

# MEETING NOTICE

## STEERING COMMITTEE

**IMPORTANT NOTE:** Due to timing issues, agenda item 9d will be considered for action by the Steering Committee using its authority to act on behalf of the full Commission per Bylaws, Section 2 (a)(2). This agenda is being sent as the required notification to all Commissioners of these pending actions. **It is not necessary/required for non-Steering Committee members to attend this meeting; however, your comments and/or input prior to or at the meeting are welcome and encouraged.**

COMMITTEE MEMBERS: *Martin Farrell (Chair), Jeff Nooyen (Vice-Chair), Jerry Erdmann, Dick Koeppen, David Albrecht (Perm. Alt. for Shiloh Ramos), Donna Kalata, Alice Connors, Jeremy Johnson*

**Date:** Monday, December 10, 2018

**Time:** 10:00 a.m.

**Place:** ECWRPC Offices, 400 Ahnaip Street, Menasha, WI 54915

### Corrected Agenda

- 1) Welcome & Introductions
- 2) Statement of Compliance with Wis. Stats. Sec. 19.84 Regarding Open Meetings Requirement
- 3) Pledge of Allegiance
- 4) Approval of Agenda
- 5) Public Comment
- 6) Approval of October 26, 2018 Steering Committee Meeting Summary of Proceedings (*Attachment #1*)
- 7) Announcements
  - a) GIS Position/Hiring Status
  - b) 2019 Quarterly Commission Meeting Schedule (*Attachment #2*)
  - c) 2019 Appleton TMA Certification – July 23-26, 2019
  - d) Other
- 8) Informational/Discussion Items:
  - a) Update on WEDC Business Disaster Recovery Microloan Program
  - b) Update on Initiative 41/DoD-OEA Grant Completion
  - c) Update on GASB 75 Compliance & Hiring of Actuary
  - d) Review of 2019 Draft Budget (*Attachment #3*)
  - e) Review of 2019 Draft Work Program Elements (2000 - Local Assistance / 5000 – Administration / 6000 - Overhead) (*To be distributed at meeting*)

- OVER -

9) New Business/Action Items:

- a) **PROPOSED RESOLUTION 39-18:** ADOPTING AN UPDATED FINANCIAL PROCEDURES MANUAL FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION (*Attachment #4*)
- b) **PROPOSED RESOLUTION 40-18:** ADOPTING A CAPITALIZATION POLICY FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION (*Attachment #5*)
- c) **PROPOSED RESOLUTION 41-18:** ADOPTING AN UPDATED COMPETITIVE BID/PROCUREMENT POLICY TO ENSURE COMPLIANCE WITH PERTINENT FEDERAL, STATE AND OTHER REGULATIONS (*Attachment #6*)
- d) **PROPOSED RESOLUTION 42-18:** APPROVING AN AMENDMENT TO THE TRANSPORTATION IMPROVEMENT PROGRAM FOR THE FOX CITIES (APPLETON) TRANSPORTATION MANAGEMENT AREA – 2019 (*Attachment #7*)
- e) **CLOSED SESSION:** The Committee will convene into closed session pursuant to section 19.85(1) of the Wisconsin Statutes to: 1) conduct 2018 annual performance evaluation and review of 2019 employment agreement terms for the Executive Director position, and; 2) review 2019 staff promotion proposal. (*Hardcopy materials mailed separately*)
- f) **RECONVENE INTO OPEN SESSION:** The Committee will reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes to take action, if necessary, on the above matters:
  - i) Approval of 2019 Executive Director Employment Agreement
  - ii) Approval of 2019 Staffing Plan (*Attachment #8*)

10) County Issue Sharing / Roundtable Discussion (as time permits)

11) Next Meeting Date & Agenda

12) Adjourn

*Any person wishing to attend this meeting or hearing, who, because of a disability, requires special accommodations should contact the East Central Wisconsin Regional Planning Commission at (920) 751-4770 at least three business days prior to the meeting or hearing so that arrangements, within reason, can be made.*

# DRAFT Summary of Proceedings

## STEERING COMMITTEE

COMMITTEE MEMBERS: *Martin Farrell (Commission Chair), Jeff Nooyen (Commission Vice-Chair), Jerry Erdmann, Dick Koeppen, David Albrecht (Perm. Alt. for Shiloh Ramos), Donna Kalata, Alice Connors, Jeremy Johnson*

**Date:** Friday, October 26, 2018  
**Time:** 1:15 p.m.  
**Place:** Ashwaubenon Community Center, Ashwaubenon, WI

**Committee Members Present:**

Martin Farrell (Chair) ..... Fond du Lac County  
 Jeff Nooyen (Vice Chair) ..... Outagamie County  
 Jerry Erdmann ..... Shawano County  
 Dick Koeppen ..... Waupaca County  
 Jeremy Johnson (Perm. Alt. for Beth Moses) ..... Menominee County  
 Alice Connors ..... Calumet County  
 Donna Kalata ..... Waushara County

**Committee Members Absent/Excused/Unexcused:**

Dave Albrecht (Perm. Alt. for Shiloh Ramos) ..... Winnebago County

**Staff /Others Present:**

Eric Fowle ..... Executive Director  
 Walt Raith ..... Assistant Director  
 Pam Scheibe-Johnson ..... Controller

### Agenda

**1) Welcome & Introductions**

Chair Farrell called the meeting to order at 1:18 p.m. and welcomed everyone.

**2) Statement of Compliance with Wis. Stats. Sec. 19.84 Regarding Open Meetings Requirement**

Mr. Fowle noted that the agenda was posted/distributed as required and that a quorum of members was present.

**3) Pledge of Allegiance**

**4) Approval of Agenda**

A motion was made by Ms. Kalata and seconded by Mr. Nooyen to approve the agenda. Motion carried unanimously.

**5) Public Comment**

There was no public comment.

**6) Approval of July 16, 2018 Steering Committee Meeting Summary of Proceedings**

Mr. Koeppen motioned to approve the summary of proceedings, Mr. Johnson seconded the motion. The motion passed unanimously.

**7) Announcements**

**a) GASB 75**

Ms. Scheibe-Johnson explained a new Government Accounting requirement, GASB 75, which will potentially affect all RPCs as well as Counties. This provision deals with post-employment benefits and East Central will need to hire an actuary to perform several initial analyses in order to determine its application, if any. Ms. Scheibe-Johnson inquired as to the various Counties' status of hiring an actuary. Mr. Nooyen offered Ms. Scheibe-Johnson the expertise of the County's Finance Department and suggested she contact Brian Massey. Ms. Scheibe-Johnson also stated the AWRPC Financial Summit will be in late November and she will discuss the use of a shared actuary with the other RPCs. This item will be placed on a future agenda for discussion and potential action as needed.

**8) New Business/Action Items:**

**a) 3<sup>rd</sup> Quarter Financial Report**

Ms. Scheibe-Johnson reviewed the 3<sup>rd</sup> Quarter Financial Report with the Committee noting that her estimate of year end totals might see the Commission in the red by approximately \$40,000. A motion was made to accept the report by Mr. Erdmann and seconded by Ms. Kalata. Motion carried unanimously.

**b) 3<sup>rd</sup> Quarter Work Program Progress Report**

Mr. Fowle reviewed the 3<sup>rd</sup> Quarter Work Program Progress Report noting the number of projects that are completed and/or on schedule for completion in 2019. The number of carryover projects into 2019 should be less than previous years. Mr. Fowle also noted those projects which were/are over budget but which are balanced out to some degree by those that came in under budget. A motion was made to accept the report by Mr. Johnson and seconded by Mr. Erdmann. Motion carried unanimously.

**c) Approval of 2019 Premium Sharing for Employee Health Insurance & Dental Coverage**

Mr. Fowle and Ms. Scheibe-Johnson presented the health insurance changes for 2019. This is brought to the Steering Committee to make a decision based on the 88 percent max employer contribution or something to a lesser degree.

A table showing monthly premiums for Single and Family coverage was included in the packet and reviewed. Network Health is the only tier 1 plan in Winnebago Co so the 88% calculation is based strictly on those premiums. As a result, most employees will experience a monthly increase of more than 100% over current premiums. It was noted that these types of changes can cause concern regarding employee retention but there is nothing that the Commission or the committee can do to alter that. Ms. Kalata motioned to approve the final action on premium sharing for employee health insurance and dental coverage continuing with the 88 percent employer contribution rate. Mr. Nooyen seconded the motion. The motion passed unanimously.

**d) Proposed Resolution 27-18: Adopting the 2019 Unified Transportation Work Program and the Annual MPO Self Certification and Regional Transportation Program Self Certification for the East Central Wisconsin Regional Planning Commission**

This item was acted on using the full authority of the Commission. A motion was made by Mr. Koeppen and seconded by Mr. Erdmann to approve Proposed Resolution 27-18. Under discussion, Ms. Kraemer-Badtke explained the overall contents of the 2019 Transportation Work Program and noted that it was coming through this Committee due to the need for acting on the subsequent resolutions. Ms. Kraemer-Badtke also noted that the Transportation Committee had seen this Work Program element and offered their support. No further discussion occurred and the motion passed unanimously.

**e) Proposed Resolution 35-18: Amending the 2018 Transportation Work Program and Budget and Requesting an Extension of the Funding Eligibility Period to Complete Work from Calendar Year 2018**

A motion was made by Mr. Johnson and seconded by Ms. Kalata to approved Resolution 35-18. Staff summarized the intent of the resolution stating that the carryover was due mainly to the medical absence of Mr. Wraith early in 2018. Motion carried unanimously.

