

**CITY OF CEDARBURG
MEETING OF COMMON COUNCIL
OCTOBER 30, 2017 – 7:00 P.M.**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on Monday, October 30, 2017 at 7:00 p.m. at City Hall, W63 N645 Washington Avenue, Cedarburg, WI, in the Council Chambers.

AGENDA

1. CALL TO ORDER - Mayor Kip Kinzel
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL: Present – Common Council – Mayor Kip Kinzel, Council Members John Czarnecki, Jack Arnett, Dick Dieffenbach, Rick Verhaalen, Mitch Regenfuss, Patricia Thome, Mike O’Keefe
5. STATEMENT OF PUBLIC NOTICE
6. APPROVAL OF MINUTES* - October 9, 2017
7. COMMENTS AND SUGGESTIONS FROM CITIZENS** Comments from citizens on a listed agenda item will be taken when the item is addressed by the Council. At this time individuals can speak on any topic not on the agenda for up to 5 minutes, time extensions at the discretion of the Mayor. No action can be taken on items not listed except as a possible referral to committees, individuals or a future Council agenda item.
8. PUBLIC HEARING
 - * A. Public Hearing – Presentation of the proposed 2018 City Budget; discussion and direction thereon
 - Health Insurance Options
9. UNFINISHED BUSINESS
 - * A. Consider Ordinance No. 2017-21 amending Sec. 10-1-27(a) of the Municipal Code to prohibit parking on Center Street adjacent to the Interurban Trail crossing; and action thereon (Public Works and Sewerage Comm. 09/14/17 and 10/12/17)
10. NEW BUSINESS
 - * A. Consideration of “Resolution No. 2017-17 Approving the Project Plan and Establishing the Boundaries for and the Creation of Tax Incremental District No. 4, City of Cedarburg, Wisconsin”; and action thereon

- * B. Consider Ordinance No. 2017-22 amending Sec. 10-1-28 of the Municipal Code to establish four hour parking on the west side of Hanover Avenue beginning 18 feet south of the Public Library driveway and continuing south to the intersection with Center Street, and to establish four hour parking on the east side of Hanover Avenue from the north right-of-way line of Center Street to a point 175 feet to the north, and excepting the existing Code references to two hour parking on these segments; and action thereon (Public Works & Sewerage Comm.,10/12/17)
- * C. Consider award of contract for preconstruction pruning of City street trees; and action thereon
- * D. Discuss infrastructure requirements and timing of future Highway 60 Business Park Development; and action thereon
- * E. Consider funding for Cedalights LED Holiday Lights program; and action thereon
- * F. Consider Resolution No. 2017-18 designating Light & Water checking and savings accounts for ensuing year; and action thereon
- * G. Consider payment of bills for the period 10/05/17 through 10/20/17, transfers for the period 10/06/17 through 10/27/17, and payroll for the period 09/24/17 through 10/07/17; and action thereon
- *** H. Consider License Applications; and action thereon
 - 1. Consider approval of new Operators License applications for the period ending June 30, 2018 for Taylor M. Miller, Thomas J. Moes, Stacey L. Wedereit, Miranda J. White; and action thereon
 - 2. Consider approval of renewal Operators License applications for the period ending June 30, 2018 for Shaw H. Ruppel; and action thereon
 - 3. Consider approval of Horse and Carriage license to Jody Schulz of Kettle Moraine Carriages, Inc., N612 Forest View Road, Kewaskum, WI; and action thereon

11. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- * A. Administrator's Report

12. COMMUNICATIONS

- ** A. Comments and suggestions from citizens
- B. Comments and announcements by Council Members
- C. Mayor's Report
 - 1. Proclamation – Change Your Clock, Change Your Battery, November 5

13. ADJOURNMENT – CLOSED SESSION

It is anticipated the Common Council will adjourn to closed session pursuant to State Statutes 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session, more specifically, to consider a Developer's Agreement with HSI Properties regarding the St. Francis Borgia site at N44 W6035 – N43 W6005 Hamilton Road. Approval of October 9, 2017 closed session minutes.

14. RECONVENE TO OPEN SESSION

15. ADJOURNMENT

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

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

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

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

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

10/26/17 ckm

**CITY OF CEDARBURG
COMMON COUNCIL
October 9, 2017**

**CC20161010-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, October 9, 2017, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. Mayor Kinzel called the meeting to order at 7:01 p.m.

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

Also Present - City Administrator/Treasurer Christy Mertes, City Attorney Michael Herbrand, Director of Engineering and Public Works Tom Wiza, City Clerk Constance McHugh, Police Chief Tom Frank, Fire Chief Jeff Vahsholtz, Superintendent of Public Works Joel Bublitz, Parks, Recreation & Forestry Director Mikko Hilvo, Assessor Cathy Timm, Commercial Assessor Perry Nell, Senior Center Director Carol LaFontaine, Superintendent of Parks and Forestry Kevin Westphal, Wastewater Superintendent Eric Hackert, Mechanic and Assistant Fire Chief Bill Hintz, Deputy City Clerk Amy Kletzien, Library Director Linda Pierschalla, Library Board Members Sue Karlman, Debra Goeks, Dewayna Cherrington and Sherry Bublitz, interested citizens and news media

STATEMENT OF PUBLIC NOTICE

At Mayor Kinzel’s request, Deputy City Clerk Kletzien 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 Czarnecki, to approve the minutes of the September 25, 2017 meeting as presented. Motion carried without a negative vote.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

UNFINISHED BUSINESS

CONSIDER BIDS RECEIVED FOR THE WESTERN ROAD COMMUNICATIONS MONOPOLE CONSTRUCTION; AND ACTION THEREON

Director Wiza stated that six bids were received, with the low bid coming from Vinco, Inc. in the amount of \$291,160. In regard to the decision to move ahead at this time with the project, Director Wiza stated that they have easements to acquire from WE Energies and a gas relocation order that needs to be done which involves fairly long lead times. If the City plans on moving ahead with the project it should be done now.

In answer to Council Member Arnett's question, Director Wiza stated that the City has time (60 days) on the bids; however, the gas service location and access easement cannot be started until the contract is awarded.

Dale Romsos of SEH explained that from the time they supply the contractor with a bid, they will have a two week period to get a stamped drawing from the vendor. Once a PO is provided to the vendor it will be six to eight weeks before the steel will be manufactured and delivered. This will push the project to the end of the year or early 2018.

Council Member Arnett expressed concern for not having a letter of intent or meaningful discussions about the lease rates and number of tenants on the tower.

City Attorney Herbrand stated he has had verbal contact with four of five tenants. He described the communications at this stage as very preliminary. Nothing hard or concrete has been done.

Dale Romsos said there is always a slight concern when you do not have anything concrete; however, there are positive tenants in Cedarburg, they are having problems updating their equipment and what they can provide for technology is limited in the current situation. They want to be here or they would have defaulted on their lease to find a new place to improve their technology. Cell companies are 18 months reactive. They do not look at anything as an asset or viable problem unless it is 18 months out. Letters were sent out two months ago. This process is in the early stages. Over 12 months ago, conversations were initiated with all of tenants and they all proactively engaged and provided a wish list.

In answer to Council Member Arnett's question, Dale Romsos confirmed that all five companies did respond to those conversations. SEH is comfortable that they have participated in the process and he is not concerned. It is a viable spot and they have done a lot of work for the cell companies.

In answer to Council Member Arnett's questions, City Attorney Herbrand stated that the current leases end at various times, with AT&T being the first one next year.

Council Member O'Keefe asked if there was any expediency to get the project going before winter. Dale Romsos thought it was important to secure the site and it will be a construction site until grass is planted. It would be favorable to have straw or winter guard down on the landscaping this winter. Nothing has changed, there is still six weeks lead time required to get the materials. The hurricanes have not had an impact on the production of monopoles, to date.

Council Member Thome asked when the monopole would be ready if the project is approved this evening. Dale Romsos thought it could be completed by late December. In regard to the companies moving over to the monopole, that language will be in the leases. Two large carriers have been rejected for doing upgrades by the City 18 months ago, so they are looking at an old technology system on the water tower and he is sure they will be ready, once the lease is negotiated, to get on the monopole to provide new technology.

In answer to Council Member Arnett's question, Dale Romsos stated that out of his five previous similar projects, there was only one lease signed before they began building the tower. It is not uncommon to not have signed leases at this point.

Mayor Kinzel felt that the companies want to be in this location.

Dale Romsos stated that SEH has done their 18 months of research and a feasibility study. Everything that the cell companies need to legally move onto the pole is in place for them.

In answer to Council Member Arnett's question, Dale Romsos stated that he has not seen or heard of any conditional use permits in the area to give reason to believe that there is interest elsewhere. The City of Cedarburg is 24 months ahead of any new potential site.

In answer to Council Member Dieffenbach's question, City Administrator/Treasurer Mertes stated that she has borrowing in the budget to pay for the monopole. It could be a bond issue or a State Trust Fund loan depending on what else the City is borrowing for.

Council Member Dieffenbach would prefer getting a down payment from the six users and hopes that will be part of the discussion.

City Attorney Herbrand stated that it is unlikely to occur in the next two months.

Motion made by Council Member Thome, seconded by Council Member Czarnecki, to award the Western Road communications monopole construction to Vinco based on their low bid of \$291,160. Motion carried without a negative vote.

NEW BUSINESS

CONSIDER PROPOSED 2018 BUDGET; DEPARTMENT PRESENTATIONS, DISCUSSION, AND DIRECTION THEREON

City Administrator/Treasurer Mertes stated that the current proposed budget does not meet the request of the Common Council for a 0% tax rate increase. The proposed 2018 budget includes a 2% overall wage increase and an estimated increase of 10% in health insurance premiums.

City Administrator/Treasurer Mertes stated that she normally does not do include the use of impact fees; however, this year she is including the use of police and library impact fees from this year's new construction of \$69,000.

City Administrator/Treasurer Mertes included the use of fund balance of \$172,100 for the following. If the Council decides not to do any of the projects/purchases as shown, it will not reduce the tax rate, it will only reduce the amount of the fund balance being used as listed.

- \$6,200 – bathroom partitions for Zeunert & All Children's Playgrounds
- \$4,400 – new doors and locks for All Children's Playground
- \$11,500 – transfer to swimming pool for sand area shower and large strainers assembly
- \$100,000 – transfer to Capital Improvements for Fire Department pavement improvements
- \$10,000 – Police Department handguns
- \$15,000 – branding
- Senior Van – \$25,000 using fund balance because the auditors requested that she change the accounting for donations and rider fees from Trust and Agency to General Fund

The proposed budget includes a borrowing of \$1,387,500 for the following:

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

Some of the unknown items to-date is:

- Assessment ratio
- Transportation aids (received today)
- Health insurance premiums
- Manufacturing assessed value
- Expenditure restraint percentage of increase allowed to qualify for revenue in 2019

City Administrator/Treasurer Mertes highlighted a list of items not included in the budget but requested:

- \$15,000 for Economic Development Board (branding is their 2018 allocation)
- \$16,000 for stump removal
- \$6,150 additional parks seasonal employee
- Moved Emergency Management vehicle request in Capital back another year (\$50,000 to 2019 from 2017)
- Removed \$250,000 Emergency Management building renovation from 2020
- \$90,000 for cameras on Washington Avenue (Will try to include a smaller scale version for \$4,000)
- \$120,000 funding for baseball fields at sports complex

The proposed tax rate for 2018 is \$7.64/\$1,000 of assessed value. This equates to a \$50 increase for a home valued at \$276,000.

The total tax levy is increasing \$516,549

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

The largest Departments with the most changes are presenting this evening; however, all of the Department Heads are in attendance for any questions. There will be three more meetings to discuss the budget.

Fire Department

Fire Chief Vahsholtz stated that Departments were asked to provide a 0% increase; however, after carefully reviewing the budget he is requesting a 2.33% increase for the Fire Department. Their biggest expense is the addition of a full-time and part-time position. Fire Chief Vahsholtz reduced funds from each account to help offset these costs resulting in the 2.33% increase. The Department was able to cut most accounts because their equipment (breathing apparatus, turn-out gear) is new and will not require costly repairs. Truck repairs should be lessened because of the addition of a new truck (which has needed repairs but it was under warranty). He did not add any paid on-call staff. The Membership Committee is working on a huge drive to garner new members by letting new members of the community know that the Department runs on a volunteer basis and could use

their help. Fire Chief Vahsholtz has been able to go on many ambulance calls during the day to lessen that burden. Almost all of the surrounding communities, except one, have no type of paid on-call staff during the day. They are trying hard to keep the spirit of volunteerism alive.

Capital Improvements include removing and replacing the pavement around the Fire Department building (\$100,000) and the flag pole and planter area removal and replacement (\$40,000).

In answer to Council Member Arnett's question regarding the cost of possible on-call staff in the future, Fire Chief Vahsholtz explained that he surveyed the Fire Departments in Ozaukee County to match the comparables close to Cedarburg. The Grafton and Mequon Fire Department budgets are over \$1 million. It would not be easy to manage a 12 month rolling schedule, if they had paid on-call emergency personnel.

Fire Chief Vahsholtz stated that City Administrator/Treasurer Mertes takes care of all of the fixed expenses (gas, electric, insurance, etc.) in their budget.

Assistant Fire Chief Hintz stated that the Department made a drastic cut on the communication budget, due to the new radio system expected in the next two years. Future budgets will show increases as the equipment ages.

Fire Chief Vahsholtz stated that Maxwell Street Days has been very successful and the Corporation is saving money to pay for the next piece of equipment to give back to the City. This has been very helpful to the City.

Council Member Arnett stated that the \$285,000 budget is an amazing job.

Police Department

Police Chief Frank highlighted the following budget information:

Patrol and Investigations

- \$10,000 increase to replace handguns and holsters

Police Dept. – Capital Improvement

- Replace three squad cars equipped with propane
 - Saved \$4,000 to-date using propane
- \$40,000 for a future upgrade to the 911 System

Emergency Management - Capital Improvement

- Replace the fifth siren

In answer to Council Member Dieffenbach's question, Police Chief Frank explained that all land line 911 calls from the City and Town of Cedarburg go directly to the Cedarburg station, all the cell phone 911 calls throughout the County go to the Sheriff's Department. In order to have the Cedarburg 911 cell phone calls go directly to the City of Cedarburg, the County would need to agree to the change and they are unwilling to do this.

Council Member Dieffenbach asked if it would not benefit everyone to have all the 911 calls go to the County.

Police Chief Frank stated that they are always evaluating this option. If the Department does move to a combined dispatch at the Sheriff's Department, the City would lose services. It can be done and there could be a cost savings; however, that decision would need to be made. Police Chief Frank stated that the Departments are involved in dispatching discussions. Council Member Dieffenbach stated that he would be in favor of a consolidated centralized system, as opposed to duplicating the expenditures for the 911 service.

In answer to Council Member Dieffenbach's question regarding the reimbursement for crossing guards, Chief Frank explained that the reimbursement comes from the School District. The cost is split between the City and the School District.

Council Member Czarnecki asked if there would be a problem with lag time if the Sheriff's Department took all of the 911 calls. Chief Frank stated that seconds would be involved with the cell phone calls because a dispatcher is answering a call twice.

Sewerage/Water Recycling Center

Superintendent Hackert highlighted the following information:

Utility Fund

- Increase in per 1,000 gallon rate of .08, as calculated from the sewer rate model
- Small increases in personnel salaries
- Increase from Light and Water billing

Capital Improvement Budget

- Replace 2001 utility truck with crane
- Replace 2007 Prius with pickup truck
- Roof repairs
- Replace digester blower
- Highland Street Lift Station

In answer to Council Member O'Keefe's question regarding phosphorous compliance, Superintendent Hackert explained that they received a permit in April and they have formally contested it with the DNR. The DNR agreed with portions of the contested permit and they want to table it for a year, hoping that the regulations become clearer. He understands that it has not been sent to the EPA to-date; therefore, it is unknown when the limits will be in effect.

In answer to Council Member Arnett's question, Superintendent Hackert stated that the City does not have as many septic haulers as they have in the past. There has been a considerable drop since the weight limits were imposed on Green Bay Road by the Town of Cedarburg. The City has dropped another 20% from last year and he expects the drop to continue. There are only two companies out of seven that have continued coming to Cedarburg. The City went from revenues of \$120,000 to \$45,000 this year.

In answer to Council Member Verhaalen's question, Superintendent Hackert explained that the only route for the trucks to take is through downtown or a meandering route on McKinley Boulevard to Johnson Street to Hamilton Road, which involves a very difficult turn onto Hamilton Road. Most companies have been hauling to Grafton and Jackson for convenience.

Council Member Arnett confirmed with Superintendent Hackert that the weight restriction on Green Bay Road has cost the City approximately \$80,000 per year.

In answer to Council Member Dieffenbach's question regarding the land purchase on Pioneer Road for future development, Superintendent Hackert explained that the current lease expires in 2021. The City is able to use it if needed; however, there are no expenses in the 2018 budget for that property.

Engineering

Director Wiza highlighted the following information:

- 2018 Objectives include reconstructing 10 streets, repairs to dams and reconstructing the Highland Lift Station

Public Works & Engineering

- Budget variances include a \$4,500 increase for GIS mapping to maintain the current system and a \$200 increase to training and travel to address State mandated continuing education requirements for P.E. certification

Public Works

Superintendent Bublitz highlighted the following information:

- Electric service increased by \$4,000 and water service decreased by \$4,000
- Travel and training increased by \$1,000 and Signs, Supplies and Parts decreased by \$1,000
- Garage/Maintenance Supplies increased by \$5,000 and Gas and Oil expense decreased by \$5,000 due to fuel pricing
- Revenues – Public Works Department fees increased by 285% due to \$65,000 received for recycling center cards in 2017

In answer to Council Member Dieffenbach's question, Director Wiza explained that the City is letting different entities know that fuel is available at the Public Works garage. There are some challenges in opening the car wash to other municipalities and may not be viable. Council Member Dieffenbach stated that the City has an excellent Public Works facility and it should be shared. Superintendent Boerner stated that the City shares equipment that is not part of a joint purchase agreement with Grafton, Port Washington, Mequon and the Town of Cedarburg. There is no money changing hands but each community is benefiting.

Council Member Dieffenbach questioned the increase in electric costs. Director Wiza stated that there are many OSHA regulations involved that require a certain number of air exchangers, there is also additional lighting and security cameras, along with larger and more equipment that all result in the additional cost.

Health & Sanitation

- Researching paint collection and battery collection at the yard waste site
- The Waste Management fee for refuse and recycling collection increased 2%.

Capital Improvement Budget

Director Wiza distributed a map of the roads that are scheduled for replacement in the next seven years. He meets with Light & Water, Superintendent Bublitz, and Superintendent Hackert each

year to decide on a plan that will work. 2018 and 2019 is weighted toward street pavements with a small amount of utility work. The later years of the program are subject to change.

In answer to Council Member Verhaalen's question, Director Wiza stated that the preconstruction pruning has not been broken out of the projects. His thought is to hire an outside vendor to do the pruning and have public works pick up the branches at the curb when they are finished. This will be more efficient than having a contractor do the chipping.

In answer to Council Member Arnett's question in regard to borrowing \$800,000 for street repairs, City Administrator/Treasurer Mertes explained that the City used to levy for what was needed and the last few years the fund balance was depleted. Director Wiza stated that the upcoming years are big years for streets.

In answer to Council Member O'Keefe's question, Director Wiza stated that the City is catching up on street repairs. He said that there a number of streets in bad condition that do not fit into his seven year plan at this time.

City Administrator/Treasurer Mertes explained that she asked the last few years if she could add money to those funds and it was denied.

Director Wiza explained that the streets in Parkview Meadows III will be in next year's project and this was built in the 1970's, he is hopeful that the streets will have a decent underlying base which will save the City some money. Last year he saved money by having the contractor take the asphalt off the street, haul it up to the Kohlwey property to crush it, and bring it back to the site.

In answer to Council Member Arnett's question, Director Wiza stated that the Light & Water Utility GIS system is different than the City's.

Equipment Replacement

- 5-yard dump truck with plow, wing and salter which replaces a 2002 truck
- Mini excavator and trailer

In answer to Council Member Thome's question, Superintendent Bublitz stated that there are many uses for a mini excavator including catch basins, street repairs, and maintaining waterways. This piece of equipment will free up the backhoe for other projects in forestry or sidewalk repairs.

Library

Library Director Pierschalla highlighted the following budget information:

- The program description changed this year, due to a merger making up the Monarch Library System. 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 one million items among all the member libraries.
- The local appropriation per capita is \$61.50 in 2016 and 2017 (approximately the cost of two hard cover books)
- The Cedarburg Library is a member of a shared system; however, they are not a very good member because we borrow more than we lend. The CPL does not have enough in their collection to satisfy the demand of the community.

- They receive additional funds through grants and donations for enhancements; however, nothing is received to help pay for a replacement water heater or new computers. They are going into the fourth year of the building and have no reserves to replace mechanical equipment. Money was used from the book budget to pay for the water heater.
- Operating increases are related to utilities.
- The book budget is low according to State standards. The CPL should be at \$117,000 for materials and they are at \$80,000.
- There has been a slight increase to the membership in the shared system service even though they merged with two other counties, it did not decrease the costs but they are getting a lot more value in terms of the collection and resources. The return on this investment is much larger than it would be if they stayed a two County system.
- Ideally, Director Pierschalla would like the City to be funding the personnel costs so they would only have operational costs to balance; however, the \$15,000 they will be receiving will help offset the personnel costs of \$27,000.

City Administrator/Treasurer Mertes stated that it was her intention to cover the personnel costs and she will have to review that again.

In answer to Council Member Czarnecki's question, City Administrator/Treasurer Mertes stated that the Debt Service for the Library is \$562,225.

In answer to Council Member Arnett's question, Director Pierschalla explained that a net borrower is when more items are borrowed from other libraries versus what is lent out. He asked if the City was a net lender in attendance. Director Pierschalla stated that is hard to determine. The usage of the building is up overall. He thought maybe a survey could be done to let the other members of the County know that the City is a lender in terms of visitors.

Council Member Arnett figured if the City had a joint library agreement with the Town of Cedarburg, it would result in a zero difference in payment for the Town but would result in Cedarburg receiving approximately \$100,000 more. He asked if it should be a priority of the Library Board to talk to the Town of Cedarburg to strike a deal in that regard. Director Pierschalla questioned if the Library Board goes through all the work, would the City reduce the amount allocated to the Library because the Town is helping. If the reason behind this is to provide more funding to the Library, it may provide more motivation to try. One thing in the Library's favor is the increase in the payment structure from the County, which will eventually reach 100%. If the Town would pay today what they were giving to the City, it may be less than what the percentage will be down the road. Council Member Arnett encouraged the Library Board to explore this option.

Council Member Dieffenbach said that the Friends of the Library is an amazing organization. In answer to Council Member Dieffenbach's question, Director Pierschalla stated that they have approximately 200 members. The members have an annual book sale and a membership drive to enable the Library to offer additional programs and services.

Parks, Recreation and Forestry

Director Hilvo touched on three main topics before reviewing the budget.

1. Adlai Horn Park restoration – Mercury Marine will be funding the restoration and the major items in the park (ball diamond, shelter facility/restrooms and concessions, tennis courts,

walking paths and trees at a value of approximately \$1 million.) The only item not being funded is the installation of fresh water utilities (\$20,000 in the Capital Improvement Fund). An Eagle Scout will be working on the fishing piers. Remaining items will be a Gazebo and a kayak launch. The Lions Club rebuilt the bridge connecting Adlai Horn Park and Cedar Creek Park.

2. Forestry operations – a report was provided with various options to catch up in the next several years. A few unfunded items include \$16,000 for stump and tree removal and \$6,150 for part-time summer help. He also wants to hire part-time staff in the early spring and fall for grass cutting to allow the forestry operations to continue uninterrupted in the amount of \$12,300. Ideally the Department would like to hire a fourth employee in addition to the current staff.
3. Sports Complex – The Town Administrator approached Director Hilvo to offer some land in their complex to develop two fields for \$120,000. He mentioned all the shared services that the City has lost and questioned how he can ask the Council for fields without having a shared program. The Library has lost \$100,000, the Water Recycling Center has lost \$80,000, and the pool has lost money. The offer of the Town to pay \$10,000 for resident rates is still being offered. He also talked to the Town about not competing for programs and they were willing to consider not competing with the City's fall and spring soccer programs. Ultimately the Town formed a fall soccer program to compete. Director Hilvo offered to have the City run the soccer program and the Town could run the T-ball program next year and they will consider the offer.

Parks, Recreation & Forestry – General Fund

- The proposed budget has an overall increase of 0.21%

Recreation – Special Revenue

- This budget has increased by \$100,000 over the last four years with the income and expenses balancing. The fund balance in this account by next year will be \$73,000. Some fund balance will be used to pay School District fees; however, the \$25,000 use will decrease as programs are moved into the City
- The Poms program is the largest program to-date with \$50,000 in revenues

Community Pool Fund

- \$8,000 for a pool strainer basket assembly and a foot wash station near the sand play area for \$3,000 are improvements for 2018
- He may be able to ask the Friends of Parks and Recreation to help fund some items
- The City's contribution to the pool has increased by 6%, possibly in part to a drop in revenues
- Expenses and the pool budget is decreasing by 5.86%

Director Hilvo mentioned that the national average per capita for Parks, Recreation & Forestry operations is \$75/person. The City of Cedarburg is spending \$74/person.

Council Member Dieffenbach asked for clarification on the tree and stump arrearage. Director Hilvo stated that they have been asking for funding to catch up since 2009. There is \$26,000 in this year's budget that is unfunded.

In answer to Council Member Thome's question, Director Hilvo stated that the number of Town residents using the pool has dropped in 2017. If the Town of Cedarburg were to pay \$10,000 towards the pool it would be beneficial to the program.

In answer to Council Member Thome's question, Director Hilvo explained that the request for a fourth employee would be for a full-time arborist. He further explained that if the City would hire another arborist and they were able to hire additional help in the spring and fall for grass cutting, they would designate two people to work only on trees. In the winter months, if they could receive help from Public Works along with contracted preconstruction pruning, they could begin to catch up with the forestry operations. Director Hilvo reminded the Council that the City is a Tree City. The trees per capita are large and the City has always valued its trees. They have tried several other avenues without getting ahead and adding employees at this point makes sense.

Council Member Dieffenbach questioned the 35% increase in property insurance. City Administrator/Treasurer Mertes stated that the premium has not increased that much but how she allocated it has changed. The designated amount is based on the value of the property and she will review this again.

In answer to Council Member O'Keefe's question, Director Hilvo said that it would cost the City approximately \$60,000 to add an additional arborist. If the work were contracted out, it would cost \$96,000 to \$180,000, depending on how it is done.

Council Member Verhaalen stated that the City should look at a dedicated crew for forestry work.

Mayor Kinzel confirmed with Superintendent Westphal that he could work all year on the trees. Superintendent Westphal explained that from April 1 to November 1 the lift trucks are not being used for tree pruning because there is so much work to do in the park system. The Department should be pruning about 1,100 trees per year. If the Department had four employees, they would designate two specifically for true pruning all year and could catch up in three years. After that, the fourth person would help maintain the seven year cycle.

In answer to Council Member O'Keefe's question, Superintendent Westphal stated that a dedicated crew is a minimum of two persons and that is crucial to have two people on a lift truck in case of an accident. Last winter the Public Works crews helped with brush pick up, which allowed them to stay in the air longer. Anytime the lift truck has to come down to chip brush is lost time. If they can maintain the assistance from Public Works, they should be able to catch up. He added that tree removals will need to be done before pruning for safety issues, requiring a three person minimum crew.

Mayor Kinzel asked if it was doable to have a dedicated team of arborists doing tree maintenance year round, adding that it may take some restructuring. He questioned whether this is the only way to catch up and maintain the City trees.

Director Hilvo stated that having a dedicated crew would help but the grass cutting will need to get done. The seasonal help in spring, summer and fall is important to have all the pieces fit together to help with the ball diamond maintenance, grass cutting, ice rink set-up, Santa house set-up, and flower basket watering.

Superintendent Westphal said that if he had a dedicated forestry and landscape crew, he could catch up and possibly do the planting instead of contracting it out.

Mayor Kinzel said this problem may not be solved during this budget but it may be worthwhile to look more seriously at restructuring.

Council Member Arnett realizes the City is going to lose a large number of trees and questioned whether trees could be spaced out more or have additional seasonal people to support the arborists. The City should take a look at the bigger picture because there are a lot of moving pieces with a lot of options and different ways of getting this done.

In answer to Council Member Arnett's question, City Administrator/Treasurer Mertes stated that it is good to start the conversation with the Council and then it can go to the Personnel Committee.

Town Supervisor Salvaggio stated that the Town is going forward with the Sports Complex. He has been talking to different clubs to make provisions for them in building the fields. He clarified that when he spoke to Council Member Verhaalen, he offered the City a sponsorship which did not constitute any ownership or management. Council Member Verhaalen said the City would probably not be interested because they would not want to spend money in the Town. The sponsorship offer is still on the table and he is not sure how it morphed into a partnership. They are moving ahead with the sports complex. The sponsorship offer came from him and not the Town Board and he wanted to clarify this with the Common Council. There will be benefits to participants and the tourism that comes to the area will benefit the City.

Director Hilvo stated that a partnership makes more sense than a sponsorship and he had this conversation with the Town Administrator. Director Hilvo approached the select teams and asked them if the City will put money into a field would they maintain it, and they are interested. He believes this would be a good investment for the City because of the possible economic benefits. He asked the Town, if the City spends this sum of money, to cooperate with the City on the Library or the Water Recycling Center. It would be a generous gesture to work on these partnerships and the entire recreation programming. He reiterated that it would need to be a partnership.

Council Member Thome appreciated Director Hilvo's comments and she hopes there are opportunities to move forward with partnerships.

In answer to Council Member Arnett's question, Town Supervisor Salvaggio explained that a sponsorship is a big part of their program and is a one-time payment, it is nothing beyond that. He said that Director Hilvo can build any narrative he wants but this is him talking in response to a discussion with Council Member Dieffenbach to work together. The Town has been meeting with the select groups. Council Member Arnett confirmed with Town Supervisor Salvaggio that it would only be a one-time payment.

Council Member Verhaalen stated that the Town is asking the City to build a field and then have no ownership. This is not what he understood when they met. Town Supervisor Salvaggio said that it was unfortunate because he talked about a sponsorship and he apologized for the misunderstanding. He said that Director Hilvo was correct that he spoke with the Town Administrator about working together with the T-ball and soccer programs; however, he should not read more into it with the Sports Complex.

Council Member Thome thanked Director Hilvo for providing all the details in his presentation.

City Administrator/Treasurer Mertes said that the Capital Improvement Plan was reviewed in the larger Departments who made their presentations this evening. She said that the Strategic Plan is also included for the Common Council to review.

Council Member Regenfuss asked what the consensus is on getting caught up with the trees. City Administrator/Treasurer Mertes stated that the City will work with the present crew and explore other alternatives to completing the pruning. Council Member Thome said that she would rather not discuss this same situation next year.

Mayor Kinzel said that there will need to be further discussions on whether the City will spend more on additional employees or contracted work. City Administrator/Treasurer Mertes said it could involve a combination of another employee and some reorganization.

Council Member Verhaalen said that it seems the Forestry Department is more efficient if Public Works could help with the clean-up.

Superintendent Bublitz said that the cleanup work is coordinated in the summer with the regular brush pick up but it is harder in the winter.

Council Member Verhaalen said that the only time a dedicated crew would not be able to work is during a snow storm. They need to find a way to get the park maintenance items done instead of pulling the crew away from the trees. He thought this was a personnel and restructuring discussion for the future.

Mayor Kinzel said there has to be a way to get better efficiency rather than moving back and forth to different jobs.

Council Member Verhaalen said that you need arborists to take down dead trees because of the liability.

Council Member Regenfuss asked if some money should be put in the budget to kick start the tree maintenance shortfall.

Mayor Kinzel said this will be discussed further in the budget process.

City Administrator/Treasurer Mertes addressed other small budget items that she is reviewing. She stated that \$12,511 will add \$.01 to the rate. She is tentatively adding \$5,000 for the Riveredge Nature Center program. Director Hilvo has been researching a mobile app for residents to notify the City with any issues or concerns similar to the CARE system that was in place years ago. City Administrator/Treasurer Mertes said there is not \$90,000 available for a camera system; however, Chief Frank is working with the officers to provide a camera on the Community Gym for \$4,000 to start.

In answer to Council Member Verhaalen's question, City Administrator/Treasurer Mertes said that the budget item for park improvements includes the Adlai Horn water service and the Prairie View Park shelter.

In answer to Council Member Dieffenbach's question, City Administrator/Treasurer Mertes stated that the public hearing for the budget is scheduled for October 30 and it will be adopted on November 27. He questioned the resolution of the employee health insurance plan and large premium. Last year the Council discussed looking at the insurance in 2017 and possibly sharing the increase in insurance costs with the employees. City Administrator/Treasurer Mertes stated that it has been discussed at the Employee Health Insurance Committee level with the health insurance consultant. The consultant is working at lowering the insurance premium increase and also possibly offering another plan that would have a zero increase. Last year it was discussed to offer two plans to the employees where the employee would pay the difference for the better plan.

Council Member Verhaalen added that the insurance plan information and rates is not available all year round for discussion.

City Administrator/Treasurer Mertes explained that the premiums are based on the loss history for 2017.

Council Member Dieffenbach questioned an insurance cost sharing plan between the City and the employees going forward. He asked for this to be discussed during this budget process.

Council Member Czarnecki asked if he was thinking that whatever the City paid in premiums last year would be covered in 2018 and the employees would pay the difference or the increase.

Council Member Dieffenbach said it could be split 50/50 or there are a number of different options. If the City is truly interested in holding down their costs this needs to be an avenue of discussion.

City Administrator/Treasurer Mertes said that she does not know what that increase will be yet.

Council Member Verhaalen asked if he was talking about establishing a formula.

Council Member Czarnecki suggested that the City allot the same amount for insurance from last year and then decide later how the increase will be handled.

Council Member Arnett said that the employees need to be notified and time is running out.

Council Member Dieffenbach stated that it could be implemented at any time, possibly mid-year in 2018.

Council Member Verhaalen said that he thought Council Member Dieffenbach is interested in having a formula or plan that the City follows. Last year it was discussed too late and it was not fair to make this change after the employees were told what their health costs would be. If it does not take effect in 2018, the Council should at least develop a plan going forward so the Council will know how to handle insurance financially going into the future.

Council Member Dieffenbach asked City Administrator/Treasurer Mertes to find out what the peer communities are doing. City Administrator/Treasurer Mertes stated that it is difficult to compare plans from other communities. In answer to Council Member Dieffenbach's question, City Administrator/Treasurer Mertes stated that another community may charge their employees a percentage but they are reimbursed or have a \$1,200 deductible; the City's deductible is

\$2,000/\$4,000. Council Member Arnett agreed that the City has a higher deductible compared to zero contributions but it should all be reviewed.

City Administrator/Treasurer Mertes agreed to present how other communities are handling their insurance at the next meeting. There are many questions to be asked and variables to consider.

Council Member Dieffenbach asked for the total FTE's. City Administrator/Treasurer Mertes said that it will be available in the appendix of the final document, but is also available in the current 2017 budget document.

Council Member Czarnecki provided the following comments:

Cedarburg residents get taxed \$722,000 for the Library Budget; the City pays \$562,000, for a grand total of \$1.28 million. It would be helpful, when the Common Council is asking a Department Manager if they would make an effort to recapture \$100,000 to not be so flippant by asking where that money would go.

In regard to Town Supervisor Salvaggio asking for sponsorships for their sports facility, he asked if they should be asked about sponsorships for the Community Pool and Library. Are these not the same issue?

This is his fourth budget process and he is confused as to what the City has to have versus what is really needed. What is non-discretionary and what is discretionary? Where does the money come from to do a better job of tree trimming? He questioned spending \$10,000 for guns and questioned whether they still shoot and can they be used another year? Council Member Czarnecki suggested giving the Departments a one percent increase in their budgets when they ask for four percent and have them figure it out. Every year he is confused why they are asking for things that are not in the budget.

In answer to Council Member O'Keefe's question, Council Member Dieffenbach explained that the Town of Cedarburg is a non-library community so their payment for services goes to the County and it is allocated differently even though they receive most of their service from the City. In order for the City to receive their full payment they would need to be a Joint Library Board again.

City Administrator/Treasurer Mertes said the Town was asked to pay the City the same amount they are paying the County as part of a shared services agreement and they chose to walk away and pay the money to the County.

CONSIDER PAYMENT OF BILLS FOR THE PERIOD 09/21/17 THROUGH 09/29/17, ACH TRANSFERS FOR THE PERIOD 09/20/17 THROUGH 10/05/17, AND PAYROLL FOR THE PERIOD 09/10/17 THROUGH 09/23/17; AND ACTION THEREON

Motion made by Council Member Dieffenbach, seconded by Council Member Arnett, to approve the payment of bills for the period 09/21/17 through 09/29/17, ACH transfers for the period 09/20/17 through 10/05/17, and payroll for the period 09/10/17 through 09/23/17. Motion carried without a negative vote.

CONSIDER LICENSE APPLICATIONS; AND ACTION THEREON

Motion made by Council Member O'Keefe, seconded by Council Member Czarnecki, to approve a new Operators License application for the period ending June 30, 2018 for Sherri A. Scofield. Motion carried without a negative vote.

ADMINISTRATOR'S REPORT

City Administrator/Treasurer Mertes stated that the Library has been cooperating with the parking situation on Hanover Avenue.

City Administrator/Treasurer Mertes asked that any changes to the City employee health insurance program be consistent and include the Light & Water Utility health insurance program also.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

COMMENTS & ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Arnett stated that the Branding Committee will be presenting at the November 13 Common Council meeting. He stated that they are looking for people who want to be involved in the process.

MAYOR'S REPORT – None

ADJOURNMENT – CLOSED SESSION

Motion made by Council Member Thome, seconded by Council Member Dieffenbach, to adjourn to closed session at 9:34 p.m. pursuant to State Statutes 19.85(1)(g) to confer with legal counsel for the Common Council who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which it is or is likely to become involved, more specifically, to discuss the Prochnow Landfill, and 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session, more specifically, to consider a Developer's Agreement with HSI regarding the St. Francis Borgia site. Approval of September 25, 2017 closed session minutes. Motion carried on a roll call vote with Council Members Czarnecki, Arnett, Dieffenbach, Verhaalen, Regenfuss, Thome and O'Keefe voting aye.

RECONVENE TO OPEN SESSION

Motion made by Council Member Dieffenbach, seconded by Council Member Thome, to reconvene to open session at 10:43 p.m. Motion carried on a roll call vote with Council Members Czarnecki, Arnett, Dieffenbach, Verhaalen, Regenfuss, Thome and O'Keefe, voting aye.

**DISCUSSION AND POSSIBLE ACTION ON A PROPOSAL FROM RAMBOLL ENVIRON
FOR ADDITIONAL NR 716 SITE INVESTIGATION ACTIVITIES AT THE FORMER
PROCHNOW LANDFILL**

Motion made by Council Member Thome, seconded by Council Member O'Keefe, to approve the proposal from Ramboll Environ for additional NR716 site investigation activities at the former Prochnow Landfill. Motion carried without a negative vote.

ADJOURNMENT

Motion made by Council Member Thome, seconded by Council Member Arnett, to adjourn the meeting at 10:44 p.m. Motion carried unanimously on a roll call vote.

