CITY OF CEDARBURG
MEETING OF COMMON COUNCIL
OCTOBER 9, 2017 – 7:00 P.M.

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on Monday, October 9, 2017 at 7:00 p.m. at City Hall, W63 N645 Washington Avenue, Cedarburg, WI, in the Council Chambers.

AGENDA

1. CALL TO ORDER - Mayor Kip Kinzel

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL: Present – Common Council – Mayor Kip Kinzel, Council Members John Czarnecki, Jack Arnett, Dick Dieffenbach, Rick Verhaalen, Mitch Regenfuss, Patricia Thome, Mike O'Keefe

5. STATEMENT OF PUBLIC NOTICE

6. APPROVAL OF MINUTES* - September 25, 2017

7. COMMENTS AND SUGGESTIONS FROM CITIZENS** Comments from citizens on a listed agenda item will be taken when the item is addressed by the Council. At this time individuals can speak on any topic not on the agenda for up to 5 minutes, time extensions at the discretion of the Mayor. No action can be taken on items not listed except as a possible referral to committees, individuals or a future Council agenda item.

8. UNFINISHED BUSINESS

* A. Consider bids received for the Western Road communications monopole construction; and action thereon

9. NEW BUSINESS

* A. Consider proposed 2018 Budget; Department presentations, discussion, and direction thereon

- Overview of the proposed 2018 budget & tax levy
- Fire Department
- Police Department
  - Station and Administration
  - Patrol and Investigations
  - Emergency Management/Auxiliary Police
- Sewerage/Water Recycling Center
- Engineering/Public Works/Health & Sanitation

- Library
- Parks, Recreation and Forestry/Special Revenue Funds
  - Possible Partnership – Cedarburg Sports Complex
- Capital Improvement Plan
- Strategic Work Plan

* B. Consider payment of bills for the period 09/21/17 through 09/29/17, transfers for the period 09/20/17 through 10/05/17, and payroll for the period 09/10/17 through 09/23/17; and action thereon

*** C. Consider License Applications; and action thereon

1. Consider approval of new Operators License application for the period ending June 30, 2018 for Sherri A. Scofield; and action thereon

10. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

* A. Administrator's Report
* B. Building Inspector's Report – September 2017

11. COMMUNICATIONS

** A. Comments and suggestions from citizens
B. Comments and announcements by Council Members
C. Mayor's Report

12. ADJOURNMENT – CLOSED SESSION

It is anticipated the Common Council will adjourn to closed session pursuant to State Statutes 19.85(1)(g) to confer with legal counsel for the Common Council who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which it is or is likely to become involved, more specifically, to discuss the Prochnow Landfill, and 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session, more specifically, to consider a Developer's Agreement with HSI regarding the St. Francis Borgia site. Approval of September 25, 2017 closed session minutes.

13. RECONVENE TO OPEN SESSION

14. Discussion and possible action on a proposal from Ramboll Environ for additional NR 716 site investigation activities at the former Prochnow Landfill

15. ADJOURNMENT

Individual members of various boards, committees, or commissions may attend the above meeting. It is possible that such attendance may constitute a meeting of a City board, committee or commission pursuant to State ex. rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 NW 2d 408 (1993). This notice does not authorize attendance at either the above meeting or the Badke Meeting, but is given solely to comply with the notice requirements of the open meeting law.

* *Information attached for Council; available through City Clerk's Office.*

** *Citizen comments should be primarily one-way, from citizen to the Council. Each citizen who wishes to speak shall be accorded one opportunity at the beginning of the meeting and one opportunity at the end of the meeting. Comments should be kept brief. If the comment expressed concerns a matter of public policy, response from the Council will be limited to seeking information or acknowledging that the citizen has been understood. It is out of order for anyone to debate with a citizen addressing the Council or for the Council to take action on a matter of public policy. The Council may direct that the concern be placed on a future agenda. Citizens will be asked to state their name and address for the record and to speak from the lectern for the purposes of recording their comments.*

*** *Information available through the Clerk's Office.*

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO
ACCOMMODATE THE NEEDS OF INDIVIDUALS WITH DISABILITIES.
PLEASE CONTACT THE CITY CLERK'S OFFICE AT (262) 375-7606
E-MAIL: cityhall@ci.cedarburg.wi.us

10/05/17 ckm

CITY OF CEDARBURG **CC20170925-1**
COMMON COUNCIL **UNAPPROVED**
September 25, 2017

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, September 25, 2017, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. Mayor Kinzel called the meeting to order at 7:00 p.m.

ROLL CALL: Present - Common Council: Mayor Kip Kinzel, Council Members John Czarnecki, Jack Arnett, Rick Verhaalen, Mitch Regenfuss, Patricia Thome, Mike O'Keefe

Excused - Council Member Dick Dieffenbach

Also Present - City Administrator/Treasurer Christy Mertes, City Clerk Constance McHugh, Planner Jon Censky, City Attorney Michael Herbrand; interested citizens and news media

STATEMENT OF PUBLIC NOTICE

At Mayor Kinzel's request, City Clerk McHugh verified that notice of this meeting was provided to the public by forwarding the agenda to the City's official newspaper, the *News Graphic*, to all news media and citizens who requested copies, and by posting in accordance with the Wisconsin Open Meetings law. Citizens present were welcomed and encouraged to provide their input during the citizen comment portion of the meeting.

APPROVAL OF MINUTES

Motion made by Council Member Thome, seconded by Council Member O'Keefe, to approve the minutes of the September 11, 2017 Common Council meeting. Motion carried unanimously with Council Member Dieffenbach excused.

COMMENTS AND SUGGESTIONS FROM CITIZENS

Chris Velnetske, N57 W6766 Center Street, said an item on the agenda is to consider an ordinance seeking to modify parking regulations on Center Street. This matter was discussed in January and postponed. He said there is congestion on Center Street while parking on Hanover Avenue is underutilized on both sides of the street. Employees from the LaBudde Group tend to park on Center Street as the business has no parking. The ordinance that will be discussed asks to take away two parking spaces from the Historical Society, Rachael's Roses, and the hair salon. He said the Council needs to take action to fully utilize parking on Hanover Avenue to alleviate congestion on Center Street.

CONSIDER RESOLUTION NO. 2017-16 TO AMEND THE COMPREHENSIVE LAND USE PLAN – 2025 FOR THE 13.38 ACRE WEST PORTION OF THE 18.70 ACRE PARCEL LOCATED APPROXIMATELY 506' SOUTH OF HIGHWAY 60 FROM THE HIGH DENSITY RESIDENTIAL ELDERLY HOUSING (10.9 TO 20 UNITS PER ACRE) USE CLASSIFICATION TO THE HIGH DENSITY RESIDENTIAL (10.9 TO 16.1 UNITS PER ACRE) USE CLASSIFICATION

Mayor Kinzel declared the public hearing on the request to amend the Comprehensive Land Use Plan – 2025 open at 7:06 p.m.

Planner Censky said State law requires that the Comprehensive Land Use Plan and the proposed zoning be consistent with each other. Resolution No. 2017-16 serves to reclassify the future use of this site from High Density Elderly Housing at a density of up to 20 units per acre to high Density Multiple-Family at a density not to exceed 16.1 units per acre. Ordinance No. 2017-20 will rezone the property from Temporary RS-1 Single Family Residential District to Rm-2/PUD Multiple Family Residential District/Planned Unit Development Overlay District. As part of the request the applicant is seeking to increase the maximum units per structure from eight to sixteen.

Duey Stroebel of Terrace Realty presented an overview of his proposed multi-family apartment proposal. The project will consist of 12 sixteen unit apartment buildings for a total of 192 units at a density of 10.3 units/gross acre or 14/9 units/net acre. The project is designed for renters by choice and will be a high end product with a residential feel to it. All units will have a separate entrance and there will be both attached and detached garages. A club house will also be built. Mr. Stroebel said there is a market for this in the area that has not been addressed. This will be a $20 million development that will generate approximately $1 million in impact fees. A representative of Cornerstone Development, a housing development to the south of this project, has expressed his support of this project.

Tony Hartjes of R.A. Smith said this is an 11.7 acre site. Approximately 9.5 to 10 acres will remain as green and open space when the project is completed. The site will be served by City sewer and water and there will be a detention facility on site. The site will accommodate all vehicles. There will be one entrance/exit and an emergency exit.

Council Member Thome said she does not like the look of the standalone garages; however, does not know what the solution is.

Mr. Stroebel said the garages will not look like average garages.

Rick Calvelli, N114 W5862 James Circle, said that the traffic pattern and speed limit are of concern to him.

Planner Censky said Sheboygan Road is an arterial road meaning it is used to pass traffic to Highway 60. This is consistent with the traffic system in the area. He said the developer will need to return to the Plan Commission to work out all the details of the project. At this time the Council is being asked to consider the proposed land use plan amendment and rezoning only. City Administrator/Treasurer Mertes said the speed limit is being addressed by the Police Chief and Director of Engineering and Public Works.

Motion made by Council Member Thome, seconded by Council Member Czarnecki, to close the public hearing at 7:27 p.m. Motion carried unanimously with Council Member Dieffenbach excused.

Motion made by Council Member Arnett, seconded by Council Member Regenfuss, to adopt Resolution No. 2017-16 amending the Comprehensive Land Use Plan – 2025 for the 13.38 acre west portion of the 18.70 acre parcel located approximately 506' south of Highway 60 from the High Density Residential Elderly Housing (10.9 to 20 units per acre) Use classification to the High Density Residential (10.9 to 16.1 units per acre) Use classification. Motion carried unanimously with Council Member Dieffenbach excused.

CONSIDER ORDINANCE NO. 2017-20 TO REZONE THE ABOVE PROPERTY FROM TEMPORARY RS-1 SINGLE-FAMILY RESIDENTIAL DISTRICT TO RM-2/PUD MULTIPLE-FAMILY RESIDENTIAL DISTRICT/PLANNED UNIT DEVELOPMENT OVERLAY DISTRICT

Mayor Kinzel declared the public hearing on the request to rezone the above property open at 7:28 p.m.

There was no public comment on the proposed rezoning. Motion made by Council Member O'Keefe, seconded by Council Member Czarnecki, to close the public hearing at 7:29 p.m.

Motion made by Council Member O'Keefe, seconded by Council Member Arnett, to adopt Ordinance No. 2017-20 to rezone the above described property from Temporary RS-1 Single-Family Residential District to RM-2/PUD Multiple-Family Residential District/Planned Unit Development Overlay District. Motion carried unanimously with Council Member Dieffenbach excused.

CONSIDER BIDS RECEIVED FOR THE WESTERN ROAD COMMUNICATIONS MONOPOLE CONSTRUCTION

City Administrator/Treasurer Mertes said staff advertised for and received bids for construction of the Western Road communications monopole. A total of six bids were received, with the low bid coming from Vinco., in the amount of $291,160.

Council Member Arnett said his concern is that the Council is committing to build the monopole; however, no lease agreements are in place. He questioned whether the process should mature before the contract is awarded.

City Administrator/Treasurer Mertes said the cost may increase if the bid is awarded at a later date. The monopole is being built for the providers and staff is working towards moving forward with the leases.

Attorney Herbrand said he and staff had a very positive conference call with one provider last week. He said this could be delayed by 30 days if necessary.

Motion made by Council Member Arnett, seconded by Council Member Regenfuss, to postpone awarding the contract for the monopole construction project until the October 9 meeting. Motion carried unanimously with Council Member Dieffenbach excused.

CONSIDER ORDINANCE NO. 2017-21 AMENDING SEC. 10-1-27(a) OF THE MUNICIPAL CODE TO PROHIBIT PARKING ON CENTER STREET ADJACENT TO THE INTERURBAN TRAIL CROSSING

Council Member O'Keefe said there have been complaints about poor sight distance at the Interurban Trail crossing on Center Street. The Public Works and Sewerage Commission discussed the matter and Council Member Dieffenbach has discussed options with neighboring businesses and residents. As a result, an ordinance was drafted that will eliminate one parking space on each side of Center Street.

Mr. Velnetske said the ordinance results in much more than the loss of two parking spaces. He said it wipes out parking for half the block and is not a net loss of one parking space on each side of Center Street. He said this will kill the neighborhood because residents and businesses will not have use of their street. He asked the Council to table this ordinance and send it back to committee so proper signage and correct dimensions can be discussed and utilizing parking on Hanover Avenue to alleviate congestion on Center Street can be considered.

Motion made by Council Member Thome, seconded by Council Member O'Keefe, to send this matter back to the Public Works and Sewerage Commission for further review, including signage and dimensions and utilizing parking on Hanover Avenue. Motion carried unanimously with Council Member Dieffenbach excused.

CONSIDER PARTICIPATION IN THE COMMUNITY RIVERS PROGRAM WITH RIVEREDGE NATURE CENTER

City Administrator/Treasurer Mertes said she and Director Wiza met with Mandie Zopp of the Riveredge Nature Center regarding participating in the Community Rivers Program in 2018. The cost would be $8,000. She is seeking feedback as to whether this should be included in the 2018 budget.

Ms. Zopp said this program was launched with the Village of Newburg in 2017. The theme is to inspire, inform, and engage residents in water quality. The proposal consists of six programs. She hopes Cedarburg will join this collaborative effort to improve the Milwaukee River watershed.

It was the consensus of the Council to discuss this request in conjunction with all budget items during the budget process.

PAYMENT OF BILLS

Motion made by Council Member O'Keefe, seconded by Council Member Czarnecki, to approve the payment of the bills for the period 09/07/17 through 09/14/17, transfers for the period 09/06/17 through 09/19/17, and payroll for the period 08/27/17 through 09/07/17. Motion carried unanimously with Council Member Dieffenbach excused.

Council Member Verhaalen questioned the $907 spent on foam footballs. (It was later determined they were for peewee football practice as well as being promotional. The football program fee covered the cost of them).

LICENSE APPLICATIONS

Motion made by Council Member O'Keefe, seconded by Council Member Czarnecki, to authorize the issuance of a new Operators license for the period ending June 30, 2018 to Allison E. Wray. Motion carried unanimously with Council Member Dieffenbach excused.

Motion made by Council Member O'Keefe, seconded by Council Member Czarnecki, to authorize the issuance of renewal Operators licenses for the period ending June 30, 2108 for Kimberley R. Eggleston and Jennifer P. Smith. Motion carried unanimously with Council Member Dieffenbach excused.

ADMINISTRATOR'S REPORT

City Administrator/Treasurer Mertes said she met with representatives of U.S. Bank regarding the City's investments. A report on investments will be presented at the next meeting of the ad hoc Deb/Investment Committee.

City Administrator/Treasurer Mertes said Director Hilvo is in discussion with the Town of Cedarburg regarding recreation programs.

Director Hilvo has been informed that Mercury Marine has agreed to pay for the rebuild of Adlai Horn Park.

The Employee Health Insurance Committee met last week with the consultant to receive and review pricing options for 2018. The Committee is working toward lowering the anticipated 12% increase in premiums.

COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Arnett said the Branding Committee is in final negotiations with a firm regarding rebranding. The firm selected may make a public presentation in the future.

Council Member Verhaalen said the City is a Tree City and is working on becoming a Bird City. He reminded everyone these things come with caveats and the Council should be careful as to what it agrees to.

Council Member Arnett said one of his constituents, who has been a proponent of the Bird City designation, has built a 300' wooden path through the Cedar Point Conservancy at no cost to the City.

MAYOR'S REPORT

Mayor Kinzel thanked the Cedarburg Lions Club for rebuilding the Adlai Horn Bridge to the band shell.

CLOSED SESSION

Motion made by Council Member O'Keefe, seconded by Council Member Thome, to adjourn to closed session at 8:18 p.m. pursuant to State Statutes 19.85(1)(g) to confer with legal counsel for the Common Council who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which it is or is likely to become involved, more specifically, to discuss the Frasher Shabani claim against the City for a vehicle accident that occurred on January 15, 2016, and 19.5(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session, more specifically, to consider a Developer's Agreement with HSI regarding the St. Francis Borgia site. Approval of 09/11/17 closed session minutes. Motion carried on a roll call vote with Council Members Czarnecki, Arnett, Verhaalen, Regenfuss, Thome and O'Keefe voting aye and Council Member Dieffenbach excused.

RECONVENE TO OPEN SESSION

Motion made by Council Member Thome, seconded by Council Member Czarnecki, to reconvene to open session at 9:58 p.m. Motion carried on a roll call vote with Council Members Czarnecki, Arnett, Verhaalen, Regenfuss, Thome and O'Keefe voting aye and Council Member Dieffenbach excused.

CONSIDER POSSIBLE SETTLEMENT OF THE FRASHER SHABANI CLAIM AGAINST THE CITY FOR A VEHICLE ACCIDENT THAT OCCURRED ON JANUARY 15, 2016

Motion made by Council Member Thome, seconded by Council Member O'Keefe, to authorize the possible settlement of the Frasher Shabani claim against the City in an amount not to exceed $18,200 as recommended by the City's insurance carrier CVMIC. Motion carried on a roll call vote with Council Members Arnett, Czarnecki, Verhaalen, Regenfuss, Thome and O'Keefe voting aye and Council Member Dieffenbach excused.

ADJOURNMENT

Motion made by Council Member Thome, seconded by Council Member Regenfuss, to adjourn the meeting at 9:59 p.m. Motion carried unanimously with Council Member Dieffenbach excused.

Constance K. McHugh, MMC/WCPC
City Clerk

CITY OF CEDARBURG

MEETING DATE: October 9, 2017 **ITEM NO:** 8. A.

TITLE: Consider bids received for the Western Road communications monopole construction; and action thereon.

ISSUE SUMMARY: Staff advertised for and received bids for construction of the Western Road communications monopole. A total of six bids were received, with the low bid coming from Vinco, Inc. in the amount of $291,160.00.

Vinco is a well-established communications tower manufacturer, they were in attendance at the pre-bid meeting, and SEH has recommended award to them.

STAFF RECOMMENDATION: Staff recommends award of the Western Road communications monopole construction to Vinco based on their low lump sum bid of $291,160.00.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: $291,160.00 plus engineering and construction inspection costs.

ATTACHMENTS: SEH bid award recommendation
Bid tabulation

INITIATED/REQUESTED BY: Tom Wiza/Christy Mertes

FOR MORE INFORMATION CONTACT: Tom Wiza-Director of Engineering and Public Works
262-375-7610

SEH

Building a Better World
for All of Us®

September 19, 2017

RE: City of Cedarburg, Wisconsin
Western Road Communications Tower
SEH No. 141581 14.00

Mr. Tom Wiza
Director of Engineering and Public Works
City of Cedarburg
W63 N645 Washington Ave.
Cedarburg, WI 53012

Dear Tom:

On September 19, 2017 at 11 a.m. the City of Cedarburg completed a bid request for the construction of a communications tower at Western Road. Six bids were received prior to the 11 a.m. deadline. The bid packets were accepted and opened immediately after the deadline. Bids were checked for a Bid Tab, Bid Bond, and Addendum Acknowledgement. Total Lump Sum Bids were read aloud and recorded on a BIDS RECEIVED TAB (Attached).

Following the bid opening, SEH reviewed all bid document packages for completeness to bid requirements. All contractors had complete and acceptable bid packages.

As Lump Sum Bid amounts were reasonably close to that identified in the feasibility report, SEH requested that the bidders verify components included in the bid so as not to have missed a portion of the bid request. The responses from the contractors regarding missed or assumed items are minor in nature to the total cost of the estimates.

We have reviewed the bid information for the above referenced project, and recommend awarding the project to Vinco Inc. at their Lump Sum Bid Price of **$291,160.00.**

SEH welcomes the opportunity to work with the City of Cedarburg and seeing this important project to a successful completion. Should you have any additional needs or requirements, please contact me directly at 612.325.9995.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Dale Romsos

Dale Romsos
Project Manager

dmk
cc: Brian Depies – SEH Delafield

SEH

Building a Better World for All of Us®

BIDS RECEIVED

Western Road Communications Tower
City of Cedarburg
Dale Romsos, PM

SEH No. 141581 64.20
Client No. 2016-08

Bid Date: Tuesday, September 19, 2017

Bidder	Addendum Acknowledged	10% Bid Bond	Bid Amount
Vertical Limit	✓	✓	$371.965.00
Structural Tower SC	✓	✓	$360,064.00
Pieper Electric	✓	✓	$395,343.00
IHC	✓	✓	$299,990.00
Vinco	✓	✓	$291,160.00
Joe Daniels Cor.	✓	✓	$330,330.00

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INTEROFFICE MEMORANDUM

TO: MAYOR & COMMON COUNCIL
FROM: CHRISTY MERTES, CITY ADMINISTRATOR/TREASURER
SUBJECT: 2018 PROPOSED BUDGET
DATE: OCTOBER 4, 2017
CC: DEPARTMENT HEADS & SUPERVISORS

The current proposed budget does not meet the request of the Council for a 0% tax rate increase. The notable changes from 2017 to the 2018 budget are included on the following page.

The 2018 budget includes a 2% wage increase and 10% health insurance increase. Also included in this budget is the use of police and library impact fees estimated for 2017 of $69,000.

In the current proposed budget, I have included the use of fund balance of $172,100 for the following projects/purchases:

- $6,200 - bathroom partitions for Zeunert & All Children's playgrounds
- $4,400 - new doors and locks for All Children's playground
- $11,500 - transfer to the swimming pool for sand area shower and large strainer assembly
- $100,000 - transfer to Capital Improvements for Fire Department pavement improvements
- $25,000 – transfer to Capital Improvements for Senior Van
- $10,000 – Police Department handguns
- $15,000 – branding (recently approved by the Council)

I have also included a borrowing of $1,387,500. This amount includes:

- $800,000 for street improvements
- $300,000 for the monopole construction
- $287,500 for dam repairs (total cost budgeted $500,000)

Some unknown items to date are:

- assessment ratio
- transportation aids
- health insurance premiums
- manufacturing assessed value
- expenditure restraint percentage of increase allowed to qualify for revenue in 2019

Items not included in the budget but requested:

- $15,000 for Economic Development Board (branding is their 2018 allocation)
- $16,000 for stump removal
- $6,150 additional parks seasonal employee
- Moved Emergency Management vehicle request in Capital back another year ($50,000 to 2019, was in 2017)
- Removed $250,000 Emergency Management building renovation from 2020

Items not included in the budget but requested (continued):

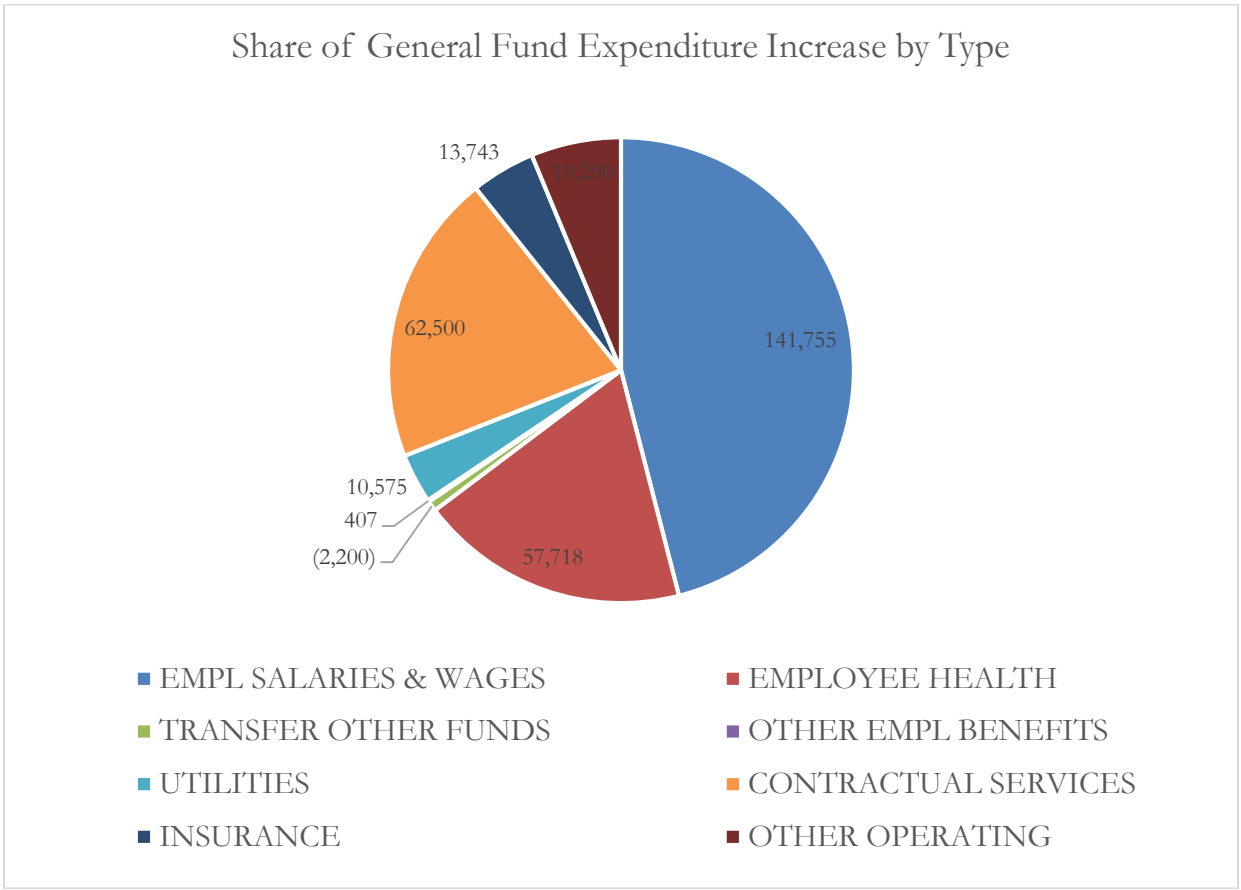
- $90,000 for cameras on Washington Avenue (will try to include a smaller scale version for $4,000)
- $120,000 funding for baseball fields at sports complex

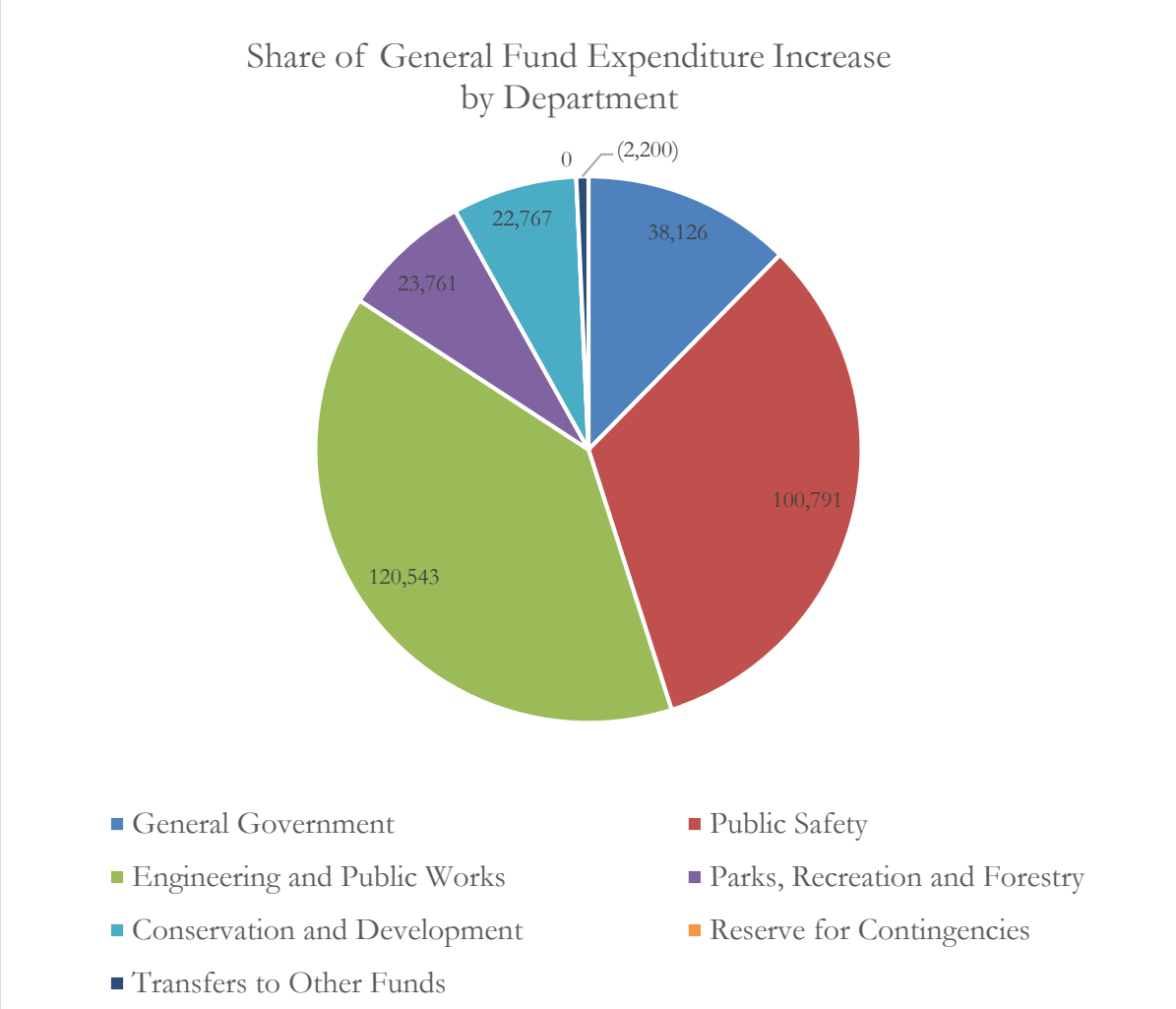
The proposed tax rate for 2018 is $7.70/$1,000 of assessed value. This equates to a $66.24 increase for a home valued at $276,000.

The total tax levy is increasing $516,549.

- General Fund is increasing $366,577, explanation on following page
- Capital Improvement levy is decreasing $87,000 due to the borrowing for street projects.
- Library levy is increasing $15,000 to cover the increase in personnel costs.
- Pool levy increase is $4,081 for operating costs.
- Debt Service levy is increasing $217,931, explanation on following page

The rate increase would be greater had it not been for the increase in the City-wide assessed value of $29 million.




Share of General Fund Expenditure Increase by Department
0
(2,200)
22,767
38,126
23,761
100,791
120,543
General Government
Public Safety
Engineering and Public Works
Parks, Recreation and Forestry
Conservation and Development
Reserve for Contingencies
Transfers to Other Funds

Changes from 2017

General Fund		
Salaries	141,755	full year for FD new ees & 2% increase
health ins	57,718	10% increase
Elections supplies	4,300	4 elections
Assessor revaluation	10,000	future funding of revaluation
Engineering maps	4,500	GIS
Public Works fuel system	5,000	used to be deposit acct
street lighting	7,000	electric estimate from L&W
traffic controls maint	4,500	new countdown crossing system
waste & recycling collection	12,358	per contract
Parks R&M	12,550	improvements at Cedar Creek, Zeunert, All Children's Cedar Point and Willowbrooke
trees contracted	(26,730)	
planning and ED	7,767	increase for planner and ED coordinator
branding	15,000	authorized in 2017
loss of expenditure restraint rev	166,773	
flower baskets	3,950	supplies
Total	426,441	

Capital Improvement Fund*		
Police Station improvements	40,000	increase over 2017
Police vehicles	120,000	increase over 2017
Fire Station improvements	32,500	increase over 2017
DPW equipment	70,000	increase over 2017
Street Improvements	247,000	increase over 2017
Park Improvements	145,600	net impact fees
Total	655,100	

*not included: dams or monopole funded by debt

Debt Service		
loss of advanced funding	231,000	2016 premium on borrowing used in 2017
loss of library residual funds	200,000	funds used to offset debt payment
decrease in principal & interest pymts	(93,351)	
Total	337,649	

City of Cedarburg—Tax Levy History						
City Tax Levies	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Proposed	% Change 2017/2016
General Fund Levy—Operating	5,568,212	5,626,518	5,803,256	5,869,616	6,236,193	6.2%
Capital Improvement Levy	1,235,000	1,435,000	1,170,000	1,192,000	1,105,000	-7.3%
Special Revenue Fund Levy—Library	490,000	657,842	707,306	707,306	722,306	2.1%
TIF District - City Portion				62	109	75.8%
Special Revenue Fund Levy—Pool			44,121	65,658	69,652	6.1%
Debt Service Levy	972,917	619,532	705,776	1,284,280	1,502,211	17.0%
Total City Levy	8,266,129	8,338,892	8,430,459	9,118,922	9,635,471	5.7%
Other Taxing Bodies						
Cedarburg Schools—Operating	11,689,535	11,768,557	11,817,277	11,937,297	11,937,297	0.0%
Cedarburg Schools—TIF 3				81		-100.0%
Ozaukee County—Operating	2,243,675	2,227,614	2,211,000	2,262,791	2,262,791	0.0%
Ozaukee County—TIF 3				15		-100.0%
State of Wisconsin	196,308	201,463	204,381	212,892	212,892	0.0%
M.A.T.C.—Operating	2,460,817	1,507,980	1,514,199	1,580,353	1,580,353	0.0%
M.A.T.C.—TIF 3				11		-100.0%
Total Tax Levy (Gross)	24,856,464	24,044,506	24,177,316	25,112,362	25,628,804	2.1%
- State School Credit	(1,838,119)	(1,812,945)	(2,087,023)	(2,103,864)	(2,103,864)	0.0%
Total Tax Levy (Net)	23,018,345	22,231,561	22,090,293	23,008,498	23,524,940	2.2%
Equalized Valuation	1,156,752,200	###########	###########	1,254,478,000	1,309,132,400	4.4%
City Equalized Tax Rate	7.15	7.02	7.00	7.27	7.36	1.3%
School District Equalized Tax Rate	10.13	9.94	9.84	9.54	9.12	-4.4%
Total Equalized Tax Rate	19.93	18.77	18.36	18.35	17.95	-2.1%
Assessed Valuation	1,183,410,760	###########	###########	1,221,899,680	1,251,056,080	2.4%
Assessment Ratio	102.30%	100.91%	100.36%	97.39%	95.40%	
Tax Rates (Per $1,000 A.V.)						
City of Cedarburg	6.99	6.97	6.97	7.46	7.70	3.2%
Cedarburg School District	9.90	9.86	9.80	9.79	9.56	-2.3%
Ozaukee County	1.90	1.86	1.83	1.85	1.81	-2.2%
State of Wisconsin	0.17	0.17	0.17	0.17	0.17	0.0%
M.A.T.C.	2.08	1.26	1.25	1.29	1.26	-2.3%
Total Tax Rate (Gross)	21.04	20.12	20.02	20.56	20.50	-0.3%
- State School Credit	(1.55)	(1.52)	(1.73)	(1.72)	(1.68)	-2.3%
Total Tax Rate (Net)	19.49	18.60	18.29	18.84	18.82	-0.1%

Fire
522230, 522240

Department: Fire
Program Manager: Fire Chief
Program Description: Fire service is provided by Cedarburg Fire Department, a volunteer service as the official municipal fire department in the City and Town of Cedarburg. The fire chief is elected by the volunteers and confirmed by the Police and Fire Commission.

Products and Services:
- Provide 24 hour fire communications
- Primary Emergency Medical Services (EMS) provider
- Coordinate four Maxwell Street Days at Firemen's Park to raise funds to purchase fire fighting equipment
- Train all volunteers in latest fire fighting and emergency techniques
- Maintain all equipment and facilities (City and Town owned)
- Maintain Fire Stations 1 and 2 and Public Education/Museum Facility

Fire Department Staffing Levels:

Personnel Schedule Summary Position	2016 FTE	2017 FTE	2018 FTE
Fire Chief	–	.50	.50
Fire Inspector	1.00	1.00	1.00
Volunteers	0.77	0.77	0.77

Department Services Indicators:	2015	2016	2017 Estimated	2018 Projected
Total Number of Training Hours	8,300	8,300	8,300	8,300
Structural Fires	4	4	4	4
Total Losses Due to Fire	--	--	--	--
Response to Incidents in City	850	800	875	875
Response to Incidents in Town	220	200	225	225
Accident Responses	34	30	40	40
Total Responses	1,104	1,030	1,100	1,100
Other Mutual Aid Locations	50	45	60	60
Fire Inspections	1,620	1,620	1,620	1,620
Number of Citizens Receiving Fire Safety Education	1,000+	1,000+	1,000+	1,000+
Number of Hours of Public Contact				

2017 Significant Accomplishments:
1. Replaced concrete apron at Station 1
2. Hired a full time Fire Inspector

2018 Objectives to Be Accomplished:
1. Recruit more Fire/EMS volunteers

Long-Term Objectives:
1. Continue to focus on keeping Cedarburg Fire Department a volunteer fire/rescue organization

Fire

522230, 522240

Account Detail:

522230—Fire Station

235 **Operating Expense:**

Administration	$82,000	Fuel	$7,500
Communication	$16,000	Hose	$2,500
Dive Team	$8,000	Truck Maintenance	$63,000
Explorers	$2,000	Meeting Expenses	$25,000
Fire Inspection	$52,000	Non-fire Fighting Uniforms	$5,000
Fire Prevention/ Public Education	$10,000	Auto Extrication	$3,600
Fire Fighting Equipment	$42,500	Self-contained Breathing Apparatus	$2,500
Training	$15,000		

Budget Variances:

522230—Fire Station

111 & 121 **Salary and Part Time Salaries:** Increase due to hiring full time Fire Inspector and part time Fire Chief

152 & 154 **Retirement and Health Insurance:** Increase due to hiring of Fire Chief and Fire Inspector

235 **Operating Expenses:** Decreasing to offset personnel cost increase

510 **Property and Auto Insurance:** Increase due to value increase in vehicles

Public Safety/Fire Department

522230 Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
111	Salaries				25,000	25,000	51,003	0.00%
121	Part Time Salaries	(13,207)	13,207		25,000	25,000	53,040	0.00%
151	FICA	(1,008)	1,050		3,825	3,825	7,959	0.00%
152	Retirement/LOSA	23,614	23,393	21,197	25,788	20,921	27,505	6.66%
154	Health Insurance				9,535	9,535	21,536	0.00%
165	Workers' Comp. Insurance	8,699	6,915	9,297	9,409	9,409	15,995	70.00%
	Total	18,098	44,565	30,494	98,557	93,690	177,038	79.63%

522230 Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
222	Electric	15,639	14,816	17,193	16,360	16,360	16,360	0.00%
224	Natural Gas	15,392	9,161	9,732	13,130	12,000	12,000	-8.61%
225	Telephone	1,393	575	578	800	860	900	12.50%
226	Water Service	2,602	2,515	2,806	3,000	3,000	3,000	0.00%
235	Operating Expense	238,100	247,773	262,435	244,763	244,763	204,500	-16.45%
240	Building Maintenance	15,339	7,791	5,339	11,000	11,000	11,000	0.00%
290	Maint/Contracted Services	0	0	0	2,300	2,240	2,300	0.00%
510	Property/Auto Insurance	29,217	36,435	30,610	34,563	34,563	41,333	19.59%
512	Liability Insurance	2,854	2,421	2,708	2,895	2,834	2,868	-0.93%
519	State Fire Insurance Dues	45,625	0	0	0	0	0	0.00%
	Total Operating	366,161	321,487	331,401	328,811	327,620	294,261	-10.51%
	Total Expenditures	384,259	366,052	361,895	427,368	421,310	471,299	10.28%

Fire

522230, 522240

Revenues	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
435101 Fire Insurance Dues	45,625	71,150	46,134				0.00%
435430 State Grant - Façade			830				
441130 Fire Inspection Fee	15,115	8,893	15,473	15,325	15,325	15,325	0.00%
473407 Fire—Operating Exp. (Town)	129,142	154,902	128,655	141,364	141,364	167,370	18.40%
473408 Fire/EMS Dispatching	3,280	3,570	2,365	3,500	3,500	3,500	0.00%
481120 Fire Dept. Interest		1,448	451				0.00%
483320 Fire Dept. Equip. Sales		6,294	3,324				0.00%
485600 Contribution of FD Assets		537,651	20,000				0.00%
491270 Transfer from EMS		400,000	0				0.00%
Total Revenues	193,162	1,183,908	217,232	160,189	160,189	186,195	16.23%

Net Cost of Program	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
	191,097	(817,856)	144,663	267,179	261,121	285,104	6.71%

Police—Station & Administration

522100, 522110

Department: Police

Program Manager: Chief of Police

Program Description: The Station Building (Account 522100) supports the activities of a part-time custodian who is responsible for the daily cleaning, upkeep and minor repairs of police grounds, building, and equipment.

The Administration Division (Account 522110) of the Cedarburg Police Department is headed by the Chief of Police who is responsible for organizing, controlling, and directing the personnel and resources of the Department. In addition, the Chief, per State Statute and local ordinances, is responsible for matters of police operations, discipline, rules/regulations and policies/procedures for the Department. The Captain assists the Chief with administrative matters and is primarily responsible for scheduling, training, and equipment. Within the Administration Division there are other non-sworn support personnel, which include an administrative assistant, a records clerk, and dispatchers.

The Police Department is staffed with six full-time dispatchers who provide 24-hour service, seven days a week. They are trained in emergency medical dispatching and in the state and national teletype systems for accessing State Department of Transportation records, checking for wanted persons, and processing record checks required for liquor license applicants, transcribe reports, CVR/DMV program, etc. They dispatch officers and other City emergency response personnel to calls: fire, rescue, ambulance, Auxiliary Police Unit; and page Light & Water, Wastewater and Public Works personnel for after-hours calls.

The Administrative Assistant handles all the related administrative duties for the Chief and Captain, and maintains Department personnel records; provides oversight of non-sworn personnel; and prepares police-related statistical reports. The Records Clerk transcribes complaint, arrest, and accident reports dictated by the officers; completes written reports and transmits copies to the District Attorney, Municipal and Circuit Clerk of Courts, and other social service agencies; is responsible for Department filing; and handling court and traffic records.

Products and Services:

- Recognize citizen cooperation through the issuance of commendations
- Make recommendations to Mayor, Common Council, Boards, Commissions, and citizens concerning public safety issues
- Seek potential grants and funding
- Coordinate annual Safety Day event to enhance public relations and offer information regarding Cedarburg Police Department
- Provide 24-hour police communications dispatch center
- Provide secretarial support to officers and supervisory staff
- Provide general upkeep of the police station building, grounds, and equipment
- Oversee maintenance and repairs of police vehicles
- Provide 24-hour, open door service to the public
- Prepare bids annually for replacement of patrol vehicles

Police Station and Administration Staffing Levels:

Personnel Schedule Summary Position	2016 FTE	2017 FTE	2018 FTE
Police Chief	1.00	1.00	1.00
Captain	1.00	1.00	1.00
Dispatchers	6.00	6.00	6.00
Administrative Assistant	1.00	1.00	1.00
Records Clerk	1.00	1.00	1.00
Custodian	0.40	0.40	0.40
Total	**10.4**	**10.4**	**10.4**

Police—Station & Administration

522100, 522110

Department Services Indicators	2015	2016	2017 Estimated	2018 Projected
Number of Telephone Calls Received by Dispatch	10,660	10,196	11,138	10,160
911 Calls	2,530*	2,480	2,638	2,848
False 911 Calls	302	302	248	240
Individuals Receiving Assistance at Station	5,742	6,360	7,182	6,114
Citizens Requests for Open Records	426	466	612	470
Mental Commitment Complaints	22	30	20	20
Violent Crimes	6	2	4	2
Property Crimes	160	118	100	84
Value of Property Stolen	$95,648	$88,234	$96,921	$26,258
Recovery of Property Stolen	$28,694	$24,278	$27,137	$6,565
Municipal Warrants Processed	56	72	46	62

*Due to more accurate reporting from *Intrado*

Performance Measures:

Service Area	Objective	Efficiency Measure	Target 2015/2016	Target 2016/2017	Target 2017/2018
Police Department	Safe Community	Violent Crime Rate	.20%	.20%	.20%
Police Department	Safe Community	Property Crime Rate	10.00%	10.00%	10.00%
Police Department	Safe Community	Youth Crime Rate	1.00%	1.00%	1.00%

2017 Significant Accomplishments:

1. Upgraded radio console to new County system
2. Reevaluated safety and security for special events
3. Researched combined 911 system
4. Hired and trained two new dispatchers
5. Added online scheduling software
6. Upgraded body cameras for officers

2018 Objectives to Be Accomplished:

1. Hire and train two officers
2. Evaluate shared services with other county law enforcement agencies
3. Outfit three more patrol vehicles to propane fuel
4. Purchase two replacement vehicles for Patrol and one for Administrative
5. Add security camera system downtown

Long Term Objectives:

1. Advanced leadership training for supervisors

Account Detail:

522100—Police Station

240 **Repair and Maintenance:** Convergent Solutions, River Run Computer Service, Jacklin HVAC system, Cummins Generator, APC UPS system, American Industrial, Fire Extinguisher Service, Simplex Systems, garage door repair, other maintenance

522110—Administrative Division

225 **Telephone/Communications:** Telephone service, telephone equipment/pagers, teletype/applicant fees, radar certification, radar/radio install/repair, internet, time system connection

240 **Repair and Maintenance Service:** Dictaphone; radio service/GCI; copy machines, office equipment; postage meter; telephone and voice mail equipment; software support/Pro Phoenix; computer hardware; computer hardware support/River Run; Simplex/Tyco/sprinkler and alarms, support for squad vehicles and equipment; and station digital recorders

310 **Office Supplies:** Postage, TTY/computer paper, office supplies, petty cash, etc.

313 **Printing:** Forms, legal notices, citation books, crime prevention/juvenile material, advertisements, citations, letterhead, envelopes, business cards

Police—Patrol & Investigations

522120, 522130

Department: Police
Program Manager: Chief of Police
Program Description: The Patrol Division (Account 522120) is comprised of four traffic sergeants and twelve patrol officers. These officers are the principal agents for carrying out the functions of the Cedarburg Police Department, which include protection of life and property; preservation of the peace and good order of the community; and furnishing any other appropriate services to enhance safety and the orderly operation of the City. One of the Department's patrol officers serves as the handler for the Division's K-9 Unit. The canine is trained to search for narcotics and to locate and rescue missing persons.

The Investigation Division (Account 522130) is comprised of two officers. The Detective Sergeant is responsible for all adult criminal investigations and may be assisted by the Detective/Juvenile Officer or a day-shift patrol officer when needed. The Detective/Juvenile Officer is responsible for all juvenile investigations and all other relationships with the public and parochial schools, parents, and school children; and assists the Detective Sergeant as necessary.

Products and Services:

- Patrol areas of the City with squad vehicle, bicycle, foot patrol and canine
- Apprehend violators of state and local laws/ordinances and take appropriate action as specified by the rules/regulations and policies/procedures of the City
- Render service and provide assistance to those who live, work, or visit the City of Cedarburg by responding to home and vehicle lock-outs; providing open door and window checks for businesses, and home checks while citizens are on vacation; providing directions, and motor vehicle and driver's license information to the public; assisting motorists and pedestrians; locating lost children; and investigating problems encountered by the public while in the City
- Handle initial investigations of crimes or criminal activity and complete the proper reports for follow-up by the Detective or Juvenile Officer
- Two officers are trained as Special Response Team (SRT) members to help supplement the county-wide SRT unit; two officers participate on the Anti-Drug Task Force; three officers are trained as firearms instructors; and one officer is trained as defensive tactics instructor
- All officers undergo at least 24 hours of mandatory, annual training
- Officers investigate complaints; respond to fire/rescue calls, burglar/fire alarms and false 911 calls; issue warnings or citations for offenses; secure all City park restrooms year-round; investigate complaints related to burglary, theft, arson, vice, narcotics, sexual assaults/abuse, domestic violence, identity theft, juvenile enforcement, mental commitment, and other types of investigations as required
- Provide public education for adults and juveniles related to crime prevention, drug/alcohol awareness, child abuse, identity theft, and graffiti problems
- Provide Bicycle Safety Camp and Safety Town to help educate and protect young children relating to pedestrian and bicycle safety

Police Patrol and Investigations Staffing Levels:

Personnel Schedule Summary Position	2016 FTE	2017 FTE	2018 FTE
Patrol Sergeants	4.00	4.00	4.00
Patrol Officers	12.00	12.00	12.00
Detective/Juvenile Officer	1.00	1.00	1.00
Detective/Sergeant	1.00	1.00	1.00
Total	**18.00**	**18.00**	**18.00**

Police—Patrol & Investigations

522120, 522130

Department Services Indicators:	2015	2016	2017 Estimated	2018 Projected
Calls for Service and Incidents Received	18,902	20,898	20,580	23,640
Assistance to Motorists/Pedestrians	2,526	2,016	2,212	2,056
Fire/Rescue Responses	1,024	908	1,104	1,124
Burglar/Fire Alarms	186	186	122	126
Homes Checked While Residents on Vacation	1,836	1,948	1,768	3,366
Lockouts of Vehicles	166	170	112	152
Issued Warnings	2,972	3,876	4,700	4,278
Arrests	1,956	1,788	2,192	2,270
Safety Town Attendees and Volunteers	150	150	150	150
Safety Camp Attendees and Volunteers	150	150	150	150
Hand Checked Doors	104,980	104,980	104,980	104,980
Hours on Bicycle Patrol	100	100	100	100
Citations Issued, Includes Parking Cites	1,858	1,660	2,086	2,262
Criminal Complaints	124	100	75	110
Accidents Investigated	180	170	156	114
K-9 Deployments	64	58	28	58

2017 Significant Accomplishments:

1. Researched de-escalation techniques and trained officers
2. Hired and trained two new patrol officers
3. Promoted and trained two new patrol sergeants
4. Three patrol vehicles equipped to use Liquefied Petroleum for fuel
5. Promoted Detective Sergeant and Detective/Juvenile Officer
6. Selected and trained drug recognition expert
7. Selected and trained new Drug Force Officer
8. Selected and trained new Crime Prevention Officer

2018 Objectives to Be Accomplished:

1. Train two evidence technicians

Long-Term Objectives:

1. Train new Internet Crimes Against Children Officer

Account Detail:

522120—Patrol Division

347 **Supplies and Expenses:** Firearms/weapon supplies, fuses, batteries, etc.; Safety Day, Citizen Police Academy and Hunter Safety expenses

522130—Detective Division

210 **Professional Services:** Jail fees (inmate meals and lodging); blood tests; applicant test fees; attorney fees; hospital/lab fees; officer medical tests (includes drugs, audiology, etc.)