**f) Proposed Resolution 36-18: Amending the 2019 Transportation Work Program and Budget to Include the Extension of the Funding Eligibility Period to Complete Work from Calendar Year 2018**

A motion was made by Mr. Johnson and seconded by Mr. Nooyen to approved Resolution 36-18. Staff summarized the intent of the resolution stating that the carryover was due mainly to the medical absence of Mr. Wraith early in 2018. Motion carried unanimously.

**g) Approval of 2018 Technical Assistance Program Project Requests**

Mr. Fowle reviewed the list of requested projects, noting that requests were down by 50%, perhaps due to the initiation of the fee schedule. However, a majority of those projects that were requested will generate some revenue. Additional requests for Comprehensive Plan Update services were also fielded as a result of the technical assistance announcement. Mr. Fowle noted that staff has the capacity to complete all projects listed and that formal contracts will be created for those involving revenue. A motion was made by Mr. Nooyen to accept the list of projects and to integrate into the 2019 work program as required, noting that some projects may end up being removed from the list. A second was made by Ms. Connors and the motion carried unanimously.

**h) Proposed Resolution 25-18: Adopting The 2018 Comprehensive Economic Development Strategy (CEDS) 5-Year Update**

This item was removed from the agenda as action was not needed by the Committee.

**9) Informational/Discussion Items:**

No discussion items

**10) County Issue Sharing / Roundtable Discussion**

No discussion items

**11) Next Meeting Date & Agenda**

Staff will send out a doodle scheduler for a meeting in the first half of December. Potential agenda items include:

- Budget Update – which will be near final
- Staffing Plan for 2019
- Eric’s performance evaluation

**12) Adjourn**

Mr. Nooyen motioned to adjourn, Mr. Koeppen seconded the motion. The motion passed unanimously.

*Any person wishing to attend this meeting or hearing, who, because of a disability, requires special accommodations should contact the East Central Wisconsin Regional Planning Commission at (920) 751-4770 at least three business days prior to the meeting or hearing so that arrangements, within reason, can be made.*

## 2019 ECWRPC Quarterly Commission Meeting Schedule

Attachment #2

Day	Month	Date	Year	Time	Event	Location	Address	City	State
Friday	January	25	2019	10:00 A.M.	Quarterly Meeting	Marriott Courtyard Appleton Riverfront	101 South River Heath Way	Appleton	WI
Friday	April	26	2019	9:00 A.M.	Mini-Conference (Autonomous Vehicles)	Hotel Retlaw	1 N. Main Street	Fond du Lac	WI
				12:00 Noon	Lunch				
				1:15 P.M.	Quarterly Meeting				
				~2:30 P.M.	Annual Meeting				
Friday	July	26	2019	10:00 A.M.	Quarterly Meeting	New London City Hall Council Chambers	215 N. Shawano Street	New London	WI
Friday	October	25	2019	9:00 A.M.	Mini-Conference (Planning Technology)	Location TBD		Oshkosh	WI
				12:00 Noon	Lunch				
				1:15 P.M.	Quarterly Meeting				

**Table 3: East Central Wisconsin RPC Preliminary 2019 Budget Summary**

REVISED PRELIMINARY - Dec 3, 2018

<b>Projected Operating Revenues</b>	<b>2019 PROPOSED BUDGET</b>	<b>2018 ADOPTED BUDGET</b>	<b>Difference (\$)</b>	<b>Difference (%)</b>
<b>Intergovernmental Grants</b>	<b>\$ 1,373,615</b>	<b>\$ 3,476,538</b>	<b>\$ (2,102,923)</b>	<b>-60.5%</b>
Federal Grants	\$ 1,233,367	\$ 3,288,461	\$ (2,055,094)	-62.5%
State Grants	\$ 140,248	\$ 98,077	\$ 42,171	43.0%
Other Grants	\$ -	\$ 90,000	\$ (90,000)	-100.0%
<b>Intergovernmental Charges for Services</b>	<b>\$ 1,042,037</b>	<b>\$ 1,115,970</b>	<b>\$ (73,933)</b>	<b>-6.6%</b>
Local districts membership levy	\$ 771,753	\$ 771,715	\$ 37	0.0%
Local district contracts (secured & estimated)	\$ 136,403	\$ 210,375	\$ (73,972)	-35.2%
NR-135 program (Operator fees)	\$ 116,350	\$ 116,350	\$ -	0.0%
NR-135 program (WDNR fees)	\$ 17,530	\$ 17,530	\$ -	0.0%
<b>Public Charges for Services</b>	<b>\$ 7,600</b>	<b>\$ 3,100</b>	<b>\$ 4,500</b>	<b>145.2%</b>
Product/Material Sales	\$ 1,000	\$ 1,000	\$ -	0.0%
SSA Review Fees	\$ 3,000	\$ 1,500	\$ 1,500	100.0%
Miscellaneous (interest earned, etc.)	\$ 3,600	\$ 600	\$ 3,000	500.0%
<b>Total Operating Revenues</b>	<b>\$ 2,423,252</b>	<b>\$ 4,595,608</b>	<b>\$ (2,172,356)</b>	<b>-47.3%</b>
<b>Projected Operating Expenses</b>				
<b>Salaries and wages</b>	<b>\$ 1,272,380</b>	<b>\$ 1,288,914</b>	<b>\$ (16,534)</b>	<b>-1.3%</b>
Staff	\$ 1,240,609	\$ 1,274,914	\$ (34,305)	-2.7%
Paid Internships (2)	\$ 17,771	\$ -	\$ 17,771	0.0%
Commissioners (meeting payments)	\$ 14,000	\$ 14,000	\$ -	0.0%
<b>Employee fringe benefits</b>	<b>\$ 501,170</b>	<b>\$ 519,800</b>	<b>\$ (18,630)</b>	<b>-3.6%</b>
Health Insurance	\$ 314,306	\$ 324,471	\$ (10,164)	-3.1%
FICA, Wkkmn's Comp, Life, WRS, Vac./Sick. etc.	\$ 186,864	\$ 195,329	\$ (8,465)	-4.3%
<b>Direct grant expenses (contracts/programs)</b>	<b>\$ 292,530</b>	<b>\$ 2,517,035</b>	<b>\$ (2,224,505)</b>	<b>-88.4%</b>
Program Expenses (1100-2000 Elements)	\$ 115,000	\$ 115,000	\$ -	0.0%
Pass-through Expense - NR-135 (WDNR Fees)	\$ 17,530	\$ 17,530	\$ -	0.0%
Pass-through Expense - TDP	\$ -	\$ 78,720	\$ (78,720)	0.0%
Pass-through Expense - Regional SRTS Service Contracts	\$ 115,000	\$ 105,000	\$ 10,000	9.5%
Pass-through Expense - Initiative 41 Subrecipient	\$ -	\$ 2,050,000	\$ (2,050,000)	-100.0%
Pass-through Expense - Commuter Service Study Contract	\$ 45,000	\$ 60,785	\$ (15,785)	n/a
Pass-through Expense - Easter Seals	\$ -	\$ 90,000	\$ (90,000)	n/a
<b>Overhead Expenses</b>	<b>\$ 267,500</b>	<b>\$ 269,137</b>	<b>\$ (1,637)</b>	<b>-0.6%</b>
Meeting Expenses & Staff Development	\$ 33,560	\$ 34,165	\$ (605)	-1.8%
Supplies	\$ 10,600	\$ 10,600	\$ -	0.0%
Office space and equipment-rent & copier	\$ 152,336	\$ 149,443	\$ 2,893	1.9%
Reference materials, subscriptions and dues	\$ 8,270	\$ 7,270	\$ 1,000	13.8%
Outside printing and publishing	\$ 11,000	\$ 12,100	\$ (1,100)	-9.1%
Postage (EC costs only)	\$ 1,800	\$ 1,800	\$ -	0.0%
Staff expenses (EC costs only)	\$ 9,000	\$ 9,000	\$ -	0.0%
Insurance, legal, audit	\$ 17,291	\$ 17,091	\$ 200	1.2%
Interest	\$ 1,643	\$ 2,668	\$ (1,025)	-38.4%
Depreciation	\$ 22,000	\$ 25,000	\$ (3,000)	-12.0%
<b>Total Operating Expenses</b>	<b>\$ 2,333,580</b>	<b>\$ 4,594,886</b>	<b>\$ (2,261,307)</b>	<b>-49.2%</b>
			<b>\$ -</b>	
<b>Projected Surplus / (Deficit)</b>	<b>\$ 89,671</b>	<b>\$ 722</b>	<b>\$ 88,949</b>	<b>12315.8%</b>
<b>Adjustments for Cash Flow:</b>				
Annual Winnebago Cty debt payment	\$ (16,142)	\$ (15,373)	\$ (769)	5.0%
Difference between capital purchases & depreciation	\$ -	\$ 15,000	\$ (15,000)	-100.0%



## MEMORANDUM

**DATE:** December 3, 2018

**TO:** East Central Commissioners

**FROM:** Pam Scheibe-Johnson

**RE: Updating the Financial Procedures Manual**

The Financial Procedures Manual was last updated in January, 2015. With the passage of time and new requirements that have been imposed as a result of Uniform Guidance, (aka 2 CFR 200) it's appropriate to update this document. The following summarizes the key changes:

1. Updated for changes made in processes as a result of Dolly's retirement and elimination of that position. We continue to have adequate segregation of duties by utilizing Tim for steps previously undertaken by Dolly.
2. Added bank account for WEDC Disaster Recovery Microloan Agreement.
3. Changed fixed asset capitalization amount to \$5,000 from \$500 to be consistent with Uniform Guidance. Also, reduced useful life expectancy to two years since we currently have assets booked with a 2 year lifespan.
4. Added reference to Fixed Asset Disposal Policy
5. Added Harvest time tracking software to Timesheet section as well as references to 2 CFR 200 documentation requirements.
6. Added reference to Travel Policy

Please find attached the materials for review pertaining to this agenda item for the December 10, 2018 Steering Committee meeting.

