



AGENDA
COMMITTEE OF THE WHOLE
Tuesday, December 6, 2016 at 6:30 p.m.
Common Council Chambers - 224 East Jefferson Street

Mayor Jeannie Hefty
John Ekes, Alderman, 1st District
Edward Johnson, Alderman, 1st District
Bob Grandi, Alderman, 2nd District
Ruth Dawidziak, Alderman, 2nd District
Tom Vos, Council President, Alderman, 3rd District
Jon Schultz, Alderman, 3rd District
Thomas Preusker, Alderman, 4th District
Todd Bauman, Alderman, 4th District

Student Representatives
Gabriel King, Burlington High School
Ryan Werner, Burlington High School

1. Call to Order – Roll Call
2. Citizen comments
3. Approval of minutes for November 1, 2016 (*T. Vos*) *pg. 3*
4. **Topic:** **Motion 16-856** to consider approving a Maintenance and Operations Plan and construction documents for the Burlington Community Pool. This item is scheduled for final consideration at the December 20, 2016 Common Council meeting. *pg. 5*
5. **Topic:** **Resolution 4809(28)** to consider approving an Employee Compensation and Classification Step Plan. This item is scheduled for final consideration at the Common Council meeting the same night..... *pg. 22*
6. **Topic:** **Resolution 4810(29)** to consider approving the 2017 Annual Budget. This item is scheduled for final consideration at the Common Council meeting the same night..... *pg. 28*
7. **Topic:** **Ordinance 2009(5)** to consider amending Chapter 57, “Officers and Employees” in the Municipal Code. This item is scheduled for final consideration at the December 20, 2016 Common Council meeting..... *pg. 33*
8. **Topic:** **Ordinance 2010(6)** to consider repealing and recreating Chapter 315-51, “Fences” in the Municipal Code. This item is scheduled for final consideration at the December 20, 2016 Common Council meeting..... *pg. 38*
9. **Topic:** **Ordinance 2011(7)** to consider repealing Chapter 142-2, “Electrical License” in the Municipal Code of the City of Burlington in its entirety. This item is scheduled for final consideration at the December 20, 2016 Common Council meeting. *pg. 42*

Note: If you are disabled and have accessibility needs or need information interpreted for you, please call the City Clerk’s Office at 262-342-1161 at least 24 hours prior to the meeting.

- 10. Topic:** **Ordinance 2012(8)** to consider amending Chapter 243, “Plumbing” in the Municipal Code to amend references to State of Wisconsin agencies and codes. This item is scheduled for final consideration at the December 20, 2016 Common Council meeting *pg. 44*
- 11. Topic:** **Ordinance 2013(9)** to consider amending Chapter 115, “Building Construction” in the Municipal Code to amend references to State of Wisconsin agencies and codes. This item is scheduled for final consideration at the December 20, 2016 Common Council meeting ... *pg. 46*
- 12. Adjourn** (*J. Schultz*)

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COMMITTEE OF THE WHOLE

ITEM NUMBER: 3

DATE: December 6, 2016

SUBJECT: November 1, 2016 Committee of the Whole Minutes

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

The attached minutes are from the November 1, 2016 Common Council meeting.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the attached minutes from the November 1, 2016 Committee of the Whole meeting.

TIMING/IMPLEMENTATION:

This item is scheduled for final consideration at the December 6, 2016 Common Council meeting.

ATTACHMENTS:

Committee of the Whole Minutes



CITY OF BURLINGTON
Committee of the Whole Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, November 1, 2016

1. Call to Order/Roll Call

Mayor Jeannie Hefty called the meeting to order at 6:30 p.m. starting with roll call. Aldermen present: John Ekes, Ed Johnson, Bob Grandi, Ruth Dawidziak, Jon Schultz, Tom Preusker and Todd Bauman. Excused: Tom Vos

Also present: City Administrator Carina Walters, Treasurer and Budget Officer Steve DeQuaker, Director of Administrative Services Megan Watkins, City Attorney John Bjelajac, Police Chief Mark Anderson, DPW Director James Bergles, and Building Inspector Gregory Guidry.

Student Representatives - Present: Gabriel King, Ryan Werner. Excused: None

2. Citizens Comments and Questions

There were none.

3. Approval of Minutes from October 18, 2016

A motion was made by Preusker with a second by Johnson to approve the minutes from October 18, 2016. With all in favor, the motion carried to approve the minutes.

4. Topic: Motion 16-855 to consider approving a Certificate of Appropriateness in the HPC Overlay District for 580-588 N. Pine Street.

Gregory Guidry explained that David Flitcroft of Flitcroft Rentals has petitioned the City for façade improvements which would consist of the removal of old roofing currently used as siding and replace with a new Smart Siding using the lap siding technique at 4 inch intervals. Guidry stated that three single hung windows would be replaced with new double hung vinyl windows to match the two existing windows, and the existing back door would be replaced with a new metal exterior door. Guidry further stated HPC unanimously recommended approval of the Certificate of Appropriateness Application at their October 27, 2016 meeting.

5. Adjourn

A motion was made by Schultz with a second by Bauman to adjourn the meeting. With all in favor, the meeting adjourned at 6:34 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington



DATE: December 6, 2016

SUBJECT: MOTION 16-856 to consider approving the Pool Management Plan and authorizing Ayres to begin the Construction Documents for Design and Bid of the Burlington Community Pool Project.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

On March 15, 2016, the Common Council authorized staff to negotiate an agreement with Ayres Associates for a feasibility study to include planning and design services for the possible construction of the Burlington Community Pool.

On May 6th the Common Council passed an agreement and resolution in the amount of \$152,788 to approve five of six phases. Should you recall, the consulting phases were categorized into six tasks in which the Common Council had the authority to cancel at any time of any phase– 1) Site Assessment, 2) Preliminary Design, 3) Pool Management Plan, 4) Referendum Educational Assistance, 5) Design and Bid, and 6) Construction Management.

Ayres Associates has produced and reported to the Council regarding a Site Assessment, Preliminary Designs, completed the Pool Referendum Educational Assistance, and this evening will present the Pool Management Plan. In conjunction with the management plan, staff is seeking consideration to move forward with the Design and Bid portion of the project. This evening Blake Theisen will present the pool management plan and discuss the design and bid portion of the project.

Future Council considerations will include:

- Affirming the results of the referendum, in which 3,383 of the 4,850 residents that voted for the pool referendum, voted in favor of authorizing the Common Council to spend up to \$5.4 million for the construction of the pool.
- Approval of Phase 6 or the Construction Management portion of the Community Pool Project or Phase 6; and,
- Approval of the agreement between the City and Pool Board.

BUDGET/FISCAL IMPACT:

The council previously approved the \$152,788 to include the construction documents or Phase 5.

RECOMMENDATION:

Staff recommends approval of the Pool Management Plan and authorizing Ayers Associates to begin Phase 5 Construction Documents and Bid.

TIMING/IMPLEMENTATION:

This item is scheduled for discussion at the December 6, 2016 Committee of the Whole meeting and scheduled for final consideration at the December 20 Council meeting.

ATTACHMENTS:

Burlington Aquatic Center Management Plan



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Executive Summary

The Burlington Community Pool, Inc., consists of a board of local volunteers who manage and operate the pool at no cost to local property taxpayers. With support from local community service organizations – Jaycees, Kiwanis, Lions and Rotary – the board has successfully operated the current pool for 50 years and is now dedicated to assisting the city in the development of a new aquatic center that will serve the community for another 50 years and beyond!

The new Burlington Community Pool will be designed with two pools to provide flexibility to offer a variety of programs, lessons, fitness and recreational leisure opportunities. The two new pools will include an activity pool and a lap pool and will have the following features:

Activity Pool

- Zero-depth entry
- Water playground
- Current Channel for fitness
- Water playground structure

Lap Pool

- Six-lane lap pool
- Separate diving/slide wells
- Diving boards
- Shade structures
- Reservable shelter
- Handicap accessible ramp

Staffing Description

Pool Manager: Responsible for the daily operations of the center including supervisory duties over staff. Plan and implement goals, objectives and strategies for the center. Responsible for administrative and budgetary duties such as developing and implementing center budget, training, scheduling, public relations, marketing, customer service and purchasing; prepares reports for financials, registration, and attendance. Accountable for daily monies collected. Maintain communication with user groups, and the general public to assure effective operations. Must possess and maintain Aquatic Facility Operator and/or Certified Pool Operator certifications, Lifeguard CPR/First Aid certifications. Prefer Lifeguard Instructor and/or Water Safety Instructor.

The Pool Manager position is the most critical to the success of the pool operation. Effort should be made to look for a quality pool manager that wants to manage the pool for the long term and has leadership and managerial experience. Applicants such as teachers, retirees, stay at home parents, small business owners whose schedule is flexible during summer months are good candidates.

Head Lifeguard: Assist in overseeing lifeguard staff, pool operations, safety and facility cleanliness. Ensure that all regulations and policies are enforced. Assist in the development, administration and operation of the aquatic center. Duties and responsibilities include, but are not limited to, program development and implementation, supervising instructors and lifeguards. Must possess and maintain current certification in Lifeguard Training, CPR / First Aid and Water Safety Instructor certification.

Lifeguards: Responsible for the safety and health of all patrons and enforcement of all facility and agency regulations and policies. Must possess and maintain current certification in Lifeguard Training, CPR and First Aid.

Water Safety Instructor: Responsible for instruction of learn to swim classes as assigned and in accordance with American Red Cross standards. Must possess and maintain Water Safety Instructor certification.

Front Desk / Concessions: Responsible for providing a point of contact for walk-in traffic, incoming telephone calls, granting access to the facility, and supporting the highest levels of customer service for participants, staff and visitors.. Responsible for concession operations to include preparation and sales of concession items to patrons, concession and facility cleaning, and collection of monies. Positive customer and staff relations are essential.

Volunteers: Volunteers are an important way to try to keep costs down and support the health, safety, recreation and aquatic programming offered to the community. Volunteers can help with front desk, concessions, maintenance, special events, marketing and other non certification duties for pool.

Staffing Requirements

Staff Levels based on 12 week season 8 hours day open swim (current 6.5)

Position	Number	Hours /Week	# of Weeks	\$ per Hour	Total Labor Cost
Pool Manager	1	40	18	\$20.00	\$14,400.00
Head Lifeguards	2	40	12	\$12.00	\$11,520.00
Swim Instructors	6	20	8	\$12.00	\$11,520.00
Lifeguards Fitness/Programming	2	42	12	\$9.00	\$9,072.00
Lifeguards Open Swim	8	56	12	\$9.00	\$48,384.00
Cleaning / Maintenance	1	28	12	\$9.00	\$3,024.00
Total Certified Staff Cost					\$97,920.00
Concessions / Admin. Staff	3	56	12	\$8.00	\$16,128.00



LEGEND

- G LIFEGUARD
- 1 POOL
- 2 POOL BUILDING
- 3 PARKING
 - Main lot: 73 spaces
- 4 PARKING
 - Secondary lot: 12 spaces
- 5 CURRENT CHANNEL
- 6 WATER PLAY STRUCTURE
- 7 SLIDES
- 8 AQUACLIMB
- 9 DIVING BOARDS
- 10 SHADE STRUCTURES - LARGE
- 11 SHADE STRUCTURES - SMALL
- 12 RESERVABLE SHELTER
- 13 PICNIC AREA
- 14 PLAYGROUND
- 15 ADA ACCESSIBLE ENTRANCE RAMP
- 16 DUMPSTER ENCLOSURE
- 17 GROUND JETS
- 18 LIFEGUARD STAND

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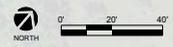
BURLINGTON COMMUNITY POOL
 394 Amanda Street, Burlington, WI 53105

Sheet Title
CONCEPTUAL SITE PLAN

Revision	Date

Drawn By: XXXX
 Checked By: XXXX
 Issued For: REVIEW
 Project No. 27-1051
 Date: 11/22/2016
 Sheet Number

SITE PLAN



File: P:\12_1600105_Burlington\Pool\CAD\1600105_1600105.dwg - Layer: Layout - User: mcsb@ayres.com - Printed: Nov 23, 2016 - 9:38am

Budget Projection

OPERATION REVENUE	
Daily Admissions	\$52,000
Seasonal Passes	\$45,000
Concessions	\$21,500
Programing (swim lessons, fitness classes)	\$29,000
Pool Rentals and Events	\$10,500
Donations Service Club	\$12,000
TOTAL INCOME	\$170,000

OPERATING EXPENSES	
Labor / Wages	\$97,920
Concessions / Admissions Labor	\$16,128
Concession Supplies	\$8,000
Utility Services (Water, Heat, Phone, Electrical)	\$20,000
Operating Supplies	\$5,000
Maintenance Supplies	\$4,000
Chemicals	\$15,500
Education and Training	\$500
Marketing and Promotions	\$1,000
TOTAL EXPENSES	\$168,048

MONEY LEFT OVER	
Income minus expenses	\$1,952

Pool Budget Comparisons

City	Burlington	Sparta	Stewartville	Black River Falls	Menominee	Moberly, MO
Population	10,464	9,602	6,045	3,662	16,264	13,974
School District Population	23,077	16,504	8,400	11,665	25,867	16,210
Pool attendance	6,225*	23,914	35,385	21,432	35,385	22,350
Revenues						
Swimming Pool Fees					\$160,000.00	\$59,321.84
Swimming Pool Concessions	\$2,500.00	\$23,616.76	\$20,515.20	\$15,650.00		\$29,818.36
Daily Admissions	\$7,000.00	\$74,326.77	\$84,221.06	\$37,000.00		
Seasonal Passes	\$19,000.00	\$36,681.00	\$58,500.00	\$7,275.00		
Swim Lessons	\$22,400.00	\$26,873.00	\$24,370.00			\$6,350.00
Miscellaneous			\$3,290.00	\$820.00		
City / town contribution				\$26,830.00		\$263.00
Pool rentals	\$700.00	\$2,250.00	\$2,300.00	\$6,300.00		\$8600.00
donations	\$12,000.00			\$250.00		
Fundraiser	\$25,000.00					
Total Revenues	\$88,600.00	\$163,747.53	\$193,196.26	\$94,125.00	\$160,000.00	\$104,353.20
Expenses						
Salaries	\$38,000.00	\$96,733.00	\$119,736.00	\$44,318.00	\$105,000.00	\$58,729.00
Utilites	\$13,100.00	\$24,964.00	\$24,973.39	\$20,175.00	\$23,800.00	\$13,689.16
Maintence	\$10,000.00	\$2,500.00	\$1,356.36	\$10,500.00	\$5,000.00	\$10,435.00
Operation Supplies	\$10,550.00	\$6,359.00	\$11,974.69	\$3,000.00	\$4,000.00	\$5,247.19
Chemcials	\$6,500.00	\$18,250.00		\$12,000.00	\$13,500.00	\$9,003.69
Uniforms			\$39.38	\$600.00	\$3,138.00	\$1710.28
Capital Outlay	\$13,500.00		\$9,407.29			
Programs			\$4,250.00	\$1,000.00	\$16,012.00	\$2,185.00
Concessions		\$12,312.00	\$9,213.37			\$10,563.39
Total Expenses	\$91,650.00	\$161,118.00	\$180,950.48	\$91,593.00	\$170,450.00	\$111,562.71
Total Revenues	\$88,600.00	\$163,747.53	\$193,196.26	\$94,125.00	\$160,000.00	\$104,353.20
Total Expenses	\$91,650.00	\$161,118.00	\$180,950.48	\$91,593.00	\$170,450.00	\$111,562.71
Difference	(\$3,050.00)	\$2,629.53	\$12,245.78	\$2,532.00	(\$10,450.00)	(\$7,209.51)

