



KENOSHA JOINT SERVICES

PUBLIC SAFETY SUPPORT SERVICES

Sheriff • Police • Fire • EMS

1000 55th Street • Kenosha, WI 53140
Website: www.kenoshajs.org • Phone: (262) 605-5050

A G E N D A

KENOSHA JOINT SERVICES BOARD MEETING

Kenosha County Safety Building, 1000 55th Street • Kenosha, WI
Kenosha Joint Services Training Room 1216

October 24, 2023 • 4:30 P.M.

- I. Call to Order
- II. Roll Call
- III. Citizen Comments
 - a. Documents: [Guidelines for Citizen Comments at Kenosha Joint Services Board Meetings](#)
- IV. Approval of Minutes from Open Session – August 22, 2023
- V. Joint Services Report
 - a. Director's Report
 - b. Administration
 - c. Communications
 - d. Records
 - e. Fleet Maintenance
 - f. Evidence/Identification
 - g. Information Technology
 - h. Overtime Report
 - i. Financial Statements
- VI. Items for Board Review and Action
 - a. Budget Amendment Transfer
 - b. ERP (Enterprise Resource Planning) Replacement Project
 - c. Policy Manual Update
 - i. Dress and Personal Appearance
- VII. Board Member Comments
- VIII. Adjournment

KENOSHA JOINT SERVICES BOARD

August 22, 2023

The Kenosha Joint Services Board meeting was **Called to Order** at 4:32 p.m. by Chairperson Monica Yuhas in the Joint Services Training Room located in the Kenosha County Public Safety Building.

The **Members in Attendance** were Chairperson Monica Yuhas, Vice Chairperson John Morrissey, County Executive Samantha Kerkman, County Board Supervisor Brian Bashaw, Alderperson Curt Wilson, Member at Large Colin Hennessey and Youth in Governance Rylee Chamberlin and JJ Castro.

The **Members not in Attendance**, Chief Patrick Patton was excused.

Under, **Citizen Comments**, there were none.

Under, **Approval of Minutes of Open Sessions July 25, 2023 and August 1, 2023**, Mr. Wilson made a motion to approve. Ms. Kerkman seconded the motion. Motion approved unanimously.

Under, **Director's Report**, Director Nielsen presented the Director's Report. In addition, Director Nielsen updated the Board on department staffing, the 911 grant application and assisting Kenosha County GIS on a grant they applied for related to NG-911, and Assistant Director Stephanie Lorenzo presented information on a grant submitted by the KPD to provide funds for interfaces to the Law Enforcement Records Management system.

The Board accepted the information as presented.

Under, **Financial Audit**, Director Nielsen presented the 2022 final financial reports and the 2022 final audit document.

Ms. Kerkman made a motion to approve and file. Mr. Wilson seconded the motion. Motion approved unanimously.

Under, **ERP Replacement Project**, Director Nielsen reported on the status of the ERP replacement project.

The Board accepted the information as presented.

Under, **2024 Budget**, Director Nielsen presented a draft of the proposed 2024 budget. Tim Bevers of Risk Strategies notified the Board that the health insurance will only increase 5% and not 9% as originally quoted. After further discussion, the County of Kenosha agreed to put \$49,500 for network switches in the 2024 Kenosha County CIP.

Ms. Kerkman made a motion to make budget modifications to add one FTE Evidence/ID position, remove the \$49,500 for network switches and include additional funds to complete Records' imaging and approve the 2024 budget as modified. Mr. Hennessey seconded the motion. Motion approved unanimously.

Under, **Board Comments**, there were none

At 5:48 p.m., Mr. Morrissey made a motion to **Adjourn the Meeting**. Ms. Kerkman seconded the motion. Motion approved unanimously.



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Kenosha Joint Services Departments

Administration
Communications
Evidence/Identification Bureau
Fleet Maintenance
Records/Public Counter

TO: Kenosha Joint Services Board

FROM: Joshua Nielsen

REFERENCE: Kenosha Joint Services – Board Report

DATE: October 19, 2023

ADMINISTRATION DEPARTMENT:

Administration (1 Director, 1 Assistant Director, 1 HR Coordinator, 1 Finance Assistant, 1 Clerk):

All positions filled.

Communications (32 Telecommunicators, 6 Supervisors, 1 Assistant Manager, 1 Manager):

Five Telecommunicator vacancies.

Two Telecommunicators will be starting Monday, October 23, 2023. One Telecommunicator will be starting November 30, 2023. Cailey Ubrig began her new position as 3rd shift Supervisor on October 1, 2023. We are currently in the interview process with several applicants.

Records (17 Clerks, 3 Supervisors, 1 Manager):

Two Clerk vacancies.

A conditional offer was made for one Records Clerk position, pending background investigation. Panel Interviews for last clerk vacancy will be held October 26, 2023.

Victoria Maccari was promoted to 3rd Shift Records Supervisor, a position that opened with the transfer of Tiffany Hardy to Evidence/ID Supervisor.

Fleet Maintenance (5 Technicians, 1 Clerk, 1 Vehicle Cleaning Operator, 1 Manager):

One part-time Vehicle Cleaning Operator vacancy.

A hiring process is underway for the Vehicle Cleaning Operator.

Kenosha Joint Services – Board Report

Evidence/Identification (6 Technicians, 1 Supervisor, 1 Manager):

One Manager vacancy.

Tiffany Hardy, former 3rd Shift Records Supervisor, transferred to the Evidence/ID Supervisor position on 08/30/2023. Sebastian Kawka retired on 09/30/2023 after 29 years with KJS. Final interviews for the Evidence/Identification Manager are scheduled to take place on October 25-26, 2023.

Kenosha Joint Services took part in the Law Enforcement Job Fair at Gateway Technical College on September 20, 2023.

COMMUNICATIONS DEPARTMENT:

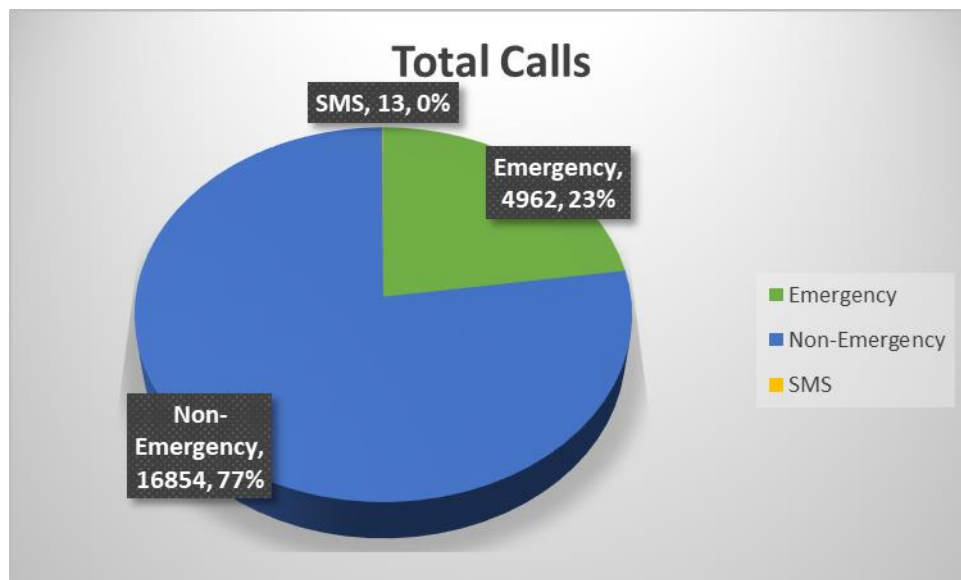
Kevin Jorgensen has finished his Police training. He is now fully trained at all positions and will receive a permanent assignment to second shift. Ashley Durand continues her training at the Sheriff Console. She is anticipated to complete all training early 2024. Grace Moote has begun Police Training. It is anticipated that she will finish all training early 2024. Cassie McDannel and Joyce Morgan and have finished orientation and are now training at call take. It is anticipated they will complete all training spring of 2024.

We have two new hires starting on October 23, 2023; Stefanie Street and Maxwell Rebman. They will begin with the orientation phase. Both have prior experience in the public safety realm. Another new hire, Anne Boie, is relocating from New Jersey and will be starting November 30, 2023. Anne comes to us with previous dispatch experience.

Communications management staff and Joint Services Administration continue to meet to determine emergency staffing plans and ensure all needs within the center are met.

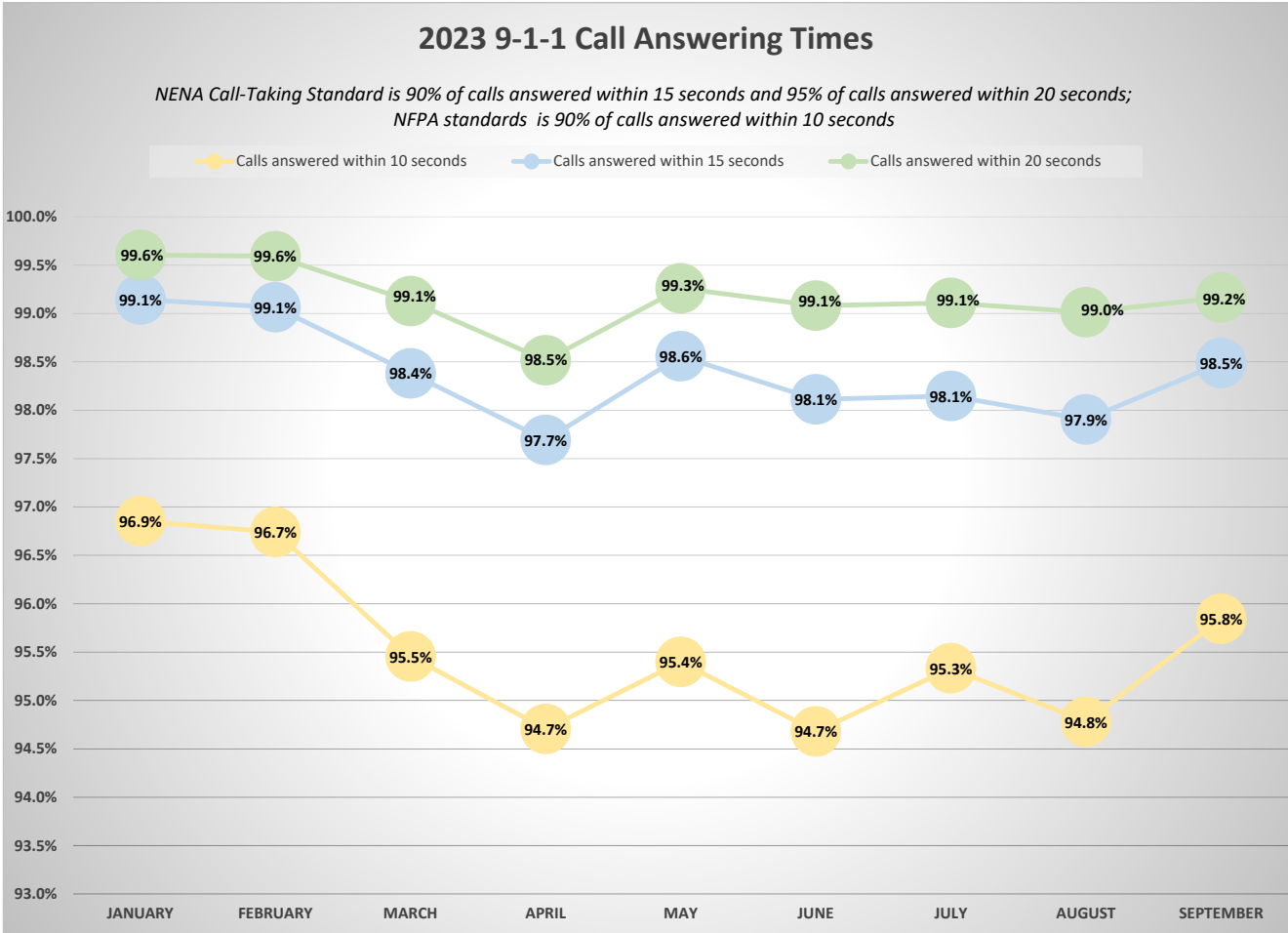
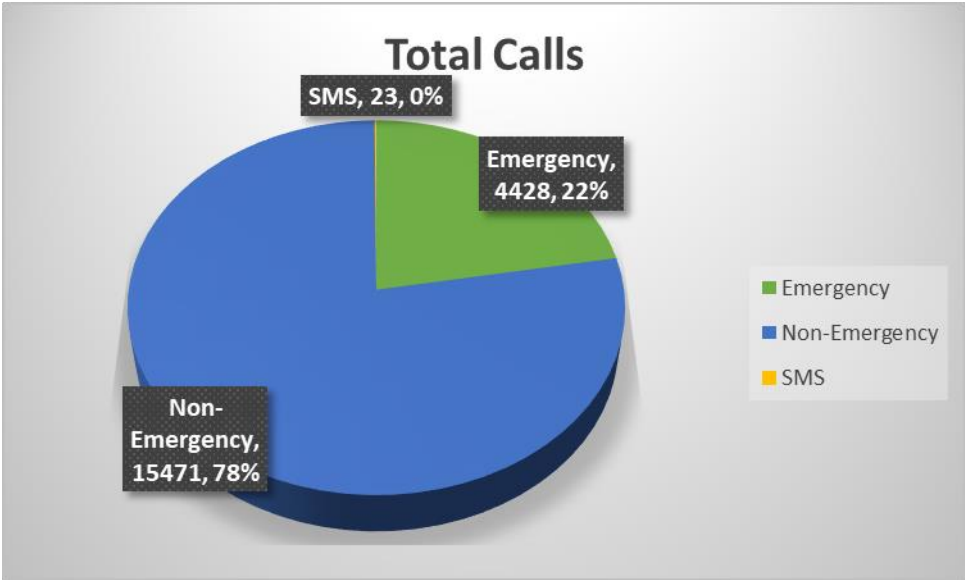
We still await the response from the state for acceptance of our grant application.

