



*City of Lake Geneva, 626 Geneva St, Lake Geneva, WI 53147- 262.248.3673- www.cityoflakegeneva.gov*

**PERSONNEL COMMITTEE AGENDA  
MONDAY, AUGUST 4, 2025 - 4:00 PM  
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

**Members:**

Chairperson - Joel Hoiland; Members - JaNelle Powers, Mary Jo Fesenmaier, Brian Smith and Cindy Yager.

1. Call to Order
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the minutes from June 2, 2025
5. City Administrator's Report
6. Discussion/Recommendation regarding Proposed Job Descriptions
  - a. Benefits/Payroll Specialist
  - b. Administrative Specialist - Finance
  - c. Election Inspector
  - d. Chief Election Inspector
  - e. High School Election Inspector
7. Discussion/Recommendation regarding City of Lake Geneva Organizational Chart
8. Discussion/Review Municipal Government Policy Manual: Chapter 3 – Facilities
9. Future Agenda Items
  - a. Government Policy Manual - section reviews
  - b. Staffing & Service Delivery Assessment - Current strengths and gaps
  - c. Performance Review Templates
  - d. 2026 Staffing Budget Recommendations and additional roles needed next fiscal year
  - e. Municipal Code Sec. 2-49(3) – Personnel Committee Ordinance Changes
  - f. Job Description Reviews & Updates – Department Heads
10. Next Meeting Date and Time: September 2, 2025 at 4:00 pm

## 11. Adjournment

*This is a meeting of the Personnel Committee. No official Council action will be taken; however, a quorum of the Council may be present.*

*Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the City Clerk's office in advance so the appropriate accommodations can be made.*

**CITY OF LAKE GENEVA PERSONNEL COMMITTEE MINUTES  
MONDAY, JUNE 2, 2025 - 4:00 PM  
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

**Members:** Chairperson - Joel Hoiland; Members - JaNelle Powers, Mary Jo Fesenmaier, Brian Smith and Cindy Yager.

**Call to Order**

by Chairperson Hoiland at 4:00 pm.

**Roll Call**

Present: Joel Hoiland, JaNelle Powers, Mary Jo Fesenmaier, Brian Smith and Cynthia Yager. Others present: Alderperson Sherri Ames, City Administrator Dave De Angelis, City Clerk Lacey L. Reynolds and other interested persons.

**Comments from the public limited to 5 minutes, limited to items on this agenda**

None.

**Approval of the minutes from May 5, 2025**

Motion by Powers to approve, second by Smith. Voice vote, approved, motion carried.

**Review Personnel Committee (Updated) Action Plan 2025-2026**

Review and discussion took place regarding the action plan, policy and procedures manuals, where each is located and elected officials training and development.

**City Administrators Report**

Chairperson Hoiland welcomed City Administrator David De Angelis. De Angelis confirmed there is a vacancy in the benefits specialist position, updates are being made to the job description and it will be on the next agenda. De Angelis also reported that thirty-six applications were received for the Parks Director position.

**Discussion/Recommendation regarding proposed revisions to Municipal Code Sec. 2-49 (3): Personnel Committee Ordinance**

Review and discussion took place regarding various updates to section 2-49(3) and Chairperson Hoiland announced this item will be on the next agenda. No action taken.

**Review Municipal Government Policy Manual: Chapter 2 – Organization & Administration**

Review and discussion of chapter 2 took place. No action taken.

**Future topics**

Review Chapter 3 of the Municipal Government Policy Manual, Benefits Specialist job description and Personnel Committee ordinance.

**Next Meeting Date: July 7, 2025 at 4:00 pm**

**Adjournment**

Motion by Smith to adjourn, second by Powers. Voice vote, approved, motion carried. Adjourned at 5:46 pm.

Lacey L. Reynolds  
City Clerk



# Memo

**To: Personnel Committee**

**From: David De Angelis, Administrator**

**Date: July 31<sup>st</sup>, 2025**

**RE: Agenda Items**

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**Item 6:** Included for review this month are several job descriptions. Some of these are completely new, election related, and some are revisions. For the two revised positions, Benefits/Payroll Specialist and Administrative Specialist I have included the old versions as well. The Clerk is looking to have formal job descriptions for the elections staff so there is a clear delineation of duties for everyone involved.

The Benefits/Payroll specialist would have some additional duties regarding AP/AR and several of the previous descriptions have been updated to reflect current responsibilities.

The former Front Counter Clerks would be changed to Administrative Specialists in order to add accounts receivable and payable activities.

These changes are the first steps in what we are looking to do to the general government's operations by consolidating duties. This would allow for the promotion of current staff as well as possibly adding an assistant administrator who would pick up some duties but more importantly take on activities that need to be improved. I will have the draft of that job description for review at the September meeting.

In addition, we will be evaluating the zoning inspection program for possible changes to accommodate for increased activity in Short Term Rental processing and enforcement.

**Item 7.** Included for your review is an updated organizational chart that more accurately reflects current operations and titles. It will need to be updated with any changes that may come forward from the next several meetings and budget, but I would like to begin the discussion now. There is one suggested change from the current reporting structure and that is the Harbormaster would be moved under the Parks Director. I believe this is an important change to the structure as it allows for continuity of facility management and staffing under one person who is specifically designated to manage our outdoor public lands and facilities, of which the beach and lakefront are part of.

I look forward to discussing these matters further and if you have any questions please feel free to contact me.

## Benefits/Payroll Specialist

Department: Finance

FLSA Status: Exempt

Reports to: Finance Director/Comptroller

Salary Grade: I

### General Definition of Work

Under limited supervision, performs technical payroll accounting functions, administers employee benefits programs and ACA reporting, and maintains technical and accounting records for the City; researches, reconciles, and assures the accuracy of the ledgers and accounts and general HR functions.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below represent the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

### Essential Functions

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Processes payroll, benefits, and technical transactions for the City, in compliance with all applicable Federal, State, and City rules, regulations, and procedures.
- Enters payroll, benefits, and related data into computer systems, and maintains information system database; enters data, processes transactions, validates data, compiles documentation, and maintains employee records.
- Responsible for the coordination and completion of health insurance compliance with the ACA.
- Reviews source documents for compliance with rules and regulations; determines proper handling of payroll and technical transactions within designated limits; reports discrepancies.
- Reconciles transactions and records according to policies; reviews payroll records and corrects errors as required; assures the accuracy of the payroll and accounting records.
- Collects payroll, benefits, and administrative information and compiles data for reports; identifies and researches payroll issues and recommends solutions; prepares and distributes required reports.
- Prepares payrolls for review, approval and submittal to the Comptroller; generates technical payroll reports for government agencies; tracks and updates employee information for taxes and benefit deductions, wage assignments, retirement, and other payments.
- Provides information and assistance to employees as authorized; responds to requests for information and attempts to resolve them by researching files and records within the scope of authority; refers matters requiring policy interpretation to the supervisor for resolution.