Facilities Amenities Comparison

	Burlington	Proposed Burlington	Elkhorn	Sparta	Stewartville	Black River Falls	Memoniee	Mederly MO
Body Slides		X		X	X	X	X	x
Current Channel		X		X				x
Lap Lanes	x		X	X	X		X	X
Climbing Wall		X						
Zero Depth		X	X	X	X	X	X	X
Kids Play Area		X	X	X	X	X	X	X
Drop Slides			X			X	X	
Diving Boards	X	X	X	X	X		X	X
Wading Pool	X							
Attendance	6,225*	20,000**	28,098	23,914	35,385	19,976	35,385	31,088
Daily Admissions	1,333*	10,000**	13,654	10,406	20,000*	9,800*		

* Estimation

** Projection

Fee Comparisons

	New Burlington	Burlington	Aurora Wellness	Elkhorn	Sparta	Stewartville	Black River Falls	Menomonie
Daily Admission	\$5.00	\$5.00	\$10.00	\$5.00		\$4.00		
Daily Admission Non-Resident	\$6.00	\$6.00						
Daily Adult					\$5.00		\$5.00	\$5.00
Daily Child					\$3.00		\$4.00	\$3.00
Evening Admission		\$3.00				\$3.00		
Membership Resident	\$100.00	\$125.00	\$152.00	\$75.00	\$60.00	\$60.00	\$60.00	\$55.00
Non Resident Membership				\$100.00	\$87.50		\$90.00	\$95.00
Family Resident	\$175.00	\$195.00	\$327.00	\$145.00	\$120.00	\$150.00	\$150.00	\$105.00
Family Non-Resident				\$195.00	\$210.00		\$200.00	\$175.00
Swim Lessons Resident	\$40.00	\$70.00	\$70.00	\$32.00	\$20.00	\$40.00	\$26.00	\$40.00
Swim Lessons Non-Resident	\$50.00			\$42.00	\$35.00		\$39.00	\$60.00
Swim Lessons Non-Memeber		\$85.00	\$90.00					
Water Aerobics	\$50.00							
Pool Rental Resident	\$200.00	\$125.00		\$165.00	\$200.00	\$100.00	\$200.00	\$195.00
Pool Rental Non-Resident	\$300.00			\$195.00			\$300.00	

Pool Schedule

Activity Pool Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00-8:00am	Water Fitness						
8:00-12:00am	Swim Lessons Water Walking	Private Swim Lessons					
12:00-5:00 pm	Open Swim	Open Swim	Open Swim				
5:00-6:00pm	Water Walking Swim Lessons	Pool Rental	Pool Rental				
6:00-9:00pm	Open Swim	Pool Rental	Pool Rental				

Lap Pool Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00-8:00am	Lap Swim	Lap Swim	Lap Swim	Lap Swim	Lap Swim		
8:00-12:00am	Swim Team Swim Lessons	Water Fitness Swim Lessons	Swim Team Swim Lessons	Water Fitness Swim Lesson	Swim Team Swim Lesson	Private Swim Lessons	
12:00-5:00 pm	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim
5:00-6:00pm	Lap Swim Swim Lessons	Lap Swim Water Aerobics	Lap Swim Swim Lessons	Lap Swim Water Aerobics	Lap Swim Swim Lessons	Pool Rental	Pool Rental
6:00-9:00pm	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim	Pool Rental	Pool Rental

Programming

Development of Programs

It is recommended that aquatic programs, activities, services, and special events be developed based upon the needs and wants of the community. Programs and services are to be developed to benefit the members of your community while producing revenue for the swimming pools. Programs and services should be reviewed annually for popularity and viability. The following table identifies various programs and services that could be provided at both city swimming pools. Programs to meet the needs and wants of all demographics are provided.

Water Aerobics / Fitness

Lap Swim - For all skills and abilities who wish to swim laps to improve or maintain fitness Lap swim

Aqua Zumba - Long term benefits while experiencing fun and challenging workout

Water Walking - walk or run against the current channel for cardiovascular workout, improve strength with this low impact workout

Deep Water Aerobics - With the aid of a floatation belt for support this low impact on your joint exercise

Master Swim Team - Organized and coached workouts for adult competitive swimmers and triathletes are easy on the joints, are scaled for different fitness levels and abilities, and provide great exercise for the entire body. Masters Swimming is a fun and challenging workout that helps improve stroke technique while building endurance.

Youth Swim Team Program - The development of a swim team program can be a very positive addition. The addition of well run, managed, and coached swim team would be beneficial in the following ways, Increase revenue, use of the facility, feeder program for the high school team, feeder program for future lifeguards and swim instructors. Emphasis is on teamwork, individual motivation, self-esteem, and fun. Swimmers improve their swimming skills, get great exercise and make new friends.

Certification Classes

Lifeguard Training - Course provides participants with knowledge, skills and practice needed to become a well trained and effective lifeguard. Candidates can be certified in CPR, AED, Lifeguarding and Waterpark Lifeguarding.

Water Safety Instructor - The purpose of this course is to train instructor candidate to teach swimming lessons and water safety courses.

Junior Lifeguarding course - (formerly known as "GuardStart") is a key component of the Lifeguarding program. It creates a lifeguarding feeder program to help aquatics supervisors recruit the most promising Lifeguarding candidates for future employment.

Boy Scouts and Girl Scouts - Offer local Boy and Girl Scout troops the opportunity to complete their swim test / merit badge work and enjoy the pool for up to 1.5 hours.

Swim Lessons

LEVEL INFORMATION

Infant/Toddler - For children ages 6 mos. to 3 yr. A parent or baby-sitter is required to accompany the infant in the water.

Preschool - For children ages 3 and 4 yr.

Level I - Intro to Water Skills 5 yrs. and older. Learn to feel comfortable in the big pool. Submerge eyes,, and mouth, roll over to back.

Level II - Fundamental Water Skills 5 yrs. and older. Submerge entire head, floating and glide on front and back and tread water. Prerequisites: Complete Level I skills.

Level III - Stroke Development 5 yrs. and older. Learn front and back crawl strokes, butterfly kick, fully submerge and retrieve objects in deep water. Prerequisites: Complete Level II skills.

Level IV - Stroke Improvement For children of various ages. Perform standing dive, swim under water, front/back crawl, breaststroke, butterfly, sidestroke and backstroke. Prerequisites: Complete Level III skills.

Level V - Stroke Refinement For children of various ages. Learn various dives, flip turns, survival swimming, and work on strokes learned in previous classes. Prerequisites: Complete Level IV skills.

Level VI - Swimming & Skill Proficiency For children of various ages. Refine the strokes so students swim with ease, efficiency, power, and smoothness over greater distances. Also focus on personal water safety skills and fitness swimming. Prerequisites: Complete Level V skills.

Guard Start - Ages 11 to 14. Must pass Level V. Helpful for future lifeguard skills - swimming endurance, leadership and safety. Add \$15 to class fee for book and 1 hour class time.

Divng - For adults and children. Level V ability or higher

Whales Tales - The American Red Cross believes that one way to help reduce drowning incidents among children ages 5 through 12 is to teach water safety education in elementary schools and other youth programs. The American Red Cross created Longfellow's WHALE Tales to help teachers and youth leaders teach children about safe behavior in, on and around the water. The materials in the Longfellow's WHALE Tales K-6 Educational Packet are designed to give children an awareness of being safe around the water and to help promote healthful aquatic recreation. Pool staff should work to offer WHALE Tales to local school and youth groups.

Special Events

Friday Fun Day - Transform a normal Friday into a Fun Friday! Our wacky staff will plan a variety of water games and other activities for children of all ages. Patrons can also bring their own floatation devices to enjoy some Friday fun! Pool Pass or daily admission is required for entry.

Flick and Float - There will be games and prizes for the kids, music for everyone, concession specials, and when the sun goes down, we'll show a movie on our inflatable big screen!

Birthday Parties - We can help you celebrate your birthday by hosting your party. For one price, each party attendee will receive admission to the pool, food and refreshments, party favors, and a special party announcement for everyone to hear.

Party @ The Pool - Annual fundraiser for the swimming pool.

Teen Night At The Pool - There will be an after hours pool party at the Fairfield Aquatic Center that includes music, snacks, a drink and a few rule changes for the evening. Teen night is open for those 13 to 18 years old. There will be games and activities planned for the entire night, with prizes for the winners.

Pre-Teen Night At The Pool - There will be an after hours pool party at the pool that includes music, snacks, a drink and a few rule changes for the evening. Pre-Teen night is open for those 8 to 12 years old. person. There will be games and activities planned for the entire night, with prizes for the winners.

Concessions Operations

There are three type of concession operations requiring different levels of license, certification and staffing levels. The budget opinion and staffing requirements sections are based on restaurant - pre-packaged option which gives a wide range of menu options without having the extra staffing expensive of doing full food prep. The three options of food setup are as follows.

Retail - Sell simple pre packaged items like bottles of water, juice, and pop, candy bars and up to pre packaged novelty ice cream bars. Cost for permit is \$90.00 and no Certified Food Manager (CFM) certificate is required. This is what the current pool offers. Requires the least amount of staffing, one person most times in concessions area with additional person during peak periods.

Restaurant - Pre-Packaged - Sell simple and pre packaged items like bottles of water, juice, and pop, also candy bards and pre-packaged novelty ice cream bars. Also will be able to sell other pre-packaged and pre-cooked items like nachos, pizza, popcorn, hot dogs and soft pretzels. The three sink system is required if doing items that required cleaning of equipment items like pizza, hot dogs, fountain drinks and slushy. Requires more staffing then option one but concessions area would be able to operate with one person during slower times. License fee is \$175.00 per year with a \$134.00 one time inspection fee for startup the first summer.

Restaurant - Moderate Complexity - Items may include those listed above, plus items that require on-site preparation. Examples:hamburgers, sandwiches, and walking tacos. Certified Food Manager (CFM) certificate is required. License fee is \$483.00 per year with a \$489.00 one time inspection fee for startup the first summer.

Example food Items

Item	Unit cost	Suggest Price	Profit
Bottle Soda	\$1.00	\$2.00	\$1.00
Fountain Soda	\$0.42	\$1.50	\$1.08
Pizza	\$0.75	\$2.00	\$1.25
Hot Dog	\$0.85	\$2.00	\$1.15
Soft Pretzel	\$1.20	\$2.50	\$1.30
Slushy	\$0.45	\$1.50	\$1.05
Nachos	\$0.70	\$2.00	\$1.30
Popcorn	\$0.30	\$1.25	\$0.95
Candy Bars	\$0.65	\$1.00	\$0.35
Novelty Ice Cream	\$0.70	\$1.50	\$0.80

Marketing

It's important for the success of the Burlington Community Pool that the facility, programs and special events be marketed to keep the community informed in a timely manner. Information should be disseminated to the public and local media by means of the a program guide, press releases, constant contact, newsletters Facebook, website and through partnerships with local organizations.

Press Releases - Press releases are sent out to media as needed to spread the word on programs, special events and important dates and issues.

Website - The pool website, needs to be updated constantly to provide residents with current information about programs, events and facilities.

Constant Contact - The Burlington Community Pool should send weekly updates via email to patrons who have signed up to receive information on either specific or general information.

Newsletter - A newsletter is sent out to all the local schools with information that pertains to their age group. It informs students and their parents of upcoming events, programs and registration deadlines. Many schools are selecting an alternative way to disperse these flyers by using a digital backpacking system.

Facebook- A Facebook page for the pool should be updated often by Pool Manager on upcoming and current happenings at the pool.

Online Surveys - Survey evaluation forms on programs can be send out via email and done online through online tools like survey-monkey. This helps in managing surveys and analyzing the results and help improved programs and increase participation and revenue.

Whales Tales - The American Red Cross created Longfellow's WHALE Tales to help teachers and youth leaders teach children about safe behavior in, on and around the water. Pool staff should work to offer WHALE Tales to local schools, scout groups and youth groups during the spring months not only as an aquatic education opportunity but also an opportunity to get program and pool information out to the community before the start of summer season.

Capital Equipment Replacement

	Life Expectancy	Price Per Unit	Number of Units	Total Price
Reseal Concrete Floors	5 years	5000sf @ \$0.75		\$3,750.00
Ashalt Sealcoat and Striping	7 years	33,100sf @ \$0.20sf		\$6,620.00
Building Sealant & Calk	5-7 years			\$2,500.00
Doors & Hardware	5-7 years	\$2,000.00	4	\$8,000.00
Repaint Pool	5-7 years	\$10,000.00	2	\$20,000.00
Pool Vacuum	8 Years	\$9,000.00	1	\$9,000.00
Reseal Pool Deck	8-10 years			\$12,450.00
Filter/Activity Pumps	10 years	\$4,000.00	5	\$20,000.00
Deck Furnature	10 years	\$100.00	100	\$10,000.00
Diving Board	10 years	\$4,000.00	2	\$8,000.00
Filter Sand Change Out	15 years	\$5,000.00	2	\$10,000.00
Paint Slide Tower	15 years			\$3,750.00
Pool Controllers	15 years	\$5,000.00	2	\$10,000.00
Resurface Waterslides	20 years	\$25,000.00	2	\$50,000.00
Asphalt Full Replacement	25 years	33,100sf @ \$3.50sf		\$115,850.00
Asphalt Roof Replacement	25-30 years	7,000sf @ \$3.75sf		\$26,250.00
Concrete walk & curbs	30 years	3000sf @ \$10.00sf		\$30,000.00



DATE: December 6, 2016

SUBJECT: **RESOLUTION 4809(28)** to consider approving and implementing the Carlson Dettman salary and benefit study recommendations

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

In being fiscal stewards of the community, in January 2016, the Common Council approved the City's three year Strategic Plan identifying issues the city would face within three years and beyond. One of the strategic initiatives was to ensure human capital. This included identifying the difficulties of attracting and retaining quality talent by ensuring a fair, competitive and market rate comparison. On June 7, 2016 the Common Council approved an agreement with Carlson Dettman Consulting to conduct an employee compensation and classification study that would analyze current market rates in both public and private sectors. The study included the examination of salary and fringe benefit levels, updating job descriptions where necessary, and recommendation of a performance management system that would ensure quality employee evaluations are being completed, that are also in line with overall City goals.

As a part of the process, Patrick Glynn of Carlson Dettman Consulting made presentations to the Common Council on June 7 and October 13 soliciting feedback from the elected officials on identifying market comparisons, identifying where the City wanted to be in comparison with respect to pay. The other portion of the study included a review of overall health benefit costs for both employee and employer to identify if the costs were in line with other public/private sector industries.