310 **Investigative Office Supplies:** Safety Town/Camp supplies, cameras and related accessories, evidence collection materials

Police Department

522100 Police Station					2017	2017	2018	% Change
Personnel		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
111	Salaries	18,260	19,098	17,812	19,493	19,493	19,884	2.01%
112	Overtime	0	66	389	400	400	400	0.00%
135	Sick Payout	162	0	203	219	219	190	-13.24%
151	Social Security	1,734	1,642	1,535	1,571	1,571	1,601	1.88%
152	Retirement	1,494	1,363	1,356	1,382	1,382	1,389	0.51%
154	Health Insurance	1,973	1,920	3,348	3,304	3,304	3,612	9.32%
155	Life Insurance	10	0	(1)	18	18	23	27.78%
159	Longevity	353	378	403	428	428	453	5.84%
165	Workers' Comp. Insurance	746	677	964	932	932	932	0.00%
	Total	24,732	25,144	26,009	27,747	27,747	28,484	2.65%

522100 Police Station					2017	2017	2018	% Change
Operating		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
222	Electric	26,923	25,120	26,000	28,591	28,591	28,591	0.00%
224	Natural Gas	16,443	7,864	6,769	12,000	12,000	12,000	0.00%
226	Water Service	895	915	1,068	1,270	1,270	1,270	0.00%
240	Repair & Maintenance Services	16,591	29,751	28,228	22,000	22,000	20,000	-9.09%
340	Maintenance Supplies	2,519	2,794	2,068	4,500	4,500	4,500	0.00%
510	Property/Auto Insurance	2,269	2,077	2,038	2,038	2,038	1,996	-2.06%
	Total	65,640	68,521	66,171	70,399	70,399	68,357	-2.90%
	Total Expenditures	90,372	93,665	92,180	98,146	98,146	96,841	-1.33%

522110 Administration					2017	2017	2018	% Change
Personnel		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
111	Salaries	180,967	187,501	193,472	196,304	197,285	201,688	2.74%
112	Overtime	4,878	9,408	2,487	3,950	12,000	4,029	2.00%
122	Office/Dispatchers	339,468	350,337	382,637	391,551	380,551	385,451	-1.56%
134	Holiday	8,960	9,796	8,637	12,716	12,716	12,970	2.00%
135	Sick Payout	5,002	5,016	4,576	4,815	4,815	6,107	26.83%
151	Social Security	41,133	42,822	45,119	47,674	47,523	47,632	-0.09%
152	Retirement	48,938	45,540	46,754	50,293	50,201	51,191	1.79%
154	Health Insurance	92,885	112,504	125,309	134,896	134,896	144,274	6.95%
155	Life Insurance	204	218	226	228	228	221	-3.07%
159	Longevity	12,148	12,715	13,282	13,849	13,849	12,400	-10.46%
165	Workers' Comp. Insurance	9,015	6,573	8,316	7,983	7,983	7,881	-1.28%
	Total	743,598	782,430	830,815	864,259	862,047	873,844	1.11%

522110					2017	2017	2018	% Change
Operating		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
212	Attorney/Consultant—Legal	14,574	15,813	18,449	15,000	15,000	15,000	0.00%
213	Animal Pound	490	790	1,089	1,500	1,500	1,500	0.00%
225	Telephone/Communications	30,449	34,527	29,998	28,000	28,000	29,000	3.57%
240	Repair & Maintenance Services	43,976	47,438	73,757	42,000	42,000	42,000	0.00%

310	Office Supplies	6,136	5,169	7,499	6,500	6,500	6,500	0.00%
313	Printing	1,973	2,509	3,270	3,500	3,500	3,500	0.00%
320	Publications & Dues	1,639	1,360	233	1,250	1,250	1,250	0.00%
330	Employee Training, Travel	5,987	5,546	4,997	4,500	4,500	4,500	0.00%
346	Clothing & Uniforms	2,098	3,624	3,204	3,700	3,700	3,700	0.00%
347	Supplies and Expenses—Hunter Safety	338	267	60	300	300	300	0.00%
380	Equipment Outlay	12,006	1,607	623	5,500	5,500	5,500	0.00%
390	Other Expenses (Photo.)	2,426	1,399	2,035	2,000	2,000	2,000	0.00%
512	Liability Insurance	18,282	19,269	19,840	19,880	19,880	19,175	-3.55%
	Total	140,374	139,318	165,054	133,630	133,630	133,925	0.22%
	Total Expenditures	883,972	921,748	995,869	997,889	995,677	1,007,769	0.99%

522120 Patrol					**2017**	**2017**	**2018**	**% Change**
Personnel		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Proposed**	**2018/2017**
111	Salaries	1,089,876	1,138,365	1,252,269	1,214,992	1,200,992	1,239,751	2.04%
112	Overtime	28,983	32,994	50,588	46,371	46,371	47,530	2.50%
123	Crossing Guards	48,634	44,221	39,600	53,296	33,548	36,553	-31.42%
129	Wages/Billable	(8,813)	(8,032)	(10,606)	(10,000)	(10,000)	(10,000)	0.00%
134	Holiday	36,973	36,754	33,549	56,694	56,694	58,111	2.50%
135	Sick Payout	4,277	4,109	4,192	4,593	4,593	4,805	4.62%
151	Social Security	92,619	96,300	105,518	105,590	103,008	106,404	0.77%
152	Retirement	110,287	124,115	129,841	146,561	145,021	151,725	3.52%
154	Health Insurance	220,985	211,628	224,231	233,540	233,540	237,302	1.61%
155	Life Insurance	199	225	171	204	204	204	0.00%
159	Longevity	14,706	16,217	17,162	14,316	14,316	14,149	-1.17%
165	Workers' Comp. Insurance	44,228	45,469	51,066	49,543	49,543	47,792	-3.53%
	Total	1,682,954	1,742,365	1,897,581	1,915,700	1,877,830	1,934,326	0.97%

522120 Patrol					**2017**	**2017**	**2018**	**% Change**
Operating		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Proposed**	**2018/2017**
240	Repair & Maintenance Services	17,307	8,767	16,397	20,000	20,000	20,000	0.00%
330	Employee Training, Travel	17,770	20,535	19,162	16,000	16,000	16,000	0.00%
346	Clothing & Uniforms	22,096	16,621	18,990	12,200	12,200	12,200	0.00%
347	Supplies and Expenses	10,005	15,704	7,564	5,500	5,500	5,500	0.00%
351	Gasoline, Motor Oil	43,615	30,250	26,522	32,000	26,000	28,000	-12.50%
380	Equipment Outlay	22,235	20,292	27,188	21,000	21,000	31,000	47.62%
390	Other Expenses	870	17	1,016	500	500	500	0.00%
510	Property/Auto Insurance	3,579	3,319	3,440	3,922	3,922	4,064	3.62%
	Total	137,477	115,505	120,279	111,122	105,122	117,264	5.53%
	Total Expenditures	1,820,431	1,857,870	2,017,860	2,026,822	1,982,952	2,051,590	1.22%

522130 Investigative					**2017**	**2017**	**2018**	**% Change**
Personnel		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Proposed**	**2018/2017**
111	Salaries	151,818	157,379	161,067	163,551	170,000	167,606	2.48%
112	Overtime	7,756	9,003	17,353	10,506	10,506	10,769	2.50%

129	Wages/Billable	(101)	(215)	(314)	(927)	(927)	(1,500)	61.81%
134	Holiday	5,777	5,962	6,154	6,792	6,792	6,962	2.50%
135	Sick Payout	1,164	927	758	1,174	1,174	0	-100.00%
151	Social Security	12,520	12,915	13,859	14,105	14,598	14,216	0.79%
152	Retirement	19,131	17,756	18,795	20,254	20,963	20,906	3.22%
154	Health Insurance	31,327	33,791	37,013	39,957	39,957	43,841	9.72%
155	Life Insurance	57	83	96	96	96	30	-68.75%
159	Longevity	3,754	3,113	3,239	3,277	3,277	1,995	-39.12%
165	Workers' Comp. Insurance	7,373	6,059	6,627	6,476	6,476	6,469	-0.11%
	Total	240,576	246,773	264,647	265,261	272,912	271,294	2.27%

522130 Investigative Operating		**2014**	**2015**	**2016**	**2017 Budget**	**2017 Estimated**	**2018 Proposed**	**% Change 2018/2017**
210	Professional Services	5,158	1,678	8,226	2,500	2,500	2,500	0.00%
310	Investigative Office Supplies	2,635	1,765	1,700	3,000	3,000	3,000	0.00%
330	Employee Training, Travel	3,133	1,615	1,878	2,000	2,000	2,000	0.00%
346	Clothing & Uniforms	1,924	2,436	1,907	1,250	1,250	1,250	0.00%
	Total	12,850	7,494	13,711	8,750	8,750	8,750	0.00%
	Total Expenditures	253,426	254,267	278,358	274,011	281,662	280,044	2.20%
	Grand Total for Department	3,048,201	3,127,550	3,384,267	3,396,868	3,358,437	3,436,244	1.16%

Revenues		**2014**	**2015**	**2016**	**2017 Budget**	**2017 Estimated**	**2018 Proposed**	**% Change 2018/2017**
435200	Police Training Grants	2,880	3,040	3,200	2,700	2,880	2,700	0.00%
435429	Federal COPS Grant	0	940	0	0	0	0	0.00%
435431	State Grant—DOT Police	4,000	3,921	20,958	4,000	4,000	4,000	0.00%
441125	Bicycle Licenses	110	60	136	100	100	100	0.00%
451101	Court Penalties and Costs	33,672	32,228	41,757	44,500	44,500	44,500	0.00%
451301	Parking Violations	17,727	17,216	15,931	23,000	25,000	23,000	0.00%
462140	Police Department Fees	11,627	15,293	18,285	11,500	11,500	11,500	0.00%
462141	Alarm Permit Fees	375	275	325	250	250	250	0.00%
462145	False Alarm Fees	2,485	3,470	1,090	2,000	2,000	2,000	0.00%
473500	School District—Crossing Guards	47,430	44,567	42,005	50,000	50,000	50,000	0.00%
475100	City of Mequon—Reimbursement	2,778	2,726	2,726	2,800	2,964	2,964	5.86%
485550	Donations						2,000	0.00%
	Total	123,084	123,736	146,413	140,850	143,194	143,014	1.54%

Net Cost of Program	**2014**	**2015**	**2016**	**2017 Budget**	**2017 Estimated**	**2018 Proposed**	**% Change 2018/2017**
	2,925,117	3,003,814	3,237,854	3,256,018	3,215,243	3,293,230	1.14%

Auxiliary Police & Emergency Management

522410

Department: Auxiliary Police and Emergency Management

Program Manager: Police Chief/ Emergency Management Director

Program Description: The City's Emergency Management duties in State law are performed by the Common Council appointed Emergency Management Director. The Emergency Management Director serves as the Common Council's principal advisor for the City's emergency management activities. The Emergency Management Director shall develop and the Common Council adopt a City Emergency Management Plan that is compatible with the County plan of emergency management and thereby also compliant with the State plan of emergency management.

The Auxiliary Police are overseen by the Police Chief or his designee. The Auxiliary Police are non-sworn volunteer reserves of the Police Department.

Products and Services:

Emergency Management

- Implements the adopted City Emergency Management Plan
- Provides trained spotters for severe weather
- Maintains the compatibility of the City Emergency Management Plan with the County's plan
- Directs local emergency management training programs and exercises
- Directs participation in emergency management programs and exercises that are ordered by the Adjutant General or the County head of emergency management
- Advises the County head of emergency management on local emergency management programs
- Submits to the County head of emergency management any reports required
- Maintain City sirens
- Performs such other duties related to emergency management as are required by the Common Council

Auxiliary Police

- Assist Police Department with traffic and crowd control and searches
- Assist Fire Department at fire and rescue calls and practices
- Recruit new members and daytime staffing

Auxiliary Police and Emergency Management Staffing Levels (Volunteers):

Personnel Schedule Summary Position	2016	2017	2018
Auxiliary Police Volunteers	16 Active	16 Active	16 Active
Emergency Management	1 Director, 1 Deputy	1 Director, 1 Deputy	1 Director, 1 Deputy

Department Services Indicators:	2015	2016	2017 Estimated	2018 Projected
Storm and Tornado Support Call Outs (Em. Mgmt.)	6	6	6	6
Crowd Control/Searches Call Outs (Aux. Police)	4	4	4	4
Assists Fire Department Call Outs (Aux. Police)	10	8	8	8
Assists County Sheriff Department (Aux. Police)	10	8	8	6
Provides Emergency Power/Communication Call Outs (Em. Mgmt.)	2	2	2	2
Mutual Aid Call Outs—Events (Aux. Police)	10	12	12	12
Mutual Aid Call Ins—Events (Aux. Police)	10	7	7	6
Local Community Emergency Call Outs (Aux. Police)	5	7	7	7
Volunteer Hours (Aux. Police and Em. Mgmt.)	2,600	2,200	2,200	2,200
Training Meeting Hours (In House) (Aux. Police and Em. Mgmt.)	500	450	450	450

Auxiliary Police & Emergency Management

522410

Seminars and Special courses (Hours) (Aux. Police and Em. Mgmt.)	350	300	300	200
Department Services Indicators (contd.):	**2015**	**2016**	**2017 Estimated**	**2018 Projected**
Number of Emergency Siren Activations (Em. Mgmt.)	2	2	2	2
5K Runs and Bike Race Call Outs (Aux. Police) 5K Run Hours	10 175	10 180	10 180	12 200
Parades—Local Call Outs (Aux. Police) Parades—Hours	4 300	5 325	5 325	5 375
Vehicle Maintenance Hours (Aux. Police and Em. Mgmt.)	100	100	100	100

2017 Significant Accomplishments:

1. Replaced fourth of six sirens
2. Added one new member
3. Increased the number events worked

2018 Objectives to Be Accomplished:

1. Re-evaluate siren placement for new development of outlying City property
2. Replace an old siren—fifth replaced of six
3. Recruite more members
4. Continue Crisis Intervention Training
5. Continue improvement of garage and facility
6. Community outreach and education
7. Replace 2005 Dodge Ram 2500 pickup
8. Update traffic control signage for runs/walks

Long-Term Objectives:

1. Recruit daytime members
2. Continue a rigorous and regular training schedule
3. Maintain two-year cycles for driver training and CPR/AED training
4. Addition to current facility

Account Detail:

522410—Auxiliary Police and Emergency Management

225 **Telephone:** Office phones and cell phones
239 **Siren Maintenance:** Annual cost to operate six sirens
240 **Repair and Maintenance:** HVAC and minor building repairs
290 **Maintenance Contracts:** HVAC
316 **Radio Equipment Maintenance:** Cost to maintain radio and pagers
343 **Awards:** Recognition banquet for volunteers
346 **Uniforms:** Update and make all uniforms the same
350 **Operating Supplies:** Vehicle maintenance
380 **Equipment:** Larger building repairs, radio equipment, and traffic safety equipment

Budget Variances:

522230—Fire Station

239 **Siren Maintenance:** Increase for remaining old sirens and increased software maintenance for new sirens

Auxiliary Police & Emergency Management

522410

Public Safety Emergency Management/Auxiliary Police								
522410					2017	2017	2018	% Change
Operating		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
165	Workers' Comp. Insurance	341	250	250	263	75	250	-4.94%
222	Electric	2,433	711	667	1,020	1,020	900	-11.76%
224	Natural Gas	2,394	760	784	1,250	1,250	1,250	0.00%
225	Telephone	1,895	973	1,225	1,200	1,600	1,600	33.33%
226	Water Service	343	335	371	420	420	420	0.00%
239	Siren Maintenance	1,973	1,320	1,440	1,000	2,340	2,000	100.00%
240	Repair & Maintenance	954	2,392	1,038	2,000	500	2,500	25.00%
290	Contracted Maintenance	0	177	24	500	0	500	0.00%
316	Radio Equipment Maintenance	1,413	2,175	789	2,000	2,000	2,000	0.00%
330	Training & Travel	1,608	649	1,719	1,500	1,500	1,500	0.00%
340	Repair & Maintenance Supplies	309	441	54	500	500	500	0.00%
343	Awards	683	394	350	800	800	800	0.00%
346	Clothing & Uniforms	829	8,030	4,443	1,200	1,200	1,200	0.00%
350	Operating Supplies—Vehicles	2,158	1,026	654	2,000	2,000	2,000	0.00%
351	Fuel/Vehicles	1,445	916	479	750	750	750	0.00%
380	Equipment	2,491	2,334	3,537	3,000	3,000	3,000	0.00%
510	Property Insurance	1,702	1,240	1,356	1,356	1,335	1,396	2.95%
	Total	22,971	24,123	19,180	20,759	20,290	22,566	8.70%
					2017	2017	2018	% Change
Revenues		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
473409	Emergency Management—Town	375	229	330	600	600	600	0.00%
	Total	375	229	330	600	600	600	0.00%
					2017	2017	2018	% Change
Net Cost of Program		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
		22,596	23,894	18,850	20,159	19,690	21,966	8.96%

WATER RECYCLING CENTER

Water Recycling Center

SEWER USER CHARGES

The City of Cedarburg currently has approximately 11,530 residents. The sanitary sewer service area for the Cedarburg WWTP includes the present City limits plus a considerable amount of area in the Town of Cedarburg and a portion in the Town of Grafton and the City of Mequon. The current Sewer Service Area was last amended in 1996.

Cedarburg has a variety of commercial, public and industrial users contributing to the WWTP in addition to the residential users. Below is a list of the meter count from the Cedarburg Light & Water Utility for customers who have sewer service.

Sewer Meter Count:	**2015/2016**	**2016/2017**
Residential	3,567	3,602
Commercial	384	386
Industrial	27	27
Public	34	34
Total	**4,012**	**4,049**

The 2016/2017 influent wastewater characteristics for the Cedarburg WWTP are as follows:

	MGD	**mg/1**	**lbs/day**	**lbs/yr.**
Ave. Daily Flow	2.116			
Ave. Daily BOD		198	3,249	1,184,134
Ave. Daily TSS		206	3,348	1,222,011
Ave. Daily TKN		203	333	121,391
Ave. Daily P		2.7	45	16,322

The flow used in computing 2017 rates (324,323,800 gallons) was 100% of billable flow.

RECOVERY OF COSTS

The method of cost recovery for operation and maintenance (O&M), user-related debt costs and replacement costs is based on use of the system. These components are allocated to a use parameter (Flow, BOD, TSS, TKN, and P) on a percentage basis, and are assessed based upon the average use allocation percentages as determined from the allocated budget items. The allocation percentages applied to budgeted expenses is detailed in the user charge model, available in the Engineering and Public Works offices at City Hall.

Infiltration/inflow (I/I) connection charge is a percentage of the total cost assigned to the wastewater flow parameter. The percentage of clearwater (I/I) entering the sewerage system is estimated to be 30. The cost allocated to I/I is divided by the number of connections to the sewerage system to determine the connection charge. This charge is assessed equally to each connection regardless of water use.

SUMMARY OF RETAINED EARNING FUNDS

Collection System Reconstruction Fund

The Collection System Reconstruction Fund is to be used to repair or replace sanitary sewer lines, forcemains, and manholes. It pays for engineering of these projects as well as the sanitary sewer part of the project. Laterals up to the right of way may also be replaced with this fund.

Equipment Replacement Fund

This fund was mandated by the DNR in accordance with NR 162.08(3) Wis. Admin. Code, and is to be used for “obtaining and installing any equipment, accessories or appurtenances which are necessary during the useful life of the treatment works to maintain the capacity and performance or which such works were designed and constructed.” Annual deposits to this account are required.

Impact Fees

The Wastewater Treatment Plant Reserve Capacity Fee is used to recover capital costs for future capacity built into the wastewater treatment plant in 1988. These funds were first used to decrease any outstanding principal and interest cost. Since, no debt is outstanding; all proceeds are transferred to the undesignated reserve at the beginning of each fiscal year.

The Biosolids Impact Fee was created to recover future developments' share of costs related to wastewater treatment plant capital improvements required to comply with NR 204 Sludge Management Regulations. At the beginning of each fiscal year, all proceeds from this account will be transferred to the undesignated reserve, as the biosolids improvements were originally funded from this account.

In 2012 the City did an impact fee study and combined the Biosolids Impact Fee with the Wastewater Treatment Plant Reserve Capacity Fee.

The Connection Fee for new development fee funds collection system over sizing, regional lift stations, forcemains, highway and river crossings, and other non-assessable sewer costs. The one-time fee is assessed at the time of platting or annexation, and is per residential equivalent (REC) for single-family and non-residential development, per dwelling unit for a duplex, multiple-family.

SUMMARY OF RATES

Based upon the sewer use rate model, the following rates are for 2017, which are effective January 1, 2017. The flow rate stayed the same and the monthly connection fee remains the same.

	Flow Rate ($/1,000 gal.)	**Monthly Connection Fee ($/month)**
2017 Rate	$5.22	$14/month
2018 Rate	***$5.30***	***$14/month***

SURCHARGE

Users of the Cedarburg Sewage System who have been identified as having wastewater with strengths of one or more "use parameters" greater than domestic wastewater are assessed a surcharge. The charges for these parameters are as follows:

Volume	$5.30/1,000 gallons
BOD > 200 mg/l	$0.214/lb.
TSS > 225 mg/l	$0.286/lb.
TKN > 30 mg/l	$0.953/lb.
Phosphorus > 10 mg/l	$7.098/lb.
Fixed Charge	$14.00/month/connection

SEPTAGE HAULERS

These rates are also remaining at the 2016 amounts.

COSTS FOR SEPTAGE HAULERS PER 1,000 GALLONS

	2017 RATE	**2018 RATE**
Holding Tank	$8.70/1,000 gallons	$8.70/1,000 gallons
Septic Tank	$44.91/1,000 gallons	$44.91/1,000 gallons

In addition to the above charges, a $10 administrative fee is charged for each septage truckload received. This increased in 2016 from $5 in 2015.

Costs allocated to septage haulers do not include O & M costs associated with the collection system, connection charges for I/I, collection system debt, or the collection system replacement funds.

WATER RECYCLING CENTER

Water Recycling Center

Department: Engineering and Public Works

Program Manager: Wastewater Superintendent

Program Description: This program accounts for all expenses related to the operation and maintenance of the City's Wastewater Treatment Plant, ten lift stations and the sanitary sewer collection system.

Products and Services:

- Treat sewage including septage
- Maintain and operate 11 lift stations and Water Recycling Center
- Responsible for maintaining 57 plus miles of sanitary sewer in Cedarburg
- Annually inspect and televise sanitary sewers for diagnostic purposes and inspection of pipe replacement
- Clean sanitary sewers plus trouble spots and clean storm sewers
- Maintain records on sewer system
- Locate sewer lines for construction
- Respond to customer service calls
- In-house construction administration of sewer rehabilitation program
- Accept some water from remediation projects for treatment

Sewer Utility Staffing Levels (Full-Time Equivalent Employees—FTE)

Personnel Schedule Summary Position	2016 FTE	2017 FTE	2018 FTE
Director of Engineering & Public Works	0.25	0.25	0.25
Wastewater Superintendent	1.00	1.00	1.00
Plant Operators*	5.75	5.75	5.75
Collection System Technician	--	--	--
Assistant City Engineer	1.00	1.00	1.00
Engineering Secretary*	0.25	0.25	0.25
City Treasurer**	0.21	0.21	0.21
Deputy City Treasurer/Payroll**	0.35	0.35	0.35
Accountant II/Receivables**	0.20	0.20	0.20
Accountant I**	0.15	0.15	0.15
TOTAL	9.16	9.16	9.16

*0.25 in Engineering & Public Works **Remainder in City Treasurer

DEPARTMENT SERVICES INDICATORS:	2015	2016	2017 Estimated	2018 Projected
Sanitary Sewers Cleaned (feet)	140,000	145,000	145,000	145,000
Sanitary Sewers Televised (feet)	26,930	10,000	25,000	25,000
Storm Sewers Cleaned (feet)	100	100	100	100
Customer Service Calls	18	18	18	18
Basement Backups: Total/Problem in the Main	18/0	18/0	18/2	18/0

PERFORMANCE MEASURES:

Service Area	Objective	Type of Measure	Measure
Wastewater Treatment Plant	Efficient Operation, Maintenance and Treatment	Efficiency of Plant Operation	Compliance Maintenance Annual Report
Collection System	Cleaning and Repairs to System	Collection System Cleaning	Amount of System Cleaned

WATER RECYCLING CENTER

Water Recycling Center

Performance Measurements Budget	2015	2016	2017 Estimated	2018 Projected
Annual O&M Budget	2,591,901	2,651,005	2,794,826	2,765,170
Amount Spent	2,423,316	2,440,000	2,600,000	2,600,000
Sewerage Treated, in 1000 gallons	630,677	712,394	680,000	780,000
Sewer Flow Rate, $/1,000 gallons	5.16	5.22	5.22	5.22

WASTEWATER TREATMENT PLANT

Compliance Maintenance Annual Report, (0-4)	2015	2016	2017 Estimated	2018 Projected
Influent Loading	A	A	A	A
Effluent Quality, BOD	A	A	A	A
Effluent Quality, TSS	A	A	A	A
Effluent Quality, Ammonia	A	A	A	A
Effluent Quality, Phosphorus	A	A	A	A
Biosolids Management	A	A	A	A
Preventive Maintenance Staffing	A	A	A	A
Operator Certification	A	A	A	A
Financial Management	A	A	A	A
Collection System	A	A	A	A
TOTAL SCORE	**4.00**	**4.00**	**4.00**	**4.00**

2017 Significant Accomplishments:

1. Rebuilt all three raw sewage pumps and check valves at plant
2. Purchased new jet/vac truck
3. Replaced lawn mower/snow blower
4. Hired four new operators

2018 Objectives To Be Accomplished:

1. Replace truck #63--utility truck with crane
2. Replace Toyota Prius with pickup truck
3. Replace digestor blower
4. Write WPDES permit optimization plan
5. Train new employees

Long-Term Objectives:

1. Replace Ferrous Sulfate (Iron) system with new PO^4 chemical system
2. New sewer treatment center

Account Detail and Budget Variances:

573810—General Labor

154 **Insurance:** Reduced due to new employees hired

573815—Collection System

154 **Insurance:** Reduced due to new employees hired

573855—Sewer Contingency

990 **Contigency Reserve:** Reduced

Sewer Utility Fund—601

573805—Administrative Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Adopted	% CHANGE 2018/2017
111	Salaries (3.41 FTE)	227,786	219,571	229,745	237,018	220,000	245,676	3.65%
135	Sick Pay Out	1,474	1,122	1,921	1,723	1,723	1,747	1.39%
151	Social Security	17,475	17,323	18,775	18,542	17,240	19,217	3.64%
152	Retirement	13,298	13,375	29,388	16,365	15,208	16,714	2.13%
154	Health Insurance	34,330	30,448	40,381	34,176	37,000	36,510	6.83%
155	Life Insurance	51	44	45	120	120	364	203.33%
159	Longevity	3,512	3,358	3,500	3,643	3,643	3,785	3.90%
161	EAP/125 Admin.	603	446	36	500	500	500	0.00%
165	Workers' Comp. Insurance	165	135	153	153	154	147	-3.92%
	Total	298,694	285,822	323,944	312,240	295,588	324,660	3.98%

573810—General Labor Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Adopted	% CHANGE 2018/2017
111	Salaries (4.0 FTE)	192,700	204,286	192,992	220,480	147,000	216,403	-1.85%
112	Overtime	5,370	5,965	6,178	5,000	6,000	5,000	0.00%
120	Pager Pay	0	0	0	18,250	18,250	18,250	0.00%
135	Sick Payout	0	0	0	0	0	0	0.00%
151	Social Security	14,766	15,972	14,722	17,293	11,705	16,937	-2.06%
152	Retirement	13,954	12,685	25,215	14,919	10,404	14,834	-0.57%
154	Health Insurance	37,813	34,964	36,689	55,428	24,000	33,942	-38.76%
155	Life Insurance	34	20	10	21	21	10	-52.38%
159	Longevity	378	441	0	567	0	0	-100.00%
165	Workers' Comp. Insurance	17,992	18,240	22,953	23,000	24,000	23,216	0.94%
	Total	283,007	292,573	298,759	354,958	241,380	328,592	-7.43%

573815—Collection System Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Adopted	% CHANGE 2018/2017
111	Salaries (1.75 FTE)	95,619	102,032	104,656	93,080	128,000	98,124	5.42%
112	Overtime	2,662	2,449	1,719	4,000	3,600	4,000	0.00%
135	Sick Pay Out	366	0	0	0	0	0	0.00%
151	Social Security	7,523	8,029	8,154	7,566	10,067	7,812	3.25%
152	Retirement	7,136	6,363	13,735	6,726	8,949	6,842	1.72%
154	Health Insurance	13,941	20,301	15,355	34,685	24,000	24,638	-28.97%
155	Life Insurance	(16)	82	93	95	95	31	-67.37%
159	Longevity	1,638	1,701	1,764	1,827	0	0	-100.00%
	Total	128,869	140,957	145,476	147,979	174,711	141,447	-4.41%

573835 Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Adopted	% CHANGE 2018/2017
226	Sewer Cleaning Water	336	319	741	500	400	500	0.00%
293	Root Control	4,099	4,011	4,260	4,500	4,500	4,500	0.00%
296	Televising	842	5,755	10,287	7,800	5,000	7,800	0.00%
298	Cleaning	5,414	6,314	7,783	7,500	4,000	7,500	0.00%
347	Supplies	2,433	1,952	2,575	3,000	3,000	3,000	0.00%

359	Repair	4,122	1,166	15,200	4,500	4,500	4,500	0.00%
360	Manhole Adjustment	0	0	0	600	600	600	0.00%
	Total	17,246	19,517	40,846	28,400	22,000	28,400	0.00%
	Total Expenditures	146,115	160,474	186,322	176,379	196,711	169,847	-3.70%
573825—WRC Operations					**2017**	**2017**	**2018**	**% CHANGE**
Operating		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Adopted**	**2018/2017**
217	Outside Lab Testing	15,967	15,487	16,675	16,000	16,000	16,000	0.00%
222	Electric	103,040	95,570	99,707	112,000	100,000	112,000	0.00%
224	Natural Gas	6,997	4,158	4,131	10,000	4,000	10,000	0.00%
225	Telephone	5,030	4,025	5,267	5,500	5,500	5,500	0.00%
226	Water Service	7,699	5,041	4,835	5,390	5,000	5,390	0.00%
294	Sludge Hauling	254,340	208,777	234,252	280,000	200,000	280,000	0.00%
312	Computer Supplies	7,220	9,748	11,276	10,000	10,000	10,000	0.00%
370	Lab Supplies	5,415	4,651	6,021	6,000	6,000	6,000	0.00%
371	Coagulants	10,037	7,035	7,962	12,000	8,000	12,000	0.00%
372	Safety Equipment	5,900	5,725	5,685	8,000	8,000	8,000	0.00%
373	Chlorine/SO 2	0	0	0	1,000	0	1,000	0.00%
374	Diesel Fuel	770	0	0	1,200	0	1,200	0.00%
	Total	422,415	360,217	395,811	467,090	362,500	467,090	0.00%
573830—WRC Maintenance					**2017**	**2017**	**2018**	**% CHANGE**
Operating		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Adopted**	**2018/2017**
297	Refuse Collection	18,300	16,775	18,300	20,000	13,000	20,000	0.00%
340	Maintenance Supplies	42,156	40,149	36,671	40,000	40,000	40,000	0.00%
342	Janitorial Supplies	1,568	2,100	2,062	2,500	2,500	2,500	0.00%
350	Operating Supplies	2,636	3,403	3,181	3,500	3,500	3,500	0.00%
362	Tools	399	977	446	1,000	1,000	1,000	0.00%
	Total	65,059	63,404	60,660	67,000	60,000	67,000	0.00%
573840—Lift Station					**2017**	**2017**	**2018**	**% CHANGE**
Operating		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Adopted**	**2018/2017**
222	Electric	31,509	27,381	32,802	35,000	35,000	35,000	0.00%
224	Natural Gas	1,120	918	1,206	3,000	1,500	3,000	0.00%
226	Water Service	478	605	811	2,500	1,500	2,500	0.00%
299	Odor Control	0	0	0	3,000	0	3,000	0.00%
340	Maintenance Supplies	18,120	19,812	28,689	20,000	20,000	20,000	0.00%
	Total	51,227	48,716	63,508	63,500	58,000	63,500	0.00%
573845—Transportation					**2017**	**2017**	**2018**	**% CHANGE**
Operating		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Adopted**	**2018/2017**
240	Repair and Maintenance	3,390	3,834	2,086	5,000	2,000	5,000	0.00%
351	Fuel/Oil	9,035	6,596	9,110	7,000	5,000	7,000	0.00%
	Total	12,425	10,430	11,196	12,000	7,000	12,000	0.00%
573850—Administrative Services					**2017**	**2017**	**2018**	**% CHANGE**
Operating		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Adopted**	**2018/2017**
210	Administrative Services	11,879	10,250	17,729	10,250	13,000	10,250	0.00%
211	Legal	1,513	352	432	25,000	10,000	25,000	0.00%

215	Engineering	4,643	25,392	1,260	30,000	30,000	30,000	0.00%
216	Light & Water Billing	100,804	103,258	110,493	114,000	117,000	119,000	4.39%
218	Audit	5,500	5,500	5,500	5,500	5,500	5,500	0.00%
310	Office Supplies	408	307	198	1,500	1,500	1,500	0.00%
320	Publications/Dues	274	252	355	600	600	600	0.00%
323	DNR Fees	8,509	8,452	9,026	11,000	10,000	11,000	0.00%
330	Travel/Training	1,833	2,796	4,173	5,000	5,000	5,000	0.00%
390	Other Expenses	683	409	317	500	500	500	0.00%
510	Property—Liability Insurance	15,284	15,567	15,414	15,500	15,500	13,385	-13.65%
	Total	151,330	172,535	164,897	218,850	208,600	221,735	1.32%

573855-990 WRC Contingency Account								
		2014	**2015**	**2016**	**2017 Budget**	**2017 Estimated**	**2018 Adopted**	**% CHANGE 2018/2017**
990	Sewer Contingency Account	0	0	0	10,000	0	0	-100.00%
	Total	0	0	0	10,000	0	0	-100.00%

573860 Debt Service - Principal & Interest								
Operating		**2014**	**2015**	**2016**	**2017 Budget**	**2017 Estimated**	**2018 Adopted**	**% CHANGE 2018/2017**
610	Principal	0	0	0	55,000	55,000	55,000	0.00%
620	Interest	0	0	13,685	27,809	27,809	27,809	0.00%
	Total	0	0	13,685	82,809	82,809	82,809	0.00%

573870-540 Depreciation Expense								
Operating		**2014**	**2015**	**2016**	**2017 Budget**	**2017 Estimated**	**2018 Adopted**	**% CHANGE 2018/2017**
540	Depreciation Expense	1,016,589	1,029,213	1,048,949	1,030,000	1,030,000	1,030,000	0.00%
	Total	1,016,589	1,029,213	1,048,949	1,030,000	1,030,000	1,030,000	0.00%
	Total Sewer Expenses	2,446,861	2,423,384	2,567,731	2,794,826	2,542,588	2,767,233	-0.99%

Revenues—Operating								
Public Charges for Services		**2014**	**2015**	**2016**	**2017 Budget**	**2017 Estimated**	**2018 Adopted**	**% CHANGE 2018/2017**
464111	Residential	1,410,435	1,393,653	1,414,409	1,531,891	1,400,000	1,524,740	-0.47%
464112	Commercial	432,128	439,424	441,373	463,521	400,000	448,660	-3.21%
464113	Industrial	279,172	286,935	289,477	306,632	300,000	319,966	4.35%
464114	Public Authority	73,852	72,238	67,218	71,179	60,000	66,438	-6.66%
464116	Water Remediation	113	121	0	0	0	0	0.00%
464200	Miscellaneous	3,426	9,095	3,897	0	1,776	0	0.00%
464215	Sewer Connection Fee	2,518	35,668	19,780	0	5,000	5,000	0.00%
464220	Reserve Capacity Fee	1,759	16,610	8,597	0	1,908	2,000	0.00%
464310	Septage Hauler Revenues	80,800	105,079	65,437	69,268	47,000	50,000	-27.82%
	Total Operating Revenues	2,284,203	2,358,823	2,310,188	2,442,491	2,215,684	2,416,804	-1.05%
	Sewer Fund Operating Income	(162,658)	(64,561)	(257,543)	(352,335)	(326,904)	(350,429)	

Revenues—Non-Operating Revenues/ Expenses								
Miscellaneous Revenues—Interest		2014	2015	2016	2017 Budget	2017 Estimated	2018 Adopted	% CHANGE 2018/2017
473900	Capital Contributions from Developer	29,925	0	0	0	0	0	0.00%
481100	Unrestricted Funds	2,094	2,905	17,126	8,000	9,900	10,000	25.00%
481121	WWTF Replacement Fund	6,715	6,540	7,311	6,500	7,880	8,000	23.08%
481122	Collection System Reconstruction	4,996	5,250	4,414	6,000	6,000	2,000	-66.67%
481127/9	Impact Fees	11	32	128	0	124	0	0.00%
482215	Rent—City Property	1	1	1	1	2,801	1	0.00%
487000	Change in Market Value			(23,324)		4,600	0	
	Total Miscellaneous Revenues	43,742	14,728	5,656	20,501	31,305	20,001	-2.44%

Net Cost of Program	2014	2015	2016	2017 Budget	2017 Estimated	2018 Adopted	% CHANGE 2018/2017
	(118,916)	(49,833)	(251,887)	(331,834)	(295,599)	(330,428)	-0.42%

WRC Capital Projects

Collection System Fund	2018	2019	2020	2021	2022	2023	2024
Sommerset Ave.				165,000			
Highland —Cedar Creek to Portland Rd			375,000				
Engineering	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Tower, Hickory, Chestnut, Oak, Beech, Spruce, Locust, Linden, Pine	100,000						
Madison—Walnut to Fair							95,000
Hillcrest Ave.—Jackson to Lincoln							
Highland Lift Station	1,000,000						
Balfour-Hampton-Poplar-Drury	50,000						
Willowbrooke-Lexington-Crescent-Cambridge		50,000					
Harrison Ave., Hickory St., Oak St., Linden St., Monroe Ave.					250,000		
Jackson, Hilgen, Sunnyside, Edgewater, Birch				500,000			
St. John -Elm-Jefferson						350,000	
Meadow-Woodland-Georgetown-Highwood							250,000
Subtotal Collection System	1,180,000	80,000	405,000	695,000	280,000	380,000	375,000

Waste Water Treatment Plant Equipment Replacement Fund	2018	2019	2020	2021	2022	2023	2024
Vehicle Replacement #61	75,000						
Vehicle Replacement #63							40,000
Vehicle Replacement #62			60,000				
Vehicle Replacement #60	35,000						
UV Bulbs (Bank A)			10,000				
UV Bulbs (Bank B)				10,000			
Miscellaneous Equipment	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Flat Roofs for Control /RAS/Bar Screen Buildings & Blower	125,000						
Replace Digestor Blowrs and Controls	100,000						
Subtotal Treatment Plant	375,000	40,000	110,000	50,000	40,000	40,000	80,000
Total WRC Capital	$1,555,000	$120,000	$515,000	$745,000	$320,000	$420,000	$455,000

Sewer Utility Fund
2018 Budget—Retained Earnings Analysis

	Equipment Replacement	Collection Reconstruction	Impact Fees	Unrestricted	Total
Balance	$2,594,236	$198,025	$118,323	$13,828,622	$16,739,206
2017					
Interest Earnings	7,880	6,000	124	(14,004)	
Yearly Allocations	214,600	400,000		(614,600)	
Reserve Capacity Fees			1,908	(1,908)	
Disbursements:					
Miscellaneous Equipment	(40,000)				
Replace UV Bulbs (Bank A)	(15,000)				
Jetter-Vac #66	(400,000)				
John Deere lawn mower/snow blower	(18,000)				
Rebuild Raw Sewage Pumps 1, 2 & 3	(80,000)				
Engineering		(30,000)			
Sewer camera	(100,000)				
Replace digestor blowers and controls	(100,000)				
Hillcrest Ave. - Jackson to Lincoln		(232,150)			
Projected Net Income/(Loss)				(326,904)	
Projected Balance, December 31, 2017	$2,063,716	$341,875	$120,355	$12,871,206	$15,397,152
2018					
Interest Earnings	8,000	2,000	0	(10,000)	
Yearly Allocations	262,600	450,000		(712,600)	
Impact Fees			2,000	(2,000)	
Disbursements:					
Miscellaneous Equipment	(40,000)				
Vehicle Replacement #61	(75,000)				
Vehicle Replacement #60	(35,000)				
Engineering		(30,000)			
Tower-Hickory-Chestnut-Oak-Beech-Spruce-Locust-Linden-Pine		(100,000)			
Highland Lift Station		(1,000,000)			
Balfour-Hampton-Poplar-Drury		(50,000)			
Flat Roofs for Control /RAS/Bar Screen Buildings	(125,000)				
Replace Digestor Blowrs and Controls	(100,000)				
Projected Net Income/(Loss)				(330,428)	
Projected Balance, December 31, 2017	$1,959,316	($386,125)	$122,355	$11,816,178	$13,511,724

CAPITAL IMPROVEMENT PLAN

Water Recycling Center 2018-2024

Capital Project	Status	Funding Source
2018		
Engineering for 2019 Projects	No Change	**$30,000** Collection System Reconstruction Fund
Miscellaneous Equipment	No Change	**$40,000** Equipment Replacement Fund
Tower Ave., Hickory St., Chestnut St., Oak St., Beech St., Spruce Ave., Locust Ave., Linden St., Pine St.	Moved from 2017 Cost Modified	**$100,000** Collection System Reconstruction Fund
Balfour St., Chatham St., Hampton Ave., Poplar Ave., Drury Ln., St. James Ct., Kingston Ct., Harrison Ave.	No Change	**$50,000** Collection System Reconstruction Fund
Highland Lift Station: Upgrade	Moved from 2020 Cost Modified	**$1,000,000** Equipment Replacement Fund
Replace Digester Blowers and Controls	Moved from 2017	**$100,000** Equipment Replacement Fund
New Flat Roofs on Control/RAS/Bar Screen Buildings	New Project	**$125,000** Equipment Replacement Fund
Replace Prius #60	Moved from 2019 Cost Modified	**$35,000** Equipment Replacement Fund
Replace Truck #61 2001 GMC Utility Truck with Upsized Crane	Moved from 2022 Cost Modified	**$75,000** Equipment Replacement Fund
2019		
Engineering for 2020 Projects	No Change	**$30,000** Collection System Reconstruction Fund
Miscellaneous Equipment	No Change	**$40,000** Equipment Replacement Fund
Arbor Dr., Crescent Dr., Glenwood Dr., Lynwood Ln., Willowbrooke Dr.	Moved from 2020	**$100,000** Collection System Reconstruction Fund
Cambridge Ave., Aspen Ct., Lexington St., Susan Ct.	Moved from 2020	**$50,000** Collection System Reconstruction Fund
Park Cir.	New Project	**$100,000** Collection System Reconstruction
2020		
Engineering for 2021 Projects	No Change	**$30,000** Collection System Reconstruction Fund
Miscellaneous Equipment	No Change	**$40,000** Equipment Replacement Fund
Replace Truck #62 with Salter and Snow Plow	No Change	**$60,000** Equipment Replacement Fund
UV Bulbs (Bank A)	New Project	**$15,000** Equipment Replacement Fund
Highland Street: Cedar Creek to Portland Rd.	Moved from 2019	**$370,000** Collection System Reconstruction Fund
Thornapple Ln., Layton St.	New Project	**$30,000** Collection System Reconstruction Fund

CAPITAL IMPROVEMENT PLAN

Water Recycling Center 2018-2024

Capital Project	Status	Funding Source
2021		
Engineering for 2022 Projects	No Change	**$30,000** Collection System Reconstruction Fund
Miscellaneous Equipment	No Change	**$40,000** Equipment Replacement Fund
Sommerset Ave. Pioneer to Wirth St.:	Moved from 2018	**$115,000** Collection System Reconstruction Fund
Jackson St., Hilgen Ave., Sunnyside Ln., Edgewater Dr., Birch St.	Moved from 2019 Cost Modified	**$385,000** Collection System Reconstruction Fund
UV Bulbs (Bank B)	New Project	**$10,000** Equipment Replacement Fund
2022		
Engineering for 2023 Projects	No Change	**$30,000** Collection System Reconstruction Fund
Miscellaneous Equipment	No Change	**$40,000** Equipment Replacement Fund
Harrison Ave., Hickory St., Oak St., Linden St, Monroe Ave.	Cost Modified	**$250,000** Collection System Reconstruction Fund
2023		
Engineering for 2024 Projects	No Change	**$30,000** Collection System Reconstruction Fund
Miscellaneous Equipment	No Change	**$40,000** Equipment Replacement Fund
St. John Ave., Elm St., Jefferson Ave.	New Project	**$350,000** Collection System Reconstruction Fund
2024		
Engineering for 2025 Projects	No Change	**$30,000** Collection System Reconstruction Fund
Miscellaneous Equipment	New Project	**$40,000** Equipment Replacement Fund
Meadow Ln., Woodland Rd., Georgetown Dr., Highwood Dr.	Moved from 2021	**$250,000** Collection System Reconstruction Fund
Replace Truck #63 with Liftgate	New Project	**$40,000** Equipment Replacement Fund

Engineering & Public Works—Administration

533110

DEPARTMENT: Engineering and Public Works

PROGRAM MANAGER: Director of Engineering and Public Works

PROGRAM DESCRIPTION: The Department of Engineering and Public Works consists of the following divisions: Engineering, Building Inspection, Planning, Public Works and Wastewater Treatment Plant. This program provides for the overall management of these divisions, which comprise 17 program budgets and 25 full-time employees.