- Assures that all reports and paperwork are completed promptly; updates, corrects, retrieves, and releases information according to procedures.
- Processes FMLA requests and FMLA timecard tracking; assists departments and employees with the ADA process.
- Coordinates and plans open enrollment and benefits.
- Manage and oversee all pre-employment physical, background checks, and employee orientation.
- Maintain the Department of Labor employer posters for compliance.
- Develop and maintain positive working relationships with internal departments.
- Maintains technical and accounting records for the city.
- Serves as back-up for servicing customers at the front desk, or as assigned.

### **Strategic & Long-Range Planning**

- Evaluate the City's overall recruitment and hiring process, recommending and implementing changes to processes to improve efficiency and effectiveness.

### **Supervision**

- None

### **Budget**

- None

### **Knowledge, Skills, and Abilities**

- City policies and procedures.
- General Accounting standards, policies, procedures, and regulations.
- Payroll accounting rules, regulations, methods, and procedures
- ACA compliance and process
- Applicable state and Federal statutes, rules, codes, and regulations governing payroll and taxes
- Principles of record keeping and records management.
- General ledger reconciliation procedures.
- Business and personal computers, and spreadsheet software applications.
- Ability to work within time limits efficiently and effectively.
- Maintain confidentiality as required by job functions.
- Conduct mathematical operations and calculate figures and analyze simple financial data.

## **Education and Experience**

- Associate degree or certificate with coursework in accounting, finance, human resources, or related field and moderate experience, or equivalent combination of education and experience preferred.
- Strong oral and written communication skills.
- Strong interpersonal and problem-solving skills for employee relations.
- Government accounting experience.
- Proficiency in a variety of computer programs, including Microsoft Office.
- SPRM preferred or ability to obtain certification.

## **Physical Demands**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and frequently requires reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas using the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. business office, light traffic).

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

## **Special Requirements**

- None

The City of Lake Geneva is an Equal Opportunity Employer.

## Human Resources/Benefits Specialist

Posting Date: 09-16-2022

Location: City of Lake Geneva, 626 Geneva St., Lake Geneva, WI 53147

Hours: Monday-Friday 8:30 am – 5:00 pm

Salary range: \$74,609.60-\$78,395.20/yr.- Depending on Qualifications-Exempt Position

**Qualifications:** A bachelor's degree with a concentration in Human Resources or a closely related field is required. A SHRM and/or HRCI certification is preferred. Strong oral and written communication skills. Strong organizational and analytical skills, and attention to detail. Strong interpersonal and problem-solving skills for employee relations and disciplinary administration.

**Duties:** Under the direction and supervision of the Comptroller/Finance Director, the Human Resources/Benefits Specialist is primarily responsible for managing the onboarding and offboarding processes of human resources, including administering personnel policies. The position is also responsible for personnel recruitment, compensation and benefit administration, Wisconsin Retirement System (WRS), employee orientation, job description development, compliance with FLSA, payroll processing, and coordination of training administration and compliance. This is an at-will position.

**Essential Functions:** Gain knowledge and understanding of the City's policies and procedures and ensure that they are always adhered to. Assist in the development and implementation of personnel policies and procedures; administer and maintain the employee personnel manual.

-Manage and implement human resources software solutions in a Team environment, converting all manual processes to digital, while ensuring efficiency and effectiveness.

-Develop an employee-oriented organizational culture that emphasizes quality, continuous improvement, teamwork, and high performance.

-Coordinate the development of HR management improvements, analyze personnel operating issues and suggest adjustments to policies as needed.

-Serve as liaison with external agencies concerning the City's involvement with WRS, health insurance, unemployment insurance, deferred compensation, and other benefit programs; submit required information, records, and reports per compliance.

-Serve as liaison with Wisconsin State insurance for accident reporting, training, and audit review.

-Manage leave of absence administration, including but not limited to FMLA, disability leave, military leave, and unpaid personal leaves absence, etc.

-Evaluate the City's overall recruitment and hiring process; recommend and implement changes to processes in order to improve efficiency and effectiveness.

-Manage and oversee all pre-employment physicals and background checks as defined by the City's policies.

-Develop and maintain positive working relationships with internal departments.

- Manage benefits administration, to include open enrollment, change reporting, approving invoices for payment, and communicating benefit information to employees.
- Manage unemployment claims processing and maintain an orderly system of all claims. Administer the required reporting for hearings.
- Manage training requirements and track employee compliance.
- Maintain and monitor changes in employment law and compliance with federal and state employment regulations.
- Maintain human resources records, digital and paper-based, and archival storage following federal and state regulations.
- Maintain Department of Labor employer posters for compliance.
- Conduct periodic internal audits to ensure compliance with all applicable laws and regulations.
- Perform all job tasks within the rules and guidelines of the City's personnel policy manual, maintaining confidentiality of human resources and payroll data.
- Overall management of payroll processing for up to 225 employees using Caselle. Maintain personnel information in the payroll system. Process bi-weekly payroll. Prepare employee payroll deductions, including but not limited to pension (WRS), AFLAC, insurance, and garnishments. Other tasks include responding to employment verifications and unemployment claims. Review quarterly and annual state and federal tax returns and unemployment reports. Review the process and assist Caselle in preparing employee W-2 forms. Prepare documents and reports relating to Affordable Care Act Compliance.

**Physical Requirements:** This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and frequently requires reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. business office, light traffic).