In August, 4,962 9-1-1 calls were received by the communications department with 94.8% of these calls answered in under 10 seconds, and 97.9% in under 15 seconds. There were 16,854 non-emergency calls handled and 13 text messages received during this month.



Kenosha Joint Services – Board Report

In September, 4,428 9-1-1 calls were received by the communications department with 96% of these calls answered in under 10 seconds, and 98% in under 15 seconds. There were 15,471 non-emergency calls handled and 23 text messages received during this month.



Kenosha Joint Services – Board Report

RECORDS DEPARTMENT:

Records Clerk Victoria Maccari has accepted the position of third shift Records Supervisor. She will begin training and is expected to move to third shift in early November.

Records Clerks processed 244 jail bonds in the month of August, 2023, and 263 in September 2023.

Records Clerks entered 439 warrants into the TIME system in August and 483 in September. They recalled 156 per Circuit Court and Municipal Court during this time period. They also canceled 354 warrants that were served by law enforcement during August and September.

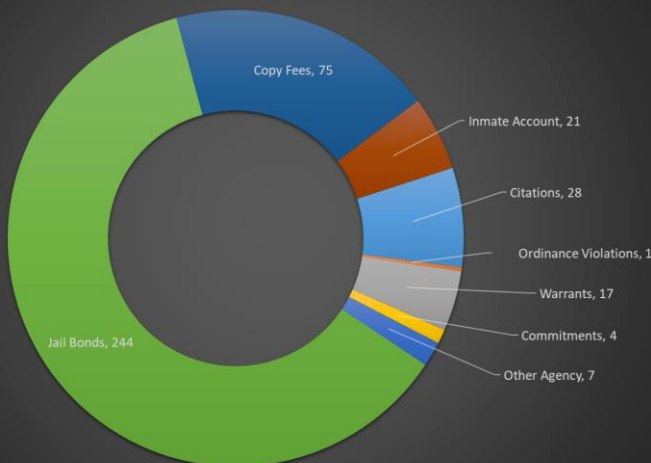
Records Clerks have entered, updated or dismissed forty-two orders of protection in August and thirty-nine in September.

The Records Department reviewed 2,070 incoming case reports and supplements in August and 1,734 in September from the Kenosha Police and Kenosha Sheriff's Departments. Case review is an integral part of submitting complete and accurate statistical information to the State of Wisconsin Department of Justice for Uniform Crime Reporting.

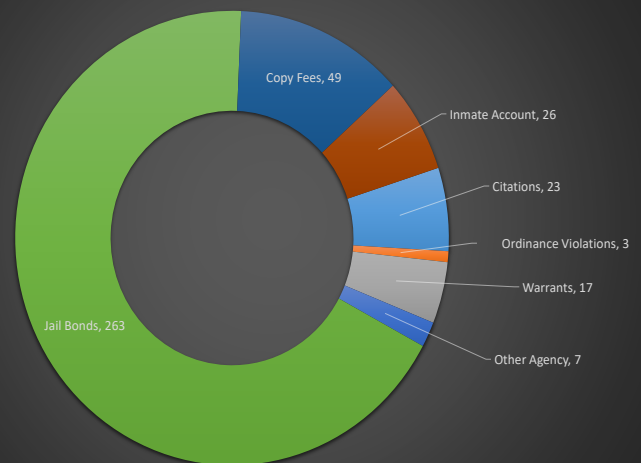
In August, Records Staff have taken twenty-nine complaints and written reports while serving citizens at the Front Counter. In September, staff have taken thirty-one complaints at the Front Counter. They have entered and written seventy-three repossession reports in August and sixty-five repossession reports in September. In addition, Records Staff have booked nineteen juveniles after hours in August and September.

There were a total of fifty-six hours of overtime used in the month of August, and sixty-three hours of overtime used in September

Records Department Front Counter Transactions for August 2023



Records Department Front Counter Transactions for September 2023



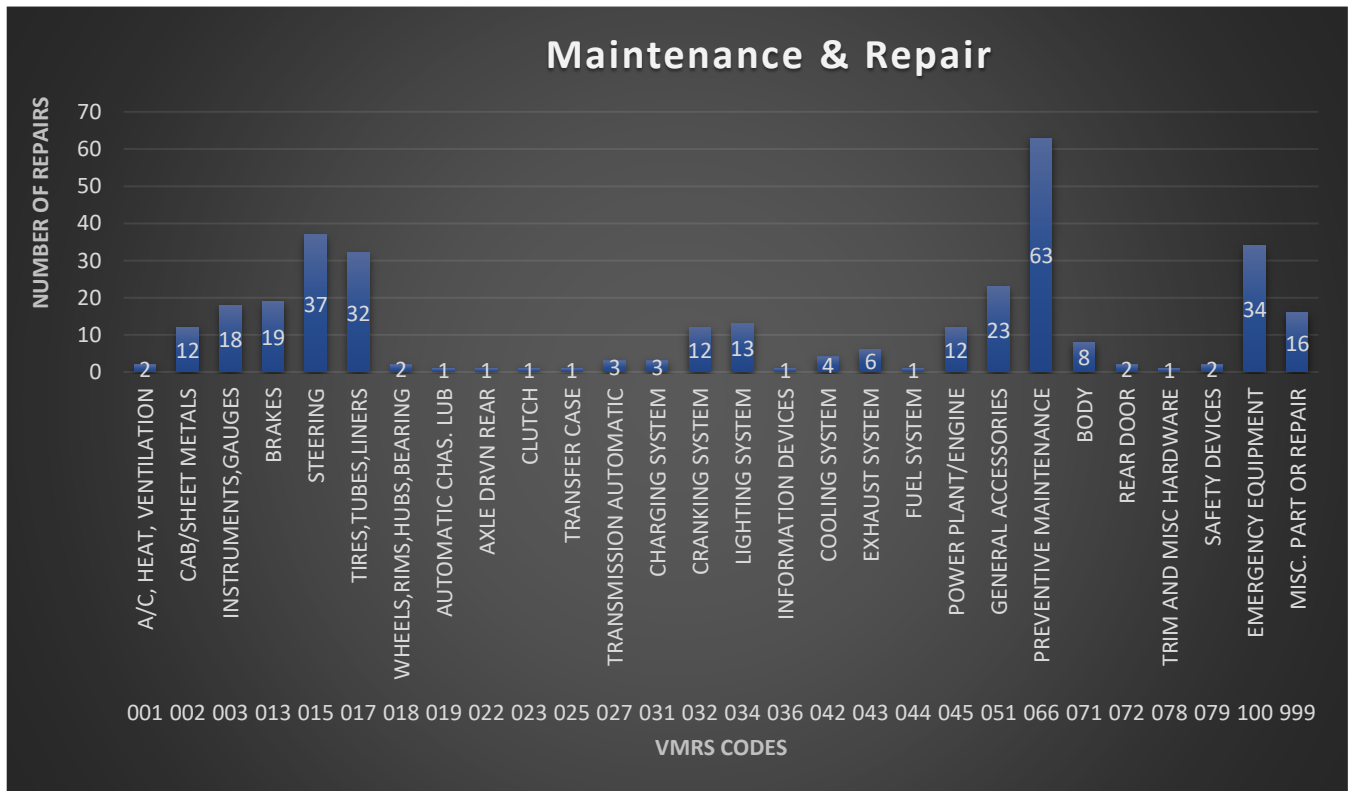
Kenosha Joint Services – Board Report

Both the Kenosha Police Department and Kenosha Sheriff’s Department have signed agreements with LexisNexis to use software, at no cost, to provide online access and manage law enforcement reports. Records Manager Maureen Andersen is coordinating with the KSD, KPD and LexisNexis to implement the software. Implementation is expected to take approximately 6 weeks. We expect this to reduce workload volumes in processing and providing copies of vehicle accident reports.

FLEET MAINTENANCE:

The Fleet Maintenance staff continues vehicle maintenance and repair as scheduled. There were 330 maintenance and repair lines completed during the month of September.

During the month of September, a total of 24 brake rotors required replacement or resurfacing. Twelve of those rotors were within tolerances and were machined instead of replaced. The cost of new rotors purchased for replacement during this period was \$1,143.52. The ability to machine rotors during this period saved \$1,282.23. Since the brake lathe was put into service on March 15, 2023, there has been an approximate cost savings of \$7,546.63.



Kenosha Joint Services – Board Report

Multiple new vehicles for Police and Sheriff are in the up-fitting process or in the que to be up-fitted. Some up-fitting is being delayed due to parts shortages. Sheriff vehicle decommissioning has temporarily been postponed due to new hybrid vehicle generator issues. Decommissioning will resume once the generator issue is resolved by Ford.

There were 350 automatic car washes in the month of September. Part-time car washer Heriberto “Eddy” Tobias has accepted a job with the Kenosha County Corrections. A hiring process for a replacement part-time Vehicle Cleaning Operator has begun.

Car washes: Indicates a total number of vehicles in all agencies cleaned utilizing the automatic car wash.



Kenosha Joint Services – Board Report

EVIDENCE/IDENTIFICATION DEPARTMENT:

ID Technician Pat Wadin continues to train on first shift learning Identification related tasks. It is anticipated that he will move to training on Evidence tasks in late October 2023.

