

Res 452  
Significant

## Dane County Contract Cover Sheet

<b>Dept./Division</b>	Sheriff's Office -- Field Services Division
<b>Vendor Name</b>	Village of Windsor
<b>Vendor MUNIS #</b>	8034
<b>Brief Contract Title/Description</b>	Law enforcement service contract for an additional Deputy and an additional vehicle and equipment for the Village of Windsor.
<b>Contract Term</b>	2-4-2020 until terminated in writing by either party
<b>Total Contract Amount</b>	\$ 546,400

<b>Contract #</b> <small>Admin will assign</small>	13902
<b>Addendum</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Type of Contract</b>	
<input type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Grant
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input checked="" type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input type="checkbox"/>	Other

<b>Purchasing Authority</b>	<input type="checkbox"/> \$10,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$10,000 – \$36,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$36,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #
	<input type="checkbox"/> Bid Waiver – \$36,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$36,000 (N/A to Public Works)	
	<input checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	

MUNIS Req.	Org Code	SHRFFLD	Obj Code	80584	Amount	\$ 151,100
Req #	Org Code	CPSHRF	Obj Code	58923	Amount	\$ 84,400
Year	Org Code	CPSHRF	Obj Code	84974	Amount	\$ 84,400

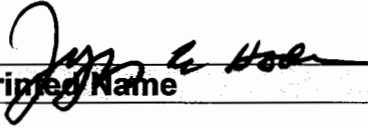
<b>Resolution</b>	<b>A resolution is required if the contract exceeds \$100,000 (\$40,000 Public Works). A copy of the Resolution must be attached to the contract cover sheet.</b>						
	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works) – a resolution is not required.						
	<input type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.					<b>Res #</b>	452
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.					<b>Year</b>	2019

Contract Review/Approvals				
Initials	Dept.	Date In	Date Out	Comments
<i>MS</i>	Received by DOA	1/14/20		
<i>as</i>	Controller		1/14/20	
<i>oac</i>	Purchasing	1/15/2020	1/15/2020	
<i>ll</i>	Corporation Counsel	1/15/2020	1/15/2020	
<i>st</i>	Risk Management	1/15/2020	1/16/2020	
	County Executive			

Dane County Dept. Contact Info		Vendor Contact Info	
<b>Name</b>	Lillian Radivojevich	<b>Name</b>	Christine Capstran
<b>Phone #</b>	(608) 284-4801	<b>Phone #</b>	(608) 888-0066 ext. 124
<b>Email</b>	radivojevich@danesherriff.com	<b>Email</b>	windsorwi.gov
<b>Address</b>	PSB, 115 West Doty Street, Madison, Wisconsin, 53703	<b>Address</b>	4084 Mueller Road, DeForest, WI 53532

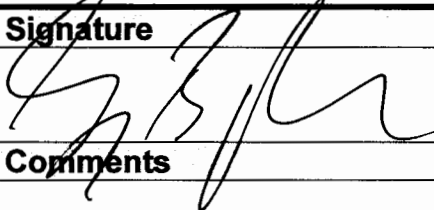
<b>Certification:</b> The attached contract is a:	
<input checked="" type="checkbox"/>	Dane County Contract <u>without</u> any modifications.
<input type="checkbox"/>	Dane County Contract <u>with</u> modifications. <b>The modifications have been reviewed by:</b>
<input type="checkbox"/>	Non-standard contract.

### Contract Cover Sheet Signature

Department Approval of Contract		
<b>Dept. Head / Authorized Designee</b>	<b>Signature</b>	<b>Date</b>
		1-17-20
	<b>Printed Name</b> Jeffrey E. Hook, Chief Deputy	

### Contracts Exceeding \$100,000

Major Contracts Review – DCO Sect. 25.11(3)

<b>Director of Administration</b>	<b>Signature</b>	<b>Date</b>
		2-7-20
	<b>Comments</b>	
<b>Corporation Counsel</b>	<b>Signature</b>	<b>Date</b>
		1-15/2020
	<b>Comments</b>	

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2019 RES-452

**AUTHORIZING MODIFICATION TO LAW ENFORCEMENT SERVICE CONTRACTS  
WITH THE VILLAGES OF WINDSOR AND MAZOMANIE**

The Dane County Sheriff's Office contracts with the Villages of Windsor and Mazomanie to provide law enforcement service at a level above the basic level of law enforcement service otherwise provided to the Villages; both Villages request modifications to their existing law enforcement service contracts.

The Village of Windsor requests an additional certified sworn law enforcement officer (total of 4 FTE's), and an additional vehicle and associated equipment (total of 2 vehicles) to perform such law enforcement duties. The potential estimated 2020 revenue increase for this contract modification is \$151,100, from \$395,300 to \$546,400.

The Village of Mazomanie requests decreasing one certified sworn law enforcement officer (total of 2 FTE's) to perform such law enforcement duties. The estimated 2020 revenue decrease resulting from this contract modification is (\$139,100), \$389,900 to \$250,800.

**NOW, THEREFORE, BE IT RESOLVED** that the Dane County Sheriff, Dane County Executive, and Dane County Clerk are authorized to execute separate agreements for law enforcement service with the Village of Windsor and the Village of Mazomanie with the above stated modifications; and

**BE IT FURTHER RESOLVED** the Sheriff's Office is authorized to purchase one law enforcement vehicle for the Sheriff's Office including necessary equipment for the Village of Windsor law enforcement service; and

**BE IT FURTHER RESOLVED** position footnotes 42-11 and 42-17 are deleted and consolidated into a new footnote as follows: 2019 RES-452, adopted (insert date), authorizes 4.0 FTE (position #'s 1882, 1943, 2397, TBD) contingent on continued agreement with the Village of Windsor. Position footnote #42-12 is updated as follows: 2019 RES-452, adopted (insert date), authorizes continuation of 2.0 FTE (position #'s 445, 417) contingent on continued agreement with the Village of Mazomanie.