# Administrative Specialist-Finance

Department: Finance

FLSA Status: Non-Exempt

Reports to: Finance Director/Comptroller

Salary Grade: D

## General Definition of Work

The Administrative Specialist's primary role is to provide excellent customer service through various front-counter tasks, including the entry of Accounts Payable and Accounts Receivable, as well as assisting the Clerk and Finance Offices. The position performs intermediate administrative support work, assisting with basic bookkeeping and accounting tasks, clerical services, and related duties as needed or assigned. Also performs intermediate administrative support work answering telephones, assisting citizens at the front counter, answering and researching inquiries, assisting the Clerk's office with licensing, permits, and election duties, and related work as apparent or assigned. Work is performed under the direct supervision of the Comptroller.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below represent the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs general office work, including maintaining files, records, and electronic documents, including confidential information as assigned
- Answers telephone; greets visitors; responds to requests and complaints; forwards visitors and callers to appropriate party for disposition
- Input invoicing for Accounts Payable and Accounts Receivable
- Issues beach tags, parking stickers, work permits, dog/cat licenses, and processes payments
- Assists with parking issues regarding payments, suspensions, parking rules, and parking stall/lot location
- Processing Cash Receipts and credit card payments
- Assists the Clerk's Office with license renewals
- Election-related duties involving data entry of voter registration and absentee ballot processing.
- Assist with any other duties as assigned by the Comptroller

## Strategic & Long-Range Planning

- None

## Supervision

- None

## Budget

- None

### **Knowledge, Skills, and Abilities**

- Knowledge of City of Lake Geneva ordinances, public meeting laws, election laws, and processes
- Ability to understand and follow oral and written directions
- Ability to establish and follow work procedures
- Skills in using a variety of office machines and computer equipment, and some typing ability

### **Education and Experience**

- Associates/Technical degree or certificate with coursework in general business, or related field, or equivalent combination of education and experience
- Strong interpersonal and problem-solving skills for customer relations
- Proficiency in a variety of computer programs, including Microsoft Office
- Strong oral and written communication skills and bilingual skills are desired

### **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and frequently requires reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas using the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. business office, light traffic).

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

### **Special Requirements**

- Notary

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# Front Counter Clerk

Dept/Div:  
Department  
Non-Exempt

Clerk's Office/Finance  
FLSA Status:

## General Definition of Work

Counter Clerk's primary role is to provide excellent customer service through a number of front counter tasks as well as assist the Clerk and Finance Offices. Position performs intermediate administrative support work assisting with basic bookkeeping and accounting work, clerical services, and related work as apparent or assigned. Also performs intermediate administrative support work answering telephones, assisting citizens at the front counter, answering and researching inquiries, assisting Clerk's office with licensing, permits and election duties, and related work as apparent or assigned. Work is performed under the direct supervision of the Comptroller.

## Qualification Requirements

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

## Essential Functions

Performs general office work including maintaining files and records; answers telephone; greets visitors; responds to requests and complaints; forwards visitors and callers to appropriate party for disposition

Issues beach tags, parking stickers, work permits, dog/cat licenses, and processes payments

Assists with parking issues regarding payments, suspensions, parking rules, parking stall/lot location, and troubleshooting phone calls regarding kiosk

Processes accounts payable; verifies requests for payments comply with policies and procedures and codes for payment. Processes accounts receivable, cash receipts, and credit card payments

Assists Clerk's Office with license renewals and processing insurance claims

Election related duties involving data entry of voter registration and absentee ballot processing

Provides backup for Parking Counter Clerk, Assistant City Clerk and Financial Analysts

Ability to become a notary and must be bondable.

Completes other duties as assigned

## Knowledge, Skills and Abilities

General knowledge of bookkeeping terminology, methods, procedures; general knowledge of standard and special office procedures, practices and equipment; ability to understand and follow oral and written directions; ability to establish and follow work procedures; ability to post accounts and to perform mathematical computations; skill in using a variety of office machines and computer equipment and some typing ability; and ability to establish and maintain effective working relationships with associates, vendors and the general public. Knowledge of City of Lake Geneva ordinances, public meeting laws, election laws and processes

## Education and Experience

Associates/Technical degree with coursework in general business, or related field and moderate experience in accounting, or equivalent combination of education and experience

## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Revised: 10-2-2017 Lake Geneva, Wisconsin

# City of Lake Geneva Election Inspector

Department: Clerk/Elections

FLSA Status: Non - Exempt

Reports to: City Clerk/Deputy City Clerk

Salary Grade: 45

## General Definition of Work

Performs duties related to the conduct of an election as dictated by Wisconsin Statutes chapters 5-12. Election Inspectors perform a very important public service by enhancing the high quality and integrity of Wisconsin's elections. Election Inspectors must be nominated by either a political party or the City Clerk and then appointed to a two-year term by the City Council. Terms run from January 1 of an even-numbered year through December 31 of the subsequent odd-numbered year. Wis. Stat. § 7.31 (4). Work is performed under the supervision of the Chief Election Inspector, and limited supervision of the City Clerk and Deputy City Clerk.

## Qualification Requirements

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

## Essential Functions

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Inspectors may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

### General Duties

- Greet and be courteous to voters
- Administer election procedures
- Assist with pre-election tasks, including in person absentee voting
- Monitor voting equipment
- Organize the polling place before the polls open and after the polls close
- Register voters and issue ballots to registered voters
- Provide instructions and assistance to voters
- Explain how to mark the ballot and/or use voting equipment
- Process absentee ballots
- Count votes
- Process election day paperwork, reconciling poll lists, required forms and reports
- Provide municipal clerk, county clerk and school district clerk with proper materials
- Protect voter information and keep voter data confidential
- Ensure that a balance is maintained between the two political parties when any Election Day task requires completion by two inspectors, whenever possible. Wis. Stat. § 7.30 (2)(a)

### Strategic & Long-Range Planning

- None

### Supervision

- None

### Budget

- None

## **Knowledge, Skills, and Abilities**

- Have strong clerical skills
- Be able to solve problems and be an effective communicator
- Work well in a team environment and enjoy people and service to others
- Be willing to work a long day as a service to your community
- Be able to function in a fast-paced environment while multi-tasking, maintaining professionalism, and providing excellent customer service
- Be efficient and effective with basic computer programs and technology-the City uses an electronic poll book system

## **Education and Experience**

- Must be able to speak, read, write, and understand the English language
- Inspectors are required to receive training from the municipal clerk within the two years preceding the election event at which the inspector intends to work.

## **Physical Demands**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and frequently requires reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas using the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data; work may have some exposure to environmental conditions; work is generally in a busy and high volume location.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

## **Special Requirements**

- Cannot be a candidate for any office to be voted on at the polling place at that election
- Must be a qualified elector of the county in which the polling place is established (i.e., an adult citizen of the United States who has resided in the election district for 28 consecutive days and is not otherwise disqualified to vote). Wis. Stat. § 7.30 (2)(a)
- The municipal clerk should identify any election inspectors appointed by one of the two major political parties. The chief inspector must ensure that any Election Day tasks which require completion by two election inspectors are represented by each party, whenever possible. Wis. Stat. § 7.30 (2)(a).
- Must be willing and able to work at all elections during their appointed term
- Election Inspectors are required to take an Oath of Office within 10 days of notification of their appointment

The City of Lake Geneva is Equal Opportunity Employer.