Evidence/Identification Supervisor, Sebastian Kawka, officially retired on September 30, 2023. Tiffany Hardy was training with Sebastian Kawka on various supervisory functions until his retirement. She is working with Assistant Director Lorenzo to make sure all needs of the Evidence/Identification Department are met while the Evidence/Identification Manager position is being filled.

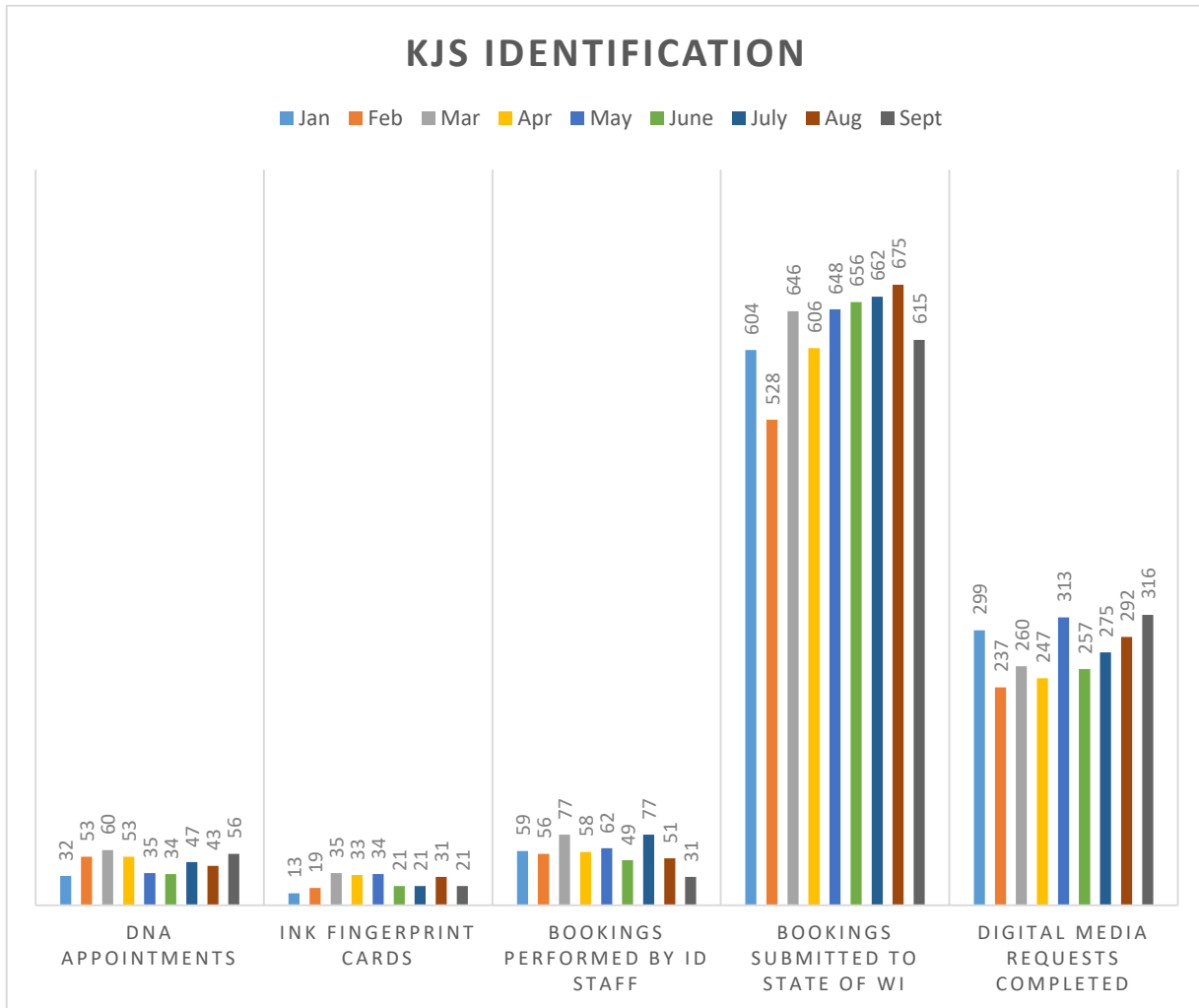
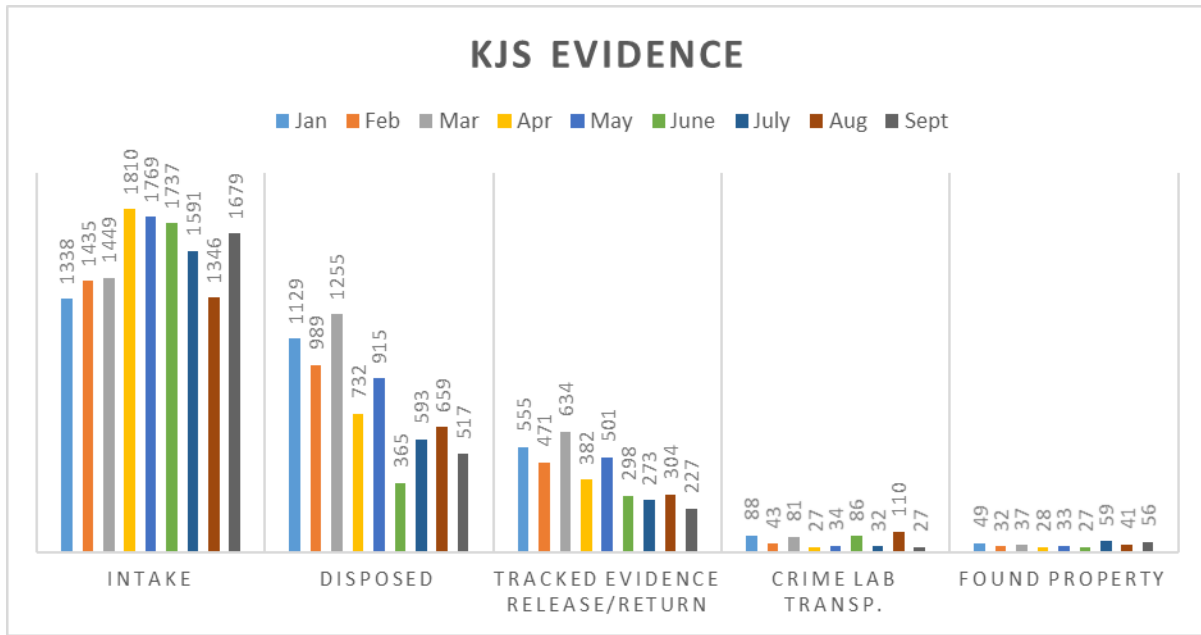
Department management, along with leadership within the KPD and KSD, is in the process of reviewing the current workflows and methods of storing, disseminating, and disposing digital media.

ID Technicians continue to receive, process, disseminate, and fulfill digital media requests. The fulfillment of one request may include multiple instances of research, dissemination, and follow-up until the request is fulfilled. The ID Technicians work diligently to make sure each request is fulfilled appropriately. Throughout the course of the day, ID Technicians can spend anywhere between one to five hours simply receiving, reviewing, disseminating, and following-up on, duplicating media for, and completing requests.

Department staff members are continuously reviewing the utilization of space within the property rooms in order to accommodate the spatial needs of the items being submitted. This on-going process assists with property dispositions and disposals.

In the month of September, ID technicians took in 1,679 items, disposed of 517 items, handled an additional 227 items tracked as evidence that were released to other entities (Law Enforcement, Labs, etc.) and/returned to the property room, transported 27 items to the Crime Lab, processed 56 pieces of found property, made 56 collection appointments, completed 21 ink fingerprint cards, completed 31 bookings, reviewed and submitted charges for 615 total bookings to the WI Dept. of Justice (WI DOJ), and completed 316 digital media requests.

Kenosha Joint Services – Board Report

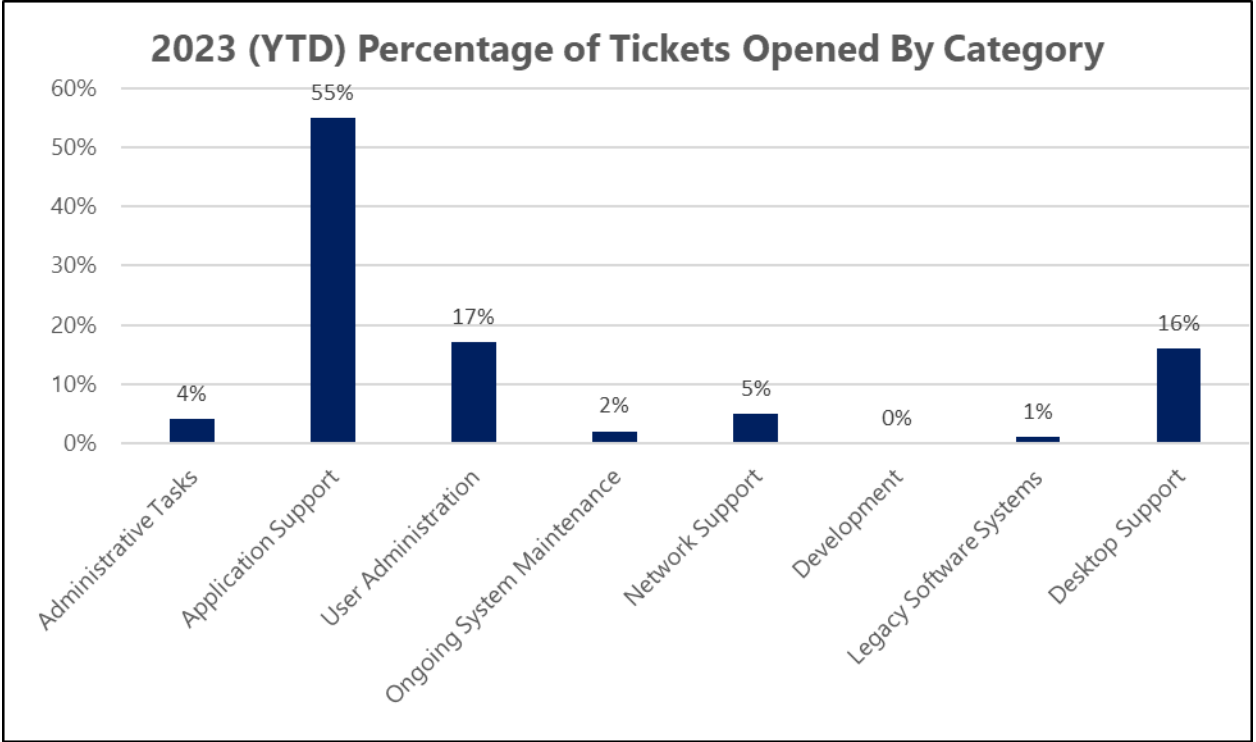
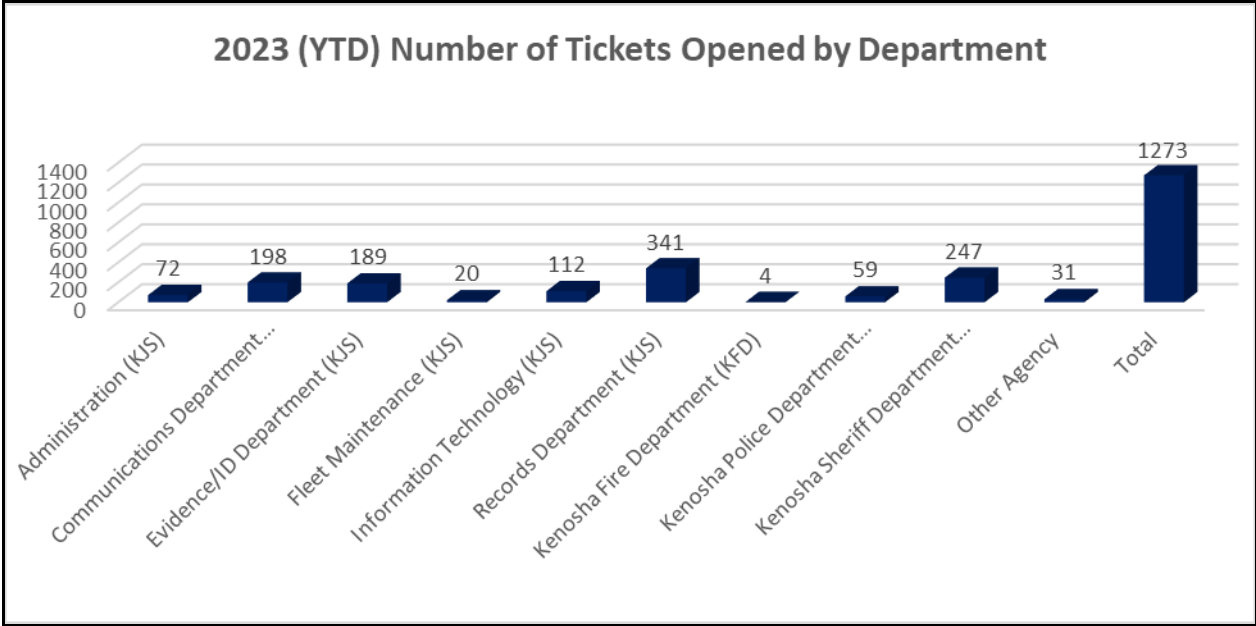