If you have any questions prior to the meeting, please feel free to contact me at 920-751-4770 or via e-mail at [pjohnson@ecwrpc.org](mailto:pjohnson@ecwrpc.org).

**PROPOSED RESOLUTION 39-18**

**ADOPTING AN UPDATED FINANCIAL PROCEDURES MANUAL FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION.**

**WHEREAS** the Commission is a public entity authorized by Wisconsin State Statutes 66.0309, and;

**WHEREAS** the Commission receives and expends funds from a variety of sources annually, and;

**WHEREAS** the need for formal procedures and standards exist so as to guide day to day financial operations, and;

**WHEREAS** the Commission has previously prepared and adopted a Financial Procedures Manual for this purpose;

**NOW THEREFORE BE IT RESOLVED** that the Commission adopts the updated standards and procedures outlined in the attached document entitled "EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION FINANCIAL PROCEDURES MANUAL", dated January 25, 2019, which is hereby made part of this resolution.

**BE IT FURTHER RESOLVED** that the Commission and its staff will follow and abide by the standards and procedures of the Financial Procedures Manual.

Effective Date: January 25, 2019  
Submitted By: Steering Committee  
Prepared By: Eric Fowle, Executive Director

\_\_\_\_\_  
Martin Farrell, Chair – Fond du Lac Co.

\_\_\_\_\_  
Donna Kalata – Waushara Co.

\_\_\_\_\_  
Jeff Nooyen, Vice-Chair – Outagamie Co.

\_\_\_\_\_  
Alice Connors – Calumet Co.

\_\_\_\_\_  
Dick Koeppen - Waupaca Co.

\_\_\_\_\_  
Jerry Erdmann – Shawano Co.

\_\_\_\_\_  
Dave Albrecht - Winnebago Co.

\_\_\_\_\_  
Jeremy Johnson – Menominee Co.

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

**FINANCIAL PROCEDURES MANUAL**

Adopted January 25<sup>th</sup>, 2019

## FINANCIAL PROCEDURES MANUAL

- I. General
- II. Bank Depository and Investment Accounts
- III. Cash Receipts
- IV. Cash Disbursements
- V. Purchasing
- VI. Property Management
- VII. Timesheets
- VIII. Payroll/Personnel
- IX. Travel & Other Staff Expenses
- X. Commissioner Expenses
- XI. Project Status
- XII. Program Revenue
  - A. Commission Tax Levy for Participating Jurisdictions
  - B. Grants
  - C. Local Contracts
  - D. Miscellaneous
- XIII. Pass-Through Grants/Subcontracts
- XIV. Audit
- XV. Backup of Computerized Accounting Records
- XVI. Cost Allocation Plan
- XVII. Record Retention
- XVIII. Cash Reserve

### APPENDIX: Administrative Forms

- Cash Receipts
- Commission Car Sign Up Sheet
- Commission Meeting Attendance Log
- Contract Information Form
- Employee Time Sheet
- Individual Employee Accrued Leave Balance Log
- Office Car Trip/Maintenance Log
- Petty Cash Receipt
- Postage Charges Log
- Purchase Order
- Staff Monthly Expense Report
- Staff Vacation Request Form

Financial Status Report

Account Balance reports by project

## **SECTION I. GENERAL**

- A. The East Central Wisconsin Regional Planning Commission (Commission), with recommendation from the standing Steering Committee, formulates financial policies and delegates administration of the financial policies to the Executive Director/Secretary-Treasurer. The Steering Committee reviews operations and activities.
- B. The Executive Director has responsibility for all operations and activities, including financial management.
- C. The Controller/Financial Specialist is responsible to the Executive Director for all financial operations.
- D. The lines of authority on the Organizational Chart will be followed by all employees.
- E. Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payrolls, bank account reconciliation, etc.
- F. All financial and accounting practices, procedures and records will be prepared in accordance with laws and regulations relating to "best accounting practices" for governmental agencies.
- G. In the Executive Director's absence, the Assistant Director will assume the Executive Director's duties and responsibilities.
- H. The Executive Director, as specified in Article V., Section 7. of the Commission's By-Laws, is bonded in the amount of \$50,000.

## **SECTION II. BANK DEPOSITORY AND INVESTMENT ACCOUNTS**

- A. Depository Accounts: The Commission maintains the following accounts:
  - 1. A bank depository, as specified by Article VI., Section 7. of the Commission's By-Laws, is maintained in accounts at Associated Bank.
  - 2. A savings account with The Local Government Investment Pool, Office of State Treasurer.
  - 3. A bank depository specifically designated for the deposit and disbursement of funds for the Flexible Benefits Plan (Section 125 Plan) is maintained at Associated Bank.

4. A bank depository specifically designated for the deposit and disbursement of funds for the WEDC Disaster Recovery Microloan grant is maintained at Associated Bank.
- B. Account Management: The Controller/Financial Specialist is responsible for managing the balances of these accounts. Any monies not needed for maintaining the minimum checking account balance and near-term cash flow is maintained in the higher interest-bearing money market account or the Local Government Investment Pool.
- C. Transfers between Accounts: Transfers between the checking account and the money market account or the Local Government Investment Pool are done by the Controller/Financial Specialist in accordance with cash flow needs.

### **SECTION III. CASH RECEIPTS**

- A. Procedures for handling Receivables: Procedures for cash receipts insure that duties are segregated.
1. Receipt of cash or checks from the sale of maps, reports or aerial photographs is accepted and forwarded to the office of the Controller/Financial Specialist who issues a receipt. In the absence of the Controller/Financial Specialist, the IT Coordinator will write the receipt and promptly forward payment to the Controller/Financial Specialist.
  2. The Administrative Specialist opens all mail; date stamps it and stamps checks for deposit only. She updates a Check Log (spreadsheet) recording the date the check was received, from whom and the dollar amount. Checks are then put in the Executive Director's mailbox for his review.
  3. All checks are then forwarded to the office of the Controller/Financial Specialist for receipt and deposit to the Commission's checking account. The deposit slip is prepared by the IT Coordinator who updates the Check Log to reflect the inclusion of the check on a deposit.
  4. Deposits will be recorded into the accounting system by the Controller/Financial Specialist after assigning account numbers and verifying that the receipts match the deposit slip.
- B. Requisitioning Grant Funds and Billing Services: Invoicing for reimbursement of services or expenses will be done by the Controller/Financial Specialist (with assistance from the appropriate grant contract manager) on a monthly, quarterly or other basis specified in the particular contract. Any billings resulting from the sale of maps, reports and aerial photos are done on a more frequent basis.

## SECTION IV. CASH DISBURSEMENTS

- A. Procedures for handling Payables: Procedures for cash disbursements ensure that duties are segregated.
1. Upon receipt of invoices, following procedures for opening mail, the Administrative Specialist puts a blank approval stamp on each invoice and forwards the invoices to the Executive Director. The Executive Director reviews each invoice, indicates his approval and forwards the invoice to the Controller/Financial Specialist.
  2. The Controller/Financial Specialist records the invoice into the accounting system assigning account numbers and work element numbers, if required, and a due date. If the invoice is a direct project expense, the project manager also notes his/her approval on the invoice via initials.
  3. Invoices are paid on a weekly basis. Manual checks may be issued and entered in the system as the need arises.
  4. The Controller/Financial Specialist then submits the check, invoice and other supporting documentation to the Executive Director for signature of the check. If the Executive Director is absent, the Assistant Director performs this function. A Check Register is also initialed by the check signer.
  5. When the checks are signed, the IT Coordinator:
    - a. files a copy of the check with the attached invoice in the appropriate vendor file; and
    - b. prepares the check for mailing.
  6. The Controller/Financial Specialist records all checks on an excel spreadsheet used to track the daily account balance in the checking account.
- B. Check Security Measures: Checks are locked in the office of the Controller/Financial Specialist.
1. In no event will checks be:
    - a. prepared unless these procedures are followed;
    - b. prepared unless there is backup documentation;
    - c. used in other than chronological order;
    - d. signed blank;
    - e. made out to cash, bearer, etc.; or
    - f. prepared on verbal authorization.
  2. All void checks will have "VOID" written boldly in ink across the face of the check. The original copy of the check will be filed with the other check duplicates.
  3. See Section VIII. for Payroll and Expenses.

