

**AGENDA  
CITY OF HARTFORD  
FINANCE & PERSONNEL COMMITTEE  
CITY HALL COUNCIL CHAMBERS  
TUESDAY, APRIL 10, 2018  
6:30 P.M.**

1. Call to order.
2. Roll call.
3. Public comment period.
4. Discussion and consideration of approving a bartender license for Jennifer Prill.
5. Discussion and consideration of approving a Class B liquor and beer license for Hartford Hotel Group, LLC for the period from May 1, 2018 – June 30, 2018. *110 E Sumner St*
6. Discussion and consideration of approving an ordinance amending section 42.04(1) of the Hartford Municipal Code entitled warrant service fees. (Executive Summary attached)
7. Authorizing the purchase of three 2018 Ford Police Interceptor SUV's from Ewald Automotive Group, per bid specifications, for a combined price not to exceed \$95,812.50 and to utilize remaining project funds to place these vehicles into service. Also authoring appropriate City officials to dispose of the three 2016 Ford Police Interceptors by utilizing the services of Auctions Associates, Ripon. (Executive Summary attached)
8. Discussion and consideration of authoring appropriate City officials to establish a current Communications Officer eligibility list to fill the vacated part-time Communications Officer position and authorizing the addition of a 4<sup>th</sup> part-time "floater" Communications Officer position. (Executive Summary attached)
9. Adjournment.

NOTE: "PERSONS WITH DISABILITIES REQUIRING SPECIAL ACCOMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE CITY CLERK AT LEAST ONE (1) BUSINESS DAY PRIOR TO THE MEETING."

"MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE ABOVE MEETING, PURSUANT TO STATE EX REL. BADKE V. GREENDALE VILLAGE BOARD, 173 WIS 2D 553, 494 N.W. 2D 408 (1993). SUCH ATTENDANCE MAY BE CONSIDERED A MEETING OF THE COMMON COUNCIL. THIS NOTICE IS GIVEN SO THAT MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE MEETING WITHOUT VIOLATING THE OPEN MEETING LAW."

## EXECUTIVE SUMMARY

**TITLE:** Proposed Amendment to Chapter 42.04 FEES: Copies (Police Department/digital media)

### BACKGROUND:

The nature of professional policing has changed dramatically in the area of technology. The Hartford Police Department has made intentional efforts to stay current in this area to provide the best services possible for our community. This is a challenge faced by every progressive law enforcement agency. As is frequently the case, increased capabilities can place additional demands on other areas of operations. That reality is the impetus for this request.

In April of 2008, the city adopted the current citywide Digital Media Copying fee of \$5.00/disc specified in Chapter 42.04 of the municipal code. In the police department, these types of requests were generally for audio recordings and digital photographs at that time. This was deemed to be consistent with the fees generally being charged for these copies in other jurisdictions.

2008 was also the year the Hartford Police Department incorporated the use of Mobile Video Recorders in all of our patrol fleet. We also purchased hand-held digital video recording flashlights for documenting field contacts at that time. These initiatives were taken to: 1) ensure the professional accountability of our staff; 2) for evidentiary purposes, and; 3) to protect the city, the department, and our officers from potential unfounded claims and liability.

In 2013, the department completed a facility renovation project that included a substantial upgrade to the infrastructure of our video security system to meet current industry standards in the new design.

In 2014, we utilized grant funding to add the use of individual body cameras in the Patrol Division.

It goes without saying that each of these advancements has resulted in substantially more operational video being recorded than in the past. In fact, video recording of operations on the current scale were nearly non-existent at our agency the last time this fee was considered. Obviously, police operations in 2008 and in 2018 are separated by more than just years.

Along with the increase in captured video has come a corresponding increase in the number of request we receive for those video recordings. Additionally, these video files are substantially larger files than the audio and digital photograph files we primarily handled in 2008. These realities have, and will continue to require more and more time to generate requested copies. We can't see how these changes would not be impacting any departments utilizing digital video recording systems in their operations.

**FISCAL IMPACT:**

A survey was conducted of other area police departments to see what fees they are currently charging to generate copies of digital media. In an attempt to get a broad overview regarding this issue, fees were obtained for comparison purposes from eleven municipalities with full-time police agencies from Washington, Ozaukee, and Waukesha counties. The average fee being charged was \$14.82/disc. The survey also revealed that the fees currently being charged for these copies ranged from **\$5/disc to \$30/disc**.

It should also be noted that when this survey was conducted many agencies at the lower end of the fee scale commented that they need to revisit this issue in their jurisdiction for the same reason we are at this time.


Due to the operational changes that have uniquely affected our department in this area, and the fees currently being charged by our peers to complete similar tasks, we are proposing that Section 42.04 FEES be amended to include:

Copies (Police Department/digital media) **\$15.00 per copy**

Exact annual revenues would vary from year to year based on the number of requests we receive, but there would be an increase of \$10/copy. The net impact could only be positive.

