candidate with an acceptable certificate in Geographic Information Systems, plus relevant work experience, will be considered.

Preferred Education/Training and Experience

Bachelor's Degree in geographic information systems, engineering, planning, or related field with a minimum of 1 year of professional experience as an Engineering Technician or GIS Specialist/Technician is preferred.

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

Possession and maintenance of a valid Wisconsin driver's license. Knowledge of drafting and surveying desired.

Physical Demands

The physical demands described here are representative of those that must be met by the 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 occasionally required to stand, walk, site, stoop, kneel, crouch, crawl, climb, balance, bend, twist, reach with hands to handle or feel objects, tools or controls. The employee must be able to lift and/or move up to 40 lbs. Specific

vision abilities required for this job include close vision, distance vision, depth perception and the ability to adjust focus.

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 essential functions.

While the primary work environment is indoors, significant time and exposure may be outside, with exposure to extreme work place temperatures, wet or humid conditions and exposure to hazardous conditions such as mechanical and fast moving equipment, exposure to loud noise from the operation of machinery, and exposure to atmospheric conditions such as fumes, gases, noxious odors and dust.

Equipment Used

Including, but not limited to: calculator, telephone, computer, fax machine, printing and copying equipment, measuring devices, drafting equipment, digitizer, large document plotter, scanner, camera, and audio-visual equipment. The proper use of personal protective equipment (PPE) is required for work at construction job sites.

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 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.

Finance and Human Resources Meeting Item Number:

Introduced By: Department of Neighborhood Services (Katz)

Date Introduced: November 30, 2022

RELATING TO:

Approve updated job descriptions and two job title changes within the Department of Neighborhood Services.

SUMMARY:

Some of the job descriptions within the Department of Neighborhood are being updated to better describe the job duties and responsibilities for each position. The standard conditions and format will also be revised.

The titles for two of the positions will be changed to be more comparable to people doing similar work in other municipalities and the private sector.

The title “GIS Technician Senior” will change to “Project Manager” (Craig Skala).

The title “Environmental Engineering / GIS Technician” will change to “Senior Project Manager” (Jeff Tamblyn).

Project Manager is a better description of what the engineering staff do. They manage assigned projects rather than single assigned tasks. The term technician does not accurately reflect the level of training and expertise required. The latter title adds the term “Senior” because the level of difficulty and responsibility is above that of the “Project Manager”.

.

FINANCIAL:

None.

RECOMMENDATION:

ATTACHMENTS: **KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___**

MOTION ___ OTHER ___

~~CITY OF GREENFIELD~~
~~JOB DESCRIPTION~~
~~PROJECT ENGINEER~~Project Engineer Job Description

Classification
Exempt

Department/Division
Department of Neighborhood Services

~~REPORTS TO~~Reports To~~:~~
Director of Neighborhood Services

~~PURPOSE OF POSITION~~Summary/Objective~~:~~

The Project Engineer is responsible for the performance of technical and administrative functions within the Engineering Department. This position oversees assigned engineering and construction projects under city contract, and acts as advisor to the Common Council and city departments regarding municipal engineering matters.

Essential Functions~~ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. OTHER DUTIES MAY BE ASSIGNED.~~
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.

- Provides information to and may attend meetings of the Common Council, Board of Public Works and Planning Commission on engineering-related matters, and reviews engineering-related plans and proposals under the direction of the Director of Neighborhood Services.
- Reviews engineering system plans for public improvements (sanitary sewer, storm sewer, water main, roadway improvements, etc.) and coordinates engineering aspects of public works activities, i.e. recommendations on signing restrictions, road repairs, street lighting and signalization of intersections.

Formatted: Centered
Formatted: Font: 22 pt, Bold, No underline
Formatted: Left: 0.8", Right: 0.8", Top: 0.8", Bottom: 0.8", Header distance from edge: 0.4"
Formatted: Font: 22 pt, Bold, No underline
Formatted: Font: 12 pt, Bold
Formatted: Indent: Left: 0"
Formatted: Font: 12 pt, No underline
Formatted: Font: 12 pt
Formatted: Font: 12 pt, Bold
Formatted: Indent: Left: 0"
Formatted: Font: 12 pt, No underline
Formatted: Font: 12 pt, Bold
Formatted: Indent: Left: 0"
Formatted: Font: 12 pt
Formatted: Font: 12 pt, Bold
Formatted: Indent: Left: 0"
Formatted: Font: 12 pt
Formatted: Indent: Left: 0"
Formatted: Font: 12 pt, Bold
Formatted: Indent: Left: 0"
Formatted: Font: 12 pt
Formatted: Indent: Left: 0.25", Bulleted + Level: 1 + Aligned at: 0.44" + Indent at: 0.69", Tab stops: 0.5", Left + 0.56", Left + Not at 0.38"
Formatted: Font: 12 pt

- AAssists in the review of items on Planning Commission agendas.
- Coordinates inspection services relating to City construction projects.
- Assists in the preparation of the Engineering Department operating budget.
- Assists in the preparation of the Capital Improvement budget and approves payment of project billing.
- Attends public hearings for capital improvement projects.
- Maintains public contact with citizens, property owners, developers and contractors regarding engineering matters.
- Maintains current knowledge of latest civil engineering practices and procedures through reviewing current technologies in engineering and public works publications, researching and implementing related topics, attending engineering seminars and conferences which provide continuing education, and maintaining current knowledge of engineering regulations and ttechnologies.
- Coordinates with City staff, engineering consultants, contractors, and outside agencies.

Competencies

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

Language and Reasoning Abilities

- Ability to read, analyze and interpret technical journals and legal documents.
- Ability to respond to common inquiries or complaints from citizens, regulatory agencies or elected officials.
- Ability to interpret an extensive variety of technical instructions in mathematical, diagram, blueprint and plan form and deal with several abstract and concrete variables.

Knowledge, Skills and Abilities

- Ability to effectively present information to contractors, citizens and superiors.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

Mathematical Skills

Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: Indent: Left: 0.25", Bulleted + Level: 1 + Aligned at: 0.44" + Indent at: 0.69", Tab stops: 0.5", Left + 0.56", Left + Not at 0.36"
Formatted: Font: 12 pt
Formatted: Indent: Left: 0.25", Bulleted + Level: 1 + Aligned at: 0.44" + Indent at: 0.69", Tab stops: 0.5", Left + Not at 0.36"
Formatted: Font: 12 pt
Formatted: Indent: Left: 0.25", Bulleted + Level: 1 + Aligned at: 0.44" + Indent at: 0.69", Tab stops: 0.5", Left + Not at 0.36"
Formatted: Font: 12 pt
Formatted
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: Indent: Left: 0"
Formatted: Font: 12 pt
Formatted: Indent: Left: 0"
Formatted: Font: 12 pt, Bold, Underline
Formatted: Font: 12 pt
Formatted
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: Indent: Left: 0"
Formatted: Font: 12 pt, Bold, Underline
Formatted
Formatted: Font: 12 pt
Formatted: Indent: Left: 0"
Formatted: Font: 12 pt, Bold, Underline
Formatted: Font: Times New Roman, 11 pt
Formatted: Font: Times New Roman, 11 pt
Formatted: Font: Times New Roman, 11 pt
Formatted: Font: Times New Roman, 11 pt
Formatted: Font: Times New Roman, 11 pt
Formatted: Font: Times New Roman, 11 pt

- Ability to apply advanced mathematical concepts such as those normally used in the engineering profession, including such concepts as exponents, logarithms, quadratic equations, permutations and fundamentals of calculus and trigonometry.
- Ability to interpret an extensive variety of technical instructions in mathematical, diagram, blueprint and plan form and deal with several abstract and concrete variables.

Position Type and Expected Hours of Work

This is a full-time position. Must be accessible by phone and/or available to work extended hours and/or report to the worksite outside of regular office hours as needed, including, but not limited to, nights, weekends, holidays, etc. to support the City's programs and services.

Travel

This position requires minimal travel. Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

A bachelor's degree in Civil Engineering. ~~Three~~~~Five~~ (3~~5~~) years of experience as a Civil Engineer ~~is preferred~~. Demonstrated record of administrative supervisory responsibilities.

Preferred Education/Training and Experience

A bachelor's degree in Civil Engineering. Five (5) years of experience as a Civil Engineer is preferred. Experience related to sanitary sewer, storm sewer, traffic engineering and construction management. Demonstrated record of administrative supervisory responsibilities.

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.

~~**QUALIFICATIONS:**~~

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

~~**Education and/or Experience**~~

~~**A bachelor's degree in Civil Engineering. Five (5) years of experience as a Civil Engineer is preferred. Demonstrated record of administrative supervisory responsibilities.**~~

~~**Language Skills**~~

~~**Ability to read, analyze and interpret technical journals and legal documents. Ability to respond to common inquiries or complaints from citizens, regulatory agencies or elected officials. Ability to effectively present information to contractors, citizens and superiors.**~~

~~**Mathematical Skills**~~

Formatted: Font: 12 pt
Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: 12 pt
Formatted: Indent: Left: 0"
Formatted: Font: 12 pt
Formatted: Indent: Left: 0"
Formatted: Indent: Left: 0"
Formatted: Font: 12 pt, Bold, Underline
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Commented [JF1]: Is this required?
Formatted: Font: Times New Roman, 12 pt
Formatted: Font: 12 pt
Formatted: Font: 12 pt, Bold, Underline
Formatted: Font: Not Italic
Formatted: Font: 12 pt
Formatted: Indent: Left: 0"
Formatted: Font: 12 pt, Bold
Formatted: Font: 12 pt, Bold, Underline
Formatted: Font: 12 pt, Bold
Formatted: Font: 12 pt, Bold, Underline
Formatted: Font: 12 pt, Bold
Formatted: Font: 12 pt, Bold, Underline
Formatted: Font: 12 pt, Bold
Formatted: Font: Times New Roman, 11 pt
Formatted: Font: Times New Roman, 11 pt
Formatted: Font: Times New Roman, 11 pt
Formatted: Font: Times New Roman, 11 pt
Formatted: Font: Times New Roman, 11 pt
Formatted: Font: Times New Roman, 11 pt

~~**Ability to apply advanced mathematical concepts such as those normally used in the engineering profession, including such concepts as exponents, logarithms, quadratic equations, permutations and fundamentals of calculus and trigonometry.**~~

~~**Reasoning Ability**~~

~~**Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, diagram, blueprint and plan form and deal with several abstract and concrete variables.**~~

Certifications/Licenses/Registrations

Possession and maintenance of a valid Wisconsin driver's license. Wisconsin Registered Professional Engineer. ~~Valid Wisconsin driver's license.~~

Other Qualifications

Demonstrated organizational skills. Working knowledge of Geographic Information Systems (GIS) and Computer Aided Design (CAD) preferred.

Physical Demands

The physical demands described here are representative of those that must be met by the 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 occasionally required to stand, walk, sit, stoop, kneel, crouch, crawl, climb, balance, bend, twist, reach with hands to handle or feel objects, tools or controls. The employee must be able to lift and/or move up to 40 lbs. Specific vision abilities required for this job include close vision, distance vision, depth perception and the ability to adjust focus.

Work Environment

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

The primary work environment is 80% inside and 20% outside, with exposure to extreme work place temperatures, wet or humid conditions and exposure to hazardous conditions such as mechanical and fast moving equipment, exposure to loud noise from the operation of machinery, and exposure to atmospheric conditions such as fumes, gases, noxious odors and dust.

~~PHYSICAL DEMANDS OF POSITION:~~

~~The physical demands described here are representative of those that must be met by the 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 occasionally required to stand, walk, sit, stoop, kneel, crouch, crawl, climb, balance, bend, twist, reach with hands to finger, handle or feel objects, tools or controls. The employee be able to lift and/or move up to 40 lbs. Specific~~

Formatted: Font: 12 pt, Bold, Underline
Formatted: Font: 12 pt, Bold
Formatted: Font: 12 pt, Bold, Underline
Formatted: Font: 12 pt, Bold
Formatted: Indent: Left: 0"
Formatted: Font: 12 pt
Formatted: Indent: Left: 0"
Formatted: Font: 12 pt, Bold
Formatted: Indent: Left: 0"
Formatted: Font: 12 pt
Formatted: Indent: Left: 0"
Formatted: Font: 12 pt
Formatted: Font: Times New Roman, 11 pt
Formatted: Font: Times New Roman, 11 pt
Formatted: Font: Times New Roman, 11 pt
Formatted: Font: Times New Roman, 11 pt
Formatted: Font: Times New Roman, 11 pt
Formatted: Font: Times New Roman, 11 pt

~~vision abilities required for this job include close vision, distance vision, depth perception and the ability to adjust focus.~~

~~WORK ENVIRONMENT:~~

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

~~The primary work environment is 90% inside and 10% outside, with occasional exposure to extreme work place temperatures, wet or humid conditions and exposure to hazardous conditions such as mechanical and fast moving equipment, and exposure to atmospheric conditions such as fumes, gases, noxious odors and dust.~~

Equipment Used
Including, but not limited to: calculator, telephone, computer, fax machine, printing and copying equipment, measuring devices, drafting equipment, digitizer, large document plotter, scanner, camera, and audio-visual equipment.

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.

~~EQUIPMENT USED:~~

~~Calculator, telephone, computer, fax machine, printing equipment, measuring devices, drafting equipment, audio-visual equipment and camera.~~

~~MEDICAL:~~

Formatted: Font: Times New Roman, 12 pt
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: Font: Times New Roman, 12 pt
Formatted: Font: Times New Roman, 11 pt
Formatted: Font: Times New Roman, 11 pt
Formatted: Font: Times New Roman, 11 pt
Formatted: Font: Times New Roman, 11 pt
Formatted: Font: Times New Roman, 11 pt
Formatted: Font: Times New Roman, 11 pt

~~Applicants shall be required to submit to a pre-employment physical exam and drug screening.~~

~~SALARY AND BENEFITS:~~
~~Wages and benefits are determined by the non-represented employees salary resolution in effect.~~

~~BACKGROUND:~~

~~All appointees may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.~~

~~CC approved: 05/17/16~~

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: Times New Roman, 11 pt

Formatted: Font: Times New Roman, 11 pt

Formatted: Font: Times New Roman, 11 pt

Formatted: Font: Times New Roman, 11 pt

Formatted: Font: Times New Roman, 11 pt

Formatted: Font: Times New Roman, 11 pt

Project Engineer Job Description

Classification
Exempt

Department/Division
Department of Neighborhood Services

Reports To
Director of Neighborhood Services

Summary/Objective
The Project Engineer is responsible for the performance of technical and administrative functions within the Engineering Department. This position oversees assigned engineering and construction projects under city contract, and acts as advisor to the Common Council and city departments regarding municipal engineering matters.

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.

- Provides information to and may attend meetings of the Common Council, Board of Public Works and Planning Commission on engineering-related matters, and reviews engineering-related plans and proposals under the direction of the Director of Neighborhood Services.
- Reviews engineering system plans for public improvements (sanitary sewer, storm sewer, water main, roadway improvements, etc.) and coordinates engineering aspects of public works activities, i.e. recommendations on signing restrictions, road repairs, street lighting and signalization of intersections.
- Assists in the review of items on Planning Commission agendas.
- Coordinates inspection services relating to City construction projects.
- Assists in the preparation of the Engineering Department operating budget.
- Assists in the preparation of the Capital Improvement budget and approves payment of project billing.
- Attends public hearings for capital improvement projects.
- Maintains public contact with citizens, property owners, developers and contractors regarding engineering matters.
- Maintains current knowledge of latest civil engineering practices and procedures through reviewing current technologies in engineering and public works publications, researching and implementing related topics, attending engineering seminars and conferences which provide continuing education, and maintaining current knowledge of engineering regulations and technologies.

- Coordinates with City staff, engineering consultants, contractors, and outside agencies.

Competencies

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

Language and Reasoning Abilities

- Ability to read, analyze and interpret technical journals and legal documents.
- Ability to respond to common inquiries or complaints from citizens, regulatory agencies or elected officials.
- Ability to interpret an extensive variety of technical instructions in mathematical, diagram, blueprint and plan form and deal with several abstract and concrete variables.

Knowledge, Skills and Abilities

- Ability to effectively present information to contractors, citizens and superiors.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

Mathematical Skills

- Ability to apply advanced mathematical concepts such as those normally used in the engineering profession, including such concepts as exponents, logarithms, quadratic equations, permutations and fundamentals of calculus and trigonometry.
- Ability to interpret an extensive variety of technical instructions in mathematical, diagram, blueprint and plan form and deal with several abstract and concrete variables.

Position Type and Expected Hours of Work

This is a full-time position. Must be accessible by phone and/or available to work extended hours and/or report to the worksite outside of regular office hours as needed, including, but not limited to, nights, weekends, holidays, etc. to support the City's programs and services.

Travel

This position requires minimal travel. Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

A bachelor's degree in Civil Engineering. Three (3) years of experience as a Civil Engineer. Demonstrated record of administrative supervisory responsibilities.

Preferred Education/Training and Experience

A bachelor's degree in Civil Engineering. Five (5) years of experience as a Civil Engineer is preferred. Experience related to sanitary sewer, storm sewer, traffic engineering and construction management. Demonstrated record of administrative supervisory responsibilities.

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.

Certifications/Licenses/Registrations

Possession and maintenance of a valid Wisconsin driver's license. Wisconsin Registered Professional Engineer.

Other Qualifications

Demonstrated organizational skills. Working knowledge of Geographic Information Systems (GIS) and Computer Aided Design (CAD) preferred.

Physical Demands

The physical demands described here are representative of those that must be met by the 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 occasionally required to stand, walk, sit, stoop, kneel, crouch, crawl, climb, balance, bend, twist, reach with hands to handle or feel objects, tools or controls. The employee must be able to lift and/or move up to 40 lbs. Specific vision abilities required for this job include close vision, distance vision, depth perception and the ability to adjust focus.

Work Environment

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

The primary work environment is 80% inside and 20% outside, with exposure to extreme work place temperatures, wet or humid conditions and exposure to hazardous conditions such as mechanical and fast moving equipment, exposure to loud noise from the operation of machinery, and exposure to atmospheric conditions such as fumes, gases, noxious odors and dust.

Equipment Used

Including, but not limited to: calculator, telephone, computer, fax machine, printing and copying equipment, measuring devices, drafting equipment, digitizer, large document plotter, scanner, camera, and audio-visual equipment.

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.

Finance and Human Resources Meeting Item Number:

Introduced By: Department of Neighborhood Services (Katz)

Date Introduced: November 30, 2022

RELATING TO:

Approve updated job descriptions and two job title changes within the Department of Neighborhood Services.

SUMMARY:

Some of the job descriptions within the Department of Neighborhood are being updated to better describe the job duties and responsibilities for each position. The standard conditions and format will also be revised.

The titles for two of the positions will be changed to be more comparable to people doing similar work in other municipalities and the private sector.

The title “GIS Technician Senior” will change to “Project Manager” (Craig Skala).

The title “Environmental Engineering / GIS Technician” will change to “Senior Project Manager” (Jeff Tamblyn).

Project Manager is a better description of what the engineering staff do. They manage assigned projects rather than single assigned tasks. The term technician does not accurately reflect the level of training and expertise required. The latter title adds the term “Senior” because the level of difficulty and responsibility is above that of the “Project Manager”.

.

FINANCIAL:

None.

RECOMMENDATION:

ATTACHMENTS: **KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___**

MOTION ___ OTHER ___

~~CITY OF GREENFIELD JOB DESCRIPTION SENIOR GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN~~Project Manager Job Description

~~REPORTS TO~~Reports To:
~~City Engineer~~Director of Neighborhood Services

~~PURPOSE OF POSITION~~Summary/Objective:
The ~~Senior Geographic Information Systems Technician~~Project Manager coordinates and administers engineering and development projects. Reviews, evaluates and issues permits for work within the City's right of way. W~~w~~orks with the development, conversion, programming and maintenance of data from various sources as part of the City's geographic information system; assists various departments with GIS applications and functions and when needed, performs routine engineering, planning, inspection and zoning duties relating to the construction, enforcement and maintenance of city projects and developments. May lead less senior engineering personnel in project work, as directed by the City Engineer.

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.
~~SSENTIAL DUTIES AND RESPONSIBILITIES, INCLUDE, BUT ARE NOT LIMITED TO:~~

- Coordinates and administers engineering and development projects.
- Reviews, evaluates and issues permits for work within the City's right of way.
- Works with and assists City planning and inspection staff.
- Collects, enters and maintains data into the City's Geographic Information System related to mapping and attributes of properties within the City.
- Converts maps and data when necessary to facilitate the exchange of information between City departments, other units of government and outside agencies and developers when applicable.

Formatted: Centered
Formatted: Font: 22 pt, Bold
Formatted: Left: 1", Right: 1", Header distance from edge: 0.2", Different first page header
Formatted: Font: 22 pt
Formatted: Font: 22 pt, Bold, No underline
Formatted: Font: Bold
Formatted: Font: Bold, Underline
Formatted: No underline
Formatted: Font: Bold
Formatted: Font: Bold, Underline
Formatted: Font: Bold
Formatted: Font: Bold, Underline
Formatted: Font: Bold
Formatted: Style2
Formatted: Font: Times New Roman, Font color: Auto
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: Times New Roman, Font color: Auto
Formatted: Font: Times New Roman, Font color: Auto
Formatted: Font: Times New Roman, Font color: Auto
Formatted: Font: Times New Roman, Font color: Auto
Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Font: Times New Roman, Font color: Auto

- Analyzes maps and data in order to produce reports, special purpose maps, tables, charts, graphs, etc.
- Uses various computer applications to facilitate the creation, maintenance, storage, distribution and use of geographic data.
- Assists in the review and preparation of various information, reports and documents for meetings, which include but are not limited to preliminary resolutions, public hearing notices, assessment rosters, and final resolutions.
- Prepares special assessments for parcels associated with City capital improvement projects.
- Monitors and assists in the maintenance of the computers, plotters, printers, scanners, and other equipment related to GIS, engineering and planning operations
- Assists in preparing, reviewing, and securing various documents and agreements (subdivider's agreements, easements, etc.) with developers or applicants.
- Assists in the preparation, review and securing of various documents, easements, and agreements, and assist in the maintenance of escrowed funds, and other accounts as needed, associated with various development projects.
- Monitors and coordinates Engineering Administrative Fee collection efforts for the Engineering Department, including developing, maintaining and coordinating a City staff time log database, and other supporting data and procedures to ensure the capture and transfer of time log data. Coordinate time log data transfer to the Finance Department for invoicing on a monthly basis. Respond to the Finance Department and the customer base and provide follow-up answers and/or correspondence, as needed.
- Researches, completes and submits various grants when required.
- Performs routine engineering, planning and zoning duties including, but not limited to, such tasks as writing legal descriptions for various documents, preparing information for public hearing requests, processing permits, assisting with the city's refuse and recycling program, tree program, erosion control, sidewalk, culvert, street lighting, driveway and excavation inspections, traffic signage and signals, record keeping, filing, making copies of plans, responding to citizen requests and other tasks, as assigned.

Competencies

- Communication Proficiency
- Thoroughness
- Detail Orientated
- Technical Capacity
- Problem Solving/Analysis
- Organization Skills

Formatted: Centered

Formatted: Font: Times New Roman, Font color: Auto

Formatted: Font: Times New Roman, Font color: Auto

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Times New Roman, Font color: Auto

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Times New Roman, Font color: Auto

Formatted: Font: Times New Roman, Font color: Auto

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Times New Roman, Font color: Auto

Formatted: Font: Times New Roman, Font color: Auto

Formatted: Font: Times New Roman, Font color: Auto

Formatted: Font: Times New Roman, Font color: Auto

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Times New Roman, Font color: Auto

Formatted: Font: Times New Roman, Font color: Auto

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Times New Roman, Font color: Auto

Formatted: Font: Times New Roman, Font color: Auto

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Times New Roman, Font color: Auto

Formatted: Font: Times New Roman, Font color: Auto

Formatted: Font: Times New Roman, Font color: Auto

Formatted: Font: Times New Roman, Font color: Auto

Formatted: Font: Times New Roman, Font color: Auto

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Times New Roman, Font color: Auto

- Time Management Skills
- Collaboration Skills
- Customer Relations Focus
- Excellent Math Skills

Language and Reasoning Abilities

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, State Statutes, Wisconsin Administrative Code, and the Building Code.
- Ability to write routine reports and prepare written and/or verbal information that is clear and concise.
- Ability to understand and work from construction and wiring blueprints, drawings and diagrams.
- Ability to use common sense to carry out instructions furnished in written, oral or diagram form.
- Ability to establish and maintain effective working relationships with other employees, elected and appointed officials, developers, architects, contractors, property owners, and the public.

Knowledge, Skills and Abilities

- Knowledge of, skill in, and ability to analyze the operation of CAD/GIS software and applications, automated mapping, database management and various automated engineering applications.
- Working knowledge of the principles, practices and procedures used in the design, construction and maintenance of public and private site development, grading, streets, lighting, sanitary sewer, storm sewer and other public infrastructure.
- Ability to communicate effectively with others, including, but not limited to, officials, employees, the public and/or individuals, from outside agencies, organizations, businesses or interests.
- Ability to read, analyze and interpret plans and specifications, technical manuals and legal documents. Ability to respond to inquiries/complaints concerning issues associated with this position and provide information to citizens, elected and appointed officials, employees, contractors, and others, in an effective manner.
- Ability to apply mathematical concepts, such as those normally used in the engineering profession, including the fundamentals of calculus and trigonometry.
- Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, diagram, blueprint and plan form and deal with several abstract and concrete variables.
- Knowledge of drafting and surveying.

Mathematical Skills

- Knowledge of algebra and trigonometry concepts used in construction work.
- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Supervisory Responsibilities

Formatted: Centered

Formatted: Font: Times New Roman, Font color: Auto

Formatted: Font: Times New Roman, Font color: Auto

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Times New Roman, Font color: Auto

This position has no supervisory responsibilities.

Position Type and Expected Hours of Work
This is a full-time position. Normal days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Travel
Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience
Associate degree in engineering, planning, geographic information systems, or a related field with a minimum of 3 years of related professional experience.

Preferred Education/Training and Experience
Bachelor's Degree in engineering, planning, geographic information systems, or a related field with a minimum of 3 years of related professional experience is preferred.

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.

~~**QUALIFICATIONS:**~~
~~**To perform this job successfully, the qualified individual must have and be able to demonstrate, each of the following essential functions satisfactorily:**~~

~~**Good knowledge of, skill in, and ability to analyze, the operation of CAD/GIS software and applications, automated mapping, database management and various automated engineering applications.**~~

~~**Working knowledge of the principles, practices and procedures used in road, utility, heavy construction, zoning and planning applications.**~~

~~**Ability to communicate effectively with others, including, but not limited to, officials, employees, the public and/or individuals, from outside agencies, organizations, businesses or interests.**~~

~~**EDUCATION:**~~
~~**Associate degree in geographic information systems, engineering, planning, or related field with a minimum of 7 years professional experience as an Engineering Technician or GIS Specialist/Technician; or a Bachelor's Degree in one of the previously specified areas with a minimum of 5 years of professional experience as an Engineering Technician or GIS Specialist/Technician.**~~

~~**OTHER SKILLS:**~~
~~**Ability to read, analyze and interpret technical journals and legal documents. Ability to respond to inquiries/complaints concerning issues associated with this position and provide**~~

Formatted: Centered
Formatted: Font: Times New Roman, Font color: Auto
Formatted: Font: 12 pt, No underline
Formatted: Font: Times New Roman, Font color: Auto
Formatted: Font: Bold
Formatted: Font: Bold, Underline
Formatted: Font: Bold
Formatted: Font: Bold, Underline
Formatted: Font: Bold
Formatted: Font: Bold, Underline

~~information to citizens, elected and appointed officials, employees, contractors, and others, in an effective manner.~~

~~Ability to apply mathematical concepts, such as those normally used in the engineering profession, including the fundamentals of calculus and trigonometry.~~

~~Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, diagram, blueprint and plan form and deal with several abstract and concrete variables.~~

~~Certificates/Licenses/Registrations: A valid Wisconsin driver's license. Certification as a Registered Land Surveyor preferred.~~

Other Qualifications

Possession and maintenance of a valid Wisconsin driver's license.