**SECTION V. PURCHASING**

- A. Petty Cash Fund: A petty cash fund will be maintained for miscellaneous purchases and expenses under \$25.00.
  - 1. The Administrative Specialist maintains a petty cash box with no more than \$100.00 at any one time. The petty cash box shall be stored in a locked facility when the Administrative Specialist is not present.
  - 2. Petty cash disbursement slips are issued and signed by the Administrative Specialist and receipts should be attached to the slip.
  - 3. The petty cash disbursement slips with attached receipts shall be reviewed and signed by the Executive Director on a regular basis.
- B. Requirement for Purchase Order: A written purchase order will be prepared for non-routine purchases of goods and services over \$500.00. Purchase orders will be prepared and signed by each individual and approved by the Executive Director or Assistant Director. Approved purchase orders are forwarded to the Controller/Financial Specialist.
- C. Acceptance Procedures: On delivery of goods, the Administrative Specialist or other staff person will check the merchandise against the packing slip and sign for delivery.
- D. Verification of Purchase: The packing slip is then forwarded to the Controller/Financial Specialist to match against the purchase order or vendor's invoice.
- E. Authorization Provisions: Based on the purchase value, the authorization and documentation provisions of Resolution 41-18 "Competitive Bid/Procurement Policy", adopted on January 25, 2019 must be followed and are reiterated below. In addition, a list of vendors and items purchased from them will be distributed periodically to the Steering Committee for their information and approval.

<u>Purchase amount</u>	<u>Approving authority</u>
Up to \$15,000	Executive Director
Up to \$50,000	Steering Committee, acting on behalf of full Commission
>\$50,000	Full Commission

- F. Monitoring: Outstanding purchase orders will be followed up on regarding items or invoices which have not been received.
- G. Restrictions: No personal purchases will be made for employees. No purchases will be made for other organizations except where offered as a specific program service of the Commission (e.g. base mapping and air photos).



- H. Variance from Procedure: Any variances from these procedures must be approved in writing by the Executive Director or documented in the Summary of Proceedings of the Steering Committee.

## **SECTION VI. PROPERTY MANAGEMENT**

- A. Definition of Capital Equipment: Capital Equipment shall be defined as all items costing over \$5000.00 and having a useful life of more than two years.
- B. Notice of Damage or Loss: The Executive Director will be notified immediately of all cases of loss, damage or destruction of equipment.
- C. Disposal of Capital Equipment: Capital equipment that is no longer usable by the Commission will be properly disposed of. Particular attention to safe disposal will be afforded to computers and other equipment that could contain sensitive information. The Commission has an adopted Asset Disposal Policy, per Resolution 24-13.

## **SECTION VII. TIMESHEETS**

- A. Purpose: The Commission uses Harvest, an online time tracking software to assist employees with timesheet preparation; timesheets are maintained daily by all staff members based on actual time spent by work element/job code to record actual time worked, an adequate description of work performed, and to serve as a basis for cost distribution. Timesheets must reasonably reflect the total activity for which the employee is compensated, not exceeding 100% of compensated activities, in accordance with 2 CFR 200.430.
- B. Verification by Supervisor: Timesheets should be signed by the employee and reviewed and signed by the Assistant Director, who in turn forwards them to the Controller/Financial Specialist by the fifth of the following month. The Assistant Director corroborates the times identified with the requests for vacation leave and the log of sick leave utilization.
- C. Analysis for Accuracy and Corroboration with other Records: The Controller/Financial Specialist, upon receipt of the timesheets, will check the summary timesheets (by work element) for mathematical accuracy. Detailed timesheets (by day and includes work descriptions) are saved on the S drive by each employee at the conclusion of each month.
- D. Review and Processing: The Controller/Financial Specialist enters the number of hours worked by individual by job code into the computerized Accounting system. The Controller/Financial Specialist verifies the accuracy of the data entry and then completes the posting of time and burden in the accounting system.

## **SECTION VIII. PAYROLL/PERSONNEL**

- A. Payroll Administration: Payroll files will be maintained by the Controller/Financial Specialist which contain:
1. Original W-4 Withholding forms.
  2. Original timesheets.
  3. Payroll deduction authorizations for employee portions of group health insurance, optional group life insurance, deferred compensation and computer purchase loans.
  4. Enrollment applications for group health insurance, group life insurance, Income Continuation Insurance, the Wisconsin Retirement System, and deferred compensation.
- B. Posting Timesheets: Timesheets are entered into the Time & Billing system monthly. Reports are then run by each project number to account for all time. These reports are checked for accuracy and the indirect costs are calculated by the Accounting software, posted to the general ledger and posted to the projects/work elements.
- C. Issuing Payroll Checks: Payroll checks are prepared semi-monthly by the Controller/Financial Specialist using the MAS 90 Accounting software which records all payroll information to the employee's computer record.
1. Payroll checks are issued in twenty-four (24) equal payments for both salaried and hourly employees regardless of the actual hours worked during the specific pay period, except when hourly employee adjustments are made for overtime or for failure to work the full complement of work hours during the pay period.
  2. Payroll checks are issued on the 15th and the last day of each month, except when those days fall on a Saturday or Sunday, in which case the check is issued on the previous Friday.
  3. All employees are paid via direct deposit.
  4. The Executive Director reviews the semi-monthly Payroll Check Register and notes this review on the Register by posting a virtual sticky note with initials.
- D. Filing Payroll Taxes: Electronic deposits for employee federal and state withholding and employer's FICA, will be prepared and deposited by the Controller/Financial Specialist in a timely manner.
- E. Salary Adjustments: Payroll changes will be recommended by the Executive Director to the Steering Committee following procedures outlined in the Commission's personnel policies and within the constraints of the annual budget. Changes

authorized will be communicated in writing by the Executive Director to the Controller/Financial Specialist. Said letter will specify the amount of the new salary or hourly wage and the date it goes into effect.

## **SECTION IX. TRAVEL AND OTHER EXPENSES**

A. Use of the Commission Car: When traveling on Commission business, staff members will use the Commission's car.

1. As soon as the day and destination of a trip are known, the staff member is responsible for scheduling use of the car on the Commission Car Sign-up Sheet. Information is to include name, date, time-frame in which the car is needed and destination.
2. In the event of conflict, the longest trip of the day, or the combination of trips that maximizes miles driven, will use the Commission car. Other trips will be taken with the staff member's personal vehicle.
  - a. The Office Car Trip/Maintenance Log form (located in the car three-ring binder along with the car keys) must be completed for each trip identifying the date, start and end mileage, start and end location, and job code for which the car was used.
  - b. Gas or engine oil should be purchased with the employee's Commission credit card and recorded on the Office Car Trip/Maintenance Log.
  - c. Employees using the Commission car are responsible for maintaining at minimum one-quarter tank of gas after use and routinely checking the engine oil. Any suspicion of mechanical problems should be reported immediately to the staff member designated by the Executive Director to monitor and schedule car maintenance.
3. When not in use, the Commission car will be parked in the office parking lot so as to be readily available for any staff member who needs it. The car may be parked overnight at a staff person's house to avoid inconvenience for early morning or late night trips. However, this practice cannot conflict with another scheduled trip.

B. Use of Personal Vehicle: Staff members who choose to use their personal vehicle for trips that would otherwise qualify for use of the Commission car will be reimbursed at the prevailing IRS allowable rate, with the approval of the Executive Director. Exceptions will only be made in instances where use of the Commission car would cause extraordinary inconvenience for the staff member.

- C. The Commission adopted a Travel and Business Expense Reimbursement Policy, per Resolution 29-15.
- D. Parking and Toll Expenses: Necessary parking or toll expenses are reimbursable.
- E. Overnight Travel: Trips extending over one day or requiring airline travel must be pre-approved by the Executive Director and accommodations will be reserved or tickets purchased by the respective employee.
- F. Meal Expenses: Meals incidental to travel or the conduct of business are reimbursable. Maximum reimbursement rates (except for out-of-region trips), including tip, are as follows:

<u>Meal</u>	
Breakfast	\$13.00
Lunch	\$14.00
Dinner	\$23.00

The above amounts are updated periodically and are consistent with gsa.gov.

- G. Reimbursement for Travel Expenses: To receive reimbursement for expenses, a Monthly Expense Report must be prepared identifying the appropriate job code with attached receipts. This Report is signed by the employee, the immediate supervisor and the Assistant Director, and is submitted to the Controller/Financial Specialist. Generally these reports are to be filed at the end of each month, though in exceptional cases they may be filed at any time during the month.
  - 1. The Controller/Financial Specialist will verify the expense report, prepare an expense check (made via direct deposit), distribute the costs to appropriate direct or indirect accounts, and charges projects by the Accounting software in integrated steps.
- H. Advances for Travel Expenses: Travel advances may be requested for the estimated cost of a trip by submitting a requisition to the Executive Director.
  - 1. Advances will be recorded as an account receivable by the Controller/Financial Specialist. At the end of the month, the employee will submit an Expense Report itemizing the actual costs of the trip covered by the advance with receipts for all costs. The Controller/Financial Specialist will deduct the advance before processing the report for payment.
- I. Each time an employee uses his/her Commission credit card, they must complete a Voucher/Charge Approval form detailing the charge and the appropriate work element/job code. Receipts are attached to this form and it is approved by either the Executive Director or the Assistant Director and the project manager. The monthly collection of Voucher/Charge Approval forms is cross-referenced to the

monthly VISA bill and entered in the accounting system by the Controller/Financial Specialist.

- J. Reimbursement of Travel Expenses for Job Applicants: Travel expenses of job applicants invited to an interview will be reimbursed up to a maximum of \$250 for air, train or bus fares upon presentation of appropriate receipts, or for use of a job applicant's personal vehicle at the prevailing per mile rate. These expenses will be documented with the filing of a Monthly Expense Report at the time of the interview.