**BE IT FINALLY RESOLVED** that the 2020 Budget in the Sheriff's Office is modified as follows:

Village of Windsor Revenue (SHRFFLD-80584) increase \$151,100  
Village of Mazomanie Revenue (SHRFFLD 80587) decrease (\$139,100)  
Vehicle & Equipment (CPSHRF 58923) increase \$84,400  
Borrowing Proceeds (CPSHRF 84974) increase \$84,400

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AGREEMENT

Number of Pages, excluding Schedules: 6

Agreement No.: 13902

EXPIRATION DATE: \_\_\_\_\_

Approvals: \_\_\_\_\_  
Corp. Cnsl      Risk Mgr.      C. O.

AUTHORITY: Res. \_\_\_\_\_, 2019-2020

Department: SHERIFF's Office

THIS AGREEMENT, made and entered into by and between David J. Mahoney, acting solely in his capacity as Dane COUNTY SHERIFF (hereinafter referred to as "the SHERIFF"), the COUNTY of Dane (hereafter, "the COUNTY") and the VILLAGE of WINDSOR (hereafter, "the VILLAGE"),

WITNESSETH:

WHEREAS the COUNTY, whose address is c/o COUNTY Clerk, Room 106A, City-COUNTY Building, 210 Martin Luther King, Jr. Blvd, Madison, WI 53703, finances a Sheriff's office as required by the laws of this state; and

WHEREAS the SHERIFF, whose address is Room 2000, 115 W. Doty Street, Madison, WI 53703, is the duly elected and qualified Sheriff of the County of Dane and as Sheriff, manages and directs the operations of the Dane County Sheriff's Office in providing police services throughout the territorial limits of the County of Dane; and

WHEREAS the VILLAGE, whose address is c/o VILLAGE Clerk, 4084 Mueller Road, Deforest, WI 53531, pursuant to s. 61.65(1)(a), Wisconsin Statutes, is authorized to provide law enforcement services and desires to have law enforcement services within the boundaries of the Village of Windsor, the VILLAGE being willing to purchase such services from the Dane County Sheriff's Office by a contract pursuant to s. 61.65(1)(a)4., Wisconsin Statutes; and

WHEREAS the SHERIFF is willing to assign State of Wisconsin certified sworn law enforcement officers to perform police services within the VILLAGE's boundaries, over and above the level of law enforcement services his office provides other villages, cities and towns within Dane County, provided the VILLAGE is willing to pay for such services; and

WHEREAS the COUNTY is willing to consent to such an arrangement provided its costs are adequately reimbursed by the VILLAGE; and

WHEREAS the COUNTY and the VILLAGE are authorized to enter into intergovernmental cooperative agreements pursuant to s. 66.0301, Wisconsin Statutes;

50  
51 NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties  
52 hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the  
53 SHERIFF, the COUNTY and the VILLAGE do agree as follows:  
54

55 **Section 1. Term.** The term of this Agreement shall commence as of the date by which all parties hereto  
56 have executed this Agreement and shall end as of the date any party terminates this Agreement in the  
57 manner provided for in Section 6 herein, unless sooner agreed to by all parties. Services provided under  
58 this Agreement shall commence as of the date of the last signature below. The commencement of this  
59 Agreement shall supersede and replace all previous agreements for law enforcement services between  
60 the parties, except VILLAGE shall be required to reimburse COUNTY for any outstanding expenses  
61 arising out of previous agreements.  
62

63 **Section 2. Cost.** The VILLAGE shall reimburse the COUNTY its actual cost of providing police services  
64 to the VILLAGE under this Agreement. The SHERIFF shall maintain and submit to the VILLAGE a  
65 monthly account listing the name of each person providing services under this Agreement together with  
66 the hours of service provided, to the nearest whole hour, by the 5th of the month following service. The  
67 VILLAGE shall reimburse the COUNTY in said amount payable by the 25th of the month following service.  
68 The VILLAGE shall reimburse the COUNTY for all additional direct wages paid to any deputy or deputies  
69 for regular and overtime hours provided in connection with the prosecution of the VILLAGE's Ordinances  
70 under or pursuant to this Agreement. The COUNTY's cost for providing police services shall be calculated  
71 according to Schedule A attached and incorporated herein as though fully stated. Upon request of the  
72 VILLAGE, COUNTY shall provide documentation in a mutually agreed upon format of the COUNTY's  
73 actual costs and the manner in which they were calculated.  
74

75 By September 1 of each year, COUNTY will provide to VILLAGE an updated Schedule A for the next year.  
76 The Schedule A shall itemize all estimated costs to be charged to the VILLAGE for the following year  
77 including: hourly wages and benefits, insurance, training, vehicle expenses, clerical costs and indirect  
78 costs. Included with the Schedule A will be the basis for which the costs are calculated.  
79

80 (a) Annual adjustment. COUNTY reserves the right to increase its monthly charges to the VILLAGE,  
81 to reflect labor agreement settlements affecting the assigned deputies' salary, fringe benefits, and any  
82 other increased costs which occur within the term of this Agreement. The COUNTY shall provide the  
83 VILLAGE 30 days written notice prior to any such increase. Provided, however, the COUNTY will bill  
84 the VILLAGE retroactively for any increased costs attributable to such labor agreement settlements  
85 when COUNTY's costs of providing services under this Agreement are affected thereby. Any  
86 increased costs that have lapsed beyond one year may be payable by VILLAGE in the next budget  
87 year.  
88

89 **Section 3. Scope of Services.** (INTRO.) The SHERIFF will assign three deputy sheriffs ("the Assigned  
90 Deputies"), whose selection is mutually agreed upon by the parties after interviews with candidates, along  
91 with all necessary law enforcement equipment and uniforms, to provide services to the VILLAGE for a  
92 regular work period averaging on an annual basis 37.5 hours per week (not including overtime or court  
93 time related to this Agreement but including vacation, sick leave, training and other authorized time off  
94 work). Effective, February 4, 2020, the SHERIFF will assign a fourth deputy sheriff to provide services to  
95 the VILLAGE. It is understood that the Assigned deputy sheriffs will serve as the Assigned Deputies and  
96 that the Assigned Deputies will not be replaced when on vacation, sick leave, training or other absence  
97 from work. Notwithstanding the previous sentence, if the Assigned Deputy is reasonably expected to be  
98 absent from work for more than 2 days the VILLAGE may request a replacement deputy. The SHERIFF  
99 will provide a replacement on an overtime basis. In such case, the VILLAGE shall be responsible for the  
100 cost of the Assigned Deputy and all costs of overtime replacement coverage. The Assigned Deputies  
101 shall also be sworn officers of the VILLAGE.  
102

103 The VILLAGE may reduce the number of the assigned deputy sheriffs upon 90 days advance written  
104 notice to SHERIFF. If the VILLAGE requests to reduce the number of hours of coverage (less than the  
105 annual average of 37.5 hrs/per week per assigned deputy), the contract must be renegotiated to  
106 accommodate coverage on an overtime basis.