Amy D. Kletzien, MMC/WCPC
Deputy City Clerk

City of Cedarburg—Tax Levy History

City Tax Levies	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Proposed	% Change 2017/2016
General Fund Levy—Operating	5,568,212	5,626,518	5,803,256	5,869,616	6,173,789	5.2%
Capital Improvement Levy	1,235,000	1,435,000	1,170,000	1,192,000	955,000	-19.9%
Special Revenue Fund Levy—Library	490,000	657,842	707,306	707,306	732,194	3.5%
TIF District - City Portion				62	107	72.6%
Special Revenue Fund Levy—Pool			44,121	65,658	69,652	6.1%
Debt Service Levy	972,917	619,532	705,776	1,284,280	1,502,211	17.0%
Total City Levy	8,266,129	8,338,892	8,430,459	9,118,922	9,432,953	3.4%
Other Taxing Bodies						
Cedarburg Schools—Operating	11,689,535	11,768,557	11,817,277	11,937,297	11,937,297	0.0%
Cedarburg Schools—TIF 3				81		-100.0%
Ozaukee County—Operating	2,243,675	2,227,614	2,211,000	2,262,791	2,262,791	0.0%
Ozaukee County—TIF 3				15		-100.0%
State of Wisconsin	196,308	201,463	204,381	212,892	212,892	0.0%
M.A.T.C.—Operating	2,460,817	1,507,980	1,514,199	1,580,353	1,580,353	0.0%
M.A.T.C.—TIF 3				11		-100.0%
Total Tax Levy (Gross)	24,856,464	24,044,506	24,177,316	25,112,362	25,426,286	1.3%
- State School Credit	(1,838,119)	(1,812,945)	(2,087,023)	(2,103,864)	(2,103,864)	0.0%
Total Tax Levy (Net)	23,018,345	22,231,561	22,090,293	23,008,498	23,322,422	1.4%
Equalized Valuation	1,156,752,200	1,187,131,800	1,204,323,800	1,254,478,000	1,309,132,400	4.4%
City Equalized Tax Rate	7.15	7.02	7.00	7.27	7.21	-0.9%
School District Equalized Tax Rate	10.13	9.94	9.84	9.54	9.12	-4.4%
Total Equalized Tax Rate	19.93	18.77	18.36	18.35	17.84	-2.8%
Assessed Valuation	1,183,410,760	1,196,486,770	1,208,692,140	1,221,899,680	1,248,857,140	2.2%
Assessment Ratio	102.30%	100.91%	100.36%	97.39%	95.40%	
Tax Rates (Per \$1,000 A.V.)						
City of Cedarburg	6.99	6.97	6.97	7.46	7.55	1.2%
Cedarburg School District	9.90	9.86	9.80	9.79	9.58	-2.1%
Ozaukee County	1.90	1.86	1.83	1.85	1.81	-2.2%
State of Wisconsin	0.17	0.17	0.17	0.17	0.17	0.0%
M.A.T.C.	2.08	1.26	1.25	1.29	1.27	-1.6%
Total Tax Rate (Gross)	21.04	20.12	20.02	20.56	20.38	-0.9%
- State School Credit	(1.55)	(1.52)	(1.73)	(1.72)	(1.68)	-2.2%
Total Tax Rate (Net)	19.49	18.60	18.29	18.84	18.70	-0.8%

Mayor & Common Council

513100, 511100

Department and Program Manager: Mayor and Common Council

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

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

Products and Services:

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

Mayor/Common Council Staffing Levels:

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

2017 Significant Accomplishments:

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

2018 Objectives to Be Accomplished:

1. Plan for Hwy 60 business park

Long Term Goals:

1. Promote economic development

Account Detail:

511100—Common Council

313 **Printing:** Costs for budget document

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

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

513100—Mayor

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

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

Budget Variances:

513100—Mayor

225 **Phone:** Reflects actual costs

Common Council, Mayor & City Attorney

511100 Common Council				2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
111 Salaries	16,477	16,800	17,707	16,800	16,800	16,800	0.00%
151 Social Security	1,260	1,243	1,335	1,285	1,285	1,285	0.00%
165 Workers' Comp. Insurance	42	34	38	37	37	35	-5.41%
Total	17,779	18,077	19,080	18,122	18,122	18,120	-0.01%
511100				2016	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
313 Printing	67	0	0	100	0	100	0.00%
320 Publications and Dues	6,220	6,322	6,102	6,350	6,032	6,350	0.00%
330 Training & Travel	315	233	154	225	225	225	0.00%
390 Operating Expenses	463	386	183	375	375	375	0.00%
Total	7,065	6,941	6,439	7,050	6,632	7,050	0.00%
Total Expenditures	24,844	25,018	25,519	25,172	24,754	25,170	-0.01%
513100 Mayor				2016	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
111 Salaries	6,000	6,000	6,231	6,000	6,000	6,000	0.00%
151 Social Security	459	459	477	459	459	459	0.00%
152 Retirement	8	0	0	0	0	0	0.00%
165 Workers' Comp. Insurance	15	12	14	13	13	12	-7.69%
Total	6,482	6,471	6,722	6,472	6,472	6,471	-0.02%
513100				2016	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
225 Telephone	32	67	88	85	100	100	17.65%
313 Printing	6,813	7,103	3,564	0	0	0	0.00%
330 Training & Travel	162	0	553	600	600	600	0.00%
343 Awards, Supplies	0	561	0	600	600	600	0.00%
390 Operating Expenses	250	515	107	250	250	250	0.00%
Total	7,257	8,246	4,312	1,535	1,550	1,550	0.98%
Total Expenditures	13,739	14,717	11,034	8,007	8,022	8,021	0.17%
516100 City Attorney				2016	2017	2018	% Change
Professional Services	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
210 General Services—Retainer	19,200	0	0	0	0	0	0.00%
211 Extraordinary Services	43,541	51,305	102,153	80,000	100,000	80,000	0.00%
Total	62,741	51,305	102,153	80,000	100,000	80,000	0.00%
				2016	2017	2018	% Change
Revenues	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
474110 Sewer Administrative	4,613	4,613	4,613	4,613	4,613	4,613	0.00%
Total	4,613	4,613	4,613	4,613	4,613	4,613	0.00%
				2016	2017	2018	% Change
Net Cost of Program	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
	96,711	86,427	134,093	108,566	128,163	108,578	0.01%

City Administrator

513200, 519200

Department: City Administrator

Program Manager: City Administrator/Treasurer

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

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

Products and Services:

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

City Administrator/Treasurer Staffing Levels:

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

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

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

City Administrator

513200, 519200

Performance Measures:

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

2017 Significant Accomplishments:

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

Long Term Goals:

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

Account Detail:

513200—City Administrator

- 310 **Office Supplies:** File folders, pens, etc.
- 320 **Publications and Dues:** Membership to Milwaukee Area Municipal Employer Association (MAMEA), Wisconsin City/County Management Association (WCMA) and Wisconsin Public Employer Labor Relations Association (WPELRA)
- 330 **Conferences and Travel:** Fuel usage, WCMA conferences and district meetings, University Wisconsin-Green Bay (UWGB) Administrator's Summit and other seminars as needed

519200—Employee Relations

- 161 **EAP/125:** Employee Assistance Program
- 210 **Professional Services:** Driver Notification Program, hearing and drug testing and other risk management activities
- 335 **Leadership Development:** Employee meeting refreshments
- 343 **Awards, Supplies:** Employee years of service recognition

Budget Variances:

513200—City Administrator

- 225 **Telephone:** Decrease to actual
- 330 **Training and Travel:** Increase to reflect actual

519200—Employee Relations

- 125 **Performance Bonuses:** Merit pay increases removed due to budget constraints
- 343 **Awards Supplies:** Increase due to actual awards expected
- 335 **Leadership and Development:** Increase to reflect actual cost for Employee Meetings (providing healthier food options)

Administrator & Employee Relations

513200				2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
111 Salaries	68,323	69,693	71,490	72,641	72,641	74,099	2.01%
135 Sick Payout	844	706	987	986	986	1,006	2.03%
151 Social Security	5,148	5,258	5,416	5,735	5,735	5,852	2.04%
152 Retirement	4,923	4,954	4,945	5,098	5,098	5,125	0.53%
154 Health Insurance	9,673	13,271	13,347	15,491	15,548	16,712	7.88%
155 Life Insurance	33	46	47	38	48	50	31.58%
159 Longevity	1,194	1,244	1,294	1,344	1,344	1,394	3.72%
165 Workers' Comp. Insurance	186	154	176	177	177	169	-4.52%
Total Personnel	90,324	95,326	97,702	101,510	101,577	104,407	2.85%
513200				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
225 Telephone	587	129	88	130	110	110	-15.38%
310 Office Supplies	8	359	46	150	150	150	0.00%
320 Publications & Dues	404	550	357	375	333	375	0.00%
330 Training & Travel	727	68	880	600	600	600	0.00%
Total Operating	1,726	1,106	1,371	1,255	1,193	1,235	-1.59%
Total Administrator	92,050	96,432	99,073	102,765	102,770	105,642	2.80%
519200				2017	2017	2018	% Change
Employee Relations	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
161 EAP Administration	1,759	1,904	1,811	2,100	2,100	2,100	0.00%
210 Professional Services	471	140	1,229	1,000	1,000	1,000	0.00%
335 Leadership & Development	549	344	230	300	550	750	150.00%
343 Awards, Supplies	1,330	2,164	1,479	1,550	2,484	2,000	29.03%
Total Employee Relations	4,109	4,552	4,749	4,950	6,134	5,850	18.18%
Total Expenditures	96,159	100,984	103,822	107,715	108,904	111,492	3.51%
				2017	2017	2018	% Change
Revenues	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
Total	0	0	0	0	0	0	0.00%
				2017	2017	2018	% Change
Net Cost of Program	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
	96,159	100,984	103,822	107,715	108,904	111,492	3.51%

Legal Services

516100, 516200, 516400

Department: City Attorney

Program Manager: Mayor/City Administrator

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

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

Products and Services:

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

Staffing: Contractual

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

2017 Significant Accomplishments:

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

Long Term Objectives:

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

Account Detail:

516100—City Attorney

- | | |
|-----|---|
| 210 | Annual retainer—No longer applied |
| 211 | Prosecution of ordinance violations, legal services, meeting attendance |

City Clerk

514100, 514200

Department and Program Manager: City Clerk

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

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

Products and Services:

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

City Clerk Staffing Levels:

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

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

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

City Clerk

514100, 514200

2017 Significant Accomplishments:

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

2018 Objectives to Be Accomplished:

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

Long-Term Objectives:

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

Account Detail:

- 210 **Professional Services:** License Manager software maintenance, records retention on CD, notary bond, sellers permit
- 225 **Telephone:** Time Warner
- 240 **Repair and Maintenance:** Pitney Bowes postage equipment
- 310 **Office Supplies:** Safe deposit box, CDs, tapes, business cards, name plates, Council photos, miscellaneous office and postage supplies, plaques, directory covers, postage meter tapes, supplies for Mayor's Enhancement Award Program, and printer cartridges, etc.
- 311 **Recording Fees:** Annexations, Certified Survey Maps (CSMs), Conditional Use Grants (CUGs), Land Covenants and Developer Agreements
- 315 **Postage:** Box rental, bulk mail permit, postage
- 320 **Publications and Dues:** IIMC, WMCA, WI Taxpayers Alliance, News Graphic, League manuals
- 330 **Conferences and Seminars:** UWGB advanced education, WMCA District 5 meetings, WMCA conference, WisLine (ETN) sessions, Mid Moraine meetings, mileage
- 335 **Legal Notices:** Publication of public hearing notices, land use amendments, Council minutes, ordinances, certain resolutions, requests for bids, employment ads, alcohol license applications and the cost of publication affidavits
- 380 **Equipment:** Fund for purchase and replacement of necessary office equipment

514200—Elections

- 111 **Salaries:** Election Officials, Chief Inspectors, tabulators, greeter, Special Registration Deputies, Special Voting Deputies
- 112 **Overtime:** Administrative Assistant
- 310 **Supplies:** Food, paper plates, etc., memory card programming, ballot layout and setup, printing of regular and absentee ballots and test decks, maintenance agreements for voting equipment, miscellaneous supplies, e.g., tally slips, ballot marking pens, absentee ballot envelopes, signs, batteries
- 321 **Legal notices:** Publication of election notices

Budget Variances:

514200—Elections

- 111 **Salaries:** Increase due to four elections in 2018
- 112 **Overtime:** Increase due to four elections in 2018
- 125 **Part Time Salaries:** Increase due to four elections in 2018
- 310 **Election Office Supplies:** Increase due to four elections in 2018 and due to small increase in hourly wage rate for election officials

City Clerk

514100, 514200

Clerk's Office

514100					2017	2017	2018	% CHANGE
Personnel		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
111	Salaries	118,557	120,749	123,600	125,832	125,832	128,357	2.01%
125	Part Time/Temporary	14,293	16,252	17,258	17,535	17,535	18,236	4.00%
135	Sick Payout	515	340	1,526	1,646	1,646	1,650	0.24%
151	Social Security	10,564	10,716	11,061	11,253	11,253	11,509	2.28%
152	Retirement	8,556	9,120	9,685	10,002	10,002	10,080	0.78%
154	Health Insurance	17,963	22,004	31,967	34,768	34,768	36,725	5.63%
155	Life Insurance	56	77	84	84	84	87	3.57%
159	Longevity	1,701	1,827	1,953	2,079	2,079	2,205	6.06%
165	Workers' Comp. Insurance	359	297	342	348	348	331	-4.89%
Total		172,564	181,382	197,476	203,547	203,547	209,180	2.77%

514100					2017	2017	2018	% CHANGE
Operating		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
210	Professional Services	829	703	374	1,000	960	1,000	0.00%
225	Telephone	1,458	458	441	600	600	600	0.00%
240	Repair & Maintenance Services	1,958	1,996	1,350	1,415	1,415	1,415	0.00%
310	Office Supplies & Expenses	3,012	2,665	1,675	3,100	3,000	3,100	0.00%
311	Recording Fees	240	130	170	400	350	400	0.00%
312	Copier Supplies	0	1,393	1,863	2,500	2,000	2,500	0.00%
315	Postage	9,929	7,856	8,163	10,500	9,000	10,500	0.00%
320	Publications & Dues	548	380	178	575	575	575	0.00%
325	Legal Notice Publication	3,027	2,473	3,303	4,500	4,000	4,500	0.00%
330	Training & Travel	665	185	114	1,000	800	1,000	0.00%
380	Office Equipment	0	424	0	900	900	900	0.00%
Total		21,666	18,663	17,631	26,490	23,600	26,490	0.00%
Total Expenditures		194,230	200,045	215,107	230,037	227,147	235,670	2.45%

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

City Clerk

514100, 514200

514200 Elections					2017	2017	2018	% CHANGE
Operating					Budget	Estimated	Proposed	2018/2017
		2014	2015	2016				
310	Supplies	4,375	4,209	5,784	7,106	5,500	9,406	32.37%
321	Legal Notices	179	69	66	200	200	200	0.00%
380	Electronic Voting Equipment	0	3,160	0	0	0	0	0.00%
Total		4,554	7,438	5,850	7,306	5,700	9,606	31.48%
Total Expenditures		25,410	17,532	33,462	21,537	15,785	44,048	104.52%
					2017	2017	2018	% CHANGE
Revenues					Budget	Estimated	Proposed	2018/2017
		2014	2015	2016				
441110	Liquor & Beer Licenses	21,536	21,795	22,123	21,480	21,465	21,480	0.00%
441122	Direct Seller Licenses	645	960	1,705	1,800	1,800	1,800	0.00%
441123	Cigarette Licenses	800	600	400	700	600	600	-14.29%
441124	Operator Licenses	12,400	11,018	14,350	14,000	14,350	14,350	2.50%
441128	Transient Permit Fees	250	250	250	250	250	250	0.00%
461152	License Publication Fees	720	750	765	920	1,040	920	0.00%
443511	Miscellaneous Permit Fees	1,375	1,905	1,950	1,910	1,985	1,910	0.00%
461158	Tax Exemption Report Fees	175	0	175	0	0	175	0.00%
461160	Central Duplicating	206	244	120	175	350	250	42.86%
474110	Sewer Administrative Services	5,637	5,637	5,637	5,637	5,637	5,637	0.00%
Total		43,744	43,159	47,475	46,872	47,477	47,372	1.07%
					2017	2017	2018	% CHANGE
Net Cost of Program					Budget	Estimated	Proposed	2018/2017
		175,896	174,418	201,094	204,702	195,455	232,346	13.50%

City Assessor

515400

Department and Program Manager: City Assessor

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

Products and Services:

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

City Assessor Staffing Levels:

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

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

City Assessor

515400

Performance Measures:

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

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

2017 Significant Accomplishments:

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

2018 Objectives to Be Accomplished:

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

Long-Term Objectives:

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

Account Detail:

515400—City Assessor

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

Budget Variances:

515400—City Assessor

Expenditures

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

Assessor's Office								
515400					2017	2017	2018	% Change
Personnel		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
111	Salaries	68,257	69,677	71,472	72,622	72,622	74,065	1.99%
135	Sick Payout	588	340	760	700	754	750	7.14%
151	Social Security	5,195	5,104	5,179	5,739	5,743	5,858	2.07%
152	Retirement	4,953	4,976	4,966	5,102	5,105	5,131	0.57%
154	Health Insurance	14,760	17,571	18,161	19,609	19,609	21,155	7.88%
155	Life Insurance	53	65	66	66	66	68	3.03%
159	Longevity	1,512	1,575	1,638	1,701	1,701	1,764	3.70%
165	Workers' Comp. Insurance	2,729	2,468	3,450	3,408	3,408	3,414	0.18%
Total		98,047	101,776	105,692	108,947	109,008	112,205	2.99%
515400					2017	2017	2018	% Change
Operating		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
210	Professional Services—Assessments	10,100	13,500	13,500	13,500	13,500	13,500	0.00%
219	Revaluation	0	10,000	10,000	0	0	10,000	0.00%
225	Telephone	729	196	177	200	180	200	0.00%
310	Office Supplies	350	269	268	325	300	300	-7.69%
312	Computer Supplies	3,887	4,333	3,969	4,500	4,250	4,450	-1.11%
320	Publications and Dues	255	255	255	305	305	305	0.00%
323	State of Wisconsin Fees	1,447	1,315	1,505	1,685	1,592	1,685	0.00%
330	Training & Travel	1,163	1,285	886	1,200	1,126	1,200	0.00%
Total		17,931	31,153	30,560	21,715	21,253	31,640	45.71%
Total Expenditures		115,978	132,929	136,252	130,662	130,261	143,845	10.09%
					2017	2017	2018	% Change
Revenues		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
461153	Assessor's Office Fees	4,708	5,510	6,230	5,000	5,000	5,000	0.00%
Total		4,708	5,510	6,230	5,000	5,000	5,000	0.00%
					2016	2017	2018	% Change
Net Cost of Program		2014	2015	Budget	Budget	Estimated	Proposed	2018/2017
		111,270	127,419	130,022	125,662	125,261	138,845	10.49%

City Treasurer

515600, 515900, 514700, 519100

Department: City Treasurer

Program Manager: City Administrator/Treasurer

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

Products and Services:

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

City Treasurer Staffing Levels:

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

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

City Treasurer

515600, 515900, 514700, 519100

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

Performance Measures:

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

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

City Treasurer

515600, 515900, 514700, 519100

2017 Significant Accomplishments:

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

2018 Objectives to Be Accomplished:

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

Long-Term Objectives:

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

Account Detail:

515600—City Treasurer

- 210 **Professional Services:** Payroll provider, insurance consultant and financial advisor annual disclosure reporting
- 225 **Telephone:** Three lines and directory listing
- 310 **Office Supplies:** Payroll forms, accounts payable checks, envelopes, invoices, storage boxes, file folders, bank endorsement stamps and deposit books, tax bill postage, employment law posters
- 320 **Publications and Dues:** MTAW, GFOA, and WGFOA dues, GFOA publications
- 330 **Training and Travel:** Seminars, Treasurer's Institute, MTAW Conference, and CVMIC training mileage
- 380 **Capital Outlay:** Office equipment and furniture
- 390 **Other Expenses:** Bank fees, UPS/Fed Ex, DTC audit confirmation, cat licenses, credit card collection fees, GFOA Awards Program Fee

514700—Information Technology

- 220 **Internet Service**
- 312 **Computer Supplies:** Printer toner and maintenance
- 380 **Capital Outlay:** Desktops, Microsoft Office Licenses, antivirus software, monitors, backup system and licensing

Budget Variances:

514700—Information Technology

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

Treasurer's Office								
515600				2017	2017	2018	% Change	
Personnel		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
111	Salaries	66,919	73,579	80,830	81,343	81,343	83,189	2.27%
121	Part Time Salaries	25,496	29,297		0	0	0	0.00%
135	Sick Payout	670	354	452	474	474	373	-21.31%
151	Social Security	7,224	7,533	5,852	6,384	6,384	6,524	2.19%
152	Retirement	6,887	6,239	5,625	5,674	5,674	5,714	0.70%
154	Health Insurance	12,942	16,631	22,032	25,168	23,898	27,133	7.81%
155	Life Insurance	112	99	81	61	41	84	37.70%
159	Longevity	2,539	1,446	1,537	1,629	1,629	1,720	5.59%
165	Workers' Comp. Insurance	250	207	196	197	197	187	-5.08%
Total Personnel		123,039	135,385	116,605	120,930	119,640	124,924	3.30%
515600				2017	2017	2018	% Change	
Operating		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
210	Professional Services	39,575	43,762	52,368	49,125	50,000	50,000	1.78%
225	Telephone	1,458	325	265	300	300	315	5.00%
310	Office Supplies	6,567	6,121	6,794	4,200	4,200	4,200	0.00%
320	Publications and Dues	415	464	464	500	500	500	0.00%
330	Training & Travel	139	151	170	400	600	400	0.00%
380	Office Equipment	0	0	1,014	100	50	100	0.00%
390	Other Expenses	2,471	4,146	2,289	2,500	2,500	2,500	0.00%
Total		50,625	54,969	63,364	57,125	58,150	58,015	1.56%
Total Expenditures		173,664	190,354	179,969	178,055	177,790	182,939	2.74%
515900				2017	2017	2018	% Change	
Independent Audit		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
210	Professional Services	29,042	33,112	32,400	28,000	33,000	28,000	0.00%
Total		29,042	33,112	32,400	28,000	33,000	28,000	0.00%
514700				2017	2017	2018	% Change	
Technology		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
210	Professional Services	17,620	15,603	9,505	15,000	15,000	33,000	120.00%
220	Internet Service	10,098	13,254	13,365	13,500	13,500	13,500	0.00%
312	Computer Supplies	2,419	88	74	500	100	500	0.00%
380	Equipment Outlay	12,466	5,986	18,820	6,000	7,610	9,500	58.33%
385	Multi Use Equipment	7,151	9,245	7,059	7,000	7,100	7,100	1.43%
Total		49,754	44,176	48,823	42,000	43,310	63,600	51.43%
519100				2017	2017	2018	% Change	
Illegal/Uncollectible Taxes		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
591	Uncollectible Taxes	0	0	0	0	2,113	0	0.00%
Total		0	0	0	0	2,113	0	0.00%

519400					2017	2017	2018	% Change
Insurance		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
510	Property	3,280	3,480	3,648	3,702	3,702	4,222	14.05%
512	General & Auto Liability	4,629	4,390	4,664	4,639	4,555	4,344	-6.36%
520	Surety Bonds	862	531	520	520	605	605	16.35%
Total		8,771	8,401	8,832	8,861	8,862	9,171	3.50%
					2017	2017	2018	% Change
Revenues		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
411800	Interest—Delinquent Property Tax	289	429	605	400	443	300	-25.00%
441126	Dog & Cat License	1,531	695	1,357	1,300	1,300	1,300	0.00%
461151	Treasurer's Office fees	851	1,018	1,338	700	3,548	1,300	85.71%
481100	Interest Income	9,513	14,186	20,662	31,000	45,000	45,000	45.16%
481110	Interest—Spec. Assess.	174	105	154	0	264	0	0.00%
474210	Transfer from Room Tax	3,219	4,038	3,953	3,250	3,000	3,250	0.00%
474230	Transfer from CDBG	980	973	931	1,500	1,500	1,500	0.00%
474510	Transfer from TIF	1,769	0	455	1,000	1,000	1,000	0.00%
487000	Change in Market Value	0	0	(36,989)	0	8,000	5,000	0.00%
Total		18,326	21,444	(7,534)	39,150	64,055	58,650	49.81%
					2017	2017	2018	% Change
Net Cost of Program		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
		242,905	254,599	277,558	217,766	201,020	225,060	3.35%

Insurance

519400

Program Manager: City Treasurer

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

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

Budget Variances:

519400—Insurance

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

Insurance Program Summary					
Account/Fund Budgeted	Property/Auto Insurance	Worker's Comp.*	General Liability	Surety Bond	Total
519400					
General Fund	\$3,713		\$4,339	\$605	\$8,657
Other Depts.					
General Fund	100,372	144,375	33,725		278,472
Sewer	14,780	23,363	4,927		43,070
Cemetery	224	546	103		873
Swimming Pool	1,692	7,539	1,418		10,649
Library	3,518	1,143	4,354		9,015
Recreation Programs		4,298	809		5,107
Total 2018	\$124,298	\$181,265	\$49,674	\$605	\$355,843
Total 2017	\$106,282	\$165,704	\$50,050	\$520	\$322,556

*Net dividend

City Hall Complex

518100

Department: Engineering and Public Works

Program Manager: Building Inspector

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

Products and Services:

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

City Hall Complex Staffing Levels:

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

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

2017 Significant Accomplishments:

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

2018 Objectives to Be Accomplished:

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

Long-Term Objectives:

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

Account Detail:

518100—City Hall Complex

222 **Electric:** Three buildings (interior and exterior)

224 **Natural Gas:** Three buildings

225 **Telephone:** Land-line telephones for three buildings, phone updates, cell phones for maintenance supervisor and complex custodian

226 **Water Service:** Three buildings (interior and exterior)

240 **Repairs and Maintenance:** Monthly elevator inspection, rugs and mats, alarm system, HVAC repair/maintenance, monthly pest inspection, seasonal lawn and tree maintenance, water softener, exterior window cleaning, pull station inspections, Light & Water for bubbler, sprinkler, carpet cleaning, purchase of fire extinguishers (required in 2010)

350 **Operating Expenses:** Hardware/paint, janitorial supplies/paper products

380 **Equipment Outlay:** Telephone replacements and equipment/tool purchases

385 **Capital Outlay:** Phone system, door locks, HVAC purchases, carpeting, lighting for parking lot, painting, window replacements and other major purchases and work performed for complex

Budget Variances:

518100—City Hall Complex

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

City Hall Complex

518100

City Hall Complex

518100					2017	2017	2018	% Change
Personnel		2014	2015	2016	Budget	Estimated	Propsoed	2018/2017
111	Salaries	77,868	80,979	82,495	81,152	96,000	70,814	-12.74%
112	Overtime	3,691	1,542	3,598	2,000	2,000	2,000	0.00%
125	Part Time Salaries	1,735	2,027	1,996	7,330	2,000	2,000	-72.71%
135	Sick Payout	831	988	972	997	285	285	-71.41%
151	Social Security	6,678	6,835	6,881	7,195	7,724	5,797	-19.43%
152	Retirement	6,053	5,942	6,118	5,897	6,730	4,943	-16.18%
154	Health Insurance	14,017	16,394	19,345	21,232	21,232	13,002	-38.76%
155	Life Insurance	112	124	143	107	107	50	-53.27%
159	Longevity	2,307	2,397	2,487	2,577	680	680	-73.61%
165	Workers' Comp. Insurance	3,300	2,972	4,151	4,247	4,247	3,373	-20.58%
Total		116,592	120,200	128,186	132,734	141,005	102,944	-22.44%

518100					2017	2017	2017	% Change
Operating		2014	2015	2016	Budget	Estimated	Propsoed	2018/2017
222	Electric	22,563	20,753	23,578	25,609	25,609	25,609	0.00%
224	Natural Gas	37,028	22,172	21,155	25,000	25,000	25,000	0.00%
225	Telephone	882	1,653	1,971	1,660	2,025	2,025	21.99%
226	Water Service	4,038	3,514	3,350	4,000	4,000	4,000	0.00%
240	Repair & Maintenance Services	28,971	29,537	32,181	30,000	30,000	30,000	0.00%
350	Operating Supplies	20,026	13,978	15,166	15,000	15,000	15,000	0.00%
385	Capital Equipment Outlay	32,969	22,147	5,883	22,000	22,000	22,000	0.00%
Total		146,477	113,754	103,284	123,269	123,634	123,634	0.30%
Total Expenditures		263,069	233,954	231,470	256,003	264,639	226,578	-11.49%

					2017	2017	2017	% Change
Revenues		2014	2015	2016	Budget	Estimated	Propsoed	2018/2017
469000	Public Charges for Services	0	0	318	600	600	600	0.00%
482215	Rent—City Property	14,828	14,111	0	0	0	0	0.00%
Total		14,828	14,111	318	600	600	600	0.00%

					2017	2017	2017	% Change
Net Cost of Program		2014	2015	2016	Budget	Estimated	Propsoed	2018/2017
		248,241	219,843	231,152	255,403	264,039	225,978	-11.52%

Police—Station & Administration

522100, 522110

Department: Police

Program Manager: Chief of Police

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

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

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

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

Products and Services:

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

Police Station and Administration Staffing Levels:

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

Police—Station & Administration

522100, 522110

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

*Due to more accurate reporting from *Intrado*

Performance Measures:

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

2017 Significant Accomplishments:

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

2018 Objectives to Be Accomplished:

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

Long Term Objectives:

1. Advanced leadership training for supervisors

Account Detail:

522100—Police Station

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

522110—Administrative Division

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

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

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

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

Police—Patrol & Investigations

522120, 522130

Department: Police

Program Manager: Chief of Police

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

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

Products and Services:

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

Police Patrol and Investigations Staffing Levels:

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

Police—Patrol & Investigations

522120, 522130

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

2017 Significant Accomplishments:

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

2018 Objectives to Be Accomplished:

1. Train two evidence technicians

Long-Term Objectives:

1. Train new Internet Crimes Against Children Officer

Account Detail:

522120—Patrol Division

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

522130—Detective Division

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

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

Police Department							
522100 Police Station				2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
111 Salaries	18,260	19,098	17,812	19,493	19,493	19,884	2.01%
112 Overtime	0	66	389	400	400	400	0.00%
135 Sick Payout	162	0	203	219	219	190	-13.24%
151 Social Security	1,734	1,642	1,535	1,571	1,571	1,601	1.88%
152 Retirement	1,494	1,363	1,356	1,382	1,382	1,389	0.51%
154 Health Insurance	1,973	1,920	3,348	3,304	3,304	3,554	7.57%
155 Life Insurance	10	0	(1)	18	18	23	27.78%
159 Longevity	353	378	403	428	428	453	5.84%
165 Workers' Comp. Insurance	746	677	964	932	932	932	0.00%
Total	24,732	25,144	26,009	27,747	27,747	28,426	2.45%
522100 Police Station				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
222 Electric	26,923	25,120	26,000	28,591	28,591	28,591	0.00%
224 Natural Gas	16,443	7,864	6,769	12,000	12,000	12,000	0.00%
226 Water Service	895	915	1,068	1,270	1,270	1,270	0.00%
240 Repair & Maintenance Services	16,591	29,751	28,228	22,000	22,000	20,000	-9.09%
340 Maintenance Supplies	2,519	2,794	2,068	4,500	4,500	4,500	0.00%
510 Property/Auto Insurance	2,269	2,077	2,038	2,038	2,038	1,996	-2.06%
Total	65,640	68,521	66,171	70,399	70,399	68,357	-2.90%
Total Expenditures	90,372	93,665	92,180	98,146	98,146	96,783	-1.39%
522110 Administration				2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
111 Salaries	180,967	187,501	193,472	196,304	197,285	201,688	2.74%
112 Overtime	4,878	9,408	2,487	3,950	12,000	4,029	2.00%
122 Office/Dispatchers	339,468	350,337	382,637	391,551	380,551	385,451	-1.56%
134 Holiday	8,960	9,796	8,637	12,716	12,716	12,970	2.00%
135 Sick Payout	5,002	5,016	4,576	4,815	4,815	6,107	26.83%
151 Social Security	41,133	42,822	45,119	47,674	47,523	47,632	-0.09%
152 Retirement	48,938	45,540	46,754	50,293	50,201	51,191	1.79%
154 Health Insurance	92,885	112,504	125,309	134,896	134,896	158,666	17.62%
155 Life Insurance	204	218	226	228	228	221	-3.07%
159 Longevity	12,148	12,715	13,282	13,849	13,849	12,400	-10.46%
165 Workers' Comp. Insurance	9,015	6,573	8,316	7,983	7,983	7,881	-1.28%
Total	743,598	782,430	830,815	864,259	862,047	888,236	2.77%
522110				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
212 Attorney/Consultant—Legal	14,574	15,813	18,449	15,000	15,000	15,000	0.00%
213 Animal Pound	490	790	1,089	1,500	1,500	1,500	0.00%
225 Telephone/Communications	30,449	34,527	29,998	28,000	28,000	29,000	3.57%
240 Repair & Maintenance Services	43,976	47,438	73,757	42,000	42,000	42,000	0.00%

310	Office Supplies	6,136	5,169	7,499	6,500	6,500	6,500	0.00%
313	Printing	1,973	2,509	3,270	3,500	3,500	3,500	0.00%
320	Publications & Dues	1,639	1,360	233	1,250	1,250	1,250	0.00%
330	Employee Training, Travel	5,987	5,546	4,997	4,500	4,500	4,500	0.00%
346	Clothing & Uniforms	2,098	3,624	3,204	3,700	3,700	3,700	0.00%
347	Supplies and Expenses— Hunter Safety	338	267	60	300	300	300	0.00%
380	Equipment Outlay	12,006	1,607	623	5,500	5,500	8,500	54.55%
390	Other Expenses (Photo.)	2,426	1,399	2,035	2,000	2,000	2,000	0.00%
512	Liability Insurance	18,282	19,269	19,840	19,880	19,880	19,175	-3.55%
Total		140,374	139,318	165,054	133,630	133,630	136,925	2.47%
Total Expenditures		883,972	921,748	995,869	997,889	995,677	1,025,161	2.73%
522120 Patrol								
Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
111	Salaries	1,089,876	1,138,365	1,252,269	1,214,992	1,200,992	1,239,751	2.04%
112	Overtime	28,983	32,994	50,588	46,371	46,371	47,530	2.50%
123	Crossing Guards	48,634	44,221	39,600	53,296	33,548	36,553	-31.42%
129	Wages/Billable	(8,813)	(8,032)	(10,606)	(10,000)	(10,000)	(10,000)	0.00%
134	Holiday	36,973	36,754	33,549	56,694	56,694	58,111	2.50%
135	Sick Payout	4,277	4,109	4,192	4,593	4,593	4,805	4.62%
151	Social Security	92,619	96,300	105,518	105,590	103,008	106,404	0.77%
152	Retirement	110,287	124,115	129,841	146,561	145,021	151,725	3.52%
154	Health Insurance	220,985	211,628	224,231	233,540	233,540	233,959	0.18%
155	Life Insurance	199	225	171	204	204	204	0.00%
159	Longevity	14,706	16,217	17,162	14,316	14,316	14,149	-1.17%
165	Workers' Comp. Insurance	44,228	45,469	51,066	49,543	49,543	47,792	-3.53%
Total		1,682,954	1,742,365	1,897,581	1,915,700	1,877,830	1,930,983	0.80%
522120 Patrol								
Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
240	Repair & Maintenance Services	17,307	8,767	16,397	20,000	20,000	20,000	0.00%
330	Employee Training, Travel	17,770	20,535	19,162	16,000	16,000	16,000	0.00%
346	Clothing & Uniforms	22,096	16,621	18,990	12,200	12,200	12,200	0.00%
347	Supplies and Expenses	10,005	15,704	7,564	5,500	5,500	5,500	0.00%
351	Gasoline, Motor Oil	43,615	30,250	26,522	32,000	26,000	28,000	-12.50%
380	Equipment Outlay	22,235	20,292	27,188	21,000	21,000	31,000	47.62%
390	Other Expenses	870	17	1,016	500	500	500	0.00%
510	Property/Auto Insurance	3,579	3,319	3,440	3,922	3,922	4,064	3.62%
Total		137,477	115,505	120,279	111,122	105,122	117,264	5.53%
Total Expenditures		1,820,431	1,857,870	2,017,860	2,026,822	1,982,952	2,048,247	1.06%
522130 Investigative								
Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
111	Salaries	151,818	157,379	161,067	163,551	170,000	167,606	2.48%
112	Overtime	7,756	9,003	17,353	10,506	10,506	10,769	2.50%

129	Wages/Billable	(101)	(215)	(314)	(927)	(927)	(1,500)	61.81%
134	Holiday	5,777	5,962	6,154	6,792	6,792	6,962	2.50%
135	Sick Payout	1,164	927	758	1,174	1,174	0	-100.00%
151	Social Security	12,520	12,915	13,859	14,105	14,598	14,216	0.79%
152	Retirement	19,131	17,756	18,795	20,254	20,963	20,906	3.22%
154	Health Insurance	31,327	33,791	37,013	39,957	39,957	43,078	7.81%
155	Life Insurance	57	83	96	96	96	30	-68.75%
159	Longevity	3,754	3,113	3,239	3,277	3,277	1,995	-39.12%
165	Workers' Comp. Insurance	7,373	6,059	6,627	6,476	6,476	6,469	-0.11%
Total		240,576	246,773	264,647	265,261	272,912	270,531	1.99%
522130 Investigative								
Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
210	Professional Services	5,158	1,678	8,226	2,500	2,500	2,500	0.00%
310	Investigative Office Supplies	2,635	1,765	1,700	3,000	3,000	3,000	0.00%
330	Employee Training, Travel	3,133	1,615	1,878	2,000	2,000	2,000	0.00%
346	Clothing & Uniforms	1,924	2,436	1,907	1,250	1,250	1,250	0.00%
Total		12,850	7,494	13,711	8,750	8,750	8,750	0.00%
Total Expenditures		253,426	254,267	278,358	274,011	281,662	279,281	1.92%
Grand Total for Department								
Grand Total for Department		3,048,201	3,127,550	3,384,267	3,396,868	3,358,437	3,449,472	1.55%
Revenues								
		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
435200	Police Training Grants	2,880	3,040	3,200	2,700	2,880	2,700	0.00%
435429	Federal COPS Grant	0	940	0	0	0	0	0.00%
435431	State Grant—DOT Police	4,000	3,921	20,958	4,000	4,000	4,000	0.00%
441125	Bicycle Licenses	110	60	136	100	100	100	0.00%
451101	Court Penalties and Costs	33,672	32,228	41,757	44,500	44,500	44,500	0.00%
451301	Parking Violations	17,727	17,216	15,931	23,000	25,000	23,000	0.00%
462140	Police Department Fees	11,627	15,293	18,285	11,500	11,500	11,500	0.00%
462141	Alarm Permit Fees	375	275	325	250	6,705	250	0.00%
462145	False Alarm Fees	2,485	3,470	1,090	2,000	2,000	2,000	0.00%
473500	School District—Crossing Guards	47,430	44,567	42,005	50,000	50,000	50,000	0.00%
475100	City of Mequon—Reimbursement	2,778	2,726	2,726	2,800	2,964	2,964	5.86%
485550	Donations						3,000	0.00%
Total		123,084	123,736	146,413	140,850	149,649	144,014	2.25%
Net Cost of Program								
		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
		2,925,117	3,003,814	3,237,854	3,256,018	3,208,788	3,305,458	1.52%

Department: Fire

Program Manager: Fire Chief

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

Products and Services:

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

Fire Department Staffing Levels:

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

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

2017 Significant Accomplishments:

1. Replaced concrete apron at Station 1
2. Hired a full time Fire Inspector

2018 Objectives to Be Accomplished:

1. Recruit more Fire/EMS volunteers

Long-Term Objectives:

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

Fire

522230, 522240

Account Detail:

522230—Fire Station

235 Operating Expense:

Administration	\$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	\$20,500	Self-contained Breathing Apparatus	\$1,500
Training	\$10,000		

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				2017	2017	2018	% Change	
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017	
111 Salaries				25,000	25,000	51,003	0.00%	
121 Part Time Salaries	(13,207)	13,207		25,000	25,000	53,040	0.00%	
151 FICA	(1,008)	1,050		3,825	3,825	7,959	0.00%	
152 Retirement/LOSA	23,614	23,393	21,197	25,788	20,921	27,505	6.66%	
154 Health Insurance				9,535	9,535	21,155	0.00%	
165 Workers' Comp. Insurance	8,699	6,915	9,297	9,409	9,409	15,995	70.00%	
Total	18,098	44,565	30,494	98,557	93,690	176,657	79.24%	
522230				2017	2017	2018	% Change	
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017	
222 Electric	15,639	14,816	17,193	16,360	16,360	16,360	0.00%	
224 Natural Gas	15,392	9,161	9,732	13,130	12,000	12,000	-8.61%	
225 Telephone	1,393	575	578	800	860	900	12.50%	
226 Water Service	2,602	2,515	2,806	3,000	3,000	3,000	0.00%	
235 Operating Expense	238,100	247,773	262,435	244,763	244,763	204,500	-16.45%	
240 Building Maintenance	15,339	7,791	5,339	11,000	11,000	11,000	0.00%	
290 Maint/Contracted Services	0	0	0	2,300	2,240	2,300	0.00%	
510 Property/Auto Insurance	29,217	36,435	30,610	34,563	34,563	41,333	19.59%	
512 Liability Insurance	2,854	2,421	2,708	2,895	2,834	2,868	-0.93%	
519 State Fire Insurance Dues	45,625	0	0	0	0	0	0.00%	
Total Operating	366,161	321,487	331,401	328,811	327,620	294,261	-10.51%	
Total Expenditures	384,259	366,052	361,895	427,368	421,310	470,918	10.19%	

Fire

522230, 522240

Revenues	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
435101 Fire Insurance Dues	45,625	71,150	46,134				0.00%
435430 State Grant - Façade			830				
441130 Fire Inspection Fee	15,115	8,893	15,473	15,325	15,325	15,325	0.00%
473407 Fire—Operating Exp. (Town)	129,142	154,902	128,655	141,364	141,364	167,229	18.30%
473408 Fire/EMS Dispatching	3,280	3,570	2,365	3,500	3,500	3,500	0.00%
481120 Fire Dept. Interest		1,448	451				0.00%
483320 Fire Dept. Equip. Sales		6,294	3,324				0.00%
485600 Contribution of FD Assets		537,651	20,000				0.00%
491270 Transfer from EMS		400,000	0				0.00%
Total Revenues	193,162	1,183,908	217,232	160,189	160,189	186,054	16.15%
Net Cost of Program	2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
	191,097	(817,856)	144,663	267,179	261,121	284,864	6.62%

Building Inspection

522310

Department: Engineering and Public Works

Program Manager: Building Inspector

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

Products and Services:

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

Building Inspector Staffing Levels:

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

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

Building Inspection

522310

Performance Measures:

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

2017 Significant Accomplishments:

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

2018 Objectives to Be Accomplished:

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

Long-Term Objectives:

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

Account Detail:

522310—Inspection

- 210 **Professional Services:** Testing or services as required by the Common Council and Commercial Electrical Inspector's wages
- 225 **Telephone:** Land-line telephones, cell phone for building inspector
- 310 **Office Supplies:** Forms reproduced/general office supplies, house number tiles and frames; State tags for new houses, microfilm of building permits
- 330 **Employee Training/Travel:** State of Wisconsin Safety and Buildings (recertification for building, electric, plumbing inspector license-training classes), SE-WBIA (Building Inspector seminars)

Budget Variances:

522310—Inspection

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

Revenues:

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

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

Public Safety—Building Inspector

522310				2017	2017	2018	% Change	
Personnel		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
111	Salaries	104,420	113,682	99,055	105,396	101,396	103,428	-1.87%
151	Social Security	7,545	8,362	7,315	8,121	7,815	7,975	-1.80%
152	Retirement	7,719	7,134	6,814	7,218	6,946	6,985	-3.23%
154	Health Insurance	26,277	27,729	24,727	27,344	27,344	29,493	7.86%
155	Life Insurance	53	49	57	59	59	58	-1.69%
159	Longevity	2,457	630	693	756	756	819	8.33%
165	Workers' Comp. Insurance	2,276	2,345	3,202	3,145	3,145	2,967	-5.66%
Total		150,747	159,931	141,863	152,039	147,461	151,725	-0.21%
522310				2017	2017	2018	% Change	
Operating		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
210	Professional Services	1,860	2,250	2,935	2,250	2,250	3,000	33.33%
225	Telephone	1,051	521	504	600	425	425	-29.17%
310	Office Supplies	2,132	2,347	3,377	2,347	2,347	2,347	0.00%
330	Training & Travel	601	0	375	650	500	500	-23.08%
351	Gas and Oil Expense	2,445	1,863	1,972	1,900	1,700	1,700	-10.53%
512	Liability Insurance	969	1,043	948	962	962	875	-9.04%
Total		9,058	8,024	10,111	8,709	8,184	8,847	1.58%
Total Expenditures		159,805	167,955	151,974	160,748	155,645	160,572	-0.11%
522360				2017	2017	2018	% Change	
Weights and Measures		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
214	Professional Services	2,000	2,000	2,000	2,000	2,000	2,000	0.00%
Total		2,000	2,000	2,000	2,000	2,000	2,000	0.00%
				2017	2017	2018	% Change	
Revenues		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
441129	Weights & Measures Licenses	1,020	1,060	1,035	995	960	995	0.00%
443500	Building Permits	65,549	108,798	111,871	111,800	111,800	104,860	-6.21%
443501	Electrical Permits	18,014	21,042	21,303	22,400	22,400	22,400	0.00%
443502	Plumbing Permits	18,975	27,070	25,440	24,750	24,750	24,750	0.00%
443504	Clearwater Compliance Permits	8,650	5,650	0	0	0	0	0.00%
443505	Heating/Air Conditioning Permits	14,858	19,836	20,279	20,000	20,000	20,000	0.00%
443507	Erosion Control Permits	2,550	3,900	5,750	5,550	5,550	5,550	0.00%
443508	Occupancy Permits	5,650	6,430	6,170	5,950	5,950	5,950	0.00%
443509	Sign Permits	2,425	2,265	1,590	1,800	1,800	1,800	0.00%
443512	Building Inspection Plan Review	3,165	4,025	6,928	8,025	7,000	6,400	-20.25%
461156	House Numbers	490	973	861	920	920	920	0.00%
461157	State Tag Fee	595	1,150	1,850	2,300	1,800	1,800	-21.74%
Total		141,941	202,199	203,077	204,490	202,930	195,425	-4.43%
				2017	2017	2018	% Change	
Net Cost of Program		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
		19,864	(32,244)	(49,103)	(41,742)	(45,285)	(32,853)	-21.30%

Auxiliary Police & Emergency Management

522410

Department: Auxiliary Police and Emergency Management

Program Manager: Police Chief/ Emergency Management Director

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

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

Products and Services:

Emergency Management

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

Auxiliary Police

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

Auxiliary Police and Emergency Management Staffing Levels (Volunteers):

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

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

Auxiliary Police & Emergency Management

522410

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

2017 Significant Accomplishments:

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

2018 Objectives to Be Accomplished:

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

Long-Term Objectives:

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

Account Detail:

522410—Auxiliary Police and Emergency Management

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

Budget Variances:

522230—Fire Station

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

Auxiliary Police & Emergency Management

522410

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

Engineering & Public Works—Administration

533110

DEPARTMENT: Engineering and Public Works

PROGRAM MANAGER: Director of Engineering and Public Works

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

Products and Services:

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

Engineering and Public Works Administration Staffing Levels:

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

*Remainder of employee allocation in Sewerage Enterprise Fund

DEPARTMENT SERVICES INDICATORS	2015	2016	2017 Estimated	2018 Projected
Installation of new sidewalk slabs	300	300	N/A	275
Lineal Feet of Streets Repaved	9,000	8,000	7,100	9,600

2017 Significant Accomplishments:

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

2018 Objectives to Be Accomplished:

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

Engineering & Public Works— Administration

533110

Long-Term Objectives:

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

Account Detail:

533110—Engineering & Public Works

- 210 **Professional Services:** Land surveys, appraisals, geotechnical reports, soil borings, structural analysis, environmental testing
- 225 **Telephone:** Three lines, two cell phones, and directory listing
- 310 **Office Supplies:** General office supplies, laminating sheets, business cards, storage boxes, batteries, calendars, drafting supplies, office furniture
- 320 **Publications and Dues:** WI Professional Engineer Registration, City membership in APWA, ASCE
- 330 **Training & Travel:** Seminars (APWA spring and fall conferences), League of Municipalities Conference, staff training/computer seminars, D.O.T. Seminars
- 350 **Operating Supplies:** Plotter ink cartridges, paper, Mylar, spray paint, survey flags, ribbon, stakes, safety equipment (vests, glasses, boots, gloves), recording fees, large document copier toner and paper
- 380 **Capital Outlay:** Service for large document copier and AutoCAD plotter, GIS & AutoCAD software upgrades, radio equipment

Budget Variances:

533110—Engineering & Public Works

- 318 **GIS Mapping:** Increased \$4,500 total to address consultant maintenance and support costs
- 330 **Training & Travel:** Increase \$200 to help address state mandated continuing education requirements for P.E. Certification

Engineering

533110					2017	2017	2018	% Change
Personnel		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
111	Salaries	108,636	110,381	113,396	115,219	115,219	117,526	2.00%
135	Sick Payout	911	1,018	1,082	1,130	1,000	1,000	-11.50%
151	Social Security	7,882	8,001	8,144	9,074	9,064	9,248	1.92%
152	Retirement	7,915	7,873	7,851	7,989	7,989	8,033	0.55%
154	Health Insurance	11,891	16,469	16,845	20,786	20,786	22,408	7.80%
155	Life Insurance	134	149	168	132	132	137	3.79%
159	Longevity	1,985	2,079	2,173	2,268	2,268	2,363	4.19%
165	Workers' Comp. Insurance	3,068	2,760	3,837	3,710	3,710	3,791	2.18%
Total		142,422	148,730	153,496	160,308	160,168	164,506	2.62%

533110					2017	2017	2018	% Change
Operating		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
210	Professional Services	919	3,700	1,863	1,500	1,500	6,500	333.33%
225	Telephone	848	326	424	500	500	500	0.00%
310	Office Supplies	403	260	558	400	400	400	0.00%
318	GIS mapping	0	1,679	3,977	4,500	4,500	11,500	155.56%
320	Publications & Dues	922	770	197	900	900	900	0.00%
330	Training & Travel	795	989	685	1,000	1,000	1,200	20.00%
350	Operating supplies	811	659	586	1,100	1,000	1,100	0.00%
351	Gas and Oil Expense	1,434	878	1,051	1,000	1,000	1,000	0.00%
380	Equipment Outlay	485	854	770	800	800	800	0.00%
512	Liability Insurance	6,763	6,776	6,914	6,858	6,858	6,838	-0.29%
Total		13,380	16,891	17,025	18,558	18,458	30,738	65.63%
Total Expenditures		155,802	165,621	170,521	178,866	178,626	195,244	9.16%

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

					2017	2017	2018	% Change
Net Cost of Program		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
		148,408	156,910	153,995	169,966	170,926	186,144	9.52%

Public Works

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

Department: Engineering and Public Works

Program Manager: Superintendent of Public Works

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

Products and Services:

533210 Garage—Public Works Crew

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

533311—Street Maintenance

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

533410—Street Ineligible

- Maintain alleys and City-owned parking lots

533420—Street Lighting and 533421 Traffic Signals

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

533440—Storm Sewers

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

533450—Snow and Ice Control

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

Public Works

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

Non-Supervisory Labor Pool:

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

Supervisory Labor Pool:

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

Public Works Staffing Levels:

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

*See Labor allocation chart above

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

Public Works

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

Performance Measures:

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

2017 Significant Accomplishments:

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

2018 Objectives to Be Accomplished:

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

Long-Term Objectives:

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

Budget Description and Variances:

533210—Garage—Public Works

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

533311—Street Maintenance—Public Works Crew

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

Public Works

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

Budget Description and Variances (contd.)