# City of Lake Geneva Chief Election Inspector

Department: Clerk/Elections

FLSA Status: Non - Exempt

Reports to: City Clerk/Deputy City Clerk

Salary Grade: 45

## General Definition of Work

Performs duties related to the conduct of an election as dictated by Wisconsin Statutes chapters 5-12. Election Inspectors perform a very important public service by enhancing the high quality and integrity of Wisconsin's elections. Election Inspectors must be nominated by either a political party or the City Clerk and then appointed to a two-year term by the City Council. Chief Inspectors are chosen by the City Clerk from the appointed Election Inspectors. Terms run from January 1 of an even-numbered year through December 31 of the subsequent odd-numbered year. Wis. Stat. § 7.31 (4). Work is performed under the supervision of the City Clerk and Deputy City Clerk.

## Qualification Requirements

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

## Essential Functions

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Inspectors may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

### General Duties

- Oversee and manage election activities in the polling location
- Supervise Election Inspectors and assign duties as needed
- Greet and be courteous to voters
- Administer election procedures
- Assist with pre-election tasks, including in person absentee voting
- Monitor voting equipment
- Organize the polling place before the polls open and after the polls close
- Register voters and issue ballots to registered voters
- Provide instructions and assistance to voters
- Explain how to mark the ballot and/or use voting equipment
- Process absentee ballots
- Count votes
- Process election day paperwork, reconciling poll lists, required forms and reports
- Ensure election day paperwork is accurately completed
- Provide municipal clerk, county clerk and school district clerk with proper materials
- Protect voter information and keep voter data confidential
- Ensure that a balance is maintained between the two political parties when any Election Day task requires completion by two inspectors, whenever possible. Wis. Stat. § 7.30 (2)(a)

### Strategic & Long-Range Planning

- None

### Supervision

- Regular Election Inspectors & High School Election Inspectors

### Budget

- None

## **Knowledge, Skills, and Abilities**

- Have strong clerical skills
- Be able to solve problems and be an effective communicator
- Work well in a team environment and enjoy people and service to others
- Be willing to work a long day as a service to your community
- Be able to function in a fast-paced environment while multi-tasking, maintaining professionalism, and providing excellent customer service
- Be efficient and effective with basic computer programs and technology-the City uses an electronic poll book system
- Be a quick thinker and be able to effectively assess and adjust to situations accordingly

## **Education and Experience**

- Must be able to speak, read, write, and understand the English language
- Baseline Chief Inspector Training prior to acting as Chief during an election
- At least 6 hours of approved election training required every two years
- Some manner of supervisory/management experience preferred

## **Physical Demands**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and frequently requires reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas using the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data; work may have some exposure to environmental conditions; work is generally in a busy and high volume location.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

## **Special Requirements**

- Cannot be a candidate for any office to be voted on at the polling place at that election
- Qualified elector of the City of Lake Geneva; if no resident that is a qualified candidate for chief inspector is available, then must be a qualified elector of the county in which the polling place is established (i.e., an adult citizen of the United States who has resided in the election district for 28 consecutive days and is not otherwise disqualified to vote). Wis. Stat. § 7.30 (2)(a)
- Must be willing and able to work at all elections during their appointed term
- Election Inspectors are required to take an Oath of Office within 10 days of notification of their appointment

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# City of Lake Geneva High School Election Inspector

Department: Clerk/Elections

FLSA Status: Non - Exempt

Reports to: City Clerk/Deputy City Clerk

Salary Grade: 45

## General Definition of Work

Performs duties related to the conduct of an election as dictated by Wisconsin Statutes chapters 5-12. Election Inspectors perform a very important public service by enhancing the high quality and integrity of Wisconsin's elections. Students may decide for themselves to serve as election inspectors or in response to a school sponsored initiative. Civics, government or political science teachers or administrators may see this as an opportunity for a real-life learning experience. Student organizations may find this to be an attractive form of community service and an interesting learning opportunity. High School Election Inspectors must be nominated by either a political party or the City Clerk and then appointed to a two-year term by the City Council. Terms run from January 1 of an even-numbered year through December 31 of the subsequent odd-numbered year. Wis. Stat. § 7.31 (4). Work is performed under the supervision of the Chief Election Inspector, and limited supervision of the City Clerk and Deputy City Clerk.

## Qualification Requirements

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

## Essential Functions

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Inspectors may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

### General Duties

- Greet and be courteous to voters
- Administer election procedures
- Assist with pre-election tasks, including in person absentee voting
- Monitor voting equipment
- Organize the polling place before the polls open and after the polls close
- Register voters and issue ballots to registered voters
- Provide instructions and assistance to voters
- Explain how to mark the ballot and/or use voting equipment
- Process absentee ballots
- Count votes
- Process election day paperwork, reconciling poll lists, required forms and reports
- Provide municipal clerk, county clerk and school district clerk with proper materials
- Protect voter information and keep voter data confidential
- Ensure that a balance is maintained between the two political parties when any Election Day task requires completion by two inspectors, whenever possible. Wis. Stat. § 7.30 (2)(a)

### Strategic & Long-Range Planning

- None

### Supervision

- None

### Budget

- None

## **Knowledge, Skills, and Abilities**

- Have strong clerical skills
- Be able to solve problems and be an effective communicator
- Work well in a team environment and enjoy people and service to others
- Be willing to work a long day as a service to your community
- Be able to function in a fast-paced environment while multi-tasking, maintaining professionalism, and providing excellent customer service
- Be efficient and effective with basic computer programs and technology-the City uses an electronic poll book system

## **Education and Experience**

- Must be able to speak, read, write, and understand the English language
- Inspectors are required to receive training from the municipal clerk within the two years preceding the election event at which the inspector intends to work.

## **Physical Demands**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and frequently requires reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas using the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data; work may have some exposure to environmental conditions; work is generally in a busy and high volume location.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