Recognizing the need to be competitive with a population less than 40,000 the cities of Beloit; Brookfield; Cudahy; Delafield; Delavan; Elkhorn; Fort Atkinson; Greenfield; Janesville; Jefferson; Lake Geneva; Muskego; Oak Creek; Oconomowoc; Pewaukee; St. Francis; Watertown; Whitewater were agreed upon by the Council to benchmark with the study. Upon the completion of the analysis, the City was approximately 8% less in salary (not in every position) and higher than comparable municipalities regarding overall city contributions to health benefits.

Realizing the misalignment between pay and city contributions to health benefits and the Council wanting to be fair and competitive with market rate comparisons. Staff is recommending the implementation of a step plan for non- contractual employees and perhaps the Library Director position. I say the Library Director position loosely, as Patrick Glynn will highlight the challenges/concerns noted with the Library portion of the study during this evenings discussion and the Library Board has sole authority on pay and policy for its employees. This said, the City has the authority of what funding level it provides to the Library.

The Pay Plan will be based on a combination of Meritocracy Mode of a Step Plan for non- department heads and pay for performance. For example, non-department head employees will be on an 11 step plan; however, employees will need to meet expectations to be bumped to the next step (not automatically receiving a raise)

and department heads will be on a 5 step plan (must meet expectations) and after step 5 any future raises are on performance. For your convenience, attached is the proposed wage schedule.

BUDGET/FISCAL IMPACT:

In order to implement the Pay Plan the city will need to invest approximately \$123,000 in getting employees to Step 1. In order to bring the city’s and employee contributions in line with overall health benefit levels the following adjustments will be made to the benefit plans. Both the Health Savings Plan or (HSA) and Plan C (PPO) will have employee contributions at 12% phased over four years to 2021. Additionally the HSA’s city’s contribution to the deductible will be phased out over the same four year period.

Overall City costs or (savings) from the Carlson Dettman implementation and benefit payment changes are as follows:

<u>Recap of City Costs/(Savings) for Compensation & Benefit Changes</u>		
Cost	Carlson Dettman Cost to Implement Tier Program	\$123,000.00
Credit	Reduction in City Premium for Stop Loss Change	(\$149,691.00)
Credit	Increase in Premiums paid by Employees	(\$19,677.80)
Credit	Reduced Deductible Contribution H.S.A.	(\$14,000.00)
	Net Overall City Cost(Savings) in 2017	(\$60,368.80)

Please note that the overall subsequent annual savings may vary depending on the City’s premium to the insurance company.

RECOMMENDATION:

Staff recommends approval and implementation of the Carlson Dettman Pay Plan and modifications to increase premium paid by employees and the reduction of the City’s deductible contribution to the HSA.

TIMING/IMPLEMENTATION:

This item is scheduled for discussion at the December 6, 2016 Committee of the Whole meeting and scheduled for final consideration at the Council meeting this same night.

ATTACHMENTS:

Resolution,

**APPROVE CARLSON DETTMANN COMPENSATION AND CLASSIFICATION STUDY, STEP
PAY PLAN AND STEP/MERIT PLAN, AND AUTHORIZE IMPLEMENTATION**

WHEREAS, the Common Council budgeted for a compensation and classification study to be conducted regarding all City non-contractual employees, excluding those employees currently members of the Police and Fire Department Unions, City Administrator, and Library personnel; and,

WHEREAS, on June 7, 2016 the City of Burlington retained the services of Carlson Dettmann Consulting, LLC for purposes including, but not limited to:

- Performing an analysis of the existing pay and position classification for regular full time and part-time employees
- Evaluating the salary and benefit structure as compared to the job market for comparable positions in the public and private sectors;
- Review all current job classifications
- Upgrade all job descriptions
- Develop a total compensation system and recommend a new grade structure and salary matrix; and,

WHEREAS, Carlson Dettmann presented their recommendations to the Common Council at its Annual Budget Workshops on October 13, 2016 and October 27, 2016 and at the Employee Benefit Workshop on November 21, 2016; and,

WHEREAS, Carlson Dettmann recommends the following:

- A single pay plan with pay grades;
- A step-based pay plan with a range-spread of 29%;
- Eleven pay steps from pay range including minimum to maximum rates;
- Step progression annually for non-department heads, provided performance at least meets expectations;
- Step progression annually for department heads up to Step 5, then move to a merit based plan, provided performance at least meets/exceeds expectations;
- Employees at less than minimum being placed at the range minimum upon implementation;
- Employees between minimum and maximum moving to the step of the new pay plan that provides an increase based on performance evaluations;
- Employees greater than maximums would have their pay frozen until the pay plan catches up to the wages;
- Adopt appeals process to occur following adoption of plan by Common Council;
- Annual review by the City of pay structure for adjustment based upon market conditions, changes in the cost-of-living, and the City's ability to pay;
- Annual classification review based on substantial changes;
- Regular market testing to maintain relevancy.
- Review/revise employee insurance premiums to be more in line with job market comparables.

WHEREAS, Carlson Dettmann, based upon its review and analysis, presented proposals for a step plan and combination step/merit plan, and recommends that all City non-contractual employees, with the exception of the employees in the Police and Fire Department unions, City Administrator and Library personnel, be placed into, classified, and compensated as set forth in the step plan and combination step/merit plan attached hereto as Exhibit A to be implemented effective January 1, 2017; and,

WHEREAS, Carlson Dettmann estimates that the initial implementation cost to move effected employees into the proposed step plan (Exhibit A) will be approximately \$123,000 and that City staff provide for the initial implementation costs in the 2017 County budget; and,

NOW, THEREFORE BE IT RESOLVED, by the City of Burlington Common Council that it approves the recommendations made by Carlson Dettmann and the step pay plan and combination step/merit plan set forth in Exhibit A, to be implemented effective January 1, 2017 for all City of Burlington employees, with the exception of the employees in the Police and Fire Department unions and that City staff shall provide for the initial implementation costs in the 2017 County budget.

BE IT FURTHER RESOLVED that the Common Council adopts the following changes per year over five years: The premium payment structure of the City of Burlington increase of 2.4% of total premium as an employee contribution to the H.S.A. plans and an increase of .4% of total premium as an employee contribution to Plan C plans and a reduction in the City contributions of \$400 to the H.S.A. Family Plan deductible and \$200 to H.S.A. Single Plan Deductible and that such changes be reviewed annually at budget time.

Introduced: December 6, 2016

Adopted: December 6, 2016

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk

CARLSON
DETTMANN
CONSULTING

November 29, 2016

MEMORANDUM

TO: Carina Walters, City Administrator
FR: Patrick Glynn, Senior Consultant
RE: Pay Plan Project Executive Summary

Background

The City of Burlington (“the City”) retained our firm to systematically evaluate job content, conduct a market analysis, and produce a new classification and compensation plan, including implementation and plan management recommendations. Although the City has undergone prior compensation reviews, this is the first time that a comprehensive study has been done for all employees (excepting the unionized police/fire employees) resulting in a unified pay structure.

In addition to the comprehensive presentation given to the Common Council, the following summarizes our process, findings and recommendations.

Comparable Communities

We determined benchmarks and analyzed public-sector market data from the selected comparable communities. Private-sector market data, when appropriate, was obtained from the Bureau of Labor Statistics regional data, Towers Watson, and CompData.

Initially, at its June Common Council meeting, the City approved the following Wisconsin and Illinois organizations for the pool of comparable communities:

Beloit, Brookfield, Caledonia, Cudahy, Delavan, Elkhorn, Fort Atkinson, Greenfield, Janesville, Kenosha, Kenosha County, Lake Geneva, Mount Pleasant, New Berlin, Oak Creek, Racine, Racine County, Walworth County, Waukesha, Wauwatosa, West Allis, Antioch (IL), Crystal Lake (IL), Fox Lake (IL), Grayslake (IL), Harvard (IL), Lake County (IL), McHenry (IL), McHenry County (IL), Woodstock (IL), and Zion (IL).

As the above list suggests, this was a comprehensive listing of communities, and it is representative of those communities that also compete for the talent the City is seeking. However, as the chart at the end of this section indicates, the proposition of developing a compensation structure to align with these communities would be quite expensive.¹ It’s not that the City lacks a need to be competitive with the larger organizations, it simply doesn’t have the financial capacity to do so in the current budgetary environment.

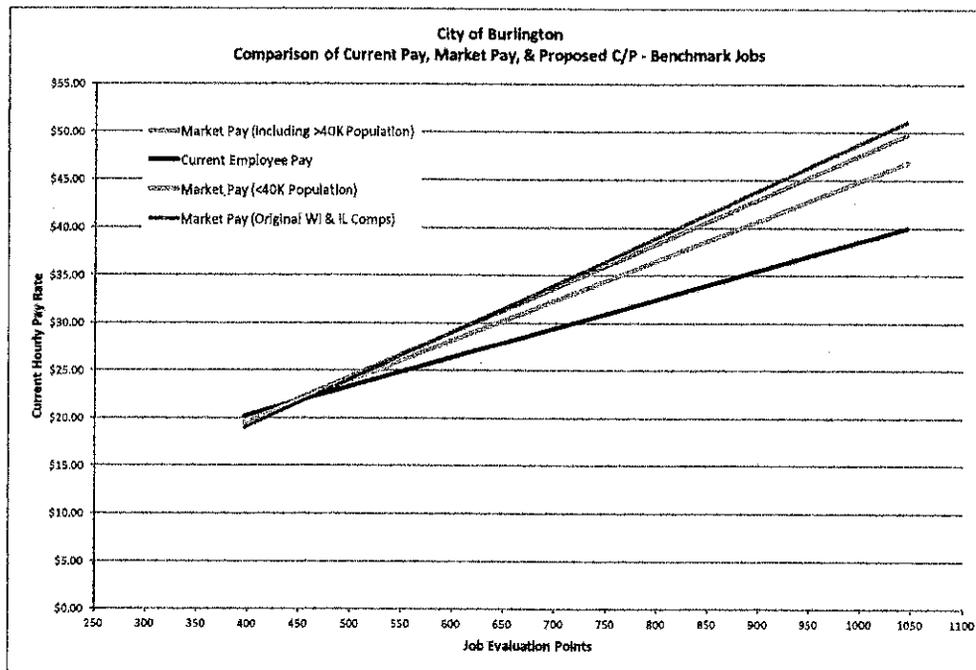
As result, two approaches were contemplated: (1) pay at a discount to the larger marketplace; or (2) reassess the marketplace to include communities more similar in size to the City. Regardless of approach, the resulting compensation structure places the City in better standing than when the

¹ Both the orange and green lines on the chart indicate a much more aggressive slope to the “pay line”. While the resulting compensation structure in both instances would place the City in a better position from a competitive standing, it would likely be done at the expense of other City programs and services. We could not, in good conscience, recommend such an approach.

project started. After much deliberation, we recommended to the City that the comparable pool include those communities in the area—approximately within a 45-minute driving distance—with a population greater than 7,000 and less than 40,000 (technically less than 38,000). The following communities were recommended to the Council as the final pool for the development of the City’s compensation structure:

Beloit, Brookfield, Cudahy, Delafield, Delavan, Elkhorn, Fort Atkinson, Greenfield, Janesville, Jefferson, Lake Geneva, Muskego, Oak Creek, Oconomowoc, Pewaukee, St. Francis, Watertown, Whitewater

The resulting pay line (as indicated by the gray line in the graph below) is certainly more competitive than the existing structure, but we believe there will be the need for the City to reassess its marketplace within the next few years.



In terms of overall market competitiveness, as it relates to the benchmark positions utilized in the study, the City is currently paying below the market throughout most of the measured market. We use a measure called a “compa-ratio” to compare an individual’s base salary to the market estimate for the benchmark position. For the City, the overall compa-ratio is approximately 94.4%. This is not meant to suggest that all staff members are paid below market; the statistic is an average of benchmark compa-ratios, so there are some individuals paid above the market and some below. The statistic provides us with a good measure of how competitive the City is on an overall basis.

Methodology

CDC consistently recommends pay plans balanced for (1) internal equity, as measured by objective job evaluation, and (2) competitiveness, as measured by our market data. We also tailor our recommendations to the organizational culture and affordability.

At the beginning of the project, we conducted orientation sessions to explain the steps we would follow in the project and review the absolute necessity of accurate Job Description Questionnaires (JDQ’s). We evaluated each JDQ using our firm’s Point Factor Job Evaluation System. Our system breaks jobs down into specifics related to five major evaluation factors: Decision-Making and its impact on the organization, Problem-Solving requirements, the nature and impact of Communication and Interaction inside and outside the organization, Working Conditions, and the required Training and Experience to do the job effectively. There are sub-factors for each of the

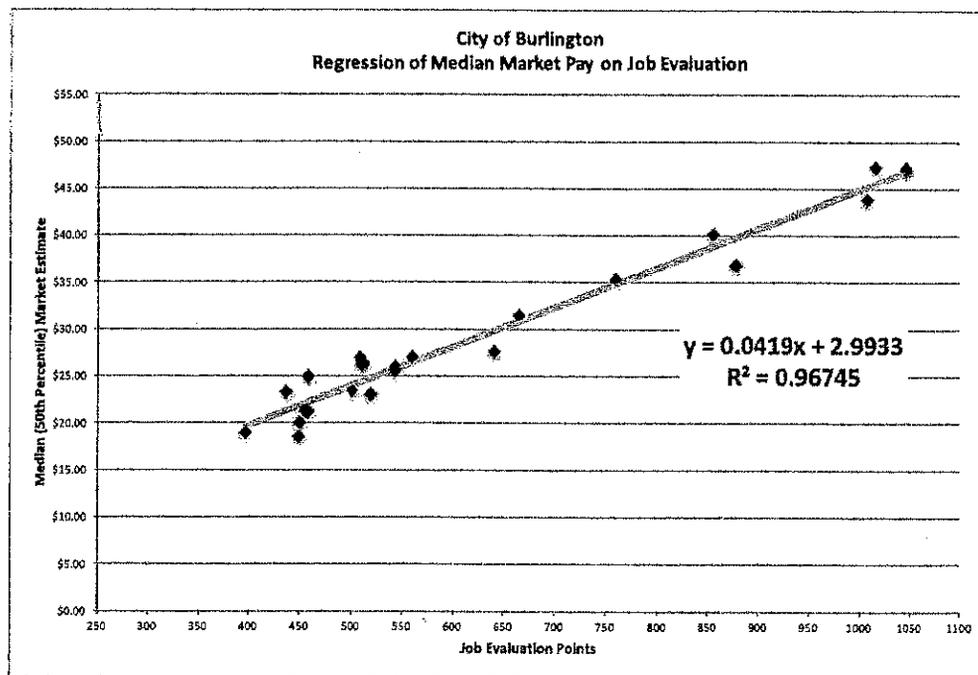
five major factors, and our objective evaluation results in point scores that accumulate to a total point score for each job, allowing us to compare and contrast varied jobs using a common rating method.