## **SECTION X. COMMISSIONER EXPENSES**

- A. Per Diem: As specified in Article VI., Section 8. of the Commission's By-Laws, the Commissioners (or their alternates) will receive a per diem for any services rendered on behalf of the Commission. The per diem is set by the Commission and is reviewed from time to time. The current per diem is \$50.00.
  - 1. It shall be the policy of the Commission to pay the per diem as otherwise specified hereunder at the request of the Commissioner (or alternate). No determination of conflict with local ordinance or personnel policies will be made. That determination will be the sole responsibility of the Commissioner (or alternate).
- B. Meal Expenses: Meal expenses are only reimbursable if two or more meetings are scheduled on either side of the lunch or dinner hours.
- C. Travel Expenses: Use of a personal vehicle in traveling to a scheduled meeting is reimbursable at the prevailing IRS allowable rate. Other costs incidental to travel, (including meals and accommodations) on behalf of the Commission are reimbursable with the presentation of receipts.
- D. Long-distance Phone Calls: Any long-distance phone calls made for purposes of Commission business are reimbursable with the submittal of a log of itemized long-distance phone calls identifying the person or organization called, the date, purpose and cost of the call.
- E. Reimbursement of Commissioner Expenses: A meeting attendance sign-in sheet is distributed at each meeting of the Commission and its standing committees and any other meetings where Commissioners are designated to represent the interest of the Commission. This form includes the request for per diem and provides space to identify mileage or other expenses being claimed.
  - 1. Upon verification by the proper person, these forms are forwarded to the Controller/Financial Specialist to be entered into the accounting system.
  - 2. The Controller/Financial Specialist will prepare per diem and expense checks monthly.

5. The Controller/Financial Specialist will maintain a file of Commissioners' (and alternates) social security numbers for purposes of filing the necessary withholding of FICA taxes on per diem payments and for preparing the annual W-2 Forms for federal and state tax reporting purposes.

## **SECTION XI. PROJECT STATUS**

### **A. Work-in-Progress (WIP) Reports**

Reports are distributed monthly by the office of the Controller/Financial Specialist to all project managers. The reports reflect base wages, indirect costs and expenses charged to each project/work element; they are a monthly accumulation of monies expended on each project. An annual project/work element budget is also loaded in the Accounting software and is displayed on another WIP report distributed monthly. These reports are then checked by each project manager to track their project expenses and progress against budget.

## **SECTION XII. PROGRAM REVENUE**

- A. Commission Tax Levy for Participating Jurisdictions. Under provisions of Section 66.0309 of Wisconsin Statutes, the Commission may establish a tax levy for purposes of supporting the Commission Work Program. The levy must be established and communicated to participating governmental jurisdictions no later than August 1 for the succeeding budget year beginning January 1. The levy cannot exceed .003 percent of real property valuation, unless the Commission shall seek direct approval from the governing bodies of the participating governmental jurisdictions.

Typically, the Commission adopts a set levy as part of its budget that is within the .003 percent limitation. Each participating jurisdiction's portion (based on the equalized real property valuation from two years prior) of the tax levy is communicated prior to August 1 to the Clerk of each participating jurisdiction for inclusion in their annual budgets.

Invoices for payment of the tax levy are forwarded during the month of January with a request for payment upon receipt.

- B. Grants. A separate file will be maintained for each grant/contract received and entered into the Commission adopted Work Program. For each grant the Executive Director will designate a grant/contract manager who will be responsible for preparing the original or annual grant application, requests for advances (if allowed under provisions of the grant contract), any required financial reports and any

required narrative progress or compliance reports per terms of the contract. Requisitions for reimbursement will be coordinated by the designated grant/contract manager with the Controller/Financial Specialist who will have primary responsibility for invoicing, per the provisions of Section III.B.

- C. Local Contracts. Consistent with the provisions of Resolution No. 9-90, local contracts are only entered into with participating local units of government. If the contract amount is \$25,000 or less, the Executive Director may enter into the contract directly with the local governmental unit. If the contract amount is greater than \$25,000, the contract must be approved by the Commission or the Steering Committee – acting on the full authority of the Commission - prior to work commencing on the contract.

At the start of each contract, the Controller/Financial Specialist prepares a separate file for each local contract noting pertinent information on the cover. Billings will be invoiced by the Controller/Financial Specialist per the provisions of Section III.B.

- D. Miscellaneous Income. Income from the sale of maps, reports, data requests, and aerial photographs is processed per provision of Section III.A.1. & 2. Interest income is accounted for incidental to the procedures outlined in Section II.

### **SECTION XIII. PASS-THROUGH GRANTS/SUBCONTRACTS**

A separate file will be maintained for each pass-through grant or sub-contract agreement. Specific provisions of the agreement shall include all provisions of the grant agreement and any special requirements contained in the Commission's Affirmative Action Program.

### **SECTION XIV. AUDIT**

In accordance with the provisions of Article VI., Section 2.A.6. of the Commission's By-Laws, an audit will be prepared annually following the end of the calendar year. The Commission engages Certified Public Accountants to prepare the audit in compliance with the State Single Audit Guidelines, the Federal Single Audit Act, and consistent with generally accepted accounting principles (GAAP) as described in pronouncements of the National Council on Governmental Accounting (NCGA). The audit is submitted to the Commission at their Quarterly April Commission Meeting for acceptance. The Commission is currently under contract with Schenck to provide this service.

### **SECTION XV. BACKUP OF COMPUTERIZED ACCOUNTING RECORDS**

The computerized accounting files are backed up daily in the evening using Back Up Assist by Windows. The disk is taken home daily by the IT Coordinator and brought back the next day so that there is always a recent back-up disk off premises. There

is a rotation of 3 disks. Periodically one of the backup disks is placed in the Commission's off-premise safety deposit box at Associated Bank in Neenah.

## **SECTION XVI. COST ALLOCATION PLAN**

An annual Cost Allocation Plan is prepared and adopted by separate resolution based on the audited financial statements. This Plan establishes the Indirect Labor Rate to be used in the following year. Due to the timing of the audit, the previous year's rate is used during the first calendar quarter and then adjusted once the audit is finalized. The rate is adjusted in the accounting system prior to the posting of the timesheets for April and all subsequent months in the calendar year.

## **SECTION XVII. RECORD RETENTION**

The Commission via Resolution 15-08 adopted a Records Retention Policy & Destruction Schedule. Records relevant to the Commission's finances (revenue and expenditure reports, including supporting documentation, federal and state grants with supporting documentation, local contracts with supporting documentation, and NR135 program administration including contracts, revenues and expenditures) require a retention period of seven to ten years. The annual audits and management letters have a permanent retention period.

## **SECTION XVIII. CASH RESERVE**

A cash reserve fund is necessary to ensure that the Commission will have sufficient funds at all times in the event of an unexpected shortfall in revenue, to take advantage of unexpected opportunities, and to meet the normal fluctuations in revenue and expenses. A reserve fund equal to between 5 to 7 months of operating expenses, or approximately 15%-17% of the total annual budgeted expenses, is preferred. A reserve fund that surpasses this benchmark consistently and over the long-term could be used to make principal prepayment on any existing debt or could be used as a basis to entertain a reduction in the annual levy amount IF future revenue amounts are not expected to decline.



**PROPOSED RESOLUTION 40-18**

**ADOPTING A CAPITALIZATION POLICY FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION.**

**WHEREAS** the Commission is a public entity authorized by Wisconsin State Statutes 66.0309, and;

**WHEREAS** the Commission receives and expends funds from a variety of sources including the federal government, and;

**WHEREAS** the need for formal procedures and standards exist so as to guide day to day financial operations, and;

**WHEREAS** the Commission is required to comply with *Uniform Guidance* as a condition of receiving federal grant funds; *Uniform Guidance* was developed by the Office of Management and Budget to streamline requirements for federal awards and protect federal funds from waste, fraud, and abuse.

**NOW THEREFORE BE IT RESOLVED** that the Commission adopts the standards and procedures outlined in the attached document entitled "EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION CAPITALIZATION POLICY", dated January 1, 2019, which is hereby made part of this resolution.

**BE IT FURTHER RESOLVED** that the Commission and its staff will follow and abide by the standards and procedures of the Capitalization Policy.

Effective Date: January 25, 2019  
Submitted By: Steering Committee  
Prepared By: Eric Fowle, Executive Director

\_\_\_\_\_  
Martin Farrell, Chair – Fond du Lac Co.

\_\_\_\_\_  
Donna Kalata – Waushara Co.

\_\_\_\_\_  
Jeff Nooyen, Vice-Chair – Outagamie Co.

\_\_\_\_\_  
Alice Connors – Calumet Co.

\_\_\_\_\_  
Dick Koeppen - Waupaca Co.

\_\_\_\_\_  
Jerry Erdmann – Shawano Co.

\_\_\_\_\_  
Dave Albrecht - Winnebago Co.

\_\_\_\_\_  
Jeremy Johnson – Menominee Co.

# East Central WI Regional Planning Commission Capitalization Policy

## Purpose

The purpose of the Capitalization Policy is to provide a guideline for determining when acquired or produced tangible property is to be capitalized and depreciated, rather than expensed as a period cost, on the books and financial statements of East Central WI Regional Planning Commission.

## Policy

Effective 1/1/2019, amounts incurred or paid for tangible property acquired or produced will be expensed as a period cost if:

- 1) The amount paid for the property does not exceed \$5000 per item as substantiated by the invoice; or
- 2) The property has an economic useful life of 24 months or less.

The economic useful life is the period of time for which the tangible property is expected to be usable for its intended purpose. This life may or may not equal the property's actual physical life.

Any additional costs (for example, delivery fees, installation services, etc.) must be included in the total cost when considering the item threshold above. If multiple items are on the same invoice, the additional costs must be allocated to each property using a reasonable method, before considering the item threshold above.