533410—Street Ineligible

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

533420—Street Lighting

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

533421—Traffic Control Signals

240 **Repair and Maintenance Service:** \$4,500 increase for traffic signal improvements at Pioneer Rd. pedestrian signals

533450—Snow and Ice

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

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

Revenues

435300 State Transportation Aids: Amount set under State budget

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

Public Works

533210 Garage—Public Works

Crew				2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
111 Salaries (1.15 FTE)	86,828	98,181	112,279	115,097	115,097	73,836	-35.85%
112 Overtime	488	1,414	1,137	1,050	1,050	1,050	0.00%
151 Social Security	6,331	7,199	8,260	8,943	8,943	5,791	-35.25%
152 Retirement	6,583	6,946	7,721	7,949	7,949	5,072	-36.19%
154 Health Insurance	10,824	12,414	13,951	19,609	19,609	21,155	7.88%
155 Life Insurance	3	10	6	0	0	0	0.00%
159 Longevity	567	630	693	756	756	819	8.33%
165 Workers' Comp. Insurance	4,279	4,096	5,391	5,269	5,269	3,218	-38.93%
Total	115,903	130,890	149,438	158,673	158,673	110,941	-30.08%

Operating	2014	2015	2016	2017	2017	2018	% Change
				Budget	Estimated	Proposed	2018/2017
210 Contracted Services	165	679	699	700	700	700	0.00%
222 Electric	8,250	7,348	8,521	13,000	22,000	22,000	69.23%
224 Natural Gas	10,585	7,283	9,284	15,000	11,500	11,500	-23.33%
225 Telephone	2,223	2,613	1,990	5,400	7,050	7,100	31.48%
226 Water Service	2,622	3,061	2,095	14,000	10,000	10,000	-28.57%
326 Fuel System Maintenance						5,000	0.00%
330 Travel & Training	0	800	250	1,200	1,200	2,200	83.33%
350 Garage/Maint. Supplies	24,757	27,558	34,777	26,350	27,350	31,350	18.98%
351 Gasoline/Diesel Fuel, Oil	72,199	54,191	58,699	60,000	55,000	50,000	-16.67%
353 Mach.—Equip Maint./Parts	51,842	57,566	50,425	51,000	51,000	51,000	0.00%
385 Equipment Outlay	3,700	7,345	23,704	5,000	5,000	5,000	0.00%
510 Property/Auto Insurance	21,679	25,124	28,515	34,724	34,724	40,298	16.05%
Total	198,022	193,568	218,959	226,374	225,524	236,148	4.32%
Total Expenditures	313,925	324,458	368,397	385,047	384,197	347,089	-9.86%

Personnel	2014	2015	2016	2017	2017	2018	% Change
				Budget	Estimated	Proposed	2018/2017
111 Salaries (5.55 FTE)	303,489	291,149	319,438	275,077	275,077	342,199	24.40%
112 Overtime	31,711	17,124	22,557	45,500	45,500	45,500	0.00%
125 Part Time Temporary	36	10,295	5,852	6,900	6,900	6,900	0.00%
135 Sick Payout	1,785	1,722	2,794	2,884	2,884	3,776	30.93%
151 Social Security	25,254	23,462	25,089	26,150	26,150	31,208	19.34%
152 Retirement	24,646	20,466	23,906	22,579	22,579	26,617	17.88%
154 Health Insurance	111,496	121,140	139,053	166,454	166,454	158,344	-4.87%
155 Life Insurance	163	88	107	118	118	49	-58.47%
159 Longevity	10,962	10,710	11,277	11,466	11,466	9,576	-16.48%
165 Workers' Comp. Insurance	11,990	11,709	15,747	14,830	14,830	17,929	20.90%
Total	521,532	507,865	565,820	571,958	571,958	642,098	12.26%

533311					2017	2017	2018	% Change
Operating					Budget	Estimated	Proposed	2018/2017
		2014	2015	2016				
210	Professional Services	395	809	584	750	750	750	0.00%
240	Repair & Maint. Services	54,013	56,498	47,545	45,500	45,500	45,500	0.00%
350	Operating Supplies	851	3,036	4,000	3,000	3,000	3,000	0.00%
363	Sign, Supplies & Parts	20,993	22,371	15,459	11,473	10,473	10,473	-8.72%
Total		76,252	82,714	67,588	60,723	59,723	59,723	-1.65%
Total Expenditures		597,784	590,579	633,408	632,681	631,681	701,821	10.93%
533410—Streets Ineligible					2017	2017	2018	% Change
Operating					Budget	Estimated	Proposed	2018/2017
		2014	2015	2016				
530	Lease Expenses	4,340	4,133	5,381	5,450	5,450	5,450	0.00%
Total Expenditures		4,340	4,133	5,381	5,450	5,450	5,450	0.00%
533420—Street Lighting					2017	2017	2018	% Change
Operating					Budget	Estimated	Proposed	2018/2017
		2014	2015	2016				
222	Electric	296,538	297,507	288,811	280,000	282,000	282,000	0.71%
Total		296,538	297,507	288,811	280,000	282,000	282,000	0.71%
533421—Traffic Control Signals					2017	2017	2018	% Change
Operating					Budget	Estimated	Proposed	2018/2017
		2014	2015	2016				
222	Electric	2,707	2,300	2,708	2,700	3,000	3,000	11.11%
240	Repair & Maintenance Services	8,608	3,023	6,715	5,000	5,000	9,500	90.00%
Total		11,315	5,323	9,423	7,700	8,000	12,500	62.34%
Total Expenditures - Lighting/Signals		307,853	302,830	298,234	287,700	290,000	294,500	2.36%
533440—Storm Sewers					2017	2017	2018	% Change
Personnel					Budget	Estimated	Proposed	2018/2017
		2014	2015	2016				
111	Salaries (2.05 FTE)	52,131	71,502	59,141	100,974	100,974	128,863	27.62%
112	Overtime	665	545	461	1,000	800	1,000	0.00%
151	Social Security	3,999	5,492	4,544	7,801	7,786	9,935	27.36%
152	Retirement	3,853	5,048	4,085	6,934	6,921	8,701	25.48%
154	Health Insurance	140	1,821	1,471	0	0	0	0.00%
155	Life Insurance	2	5	0	0	0	0	0.00%
165	Workers' Comp. Insurance	3,642	3,511	4,684	4,611	4,611	5,721	24.07%
Total		64,432	87,924	74,386	121,320	121,092	154,220	27.12%
533440					2017	2017	2018	% Change
Operating					Budget	Estimated	Proposed	2018/2017
		2014	2015	2016				
240	Repair & Maintenance Services	20,201	26,745	31,142	30,000	30,000	30,000	0.00%
295	Street Sweepings	15,589	15,131	10,101	15,000	15,000	15,000	0.00%
323	DNR Fees	2,000	1,500	1,651	2,000	1,500	1,500	-25.00%
Total		37,790	43,376	42,894	47,000	46,500	46,500	-1.06%
Total Expenditures		102,222	131,300	117,280	168,320	167,592	200,720	19.25%

533450--Snow and Ice Control					2017	2017	2018	% Change
Operating		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
209	Professional Services--Seasonal	1,166	868	291	4,000	4,000	4,000	0.00%
210	Contracted Services	1,365	4,543	5,184	12,000	12,000	12,000	0.00%
340	Maintenance Supplies	8,037	11,750	5,748	7,200	7,200	7,200	0.00%
380	Equipment	3,900	4,235	0	4,000	4,000	4,000	0.00%
450	Ice Control Materials	112,083	61,523	90,000	90,000	90,000	90,000	0.00%
Total Expenditures		126,551	82,919	101,223	117,200	117,200	117,200	0.00%
Total Public Works		1,452,675	1,436,219	1,523,923	1,596,398	1,596,120	1,666,780	4.41%
					2017	2017	2018	% Change
Revenues		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
435300	State Transportation Aids	547,997	544,042	509,960	528,547	527,404	525,000	-0.67%
463101	Public Works Dept. Fees	3,518	3,774	11,264	3,500	66,091	13,500	285.71%
Total		551,515	547,816	521,224	532,047	593,495	538,500	1.21%
					2017	2017	2018	% Change
Net Cost of Program		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
		901,160	888,403	1,002,699	1,064,351	1,002,625	1,128,280	6.01%

Health & Sanitation

533710, 533720, 533730, 533740

Department: Engineering and Public Works

Program Manager: Director of Engineering and Public Works

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

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

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

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

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

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

Health & Sanitation

533710, 533720, 533730, 533740

Products and Services:

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

Health and Sanitation Staffing Levels

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

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

2017 Significant Accomplishments:

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

2018 Objectives to Be Accomplished:

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

Long-Term Objectives:

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

Budget Variances:

533710—Solid Waste Collection

290 **Contracted Services:** Per contract

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

533720—Landfill: Groundwater Monitoring

290 **Contracted Services:** Determined by contract

533730—Recycling

112 **Overtime:** For leaf-pickup

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

290 **Contracted Services:** Per contract

Non Tax Revenue Supporting Program

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

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

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

Health and Sanitation

533710—Solid Waste Collection				2017	2017	2018	% Change
Operating				Budget	Estimated	Proposed	2018/2017
290	Contracted Services	393,400	393,929	401,929	418,080	418,080	426,444 2.00%
297	Fuel Surcharge and/or Disposal Fees	972	0	0	0	0	0.00%
Total		394,372	393,929	401,929	418,080	418,080	426,444 2.00%
533720—Landfill-Groundwater Monitoring				2016	2017	2018	% Change
Operating				Budget	Estimated	Proposed	2018/2017
290	Contracted Services	10,898	10,050	10,050	10,050	10,050	10,050 0.00%
Total		10,898	10,050	10,050	10,050	10,050	10,050 0.00%
533730—Recycling				2016	2017	2018	% Change
Personnel				Budget	Estimated	Proposed	2018/2017
111	Salaries (1.5 FTE)	82,205	82,948	80,836	89,358	89,358	90,730 1.54%
112	Overtime	1,532	865	2,688	700	700	1,700 142.86%
125	Part-Time/Temporary	2,813	1,941	4,175	2,295	77	0 -100.00%
151	Social Security	6,558	6,494	6,687	7,065	6,895	7,071 0.08%
152	Retirement	6,073	5,841	5,663	6,124	6,124	6,285 2.63%
154	Health Insurance	524	0	1,501	0	0	0 0.00%
155	Life Insurance	3	4	2	0	0	0 0.00%
165	Workers' Comp. Insurance	3,411	3,265	4,270	4,188	4,188	4,056 -3.15%
Total		103,119	101,358	105,822	109,730	107,342	109,842 0.10%
533730				2016	2017	2018	% Change
Operating				Budget	Estimated	Proposed	2018/2017
290	Maintenance/Contracted Services	190,332	190,646	198,096	199,680	199,680	203,674 2.00%
344	Recycling Expenses	947	8,685	901	2,000	2,000	2,000 0.00%
Total		191,279	199,331	198,997	201,680	201,680	205,674 1.98%
Total Recycling Expenditures		294,398	300,689	304,819	311,410	309,022	315,516 1.32%
Total Health and Sanitation		699,668	704,668	716,798	739,540	737,152	752,010 1.69%
Non-Tax Revenues Supporting this Program				2016	2017	2018	% Change
				Budget	Estimated	Proposed	2018/2017
435420	Recycling State Grant	37,991	37,984	35,941	35,941	37,857	37,800 5.17%
464101	Recycling—Plastic/Glass/Oil	395	215	0	0	0	0 0.00%
464103	Recycling—Aluminum/Tin	920	0	0	0	51	0 0.00%
464105	Recycling Cart Upgrade	1,688	1,847	2,073	1,800	500	400 -77.78%
473405	Landfill Monitoring—Town Contribution	3,632	3,350	3,350	3,350	3,350	3,350 0.00%
Total Revenues		44,626	43,396	41,364	41,091	41,758	41,550 1.12%
Net Cost of Program				2016	2017	2018	% Change
				Budget	Estimated	Proposed	2018/2017
		655,042	661,272	675,434	698,449	695,394	710,460 1.72%

Senior Center

555140

Department: Senior Center

Program Manager: Senior Center Director

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

Products and Services:

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

Senior Center Staffing Levels:

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

Performance Measures:

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

Senior Center

555140

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

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

2017 Significant Accomplishments:

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

2018 Objectives to Be Accomplished:

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

Long-Term Objectives:

1. Train new volunteers to allow continuation of Senior Center volunteer van service and Senior Center office staffing during staff absences
2. Develop programs to increase attendance at the Cedarburg meal site and continue to provide a location for the Monday through Friday congregate Food and Friendship meal program in Cedarburg for older adults run by the Ozaukee County Aging and Disability Resource Center
3. Continue to co-sponsor county-wide tours and special events with Port Washington and Grafton Senior Centers
4. Continue to provide outreach 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 increasing ridership

Account Detail:

555140—Senior Services

- 210 **Professional Services/Special Events:** Music appreciation, exercise, healthy living and watercolor instructors, miscellaneous class instruction, special events, e.g., rummage sales, volunteer appreciation, arts day, senior games, luncheons, parties, Ozaukee Senior Conference
- 310 **Supplies and Expenses:** Receipt books, tour refreshments, advertisement placement for sales, newsletter postage, music group supplies, News Graphic subscription, decorations, cleaning supplies, mailing labels, miscellaneous supplies and lift maintenance
- 313 **Printing:** Printing of bi-monthly newsletters
- 330 **Travel and Training:** Wisconsin Association of Senior Centers (WASC) membership and Annual Conference, American Red Cross training, Wisconsin Park & Recreation Association membership and training.

Senior Center

555140

Budget Variances:

555140—Senior Services

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

390 **Other:** For trip expenditures

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

Senior Center

555140

Senior Center (contd.)

				2017	2017	2018	% CHANGE
Revenues	2014	2015	2016	Budget	Estimated	Proposed 2018/2017	
467435 Senior Center Fees	24,186	18,919	24,009	18,500	36,500	35,000	89.19%
481145 Senior Van Interest			36		20	20	0.00%
485550 Donations						3,000	0.00%
488800 Senior Van Receipts			6,739		5,500	5,500	0.00%
Total	24,186	18,919	30,784	18,500	42,020	43,520	135.24%
Net Cost of Program	2014	2015	2016	2017	2017	2018	% CHANGE
	54,616	54,145	53,509	Budget	Estimated	Proposed 2018/2017	
				58,056	55,673	53,823	-7.29%

Parks, Recreation & Forestry

555510, 555220

Department: Parks, Recreation & Forestry

Program Manager: Director of Parks, Recreation & Forestry

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

Products and Services:

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

Parks, Recreation and Forestry Staffing Levels:

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

Parks, Recreation & Forestry

555510, 555220

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

2017 Significant Accomplishments:

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

2018 Objectives to Be Accomplished:

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

Long-Term Objectives:

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

Account Detail:

555510—Parks and Forestry

- 112 **Overtime:** Weekend park duties, emergency tree service, special events, festivals, Recreation staff
- 210 **Professional Services:** Elm tree injections, membership dues for Arborist Associations
- 240 **Repairs and Maintenance:** Vehicle/machinery repairs and maintenance, park and forestry maintenance supplies (trash bags, paint, seed/fertilizer, topsoil, playground wood mulch, personal protective equipment, hand tools, etc.), gas and oil filters
- 241 **Vandalism Repairs:** Repair of vandalized buildings/equipment
- 290 **Contracted Services:** Tree removals, portable toilets, technical support, EAB
- 330 **Training and Travel:** Wisconsin Arborist Association Conference, Wisconsin Park and Recreation Association training and fall conference
- 341 **Trees and Supplies:** Street and park tree planting and planting supplies

Parks, Recreation & Forestry

555510, 555220

Account Detail (contd.):

555510—Parks and Forestry (contd.)

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

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

555220—Celebrations (*Hanging Baskets and Summer Sounds*)

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

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

Budget Variances:

555510—Parks and Forestry

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

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

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

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

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

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

555220—Celebrations (*Hanging Baskets and Summer Sounds*)

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

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

Revenues:

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

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

Culture and Recreation

555510 Parks, Recreation & Forestry					2017	2017	2018	% Change
Personnel		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
111	Salaries (6.45 FTE)	358,640	357,299	354,217	358,967	358,967	371,042	3.36%
112	Overtime	8,848	10,057	8,095	14,211	12,000	14,211	0.00%
125	Part-Time Salaries/Temporary	15,322	2,722	11	0	0	0	0.00%
128	DPW Seasonal	13,742	17,406	23,872	33,150	30,000	50,000	50.83%
151	Social Security	29,818	29,389	29,848	31,364	30,954	33,422	6.56%
152	Retirement	25,371	26,238	24,813	25,625	25,474	25,922	1.16%
154	Health Insurance	66,058	85,637	94,281	80,201	80,201	72,143	-10.05%
155	Life Insurance	86	103	112	108	108	41	-61.78%
159	Longevity	4,032	3,276	3,465	3,654	3,654	1,638	-55.17%
165	Workers' Comp. Insurance	13,936	13,496	16,617	15,894	15,894	19,908	25.25%
Total		535,853	545,623	555,331	563,174	557,252	588,327	4.47%

555510 Parks, Recreation & Forestry			2017		2017		2018		% Change
Operating			2014	2015	2016	Budget	Estimated	Proposed	2018/2017
210	Professional Services		2,277	2,499	2,520	2,500	3,000	2,500	0.00%
222	Electric		17,902	16,988	19,254	18,400	17,000	18,000	-2.17%
224	Natural Gas		2,818	1,570	1,856	2,120	2,120	2,000	-5.66%
225	Telephone		1,575	1,534	2,134	2,580	3,317	4,740	83.72%
226	Water Service		5,178	5,935	7,478	5,800	5,800	5,800	0.00%
240	Repair & Maintenance Services		50,877	49,218	43,603	49,525	49,525	62,075	25.34%
241	Vandalism Repairs		31	953	0	1,500	1,000	1,000	-33.33%
243	Field Maintenance Supplies		0	0	0	6,000	6,500	6,000	0.00%
290	Contracted Services		45,808	73,685	65,115	72,645	72,645	72,645	0.00%
310	Office Supplies		736	1,073	1,933	1,800	1,500	2,000	11.11%
320	Publications & Dues		258	428	1,226	1,345	1,300	1,620	20.45%
330	Employee Training, Travel		1,848	2,196	3,052	3,800	3,800	5,500	44.74%
341	Trees and Supplies—Contracted		29,727	32,996	23,422	54,615	54,615	27,885	-48.94%
350	Operating Supplies		1,043	1,274	1,685	2,080	3,000	4,200	101.92%
363	Sign Supplies		1,317	0	272	1,000	700	1,000	0.00%
380	Equipment		6,737	3,935	3,378	6,000	6,000	7,500	25.00%
390	Other Expenses		3,042	3,864	1,246	1,560	2,000	3,060	96.15%
510	Property/Auto Insurance		2,618	3,952	4,215	5,287	5,287	7,101	34.31%
512	Liability Insurance		3,700	3,453	3,540	3,179	3,179	3,750	17.96%
Total			177,492	205,553	185,929	241,736	242,288	238,376	-1.39%
Total Expenditures			713,345	751,176	741,260	804,910	799,540	826,703	2.71%

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

555220 Celebrations					2017	2017	2018	% Change
Personnel		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
111	Salaries (0.40 FTE)	14,506	19,244	20,718	18,100	18,000	18,000	-0.55%
112	Overtime	6,399	5,562	6,864	6,451	6,000	6,000	-6.99%
121	Part-Time Salaries	0	2,555	3,800	3,000	2,000	2,500	0.00%
151	Social Security	1,845	2,093	2,401	2,108	1,989	2,027	-3.81%
152	Retirement	1,615	1,645	1,893	1,669	1,632	1,608	-3.68%
Total		24,365	31,099	35,676	31,328	29,621	30,135	-3.81%
555220 Celebrations					2017	2017	2018	% Change
Operating		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
210	Professional Services	0	0	1,203	1,000	500	500	-50.00%
347	Supplies & Expenses	764	9,732	4,949	4,000	5,500	7,950	98.75%
350	Operating Supplies	0	3,225	0	0	0	0	0.00%
390	Other Expenses	7,000	7,000	7,000	7,000	7,000	7,000	0.00%
Total		7,764	19,957	13,152	12,000	13,000	15,450	28.75%
Total Expenditures		32,129	51,056	48,828	43,328	42,621	45,585	5.21%
Grand Total for Department		746,268	804,363	791,055	849,238	842,961	873,289	2.83%
					2017	2017	2018	% Change
Revenues		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
435424	State Grant - Forestry	0	0	0	19,822	22,649	0	0.00%
463103	Celebrations Revenue	16,729	17,149	23,567	18,000	18,000	20,000	11.11%
464125	Weed Mowing Fees	794	920	920	800	800	800	0.00%
467200	Park Rental Fees	5,540	7,929	7,002	6,500	7,120	7,000	7.69%
482215	Rent—City Property-Gym & Lincoln Bldg.	0	14,111	16,903	14,100	14,100	14,100	0.00%
485550	Donations		9,415	26,500	2,500	3,000	3,000	20.00%
Total		23,063	49,524	74,892	41,900	43,020	44,900	7.16%
					2017	2017	2018	% Change
Net Cost of Program		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
		723,205	754,839	716,163	807,338	799,941	828,389	2.61%

Conservation & Development

566310

Department: Engineering and Public Works

Program Managers: City Planner, Economic Development Coordinator

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

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

Products and Services:

Conservation

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

Development

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

Conservation and Development Staffing Levels:

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

Conservation & Development

566310

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

2017 Significant Accomplishments:

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

2018 Objectives to Be Accomplished:

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

Long-Term Objectives:

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

566310

566310—City Planning

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

330 **Travel and Training:** Other training

566310—City Planning

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

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Other

591000, 592000

Program Manager: City Administrator

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

Account Detail:

5191000—Other

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

Culture and Recreation								
Other and Transfers								
591000				2017	2017	2018	% Change	
Other				Budget	Estimated	Proposed	2018/2017	
990	Contingency Reserve	0	0	0	0		0.00%	
Total Contingency Reserves		0	0	0	0	0	0.00%	
592000				2017	2017	2018	% Change	
Transfers to Other Funds				Budget	Estimated	Proposed	2018/2017	
704	Transfer to Debt Service Fund	0	117,663	0	0	0	0.00%	
706	Transfer to Capital Improvements	0	905,960	0	100,000	100,000	0.00%	
710	Transfer to Spec. Rev. Fund—Pool	79,559	55,252	13,503	38,700	37,175	0.00%	
712	Transfer to Spec. Rev. Fund—Rec. Prog.	1,000	1,000	1,000	1,000	1,000	0.00%	
Total Transfers to Other Funds		80,559	1,079,875	14,503	139,700	138,175	137,500	
Total Expenditures		80,559	1,079,875	14,503	139,700	138,175	137,500	
							-1.57%	
Net Cost of Program				2017	2017	2018	% Change	
				Budget	Estimated	Proposed	2018/2017	
				80,559	1,079,875	14,503	139,700	
							138,175	
							137,500	
							-1.57%	
Tax and other revenues not specific to programs				2017	2017	2018	% Change	
				Budget	Estimated	Proposed	2018/2017	
411111	Property Taxes	5,569,576	5,626,518	5,812,613	5,869,616	5,869,616	6,173,789	
411310	Property Tax Equivalent—Light/Water	715,170	718,732	744,790	798,464	798,464	832,349	
435100	State Shared Revenues	198,720	205,083	200,137	204,686	204,686	204,518	
435102	Expenditure Restraint Program	157,190	166,957	162,961	166,733	166,773	0	
435302	State Computer Aids	15,848	17,022	23,040	21,000	20,253	20,551	
441127	Cable TV Franchise Fees	156,207	159,092	155,956	160,000	160,000	150,000	
461154	General Govt Misc. Fees	57	0	5	0	25	0	
482220	Rent—City Property (Water Towers)	124,376	130,594	137,251	143,705	143,853	215,000	
483315	Sale of City Property	162	150	100	0	825	0	
484210	Refund of Prior Years Expense	3,313	33	(2,712)	0	(369)	0	
486000	Miscellaneous Revenue			13,481	0	0	0	
Total		6,940,619	7,024,181	7,247,622	7,364,204	7,364,126	7,596,207	
							3.15%	

Capital Improvements Fund 400

	2017	2018	2019	2020	2021	2022
	Estimated	Budget	Projected	Projected	Projected	Projected

Beginning Fund Balance	1,842,226	781,690	180,373	203,853	578,446	730,316
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Revenues

Property Tax Levy:						
General Projects	20,000	40,000	345,000	335,000	500,000	300,000
Street Improvements	710,000	200,000	987,000	950,000	950,000	950,000
Equipment Replacements	220,000	500,000	630,000	600,000	600,000	550,000
Storm Water Improvements	242,000	215,000	250,000	450,000	485,000	475,000
Environmental Reserve			10,000	10,000	10,000	10,000
Trust & Agency Transfer						
Cemetery Transfer		7,000				
Parks & Playground Transfer		70,000	40,000	275,000	100,000	50,000
General Fund Transfer	100,000	125,000				
Library Impact Fees	52,366					
Local Road Improvements Grant			42,000			
Proceeds from Borrowing		1,387,500				
DNR Urban Storm Water Mgt. Grant	46,000	33,000	19,500			
Donations	750			200,000		
Interest Income	10,000	10,000	10,000	12,000	12,000	12,000
Change in Market Value	965	200				
Miscellaneous Revenue	61,462					
Sale/Rent of Property	20,000	30,000	30,000	30,000	30,000	30,000
Total Revenues	1,483,543	2,617,700	2,363,500	2,862,000	2,687,000	2,377,000

Expenditures	2017	2018	2019	2020	2021	2022
General Government	Estimated	Budget	Projected	Projected	Projected	Projected
Complex Improvements	48,900				45,000	
Cemetery - Rental House		7,000		10,000		
City Hall Vehicles						
Lincoln Center Improvements						
Monopole	34,000	300,000				
Total	82,900	307,000	0	10,000	45,000	0

Public Safety	2017	2018	2019	2020	2021	2022
Police Department	Estimated	Budget	Projected	Projected	Projected	Projected
Squad Cars		120,000	120,000	80,000	120,000	120,000
Computers/Use of Force Simulator			15,000			
Station Improvements		40,000	60,000	90,000		
Officer Equipment	3,255					
Total	3,255	160,000	195,000	170,000	120,000	120,000

	2017	2018	2019	2020	2021	2022
Fire Department	Estimated	Budget	Projected	Projected	Projected	Projected
Station Improvements	54,579	182,000	130,000			
Vehicle Improvements						
Total	54,579	182,000	130,000	0	0	0
Auxiliary Police/ Emergency Management	Estimated	Projected	Projected	Projected	Projected	Projected
Vehicles		50,000		50,000	75,000	
Siren Upgrade	22,892	22,000	22,000	22,000		
Total	22,892	72,000	22,000	72,000	75,000	0
Total Public Safety	80,726	414,000	347,000	242,000	195,000	120,000
Public Works	Estimated	Budget	Projected	Projected	Projected	Projected
Equipment Replacement	309,100	225,000	505,000	385,000	345,000	450,000
Street Improvements	750,000	1,123,000	1,045,000	553,000	907,000	760,000
Stormwater Improvements	250,000	267,276	205,520	510,407	508,130	362,588
Public Works Garage Building Project	590,000					
Total	1,899,100	1,615,276	1,755,520	1,448,407	1,760,130	1,572,588
Parks, Recreation & Forestry	Estimated	Budget	Projected	Projected	Projected	Projected
Equipment Replacement	225,000	70,000	51,000	82,000	25,000	
Park Improvements	8,879	219,000	76,500	30,000	500,000	50,000
Park Equipment			100,000	400,000		60,000
Swimming Pool liner				265,000		
Senior Van Replacement		25,000				
Total	233,879	314,000	227,500	777,000	525,000	110,000
Health and Sanitation	Estimated	Budget	Projected	Projected	Projected	Projected
Environmental Expenses	25,000	10,000	10,000	10,000	10,000	10,000
Dams—Engineering/Repairs	15,000	500,000				
Total	40,000	510,000	10,000	10,000	10,000	10,000
Debt Service	Estimated	Budget	Projected	Projected	Projected	Projected
Issuance Costs						
Total	0	0	0	0	0	0
Transfer to Other Funds	Estimated	Budget	Projected	Projected	Projected	Projected
Transfer to Debt Service	200,000	58,741				
Transfer to Library	7,474					
Total	207,474	58,741	0	0	0	0

Total Expenditures	2,544,079	3,219,017	2,340,020	2,487,407	2,535,130	1,812,588
Revenues - Expenditures	(1,060,536)	(601,317)	23,480	374,593	151,870	564,412
Ending Fund Balance	781,690	180,373	203,853	578,446	730,316	1,294,728
	2017	2018	2019	2020	2021	2022
Fund Balance	Estimated	Budget	Projected	Projected	Projected	Projected
Uncommitted	\$228,284	\$10,484	\$1,984	\$6,984	\$73,984	\$325,984
Economic Development	12,086	12,086	12,086	12,086	12,086	12,086
Environmental	322,267	99,767	99,767	99,767	99,767	99,767
Equipment Replacement	(23,314)	16,686	686	33,686	98,686	108,686
Street Improvements	145,626	22,626	6,626	403,626	446,626	636,626
Storm Water Improvements	38,000	18,724	82,704	22,297	(833)	111,579
Library	58,741	0	0	0	0	0
Encumbrances						
Total Fund Balance	\$781,690	\$180,373	\$203,853	\$578,446	\$730,316	\$1,294,728

CAPITAL IMPROVEMENT PLAN

2018

Capital Project	Status	Funding Source	Impact of Capital Item on Operating Budget
ADMINISTRATIVE			
Environmental Legal and consulting services	No Change	\$10,000 —Property Tax; Environmental Reserve	Negligible
Transfer to Debt Service	New Project	\$57,090 —Impact Fees	Positive
Dam Repairs Woolen Mills, Columbia Mills	Moved from 2017	\$500,000 —Proceeds from Borrowing	Positive
BUILDING INSPECTION			
Cemetery Remove and replace decayed fascia, soffit and trim on mausoleum	No Change	\$7,000 —Transfer from Cemetery	Positive
Monopole	New Project	\$300,000 —Property Tax	Positive
EMERGENCY MANAGEMENT			
Equipment Replacement 2005 Dodge Ram pickup; replaces #4	Cost Modified	\$50,000 —Property Tax; Equipment Replacement Reserve	Positive
Siren Replacement Siren 5 of 6	Cost Modified	\$22,000 —Property Tax	Positive
ENGINEERING & PUBLIC WORKS			
Equipment Replacement 5-yard dump truck with plow, wing and salter, replaces #90, 2002 truck	No Change	\$225,000 —Property Tax; Equipment Replacement Fund	Positive
Stormwater System Planning Consulting services for State NR216 Compliance	Cost Modified	\$40,000 —Property Tax; Stormwater Improvement Reserve	Negligible
Stormwater Improvements Engineering Services—2019 projects	Cost Modified	\$10,276 —Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Balfour St., Hampton Ave., Drury Ln., Kingston Ct..	No Change	\$45,000 —Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Tower Ave. Storm Sewer and Catch Basins	Change in Scope Cost Modified	\$52,000 —Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Montgomery/Poplar Catch Basins	Cost Modified	\$40,000 —Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Evergreen Blvd. Underdrain	New Project	\$30,000 —Property Tax; Stormwater Improvement Reserve	Positive

CAPITAL IMPROVEMENT PLAN

2018

Capital Project	Status	Funding Source	Impact of Capital Item on Operating Budget
ENGINEERING & PUBLIC WORKS (contd.)			
Stormwater Improvements Harrison Ave.: Coventry to Washington Ave.	No Change	\$50,000 —Property Tax; Stormwater Improvement Reserve	Positive
Street Improvements Balfour St.	Cost Modified	\$50,000 —Property Tax; Street Improvement Reserve	Positive
Street Improvements Chatham St.: Wauwatosa to Poplar	Cost Modified	\$95,000 —Property Tax; Street Improvement Reserve	Positive
Street Improvements Tower Ave..	Moved from 2017	\$225,000 —Property Tax; Street Improvement Reserve	Positive
Street Improvements Hampton Ave. and Ct.	No Change	\$140,000 —Property Tax; Street Improvement Reserve	Positive
Street Improvements Coventry Ct.	New Project	\$40,000 —Property Tax; Street Improvement Reserve	Positive
Street Improvements Drury Ln.	No Change	\$75,000 —Property Tax; Street Improvement Reserve	Positive
Street Improvements Kingston Ct.	No Change	\$40,000 —Property Tax; Street Improvement Reserve	Positive
Street Improvements Poplar Ave.: Drury Ln. to Washington Ave. (SS)	No Change	\$100,000 —Property Tax; Street Improvement Reserve	Positive
Street Improvements Montgomery Ave.: Balfour St. to South Terminus (SS)	No Change	\$128,000 —Property Tax; Street Improvement Reserve	Positive
Street Improvements St. James Ct.	Cost Modified	\$40,000 —Property Tax; Street Improvement Reserve	Positive
Street Improvements Harrison Ave.: Coventry to Washington Ave.	Cost Modified	\$95,000 —Property Tax; Street Improvement Reserve	Positive
Street Improvements Asphalt repairs	Cost Modified	\$50,000 —Property Tax; Street Improvement Reserve	Negligible
Street Improvements Sidewalk replacement	No Change	\$45,000 —Property Tax; Street Improvement Reserve	Positive
FIRE DEPARTMENT			
Station Improvements Replace station concrete apron at Station No. 1	Moved from 2017	\$42,000 —Property Tax	Positive
Station Improvements Remove and replace pavement around Fire Department building	Moved from 2017	\$100,000 —Property Tax	Positive
Station Improvements Flag pole and planter area removal and replacement	New Project	\$40,000 —Property Tax	Negligible

CAPITAL IMPROVEMENT PLAN

2018

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

CAPITAL IMPROVEMENT PLAN 2019

Capital Project	Status	Funding Source	Impact of Capital Item on Operating Budget
ADMINISTRATIVE			
Environmental Legal and consulting services	No Change	\$10,000 —Property Tax; Environmental Reserve	Negligible
EMERGENCY MANAGEMENT			
Siren Replacement Siren 6 of 6	New Project	\$22,000 —Property Tax	Positive
ENGINEERING & PUBLIC WORKS			
Equipment Replacement Mini excavator	Moved from 2023	\$130,000 —Property Tax;	Positive
Equipment Replacement Heavy equipment trailer	Cost Modified Moved from 2023	\$25,000 —Property Tax;	Positive
Equipment Replacement One-ton 4x4 dump truck with plow and salter; replaces #82, 2007 dump truck	Cost Modified Moved from 2018	\$75,000 —Property Tax; Equipment Replacement Fund	Positive
Equipment Replacement One-ton 4x4 dump truck with plow and salter; replaces #84, 2007 dump truck	Cost Modified Moved from 2018	\$75,000 —Property Tax; Equipment Replacement Fund	Positive
Equipment Replacement 10-yard dump truck with plow, wing and salter; replaces #96, 2005 dump truck	Cost Modified (Joint purchase with Cedarburg Light & Water)	\$115,000 —Property Tax; Equipment Replacement Reserve	Positive
Equipment Replacement Skid Steer	New Project	\$60,000 —Property Tax; Equipment Replacement Fund	Positive
Equipment Replacement Utility Trailer	New Project	\$15,000 —Property Tax; Equipment Replacement Fund	Positive
Equipment Replacement Code Reader	New Project	\$10,000 —Property Tax; Equipment Replacement Fund	Positive
Stormwater System Planning Consulting services for State NR216 Compliance	Cost Modified	\$40,000 —Property Tax; Stormwater Improvement Reserve	Negligible
Stormwater Improvements Engineering Services—2020 projects	Cost Modified	\$25,520 —Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Relay Highland Dr. storm sewer to Columbia Rd.	No Change	\$90,000 —Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Arbor Drive Catch Basins	Moved from 2020	\$25,000 —Property Tax; Stormwater Improvement Reserve	Positive
Stormwater Improvements Lexington St.: Cambridge Ave. to Fieldcrest St.	Moved from 2020	\$25,000 —Property Tax; Stormwater Improvement Reserve	Positive
Street Improvements Glenwood Dr.: Bristol Ln. to Arbor Dr.	Moved from 2020	\$100,000 —Property Tax; Street Improvement Reserve	Positive

CAPITAL IMPROVEMENT PLAN

2019

Capital Project	Status	Funding Source	Impact of Capital Item on Operating Budget
Street Improvements Aspen St.: Cambridge Ave. to Aspen Ct.	No Change	\$88,000 —Property Tax; Street Improvement Reserve	Positive
Street Improvements Lynwood Ln.: Tamarack Dr. to Arbor Dr.	Moved from 2020	\$84,000 —Property Tax; Street Improvement Reserve	Positive
Street Improvements Asphalt repairs	Cost Modified	\$50,000 —Property Tax; Street Improvement Reserve	Negligible
Street Improvements Sidewalk replacement	No Change	\$45,000 —Property Tax; Street Improvement Reserve	Positive
Street Improvements Willowbrooke Dr.: Lynwood Ln. to Arbor Dr.	Moved from 2020	\$85,000 —Property Tax; Street Improvement Reserve	Positive
Street Improvements Lexington St.: Cambridge Ave. to Fieldcrest St.	Moved from 2020	\$130,000 —Property Tax; Street Improvement Reserve	Positive
Street Improvements Cambridge Ave.: Fieldcrest St. to Susan Ln.	Moved from 2020	\$120,000 —Property Tax; Street Improvement Reserve	Positive
Street Improvements Arbor Dr.: Tamarack Dr. to Willowbrooke Dr.	Moved from 2020	\$138,000 —Property Tax; Street Improvement Reserve	Positive
Street Improvements Crescent Dr.: Arbor Dr. to Sheboygan Rd.	Moved from 2020	\$105,000 —Property Tax; Street Improvement Reserve	Positive
Street Improvements Park Cir. (W)	Moved from 2021	\$100,000 —Property Tax; Street Improvement Reserve	Positive
FIRE DEPARTMENT			
Station Improvements Main building roof replacement	No Change	\$75,000 —Property Tax	Positive
Station Improvements Exterior Restoration of Station 3	New Project	\$55,000 —Property Tax	Positive
PARKS, RECREATION & FORESTRY			
Equipment Replacement #41 Kubota Tractor with loader and backhoe	No Change	\$25,000 —Property Tax; Equipment Replacement Reserve	Positive
Equipment Replacement Replace 2009 Toyota Tacoma 4x4	No Change	\$26,000 —Property Tax; Equipment Replacement Reserve	Positive
Park Improvements Pickleball court at Zeunert	New Project	\$100,000 —Property Tax	Positive
Park Improvements Woodland Park playground	No Change	\$40,000 —Property Tax; Park Impact Fees	Positive
Park Improvements Cedar Creek Park bathroom roof and gutters	New Project	\$5,500 —Property Tax	Positive
Park Improvements Centennial Park roof repair	New Project	\$5,000 —Property Tax	Positive

CAPITAL IMPROVEMENT PLAN 2019

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

CAPITAL IMPROVEMENT PLAN

2020

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

CAPITAL IMPROVEMENT PLAN 2020

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

CAPITAL IMPROVEMENT PLAN

2021

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

CAPITAL IMPROVEMENT PLAN

2021

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

CAPITAL IMPROVEMENT PLAN

2022

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

CAPITAL IMPROVEMENT PLAN 2022

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

CAPITAL IMPROVEMENT PLAN

2023

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

CAPITAL IMPROVEMENT PLAN 2023

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

CAPITAL IMPROVEMENT PLAN

2024

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

CAPITAL IMPROVEMENT PLAN 2024

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

Annual Road Improvement Program

Revenues	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	145,625	22,625	6,625	403,625	446,625	636,625	749,625
Property Tax	200,000	987,000	950,000	950,000	950,000	1,000,000	1,000,000
General Fund Transfer							
State/Federal Grant							
Debt Proceeds	800,000						
Local Road Improvement Program (LRIP)		42,000				42,000	
Total	1,145,625	1,051,625	956,625	1,353,625	1,396,625	1,678,625	1,749,625
Expenditures	2018	2019	2020	2021	2022	2023	2024
Asphalt Repairs—Miscellaneous	50,000	50,000	60,000	60,000	60,000	60,000	60,000
Sidewalk Program—Replacements	45,000	45,000	15,000	45,000	45,000	15,000	45,000
Traffic Signals—Pioneer & Washington							
Jackson St.—Kennedy to Hanover (S,SS,W)							
Hillcrest Ave.—Jackson to Lincoln (S,SS,W)							
Madison—Walnut to Fair (S,SS,W)							
Hanover Ave.—Jackson to Lincoln (S,W)							
St. John Ave.—Cleveland to Western (S,SS,W)						220,000	
Johnson Ave.—Lincoln to Wurthmann (S)							
Highland—Columbia Road to Portland (S, SS, W)			400,000				
Sheboygan—Washington to Oxford (SS,W)							
Hickory St.—Harrison to Tower(SS)							
Pine St.—Harrison to Tower (SS)							
Oak St.—Chestnut to Harrison							
McKinley/Lincoln Blvd.—Pioneer to Washington(SS)							
Sunnyside Ln.—Edgewater to Highland(S,SS,W)				100,000			
Birch St.—Edgewater to Sunnyside(S,W)				42,000			
Edgewater Dr.—Sunnyside to Highland(S,W)				155,000			
Jackson/Hilgen—Washington to Hamilton(S,W)				80,000			
Bridge Rd.—Mequon to Columbia(S,SS)							
Hilbert Ave.—Portland to Spring							
Portland Rd.—Hilbert to Highland(S,W)							
Linden St.—Locust to Harrison (SS)							
Chestnut, Spruce, Beech (SS)							
Locust—Bridge to Linden (SS)							
Glenwood—Bristol to Arbor (W)		100,000					

Crescent Dr.—Arbor to Sheboygan(W)		105,000					
Arbor Dr.—Tamarack to Willowbrooke(SS)		138,000					
Lynnwood Ln.—Tamarack to Arbor		84,000					
Willowbrooke Dr.—Lynnwood to Arbor		85,000					
Aspen St.—Cambridge to Aspen Ct.		88,000					
Lexington St.—Cambridge to Fieldcrest(SS)		130,000					
Cambridge Ave.—Fieldcrest to Susan		120,000					
Balfour Street(SS)	50,000						
Hampton Ave. and Ct.(SS)	140,000						
Drury Lane(SS)	75,000						
Kingston Ct.	40,000						
Coventry Ct.	40,000						
Harrison Ave.—Coventry to Washington(SS)	95,000						
Sommerset Ave.—Pioneer to Wirth(S)				80,000			
Wirth St.—Sommerset to McKinley(W)				75,000			
St. John Ave.—Bridge to Washington(S,W,SS)						100,000	
Franklin Ave.—Bridge to Walnut(S,W)							62,000

Annual Road Improvement Program (contd.)