**RECOMMENDATION:**

Staff recommends that the Common Council approve the proposed amendment to the FEES Section 42.04 of the Hartford Municipal Code.

PREPARED BY:  DATE: 03-13-18  
David A. Groves, Chief of Police

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Ian Prust, City Attorney

APPROVED BY:  DATE: 03-13-18  
Steven Volkert, City Administrator

Committee Routing: Finance and Personnel Committee April 10, 2018  
Common Council April 10, 2018  
April 24, 2018

<u>Agency</u>	<u>Cost Per Disk</u>		
Port Washington	\$3.00		
Grafton	\$25.00		
Mequon	\$15.00		
Cedarburg	\$10.00		
Jackson	\$5.00		
Slinger	\$25.00		
Germantown	\$15.00	\$2.00	\$5.00 Public Defender
Kewaskum	\$5.00		
West Bend	\$5.00		
Waukesha	\$30.00	Audio	\$15.00 Video
Menomonee Falls	\$25.00		
Total	\$163.00		
Average	\$14.82		

ORDINANCE NO. 1384

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**AN ORDINANCE AMENDING SECTION 42.04(1) OF THE CODE  
ENTITLED WARRANT SERVICE FEES**

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WHEREAS, the City of Hartford created Section 42.04 of the Municipal Code, entitled "Fees," and

WHEREAS, the City of Hartford Police Department has determined the actual, necessary and direct cost of reproducing digital media to be \$15 per copy.

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

SECTION 1. Section 42.04 of the Municipal Code is amended to read as follows:

POLICE

Copies (Police Department/digital media) \$15.00 per copy

SECTION 2. This Ordinance shall be effective upon passage and publication as provided by law.

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Timothy C. Michalak  
Mayor

Introduced: \_\_\_\_\_

Adopted: \_\_\_\_\_

ATTEST:

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Lori Hetzel  
City Clerk

## EXECUTIVE SUMMARY

**TITLE:** **PURCHASE OF POLICE DEPARTMENT VEHICLES FOR FISCAL YEAR 2018.** (CIP #'s; 201-95-003, 201-95-004, and 201-00-009)

### **BACKGROUND:**

During the course of the 2018 - 2022 Capital Improvement Program deliberations, the Common Council approved the purchase of three (3) police patrol vehicles for 2018. The patrol vehicles are to serve as replacements for (3) 2016 Police Interceptors sedans. These replacements are consistent with the two-year rotational policy set by the Council in 1995.

These replacement will be the next phase of our conversion of our patrol fleet to the SUV version of Ford's Police Interceptor.

The mileage on all of these patrol vehicles is anticipated to be below our 75,000 benchmark, but this should only continue to benefit us in our recovery from these vehicles' disposal at auction.

Based on quotes from the Ewald Automotive Group, we estimate a base purchase price on 2018 Ford Police Interceptor SUV at **\$31,937.50** per squad, **\$95,812.50** for three.

Additional expenses were also included in these projects to cover standard license, registration, and routine accessories. The 2018 projects also include purchasing Dual Band Mobile Radios for our fleet vehicles to address the remaining deficiencies with the countywide radio system in our area. This will allow us to utilize the 700Mhz overlay, and more importantly, it will enhance the safety of our staff. Those radios cost \$5,100 per squad, \$15,300.00 total. Our original plan was that these radios would be purchased with new squads as the older squads are rotated out of service until they have all been replaced. However, in 2017, we were able to pool year end resources and purchase additional Dual Band Mobile Radios for the remainder of the fleet. The radios being purchased for these squads will complete our fleet transition plan ahead of schedule.

As far as disposal of the old units is concerned, the department continues to have very good success in utilizing the services of Auctions Associates, Inc., of Ripon, Wisconsin.

### **FISCAL IMPACT:**

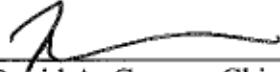
\$136,365.00 has been budgeted and approved for these purchases in the 2018 CIP. Of that amount \$95,812.50 will be applied toward the purchase cost of these three vehicles. The remainder of the dollars budgeted will be applied towards the other costs associated with placing the vehicles into service, i.e., squad equipment, transfer, upgrades, and/or installation of equipment, graphics, the purchase of dual band mobile radios, and other miscellaneous costs.

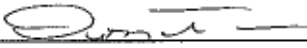
**RECOMMENDATION:**


Staff is filing this Executive Summary for these previously approved projects via the Unanimous Consent Agenda requesting authorization to place the order for these vehicles immediately upon final approval of the Common Council.

Staff recommends authorization for the appropriate city officials to purchase (3) 2018 Ford Police Interceptor SUV's from Ewald Automotive Group, per bid specifications, for a combined price not to exceed \$95,812.50. Additionally, that staff be authorized to utilize remaining project funds as detailed above to place these vehicles into service.