Products and Services:

- Project oversight, construction inspection and design review services provided for all public construction projects, private developments, and zoning and site plan submittals
- Coordinate state and federally mandated programs for streets, stormwater, solid waste and wastewater collection and treatment
- Maintain official maps and records; including zoning, sewer and storm sewer
- Respond to citizen inquiries and concerns regarding zoning, development, and public construction
- Coordinate City GIS mapping with Ozaukee County
- Staff support provided to Public Works and Sewerage Commission, Plan Commission and the Common Council
- Administrative and engineering related services provided to divisions and departments

Engineering and Public Works Administration Staffing Levels:

Personnel Schedule Summary Position	2016 FTE	2017 FTE	2018 FTE
Director of Engineering & Public Works*	0.75	0.75	0.75
Administrative Secretary*	0.75	0.75	0.75
Total	**1.50**	**1.50**	**1.50**

*Remainder of employee allocation in Sewerage Enterprise Fund

DEPARTMENT SERVICES INDICATORS	2015	2016	2017 Estimated	2018 Projected
Installation of new sidewalk slabs	300	300	N/A	
Lineal Feet of Streets Repaved	9,000	8,000	7,100	

2017 Significant Accomplishments:

1. Reconstructed Pine St. from Harrison Ave. to Tower Ave.
2. Reconstructed Hickory St. from Harrison Ave. to Tower Ave.
3. Reconstructed Oak St. from Harrison Ave. to Chestnut St.
4. Reconstructed Spruce Ave. from Chestnut St. to Beech St.
5. Reconstructed Linden St. and Locust Ave. from Harrison Ave. to Bridge Rd.
6. Reconstructed Beech St. from Tower Ave. to Locust Ave.
7. Reconstructed Chestnut St. from Spruce Ave. to Tower Ave.
8. Reconstructed Hillcrest Ave. from Lincoln Blvd. to Jackson St.
9. Coordinated the design and construction of a City owned communications tower
10. Coordinated resolution of Cedar Creek clean up issues with Mercury Marine
11. Pursued land acquisition for lift station

2018 Objectives to Be Accomplished:

1. Reconstruct Tower Ave.
2. Reconstruct Chatham St.
3. Reconstruct Montgomery Ave.
4. Reconstruct St. James Ct.
5. Reconstruct Belfour Ct.
6. Reconstruct Hampton Ave. and Ct.
7. Reconstruct Drury Ln.
8. Reconstruct Harrison Ave. from Coventry to Washington
9. Reconstruct Poplar Ave. from Drury to Washington
10. Reconstruct Kingston and Coventry Courts
11. Complete maintenance and structural repairs to Woolen Mills and Columbia Mills Dams per DNR mandate
12. Construct new Highland Lift Station

Engineering & Public Works—Administration

533110

Long-Term Objectives:

1. Evaluate alternatives available to comply with DNR stormwater discharge limits
2. Maintain and reconstruct Cedarburg dams to comply with NR333 requirements

Account Detail:

533110—Engineering & Public Works

210 **Professional Services:** Land surveys, appraisals, geotechnical reports, soil borings, structural analysis, environmental testing

225 **Telephone:** Three lines, two cell phones, and directory listing

310 **Office Supplies:** General office supplies, laminating sheets, business cards, storage boxes, batteries, calendars, drafting supplies, office furniture

320 **Publications and Dues:** WI Professional Engineer Registration, City membership in APWA, ASCE

330 **Training & Travel:** Seminars (APWA spring and fall conferences), League of Municipalities Conference, staff training/computer seminars, D.O.T. Seminars

350 **Operating Supplies:** Plotter ink cartridges, paper, Mylar, spray paint, survey flags, ribbon, stakes, safety equipment (vests, glasses, boots, gloves), recording fees, large document copier toner and paper

380 **Capital Outlay:** Service for large document copier and AutoCAD plotter, GIS & AutoCAD software upgrades, radio equipment

Budget Variances:

533110—Engineering & Public Works

318 **GIS Mapping:** Increased $4,500 total to address consultant maintenance and support costs

330 **Training & Travel:** Increase $200 to help address state mandated continuing education requirements for P.E. Certification

Engineering

533110 Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
111	Salaries	108,636	110,381	113,396	115,219	115,219	117,526	2.00%
135	Sick Payout	911	1,018	1,082	1,130	1,000	1,000	-11.50%
151	Social Security	7,882	8,001	8,144	9,074	9,064	9,248	1.92%
152	Retirement	7,915	7,873	7,851	7,989	7,989	8,033	0.55%
154	Health Insurance	11,891	16,469	16,845	20,786	20,786	22,804	9.71%
155	Life Insurance	134	149	168	132	132	137	3.79%
159	Longevity	1,985	2,079	2,173	2,268	2,268	2,363	4.19%
165	Workers' Comp. Insurance	3,068	2,760	3,837	3,710	3,710	3,791	2.18%
	Total	142,422	148,730	153,496	160,308	160,168	164,902	2.87%

533110 Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
210	Professional Services	919	3,700	1,863	1,500	1,500	1,500	0.00%
225	Telephone	848	326	424	500	500	500	0.00%
310	Office Supplies	403	260	558	400	400	400	0.00%
318	GIS mapping	0	1,679	3,977	4,500	4,500	9,000	100.00%
320	Publications & Dues	922	770	197	900	900	900	0.00%
330	Training & Travel	795	989	685	1,000	1,000	1,200	20.00%
350	Operating supplies	811	659	586	1,100	1,000	1,100	0.00%
351	Gas and Oil Expense	1,434	878	1,051	1,000	1,000	1,000	0.00%
380	Equipment Outlay	485	854	770	800	800	800	0.00%
512	Liability Insurance	6,763	6,776	6,914	6,858	6,858	6,838	-0.29%
	Total	13,380	16,891	17,025	18,558	18,458	23,238	25.22%
	Total Expenditures	155,802	165,621	170,521	178,866	178,626	188,140	5.18%

Revenues		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
423204	Engineering and Admin. fees	1,410	2,918	0	0	0	0	0.00%
443506	Drive Opening Permits	790	940	1,260	1,000	1,100	1,100	10.00%
443510	Street Opening Permits	4,950	3,800	4,300	3,600	3,800	3,800	5.56%
443513	Stormwater Mgmt. Permit	244	1,053	2,360	1,200	800	1,200	0.00%
461155	Engineering Fees	0	0	8,606	3,100	2,000	3,000	-3.23%
	Total Revenues	7,394	8,711	16,526	8,900	7,700	9,100	2.25%

Net Cost of Program	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
	148,408	156,910	153,995	169,966	170,926	179,040	5.34%

Public Works

533210, 533311, 533410, 533420, 533421, 533440, 533450

Department: Engineering and Public Works

Program Manager: Superintendent of Public Works

Program Description: These programs include repair and maintenance activities for the City's movable equipment and 54 plus miles of City roadways and alleyways. Also included are fall leaf pickup, brush pickup and drop-off, and street sweeping. The Superintendent of Public Works provides the front-line management of this budget area. The alleys (non-eligible) are a separate program because they are not calculated in the State transportation aids reimbursement

Products and Services:

533210 Garage—Public Works Crew

- Maintain buildings and yard at Public Works garage
- Storage of materials for Public Works and other departments
- Provide mechanical and maintenance services of Public Works and other departmental equipment
- Responsible for operation of fuel system for City entities

533311—Street Maintenance

- Provide painting of corner and fog lines, crosswalks, arrows, curbs and parking stalls for City streets, facilities and parking lots
- Repair, replace and maintain existing signs and posts
- Install and maintain all added signage, when approved by Council
- Street patching
- Small curb and gutter replacement
- Sidewalk replacement
- Install ADA ramps at intersections
- Provide signage, barricades, manpower and flags for festivals, celebrations and holidays
- Employee salaries for snow plowing, salting and removal for streets and City-maintained sidewalks (materials from snow and ice account)

533410—Street Ineligible

- Maintain alleys and City-owned parking lots

533420—Street Lighting and 533421 Traffic Signals

- Labor provided by Cedarburg Light & Water, account overseen by Public Works (also includes utility costs)

533440—Storm Sewers

- Maintain the storm sewer system including repair and maintenance of catch basins, storm sewer manholes and pipes
- Clean storm sewers and catch basins
- Maintain and clean stormwater quality ponds

533450—Snow and Ice Control

- Materials to maintain all streets, alleys, sidewalks and parking lots during winter weather, salting, plowing and removal of snow and ice (FTE hours listed under Street Maintenance)

Public Works

533210, 533311, 533410, 533420, 533421, 533440, 533450

Non-Supervisory Labor Pool:

Activity	2017 Actual	2018 Projected
Garage-Public Works Crew	1.75	1.75
Street Maintenance	3.95	3.95
Street Ineligible	0	0
Storm Sewers	1.35	1.35
Snow & Ice	0	0
Recycling	1.5	1.5
Celebrations	0	0
Total Per Year	**8.55**	**8.55**

Supervisory Labor Pool:

Activity	2017 Actual	2018 Projected
Garage-Public Works Crew	.15	.15
Street Maintenance	.55	.55
Storm Sewers	.30	.30
Total Per Year	**1.00**	**1.00**

Public Works Staffing Levels:

Personnel Schedule Summary Position	2016 FTE	2017 FTE	2018 FTE
Superintendent of Public Works	1.00	1.00	1.00
Equipment Operator/Crewperson*	8.30	8.30	8.30
WWTP Crewperson	0.25	0.25	0.25
Total	**9.55**	**9.55**	**9.55**

*See Labor allocation chart above

Department Services Indicators:	2015	2016	2017 Estimated	2018 Projected
Catch Basin Replacements	35	38	33	36
Catch Basins Cleaned	1,000	1,500	1,500	1,500
Storm Sewer Manholes and Pipes Replacements	3	8	10	15
Asphalt Placed by City Crew (Tons)	60	80	70	100
Number of Street Lights	1,400	1,420	1,420	1,420
Number of New Signs	7	10	7	15
Signs Replaced	239	215	200	100
Line Miles Swept	955	1,290	1,360	1,560
Brush and Small Quantities of Yard Waste (Tons)	1,400	1,650	1,720	2,000
Tonnage of Debris Collected from Sweeping	320	480	490	540
Snow Plowing Events	8	15	20	20
Tons of Salt Used Per Event	20	25	26	30
Number of Vehicles (Vehicle Inventory)	65	65	65	66
Appliance/Furniture Pickup	260	320	300	340

Public Works

533210, 533311, 533410, 533420, 533421, 533440, 533450

Performance Measures:

Service Area	Objective	Efficiency Measure	Target 2015/2016	Target 2016/2017	Target 2017/2018
Public Works	Appropriate Response to Winter Storms	Salting Operations	70%	70%	70%
Public Works	Appropriate Response to Winter Storms	Plowing Operation	20%	20%	20%
Public Works	Appropriate Response to Winter Storms	Downtown Snow Removals	10%	10%	10%

2017 Significant Accomplishments:

1. Organized a smooth move in and set up of the new Public Works facility
2. Spec'd and replaced 1 ton dump truck with plow and salter
3. Spec'd out and replaced front end loader with plow and salter
4. Helped spec out and worked with Wastewater on a shared Jetter Vac truck
5. New recycling center at Public Works open 6 days a week with longer hours and resident remote access
6. Revised brush pick-up policy

2018 Objectives to Be Accomplished:

1. Continue with set up of new facility
2. Spec out and replace 5-yard dump truck with plow, wing and salter
3. Spec out new 20,000 lb. mini excavator and trailer
4. Making projects and job sites as efficient as possible and continue evaluating how to improve operations

Long-Term Objectives:

1. Continue vehicle replacement plan as specified in Capital Improvement Plan
2. Review utility and fuel saving methods
3. Continue to monitor the most cost-effective brush pickup/disposal policy

Budget Description and Variances:

533210—Garage—Public Works

111 **Salaries:** Public Works crew and 0.25 WWTP employee
210 **Contracted Services:** Required hearing testing
222 **Electric:** $4,000 increase for usage
225 **Telephone:** Increase for employee phone plan reimbursement
226 **Water Service:** $4,000 decrease
326 **Fuel System Maintenance:** New account for system upgrades and annual maintenance
330 **Travel and Training:** $1,000 increase for in and out of state training
350 **Garage/Maintenance Supplies:** $5,000 increase for services
351 **Gas and Oil Expense:** $5,000 decrease due to fuel pricing
353 **Machine Equipment/Maintenance:** Maintenance of DPW and City Hall trucks and equpiment

533311—Street Maintenance—Public Works Crew

112 **Overtime:** Includes snow and ice removal
125 **Part Time Salaries/Seasonal:** Seasonal employee for DPW
210 **Professional Services:** Mandated drug testing for Commercial Driver's License (CDL) holders. Random Tests: Includes possible tests needed
240 **Repair and Maintenance Services:** Crack sealing materials, street painting and street patching
363 **Signs, Supplies and Parts:** Decrease $1,000 due to less signage needing to be updated

Public Works

533210, 533311, 533410, 533420, 533421, 533440, 533450

Budget Description and Variances (contd.)

533410—Street Ineligible

530 **Lease Expense:** Parking lot rental (cover property tax)

533420—Street Lighting

222 **Electric:** Budget number provided by Cedarburg Light & Water

533421—Traffic Control Signals

240 **Repair and Maintenance Service:** $4,500 increase for additional street lights from development and slight rate increase

533450—Snow and Ice

380 **Equipment:** Maintain snow plows and wings, cutting edges

450 **Ice Control Materials:** Cost of road salt materials and anti-icing liquids

Revenues

435300 **State Transportation Aids:** Amount set under State budget

463101 **Appliance/furniture pickup** plus **fees paid by Festivals for Public Works crews** for festivals (average $3,500 for appliances, plus 100% of DPW time for festivals—Wine & Harvest: $5,000, Strawberry Festival: $6,000 and Winter Fest: $1,700)

Public Works

533210 Garage—Public Works Crew Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
111	Salaries (1.15 FTE)	86,828	98,181	112,279	115,097	115,097	73,836	-35.85%
112	Overtime	488	1,414	1,137	1,050	1,050	1,050	0.00%
151	Social Security	6,331	7,199	8,260	8,943	8,943	5,791	-35.25%
152	Retirement	6,583	6,946	7,721	7,949	7,949	5,072	-36.19%
154	Health Insurance	10,824	12,414	13,951	19,609	19,609	21,536	9.83%
155	Life Insurance	3	10	6	0	0	0	0.00%
159	Longevity	567	630	693	756	756	819	8.33%
165	Workers' Comp. Insurance	4,279	4,096	5,391	5,269	5,269	3,218	-38.93%
	Total	115,903	130,890	149,438	158,673	158,673	111,322	-29.84%

533210 Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
210	Contracted Services	165	679	699	700	700	700	0.00%
222	Electric	8,250	7,348	8,521	13,000	22,000	22,000	69.23%
224	Natural Gas	10,585	7,283	9,284	15,000	11,500	11,500	-23.33%
225	Telephone	2,223	2,613	1,990	5,400	7,050	7,100	31.48%
226	Water Service	2,622	3,061	2,095	14,000	10,000	10,000	-28.57%
326	Fuel System Maintenance						5,000	0.00%
330	Travel & Training	0	800	250	1,200	1,200	2,200	83.33%
350	Garage/Maint. Supplies	24,757	27,558	34,777	26,350	27,350	31,350	18.98%
351	Gasoline/Diesel Fuel, Oil	72,199	54,191	58,699	60,000	55,000	55,000	-8.33%
353	Mach.—Equip Maint./Parts	51,842	57,566	50,425	51,000	51,000	51,000	0.00%
385	Equipment Outlay	3,700	7,345	23,704	5,000	5,000	5,000	0.00%
510	Property/Auto Insurance	21,679	25,124	28,515	34,724	34,724	40,298	16.05%
	Total	198,022	193,568	218,959	226,374	225,524	241,148	6.53%
	Total Expenditures	313,925	324,458	368,397	385,047	384,197	352,470	-8.46%

533311—Street Maintenance Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
111	Salaries (5.55 FTE)	303,489	291,149	319,438	275,077	275,077	342,199	24.40%
112	Overtime	31,711	17,124	22,557	45,500	45,500	45,500	0.00%
125	Part Time Temporary	36	10,295	5,852	6,900	6,900	6,900	0.00%
135	Sick Payout	1,785	1,722	2,794	2,884	2,884	3,776	30.93%
151	Social Security	25,254	23,462	25,089	26,150	26,150	31,208	19.34%
152	Retirement	24,646	20,466	23,906	22,579	22,579	26,617	17.88%
154	Health Insurance	111,496	121,140	139,053	166,454	166,454	183,080	9.99%
155	Life Insurance	163	88	107	118	118	49	-58.47%
159	Longevity	10,962	10,710	11,277	11,466	11,466	9,576	-16.48%
165	Workers' Comp. Insurance	11,990	11,709	15,747	14,830	14,830	17,929	20.90%
	Total	521,532	507,865	565,820	571,958	571,958	666,834	16.59%

533311 Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
210	Professional Services	395	809	584	750	750	750	0.00%
240	Repair & Maint. Services	54,013	56,498	47,545	45,500	45,500	45,500	0.00%
350	Operating Supplies	851	3,036	4,000	3,000	3,000	3,000	0.00%
363	Sign, Supplies & Parts	20,993	22,371	15,459	11,473	10,473	10,473	-8.72%
	Total	76,252	82,714	67,588	60,723	59,723	59,723	-1.65%
	Total Expenditures	597,784	590,579	633,408	632,681	631,681	726,557	14.84%

533410–Streets Ineligible Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
530	Lease Expenses	4,340	4,133	5,381	5,450	5,450	5,450	0.00%
	Total Expenditures	4,340	4,133	5,381	5,450	5,450	5,450	0.00%

533420—Street Lighting Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
222	Electric	296,538	297,507	288,811	280,000	282,000	287,000	2.50%
	Total	296,538	297,507	288,811	280,000	282,000	287,000	2.50%

533421—Traffic Control Signals Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
222	Electric	2,707	2,300	2,708	2,700	3,000	3,000	11.11%
240	Repair & Maintenance Services	8,608	3,023	6,715	5,000	5,000	9,500	90.00%
	Total	11,315	5,323	9,423	7,700	8,000	12,500	62.34%
Total Expenditures - Lighting/Signals		307,853	302,830	298,234	287,700	290,000	299,500	4.10%

533440—Storm Sewers Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
111	Salaries (2.05 FTE)	52,131	71,502	59,141	100,974	100,974	128,863	27.62%
112	Overtime	665	545	461	1,000	800	1,000	0.00%
151	Social Security	3,999	5,492	4,544	7,801	7,786	9,935	27.36%
152	Retirement	3,853	5,048	4,085	6,934	6,921	8,701	25.48%
154	Health Insurance	140	1,821	1,471	0	0	0	0.00%
155	Life Insurance	2	5	0	0	0	0	0.00%
165	Workers' Comp. Insurance	3,642	3,511	4,684	4,611	4,611	5,721	24.07%
	Total	64,432	87,924	74,386	121,320	121,092	154,220	27.12%

533440 Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
240	Repair & Maintenance Services	20,201	26,745	31,142	30,000	30,000	30,000	0.00%
295	Street Sweepings	15,589	15,131	10,101	15,000	15,000	15,000	0.00%
323	DNR Fees	2,000	1,500	1,651	2,000	1,500	1,500	-25.00%
	Total	37,790	43,376	42,894	47,000	46,500	46,500	-1.06%
	Total Expenditures	102,222	131,300	117,280	168,320	167,592	200,720	19.25%

533450--Snow and Ice Control Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
209	Professional Services—Seasonal	1,166	868	291	4,000	4,000	4,000	0.00%
210	Contracted Services	1,365	4,543	5,184	12,000	12,000	12,000	0.00%
340	Maintenance Supplies	8,037	11,750	5,748	7,200	7,200	7,200	0.00%
380	Equipment	3,900	4,235	0	4,000	4,000	4,000	0.00%
450	Ice Control Materials	112,083	61,523	90,000	90,000	90,000	90,000	0.00%
	Total Expenditures	126,551	82,919	101,223	117,200	117,200	117,200	0.00%
	Total Public Works	1,452,675	1,436,219	1,523,923	1,596,398	1,596,120	1,701,897	6.61%

Revenues		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
435300	State Transportation Aids	547,997	544,042	509,960	528,547	527,404	525,000	-0.67%
463101	Public Works Dept. Fees	3,518	3,774	11,264	3,500	65,000	13,500	285.71%
	Total	551,515	547,816	521,224	532,047	592,404	538,500	1.21%

Net Cost of Program	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
	901,160	888,403	1,002,699	1,064,351	1,003,716	1,163,397	9.31%

Health & Sanitation

533710, 533720, 533730, 533740

Department: Engineering and Public Works
Program Manager: Director of Engineering and Public Works
Program Description: The Health and Sanitation program provides brush pickup curb side beginning the first Monday of the month from April through October. A compost/yard waste and brush drop-off site has been created at the Public Works yard with drop-off set up for Saturdays from April 1 through December 1.

The second aspect of this program is to provide contracted solid waste removal and recycling pickup for City residents and facilities.

Below is a summary of the progression of our solid waste and recycling program:

- **1995** Begin curb-side recycling (18 gallon bins bi-weekly) (contract runs 1995-1997)—close drop-off recycling center
- **1998** Renegotiate contract extension with Waste Management (contract runs 1998-2000)
- **2001** Renegotiate contract with Waste Management (contract runs 2001-2003)—begin weekly pickup of recycling (18 gallon bins).
- **2004** Renegotiate contract with Waste Management (contract runs 2004-2008)—code changed to volume based pickup—eligible building allowed equivalent of six 32-gallon containers for refuse and no more than two 18-gallon recycling bins every two weeks per building. Building owners can purchase service for one two-cubic yard refuse dumpster and two 96-gallon recycling containers at cost.
- **2009** Bids requested and contract awarded to Waste Management (five year contract—12/31/13). The City will continue to offer refuse service to eligible buildings that generate six 32-gallon containers of refuse or less per week. For recycling, eligible buildings will be provided one 64-gallon recycling cart for biweekly (every two weeks) pickup. A provision in the Code does allow a 96-gallon cart to replace the 64-gallon cart upon payment of a one-time flat fee of $25. Also, the City is no longer allowing businesses to purchase two-yard dumpster pickup services through the City's contract. As part of the 2009 State of Wisconsin budget, landfill tipping fees were increased effective July 1, 2009 (additional 31¢ per unit) with an additional increase on October 1, 2009 of 23¢.
- **2014** Bids requested and contract awarded to Waste Management (seven year contract—12/31/20). City will continue to offer refuse service to eligible buildings that generate six 32-gallon containers of refuse or less per week (status quo). For recycling, eligible buildings will be provided either one 64-gallon or one 96-gallon gallon cart for biweekly pickup (every two weeks) due to the fact the cost of pickup is identical for either size cart. If request to upgrade to a larger cart is made before 12/31/13, there will be no charge; however, any requests after 12/31/13 will be charged a one-time flat fee of $25.

Buildings serviced through City contract (2018 estimates):	
Single family, duplex, condo	4,010
Commercial	70
Apartment	20
Total:	**4,100**

Refuse—4,100 units at $8.88/unit = $36,408/mo = $436,896/yr	$436,896
Recycling—4,100 units at $4.24/unit = $17,384/mo = $208,608/yr	$208,608
Additional recycling carts purchased—50 units at $4.24/unit=$212/mo=$2,544/yr	$2,544
Fuel Surcharge	$0
Compost employee—(35 weeks/$11.25 per hour/6 hours per week)	$0
Grand Total	**$648,048**

Health & Sanitation

533710, 533720, 533730, 533740

Products and Services:

- Curb side refuse collection once per week, with an allowance for six 32-gallon containers per week
- Recyclable collection biweekly, with an allowance of one 64-gallon recycling container
- Provide option to upgrade to one 96-gallon recycling container upon payment of a one-time fee of $25
- Brush pickup is provided starting the first Monday of the month from April through October
- Provide a compost/yard waste and brush drop-off for City residents at the Public Works yard six days a week from 7:00 a.m. to 7:00 p.m.
- Curb side leaf pickup service provided in fall

Health and Sanitation Staffing Levels

Personnel Schedule Summary Position	2016 FTE	2017 FTE	2018 FTE
Equipment Operator/Crewperson	1.5	1.5	1.5

Department Services Indicators:	2015	2016	2017 Estimated	2018 Projected
Refuse Collection (Tons)	2,000	2,050	3,100	3,255
Recycled Collection (Tons)	1,200	1,230	2,160	2,200
Recyclables to Refuse	36%	38%	38%	48%

2017 Significant Accomplishments:

1. Added cardboard dropoff/recycling
2. Provided 6 day per week drop off at yard waste site
3. Worked with Waste Management to increase service due to increase of single family residences/homes—a day was added

2018 Objectives to Be Accomplished:

1. Research paint collection at yard waste site
2. Research battery collection at yard waste site

Long-Term Objectives:

1. Provide different options for hazardous waste disposal
2. Provide additional yard waste site services
3. Continue review of utility and fuel saving methods
4. Review working with different communities on recycling opportunities
5. Start to look at automated garbage collection options

Budget Variances:

533710—Solid Waste Collection

290 **Contracted Services:** Per contract

297 **Fuel Surcharge:** Charged only if fuel prices exceed $4.00 per gallon

533720—Landfill: Groundwater Monitoring

290 **Contracted Services:** Determined by contract

533730—Recycling

112 **Overtime:** For leaf-pickup

125 **Part-time employee:** No longer necessary with new drop off site

290 **Contracted Services**: Per contract

Non Tax Revenue Supporting Program

435420 **Recycling State Grant:** Amount set by State

464104 **Recycling Cart Upgrade:** Dependent upon resident requests

464105 **Landfill Monitoring:** Town to pay one-third of monitoring costs at Pleasant Valley

Health and Sanitation

533710—Solid Waste Collection					2017	2017	2018	% Change
Operating		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
290	Contracted Services	393,400	393,929	401,929	418,080	418,080	426,444	2.00%
297	Fuel Surcharge and/or Disposal Fees	972	0	0	0	0	0	0.00%
	Total	394,372	393,929	401,929	418,080	418,080	426,444	2.00%

533720—Landfill-Groundwater Monitoring					2016	2017	2018	% Change
Operating		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
290	Contracted Services	10,898	10,050	10,050	10,050	10,050	10,050	0.00%
	Total	10,898	10,050	10,050	10,050	10,050	10,050	0.00%

533730—Recycling					2016	2017	2018	% Change
Personnel		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
111	Salaries (1.5 FTE)	82,205	82,948	80,836	89,358	89,358	90,730	1.54%
112	Overtime	1,532	865	2,688	700	700	1,700	142.86%
125	Part-Time/Temporary	2,813	1,941	4,175	2,295	77	0	-100.00%
151	Social Security	6,558	6,494	6,687	7,065	6,895	7,071	0.08%
152	Retirement	6,073	5,841	5,663	6,124	6,124	6,285	2.63%
154	Health Insurance	524	0	1,501	0	0	0	0.00%
155	Life Insurance	3	4	2	0	0	0	0.00%
165	Workers' Comp. Insurance	3,411	3,265	4,270	4,188	4,188	4,056	-3.15%
	Total	103,119	101,358	105,822	109,730	107,342	109,842	0.10%

533730					2016	2017	2018	% Change
Operating		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
290	Maintenance/Contracted Services	190,332	190,646	198,096	199,680	199,680	203,674	2.00%
344	Recycling Expenses	947	8,685	901	2,000	2,000	2,000	0.00%
	Total	191,279	199,331	198,997	201,680	201,680	205,674	1.98%
	Total Recycling Expenditures	294,398	300,689	304,819	311,410	309,022	315,516	1.32%
	Total Health and Sanitation	699,668	704,668	716,798	739,540	737,152	752,010	1.69%

					2016	2017	2018	% Change
Non-Tax Revenues Supporting this Program		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
435420	Recycling State Grant	37,991	37,984	35,941	35,941	37,857	37,800	5.17%
464101	Recycling—Plastic/Glass/Oil	395	215	0	0	0	0	0.00%
464103	Recycling—Aluminum/Tin	920	0	0	0	51	0	0.00%
464105	Recycling Cart Upgrade	1,688	1,847	2,073	1,800	500	400	-77.78%
473405	Landfill Monitoring—Town Contribution	3,632	3,350	3,350	3,350	3,350	3,350	0.00%
	Total Revenues	44,626	43,396	41,364	41,091	41,758	41,550	1.12%

					2016	2017	2018	% Change
Net Cost of Program		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
		655,042	661,272	675,434	698,449	695,394	710,460	1.72%

Special Revenue Fund—Library

260-555110

Department: Library

Program Manager: Library Director

Program Description: The Library is a "body politic" overseen by a City seven-member Library Board, appointed by the Mayor and Common Council. Day to-day management is delegated to the Library Director. The Library's governance is determined by Wisconsin State Statute Chapter 43. The Library is primarily funded by local property taxes and also receives revenue from the non-libraried non-resident County tax.

The Library was a member of the Eastern Shores Library System (ESLS) and now is a member of the Monarch Library System as of December 15, 2016. The system provides residents access to 33 public libraries in Dodge, Ozaukee, Sheboygan and Washington Counties including Lakeland College and two Bookmobiles. Residents have access to well over a million items among all the member libraries.

The mission of the Cedarburg Library is to provide organized information and varied resources to all citizens of the community for their continuing educational, cultural and recreational needs.

Products and Services:

- **Adult Services include:**
  - Reference and research assistance
  - Reader's Advisory—includes interlibrary loan from other libraries throughout the county, state and country
  - Librarian consultations—assistance with electronic devices/tech related issues/research on particular topics
  - 11 public internet computer stations
  - Wifi and wireless printing
  - Modern microfilm reader/scanner and access to the News Graphic back to the 1880's
  - Private study rooms and MediaScape room with technology for collaborative group work
  - Test proctoring for college and high school students
  - Community Room available for public use; includes technology and hearing loop for hard of hearing
- **Children's and Youth Services include:**
  - Traditional library services along with providing school visits, tours, displays, special programs and story hours for two, three, four and five year-olds, and the Summer Reading Program; after school programs and literacy development
  - Assistance to parents/caregivers for finding age appropriate reading material for children and youth and encouragement of lifelong reading and learning
  - Homework assistance and collaboration with schools for assignment materials
  - Six computer stations loaded with literacy and phonic development programs and links to educational websites
  - Teen Zone with a young adult book collection and programs/events for teens

Library—Staffing Levels (Full-time Equivalent Employees—FTE)

Personnel Schedule Summary Position	2016 FTE	2017 FTE	2018 FTE
Library Director	1.00	1.00	1.00
Assistant Director	1.00	1.00	1.00
Adult Services Librarian	3.00	3.00	3.00
Youth Services Librarian	1.00	1.00	1.00
Youth Services Assistant	1.50	1.50	1.50
Library Associate	1.00	1.00	1.00
Circulation Supervisor	1.00	1.00	1.00
Library Aides	2.35	2.4	2.4
Library Page/Shelvers	0.75	0.69	0.69
Custodian	0.50	0.50	0.50
TOTAL	**13.1**	**13.09**	**13.09**

Special Revenue Fund—Library

260-555110

Department Services Indicators:	2016	2017 Estimated	2018 Projected
Citizen Library Use			
Number of Visits Made to the Library (counter purchased in 2015)	124,354	133,054	135,000
Average Number of Visits Per Day	372	387	397
Customer With Active Library Cards			
Residents	8,787	8,800	8,800
Non-Residents	3,731	3,800	3,800
New Library Cards Issued	857	875	
Staff Services			
Reference/Research Questions Answered	14,404	16,000	16,000
Number of Youth Programs Offered	190	200	200
Attendance at Youth Programs	7,655	7,000	7,500
Number of Adult Programs Offered	120	110	110
Attendance at Adult Programs	1,431	1,500	1,500
Summer Reading Program Registration	826	825	850
Summer Reading Program Attendance	6,223	4,500	4,700
Checkout of Library Materials			
Total Materials Handled by Staff	621,448	625,000	625,000
Materials Requested from Other Libraries	42,777	65,000	65,000
Cedarburg Materials Sent to Other Libraries	35,912	35,000	35,000
Cedarburg Resident Check Out	146,870	135,000	140,000
Non-Resident Check Out	85,156	100,000	100,000
Materials Checked In	310,724	320,000	325,000
Average Number of Materials Handled by Staff Per Day (Total Divided by 344 Days)	1,807	1,860	1,865
Collection			
Books Added	3,368	3,400	3,400
Books Owned	64,016	65,000	67,000
Audio Materials Owned	3,458	3,500	3,700
Video Materials Owned	4,938	5,200	5,500
Periodical Subscriptions	127	127	127
Technology			
Public Computer Users	9,346	9,500	9,500
Public Downloads of E-Books	14,250	15,000	15,000
Public Downloads of E-Audio	8,250	8,500	8,500
Subscription Research Databases	10	8	8
Downloadable Ebooks and Audios	16,891	17,000	18,000
FTE Staff Per 1,000 Population	1	1	1
Local Appropriations Per Capita	$61.50	$61.50	$61.50

Special Revenue Fund—Library

260-555110

2017 Significant Accomplishments:

1. Received two local grants to put toward technology enhancement programs at the Library. Timeline for implementation runs through first half of 2018. Areas of interest were determined by the technology user survey from 2016.
2. Merged with Washington and Dodge County libraries to become the newly formed Monarch Library System. Handled many changes and obstacles that occurred during the merger with two other counties.
3. Added five Sundays to our public service hours at minimal cost to match the school year

2018 Objectives To Be Accomplished:

1. Continue to work with Library Board and staff on our goal to be a technology center for the community
2. Find ways to create a technology replacement budget and create a cycle for replacement of hardware as we go into our fourth year of usage.

Long-Term Objectives:

1. Develop a short and long range plan for library services
2. Develop a library employee handbook; connected to City Employee Handbook with library-specific description

Account Detail:

555110—Library

Operating:

222 **Electric:** 2015 was first full year in the building, so up until then usage has been an estimate. 2016 amount compared to 2015 amount is being used for 2017 estimate

240 **Maintenance and Repair:** Preparing for potential maintenance repair in fourth year of building usage

312 **Computer Supplies:** Need to budget for hardware replacement cycle

319 **Publications and Subscriptions:** We are a net borrower in the system. Meaning we request more materials from other libraries than we supply in the shared services system. We are not meeting the demand from our users and are instead highly using the resources from other municipal libraries. The recommended standard for materials expenditure of a library in our population size is $117,415

Budget Variances:

Expenditures:

555110—Library

128 **Maintenance Salaries:** Increase due to adding funds for DPW staff when they fill in for library custodian. Funding had not been there in prior budgets so this line was over expended.

159 **Longevity:** 2017 was not correctly funded to apply for the part-time staff receiving longevity pay. Adjusted for 2018.

222 **Electric:** Increase to actual

225 **Telephone:** Increase to actual

240 **Repair and Maintenance:** Increased to reflect actual costs of operational maintenance.

350 **Operating Supplies:** Increased to reflect actual costs of operating supplies

380 **Equipment/Capital Outlay:** Beginnings of an equipment replacement fund

381 **Shared System Services:** Increase for membership in the 4 county Monarch Library System

Revenue:

467100 **Fines and Fees:** Reduced to meet estimated projection of fines/fees paid

467110 **Other Revenue–County:** Increase due to more service to non-libraried non-residents and increase in percentage that the County reimburses us.

Special Revenue Fund—Library

260-555110

Special Revenue Fund—Library Fund 260								
Revenues		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
411111	City Property Taxes	490,000	657,842	707,306	707,306	707,306	722,306	2.12%
435432	Grants	707	730	735				0.00%
467100	Library Fines and Fees	16,840	24,993	23,643	24,500	22,500	22,500	-8.16%
467110	Library Other Revenues—County	118,863	125,872	153,904	184,534	191,669	205,719	11.48%
467150	Library Other Revenues—Copies	2,319	2,383	2,388	2,500	2,500	2,400	-4.00%
473200	Library Donations	2,828		8,727				
481100	Interest Income			8				
482215	Rent of City Property	507	460	650	700	700	700	0.00%
491400	Transfer from Cap. Improvements				7,474	7,474		
Total Revenues		632,064	812,280	897,361	927,014	932,149	953,625	2.87%

555110 Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
111	Salaries (8.0 FTE)	317,753	336,268	353,342	364,683	364,683	371,980	2.00%
124	Bonus	0	2,000	0	0	0	0	0.00%
125	Part Time Salaries (4.39 PTE)	109,516	119,463	117,409	118,905	119,000	121,311	2.02%
128	Maintenance Salaries (.50 PTE)	12,711	15,407	16,238	15,990	16,600	17,600	10.07%
135	Sick Leave Payout	157	255	7,082	350	350	836	138.86%
151	Social Security	33,288	36,220	37,687	38,331	38,378	39,427	2.86%
152	Retirement	26,150	28,203	28,163	34,072	34,113	34,531	1.35%
154	Health Insurance	67,025	91,937	105,156	120,751	120,751	132,000	9.32%
155	Life Insurance	119	129	106	77	77	94	22.08%
159	Longevity	5,512	5,880	5,155	1,134	3,134	3,654	222.22%
161	EAP/125 Admin.	96	0	0	100	100	100	0.00%
165	Workers' Comp. Insurance	1,041	1,016	1,179	1,178	1,178	1,143	-2.97%
Total		573,368	636,778	671,517	695,571	698,364	722,676	3.90%

555110 Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
212	Professional Services	263	0	0	275	0	275	0.00%
222	Electric	19,037	21,195	23,709	21,100	23,000	23,000	9.00%
223	Marketing	500	594	184	200	100	0	-100.00%
224	Natural Gas	8,209	7,179	7,123	7,200	7,300	7,300	1.39%
225	Telephone	2,951	2,189	2,005	2,000	2,800	2,800	40.00%
226	Water Service	1,413	1,649	1,766	1,700	1,800	1,800	5.88%
240	Repair and Maintenance	5,349	1,225	3,947	2,400	3,500	3,000	25.00%
290	Maint./Contracted Services	4,094	45,181	40,643	41,000	36,000	41,000	0.00%
308	Program Supplies	0	570	551	500	500	500	0.00%

Special Revenue Fund—Library

260-555110

310	Office supplies	16,576	6,230	6,257	7,500	7,500	7,500	0.00%
312	Computer Supplies	3,415	2,526	1,912	2,000	2,000	2,000	0.00%
313	Printing-Newsletters	0	0	1,203	0	0	0	0.00%
315	Postage	185	545	585	600	600	625	4.17%
319	Publications and Subscriptions	73,280	85,322	87,548	78,862	75,000	80,000	1.44%
320	Prof. Publications and Dues	1,145	997	1,224	1,600	1,500	1,600	0.00%
330	Travel & Training	4,119	4,873	5,164	6,000	5,800	6,000	0.00%
350	Operating Supplies	2,140	1,471	2,218	1,500	2,000	2,000	33.33%
380	Equipment/Capital Outlay	0	3,243	0	0	0	3,000	0.00%
381	Shared System Services	15,003	22,872	13,809	18,000	18,000	20,600	14.44%
382	Library Technology	5,654	2,354	1,234	3,000	3,000	3,000	0.00%
395	Employment Expenses	495	0	137	200	50	200	0.00%
510	Liability/Property Insurance	5,391	4,177	8,005	8,056	8,056	8,060	0.05%
Total		169,219	214,392	209,224	203,693	198,506	214,260	5.19%
Total Expenditures		742,587	851,170	880,741	899,264	896,870	936,936	4.19%
Revenues - Expenditures		(110,523)	(38,890)	16,620	27,750	35,279	16,689	
Beginning Fund Balance		99,060	(11,463)	(50,353)	(34,427)	(34,427)	852	
Donations - assigned fund balance 2016 adjustment				694				
Ending Unassigned Fund Balance		(11,463)	(50,353)	(34,427)	(6,677)	852	17,541	
Assigned Funds - Donations								
435432	Grants				730	13,730	3,000	310.96%
473200	Library Donations					5,100	5,000	0.00%
Total		0	0	0	730	18,830	8,000	995.89%
322	Donation Expenditures					14,000	3,000	0.00%
331	Grant Expenditures							
Revenues - Expenditures		0	0	0	730	4,830	5,000	
Beginning Assigned Fund Balance		0	0	694	694	694	5,524	
Ending Assigned Fund Balance		0	0	694	1,424	5,524	10,524	
Total Library Fund Balance		(11,463)	(50,353)	(33,733)	(5,253)	6,376	28,065	

Parks, Recreation & Forestry

555510, 555220

Department: Parks, Recreation & Forestry

Program Manager: Director of Parks, Recreation & Forestry

Program Description: The parks program provides for the maintenance of the City parks, which includes turf maintenance, painting, cleaning and repairing of 35 City park areas, encompassing 159 acres, and recreational facilities, which include playgrounds, play equipment, athletic fields and buildings. The maintenance of City-owned property including right-of-ways, boulevards, and facility grounds is also included. The maintenance and development of the City's urban forestry program, including pest management, planting, pruning and removal of City street and park trees is also part of this program's operation, as well as the Weed Commissioner's duties (Superintendent of Parks and Forestry).

Products and Services:

- Park and recreational facility maintenance (including maintenance of the Community Pool, baseball fields, football fields, parks, restroom facilities, buildings and shelters)
- Urban forestry planning, planting, maintenance and removal of over 7,800 street trees
- Ordinance enforcement
- City building grounds maintenance including City Hall, Police Department, Pool, Library and Public Works Garage
- Turf maintenance of approximately 90 acres of public lawn which includes parks, public right-of-way, City facilities and boulevards (approximately three miles)
- Maintenance of downtown hanging flower baskets and public flower and shrub beds at City facilities and boulevards
- Maintenance of the Cedar Creek walkway areas
- Maintenance of approximately three miles of the Interurban Trail (bicycle and pedestrian) easement
- Weed complaints, notices, and invasive species control
- Nuisance tree complaints and notices
- Submit Tree City USA, Growth Award and Urban Forestry Grant applications
- Canada Goose control
- Staff support provided to Parks, Recreation, and Forestry Board, Pool Commission and Common Council
- Administrative services provided to divisions
- Maintenance of three miles of boulevards

Parks, Recreation and Forestry Staffing Levels:

Personnel Schedule Summary Position	2016 FTE	2017 FTE	2018 FTE
Director of Parks, Recreation & Forestry	1.00	1.00	1.00
Recreation Supervisor/Office Manager	1.00	1.00	1.00
Superintendent of Parks & Forestry	1.00	1.00	1.00
Crewperson	3.00	3.00	3.00
Recreation Superintendent	0.25	0.45	0.45
Total	**6.30**	**6.45**	**6.45**

Parks, Recreation & Forestry

555510, 555220

Department Services Indicators:	2015	2016	2017 Estimated	2018 Projected
Total Number of Parks Maintained	34	34	34	34
Total Number of Picnic Shelters Maintained	4	5	5	5
Total Number of Playgrounds Maintained	11	11	11	11
Total designated Parkland Acreage	159	159	159	159
Number of Mowed Acres	69	69	69	69
Natural Area Acres	50	50	50	50
Street Trees Planted	160	160	110	110
Park Trees Planted	8	10	10	10
Trimmed/Pruned Trees	1,240	700	400	600
Emergency Tree Service	65	58	75	60
Trees Removed	82	70	150	100
Stumps Ground (*Projected)	97	70	70	70
Issuance of Park Permits/Reservations	75	83	85	80
Weed Complaints and Notices Issued	11	13	10	10
Tree/Shrub Encroachment (Trimming Letters Sent)	2	4	8	6
Hazardous Trees Letter Sent	2	4	10	15
Tree City USA Certification	yes	yes	yes	yes
Total acres of Public Right-of-Way and Facility Grounds Mowed/ Maintained	15	15	15	15

2017 Significant Accomplishments:

1. Developed a plan for Adlai Horn Park
2. Received DNR grant for Ash tree management
3. Completed Comprehensive Park and Open Space Plan in house (savings of $15,000-$20,000)
4. Negotiated planting of sod at Behling Field
5. Negotiated a $10,000 donation to Cedarburg fireworks

2018 Objectives to Be Accomplished:

1. Oversee restoration of Adlai Horn Park
2. Train one staff member as a playground inspector
3. Develop web based playground inspection program

Long-Term Objectives:

1. Develop Master Street Tree Planting Plan
2. Develop Outdoor Sports Complex

Account Detail:

555510—Parks and Forestry

112 **Overtime:** Weekend park duties, emergency tree service, special events, festivals, Recreation staff

210 **Professional Services:** Elm tree injections, membership dues for Arborist Associations

240 **Repairs and Maintenance:** Vehicle/machinery repairs and maintenance, park and forestry maintenance supplies (trash bags, paint, seed/fertilizer, topsoil, playground wood mulch, personal protective equipment, hand tools, etc.), gas and oil filters

241 **Vandalism Repairs:** Repair of vandalized buildings/equipment

290 **Contracted Services:** Tree removals, portable toilets, technical support, EAB

330 **Training and Travel:** Wisconsin Arborist Association Conference, Wisconsin Park and Recreation Association training and fall conference

341 **Trees and Supplies:** Street and park tree planting and planting supplies

Parks, Recreation & Forestry

555510, 555220

Account Detail (contd.):

555510—Parks and Forestry (contd.)