~~: Knowledge of drafting and surveying required.~~

~~PHYSICAL DEMANDS~~Physical Demands~~:~~

The physical demands described here are representative of those that must be met by the 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 occasionally required to stand, walk, sit, stoop, kneel, crouch, crawl, climb, balance, bend, twist, ~~reach~~ use ~~with~~ hands to ~~finger,~~ handle or feel objects, tools or controls. The employee must be able to lift and/or move up to 40 lbs. Specific vision abilities required for this job include close vision, distance vision, depth perception and the ability to adjust focus.

~~WORK ENVIRONMENT~~Work Environment~~:~~

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

The primary work environment is 80% inside and 20% outside, with exposure to extreme work place temperatures, wet or humid conditions and exposure to hazardous conditions such as mechanical and fast moving equipment, exposure to loud noise from the operation of machinery, and exposure to atmospheric conditions such as fumes, gases, noxious odors and dust.

~~EQUIPMENT USED~~Equipment Used~~:~~

Including, but not~~to~~ limited to: calculator, telephone, computer, fax machine, printing and copying equipment, measuring devices, drafting equipment, ~~digitizer,~~ large document plotter, scanner, camera, and audio-visual equipment.

Pre-Employment Requirements

Formatted: Centered
Formatted: Justified
Formatted: Justified
Formatted: Font: Bold
Formatted: Font: Bold, Underline
Formatted: Justified
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Font: Bold, Underline
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Font: Times New Roman, Font color: Auto

Formatted: Centered

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.

~~MEDICAL:~~
~~Applicants may be required to submit to a medical examination prior to appointment consistent with requirements of the position, at the discretion of the Director of Human Resources.~~

~~RESIDENCY:~~
~~Residency is determined by the existing Non-Represented Employees Salary resolution.~~

~~SALARY AND BENEFITS:~~
~~Wages and benefits are determined by the current Non-Represented Employees salary resolution in effect. Such benefits as Wisconsin Retirement Fund, health and life insurance, sick days, holidays, vacations, overtime pay and other fringe benefits generally appear in the resolution.~~

Formatted: Font color: Auto

~~BACKGROUND:~~
~~All appointees may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.~~

~~CC Approved: 4/8/15~~

Formatted: Level 1, Right: 0", Tab stops: 0.78", Right

Project Manager Job Description

Classification
Non-Exempt

Department/Division
Department of Neighborhood Services

Reports To
Director of Neighborhood Services

Summary/Objective
The Project Manager coordinates and administers engineering and development projects. Reviews, evaluates and issues permits for work within the City's right of way. Works with the development, conversion, programming and maintenance of data from various sources as part of the City's geographic information system; assists various departments with GIS applications and functions and when needed, performs routine engineering, planning, inspection and zoning duties relating to the construction, enforcement and maintenance of city projects and developments. May lead less senior engineering personnel in project work, as directed by the City Engineer.

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.

- Coordinates and administers engineering and development projects.
- Reviews, evaluates and issues permits for work within the City's right of way.
- Works with and assists City planning and inspection staff.
- Collects, enters and maintains data into the City's Geographic Information System related to mapping and attributes of properties within the City.
- Converts maps and data when necessary to facilitate the exchange of information between City departments, other units of government and outside agencies and developers when applicable.
- Analyzes maps and data in order to produce reports, special purpose maps, tables, charts, graphs, etc.
- Uses various computer applications to facilitate the creation, maintenance, storage**,** distribution and use of geographic data.
- Assists in the review and preparation of various information, reports and documents for meetings, which include but are not limited to preliminary resolutions, public hearing notices, assessment rosters, and final resolutions.
- Prepares special assessments for parcels associated with City capital improvement projects.
- Monitors and assists in the maintenance of the computers, plotters, printers, scanners, and other equipment related to GIS, engineering and planning operations

- Assists in preparing, reviewing, and securing various documents and agreements (subdivider's agreements, easements, etc.) with developers or applicants.
- Assists in the preparation, review and securing of various documents, easements, and agreements, and assists in the maintenance of escrowed funds, and other accounts as needed, associated with various development projects.
- Monitors and coordinates Engineering Administrative Fee collection efforts for the Engineering Department, including developing, maintaining and coordinating a City staff time log database, and other supporting data and procedures to ensure the capture and transfer of time log data. Coordinates time log data transfer to the Finance Department for invoicing on a monthly basis. Responds to the Finance Department and the customer base and provides follow-up answers and/or correspondence, as needed.
- Researches, completes and submits various grants when required.
- Performs routine engineering, planning and zoning duties including, but not limited to, such tasks as writing legal descriptions for various documents, preparing information for public hearing requests, processing permits, assisting with the city's refuse and recycling program, tree program, erosion control, sidewalk, culvert, street lighting, driveway and excavation inspections, traffic signage and signals**,** record keeping, filing, making copies of plans, responding to citizen requests and other tasks, as assigned.
- Other duties as assigned.

Competencies

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

Language and Reasoning Abilities

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, State Statutes, Wisconsin Administrative Code, and the Building Code.
- Ability to write routine reports and prepare written and/or verbal information that is clear and concise.
- Ability to understand and work from construction and wiring blueprints, drawings and diagrams.
- Ability to use common sense to carry out instructions furnished in written, oral or diagram form.
- Ability to establish and maintain effective working relationships with other employees, elected and appointed officials, developers, architects, contractors, property owners, and the public.

Knowledge, Skills and Abilities

- Knowledge of, skill in, and ability to analyze the operation of CAD/GIS software and applications, automated mapping, database management and various automated engineering applications.

- Working knowledge of the principles, practices and procedures used in the design, construction and maintenance of public and private site development, grading, streets, lighting, sanitary sewer, storm sewer and other public infrastructure.
- Ability to communicate effectively with others, including, but not limited to, officials, employees, the public and/or individuals, from outside agencies, organizations, businesses or interests.
- Ability to read, analyze and interpret plans and specifications, technical manuals and legal documents. Ability to respond to inquiries/complaints concerning issues associated with this position and provide information to citizens, elected and appointed officials, employees, contractors, and others, in an effective manner.
- Ability to apply mathematical concepts, such as those normally used in the engineering profession, including the fundamentals of calculus and trigonometry.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical, diagram, blueprint and plan form and deal with several abstract and concrete variables.
- Knowledge of drafting and surveying.

Mathematical Skills
- Knowledge of algebra and trigonometry concepts used in construction work.
- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Supervisory Responsibilities
This position has no supervisory responsibilities.

Position Type and Expected Hours of Work
This is a full-time position. Normal days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Travel
Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience
Associate degree in engineering, planning, geographic information systems, or a related field with a minimum of 3 years of related professional experience.

Preferred Education/Training and Experience
Bachelor's Degree in engineering, planning, geographic information systems, or a related field with a minimum of 3 years of related professional experience is preferred.

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
Possession and maintenance of a valid Wisconsin driver's license.

Physical Demands
The physical demands described here are representative of those that must be met by the 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 occasionally required to stand, walk, sit, stoop, kneel, crouch, crawl, climb, balance, bend, twist, use hands to handle or feel objects, tools or controls. The employee must be able to lift and/or move up to 40 lbs. Specific vision abilities required for this job include close vision, distance vision, depth perception and the ability to adjust focus.

Work Environment

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

The primary work environment is 80% inside and 20% outside, with exposure to extreme work place temperatures, wet or humid conditions and exposure to hazardous conditions such as mechanical and fast moving equipment, exposure to loud noise from the operation of machinery, and exposure to atmospheric conditions such as fumes, gases, noxious odors and dust.

Equipment Used

Including, but not limited to: calculator, telephone, computer, fax machine, printing and copying equipment, measuring devices, drafting equipment, large document plotter, scanner, camera, and audio-visual equipment.

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.

Finance and Human Resources Meeting Item Number:

Introduced By: Department of Neighborhood Services (Katz)

Date Introduced: November 30, 2022

RELATING TO:

Approve updated job descriptions and two job title changes within the Department of Neighborhood Services.

SUMMARY:

Some of the job descriptions within the Department of Neighborhood are being updated to better describe the job duties and responsibilities for each position. The standard conditions and format will also be revised.

The titles for two of the positions will be changed to be more comparable to people doing similar work in other municipalities and the private sector.

The title “GIS Technician Senior” will change to “Project Manager” (Craig Skala).

The title “Environmental Engineering / GIS Technician” will change to “Senior Project Manager” (Jeff Tamblyn).

Project Manager is a better description of what the engineering staff do. They manage assigned projects rather than single assigned tasks. The term technician does not accurately reflect the level of training and expertise required. The latter title adds the term “Senior” because the level of difficulty and responsibility is above that of the “Project Manager”.

.

FINANCIAL:

None.

RECOMMENDATION:

ATTACHMENTS: **KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___**

MOTION ___ OTHER ___

~~CITY OF GREENFIELD JOB DESCRIPTION ENVIRONMENTAL ENGINEERING/GIS TECHNICIAN~~Senior Project Manager Job Description

~~REPORTS TO~~Reports To
~~:~~ ~~City Engineer~~Director of Neighborhood Services

Classification
Exempt

Department/Division
Department of Neighborhood Services

~~PURPOSE OF POSITION~~Summary/Objective:~~~~
The ~~Environmental Engineering/GIS Technician~~Senior Project Manager coordinates and administers the City's sanitary sewer, storm water management, and erosion control programs. This staff member ~~updates GIS databases~~coordinates the City's GIS system development and works on engineering, planning, inspection, and zoning projects to ensure compliance with applicable rules, ordinances, laws, and permits. Coordinates storm water and sanitary sewer repair priorities and initiatives with the Superintendent of Public Works. Completes necessary regulatory reporting. Performs other engineering-related work at the direction of the ~~City Engineer~~Director of Neighborhood Services.

~~ESSENTIAL DUTIES AND RESPONSIBILITIES, INCLUDE, BUT ARE NOT LIMITED TO~~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.

- Collects and formats all data necessary to make annual CMAR, CMOM, IDDE, WPDES, MMSD, GASB and other required reports to regulatory agencies. Coordinates sewer overflow reporting for the City.
- Coordinates City efforts to reduce private property inflow/infiltration (PPI/I) with MMSD.~~, including all aspects of the City's Greener Greenfield partnership program with MMSD.~~

Formatted: Centered
Formatted: Font: 22 pt, Bold, No underline
Formatted: Font: Bold
Formatted: No underline
Formatted: Font: Bold
Formatted: No underline
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Font: Bold
Formatted: Font: Times New Roman, Font color: Auto
Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

- Works with City planning and inspection staff to perform development plan review, agency submittals, prepare and manage development agreements, easement agreements, ~~and~~ escrow accounts and development financial security needs.~~.~~

- ~~Updates GIS databases~~Coordinates City's GIS system development and activities.
- Performs review and analysis of survey documents, legal descriptions, deeds, etc. When needed, creates legal descriptions and conduct property based research using Laredo interface.

- Coordinates with the Superintendent of Public Works and ~~his/her~~their staff ~~to complete repairs to storm water and sanitary sewer infrastructure, including catch basins and manholes~~on storm water management and sanitary sewer system inspection, operation and maintenance needs.

- ~~Completes commercial erosion control site inspections~~Coordinates City sediment and erosion control program and completes site inspections and regulatory reporting.

- ~~Coordinates the City's recycling program~~Manages master database of properties included in City's solid waste and recycling program. Review and adjust property usage where needed. Generate monthly unit counts for billing purposes.
- Manages master storm water utility database, including property adjustments, ERU and impervious area calculations, and storm water utility credits requests.

- Coordinates storm water ~~pond certifications and inspections~~management program. Performs inspections on City storm water management BMPs and provides certification and oversight for private storm water BMPs.
- Coordinates City's Sanitary sewer program including system assessment, repair priorities and sanitary sewer cleaning, televising and rehabilitation programs.

Competencies

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

Language and Reasoning Abilities

- Ability to read, analyze and interpret professional and technical journals, financial reports, and legal documents.

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: Times New Roman, Font color: Auto

Formatted: Font: Times New Roman, Font color: Auto

- Ability to comprehend State Statutes and City Ordinances.
- Ability to respond to common inquiries or complaint from citizens, regulatory agencies, or members of the business community.
- Ability to effectively present information to management, public groups, and elected officials.
- Must have strong interpersonal communications skills.
- Ability to read, analyze, and interpret general instructions and technical procedures and government regulations.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from elected officials, co-workers and the general public.
- Spanish or a second language is desired.

Knowledge, Skills and Abilities

Formatted: Font: Bold, Underline

Good knowledge of, skill in, and ability to analyze, the operation of CAD/GIS software and applications, automated mapping, database management and various automated engineering applications.

Working knowledge of the principles, practices and procedures used in the design, construction and maintenance of public and private site development, grading, streets, lighting, sanitary sewer, storm sewer and other public infrastructure.

Ability to communicate effectively with others, including, employees, government officials, agencies, organizations, businesses and the general public.

Ability to read, analyze and interpret plans and specifications, technical manuals and legal documents. Ability to respond to inquiries/complaints concerning issues associated with this position and provide information to citizens, elected and appointed officials, employees, contractors, and others, in an effective manner.

Ability to apply mathematical concepts, such as those normally used in the engineering profession, including the fundamentals of calculus and trigonometry.

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, diagram, blueprint and plan form and deal with several abstract and concrete variables.

Knowledge of drafting and surveying required.

Formatted: Font: 12 pt, No underline

Position Type and Expected Hours of Work

Formatted: Font: 16 pt

This is a full-time position. Must be accessible by phone and/or available to work extended hours and/or report to the worksite outside of regular office hours as needed, including, but not limited to, nights, weekends, holidays, etc. to support the City's programs and services.

Formatted: Font: Times New Roman, Font color: Auto

Travel

Formatted: Font: Times New Roman, Font color: Auto

This position requires minimal travel. Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

~~Coordinates with planning and inspection staff regarding environmental site standard inspections and the implementation of environmental site development standards.~~

~~Represents the City at regular MMSD and storm water permit group meetings.~~

~~Performs other engineering-related duties at the direction of the City Engineer.~~

~~QUALIFICATIONS:~~

~~To perform this job successfully, the qualified individual must have and be able to demonstrate, each of the following essential functions satisfactorily:~~

~~Good knowledge of, skill in, and ability to analyze, the operation of CAD/GIS software and applications, automated mapping, database management and various automated engineering applications.~~

~~Working knowledge of the principles, practices and procedures used in private site, public infrastructure, road, and utility construction and maintenance.~~

~~Ability to communicate effectively with others, including, but not limited to, officials, employees, the public and/or individuals, from outside agencies, organizations, businesses or interests.~~

~~EDUCATION:~~

Associate degree in ~~geographic information systems,~~ engineering, planning, geographic information systems, or a related field. Three years of ~~with a minimum of 7 years~~ related professional experience ~~as an Engineering Technician or GIS Specialist/Technician~~. Demonstrated record of administrative supervisory responsibilities.

Preferred Education/Training and Experience

~~; or a~~ Bachelor's Degree in ~~one of the previously specified areas~~engineering, planning, geographic information systems. Five years of related professional experience is preferred. Demonstrated record of administrative supervisory responsibilities ~~as an Engineering Technician or GIS Specialist/Technician~~.

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

Possession and maintenance of a valid Wisconsin driver's license.

~~OTHER SKILLS:~~

~~Ability to read, analyze and interpret technical journals and legal documents. Ability to respond to inquiries/complaints concerning issues associated with this position and provide information to citizens, elected and appointed officials, employees, contractors, and others, in an effective manner.~~

~~Ability to apply mathematical concepts, such as those normally used in the engineering profession, including the fundamentals of calculus and trigonometry.~~

Formatted: Font: Bold, Underline
Formatted: No underline
Formatted: Body Text, Left
Formatted: No underline
Formatted: Font: 12 pt, No underline, Highlight
Formatted: Font: 12 pt, Bold
Formatted: Font: Bold
Formatted: Body Text, Left
Formatted: Emphasis, Font: Times New Roman, Not Italic, Font color: Auto
Formatted: Right: 0", Tab stops: Not at 2.34"
Formatted: Emphasis, Font: Comic Sans MS, Font color:
Formatted: Left
Formatted: Font: Bold, Underline
Formatted: Justified

~~Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, diagram, blueprint and plan form and deal with several abstract and concrete variables.~~

~~Certificates/Licenses/Registrations: A valid Wisconsin driver's license.~~ Certification as a Registered Land Surveyor required. ~~Erosion control inspection certification required within 6 months of appointment.~~ Certification as a Sediment & Soil Erosion Inspector required. NASSCO PACP, MACP, LACP certifications required. NASSCO inspector training and certification (ITCP) for manhole rehabilitation and cured-in-place pipe installation recommended. ~~sanitary sewer pipe certifications required within 6 months of appointment.~~

~~Other Qualifications: Knowledge of drafting and surveying required.~~ Experience working with storm water, sanitary sewer, and erosion control rules and regulations.

~~PHYSICAL DEMANDS~~Physical Demands~~:~~

The physical demands described here are representative of those that must be met by the 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 occasionally required to stand, walk, sit, stoop, kneel, crouch, crawl, climb, balance, bend, twist, reach with hands to ~~finger,~~ handle or feel objects, tools or controls. The employee must be able to lift and/or move up to 40 lbs. Specific vision abilities required for this job include close vision, distance vision, depth perception and the ability to adjust focus.

~~WORK ENVIRONMENT~~Work Environment~~:~~

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

The primary work environment is 80% inside and 20% outside, with exposure to extreme work place temperatures, wet or humid conditions and exposure to hazardous conditions such as mechanical and fast moving equipment, exposure to loud noise from the operation of machinery, and exposure to atmospheric conditions such as fumes, gases, noxious odors and dust.

~~EQUIPMENT USED~~Equipment Used~~:~~

Including, but not limited to: calculator, telephone, computer, fax machine, printing and copying equipment, measuring devices, drafting equipment, digitizer, large document plotter, scanner, camera, and audio-visual equipment.

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.

Formatted: Justified

Formatted: Justified

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold, Underline

Formatted: Font: Times New Roman, Font color: Auto

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.

~~MEDICAL:~~
~~Applicants may be required to submit to a medical examination prior to appointment consistent with requirements of the position, at the discretion of the Director of Human Resources.~~

~~RESIDENCY:~~
~~Residency is determined by existing City policy.~~

~~SALARY AND BENEFITS:~~
~~Wages and benefits are determined by the current non-rep resolution in effect. Such benefits as Wisconsin Retirement Fund, health and life insurance, sick days, holidays, vacations, overtime pay and other fringe benefits generally appear in the resolution.~~

~~BACKGROUND:~~
~~All appointees may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.~~

~~CC approved: 2/3/15~~

Senior Project Manager Job Description

Classification
Exempt

Department/Division
Department of Neighborhood Services

Reports To
Director of Neighborhood Services

Summary/Objective
The Senior Project Manager coordinates and administers the City's sanitary sewer, storm water management, and erosion control programs. This staff member coordinates the City's GIS system development and works on engineering, planning, inspection, and zoning projects to ensure compliance with applicable rules, ordinances, laws, and permits. Coordinates storm water and sanitary sewer repair priorities and initiatives with the Superintendent of Public Works. Completes necessary regulatory reporting. Performs other engineering-related work at the direction of the Director of Neighborhood Services.

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.

- Collects and formats all data necessary to make annual CMAR, CMOM, IDDE, WPDES, MMSD, GASB and other required reports to regulatory agencies. Coordinates sewer overflow reporting for the City.
- Coordinates City efforts to reduce private property inflow/infiltration (PPI/I) with MMSD.
- Works with City planning and inspection staff to perform development plan review, agency submittals, prepare and manage development agreements, easement agreements, escrow accounts and development financial security needs.
- Coordinates City's GIS system development and activities.
- Performs review and analysis of survey documents, legal descriptions, deeds, etc. When needed, creates legal descriptions and conduct property based research using Laredo interface.
- Coordinates with the Superintendent of Public Works and their staff on storm water management and sanitary sewer system inspection, operation and maintenance needs.
- Coordinates City sediment and erosion control program and completes site inspections and regulatory reporting.
- Manages master database of properties included in City's solid waste and recycling program. Review and adjust property usage where needed. Generate monthly unit counts for billing purposes.
- Manages master storm water utility database, including property adjustments, ERU and impervious area calculations, and storm water utility credits requests.

- Coordinates storm water management program. Performs inspections on City storm water management BMPs and provides certification and oversight for private storm water BMPs.
- Coordinates City's Sanitary sewer program including system assessment, repair priorities and sanitary sewer cleaning, televising and rehabilitation programs.

Competencies

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

Language and Reasoning Abilities

- Ability to read, analyze and interpret professional and technical journals, financial reports, and legal documents.
- Ability to comprehend State Statutes and City Ordinances.
- Ability to respond to common inquiries or complaint from citizens, regulatory agencies, or members of the business community.
- Ability to effectively present information to management, public groups, and elected officials.
- Must have strong interpersonal communications skills.
- Ability to read, analyze, and interpret general instructions and technical procedures and government regulations.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from elected officials, co-workers and the general public.
- Spanish or a second language is desired.

Knowledge, Skills and Abilities

- Good knowledge of, skill in, and ability to analyze, the operation of CAD/GIS software and applications, automated mapping, database management and various automated engineering applications.
- Working knowledge of the principles, practices and procedures used in the design, construction and maintenance of public and private site development, grading, streets, lighting, sanitary sewer, storm sewer and other public infrastructure.
- Ability to communicate effectively with others, including, employees, government officials, agencies, organizations, businesses and the general public.
- Ability to read, analyze and interpret plans and specifications, technical manuals and legal documents. Ability to respond to inquiries/complaints concerning issues associated with this

position and provide information to citizens, elected and appointed officials, employees, contractors, and others, in an effective manner.
- Ability to apply mathematical concepts, such as those normally used in the engineering profession, including the fundamentals of calculus and trigonometry.
- Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, diagram, blueprint and plan form and deal with several abstract and concrete variables.
- Knowledge of drafting and surveying required.

Position Type and Expected Hours of Work

This is a full-time position. Must be accessible by phone and/or available to work extended hours and/or report to the worksite outside of regular office hours as needed, including, but not limited to, nights, weekends, holidays, etc. to support the City's programs and services.

Travel

This position requires minimal travel. Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

Associate degree in engineering, planning, geographic information systems, or a related field. Three years of related professional experience. Demonstrated record of administrative supervisory responsibilities.

Preferred Education/Training and Experience

Bachelor's Degree in engineering, planning, geographic information systems. Five years of related professional experience is preferred. Demonstrated record of administrative supervisory responsibilities.

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

Possession and maintenance of a valid Wisconsin driver's license. Certification as a Registered Land Surveyor required. Certification as a Sediment & Soil Erosion Inspector required. NASSCO PACP, MACP, LACP certifications required. NASSCO inspector training and certification (ITCP) for manhole rehabilitation and cured-in-place pipe installation recommended. Experience working with storm water, sanitary sewer, and erosion control rules and regulations.

Physical Demands

The physical demands described here are representative of those that must be met by the 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 occasionally required to stand, walk, sit, stoop, kneel, crouch, crawl, climb, balance, bend, twist, reach with hands to handle or feel objects, tools or controls. The employee must be able to lift and/or move up to 40 lbs. Specific vision abilities required for this job include close vision, distance vision, depth perception and the ability to adjust focus.

Work Environment

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

The primary work environment is 80% inside and 20% outside, with exposure to extreme work place temperatures, wet or humid conditions and exposure to hazardous conditions such as mechanical and fast moving equipment, exposure to loud noise from the operation of machinery, and exposure to atmospheric conditions such as fumes, gases, noxious odors and dust.

Equipment Used

Including, but not limited to: calculator, telephone, computer, fax machine, printing and copying equipment, measuring devices, drafting equipment, digitizer, large document plotter, scanner, camera, and audio-visual equipment.

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.

November 11, 2022

Mr. Ken Amerman
Senior Vice President
USI Insurance Services
8000 Norman Center Drive
Bloomington, MN 55434

Re: 2023 Employee Benefit Plan Renewal Confirmation for City of Greenfield - Update

Dear Mr. Amerman:

The City of Greenfield has reviewed the 2023 benefit plan renewal premiums, benefits, and proposals presented to us and we are confirming our 2023 renewal decisions as follows:

Heatlh Plan	**Current**	**2023 Renewal**
Renew carrier:	UnitedHealthcare	UnitedHealthcare
Network:	Choice +	Choice +
Premium	5%	8.1%
Single	$756.91	$818.24
Family	$2,187.46	$2,364.70
Benefit Changes Confirmation for 2023:		
Deductible	$4,000 Single / $8,000 Family	$5,000 Single / $10,000 Family
Out of Pocket	$4,000 Single / $8,000 Family	$5,000 Single / $10,000 Family
RX Benefit	$10 / $35 / $60 / $60 copays	$10 / $45 / $80 / $200 copays
UHC Changes	2023 Uniform Change Notice	2023 Uniform Change Notice
HRA	**Current**	**2023 Renewal**
HRA Administrator:	UnitedHealthcare	UnitedHealthcare
Benefit changes:		None
Single	$3,250	$4,250
Family	$6,500	$8,500
Health Plan Employee Cost	**Current**	**2023 Renewal**
Single	$95.00	$103.00
Family	$276.00	$298.00
Health Plan COBRA Rates (without 2% admin.)	**Current**	**2023 Renewal**
Single	$838.16	$924.74
Family	$2,349.96	$2,577.20

Dental Plan	Current	2023 Renewal
Renew carrier:	UnitedHealthcare	UnitedHealthcare
Benefit changes:		None
Low Level Plan 1:		6% increase
Single	$18.12	$19.20
Family	$61.64	$65.34
High Level Plan 2:		
Single	$49.94	$52.92
Family	$155.62	$164.94
Employee Cost:	Pays 100% of premium	Pays 100% of premium
Vision Plan	**Current**	**2023 Renewal**
Renew carrier:	UnitedHealthcare	UnitedHealthcare
Benefit changes:		None
Premium:		9% increase
Single	$6.96	$7.58
Dual	$13.92	$15.16
Family	$20.78	$22.64
Employee Cost:	Pays 100% of premium	Pays 100% of premium
COBRA Administration	**Current**	**2023 Renewal**
COBRA Administrator:	UnitedHealthcare	UnitedHealthcare
Administrative fee: PEPM	$0.30	$0.40
FSA Administration	**Current**	**2023 Renewal**
FSA Administrator:	UnitedHealthcare	UnitedHealthcare
Benefit changes:		None
Administrative fee: per participant per month	$3.25	$3.25
FSA Health Care:	$2,750	$3,050
FSA Limited Purpose:	$2,750	$3,050
FSA Dependent Care:	$5,000	$5,000
Rollover for FSA Health Care & Limited	$550.00	$610

APPROVED:

_____ _____

Michael J. Neitzke, Mayor Date

Committee: Finance

Item Number:

Introduced By: Paula Schafer

Date Introduced: November 30, 2022

RELATING TO:

Discussion and decision to enter into a contract between the State of WI Department of Administration and the city to participate in the Low Income Household Water Assistance Program (LIHWAP).

SUMMARY:

This is a program where the city signs a contract with the state and then Greenfield residents can then apply with the state for financial assistance in paying their sewer bill. The city does not administer the program nor does it make decisions on who qualifies. If a resident qualifies, payments for their sewer bills are sent directly to the city.

Once the contract is signed, the city will be part of the program. Currently the program runs through September 30, 2023.

The city attorney has been provided with the contract to review.

Recommend approving and signing the contract.

ATTACHMENTS: **KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___**

MOTION ___ OTHER _X__

WISCONSIN
LOW-INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM

Providing **FINANCIAL ASSISTANCE** to low-income households to restore disconnected water services and to pay arrears preventing disconnection of water service.

home energy+

KEEP WISCONSIN WARM Fund

HEAT For Heroes

1 ✓ **To directly connect with a LIHWAP eligibility specialist CALL 833-426-9472**

H2O WISC

OR

2 ✓ **You may also apply online at wisconsinwater.help or email support@wisconsinwater.help**

2022 2023 home energy+

NEW ENERGY ASSISTANCE PREVIOUS ONE MONTH GROSS INCOME GUIDELINES

NUMBER IN HOUSEHOLD	GROSS INCOME LIMIT (1 MONTH)
1	$2,675.25
2	$3,498.42
3	$4,321.58
4	$5,144.83
5	$5,968.00
6	$6,791.17
7	$6,945.50
8	$7,099.83

Our capable staff are available to answer any questions you may have and assist you in applying for LIHWAP or other resources that may be of help, such as the low-income Wisconsin Home Energy Assistance Program and the Wisconsin Emergency Rental Assistance Program.