Expenditures (contd.)	2018	2019	2020	2021	2022	2023	2024
Franklin Ave.—Pine to Fair							62,000
Madison Ave - Walnut to Fair(SS)							105,000
Fair St.—Evergreen to Washington(S,W)							65,000
Poplar Ave.—Drury to Washington(SS)	100,000						
Montgomery Ave.—Balfour to south terminus(SS)	128,000						
Monroe Ave.—Linden to Bridge(SS)					81,000		
Linden St.—Pine to Harrison(W)					134,000		
Harrison Ave.—Bridge to Pine(SS,W)					180,000		
Oak St.—Harrison to Pine(W)					100,000		
Hickory St.—Harrison to Pine(W)					75,000		
Pine St.—Hickory to Evergreen(SS)					85,000		
Chatham St.—Wauwatosa to Poplar	95,000						
St. James Ct.	40,000						
Georgetown Dr.—Cedar Ridge to Windsor and Courts(SS)							190,000
Windsor Dr.—Georgetown to Bywater and Court							80,000
Cedar Ridge Dr.—Bridge to Orchard(SS)							200,000
Jefferson Ave.—Bridge to N. terminus						110,000	

Highwood Dr.—Bywater to Woodland						42,000	
Woodland Dr.—Highwood to Cedar Ridge(SS)						140,000	
Meadow Ln.—Appletree to Meadow Ct.(SS)							
Park Cir. (W)		100,000					
Tower Avenue(SS)	225,000						
Garfield St. - Fillmore to McKinley				120,000			
Fillmore Ave. - Hamilton to Garfield				150,000			
Elm Str. - St. John to Washington						42,000	
Alyce St. - Washington to Evergreen						200,000	
Evergreen Blvd. - Western to Lincoln(SS)							450,000
Cottonwood and Windwood Courts							55,000
Thornapple Ln. - Keup Rd. to East City limit			28,000				
Layton St. - Washington to Interurban Trail			50,000				
Park Ln. - Spring to WWTP driveway							50,000
Total	1,123,000	1,045,000	553,000	907,000	760,000	929,000	1,424,000
Balance	22,625	6,625	403,625	446,625	636,625	749,625	325,625
(S) = Sanitary sewer work. (SS) = Storm Sewer work							

Stormwater Capital Projects

Revenues	2017	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	-	38,000	18,724	82,704	22,298	(832)	111,580	109,830
Property Tax Support	242,000	215,000	250,000	450,000	485,000	475,000	450,000	450,000
Capital Fund Balance								
DNR Stormwater Grant	46,000	33,000	19,500					
Debt Proceeds								
Total	288,000	286,000	288,224	532,704	507,298	474,168	561,580	559,830
Capital Expenditures	2017	2018	2019	2020	2021	2022	2023	2024
Stormwater Consulting	40,000	40,000	40,000	35,000	35,000	35,000	35,000	35,000
Regional Stormwater Quality BMP						200,000		
Arbor Dr. Catch Basins			25,000					
Lexington St.—Cambridge to Fieldcrest			25,000					
Dredge Willowbrooke Pond					350,000			
Woodland Dr. Storm Sewer							50,000	
Meadow Ln. Storm Sewer								
Cedar Ridge Drive Catch Basins								25,000
Georgetown Drive and Courts Catch Basins								30,000
Tower Ave. Stormsewer and Catch Basins		52,000						
Montgomery/Poplar Catch Basins		40,000						
Meadow Ln. Catch Basins								
St. John Stormsewer and Catch Basins							30,000	
Madison/Franklin Catch Basins								30,000
Johnson Ave.								
Wilshire Pond Dredging				300,000				
Relay Highland Storm Sewer at Columbia			90,000					
Kennedy Ave. Storm Sewer								
Jackson St.—Kennedy to Hanover								
Madison Storm Sewer Bridge to Western								
Highland—Cedar Creek to Portland				150,000				
Pine St. Storm Sewer Relay at Harrison Ave.	97,000							
Castle, Regency, Cedar Ridge N. end								
Spring St.—Washington to Hilbert								
Hilgen Ave.—Hamilton to Spring								
Hickory St. Catch Basins	20,000							
Sheboygan—Washington to Oxford								
Hillcrest—Jackson to Lincoln	30,000							
Sunnyside—Edgewater to Highland					75,000			
Garfield/Fillmore catch basins					30,000			
McKinley/Lincoln Blvd.—Pioneer to Washington								

Pierce Ave.—Hamilton to Fillmore								
Susan Ln. Storm Water Pond								
Spruce, Oak, Beech Catch Basins	50,000							
Bridge Rd.—Mequon to Columbia								
Stormwater Capital Projects (contd.)								
Capital Expenditures (contd.)	2017	2018	2019	2020	2021	2022	2023	2024
Balfour, Hampton, Drury, Kingston Ct.		45,000						
Harrison Ave.—Coventry to Washington		50,000						
Monroe Ave.—Walnut to Bridge						45,000		
Pine Street - Hickory to Evergreen						30,000		
Harrison Ave.—Bridge to Pine Catch Basins						30,000		
Mill Street Box Culvert Replacement								
Bywater Catch Basins								
Covington Square Catch Basins								
Alyce Street Catch Basins							25,000	
Evergreen Blvd-Western to Lincoln								100,000
Evergreen Blvd. underdrain		30,000						
Tail Race/Behling Field box culvert							300,000	
Engineering (5% of Following Year Construction Total)	13,000	10,276	25,520	25,406	18,130	22,588	11,750	15,000
Total	250,000	267,276	205,520	510,406	508,130	362,588	451,750	235,000
Balance	38,000	18,724	82,704	22,298	(832)	111,580	109,830	324,830

Equipment Replacement Charges

Emergency Government

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

Administration

51	2006	Ford Expedition		38,574	5	2	25,000 (U)	5,000
52	2011	Ford Ranger pickup		20,794	5	2	13,000 (U)	2,600
53	1999	Jeep Cherokee		22,845	5	2	15,000 (U)	3,000
54	1996	GMC Van—Recreation/Pool		2,500	3	0	0	0
50	2005	Grand Caravan		23,175	8	0	5,000 (U)	0
Total Administration				\$107,888			\$58,000	\$10,600

Police Department

1	2011	Ford Expedition—Sgt Patrol (M)		52,299	4	0	53,000	13,250
2	2016	Ford Explorer		53,826	4	2	54,000	13,500
3	2013	Chevrolet Impala—Chief		25,205	9	4	30,000	3,333
4	2016	Ford Explorer		38,091	4	2	40,000	10,000
5	2014	Ford Explorer (M)		32,063	4	0	50,000	12,500
6	2014	Ford Explorer (M)		31,615	4	0	50,000	12,500
7	2008	Dodge Charger Sedan—Det/Juv		30,238	7	0	30,000	4,286
8	2016	Ford Explorer		49,922	4	2	50,000	12,500
9	2012	Chevy Tahoe K150 (Detective/Sergeant)		37,236	8	2	40,000	5,000
10	2015	Ford Explorer (Canine)		40,151	8	5	60,000	7,500
Total Police Department				\$390,646			\$457,000	\$94,369

Senior Center

59	2012	Dodge Caravan		\$23,429	6	0	\$28,000	4,667
Equipment Replacement Subtotal				\$652,884			\$690,387	\$115,331

Public Works

Vehicle No.	Year	Make	Model	Purchase Price	Life Expect.	Remaining Life	Replacement Cost	Annual Cost
1	2003	Case Front End Loader (S)		123,000	15	0	130,000	8,667
2	2008	Caterpillar 430E Backhoe Loader		83,663	15	5	90,000	6,000
3	2011	International Garbage Packer		114,335	20	13	120,000	6,000

4	1973	Galion Grader (S)		30,000	10	0	0*	0
5	2009	Freightliner M2 106 Garbage Truck		119,693	20	11	180,000	9,000
6	2017	Freightliner Street sweeper		235,054	20	18	230,000	11,500
7	2009	Elgin Pelican Dual Street Sweeper		149,520	20	11	170,000	8,500
9	2000	Case 75 XT Skidsteer		25,000	10	0	35,000	0
10	2011	John Deere 624K Wheel Loader		134,931	15	8	205,000	13,667
14	2015	Crafco Crack sealing machine	SS125D	30,000	10	6	30,000	3,000
16	2015	2000 Crafco Infrared trailer	Crafco	30,000	15	12	30,000	2,000
17	1987	Target Concrete Saw		2,849	25	0	3,800	0
18	1999	Ingersoll-Rand Compressor		10,500	15	0	12,000	0
19	2005	Caterpillar Roller		25,772	10	0	28,000	2,800
20	1986	Komatsu Fork Lift	FG25-8	2,000	5	0	30,000	0
21	1998	Concrete Mixer		350	20	0	2,500	125
26	1981	Snow-Bird Trailer		1,700	15	0	0	0
27	1984	Dynaweld Trailer		1,900	15	0	0	0
28	2004	Towmaster T10P Trailer		5,426	15	1	5,000	333
30	2015	Spaulding 2 Ton patch trailer	RMV	3,000	15	12	30,000	2,000
31	2006	Sno-Go Snowblower		73,238	15	3	80,000	5,333
35	1984	John Deere Snow Blower		1,200	25	0	2,000	0
36	1990	John Deere Snow Blower		1,200	20	0	2,000	0
66	2007	Sterling LT 9500 Truck/Catch basin cleaner		240,000	15	4	152,440	15,244
70	2008	GMC Canyon 4 x 4		16,110	7	0	20,000	0
71	2016	Chevrolet Silverado Pickup		40,757	10	8	45,000	0
72	2004	Chevy Tahoe		30,036	10	0	40,000	0
74	2012	GMC Sierra 1600		34,925	10	4	35,000	3,500
75	2008	GMC Pickup Truck, 1 Ton		51,947	10	0	55,000	5,500
76	2015	GMC Sierra 2500 Pickup		41,891	10	7	52,000	5,200
77	2003	GMC Pickup		23,620	10	0	65,000	0
78	2009	GMC Sierra 1/2-Ton 4x4,		38,500	10	1	30,000	3,000
79	2008	GMC Sierra 1/2-Ton 4x4,		23,335	10	0	25,000	2,500
80	2016	GMC Chevrolet Silverado		54,135	10	8	55,000	5,500
81	2015	GMC Sierra 3500 Truck		62,437	10	7	65,000	6,500
82	2007	GMC, SIERRA		39,983	10	0	40,000	4,000
83	2000	GMC Dump Truck, 1-T 4x4, P (S)		40,000	11	0	50,000	0
84	2007	GMC Sierra		39,983	10	0	50,000	5,000
90	2002	Sterling 7500 Dump Truck		98,000	10	0	120,000	0
91	2016	Western Star 4700SF Truck		283,138	10	8	175,000	17,500
92	2006	Sterling Acctera Dump Truck		105,000	10	0	125,000	12,500
93	2014	Western State Dump Truck		180,082	10	6	170,000	17,000
94	2015	Western Star Chassis		185,000	15	12	100,000	6,667

95	2009	Peterbilt 5 Yd Dump Truck, P (S)		199,197	15	6	160,000	10,667
96	2005	7400 International Dump Truck		127,000	15	2	145,000	9,667
97	2007	7400 International Dump Truck		116,000	15	4	145,000	9,667
98	2003	7400 International Dump Truck		103,000	10	0	220,000	0
99	2017	Western Star 4700SB Tandem Dump Truck		430,137	15	14	440,000	29,333
Total Public Works				\$3,808,544			\$3,994,740	\$247,869

Parks and Forestry

Vehicle No.	Year	Make	Model	Purchase Price	Life Expec.	Remaining Life	Replacement Cost	Annual Cost
11	2015	Dodge 5500 Lift Truck		125,000	20	17	150,000	7,500
13	2005	Bandit Chipper		27,895	15	2	28,000	1,867
15	2014	Vermeer Stumper		26,886	15	11	40,000	2,667
23	2010	Chilton Utility Trailer	UT60308R	1,329	20	12	2,000	100
24	2006	Chilton Utility Trailer	UT60308R	1,161	20	8	2,000	100
25	1997	King Trailer		3,000	20	0	5,000	250
29	2005	Falcon Utility Trailer		2,420	20	7	5,000	250
40	2005	Kubota L3430 Tractor with Loader & Backhoe		27,200	20	7	27,200	1,360
41	2012	Kubota RTV 1100 Utility Vehicle		19,550	7	1	23,500	3,357
42	2016	John Deere 1570 Tractor, Deck & Snow Blower		29,268	7	5	30,000	4,286
43	2011	John Deere 4520		58,500	20	13	58,500	2,925
44	2011	Toro Groundmaster 4000-D		43,324	7	0	43,324	6,189
45	2008	John Deere Mower 4/WD 1445 31 HP Diesel W/Cab & Snow Blower		14,950	9	0	26,850	2,983
46	2017	Ventrec Mower		33,000	15	14	33,000	2,200
47	2013	John Deere 1445 31HP Diesel Mower/Snow blower & spreader		31,750	7	2	31,750	4,536
48		Kubota Zero Turn Mower						
49	2011	Wright Stander Mower Model GWS-3218		7,836	7	0	7,836	1,119
73	2009	Toyota Tacoma 4x4		24,454	10	1	26,000	2,600
85	2016	Chevrolet Silverado		50,392	10	8	51,000	5,100
Total Parks and Forestry				\$352,523			\$389,960	\$36,789
Equipment Replacement Total				\$4,161,067			\$4,384,700	\$284,658

Sewer Utility

Vehicle No.	Year	Make	Model	Purchase Price	Life Expec.	Remaining Life	Replacement Cost	Annual Cost
60	2007	Toyota Prius Sedan		18,318	10	0	24,720	2,472

61	2015	GMC Sierra 2500		34,571	8	5	33,620	4,203
62	2009	GMC Sierra 2500HD		34,024	10	1	33,620	3,362
63	2001	GMC Sierra		28,865	10	0	38,950	0
	1994	Onan Portable Generator		13,795	15	0	21,620	0
	2009	Onan Portable Generator		43,089	15	6	67,540	6,754
	2008	Godwin Portable 6" Pump		28,769	12	2	41,220	4,122
	2009	Simplicity Riding Mower		9,189	15	6	14,400	1,440
	2000	Caravan Trailer		1,200	20	2	2,180	218
	2001	Pace Trailer		2,100	20	3	3,820	382
Total Sewer Utility				\$213,920			\$281,690	\$22,953

Fire Department

Vehicle No.	Year	Make	Model	Purchase Price	Life Expec.	Remaining Life	Replacement Cost	Annual Cost
14	1924	Dodge Pumper Truck		25,000				
15	1928	Pirsch Pumper Truck		15,000				
16	1957	FWD-Aerial Ladder Truck		5,000				
150	1998	Interstate Dive Trailer		10,000				
150	2017	Club Car Transportation		27,000				
151	2012	Kenworth T270 Rescue Squad		250,000				
152	2012	Kenworth T270 Rescue Squad		250,000				
153	2007	Quantum Heavy Rescue		501,644				
154	2015	Chevrolet Tahoe		55,000				
155	2004	Chevrolet Silverado		43,000				
156	2013	Chevrolet Suburban		48,367				
157	1989	GMC Pickup Truck		15,500				
158	2006	GMAC C5500 Truck		107,000				
159	1988	Pierce Aerial Ladder Truck		444,000				
160	2017							
161	2005	Pierce Pump Truck		460,000				
162	2009	Pierce Custom Pumper		559,322				
163	2016	Pierce Quantum PUC Pumper		680,000				
164	1994	Pierce Tanker		289,000				
	1989	Brute Trailer		1,100				
Total				\$3,785,933				
Total				\$7,531,865				

Parks Capital Improvement Budget

Capital Expenditures	2018	2019	2020	2021	2022	2023	2024
Cedar Creek Bathroom Roof/gutters	\$5,500	tax					
Prairie View Park Shelter	\$180,000	tax/impact fees					
Adlai Horn hydrant and water service	\$20,000						
Willowbrooke Playground Platforms	\$11,000	tax					
#49 Wright Standing Mower Model GWS-3218	\$8,000	equipment					
2011 Toro Grounds Master 4000-D	\$62,000	equipment					
Behling Field Storage Shed	\$8,000	tax					
Zeunert Park Bathroom Roof repair		\$6,000					
Centennial Park Gazebo roof repair		\$5,000					
Zeunert Play structure platforms		\$10,000	tax				
Cedar Pointe Play structure platforms		\$10,000	tax				
Pickleball Courts at Zeunert Park		\$100,000	impact fees				
Woodland Park Playground		\$40,000	impact fees				
#41 Kubota Tractor with loader & Backhoe		\$25,000	equipment				
2009 Toyota Tacoma 4x4		\$26,000	equipment				
Behling Bleacher replacement			\$20,000				
Behling Asphalt Repairs			\$20,000				
Pool Liner and inlet repair			\$265,000				
All Children's Playground			\$400,000	tax/donations			
#13 2005 Brush Bandit Chipper			\$42,000	equipment			
#47 John Deere 1445 Mower/Snow-blower			\$40,000	equipment			
Develop outdoor sports complex				\$500,000	tax/impact fees		
Kubota Utility Vehicle				\$20,000	equipment		
Falcon Utility Trailer				\$5,000	equipment		
Zeunert Playground Replacement					\$60,000	Tax	
Extension of Cedar hedge Trail (north)					\$50,000	impact fees	
Behling Field Concessions Stand Replacement						\$250,000	tax
Park Improvement (New Subdivision Playground)						\$75,000	impact fees
Asphalt resealing at Cedar Creek Park							\$10,000
Asphalt resealing at Cedar Pointe Park							\$5,000
Asphalt resealing at Centennial Park							\$10,000
Total	\$294,500	\$222,000	\$787,000	\$525,000	\$110,000	\$325,000	\$25,000

WATER RECYCLING CENTER

Water Recycling Center

SEWER USER CHARGES

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

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

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

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

	MGD	mg/l	lbs/day	lbs/yr.
Ave. Daily Flow	2.116			
Ave. Daily BOD		198	3,249	1,184,134
Ave. Daily TSS		206	3,348	1,222,011
Ave. Daily TKN		20.3	333	121,391
Ave. Daily P		2.7	45	16,322

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

RECOVERY OF COSTS

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

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

SUMMARY OF RETAINED EARNING FUNDS

Collection System Reconstruction Fund

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

Equipment Replacement Fund

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

Impact Fees

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

WATER RECYCLING CENTER

Water Recycling Center

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

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

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

SUMMARY OF RATES

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

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

SURCHARGE

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

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

SEPTAGE HAULERS

These rates are also remaining at the 2016 amounts.

COSTS FOR SEPTAGE HAULERS PER 1,000 GALLONS

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

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

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

WATER RECYCLING CENTER

Water Recycling Center

Department: Engineering and Public Works

Program Manager: Wastewater Superintendent

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

Products and Services:

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

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

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

*0.25 in Engineering & Public Works

**Remainder in City Treasurer

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

PERFORMANCE MEASURES:

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

WATER RECYCLING CENTER

Water Recycling Center

Performance Measurements Budget	2015	2016	2017 Estimated	2018 Projected
Annual O&M Budget	2,591,901	2,651,005	2,794,826	2,765,170
Amount Spent	2,423,316	2,440,000	2,600,000	2,600,000
Sewerage Treated, in 1000 gallons	630,677	712,394	680,000	780,000
Sewer Flow Rate, \$/1,000 gallons	5.16	5.22	5.22	5.3

WASTEWATER TREATMENT PLANT

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

2017 Significant Accomplishments:

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

2018 Objectives To Be Accomplished:

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

Long-Term Objectives:

1. Replace Ferrous Sulfate (Iron) system with new PO⁴ chemical system
2. New sewer treatment center

Account Detail and Budget Variances:

573810—General Labor

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

573815—Collection System

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

573855—Sewer Contingency

990 **Contingency Reserve:** Reduced

Sewer Utility Fund—601

573805—Administrative				2017	2017	2018	% CHANGE
Personnel	2014	2015	2016	Budget	Estimated	Adopted	2018/2017
111 Salaries (3.41 FTE)	227,786	219,571	229,745	237,018	220,000	245,676	3.65%
135 Sick Pay Out	1,474	1,122	1,921	1,723	1,723	1,747	1.39%
151 Social Security	17,475	17,323	18,775	18,542	17,240	19,217	3.64%
152 Retirement	13,298	13,375	29,388	16,365	15,208	16,714	2.13%
154 Health Insurance	34,330	30,448	40,381	34,176	37,000	36,059	5.51%
155 Life Insurance	51	44	45	120	120	364	203.33%
159 Longevity	3,512	3,358	3,500	3,643	3,643	3,785	3.90%
161 EAP/125 Admin.	603	446	36	500	500	500	0.00%
165 Workers' Comp. Insurance	165	135	153	153	154	147	-3.92%
Total	298,694	285,822	323,944	312,240	295,588	324,209	3.83%
573810—General Labor				2017	2017	2018	% CHANGE
Personnel	2014	2015	2016	Budget	Estimated	Adopted	2018/2017
111 Salaries (4.0 FTE)	192,700	204,286	192,992	220,480	147,000	216,403	-1.85%
112 Overtime	5,370	5,965	6,178	5,000	6,000	5,000	0.00%
120 Pager Pay	0	0	0	18,250	18,250	18,250	0.00%
135 Sick Payout	0	0	0	0	0	0	0.00%
151 Social Security	14,766	15,972	14,722	17,293	11,705	16,937	-2.06%
152 Retirement	13,954	12,685	25,215	14,919	10,404	14,834	-0.57%
154 Health Insurance	37,813	34,964	36,689	55,428	24,000	33,354	-39.82%
155 Life Insurance	34	20	10	21	21	10	-52.38%
159 Longevity	378	441	0	567	0	0	-100.00%
165 Workers' Comp. Insurance	17,992	18,240	22,953	23,000	24,000	23,216	0.94%
Total	283,007	292,573	298,759	354,958	241,380	328,004	-7.59%
573815—Collection System				2017	2017	2018	% CHANGE
Personnel	2014	2015	2016	Budget	Estimated	Adopted	2018/2017
111 Salaries (1.75 FTE)	95,619	102,032	104,656	93,080	128,000	98,124	5.42%
112 Overtime	2,662	2,449	1,719	4,000	3,600	4,000	0.00%
135 Sick Pay Out	366	0	0	0	0	0	0.00%
151 Social Security	7,523	8,029	8,154	7,566	10,067	7,812	3.25%
152 Retirement	7,136	6,363	13,735	6,726	8,949	6,842	1.72%
154 Health Insurance	13,941	20,301	15,355	34,685	24,000	24,205	-30.21%
155 Life Insurance	(16)	82	93	95	95	31	-67.37%
159 Longevity	1,638	1,701	1,764	1,827	0	0	-100.00%
Total	128,869	140,957	145,476	147,979	174,711	141,014	-4.71%
573835				2017	2017	2018	% CHANGE
Operating	2014	2015	2016	Budget	Estimated	Adopted	2018/2017
226 Sewer Cleaning Water	336	319	741	500	400	500	0.00%
293 Root Control	4,099	4,011	4,260	4,500	4,500	4,500	0.00%
296 Televising	842	5,755	10,287	7,800	5,000	7,800	0.00%
298 Cleaning	5,414	6,314	7,783	7,500	4,000	7,500	0.00%
347 Supplies	2,433	1,952	2,575	3,000	3,000	3,000	0.00%

359	Repair	4,122	1,166	15,200	4,500	4,500	4,500	0.00%
360	Manhole Adjustment	0	0	0	600	600	600	0.00%
Total		17,246	19,517	40,846	28,400	22,000	28,400	0.00%
Total Expenditures		146,115	160,474	186,322	176,379	196,711	169,414	-3.95%
573825—WRC Operations								
Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Adopted	% CHANGE 2018/2017
217	Outside Lab Testing	15,967	15,487	16,675	16,000	16,000	16,000	0.00%
222	Electric	103,040	95,570	99,707	112,000	100,000	112,000	0.00%
224	Natural Gas	6,997	4,158	4,131	10,000	4,000	10,000	0.00%
225	Telephone	5,030	4,025	5,267	5,500	5,500	5,500	0.00%
226	Water Service	7,699	5,041	4,835	5,390	5,000	5,390	0.00%
294	Sludge Hauling	254,340	208,777	234,252	280,000	200,000	280,000	0.00%
312	Computer Supplies	7,220	9,748	11,276	10,000	10,000	12,500	25.00%
370	Lab Supplies	5,415	4,651	6,021	6,000	6,000	6,000	0.00%
371	Coagulants	10,037	7,035	7,962	12,000	8,000	12,000	0.00%
372	Safety Equipment	5,900	5,725	5,685	8,000	8,000	8,000	0.00%
373	Chlorine/SO 2	0	0	0	1,000	0	1,000	0.00%
374	Diesel Fuel	770	0	0	1,200	0	1,200	0.00%
Total		422,415	360,217	395,811	467,090	362,500	469,590	0.54%
573830—WRC Maintenance								
Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Adopted	% CHANGE 2018/2017
297	Refuse Collection	18,300	16,775	18,300	20,000	13,000	20,000	0.00%
340	Maintenance Supplies	42,156	40,149	36,671	40,000	40,000	40,000	0.00%
342	Janitorial Supplies	1,568	2,100	2,062	2,500	2,500	2,500	0.00%
350	Operating Supplies	2,636	3,403	3,181	3,500	3,500	3,500	0.00%
362	Tools	399	977	446	1,000	1,000	1,000	0.00%
Total		65,059	63,404	60,660	67,000	60,000	67,000	0.00%
573840—Lift Station								
Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Adopted	% CHANGE 2018/2017
222	Electric	31,509	27,381	32,802	35,000	35,000	35,000	0.00%
224	Natural Gas	1,120	918	1,206	3,000	1,500	3,000	0.00%
226	Water Service	478	605	811	2,500	1,500	2,500	0.00%
299	Odor Control	0	0	0	3,000	0	3,000	0.00%
340	Maintenance Supplies	18,120	19,812	28,689	20,000	20,000	20,000	0.00%
Total		51,227	48,716	63,508	63,500	58,000	63,500	0.00%
573845—Transportation								
Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Adopted	% CHANGE 2018/2017
240	Repair and Maintenance	3,390	3,834	2,086	5,000	2,000	5,000	0.00%
351	Fuel/Oil	9,035	6,596	9,110	7,000	5,000	7,000	0.00%
Total		12,425	10,430	11,196	12,000	7,000	12,000	0.00%
573850—Administrative Services								
Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Adopted	% CHANGE 2018/2017
210	Administrative Services	11,879	10,250	17,729	10,250	13,000	10,250	0.00%
211	Legal	1,513	352	432	25,000	10,000	25,000	0.00%

215	Engineering	4,643	25,392	1,260	30,000	30,000	30,000	0.00%
216	Light & Water Billing	100,804	103,258	110,493	114,000	117,000	119,000	4.39%
218	Audit	5,500	5,500	5,500	5,500	5,500	5,500	0.00%
310	Office Supplies	408	307	198	1,500	1,500	1,500	0.00%
320	Publications/Dues	274	252	355	600	600	600	0.00%
323	DNR Fees	8,509	8,452	9,026	11,000	10,000	11,000	0.00%
330	Travel/Training	1,833	2,796	4,173	5,000	5,000	5,000	0.00%
390	Other Expenses	683	409	317	500	500	500	0.00%
510	Property—Liability Insurance	15,284	15,567	15,414	15,500	15,500	13,385	-13.65%
Total		151,330	172,535	164,897	218,850	208,600	221,735	1.32%
573855-990 WRC Contingency Account								
		2014	2015	2016	2017 Budget	2017 Estimated	2018 Adopted	% CHANGE 2018/2017
990	Sewer Contingency Account	0	0	0	10,000	0	0	-100.00%
Total		0	0	0	10,000	0	0	-100.00%
573860 Debt Service - Principal & Interest								
Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Adopted	% CHANGE 2018/2017
610	Principal	0	0	0	55,000	55,000	55,000	0.00%
620	Interest	0	0	13,685	27,809	27,809	27,809	0.00%
Total		0	0	13,685	82,809	82,809	82,809	0.00%
573870-540 Depreciation Expense								
Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Adopted	% CHANGE 2018/2017
540	Depreciation Expense	1,016,589	1,029,213	1,048,949	1,030,000	1,030,000	1,030,000	0.00%
Total		1,016,589	1,029,213	1,048,949	1,030,000	1,030,000	1,030,000	0.00%
Total Sewer Expenses		2,446,861	2,423,384	2,567,731	2,794,826	2,542,588	2,768,261	-0.95%
Revenues—Operating								
Public Charges for Services		2014	2015	2016	2017 Budget	2017 Estimated	2018 Adopted	% CHANGE 2018/2017
464111	Residential	1,410,435	1,393,653	1,414,409	1,531,891	1,400,000	1,524,740	-0.47%
464112	Commercial	432,128	439,424	441,373	463,521	400,000	448,660	-3.21%
464113	Industrial	279,172	286,935	289,477	306,632	300,000	319,966	4.35%
464114	Public Authority	73,852	72,238	67,218	71,179	60,000	66,438	-6.66%
464116	Water Remediation	113	121	0	0	0	0	0.00%
464200	Miscellaneous	3,426	9,095	3,897	0	1,776	0	0.00%
464215	Sewer Connection Fee	2,518	35,668	19,780	0	5,000	5,000	0.00%
464220	Reserve Capacity Fee	1,759	16,610	8,597	0	1,908	2,000	0.00%
464310	Septage Hauler Revenues	80,800	105,079	65,437	69,268	47,000	50,000	-27.82%
Total Operating Revenues		2,284,203	2,358,823	2,310,188	2,442,491	2,215,684	2,416,804	-1.05%
Sewer Fund Operating Income								
		(162,658)	(64,561)	(257,543)	(352,335)	(326,904)	(351,457)	

Revenues—Non-Operating Revenues/ Expenses							
Miscellaneous Revenues—Interest	2014	2015	2016	2017 Budget	2017 Estimated	2018 Adopted	% CHANGE 2018/2017
Capital Contributions from 473900 Developer	29,925	0	0	0	0	0	0.00%
481100 Unrestricted Funds	2,094	2,905	17,126	8,000	9,900	10,000	25.00%
481121 WWTF Replacement Fund	6,715	6,540	7,311	6,500	7,880	8,000	23.08%
Collection System Recon- 481122 struction	4,996	5,250	4,414	6,000	6,000	2,000	-66.67%
481127/9 Impact Fees	11	32	128	0	124	0	0.00%
482215 Rent—City Property	1	1	1	1	2,801	1	0.00%
487000 Change in Market Value			(23,324)		4,600	0	
Total Miscellaneous Revenues	43,742	14,728	5,656	20,501	31,305	20,001	-2.44%
Net Cost of Program							
	(118,916)	(49,833)	(251,887)	(331,834)	(295,599)	(331,456)	-0.11%

WRC Capital Projects

Collection System Fund	2018	2019	2020	2021	2022	2023	2024
Sommerset Ave.				165,000			
Highland —Cedar Creek to Portland Rd			375,000				
Engineering	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Tower Ave.	40,000						
Madison—Walnut to Fair							95,000
Hillcrest Ave.—Jackson to Lincoln							
Highland Lift Station	1,000,000						
Balfour-Hampton-Poplar-Drury	100,000						
Willowbrooke-Lexington-Crescent-Cambridge		50,000					
Harrison Ave., Hickory St., Oak St., Linden St., Monroe Ave.					250,000		
Jackson, Hilgen, Sunnyside, Edgewater, Birch				500,000			
St. John -Elm-Jefferson						350,000	
Meadow-Woodland-Georgetown-Highwood							250,000
Subtotal Collection System	1,170,000	80,000	405,000	695,000	280,000	380,000	375,000
Waste Water Treatment Plant Equipment Replacement Fund	2018	2019	2020	2021	2022	2023	2024
Vehicle Replacement #61	75,000						
Vehicle Replacement #63							40,000
Vehicle Replacement #62			60,000				
Vehicle Replacement #60	35,000						
UV Bulbs (Bank A)			10,000				
UV Bulbs (Bank B)				10,000			
Miscellaneous Equipment	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Flat Roofs for Control /RAS/Bar Screen Buildings & Blower	125,000						
Replace Digester Blowers and Controls	100,000						
Subtotal Treatment Plant	375,000	40,000	110,000	50,000	40,000	40,000	80,000
Total WRC Capital	\$1,545,000	\$120,000	\$515,000	\$745,000	\$320,000	\$420,000	\$455,000

Sewer Utility Fund

2018 Budget—Retained Earnings Analysis

	Equipment Replacement	Collection Reconstruction	Impact Fees	Unrestricted	Total
Balance	\$2,594,236	\$198,025	\$118,323	\$13,828,622	\$16,739,206
2017					
Interest Earnings	7,880	6,000	124	(14,004)	
Yearly Allocations	214,600	400,000		(614,600)	
Reserve Capacity Fees			1,908	(1,908)	
Disbursements:					
Miscellaneous Equipment	(40,000)				
Replace UV Bulbs (Bank A)	(15,000)				
Jetter-Vac #66	(400,000)				
John Deere lawn mower/snow blower	(18,000)				
Rebuild Raw Sewage Pumps 1, 2 & 3	(80,000)				
Engineering		(30,000)			
Sewer camera	(100,000)				
Hillcrest Ave. - Jackson to Lincoln		(232,150)			
Projected Net Income/(Loss)				(326,904)	
Projected Balance, December 31, 2017	\$2,163,716	\$341,875	\$120,355	\$12,871,206	\$15,497,152
2018					
Interest Earnings	8,000	2,000	0	(10,000)	
Yearly Allocations (\$400,000 from Retained Earnings to Collect.)	262,600	850,000		(1,112,600)	
Impact Fees			2,000	(2,000)	
Disbursements:					
Miscellaneous Equipment	(40,000)				
Vehicle Replacement #61	(75,000)				
Vehicle Replacement #60	(35,000)				
Engineering		(30,000)			
Tower		(40,000)			
Highland Lift Station		(1,000,000)			
Balfour-Hampton-Poplar-Drury		(100,000)			
Flat Roofs for Control /RAS/Bar Screen Buildings	(125,000)				
Replace Digester Blowers and Controls	(100,000)				
Projected Net Income/(Loss)				(331,456)	
Projected Balance, December 31, 2017	\$2,059,316	\$23,875	\$122,355	\$11,415,150	\$13,620,696

CAPITAL IMPROVEMENT PLAN

Water Recycling Center 2018-2024

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

CAPITAL IMPROVEMENT PLAN

Water Recycling Center 2018-2024

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

Debt Service Fund—Fund 300

					2017	2017	2018	% Change
Revenues		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
411111	Property Taxes	972,917	619,532	705,776	1,284,280	1,284,280	1,502,211	16.97%
423500	Swimming Pool Impact Fees	3,536						
467530	Police Impact Fee	3,481	25,551	18,126		32,500		
456305	Build America Bond Reimbursement	8,101	7,075	6,064	4,995	4,932	3,823	-23.46%
481100	Interest Revenue	461	80	594	50	900	800	1500.00%
491000	Proceeds from Borrowing		749,311	231,387				
491350	Transfer from TIF	97,905	100,000					
491400	Transfer from Capital Improvements		140,000	200,000	200,000	200,000	58,741	-70.63%
Total Revenues		1,086,401	1,641,549	1,161,947	1,489,325	1,522,612	1,565,575	5.12%
					2017	2017	2018	% Change
Expenditures		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
581566	2004 G.O. Capital Improvement Notes	137,363						
581567	2007 G.O. Capital Improvement Notes	154,891	882,428					
581568	2008 G.O. Capital Improvement Notes	568,960						
581580	2007 TIF #2 Notes	97,905	114,255					
581582	2010 Capital improvement Notes	98,686	98,686	98,686	98,687	98,686	98,686	0.00%
581565	2012 G.O. Capital Improvement Notes	71,745	351,045	339,535	566,725	566,725	562,225	-0.79%
581520	2014 Internal Borrowing		93					
581521	2015 G.O. Capital Improvement Notes		16,964	267,400	312,900	312,900	392,050	25.30%
581530	2016 G.O. Capital Improvement Notes				710,963	710,963	542,963	-23.63%
581570	2012 G.O. TIF #2 Refunding		171,745	220,660				
582000	Issuance Costs		11,692	70,550				
Total Expenditures		1,129,550	1,646,908	996,831	1,689,275	1,689,274	1,595,924	-5.53%
Revenues over/(under) Expenditures		(43,149)	(5,359)	165,116	(199,950)	(166,662)	(30,349)	
Fund Balance		2014	2015	2016	2017	2017	2018	
		Budget	Estimated	Proposed				
Beginning		81,102	37,953	32,594	197,710	197,710	31,048	
Ending		37,953	32,594	197,710	(2,240)	31,048	699	

Debt Obligations Payment Schedule

Capital Improvements—Streets

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

Library—Municipal Building

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

2015 and 2016 Capital Projects; 2007 Refinancing

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

Public Works - Municipal Building

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

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

Date	Purpose of Borrowing, Amount, Interest Rate	Balance 12/31/2017		Payment Dates	2018	2019	2020	2021	2022
5/1/2018	G.O. Corporate Purpose Bonds	\$0	P	3/1					
	\$1,387,000 2.5% est.		I	3/1, 9/1					
	Term: 20 years								
Total					0	0	0	0	0

Total Debt Principal and Interest Payments for the Year					1,595,924	1,651,724	1,641,861	1,626,563	1,617,113
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Debt Service Fund Balance—Interest and impact fees					(27,800)				
Transfer from Capital Improv.					(57,090)				
Build America Bonds Refund					(3,823)	(2,601)	(1,331)		
Annual Tax Levy Support Needed					1,507,211	1,649,123	1,640,530	1,626,563	

Change from Prior Year					222,930	141,912	(8,593)	(13,968)	
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Tax Rate (Equalized)					1.11	1.24	1.20	1.17	
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Debt Obligations Payment Schedule									
Sewer Utility									
Date	Purpose of Borrowing, Amount, Interest Rate	Balance 12/31/2017		Payment Dates	2018	2019	2020	2021	2022
5/18/2016	G.O. Corporate Purpose Bonds	\$950,000	P	3/1	40,000	45,000	45,000	45,000	45,000
			I	3/1, 9/1	20,550	19,813	19,138	18,463	17,675
	\$1,005,000 2.179%								
	Term: 20 years								
Total					60,550	64,813	64,138	63,463	62,675

Special Revenue Fund—Cemetery

200-544210

Department: Engineering and Public Works

Program Manager: Building Inspector

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

Products and Services:

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

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

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

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

2017 SIGNIFICANT ACCOMPLISHMENTS:

1. Increased Monument Permits to \$50 to help maintain headstones
2. Removed storm damaged tree

2018 OBJECTIVES TO BE ACCOMPLISHED:

1. Remove and replace fascia, soffit, trim and doors on mausoleum

Long-Term Objectives:

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

Account Detail And Budget Variances:

544210—Cemetery Fund

Expenditures

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

Special Revenue—Cemetery

Fund 200

			2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
Beginning Fund Balance			\$316,344	\$316,570	\$302,915	\$276,573	\$276,573	\$261,032	
			2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% CHANGE 2018/2017
Revenues									
465500	Property Sales		24,300	18,975	7,650	12,000	9,000	9,000	-25.00%
465550	Monuments & Markers		875	1,075	850	800	2,450	1,000	25.00%
481100	Interest Income		1,138	1,196	1,260	1,200	2,549	1,200	0.00%
482170	Rental Income		11,940	11,940	11,940	11,940	11,940	11,940	0.00%
486000	Cemetery—Misc. Revenue		3,600	3,475	2,664	2,000	2,815	2,500	25.00%
487000	Change in Market Value						439		0.00%
Total Revenues			41,853	36,661	24,364	27,940	29,193	25,640	-8.23%
			2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
544210 Personnel									
111	Salaries (.08 FTE)		11,328	11,317	12,065	10,633	10,633	3,564	-66.48%
112	Overtime		0	147	95	250	250	250	0.00%
125	Part time/Seasonal (.53 FTE)		8,100	7,762	11,170	9,000	9,000	9,000	0.00%
151	Social Security		1,514	1,464	1,798	1,551	1,521	980	-36.81%
152	Retirement		1,010	830	836	767	740	256	-66.62%
154	Health Insurance		2,724	4,060	3,358	3,333	2,000	667	-79.99%
155	Life Insurance		4	0	0	13	13	1	-89.62%
159	Longevity		364	375	386	396	0	0	-100.00%
165	Workers' Comp. Insurance		806	720	920	891	891	546	-38.72%
Total			25,850	26,675	30,628	26,834	25,048	15,264	-43.12%
			2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
544210 Operating									
210	Professional Services		9,508	8,344	10,818	11,680	11,680	11,680	0.00%
222	Electric		308	281	403	349	410	410	17.48%
225	Telephone		195	7	0	0	0	0	0.00%
226	Water Service		443	548	543	500	500	500	0.00%
230	Grounds Maintenance		2,356	1,843	2,771	2,800	2,800	2,800	0.00%
240	Repair & Maintenance		940	4,234	295	2,000	2,000	2,000	0.00%
245	House Maintenance		696	902	611	1,000	1,000	1,000	0.00%
350	Operating Supplies		973	925	606	900	900	900	0.00%
380	Equipment		0	6,197	3,631	0	0	0	0.00%
510	Property/Liability Insurance		358	360	400	400	396	320	-20.00%
940	Transfer to Capital Improve- ment Fund							7,000	0.00%
Total			15,777	23,641	20,078	19,629	19,686	26,610	35.56%
Total Expenditures			41,627	50,316	50,706	46,463	44,734	41,874	-9.88%

Revenue - Expenditures	226	(13,655)	(26,342)	(18,523)	(15,541)	(16,234)
Ending Fund Balance	316,570	302,915	276,573	258,050	261,032	244,798

Fund Balance				2017	2017	2018
	2014	2015	2016	Budget	Estimated	Proposed
Designated Cemetery Fund Balance	\$216,295	\$199,490	\$171,873	\$152,625	\$154,832	\$137,098
Designated for Perpetual Care	100,275	103,425	104,700	105,425	106,200	107,700
Total Fund Balance	316,570	302,915	276,573	258,050	261,032	244,798

Special Revenue Fund—Room Tax

210-566700, 592000

Department: Treasurer

Program Manager: City Treasurer

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

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

Special Revenue Fund—Room Tax							
Fund 210							
				2017	2017	2018	% CHANGE
Revenues	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
411500 Room Taxes	67,749	80,752	79,061	65,000	63,000	65,000	0.00%
Total Revenues	67,749	80,752	79,061	65,000	63,000	65,000	0.00%
566700 Operating							
721 Chamber Tourism & Development	64,362	76,715	75,108	61,750	60,000	61,750	0.00%
Total	64,362	76,715	75,108	61,750	60,000	61,750	0.00%
592000 Operating							
701 Transfer to General Fund	3,387	4,037	3,953	3,250	3,000	3,250	0.00%
Total	3,387	4,037	3,953	3,250	3,000	3,250	0.00%
Total Expenditures	67,749	80,752	79,061	65,000	63,000	65,000	0.00%
Revenue - Expenditures	0	0	0	0	0	0	
Beginning Fund Balance	\$462	\$462	\$462	\$462	\$462	\$462	
Total Fund Balance	\$462	\$462	\$462	\$462	\$462	\$462	

Special Revenue Fund—Recreation

220-555390

Department: Recreation

Program Manager: Parks, Recreation & Forestry Director

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

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

Products and Services:

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

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

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

Special Revenue Fund—Recreation

220-555390

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

Performance Measures:

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

2017 Significant Accomplishments:

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

2018 Objectives to Be Accomplished:

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

Long-Term Objectives:

1. Research options for an indoor/outdoor athletic complex

Special Revenue Fund—Recreation

220-555390

Account Detail:

220-555390—Self Supporting Recreation Programs

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

555210—Recreation Administration

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

Special Revenue Fund—Recreation Programs (Self Supporting)

Fund 220

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

				2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
111 Salaries/Rec. Supervisor	9,709	10,022	9,869	0	0	0	0.00%
125 Part time/Seasonal	44,650	45,277	77,100	82,474	90,000	96,083	16.50%
127 Exercise/Fitness Salaries	5,622	6,893	7,019	6,800	6,800	6,800	0.00%
151 Social Security	4,584	4,722	7,182	6,829	7,405	7,871	15.26%
152 Retirement	720	703	673	0	0	0	0.00%
154 Health Insurance	1,678	1,460	1,194	0	0	0	0.00%
155 Life Insurance	1	0	0	1	0	0	-100.00%
161 EAP/125 Administration	0	0	0	60	60	60	0.00%
165 Workers' Comp. Insurance	2,891	2,536	2,887	4,221	4,221	4,298	1.82%
Total	69,855	71,613	105,924	100,385	108,486	115,112	14.67%

555390/592000				2017	2017	2018	% Change	
Operating		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
225	Telephone	1,640	884	743	1,080	840	900	-16.67%
228	School District Fees	0	0	0	25,410	26,000	25,000	-1.61%
290	Contracted Services	17,453	6,137	29,896	25,320	29,500	28,000	10.58%
309	Recreation Brochure Expenses	5,194	8,139	5,236	4,000	4,360	4,000	0.00%
310	Office Supplies	210	1,092	500	600	56	0	-100.00%
320	Publications & Dues	190	35	190	215	190	200	-6.98%
330	Travel & Training	833	235	2,697	2,000	1,500	0	-100.00%
336	Transportation	1,245	967	2,103	1,090	5,232	4,000	266.97%
347	Supplies and Expenses	20,577	20,827	36,760	19,634	35,105	21,000	6.96%
350	Operating supplies	1,523	960	1,836	1,360	400	0	-100.00%
355	WPRA Ticket Expense	0	0	7,947	4,500	7,689	4,500	0.00%
356	Solar Recreation	0	0	0	6,050	7,224	6,050	0.00%
357	Tennis					11,000	9,500	0.00%
372	Safety equipment	294	795	1,603	2,650	2,650	3,000	13.21%
380	Equipment Outlay/Lease	834	764	1,967	500	0	0	-100.00%
386	Civic Band Expenses	4,290	5,073	4,829	4,000	4,000	4,000	0.00%
390	Other Expenses					202		
510	Insurance Charges	707	649	561	833	833	810	-2.76%
710	Transfer to Other Funds					16,980		
Total		54,990	46,557	96,868	99,242	153,761	110,960	11.81%
Total Expenditures		124,845	118,170	202,792	199,627	262,247	226,072	13.25%
Revenue - Expenditures		(3,083)	16,988	15,136	(18,562)	(37,828)	(13,182)	
Beginning Fund Balance		\$64,798	\$61,715	\$78,703	\$93,482	\$93,482	\$55,654	
Prior Year Adjustment		(357)						
Total Fund Balance		\$61,715	\$78,703	\$93,482	\$74,920	\$55,654	\$42,472	

Special Revenue Fund— Swimming Pool

240-555320

Department: Parks & Recreation

Program Manager: Parks & Recreation Director

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

Products and Services:

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

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

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

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

Special Revenue Fund—Swimming Pool

240-555320

Performance Measures:

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

2017 Significant Accomplishments:

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

2018 Objectives To Be Accomplished:

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

Long-Term Objectives:

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

Account Detail:

555320—Swimming Pool

- 210 **Professional Services:** Computer annual maintenance and service, American Red Cross costs
- 290 **Contracted Services:** Weed and feed turf areas, miscellaneous repairs
- 324 **Permits and Licenses:** Pool license
- 330 **Travel and Training:** Wisconsin Park and Recreation Association aquatics training, Aquatic Facility Operator certification costs
- 340 **Repair and Maintenance Supplies:** Miscellaneous supplies, maintenance, paper supplies, cleaning supplies, paint, stain, motor/pump repairs, etc.
- 346 **Uniforms:** Lifeguards and swim team
- 350 **Operating Supplies:** All pool chemicals (acid, chlorine, D.E. filter powder)
- 380 **Equipment:** Rescue tubes, pumps, chairs, foot wash station
- 390 **Other Supplies:** Swim team ribbons, office supplies, admission tickets, medical supplies, swim diapers

Budget Variances:

Expenditures

555320—Swimming Pool

- 290 **Contracted Services:** Time Warner Cable fees
- 340 **Repair and Maintenance Supplies:** Increased repair costs for aging pool facility

Revenues

- 411111 **Real Estate Taxes:** Increased due to loss of shared services agreement with the Town
- 473118 **Town Pool Contribution:** No longer a joint pool with the Town