Staff further recommends the authorization for the appropriate city officials to dispose of the three (3) 2016 Ford Police Interceptors being taken out of service by utilizing the services of Auctions Associates, Ripon, Wisconsin.

**PREPARED BY:**  **DATE:** 03-28-18  
David A. Groves, Chief of Police

**REVIEWED BY:**  **DATE:** 3-28-18  
Dawn Timm, Finance Director

**APPROVED BY:**  **DATE:** 4-3-18  
Steven Volkert, City Administrator

Committee Routing: Finance and Personnel Committee - April 10, 2018  
Common Council – Unanimous Consent - April 10, 2018

**Prepared For:**  
City of Hartford Police Department  
110 N. Johnson St.  
Hartford, WI 53027  
Phone: (262) 673-2600  
Email: ndorn@ci.hartford.wi.us

**Prepared By:**  
Chrissy Gensch  
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## 2018 Fleet/Non-Retail Ford Police Interceptor Utility AWD K8A

### QUOTE WORKSHEET

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#### QUOTE WORKSHEET - 2018 Fleet/Non-Retail K8A AWD

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MSRP	\$32,805.00
Destination Charge	\$945.00
Optional Equipment	\$4,515.50
Dealer Advertising	\$0.00
PRE-TAX ADJUSTMENTS:	
STATE OF WISCONSIN MUNICIPAL DISCOUNT	(\$6,328.00)
Total Pre-Tax Adjustments	(\$6,328.00)
Taxable Price	\$31,937.50
TOTAL	\$31,937.50

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Customer Signature / Date

Dealer Signature / Date

2018 Ford Utility Interceptor to the specifications as detailed. Registration fees are not included. Delivery can be anticipated approximately 14-16 weeks from order. Payment terms are net 10 days.

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 524.0, Data updated 1/3/2018  
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Customer File:



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## 2018 Fleet/Non-Retail Ford Police Interceptor Utility AWD K8A

### **SELECTED MODEL & OPTIONS**

#### **SELECTED MODEL - 2018 Fleet/Non-Retail K8A AWD**

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
K8A	2018 Ford Police Interceptor Utility AWD	\$32,805.00

#### **SELECTED VEHICLE COLORS - 2018 Fleet/Non-Retail K8A AWD**

<u>Code</u>	<u>Description</u>
-	Interior: Charcoal Black
-	Exterior 1: Shadow Black
-	Exterior 2: No color has been selected.

#### **SELECTED OPTIONS - 2018 Fleet/Non-Retail K8A AWD**

##### **CATEGORY**

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
<b>ENGINE</b>		
99R	ENGINE: 3.7L V6 TI-VCT FFV (STD)	INC
<b>TRANSMISSION</b>		
44C	TRANSMISSION: 6-SPEED AUTOMATIC (STD)	\$0.00
<b>OPTION PACKAGE</b>		
500A	ORDER CODE 500A	\$0.00
<b>AXLE RATIO</b>		
—	3.65 AXLE RATIO (STD)	\$0.00
<b>PRIMARY PAINT</b>		
G1	SHADOW BLACK	\$0.00
<b>PAINT SCHEME</b>		
—	STANDARD PAINT	\$0.00
<b>SEAT TYPE</b>		

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## 2018 Fleet/Non-Retail Ford Police Interceptor Utility AWD K8A

### SELECTED MODEL & OPTIONS

#### SELECTED OPTIONS - 2018 Fleet/Non-Retail K8A AWD

##### CATEGORY

Code	Description	MSRP
<b>SEAT TYPE</b>		
9W	CHARCOAL BLACK, UNIQUE HD CLOTH FRONT BUCKET SEATS W/VINYL REAR -inc: driver 6-way power track (fore/aft.up/down, tilt w/manual recline, 2-way manual lumbar, passenger 2-way manual track (fore/aft, w/manual recline) and built-in steel intrusion plates in both front seatbacks	\$0.00
<b>ADDITIONAL EQUIPMENT</b>		
67U	ULTIMATE WIRING PACKAGE -inc: contours through 2nd row; channel for wiring, wiring harness instrument panel to rear cargo area (overlay), (2) light cables - supports up to (6) LED lights (engine compartment/grille), (1) 10-amp siren/speaker circuit engine cargo area and rear hatch/cargo area wiring - supports up to (6) rear LED lights, Does not include LED lights, side connectors or controller, Rear Console Plate, Grille LED Lights, Siren & Speaker Pre-Wiring Recommend Police Wire Harness Connector Kits 47C and 21P.	\$550.00
47A	POLICE ENGINE IDLE FEATURE -inc: This feature allows you to leave the engine running and prevents your vehicle from unauthorized use when outside of your vehicle, Allows the key to be removed from ignition while vehicle remains idling	\$260.00
51R	DRIVER ONLY LED SPOT LAMP (UNITY)	\$395.00
59E	KEYED ALIKE - 1435X	\$50.00
90E	BALLISTIC DOOR-PANELS (LEVEL III) -inc: Driver and passenger front-doors Tested and meets the requirements of NIJ Standard 0108.01 Level III: 7.62 x 51 mm 9.7g M80 (.308 Winchester 150gr). Per LAPD requirements, they're also designed to withstand special threat rounds: 7.62 x 39 mm MSC 7.9g (Type 56), 5.56 x 45 mm M193 3.36g and 5.56 x 45mm M855 4g.	\$3,170.00
18D	GLOBAL LOCK / UNLOCK FEATURE -inc: Door-panel switches will lock/unlock all doors and rear liftgate, Eliminates overhead console liftgate unlock switch and 45-second timer, Also eliminates the blue liftgate release button if ordered w/Remote Keyless	\$0.00