No Wisconsinite should be faced with losing their water service.

WISCONSIN
LOW-INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM

Water is one of nature's most beautiful and life-sustaining resources. At no fault of their own many WI utility customers are facing a shut-off to their water service. This leaves them without the one life-giving resource we all take for granted. And those hardest hit are on fixed incomes juggling multiple temporary jobs, or those who lost full-time jobs in sectors hardest hit by the pandemic.

Recognizing this, funds have been made available to ensure that Wisconsinites have access to crucial resources like heat, power, and also water.

If someone you care about needs a hand up, your local WI energy and emergency rental assistance providers are working together to keep you safely in your home, and your water, heat, and power on.

You may not ask for it, but we are here to help.

FOR MORE INFORMATION:

Please call

833-426-9472

H2O WISC

wisconsinwater.help

State of Wisconsin Department of Administration
Division of Energy, Housing and Community Resources (DEHCR)

Low Income Household Water Assistance Program (LIHWAP)
PO Box 7970
Madison WI 53707-7970
heat@wisconsin.gov

CONTRACT FOR SERVICES BETWEEN THE STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION AND

City of Greenfield
VENDOR NAME

This Vendor Contract is entered into by and between the State of Wisconsin, Department of Administration, Division of Energy, Housing and Community Resources hereinafter the "Division", under the following terms:

1. Definitions
   a) Agency means the entity that administers LIHWAP.
   b) Department means the Wisconsin Department of Administration.
   c) Division means the Division of Energy, Housing and Community Resources.
   d) LIHWAP means the Low Income Household Water Assistance Program.
   e) LIHWAP payment includes home drinking water and wastewater benefits.
   f) Vendor means any private or public entity in the business of supplying water and/or wastewater related services to customers.
   g) WHEAP means the Wisconsin Home Energy Assistance Program.

2. The Division agrees to the following:
   a) To provide funds for LIHWAP.
   b) To assign a vendor number/business code to each Vendor after the contract is signed.
   c) To issue to a vendor a single check or Automated Clearing House (ACH) payment that includes benefits for all LIHWAP eligible households. A payment register, accessed via the secured Home Energy Plus System, precedes the check or ACH deposit. The register includes the name of the LIHWAP applicant, the account name and number, the amount(s) to be applied to each customer, and the address and county of residence of the applicant.
   d) To allow a contract between the Division and County to provide the LIHWAP benefits to the County/City wherever the tax accessor's office resides, in the event the debt is transferred to the tax rolls for the homeowner. The LIHWAP benefit would only be eligible for application to water debt incurred to the tax roll.
   e) Non-essential services may be considered Supported Expenses under the condition that failure to do so could result in the forced displacement of the impacted household. To be considered for inclusion a clear and verifiable risk of displacement, such as a property lien held by the vendor against the homeowner, must exist.

3. The Vendor agrees to the following:
   a) To provide water and/or wastewater services to each eligible residential household in an amount equal to the LIHWAP payment received in the current program year.
   b) To charge LIHWAP eligible households using the Vendor's normal billing process.
   c) To charge all LIHWAP eligible households the price normally charged for home drinking water and/or wastewater supplied to non-eligible households.
   d) Not to discriminate against a LIHWAP eligible household with respect to terms, deferred payment plans, credit, conditions of sale or discounts offered to other customers.
   e) To provide to the Division, upon request, with written reconciliation and confirmation that benefits have been credited appropriately to households and their services have been restored on a timely basis or disconnection status has been removed if applicable.
   f) To apply LIHWAP crisis payments identified in the Payment Register as directed by the Agency and/or Division.
   g) To post all payments to customer accounts within 3-5 business days.
   h) To clearly enter on LIHWAP households' bill, the amount of LIHWAP payment(s) received in a manner which identifies the payment as received from the Wisconsin Low Income Household Water Assistance Program or LIHWAP.
   i) To provide a statement to LIHWAP households clearly indicating the cost of home drinking water and/or wastewater services provided.

j) To annually send all refunds, in compliance with LIHWAP Vendor Refund Policies, no later than 60 days following the end of the program year (September 30).
k) To comply with LIHWAP Vendor Refund Policies and to maintain an accounting system and supporting fiscal records for five years and to provide records to Division representatives upon request.
l) To fully cooperate with the Division's monitoring practices; including but not limited to providing requested documentation within set time frames, as well as communicating with Division staff.
m) To provide at no cost to the Division, customer, or agency, written information on an applicant household's home drinking water and/or wastewater costs, bill payment history, and/or arrearage history for no more than the previous 12 monthly billing periods even when it may be from a prior occupant household.
n) To comply with all Wisconsin laws, regulation or other requirements pertaining to the supply of home drinking water and/or wastewater services for residential use. In the event of any dispute between the Division and the Vendor, the venue for any legal action arising out of the Contract shall be Dane County Wisconsin.
o) To provide at no cost to the Department, or an authorized agent to the Department, for the purposes of research, evaluation, and analysis, information on household water and/or wastewater costs and usage for participants of LIHWAP.
p) To report to the Agency and/or the Division, situations that threaten life, health or safety.
q) To cooperate with the Agency and/or the Division in developing procedures to respond to immediate and potential emergencies which includes the provision of household water and/or wastewater services based on the documented promise to pay using LIHWAP funds.
r) To cooperate with the Agency in providing home drinking water and/or wastewater services to eligible households.
s) To provide the Division with business practice and contact information and to notify the Division of any changes.
t) To notify the Division of mergers and/or acquisitions. Mergers and/or acquisitions may affect the company's policies and service areas. Submission of a new vendor contract reflecting such policy and service area changes may be required as indicated in this contract.
u) To provide the contents of this contract to all applicable Vendor staff.
v) To hold the Division harmless and to indemnify the Division, the Department, its Agencies, officers and employees against any and all claims, suits, actions, liabilities and costs of any kind, including attorney's fees, for personal injury or damage to property arising from the acts or omissions of Supplier, or its agents, office, employees or subcontractor. Notwithstanding anything else herein to the contrary in no event with either party be liable to the other for any incidental, indirect, special, consequential, or punitive damages or lost profits.

4. Length of Contract
   a) This contract is in effect until terminated as described in the 'Termination' section. Both parties have executed this contract as of the day and year indicated by the Division agent's signature.

5. Termination
   a) This contract will terminate effective immediately upon determination by the Division that the Vendor is not in compliance with the terms of this contract. The Vendor will be notified within ten days of termination.
   b) Either the Division or the Vendor may terminate this contract by giving the other party at least ten days written notice.

6. Entire Contract
   a) It is understood and agreed that the entire contract between the parties is contained in this Vendor Contract.
   b) This contract supersedes all previous commitments, promises, representations either oral or written, between the parties relating to the subject matter hereof.
   c) The person signing this Contract, on behalf of the Vendor, certifies and attests that they have full and complete authority to bind the Vendor, on whose behalf they are executing this document.

By typing my name in the provided field, I indicate that I am the person named, and this entry is the legal equivalent of a manual/handwritten signature. I further understand that I may print the document and sign by hand.

_____	_____
Vendor Signature	Date (mm/dd/ccyy)
_____	_____
Division of Energy, Housing and Community Resources Signature	Date (mm/dd/ccyy)

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF ENERGY, HOUSING AND COMMUNITY RESOURCES
P. O. BOX 7970
MADISON, WI 53707-7970
HEAT@WISCONSIN.GOV

Water Utility Vendor Number (Department Use Only)

Water Utility Vendor Information

Water Utility Vendor Name (payment is issued in this name): City of Greenfield			
Primary Contact: Treasurers Office	Primary Contact Phone: 414-329-5259	Customer Service Phone*: 414-329-5259	
Primary Fax: 414-543-8579	Primary Contact E-mail: sewerbilling@greenfieldwi.us		
Primary Contact Address: 7325 W Forest Home Ave	City: Greenfield	State: WI	Zip: 53220
Payment/Check Contact: Sewerbilling@greenfieldwi.us	Payment/Check Contact Phone: 414-329-5259		
Payment/Check Fax: 414-543-8579	Payment/Check Contact E-mail:		
Payment/Check Contact Address: 7325 W Forest Home Ave	City: Greenfield	State: WI	Zip: 53220

*Appears on customer notices

Legal Name: City of Greenfield

Taxpayer Identification Number (TIN): 39-6005924 Identify the TIN type below

☒ Employer ID Number (FEIN) ☐ Individual Taxpayer Identification Number (ITIN) ☐ Social Security Number (SSN)

Type of Entity:
☐ Individual/Sole Proprietor ☐ Corporation ☐ Limited Liability Company ☒ Government Entity

Counties/Tribes served (Please check all that apply)

☐ 1-Adams	☐ 2-Ashland	☐ 3-Barron	☐ 4-Bayfield	☐ 5-Brown
☐ 6-Buffalo	☐ 7-Burnett	☐ 8-Calumet	☐ 9-Chippewa	☐ 10-Clark
☐ 11-Columbia	☐ 12-Crawford	☐ 13-Dane	☐ 14-Dodge	☐ 15-Door
☐ 16-Douglas	☐ 17-Dunn	☐ 18-Eau Claire	☐ 19-Florence	☐ 20-Fond du Lac
☐ 21-Forest	☐ 22-Grant	☐ 23-Green	☐ 24-Green Lake	☐ 25-Iowa
☐ 26-Iron	☐ 27-Jackson	☐ 28-Jefferson	☐ 29-Juneau	☐ 30-Kenosha
☐ 31-Kewaunee	☐ 32-La Crosse	☐ 33-Lafayette	☐ 34-Langlade	☐ 35-Lincoln
☐ 36-Manitowoc	☐ 37-Marathon	☐ 38-Marinette	☐ 39-Marquette	☒ 40-Milwaukee
☐ 41-Monroe	☐ 42-Oconto	☐ 43-Oneida	☐ 44-Outagamie	☐ 45-Ozaukee
☐ 46-Pepin	☐ 47-Pierce	☐ 48-Polk	☐ 49-Portage	☐ 50-Price
☐ 51-Racine	☐ 52-Richland	☐ 53-Rock	☐ 54-Rusk	☐ 55-St. Croix
☐ 56-Sauk	☐ 57-Sawyer	☐ 58-Shawano	☐ 59-Sheboygan	☐ 60-Taylor
☐ 61-Trempealeau	☐ 62-Vernon	☐ 63-Vilas	☐ 64-Walworth	☐ 65-Washburn
☐ 66-Washington	☐ 67-Waukesha	☐ 68-Waupaca	☐ 69-Waushara	☐ 70-Winnebago
☐ 71-Wood	☐ 72-Menominee	☐ 85- Red Cliff Tribe	☐ 86-Stockbridge-Munsee Tribe	
☐ 88-Lac du Flambeau Tribe	☐ 89-Bad River Tribe	☐ 91-Mole Lake/ Sokaogon Tribe	☐ 92-Oneida Tribe	☐ 94 - Lac Courte Oreilles Tribe

DEHCR
Division of Energy, Housing and Community Resources

homeenergy+

Low Income Household Water Assistance Program (LIHWAP) Vendor Refund Policy

1. Credit Balances - If no change occurs in the residence of the LIHWAP recipient and the recipient retains the same supplier with an active account, the credit balance of LIHWAP funds remains with the Vendor until exhausted.

2. Unclaimed Credit Balances - In the event there is a balance of LIHWAP funds remaining on an account AND the account becomes inactive, the balance of the funds is to be returned, by check, to the Division by the end of each program year (September 30). The returned check shall include all information listed in item number five of this Refund Policy.

3. Move With Credit Balance Remaining - If the LIHWAP recipient moves and a credit balance remains the vendor shall forward the credit to the eligible household. If the eligible household cannot be located, the Vendor shall return the credit to the Division.

4. Deceased Recipient - In the event a credit balance remains, and the account is closed, the credit balance will be refunded to the program no later than the end of the program year (September 30). Submit a check to the Division with the information listed in number five of this Refund Policy.

5. Return Address for Refunds to the State of Wisconsin - Mail refunds to:
   DOA/DIVISION OF ENERGY, HOUSING AND COMMUNITY RESOURCES
   ATTN: LIHWAP REFUND
   PO BOX 7970
   MADISON WI 53707-7970

   Refunds must include the following information: Customer name, Customer address, Date of LIHWAP payment to Vendor, Reason for the return.

6. Payments - All LIHWAP payments made to a Vendor shall be applied to current water and/or wastewater services costs. LIHWAP payments that exceed current costs shall be applied as a credit to the customer's account. Credit balances shall be handled in accordance with the policies of this contract. Any balance remaining shall be credited to the customers' account.

7. Incorrect Payments - All vendors are required to review the weekly payment register for accuracy of LIHWAP payments. In the event a payment is made in error, the Vendor shall contact the Division's Help Desk at (608) 267-3680 or heat@wisconsin.gov. Contact must occur within 30 days to correct the error. If payments are made in error corrections needed will be determined by the Division.

OMB Clearance No: 0970-0571
Expiration Date: 12-31-2019

Office of Community Services
Low-Income Household
Water Assistance Program
(LIHWAP)

Low Income Household Water Assistance Program (LIHWAP) Consolidated Appropriations Act of 2021 and American Rescue Plan

GRANT IMPLEMENTATION PLAN

Grantee Name: Wisconsin Department of Administration

Document Status: Final Draft

ADMINISTRATION FOR CHILDREN & FAMILIES

Section 1 – Program Needs, Goals and Allocations

Community Needs and Program Goals

1.1 Description of Emergency Household Drinking Water and Wastewater Needs

The OCS priorities are restoration of household water services, reducing arrearages, reducing rates charged to households. Briefly describe current needs related to these priorities within your state, territory, or tribal areas. Describe any areas of concentrated need or special issues within communities served by water utilities within your state, territory, or tribal area.

The major area of concern related to household water services in Wisconsin at this time is the high level of arrearages owed by low income households, especially those whose incomes were impacted by COVID-19.

1.2 Operational Priorities and Emergency Flexibilities

Consistent with goal of the American Rescue Plan to provide immediate relief to the American people, briefly describe the operational priorities within your state. territory or tribal area (e.g. immediate restoration of services to households without current water services, immediate payment of existing arrearages to prevent disconnection of drinking water or wastewater services after a previous moratorium on water services due to Covid-19).

Our top priority will be to ensure that low income households, especially those with vulnerable individuals such as seniors, individuals with disabilities, and young children, have ongoing access to household drinking water by avoiding disconnection of their household water service, or having service restored immediately if it is disconnected. Our next priority will be to assist low income households that are struggling to afford their household water service. We will address both priorities by providing eligible households with immediate assistance for their existing arrearages owed to water suppliers.

1.3 Expected Date for Initial Water Payments on Behalf of Households

Provide an estimated date by which payments will be initiated based on the operational priorities identified above (e.g. first stage of payments to restore services for currently disconnected households, etc.).

October 1, 2021

Estimated Funding Allocations

1.4 Estimate what amount of available LIHWAP funds will be used for each component that you will operate: *The total of all percentages must add up to 100%. The combined total of Administration (State) and Administration (Subrecipients) must not exceed 15% of the total for either the Consolidated Appropriations Act or the American Rescue Plan Award.*	**Consolidated Appropriations Act of 2021 Percentage (%)**	**American Rescue Plan Grant Percentage %**
Household Benefits	80 %	80 %
Outreach/Eligibility Determination	5 %	5 %
Administration - State	5 %	5 %
Administration - Subrecipients	10 %	10 %
Total (each column must equal 100%)	100 %	100 %

Categorical Eligibility

1.5 As outlined in the Terms and Conditions, current recipients the following programs are categorically-eligible for LIHWAP assistance:

- Low-Income Home Energy Assistance Program (LIHEAP)
- Means-tested Veterans Programs
- Supplemental Security Income (SSI)
- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)

Briefly describe your operational plans for enrollment of categorically eligible populations based on operational priorities outlined in question 1.2 (e.g. automatic enrollment, acceptance of documentation of enrollment during intake processes). If it will not be possible to include any of these programs in your intake/eligibility processes, provide a brief explanation.

Households with completed, approved LIHEAP applications will be automatically enrolled in LIHWAP if they have a water and/or wastewater burden.

Households entirely composed of persons receiving Supplemental Security Income (SSI), TANF, or Food Stamps (SNAP) in the previous month from the date of application will be deemed a categorically eligible household.

Households receiving benefits from means-tested Veterans Programs will not be deemed categorically eligible, but are likely to meet LIHWAP's income eligibility standards.

Determination of Eligibility for Direct Enrollment

Note: The information below is focused on eligibility determination for households that are not categorically eligible based on the enrollment in one of the programs outlined in question 1.5.

1.6 What type of countable income do you use for eligibility determination? *(select one)*

☒ Gross Income

☐ Net Income

1.7 List all the applicable forms of countable income used to determine a household's income eligibility for LIHWAP. Note: The forms of countable income used for benefit eligibility are generally left to the discretion of the grantee; however, the following sources are not applicable forms of countable income used to determine a household's income eligibility for LIHWAP:

- Temporary Assistance for Needy Families (TANF) benefits
- Supplemental Nutrition Assistance Program (SNAP) benefits
- Women, Infants, and Children Supplemental Nutrition Program (WIC) benefits
- Covid-19 Economic Impact Payments (Stimulus Checks)

The following forms of income will be counted to determine a household's income eligibility for LIHWAP:

- Wages
- Self-Employment Income
- Contract Income
- Social Security Administration (SSA) benefits, excluding MediCare deduction
- Supplemental Security Income (SSI)
- Retirement/pension benefits

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

Section 2: Benefits

Eligibility

2.1 Designate the income eligibility threshold used for the water benefit.

Eligibility Threshold *(select one)*	**Eligibility Threshold Percent**
☐ Federal Poverty Guideline ☒ State Median Income ☐ Hybrid Federal and State (Based on Household Size)	60 %

2.2 Do you anticipate additional eligibility requirements beyond the income threshold noted in 2.1 for water assistance? ☐ **Yes** ☒ **No**

If the answer to question 2.2. is "Yes" please provide an explanation below

2.3. How will you support households whose utility payments are included in their rental payments?

Renters whose utility payments are included in their rent are eligible for assistance with their heating and electric services through the state's LIHEAP program. Likewise, renters with water service included in their rent will be eligible for assistance through LIHWAP. LIHWAP will work with the landlord, water supplier, and the LIHWAP customer to get supporting documentation to pay off the arrears to the water supplier for the LIHWAP customer. The Division will require a written statement from the landlord stating the amount of rent reduction to the renter. In addition, renters whose income was directly or indirectly affected by COVID-19 can also receive assistance with water service and utility payments that are included in their rent through Wisconsin's Emergency Rental Assistance Program.

2.4 Check the variables you use to determine your benefit levels. *(Check all that apply. Check both Household Drinking Water Burden and Household Wastewater Burden if households receive a combined bill for drinking water and wastewater):*

☐ Income
☐ Household Size
☐ Household Drinking Water Burden
☐ Household Wastewater Burden
☑ Other *(Please describe):*

The program will provide up to $5,000 per eligible household for arrearages owed on their household drinking water and/or wastewater accounts.

2.5 Describe estimated benefit levels for the project period for which this plan applies

Minimum Benefit	$ 30	Maximum Benefit	$ 5,000

2.6 Benefit periods

Is this a one-time benefit? ☑ Yes ☐ No

If no, please explain the frequency of allowable benefit (e.g., monthly, quarterly, etc.):

2.7 Do you give priority in eligibility to:

People with Disabilities	☑ Yes	☐ No
Young Children?	☑ Yes	☐ No
Older Adult/Seniors (60 and over)?	☑ Yes	☐ No
Households with high water burdens?	☑ Yes	☐ No
Other?	☐ Yes	☐ No

2.8 Describe how you prioritize the provision of water assistance to vulnerable populations (e.g., benefit amounts, early application periods, etc.)

We will provide an early application period for elderly and disabled.

2.9 Do you provide applicants, including those who are physically disabled, the means to submit applications for benefits without leaving their homes? ☑ Yes ☐ No

If No, explain.

2.10 For individual who are homebound or physically disabled, do you provide travel to the sites at which applications for assistance are accepted? ☐ Yes ☑ No

If No, explain and explain alternative means of intake to those who are homebound or physically disabled?

Those who are homebound or physically disabled may submit applications online, by mail, or by phone.

2.11 Are any of the utility vendors you work with subject to a moratorium on shut offs?

☐ Yes ☒ No

If you responded "Yes" to question 2.11, you must respond to question 2.12.

2.12 Describe the terms of the moratorium and any special dispensation received by LIHWAP clients during or after the moratorium period.

2.13 Do you make payments contingent on vendors taking appropriate measures or maintaining existing supports to alleviate the water burden of eligible households?

☒ Yes ☐ No

If so, describe the measures vendors may take or maintain.

The Division will monitor the water suppliers' compliance with the Water Vendor Agreement.

COVID-Specific	General (Not COVID-specific)
☐ Disconnection moratorium ☐ No late fees, interest, or penalty charges ☐ Ability to enter into payment plan of 6 months or longer ☑ Reconnection of service for disconnected customers ☐ Enrollment in a discounted rate	☐ Consumer protections regarding shutoffs (e.g., minimum notice period, protection of vulnerable populations, minimum amount overdue before disconnection allowed, opportunity for payment plan before disconnection, other procedural or substantive restrictions on shutoffs) ☐ Data reporting requirements for utilities – on a permanent basis – e.g., periodic reporting on number of shutoffs ☐ Percentage of income payment plan other utility-funded arrearage assistance ☐ Lifeline rates ☐ Water efficiency assistance ☑ Provisions ensuring continued service for a specific time period *(Describe below)* The Vendor Contract Agreement requires vendors to ensure continued service based on a documented promise to pay using LIHWAP funds. ☑ Provisions ensuring reconnection within a specific time period *(Describe below)* The Division will monitor the water suppliers' compliance with the Water Vendor Agreement.

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

Regarding Question 2.5: While the maximum preapproved benefit will be set at $5,000, if a household has arrears above that amount, the Division will review the application and make a determination on a case-by-case basis.

Section 3: Outreach

3.1 Select all outreach activities that you conduct that are designed to assure that eligible households are made aware of all LIHWAP assistance available:

- ☑ Place posters/flyers in local and county social service offices, offices of aging, Social Security offices, VA, etc.
- ☑ Publish articles or public service announcements in local newspapers or broadcast media announcements.
- ☑ Work directly with water utilities to identify potential recipients.
- ☐ Include inserts in water vendor billings to inform individuals of the availability of all types of LIHWAP assistance.
- ☑ Mass mailing(s) to prior-year LIHEAP recipients or recipients of other government benefits:
- ☑ Automated phone campaigns and/or social media outreach
- ☑ Multi-lingual announcements in languages spoken by low income households within utility service area and/or notification in ethnic language news and broadcast media outlets
- ☑ Inform low income applicants of the availability of all types of LIHWAP assistance at application intake for other low-income programs.
- ☐ Execute interagency agreements with other low-income program offices and/or public health pathways created for Covid-19 outreach to perform outreach to target groups.
- ☐ Outreach to faith-based institutions, including those serving low-income people and people of color
- ☐ Other *(specify):*

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

Section 4: Coordination

4.1 Describe how you will ensure that the LIHWAP program is coordinated with other programs available to low-income households (LIHEAP, TANF, SSI, SNAP, EPA, Emergency Rental Assistance Program, Homeowner Assistance Program, WAP, etc.) etc.).

☑ Joint application for multiple programs:

Joint application with LIHEAP and the Emergency Rental Assistance program

☑ Intake referrals to/from other programs:

LIHWAP will accept referrals from and make referrals to the Emergency Rental Assistance Program and Homeowner Assistance Program. LIHWAP will also accept referrals from county government economic support programs, and the Wisconsin Public Service Commission.

☑ One - stop intake centers:

Statewide customer care center that takes on demand applications for LIHEAP, LIHWAP, and the Emergency Rental Assistance Program.

☑ Other - *Describe:*

We will strongly encourage the water suppliers to refer customers who are having trouble paying their bills to LIHWAP.

4.2 Describe how you will coordinate with relevant regulatory authorities that govern water suppliers.

The Division regularly corresponds with the Wisconsin Public Service Commission.

If any of the above questions require further explanation or clarification that could not be made in the fields, provide explanation here.

Section 5: Agency Designation
(Required for State grantees and the Commonwealth of Puerto Rico))

5.1 How would you categorize the primary responsibility of your State agency?

- ☑ Administration Agency
- ☐ Commerce Agency
- ☐ Community Services Agency
- ☐ Energy / Environment Agency
- ☐ Housing Agency
- ☐ Human Service Agency
- ☐ Other - *Describe:*

5.2 LIHWAP Component Administration	**Drinking Water Service**	**Wastewater Service**
5.2a Who determines client eligibility?	Subgrantee	Subgrantee
5.2b Who processes benefit payments to water service providers?	Grantee (state)	Grantee (state)

If any of your LIHWAP components are not centrally administered by a State agency, you must complete questions 5.3, 5.4 and 5.5.

5.3 What is your process for selecting local administering agencies?

We will use one existing LIHEAP contract agency. This agency currently processes all online LIHEAP applications for the entire state, operates a statewide customer care center, and acts as the LIHEAP provider agency for 25 of Wisconsin's 72 counties.

5.4 How many local administering agencies do you use?

1

5.5 What types of local administering agencies do you use?

- ☐ Community Action Agencies
- ☐ Local Governments
- ☐ City Governments
- ☐ County Governments
- ☑ Other non-profits

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

Section 6: Water Suppliers

Note: Water suppliers refers to both drinking and/or wastewater suppliers as they may be different entities at the local level

6.1 The following question is specific to Tribes (only). Do you charge households drinking water and wastewater utility services?

☐ Yes If "Yes" please proceed to next questions.

☐ No If "No" please skip to question 6.5.

6.2 How do you notify the household of the amount of assistance paid, and the timing of the assistance payment?

A notification letter is sent.

6.3 How do you assure that no household receiving assistance under this title will be treated adversely because of their receipt of LIHWAP assistance?

The Division will monitor the water suppliers' compliance with the Water Vendor Agreement.

6.4 How do you assure that water suppliers are restoring disconnected service or otherwise maintaining continuity of service due to the benefit payment?

The Division will monitor the water suppliers' compliance with the Water Vendor Agreement.

6.5 For Tribes who answered "No" to question 6.1, please describe how you intend to maintain accurate records to show how LIHWAP funds are expended for drinking water and/or wastewater utilities on behalf of households. (I.E. Financial expenditure reports).

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

Section 7: Program, Fiscal Monitoring, and Audit

7.1 How do you ensure good fiscal accounting and tracking of LIHWAP funds?

We comply with 2 CFR regulations and sound internal practices. The LIHEAP and Public Benefit (PB) are audited by the Legislative Fiscal Bureau each year. We will also monitor a select number of LIHWAP vendors.

Audit Process

7.2 Describe any audit findings rising to the level of material weakness or reportable condition cited in the Single Audits (as required in the Single Audit Act), Grantee monitoring assessments, inspector general reviews, or other government agency reviews of the LIHWAP agency from the most recently audited fiscal year.

☑ No Findings

Finding	Type	Brief Summary	Resolved?	Action Taken
1.			☐ Yes ☐ No	
2.			☐ Yes ☐ No	
3.			☐ Yes ☐ No	
4.			☐ Yes ☐ No	
5.			☐ Yes ☐ No	
6.			☐ Yes ☐ No	

Compliance Monitoring

7.3 Identify the Grantee's strategies for monitoring compliance with the Grantee's and Federal LIHWAP policies and procedures (e.g. certifications, Terms and Conditions, federal guidance, nondiscrimination requirements): *Select all that apply.*

Grantee employees:

- ☑ Internal program review
- ☑ Departmental oversight
- ☑ Secondary review of invoices and payments
- ☑ Reconciliation of water supplier records
- ☐ Other program review mechanisms are in place. *Describe:*

Local Administering Agencies / District Offices:

- ☐ On - site evaluation
- ☑ Annual program review
- ☑ Monitoring through central database
- ☑ Desk reviews
- ☑ Client file testing/sampling
- ☑ Reconciliation of water supplier records
- ☐ Other program review mechanisms are in place. *Describe:*

7.4 Explain or attach a copy of your local agency monitoring schedule and protocol.

We will be monitoring the contracting agency's LIHWAP benefits and cases.

7.5 Describe how you select local agencies for monitoring reviews.

Site visits:

Not applicable.