363 **Sign Supplies:** Park I.D. signs, miscellaneous park signage

380 **Equipment:** Mowers, chain saws, string trimmers, grills, picnic tables, benches

555220—Celebrations (Hanging Baskets and Summer Sounds)

224 **Natural Gas:** Boy Scout House and Girl Scout House

350 **Operating Supplies:** Water soluble fertilizer, irrigation equipment, replacement hardware

Budget Variances:

555510—Parks and Forestry

290 **Maintenance/Contracted Services:** $16,000 added for tree pruning/stump removal

310 **Office Supplies:** Moved Recreation office supplies to this account

320 **Publications & Dues:** Required certification renewals

330 **Training:** Increase due to addition of staff requiring CEU's for professional certifications and renewals. Addition of playground inspector certification

350 **Operating:** Cost of copy machine has increased since 2016. Entire copy machine rental moved to this account

390 **Other Expenses:** Addition of playground inspection software

555220—Celebrations (Hanging Baskets and Summer Sounds)

112 **Overtime:** Increase due to more overtime hours for Summer Sounds, Festivals, 4th of July, and flower baskets

247 **Supplies:** Increase to purchase flowers, fertilizer and irrigation equipment for hanging baskets and garbage bags and gloves for Summer Sounds

Revenues:

482215 **Rent of City Property:** Rentals done through Parks, Recreation & Forestry Department at Senior Center and Gym—APlus ($9,540-Tax), Festivals ($1,620), NS Soccer ($820), Solar Rec ($820), Baseball ($620), Misc. Rentals ($500) for a total of $13,920

485550 $6,000 moved to conservation and development, $3,500 added from TP&D Donation towards flower baskets

Culture and Recreation

555510 Parks, Recreation & Forestry Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
111	Salaries (6.45 FTE)	358,640	357,299	354,217	358,967	358,967	369,530	2.94%
112	Overtime	8,848	10,057	8,095	14,211	12,000	14,211	0.00%
125	Part-Time Salaries/Temporary	15,322	2,722	11	0	0	0	0.00%
128	DPW Seasonal	13,742	17,406	23,872	33,150	30,000	31,050	-6.33%
151	Social Security	29,818	29,389	29,848	31,364	30,954	31,857	1.57%
152	Retirement	25,371	26,238	24,813	25,625	25,474	25,820	0.76%
154	Health Insurance	66,058	85,637	94,281	80,201	80,201	72,904	-9.10%
155	Life Insurance	86	103	112	108	108	41	-61.78%
159	Longevity	4,032	3,276	3,465	3,654	3,654	1,638	-55.17%
165	Workers' Comp. Insurance	13,936	13,496	16,617	15,894	15,894	19,908	25.25%
	Total	535,853	545,623	555,331	563,174	557,252	566,959	0.67%

555510 Parks, Recreation & Forestry Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
210	Professional Services	2,277	2,499	2,520	2,500	3,000	2,500	0.00%
222	Electric	17,902	16,988	19,254	18,400	17,000	18,000	-2.17%
224	Natural Gas	2,818	1,570	1,856	2,120	2,120	2,000	-5.66%
225	Telephone	1,575	1,534	2,134	2,580	3,317	4,740	83.72%
226	Water Service	5,178	5,935	7,478	5,800	5,800	5,800	0.00%
240	Repair & Maintenance Services	50,877	49,218	43,603	49,525	49,525	62,075	25.34%
241	Vandalism Repairs	31	953	0	1,500	1,000	1,000	-33.33%
243	Field Maintenance Supplies	0	0	0	6,000	6,500	6,000	0.00%
290	Contracted Services	45,808	73,685	65,115	72,645	72,645	72,645	0.00%
310	Office Supplies	736	1,073	1,933	1,800	1,500	2,000	11.11%
320	Publications & Dues	258	428	1,226	1,345	1,300	1,620	20.45%
330	Employee Training, Travel	1,848	2,196	3,052	3,800	3,800	5,500	44.74%
341	Trees and Supplies—Contracted	29,727	32,996	23,422	54,615	54,615	27,885	-48.94%
350	Operating Supplies	1,043	1,274	1,685	2,080	3,000	4,200	101.92%
363	Sign Supplies	1,317	0	272	1,000	700	1,000	0.00%
380	Equipment	6,737	3,935	3,378	6,000	6,000	7,500	25.00%
390	Other Expenses	3,042	3,864	1,246	1,560	2,000	3,060	96.15%
510	Property/Auto Insurance	2,618	3,952	4,215	5,287	5,287	7,101	34.31%
512	Liability Insurance	3,700	3,453	3,540	3,179	3,179	3,750	17.96%
	Total	177,492	205,553	185,929	241,736	242,288	238,376	-1.39%
	Total Expenditures	713,345	751,176	741,260	804,910	799,540	805,335	0.05%

533740 Weed Control Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
290	Maintenance/Contracted Services	794	2,131	967	1,000	800	1,000	0.00%

555220 Celebrations Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
111	Salaries (0.40 FTE)	14,506	19,244	20,718	18,100	18,000	18,000	-0.55%
112	Overtime	6,399	5,562	6,864	6,451	6,000	6,000	-6.99%
121	Part-Time Salaries	0	2,555	3,800	3,000	2,000	2,500	0.00%
151	Social Security	1,845	2,093	2,401	2,108	1,989	2,027	-3.81%
152	Retirement	1,615	1,645	1,893	1,669	1,632	1,608	-3.68%
	Total	24,365	31,099	35,676	31,328	29,621	30,135	-3.81%

555220 Celebrations Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
210	Professional Services	0	0	1,203	1,000	500	500	-50.00%
347	Supplies & Expenses	764	9,732	4,949	4,000	5,500	7,950	98.75%
350	Operating Supplies	0	3,225	0	0	0	0	0.00%
390	Other Expenses	7,000	7,000	7,000	7,000	7,000	7,000	0.00%
	Total	7,764	19,957	13,152	12,000	13,000	15,450	28.75%
	Total Expenditures	32,129	51,056	48,828	43,328	42,621	45,585	5.21%
	Grand Total for Department	746,268	804,363	791,055	849,238	842,961	851,921	0.32%

Revenues		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
435424	State Grant - Forestry	0	0	0	19,822	19,822	0	0.00%
463103	Celebrations Revenue	16,729	17,149	23,567	18,000	18,000	18,000	0.00%
464125	Weed Mowing Fees	794	920	920	800	800	800	0.00%
467200	Park Rental Fees	5,540	7,929	7,002	6,500	7,000	7,000	7.69%
482215	Rent—City Property-Gym & Lincoln Bldg.	0	14,111	16,903	14,100	14,100	14,100	0.00%
485550	Donations		9,415	26,500	2,500	3,000	3,000	20.00%
	Total	23,063	49,524	74,892	41,900	42,900	42,900	2.39%

Net Cost of Program	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
	723,205	754,839	716,163	807,338	800,061	809,021	0.21%

Parks, Recreation, & Forestry General Fund
Detailed Budget - 2018

Updated 9/5/17

100-555510-128 Parks Seasonal

Parks Maintenance/Grass Cutting (600hrs): $10.50/hr.	$6300
Gardener: 600 hrs. @ $10.50/hr.	$6,300
Ball Diamond Maintenance/Grass Cutter: 600 hrs. @ 10.25/hr.	$6,150
Parks Maintenance/Grass Cutting (600hrs): 10.25/hr	$6,150
Forestry operations (600hrs): $10.25	$6,150
(Parks Maintenance Grass Cutting) ***currently removed from budget**	($6,150)
Total:	$31,050

100-555510-210 Professional Services

Elm Tree Injections: 127 diameter inches of elm to inject in 2017 @ contracted price of $17/inch = $2,500

100-555510-225 Telephone

Mikko Cell Phone Reimbursement	$40/month	$480
Kevin Cell Phone	$80/month	$960
Kevin Office Phone	$55/month	$660
Danny Cell Phone Reimbursement	$40/month	$480
3 Full-time crew members	$30/month	$1080
Maggie Cell Phone Reimbursement	$40/month	$480
Rec office phone	$50/month	$600

Total: $4740

100-555510-240 Repair and Maintenance

Turf Management: 18.1 Acres (Athletic Fields, High Profile Park Areas, Municipal Facilities & Boulevards)

Fertilizer (Dry & Liquid) -	$9,700
Grass Seed -	$2,300 (overseed @ 4lb/1000 sq. ft.)
	$12,000

Epoxy Floor for Cedar Creek Restrooms - $2,100
Bathroom Partitions (4) for Zeunert and All Childrens - $6,200
Auto Locking Doors for All-Children's (2) – New Doors: $2400
Locks: $2000
New Picnic Tables for Cedar Point Shelter - $1550

New Playground Borders for Zeunert and Willowbrook - $2500

*Building Maintenance:	$3,100
*Equipment Maintenance:	$1500
*Equipment Rental:	$500
*Equipment Repair:	$2000
*Forestry – Stump Removal:	$2,320
*Forestry Supplies:	$6,000
*Fuel:	$1005
*Landscaping Supplies:	$2,500
*Park Supplies:	$14,000

Cedarburg L&W Meter Connection Fees: $400

Total: $62,075

100-555510- 243 Field Maintenance:

Turface Topdressing -	$4000
Sparkle & Quick Dry -	$1000
Lining Paint -	$500
Bases & Maintenance Equipment -	$500
	$6000

100-555510-241 Vandalism and Repair
Vandalism $1000

100-555510-290 Maintenance Contracted
Portajohns - $1200
EAB - $42,500 + $22,605 (Soil inject all + trunk inject >15DBH = $65105
Emergency Tree Removals - $2000
*(Stump Removal - $16,000 (70 stumps)) – **removed from budget currently**
Equipment Rental – Forestry - $2,500
Soil Testing - $600
Core Aerating (spring & fall) - $1,240

Total: $72,645

100-555510-310 Office Supplies
Supplies for Parks, Recreation, & Forestry Office

Half of Admin. Office Supplies	$1000
Parks & Forestry Office (Kevin):	$1,200 (4 yr. average)

Total: $2000

100-555510-320 Publications and Dues

WPRA Dues (4 staff)	$500
NRPA Dues	$365
SEPRC Dues	$50
News Graphic Subscription	$80
Wisconsin Arborist Association (2 staff)	$150
International Society of Arboriculture (2 staff):	$390
Society of Municipal Arborist (1)	$85

Total: $1620

100-555510-330 Travel and Training

WPRA Conference Reg. (4 staff)	$1200
Mikko NRPA	$600
Hotel (NRPA)	$300
WPRA - Hotel	$500
Meal Reimbursements for trainings (7 staff)	$700
WAA Annual Conference (David)	$250
Hotel: WAA Annual Conf. (David)	$250
Illinois horticulture conference (Kara)	$200
Hotel for horticulture conference (Kara)	$250
Society of Municipal Arborist Conf. (Kevin)	$400
SMA Hotel (Kevin)	$250
Playground Inspector Class	$600

Total: $5500

100-555510-341 Trees and Supplies

Trees: 110 planting locations @ $240 ea. =	$26,400
Stakes & Straps: 110 trees @ $10/tree =	$1100
Fertilizer: 110 trees @ $3.50/tree =	$385

Total: $27885

100-555510-350 Operating Supplies (1/2 with rec)

Office Copier Monthly Rental	$350/month

Total: $4200

100-555510-363 Signs

Park Signs Replacement	$1000

Total: $1000

100-555510-380 Equipment and Capital Outlay

Playground Inspection Equipment	$2000
Parks & Forestry Equipment	$5500

-Chainsaws (1)
-Push Mowers (2)
-String Trimmers (2)
-Blowers
-Mower Blade and Sharpener

Total: $7500

100-555510-390 Other Expenses

GIS Remote Consulting $95/hr x 8hrs	$760
ESRI Software Maintenance	$800
Playground Inspection Software	$1500

Total: $3060

Celebrations
Detailed Budget

Updated 8/7/2017

100-555220-111 Salaries

Parks/DPW Flower Basket Watering 30 hrs x $27.40		$822
Part-time weekend flower basket watering 36hrsx$15		$540
Hanging Wreaths 20 hrs x $27.40		$548
4th of July Setup 195 hrs x $27.40		$5343
Maxwell St. Days Setup 16 hrs x $27.40		$438.40
Summer Sounds Cleanup 2 hrs x 10 Fridays x $27.40		$548
Santa House Setup: 2 days x 6 hrs x 3 staff x $27.40		$986.40
Holiday Flag Setup		$383.60
Memorial Day	2hrs x $27.40	
July 4th	2hrs x $27.40	
OZ County Fair	2hrs x $27.40	
Labor Day	2hrs x $27.40	
Flag Day	2hrs x $27.40	
Patriot Day	2hrs x $27.40	
Veterans Day	2hrs x $27.40	

FESTIVALS Setup

Winter Festival	50hrs x $27.40 = $1370
Strawberry Festival	170hrs x 27.40 = $4658
Wine & Harvest	190hrs x 27.40 = $5206
Oktoberfest	8hrs x 27.40 = $220

Total: $21063

100-555220-112 Overtime

Parks/DPW Flower Basket Overtime Watering	
18 Saturdays x 2 hrs x $38.4	$1382.40
Summer Sounds Cleanup	
10 Saturdays x 2 hrs x $38.4 x 2 staff	$1536
4th of July setup	
1 day 30 hrs x $38.4	$1152
Memorial Day setup	
1 day 2hrs x $38.4	$76.8
Festival setup	
60hrs x $38.4	$2304

Total: $6451.20

100-555220-347 Supplies & Expenses
Flower Basket Supplies
- Flowers - $3750
- Potting Soil - $400
- Christmas Greens - $1000
- Fertilizer - $800
- Summer Sounds Garbage Bags and Gloves $200
- 31 new Basket Liners $1800

Total: $7950

100-555220-210 Professional Services
Installation of flower baskets and greens $1000

100-555220-390 Other Expenses
4th of July Fireworks: $7000

Revenue Supporting Celebrations
TP&D Reimbursement for weekend Flower Basket Watering (per agreement with TPD) $3000

Festivals Reimbursement for Setup $18000

Special Revenue Fund—Recreation

220-555390

Department: Recreation

Program Manager: Parks, Recreation & Forestry Director

Program Description: The self-supporting Youth Basketball, Youth Football, and other Summer/Winter Recreation Programs are administered by the Parks, Recreation and Forestry Department. The self-supporting Recreation Fund accounts for all recreation programs for which the fee charged is to be sufficient to cover the direct operating costs. All Special Revenue Recreation programs and General Fund Recreation programs were moved into this one fund in 2010.

The majority of Recreation Administration non-personnel budget and the entire Civic Band budget were moved to this fund in 2012.

Products and Services:

- Implementation of youth and adult recreation instruction programs
- Implementation of youth and adult sport leagues
- Implementation of youth basketball leagues
- Cooperate with Solar Recreation to provide youth basketball instruction, arts and crafts, and youth drama programs
- Implementation of adult softball and volleyball leagues
- Implementation of adult exercise and fitness programs
- Implementation of Summer Supervised Playground program
- Implementation of youth football program
- Coordinate and cooperate with other community recreation providers including the Ozaukee County YMCA and the North Shore Academy of Gymnastics
- Offer discount tickets to various Wisconsin and Illinois tourist attractions
- Oversight of Youth Center program
- Implementation of youth sand volleyball league
- Work with various community groups and organizations to promote and enhance recreational opportunities within the community including Cedarburg Soccer Club, Cedarburg Select Baseball and Softball, and Land O'Lakes Adult Baseball teams
- Implementation of special events to include triathlon, Easter egg hunt, youth dances, Halloween show, and other special events
- Cooperate with the North Shore Academy of Gymnastics to provide gymnastics instruction
- Cooperate with Chay's Tae Kwon Do to provide Tae Kwon Do
- Implementation of indoor aquatic programs
- Administer all recreation programs in Special Revenue Fund
- Administer services provided to divisions
- Create and restructure programs
- Staff support provided to Parks, Recreation and Forestry Board, Community Pool Commission and Common Council
- Provide direct services to various organizations such as: Youth Center, Seniors, aerobics, recreational basketball and festival committees

Recreation—Special Revenue Fund Staffing Levels (Full-Time Equivalent Employees—FTE):

Personnel Schedule Summary Position	2016 FTE	2017 FTE	2018 FTE
Recreation Superintendent	0.20	0.00	0.00

Special Revenue Fund—Recreation

220-555390

DEPARTMENT SERVICES INDICATORS:	2015	2016	2017 Estimated	2018 Projected
Youth Basketball League Participants	160	175	150	150
Youth Basketball Instruction Participants	115	120	120	120
Fall/Spring Tennis	56	60	62	60
Adult Volleyball Participants	94	100	78	80
Adult Volleyball Teams	10	10	8	8
Adult Softball Participants	475	480	480	480
Adult Softball Teams	30	30	28	30
Exercise and Fitness Participants	240	250	268	270
Triathlon	30	50	23	50
Youth Football	90	38	62	100
Summer Volleyball Camp	23	30	25	30
Archery	13	20	42	40
T-Ball/U8 Ball Participants	40	60	48	50
Adult Basketball Participants	80	80	80	80
Supervised Playground Participants	108	120	128	130
Tennis Lessons—Youth and Adult Summer	60	90	82	100
Youth Tennis Team	14	20	24	25
Yoga	60	60	62	60

Performance Measures:

Service Area	Objective	Efficiency Measure	Target 2015/2016	Target 2016/2017	Target 2017/2018
Recreation Programs	Recreation Programs Serve Needs of Residents	Total Classes Offered Per Person	.010	.010	.010
Recreation Programs	Operation of Recreation Program	Operating Costs for Recreation Programs Per Person	$0 Self-Supporting	$0 Self-Supporting	$0 Self-Supporting

2017 Significant Accomplishments:

1. Created spring/summer soccer
2. Partnered with Ozaukee Lacrosse for clinics
3. Created tap dance program
4. Created Poms program
5. Added dog training

2018 Objectives to Be Accomplished:

1. Partner with Town of Cedarburg on Flag Football and other programming

Long-Term Objectives:

1. Research options for an indoor/outdoor athletic complex

Special Revenue Fund—Recreation

220-555390

Account Detail:

220-555390—Self Supporting Recreation Programs

290 **Contracted Services:** School District custodial fees
347 **Supplies and Expenses:** Equipment, supplies, awards, ASCAP licensing
336 **Tennis League Bussing**
372 **Safety Training:** City Staff, classes for the public, Lifeguard Training Class

555210—Recreation Administration

310 **Office Supplies:** Supplies for Parks, Recreation and Forestry
320 **Publications and Dues:** Moved to General Fund
330 **Training and Travel:** Aerobics staff recertifications
350 **Operating Supplies:** Moved copier to General Fund
390 **Other Expenses:** Computer software annual maintenance

Special Revenue Fund—Recreation Programs (Self Supporting)
Fund 220

Revenues		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
467201	Gym Rentals	1,549	600	1,447	600	2,500	2,000	233.33%
467202	Athletic Field Rentals	300	0	300	300	300	300	0.00%
467310	Summer/Winter Recreation Fees	44,425	42,999	42,973	60,920	60,000	65,270	7.14%
467316	WPRA Ticket Sales Revenue	267	0	8,227	5,000	6,381	5,000	0.00%
467317	Youth Football Registration	5,375	4,190	3,745	4,050	3,115	4,500	11.11%
467318	Safety Training	1,850	7,467	4,495	5,220	7,000	6,120	17.24%
467319	Basketball Fees	11,880	14,305	17,050	14,725	19,000	19,200	30.39%
467320	Softball Fees	10,322	10,818	12,405	13,000	12,926	13,000	0.00%
467322	Gymnastics Fees	0	300	900	900	0	0	-100.00%
467323	Volleyball Fees	2,034	3,030	1,799	2,750	2,000	2,000	-27.27%
467324	Aquatics Fees	4,318	4,805	5,815	4,000	5,000	5,000	25.00%
467325	Concession Revenue	650	450	800	800	800	800	0.00%
467326	Special Rec Programs	1,435	298	1,073	2,000	500	500	-75.00%
467327	Solar Recreation	8,156	1,564	9,020	7,700	7,700	7,700	0.00%
467328	Summer Sand Volleyball	1,500	1,150	845	1,800	1,390	1,800	0.00%
467329	Soccer	270	130	4,345	8,000	17,435	12,000	50.00%
467331	Banner Advertising	350	0	600	700	700	700	0.00%
467335	Low Impact Fitness-Swing and Easy Fitness	8,837	11,165	13,463	11,500	11,500	11,500	0.00%
467336	Civic Band Revenue	2,745	4,095	3,845	3,000	3,000	3,000	0.00%
467352	Recreation Brochure Sponsorships	5,300	9,310	48,059	5,500	5,500	5,500	0.00%
467431	Gym Vending Machine Receipts	0	0	5,600	0	0	0	0.00%
467432	Tennis	0	0	15,611	0	13,801	11,500	0.00%
484410	Youth Center Receipts	0	675	437	600	500	500	-16.67%
485550	Donations	2,094	3,232	6,309	2,000	4,018	4,000	100.00%
486000	Miscellaneous Revenue	7,105	13,575	1,000	25,000	38,353	30,000	20.00%
491100	General Fund Transfer—CIVIC Band	1,000	1,000	7,765	1,000	1,000	1,000	0.00%
	Total Revenues	121,762	135,158	217,928	181,065	224,419	212,890	17.58%

555390 Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
111	Salaries/Rec. Supervisor	9,709	10,022	9,869	0	0	0	0.00%
125	Part time/Seasonal	44,650	45,277	77,100	82,474	85,000	96,083	16.50%
127	Exercise/Fitness Salaries	5,622	6,893	7,019	6,800	6,800	6,800	0.00%
151	Social Security	4,584	4,722	7,182	6,829	6,829	7,000	2.50%
152	Retirement	720	703	673	0	0	0	0.00%
154	Health Insurance	1,678	1,460	1,194	0	0	0	0.00%
155	Life Insurance	1	0	0	1	0	0	-100.00%
161	EAP/125 Administration	0	0	0	60	60	60	0.00%
165	Workers' Comp. Insurance	2,891	2,536	2,887	4,221	4,221	4,298	1.82%
	Total	69,855	71,613	105,924	100,385	102,910	114,241	13.80%

555390 Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
225	Telephone	1,640	884	743	1,080	1,080	1,080	0.00%
228	School District Fees	0	0	0	25,410	26,000	25,000	-1.61%
290	Contracted Services	17,453	6,137	29,896	25,320	29,500	28,000	10.58%
309	Recreation Brochure Expenses	5,194	8,139	5,236	4,000	4,000	4,000	0.00%
310	Office Supplies	210	1,092	500	600	500	0	-100.00%
320	Publications & Dues	190	35	190	215	190	200	-6.98%
330	Travel & Training	833	235	2,697	2,000	1,500	0	-100.00%
336	Transportation	1,245	967	2,103	1,090	4,048	4,000	266.97%
347	Supplies and Expenses	20,577	20,827	36,760	19,634	30,667	21,000	6.96%
350	Operating supplies	1,523	960	1,836	1,360	1,360	0	-100.00%
355	WPRA Ticket Expense	0	0	7,947	4,500	4,500	4,500	0.00%
356	Solar Recreation	0	0	0	6,050	7,224	6,050	0.00%
357	Tennis					11,000	9,500	0.00%
372	Safety equipment	294	795	1,603	2,650	2,650	3,000	13.21%
380	Equipment Outlay/Lease	834	764	1,967	500	0	0	-100.00%
386	Civic Band Expenses	4,290	5,073	4,829	4,000	4,000	4,000	0.00%
510	Insurance Charges	707	649	561	833	833	810	-2.76%
	Total	54,990	46,557	96,868	99,242	129,052	111,140	11.99%
	Total Expenditures	124,845	118,170	202,792	199,627	231,962	225,381	12.90%
Revenue - Expenditures		(3,083)	16,988	15,136	(18,562)	(7,543)	(12,491)	
Beginning Fund Balance		$64,798	$61,715	$78,703	$93,482	$93,482	$85,939	
Prior Year Adjustment				(357)				
	Total Fund Balance	$61,715	$78,703	$93,482	$74,920	$85,939	$73,448	

PARKS AND RECREATION
RECREATION PROGRAMS
SPECIAL REVENUE FUND
2018

Updated 7/21/17

Recreation Programs Detailed Budget 2018 (220-555390)

Part-Time Seasonal (-125)

ASoftball Umpires	$5400
Yoga Instructor	$1440
ABBall Supervisor	$1357
ABBall Officials	$432
ABBall Scorekeeper	$648
Playgrounds Coordinator(s)	$8640
Playgrounds Leaders	$34200
Building Supervisor Gym	$400
Volleyball Supervisor	$1375
Water Fitness Instructors	$1710
Lifeguards	$1080
Sand Volleyball Coaches	$720
YBBall Officials	$1000
YBBall Scorekeepers	$1600
YBBall Building Supervisor	$4050
Track Club Head Coach	$600
Track Club Coaches	$742.50
Poms Staff	$25,200
Coaches Clinic Staff	$250
Bday Party Building Supervisors	$200
New Program Supervisors	$250
Adult Tap	$900
Total:	$96082.50

Exercise and Fitness Salaries (-127)

$6800

Supplies and Expenses (-347)

Adult Softball	
Shirts	$500
Softballs/Equip.	$1000
Adult Basketball	
Scorebooks	$50
Basketballs	$100
Awards	$100
Playgrounds	
Supplies	$1000
Shirts	$750
Adult Volleyball	
Equipment	$250
Awards	$250
Sand Volleyball Camp	
Balls	$200
T-Shirts	$300
Youth Basketball	
Jerseys	$2000
Balls	$250
Trophies	$900
Misc.	$100
Youth Football	
Jerseys	$1800
Medals	$250
Field Marking Paint	$300
Equipment	$300
Pizza	$400
Toddler Playtime	
Supplies	$250
Track Club	
Shirts	$462
Water Aerobics Equip.	$500
Poms Supplies	$2000
Easter Egg Hunt	$300
New Special Event	$250
Aerobics Supplies	$300
New Program Supplies	$500
Pickleball supplies	$250
Credit Card Fees:	
PlugnPlay	$180
Converge	$2000
Total:	$19592

Safety Equipment (-372)

Babysitting supplies	$2300
Books and other Supplies	$200
CPR Supplies	$500
Total:	**$3000**

Publications and Dues (-320)

USAPA	$25
USTA	$35
Total:	$60

Travel & Training (-330)

Aerobics Staff	$200
Recertificatons (2)	$500
Total:	$700

Transportation (-336)

3 Playground Trips	$1200
7 trips to pool	$875
Total:	$2075

Contracted Services (-290)

Rec Trac Annual Fee	$2600
LG Recert	$100
ASCAP Music license	$350
Red Cross Fees	$500
Archery	$600
Golf	$1100
Funtastics Soccer	$10320
Tennis	$9000
Tubing	$600
Gymnastics	$720
Total:	**$25890**

School District Fees: $25,000

Additional Detail:

Safety Training (467318)

Babysitting Safety (220-467318):
Instructor: Director of PRF
Materials: Books 12 x 6 x $15 = $1080
Cards: 12 x 6 x $10 = $720
Supplies: $500
Total Expense: $2300

Revenue: 6 classes x 8 students x $85 = $6120

Profit: $3820

Archery (467310)
$80 setup fee. $52/class/week Contract
Revenue: $1000
Expense: $600

Yoga (486000)
Expense
Instructor: 1hr x 2 days x 6 weeks x 6 sessions = 72 hrs
72 hrs x $20/hr = $1440

Total: $1440

Revenue
4 participants x 6 sessions x $85 = $2040

Profit: $600

Aerobics (467335)
Staff
Fall: 5 days x 1 instructor x 1.5 hrs x 5 sessions x 7 weeks = 262.50 hrs
Summer: 1 session x 7 weeks x 2 days x 1.5 hrs = 21 hrs
283.50 hrs x $24/hr = $6800

Equipment: $300
Training: $50/person x 4 = $200

Total Expense: $7300

Revenue: $11,500

Profit: $6150

ADULT SOFTBALL (467320)

Softball **$5400**
Adult Softball Umpire
Coed= 33 total games x 1 umpire = 33
Men's
Wednesday Night
4 games per night x 16 weeks x 1 umpire = 64
Church League
4 games per night x 16 weeks x 1 umpire = 64
Friday Night
4 games per night x 16 weeks x 1 umpire = 64
Total Games: 225
225 x $24 = $5400

Adult Softball Coordinator: Recreation Supervisor

Equipment:
Shirts: $500
Balls: $1000

Total Expense: $6900

Adult Softball Revenue
6 teams x $350 = $2100
22 teams x $500 = $11000

Revenue: $13100 – tax: $12406

Profit: $5506

Golf Instruction (467310)– Partnered with Grafton & Port for Golf
Pay instructor out of contracted services
Revenue: $1300
Expense: $1100

Open Gym/Pickle Ball (467310) $500.00
Equipment: $500
Friday Noon Basketball – Supervised by a Volunteer

Revenue:
Friday: 1 day x 10 participants x $3.00 x 40 weeks = $1200
Tuesday: 1 day x 10 participants x $3.00 x 25 weeks = $750
Pickle Ball Summer: 1 day x 10 participants x $3.00 x 25 weeks = $750
Total: $2700

Profit: $2200

ADULT BASKETBALL LEAGUE (467310)

Adult Basketball League Supervisor $1356.75
(Jack Friess - $16.75/hr. Has been doing this for over 20 years)
18 wks x 4.5 hrs = 81 hrs
81 x $16.75 = $1356.75

Adult Basketball Officials (6) $4320
18 wks x 4 games per night x 2 officials per game = 144 officiating hours
144 x $30/game = $4320

Adult Basketball Scorers (2) $648
18 wks x 4. 5 hrs x 1 scorekeepers = 81 hrs
81 hrs x $8.00 = $648

Only top 4 teams make the playoffs. We eliminate a night at the end saving us approximately $240 on officials + scorer/timer $64 + Jack $66 = $370 saved

Supplies: $200

Expense: $6155

Revenue:
8 Teams x $750 team fee = $6000

Loss: -$155

TENNIS (467432)

80/20 contract
Contracted out with Koppa Tennis
Total Revenue: $11500
Expense: $9000 (from contracted services -290)

SUMMER PLAYGROUNDS (467310)
*2 parks 5 days per week all day.
Monday – Friday (Cedar Creek Park): 8am – 4pm
Monday – Friday (Cedar Pointe): 8am – 4pm

Playground Coordinator
9wks x 5 days x 9hrs = 405 hrs
405 hrs x $12.00 = $4860
Days closed: 5 days x 9 hrs x $12.00 = $540
Total: $4320 x 2 = $8640

Playground Leaders – All Day(5)
8 wks x 5 days x 9 hrs = 405 hrs
405 hrs x 10 staff = 4050 hrs
4050 hrs x $9.50 = $38475
Days closed: 5 days x 9 hrs x 10 staff x $9.5 = $4275
Total: $34,200

Field Trips: $2400
Supplies: $500
T-Shirts: $750
Bus Trips: 6 x $200 = $1200
Friday Buses: 7 x $125 = $875

Total Expense: $49065

Revenue
Full Day: 60 x $500 = $30000
Half Day: 65 x $350 = $22750
Revenue: $52,750

Profit: $3685

Volleyball (467323)
Volleyball League Supervisor **$1375**
Monday Nights Men's League
Monday Nights Women's League
20 wks x 2.5 hrs per night x 2 nights = 100 hrs
100 hrs x $13.75 = $1375

Equipment: $250
Awards: $250

Expense: $1875

Revenue:
4 Women's Teams x $250 = $1000
4 Men's Teams x $250 = $1000
Total: $2000

Profit: $129

Aquatics (Indoor Pool) (467324)
Water Fitness Instructor - $2025
*Decreased number of days program is offered from 4 days to 2 days.
5 sessions x 12 classes x 2 instructor x $14.25/hr = $1710

Lifeguard (Indoor Pool)
Lap Swim/Water Fitness
5 sessions x 12 classes = 60hrs

Deep Water Fitness Additional Guard
5 sessions x 12 classes = 60 hrs

Total hours 120 hrs x $9.00 = $1080

Equipment: $500

Total Expense: $3290

Revenue:
Lap Swimming/Water Aerobics Passes:
5 sessions x $40 x 20 participants
Revenue: $4000

Profit: $710

Misc. Rec Programs (467326 – Special Rec Events)
Triathlon – Done by Director and Volunteers
Total Revenue after supplies have been paid.
$30 x 25 participants = $750
Polar Express: $250

Revenue: $1000

Solar Recreation (467327)
Revenue – 220-467327
Expense – 220-55390-356

They keep $55 per participant x 110 participants = $6050
Revenue
Winter BBall: $70 x 80 = $5600
Winter Sports: $70 x 20 = $1400
Winter Tennis: $70 x 10 = $700
Total Revenue: $7700

Miscellaneous Revenue (486000)
Yoga, Poms, Tubing, New Programs, Adult Tap

Poms
Revenue:
Summer 60 kids x $85 = $5100
Fall 75 kids x $150 = $11250
Spring 75 kids x $150 = $11250
Total: $27600

Expense:
Head Instructor $35/hr x 600 hrs = $21,000
Assistants $12/hr x 300hrs = $3600
Supplies $2000
Total: $26,600

Profit: $1000

(**Sand Volleyball Camp (467328)**
Coordinator: $10 x 6 wks x 2 days per week x 2 hrs = $240
Staff: $10 x 6 wks x 2 d x 2 hrs x 2 staff = $480
Equipment:$200
Shirts: 40 x $7.50 = $300
Total: $1220

Revenue:
$45 x 40 = $1800

Profit: $580

YOUTH BASKETBALL (467319)

Fee: $160
4th & 5th Grade: 50 participants x $160 = $8000
Boys 6-8 Grade: 30 participants x $160 = $4800
Girls 6-8 Grade: 20 participants x $160 = $3200
Total Revenue: $14725

Total: $19,200

Sponsors: $2100

Total Revenue: $21,300

EXPENSES
Part-Time Salaries – Seasonal
Scorekeepers
100 games x 1 hr/game x $8.00 x 2 = $1600
Officials
100 games x 1 hrs x $10 = $1000
Building Supervisor
300 hrs x $13.50 = $4050

Professional Services School District Fees	$11,400
Supplies and Expenses Uniforms: $2000 Basketballs: $250 Trophies: $900 Misc.: $100	$3250
Total Expense	$21300

Profit: $0.00

Youth Football Fees: (Developed and Organized by Rec. Supervisor) (467317)
K4-K5 league: 20 participants x $45 = $900
1st – 2nd Grade: 30 participants x $45 = $1350
3rd – 4th Grade: 50 participants x $45 = $2250

Total Revenue = **$4500**

Expense
Jerseys = $18 per child
$18 x 100 participants = $1800

Footballs/Cones/Whistles/Flags: $300
Medals: $250
Field Marking Paint: $300
Pizza: $400

Total Expense: $3050

Total Revenue: $1450

Toddler Playtime (484410 – youth center)
*Supervised by Recreation Supervisor
Equipment/Supplies: $250
Revenue: $500

Total Revenue: $250

Track Club (467310)
Expense
Head Coach
3 days x 2 hrs x 5 wks x $20 = $600

Assistant Coaches
3 days x 1.5 hrs x 5 wks x 3 staff x $11 = $742.50

T-Shirts: 71 participants x $6.50 = $461.50

Total Expense: $1804

Revenue
30 Residents x $40 = $1200
Grafton Fee: 40 participants x $20 = $800
Port Washington Fee: 1 participants x $20 = $20

Total Revenue: $2020

Profit: $216

OTHER REVENUE:
Taekwondo with Chay: $300 (486000)
Birthday Party Rentals: $600 (467201)
Concessions Revenue Behling Field: $800 (467325)
Athletic Field Banners: $700 (467331)

Total Revenue: $2400

Spring/Fall Soccer (467329)
Funtastics Soccer 80/20 split
200 kids x $75 = $15,000
Supplies: $500
Shirts: $1600
Revenue: $12,900
20% rec depts.: $2580

Special Revenue Fund—Swimming Pool

240-555320

Department: Parks & Recreation

Program Manager: Parks & Recreation Director

Program Description: This fund accounts for the operations of the Cedarburg Community Pool constructed in 1995-1996. All direct operating expenditures of the pool are budgeted for in this fund, along with the accompanying revenues from use of the pool, concessions, rentals, etc. Any deficit from pool operations is subsidized by the City.

Products and Services:

- Recreational swimming
- Daily admission or seasonal passes available
- Youth and adult swim instruction
- Concessions
- Water play equipment
- Sand play equipment
- Outdoor aquatic facility rental reservations
- Recreational Swim Team
- Sand volleyball
- Water exercise
- Lap lanes
- Youth Sand Volleyball Leagues

Swimming Pool Staffing Levels (Full-Time Equivalent Employees—FTE):

Personnel Schedule Summary Position	2016 FTE	2017 FTE	2018 FTE
Recreation Supervisor	0.55	0.55	0.55
Equipment Operator Maintenance	0.35	0.35	0.35
Seasonal Employees	12.05	12.05	12.05
TOTAL	**12.95**	**12.95**	**12.95**

Department Services Indicators:	2015	2016	2017	2018 Projected
Number of days open Full Days Partial Days	80 13	80 12	57 29	60 25
Attendance	48,000	46,000	39,837	45,000
Average daily attendance	490	400	463	500
Total paid admissions (including group admissions)	13,500	10,699	11,028	12,500
Seasonal swim passes	580	600	664	675
Youth group swim instruction	530	600	471	500
Number of pool rentals	16	18	16	18
Number of facility jumps/saves	5	10	7	10
Superpasses sold Superpass Grafton Visits Superpass Port Washington Visits Superpass Mequon Visits	97 1,600 300 1,500	87 2,000 350 1,800	76 2,233 506 2,141	80 2,000 500 200

Special Revenue Fund—Swimming Pool

240-555320

Performance Measures:

Service Area	Objective	Efficiency Measure	Target 2015/2016	Target 2016/2017	Target 2017/2018
Community Pool	Operation of the Pool	Operating Cost Per Person	$28	$28	$29

2017 Significant Accomplishments:

1. New pool heater and main breaker panel
2. Offered teen nights
3. Offered swim class
4. Partnered with Stilt House for beer gardens

2018 Objectives To Be Accomplished:

1. Add credit card system for Concessions
2. Replace drop slide pump assy?

Long-Term Objectives:

1. Replace or repair slides and play structures
2. Add new water attractions
3. Remodel and/or expand concession stand and concession operations
4. New pool liner

Account Detail:

555320—Swimming Pool

210 **Professional Services:** Computer annual maintenance and service, American Red Cross costs

290 **Contracted Services:** Weed and feed turf areas, miscellaneous repairs

324 **Permits and Licenses:** Pool license

330 **Travel and Training:** Wisconsin Park and Recreation Association aquatics training, Aquatic Facility Operator certification costs

340 **Repair and Maintenance Supplies:** Miscellaneous supplies, maintenance, paper supplies, cleaning supplies, paint, stain, motor/pump repairs, etc.

346 **Uniforms:** Lifeguards and swim team

350 **Operating Supplies:** All pool chemicals (acid, chlorine, D.E. filter powder)

380 **Equipment:** Rescue tubes, pumps, chairs, foot wash station

390 **Other Supplies:** Swim team ribbons, office supplies, admission tickets, medical supplies, swim diapers

Budget Variances:

Expenditures

555320—Swimming Pool

290 **Contracted Services:** Time Warner Cable fees

340 **Repair and Maintenance Supplies:** Increased repair costs for aging pool facility

Revenues

411111 **Real Estate Taxes:** Increased due to loss of shared services agreement with the Town

473118 **Town Pool Contribution:** No longer a joint pool with the Town

Special Revenue Fund—Swimming Pool
Fund 240

Revenues		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
411111	Real Estate Taxes			44,121	65,658	65,658	69,652	6.08%
467340	Daily Pool Admissions	64,926	82,824	94,625	90,000	80,000	80,000	-11.11%
467341	Passes	62,864	61,807	82,731	85,000	91,800	92,000	8.24%
467342	Lessons	23,420	19,920	22,550	20,000	21,519	21,000	5.00%
467343	Water Aerobics	3,462	4,189	5,233	4,500	5,860	5,000	11.11%
467344	Uniforms/Miscellaneous	2,913	2,601	1,058	2,400	1,681	2,400	0.00%
467345	Concessions	33,803	45,288	48,475	45,000	40,739	46,000	2.22%
467346	Swim Team	6,020	4,544	4,952	5,000	4,180	4,500	-10.00%
467351	Swimming Pool Banner Program	2,700	2,100	4,003	2,800	2,450	2,800	0.00%
473118	Town Pool Contribution*	33,316	13,589	18,922	0	0	0	0.00%
482215	Facility Rentals	2,136	2,120	4,590	3,000	5,072	3,000	0.00%
48550	Donations					459		
491100	Transfer from General Fund	79,559	55,252	13,503	38,700	37,175	11,500	0.00%
	Total Revenues	315,119	294,234	344,763	362,058	356,593	337,852	-6.69%

555320 Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
111	Salaries/Rec. Supervisor (.55 FTE)	21,653	22,234	22,661	26,125	26,125	26,129	0.02%
125	Part-Time Salaries/Seasonal	116,358	105,059	120,503	122,972	118,000	121,700	-1.03%
128	Salaries/City DPW (.35 FTE)	19,744	13,235	19,139	19,000	16,000	16,000	-15.79%
132	Part-Time/Maintenance Salaries	2,016	357	2,530	3,000	2,800	2,800	-6.67%
151	Social Security	12,216	10,754	12,470	13,089	12,464	12,747	-2.61%
152	Retirement	3,350	2,856	3,414	3,069	2,865	2,823	-8.02%
154	Health Insurance	3,729	3,580	4,359	7,621	7,621	12,057	58.21%
155	Life Insurance	1	0	1	3	5	5	64.00%
165	Workers' Comp. Insurance	6,716	5,397	7,670	7,575	7,575	7,539	-0.48%
	Total	185,783	163,472	192,747	202,454	193,455	201,800	-0.32%

555320 Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
210	Professional Services	2,824	2,338	3,852	2,970	4,103	2,970	0.00%
222	Electric	16,967	16,630	18,502	16,500	16,500	16,500	0.00%
224	Natural Gas	19,010	12,460	11,634	12,000	12,000	12,000	0.00%
225	Telephone	313	332	641	440	440	440	0.00%
226	Water Service	9,070	9,534	10,186	9,760	9,760	9,760	0.00%
290	Contracted Services	2,414	5,394	1,304	2,000	2,000	2,000	0.00%
324	Permits & Licenses	400	400	400	400	400	400	0.00%
330	Travel & Training	300	590	501	600	400	600	0.00%
340	Repair & Maintenance Supplies	17,793	14,306	20,717	16,000	16,000	16,000	0.00%
346	Uniforms	1,648	1,369	2,156	2,500	2,572	2,500	0.00%
350	Operating Supplies/Chemicals	20,844	18,352	22,578	20,000	21,257	20,000	0.00%
380	Equipment	14,574	14,239	16,635	40,208	37,200	19,658	-51.11%
390	Other Expenses	15,800	1,034	1,038	1,000	1,356	1,200	20.00%
510	Property/Liability Insurance	3,226	3,000	3,181	3,182	3,183	3,076	-3.33%

	Total	125,183	99,978	113,325	127,560	127,171	107,104	-16.04%
555321—Concessions					**2017**	**2017**	**2018**	**% Change**
Personnel		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Proposed**	**2018/2017**
125	Part Time Salaries/Seasonal	8,853	10,959	13,519	11,000	11,060	11,000	0.00%
151	Social Security	677	823	1,034	842	846	842	0.00%
	Total	9,530	11,782	14,553	11,842	11,906	11,842	0.00%
555321—Concessions					**2017**	**2017**	**2018**	**% Change**
Operating		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Proposed**	**2018/2017**
324	Permits & Licenses	330	330	330	330	330	330	0.00%
350	Operating Supplies	12,893	18,672	23,197	19,123	20,342	19,000	-0.64%
380	Equipment	0	0	611	750	416	750	0.00%
	Total	13,223	19,002	24,138	20,203	21,088	20,080	-0.61%
Total Swimming Pool Expenses		333,719	294,234	344,763	362,058	353,620	340,825	-5.86%
Revenue - Expenditures		(18,600)	0	0	(0)	2,973	(2,973)	
Beginning Fund Balance		18,600	0	0	0	0	2,973	
	Total Fund Balance	0	0	0	(0)	2,973	(0)	

Special Revenue Fund—Park Subdivider Deposits
Fund 250

					2017	**2017**	**2018**	**% Change**
Revenues		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Proposed**	**2018/2017**
467500	Subdivider Park Fees	0	27,145	4,846	0	35,977	0	0.00%
467510	Park Equipment Impact Fee	3,117	24,101	14,147	0	5,637	0	0.00%
481100	Interest Income	133	140	297	200	400	225	12.50%
	Total Revenues	3,250	51,386	19,290	200	42,014	225	12.50%
592000					**2017**	**2017**	**2018**	**% Change**
Operating		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Proposed**	**2018/2017**
706	Transfer to Capital Improvements	40,000	72,591	47,934	0	0	70,000	0.00%
	Total Expenditures	40,000	72,591	47,934	0	0	70,000	0.00%
Revenue - Expenditures		(36,750)	(21,205)	(28,644)	200	42,014	(69,775)	
Beginning Fund Balance		$120,076	$83,326	$62,121	$33,477	$33,477	$75,491	
Total Fund Balance		$83,326	$62,121	$33,477	$33,677	$75,491	$5,716	

PARKS AND RECREATION
SPECIAL REVENUE FUND
SWIMMING POOL
(240 – 555320)
2018

Updated 7/24/17

2018 Estimated Work Hours

Staff Starting Wages
Head Manager - $15.50
Assistant Managers: $10.00
WSI's: $9.25
Lifeguards: $9.00
Customer Service Staff: $7.50

2. Head Pool Manager: $15.50 x 500 hrs = $7750

3. Assistant Managers $21,645
$10.00/hr x 65 hrs per 2 week pay period x 1 staff = $1300
$1300 x 6 pay periods x 3 staff = $23,400

4. Swim Team Head Coach: $10.00/hr x 50 hr per summer $500

5. Swim Team Assistant Coaches: $1800
$9.00/hr x 50 hrs x 4 coaches = $1800

6. Lifeguards $86,778
756 weekly staff hours x 12 weeks = 9072 total hours per summer
9072 x $9.00/hr = $81648

3 hrs of inservice x 30 guards = 150 hrs
90 hrs x $9.00/hr = $810

Rentals: 2 hrs x 12 staff x 20 rentals = 480 hrs
480 hrs x $9.00 = $4320

7. Customer Service Personnel $24423.75
3094.50 hrs x $7.50 = $23208.75

Pre-Season Training: 18 cs x 5 hrs x $7.50 = $675
Inservice Training: 18 cs x 1 hr x 4 inservices x $7.50 = $540

8. WSI (Water Safety Instructors) $14962.50

$9.25 x 9 staff = $83.25 per hour

5.00 hrs per day x 5 = 25 hrs weekly
25 hrs per week x 6 weeks = 150
2.5 hours per day x 10 days = 25 hrs
Total hours = 175

175 hrs per summer x $9.25 = $1618.75
$1618.75 x 9 staff = $14568.75

9. Water Fitness Instructors $1773

Shallow Water Class

M – F morning
5 times per week x 11 wks x 1.25 hrs = 68.75 hrs
M-Thurs evening
4 nights per week x 11 wks x 1.25 hrs = 55 hrs

Deep Water Class – Non-Instructional as of 2010

Total = 123.75 hrs x $15 = $1856.25

Pool Rental Staff $2380

10 pool rentals
1 manager x 2 hrs x $9.50 = $19
12 Lifeguards x 2 hrs x $9.00 = $216
1 CS x 2 hrs x $7.50 = $15
Total for 1 rental = $250
10 x $238 = $2380

TOTAL STAFF (Not Including Recreation Supervisor) $162,012.25

*This is a full schedule without any early closing hours or rain days.

Estimated closings:
10 days x 14 hrs = 140 hrs
15 partial days x 5 hrs = 75 hrs

Assistant Managers: $9.50 x 215 hrs x 3 staff = $6127.50
Lifeguards: $9.00 x 215 hrs x 11 staff = $21285
Customer Service: $7.50 x 215 hrs x 8 staff = $12900
Total: $40312.50

Total 2018 part time seasonal staff wages: $162,012.25- $40312.50 = $**121699.75**

Salaries/City DPW **$18000**

Part Time Salaries Maintenance **$3000**
30hrs per week x 10 wks = 300 hrs
300 hrs x $10.00 = $3000

Professional Services **$2970**
- Rec Trac Licensing Fee $1500
- Network Maintenance: $400
- Time Warner Cable: $720
- Red Cross Annual Fee: $350

Contracted Services **$2000**
- Weed and Feed Turf Areas: $400
- Misc. Electrical Work: $1000
- Misc. network maintenance: $600

Permits and Licenses **$400**
- Pool License $400

Travel & Training **$600**
- Aquatic Seminar
  - 5 staff x $20 = $100
- AFO CEU's (Spring Workshop)
  - 2 staff x $50 = $100
- Water Safety Instructor Reimbursement
  - 1 staff x $150
- WPRA Training: $250

Repair and Maintenance Supplies **$16,000**

Maintenance, Paper Supplies, Cleaning Supplies,
Paint, stain, motors and pumps.
Replace DE Filters
Pool Painting

Uniforms **$2500**

Operating Supplies & Chemicals **$20,000**

Pool chemicals, Carrico Aquatics, Lenny's pool supplies etc.

Equipment **$19658**

White Plastic Chairs
Upright: 10 chairs x $100 = $1000
Lounge: 10 chairs x $150 = $1500
Lanyards: 24 x $1.00 = $24
Whistles: 24 x $3.50 = $84
Season Pass Cards: $2000
Wrist Bands: $200
Swim Team Supplies - $100
Pool Pump: $1000
Lifeguard Stand Umbrellas $100 x 10: $1000
Concession Area Umbrellas $100 x 10: $1000
Sand Play Area Shower: $3000
Pool Ladder step replacements: $250
Large Strainer Assy: $8500

Other Supplies **$1200**

Office supplies, admission tickets, medical supplies, swim diapers, Latex Gloves for cleaning, Nitrile Gloves for first aid care. Red Cross Cards.

Capital Improvements
Fund 400

	2016 Estimated	2017 Adopted	2018 Projected	2019 Projected	2020 Projected	2021 Projected
Beginning Fund Balance	2,531,567	1,087,028	299,804	240,554	598,054	854,554
Revenues						
Property Tax Levy:						
General Projects	20,000	20,000	250,000	200,000	200,000	200,000
Street Improvements	505,000	710,000	1,045,000	1,000,000	1,000,000	1,000,000
Equipment Replacements	250,000	220,000	550,000	525,000	550,000	550,000
Storm Water Improvements	375,000	242,000	220,000	375,000	400,000	410,000
Environmental Reserve	20,000		10,000	10,000	10,000	10,000
Trust & Agency Transfer			25,000			
Cemetery Transfer			17,000			
Parks & Playground Transfer	47,934		25,000	40,000	275,000	50,000
General Fund Transfer		100,000	200,000			
Library Impact Fees	10,359					
Local Road Improvements Grant				42,000		
Proceeds from Borrowing	8,697,694	287,500				500,000
DNR Urban Storm Water Mgt. Grant		46,000				
Donations			400,000			
Interest Income	15,000	7,000	7,000	7,000	7,000	7,000
Miscellaneous Revenue						
Sale/Rent of Property	60,731	80,000	30,000	30,000	30,000	30,000
Total Revenues	10,001,718	1,712,500	2,779,000	2,229,000	2,472,000	2,757,000

Expenditures	2016	2017	2018	2019	2020	2021
General Government	Estimated	Adopted	Projected	Projected	Projected	Projected
Complex Improvements	80,000	50,000	20,000	50,000		25,000
Cemetery - Rental House			17,000			
City Hall Vehicles						
Lincoln Center Improvements						
Total	80,000	50,000	37,000	50,000	0	25,000

Public Safety	2016	2017	2018	2019	2020	2021
Police Department	Estimated	Adopted	Projected	Projected	Projected	Projected
Squad Cars	84,622		120,000	120,000	40,000	120,000
Computers/Use of Force Simulator	20,089			15,000		
Station Improvements	5,000	46,000	146,000		90,000	
Officer Equipment	44,653					
Total	154,364	46,000	266,000	135,000	130,000	120,000

STRATEGIC WORKPLAN 2018-2022

Common Council Review June 2017
Each goal and objective is noted in the corresponding Department under each program's "2017 Significant Accomplishments" and "2018 Objectives to be Accomplished"

MISSION STATEMENT

The City of Cedarburg seeks to preserve its historic, "small-town" atmosphere and quality of life while balancing the desires of our community by delivering high-quality programs and services in a fiscally responsible manner.

Goal Objective	Projected Completion Date	Status as of September 2017	Responsible Party	Cost Projection	Classification
Goal #1 Organizational Development					
Responsiveness to citizen concerns and needs by involving citizens and providing sufficient staffing levels to meet service standards through effective recruitment, training and retention of qualified employees, supplemented by a network of volunteers and contract providers.					
Recodify portions of the City Code, possibly outsource	2018	Ongoing	City Attorney, Department Heads	$20,000	Priority
Continue to recruit citizens to maintain Fire Department volunteer status and maintain low budget impact to the City of Cedarburg	Unknown/ Ongoing	Ongoing	Fire Department	$0	Future Goal
Goal #2 Financial					
Promote sound fiscal management that seeks to minimize debt, pre-fund significant expenditures, maximize non-tax revenues, shared revenues and expenses with other government entities when feasible.					
City-wide revaluation	2021	Ongoing analysis of annual statistical reports	City Assessor	$50,000	Mandatory
Pre-funding Capital Improvements					
Research revenue generating shared uses of the DPW garage	2018	Ongoing	Director of Engineering & Public Works, Superintendent of Public Works		Future Goal
Goal #3 Growth and Development					
Provide opportunities for business growth, foster historic preservation in historical areas, preserve quality of life and continue the vitality of the local economy.					
Develop TID Plan for Hwy 60 Business Park	2018	Sheboygan Road Lift Station has been completed	City Administrator/ Treasurer, Director of Engineering & Public Works, City Planner, Economic Development Board, Cedarburg Light & Water	$15,000	Future Goal

Goal Objective	Projected Completion Date	Status as of September 2017	Responsible Party	Cost Projection	Classification
City Branding	2018	Committee representatives selected, funding committed	Common Council	$15,000	Future Goal
Amcast	2018	Working with DNR and EPA for funding of cleanup. Site on EPA's National Priorities List, Developer interest in acquiring.	City Attorney, Mayor, Common Council, City Administrator/ Treasurer, Community Development Authority (CDA)		Priority
Update of Zoning Code	2018	Ongoing	City Planner, Plan Commission, Common Council	$20,000	Priority
Promote development/ redevelopment of Smart Growth area #19 along Pioneer Road	2017	Ongoing	City Planner, Economic Development Board, Common Council, CDA		Future Goal
Goal #4 Infrastructure					
Proactively maintain public facilities while planning and improving infrastructure compatible with growth.					
Dams-Compliance with WI DNR NR333	2018	Grouting completed—other repairs yet to be completed. Engineering contract awarded. Study to be completed for NR 333 compliance.	Director of Engineering & Public Works	$500,000	Mandated
Phosphorus Regulations	Unknown	To be determined by DNR Regulations; hired attorney	Wastewater Treatment Superintendent	Part of new Wastewater Treatment Plant cost	Mandated
Garfield Lift Station—Replacing valves and piping	2020	Received cost from J.F. Ahern Co.	Wastewater Treatment Superintendent	$200,000	Priority
Replace and move Highland Lift Station	2018	Land acquisition is being initiated	Wastewater Treatment Superintendent, Director of Engineering & Public Works	$1,300,000	Priority
Goal #5 Leisure Services					
Preserve and enhance quality of life by providing cultural, educational, leisure, and recreational activities for all generations to enjoy.					
Develop Parkland at Prairie View Subdivision—Shelter and Restroom	2017	Phase III—Restroom/ shelter	Parks, Recreation & Forestry Board, Director of Parks, Recreation & Forestry	$200,000	Future Goal

STRATEGIC WORKPLAN 2018-2022

Goal Objective	Projected Completion Date	Status as of September 2017	Responsible Party	Cost Projection	Classification
Explore outdoor Sports Complex	2020	To be initiated	Director of Parks, Recreation & Forestry	TBD	Future Goal
Indoor Multipurpose Gymnasium	2020	To be initiated, working with local sports organizations on needs analysis (2017)	Director of Parks, Recreation & Forestry	TBD	Future Goal
Plan and construction of Cedar Creek Park and Adlai Horn Park after creek cleanup	2018	To be initiated	Director of Parks, Recreation & Forestry	$250,000–$500,000	Future Goal
Goal #6 Public Safety					
Protect life and property by establishing an atmosphere of safety, trust and well-being.					
Upgrade of severe weather siren system	2018	Ongoing upgrade Third one was replaced in 2016, and fourth one in 2017 (fourth of five)	Police Chief	$44,000	Priority
Develop a County-wide Search and Rescue Team	2017	Completed	Police Chief	$2,000 for training and equipment	Priority
Continue replacement of Fire Department vehicles and safety equipment along with providing exceptional public education about fire safety	Unknown/ Ongoing	Ongoing	Fire Department		Priority
Goal #7 Risk Management					
Conduct the City operations in a manner that reduces risk exposure in the most cost effective manner possible through ongoing training concerning policies, procedures and safety practices.					
Improve CVMIC Risk Assessment score	2018	Reviewing policies with Safety Committee	Department Heads/ Supervisors, City Administrator/Treasurer	Staff time	Future Goal
Goal #8 Technology					
Improve efficiency and productivity between City departments, residents and businesses through technology					
Improve website to be ADA compliant	2018	Researching software options, updating links to documents	City Administrator/ Treasurer	$5,000	Mandated
Improve paperless environment and record retention efforts	2018	Received quote for electronic records system	City Administrator/ Treasurer, City Clerk	$20,000	Future Goal

Capital Improvements (contd.)