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## 2018 Fleet/Non-Retail Ford Police Interceptor Utility AWD K8A

### ***SELECTED MODEL & OPTIONS***

#### **SELECTED OPTIONS - 2018 Fleet/Non-Retail K8A AWD**

#### **CATEGORY**

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
<b>ADDITIONAL EQUIPMENT</b>		
43D	DARK CAR FEATURE -inc: Courtesy lamps disabled when any door is opened	\$20.00
60A	GRILLE LED LIGHTS, SIREN & SPEAKER PRE-WIRING	INC
85R	REAR CONSOLE PLATE Contours through 2nd row; channel for wiring.	INC
<b>DEALER INSTALLED / PROCESSING OPTIONS</b>		
<u>DI-1</u>	TRANSFER MUNICIPAL PLATES	\$70.50
<b>OPTIONS TOTAL</b>		<b>\$4,515.50</b>

An underlined code indicates that the options have been applied by the dealer. All sales prices established solely by dealer.

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**2018 Fleet/Non-Retail Ford Police Interceptor Utility AWD K8A**

***WARRANTY INFORMATION***

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**WARRANTY INFORMATION - 2018 Fleet/Non-Retail K8A AWD**

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**WARRANTY**

**Basic:**

3 Years/36,000 Miles

**Drivetrain:**

5 Years/100,000 Miles

**Corrosion:**

5 Years/Unlimited Miles

**Roadside Assistance:**

5 Years/60,000 Miles

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Customer File:

**EXECUTIVE SUMMARY**

**TITLE: REQUEST TO ESTABLISH AN ELIGIBILITY LIST FOR ANTICIPATED COMMUNICATIONS OFFICER VACANCY, AND AUTHORIZATION TO ADD A 4<sup>TH</sup> PART-TIME "FLOATER" COMMUNICATIONS OFFICER'S POSITION**

**BACKGROUND:**

The Hartford Police Department received the resignation OF Communications Officer Nicole Robinson on March 29, 2018 from one of our Part-Time 50% Communications Officers positions. C.O. Robinson was accepted for a fulltime position with benefits the Wisconsin Department of Probation and Parole. C.O. Robinson's last day in this position will be April 12, 2018. This will drop the staffing levels of the Emergency Communications Center below authorized levels.

The department is requesting approval to generate an eligibility list to fill the vacancy as soon as possible; and to maintain that eligibility list for any potential future vacancies.

Additionally, C.O. Robinson has expressed interest in staying on as a Part-Time "Floater" Communications Officer. Given her experience and the substantial investment the department has made to train her to our department's accredited standards, we are requesting that we be allowed to add a fourth authorized Part-Time "Floating" Communications Officer position. The addition of an additional qualified and competent Communications Officer will solidify staffing for unanticipated shortages and/or major incidents.

**FISCAL IMPACT:**

There would be no additional salary or benefit funding required to staff the Part-Time 50% Communications Officer's position as it is already included in the 2018 personnel budget. The filling of the Part-Time "Floating" Communications Officer's position would actually result in a net savings as the hourly rate is actually lower than that of a full-time or regular part-time Communications Officers, and the position includes no benefit expenses.

**RECOMMENDATION:**

To authorize appropriate City Officials to establish a current Communications Officer Eligibility List to fill the vacated 50% Part-Time Communications Officer's position. Additionally, staff recommends the addition of a 4<sup>th</sup> part-time Floater Communications Officer to our approved staffing levels, to be filled with advantage by C.O. Robinson, contingent upon Police and Fire Commission approval as set forth by State Statute 62.13(4)(a).

**PREPARED BY:**  **DATE:** 03-29-18  
David A. Groves, Chief of Police

**APPROVED BY:**  **DATE:** 03-29-18  
Steve Volkert, City Administrator

Committee Routing: Finance and Personnel Committee April 10, 2018  
Police and Fire Commission April 11, 2018