Any item of tangible property exceeding the above threshold should be evaluated as to whether it is more properly characterized as a repair and/or maintenance item and therefore expensed as a period cost. Repair is an expenditure that keeps the property in ordinary efficient operating condition. The cost of the repair does not add to the value or prolong the life of the property and therefore should be charged as a period cost. Maintenance costs are recurring activities expected to be performed as a result of use to keep units of property in ordinarily efficient operating condition; they, too, should be charged as a period cost. If the cost exceeds the threshold above and it adds significant value or extends the life of the unit of property, then the cost should be capitalized and depreciated.

Invoices substantiating an acquisition cost of each unit of property shall be retained in accordance with ECWRPC's Records Retention Policy and Destruction Schedule.

ECWRPC's annual budget includes proposed capital purchases to be made during the year. Those purchases itemized within the approved budget are considered approved.

For each purchase, the Controller/Financial Specialist shall evaluate whether the acquisition will have an impact on insurance coverage, and obtain additional coverage if necessary.

## MEMORANDUM

**DATE:** December 3, 2018

**TO:** East Central Commissioners

**FROM:** Pam Scheibe-Johnson

**RE: Updating the Competitive Bid/Procurement Policy**

The Competitive Bid Policy was last updated in October, 2010. Uniform Guidance has a dedicated section outlining the standards for procurement when using federal funds (2 CFR 200.317 – 200.326 ) so it's appropriate to update our Policy by renaming it and including the requirements of Uniform Guidance. The following summarizes the key changes:

1. Incorporated the five different methods which are based on dollars to be expended.
2. Included references to the required formal documentation that is necessary from selection of contract award and continued oversight.
3. Added reference to our Conflict of Interest policy.
4. Added requirement for full and open competition as well as including affirmative steps in the use of minority businesses and WBE; noted embargo for geographical preference as required by Uniform Guidance.

Please find attached the materials for review pertaining to this agenda item for the December 10, 2018 Steering Committee meeting.

If you have any questions prior to the meeting, please feel free to contact me at 920-751-4770 or via e-mail at [pjohnson@ecwrpc.org](mailto:pjohnson@ecwrpc.org).

**PROPOSED RESOLUTION 41-18**

**ADOPTING AN UPDATED COMPETITIVE BID/PROCUREMENT POLICY TO ENSURE COMPLIANCE WITH PERTINENT FEDERAL, STATE AND OTHER REGULATIONS**

**WHEREAS** the Commission is a public entity authorized by Wisconsin State Statutes 66.0309, and;

**WHEREAS** the Commission receives and expends funds from a variety of sources including the federal government, and;

**WHEREAS** the Commission purchases items and enters into contracts and subcontracts from time to time, many of which are governed by federal, state, and local regulations, and;

**WHEREAS** the Commission is required to comply with *Uniform Guidance* as a condition of receiving federal grant funds; *Uniform Guidance* requires documented procurement procedures, and;

**WHEREAS** the Commission had previously prepared and adopted a formal Competitive Bid Policy.

**NOW THEREFORE BE IT RESOLVED** that the Commission adopts the updated standards and procedures outlined in the attached document entitled "EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION COMPETITIVE BID/PROCUREMENT POLICY" which is hereby made part of this resolution.

**BE IT FURTHER RESOLVED** that the Commission and its staff will follow and abide by the standards and procedures of the Competitive Bid/Procurement Policy.

Effective Date: January 25, 2019  
Submitted By: Steering Committee  
Prepared By: Eric Fowle, Executive Director

\_\_\_\_\_  
Martin Farrell, Chair – Fond du Lac Co.

\_\_\_\_\_  
Donna Kalata – Waushara Co.

\_\_\_\_\_  
Jeff Nooyen, Vice-Chair – Outagamie Co.

\_\_\_\_\_  
Alice Connors – Calumet Co.

\_\_\_\_\_  
Dick Koeppen - Waupaca Co.

\_\_\_\_\_  
Jerry Erdmann – Shawano Co.

\_\_\_\_\_  
Dave Albrecht - Winnebago Co.

\_\_\_\_\_  
Jeremy Johnson – Menominee Co.

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
COMPETITIVE BID/PROCUREMENT POLICY**

**I. Definitions.**

The following words, terms and phrases, when used in this policy, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- A. *Commission* means the East Central Wisconsin Regional Planning Commission, a governmental entity authorized by Wisconsin State Statute 66.0309.
- B. *Contract* means an agreement between two or more persons or entities to do something or provide a service.
- C. *Contract Cost* means total cost of a contract, whether for one or more years.
- D. *Contractual Services* includes, but is not limited to, all professional services, telephone, cleaning services, equipment, office or other space required; and the rental, repair or maintenance of equipment, or other personal property owned by the Commission.
- E. *Professional Services* means services, the value of which are substantially measured by the professional competence of the persons performing them and which are not susceptible to realistic competition by cost alone. Such services include, but shall not be limited to, those customarily rendered by architects and engineers, planners, surveyors, real estate appraisers, certified public accountants, attorneys, financial personnel, computer software applications, systems planning/development/implementation, market and public relations, management and other consultants, promotional programs and such other specific services as determined by the Executive Director or their designee.
- F. *Regulations* means those administrative rules adopted to implement the provision of this policy, applicable to officers and employees of the Commission.
- G. *Request for Proposal (RFP)* means all documents, whether attached or incorporated by reference, used for soliciting proposals for contractual services.
- H. *Request for Qualifications (RFQ)* means all documents, whether attached or incorporated by reference, used for soliciting statements of qualification for professional services.
- I. *Sealed bids conditions:* a complete and realistic specification or purchase description is available, two or more responsible bidders are willing and able to effectively compete, and the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on price.

- J. *Service* means the furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than usual reports, materials or drawings which are the end result of and incidental to the required performance.

## II. Statement of Compliance with Federal, State, and other Regulations

The Commission receives much of its funding from sources outside of county-based tax levy dollars. Where purchases or contracts are made in whole or part with Federal, State or non-Commission funds, pertinent federal, state, or other regulations shall apply, and where applicable, supersede the Commission's policy if more restrictive.

## III. Methods of Procurement

All purchases of and contracts for supplies, materials, equipment and contractual services shall be based on competitive bids/quotations wherever practicable.

- A. Purchases or contracts up to \$3,500 do not require proposals/quotes, if the price is determined appropriate by the Executive Director. At this level, no prior approval from the Steering Committee or Commission is required for purchases previously approved in the Annual Work Program/Budget. The Executive Director may delegate purchasing authority to their designee as determined appropriate, but the Executive Director shall coordinate the purchase of like items where such purchase is beneficial and practical to the Commission.
- B. Purchases or contracts between \$3,500 to \$150,000.00 require the solicitation of price or rate quotes from an adequate number of sources. The Executive Director, or designee, shall retain a written summary of proposals/quotes and must document the procurement steps and basis for the contractor selection. Unless expressly approved as a line item in the adopted Annual Work Program/Budget, the Executive Director shall seek the approval of the Steering Committee and/or the full Commission (per the Commission's Financial Procedures Manual and Bylaws) for purchases or contracts of \$15,000.00 or more. Per the Commission's Financial Procedures Manual and Bylaws, in emergency situations, the Steering Committee may act with the full power and authority of the Commission, until action is taken at the next Commission meeting, subject to the limitation of \$50,000 for any expenditure. The Executive Director shall coordinate the purchase of like items where such purchase is beneficial and practical to the Commission.
- C. Purchases or contracts of more than \$150,000.00 requires the use of **sealed bids unless conditions are not appropriate** (see D. below), and two or more responsible bidders are willing and able to prepare written quotations through a Request for Proposals (RFP) process. The firm fixed price (lump sum or unit price) is awarded to the responsible bidder who conformed to all material terms and is the lowest price. The Executive Director shall coordinate the

purchase of like items where such purchase is beneficial and practical to the Commission.

- D. Purchases or contracts of more than \$150,000.00 where the use of sealed bids is not appropriate requires the use of **competitive proposals**. This technique is normally conducted with more than one source submitting an offer in response to a publicized RFP process, and either a fixed price or cost-reimbursement type contract (with a set ceiling amount) is awarded (based on a documented technical evaluation) to the responsible firm based on price and other factors.
- E. Sole source. Purchases of goods and materials may be made without competition when the purchasing agent determines there is a valid reason to purchase from one source or that only one source is available; the federal awarding agency must expressly authorize sole source in response to a written request from the Commission. The reason for invoking this provision shall be documented in writing, retained by the Executive Director and reported to and approved by the Steering Committee.

#### **IV. Best Value Concepts**

- A. Full and open competition is required. Selection of awardee should be made taking into consideration the qualities of the articles and/or services to be supplied, the conformity with the specifications, product compatibility, maintenance costs, vendor support after the purchase and the delivery terms.
- B. Written Conflict of Interest policies are required. No employee of the Commission may participate in the selection, award, or administration of a contract funded by a federal grant if he/she has an actual or apparent conflict of interest.
- C. Unless explicitly required by the federal awarding agency, geographical preference is prohibited in the evaluation of proposals. The Commission will take all necessary affirmative steps to assure that minority owned businesses, women's business enterprises, and labor surplus area firms are used when possible.
- D. The Executive Director shall have the authority to require a performance bond or other similar instrument before entering a contract in such amount as he shall find reasonably necessary to protect the best interest of the Commission.
- E. All contracts shall be approved as to form and sufficiency by the Executive Director. All contracts must have a set ceiling price.