## **Special Requirements**

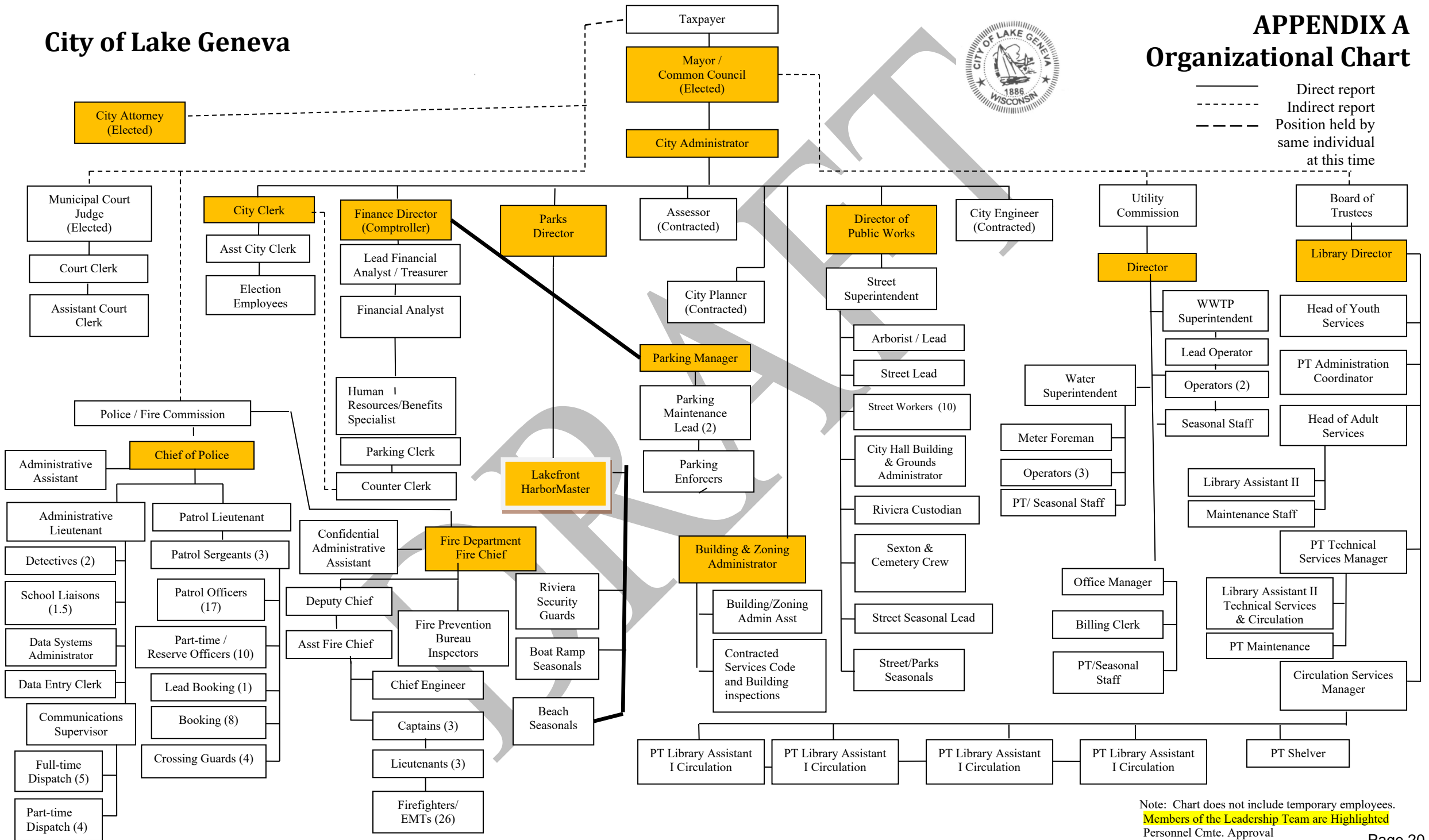
- Are 16 or 17 years of age
- Are enrolled in grades 9 to 12, in a public, private, or tribal school or a home-based private educational program
- Have at least a 3.0 grade point average or the equivalent
- Have the written approval of their parent or guardian
- Have the written approval of the principal of the school in which they are enrolled, if the student has less than a 3.0 grade point average
- Reside in the City of Lake Geneva
- May only serve at polling places that serve their residence
- Must be willing and able to work at the election(s) for which they were appointed. Wis. Stat. § 7.30 (6)(am)
- Election Inspectors are required to take an Oath of Office within 10 days of notification of their appointment

The City of Lake Geneva is Equal Opportunity Employer.

DRAFT

# City of Lake Geneva

# APPENDIX A Organizational Chart



— Direct report  
 - - - Indirect report  
 - - - Position held by same individual at this time

Note: Chart does not include temporary employees.  
 Members of the Leadership Team are Highlighted  
 Personnel Cmte. Approval  
 Council Approval

## Chapter 3 - Facilities

# Key and Electronic Access Device Controls

## 300.1 PURPOSE AND SCOPE

The control and accountability of keys is important to maintain a safe and secure environment for employees and members of the public.

### 300.1.1 DEFINITIONS

Definitions related to this policy include:

**Key** - All electronic or mechanical devices used to access or exit city buildings and facilities. It includes proximity cards, key fobs, and other electronic access devices.

**Designee** - A non-employee that is a third-party entity working in cooperation with the City.

## 300.2 POLICY

It is the policy of the City that all keys used to access local government buildings and facilities are inventoried and controlled.

## 300.3 KEY IDENTIFICATION

All keys that open any doors or locks to city buildings or facilities should be marked with unique identification codes that will allow for quick inventory. Keys should be numbered or coded with a tag to identify them. The identifying numbers or codes on keys should not correspond to numbers/codes on locks.

A separate secure document identifying all keys will be maintained by the City Administrator or the authorized designee.

## 300.4 KEY CONTROL

Keys may be issued to employees or accessed and checked out by authorized employees or designees from secure designated areas. Keys issued to or accessed and checked out by employees shall be limited to only those keys necessary for the employee's position.

Employees or designees shall not loan a key to another person. All keys must be issued or checked out through the control process. Employees or designees shall not possess any key for which they have not been authorized.

All keys issued or checked out to employees or designees remain the property of the City. Employees or designees shall not duplicate, mark, alter, or manufacture any key without written authorization from the City Administrator or the authorized designee.

The City Administrator or the authorized designee should regularly inventory all city keys.

### 300.4.1 EMPLOYEE/ELECTED OFFICIAL KEY ASSIGNMENT

Employees may be issued identification cards to be displayed by the employee while conducting City business, either on or off premises. Upon separation from employment with the City, an employee will be required to surrender his or her identification card, as well as any City keys or fobs

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#### *Key and Electronic Access Device Controls*

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that have been issued them. In the event if the key or fob have been misplaced or damaged you must report to your supervisor immediately. Employees should direct any questions or concerns about security to their supervisor, the City Administrator or designee.

#### **300.5 LOCK POLICY**

All city buildings and facilities should be kept locked during non-operating hours. Employees or designees shall not leave public entrances to city buildings and facilities unlocked or propped open during non-operating hours. Employees or designees should never leave non-public entrances to city buildings and facilities unlocked or propped open.

#### **300.6 TESTING**

The City Administrator or the authorized designee should periodically test locks to doors and gates for proper function and document the testing.

#### **300.7 EMERGENCY KEY SET**

At least one spare key for city buildings and facilities should be kept separate from all of the other keys in a secure location and made accessible only to the City Administrator or the authorized designee in the event of an emergency.