Kenosha Joint Services – Board Report

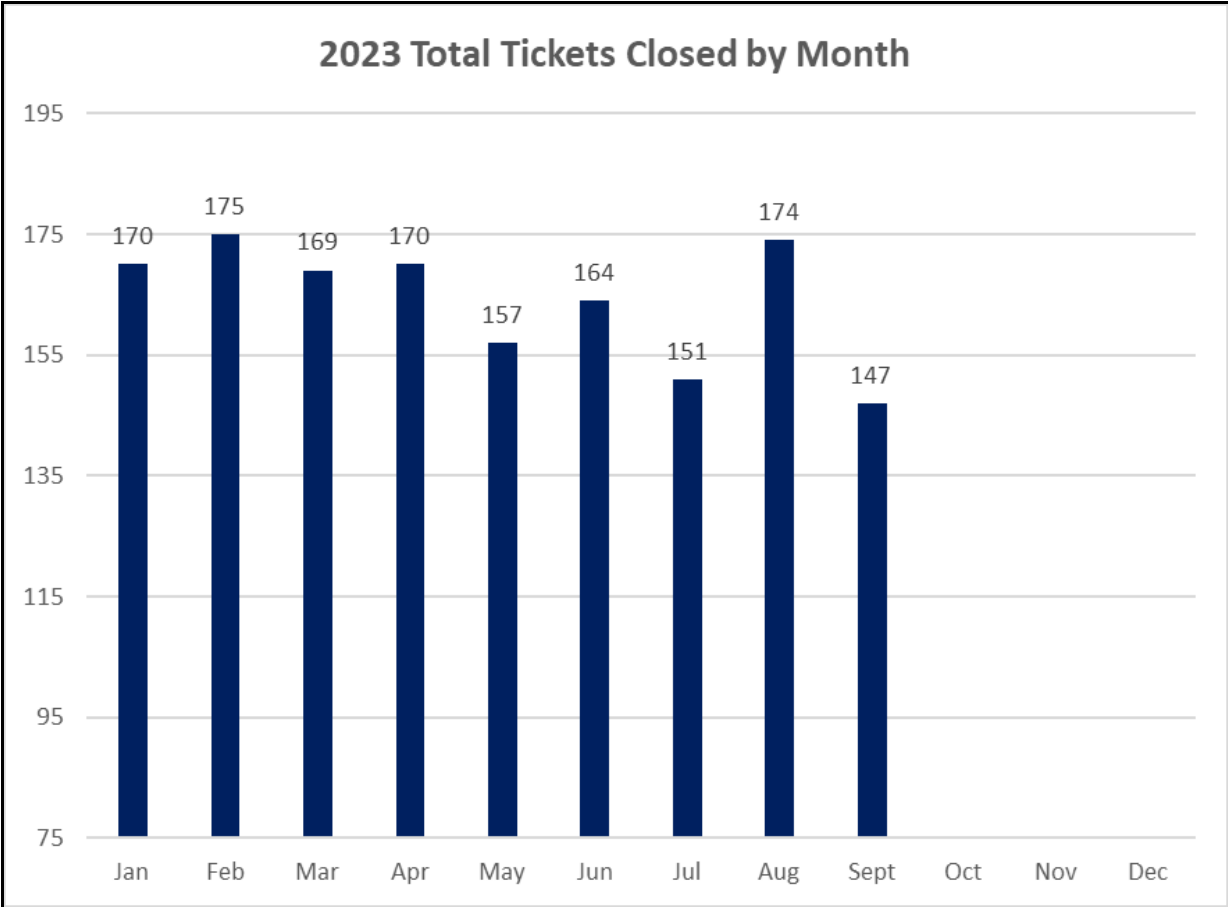
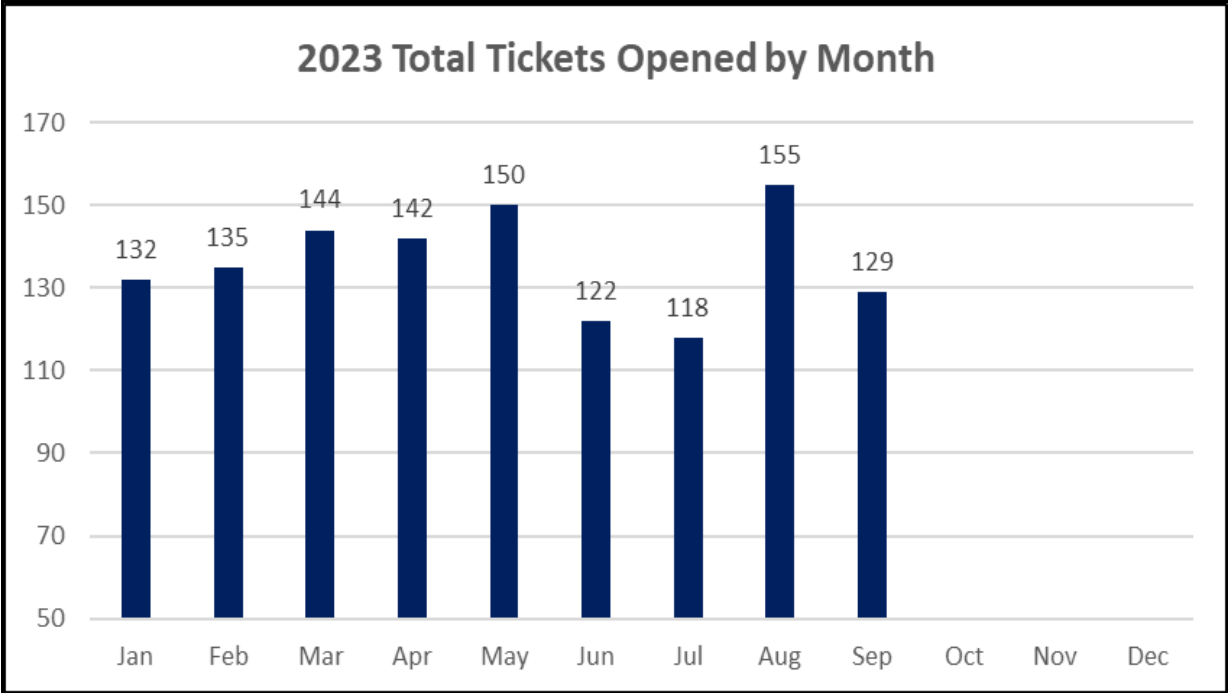
INFORMATION TECHNOLOGY

- Cybersecurity Training
 - Ongoing: Next training scheduled November 2023
- ERP
 - In Progress: Data conversion
 - Complete: Kick-off conference call August 10th
 - Complete: Tyler Technologies System Infrastructure Audit
 - Complete: Server creation and configuration
- Vulnerability Scans
 - In Progress: 4th Quarter Scans
- RTA Fleet Maintenance Drivers Reports
 - In Progress: Working with Fleet Maintenance to configure and utilize automatic work orders from agency submitted Drivers Reports
 - Complete: Working with Fleet Maintenance to consolidate facilities for work orders and parts
- Forticlient VPN
 - In Progress: Evaluating 2nd factor authentication to work with Forticlient VPN
 - Complete: Installing and configuring Forticlient VPN
 - Complete: Installing on Manager workstations
- New World Upgrade
 - In Progress: KJS Departments and Agencies testing upgrade
 - Complete: Upgrade to test environment September 7th
 - Complete: Distributed minimum requirements to agencies
 - Complete: Tyler Technologies assignment of an Implementation team
 - Planning: Upgrade to production environment November 28th
- TRACS Interface
 - In Progress: Working with Tyler Technologies on interface control documentation
- Communications Workstation Redundant Ethernet
 - In Progress: Working with Communications staff to determine availability of cabling for dual ethernet connections on the client workstations
 - Planning: Connecting each workstation to redundant switches