Due to a variety of reasons, it is not possible to match every position in the pay plan to a corresponding job in the selected marketplace.² Instead, we measured a set of “benchmark jobs”. Benchmark jobs are those that have similar duties and responsibilities across different organizations. Benchmark jobs were chosen to cover jobs spanning the entire pay plan, are then used to serve as the anchors in the development of a structure which is both internally consistent and externally competitive. The benchmark jobs utilized for the study include:

Facilities Manager (Maintenance Technician); Building Inspector / Zoning Administrator; Treasurer/Budget Officer (Finance Director); Payroll Clerk and Benefits Coordinator; Accounts Payable Clerk/Utility Billing Clerk/Deputy Clerk; Fire Chief; Library Director; Children Librarian; Court Clerk/Judicial Assistant; Maintenance Worker (Parks Maintenance Worker); Police Chief; Lieutenant; Administrative Services Manager; Dispatcher; Public Works Director; Engineering Technician; Street Foreman; Mechanic; Maintenance Worker (Streets Maintenance Worker); Wastewater Operator; Lab Technician; Utility Operator; Administrative Assistant I; and Administrative Assistant II.

However, even if a job is not deemed to be a benchmark job, it is placed into proper grade on the wage schedule based on its job evaluation score or, in exceptional circumstances, based on its market value.

The balance between internal equity and external competitiveness is achieved by using regression analysis to develop the recommended compensation structure. A scatter graph of job evaluation scores and market rates for Burlington’s benchmarks are below. The graph shows that as the internal value of jobs increase, measured by job evaluation scores, market pay increases, as well. As the graph indicates, the trend is very clear.



² Either due to the lack of sufficient data among the comparable employers, or due to the unique nature of the job, many jobs are not designated as “benchmark jobs”. The term “benchmark job” simply means that a job has solid and reliable representation in the marketplace. Our goal is to achieve market matches for between 40% and 60% of client jobs, and we met that target with this project as well with just over 60% of the jobs matched.

Each data point on the graph is one of the benchmark positions, representing the job evaluation score for that benchmark and the corresponding measured market estimate. The trend line through these data points for the benchmark jobs is called a line of best fit, or regression line. The regression line for Burlington's benchmark positions is represented by the equation: Y (predicted pay) = {\$.0419 times job evaluation points} + \$2.9933.

In this regression equation, \$.0419 is the slope of the trend line and means that each single job evaluation point is worth \$.0419. Therefore, if the score goes up one point, pay rises \$.0419. The \$2.9933 amount is the line's y-axis intercept, so if the line were extended downward to y-axis of the graph (measuring market pay rates), it would intersect that axis at \$2.9933.

The $r^2 = 0.96745$ shown below the equation on the graph is the correlation coefficient. This correlation coefficient of 0.96745 is very high and means that the job evaluation scores are predicting market pay. One way to interpret the result is that nearly 97% of the variance in pay is explained by differences in job evaluation values. The significance is that we can use these relationships to develop a pay plan solution for Burlington that is strong internally and externally.

Accordingly, we used the line formula to determine pay range midpoints, or Control Points, which is the statistically predicted market estimate for each grade. The following structure is the result of the methodology described above, and is our recommendation for the City. Each range minimum is 87.5% of the Control Point, and each range maximum is 112.5% of the Control Point.

RECOMMENDED 2017 STEP STRUCTURE - HOURLY FORMAT

Grade	Start	Mid	End	87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%
				Minimum	Step 2	Step 3	Step 4	Step 5	Control Point	Step 7	Step 8	Step 9	Step 10	Step 11
Q	1000	1024.5	1049	\$40.18	\$41.33	\$42.48	\$43.62	\$44.77	\$45.92	\$47.07	\$48.22	\$49.36	\$50.51	\$51.66
P	950	974.5	999	\$38.34	\$39.44	\$40.53	\$41.63	\$42.72	\$43.82	\$44.92	\$46.01	\$47.11	\$48.20	\$49.30
O	900	924.5	949	\$36.51	\$37.56	\$38.60	\$39.64	\$40.69	\$41.73	\$42.77	\$43.82	\$44.86	\$45.90	\$46.95
N	850	874.5	899	\$34.68	\$35.67	\$36.66	\$37.65	\$38.64	\$39.63	\$40.62	\$41.61	\$42.60	\$43.59	\$44.58
M	800	824.5	849	\$32.85	\$33.79	\$34.72	\$35.66	\$36.60	\$37.54	\$38.48	\$39.42	\$40.36	\$41.29	\$42.23
L	750	774.5	799	\$31.01	\$31.90	\$32.78	\$33.67	\$34.55	\$35.44	\$36.33	\$37.21	\$38.10	\$38.98	\$39.87
K	700	724.5	749	\$29.18	\$30.02	\$30.85	\$31.68	\$32.52	\$33.35	\$34.18	\$35.02	\$35.85	\$36.69	\$37.52
J	650	674.5	699	\$27.34	\$28.13	\$28.91	\$29.69	\$30.47	\$31.25	\$32.03	\$32.81	\$33.59	\$34.38	\$35.16
I	600	624.5	649	\$25.52	\$26.24	\$26.97	\$27.70	\$28.43	\$29.16	\$29.89	\$30.62	\$31.35	\$32.08	\$32.81
H	550	574.5	599	\$23.68	\$24.35	\$25.03	\$25.71	\$26.38	\$27.06	\$27.74	\$28.41	\$29.09	\$29.77	\$30.44
G	500	524.5	549	\$21.85	\$22.47	\$23.10	\$23.72	\$24.35	\$24.97	\$25.59	\$26.22	\$26.84	\$27.47	\$28.09
F	450	474.5	499	\$20.01	\$20.58	\$21.15	\$21.73	\$22.30	\$22.87	\$23.44	\$24.01	\$24.59	\$25.16	\$25.73
E	400	424.5	449	\$18.18	\$18.70	\$19.22	\$19.74	\$20.26	\$20.78	\$21.30	\$21.82	\$22.34	\$22.86	\$23.38
D	350	374.5	399	\$16.35	\$16.81	\$17.28	\$17.75	\$18.21	\$18.68	\$19.15	\$19.61	\$20.08	\$20.55	\$21.02
C	325	337	349	\$15.14	\$15.57	\$16.00	\$16.44	\$16.87	\$17.30	\$17.73	\$18.17	\$18.60	\$19.03	\$19.46
B	300	312	324	\$14.02	\$14.42	\$14.82	\$15.22	\$15.62	\$16.02	\$16.42	\$16.82	\$17.22	\$17.62	\$18.02
A	275	287	299	\$12.98	\$13.35	\$13.72	\$14.09	\$14.46	\$14.83	\$15.20	\$15.57	\$15.94	\$16.31	\$16.68

The City's recommended pay plan is built on the premise of paying at approximate market rates. This means that the pay ranges consider "market estimate" rates of pay found through the survey process. For the salary ranges to be manageable, the recommended pay schedule utilizes a concise number of pay ranges so that pay remains competitive and internal pay management is relatively easy to accomplish.

Acknowledging that we are not recommending that the City adopt a performance-based plan, we still recommend requiring performance from an employee that "meets expectations" in order to move to the next step in the range. Further, we recommend that if an employee's performance is

unacceptable (e.g. discipline, performance improvement plan, etc.) the “structural adjustment” (if any) applied to the wage structure should also be withheld.

Further, the need for a competitive compensation structure will be tested in the coming years given the City’s demographics as it relates to age. With approximately 60% of the workforce being age 50 or older, the City will likely experience turnover at a higher rate than normal over the next several years. Although employees tend to work later into their careers, there is no doubt that City will be faced with the “silver tsunami” that is affecting so many levels of government.³

One of the common questions asked of us is how to sustain a pay plan in order to maintain the level of competitiveness established with the adopted structure. We recommend that the City perform periodic (generally annual) adjustments to maintain the desired market position. If ranges are not adjusted to keep up with the labor market and inflation, eventually the City’s pay levels will lose significant ground in the market. However, we understand that the financial restraints placed on public sector employers makes this a difficult proposition. We further understand that the public sentiment for “automatic” pay increases is waning. To that end, our prior recommendation to focus on employee development is even more important.

We also recommend that the City periodically measure the benchmark positions to the established marketplace to ensure the pay plan remains current and functioning as intended. This would also be an appropriate time to engage in the conversation about the relevant marketplace to which comparisons are made. A best-practice approach would be to reassess the marketplace at least every two to three years, which lessens the long-term need for a comprehensive project such as this one.

Finally, we recommend that there be an annual opportunity for employees based upon substantial (and documented) job change to request a classification review. This differs from a management-initiated reorganization, or new position creation, which could conceivably occur at any point in the year. The employee-initiated review should occur prior to the budget process, and should be implemented with the succeeding budget year.

Employee Benefits

One of the primary issues raised before the Council—and one that frequently receives “top billing” with our clients—is related to the ongoing and increasing costs for employee health care coverage. The City currently operates multiple health plans; a more traditional plan in addition to a high-deductible plan. Like with most employers, most of the issues associated with an employer’s health plan did not occur overnight and we are reluctant to recommend immediate remedies. However, to the extent an organization has an intent to correct any market disparities with its benefits, it must be equally committed to resolving issues related to pay. In our experience, the public sector has traditionally offered outstanding benefits at the expense of pay. The same appears to be true for the City.

Because there appears to be a commitment to implementing a competitive compensation structure, the City leadership will be better equipped to make the necessary changes to the benefit structure. The stated goal is to have employees contribute 12% of the premiums within 5 years and eliminate the City’s deductible contribution on the HSA over the same time frame. This is a measured and responsible approach to such a significant change.

Library

The Library was included as part of this project. Under separate correspondence, we have advised the City of concerns relating to the Library compensation structure. While the Library operates

³ <http://www.governing.com/topics/mgmt/gov-government-retirement-survey-center-state-local.html>

under an autonomous governing board, the City's funding is the most important revenue stream to its operation. We do not believe the concerns to be insurmountable, but do require the undivided attention of the leadership of the Library to be resolved.

Performance Management / Employee Development

Another component of this study was to develop a performance management system for the City that represents "best practices". Jenna Bidwell, our employee performance and engagement expert, navigated the City through the steps necessary to develop a more relevant performance management (or employee development) system. Even with the adopted step structure, the City has redeveloped its performance management system to build the City's confidence in its future human resources decisions (e.g. staffing, compensation, promotions, etc.).

Our firm feels strongly that a review process, anchored in the principles of employee engagement and strengths-based leadership, places an organization—and its leaders—in the best position to effectively manage its current and future workforce. We prefer the term "employee development" to the more commonly used "performance management" characterization because we believe in a process that is forward looking and expresses better intent.

Our work led to a redesign of the City's evaluation forms, as well as comprehensive training for the City's supervisory staff relating to the new forms and processes, the underlying principles of employee performance management, and effective employee development.

A question that often lingers with these processes—especially when there's a specific performance component to the project—is why a performance-based pay model wasn't recommended to the City. As we discussed, we rarely recommend performance-based models unless a client has a history of effectively managing performance. However, as many of our clients have found, it's not always necessary to tie performance to a variable pay system. In fact, many devote their efforts to developing their workplace culture, fostering an environment where employee engagement can flourish, and honing the skills of their managers and supervisors. In those cases, it's not necessarily important that pay and performance are linked because all of the necessary elements are being addressed.

Other Policy Matters

Two other policy matters appear to require attention in the final adoption of the classification and compensation study: Hiring Authority and Reclassified or Promoted Employees.

1. Hiring Authority: The City Administrator should be given and/or retain the authority to hire new employees into the organization based on demonstrated experience/skill. Care needs to be taken to avoid placing new employees at a rate higher than existing employees unless, of course, market, education, or experience are controlling factors.
2. Reclassified or Promoted Employees: Employees moving to a new grade based on promotion or reclassification, should be moved to the step that provides at least a 5.0% increase. However, since there are situations where a 5.0% may not be adequate to the circumstances, the City Administrator retains discretion if situation warrants higher amount. Please note that the actual percentage is less important than the acknowledgement that certain circumstances require pay adjustments for the sake of equity and efficient plan administration.

CARLSON
DETTMANN
CONSULTING

November 30, 2016

MEMORANDUM

TO: Carina Walters, City Administrator
FR: Patrick Glynn, Senior Consultant
RE: Burlington Library Concerns / Findings

I write this as an update to the Classification and Compensation Study nearing completion the City of Burlington, specifically as it relates to the City's Library. Even though the Library Board possesses independent decision-making authority, the following is a list of outstanding concerns and/or issues:

- Job Documentation: Our observation, as we worked our way through the study, is that the Library's job titles and job duties are not necessarily aligned. The data file provided by the City, the submitted JDQs, and current job descriptions have conflicting titles and/or duties (e.g. Desk Clerk vs. Reference Assistant, Reference Librarian vs. Reference Assistant, etc.). We note that there are several levels of certain positions (e.g. Aides, Assistants, etc.) with very little difference in actual duties. Further, the term "supervisor" is utilized in classifications where actual supervisory duties are limited, and where a designation as a "lead worker" would likely be more appropriate. Although it's possible to make some inferences as it relates to a typical library hierarchy, we believe it would be best for the library to work through this before too many decisions are made regarding compensation. There is a good chance that the Library will want to revisit its entire structure/hierarchy, and should probably start from scratch.
- Incoming Director: We believe that recommended the salary, per the proposed City wage schedule, places the City in competitive balance with the selected set of comparable employers. However, it is important to note that the proposed salary is significantly more than the current salary. The Library's posted salary range for the currently vacant position is \$56,000 to \$67,000, but our recommended 2017 salary range would be approximately \$72,134 to \$92,726.¹ We note this due to the funding decisions that need to be made by the various parties.
- Limited Part-Time Employees: As a rule of thumb, we tend not to include limited part-time positions (those that typically work 50% or more time on a regular basis) in our compensation studies. The rationale, in part, is that those positions which work less than 50% time are typically much more locally-focused, and (1) any measure of a more expansive market is less applicable, and (2) it is unlikely that the City needs an expansive wage range for these positions.

Further, an appropriate "market rate" for a Shelver (aka Page) appears to be about

¹ The recommended salary range is based on the pay line established as part of the comprehensive study conducted on behalf of the City. It is likely, however, that the range would be different if the Library conducted a separate study—using a unique pay line—but it is still our observation that the current range is low in the marketplace.

\$8.25. However, due to the nature of the work and/or employees, the progression (i.e. movement from step-to-step) should likely be more compressed than those who work a regular full-time or part-time schedule.

Another concern, raised during our review, was that all positions at the library—regardless of hours worked—are eligible for pro-rated time off benefits. This is not typical for these types of positions, and would urge the City and/or Library to review its practices.

- Interim Recommendation: We believe that the Library should address the compensation level for the currently vacant Library Director position. This will ensure that the City can recruit a qualified individual who would then address the outstanding concerns as it relates to proper classification and compensation. We also believe that the rates of pay recommended for the positions of Children's Librarian and Administrative Assistant are accurate from both a job evaluation and market data perspective. We could recommend to the City/Library a temporary structure until such time that our concerns are resolved, but we would need to make independent classification decisions in the absence of sufficient job documentation.

I believe this addresses the outstanding issues as it relates to the Burlington Library classification and compensation. In the end, the City is our client and we would need to further clarify our role if the Library Board wishes to delve into this any further. Please let me know if additional information is needed.