Desk reviews:

Not applicable

7.6 How often will each local agency be monitored? *Note: This answer can be prospective.*

The contracting agency will be monitored once during the initial months of program implementation, and then later when more of the funds have been expended.

7.7. How many local agencies are currently on corrective action plans for eligibility and/or benefit determination issues for LIHEAP or other programs administered by your agency?

0

7.8. How many local agencies are currently on corrective action plans for financial accounting or administrative issues for LIHEAP or other programs administered by your agency?

0

If any of the above questions require further explanation or clarification that could not be made in the fields provide, said explanation here.

Section 8: Public Participation

8.1 How did you obtain input from the public in the development of your LIHWAP plan? ***Select all that apply.***

- ☐ Tribal Council meeting(s)
- ☐ Public hearing(s)

Enter the dates for Tribal Council meeting(s) or Public hearing(s):

- ☑ Draft Plan posted to website and available for comment
- ☐ Hard copy of plan is available for public view and comment

Enter how long draft plan and/or hard copy of plan was available for public view and comment:

The draft plan was posted for public view and comments for eight full days from July 15, 2021 through July 23, 2021.

- ☐ Comments from applicants are recorded
- ☑ Request for comments on draft Plan is advertised
- ☑ Stakeholder or consultation meeting(s)
- ☐ Comments are solicited during outreach activities
- ☐ Other - *Describe:*

8.2 How many parties commented on your plan? 0

8.3 Summarize the comments you received on your plan here:

Not applicable.

8.4 What changes did you make to your LIHWAP plan as a result of the comments received?

Not applicable.

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

Section 9: Fair Hearings

Note: Administrative hearing opportunities will be comparable to and may utilize existing processes, procedures, and systems currently in place for the State, Territory, or Tribe's Low Income Home Energy Assistance grant.

9.1 Describe your fair, independent hearing procedures for households whose applications are denied or where the applicant disputes the benefit amount.

Applicants have the right to request a fair hearing if they believe their LIHWAP application has been incorrectly denied or if the payment is incorrect.

Households have 45 days from the date the application process was completed to file a fair hearing if they believe their application was incorrectly denied, the application received no action in the appropriate timeframe or incorrect facts or improper procedures were used to determine eligibility, assistance amounts, or services provided. The fair hearing procedures follows three steps:

Step 1: The applicant may submit a written formal appeal to the Division.

Step 2: The Division reviews the formal appeal to ensure compliance with the LIHWAP policies, procedures, and applicable statutes. Once the Division completes this review, a written appeal decision is

9.2 When and how are applicants informed of these rights?

Upon application, applicants are informed of their right to request a fair hearing through signing a Certification Page. They are again informed of their right to request a fair hearing in the Benefit Notice they receive to inform them of benefits they will be receiving, or if their application for benefits has been denied.

9.3 Describe your fair hearing procedures for households whose applications are not acted on in a timely manner.

Applicants have the right to request a fair hearing if they believe their LIHWAP application has not been processed timely. All appeal requests are handled in the same manner regardless of the reason.

9.4 When and how are applicants informed of these rights?

Upon application, applicants are informed of their right to request a fair hearing if their application was not processed timely. They are again informed of their right to request a fair hearing in the Benefit Notice they receive to inform them of benefits they will be receiving, or if their application for benefits has been denied.

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

OMB Clearance No: 0970-0571
Expiration Date: 12-31-2021

Section 10: Training

10.1 Training Strategy - Briefly describe the anticipated training strategy for ensuring that grantee staff, local administering agencies, and participating water utilities understand requirements outlined in the Terms and Conditions as well eligibility requirements and procedures described in this plan. Indicate any technical assistance or resources needed by the State, Territory or Tribe to carry out this training strategy.

Formal training for grantee staff on LIHWAP policies and procedures will be provided on an as-needed basis throughout the program year.

Training for the LIHWAP administering agency will be provided through formal information session(s), which will be provided virtually and will be accessible to staff statewide. Information will also be shared through the dissemination of formal Informational Transmittals. Follow-up training will be provided on an as-needed basis.

Training for water suppliers will be provided via the Water Vendor Agreement and related communications.

Section 11: Performance Management

11.1 Describe any challenges you anticipate with collecting and reporting data to ACF each year regarding how you implemented your LIHWAP. Examples of data may include, but are not limited to, the number of households assisted, the average benefit amount provided, the number of households whose water or wastewater services were restored because of the benefit, demographics of applicants and beneficiaries, and the number of imminent disconnections of water or wastewater services avoided because of the benefit.

We do not anticipate any challenges in meeting the data collection and reporting requirements.

11.2 List any technical assistance resources you request of ACF related to data collection, analysis and reporting on your LIHWAP.

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

Section 12: Program Integrity

12.1 Fraud Reporting Mechanisms

a. Identify all mechanisms that will be available to the public for reporting cases of suspected LIHWAP waste, fraud, and abuse. *Select all that apply.*

- ☐ Online fraud reporting
- ☐ Dedicated fraud reporting hotline
- ☑ Report directly to local agency/district office or Grantee office
- ☑ Report to State Inspector General or Attorney General
- ☐ Forms and procedures in place for local agencies/district offices and vendors to report fraud, waste, and abuse
- ☑ Other - *Describe:*

Water suppliers and local intake workers will be encouraged to report any suspected instances of fraud, waste, and abuse to the Grantee office.

b. Identify strategies that will be used for advertising the above-referenced resources. *Select all that apply*

- ☐ Printed outreach materials
- ☐ Addressed on LIHWAP application
- ☐ Website
- ☑ Other - *Describe:*

Training materials

12.2. Identification Documentation Requirements

a. Indicate which of the following forms of identification will be required or requested to be collected from LIHWAP applicants or their household members. Note: The types of documentation required is left to the discretion of the grantee. The types of documentation included in the list below are examples of documentation required by LIHEAP grantees for some or all household members based on policies within the State, Territory or Tribe. Comparable documentation and procedures may be instituted for LIHWAP households or may be modified or simplified for households that are categorically eligible based on enrollment in programs identified in question 1.5.

Type of Identification Collected	Collected from Whom?		
	Applicant Only	All Adults in Household	All Household Members
Social Security Card is photocopied and retained	☐ Required ☐ Requested	☐ Required ☐ Requested	☐ Required ☐ Requested
Social Security Number (Without Actual Card)	☐ Required ☐ Requested	☐ Required ☐ Requested	☑ Required ☐ Requested
Government-issued identification card (i.e.: driver's license, State ID, Tribal ID, passport, etc.)	☐ Required ☐ Requested	☐ Required ☐ Requested	☐ Required ☐ Requested
Other *(Describe Below)*	☐ Required ☐ Requested	☐ Required ☐ Requested	☐ Required ☐ Requested

b. Describe any exceptions to the above policies.

Individuals who are less than 60 days old, religiously exempt from Social Security, or ineligible non-citizens are not required to provide a Social Security number. Government-issued identification card is only required for first-time applicants.

12.3 Identification Verification

Identify what methods will be used to verify the authenticity of identification documents provided by clients or household members. *Select all that apply*

- ☑ Verify SSNs with Social Security Administration
- ☑ Match SSNs with death records from Social Security Administration or State agency
- ☐ Match SSNs with State eligibility/case management system (e.g., SNAP, TANF)
- ☐ Match with State Department of Labor system
- ☐ Match with State and/or federal corrections system
- ☐ Match with State child support system
- ☐ Verification using private software (e.g., The Work Number)
- ☐ In-person certification by staff (for Tribal grantees only)
- ☐ Match SSN/Tribal ID number with Tribal database or enrollment records (for Tribal grantees only)
- ☐ Other - *Describe:*

12.4. Citizenship/Legal Residency Verification

What are your procedures for ensuring that household members are U.S. citizens or permanent residents who are qualified to receive LIHWAP benefits? *Select all that apply.*

- ☐ Clients sign an attestation of citizenship or legal residency
- ☐ Client's submission of Social Security cards is accepted as proof of legal residency
- ☑ Noncitizens must provide documentation of immigration status
- ☐ Citizens must provide a copy of their birth certificate, naturalization papers, or passport
- ☐ Noncitizens are verified through the SAVE system
- ☐ Tribal members are verified through Tribal enrollment records/Tribal ID card
- ☐ Other - *Describe:*

12.5. Income Verification Note: Income verification applies only to households that have not been determined to be categorically eligible based on enrollment in other programs identified in question 1.5 above. Methods of income verification are left to the discretion of grantees and should be consistent with any sources of countable income identified in question 1.7 above.

What methods will your agency utilize to verify household income? *Select all that apply.*

☑ **Require documentation of income for all adult household members**

- ☑ Bank statements
- ☑ Pay stubs
- ☑ Social Security award letters
- ☑ Tax statements
- ☑ Unemployment insurance letters
- ☑ Zero-income statements
- ☐ Other - *Describe:*

☑ **Computer data matches**

- ☐ Income information matched against state computer system (e.g., SNAP, TANF)
- ☐ Proof of unemployment benefits verified with state Department of Labor
- ☐ Social Security income verified with SSA
- ☐ Utilize state directory of new hires
- ☑ Other - *Describe:*

  Some income information such as Social Security income and child support is verified through other state agency systems.

12.6. Protection of Privacy and Confidentiality

Identify the financial and operating controls that will be in place to protect client information against improper use or disclosure. Select all that apply.

☑ Policy in place prohibiting release of information without written consent

☑ Grantee LIHWAP database includes privacy/confidentiality safeguards

☑ Employee training on confidentiality for:
  ☑ Grantee employees ☑ Local agencies/district offices

☑ Employees must sign confidentiality agreement
  ☑ Grantee employees ☑ Local agencies/district offices

☐ Physical files are stored in a secure location

☑ Other - *Describe:*

There are no longer any physical files; all customer data is stored electronically in our centralized system.

12.7 Verifying the Authenticity

What policies will be in place for verifying vendor authenticity? Select all that apply.

- ☑ All vendors must register with the State/Tribe.
- ☑ All vendors must supply a valid SSN or TIN/W-9 form
- ☑ Vendors are verified through water bills provided by the household
- ☐ Grantee and/or local agencies/district offices perform physical monitoring of vendors
- ☐ Other - *Describe and note any exceptions to policies above:*

12.8 Benefits Policy - Water and Wastewater Utilities

What policies will be in place to protect against fraud when making benefit payments to water utilities on behalf of clients? Select all that apply.

- ☐ Applicants required to submit proof of physical residency
- ☑ Applicants must submit current water or wastewater bill
- ☑ Centralized computer system/database tracks payments to all water suppliers
- ☐ Centralized computer system automatically generates benefit level
- ☑ Computer databases are periodically reviewed to verify accuracy and timeliness of payments made to water suppliers
- ☐ Data exchange with utilities that verifies:
  - ☐ Account is properly credited with benefit
  - ☐ Account ownership
  - ☐ Balances
  - ☐ Consumption
  - ☐ Payment history
  - ☐ Other - *Describe:*
- ☐ Payments coordinated among other water and wastewater assistance programs to avoid duplication of payments
- ☐ Payments to water suppliers and invoices from water suppliers are reviewed for accuracy
- ☑ Procedures are in place to require prompt refunds from utilities in cases of account closure
- ☐ Separation of duties between intake and payment approval
- ☑ Vendor agreements specify requirements selected above, and provide enforcement mechanism
- ☐ Other - *Describe:*

12.9 Investigations and Prosecutions

Identify the Grantee's procedures for investigating and prosecuting reports of fraud, and any sanctions placed on clients/staff/vendors found to have committed fraud. Select all that apply.

- ☐ Clients found to have committed fraud are banned from LIHWAP assistance. For how long is a household banned?
- ☑ Contracts with local agencies require that employees found to have committed fraud are reprimanded and/or terminated
- ☑ Grantee attempts collection of improper payments. If so, describe the recoupment process
- ☑ Local agencies/district offices or Grantee conduct investigation of fraud complaints from public
- ☐ Refer to local prosecutor or State Attorney General
- ☐ Refer to State Inspector General
- ☐ Refer to US DHHS Inspector General (including referral to OIG hotline)
- ☑ Vendors found to have committed fraud may no longer participate in LIHWAP
- ☐ Other - *Describe:*

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

The grantee's recoupment process for collecting improper payments will be to establish a repayment agreement with the customer.

Section 13: Certification Regarding Debarment, Suspension, and Other Responsibility Matters

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled ``Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,'' provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false Statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled ``Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,'' without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

☑ By checking this box, the prospective primary participant is providing the certification set out above.

Section 14: Certification Regarding Drug-Free Workplace Requirements

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central pint is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

   Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

   Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

   Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:,

(a) Publishing a Statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the Statement required by paragraph (a);

(d) Notifying the employee in the Statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

(1) Abide by the terms of the Statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)
Address Line 1: 101 East Wilson Street
Address Line 2:
Address Line 3:
City: Madison State: WI Zip Code: 53703
☐ Check if there are workplaces on file that are not identified here. Alternate II. (Grantees Who Are Individuals) (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant. [55 FR 21690, 21702, May 25, 1990] ☑ By checking this box, the prospective primary participant is providing the certification set out above.

Section 15: Certification Regarding Lobbying

The submitter of this application certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, ``Disclosure Form to Report Lobbying,'' in accordance with its instructions

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned States, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, ``Disclosure Form to Report Lobbying,'' in accordance with its instructions. Submission of this Statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required Statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

☑ By checking this box, the prospective primary participant is providing the certification set out above.

Signature of Governor's Authorized Official

Name of State/Territory: Wisconsin

LIHWAP State/Territory Lead Agency: Department of Administration

I certify that the LIHWAP Plan is complete and that LIHWAP grant project will be implemented in compliance with the certifications contained herein.

X _____

Governor's Authorized Official

Susan Brown

Print Name

Low Income Household Water Assistance Program (LIHWAP) for Vendors

Administered by Energy Services, Inc. (ESI) in collaboration with the Department of Administration/Division of Energy, Housing and Community Resources (DOA/DEHCR)

Wisconsin Home Energy Assistance Program (WHEAP)

- WHEAP provides Heat and Electric assistance to income eligible Wisconsin Residents

- WHEAP is the mechanism to test income eligibility for Wisconsin Emergency Rental Assistance (WERA) and Low Income Household Water Assistance Program (LIHWAP)

- WHEAP, WERA, and/or LIHWAP, together provide more comprehensive services

Low Income Household Water Assistance Program (LIHWAP)

- Developed as part of the response to the COVID-19 pandemic

- Designed as an emergency program to provide water and wastewater assistance to eligible households

Applicant Process

WHEAP

- Customer applies for WHEAP
- Customer indicates water assistance need

LIHWAP

- Agency requests the water bill
- Agency issues crisis payment to water vendor using the Home Energy Plus (HE+) secured System

VENDOR

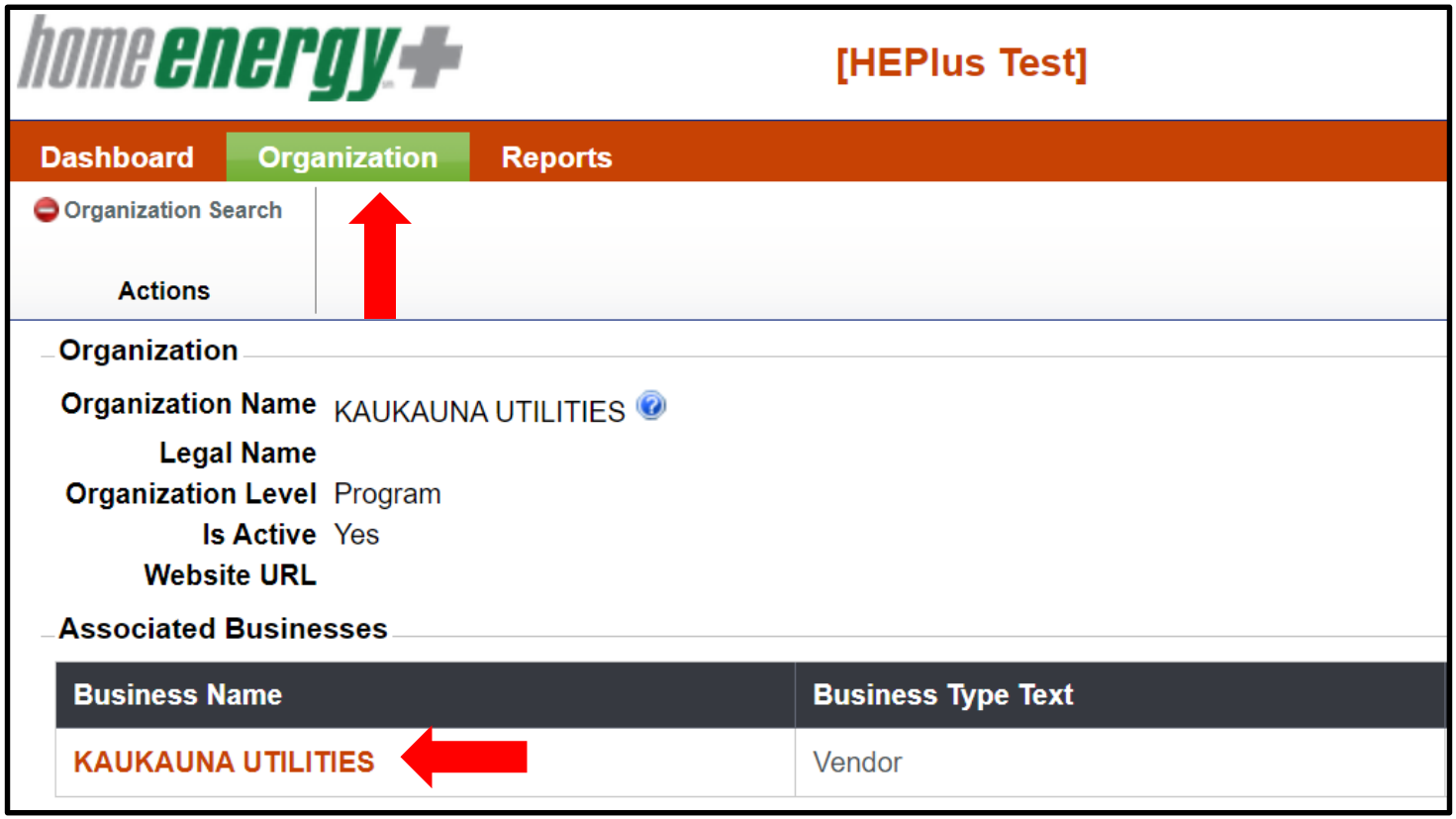
- Receives notification and payment
- Uses payment register to apply benefits accordingly

Payment Notifications

- Benefit extractions occur every Wednesday at 5pm
- If a utility's customer is part of a benefit extraction, the utility's 'Payment Contact' will receive an email from heatwebmaster@Wisconsin.gov
- The 'Payment Contact' logs in to the Home Energy Plus (HE+) System to obtain payment details

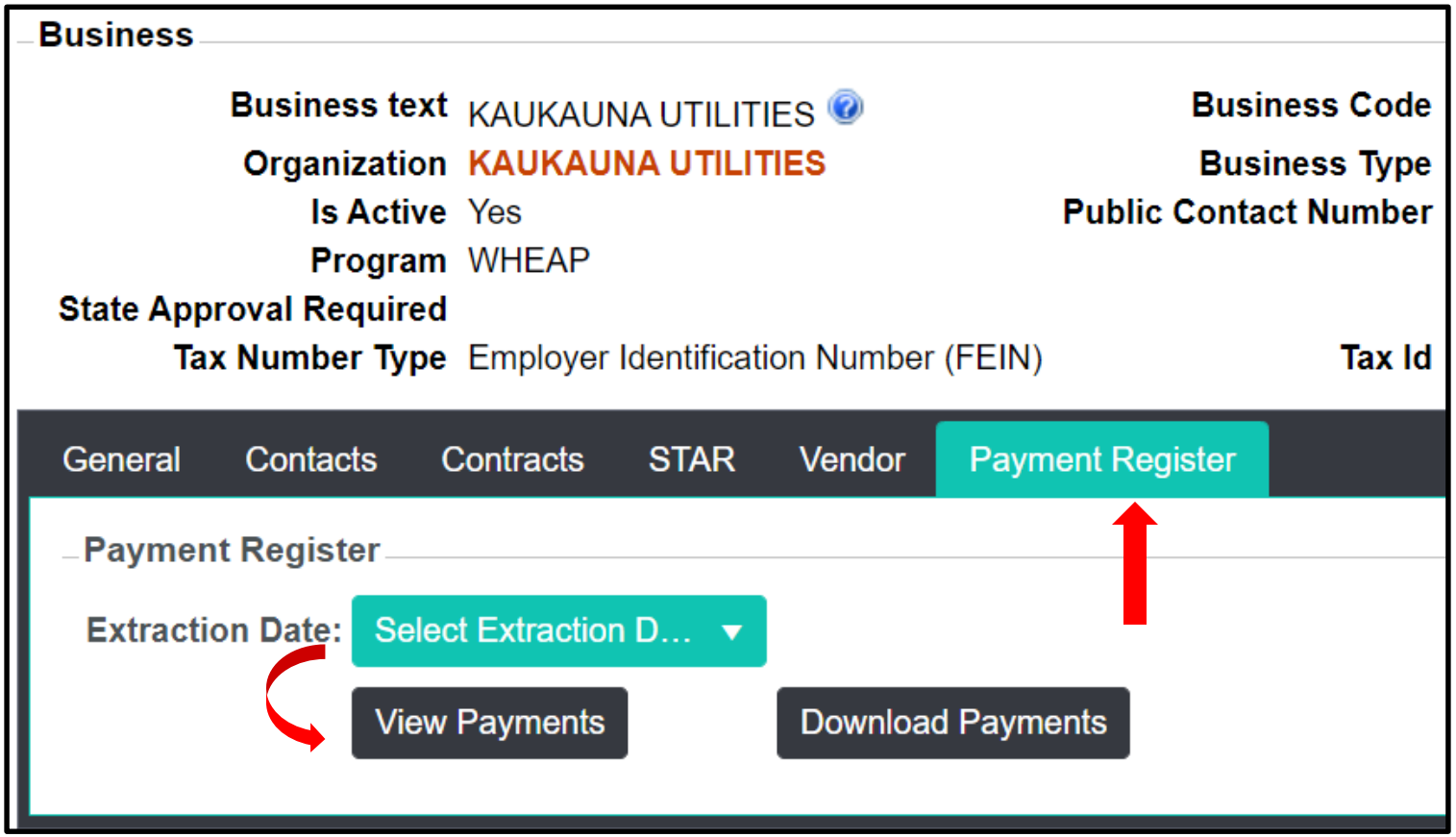
Payment Registers

1. Log in to the HE+ System
2. Click on the Organization Tab
3. Click on the Business Name



Payment Registers

4. Click on the Payment Register Tab
5. Choose an Extraction Date and click View Payments



Payment Register Sample

Page 1 of Payment Register:

Vendor Name (business code) payment details for 11/10/2021 Extract

The information contained in this report is confidential and may be used only for purposes of verifying eligibility for the Wisconsin Home Energy Assistance Program (WHEAP).

Acct Number Acct Name	Full Name	Address	Type	Service Type	County or Tribe	Amount
123456 John Doe	JOHN DOE	125 W TENTH ST,ELKHORN WI 53121-1653	CRPAY	LIHWAP CAA-WA	WALWORTH	$200.00
123456 Jane Doe	JANE DOE	123 WEST ST LOWR,ELKHORN WI 53121-1653	CRPAY	LIHWAP CAA-WWA	WALWORTH	$200.00
123456 Joe Smith	JOE SMITH	222 E FIRST ST LOWR,ELKHORN WI 53121-1653	CRPAY	LIHWAP CAA-MWA	WALWORTH	$200.00

Payment Register Sample

Page 2 of Payment Register:

Summary for 11/10/2021

Fund	Count of Paid and Cancelled Transactions	Paid	Cancelled	Refunded - System (Recapture)	Check Amount
LIHWAP CAA	3	$600.00	$0.00	$0.00	
Total	**3**	**$600.00**	**$0.00**	**$0.00**	**$600.00**
Year To Date Total	**21**	**$3,158.00**	**$0.00**	**$0.00**	**$3,158.00**

Check Details

Payment Date	
Check/Payment #	
Document Identification Number (DOCID)	**21000055013**
Check amount	**$600.00**

Cancellations, Recaptures, and Repayments

WHEAP PAYMENT CANCELLATION POLICY: HTCAN, PBCAN, CRCAN, AND PCCAN recapture in next payment(s) made to vendor. Refer to the vendor refund policy, contact the local agency, or the WHEAP Help Desk at 608.267-3680 or heat@wisconsin.gov for more information.

Payment Register Sample

Page 3 of Payment Register:

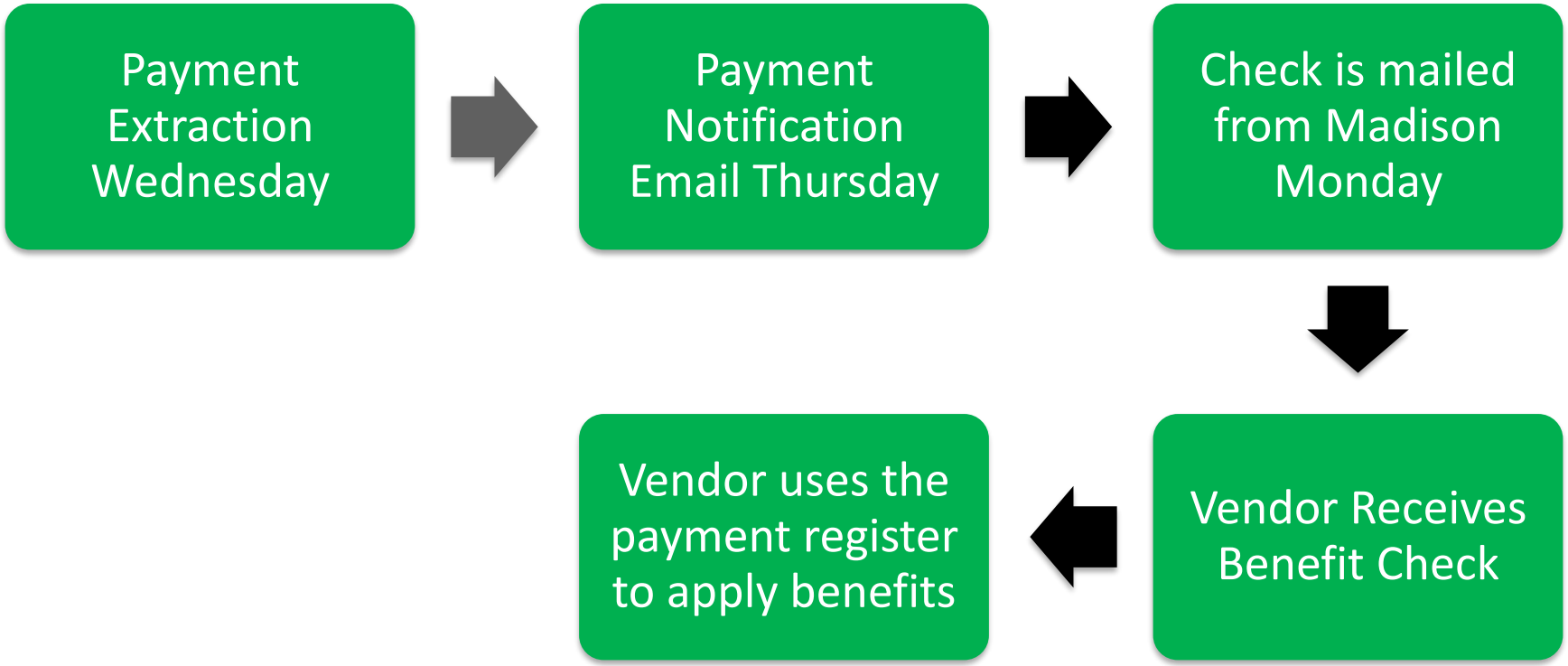
Outstanding Amount to be Recaptured:

Applicant Name Acct # Acct Name	Service Type	App Number Payment Date Cancelled Date	Paid Amount	Previously Refunded Amount	Refunded - Manual (Paid by Check) in Current Extraction Check Date Check Number	Refunded - System (Recapture) in Current Extraction	Remaining Amount to be Recaptured

Service Type Abbreviation-to-Text Key

Service Type Abbreviation	Service Type Text
LIHWAP CAA-MWA	Multiple Water Assistance
LIHWAP CAA-WA	Water Assistance
LIHWAP CAA-WWA	Waste Water Assistance

Payment Process Flow



Credits

- In the event a LIHWAP benefit payment results in a credit balance for any customer, and the account is no longer active i.e. the applicant moves, the difference of the LIHWAP benefit shall be issued back to the Division as a refund. LIHWAP benefits are based on the sole eligibility of the LIHWAP applicant at the address of the LIHWAP crisis application. Any existing eligible benefits resulting in a credit balance, shall not be transferred to any other entity. All payment and credit questions shall be coordinated with the Division by contacting the Energy Help Desk at heat@wisconsin.gov or by calling (608) 267-3680.