Kenosha Joint Services – Board Report



Kenosha Joint Services – Board Report

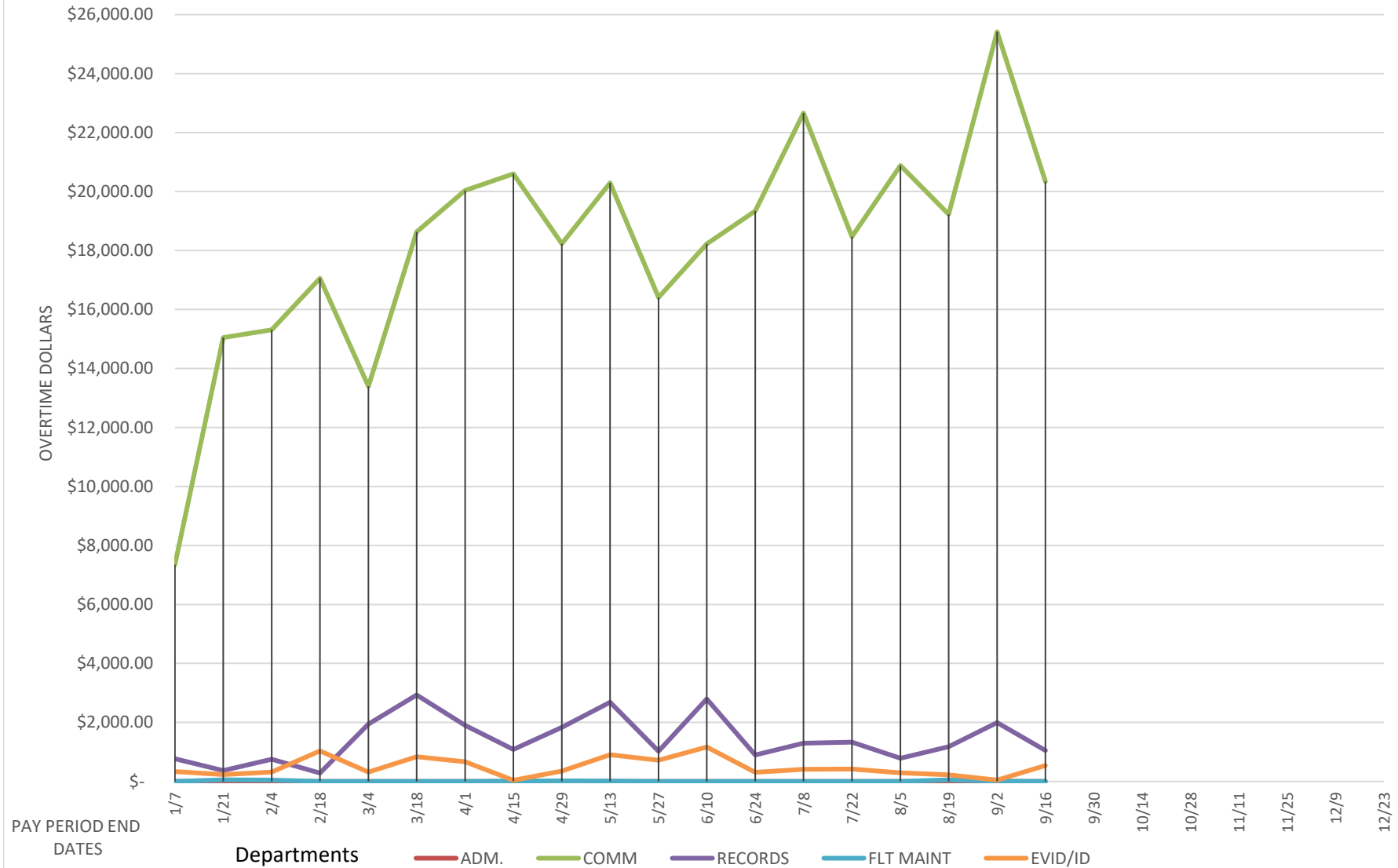


**KENOSHA JOINT SERVICES
KENOSHA, WISCONSIN
2023 - OVERTIME REPORT**

	HOURS PAYROLL	EARNINGS PAYROLL	HOURS PAYROLL	EARNINGS PAYROLL	HOURS PAYROLL	EARNINGS PAYROLL
	08/06-08/19/23	08/06-08/19/23	08/20-09/02/23	08/20-09/02/23	09/03-09/16/23	09/03-09/16/23
Administration	0.00	\$ -	0.00	\$ -	0.00	\$ -
Communications	450.10	\$ 19,225.18	587.20	\$ 25,415.55	472.50	\$ 20,341.54
Records	33.00	\$ 1,173.65	59.70	\$ 1,992.47	28.00	\$ 1,046.22
Fleet Maintenance	1.20	\$ 52.50	0.20	\$ 7.83	0.00	\$ -
Evidence/ID	5.70	\$ 221.52	1.20	\$ 48.85	14.20	\$ 536.51
	490.00	\$ 20,672.85	648.30	\$ 27,464.70	514.70	\$ 21,924.27

	Budgeted Funds for 2023	Total Salaries Expensed YTD	Total Hours YTD	Average Hours Per Pay Period	Avg Salaries Per Pay Period	Average Hourly Rate for OT	GL Account Balances	Annual Percent EXPENDED
Administration	\$ -	\$ -	0.00	0.00	\$ -	\$ -	\$ -	0%
Communications	\$ 196,526.00	\$ 346,923.33	8021.00	411.33	\$ 17,790.94	\$ 43.25	\$ (150,397.33)	177%
Records	\$ 28,113.00	\$ 26,895.93	737.65	37.83	\$ 1,379.28	\$ 36.46	\$ 1,217.07	96%
Fleet Maintenance	\$ 16,974.00	\$ 194.60	4.60	0.24	\$ 9.98	\$ 41.58	\$ 16,779.40	1%
Evidence/ID	\$ 19,323.00	\$ 9,158.94	236.00	12.10	\$ 469.69	\$ 38.82	\$ 10,164.06	47%
Joint Services Total	\$ 260,936.00	\$383,172.80	8999.25	92.30	\$3,929.98	\$32.02	(\$122,236.80)	

KJS
2023 OVERTIME



KENOSHA JOINT SERVICES
INCOME STATEMENT
JULY 2023
KENOSHA, WISCONSIN

REVENUE

	<u>2023 Projected Revenue</u>	<u>Actual Current Month</u>	<u>Actual Year-to-Date</u>	<u>Percent of Projected</u>
City Operating	\$4,429,985.00	\$369,165.41	\$2,584,157.95	58.33%
County Operating	\$5,085,903.00	\$423,825.25	\$2,966,776.75	58.33%
Bank Interest	\$100.00	\$296.06	\$1,759.20	1759.20%
Photograph Revenue	\$0.00	\$0.00	\$0.05	0.00%
KSD Livescan Maint	\$3,668.00	\$0.00	\$2,660.00	72.52%
CD/DVD Revenue	\$3,000.00	\$45.30	\$1,594.57	53.15%
Report Copies	\$4,000.00	\$45.41	\$1,115.50	27.89%
False Alarms	\$39,000.00	\$2,225.00	\$8,125.00	20.83%
Other	<u>\$5,001.00</u>	<u>\$4,370.00</u>	<u>\$6,512.00</u>	<u>130.21%</u>
	\$9,570,657.00	\$799,972.43	\$5,572,701.02	58.23%

Fund Balance \$661,369.00
FM - Fuel & Parts \$787,350.00

2023 ORIGINAL BGT \$11,019,376.00

2022 CARRYOVER & ENCUMBRANCE

None \$0.00

2023 WORKING BGT \$11,019,376.00

EXPENDITURES (All Departments)

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Y-T-D EXP</u>	<u>Encumbrances</u>	<u>Balance</u>
Personnel Services	\$7,791,498.00	\$581,906.54	\$4,217,646.66	\$0.00	\$3,573,851.34
Contractual Serv	\$2,205,098.00	\$121,369.70	\$1,409,660.32	\$5,342.73	\$790,094.95
Supplies & Mat	\$954,020.00	\$62,832.30	\$476,401.93	\$2,379.11	\$475,238.96
Capital Outlay	<u>\$68,760.00</u>	<u>\$1,111.79</u>	<u>\$46,337.25</u>	<u>\$10,266.00</u>	<u>\$12,156.75</u>
	\$11,019,376.00	\$767,220.33	\$6,150,046.16	\$17,987.84	\$4,851,342.00
TOTAL EXPENDITURES	\$11,019,376.00				

Percent of budget expended: 55.97%

KENOSHA JOINT SERVICES
INCOME STATEMENT
JULY 2023
KENOSHA, WISCONSIN

Fleet Maintenance Inventories

REVENUE

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
City Parts/Labor	\$66,800.00	\$6,789.87	\$44,349.21	\$22,450.79	66.39%
County Parts/Labor	\$86,800.00	\$5,602.95	\$55,502.65	\$31,297.35	63.94%
City Fuel	\$341,250.00	\$30,138.63	\$182,762.12	\$158,487.88	53.56%
County Fuel	\$292,500.00	\$17,349.61	\$125,435.52	\$167,064.48	42.88%
Other	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
TOTAL REVENUES	\$787,350.00	\$59,881.06	\$408,049.50	\$379,300.50	51.83%

EXPENDITURES

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
Parts/Labor	\$153,600.00	\$9,822.98	\$87,439.66	\$66,160.34	56.93%
Fuel	<u>\$633,750.00</u>	<u>\$24,553.03</u>	<u>\$276,603.17</u>	<u>\$357,146.83</u>	<u>43.65%</u>
	\$787,350.00	\$34,376.01	\$364,042.83	\$423,307.17	46.24%

KENOSHA JOINT SERVICES
INCOME STATEMENT
AUGUST 2023
KENOSHA, WISCONSIN

REVENUE

	<u>2023 Projected Revenue</u>	<u>Actual Current Month</u>	<u>Actual Year-to-Date</u>	<u>Percent of Projected</u>
City Operating	\$4,429,985.00	\$369,165.41	\$2,953,323.36	66.67%
County Operating	\$5,085,903.00	\$423,825.25	\$3,390,602.00	66.67%
Bank Interest	\$100.00	\$324.68	\$2,083.88	2083.88%
Photograph Revenue	\$0.00	\$0.59	\$0.64	0.00%
KSD Livescan Maint	\$3,668.00	\$0.00	\$2,660.00	72.52%
CD/DVD Revenue	\$3,000.00	\$163.52	\$1,758.09	58.60%
Report Copies	\$4,000.00	\$78.27	\$1,193.77	29.84%
False Alarms	\$39,000.00	\$4,150.00	\$12,275.00	31.47%
Other	<u>\$5,001.00</u>	<u>\$0.00</u>	<u>\$6,512.00</u>	<u>130.21%</u>
	\$9,570,657.00	\$797,707.72	\$6,370,408.74	66.56%
Fund Balance	\$661,369.00			
FM - Fuel & Parts	<u>\$787,350.00</u>			
2023 ORIGINAL BGT	\$11,019,376.00			

2022 CARRYOVER & ENCUMBRANCE

None \$0.00

2023 WORKING BGT **\$11,019,376.00**

EXPENDITURES (All Departments)

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Y-T-D EXP</u>	<u>Encumbrances</u>	<u>Balance</u>
Personnel Services	\$7,791,498.00	\$550,422.92	\$4,768,069.58	\$0.00	\$3,023,428.42
Contractual Serv	\$2,205,098.00	\$126,367.76	\$1,536,028.08	\$4,017.00	\$665,052.92
Supplies & Mat	\$954,020.00	\$92,976.51	\$569,378.44	\$1,355.45	\$383,286.11
Capital Outlay	<u>\$68,760.00</u>	<u>\$9,796.00</u>	<u>\$56,133.25</u>	<u>\$2,604.20</u>	<u>\$10,022.55</u>
	\$11,019,376.00	\$779,563.19	\$6,929,609.35	\$7,976.65	\$4,081,790.00
TOTAL EXPENDITURES	\$11,019,376.00				

Percent of budget expended: **62.96%**

KENOSHA JOINT SERVICES
INCOME STATEMENT
AUGUST 2023
KENOSHA, WISCONSIN

Fleet Maintenance Inventories

REVENUE

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
City Parts/Labor	\$66,800.00	\$8,183.34	\$52,532.55	\$14,267.45	78.64%
County Parts/Labor	\$86,800.00	\$12,143.76	\$67,646.41	\$19,153.59	77.93%
City Fuel	\$341,250.00	\$30,899.59	\$213,661.71	\$127,588.29	62.61%
County Fuel	\$292,500.00	\$18,131.98	\$143,567.50	\$148,932.50	49.08%
Other	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
TOTAL REVENUES	\$787,350.00	\$69,358.67	\$477,408.17	\$309,941.83	60.63%

EXPENDITURES

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
Parts/Labor	\$153,600.00	\$16,123.70	\$103,563.36	\$50,036.64	67.42%
Fuel	<u>\$633,750.00</u>	<u>\$79,883.90</u>	<u>\$356,487.07</u>	<u>\$277,262.93</u>	<u>56.25%</u>
	\$787,350.00	\$96,007.60	\$460,050.43	\$327,299.57	58.43%

KENOSHA JOINT SERVICES
INCOME STATEMENT
SEPTEMBER 2023
KENOSHA, WISCONSIN

REVENUE

	<u>2023 Projected Revenue</u>	<u>Actual Current Month</u>	<u>Actual Year-to-Date</u>	<u>Percent of Projected</u>
City Operating	\$4,429,985.00	\$369,165.41	\$3,322,488.77	75.00%
County Operating	\$5,085,903.00	\$423,825.25	\$3,814,427.25	75.00%
Bank Interest	\$100.00	\$314.61	\$2,398.49	2398.49%
Photograph Revenue	\$0.00	\$0.00	\$0.64	0.00%
KSD Livescan Maint	\$3,668.00	\$0.00	\$2,660.00	72.52%
CD/DVD Revenue	\$3,000.00	\$432.49	\$2,190.58	73.02%
Report Copies	\$4,000.00	\$214.33	\$1,408.10	35.20%
False Alarms	\$39,000.00	\$4,100.00	\$16,375.00	41.99%
Other	<u>\$5,001.00</u>	<u>\$0.00</u>	<u>\$6,512.00</u>	<u>130.21%</u>
	\$9,570,657.00	\$798,052.09	\$7,168,460.83	74.90%