Special Revenue Fund—Swimming Pool

Fund 240

				2017	2017	2018	% Change
Revenues	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
411111 Real Estate Taxes			44,121	65,658	65,658	69,652	6.08%
467340 Daily Pool Admissions	64,926	82,824	94,625	90,000	67,806	80,000	-11.11%
467341 Passes	62,864	61,807	82,731	85,000	90,165	92,000	8.24%
467342 Lessons	23,420	19,920	22,550	20,000	21,519	21,000	5.00%
467343 Water Aerobics	3,462	4,189	5,233	4,500	5,874	5,000	11.11%
467344 Uniforms/Miscellaneous	2,913	2,601	1,058	2,400	1,681	2,400	0.00%
467345 Concessions	33,803	45,288	48,475	45,000	40,823	46,000	2.22%
467346 Swim Team	6,020	4,544	4,952	5,000	4,180	4,500	-10.00%
467351 Swimming Pool Banner Program	2,700	2,100	4,003	2,800	2,800	2,800	0.00%
473118 Town Pool Contribution*	33,316	13,589	18,922	0	0	0	0.00%
482215 Facility Rentals	2,136	2,120	4,590	3,000	5,072	3,000	0.00%
48550 Donations					459		
491100 Transfer from General Fund	79,559	55,252	13,503	38,700	37,175	11,500	0.00%
491220 Transfer from Rec Programs					16,980		
Total Revenues	315,119	294,234	344,763	362,058	360,192	337,852	-6.69%

				2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
111 Salaries/Rec. Supervisor (.55 FTE)	21,653	22,234	22,661	26,125	26,125	26,129	0.02%
125 Part-Time Salaries/Seasonal	116,358	105,059	120,503	122,972	114,022	121,700	-1.03%
128 Salaries/City DPW (.35 FTE)	19,744	13,235	19,139	19,000	16,100	16,000	-15.79%
132 Part-Time/Maintenance Salaries	2,016	357	2,530	3,000	2,465	2,800	-6.67%
151 Social Security	12,216	10,754	12,470	13,089	11,543	12,747	-2.61%
152 Retirement	3,350	2,856	3,414	3,069	3,049	2,823	-8.02%
154 Health Insurance	3,729	3,580	4,359	7,621	8,495	11,847	55.45%
155 Life Insurance	1	0	1	3	0	5	64.00%
165 Workers' Comp. Insurance	6,716	5,397	7,670	7,575	7,575	7,539	-0.48%
Total	185,783	163,472	192,747	202,454	189,374	201,590	-0.43%

				2017	2017	2018	% Change
Operating	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
210 Professional Services	2,824	2,338	3,852	2,970	4,592	2,970	0.00%
222 Electric	16,967	16,630	18,502	16,500	17,071	16,500	0.00%
224 Natural Gas	19,010	12,460	11,634	12,000	14,684	12,000	0.00%
225 Telephone	313	332	641	440	373	440	0.00%
226 Water Service	9,070	9,534	10,186	9,760	9,760	9,760	0.00%
290 Contracted Services	2,414	5,394	1,304	2,000	1,476	2,000	0.00%
324 Permits & Licenses	400	400	400	400	400	400	0.00%
330 Travel & Training	300	590	501	600	378	600	0.00%
340 Repair & Maintenance Supplies	17,793	14,306	20,717	16,000	19,000	16,000	0.00%
346 Uniforms	1,648	1,369	2,156	2,500	2,572	2,500	0.00%
350 Operating Supplies/Chemicals	20,844	18,352	22,578	20,000	21,257	20,000	0.00%
380 Equipment	14,574	14,239	16,635	40,208	39,051	19,658	-51.11%
390 Other Expenses	15,800	1,034	1,038	1,000	1,356	1,200	20.00%

510	Property/Liability Insurance	3,226	3,000	3,181	3,182	3,183	3,076	-3.33%
Total		125,183	99,978	113,325	127,560	135,153	107,104	-16.04%
555321—Concessions								
Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
125	Part Time Salaries/Seasonal	8,853	10,959	13,519	11,000	13,124	11,000	0.00%
151	Social Security	677	823	1,034	842	1,004	842	0.00%
Total		9,530	11,782	14,553	11,842	14,128	11,842	0.00%
555321—Concessions								
Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
324	Permits & Licenses	330	330	330	330	330	330	0.00%
350	Operating Supplies	12,893	18,672	23,197	19,123	20,791	19,000	-0.64%
380	Equipment	0	0	611	750	416	750	0.00%
Total		13,223	19,002	24,138	20,203	21,537	20,080	-0.61%
Total Swimming Pool Expenses		333,719	294,234	344,763	362,058	360,192	340,615	-5.92%
Revenue - Expenditures		(18,600)	0	0	(0)	0	(2,763)	
Beginning Fund Balance		18,600	0	0	0	0	0	
Total Fund Balance		0	0	0	(0)	0	(2,763)	

Special Revenue Fund—Park Subdivider Deposits Fund 250

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

510	Property/Liability Insurance	3,226	3,000	3,181	3,182	3,183	3,076	-3.33%
Total		125,183	99,978	113,325	127,560	135,153	107,104	-16.04%
555321—Concessions								
Personnel		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
125	Part Time Salaries/Seasonal	8,853	10,959	13,519	11,000	13,124	11,000	0.00%
151	Social Security	677	823	1,034	842	1,004	842	0.00%
Total		9,530	11,782	14,553	11,842	14,128	11,842	0.00%
555321—Concessions								
Operating		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
324	Permits & Licenses	330	330	330	330	330	330	0.00%
350	Operating Supplies	12,893	18,672	23,197	19,123	20,791	19,000	-0.64%
380	Equipment	0	0	611	750	416	750	0.00%
Total		13,223	19,002	24,138	20,203	21,537	20,080	-0.61%
Total Swimming Pool Expenses		333,719	294,234	344,763	362,058	360,192	340,615	-5.92%
Revenue - Expenditures		(18,600)	0	0	(0)	0	(2,763)	
Beginning Fund Balance		18,600	0	0	0	0	0	
Total Fund Balance		0	0	0	(0)	0	(2,763)	

Special Revenue Fund—Park Subdivider Deposits Fund 250

		2014	2015	2016	2017 Budget	2017 Estimated	2018 Proposed	% Change 2018/2017
Revenues								
467500	Subdivider Park Fees	0	27,145	4,846	0	35,977	0	0.00%
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Beginning Fund Balance		\$120,076	\$83,326	\$62,121	\$33,477	\$33,477	\$75,491	
Total Fund Balance		\$83,326	\$62,121	\$33,477	\$33,677	\$75,491	\$5,716	

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
- Reader’s Advisory—includes interlibrary loan from other libraries throughout the county, state and country
- Librarian consultations—assistance with electronic devices/tech related issues/research on particular topics
- 11 public internet computer stations
- Wifi and wireless printing
- Modern microfilm reader/scanner and access to the News Graphic back to the 1880’s
- Private study rooms and MediaScape room with technology for collaborative group work
- Test proctoring for college and high school students
- Community Room available for public use; includes technology and hearing loop for hard of hearing

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

- Traditional library services along with providing school visits, tours, displays, special programs and story hours for two, three, four and five year-olds, and the Summer Reading Program; after school programs and literacy development
- Assistance to parents/caregivers for finding age appropriate reading material for children and youth and encouragement of lifelong reading and learning
- Homework assistance and collaboration with schools for assignment materials
- Six computer stations loaded with literacy and phonic development programs and links to educational websites
- Teen Zone with a young adult book collection and programs/events for teens

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

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

Special Revenue Fund—Library

260-555110

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

Special Revenue Fund—Library

260-555110

2017 Significant Accomplishments:

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

2018 Objectives To Be Accomplished:

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

Long-Term Objectives:

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

Account Detail:

555110—Library

Operating:

- 222 **Electric:** 2015 was first full year in the building, so up until then usage has been an estimate. 2016 amount compared to 2015 amount is being used for 2017 estimate
- 240 **Maintenance and Repair:** Preparing for potential maintenance repair in fourth year of building usage
- 312 **Computer Supplies:** Need to budget for hardware replacement cycle
- 319 **Publications and Subscriptions:** We are a net borrower in the system. Meaning we request more materials from other libraries than we supply in the shared services system. We are not meeting the demand from our users and are instead highly using the resources from other municipal libraries. The recommended standard for materials expenditure of a library in our population size is \$117,415

Budget Variances:

Expenditures:

555110—Library

- 128 **Maintenance Salaries:** Increase due to adding funds for DPW staff when they fill in for library custodian. Funding had not been there in prior budgets so this line was over expended.
- 159 **Longevity:** 2017 was not correctly funded to apply for the part-time staff receiving longevity pay. Adjusted for 2018.
- 222 **Electric:** Increase to actual
- 225 **Telephone:** Increase to actual
- 240 **Repair and Maintenance:** Increased to reflect actual costs of operational maintenance.
- 350 **Operating Supplies:** Increased to reflect actual costs of operating supplies
- 380 **Equipment/Capital Outlay:** Beginnings of an equipment replacement fund
- 381 **Shared System Services:** Increase for membership in the 4 county Monarch Library System

Revenue:

- 467100 **Fines and Fees:** Reduced to meet estimated projection of fines/fees paid
- 467110 **Other Revenue—County:** Increase due to more service to non-librariated non-residents and increase in percentage that the County reimburses us.

Special Revenue Fund—Library

260-555110

Special Revenue Fund—Library Fund 260

				2017	2017	2018	% Change
Revenues	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
411111 City Property Taxes	490,000	657,842	707,306	707,306	707,306	732,194	3.52%
435432 Grants	707	730	735				0.00%
467100 Library Fines and Fees	16,840	24,993	23,643	24,500	22,500	22,500	-8.16%
467110 Library Other Revenues—County	118,863	125,872	153,904	184,534	191,669	205,719	11.48%
467150 Library Other Revenues—Copies	2,319	2,383	2,388	2,500	2,500	2,400	-4.00%
473200 Library Donations	2,828		8,727				
481100 Interest Income			8				
482215 Rent of City Property	507	460	650	700	700	700	0.00%
491400 Transfer from Cap. Improvements				7,474	7,474		
Total Revenues	632,064	812,280	897,361	927,014	932,149	963,513	3.94%

				2017	2017	2018	% Change
Personnel	2014	2015	2016	Budget	Estimated	Proposed	2018/2017
111 Salaries (8.0 FTE)	317,753	336,268	353,342	364,683	364,683	371,980	2.00%
124 Bonus	0	2,000	0	0	0	0	0.00%
125 Part Time Salaries (4.39 PTE)	109,516	119,463	117,409	118,905	119,000	121,311	2.02%
128 Maintenance Salaries (.50 PTE)	12,711	15,407	16,238	15,990	16,600	17,600	10.07%
135 Sick Leave Payout	157	255	7,082	350	350	836	138.86%
151 Social Security	33,288	36,220	37,687	38,331	38,378	39,427	2.86%
152 Retirement	26,150	28,203	28,163	34,072	34,113	34,531	1.35%
154 Health Insurance	67,025	91,937	105,156	120,751	120,751	129,783	7.48%
155 Life Insurance	119	129	106	77	77	94	22.08%
159 Longevity	5,512	5,880	5,155	1,134	3,134	3,654	222.22%
161 EAP/125 Admin.	96	0	0	100	100	100	0.00%
165 Workers' Comp. Insurance	1,041	1,016	1,179	1,178	1,178	1,143	-2.97%
Total	573,368	636,778	671,517	695,571	698,364	720,459	3.58%

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

Special Revenue Fund—Library

260-555110

310	Office supplies	16,576	6,230	6,257	7,500	7,500	7,500	0.00%
312	Computer Supplies	3,415	2,526	1,912	2,000	2,000	2,000	0.00%
313	Printing-Newsletters	0	0	1,203	0	0	0	0.00%
315	Postage	185	545	585	600	600	625	4.17%
319	Publications and Subscriptions	73,280	85,322	87,548	78,862	75,000	80,000	1.44%
320	Prof. Publications and Dues	1,145	997	1,224	1,600	1,500	1,600	0.00%
330	Travel & Training	4,119	4,873	5,164	6,000	5,800	6,000	0.00%
350	Operating Supplies	2,140	1,471	2,218	1,500	2,000	2,000	33.33%
380	Equipment/Capital Outlay	0	3,243	0	0	0	3,000	0.00%
381	Shared System Services	15,003	22,872	13,809	18,000	18,000	20,600	14.44%
382	Library Technology	5,654	2,354	1,234	3,000	3,000	3,000	0.00%
395	Employment Expenses	495	0	137	200	50	200	0.00%
510	Liability/Property Insurance	5,391	4,177	8,005	8,056	8,056	8,060	0.05%
Total		169,219	214,392	209,224	203,693	198,506	214,260	5.19%
Total Expenditures		742,587	851,170	880,741	899,264	896,870	934,719	3.94%
Revenues - Expenditures		(110,523)	(38,890)	16,620	27,750	35,279	28,794	
Beginning Fund Balance		99,060	(11,463)	(50,353)	(34,427)	(34,427)	852	
Donations - assigned fund balance 2016 adjustment				694				
Ending Unassigned Fund Balance		(11,463)	(50,353)	(34,427)	(6,677)	852	29,646	
Assigned Funds - Donations								
435432	Grants				730	13,730	3,000	310.96%
473200	Library Donations					5,100	5,000	0.00%
Total		0	0	0	730	18,830	8,000	995.89%
322	Donation Expenditures					14,000	3,000	0.00%
331	Grant Expenditures							
Revenues - Expenditures		0	0	0	730	4,830	5,000	
Beginning Assigned Fund Balance		0	0	694	694	694	5,524	
Ending Assigned Fund Balance		0	0	694	1,424	5,524	10,524	
Total Library Fund Balance		(11,463)	(50,353)	(33,733)	(5,253)	6,376	40,170	

Internal Service—Risk Management

Fund 700

519400					2017	2017	2018	% Change
Operating Expenditures		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
165	Workers' Compensation Insurance	156,419	137,163	185,442	167,068	180,759	199,153	19.20%
393	Unemployment Compensation	927	176	1,262	0	1,000		0.00%
510	Property—Auto Insurance	54,148	56,351	59,586	67,383	71,587	76,447	13.45%
512	General Liability Insurance	60,981	60,354	61,501	50,319	62,111	62,437	24.08%
513	Employment Practices Insurance	11,202	13,509	14,203	19,217	14,205	17,100	-11.02%
515	Boiler Insurance	1,367	1,367	1,173	1,232	1,196	1,200	-2.60%
549	2013 Liability Claims Paid	13,292						0.00%
550	2014 Liability Claims Paid	46,111	1,342					0.00%
551	2015 Liability Claims Paid		89,049	1,367	2,500			-100.00%
552	2016 Liability Claims Paid			129,534	2,500	8,000		-100.00%
553	2017 Liability Claims Paid				5,000	10,000	5,000	0.00%
523	2018 Liability Claims Paid						10,000	0.00%
Total Expenditures		344,447	359,311	454,068	315,219	348,858	371,337	17.80%
Revenues		2014	2015	2016	2017	2017	2018	% Change
		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
481100	Interest Income	2,111	2,034	3,525	10,000	10,000	10,000	0.00%
487000	Change in Market Value			(15,587)	0	1,919	0	0.00%
481195	Dividend Income/WC Dividend	33,370	56,609	59,209	24,470	24,470	25,173	2.87%
484000	Insurance Recoveries	47,481	2,207	115,876	0	2,816	0	0.00%
482000	Workers' Compensation-Wage Recovery	1,635	73,299	3,843	0	0	0	0.00%
491100	Charges to General Fund	222,536	227,412	252,332	264,028	260,560	287,129	8.75%
491200	Charges to Cemetery Fund	1,164	1,080	1,319	1,288	1,288	873	-32.25%
491220	Charges to Recreation Programs Fund	3,598	3,184	3,448	5,053	5,053	5,107	1.07%
491240	Charges to Swimming Pool Fund	9,942	8,396	10,850	10,758	10,758	10,649	-1.01%
491260	Charges to Library	4,785	5,193	9,183	9,151	9,151	9,015	-1.48%
491601	Transfer from Sewer Fund	33,442	33,942	38,519	32,054	32,054	43,070	34.37%
491800	Transfer from Trust & Agency Fund	205	180	195	223	0	0	-100.00%
Total Revenues		360,269	413,536	482,712	357,025	358,069	391,016	9.52%
Net Cost of Program		2014	2015	2016	2017	2017	2018	% Change
		2014	2015	2016	Budget	Estimated	Proposed	2018/2017
		15,822	54,225	28,644	41,806	9,211	19,679	-52.93%
Fund Balance—January 1		829,463	845,285	899,510	928,154	928,154	937,365	
Fund Balance—December 31		845,285	899,510	928,154	969,960	937,365	957,044	

STRATEGIC WORKPLAN

2018-2022

Common Council Review June 2017

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

MISSION STATEMENT

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

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

STRATEGIC WORKPLAN

2018-2022

Goal Objective	Projected Completion Date	Status as of September 2017	Responsible Party	Cost Projection	Classification
City Branding	2018	Committee representatives selected, funding committed	Common Council	\$15,000	Future Goal
Amcast	2018	Working with DNR and EPA for funding of cleanup. Site on EPA's National Priorities List, Developer interest in acquiring.	City Attorney, Mayor, Common Council, City Administrator/ Treasurer, Community Development Authority (CDA)		Priority
Update of Zoning Code	2018	Ongoing	City Planner, Plan Commission, Common Council	\$20,000	Priority
Promote development/ redevelopment of Smart Growth area #19 along Pioneer Road	2017	Ongoing	City Planner, Economic Development Board, Common Council, CDA		Future Goal

Goal #4 Infrastructure

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

Dams-Compliance with WI DNR NR333	2018	Grouting completed—other repairs yet to be completed. Engineering contract awarded. Study to be completed for NR 333 compliance.	Director of Engineering & Public Works	\$500,000	Mandated
Phosphorus Regulations	Unknown	To be determined by DNR Regulations; hired attorney	Wastewater Treatment Superintendent	Part of new Wastewater Treatment Plant cost	Mandated
Garfield Lift Station—Replacing valves and piping	2020	Received cost from J.F. Ahern Co.	Wastewater Treatment Superintendent	\$200,000	Priority
Replace and move Highland Lift Station	2018	Land acquisition is being initiated	Wastewater Treatment Superintendent, Director of Engineering & Public Works	\$1,000,000	Priority

Goal #5 Leisure Services

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

Develop Parkland at Prairie View Subdivision—Shelter and Restroom	2017	Phase III—Restroom/ shelter	Parks, Recreation & Forestry Board, Director of Parks, Recreation & Forestry	\$200,000	Future Goal
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STRATEGIC WORKPLAN

2018-2022

Goal Objective	Projected Completion Date	Status as of September 2017	Responsible Party	Cost Projection	Classification
Explore outdoor Sports Complex	2020	To be initiated	Director of Parks, Recreation & Forestry	TBD	Future Goal
Indoor Multipurpose Gymnasium	2020	To be initiated, working with local sports organizations on needs analysis (2017)	Director of Parks, Recreation & Forestry	TBD	Future Goal
Plan and construction of Cedar Creek Park and Adlai Horn Park after creek cleanup	2018	To be initiated	Director of Parks, Recreation & Forestry	\$250,000-\$500,000	Future Goal

Goal #6 Public Safety

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

Upgrade of severe weather siren system	2018	Ongoing upgrade Third one was replaced in 2016, and fourth one in 2017 (fourth of five)	Police Chief	\$44,000	Priority
Develop a County-wide Search and Rescue Team	2017	Completed	Police Chief	\$2,000 for training and equipment	Priority
Continue replacement of Fire Department vehicles and safety equipment along with providing exceptional public education about fire safety	Unknown/ Ongoing	Ongoing	Fire Department		Priority

Goal #7 Risk Management

Conduct the City operations in a manner that reduces risk exposure in the most cost effective manner possible through ongoing training concerning policies, procedures and safety practices.

Improve CVMIC Risk Assessment score	2018	Reviewing policies with Safety Committee	Department Heads/ Supervisors, City Administrator/Treasurer	Staff time	Future Goal
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Goal #8 Technology

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

Improve website to be ADA compliant	2018	Researching software options, updating links to documents	City Administrator/ Treasurer	\$5,000	Mandated
Improve paperless environment and record retention efforts	2018	Received quote for electronic records system	City Administrator/ Treasurer, City Clerk	\$20,000	Future Goal

Employee Payment History Example

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Hourly Rate	\$ 20.19	\$ 20.80	\$ 21.00	\$ 21.00	\$ 21.42	\$ 21.85	\$ 22.29	\$ 22.74	\$ 23.19	\$ 23.65
Annual Gross Salary	\$ 41,995.20	\$ 43,255.06	\$ 43,015.29	\$ 43,687.61	\$ 44,561.36	\$ 45,452.59	\$ 46,361.64	\$ 47,288.87	\$ 48,234.65	\$ 49,199.34
Employee Deductions from Salary:										
FICA	\$ 3,212.63	\$ 3,309.01	\$ 3,290.67	\$ 3,342.10	\$ 3,408.94	\$ 3,477.12	\$ 3,546.67	\$ 3,617.60	\$ 3,689.95	\$ 3,855.48
Est. Fed & State taxes	\$ 5,039.42	\$ 5,190.61	\$ 5,161.83	\$ 5,242.51	\$ 5,347.36	\$ 5,454.31	\$ 5,563.40	\$ 5,674.66	\$ 5,788.16	\$ 5,903.92
WRS - State Pension	\$ -	\$ -	\$ -	\$ 2,533.88	\$ 2,629.12	\$ 3,022.60	\$ 3,245.31	\$ 3,215.64	\$ 3,183.49	\$ 3,345.56
Health Insurance Deductible	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Addition - City HSA Contribution	\$ 1,800.00	\$ 1,800.00	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -
	\$ 32,543.14	\$ 33,555.44	\$ 33,062.78	\$ 31,069.11	\$ 31,175.93	\$ 31,498.56	\$ 30,006.26	\$ 30,780.96	\$ 31,573.05	\$ 32,094.39
Percent of raise		3.00%	1.00%	0.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Percent change from prior year		3.11%	-1.47%	-6.03%	0.34%	1.03%	-4.74%	2.58%	2.57%	1.65%
Percent change from first year		3.11%	1.60%	-4.53%	-4.20%	-3.21%	-7.80%	-5.41%	-2.98%	-1.38%

2010 - 4 furlough days in given.

2012 - 1 and 1/2 furlough days proposed but not used and pay increase implemented 1% on 1/1 and 1% on 7/1.

Please note the employee's take home pay for 2017 is less than it was in 2008.

The WRS contribution is a retirement savings for the employee but not immediately accessible. The contribution was mandatory, no opt out provision or ability to change percentage contributed offered by the State.

City Employee Benefit and Salary Changes

- 2008 High Deductible Health Plan (HDHP) \$1,500/\$3,000 with HSA contribution
- 2011 Sick pay accrual hours per month reduced from 10 to 8
- 2013 Longevity not paid until after 10 years of service, current employees grandfathered
- 2014 No HSA contribution
- 2014 Dental insurance coverage for orthodontia reduced from unlimited to \$1,500
- 2014 Double time lost for Sundays, now time and a half
- 2014 No overtime for off hour jobs such as downtown snow removal
 - City changes schedule for employees with notice
- 2015 increase in deductible \$2,000/\$4,000

DPW employees have always been on call for holidays and weekends without pay
they respond to storm clean up anytime of year

Hartford document

Wage Comparison 2017

Municipality	County	<i>Employee</i> Health		Annual Employer Portion Dental	Annual Employer Portion Vision	Annual Employer Portion Post Retirement Health*	
		Ins Prem Cost	Health Ins Deductible	Ins Prem Cost	Ins Prem Cost		
Grafton	Ozaukee	3000	1000	NA	0	0	*
Port Washington	Ozaukee	2883	6000	1158.84	0	0	
Baraboo	Sauk	3158	0	0	0	0	
Brown Deer	Milwaukee	2607	2000	768	233	3600	
Salem - Town of	Kenosha	950	400	NA	NA	0	*
Plover - Village	Portage	2477	750	0	0	0	
Fort Atkinson	Jefferson	2410	1000	1474.32	0	0	
Chippewa Falls	Chippewa	0	7000	0	0	0	
Greendale	Milwaukee	2780	3000	0	130.8	0	**
Bellevue	Brown	2239	3000	1222.67	200	0	
Fox Crossings - Village of	Winnebago	1010	3000	943.92	0	0	
Kaukauna	Outagamie	2533	1000	NA	0	10325	*
Cedarburg	Ozaukee	0	4000	881.64	0	0	
River Falls	Pierce	2790	1500	969.54	0	0	
Stoughton	Dane		1000	1002	0	0	
Beaver Dam	Dodge	2637	2600	164.54	0	0	
Avg.		2098.27	2328.13	660.42	37.59	870.31	
Hartford	Washington	0	1500	1118.97	78.42	5400	
Difference Annually		2098.27	828.13	-458.55	-40.83	-4529.69	
Difference Hourly		1.01	0.40	0.22	0.02	2.18	3.82

*NA means it's paid a part of health insurance

** New non-union hires do not get PRHI, older employees get 75% paid insurance or \$17370 benefit.

Household Income Increase			
Year	US Census Bureau	City	City 2009-2017 average
2015	5.20%	2%	
2016	3.20%	2%	
			1.60%



Municipality	Population	deductible	contribution to H.S.A. or HRA	Net deductible	EE premium contribution/year	
Sheboygan	48,402	1500/3000	750/1500	750/1500		
Cedarburg	11,531	2000/4000		2000/4000	\$300/\$600	w/o HRA
Omro	3,561	2500/5000	2500/5000	0/0		12%
Waupaca	1,189	2000/4000	750/1750	1250/2250		10%
Hortonville	2,711	1600/3200	1350/2700	250/500		12%
West Bend	31,546	2500/5000	850/1700	1650/3300		
Hillsboro	1,399	2000/4000	1100/2200	900/1800		20%
Elm Grove	5,903	1500/3000	1500/3000	0/0		
Middleton	20,151	1000/2000	750/1500	250/500		12.40%
Twin Lakes	6,054	200/400	500 FSA	0/0	\$120/\$240	
Cleveland	1,512	6200/12400	4800	1400/7600		20%
Washburn	830	500/1000	500/1000	0/0		
Clintonville	4,487	6350/12700	5850/11700	500/1000		
Plymouth	8,455	1300/2600	900/1800	400/800		
Hartford	15,057	950/1500	475/750	475/750		
Kronwetter	7,616	2850/5700	1250/2500	1600/3200		10%
Saukville	4,421	500/1000	500/500	0/500		12%
Mequon	24,086	500/1000		500/1000	\$100/\$1,026	
State Plan						
Whitewater	14,475	500/1000				
Butler	1,816	500/1000				
Prairie du Sac	4,077	0/0				
Winneconne	2,394	0/0				10%
Lake Mills	5,932	0/0				
Portage	10,241	0/0				
Pewaukee	14,332	500/1000				
Thiensville	3,190	500/1000				
Cross Plains	3,926	0/0				
Delavan	8,364	500/1000				
Grafton	11,745	1000				3000
Port Washington	11,639	6000				2883

Estimating a \$2,000/mo. premium an employee on the state plan pays \$2,880/year for a \$1000 or \$0 deductible; total of \$2,880-\$3,880. Cedarburg employees pay \$4,000/year without a premium contribution.

City of Cedarburg

HEALTH COVERAGE ALTERNATIVES

Effective 1/1/2018

Carrier				
		Current / Renewal		Option
Provider Network/Plan Type		Choice Plus		Choice Plus
Deductible				
In-Network (Single / Family)		\$2,000 / \$4,000		\$3,000 / \$6,000
Out-of-Network (Single / Family)		\$2,500 / \$5,000		\$3,500 / \$7,000
Coinsurance				
In-Network		100%		100%
Out-of-Network		80%		80%
Out-of-Pocket Max		<i>Includes Deductible</i>		<i>Includes Deductible</i>
In-Network (Single / Family)		\$2,000 / \$4,000		\$3,000 / \$6,000
Out-of-Network (Single / Family)		\$6,000 / \$12,000		\$7,000 / \$14,000
Lifetime Maximum		Unlimited		Unlimited
Office Visits				
In-Network		Ded, 100% Coins		Ded, 100% Coins
Out-of-Network		Ded, 80% Coins		Ded, 80% Coins
Specialist				
In-Network		Ded, 100% Coins		Ded, 100% Coins
Out-of-Network		Ded, 80% Coins		Ded, 80% Coins
Routine/Preventive Care				
In-Network		100% Coverage		100% Coverage
Out-of-Network		Ded, 80% Coins		Ded, 80% Coins
Inpatient Hospital Services				
In-Network		Ded, 100% Coins		Ded, 100% Coins
Out-of-Network		Ded, 80% Coins		Ded, 80% Coins
Outpatient Hospital Services				
In-Network		Ded, 100% Coins		Ded, 100% Coins
Out-of-Network		Ded, 80% Coins		Ded, 80% Coins
Urgent Care				
In-Network		Ded, 100% Coins		Ded, 100% Coins
Out-of-Network		Ded, 80% Coins		Ded, 80% Coins
Emergency Room				
In-Network		Ded, 100% Coins		Ded, 100% Coins
Out-of-Network		Ded, 100% Coins		Ded, 100% Coins
Prescription Drugs - In-Network		<u>Preventive Drug List Only</u> \$10/15/15 - Retail \$20/30/30 - Mail Order (90 days) <u>All other Drugs (non-preventive)</u> Subject to Deductible		<u>Preventive Drug List Only</u> \$10/15/15 - Retail \$20/30/30 - Mail Order (90 days) <u>All other Drugs (non-preventive)</u> Subject to Deductible
Rates	Enrolled	Current	Renewal	Option
Employee	21	\$612.04	\$661.00	\$623.32
Family	43	\$1,588.50	\$1,715.58	\$1,617.79
Single - Retiree	0	\$979.26	\$1,057.60	\$997.32
Family - Retiree	0	\$2,063.36	\$2,228.44	\$2,101.42
Monthly Totals		\$81,158.34	\$87,650.94	\$82,654.84
Annual Totals		\$973,900.08	\$1,051,811.28	\$991,858.04
Annual % of Increase/Decrease		8.0%		1.8%
Annual Dollar Increase/Decrease		\$77,911.20		\$17,957.96

NOTE: Final rates subject to medical underwriting.

NOTE: Company logos are for information purposes only. Agents are independent and are not affiliated with the company.

Our standard of care and legal duty to the insured in providing insurance products and services is to follow the instructions of the insured in good faith.

This constitutes only a summary of the Health plan involved. The actual contract or plan document must be consulted to determine the governing contractual provisions, limitations, or exclusions. There is no guarantee, expressed or implied by Associated Benefits and Risk Consulting or vendors of plan provisions or level of payments.

CITY OF CEDARBURG

MEETING DATE: October 30, 2017

ITEM NO: 9. A.

TITLE: Consider Ordinance No. 2017-21 amending Section 10-1-27(a) of the Municipal Code to prohibit parking on Center Street adjacent to the Interurban Trail crossing; and action thereon (Public Works and Sewerage Comm. 09/14/17 and 10/12/17)

ISSUE SUMMARY: The City has received complaints about poor sight distance at the Interurban Trail crossing on Center Street. When large vehicles are parked close to the trail, motorists have a difficult time seeing trail users and vice versa. Because parking is at a premium in this area, providing good sight distance has to be balanced against the loss of street parking.

The proposed street parking revision will only eliminate one and a half parking spaces while significantly improving the sight distance.

STAFF RECOMMENDATION: Staff recommends adoption of Ordinance 2017-21.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION: The Public Works and Sewerage Commission reconsidered street parking regulations on Center Street at the request of the Common Council, but is again recommending adoption of Ordinance 2017 for public safety reasons.

BUDGETARY IMPACT: \$100 for traffic paint.

ATTACHMENTS:

- Unofficial Minutes of October 12, 2017 Public Works/Sewerage Commission meeting
- Copy of proposed ordinance

INITIATED/REQUESTED BY: Council Member Dieffenbach with input from residents.

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

**CITY OF CEDARBURG
PUBLIC WORKS AND SEWERAGE COMMISSION
October 12, 2017**

**PW/SEW20171012-1
UNAPPROVED MINUTES**

A meeting of the Public Works and Sewerage Commission of the City of Cedarburg, Wisconsin, was held Thursday, October 12, 2017 at Cedarburg City Hall, W63 N645 Washington Avenue, lower level, room 2. The meeting was called to order at 7:02 p.m. by Mayor Kip Kinzel.

Roll Call: Present - Mayor Kip Kinzel, Council Member Mike O'Keefe, Gary Graham, Jim Slavin, Sandra Beck, Bill Oakes

Excused - Bob Dries, Judy Guse, Charles Schumacher

Also Present - Director of Engineering and Public Works Tom Wiza, Public Works Superintendent Joel Bubnitz, Public Works Secretary Kim Esselmann, Council Member Dick Dieffenbach, Interested Residents and News Media

STATEMENT OF PUBLIC NOTICE

Secretary Esselmann confirmed that proper legal notice of the meeting had been given.

APPROVAL OF MINUTES

Motion made by Commissioner Slavin, seconded by Commissioner Oakes, to approve the minutes of September 14, 2017. Motion carried unanimously with Commissioner Dries, Commissioner Guse and Commissioner Schumacher excused.

DISCUSS STREET PARKING RESTRICTIONS AND SIGNAGE ON CENTER STREET AND HANOVER AVE; AND ACTION THEREON

Director Wiza explained that the Commission had previously discussed parking and signage in this area but recommended regulatory changes were never enacted at the Common Council level due to objections. There are clearly competing interests in this area with one faction pursuing removal of select street parking and another faction looking to maximize the use of all available street parking.

Previous recommendations from the Public Works and Sewerage Commission were to change from two hour to four hour parking on the west side of Hanover Avenue from Center Street to the Library driveway and to remove one parking space on the east and west approach at the Interurban Trail on Center Street to improve visibility.

Neither recommendation was acted on by the Common Council due to objections made at previous meetings. The Common Council has now referred the parking and signage issues back to this Commission for further discussion.

The four hour parking proposal for the portion of Hanover was dropped following an objection from the Library Director and the recent September proposal to eliminate a parking space adjacent to the Interurban Trail on Center Street failed due to some inaccurate comments made by a resident at the Council meeting.

Mary Anne Velnetske from the Ozaukee County Historical Society and also a resident on Center Street is against removing one parking space on the east and west side of the Interurban Trail as she believes this is more than just one space. She would like to see the two hour parking on Hanover Ave lifted to allow LaBudde Group employees to park in front of their business and not on Center Street, which has no restrictions.

Heather Latz of Rachel's Roses also objects to removing the parking spaces as this would be detrimental to her business.

Mr. Chris Velnetske asked the question if this is really a crosswalk. He also asked why this is now a safety issue after all these years as the Interurban Trail has been there.

Motion made by Commissioner Oakes, seconded by Mayor Kinzel, to alert motorists and make the crosswalk stand out more by adding trail/bike/pedestrian signage on Center Street approaching the crossing. Motion carried unanimously with Commissioner Dries, Commissioner Guse and Commissioner Schumacher excused.

Motion made by Commissioner Slavin, seconded by Commissioner Oakes, to recommend the Council establish four hour parking on the west side of Hanover Avenue beginning 18 feet south of the public library driveway and continuing south to the intersection with Center Street and to establish four hour parking on the east side of Hanover from Center Street to the VIP driveway. Motion carried unanimously with Commissioner Dries, Commissioner Guse and Commissioner Schumacher excused.

Motion made by Mayor Kinzel, seconded by Commissioner Beck, to have Ordinance No. 2017-21 reconsidered by the Common Council to prohibit parking on Center Street adjacent to the Interurban Trail crossing on the north side of Center Street 32 feet east and 15 feet west of the Interurban Trail and on the south side of Center Street 38 feet east and 25 feet west of the Interurban Trail. Motion carried unanimously with Commissioner Dries, Commissioner Guse and Commissioner Schumacher excused.

CONSIDER REQUEST FROM ADAM VOLTZ FOR PEDESTRIAN SAFETY IMPROVEMENTS AT THE COLUMBIA ROAD CROSSWALK ADJACENT TO COLUMBIA COURT: AND ACTION THEREON

Director Wiza explained that at the request of Council Member Thome, he and Police Chief Frank met to discuss Adam Voltz's ideas for pedestrian safety along Columbia Road. The crosswalk at Columbia Court is used by many residents. All were in agreement that crosswalk safety enhancements would be beneficial. The thought was to paint the crosswalk markings in a very bold fashion and to add crosswalk warning signs in each direction.

ORDINANCE NO. 2017-21

**An Ordinance Prohibiting Parking on Center Street
Adjacent to the Interurban Trail Crossing**

The Common Council of the City of Cedarburg, Wisconsin, does hereby ordain as follows:

SECTION 1. Section 10-1-27 (Parking Prohibited Zones) of the Code of Ordinances of the City of Cedarburg is hereby amended as follows:

- (a) **Parking Prohibited Zones.** No person shall park or leave standing any vehicle upon any of the following highways, streets or parts thereof, except temporarily for the purpose of and while actually engaged in receiving or discharging passengers. Either the operator or owner of any vehicle may be held responsible for the violation of this section.

(88) On the north side of Center Street 32 feet east and 15 feet west of the Interurban Trail, and on the south side of Center Street 38 feet east and 25 feet west of the Interurban Trail.

SECTION 2. This ordinance shall take effect upon its passage and publication as provided by law.

Passed and adopted this 30th day of October 2017.

Kip Kinzel, Mayor

Attest:

Constance K. McHugh, City Clerk

Approved as to form:

Michael P. Herbrand

CITY OF CEDARBURG COMMON COUNCIL

RESOLUTION NO. 2017-17

**RESOLUTION APPROVING THE PROJECT PLAN AND ESTABLISHING THE
BOUNDARIES FOR AND THE CREATION OF
TAX INCREMENTAL DISTRICT NO. 4,
CITY OF CEDARBURG, WISCONSIN**

WHEREAS, the City of Cedarburg (the “City”) has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the City; and

WHEREAS, Tax Incremental District No. 4 (the “District”) is proposed to be created by the City as a blighted area district in accordance with the provisions of Wisconsin Statutes Section 66.1105 (the "Tax Increment Law"); and

WHEREAS, a Project Plan for the District has been prepared that includes:

- a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
- b. An economic feasibility study;
- c. A detailed list of estimated project costs;
- d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
- e. A map showing existing uses and conditions of real property in the District;
- f. A map showing proposed improvements and uses in the District;
- g. Proposed changes of zoning ordinances, master plan, map, building codes and City ordinances;
- h. A list of estimated non-project costs;
- i. A statement of the proposed plan for relocation of any persons to be displaced;
- j. A statement indicating how the District promotes the orderly development of the City;
- k. An opinion of the City Attorney or of an attorney retained by the City advising that the plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f); and

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to owners of all property in the proposed district, to the chief executive officers of Ozaukee County, the Cedarburg School District, and the Milwaukee Area Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the Community Development Authority (the “CDA”) , on October 16, 2017 held a public hearing concerning the project plan and boundaries and proposed creation of the District, providing interested parties a reasonable opportunity to express their views thereon; and

WHEREAS, after said public hearing, the CDA designated the boundaries of the District, adopted the Project Plan, and recommended to the Common Council that it create such District and approve the Project Plan and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Cedarburg that:

1. The boundaries of the District that shall be named "Tax Incremental District No. 4, City of Cedarburg", are hereby established as specified in Exhibit A of this Resolution.
2. The District is created effective as of January 1, 2018.
3. The Common Council finds and declares that:
 - (a) Not less than 50% by area of the real property within the District is a blighted area within the meaning of Wisconsin Statutes Section 66.1105(2)(a)1.
 - (b) Based upon the findings, as stated in 3.a. above, the District is declared to be a blighted area district based on the identification and classification of the property included within the District.
 - (c) The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.
 - (d) The equalized value of the taxable property in the District plus the value increment of all other existing tax incremental districts within the City, does not exceed 12% of the total equalized value of taxable property within the City.
 - (e) The City estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).
 - (f) The project costs relate directly to promoting the elimination of blight of the area consistent with the purpose for which the District is created.
4. The Project Plan for "Tax Incremental District No. 4, City of Cedarburg" (attached as Exhibit B) is approved, and the City further finds the Plan is feasible and in conformity with the master plan of the City.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby authorized and directed to apply to the Wisconsin Department of Revenue, in such form as may be prescribed, for a "Determination of Tax Incremental Base", as of January 1, 2018, pursuant to the provisions of Wisconsin Statutes Section 66.1105(5)(b).

BE IT FURTHER RESOLVED THAT pursuant to Section 66.1105(5)(f) of the Wisconsin Statutes that the City Assessor is hereby authorized and directed to identify upon the assessment roll returned and examined under Wisconsin Statutes Section 70.45, those parcels of property which are within the District, specifying thereon the name of the said District, and the City Clerk is hereby authorized and directed to make similar notations on the tax roll made under Section 70.65 of the Wisconsin Statutes.

Adopted this 30th day of October, 2017.

Kip Kinzel, Mayor

Constance K. McHugh, City Clerk

**LEGAL BOUNDARY DESCRIPTION OR MAP OF
TAX INCREMENTAL DISTRICT NO. 4
CITY OF CEDARBURG**

INCLUDED IN PROJECT PLAN

PROJECT PLAN

DISTRIBUTED SEPARATELY

September 14, 2017

Project Plan for Creation of Tax Incremental District No. 4 (Amcast Redevelopment)



Organizational Joint Review Board Meeting Held:	Scheduled for October 16, 2017
Public Hearing Held:	Scheduled for October 16, 2017
Consideration for Approval by CDA:	Scheduled for October 16, 2017
Consideration for Adoption by Common Council:	Scheduled for October 30, 2017
Consideration for Approval by the Joint Review Board:	Date TBD

Tax Incremental District No. 4 Creation Project Plan

City of Cedarburg Officials

Common Council

Kip Kinzel
Dick Dieffenbach
Jack Arnett
John Czarnecki
Mike O’Keefe
Mitch Regenfuss
Patricia Thome
Rick Verhaalen

Mayor
Council Member
Council Member
Council Member
Council Member
Council Member
Council Member
Council Member

City Staff

Christy Mertes
Constance McHugh
Jon Censky
Mary Sheffield
Michael Herbrand

City Administrator
City Clerk
City Planner
Economic Development Coordinator
City Attorney

Community Development Authority

Mayor Kip Kinzel
Mitch Regenfuss
Eric Stelter
Dale Lythjohan

Andy Dettro
Eric Arvold
Joe Kassander

Joint Review Board

City Representative
Ozaukee County
Milwaukee Area Technical College District
Cedarburg School District
Public Member



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SECTION 1: Executive Summary

Type of District, Size and Location

Tax Incremental District No. 4 (the “TID” or “District”) is a proposed 8.42 acre blighted area district to be created to facilitate redevelopment of the former Meta Mold Aluminum Company manufacturing site. Located in the east central portion of the City in the general vicinity of the intersection of Johnson Avenue and Hamilton Road, the properties to be included within the District are listed as part of a larger property included on the United State Environmental Protection Agency National Priorities List. The properties are contaminated with various hazardous substances including polychlorinated biphenyl (PCB), polycyclic aromatic hydrocarbons (PAH), asbestos containing building materials (ACBMs), lead based paint, and other volatile organic compounds (VOCs). The City intends to use tax incremental financing to provide incentives to a private developer for remediation and redevelopment of the properties. A map of the proposed District boundaries is found in Section 3 of this plan.

Estimated Total Project Expenditures

The City anticipates making total project expenditures (“Project Costs”) of approximately \$4.54 million including \$3.33 million in project incentive and assistance payments, \$1.04 million for long-term interest due on the associated debt obligation, \$97,000 for finance related expenses and \$84,000 for administrative expense over the life of the District. Full costs to carry the debt are estimated to be \$1.37 million with an expectation that the City will need to provide a net \$337,766 subsidy to cover the full amount of the interest payments due. Projects to be undertaken pursuant to this Project Plan (“Plan”) are expected to be financed with general obligation debt issued by the City. A summary of total project financing, is found in Section 10 of this plan.

Economic Development

The development agreement obligates the developer to create a minimum of \$10,025,000 in incremental valuation within the District not later than January 1, 2027. This additional value will be a result of the improvements made and projects undertaken within the District. A table detailing assumptions as to the timing of new development and associated values is found in Section 10 of this Plan. In addition, creation of the District is expected to result in other economic benefits as detailed in the Summary of Findings hereafter.

Expected Termination of District

Based on the Economic Feasibility Study located in Section 10 of this plan, the City expects the District will remain open for its entire 27-year term. The City further expects that the District will not recover its Project Costs, and that the City will be providing an estimated \$878,946 subsidy to the District consisting of the \$337,766 debt service gap noted in the Estimated Total Project Expenditures paragraph above plus \$541,180 in estimated interest accruals on both the recovered and unrecovered portions of advanced funds. The City’s subsidy would be reduced should development occur sooner, at greater densities or higher values, or in the event of economic appreciation beyond the 1% assumed in the projections included in this Plan. While the City does not expect the District to fully recover its project costs, it is willing to provide a subsidy to eliminate a blighted and contaminated property which constitutes a public nuisance and health hazard. Cooperation with a willing developer provides an opportunity to leverage private investment and share risks in redevelopment of the site that would otherwise be entirely borne by the public.

Summary of Findings

As required by Wisconsin Statutes Section 66.1105, and as documented in this Plan and the exhibits contained and referenced herein, the following findings are made:

1. **That “but for” the creation of this District, the development projected to occur as detailed in this Project Plan: 1) would not occur; or 2) would not occur in the manner, at the values, or within the timeframe desired by the City.** In making this determination, the City has considered the fact that the properties have been idle since 2005 when Amcast ceased manufacturing operations and filed for bankruptcy. Given the documented presence of various types of environmental contamination and the level of remediation related expense that must be incurred to allow for redevelopment, the use of tax incremental financing will be required to attract private investment.
2. **The economic benefits of the Tax Incremental District, as measured by increased employment, business and personal income, and property value, are sufficient to compensate for the cost of the improvements.** In making this determination, the City has considered the following information:
 - While the City does not expect that redevelopment within the District will allow for full recovery of all Project Costs, creation of the District will provide a revenue source to offset a substantial portion of the remediation cost that would otherwise be borne entirely by existing taxpayers.
 - Although presently undetermined, redevelopment of the properties within the District is expected to generate short-term employment related to remediation and construction activities within the District, and potential long-term employment related to business operations that may locate within the District in the future.
3. **The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions.**
 - If approved, the District’s creation would become effective for valuation purposes as of January 1, 2018. As of this date, the values of all existing development would be frozen and the property taxes collected on this base value would continue to be distributed amongst the various taxing entities as they currently are now. Taxes levied on any additional value established within the District due to new construction, renovation or appreciation of property values occurring after January 1, 2018 would be collected by the TID and used to repay the costs of eligible Project Costs undertaken within the District.
 - Since the development expected to occur is unlikely to take place or in the same manner without the use of tax incremental financing (see Finding #1) and since the District will generate economic benefits that are sufficient to compensate for the cost of the improvements (see Finding #2), the City reasonably concludes that the overall benefits of the District outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions. It is further concluded that since the “but for” test is satisfied, there would, in fact, be no foregone tax increments to be paid in the event the District is not created. As required by Section 66.1105(4)(i)4., a calculation of the share of projected tax increments estimated to be paid by the owners of property in the overlying taxing jurisdictions has been made and can be found in Appendix A of this plan.
4. Not less than 50% by area of the real property within the District is a blighted area within the meaning of Wisconsin Statutes Section 66.1105(2)(ae)1.

5. Based upon the findings, as stated above, the District is declared to be a blighted area district based on the identification and classification of the property included within the District.
6. The project costs relate directly to promoting the elimination of blight consistent with the purpose for which the District is created.
7. The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.
8. The equalized value of taxable property of the District, plus the value increment of all existing tax incremental districts within the City, does not exceed 12% of the total equalized value of taxable property within the City.
9. The City estimates that LESS THAN 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Sections 66.1105(5)(b) and 66.1105(6)(am)1.
10. The Project Plan for the District in the City is feasible, and is in conformity with the master plan of the City.

SECTION 2: Type and General Description of District

The District is a proposed 8.42 acre blighted area district to be created to facilitate redevelopment of the former Meta Mold Aluminum Company manufacturing site. Located in the east central portion of the City in the general vicinity of the intersection of Johnson Avenue and Hamilton Road, the properties to be included within the District are listed as part of a larger property included on the United State Environmental Protection Agency National Priorities List. The properties are contaminated with various hazardous substances including polychlorinated biphenyl (PCB), polycyclic aromatic hydrocarbons (PAH), asbestos containing building materials (ACBMs), lead based paint, and other volatile organic compounds (VOCs). The City intends to use tax incremental financing to provide incentives to a private developer for remediation and redevelopment of the properties. A map of the proposed District boundaries is found in Section 3 of this plan.

The City intends that tax incremental financing will be used for remediation of the properties located within the District, and to assure that private development occurs consistent with the City's redevelopment objectives. This will be accomplished making necessary related Project Cost expenditures. The goal is to increase the tax base and to provide for and preserve employment opportunities within the City. The project costs included in this Plan relate directly to the elimination of blight and are consistent with the purpose for which the District is created.

SECTION 3: Preliminary Map of Proposed District Boundary

See Map on Following Page

Map of Proposed District Boundary



N



1 inch = 150 feet

TIF Boundary
Current Land Use

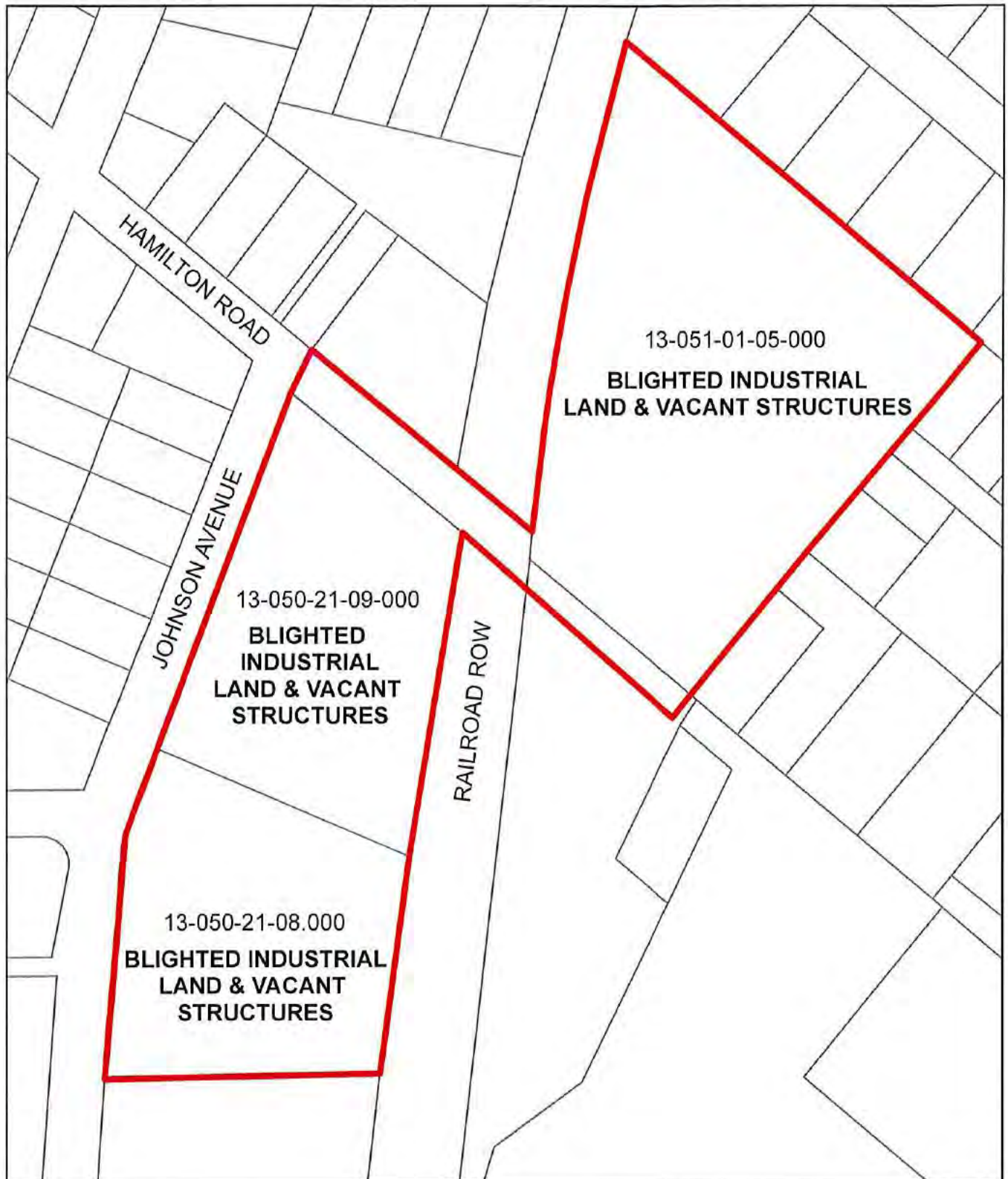
City of Cedarburg
Ozaukee County, Wisconsin

Project Plan TID No. 4 Creation
September, 2017

SECTION 4: Map Showing Existing Uses and Conditions

See Map on Following Page

Map Showing Existing Use & Conditions



N



1 inch = 150 feet

TIF Boundary
Current Land Use

City of Cedarburg
Ozaukee County, Wisconsin

Project Plan TID No. 4 Creation
September, 2017

SECTION 5: Preliminary Parcel List and Analysis

City of Cedarburg											
Tax Increment District #4											
Base Property Information											
Property Information				Assessment Information ²			Equalized Value				District Classification
Parcel Number	Street Address	Owner	Acreage ¹	Land	Imp	Total	Equalized Value Ratio ³	Land	Imp	Total	Blighted ⁴
13-051-01-05-000	N37 W5684 Hamilton Road	META-MOLD ALUMINUM CO	4.020	100	100	200	97.39%	103	103	205	4.020
13-050-21-09-000	N39 W5789 Hamilton Road	META-MOLD ALUMINUM CO	2.400	100	100	200	97.39%	103	103	205	2.400
13-050-21-08-000	Hamilton Road	META-MOLD ALUMINUM CO	2.004	100	100	200	97.39%	103	103	205	2.004
Total Acreage 8.42				300	300	600		308	308		8.424
								Estimated Base Value 616			100.00%

Notes:

¹Parcel acreage taken from development agreement.

²Assessed values shown are as of January 1, 2017.

³January 1, 2016 assessment ratio as published by the Wisconsin Department of Revenue.

⁴Sites on which "...the structures, buildings or improvements, which by reason of dilapidation, deterioration, age or obsolescence, inadequate provision for ventilation, light, air, sanitation, or open spaces, high density of population and overcrowding, or the existence of conditions which endanger life or property by fire and other causes, or any combination of these factors is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency, or crime, and is detrimental to the public health, safety, morals or welfare." in accordance with Wis. Stat. § 66.1105(2)(ae)1.a.

SECTION 6: Equalized Value Test

The following calculations demonstrate that the City is in compliance with Wisconsin Statutes Section.66.1105(4)(gm)4.c., which requires that the equalized value of the taxable property in the proposed District, plus the value increment of all existing tax incremental districts, does not exceed 12% of the total equalized value of taxable property within the City. The equalized value of the increment of existing tax incremental districts within the City, plus the base value of the proposed District, totals \$15,516. This value is less than the maximum of \$157,097,676 in equalized value that is permitted for the City of Cedarburg. The City is therefore in compliance with the statutory equalized valuation test and may proceed with creation of this District.

City of Cedarburg	
Tax Increment District #4	
Valuation Test Compliance Calculation	
District Creation Date	10/30/2017
	Valuation Data Currently Available 2017
Total EV (TID In)	1,309,147,300
12% Test	157,097,676
Increment of Existing TIDs	
TID #3	14,900
Total Existing Increment	14,900
Projected Base of New District	616
Total Value Subject to 12% Test	15,516
Compliance	PASS

SECTION 7:

Statement of Kind, Number and Location of Proposed Public Works and Other Projects

Project Costs are any expenditure made, estimated to be made, or monetary obligations incurred or estimated to be incurred, by the City and as outlined in this Plan. Project Costs will be diminished by any income, special assessments or other revenues, including user fees or charges. To the extent Project Costs incurred costs benefit the municipality outside the District, a proportionate share of the cost is not a Project Cost. Costs identified in this Plan are preliminary estimates and are subject to change after planning is completed. Any proration of costs in the Plan are also estimates and subject to change based upon implementation, future assessment policies and user fee adjustments.

The following is a list of public works and other eligible projects that the City expects to implement in conjunction with this District. Any costs necessary or convenient to the creation of the District or directly or indirectly related to the public works and other projects are considered Project Costs and eligible to be paid with tax increment revenues of the District.

Property, Right-of-Way and Easement Acquisition

Property Acquisition for Redevelopment

To promote and facilitate redevelopment the City may acquire property within the District. The cost of property acquired, and any costs associated with the transaction, are eligible Project Costs. Following acquisition, other Project Costs within the categories detailed in this Section may be incurred to make the property suitable for redevelopment. Any revenue received by the City from the sale of property acquired pursuant to the execution of this Plan will be used to reduce the total project costs of the District. If total Project Costs incurred by the City to acquire property and make it suitable for development and/or redevelopment exceed the revenues or other consideration received from the sale or lease of that property, the net amount shall be considered “real property assembly costs” as defined in Wisconsin Statutes Section 66.1105(2)(f)1.c., and subject to recovery as an eligible Project Cost.

Acquisition of Rights-of-Way

The City may need to acquire property to allow for installation of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the City to identify, negotiate and acquire rights-of-way are eligible Project Costs.

Acquisition of Easements

The City may need to acquire temporary or permanent easements to allow for installation and maintenance of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the City to identify, negotiate and acquire easement rights are eligible Project Costs.

Site Preparation Activities

Environmental Audits and Remediation

Any cost incurred by the City related to environmental audits, testing, and remediation are eligible Project Costs.

Demolition

To make sites suitable for redevelopment, the City may incur costs related to demolition and removal of structures or other land improvements, to include abandonment of wells or other existing utility services.

Site Grading

Land within the District may require grading to make it suitable for development and/or redevelopment, to provide access, and to control stormwater runoff. The City may need to remove and dispose of excess material, or bring in fill material to provide for proper site elevations. Expenses incurred by the City for site grading are eligible Project Costs.

Utilities

Sanitary Sewer System Improvements

To allow redevelopment to occur, the City may need to construct, alter, rebuild or expand sanitary sewer infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: collection mains; manholes and cleanouts; service laterals; force mains; interceptor sewers; and all related appurtenances. To the extent sanitary sewer projects undertaken within the District provide direct benefit to land outside of the District, the City will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the City construct, alter, rebuild or expand sanitary sewer infrastructure located outside of the District. That portion of the costs of sanitary sewer system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Water System Improvements

To allow redevelopment to occur, the City may need to construct, alter, rebuild or expand water system infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: distribution mains; manholes and valves; hydrants; service laterals; and all related appurtenances. To the extent water system projects undertaken within the District provide direct benefit to land outside of the District, the City will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the City construct, alter, rebuild or expand water system infrastructure located outside of the District. That portion of the costs of water system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Stormwater Management System Improvements

Redevelopment within the District will cause stormwater runoff and pollution. To manage this stormwater runoff, the City may need to construct, alter, rebuild or expand stormwater management infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: stormwater collection mains; inlets, manholes and valves; service laterals; ditches; and infiltration, filtration and detention Best Management Practices (BMP's). To the extent stormwater management system projects undertaken within the District provide direct benefit to land outside of the District, the City will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the City construct, alter, rebuild or expand stormwater management infrastructure located outside of the District. That portion of the costs of stormwater management system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Streets and Streetscape

Street Improvements

To allow redevelopment to occur, the City may need to construct or reconstruct streets. Eligible Project Costs include, but are not limited to: excavation; removal or placement of fill; construction of road base; asphalt or concrete paving or repaving; installation of curb and gutter; installation of sidewalks and bicycle lanes; utility relocation, street lighting; installation of traffic control signage and traffic signals; pavement marking; right-of-way restoration; installation of retaining walls; and installation of fences, berms, and landscaping.

CDA Activities

Contribution to Community Development Authority (CDA)

As provided for in Wisconsin Statutes Sections 66.1105(2)(f)1.h and 66.1333(13), the City may provide funds to its CDA to be used for administration, planning operations, and capital costs, including but not limited to real property acquisition, related to the purposes for which it was established in furtherance of any redevelopment or urban renewal project. Funds provided to the CDA for this purpose are eligible Project Costs.

Miscellaneous

Cash Grants (Development Incentives)

The City may enter into agreements with property owners, lessees, or developers of land located within the District for the purpose of sharing costs to encourage the desired kind of improvements and assure tax base is generated sufficient to recover project costs. No cash grants will be provided until the City executes a developer agreement with the recipient of the cash grant. Any payments of cash grants made by the City are eligible Project Costs.

Professional Service and Organizational Costs

The costs of professional services rendered, and other costs incurred, in relation to the creation, administration and termination of the District, and the undertaking of the projects contained within this Plan, are eligible Project Costs. Professional services include, but are not limited to: architectural; environmental; planning; engineering; legal, audit; financial; and the costs of informing the public with respect to the creation of the District and the implementation of the Plan.

Administrative Costs

The City may charge to the District as eligible Project Costs reasonable allocations of administrative costs, including, but not limited to, employee salaries. Costs allocated will bear a direct connection to the time spent by City employees in connection with the implementation of the Plan.

Financing Costs

Interest expense, debt issuance expenses, redemption premiums, and any other fees and costs incurred in conjunction with obtaining financing for projects undertaken under this Plan are eligible Project Costs.

With all projects the costs of engineering, design, survey, inspection, materials, construction, restoring property to its original condition, apparatus necessary for public works, legal and other consultant fees, testing, environmental studies, permits, updating City ordinances and plans, judgments or claims for damages and other expenses are included as Project Costs.

With all projects the costs of engineering, design, survey, inspection, materials, construction, restoring property to its original condition, apparatus necessary for public works, legal and other consultant fees, testing, environmental studies, permits, updating City ordinances and plans, judgments or claims for damages and other expenses are included as Project Costs.

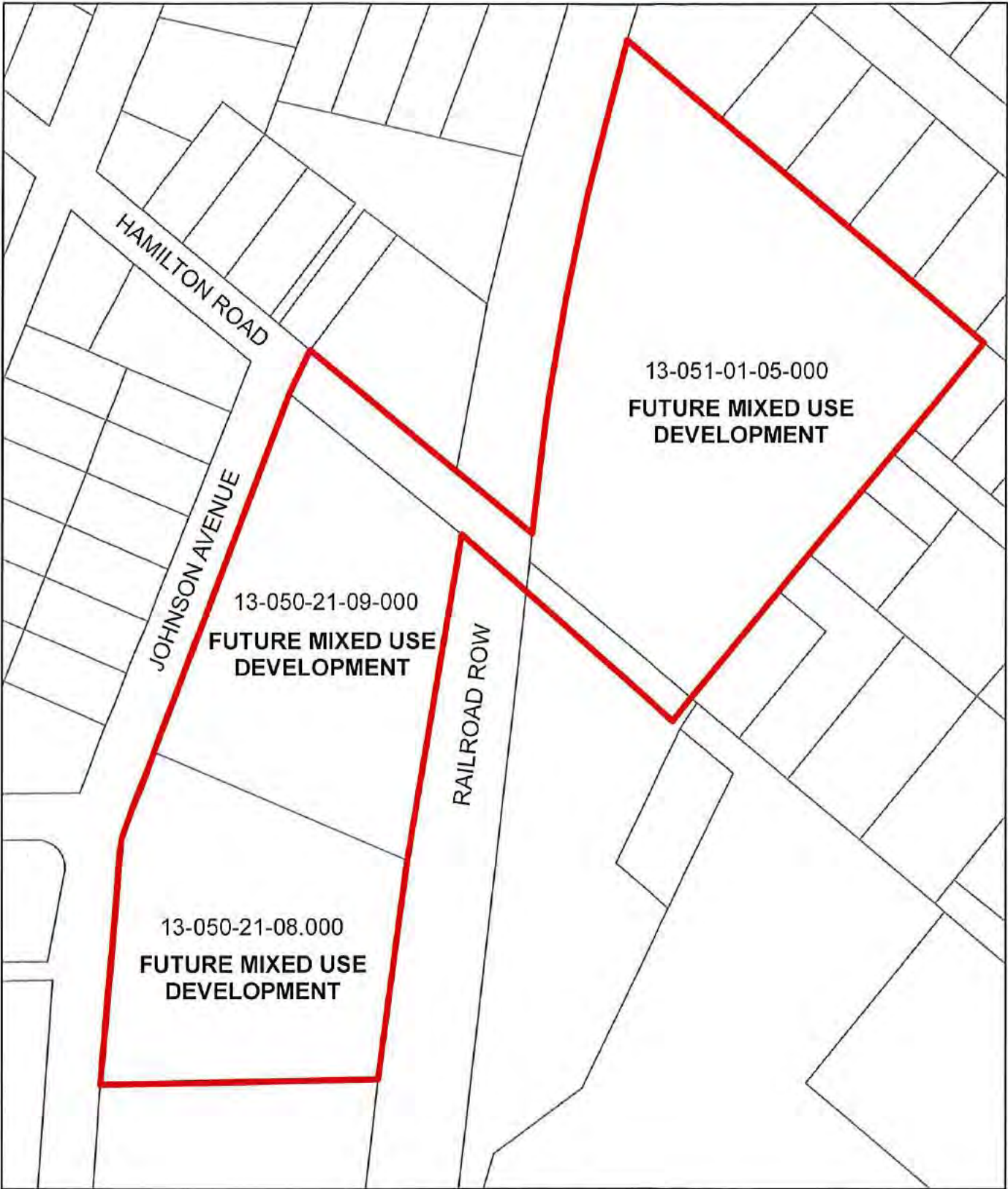
In the event any of the public works project expenditures are not reimbursable out of the special TIF fund under Wisconsin Statutes Section 66.1105, in the written opinion of counsel retained by the City for such purpose or a court of record so rules in a final order, then such project or projects shall be deleted here from and the remainder of the projects hereunder shall be deemed the entirety of the projects for purposes of this Project Plan.

The City reserves the right to implement only those projects that remain viable as the Plan period proceeds.

SECTION 8: Map Showing Proposed Improvements and Uses

See Map on Following Page

Map Showing Proposed Improvements & Conditions



1 inch = 150 feet

TIF Boundary
Current Land Use

City of Cedarburg
Ozaukee County, Wisconsin

Project Plan TID No. 4 Creation
September, 2017

SECTION 9: Detailed List of Project Costs

All costs are based on 2017 prices and are preliminary estimates. The City reserves the right to increase these costs to reflect inflationary increases and other uncontrollable circumstances between 2017 and the time of construction. The City also reserves the right to increase certain project costs to the extent others are reduced or not implemented without amending the Plan. The tax increment allocation is preliminary and is subject to adjustment based upon the implementation of the Plan.

This Plan is not meant to be a budget nor an appropriation of funds for specific projects, but a framework within which to manage projects. All costs included in the Plan are estimates based on best information available. The City retains the right to delete projects or change the scope and/or timing of projects implemented as they are individually authorized by the Common Council, without amending the Plan.

Proposed TIF Project Cost Estimates

City of Cedarburg				
Tax Increment District #4				
Estimated Project List				
Project ID	Project Name/Type	Phase I 2018	Phase II Ongoing	Total
1	Developer Assistance	275,000		275,000
2	Project Gap Financing ²	3,053,000		3,053,000
3	Financed Related Expenses ³	97,000		97,000
4	Interest on Long Term Debt		1,374,298	1,374,298
5	Projected Unrecovered Interest Expense on Long-Term Debt ⁴		(337,766)	(337,766)
6	Administrative Expense	20,000	64,000	84,000
7				0
8				0
9				0
10				0
Total Projects		3,445,000	1,100,532	4,545,532
Notes:				
¹ Per development agreement, assistance amounts to be paid in four installments based on achieving specified objectives.				
² Per development agreement, maximum amount available for reimbursement to site developer for remediation related costs.				
³ Estimated debt issuance related costs to include underwriting discount, municipal advisor, bond attorney and rating fee.				
⁴ Anticipated shortfall between available tax increments and project debt service.				

SECTION 10:

Economic Feasibility Study, Financing Methods, and the Time When Costs or Monetary Obligations Related are to be Incurred

The information and exhibits contained within this Section demonstrate that the proposed District is economically feasible insofar as:

- The City has available to it the means to secure the necessary financing required to accomplish the projects contained within this Plan. A listing of “Available Financing Methods” follows.
- While the development anticipated to occur as a result of the implementation of this Plan is not expected to generate sufficient tax increments to fully pay for the related Project Costs, remediation of the site will eliminate a blighted and contaminated property which constitutes a public nuisance and health hazard. Cooperation with a willing developer provides an opportunity to leverage private investment and share risks in redevelopment of the site that would otherwise be entirely borne by the public.
- Within this Section are tables identifying: 1) the development expected to occur; 2) a projection of tax increments to be collected resulting from that development; and 3) a cash flow model demonstrating that the projected tax increment collections and all other revenues available to the District will be sufficient to pay all Project Costs assuming a City subsidy to the District.

Available Financing Methods

The development agreement that the City has approved obligates it to provide up to \$3,328,000 in incentive financing if all terms and conditions of that agreement are satisfied by the developer. The City will issue general obligation bonds to finance this incentive. The City is presently indebted at 25.3% of its available limit with over \$48 million in available debt capacity.

Plan Implementation

The City expects to incur approximately \$4.54 million in Project Costs including \$3.33 million in project incentive and assistance payments, \$1.04 million for long-term interest due on the associated debt obligation, \$97,000 for finance related expenses and \$84,000 for administrative expense over the life of the District. The full cost to carry the debt is estimated to be \$1.37 million with an expectation that the City will need to provide a \$878,946 subsidy to the District consisting of \$337,766 in unrecovered advances for debt service payment plus \$541,180 in estimated interest accruals on both the recovered and unrecovered portions of the advanced funds. The City’s subsidy would be reduced should development occur sooner, at greater densities or higher values, or in the event of economic appreciation beyond the 1% assumed in the projections included in this Plan.

Implementation and Financing Timeline

City of Cedarburg		
Tax Increment District #4		
Estimated Financing Plan		
	<div>Taxable G.O. Development Bond</div> Dated 4-1-2018	
Projects		
Developer Assistance		275,000
Project Gap Financing		3,053,000
Total Project Funds		3,328,000
Estimated Finance Related Expenses		
Municipal Advisor		23,000
Bond Counsel		12,000
Disclosure Counsel		7,200
Rating Agency Fee		11,500
Paying Agent		675
Underwriter Discount	12.50	42,625
Total Financing Required		3,425,000
Estimated Interest	0.50%	(16,640)
Assumed spend down (months)	12	
Rounding		1,640
Net Issue Size		3,410,000
Notes:		

Development Assumptions

<div>City of Cedarburg</div> <div>Tax Increment District #4</div> <div>Development Assumptions¹</div>					
Construction Year		Actual	Metamold/ Amcast Site ¹	Annual Total	Construction Year
1	2018			0	2018 1
2	2019		275,000	275,000	2019 2
3	2020			0	2020 3
4	2021			0	2021 4
5	2022			0	2022 5
6	2023		2,500,000	2,500,000	2023 6
7	2024		2,000,000	2,000,000	2024 7
8	2025		2,500,000	2,500,000	2025 8
9	2026		2,750,000	2,750,000	2026 9
10	2027			0	2027 10
11	2028			0	2028 11
12	2029			0	2029 12
13	2030			0	2030 13
14	2031			0	2031 14
15	2032			0	2032 15
16	2033			0	2033 16
17	2034			0	2034 17
18	2035			0	2035 18
19	2036			0	2036 19
20	2037			0	2037 20
21	2038			0	2038 21
22	2039			0	2039 22
23	2040			0	2040 23
24	2041			0	2041 24
25	2042			0	2042 25
26	2043			0	2043 26
27	2044			0	2044 27
Totals		0	10,025,000	10,025,000	

Notes:

¹Timing and valuation amounts per development agreement.

Increment Revenue Projections

City of Cedarburg
Tax Increment District #4
Tax Increment Projection Worksheet

Type of District	Blighted Area	Base Value	616	Apply to Base Value
District Creation Date	October 30, 2017	Appreciation Factor	1.00%	
Valuation Date	Jan 1, 2018	Base Tax Rate	19.86	
Max Life (Years)	27	Rate Adjustment Factor		
Expenditure Period/Termination	22 10/30/2039			
Revenue Periods/Final Year	27 2046			
Extension Eligibility/Years	Yes 3	Tax Exempt Discount Rate	3.00%	
Recipient District	Yes	Taxable Discount Rate	4.50%	

Construction Year	Value Added	Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate	Tax Increment	Tax Exempt NPV Calculation	Taxable NPV Calculation
1 2018	0	2019	0	0	2020	\$19.86	0	0	0
2 2019	275,000	2020	0	275,000	2021	\$19.86	5,461	5,148	5,001
3 2020	0	2021	2,750	277,750	2022	\$19.86	5,516	10,195	9,834
4 2021	0	2022	2,778	280,528	2023	\$19.86	5,571	15,145	14,506
5 2022	0	2023	2,805	283,333	2024	\$19.86	5,627	19,999	19,021
6 2023	2,500,000	2024	2,833	2,786,166	2025	\$19.86	55,330	66,337	61,509
7 2024	2,000,000	2025	27,862	4,814,028	2026	\$19.86	95,601	144,069	131,759
8 2025	2,500,000	2026	48,140	7,362,168	2027	\$19.86	146,204	259,484	234,568
9 2026	2,750,000	2027	73,622	10,185,790	2028	\$19.86	202,278	414,513	370,681
10 2027	0	2028	101,858	10,287,648	2029	\$19.86	204,301	566,532	502,236
11 2028	0	2029	102,876	10,390,524	2030	\$19.86	206,344	715,599	629,385
12 2029	0	2030	103,905	10,494,429	2031	\$19.86	208,407	861,771	752,275
13 2030	0	2031	104,944	10,599,374	2032	\$19.86	210,491	1,005,105	871,049
14 2031	0	2032	105,994	10,705,367	2033	\$19.86	212,596	1,145,656	985,845
15 2032	0	2033	107,054	10,812,421	2034	\$19.86	214,722	1,283,478	1,096,796
16 2033	0	2034	108,124	10,920,545	2035	\$19.86	216,869	1,418,624	1,204,031
17 2034	0	2035	109,205	11,029,751	2036	\$19.86	219,038	1,551,145	1,307,675
18 2035	0	2036	110,298	11,140,048	2037	\$19.86	221,228	1,681,094	1,407,847
19 2036	0	2037	111,400	11,251,449	2038	\$19.86	223,441	1,808,519	1,504,664
20 2037	0	2038	112,514	11,363,963	2039	\$19.86	225,675	1,933,470	1,598,239
21 2038	0	2039	113,640	11,477,603	2040	\$19.86	227,932	2,055,994	1,688,679
22 2039	0	2040	114,776	11,592,379	2041	\$19.86	230,211	2,176,139	1,776,091
23 2040	0	2041	115,924	11,708,303	2042	\$19.86	232,513	2,293,952	1,860,574
24 2041	0	2042	117,083	11,825,386	2043	\$19.86	234,838	2,409,477	1,942,228
25 2042	0	2043	118,254	11,943,640	2044	\$19.86	237,187	2,522,758	2,021,148
26 2043	0	2044	119,436	12,063,076	2045	\$19.86	239,558	2,633,840	2,097,424
27 2044	0	2045	120,631	12,183,707	2046	\$19.86	241,954	2,742,765	2,171,145
Totals	10,025,000		2,158,707		Future Value of Increment		4,528,892		

Notes:

¹Rate shown is actual rate for 2016/17 per DOR Form PC-202 (Tax Increment Collection Worksheet).

Cash Flow

City of Cedarburg																				
Tax Increment District #4																				
Cash Flow Projection																				
Year	Projected Revenues					Expenditures								Balances			Year			
	Tax Increments	Interest Earnings ¹	Proceeds of Long Term Debt	City Levy & Advances for TID Debt & Projects ²	Total Revenues	Taxable G.O. Development Bond 3,410,000 Dated Date: 04/01/18 Prin (4/1) Est. Rate ³ Interest Total				Developer Assistance & Project Gap Financing			Finance Related Expense ⁴	Repayment of City Advances	Admin.	Total Expenditures		Annual	Cumulative	Principal Outstanding
2018		16,640	3,410,000	18,360	3,445,000					3,233,000		97,000			20,000	3,350,000	95,000	95,000	3,410,000	2018
2019				242,388	242,388	80,000	1.620%	160,388	240,388	64,500					2,000	306,888	(64,500)	30,500	3,330,000	2019
2020	0			241,867	241,867	135,000	1.770%	104,867	239,867	30,500					2,000	272,367	(30,500)	0	3,195,000	2020
2021	5,461			233,908	239,369	135,000	1.930%	102,369	237,369						2,000	239,369	0	0	3,060,000	2021
2022	5,516			235,997	241,513	140,000	2.220%	99,513	239,513						2,000	241,513	0	0	2,920,000	2022
2023	5,571			237,619	243,190	145,000	2.440%	96,190	241,190						2,000	243,190	0	0	2,775,000	2023
2024	5,627			233,945	239,572	145,000	2.550%	92,572	237,572						2,000	239,572	0	0	2,630,000	2024
2025	55,330			185,338	240,668	150,000	2.740%	88,668	238,668						2,000	240,668	0	0	2,480,000	2025
2026	95,601			145,772	241,373	155,000	2.890%	84,373	239,373						2,000	241,373	0	0	2,325,000	2026
2027	146,204			95,546	241,750	160,000	2.980%	79,750	239,750						2,000	241,750	0	0	2,165,000	2027
2028	202,278			39,522	241,800	165,000	3.110%	74,800	239,800						2,000	241,800	0	0	2,000,000	2028
2029	204,301			37,154	241,455	170,000	3.270%	69,455	239,455						2,000	241,455	0	0	1,830,000	2029
2030	206,344			34,365	240,709	175,000	3.390%	63,709	238,709						2,000	240,709	0	0	1,655,000	2030
2031	208,407			31,203	239,611	180,000	3.480%	57,611	237,611						2,000	239,611	0	0	1,475,000	2031
2032	210,491			32,577	243,068	190,000	3.590%	51,068	241,068						2,000	243,068	0	0	1,285,000	2032
2033	212,596			28,522	241,118	195,000	3.630%	44,118	239,118						2,000	241,118	0	0	1,090,000	2033
2034	214,722			24,157	238,879	200,000	3.700%	36,879	236,879						2,000	238,879	0	0	890,000	2034
2035	216,869			24,414	241,284	210,000	3.710%	29,284	239,284						2,000	241,284	0	0	680,000	2035
2036	219,038			24,258	243,296	220,000	3.720%	21,296	241,296						2,000	243,296	0	0	460,000	2036
2037	221,228			18,768	239,997	225,000	3.740%	12,997	237,997						2,000	239,997	0	0	235,000	2037
2038	223,441			17,954	241,395	235,000	3.740%	4,395	239,395						2,000	241,395	0	0	0	2038
2039	225,675				225,675								223,675		2,000	225,675	0	0	0	2039
2040	227,932				227,932								225,932		2,000	227,932	0	0	0	2040
2041	230,211				230,211								228,211		2,000	230,211	0	0	0	2041
2042	232,513				232,513								230,513		2,000	232,513	0	0	0	2042
2043	234,838				234,838								232,838		2,000	234,838	0	0	0	2043
2044	237,187				237,187								235,187		2,000	237,187	0	0	0	2044
2045	239,558				239,558								237,558		2,000	239,558	0	0	0	2045
2046	241,954				241,954								231,954		10,000	241,954	0	0	0	2046
Total	4,528,892	16,640	3,410,000	2,183,635	10,139,166	3,410,000		1,374,298	4,784,298	3,328,000	97,000	1,845,868	84,000		10,139,166				Total	
				(1,845,868)	Repayment of City Advances															
				337,766	Unrecovered Portion															
				541,180	Plus 1% Interest Accrued on Advance Amounts															
				878,946	Net Total City Contribution															
					Maturities Subject to Optional Redemption (Callable)															
Notes:																				
¹ Estimated interest earnings on temporary investment of bond proceeds.																				
² Estimated amount of City tax levy or other revenue needed to pay TID debt service and administrative costs. Negative figures shown for 2038 through 2045 reflect potential to recoup a portion of prior contributions to the TID after debt is retired.																				
³ Estimated rates shown reflect taxable MMD AA scale of 8-29-2017 plus 0.25%.																				
⁴ Includes underwriting discount, bond counsel, disclosure counsel, rating fee, paying agent and municipal advisor.																				

SECTION 11: Annexed Property

There are no lands proposed for inclusion within the District that were annexed by the City on or after January 1, 2004.

SECTION 12: Estimate of Property to be Devoted to Retail Business

Pursuant to Wisconsin Statutes Sections 66.1105(5)(b) and 66.1105(6)(am)1, the City estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period.

SECTION 13: Proposed Zoning Ordinance Changes

The City anticipates that there may be changes in the Zoning Ordinance needed for the implementation of this plan.

SECTION 14: Proposed Changes in Master Plan, Map, Building Codes and City of Cedarburg Ordinances

It is anticipated that the Comprehensive Land Use Plan/Map and Zoning Map will need to be amended for the implementation of this plan.

SECTION 15: Relocation

There are no current business or residential uses of property within the District. Should relocation become necessary it will be carried out in accordance with the relocation requirements set forth in Chapter 32 of the Wisconsin Statutes and the Federal Uniform Relocation Assistance and Real Property Acquisitions Policy Act of 1970 (P.L. 91-646) as applicable.

SECTION 16: Orderly Development of the City of Cedarburg

The District contributes to the orderly development of the City by providing the opportunity for continued growth in tax base, job opportunities and general economic activity.

SECTION 17: List of Estimated Non-Project Costs

Non-Project costs are public works projects that only partly benefit the District or are not eligible to be paid with tax increments, or costs not eligible to be paid with TIF funds.

Examples would include:

A public improvement made within the District that also benefits property outside the District. That portion of the total project costs allocable to properties outside of the District would be a non-project cost.

A public improvement made outside the District that only partially benefits property within the District. That portion of the total project costs allocable to properties outside of the District would be a non-project cost.

Projects undertaken within the District as part of the implementation of this Project Plan, the costs of which are paid fully or in part by impact fees, grants, special assessments, or revenues other than tax increments.

The City does not expect to incur any non-project costs in the implementation of this Project Plan.

SECTION 18:
Opinion of Attorney for the City of Cedarburg Advising
Whether the Plan is Complete and Complies with
Wisconsin Statutes 66.1105

September 14, 2017

SAMPLE

Mayor Kip Kinzel
City of Cedarburg
W63 N645 Washington Avenue
Cedarburg, Wisconsin 53012

RE: City of Cedarburg, Wisconsin Tax Incremental District No. 4

Dear Mayor:

As City Attorney for the City of Cedarburg, I have reviewed the Project Plan and, in my opinion, have determined that it is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).

Sincerely,

Attorney Michael Herbrand
City of Cedarburg

Exhibit A:

Calculation of the Share of Projected Tax Increments Estimated to be Paid by the Owners of Property in the Overlying Taxing Jurisdictions

Estimated Portion of Taxes that Owners of Taxable Property in each Taxing Jurisdiction Overlaying District would pay by Jurisdiction ¹						
DOR Form PC-202 Year		2016/17				
Ozaukee County		2,262,791	9.09%			
City of Cedarburg		9,118,860	36.62%			
Cedarburg School District		11,937,297	47.94%			
MATC		1,580,353	6.35%			
Total		24,899,302				
Revenue Year	Ozaukee County	City of Cedarburg	Cedarburg School District	MATC	Total	Revenue Year
2020	0	0	0	0	0	2020
2021	496	2,000	2,618	347	5,461	2021
2022	501	2,020	2,644	350	5,516	2022
2023	506	2,040	2,671	354	5,571	2023
2024	511	2,061	2,698	357	5,627	2024
2025	5,028	20,263	26,526	3,512	55,330	2025
2026	8,688	35,012	45,833	6,068	95,601	2026
2027	13,287	53,544	70,094	9,280	146,204	2027
2028	18,383	74,080	96,977	12,839	202,278	2028
2029	18,566	74,821	97,946	12,967	204,301	2029
2030	18,752	75,569	98,926	13,097	206,344	2030
2031	18,940	76,325	99,915	13,228	208,407	2031
2032	19,129	77,088	100,914	13,360	210,491	2032
2033	19,320	77,859	101,923	13,493	212,596	2033
2034	19,513	78,638	102,943	13,628	214,722	2034
2035	19,709	79,424	103,972	13,765	216,869	2035
2036	19,906	80,218	105,012	13,902	219,038	2036
2037	20,105	81,020	106,062	14,041	221,228	2037
2038	20,306	81,831	107,123	14,182	223,441	2038
2039	20,509	82,649	108,194	14,324	225,675	2039
2040	20,714	83,475	109,276	14,467	227,932	2040
2041	20,921	84,310	110,368	14,611	230,211	2041
2042	21,130	85,153	111,472	14,758	232,513	2042
2043	21,342	86,005	112,587	14,905	234,838	2043
2044	21,555	86,865	113,713	15,054	237,187	2044
2045	21,771	87,733	114,850	15,205	239,558	2045
2046	21,988	88,611	115,998	15,357	241,954	2046
Total	411,575	1,658,614	2,171,255	287,448	4,528,892	

¹The projection shown above is provided to meet the requirements of Wisconsin Statute 66.1105(4)(i)4.

CITY OF CEDARBURG

MEETING DATE: October 30, 2017

ITEM NO: 10. B.

TITLE: Consider Ordinance No. 2017-22 amending Section 10-1-28 of the Municipal Code to establish four hour parking on the west side of Hanover Avenue beginning 18 feet south of the Public Library driveway and continuing south to the intersection with Center Street, and to establish four hour parking on the east side of Hanover Avenue from the north right-of-way line of Center Street to a point 175 feet to the north, and excepting the existing Code references to two hour parking on these segments; and action thereon (Public Works and Sewerage Comm. 10/12/17)

ISSUE SUMMARY: Mary Ann Velnetske of the Ozaukee County Historical Society had requested four hour parking on parts of Hanover Avenue to free up parking spaces in front of the Depot building on Center Street. The Library objected to this and no change was ever made.

The item was again sent back to the Public Works and Sewerage Commission at their October meeting, and the Commission recommended creating 4 hour parking on Hanover Avenue on the west side directly in front of LaBudde, and on the east side from the VIP driveway back to Center Street.

STAFF RECOMMENDATION: There have been some strong opinions expressed on this issue, and perhaps some amount of 4 hour parking will satisfy the concerns, even on one side of the street.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION: The Public Works and Sewerage Commission recommended the change from two hour to four hour parking as stated in the Ordinance.

BUDGETARY IMPACT: \$200 for new signs.

ATTACHMENTS:

- Unofficial Minutes of October 12, 2017 Public Works/Sewerage Commission meeting
- Copy of proposed ordinance

INITIATED/REQUESTED BY: Ozaukee County Historical Society

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

ORDINANCE NO. 2017-22

An Ordinance to Establish Four Hour Parking on the West Side of Hanover Avenue Beginning 18 Feet South of the Public Library Driveway and Continuing South to the Intersection with Center Street, and to Establish Four Hour Parking on the East Side of Hanover Avenue from the North Right-of-Way Line of Center Street to a Point 175 feet to the North, and Excepting the Existing Code References to Two Hour Parking on these Segments

The Common Council of the City of Cedarburg, Wisconsin, hereby ordains as follows:

SECTION 1. Section 10-1-28(h) of the Municipal Code of the City of Cedarburg is hereby amended as follows:

SEC. 10-1-28 PARKING REGULATED ZONES.

(h) **Parking for More Than Four (4) Consecutive Hours.**

- (1) On the east and west sides of Washington Avenue for a distance of 100 feet north and south of the Poplar Avenue right-of-way lines extended.
- (2) Four hour parking from 7:00 a.m. to 7:00 p.m. except Saturdays and Sundays on the west side of Hanover Avenue beginning 18 feet south of the Public Library driveway and continuing south to the intersection with Center Street.
- (3) Four hour parking on the east side of Hanover Avenue from the north right-of-way line of Center Street to a point 175 feet to the north.

SECTION 2. Section 10-1-28(c) of the Municipal Code of the City of Cedarburg is hereby amended as follows:

(c) **Parking for More than Two (2) Consecutive Hours Between 7:00 A.M. and 7:00 P.M.** Parking on the following streets is limited to two (2) hours between 7:00 a.m. and 7:00 p.m., except on Sundays and holidays:

- (1) On both sides of Washington Avenue between Spring Street and Cleveland Street.
- (2) On both sides of Hanover Avenue between Western Road and Turner Street, excepting the segment on the west side of Hanover Avenue from Center Street north to a point 18 feet south of the Public Library driveway and excepting the segment on the east side of Hanover Avenue from the north right-of-way line of Center Street to a point 175 feet to the north.

SECTION 3. This ordinance shall take effect upon its passage and publication as provided by law.

Passed and adopted this 30th day of October 2017.

Kip Kinzel, Mayor

Countersigned:

Constance K. McHugh, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney

CITY OF CEDARBURG

MEETING DATE: October 30, 2017

ITEM NO: 10. C.

TITLE: Consider award of contract for preconstruction pruning of City street trees; and action thereon.

ISSUE SUMMARY: Staff was directed to include preconstruction pruning of street trees as part of the 2018 Street and Utility project. Since the contractors we deal with are utility contractors and road builders, the City Forester made some preliminary inquiries with local arborists on our behalf. Based on those inquiries, it was decided that First Choice Tree Care of Mequon could complete the work at the best value for the City.

Their lump sum price for trimming some 324 street trees in accordance with City specifications is \$20,700.00. The trimming would be completed from mid-November through the end of January 2018.

STAFF RECOMMENDATION: Award the preconstruction pruning contract to First Choice Tree Care.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: \$20,700.00 from the streets capital budget.

ATTACHMENTS: First Choice Tree Care proposal

INITIATED/REQUESTED BY: Tom Wiza - Director of Engineering and Public Works

FOR MORE INFORMATION CONTACT: Tom Wiza 262-375-7610



9900 N. Granville Road
Mequon, WI 53097

**First Choice
Tree Care, Inc.**

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

October 23, 2017

Re: Request for Proposal – Pre-Construction Pruning of Street Trees

This document is First Choice Tree Care, Inc.'s proposal for providing pre-construction pruning of trees growing within the public right of way adjacent to various road reconstruction projects scheduled for construction in 2018 in the City of Cedarburg. The proposal is offered in response to a request by the Director of Engineering and Public Works, who has indicated that the City is exploring a private sector alternative to perform the necessary pruning to reduce street tree damage caused by road construction activities.

Project Scope

The City of Cedarburg has scheduled street reconstruction activities on a number of streets during the construction season of 2018. Prior to the commencement of construction activities, trees lining the roadway require pruning. The purpose of this pre-construction pruning is to provide clearance for large equipment, such that potential damage to trees is minimized. Pruning is done to remove significant branch wood, providing adequate clearance to accommodate equipment at the curb line and 16 feet of clearance at the centerline of the roadway. Additionally, removal of significant deadwood and existing broken branches will be performed.

The streets to be pruned are highlighted on the attached map. The streets include:

- Tower Avenue (Bridge Road to dead end)
- Harrison Avenue (Coventry Court to Washington Avenue)
- Poplar Avenue (260' South of Drury Lane to Washington Avenue)
- Drury Lane (Poplar Avenue to Hampton Avenue)
- Hampton Avenue (Harrison Avenue to Balfour Street)
- Balfour Street (Hampton Avenue to Montgomery Avenue)
- Montgomery Avenue (Balfour Street to dead end)
- Chatham Street (STH 181 to Poplar Avenue)
- Coventry Court
- Kingston Court

- Hampton Court
- St. James Court

Records indicate that there are 324 street trees that line the above-mentioned streets.

Schedule and Associated Costs

Staff from First Choice Tree Care, Inc. proposes to begin work on the project in mid-November (within 10 days of contract award). Given a timely notice to proceed, all work will be completed not later than January 31, 2018.

We have been asked to provide quotes in two forms:

- 1) For an arborist crew to complete the street tree pruning, to chip and dispose of the debris and clean up remaining rakings (contract to perform all pre- construction pruning activities).

Total Cost Option #1: \$20,700.00 (Twenty Thousand Seven Hundred Dollars)

- 2) For an arborist crew to complete the pre-construction pruning only, stacking branches at curbside. This quote assumes that City Public Works Crews will follow behind, picking up the branches and cleaning the street.

Total Cost Option #2: \$19,500.00 (Nineteen Thousand Five Hundred Dollars)

Insurance

First Choice Tree Care, inc. maintains Workers Comp, Public Liability, Vehicle and other insurances that meet or exceed City of Cedarburg contractor insurance requirements. We will furnish the City with a Certificate of Insurance naming the City of Cedarburg as 'additional insured'.

About First Choice Tree Care, Inc.

First Choice Tree Care, Inc., maintains offices in Mosinee and Mequon, Wisconsin. The firm has extensive experience in the assessment, planting, pruning, removal and plant health care needs of trees growing on the properties of over 9000 municipal, commercial, and residential clients. Our project managers have over 75 years experience directly managing municipal street tree programs. Relevant to this project, our key staff have been responsible for the design and implementation of programs to minimize damage to existing trees from construction activities.

The Company maintains a staff of professional degreed and International Society of Arboriculture (ISA) Certified Arborists.

First Choice Tree Care, Inc. has successfully performed contract work for the following Wisconsin Communities: The cities of Milwaukee, West Allis, Cedarburg, Whitefish Bay, Oak Creek, Stevens Point, and Wausau; the Villages of Fox Point, Shorewood, Spencer, Miladore, Whiting, Park Ridge, and Rothschild; the State of Wisconsin Department of Natural Resources; The Wisconsin Department of Transportation, and various townships and school districts.

Project Management Staff

Kenneth A. Ottman, - President/ CEO BS-Forestry, MS-Arbiculture, Michigan state University, is recognized as an international expert in the field of urban forestry. He directed the inventory, planting, tree management and landscape management activities of the City of Milwaukee Forestry Division where he was employed for 30 years.

Ken is an Honorary Life Member of both the 35,000 member International Society of Arboriculture and the 700 member Wisconsin Arborist Association. He has served as President of both organizations. Ken served for 10 years as the urban forestry representative to the DNR -Wisconsin Council on Forestry. Additionally, he served as chairman of the DNR -Wisconsin Urban Forestry Council from 2006 – 2008. Ken has received numerous professional awards and recognitions.

Jeffrey Boeder- Mequon Branch Manager. BS, Forestry, University of Wisconsin – Stevens Point, has extensive experience in all facets of urban forestry. He was employed by the City of Milwaukee for over 31 years, where he performed at every level of the organization from field crew operations to upper management. For 16 years, Jeff served as District Manager, responsible for all tree and landscape activities for one-half of the city. These responsibilities included supervision of up to 150 employees and the assessment, inventory and management planning for more than 140,000 street trees. Additionally, he was responsible for tree assessment and hazard abatement on approximately 48 square miles of urban commercial and residential properties. Jeff currently manages the Mequon office of First Choice Tree Care, Inc.

Additional ISA Certified Arborists on Staff

Mark Pinkalla – BS UW Stevens Point

Nolan Gilbertson BS, Winona State University

Travis Hansen – AS, Mid-State Technical College

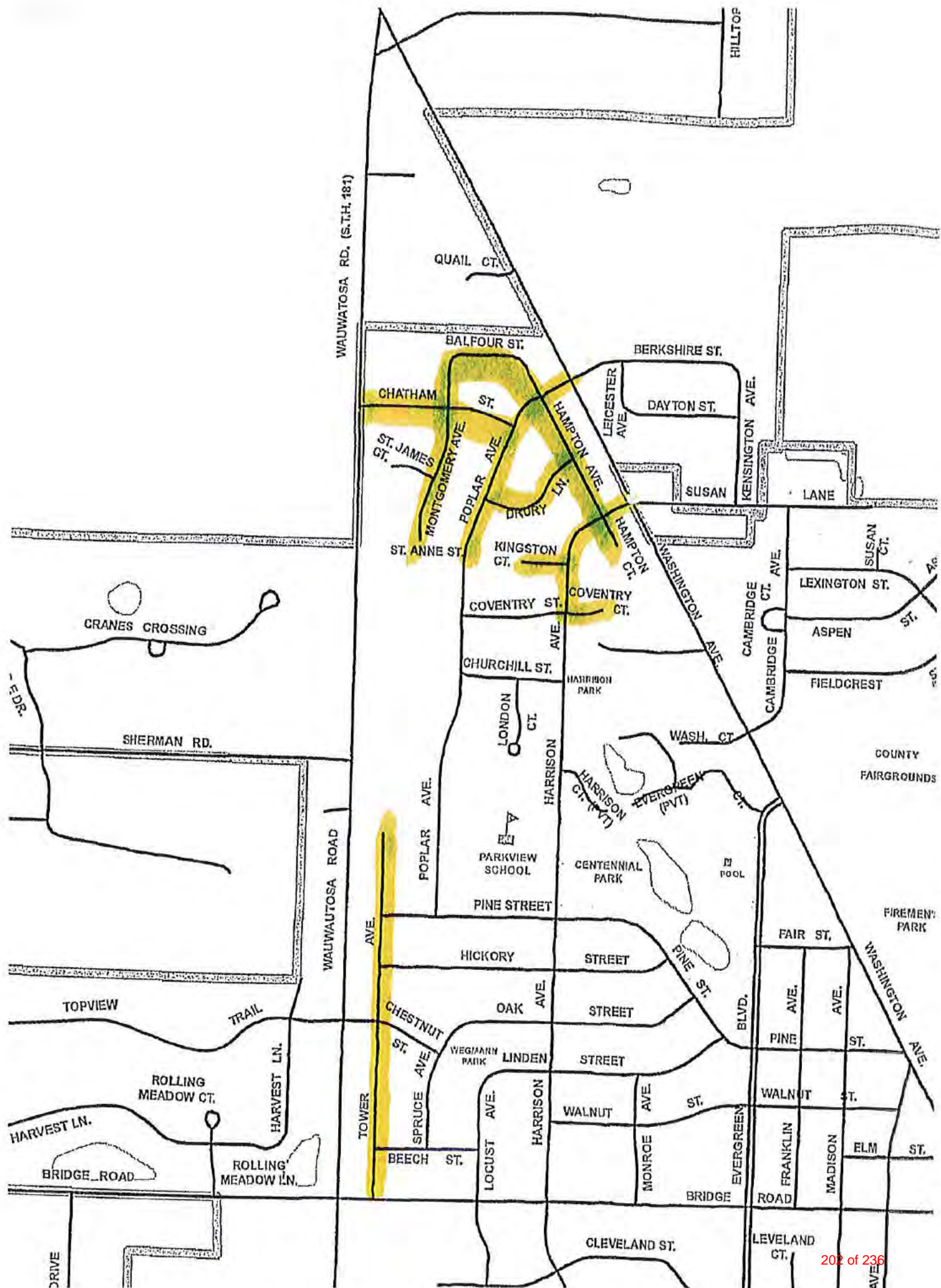
John Kluck, AS, Mid-State Technical College

Our firm is ready to commence work immediately upon acceptance of this proposal. We welcome the opportunity to assist the City of Cedarburg in protecting of its valuable tree resource.

Respectfully submitted,



Kenneth A. Ottman
CEO, First Choice Tree Care, Inc.
Office (262) 242-1274
Cell (414) 254-5604



CITY OF CEDARBURG

MEETING DATE: October 30, 2017

ITEM NO: 10. D.

TITLE: Discuss infrastructure requirements and timing of future Highway 60 Business Park Development; and action thereon

ISSUE SUMMARY: Staff has been working with Council Members Czarnecki, Arnett and Thome to determine costs and possible timing for development of the business park. If the Common Council would like to continue moving forward, we need to determine how to market the property prior to its actual availability due to utilities and after.

STAFF RECOMMENDATION: N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: Staff time and possibly marketing expenses.

ATTACHMENTS: estimated infrastructure costs, potential business park layout, draft marketing flyer

INITIATED/REQUESTED BY: Christy Mertes

FOR MORE INFORMATION CONTACT: City Administrator/Treasurer Christy Mertes, 375-7606

FOR SALE

IMPROVED LOTS

Cedarburg Business Park Hwy. I and Hwy. 60, Cedarburg

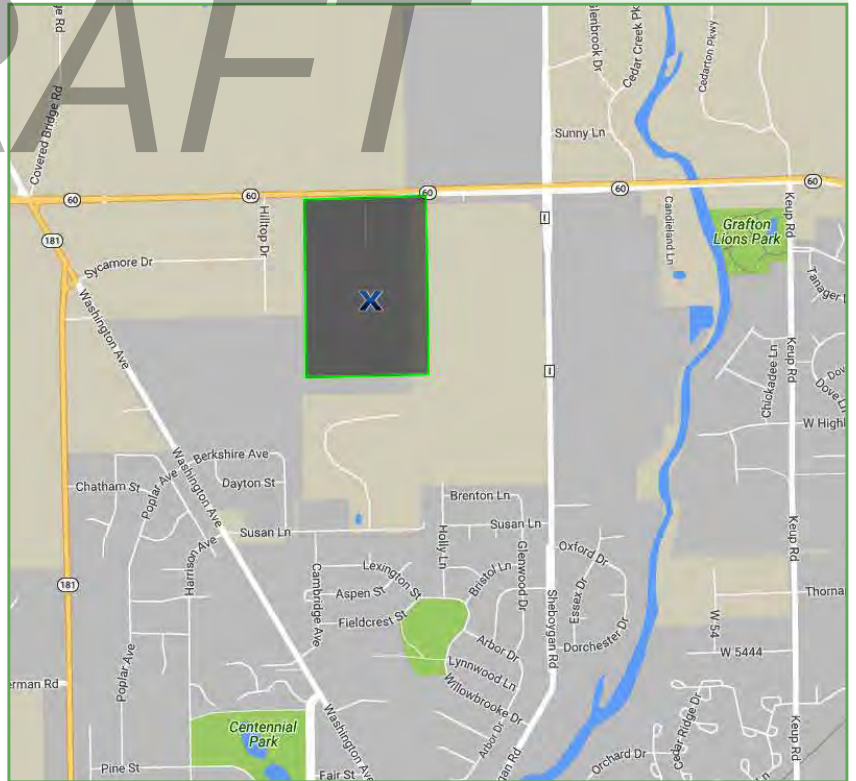


The City of Cedarburg is pleased to present the Cedarburg Business Park. The Park will be centrally located in the heart of Ozaukee County with direct linkages to the north, south and west - approximately 3.5 miles west of Interstate 43 and less than 10 miles east of Highway 45.

The Downtown Cedarburg Historic District is moments away offering banking, dining, shopping, entertainment and lodging options.

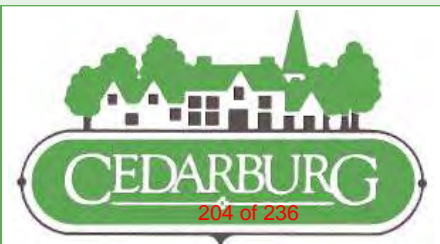
Site Features

- Price: Call for details
- Zoning: Light Industrial
- Site: 60 Acres Total
Min Divisible. 2 Acres
- Utilities: Water, Sewer,
Gas and Electric
- Access: County Highway 60
- Available: 2019



For More Information:

Mary Sheffield, Economic Development Coordinator
P: 262.387.2050
msheffield@ci.cedarburg.wi.us



FOR SALE

IMPROVED LOTS Cedarburg Business Park Hwy. I and Hwy. 60, Cedarburg



Demographics

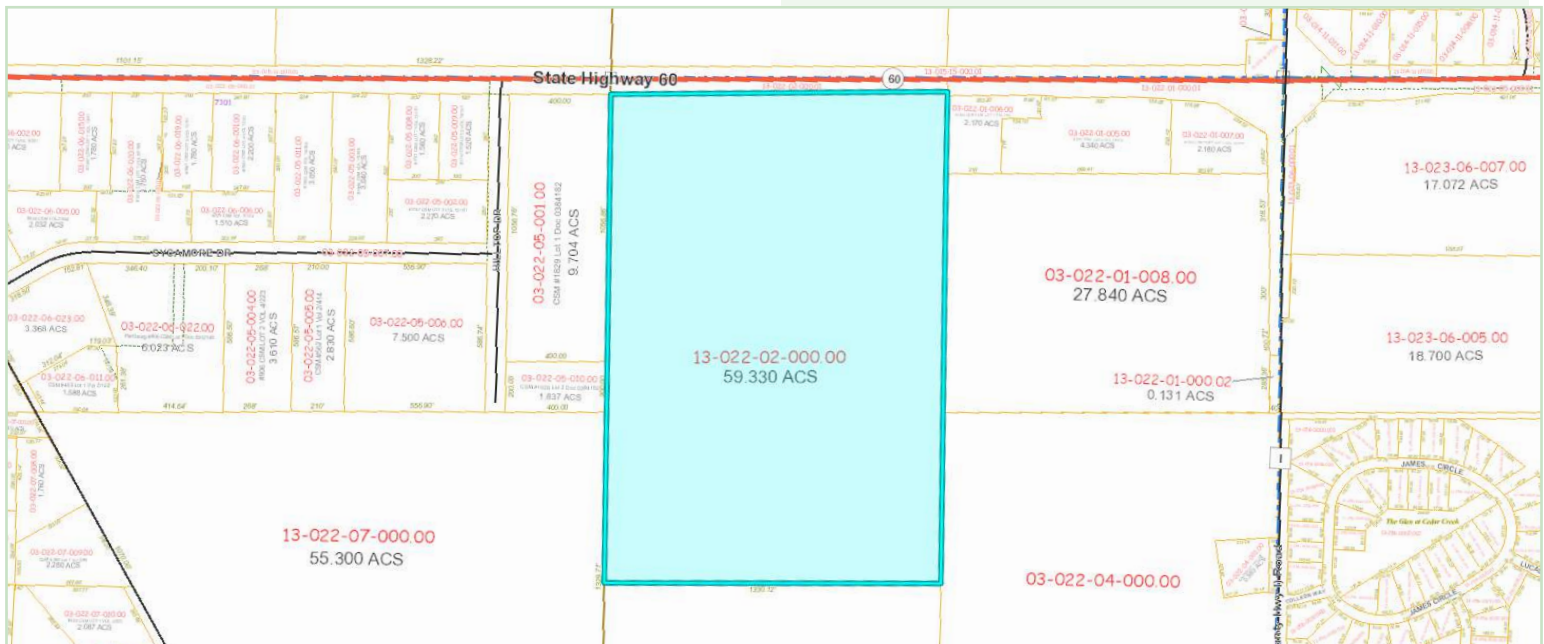
	1 Mile	3 Miles	5 Miles
Population 2015	1,851	13,673	39,983
Median Household Income	\$63,885	\$59,307	\$62,486

Traffic Counts

Hwy. 60 14,100 CPD

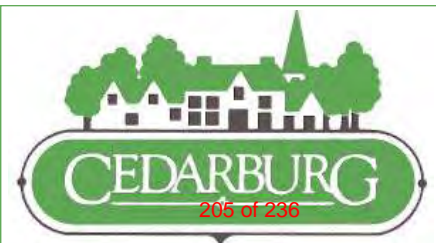
Source: Wisconsin DOT AADT 2013

Plat Map



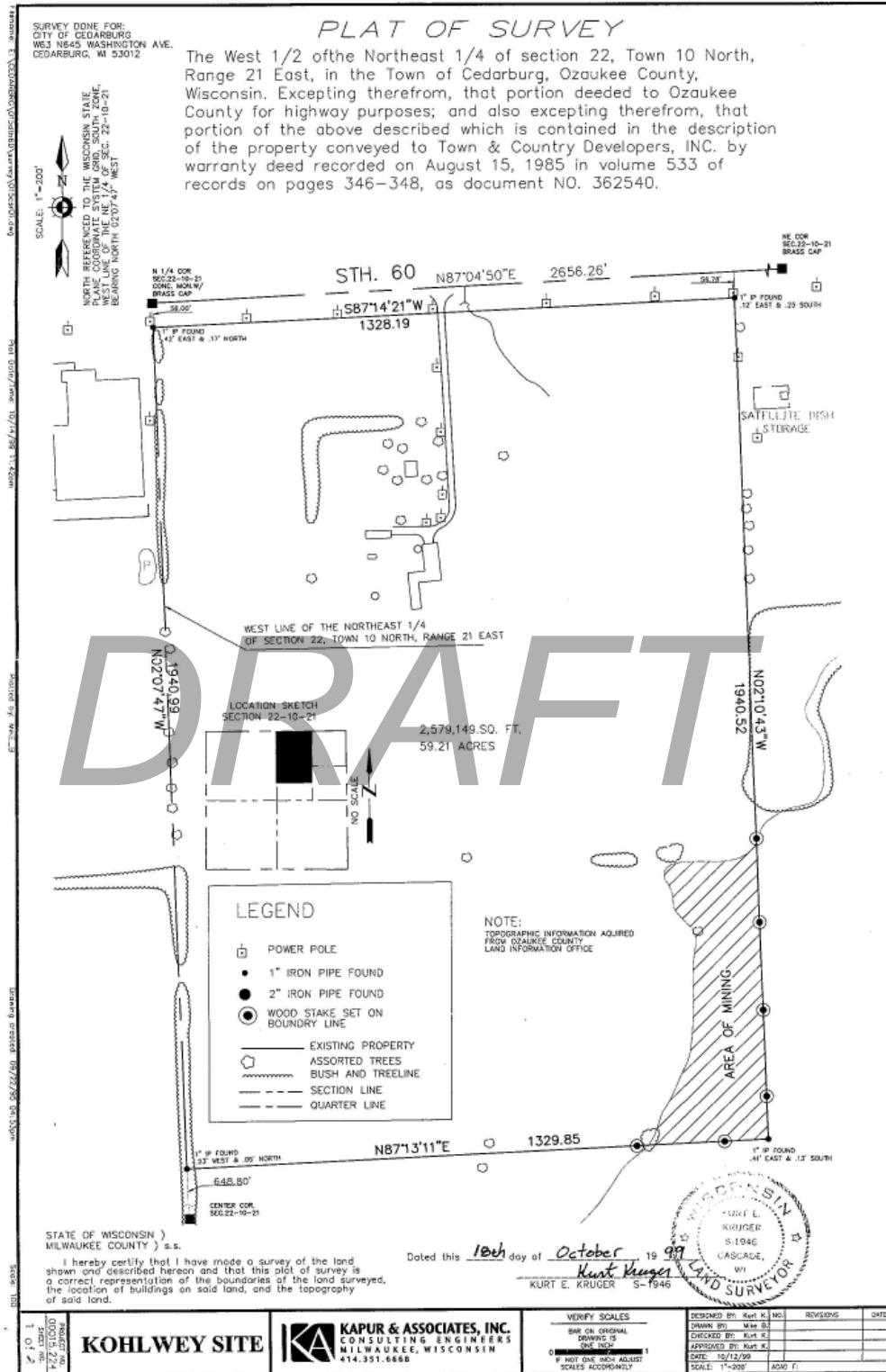
For More Information:

Mary Sheffield, Economic Development Coordinator
P: 262.387.2050
msheffield@ci.cedarburg.wi.us



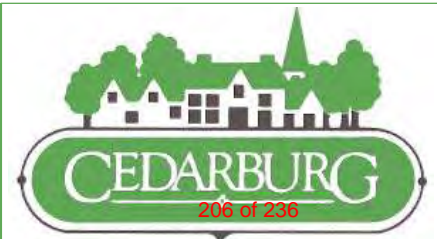
FOR SALE

Site Survey



For More Information:

Mary Sheffield, Economic Development Coordinator
P: 262.387.2050
msheffield@ci.cedarburg.wi.us



FOR SALE



HWY 60 BUSINESS PARK INFRASTRUCTURE COST ESTIMATE

INTERNAL STREETS: \$603,582

Assume 40ft curb to curb road section with sidewalks both sides.

Assume 6-inch asphalt on a 10-inch crushed stone base.

6000ft of 30in conc. curb and gutter @ \$14/ft = \$84,000

Common exc. $2900\text{ft} \times 1.33 \times 43 / 27 = 6143\text{cy}$. @ \$10/cy = \$61,430

Cr. stone base $2900 \times 0.83 \times 43 / 27 \times 1.8 = 6900\text{ton}$ @ \$14/ton = \$96,600

Asph. pav't $2900 \times 0.5 \times 36 / 27 \times 2 = 3867\text{ton}$ @ \$56/ton = \$216,552

Conc sidewalk $5800 \times 5 = 29000\text{sf}$ @ \$5/sf = \$145,000

HWY 60 IMPROVEMENTS: \$1,200,000

SITE GRADING INCLUDING EROSION CONTROL AND RESTORATION: \$600,000

STORMWATER PONDS: \$360,000

2 ponds @ \$180,000 each

SANITARY SEWER: \$685,500

2350ft of 15" PVC @ \$130/ft = \$305,500

2800ft of 12" PVC @ \$110/ft = \$308,000

16 manholes @ \$4500/ea = \$72,000

UPGRADE SHEBOYGAN RD LIFT STATION TO PHASE 2: \$150,000

WATER MAIN: \$971,000

5,000ft of 12" PVC @ \$100/ft = \$500,000

7 – 12" gate valves @ \$3000/ea = \$21,000

10 hydrant assemblies @ \$5000/ea = \$50,000

Water pressure booster station \$400,000

STORM SEWER: \$573,000

1500ft 42" RCP @ \$100/ft = \$150,000

2000ft 36" RCP @ \$90/ft = \$180,000

800ft 30" RCP @ \$80/ft = \$64,000

550ft 24" RCP @ \$70/ft = \$38,500

600ft 15" RCP @ \$60/ft = \$36,000

10 – 72" manholes @ \$3500/ea = \$35,000

2 – 84" manholes @ \$5000/ea = \$10,000

26 catch basins @ \$2000/ea = \$52,000

500ft 4" perforated underdrain @ \$15/ft = \$7,500

STREET TREES: \$43,500

5800ft/40ft = 145 trees @ \$300/ea = \$43,500

STREET LIGHTING: \$100,000?

ELECTRICAL DISTRIBUTION: \$175,000

WE ENERGIES NATURAL GAS DISTRIBUTION: \$80,000?

CABLE TV, INTERNET, PHONE, DATA: \$30,000?

ENTRANCE LANDSCAPING AND MONUMENT SIGN: \$50,000

EMERGENCY SIREN: \$50,000





TOTAL COST: \$5,671,582

ASSUME 20% ENGINEERING AND CONTINGENCY: \$1,134,316

ESTIMATED PROJECT COST: \$6,805,898

T. WIZA 10/2/17

Legend

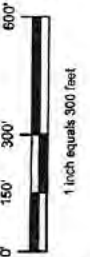
-  City Boundary
-  Parcel Line
-  Quarter Section
-  Property Address

HWY 60 IMPROVEMENTS

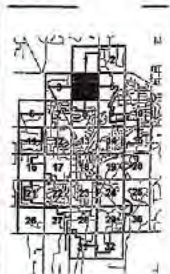
SANITARY SEWER

WATER MAIN

STORM SEWER



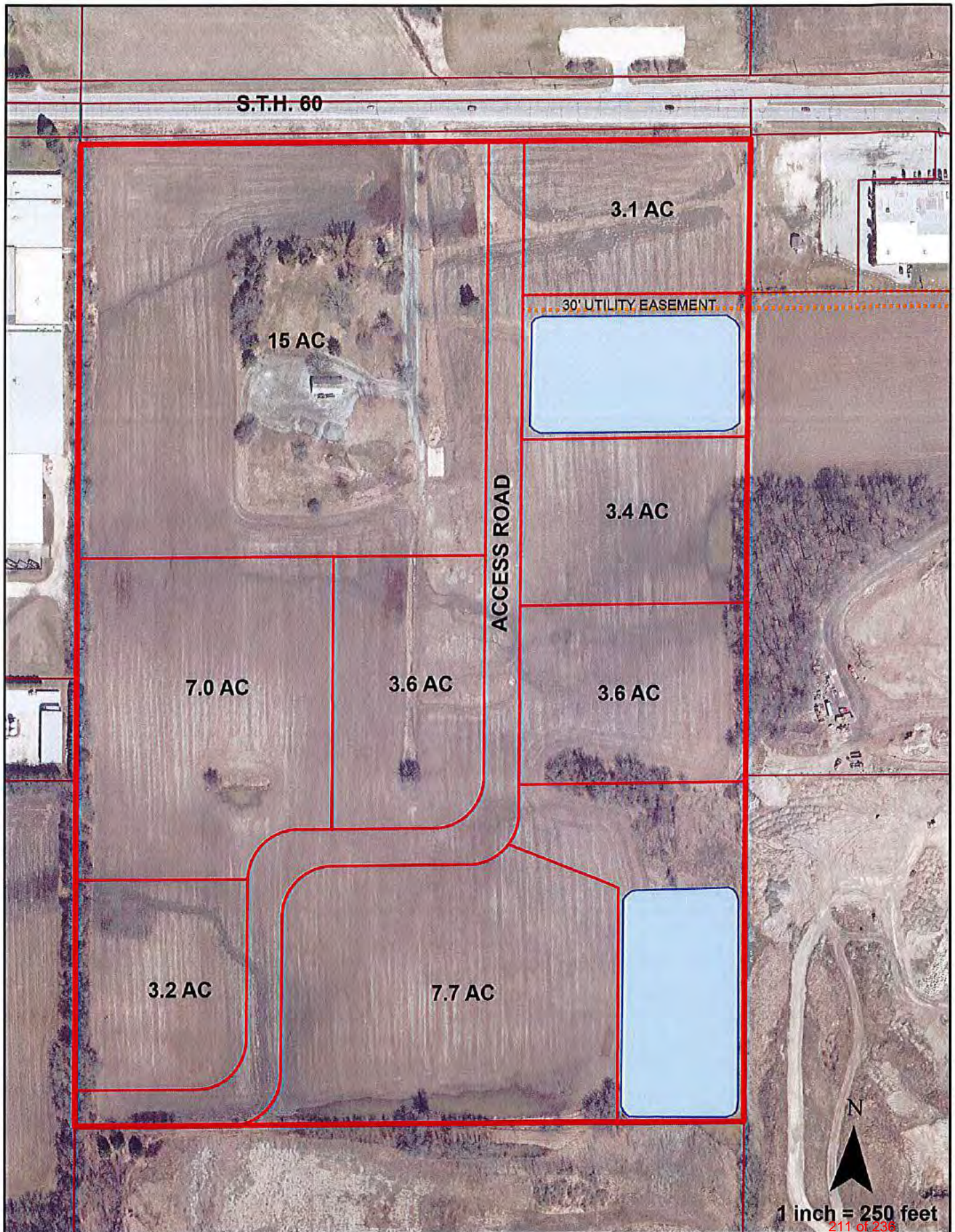
CITY OF CEDARBURG
OFFICIAL MAP



Page Number: 4

NE 1/4 Sec 22

POTENTIAL BUSINESS PARK LAYOUT



City of Cedarburg - Connie McHugh

From: City of Cedarburg - Christy Mertes
Sent: Wednesday, October 25, 2017 10:41 AM
To: City of Cedarburg - Connie McHugh
Subject: Cedralight Program
Attachments: cedralight email 2016.pdf; Cedralight info.pdf

From: City of Cedarburg - Mikko Hilvo
Sent: Tuesday, October 24, 2017 4:00 PM
To: City of Cedarburg - Kip Kinzel <kkinzel@ci.cedarburg.wi.us>; Jennifer Andreas (director@cedarburg.org) <director@cedarburg.org>
Cc: 'Festivals Cedarburg (cedarburgfestivals@yahoo.com)' <cedarburgfestivals@yahoo.com>; City of Cedarburg - Christy Mertes <cmertes@ci.cedarburg.wi.us>
Subject: Cedralight Program

Good Afternoon,

Last night the Cedarburg Festivals Board voted to not continue being responsible for the cedralight program but will consider funding it through their grant program for future years. This year their grant requests will be decided in January of 2018. What this means is that at this time we would not have the funds to hire someone to replace the bulbs on the existing downtown buildings or add more lights to buildings that want them for this holiday season.

(Cedralights are the LED "Christmas" lights on the perimeter of some of the downtown buildings)

The cedralight program was developed many years ago under a different festival board in order to make the downtown more "attractive" during the holiday season as well as the rest of the year. The program was initially managed by Sue Gyarmatti from the cultural center and funded through festivals. Eventually Sues responsibilities changed at the cultural center so she could no longer be the main contact person for the program. It was at this time that I said I would take on that role but would not be able to provide any other City support for it. Between myself, Festivals, BJ, her family, Mark McGaver, and Steve (contractor hired to put up the lights) we have managed to keep this program "alive" for the last couple of years. The policy has been that each business reimburses festivals for the light bulbs and the material cost to put up new lights. Festivals would pay to rent a lift for putting up the lights and also for the contractor doing the work. The cost of this comes out to about \$2400 annually.

The question that we need to answer is whether or not this is something that the City and/or businesses value and if so who should be responsible for it. I personally think that it makes our downtown unique just like our flower basket program. I am willing to continue organizing it as I have done in the past but I cannot commit any parks and forestry staff to it.

I have attached a couple of documents that explain the program a little bit better and invoices that festivals paid for in the past.

If necessary we could set up a meeting to discuss this further in person. In order for this to happen this year we would need to figure this out soon since the holiday season is about to start☺

If funding is available I can contract this out with Steve in addition to getting the lift rented. We have already contacted the businesses about their lights and BJ+family have put together a list of buildings requiring new bulbs etc. We have plenty of bulbs in stock for this year so the only cost would be the lift and the contractor.

Mikko J. Hilvo, CPRP, AFO
Director of Parks, Recreation, & Forestry
City of Cedarburg
W63N645 Washington Ave.
Cedarburg, WI 53012
(262) 375-7611

www.cedarburgparkandrec.com

"We provide essential parks, recreation, and urban forestry services to make our community a more desirable place to live, work, and play."

Dear Cedarburg Building Owner,

It's that holiday time of year again and the Board of Directors of Festivals of Cedarburg, Inc. would like to make you an offer we hope you can't refuse!

In an effort to give back to the community and to enhance the holiday ambiance of Cedarburg, the Festivals Committee would like to coordinate a new program for the installation and maintenance of the holiday roof lighting. Unofficially known as "*Ceda-Light*", we hope this new plan will keep Cedarburg as a front-runner in the competitive tourism and holiday shopping markets during these tough economic times.

This is where you come in. The Festival Committee would like your permission to install (at Festival's expense) new, warm-white LED bulbs on the rooflines of each of the historic district buildings. Not only are these bulbs inexpensive to operate but they are guaranteed to last for 50,000 hours or more. And as an added bonus, Cedarburg can be marketed as leading the way into a new energy efficient era that will see incandescent bulbs gradually phased out. The new bulbs are currently installed above the Cedarburg Cultural Center if you would like to see the new look.

Here is the plan for "*Ceda-Light*".

- Festivals of Cedarburg will purchase a bulk quantity of wiring and LED bulbs to get the best price.
- Festivals will pay for the installation of the bulbs and wiring (the costliest part of the project). Festivals will also pay for future maintenance of the bulbs so landlords, tenants and citizens alike can be assured of high quality upkeep in the future.
- To help us offset the high cost of installation and future maintenance, we are asking for your help...
 - If you need bulbs only: we are simply asking you to purchase the bulbs at our bulk rate cost of **\$1.15 each**. If you already have compatible wiring for C9 bulbs on your building, it most likely has spacing of 1 bulb per foot. That means that the cost for **40 bulbs on 40 feet of wire = \$46**.
 - If you need bulbs and wire: the total cost per foot is \$1.50, so a building needing **40 feet of wire and bulbs = \$60**.
 - Timers that turn on automatically at dusk and turn off at pre-set interval are also available so that we can maintain a uniform look over the years. The cost of the timers is \$4 per building, a huge savings because they were purchased at employee pricing directly from Intermatic.
- Electricity is almost an after thought because these new LED bulbs use so little power. That same 40 foot building, using 40 LED bulbs will cost approximately **\$1.00 per month** in electricity if they are on for 8-hours each day.

We hope we can count on your support for this very special Cedarburg holiday lighting program! Please fill out the permission slip no later than **November 5**, and mail in the enclosed envelope. We will send you an invoice when the job is completed.

Please feel free to email "*Ceda-Light*" program coordinator, Sue Gyarmati, at cccenter@ameritech.net or call her Tuesday-Friday, 10am-5pm at 262.375.3676 (Cedarburg Cultural Center) or at 262.375.1113, evenings and weekends, if you have any questions.

Thank you!

Festivals of Cedarburg, Inc, Board of Directors and Committee members

Milwaukee High Lift, Inc.

309 Wilmont Drive
Waukesha, WI 53189

Invoice

Date	Invoice #
6/2/2011	246309

Bill To
Festivals Of Cedarburg, Inc. W63 N643 Washington Ave. Cedarburg, WI, 53031

Ship To
Festivals Of Cedarburg W63 N480 Washington Ave Cedarburg, WI.

P.O. / Job #	Terms	Rep	Ship	Via	Project	Ordered By
Check	C.O.D.	JCI	5/23/2011	Our Truck		
Quantity	Item Code	Description	Price Each	Amount		
1	8001	JLG 80MX boom lift Unit#8001 s/n 0300033477 Rental Period 5/23/11-5/27/11	1,295.00	1,295.00T		
1	Transportation-RE...	Delivery & Pick Up of Rental Equipment	138.00	138.00T		
11.194	Fuel	Fuel Ozaukee Cty Tx Group	5.90 5.60%	66.04T 83.95		
(2) 377-5733						
We appreciate your business. if you have questions regarding this invoice please call (262) 521-3100					Total	
					\$1,582.99	

Phone #

262-521-3100

Web Site

www.milwaukeehighlift.com

Remodeling by STEVE
7915 W. CENTER ST. Apt #1
MILWAUKEE WI 53222

CONTRACTORS INVOICE

WORK PERFORMED AT:

City OF CEDARBURG

TO: FESTIVALS OF CEDARBURG INC

CEDARBURG WI 53012

DATE

11-19-10

YOUR WORK ORDER NO.

OUR BID NO.

DESCRIPTION OF WORK PERFORMED

INSTALLATION OF HOLIDAY LIGHTS

11-12-10 1 hr
11-15-10 8 1/2 hrs
11-16-10 7 3/4 hrs
11-17-10 7 1/2 hrs
11-18-10 7 1/2 hrs
11-19-10 7 1/4 hrs

9 Lupton

PAID

39 1/2 hrs

X \$70/hr

pd WFecheck 1821
11-18-10

TOTAL DUE

\$ 790.00

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of _____

Dollars (\$ _____).

This is a ☐ Partial ☐ Full Invoice due and payable by: _____ Month _____ Day _____ Year _____

In accordance with our ☐ Agreement ☐ Proposal No. _____ Dated _____ Month _____ Day _____ Year _____

Subject: Ceda-Light Repairs

From: Festivals Cedarburg (cedarburgfestivals@yahoo.com)

To: cedarburgfestivals@yahoo.com;

Cc: mhlivo@ci.cedarburg.wi.us; mmcgaver@wi.rr.com;

douglon3@aol.com; margie@penzeys.com; eric@bellalel.com; fromtheheart@wi.rr.com; mary@luminaries.com; rachelsroses510@yahoo.com; bob.hahn@getrealfit.com; karenl@lillesgoods.com; john2120042000@yahoo.com; robinparsons33@gmail.com; aconfectionery@inbox.com; debmcqmorales@sbcglobal.net; ashley@antiqueilights.com; halenouveau@aol.com; pgallun@wi.rr.com; settlersinn@hotmail.com; floatingmonk@hotmail.com; my3toms@att.net; tryanryan@aol.com; info@outandoutcatering.com; creamandcrepecafe@yahoo.com; info@grapesandtastes.com; wiesters@wi.rr.com; scilconard@hotmail.com; ddcakes@wi.rr.com; heldlp1313@aol.com; alpinegifts@att.net; events@fromscratchcatering.com; dave.scott@cbexchange.com; wyndrosef@yahoo.com; marlines.shops@yahoo.com; info@cedarburgtoyco.com; paslovesms@aol.com; downtowndough@aol.com; jimmy@jimmythepopcornman.com; annamarmbruster@gmail.com; roberta.campbell@pwsb.com; tammie@thepinklarna.com; conrad@mypartnershipbank.com; jenny@bohemiahomedesign.com; dwbsolutions@live.com; john@amyscandykitchen.com; jovana@fiddleheadcoffee.com; banassteven@hotmail.com; mantelortho@gmail.com; litybittypluggiesllc@yahoo.com; lynnknutson@frillgifts.com; jworks53012@yahoo.com; mall@thegemshop.com; marlines.shops@yahoo.com; rbuser@charter.net; cniebauer16@icloud.com; stagecoachinnwi@gmail.com; chris@cedarburgartmuseum.org; svlco@hotmail.com; thepaperieandco@gmail.com; cedarburgpopcorncompany@gmail.com; gordon.goggin@gmail.com; rahi@cedarburgcoffee.com; birchwoodwells@gmail.com; tjshippen@gmail.com; paint_decor@yahoo.com; robert.thespace@outlook.com; kaywltrs@gmail.com; briarpatchcedarburg@yahoo.com; bbcedarburg@gmail.com; sprom@amfam.com; srtomaso@att.net; gina.airaudi@edwardjones.com; stephanie@artmusichistory.org; caas5766@yahoo.com; scott@waltersloft.com; pbjrestaurants@gmail.com; harald@chiselledgrape.com; pgallun@wi.rr.com; steve@cedar-pop.com; boulangeriedumonde@hotmail.com; toffler1@gmail.com; generationsconsign@yahoo.com; javahousecoffee@sbcglobal.net; larmstronggoss@wi.rr.com; trs@silvercreekbrewing.com; cedarburgcoffee4@mcleodusa.net; banglesnbags@att.net; schwaismeatandsausage@yahoo.com; info@upthecreek-cedarburg.com; stave@cedarcreekwinery.com;

Date: Tuesday, October 18, 2016 3:09 PM

Hi All,

We would like to get the lighting repairs done on any buildings in need while the weather is still tolerable! Please email Mikko at mhlivo@ci.cedarburg.wi.us with what lighting (just bulbs or bulbs and wire) your building needs to get it looking great for the holidays. Please email Mikko no later than October 28.

Like before, to help us offset the high cost of upkeep, we are simply asking that you pay for the following:

If you need bulbs only: Cost is \$1.15 each bulb

If you need bulbs and wire: Cost is \$1.50 per foot

Festivals will invoice you after installation. Please email Mikko today so we can have a beautiful downtown for the holiday season.

RESOLUTION NO. 2017-18

A Resolution designating Depositories and Authorizing Signatures - Cedarburg Light & Water Commission Checking and Savings Accounts

RESOLVED, by the Common Council of the City of Cedarburg, that the following banking institutions and possible successors:

U.S. Bank, Cedarburg & Milwaukee, Wisconsin
BMO Harris Bank, NA, Milwaukee & Cedarburg, Wisconsin
Chase Bank – Milwaukee, NA, Milwaukee, Wisconsin
Bank Mutual, Cedarburg, Wisconsin
Port Washington State Bank, Cedarburg, Wisconsin
Local Government Investment Pool, State of Wisconsin
Cornerstone Community Bank, Grafton, Wisconsin
Commerce State Bank, Cedarburg & West Bend, Wisconsin
American Deposit Management
First Bank – DBA Partnership Community Bank, Cedarburg, Wisconsin
Wells Fargo, Milwaukee, Wisconsin

qualified as depositories under Chapter 34 of the Wisconsin Statutes, shall be and are hereby designated until further action as public depositories for all monies coming into the hands of the City Administrator/Treasurer, Cedarburg Light & Water Commission, City of Cedarburg, State of Wisconsin, and all other city officers included in the provisions of Chapter 34 of the Wisconsin Statutes.

RESOLVED FURTHER, that Harris Bank, NA, – Cedarburg, Wisconsin, Port Washington State Bank – Cedarburg, Wisconsin and Commerce State Bank – Cedarburg, Wisconsin, be designated as the working banks for the years 2017-2018 and that the Common Council and the City Administrator/Treasurer, upon recommendation of the Cedarburg Light & Water Commission, be authorized and directed to distribute said funds.

RESOLVED FURTHER, that the City Administrator/Treasurer or other authorized representatives, including employees of the Cedarburg Light & Water Commission, be hereby instructed to deposit Cedarburg Light & Water Commission funds only in such institutions as may be approved by the State of Wisconsin Investment Board and are eligible to receive public funds.

RESOLVED FURTHER, that withdrawal or disbursement from any of the above named depositories shall be by order of check, written wire transfer, telephone wire transfer, or other money transfer techniques, and, in the case of savings accounts, by savings withdrawal form, as provided in Section 66.0607 of the Wisconsin Statutes. Written and telephone wire transfers shall be in accordance with the named depositories guidelines and shall only be made by authorized personnel appointed by the Cedarburg light & Water Commission. All checks and passbook savings withdrawal forms, effective October 1, 2017, shall be signed by all of the following persons:

Blaine Hilgendorf, President

James W. Coutts, Secretary

Constance K. McHugh, City Clerk

RESOLVED FURTHER, that for all check orders and passbook savings withdrawal forms, in lieu of their personal signatures, the following facsimile signatures as shown, which have been adopted by them, may be affixed to such document and will become effective as of October 1, 2017:

Blaine Hilgendorf, President

James W. Coutts, Secretary

Constance K. McHugh, City Clerk

RESOLVED FURTHER, that any one of the above named depositories shall be fully warranted and protected in making payment on any check order bearing such facsimiles notwithstanding that the same may have been placed thereon with the authority of the designated person or persons.

Passed and adopted by the Common Council of the City of Cedarburg this 30th day of October, 2017.