LIHWAP Partners

- Energy Services Inc (ESI) is the designated agency administering LIHWAP applications

- In addition to LIHWAP, ESI also administers the WHEAP and WERA programs statewide.

- Customers in need of energy, rental or water assistance can call ESI to apply at 1-800-506-5596

LIHWAP Questions

- All payment and credit questions shall be coordinated with the Division by contacting the DEHCR Help Desk at heat@wisconsin.gov or by calling (608) 267-3680.

- To become a registered LIHWAP vendor, please contact the DEHCR Help Desk at heat@wisconsin.gov or by calling (608) 267-3680.

Committee: Finance & Human Resources
Item Number:
Introduced By: Julie Foley
Date Introduced: 11/30/2022

RELATING TO:
Discussion and decision to approve a resolution to set the salaries and benefits of Non-Represented and Command Staff Employees of the City of Greenfield for 2023.

SUMMARY:

- Salary for the Non-Represented and Command Staff Employees has been adjusted for 2023 (a 2% increase).
- Salary range for Fire and Police Chiefs has been increased by 2% consistent with the Non-Represented and Command Staff employees.
- Placement of Fire and Police Chief salaries, to be adjusted by 2%.
- Health Officer/Director pay range revised to better reflect market range effective 2023:

START (annual)	1 YEAR (annual)	2 YEAR (annual)	3 YEAR (annual)	4 YEAR (annual)
93,864	97,150	100,551	104,070	107,712

- Revised safety boot/safety glasses language. Previously only DPW Superintendent was eligible for safety glasses/$140 safety boot annual allowance and only DPW staff eligible for $130 safety boot annual allowance. Revised to reflect all employees within DPW/Inspection/Engineering departments who require safety boots due to work activities are eligible for a $200/year allowance.
- Revised Police shooting allowance to reflect that Captains are also allowed the $175 allowance. Previously allowance only included Chief and Assistant Chief.
- Remove Public Health Nurse Supervisor position and replace it as a Public Health Nurse (revised org chart)
- Change holiday language to reflect if a holiday falls on a Saturday or Sunday that the holiday may fall on preceding or succeeding workday. This is important for the Christmas and New Year's holidays.
- Increase rate of pay for P/T CSO from $14.00/hour to $18.00/hour. Rate has not increased since 2012 when the CSO position/program was implemented.

Approve resolution as presented.

PART I. The wages and salaries of the following officers and employees shall be as follows:

Effective 1/01/2023	START (hrly)	1 YEAR (hrly)	2 YEAR (hrly)	3 YEAR (hrly)	4 YEAR (hrly)
ACCOUNTANT	28.94	29.95	31.00	32.08	33.21
ADMINISTRATIVE ASSISTANT	27.72	28.70	29.71	30.75	31.83
CLERK SPECIALIST	24.58	25.00	25.46	25.93	26.38
CLERK/TYPIST	22.22	22.68	23.04	23.39	23.91
COURT CLERK	24.58	25.00	25.46	25.93	26.38
DEPUTY CITY CLERK	31.17	32.26	33.38	34.56	35.77
ELECTRICAL/PLUMBING/BLDG INSP - ENTRY LEVEL	34.13	35.32	36.56	37.84	39.15
ELECTRICAL/PLUMBING/BLDG INSP W/ 4 CERTIFICATIONS	35.15	36.38	37.65	38.96	40.34
ELECTRICAL/PLUMBING/BLDG INSP W/ ≥5 CERTIFICATIONS	36.21	37.46	38.78	40.14	41.53
EMERGENCY DISPATCHER	25.90	26.70	27.54	28.34	29.28
ENGINEERING SPECIALIST	27.72	28.70	29.71	30.75	31.83
ENVIRONMENTAL HEALTH SPECIALIST	32.43	33.58	34.73	35.94	37.21
FABRICATOR/MECHANIC	30.25	31.31	32.41	33.54	34.71
FINANCE SPECIALIST	27.72	28.70	29.71	30.75	31.83
GIS TECHNICIAN	25.29	26.14	27.07	28.03	29.02
PROJECT MANAGER	31.64	32.75	33.89	35.08	36.30
GRAPHICS/CLERK TYPIST	24.58	25.00	25.46	25.93	26.38
NON-CDL LABORER (STARTING RATE ONLY)	21.80				
LABORER	22.80	23.60	24.43		
OPERATOR	25.29	26.14	27.07	28.03	29.02
P/T CLERICAL (GRANDFATHERED)	22.22	22.68	23.49	23.85	24.39
P/T CLERK-TYPIST (AFTER 5/15/15)	15.54	16.09	16.65	17.23	17.84
P/T COMMUNITY SERVICE OFFICER (FIXED RATE)	14.00				
P/T FIRE MARSHAL	22.97				
P/T INTERGOVERNMENTAL SANITARIAN SPECIALIST	32.43	33.58	34.73	35.94	37.21
P/T POLICE SERVICES SPECIALIST-INVESTIGATOR	22.97				
P/T PUBLIC HEALTH ASSOCIATE	22.97				
P/T PUBLIC HEALTH NURSE	32.43	33.58	34.73	35.94	37.21
PLANNER	30.82	31.91	33.02	34.18	35.38
POLICE CLERK TYPIST	23.84	24.35	24.71	25.11	25.66
PUBLIC HEALTH NURSE	32.43	33.58	34.73	35.94	37.21
PUBLIC HEALTH SPECIALIST	32.43	33.58	34.73	35.94	37.21
PUBLIC SAFETY EQUIPMENT SPECIALIST	28.94	29.95	31.00	32.08	33.21
SENIOR OPERATOR	30.04	31.90	32.17	33.30	34.47
WORKING FOREMAN	36.03	37.29	38.59	39.94	41.33

Effective 1/01/2022	START (hrly)	1 YEAR (hrly)	2 YEAR (hrly)	3 YEAR (hrly)	4 YEAR (hrly)
ACCOUNTANT	26.83	27.74	28.71	29.72	30.76
ADMINISTRATIVE ASSISTANT	27.18	28.14	29.13	30.15	31.21
ADMINISTRATIVE ASSISTANT - P&R	26.41	27.32	28.26	29.26	30.29
ASSISTANT COURT CLERK	23.50	23.91	24.34	24.78	25.25
CLERK SPECIALIST	24.10	24.51	24.96	25.42	25.86
CLERK/TYPIST	21.78	22.24	22.59	22.93	23.44
COURT CLERK	24.10	24.51	24.96	25.42	25.86
DEPUTY CITY CLERK	30.56	31.63	32.73	33.88	35.07
ELECTRICAL/PLUMBING/BLDG INSP - ENTRY LEVEL	33.46	34.63	35.84	37.10	38.38
ELECTRICAL/PLUMBING/BLDG INSP W/ 4 CERTIFICATIONS	34.46	35.67	36.91	38.20	39.55
ELECTRICAL/PLUMBING/BLDG INSP W/ ≥5 CERTIFICATIONS	35.50	36.73	38.02	39.35	40.72
EMERGENCY DISPATCHER	24.51	25.27	26.06	26.81	27.71
ENGINEERING SPECIALIST	27.18	28.14	29.13	30.15	31.21
ENVIRONMENTAL HEALTH SPECIALIST	31.79	32.92	34.05	35.24	36.48
FABRICATOR/MECHANIC	29.66	30.70	31.77	32.88	34.03
FINANCE CLERK	21.78	22.24	23.03	23.38	23.91
GIS TECHNICIAN	24.79	25.63	26.54	27.48	28.45
GIS TECHNICIAN, SENIOR	31.02	32.11	33.23	34.39	35.59
GRAPHICS/CLERK SPECIALIST	24.10	24.51	24.96	25.42	25.86
LABORER	20.15	20.85	21.59	22.33	23.12
OPERATOR	24.79	25.63	26.54	27.48	28.45
P/T CLERICAL (GRANDFATHERED)	21.78	22.24	23.03	23.38	23.91
P/T CLERK-TYPIST (AFTER 5/15/15)	15.24	15.77	16.32	16.89	17.49
P/T COMMUNITY SERVICE OFFICER (FIXED RATE)	14.00				
P/T FIRE MARSHAL	22.52				
P/T INTERGOVERNMENTAL SANITARIAN SPECIALIST	31.79	32.92	34.05	35.24	36.48
P/T POLICE SERVICES SPECIALIST-INVESTIGATOR	22.52				
P/T PUBLIC HEALTH ASSOCIATE	22.52				
P/T PUBLIC HEALTH NURSE	31.79	32.92	34.05	35.24	36.48
P/T TRANSCRIPTIONIST (FIXED RATE)	17.00				
PLANNER	30.22	31.28	32.37	33.51	34.69
POLICE CLERK TYPIST	22.44	22.92	23.27	23.64	24.16
PUBLIC HEALTH NURSE	31.79	32.92	34.05	35.24	36.48
PUBLIC HEALTH SPECIALIST	31.79	32.92	34.05	35.24	36.48
PUBLIC SAFETY EQUIPMENT SPECIALIST	28.37	29.36	30.39	31.45	32.56
SENIOR OPERATOR	29.19	30.21	31.27	32.36	33.50
WORKING FOREMAN	35.32	36.56	37.83	39.16	40.52

Dispatchers or Clerk Typists who are assigned by the Police Chief, or his designee, to train new recruit employees shall receive fifteen dollars ($15) per day. Shift differential of ($0.25) twenty-five cents per hour for Non-Represented personnel assigned to either second, third, or swing shift.

Effective 1/01/2022	START (annual)	1 YEAR (annual)	2 YEAR (annual)	3 YEAR (annual)	4 YEAR (annual)
ASST FIRE CHIEF	107,791	111,564	115,470	119,508	123,692
ASST POLICE CHIEF	110,194	114,049	118,042	122,175	126,450
BATTALION CHIEF	91,582	94,785	98,104	101,538	109,734
CASE MANAGER	70,566	73,034	75,590	78,236	80,976
CITY CLERK	86,629	89,662	92,800	96,047	99,410
CODE ENFORCER	55,691	57,638	59,656	61,744	63,904
COMMUNITY DEVELOPMENT MANAGER	86,629	89,662	92,800	96,047	99,410
COURT ADMINISTRATOR	63,561	65,787	68,088	70,473	77,932
DEPUTY COMPTROLLER	83,595	86,522	89,550	92,684	95,928
DEPUTY TREASURER	71,669	74,178	76,774	79,461	82,243
DIRECTOR - NEIGHBORHOOD SERVICES	99,451	102,931	106,533	110,261	114,122
ENVIRONMENTAL ENG/GIS TECH	74,441	77,048	79,745	82,536	85,423
FINANCE DIRECTOR	91,582	94,785	98,104	101,537	107,300
HEALTH OFFICER/DIRECTOR	98,934	102,397	105,981	109,690	113,529
HUMAN RESOURCES DIRECTOR	89,007	92,123	95,347	98,684	102,138
MANAGER OF INFORMATION TECHNOLOGY	107,791	111,564	115,469	119,508	123,692
OFFICE SUPRV/ADMIN COMM COORD/PD/IT	65,109	67,409	69,747	72,187	74,713
OPERATING SYSTEMS ANALYST	69,582	72,017	74,539	77,146	79,846
PARK & RECREATION COORDINATOR	55,691	57,638	59,656	61,744	63,904
PARK & RECREATION DIRECTOR	86,629	89,662	92,800	96,047	99,410
PARKS/FACILITIES SUPERVISOR	74,896	77,142	79,455	81,839	84,295
PARKS MAINTENANCE COORDINATOR	55,691	57,638	59,656	61,744	63,904
POLICE CAPTAIN	104,426	108,081	111,863	115,779	119,832
PROJECT ENGINEER	74,441	77,048	79,745	82,536	85,423
PUBLIC HEALTH NURSE SUPERVISOR	70,566	73,034	75,590	78,236	80,976
PUBLIC HEALTH STRATEGIST	70,566	73,034	75,590	78,236	80,976
RECREATION SUPERVISOR	65,109	67,409	69,747	72,187	74,713
SENIOR ACCOUNTANT	71,669	74,178	76,774	79,461	82,243
SUPERINTENDENT OF PUBLIC WORKS	88,080	91,160	94,353	97,654	106,845
SYSTEMS ADMINISTRATOR	86,629	89,662	92,800	96,047	99,410

Effective 1/01/2023	START (annual)	1 YEAR (annual)	2 YEAR (annual)	3 YEAR (annual)	4 YEAR (annual)
ASST FIRE CHIEF	109,947	113,795	117,779	121,898	126,166
ASST POLICE CHIEF	112,398	116,330	120,403	124,619	128,979
BATTALION CHIEF	93,414	96,681	100,066	103,569	111,929
CASE MANAGER	71,977	74,495	77,102	79,801	82,596
CITY CLERK	88,362	91,455	94,656	97,968	101,398
CODE ENFORCER	56,805	58,791	60,849	62,979	65,182
COMMUNITY DEVELOPMENT MANAGER	88,362	91,455	94,656	97,968	101,398
COURT ADMINISTRATOR	64,832	67,103	69,450	71,882	79,491
DEPUTY COMPTROLLER	85,267	88,252	91,341	94,538	97,847
DEPUTY TREASURER	73,102	75,662	78,309	81,050	83,888
DIRECTOR - NEIGHBORHOOD SERVICES	101,440	104,990	108,664	112,466	116,404
SENIOR PROJECT MANAGER	75,930	78,589	81,340	84,187	87,131
FINANCE DIRECTOR	97,989	101,419	104,969	108,643	112,446
HEALTH OFFICER/DIRECTOR	100,913	104,445	108,101	111,884	115,800
HUMAN RESOURCES DIRECTOR	90,787	93,965	97,254	100,658	104,181
MANAGER OF INFORMATION TECHNOLOGY	109,947	113,795	117,778	121,898	126,166
OFFICE SUPRV/ADMIN COMM COORD/PD/IT	66,411	68,757	71,142	73,631	76,207
OPERATING SYSTEMS ANALYST	70,974	73,457	76,030	78,689	81,443
PARK & RECREATION COORDINATOR	56,805	58,791	60,849	62,979	65,182
PARK & RECREATION DIRECTOR	88,362	91,455	94,656	97,968	101,398
PARKS/FACILITIES SUPERVISOR	76,394	78,685	81,044	83,476	85,981
PARKS MAINTENANCE COORDINATOR	56,805	58,791	60,849	62,979	65,182
POLICE CAPTAIN	106,515	110,243	114,100	118,095	122,229
PROJECT ENGINEER	75,930	78,589	81,340	84,187	87,131
PUBLIC HEALTH NURSE SUPERVISOR	71,977	74,495	77,102	79,801	82,596
PUBLIC HEALTH STRATEGIST	71,977	74,495	77,102	79,801	82,596
RECREATION SUPERVISOR	66,411	68,757	71,142	73,631	76,207
SENIOR ACCOUNTANT	73,102	75,662	78,309	81,050	83,888
SUPERINTENDENT OF PUBLIC WORKS	89,842	92,983	96,240	99,607	108,982
SYSTEMS ADMINISTRATOR	88,362	91,455	94,656	97,968	101,398

The wage as set forth represents the annual rate for the continued employment for that position on an annual basis. This wage does not represent a guarantee of employment for the term represented by the wage.

Effective 1/03/2022 (2.0% increase)	START (hrly)	1 YEAR (hrly)	2 YEAR (hrly)	3 YEAR (hrly)	4 YEAR (hrly)
ACCOUNTANT	28.94	29.95	31.00	32.08	33.21
ADMINISTRATIVE ASSISTANT	27.72	28.70	29.71	30.75	31.83
CLERK SPECIALIST	24.58	25.00	25.46	25.93	26.38
CLERK/TYPIST	22.22	22.68	23.04	23.39	23.91
COURT CLERK	24.58	25.00	25.46	25.93	26.38
DEPUTY CITY CLERK	31.17	32.26	33.38	34.56	35.77
ELECTRICAL/PLUMBING/BLDG INSP - ENTRY LEVEL	34.13	35.32	36.56	37.84	39.15
ELECTRICAL/PLUMBING/BLDG INSP W/ 4 CERTIFICATIONS	35.15	36.38	37.65	38.96	40.34
ELECTRICAL/PLUMBING/BLDG INSP W/ ≥5 CERTIFICATIONS	36.21	37.46	38.78	40.14	41.53
EMERGENCY DISPATCHER	25.90	26.70	27.54	28.34	29.28
ENGINEERING SPECIALIST	27.72	28.70	29.71	30.75	31.83
ENVIRONMENTAL HEALTH SPECIALIST	32.43	33.58	34.73	35.94	37.21
FABRICATOR/MECHANIC	30.25	31.31	32.41	33.54	34.71
FINANCE SPECIALIST	27.72	28.70	29.71	30.75	31.83
GIS TECHNICIAN	25.29	26.14	27.07	28.03	29.02
GIS TECHNICIAN, SENIOR	31.64	32.75	33.89	35.08	36.30
GRAPHICS/CLERK TYPIST	24.58	25.00	25.46	25.93	26.38
LABORER	20.55	21.27	22.02	22.78	23.58
OPERATOR	25.29	26.14	27.07	28.03	29.02
P/T CLERICAL (GRANDFATHERED)	22.22	22.68	23.49	23.85	24.39
P/T CLERK-TYPIST (AFTER 5/15/15)	15.54	16.09	16.65	17.23	17.84
P/T COMMUNITY SERVICE OFFICER (FIXED RATE)	14.00				
P/T FIRE MARSHAL	22.97				
P/T INTERGOVERNMENTAL SANITARIAN SPECIALIST	32.43	33.58	34.73	35.94	37.21
P/T POLICE SERVICES SPECIALIST-INVESTIGATOR	22.97				
P/T PUBLIC HEALTH ASSOCIATE	22.97				
P/T PUBLIC HEALTH NURSE	32.43	33.58	34.73	35.94	37.21
P/T TRANSCRIPTIONIST (FIXED RATE)	17.00				
PLANNER	30.82	31.91	33.02	34.18	35.38
POLICE CLERK TYPIST	23.84	24.35	24.71	25.11	25.66
PUBLIC HEALTH NURSE	32.43	33.58	34.73	35.94	37.21
PUBLIC HEALTH SPECIALIST	32.43	33.58	34.73	35.94	37.21
PUBLIC SAFETY EQUIPMENT SPECIALIST	28.94	29.95	31.00	32.08	33.21
SENIOR OPERATOR	29.77	30.81	31.90	33.01	34.17
WORKING FOREMAN	36.03	37.29	38.59	39.94	41.33

Effective 1/02/2023 (2.0% increase)	START (hrly)	1 YEAR (hrly)	2 YEAR (hrly)	3 YEAR (hrly)	4 YEAR (hrly)
ACCOUNTANT	29.52	30.55	31.62	32.72	33.87
ADMINISTRATIVE ASSISTANT	28.27	29.27	30.30	31.37	32.47
CLERK SPECIALIST	25.07	25.50	25.97	26.45	26.91
CLERK/TYPIST	22.66	23.13	23.50	23.86	24.39
COURT CLERK	25.07	25.50	25.97	26.45	26.91
DEPUTY CITY CLERK	31.79	32.91	34.05	35.25	36.49
ELECTRICAL/PLUMBING/BLDG INSP - ENTRY LEVEL	34.81	36.03	37.29	38.60	39.93
ELECTRICAL/PLUMBING/BLDG INSP W/ 4 CERTIFICATIONS	35.85	37.11	38.40	39.74	41.15
ELECTRICAL/PLUMBING/BLDG INSP W/ ≥5 CERTIFICATIONS	36.93	38.21	39.56	40.94	42.36
EMERGENCY DISPATCHER	26.42	27.23	28.09	28.91	29.87
ENGINEERING SPECIALIST	28.27	29.27	30.30	31.37	32.47
ENVIRONMENTAL HEALTH SPECIALIST	33.08	34.25	35.42	36.66	37.95
FABRICATOR/MECHANIC	30.86	31.94	33.06	34.21	35.40
FINANCE SPECIALIST	28.27	29.27	30.30	31.37	32.47
GIS TECHNICIAN	25.80	26.66	27.61	28.59	29.60
PROJECT MANAGER	32.27	33.41	34.57	35.78	37.03
GRAPHICS/CLERK TYPIST	25.07	25.50	25.97	26.45	26.91
NON-CDL LABORER (STARTING RATE ONLY)	22.26				
LABORER	23.26	24.07	24.92		
OPERATOR	25.80	26.66	27.61	28.59	29.60
P/T CLERICAL (GRANDFATHERED)	22.66	23.13	23.96	24.33	24.88
P/T CLERK-TYPIST (AFTER 5/15/15)	15.85	16.41	16.98	17.57	18.20
P/T COMMUNITY SERVICE OFFICER (FIXED RATE)	18.00				
P/T FIRE MARSHAL	23.43				
P/T INTERGOVERNMENTAL SANITARIAN SPECIALIST	33.08	34.25	35.42	36.66	37.95
P/T POLICE SERVICES SPECIALIST-INVESTIGATOR	23.43				
P/T PUBLIC HEALTH ASSOCIATE	23.43				
P/T PUBLIC HEALTH NURSE	33.08	34.25	35.42	36.66	37.95
PLANNER	31.44	32.55	33.68	34.86	36.09
POLICE CLERK TYPIST	24.32	24.84	25.20	25.61	26.17
PUBLIC HEALTH NURSE	33.08	34.25	35.42	36.66	37.95
PUBLIC HEALTH SPECIALIST	33.08	34.25	35.42	36.66	37.95
PUBLIC SAFETY EQUIPMENT SPECIALIST	29.52	30.55	31.62	32.72	33.87
SENIOR OPERATOR	30.64	31.71	32.81	33.97	35.16
WORKING FOREMAN	36.75	38.04	39.36	40.74	42.16

Dispatchers or Clerk Typists who are assigned by the Police Chief, or his designee, to train new recruit employees shall receive fifteen dollars ($15) per day. Shift differential of ($0.25) twenty-five cents per hour for Non-Represented personnel assigned to either second, third, or swing shift.

Effective 1/03/2022 (2.0% increase)	START (annual)	1 YEAR (annual)	2 YEAR (annual)	3 YEAR (annual)	4 YEAR (annual)
ASST FIRE CHIEF	109,947	113,795	117,779	121,898	126,166
ASST POLICE CHIEF	112,398	116,330	120,403	124,619	128,979
BATTALION CHIEF	93,414	96,681	100,066	103,569	111,929
CASE MANAGER	71,977	74,495	77,102	79,801	82,596
CITY CLERK	88,362	91,455	94,656	97,968	101,398
CODE ENFORCER	56,805	58,791	60,849	62,979	65,182
COMMUNITY DEVELOPMENT MANAGER	88,362	91,455	94,656	97,968	101,398
COURT ADMINISTRATOR	64,832	67,103	69,450	71,882	79,491
DEPUTY COMPTROLLER	85,267	88,252	91,341	94,538	97,847
DEPUTY TREASURER	73,102	75,662	78,309	81,050	83,888
DIRECTOR - NEIGHBORHOOD SERVICES	101,440	104,990	108,664	112,466	116,404
ENVIRONMENTAL ENG/GIS TECH	75,930	78,589	81,340	84,187	87,131
FINANCE DIRECTOR	97,989	101,419	104,969	108,643	112,446
HEALTH OFFICER/DIRECTOR	100,913	104,445	108,101	111,884	115,800
HUMAN RESOURCES DIRECTOR	90,787	93,965	97,254	100,658	104,181
MANAGER OF INFORMATION TECHNOLOGY	109,947	113,795	117,778	121,898	126,166
OFFICE SUPRV/ADMIN COMM COORD/PD/IT	66,411	68,757	71,142	73,631	76,207
OPERATING SYSTEMS ANALYST	70,974	73,457	76,030	78,689	81,443
PARK & RECREATION COORDINATOR	56,805	58,791	60,849	62,979	65,182
PARK & RECREATION DIRECTOR	88,362	91,455	94,656	97,968	101,398
PARKS/FACILITIES SUPERVISOR	76,394	78,685	81,044	83,476	85,981
PARKS MAINTENANCE COORDINATOR	56,805	58,791	60,849	62,979	65,182
POLICE CAPTAIN	106,515	110,243	114,100	118,095	122,229
PROJECT ENGINEER	75,930	78,589	81,340	84,187	87,131
PUBLIC HEALTH NURSE SUPERVISOR	71,977	74,495	77,102	79,801	82,596
PUBLIC HEALTH STRATEGIST	71,977	74,495	77,102	79,801	82,596
RECREATION SUPERVISOR	66,411	68,757	71,142	73,631	76,207
SENIOR ACCOUNTANT	73,102	75,662	78,309	81,050	83,888
SUPERINTENDENT OF PUBLIC WORKS	89,842	92,983	96,240	99,607	108,982
SYSTEMS ADMINISTRATOR	88,362	91,455	94,656	97,968	101,398

Effective 1/02/2023 (2.0% increase)	START (annual)	1 YEAR (annual)	2 YEAR (annual)	3 YEAR (annual)	4 YEAR (annual)
ASST FIRE CHIEF	112,146	116,071	120,135	124,336	128,689
ASST POLICE CHIEF	114,646	118,657	122,811	127,111	131,559
BATTALION CHIEF	95,282	98,615	102,067	105,640	114,168
CASE MANAGER	73,417	75,985	78,644	81,397	84,248
CITY CLERK	90,129	93,284	96,549	99,927	103,426
CODE ENFORCER	57,941	59,967	62,066	64,239	66,486
COMMUNITY DEVELOPMENT MANAGER	90,129	93,284	96,549	99,927	103,426
COURT ADMINISTRATOR	66,129	68,445	70,839	73,320	81,081
DEPUTY COMPTROLLER	86,972	90,017	93,168	96,429	99,804
DEPUTY TREASURER	74,564	77,175	79,875	82,671	85,566
DIRECTOR - NEIGHBORHOOD SERVICES	103,469	107,090	110,837	114,715	118,732
SENIOR PROJECT MANAGER	77,449	80,161	82,967	85,871	88,874
FINANCE DIRECTOR	99,949	103,447	107,068	110,816	114,695
HEALTH OFFICER/DIRECTOR	93,864	97,150	100,551	104,070	107,712
HUMAN RESOURCES DIRECTOR	92,603	95,844	99,199	102,671	106,265
MANAGER OF INFORMATION TECHNOLOGY	112,146	116,071	120,134	124,336	128,689
OFFICE SUPRV/ADMIN COMM COORD/PD/IT	67,739	70,132	72,565	75,104	77,731
OPERATING SYSTEMS ANALYST	72,393	74,926	77,551	80,263	83,072
PARK & RECREATION COORDINATOR	57,941	59,967	62,066	64,239	66,486
PARK & RECREATION DIRECTOR	90,129	93,284	96,549	99,927	103,426
PARKS/FACILITIES SUPERVISOR	77,922	80,259	82,665	85,146	87,701
PARKS MAINTENANCE COORDINATOR	57,941	59,967	62,066	64,239	66,486
POLICE CAPTAIN	108,645	112,448	116,382	120,457	124,674
PROJECT ENGINEER	77,449	80,161	82,967	85,871	88,874
PUBLIC HEALTH STRATEGIST	73,417	75,985	78,644	81,397	84,248
RECREATION SUPERVISOR	67,739	70,132	72,565	75,104	77,731
SENIOR ACCOUNTANT	74,564	77,175	79,875	82,671	85,566
SUPERINTENDENT OF PUBLIC WORKS	91,639	94,843	98,165	101,599	111,162
SYSTEMS ADMINISTRATOR	90,129	93,284	96,549	99,927	103,426

The wage as set forth represents the annual rate for the continued employment for that position on an annual basis. This wage does not represent a guarantee of employment for the term represented by the wage.