Fire Department	2016 Estimated	2017 Adopted	2018 Projected	2019 Projected	2020 Projected	2021 Projected
Station Improvements	35,000	107,500	140,000	75,000		
Vehicle Improvements						
Total	35,000	107,500	140,000	75,000	0	0

Auxiliary Police/ Emergency Management	2016 Estimated	2017 Adopted	2018 Projected	2019 Projected	2020 Projected	2021 Projected
Vehicles			50,000	50,000	75,000	
Building Upgrade					250,000	
Siren Upgrade	20,892	23,000	23,000			
Total	20,892	23,000	73,000	50,000	325,000	0
Total Public Safety	210,256	176,500	479,000	260,000	455,000	120,000

Public Works	2016 Estimated	2017 Adopted	2018 Projected	2019 Projected	2020 Projected	2021 Projected
Equipment Replacement	523,389	305,000	365,000	325,000	380,000	95,000
Street Improvements	830,000	876,000	1,046,000	767,000	915,000	1,181,000
Stormwater Improvements	532,750	284,750	211,250	348,500	343,500	484,750
Public Works Garage Building Project	8,600,000					
Total	10,486,139	1,465,750	1,622,250	1,440,500	1,638,500	1,760,750

Parks, Recreation & Forestry	2016 Estimated	2017 Adopted	2018 Projected	2019 Projected	2020 Projected	2021 Projected
Equipment Replacement	249,268	77,000	60,000	51,000	82,000	25,000
Park Improvements	121,934	13,000	605,000	60,000	30,000	550,000
Park Equipment						
Senior Van Replacement			25,000			
Total	371,202	90,000	690,000	111,000	112,000	575,000

Health and Sanitation	2016 Estimated	2017 Adopted	2018 Projected	2019 Projected	2020 Projected	2021 Projected
Environmental Expenses	25,000	10,000	10,000	10,000	10,000	10,000
Dams—Engineering/Repairs		500,000				
Total	25,000	510,000	10,000	10,000	10,000	10,000

Debt Service	2016 Estimated	2017 Adopted	2018 Projected	2019 Projected	2020 Projected	2021 Projected
Issuance Costs	73,660					
Total	73,660	0	0	0	0	0

Capital Improvements (contd.)

Transfer to Other Funds	2016 Estimated	2017 Adopted	2018 Projected	2019 Projected	2020 Projected	2021 Projected
Transfer to Debt Service	200,000	200,000				
Transfer to Library		7,474				
Total	200,000	207,474	0	0	0	0
Total Expenditures	11,446,257	2,499,724	2,838,250	1,871,500	2,215,500	2,490,750
Revenues - Expenditures	(1,444,539)	(787,224)	(59,250)	357,500	256,500	266,250
Ending Fund Balance	1,087,028	299,804	240,554	598,054	854,554	1,120,804

Fund Balance	2016 Estimated	2017 Adopted	2018 Projected	2019 Projected	2020 Projected	2021 Projected
Uncommitted	$585,879	$60,879	$8,879	$55,879	$167,879	$349,879
Economic Development	12,086	12,086	12,086	12,086	12,086	12,086
Environmental	152,011	142,011	142,011	142,011	142,011	142,011
Equipment Replacement	158,899	76,899	61,899	70,899	73,899	413,899
Street Improvements	68,289	2,289	1,289	276,289	361,289	180,289
Storm Water Improvements	0	3,250	12,000	38,500	95,000	20,250
Library	109,864	2,390	2,390	2,390	2,390	2,390
Encumbrances						
Total Fund Balance	$1,087,028	$299,804	$240,554	$598,054	$854,554	1,120,804

CAPITAL IMPROVEMENT PLAN
2018

Capital Project	Status	Funding Source	Impact of Capital Item on Operating Budget
ADMINISTRATIVE			
Environmental Legal and consulting services	No Change	**$10,000**—Property Tax; Environmental Reserve	Negligible
Transfer to Debt Service	New Project	**$57,090**—Impact Fees	Positive
Dam Repairs Woolen Mills, Columbia Mills	Moved from 2017	**$500,000**—Proceeds from Borrowing	Positive
BUILDING INSPECTION			
Cemetery Remove and replace decayed fascia, soffit and trim on mausoleum	No Change	**$7,000—**Transfer from Cemetery	Positive
Monopole	New Project	**$300,000**—Property Tax	Positive
EMERGENCY MANAGEMENT			
Siren Replacement	Cost Modified	**$22,000**—Property Tax	Positive
ENGINEERING & PUBLIC WORKS			
Equipment Replacement Mini excavator	Moved from 2023	**$130,000**—Property Tax; Equipment Replacement Reserve	Positive
Equipment Replacement Heavy equipment trailer	Cost Modified Moved from 2023	**$25,000**—Property Tax; Equipment Replacement Reserve	Positive
Equipment Replacement 5-yard dump truck with plow, wing and salter, replaces #90, 2002 truck	No Change	**$225,000**—Property Tax; Equipment Replacement Fund	Positive
Stormwater System Planning Consulting services for State NR216 Compliance	Cost Modified	**$40,000**—Property Tax; Stormwater Improvement Reserve	Negligible
Stormwater Improvements Engineering Services—2019 projects	Cost Modified	**$10,276—**Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Balfour St., Hampton Ave., Drury Ln., Kingston Ct..	No Change	**$45,000—**Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Tower Ave. Storm Sewer and Catch Basins	Change in Scope Cost Modified	**$52,000—**Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Montgomery/Poplar Catch Basins	Cost Modified	**$40,000—**Property Tax; Stormwater Improvement Reserve	Positive

CAPITAL IMPROVEMENT PLAN 2018

Capital Project	Status	Funding Source	Impact of Capital Item on Operating Budget
ENGINEERING & PUBLIC WORKS (contd.)			
Stormwater Improvements Evergreen Blvd. Underdrain	New Project	**$30,000**—Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Harrison Ave.: Coventry to Washington Ave.	No Change	**$50,000**—Property Tax; Stormwater Improvement Reserve	Positive
Street Improvements Balfour St.	Cost Modified	**$50,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Chatham St.: Wauwatosa to Poplar	Cost Modified	**$95,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Tower Ave..	Moved from 2017	**$225,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Hampton Ave. and Ct.	No Change	**$140,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Coventry Ct.	New Project	**$40,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Drury Ln.	No Change	**$75,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Kingston Ct.	No Change	**$40,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Poplar Ave.: Drury Ln. to Washington Ave. (SS)	No Change	**$100,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Montgomery Ave.: Balfour St. to South Terminus (SS)	No Change	**$128,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements St. James Ct.	Cost Modified	**$40,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Harrison Ave.: Coventry to Washington Ave.	Cost Modified	**$95,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Asphalt repairs	Cost Modified	**$50,000**—Property Tax; Street Improvement Reserve	Negligible
Street Improvements Sidewalk replacement	No Change	**$45,000**—Property Tax; Street Improvement Reserve	Positive
FIRE DEPARTMENT			
Station Improvements Remove and replace pavement around Fire Department building	Moved from 2017	**$100,000**—Property Tax	Positive
Station Improvements Flag pole and planter area removal and replacement	New Project	**$40,000**—Property Tax	Negligible

CAPITAL IMPROVEMENT PLAN
2018

Capital Project	Status	Funding Source	Impact of Capital Item on Operating Budget
PARKS, RECREATION & FORESTRY			
Equipment Replacement Replace 2011 Toro Grounds Master 4000-D	No Change	**$62,000**—Property Tax; Equipment Replacement Reserve	Positive
Equipment Replacement #49 Wright standing mower model GWS-3218	No Change	**$8,000**—Property Tax; Equipment Replacement Reserve	Positive
Park Improvements Adlai Horn Park hydrant and water service	New Project	**$20,000**— Property Tax	Positive
Park Improvements Prairie View shelter/restroom facility	Cost Modified Moved from 2017	**$180,000**—Property Tax; Park Subdivider Fees	Positive
Park Improvements Behling Storage Shed	Moved from 2019	**$8,000**—Property Tax	Positive
Park Improvements Willowbrooke Playground Platforms	New Project	**$11,000**—Property Tax	Positive
POLICE DEPARTMENT			
Squad Replacement #5 and #6 and #1 to be replaced	No Change	**$120,000**—Property Tax; Equipment Replacement Reserve	Positive
Upgrade 911 System (half in 2018 and half in 2019)	Cost Modified	**$40,000**—Property Tax	Positive
SENIOR CENTER			
Senior Van Replacement	No Change	**$25,000**—Donation; Rider Fees	Positive

CAPITAL IMPROVEMENT PLAN 2019

Capital Project	Status	Funding Source	Impact of Capital Item on Operating Budget
ADMINISTRATIVE			
Environmental Legal and consulting services	No Change	**$10,000**—Property Tax; Environmental Reserve	Negligible
EMERGENCY MANAGEMENT			
Equipment Replacement 2005 Dodge Ram pickup; replaces #4	Moved from 2018 Cost Modified	**$50,000**—Property Tax; Equipment Replacement Reserve	Positive
Siren Replacement	New Project	**$22,000**—Property Tax	Positive
ENGINEERING & PUBLIC WORKS			
Equipment Replacement One-ton 4x4 dump truck with plow and salter; replaces #82, 2007 dump truck	Cost Modified Moved from 2018	**$75,000**—Property Tax; Equipment Replacement Fund	Positive
Equipment Replacement One-ton 4x4 dump truck with plow and salter; replaces #84, 2007 dump truck	Cost Modified Moved from 2018	**$75,000**—Property Tax; Equipment Replacement Fund	Positive
Equipment Replacement 10-yard dump truck with plow, wing and salter; replaces #96, 2005 dump truck	Cost Modified (Joint purchase with Cedarburg Light & Water)	**$115,000**—Property Tax; Equipment Replacement Reserve	Positive
Equipment Replacement Skid Steer	New Project	**$60,000**—Property Tax; Equipment Replacement Fund	Positive
Equipment Replacement Utility Trailer	New Project	**$15,000**—Property Tax; Equipment Replacement Fund	Positive
Equipment Replacement Code Reader	New Project	**$10,000**—Property Tax; Equipment Replacement Fund	Positive
Stormwater System Planning Consulting services for State NR216 Compliance	Cost Modified	**$40,000**—Property Tax; Stormwater Improvement Reserve	Negligible
Stormwater Improvements Engineering Services—2020 projects	Cost Modified	**$25,520—**Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Relay Highland Dr. storm sewer to Columbia Rd.	No Change	**$90,000—**Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Arbor Drive Catch Basins	Moved from 2020	**$25,000—**Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Lexington St.: Cambridge Ave. to Fieldcrest St.	Moved from 2020	**$25,000—**Property Tax; Stormwater Improvement Reserve	Positive
Street Improvements Glenwood Dr.: Bristol Ln. to Arbor Dr.	Moved from 2020	**$100,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Aspen St.: Cambridge Ave. to Aspen Ct.	No Change	**$88,000**—Property Tax; Street Improvement Reserve	Positive

CAPITAL IMPROVEMENT PLAN
2019

Capital Project	Status	Funding Source	Impact of Capital Item on Operating Budget
Street Improvements Lynwood Ln.: Tamarack Dr. to Arbor Dr.	Moved from 2020	**$84,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Asphalt repairs	Cost Modified	**$50,000**—Property Tax; Street Improvement Reserve	Negligible
Street Improvements Sidewalk replacement	No Change	**$45,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Willowbrooke Dr.: Lynwood Ln. to Arbor Dr.	Moved from 2020	**$85,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Lexington St.: Cambridge Ave. to Fieldcrest St.	Moved from 2020	**$130,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Cambridge Ave.: Fieldcrest St. to Susan Ln.	Moved from 2020	**$120,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Arbor Dr.: Tamarack Dr. to Willowbrooke Dr.	Moved from 2020	**$138,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Crescent Dr.: Arbor Dr. to Sheboygan Rd.	Moved from 2020	**$105,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Park Cir. (W)	Moved from 2021	**$100,000**—Property Tax; Street Improvement Reserve	Positive
FIRE DEPARTMENT			
Station Improvements Main building roof replacement	No Change	**$75,000—**Property Tax	Positive
Station Improvements Exterior Restoration of Station 3	New Project	**$55,000—**Property Tax	Positive
PARKS, RECREATION & FORESTRY			
Equipment Replacement #41 Kubota Tractor with loader and backhoe	No Change	**$25,000**—Property Tax; Equipment Replacement Reserve	Positive
Equipment Replacement Replace 2009 Toyota Tacoma 4x4	No Change	**$26,000**—Property Tax; Equipment Replacement Reserve	Positive
Park Improvements Pickleball court at Zeunert	New Project	**$100,000**—Property Tax	Positive
Park Improvements Woodland Park playground	No Change	**$40,000**—Property Tax; Park Impact Fees	Positive
Park Improvements Cedar Creek Park bathroom roof and gutters	New Project	**$5,500**—Property Tax	Positive
Park Improvements Centennial Park roof repair	New Project	**$5,000**—Property Tax	Positive

CAPITAL IMPROVEMENT PLAN 2019

Capital Project	Status	Funding Source	Impact of Capital Item on Operating Budget
PARKS, RECREATION & FORESTRY (contd.)			
Park Improvements Centennial Park gazebo roof	New Project	**$5,000**—Property Tax	Positive
Park Improvements Zuenert Park bathroom roof and gutters	New Project	**$6,000**—Property Tax	Positive
Park Improvements Zuenert Park play structure platforms	New Project	**$5,000**—Property Tax	Positive
Park Improvements Cedar Pointe Park play structure platforms	New Project	**$10,000**—Property Tax	Positive
POLICE DEPARTMENT			
Squad Replacement #2 to be replaced	No Change	**$40,000**—Property Tax; Equipment Replacement Reserve	Positive
Squad Replacement #4 and #8 to be replaced	No Change	**$80,000**—Property Tax; Equipment Replacement Reserve	Positive
Equipment Replacement Network server replacement	No Change	**$15,000**—Property Tax; Equipment Replacement Reserve	Positive
Station Improvements Resurface parking lot	New Project	**$20,000**—Property Tax;	Positive
Upgrade 911 System (half in 2018 and half in 2019)	Cost Modified	**$40,000**—Property Tax	Positive

CAPITAL IMPROVEMENT PLAN 2020

Capital Project	Status	Funding Source	Impact of Capital Item on Operating Budget
ADMINISTRATIVE			
Environmental Legal and consulting services	No Change	**$10,000**—Property Tax; Environmental Reserve	Negligible
BUILDING INSPECTION			
Cemetery New roof on rental house	Moved from 2018	**$10,000—**Transfer from Cemetery	Positive
EMERGENCY MANAGEMENT			
Equipment Replacement 2007 GMC Canyon pickup; replaces #5	Moved from 2019	**$50,000**—Property Tax; Equipment Replacement Reserve	Positive
Building Upgrade	No Change	**$250,000—**Property Tax;	Positive
New Siren Purchase North side	No Change	**$22,000**—Property Tax	Positive
ENGINEERING & PUBLIC WORKS			
Equipment Replacement 10-yard dump truck with plow, wing and salter; replaces #98, tandem dump truck	Moved from 2019	**$225,000**—Property Tax; Equipment Replacement Reserve	Positive
Equipment Replacement 4x4 one-ton pick-up truck with plow and lift gate; replaces #77, 2008 pick-up truck	New Project	**$80,000**—Property Tax; Equipment Replacement Reserve	Positive
Equipment Replacement 4x4 one-ton service pick-up truck with lift gate; replaces #75, 2008 service pick-up	No Change	**$80,000**—Property Tax; Equipment Replacement Reserve	Positive
Stormwater Consulting Hire engineers for State NR216 Compliance	Cost Modified	**$35,000**—Property Tax; Stormwater Improvement Reserve	Negligible
Stormwater Improvements Engineering Services—2021 projects	Cost Modified	**$25,407—**Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Willshire Pond Dredging	Cost Modified	**$300,000—**Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Install storm sewer in Highland Dr.: Cedar Creek to Portland Rd.	Moved from 2019	**$150,000—**Property Tax; Stormwater Improvement Reserve	Positive
Street Improvements Highland Dr.: Columbia to Portland Rd.	Cost Modified Moved from 2019	**$400,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Thornapple Ln.: Keup to east City limit	New Project	**$28,000—**Property Tax; Street Improvement Reserve	Positive

CAPITAL IMPROVEMENT PLAN 2020

Capital Project	Status	Funding Source	Impact of Capital Item on Operating Budget
ENGINEERING & PUBLIC WORKS (contd.)			
Street Improvements Layton St.: Washington Ave. to the Interurban Trail	New Project	**$50,000—**Property Tax; Street Improvement Reserve	Positive
Street Improvements Asphalt repairs	Cost Modified	**$60,000**—Property Tax; Street Improvement Reserve	Negligible
Street Improvements Sidewalk repairs	No Change	**$15,000**—Property Tax; Street Improvement Reserve	Positive
PARKS, RECREATION & FORESTRY			
Equipment Replacement Replace #3 2005 Brush Bandit Chipper	Cost Modified	**$42,000**—Property Tax; Equipment Replacement Reserve	Positive
Equipment Replacement Replace #47 John Deere mower/ snowblower	No Change	**$40,000**—Property Tax; Equipment Replacement Reserve	Positive
Park Improvements Behling Field bleacher replacement	No Change	**$20,000**—Property Tax	Positive
Park Improvements Behling Field asphalt repairs	No Change	**$10,000**—Property Tax	Positive
Park Improvements All Children's Playground equipment replacement	Moved from 2018	**$400,000**—Property Tax; Donations	Positive
Swimming pool liner and inlet repair	New Project	**$265,000**—Property Tax	Positive
POLICE DEPARTMENT			
Squad Replacement #7 and #3 to be replaced	Change in Scope	**$80,000**—Property Tax; Equipment Replacement Reserve	Positive
Impound storage garage	No Change	**$90,000**—Property Tax	Positive
Station Improvements: Paint exterior of building	New Project	**$10,000**—Property Tax	Positive

CAPITAL IMPROVEMENT PLAN 2021

Capital Project	Status	Funding Source	Impact of Capital Item on Operating Budget
ADMINISTRATIVE			
Environmental Legal and consulting services	No Change	**$10,000**—Property Tax; Environmental Reserve	Negligible
BUILDING INSPECTION			
City Hall Complex Exterior tuck pointing	New Project	**$25,000—**Property Tax	Positive
City Hall Complex Exterior painting of Complex	New Project	**$20,000—**Property Tax	Positive
EMERGENCY MANAGEMENT			
Equipment Replacement Replace Unit #1, 2006 Ford Road Rescue	Moved from 2020	**$75,000—**Property Tax; Equipment Replacement Reserve	Positive
ENGINEERING & PUBLIC WORKS			
Equipment Replacement 4x4 3/4 ton pickup truck with plow and lift gate; replaces #78, 2008 service pickup	No Change	**$55,000**—Property Tax; Equipment Replacement Reserve	Positive
Equipment Replacement 4x4 half ton pickup truck with plow; replaces #70, 2008 pickup truck	Cost Modified	**$50,000**—Property Tax; Equipment Replacement Reserve	Positive
Equipment Replacement 10 yard dump truck with plow, wing and salter; replaces #97, 2007 dump truck	Moved from 2020	**$240,000**—Property Tax; Equipment Replacement Reserve	Positive
Stormwater Consulting Hire engineers for State NR216 Compliance	Cost Modified	**$35,000**—Property Tax; Stormwater Improvement Reserve	Negligible
Stormwater Improvements Engineering Services—2022 projects	No Change	**$18,130—**Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Willowbrooke Pond Dredging	No Change	**$350,000—**Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Sunnyside Ln.: Edgewater Dr. to Highland Dr.	Moved from 2019	**$75,000—**Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Garfield/Filmore Catch Basins	New Project	**$30,000—**Property Tax; Stormwater Improvement Reserve	Positive
Street Improvements Sunnyside Ln.: Edgewater Dr. to Highland Dr.	Moved from 2019	**$100,000—**Property Tax; Street Improvement Reserve	Positive
Street Improvements Wirth St.: Sommerset Ave. to McKinley Ct.	Cost Modified Moved from 2021	**$75,000—**Property Tax; Street Improvement Reserve	Positive

CAPITAL IMPROVEMENT PLAN 2021

Capital Project	Status	Funding Source	Impact of Capital Item on Operating Budget
ENGINEERING & PUBLIC WORKS (contd.)			
Street Improvements Sommerset Ave.: Pioneer Rd. to Wirth St.	Cost Modified Moved from 2022	**$80,000—**Property Tax; Street Improvement Reserve	Positive
Street Improvements Jackson St./Hilgen Ave.: Washington Ave. to Hamilton Rd.	No Change	**$80,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Edgewater Dr.: Sunnyside Ln. to Highland Dr.	Moved from 2019	**$155,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Birch St.: Edgewater Dr. to Sunnyside Ln.	Moved from 2019	**$42,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Asphalt repairs	Cost Modified	**$60,000**—Property Tax; Street Improvement Reserve	Negligible
Street Improvements Sidewalk replacement	No Change	**$45,000**—Property Tax; Street Improvement Reserve	Positive
PARKS, RECREATION & FORESTRY			
Equipment Replacement Kubota Utility Vehicle	New Project	**$20,000**—Property Tax; Equipment Replacement Reserve	Positive
Equipment Replacement Falcon Utility Trailer	No Change	**$5,000**—Property Tax; Equipment Replacement Reserve	Positive
Park Improvements Outdoor Athletic Complex	Moved from 2020	**$500,000**—Debt	Slight
POLICE DEPARTMENT			
Squad Replacement #9, #5, and #6 to be replaced	No Change	**$120,000**—Property Tax; Equipment Replacement Reserve	Positive
Station Improvements: Boiler replacement (1 of 2)	New Project	**$35,000**—Property Tax	Positive
Station Improvements: Air Conditioning replacement (2 of 2)	New Project	**$16,000**—Property Tax	Positive

CAPITAL IMPROVEMENT PLAN
2022

Capital Project	Status	Funding Source	Impact of Capital Item on Operating Budget
ADMINISTRATIVE			
Environmental Legal and consulting services	New Project	**$10,000**—Property Tax; Environmental Reserve	Negligible
ENGINEERING & PUBLIC WORKS			
Equipment Replacement 3/4 ton pick up with plow and lift gate; replaces #79, 2008 GMC Sierra 1600	New Project	**$55,000**—Property Tax; Equipment Replacement Reserve	Positive
Equipment Replacement #2, 2008 Caterpillar 430E Backhoe Loader	No Change	**$200,000**—Property Tax; Equipment Replacement Reserve	Positive
Equipment Replacement #92, 2006 Sterling 7500 Dump Truck	No Change	**$200,000**—Property Tax; Equipment Replacement Reserve	Positive
Stormwater Consulting Hire engineers for State NR216 Compliance	Cost Modified	**$35,000**—Property Tax; Stormwater Improvement Reserve	Negligible
Stormwater Improvements Engineering Services—2023 projects	Cost Modified	**$22,588—**Property Tax; Stormwater Improvement Reserve	Positive
Regional Stormwater Quality BMP	No Change	**$200,000**—Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Monroe Ave.: Walnut St. to Bridge Rd.	No Change	**$45,000—**Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Harrison Ave.: Bridge Rd. to Pine St. Catch Basins	No Change	**$30,000—**Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Pine St.: Hickory to Evergreen	New Project	**$30,000—**Property Tax; Stormwater Improvement Reserve	Positive
Street Improvements Harrison Ave.: Bridge St. to Pine St. (SS,W)	No Change	**$180,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Monroe Ave.: Linden St. to Bridge Rd.	No Change	**$81,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Linden St.: Pine St. to Harrison Ave.	No Change	**$134,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Oak St.: Harrison Ave. to Pine St.	No Change	**$100,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Hickory St.: Harrison Ave. to Pine St.	No Change	**$75,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Pine St.: Hickory St. to Evergreen (SS)	New Project	**$85,000**—Property Tax; Street Improvement Reserve	Positive

CAPITAL IMPROVEMENT PLAN 2022

Capital Project	Status	Funding Source	Impact of Capital Item on Operating Budget
ENGINEERING & PUBLIC WORKS (contd.)			
Street Improvements Asphalt repairs	Cost Modified	**$60,000**—Property Tax; Street Improvement Reserve	Negligible
Street Improvements Sidewalk replacement	No Change	**$45,000**—Property Tax; Street Improvement Reserve	Positive
PARKS, RECREATION & FORESTRY			
Park Improvements Playground equipment replacement at Zeunert Park	Moved from 2021	**$60,000**—Property Tax	Positive
Park Improvements Extension of Cedar Hedge Trail (North)	Moved from 2021	**$50,000**—Property Tax; Park Impact Fees	Positive
POLICE DEPARTMENT			
Squad Replacement #2 #4 and #8 to be replaced	No Change	**$120,000**—Property Tax; Equipment Replacement Reserve	Positive
Station Improvements: Roof replacement	New Project	**$85,000**—Property Tax	Positive
Station Improvements: Boiler replacement (2 of 2)	New Project	**$35,000**—Property Tax	Positive

CAPITAL IMPROVEMENT PLAN 2023

Capital Project	Status	Funding Source	Impact of Capital Item on Operating Budget
ADMINISTRATIVE			
Environmental Legal and consulting services	No Change	**$10,000**—Property Tax; Environmental Reserve	Negligible
BUILDING INSPECTION			
City Hall Boiler replacement	New Project	**$50,000—**Property Tax	Positive
ENGINEERING & PUBLIC WORKS			
Equipment Replacement Salt Elevator	New Project	**$300,000**—Property Tax; Equipment Replacement Reserve	Positive
Stormwater Consulting Hire engineers for State NR216 Compliance	Cost Modified	**$35,000**—Property Tax; Stormwater Improvement Reserve	Negligible
Stormwater Improvements Engineering Services—2024 projects	Cost Modified	**$11,750—**Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Woodland Rd. Storm Sewer	Moved from 2021	**$50,000—**Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements St. John Ave.: Storm Sewer and Catch Basins	No Change	**$30,000—**Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Alyce St. Catch Basins	New Project	**$25,000—**Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Trail Race/Behling Field Box Culvert	New Project	**$300,000—**Property Tax; Stormwater Improvement Reserve	Positive
Street Improvements Jefferson Ave.: Bridge to N. Terminus	Moved from 2021 Cost Modified	**$110,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Highwood Dr.: Bywater to Woodland	Moved from 2021 Cost Modified	**$42,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Woodland Dr.: Highwood Dr. to Cedar Ridge (SS)	Moved from 2021 Cost Modified	**$140,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements St. John Ave. : Bridge St. to Washington Ave.	No Change	**$100,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements St. John Ave.: Cleveland St. to Western Rd.	Cost Modified	**$220,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Elm St.: St. John Ave. to Washington Ave.	No Change	**$42,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Alyce St.: Washington Ave. to Evergreen Blvd.	New Project	**$200,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Asphalt repairs	New Project	**$60,000**—Property Tax; Street Improvement Reserve	Negligible

CAPITAL IMPROVEMENT PLAN 2023

Capital Project	Status	Funding Source	Impact of Capital Item on Operating Budget
ENGINEERING & PUBLIC WORKS (contd.)			
Street Improvements Sidewalk replacement	New Project	**$15,000**—Property Tax; Street Improvement Reserve	Positive
PARKS, RECREATION & FORESTRY			
Park Improvements Behling Field concession stand replacement	Moved from 2024 Cost Modified	**$250,000**—Property Tax	Positive
Park Improvements New Subdivision playground	Moved from 2024	**$75,000**—Property Tax; Park Impact Fees	Negligible
POLICE DEPARTMENT			
Squad Replacement #10 to be replaced	New Project	**$40,000**—Property Tax; Equipment Replacement Reserve	Positive
SENIOR CENTER			
Senior Van Replacement	No Change	**$25,000**—Donation; Rider Fees	Positive

CAPITAL IMPROVEMENT PLAN
2024

Capital Project	Status	Funding Source	Impact of Capital Item on Operating Budget
ADMINISTRATIVE			
Environmental Legal and consulting services	No Change	**$10,000**—Property Tax; Environmental Reserve	Negligible
BUILDING INSPECTION			
Community Center Gym Flat roof replacement	Moved from 2019	**$50,000—**Property Tax	Positive
Lincoln Building Boiler replacement	New Project	**$60,000—**Property Tax	Positive
ENGINEERING & PUBLIC WORKS			
Equipment Replacement #95 5-yard Peterbilt	New Project	**$250,000**—Property Tax; Equipment Replacement Reserve	Positive
Equipment Replacement #5 Garbage Truck	New Project	**$200,000**—Property Tax; Equipment Replacement Reserve	Positive
Stormwater Consulting Hire engineers for State NR216 Compliance	New Project	**$35,000**—Property Tax; Stormwater Improvement Reserve	Negligible
Stormwater Improvements Engineering Services—2025 projects	New Project	**$15,000—**Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Madison/Franklin Catch Basins	New Project	**$30,000—**Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Georgetown Dr. and Cts. Catch Basins	New Project	**$30,000—**Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Cedar Ridge Dr. Catch Basins	New Project	**$25,000—**Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Evergreen Blvd.:Western Rd. to Lincoln Blvd.	New Project	**$100,000—**Property Tax; Stormwater Improvement Reserve	Positive
Street Improvements Georgetown Dr.: Cedar Ridge Dr. to Windsor Dr. and Cts.	Moved from 2021	**$190,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Windsor Dr.: Georgetown Dr. to Bywater Ln. to Windsor Ct.	Moved from 2021	**$80,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Cedar Ridge Dr.: Bridge Rd. to Orchard St.	Moved from 2021	**$200,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Madison Ave.: Walnut St. to Fair St.	Moved from 2023	**$105,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Franklin Ave.: Bridge St. to Walnut St.	Change in Scope Moved from 2023	**$62,000**—Property Tax; Street Improvement Reserve	Positive

CAPITAL IMPROVEMENT PLAN 2024

Capital Project	Status	Funding Source	Impact of Capital Item on Operating Budget
Street Improvements Franklin Ave.: Pine St. to Fair St.	Change in Scope Moved from 2023	**$62,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Fair St.: Evergreen Blvd. to Washington Ave. (S,W)	Moved from 2023	**$65,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Evergreen Blvd.: Western to Lincoln Blvd. (SS)	New Project	**$450,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Cottonwodd and Windwood Cts.	New Project	**$55,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Park Ln.: Spring to WWTP Driveway	New Project	**$50,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Sidewalk Replacement	New Project	**$45,000**—Property Tax; Street Improvement Reserve	Positive
Street Improvements Asphalt Repairs	New Project	**$60,000**—Property Tax; Street Improvement Reserve	Positive
PARKS, RECREATION & FORESTRY			
Park Improvements Asphalt resurfacing at Cedar Creek Park	New Project	**$10,000**—Property Tax	Positive
Park Improvements Asphalt resurfacing at Cedar Pointe Park	New Project	**$5,000**—Property Tax	Positive
Park Improvements Asphalt resurfacing at Centennial Park	New Project	**$10,000**—Property Tax	Positive
POLICE DEPARTMENT			
Squad Replacement #5 and #6 to be replaced	New Project	**$80,000**—Property Tax; Equipment Replacement Reserve	Positive
Replace phone system	New Project	**$25,000**—Property Tax	Positive

Annual Road Improvement Program

Revenues	2016	2017	2018	2019	2020	2021	2022	2023
Beginning Balance	393,289	68,289	2,289	1,289	276,289	361,289	180,289	185,289
Property Tax	505,000	810,000	1,045,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
State/Federal Grant								
Debt Proceeds								
Local Road Improvement Program (LRIP)				42,000				
Total	898,289	878,289	1,047,289	1,043,289	1,276,289	1,361,289	1,180,289	1,185,289

Expenditures	2016	2017	2018	2019	2020	2021	2022	2023
Asphalt Repairs—Miscellaneous	45,000	45,000	45,000	45,000	50,000	50,000	50,000	50,000
Sidewalk Program—Replacements	45,000	15,000	45,000	45,000	15,000	45,000	45,000	15,000
Traffic Signals—Pioneer & Washington								
Jackson St.—Kennedy to Hanover (S,SS,W)	130,000							
Hillcrest Ave.—Jackson to Lincoln (S,SS,W)		140,000						
Madison—Walnut to Fair (S,SS,W)								
Hanover Ave.—Jackson to Lincoln (S,W)	180,000							
St. John Ave.—Cleveland to Western (S,SS,W)								216,000
Johnson Ave.—Lincoln to Wurthmann (S)	95,000							
Highland—Cedar Creek to Portland (S, SS, W)				380,000				
Sheboygan—Washington to Oxford (SS,W)								
Hickory St.—Harrison to Tower(SS)		110,000						
Pine St.—Harrison to Tower (SS)		110,000						
Oak St.—Chestnut to Harrison		80,000						
McKinley/Lincoln Blvd.—Pioneer to Washington(SS)								
Sunnyside Ln.—Edgewater to Highland(S,SS,W)				100,000				
Birch St.—Edgewater to Sunnyside(S,W)				42,000				
Edgewater Dr.—Sunnyside to Highland(S,W)				155,000				
Jackson/Hilgen—Washington to Hamilton(S,W)						80,000		
Bridge Rd.—Mequon to Columbia(S,SS)	300,000							
Hilbert Ave.—Portland to Spring	35,000							
Portland Rd.—Hilbert to Highland(S,W)								
Linden St.—Locust to Harrison (SS)		42,000						
Chestnut, Spruce, Beech (SS)		260,000						
Locust—Bridge to Linden (SS)		74,000						
Glenwood—Bristol to Arbor (W)					100,000			
Crescent Dr.—Arbor to Sheboygan(W)					105,000			
Arbor Dr.—Tamarack to Willowbrooke(SS)					138,000			
Lynnwood Ln.—Tamarack to Arbor					84,000			
Willowbrooke Dr.—Lynnwood to Arbor					85,000			
Aspen St.—Cambridge to Aspen Ct.					88,000			

Annual Road Improvement Program (contd.)

Expenditures (contd.)	2016	2017	2018	2019	2020	2021	2022	2023
Lexington St.—Cambridge to Fieldcrest(SS)					130,000			
Cambridge Ave.—Fieldcrest to Susan					120,000			
Balfour Street			48,000					
Hampton Ave. and Ct.(SS)			140,000					
Drury Ln.			75,000					
Kingston Ct.			40,000					
Harrison Ave.—Coventry to Washington(SS)			90,000					
Sommerset Ave.—Pioneer to Wirth(S)							80,000	
Wirth St.—Sommerset to McKinley(W)							75,000	
St. John Ave.—Bridge to Washington(S,W)								100,000
Franklin Ave.—Bridge to Walnut(S,W)								
Franklin Ave.—Pine to Fair								
Fair St.—Evergreen to Washington(S,W)								
Poplar Ave.—Drury to Washington(SS)			100,000					
Montgomery Ave.—Balfour to south terminus(SS)			128,000					
Monroe Ave.—Linden to Bridge(SS)							81,000	
Linden St.—Pine to Harrison(W)							134,000	
Harrison Ave.—Bridge to Pine(SS,W)							180,000	
Oak St.—Harrison to Pine(W)							100,000	
Hickory St.—Harrison to Pine(W)							75,000	
Pine St.—Harrison to Evergreen(SS)							175,000	
Chatham St.—Wauwatosa to Poplar			80,000					
St. James Ct.			30,000					
Georgetown Dr.—Cedar Ridge to Windsor and Courts(SS)						190,000		
Windsor Dr.—Georgetown to Bywater and Court						80,000		
Cedar Ridge Dr.—Bridge to Orchard						200,000		
Jefferson Ave.—Bridge to N. terminus						105,000		
Highwood Dr.—Bywater to Woodland						36,000		
Woodland Dr.—Highwood to Cedar Ridge(SS)						120,000		
Meadow Ln.—Appletree to Meadow Ct.(SS)						175,000		
Park Cir. (W)						100,000		
Tower Avenue			225,000					
Elm Str. - St. John to Washington								42,000
Franklin - Bridget to Fair								125,000
Madison - Walnut to Fair								105,000
Fair St.								65,000
Total	830,000	876,000	1,046,000	767,000	915,000	1,181,000	995,000	718,000
Balance	68,289	2,289	1,289	276,289	361,289	180,289	185,289	467,289

(S) = Sanitary sewer work. (SS) = Storm Sewer work

Annual Road Improvement Program (contd.)

Expenditures (contd.)	2016	2017	2018	2019	2020	2021	2022	2023
Lexington St.—Cambridge to Fieldcrest(SS)					130,000			
Cambridge Ave.—Fieldcrest to Susan					120,000			
Balfour Street			48,000					
Hampton Ave. and Ct.(SS)			140,000					
Drury Ln.			75,000					
Kingston Ct.			40,000					
Harrison Ave.—Coventry to Washington(SS)			90,000					
Sommerset Ave.—Pioneer to Wirth(S)							80,000	
Wirth St.—Sommerset to McKinley(W)							75,000	
St. John Ave.—Bridge to Washington(S,W)								100,000
Franklin Ave.—Bridge to Walnut(S,W)								
Franklin Ave.—Pine to Fair								
Fair St.—Evergreen to Washington(S,W)								
Poplar Ave.—Drury to Washington(SS)			100,000					
Montgomery Ave.—Balfour to south terminus(SS)			128,000					
Monroe Ave.—Linden to Bridge(SS)							81,000	
Linden St.—Pine to Harrison(W)							134,000	
Harrison Ave.—Bridge to Pine(SS,W)							180,000	
Oak St.—Harrison to Pine(W)							100,000	
Hickory St.—Harrison to Pine(W)							75,000	
Pine St.—Harrison to Evergreen(SS)							175,000	
Chatham St.—Wauwatosa to Poplar			80,000					
St. James Ct.			30,000					
Georgetown Dr.—Cedar Ridge to Windsor and Courts(SS)						190,000		
Windsor Dr.—Georgetown to Bywater and Court						80,000		
Cedar Ridge Dr.—Bridge to Orchard						200,000		
Jefferson Ave.—Bridge to N. terminus						105,000		
Highwood Dr.—Bywater to Woodland						36,000		
Woodland Dr.—Highwood to Cedar Ridge(SS)						120,000		
Meadow Ln.—Appletree to Meadow Ct.(SS)						175,000		
Park Cir. (W)						100,000		
Tower Avenue			225,000					
Elm Str. - St. John to Washington								42,000
Franklin - Bridget to Fair								125,000
Madison - Walnut to Fair								105,000
Fair St.								65,000
Total	830,000	876,000	1,046,000	767,000	915,000	1,181,000	995,000	718,000
Balance	68,289	2,289	1,289	276,289	361,289	180,289	185,289	467,289

(S) = Sanitary sewer work. (SS) = Storm Sewer work

Stormwater Capital Projects

Revenues	2016	2017	2018	2019	2020	2021	2022	2023
Beginning Balance	-	-	3,250	92,000	118,500	175,000	100,250	240,250
Property Tax Support	375,000	242,000	300,000	375,000	400,000	410,000	450,000	450,000
Capital Fund Balance	87,750							
DNR Stormwater Grant		46,000						
Debt Proceeds								
Total	462,750	288,000	303,250	467,000	518,500	585,000	550,250	690,250

Capital Expenditures	2016	2017	2018	2019	2020	2021	2022	2023
Stormwater Consulting	40,000	40,000	20,000	20,000	20,000	20,000	20,000	25,000
Regional Stormwater Quality BMP							200,000	
Arbor Dr. Catch Basins					25,000			
Lexington St.—Cambridge to Fieldcrest					25,000			
Dredge Willowbrooke Pond						350,000		
Woodland Dr. Storm Sewer						50,000		
Meadow Ln. Storm Sewer						25,000		
Georgetown Drive and Courts catch basins						25,000		
Tower Ave. Catch Basins			50,000					
Montgomery/Poplar Catch Basins			30,000					
Meadow Ln. Catch Basins								
St. John and Madison								60,000
Johnson Ave.								
Wilshire Pond Dredging					250,000			
Relay Highland Storm Sewer at Columbia				90,000				
Kennedy Ave. Storm Sewer								
Jackson St.—Kennedy to Hanover	30,000							
Madison Storm Sewer Bridge to Western								
Highland—Cedar Creek to Portland				150,000				
Pine St. Storm Sewer Relay at Harrison Ave.		125,000						
Spring St.—Washington to Hilbert								
Hilgen Ave.—Hamilton to Spring								
Hickory St. Catch Basins		20,000						
St. John Storm Sewer Cleveland to Western								
Sheboygan—Washington to Oxford								
Hillcrest—Jackson to Lincoln		30,000						
Sunnyside—Edgewater to Highland				75,000				
McKinley/Lincoln Blvd.—Pioneer to Washington								
Pierce Ave.—Hamilton to Fillmore								
Susan Ln. Storm Water Pond	340,000							

Stormwater Capital Projects (contd.)								
Capital Expenditures (contd.)	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**
Spruce, Oak, Beech Catch Basins		50,000						
Bridge Rd.—Mequon to Columbia	40,000							
Balfour, Hampton, Drury, Kingston Ct.			45,000					
Harrison Ave.—Coventry to Washington			50,000					
Monroe Ave.—Walnut to Bridge							45,000	
Harrison Ave.—Bridge to Pine Catch Basins							30,000	
Mill Street Box Culvert Replacement								
Bywater Catch Basins								
Covington Square Catch Basins								
Engineering (5% of Following Year Construction Total)	12,750	19,750	16,250	13,500	23,500	14,750	15,000	15,000
Total	462,750	284,750	211,250	348,500	343,500	484,750	310,000	100,000
Balance	-	3,250	92,000	118,500	175,000	100,250	240,250	590,250

Equipment Replacement Charges

Emergency Government

Vehicle No.	Year	Make	Model	Purchase Price	Life Expec.	Remaining Life	Replacement Cost	Annual Cost
1	2004	Ford F-450 Road Rescue (rec'd 2012)		48,221	12	0	60,000 (U)	5,000
3	2012	Ford Escape		27,788	10	6	29,000	2,900
4	2005	Dodge Ram Pickup		30,432	10	0	30,432	0
5	2007	GMC -T15653 Pickup		24,480	10	1	27,955	2,795
		Total Emergency Government		$130,921			$147,387	$10,695

Administration

51	2006	Ford Expedition		38,574	5	3	25,000 (U)	5,000
52	2011	Ford Ranger pickup		12,911	5	3	13,000 (U)	2,600
53	1999	Jeep Cherokee		22,845	5	3	15,000 (U)	3,000
54	1996	GMC Van—Recreation/Pool		2,500	3	0	0	0
50	2005	Grand Caravan		23,175	6	3	5,000 (U)	833
		Total Administration		$100,005			$58,000	$11,433

Police Department

1	2011	Ford Expedition—Sgt Patrol (M)		52,299	4	0	53,000	13,250
2	2016	Ford Explorer		53,826	4	4	54,000	13,500
3	2013	Chevrolet Impala—Chief		25,205	9	6	30,000	3,333
4	2016	Ford Explorer		38,091	4	4	40,000	10,000
5	2014	Ford Explorer (M)		32,063	4	2	50,000	12,500
6	2014	Ford Explorer (M)		31,615	4	2	50,000	12,500
7	2008	Dodge Charger Sedan—Det/ Juv		30,238	7	0	30,000	4,286
8	2016	Ford Explorer		49,922	4	4	50,000	12,500
9	2012	Chevy Tahoe K150 (Detective/ Sergeant)		37,236	8	4	40,000	5,000
10	2015	Ford Explorer (Canine)		40,151	8	7	60,000	7,500
		Total Police Department		$390,645			$457,000	$94,369

Senior Center

59	2012	Dodge Caravan		$23,429	6	2	$28,000	4,667
		Equipment Replacement Subtotal		$645,000			$690,387	$121,165

Public Works

Vehicle No.	Year	Make	Model	Purchase Price	Life Expec.	Remaining Life	Replacement Cost	Annual Cost
1	2003	Case Front End Loader (S)		123,000	15	2	130,000	8,667
2	2008	Caterpillar 430E Backhoe Loader		83,663	15	7	90,000	6,000
3	2011	International Garbage Packer		114,335	20	15	120,000	6,000
4	1973	Galion Grader (S)		30,000	10	0	0*	0

Equipment Replacement Charges (contd.)

Public Works (contd.)

Vehicle No.	Year	Make	Model	Purchase Price	Life Expec.	Remaining Life	Replacement Cost	Annual Cost
5	2009	Freightliner M2 106 Garbage Truck		119,693	20	13	180,000	9,000
6	2017	Freightliner Street sweeper		233,604	20	20	230,000	11,500
7	2009	Elgin Pelican Dual Street Sweeper		149,520	20	13	170,000	8,500
9	2000	Case 75 XT Skidsteer		25,000	10	0	35,000	0
10	2011	John Deere 624K Wheel Loader		134,931	15	10	205,000	13,667
14	2015	Crafco Crack sealing machine	SS125D	30,000	10	8	30,000	3,000
16	2015	2000 Crafco Infrared trailer	Crafco	30,000	15	13	30,000	2,000
17	1987	Target Concrete Saw		2,849	25	0	3,800	0
18	1999	Ingersoll-Rand Compressor		10,500	15	0	12,000	0
19	2005	Caterpillar Roller		25,772	10	0	28,000	2,800
20	1986	Komatsu Fork Lift	FG25-8	2,000	5	0	30,000	0
21	1998	Concrete Mixer		350	20	2	2,500	125
26	1981	Snow-Bird Trailer		1,700	15	0	0	0
27	1984	Dynaweld Trailer		1,900	15	0	0	0
28	2004	Towmaster T10P Trailer		5,426	15	3	5,000	333
30	2015	Spaulding 2 Ton patch trailer	RMV	3,000	15	14	30,000	2,000
31	2006	Sno-Go Snowblower		73,238	15	5	80,000	5,333
35	1984	John Deere Snow Blower		1,200	25	0	2,000	0
36	1990	John Deere Snow Blower		1,200	20	0	2,000	0
66	2007	Sterling LT 9500 Truck/Catch basin cleaner		240,000	15	6	152,440	15,244
70	2008	GMC Canyon 4 x 4		16,110	7	0	20,000	0
71	2016	Chevrolet Silverado Pickup		40,757	10	10	45,000	0
72	2004	Chevy Tahoe		30,036	10	0	40,000	0
74	2012	GMC Sierra 1600		34,925	10	6	35,000	3,500
75	2008	GMC Pickup Truck, 1 Ton		51,947	10	2	55,000	5,500
76	2015	GMC Sierra 2500 Pickup		41,891	10	9	52,000	5,200
77	2003	GMC Pickup		23,620	10	0	65,000	0
78	2009	GMC Sierra 1/2-Ton 4x4,		38,500	10	3	30,000	3,000
79	2008	GMC Sierra 1/2-Ton 4x4,		23,335	10	2	25,000	2,500
80	2016	GMC Chevrolet Silverado		54,135	10	10	55,000	5,500
81	2015	GMC Sierra 3500 Truck		62,437	10	10	65,000	6,500
82	2007	GMC, SIERRA		39,983	10	1	40,000	4,000
83	2000	GMC Dump Truck, 1-T 4x4, P (S)		40,000	11	0	50,000	0
84	2007	GMC Sierra		39,983	10	1	50,000	5,000
90	2002	Sterling 7500 Dump Truck		98,000	10	0	120,000	0
91	2016	Western Star 4700SF Truck		283,138	10	10	175,000	17,500

Equipment Replacement Charges (contd.)

Public Works (contd.)

Vehicle No.	Year	Make	Model	Purchase Price	Life Expec.	Remaining Life	Replacement Cost	Annual Cost
92	2006	Sterling Acctera Dump Truck		105,000	10	0	125,000	12,500
93	2014	Western State Dump Truck		180,082	10	8	170,000	17,000
94	2015	Western Star Chassis		185,000	15	14	100,000	6,667
95	2009	Peterbilt 5 Yd Dump Truck, P (S)		199,197	15	8	160,000	10,667
96	2005	7400 International Dump Truck		127,000	15	4	145,000	9,667
97	2007	7400 International Dump Truck		116,000	15	6	145,000	9,667
98	2003	7400 International Dump Truck		103,000	10	0	220,000	0
99	2017	Western Star 4700SB Tandem Dump Truck		430,137	15	15	440,000	29,333
		Total Public Works		$3,807,094			$3,994,740	$247,869

Parks and Forestry

Vehicle No.	Year	Make	Model	Purchase Price	Life Expec.	Remaining Life	Replacement Cost	Annual Cost
11	2015	Dodge 5500 Lift Truck		125,000	20	18	150,000	7,500
13	2005	Bandit Chipper		27,895	15	4	28,000	1,867
15	2014	Vermeer Stumper		26,886	15	13	40,000	2,667
23	2010	Chilton Utility Trailer	UT60308R	1,329	20	14	2,000	100
24	2006	Chilton Utility Trailer	UT60308R	1,161	20	10	2,000	100
25	1997	King Trailer		3,000	20	1	5,000	250
29	2005	Falcon Utility Trailer		2,420	20	4	5,000	250
40	2005	Kubota L3430 Tractor with Loader & Backhoe		27,200	20	9	27,200	1,360
41	2012	Kubota RTV 1100 Utility Vehicle		19,550	7	3	23,500	3,357
42	2016	John Deere 1570 Tractor, Deck & Snow Blower		29,268	7	7	30,000	4,286
43	2011	John Deere 4520		58,500	20	15	58,500	2,925
44	2011	Toro Groundmaster 4000-D		43,324	7	2	43,324	6,189
45	2008	John Deere Mower 4/WD 1445 31 HP Diesel W/Cab & Snow Blower		14,950	9	1	26,850	2,983
46	1998	Toro Groundmaster 223-d Mower w/bagging attachment		17,000	15	0	30,000	0
47	2013	John Deere 1445 31HP Diesel Mower/Snow blower & spreader		31,750	7	4	31,750	4,536
49	2011	Wright Stander Mower Model GWS-3218		7,836	7	2	7,836	1,119
73	2009	Toyota Tacoma 4x4		24,454	10	3	26,000	2,600
85	2016	Chevrolet Silverado		50,392	10	10	51,000	5,100

Equipment Replacement Charges (contd.)

Parks and Forestry (contd.)

Vehicle No.	Year	Make	Model	Purchase Price	Life Expec.	Remaining Life	Replacement Cost	Annual Cost
		Total Parks and Forestry		$336,523			$386,960	$34,589
		Equipment Replacement Total		$4,143,617			$4,381,700	$282,458

Sewer Utility

Vehicle No.	Year	Make	Model	Purchase Price	Life Expec.	Remaining Life	Replacement Cost	Annual Cost
60	2007	Toyota Prius Sedan		18,318	10	1	24,720	2,472
61	2015	GMC Sierra 2500		34,571	8	7	33,620	4,203
62	2009	GMC Sierra 2500HD		34,024	10	3	33,620	3,362
63	2001	GMC Sierra		28,865	10	0	38,950	0
	1994	Onan Portable Generator		13,795	15	0	21,620	0
	2009	Onan Portable Generator		43,089	15	8	67,540	6,754
	2008	Godwin Portable 6” Pump		28,769	12	4	41,220	4,122
	2009	Simplicity Riding Mower		9,189	15	8	14,400	1,440
	2000	Caravan Trailer		1,200	20	4	2,180	218
	2001	Pace Trailer		2,100	20	5	3,820	382
		Total Sewer Utility		$213,920			$281,690	$22,953

Fire Department

Vehicle No.	Year	Make	Model	Purchase Price	Life Expec.	Remaining Life	Replacement Cost	Annual Cost
14	1924	Dodge Pumper Truck		25,000				
15	1928	Pirsch Pumper Truck		15,000				
16	1957	FWD-Aerial Ladder Truck		5,000				
150	1998	Interstate Dive Trailer		10,000				
151	2012	Kenworth T270 Rescue Squad		250,000				
152	2012	Kenworth T270 Rescue Squad		250,000				
153	2007	Quantum Heavy Rescue		501,644				
154	2015	Chevrolet Tahoe		55,000				
155	2004	Chevrolet Silverado		43,000				
156	2013	Chevrolet Suburban		48,367				
157	1989	GMC Pickup Truck		15,500				
158	2006	GMAC C5500 Truck		107,000				
159	1988	Pierce Aerial Ladder Truck		444,000				
161	2005	Pierce Pump Truck		460,000				
162	2009	Pierce Custom Pumper		559,322				
163	2016	Pierce Quantum PUC Pumper		700,000				
164	1994	Pierce Tanker		289,000				
	1989	Brute Trailer		1,100				
		Fire Department Total		$3,778,933				
		Total		$7,517,865				

Parks Capital Improvement Budget

Capital Expenditures	2017	2018	2019	2020	2021	2022	2023
Zeunert Tennis Court Crack Sealing	$5,000	tax					
Cedar pointe park Bball Court repair and resurfacing	$8,000	tax					
#45 Snowblower/Mower	$42,000	equipment					
King Trailer	$5,000	equipment					
1998 Toro Grounds Master 223-D Bagging Mower	$30,000	equipment					
Cedar Creek Bathroom Roof/gutters	$5,500	tax					
All Children's Playground		$400,000	tax/donations				
Cedar Pointe Park Path sealing		$2,500	tax				
Prairie View Park Shelter		$200,000	tax/impact fees				
Zeunert Park Bathroom Roof repair		$6,000	tax				
Centennial Park Gazebo roof repair		$5,000	tax				
#49 Wright Stander Mower Model GWS-3218		$10,000	equipment				
2011 Toro Grounds Master 4000-D		$50,000	equipment				
Behling Field Storage Shed			$20,000	tax			
Woodland Park Playground			$40,000	impact fees			
#41 Kubota Tractor with loader & Backhoe			$25,000	equipment			
2009 Toyota Tacoma 4x4			$26,000	equipment			
Develop outdoor athletic complex				$500,000	tax/impact fees		
Behling Bleacher replacement				$20,000	tax		
Behling Asphalt Repairs				$10,000	tax		
#13 2005 Brush Bandit Chipper				$42,000	equipment		
#47 John Deere 1445 Mower/Snow-blower				$40,000	equipment		
Kubota Utility Vehicle					$20,000	equipment	
Falcon Utility Trailer					$5,000	equipment	
Extension of Cedar hedge Trail (north)					$50,000	impact fees	
Outdoor Sports Complex Playground					$75,000	impact fees	
Zeunert Playground Replacement						$60,000	Tax
Total	$95,500	$673,500	$111,000	$612,000	$150,000	$60,000	$0

Mayor & Common Council

513100, 511100

Department and Program Manager: Mayor and Common Council

Program Description: The Mayor is the Chief Executive Officer of the City making sure all City ordinances and State laws are observed and enforced, and that all City officers, boards, committees and commissions properly discharge their duties. The Mayor nominates to Council the appointment of the City Administrator, statutory employees, board, committee and commission members and is a voting member of the Plan and Public Works & Sewerage Commissions. The Mayor presides at the meetings of the Common Council, voting only in the case of a tie vote. The Mayor is elected at large for a three-year term of office, and is limited to three consecutive terms of office.

The Common Council is the legislative branch of City government. Its primary purpose is the passage of laws, ordinances and policies, establishment of pay ranges for City employees and official management of the City's financial affairs; its budget and the raising of funds for the operation of the City. The Common Council is comprised of seven council members representing the seven aldermanic districts, serving two-year terms, and members are limited to four consecutive terms of office.

Products and Services:

- Represent people of the City of Cedarburg
- Adopt ordinances and resolutions, levies taxes and appropriates monies for the operation of the City
- Adopt policies to meet needs of City and its citizens
- Approve appointments to boards, commissions, committees and statutory employees

Mayor/Common Council Staffing Levels:

Personnel Schedule Summary Position	2016	2017	2018
Mayor (part-time elected)	1.00	1.00	1.00
Council Members (7 part-time elected)	7.00	7.00	7.00
Total	**8.00**	**8.00**	**8.00**

2017 Significant Accomplishments:

1. TID #4 creation
2. SandHills Trail plat review
3. Approved St. Francis Borgia School redevelopment
4. Participated in branding initiative
5. Adopted revised fund balance policy
6. Adopted policy on contacting City Attorney

2018 Objectives to Be Accomplished:

1. Plan for Hwy 60 business park

Long Term Goals:

1. Promote economic development

Account Detail:

511100—Common Council

313 **Printing:** Costs for budget document

320 **Subscriptions and Dues:** League of Municipalities ($3,830), Mid Moraine Municipal Association ($700), Cedarburg Chamber of Commerce ($195), Ozaukee County Tourism Council ($75), OED ($1,500), VALUE ($35)

330 **Travel & Training:** Mid Moraine (intergovernmental meetings and functions)

513100—Mayor

330 **Travel and Meeting Expenses:** Mid Moraine (intergovernmental meetings and functions)

343 **Awards, Supplies:** Mayor's Enhancement Awards, signs for 4th of July parade

Budget Variances:

513100—Mayor

225 **Phone:** Reflects actual costs

Common Council, Mayor & City Attorney

511100 Common Council					2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017	
111 Salaries	16,477	16,800	17,707	16,800	16,800	16,800	0.00%	
151 Social Security	1,260	1,243	1,335	1,285	1,285	1,285	0.00%	
165 Workers' Comp. Insurance	42	34	38	37	37	35	-5.41%	
Total	17,779	18,077	19,080	18,122	18,122	18,120	-0.01%	

511100				2016	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
313 Printing	67	0	0	100	0	100	0.00%
320 Publications and Dues	6,220	6,322	6,102	6,350	6,032	6,350	0.00%
330 Training & Travel	315	233	154	225	225	225	0.00%
390 Operating Expenses	463	386	183	375	375	375	0.00%
Total	7,065	6,941	6,439	7,050	6,632	7,050	0.00%
Total Expenditures	24,844	25,018	25,519	25,172	24,754	25,170	-0.01%

513100 Mayor				2016	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
111 Salaries	6,000	6,000	6,231	6,000	6,000	6,000	0.00%
151 Social Security	459	459	477	459	459	459	0.00%
152 Retirement	8	0	0	0	0	0	0.00%
165 Workers' Comp. Insurance	15	12	14	13	13	12	-7.69%
Total	6,482	6,471	6,722	6,472	6,472	6,471	-0.02%

513100				2016	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
225 Telephone	32	67	88	85	100	100	17.65%
313 Printing	6,813	7,103	3,564	0	0	0	0.00%
330 Training & Travel	162	0	553	600	600	600	0.00%
343 Awards, Supplies	0	561	0	600	600	600	0.00%
390 Operating Expenses	250	515	107	250	250	250	0.00%
Total	7,257	8,246	4,312	1,535	1,550	1,550	0.98%
Total Expenditures	13,739	14,717	11,034	8,007	8,022	8,021	0.17%

516100 City Attorney				2016	2017	2018	% Change
Professional Services	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
210 General Services—Retainer	19,200	0	0	0	0	0	0.00%
211 Extraordinary Services	43,541	51,305	102,153	80,000	100,000	80,000	0.00%
Total	62,741	51,305	102,153	80,000	100,000	80,000	0.00%

				2016	2017	2018	% Change
Revenues	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
474110 Sewer Administrative	4,613	4,613	4,613	4,613	4,613	4,613	0.00%
Total	4,613	4,613	4,613	4,613	4,613	4,613	0.00%

				2016	2017	2018	% Change
Net Cost of Program	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
	96,711	86,427	134,093	108,566	128,163	108,578	0.01%

City Administrator

513200, 519200

Department: City Administrator

Program Manager: City Administrator/Treasurer

Program Description: The City Administrator serves as the Chief Administrative Officer—leading, planning, organizing and directing the administration of the City of Cedarburg toward the fulfillment of goals and policies determined by the Common Council. The City Administrator coordinates the day-to-day activities of the City, introduces new methods and procedures among City departments and apprises the Mayor and Common Council on operation results.

Additionally, the Administrator, as City Treasurer, oversees management of financial resources and is responsible for the preparation of the annual City budget.

Products and Services:

- Oversee general operation of City
- City Treasurer responsible for preparation of annual budget, capital improvement plan and coordination of all debt issuances
- Risk Manager for City, adjusting insurance claims and serving as City representative to Cities & Villages Mutual Insurance Company (CVMIC)
- Purchasing Director responsible for approving purchases, award of all contracts and all transfers
- Personnel Director responsible for negotiation and administration of collectively bargained labor agreements; approve hiring of non-sworn personnel; recommend appointment of statutory employees to Mayor; oversight of annual employee performance appraisals and preparation of Department Head evaluations; authorize pay and benefit changes within policy or labor agreement
- Carry out policy directives of Common Council
- Prepare and review Common Council agenda with Mayor and City Clerk
- Attend all Council meetings and Board, Committee and Commission meetings as necessary
- Apply for grants to fund City projects
- Conduct staff meetings
- Coordinate training opportunities for staff
- Public Information Officer responsible to prepare information, letters, memos, press releases
- Facilitate annual review of Strategic Work Plan

City Administrator/Treasurer Staffing Levels:

Personnel Schedule Summary Position	2016 FTE	2017 FTE	2018 FTE
City Administrator/Treasurer	1.00	1.00	1.00
Administrative Assistant*	0.25	0.25	0.25
Total	**1.25**	**1.25**	**1.25**

*Other .25 FTE located in City Clerk's Program

Department Services Indicators:	2015	2016	2017	2018 Projected
Bond Ratings	Aa2	Aa2	Aa2	Aa2
Distinguished Budget Presentation Award	yes	yes	yes	yes

City Administrator

513200, 519200

Performance Measures:

Service Area	Objective	Efficiency Measure	Actual 2015/2016	Actual 2016/2017	Target 2017/2018
Administrator's Office	Cost per capita	Operating costs	$8.64	$9.00	$9.19

2017 Significant Accomplishments:

1. Implemented GFOA budget reviewer comments
2. TID No. 4
3. Updated Fund Balance Policy
4. Created policy on contacting the City Attorney
5. Completed First Year with new auditing firm

Long Term Goals:

1. Continue improvement of CVMIC risk assessment score (SP#7)
2. Hold a Wellness Week

Account Detail:

513200—City Administrator

310 **Office Supplies:** File folders, pens, etc.

320 **Publications and Dues:** Membership to Milwaukee Area Municipal Employer Association (MAMEA), Wisconsin City/County Management Association (WCMA) and Wisconsin Public Employer Labor Relations Association (WPELRA)

330 **Conferences and Travel:** Fuel usage, WCMA conferences and district meetings, University Wisconsin-Green Bay (UWGB) Administrator's Summit and other seminars as needed

519200—Employee Relations

161 **EAP/125:** Employee Assistance Program

210 **Professional Services:** Driver Notification Program, hearing and drug testing and other risk management activities

335 **Leadership Development:** Employee meeting refreshments

343 **Awards, Supplies:** Employee years of service recognition

Budget Variances:

513200—City Administrator

225 **Telephone:** Decrease to actual

330 **Training and Travel:** Increase to reflect actual

519200—Employee Relations

125 **Performance Bonuses:** Merit pay increases removed due to budget constraints

343 **Awards Supplies:** Increase due to actual awards expected

335 **Leadership and Development:** Increase to reflect actual cost for Employee Meetings (providing healthier food options)

Common Council, Mayor & City Attorney

511100 Common Council					2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017	
111 Salaries	16,477	16,800	17,707	16,800	16,800	16,800	0.00%	
151 Social Security	1,260	1,243	1,335	1,285	1,285	1,285	0.00%	
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Total Expenditures	24,844	25,018	25,519	25,172	24,754	25,170	-0.01%

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Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
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151 Social Security	459	459	477	459	459	459	0.00%
152 Retirement	8	0	0	0	0	0	0.00%
165 Workers' Comp. Insurance	15	12	14	13	13	12	-7.69%
Total	6,482	6,471	6,722	6,472	6,472	6,471	-0.02%

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Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
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313 Printing	6,813	7,103	3,564	0	0	0	0.00%
330 Training & Travel	162	0	553	600	600	600	0.00%
343 Awards, Supplies	0	561	0	600	600	600	0.00%
390 Operating Expenses	250	515	107	250	250	250	0.00%
Total	7,257	8,246	4,312	1,535	1,550	1,550	0.98%
Total Expenditures	13,739	14,717	11,034	8,007	8,022	8,021	0.17%

516100 City Attorney				2016	2017	2018	% Change
Professional Services	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
210 General Services—Retainer	19,200	0	0	0	0	0	0.00%
211 Extraordinary Services	43,541	51,305	102,153	80,000	100,000	80,000	0.00%
Total	62,741	51,305	102,153	80,000	100,000	80,000	0.00%

				2016	2017	2018	% Change
Revenues	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
474110 Sewer Administrative	4,613	4,613	4,613	4,613	4,613	4,613	0.00%
Total	4,613	4,613	4,613	4,613	4,613	4,613	0.00%

				2016	2017	2018	% Change
Net Cost of Program	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
	96,711	86,427	134,093	108,566	128,163	108,578	0.01%

Legal Services
516100, 516200, 516400

Department: City Attorney

Program Manager: Mayor/City Administrator

Program Description: The City Attorney is responsible for conducting a majority of the legal business in which the City is involved in; such as legal opinions, ordinances, resolutions, general legal counsel, purchase and sale of property, and prosecution of ordinance and traffic violations. The City Attorney may also serve as special counsel at the request of the Mayor or Common Council Members.

The legal services program budget also includes funds for special counsel outside the scope of the City Attorney's duties and labor counsel for general personnel matters and collective bargaining matters. Legal expenses associated with claim defense are charged to the risk management in the Internal Service Fund.

Products and Services:

- Consult with staff and elected officials on legal matters
- Attend all Common Council and Plan Commission meetings
- Draft and/or review ordinances and resolutions
- Prosecute ordinance violations
- Prepare and review development agreements and City contracts

Staffing: **Contractual**

Budget amounts for activities of City Attorney also accounted for in: Police Administration (100-522110-212), Capital Improvements Environmental (400-533750-841), , Sewerage Administrative Services (601-573850-211), Library (260-555110-211) and the Internal Service Fund (700-519400).

2017 Significant Accomplishments:

1. Prochnow remediation
2. Amcast Developer's Agreement
3. Assist staff with revising and developing policies for Council approval

Long Term Objectives:

1. Continue recodification of Municipal Code. (SP#1)

Account Detail:

516100—City Attorney

210 Annual retainer—No longer applied

211 Prosecution of ordinance violations, legal services, meeting attendance

City Clerk

514100, 514200

Department and Program Manager: City Clerk

Program Description: The City Clerk is the legal custodian of the City's official records, serves as the public information officer and liaison between the city and county, state and federal agencies, is responsible for the administration of elections, provides legal notifications to the public, issues licenses and permits, and prepares official minutes and agendas. The Clerk's Office provides administrative support to the Mayor, Common Council, City Administrator, boards, commissions and committees, and responds to informational requests from the general public.

Employees in the City Clerk's Office include the City Clerk, Deputy City Clerk, and Administrative Assistant. The Administrative Assistant is a part-time shared position with the City Administrator.

Products and Services:

- Prepare and distribute resolutions, ordinances, proclamations, agendas and minutes for meetings of the Common Council and various City boards, committees, and commissions
- Administer elections in compliance with the Help America Vote Act and all federal and state laws; including providing information to candidates and the general public, registering voters, verification and updating of voter records, administering absentee voting, using the State of Wisconsin election management software (WisVote), publishing election notices, hiring of election officials, providing election official training, and maintaining voting equipment
- Administer oaths of office to staff, Mayor, Council and members of boards, committees, and commissions
- Certify official documents
- Publish summary of Council meeting minutes, ordinances, and resolutions as required
- Issue permits and licenses, including liquor licenses, operator licenses, provisional operator licenses, Special Class B picnic licenses, special event vending permits, direct sellers permits, mobile vendor permits, mobile food vendor permits, fireworks permits, street use and block party permits, parade permits, filming permits, festival celebration permits, newspaper vending device permits, transient entertainment licenses and horse and carriage licenses as required by local ordinances and State laws
- Work with City Assessor and coordinate Board of Review meeting(s); serve as Secretary to the Board of Review
- Coordinate Board of Appeals meetings; serve as Secretary to the Board of Appeals
- Maintain custody of City's official records, providing access to and responding to public records requests and Freedom of Information Act (FOIA) requests, continually evaluate old files, categorize for offsite storage and mark for destruction
- Provide assistance with processing of applications for annexation, rezoning, conditional use permits, variances and appeals, and prepare legal notification for official public hearings and public information meetings, courtesy notices, official notices, and property owners notices
- Answer incoming calls for Mayor, City Administrator and Clerk's Office, directing callers and providing information
- Process incoming and outgoing mail
- Maintain and update the City's website
- Provide information to the public via City's website, cable television, telephone, and in-person contact
- Coordinate, prepare and distribute budget document, City-wide newsletter (two per year), City directory, and monthly calendar
- Update Employee Personnel Manual
- Maintain employee personnel files
- Oversee City's records management, retention program, disaster planning, and offsite storage
- Codify approved ordinances
- Oversee Weights and Measures budget, which includes inspections by State of Wisconsin and issuing permits (522360)
- Submit employment ads and requests for bids to news media
- Prepare and update City's official policies and maintain Policy Manual
- Provide notary service

City Clerk

514100, 514200

City Clerk Staffing Levels:

Personnel Schedule Summary Position	2016 FTE	2017 FTE	2018 FTE
City Clerk	1.00	1.00	1.00
Deputy Clerk	1.00	1.00	1.00
Administrative Assistant*	0.25	0.25	0.25
Total	2.25	2.25	2.25

*Other .25 FTE located in City Administrator's Program

Department Services Indicators:	2015	2016	2017 Estimated	2018 Projected
Ordinances Approved by Common Council	29	23	25	25
Resolutions Approved by Common Council	23	26	20	22
Proclamations	12	12	12	12
Distribution of Minutes and Agendas	150	157	150	150
Indexes Council Minutes—Meetings	23	27	24	22
Public Hearings	11	13	12	12
Courtesy Notices	1	1	1	1
Property Owners Notices	310	382	400	400
Issuance of Permits and Licenses	450	450	450	450
Employment Ads and Request for Bids to News Media	10	10	10	10
Number of Trainings Taken Regarding Licensing, Elections, and Records Management	30	30	30	30
Annexations	0	0	0	0
Annexation Acres	0	0	0	0
Total Population	11,500	11,530 est.	11,560	11,570
Number of Registered Voters	7,800	8,227	8,000	7,900
Number of Elections	2	4	2	4
Total Number of Voters	3,918	15,773	2,595	13,000
New Registrants	150	1,894	100	1,000
Percent of Voters Who Were New Registrants	3.8%	23%	1.0%	12.6%
Number of Absentee Ballots Cast	541	3,307	310	2,800
Percent of Votes Cast by Absentee Ballot	14%	21%	12%	21.5%

City Clerk

514100, 514200

2017 Significant Accomplishments:

1. Completed Wisconsin Election Commission (WEC) Four-Year Voter Maintenance Program
2. Continued updating license and permit application forms
3. New filing system for Voter Registration established
4. Processed several extensive open record requests
5. Continued to implement the Photo ID law, including training of staff and election workers and outreach efforts
6. Began to explore options for future electronic document management system

2018 Objectives to Be Accomplished:

1. Continue to update license and permit application forms
2. Successfully administer four elections, including the Gubernatorial Election in November
3. Select vendor and begin to implement electronic document management system if funded

Long-Term Objectives:

1. Provide training to Administrative Assistant on use of voting equipment and continue training in all aspects of elections to further participate in the administration of elections

Account Detail:

210 **Professional Services:** License Manager software maintenance, records retention on CD, notary bond, sellers permit

225 **Telephone:** Time Warner

240 **Repair and Maintenance:** Pitney Bowes postage equipment

310 **Office Supplies:** Safe deposit box, CDs, tapes, business cards, name plates, Council photos, miscellaneous office and postage supplies, plaques, directory covers, postage meter tapes, supplies for Mayor's Enhancement Award Program, and printer cartridges, etc.

311 **Recording Fees:** Annexations, Certified Survey Maps (CSMs), Conditional Use Grants (CUGs), Land Covenants and Developer Agreements

315 **Postage:** Box rental, bulk mail permit, postage

320 **Publications and Dues:** IIMC, WMCA, WI Taxpayers Alliance, News Graphic, League manuals

330 **Conferences and Seminars:** UWGB advanced education, WMCA District 5 meetings, WMCA conference, WisLine (ETN) sessions, Mid Moraine meetings, mileage

335 **Legal Notices:** Publication of public hearing notices, land use amendments, Council minutes, ordinances, certain resolutions, requests for bids, employment ads, alcohol license applications and the cost of publication affidavits

380 **Equipment:** Fund for purchase and replacement of necessary office equipment

514200—Elections

111 **Salaries:** Election Officials, Chief Inspectors, tabulators, greeter, Special Registration Deputies, Special Voting Deputies

112 **Overtime:** Administrative Assistant

310 **Supplies:** Food, paper plates, etc., memory card programming, ballot layout and setup, printing of regular and absentee ballots and test decks, maintenance agreements for voting equipment, miscellaneous supplies, e.g., tally slips, ballot marking pens, absentee ballot envelopes, signs, batteries

321 **Legal notices:** Publication of election notices

Budget Variances:

514200—Elections

111 **Salaries:** Increase due to four elections in 2018

112 **Overtime:** Increase due to four elections in 2018

125 **Part Time Salaries:** Increase due to four elections in 2018

310 **Election Office Supplies:** Increase due to four elections in 2018 and due to small increase in hourly wage rate for election officials

City Clerk
514100, 514200

Clerk's Office

514100 Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% CHANGE 2018/2017
111	Salaries	118,557	120,749	123,600	125,832	125,832	128,357	2.01%
125	Part Time/Temporary	14,293	16,252	17,258	17,535	17,535	18,236	4.00%
135	Sick Payout	515	340	1,526	1,646	1,646	1,650	0.24%
151	Social Security	10,564	10,716	11,061	11,253	11,253	11,509	2.28%
152	Retirement	8,556	9,120	9,685	10,002	10,002	10,080	0.78%
154	Health Insurance	17,963	22,004	31,967	34,768	34,768	37,296	7.27%
155	Life Insurance	56	77	84	84	84	87	3.57%
159	Longevity	1,701	1,827	1,953	2,079	2,079	2,205	6.06%
165	Workers' Comp. Insurance	359	297	342	348	348	331	-4.89%
	Total	172,564	181,382	197,476	203,547	203,547	209,751	3.05%

514100 Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% CHANGE 2018/2017
210	Professional Services	829	703	374	1,000	960	1,000	0.00%
225	Telephone	1,458	458	441	600	600	600	0.00%
240	Repair & Maintenance Services	1,958	1,996	1,350	1,415	1,415	1,415	0.00%
310	Office Supplies & Expenses	3,012	2,665	1,675	3,100	3,000	3,100	0.00%
311	Recording Fees	240	130	170	400	350	400	0.00%
312	Copier Supplies	0	1,393	1,863	2,500	2,000	2,500	0.00%
315	Postage	9,929	7,856	8,163	10,500	9,000	10,500	0.00%
320	Publications & Dues	548	380	178	575	575	575	0.00%
325	Legal Notice Publication	3,027	2,473	3,303	4,500	4,000	4,500	0.00%
330	Training & Travel	665	185	114	1,000	800	1,000	0.00%
380	Office Equipment	0	424	0	900	900	900	0.00%
	Total	21,666	18,663	17,631	26,490	23,600	26,490	0.00%
	Total Expenditures	194,230	200,045	215,107	230,037	227,147	236,241	2.70%

514200 Elections Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% CHANGE 2018/2017
111	Salaries	19,884	9,981	27,277	13,985	10,000	32,462	132.12%
112	Overtime	792	87	44	200	0	1,053	426.50%
125	Part Time Salaries	45	0	113	0	0	720	0.00%
151	Social Security	111	0	107	15	54	136	786.50%
165	Workers' Comp. Insurance	24	26	71	31	31	71	129.03%
	Total	20,856	10,094	27,612	14,231	10,085	34,442	142.01%

City Clerk

514100, 514200

514200 Elections Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% CHANGE 2018/2017
310	Supplies	4,375	4,209	5,784	7,106	5,500	11,406	60.51%
321	Legal Notices	179	69	66	200	200	200	0.00%
380	Electronic Voting Equipment	0	3,160	0	0	0	0	0.00%
	Total	4,554	7,438	5,850	7,306	5,700	11,606	58.86%
	Total Expenditures	25,410	17,532	33,462	21,537	15,785	46,048	113.80%

Revenues		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% CHANGE 2018/2017
441110	Liquor & Beer Licenses	21,536	21,795	22,123	21,480	21,455	21,480	0.00%
441122	Direct Seller Licenses	645	960	1,705	1,800	1,800	1,800	0.00%
441123	Cigarette Licenses	800	600	400	700	600	600	-14.29%
441124	Operator Licenses	12,400	11,018	14,350	14,000	14,200	14,000	0.00%
441128	Transient Permit Fees	250	250	250	250	250	250	0.00%
461152	License Publication Fees	720	750	765	920	1,040	920	0.00%
443511	Miscellaneous Permit Fees	1,375	1,905	1,950	1,910	1,940	1,910	0.00%
461158	Tax Exemption Report Fees	175	0	175	0	0	175	0.00%
461160	Central Duplicating	206	244	120	175	350	250	42.86%
474110	Sewer Administrative Services	5,637	5,637	5,637	5,637	5,637	5,637	0.00%
	Total	43,744	43,159	47,475	46,872	47,272	47,022	0.32%

Net Cost of Program	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% CHANGE 2018/2017
	175,896	174,418	201,094	204,702	195,660	235,267	14.93%

City Assessor

515400

Department and Program Manager: City Assessor

Program Description: The Assessor's Office is responsible for setting the value of all property within the City for the purposes of determining the taxable value of real and personal property, upon which is levied the municipal, county, state, technical college and school's property tax. The City Assessor handles the day-to-day responsibilities of this office.

Products and Services:

- Preparation and completion of Municipal Assessment Reports (MAR), TIF Assessment Reports (TAR) and Exempt Computer Report (ECR) to the Department of Revenue
- Prepare and complete a detailed Annual Assessment Report detailing all assessment information on all properties
- Hold Open Book and Board of Review as required by State Statutes
- Validate sale information with an interior inspection to verify and update the property record card and review Wisconsin Realty Transfer Returns and listings
- Enter assessment information into the eRETR system and electronically submit assessment information to the Department of Revenue regarding all sales
- Assessment of all property in the city; inspect and review all properties that were issued permits for the current year, any partial assessments from the prior year and any requests for review to determine values
- Create, delete and update property record card and plat maps per Register of Deeds changes. Changes include: splits, new subdivisions, property line changes, combinations, annexations, etc.
- Input and update information in property data base
- Complete in-house revaluations, as necessary, on all parcels to maintain fair and equitable assessments
- Annually field verify the personal property accounts and maintain an annual updated list of businesses for personal property reporting
- Provide Real Estate Sales list on a monthly basis, along with assessment information to interested parties
- Prepare lists of property owners within 300 ft. of subject property for Public Hearings and detour routes
- Complete requests for Special Assessment letters

City Assessor Staffing Levels:

Personnel Schedule Summary Position	2016 FTE	2017 FTE	2018 FTE
City Assessor	1.00	1.00	1.00

Department Services Indicators	2015	2016	2017 Estimated	2018 Projected
Provide Real Estate Sales List on Monthly Basis	15	19	20	20
Listing of Property Owners for Public Hearings and Detour Routes	310	382	375	390
Special Assessment Letters	190	223	210	210
Complete Wisconsin Realty Transfer Returns from the Department of Revenue	308	330	363	360
Field Inspections	430	495	575	500
Number of Board of Review Assessment Challenges	0	1	1	3
Number of Personal Property Accounts	515	508	506	506
Number of Assessable Parcels	4,214	4,230	4,303	4,346
Sketches Drawn—New Construction/Additions	89	120	100	100
Photos Taken—New Construction/Changes	73	65	120	120
Number of Open Book Cases	30	24	22	25

City Assessor
515400

Performance Measures:

Service Area	Objective	Efficiency Measure	Target 2015/2016	Target 2016/2017	Target 2017/2018
City Assessor's Office	Efficient Municipal Government	Cost of Assessment Per Parcel	$25.40	$25.89	$24.63 Estimated
City Assessor's Office	Efficient Municipal Government	Equalized Property Value Per Capita	$104,723	$109,085	$113,543 Estimated

Assessment Services: To provide accurate and equitable assessments to all properties so that property owners pay only their fair share of the tax burden.

2017 Significant Accomplishments:

1. Completed duties as Past Chairman of the Municipal Assessor's Section—League of Municipalities—Municipal Assessor's Institute
2. As Chairman of the Public Relations Committee Assessor was asked by the Education Committee to put on a PR Class at the December 2017 Quarterly Meeting

2018 Objectives to Be Accomplished:

1. Complete scanning of Commercial Property drawings and attach them to each property record card

Long-Term Objectives:

1. Complete City-wide revaluation as needed (SP#2)
2. Complete CVMIC Certificate in Supervision classes
3. Complete work on IAAO Professional Designation
4. Draw Commercial Property Improvements on computer

Account Detail:

515400—City Assessor

210 **Professional Services:** Assessments
219 **Professional Services:** Revaluations
310 **Office Supplies:** Envelopes, letterhead, binders, labels, etc.
312 **Computer Supplies:** Apex Software, Marshall & Swift, Assessment Technologies
320 **Publications and Dues:** Wisconsin Department of Revenue, WAAO, IAAO
323 **State Fees** Manufacturing Assessment (Mandated)
330 **Employee Training & Travel:** Assessor's Annual Conference, WAAO meetings and classes, IAAO classes, gas

Budget Variances:

515400—City Assessor

Expenditures

219 **Professional Service-Revaluation:** Decreased for one year to zero (2017), $10,000 restored for 2018
310 **Office Supplies:** Decrease from $325 to $300
312 **Computer Supplies:** Decrease from $4,500 to $4,450

Assessor's Office

515400 Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
111	Salaries	68,257	69,677	71,472	72,622	72,622	74,065	1.99%
135	Sick Payout	588	340	760	700	754	750	7.14%
151	Social Security	5,195	5,104	5,179	5,739	5,743	5,858	2.07%
152	Retirement	4,953	4,976	4,966	5,102	5,105	5,131	0.57%
154	Health Insurance	14,760	17,571	18,161	19,609	19,609	21,536	9.83%
155	Life Insurance	53	65	66	66	66	68	3.03%
159	Longevity	1,512	1,575	1,638	1,701	1,701	1,764	3.70%
165	Workers' Comp. Insurance	2,729	2,468	3,450	3,408	3,408	3,414	0.18%
	Total	98,047	101,776	105,692	108,947	109,008	112,586	3.34%

515400 Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
210	Professional Services—Assessments	10,100	13,500	13,500	13,500	13,500	13,500	0.00%
219	Revaluation	0	10,000	10,000	0	0	10,000	0.00%
225	Telephone	729	196	177	200	180	200	0.00%
310	Office Supplies	350	269	268	325	300	300	-7.69%
312	Computer Supplies	3,887	4,333	3,969	4,500	4,250	4,450	-1.11%
320	Publications and Dues	255	255	255	305	305	305	0.00%
323	State of Wisconsin Fees	1,447	1,315	1,505	1,685	1,592	1,685	0.00%
330	Training & Travel	1,163	1,285	886	1,200	1,126	1,200	0.00%
	Total	17,931	31,153	30,560	21,715	21,253	31,640	45.71%
	Total Expenditures	115,978	132,929	136,252	130,662	130,261	144,226	10.38%

Revenues		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
461153	Assessor's Office Fees	4,708	5,510	6,230	5,000	5,000	5,000	0.00%
	Total	4,708	5,510	6,230	5,000	5,000	5,000	0.00%

Net Cost of Program	2014	2015	2016 Budget	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
	111,270	127,419	130,022	125,662	125,261	139,226	10.79%

City Treasurer

515600, 515900, 514700, 519100

Department: City Treasurer
Program Manager: City Administrator/Treasurer
Program Description: The City Treasurer's Office is responsible for the accounting and financial reporting of all City operations and is entrusted with collecting, depositing, and investing all City funds. This includes the maintenance of all financial records for the City, billing and collections, accounts payable, payroll for all City employees, investment and cash management, property tax collection for the City, payments and filing of insurance claims and documentation of City assets. The Treasurer's Office has two and a half employees in addition to the City Administrator/Treasurer. The equivalent of one full-time employee is funded by the Sewer Fund.

Products and Services:

- Preparation of annual budget and coordination of all debt issuances
- Preparation of quarterly and annual financial statements and coordination of annual audit
- Administration of the City's liability, workers' compensation, property, automobile, and employee health and dental insurance, employee assistance and wellness programs
- Payroll and benefit processing for all City employees
- Cash management and investment of City funds to maximize returns within adopted investment policy, reconcile separate bank accounts and investments monthly
- Administration of City Hall computer system, coordination of City's computer Internet access and virtual private network and computer support for other City departments
- Preparation of required State of Wisconsin financial reports and forms
- Property tax collection and settlement with other taxing entities
- Receipt of all monies paid to the City and monitoring of donations
- Disbursement of monies to vendors and monitoring City's purchasing policies
- Report budget status to departments semi-monthly
- Record and collect all current assessments and charges contingent upon annexation
- Purchasing and distribution of office supplies for all departments; maintain central supply of stationery and copying supplies
- Answer main telephone line and direct calls and visitors to appropriate departments
- Dog and cat licensing
- Grant monitoring
- Room tax collection and monitoring
- TID maintenance and reporting

City Treasurer Staffing Levels:

Personnel Schedule Summary Position	2016 FTE	2017 FTE	2018 FTE
Deputy Treasurer/Payroll	.65	.65	.65
Accountant II/Accounts Receivable	.80	.80	.80
Account Clerk/Receptionist	.50	.30	.30
Total	**1.95**	**1.75**	**1.75**

*Remainder .75 FTE of Treasurer's Office is budgeted in Sewerage Enterprise Fund.

City Treasurer

515600, 515900, 514700, 519100

Department Services Indicators:	2015	2016	2017	2018 Projected
Administration of Liability Claims	5	5	4	5
Administration of Workers' Compensation Claims	8	5	8	5
Issuance of Dog and Cat Licenses	494	451	413	420
Purchase Orders	175	168	100	100
Cash Receipts	3,488	3,586	5,200	3,700
Accounts Receivable Invoices	693	697	500	510
Accounts Payable Checks	3,184	3,435	3,400	3,500
Charges Contingent Upon Annexation	34	27	27	27
Record and Collect All Current and Deferred Special Assessments	5	5	5	5
Rate of Return on Investments	0.22%	0.27%	0.70%	1.30%
Payroll Direct Deposits Issued	3,920	4,023	4,000	4,000
W-2s Issued	347	371	385	385
1099s Issued	31	33	35	35
Real Estate and Personal Property Taxes Collected	78%	75%	80%	81%

Performance Measures:

Service Area	Objective	Efficiency Measure	Target 2015/2016	Target 2016/2017	Target 2017/2018
City Treasurer's Office	Cost per capita	Operating Costs	$3.84	$4.00	$4.00

The City and participating community banks continue to collect 85% of the total tax roll. The County takes over collection in February and collects the remaining 15%.

City Treasurer

515600, 515900, 514700, 519100

2017 Significant Accomplishments:

1. Purchased and trained on ACA reporting module
2. Closed Trust & Agency accounts
3. Started recording of fixed assets
4. Replaced six Windows 7 work stations

2018 Objectives to Be Accomplished:

1. Streamline accounts payable
2. Replace Windows 7 work stations
3. Research accounting software

Long-Term Objectives:

1. Recodify finance section of City Code (SP#1)
2. Research alternative accounting and payroll software programs

Account Detail:

515600—City Treasurer

210 **Professional Services:** Payroll provider, insurance consultant and financial advisor annual disclosure reporting

225 **Telephone:** Three lines and directory listing

310 **Office Supplies:** Payroll forms, accounts payable checks, envelopes, invoices, storage boxes, file folders, bank endorsement stamps and deposit books, tax bill postage, employment law posters

320 **Publications and Dues:** MTAW, GFOA, and WGFOA dues, GFOA publications

330 **Training and Travel:** Seminars, Treasurer's Institute, MTAW Conference, and CVMIC training mileage

380 **Capital Outlay:** Office equipment and furniture

390 **Other Expenses:** Bank fees, UPS/Fed Ex, DTC audit confirmation, cat licenses, credit card collection fees, GFOA Awards Program Fee

514700—Information Technology

220 **Internet Service**

312 **Computer Supplies:** Printer toner and maintenance

380 **Capital Outlay:** Desktops, Microsoft Office Licenses, antivirus software, monitors, backup system and licensing

Budget Variances:

514700—Information Technology

380 **Equipment:** Increase to replace City Hall workstations with Windows 10 operating system

Treasurer's Office

515600 Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
111	Salaries	66,919	73,579	80,830	81,343	81,343	83,189	2.27%
121	Part Time Salaries	25,496	29,297		0	0	0	0.00%
135	Sick Payout	670	354	452	474	474	373	-21.31%
151	Social Security	7,224	7,533	5,852	6,384	6,384	6,524	2.19%
152	Retirement	6,887	6,239	5,625	5,674	5,674	5,714	0.70%
154	Health Insurance	12,942	16,631	22,032	25,168	23,898	27,613	9.71%
155	Life Insurance	112	99	81	61	41	84	37.70%
159	Longevity	2,539	1,446	1,537	1,629	1,629	1,720	5.59%
165	Workers' Comp. Insurance	250	207	196	197	197	187	-5.08%
	Total Personnel	123,039	135,385	116,605	120,930	119,640	125,404	3.70%

515600 Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
210	Professional Services	39,575	43,762	52,368	49,125	50,000	50,000	1.78%
225	Telephone	1,458	325	265	300	300	315	5.00%
310	Office Supplies	6,567	6,121	6,794	4,200	4,200	4,200	0.00%
320	Publications and Dues	415	464	464	500	500	500	0.00%
330	Training & Travel	139	151	170	400	600	400	0.00%
380	Office Equipment	0	0	1,014	100	50	100	0.00%
390	Other Expenses	2,471	4,146	2,289	2,500	2,500	2,500	0.00%
	Total	50,625	54,969	63,364	57,125	58,150	58,015	1.56%
	Total Expenditures	173,664	190,354	179,969	178,055	177,790	183,419	3.01%

515900 Independent Audit		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
210	Professional Services	29,042	33,112	32,400	28,000	33,000	28,000	0.00%
	Total	29,042	33,112	32,400	28,000	33,000	28,000	0.00%

514700 Technology		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
210	Professional Services	17,620	15,603	9,505	15,000	15,000	15,000	0.00%
220	Internet Service	10,098	13,254	13,365	13,500	13,500	13,500	0.00%
312	Computer Supplies	2,419	88	74	500	100	500	0.00%
380	Equipment Outlay	12,466	5,986	18,820	6,000	7,610	7,500	25.00%
385	Multi Use Equipment	7,151	9,245	7,059	7,000	7,100	7,100	1.43%
	Total	49,754	44,176	48,823	42,000	43,310	43,600	3.81%

519100 Illegal/Uncollectible Taxes		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
591	Uncollectible Taxes	0	0	0	0	2,113	0	0.00%
	Total	0	0	0	0	2,113	0	0.00%

519400 Insurance		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
510	Property	3,280	3,480	3,648	3,702	3,702	4,222	14.05%
512	General & Auto Liability	4,629	4,390	4,664	4,639	4,555	4,344	-6.36%
520	Surety Bonds	862	531	520	520	605	647	24.42%
	Total	8,771	8,401	8,832	8,861	8,862	9,213	3.97%

Revenues		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
411800	Interest—Delinquent Property Tax	289	429	605	400	428	300	-25.00%
441126	Dog & Cat License	1,531	695	1,357	1,300	1,300	1,300	0.00%
461151	Treasurer's Office fees	851	1,018	1,338	700	3,518	1,300	85.71%
481100	Interest Income	9,513	14,186	20,662	31,000	45,000	45,000	45.16%
481110	Interest—Spec. Assess.	174	105	154	0	0	0	0.00%
474210	Transfer from Room Tax	3,219	4,038	3,953	3,250	3,000	3,250	0.00%
474230	Transfer from CDBG	980	973	931	1,500	1,500	1,500	0.00%
474510	Transfer from TIF	1,769	0	455	1,000	1,000	1,000	0.00%
487000	Change in Market Value	0	0	(36,989)	0	8,000	5,000	0.00%
	Total	18,326	21,444	(7,534)	39,150	63,746	58,650	49.81%

Net Cost of Program	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
	242,905	254,599	277,558	217,766	201,329	205,582	-5.59%

Insurance
519400

Program Manager: City Treasurer

Program Description: The City utilizes an Internal Service Fund to account for all its insurance activities with respect to liability, property, auto and workers' compensation insurance needs and charges the cost to the respective funds and accounts. This account records the general government portion of insurance expenses. More information on the insurance program of the City is detailed in the Internal Service Fund section. Insurance allocations to programs and funds are summarized in the below table.

Department Services Indicators:	2015	2016	2017	2018 Projected
Total General Liability Incident Reports	5	5	4	5
Incurred Liability Claims Paid/Reserve	4	5	2	5
Number of Vehicle Incident Reports	1	2	1	2
Total Vehicle Claims Paid	$74,359	$34,495	$703	0
Number of Property Claims Filed—Public	2	3	2	3
Total Vehicle Claims Filed—City	1	2	2	2
Number of Property Claims Filed—City	3	2	2	2
Number of Workers' Compensation Incident Reports	15	9	15	15
Total Workers' Compensation Incident Claims	5	5	10	8
Workers' Compensation Modification Factor	.88	1.04	1.01	1.04

Budget Variances:

519400—Insurance

165 **Worker's Compensation:** Modification factor increase
510 **Property Insurance:** Premium and value increases
512 **General Auto Liability:** Premium and value increases
523 **Liability Claims:** Increase due to prior years' history

Insurance Program Summary

Account/Fund Budgeted	Property/Auto Insurance	Worker's Comp.*	General Liability	Surety Bond	Total
519400 General Fund	$3,702		$4,555	$520	$8,776
Other Depts. General Fund	86,190	134,504	34,557		255,251
Sewer	10,746	17,335	3,973		32,054
Cemetery	221	891	176		1,288
Swimming Pool	1,688	7,575	1,494		10,758
Library	3,511	1,178	4,462		9,151
Trust & Agency	223				223
Recreation Programs		4,221	833		5,053
Total 2017	$106,282	$165,704	$50,050	$520	$322,556
Total 2016	$90,615	$174,346	$50,887	$865	$316,713

*Net dividend

City Hall Complex
518100

Department: Engineering and Public Works
Program Manager: Building Inspector
Program Description: This account serves the building maintenance and repair needs of City Hall, Lincoln Building and Community Center Gym. Costs associated with the Library, Fire Station, Police Station maintenance and repair costs are located in their own budgets.

Products and Services:

- Coordinate City Hall, Lincoln Building and Community Center Gym repairs
- Provide custodial services for City Hall, Lincoln Building, Community Center Gym and Police Station
- Maintain City grounds and buildings

City Hall Complex Staffing Levels:

Personnel Schedule Summary Position	2016 FTE	2017 FTE	2018 FTE
Building Maintenance Engineer	0.83	0.83	0.83
Custodian	0.60	0.60	0.60
Total	**1.43**	**1.43**	**1.43**

*Remainder of custodial staff is in Cemetery Fund (.17 FTE) & Police Department (.40 FTE) for a total of 2.

2017 Significant Accomplishments:

1. Replaced steam boiler in gym
2. Replaced retaining wall behind Fire Department

2018 Objectives to Be Accomplished:

1. Remove and replace asphalt pavement around Fire Department
2. Exterior painting of Complex Buildings
3. Remove and replace concrete driveway at Station 1
4. Repairs to mausoleum

Long-Term Objectives:

1. New roof on Fire Department (Capital Improvement Plan 2019)
2. Replace roof on cemetery house

Account Detail:

518100—City Hall Complex

222 **Electric:** Three buildings (interior and exterior)
224 **Natural Gas:** Three buildings
225 **Telephone:** Land-line telephones for three buildings, phone updates, cell phones for maintenance supervisor and complex custodian
226 **Water Service:** Three buildings (interior and exterior)
240 **Repairs and Maintenance:** Monthly elevator inspection, rugs and mats, alarm system, HVAC repair/maintenance, monthly pest inspection, seasonal lawn and tree maintenance, water softener, exterior window cleaning, pull station inspections, Light & Water for bubbler, sprinkler, carpet cleaning, purchase of fire extinguishers (required in 2010)
350 **Operating Expenses:** Hardware/paint, janitorial supplies/paper products
380 **Equipment Outlay:** Telephone replacements and equipment/tool purchases
385 **Capital Outlay:** Phone system, door locks, HVAC purchases, carpeting, lighting for parking lot, painting, window replacements and other major purchases and work performed for complex

Budget Variances:

518100—City Hall Complex

111-165 **Salary and Benefits:** Decrease due to new employee hired

City Hall Complex
518100

City Hall Complex								
518100 Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Propsoed	% Change 2018/2017
111	Salaries	77,868	80,979	82,495	81,152	96,000	70,814	-12.74%
112	Overtime	3,691	1,542	3,598	2,000	2,000	2,000	0.00%
125	Part Time Salaries	1,735	2,027	1,996	7,330	2,000	2,000	-72.71%
135	Sick Payout	831	988	972	997	285	285	-71.41%
151	Social Security	6,678	6,835	6,881	7,195	7,724	5,797	-19.43%
152	Retirement	6,053	5,942	6,118	5,897	6,730	4,943	-16.18%
154	Health Insurance	14,017	16,394	19,345	21,232	21,232	25,232	18.84%
155	Life Insurance	112	124	143	107	107	50	-53.27%
159	Longevity	2,307	2,397	2,487	2,577	680	680	-73.61%
165	Workers' Comp. Insurance	3,300	2,972	4,151	4,247	4,247	3,373	-20.58%
	Total	116,592	120,200	128,186	132,734	141,005	115,174	-13.23%
518100 Operating		2014	2015	2016	2017 Budget	2017 Estimated	2017 Propsoed	% Change 2018/2017
222	Electric	22,563	20,753	23,578	25,609	25,609	25,609	0.00%
224	Natural Gas	37,028	22,172	21,155	25,000	25,000	25,000	0.00%
225	Telephone	882	1,653	1,971	1,660	2,025	2,025	21.99%
226	Water Service	4,038	3,514	3,350	4,000	4,000	4,000	0.00%
240	Repair & Maintenance Services	28,971	29,537	32,181	30,000	30,000	30,000	0.00%
350	Operating Supplies	20,026	13,978	15,166	15,000	15,000	15,000	0.00%
385	Capital Equipment Outlay	32,969	22,147	5,883	22,000	22,000	22,000	0.00%
	Total	146,477	113,754	103,284	123,269	123,634	123,634	0.30%
	Total Expenditures	263,069	233,954	231,470	256,003	264,639	238,808	-6.72%
Revenues		2014	2015	2016	2017 Budget	2017 Estimated	2017 Propsoed	% Change 2018/2017
469000	Public Charges for Services	0	0	318	600	600	600	0.00%
482215	Rent—City Property	14,828	14,111	0	0	0	0	0.00%
	Total	14,828	14,111	318	600	600	600	0.00%
Net Cost of Program		2014	2015	2016	2017 Budget	2017 Estimated	2017 Propsoed	% Change 2018/2017
		248,241	219,843	231,152	255,403	264,039	238,208	-6.73%

Building Inspection

522310

Department: Engineering and Public Works
Program Manager: Building Inspector
Program Description: The Building Inspector approves all permits including electrical, building, occupancy, plumbing, heating, erosion control, etc. Position is responsible for conducting all building inspections, enforcing building and zoning ordinances, updating codes and ordinances, and the sign approval process. Additionally, the Building Inspector supervises City Hall Complex employees, coordinates building maintenance, oversees cemeteries, and acts as Americans with Disabilities Act (ADA) representative. The Building Inspection Secretary is also secretary for the Public Works Division, handling all refuse and recycling questions and service requests, serving as recording co-secretary for the Public Works and Sewerage Commission, assists in coordinating cemetery burial and purchasing of lots and volunteer coordinator of the City Hall complex.

Products and Services:

- Issue permits
- Perform inspections
- Supervise management of City Hall Complex and capital improvements to facilities
- Respond to citizen inquiries and service requests concerning refuse, recycling, zoning, construction, code clarification, erosion, signage, cemeteries and landscape/drainage information
- Oversee cemetery operations

Building Inspector Staffing Levels:

Personnel Schedule Summary Position	2016 FTE	2017 FTE	2018 FTE
Building Inspector	1.00	1.00	1.00
Secretary II	1.00	1.00	1.00
Total	**2.00**	**2.00**	**2.00**

Department Service Indicators:	2015	2016	2017	2018 Projected
Inspections Made by Building Inspector	1,397	1,800	1,718	1,718
Inspections Made by Contracted Inspectors	40	25	56	65
Total Inspections Made	1,437	1,825	1,774	1,783
Total permits issued:				
Residential New Construction	24	22	31	32
Residential Building	146	140	140	140
Commercial New Construction	2	2	2	2
Commercial Building	10	20	25	20
Electrical	258	300	300	300
Plumbing	306	280	280	280
HVAC	163	180	180	180
Certificate of Compliance	116	0	0	0
Value of Improvements Inspected	$21,730,000	21,683,299	22,000,000	22,000,000

Building Inspection
522310

Performance Measures:

Service Area	Objective	Efficiency Measure	Target 2015/2016	Target 2016/2017	Target 2017/2018
Building Inspection	Efficient Municipal Government	Operating Costs	$1.33 per person	$0.75 per person	$2.81 per household

2017 Significant Accomplishments:

1. Began permit process for The Glen at Cedar Creek
2. Oversaw construction of 42,000 SF storage facility for Cedarburg Storage

2018 Objectives to Be Accomplished:

1. Permits and oversight of Hamilton House Care Facility
2. Permits and oversight of Arrabelle Development
3. Continue permit process for The Glen at Cedar Creek
4. Permits and oversight of 192 Unit Development on Sheboygan Rd.
5. Oversee development of Washington and Jackson site
6. Oversee construction of 7,000 SF Concord Development building

Long-Term Objectives:

1. Improve availability of information online
2. Specify responsible parties to handle health-related issues within the City (i.e. County Health Department liaison)

Account Detail:

522310—Inspection

210 **Professional Services:** Testing or services as required by the Common Council and Commercial Electrical Inspector's wages

225 **Telephone:** Land-line telephones, cell phone for building inspector

310 **Office Supplies:** Forms reproduced/general office supplies, house number tiles and frames; State tags for new houses, microfilm of building permits

330 **Employee Training/Travel:** State of Wisconsin Safety and Buildings (recertification for building, electric, plumbing inspector license-training classes), SE-WBIA (Building Inspector seminars)

Budget Variances:

522310—Inspection

- Staff is estimating 32 new single family residential starts in 2018
- Staff is including fee of $6,030.00 for start of Arrabelle Building C
- Staff is including fee of $17,430.00 for start of Sheboygan Rd. Apartments

Revenues:

443500 **Building Permits:** Decrease in Building Permits based on 32 single family starts estimated

443512 **Building Inspection Plan Review:** Decrease based on 32 single family starts estimated

Public Safety—Building Inspector

522310 Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
111	Salaries	104,420	113,682	99,055	105,396	101,396	103,428	-1.87%
151	Social Security	7,545	8,362	7,315	8,121	7,815	7,975	-1.80%
152	Retirement	7,719	7,134	6,814	7,218	6,946	6,985	-3.23%
154	Health Insurance	26,277	27,729	24,727	27,344	27,344	30,021	9.79%
155	Life Insurance	53	49	57	59	59	58	-1.69%
159	Longevity	2,457	630	693	756	756	819	8.33%
165	Workers' Comp. Insurance	2,276	2,345	3,202	3,145	3,145	2,967	-5.66%
	Total	150,747	159,931	141,863	152,039	147,461	152,253	0.14%

522310 Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
210	Professional Services	1,860	2,250	2,935	2,250	2,250	3,000	33.33%
225	Telephone	1,051	521	504	600	425	425	-29.17%
310	Office Supplies	2,132	2,347	3,377	2,347	2,347	2,347	0.00%
330	Training & Travel	601	0	375	650	500	500	-23.08%
351	Gas and Oil Expense	2,445	1,863	1,972	1,900	1,700	1,700	-10.53%
512	Liability Insurance	969	1,043	948	962	962	875	-9.04%
	Total	9,058	8,024	10,111	8,709	8,184	8,847	1.58%
	Total Expenditures	159,805	167,955	151,974	160,748	155,645	161,100	0.22%

522360 Weights and Measures		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
214	Professional Services	2,000	2,000	2,000	2,000	2,000	2,000	0.00%
	Total	2,000	2,000	2,000	2,000	2,000	2,000	0.00%

Revenues		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
441129	Weights & Measures Licenses	1,020	1,060	1,035	995	995	995	0.00%
443500	Building Permits	65,549	108,798	111,871	111,800	111,800	104,860	-6.21%
443501	Electrical Permits	18,014	21,042	21,303	22,400	22,400	22,400	0.00%
443502	Plumbing Permits	18,975	27,070	25,440	24,750	24,750	24,750	0.00%
443504	Clearwater Compliance Permits	8,650	5,650	0	0	0	0	0.00%
443505	Heating/Air Conditioning Permits	14,858	19,836	20,279	20,000	20,000	20,000	0.00%
443507	Erosion Control Permits	2,550	3,900	5,750	5,550	5,550	5,550	0.00%
443508	Occupancy Permits	5,650	6,430	6,170	5,950	5,950	5,950	0.00%
443509	Sign Permits	2,425	2,265	1,590	1,800	1,800	1,800	0.00%
443512	Building Inspection Plan Review	3,165	4,025	6,928	8,025	7,000	6,400	-20.25%
461156	House Numbers	490	973	861	920	920	920	0.00%
461157	State Tag Fee	595	1,150	1,850	2,300	1,800	1,800	-21.74%
	Total	141,941	202,199	203,077	204,490	202,965	195,425	-4.43%

Net Cost of Program	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
	19,864	(32,244)	(49,103)	(41,742)	(45,320)	(32,325)	-22.56%

Senior Center

555140

Department: Senior Center
Program Manager: Senior Center Director
Program Description: The multi-purpose Senior Center, located in the Lincoln Building in downtown Cedarburg, is designed to provide essential social, wellness, education, nutrition, transportation and leisure services to older adults. The Senior Center seeks to provide quality activities and opportunities to adults 55 years and older in the Cedarburg area. With diverse programs and services, the Center offers an atmosphere that enables older adults to be involved with and contribute to their community.

Products and Services:

- Develop and implement new programs to reflect the changing needs and interests of Cedarburg older adults to include health, educational and inter-generational programs
- Design and distribute approximately 500 Senior Center newsletters bi-monthly
- Coordinate approximately 25 one-day and extended trips, accommodating approximately 500 senior citizens
- Co-sponsor county-wide trips and special events with Port Washington and Grafton Senior Centers
- Coordinate scheduling, operation and maintenance of the Cedarburg Senior Van Service and 14 volunteer drivers
- Provide site for Ozaukee County Senior Citizen Food and Friendship Meal Program
- Coordinate additional special events: Entertainment, Travel Show, Spring Luncheon, Speaker Program, Volunteer Appreciation, Senior Art Exhibition, Annual Turkey Feast, a special day featuring the talents of seniors, and holiday events
- Organize and implement sport leagues and activities, including Senior Games, tennis and pickleball
- Senior Center amenities include lounge area, games, pool table and lending library
- Co-sponsor classes and events with St. Mary's Hospital, Ozaukee County Aging and Disability Resource Center, local public and private healthcare agencies, local businesses and Cedarburg School District
- Coordinate educational programs including watercolor workshops, retirement and financial planning, health and wellness workshops including current community events, 55 Alive Mature Drivers Safety Classroom Refresher Course, Brain Wellness Programs, music appreciation and adult enrichment
- Coordinate two Annual Rummage Sales plus Holiday Craft Sale
- Co-sponsor Annual Ozaukee County Senior Conference

Senior Center Staffing Levels:

Personnel Schedule Summary Position	2016 FTE	2017 FTE	2018 FTE
Senior Center Director	0.70	0.70	0.70
Senior Center Supervisor	0.60	0.60	0.50
Total	**1.30**	**1.30**	**1.20**

Performance Measures:

Service Area	Objective	Efficiency Measure	Target 2015/2016	Target 2016/2017	Target 2017/2018
Senior Center Programming	Operating Costs	Revenue 100% of Program Expenses	100%	100%	100%

Senior Center

555140

Department Services Indicators:	2015	2016	2017 Estimated	2018 Projected
Days of Operation	250	250	250	253
Total Attendance	16,500	17,608	18,498	18,750
Average Daily Attendance City Participants Non-Resident Participants	65 54 11	71 47 24	74 48 26	75 49 26
One Day and Extended Trips	500	484	414	450
Special Events	1,500	909	1,316	1,390
Attendance at Weekly Programs	14,500	11,333	12,098	12,110
Van Ridership	4,100	4,882	4,670	4,800

*Attendance figures include attendance at the daily Cedarburg Dining Center. Van ridership is included in the weekly program figures.

2017 Significant Accomplishments:

1. Formed team to participate in community Walk to End Alzheimer's Disease
2. Trained newly hired Senior Center Supervisor in all working aspects of the Senior Center
3. Conducted the ten week Aging Mastery Program at the Senior Center using grant received in 2016

2018 Objectives to Be Accomplished:

1. Develop Excel attendance tracking tool to improve accuracy and time efficiency
2. Develop a policy and procedure for allowing area businesses to promote their business and support the Cedarburg Senior Center
3. Improve Senior Center use of website
4. Encourage citizens to sign up for email alerts
5. Refresh and update display areas in Senior Center for promotion of programs, tours and special events

Long-Term Objectives:

1. Train new volunteers to allow continuation of Senior Center volunteer van service and Senior Center office staffing during staff absences
2. Develop programs to increase attendance at the Cedarburg meal site and continue to provide a location for the Monday through Friday congregate Food and Friendship meal program in Cedarburg for older adults run by the Ozaukee County Aging and Disability Resource Center
3. Continue to co-sponsor county-wide tours and special events with Port Washington and Grafton Senior Centers
4. Continue to provide outreach programing to area senior housing facilities through the Cedarburg Senior Chorus performances
5. Serve as a resource center for Cedarburg older adults by providing current literature, programming and information
6. Continue to encourage participants of the Senior Center to make a yearly contribution to the Center as an investor to maintain revenue return
7. Continue to promote van ridership to the City of Cedarburg older adults increasing ridership

Account Detail:

555140—Senior Services

210 **Professional Services/Special Events:** Music appreciation, exercise, healthy living and watercolor instructors, miscellaneous class instruction, special events, e.g., rummage sales, volunteer appreciation, arts day, senior games, luncheons, parties, Ozaukee Senior Conference

310 **Supplies and Expenses:** Receipt books, tour refreshments, advertisement placement for sales, newsletter postage, music group supplies, News Graphic subscription, decorations, cleaning supplies, mailing labels, miscellaneous supplies and lift maintenance

313 **Printing:** Printing of bi-monthly newsletters

330 **Travel and Training:** Wisconsin Association of Senior Centers (WASC) membership and Annual Conference, American Red Cross training, Wisconsin Park & Recreation Association membership and training.

Senior Center
555140

Budget Variances:

555140—Senior Services

210 **Professional Services/Special Events:** Increase from $6,800 to $7,500 due to increased class offerings and class sizes

390 **Other:** For trip expenditures

Senior Center								
555140					**2017**	**2017**	**2018**	**% CHANGE**
Personnel		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Proposed**	**2018/2017**
121	Part Time Salaries (1.30 FTE)	51,014	50,024	59,057	55,596	55,000	56,701	1.99%
135	Sick Pay Out	946	725	400	400	400	408	2.00%
151	Social Security	3,564	3,497	4,315	4,358	4,358	4,358	0.00%
152	Retirement	3,727	3,605	3,186	2,480	2,440	2,522	1.68%
154	Health Insurance	2,072	2,730	2,671	273	273	284	4.03%
159	Longevity	1,512	1,575	945	977	977	1,039	6.35%
165	Workers' Comp. Insurance	139	114	131	127	127	125	-1.57%
	Total	62,974	62,270	70,705	64,211	63,575	65,437	1.91%
555140					**2017**	**2017**	**2018**	**% CHANGE**
Operating		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Proposed**	**2018/2017**
210	Professional Services	7,303	5,561	6,399	6,800	8,200	7,500	10.29%
225	Telephone	1,016	235	177	325	325	325	0.00%
310	Supplies & Expenses	1,995	2,196	1,224	2,000	1,500	2,000	0.00%
313	Printing	1,007	874	162	1,000	1,000	1,000	0.00%
330	Employee Training, Travel	1,271	983	1,250	1,250	1,250	1,250	0.00%
390	Other Expenses	2,270	0	0	0	18,000	16,000	0.00%
510	Property/Auto Insurance	468	475	479	479	479	469	-2.09%
512	Liability Insurance	498	470	500	491	491	477	-2.85%
	Total	15,828	10,794	10,191	12,345	31,245	29,021	135.08%
	Total Expenditures	78,802	73,064	80,896	76,556	94,820	94,458	23.38%
555145 Senior Van					**2017**	**2017**	**2018**	**% CHANGE**
Operating		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Proposed**	**2018/2017**
225	Telephone			47		50	50	0.00%
240	Repair & Maintenance			1,084		500	500	0.00%
351	Gas & Oil			2,071		2,100	2,100	0.00%
510	Property Insurance			195		223	235	0.00%
	Total	0	0	3,397	0	2,873	2,885	0.00%
	Total Expenditures	78,802	73,064	84,293	76,556	97,693	97,343	27.15%

Senior Center

555140

Senior Center (contd.)							
Revenues	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% CHANGE 2018/2017
467435 Senior Center Fees	24,186	18,919	24,009	18,500	36,500	35,000	89.19%
481145 Senior Van Interest			36		20	20	0.00%
485550 Donations						3,000	0.00%
488800 Senior Van Receipts			6,739		5,500	5,500	0.00%
Total	24,186	18,919	30,784	18,500	42,020	43,520	135.24%

Net Cost of Program	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% CHANGE 2018/2017
	54,616	54,145	53,509	58,056	55,673	53,823	-7.29%

Conservation & Development

566310

Department: Engineering and Public Works

Program Managers: City Planner, Economic Development Coordinator

Program Description: The community planning function provides services that maintain and preserve the "small town" atmosphere and quality of life for residents and businesses. It is responsible for both long and short-range planning, site plan review, zoning code administration and enforcement, economic development, landmarks administration, and general support of community development activities. It also supports historic preservation in historic areas.

The Economic Development Coordinator's mission is to work with existing businesses on issues facing the business community. The Coordinator serves as a liaison between merchants, businesses, the Cedarburg Chamber of Commerce and the local government. In addition, the Coordinator mediates concerns and directs inquires to the appropriate parties. The Coordinator works to promote the City of Cedarburg as the location of choice for retail, office and industrial business.

Products and Services:

Conservation

- Comprehensive (long-range) Planning Coordination—Provide research, policy analysis, and recommendations to Plan Commission and Common Council to help formulate long-range goals and objectives
- Current Planning Coordination—Review, analyze and report on development proposals, work with citizens, business owners, and developers to provide accurate Code interpretations and guide development in accordance with City ordinances, policies and plans
- Staff liaison to Plan Commission, Common Council, Economic Development Board, and Landmarks Commission
- Zoning Code Administration—Implement Land Use Regulations that reflect the evolving policies of the City, provide interpretation of the Zoning Regulations and prepare amendments to the Zoning Code as necessary
- Historic Preservation—Provide research, analysis and recommendations to the Landmarks Commission regarding historic preservation matters

Development

- Create marketing strategies to attract businesses, developers and investors to redevelop sites within the City
- Coordinate City's economic development program, including providing demographic materials, information on available sites and other resources
- Work with existing businesses on issues facing the business community
- Sponsor information meetings on topics relevant to local businesses
- Coordinate with nearby communities regarding projects, trends and developments
- Attend Tourism, Promotion and Development, Cedarburg Merchants Organization, and Economic Development Board (serve as secretary) meetings

Conservation and Development Staffing Levels:

Personnel Schedule Summary Position	2016 PT	2017 PT	2018 PT
City Planner	Contracted	Contracted	Contracted
Economic Development Coordinator	Contracted	Contracted	Contracted

Conservation & Development

566310

DEPARTMENT SERVICES INDICATORS:	2015	2016	2017 Estimated	2018 Projected
Number of Single Family Lots Approved	21	100	20	20
Multi-family Units Approved	126	--	125	192
Certified Survey Maps Processed	3	3	3	3
Re-zonings Processed	2	2	2	2
Development Reviews	3	3	3	5
Site and Architectural Plan Approvals/Amendments	7	5	5	5
Certificates of Appropriateness	5	5	5	5
Zoning Text Amendments	2	2	2	3
Conditional Uses	5	5	5	5
Land Use Plan Amendments	2	2	2	3
Outdoor Alcohol Beverage Licenses	2	2	1	3
Temporary Uses	10	10	15	15
InfillHome	2	2	--	2
Miscellaneous Plan Commission Reviews	10	10	12	15
Promotional Marketing Materials Mailed	--	--	--	--
Distribution of Commercial Space Available List	--	--	--	--
Annexation Requests Processed	1	1	--	--
Extension of Time for Approvals (Due to Economy)	1	1	--	--
Extraterritorial Reviews	1	1	1	2
Zoning Map Amendments	3	3	3	2

2017 Significant Accomplishments:

1. Land use plan updated
2. Coordinated redevelopment of St. Francis Borgia site
3. Coordinated redevelopment of Jackson Ct. property
4. Coordinated redevelopment efforts for Amcast
5. Coordinated redevelopment of the Formart Site

2018 Objectives to Be Accomplished:

1. Continue approval process for Arrabelle
2. Coordinate Stroebel multi-family development
3. Develop ordinance for Pocket Neighborhood development
4. Begin update of Land Use Plan
5. Zoning Code recodification
6. Provide technical assistance related to extending sewer and water service to Sheboygan Road Corridor

Long-Term Objectives:

1. Update the Land Division and Subdivision Ordinance for consistency with the Smart Growth Plan
2. Coordinate development activity and rezonings as needed for Sheboygan Road Corridor
3. Provide technical assistance for development proposals within Sheboygan Road Corridor
4. Monitor future development and land divisions within Town of Cedarburg
5. Coordinate redevelopment activities for Amcast, Weil Pump and Mercury Marine sites
6. Provide technical assistance for the development, redevelopment and business retention for the Downtown Business District
7. Encourage redevelopment opportunities throughout Cedarburg with both private investors and development companies
8. Monitor commercial development along the Creek Walk
9. Work with the Landmarks Commission on a program to place historic informational plaques on certain buildings in the Historic Preservation District

Conservation & Development

566310

Account Detail:

566310—City Planning

225 **Telephone:** Two lines

310 **Office Supplies:** Miscellaneous supplies, stamps

320 **Publications and Dues:** Wisconsin Historical Society, American Planning Association

330 **Travel and Training:** Other training

Budget Variances:

566310—City Planning

210 **Professional Services:** Contract increase of 2% for City Planner and Economic Development Coordinator. Increase Planner hours from 20 hours/week to 24 hours/week. $15,000 for branding.

City Planning								
566310					2017	2017	2018	% Change
Operating		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
210	Professional Services	68,310	71,525	92,376	86,800	86,800	109,567	26.23%
225	Telephone	592	175	177	250	220	250	0.00%
310	Office Supplies & Expenses	256	20	16	200	200	200	0.00%
320	Publications & Dues	105	300	110	430	430	430	0.00%
330	Conference & Travel	52	106	241	200	200	200	0.00%
380	Equipment Outlay	1,104	496	0	1,000	1,000	1,000	0.00%
	Total Expenditures	70,419	72,622	92,920	88,880	88,850	111,647	25.62%
					2017	2017	2018	% Change
Revenues		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
443514	Plan Review	4,621	6,058	6,469	5,000	5,500	5,500	10.00%
444400	Zoning Permits	600	0	0	400	400	400	0.00%
485550	Donations	6,000	6,000	4,334	2,667	2,667	2,667	0.00%
	Total	11,221	12,058	10,803	8,067	8,567	8,567	6.20%
					2017	2017	2018	% Change
Net Cost of Program		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
		59,198	60,564	82,117	80,813	80,283	103,080	27.55%

Other

591000, 592000

Program Manager: City Administrator

Program Description: This program provides for a contingency reserve account that may be accessed only with approval of the Common Council. Also included in this budget are transfers to other funds.

Account Detail:

5191000—Other

The contingency reserve is funded by the unassigned reserve. Transfers to other funds consists of a $1,000 transfer to Recreation Programs to support the Civic Band.

Culture and Recreation								
Other and Transfers								
591000					**2017**	**2017**	**2018**	**% Change**
Other		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Proposed**	**2018/2017**
990	Contingency Reserve	0	0	0	0	0		0.00%
	Total Contingency Reserves	0	0	0	0	0	0	0.00%
592000					**2017**	**2017**	**2018**	**% Change**
Transfers to Other Funds		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Proposed**	**2018/2017**
704	Transfer to Debt Service Fund	0	117,663	0	0	0	0	0.00%
706	Transfer to Capital Improvements	0	905,960	0	100,000	100,000	125,000	0.00%
710	Transfer to Spec. Rev. Fund—Pool	79,559	55,252	13,503	38,700	37,175	11,500	0.00%
712	Transfer to Spec. Rev. Fund—Rec. Prog.	1,000	1,000	1,000	1,000	1,000	1,000	0.00%
	Total Transfers to Other Funds	80,559	1,079,875	14,503	139,700	138,175	137,500	-1.57%
	Total Expenditures	80,559	1,079,875	14,503	139,700	138,175	137,500	-1.57%
					2017	**2017**	**2018**	**% Change**
Net Cost of Program		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Proposed**	**2018/2017**
		80,559	1,079,875	14,503	139,700	138,175	137,500	-1.57%
Tax and other revenues					**2017**	**2017**	**2018**	**% Change**
not specific to programs		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Proposed**	**2018/2017**
411111	Property Taxes	5,569,576	5,626,518	5,812,613	5,869,616	5,869,616	6,236,193	6.25%
411310	Property Tax Equivalent—Light/ Water	715,170	718,732	744,790	798,464	798,464	832,349	4.24%
435100	State Shared Revenues	198,720	205,083	200,137	204,686	204,686	204,518	-0.08%
435102	Expenditure Restraint Program	157,190	166,957	162,961	166,733	166,773	0	-100.00%
435302	State Computer Aids	15,848	17,022	23,040	21,000	20,253	20,551	-2.14%
441127	Cable TV Franchise Fees	156,207	159,092	155,956	160,000	160,000	150,000	-6.25%
461154	General Govt Misc. Fees	57	0	5	0	25	0	0.00%
482220	Rent—City Property (Water Towers)	124,376	130,594	137,251	143,705	143,853	215,000	49.61%
483315	Sale of City Property	162	150	100	0	825	0	0.00%
484210	Refund of Prior Years Expense	3,313	33	(2,712)	0	(369)	0	0.00%
486000	Miscellaneous Revenue			13,481	0	0	0	0.00%
	Total	6,940,619	7,024,181	7,247,622	7,364,204	7,364,126	7,658,611	4.00%

Debt Service Fund—Fund 300

Revenues		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
411111	Property Taxes	972,917	619,532	705,776	1,284,280	1,284,280	1,502,211	16.97%
423500	Swimming Pool Impact Fees	3,536						
467530	Police Impact Fee	3,481	25,551	18,126		32,500		
456305	Build America Bond Reimbursement	8,101	7,075	6,064	4,995	4,932	3,823	-23.46%
481100	Interest Revenue	461	80	594	50	900	800	1500.00%
491000	Proceeds from Borrowing		749,311	231,387				
491350	Transfer from TIF	97,905	100,000					
491400	Transfer from Capital Improvements		140,000	200,000	200,000	200,000	58,741	-70.63%
	Total Revenues	1,086,401	1,641,549	1,161,947	1,489,325	1,522,612	1,565,575	5.12%

Expenditures		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
581566	2004 G.O. Capital Improvement Notes	137,363						
581567	2007 G.O. Capital Improvement Notes	154,891	882,428					
581568	2008 G.O. Capital Improvement Notes	568,960						
581580	2007 TIF #2 Notes	97,905	114,255					
581582	2010 Capital improvement Notes	98,686	98,686	98,686	98,687	98,686	98,686	0.00%
581565	2012 G.O. Capital Improvement Notes	71,745	351,045	339,535	566,725	566,725	562,225	-0.79%
581520	2014 Internal Borrowing		93					
581521	2015 G.O. Capital Improvement Notes		16,964	267,400	312,900	312,900	392,050	25.30%
581530	2016 G.O. Capital Improvement Notes				710,963	710,963	542,963	-23.63%
581570	2012 G.O. TIF #2 Refunding		171,745	220,660				
582000	Issuance Costs		11,692	70,550				
	Total Expenditures	1,129,550	1,646,908	996,831	1,689,275	1,689,274	1,595,924	-5.53%
	Revenues over/(under) Expenditures	(43,149)	(5,359)	165,116	(199,950)	(166,662)	(30,349)	

Fund Balance	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed
Beginning	81,102	37,953	32,594	197,710	197,710	31,048
Ending	37,953	32,594	197,710	(2,240)	31,048	699

Debt Obligations Payment Schedule

Capital Improvements—Streets							
Date	Purpose of Borrowing, Amount, Interest Rate	Balance 12/31/2017		Payment Dates	2018	2019	2020
6/1/2010	State Trust Fund Loan	$272,557	P	3/15	87,102	90,804	94,652
	$800,000 4.25%		I	3/15	11,584	7,882	4,034
	Term: 10 years						
Total					98,686	98,686	98,686

Library—Municipal Building									
Date	Purpose of Borrowing, Amount, Interest Rate	Balance 12/31/2017		Payment Dates	2018	2019	2020	2021	2022
9/3/2012	G.O. Promissory Notes	$4,125,000	P	3/1	500,000	500,000	500,000	600,000	600,000
	$5,175,000 1.667%		I	3/1, 9/1	62,225	56,850	50,725	42,975	33,525
	Term: 15 years								
Total					562,225	556,850	550,725	642,975	633,525

2015 and 2016 Capital Projects; 2007 Refinancing									
Date	Purpose of Borrowing, Amount, Interest Rate	Balance 12/31/2017		Payment Dates	2018	2019	2020	2021	2022
6/25/2015	G.O. Promissory Notes	$3,020,000	P	3/1	335,000	405,000	410,000	410,000	420,000
	$3,470,000 .35%-2.0%		I	3/1, 9/1	57,050	49,650	41,500	33,300	25,000
	Term: 10 years								
Total					392,050	454,650	451,500	443,300	445,000

Public Works - Municipal Building									
Date	Purpose of Borrowing, Amount, Interest Rate	Balance 12/31/2017		Payment Dates	2018	2019	2020	2021	2022
5/18/2016	G.O. Corporate Purpose Bonds	$8,230,000	P	3/1	365,000	370,000	375,000	380,000	385,000
	$8,700,000 2.179%		I	3/1, 9/1	177,963	171,538	165,950	160,288	153,588
	Term: 20 years								
Total					542,963	541,538	540,950	540,288	538,588

Total Debt Principal and Interest Payments for the Year					1,595,924	1,651,724	1,641,861	1,626,563	1,617,113

Less Other Sources for Payments:	2018	2019	2020	2021
Debt Service Fund Balance—Interest and impact fees	(27,800)			
Transfer from Capital Improv.	(57,090)			
Build America Bonds Refund	(3,823)	(2,601)	(1,331)	
Annual Tax Levy Support Needed	1,507,211	1,649,123	1,640,530	1,626,563
Change from Prior Year	222,930	141,912	(8,593)	(13,968)
Tax Rate (Equalized)	1.11	1.23	1.20	1.17

Debt Obligations Payment Schedule

Sewer Utility

Date	Purpose of Borrowing, Amount, Interest Rate	Balance 12/31/2017		Payment Dates	2018	2019	2020	2021	2022
5/18/2016	G.O. Corporate Purpose Bonds	$950,000	P	3/1	40,000	45,000	45,000	45,000	45,000
			I	3/1, 9/1	20,550	19,813	19,138	18,463	17,675
	$1,005,000 2.179%								
	Term: 20 years								
Total					60,550	64,813	64,138	63,463	62,675

Total Annual Principal & Interest			1,595,924	1,651,724	1,641,861	1,626,563	1,617,113
Total Debt	$16,597,557						
Total G.O. Debt	$16,597,557	As of Dec. 31	15,270,455	13,859,651	12,434,999	10,999,999	9,549,999
Tax Levy Funded Portion	$15,647,557		14,360,455	12,994,651	11,614,999	10,224,999	8,819,999
% of Statutory Limit: .05	25.36%		22.87%	20.35%	17.90%	15.53%	13.21%
% of Statutory Limit: .04	31.70%		28.59%	25.44%	22.38%	19.41%	16.52%
	52,366		53,413.20	54,481.46	55,571.09	56,682.51	57,816.16
Equalized Value (in thousands)	1,309,147						
(Projected to increase at 2% per year)			1,335,330	1,362,037	1,389,277	1,417,063	1,445,404

Special Revenue Fund—Cemetery
200-544210

Department: Engineering and Public Works
Program Manager: Building Inspector
Program Description: The materials and labor for this budget are used for three City-owned cemeteries: Zur Ruhe, Immanuel, and Immanuel Heritage. This includes lot sales, layout of plots, coordination with funeral directors, lawn maintenance, general upkeep of roads and water lines, and Immanuel Cemetery rental house.

Products and Services:
- Layout graves for opening and perform cremain burials
- Landscape and lawn service for grave areas
- Sell cemetery lots
- Maintain computerized records and burials

Cemetery Staffing Levels (Full-Time Equivalent Employees–FTE):

Personnel Schedule Summary Position	2016 FTE	2017 FTE	2018 FTE
Building Maintenance Engineer and Custodian	0.17	0.17	0.08

DEPARTMENT SERVICES INDICATORS:	2015	2016	2017 Estimated	2018 Projected
Cemetery lots sold	39	32	10	10
Number of burials (casket & cremains)	61	70	70	60
Number of cemetery monument permits	31	37	25	25

2017 SIGNIFICANT ACCOMPLISHMENTS:
1. Increased Monument Permits to $50 to help maintain headstones
2. Removed storm damaged tree

2018 OBJECTIVES TO BE ACCOMPLISHED:
1. Remove and replace fascia, soffit, trim and doors on mausoleum

Long-Term Objectives:
1. Review locations for additional burial space at Immanuel and Zur Ruhe Cemeteries
2. Install section markers at both cemeteries if appropriate and cost effective
3. Replace roof on rental house

Account Detail And Budget Variances:

544210—Cemetery Fund

Expenditures

111 **Salaries:** Reduced allocation of full time employee from 17% to 8%

Special Revenue—Cemetery

Fund 200

		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
	Beginning Fund Balance	$316,344	$316,570	$302,915	$276,573	$276,573	$261,032	
Revenues		**2014**	**2015**	**2016**	**2017 Budget**	**2017 Estimated**	**2018 Proposed**	**% CHANGE 2018/2017**
465500	Property Sales	24,300	18,975	7,650	12,000	9,000	9,000	-25.00%
465550	Monuments & Markers	875	1,075	850	800	2,450	1,000	25.00%
481100	Interest Income	1,138	1,196	1,260	1,200	2,549	1,200	0.00%
482170	Rental Income	11,940	11,940	11,940	11,940	11,940	11,940	0.00%
486000	Cemetery—Misc. Revenue	3,600	3,475	2,664	2,000	2,815	2,500	25.00%
487000	Change in Market Value					439		0.00%
	Total Revenues	41,853	36,661	24,364	27,940	29,193	25,640	-8.23%
544210 Personnel		**2014**	**2015**	**2016**	**2017 Budget**	**2017 Estimated**	**2018 Proposed**	**% Change 2018/2017**
111	Salaries (.08 FTE)	11,328	11,317	12,065	10,633	10,633	3,564	-66.48%
112	Overtime	0	147	95	250	250	250	0.00%
125	Part time/Seasonal (.53 FTE)	8,100	7,762	11,170	9,000	9,000	9,000	0.00%
151	Social Security	1,514	1,464	1,798	1,551	1,521	980	-36.81%
152	Retirement	1,010	830	836	767	740	256	-66.62%
154	Health Insurance	2,724	4,060	3,358	3,333	2,000	678	-79.66%
155	Life Insurance	4	0	0	13	13	1	-89.62%
159	Longevity	364	375	386	396	0	0	-100.00%
165	Workers' Comp. Insurance	806	720	920	891	891	546	-38.72%
	Total	25,850	26,675	30,628	26,834	25,048	15,275	-43.07%
544210 Operating		**2014**	**2015**	**2016**	**2017 Budget**	**2017 Estimated**	**2018 Proposed**	**% Change 2018/2017**
210	Professional Services	9,508	8,344	10,818	11,680	11,680	11,680	0.00%
222	Electric	308	281	403	349	410	410	17.48%
225	Telephone	195	7	0	0	0	0	0.00%
226	Water Service	443	548	543	500	500	500	0.00%
230	Grounds Maintenance	2,356	1,843	2,771	2,800	2,800	2,800	0.00%
240	Repair & Maintenance	940	4,234	295	2,000	2,000	2,000	0.00%
245	House Maintenance	696	902	611	1,000	1,000	1,000	0.00%
350	Operating Supplies	973	925	606	900	900	900	0.00%
380	Equipment	0	6,197	3,631	0	0	0	0.00%
510	Property/Liability Insurance	358	360	400	400	396	320	-20.00%
940	Transfer to Capital Improvement Fund						7,000	0.00%
	Total	15,777	23,641	20,078	19,629	19,686	26,610	35.56%
	Total Expenditures	41,627	50,316	50,706	46,463	44,734	41,885	-9.85%

Revenue - Expenditures	226	(13,655)	(26,342)	(18,523)	(15,541)	(16,245)
Ending Fund Balance	316,570	302,915	276,573	258,050	261,032	244,787

Fund Balance	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed
Designated Cemetery Fund Balance	$216,295	$199,490	$171,873	$152,625	$154,832	$137,087
Designated for Perpetual Care	100,275	103,425	104,700	105,425	106,200	107,700
Total Fund Balance	316,570	302,915	276,573	258,050	261,032	244,787

Special Revenue Fund—Room Tax

210-566700, 592000

Department: Treasurer

Program Manager: City Treasurer

Program Description: In 1994, pursuant to Wisconsin Statutes Section 66.75, the City imposed a tax on the privilege and service of furnishing, at retail, rooms or lodging to transients by hotel keepers, motel operators and other persons furnishing accommodations that are available to the public, irrespective of whether membership is required for the use of the accommodations. The tax rate is five percent (5%) of the gross receipts from such retail furnishing of rooms or lodgings. The taxes are due quarterly, thirty days after the end of the quarter.

The City keeps 5% of the collected taxes and the other 95% is disbursed to the Chamber of Commerce for tourism promotion and development (70%) and downtown capital improvements (25%). The Chamber of Commerce places 25% of the funds received in an account for capital improvements to enhance the City. The remainder of the funds are used for the operation of the Chamber and the Tourism, Promotion and Development Committee.

Special Revenue Fund—Room Tax
Fund 210

Revenues	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% CHANGE 2018/2017
411500 Room Taxes	67,749	80,752	79,061	65,000	63,000	65,000	0.00%
Total Revenues	67,749	80,752	79,061	65,000	63,000	65,000	0.00%
566700 Operating							
721 Chamber Tourism & Development	64,362	76,715	75,108	61,750	60,000	61,750	0.00%
Total	64,362	76,715	75,108	61,750	60,000	61,750	0.00%
592000 Operating							
701 Transfer to General Fund	3,387	4,037	3,953	3,250	3,000	3,250	0.00%
Total	3,387	4,037	3,953	3,250	3,000	3,250	0.00%
Total Expenditures	67,749	80,752	79,061	65,000	63,000	65,000	0.00%
Revenue - Expenditures	0	0	0	0	0	0	
Beginning Fund Balance	$462	$462	$462	$462	$462	$462	
Total Fund Balance	$462	$462	$462	$462	$462	$462	

	Total	125,183	99,978	113,325	127,560	127,171	107,104	-16.04%
555321—Concessions					**2017**	**2017**	**2018**	**% Change**
Personnel		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Proposed**	**2018/2017**
125	Part Time Salaries/Seasonal	8,853	10,959	13,519	11,000	11,060	11,000	0.00%
151	Social Security	677	823	1,034	842	846	842	0.00%
	Total	9,530	11,782	14,553	11,842	11,906	11,842	0.00%
555321—Concessions					**2017**	**2017**	**2018**	**% Change**
Operating		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Proposed**	**2018/2017**
324	Permits & Licenses	330	330	330	330	330	330	0.00%
350	Operating Supplies	12,893	18,672	23,197	19,123	20,342	19,000	-0.64%
380	Equipment	0	0	611	750	416	750	0.00%
	Total	13,223	19,002	24,138	20,203	21,088	20,080	-0.61%
Total Swimming Pool Expenses		333,719	294,234	344,763	362,058	353,620	340,825	-5.86%
Revenue - Expenditures		(18,600)	0	0	(0)	2,973	(2,973)	
Beginning Fund Balance		18,600	0	0	0	0	2,973	
	Total Fund Balance	0	0	0	(0)	2,973	(0)	

Special Revenue Fund—Park Subdivider Deposits
Fund 250

					2017	**2017**	**2018**	**% Change**
Revenues		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Proposed**	**2018/2017**
467500	Subdivider Park Fees	0	27,145	4,846	0	35,977	0	0.00%
467510	Park Equipment Impact Fee	3,117	24,101	14,147	0	5,637	0	0.00%
481100	Interest Income	133	140	297	200	400	225	12.50%
	Total Revenues	3,250	51,386	19,290	200	42,014	225	12.50%
592000					**2017**	**2017**	**2018**	**% Change**
Operating		**2014**	**2015**	**2016**	**Budget**	**Estimated**	**Proposed**	**2018/2017**
706	Transfer to Capital Improvements	40,000	72,591	47,934	0	0	70,000	0.00%
	Total Expenditures	40,000	72,591	47,934	0	0	70,000	0.00%
Revenue - Expenditures		(36,750)	(21,205)	(28,644)	200	42,014	(69,775)	
Beginning Fund Balance		$120,076	$83,326	$62,121	$33,477	$33,477	$75,491	
Total Fund Balance		$83,326	$62,121	$33,477	$33,677	$75,491	$5,716	

Internal Service—Risk Management
Fund 700

519400 Operating Expenditures		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
165	Workers' Compensation Insurance	156,419	137,163	185,442	167,068	180,759	199,153	19.20%
393	Unemployment Compensation	927	176	1,262	0	1,000		0.00%
510	Property—Auto Insurance	54,148	56,351	59,586	67,383	71,587	70,024	3.92%
512	General Liability Insurance	60,981	60,354	61,501	50,319	62,111	62,437	24.08%
513	Employment Practices Insurance	11,202	13,509	14,203	19,217	14,205	19,219	0.01%
515	Boiler Insurance	1,367	1,367	1,173	1,232	1,196	1,319	7.06%
549	2013 Liability Claims Paid	13,292						0.00%
550	2014 Liability Claims Paid	46,111	1,342					0.00%
551	2015 Liability Claims Paid		89,049	1,367	2,500			-100.00%
552	2016 Liability Claims Paid			129,534	2,500	8,000		-100.00%
553	2017 Liability Claims Paid				5,000	10,000	5,000	0.00%
523	2018 Liability Claims Paid						10,000	0.00%
	Total Expenditures	344,447	359,311	454,068	315,219	348,858	367,152	16.48%

Revenues		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
481100	Interest Income	2,111	2,034	3,525	10,000	10,000	10,000	0.00%
487000	Change in Market Value			(15,587)	0	1,919	0	0.00%
481195	Dividend Income/WC Dividend	33,370	56,609	59,209	24,470	24,470	25,173	2.87%
484000	Insurance Recoveries	47,481	2,207	115,876	0	2,816	0	0.00%
482000	Workers' Compensation-Wage Recovery	1,635	73,299	3,843	0	0	0	0.00%
491100	Charges to General Fund	222,536	227,412	252,332	264,028	260,560	287,160	8.76%
491200	Charges to Cemetery Fund	1,164	1,080	1,319	1,288	1,288	866	-32.75%
491220	Charges to Recreation Programs Fund	3,598	3,184	3,448	5,053	5,053	5,108	1.09%
491240	Charges to Swimming Pool Fund	9,942	8,396	10,850	10,758	10,758	10,615	-1.33%
491260	Charges to Library	4,785	5,193	9,183	9,151	9,151	8,944	-2.27%
491601	Transfer from Sewer Fund	33,442	33,942	38,519	32,054	32,054	36,748	14.65%
491800	Transfer from Trust & Agency Fund	205	180	195	223	0	0	-100.00%
Total Revenues		360,269	413,536	482,712	357,025	358,069	384,614	7.73%

Net Cost of Program	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
	15,822	54,225	28,644	41,806	9,211	17,462	-58.23%

Fund Balance—January 1	829,463	845,285	899,510	928,154	928,154	937,365	
Fund Balance—December 31	845,285	899,510	928,154	969,960	937,365	954,827	

CITY OF CEDARBURG
TRANSFER LIST
9/20/2017-10/5/2017

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
9/21/2017	$51,720.41	State of Wisconsin-August sales tax
9/22/2017	$960.00	Wells Fargo-CPD payment to Pascal Kintz
9/26/2017	$27,019.58	Light & Water-August charges
9/26/2017	$2,829.71	Light & Water-August charges
9/27/2017	$188,000.00	PWSB Payroll
9/27/2017	$3,069.34	ICMA-contributions for 9/10/17-9/23/17
9/27/2017	$6,979.40	North Shore Bank-contributions for 9/10/17-9/23/17
9/27/2017	$5,418.15	Health Savings Accounts-contributions for 9/10/17-9/23/17
9/30/2017	$71,190.26	WRS-August remittance
10/3/2017	$9,000.00	PWSB Payroll
10/3/2017	$71,744.14	WCA-October health insurance premiums
10/3/2017	$5,059.41	MetLife-October dental insurance premiums
10/3/2017	$428.80	Superior Vision-October vision insurance premiums
10/4/2017	$719.64	Aflac-September insurance premiums
10/4/2017	$150.00	State of Wisconsin-September garnishments
10/4/2017	$2,729.99	Minnesota Life-November life insurance premiums
10/4/2017	$3,055.52	Light & Water-September charges
	$450,074.35	
PWSB PAYROLL ACCOUNT		
9/29/2017	$129,602.68	Payroll for 9/10/17-9/23/17
9/29/2017	$57,586.76	Payroll taxes for 9/10/17-9/23/17
10/5/2017	$8,201.38	Payroll for CFD for 3rd quarter 2017
10/5/2017	$1,917.87	Payroll taxes for CFD for 3rd quarter 2017
	$197,308.69	
PWSB MONEY MARKET ACCOUNT		
9/28/2017	$236,725.96	PWSB Sewer Money Market
PWSB CAPITAL MONEY MARKET ACCOUNT		
9/28/2017	$14,214.95	PWSB Money Market Account

CITY OF CEDARBURG

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SEPTEMBER 2017

		Check Amt	Invoice	Comment
111300 PWSB Checking				
Unpaid	AARP			
E 100-555140-330	TRAVEL & TRAINING	$65.00	DRIVER CLAS	SR CTR-AARP SAFE DRIVER CLASS REGISTRATION
Total AARP		$65.00		
Unpaid	ADP, LLC.			
E 100-515600-210	PROFESSIONAL SERVICES	$575.86	500201560	TREAS-9/11/17 PAYROLL
E 100-515600-210	PROFESSIONAL SERVICES	$464.65	500201672	TREAS-9/9/17 PAYROLL
E 100-515600-210	PROFESSIONAL SERVICES	$415.80	500201728	TREAS-WORKFORCE NEW
Total ADP, LLC.		$1,456.31		
Unpaid	ADVANCE CONSTRUCTION INC			
G 601-187032	SHEBOYGAN RD LIFT STATION	$22,866.68	PAY REQ. 6	CWRC-SHEBOYGAN ROAD LIFT STATION
Total ADVANCE CONSTRUCTION INC		$22,866.68		
Unpaid	ARNOLD S ENVIRONMENTAL SERVICE			
E 100-522120-330	TRAVEL & TRAINING	$95.00	0000300507	PD-9/18/17 EVENT RENTAL-340 S RAILROAD ST, SAUKVILLE
ıtal ARNOLD S ENVIRONMENTAL SERVICE		$95.00		
Unpaid	AT&T			
E 100-533210-225	TELEPHONE/COMMUNICATIO	$34.36	262375760309	DPW-PHONE
E 260-555110-225	TELEPHONE/COMMUNICATIO	$133.29	262375760309	LIBR-PHONE
E 601-573825-225	TELEPHONE/COMMUNICATIO	$47.38	262375760309	CWRC-PHONE
E 100-518100-225	TELEPHONE/COMMUNICATIO	$46.68	262375760309	CH-PHONE
E 100-522230-225	TELEPHONE/COMMUNICATIO	$37.41	262375760309	FD-PHONE
E 100-522110-225	TELEPHONE/COMMUNICATIO	$136.18	262375762409	PD-PHONE
Total AT&T		$435.30		
Unpaid	AT&T LONG DISTANCE			
E 260-555110-225	TELEPHONE/COMMUNICATIO	$22.96	836841746	LIBR-LONG DISTANCE
E 100-522110-225	TELEPHONE/COMMUNICATIO	$5.23	836841746	PD-LONG DISTANCE
G 100-156200	DUE FROM LIGHT & WATER	$222.43	836841746	L&W-LONG DISTANCE
Total AT&T LONG DISTANCE		$250.62		
Unpaid	AUTO BRAKE CLUTCH & GEAR CO.			
E 100-533730-290	MAINT/CONTRACTED SERVIC	$168.70	431991	DPW-EUCLID STEER STABLI
E 100-533730-290	MAINT/CONTRACTED SERVIC	$168.70	432496	DPW-EUCLID STEER STABLI
Total AUTO BRAKE CLUTCH & GEAR CO.		$337.40		
Unpaid	AXLEY BRYNELSON, LLP			
E 100-516100-211	EXTRAORDINARY SERVICES	$4,939.00	710609	AMCAST-AUGUST LEGAL SERVICES
Total AXLEY BRYNELSON, LLP		$4,939.00		
Unpaid	BAKER & TAYLOR AUDIOBOOK PRE			
E 260-555110-319	PUBLICATIONS AND SUBSCRI	$73.01	2032789845	LIBR-CMDS
E 260-555110-319	PUBLICATIONS AND SUBSCRI	$25.27	2032815912	LIBR-CMDS
Total BAKER & TAYLOR AUDIOBOOK PRE		$98.28		