Kip Kinzel, Mayor

Attest:

Constance K. McHugh, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney

CITY OF CEDARBURG
TRANSFER LIST
10/6/2017-10/27/2017

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
10/11/2017	\$317.57	Light & Water-September charges
10/12/2017	\$3,042.64	ICMA-contributions for 9/24/17-10/7/17
10/12/2017	\$4,357.93	North Shore Bank-contributions for 9/24/17-10/7/17
10/12/2017	\$5,378.15	Health Savings Accounts-contributions for 9/24/17-10/7/17
10/12/2017	\$467.50	Police Association-union dues for 9/24/17-10/7/17
10/18/2017	\$24,884.19	Light & Water-September charges
10/19/2017	\$52,557.34	State of Wisconsin-September sales tax
10/23/2017	\$19,697.22	Light & Water-September charges
10/23/2017	\$2,585.37	Light & Water-September charges
10/23/2017	\$1,500.00	Pitney Bowes-postage
10/25/2017	\$187,000.00	PWSB Payroll
10/26/2017	\$3,090.64	ICMA-contributions for 10/8/17-10/21/17
10/26/2017	\$4,365.18	North Shore Bank-contributions for 10/8/17-10/21/17
10/26/2017	\$5,418.15	Health Savings Accounts-contributions for 10/8/17-10/21/17
10/26/2017	\$467.50	Police Association-union dues for 10/8/17-10/21/17
	<u>\$315,129.38</u>	

PWSB PAYROLL ACCOUNT

10/13/2017	\$127,863.92	Payroll for 9/24/17-10/7/17
10/13/2017	\$57,053.56	Payroll taxes for 9/24/17-10/7/17
10/27/2017	\$127,819.34	Payroll for 10/8/17-10/21/17
10/27/2017	\$58,775.95	Payroll taxes for 10/8/17-10/21/17
	<u>\$371,512.77</u>	

PWSB MONEY MARKET ACCOUNT

10/6/2017	\$130,260.33	PWSB Checking
10/6/2017	\$704.64	PWSB Checking
10/11/2017	\$185,000.00	PWSB Payroll
	<u>\$315,964.97</u>	

PWSB CAPITAL MONEY MARKET ACCOUNT

10/6/2017	\$51,573.45	PWSB Money Market Account
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STATE POOL

10/11/2017	\$200,000.00	PWSB Checkng
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CITY OF CEDARBURG

10/20/17 8:40 AM

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***Check Detail Register©**

OCTOBER 2017

		Check Amt	Invoice	Comment
111300	PWSB Checking			
Unpaid	ADP, LLC.			
E 100-515600-210	PROFESSIONAL SERVICES	\$233.12	501347776	TREAS-9/30/17 PAYROLL
E 100-515600-210	PROFESSIONAL SERVICES	\$548.24	501623409	TREAS-10/9/17 PAYROLL
E 100-515600-210	PROFESSIONAL SERVICES	\$411.60	501625409	TREAS-PROCESSING CHARGES
E 100-515600-210	PROFESSIONAL SERVICES	\$438.19	501625451	TREAS-10/5/17 PAYROLL
	Total ADP, LLC.	\$1,631.15		
Unpaid	AIRGAS USA LLC			
E 100-533210-353	MAINTENANCE PARTS	\$39.00	9947997322	DPW-CYLINDER RENTALS
	Total AIRGAS USA LLC	\$39.00		
Unpaid	AUER STEEL & HEATING SUPPLY			
E 100-518100-350	OPERATING SUPPLIES	\$23.60	5593247	COMPLEX-RADIATOR NIPPLE WRCH
	Total AUER STEEL & HEATING SUPPLY	\$23.60		
Unpaid	AURORA HEALTH CARE			
E 601-573850-210	PROFESSIONAL SERVICES	\$48.00	355372	CWRC-9/21/17 EMPLOYEE DRUG SCREEN
	Total AURORA HEALTH CARE	\$48.00		
Unpaid	AUTO BRAKE CLUTCH & GEAR CO.			
E 100-533210-353	MAINTENANCE PARTS	(\$96.00)	429753	DPW-CREDIT-RETURNED BRAKE ROTOR CORE(INV 428718)
E 100-533450-340	MAINTENANCE SUPPLIES	\$235.50	433836	DPW-VEH #90-ROLL RITE BOW TUBE/CORNER 90
E 100-533730-290	MAINT/CONTRACTED SERVIC	\$168.70	434189	DPW-VEH#76-EUCLID STEER STABILIZER
	Total AUTO BRAKE CLUTCH & GEAR CO.	\$308.20		
Unpaid	BAKER & TAYLOR AUDIOBOOK PRE			
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$41.77	2033136460	LIBR-CMDS
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$19.77	2033188381	LIBR-CMDS
	Total BAKER & TAYLOR AUDIOBOOK PRE	\$61.54		
Unpaid	BEYER S HARDWARE STORE			
E 100-533210-353	MAINTENANCE PARTS	\$23.38	134152	DPW-POLY LAWN EDGING
E 100-555510-240	REPAIR AND MAINTENANCE	\$7.72	134244	PARKS-ALL ANG SPRAYER
E 100-533210-353	MAINTENANCE PARTS	(\$23.38)	134341	DPW-RETND POLY LWN EDGING (INV 134152)
E 400-533210-847	DPW CENTER IMPROVEMENT	\$104.43	134359	DPW-PIPES/ELBOWS/BUSHINGS/VALVES
E 100-533210-353	MAINTENANCE PARTS	\$1.79	134367	DPW-WHT PEX STICK
E 100-518100-350	OPERATING SUPPLIES	\$20.48	134370	COMPLEX-WHL SHAPE BRUSH/NYLON BRUSH
E 100-533210-351	GAS AND OIL EXPENSE	\$17.54	134409	DPW-ARMOR CABLE/STL KNOCKOUT SEALS
E 100-522100-340	MAINTENANCE SUPPLIES	\$112.15	134443	PD-LABOR SHOP/ANT BAIT/DETERGENT
E 100-518100-350	OPERATING SUPPLIES	\$43.44	134476	COMPLEX-NPT TAPS ROPE CLAMP
E 601-573845-240	REPAIR AND MAINTENANCE	\$16.63	134490	CWRC-SCR PIN SHACKLE/LIQ CAR WAX
E 100-522310-351	GAS AND OIL EXPENSE	\$18.89	134557	B.I.-HALO HEADLAMP
E 100-533210-353	MAINTENANCE PARTS	\$20.68	134613	DPW-V-BELTS
	Total BEYER S HARDWARE STORE	\$363.75		
Unpaid	BIRCHWOOD SNOW & LANDSCAPE			

CITY OF CEDARBURG

10/20/17 8:40 AM

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***Check Detail Register©**

OCTOBER 2017

		Check Amt	Invoice	Comment
E 260-555110-290	MAINT/CONTRACTED SERVIC	\$290.00	88380	LIBR-OCTOBER LAWN CONTRACT INSTALLMENT
Total	BIRCHWOOD SNOW & LANDSCAPE	\$290.00		
Unpaid	BOEHLKE BOTTLED GAS CORP.			
G 100-161500	FUEL INVENTORY	\$762.29	25672	DPW-PROPANE
Total	BOEHLKE BOTTLED GAS CORP.	\$762.29		
Unpaid	BRECKENRIDGE LANDSCAPE LLC			
E 400-533210-847	DPW CENTER IMPROVEMENT	\$9,114.96	PW FAC. CON	PW FACILITY CONSTR.-10/18/17-RETAINAGE
Total	BRECKENRIDGE LANDSCAPE LLC	\$9,114.96		
Unpaid	BSN SPORTS LLC			
E 220-555390-347	SUPPLIES AND EXPENSES	\$171.59	900585335	REC-TACHIKARA VOLLEYBALLS
Total	BSN SPORTS LLC	\$171.59		
Unpaid	C SPIELVOGEL & SONS EXCAVATING			
E 400-533210-847	DPW CENTER IMPROVEMENT	\$22,310.70	PW FAC. CON	PW FAC. CONSTR.-10/18/17-RETAINAGE
Total	C SPIELVOGEL & SONS EXCAVATING	\$22,310.70		
Unpaid	CARQUEST AUTO PARTS			
E 100-533210-353	MAINTENANCE PARTS	\$16.71	1976-320841	DPW-THIN STRING-BLACK-STOCK
E 100-533210-351	GAS AND OIL EXPENSE	\$35.88	1976-320865	DPW-XTREME BLUE-STOCK
E 100-515600-390	OTHER EXPENSES	\$0.62	FC3869952	TREAS-FIN CHRG-CARQUEST 8/31/17
Total	CARQUEST AUTO PARTS	\$53.21		
Unpaid	CDW GOVERNMENT, INC.			
E 100-522110-310	OFFICE SUPPLIES	\$117.40	KHP1934	PD-TRANSCEND 2GB SD CARDS
Total	CDW GOVERNMENT, INC.	\$117.40		
Unpaid	CINTAS CORPORATION			
E 100-533210-350	OPERATING SUPPLIES	\$127.31	184101083	DPW-UNIFORMS
E 100-533210-350	OPERATING SUPPLIES	\$127.31	184102556	DPW-UNIFORMS
E 100-533210-350	OPERATING SUPPLIES	\$126.46	184836435	DPW-UNIFORMS
E 100-533210-350	OPERATING SUPPLIES	\$127.31	184845205	DPW-UNIFORMS
E 100-533210-350	OPERATING SUPPLIES	\$127.31	184849621	DPW-UNIFORMS
Total	CINTAS CORPORATION	\$635.70		
Unpaid	COMPLETE OFFICE OF WISCONSIN			
E 100-522110-310	OFFICE SUPPLIES	\$100.88	169514	PD-CORRECTION TAPE/MEMO PADS
Total	COMPLETE OFFICE OF WISCONSIN	\$100.88		
Unpaid	COUNTRY VISIONS COOPERATIVE			
E 100-555510-240	REPAIR AND MAINTENANCE	\$285.00	000130	PARKS-CAL SUL SUPER SACK
E 100-555510-240	REPAIR AND MAINTENANCE	\$31.08	F62562	PARKS-DRY MOLASSES
E 100-555510-240	REPAIR AND MAINTENANCE	\$1.50	F62562	PARKS-FIN CHGS FOR INV F62562
E 100-555510-240	REPAIR AND MAINTENANCE	\$0.49	ZM4413	PARKS-FIN CHG FOR INV F62562
Total	COUNTRY VISIONS COOPERATIVE	\$318.07		
Unpaid	CUMMINS NPOWER, LLC			

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E 100-522100-240	REPAIR AND MAINTENANCE	\$551.40	805-57896	PD-STANDARD PM FULL SERVICE
	Total CUMMINS NPOWER, LLC	\$551.40		
Unpaid	DEPARTMENT OF FINANCIAL-TRADEM			
E 100-514100-310	OFFICE SUPPLIES	\$15.00	RENEWAL	CLERKS-TRADEMARK RENEWAL-CITY LOGO
	Total DEPARTMENT OF FINANCIAL-TRADEM	\$15.00		
Unpaid	DSI RECYCLING SYSTEMS INC.			
E 400-533210-847	DPW CENTER IMPROVEMENT	\$116.00	48779	DPW-PRIMARY CONTROL FOR SHOP HEATER
	Total DSI RECYCLING SYSTEMS INC.	\$116.00		
Unpaid	EGELHOFF LAWNMOWER SERVICE			
E 100-533730-290	MAINT/CONTRACTED SERVIC	\$398.70	233370	DPW-PARTS FOR BROOM
	Total EGELHOFF LAWNMOWER SERVICE	\$398.70		
Unpaid	ENTRANCE SYSTEMS			
E 400-533210-847	DPW CENTER IMPROVEMENT	\$345.00	17656	PW FAC.-LOADMASTER II ROLLERS FOR 4" POSTS
	Total ENTRANCE SYSTEMS	\$345.00		
Unpaid	FASTENAL COMPANY			
E 100-533210-353	MAINTENANCE PARTS	\$45.97	WISAU95866	DPW-3/8-16 CHNUT W/SPRING
E 100-533210-353	MAINTENANCE PARTS	\$58.33	WISAU95923	DPW-3 WAY BALL VALVE
E 100-533210-353	MAINTENANCE PARTS	\$31.50	WISAU95999	DPW-HCS 3/4-10X3.5 YZ8
	Total FASTENAL COMPANY	\$135.80		
Unpaid	FIVE CORNERS DODGE			
E 100-522120-240	REPAIR AND MAINTENANCE	\$18.00	31894	PD-VEH#2-OIL CHANGE
E 100-522120-240	REPAIR AND MAINTENANCE	\$756.32	31909	PD-VEH#6-REPLACE RF CONTROL ARM/WHL ALIGN./REPL FRONT PADS & ROTORS
	Total FIVE CORNERS DODGE	\$774.32		
Unpaid	FORESTRY SUPPLIERS			
E 100-555510-240	REPAIR AND MAINTENANCE	\$277.78	248420-00	PARKS-CHAINSAW BOOTS
	Total FORESTRY SUPPLIERS	\$277.78		
Unpaid	FUNTACTICS SOCCER CAMPS			
E 220-555390-290	MAINT/CONTRACTED SERVIC	\$4,500.00	SOCCER	REC-FALL 2017 SOCCER LEAGUE-AUG-OCTOBER THURSDAYS
	Total FUNTACTICS SOCCER CAMPS	\$4,500.00		
Unpaid	GEMPLER S			
E 100-555510-240	REPAIR AND MAINTENANCE	\$70.65	SI03782121	PARKS-WAFFLE PATTERN NITRILE GLOVES
E 100-555510-240	REPAIR AND MAINTENANCE	\$127.09	SI03797508	PARKS-MEN'S WINTER BOOTS
	Total GEMPLER S	\$197.74		
Unpaid	GODFREY & KAHN			
E 601-573850-210	PROFESSIONAL SERVICES	\$307.50	698678	CWRC-WPDES LEGAL SERVICES THROUGH 7/31/17
	Total GODFREY & KAHN	\$307.50		
Unpaid	HARTMANN SAND & GRAVEL CO			

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E 100-533440-240 REPAIR AND MAINTENANCE	\$345.00	16306	DPW-MISSISSIPPI RIVER ROCK
Total HARTMANN SAND & GRAVEL CO	\$345.00		
Unpaid			
HEAVY EQUIPMENT SPECIALISTS			
E 100-533730-290 MAINT/CONTRACTED SERVIC	\$1,079.87	25330	DPW-VEH#3-TROUBLESHOOT COOLANT LEAK-IH DURASTAR
Total HEAVY EQUIPMENT SPECIALISTS	\$1,079.87		
Unpaid			
HERBST OIL, INC.			
G 100-161500 FUEL INVENTORY	\$3,570.57	65779	DPW-RBOB GASOLINE
G 100-161500 FUEL INVENTORY	\$4,441.30	65845	DPW-DIESEL FUEL
Total HERBST OIL, INC.	\$8,011.87		
Unpaid			
HERMAN S SERVICE			
E 100-522120-240 REPAIR AND MAINTENANCE	\$35.00	545386	PD-VEH#6-JUMP START VEHICLE 9/24/2017
Total HERMAN S SERVICE	\$35.00		
Unpaid			
HI-LINE			
E 100-533450-340 MAINTENANCE SUPPLIES	\$229.55	10574945	DPW-HOUSING WEATHER PACK/HS SD CONNECTORS/TERMINALS
Total HI-LINE	\$229.55		
Unpaid			
INTEGRATED TIME SYSTEMS			
E 601-573850-310 OFFICE SUPPLIES	\$68.76	29701	CWRC-AMANO BLACK RIBBONS
Total INTEGRATED TIME SYSTEMS	\$68.76		
Unpaid			
INTERNATIONAL AG LABS, INC.			
E 100-555510-290 MAINT/CONTRACTED SERVIC	\$100.00	32283	PARKS-SOIL ANALYSIS W/O RECOMMENDATIONS
E 100-555510-290 MAINT/CONTRACTED SERVIC	\$200.00	32314	PARKS-SOIL ANALYSIS W/O RECOMMENDATIONS
E 100-555510-240 REPAIR AND MAINTENANCE	\$458.00	6985	PARKS-BUXOM GREEN TEE
Total INTERNATIONAL AG LABS, INC.	\$758.00		
Unpaid			
J.P. COOKE CO.			
E 100-515600-310 OFFICE SUPPLIES	\$61.80	475762	TREAS-2018 CAT LICENSE TAGS
Total J.P. COOKE CO.	\$61.80		
Unpaid			
JACKSON CONCRETE INC.			
E 100-555510-290 MAINT/CONTRACTED SERVIC	\$819.25	0084672-IN	PARKS-CONCRETE MIX-BEHLING FIELD
E 100-533440-240 REPAIR AND MAINTENANCE	\$306.00	0085589-IN	DPW-CONCRETE MIX
Total JACKSON CONCRETE INC.	\$1,125.25		
Unpaid			
JAMES IMAGING SYSTEMS, INC.			
E 100-514700-385 EQUIPMENT OUTLAY	\$291.96	21446121	CLERKS-2ND FLOOR COPIER RENTAL/IMAGES
E 100-514700-385 EQUIPMENT OUTLAY	\$344.49	21446121	1ST FLOOR COPIER RENTAL/IMAGES
E 100-555510-350 OPERATING SUPPLIES	\$390.95	21446121	PARKS/REC-COPIER RENTAL/IMAGES
Total JAMES IMAGING SYSTEMS, INC.	\$1,027.40		
Unpaid			
JANI-KING OF MILWAUKEE/ROYAL F			
E 260-555110-290 MAINT/CONTRACTED SERVIC	\$897.00	MIL10170395	LIBR-OCTOBER 2017 JANITORIAL

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Total	JANI-KING OF MILWAUKEE/ROYAL F	\$897.00		
Unpaid	JM BRENNAN, INC.			
E 100-518100-240	REPAIR AND MAINTENANCE	\$245.00	SALES000090	COMPLEX-CITY HALL-HVAC PM 8/1/+
Total	JM BRENNAN, INC.	\$245.00		
Unpaid	JOHN M. ELLSWORTH CO., INC.			
E 100-533210-351	GAS AND OIL EXPENSE	\$438.10	0527498-IN	DPW-RECONNECTABLE BREAKAWAYS
Total	JOHN M. ELLSWORTH CO., INC.	\$438.10		
Unpaid	JOHNSONS GARDENS			
E 100-555510-240	REPAIR AND MAINTENANCE	\$38.32	95377899	PARKS-ICE FOLLIES NARC./DUTCH MASTER DAFFODIL/LEBANON SQUILL
Total	JOHNSONS GARDENS	\$38.32		
Unpaid	LA ROSA LANDSCAPE			
E 100-522100-240	REPAIR AND MAINTENANCE	\$518.42	58057	PD-SEPT. 2017 LAWN & BED MAINTENANCE
E 100-533740-290	MAINT/CONTRACTED SERVIC	\$630.00	58484	WEED CONTROL-9/8/17 MOW AT GLEN AT CEDAR CREEK
E 100-533740-290	MAINT/CONTRACTED SERVIC	\$184.00	58484	WEED CONTROL-MOW AMCAST WEEK OF 10/2/2017
Total	LA ROSA LANDSCAPE	\$1,332.42		
Unpaid	LIGHT AND WATER			
E 601-573835-226	WATER SERVICE	\$168.64	6708	CWRC-JULY-SEPTEMBER 2017 WATER USE-CITY HYDRANT METERS
E 100-533311-240	REPAIR AND MAINTENANCE	\$90.92	6710	DPW-50% OF LANNON STONE PRODUCTS INV #1169348
Total	LIGHT AND WATER	\$259.56		
Unpaid	MASTER PRINTWEAR			
E 220-555390-347	SUPPLIES AND EXPENSES	\$213.25	1243	REC-SOFTBALL CHAMPIONS 2 SHIRTS
Total	MASTER PRINTWEAR	\$213.25		
Unpaid	MID-AMERICAN RESEARCH CHEMICAL			
E 601-573830-342	JANITORIAL SUPPLIES	\$919.01	0618767-IN	CWRC-MANGO ODOR NEUTRALIZER/WAVE 3D URINAL SCRNS
Total	MID-AMERICAN RESEARCH CHEMICAL	\$919.01		
Unpaid	MONARCH LIBRARY SYSTEM			
E 260-555110-308	PROGRAM SUPPLIES	\$14.17	413951	LIBR-MONARCH T-SHIRT
E 260-555110-381	SHARED SYSTEM SERVICES	\$18.59	413963	LIBR-JULY-SEPTEMBER 2017 TELEPHONY CHARGES
Total	MONARCH LIBRARY SYSTEM	\$32.76		
Unpaid	MORaine PARK TECH COLLEGE-BUS			
E 220-555390-372	SAFETY EQUIPMENT	\$6.00	S0062922	REC-9/15/17 CERT/SAFETY CARD FEE
Total	MORaine PARK TECH COLLEGE-BUS	\$6.00		
Unpaid	NAPA AUTO PARTS			
E 100-533210-351	GAS AND OIL EXPENSE	\$52.34	5269-905670	DPW-NAPAGOLD OIL FILTER/FUEL FILTER

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	Total NAPA AUTO PARTS	\$52.34		
Unpaid	NASSCO, INC.			
E 260-555110-310	OFFICE SUPPLIES	\$375.05	S2243531.001	LIBR-HAND TOWELS/CAN LINERS
	Total NASSCO, INC.	\$375.05		
Unpaid	NEWMAN CHEVROLET			
E 100-522120-240	REPAIR AND MAINTENANCE	\$51.06	96318	PD-VEH#9-OIL/FILTER CHANGE/TIRE ROTATION
	Total NEWMAN CHEVROLET	\$51.06		
Unpaid	OCONNOR, EMILIE			
R 220-467310	SUMMER/WINTER REC FEES	\$35.00	REFUND	REC-TREE CLIMBING PROGRAM CANCELLATION
	Total OCONNOR, EMILIE	\$35.00		
Unpaid	OFFICE DEPOT			
E 260-555110-310	OFFICE SUPPLIES	\$50.24	967219150001	LIBR-STIC PENS/DISH DETERG./PENCILS
E 100-515400-310	OFFICE SUPPLIES	\$17.99	967825778001	ASSESSOR-LEGAL FILE FOLDERS
E 100-515600-310	OFFICE SUPPLIES	\$33.12	967825778001	TREAS-PAPER CLIPS/BINDER CLIPS/TAPE
E 100-522110-310	OFFICE SUPPLIES	\$49.54	968396676001	PD-ENVELOPES/LAM. POUCHES
E 100-522110-310	OFFICE SUPPLIES	\$24.56	968396729001	PD-TRANSCEND JETFLASH 500
E 100-522110-310	OFFICE SUPPLIES	\$47.96	968396730001	PD-CENTON DATASTICKS
E 100-555140-310	OFFICE SUPPLIES	\$46.44	970444269001	SR CTR-MONEY RECEIPT BOOKS
G 100-161010	INVENTORY - OFFICE SUPPLIES	\$23.22	970444269001	CNTRL SPLY-MONEY RECEIPT BOOKS
E 100-515600-310	OFFICE SUPPLIES	\$12.88	970444269001	TREAS-FILE FOLDERS
	Total OFFICE DEPOT	\$305.95		
Unpaid	OLSEN S PIGGLY WIGGLY			
E 260-555110-308	PROGRAM SUPPLIES	\$18.43	33743	LIBR-PROGRAM SUPPLIES
	Total OLSEN S PIGGLY WIGGLY	\$18.43		
Unpaid	OWEN S OFFICE SUPPLIES			
E 100-518100-350	OPERATING SUPPLIES	\$32.00	26118	B.I.-BUSINESS CARDS-D. BUDD
	Total OWEN S OFFICE SUPPLIES	\$32.00		
Unpaid	OZAUKEE DISPOSAL CORPORATION			
E 601-573830-297	REFUSE COLLECTION	\$1,525.00	IN43174	CWRC-2 YD DUMPSTER PICKUP-SEPTEMBER 2017
	Total OZAUKEE DISPOSAL CORPORATION	\$1,525.00		
Unpaid	PAYNE & DOLAN, INC.			
E 100-533440-240	REPAIR AND MAINTENANCE	\$91.17	1514196	DPW-COMMERCIAL GRADE 2 & GRADE 4
G 100-156200	DUE FROM LIGHT & WATER	\$182.34	1514196	L&W-COMMERCIAL GRADE 2 & GRADE 4
	Total PAYNE & DOLAN, INC.	\$273.51		
Unpaid	PENWORTHY COMPANY			
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$913.37	0531235-IN	LIBR-BOOKS
	Total PENWORTHY COMPANY	\$913.37		
Unpaid	PIEPERPOWER			

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E 601-573855-990	CONTINGENCY RESERVE	\$5,410.00	662506	CWRC-REHAB THICKENER CONDUIT/GRIT PUMP SOFT START
	Total PIEPERPOWER	\$5,410.00		
Unpaid	PORT-A-JOHN			
E 100-555510-290	MAINT/CONTRACTED SERVIC	\$77.00	1277968-IN	PARKS-RESTROOM-HAMILTON & PARK LN
E 100-555510-290	MAINT/CONTRACTED SERVIC	\$77.00	1277969-IN	PARKS-RESTROOM-WAUWATOSA ACROSS FROM CPD
	Total PORT-A-JOHN	\$154.00		
Unpaid	POSTMASTER-ABT MAILCOM			
E 100-515600-310	OFFICE SUPPLIES	\$2,200.00	TAX BILLS	TREAS-2017 TAX BILL POSTAGE
	Total POSTMASTER-ABT MAILCOM	\$2,200.00		
Unpaid	SCHMITZ READY MIX, INC.			
E 240-555320-210	PROFESSIONAL SERVICES	\$4.50	9703732-IN	POOL-UNIMIN SILICA SAND
	Total SCHMITZ READY MIX, INC.	\$4.50		
Unpaid	SCHOESSOW, CARY			
E 100-522410-380	EQUIPMENT/CAPITAL OUTLA	\$600.00	3297	EM-30 SIGNS FOR NEW A-FRAME BARRICADES
	Total SCHOESSOW, CARY	\$600.00		
Unpaid	SHERRILL, INC.			
E 100-555510-240	REPAIR AND MAINTENANCE	\$325.79	INV-389720	PARKS-BLADE/POLESAW SCABBARD/RUBBER POLE BOOT
	Total SHERRILL, INC.	\$325.79		
Unpaid	SHORELINE CONTRACTING SERVICES			
E 100-533730-344	RECYCLING EXPENSES	\$80.00	2017960	DPW-CLEAN CONCRETE DUMPING
	Total SHORELINE CONTRACTING SERVICES	\$80.00		
Unpaid	SHORT ELLIOTT HENDRICKSON INC			
E 400-518100-806	CITY HALL IMPROVEMENTS	\$4,001.78	339352	COMPLEX-MONOPOLE DESIGN
	Total SHORT ELLIOTT HENDRICKSON INC	\$4,001.78		
Unpaid	SITEONE LANDSCAPE SUPPLY			
E 100-533311-240	REPAIR AND MAINTENANCE	\$248.58	82403070	DPW-LESCO MOMENTUM HERBICIDE/SEED STARTER
	Total SITEONE LANDSCAPE SUPPLY	\$248.58		
Unpaid	STAPLES ADVANTAGE			
E 100-514100-310	OFFICE SUPPLIES	\$95.41	8046698982	CLERKS-CORR TAPE/CD FILE FOLDERS/COPY PAPER
	Total STAPLES ADVANTAGE	\$95.41		
Unpaid	STARNET TECHNOLOGIES			
E 601-573825-225	TELEPHONE/COMMUNICATIO	\$660.00	0090494-IN	CWRC-NCC DATA CHARGES
	Total STARNET TECHNOLOGIES	\$660.00		
Unpaid	TIME WARNER CABLE			

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E 100-514700-220	Internet	\$1,039.60	702696601101	CH-INTERNET
E 100-522110-225	TELEPHONE/COMMUNICATIO	\$113.99	707259901101	PD-INTERNET
E 100-514700-220	Internet	\$83.09	707260101100	EM-INTERNET
E 240-555320-210	PROFESSIONAL SERVICES	\$159.99	709737801100	POOL-INTERNET
	Total TIME WARNER CABLE	\$1,396.67		
Unpaid	TREETOP EXPLORER, LLC			
E 220-555390-347	SUPPLIES AND EXPENSES	\$224.00	17-34	REC-JULY 29 OPEN CLIMB
E 220-555390-347	SUPPLIES AND EXPENSES	\$84.00	17-48	REC-AUGUST 19 OPEN CLIMB
E 220-555390-347	SUPPLIES AND EXPENSES	\$112.00	17-66	REC-SEPT 23 OPEN CLIMB
	Total TREETOP EXPLORER, LLC	\$420.00		
Unpaid	TYCO INTEGRATED SECURITY LLC			
E 100-518100-240	REPAIR AND MAINTENANCE	\$234.71	29405641	COMPLEX-CH QUARTERLY BILLING
	Total TYCO INTEGRATED SECURITY LLC	\$234.71		
Unpaid	UNIFIRST CORPORATION			
E 100-533210-350	OPERATING SUPPLIES	\$48.20	096 0982077	DPW-UNIFORMS
E 100-522100-240	REPAIR AND MAINTENANCE	\$42.39	096 0982088	PD-MATS/MOPS
E 260-555110-290	MAINT/CONTRACTED SERVIC	\$24.02	096 0982091	LIBR-MATS/MOPS
E 601-573825-372	SAFETY EQUIPMENT	\$48.35	096 0983093	CWRC-UNIFORMS
E 100-533210-350	OPERATING SUPPLIES	\$48.20	096 0983098	DPW-UNIFORMS
	Total UNIFIRST CORPORATION	\$211.16		
Unpaid	VALU RITE CORPORATION			
E 100-515400-210	PROFESSIONAL SERVICES	\$1,125.00	CONTRACT	ASSESSOR-OCTOBER 2017 COMMERCIAL SERVICES
	Total VALU RITE CORPORATION	\$1,125.00		
Unpaid	WAREHOUSE EQUIPMENT CO			
E 400-533210-847	DPW CENTER IMPROVEMENT	(\$128.00)	19627	PW FAC.-CREDIT-RETURNED TEARDROP UPRIGHTS/BEAMS
E 400-533210-847	DPW CENTER IMPROVEMENT	\$1,528.40	29626	PW FAC.-TEARDROP UPRIGHTS
	Total WAREHOUSE EQUIPMENT CO	\$1,398.40		
Unpaid	WE ENERGIES			
E 100-518100-224	NATURAL GAS	\$65.63	6030-376-666	LINCOLN BLDG-WASHINGTON AVE
E 601-573840-224	NATURAL GAS	\$10.77	7009-148-866	CWRC-KEUP RD LS #10
	Total WE ENERGIES	\$76.40		
Unpaid	WISCONSIN DEPT OF JUSTICE-TIME			
E 100-522110-225	TELEPHONE/COMMUNICATIO	\$339.00	455TIME-0000	PD-10/1/17-12/31/17 TIME ACCESS
	Total WISCONSIN DEPT OF JUSTICE-TIME	\$339.00		
Unpaid	WISCONSIN HISTORICAL SOCIETY			
E 260-555110-319	PUBLICATIONS AND SUBSCRI	\$104.05	MFO171012.0	LIBR-SILVER HALIDE OZ GRAPHIC PILOT
	Total WISCONSIN HISTORICAL SOCIETY	\$104.05		
	111300 PWSB Checking	\$83,760.36		

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Fund Summary

<u>111300 PWSB Checking</u>	
100 GENERAL FUND	\$28,909.64
220 RECREATION PROGRAMS FUND	\$5,345.84
240 SWIMMING POOL FUND	\$164.49
260 LIBRARY FUND	\$2,766.46
400 CAPITAL IMPROVEMENTS FUND	\$37,391.27
601 WATER RECYCLING CENTER	\$9,182.66
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	\$83,760.36

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111300 PWSB Checking				
Unpaid	HORTONVILLE HIGH SCHOOL			
E 220-555390-347	SUPPLIES AND EXPENSES	\$320.00	REGISTR. FE	REC-REGISTRATION FEE-CEDARBURG POMS
Total	HORTONVILLE HIGH SCHOOL	\$320.00		
	111300 PWSB Checking	\$320.00		

Fund Summary

111300 PWSB Checking	
220 RECREATION PROGRAMS FUND	\$320.00
	\$320.00

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111300 PWSB Checking				
Unpaid	AECOM TECHNICAL SERVICES INC			
E 400-533440-472	NR216 COMPLIANCE	\$1,196.76	37972844	ENG-STORMWATER MODEL UPDATE 8/26/17-9/22/17
E 400-533440-472	NR216 COMPLIANCE	\$1,476.69	37973945	ENG-NR216 6/26/17-9/22/17 SW SUPPORT
	Total AECOM TECHNICAL SERVICES INC	\$2,673.45		
Unpaid	ASCE			
E 100-533110-320	PROF PUBLICATIONS AND DU	\$270.00	MEMBERSHIP	ENG-ASCE ANNUAL MEMBERSHIP DUES
	Total ASCE	\$270.00		
Unpaid	ASSOCIATED BENEFIT & RISK CON.			
E 100-515600-210	PROFESSIONAL SERVICES	\$1,534.00	167	TREAS-OCTOBER CONSULTING SERVICES
G 100-156200	DUE FROM LIGHT & WATER	\$383.00	167	L&W-OCTOBER CONSULTING SERVICES
	Total ASSOCIATED BENEFIT & RISK CON.	\$1,917.00		
Unpaid	BEYER S HARDWARE STORE			
E 200-544210-350	OPERATING SUPPLIES	\$17.08	134009	CEM-HAND TROWEL/GDN KNIFE
E 100-533210-353	MAINTENANCE PARTS	\$59.37	134092	DPW-FLT PASTEL BASE/WB PRIMER/COVER
E 601-573830-340	MAINTENANCE SUPPLIES	\$11.23	134143	CWRC-STRIP REMOVER/HEX BUSING
E 200-544210-350	OPERATING SUPPLIES	\$21.39	134150	CEM-HOSE NOZZLE/BR3 PWR NOZZLE/HOT WTR NOZZLE
E 601-573830-342	JANITORIAL SUPPLIES	\$17.97	134154	CWRC-SQUEEGEE/SCRUBBER/AP CLEANER
E 601-573830-350	OPERATING SUPPLIES	\$26.09	134157	CWRC-INTEL BALLAST
E 100-533210-353	MAINTENANCE PARTS	\$6.45	134228	DPW-COUPERS
E 100-522410-350	OPERATING SUPPLIES	\$50.78	134248	EM-MOP & GLO CLNR/FUEL STABILIZER BOUNTY TOWELS
	Total BEYER S HARDWARE STORE	\$210.36		
Unpaid	CAPITAL ONE COMMERCIAL			
E 100-555510-330	TRAVEL & TRAINING	\$54.26	030827	PARKS-MEALS AT CONFERENCE
	Total CAPITAL ONE COMMERCIAL	\$54.26		
Unpaid	CARQUEST AUTO PARTS			
E 100-533210-353	MAINTENANCE PARTS	\$13.64	1976-320161	DPW-RUBBERIZED UNDERCOATING
E 100-533210-353	MAINTENANCE PARTS	\$9.20	1976-320342	DPW-VEH# 70-RECEIVER PINS
E 100-518100-350	OPERATING SUPPLIES	\$25.90	1976-320442	COMPLEX-22 FLEX
E 100-533210-353	MAINTENANCE PARTS	\$84.91	1976-320650	DPW-VALVE SLEEVES/COUPLERS/M STYLE PLUGS
	Total CARQUEST AUTO PARTS	\$133.65		
Unpaid	CEDARBURG FIRE DEPARTMENT			
E 100-522230-235	OPERATING EXPENSES	\$61,190.75	QRTLY PYMT	FD-4TH QTR 2017 OPERATING EXPENSES
	Total CEDARBURG FIRE DEPARTMENT	\$61,190.75		
Unpaid	CENSKY, JON			
E 100-566310-210	PROFESSIONAL SERVICES	\$4,664.00	17-0009	PLANNING-SEPTEMBER 2017 SERVICES
	Total CENSKY, JON	\$4,664.00		
Unpaid	CORE & MAIN LP			
E 100-533440-240	REPAIR AND MAINTENANCE	\$83.85	H858361	DPW-PVC PIPE/DWW CPLG W/STOP

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		Check Amt	Invoice	Comment
Total CORE & MAIN LP		\$83.85		
Unpaid	GEMPLER S			
E 601-573825-372	SAFETY EQUIPMENT	\$257.97	SI03766349	CWRC-KEY ZPTOKNEE COVERALL & PARKA/TERMALATOR II
Total GEMPLER S		\$257.97		
Unpaid	HEIN ELECTRIC SUPPLY CO			
E 240-555320-340	MAINTENANCE SUPPLIES	(\$16.77)	348144-00	POOL-CREDIT-RETURNED NON-INSUL STRAIGHT LIQUIDTIGHT
E 100-533210-350	OPERATING SUPPLIES	(\$118.68)	360622-00	DPW-CREDIT-RETURNED AIR-TITE NEW CONST. HOUSING
E 601-573840-299	ODOR CONTROL	\$413.51	391317-00	CWRC-HEATER COIL
Total HEIN ELECTRIC SUPPLY CO		\$278.06		
Unpaid	HOUSEMAN & FEIND, LLP			
E 100-522110-212	ATTORNEY/CONSULTANT	\$772.10	42198	PD-SEPTEMBER 2017 TRAFFIC
Total HOUSEMAN & FEIND, LLP		\$772.10		
Unpaid	JM BRENNAN, INC.			
E 100-518100-380	EQUIPMENT/CAPITAL OUTLA	\$3,965.04	SALES000089	COMPLEX-GYM-PNEUMATIC WORK
E 400-518100-806	CITY HALL IMPROVEMENTS	\$48,900.00	SALES000089	COMPLEX-PO# COM778-INSTALL NEW STEAM BOILER
Total JM BRENNAN, INC.		\$52,865.04		
Unpaid	LA ROSA LANDSCAPE			
E 240-555320-210	PROFESSIONAL SERVICES	\$139.00	57866	POOL-9/19/17 WEED & FEED
Total LA ROSA LANDSCAPE		\$139.00		
Unpaid	LANNON STONE PRODUCTS, INC.			
E 100-533440-240	REPAIR AND MAINTENANCE	\$82.46	1170039	BASE COURSE FOR STORM SEWER REPAIR
Total LANNON STONE PRODUCTS, INC.		\$82.46		
Unpaid	LIGHT AND WATER			
G 100-256201	DUE TO L&W IMPACT FEES	\$1,856.42	WTR IMPACT	CORNERSTONE DEV.-W57 N112 KENZIE WAY
Total LIGHT AND WATER		\$1,856.42		
Unpaid	MASTER PRINTWEAR			
E 220-555390-347	SUPPLIES AND EXPENSES	\$134.25	1071	REC-SOFTBALL TOURNEY CHAMPS SHIRTS
Total MASTER PRINTWEAR		\$134.25		
Unpaid	MILLER-BRADFORD AND RISBERG			
E 100-533210-353	MAINTENANCE PARTS	\$219.59	P05710	DPW-BEARING
Total MILLER-BRADFORD AND RISBERG		\$219.59		
Unpaid	NATIONAL ELEVATOR INSPECTION			
E 100-518100-240	REPAIR AND MAINTENANCE	\$64.00	0286584	COMPLEX-LINCOLN BLDG LIFT INSPECTION
Total NATIONAL ELEVATOR INSPECTION		\$64.00		
Unpaid	ONTECH SYSTEMS, INC			

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		Check Amt	Invoice	Comment
E 100-514700-210	PROFESSIONAL SERVICES	\$483.50	31418	IT-MANAGED SERVICES-SERVER/DESKTOP CARE
	Total ONTECH SYSTEMS, INC	\$483.50		
Unpaid	OZAUKEE ACE HARDWARE			
E 240-555320-340	MAINTENANCE SUPPLIES	\$50.36	151984	POOL-CLEANER/LED BULBS
E 200-544210-350	OPERATING SUPPLIES	\$16.52	152318	CEM-GALV PIPES
E 240-555320-340	MAINTENANCE SUPPLIES	\$0.76	605006	POOL-FC INV 151984
E 100-533311-350	OPERATING SUPPLIES	\$0.27	630935	DPW-FC FOR INT 151475
	Total OZAUKEE ACE HARDWARE	\$67.91		
Unpaid	SAIIA, TONY			
E 100-555140-210	PROFESSIONAL SERVICES	\$49.50		ARTWORK SA SR CTR-ARTWORK SALE-ICE FISHING ON THE LAKE
	Total SAIIA, TONY	\$49.50		
Unpaid	SC SUPPLY COMPANY LLC			
E 100-522410-380	EQUIPMENT/CAPITAL OUTLA	\$2,168.32	28272	EM-PO# EM787-SAFETYCADE BARRIADADES
	Total SC SUPPLY COMPANY LLC	\$2,168.32		
Unpaid	SMITH & ROWEN SC			
E 700-519400-552	Insurance Claims 2016	\$275.00	1527.20317	SHABANI v CEDARBURG-File 1527.20317
	Total SMITH & ROWEN SC	\$275.00		
Unpaid	TAPCO			
E 100-533311-363	SIGNS	\$129.00	1578619	DPW-BLUE SPRING ASSMY/RECOVERY SYS FLEX BASE
	Total TAPCO	\$129.00		
Unpaid	TIME WARNER CABLE			
E 100-518100-225	TELEPHONE/COMMUNICATIO	\$67.08	708014601092	CH-PRI
E 100-513100-225	TELEPHONE/COMMUNICATIO	\$7.45	708014601092	MAYOR-PRI
E 100-513200-225	TELEPHONE/COMMUNICATIO	\$7.45	708014601092	ADMIN-PRI
E 100-514100-225	TELEPHONE/COMMUNICATIO	\$37.25	708014601092	CLERK-PRI
E 100-515600-225	TELEPHONE/COMMUNICATIO	\$22.35	708014601092	TREAS-PRI
E 100-515400-225	TELEPHONE/COMMUNICATIO	\$14.90	708014601092	ASSESSOR-PRI
E 100-522310-225	TELEPHONE/COMMUNICATIO	\$14.90	708014601092	BLDG INSP-PRI
E 100-533110-225	TELEPHONE/COMMUNICATIO	\$22.35	708014601092	ENG-PRI
E 100-566310-225	TELEPHONE/COMMUNICATIO	\$14.90	708014601092	PLANNING-PRI
E 100-533210-225	TELEPHONE/COMMUNICATIO	\$29.80	708014601092	DPW-PRI
E 220-555390-225	TELEPHONE/COMMUNICATIO	\$29.80	708014601092	REC-PRI
E 100-555140-225	TELEPHONE/COMMUNICATIO	\$14.90	708014601092	SR CTR-PRI
E 601-573825-225	TELEPHONE/COMMUNICATIO	\$59.61	708014601092	CWRC-PRI
E 100-522410-225	TELEPHONE/COMMUNICATIO	\$22.35	708014601092	EM-PRI
E 100-522230-225	TELEPHONE/COMMUNICATIO	\$14.90	708014601092	FD-PRI
E 240-555320-225	TELEPHONE/COMMUNICATIO	\$37.25	708014601092	POOL-PRI
	Total TIME WARNER CABLE	\$417.24		
Unpaid	TRUCK COUNTRY OF WISC			
E 100-533210-353	MAINTENANCE PARTS	\$5.37	X203583717:0	DPW-KNOB-CONTROL A/C

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		Check Amt	Invoice	Comment
Total TRUCK COUNTRY OF WISC		\$5.37		
Unpaid	TYCO INTEGRATED SECURITY LLC			
E 100-518100-240	REPAIR AND MAINTENANCE	\$49.95	29295877	CH-9/26/17 TIME & MATERIAL SERVICE
Total TYCO INTEGRATED SECURITY LLC		\$49.95		
Unpaid	UNIFIRST CORPORATION			
E 601-573825-372	SAFETY EQUIPMENT	\$56.39	096 0981062	CWRC-UNIFORMS
E 100-533210-350	OPERATING SUPPLIES	\$50.64	096 0981067	DPW-UNIFORMS
E 601-573830-342	JANITORIAL SUPPLIES	\$54.20	096 0981078	CWRC-MATS/WIPERS
Total UNIFIRST CORPORATION		\$161.23		
Unpaid	USA BLUEBOOK			
E 601-573840-299	ODOR CONTROL	\$577.94	372154	CWRC-BALDOR MOTOR
Total USA BLUEBOOK		\$577.94		
Unpaid	WALDSCHMIDTS TOWN & COUNTRY			
E 601-573845-240	REPAIR AND MAINTENANCE	\$319.03	595976	CWRC-INNER FILTER ELEMENTS/FUEL FILTERS
Total WALDSCHMIDTS TOWN & COUNTRY		\$319.03		
Unpaid	WASTE MANAGEMENT OF WISCONSIN			
E 100-533710-290	MAINT/CONTRACTED SERVIC	\$34,151.91	6127303-2275-	RUBBISH-SEPTEMBER 2017
E 100-533730-290	MAINT/CONTRACTED SERVIC	\$16,519.36	6127303-2275-	RECYCLING-SEPTEMBER 2017
Total WASTE MANAGEMENT OF WISCONSIN		\$50,671.27		
Unpaid	WIL-KIL PEST CONTROL			
E 100-518100-240	REPAIR AND MAINTENANCE	\$42.50	3231150	CITY HALL-SEPTEMBER 2017
E 100-518100-240	REPAIR AND MAINTENANCE	\$43.75	3231153	LINCOLN BLDG-SEPTEMBER 2017
Total WIL-KIL PEST CONTROL		\$86.25		
Unpaid	WISCONSIN PARK & RECREATION			
E 100-555140-330	TRAVEL & TRAINING	\$300.00	CONFERENC	SR CTR-WPRA CONFERENCE 11/7-10/2017
Total WISCONSIN PARK & RECREATION		\$300.00		
111300 PWSB Checking		\$183,627.72		

Fund Summary

111300 PWSB Checking	
100 GENERAL FUND	\$129,555.69
200 CEMETERY FUND	\$54.99
220 RECREATION PROGRAMS FUND	\$164.05
240 SWIMMING POOL FUND	\$210.60
400 CAPITAL IMPROVEMENTS FUND	\$51,573.45
601 WATER RECYCLING CENTER	\$1,793.94
700 RISK MANAGEMENT FUND	\$275.00
	\$183,627.72



City of Cedarburg

City Administrator's Report

October 26, 2017

Department News

The following information is provided to keep the Common Council and staff informed on some of the activities and events of the City. Points of clarification may be addressed during the City Administrator's Report portion of the agenda; however, if discussion of any of these items is necessary, placement on a future Council agenda should be directed.

Engineering & Public Works— Proposals were due yesterday for the engineering services contract for the 2018 Street & Utility project. The asphalt repair contract has been awarded. The Department is working on the acquisition of land for the Highland Lift Station and the monopole construction in November.

The Public Works crew is working on leaf collection. Brush continues to be left at the curb after the final pick up and residents are being advised to drop off their brush at the yard waste center. Salt has been delivered to the DPW garage for the winter.

Parks, Recreation & Forestry— Winter sports have begun in the Recreation Department.

The Parks crew is working on winterizing the parks. The Forestry crew is working on tree removals and planting new subdivision trees.

Mercury Marine has completed the restoration work at Behling Field.

Water Recycling Center — The Center had a successful Lab Audit and Site Inspection from the DNR.

The Department is working on catch basins and cleaning the lift station wet wells.

Library— There is an opening for a Youth Services Librarian at the Cedarburg Public Library.

Training— City Clerk McHugh attended a District Meeting and training session through the Wisconsin Municipal Clerk's Association today.

Superintendent Hackert attended the Wisconsin Wastewater Operators Association (WWOA) conference last week.

Administrator— Lukas Jaeger from Concordia College is participating in an internship with the City on Tuesdays and Thursdays, 9 a.m.—4 p.m., through November.

I attended a Municipal Court budget meeting on Tuesday.

A Financial Planning discussion involving credit scores, budgeting and identity theft was given by Port Washington State Bank at the Employee Meeting on Wednesday.

Respectfully submitted,


Christy Mertes
City Administrator

PROCLAMATION

CHANGE YOUR CLOCK – CHANGE YOUR BATTERY DAY

WHEREAS, the peak time for home fire fatalities is between 10 p.m. and 6 a.m. when most families are sleeping; and

WHEREAS, each day an average of three children die in home fires and eighty percent of the fire deaths involving children occur in homes without working smoke alarms; and

WHEREAS, by providing an early warning and critical extra seconds to escape, the installation of smoke alarms doubles a family's chance of getting out of a home fire alive – but only if they work; and

WHEREAS, in the mid-80s the International Association of Fire Chiefs and Energizer recognized a disturbing trend...home fire deaths and injuries were increasing despite widespread use of smoke alarms because the smoke alarms were not operational; and

WHEREAS, the two organizations joined forces and spread the news about proper smoke alarm maintenance, founding the “Change Your Clock, Change your Battery” program in 1987; and

WHEREAS, the Cedarburg Fire Department has joined the International Association of Fire Chiefs and Energizer to remind citizens to change the batteries in their smoke alarms when they change their clocks back to standard time on Sunday, November 5, 2017.

NOW THEREFORE, BE IT RESOLVED that I, Kip Kinzel, Mayor of the City of Cedarburg do hereby proclaim November 5, 2017 as “Change Your Clock, Change Your Battery Day” in the City of Cedarburg and encourage all residents to make fire safety a priority by adopting this simple life-saving habit.

Kip Kinzel, Mayor

Attest:

Constance K. McHugh, City Clerk