Police and Fire Departments

Pursuant to Section 62.13 of the Wisconsin Statutes, the Police Chief and Fire Chief shall be in command of the police and fire departments. The salary range for the police chief and fire chief shall be $~~124,804~~127,300 to $~~138,554~~141,325 as determined by the Common Council.

Promotion

Individuals who may be appointed and/or promoted to fill a non-represented position, may be placed anywhere on the salary schedule, with the Council and/or the appropriate Committee authorizing negotiating parameters to the Mayor or his or her designee. This includes salary as well as benefits.

It is understood that any new hires into this classification may be hired at the entry level, or above.

Salary Computation

Salary is computed at a biweekly rate for salaried employees, an hourly rate for hourly employees.

Mileage Allowance

Each City officer or employee using his/her private automobile will be paid the sum of the IRS approved mileage rate for use of said vehicle on City business. Parking fees will also be paid by the City. Mileage Report forms should be turned in monthly to the Finance Department on forms provided by that department. Officers and employees covered by this resolution will be entitled to mileage allowance unless they are provided a city-owned vehicle.

PART II. USE OF CITY-OWNED VEHICLES FOR OFFICIAL BUSINESS

The Fire Chief, Assistant Fire Chief, Chief of Police, Assistant Police Chief**,** Superintendent of Public Works, and Parks and Facilities Supervisor shall have the use of a city-owned vehicle. Use of City-owned vehicles is permitted for incidental personal use so long as the employee is fully equipped and ready for duty and monitoring the emergency radio. If an authorized person uses a City-owned vehicle to attend out of City business (conventions, seminars, etc.) he/she shall not be allowed to use a City-owned vehicle if they extend the stay either before or after the official business is conducted. The vehicles may be used to commute to and from home and the work site. However, under existing Internal Revenue Codes, such mileage may be taxable. The Finance Department, along with the Department of Human Resources, will be responsible for determining the taxability of use of such vehicles. Where it is determined that mileage is taxable, the City will use the imputed tax method of calculations for compliance with IRS regulations.

PART III. HOLIDAYS

Regular full-time employees of the City of Greenfield covered under the terms of this resolution will receive the following holidays a**s** determined by the City**:** Currently, the holidays are:

New Year's Day	Labor Day	Christmas Eve
Friday before Easter	Thanksgiving Day	Christmas Day
Memorial Day	Friday after Thanksgiving Day	New Year's Eve
Independence Day	Floating Holiday	

~~Whenever any of said holidays falls on a Sunday, the succeeding workday shall be the holiday.~~

Whenever any of said holidays falls on a Saturday or Sunday, the preceding or succeeding workday ~~or the following Monday~~ shall be the holiday as determined by the Mayor and/or

his/her designee. Whenever a designated holiday occurs, an employee of the City of Greenfield shall receive his/her regular pay at straight time for that day.

Part-time employees, with the exception of transcriptionists and community service officers in the police department, will be credited with pro-rata holiday hours based upon total hours worked the previous calendar year.

Holiday pay will be paid only to those employees who have worked their regular scheduled hours the day before and the day after the designated holiday, except if they are on vacation**,** jury duty, or an excused absence.

All eligible employees working an average fifty-six (56) hour work week shall be granted eleven (11) days off (24 hour days) per year in lieu of eleven (11) paid holidays.

Any employee who receives the benefit of the holidays listed in this section before it accrues and subsequently terminates his/her employment with the City agrees to have the City deduct from his/her final paycheck the value of such holiday or holidays received.

PART IV. DEFINITIONS

Whenever the word "employee" is used in this resolution, it means a regular full-time employee of the City of Greenfield covered under the terms of this resolution who has been appointed by the Civil Service Commission, or other appointment authority by the City**,** or employed through authorized contract. A part-time employee is defined as an individual usually working less than 30 hours per week and not eligible for standard benefits.

PART V. VACATIONS WITH PAY

A. Vacation Allowance: Eligible employees working a forty (40) hour work week for the City of Greenfield covered under the terms of this resolution earn vacation benefits as follows. An employee cannot exceed two weeks of vacation carryover, plus their accrued vacation entitlement, without consent of the Mayor or his/her designee.

1. Two (2) weeks vacation after one (1) year employment.

2. Three (3) weeks vacation after six (6) years of employment

3. Four (4) weeks vacation after thirteen (13) years of employment

4. Five (5) weeks vacation after twenty (20) years of employment

5. One additional day of vacation for each year after twenty two (22) years employment.

A week of vacation is composed of five (5) workdays. Vacation benefits will be accumulated on a prorated basis each month. Vacation may be used as accumulated. However, no advances will be allowed.

Employees working an average fifty-six (56) hour work week shall be entitled to a vacation with pay in accordance with the following schedule:

Six (6)	Workdays after One (1) Year
Nine (9)	Workdays after Six (6) Years
Twelve (12)	Workdays after Thirteen (13) Years
Fifteen (15)	Workdays after Twenty (20) Years

One additional day of vacation for each year of employment including and past twenty two (22) years

B. Vacation Selection: Vacations must be arranged with the approval of the employee's immediate supervisor so as not to interfere with the normal functions of the City. In the event of conflict over a selection of vacation dates, the Department Manager will resolve the matter.

C. Vacation Eligibility: Each employee becomes eligible for vacation after the completion of six (6) months of employment retro to hire date. However, employee may not take vacation time until completion of one (1) year of employment.

D. Vacation Scheduling: Vacation days may not be waived in lieu of pay. Eligibility for vacation is determined by individual anniversary date. All vacation must be approved by the individual Department Manager. Each department, based upon their needs, shall determine the minimum amount of time that can be charged to vacation, but in no case will vacations of less than an hour be allowed.

E. Proration of Benefits: In the event an employee who has successfully completed his/her introductory period of employment terminates employment with the City of Greenfield, he/she shall not be entitled to receive compensation for accumulated vacation time earned. Employees who have celebrated their one (1) year anniversary will be entitled to receive compensation for accumulated vacation time earned. Vacation accumulation may not exceed their annual allowance, plus two weeks accrued vacation eligibility, without the Mayor's approval or his/her designee.

PART VI. AUTHORIZED LEAVES OF ABSENCE

A. Jury Duty: Employees working a forty (40) hour work week called for jury duty shall be entitled to receive time off at their regular rate of pay provided that they pay all compensation received for such jury duty, excluding mileage allowance, to the City prior to receiving their regular paycheck.

Eligible employees, working a fifty-six (56) hour work week, at the completion of jury duty on their normal duty day as soon as practicable, shall return to duty. The employee shall be released from duty at 10:00 p.m. (2200 hours) when jury duty is to be worked the next day.

B. Funeral Leave: Eligible employees working a forty (40) hour work week, upon application, leaves of absence not exceeding three (3) working days with pay will be allowed employees of the Department in the case of death of spouse, child, stepchild, father, stepfather, mother, stepmother, sister, stepsister, brother, stepbrother, father-in-law, mother-in-law, and not more than two (2) working days in the case of death of daughter-in-law, son-in-law, sister-in-law, brother-in-law, and not more than one (1) working day in the case of death of employee's or spouse's grandfather or grandmother and grandchildren. In the case of death of any other relative, the employee will be permitted to change his/her next day off so that he/she may attend the funeral.

Eligible employees working a fifty-six (56) hour work week, upon application, leave of absence with pay not exceeding two (2) workdays, will be allowed members of the Department in case of spouse, child, father, mother, parent-in-law, sister or brother**,** step-parent, step-sister, step-brother, step-child; and not more than one (1) workday in case of daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandfather, grandmother. In the case of the death of any other relative, the member will be permitted to change his/her next day off so that he/she may attend the funeral.

C. Family and Medical Leave: Family and medical leave will be granted in accordance with established City policy.

D. Military Leave of Absence

1. Military Training Duty: Members of active military reserve units who are required to attend yearly training sessions, not exceeding two weeks, shall be paid an amount equal to the difference between their military pay and their regular pay.

2. Temporary Active Duty: Members in the active military reserve and members belonging to the National Guard, if called to active duty for a period not exceeding one week, shall be paid an amount equal to the difference between their military pay and their regular pay, providing they return to their full-time employment immediately thereafter.

3. Exchange of Paychecks: Base military pay received for such duty or service shall immediately be paid over to the Finance Director in exchange for the employee's regular paycheck.

E. Additional Leave: After any and all appropriate accrued time off is exhausted, all other leaves of absence shall be without pay and shall be granted only in cases of extreme necessity. Applicants for such leave shall make a request to the employee's Department Manager, or in the case of a Department Manager to the Mayor, in writing and shall state in clear and definite terms the reasons for leave of absence.

1. A leave of absence without pay for a period not exceeding five (5) days may be granted by the employee's Department Manager, or in the case of a Department

Manager by the Mayor, in his/her sole discretion if he/she considered the reason for such absence adequate. Such request shall not be unreasonably denied.

2. All requests for unpaid leaves of absence in excess of five (5) days shall be submitted by the employee's Department Manager to the Human Resources Director. The Human Resources Director may require the applicant applying for leave on account of sickness or disability to submit to a physical examination by a physician chosen by the City before granting such leave and prior to the return of the employee to regular employment.

PART VII. INSURANCE

A. Insurance: Health Insurance Coverage.

Effective 1/1/12, employees will pay twelve and six/tenths percent (12.6%) per month toward the applicable single or family amount, based on the actual monthly premium costs of the insurance, calculated to the nearest dollar.

No employee shall make any claims against the City for additional compensation in lieu of or in addition to his/her insurance premiums paid because he/she does not qualify for the family plan. The City may, at its discretion, self-fund the health care program. The City may provide, but is not obligated to provide, an alternative health care plan. All terms and conditions are subject to the individual health insurance contracts.

B. Insurance Option: As an alternative to health insurance, employees who opt not to participate in the existing plans will receive an employer contribution of $500 per year in a medical reimbursement for the single plan and $1,000 per year for a family plan. Employees who terminate health insurance during the plan year will not receive this benefit. This option will be available when the medical insurers will guarantee that the employees opting out of a plan have the full rights to return during the open enrollment period. The opt-out option must be exercised during the open enrollment period to qualify for the employer contribution.

C. Other Insurance Information: The City has the right to design and designate the insurance carrier. It shall be the employee's responsibility to notify the City of any change in family status for health insurance coverage. This shall include, but not be limited to, changing from family to single coverage.

Such notification shall take place within thirty (30) days of the change in family status.

In the event that a husband and wife are both employed by the City, the two employees will be entitled to a maximum of one (1) health insurance plan. In the event that either spouse should die, the remaining spouse shall continue to receive the applicable coverage (family or single). If the husband and wife should divorce, both employees would be entitled to receive the applicable coverage (family or single).

D. Retiree Health Insurance:

1. NON PROTECTIVE SERVICE EMPLOYEES: The applicable single or family health insurance coverage shall continue to be maintained by the employer for employees until normal retirement age, provided such employees retire with fifteen (15) continuous years of service to the City of Greenfield, and provided such employees retire pursuant to the "normal retirement age" under the Wisconsin Retirement System. Normal retirement age is defined as the age at which an employee may begin receiving a retirement annuity which is not reduced by an actuarial reduction factor, but in no event earlier than age 57.

   Employees eligible to retire under WRS at age 55 will be required to pay the full cost of health insurance until they reach age 57 and then are covered under the regular provided health plan. Such coverage will be continued until the employee qualifies for Medicare. This health insurance coverage shall be the same as the then existing non-represented employee resolution with regard to the identity of the insurance carrier, level of benefits and payment of health insurance premiums.

   If an employee retires after age fifty-seven (57) with fifteen (15) years of service, and continues in the City's health insurance program until the employee qualifies for Medicare, the employee's spouse may continue in the City's health insurance plan at their own cost until he or she qualifies for Medicare.

2. PROTECTIVE SERVICE STAFF ONLY: normal retirement age is defined as the age at which an employee may begin receiving a retirement annuity which is not reduced by an actuarial reduction factor, but in no event earlier than age fifty-three (53) provided the employee has twenty-five (25) years total service, or age fifty-four (54) with less than twenty-five (25) years total service. Such coverage will be continued until the employee qualifies for Medicare. This health insurance coverage shall be the same as the then existing non-represented employee resolution, with regard to the identity of the insurance carrier, level of benefits, and payment of health insurance premiums.

   If an employee retires at or after age fifty-three (53) or fifty-four (54) with fifteen (15) years of service as a sworn law enforcement officer or firefighter and continues in the City's health insurance program until the employee qualifies for Medicare, the employee's spouse may continue in the City's health insurance plan at their own cost until he or she qualifies for Medicare.

   An employee who has 15 years of service as a sworn law enforcement officer or firefighter and has been regularly employed by the City in that capacity for a minimum of five (5) years and is eligible for normal retirement in the Wisconsin Retirement System and retires before the WRS normal retirement age, and who applies for and receives retirement benefits may continue in the City's group health insurance coverage. The employee is responsible for

paying the applicable active employee premium for the single plan. If the employee elects family coverage, the employee is responsible for the difference between the full monthly premium of the family and single plans. At normal retirement age the City shall resume payment, as per the previous paragraph, provided coverage has been continuously maintained.

3. All non-represented retirees may elect to not accept City's medical insurance plan. The retiree may later return to the City's health insurance plan at the time of open enrollment or upon qualifying events (i.e. loss of coverage from current employer or loss of coverage from another source) provided that the retiree can prove continuous medical insurance coverage's have been in effect since his or her original retirement date and that the current carrier allows the return in the then existing policy.

E. Accident and Sickness Insurance: Accident and sickness insurance weekly benefits of One Hundred Seventy Five Dollars ($175.00) for a maximum period of seventeen (17) weeks shall be paid to regular full-time employees who have successfully completed their introductory period of employment and who are off from work for reason of illness and/or non-duty connected accident after the regular full-time employee has exhausted his/her accumulated sick leave. Such benefits shall commence only after the regular employee has been unable to work for at least two (2) consecutive work weeks after he/she has used his/her accumulated sick leave. After the said two (2) consecutive work weeks, such benefits will be paid retroactively.

The premium for such insurance will be paid by the employer. Once an employee has received accumulated benefits for seventeen (17) weeks he/she shall not be entitled to any additional weekly benefits under this Section. Any monies received for accident and sickness insurance for which the employee has been paid sick leave benefits shall be turned back to the City. No employee at any time should ever be able to collect more than his/her biweekly base pay for a maximum of one (1) year.

F. Group Life Insurance: Group life insurance is available for all regular employees through the State of Wisconsin Group Life Insurance Program when employees make their election to participate unless an employee specifically declined such election to participate on forms provided by the Department of Human Resources. The City will pay the full cost for all employees having three (3) or more years continuous service with the City of Greenfield. Those with less than three (3) years of continuous service with the City of Greenfield will continue to pay on the current sixty-eight percent (68%) employee - thirty-two percent (32%) employer until they achieve their three (3) years of continuous service. Any employee who declines to participate in group life insurance and later elects to participate shall pay his/her own cost for any evidence of insurability requirements necessary to request and/or obtain coverage.

G. Extended Coverage for Health and Life Insurance: Health insurance and life insurance coverage shall be paid by the City of Greenfield for a period of time equal to

twenty-five percent (25%) of continuous service to a maximum of one (1) year of payments after sick leave time is exhausted. (This provision is intended for long-term illness).

PART VIII. DUTY INCURRED DISABILITY

A. Definition: Any City employee who sustains any injury while performing within the scope of his or her employment as provided by Chapter 102 of the Wisconsin Statutes (Worker's Compensation Act) shall be compensated as provided in Section B of this Part IX.

B. Benefits: Any employee entitled to accrued sick leave under the provisions of Part IX**,** Section D, of this resolution who is incapacitated by reason of injuries or illness resulting from his/her employment shall be entitled to receive his/her established rate of compensation subject to the following conditions: if an employee has accrued sick leave under the terms of Part IX, Section D of this resolution, he/she will be paid from his/her accrued sick leave credits for his/her regularly scheduled work day during the time he/she is awaiting a determination as to whether or not his/her illness or injury is compensable under Chapter 102 of the Wisconsin Statutes. If any employee has no accrued sick leave, he/she shall receive accident and sickness benefits designated in Part VIII, Section C. during the period while he/she is awaiting a determination. If a determination is made that the illness or injury is compensable under Chapter 102 of the Wisconsin Statutes, the employee will receive credit for sick leave days used pending such determination. After determination is made that the injury or illness is compensable under Chapter 102 of the Wisconsin Statutes, the employee will receive the difference between his/her hourly rate or salary for the number of hours normally worked each week and his/her Worker's Compensation Benefits, up to a maximum of 80% of salary, provided he/she conforms to the procedures set forth herein. Such payments may continue for a maximum period of one (1) year. After the period of one (1) year, the employee may continue to use any sick leave which he/she has accrued under the terms of this resolution. An examination shall be made during the period of disability as frequently as believed necessary by the City of Greenfield. For employees with unlimited sick leave accrual, the employer shall continue full salary for the entire waiting period. In no event will any employee get more than his/her biweekly base pay for a maximum of one (1) year.

C. Payment: In order to receive the benefits set forth herein, the employee must provide suitable evidence of payment of Worker's Compensation Benefits to the Finance Director, or his/her designee.

PART IX. SICK LEAVE BENEFITS

A. Allowance:

1. Eligible regular full-time employees working a forty (40) hour work week, who have completed his/her introductory period of employment shall receive sick leave at a rate of one (1) sick leave day per month of employment up to a

maximum of two hundred twenty-five (225) days. Employees shall not earn sick leave while on a leave of absence.

2. Eligible employees working a fifty-six (56) hour work week, may accumulate computed from the date of the member's employment at the rate of eighteen (18) hours per month. Accumulated sick leave pay credits shall not accrue to the member's benefit until he/she has completed six (6) months service. Employees may accrue an unlimited number of hours in their sick leave account.

B. Use of Sick Leave: Eligible employees working a forty (40) hour work week may use sick leave benefits for the personal illness of an employee and for FMLA purposes. Sick leave benefits for employees shall begin on the first day of absence and continue until the employee returns to work or has used up all his/her accumulated sick leave. Employees who are sick and unable to report for work shall notify their immediate supervisor within fifteen (15) minutes of the start of their regularly scheduled hours of work on the morning on which they cannot report to work.

Sick Pay Computation:

Eligible employees working a fifty-six (56) hour work week shall have, accumulated sick leave charged off as follows:

(a)Twenty-four (24) hours charged off for each twenty-four hour period from the first day.

(b)In the event an employee's absence is for less than twenty-four (24) hours on any scheduled workday, said employee's sick leave accumulation shall be reduced in ½ hour increments.

C. Physician's Certificate: A physician's certificate may be required by Department Head and/or Human Resources in cases which an employee is absent for three (3) or more consecutive work days or in which sick leave days are used before or after a holiday or before or after a vacation.

D. Sick Leave Retirement Pay:

1. Employees shall accrue in a sick leave account at a rate of twelve (12) days per year. All regular full-time employees who have completed fifteen (15) or more years of continuous service shall be entitled to retirement pay, which shall be equivalent to fifty percent (50%) of accumulated sick leave up to a maximum of seventy-five (75) days payable at the employee's regular wage rate when the employee retires from employment under the WRS.

2. For Fire Command positions forty (40) hour positions only, the City shall establish a reserve sick leave account, which shows the balance of sick leave

on the date of appointment for promotions to the position of Chief, Assistant Chief, or Administrative Battalion Chief, which reflects the existing retirement pay provision in the Local 1963 IAFF labor contract. Employees promoted shall receive retirement pay at the current rate of pay on the day of promotion, but it shall be paid out at the time of retirement under the WRS. Employees shall not be able to add to this reserve account but can use the sick leave days after exhausting the current sick leave account.

3. All Fire Command fifty-six (56) hour employees who have completed five (5) or more years of continuous service shall be entitled to retirement pay which shall be equivalent to a maximum of thirty-five percent (35%) of two thousand seven hundred (2,700) accumulated sick leave hours in the employee's basic sick leave account, not to exceed 945 hours. All regular full-time employees hired on or after 1/1/94 who have completed fifteen (15) or more years of continuous service shall be entitled to retirement pay which shall be the equivalent to a maximum of thirty-five percent (35%) of two thousand seven hundred (2,700) accumulated sick leave hours in the employee's sick leave account, not to exceed 945 hours, at the employee's regular wage rate when the employee retires from the City. Such retirement gratuity shall not be paid in the event of termination of employment, or for any reason other than retirement under the Wisconsin Retirement System, except as set forth in paragraph 3 herein.

Sick leave retirement pay shall be paid in one lump sum in the pay period immediately following the employee's retirement, if administratively possible.

F. Sick Leave Incentive: Employees who do not use any sick days within any calendar quarter will receive incentive pay of seventy-five dollars ($75), up to a maximum of three hundred dollars ($300) annually. Such incentive pay shall be paid once per year on the first paycheck in February. Employees are eligible the first full quarter following the completion of their introductory period.

PART X. OVERTIME

A. Overtime:

Full-time non-exempt personnel (as defined under the Fair Labor Standards Act) shall be paid at the rate of one-and-one-half (1 ½) times the base rate for all hours worked above the normal work day or normal forty-hour work week and at the rate of double time for all work performed on holidays. Overtime may be paid in compensatory time. Full-time or part-time employees called in on emergency duties or mandatory call-in (hours other than regularly scheduled hours) shall be guaranteed two (2) hours pay at the appropriate overtime rate. This two-hour guarantee shall not apply if hours worked in addition to regularly scheduled hours are worked as an extension following the employee’s regularly scheduled hours.

Overtime Pay: Overtime hours outside of regularly scheduled work hours and Saturday and Sunday work will be paid for at the rate of time and one-half (1-1/2), and work performed on holidays will be paid at double time, unless an employee uses a sick day within the normal 40 hours. Holidays, for purposes of double time pay, shall be the day on which the City actually celebrates the holiday. Overtime hours must be approved by the Department Manager, Chiefs, or his/her designee. (Note: Vacation days, holidays, or compensatory time days will be treated as days worked for the purpose of calculating potential overtime pay. Sick time hours are excluded in calculating potential overtime pay.)

Call-In: Employees called in on emergencies outside of their regularly scheduled hours of work will be guaranteed two (2) hours of pay at the overtime rate of 1 ½ times their base rate. This call-in policy shall not apply if hours worked in addition to regularly scheduled hours are worked as an extension following the employee's regularly scheduled hours. This call-in policy shall also not apply if an employee does not respond and/or report for work within a reasonable amount of time from the time he was contacted. It is understood that employees shall make a reasonable effort to report to work as soon as possible. Failure by the employee to make a reasonable effort to report to work as soon as possible shall be deemed cause for disciplinary action. If overtime work is scheduled prior to an employee's regularly scheduled hours of work, the guaranteed two (2) hours of pay at the proper premium shall not apply if employees are notified of the scheduled overtime work prior to the end of the employee's previous work shift.

Mandatory Overtime: Overtime work scheduled prior to the end of the employee's previous work shift, and overtime worked as an extension following the employee's regularly scheduled hours, is mandatory.

B. Comp Time: Eligible employees may elect to take Compensatory Time Off (CTO) in lieu of overtime. The Department Manager, or his/her designee, shall have the authority to approve or deny requests for compensatory time as a management right and to provide for minimum staffing for the department. Such request shall not be unreasonably denied. The Department Manager, or his/her designee, shall have the right to deny or cancel CTO already approved in the event of an emergency. An individual shall not be allowed to accumulate more than eighty (80) hours of comp time. Any remaining CTO time not used in this current year will be carried forward into the next year not to exceed eighty (80) hours at any time in the comp time bank.

PART XI. FLEX TIME

Existing resolutions specify the hours of operation in various locations. Offices and departments must serve the public. Hours can be adjusted with the concurrence of the Department Manager and the employee under the following conditions: Service to the public is not diminished, the arrangement is cost efficient, and a written plan is on file in the Department of Human Resources. The use of flextime may not generate additional

overtime. All hours must be worked within the biweekly pay period for FLSA exempt employees and within the week for FLSA non-exempt employees.

PART XII. SAFETY EQUIPMENT

Where safety equipment is purchased by the City for employee use, supervisors in those departments will be entitled to safety equipment on the same basis.

PART XIII. UNIFORM ALLOWANCE

Each January, Protective Services staff will receive Seven Hundred Fifty Dollars ($750.00) for uniform maintenance and allowance.

Such monies shall not be paid to anyone who is leaving within ninety (90) days of the scheduled payment. Those who leave unexpectedly shall reimburse the monies to the City.

The City shall furnish certain Police equipment listed below. This equipment shall remain as the property of the City and must be returned in good condition in the event that an employee leaves the service of the Greenfield Police Department. The issued equipment is as follows:

1. 1 Department approved pistol
2. 1 Duty Holster for pistol
3. 1 Duty Belt
4. 1 Double pistol magazine holder
5. Required number of rounds of factory ammunition for issued pistol
6. 1 Flashlight
7. 1 Pair of handcuffs
8. 1 Handcuff case
9. 1 pin-on Badge
10. 1 Hat Shield
11. 20 Shoulder Patches
12. 1 Whistle
13. 1 Riot Helmet
14. 1 Gas Mask
15. 3 Belt Keepers
16. 1 26” Expandable Baton
17. 1 Expandable Baton Carrying Case
18. 1 Ballistic Vest
19. 1 Canister of O.C. Spray with Carrier

~~Both t~~The Police Chief, ~~and~~ Assistant Police Chief, and Police Captains shall receive an annual $175 shooting allowance, payable each December.

The City shall furnish certain fire equipment listed below. This equipment shall remain as the property of the City and must be returned in good condition in the event that an employee leaves the service of the Greenfield Fire Department. The issued equipment is as follows:

1. 1 - Fireman's Helmet
2. 1 - Pair of "Short" Boots
3. 1 - Pair of Firefighting Pants
4. 1 - Badge
5. 1 - Firefighting Coat
6. 1 - Wallet Badge
7. 1 - Pair of Fire Resistive Gloves
8. 1 - Fire Resistant Firefighting Hood
9. 1- Reflective Traffic Vest
10. 1- Flashlight

The City shall replace the equipment listed herein, when it becomes unsafe as determined by the Fire Chief. Employees shall be required to turn-in old gear, to the City, upon replacement. The City shall not replace such equipment made unsafe due to reasons other than normal wear or damage in the course of firefighting duties. The City will provide and replace paramedic smocks as needed.

~~The Superintendent of Public Works shall receive $140 towards the cost of safety glasses once every two years and $130 per year towards safety boots. Public Works employees shall receive $130 per year towards the purchase of safety boots~~Public Works, Inspection Services and Engineering Division employees that engage in work related activities that require safety boots are eligible to receive an allowance of up to $200 each calendar year for the purchase of safety boots.

PART XIV. WISCONSIN RETIREMENT FUND

This is provided for all regular employees per Wisconsin law.

PART XV. TRAVEL AND CONFERENCE

Certain jobs require attendance at conferences for certification. Other conferences contribute toward the enhancement of job knowledge of the individual and to the advantage of the City. Money is included in the departmental budgets for such purposes. Attendance of non-department heads must be approved by the Department Manager. Attendance of Department Managers**,** Directors, City Clerk and Chiefs must be approved by the Mayor.

PART XVI. EXCLUSON OF EMPLOYEES UNDER LABOR AGREEMENT

If any employee or group of employees covered by this resolution enters into or is part of a labor contract with the City of Greenfield, approved and adopted by the Common Council, such employee or group of employees shall be excluded from this resolution.

PART XVII. INTRODUCTORY PERIOD

Newly appointed employees shall serve an introductory period of employment for a minimum period of six (6) months or twelve (12) months (for Directors and City Clerk positions) following their date of hire. Newly appointed Command staff employees shall serve a twelve (12) month introductory period. Police Clerk-Typists, Emergency Service Dispatchers, Working Foreman, Fabricator/Mechanic, Senior Operator**,** Operator and Laborer are assigned a twelve (12) month introductory period. Human Resources may, after investigating the recommendation of the appointing authority, extend the introductory period up to a maximum of an additional six (6) months. During this introductory period of employment, employees may be terminated for any reason during the introductory period of employment without recourse. Newly appointed employees shall remain in the pay range in effect at the time of their appointment, until such time as they have satisfactorily completed their introductory period of employment.

PART XVIII. NOTICE OF TERMINATION

City employees are required to provide the City with at least a two (2) weeks notice, in writing, upon termination of employment with the City. Directors, City Clerk, Department Managers and Police and Fire Command staff must give at least a one (1) month written notice. Failure to do so shall result in the loss of all prorated benefits.