107 The parties acknowledge that from time to time the VILLAGE may request services which necessitate the  
108 Assigned Deputies work overtime or be assisted or replaced by another sworn deputy who is hired on  
109 overtime. The VILLAGE shall be responsible for all such overtime costs.

110  
111 (a) Patrol and First Response. The Assigned Deputies will provide patrol functions within  
112 boundaries of the VILLAGE. During patrol hours, the Assigned Deputies will provide continuous  
113 patrol within the boundaries of the VILLAGE, subject to breaks, lunch times, paperwork required to  
114 be performed in the office and those situations which require mutual aid assistance by the COUNTY.  
115 When possible, the units will be first responders to all dispatched events in the VILLAGE. The  
116 Assigned Deputies will begin and end the patrol tour from the VILLAGE Police Station, if office space  
117 is provided by the VILLAGE.

118  
119 (b) Municipal Code. The Assigned Deputies will enforce all local ordinances for which the  
120 VILLAGE empowers him or her and will issue citations using the COUNTY's citation software and  
121 records management system or other equivalent manner compliant with Wisconsin law. The  
122 VILLAGE will provide an up to date electronic version of the VILLAGE's Code of Ordinances to the  
123 COUNTY to be added to COUNTY's database and shall notify the COUNTY of any changes to the  
124 ordinances. For purposes of enforcing the provisions of the VILLAGE Code of Ordinances,  
125 references in such Code of Ordinances to "law enforcement office", "police department", or  
126 "VILLAGE Police Department" shall mean the law enforcement services provided under this  
127 Agreement. The Assigned Deputies will attend all required court appearances on all municipal  
128 citations for which he or she is subpoenaed. The VILLAGE's attorney and or designee will be  
129 responsible for the prosecution of those matters in any court proceedings. Overtime wages for hours  
130 in excess of the 37.5 hours per week schedule of section 3 (intro.) incurred by the COUNTY as a  
131 consequence of court appearances by the Assigned Deputies on behalf of the VILLAGE shall be  
132 reimbursed to the COUNTY by the VILLAGE in accordance with this Agreement. The COUNTY shall  
133 reasonably cooperate with the VILLAGE's attorney in the prosecution of all municipal citations and  
134 ordinance violations and provide reports as requested.

135  
136 (c) Supervision. The SHERIFF shall have supervisory control over the personnel providing  
137 services under this Agreement. The SHERIFF shall retain the final authority to make decisions as to  
138 the manner in which services shall be rendered following consultation with the VILLAGE Board and  
139 its designees pursuant to this Agreement. The SHERIFF will work with the VILLAGE to define and  
140 address its law enforcement needs.

141  
142 Subject to the above paragraph, the SHERIFF and the VILLAGE will work together in good faith to  
143 define and address the VILLAGE's law enforcement needs, including the selection of assigned  
144 personnel. The VILLAGE shall bring specific law enforcement concerns to the attention of the  
145 Assigned Deputy/Sheriff's Office Supervisor and the Assigned Deputy shall work with the VILLAGE to  
146 address these concerns. If the VILLAGE is dissatisfied with the services provided by an Assigned  
147 Deputy, the VILLAGE shall provide SHERIFF with written notice of the circumstances of such  
148 dissatisfaction, and the SHERIFF shall be given the opportunity to remedy the situation. In the event  
149 the situation cannot be remedied to the mutual satisfaction of the parties, the SHERIFF shall begin  
150 the process of replacing the Assigned Deputy.

151  
152 (d) Liaison with Municipality. Consistent with the SHERIFF's judgment as to good police practices,  
153 every effort will be made to respond to the VILLAGE's needs and desires. The VILLAGE will  
154 designate a liaison to provide the SHERIFF with any day to day information as to concentration of

155 patrol efforts, special assignments, etc., which the VILLAGE desires. The liaison will deal directly  
156 with the appropriate Precinct Lieutenant.

157  
158 (e) Fines and Forfeitures. Fines or forfeitures collected by the VILLAGE for State charges shall be  
159 turned over to the COUNTY and those collected for charges under the VILLAGE's ordinances will be  
160 retained by the VILLAGE. The Assigned deputies shall issue charges under the VILLAGE's  
161 ordinances whenever permitted by law, except for Operating While Intoxicated citations which shall  
162 be issued to the jurisdiction within the discretion of the Assigned Deputy.

163  
164 (f) Vehicles and Equipment. The COUNTY shall provide all necessary individual equipment and  
165 training for the Assigned Deputies to perform the duties set forth herein, including but not limited to  
166 uniforms, protective gear, firearms, computer equipment and printers. The COUNTY shall further  
167 provide all necessary police vehicles, including all necessary equipment, and shall maintain  
168 insurance for the vehicles. All vehicles furnished by the COUNTY under this Agreement shall be  
169 comparable to, and compatible with, standard equipment issued throughout the Sheriff's Office. All  
170 such vehicles shall further carry identification markings of the Sheriff's Office and shall also be  
171 prominently identified with the name of the VILLAGE in a form mutually agreed upon by the SHERIFF  
172 and the VILLAGE. Vehicles shall be replaced when determined necessary by the SHERIFF and the  
173 VILLAGE. At the end of the vehicle depreciation period, VILLAGE shall have the option to keep the  
174 vehicle up until it reaches 100,000 miles or request a replacement vehicle. Any request for a  
175 replacement vehicle shall be made at least six months prior to when it is requested to be in service.  
176 The annual fee for use of the vehicle and equipment is included in Schedule A. All vehicles and other  
177 equipment provided by the COUNTY shall remain the property of the COUNTY.