#### **V. Request for Proposal; Request for Qualification**

- A. Executive Director to develop models. The Executive Director shall develop model Request for Proposal (RFP) and Request for Qualification (RFQ)

documents as well as model contract documents to be used by the Commission staff. In addition, the Executive Director shall develop guidelines consistent with this section to assist Commission staff in the administration of this section.

- B. When required. When it is estimated that a contract for professional services has a probable cost of \$15,000.00 and over, it is required that a Request for Proposal (RFP) or Request for Qualifications (RFQ) be used to attempt to solicit a minimum of three responses. The Executive Director, or their designee, shall give appropriate notice, including publication in professional journals or on professional websites, when appropriate, to prospective vendors of services to be retained. The use of a Request for Proposal (RFP) or Request for Qualifications (RFQ) is discretionary for any professional services contract with a probable cost of less than \$15,000.00.
- C. Content. The Request for Proposal (RFP) or Request for Qualifications (RFQ) shall describe the services to be performed and the requirements for the service provider and shall also include the evaluation criteria which will be used to select the successful contractor. The Request for Proposal (RFP) or Request for Qualifications (RFQ) shall be reviewed and approved by the Executive Director or their designee who shall ensure that the best interest of the Commission is served.
- D. Selection of successful contractor. The selection of the successful provider shall be based on the results of the evaluation of the criteria as outlined in the Request for Proposal (RFP). If a Request for Proposal (RFP) is not used, it still is essential to document the selection process. Also, if no competition is sought for contracts having a cost of less than \$3,500.00, the reasons shall be documented in writing by the Executive Director, or their designee, upon making the award. All proposers shall be notified of the final selection.



**PROPOSED RESOLUTION NO. 42-18**

**AMENDING THE TRANSPORTATION IMPROVEMENT PROGRAM FOR THE FOX CITIES TRANSPORTATION MANAGEMENT AREA - 2019.**

**WHEREAS**, the East Central Wisconsin Regional Planning Commission, as the Metropolitan Planning Organization (MPO) for the Fox Cities Transportation Management Area, approved the *2019 Transportation Improvement Program for the Fox Cities Transportation Management Area*, at the October 26, 2018 quarterly Commission meeting; and

**WHEREAS**, the Transportation Improvement Program was prepared to meet the requirements of the Fixing America's Surface Transportation Act: (FAST), as prescribed by federal regulations; and

**WHEREAS**, all projects that use federal funds must appear in an adopted Transportation Improvement Program; and

**WHEREAS**, WisDOT has requested the MPO advance the attached transportation project in the Fox Cities Area; and

**WHEREAS**, approval is contingent on any public comments received prior to the 30 day public review period ending January 7, 2019; and

**WHEREAS**, the MPO staff will prepare the appropriate documentation to meet federal and state requirements for any transportation project appearing in the TIP, **Now Therefore;**

**BE IT RESOLVED BY THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION:**

**SECTION 1.** That the Commission approves the amendment as presented to include the proposed project in the approved 2019 Transportation Improvement Program for the Fox Cities Transportation Management Area.

Effective Date: December 10, 2018

Prepared for: Steering Committee

Prepared By: David J. Moesch, Associate Transportation Planner

\_\_\_\_\_  
Martin Farrell, Chair – Fond du Lac Co.

\_\_\_\_\_  
Donna Kalata – Waushara Co.

\_\_\_\_\_  
Jeff Nooyen, Vice-Chair – Outagamie Co.

\_\_\_\_\_  
Alice Connors – Calumet Co.

\_\_\_\_\_  
Dick Koeppen - Waupaca Co.

\_\_\_\_\_  
Jerry Erdmann – Shawano Co.

\_\_\_\_\_  
Dave Albrecht - Winnebago Co.

\_\_\_\_\_  
Jeremy Johnson – Menominee Co.

**Table 1: Fox Cities Transportation Management Area - Project Listing (2019-2022)**

\*\* Funds are listed in Year of Expenditure \$.

**(\$000)**

\*\* Funds are obligated to projects approximately 6 weeks prior to LET date.

**\*Amended 12/10/18**

Primary Jurisdiction	Project Description	Type of Cost	2019				Comments
			Fed	State	Local	Total	
WisDOT Region-wide <b>252-19-044</b>	Various STH/USH Fox Cities MPO	PE				0	
	Traffic Ops Pavement Marking	ROW				0	
	1009-34-31	CONST	1081	270	0	1351	
	STP (P)	TOTAL	1081	270	0	1351	

**\*Amended 12/10/18**

## MEMORANDUM

**DATE:** December 3, 2018

**TO:** Steering Committee Members

**FROM:** Eric Fowle, AICP - Executive Director

**RE: 2019 Staffing Plan & Recommendations**

Attached are a number of pages from the draft 2018 Work Program & Budget document which outline my recommendations for staffing levels and broad salary changes which would be effective January 1, 2019.

The draft 2019 budget (Attachment #3 in your packet) incorporates the impacts of these recommendations and I believe they can be accommodated financially for the longer term. As shown, staffing levels would be reduced from 23 positions to 22 for 2019.

With respect to staff advancement and salary modifications, one (1) promotion is recommended for 2019 and is included in the figures provided below. As for 2019 compensation, excluding the Executive Director position, I am recommending an overall increase in salaries of \$29,171, or 2.39% of 2018's end-of-year salary total.

The attached page provides an overview of the historic salary modifications for the agency and may help to put the proposed recommendation into context. The two components of the salary modifications for 2019 are:

1. A 1.0% cost-of-living increase (\$10,354) which is somewhat low as compared with the Consumer Price index, would be applied across the board to all staff positions;
2. A 1.54% merit pot component (\$18,816) that would be distributed amongst staff based on performance. Individual salary changes in this category generally range from 0.5% to 2.5%. This amount includes the one aforementioned promotion.

If you have any questions prior to the December 10<sup>th</sup> meeting, please feel free to contact me at 920-751-4770 or via e-mail at [efowle@ecwrpc.org](mailto:efowle@ecwrpc.org).

## PART II: 2019 BUDGET SUMMARY

This section outlines a summary of the work activity, budget and staffing requirements for 2019 which are reflected in Part III of this document. A description of the proposed staffing plan, salary adjustments, health insurance assumptions, setting the 2019 tax levy, and revenue/expenses are illustrated and discussed. Lastly, a summary of work plan elements and staffing are contained in this section.

### PROPOSED 2019 STAFFING PLAN - DRAFT FOR REVIEW ONLY, 12/3/18

The staffing plan for CY 2019 is proposed to include the following **22 full and part-time** professional positions as follows (Figure 1). This represents a reduction of one budgeted position from 2018 due to the retirement of the SSA Planner and not having sufficient revenue to replace the position with an entry level economic development planner as desired by the Commission. This position will be held open on the organizational chart until such time that future budgets support the position.

As of 12/1/18, two entry level positions are vacant - a GIS Assistant and a Community Development Planner - and are intended to be filled in January and February, 2019 respectively and are factored into the budget. In addition to regular employees, **two (2) paid internship positions** at 600 hours each are also contemplated in the budget for use primarily in transportation planning activities.

#### Planning Services (15):

Executive Director (1)  
Assistant Director (1)  
**Principal Planner (5) [+1]**  
**Associate Planner (3) [-1]**  
Planning Specialist II (1)  
**Planner (4) [-1]**

#### Technical Services (5):

IT Coordinator (1)  
GIS Coordinator (1)  
GIS Specialist II (1)  
GIS Specialist I (2)

#### Administrative Services (2):

Controller\* (1)  
Administrative Coordinator (1)  
Administrative Assistant (0)

*\*Indicates part-time, permanent positions*

Salary adjustments made within the context of the Commission's personnel policies, whether for cost of living adjustments to the salary schedule or for considerations of meritorious performance, exclude the Executive Director. Any salary adjustment for the Executive Director must be made by the Steering Committee and the Commission directly. There is no discretion on the part of the Executive Director to apply a salary schedule cost of living adjustment to his own salary or to assign any part of any merit pot to his own salary.

Typically the Commission references the national consumer price index rate when deliberating adjustments to the salary schedule, but this has not always been followed. Within East Central's revised personnel policies, meritorious service can be rewarded by an increase within a position pay range and within the amount of money made available for such increases in the annual budget. Additionally, staff promotions are considered as necessary and are approved outside of the first two salary adjustment components.

**(NOTE—THE FOLLOWING FIGURES EXCLUDE ANY CHANGES TO THE EXECUTIVE DIRECTOR'S SALARY).** For 2019, a total increase of 2.39% (\$29,171) of current (12/31/18) salaries is proposed based on the 2019 staffing plan above. Specifically, the following components were considered:

- **An across the board 1.0% cost-of-living increase (total impact = \$10,354, or only 0.85% due to staff transitions).** This 1.0% increase is also applied to the 2018 Salary Schedule to bring it up to 2019 levels for all positions within the agency.
- **A 1.54% merit pot (total impact = \$18,816) which will be distributed to staff based on 2018's performance and meritorious service.** Individual increases typically range between 0.5%, and 2.5% based on the Performance Evaluation process. A single promotion was also factored into this amount.