Grade Order List

City of Burlington

Effective January 1, 2017

2017 GRADE ORDER LIST STEP PLAN

Control Point

GRADE	JOB TITLE	Minimum	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Maximum
Q	Finance Director Fire Chief Police Chief Public Works Director	\$40.18	\$41.33	\$42.48	\$43.62	\$44.77	\$45.92	\$47.07	\$48.22	\$49.36	\$50.51	\$51.66
N	Library Director Lieutenant	\$34.68	\$35.67	\$36.66	\$37.65	\$38.64	\$39.63	\$40.62	\$41.61	\$42.60	\$43.59	\$44.58
M	Director of Administrative Services	\$32.85	\$33.79	\$34.72	\$35.66	\$36.60	\$37.54	\$38.48	\$39.42	\$40.36	\$41.29	\$42.23
L	Building Inspector / Zoning Administrator	\$31.01	\$31.90	\$32.78	\$33.67	\$34.55	\$35.44	\$36.33	\$37.21	\$38.10	\$38.98	\$39.87
K	Sergeant Sergeant Sergeant Sergeant Sergeant	\$29.18	\$30.02	\$30.85	\$31.68	\$32.52	\$33.35	\$34.18	\$35.02	\$35.85	\$36.69	\$37.52
J	City Clerk Park Foreman Street Foreman Lab Manager Wastewater Foreman Water Foreman	\$27.34	\$28.13	\$28.91	\$29.69	\$30.47	\$31.25	\$32.03	\$32.81	\$33.59	\$34.38	\$35.16
I	Administrative Services Supervisor	\$25.52	\$26.24	\$26.97	\$27.70	\$28.43	\$29.16	\$29.89	\$30.62	\$31.35	\$32.08	\$32.81
H	Maintenance Technician Payroll Clerk and Benefits Coordinator Engineering Technician Mechanic	\$21.85	\$22.47	\$23.10	\$23.72	\$24.35	\$24.97	\$25.59	\$26.22	\$26.84	\$27.47	\$28.09

Grade Order List

2017 GRADE ORDER LIST STEP PLAN
Control Point

City of Burlington
Effective January 1, 2017

GRADE	JOB TITLE	Minimum	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Maximum
	Lab Technician											
	Lab Technician											
	Wastewater Operator											
	Wastewater Operator											
	Wastewater Operator											
	Utility Operator											
	Utility Operator											
F	Court Clerk/Judicial Assistant	\$20.01	\$20.58	\$21.15	\$21.73	\$22.30	\$22.87	\$23.44	\$24.01	\$24.59	\$25.16	\$25.73
	Parks Maintenance Worker											
	Parks Maintenance Worker											
	Dispatcher											
	Dispatcher											
	Dispatcher											
	Dispatcher											
	Dispatcher											
	Streets Maintenance Worker											
	Streets Maintenance Worker											
	Streets Maintenance Worker											
	Streets Maintenance Worker											
E	AP & Billing Clerk / Deputy Clerk	\$18.18	\$18.70	\$19.22	\$19.74	\$20.26	\$20.78	\$21.30	\$21.82	\$22.34	\$22.86	\$23.38
	Administrative Assistant II											
	Administrative Assistant II											
D	Administrative Assistant I	\$16.35	\$16.81	\$17.28	\$17.75	\$18.21	\$18.68	\$19.15	\$19.61	\$20.08	\$20.55	\$21.02
	Administrative Assistant I											
	Administrative Assistant I											
	Utility Billing Coordinator											



DATE: December 6, 2016

SUBJECT: RESOLUTION 4810(28) to consider adopting the 2017 Annual Budget

SUBMITTED BY: Steve DeQuaker, Budget Officer/Treasurer

BACKGROUND/HISTORY:

The budget is adopted in early December, to allow the levy of taxes for the upcoming fiscal year and to mail those tax bills to taxpayers on or about December 15th. The budget has been reviewed through Budget workshops with the Common Council along with other supplementary workshops pertaining to specific items if needed and/or requested. Staff has reviewed the budgetary information prior to submission to Council and believes it to be a fair and accurate account of needed revenues, income expenditures and expenses for the upcoming calendar year.

BUDGET/FISCAL IMPACT:

The 2017 Annual Budget accounts for all of Council's wishes as expressed during workshops related to this budget. For the General Fund, the ending fund balance is projected to be \$1,461,942 or 18.4% of total expenditures. This lower than usual fund balance is due to needed expenditures for infrastructure projects, compensation and benefit plan adjustments and the clearing of negative fund balances in two of the three negative balance funds. The overall levy has increased .989%, which is net new construction, or \$55,469. Additional levy amounts are for the Town of Burlington and Town of Lyons annexation in the amount of \$11,167. Debt has been fully levied at \$431,280 for calendar 2017, an increase of \$25,123.

Water and Sewer revenues have been reviewed and a Sewer Rate increase is budgeted for 2017 at approximately 5.3% per the adopted Financial Management Plan. A full rate case will be submitted to the PSC in 2017 for the Water rates. It is expected the Water rates will increase in 2018. Both utilities will be end the year at cash positive, though Sewer will have a slight spend-down of reserves. Additional infrastructure improvements and equipment have also been budgeted in 2017 as discussed during workshops.

Library will continue to be funded at \$405,500 as it has been funded in the past 4 years. Airport is continuing to be managed effectively and operating cash positive in 2017. Other funds have been funded as required through general fund transfers and or planned borrowings, per council directives during workshops, including the Pool construction (debt will not be funded by the levy until 2018), Park Development Fund, Facade Grant Fund and Equipment Replacement Fund.

The City MIL rate for 2016 taxes payed in 2017 is projected to be \$8.95 or 17 cents per thousand lower than the 2015 MIL rate. The overall combined MIL rate is yet to be determined due to final figures from the State as well as First Dollar and Lottery Credits. The TIF Levy is projected to be just over \$4M in TIF 3 and ER TIF 1 combined and just over \$100,000 in TIF 5. The City is on target to begin the close process of TIF 3 and ER TIF 1 in 2017/2018.

RECOMMENDATION:

Staff recommends adoption of the 2017 Annual Budget.

TIMING/IMPLEMENTATION:

Due to the timeliness and per past practice, the budget is for discussion this evening with adoption after the public hearing the same night.

ATTACHMENTS:

Resolution

Overall Fund Balance

**A RESOLUTION ADOPTING THE 2017 BUDGET, 2017 FUND BALANCE,
GENERAL OBLIGATION DEBT LIMITATION AND UTILITY RATES**

WHEREAS, the draft 2017 Budget for the City of Burlington has been prepared by City staff and presented to the Committee of the Whole for their consideration, review and revision; and,

WHEREAS, the draft 2017 Budget reflects the changes as directed by the Committee of the Whole; and,

WHEREAS, the proper notices for adoption of said budget have been published in the official newspaper for the City of Burlington; and,

WHEREAS, the budget was made available for inspection and review by the public at the Office of the City Clerk of the City of Burlington for the necessary time as required by law, at the Burlington Public Library and online at the City of Burlington Website; and,

WHEREAS, a public hearing has been conducted by the Common Council of the City of Burlington and comments of all citizens and other interested parties received, and the budget has been duly and completely reviewed by the Common Council with regards to appropriation and expenditures.

NOW THEREFORE, BE IT RESOLVED that the Common Council adopts as policy for the 2017 budget year a fund balance of 16% to 25% of operating expenditures, with any excess fund balance over 25% to be applied to a Capital Project Fund; and

BE IT FURTHER RESOLVED that the Common Council adopts as policy for the 2017 budget year a limit on General Obligation Debt to not greater than 75% of the borrowing authority as defined by the State of Wisconsin, except by Super Majority vote of the Common Council or by authorization through binding or advisory referenda; and,

BE IT FURTHER RESOLVED that the 2016 City of Burlington Budget be amended to include audit journal transfers to zero out the negative balances in the Storm Water Management and the TID 3 RLF funds amounts as noted on the attached General Fund recap; and,

BE IT FURTHER RESOLVED that the Common Council adopts Sewer Utility Rate increases as defined in the Financial Management Plan adopted October 18, 2016 via Resolution 4806(25) and to update data contained in said plan during fiscal 2017; and,

BE IT FURTHER RESOLVED that the 2017 City of Burlington Budget in the amounts shown in the attached Budget Summary as part of this resolution is hereby approved; and,

BE IT FURTHER RESOLVED that the Common Council of the City of Burlington does authorize the City Treasurer to levy a total tax of \$6,123,556 for the General Fund in the following amounts: \$6,111,011.30 including debt for Racine County property in the City of Burlington; to levy tax for the General Fund in the amount of \$12,544.70 including debt for Walworth County property in the City of Burlington. The City Treasurer is also directed to levy TIF District taxes as prescribed by statute in the amount of \$4,065,910.91 For TID 3 and ER TID 1 in Racine County and \$140,255.01 for TID 5 in Walworth County, plus or minus rounding; and to collect these taxes to meet and operate, pursuant to said budget, the fiscal and calendar year of 2017.

Introduced: December 6, 2016
Adopted: December 6, 2016

Jeannie Hefty, Mayor

Attest: _____
Diahnn Halbach, City Clerk

BUDGET SUMMARY FOR THE CITY OF BURLINGTON

GENERAL FUND		Budget 2016	Proposed Budget 2017	Percent Change
Revenues				
General Levy Taxes		\$ 5,625,640	\$ 5,692,276	1.18%
Debt Levy Taxes		\$ 406,157	\$ 431,280	6.19%
Other Taxes		\$ 140,150	\$ 143,650	2.50%
Intergovernmental Revenues		\$ 1,372,270	\$ 1,171,677	-14.62%
Licenses and Permits		\$ 432,480	\$ 389,980	-9.83%
Fines and Forfeitures		\$ 195,000	\$ 186,000	-4.62%
Charges for Services		\$ 61,000	\$ 99,120	62.49%
Special Assessments		\$ 15,000	\$ 15,000	0.00%
Property Sales and Recoveries		\$ 10,000	\$ 10,000	0.00%
Investment Income		\$ 12,500	\$ 12,500	0.00%
Other		\$ 18,600	\$ 14,200	-23.66%
Total Revenues		\$ 8,288,797	\$ 8,165,683	-1.49%
Expenditures				
General Government		\$ 936,802	\$ 1,016,402	8.50%
Public Safety		\$ 3,677,172	\$ 3,914,169	6.45%
Public Works		\$ 1,947,975	\$ 1,960,701	0.65%
Health and Human Services		\$ 80,917	\$ 81,561	0.80%
Culture, Recreation and Education		\$ 583,067	\$ 645,104	10.64%
Conservation and Development		\$ 176,461	\$ 186,667	5.78%
Total Expenditures		\$ 7,402,394	\$ 7,804,604	5.43%
Excess Revenues Over (Under) Expenditures				
		\$ 886,403	\$ 361,079	
Other Financing Sources (Uses)				
Special Capital Outlay		\$ -	\$ -	
Operating Transfers In		\$ 864,000	\$ 524,000	-39.35%
Operating Transfers Out		\$ (473,647)	\$ (1,509,695)	218.74%
Total Other Financing Sources (Uses)		\$ 390,353	\$ (985,695)	-352.51%
Excess Revenues and Other Financing Sources Over (Under) Expenditures & Other Uses				
Net Change in Fund Balance		\$ 1,276,756	\$ (624,616)	
Fund Balances - January 1		\$ 2,077,218	\$ 2,086,559	
Fund Balances - December 31		\$ 2,548,473	\$ 1,461,942	
	Fund Balance 1/1/2017	Total Revenues	Total Expenditures	Fund Balance 12/31/2017
Governmental:				
General Fund	\$ 2,086,559	\$ 7,179,988	\$ 7,804,604	\$ 1,461,942
Library	\$ 56,535	\$ 736,711	\$ 758,193	\$ 35,053
Block Grant	\$ 114,169	\$ 65,000	\$ 1,900	\$ 177,269
TIF 3 RLF Loan	\$ (4,000)	\$ 4,000	\$ -	\$ (0)
Wehmoff Trust	\$ 51,997	\$ 1,500	\$ -	\$ 53,497
Park Development	\$ 133,360	\$ 55,226	\$ 187,184	\$ 1,402
Library Trust	\$ 119,991	\$ 7,050	\$ 10,600	\$ 116,441
Police Donations	\$ 11,549	\$ 5,003	\$ 5,000	\$ 11,552
Debt Service	\$ -	\$ 524,595	\$ 524,595	\$ (0)
TIF District 3	\$ 1,813,818	\$ 4,055,219	\$ 2,971,994	\$ 2,897,042
TIF District 5	\$ (48,868)	\$ 859,511	\$ 784,072	\$ 26,571
ER TIF District 1	\$ (1,487)	\$ 151,313	\$ 146,198	\$ 3,628
Capital Projects Infrast.	\$ (1,148,646)	\$ 6,434,511	\$ 6,433,311	\$ (1,147,446)
Storm Water Mgmt	\$ 607	\$ 3	\$ -	\$ 610
Façade Grants	\$ 1,060	\$ 50,014	\$ 50,000	\$ 1,074
Downtown Redevelop	\$ -	\$ -	\$ -	\$ -
Equipment Replacement	\$ 1,281,145	\$ 85,000	\$ 326,937	\$ 1,039,208
Enterprise:				
	Net Position 1/1/2017	Total Inflows	Total Outflows	Net Position 12/31/2017
Sewer	\$ 14,127,046	\$ 3,317,050	\$ 3,898,070	\$ 13,546,025
Water	\$ 16,087,416	\$ 2,724,670	\$ 2,398,111	\$ 16,413,976
Airport	\$ 1,963,130	\$ 879,090	\$ 859,495	\$ 1,982,725
Internal Service:				
	Fund Balance 1/1/2017	Total Revenues	Total Expenditures	Fund Balance 12/31/2017
Self Insurance	\$ 66,488	\$ 1,406,000	\$ 1,308,300	\$ 164,188
Government Wide	\$ 36,723,418	\$ 28,546,457	\$ 28,473,564	\$ 36,796,311