CITY OF CEDARBURG

*Check Detail Register©

SEPTEMBER 2017

			Check Amt	Invoice	Comment
Unpaid		**BAYCOM**			
E 100-522120-380	EQUIPMENT/CAPITAL OUTLA		$544.00	EQUIPINV010	PD-BROTHER PJ7 PRINTERS
	Total BAYCOM		$544.00		
Unpaid		**BEN MEADOWS CO.**			
E 100-533110-350	OPERATING SUPPLIES		$23.98	SI03748936	ENG-TAPE MEASURE
	Total BEN MEADOWS CO.		$23.98		
Unpaid		**BEYER S HARDWARE STORE**			
E 100-533210-353	MAINTENANCE PARTS		$8.09	133944	DPW-BRA QUICK CONN SET
E 601-573830-350	OPERATING SUPPLIES		$7.98	134003	CWRC-WHITE PAINT/MOUSE GLUE TRAPS
E 200-544210-350	OPERATING SUPPLIES		$24.43	134035	CEM-TWIST FLUORG REEL
E 200-544210-350	OPERATING SUPPLIES		$29.92	134090	CEM-ANTI-SEIZE COMPOUND/DISH SOAP/SCRUB BRUSH
E 100-522410-350	OPERATING SUPPLIES		$28.78	134096	EM-AA PRO BATTERIES
	Total BEYER S HARDWARE STORE		$99.20		
Unpaid		**BOEHLKE BOTTLED GAS CORP.**			
G 100-161500	FUEL INVENTORY		$675.19	25620	DPW-PROPANE
	Total BOEHLKE BOTTLED GAS CORP.		$675.19		
Unpaid		**BURKE TRUCK & EQUIPMENT INC**			
E 100-533210-353	MAINTENANCE PARTS		$70.13	21950	DPWVEH# 95-WINCH/DUMP REMOTE CONTROL
	Total BURKE TRUCK & EQUIPMENT INC		$70.13		
Unpaid		**BUSINESS CARD**			
E 100-522130-330	TRAVEL & TRAINING		$65.45	0883	PD-TRAINING EXP-FORT MCCOY
E 100-522130-346	UNIFORMS		$232.27	0883	PD-AMAZON-PELICAN RIFLE CASE
E 100-522130-346	UNIFORMS		$99.16	0883	PD-LA POLICE GEAR
E 100-522120-346	UNIFORMS		$206.55	0883	PD-STRIKE INDUSTRIES
E 100-522120-380	EQUIPMENT/CAPITAL OUTLA		$89.87	0883	PD-BROWNELLS
E 100-522120-330	TRAVEL & TRAINING		$990.00	0883	PD-FORCE SCIENCE INSTITUTE
E 100-522120-330	TRAVEL & TRAINING		$16.52	0883	PD-PIGGLY WIGGLY
E 100-522120-351	GAS AND OIL EXPENSE		$36.37	0883	PD-AAFES MCC MAIN ST GAS
E 100-555510-240	REPAIR AND MAINTENANCE		$17.09	1690	PARKS-USPS-MAILING
E 100-555510-310	OFFICE SUPPLIES		$91.66	1873	PARKS-OFFICE DEPOT/GODADDY.COM
E 100-555510-310	OFFICE SUPPLIES		$34.69	1873	PARKS-AMAZON.COM
E 100-555510-384	LEGACY TREE & BENCH PRO		$569.98	1873	LEGACY-WAYFAIR-BENCHES
E 220-555390-347	SUPPLIES AND EXPENSES		$71.88	1873	REC-OFFICE DEPOT/DICKS SPORTING GOODS
E 220-555390-347	SUPPLIES AND EXPENSES		$84.99	1873	REC-PLUG N PAY/TEAMSNAP
E 240-555320-340	MAINTENANCE SUPPLIES		$49.99	1873	POOL-CELLULAR ALARM SVC
E 260-555110-290	MAINT/CONTRACTED SERVIC		$42.99	1908	LIBR-AMAZON.COM
E 260-555110-310	OFFICE SUPPLIES		$38.55	1908	LIBR-FAMILY VIDEO/FOLGER TECH
E 260-555110-315	POSTAGE		$2.50	1908	LIBR-USPS
E 260-555110-319	PUBLICATIONS AND SUBSCRI		$170.24	1908	LIBR-AMAZON.COM
E 260-555110-319	PUBLICATIONS AND SUBSCRI		($6.70)	1908	LIBR-CREDIT-MAKERBOT.COM
E 260-555110-320	PROF PUBLICATIONS AND DU		$150.00	1908	LIBR-WLA MEMBERSHIP-NIMMER
E 260-555110-322	DONATION EXPENDITURES		$315.74	1908	LIBR-SHOUTCHEAP/AMAZON.COM

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E 260-555110-330	TRAVEL & TRAINING		$229.00	1908	LIBR-WLA CONFERENCE-NIMMER
E 260-555110-330	TRAVEL & TRAINING		$234.00	1908	LIBR-WLA CONFERENCE-PIERSCHALLA
E 260-555110-330	TRAVEL & TRAINING		$111.12	1908	LIBR-KALAHARI RESORTS-WLA CONFERENCE
E 100-522310-310	OFFICE SUPPLIES		$334.23	3367	B.I.-DOA E PAY DOC SALES-BLDG PERMIT SEALS
E 100-555140-390	OTHER EXPENSES		$887.98	3367	SR TOURS-OLIVE GARDEN 8/24/17 TOUR LUNCH
E 100-522120-330	TRAVEL & TRAINING		$375.00	5470	PD-HYATT REGENCY GREEN BAY
E 100-522120-330	TRAVEL & TRAINING		$8.00	5470	PD-CITY OF APPLETON PARKING
E 100-522120-330	TRAVEL & TRAINING		$82.00	5470	PD-RADISSON PAPER VALLEY
E 601-573835-298	COLLECTION SYSTEM CLEAN		$80.85	6149	CWRC-DMV MILW-TITLE/PLATE NEW JETTER
E 601-573850-320	PROF PUBLICATIONS AND DU		$31.95	6149	CWRC-WEF MAIN-BROCHURES
E 100-533730-344	RECYCLING EXPENSES		$310.11	6193	DPW-FULL SOURCE
E 100-533210-353	MAINTENANCE PARTS		$11.08	6193	DPW-AMAZON PRIME MEMBERSHIP
E 100-522110-380	EQUIPMENT/CAPITAL OUTLA		$30.32	6206	PD-AMAZON MKTPLACE
E 100-522110-380	EQUIPMENT/CAPITAL OUTLA		$548.50	6206	PD-AMAZON MKTPLACE
E 100-522110-330	TRAVEL & TRAINING		$91.00	9962	PD-KALAHARI RESORTS
E 100-522110-330	TRAVEL & TRAINING		$2.00	9962	PD-CITY OF APPLETON PARKING
	Total	**BUSINESS CARD**	$6,736.93		
Unpaid		**CAPITAL ONE COMMERCIAL**			
E 601-573830-350	OPERATING SUPPLIES		$275.92	036929	CWRC-OFFICE CHAIRS/PAPER TOWELS
E 601-573825-372	SAFETY EQUIPMENT		$246.84	036929	CWRC-SAFETY GLOVES
	Total	**CAPITAL ONE COMMERCIAL**	$522.76		
Unpaid		**CARQUEST AUTO PARTS**			
E 100-533210-353	MAINTENANCE PARTS		$75.92	1976-320098	DPW-ELECT MECH FLASHER/BRAKE SPRG HOOK TOOL
E 100-533210-353	MAINTENANCE PARTS		$18.13	1976-320214	DPW-VEH#90-FUEL/LUBE
E 100-533210-353	MAINTENANCE PARTS		$3.47	1976-320310	DPW-TRIM PANEL RETAINER/AIR DAM
	Total	**CARQUEST AUTO PARTS**	$97.52		
Unpaid		**CDW GOVERNMENT, INC.**			
E 260-555110-322	DONATION EXPENDITURES		$1,438.84	KFW5026	LIBR-APPLE IMAC 21.5
	Total	**CDW GOVERNMENT, INC.**	$1,438.84		
Unpaid		**CINTAS CORPORATION**			
E 100-533210-350	OPERATING SUPPLIES		$127.31	184846668	DPW-UNIFORMS
E 100-533210-350	OPERATING SUPPLIES		$127.31	184848125	DPW-UNIFORMS
	Total	**CINTAS CORPORATION**	$254.62		
Unpaid		**CINTAS FIRST AID & SAFETY**			
E 100-533210-350	OPERATING SUPPLIES		$114.27	5008887262	DPW-FIRST AID SUPPLIES
	Total	**CINTAS FIRST AID & SAFETY**	$114.27		
Unpaid		**CITY CEDARBURG-PETTY CASH**			
E 100-555140-390	OTHER EXPENSES		$90.00	PETTY CASH	SR CTR-DRIVER TIP FOR 9/21 Madison tour
E 100-555140-390	OTHER EXPENSES		$8.95	PETTY CASH	SR CTR-WATER FOR TOUR
G 100-215915	EMPLOYEE REIMBURSEMENTS		$50.00	PETTY CASH	EE REIMB.-9/20/17 WELLNESS WED. PRODUCE-PEPPERS

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G 100-215915	EMPLOYEE REIMBURSEMENTS	$42.99	PETTY CASH	EE REIMB-9/13/17 WELLNESS WED. PRODUCE-SQUASH
Total	**CITY CEDARBURG-PETTY CASH**	$191.94		
Unpaid	**COMMUNITY PRINTING INC.**			
E 100-533440-295	STREET SWEEPING	$104.00	23001	DPW-EMPLOYEE TIME SHEETS
Total	**COMMUNITY PRINTING INC.**	$104.00		
Unpaid	**COMPLETE OFFICE OF WISCONSIN**			
E 100-522110-310	OFFICE SUPPLIES	$375.46	155345	PD-TISSUE/TOWELS
Total	**COMPLETE OFFICE OF WISCONSIN**	$375.46		
Unpaid	**COMPUTER EXPLORERS**			
E 220-555390-290	MAINT/CONTRACTED SERVIC	$240.00	435772	REC-CSI 7-12 YRS
E 220-555390-290	MAINT/CONTRACTED SERVIC	$200.00	435773	REC-365 THINGS TO DO WITH LEGOS
E 220-555390-290	MAINT/CONTRACTED SERVIC	$560.00	435774	REC-STREAM SAMPLER WEEK 7-12 YRS
Total	**COMPUTER EXPLORERS**	$1,000.00		
Unpaid	**CORE & MAIN LP**			
E 601-573835-360	MANHOLE ADJUSTMENT	$66.38	H814753	CWRC-PVC SDR35 SWR 90 GXG
Total	**CORE & MAIN LP**	$66.38		
Unpaid	**CRETEX SPECIALTY PRODUCTS INC**			
E 100-533440-240	REPAIR AND MAINTENANCE	$1,546.00	027301	DPW-PRO-RINGS-FINISH RINGS
Total	**CRETEX SPECIALTY PRODUCTS INC**	$1,546.00		
Unpaid	**FASTENAL COMPANY**			
E 100-533210-353	MAINTENANCE PARTS	$212.81	WISAU95428	DPW-2 1/2XCLOSESS316
E 100-533210-353	MAINTENANCE PARTS	$15.69	WISAU95623	DPW-2" DRY O/160CBM
E 100-533311-363	SIGNS	$379.99	WISAU95664	DPW-TYPE 1A FGEXT 32' HD
Total	**FASTENAL COMPANY**	$608.49		
Unpaid	**GALL PLUMBING, INC**			
E 260-555110-290	MAINT/CONTRACTED SERVIC	$3,536.00	14281	LIBR-INSTALL 50 GAL WATER HEATER
Total	**GALL PLUMBING, INC**	$3,536.00		
Unpaid	**GEMPLER S**			
E 601-573825-372	SAFETY EQUIPMENT	$371.94	SI03750236	CWRC-HI VIS VESTS/JACKETS/BIB OVERALLS/RAINSUIT
Total	**GEMPLER S**	$371.94		
Unpaid	**GENERAL COMMUNICATIONS, INC.**			
E 100-522120-240	REPAIR AND MAINTENANCE	$100.00	245304	PD-REPLACE DVR ANTENNA
Total	**GENERAL COMMUNICATIONS, INC.**	$100.00		
Unpaid	**HARTMANN SAND & GRAVEL CO**			
E 100-533311-240	REPAIR AND MAINTENANCE	$121.77	15482	DPW-MASON SAND
Total	**HARTMANN SAND & GRAVEL CO**	$121.77		
Unpaid	**HEAVY EQUIPMENT SPECIALISTS**			

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E 100-533210-353	MAINTENANCE PARTS	$583.64	25287	DPW-VEH#9-REPAIR A/C LEAK
Total	**HEAVY EQUIPMENT SPECIALISTS**	$583.64		
Unpaid	**HOME DEPOT CREDIT SERVICES**			
E 200-544210-350	OPERATING SUPPLIES	$34.50	1012441	CEM-REBAR
E 100-518100-350	OPERATING SUPPLIES	($23.46)	1301147	COMPLEX-CREDIT-RETURNED COUPLINGS/DWV HANGER
E 100-518100-350	OPERATING SUPPLIES	$114.60	2012303	COMPLEX-DWV HANGERS/PE PIPS/COUPLINGS
E 100-555510-240	REPAIR AND MAINTENANCE	$293.05	7011683	PARKS-HUSKY SUPPLY BAG/TOOLS
E 100-555510-240	REPAIR AND MAINTENANCE	$158.73	7011684	PARKS-GRABEASY 26" GRABBER/TOOLS
E 100-555510-240	REPAIR AND MAINTENANCE	$65.07	7814279	PARKS-FLUSH VALVE MASTER KIT
E 100-533311-240	REPAIR AND MAINTENANCE	$238.11	9022590	DPW-HARDWARE
E 100-533210-350	OPERATING SUPPLIES	$218.71	9022590	DPW-HARDWARE
Total	**HOME DEPOT CREDIT SERVICES**	$1,099.31		
Unpaid	**HY-TEST SAFETY SHOE SERVICE**			
E 100-533210-350	OPERATING SUPPLIES	$538.96	I100-1027504	DPW-CREW SAFETY SHOES
E 100-533210-350	OPERATING SUPPLIES	($163.99)	I100-1029401	DPW-CREDIT-RETURNED SHOES-HAHN
Total	**HY-TEST SAFETY SHOE SERVICE**	$374.97		
Unpaid	**JACKSON CONCRETE INC.**			
E 100-533311-350	OPERATING SUPPLIES	$173.50	0084682-IN	DPW-CONCRETE MIX/FIBERMESH
Total	**JACKSON CONCRETE INC.**	$173.50		
Unpaid	**JANI-KING OF MILWAUKEE/ROYAL F**			
E 100-533210-350	OPERATING SUPPLIES	$368.00	MIL10170565	DPW-OCTOBER 2017 JANITORIAL SERVICES
Total	**JANI-KING OF MILWAUKEE/ROYAL F**	$368.00		
Unpaid	**KBC TOUR CO**			
E 100-555140-390	OTHER EXPENSES	$4,060.00	6709	SR CTR-9/21/17 MADISON/COLUMBUS TOUR
Total	**KBC TOUR CO**	$4,060.00		
Unpaid	**KNOWLEDGE EDGE**			
E 220-555390-290	MAINT/CONTRACTED SERVIC	$260.00	2975	REC-STUDY SKILLS PROGRAM
Total	**KNOWLEDGE EDGE**	$260.00		
Unpaid	**LAKESHORE NEWSPAPERS, INC**			
E 100-555140-310	OFFICE SUPPLIES	$76.00	RENEWAL	SR CTR-1 YEAR RENEWAL SUBSCRIPTION
Total	**LAKESHORE NEWSPAPERS, INC**	$76.00		
Unpaid	**LAKESIDE INTERNATIONAL LLC-MIL**			
E 100-533210-353	MAINTENANCE PARTS	$182.80	3055262P	DPW-VEH#3-BRAKE SWITCH/KT HOLDER KIT
Total	**LAKESIDE INTERNATIONAL LLC-MIL**	$182.80		
Unpaid	**LALLEY, LYNDA**			
G 100-215915	EMPLOYEE REIMBURSEMENTS	$50.00	REIMBURSEM	FITNESS CLASS REIMBURSEMENT
Total	**LALLEY, LYNDA**	$50.00		
Unpaid	**LANGE ENTERPRISES**			

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E 100-522310-310	OFFICE SUPPLIES		$265.17	63344	B.I.-HOUSE NUMBER FRAMES/TILES
	Total LANGE ENTERPRISES		$265.17		
Unpaid	**LANNON STONE PRODUCTS, INC.**				
E 100-533440-240	REPAIR AND MAINTENANCE		$230.25	1169349	DPW-4-8 ST
	Total LANNON STONE PRODUCTS, INC.		$230.25		
Unpaid	**LIGHT AND WATER**				
G 100-256201	DUE TO L&W IMPACT FEES		$1,856.42	WTR IMPACT	CORNERSTONE DEV.-N119W5835 JAMES CIRCLE
	Total LIGHT AND WATER		$1,856.42		
Unpaid	**NAPA AUTO PARTS**				
E 100-533210-351	GAS AND OIL EXPENSE		$83.12	5269-904161	DPW-FUEL FILTER/OIL FILTER
	Total NAPA AUTO PARTS		$83.12		
Unpaid	**NORTH CENTRAL LABORATORIES**				
E 601-573825-370	LAB SUPPLIES		$427.63	395669	CWRC-GLASS FIBER FILTERS
	Total NORTH CENTRAL LABORATORIES		$427.63		
Unpaid	**OCONNOR EMILIE**				
R 220-486000	MISCELLANEOUS REVENUE		$100.00	REFUND	REFUND-MOVEMENT CLASS CANCELLATION
	Total OCONNOR EMILIE		$100.00		
Unpaid	**OFFICE DEPOT**				
E 260-555110-310	OFFICE SUPPLIES		$180.44	961635278001	LIBR-BATTERIES/PAPER
E 260-555110-310	OFFICE SUPPLIES		$68.00	961635347001	LIBR-PAPER
	Total OFFICE DEPOT		$248.44		
Unpaid	**OLSEN S PIGGLY WIGGLY**				
E 100-519200-335	LEADERSHIP DEVELOPMENT		$35.79	33658	EE MTG-9/20/17 MEETING REFRESHMENTS
E 100-522120-330	TRAVEL & TRAINING		$73.72	33700	PD-TRAINING REFRESHMENTS
	Total OLSEN S PIGGLY WIGGLY		$109.51		
Unpaid	**PAYNE & DOLAN, INC.**				
E 100-533311-240	REPAIR AND MAINTENANCE		$265.92	1510885	DPW-COMMERCIAL GRADE 4
E 100-533311-240	REPAIR AND MAINTENANCE		$95.49	1512214	DPW-COMMERCIAL GRADE 4
G 100-156200	DUE FROM LIGHT & WATER		$188.00	1512214	L&W-COMMERCIAL GRADE 4
	Total PAYNE & DOLAN, INC.		$549.41		
Unpaid	**PETTY CASH-LIBRARY**				
E 260-555110-319	PUBLICATIONS AND SUBSCRI		$22.00	PETTY CASH	LIBR-BOOK
E 260-555110-315	POSTAGE		$4.36	PETTY CASH	LIBR-POSTAGE
E 260-555110-330	TRAVEL & TRAINING		$12.98	PETTY CASH	LIBR-POPCORN
E 260-555110-350	OPERATING SUPPLIES		$20.00	PETTY CASH	LIBR-VACCUUM BRUSH STRIPS
E 260-555110-310	OFFICE SUPPLIES		$6.58	PETTY CASH	LIBR-STORYTIME SUPPLIES
	Total PETTY CASH-LIBRARY		$65.92		
Unpaid	**ROAD EQUIPMENT PARTS CENTER**				
E 100-533210-353	MAINTENANCE PARTS		$14.08	WM859215	DPW-U-BOLTS

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E 100-533210-353	MAINTENANCE PARTS		$71.82	WM859427	DPW-BUSHING/BOLTS/NUTS
Total	**ROAD EQUIPMENT PARTS CENTER**		$85.90		
Unpaid		**RUEKERT & MIELKE**			
E 601-573825-312	COMPUTER/COPIER SUPPLIE		$2,597.64	120452	CWRC-SCADA SYSTEM 8/5/17-9/1/17 SERVICES
Total	**RUEKERT & MIELKE**		$2,597.64		
Unpaid		**SHEFFIELD, MARY**			
E 100-566310-210	PROFESSIONAL SERVICES		$2,208.33	CONTRACT	ECON DEV.-SEPTEMBER 2017 SERVICES
Total	**SHEFFIELD, MARY**		$2,208.33		
Unpaid		**SHORELINE CONTRACTING SERVICES**			
E 100-533730-290	MAINT/CONTRACTED SERVIC		$60.00	2017838	DPW-CLEAN CONCRETE
)tal	**SHORELINE CONTRACTING SERVICES**		$60.00		
Unpaid		**SITEONE LANDSCAPE SUPPLY**			
E 100-533311-240	REPAIR AND MAINTENANCE		$474.46	82735978	DPW-LESCO SPREADER STICKER/QUINCTORAC
Total	**SITEONE LANDSCAPE SUPPLY**		$474.46		
Unpaid		**STERN ENTERPRISES**			
E 100-533730-290	MAINT/CONTRACTED SERVIC		$250.00	1415	DPW-HYD 9328
Total	**STERN ENTERPRISES**		$250.00		
Unpaid		**STREICHER S POLICE EQUIPMENT**			
E 100-522120-346	UNIFORMS		$108.96	I1280695	PD-BIGEASY EXT/LOOK/KNIFE/SOCKS
Total	**STREICHER S POLICE EQUIPMENT**		$108.96		
Unpaid		**THE PALACE THEATER**			
E 100-555140-390	OTHER EXPENSES		$1,789.30	TOUR	SR TOUR 12/7/2017 CHRISTMAS AT THE PALACE TOUR
Total	**THE PALACE THEATER**		$1,789.30		
Unpaid		**TIME WARNER CABLE**			
E 100-522110-225	TELEPHONE/COMMUNICATIO		$370.00	709864401091	PD-INTERNET
Total	**TIME WARNER CABLE**		$370.00		
Unpaid		**U. S. CELLULAR**			
E 100-522410-225	TELEPHONE/COMMUNICATIO		$16.83	0210141830	EM MGNT CARD
E 601-573825-225	TELEPHONE/COMMUNICATIO		$12.68	0210141830	CWRC-HIGHLAND LIFT STN
E 601-573825-225	TELEPHONE/COMMUNICATIO		$10.93	0210141830	CWRC-WWTP-TABLET
E 100-522310-225	TELEPHONE/COMMUNICATIO		$18.91	0210141830	M BAIER-PHONE
E 100-533210-225	TELEPHONE/COMMUNICATIO		$10.93	0210141830	J BUBLITZ-TABLET
E 601-573825-225	TELEPHONE/COMMUNICATIO		$1.92	0210141830	CWRC-B HESS
E 601-573825-225	TELEPHONE/COMMUNICATIO		$26.74	0210141830	CWRC-E HACKERT
E 100-522410-225	TELEPHONE/COMMUNICATIO		$10.93	0210141830	EM MNGT TABLET
E 100-522410-225	TELEPHONE/COMMUNICATIO		$16.93	0210141830	EM MNGT CARD
E 100-555510-225	TELEPHONE/COMMUNICATIO		$10.93	0210141830	K WESTPHAL-TABLET
E 100-533210-225	TELEPHONE/COMMUNICATIO		$10.93	0210141830	IPAD PRO 12.9
E 100-533110-225	TELEPHONE/COMMUNICATIO		$0.83	0210141830	ENG-T WIZA

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E 100-533210-225	TELEPHONE/COMMUNICATIO		$26.74	0210141830	DPW-B HINTZ
E 100-518100-225	TELEPHONE/COMMUNICATIO		$6.04	0210141830	COMPLEX-J BUNTROCK
E 100-533110-225	TELEPHONE/COMMUNICATIO		$3.29	0210141830	ENG-M WIESER
E 100-522410-225	TELEPHONE/COMMUNICATIO		$0.31	0210141830	EM MNGT
E 100-555145-225	TELEPHONE/COMMUNICATIO		$1.13	0210141830	SR VAN
E 100-555510-225	TELEPHONE/COMMUNICATIO		$26.74	0210141830	K WESTPHAL
E 601-573825-225	TELEPHONE/COMMUNICATIO		$26.74	0210141830	WWTP DUTY PHONE
G 100-131060	INVOICE CLEARING ACCOUNT		($5.11)	0210141830	CREDIT-L&W PHONE 414-416-5353
	Total	**U. S. CELLULAR**	$235.37		
Unpaid		**UNIFIRST CORPORATION**			
E 100-533210-350	OPERATING SUPPLIES		$50.64	096 0979043	DPW-UNIFORMS
E 601-573825-372	SAFETY EQUIPMENT		$48.03	096 0980044	CWRC-UNIFORMS
E 100-533210-350	OPERATING SUPPLIES		$50.64	096 0980049	DPW-UNIFORMS
	Total	**UNIFIRST CORPORATION**	$149.31		
Unpaid		**VEOLIA ES INDUSTRIAL SERVICES**			
E 601-573825-294	SLUDGE HAULING		$20,880.00	1003-26563	CWRC-AUGUST BIOSOLIDS HAULING
	Total	**VEOLIA ES INDUSTRIAL SERVICES**	$20,880.00		
Unpaid		**WASTE MANAGEMENT OF WI-MN**			
E 100-533311-240	REPAIR AND MAINTENANCE		$445.32	0052053-2286-	DPW-9/8/17 STREET SWEEPING
	Total	**WASTE MANAGEMENT OF WI-MN**	$445.32		
Unpaid		**WISCONSIN COACH LINES**			
E 100-555140-390	OTHER EXPENSES		$825.00	P/11233	SR TOURS-9/21/17 MADISON TOUR-PORT WASHINGTON
E 100-555140-390	OTHER EXPENSES		$825.00	P/9725	SR TOURS-9/21/17 MADISON TOUR-CEDARBURG
	Total	**WISCONSIN COACH LINES**	$1,650.00		
Unpaid		**YUNK, EVOYNE**			
E 100-555140-390	OTHER EXPENSES		$190.00	REFUND	SR TOURS-REFUND-MADISON TOUR CANCELLATION
	Total	**YUNK, EVOYNE**	$190.00		
	111300	**PWSB Checking**	$91,801.69		

Fund Summary

111300 PWSB Checking	
100 GENERAL FUND	$35,286.58
200 CEMETERY FUND	$88.85
220 RECREATION PROGRAMS FUND	$1,516.87
240 SWIMMING POOL FUND	$49.99
260 LIBRARY FUND	$6,831.17
601 WATER RECYCLING CENTER	$48,028.23
	$91,801.69

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111300 PWSB Checking				
Unpaid	**ELEVATE MKE**			
R 220-486000	MISCELLANEOUS REVENUE	$438.00	REGISTRATIO	CEDARBURG POMS COMPETITION REGISTRATION
	Total ELEVATE MKE	$438.00		
	111300 PWSB Checking	$438.00		

Fund Summary

111300 PWSB Checking	
220 RECREATION PROGRAMS FUND	$438.00
	$438.00

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111300 PWSB Checking				
Unpaid	**PUBLIC SAFETY TRAINING CONSULT**			
E 100-522110-330	TRAVEL & TRAINING	$798.00	20035	PD-9/25-27, 2017 CTO WORKSHOP-MEQUON WI-K. RACINE
Total	**PUBLIC SAFETY TRAINING CONSULT**	$798.00		
	111300 PWSB Checking	$798.00		

Fund Summary

111300 PWSB Checking	
100 GENERAL FUND	$798.00
	$798.00

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111300 PWSB Checking					
Unpaid	A LYNEIS ELECTRIC LLC				
E 240-555320-210	PROFESSIONAL SERVICES		$190.00	5461	POOL-TROUBLESHOOT POWER LOSS IN PAVILLION AREA
Total A LYNEIS ELECTRIC LLC			$190.00		
Unpaid	BEST BUY BUSINESS ADVANTAGE				
E 100-533311-363	SIGNS		$130.96	2862379	DPW-BALL JOINT BUCKLE/USB/POPCLIP
Total BEST BUY BUSINESS ADVANTAGE			$130.96		
Unpaid	BEYER S HARDWARE STORE				
E 100-555510-240	REPAIR AND MAINTENANCE		$16.71	132401	PARKS-CONCRETE MIX/TROWEL
E 100-555510-240	REPAIR AND MAINTENANCE		$59.80	132772	PARKS-ENAMEL/WASP SPRAY/DRAIN OPENER
E 100-555510-240	REPAIR AND MAINTENANCE		$16.35	133155	PARKS-FLANGE RIVET/RIVET TOOL/HARDWARE
E 240-555320-340	MAINTENANCE SUPPLIES		$9.37	133303	PARKS-HORIZ FLIP COVER/SCREWDRIVER
E 100-555510-240	REPAIR AND MAINTENANCE		$35.97	133407	PARKS-ENAMEL/PAINT/EPOXY STICKS
E 100-555510-240	REPAIR AND MAINTENANCE		$5.84	133690	PARKS-CARPENT BEE KILLER
E 100-518100-350	OPERATING SUPPLIES		$28.76	133786	GIRL SCOUT HOUSE-TRASH CAN LIDS
E 601-573830-340	MAINTENANCE SUPPLIES		$5.84	133846	WW-GALV UTIL PAN
Total BEYER S HARDWARE STORE			$178.64		
Unpaid	BLAWAT, CHRIS				
R 220-467317	YOUTH FOOTBALL REGISTRATIO		$30.00	REFUND	REC-REFUND FOR PEE WEE FLAG FOOTBALL
Total BLAWAT, CHRIS			$30.00		
Unpaid	CALLAHAN BLUM, ERIN				
E 100-555140-210	PROFESSIONAL SERVICES		$160.00	WTRCOLOR	SR CTR-SEPT 6, 13 WATERCOLOR CLASS INSTRUCTION
Total CALLAHAN BLUM, ERIN			$160.00		
Unpaid	CARQUEST AUTO PARTS				
E 601-573830-340	MAINTENANCE SUPPLIES		$27.26	1976-317015	WW-V BELTS
E 100-555510-240	REPAIR AND MAINTENANCE		$13.79	1976-317205	PARKS-TRAILER CONNECTOR
E 601-573845-240	REPAIR AND MAINTENANCE		$53.98	1976-319875	WW-10W 30 SYNTHETIC OIL
Total CARQUEST AUTO PARTS			$95.03		
Unpaid	CEDAR CREST				
E 240-555321-350	OPERATING SUPPLIES		$388.75	90000218920	POOL-CONCESSIONS
Total CEDAR CREST			$388.75		
Unpaid	CITY OF WAUWATOSA-ALPR				
E 100-522110-240	REPAIR AND MAINTENANCE		$100.00	DUES	PD-2017 SPECIAL ASSESSMENT-NEW SERVER
Total CITY OF WAUWATOSA-ALPR			$100.00		
Unpaid	DOUBLETREE BY HILTON HOTEL				
E 100-555510-330	TRAVEL & TRAINING		$207.51	HOTEL RESE	PARKS-HOTEL RESERV.-9/2017 PARKS CONFERENCE
Total DOUBLETREE BY HILTON HOTEL			$207.51		

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Unpaid	**DRAYNA, PATRICK**				
R 220-467317	YOUTH FOOTBALL REGISTRATIO		$30.00	REFUND	REC-REFUND FOR PEE WEE FLAG FOOTBALL
	Total DRAYNA, PATRICK		$30.00		
Unpaid	**ECO RESOURCE CONSULTING INC**				
E 100-555510-341	TREES AND SUPPLIES		$5,500.00	2388	PARKS-PO#PKS 774-MGMT PLAN/SLASH & STUMP REMOVAL
E 100-555510-341	TREES AND SUPPLIES		$1,143.18	2487	PARKS-PO#PKS 774-INVASIVE SPECIES MGMT
	Total ECO RESOURCE CONSULTING INC		$6,643.18		
Unpaid	**EUROFINS S-F ANALYTICAL**				
E 601-573825-217	OUTSIDE LAB TESTING		$75.80	17091208	WW-NITROGEN SAMPLING
	Total EUROFINS S-F ANALYTICAL		$75.80		
Unpaid	**FASTENAL COMPANY**				
E 601-573830-340	MAINTENANCE SUPPLIES		$12.70	WISAU95512	WW-X 1/2 X 3SS316
	Total FASTENAL COMPANY		$12.70		
Unpaid	**FIVE CORNERS DODGE**				
E 100-522120-240	REPAIR AND MAINTENANCE		$18.51	112392	PD-VEH #8-TIRE PLUG/INSTALL
E 100-522120-240	REPAIR AND MAINTENANCE		$555.71	30588	PD-VEH #5-MOUNT TIRES/ALIGN FRONT END/BRAKE PADS
	Total FIVE CORNERS DODGE		$574.22		
Unpaid	**GRAINGER**				
E 601-573830-340	MAINTENANCE SUPPLIES		$72.27	9553975344	WW-MINI LAMP/PACKING SEAL
	Total GRAINGER		$72.27		
Unpaid	**HOBBS, WILLIAM**				
E 100-555510-240	REPAIR AND MAINTENANCE		$364.40	REIMBURSEM	REIMBURSE FOR TRAIL CONSTR. SUPPLIES-CEDAR PTE CONSERVANCY PARK
	Total HOBBS, WILLIAM		$364.40		
Unpaid	**INTERNATIONAL AG LABS, INC.**				
E 100-555510-240	REPAIR AND MAINTENANCE		$946.00	6972	PARKS-BUSOM GREEN TEE-50 GALLONS
	Total INTERNATIONAL AG LABS, INC.		$946.00		
Unpaid	**JAMES IMAGING SYSTEMS, INC.**				
E 100-514700-385	EQUIPMENT OUTLAY		$239.71	21281257	1ST FLOOR COPIER-RENTAL/COLOR COPIES
E 100-514700-385	EQUIPMENT OUTLAY		$239.71	21281257	CLERKS-COPIER RENTAL/COLOR COPIES
E 100-555510-350	OPERATING SUPPLIES		$207.78	21281257	REC-COPIER RENTAL/COLOR COPIES
	Total JAMES IMAGING SYSTEMS, INC.		$687.20		
Unpaid	**JOHNSON SCHOOL BUS, INC.**				
E 220-555390-336	TRANSPORTATION		$1,184.00	IVN47324	REC-AUGUST 2017 TRANSPORTATION
	Total JOHNSON SCHOOL BUS, INC.		$1,184.00		
Unpaid	**JOHNSONS GARDENS**				
E 100-555510-240	REPAIR AND MAINTENANCE		$19.97	95377806	PARKS-BONIDE BEETLE KILLER/INSECTICIDAL SOAP

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	Total JOHNSONS GARDENS		$19.97		
Unpaid	LA ROSA LANDSCAPE				
E 100-533740-290	MAINT/CONTRACTED SERVIC		$184.00	57588	AMCAST-8/3/17 MOWING
	Total LA ROSA LANDSCAPE		$184.00		
Unpaid	LANGLADE COUNTY CLERK OF COURT				
R 100-451101	COURT PENALTIES & COSTS		$1,500.00	BOND	BOND-RANDY O. DEHART 12/07/1962; LANGLADE CTY CASE 17CF233; CPD CASE 17-17434
tal	LANGLADE COUNTY CLERK OF COURT		$1,500.00		
Unpaid	LARK UNIFORM OUTFITTERS INC				
E 100-522120-346	UNIFORMS		$125.90	250931	PD-NAVY POLY CARGO PANTS
E 100-522120-390	OTHER EXPENSES		$79.95	251216	PD-POLY/RAY/LYCRA PANTS
E 100-522120-346	UNIFORMS		$66.95	251286	PD-NAVY POLY CARGO PANTS/SEW IN CREASES
	Total LARK UNIFORM OUTFITTERS INC		$272.80		
Unpaid	LIGHT AND WATER				
G 100-256201	DUE TO L&W IMPACT FEES		$1,856.42	WTR IMPACT	L&W-CORNERSTONE DEV.-N119 W5739 JAMES CIR
	Total LIGHT AND WATER		$1,856.42		
Unpaid	LINDBERG, GLENN				
E 100-519200-343	AWARDS, SUPPLIES		$250.00	SERVICE AW	40 YEARS CONTINUOUS SERVICE AWARD
	Total LINDBERG, GLENN		$250.00		
Unpaid	MASTER PRINTWEAR				
E 220-555390-347	SUPPLIES AND EXPENSES		$11.00	1014	REC-GILDAN T-SHIRTS
E 220-555390-347	SUPPLIES AND EXPENSES		$26.50	981	REC-GILDAN T-SHIRTS
	Total MASTER PRINTWEAR		$37.50		
Unpaid	MILWAUKEE RUBBER PRODUCTS				
E 601-573835-359	COLLECTION SYSTEM REPAI		$45.14	0074604-IN	WW-FDA CORRUGATED SUCTION HOSE/PLUGS/CLAMPS
	Total MILWAUKEE RUBBER PRODUCTS		$45.14		
Unpaid	OFFICE DEPOT				
E 100-514100-310	OFFICE SUPPLIES		$7.76	959130622001	CLERKS-ORANGE COPY PAPER
E 100-514100-312	COMPUTER/COPIER SUPPLIE		$22.50	959130622001	CENTRAL DUPL-BLUE COPY PAPER
E 100-515600-310	OFFICE SUPPLIES		$20.83	959130622001	TREAS-ADD MACHINE ROLLS/CORRECTION TAPE
E 100-522110-310	OFFICE SUPPLIES		$56.36	960385118001	PD-LINED NOTES/TENT CARDS/SHARPIES
E 601-573825-312	COMPUTER/COPIER SUPPLIE		$197.85	960751412001	WW-LASER TONER
	Total OFFICE DEPOT		$305.30		
Unpaid	ONTECH SYSTEMS, INC				
E 100-522410-380	EQUIPMENT/CAPITAL OUTLA		$275.00	31137	EM-FIREWALL
	Total ONTECH SYSTEMS, INC		$275.00		
Unpaid	OWEN S OFFICE SUPPLIES				
E 100-522310-310	OFFICE SUPPLIES		$29.50	26023	B.I.-BUSINESS CARDS-K ESSELMANN

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	Total OWEN S OFFICE SUPPLIES		$29.50		
Unpaid	OZAUKEE COUNTY ECONOMIC				
E 230-566720-471	CDBG GRANT ADMIN		$1,840.00	CDBG	23 HOURS OF WORK BY OED
	Total OZAUKEE COUNTY ECONOMIC		$1,840.00		
Unpaid	OZAUKEE DISPOSAL CORPORATION				
E 601-573830-297	REFUSE COLLECTION		$1,525.00	IN43086	WW-2 YD DUMPSTER PICKUP-AUGUST 2017
	Total OZAUKEE DISPOSAL CORPORATION		$1,525.00		
Unpaid	PETERSON, NIAL				
R 100-411800	INTEREST - DELIN PERS PROP TA		$26.86	REFUND	REFUND OF 2016 PERSONAL PROPERTY TAX INTEREST
	Total PETERSON, NIAL		$26.86		
Unpaid	PIONEER MANUFACTURING CO.				
E 100-555510-240	REPAIR AND MAINTENANCE		$465.00	INV651077	PARKS-BRITE STRIP WHITE PAINT
	Total PIONEER MANUFACTURING CO.		$465.00		
Unpaid	PITNEY BOWES INC				
E 100-514200-310	OFFICE SUPPLIES		$248.68	1005234217	CLERKS-INK CARTRIDGES FOR POSTAGE METER
	Total PITNEY BOWES INC		$248.68		
Unpaid	PURCHASE POWER				
E 100-522110-240	REPAIR AND MAINTENANCE		$37.24	800090900761	PD-LATE FEE CHARGES
	Total PURCHASE POWER		$37.24		
Unpaid	QUALITY STATE OIL CO., INC.				
E 100-555510-240	REPAIR AND MAINTENANCE		$49.33	1974622	PARKS-NL RFG 8/10/17
	Total QUALITY STATE OIL CO., INC.		$49.33		
Unpaid	RECOGNITION SPECIALIST, INC.				
E 100-522310-310	OFFICE SUPPLIES		$13.25	30388	B.I.-PLASTIC NAMEPLATE-K ESSELMANN
	Total RECOGNITION SPECIALIST, INC.		$13.25		
Unpaid	RNOW INC				
E 601-573835-298	COLLECTION SYSTEM CLEAN		$2,100.00	2017-52424	WW-SOFTWARE DIGITAL UPGRADE
	Total RNOW INC		$2,100.00		
Unpaid	RONCHETTI, CRAIG				
R 100-461151	TREASURERS OFFICE FEES		$25.00	REFUND	REFUND OF RETURNED CHECK FEE-WAIVED
	Total RONCHETTI, CRAIG		$25.00		
Unpaid	SCHOESSOW, CARY				
E 601-573835-298	COLLECTION SYSTEM CLEAN		$416.00	3263	WW-MAXMETAL ALUM COMPOSIT SIGNS
	Total SCHOESSOW, CARY		$416.00		
Unpaid	SHORT ELLIOTT HENDRICKSON INC				
E 400-518100-806	CITY HALL IMPROVEMENTS		$11,351.01	338349	MONOPOLE DESIGN-AUGUST 2017 SERVICES

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	Total SHORT ELLIOTT HENDRICKSON INC		$11,351.01		
Unpaid	**STRIKE INDUSTRIES**				
	E 100-522120-346	UNIFORMS	$206.55	4245	PD-STRIKE SELECTOR SWITCHES/GSA INDUST. FUNDING FEES
	Total STRIKE INDUSTRIES		$206.55		
Unpaid	**SYMBIONT**				
	E 601-573850-210	PROFESSIONAL SERVICES	$160.00	46097	WW-AUGUST 2017 WPDES PERMIT SUPPORT
	Total SYMBIONT		$160.00		
Unpaid	**TIME WARNER CABLE**				
	E 100-533210-350	OPERATING SUPPLIES	$166.91	707258501091	DPW STOP 1-INTERNET
	E 100-555510-220	Internet	$166.91	707258501091	PARKS STOP 1-INTERNET
	E 100-522110-225	TELEPHONE/COMMUNICATIO	$113.99	707259901091	PD-STOP 2 -INTERNET
	E 100-514700-220	Internet	$83.09	707260101090	EM STOP 1-INTERNET
	Total TIME WARNER CABLE		$530.90		
Unpaid	**UNIFIRST CORPORATION**				
	E 601-573825-372	SAFETY EQUIPMENT	$48.03	096 0979038	WW-UNIFORMS
	Total UNIFIRST CORPORATION		$48.03		
Unpaid	**VALU RITE CORPORATION**				
	E 100-515400-210	PROFESSIONAL SERVICES	$1,125.00	CONTRACT	ASSESSOR-COMMERCIAL SERVICES
	Total VALU RITE CORPORATION		$1,125.00		
Unpaid	**WISCONSIN HUMANE SOCIETY**				
	E 100-522110-213	ANIMAL POUND	$207.50	961	PD-AUGUST 2017 BOARDING/EUTH FEES
	Total WISCONSIN HUMANE SOCIETY		$207.50		
Unpaid	**XYLEM WATER SOLUTIONS**				
	E 601-573830-340	MAINTENANCE SUPPLIES	$2,499.00	3556974645	WW-LAMP SOCKETS/LAMP INSERTS
	E 601-573830-340	MAINTENANCE SUPPLIES	$560.24	3556974870	WW-BALLAST
	Total XYLEM WATER SOLUTIONS		$3,059.24		
Unpaid	**ZUERN BUILDING PRODUCTS**				
	E 100-555510-240	REPAIR AND MAINTENANCE	$17.14	26858	PARKS-4X4 & 2X4 TREATED GC SYP
	E 100-555510-240	REPAIR AND MAINTENANCE	$122.22	35227	PARKS-EXT. FLAT HEAD SCREWS/2X10 SELECT DOUG FIR
	Total ZUERN BUILDING PRODUCTS		$139.36		
	111300 PWSB Checking		$40,420.24		

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Fund Summary

111300 PWSB Checking	
100 GENERAL FUND	$17,560.50
220 RECREATION PROGRAMS FUND	$1,281.50
230 COMMUNITY DEV BLOCK GRANT FUND	$1,840.00
240 SWIMMING POOL FUND	$588.12
400 CAPITAL IMPROVEMENTS FUND	$11,351.01
601 WATER RECYCLING CENTER	$7,799.11
	$40,420.24

City of Cedarburg

City Administrator's Report

October 5, 2017

Department News

The following information is provided to keep the Common Council and staff informed on some of the activities and events of the City. Points of clarification may be addressed during the City Administrator's Report portion of the agenda; however, if discussion of any of these items is necessary, placement on a future Council agenda should be directed.

Engineering & Public Works— The Public Works crew is working on the last round of brush pick up and is transitioning to Fall duties and leaf pick up.

Parks, Recreation & Forestry— Director Hilvo has been invited to attend the National Day of the Republic of China (Taiwan) celebration reception at the Taipei Economic and Cultural Office of Chicago to network and discuss tourism.

Police— The Police & Fire Commission is holding special meetings on October 4th and 5th to interview 14 police patrol officer candidates for the open position. A total of 90 applications were received.

Chief Frank shared some valuable Harassment training information with the Department Heads.

Senior Center—Flu shots were offered at the Senior Center on Monday. The Center will be closed on October 13, due to the set-up for Oktoberfest. This Saturday is the Walk to End Alzheimer's and donations are being accepted for the Senior Center team.

Light & Water— This week is Public Power Week. Any customer who donates food this month will receive an energy efficient item. The Utility is working with the Chamber of Commerce to promote installing a security light with a motion detector at downtown businesses as part of a Focus on Energy grant that would offset the electrician costs to install the lights.

The Utility is hosting a breakfast the third week in October for landlords to discuss energy efficiency.

The Utility has received a preliminary verbal report on the Library systems review. The consultant found a few items that were not working properly, which may improve the efficiency once these items are addressed.

Water Recycling Center — Jared Kison began employment this week at the Center. A DNR site inspection will take place on Friday. A troop of 12 Girl Scouts toured the facility on Saturday.

Training— Director LaFontaine will be attending the Wisconsin Association of Senior Centers this week, Wednesday through Friday.

Administrator— I attended the Treasurer's conference last week. This week I am working on the budget, attending meetings regarding the Judy Jepson collection, a possible fitness grant, tax collection and records management. I am attending training at CVMIC on Thursday and attending the CVMIC Annual Meeting on Friday-Saturday.

Respectfully submitted,

Christy Mertes
City Administrator

2017 PERMIT SUMMARY BY MONTH

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Coops				1	1	1							3
Single Family	2	2	3	1	3	4	1	2	7				25
Assessory Building			2	3	2	2	4	2	3				18
Addition/Alteration	6	11	16	19	34	15	15	13	24				153
Commercial Additions/Alterati	1			3	1	6	2	2	3				18
Pools									1				1
Other/Miscellaneous					1								1
Heat/Vent	19	11	24	9	28	20	22	23	12				168
Signs	1	2	2		4	2	2	1	2				16
Plumbing	27	35	23	17	34	30	36	30	32				264
Electrical	34	17	31	13	43	32	36	25	29				260
Occupancy	3	3	4	6	8	11	6	7	1				49
TOTAL VALUE TO CITY	801,731	884,211	1,561,483	1,177,591	1,866,023	2,154,181	748,295	876,201	2,962,691				13,032,406
INSPECTIONS													
ANDREW LYNEIS	1												1
JOE JACOBS	4	2	5	2	2	2	1						18
MICHAEL BAIER	153	183	111	113	181	164	144	93	173				1316
ROGER KISON			13					6	2				21