Fund Balance \$661,369.00
FM - Fuel & Parts \$787,350.00

2023 ORIGINAL BGT \$11,019,376.00

2022 CARRYOVER & ENCUMBRANCE

None \$0.00

2023 WORKING BGT \$11,019,376.00

EXPENDITURES (All Departments)

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Y-T-D EXP</u>	<u>Encumbrances</u>	<u>Balance</u>
Personnel Services	\$7,791,498.00	\$595,467.19	\$5,363,536.70	\$0.00	\$2,427,961.30
Contractual Serv	\$2,205,098.00	\$117,308.65	\$1,653,336.73	\$4,017.00	\$547,744.27
Supplies & Mat	\$954,020.00	\$65,208.42	\$634,586.86	\$2,148.84	\$317,284.30
Capital Outlay	<u>\$68,760.00</u>	<u>\$1,614.95</u>	<u>\$57,748.20</u>	<u>\$4,583.20</u>	<u>\$6,428.60</u>
	\$11,019,376.00	\$779,599.21	\$7,709,208.49	\$10,749.04	\$3,299,418.47
TOTAL EXPENDITURES	\$11,019,376.00				

Percent of budget expended: 70.06%

KENOSHA JOINT SERVICES
INCOME STATEMENT
SEPTEMBER 2023
KENOSHA, WISCONSIN

Fleet Maintenance Inventories

REVENUE

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
City Parts/Labor	\$66,800.00	\$7,647.68	\$60,180.23	\$6,619.77	90.09%
County Parts/Labor	\$86,800.00	\$8,900.55	\$76,546.96	\$10,253.04	88.19%
City Fuel	\$341,250.00	\$27,459.00	\$241,120.71	\$100,129.29	70.66%
County Fuel	\$292,500.00	\$15,700.56	\$159,268.06	\$133,231.94	54.45%
Other	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
TOTAL REVENUES	\$787,350.00	\$59,707.79	\$537,115.96	\$250,234.04	68.22%

EXPENDITURES

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
Parts/Labor	\$153,600.00	\$19,327.06	\$122,890.42	\$30,709.58	80.01%
Fuel	<u>\$633,750.00</u>	<u>\$51,382.59</u>	<u>\$407,869.66</u>	<u>\$225,880.34</u>	<u>64.36%</u>
	\$787,350.00	\$70,709.65	\$530,760.08	\$256,589.92	67.41%

JOB NAME: JVNSUMM
 PROGRAM ID. FVN078
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KENOSHA JOINT SERVICES
 DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 8/01 END DATE FOR SUMMARY: 8/31

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
46833	8/01	BG OF WISCONSIN	150-01-50006-530-000 150-01-50006-520-000	PXT TRANSMISSION MAX DIFFERENTIAL CHECK TOTAL	6,926.00 2,870.00 9,796.00
46834	8/08	ACCURATE PRINTING CO INC	150-01-50007-309-000	2.4M CD/2.4M DVD LBL	1,038.00
46835	8/08	AL WARREN OIL CO INC	150-00-12531-000-000 150-00-12531-000-000	UNLEADED FUEL UNLEADED FUEL CHECK TOTAL	25,927.98 25,250.36 51,178.34
46836	8/08	AT&T MOBILITY	150-01-50003-212-000 150-01-50007-212-000	ATT SPRVRS ATT SPRVRS CHECK TOTAL	28.20 19.54 47.74
46837	8/08	AURORA MEDICAL GROUP	150-01-50004-221-000	PHYS-CM	143.00
46838	8/08	BAYCOM INC	150-01-50002-213-000	REPLACEMENT SERVER	810.00
46839	8/08	BG OF WISCONSIN	150-00-12530-000-000 150-00-12530-000-000	DIFFERENTIAL FLUID TRANSMISSION SERVICE CHECK TOTAL	1,056.96 728.88 1,785.84
46840	8/08	BLUE WATER BENEFITS	150-01-50004-216-000	2ND QTR	150.00
46841	8/08	CDW-G	150-01-50008-213-000 150-01-50007-301-000 150-01-50008-301-000 150-01-50007-301-000	3EA UPS TONER AND USB 2EA DYMO TAPE 6EA USBS CHECK TOTAL	237.15 178.88 36.56 19.50 472.09
46842	8/08	COMPLETE OFC OF WISCONSIN	150-01-50003-301-000 150-01-50001-301-000	03 THRU 7/31 01 THRU 6/30 CHECK TOTAL	724.76 1.02 725.78
46843	8/08	CONNEY SAFETY	150-01-50007-301-000 150-01-50007-301-000 150-01-50007-301-000 150-01-50007-301-000	NITRILE GLOVES - LG NITRILE GLOVES - MED NITRILE GLOVES - XL TONGUE DEPRESSORS CHECK TOTAL	131.60 65.80 65.80 10.00 273.20

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KENOSHA JOINT SERVICES
 DISBURSEMENT JOURNAL

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
46844	8/08	DW DAVIES & CO., INC.	150-00-12530-000-000	WASHER SOLVENT	648.45
			150-00-12530-000-000	DELIVERY CHARGE	7.50
			 CHECK TOTAL	655.95
46845	8/08	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PR 08/11/23	248.36
46846	8/08	IAED	150-01-50002-211-000	ETC-I RECERTIFICATIO	90.00
46847	8/08	JENSEN TOWING	150-01-50007-202-000	CS#23-0036934 SUBRU	75.00
46848	8/08	KENOSHA COUNTY DHS	150-01-50004-208-000	JUN'23	156.80
46849	8/08	KENOSHA SHERIFF'S DEPT	150-01-50004-225-000	BCK CHECKS	406.25
46850	8/08	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PR 08/11/23	324.38
46851	8/08	MICROSYSTEMS INC	150-01-50003-209-000	IMAGING-REC	6,014.33
46852	8/08	NATIONAL CAR WASH SOLUTIONS	150-01-50006-304-000	CAR WASH REPAIR	1,235.46
46853	8/08	PATRICK SEPANSKI	150-01-50006-303-000	BOOT REIM-PS	125.00
46854	8/08	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PR 08/11/23	6,070.00
46855	8/08	POMPS TIRE SERVICE	150-00-12530-000-000	MISC TIRE PURCHASES	2,236.92
			150-00-12530-000-000	MISC TIRE PURCHASES	1,061.92
			150-00-12530-000-000	MISC TIRE PURCHASES	92.50
			 CHECK TOTAL	3,391.34
46856	8/08	PRIORITY DISPATCH CONSULTANT	150-01-50002-211-000	MOOTE EMERGENCY MEDI	365.00
			150-01-50002-211-000	ETC COURSE MANUALS	210.00
			 CHECK TOTAL	575.00
46857	8/08	PROPIO LS LLC	150-01-50002-212-000	JULY'23	414.76
			150-01-50007-212-000	JULY'23	5.53
			 CHECK TOTAL	420.29
46858	8/08	STAPLES BUSINESS ADVANTAGE	150-01-50001-301-000	01 THRU 7/31	910.60
			150-01-50002-301-000	02 THRU 7/31	564.78
			150-01-50007-301-000	07 THRU 7/31	183.93
			 CHECK TOTAL	1,659.31

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KENOSHA JOINT SERVICES
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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
46859	8/08	ULINE	150-01-50007-301-000	MISC EVID/ID SUPPLY	663.50
46860	8/08	WI DEPT OF JUSTICE - TIME	150-01-50004-322-000	KPD-3RD QTR BDGRNT	2,628.00
46861	8/08	WI DEPT OF JUSTICE - TIME	150-01-50004-322-000	KJS-3RD QTR BDGRNT	3,900.00
46862	8/08	WI DEPT OF JUSTICE - TIME	150-01-50004-322-000	KSD-3RD QTR BDGRNT	3,316.50
46863	8/24	ACCURATE PRINTING CO INC	150-01-50004-309-000	2.5M CRIME VICTIM RT	514.00
			150-01-50004-309-000	2.5M CONSENT HEALTH	222.00
			150-01-50004-309-000	5M CASE NUMBER SHEET	202.00
			 CHECK TOTAL	938.00
46864	8/24	AUCA CHICAGO MC LOCKBOX	150-01-50006-320-000	THRU 7/31/23	581.44
			150-00-12530-000-000	THRU 7/31/23	218.16
			 CHECK TOTAL	799.60
46865	8/24	BUMPER TO BUMPER AUTO PARTS	150-00-12530-000-000	THRU 7/31/23	3,414.33
			150-01-50006-206-000	AUTEL UPDATE	685.99
			150-01-50006-305-000	THRU 7/31/23	37.98
			150-01-50006-305-000	2%DISC TAKEN	82.77CR
			 CHECK TOTAL	4,055.53
46866	8/24	CARQUEST AUTO PARTS	150-00-12530-000-000	THRU 7/31/23	2,411.11
			150-01-50006-305-000	2%DISC TAKEN	48.23CR
			 CHECK TOTAL	2,362.88
46867	8/24	CDW-G	150-01-50002-213-000	3EA MNTR ARM	410.55
			150-01-50007-301-000	1 HP CLJ TRNS KIT	244.64
			 CHECK TOTAL	655.19
46868	8/24	CHESTER ELECTRONIC SUPPLY	150-00-12530-000-000	MISC PARTS	258.97
46869	8/24	COMSYS INC	150-01-50008-201-000	MIS SUPPORT	38,625.00
46870	8/24	CRAIG D CHILDS PHD SC	150-01-50004-223-000	PSY-CM/JM	1,000.00
			150-01-50004-223-000	PSY-CU	850.00
			 CHECK TOTAL	1,850.00
46871	8/24	CULLIGAN WATER TREATMENT	150-01-50001-301-000	AUG'23	11.00

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
46872	8/24	DIVERSIFIED BENEFIT SERVICES	150-01-50004-122-000	AUG'23	129.12
46873	8/24	DW DAVIES & CO., INC.	150-01-50006-308-000	CAR WASH SOLUTION	1,163.40
46874	8/24	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PR 08/25/24	241.03
46875	8/24	ENERGY SOLUTION PARTNERS LLC	150-00-12531-000-000	UNLEADED FUEL 8,201	27,967.03
46876	8/24	GENERAL FIRE EQUIP CO	150-00-12530-000-000	HAVIS POCKET ADAPTER	95.01
46877	8/24	GOVERNMENT FINANCE OFFICERS	150-01-50009-540-000	GFOA SERVICES	875.00
			150-01-50009-540-000	GFOA SERVICES	750.00
			 CHECK TOTAL	1,625.00
46878	8/24	JENSEN TOWING	150-01-50007-202-000	CS#23-25541 07DODGE	75.00
46879	8/24	KENOSHA COUNTY	150-01-50005-210-000	LEASE OF SPACE	70,672.50
46880	8/24	LIONS AUTO GLASS	150-00-12530-000-000	WINDSHIELD REPLACED	495.00
46881	8/24	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PR 08/25/23	305.55
46882	8/24	PALMEN GMC, BUICK	150-00-12530-000-000	THRU 7/28/23	1,010.58
46883	8/24	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PR 08/25/23	5,681.00
46884	8/24	PORCARO FORD	150-00-12530-000-000	THRU 7/31/23	2,387.41
46885	8/24	SECURIAN FINANCIAL GROUP INC	150-00-21786-000-000	SEP'23	853.60
			150-01-50002-124-000	SEP'23	293.71
			150-01-50003-124-000	SEP'23	189.55
			150-01-50006-124-000	SEP'23	108.19
			150-01-50007-124-000	SEP'23	68.28
			150-01-50001-124-000	SEP'23	67.75
			 CHECK TOTAL	1,581.08
46886	8/24	TRI TECH FORENSICS INC	150-01-50007-301-000	EVIDENCE ROLLS - RED	414.00
			150-01-50007-301-000	SYRINGE TUBES	249.50
			150-01-50007-301-000	SWAB BOX - NO PRINT	102.50
			150-01-50007-301-000	SHIPPING/HANDLING	98.70
			150-01-50007-301-000	STERILE WATER	83.96
			150-01-50007-301-000	INK PAD - ROUND	62.50