PART XIX. SAVINGS CLAUSE

If any part(s) of this resolution is determined to be invalid by operation of law or by any tribunal of competent jurisdiction, the remainder of this resolution shall not be affected thereby and shall remain in full force and effect.

PART XX. EQUAL OPPORTUNITY EMPLOYMENT

It shall continue to be the policy of the City not to discriminate for or against any employee in employment, promotions or other conditions of employment because of age, race, color, creed, disability, sex, national origin, ancestry, sexual orientation, arrest or conviction record, veteran status, and any other legally protected class.

PART XXI. PEHP (Post Employment Health Plan)

The City of Greenfield (Employer) agrees to participate in the Post Employment Health Plan for public employees (Plan) in accordance with the terms and conditions of the Plan's Participation Agreement. The parties hereto designate Nationwide Retirement Solutions to act as administrator and LaSalle National Bank to act as trustee for the Plan, or its successors appointed in accordance with the Plan and trust documents.

Upon termination, a percentage of the eligible employee's accumulated sick leave balance that would otherwise have been paid to the eligible employee had the employer not participated in the Plan, shall be contributed to the Plan. The percentage shall be

determined by a majority vote of the employees covered by this resolution and may be periodically changed as allowed by the Plan.

PART XXII. EDUCATIONAL REIMBURSEMENT

The City will provide educational reimbursement under the terms and conditions set forth:

a) Any employee who completes their introductory period who enrolls in a training course or education program, which is job-related, shall be reimbursed for one hundred percent (100%) of the tuition cost, not to exceed $1,000.00 per calendar year.

b) The determination of job relatedness shall be at the discretion of the Department Manager and the Human Resources Director.

c) Reimbursable tuition costs shall include class tuition, books and course materials.

d) The educational request form must be completed prior to the start of a semester or training course on a form provided by the Department.

e) The City will make payment upon presentation of proof of satisfactory course completion to the Department Manager, or designee, with a grade/grade point of "C" or better; or attendance certificate, whichever is appropriate. The Finance Department will reimburse upon receipt of the completed tuition reimbursement claim form.

f) Course work will be accomplished during non-working hours and is not to be considered eligible for overtime.

g) The employee agrees to reimburse the City for the amount of educational reimbursement received within the two (2) years prior to he/she leaving the employ of the City.

PART XXIII. LATERAL TRANSFERS

Lateral transfers allow for the opportunity to attract new members in a competitive employment market and simply to attract better candidates that may be interested in joining our organization for mutual benefit.

Lateral transfers will be required to have the same qualifications and follow the same application process as all new hires. Candidates will be required to pass the background check and all pre-employment offer contingencies.

Lateral transfers shall be defined as a candidate that has substantially similar requisite skills and qualifications from another public employer directly related to the position and/or skill set applied for with the City of Greenfield. The previous employment should be for a minimum of at least five (5) years. Lateral transfers shall:

Be evaluated for previous service to determine commensurate pay and vacation. Human Resources in consultation with the Department Head shall have final determination for placement on Non-Represented Resolution salary and vacation schedule.

Despite potentially higher pay and vacation, lateral transfers will be placed on the anniversary (seniority) schedule as their date of hire with the City of Greenfield for purposes of time off selection.

Lateral transfers will also utilize their date of hire with the City of Greenfield for all retirement and post-employment benefits. Health, dental and vision insurance benefits will be offered effective the first of the month following the date of hire with the City of Greenfield for any lateral transfers.

RESOLUTION NO. ____

RESOLUTION TO SET THE SALARIES AND BENEFITS OF NON-REPRESENTED AND PROTECTIVE SERVICES STAFF EMPLOYEES OF THE CITY OF GREENFIELD FOR 2022~~2~~3

RESOLVED, By the Common Council of the City of Greenfield, that the 2022~~2~~3 resolution to set the salaries and benefits of non-represented and protective services staff employees of the City of Greenfield for 2022~~2~~3 is approved.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the _____ day of _____, 202~~1~~2.

APPROVED:

_____
Michael J. Neitzke, Mayor

ATTEST:

_____
Jennifer Goergen, City Clerk

PART I. The wages and salaries of the following officers and employees shall be as follows:

Effective 1/01/2023	START (hrly)	1 YEAR (hrly)	2 YEAR (hrly)	3 YEAR (hrly)	4 YEAR (hrly)
ACCOUNTANT	28.94	29.95	31.00	32.08	33.21
ADMINISTRATIVE ASSISTANT	27.72	28.70	29.71	30.75	31.83
CLERK SPECIALIST	24.58	25.00	25.46	25.93	26.38
CLERK/TYPIST	22.22	22.68	23.04	23.39	23.91
COURT CLERK	24.58	25.00	25.46	25.93	26.38
DEPUTY CITY CLERK	31.17	32.26	33.38	34.56	35.77
ELECTRICAL/PLUMBING/BLDG INSP - ENTRY LEVEL	34.13	35.32	36.56	37.84	39.15
ELECTRICAL/PLUMBING/BLDG INSP W/ 4 CERTIFICATIONS	35.15	36.38	37.65	38.96	40.34
ELECTRICAL/PLUMBING/BLDG INSP W/ ≥5 CERTIFICATIONS	36.21	37.46	38.78	40.14	41.53
EMERGENCY DISPATCHER	25.90	26.70	27.54	28.34	29.28
ENGINEERING SPECIALIST	27.72	28.70	29.71	30.75	31.83
ENVIRONMENTAL HEALTH SPECIALIST	32.43	33.58	34.73	35.94	37.21
FABRICATOR/MECHANIC	30.25	31.31	32.41	33.54	34.71
FINANCE SPECIALIST	27.72	28.70	29.71	30.75	31.83
GIS TECHNICIAN	25.29	26.14	27.07	28.03	29.02
PROJECT MANAGER	31.64	32.75	33.89	35.08	36.30
GRAPHICS/CLERK TYPIST	24.58	25.00	25.46	25.93	26.38
NON-CDL LABORER (STARTING RATE ONLY)	21.80				
LABORER	22.80	23.60	24.43		
OPERATOR	25.29	26.14	27.07	28.03	29.02
P/T CLERICAL (GRANDFATHERED)	22.22	22.68	23.49	23.85	24.39
P/T CLERK-TYPIST (AFTER 5/15/15)	15.54	16.09	16.65	17.23	17.84
P/T COMMUNITY SERVICE OFFICER (FIXED RATE)	14.00				
P/T FIRE MARSHAL	22.97				
P/T INTERGOVERNMENTAL SANITARIAN SPECIALIST	32.43	33.58	34.73	35.94	37.21
P/T POLICE SERVICES SPECIALIST-INVESTIGATOR	22.97				
P/T PUBLIC HEALTH ASSOCIATE	22.97				
P/T PUBLIC HEALTH NURSE	32.43	33.58	34.73	35.94	37.21
PLANNER	30.82	31.91	33.02	34.18	35.38
POLICE CLERK TYPIST	23.84	24.35	24.71	25.11	25.66
PUBLIC HEALTH NURSE	32.43	33.58	34.73	35.94	37.21
PUBLIC HEALTH SPECIALIST	32.43	33.58	34.73	35.94	37.21
PUBLIC SAFETY EQUIPMENT SPECIALIST	28.94	29.95	31.00	32.08	33.21
SENIOR OPERATOR	30.04	31.90	32.17	33.30	34.47
WORKING FOREMAN	36.03	37.29	38.59	39.94	41.33

Dispatchers or Clerk Typists who are assigned by the Police Chief, or his designee, to train new recruit employees shall receive fifteen dollars ($15) per day. Shift differential of ($0.25) twenty-five cents per hour for Non-Represented personnel assigned to either second, third, or swing shift.

Effective 1/01/2023	START (annual)	1 YEAR (annual)	2 YEAR (annual)	3 YEAR (annual)	4 YEAR (annual)
ASST FIRE CHIEF	109,947	113,795	117,779	121,898	126,166
ASST POLICE CHIEF	112,398	116,330	120,403	124,619	128,979
BATTALION CHIEF	93,414	96,681	100,066	103,569	111,929
CASE MANAGER	71,977	74,495	77,102	79,801	82,596
CITY CLERK	88,362	91,455	94,656	97,968	101,398
CODE ENFORCER	56,805	58,791	60,849	62,979	65,182
COMMUNITY DEVELOPMENT MANAGER	88,362	91,455	94,656	97,968	101,398
COURT ADMINISTRATOR	64,832	67,103	69,450	71,882	79,491
DEPUTY COMPTROLLER	85,267	88,252	91,341	94,538	97,847
DEPUTY TREASURER	73,102	75,662	78,309	81,050	83,888
DIRECTOR - NEIGHBORHOOD SERVICES	101,440	104,990	108,664	112,466	116,404
SENIOR PROJECT MANAGER	75,930	78,589	81,340	84,187	87,131
FINANCE DIRECTOR	97,989	101,419	104,969	108,643	112,446
HEALTH OFFICER/DIRECTOR	100,913	104,445	108,101	111,884	115,800
HUMAN RESOURCES DIRECTOR	90,787	93,965	97,254	100,658	104,181
MANAGER OF INFORMATION TECHNOLOGY	109,947	113,795	117,778	121,898	126,166
OFFICE SUPRV/ADMIN COMM COORD/PD/IT	66,411	68,757	71,142	73,631	76,207
OPERATING SYSTEMS ANALYST	70,974	73,457	76,030	78,689	81,443
PARK & RECREATION COORDINATOR	56,805	58,791	60,849	62,979	65,182
PARK & RECREATION DIRECTOR	88,362	91,455	94,656	97,968	101,398
PARKS/FACILITIES SUPERVISOR	76,394	78,685	81,044	83,476	85,981
PARKS MAINTENANCE COORDINATOR	56,805	58,791	60,849	62,979	65,182
POLICE CAPTAIN	106,515	110,243	114,100	118,095	122,229
PROJECT ENGINEER	75,930	78,589	81,340	84,187	87,131
PUBLIC HEALTH NURSE SUPERVISOR	71,977	74,495	77,102	79,801	82,596
PUBLIC HEALTH STRATEGIST	71,977	74,495	77,102	79,801	82,596
RECREATION SUPERVISOR	66,411	68,757	71,142	73,631	76,207
SENIOR ACCOUNTANT	73,102	75,662	78,309	81,050	83,888
SUPERINTENDENT OF PUBLIC WORKS	89,842	92,983	96,240	99,607	108,982
SYSTEMS ADMINISTRATOR	88,362	91,455	94,656	97,968	101,398

The wage as set forth represents the annual rate for the continued employment for that position on an annual basis. This wage does not represent a guarantee of employment for the term represented by the wage.

Effective 1/02/2023 (2.0% increase)	START (hrly)	1 YEAR (hrly)	2 YEAR (hrly)	3 YEAR (hrly)	4 YEAR (hrly)
ACCOUNTANT	29.52	30.55	31.62	32.72	33.87
ADMINISTRATIVE ASSISTANT	28.27	29.27	30.30	31.37	32.47
CLERK SPECIALIST	25.07	25.50	25.97	26.45	26.91
CLERK/TYPIST	22.66	23.13	23.50	23.86	24.39
COURT CLERK	25.07	25.50	25.97	26.45	26.91
DEPUTY CITY CLERK	31.79	32.91	34.05	35.25	36.49
ELECTRICAL/PLUMBING/BLDG INSP - ENTRY LEVEL	34.81	36.03	37.29	38.60	39.93
ELECTRICAL/PLUMBING/BLDG INSP W/ 4 CERTIFICATIONS	35.85	37.11	38.40	39.74	41.15
ELECTRICAL/PLUMBING/BLDG INSP W/ ≥5 CERTIFICATIONS	36.93	38.21	39.56	40.94	42.36
EMERGENCY DISPATCHER	26.42	27.23	28.09	28.91	29.87
ENGINEERING SPECIALIST	28.27	29.27	30.30	31.37	32.47
ENVIRONMENTAL HEALTH SPECIALIST	33.08	34.25	35.42	36.66	37.95
FABRICATOR/MECHANIC	30.86	31.94	33.06	34.21	35.40
FINANCE SPECIALIST	28.27	29.27	30.30	31.37	32.47
GIS TECHNICIAN	25.80	26.66	27.61	28.59	29.60
PROJECT MANAGER	32.27	33.41	34.57	35.78	37.03
GRAPHICS/CLERK TYPIST	25.07	25.50	25.97	26.45	26.91
NON-CDL LABORER (STARTING RATE ONLY)	22.26				
LABORER	23.26	24.07	24.92		
OPERATOR	25.80	26.66	27.61	28.59	29.60
P/T CLERICAL (GRANDFATHERED)	22.66	23.13	23.96	24.33	24.88
P/T CLERK-TYPIST (AFTER 5/15/15)	15.85	16.41	16.98	17.57	18.20
P/T COMMUNITY SERVICE OFFICER (FIXED RATE)	18.00				
P/T FIRE MARSHAL	23.43				
P/T INTERGOVERNMENTAL SANITARIAN SPECIALIST	33.08	34.25	35.42	36.66	37.95
P/T POLICE SERVICES SPECIALIST-INVESTIGATOR	23.43				
P/T PUBLIC HEALTH ASSOCIATE	23.43				
P/T PUBLIC HEALTH NURSE	33.08	34.25	35.42	36.66	37.95
PLANNER	31.44	32.55	33.68	34.86	36.09
POLICE CLERK TYPIST	24.32	24.84	25.20	25.61	26.17
PUBLIC HEALTH NURSE	33.08	34.25	35.42	36.66	37.95
PUBLIC HEALTH SPECIALIST	33.08	34.25	35.42	36.66	37.95
PUBLIC SAFETY EQUIPMENT SPECIALIST	29.52	30.55	31.62	32.72	33.87
SENIOR OPERATOR	30.64	31.71	32.81	33.97	35.16
WORKING FOREMAN	36.75	38.04	39.36	40.74	42.16

Dispatchers or Clerk Typists who are assigned by the Police Chief, or his designee, to train new recruit employees shall receive fifteen dollars ($15) per day. Shift differential of ($0.25) twenty-five cents per hour for Non-Represented personnel assigned to either second, third, or swing shift.

Effective 1/02/2023 (2.0% increase)	START (annual)	1 YEAR (annual)	2 YEAR (annual)	3 YEAR (annual)	4 YEAR (annual)
ASST FIRE CHIEF	112,146	116,071	120,135	124,336	128,689
ASST POLICE CHIEF	114,646	118,657	122,811	127,111	131,559
BATTALION CHIEF	95,282	98,615	102,067	105,640	114,168
CASE MANAGER	73,417	75,985	78,644	81,397	84,248
CITY CLERK	90,129	93,284	96,549	99,927	103,426
CODE ENFORCER	57,941	59,967	62,066	64,239	66,486
COMMUNITY DEVELOPMENT MANAGER	90,129	93,284	96,549	99,927	103,426
COURT ADMINISTRATOR	66,129	68,445	70,839	73,320	81,081
DEPUTY COMPTROLLER	86,972	90,017	93,168	96,429	99,804
DEPUTY TREASURER	74,564	77,175	79,875	82,671	85,566
DIRECTOR - NEIGHBORHOOD SERVICES	103,469	107,090	110,837	114,715	118,732
SENIOR PROJECT MANAGER	77,449	80,161	82,967	85,871	88,874
FINANCE DIRECTOR	99,949	103,447	107,068	110,816	114,695
HEALTH OFFICER/DIRECTOR	93,864	97,150	100,551	104,070	107,712
HUMAN RESOURCES DIRECTOR	92,603	95,844	99,199	102,671	106,265
MANAGER OF INFORMATION TECHNOLOGY	112,146	116,071	120,134	124,336	128,689
OFFICE SUPRV/ADMIN COMM COORD/PD/IT	67,739	70,132	72,565	75,104	77,731
OPERATING SYSTEMS ANALYST	72,393	74,926	77,551	80,263	83,072
PARK & RECREATION COORDINATOR	57,941	59,967	62,066	64,239	66,486
PARK & RECREATION DIRECTOR	90,129	93,284	96,549	99,927	103,426
PARKS/FACILITIES SUPERVISOR	77,922	80,259	82,665	85,146	87,701
PARKS MAINTENANCE COORDINATOR	57,941	59,967	62,066	64,239	66,486
POLICE CAPTAIN	108,645	112,448	116,382	120,457	124,674
PROJECT ENGINEER	77,449	80,161	82,967	85,871	88,874
PUBLIC HEALTH STRATEGIST	73,417	75,985	78,644	81,397	84,248
RECREATION SUPERVISOR	67,739	70,132	72,565	75,104	77,731
SENIOR ACCOUNTANT	74,564	77,175	79,875	82,671	85,566
SUPERINTENDENT OF PUBLIC WORKS	91,639	94,843	98,165	101,599	111,162
SYSTEMS ADMINISTRATOR	90,129	93,284	96,549	99,927	103,426

The wage as set forth represents the annual rate for the continued employment for that position on an annual basis. This wage does not represent a guarantee of employment for the term represented by the wage.

Police and Fire Departments

Pursuant to Section 62.13 of the Wisconsin Statutes, the Police Chief and Fire Chief shall be in command of the police and fire departments. The salary range for the police chief and fire chief shall be $127,300 to $141,325 as determined by the Common Council.

Promotion

Individuals who may be appointed and/or promoted to fill a non-represented position, may be placed anywhere on the salary schedule, with the Council and/or the appropriate Committee authorizing negotiating parameters to the Mayor or his or her designee. This includes salary as well as benefits.

It is understood that any new hires into this classification may be hired at the entry level, or above.

Salary Computation

Salary is computed at a biweekly rate for salaried employees, an hourly rate for hourly employees.

Mileage Allowance

Each City officer or employee using his/her private automobile will be paid the sum of the IRS approved mileage rate for use of said vehicle on City business. Parking fees will also be paid by the City. Mileage Report forms should be turned in monthly to the Finance Department on forms provided by that department. Officers and employees covered by this resolution will be entitled to mileage allowance unless they are provided a city-owned vehicle.

PART II. USE OF CITY-OWNED VEHICLES FOR OFFICIAL BUSINESS

The Fire Chief, Assistant Fire Chief, Chief of Police, Assistant Police Chief**,** Superintendent of Public Works, and Parks and Facilities Supervisor shall have the use of a city-owned vehicle. Use of City-owned vehicles is permitted for incidental personal use so long as the employee is fully equipped and ready for duty and monitoring the emergency radio. If an authorized person uses a City-owned vehicle to attend out of City business (conventions, seminars, etc.) he/she shall not be allowed to use a City-owned vehicle if they extend the stay either before or after the official business is conducted. The vehicles may be used to commute to and from home and the work site. However, under existing Internal Revenue Codes, such mileage may be taxable. The Finance Department, along with the Department of Human Resources, will be responsible for determining the taxability of use of such vehicles. Where it is determined that mileage is taxable, the City will use the imputed tax method of calculations for compliance with IRS regulations.

PART III. HOLIDAYS

Regular full-time employees of the City of Greenfield covered under the terms of this resolution will receive the following holidays a**s** determined by the City**:** Currently, the holidays are:

New Year's Day	Labor Day	Christmas Eve
Friday before Easter	Thanksgiving Day	Christmas Day
Memorial Day	Friday after Thanksgiving Day	New Year's Eve
Independence Day	Floating Holiday	

Whenever any of said holidays falls on a Saturday or Sunday, the preceding or succeeding workday shall be the holiday as determined by the Mayor and/or his/her designee. Whenever a designated holiday occurs, an employee of the City of Greenfield shall receive his/her regular pay at straight time for that day.

Part-time employees, with the exception of transcriptionists and community service officers in the police department, will be credited with pro-rata holiday hours based upon total hours worked the previous calendar year.

Holiday pay will be paid only to those employees who have worked their regular scheduled hours the day before and the day after the designated holiday, except if they are on vacation**,** jury duty, or an excused absence.

All eligible employees working an average fifty-six (56) hour work week shall be granted eleven (11) days off (24 hour days) per year in lieu of eleven (11) paid holidays.

Any employee who receives the benefit of the holidays listed in this section before it accrues and subsequently terminates his/her employment with the City agrees to have the City deduct from his/her final paycheck the value of such holiday or holidays received.

PART IV. DEFINITIONS

Whenever the word "employee" is used in this resolution, it means a regular full-time employee of the City of Greenfield covered under the terms of this resolution who has been appointed by the Civil Service Commission, or other appointment authority by the City**,** or employed through authorized contract. A part-time employee is defined as an individual usually working less than 30 hours per week and not eligible for standard benefits.

PART V. VACATIONS WITH PAY

A. Vacation Allowance: Eligible employees working a forty (40) hour work week for the City of Greenfield covered under the terms of this resolution earn vacation benefits as follows. An employee cannot exceed two weeks of vacation carryover, plus their accrued vacation entitlement, without consent of the Mayor or his/her designee.

1. Two (2) weeks vacation after one (1) year employment.

2. Three (3) weeks vacation after six (6) years of employment

3. Four (4) weeks vacation after thirteen (13) years of employment

4. Five (5) weeks vacation after twenty (20) years of employment

5. One additional day of vacation for each year after twenty two (22) years employment.

A week of vacation is composed of five (5) workdays. Vacation benefits will be accumulated on a prorated basis each month. Vacation may be used as accumulated. However, no advances will be allowed.

Employees working an average fifty-six (56) hour work week shall be entitled to a vacation with pay in accordance with the following schedule:

Six (6) Workdays after One (1) Year
Nine (9) Workdays after Six (6) Years
Twelve (12) Workdays after Thirteen (13) Years
Fifteen (15) Workdays after Twenty (20) Years
One additional day of vacation for each year of employment including and past twenty two (22) years

B. Vacation Selection: Vacations must be arranged with the approval of the employee's immediate supervisor so as not to interfere with the normal functions of the City. In the event of conflict over a selection of vacation dates, the Department Manager will resolve the matter.

C. Vacation Eligibility: Each employee becomes eligible for vacation after the completion of six (6) months of employment retro to hire date. However, employee may not take vacation time until completion of one (1) year of employment.

D. Vacation Scheduling: Vacation days may not be waived in lieu of pay. Eligibility for vacation is determined by individual anniversary date. All vacation must be approved by the individual Department Manager. Each department, based upon their needs, shall determine the minimum amount of time that can be charged to vacation, but in no case will vacations of less than an hour be allowed.

E. Proration of Benefits: In the event an employee who has successfully completed his/her introductory period of employment terminates employment with the City of Greenfield, he/she shall not be entitled to receive compensation for accumulated vacation time earned. Employees who have celebrated their one (1) year anniversary will be entitled to receive compensation for accumulated vacation time earned. Vacation accumulation may not exceed their annual allowance, plus two weeks accrued vacation eligibility, without the Mayor's approval or his/her designee.

PART VI. AUTHORIZED LEAVES OF ABSENCE

A. Jury Duty: Employees working a forty (40) hour work week called for jury duty shall be entitled to receive time off at their regular rate of pay provided that they pay all compensation received for such jury duty, excluding mileage allowance, to the City prior to receiving their regular paycheck.

Eligible employees, working a fifty-six (56) hour work week, at the completion of jury duty on their normal duty day as soon as practicable, shall return to duty. The employee shall be released from duty at 10:00 p.m. (2200 hours) when jury duty is to be worked the next day.

B. Funeral Leave: Eligible employees working a forty (40) hour work week, upon application, leaves of absence not exceeding three (3) working days with pay will be allowed employees of the Department in the case of death of spouse, child, stepchild,

father, stepfather, mother, stepmother, sister, stepsister, brother, stepbrother, father-in-law, mother-in-law, and not more than two (2) working days in the case of death of daughter-in-law, son-in-law, sister-in-law, brother-in-law, and not more than one (1) working day in the case of death of employee's or spouse's grandfather or grandmother and grandchildren. In the case of death of any other relative, the employee will be permitted to change his/her next day off so that he/she may attend the funeral.

Eligible employees working a fifty-six (56) hour work week, upon application, leave of absence with pay not exceeding two (2) workdays, will be allowed members of the Department in case of spouse, child, father, mother, parent-in-law, sister or brother**,** step-parent, step-sister, step-brother, step-child; and not more than one (1) workday in case of daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandfather, grandmother. In the case of the death of any other relative, the member will be permitted to change his/her next day off so that he/she may attend the funeral.

C. Family and Medical Leave: Family and medical leave will be granted in accordance with established City policy.

D. Military Leave of Absence

1. Military Training Duty: Members of active military reserve units who are required to attend yearly training sessions, not exceeding two weeks, shall be paid an amount equal to the difference between their military pay and their regular pay.

2. Temporary Active Duty: Members in the active military reserve and members belonging to the National Guard, if called to active duty for a period not exceeding one week, shall be paid an amount equal to the difference between their military pay and their regular pay, providing they return to their full-time employment immediately thereafter.

3. Exchange of Paychecks: Base military pay received for such duty or service shall immediately be paid over to the Finance Director in exchange for the employee's regular paycheck.

E. Additional Leave: After any and all appropriate accrued time off is exhausted, all other leaves of absence shall be without pay and shall be granted only in cases of extreme necessity. Applicants for such leave shall make a request to the employee's Department Manager, or in the case of a Department Manager to the Mayor, in writing and shall state in clear and definite terms the reasons for leave of absence.

1. A leave of absence without pay for a period not exceeding five (5) days may be granted by the employee's Department Manager, or in the case of a Department Manager by the Mayor, in his/her sole discretion if he/she considered the reason for such absence adequate. Such request shall not be unreasonably denied.

2. All requests for unpaid leaves of absence in excess of five (5) days shall be submitted by the employee's Department Manager to the Human Resources Director. The Human Resources Director may require the applicant applying for leave on account of sickness or disability to submit to a physical examination by a physician chosen by the City before granting such leave and prior to the return of the employee to regular employment.

PART VII. INSURANCE

A. Insurance: Health Insurance Coverage.

Effective 1/1/12, employees will pay twelve and six/tenths percent (12.6%) per month toward the applicable single or family amount, based on the actual monthly premium costs of the insurance, calculated to the nearest dollar.

No employee shall make any claims against the City for additional compensation in lieu of or in addition to his/her insurance premiums paid because he/she does not qualify for the family plan. The City may, at its discretion, self-fund the health care program. The City may provide, but is not obligated to provide, an alternative health care plan. All terms and conditions are subject to the individual health insurance contracts.

B. Insurance Option: As an alternative to health insurance, employees who opt not to participate in the existing plans will receive an employer contribution of $500 per year in a medical reimbursement for the single plan and $1,000 per year for a family plan. Employees who terminate health insurance during the plan year will not receive this benefit. This option will be available when the medical insurers will guarantee that the employees opting out of a plan have the full rights to return during the open enrollment period. The opt-out option must be exercised during the open enrollment period to qualify for the employer contribution.

C. Other Insurance Information: The City has the right to design and designate the insurance carrier. It shall be the employee's responsibility to notify the City of any change in family status for health insurance coverage. This shall include, but not be limited to, changing from family to single coverage.

Such notification shall take place within thirty (30) days of the change in family status.

In the event that a husband and wife are both employed by the City, the two employees will be entitled to a maximum of one (1) health insurance plan. In the event that either spouse should die, the remaining spouse shall continue to receive the applicable coverage (family or single). If the husband and wife should divorce, both employees would be entitled to receive the applicable coverage (family or single).

D. Retiree Health Insurance:

1. NON PROTECTIVE SERVICE EMPLOYEES: The applicable single or family health insurance coverage shall continue to be maintained by the employer for employees until normal retirement age, provided such employees retire with fifteen (15) continuous years of service to the City of Greenfield, and provided such employees retire pursuant to the "normal retirement age" under the Wisconsin Retirement System. Normal retirement age is defined as the age at which an employee may begin receiving a retirement annuity which is not reduced by an actuarial reduction factor, but in no event earlier than age 57.

   Employees eligible to retire under WRS at age 55 will be required to pay the full cost of health insurance until they reach age 57 and then are covered under the regular provided health plan. Such coverage will be continued until the employee qualifies for Medicare. This health insurance coverage shall be the same as the then existing non-represented employee resolution with regard to the identity of the insurance carrier, level of benefits and payment of health insurance premiums.

   If an employee retires after age fifty-seven (57) with fifteen (15) years of service, and continues in the City's health insurance program until the employee qualifies for Medicare, the employee's spouse may continue in the City's health insurance plan at their own cost until he or she qualifies for Medicare.