#### **300.8 MISSING KEYS**

Any employee or designee who discovers that a key is missing shall report it to a supervisor as soon as reasonably practicable. If a reasonable effort to locate the key fails, the supervisor shall notify the City Administrator or the authorized designee regarding the loss of the key, when it was discovered, and the circumstances involved.

The City Administrator or the authorized designee will determine whether to re-key any locks that may have been compromised, and whether this should be done immediately.

#### **300.9 DAMAGED KEYS OR LOCKS**

Malfunctioning or damaged keys or locks shall be promptly reported to a supervisor. No part of a broken key should be left in the lock. All portions of the damaged key must be turned in to a supervisor, who will provide a replacement key as needed. Damaged locks should be replaced or repaired as soon as practicable. Appropriate security measures should be taken until such time as the lock is properly restored.

#### **300.10 KEY CONTROL RECORDS**

The City Administrator or the authorized designee will maintain documentation for the accounting and security of all keys. Key control measures should be documented by the designated employee and the records retained in accordance with established records retention schedule.

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## Use of Public Facilities

### 301.1 PURPOSE AND SCOPE

This policy provides guidance and establishes the fee structure for reserved use of City Hall building and rooms.

This policy does not apply to spontaneous expressive activities such as demonstrations or to expressive activities of groups of fewer than 50 people. Nor does it apply to other gatherings of fewer than 50 persons when the department head has developed appropriate nondiscriminatory application or request processes for the use of city facilities under the control of the department head.

#### 301.1.1 DEFINITIONS

Definitions related to this policy include:

**Applicant** - Any individual, group, or organization seeking approval to use city facilities.

**Facilities** - Any buildings, rooms, structures, sites, complexes, parks, roads, walkways, parking areas, equipment, and other real or personal property owned or leased by the city that are made available for use by the general public.

### 301.2 POLICY

It is the policy of the City to make certain facilities available for public use in a fair and equitable manner based on an established application and permitting process.

### 301.3 PERMIT PROCESS

The City Administrator or the authorized designee should develop, implement, and maintain a permitting process for the use of city facilities. The process should include:

- (a) A standardized application and reservation system.
- (b) An application submittal period and review process.
- (c) A method of communicating confirmations and denials of applications, as well as an appeals process for denials.
- (d) Permit forms for facility use.
- (e) A fee schedule for facility use and for payment of deposits, balances due, and refunds.
- (f) A nondiscriminatory process for establishing how much liability insurance will be required from applicants.
- (g) A process for making changes to existing reservations and for cancellations.
- (h) The designation of city employees responsible for enforcing permit terms.
- (i) Rules and regulations for facility use (e.g., cleaning, smoking/vaping, alcohol use, food and beverage sales or service, insurance coverage).
- (j) A process for determining when free speech expression areas will be necessary and a process for designation and monitoring of such areas, when used.

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#### *Use of Public Facilities*

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The City Administrator should also adopt and maintain city requirements related to facility use permits, including duration of use, traffic control, and noise limitations.

##### 301.3.1 APPLICATION REVIEW

- (a) The following should be considered when determining whether to grant or deny an application for facility use:
  - 1. The application should be complete and not contain false or misleading information.
  - 2. The activity or event should not pose unreasonable health or safety risks.
  - 3. Appropriate ancillary facilities such as parking and sanitary facilities should be available and adequate for the activity or event.
  - 4. The activity or event should not pose an unreasonable risk of damage to city facilities.
  - 5. An application should be denied if the applicant has damaged city facilities in the past and has failed to pay for the damages.
  - 6. Adequate supervision and security personnel for the activity or event should be provided by the applicant.
- (b) When determining whether to grant or deny an application for facility use, the City shall not consider an applicant's:
  - 1. Actual or perceived classification or status protected by law, such as religion, race, or gender identity or expression.
  - 2. Political, social, or ideological beliefs.
  - 3. Viewpoint, message, or program content and any anticipated response.

##### 301.3.2 PERMIT TERMS

Permits should contain the applicant's agreement to:

- (a) Return the facilities to their original condition and assume responsibility for any damage or loss sustained.
- (b) Comply with all federal, state, and local laws, regulations, and ordinances, as well as all permit requirements and conditions imposed by the City.
- (c) Refrain from promoting, permitting, or engaging in illegal activity.
- (d) Obtain a general liability insurance policy in the amount required naming the City as an additional insured and identifying the policy as primary to the city's insurance coverage.
- (e) Make it clear to the public that the activity or event is the applicant's and that any message is not endorsed or made by the City.

Permits should also contain notice to the permittee that failure to comply with permit terms may result in enforcement action and denial of future applications.

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#### *Use of Public Facilities*

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##### **301.4 DISTURBANCES OR CRIMINAL ACTIVITY**

Non-law enforcement employees should not attempt to physically control a person or group that is creating a disturbance or engaging in criminal activity on city property during a permitted activity or event. Such instances, as well as unapproved demonstrations or acts of civil disobedience, should be reported to law enforcement for handling.

##### **301.5 RECORDS**

All records created and submitted during and related to the permitting process should be maintained in accordance with the established records retention schedule.

## Holiday Displays

### 302.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on holiday displays by the City.

The use of city facilities by members of the public or private groups is addressed in the Use of Public Facilities Policy.

Memorials on city property are addressed in the Memorials on Public Property Policy.

### 302.2 POLICY

It is the policy of the City that city seasonal temporary holiday displays be appropriate and lawful.

### 302.3 RESPONSIBILITIES

The City Administrator should review and approve each city holiday display.

The City Administrator's review should be completed prior to installation of the display and should include a review of the following:

- (a) The location of the display, including the types of structures and properties immediately adjacent to the display.
- (b) The manner and format in which the different secular and non-secular decorations will be displayed.
- (c) Whether the display complies with the criteria set forth in this policy.

If the City Administrator has any concerns regarding the content of the display, counsel should be consulted prior to proceeding.

### 302.4 REVIEW CRITERIA

A city holiday display should not have an overall effect of supporting or endorsing a religion or denigrating or inhibiting any religion or religious belief. When reviewing a proposed display, the City Administrator should consider the following:

- (a) The holiday display should:
  1. Have a primary purpose that is secular.
  2. Recognize the celebration of the holidays and/or seasonal traditions (e.g., lights, snowflakes, Santa Claus in the winter; bunnies, baskets, eggs in the spring).
  3. Include religious symbols only if they are accompanied by numerous other non-religious holiday items and in a non-religious setting.
- (b) The holiday display should not:
  1. Include religious symbols (e.g., a nativity scene, a cross, a menorah) alone or in a setting that focuses on or draws attention to a specific religion or the religious nature of a symbol.
  2. Be placed in any location that makes it appear that the display endorses a religion (e.g., on property adjacent to a church, other religious institution, or area

# City of Lake Geneva

## Government Manual

### Government Manual

#### *Holiday Displays*

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connected to a religion; on city property that has a statue, monument, or sign that in combination with a holiday display might appear to endorse a religion).