150-01-50007-301-000	DENTAL STONE 50LBS	62.00
150-01-50007-301-000	2IN PHOTO SCALES-GRY	60.00
150-01-50007-301-000	WIDE MOUTH JAR 15/CS	54.00
150-01-50007-301-000	CAP-SHURE SWABS	44.50
150-01-50007-301-000	BACKING CARDS-LRG	30.99
150-01-50007-301-000	MIKROSIL - BLACK	30.50
150-01-50007-301-000	BACKING CARDS-WHITE	15.50
 CHECK TOTAL	1,308.65

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KENOSHA JOINT SERVICES
DISBURSEMENT JOURNAL

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START DATE FOR SUMMARY: 8/01 END DATE FOR SUMMARY: 8/31

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
46887	8/24	ULINE	150-01-50007-301-000	MISC EVID/ID SUPPLY	679.35
46888	8/24	VIRTUAL ACADEMY	150-01-50002-206-000	VA TRAINING	2,200.00
46889	8/24	WISCONSIN FUEL & HTNG INC	150-00-12531-000-000	MCYCLE FUEL	738.53
46890	8/28	NOTARY BOND RENEWAL SERVICE	150-01-50003-301-000	4 YR NOTARTY BRIAN M	30.00
46891	8/28	WI DEPT OF FINANCIAL	150-01-50003-301-000	NOTARY FILING FEE	20.00
46892	8/29	WCA GROUP HEALTH TRUST	150-01-50002-122-000	SEPT'23	49,757.10
			150-01-50003-122-000	SEPT'23	30,720.28
			150-01-50007-122-000	SEPT'23	14,461.41
			150-01-50006-122-000	SEPT'23	13,072.45
			150-01-50001-122-000	SEPT'23	12,010.32
			 CHECK TOTAL	120,021.56
GRAND TOTAL FOR PERIOD *****					386,358.43

JOB NAME: JVNSUMM
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KENOSHA JOINT SERVICES

DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 9/01 END DATE FOR SUMMARY: 9/30

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
46893	9/06	AT&T MOBILITY	150-01-50003-212-000	ATT SPRVSRS	28.45
			150-01-50007-212-000	ATT SPRVSRS	19.17
			 CHECK TOTAL	47.62
46894	9/06	AURORA MEDICAL GROUP	150-01-50004-221-000	PHYS-JM/PW	227.00
46895	9/06	BUELOW VETTER BUIKEMA OLSON	150-01-50004-201-000	LEGAL SVCS	510.00
46896	9/06	BUMPER TO BUMPER AUTO PARTS	150-00-12530-000-000	THRU 8/31/23	3,078.72
			150-01-50006-305-000	THRU 8/31/23	16.69
			150-01-50006-305-000	2%DISC TAKEN	61.91CR
			 CHECK TOTAL	3,033.50
46897	9/06	COMPLETE OFC OF WISCONSIN	150-01-50002-301-000	02 THRU 8/31/23	680.67
46898	9/06	KENOSHA COUNTY	150-01-50005-210-000	LEASE OF SPACE	70,672.50
46899	9/06	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PR 09/08/23	5,681.00
46900	9/06	POMPS TIRE SERVICE	150-00-12530-000-000	MISC TIRE PURCHASES	3,696.92
			150-00-12530-000-000	MISC TIRE PURCHASES	837.06
			150-00-12530-000-000	MISC TIRE PURCHASES	558.04
			150-00-12530-000-000	MISC TIRE PURCHASES	100.00
			 CHECK TOTAL	5,192.02
46901	9/06	STAPLES BUSINESS ADVANTAGE	150-01-50003-301-000	03 THRU 8/31/23	1,955.50
			150-01-50007-301-000	07 THRU 8/31/23	221.81
			150-01-50002-301-000	02 THRU 8/31/23	136.57
			 CHECK TOTAL	2,313.88
46902	9/06	PATRICK SEPANSKI	150-01-50006-203-000	PFLT EXPO REIM	1,213.93
46903	9/06	RODNEY A BERNETT	150-01-50006-303-000	TOOL REIM-RB	250.00
46904	9/06	SCOTT BASKEN	150-01-50006-303-000	BOOT REIM-SB	125.00
46905	9/20	AL WARREN OIL CO INC	150-00-12531-000-000	UNLEADED FUEL	25,039.86
46906	9/20	ASCENSION MEDICAL GROUP	150-01-50004-201-000	3RD QTR	562.50

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KENOSHA JOINT SERVICES

DISBURSEMENT JOURNAL

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
46907	9/20	AUCA CHICAGO MC LOCKBOX	150-01-50006-320-000 150-00-12530-000-000	THRU 8/31 THRU 8/31 CHECK TOTAL	580.44 218.16 798.60
46908	9/20	CARQUEST AUTO PARTS	150-00-12530-000-000 150-01-50006-305-000	THRU 8/31/23 2%DISC TAKEN CHECK TOTAL	2,437.50 48.75CR 2,388.75
46909	9/20	CHESTER ELECTRONIC SUPPLY	150-01-50006-305-000	RESKIT	2.99
46910	9/20	COMSYS INC	150-01-50008-201-000	MIS SUPPORT	38,625.00
46911	9/20	CRAIG D CHILDS PHD SC	150-01-50004-223-000	PSY-REB/STR	1,000.00
46912	9/20	CULLIGAN WATER TREATMENT	150-01-50001-301-000	SEPT'23	30.77
46913	9/20	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PR 09/22/23	246.79
46914	9/20	FASTENAL COMPANY PURCHASING	150-00-12530-000-000 150-01-50006-305-000	INDUSTRIAL SUPPLIES INDUSTRIAL SUPPLIES CHECK TOTAL	321.58 15.62 337.20
46915	9/20	IAED	150-01-50002-211-000	THOMAS EMD CLASS	365.00
46916	9/20	LIONS AUTO GLASS	150-00-12530-000-000	WINDSHIELD KSD#1364	595.00
46917	9/20	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PR 09/22/23	322.97
46918	9/20	MIKE'S CUSTOM AUTO	150-00-12530-000-000	DOOR PANEL REPAIR	100.00
46919	9/20	NAPA AUTO PARTS	150-00-12530-000-000	THRU 8/31/23	393.96
46920	9/20	PALMEN GMC, BUICK	150-00-12530-000-000	THRU 8/31/23	313.91
46921	9/20	PALMEN MOTORS, DODGE CHRY	150-00-12530-000-000	THRU 8/31/23	657.07
46922	9/20	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PR 09/22/23	5,681.00
46923	9/20	PORCARO FORD	150-00-12530-000-000	THRU 8/31/23	3,182.79

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DISBURSEMENT JOURNAL

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
46924	9/20	PROPIO LS LLC	150-01-50002-212-000	AUG'23	282.53
			150-01-50007-212-000	AUG'23	15.01
		 CHECK TOTAL		297.54
46925	9/20	SECURIAN FINANCIAL GROUP INC	150-00-21786-000-000	OCT'23	762.93
			150-01-50002-124-000	OCT'23	293.15
			150-01-50003-124-000	OCT'23	183.84
			150-01-50006-124-000	OCT'23	108.19
			150-01-50001-124-000	OCT'23	67.75
			150-01-50007-124-000	OCT'23	48.43
..... CHECK TOTAL		1,464.29			
46926	9/20	TALKPOINT TECHNOLOGIES INC	150-01-50002-520-000	PLANTRONICS CA22CD C	1,596.00
			150-01-50002-520-000	S&H	18.95
		 CHECK TOTAL		1,614.95
46927	9/20	TYLER TECHNOLOGIES	150-01-50009-540-000	TYLER U FEE	1,089.00
46928	9/20	WISCONSIN FUEL & HTNG INC	150-00-12530-000-000	5W30 SYN	1,598.85
			150-00-12531-000-000	MCYCLE FUEL	521.87
		 CHECK TOTAL		2,120.72
46929	9/20	WCA GROUP HEALTH TRUST	150-01-50002-122-000	OCT'23	50,083.90
			150-01-50003-122-000	OCT'23	28,269.19
			150-01-50007-122-000	OCT'23	19,200.19
			150-01-50006-122-000	OCT'23	13,072.45
			150-01-50001-122-000	OCT'23	12,010.32
..... CHECK TOTAL		122,636.05			
46930	9/27	APCO INTERNATIONAL INC	150-01-50002-211-000	CTO RECERT-RIESSELMN	45.00
			150-01-50002-211-000	CTO LT RECRT-SWIFT	45.00
			150-01-50002-211-000	CTO RECERT-SUNDERND	45.00
			150-01-50002-211-000	CTO RECERT-BERNAIS	30.00
..... CHECK TOTAL		165.00			
46931	9/27	BLACK DIAMOND SOLUTIONS INC	150-01-50009-540-000	MICROSOFT SQL SERVER	4,618.24
			150-01-50009-540-000	MICROSOFT SQL SERVER	4,618.24
			150-01-50009-540-000	MICROSOFT SQL SERVER	4,618.24
			150-01-50009-530-000	NETMOTION LICENSE -	80.55
..... CHECK TOTAL		13,935.27			

JOB NAME: JVNSUMM
 PROGRAM ID. FVN078
 RUN DATE 9/29/23

TIME 11:19:04

KENOSHA JOINT SERVICES

DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 9/01 END DATE FOR SUMMARY: 9/30

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
46932	9/27	CONNEY SAFETY	150-01-50007-301-000	NITRILE GLOVES-M	131.60
			150-01-50007-301-000	NITRILE GLOVES-L	131.60
			150-01-50007-301-000	NITRILE GLOVES-XL	131.60
			150-01-50007-301-000	NITRILE GLOVES-XXL	65.80
			 CHECK TOTAL	460.60
46933	9/27	CRAIG D CHILDS PHD SC	150-01-50004-223-000	PSY-SB	500.00
46934	9/27	DIVERSIFIED BENEFIT SERVICES	150-01-50004-122-000	SEPT'23	119.38
46935	9/27	ENERGY SOLUTION PARTNERS LLC	150-00-12531-000-000	UNLEADED FUEL	25,820.86
46936	9/27	JENSEN TOWING	150-01-50007-202-000	CS#2350601 06 JEEP	75.00
			150-01-50007-202-000	CS#23352242 19 CAMRO	75.00
			150-01-50007-202-000	CS#2550359 10 TAHOE	75.00
			 CHECK TOTAL	225.00
46937	9/27	TYLER TECHNOLOGIES	150-01-50009-540-000	SOFTWARE LIC PYMT 1	12,628.75
46938	9/27	WISCONSIN FUEL & HTNG INC	150-00-12530-000-000	FULL SYN ATF	1,237.50
46939	9/29	AURORA TUREK	150-01-50003-203-000	CIB-HOTEL/MEAL-AT	296.00
46940	9/29	COMSYS INC	150-01-50008-203-000	CIB HOTEL REIM-KM	270.00
46941	9/29	PETTY CASH	150-01-50004-225-000	PC 09/29/23	28.96
			150-01-50002-203-000	CONF MEAL REIM-AD	22.78
			 CHECK TOTAL	51.74
46942	9/29	STEPHANIE LORENZO	150-01-50001-203-000	CIB HOTEL/MEAL-SL	534.36
GRAND TOTAL FOR PERIOD *****					356,058.29