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179 (g) Office Space. VILLAGE shall provide and maintain an office for the ASSIGNED DEPUTIES'  
180 use including a cell phone, telephone(optional), fax, copier, office supplies and internet connectivity.  
181 The COUNTY shall provide a computer capable of interfacing with the Sheriff's Office records  
182 system. If the VILLAGE does not provide an office, the indirect costs are calculated at a higher rate.

183  
184 **Section 4. Indemnification.** Each party shall be responsible for the consequences of its own acts,  
185 errors, or omissions and those of its employees, boards, commissions, agencies, officers, and  
186 representatives and shall be responsible for any losses, claims, and liabilities which are attributable to  
187 such acts, errors, or omissions including providing its own defense. In situations of joint liability, each  
188 party shall be responsible for the consequences of its own acts, errors, or omissions and those of its  
189 employees, agents, boards, commissions, agencies, officers and representatives. It is not the intent of the  
190 parties to impose liability beyond that imposed by state statutes.

191  
192 **Section 5. Renewal of Agreement.** This Agreement shall stand automatically renewed for successive  
193 single calendar year terms, under the same conditions and provisions as set forth herein, unless  
194 SHERIFF's successor in office signifies his or her objection at any time within 10 days of taking office.  
195 Action by a newly elected or appointed SHERIFF shall comply with the provision of section 6.

196  
197 **Section 6. Termination.** Either the COUNTY, the SHERIFF or the VILLAGE may terminate this  
198 agreement by providing 6 months written notice to the other parties. This section shall not relieve the  
199 COUNTY, the SHERIFF, or the VILLAGE of their respective responsibility to furnish or pay for services  
200 furnished prior to the effective date of termination.

201  
202 **Section 7. Assignment.** No party hereto shall assign any interest in this Agreement without the express  
203 written consent of the other parties which consent may be withheld at a party's sole discretion.

204  
205 **Section 8. Cooperation.** The parties hereto shall commence, carry on and complete their respective  
206 obligations under this Agreement with all deliberate speed and in a sound, economical and efficient



207 manner, in accordance with this Agreement and all applicable laws. In providing services under this  
208 Agreement, each party agrees to cooperate with the various departments, agencies, employees and  
209 officers of the other party.

210  
211 **Section 9. Personnel.** The COUNTY and the VILLAGE each agree to secure at the party's own expense  
212 all personnel necessary to carry out that party's obligations under this Agreement. Such personnel shall  
213 not be deemed to be employees of the other party (except that the SHERIFF's deputies and employees  
214 are also employees of the COUNTY) nor shall they or any of them have or be deemed to have any direct  
215 contractual relationship with another party.

216  
217 **Section 10. Notices.** Notices, bills, invoices and reports required by this Agreement shall be deemed  
218 delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached,  
219 addressed to a party's address as set forth above. It shall be the duty of a party changing its address to  
220 notify the other party in writing within a reasonable time.

221  
222 **Section 11. No Waiver.** In no event shall the making of any payment or acceptance of any service  
223 required by this Agreement constitute or be construed as a waiver by the party of any breach of the  
224 covenants of this Agreement or a waiver of any default of the other party and the Agreement or a waiver of  
225 any default of the other party and the making of any such payment or acceptance of any such service by  
226 one party while any such default or breach shall exist shall in no way impair or prejudice the right of that  
227 party with respect to recovery of damages or other remedy as a result of such breach or default.

228  
229 **Section 12. Non-Discrimination, Equal Opportunity Employment**

230 (a) During the term of this Agreement, the parties agree not to unlawfully discriminate on the basis of  
231 age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin,  
232 cultural differences, ancestry, physical appearance, arrest record or conviction record, military  
233 participation or membership in the national guard, state defense force or any other reserve component of  
234 the military forces of the United States, or political beliefs against any person, whether a recipient of  
235 services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall  
236 include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment,  
237 advertising, layoff, termination, training, rates of pay, any other form of compensation or level of service(s).  
238 The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or  
239 federal law setting forth additional bases and exceptions shall be permitted only to the extent allowable in  
240 state or federal law.

241  
242 (b) In all solicitations for employment placed on any party's behalf during the term of this Agreement,  
243 the hiring party agrees to include a statement to the effect that the hiring party is an "Equal Opportunity  
244 Employer."

245  
246 **Section 13. Sole Agreement.** This Agreement is intended to be an agreement solely between the  
247 parties hereto and for their benefit only. No part of this Agreement shall be construed to add to,  
248 supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or  
249 parties, including but not limited to employees of any party hereto. The entire agreement of the parties is  
250 contained herein and this Agreement supersedes any and all oral agreements and negotiations between  
251 the parties relating to the subject matter hereof.

252  
253 **Section 14. Amendment.** This Agreement may be amended by mutual written agreement between all  
254 parties.

255  
256 **Section 15. Non-appropriation of Funds, Suspension of Services.** If during the term of this  
257 Agreement, the governing body of either the COUNTY or the VILLAGE shall fail to appropriate sufficient  
258 funds to carry out that party's obligations under this Agreement, the services provided under this



259 Agreement shall be suspended upon a 10 day written notice to the other party. This section shall not  
260 relieve the VILLAGE of its responsibility to pay for services furnished to the VILLAGE prior to the effective  
261 date of suspension. Services provided under this Agreement shall be reinstated immediately upon notice  
262 by either the COUNTY or the VILLAGE that funds therefor have been appropriated.

263  
264 IN WITNESS WHEREOF, the parties hereto, either directly or by their respective authorized agents, have  
265 caused this Agreement and its Schedules to be executed, as of the dates indicated below.

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BY THE SHERIFF:

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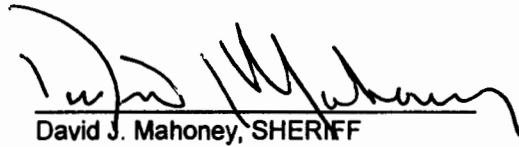
Date Signed:

1-13-2020

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David J. Mahoney, SHERIFF

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FOR THE VILLAGE:

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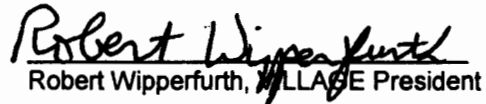
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Date Signed:

1-6-2020

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Robert Wipperfurth, VILLAGE President

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Date Signed:

1-6-2020

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Christine Capstran, VILLAGE Clerk

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FOR THE COUNTY:

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Date Signed:

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JOSEPH T. PARISI, Co. Exec.