**These changes in current salaries, along with salary savings from three staff transitions during 2018 will result in a net decrease of over \$33,000 (-2.6%) for total salaries in 2019.**

**TABLE 2  
ECWRPC - PAST SALARY ADJUSTMENTS**

<u>YEAR</u>	<u>CONSUMER<sup>2</sup> PRICE INDEX</u>	<u>% INCREASE FROM PREVIOUS YEAR</u>	<u>SALARY ADJUSTMENTS</u>		
			<u>COST OF LIVING</u>	<u>MERIT FUND</u>	<u>TOTAL ADJ.</u>
PROPOSED 2019	n/a	n/a	1.00%	1.54%	2.54%
2018	235.7 (Oct.)	2.48%	1.00%	1.49%	2.49%
2017	230 (Oct.)	1.72%	1.00%	1.14%	2.14%
2016	226.1	0.80%	1.10%	0.76%	1.77%
2015	224.2	-0.50%	1.50%	1.13%	2.63%
2014	225.3	1.49%	1.50%	0.95%	2.45%
2013	222.0	1.68%	1.50%	0.93%	2.43%
2012*	218.3	2.26%	1.50%	1.39%	2.89%
2011	213.5	2.95%	1.50%	1.11%	2.61%
2010	207.4	2.38%	0.00%	0.00%	0.00%
2009	202.5	-1.09%	2.50%	0.50%	3.00%
2008	204.8	4.14%	2.20%	2.25%	4.45%
2007	196.6	2.20%	0.00%	0.00%	0.00%
2006	192.4	3.22%	1.94%	1.84%	3.78%
2005	186.4	2.76%	2.40%	1.30%	3.70%
2004	181.4	2.02%	2.00%	1.45%	3.45%
2003	177.8	2.30%	1.25%	1.46%	2.71%
2002	173.8	0.58%	3.50%	1.20%	4.70%
2001	172.8	3.47%	3.20%	2.50% <sup>4</sup>	5.70%
2000	167.0	3.41%	1.80%	2.50%	4.30%
1999	161.5	1.76%	1.80%	2.50%	4.30%
1998	158.7	1.67%	2.70%	2.50%	5.20%
1997	156.1	2.83%	2.90%	2.50%	5.40%
1996	151.8	2.92%	3.10%	2.50%	5.60%
1995	147.5	3.36%	2.40%	2.50%	4.90%
1994	142.7	2.51%	2.50%	1.00%	3.50%
1993	139.2	3.11%	3.00%	2.00%	5.00%
1992	135.0	2.66%	4.00%	2.00%	6.00%
1991	131.5	4.70%	4.00%	2.00%	6.00%
1990	125.6	4.41%	4.00%	2.00%	6.00%
1989	120.3	4.97%	3.90%	2.50% <sup>3</sup>	6.40%
1988	114.6	3.62%	3.00%	2.00%	5.00%
1987	110.6	2.79%	0.00%	0.00%	0.00%
1986	107.6	1.51%	4.00%	0.00%	4.00%
1985	106.0	3.31%	5.00%	0.00% <sup>1</sup>	5.00%
1984	102.6	3.57%	5.00%	0.00%	5.00%
1983	99.1	4.24%	6.00%	0.00%	6.00%
1982	95.0	7.14%	7.00%	0.00%	7.00%
1981	88.7	9.87%	7.50%	2.00%	9.50%
1980	80.7	14.19%	7.50%	2.50%	10.00%
1979	70.7	11.40%	6.60%	2.50%	9.10%
1978	63.5	n/a	6.00%	2.50%	8.50%

<sup>1</sup> Adjustments made to selected salaries based on a salary study.

<sup>2</sup> The CPI reference is the Jan-May (1st half) avg. CPI of Midwest Urban Areas (All factors)

<sup>3</sup> Provided as bonuses rather than merit adjustments to the base salary.

<sup>4</sup> Salary restructuring implemented: 1st half on 1-1-01; 2nd half on 7-1-01.

\* Salary study completed - 93% of market value

**SECTION 4. Table 2. 2019 ECWRPC SALARY SCHEDULE**

This table is subject to change on an annual basis by the Steering Committee as part of the annual budgeting process – this version was approved by the Steering Committee on December 10, 2018.

Pay Grades	Pay Rates	2019 SALARY STRUCTURE*			Current Positions and Exempt/Non-Exempt Status
		Grade Minimum	Grade Midpoint	Grade Maximum	
A	Annual	\$ 28,879.06	\$ 33,012.11	\$ 37,956.08	Intern (non-exempt)
	Semi-Monthly	\$ 1,203.29	\$ 1,375.50	\$ 1,581.50	
	Hourly	\$ 14.81	\$ 16.93	\$ 19.46	
B	Annual	\$ 30,239.30	\$ 34,555.47	\$ 39,734.87	
	Semi-Monthly	\$ 1,259.97	\$ 1,439.81	\$ 1,655.62	
	Hourly	\$ 15.51	\$ 17.72	\$ 20.38	
C	Annual	\$ 31,704.19	\$ 36,229.62	\$ 41,670.60	Admin. Assistant (non-exempt)
	Semi-Monthly	\$ 1,321.01	\$ 1,509.57	\$ 1,736.27	
	Hourly	\$ 16.26	\$ 18.58	\$ 21.37	
D	Annual	\$ 33,352.17	\$ 38,113.04	\$ 43,841.75	
	Semi-Monthly	\$ 1,389.67	\$ 1,588.04	\$ 1,826.74	
	Hourly	\$ 17.10	\$ 19.55	\$ 22.48	
E	Annual	\$ 35,130.96	\$ 40,153.40	\$ 46,169.87	Admin Specialist/Coord. (non-exempt) Planning/GIS Assistant (non-exempt)
	Semi-Monthly	\$ 1,463.79	\$ 1,673.06	\$ 1,923.74	
	Hourly	\$ 18.02	\$ 20.59	\$ 23.68	
F	Annual	\$ 37,903.76	\$ 42,403.04	\$ 48,759.56	Financial Specialist (non-exempt) Planning/GIS Specialist I (exempt)
	Semi-Monthly	\$ 1,579.32	\$ 1,766.79	\$ 2,031.65	
	Hourly	\$ 19.44	\$ 21.75	\$ 25.00	
G	Annual	\$ 39,264.00	\$ 44,888.11	\$ 51,610.86	Planner (exempt)
	Semi-Monthly	\$ 1,636.00	\$ 1,870.34	\$ 2,150.45	
	Hourly	\$ 20.14	\$ 23.02	\$ 26.47	
H	Annual	\$ 41,670.60	\$ 47,608.60	\$ 54,749.88	IT Specialist (exempt) Planning / GIS Specialist II (exempt)
	Semi-Monthly	\$ 1,736.27	\$ 1,983.69	\$ 2,281.25	
	Hourly	\$ 21.37	\$ 24.41	\$ 28.08	
I	Annual	\$ 44,286.45	\$ 50,616.83	\$ 58,202.82	Controller (exempt)
	Semi-Monthly	\$ 1,845.27	\$ 2,109.03	\$ 2,425.12	
	Hourly	\$ 22.71	\$ 25.96	\$ 29.85	
J	Annual	\$ 45,084.84	\$ 53,540.32	\$ 61,995.80	Associate Planner (exempt) IT Coordinator I (exempt)
	Semi-Monthly	\$ 1,878.53	\$ 2,230.85	\$ 2,583.16	
	Hourly	\$ 23.12	\$ 27.46	\$ 31.79	
K	Annual	\$ 50,355.24	\$ 57,548.84	\$ 66,181.17	
	Semi-Monthly	\$ 2,098.14	\$ 2,397.87	\$ 2,757.55	
	Hourly	\$ 25.82	\$ 29.51	\$ 33.94	
L	Annual	\$ 53,834.33	\$ 61,524.95	\$ 70,758.93	IT Coordinator II (exempt) GIS Coordinator (exempt)
	Semi-Monthly	\$ 2,243.10	\$ 2,563.54	\$ 2,948.29	
	Hourly	\$ 27.61	\$ 31.55	\$ 36.29	
M	Annual	\$ 57,679.64	\$ 65,919.59	\$ 75,807.53	Principal Planner (exempt)
	Semi-Monthly	\$ 2,403.32	\$ 2,746.65	\$ 3,158.65	
	Hourly	\$ 29.58	\$ 33.80	\$ 38.88	
N	Annual	\$ 61,917.33	\$ 70,758.93	\$ 81,379.30	
	Semi-Monthly	\$ 2,579.89	\$ 2,948.29	\$ 3,390.80	
	Hourly	\$ 31.75	\$ 36.29	\$ 41.73	
O	Annual	\$ 66,547.40	\$ 76,069.11	\$ 87,474.24	Assistant Director (exempt)
	Semi-Monthly	\$ 2,772.81	\$ 3,169.55	\$ 3,644.76	
	Hourly	\$ 34.13	\$ 39.01	\$ 44.86	

\*Notes/Changes:

1.0% COLA applied for 2019

1.0% COLA applied for 2018

1.1% COLA applied for 2017

No COLA applied for 2016 - only merit increases/adjustment given.

1.5% COLA applied for 2015

1.5% COLA applied for 2014

1.5% COLA applied for 2013

1.5% COLA applied for 2012

1.5% COLA applied for 2011

Controller position added as Grade I - Jan. 30, 2009

2.5% COLA applied for 2009.

2.2% COLA adjustment for 2007.

Financial Specialist position changes to Grade F from Grade E - Dec. 13, 2006

Admin. Asst. position changed to Grade C from Grade B - Sept. 28, 2006

Planning/GIS Specialist I & II categories created on July 28, 2006

Admin. Specialist position changed to Grade E, from Grade D - July 28, 2006

Change to grade minimum for Pay Grade J - July 17, 2006.