GENERAL GOVERNMENT

GENERAL FUND

Revenues										Projection			
Line Item	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Est. Actual	2017 Budget	Budget % Chg fr 2017	2018	2019	2020	
All Taxes	\$ 4,686,193	\$ 5,063,222	\$ 5,202,966	\$ 4,977,601	\$ 5,024,206	\$ 5,743,300	\$ 5,765,790	\$ 5,835,926	1.6%	\$ 5,938,091	\$ 6,756,554	\$ 6,581,558	
Debt Levy Portion of Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 406,157	\$ 406,157	\$ 431,280	6.2%	\$ 439,658	\$ 557,057	\$ 570,906	
Intergovernmental Revenue	\$ 1,418,923	\$ 1,219,655	\$ 1,291,220	\$ 1,427,098	\$ 1,407,282	\$ 1,372,270	\$ 1,396,295	\$ 1,171,677	-14.6%	\$ 1,168,772	\$ 1,201,532	\$ 1,406,942	
Licenses & Permits	\$ 283,705	\$ 321,130	\$ 365,091	\$ 362,435	\$ 471,345	\$ 432,480	\$ 484,530	\$ 389,980	-9.8%	\$ 395,640	\$ 398,599	\$ 402,475	
Fines & Forfeitures	\$ 250,298	\$ 194,179	\$ 160,704	\$ 175,122	\$ 181,183	\$ 195,000	\$ 182,000	\$ 186,000	-4.6%	\$ 207,000	\$ 210,000	\$ 213,000	
Public Charges for Services	\$ 53,072	\$ 54,267	\$ 50,788	\$ 35,124	\$ 97,159	\$ 61,000	\$ 86,010	\$ 99,120	62.5%	\$ 53,339	\$ 55,478	\$ 57,518	
Special Assessments	\$ 10,639	\$ 11,373	\$ 27,970	\$ 22,665	\$ 17,906	\$ 15,000	\$ 11,970	\$ 15,000	0.0%	\$ 15,000	\$ 15,000	\$ 15,000	
Property Sales & Recovery	\$ 39,092	\$ 22,360	\$ 64,488	\$ 27,069	\$ 13,767	\$ 10,000	\$ 20,000	\$ 10,000	0.0%	\$ 10,000	\$ 10,000	\$ 10,000	
Interest/ Investment Income	\$ 13,183	\$ 8,497	\$ 4,945	\$ 14,187	\$ 36,171	\$ 12,500	\$ 10,700	\$ 12,500	0.0%	\$ 12,500	\$ 12,500	\$ 12,500	
Other Miscellaneous Income (Less TID TRFR's)	\$ 9,959	\$ 15,073	\$ 21,831	\$ 16,117	\$ 12,158	\$ 18,600	\$ 14,200	\$ 14,200	-23.7%	\$ 17,350	\$ 17,500	\$ 18,150	
Transfer in From TIF	\$ 430,000	\$ 100,000	\$ 294,415	\$ -	\$ -	\$ -	\$ -	\$ -					
Total Revenues	\$ 7,195,064	\$ 7,009,756	\$ 7,484,378	\$ 7,057,417	\$ 7,261,177	\$ 8,266,307	\$ 8,377,652	\$ 8,165,683	-1.2%	\$ 8,257,350	\$ 9,234,220	\$ 9,288,049	
Alternative Revenue Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
Total with Alternative Revenue	\$ 7,195,064	\$ 7,009,756	\$ 7,484,378	\$ 7,057,417	\$ 7,261,177	\$ 8,266,307	\$ 8,377,652	\$ 8,165,683	-1.2%	\$ 8,257,350	\$ 9,234,220	\$ 9,288,049	
Expenditures										Projection			
Line Item	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Est. Actual	2017 Budget	% Change Chg fr 2017	2018	2019	2020	
General Government Total	\$ 381,164	\$ 422,674	\$ 416,747	\$ 667,900	\$ 673,966	\$ 966,802	\$ 931,936	\$ 1,046,000	6.6%	\$ 920,267	\$ 938,488	\$ 971,803	
Salaries	\$ 365,557	\$ 393,051	\$ 313,864	\$ 291,753	\$ 291,299	\$ 305,581	\$ 306,012	\$ 333,370	9.1%	\$ 325,447	\$ 330,007	\$ 342,885	
Benefits	\$ 167,069	\$ 167,852	\$ 141,797	\$ 151,920	\$ 133,926	\$ 142,888	\$ 160,030	\$ 174,026	21.8%	\$ 156,724	\$ 163,102	\$ 169,822	
Operating Expenses	\$ 205,525	\$ 361,772	\$ 480,085	\$ 423,527	\$ 448,043	\$ 498,333	\$ 465,906	\$ 509,006	4.2%	\$ 438,096	\$ 445,379	\$ 459,097	
Public Safety Total	\$ 3,656,401	\$ 3,861,181	\$ 3,723,366	\$ 3,773,196	\$ 3,576,700	\$ 3,677,172	\$ 3,720,938	\$ 3,972,160	6.7%	\$ 4,003,318	\$ 4,071,573	\$ 4,159,226	
Salaries	\$ 1,991,141	\$ 2,006,888	\$ 2,124,031	\$ 2,164,901	\$ 2,134,804	\$ 2,162,429	\$ 2,200,419	\$ 2,284,911	5.7%	\$ 2,319,913	\$ 2,348,822	\$ 2,383,233	
Benefits	\$ 1,028,333	\$ 1,035,805	\$ 1,109,989	\$ 1,068,319	\$ 939,380	\$ 1,004,242	\$ 1,010,015	\$ 1,086,158	8.2%	\$ 1,136,233	\$ 1,175,469	\$ 1,217,905	
Operating Expenses	\$ 535,927	\$ 518,497	\$ 490,346	\$ 480,975	\$ 502,515	\$ 510,501	\$ 510,501	\$ 543,100	6.4%	\$ 547,171	\$ 547,282	\$ 558,087	
Public Works Total	\$ 1,986,849	\$ 1,980,849	\$ 2,132,447	\$ 2,074,267	\$ 1,846,664	\$ 1,927,976	\$ 1,804,660	\$ 1,960,700	9.7%	\$ 1,930,680	\$ 1,971,723	\$ 2,017,609	
Salaries	\$ 421,089	\$ 429,782	\$ 448,374	\$ 409,114	\$ 416,691	\$ 424,791	\$ 420,602	\$ 407,291	-4.1%	\$ 412,800	\$ 418,392	\$ 424,068	
Benefits	\$ 217,517	\$ 246,858	\$ 265,288	\$ 252,612	\$ 202,029	\$ 232,817	\$ 230,984	\$ 236,727	1.7%	\$ 252,290	\$ 262,966	\$ 274,213	
Operating Expenses	\$ 1,905,156	\$ 1,314,209	\$ 1,418,455	\$ 1,352,541	\$ 1,226,845	\$ 1,290,367	\$ 1,153,074	\$ 1,316,683	2.0%	\$ 1,265,590	\$ 1,290,365	\$ 1,319,328	
Health & Human Services	\$ 80,160	\$ 72,779	\$ 74,674	\$ 77,806	\$ 83,106	\$ 80,670	\$ 83,677	\$ 81,561	0.8%	\$ 83,122	\$ 84,714	\$ 86,337	
Culture, Recreation & Education (Incl Parks)	\$ 560,385	\$ 576,137	\$ 667,125	\$ 616,288	\$ 668,067	\$ 663,067	\$ 678,247	\$ 645,104	10.6%	\$ 657,596	\$ 668,575	\$ 679,774	
Conservation & Development	\$ 169,808	\$ 313,158	\$ 166,762	\$ 222,186	\$ 176,461	\$ 176,461	\$ 186,668	\$ 186,667	5.8%	\$ 198,726	\$ 189,015	\$ 199,397	
Total Expenditures	\$ 7,090,770	\$ 7,438,787	\$ 7,620,722	\$ 7,506,943	\$ 7,137,165	\$ 7,402,394	\$ 7,303,074	\$ 7,804,604	5.4%	\$ 7,793,708	\$ 7,924,088	\$ 8,114,147	
Allowed ERP>> 1.49% Act ERP>> 7.36%										Projection			
SPECIAL OUTLAY & DEBT SERVICE											2018	2019	2020
Special Capital Fund (Memo Posting ONLY)	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
Total Expenditures with Special Outlay	\$ 7,090,770	\$ 7,438,787	\$ 7,620,722	\$ 7,506,943	\$ 7,137,165	\$ 7,402,394	\$ 7,303,074	\$ 7,804,604	5.4%	\$ 7,793,708	\$ 7,924,088	\$ 8,114,147	
Revenue Over (under) Expenditures	\$ 104,295	\$ (429,030)	\$ (136,344)	\$ (449,526)	\$ 124,012	\$ 863,913	\$ 1,074,578	\$ 361,079	-58.2%	\$ 463,641	\$ 1,310,132	\$ 1,173,902	
OTHER FINANCING SOURCES/USES										Projection			
Operating Transfer In - Airport (623)	\$ -	\$ -	\$ 15,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	0.0%	\$ 25,000	\$ 25,000	\$ 25,000	
Operating Transfer In - Other (ERF)	\$ -	\$ -	\$ 297,787	\$ 300,000	\$ -	\$ 150,000	\$ -	\$ -		\$ -	\$ -	\$ -	
Operating Transfer Out - Stormwater Mgmt (462)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (51,000)	\$ -		\$ (75,000)	\$ -	\$ (50,000)	
Operating Transfer Out - TIF 3 RLF (468)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (158,914)	\$ -		\$ -	\$ -	\$ (83,914)	
Operating Transfer Out - Cap Proj Infra (470)	\$ -	\$ 219,831	\$ 22,628	\$ (9,309)	\$ -	\$ -	\$ -	\$ (430,000)		\$ -	\$ -	\$ (1,080,000)	
Operating Transfer Out - Park Development (820)	\$ (50,000)	\$ (25,000)	\$ (25,000)	\$ (25,000)	\$ (25,000)	\$ (25,000)	\$ (25,000)	\$ (30,000)	20.0%	\$ (25,000)	\$ (25,000)	\$ (25,000)	
Operating Transfer Out - Original Debt Service (313)	\$ (418,213)	\$ (428,459)	\$ (465,000)	\$ (73,543)	\$ (165,229)	\$ (406,157)	\$ (498,573)	\$ (524,195)	29.1%	\$ (500,000)	\$ (700,000)	\$ (900,000)	
Operating Transfer Out - Library(251)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (405,500)	\$ (405,500)	\$ (405,500)	0.0%	\$ (405,500)	\$ (500,000)	\$ (600,000)	
Operating Transfer Out - Equip Replacement(465)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (400,000)	\$ (400,000)	\$ (70,000)	-82.5%	\$ (300,000)	\$ (500,000)	\$ (600,000)	
Operating Transfer In - CDBG Loan Repay	\$ 20,654	\$ 39,675	\$ 24,000	\$ 111	\$ 111	\$ 24,000	\$ -	\$ 24,000	0.0%	\$ 24,000	\$ 24,000	\$ 24,000	
Tax Equivalent from Water Utility	\$ 301,890	\$ 456,625	\$ 480,294	\$ 472,392	\$ 472,392	\$ 460,000	\$ 479,000	\$ 475,000	3.3%	\$ 480,000	\$ 480,000	\$ 480,000	
Other Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 205,000	\$ -	\$ -		\$ 150,000	\$ -	\$ -	
Operating Transfer Out - Façade Grants Fund	\$ -	\$ -	\$ (30,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)	\$ (30,000)	\$ (60,000)	150.0%	\$ -	\$ -	\$ (30,000)	
100-484831-Sale of Capital Assets	\$ 890	\$ 366,449	\$ 1,401	\$ 116,260	\$ 86	\$ -	\$ (250)	\$ -		\$ 1,500	\$ 1,500	\$ 1,500	
Subtotal	\$ (467,323)	\$ 455,365	\$ 343,116	\$ 807,702	\$ 287,360	\$ (392,657)	\$ (1,065,237)	\$ (985,695)	151.0%	\$ (625,000)	\$ (1,194,500)	\$ (2,638,414)	
Net Expenditure & Other Sources	\$ (363,028)	\$ 26,335	\$ 206,772	\$ 358,176	\$ 411,371	\$ 471,256	\$ 9,341	\$ (624,616)	-232.5%	\$ (161,359)	\$ 115,632	\$ (1,464,512)	
Fund Balance Begin 01/01	\$ 1,469,641	\$ 1,210,907	\$ 1,237,242	\$ 1,307,671	\$ 1,665,846	\$ 2,077,218	\$ 2,077,218	\$ 2,086,559	% Change	\$ 1,461,942	\$ 1,764,225	\$ 3,189,990	
Revenue In	\$ 8,832,036	\$ 7,036,091	\$ 7,691,150	\$ 7,865,119	\$ 7,548,537	\$ 7,873,650	\$ 7,312,415	\$ 7,179,988	-8.8%	\$ 8,095,991	\$ 9,349,852	\$ 7,823,537	
Expenditure Out	\$ (7,990,770)	\$ (7,438,787)	\$ (7,620,722)	\$ (7,506,943)	\$ (7,137,165)	\$ (7,402,394)	\$ (7,303,074)	\$ (7,804,604)	5.4%	\$ (7,793,708)	\$ (7,924,088)	\$ (8,114,147)	
Fund Balance End 12/31	\$ 1,210,907	\$ 1,237,242	\$ 1,307,671	\$ 1,665,846	\$ 2,077,218	\$ 2,548,473	\$ 2,086,559	\$ 1,461,942	-42.6%	\$ 1,764,225	\$ 3,189,990	\$ 2,899,380	
Fund Balance as a Percent of Expenditures*	17.08%	16.63%	17.16%	22.19%	29.10%	34.43%	28.57%	18.73%		22.64%	40.26%	35.73%	



COMMITTEE OF THE WHOLE

ITEM NUMBER: 7

DATE: November 15, 2016

SUBJECT: ORDINANCE 2009(5) to consider amending Ch. 57 titled “Officers and Employees” of the Municipal Code.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

As part of the Compensation and Classification Study, staff took steps to review language regarding officers and employees within Ch. 57 of the Municipal Code. Upon review, it was determined that a number of job positions included within this section require Council appointment. Per state statute, the officers shall be a mayor, treasurer, clerk, comptroller, attorney, engineer, one or more assessors, one or more constables, a local health officer or local board of health, street commissioner, board of police and fire commissioners, chief of police, chief of the fire department, board of public works, 2 alderpersons from each aldermanic district, and such other officers or boards as are created by law or by the council. The council, by a two-thirds vote, may dispense with the offices of street commissioner, engineer, comptroller, constable and board of public works, and provide that the duties thereof be performed by other officers or board.

As allowed by state statute, several positions were eliminated from Ch. 57 including Assistant City Engineer, Public Works Supervisor, Building Inspector, Plumbing Inspector, Electrical Inspector, and City Forester. It should be noted that although these positions are being removed from the Code, they are not necessarily being eliminated as positions with the City. This amendment merely removes the need for Council appointment, yet allows the City Administrator to oversee employment and termination.

This amendment further removes the residency requirement for the City Administrator, which was eliminated with Act 10, and includes “Street Commissioner” under the title of Director of Public Works.

BUDGET/FISCAL IMPACT:

There are no financial implications with this text amendment.

RECOMMENDATION:

Staff recommends approval of this text amendment

TIMING/IMPLEMENTATION:

This item is for discussion at the December 6, 2016 Committee of the Whole meeting and is scheduled a Public Hearing the same night and for consideration at the December 20, 2016 Common Council meeting.

ATTACHMENTS:

Ordinance

AN ORDINANCE AMENDING SECTION 57 "OFFICERS AND EMPLOYEES" OF THE
MUNICIPAL CODE OF THE CITY OF BURLINGTON

NOW THEREFORE BE IT RESOLVED that the Common Council of the City of Burlington does hereby ordain as follows:

I. Section 57-4 of the City of Burlington Municipal Code entitled, "Administrator", and recreated as follows:

A. Office created. There is hereby created the office of City Administrator who shall perform such duties as are specified in this section and shall have general management of the administration and enforcement of this Code.

B. Nomination. The Mayor shall appoint a special committee consisting of the Mayor and three Alderpersons to prepare procedures for the screening of candidates. The special committee shall nominate three candidates for consideration by the Common Council.

