



MILWAUKEE POLICE DEPARTMENT

EXTRA-DUTY EMPLOYMENT STATEMENT OF INTENT



Contractor Information				
Name: Milwaukee World Festival, Inc.		D.O.B.: N/A	Fax: 414-273-2681	
Address: 639 E. Summerfest Place		Contact Person: Mary Schanning		
City: Milwaukee	State: WI	Zip Code: 53202	Mobile Phone:	Phone: 414-270-6521
Type of Business: Concert/Festival Venue	License: A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> N/A (Circle one)	Special Event Permit: <input checked="" type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> N/A (Circle one)	Email: mschanning@summerfest.com	

Job Information		
Contact Person at Job Site During Event: Derrick Harris	Mobile Phone: 414-218-9279	
Job Location: 200 N. Harbor Drive, Milwaukee, WI 53202	Job Start Date: 05/01/2023	End Date: 11/01/2023
Nature of Job: <input checked="" type="checkbox"/> Security <input checked="" type="checkbox"/> Traffic <input type="checkbox"/> Other (specify):	Start Time:	End Time:
Day(s) of the Week: <input checked="" type="checkbox"/> MON <input checked="" type="checkbox"/> TUE <input checked="" type="checkbox"/> WED <input checked="" type="checkbox"/> THU <input checked="" type="checkbox"/> FRI <input checked="" type="checkbox"/> SAT <input checked="" type="checkbox"/> SUN	Recurrent Event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Predicted Attendance: Various
Number of Personnel Requested: <i>(Minimum staffing levels for each event will be determined by MPD for each job)</i>		
_____ Police Officers	_____ Motorcycle Officers	_____ Sergeants _____ Lieutenants
		(Required if 3+ officers) (Required if 3+ Sergeants)
Minimum number of hours per employee: 3		
Additional Police Resources or Equipment Requested (bicycle, squad, etc):		
Please provide a complete description of the job / event and the requested duties of the officers: Number of personnel requested and predicted attendance will vary based on the event.		

	2/27/2023
Signature of Contractor (Authorized Representative)	Date
Email (planninglogistics@milwaukee.gov) Mail or fax the completed form to Milwaukee Police Department, Tactical Planning & Logistics, 4715 W Vliet, Milwaukee, WI 53208, fax to (414) 935-7157. Upon receipt of this Statement of Intent, a member of the Milwaukee Police Department's Tactical Planning & Logistics staff will contact you with information regarding official application for consideration of extra-duty officer assignment.	

Questions and concerns relating to extra-duty employment should be directed to Tactical Planning and Logistics at (414) 935-7849.

General Guidelines

- Officers are subject to all Milwaukee Police Department Code of Conduct and other policies. A contractor has no authority over police personnel and is restricted to providing only a general assignment of duties to be performed by the officer(s).
- Officers are in uniform.
- Officers will not provide civil legal services or act as a witness to civil legal proceedings.
- Officers cannot be put in a position to determine who is admitted, served or ejected from an establishment or event. Officers will not operate metal detectors or otherwise perform searches of people entering the business or event.
- Officers will be assigned to events based on MPD procedures. Requests for specific officers will not be honored.
- Officers will not make any record check of any individual except during an investigation of potential ordinance or statute violations.
- Officers must confine their duties to those of a law enforcement nature; officers cannot enforce the rules and regulations of the contractor that are not otherwise a violation of law.
- Requested staffing levels are subject to review. Each application will be reviewed to determine the correct staffing levels. Staffing levels are based upon a variety of factors, to include, but not limited to, the following; estimated attendance, the sale and/or consumption of alcoholic beverages on the premises, previous event history, physical layout of the site, traffic and/or parking issues, and general crime trends in the vicinity.
- The minimum time for any event is 3 hours.
- Officers will not be paid at the jobsite. Contractors will receive an invoice after the date of the event and the officer(s) timesheet has been received. The contractor will be billed pay rates listed below.
- If additional police resources or equipment are requested, the fees will be determined at the time of application.

Application Requirements

- Requesting entity must be in compliance with the restrictions and provisions within Milwaukee Municipal Code Chapter 312-26.
<http://city.milwaukee.gov/ImageLibrary/Groups/ccClerk/Ordinances/Volume-3/CH312.pdf>
- All applications must be made at least 10 days in advance of the event. Applications received less than 10 days in advance will be considered on a case-by-case basis and may not be accepted.
- All requests are subject to approval by the Chief of Police.
- Complete the Milwaukee Police Department Extra-Duty Employment Statement of Intent.
- Scan and email planninglogistics@milwaukee.gov and ehallm@milwaukee.gov or fax the completed form to: Milwaukee Police Department, Planning & Logistics, 4715 W. Vliet Street, Milwaukee, WI 53208, fax (414) 935-7157. Upon receipt, a member of that staff will contact you with information regarding official application for consideration of extra-duty officer assignment.
- Cancellation requires 3 days notice. If notice is not received at least 3 days in advance of the start of the event, personnel who had been assigned will be compensated for 3 hours at the listed rate.
- Payment in full is required within thirty (30) days of receipt of invoice. Partial payment may be required prior to services rendered at the discretion of the Chief of Police.

Pay Rates Currently in Effect:

Police Officer	\$ 65.25 per hour
Motorcycle Officer	\$ 65.63 per hour
Supervisor <i>(required for every three officers)</i>	\$ 79.06 per hour
Lieutenant <i>(required when two or more supervisors are required)</i>	\$ 83.97 per hour
*A 10% administrative fee will be added to the total invoice.	

Addendum to 2023 Extra Duty Letter of Agreement

This Addendum ("Addendum") incorporated into the Extra Duty Employment Statement of Intent ("2023 Extra Duty Agreement") made as of this 1st day of May 2023, by and between Milwaukee World Festival, Inc. ("MWF"), a not-for-profit 501 (c) (3) and the City of Milwaukee (the "City").

Whereas, MWF and the City are parties to a lease agreement for the Henry Maier Festival Park dated January 1, 2001, amended by a First Amendment to Lease Agreement, effective February 1, 2005, and by a Second Amendment to Lease Agreement, effective January 6, 2010 (collectively, as amended, the "Lease Agreement"), that remains in effect as of the date of this Addendum.

Whereas, pursuant to Section 3.A. and Exhibit O-4 of the Lease Agreement, MWF is required to pay to the City the Supplemental Service Fee in 2023 of \$155,707 which is intended to offset a portion of the costs of public safety services provided by City.

Whereas, the anticipated costs for the Milwaukee Police Department's services provided under the 2023 Extra Duty Agreement are expected to exceed \$155,707.

Now, therefore, in consideration of the promises and other good and valuable consideration hereinafter set forth, the parties agree as follows:

The amount owed for services due under the 2023 Extra Duty Agreement shall be credited in the amount of \$155,707.00 in acknowledgment that the Supplement Service Fee is intended to pay for a portion of the services provided under the 2023 Extra Duty Agreement.

The City also agrees to provide MWF with an invoice for its services within 10 business days after the services are provided. The invoice will be due within 30 days of the date of the invoice.

IN WITNESS WHEREOF, the parties have executed this Addendum to 2023 Extra Duty Letter of Agreement on the day and year first above written with the intent that it be attached to and incorporated into the 2023 Extra Duty Agreement.

CITY OF MILWAUKEE

Police Chief Jeffrey Norman

Countersigned:

Aycha Sawa, City of Milwaukee Comptroller

MILWAUKEE WORLD FESTIVAL, INC.



Mary L. Schanning
General Counsel / Chief Administrative Officer