3. Be used for any religious practices or ceremonies.

## Memorials on Public Property

### 303.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on the review and approval of city memorials and the relocation, alteration, or removal of existing memorials on city property.

This policy addresses memorials established by the City and memorials requested or donated by members of the public.

This policy does not apply to the following:

- (a) Works of art that are not memorial or commemorative in nature
- (b) Signage or plaques placed on city property for the purpose of acknowledging a donor or sponsor
- (c) Historical markers or placards that provide information to the public

Temporary displays on city property are addressed in the Holiday Displays and the Use of Public Facilities policies.

#### 303.1.1 DEFINITIONS

Definitions related to this policy include:

**Memorial** - A permanent monument, museum, building, garden, plaque, sculpture, or the like intended to commemorate or preserve the memory of a person, group, action, or event.

### 303.2 POLICY

It is the policy of the City that memorials on city property be considered and approved pursuant to this policy.

### 303.3 RESPONSIBILITIES

The City Administrator or the authorized designee should:

- (a) Establish procedures for the submission, review, and approval of requests by members of the public for new city memorials or for the removal, alteration, or relocation of existing memorials. The procedures should include:
  - 1. That all requests be submitted in writing.
  - 2. For new memorials, that the request includes detailed information regarding the form and substance of the proposed memorial, the proposed location, and the proposed source of funding.
    - (a) The proposed memorial should be presented either in fully finished form or in a model prior to final acceptance by the City.
  - 3. For existing memorials, that the request includes the reason for the requested removal, relocation, or alteration.
    - (a) Requests for relocation should identify the new proposed location.

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### Government Manual

#### *Memorials on Public Property*

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- (b) Requests for alteration should detail the type and form of the proposed alteration.
  - 4. Review by any appropriate department.
  - 5. The opportunity for input from members of the public.
  - 6. The opportunity for the City to ask the requester for modifications to a proposed memorial, relocation, or alteration consistent with this policy.
  - 7. That any denial of a request be documented.
  - 8. An appeal process to the City Administrator or the governing body for application denials or modification requests.
- (b) Provide notice to members of the public making requests that:
  - 1. For new memorials, the memorial becomes the property of the City upon installation.
  - 2. The City may deny any request after a review of the request under the procedures established by this policy.
  - 3. The City will make a final determination as to the location of all new or relocated memorials within the City.
  - 4. Existing memorials on city property do not establish a precedent for any future approvals.
- (c) Adopt and maintain additional city requirements relating to new memorials or the removal, alteration, or relocation of existing memorials.
  - 1. Requirements may include size, material quality, and appearance standards.
- (d) Coordinate a process for the periodic review of existing memorials to consider whether:
  - 1. Relocation, alteration, or removal is appropriate. This process should include the evaluation of the overall condition of the memorial and whether there are any reasons to consider the relocation, alteration, or removal of the memorial.
  - 2. Designation as a historic landmark or district under federal, state, or local laws or guidelines is appropriate for any memorials.
- (e) Create a list of all memorials within the City that includes the type of memorial, the current location of the memorial, and any specific maintenance, safety, or access information relevant to the memorial.

#### **303.4 CONSIDERATIONS FOR NEW MEMORIALS**

The following criteria should be considered for all new memorials:

- (a) The memorial should:
  - 1. Support or promote the common history of the City, local culture, civic identity, or mission of the City.
  - 2. Be of historical or social significance.

# City of Lake Geneva

## Government Manual

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#### *Memorials on Public Property*

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3. Be located in an area that is connected with the person or event being commemorated.
  4. Be compatible with the area surrounding the proposed location.
    - (a) The size, content, and appearance of the memorial should improve or otherwise enhance the social and physical environment of the surrounding area.
  5. Comply with any additional city requirements related to memorials.
- (b) The memorial should not:
1. Present unreasonable maintenance, security, environmental, or access issues.
  2. Be offensive to a reasonable person.
  3. Reasonably appear to be promoting, favoring, or inhibiting any religion or political affiliation.

Consideration should be given to how the memorial corresponds with other memorials in the immediately surrounding area and in the City generally.

#### **303.5 CONSIDERATIONS FOR THE REMOVAL, ALTERATION, OR RELOCATION OF EXISTING MEMORIALS**

The following criteria should be applied to all cases where the removal, alteration, or relocation of a memorial is being considered, whether initiated by a request from members of the public or internally by city officials or staff.

- (a) The memorial should be removed, altered, or relocated, as appropriate, if:
1. The memorial has deteriorated to the extent that it cannot be safely maintained in its current location.
  2. Security issues make the current location unreasonable.
  3. The memorial is damaged beyond reasonable repair.
  4. Social or environmental changes to the location or surrounding area have made the memorial no longer appropriate for the location.
  5. The memorial is no longer sufficiently connected to the common history, local culture, or mission of the City.
  6. A more appropriate alternative location for the memorial is reasonably available.
- (b) The memorial should not be removed, altered, or relocated:
1. If federal, state, or local laws restrict the removal, alteration, or relocation of the memorial.
  2. Without appropriate pre-approvals from federal, state, or local officials, as required.
  3. If removal, alteration, or relocation is not consistent with additional requirements adopted or maintained by the City Administrator.

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### Government Manual

#### *Memorials on Public Property*

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4. Without final approval of the City's governing body.

#### **303.6 DAMAGE OR DETERIORATION**

Employees who observe damage to or significant deterioration of an existing memorial should report the damage to a supervisor. Appropriate repairs may be made with supervisory approval.

If damage or deterioration to a memorial reasonably appears to present a safety issue, access to the memorial should be restricted and a supervisor should be immediately notified.

#### **303.7 DOCUMENTATION**

The following should be created and maintained consistent with the established records retention schedule:

- (a) The list of memorials within the City.
- (b) Documentation relating to the approval of any new memorials.
- (c) Documentation relating to the removal, relocation, or alteration, of any memorial, including the reason for the action, and whether the memorial has been stored or otherwise disposed of.

## Flags

### 304.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper display of flags at city facilities.

### 304.2 POLICY

It is the policy of the City to display flags in compliance with federal and state laws and local ordinances.