2. PROTECTIVE SERVICE STAFF ONLY: normal retirement age is defined as the age at which an employee may begin receiving a retirement annuity which is not reduced by an actuarial reduction factor, but in no event earlier than age fifty-three (53) provided the employee has twenty-five (25) years total service, or age fifty-four (54) with less than twenty-five (25) years total service. Such coverage will be continued until the employee qualifies for Medicare. This health insurance coverage shall be the same as the then existing non-represented employee resolution, with regard to the identity of the insurance carrier, level of benefits, and payment of health insurance premiums.

   If an employee retires at or after age fifty-three (53) or fifty-four (54) with fifteen (15) years of service as a sworn law enforcement officer or firefighter and continues in the City's health insurance program until the employee qualifies for Medicare, the employee's spouse may continue in the City's health insurance plan at their own cost until he or she qualifies for Medicare.

   An employee who has 15 years of service as a sworn law enforcement officer or firefighter and has been regularly employed by the City in that capacity for a minimum of five (5) years and is eligible for normal retirement in the Wisconsin Retirement System and retires before the WRS normal retirement age, and who applies for and receives retirement benefits may continue in the City's group health insurance coverage. The employee is responsible for

paying the applicable active employee premium for the single plan. If the employee elects family coverage, the employee is responsible for the difference between the full monthly premium of the family and single plans. At normal retirement age the City shall resume payment, as per the previous paragraph, provided coverage has been continuously maintained.

3. All non-represented retirees may elect to not accept City's medical insurance plan. The retiree may later return to the City's health insurance plan at the time of open enrollment or upon qualifying events (i.e. loss of coverage from current employer or loss of coverage from another source) provided that the retiree can prove continuous medical insurance coverage's have been in effect since his or her original retirement date and that the current carrier allows the return in the then existing policy.

E. Accident and Sickness Insurance: Accident and sickness insurance weekly benefits of One Hundred Seventy Five Dollars ($175.00) for a maximum period of seventeen (17) weeks shall be paid to regular full-time employees who have successfully completed their introductory period of employment and who are off from work for reason of illness and/or non-duty connected accident after the regular full-time employee has exhausted his/her accumulated sick leave. Such benefits shall commence only after the regular employee has been unable to work for at least two (2) consecutive work weeks after he/she has used his/her accumulated sick leave. After the said two (2) consecutive work weeks, such benefits will be paid retroactively.

The premium for such insurance will be paid by the employer. Once an employee has received accumulated benefits for seventeen (17) weeks he/she shall not be entitled to any additional weekly benefits under this Section. Any monies received for accident and sickness insurance for which the employee has been paid sick leave benefits shall be turned back to the City. No employee at any time should ever be able to collect more than his/her biweekly base pay for a maximum of one (1) year.

F. Group Life Insurance: Group life insurance is available for all regular employees through the State of Wisconsin Group Life Insurance Program when employees make their election to participate unless an employee specifically declined such election to participate on forms provided by the Department of Human Resources. The City will pay the full cost for all employees having three (3) or more years continuous service with the City of Greenfield. Those with less than three (3) years of continuous service with the City of Greenfield will continue to pay on the current sixty-eight percent (68%) employee - thirty-two percent (32%) employer until they achieve their three (3) years of continuous service. Any employee who declines to participate in group life insurance and later elects to participate shall pay his/her own cost for any evidence of insurability requirements necessary to request and/or obtain coverage.

G. Extended Coverage for Health and Life Insurance: Health insurance and life insurance coverage shall be paid by the City of Greenfield for a period of time equal to

twenty-five percent (25%) of continuous service to a maximum of one (1) year of payments after sick leave time is exhausted. (This provision is intended for long-term illness).

PART VIII. DUTY INCURRED DISABILITY

A. Definition: Any City employee who sustains any injury while performing within the scope of his or her employment as provided by Chapter 102 of the Wisconsin Statutes (Worker's Compensation Act) shall be compensated as provided in Section B of this Part IX.

B. Benefits: Any employee entitled to accrued sick leave under the provisions of Part IX**,** Section D, of this resolution who is incapacitated by reason of injuries or illness resulting from his/her employment shall be entitled to receive his/her established rate of compensation subject to the following conditions: if an employee has accrued sick leave under the terms of Part IX, Section D of this resolution, he/she will be paid from his/her accrued sick leave credits for his/her regularly scheduled work day during the time he/she is awaiting a determination as to whether or not his/her illness or injury is compensable under Chapter 102 of the Wisconsin Statutes. If any employee has no accrued sick leave, he/she shall receive accident and sickness benefits designated in Part VIII, Section C. during the period while he/she is awaiting a determination. If a determination is made that the illness or injury is compensable under Chapter 102 of the Wisconsin Statutes, the employee will receive credit for sick leave days used pending such determination. After determination is made that the injury or illness is compensable under Chapter 102 of the Wisconsin Statutes, the employee will receive the difference between his/her hourly rate or salary for the number of hours normally worked each week and his/her Worker's Compensation Benefits, up to a maximum of 80% of salary, provided he/she conforms to the procedures set forth herein. Such payments may continue for a maximum period of one (1) year. After the period of one (1) year, the employee may continue to use any sick leave which he/she has accrued under the terms of this resolution. An examination shall be made during the period of disability as frequently as believed necessary by the City of Greenfield. For employees with unlimited sick leave accrual, the employer shall continue full salary for the entire waiting period. In no event will any employee get more than his/her biweekly base pay for a maximum of one (1) year.

C. Payment: In order to receive the benefits set forth herein, the employee must provide suitable evidence of payment of Worker's Compensation Benefits to the Finance Director, or his/her designee.

PART IX. SICK LEAVE BENEFITS

A. Allowance:

1. Eligible regular full-time employees working a forty (40) hour work week, who have completed his/her introductory period of employment shall receive sick leave at a rate of one (1) sick leave day per month of employment up to a

maximum of two hundred twenty-five (225) days. Employees shall not earn sick leave while on a leave of absence.

2. Eligible employees working a fifty-six (56) hour work week, may accumulate computed from the date of the member's employment at the rate of eighteen (18) hours per month. Accumulated sick leave pay credits shall not accrue to the member's benefit until he/she has completed six (6) months service. Employees may accrue an unlimited number of hours in their sick leave account.

B. Use of Sick Leave: Eligible employees working a forty (40) hour work week may use sick leave benefits for the personal illness of an employee and for FMLA purposes. Sick leave benefits for employees shall begin on the first day of absence and continue until the employee returns to work or has used up all his/her accumulated sick leave. Employees who are sick and unable to report for work shall notify their immediate supervisor within fifteen (15) minutes of the start of their regularly scheduled hours of work on the morning on which they cannot report to work.

Sick Pay Computation:

Eligible employees working a fifty-six (56) hour work week shall have, accumulated sick leave charged off as follows:

(a)Twenty-four (24) hours charged off for each twenty-four hour period from the first day.

(b)In the event an employee's absence is for less than twenty-four (24) hours on any scheduled workday, said employee's sick leave accumulation shall be reduced in ½ hour increments.

C. Physician's Certificate: A physician's certificate may be required by Department Head and/or Human Resources in cases which an employee is absent for three (3) or more consecutive work days or in which sick leave days are used before or after a holiday or before or after a vacation.

D. Sick Leave Retirement Pay:

1. Employees shall accrue in a sick leave account at a rate of twelve (12) days per year. All regular full-time employees who have completed fifteen (15) or more years of continuous service shall be entitled to retirement pay, which shall be equivalent to fifty percent (50%) of accumulated sick leave up to a maximum of seventy-five (75) days payable at the employee's regular wage rate when the employee retires from employment under the WRS.

2. For Fire Command positions forty (40) hour positions only, the City shall establish a reserve sick leave account, which shows the balance of sick leave

on the date of appointment for promotions to the position of Chief, Assistant Chief, or Administrative Battalion Chief, which reflects the existing retirement pay provision in the Local 1963 IAFF labor contract. Employees promoted shall receive retirement pay at the current rate of pay on the day of promotion, but it shall be paid out at the time of retirement under the WRS. Employees shall not be able to add to this reserve account but can use the sick leave days after exhausting the current sick leave account.

3. All Fire Command fifty-six (56) hour employees who have completed five (5) or more years of continuous service shall be entitled to retirement pay which shall be equivalent to a maximum of thirty-five percent (35%) of two thousand seven hundred (2,700) accumulated sick leave hours in the employee's basic sick leave account, not to exceed 945 hours. All regular full-time employees hired on or after 1/1/94 who have completed fifteen (15) or more years of continuous service shall be entitled to retirement pay which shall be the equivalent to a maximum of thirty-five percent (35%) of two thousand seven hundred (2,700) accumulated sick leave hours in the employee's sick leave account, not to exceed 945 hours, at the employee's regular wage rate when the employee retires from the City. Such retirement gratuity shall not be paid in the event of termination of employment, or for any reason other than retirement under the Wisconsin Retirement System, except as set forth in paragraph 3 herein.

Sick leave retirement pay shall be paid in one lump sum in the pay period immediately following the employee's retirement, if administratively possible.

F. Sick Leave Incentive: Employees who do not use any sick days within any calendar quarter will receive incentive pay of seventy-five dollars ($75), up to a maximum of three hundred dollars ($300) annually. Such incentive pay shall be paid once per year on the first paycheck in February. Employees are eligible the first full quarter following the completion of their introductory period.

PART X. OVERTIME

A. Overtime:

Full-time non-exempt personnel (as defined under the Fair Labor Standards Act) shall be paid at the rate of one-and-one-half (1 ½) times the base rate for all hours worked above the normal work day or normal forty-hour work week and at the rate of double time for all work performed on holidays. Overtime may be paid in compensatory time. Full-time or part-time employees called in on emergency duties or mandatory call-in (hours other than regularly scheduled hours) shall be guaranteed two (2) hours pay at the appropriate overtime rate. This two-hour guarantee shall not apply if hours worked in addition to regularly scheduled hours are worked as an extension following the employee’s regularly scheduled hours.

Overtime Pay: Overtime hours outside of regularly scheduled work hours and Saturday and Sunday work will be paid for at the rate of time and one-half (1-1/2), and work performed on holidays will be paid at double time, unless an employee uses a sick day within the normal 40 hours. Holidays, for purposes of double time pay, shall be the day on which the City actually celebrates the holiday. Overtime hours must be approved by the Department Manager, Chiefs, or his/her designee. (Note: Vacation days, holidays, or compensatory time days will be treated as days worked for the purpose of calculating potential overtime pay. Sick time hours are excluded in calculating potential overtime pay.)

Call-In: Employees called in on emergencies outside of their regularly scheduled hours of work will be guaranteed two (2) hours of pay at the overtime rate of 1 ½ times their base rate. This call-in policy shall not apply if hours worked in addition to regularly scheduled hours are worked as an extension following the employee's regularly scheduled hours. This call-in policy shall also not apply if an employee does not respond and/or report for work within a reasonable amount of time from the time he was contacted. It is understood that employees shall make a reasonable effort to report to work as soon as possible. Failure by the employee to make a reasonable effort to report to work as soon as possible shall be deemed cause for disciplinary action. If overtime work is scheduled prior to an employee's regularly scheduled hours of work, the guaranteed two (2) hours of pay at the proper premium shall not apply if employees are notified of the scheduled overtime work prior to the end of the employee's previous work shift.

Mandatory Overtime: Overtime work scheduled prior to the end of the employee's previous work shift, and overtime worked as an extension following the employee's regularly scheduled hours, is mandatory.

B. Comp Time: Eligible employees may elect to take Compensatory Time Off (CTO) in lieu of overtime. The Department Manager, or his/her designee, shall have the authority to approve or deny requests for compensatory time as a management right and to provide for minimum staffing for the department. Such request shall not be unreasonably denied. The Department Manager, or his/her designee, shall have the right to deny or cancel CTO already approved in the event of an emergency. An individual shall not be allowed to accumulate more than eighty (80) hours of comp time. Any remaining CTO time not used in this current year will be carried forward into the next year not to exceed eighty (80) hours at any time in the comp time bank.

PART XI. FLEX TIME

Existing resolutions specify the hours of operation in various locations. Offices and departments must serve the public. Hours can be adjusted with the concurrence of the Department Manager and the employee under the following conditions: Service to the public is not diminished, the arrangement is cost efficient, and a written plan is on file in the Department of Human Resources. The use of flextime may not generate additional

overtime. All hours must be worked within the biweekly pay period for FLSA exempt employees and within the week for FLSA non-exempt employees.

PART XII. SAFETY EQUIPMENT

Where safety equipment is purchased by the City for employee use, supervisors in those departments will be entitled to safety equipment on the same basis.

PART XIII. UNIFORM ALLOWANCE

Each January, Protective Services staff will receive Seven Hundred Fifty Dollars ($750.00) for uniform maintenance and allowance.

Such monies shall not be paid to anyone who is leaving within ninety (90) days of the scheduled payment. Those who leave unexpectedly shall reimburse the monies to the City.

The City shall furnish certain Police equipment listed below. This equipment shall remain as the property of the City and must be returned in good condition in the event that an employee leaves the service of the Greenfield Police Department. The issued equipment is as follows:

1. 1 Department approved pistol
2. 1 Duty Holster for pistol
3. 1 Duty Belt
4. 1 Double pistol magazine holder
5. Required number of rounds of factory ammunition for issued pistol
6. 1 Flashlight
7. 1 Pair of handcuffs
8. 1 Handcuff case
9. 1 pin-on Badge
10. 1 Hat Shield
11. 20 Shoulder Patches
12. 1 Whistle
13. 1 Riot Helmet
14. 1 Gas Mask
15. 3 Belt Keepers
16. 1 26” Expandable Baton
17. 1 Expandable Baton Carrying Case
18. 1 Ballistic Vest
19. 1 Canister of O.C. Spray with Carrier

The Police Chief, Assistant Police Chief, and Police Captains shall receive an annual $175 shooting allowance, payable each December.

The City shall furnish certain fire equipment listed below. This equipment shall remain as the property of the City and must be returned in good condition in the event that an employee leaves the service of the Greenfield Fire Department. The issued equipment is as follows:

1. 1 - Fireman's Helmet
2. 1 - Pair of "Short" Boots
3. 1 - Pair of Firefighting Pants
4. 1 - Badge
5. 1 - Firefighting Coat
6. 1 - Wallet Badge
7. 1 - Pair of Fire Resistive Gloves
8. 1 - Fire Resistant Firefighting Hood
9. 1- Reflective Traffic Vest
10. 1- Flashlight

The City shall replace the equipment listed herein, when it becomes unsafe as determined by the Fire Chief. Employees shall be required to turn-in old gear, to the City, upon replacement. The City shall not replace such equipment made unsafe due to reasons other than normal wear or damage in the course of firefighting duties. The City will provide and replace paramedic smocks as needed.

Public Works, Inspection Services and Engineering Division employees that engage in work related activities that require safety boots are eligible to receive an allowance of up to $200 each calendar year for the purchase of safety boots.

PART XIV. WISCONSIN RETIREMENT FUND

This is provided for all regular employees per Wisconsin law.

PART XV. TRAVEL AND CONFERENCE

Certain jobs require attendance at conferences for certification. Other conferences contribute toward the enhancement of job knowledge of the individual and to the advantage of the City. Money is included in the departmental budgets for such purposes. Attendance of non-department heads must be approved by the Department Manager. Attendance of Department Managers**,** Directors, City Clerk and Chiefs must be approved by the Mayor.

PART XVI. EXCLUSON OF EMPLOYEES UNDER LABOR AGREEMENT

If any employee or group of employees covered by this resolution enters into or is part of a labor contract with the City of Greenfield, approved and adopted by the Common Council, such employee or group of employees shall be excluded from this resolution.

PART XVII. INTRODUCTORY PERIOD

Newly appointed employees shall serve an introductory period of employment for a minimum period of six (6) months or twelve (12) months (for Directors and City Clerk positions) following their date of hire. Newly appointed Command staff employees shall serve a twelve (12) month introductory period. Police Clerk-Typists, Emergency Service Dispatchers, Working Foreman, Fabricator/Mechanic, Senior Operator**,** Operator and Laborer are assigned a twelve (12) month introductory period. Human Resources may, after investigating the recommendation of the appointing authority, extend the introductory period up to a maximum of an additional six (6) months. During this introductory period of employment, employees may be terminated for any reason during the introductory period of employment without recourse. Newly appointed employees shall remain in the pay range in effect at the time of their appointment, until such time as they have satisfactorily completed their introductory period of employment.

PART XVIII. NOTICE OF TERMINATION

City employees are required to provide the City with at least a two (2) weeks notice, in writing, upon termination of employment with the City. Directors, City Clerk, Department Managers and Police and Fire Command staff must give at least a one (1) month written notice. Failure to do so shall result in the loss of all prorated benefits.

PART XIX. SAVINGS CLAUSE

If any part(s) of this resolution is determined to be invalid by operation of law or by any tribunal of competent jurisdiction, the remainder of this resolution shall not be affected thereby and shall remain in full force and effect.

PART XX. EQUAL OPPORTUNITY EMPLOYMENT

It shall continue to be the policy of the City not to discriminate for or against any employee in employment, promotions or other conditions of employment because of age, race, color, creed, disability, sex, national origin, ancestry, sexual orientation, arrest or conviction record, veteran status, and any other legally protected class.

PART XXI. PEHP (Post Employment Health Plan)

The City of Greenfield (Employer) agrees to participate in the Post Employment Health Plan for public employees (Plan) in accordance with the terms and conditions of the Plan's Participation Agreement. The parties hereto designate Nationwide Retirement Solutions to act as administrator and LaSalle National Bank to act as trustee for the Plan, or its successors appointed in accordance with the Plan and trust documents.

Upon termination, a percentage of the eligible employee's accumulated sick leave balance that would otherwise have been paid to the eligible employee had the employer not participated in the Plan, shall be contributed to the Plan. The percentage shall be

determined by a majority vote of the employees covered by this resolution and may be periodically changed as allowed by the Plan.

PART XXII. EDUCATIONAL REIMBURSEMENT

The City will provide educational reimbursement under the terms and conditions set forth:

a) Any employee who completes their introductory period who enrolls in a training course or education program, which is job-related, shall be reimbursed for one hundred percent (100%) of the tuition cost, not to exceed $1,000.00 per calendar year.

b) The determination of job relatedness shall be at the discretion of the Department Manager and the Human Resources Director.

c) Reimbursable tuition costs shall include class tuition, books and course materials.

d) The educational request form must be completed prior to the start of a semester or training course on a form provided by the Department.

e) The City will make payment upon presentation of proof of satisfactory course completion to the Department Manager, or designee, with a grade/grade point of "C" or better; or attendance certificate, whichever is appropriate. The Finance Department will reimburse upon receipt of the completed tuition reimbursement claim form.

f) Course work will be accomplished during non-working hours and is not to be considered eligible for overtime.

g) The employee agrees to reimburse the City for the amount of educational reimbursement received within the two (2) years prior to he/she leaving the employ of the City.

PART XXIII. LATERAL TRANSFERS

Lateral transfers allow for the opportunity to attract new members in a competitive employment market and simply to attract better candidates that may be interested in joining our organization for mutual benefit.

Lateral transfers will be required to have the same qualifications and follow the same application process as all new hires. Candidates will be required to pass the background check and all pre-employment offer contingencies.

Lateral transfers shall be defined as a candidate that has substantially similar requisite skills and qualifications from another public employer directly related to the position and/or skill set applied for with the City of Greenfield. The previous employment should be for a minimum of at least five (5) years. Lateral transfers shall:

Be evaluated for previous service to determine commensurate pay and vacation. Human Resources in consultation with the Department Head shall have final determination for placement on Non-Represented Resolution salary and vacation schedule.

Despite potentially higher pay and vacation, lateral transfers will be placed on the anniversary (seniority) schedule as their date of hire with the City of Greenfield for purposes of time off selection.

Lateral transfers will also utilize their date of hire with the City of Greenfield for all retirement and post-employment benefits. Health, dental and vision insurance benefits will be offered effective the first of the month following the date of hire with the City of Greenfield for any lateral transfers.

RESOLUTION NO. ____

RESOLUTION TO SET THE SALARIES AND BENEFITS OF NON-REPRESENTED AND PROTECTIVE SERVICES STAFF EMPLOYEES OF THE CITY OF GREENFIELD FOR 2023

RESOLVED, By the Common Council of the City of Greenfield, that the 2023 resolution to set the salaries and benefits of non-represented and protective services staff employees of the City of Greenfield for 2023 is approved.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the _____ day of _____, 2022.

APPROVED:

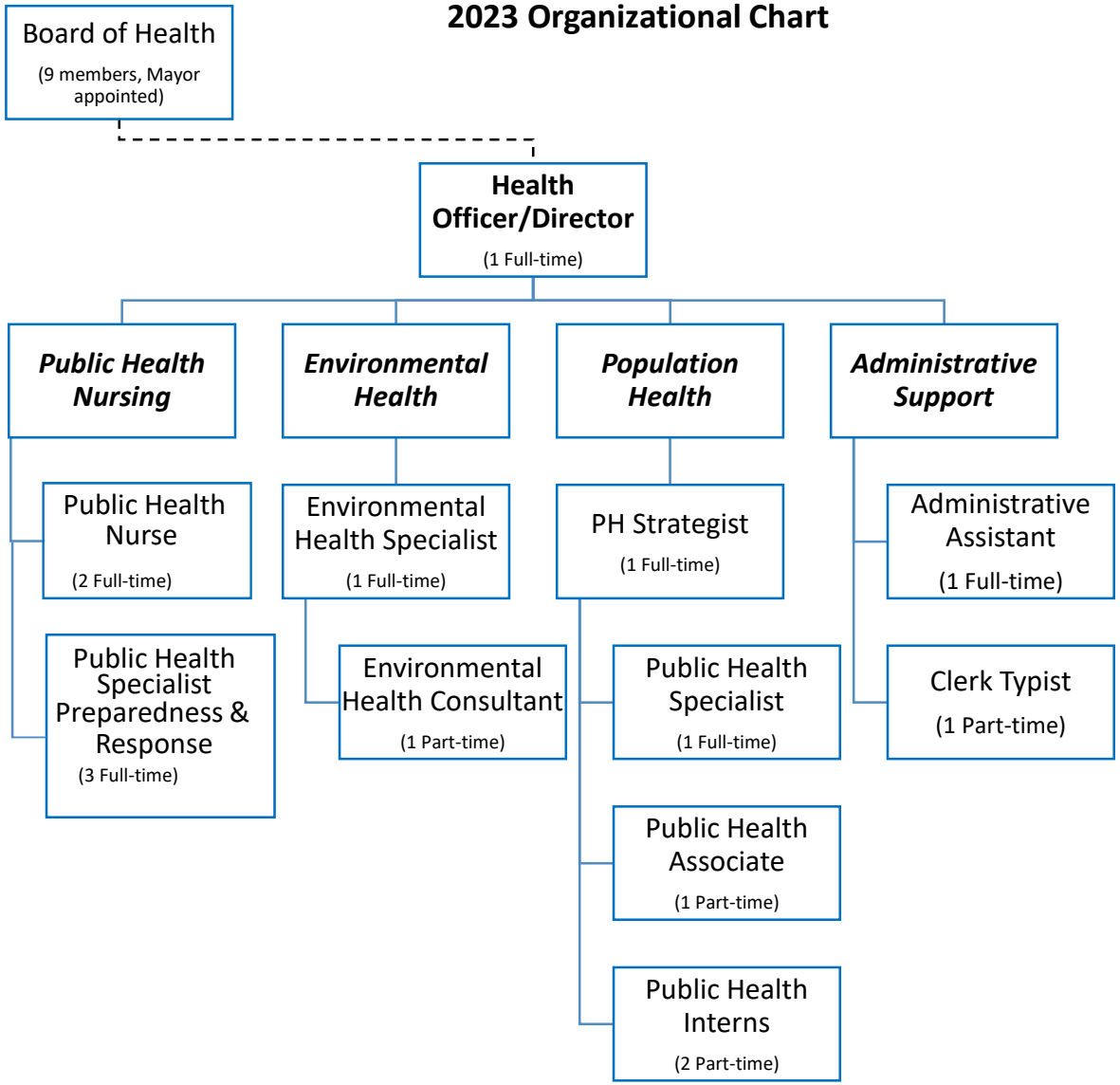
_____
Michael J. Neitzke, Mayor

ATTEST:

_____
Jennifer Goergen, City Clerk

City of Greenfield Health Department

2023 Organizational Chart



PACKETS FOR WEDNESDAY, 11 / 30 / 2022 FINANCE MEETING

AP DISBURSEMENT SCHEDULES:

AP CHECKS	11/10/2022	$	168,310.12
AP CHECKS	11/18/2022	$	394,710.36
AP CHECKS	11/23/2022	$	897,921.46
WIRE TRANSFERS - NOVEMBER 2022		$	442,202.50
P-CARDS - OCTOBER 2022		$	202,043.23
	TOTAL	$	2,105,187.67

CC: PAULA

CC: FINANCE FOLDER

October 2022
INVESTMENTS

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned	ID #
Money Mkt/Tri-City Bank	$692,451.86	12/31/2001	variable		$29.41	21901270
Ehlers Investment Partners X-2055705 GRD GEN INV	$6,403,168.12	12/9/2014	variable			
Ehlers Investment Partners X- GRD 2021A INV	$295,294.12					
Ehlers Investment Partners X- GRD 2021B	$951,388.90	7/1/2021	variable			
Ehlers Investment Partnes X - ARPA	$5,470,810.53					
Ehlers Investment Partnes X - 2022A	$3,202,087.85					
Associated Bank Investments	$6,190,306.78	3/15/2022	variable			
Totals	$23,205,508.16				$29.41	

LOCAL GOVERNMENT INVESTMENT POOL

October 2022 Statement

September Ending Balance		$	20,359,704.66
1 Deposit (s) in October			471,636.67
0 Withdrawal(s) in October			-
October Interest Earnings @ 2.91%			51,397.68
	TOTAL	$	20,882,739.01

BUDGET REPORT FOR GREENFIELD
Fund: 010 GENERAL
Calculations as of 10/31/2022

ACCOUNT CLASSIFICA AND FUNCTION	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 ACTIVITY THRU 10/31/22	BALANCE REMAINING
ESTIMATED REVENUES					
TAXES	TAXES	18,957,501	19,666,022	19,662,605	3,417.00
INTGOV	INTERGOVERNMENTAL	4,307,865	4,117,782	3,337,088	780,694.00
L&P	LICENSES AND PERMITS	1,202,125	1,222,800	1,047,055	175,745.00
FINES	FINES-FORFEITS-PENALTIES	626,376	803,000	542,000	261,000.00
CHRG	PUBLIC CHARGE FOR SERVICE	1,824,431	1,516,364	1,682,999	(166,635.00)
INT CHRG	INTERGOVERNMENTAL CHARGES	1,320,385	1,255,723	825,947	429,776.00
MISC REV	MISCELLANEOUS REVENUE	263,364	347,969	374,144	(26,175.00)
OTH FIN	OTHER FINANCING SOURCES	6,000	722,250	73,705	648,545.00
TOTAL ESTIMATED REVENUES		28,508,047	29,651,910	27,545,543	2,106,367.00
APPROPRIATIONS					
GENERAL	GENERAL GOVERNMENT	3,505,298	3,873,495	3,045,637	827,858.00
PS	PUBLIC SAFETY	19,136,448	19,465,578	15,154,568	4,311,010.00
PW	PUBLIC WORKS	3,817,120	3,873,284	3,412,012	461,272.00
HHS	HEALTH AND HUMAN SERVICES	833,092	947,215	778,803	168,412.00
CRE	CULTURE, REC AND EDUCATION	1,072,458	1,246,124	919,458	326,666.00
PD	PLANNING AND DEVELOPMENT	194,869	231,214	163,814	67,400.00
OTHER	OTHER FINANCING SOURCES(USES)	39,000	15,000	76,558	(61,558.00)
TOTAL APPROPRIATIONS		28,598,285	29,651,910	23,550,850	6,101,060.00
NET OF REVENUES/APPROPRIATIONS - FUND 010		(90,238)		3,994,693	3,994,693.00
	BEGINNING FUND BALANCE	9,205,459	9,115,224	9,115,224	
	ENDING FUND BALANCE	9,115,221	9,115,224	13,109,917	