C. Appointment. The Common Council shall appoint a City Administrator by a majority vote of the full membership of the entire Council. Appointment shall be for a definite term fixed by employment contract or an indefinite term, but in either case the City Administrator shall serve at the pleasure of the Council subject only to the termination provisions of any employment agreement approved by the Council.

D. Removal procedure. Removal from the position of City Administrator shall be by majority vote of the full membership of the entire Common Council with 60 days' written notice. In the case of resignation, 60 days' written notice in advance shall be received by the Council.

~~E. Residency. The City Administrator shall become a resident of the City within six months following the date of appointment.~~

~~E. F.~~ Scope. The provisions of this section shall apply in all respects to the administrative process in the City, including implementing, coordinating, evaluation and planning services and programs within the ordinances or policy limits set by the Common Council to assure an efficient and effective organization and operation of all City departments.

~~F. G.~~ Purpose. The purpose and object of this section is to provide for the proper administrative process whereby the organizational structure of the City government has a flow of accountability for all department services and functions.

~~G. H.~~ Salary and evaluation. The salary of the City Administrator shall be as the Common Council shall, from time to time, determine and prescribe. The work performance of the City Administrator shall be evaluated annually at a time and in accordance with procedures determined by the Mayor and the Common Council.

~~H. I.~~ Qualifications. The person appointed to the office of City Administrator shall have the following qualifications:

- (1) Thorough knowledge of the principles and practices of municipal government administration.
- (2) Good knowledge of public works operations.

- (3) The ability to establish and maintain effective working relationships with Common Council members, appointed officials, consultants, department heads, employees and the general public.
- (4) Be in good physical condition.
- (5) Have good professional judgment.
- (6) Have previous experience in municipal government, at least at the level of assistant to an administrator or a department head.
- (7) Be a graduate from a college or university of recognized standing with a major in public administration, preferably a Master's degree in a relevant field, or any equivalent combination of experience and training which provides required knowledge, skills and abilities.
- (8) Have a working knowledge of applicable federal and state assistance programs for municipalities.

I. ~~J.~~ Duties. The duties of the City Administrator shall be as follows:

- (1) To enforce the laws and ordinances or policy limits and resolutions established by the Common Council to assure the efficient and effective organization and operation of all City departments and services.
- (2) To appoint on merit and, when necessary, suspend or discharge employees, except for the following:
 - (a) The Mayor, Clerk, Treasurer, City Attorney, Alderpersons, and those officers appointed by the Common Council.
 - (b) Employees of the Police and Fire Departments and library employees.
- (3) To serve as personnel officer, including responsibility for employee relation matters.
- (4) To have authority to review routines and working hours for all employees, administer fringe benefit plans, and recommend to the Common Council administrative control routines which will best promote efficiency and economy.
- (5) To designate appropriate employees or departments for the handling or transacting of business that is not of a routine nature.
- (6) To direct and coordinate City services, functions and programs, except when such authority is vested in boards, commissions and appointed officials by Wisconsin Statutes.
- (7) To advise the Common Council during preparation of the annual budget.
- (8) To attend all Common Council meetings and, upon request, committee meetings.
- (9) To prepare periodic and special reports concerning administrative activities and programs of the City.
- (10) To make presentations and confer on behalf of the City with the general public and representatives of other public and private agencies.
- (11) To hear, discuss, investigate, evaluate and settle citizen and other complaints within the scope of the City ordinances and policy limits of the City.
- (12) To conduct staff meetings with department heads.
- (13) To develop program goals and objectives.
- (14) To evaluate the performance of department heads annually.
- (15) To cause the enforcement and performance by the parties thereto of all City contracts.
- (16) To have general responsibility for the construction and maintenance of such public works and improvements as are delegated to him/her by the Common Council.
- (17) To keep the Mayor and the Common Council advised concerning developments pertaining to the City administration, business, and affairs, when deemed necessary or when requested by the Mayor or the Common Council.
- (18) To coordinate long-term growth and development as it affects the City.
- (19) To perform such other duties as may be prescribed by the Common Council, by this chapter or resolutions of the Common Council.

III. Section 57-6 of the City of Burlington Municipal Code entitled, "Assistant Engineer", is deleted in its entirety.

~~The Assistant City Engineer shall be appointed by the City Engineer and shall be under the direct supervision of the City Engineer. This provision shall not apply if the City Engineer's duties are undertaken by an engineering firm.~~

IV. Section 57-7 of the City of Burlington Municipal Code entitled, "Public Works Director", and recreated as follows:

A. ~~Appointment.~~ The Public Works Director shall be ~~selected appointed~~ by the City Administrator subject to confirmation by the Common Council and shall be under the direct supervision of the City Administrator.

B. Duties. The Public Works Director shall serve as the Street Commissioner and be charged with control of the Public Works Department, under direction of the Council. He shall assist the City Administrator in the hiring of necessary employees and, when the services of a consultant or other independent agent are necessary, shall recommend the same to the City Administrator and Common Council. He shall have supervision over all matters of the Public Works Department and the performance of such duties as may be prescribed by the Council. He shall keep a permanent record of all work ordered and performed and notices given by him on behalf of the City.

~~C. Public Works Supervisors.~~

~~(1) Appointment. One or more Public Works Supervisors may be appointed by the City Administrator upon recommendation by the Public Works Director, subject to confirmation by the Common Council. Public Works Supervisors shall receive such compensation as shall be determined by the Council.~~

~~(2) Duties. A Public Works Supervisor shall be under the immediate supervision of either the Public Works Director or the Utility Manager and perform such duties as may be delegated to him.~~

V. Section 57-9 of the City of Burlington Municipal Code entitled, "Building Inspector", is deleted in its entirety.

~~The Building Inspector shall be appointed by the City Administrator subject to confirmation by the Common Council and shall be under the direct supervision of the City Administrator.~~

VI. Section 57-10 of the City of Burlington Municipal Code entitled, "Plumbing Inspector", is deleted in its entirety.

~~The Plumbing Inspector shall be appointed by the City Administrator subject to confirmation by the Common Council and shall be under the direct supervision of the Building Inspector.~~

VII. Section 57-11 of the City of Burlington Municipal Code entitled, "Electrical Inspector", is deleted in its entirety.

~~The Electrical Inspector shall be appointed by the City Administrator subject to confirmation by the Common Council and shall be under the direct supervision of the Building Inspector.~~

VIII. Section 57-12 of the City of Burlington Municipal Code entitled, "Utility Manager", is deleted in its entirety.

~~A. Appointment. The Utility Manager shall be appointed by the City Administrator subject to confirmation by the Common Council and shall be under the direct supervision of the City Administrator.~~

~~B. Duties. The Utility Manager shall have direct supervision of the sanitary sewer collection system and the wastewater treatment plant and water utility system.~~

IX. Section 57-13 of the City of Burlington Municipal Code entitled, "Forester", is deleted in its entirety.

~~The City Forester shall be appointed by the City Administrator subject to confirmation by the Common Council and shall be under the direct supervision of the City Administrator.~~

X. It is further ordained that the application of this ordinance shall be effective after its passage and publication as required by law.

XI. All other provisions as contained in Chapter 57 of the Municipal Code of the City of Burlington shall continue and in full force and effect.

Introduced:

Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk



DATE: December 6, 2016

SUBJECT: ORDINANCE 2010(6) to consider repealing and recreating Ch. 315-51 titled “Fences” of the Municipal Code.

SUBMITTED BY: Megan E. Watkins, Director of Administrative Services and Gregory Guidry, Building Inspector and Zoning Administrator

BACKGROUND/HISTORY:

In 2016, two property owners who own corner lots, applied for variances with the Zoning Board of Appeals (ZBA) to allow for a 4-foot high fence in the street yard. Current ordinance allows for a maximum of 3-foot high. Both owners were granted variances provided they met the regulations of a vision triangle, if necessary. The ZBA further requested staff to consider amending the current fence ordinance to allow for a 4-foot height in the street yard without a variance.

Prior to the ZBA meetings, staff researched ordinances of nearby municipalities to identify common practice regarding fence height regulations. During this research, staff determined the City of Burlington’s current fence ordinance is very vague and lacked substantial detail for property owners to follow. This text amendment is a complete re-write of the current ordinance, providing for not only the allowance of the 4-foot high fence in a street yard, but also greater detail in its entirety to provide clear and concise regulations for the placement, installation and allowable materials for fencing. Further, verbiage in Burlington’s current ordinance was incorporated in this text amendment.

The Plan Commission recommended approval of this text amendment at their November 8, 2016 meeting.

BUDGET/FISCAL IMPACT:

There are no financial implications with this text amendment.

RECOMMENDATION:

Staff recommends approval of this text amendment

TIMING/IMPLEMENTATION:

This item is for discussion at the December 6, 2016 Committee of the Whole meeting and is scheduled a Public Hearing the same night and for consideration at the December 20, 2016 Common Council meeting.

ATTACHMENTS:

Ordinance

AN ORDINANCE TO REPEAL AND RECREATE CHAPTER 315-51 "FENCES" IN THE
MUNICIPAL CODE OF THE CITY OF BURLINGTON

- I. Chapter 315-51 of the Code of the City of Burlington, Racine County, Wisconsin, Traffic, Loading, Parking, Access, Fences and Landscaping is hereby amended to repeal and recreate Section 315-51, Article V. Fences.

~~§ 315-51 Fences.~~

~~The construction of a fence in any zoning district shall require application to the Zoning Administrator for a fence permit, the fee for which shall be in an amount set by the Common Council. Application for a fence permit, when not a part of a landscaping plan required by § 315-52 or 315-138 of this chapter, shall be made to the Zoning Inspector in duplicate and shall include the name and address of the applicant, the owner of the site and the contractor; an accurate drawing or plat of survey of the site, inclusive of the structures located thereon; the address of the site; the proposed location of the fence superimposed upon the drawing or plat of survey; the type, materials, size and design of the proposed fence; and any other information that the Zoning Inspector may require.~~

~~A. Residential fences are permitted on the property lines in residential districts but shall not in any case exceed a height of six feet, shall not exceed a height of three feet in the street yard and shall not be closer than three feet to any street yard lot lines. Such fences must display their most aesthetic side towards view of the public.~~

~~B. Security fences are permitted on the property lines in all districts except residential districts but shall not exceed 10 feet in height and shall be of an open type similar to woven wire or wrought iron fencing.~~

~~C. Decorative fences may be placed in the street yard but shall in no instance be placed within the public right-of-way, provided that they shall not exceed a height of three feet, shall not exceed 10 feet in length in any direction at any location and shall not exceed an aggregate length of 24 feet in the street yard on any lot. Decorative fences on corner lots shall comply with the traffic visibility requirements set forth in § 315-46 of this chapter.~~

§ 315-51. Fences.

A. The construction of a fence anywhere within the City of Burlington shall require application for a fence permit from the Building Inspector, the fee for which shall be in an amount set by the City Council.

B. Application for a fence permit, when not part of a landscaping plan, shall be made to the Building Inspector and include: the name and address of the applicant; the owner of the site and the contractor; an accurate drawing or plat of survey of the site, inclusive of structures located thereon; the address of the site; the proposed location of the fence superimposed on the drawing or plat of survey; the type, materials, size, height and design of the proposed fence; and any other information the Zoning Administrator may require.

C. Fence construction is subject to the following limitations:

(1) Placement and height.

(a) Placement on lot. A fence is permitted on or near the property lines in all districts. No fence shall be closer than three feet from the street right-of-way in the front yard, except a protective fence or a fence that is used to screen a parking lot from a residential district. Such fences must display their most aesthetic side towards view of the public.

(b) Height.

[1] All districts. Except as otherwise provided in this section, the following height limitations apply in all districts:

[a] Front yard. A fence that consists of at least 80% open space shall not exceed four feet in height. A fence that has less than 80% open space may not exceed three feet in height unless the fence is used to screen a parking lot from a residential district, in which case it shall not exceed four feet in height.

[b] Side and rear yards. A fence may not exceed six feet in height.

[c] Lots with more than one street yard. The above provisions for front yards shall apply in each street yard.

[d] Historic Districts. A fence may not be installed without an approved Certificate of Appropriateness by the Historic Preservation Commission.

[2] Decorative fences.

[a] Decorative fences may be placed in the street yard but shall in no instance be placed within the public right-of-way, provided that they shall not exceed a height of three feet, shall not exceed 10 feet in length in any direction at any location and shall not exceed an aggregate length of 24 feet in the street yard on any lot. Decorative fences on corner lots shall comply with the traffic visibility requirements set forth in § 315-46 of this chapter.

[3] Measuring height.

[a] The installed height of a fence shall be measured from the ground to the top of a fence section, and the average height between two posts shall not exceed the limitations in this section.

[b] A post, post cap or ornamental feature of a fence may exceed the height limitations of this section, but shall not be disproportionate to the fence. If the height of a post, post cap or ornamental feature will exceed the maximum height by more than six inches, the Building Inspector may require the owner to apply to the Plan Commission for approval.

(c) Refuse containers. Refuse containers may be screened with a fence not meeting the requirements of this section upon approval by the Zoning Administrator.

(2) Limitations and prohibitions.

(a) No fence or portion of a fence shall be placed within the vision clearance triangle, as set forth in § 315-46.

(b) No fence may be constructed as a fence which conducts electricity, or is designed to electrically shock or which uses barbed wire, or which contains a component designed to cause harm to a person, except as provided below.

(c) Underground "invisible" pet fences shall be allowed without a permit, but must be installed at least three feet from all property lines. Barbed wire may be used

at the top of a fence in an industrial district if the barbed wire and the devices securing the barbed wire are at least 10 feet above the ground and project inward toward the fenced property and away from public or adjoining property.

- (d) No fence shall be constructed of unsightly or dangerous materials. The finished or decorative side of a fence shall face adjoining property.
- (3) Temporary fences. Fences erected for the protection of planting or to warn of construction hazard or similar purpose shall be allowed without a permit, but shall be clearly visible or marked with warning devices at four-foot intervals. Such fences shall meet the placement and height requirements of this section unless such placement and height defeats the purpose of the fence. Temporary fences, other than snow fences, shall not be in place for more than 45 days.
- (4) Nonconforming fences. Any fence existing on the effective date of this section and not conforming to these requirements may be maintained, but any alteration, modification or improvement of more than 50% of said fence shall result in the entire fence being brought into compliance with this section.
- (5) Determination of location. The property owner erecting the fence is solely responsible for ensuring that the fence is located on his or her own property.
- (6) Fence repair. All fences shall be maintained and kept safe and in a state of good repair.

D. All fence materials shall be approved by the Building Inspector, who shall issue a fence permit upon application therefore for fences meeting the requirements of this subsection. If the Zoning Administrator denies a permit hereunder, the applicant may appeal the decision to the Zoning Board of Appeals, which may uphold, modify or overturn the Building Inspector's decision.

- II. It is further ordained that the application of this ordinance shall be effective after its passage and publication as required by law.
- III. All other provisions language as contained in Chapter 315 of the Municipal Code of the City of Burlington shall continueremain without change and in full force and effect.