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Date Signed:

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SCOTT McDONELL, COUNTY Clerk

**Village of Windsor  
Schedule A  
Projection-FTE and Vehicle**

2020

	<b>3 p.m. - 11 p.m.</b>	<b>7 a.m. - 3 p.m.</b>	<b>Split</b>	<b>Average Deputy</b>
Deputy's hrly wage and benefits	\$ 50.46	\$ 70.65	\$ 67.83	\$ 60.63
Clerical Support (3.5% of lowest dep)	\$ 1.77	\$ 1.77	\$ 1.77	\$ 1.77
Liability Insurance	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
Initial Training	\$ 0.55	\$ 0.55	\$ 0.55	\$ 0.55
Inservice Training	\$ 0.17	\$ 0.17	\$ 0.17	\$ 0.17
<b>Deputy's Wage and Support Costs</b>	<b>\$ 53.95</b>	<b>\$ 74.14</b>	<b>\$ 71.32</b>	<b>\$ 64.12</b>
37 1/2 hours multiplied by 52	1,950	1,950	1,950	
Estimated Start Date of 2/1 (48 weeks)				1800
<b>Projected annual cost</b>	<b>\$ 105,202.50</b>	<b>\$ 144,573.00</b>	<b>\$ 139,074.00</b>	<b>\$ 115,416.00</b>
<b>Total deputy's wages and support costs</b>				<b>\$ 504,265.50</b>
<b>Vehicle Costs</b>				
			<b>Squad #105</b>	<b>New Squad</b>
Vehicle Depreciation			\$ 8,313.33	\$ 4,285.75
Vehicle Insurance			\$ 66.17	\$ 51.48
Vehicle Maintenance			\$ 2,276.90	\$ 1,138.45
Vehicle Equipment Depreciation w/o AED in 105		#105 - depr met.	\$ -	\$ 3,865.25
Supply Fee			\$ 78.14	\$ 39.07
<b>Annual Vehicle Cost</b>			<b>\$ 10,734.54</b>	<b>\$ 9,380.00</b>
<b>Cost of full-time positions and vehicle</b>				<b>\$ 524,380.04</b>
<b>Dane County Indirect Costs 4.2%</b>				<b>\$ 22,023.96</b>
<b>Total Estimated Cost of Annual Contract</b>				<b>\$ 546,404.00</b>

VILLAGE OF WINDSOR

3 p.m. - 11 p.m.	2019	2019	2020	2020
15/07	eff 12/9/18 PP1-13	eff 6/9/19 PP14-26	eff 12/8/19 PP1-13	eff 6/7/20 PP14-27
Pay Rate	31.60	31.60	32.55	32.55
Longevity 6%	1.90	1.90	1.95	1.95
Incentive 18%	5.69	5.69	5.86	5.86
<b>SubTotal</b>	<b>39.19</b>	<b>39.19</b>	<b>40.36</b>	<b>40.36</b>
Retirement	4.98	4.98	5.44	5.44
SS	3.00	3.00	3.09	3.09
Health (N/A)	-	-	-	-
Dental (N/A)	-	-	-	-
Disability	-	-	-	-
Life	0.01	0.01	0.01	0.01
W/C	1.18	1.18	1.21	1.21
U.A.	0.35	0.35	0.35	0.35
<b>Total</b>	<b>48.71</b>	<b>48.71</b>	<b>50.46</b>	<b>50.46</b>
PP's	13	13	13	13
Hours	975	975	975	975
	\$ 47,492.25	\$ 47,492.25	\$49,198.50	\$ 49,198.50
		\$ 94,984.50		\$ 98,397.00

7 a.m. - 3 p.m.	2019	2019	2020	2020
15/09	eff 12/9/18 PP1-13	eff 6/9/19 PP14-26	eff 12/8/19 PP1-13	eff 6/7/20 PP14-27
Pay Rate	34.03	34.03	35.05	35.05
Longevity 12%	4.08	4.08	4.21	4.21
Incentive 18%	6.13	6.13	6.31	6.31
<b>SubTotal</b>	<b>44.24</b>	<b>44.24</b>	<b>45.57</b>	<b>45.57</b>
Retirement	5.63	5.63	6.15	6.15
SS	3.38	3.38	3.49	3.49
Health POS/F	11.63	11.63	12.84	12.84
Dental F	0.85	0.85	0.85	0.85
Disability	-	-	-	-
Life	0.01	0.01	0.01	0.01
W/C	1.33	1.33	1.39	1.39
U.A.	0.35	0.35	0.35	0.35
<b>Total</b>	<b>67.42</b>	<b>67.42</b>	<b>70.65</b>	<b>70.65</b>
PP's	13	13	13	13
Hours	975	975	975	975
	\$ 65,734.50	\$ 65,734.50	\$68,883.75	\$ 68,883.75
		\$131,469.00		\$137,767.50

SPLIT	2019	2019	2020	2020	2020
15/09	eff 12/9/18 PP1-13	eff 6/9/19 PP14-26	eff 12/8/19 PP1-5	eff 2/16/20 PP6-13	eff 6/7/20 PP14-27
Pay Rate	32.78	32.78	33.76	35.05	35.05
Longevity 12%	3.93	3.93	4.05	4.21	4.21
Incentive 12%	3.93	3.93	4.05	4.21	4.21
<b>SubTotal</b>	<b>40.64</b>	<b>40.64</b>	<b>41.86</b>	<b>43.47</b>	<b>43.47</b>
Retirement	5.17	5.17	5.65	5.86	5.86
SS	3.11	3.11	3.20	3.33	3.33
Health POS/F	11.63	11.63	12.84	12.84	12.84
Dental F	0.85	0.85	0.85	0.85	0.85
Disability	0.20	0.20	0.20	0.20	0.20
Life	0.01	0.01	0.01	0.01	0.01
W/C	1.24	1.24	1.27	1.30	1.30
U.A.	0.35	0.35	0.35	0.35	0.35
<b>Total</b>	<b>63.20</b>	<b>63.20</b>	<b>66.23</b>	<b>68.21</b>	<b>68.21</b>
PP's	13	13	5	8	13
Hours	975	975	375	600	975
	\$ 61,620.00	\$ 61,620.00	\$24,836.25	\$ 40,926.00	\$ 66,504.75
		\$123,240.00			\$132,267.00
PP 6, 2020 - Pay increase			Average:		67.83

Clerical Support is 3.5% of lowest deputy wage:

\$1.77

Overtime Rate	2019		2020	
	eff 12/9/18 PP1-13	eff 6/9/19 PP14-26	eff 12/8/19 PP1-13	eff 6/7/20 PP14-27
Day				
Pay Rate	\$ 34.03	\$ 34.03	35.05	35.05
Overtime Rate	\$ 51.05	\$ 51.05	\$ 52.58	\$ 52.58
Longevity 12%	\$ 6.13	\$ 6.13	\$ 6.31	\$ 6.31
Incentive- n/a or	\$ -	\$ -	\$ -	\$ -
<b>SubTotal</b>	<b>\$ 57.18</b>	<b>\$ 57.18</b>	<b>\$ 58.89</b>	<b>\$ 58.89</b>
Retirement	\$ 7.27	\$ 7.27	\$ 7.94	\$ 7.94
SS	\$ 4.37	\$ 4.37	\$ 4.51	\$ 4.51
W/C	\$ 1.72	\$ 1.72	\$ 1.78	\$ 1.78
Hourly	\$ 70.54	\$ 70.54	\$ 73.12	\$ 73.12

3% wage increase proposed for 2020

this may change dependent on deputy bargaining agreement

**2019 & 2020 Average Deputy I-II cost projection**

DI-II	2019		2020	
	eff 12/8/18 PP1-13	eff 6/9/19 PP14-26	eff 12/8/19 PP1-13	eff 6/7/20 PP14-27
Range 15, Step 7				
Pay Rate	\$ 31.60	\$ 31.60	\$ 32.55	\$ 32.55
Longevity 6%	\$ 1.90	\$ 1.90	\$ 1.95	\$ 1.95
Incentive 12%	\$ 3.79	\$ 3.79	\$ 3.91	\$ 3.91
<b>SubTotal</b>	<b>37.29</b>	<b>37.29</b>	<b>38.41</b>	<b>38.41</b>
Retirement 12.72%	4.74	4.74	5.18	5.18
SS	2.85	2.85	2.94	2.94
Health (family HMO)	10.78	10.78	11.74	11.74
Dental (family)	0.85	0.85	0.85	0.85
Disability (STD&LTD)	0.20	0.20	0.20	0.20
Life	0.01	0.01	0.01	0.01
W/C	1.12	1.12	1.15	1.15
U.A.	0.35	0.35	0.35	0.35
<b>Total Hourly</b>	<b>58.19</b>	<b>58.19</b>	<b>60.83</b>	<b>60.83</b>
PP's	13	13	13	14
Hours	975	975	975	975
	\$ 56,735.25	\$ 56,735.25	\$ 59,309.25	\$ 59,309.25
		<b>\$ 113,470.50</b>		<b>\$ 118,618.50</b>

average benefits cost: 12.19 13.15

**HI-end Deputy average**

2020		2020	
eff 12/8/19 PP1-13	eff 6/7/20 PP14-27	eff 12/8/19 PP1-13	eff 6/7/20 PP14-27
\$ 35.05	\$ 35.05	\$ 35.05	\$ 35.05
\$ 4.21	\$ 4.21	\$ 4.21	\$ 4.21
\$ 4.21	\$ 4.21	\$ 4.21	\$ 4.21
<b>43.47</b>	<b>43.47</b>	<b>43.47</b>	<b>43.47</b>
5.86	5.86	5.86	5.86
3.33	3.33	3.33	3.33
11.74	11.74	11.74	11.74
0.85	0.85	0.85	0.85
0.22	0.22	0.22	0.22
0.01	0.01	0.01	0.01
1.30	1.30	1.30	1.30
0.35	0.35	0.35	0.35
<b>67.13</b>	<b>67.13</b>	<b>67.13</b>	<b>67.13</b>
13	14	13	14
975	975	975	975
\$ 65,451.75	\$ 65,451.75	\$ 65,451.75	\$ 65,451.75
			<b>\$ 130,903.50</b>

15/9  
12%  
12%

**AVERAGE WAGE**

Average of Field Dep &  
Average Deputy  
**\$63.27**

**Field Average - Base 2020 used**

2020		2020	
eff 12/8/19 PP1-13	eff 6/7/20 PP14-27	eff 12/8/19 PP1-13	eff 6/7/20 PP14-27
37.26	37.26	37.26	37.26
\$ 5.22	\$ 5.22	\$ 5.22	\$ 5.22
<b>42.48</b>	<b>42.48</b>	<b>42.48</b>	<b>42.48</b>
5.73	5.73	5.73	5.73
3.25	3.25	3.25	3.25
11.74	11.74	11.74	11.74
0.85	0.85	0.85	0.85
0.04	0.04	0.04	0.04
0.01	0.01	0.01	0.01
1.27	1.27	1.27	1.27
0.35	0.35	0.35	0.35
<b>65.72</b>	<b>65.72</b>	<b>65.72</b>	<b>65.72</b>
13	14	13	14
975	975	975	975
\$ 64,072.22	\$ 64,072.22	\$ 64,072.22	\$ 64,072.22
			<b>\$ 128,144.44</b>

average  
included w/salary  
14% - average

same %  
same %  
actual cost  
average  
actual cost  
same %  
actual cost

**2019\_2020 Average DI-II OT**

DI-II	2019		2020	
	eff 12/8/18 PP1-13	eff 6/9/19 PP14-26	eff 12/8/19 PP1-13	eff 6/7/20 PP14-27
Pay Rate	\$ 31.60	\$ 31.60	\$ 32.55	\$ 32.55
Overtime Rate	\$ 47.40	\$ 47.40	\$ 49.63	\$ 49.63
Longevity 6%	\$ 2.84	\$ 2.84	\$ 2.93	\$ 2.93
Incentive- n/a on OT	\$ -	\$ -	\$ -	\$ -
<b>SubTotal</b>	<b>50.24</b>	<b>50.24</b>	<b>51.76</b>	<b>51.76</b>
Retirement	\$ 6.39	\$ 6.39	\$ 6.98	\$ 6.98
SS	\$ 3.84	\$ 3.84	\$ 3.96	\$ 3.96
W/C	\$ 1.51	\$ 1.51	\$ 1.57	\$ 1.57
<b>Hourly</b>	<b>61.98</b>	<b>61.98</b>	<b>64.27</b>	<b>64.27</b>

15/9  
12%  
0%

**AVERAGE WAGE**

Average of Field Dep &  
Average Deputy  
**\$66.83**

2020		2020	
eff 12/8/19 PP1-13	eff 6/7/20 PP14-27	eff 12/8/19 PP1-13	eff 6/7/20 PP14-27
\$ 37.26	\$ 37.26	\$ 37.26	\$ 37.26
\$ 5.22	\$ 5.22	\$ 5.22	\$ 5.22
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ 55.89	\$ 55.89	\$ 55.89	\$ 55.89
\$ 7.54	\$ 7.54	\$ 7.54	\$ 7.54
\$ 4.28	\$ 4.28	\$ 4.28	\$ 4.28
\$ 1.69	\$ 1.69	\$ 1.69	\$ 1.69
\$ 69.40	\$ 69.40	\$ 69.40	\$ 69.40

included w/salary

## Indirect Cost Explanation

Indirect costs are charged when contracted services are provided. They are the Sheriff's Office fair-share of the service departments' costs. Central service departments provide services primarily to other departments (i.e., Information Management, Payroll, Employee Relations, Facilities Management/Maintenance, Building-Use, etc.).

The basis for this is the Central Services Cost Allocation Plan that is prepared by an outside firm in compliance with OMB Circular A-87 Cost Principals for State and Local Governments. That plan distributes the allowable costs of central service departments to grantee departments based on allowable allocation or distribution methodology. These costs are then used in grant reporting, or other cost reporting.

The different rates of Indirect Costs were developed for those contracts that had their own facilities which the deputy occupied. The difference was the percentage that was calculated to cover the facility related costs.

This rate is reviewed annually.

Percentages and Calculations Used in Cost Projections for Deputies

	2019	2020
Sworn Retirement %:	12.72%	13.49%
Social Security %:	7.65%	
WPPA Health HMO/F:	\$ 10.78	\$ 11.74
WPPA Health HMO/S:	\$ 4.59	\$ 5.00
WPPA Dental/F:	\$ 0.85	\$ 0.88
WPPA Dental/S:	\$ 0.30	\$ 0.31
Disability:		
Life:		
W/C Sworn %:	3.02%	
W/C Non-Sworn %:	0.20%	

Insurance breakdowns

2019	ACTUAL	PREMIUM	COUNTY PAYS	EMPLOYEE PAYS	1950 CO COST
HMO	SINGLE	\$ 745.69	\$ 745.69	\$ -	\$ -
HMO	FAMILY	\$ 1,752.13	\$ 1,752.13	\$ -	\$10.78
POS	SINGLE	\$ 1,934.90	\$ 1,889.21	\$ 45.69	\$11.63
DENTAL	SINGLE	\$ 0.30	\$ 0.30	\$ -	\$0.30
DENTAL	FAMILY	\$ 138.02	\$ 138.02	\$ -	\$0.85

2020	ESTIMATE	PREMIUM	COUNTY PAYS	EMPLOYEE PAYS	1950 CO COST
HMO	SINGLE	\$ 811.95	\$ 811.95	\$ -	\$ -
HMO	FAMILY	\$ 1,908.07	\$ 1,908.07	\$ -	\$11.74
POS	SINGLE	\$ 913.11	\$ 837.82	\$ 75.29	\$5.26
POS	FAMILY	\$ 2,145.80	\$ 2,086.37	\$ 59.43	\$12.84
DEN	SINGLE	\$ 48.94	\$ 48.94	\$ -	\$0.30
DEN	FAMILY	\$ 138.02	\$ 138.02	\$ -	\$0.85

HEALTH - HMO INCREASE 8.9%, POS INCREASE 10.9% - PER DOA 5/15/19

(EMPLOYEE SHARE IS 25% OF DIFFERENCE BETWEEN POS AND HMO)

DENTAL - NO CHANGE - PER DOA 6/4/19

SOCIAL SECURITY - 7.65% PER PAYROLL (2019 rate)

RETIREMENT - 13.49% SWORN - PER DOA 8/16/19 (2020 rate)

WAGES - USE 3.0% INCREASE ESTIMATE PER CAPT TETZLAFF - 7/10/19

W/C - 3.02% SWORN (2019 rate)

Standard Squad

<b>Squad - 2020 Budget Projection</b>	
2020 SUV	\$37,986.00
Estimate from Auction in 4 years	\$3,700.00
<b>Cost minus Auction Revenue</b>	<b>\$34,286.00</b>
Cost divided by 4 years of applicable -straight line depreciation	\$8,571.50
Six Months of Depreciation	\$4,285.75
<i>monthly depreciation</i>	<i>\$952.39</i>
<b>Annual Depreciation</b>	<b>\$8,571.50</b>

1/1 service  
 2020  
 2021  
 2022  
 2023

7/1 service  
 2020 6 months  
 2021 full year  
 2022 full year  
 2023 full year  
 2024 6 months

<b>Equipment Depreciation</b>	
Total of Equipment	\$46,382.97
Annual Depreciation Six Year Depreciation Cycle	\$7,730.50
Six Months of Depreciation	\$3,865.25
<i>monthly depreciation</i>	<i>\$214.74</i>
<b>Annual Depreciation</b>	<b>\$7,730.50</b>

1/1 service  
 2020  
 2021  
 2022  
 2023  
 2024  
 2025

7/1 service  
 2020 6 months  
 2021 full year  
 2022 full year  
 2023 full year  
 2024 full year  
 2025 full year  
 2026 6 months



Vehicle Cost - Quote 10/22/2019

\$37,986.00  
Standard Squad

June 2019 from Jenna

**VEHICLE EQUIPMENT COST**

Category	Source	Item Description	Price	Usage	Notes
Set-up	GenComm	Blue print lighting and siren package	\$5,600.00	reused	
Set-up	GenComm	DC-Clevis Tilt Swivel MDC Mounting	\$199.00	reused	
Set-up	Cutting Edge	Decaling (standard DCSO Package) *non-std con	\$900.00	not reusable	
Set-up	Dave Wepfer	Docking Station	\$592.00	reused	
Set-up	Custom Signals	Laser Unit (optional)\$2500	\$0.00	reused	
Set-up	Amazon.com	Mag Light (hard wired)	\$100.00	reused	
Set-up	Wepfer	MDC Software (Enterprise OS, Office & Trend)	\$435.00	reused	
Set-up	Dave Wepfer	Mobile MDC	\$4,129.00	reused	
Set-up	Dave Wepfer	Mobile Printer	\$274.00	reused	
Set-up	BayComm 1 box	Mobile Radio (APX6500 w/O7 control head)	\$4,649.47	reused	
Set-up	BayComm	Motorola Remota Manag. (RM) License	\$80.00	reused	
Set-up	Lt. Bolch	Portable Radio	\$3,556.50	reused	
Set-up	GenComm	Printer Mount	\$249.00	reused	
Set-up	GenComm	Prisoner Cage - Front and rear	\$615.00	reused	
Set-up	GenComm	Push Bumper	\$650.00	reused	
Set-up	GenComm	Gamber Johnson Console	\$300.00	reused	
Set-up	GenComm	Raptor RP-1	\$2,000.00	reused	
Set-up	GenComm	Rifle Mount & Lock	\$600.00	reused	
Set-up	mongoose, GenComm	UAATL (Universal Angle Tube) MDC Mounting	\$69.00	reused	
Set-up	BayCom	Arbitrator Video System	\$6,200.00	reused	
Set-up	GenComm	Window Bars	\$170.00	reused	
Set-up	GenComm	Plastic transport seat (optional) \$915.00	\$0.00	reused	
Set-up	GenComm	Breakaway armrest	\$184.00	reused	
Set-up	GenComm	Odyssey performance gel battery	\$270.00	not reusable	
Set-up	GenComm	Mic mount	\$30.00	reused	
Set-up	GenComm	Antenna mount	\$25.00	reused	
Set-up	GenComm	Circuit breaker and fuse box	\$100.00	not reusable	
Set-up	GenComm	Installation labor	\$2,600.00	not reusable	
Cargo Kit	Grainger	100 foot tape	\$50.00	reused	
Cargo Kit	Lt. Hayes	AED	\$2,195.00	reused	
Cargo Kit	Deputy Lehmann	Camera & Case	\$325.00	reused	
Cargo Kit	Grainger	5 collapsible cones	\$210.00	reused	
Cargo Kit	Deputy Lehmann	Evidence Kit	\$150.00	reused	
Cargo Kit	Deputy Lehmann	Fingerprint Kit	\$75.00	reused	
Cargo Kit	Summit	Fire Extinguisher	\$40.00	reused	
Cargo Kit	Intox	PBT	\$550.00	reused	
Cargo Kit	Amazon.com	Emergency Tool Kit	\$150.00	reused	
Cargo Kit	Amazon.com	Measuring Wheel	\$110.00	reused	
Cargo Kit	Badger Welding,				
Cargo Kit	Amazon.com	Oxygen Kit	\$390.00	reused	
Cargo Kit	Training center (for deputy, not person)	Go bag	\$200.00	reused	
Cargo Kit	Amazon.com	EMS Kit	\$79.00	reused	
Cargo Kit	Stinger Spike Systems	Road Spikes	\$700.00	reused	
Cargo Kit	Deputy Lehmann	Sirchie Drug Test Pouch	\$17.00	reused	
Cargo Kit	Amazon.com	Water rescue throw rope	\$59.00	reused	
Cargo Kit	Grainger	Flares	\$70.00	reused	
Cargo Kit	Training Center	Less than lethal	\$488.00	reused	
Cargo Kit	Grainger	Marking paint	\$10.00	reused	
Cargo Kit	Overhead Door	Gate opener	\$35.00	reused	
			\$40,479.97		
Cargo Kit	Amazon-but-not-great	Window-Punch	<del>\$20.00</del>	reused-	
Cargo Kit	no-more-purchase	Tint-Meter	<del>\$89.00</del>	reused-	
Cargo Kit	***	Rifle -Officer Owned or Department Owned	\$0.00	***	
Set-up	GenComm	Prisoner-Cage—Rear	<del>\$450.00</del>	reused-	

New Squad set-up costs

Squad Set-up: \$40,479.97  
Cargo Kit: \$5,903.00

**Total: \$46,382.97**

Replacement Squad set-up Costs

Non-transferrable equipment costs: **\$3,870.00**  
this may change with the redesign by Ford in 2020

2020

	S	M	T	W	T	F	S
JAN					2	3	
PP2	5	6	7	8	9	10	11
PP3	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
FEB							1
PP4	2	3	4	5	6	7	8
PP5	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
PP6	23	24	25	26	27	28	29
MAR		1	2	3	4	5	6
PP7	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
PP8	28	29	30	31			
APR				1	2	3	4
PP9	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
PP10	26	27	28	29	30		

	S	M	T	W	T	F	S
MAY						1	2
PP11	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
PP12	24	25	26	27	28	29	30
	31						
JUN		1	2	3	4	5	6
PP13	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
PP14	21	22	23	24	25	26	27
	28	29	30				
JUL					1	2	3
PP15	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
PP16	25	26	27	28	29	30	31
PP17							
AUG		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
PP18	21	22	23	24	25	26	27
	28	29	30	31			
PP19							

	S	M	T	W	T	F	S
SEP			1	2	3	4	5
PP19	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
PP20	20	21	22	23	24	25	26
PP21	27	28	29	30			
OCT					1	2	3
	4	5	6	7	8	9	10
PP22	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
PP23	25	26	27	28	29	30	31
NOV	1	2	3	4	5	6	7
PP24	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
PP25	22	23	24	25	26	27	28
	29	30					
DEC			1	2	3	4	5
PP26	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
2021's	20	21	22	23	24	25	26
PP1	27	28	29	30	31		
PP2							