Project Status Report

Project Information

Project Name:	Enterprise Resource Planning System
Date:	10/20/2023
Project Ownership:	Kenosha Joint Services Administration
Prepared by:	Joshua Nielsen, Director

Report on Recent Project Activities

- ✓ Completed onboarding process with Tyler Technologies including: registration for training system, completed infrastructure audit
- ✓ Completed data prerequisite call with Data Conversion team and begun cleanup of legacy system data
- ✓ Received some deliverables for Stage 1 Initiate & Plan including: Project Operations Document and Project Management Document
- ✓ Completed first meeting with Tyler Technologies Project Manager to develop implementation schedule, this is ongoing and the schedule is not yet set

Financial Status

Category	Spent to Date	Allocated	Notes
Software License	\$27,573	\$81,603	Includes SQL Database
Implementation Services	\$1,089	\$77,019	
GFOA Consulting	\$23,375	\$49,000	
Total	\$50,947	\$207,622	Total CIP Amount \$368,000

Risk \ Issue Review

- *Because KJS and Tyler Technologies are currently in planning stages, there are no risks or issues which require project attention at this time.*

Milestones / Deliverables

Milestones	Deliverables	Due Date	Completed Date	Reason for Slippage	Actions and Resolutions
Stage 1 Initiate and Plan	<ul style="list-style-type: none"> Project Operation Plan Project Management Plan Initial Project Schedule 	-- / -- / --	-- / -- / --		
Stage 2 Assess and Define	<ul style="list-style-type: none"> CFSA Modification Specification Document Solution Orientation Data Conversion Plan 	-- / -- / --	-- / -- / --		
Stage 3 Prepare Solution	<ul style="list-style-type: none"> Software is Installed Installation Checklist Conversion Iterations and Review 	-- / -- / --	-- / -- / --		
Stage 4 Production Readiness	<ul style="list-style-type: none"> Solution Validation Report Update Go-Live Action Plan End User Training 	-- / -- / --	-- / -- / --		
Stage 5 Production	<ul style="list-style-type: none"> Converted Data available in production environment Updated Issues Log Client Services Support Document 	-- / -- / --	-- / -- / --		
Stage 6 Close	<ul style="list-style-type: none"> Post Project Report 	-- / -- / --	-- / -- / --		

Planned Activities for Next Time Period

Activity	Deliverables	Comments
Stage 1	Initial Project Schedule	Create, review, and approve project plan
Stage 2	Solution Orientation Training	
Stage 2	Data Conversion Plan	Continue work on submission of Data for conversion

Kenosha Joint Services

Policy and Procedure Manual

Subject:	Dress <u>and Personal Appearance Code</u>
Effective Date:	April 23, 2013
Last Revised:	Upon Board Approval
Distribution:	All Personnel
Re-evaluation Date:	Annually
Number of Pages:	7

I. PURPOSE

It is Kenosha Joint Services (KJS) intent that work attire and personal appearance should complement an environment that reflects an efficient, orderly and professionally operated organization. Additionally, a significant portion of Kenosha Joint Services employees interact with the public, law enforcement personnel, fire department personnel and other members of governmental agencies.

Additionally, KJS recognizes the growing popularity of casual dress and the positive effects of this shift to boost employee morale, encourage more open communication and increased productivity, and create a more comfortable work environment.

Therefore, it is the purpose of this policy to present a common sense and good judgment standard in reference to a dress code policy. One that is conducive to Kenosha Joint Services' professional and business environment.

II. POLICY

It is the policy of Kenosha Joint Services that employees while on-duty will wear appropriate attire, exercise good hygiene, and refrain from excessive perfume. All clothing must be maintained in good repair, neat, and clean with appropriate fit and appearance. In general, the standard is business casual attire and the guideline for each department will be documented in this policy. Casual attire may be worn on designated days or at the discretion of the Director or his/her designee.

III. DRESS CODE REQUIREMENTS

Business casual attire may be worn Monday and through Friday except as otherwise specified in this policy. Casual attire will be allowed on Saturday and Sunday or a Kenosha Joint Services legal holiday.

A. ~~Men~~ Examples of appropriate business casual attire for employees includes the following:

1. Sport coats or blazers
2. Slacks, pants, pantsuits, capris, khakis or docker style pants, blue or colored jeans (denim type material) in good repair, no holes or frays
3. Dresses – including sleeveless, however, not shorter than three (3) inches above the knee
4. Blouses, collars or collarless, long sleeve, short sleeve or sleeveless
5. Skirts, skorts, or split skirts – no shorter than three (3) inches above the knee
6. Leggings will be permitted under a dress or tunic-length top (tunic length must be no shorter than three (3) inches above the knee)
7. Oxford style button-down shirts, long or short sleeve
8. Polo shirts with collars, or collarless, long or short sleeve
9. Conservative style KJS, agency, or fashion brand logos are acceptable but must be no larger than 3" by 3"
10. Henley style shirt, long or short sleeve
11. Sweaters, cardigans, turtlenecks and windshirts
12. Walking/dress style shorts, ~~(June 1–September 31)~~
13. Dress shoes, dress boots, conservative athletic or walking shoes, loafers, flats, dress heels, and leather deck-type shoes, and dress style sandals. Flip-flop style beach sandals, thong sandals, or slides are not to be worn.

~~B. Women Appropriate casual business attire for employee includes the following:~~

- ~~1. Slacks, pants, pantsuits, capris, khakis or docker style pants~~

- ~~2. Skirts, culottes, skorts, or split skirts — no shorter than three (3) inches above the knee~~
- ~~3. Polo shirts with collars, or collarless, long or short sleeve~~
 - ~~a) Conservative style KJS or fashion brand logos are acceptable but must be no larger than 3" by 3"~~
- ~~4. Henley style shirt, long or short sleeve~~
- ~~5. Sweaters, cardigans, turtlenecks and windshirts~~
- ~~6. Walking/dress style shorts, (June 1- September 31)~~
- ~~7. Dress shoes, dress boots, conservative athletic or walking shoes, loafers, flats, dress heels, and leather deck type shoes~~

~~C.B.~~ Casual Attire

Casual attire will be allowed on Saturday and Sunday or a Kenosha Joint Services legal holiday, as listed in the employee handbook. Friday and Saturday evenings or the legal holiday eve will be considered casual day for personnel working third shift.

Casual attire ~~for both men and woman~~ are designated as those items listed under business casual attire and/or any of the following:

- ~~1. Blue or colored jeans (denim type material)~~
- ~~2.1. T-shirts with KJS or agency logos or screen prints~~
- ~~3.2. Sweatshirt, hooded or not hooded, with KJS or agencies logos~~
- ~~4.3. Football or baseball Sports jerseys, shirts or sweatshirts may be worn on those days designated by the director or department head.~~
- ~~5.4. All clothing must be maintained in good repair, neat, clean with appropriate fit and appearance.~~

~~D.C.~~ Fleet Maintenance

1. Fleet Maintenance Technicians are required to wear clothing that is supplied to them or other clothing as approved by the Fleet Maintenance Manager, uniform shirts should be buttoned and tucked in.

2. Fleet Maintenance Technicians are required to wear protective safety shoes.
3. Shorts and t-shirt are approved for warm weather ~~months~~days.
4. Department employees will follow the PPE guidelines outlined in the agency's PPE Manual. ~~Fleet maintenance personnel that are required to appear in court shall comply with Section V of this policy.~~

D. Evidence/Identification

1. Appropriate attire will be worn in accordance with Kenosha Joint Services Policy with the following exceptions due to safety concerns:
- a) Shorts, dresses, or skirts of any kind are not permitted while performing duties in the department.
 - b) Shoes must be closed toe, closed heel, and cover the entire foot.
2. These exceptions do not cover activities outside of the department (i.e. testifying in court or attending conferences, training, job fairs, etc.).
3. Lab coats, as provided by KJS, may be worn as needed.
4. Department employees will follow the PPE guidelines outlined in the agency's PPE Manual.

E. Unacceptable Attire

Clothing that promotes alcohol, tobacco, drug use or inappropriate/offensive behavior or language is not allowed. Stained, ripped or clothing with holes in it are not allowed. Clothing that exposes the waist, abdomen, or has a plunging neckline is not allowed.

The following are examples and not limited to:

1. Bib style overalls
2. Cargo shorts
3. Cutoffs
4. Plain or pocket T-shirts
5. T-shirts with logos, pictures or screen prints other than allowed under casual attire

6. Tank tops, tube tops, halter tops with spaghetti straps
7. Off-the-shoulder tops
8. Exposed undergarments or undergarments as outerwear
9. Midriff length tops
10. Athletic wear or workout clothes
11. Spandex or Lycra such as biker shorts
12. Revealing or Provocative attire
13. Sweat pants, yoga pants or sleeping pants
14. Beach wear
15. Camouflage pattern material ~~Open toed shoes~~
16. ~~Sandals or~~ Flip-flop style beach sandals, thong sandals, or slides
17. Head coverings unless specifically permitted as a religious accommodation

F. Court Attire

As a general rule, ~~you should~~ employees will consider the Court as a formal environment and ~~your~~ their appearance should demonstrate respect for the Court.

Acceptable clothing includes suits, jackets, dress shirts with a tie, blouses, dress pants, or dresses. Dress style shoes will be worn, athletic wear is not acceptable. Choose muted colors keeping jewelry to a minimum. Hair should be well-groomed. Facial hair should be clean-shaven or be neatly trimmed. Remove facial piercings and cover tattoos, if possible. Head coverings are not to be worn unless permitted as a religious accommodation.

- ~~1. Women should wear business suits, simple dresses, or blouses and skirts. Shoes should be low heeled and sensible.~~
- ~~2. Men should wear suits or jackets, shirts with a tie and slacks when they appear for court, with no hat.~~
- ~~3. Athletic style shoes are not acceptable for men or women~~

G. Jewelry, ~~and Piercings,~~ and Tattoos

1. As a general rule, jewelry is acceptable to be worn as long as it does not interfere with an employee's job responsibilities or endanger the safety of the employee. Jewelry must be appropriate so it does not detract from a professional appearance.
2. ~~Facial piercings are not acceptable.~~ Visible piercings on the ears are allowed as long as they are conservative in style, color, and shape. A small, conservative facial or nose stud is permitted.
3. Exposed tattoos are not encouraged. Tattoos displaying slogans or images that are demeaning or feature profanity or other messages that do not promote or enhance a safe and productive workplace will be covered.

H. Ride-Alongs

Ride-alongs are an important aspect of the training within KJS. Employees on a ride-along will observe the dress codes established by the department that they are riding with.

I. Training

Casual attire is acceptable when attending training. It is expected that KJS employees will dress appropriately to reflect the professionalism of our agency.

IV. EXCEPTIONS

Given the nature of the work that is performed within Kenosha Joint Services there may be some requirements that are unique to each department. In those situations, dress policies may be modified by the department manager to meet the needs of the department.

V. ENFORCEMENT

Department managers and supervisors are responsible for monitoring and enforcing this policy. The policy will be administered according to the following action steps:

- A. If questionable attire is worn in the office, the respective department supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.

- B. If an obvious policy violation occurs, the department supervisor/manager will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately.
- C. Repeated policy violations or failure to wear appropriate attire to court will result in disciplinary action, up to and including termination.

DRAFT