### 304.3 DISPLAY OF FLAGS

Flags flown at city facilities will be displayed in the following order of prominence:

- (a) The United States flag
- (b) Flags of foreign governments recognized by the United States when flown with the United States flag
- (c) The state flag
- (d) The city flag
- (e) The department flag
- (f) Any commemorative flags

### 304.4 DISPLAYING THE FLAG OF THE UNITED STATES

Federal law providing for the use and the display of the United States flag is contained in Title 4 Chapter 1 of the United States Code, commonly referred to as the “Flag Code.” The City will display the flag of the United States in accordance with the provisions of 4 USC § 1 through 4 USC § 10.

#### 304.4.1 DISPLAY OF THE UNITED STATES FLAG IN DAILY OPERATIONS

Employees should consult the Flag Code for guidance whenever the flag of the United States is to be displayed in any manner. This is to ensure that the display is presented in accordance with the Flag Code and as follows:

- (a) The United States flag should be conspicuously posted on all city facilities during hours of operation.
- (b) It is the universal custom to display the flag only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness (4 USC § 6).
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed (4 USC § 6).
- (d) The United States flag may only be flown at half-staff by Presidential or Gubernatorial decree, and on Memorial Day until noon (4 USC § 7).

Whenever the United States flag is displayed in conjunction with other flags or symbols it should occupy the “Place of Honor” (4 USC § 7).

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#### *Flags*

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#### **304.5 DISPLAY OF THE STATE FLAG**

The City will display the state flag prominently and in the proper position of honor in accordance with the United States Flag Code.

##### **304.5.1 DISPLAY OF THE STATE FLAG IN DAILY OPERATIONS**

Employees should review state law for guidance whenever the flag is to be displayed in any manner to ensure that the display is presented appropriately. Displays of the flag should be consistent with the following protocol:

- (a) The flag should be conspicuously posted on all city facilities during hours of operation.
- (b) Generally, the flag should be displayed only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness.
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- (d) The flag shall be flown at half-staff whenever the flag of the United States is flown at half-staff, and may only be flown at half-staff at other times by order of the Governor.
- (e) Whenever the flag is displayed in conjunction with the United States flag, the United States flag shall occupy the position of first honor (4 USC § 7). When the flag is displayed in conjunction with other flags or symbols, it should occupy the position of honor.

#### **304.6 DISPLAY OF COMMEMORATIVE OR UNOFFICIAL FLAGS**

City flag displays, including but not limited to flagstaffs, are not intended to serve as a forum for free expression by the public. Commemorative flags or flags not identified in this policy, including flags of a government not recognized by the United States, should not be displayed by the City without prior approval from the City Administrator.

## **Chapter 3 – Facilities**

*June 4, 2025*

This is a summary of Chapter 3 – Facilities from the *City of Lake Geneva Municipal Government Policy Manual*, including key elements, potential updates, and recommendations with a focus on modern governance practices, transparency, accountability, and administrative efficiency. This is designed for use by the Personnel Committee in reviewing policy relevance and implementation effectiveness.

### **300 – Key and Electronic Access Device Controls**

#### **Key Elements:**

- Establishes responsibility for physical security.
- Department heads manage issuance and return of keys/access devices.
- Access limited to authorized individuals.
- City Administrator maintains master list.
- Unauthorized duplication or transfer prohibited.
- Access devices returned upon separation or role change.

#### **Recommendations:**

- Clarify protocols for lost/stolen devices.
- Include digital audit trail and security breach protocols.
- Adopt access management software.
- Require biannual audits for access integrity.
- Train staff on secure handling and reporting procedures.

### **301 – Use of Public Facilities**

#### **Key Elements:**

- Facility use must align with City purpose.
- Prior approval required for outside groups.
- Usage priorities listed; city functions come first.
- Rental fees and insurance may apply.

#### **Recommendations:**

- Standardize application and fee structure.
- Review definitions of “city-sponsored” vs. “outside” groups.
- Digitize reservation system for transparency.
- Establish tiered usage fees (resident vs. non-resident).
- Require post-use evaluations for major events.

### **302 – Holiday Displays**

#### **Key Elements:**

- Limits displays to traditional holidays.
- Public displays must be inclusive and seasonal in nature.
- City may erect holiday displays if viewpoint neutral.
- Placement and duration controlled by the city.

#### **Recommendations:**

- Establish clear criteria for permissible displays.

- Clarify public vs. private entity display responsibilities.
- Create annual review panel for display approvals.
- Align policy with evolving legal standards on religious neutrality.

### **303 – Memorials on Public Property**

#### **Key Elements:**

- Memorials require Council approval.
- Must reflect community values and historical relevance.
- Maintenance responsibility must be assigned.

#### **Recommendations:**

- Develop guidelines for evaluating proposals.
- Establish removal or relocation protocols.

### **304 – Flags**

#### **Key Elements:**

- U.S. and State flags flown in compliance with law.
- Other flags require Council approval.
- Complies with U.S. Flag Code.

#### **Recommendations:**

- Include policy on flag display requests from civic groups.
- Clarify handling of special observance flags.
- Maintain calendar for approved special flag dates.
- Review annually to ensure compliance and community relevance.

### **General Recommendations for Chapter 3**

- 1. Modernization:** Adopt smart facility management tools and access systems (digital logs, online systems).
- 2. Transparency:** Make policies and approval processes publicly accessible online (clear applications, published calendars).
- 3. Efficiency:** Establish automated workflows for facility use, flag requests, and memorial proposals (access control, documentation).
- 4. Governance:** Incorporate periodic reviews and sunset clauses for temporary displays or memorials.

*(See Chart next page)*

## Key Policies, Recommendations & Rationale

Policy Section	Key Policy	Recommendation	Rationale
<b>300 - Key and Electronic Access</b>	Access devices issued by department heads; master list maintained	Implement access management software; conduct biannual audits; train staff	Enhances security, accountability, and reduces risk from unauthorized access
<b>301 - Use of Public Facilities</b>	Prior approval required; city events prioritized; fees and insurance applicable	Digitize reservation system; introduce fee tiers; require post-use evaluations	Improves transparency, ensures fair use, and supports maintenance cost recovery
<b>302 - Holiday Displays</b>	Displays must be inclusive, neutral, and seasonal	Establish display review panel; clarify approval process	Promotes legal compliance, inclusivity, and transparency in public space use
<b>303 - Memorials on Public Property</b>	Memorials require Council approval; must reflect values; assign maintenance	Develop proposal guidelines; add removal protocols; gather public input	Supports thoughtful decision-making and long-term property stewardship
<b>304 - Flags</b>	U.S. and State flags flown by law; others need approval	Maintain flag display calendar; review special requests annually	Balances community expression with unity and legal compliance