Introduced:

Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk



COMMITTEE OF THE WHOLE

ITEM NUMBER: 9

DATE: December 6, 2016

SUBJECT: ORDINANCE 2011(7) to consider repealing Ch. 142-2 titled "Electrical License" of the Municipal Code.

SUBMITTED BY: Megan E. Watkins, Director of Administrative Services and
Gregory Guidry, Building Inspector and Zoning Administrator

BACKGROUND/HISTORY:

Over the last several months, staff has been working with SafeBuilt and Graef to identify areas of the Municipal Code that are in need of updates and revisions, which is why this item is being brought forth at this time.

Formerly, when a licensed electrical contractor applied for an electrical permit with the City, they also needed to obtain an Electrical License with the City's Building Department, per Ch. 142-2 of the Municipal Code. As of April 1, 2014, the State of Wisconsin, per State Statute 101.861, deemed that a municipality could no longer impose this license or certification on electrical contractors, electricians or electrical inspectors.

This text amendment seeks to eliminate this requirement from the Municipal Code in its entirety to become compliant with state statutes.

The Plan Commission recommended approval of this text amendment at their November 8, 2016 meeting.

BUDGET/FISCAL IMPACT:

There are no financial implications with this text amendment.

RECOMMENDATION:

Staff recommends approval of this text amendment

TIMING/IMPLEMENTATION:

This item is for discussion at the December 6, 2016 Committee of the Whole meeting and is scheduled a Public Hearing the same night and for consideration at the December 20, 2016 Common Council meeting.

ATTACHMENTS:

Ordinance

AN ORDINANCE TO REPEAL CHAPTER 142-2, ELECTRICAL LICENSE THE MUNICIPAL
CODE OF THE CITY OF BURLINGTON

- I. Chapter 142 of the Code of the City of Burlington, Racine County, Wisconsin, Electrical Work and Inspections, is hereby amended to repeal Section 142-2, Electrical License.

~~§ 142-2 Electrical license.~~

~~A. Required. No person shall engage in the work of installing, altering, or repairing any electrical wiring, fixtures, or apparatus for any purpose in the City of Burlington without a license therefor as provided in this chapter, except for electrical work done by the owner-occupier of a single-family dwelling and deemed to be minor by the Electrical Inspector.~~

~~B. Electrical contractor defined. An electrical contractor is any person, firm, partnership or organization who or which shall install, alter or repair electrical wires and apparatus and deal directly or indirectly with the landowners and be paid for the services by compensation for such work.~~

~~C. Application. Application for a license shall be made to the Electrical Inspector on forms furnished by him. Before any license shall be issued, the application therefor shall be approved by the Electrical Inspector.~~

~~D. Electrical license qualification requirements. Applicants for an electrical license shall have the following qualifications: the Electrical Inspector shall issue licenses only to those holding a State of Wisconsin master electrician certification excepting those electrical contractors who currently hold a license with the City of Burlington. This license will not be transferable.~~

~~E. Expiration of license; renewal. All licenses shall expire on June 30 in each year following the date of issuance and may be renewed on payment of the proper renewal fee not later than July 1. Should any person fail to renew his license by July 1, double fees shall be charged and after that all persons shall have a master electrician certificate from the State of Wisconsin in order to renew their license.~~

- II. It is further ordained that the application of this ordinance shall be effective after its passage and publication as required by law.
- III. All other provisions language as contained in Chapter 142 of the Municipal Code of the City of Burlington shall continue remain without change and in full force and effect.

Introduced:
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk



DATE: December 6, 2016

SUBJECT: ORDINANCE 2012(8) to consider amending Ch. 243 titled "Plumbing" of the Municipal Code.

SUBMITTED BY: Gregory Guidry, Building Inspector

BACKGROUND/HISTORY:

Recently, the Wisconsin Department of Commerce Division of Safety and Buildings was renamed to the Wisconsin Department of Safety and Professional Services (DSPS). As such, references to this department in the state statutes were amended appropriately. Likewise, the state recently updated their codes for building, plumbing and electrical ordinances.

The attached text amendment seeks to amend Ch. 243, Plumbing, of the City's municipal code in sections that reference state ordinances. This amendment is merely a housekeeping item.

The Plan Commission recommended approval of this text amendment at their November 8, 2016 meeting.

BUDGET/FISCAL IMPACT:

There are no financial implications with this text amendment.

RECOMMENDATION:

Staff recommends approval of this text amendment

TIMING/IMPLEMENTATION:

This item is for discussion at the December 6, 2016 Committee of the Whole meeting and is scheduled a Public Hearing the same night and for consideration at the December 20, 2016 Common Council meeting.

ATTACHMENTS:

Ordinance

AN ORDINANCE AMENDING SECTION 243 "PLUMBING" OF THE MUNICIPAL CODE OF
THE CITY OF BURLINGTON

NOW THEREFORE BE IT RESOLVED that the Common Council of the City of Burlington does hereby ordain as follows:

I. Section 243-1 of the City of Burlington Municipal Code entitled, "State Regulations Adopted", and recreated as follows:

Chapter 145, Wis. Stats. and the State Plumbing Code, SPS 381 through 387 ~~Chs. Comm 81 through 87 Wis. Admin. Code~~, as may be amended from time to time are adopted by reference, ~~subject to changes, additions and omissions specified by the state.~~

II. Section 243-2 of the City of Burlington Municipal Code entitled, "Appointment" of Plumbing Inspector and recreated as follows:

The City Administrator, subject to confirmation of Common Council, shall appoint a Plumbing Inspector, along with such other plumbing inspectors as he deems necessary, who shall be a state-certified Plumbing Inspector under the rules of SPS 382 ~~Comm 82 Wis. Admin. Code~~.

III. Section 243-3C of the City of Burlington Municipal Code entitled, "Powers and Duties of Plumbing Inspector" is repealed, and recreated as follows:

C. The plumber in charge shall notify the Plumbing Inspector whenever any work is ready for inspection of soil, vent, waste, underground drain, any new connection of any fixture, or replacement of old fixture. All plumbing work shall be left exposed until such a time as the Plumbing Inspector has completed his examination and inspection. A test shall be required as stated in SPS 382.21 ~~Comm 82.21 Wis. Admin. Code~~.

IV. It is further ordained that the application of this ordinance shall be effective after its passage and publication as required by law.

V. All other provisions as contained in Chapter 243 of the Municipal Code of the City of Burlington shall continue and in full force and effect.

Introduced:
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk



DATE: December 6, 2016

SUBJECT: ORDINANCE 2013(9) to consider amending Ch. 115 titled “Building Construction” of the Municipal Code.

SUBMITTED BY: Megan Watkins, Director of Administrative Services and
Gregory Guidry, Building Inspector and Zoning Administrator

BACKGROUND/HISTORY:

Over the last several months, staff has been working with SafeBuilt and Graef to identify areas of the Municipal Code that are in need of updates and revisions, which is why this item is being brought forth at this time.

Recently, the Wisconsin Department of Commerce Division of Safety and Buildings was renamed to the Wisconsin Department of Safety and Professional Services (DSPS). As such, references to this department in the state statutes were amended appropriately. Likewise, the state recently updated their codes for building, plumbing and electrical ordinances.

The attached text amendment seeks to amend Ch. 115 of the City’s municipal code in sections that reference DSPS ordinances. Further, other changes made to this chapter not relating to state code include Ch. 115-7 and 115-18(B)(5) as follows:

Ch. 115-7, Standards for identification of fire division walls, has been eliminated in its entirety based on state ordinance. Fire division walls are referenced in Ch. 155, Fire Protection, Prevention and Control.

Ch. 115-18(B)(5), General pool regulations – Lighting, has been amended to specifically clarify the intent of lighting used with an outdoor swimming pool. The overall purpose of this subsection was not changed.

This ordinance was recommended for approval by the Plan Commission at their November 8, 2016 meeting.

BUDGET/FISCAL IMPACT:

There are no financial implications with this text amendment.

RECOMMENDATION:

Staff recommends approval of this text amendment

TIMING/IMPLEMENTATION:

This item is for discussion at the December 6, 2016 Committee of the Whole meeting and is scheduled a Public Hearing the same night and for consideration at the December 20, 2016 Common Council meeting.

ATTACHMENTS:

Ordinance

AN ORDINANCE AMENDING SECTION 115 "BUILDING CONSTRUCTION" OF THE
MUNICIPAL CODE OF THE CITY OF BURLINGTON

I. Section 115-3A-H of the City of Burlington Municipal Code, entitled "Application of Wisconsin Administrative Code", is amended as follows:

The following chapters of the Wisconsin Administrative Code, and their referenced codes, standards, appendices and subsequent revisions, are adopted for municipal enforcement by the Building Inspector, who shall be commercially certified by the Wisconsin Department of ~~Commerce, Division of Safety and Buildings~~ Safety and Professional Services (DSPA):

- A. Chapter ~~Comm 46~~SPS 316, Electrical.
- B. Chapter ~~Comm 64~~SPS 361, Administration and Enforcement, which includes the adoption, with modifications, of the International Code Council International Building Code (IBC), International Energy Conservation Code (IECC), International Mechanical Code (IMC) and International Fuel Gas Code (IFGC) and International Existing Building Code (IEBC).
- C. Chapter ~~Comm 62~~SPS 362, Buildings and Structures, which includes Wisconsin modifications of the IBC.
- D. Chapter ~~Comm 63~~SPS 363, Energy Conservation, which includes Wisconsin modifications of the IECC.
- E. Chapter ~~Comm 64~~SPS 364, Heating, Ventilating and Air Conditioning, which includes Wisconsin modifications of the IMC.
- F. Chapter ~~Comm 65~~SPS 365, Fuel Gas Appliances, which includes Wisconsin modifications of the IFGC.
- G. Chapter SPS 366, Existing Buildings Code, which includes Wisconsin modifications of the IEBC.
- ~~G. Chapter Comm 70, Historic Buildings.~~
- ~~H. Chapters Comm 75 to 79, Existing Buildings Code.~~
- ~~I. Chapters Comm 81 to 87~~SPS 381 to 387, State Plumbing Code.

II. Section 115-4 of the Burlington Municipal Code, entitled "Application of Wisconsin Administrative Uniform Dwelling Code", is amended as follows:

The Wisconsin Uniform Dwelling Code, ~~Chapters Comm 20 through 25~~SPS 320 through 325, inclusive, Wis. Admin. Code, and all amendments thereto, are hereby made a part of this code by reference and shall apply to all one- and two-family dwellings and alterations and additions thereto. This code shall also apply to alterations and additions to all one- and two-family dwellings constructed prior to the effective date of the Wisconsin Uniform Dwelling Code. A copy of said code is on file in the office of the City Clerk.

III. Section 115-6D-E of the City of Burlington Municipal Code, entitled "Weatherization Program Agreement", are repealed and recreated as follows:

- D. Stipulation enforcement. Upon notice from the Department of ~~Commerce~~[Safety and Professional Services](#), the Building Inspector's department or the City Attorney is directed to secure compliance, by proper means, from owners of properties with outstanding stipulations.
- E. Waiver enforcement. Upon notice from the Department of ~~Commerce~~[Safety and Professional Services](#), the Building Inspector's department or City Attorney is directed to secure compliance, by proper means, from owners of properties with outstanding waivers.

IV. Section 115-7 of the City of Burlington Municipal Code, entitled, "Standards for Identification of Fire Division Walls", is repealed in its entirety.

~~§ 115-7. Standards for identification of fire division walls.
Fire division wall or occupancy separation wall identification as established by § Comm 62.0705, Wis. Admin. Code, will be required on all appropriate new construction within the City.~~

V. Section 115-8C of the City of Burlington Municipal Code, entitled, "Department of Buildings", is amended as follows:

C. Qualifications; duties. The Building Inspector shall have the necessary ability to supervise the general construction of buildings and other permanent equipment of buildings. He shall pass upon the plans and specifications of each building to be erected and not be interested, directly or indirectly, in the construction of buildings or in the preparation of plans and specifications therefor, or of any permanent building equipment, except as may be authorized by the Common Council. The Building Inspector shall also be responsible for enforcing the Declaration of Restrictions and Covenants in the Burlington Industrial Park. The Building Inspector shall be commercially certified for inspection purposes in accordance with the Wisconsin Department of ~~Commerce, Division of Safety and Buildings~~[Safety and Professional Services, Division of Safety and Buildings](#), and shall administer and enforce all provisions of this code. D. Records to be kept. The Building Inspector shall perform all administrative tasks required by Wisconsin law. The Building Inspector shall keep a record of all applications for permits and shall number each permit in the order of its issuance. The Building Inspector shall also keep a record of all fees collected showing date of receipt and delivery to the City Treasurer. The Building Inspector shall make a monthly report and an annual report to the Common Council of the above matters.

VI. Section 115-16F(2)(e) of the City of Burlington Municipal Code entitled "Garages and Accessory Buildings", is amended as follows:

F. Construction. Private garages and accessory buildings shall be constructed as follows:
2. Detached private garages of wood frame construction shall be constructed with the following requirements:

(e) Detached garage roofs shall be framed in accordance with the applicable requirement of ~~§ Comm 21.28~~[SPS 321.28](#), ~~Wis. Admin. Code~~.

VII. Section 115-17D(8)(a) of the City of Burlington Municipal Code entitled "Deck Framing", is amended as follows:

D. Framing.

~~(8) Alternative provisions and methods.~~

(a) Wood decks. Wood decks attached to the dwelling shall be constructed to the Uniform Dwelling Code standards listed below:

- [1] Excavation requirements of ~~§ Comm 21.14~~SPS 321.14, ~~Wis. Admin. Code.~~
- [2] Footing requirements of ~~§ Comm 21.15~~SPS 321.15, ~~Wis. Admin. Code.~~
- [3] Frost penetration requirements of ~~§ Comm 21.16~~SPS 321.16, ~~Wis. Admin. Code.~~
- [4] Load requirements of ~~§ Comm 21.02~~SPS 321.02, ~~Wis. Admin. Code.~~
- [5] Stair, handrail and guardrail requirements of ~~§ Comm 21.04~~SPS 321.04, ~~Wis. Admin. Code.~~
- [6] Decay protection requirements of ~~§ Comm 21.10~~SPS 321.10, ~~Wis. Admin. Code.~~

VIII. Sections 115-18B(5) of the City of Burlington Municipal Code entitled "Swimming Pools", are amended as follows:

B. General pool regulations.

- (5) Lighting. Lights shall be erected and placed so that the light illuminate the ground directly below the light fixtures and not so as to eliminate direct rays and minimize reflected rays of light onto adjoining properties and roadways. Lighting installation shall be done in accordance with Ch. ~~Comm 16, Wis. Admin. Code~~ SPS 316.

IX. Section 115-19C of the City of Burlington Municipal Code entitled "Foundations", is amended as follows:

C. General foundation requirements. Foundation repairs shall be performed in accordance with the Best Management Standards for Foundation Repair (March 2003 edition) prepared by the Wisconsin Association of Foundation Repair Contractors Professionals (WAFRC) (WAFRP).

X. It is further ordained that the application of this ordinance shall be effective after its passage and publication as required by law.

XI. All other provisions as contained in Chapter 115 of the Municipal Code of the City of Burlington shall continue and in full force and effect.

Introduced:
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk