

**CITY OF CEDARBURG
MEETING OF COMMON COUNCIL
OCTOBER 8, 2018 – 7:00 P.M.**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, October 8, 2018 at 7:00 p.m.** at City Hall, W63 N645 Washington Avenue, Cedarburg, WI, in the second floor Council Chambers.

AGENDA

1. CALL TO ORDER - Mayor Mike O'Keefe
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL: Present – Common Council – Mayor Mike O'Keefe, Council Members Dan von Barga, Jack Arnett, Kristin Burkart, Rick Verhaalen, Garon Chivinski, Patricia Thome, and Rod Galbraith
5. STATEMENT OF PUBLIC NOTICE
6. APPROVAL OF MINUTES* - September 24, 2018
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. PRESENTATIONS
 - A. Presentation of Mayor's Community Enhancements Awards
9. NEW BUSINESS
 - * A. Consider request of Michael Jackson of C. Wiesler's to amend the premise description of its Class "B" beer and "Class B" liquor license at W61 N493 Washington Avenue to serve beer and liquor in an enclosed area in the parking lot for an event to be held on October 26, 2018; and action thereon
 - * B. Consider proposals received for Pleasant Valley Landfill groundwater monitoring; and action thereon
 - * C. Consider proposed 2019 Budget; Department presentations, discussion, and direction thereon
 1. Overview of the proposed 2019 budget & tax levy
 2. Health Insurance
 3. Fire Department
 4. Senior Center

5. Library – Special Revenue Fund
6. Parks, Recreation and Forestry
 - a. Parks & Playgrounds
 - b. Recreation Programs
7. Debt Service
8. Internal Service/Insurance
9. Capital Improvement Budget (to be addressed by each Dept.)
10. Strategic Work Plan (to be addressed by each Department)

* D. Consider payment of bills dated 10/01/18, transfers for the period 09/19/18 through 10/05/18; and payroll for the period 09/09/18 through 09/22/18; and action thereon

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

1. Consider approval of new Operator License applications for the period ending June 30, 2019 for Mandie Lousier and Kayla Matter

10. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- * A. Administrator's Report
- * B. Building Inspectors Report – September 2018

11. COMMUNICATIONS

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

12. 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

10/04/18 ckm

**CITY OF CEDARBURG
COMMON COUNCIL
SEPTEMBER 24, 2018**

**CC20180924-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, September 24, 2018, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. Mayor O’Keefe called the meeting to order at 7:00 p.m.

ROLL CALL: Present - Common Council: Mayor Mike O’Keefe, Council Members Dan von Bargen, Jack Arnett, Kristin Burkart, Rick Verhaalen, Patricia Thome

Excused - Council Members Garan Chivinski and Rod Galbraith

Also Present - City Administrator/Treasurer Christy Mertes, City Clerk Constance McHugh, Director of Public Works and Engineering Tom Wiza, Planner Jon Censky, City Attorney Michael Herbrand, interested citizens and news media

STATEMENT OF PUBLIC NOTICE

At Mayor O’Keefe’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 von Bargen, to approve the minutes of the September 10, 2018 meeting. Motion carried unanimously with Council Members Chivinski and Galbraith excused.

CONSIDER ORDINANCE NO. 2018-15 ANNEXING THE ONE ACRE PARCEL AT 7404 WESTERN AVENUE IN THE TOWN OF CEDARBURG TO THE CITY

Planner Censky said the Plan Commission reviewed the request to annex the parcel at 7404 Western Avenue in the Town of Cedarburg to the City and recommended approval.

Motion made by Council Member Thome, seconded by Council Member Arnett, to adopt Ordinance No. 2018-15 annexing the 1.03 acre parcel at 7404 Western Avenue in the Town of Cedarburg to the City. Motion carried unanimously with Council Members Chivinski and Galbraith excused.

CONSIDER REFERRAL OF PROPOSED ANNEXATION OF AN APPROXIMATELY ONE ACRE PARCEL OF LAND DIRECTLY SOUTH OF W76 N627 WAUWATOSA ROAD (LOT 2 CSM NO. 4010) IN THE TOWN OF CEDARBURG TO THE PLAN COMMISSION

Planner Censky said this is a request to annex a 34' wide by 1,265' long strip of land located directly south of the developing Hamilton House Senior Living facility for the purpose of receiving excess fill material and constructing a screening berm.

Motion made by Council Member Thome, seconded by Council Member Burkart, to refer the proposed annexation of an approximately one acre parcel of land directly south of W76 N627 Wauwatosa Road (Lot 2 CSM No. 4010) in the Town of Cedarburg to the Plan Commission. Motion carried unanimously with Council Members Chivinski and Galbraith excused.

Council Member Arnett said it is worth looking into whether these types of matters need to be referred to the Plan Commission as it is an additional step for applicants.

CONSIDER APPROVAL OF TWO-LOT CSM AT W59 N894 SHEBOYGAN ROAD

Planner Censky said this certified survey map (CSM) will result in two lots of 17,111 square feet and 50,226 square feet. Because this request will result in the dedication of the ultimate road right-of-way of Sheboygan Road, State law requires that it be approved by the Common Council. The Plan Commission reviewed the request and recommended approval.

Motion made by Council Member von Bargaen, seconded by Council Member Thome, to approve a two-lot CSM at W59 N894 Sheboygan Road subject to:

- A new sanitary sewer and water lateral cut into Sheboygan Road to serve Lot 1.
- The applicant drafting and recording a shared driveway/maintenance easement.
- Impact fees due be paid at the time of building permit issuance.

Motion carried unanimously with Council Members Chivinski and Galbraith excused.

CONSIDER APPROVAL OF THREE-LOT CSM AT N49 W5237 PORTLAND ROAD

Planner Censky said the applicant is seeking approval of a certified survey map which will divide the existing 2.03 acre parcel located at N49 W5237 Portland Road into three lots of 24, 892 square feet, 30,892 square feet, and 129,617 square feet. The existing home will be located on Lot 3 and future homes on Lots 1 and 2. Since this land division will result in the dedication of public right-of-way, State law requires approval by the Common Council. The Plan Commission reviewed the request and recommended approval.

Motion made by Council Member Verhaalen, seconded by Council Member von Bargaen, to approve a three-lot CSM at N49 W5237 Portland Road subject to payment of impact fees for Lots 1 and 2 at the time of building permit issuance. Motion carried unanimously.

CONSIDER FUNDING FOR HIGHWAY 60 TRAFFIC STUDY

Director Wiza said the 60 acre former Kohlwey farm on Highway 60 has long been planned for a business park. If the Council intends to move forward with the business park, the first step is to complete a traffic impact analysis (TIA), as the State will require this before any permit for Highway 60 access can be issued. The TIA will assist in defining the level of improvements that will need to be made. A proposal in the amount of \$5,470 from Traffic Analysis and Design, Inc. was received to complete phase I of the TIA. After the first phase has been completed, the State DOT will define the scope of work for the second phase of the TIA, which is estimated to cost \$10,000 to \$17,000.

Council Member Arnett said the City is receiving increased interest in this development and the economy is strong. He said the timing is right to do the TIA. Council Member Thome agreed the timing is right given the inquiries that have been made.

Motion made by Council Member Thome, seconded by Council Member Arnett, to fund the first phase of the TIA in the amount of \$5,470. Motion carried unanimously with Council Members Chivinski and Galbraith excused.

Mayor O'Keefe said this is an exciting first step to retain existing businesses and draw in new businesses.

CONSIDER BID RECEIVED FOR REPAIRS TO THE COLUMBIA AND WOOLEN MILLS DAMS

Director Wiza said staff advertised for bids for repairs to the Woolen Mills and Columbia Mills dams. The sole bid was received from JF Brennan Company, Inc. in the amount of \$1,422,000, which is almost three times the cost estimate of \$473,000. He said he is struggling with how to handle this, and it appears the best approach may be to reject the bid received; split the work scope into multiple contracts, and rebid the work with a completion date in 2019.

Motion made by Council Member Arnett, seconded by Council Member Thome, to reject the bid of JF Brennan Company, Inc. because it does not reflect the cost of the work and is beyond what is budgeted for. Motion carried unanimously with Council Members Chivinski and Galbraith excused.

PAYMENT OF BILLS

Motion made by Council Member Arnett, seconded by Council Member Thome, to approve the payment of the bills dated 09/19/18, transfers for the period 09/01/18 through 09/18/18, and payroll for the period 08/26/18 through 09/08/18. Motion carried unanimously with Council Members Chivinski and Galbraith excused.

LICENSE APPLICATIONS

Motion made by Council Member Thome, seconded by Council Member Burkart, to authorize the issuance of new Operators licenses for the period ending June 30, 2019 to Mary Kay Bourboulas and

Sherina Gold. Motion carried unanimously with Council Members Chivinski and Galbraith excused.

Motion made by Council Member Arnett, seconded by Council Member Thome, to authorize issuance of a renewal Operators license for the period ending June 30, 2019 to James L. Wendt. Motion carried unanimously with Council Members Chivinski and Galbraith excused.

CITY ADMINISTRATOR'S REPORT

City Administrator/Treasurer Mertes reported on the following:

- The BMO property purchase has been completed.
- The Amcast property has transferred to Oliver Fiontar. She will be meeting with the engineering consultant and DJ Burns on Friday to discuss the payment disbursement process. Borrowing for TID No. 4 related to the project will occur at the October 29, 2018 meeting.
- The Cops and Bobbers program at Cedar Creek Park on September 22 was a success with approximately 52 participants.

COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Thome said the Greater Cedarburg Foundation on September 22, 2018 was very successful.

ADJOURNMENT

Motion made by Council Member Verhaalen, seconded by Council Member Arnett, to adjourn the meeting at 7:29 p.m. Motion carried unanimously with Council Members Chivinski and Galbraith excused.

Constance K. McHugh, MMC/WCPC
City Clerk

CITY OF CEDARBURG

MEETING DATE: October 8, 2018

ITEM NO: 9. A.

TITLE: Consider request of Michael Jackson of C. Wiesler's to amend the premise description of its Class "B" beer and "Class B" liquor license at W61 N493 Washington Avenue to serve beer and liquor in an enclosed area in the parking lot for an event to be held on October 26, 2018; and action thereon

ISSUE SUMMARY: Mike Jackson of C. Wiesler's is seeking permission to amend its premise description to serve beer and liquor in an enclosed area in the parking lot on October 26, 2018. This would be for a one-time event only from 11:00 a.m. to 7:00 p.m. to celebrate C. Wiesler's 30th anniversary.

Tents require a Temporary Use Permit from the Planning Department. The applicant has been informed of this requirement.

Chief Frank has indicated he does not have any issues with this request.

STAFF RECOMMENDATION: N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: N/A

ATTACHMENTS: Request from Mike Jackson of C. Wiesler's

INITIATED/REQUESTED BY: Mike Jackson

FOR MORE INFORMATION CONTACT: Amy D. Kletzien, Deputy City Clerk 375-7605

City of Cedarburg - Amy Kletzien

From: Mike Jackson <wieslers@wi.rr.com>
Sent: Wednesday, September 19, 2018 10:13 PM
To: City of Cedarburg - Amy Kletzien
Subject: Wiesler Anniversary party

Hello, Sending this requesting permission to serve alcohol in Wiesler's parking lot Saturday October 26 for our 30 year Anniversary party. Requesting permission to have ability to serve in the parking lot from 11am to 7pm on this date. Thank you for your consideration, Mike Jackson

CITY OF CEDARBURG

MEETING DATE: October 8, 2018

ITEM NO: 9. B.

TITLE: Consider proposals received for Pleasant Valley Landfill groundwater monitoring; and action thereon.

ISSUE SUMMARY: As directed, staff sent out a request for proposals for the semi-annual Pleasant Valley groundwater monitoring and reporting. We received a total of six responses, and the lowest fee was submitted by Cedar Corporation at \$6,500/year for a total of \$19,500.00 over the three-year contract.

The fee would be cost shared with the City paying 66-2/3 % and the Town of Cedarburg paying 33-1/3%.

STAFF RECOMMENDATION: Staff recommends awarding a three-year contract for the groundwater monitoring to Cedar Corporation on the basis of their low bid.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION: N/A.

BUDGETARY IMPACT: City share \$13,000 (total for three-year contract)
Town share \$6,500

ATTACHMENTS: Summary spreadsheet of proposals received
Copy of RFP

INITIATED/REQUESTED BY: Tom Wiza

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

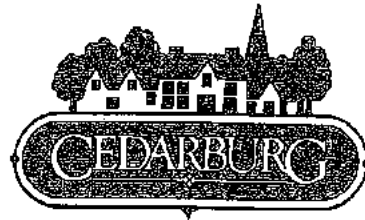
Groundwater Monitoring for Pleasant Valley Landfill - Consultants Bid Tab

Proposals Submitted October 2, 2018

	Cedar Corporation	Drake Consulting Group, LLC	GHD
Total Annual Cost	\$ 6,500.00	\$ 7,000.00	\$ 9,379.00
Total Cost (3 years)	\$ 19,500.00	\$ 21,000.00	\$ 28,137.00

	Stantec Consulting Services Inc.	Ramboll	The Sigma Group
Total Annual Cost	\$ 10,050.00	\$ 10,100.00	\$ 10,240.00
Total Cost (3 years)	\$ 30,150.00	\$ 30,300.00	\$ 30,720.00

September 7, 2018



Ron Dalton, P.E.
Cedar Corporation
W61 N497 Washington Avenue
Cedarburg, WI 53012

Re: Request for Proposals
City of Cedarburg
Pleasant Valley Landfill groundwater monitoring

The City of Cedarburg is seeking proposals from a select group of qualified engineering consultants to perform semi-annual groundwater monitoring at the former Pleasant Valley Landfill. The groundwater monitoring is mandated by DNR, and the City is seeking competitive proposals to continue the testing of existing groundwater wells which have been monitored for the past thirty years.

The landfill site is jointly owned by the City and Town of Cedarburg, and it is located on the north side of Pleasant Valley Road approximately one-half mile east of County Highway I in the Town of Cedarburg.

The scope of services shall include the following:

- Provide semi-annual sampling of twelve monitoring wells located around the perimeter of the former landfill. Sampling and testing shall be in accordance with the Wisconsin DNR approved groundwater monitoring plan for the landfill.
- Analyze groundwater samples collected for alkalinity, specific conductance, dissolved chloride, pH, and nitrate plus nitrite as nitrogen in spring and fall.
- Record groundwater elevations from twelve monitoring wells in spring and fall.
- Sample and analyze four residential water supply wells for three basic water quality parameters annually in fall.
- Sample and analyze four landfill monitoring wells and four residential water supply wells for volatile organic compounds annually in fall.
- Collect and analyze duplicate samples and/or trip blanks for quality control and assurance.
- Prepare the semi-annual monitoring data in electronic format and exceedance reports for submittal to Wisconsin DNR.
- Prepare reports for the City and Town of Cedarburg summarizing the groundwater sampling results.

The City is seeking a three-year contract term, and consultants should provide a breakdown in their proposal of the spring and fall testing costs for contract years 2019, 2020, and 2021. It is expected that the consultant selected will invoice the City in spring and fall of each year, as each round of testing and reporting is completed.

Consultants' proposals should include a brief resume of the firms' qualifications and recent experience with similar projects. The proposal should indicate the individual who will serve as the Project Manager.

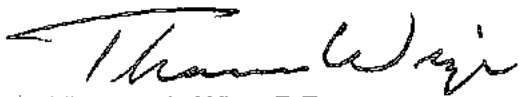
Request for Proposal
Pleasant Valley Landfill groundwater monitoring
Page 2

Proposals are due Tuesday, October 2, 2018 at Cedarburg City Hall. We recommend delivery by mail or in-person, but we will accept E-mail proposals to twiza@ci.cedarburg.wi.us.

Thank you for your interest in this project, and feel free to call me at (262) 375-7610 to discuss the scope of work or access the landfill site.

Sincerely,

CITY OF CEDARBURG

A handwritten signature in black ink, appearing to read "Thomas Wiza".

Thomas A. Wiza, P.E.
Director of Engineering & Public Works

Encs.

cc: Michael O'Keefe, Mayor
Christy Mertes, City Administrator
Tim Rhode, Town Administrator
Mike Wieser, Assistant Engineer

BUDGET SUMMARY

BUDGET SUMMARY

City of Cedarburg—Tax Levy History

City Tax Levies	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Proposed	% Change 2018/2017
General Fund Levy—Operating	5,626,518	5,803,256	5,869,616	6,133,050	6,041,797	-1.5%
Capital Improvement Levy	1,435,000	1,170,000	1,192,000	915,000	1,303,000	42.4%
Levy—Library	657,842	707,306	707,306	722,194	722,194	0.0%
TIF District - City Portion			62	106	162	52.8%
Special Revenue Fund Levy—Pool		44,121	65,658	69,652	67,429	-3.2%
Debt Service Levy	619,532	705,776	1,284,280	1,502,211	1,826,184	21.6%
Total City Levy	8,338,892	8,430,459	9,118,922	9,342,213	9,960,766	6.6%
Other Taxing Bodies						
Cedarburg Schools—Operating	11,768,557	11,817,277	11,937,297	11,882,675		-100.0%
Cedarburg Schools—TIF 3			81	136		-100.0%
Ozaukee County—Operating	2,227,614	2,211,000	2,262,791	2,353,560		-100.0%
Ozaukee County—TIF 3			15	27		-100.0%
State of Wisconsin	201,463	204,381	212,892			0.0%
M.A.T.C.—Operating	1,507,980	1,514,199	1,580,353	1,646,116		-100.0%
M.A.T.C.—TIF 3			11	19		-100.0%
Total Tax Levy (Gross)	24,044,506	24,177,316	25,112,362	25,224,746	9,960,766	-60.5%
- State School Credit	(1,812,945)	(2,087,023)	(2,103,864)	(2,307,992)		-100.0%
Total Tax Levy (Net)	22,231,561	22,090,293	23,008,498	22,916,754	9,960,766	-56.5%
Equalized Valuation	1,187,131,800	1,204,323,800	1,254,478,000	1,309,147,300	1,347,465,200	2.9%
City Equalized Tax Rate	7.02	7.00	7.27	7.14	7.39	3.6%
School District Equalized Tax Rate	9.94	9.84	9.54	9.08	0.00	-100.0%
Total Equalized Tax Rate	18.77	18.36	18.35	17.53	7.39	-57.8%
Assessed Valuation	1,196,486,770	1,208,692,140	1,221,899,680	1,248,857,140	1,262,440,146	1.1%
Assessment Ratio	100.91%	100.36%	97.39%	95.40%	93.69%	
Tax Rates (Per \$1,000 A.V.)						
City of Cedarburg	6.97	6.97	7.46	7.48	7.89	5.5%
Cedarburg School District	9.86	9.80	9.79	9.54	0.00	-100.0%
Ozaukee County	1.86	1.83	1.85	1.88	0.00	-100.0%
State of Wisconsin	0.17	0.17	0.17	0.00	0.00	0.0%
M.A.T.C.	1.26	1.25	1.29	1.32	0.00	-100.0%
Total Tax Rate (Gross)	20.12	20.02	20.56	20.22	7.89	-61.0%
- State School Credit	(1.52)	(1.73)	(1.72)	(1.85)	0.00	-100.0%
Total Tax Rate (Net)	18.60	18.29	18.84	18.37	7.89	-57.1%

BUDGET MESSAGE

October 2018

Dear Mayor

**and Members
of the Common
Council,**

In accordance with the obligations set forth in Section 3-1-3 of the City of Cedarburg Code of Ordinances, I am pleased to submit the fiscal year 2019 proposed budget for the City of Cedarburg. This annual document includes information on the City's General, Capital, Water Recycling Center, Debt Service, Special Revenue and Internal Service Funds. The total 2019 budget is \$18.5 million.

As in previous years, the budget was impossible to balance without a rate increase. Due to previous years' cuts, all of the City's reserve funds were depleted, requiring borrowing or the purchasing of equipment and projects to be delayed. The State of Wisconsin continues to put restrictions on the ability of municipalities to raise revenues and increase expenditures. State revenues had declined dramatically over the years and were holding steady through 2018; however, with the new personal property tax aid, the future of the taxes is uncertain. Expenditures have been cut since 2009 to keep the City's tax rate level and the time has come to increase spending to keep operations at the level our residents expect.

The growth of the City in 2018 would allow for a tax levy increase of \$104,462.

Besides the levy limit which only allows an increase equal to the CPI and the City's growth, how the City qualifies for the expenditure restraint program has changed. All taxes levied by the City are included in the calculation to meet the requirements of this program, making the expenditure increase limit even more difficult to achieve. The City did not qualify for the expenditure restraint revenues in 2018 due to this change; however, will qualify for this revenue in 2019.

With all the new construction, qualifying for the expenditure restraint revenue from the State and the decreasing expenditures, the General Fund levy is \$91,253 or 1.5% less than the 2018 levy. The overall levy increase for 2019 is due to funding capital projects and debt service; \$0.31 and \$0.26 respectively.

The City's proposed assessed tax rate is \$7.89/\$1,000 of assessed value; an increase of \$0.41 or \$113.16 on a home assessed at \$276,000.

MAJOR YEAR GOALS

This budget was completed within the goals, objectives and priorities established by the Common Council. Major goals of the City continue to be infrastructure, economic development, environmental issues, equipment replacements and level of service to our citizens. The City has been aggressive in its street replacement program as much as funding allows. An increase in funding is necessary to keep up with the current seven year program. The street program was cut back to allow funding for the projects rather than borrowing. The City continues to put a high priority on reviewing cost sharing options with neighboring communities for equipment and services, service levels and costs for efficiency. There may be additional opportunities with the new public works building, public safety or a future water recycling center.

The details of the City's goals and objectives are included in the Strategic Work Plan, Capital Improvement Plan and the Department budgets.

BUDGET ENVIRONMENT

For 2019, the City anticipates approximately \$300,000 less in expenditures from 2018. This will change as we proceed through the budget process. An amount will be added to the contingency reserve line item which will then keep the spending the same as 2018.

The City's health insurance premium is not changing, and dental insurance is budgeted to increase 8% for 2019. No changes were made to either plan. The consensus of the Personnel Committee was to recommend employees continue the current health plan, work on a wellness program with cash and time off incentives and look at a second plan option for 2020.

Every year the City has to struggle with declining State aids such as shared revenues, the expenditure restraint program and the recycling grant program. The State has also increased tax exempt property. Since 1985 shared revenues have fallen from 29% of General Fund revenues to 4.2% in 2019. State Computer Aids and the recycling grant are budgeted to remain

BUDGET MESSAGE

the same as 2018. State Transportation Aids are only an estimate at this time. There is a new State revenue for personal property aid which is based on the values as of 2017.

The levy limit is still in place from the 2011-2013 State budget. The law allows a municipality to carry forward from the previous year a percentage of unused levy capacity when calculating its 2019 limit. The expenditure restraint program allows for an increase in expenditures equal to the current CPI at September 30 and the percentage of net new construction in the City. Staying within the State levy limit and expenditure restraint programs continues to be an issue. The percentage the City is held to for 2019 has not been determined yet. The City's General Fund budgeted expenditures are decreasing 4.25% which qualify the City for this revenue source in 2019.

The City's growth would only allow for a levy increase of \$104,462; 1.1%. The Common Council requested a rate increase for 2018 that was half the amount necessary to meet the operational needs of the City; Since the Council didn't want to continue borrowing for street projects, and capital purchases only increasing, depleted reserves and outstanding debt service a rate increase is inevitable. The debt service includes two new City buildings and the Amcast remediation.

The 2019 was very challenging. Currently there is no use of fund balance budgeted. In addressing the budget every year, the City exercises fiscal discipline to avoid resorting to poor fiscal practices in order to make a particular fiscal year budget look better. Budget development guidelines to avoid include:

Over-estimation of revenues

Under-estimation of expenditures

Use of General or Capital Fund fund balances to support re-occurring expenses.

Use of debt to fund capital expenses that either have a short life expectancy or will occur annually

2018 IN REVIEW

For 2018, revenues

For 2018, revenues and expenditures are expected to balance.

The City has been able to selectively use the fund balance for special, one-time costs because the City's reserves are well within the parameters set by policy. In these tough economic times, the fund balance is used more often for one time purchases. There may be a line item added to fund the contingency reserve account. This would then be shown as a use of fund balance.

Further in the Transmittal Letter, the financial challenges of the City are discussed in detail.

STRATEGIC WORKPLAN AND OTHER ACCOMPLISHMENTS IN 2017

The Strategic Workplan helps guide the budget document in planning for the future. The following highlights recent significant accomplishments of the organization over the last year as they relate to each established goal area of the Strategic Plan.

Organizational Development (SWP Goal #1)

Responsiveness to citizen concerns and needs by involving citizens and by 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.

- Development and implementation of MyCivicApp Fast and convenient way for citizens to communicate with all City departments and for department heads to assign and track calls for service
- Creation of Lieutenant position at the Police Department to develop new administrative skills for future leaders
- Training for all department heads on the mentoring and development of future leaders within or department

BUDGET MESSAGE

Financial (SWP Goal #2)

Promote sound fiscal management that seeks to minimize debt, pre-fund significant expenditures, maximize non-tax revenues and share revenues and expenses with other government entities when feasible.

- Ongoing discussions with other county law enforcement agencies on multi-jurisdictional response teams for specific needs such as search and rescue, drug task force, active shooter response, and pursuit driving.
- Recreation programs continue to be self-supporting

Growth and Development (SWP Goal #3)

Manage community development and redevelopment to retain “small town” atmosphere, foster historic preservation in historical areas, preserve quality of life and continue the vitality of the local economy.

- Resurgence of police bicycle program for better interaction with citizens in the community
- Police Department community outreach such as bicycle rodeos, cops and bobbys program, participation in community fundraisers

Infrastructure (SWP Goal #4)

Proactively maintain public facilities while planning and improving infrastructure compatible with growth.

- Completed planning, design, and site acquisition for replacement of the Highland Drive Lift Station to accommodate future growth in the Sheboygan Road and Highway 60 corridor
- Lighting study completed at the Police Department through the Cedarburg Light & Water looking at replacement of fixtures that will provide better lighting with cost savings in the future
- Finalized development of Prairie View Park with the addition of a shelter/bathroom facility
- Replaced concrete apron, concrete retaining wall along the north parking lot and asphalt around the building

Leisure Services (SWP Goal #5)

Preserve and enhance quality of life by providing cultural, educational, leisure and recreational activities for all generations to enjoy.

- First annual Cops and Bobbys event hosted by the Police Department with great attendance; teaching children the enjoyment of fishing which is available at many locations throughout the City
- Partnered with local youth football group to enhance youth football in our community
- Increased enrollment in youth dance programs and added youth cheer program

Public Safety (SWP Goal #6)

Protect life and property by establishing an atmosphere of safety, trust and well-being.

- Added cameras to Community Gym building
- Police Department community active shooter presentations
- Enhanced security at Festivals, County Fair and other special events by Police Department
- Continued to build upon Rescue Task Force through training both in EMS and with law enforcement
- Cedarburg Fire Department Inc. ordered a new fire truck to replace a 1994 vehicle. Upon its delivery in 2019 it will be donated to the City

Risk Management/Environment (SWP Goal #7)

Conduct the business of the organization in a manner that reduces risk exposure in the most cost-effective manner possible, while maintaining a proactive stance on these issues through ongoing training concerning policies, procedures and safety practices.

- Police Department is actively pursuing ongoing law enforcement accreditation with onsite assessments every three years
- Police Department using free risk management software for document management, training and personnel early warning system
- Fire Department rewrote all policies and procedures to reflect changes that have been made in the advancement of both Fire and EMS. They also provide the best practices to help in risk management with the volunteer members

BUDGET MESSAGE

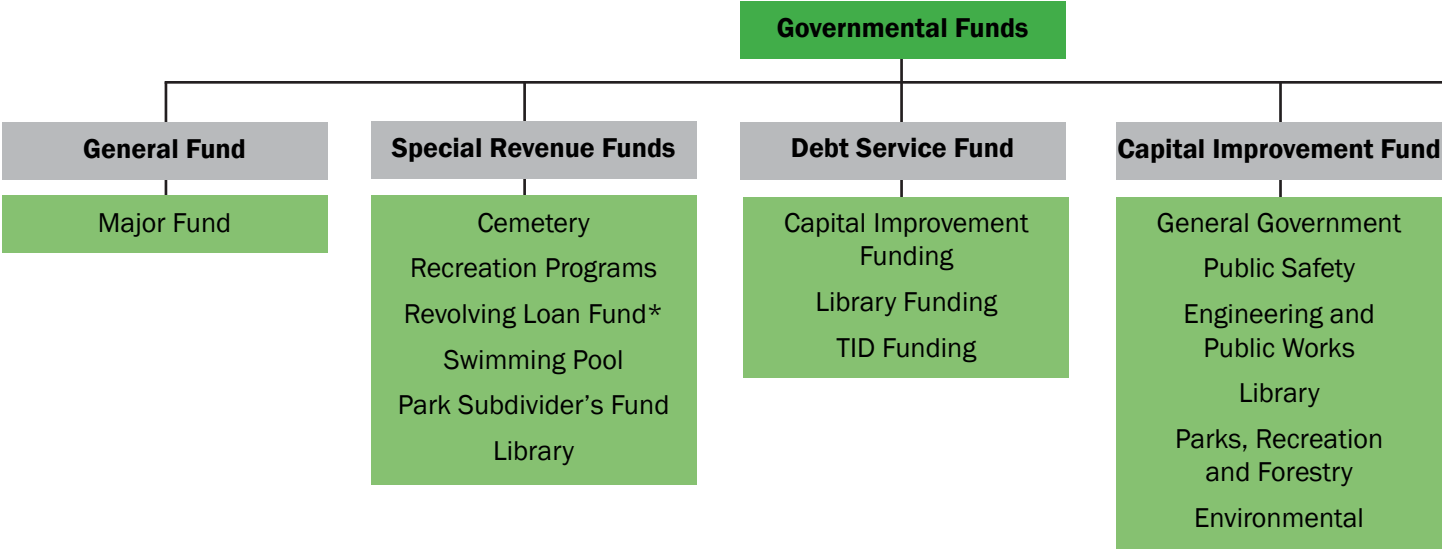
Technology (SWP Goal #8)

Improve efficiency and productivity between City departments, residents and businesses through technology.

- Clerk's Office staff participated in Election Security Awareness Training
- Employees completed training on identifying suspicious emails and opening attachments
- Expanded GIS capability to facilitate mobile data entry
- Updated City Hall workstations from Windows 7 to Windows 10
- Researched FirstNet public safety dedicated wireless communication
- Researched software application to replace paging system to save cost, time, and increase efficiency
- Began utilizing tree inventory software out in the field
- Switched from paper based reporting to tablets for parks & forestry crew
- Created Google calendar for park rentals in order to move away from paper based rental forms

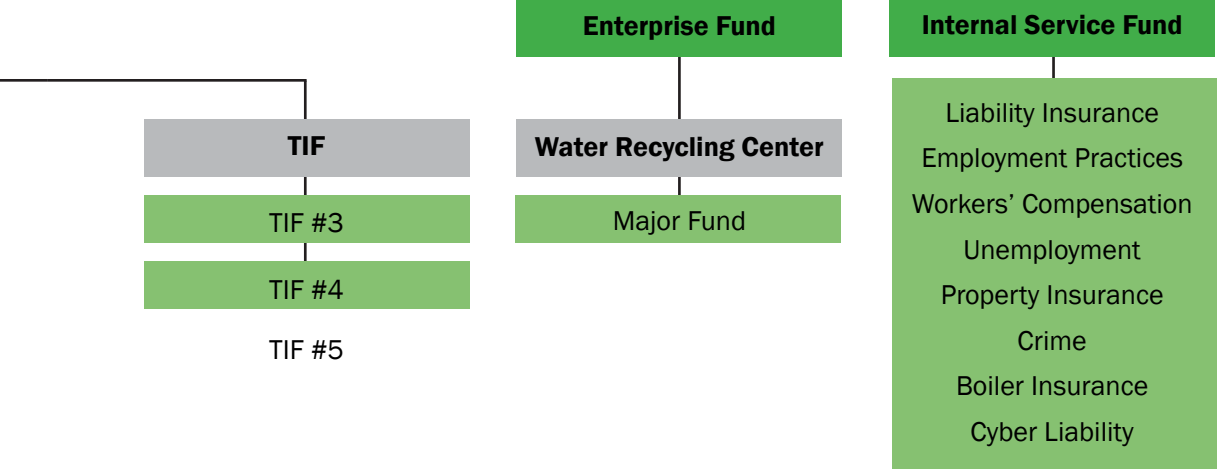
BUDGET MESSAGE

City of Cedarburg Fund Structure



* Not Budgeted—This is a loan program and amortization schedules are developed as loans are approved

BUDGET MESSAGE



BUDGET MESSAGE

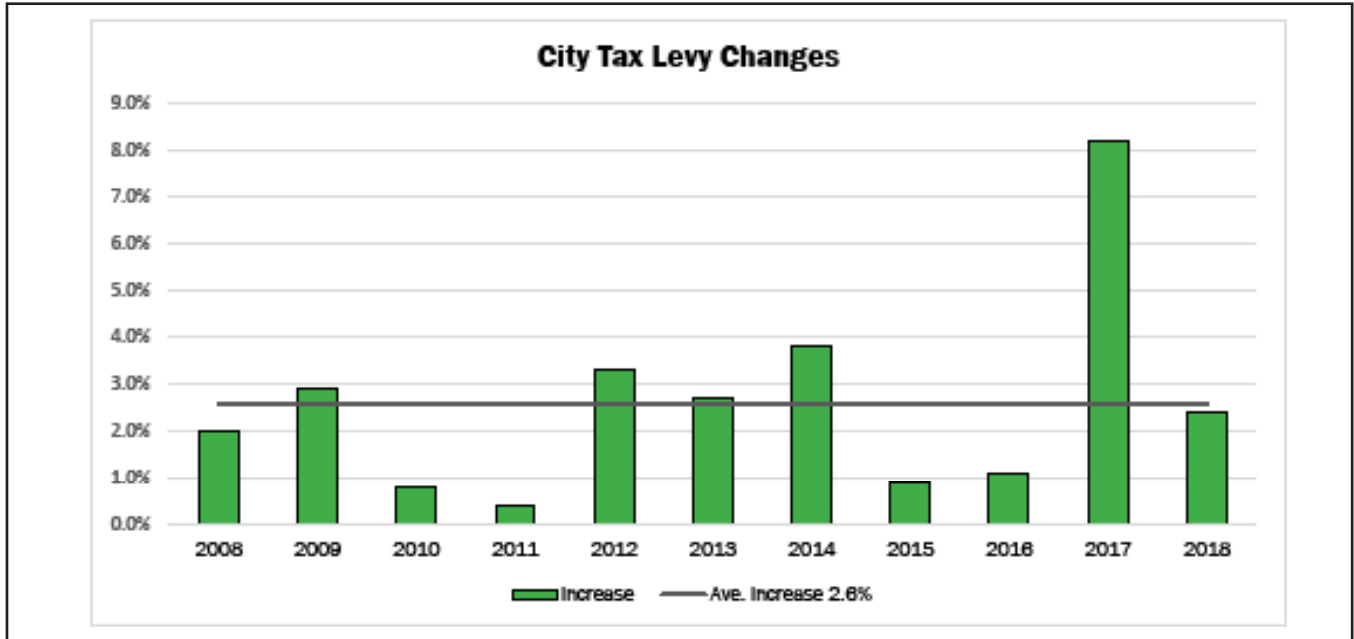
Department/Fund Relationship

	Governmental Funds			Proprietary Funds	
	General Fund	Capital Fund	Other Governmental	Sewer Utility	Internal Service
Common Council	x				
Mayor	x				
City Administrator	x				
City Clerk	x				
Elections	x				
Technology	x				
Assessor's Office	x				
Treasurer's Office	x				
Independent Audit	x				
City Attorney	x				
Labor Relations Counsel	x				
City Hall	x	x			
Employee Relations	x				
Insurance	x				x
Police Department	x	x	x		
Fire Station	x	x	x		
Building Inspection	x				
Emergency Management	x	x	x		
Engineering/Public Works	x	x			
Senior Center	x	x	x		
Parks, Recreation & Forestry	x	x	x		
City Planning	x				
Other	x	x	x		
Cemetery			x		
Room Tax			x		
CDBG			x		
Library		x	x		
Debt Service			x	x	
Water Recycling Center				x	
Internal Service					x

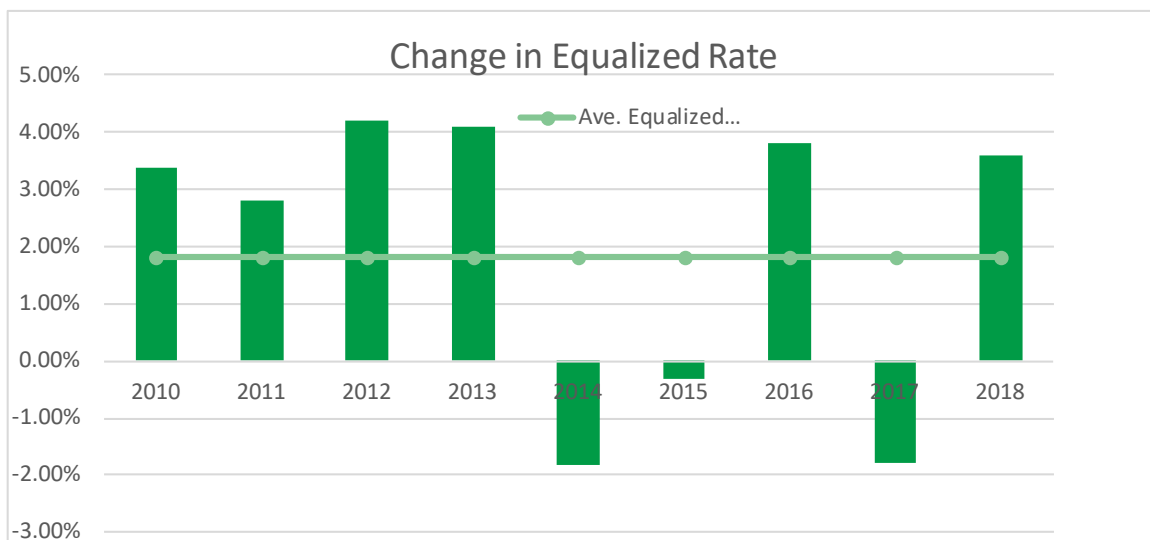
BUDGET MESSAGE

2019 BUDGET OVERVIEW BY FUND

The 2017 tax levy equaled \$9,342,213; 2.4% levy increase over the previous year. The goal of no tax levy increase was impossible due to the increase in the debt service and the need to fully fund the capital projects. Due for these increases new budget requests could not be funded. Combining the property tax funding of the General Fund, Capital Improvement Fund, Special Reserve Fund, TIF #3, TIF #4, and Debt Service Fund, the 2018 total levy is \$9,936,837, 6.4% higher than last year. The increase is within the maximum allowable amount by the State tax levy limit due to our adjustment for the 2019 Debt Service.



For year to year, or city to city comparison purposes, the best measure is the equalized tax rate. The equalized rate is determined by dividing the proposed tax levy by the equalized value, which is an estimate by the State of Wisconsin of the total fair market value of taxable property within the City and is adjusted annually to reflect the increase in the fair market value of taxable property. The 2018 total equalized value is \$1,347,465,200; 2.9% higher than last year. Based on the proposed tax levy, the equalized tax rate is \$7.37/\$1,000 equalized value, or a 3.3% increase over last year. Since 2002, the average annual municipal equalized rate increase has been 1.79%.



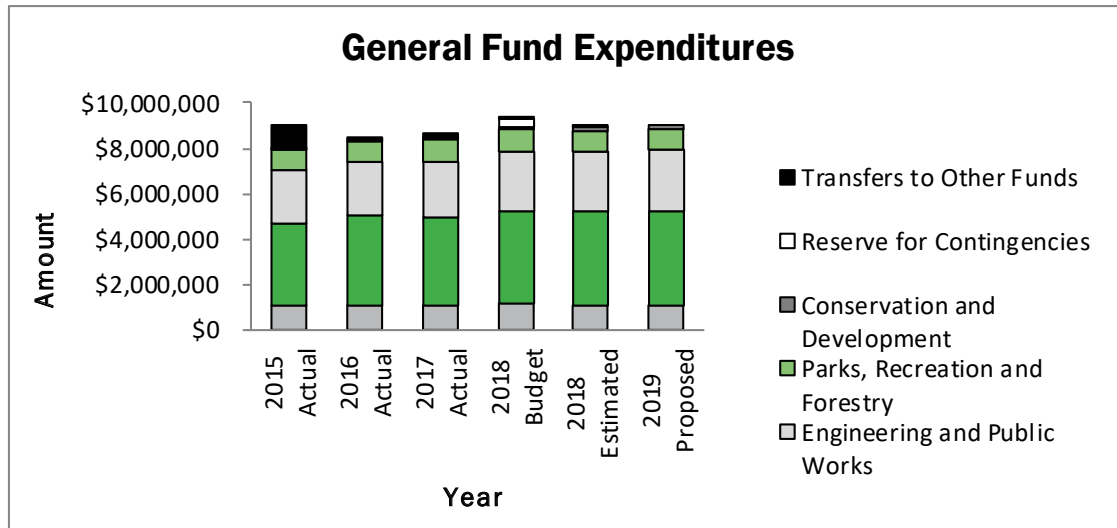
The assessed value of City property for 2018 is 93.69% of equalized value, or \$1,262,440,146 and is 1.1% over last year's value. This yields an assessed rate, based on the aforementioned levy, of \$7.87 per \$1,000 of value; 5.2% over 2017.

BUDGET MESSAGE

GENERAL FUND

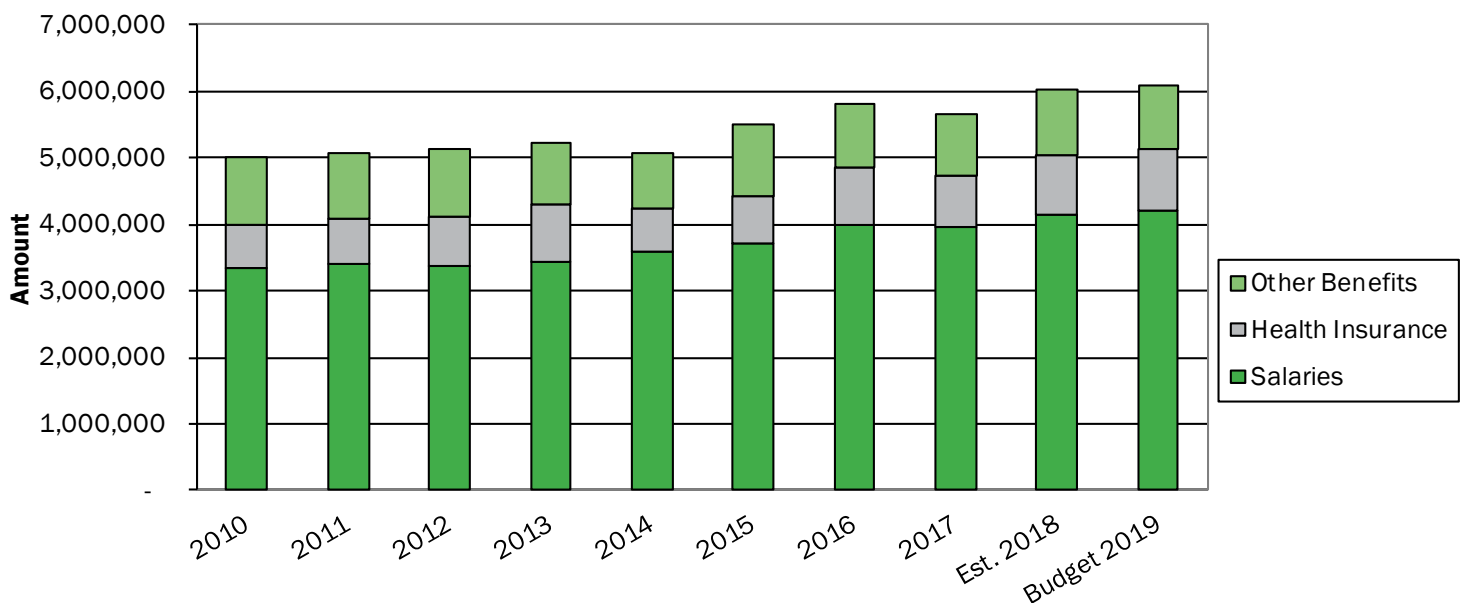
Expenditures

The 2019 total General Fund Budget equals \$8,998,145, which is a 4.25% decrease from last year. The Operating Budget equals the total General Fund budget minus budget transfers to other funds. With this increase in expenditures the City qualifies for the 2020 State Expenditure Restraint funding. The State program allows a percentage increase in expenditures based on a formula using the CPI.



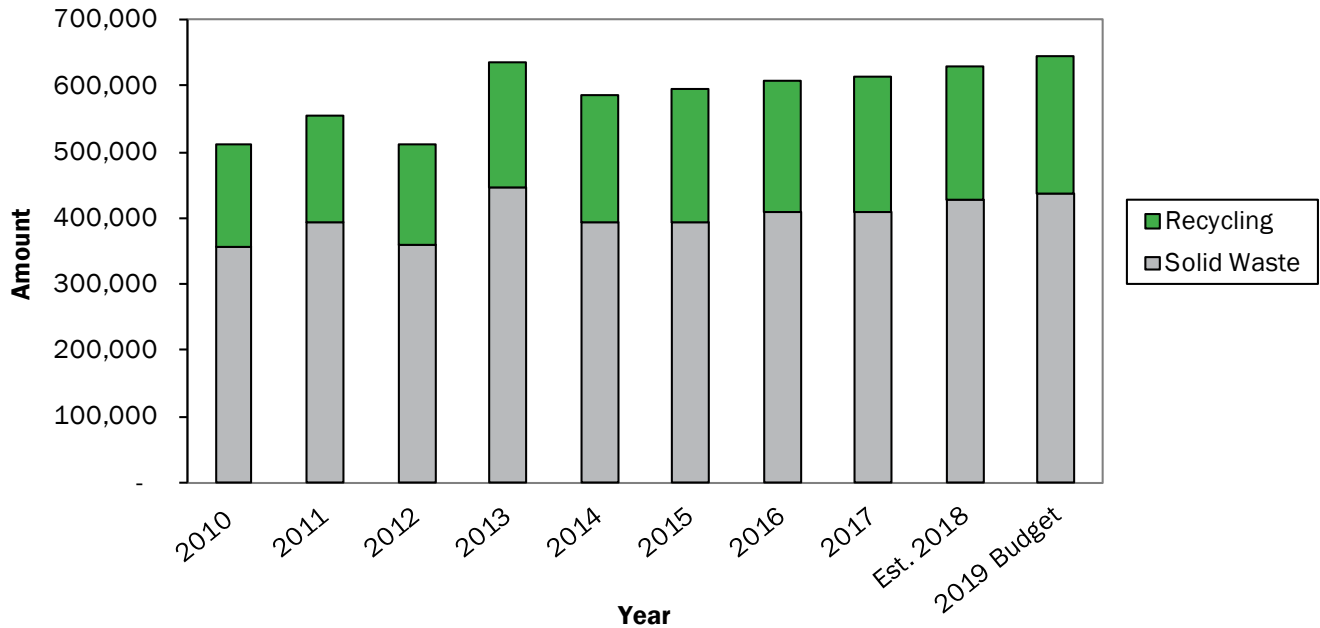
Salaries are budgeted with a 2% increase for employees on January 1. Dental insurance premiums are budgeted for an increase of 8.0%. The total budget for health and dental is decreasing \$1,612 due to no change in the health insurance premium and some changes in coverage for employees. Workers' compensation premiums decreased City-wide due to the change in the experience modification factor. In 2018 the factor was 1.09 and is 0.99 for 2019.

General Fund Salaries and Benefits



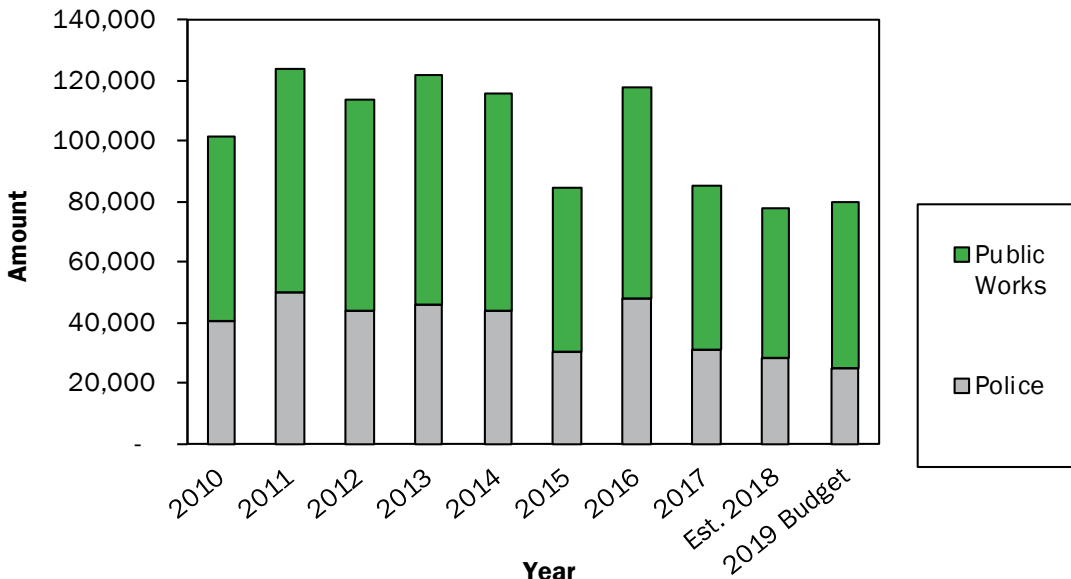
BUDGET MESSAGE

Refuse and Recycling Contracted Services



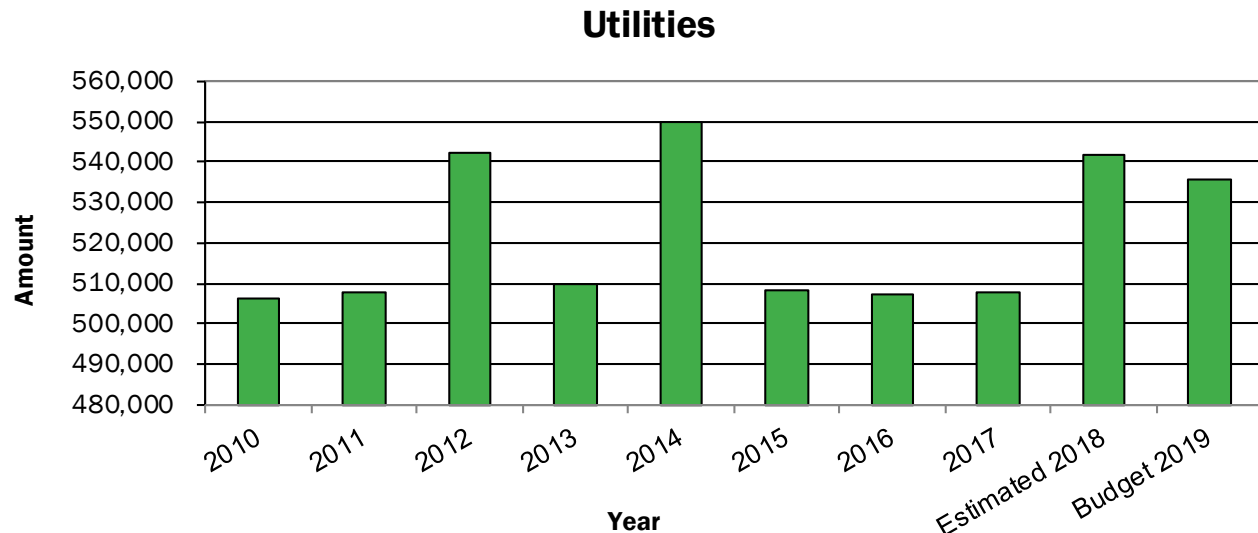
The following graph shows the departments with the largest fleets of vehicles and their fuel budgets:

Fuel Expenditures



BUDGET MESSAGE

Utilities were budgeted the same as 2017 and adjusted to actual use for an increase of 1.4%.



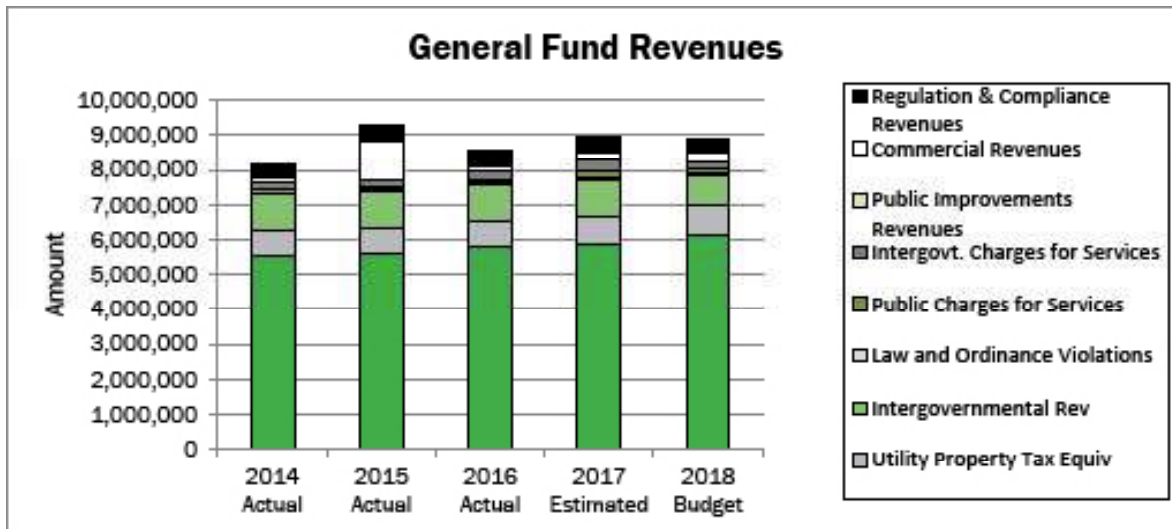
The following are some of the significant changes in the General Fund budget:

- **Clerk's Office** - Decrease due to Administrative Assistant position changed to part time eliminating benefits
- **Elections**—A decrease in election expenditures due to the number of elections decreasing from 2018
- **Assessor** - Increase for funding of revaluation
- **Treasurer's Office** - Increase in professional services for payroll service and office supplies for tax bill postage
- **Technology**—An increase due to the replacement of computers for the upgrading of the operating systems to Windows 10.
- **Police Administration** - Decrease in equipment outlay from 2018 for the purchase of surveillance cameras in downtown
- **Patrol**—Decrease in fuel due to the addition of propane fueled vehicles to the fleet. Decrease in equipment outlay due to a 2018 purchase of replacement handguns for the officers.
- **Engineering**—Increase of \$6,616 for expected retirement
- **Street Lighting** - Decrease to reflect actual cost; based on estimate from electric utility
- **Traffic Control Signals** - Decrease due to traffic light upgrade on Pioneer Road in 2018
- **Snow & Ice** - Increase for cost of salt
- **Refuse & Recycling** - The contract for collection increase for 2018 by \$4,073
- **Senior Center** - Increase for senior trip costs to reflect actual, offset by revenue.
- **Planning** - Decrease from 2018 due to branding initiative

Revenues

The General Fund budget includes revenues of \$8,998,145, an increase of 0.99% from 2018, to support General Fund operations. The most significant revenue source is the Tax Levy, which makes up approximately 67% of General Fund revenue. General Fund Tax Levy support for 2019 is decreasing 1.5% compared to last year. Expenditure restraint revenues of approximately \$166,000 were lost for 2018 but are available budgeted for 2019 in the amount of \$181,615. Investment earnings are increasing for 2019, Building permits are budgeted lower than 2018 due to the estimate of new construction permits for 2019.

BUDGET MESSAGE



CAPITAL IMPROVEMENT FUND

The 2019-2025 Capital Improvement Plan identifies capital projects and estimates the cost presently projected for the next seven years. Staff was urged to thoroughly plan for and realistically budget for capital improvements. Projects are prioritized annually as needs change or as funding allows.

Expenditures

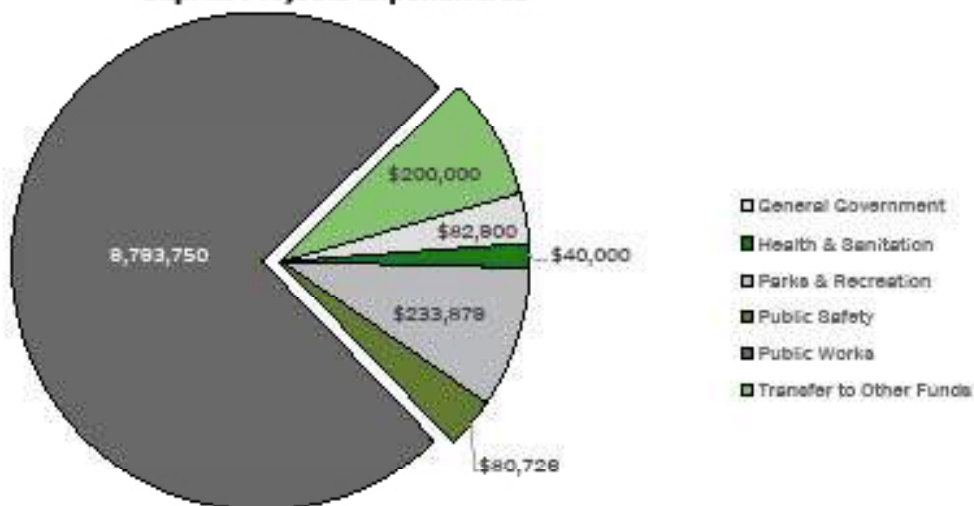
The \$2,504,270 total 2019 Capital Improvement Plan represents an decrease of \$142,025 from last year's spending. The reason for the decrease is the street improvements projects were cut in half to allow for funding of the current year through the tax levy rather than continued borrowing. Street projects for 2019 are budgeted at \$545,000 compared to \$1,123,000 in 2018.

Major Capital Projects Planned for 2018

- A total of \$545,000 is budgeted for street improvements in 2019. Projects include Willowbrooke Drive, Aspen Street, Lexington Street, and Cambridge Avenue
- **Stormwater improvements** are an area of Capital Improvement program emphasis with the NR216 regulations and resulting stormwater discharge permit with which the City must comply. Accordingly, \$203,770 of expenditures are expected for engineering services for 2019 projects; Highland Drive, Aspen, and Cambridge Avenue.
- **Environmental expenditures**, total \$760,000. Prochnow Landfill remediation is expected to continue into 2019 in the amount of \$10,000. Funding of \$750,000 is included for DNR mandated improvements/compliance to regulations of City-owned dams due to the engineering study required which is offset by a DNR grant for \$237,000.
- **Equipment purchases** funded from the equipment replacement reserve account total \$615,000 for 2019. Major purchases include a squad car for the Police Department, three dump trucks, a skid steer and trailer and a code reader for Public Works and brush chipper for Parks, Recreation and Forestry
- **Park improvements** projects include roof and gutter repairs at Cedar Creek Park and Zuenert park, bathrooms and Centennial Park gazebo roof

BUDGET MESSAGE

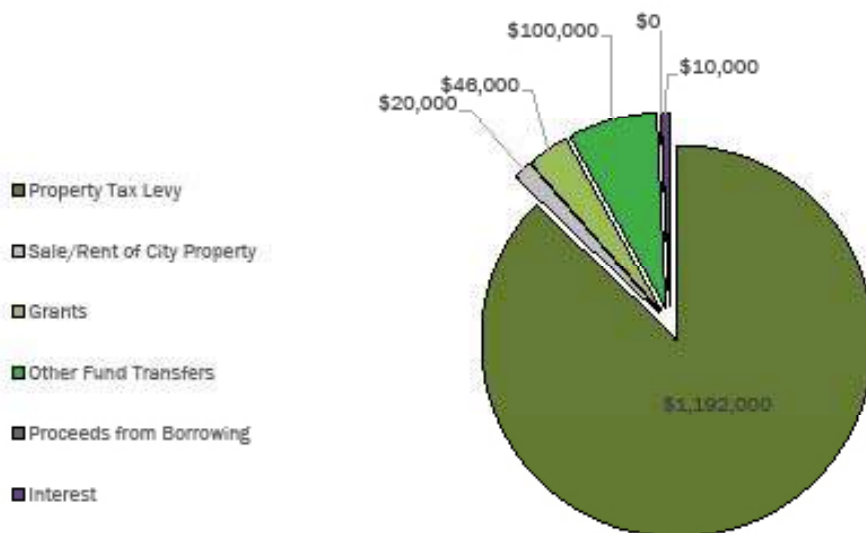
Capital Projects Expenditures



REVENUES

The Capital Improvement Fund's primary funding source is the property tax levy set at \$1,303,000; \$388,000 more than last year. The tax levy funds the following accounts: the Equipment Replacement Account at \$550,000 based on the current year's needs; the Street Improvements Reserve at \$510,000, the Stormwater Program at \$160,000, and General Projects at \$73,000.

Capital Projects Revenues



WATER RECYCLING CENTER FUND

In the City's major proprietary fund, the Water Recycling Center (WRC) 2019 volume charge of \$5.40/1,000 gallons is a 1.9% increase from 2018. The fixed charge of \$14/month/connection will remain the same as 2018. The holding and septic tank hauler's fee per 1,000 gallons will remain at \$8.70 and \$44.91 respectively.

Operating expenses are increasing 2.26%. This equates to an estimated net loss for the WRC Fund of \$229,772. A loss of

BUDGET MESSAGE

\$351,457 was budgeted for 2018; however, a loss of \$276,029 is estimated at year end. The WRC Fund continues aggressive collection system repair and maintenance activities, as shown in the WRC Capital Plan. 2019 Capital expenditures total \$2,040,000.

The outstanding debt is due to the construction of a lift station on Sheboygan Road to service City property from Highway 60 west to Washington Avenue. \$1,005,000 was borrowed for the project in 2016 with annual principal and interest payments of \$82,809.

DEBT SERVICE FUND

The tax levy support for general City debt is budgeted to increase from \$1,502,211 to \$1,826,184; 21.6%. The actual debt support needed in 2019 is \$2,058,785, which has been lowered by \$232,601 from fund balance, an IRS interest reimbursement from the Build America Bonds program and impact fees. Further discussion of the future debt plan is found in the Debt Service section.

SPECIAL REVENUE FUNDS

In this budget, spending plans for six special revenue funds are included: library, swimming pool, cemeteries, self-supporting recreation programs, room tax, and park subdivider deposits. These individual accounts allow the programs to accrue and manage their own monies without concern of commingling their capital with other programs. The largest account is the Library Fund, with operating expenses of \$963,896; 0.5% increase from 2018. The Library Board has been working on holding down expenditures while trying to rebuild their fund balance. The second largest account is the Community Pool Fund with \$338,878 of activity, down 0.5%. The tax levy for the pool decreased \$26,152 or 37.5%.

FINANCIAL PLANNING PRACTICES

The Mission Statement in the Strategic Work Plan is the unifying theme to the organization which reads:

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.

The Strategic Work Plan has been updated for the new year. Long-term projects/issues are addressed in this plan and also coordinated with the department goals.

The 2019-2023 Strategic Work Plan identifies the objectives of the City for the coming years. Estimated time frames for completion of objectives are included in the Strategic Plan, which is a part of the budget executive summary. There are some items that require special attention from the Council and city staff over the next several years. In the preparation of this budget, staff has attempted to look forward and include required projects along with suggested improvements to operations.

SIGNIFICANT BUDGET HIGHLIGHTS

A constant challenge facing the staff and Common Council during the budget process and beyond, is meeting the expectations of the community within available resources. The City’s Mission Statement the City continue to deliver high quality programs and services while minimizing financial impacts to taxpayers. Growing citizen expectations, reduced State funding, limited financial resources, increasing State mandates and the overall cost of doing business has made this an area of concern. Careful consideration was made of City operations and services to continue to provide excellent, yet affordable service. Major changes to the budget for 2019 include dam repairs, equipment purchases, and street and stormwater repairs.

Environmental

Significant progress has been made in the area of environmental issues, yet some financial uncertainty still remains. A number of environmental related issues remain that could result in significant effort, coordination, and long term costs

BUDGET MESSAGE

for the City. These items include pollution remediation of the Prochnow and Blank Landfills, coordination with the EPA and DNR of the Cedar Creek cleanup, and the potential rehabilitation, reconstruction or removal of the Ruck, Woolen Mills, and Columbia Mills Dams. The Cedar Creek cleanup was completed by Mercury Marine in 2018.

The City continues to perform routine inspections and maintenance on the dams and in 2014 had an engineering study started to see what needs to be done for all three dams to be brought up to current DNR NR 333 standards. None of the dams meet the present hydraulic capacity standards, nor can they be certified to be structurally stable in a 100 year flood.

BUDGET MESSAGE

The potential financial burden and liability presented by the dams will only increase as they age. The City hired an engineer at the end of 2016 to begin work on the maintenance needed on the Woolen Mills and Columbia Mills Dams. The work that was to be completed in 2018 was postponed until 2019 due to the one bid coming in almost \$1 million over budget. The Pleasant Valley Landfill well monitoring along with routine maintenance to the property and wells will continue into the future.

Street Condition

Street condition continues to be a priority of the City. The City of Cedarburg had been working towards full “pay-as-you-go” financing of annual street maintenance and repair until growth became stagnant and funding was cut back to keep the tax rate down for residents and the reserved funds were depleted. For 2019, \$545,000 is budgeted for the 2019 capital program. The City had gradually increased funding support for the street maintenance efforts up until 2005. Additional support in future years remains necessary to fulfill an ambitious seven year capital street improvement program. The Capital Improvement levy is increasing \$388,000 to avoid borrowing for street projects.

Business Development

In 2014, the Joint Review Board (JRB) adopted a resolution to create TID #3. This District is located in downtown Cedarburg on the northeast corner of Washington Avenue and Mill Street. The plan includes the construction of two buildings on the property with a minimum value of \$950,000.

In 2016, the Community Development Authority was created. The Board has been working on a project to remediate and redevelop an old manufacturing site that is blighted and on the EPA’s National Priorities List. This developer’s agreement was approved by the Common Council and Community Development Authority and the TID #4 project plan was approved by the JRB on November 16, 2017. The property transfer to the company remediating the property was completed in September 2018.

At the end of 2017, the City began marketing the property on State Highway 60. This property was previously part of a tax incremental district but was dissolved because of the slow economy and no utilities were available. Since the extension of utilities across the creek for development on Sheboygan Road, the potential for development of the business park is expected in a year or two. A park design was created and the first phase of a traffic impact analysis report was approved in 2018.

Mandates

The City has been impacted by State mandates. The City began compliance with the Governmental Accounting Standards Board (GASB) Rule 34 in 2003, in which the City must report all capital and infrastructure assets of the City and depreciate them. This involved substantial data gathering and administration to be incorporated in the audit statements. This data base is continually maintained.

In order to receive State Transportation Aids, the City is mandated to biannually create a complete Pavement Evaluation and Management Program of all City streets, which electronically rates the condition of the streets. This information is updated annually.

In 2008, the City had to comply with GASB 45, which requires the recording of other post-employment benefits (OPEB). The 2008 budget included additional funds to pay for the actuarial services to comply and the reporting was included in the 2008 audit report. To avoid the additional cost in the future, the City has charged retirees their fair share of the premium since 2011. This eliminated the OPEB liability on our financial statements and the actuary expense.

The DNR has developed the new Total Mass Daily Loadings (TMDL) requirement for both the wastewater treatment plant effluent as well as municipal storm water discharges entering Cedar Creek. Very strict phosphorus limits have been established, and all Wisconsin municipalities are struggling with how to comply. The regulations are still unfolding and new permits are coming out. The ultimate cost of compliance could be very high, but it appears municipalities will have multiple

BUDGET MESSAGE

permit terms, perhaps 10 to 15 years, to fully comply with the new regulations.

The City applied for and was awarded a \$33,000 grant from DNR in 2016 to update our storm water model and redraft the Erosion Control and Storm Water Management ordinances. Another \$19,500 grant to evaluate TMDL storm water compliance options was applied for in 2017.

As new permits are finalized, the plan of action and cost to comply will become clearer.

In 2006 the State of Wisconsin passed Act 203 and Act 477 changing how municipalities collect, spend, and report impact fees. With the new impact fee law the City is further restricted on the use of impact fees and is also required to report revenue and expenditure totals in the annual budget. If the impact fees are not expended within seven years of collection, an extension must be requested or the fees refunded to the property owners.

In order to comply with the U.S. DOT Federal Highway Administration retro-reflectivity mandate, \$11,000 was added to the sign budget in 2011. The City signs were replaced with signs meeting the new retro reflective standards. 2015 was the last year for this program.

In 2015 the City was required to comply with GASB 68, Accounting and Financial Reporting for Pensions. An adjustment is made annually to the total net position of the City for the guideline.

The State of Wisconsin clarified the expenditure restraint program making it more difficult to qualify for the program and the City lost \$166,000 in revenues for 2018. The City will qualify for the revenues in 2019.

2018 BUDGET CHALLENGES

Impact Fees 2017 Activity				
	Beginning			Ending
	Balance	Receipts	Disbursements	Balance
Park Impact Fees	33,477.06	47,603.79		81,080.85
Library Impact Fees	0.00	9,081.05	(7,474.00)	1,607.05
Sewer Impact Fees				
Biosolids	2,275.82			2,275.82
Equipment Replacement	39,281.62	5,089.28		44,370.90
Police Impact Fees	0.00	10,388.62	(10,388.62)	0.00
Total Impact Fees	75,034.50	72,162.74	(17,862.62)	129,334.62

The City strives to maintain the high level of services its citizens have come to expect and may accomplish this with a \$0.39/\$1,000 of assessed value increase in the rate. In prior years, maintenance or replacements of aging infrastructure, buildings and equipment were postponed and now are more expensive and urgent than before. Funding levels in capital improvements should have been re-instated to necessary amounts for proper project funding. In 2018 this was not done and a borrowing was required to complete the street projects. The rate increase for 2019 is due to the full funding of the street projects. Equipment purchases and park projects were postponed to keep the tax rate down in previous years. The housing market, building inspection revenues, impact fees, and the timing of the business park on Hwy 60 will continue to have a significant impact on the City's tax base. The City has been able to maintain an adequate fund balance to alleviate revenue reductions beyond the City's control.

The Common Council needs to continue to look towards the future, not just the current budget year. The City's workforce is aging and there are many retirements expected in the next five years. Succession planning and investment in our current staff will be very important to the City.

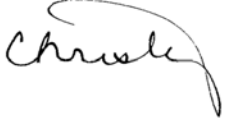
GFOA BUDGET AWARD

The Government Finance Officers Association of the United States and Canada (GFOA) presented the Distinguished Budget Presentation Award to the City of Cedarburg for its 2018 budget document for the twentieth-first year. The award is valid for a period of one year. The City will be applying for the award for its 2019 budget.

ACKNOWLEDGEMENTS

This budget would not have been possible without the effort, energy, talent and dedication of the City's Department Heads and staff. Everyone was very helpful with their financial prudence. Specifically, Administrative Assistant Sandy Welch and Deputy Treasurer/Payroll Officer Kelly Livingston were instrumental and invaluable in the preparation of this budget document.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Christy", with a stylized flourish extending from the end.

Christy Mertes
City Administrator/Treasurer

GENERAL FUND

REVENUE SOURCES

Regulation and Compliance Revenues

This revenue includes licenses issued by the City (e.g., liquor, contractor, bartender, pet, etc.), the cable television franchise fee and building and related permits. Such revenues are 4.6% of General Fund operating revenues. Many of the license fees and the cable television franchise fee are limited by State Statute and cannot be expected to increase to any significant degree in the near future. Building and related permits are dependent on construction activity and the local economy. In recent years, revenue from such permits has exceeded budgeted amounts due to increased residential construction and expansions at local industries. Construction has picked up in 2017 but not to the revenue expectations. Regulation and compliance revenues are projected based on known factors (e.g., planned new development, number of premises requiring a liquor license) and trends in such revenues. In 2018 new construction is estimated to continue at the same rate as seen in 2017 which is a reduction of 4% from 2017.

Law and Ordinance Violations

Such revenues represent the City's share of fines from violations of City ordinances and State Statutes, as well as parking ticket revenues. Fines and parking tickets represent less than 1% of general fund operating revenues. Revenues are budgeted to remain the same as 2017.

Public Charges for Services

This revenue source includes charges for use of City services and facilities. Major categories include Assessor's Office, Police Department, Public Works and Senior Center fees. Some of these fees were previously in the Trust & Agency Fund that was dissolved in 2016 and are first being budgeted for 2018. Examples include the fuel system maintenance charge, alarm fees and senior van fees. Public charges for services are 1.3% of total revenues and budgeted to increase 53.5%.

Intergovernmental Charges for Services

This source consists of payments received from the Town of Cedarburg under a Shared Services Agreement for the Fire Department that is in effect through 2024. The DNR mandates water monitoring at the Pleasant Valley Landfill which is shared jointly with the Town. They fund one-third of the expenditures.

Beginning in 2004, an administrative charge of \$10,250 was applied to the Sewerage Fund representing the support to the utility from the Mayor, Common Council, Administrator and City Clerk.

The intergovernmental charges revenue category provides approximately 2.7% of General Fund Revenues.

Commercial Revenues

This source primarily consists of interest earnings on invested funds and sales/rental of City property including rental income from the lease of space on the water tower to cellular telephone companies. As a percentage of General Fund operating revenues, such revenues fund approximately 2.6% of the operating budget. Fluctuation in this account is due to the changes in yields on invested funds and the amount of investable funds. The market interest rates began to increase in 2016 along with the State of WI Investment Pool rates. As investable funds have increased, the City has implemented the investment strategies recommended by the ad hoc Debt/Investment Advisory Committee and more actively managed its investments by hiring an investment advisor for long term investments. The commercial revenues are budgeted to increase 17.4% from 2017.

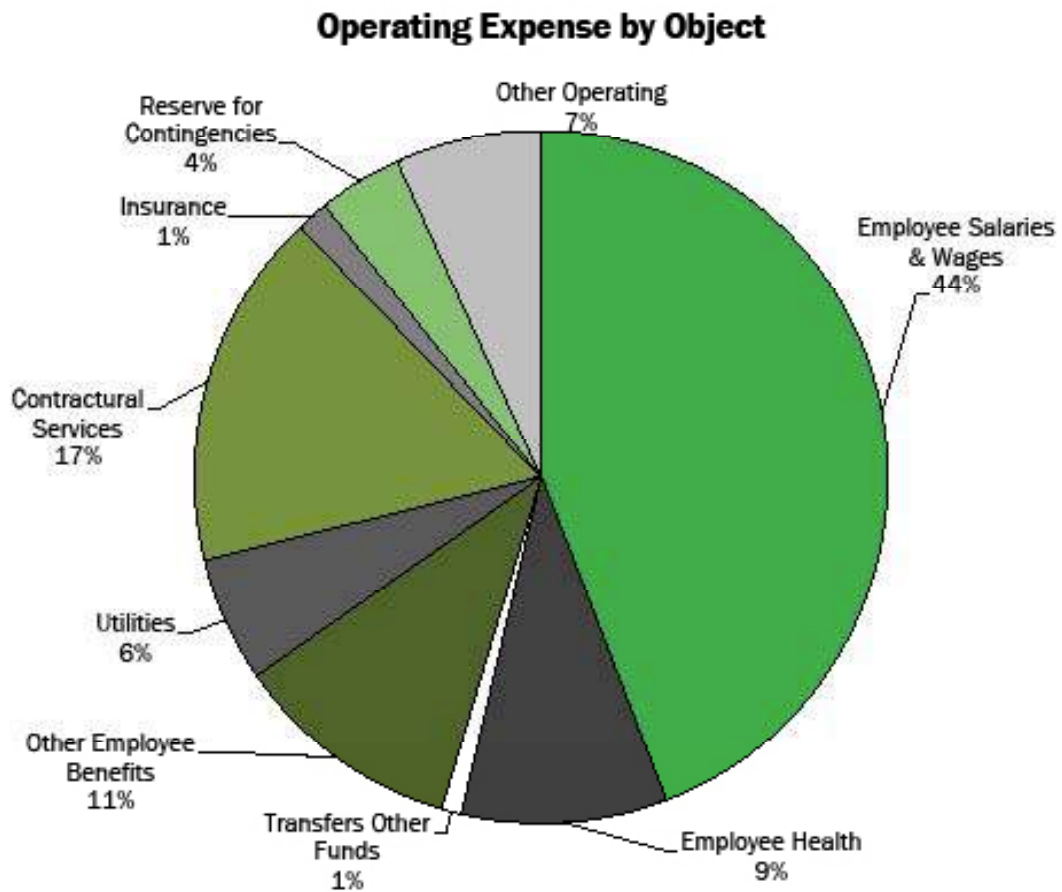
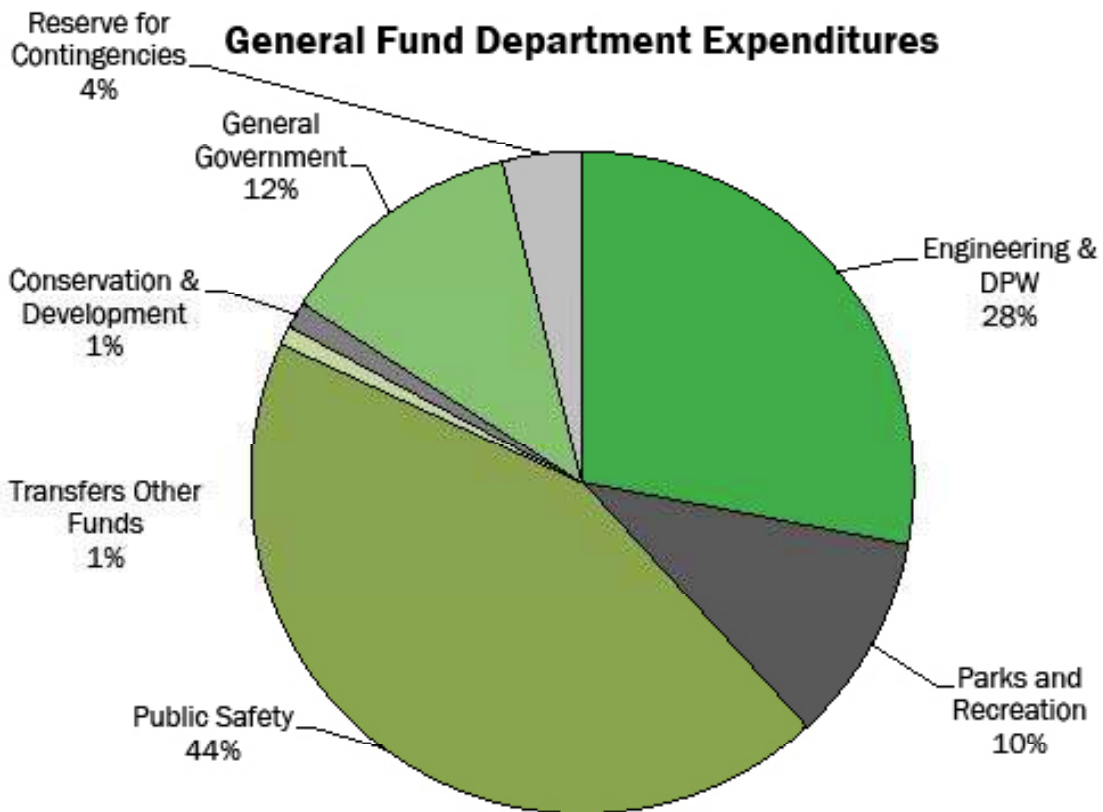
GENERAL FUND

REVENUE SOURCES

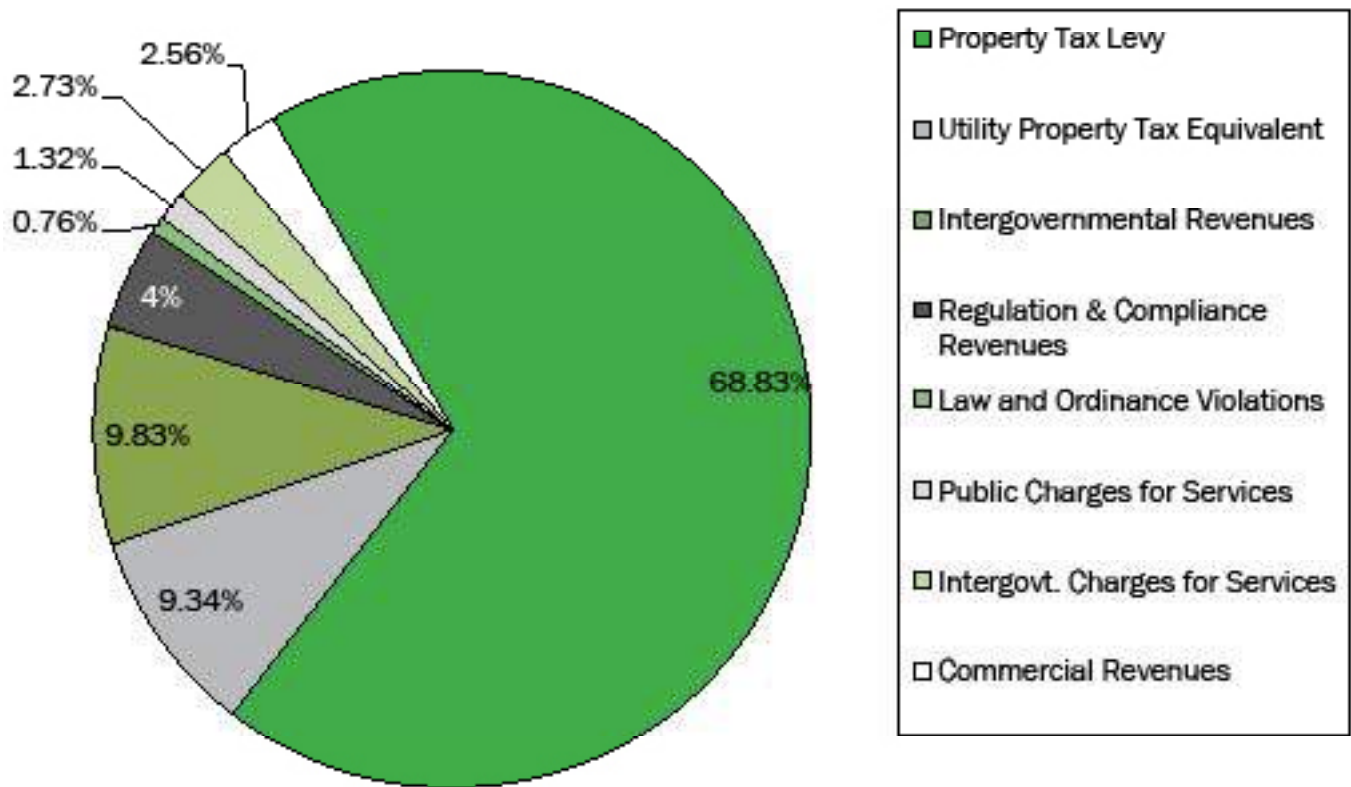
General Fund

Fund 100

				2018	2018	2019	% Change
Revenues	2015	2016	2017	Budget	Estimated	Proposed	2019/2018
Public Improvement Revenues	2,918	0	0	0	0	0	0.00%
Intergovernmental Revenues	1,050,139	1,003,161	1,056,396	876,083	875,124	1,086,376	24.00%
Regulation & Compliance	417,195	428,454	387,151	411,820	526,537	374,160	-9.14%
Law & Ordinance Violations	49,444	57,688	52,233	67,500	67,500	67,500	0.00%
Public Charges for Services	79,436	115,541	201,976	117,545	114,288	110,880	-5.67%
Intergovernmental Charges	196,482	215,020	215,829	243,643	243,493	242,492	-0.47%
Commercial Revenues	1,120,416	184,102	226,811	228,211	200,575	242,338	6.19%
Property Taxes	6,346,910	6,557,403	6,634,954	6,965,399	6,965,399	6,875,077	-1.30%
Total	9,262,940	8,561,369	8,775,350	8,910,201	8,992,916	8,998,823	0.99%
Expenditures	2015	2016	2017	2018	2018	2019	%Change
				Budget	Estimated	Proposed	2019/2018
General Government	1,042,523	1,118,844	1,080,669	1,130,334	1,091,458	1,090,044	-3.56%
Public Safety	3,687,680	3,919,317	3,886,636	4,105,528	4,104,333	4,165,958	1.47%
Engineering & Public Works	2,308,639	2,412,208	2,473,107	2,631,573	2,635,248	2,659,861	1.07%
Parks, Recreation & Forestry	875,295	874,382	981,329	957,719	972,914	982,326	2.57%
Conservation & Development	72,621	92,920	86,702	119,647	122,973	102,493	-14.34%
Other	0	0	0	365,000	0	0	0.00%
Transfers to Other Funds	1,079,875	14,503	138,175	87,500	0	0	-100.00%
Total	9,066,633	8,432,174	8,646,618	9,397,301	8,926,926	9,000,682	-4.22%
Revenues - Expenditures	196,307	129,195	128,732	(487,100)	65,990	(1,859)	-99.62%
Audit Adjustment	(201,780)						
Fund Balance	2,518,566	2,445,981	2,574,713	2,087,613	2,640,703	2,638,844	



General Fund Revenues



Property Tax Levy	6,133,050
Utility Property Tax Equivalent	832,349
Intergovernmental Revenues	876,083
Regulation & Compliance Revenues	411,820
Law and Ordinance Violations	67,500
Public Charges for Services	117,545
Intergovt. Charges for Services	243,643
Commercial Revenues	<u>228,211</u>
TOTAL	8,910,201

General Fund Revenues

Fund 100

				2018	2018	2019	% Change
				Budget	Estimated	Proposed	2019/2018
Public Improvements	2015	2016	2017	Budget	Estimated	Proposed	2019/2018
Engineering & Administration	2,918	0	0	0	0	0	0.00%
Total Public Improvement Revenues	2,918	0	0	0	0	0	0.00%
				2018	2018	2019	% Change
				Budget	Estimated	Proposed	2019/2018
Intergovernmental Revenues	2015	2016	2017	Budget	Estimated	Proposed	2019/2018
State Shared Revenues	205,083	200,137	201,653	204,518	204,518	204,298	-0.11%
Fire Insurance Dues	71,150	46,134	83,047	0	0	0	0.00%
Expenditure Restraint Program	166,957	162,961	166,773	0	0	181,615	0.00%
State Grant, Police Training	3,040	3,200	2,880	2,700	2,700	2,700	0.00%
State Transportation Aids	544,042	509,960	527,404	606,514	606,514	600,000	-1.07%
State Computer Aids	17,022	23,040	20,253	20,551	20,551	20,550	-0.00%
State Recycling Grant	37,984	35,941	37,857	37,800	37,841	38,000	0.53%
State Personal Property Aid						39,213	
State Grant, Fire Safety			729				
Federal Grant—COPS/Police	940	0		0	0	0	0.00%
State Grants—DOT/Police	3,921	20,958		4,000	3,000	0	-100.00%
State Grant - Façade Study		830					0.00%
State Grant - Forestry	0	0	15,800	0	0	0	0.00%
Total Intergovernmental Revenues	1,050,139	1,003,161	1,056,396	876,083	875,124	1,086,376	24.00%
				2018	2018	2019	% Change
				Proposed	Estimated	Proposed	2019/2018
Regulation and Compliance	2015	2016	2017	Proposed	Estimated	Proposed	2019/2018
Liquor & Beer Licenses	21,795	22,123	21,515	21,480	20,597	20,980	-2.33%
Direct Seller Licenses	960	1,705	1,750	1,800	1,800	1,800	0.00%
Cigarette Licenses	600	400	600	600	600	600	0.00%
Operator Licenses	11,018	14,350	14,810	14,350	14,350	14,350	0.00%
Bicycle Licenses	60	136	40	100	180	100	0.00%
Dog and Cat Licenses	695	1,357	393	1,300	1,300	1,300	0.00%
Cable TV Franchise Fee	159,092	155,956	145,549	150,000	125,000	125,000	-16.67%
Transient Permit Fee	250	250	250	250	250	250	0.00%
Weights & Measures Licenses	1,060	1,035	985	995	995	995	0.00%
Fire Inspection Fee	8,893	15,473	15,010	15,325	15,325	15,325	0.00%
Building Permits	108,798	111,871	87,877	104,860	200,000	94,000	-10.36%
Electrical Permits	21,042	21,303	23,988	22,400	40,000	22,000	-1.79%
Plumbing Permits	27,070	25,440	23,080	24,750	36,000	24,750	0.00%
Clearwater Compliance Permits	5,650	0	0	0	0	0	0.00%
Heating/Air Conditioning Permits	19,836	20,279	21,067	20,000	30,000	20,000	0.00%
Drive Opening Permits	940	1,260	905	1,100	1,100	1,100	0.00%
Erosion Control Permits	3,900	5,750	5,280	5,550	5,550	5,200	-6.31%
Occupancy Permits	6,430	6,170	4,590	5,950	11,000	5,200	-12.61%
Sign Permits	2,265	1,590	1,405	1,800	1,800	1,800	0.00%
Street Opening Permits	3,800	4,300	3,800	3,800	3,800	3,800	0.00%

Miscellaneous Permits—Clerk	1,905	1,950	2,605	1,910	2,160	2,110	10.47%
Building Inspection Plan Review	4,025	6,927	6,250	6,400	5,500	6,400	0.00%
General Fund Revenues							
Fund 100 (contd.)							
				2018	2018	2019	% Change
Regulation and Compliance	2015	2016	2017	Budget	Estimated	Proposed	2019/2018
(contd.)							
Stormwater Management Permit	1,053	2,360	517	1,200	1,330	1,200	0.00%
Plan Review	6,058	6,469	4,885	5,500	7,500	5,500	0.00%
Zoning Permits	0	0	0	400	400	400	0.00%
Total Regulation & Compliance	417,195	428,454	387,151	411,820	526,537	374,160	-9.14%
				2018	2018	2019	% Change
Law & Ordinance Violations	2015	2016	2017	Budget	Estimated	Proposed	2019/2018
(contd.)							
Court Penalties & Costs	32,228	41,757	32,262	44,500	44,500	44,500	0.00%
Parking Violations	17,216	15,931	19,971	23,000	23,000	23,000	0.00%
Total Law & Ordinance Violations	49,444	57,688	52,233	67,500	67,500	67,500	0.00%
				2018	2018	2019	% Change
Public Charges for Services	2015	2016	2017	Budget	Estimated	Proposed	2019/2018
(contd.)							
Treasurer's Office Fees	1,018	1,338	3,602	1,300	1,200	1,200	-7.69%
License Publication Fees	750	765	1,040	920	980	920	0.00%
Assessor's Office Fees	5,510	6,230	5,505	5,000	5,200	5,200	4.00%
General Government Misc. Fees	0	4	25	0	0	0	0.00%
Engineering Fees	0	8,606	116	3,000	8,000	5,000	66.67%
Building Inspection House Nos.	973	861	723	920	920	700	-23.91%
State Tag Fee	1,150	1,850	1,705	1,800	1,500	1,760	-2.22%
Tax Exemption Fees	0	175	0	175	200	0	0.00%
Central Duplicating Fees	244	120	433	250	250	250	0.00%
Police Department Fees	15,293	18,285	10,805	11,500	11,500	11,500	0.00%
Alarm Permit Fees	275	325	6,755	6,680	325	250	-96.26%
False Alarm Fees	3,470	1,090	1,155	2,000	2,000	2,000	0.00%
Public Works Department Fees	3,774	11,335	74,923	13,500	13,500	13,500	0.00%
Celebrations	17,149	23,496	23,085	20,000	20,000	20,000	0.00%
Recycling—Plastic/Glass/Oil	215	0	0	0	0	0	0.00%
Recycling—Aluminum/Tin	0	0	51	0	0	0	0.00%
Recycling Cart Upgrade	1,847	2,073	768	400	2,513	400	0.00%
Weed Mowing Fees	920	920	(920)	800	0	0	-100.00%
Park Rental Fees	7,929	7,002	7,120	7,000	5,000	7,000	0.00%
Senior Center Fees	18,919	24,009	59,673	35,000	35,000	35,000	0.00%
Senior Van Receipts		6,739	5,412	6,700	6,200	6,200	0.00%
Public Charges for Services	0	318	0	600	0	0	-100.00%
Total Public Charges for Services	79,436	115,541	201,976	117,545	114,288	110,880	-5.67%
				2018	2018	2019	% Change

Intergovernmental Charges	2015	2016	2017	Budget	Estimated	Proposed	2019/2018
Sanitation—Town	3,350	3,350	3,350	3,350	3,350	3,350	0.00%
Fire— Operating—Town	126,779	148,655	145,017	167,229	167,229	167,528	0.18%
Fire/EMS Dispatching—Town	3,570	2,365	3,483	3,500	3,500	3,500	0.00%
General Fund Revenues							
Fund 100 (contd.)							
				2018	2018	2019	% Change
Intergovernmental Charges (contd.)	2015	2016	2017	Budget	Estimated	Proposed	2019/2018
Emergency Management—Town	229	330	0	600	100	100	-83.33%
Crossing Guards—School District	44,567	42,005	42,249	50,000	50,000	50,000	0.00%
Sewer Administrative Services	10,250	10,250	10,250	10,250	10,250	10,250	0.00%
Transfer from Room Tax Fund	4,038	3,953	4,039	3,250	3,500	3,500	7.69%
Transfer from CDBG—Admin.	973	931	1,221	1,500	1,300	0	-100.00%
Transfer from TIF—Admin.	0	455	343	1,000	1,300	1,300	30.00%
City of Mequon—Reimbursement	2,726	2,726	5,877	2,964	2,964	2,964	0.00%
Total Intergovernmental Charges	196,482	215,020	215,829	243,643	243,493	242,492	-0.47%
				2018	2018	2019	% Change
Commercial Revenues	2015	2016	2017	Budget	Estimated	Proposed	2019/2018
Interest—Delinquent Property Taxes	429	605	478	300	504	300	0.00%
Interest— Investments	15,634	21,149	53,773	46,254	50,000	50,000	8.10%
Interest—Special Assessments	105	154	364	0	75	200	0.00%
Change in Market Value	0	(36,989)	(10,181)	5,000	(23,000)	5,000	0.00%
Rent—City Property	14,111	16,904	13,252	14,100	14,100	14,100	0.00%
Rent—City Property, Water Tower	130,594	137,251	143,853	150,890	151,179	158,738	5.20%
Sale of City Property	6,444	3,424	2,122	0	0	0	0.00%
Refund of Prior Years Expense	33	(2,712)	(559)	0	717	0	0.00%
Donations	15,415	30,835	18,517	11,667	7,000	14,000	20.00%
Contribution of Fire Dept. Assets	537,651	0	0	0	0	0	0.00%
Miscellaneous Revenue	0	13,481	5,192	0	0	0	0.00%
Transfer from EMS	400,000	0	0	0	0	0	0.00%
Total Commercial Revenues	1,120,416	184,102	226,811	228,211	200,575	242,338	6.19%
Total Non-Tax Revenues	2,916,030	2,003,966	2,140,396	1,944,802	2,027,517	2,123,746	9.20%
				2018	2018	2019	% Change
Tax Revenues	2015	2016	2017	Budget	Estimated	Proposed	2019/2018
Property Taxes	5,628,178	5,812,613	5,869,661	6,133,050	6,133,050	6,041,797	-1.49%
Property Tax Equivalent	718,732	744,790	765,293	832,349	832,349	833,280	0.11%
Total Property Taxes	6,346,910	6,557,403	6,634,954	6,965,399	6,965,399	6,875,077	-1.30%
				2018	2018	2019	% Change
Total General Fund Revenues	2015	2016	2017	Budget	Estimated	Proposed	2019/2018

Department: Fire

Program Manager: Fire Chief

Program Description: Fire and Emergency Medical service is provided by Cedarburg Volunteer Fire Department; a department of the City of Cedarburg. Under contract, this service is also provided to the Town of Cedarburg. The Fire Chief is appointed by the Cedarburg Police and Fire Commission.

Products and Services:

- Provide 24 hour fire and emergency medical response
- Conducts fire inspections to all commercial and multi-family buildings in the City and Town of Cedarburg
- Maintains a public education program providing instruction to children and adults in the community
- Continue to train n new methods and technology in both fire and EMS
- Maintain all equipment and facilities including all three fire stations
- Put in hundreds of hours fundraising at Firemen's Park to purchase firefighting equipment to help save the City and Town tax dollars

Fire Department Staffing Levels:

Personnel Schedule Summary Position	2017 FTE	2018 FTE	2019 FTE
Fire Chief	.50	.50	.50
Fire Inspector	1.00	1.00	1.00
Volunteers	0.77	0.77	0.77

Department Services Indicators:	2016	2017	2018 Estimated	2019 Projected
Total Number of Training Hours	8,300	8,300	8,300	8,500
Structural Fires	4	4	4	5
Total Losses Due to Fire	--	--	--	--
Response to Incidents in City	800	875	875	950
Response to Incidents in Town	200	225	225	250
Accident Responses	30	40	40	40
Total Responses	1,030	1,100	1,100	1,200
Other Mutual Aid Locations	45	60	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				

2018 Significant Accomplishments:

1. Continued to aggressively recruit new members into the department
2. Continued to build on training and equipment for our Rescue Task Force
3. Replaced our Tender
4. Replaced our pick-up truck
5. Re-wrote department policies and procedures

Long-Term Objectives:

1. Continue to focus on keeping Cedarburg Fire/Rescue a volunteer fire/rescue organization

2019 Objectives to be Accomplished:

1. Update the constitution and by-laws of the department
2. Continue to use technology to advance our services
3. Purchase two new heart monitors for EMS
4. Continue to aggressively work on recruitment and retention

Fire

522230, 522240

Account Detail:

522230—Fire Station

235 Operating Expense:

Administration	\$42,000	Fuel	\$7,500
Communication	\$5,000	Hose	\$2,500
Dive Team	\$2,500	Truck Maintenance	\$48,000
Explorers	\$1,000	Meeting Expenses	\$25,000
Fire Inspection	\$25,000	Non-fire Fighting Uniforms	\$2,500
Fire Prevention/ Public Education	\$3,000	Auto Extrication	\$3,000
Fire Fighting Equipment	\$20,000	Self-contained Breathing Apparatus	\$1,500
Training	\$10,000	Fire Inspector	\$6,000

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				2018	2018	2019	% Change	
Personnel	2015	2016	2017	Budget	Estimated	Proposed	2019/2018	
111 Salaries			22,117	51,003	51,003	53,552	5.00%	
121 Part Time Salaries	13,207		12,256	53,040	53,040	54,101	2.00%	
151 FICA	1,050		2,623	7,959	7,959	8,235	3.47%	
152 Retirement/LOSA	23,393	21,197	21,723	27,505	27,505	27,596	0.33%	
154 Health Insurance			6,184	21,155	21,155	21,200	0.21%	
165 Workers' Comp. Insurance	6,915	9,297	9,409	15,995	15,995	8,171	-48.92%	
Total	44,565	30,494	74,312	176,657	176,657	172,855	-2.15%	
522230				2018	2018	2019	% Change	
Operating	2015	2016	2017	Budget	Estimated	Proposed	2019/2018	
222 Electric	14,816	17,193	15,172	16,360	17,000	17,000	3.91%	
224 Natural Gas	9,161	9,732	10,023	12,000	12,000	12,000	0.00%	
225 Telephone	575	578	652	900	800	800	-11.11%	
226 Water Service	2,515	2,806	2,520	3,000	3,000	3,000	0.00%	
235 Operating Expense	247,773	262,435	212,404	204,500	204,500	213,500	4.40%	
240 Building Maintenance	7,791	5,339	5,045	11,000	11,000	11,000	0.00%	
290 Maint/Contracted Services	0	0	2,240	2,300	0	1,500	-34.78%	
510 Property/Auto Insurance	36,435	30,610	34,563	41,333	41,333	36,612	-11.42%	
512 Liability Insurance	2,421	2,708	2,834	2,868	2,868	2,359	-17.75%	
Total Operating	321,487	331,401	285,453	294,261	292,501	297,771	1.19%	
Total Expenditures	366,052	361,895	359,765	470,918	469,158	470,626	-0.06%	

Revenues				2018	2018	2019	% Change
	2015	2016	2017	Budget	Estimated	Proposed	2019/2018
435101 Fire Insurance Dues	71,150	46,134	83,047				0.00%
435201 State Grant - Fire Safety			729				
435430 State Grant - Façade		830					
441130 Fire Inspection Fee	8,893	15,473	15,010	15,325	15,325	15,325	0.00%
473407 Fire—Operating Exp. (Town)	154,902	128,655	145,017	167,229	167,229	167,528	0.18%
473408 Fire/EMS Dispatching	3,570	2,365	3,483	3,500	3,500	3,500	0.00%
481120 Fire Dept. Interest	1,448	451	556				0.00%
483320 Fire Dept. Equip. Sales	6,294	3,324					0.00%
485551 Donations			(9,742)				
485600 Contribution of FD Assets	537,651	20,000					0.00%
491270 Transfer from EMS	400,000						0.00%
Total Revenues	1,183,908	217,232	238,100	186,054	186,054	186,353	0.16%
Net Cost of Program				2018	2018	2019	% Change
	2015	2016	2017	Budget	Estimated	Proposed	2019/2018
	(817,856)	144,663	121,665	284,864	283,104	284,273	-0.21%

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	2017 FTE	2018 FTE	2019 FTE
Senior Center Director	0.70	0.70	0.70
Senior Center Supervisor	0.60	0.50	0.50
Total	1.30	1.20	1.20

Performance Measures:

Service Area	Objective	Efficiency Measure	Target 2016/2017	Target 2017/2018	Target 2018/2019
Senior Center Programming	Operating Costs	Revenue 100% of Program Expenses	100%	100%	100%

Senior Center

555140

Department Services Indicators:	2016	2017	2018 Estimated	2019 Projected
Days of Operation	250	250	253	249
Total Attendance	17,608	18,498	18,750	18,675
Average Daily Attendance	71	74	75	75
City Participants	47	48	49	49
Non-Resident Participants	24	26	26	26
One Day and Extended Trips	484	414	450	425
Special Events	909	1,316	1,390	1,400
Attendance at Weekly Programs	11,333	12,098	12,110	12,000
Van Ridership	4,882	4,670	4,800	4,850

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

2018 Significant Accomplishments:

1. Developed Excel attendance tracking tool to improve accuracy and time efficiency of recordkeeping
2. Developed a policy and procedure for allowing area businesses to promote their business and support the Cedarburg Senior Center
3. Improved Senior Center use of website
4. Encouraged citizens to sign up for email alerts
5. Refreshed and updated display areas in Senior Center for promotion of programs, tours and special events
6. Conducted first annual information and health fair with area businesses related to older adult issues

2019 Objectives to Be Accomplished:

1. Implement emergency contact forms for 100% of senior center participants
2. Construct a tour escort "emergency box" to carry on all tours
3. Implement a form for tour sign-up to include emergency contact information and liability waiver
4. Develop and implement a survey to Senior Center participants to determine new programs, tours and activities
5. Purchase a picture board display to promote and increase program attendance

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 programming 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

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

390 Other: For trip expenditures

Senior Center								
555140					2018	2018	2019	% CHANGE
Personnel		2015	2016	2017	Budget	Estimated	Proposed 2019/2018	
121	Part Time Salaries (1.30 FTE)	50,024	59,057	51,190	56,701	56,701	57,837	2.00%
135	Sick Pay Out	725	400	426	408	408	408	0.00%
151	Social Security	3,497	4,315	4,114	4,358	4,359	4,360	0.05%
152	Retirement	3,605	3,186	2,494	2,495	2,495	2,513	0.74%
154	Health Insurance	2,730	2,671	465	284	284	307	8.10%
159	Longevity	1,575	945	976	1,039	1,039	1,039	0.00%
165	Workers' Comp. Insurance	114	131	127	125	125	107	-14.40%
Total		62,270	70,705	59,792	65,410	65,411	66,571	1.78%
555140					2018	2018	2019	% CHANGE
Operating		2015	2016	2017	Budget	Estimated	Proposed 2019/2018	
210	Professional Services	5,561	6,399	9,513	7,500	7,500	7,500	0.00%
225	Telephone	235	177	179	325	325	325	0.00%
310	Supplies & Expenses	2,196	1,224	1,703	2,000	2,000	2,000	0.00%
313	Printing	874	162	153	1,000	1,000	1,000	0.00%
330	Employee Training, Travel	983	1,250	629	1,250	1,200	1,200	-4.00%
390	Other Expenses	0	0	38,036	16,000	26,000	26,000	0.00%
510	Property/Auto Insurance	475	479	478	469	1,511	1,790	281.66%
512	Liability Insurance	470	500	483	477	477	504	5.66%
Total		10,794	10,191	51,174	29,021	40,013	40,319	38.93%
Total Expenditures		73,064	80,896	110,966	94,431	105,424	106,890	13.19%
555145 Senior Van					2018	2018	2019	% CHANGE
Operating		2015	2016	2017	Budget	Estimated	Proposed 2019/2018	
225	Telephone		47	38	50	50	50	0.00%
240	Repair & Maintenance		1,084	300	500	500	500	0.00%
351	Gas & Oil		2,071	2,508	2,100	2,100	2,100	0.00%
510	Property Insurance		195	223	235	235	279	0.00%
Total		0	3,397	3,069	2,885	2,885	2,929	0.00%
Total Expenditures		73,064	84,293	114,035	97,316	108,309	109,819	12.85%
Revenues		2015	2016	2017	2018	2018	2019	% CHANGE
					Budget	Estimated	Proposed 2019/2018	

Senior Center

555140

467435 Senior Center Fees	18,919	24,009	59,673	35,000	35,000	35,000	0.00%
481145 Senior Van Interest		36	10	0	0	0	0.00%
485550 Donations			3,032	3,000	3,000	3,000	0.00%
488800 Senior Van Receipts		6,739	5,412	6,700	6,200	6,200	0.00%
Total	18,919	30,784	68,127	44,700	44,200	44,200	-1.12%
				2018	2018	2019	% CHANGE
Net Cost of Program	2015	2016	2017	Budget	Estimated	Proposed 2019/2018	
	54,145	53,509	45,908	52,616	64,109	65,619	24.71%

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-librariated 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. Provide lifelong learning opportunities
- Computer classes. Instructional classes on a variety of topics
- Interlibrary loan from other libraries throughout the county, state and country
- Librarian consultations—assistance with electronic devices/tech related issues/research on particular topics
- Adult programs/events ranging on topics from Great Decisions to Cedarburg Reads to Book Clubs
- 11 public internet computer stations; Wifi and wireless printing
- 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 students
- Community Room available for public use; includes technology and hearing loop for hard of hearing. Also available for rental for private events or for-profit groups

- **Children’s and Youth Services include:**

- Traditional library services along with providing school visits, tours, displays, special programs, story hours, 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
- Teen volunteers help with technology programs and earn community service hours

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

Personnel Schedule Summary Position	2017 FTE	2018 FTE	2019 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	2.4	2.4	2.4
Library Page/Shelvers	0.69	0.69	0.69
Custodian	0.50	0.50	0.50
TOTAL	13.09	13.09	13.09

Special Revenue Fund—Library

260-555110

Department Services Indicators:	2017	2018 Estimated	2019 Projected
Citizen Library Use			
Number of Visits Made to the Library	128,970	128,000	128,000
Average Number of Visits Per Day	362	360	360
Customer With Active Library Cards	8,618	8,650	8,700
Resi-			
dents	3,647	3,700	3,800
Non-Residents			
New Library Cards Issued	844	800	800
Staff Services			
Reference/Research Questions Answered	3,730	4,200	4,200
Number of Youth Programs Offered	220	230	240
Attendance at Youth Programs	8,401	9,000	9,000
Number of Adult Programs Offered	157	150	150
Attendance at Adult Programs	2,525	2,600	2,600
Checkout of Library Materials			
Total Number of Items Checked Out by Library Patrons	197,689	190,000	190,000
Digital books/audio books/magazines checked out	21,447	24,600	25,500
Research database usage - number of log-ins	1,780	2,250	2,500
Cedarburg Resident Check Out	114,322	115,000	115,000
Non-Resident Check Out	83,367	75,000	75,000
Technology			
Public Computer Users	7,846	7,800	7,800
WiFi Usage - log ins	50,937	75,000	76,000
Community Room/Study Rooms Reservations	5,823	6,000	6,200
3D Printing	592	500	600
Virtual Reality Equipment Usage (2017 - 3 months of usage)	114	400	500
FTE Staff Per 1,000 Population	1	1	1
Local Appropriations Per Capita	\$61.50	\$62.63	\$62.63

Special Revenue Fund—Library

260-555110

2018 Significant Accomplishments:

1. Library budget is no longer in a deficit. Fund balance has been established and will be used to fund facility projects both planned and unexpected
2. Expanded our technology initiative to meet the needs of our community. Received two grants to purchase tech equipment and offer classes and training to the public
3. Revived the Cedarburg Reads community wide reading event, sponsored by the Friends of Cedarburg Library
4. Friends raised over \$13,000 for the Library. This goes toward programming and enhancements for the library and is not to be used for operational purposes
5. Library Board began work on a five year strategic plan

2019 Objectives To Be Accomplished:

1. Complete and execute the start of 5 year strategic plan
2. Be part of the WI Public Library System Redesign project. Changes are coming to the State's library system structure.
3. Prepare 5 year joint county service plan with Sheboygan County

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:

- 240 Maintenance and Repair:** Includes contracts for landscape maintenance, snow removal, weekend custodial cleaning, 3M sorter and self-checkout stations, Orkin pest control, HVAC maintenance agreements, automatic entrances maintenance for handicap doors, elevator operator maintenance, sprinkler system inspection, carpet cleaning once a year, window cleaning once a year, phone system maintenance agreement
- 319 Publications and Subscriptions:** Books, audiobooks, DVDs, periodicals, newspapers, reference resources, electronic books and other digital services, databases for research
- 320 Professional Publications and Dues:** Membership in the WI Library Association for the librarians, membership in the American Library Association for the Director
- 330 Travel & Training:** Travel expenses for staff to attend Monarch Library System meetings, Southeast WI Libraries continuing education workshops, conference attendance at WI Association of Public Libraries, attendance at WI Library Association conference, attendance at American Libraries Association conference, attendance at WILS conference on technology in Madison
- 380 Equipment/Capital Outlay:** Reserve to repair/replace computer equipment and peripherals
- 381 Shared System Services:** Membership in the Monarch Library System. Includes: IT work and consultant work for technology equipment, shared automated catalog for 31 libraries, cataloging service, delivery service of materials to all member libraries, internet connection, marketing consultant, membership in WI Digital Libraries and electronic collection, consortium purchasing of products and services
- 382 Library Technology: Resources for new programming and support for existing equipment. Software licensing, repair to equipment and the enhancement of equipment in the Community Room**

Budget Variances:

Expenditures:

555110—Library

- 290 Maintenance Contract:** Steps need to be installed outside for emergency exit
- 319 Publications:** Increase of materials necessary for lending
- 380 Equipment/Capital Outlay:** Computer replacements

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-librarians and increase in percentage that the County reimburses us.

Special Revenue Fund—Library

260-555110

Special Revenue Fund—Library Fund 260

	2015	2016	2017	2018	2018	2019	% Change
Revenues	Actual	Actual	Actual	Budget	Estimated	Proposed	2019/2018
411111 City Property Taxes	657,842	707,306	707,306	722,194	722,194	722,194	0.00%
435432 Grants	730	735					0.00%
467100 Library Fines and Fees	24,993	23,643	21,072	22,500	22,000	22,000	-2.22%
467110 Library Other Revenues—County	125,872	153,904	191,669	205,719	205,719	212,192	3.15%
467150 Library Other Revenues—Copies	2,383	2,388	2,392	2,400	2,400	2,400	0.00%
473200 Library Donations		8,727					
481100 Interest Income		8					
482215 Rent of City Property	460	650	788	700	700	700	0.00%
491400 Transfer from Cap. Improvements			7,474				
Total Revenues	812,280	897,361	930,701	953,513	953,013	959,486	0.63%

	2015	2016	2017	2018	2018	2019	% Change
Personnel	Actual	Actual	Actual	Budget	Estimated	Proposed	2019/2018
111 Salaries (8.0 FTE)	336,268	353,342	359,961	371,980	365,000	385,470	3.63%
124 Bonus	2,000					325	0.00%
125 Part Time Salaries (4.39 PTE)	119,463	117,409	118,514	121,311	126,500	120,222	-0.90%
128 Maintenance Salaries (.50 PTE)	15,407	16,238	17,376	17,600	15,000	17,972	2.11%
135 Sick Leave Payout	255	7,082	652	836	836	718	-14.14%
151 Social Security	36,220	37,687	37,631	39,427	39,091	40,415	2.51%
152 Retirement	28,203	28,163	29,747	34,531	34,236	34,604	0.21%
154 Health Insurance	91,937	105,156	114,451	129,783	122,353	111,995	-13.71%
155 Life Insurance	129	106	86	94	126	126	34.04%
159 Longevity	5,880	5,155	3,433	3,654	3,654	3,591	-1.72%
161 EAP/125 Admin.				100	100	100	0.00%
165 Workers' Comp. Insurance	1,016	1,179	1,178	1,143	1,143	949	-16.97%
Total	636,778	671,517	683,029	720,459	708,039	716,487	-0.55%

	2015	2016	2017	2018	2018	2019	% Change
Operating	Actual	Actual	Actual	Budget	Estimated	Proposed	2019/2018
212 Professional Services				275		275	0.00%
222 Electric	21,195	23,709	22,615	24,000	23,000	23,225	-3.23%
223 Marketing	594	184	61	200	200	200	0.00%
224 Natural Gas	7,179	7,123	6,874	7,300	7,000	7,200	-1.37%
225 Telephone	2,189	2,005	2,254	2,800	2,500	2,500	-10.71%
226 Water Service	1,649	1,766	1,839	1,800	1,860	1,860	3.33%
240 Repair and Maintenance	1,225	3,947	3,935	6,000	7,000	7,000	16.67%
290 Maint./Contracted Services	45,181	40,643	45,760	46,000	50,000	50,000	8.70%
308 Program Supplies	570	551	161	500	500	1,000	100.00%

Special Revenue Fund—Library

260-555110

310	Office supplies	6,230	6,257	7,923	7,500	8,924	8,000	6.67%
312	Computer Supplies	2,526	1,912	2,167	2,000	2,000	2,000	0.00%
313	Printing-Newsletters		1,203					0.00%
315	Postage	545	585	580	625	600	600	-4.00%
319	Publications and Subscriptions	85,322	87,548	64,694	85,000	85,000	88,000	3.53%
320	Prof. Publications and Dues	997	1,224	1,270	1,600	1,300	1,600	0.00%
330	Travel & Training	4,873	5,164	5,790	6,000	5,000	6,000	0.00%
350	Operating Supplies	1,471	2,218	1,755	2,500	3,300	3,000	20.00%
380	Equipment/Capital Outlay	3,243			3,000	3,000	5,000	66.67%
381	Shared System Services	22,872	13,809	17,917	20,600	20,600	20,600	0.00%
382	Library Technology	2,354	1,234	932	3,000	3,718	3,000	0.00%
395	Employment Expenses		137		200	300	200	0.00%
510	Liability/Property Insurance	4,177	8,005	7,973	8,060	6,575	6,820	-15.38%
Total		214,392	209,224	194,500	228,960	232,377	238,080	3.98%
Total Expenditures*		851,170	880,741	877,529	949,419	940,416	954,567	0.54%
Revenues - Expenditures		(38,890)	16,620	53,172	4,094	12,597	4,919	
Beginning Fund Balance		(11,463)	(50,353)	(33,733)	19,439	19,439	32,036	
Ending Unassigned Fund Balance		(50,353)	(33,733)	19,439	23,533	32,036	36,955	
Assigned Funds - Donations								
435432	Grants			13,615	3,000	13,730	11,300	276.67%
473200	Library Donations			13,597	5,000	5,100	5,000	0.00%
Total		0	0	27,212	8,000	18,830	16,300	103.75%
322	Donation Expenditures			15,269	3,000	14,000	3,000	0.00%
331	Grant Expenditures			45	6,329	10,633	6,329	
Revenues - Expenditures		0	0	11,898	(1,329)	(5,803)	6,971	
Beginning Assigned Fund Balance		0	1,439	1,439	13,337	13,337	7,534	
Ending Assigned Fund Balance		0	1,439	13,337	12,008	7,534	14,505	
Total Library Fund Balance		(50,353)	(32,294)	32,776	35,541	39,570	51,460	

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	2017 FTE	2018 FTE	2019 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	0.45	0.45	0.45
Total	6.45	6.45	6.45

Parks, Recreation & Forestry

555510, 555220

Department Services Indicators:	2016	2017	2018 Estimated	2019 Projected
Total Number of Parks Maintained	34	34	34	34
Total Number of Picnic Shelters Maintained	5	5	5	6
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	110	80	100
Park Trees Planted	10	10	0	0
Trimmed/Pruned Trees	700	400	1,800	1,500
Emergency Tree Service	58	75	60	60
Trees Removed	70	150	150	100
Stumps Ground (*Projected)	70	70	50	50
Issuance of Park Permits/Reservations	83	85	85	80
Weed Complaints and Notices Issued	13	10	8	10
Tree/Shrub Encroachment (Trimming Letters Sent)	4	8	4	6
Hazardous Trees Letter Sent	4	10	2	4
Tree City USA Certification	yes	yes	yes	yes
Total acres of Public Right-of-Way and Facility Grounds Mowed/ Maintained	15	15	15	15

2018 Significant Accomplishments:

1. Oversaw restoration of Adlai Horn Park
2. Implemented City App
3. Oversaw installation of new shelter at Prairie View Park
4. Reorganized Parks, Recreation and Forestry staff responsibilities
5. Added two more restroom facilities to an auto-lock system
6. Worked with local neighborhood group to start design of new playground at Willowbrooke Park
7. Oversaw install of new shed at Behling

2019 Objectives to Be Accomplished:

1. Assist with community build of Willowbrooke Playground
2. Develop a plan to repair 3 park building roofs

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

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

341 **Trees Contracted:** Moved entire amount to contracted services for tree and stump removal; \$16,000

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					2018	2018	2019	% Change
Personnel		2015	2016	2017	Budget	Estimated	Proposed	2019/2018
111	Salaries (6.45 FTE)	357,299	354,217	383,551	371,042	371,042	389,913	5.09%
112	Overtime	10,057	8,095	9,983	14,211	14,211	14,211	0.00%
125	Part-Time Salaries/Temporary	2,722	11	0	0	0	0	0.00%
128	DPW Seasonal	17,406	23,872	24,607	50,000	50,000	37,200	-25.60%
151	Social Security	29,389	29,848	32,675	33,422	33,422	33,896	1.42%
152	Retirement	26,238	24,813	27,193	25,922	25,922	26,586	2.56%
154	Health Insurance	85,637	94,281	81,597	72,143	72,143	72,158	0.02%
155	Life Insurance	103	112	62	41	41	41	-0.68%
159	Longevity	3,276	3,465	1,512	1,638	1,638	1,764	7.69%
165	Workers' Comp. Insurance	13,496	16,617	15,894	19,908	19,908	18,184	-8.66%
Total		545,623	555,331	577,074	588,327	588,327	593,953	0.96%
555510 Parks, Recreation & Forestry					2018	2018	2019	% Change
Operating		2015	2016	2017	Budget	Estimated	Proposed	2019/2018
210	Professional Services	2,499	2,520	2,733	2,500	2,500	2,500	0.00%
220	Internet			2,072		2,072	2,072	0.00%
222	Electric	16,988	19,254	17,551	18,000	18,000	18,000	0.00%
224	Natural Gas	1,570	1,856	1,974	2,000	2,000	2,000	0.00%
225	Telephone	1,534	2,134	3,448	4,740	4,740	4,740	0.00%
226	Water Service	5,935	7,478	7,397	5,800	5,800	5,800	0.00%
240	Repair & Maintenance Services	49,218	43,603	52,266	62,075	62,075	62,075	0.00%
241	Vandalism Repairs	953	0	0	1,000	800	800	-20.00%
243	Field Maintenance Supplies	0	0	6,011	6,000	6,000	6,000	0.00%
290	Contracted Services	73,685	65,115	56,284	72,645	72,645	72,645	0.00%
310	Office Supplies	1,073	1,933	1,552	2,000	1,800	2,000	0.00%
320	Publications & Dues	428	1,226	887	1,620	1,600	1,620	0.00%
330	Employee Training, Travel	2,196	3,052	3,030	5,500	5,000	5,500	0.00%
341	Trees and Supplies—Contracted	32,996	23,422	59,845	16,000	16,000	16,000	0.00%
350	Operating Supplies	1,274	1,685	3,107	4,200	4,000	4,200	0.00%
363	Sign Supplies	0	272	637	1,000	750	1,000	0.00%
380	Equipment	3,935	3,378	5,717	7,500	7,500	7,500	0.00%
384	Legacy Tree & Bench Program			3,391		3,500	3,500	0.00%
390	Other Expenses	3,864	1,246	1,850	3,060	3,060	3,060	0.00%
510	Property/Auto Insurance	3,952	4,215	5,287	7,101	7,101	8,001	12.67%
512	Liability Insurance	3,453	3,540	3,390	3,750	3,750	3,956	5.49%
Total		205,553	185,929	238,429	226,491	230,693	232,969	2.86%
Total Expenditures		751,176	741,260	815,503	814,818	819,020	826,922	1.49%
533740 Weed Control					2018	2018	2019	% Change

Operating		2015	2016	2017	Budget	Estimated	Proposed	2019/2018
290	Maintenance/Contracted Services	2,131	967	920	1,000	850	1,000	0.00%
555220 Celebrations					2018	2018	2019	% Change
Personnel		2015	2016	2017	Budget	Estimated	Proposed	2019/2018
111	Salaries (0.35 FTE)	19,244	20,718	22,073	18,000	20,000	20,000	11.11%
112	Overtime	5,562	6,864	2,924	6,000	4,000	4,000	-33.33%
121	Part-Time Salaries	2,555	3,800	707	2,500	2,500	2,500	0.00%
151	Social Security	2,093	2,401	1,963	2,027	2,027	2,027	-0.01%
152	Retirement	1,645	1,893	1,655	1,608	1,608	1,608	0.00%
Total		31,099	35,676	29,322	30,135	30,135	30,135	-0.00%
555220 Celebrations					2018	2018	2019	% Change
Operating		2015	2016	2017	Budget	Estimated	Proposed	2019/2018
210	Professional Services	0	1,203	132	500	500	500	0.00%
347	Supplies & Expenses	9,732	4,949	5,337	7,950	7,950	7,950	0.00%
350	Operating Supplies	3,225						0.00%
390	Other Expenses	7,000	7,000	17,000	7,000	7,000	7,000	0.00%
Total		19,957	13,152	22,469	15,450	15,450	15,450	0.00%
Total Expenditures		51,056	48,828	51,791	45,585	45,585	45,585	-0.00%
Grand Total for Department		804,363	791,055	868,214	861,404	865,455	873,507	1.41%
Revenues		2015	2016	2017	2018	2018	2019	% Change
					Budget	Estimated	Proposed	2019/2018
435424	State Forestry Grant			15,800				
463103	Celebrations Revenue	17,149	23,567	23,085	20,000	20,000	20,000	0.00%
464125	Weed Mowing Fees	920	920	(920)	800	400	1,000	25.00%
467200	Park Rental Fees	7,929	7,002	7,120	7,000	5,000	7,000	0.00%
482215	Rent—City Property-Gym & Lincoln Bldg.	14,111	16,903	13,252	14,100	14,100	14,100	0.00%
485550	Donations	9,415	26,500	3,866	3,000	3,000	3,000	0.00%
Total		49,524	74,892	62,203	44,900	42,500	45,100	0.45%
Net Cost of Program		2015	2016	2017	2018	2018	2019	% Change
					Budget	Estimated	Proposed	2019/2018
		754,839	716,163	806,011	816,504	822,955	828,407	1.46%

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	2017 FTE	2018 FTE	2019 FTE
Recreation Superintendent	0.00	0.00	0.00

Special Revenue Fund—Recreation

220-555390

DEPARTMENT SERVICES INDICATORS:	2016	2017	2018 Estimated	2019 Projected
Youth Basketball League Participants	175	150	150	160
Youth Basketball Instruction Participants	120	120	120	120
Fall/Spring Tennis	60	62	60	60
Adult Volleyball Participants	100	78	80	80
Adult Volleyball Teams	10	8	8	6
Adult Softball Participants	480	480	480	480
Adult Softball Teams	30	28	30	30
Exercise and Fitness Participants	250	268	270	270
Triathlon	50	23	10	0
Youth Football	38	62	100	100
Summer Volleyball Camp	30	25	30	25
Archery	20	42	40	30
T-Ball/U8 Ball Participants	60	48	50	50
Adult Basketball Participants	80	80	80	80
Supervised Playground Participants	120	128	145	150
Tennis Lessons—Youth and Adult Summer	90	82	100	0
Youth Tennis Team	20	24	25	25
Yoga	60	62	60	60
Baseball League Participants				182
Flag Football Participants				96
T-Ball Attendance				61

Performance Measures:

Service Area	Objective	Efficiency Measure	Target 2016/2017	Target 2017/2018	Target 2018/2019
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

Long-Term Objectives:

1. Research options for an indoor/outdoor athletic complex

2018 Significant Accomplishments:

1. Partnered with Cedarburg Dawgs football program
2. Partnered with high school football program on clinics
3. Partnered with Elite Tennis Club for fall & winter tennis lessons
4. Added stay home alone classes

2019 Objectives To Be Accomplished:

1. Create two new recreation programs

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

Special Revenue Fund—Recreation Programs (Self Supporting)

Fund 220

				2018	2018	2019	% Change
Revenues				Budget	Estimated	Proposed 2019/2018	
	2015	2016	2017				
467201 Gym Rentals	600	1,447	2,525	2,000	2,000	2,000	0.00%
467202 Athletic Field Rentals	0	300	480	300	300	300	0.00%
467310 Summer/Winter Recreation Fees	42,999	42,973	64,510	65,270	60,000	60,000	-8.07%
467316 WPRa Ticket Sales Revenue	0	8,227	7,943	5,000	5,000	5,000	0.00%
467317 Youth Football Registration	4,190	3,745	3,055	4,500	4,000	4,000	-11.11%
467318 Safety Training	7,467	4,495	7,699	6,120	6,120	6,120	0.00%
467319 Basketball Fees	14,305	17,050	28,790	19,200	24,000	24,000	25.00%
467320 Softball Fees	10,818	12,405	12,926	13,000	12,000	12,000	-7.69%
467322 Gymnastics Fees	300	900	0	0	0	0	0.00%
467323 Volleyball Fees	3,030	1,799	1,089	2,000	1,200	1,200	-40.00%
467324 Aquatics Fees	4,805	5,815	5,095	5,000	5,000	5,000	0.00%
467325 Concession Revenue	450	800	795	800	800	800	0.00%
467326 Special Rec Programs	298	1,073	1,407	500	1,000	1,000	100.00%
467327 Solar Recreation	1,564	9,020	9,740	7,700	7,700	8,000	3.90%
467328 Summer Sand Volleyball	1,150	845	1,390	1,800	1,200	1,800	0.00%
467329 Soccer	130	4,345	18,645	12,000	20,000	20,000	66.67%
467331 Banner Advertising	0	600	700	700	700	700	0.00%
467332 Poms Revenue			58,991	0	50,000	58,991	0.00%
467335 Low Impact Fitness-Swing and Easy Fitness	11,165	13,463	12,205	11,500	12,000	12,000	4.35%
467336 Civic Band Revenue	4,095	3,845	3,195	3,000	3,000	3,000	0.00%
467352 Recreation Brochure Sponsorships	9,310	48,059	8,050	5,500	5,500	5,500	0.00%
467431 Gym Vending Machine Receipts	0	5,600	0	0	0	0	0.00%
467432 Tennis	0	15,611	13,801	11,500	4,000	0	0.00%
484410 Youth Center Receipts	675	437	0	500	500	500	0.00%
485550 Donations	3,232	6,309	5,615	4,000	4,000	4,000	0.00%
486000 Miscellaneous Revenue	13,575	1,000	11,108	30,000	15,000	15,000	-50.00%
481100 Interest			24			0	
491100 General Fund Transfer—CIVIC Band	1,000	7,765	1,000	1,000	1,000	1,000	0.00%
Total Revenues				135,158	217,928	280,778	212,890 246,020 251,911 18.33%

555390				2018	2018	2019	% Change
Personnel				Budget	Estimated	Proposed 2019/2018	
	2015	2016	2017				
111 Salaries/Rec. Supervisor	10,022	9,869	0	0	0	0	0.00%
125 Part time/Seasonal	45,277	77,100	104,198	96,083	105,000	105,000	9.28%
127 Exercise/Fitness Salaries	6,893	7,019	6,973	6,800	7,000	7,000	2.94%
151 Social Security	4,722	7,182	8,489	7,871	8,568	8,568	8.86%
152 Retirement	703	673	0	0	0	0	0.00%
154 Health Insurance	1,460	1,194	0	0	0	0	0.00%
161 EAP/125 Administration	0	0	0	60	60	60	0.00%
165 Workers' Comp. Insurance	2,536	2,887	4,221	4,298	4,298	3,926	-8.66%
Total	71,613	105,924	123,881	115,112	124,926	124,554	8.20%

555390/592000								
Operating				2018	2018	2019	% Change	
				Budget	Estimated	Proposed	2019/2018	
225	Telephone	884	743	798	900	900	900	0.00%
228	School District Fees	0	0	22,982	25,000	25,000	25,000	0.00%
290	Contracted Services	6,137	29,896	23,658	28,000	25,000	28,000	0.00%
309	Recreation Brochure Expenses	8,139	5,236	4,360	4,000	4,000	4,000	0.00%
310	Office Supplies	1,092	500	555	0	0	0	0.00%
320	Publications & Dues	35	190	190	200	200	200	0.00%
330	Travel & Training	235	2,697	1,186	0	0	700	0.00%
336	Transportation	967	2,103	5,232	4,000	4,000	4,000	0.00%
347	Supplies and Expenses	20,827	36,760	38,190	21,000	30,000	25,825	22.98%
350	Operating supplies	960	1,836	1,359	0	0	0	0.00%
355	WPRA Ticket Expense	0	7,947	7,688	4,500	4,500	4,500	0.00%
356	Solar Recreation	0	0	7,224	6,050	6,050	6,050	0.00%
357	Tennis			11,000	9,500	3,000	0	0.00%
372	Safety equipment	795	1,603	2,389	3,000	3,000	3,000	0.00%
380	Equipment Outlay/Lease	764	1,967	0	0	0	0	0.00%
386	Civic Band Expenses	5,073	4,829	4,092	4,000	4,000	4,000	0.00%
390	Other Expenses			202	0	0	0	0.00%
394	Poms Program			13,590	0	20,000	20,000	0.00%
510	Insurance Charges	649	561	832	810	810	854	5.43%
701	Transfer to Other Funds			13,900	0	0	0	0.00%
Total		46,557	96,868	159,427	110,960	130,460	127,029	14.48%
Total Expenditures		118,170	202,792	283,308	226,072	255,386	251,583	11.28%
Revenue - Expenditures		16,988	15,136	(2,530)	(13,182)	(9,366)	328	
Beginning Fund Balance		\$61,715	\$78,703	\$93,839	\$90,952	\$90,952	\$81,586	
Prior Year Adjust-ment								
(357)								

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	2017 FTE	2018 FTE	2019 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:	2016	2017	2018	2019 Projected
Number of days open Full Days	80	57	60	60
Partial Days	12	29	25	25
Attendance	46,000	39,837	45,000	40,000
Average daily attendance	400	463	500	500
Total paid admissions (including group admissions)	10,699	11,028	12,500	11,500
Seasonal swim passes	600	664	675	650
Youth group swim instruction	600	471	500	450
Number of pool rentals	18	16	18	20
Number of facility jumps/saves	10	7	10	8
Superpasses sold	87	76	80	80
Superpass Grafton Visits	2,000	2,233	2,000	2,000
Superpass Port Washington Visits	350	506	500	500
Superpass Mequon Visits	1,800	2,141	200	200

Special Revenue Fund—Swimming Pool

240-555320

Performance Measures:

Service Area	Objective	Efficiency Measure	Target 2016/2017	Target 2017/2018	Target 2018/2019
Community Pool	Operation of the Pool	Operating Cost Per Person	\$28	\$29	\$30

2018 Significant Accomplishments:

1. Replaced sand play area wash station
2. Replaced drop slide pump assembly
3. Moved pool grass cutting duties from Parks Crew to pool seasonal maintenance person
4. Received donation fro Cedarburg Friends of Parks & Recreation for 4 new picnic tables

2019 Objectives To Be Accomplished:

1. Fundraise for pool play structure

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

Revenues

- 411111 **Real Estate Taxes:** Reduced due to less equipment repairs

Special Revenue Fund—Swimming Pool

Fund 240

				2018	2018	2019	% Change
Revenues				Budget	Estimated	Proposed	2019/2018
2015	2016	2017					
411111 Real Estate Taxes		44,121	65,658	69,652	69,652	43,500	-37.55%
467340 Daily Pool Admissions	82,824	94,625	67,806	82,763	75,448	82,763	0.00%
467341 Passes	61,807	82,731	95,382	92,000	83,256	92,000	0.00%
467342 Lessons	19,920	22,550	21,519	21,000	20,820	21,000	0.00%
467343 Water Aerobics	4,189	5,233	5,873	5,000	6,002	5,000	0.00%
467344 Uniforms/Miscellaneous	2,601	1,058	1,681	2,400	856	2,400	0.00%
467345 Concessions	45,288	48,475	40,823	46,000	39,824	46,000	0.00%
467346 Swim Team	4,544	4,952	4,180	4,500	4,562	4,500	0.00%
467351 Swimming Pool Banner Program	2,100	4,003	2,800	2,800	1,400	2,800	0.00%
473118 Town Pool Contribution*	13,589	18,922					0.00%
482215 Facility Rentals	2,120	4,590	5,072	3,000	4,785	3,000	0.00%
48550 Donations			459				
491100 Transfer from General Fund	55,252	13,503	37,175	11,500	11,500	11,500	0.00%
491220 Transfer from Rec Programs			13,900		0		
Total Revenues	294,234	344,763	362,328	340,615	318,105	314,463	-7.68%

				2018	2018	2019	% Change
Personnel				Budget	Estimated	Proposed	2019/2018
2015	2016	2017					
111 Salaries/Rec. Supervisor (.55 FTE)	22,234	22,661	25,266	26,129	26,129	28,028	7.27%
125 Part-Time Salaries/Seasonal	105,059	120,503	114,070	121,700	108,106	119,195	-2.06%
128 Salaries/City DPW (.35 FTE)	13,235	19,139	17,765	16,000	15,000	16,000	0.00%
132 Part-Time/Maintenance Salaries	357	2,530	2,465	2,800	2,468	2,800	0.00%
151 Social Security	10,754	12,470	12,191	12,747	11,605	12,701	-0.36%
152 Retirement	2,856	3,414	3,624	2,823	2,756	2,884	2.16%
154 Health Insurance	3,580	4,359	11,116	11,847	11,847	11,888	0.35%
155 Life Insurance	0	1	0	5	0	3	-39.02%
165 Workers' Comp. Insurance	5,397	7,670	7,575	7,539	7,539	6,886	-8.66%
Total	163,472	192,747	194,072	201,590	185,450	200,385	-0.60%

				2018	2018	2019	% Change
Operating				Budget	Estimated	Proposed	2019/2018
2015	2016	2017					
210 Professional Services	2,338	3,852	5,076	2,970	4,734	2,970	0.00%
222 Electric	16,630	18,502	18,562	16,500	16,500	16,500	0.00%
224 Natural Gas	12,460	11,634	14,794	12,000	12,000	12,000	0.00%
225 Telephone	332	641	448	440	440	440	0.00%
226 Water Service	9,534	10,186	9,556	9,760	9,760	9,760	0.00%
290 Contracted Services	5,394	1,304	1,476	2,000	1,404	2,000	0.00%
324 Permits & Licenses	400	400	400	400	400	400	0.00%
330 Travel & Training	590	501	378	600	380	600	0.00%
340 Repair & Maintenance Supplies	14,306	20,717	14,447	16,000	13,000	16,000	0.00%
346 Uniforms	1,369	2,156	2,572	2,500	1,874	2,500	0.00%
350 Operating Supplies/Chemicals	18,352	22,578	21,257	20,000	19,000	20,000	0.00%
380 Equipment	14,239	16,635	39,072	19,658	16,000	19,643	-0.08%

390	Other Expenses	1,034	1,038	1,356	1,200	700	1,200	0.00%
510	Property/Liability Insurance	3,000	3,181	3,182	3,076	2,479	2,559	-16.81%
Total		99,978	113,325	132,576	107,104	98,671	106,572	-0.50%
555321—Concessions					2018	2018	2019	% Change
Personnel		2015	2016	2017	Budget	Estimated	Proposed	2019/2018
125	Part Time Salaries/Seasonal	10,959	13,519	13,124	11,000	13,815	11,000	0.00%
151	Social Security	823	1,034	1,004	842	1,057	842	0.00%
Total		11,782	14,553	14,128	11,842	14,872	11,842	0.00%
555321—Concessions					2018	2018	2019	% Change
Operating		2015	2016	2017	Budget	Estimated	Proposed	2019/2018
324	Permits & Licenses	330	330	330	330	330	330	0.00%
350	Operating Supplies	18,672	23,197	20,791	19,000	18,296	19,000	0.00%
380	Equipment	0	611	416	750	0	750	0.00%
Total		19,002	24,138	21,537	20,080	18,626	20,080	0.00%
Total Swimming Pool Expenses		294,234	344,763	362,313	340,615	317,619	338,878	-0.51%
Revenue - Expenditures		0	0	15	(0)	486	(24,415)	
Beginning Fund Balance		0	0	0	0	0	486	
Total Fund Balance		0	0	15	(0)	486	(23,929)	

Special Revenue Fund—Park Subdivider Deposits Fund 250

					2018	2018	2019	% Change
Revenues		2015	2016	2017	Budget	Estimated	Proposed	2019/2018
467500	Subdivider Park Fees	27,145	4,846	35,977	0	39,609	0	0.00%
467510	Park Equipment Impact Fee	24,101	14,147	76,060	0	90,533	0	0.00%
481100	Interest Income	140	297	579	225	2,000	500	122.22%
Total Revenues		51,386	19,290	112,616	225	132,142	500	122.22%
592000					2018	2018	2019	% Change
Operating		2015	2016	2017	Budget	Estimated	Proposed	2019/2018
706	Transfer to Capital Improve- ments	72,591	47,934	0	70,000	70,000	80,000	0.00%
Total Expenditures		72,591	47,934	0	70,000	70,000	80,000	0.00%
Revenue - Expenditures		(21,205)	(28,644)	112,616	(69,775)	62,142	(79,500)	
Beginning Fund Balance		\$83,326	\$62,121	\$33,477	\$146,093	\$146,093	\$208,235	
Total Fund Balance		\$62,121	\$33,477	\$146,093	\$76,318	\$208,235	\$128,735	

**Parks, Recreation, & Forestry General Fund
Detailed Budget - 2019**

Updated 8/3/18

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	\$6,150
Total:	\$37,200

100-555510-210 Professional Services

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

100-555510-220 Internet

Half of the internet cost at the public works garage

100-555510-225 Telephone

Mikko Cell Phone Reimbursement	\$40/month	\$480
Kevin Cell Phone	\$40/month	\$480
Kevin Office Phone	\$75/month	\$900
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	\$70/month	\$840

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

Elm Tree Removal at Park Circle - \$7800

Auto Locking Door at Willowbrook – Locks: \$1500

Trimble GPS unit - \$4050

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:

Turfacing Topdressing -	\$4000
Sparkle & Quick Dry -	\$1000
Lining Paint -	\$500
<u>Bases & Maintenance Equipment -</u>	<u>\$500</u>
	\$6000

100-555510-241 Vandalism and Repair

Vandalism \$800

100-555510-290 Maintenance Contracted

Portajohns - \$1200

EAB - \$42,500 + \$22,605 (Soil inject all + trunk inject >15DBH = \$65105

Emergency Tree Removals - \$2000

Equipment Rental – Forestry - \$2,500

Soil Testing - \$600

Core Aerating (spring & fall) - \$1,240

Total: \$72645

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

Total: \$16,000

100-555510-350 Operating Supplies

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

Ventrac Attachments	\$4000
Parks & Forestry Equipment	\$3500
-Chainsaws	
-Blowers	

Total: \$7500

100-555510-390 Other Expenses

ESRI Software Maintenance	\$1560
Civic App	\$1500

Total: \$3060

Celebrations
Detailed Budget

Updated 8/3/2018

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
4 th of July Setup 176 hrs x \$27.40	\$4828
Maxwell St. Days Setup 16 hrs x \$27.40	\$438.40
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 4 th 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: \$20,000

100-555220-112 Overtime

Summer Sounds Cleanup	
10 Saturdays x 2 hrs x \$40.5 x 2 staff	\$1620
Memorial Day setup	
1 day 2hrs x \$38.4	\$76.8
Festival setup	
60hrs x \$38.4	\$2304

Total: \$4000

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 \$3000
(per agreement with TPD)

Festivals Reimbursement for Setup \$18000

PARKS AND RECREATION
RECREATION PROGRAMS
SPECIAL REVENUE FUND
2019

Updated 10/1/18

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	\$2000
YBBall Scorekeepers	\$1600
YBBall Building Supervisor	\$4050
Track Club Head Coach	\$600
Track Club Coaches	\$742.50
Poms Staff	\$33018
Coaches Clinic Staff	\$250
Bday Party Building Supervisors	\$200
New Program Supervisors	\$250
Adult Tap	<u>\$1000</u>
Total:	\$105,000

Exercise and Fitness Salaries (-127)

\$7000

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	\$6825
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
Other as needed	\$1408
 Total:	 \$25825

Safety Equipment (-372)

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

Publications and Dues (-320)

USAPA	\$25
USTA	\$35
WPRA	\$140
Total:	\$200

Travel & Training (-330)

Aerobics Staff	\$200
Recertifications (2)	\$500
Total:	\$700

Transportation (-336)

4 Playground Trips	\$1700
14 trips to pool	\$1000
Track club meet	\$300
Total:	\$4000

Contracted Services (-290)

Rec Trac Annual Fee	\$3000
LG Recert	\$500
ASCAP Music license	\$350
Red Cross Fees	\$1000
Archery	\$1000
Golf	\$2000
Funtastics Soccer	\$16000
Tubing	\$1000
Stem Classes	\$2000
New program	\$2150
Total:	\$28000

School District Fees: \$25,000

Additional Detail:

Safety Training (467318)

Babysitting Safety (220-467318):

Instructor: Director of PRF

Materials: Books $12 \times 6 \times \$15 = \1080

Cards: $12 \times 6 \times \$10 = \720

Supplies: \$500

Total Expense: \$2300

Revenue: 6 classes \times 8 students \times \$85 = \$6120

Profit: \$3820

Archery (467310)

\$80 setup fee. \$52/class/week Contract

Revenue: \$1000

Expense: \$600

Yoga (486000)

Expense

Instructor: 1 hr \times 2 days \times 6 weeks \times 6 sessions = 72 hrs

72 hrs \times \$20/hr = \$1440

Total: \$1440

Revenue

4 participants \times 6 sessions \times \$85 = \$2040

Profit: \$600

Aerobics (467335)

Staff

Fall: 5 days \times 1 instructor \times 1.5 hrs \times 5 sessions \times 7 weeks = 262.50 hrs

Summer: 1 session \times 7 weeks \times 2 days \times 1.5 hrs = 21 hrs

283.50 hrs \times \$24/hr = \$6800

Equipment: \$300

Training: \$50/person \times 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

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 \times \$500 = \30000

Half Day: $65 \times \$350 = \22750

Revenue: \$52,750

Volleyball (467323)

Volleyball League Supervisor

\$1375

Monday Nights Men's League

Monday Nights Women's League

$20 \text{ wks} \times 2.5 \text{ hrs per night} \times 2 \text{ nights} = 100 \text{ hrs}$

$100 \text{ hrs} \times \$13.75 = \1375

Equipment: \$250

Awards: \$250

Expense: \$1875

Revenue:

$4 \text{ Women's Teams} \times \$250 = \$1000$

$4 \text{ Men's Teams} \times \$250 = \$1000$

Total: \$2000

Aquatics (Indoor Pool) (467324)

Water Fitness Instructor - \$2025

*Decreased number of days program is offered from 4 days to 2 days.

$5 \text{ sessions} \times 12 \text{ classes} \times 2 \text{ instructor} \times \$14.25/\text{hr} = \$1710$

Lifeguard (Indoor Pool)

Lap Swim/Water Fitness

$5 \text{ sessions} \times 12 \text{ classes} = 60\text{hrs}$

Deep Water Fitness Additional Guard

$5 \text{ sessions} \times 12 \text{ classes} = 60 \text{ hrs}$

Total hours $120 \text{ hrs} \times \$9.00 = \1080

Equipment: \$500

Total Expense: \$3290

Revenue:

Lap Swimming/Water Aerobics Passes:

$5 \text{ sessions} \times \$40 \times 20 \text{ participants}$

Revenue: \$4000

Misc. Rec Programs (467326 – Special Rec Events)

Triathlon – Done by Director and Volunteers

Total Revenue after supplies have been paid.

$\$30 \times 25 \text{ 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, Tubing, New Programs, Adult Tap

\$15,000

Poms Revenue:

Poms

Revenue:

Total: \$58991

Expense:

\$57991

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: \$28,000

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 \$11,400

School District Fees

Supplies and Expenses \$3250

Uniforms: \$2000

Basketballs: \$250

Trophies: \$900

Misc.: \$100

Total Expense \$21300

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

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

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

PARKS AND RECREATION
SPECIAL REVENUE FUND
SWIMMING POOL
(240 – 555320)
2019

Updated 10/1/18

2019 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 \times 215 \text{ hrs} \times 3 \text{ staff} = \6127.50

Lifeguards: $\$9.25 \times 215 \text{ hrs} \times 12 \text{ staff} = \23879.75

Customer Service: $\$7.50 \times 215 \text{ hrs} \times 8 \text{ staff} = \12900

Total: \$40312.50

Total 2018 part time seasonal staff wages: \$162,012.25- \$42907.25 = **\$119,105**

Salaries/City DPW **\$16000**

Part Time Salaries Maintenance **\$2800**

30hrs per week x 8.5 wks = 255 hrs

300 hrs x \$11.00 = \$2800

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	\$19643
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: \$1800	
Wrist Bands: \$185	
Swim Team Supplies - \$100	
Pool Pump: \$1000	
Lifeguard Stand Umbrellas \$100 x 10: \$1000	
Concessions Electric Panel: \$1000	
Concessions Picnic Tables (2): \$3200	
Pool Ladder step replacements: \$250	
Diving Board: \$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.	

Forestry Operations 7- year plan

2019

5-year lease of Grapple Saw Truck - \$49,176/year

200 conservancy tree removals contracted -

<u>Year</u>	<u>Open Tree spots</u>	<u>Trees planted</u>	<u>Cost</u>	<u>Stumps</u>	<u>Stumps removed by staff</u>	<u>Contracted Stump removal</u>	<u>cost</u>	<u>Trees removed by staff</u>	<u>Total Cost</u>	<u>Grapple Truck</u>	<u>Conservancy Tree Removal</u>	<u>Total for year</u>
2019	100	100	\$25,000	250	50	50	\$12,500	150	\$37,500	\$49,176		\$86,676
2020	100	100	\$25,000	300	50	100	\$25,000	100	\$50,000	\$49,175		\$99,175
2021	150	150	\$37,500	250	50	100	\$25,000	75	\$62,500	\$49,176		\$111,676
2022	150	150	\$37,500	175	50	100	\$25,000	50	\$62,500	\$49,176		\$111,676
2023	150	150	\$37,500	75	75	0	\$0	50	\$37,500	\$49,176		\$86,676
2024	75	75	\$18,750	50	50	0	\$0	50	\$18,750	\$0		\$18,750
2025	50	50	\$12,500	50	50	0	\$0	50	\$12,500	\$0		\$12,500

DEBT SERVICE FUND

The Debt Service Fund of the City is used to account for the payment of debt service on all debt obligations of the City. Payments on general obligation debt issued for general government purposes are funded primarily by the property tax levy, with Water Recycling Center Fund debt paid by user fees. In 2016 funds were borrowed for the Sheboygan Road lift station. The objective of the Fund is to provide capital for long-life assets of the City, managing a principal and interest payment stream that does not exceed an equalized tax rate of \$1.48/\$1,000 of property value.

Debt Policy and Practices

Certain costs are incurred by the City that reflect a long-term investment in the future of the City. Financing of these long-term assets is often appropriately accomplished through the issuance of long-term debt instruments, special assessments, or any other combination of these. The Debt Policy of the City (FC-2) confines borrowing for capital long-term projects that cannot be financed from current revenues. Moreover, the term of the debt cannot exceed the life of the asset with maturities not to exceed 20 years.

The Debt Policy of the City limits the maturity of all outstanding general obligation bonds at or below 20 years. Secondly, it further limits general obligation debt to 4% of equalized valuation. The statutory limit is more generous; 5% of equalized value. This means that the City could theoretically issue an additional \$33 million in general obligation debt under its policy. Thirdly, the total annual debt service for general obligation debt shall not exceed 50% of the City's total annual general operating revenues (inclusive of all property tax levies and exclusive of revenues from proprietary entities). The City of Cedarburg utilizes a Financial Advisor (Ehlers & Associates, Inc.) and a Bond Counsel (Quarles & Brady) to issue debt on a competitive sale basis to make sure debt issues are structured to protect the interest of the City for the present and future. Ehlers also takes care of the annual disclosure requirement.

Bond Rating History

The City's bond rating is evidence of its financial strength. In 1997, Moody's Investor Services upgraded the City's bond rating from Baa1 to A2. The City's bond rating was again upgraded in 1999 from A2 to A1 by Moody's Investor Services. In affirming the A1 rating in 2001, Moody's Investor Services stated "This rating reflects the City's sound financial operations, moderate debt burden and growing tax base north of Milwaukee. Moody's expects the City's financial position to remain sound due to prudent management and maintenance of healthy reserves." Such ranking means the City's bonds are considered to be of excellent investment quality.

In 2010 Moody's recalibrated the municipal ratings to its global rating scale, and the City's rating was changed to Aa2. The City attempted to improve its bond rating in 2007, 2008, 2012, 2015, 2016 and in 2018 unsuccessfully. The City was required to go through the bond rating process twice in 2018 due to the two separate borrowings. **The total equalized value of the City continues to be the main factor affecting their decision at this time.**

Debt Issuance History

Over the last decade, the City's general obligation (G.O.) debt levels as a percentage of the City's equalized value have increased due to the Library and Public Works building borrowing, as shown in the graph on the next page.

The debt issuance for 2007 was due to the borrowing of \$1,885,000 for the Tax Incremental District, \$350,000 for stormwater projects and \$1,050,000 for the Library building.

A borrowing of \$800,000 through the State Trust Fund was used to fund the 2010 Washington Avenue project. The Library building project borrowing of \$5.125 million was completed in 2012 which resulted in a 15 year G.O. Corporate Purpose Bond at an average rate of 1.66%. The TID #2 borrowing was refinanced in the amount of \$390,000 and \$1.59 million was distributed to an escrow agent to pay down the debt until the callable date in 2015.

The 2012 budgeted borrowing for the south section of the Creek Walk was postponed until 2014 along with the project. In 2014 there was a borrowing of \$245,000 for the south section of the Creek Walk, \$250,000 for engineering services for the building of a new Department of Public Works garage, \$200,000 for dam repairs and \$200,000 for street projects. The 2014 borrowing was done internally with the Light & Water Commission and was refinanced with the 2015 borrowing to save on issuance costs.

For 2016 projects, the borrowing was completed in 2015. The borrowing for the DPW garage was completed in 2016 for \$8.7 million. The Water Recycling Center also borrowed funds in 2016 to pay for a lift station on Sheboygan Road that will support growth to the north of the City. This borrowing was for \$1,005,000.

For 2018, in order to stay on schedule with the street improvement projects \$800,000 was borrowed, along with \$300,000 for construction of a monopole and \$287,500 for DNR mandated dam repairs. The borrowing for TID No. 4 to clean up the Amcast Super Fund site in the amount of \$3.33 million was completed in October. This borrowing will be funded by the tax levy until redevelopment can occur, which may take three to five years.

DEBT SERVICE FUND

Debt Level

As shown on the accompanying schedule of debt maturities, the City has total general obligation debt outstanding as of December 31, 2018 of \$20,225,455. This represents 29.35% of the City's legal debt limit as per Wisconsin Statutes (5% of the equalized valuation of taxable property within the City). Debt service on new issues; however, adds to the property tax levy, and therefore, must be taken into consideration prior to any new debt issuance.

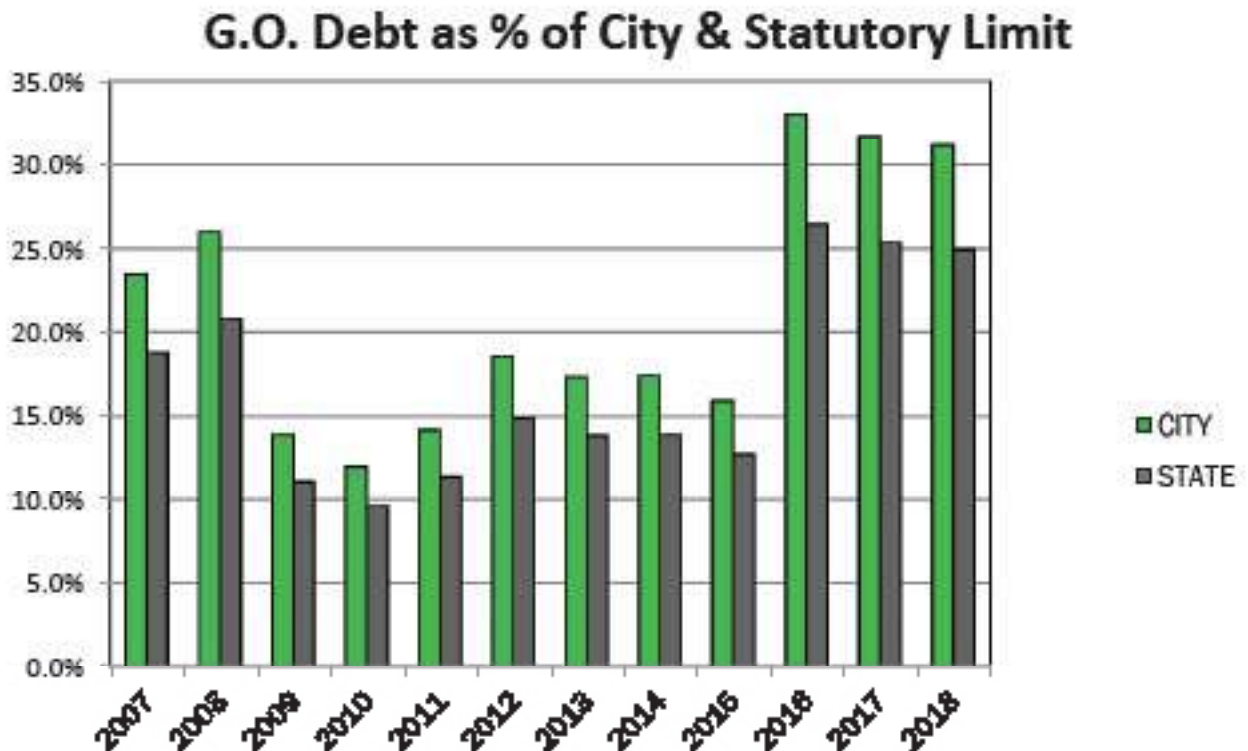
Equalized Value \$1,347,465,200

Statutory Limit 5%

Legal Debt Limit \$67,373,260

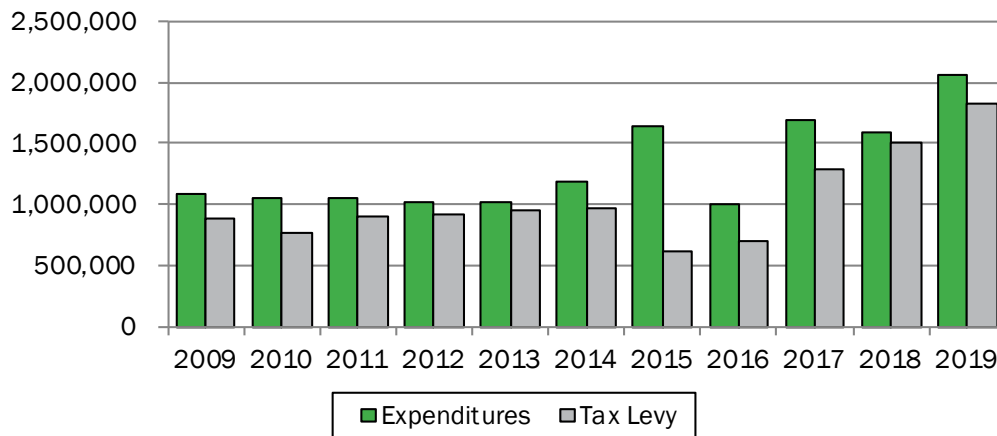
Debt Capacity \$47,147,805

The following graph shows the historical trend in debt service and tax levy funding.

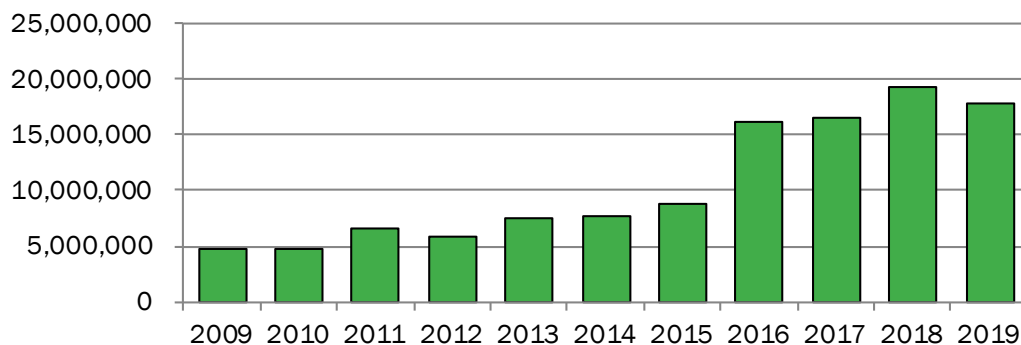


DEBT SERVICE FUND

Debt Service Expenditures



G.O. Debt Balance (Tax Levy Portion Only)



Schedule of Future Debt

In accordance with the City's debt policy the future borrowings are for long-term capital projects. The assets' life far exceeds the terms of the debt.

No borrowing is planned for 2019.

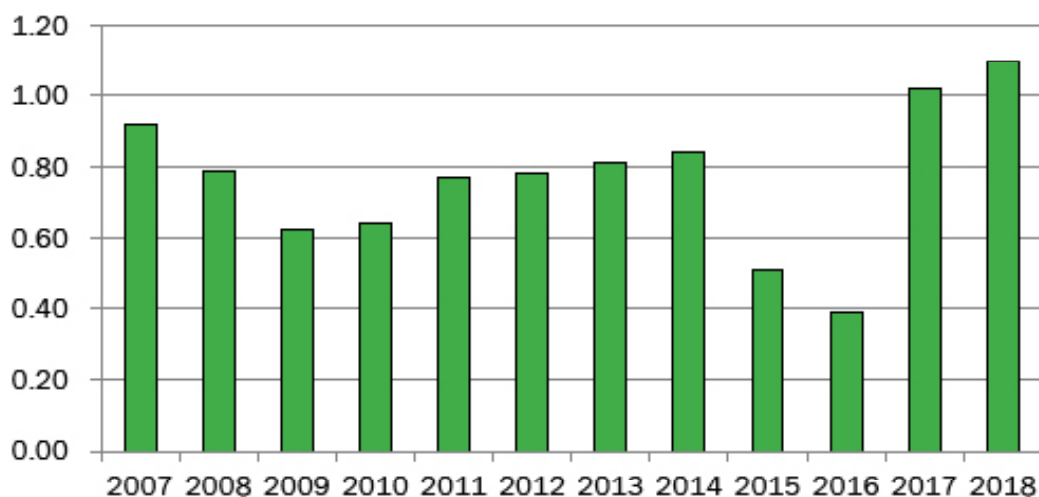
The City's existing debt level will impact the City's tax needs for the next several years. As shown in the tax impact schedule, the annual property tax rate for debt service increased by 48% from 2012.

The following graph shows the annual tax rate for debt service payments from 2012 through 2017:

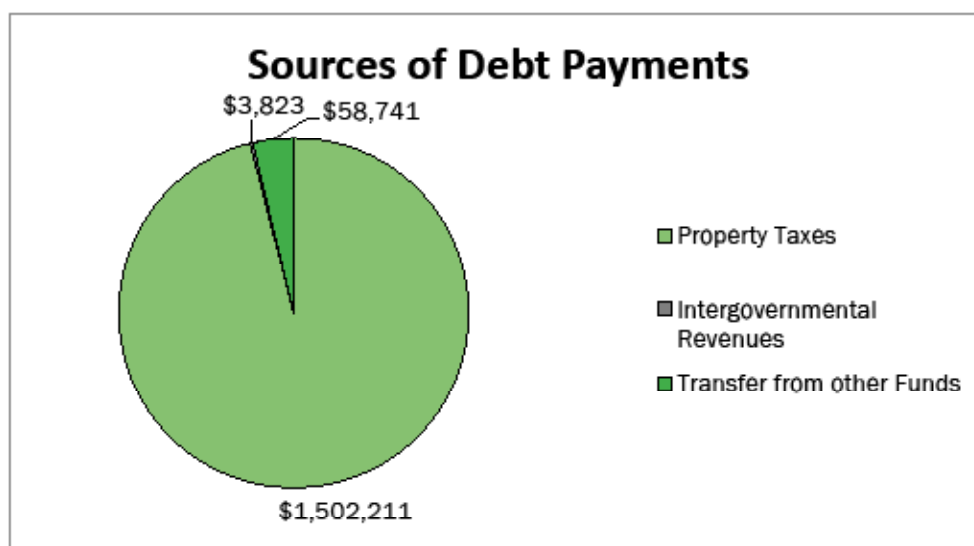
DEBT SERVICE FUND

DEBT SERVICE FUND

Tax Rate Per 1,000 Equalized Value



Sources of Debt Payments



DEBT SERVICE FUND

Debt Service Fund—Fund 300

						2018	2018	2019
		2014	2015	2016	2017	Budget	Estimated	Proposed
Revenues								
411111	Property Taxes	972,917	619,532	705,776	1,284,280	1,502,211	1,502,211	1,826,184
423500	Swimming Pool Impact Fees	3,536						
467530	Police Impact Fee	3,481	25,551	18,126	37,222		81,054	
456305	Build America Bond Reimbursement	8,101	7,075	6,064	4,932	3,823	3,787	2,601
481100	Interest Revenue	461	80	594	1,011	800	1,100	
491000	Proceeds from Borrowing		749,311	231,387			47,377	
491350	Transfer from TIF	97,905	100,000					
491400	Transfer from Capital Improvements		140,000	200,000	200,000	58,741	58,741	90,000
Total Revenues		1,086,401	1,641,549	1,161,947	1,527,445	1,565,575	1,694,270	1,918,785

						2018	2018	2019
		2014	2015	2016	2017	Budget	Estimated	Proposed
Expenditures								
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	98,686	98,686	98,686	98,686
581565	2012 G.O. Capital Improvement Notes	71,745	351,045	339,535	566,725	562,225	562,225	556,850
581520	2014 Internal Borrowing		93					
581521	2015 G.O. Capital Improvement Notes		16,964	267,400	312,900	392,050	392,050	454,650
581530	2016 G.O. Capital Improvement Notes				710,963	542,963	542,963	541,538
581570	2012 G.O. TIF #2 Refunding		171,745	220,660				
581575	2018 G.O. Capital Improvement Notes							151,707
581560	2018 State Trust Fund Loan							36,074
	2018 TIF #4 Taxable Bonds							219,280
582000	Issuance Costs		11,692	70,550				
Total Expenditures		1,129,550	1,646,908	996,831	1,689,274	1,595,924	1,595,924	2,058,785

Revenues over/(under) Expenditures	(43,149)	(5,359)	165,116	(161,829)	(30,349)	98,346	(140,000)
------------------------------------	----------	---------	---------	-----------	----------	--------	-----------

						2018	2018	2019
		2014	2015	2016	2017	Budget	Estimated	Proposed
Fund Balance								
	Beginning	81,102	37,953	32,594	197,710	43,212	43,212	141,558
	Prior Year Adjustment				7,331			
	Ending	37,953	32,594	197,710	43,212	12,863	141,558	1,558

Debt Obligations Payment Schedule

Capital Improvements—Streets

Date	Purpose of Borrowing,	Balance		Payment		
	Amount, Interest Rate	12/31/2018		Dates	2019	2020
6/1/2010	State Trust Fund Loan	\$185,455	P	3/15	90,804	94,652
	\$800,000 4.25%		I	3/15	7,882	4,034
	Term: 10 years					
Total					98,686	98,686

Library—Municipal Building

Date	Purpose of Borrowing,	Balance		Payment				
	Amount, Interest Rate	12/31/2018		Dates	2019	2020	2021	2022
9/3/2012	G.O. Promissory Notes	\$3,625,000	P	3/1	500,000	500,000	600,000	600,000
	\$5,175,000 1.667%		I	3/1, 9/1	56,850	50,725	42,975	33,525
	Term: 15 years							
Total					556,850	550,725	642,975	633,525

2015 and 2016 Capital Projects; 2007 Refinancing

Date	Purpose of Borrowing,	Balance		Payment				
	Amount, Interest Rate	12/31/2018		Dates	2019	2020	2021	2022
6/25/2015	G.O. Promissory Notes	\$2,685,000	P	3/1	405,000	410,000	410,000	420,000
	\$3,470,000 .35%-2.0%		I	3/1, 9/1	49,650	41,500	33,300	25,000
	Term: 10 years							
Total					454,650	451,500	443,300	445,000

Public Works - Municipal Building

Date	Purpose of Borrowing,	Balance		Payment				
	Amount, Interest Rate	12/31/2018		Dates	2019	2020	2021	2022
5/18/2016	G.O. Corporate Purpose Bonds	\$7,865,000	P	3/1	370,000	375,000	380,000	385,000
	\$8,700,000 2.179%		I	3/1, 9/1	171,538	165,950	160,288	153,588
	Term: 20 years							
Total					541,538	540,950	540,288	538,588

Capital Projects - Streets

Date	Purpose of Borrowing,	Balance		Payment				
	Amount, Interest Rate	12/31/2018		Dates	2019	2020	2021	2022
6/28/2018	G.O. Corporate Purpose Bonds	\$1,230,000	P	3/1	110,000	110,000	115,000	115,000
	\$1,230,000 2.7%		I	3/1, 9/1	41,707	31,950	28,575	25,125
	Term: 10 years							
Total					151,707	141,950	143,575	140,125

Capital Projects - Monopole

Date	Purpose of Borrowing,	Balance		Payment				
	Amount, Interest Rate	12/31/2018		Dates	2019	2020	2021	2022
3/1/2018	State Trust Fund Loan	\$300,000	P	3/1	25,603	26,444	27,395	28,354
	\$300,000 3.5%		I	3/1, 9/1	10,471	9,630	8,678	7,720
	Term: 10 years							
Total					36,074	36,074	36,073	36,074

Total Debt Principal and Interest Payments for the Year (incl. TIF)					2,058,785	2,060,170	2,043,064	2,031,499
Debt Service Fund Balance—Interest and impact fees					(140,000)			
Transfer from Capital Improv.					(90,000)			
Build America Bonds Refund					(2,601)	(1,331)		
Annual Tax Levy Support Needed					1,826,184	2,058,839	2,043,064	2,031,499

Change from Prior Year					323,973	232,656	(15,776)	(11,565)
-------------------------------	--	--	--	--	---------	---------	----------	----------

Tax Rate (Equalized)					1.36	1.50	1.46	1.42
-----------------------------	--	--	--	--	------	------	------	------

Sewer Utility								
Date	Purpose of Borrowing, Amount, Interest Rate	Balance 12/31/2018		Payment Dates	2019	2020	2021	2022
5/18/2016	G.O. Corporate Purpose Bonds	\$910,000	P	3/1	45,000	45,000	45,000	45,000
			I	3/1, 9/1	19,813	19,138	18,463	17,675
	\$1,005,000 2.179%							
	Term: 20 years							
Total					64,813	64,138	63,463	62,675

TID #4 - Amcast Clean Up								
Date	Purpose of Borrowing, Amount, Interest Rate	Balance Balance		Payment Dates	2019	2020	2021	2022
9/1/2018	GO Community Dev. Bonds	\$0	P	3/1	125,000	130,000	130,000	135,000
	\$3,425,000 3.4%		I	3/1, 9/1	94,280	110,285	106,853	103,187
	Term: 20 years							
Total					219,280	240,285	236,853	238,187

City of Cedarburg

INTERNAL SERVICE/RISK MANAGEMENT FUND

Under Statement No. 10 of the Governmental Accounting Standards Board, risk management activities of a governmental entity can be accounted for in either the General Fund or an Internal Service Fund. The City of Cedarburg has chosen to use an Internal Service Fund. As such, this fund accounts for all risk management activities of the City.

Costs accounted for in this fund include premiums and claims costs for:

- General Liability Insurance (\$5 million)
- Excess Liability Insurance (\$5 million excess of \$5 million)
- Auto Physical Damage Insurance
- Property Insurance
- Employment Practices Insurance (\$1 million)
- Workers' Compensation Insurance
- Unemployment Compensation (Uninsured)
- Boiler and Machinery Insurance (Equipment Breakdown Insurance)
- Pollution Insurance
- Volunteer Insurance
- Crime
- Cyber Liability
- Deductible and uncovered liability expenses

Providers

The general liability insurance is provided through the Cities and Villages Mutual Insurance Company (CVMIC), a municipal insurance pool, in which the City retains exposure to losses for liability claims up to \$17,500 per occurrence, with a \$70,000 yearly claims payment maximum (the Cedarburg Light & Water Commission also is considered in the yearly maximum). The general liability policy provides coverage for "third-party" claims for auto and other forms of damages. The insurance pool also covers and administers workers' compensation. On a group purchase basis, the City obtains Auto Physical Damage, Excess Liability, Boiler and Machinery and Employment Practices Insurance through CVMIC. Property insurance is obtained through EMC Insurance.

Deductibles and Self-Insured Retentions

The Employment Practices and Excess Liability programs have no deductible. For the property insurance program, the City has opted for the \$10,000 deductible per claim, no aggregate. The Auto Physical Damage deductible is set at \$1,000 per claim. Workers' compensation coverage by Statute for wage reimbursement begins after the third day of injury leave. The City's policy is to continue an employee's normal wage and self-insure the first three days of injury leave until workers' compensation begins. The General Liability program has a per claim deductible of \$17,500 with a \$70,000 total annual aggregate.

In addition to premiums and claims within the City's self-insured retention, other liability insurance costs that may be paid by this fund include claims outside the scope of the policy or coverage period or litigation expenses related to defending the City against claims.

Allocation of Costs

The premium and claims costs for the above programs are funded via charges to General Fund departments, the Water Recycling Center Fund, and the Swimming Pool, Cemetery, Recreation Programs and Library in the Special Revenue Fund. Premium charges to operating departments are based on factors such as value of automobiles, value of buildings and contents and employee salaries. One-half of the City's liability insurance premium is attributable to vehicles and allocated along with the physical damage premium.

The remainder of the liability insurance premium is combined with an estimate of claims costs (including legal and administration) and allocated accordingly to individual funds. In addition to premium and claims costs, this fund also paid the debt service on the bonds required to be issued by the City with respect to the formation of CVMIC. These debt service costs were financed by dividends from CVMIC based on investment earnings of CVMIC. The bonds were paid in full in 2007. The budgeted expenses and revenues for this fund are in full compliance with GASB 10. This fund reflects all the above noted costs in a single fund to better account for and monitor the City's insurance costs (previously, insurance costs were accounted for in several different departments and funds). The Internal Service Fund includes Cedarburg Light & Water's liability and workers' compensation claims expense per the recommendation of the City's auditors.

City of Cedarburg

INTERNAL SERVICE/RISK MANAGEMENT FUND

Internal Service—Risk Management Fund 700

519400				2018	2018	2019	% Change	
Operating Expenditures		2015	2016	2017	Budget	Estimated	Proposed	2019/2018
165	Workers' Compensation Insurance	137,163	185,442	180,759	199,153	177,678	179,422	-9.91%
393	Unemployment Compensation	176	1,262	1,601		1,300		0.00%
510	Property—Auto Insurance	56,351	59,586	71,587	65,037	65,248	68,367	5.12%
512	General Liability Insurance	60,354	61,501	62,111	62,437	63,588	64,810	3.80%
513	Employment Practices Insurance	13,509	14,203	11,699	17,100	12,350	14,965	-12.49%
515	Boiler Insurance	1,367	1,173	1,196	1,200	1,366	1,421	18.42%
549	2013 Liability Claims Paid					6,260		0.00%
550	2014 Liability Claims Paid	1,342						0.00%
551	2015 Liability Claims Paid	89,049	1,367					0.00%
552	2016 Liability Claims Paid		129,534	13,600		1,037	5,000	0.00%
553	2017 Liability Claims Paid			61,624	5,000	22,065	5,000	0.00%
523	2018 Liability Claims Paid				10,000	68,000	15,000	50.00%
Total Expenditures		359,311	454,068	404,177	359,927	418,892	353,985	-1.65%
				2018	2018	2019	% Change	
Revenues		2015	2016	2017	Budget	Estimated	Proposed	2019/2018
481100	Interest Income	2,034	3,525	12,590	10,000	15,000	10,000	0.00%
487000	Change in Market Value		(15,587)	(3,920)	0	(10,000)	0	0.00%
481195	Dividend Income/WC Dividend	56,609	59,209	44,117	25,173	25,173	13,404	-46.75%
484000	Insurance Recoveries	2,207	115,876	27,845	0	15,635	0	0.00%
482000	Workers' Compensation-Wage Recovery	73,299	3,843	3,844	0	0	0	0.00%
491100	Charges to General Fund	227,412	252,332	260,560	280,654	278,049	252,474	-10.04%
491200	Charges to Cemetery Fund	1,080	1,319	1,288	763	763	716	-6.11%
491220	Charges to Recreation Programs Fund	3,184	3,448	5,053	5,107	5,107	4,742	-7.15%
491240	Charges to Swimming Pool Fund	8,396	10,850	10,758	10,019	10,019	9,378	-6.40%
491260	Charges to Library	5,193	9,183	9,151	7,718	7,718	7,593	-1.63%
491601	Transfer from Sewer Fund	33,942	38,519	32,054	38,875	38,875	36,598	-5.86%
491800	Transfer from Trust & Agency Fund	180	195	0	0	0	0	0.00%
Total Revenues		413,536	482,712	403,340	378,309	386,339	334,906	-11.47%
				2018	2018	2019	% Change	
Net Cost of Program		2015	2016	2017	Budget	Estimated	Proposed	2019/2018
		54,225	28,644	(837)	18,382	(32,553)	(19,079)	-203.79%
Fund Balance—January 1		845,285	899,510	928,154	890,185	890,185	857,632	
Prior Year Audit Adjustment				(37,132)				

CAPITAL IMPROVEMENT FUND BUDGET

The Capital Improvement Budget, including the seven-year plan, is an important tool in managing the City's near and long-term infrastructure and equipment needs. It documents the major projects that the City will be undertaking over the plan period, as well as the repairs to City facilities and replacement of equipment necessary to carry out City operations.

POLICY AND PRACTICES

Per Policy FC-3 Capital Improvement Budget, the City adopts an annual capital improvement budget, which is based on a seven-year capital improvement plan. The annual budget and seven-year plan is prepared by department heads and reviewed by the City Administrator/Treasurer along with the departmental and program operating budgets, as part of the annual budget cycle. The capital improvement budget is then reviewed and adopted by the Common Council via ordinance. As part of the budget review process, the impact of capital projects on future operating budgets is also considered which is estimated on the following capital project description pages.

Capital Improvement expenditures must be made in accordance with the budget document. Variance from the approved categorical budgets, including supplemental appropriations, prior year encumbrances or additions/deletions of projects, must be approved by the Common Council. As a general guideline, capital improvement expenditures are defined as those amounts expended for equipment or other assets with a useful life of five or more years and/or which involve amounts exceeding \$25,000. This includes multi-year projects where the total project cost is estimated to be more than \$25,000. In addition, expenditures for long-term projects are considered part of the capital improvement fund expenditure budget. Expenditures not meeting these criteria, or which have a useful life of less than the payback period of any borrowed funds used for the item's purchase, are included in the operating budget.

HISTORY

Per the Strategic Work Plan Goal #2 Financial, the City emphasizes pre-funding reoccurring capital costs, or financing items on a "pay as you go" basis, funded by existing resources or tax levy. To this end, property tax direct funding has increased from no property tax funding prior to 1993, up to the 2019 capital amount of \$1,030,000. The capital plan anticipates that debt will be used solely for high dollar, long-lived assets or projects. Additional sources of revenue include special assessments, capital fund balance, park equipment and development impact fees, transfers from other funds and grants or other intergovernmental assistance. City policy states that intergovernmental assistance will be used to finance only those capital improvements that are consistent with the capital improvement plan and City priorities.

CURRENT YEAR EXPENDITURES

The 2019 Capital Plan anticipates expenditures for a variety of projects and assets. The street improvements total \$545,000 (excluding water, storm and sanitary sewer improvements) for the road reconstruction projects on portions of Aspen Street, Willowbrooke Drive, Lexington Street and Cambridge Avenue. The 2019 levy funding for the Street Improvement Reserve Fund is \$510,000, \$310,000 over the 2018 levy to avoid borrowing for the projects.

The storm water capital reserve, funded by \$160,000 of property taxes, will support improvements to Highland Drive, Aspen Street, Cambridge Avenue and consulting and engineering fees.

The remediation of the Prochnow and Blank Landfills, of which the City is a potentially responsible party (PRP), and repair of City dams continues to be a major present and future expense. \$10,000 is budgeted for environmental expenditures and \$750,000 for City owned dams. The timing of the Prochnow Landfill closing is dependent upon the DNR and the actions of the PRP group. These expenditures are funded by the Environmental Reserve Account.

Equipment purchases are funded by \$550,000 in property taxes through the Equipment Replacement Reserve program. The purchases for 2019 include one squad car, three dump trucks, code reader, skid steer and a trailer for Public Works, and a chipper for the Parks, Recreation and Forestry Department.

Capital projects funded through the general projects appropriation and fund balance include Emergency Management siren replacement, Police Station and park improvements.

BUDGET CAPITAL IMPROVEMENT FUND

FUTURE YEARS EXPENDITURES

The Capital Plan for 2019 and future years reflects the funding philosophy previously discussed, in that the City is attempting to maintain stable, uncommitted Capital Fund balances; plan and coordinate borrowing needs; obtain sufficient current resources via property taxes and other revenue sources to pay for projects; and accumulate funds for known future needs.

Tax levy support for capital items is anticipated to grow over the next several years in order to fully fund the street improvement and vehicle programs; replace the funding for parks equipment and improvements previously provided by park fees charged to developers; pay for repairs and maintenance of City facilities; and pre-fund future potential landfill and dam repairs. Competition for the street and storm sewer funds and the coordination with the water and sewer utilities led to the creation of an extended 7-year capital plan.

The street improvements budget is anticipated to be used for street repair in coordination with water, storm sewer and sanitary sewer needs, and the pavement evaluation and management program as required by the Wisconsin Department of Transportation (WDOT). Street improvements in the amount of \$6.4 million are anticipated in the seven-year plan. This will address street condition deficiencies for 43 streets.

The Prochnow Landfill and Blank Landfill remediation continues into 2019. The cost is still unknown. During 2010, the City's Well #4 reached levels of vinyl chloride of .2 parts per billion, the maximum level allowed by the DNR, requiring the City to shut the well down. A treatment facility was built and up and running in September 2011. The source of the contaminant has not been fully determined, but it is likely associated with the Prochnow Landfill. In 2015 the PRP Group completed an appraisal and wetland delineation and submitted an interim action plan for submittal to the DNR. The plan was not approved by the DNR and more testing was required in 2018.

The City routinely completes all required dam inspections and evaluations, and the reports are submitted to DNR per the compliance schedule.

In 2013 the City awarded a grouting contract to address required seepage repairs at the Woolen Mills Dam. City crews also removed trees and vegetation adjacent to the dams and replaced missing warning signs as required by DNR. \$200,000 was budgeted in 2014 for additional repairs to both the Woolen Mills and Columbia Mills dams; however, the repairs were put on hold when the City received a letter from DNR requiring the dam spillways be brought into compliance with NR 333 spillway capacity requirements within 10 years.

The City then retained a consulting engineer to evaluate alternatives to comply with the spillway requirements. The alternatives included widening the spillways and/or lowering the spillway crest to increase hydraulic capacity. The initial alternatives proved to be expensive and unpopular with the public, and ultimately the Common Council chose not to proceed in this direction.

The City received a time extension until October 2018 to address identified structural deficiencies. These include scour repairs at the spillway toe at Woolen Mills Dam and masonry repairs along both channel sidewalls. Required repairs at the Columbia Mills Dam include reconstruction of the mill race, the addition of an operable weir gate, and miscellaneous repairs to the deteriorated concrete structure.

\$500,000 was budgeted for this work in 2018; however, the bid came in at \$1.4 million. The City received a State Dam Rehabilitation Grant to cover half of the budgeted cost. The project is being re-bid for completion in 2019.

Over the next seven years the storm water budget includes \$2.6 million in capital projects. Much of this is associated with the reconstruction of our existing storm sewer system.

Funding is also allocated to address the new TMDL regulations for Cedar Creek. The strict phosphorus limits imposed will require a new approach to municipal storm water management.

CAPITAL IMPROVEMENT FUND BUDGET

CAPITAL PROJECTS IMPACT ON OPERATING BUDGET

To identify the annual operating impact of the capital program, an assessment of each item has been made, based on the below criteria.

- Positive** The project will either generate some revenue to offset expenses or will actually reduce operating costs
- Negligible** No discernible impact on operating budget
- Slight** Impact will be less than \$10,000 in increased operating expenditures
- Moderate** Impact will be between \$10,001 and \$50,000 in increased operating expenditures
- High** The project will cause an increase in operating expenditures of \$50,001 or more annually

REVENUE SOURCES

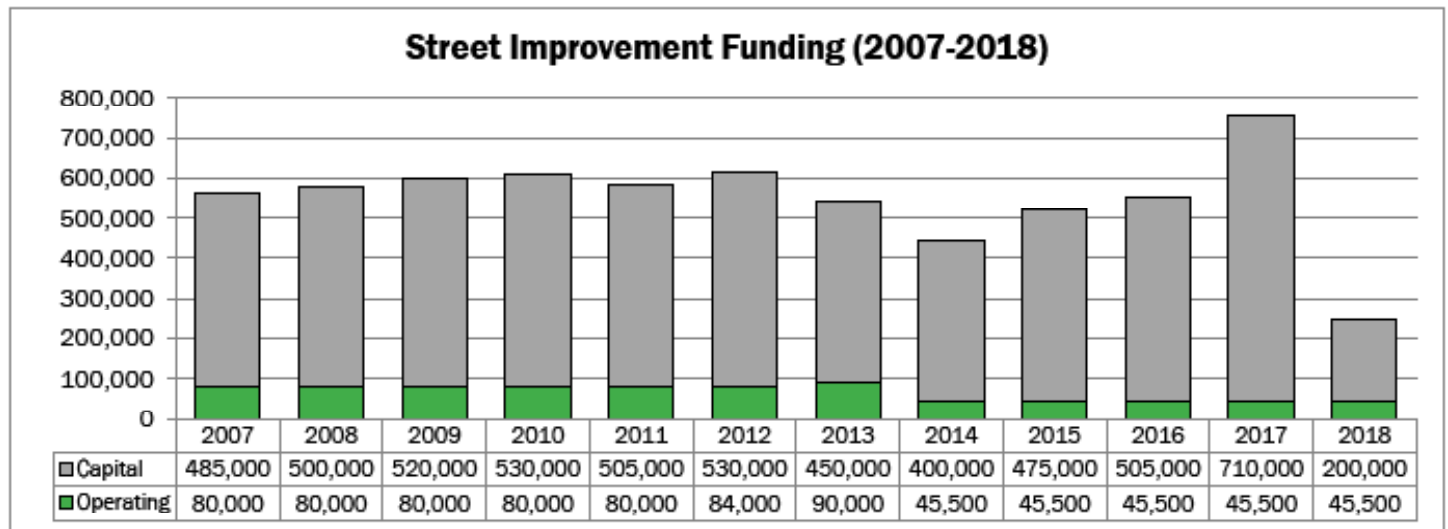
Major revenue sources for the Capital Improvement Fund include the following:

Park Equipment and Development Impact Fee—This impact fee adopted in 2002, in accordance with the 1993 Wisconsin Act 305, provides funds for developing new parkland dedicated by developers, or to expand or improve existing park facilities to accommodate new development. Park expenditures of \$555,000 are funded by this revenue source in the 2018-2022 budgets.

Local Road Improvements Grant—These funds (approximately \$42,000) are available every four years from the State of Wisconsin (via Ozaukee County) for road Improvements. Funds were budgeted for 2015 and are budgeted again in 2019.

Property Tax—Prior to 1993, this funding source was not used for Capital items. Total 2019 budgeted tax levy support for the Capital Fund is \$1,030,000. This represents a 42% decrease from the 2018 level.

\$510,000 of property tax is being used to fund street projects; specifically for road improvements. Environmental costs expected to be incurred in 2019 are funded by a \$10,000 levy and the reserve account. The equipment replacement reserve seeks to provide resources for the purchase of major movable equipment (vehicles, etc.) by including it in the property tax levy amounts equal to the annual cost for each piece of equipment. The annual funding level is determined by dividing the expected replacement cost of each asset by its expected useful life. The allocation for 2019 is \$550,000; \$212,000 more than the 2018 amount. The funding is scheduled to increase in 2020 to make up for the shortage from prior years. The goal of the program is to eliminate peaks and valleys in funding for equipment as items require replacement, and to cease the use of long-term debt to fund the purchase of short-lived equipment.

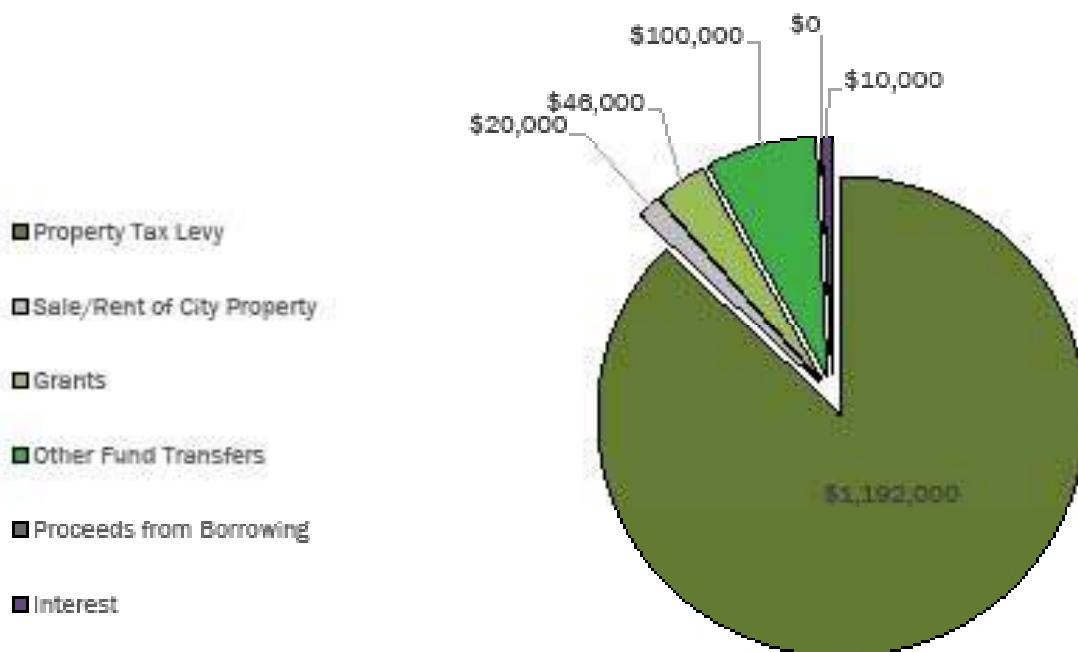


BUDGET CAPITAL IMPROVEMENT FUND

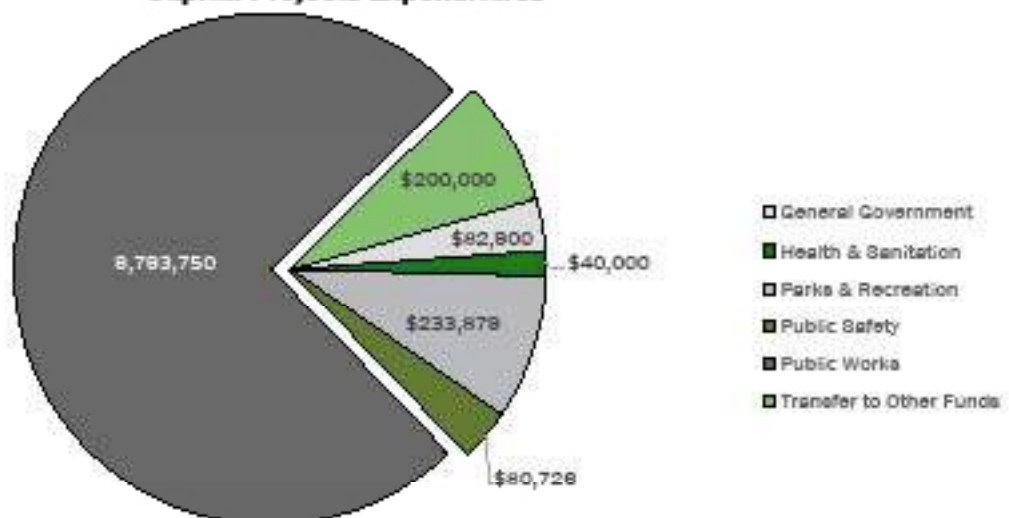
FUND BALANCE

Undesignated reserves in the General or Capital Fund accumulated through positive variances in the cost of prior year projects, interest earnings on unspent funds, special collections and other factors. Fund balance was used as a source of funds for smaller capital projects, primarily for facility maintenance or rehabilitation nature and to help lower the levy in previous years. Maintenance of stable fund balances allows the City flexibility in funding projects, as preliminary costs on large projects (which will be funded via debt) can be paid out of existing reserves, with the fund balance being replenished by the debt issuance as needed.

Capital Projects Revenues



Capital Projects Expenditures



Capital Improvements

Fund 400

	2017	2018	2019	2020	2021	2022	2023
	Actual	Estimated	Projected	Projected	Projected	Projected	Projected
Beginning Fund Balance	1,884,513	695,794	908,437	181,667	422,007	668,127	391,287
Revenues							
Property Tax Levy:							
General Projects	20,000	40,000	73,000	475,000	500,000	200,000	215,000
Street Improvements	710,000	200,000	510,000	750,000	825,000	850,000	900,000
Equipment Replacements	220,000	450,000	550,000	600,000	600,000	550,000	550,000
Storm Water Improvements	242,000	225,000	160,000	250,000	450,000	460,000	460,000
Environmental Reserve			10,000	10,000	10,000	10,000	10,000
Cemetery Transfer		7,000		10,000			
Parks & Playground Transfer		70,000	80,000	275,000	100,000	50,000	50,000
General Fund Transfer	100,000	75,000	50,000				25,000
Library Impact Fees	56,520	90,852					
Local Road Improvements Grant			48,000				48,000
Proceeds from Borrowing		1,487,500					
DNR Urban Storm Water Mgt. Grant	8,692	33,000	19,500				
DNR Grant - dams			237,000				
Donations	750			200,000			
Interest Income	11,128	10,000	10,000	12,000	12,000	12,000	12,000
Change in Market Value	(3,164)	200					
Miscellaneous Revenue	61,462						
Sale/Rent of Property	30,188	30,000	30,000	30,000	30,000	30,000	30,000
Total Revenues	1,457,576	2,718,552	1,777,500	2,612,000	2,527,000	2,162,000	2,300,000
Expenditures							
	2017	2018	2019	2020	2021	2022	2023
General Government	Actual	Estimated	Projected	Projected	Projected	Projected	Projected
Complex Improvements	48,900				45,000		50,000
Cemetery - Rental House		7,000		10,000			
Monopole	44,836	315,000					
Total	93,736	322,000	0	10,000	45,000	0	50,000
Public Safety							
	2017	2018	2019	2020	2021	2022	2023
Police Department	Actual	Estimated	Projected	Projected	Projected	Projected	Projected
Squad Cars		80,000	40,000	80,000	120,000	120,000	80,000
Computers				15,000			
Station Improvements			80,000	120,000	51,000	120,000	
Total	3,255	80,000	120,000	215,000	171,000	240,000	80,000

	2017	2018	2019	2020	2021	2022	2023
Fire Department	Actual	Estimated	Projected	Projected	Projected	Projected	Projected
Station Improvements	54,579	142,000	75,000	95,000			
Total	54,579	142,000	75,000	95,000	0	0	0
Auxiliary Police/ Emergency Management	Actual	Estimated	Projected	Projected	Projected	Projected	Projected
Vehicles		30,000		50,000	75,000		
Siren Upgrade	22,892	20,892	22,000	22,000			
Total	22,892	50,892	22,000	72,000	75,000	0	0
Total Public Safety	80,726	272,892	217,000	382,000	246,000	240,000	80,000
Public Works	Actual	Estimated	Projected	Projected	Projected	Projected	Projected
Equipment Replacement	319,163	230,000	510,000	385,000	345,000	455,000	300,000
Street Improvements	776,118	1,043,000	545,000	679,000	645,000	1,026,000	835,000
Stormwater Improvements	255,222	267,276	203,770	112,660	464,880	597,840	453,250
Total	1,973,495	1,540,276	1,258,770	1,176,660	1,454,880	2,078,840	1,588,250
Parks, Recreation & Forestry	Actual	Estimated	Projected	Projected	Projected	Projected	Projected
Equipment Replacement	248,978	66,000	65,000	108,000	25,000		
Park Improvements	8,879	211,000	33,500	20,000	500,000	50,000	250,000
Park Equipment			80,000	400,000		60,000	75,000
Swimming Pool liner				265,000			
Senior Van Replacement		25,000					25,000
Total	257,857	302,000	178,500	793,000	525,000	110,000	350,000
Health and Sanitation	Actual	Estimated	Projected	Projected	Projected	Projected	Projected
Environmental Expenses	19,649	10,000	10,000	10,000	10,000	10,000	10,000
Dams—Engineering/Repairs	13,358		750,000				
Total	33,007	10,000	760,000	10,000	10,000	10,000	10,000
Debt Service	Estimated	Estimated	Projected	Projected	Projected	Projected	Projected
Issuance Costs							
Total	0	0	0	0	0	0	0
Transfer to Other Funds	Actual	Estimated	Projected	Projected	Projected	Projected	Projected
Transfer to Debt Service	200,000	58,741	90,000				
Total	207,474	58,741	90,000	0	0	0	0
Total Expenditures	2,646,295	2,505,909	2,504,270	2,371,660	2,280,880	2,438,840	2,078,250
Revenues - Expenditures	(1,188,719)	212,643	(726,770)	240,340	246,120	(276,840)	221,750
Ending Fund Balance	695,794	908,437	181,667	422,007	668,127	391,287	613,037

	2017	2018	2019	2020	2021	2022	2023
Fund Balance	Actual	Estimated	Projected	Projected	Projected	Projected	Projected
Uncommitted	\$458,525	\$78,033	\$533	\$25,533	\$41,533	\$73,533	\$533
Economic Development	12,086	12,086	12,086	12,086	12,086	12,086	12,086
Environmental	117,064	607,064	94,064	94,064	94,064	94,064	94,064
Equipment Replacement	0	49,000	14,000	21,000	86,000	91,000	266,000
Street Improvements	19,508	21,508	34,508	105,508	285,508	109,508	222,508
Storm Water Improvements	0	45,724	21,454	158,794	143,914	6,074	12,824
Library	62,911	95,022	5,022	5,022	5,022	5,022	5,022
Encumbrances	\$25,700						
Total Fund Balance	\$695,794	\$908,437	\$181,667	\$422,007	\$668,127	391,287	\$613,037



2019-2023

STRATEGIC PLAN

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.”

Vision Statement:

We envision a municipal government operation that recognizes people are central to all policy decisions.

Guiding Principles:

- 1) Preserve the historic, “small town” atmosphere.
- 2) Be open and accountable to the taxpayers and citizens.
- 3) Strive for excellence and satisfaction in public services.
- 4) Maintain a high level of professionalism in the manner with which we carry out our duties.
- 5) Foster a progressive environment and positive attitude where employees are strongly encouraged to reach their full potential.
- 6) Continually improve channels of communications both internally and externally.
- 7) Encourage participation by all in the development and improvement of services.
- 8) Maintain respect for each other and the public.

Enhance Effectiveness of our City Government: Financial, Organizational, & Technology

Responsible Staff: Administrator, Department Heads

We will be responsive to citizen concerns and needs by involving citizens and providing sufficient staffing levels to meet service standards.

We will promote sound fiscal management that seeks to minimize debt, pre-fund significant expenditures, maximize non-tax revenues, and share expenses with other government entities when feasible.

We will improve efficiencies and productivity between city departments, residents, and businesses through technology.

Support Economic Development

Responsible Staff: Administrator, Department Heads, Economic Development Coordinator, Planner

We will provide opportunities for business growth, foster historic preservation in historical areas, preserve quality of life and continue the vitality of the local economy.

Improve and Maintain our Infrastructure

Responsible Staff: Director of Engineering & Public Works, WRC Superintendent, Building Inspector, PRF Director

We will proactively maintain public facilities while planning and improving infrastructure compatible with growth.

Enhance our Quality of Life Services

Responsible Staff: Parks, Recreation, & Forestry Director, Senior Center Director, Library Director

We will preserve and enhance quality of life by providing cultural, educational, leisure, and recreational activities for all generations to enjoy.

Provide a Safe, Secure, and Healthy Community: Public Safety & Risk Management

Responsible Staff: Police Chief, Fire Chief, Safety Committee

We will conduct city operations in a manner that reduces risk exposure to citizens and employees in the most cost effective manner possible.

Strengthen our Neighborhoods

Responsible Staff: Administrator, Planner, Parks, Recreation, & Forestry Director, Economic Development Coordinator

We will strengthen our neighborhoods by developing a smart growth plan for each of the five districts within the city.

(Districts: North, East, South, West, and Downtown)

August, 2018



2019—2023

STRATEGIC PLAN

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.”

Vision Statement:

We envision a municipal government operation that recognizes people are central to all policy decisions.

Guiding Principles:

- 1) Preserve the historic, “small town” atmosphere.
- 2) Be open and accountable to the taxpayers and citizens.
- 3) Strive for excellence and satisfaction in public services.
- 4) Maintain a high level of professionalism in the manner with which we carry out our duties.
- 5) Foster a progressive environment and positive attitude where employees are strongly encouraged to reach their full potential.
- 6) Continually improve channels of communications both internally and externally.
- 7) Encourage participation by all in the development and improvement of services.
- 8) Maintain respect for each other and the public.

Enhance Effectiveness of our City Government

- 1) Recodify the city code
- 2) Complete city wide revaluation
- 3) Pre-fund capital improvements
- 5) Purchase equipment to make city services more efficient
- 6) Develop better ways to communicate with staff and citizens
- 7) Improve paperless environment and record retention efforts
- 8) Retain and hire qualified staff

Support Economic Development

- 1) Develop HWY 60 Business Park
- 2) City Branding
- 3) Find solutions to develop smart growth areas
- 4) Update the zoning code
- 5) Continue to promote vitality of the downtown historic business district as well as other business districts in the city

Improve and Maintain our Infrastructure

- 1) Dams Compliance/Exceptions with WI DNR NR333
- 2) Make improvements to our water recycling operations
- 3) Update street and utility projects plan
- 4) Develop plan to providing utilities to the business park
- 5) Support our urban forest

August, 2018



2019—2023

STRATEGIC PLAN

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.”

Vision Statement:

We envision a municipal government operation that recognizes people are central to all policy decisions.

Guiding Principles:

- 1) Preserve the historic, “small town” atmosphere.
- 2) Be open and accountable to the taxpayers and citizens.
- 3) Strive for excellence and satisfaction in public services.
- 4) Maintain a high level of professionalism in the manner with which we carry out our duties.
- 5) Foster a progressive environment and positive attitude where employees are strongly encouraged to reach their full potential.
- 6) Continually improve channels of communications both internally and externally.
- 7) Encourage participation by all in the development and improvement of services.
- 8) Maintain respect for each other and the public.

Enhance our Quality of Life Services

- 1) Complete the restoration of Adlai Horn park
- 2) Support Public Art
- 3) Develop community partnerships to provide quality of life services for our residents
- 4) Research options for an indoor athletic facility
- 5) Develop a beautification plan for the city

Provide a Safe, Secure, and Healthy Community

- 1) Continue to recruit citizens to maintain FD volunteer status and maintain low budget impact to the City
- 2) Enhance our public alert systems
- 3) Work with neighboring communities to provide safety services
- 4) Continue replacement of FD vehicles and safety equipment
- 5) Provide exceptional public education about fire safety
- 6) Enhance employee work environment

Strengthen our Neighborhoods

- 1) Develop plan for the Downtown District
- 2) Develop plan for the North District
- 3) Develop plan for the East District
- 4) Develop plan for the South District
- 5) Develop plan for the West District



2019—2023

STRATEGIC PLAN

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.”

Vision Statement:

We envision a municipal government operation that recognizes people are central to all policy decisions.

Guiding Principles:

- 1) Preserve the historic, “small town” atmosphere.
- 2) Be open and accountable to the taxpayers and citizens.
- 3) Strive for excellence and satisfaction in public services.
- 4) Maintain a high level of professionalism in the manner with which we carry out our duties.
- 5) Foster a progressive environment and positive attitude where employees are strongly encouraged to reach their full potential.
- 6) Continually improve channels of communications both internally and externally.
- 7) Encourage participation by all in the development and improvement of services.
- 8) Maintain respect for each other and the public.

Strategic Goal	Objectives	Strategies/Tactics (How)
Enhance Effectiveness of our City Government: Financial, Organizational, & Technology We will be responsive to citizen concerns and needs by involving citizens and providing sufficient staffing levels to meet service standards. We will promote sound fiscal management that seeks to minimize debt, pre-fund significant expenditures, maximize non-tax revenues, and share expenses with other government entities when feasible. We will improve efficiencies and productivity between city departments, residents, and businesses through technology.	Recodify the city code	Will research funding Will research vendors
	Complete city wide revaluation	Pre-fund revaluation—ongoing since 2017 Hire contractor to do revaluation in 2019
	Pre-Fund capital improvements	Annually look at savings in the capital improvement fund to allow for increasing the fund balance
	Purchase equipment to make city services more efficient	Parks and DPW will research and develop a plan to purchase new equipment that can be used by both departments to increase efficiencies
	Develop better ways to communicate with staff and the residents	Develop a city app in 2018 Enhance use of facebook, Instagram, and constant contact Utilize shared calendars between staff
	Attract and retain qualified paid and volunteer staff for all services and activities	Complete a staffing study to include salaries, benefits, and staffing levels to ensure we are compensating our staff accordingly Encourage hiring positive, forward thinking, team oriented staff
	Improve paperless environment and record retention efforts	Research has been completed in 2018 Complete a departmental evaluation on the potential effectiveness of going paperless. Research funding options



2019—2023

STRATEGIC PLAN

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.”

Vision Statement:

We envision a municipal government operation that recognizes people are central to all policy decisions.

Guiding Principles:

- 1) Preserve the historic, “small town” atmosphere.
- 2) Be open and accountable to the taxpayers and citizens.
- 3) Strive for excellence and satisfaction in public services.
- 4) Maintain a high level of professionalism in the manner with which we carry out our duties.
- 5) Foster a progressive environment and positive attitude where employees are strongly encouraged to reach their full potential.
- 6) Continually improve channels of communications both internally and externally.
- 7) Encourage participation by all in the development and improvement of services.
- 8) Maintain respect for each other and the public.

Strategic Goal	Objectives	Strategies/Tactics (How)
Support Economic Development Responsible Staff: Administrator, Department Heads, Economic Development Coordinator We will provide opportunities for business growth, foster historic preservation in historical areas, preserve quality of life and continue the vitality of the local economy.	Develop HWY 60 Business Park	Business Park Sale Advertisement Developed—2018 Develop a marketing strategy and campaign Utilize sewer and water infrastructure completed by private development to reduce City cost.
	City Branding	Consultant hired—2018 Work with consultants and staff for future implementation of the plan
	Find solutions to develop smart growth areas	Amcast TID created—2018 Working with DNR, EPA, and county for property ownership and transfer of Amcast facility. Develop plan for future of Weil pump property
	Update the Zoning Code	Figure out funding
	Continue to promote vitality of the downtown historic business district as well as other business districts in the city	



2019—2023

STRATEGIC PLAN

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.”

Vision Statement:

We envision a municipal government operation that recognizes people are central to all policy decisions.

Guiding Principles:

- 1) Preserve the historic, “small town” atmosphere.
- 2) Be open and accountable to the taxpayers and citizens.
- 3) Strive for excellence and satisfaction in public services.
- 4) Maintain a high level of professionalism in the manner with which we carry out our duties.
- 5) Foster a progressive environment and positive attitude where employees are strongly encouraged to reach their full potential.
- 6) Continually improve channels of communications both internally and externally.
- 7) Encourage participation by all in the development and improvement of services.
- 8) Maintain respect for each other and the public.

Strategic Goal

Improve and Maintain our Infrastructure

Responsible Staff: Director of Engineering & Public Works, Wastewater Superintendent, Building Inspector

We will proactively maintain public facilities while planning and improving infrastructure compatible with growth.

Objectives

Dams Compliance/Exception with WI DNR NR333

Make improvements to our water recycling operations

Update street and utility projects plan

Develop plan for providing utilities to the business park

Support our urban forest

Strategies/Tactics (How)

Complete DNR mandated repairs in a timely manner

Replace valves and pipes at Garfield lift station
Replace and move highland lift station
Continue following compliance with phosphorus regulations

Maintain a 7 year capital plan

Retain consulting engineering firm

Continue funding EAB treatment
Continue contracting pre-construction pruning
Develop plan and funding options for tree removals, stump grinding, and tree planting
Update tree and shrub ordinance

August, 2018



2019—2023

STRATEGIC PLAN

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.”

Vision Statement:

We envision a municipal government operation that recognizes people are central to all policy decisions.

Guiding Principles:

- 1) Preserve the historic, “small town” atmosphere.
- 2) Be open and accountable to the taxpayers and citizens.
- 3) Strive for excellence and satisfaction in public services.
- 4) Maintain a high level of professionalism in the manner with which we carry out our duties.
- 5) Foster a progressive environment and positive attitude where employees are strongly encouraged to reach their full potential.
- 6) Continually improve channels of communications both internally and externally.
- 7) Encourage participation by all in the development and improvement of services.
- 8) Maintain respect for each other and the public.

Strategic Goal

Enhance our Quality of Life Services

Responsible Staff:
Parks, Recreation, & Forestry Director, Senior Center Director, Library Director

We will preserve and enhance quality of life by providing cultural, educational, leisure, and recreational activities for all generations to enjoy.

Objectives

Complete restoration of Adlai Horn Park

Support Public Art

Develop community partnerships to provide quality of life services for our residents

Develop a beautification plan for the city

Research options for an indoor athletic facility

Strategies/Tactics (How)

Work with Mercury Marine to complete their portion of the restoration

Develop a plan for the council circle

Work with the scouts on building fishing piers

Public art commission was created in 2016

Research ways to fund public art projects

Develop a public art sculpture walk

Work with the town of Cedarburg and the Cedarburg school district for joint programming and development of facilities

Work with the chamber and festivals on special events

Continue supporting Summer Sounds

Economic Development board will work with the Director of Parks, Recreation, & Forestry on beautification projects around the city

Research potential land for the facility

Research potential partnerships (public/private)

August, 2018



2019—2023

STRATEGIC PLAN

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.”

Vision Statement:

We envision a municipal government operation that recognizes people are central to all policy decisions.

Guiding Principles:

- 1) Preserve the historic, “small town” atmosphere.
- 2) Be open and accountable to the taxpayers and citizens.
- 3) Strive for excellence and satisfaction in public services.
- 4) Maintain a high level of professionalism in the manner with which we carry out our duties.
- 5) Foster a progressive environment and positive attitude where employees are strongly encouraged to reach their full potential.
- 6) Continually improve channels of communications both internally and externally.
- 7) Encourage participation by all in the development and improvement of services.
- 8) Maintain respect for each other and the public.

Strategic Goal

Provide a Safe, Secure, and Healthy Community—Public Safety & Risk Management

Responsible Staff:
Police Chief, Fire Chief, Risk Management Team

We will conduct city operations in a manner that reduces risk exposure to citizens and employees in the most cost effective manner possible.

Objectives

Continue to recruit citizens to maintain FD volunteer status and maintain low budget impact to the City

Enhance our public alert systems

Work with neighboring communities to provide safety services

Continue replacement of FD vehicles and safety equipment

Provide exceptional public education about fire safety

Enhance employee work environment

Strategies/Tactics (How)

Research options for city employees to become certified as Fire/EMS personnel
Continue to allow employees to go on calls during the day from work
When hiring staff look at hiring certified Fire/EMS

Upgrade of severe weather siren system
Utilize city app for public alerts

Develop a county-wide search and rescue team
Research county-wide dispatch

Utilize funds from fireman’s park and Maxwell street days to update equipment

Continue offering public safety classes

Update City Hall furniture to be more ergonomically correct.
Provide proper safety equipment for staff
Provide proper safety training for staff

August, 2018



2019—2023

STRATEGIC PLAN

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.”

Vision Statement:

We envision a municipal government operation that recognizes people are central to all policy decisions.

Guiding Principles:

- 1) Preserve the historic, “small town” atmosphere.
- 2) Be open and accountable to the taxpayers and citizens.
- 3) Strive for excellence and satisfaction in public services.
- 4) Maintain a high level of professionalism in the manner with which we carry out our duties.
- 5) Foster a progressive environment and positive attitude where employees are strongly encouraged to reach their full potential.
- 6) Continually improve channels of communications both internally and externally.
- 7) Encourage participation by all in the development and improvement of services.
- 8) Maintain respect for each other and the public.

Strategic Goal	Objectives	Strategies/Tactics (How)
Strengthen our Neighborhoods: Responsible Staff: Administrator, Planner, Parks, Recreation, & Forestry Director, Economic Development Coordinator We will strengthen our neighborhoods by developing a smart growth plan for each of the five districts within the city. (Districts: North, East, South, West, and Downtown)	Develop plan for the Downtown District	Keep the downtown historic but also look at new ways to improve it Encourage downtown vacant property development Continue funding flower baskets and building lights
	Develop plan for the North District	Improve fireman’s park Update entry sign to match other city signs (green) Support ongoing residential development in the area
	Develop plan for the East District	Update entry sign on Sheboygan to match other city signs (green) Enhance entry to Cedarburg from Grafton Support ongoing residential development in the area
	Develop plan for the South District	Enhance entry sign to include a raised flower bed
	Develop plan for the West District	Continue maintaining the roundabouts

CITY OF CEDARBURG
TRANSFER LIST
9/19/18-10/5/18

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
9/26/2018	\$53,813.22	Light & Water-August usage charges
9/27/2018	\$200,000.00	PWSB Payroll
9/27/2018	\$3,261.46	ICMA-contributions for 9/9/18-9/22/18
9/27/2018	\$4,735.20	North Shore Bank-contributions for 9/9/18-9/22/18
9/27/2018	\$467.50	Police Association-union dues for 9/9/18-9/22/18
9/27/2018	\$5,965.18	Health Savings Accounts-contributions for 9/9/18-9/22/18
9/27/2018	\$702.45	State of Wisconsin-child support payment
9/30/2018	\$109,819.39	WRS-August remittance
10/1/2018	\$81,182.20	WCA-October health insurance premiums
10/2/2018	\$5,266.93	MetLife-October dental insurance premiums
10/2/2018	\$557.01	Superior Vision-October vision insurance premiums
10/2/2018	\$911.88	Aflac-September premiums
10/2/2018	\$3,026.40	Minnesota Life-November life insurance premiums
10/3/2018	\$11,000.00	PWSB Payroll
	<u>\$480,708.82</u>	

PWSB PAYROLL CHECKING ACCOUNT

9/28/2018	\$140,474.22	Payroll for 9/9/15-9/22/18
9/28/2018	\$59,608.97	Payroll taxes 9/9/18-9/22/18
10/5/2018	\$9,281.37	Payroll for 3rd quarter EMS
10/5/2018	\$2,087.93	Payroll taxes for 3rd quarter EMS
	<u>\$211,452.49</u>	

PWSB MONEY MARKET ACCOUNT

9/27/2018	\$500,000.00	PWSB Checking
-----------	--------------	---------------

CITY OF CEDARBURG

10/01/18 3:23 PM

Page 1

***Check Detail Register©**

SEPTEMBER 2018

		Check Amt	Invoice	Comment
111300 PWSB Checking				
Paid Chk#	029734	9/21/2018	ADP, LLC.	
G 100-212000	ACCOUNTS PAYABLE	\$712.86	520508685	TREAS - PAYROLL SVCS
G 100-212000	ACCOUNTS PAYABLE	\$505.12	521237827	TREAS - PROCESSING
Total ADP, LLC.		\$1,217.98		
Paid Chk#	029735	9/21/2018	ALPINE PLUMBING	
G 100-212000	ACCOUNTS PAYABLE	\$35.00	REFUND	REFUND PLUMBING PERMIT
Total ALPINE PLUMBING		\$35.00		
Paid Chk#	029736	9/21/2018	AMERICAN RED CROSS-HEALTH/SAFE	
G 220-212000	ACCOUNTS PAYABLE	\$176.00	22132092	REC - BABYSITTING TRAINING
Total AMERICAN RED CROSS-HEALTH/SAFE		\$176.00		
Paid Chk#	029737	9/21/2018	ASSOCIATED BENEFIT & RISK CON.	
G 100-212000	ACCOUNTS PAYABLE	\$383.00	7488	TREAS - OCT CONSULTING
G 100-212000	ACCOUNTS PAYABLE	\$1,533.00	7488	TREAS - OCT CONSULTING
Total ASSOCIATED BENEFIT & RISK CON.		\$1,916.00		
Paid Chk#	029738	9/21/2018	AURORA ADVANCED HEALTHCARE, IN	
G 100-212000	ACCOUNTS PAYABLE	\$5.60	243862	PD - RELEASE OF INFO
Total AURORA ADVANCED HEALTHCARE, IN		\$5.60		
Paid Chk#	029739	9/21/2018	AURORA HEALTH CARE	
G 100-212000	ACCOUNTS PAYABLE	\$48.00	1620913	TREAS - DRUG TESTING
Total AURORA HEALTH CARE		\$48.00		
Paid Chk#	029740	9/21/2018	BADGER UNDERGROUND INC.	
G 100-212000	ACCOUNTS PAYABLE	\$100.00	DEPOSIT REF ENG - DEPOSIT REFUND #1444	
Total BADGER UNDERGROUND INC.		\$100.00		
Paid Chk#	029741	9/21/2018	BAKER & TAYLOR AV PRE PROCESS	
G 260-212000	ACCOUNTS PAYABLE	\$72.42	H04592040	LIBR - VIDMASS
Total BAKER & TAYLOR AV PRE PROCESS		\$72.42		
Paid Chk#	029742	9/21/2018	BAKER & TAYLOR BOOKS	
G 260-212000	ACCOUNTS PAYABLE	\$409.83	2033958074	LIBR - BOOKS
G 260-212000	ACCOUNTS PAYABLE	\$160.00	2033961345	LIBR - FRIENDS DONATION
G 260-212000	ACCOUNTS PAYABLE	\$309.16	2033961345	LIBR - BOOKS
G 260-212000	ACCOUNTS PAYABLE	\$16.60	2033961346	LIBR - FRIENDS DONATION
G 260-212000	ACCOUNTS PAYABLE	\$20.00	2033961412	LIBR - FRIENDS DONATION
G 260-212000	ACCOUNTS PAYABLE	\$279.38	2033961412	LIBR - BOOKS
Total BAKER & TAYLOR BOOKS		\$1,194.97		
Paid Chk#	029743	9/21/2018	BEYER S HARDWARE STORE	
G 601-212000	ACCOUNTS PAYABLE	\$7.19	142576	CWRC - HARDWARE SUPPLIES
G 601-212000	ACCOUNTS PAYABLE	\$14.39	142621	CWRC - HARDWARE SUPPLIES
Total BEYER S HARDWARE STORE		\$21.58		

CITY OF CEDARBURG

10/01/18 3:23 PM

Page 2

***Check Detail Register©**

SEPTEMBER 2018

			Check Amt	Invoice	Comment
Paid Chk#	029744	9/21/2018	COMPLETE OFFICE OF WISCONSIN		
G 100-212000	ACCOUNTS PAYABLE		\$280.39	905369	COMPLEX - COFFEE
Total	COMPLETE OFFICE OF WISCONSIN		\$280.39		
Paid Chk#	029745	9/21/2018	DAN KRAUSE CONSTRUCTION LLC		
G 100-212000	ACCOUNTS PAYABLE		\$12,500.00	REPAIR	CH COMP. - MEQUON RD. FIRE STATION
Total	DAN KRAUSE CONSTRUCTION LLC		\$12,500.00		
Paid Chk#	029746	9/21/2018	DATACOMM PLUS		
G 260-212000	ACCOUNTS PAYABLE		\$1,543.73	62144	LIBR - ANNUAL BILLING 2018/19
Total	DATACOMM PLUS		\$1,543.73		
Paid Chk#	029747	9/21/2018	EGELHOFF LAWNMOWER SERVICE		
G 100-212000	ACCOUNTS PAYABLE		\$11.95	241615	PARKS - REPAIR
Total	EGELHOFF LAWNMOWER SERVICE		\$11.95		
Paid Chk#	029748	9/21/2018	EMBASSY SUITES INDIANAPOLIS		
G 100-212000	ACCOUNTS PAYABLE		\$591.47	CKREQ	PARKS - CONFERENCE
Total	EMBASSY SUITES INDIANAPOLIS		\$591.47		
Paid Chk#	029749	9/21/2018	GENERAL COMMUNICATIONS, INC.		
G 400-212000	ACCOUNTS PAYABLE		\$1,295.00	259302	CF - SQUAD CAR #6
Total	GENERAL COMMUNICATIONS, INC.		\$1,295.00		
Paid Chk#	029750	9/21/2018	GORDIE BOUCHER FORD OF THIENS		
G 100-212000	ACCOUNTS PAYABLE		\$256.85	31617	PD - VEH #8
Total	GORDIE BOUCHER FORD OF THIENS		\$256.85		
Paid Chk#	029751	9/21/2018	GRAEF		
G 400-212000	ACCOUNTS PAYABLE		\$18,700.00	0099472	DAMS - ENV FUND
Total	GRAEF		\$18,700.00		
Paid Chk#	029752	9/21/2018	GUETZKE & ASSOCIATES, INC.		
G 100-212000	ACCOUNTS PAYABLE		\$873.00	8449708-IN	PD - FIRE DEPT MAINT.
Total	GUETZKE & ASSOCIATES, INC.		\$873.00		
Paid Chk#	029753	9/21/2018	HEIN ELECTRIC SUPPLY CO		
G 100-212000	ACCOUNTS PAYABLE		\$341.58	512002-00	PARKS - REPAIR LIGHTS
Total	HEIN ELECTRIC SUPPLY CO		\$341.58		
Paid Chk#	029754	9/21/2018	HERMAN S AUTO SERVICE		
G 100-212000	ACCOUNTS PAYABLE		\$25.00	468180	PD - CAR #2
Total	HERMAN S AUTO SERVICE		\$25.00		
Paid Chk#	029755	9/21/2018	INTERNATIONAL AG LABS, INC.		
G 100-212000	ACCOUNTS PAYABLE		\$658.00	156	PARKS- MATERIALS
Total	INTERNATIONAL AG LABS, INC.		\$658.00		
Paid Chk#	029756	9/21/2018	JAMES IMAGING SYSTEMS		

CITY OF CEDARBURG

10/01/18 3:23 PM

Page 3

***Check Detail Register©**

SEPTEMBER 2018

		Check Amt	Invoice	Comment
G 100-212000	ACCOUNTS PAYABLE	\$269.01	23328921	CH - COPIER - 2ND FLOOR
G 100-212000	ACCOUNTS PAYABLE	\$336.47	23328921	CH - COPIER - LL
G 100-212000	ACCOUNTS PAYABLE	\$316.92	23328921	CH - COPIER - 1ST FLOOR
Total JAMES IMAGING SYSTEMS		\$922.40		
<hr/>				
Paid Chk# 029757	9/21/2018	JOHNSON SCHOOL BUS, INC.		
G 220-212000	ACCOUNTS PAYABLE	\$1,070.00	IVN49862	REC - TRANSPORTATION PARKS/ZOO
Total JOHNSON SCHOOL BUS, INC.		\$1,070.00		
<hr/>				
Paid Chk# 029758	9/21/2018	LALLEY, LINDA		
G 100-212000	ACCOUNTS PAYABLE	\$25.00	REIMBURSE	WELLNESS REIMBURSEMENT
Total LALLEY, LINDA		\$25.00		
<hr/>				
Paid Chk# 029759	9/21/2018	LARK UNIFORM OUTFITTERS INC		
G 100-212000	ACCOUNTS PAYABLE	\$26.85	276360	PD - EMBLEMS/INSIGNIA
Total LARK UNIFORM OUTFITTERS INC		\$26.85		
<hr/>				
Paid Chk# 029760	9/21/2018	LAROSA LANDSCAPE COMPANY		
G 100-212000	ACCOUNTS PAYABLE	\$186.96	65132	PD - LANDSCAPE MAINT.
Total LAROSA LANDSCAPE COMPANY		\$186.96		
<hr/>				
Paid Chk# 029761	9/21/2018	LIGHT & WATER		
G 100-212000	ACCOUNTS PAYABLE	\$322.29	007039	DPW - TRAFFIC SIGNAL REPAIR
E 100-533421-240	REPAIR AND MAINTENANCE	(\$322.29)	007039	DPW - TRAFFIC LIGHT REPAIR
Total LIGHT & WATER		\$0.00		
<hr/>				
Paid Chk# 029762	9/21/2018	OFFICE DEPOT		
G 100-212000	ACCOUNTS PAYABLE	\$15.32	202534317001	PD - OFFICE SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$44.50	202534639001	PD - OFFICE SUPPLIES
Total OFFICE DEPOT		\$59.82		
<hr/>				
Paid Chk# 029763	9/21/2018	OLSEN S PIGGLY WIGGLY		
G 100-212000	ACCOUNTS PAYABLE	\$27.86	35653	PD - SUPPLIES
Total OLSEN S PIGGLY WIGGLY		\$27.86		
<hr/>				
Paid Chk# 029764	9/21/2018	OWEN S OFFICE SUPPLIES		
G 100-212000	ACCOUNTS PAYABLE	\$62.00	27434	CLERKS - OFFICE SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$18.62	27449	PD - OFFICE SUPPLIES
Total OWEN S OFFICE SUPPLIES		\$80.62		
<hr/>				
Paid Chk# 029765	9/21/2018	OZAUKEE ACE HARDWARE		
G 100-212000	ACCOUNTS PAYABLE	\$81.74	156667	COMPLEX - HARDWARE SUPPLIES
Total OZAUKEE ACE HARDWARE		\$81.74		
<hr/>				
Paid Chk# 029766	9/21/2018	OZAUKEE COUNTY CLERK OF COURTS		
G 100-212000	ACCOUNTS PAYABLE	\$500.00	BOND	BOND - CARLOS MAHECHA BUSTOS
Total OZAUKEE COUNTY CLERK OF COURTS		\$500.00		
<hr/>				
Paid Chk# 029767	9/21/2018	OZAUKEE COUNTY DISTRICT ATTY		

CITY OF CEDARBURG

10/01/18 3:23 PM

Page 4

***Check Detail Register©**

SEPTEMBER 2018

			Check Amt	Invoice	Comment
G 100-212000	ACCOUNTS PAYABLE		\$2,000.00	REIMBURSE	PD - CASE FILE REVIEW BY DR. JENTZEN
Total	OZAUKEE COUNTY DISTRICT ATTY		\$2,000.00		
Paid Chk#	029768	9/21/2018	PACE ANALYTICAL SERVICES, INC.		
G 601-212000	ACCOUNTS PAYABLE		\$21.00	1840056255	CWRC - LAB SERVICES
Total	PACE ANALYTICAL SERVICES, INC.		\$21.00		
Paid Chk#	029769	9/21/2018	PIONEER MANUFACTURING CO.		
G 100-212000	ACCOUNTS PAYABLE		\$485.00	INV691784	PARKS - WHITE PAINT
Total	PIONEER MANUFACTURING CO.		\$485.00		
Paid Chk#	029770	9/21/2018	PITNEY BOWES INC		
G 100-212000	ACCOUNTS PAYABLE		\$112.51	3306949461	CLERKS - REPAIR & MAINT.
Total	PITNEY BOWES INC		\$112.51		
Paid Chk#	029771	9/21/2018	RIVER RUN COMPUTERS		
G 100-212000	ACCOUNTS PAYABLE		\$1,311.00	80518	PD - SUPPORT AGREEMENT
Total	RIVER RUN COMPUTERS		\$1,311.00		
Paid Chk#	029772	9/21/2018	STREICHER S POLICE EQUIPMENT		
G 100-212000	ACCOUNTS PAYABLE		\$116.99	I1330850	PD - COVRT M4 PACK
G 100-212000	ACCOUNTS PAYABLE		\$263.00	I1331062	PD - CANISTER FILTER
Total	STREICHER S POLICE EQUIPMENT		\$379.99		
Paid Chk#	029773	9/21/2018	SYMBIONT		
G 601-212000	ACCOUNTS PAYABLE		\$1,275.00	47744	CWRC - PO#CWRC804
Total	SYMBIONT		\$1,275.00		
Paid Chk#	029774	9/21/2018	THOMPSON, LES HARRISON CT		
G 100-212000	ACCOUNTS PAYABLE		\$400.00	CKREQ	SRCTR - INSTRUCTOR
Total	THOMPSON, LES HARRISON CT		\$400.00		
Paid Chk#	029775	9/21/2018	TIME WARNER CABLE-PO BOX 4639		
G 100-212000	ACCOUNTS PAYABLE		\$1,026.50	702696601091	CH - INTERNET
G 100-212000	ACCOUNTS PAYABLE		\$83.09	707260101090	EM - INTERNET
G 240-212000	ACCOUNTS PAYABLE		\$159.99	709737801090	POOL - INTERNET
Total	TIME WARNER CABLE-PO BOX 4639		\$1,269.58		
Paid Chk#	029776	9/21/2018	TRANS UNION LLC		
G 100-212000	ACCOUNTS PAYABLE		\$25.00	08807623	PD - BASIC SERVICE
Total	TRANS UNION LLC		\$25.00		
Paid Chk#	029777	9/21/2018	UNEMPLOYMENT INSURANCE		
G 700-212000	ACCOUNTS PAYABLE		\$371.12	000009150499	RM - AUG UNEMP. INSURANCE
Total	UNEMPLOYMENT INSURANCE		\$371.12		
Paid Chk#	029778	9/21/2018	UNIFIRST CORPORATION		
G 601-212000	ACCOUNTS PAYABLE		\$48.35	1138606	CWRC - EQUIPMENT
Total	UNIFIRST CORPORATION		\$48.35		

CITY OF CEDARBURG

10/01/18 3:23 PM

Page 5

***Check Detail Register©**

SEPTEMBER 2018

Check Amt Invoice Comment

Paid Chk# 029779	9/21/2018	VALU RITE CORPORATION			
G 100-212000	ACCOUNTS PAYABLE		\$1,125.00	CONTRACT	ASSESSOR - PER CONTRACT
	Total VALU RITE CORPORATION		\$1,125.00		
Paid Chk# 029780	9/21/2018	VINCO INC			
G 400-212000	ACCOUNTS PAYABLE		\$21,200.00	PAY REQ #3	MONOPOLE CONST.
	Total VINCO INC		\$21,200.00		
Paid Chk# 029781	9/21/2018	WASTE MANAGEMENT			
G 240-212000	ACCOUNTS PAYABLE		\$115.40	6246895-2275-	POOL - REPAIR AND MAINTENANCE
	Total WASTE MANAGEMENT		\$115.40		
Paid Chk# 029782	9/21/2018	WI DEPT. OF TRANSPORTATION			
G 100-212000	ACCOUNTS PAYABLE		\$40.00	2018-303082	PD - BADGER TRACS CONFERENCE
	Total WI DEPT. OF TRANSPORTATION		\$40.00		
Paid Chk# 029784	9/22/2018	OZAUKEE COUNTY CLERK OF COURTS			
G 100-212000	ACCOUNTS PAYABLE		\$150.00	BOND	BOND - SYDNEY T. SCHLEIFER
	Total OZAUKEE COUNTY CLERK OF COURTS		\$150.00		
Paid Chk# 029785	9/21/2018	JW MARRIOTT INDIANAPOLIS			
G 100-212000	ACCOUNTS PAYABLE		\$328.04	CKREQ	REC- CONFERENCE HOTEL
	Total JW MARRIOTT INDIANAPOLIS		\$328.04		
Paid Chk# 029786	9/28/2018	ADP, LLC.			
G 100-212000	ACCOUNTS PAYABLE		\$449.40	521665923	TREAS - PAYROLL PROCESSING
G 100-212000	ACCOUNTS PAYABLE		\$787.65	521666014	TREAS - PAYROLL PROCESSING
	Total ADP, LLC.		\$1,237.05		
Paid Chk# 029787	9/28/2018	ADVANCED DISPOSAL			
G 100-212000	ACCOUNTS PAYABLE		\$339.92	E10001285549	DPW - ROLL OFF
G 100-212000	ACCOUNTS PAYABLE		\$431.88	GW000000350	DPW - MSW
	Total ADVANCED DISPOSAL		\$771.80		
Paid Chk# 029788	9/28/2018	AIRGAS			
G 100-212000	ACCOUNTS PAYABLE		\$54.25	9955681056	DPW - RENTAL EQUIP.
	Total AIRGAS		\$54.25		
Paid Chk# 029789	9/28/2018	ASCE			
G 100-212000	ACCOUNTS PAYABLE		\$270.00	MEMBERSHIP ENG - ANNUAL MEMBERSHIP	
	Total ASCE		\$270.00		
Paid Chk# 029790	9/28/2018	AT&T			
G 260-212000	ACCOUNTS PAYABLE		\$138.63	262375760309	LIBR - PHONE
G 601-212000	ACCOUNTS PAYABLE		\$51.22	262375760309	CWRC - PHONE
G 100-212000	ACCOUNTS PAYABLE		\$49.43	262375760309	CH - PHONE
G 100-212000	ACCOUNTS PAYABLE		\$38.78	262375760309	FD - PHONE
G 100-212000	ACCOUNTS PAYABLE		\$36.22	262375760309	DPW - PHONE
G 100-212000	ACCOUNTS PAYABLE		\$62.25	262375762462	PD - PHONE

CITY OF CEDARBURG

10/01/18 3:23 PM

Page 6

***Check Detail Register©**

SEPTEMBER 2018

		Check Amt	Invoice	Comment
Total AT&T		\$376.53		
Paid Chk# 029791	9/28/2018	AT&T LONG DISTANCE		
G 100-212000	ACCOUNTS PAYABLE	\$4.31	836841746	LIBR - LONG DISTANCE
G 260-212000	ACCOUNTS PAYABLE	\$48.81	836841746	LIBR - LONG DISTANCE
G 100-212000	ACCOUNTS PAYABLE	\$72.65	836841746	LIBR - LONG DISTANCE
Total AT&T LONG DISTANCE		\$125.77		
Paid Chk# 029792	9/28/2018	BAKER & TAYLOR AUDIOBOOK PRE		
G 260-212000	ACCOUNTS PAYABLE	\$34.02	2033931546	LIBR - CMD
G 260-212000	ACCOUNTS PAYABLE	\$189.39	2033957645	LIBR - CMD
Total BAKER & TAYLOR AUDIOBOOK PRE		\$223.41		
Paid Chk# 029793	9/28/2018	BAKER & TAYLOR AV PRE PROCESS		
G 260-212000	ACCOUNTS PAYABLE	\$267.15	H04661580	LIBR - VIDMASS
G 260-212000	ACCOUNTS PAYABLE	\$19.37	H04819790	LIBR - VIDMASS
G 260-212000	ACCOUNTS PAYABLE	\$114.74	H05226710	LIBR - VIDMASS
Total BAKER & TAYLOR AV PRE PROCESS		\$401.26		
Paid Chk# 029794	9/28/2018	BAKER & TAYLOR BOOKS		
G 260-212000	ACCOUNTS PAYABLE	\$393.98	2033974234	LIBR - BOOKS
G 260-212000	ACCOUNTS PAYABLE	\$9.00	2033974234	LIBR - BOOKS
Total BAKER & TAYLOR BOOKS		\$402.98		
Paid Chk# 029795	9/28/2018	BEYER S HARDWARE STORE		
G 100-212000	ACCOUNTS PAYABLE	\$15.43	142625	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$37.77	142701	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$37.77	142710	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$1.88	142722	EM - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$17.39	142738	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$136.67	142789	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$85.48	142790	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$4.94	142791	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$38.70	142811	COMPLEX - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$22.90	142816	DPW - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$33.24	142871	PD - SUPPLIES
Total BEYER S HARDWARE STORE		\$432.17		
Paid Chk# 029796	9/28/2018	BLUETARP CREDIT SERVICES		
G 100-212000	ACCOUNTS PAYABLE	\$532.98	41066603	DPW - TOOLS/SUPPLIES
Total BLUETARP CREDIT SERVICES		\$532.98		
Paid Chk# 029797	9/28/2018	BOEHLKE BOTTLED GAS CORP.		
G 221-212000	ACCOUNTS PAYABLE	\$847.04	014518	DPW - FUEL INVENTORY
G 221-212000	ACCOUNTS PAYABLE	\$755.11	U0016558	DPW - MOTOR OIL
Total BOEHLKE BOTTLED GAS CORP.		\$1,602.15		
Paid Chk# 029798	9/28/2018	BURKE TRUCK & EQUIPMENT CO.		
G 100-212000	ACCOUNTS PAYABLE	\$1,618.47	23595	DPW - STORM REPAIR/MAINT.

CITY OF CEDARBURG

10/01/18 3:23 PM

Page 7

***Check Detail Register©**

SEPTEMBER 2018

		Check Amt	Invoice	Comment
Total BURKE TRUCK & EQUIPMENT CO.		\$1,618.47		
Paid Chk# 029799	9/28/2018 BUSINESS CARD			
G 100-212000	ACCOUNTS PAYABLE	\$680.26	0883	PD -
G 100-212000	ACCOUNTS PAYABLE	\$34.55	1690	FOREST - USPS
G 601-212000	ACCOUNTS PAYABLE	\$360.00	1764	CWRC - TRAINING CONFERENCE
G 601-212000	ACCOUNTS PAYABLE	\$367.00	1764	CWRC - LIFT STATION MAINT.
G 601-212000	ACCOUNTS PAYABLE	\$35.00	1764	CWRC - TRAINING CONFERENCE
G 601-212000	ACCOUNTS PAYABLE	\$499.80	1764	CWRC - COMPUTER LICENSE
G 100-212000	ACCOUNTS PAYABLE	\$250.00	3367	ENG - APWA FALL CONFERENCE REGISTRATION
G 100-212000	ACCOUNTS PAYABLE	\$250.00	3367	ENG - APWA FALL CONFERENCE REGISTRATION
G 100-212000	ACCOUNTS PAYABLE	\$339.29	3367	BI - BLDG PERMIT SEALS
G 100-212000	ACCOUNTS PAYABLE	\$758.98	3367	SR CTR - OLIVE GARDEN
G 100-212000	ACCOUNTS PAYABLE	\$73.89	5957	PD - HOME DEPOT
G 100-212000	ACCOUNTS PAYABLE	\$89.91	5957	PD - HOME DEPOT
G 100-212000	ACCOUNTS PAYABLE	\$25.00	6193	STARBUCKS - JOEL B.
G 100-212000	ACCOUNTS PAYABLE	\$98.21	6193	DPW - AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$74.07	6193	FD - ROMANOS
G 100-212000	ACCOUNTS PAYABLE	\$95.37	6206	PD - AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$15.99	6206	PD - STAMPS.COM
G 260-212000	ACCOUNTS PAYABLE	\$256.62	7141	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE	\$109.90	7141	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE	\$274.64	7141	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE	\$68.84	7141	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE	\$7.25	7141	LIBR - USPS
G 260-212000	ACCOUNTS PAYABLE	\$44.35	7141	LIBR - DIGITAL EDGE OF WI
G 260-212000	ACCOUNTS PAYABLE	\$144.00	7141	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE	(\$118.90)	7141	LIBR - AMAZON RETURN
G 260-212000	ACCOUNTS PAYABLE	\$78.70	7141	LIBR - THE LIBRARY STORE
G 260-212000	ACCOUNTS PAYABLE	\$9.49	7141	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE	\$134.29	7141	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE	(\$26.09)	7141	LIBR - AMAZON RETURN
G 260-212000	ACCOUNTS PAYABLE	\$32.71	7141	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE	\$0.99	7141	LIBR - APPLE
G 260-212000	ACCOUNTS PAYABLE	\$25.46	7141	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE	\$17.96	7141	LIBR - AMAZON
G 260-212000	ACCOUNTS PAYABLE	\$159.98	7141	LIBR - LEARNING RESOURCES
G 260-212000	ACCOUNTS PAYABLE	\$58.55	7141	LIBR - USPS
G 260-212000	ACCOUNTS PAYABLE	\$45.55	7141	LIBR - AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$950.00	9962	PD - IACP
G 100-212000	ACCOUNTS PAYABLE	\$91.00	9962	PD - KALAHARI
G 100-212000	ACCOUNTS PAYABLE	\$91.00	9962	PD - KALAHARI
G 100-212000	ACCOUNTS PAYABLE	\$12.81	9962	PD - USPS
G 100-212000	ACCOUNTS PAYABLE	\$367.94	9962	PD - CITGO/CAR WASH
G 100-212000	ACCOUNTS PAYABLE	\$30.62	9962	PD - APPLE
Total BUSINESS CARD		\$6,914.98		

Paid Chk# 029800 9/28/2018 CINTAS CORPORATION

CITY OF CEDARBURG

10/01/18 3:23 PM

Page 8

***Check Detail Register©**

SEPTEMBER 2018

		Check Amt	Invoice	Comment
G 100-212000	ACCOUNTS PAYABLE	\$141.39	181476423	DPW - UNIFORMS
G 100-212000	ACCOUNTS PAYABLE	\$141.39	184173466	DPW - UNIFORMS
G 260-212000	ACCOUNTS PAYABLE	\$36.56	184174540	LIBR - MAINT. SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$141.39	184174943	DPW - UNIFORMS
Total CINTAS CORPORATION		\$460.73		
Paid Chk# 029801 9/28/2018 COMPLETE OFFICE OF WISCONSIN				
G 100-212000	ACCOUNTS PAYABLE	\$368.59	914087	PD - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$363.32	914128	CLERK - COPY PAPER
Total COMPLETE OFFICE OF WISCONSIN		\$731.91		
Paid Chk# 029802 9/28/2018 LETTERS & SIGNS				
G 100-212000	ACCOUNTS PAYABLE	\$150.00	3580	PARKS - SIGNS
Total LETTERS & SIGNS		\$150.00		
Paid Chk# 029803 9/28/2018 MEQUON VACUUM CENTER				
G 100-212000	ACCOUNTS PAYABLE	\$23.85	33909	DPW - BAGS/BELT
Total MEQUON VACUUM CENTER		\$23.85		
Paid Chk# 029804 9/28/2018 MILLER-BRADFORD AND RISBERG				
G 100-212000	ACCOUNTS PAYABLE	(\$147.00)	P11327	DPW - PARTS
G 100-212000	ACCOUNTS PAYABLE	\$861.88	P11751	DPW - PARTS
G 100-212000	ACCOUNTS PAYABLE	\$1,104.83	P11807	DPW - PARTS
Total MILLER-BRADFORD AND RISBERG		\$1,819.71		
Paid Chk# 029805 9/28/2018 MOEGENBURG WINDOW CLEAN-CHUCK				
G 100-212000	ACCOUNTS PAYABLE	\$110.00	20180921003	COMPLEX - WINDOW CLEANING
II MOEGENBURG WINDOW CLEAN-CHUCK		\$110.00		
Paid Chk# 029806 9/28/2018 MONARCH LIBRARY SYSTEM				
G 260-212000	ACCOUNTS PAYABLE	\$430.00	414307	LIBR - SCANNER
Total MONARCH LIBRARY SYSTEM		\$430.00		
Paid Chk# 029807 9/28/2018 NAPA AUTO PARTS				
G 100-212000	ACCOUNTS PAYABLE	\$27.92	5269-966685	DPW - AUTO SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	(\$31.14)	5269-967164	DPW - AUTO SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$4.60	5269-967166	DPW - AUTO SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$39.00	5269-967421	DPW - AUTO SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$56.54	5269-967472	DPW - AUTO SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$11.77	5269-968336	DPW - AUTO SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$136.88	5269-968342	DPW - AUTO SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	(\$3.71)	5269-968355	DPW - AUTO SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$3.71	5269-968356	DPW - AUTO SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$258.17	5269-968438	DPW - AUTO SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$4.12	5269-968460	DPW - AUTO SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	(\$3.71)	5269-968483	DPW - AUTO SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$118.36	5269-968676	DPW - AUTO SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	(\$64.20)	5269-969073	DPW - AUTO SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$16.22	5269-969075	DPW - AUTO SUPPLIES

CITY OF CEDARBURG

10/01/18 3:23 PM

Page 9

***Check Detail Register©**

SEPTEMBER 2018

		Check Amt	Invoice	Comment
Total NAPA AUTO PARTS		\$574.53		
Paid Chk# 029808	9/28/2018	NEWMAN CHEVROLET		
G 100-212000	ACCOUNTS PAYABLE	\$80.00	160023	DPW - PLATE
Total NEWMAN CHEVROLET		\$80.00		
Paid Chk# 029809	9/28/2018	NORTH WOODS		
G 100-212000	ACCOUNTS PAYABLE	\$613.57	205766	DPW - MAINTENANCE
Total NORTH WOODS		\$613.57		
Paid Chk# 029810	9/28/2018	OFFICE DEPOT		
G 100-212000	ACCOUNTS PAYABLE	\$64.39	202991343001	PD - WIRELESS DESKTOP
Total OFFICE DEPOT		\$64.39		
Paid Chk# 029811	9/28/2018	ONTECH SYSTEMS, INC		
G 100-212000	ACCOUNTS PAYABLE	\$81.00	36948	TECH - SETUP NEW USER
Total ONTECH SYSTEMS, INC		\$81.00		
Paid Chk# 029812	9/28/2018	OZAUKEE COUNTY REGISTER OF		
G 100-212000	ACCOUNTS PAYABLE	\$30.00	RECORDING	CLERK - CSM N49W5177 PORTLAND
Total OZAUKEE COUNTY REGISTER OF		\$30.00		
Paid Chk# 029813	9/28/2018	PARKER, SHARON		
G 100-212000	ACCOUNTS PAYABLE	\$60.00	REFUND	SR CTR - CANCELLED TOUR
Total PARKER, SHARON		\$60.00		
Paid Chk# 029814	9/28/2018	PAYNE & DOLAN, INC.PO BOX 781		
G 100-212000	ACCOUNTS PAYABLE	\$532.45	1573311	DPW - ASPHALT
Total PAYNE & DOLAN, INC.PO BOX 781		\$532.45		
Paid Chk# 029815	9/28/2018	POMP S SERVICES INC.		
G 100-212000	ACCOUNTS PAYABLE	\$259.62	430069247	DPW - TIRES
Total POMP S SERVICES INC.		\$259.62		
Paid Chk# 029816	9/28/2018	QUALITY STATE OIL CO.,INC.		
G 100-212000	ACCOUNTS PAYABLE	\$196.14	2705103	DPW - FUEL
Total QUALITY STATE OIL CO.,INC.		\$196.14		
Paid Chk# 029817	9/28/2018	R&B SUPPLY CO.INC.		
G 100-212000	ACCOUNTS PAYABLE	\$495.60	70549	DPW - SUPPLIES
Total R&B SUPPLY CO.INC.		\$495.60		
Paid Chk# 029818	9/28/2018	ROAD EQUIPMENT		
G 100-212000	ACCOUNTS PAYABLE	\$63.51	883142	DPW - PARTS
Total ROAD EQUIPMENT		\$63.51		
Paid Chk# 029819	9/28/2018	ROLAND MACHINERY EXCHANGE		
G 100-212000	ACCOUNTS PAYABLE	\$69.26	4700113	DPW - MACHINE PARTS
Total ROLAND MACHINERY EXCHANGE		\$69.26		

CITY OF CEDARBURG

10/01/18 3:23 PM

Page 10

***Check Detail Register©**

SEPTEMBER 2018

			Check Amt	Invoice	Comment
Paid Chk# 029820	9/28/2018	SHEFFIELD, MARY			
G 100-212000	ACCOUNTS PAYABLE		\$2,252.50	SEPT SERVIC PLAN - ECON DVMT	
	Total SHEFFIELD, MARY		\$2,252.50		
Paid Chk# 029821	9/28/2018	SHERWIN INDUSTRIES, INC.			
G 100-212000	ACCOUNTS PAYABLE		\$66.95	SC041181	DPW - HOT MIX
	Total SHERWIN INDUSTRIES, INC.		\$66.95		
Paid Chk# 029822	9/28/2018	SHORT ELLIOTT HENDRICKSON INC			
G 400-212000	ACCOUNTS PAYABLE		\$652.57	356506	MONOPOLE CONST. ENGR.
G 400-212000	ACCOUNTS PAYABLE		\$950.00	356576	MONOPOLE CONST. ENGR.
	Total SHORT ELLIOTT HENDRICKSON INC		\$1,602.57		
Paid Chk# 029823	9/28/2018	SITEONE LANDSCAPE SUPPLY			
G 100-212000	ACCOUNTS PAYABLE		\$33.00	86751078-001	DPW - REPIAR PARTS
	Total SITEONE LANDSCAPE SUPPLY		\$33.00		
Paid Chk# 029824	9/28/2018	TAPCO			
G 100-212000	ACCOUNTS PAYABLE		\$1,128.00	1613278	DPW - BARRICADES
	Total TAPCO		\$1,128.00		
Paid Chk# 029825	9/28/2018	TEAM SNAP			
G 220-212000	ACCOUNTS PAYABLE		\$518.96	Q021959	REC - POMS SUBSCRIPTION
	Total TEAM SNAP		\$518.96		
Paid Chk# 029826	9/28/2018	THIERFELDER, BETH			
G 220-212000	ACCOUNTS PAYABLE		\$16.89	REIMBURSE	REC - CIVIC BAND
	Total THIERFELDER, BETH		\$16.89		
Paid Chk# 029827	9/28/2018	TIME WARNER CABLE-PO BOX 4639			
G 100-212000	ACCOUNTS PAYABLE		\$167.26	707258201091	DPW - INTERNET
G 100-212000	ACCOUNTS PAYABLE		\$167.26	707258501091	DPW - INTERNET
G 100-212000	ACCOUNTS PAYABLE		\$434.00	709864401091	PD - INTERNET
	Total TIME WARNER CABLE-PO BOX 4639		\$768.52		
Paid Chk# 029828	9/28/2018	TRUCK COUNTRY OF WISC			
G 100-212000	ACCOUNTS PAYABLE		\$26.09	X207016421:0	DPW - ANTENNA
	Total TRUCK COUNTRY OF WISC		\$26.09		
Paid Chk# 029829	9/28/2018	U.S. CELLULAR			
G 100-212000	ACCOUNTS PAYABLE		\$16.10	0268391637	PARKS - TELECOM
G 100-212000	ACCOUNTS PAYABLE		\$16.10	0268391937	ENG - TELECOM
G 601-212000	ACCOUNTS PAYABLE		\$41.60	0268391937	CWRC - TELECOM
G 100-212000	ACCOUNTS PAYABLE		\$26.10	0268391937	EM - TELECOM
G 100-212000	ACCOUNTS PAYABLE		\$16.10	0268391937	EM - TELECOM
G 100-212000	ACCOUNTS PAYABLE		\$16.10	0268391937	PARKS - TELECOM
G 601-212000	ACCOUNTS PAYABLE		\$18.37	0268391937	CWRC - TELECOM
G 100-212000	ACCOUNTS PAYABLE		\$16.10	0268391937	PARKS - TELECOM
G 100-212000	ACCOUNTS PAYABLE		\$16.10	0268391937	PARKS - TELECOM

CITY OF CEDARBURG

10/01/18 3:23 PM

Page 11

***Check Detail Register©**

SEPTEMBER 2018

		Check Amt	Invoice	Comment
G 601-212000	ACCOUNTS PAYABLE	\$41.60	0268391937	CWRC - TELECOM
G 601-212000	ACCOUNTS PAYABLE	\$1.10	0268391937	CWRC - TELECOM
G 100-212000	ACCOUNTS PAYABLE	\$46.60	0268391937	BI - TELECOM
G 601-212000	ACCOUNTS PAYABLE	\$16.10	0268391937	CWRC - TELECOM
G 100-212000	ACCOUNTS PAYABLE	\$26.10	0268391937	EM - TELECOM
G 100-212000	ACCOUNTS PAYABLE	\$43.31	0268391937	PARKS - TELECOM
G 100-212000	ACCOUNTS PAYABLE	\$0.50	0268391937	EM - TELECOM
G 100-212000	ACCOUNTS PAYABLE	\$16.10	0268391937	DPW - TELECOM
G 100-212000	ACCOUNTS PAYABLE	\$67.55	0268391937	ENG - TELECOM
G 100-212000	ACCOUNTS PAYABLE	\$41.60	0268391937	DPW - TELECOM
G 100-212000	ACCOUNTS PAYABLE	\$9.82	0268391937	CH - TELECOM
G 100-212000	ACCOUNTS PAYABLE	\$8.46	0268391937	ENG - TELECOM
G 100-212000	ACCOUNTS PAYABLE	\$2.02	0268391937	SR CTR - TELECOM
G 601-212000	ACCOUNTS PAYABLE	\$20.50	0268391937	CWRC - TELECOM
Total U.S. CELLULAR		\$524.03		
Paid Chk# 029830 9/28/2018 UNIFIRST CORPORATION				
G 100-212000	ACCOUNTS PAYABLE	\$48.20	0961033748	DPW - SUPPLIES
G 601-212000	ACCOUNTS PAYABLE	\$48.35	0961034784	CWRC - SAFETY EQUIP
G 100-212000	ACCOUNTS PAYABLE	\$48.20	0961034788	DPW - SUPPLIES
Total UNIFIRST CORPORATION		\$144.75		
Paid Chk# 029831 9/28/2018 WASTE MANAGEMENT OF WI-MN				
G 100-212000	ACCOUNTS PAYABLE	\$1,725.39	0054577-2286-	DPW - SWEEPING
Total WASTE MANAGEMENT OF WI-MN		\$1,725.39		
Paid Chk# 029832 9/28/2018 WE ENERGIES				
G 700-212000	ACCOUNTS PAYABLE	\$295.49	100001873	CLAIMS - 2018
Total WE ENERGIES		\$295.49		
Paid Chk# 029833 9/28/2018 WISCONSIN COACH LINES				
G 100-212000	ACCOUNTS PAYABLE	\$695.00	22807	SR CTR - FORT ATKINSON
Total WISCONSIN COACH LINES		\$695.00		
Paid Chk# 029834 9/28/2018 WISCONSIN HUMANE SOCIETY				
G 100-212000	ACCOUNTS PAYABLE	\$30.00	1218	PD - AUGUST
Total WISCONSIN HUMANE SOCIETY		\$30.00		
Paid Chk# 029835 9/28/2018 WISCONSIN LIBRARY ASSOCIATION				
G 260-212000	ACCOUNTS PAYABLE	\$150.00	4374	LIBR - WLA MEMBERSHIP
Total WISCONSIN LIBRARY ASSOCIATION		\$150.00		
Paid Chk# 029836 9/28/2018 ZARNOTH BRUSH WORKS INC				
G 100-212000	ACCOUNTS PAYABLE	\$547.10	0171759-IN	DPW - SWEEPING SUPPLIES
Total ZARNOTH BRUSH WORKS INC		\$547.10		
Paid Chk# 029837 9/28/2018 ZIPS TRUCK EQUIPMENT				
G 400-212000	ACCOUNTS PAYABLE	\$1,322.99	594999	DPW - LIGHTS

CITY OF CEDARBURG

10/01/18 3:23 PM

Page 12

***Check Detail Register©**

SEPTEMBER 2018

			Check Amt	Invoice	Comment
Total ZIPS TRUCK EQUIPMENT			\$1,322.99		
Paid Chk#	029838	9/28/2018	ZUERN BUILDING PRODUCTS		
G 100-212000	ACCOUNTS PAYABLE		\$13.34	108355	DPW - WOOD LATH
Total ZUERN BUILDING PRODUCTS			\$13.34		
Paid Chk#	029839	9/28/2018	DAVE SEEGER TRUCK SERVICE LLC		
G 100-212000	ACCOUNTS PAYABLE		\$350.00	08272018	DPW - MOWER REPAIR
Total DAVE SEEGER TRUCK SERVICE LLC			\$350.00		
Paid Chk#	029840	9/28/2018	DREAM DUFFEL		
G 220-212000	ACCOUNTS PAYABLE		\$331.50	CK REQUEST	REC - POMS BAGS
Total DREAM DUFFEL			\$331.50		
Paid Chk#	029841	9/28/2018	EGELHOFF LAWNMOWER SERVICE		
G 100-212000	ACCOUNTS PAYABLE		\$47.20	245209	DPW - COMPACTOR REPAIR
Total EGELHOFF LAWNMOWER SERVICE			\$47.20		
Paid Chk#	029842	9/28/2018	FACTORY MOTOR PARTS CO.		
G 100-212000	ACCOUNTS PAYABLE		\$81.17	45-548167	DPW - HEATING/AIR PARTS
G 100-212000	ACCOUNTS PAYABLE		\$41.54	45-555563	DPW - VEHICLE #72
Total FACTORY MOTOR PARTS CO.			\$122.71		
Paid Chk#	029843	9/28/2018	FASTENAL COMPANY		
G 100-212000	ACCOUNTS PAYABLE		\$163.87	WISAU102876	DPW - SUPPLIES
Total FASTENAL COMPANY			\$163.87		
Paid Chk#	029844	9/28/2018	FITTING, RYAN		
G 100-212000	ACCOUNTS PAYABLE		\$35.00	REIMBURSE	PD - REIMBURSE PET TESTING
E 100-522120-330	TRAVEL & TRAINING		(\$35.00)	REIMBURSE	PD - REIMBURSE PET TESTING
Total FITTING, RYAN			\$0.00		
Paid Chk#	029845	9/28/2018	FIVE CORNERS DODGE		
G 100-212000	ACCOUNTS PAYABLE		\$260.00	43621	PD - CAR #4
G 100-212000	ACCOUNTS PAYABLE		\$71.01	44738	PD - CAR #8
G 100-212000	ACCOUNTS PAYABLE		\$180.49	44750	PD - CAR #1
Total FIVE CORNERS DODGE			\$511.50		
Paid Chk#	029846	9/28/2018	GLOBAL EQUIPMENT COMPANY, INC		
G 400-212000	ACCOUNTS PAYABLE		\$1,221.37	113234742	PARKS - TRASH CONTAINERS
Total GLOBAL EQUIPMENT COMPANY, INC			\$1,221.37		
Paid Chk#	029847	9/28/2018	GRAINGER		
G 100-212000	ACCOUNTS PAYABLE		\$48.61	9908216824	COMPLEX - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$20.88	9908685523	COMPLEX - SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$211.23	9910452250	COMPLEX - SUPPLIES
Total GRAINGER			\$280.72		
Paid Chk#	029848	9/28/2018	GUETZKE & ASSOCIATES, INC.		

CITY OF CEDARBURG

10/01/18 3:23 PM

Page 13

***Check Detail Register©**

SEPTEMBER 2018

		Check Amt	Invoice	Comment
G 260-212000	ACCOUNTS PAYABLE	\$127.96	8136900-IN	LIBR - MAINTENANCE
G 260-212000	ACCOUNTS PAYABLE	\$288.00	8821308-IN	LIBR - MAINTENANCE
Total GUETZKE & ASSOCIATES, INC.		\$415.96		
<hr/>				
Paid Chk# 029849	9/28/2018	HVA PRODUCTS INC		
G 260-212000	ACCOUNTS PAYABLE	\$975.00	49526	PD - SERVICE CONTRACT
Total HVA PRODUCTS INC		\$975.00		
<hr/>				
Paid Chk# 029850	9/28/2018	JACKSON CONCRETE INC.		
G 100-212000	ACCOUNTS PAYABLE	\$480.00	0091887	DPW - CONCRETE MIX
Total JACKSON CONCRETE INC.		\$480.00		
<hr/>				
Paid Chk# 029851	9/28/2018	JANI-KING OF MILWAUKEE/ROYAL F		
G 260-212000	ACCOUNTS PAYABLE	\$897.00	MIL10180390	LIBR - OCT CONTRACT SVCS
G 100-212000	ACCOUNTS PAYABLE	\$368.00	MIL10180548	DPW - OCT CONTRACT SVCS
Total JANI-KING OF MILWAUKEE/ROYAL F		\$1,265.00		
<hr/>				
Paid Chk# 029852	9/28/2018	JOHN M. ELLSWORTH CO.,INC.		
G 601-212000	ACCOUNTS PAYABLE	\$80.87	0573389-IN	CWRC - ACCESSORIES
Total JOHN M. ELLSWORTH CO.,INC.		\$80.87		
<hr/>				
Paid Chk# 029853	9/28/2018	LANNON STONE PRODUCTS, INC.		
G 100-212000	ACCOUNTS PAYABLE	\$108.23	1193939	DPW - STORM REPAIR
G 100-212000	ACCOUNTS PAYABLE	\$816.52	1193940	DPW - STORM REPAIR
Total LANNON STONE PRODUCTS, INC.		\$924.75		
<hr/>				
Paid Chk# 029854	9/28/2018	LARK UNIFORM OUTFITTERS INC		
G 100-212000	ACCOUNTS PAYABLE	\$130.90	273763	PD - UNIFORM/EMB.
G 100-212000	ACCOUNTS PAYABLE	\$26.85	274360	PD - UNIFORM/EMB.
Total LARK UNIFORM OUTFITTERS INC		\$157.75		
<hr/>				
111300 PWSB Checking		\$116,500.60		

Fund Summary

111300 PWSB Checking	
100 GENERAL FUND	\$55,298.71
220 RECREATION PROGRAMS FUND	\$2,113.35
221 FUEL SYSTEM - WASH BAY	\$1,602.15
240 SWIMMING POOL FUND	\$275.39
260 LIBRARY FUND	\$8,255.02
400 CAPITAL IMPROVEMENTS FUND	\$45,341.93
601 WATER RECYCLING CENTER	\$2,947.44
700 RISK MANAGEMENT FUND	\$666.61
	<hr/>
	\$116,500.60



City of Cedarburg

City Administrator's Report

October 4, 2018

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— Director Wiza is working with Graef Engineering to repackage the bids for the dam repairs into three different contracts to send out later this fall. The asphalt paving repair project will be completed this month.

The Public Works crew has been working on the final brush pick up, catch basin replacement, forestry cleanup, ditch repair, and street sweeping with two machines.

Fire Department— The concrete work in front of the station and on the retaining wall is completed.

Clerk— The Clerk's office will begin in-person absentee voting on October 15, M-F, for three weeks leading up to the election.

Parks, Recreation & Forestry— The fall recreation programs have started. The Adlai Horn Park restoration is going well.

The Parks and Forestry crew is working on grass cutting, tree removals, tree planting, corrating and seeding Behling Field and the band shell area and soil and seeding work for the Fire Department retaining wall. The Parks crew is working on grass cutting. Two part-time seasonal people have been hired for grass cutting.

Library— Two part-time circulation employees have been hired and began work this week.

Police— All officers have been participating in County-wide active shooter training (8 hours each) for the last couple of weeks. This training is conducted twice a year.

Wastewater Recycling Center—The Utility has finished one-third of the catch basins and sewer cleaning. One tank is down at the Center and they plan to rebuild the equipment before winter.

Light & Water— The October Light & Water Commission meeting has been changed to Tuesday, October 16 at 6:00 p.m. The Utility office staff met with City Administrator/Treasurer Mertes and Deputy Treasurer/Payroll Officer Livingston to coordinate and review the compensation study before presenting it to the Personnel Committee. Light & Water hosted a Flu Shot Clinic for employees on October 4.

Administrator— The health reimbursement account plan will be presented to the Personnel Committee on Wednesday, October 10.

Superintendent Hackert, Director Pierschalla and I toured the QuadMed health clinic that is offered to County employees as a possibility for adding this benefit for Cedarburg employees.

The Amcast property has been transferred and I am working on the borrowing to be presented at the October 29 Common Council meeting.

I will be attending the annual CVMIC meeting at Blue Harbor Resort in Sheboygan on Friday and Saturday.

Respectfully submitted,

Christy Mertes
City Administrator/Treasurer

2018 PERMIT SUMMARY BY MONTH

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Coops				1									1
Single Family		2	5		4	2	4	4	5				26
Multi-family				1	1			2					4
Assessory Building				1	4	2	3	2	4				16
Addition/Alteration	7	11	22	12	12	15	11	11	15				116
Commerical New Constructio		1		1				2					4
Commercial Additions/Alterati	1	1		3	3	2	3	6	1				20
Pools				1				1					2
Razing					2			1					3
Heat/Vent	31	25	19	21	19	30	23	29	19				216
Signs	2	3	2	4	7	3	4						25
Plumbing	30	29	47	30	31	24	37	36	36				300
Electrical	41	30	36	26	35	34	31	32	33				298
Occupancy	5	4	5	4	9	7	9	3	7				53
TOTAL VALUE TO CITY	160,010	16,695,500	2,141,164	18,890,479	2,118,707	1,056,637	2,697,908	8,641,740	2,159,622				52,961,767
INSPECTIONS													
JOE JACOBS			2	2	3	5	1	4	5				22
MICHAEL BAIER	116	199	140	134	150	157	179	161	198				1434
ROGER KISON	4							13					17

Occupant Name	Location Zone
Center - Silver Spring Coin	City of Cedarburg
Evergreen - AIS	City of Cedarburg
Evergreen - Allied Industrial Marketing, Inc.	City of Cedarburg
Evergreen - Babcock Solutions, LLC	City of Cedarburg
Evergreen - Benchmark Trading/Herkert & Associates	City of Cedarburg
Evergreen - Bridge Street Branding	City of Cedarburg
Evergreen - Covered Bridge Insurance Svcs LLC	City of Cedarburg
Evergreen - Easley McCaleb & Associates, Inc.	City of Cedarburg
Evergreen - envPrime, LLC	City of Cedarburg
Evergreen - Fischer Wealth Management - Paul Tews	City of Cedarburg
Evergreen - Glacier Services, LLC	City of Cedarburg
Evergreen - Link-IT-Up, Inc.	City of Cedarburg
Evergreen - Riegel Law, S.C.	City of Cedarburg
Evergreen - Sterling Hasey Company	City of Cedarburg
Evergreen - Stoneridge Office Center	City of Cedarburg
Evergreen - TerraTec Engineering	City of Cedarburg
Evergreen - The Cleaning Authority	City of Cedarburg
Evergreen - The Strobel Group, Inc.	City of Cedarburg
Evergreen - Thrivent Financial - Cedar Creek Associates	City of Cedarburg
Evergreen - Thrivent Financial - Jim Meyer	City of Cedarburg
Evergreen - Vacant North 114	City of Cedarburg
Evergreen - Vacant North 118	City of Cedarburg
Evergreen - Vacant South 100	City of Cedarburg
Evergreen - Vacant South 103	City of Cedarburg
Evergreen - Vacant South 105	City of Cedarburg
Evergreen - Vacant South 109	City of Cedarburg
Evergreen - Weeden & Associates	City of Cedarburg
Evergreen - Wells Fargo Advisors Financial Network	City of Cedarburg
Evergreen - World Bridge Partners	City of Cedarburg
Wash Ave - Java House	City of Cedarburg
Center - Historic Interurban Depot	City of Cedarburg
Columbia - Hefner's Custard	City of Cedarburg
Columbia - Levy & Levy Attorney	City of Cedarburg
Columbia - Paloma Product Marketing	City of Cedarburg
Columbia - WI Title & Abstract	City of Cedarburg
Wash Ave - Festivals	City of Cedarburg

