

**CITY OF CEDARBURG
MEETING OF COMMON COUNCIL
October 14, 2019 – 7:00 P.M.**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, October 14, 2019 at 7:00 p.m.** at City Hall, W63 N645 Washington Avenue, Cedarburg, WI, in the second floor Council Chambers.

AGENDA – REVISED

*****Pages 69, 130, and 131 of packet have also been updated*****

1. CALL TO ORDER - Mayor Mike O'Keefe
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL: Present – Common Council – Mayor Mike O'Keefe, Council Members Sherry Bublitz, Jack Arnett, Kristin Burkart, Rick Verhaalen, Garan Chivinski, Patricia Thome and Rod Galbraith
5. STATEMENT OF PUBLIC NOTICE
6. APPROVAL OF MINUTES - September 30, 2019 Common Council Meeting*
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. NEW BUSINESS
 - A. Consider Outdoor Alcohol Beverage License for the Cedarburg Cultural Center at W62 N546 Washington Avenue; and action thereon (Plan Comm., 10/7/19)*
 - B. Consider approval of the Certified Survey Map for the Cedarburg High School site at W68 N611 Evergreen Boulevard; and action thereon (Plan Comm. 10/7/19) *
 - C. Consider request to fill Wastewater Operator position; and action thereon (Public Works & Sewerage Comm., 10/10/19)*
 - D. Consider approval of settlement agreement with the Wisconsin Department of Natural Resources to resolve the pending contested case challenge of the phosphorus water quality-based effluent limits; and action thereon (Public Works & Sewerage Comm., 10/10/19)*

- E. Consider appointment of Mikko Hilvo as Interim City Administrator, effective January 1, 2020, for a 12-month term; and action thereon
- F. Consider appointment of Christy Mertes as Finance Director/Treasurer, effective January 1, 2020; and action thereon
- G. Consider proposed 2020 Budget; discussion and direction thereon*
- H. Consider License/Permit Applications; and action thereon***
 - 1. Consider approval of new Operator License applications for the period ending June 30, 2020 for: Tyler Wittock and Jordan Ganther
 - 2. Consider appointment of Deanna Liebelt as agent for Walgreens #13620 at W62 N190 Washington Avenue
- I. Consider payment of bills dated 09/19/19 through 10/04/19, transfers for the period 09/28/19 through 10/11/19 and payroll for the period 09/22/19 through 10/05/19; and action thereon*
- J. Consider termination of James Imaging contract for City Hall copiers and approve new contract with Office Copying Equipment Ltd.; and action thereon*
- K. Discuss additional signage and funding of possible signage at Pioneer Road/Interurban Trail crossing; and direction thereon

9. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- A. Administrator's Report*
- B. Building Inspector's Report*

10. COMMUNICATIONS

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

11. ADJOURNMENT – CLOSED SESSION

It is anticipated that the Common Council will adjourn to closed session pursuant to:

- State Statute 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 cellular tower leases for location on the monopole constructed on Western Avenue
- Approval of September 30, 2019 closed session minutes

12. RECONVENE TO OPEN SESSION

- A. Consider revised cellular tower lease with AT&T for location on the monopole constructed on Western Avenue; and action thereon

13. 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

10/11/19 cwv

CITY OF CEDARBURG
COMMON COUNCIL
September 30, 2019

CC20190930-1
UNAPPROVED

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, September 30, 2019, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. Mayor O'Keefe called the meeting to order at 7:03 p.m.

Roll Call: Present - Mayor Michael O'Keefe, Council Members Sherry Bubnitz, Jack Arnett, Kristin Burkart, Rick Verhaalen, Garan Chivinski, Patricia Thome and Rod Galbraith

Also Present - City Administrator/Treasurer Christy Mertes, City Attorney Michael Herbrand, Assistant City Administrator/Parks, Recreation and Forestry Director Mikko Hilvo, City Clerk Claire Woodall-Vogg, Director of Engineering and Public Works Tom Wiza, Public Works Superintendent Joel Bubnitz, Police Chief Tom Frank, City Planner Jon Censky, Sergeant Brian Emmrich and retired Canine Officer Jake, Light and Water Utility General Manager Dale Lythjohan, Parks and Recreation Supervisor/Office Manager Danny Friess, Library Director Linda Pierschalla, Public Works Secretary Kim Esselmann, Department of Public Works employees Jason Sheer and David Schwantes, TID No. 4 Developer DJ Burns, GHD Consultants Chris Bonniwell and Nikki Dudei, interested citizens and news media

STATEMENT OF PUBLIC NOTICE

At Mayor O'Keefe's request, City Clerk Woodall-Vogg 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.

APPROVAL OF MINUTES

Motion made by Council Member Thome, seconded by Council Member Bubnitz, to approve the minutes of the September 9, 2019 meeting as presented. Motion carried without a negative vote.

COMMENTS AND SUGGESTIONS FROM CITIZENS

Citizens present were welcomed and encouraged to provide their input during the citizen comment portion of the meeting. No comments or suggestions were received.

NEW BUSINESS

CONSIDER RESOLUTION NO. 2019-02 COMMENDING RETIRING CANINE OFFICER JAKE; AND ACTION THEREON

The Council expressed their sincere appreciation to Jake for his dedicated service as Police Canine. He made the community safer and was also a wonderful liaison for the Department. The Council wished him a long and happy retirement.

Motion made by Council Member Thome, seconded by Council Member Burkart, to adopt Resolution No. 2019-02 commending retiring Canine Officer Jake. Motion carried without a negative vote.

PRESENTATION – TID NO. 4 AMCAST UPDATE

Developer DJ Burns of Oliver Fiontar LLC provided a brief overview of his clean-up and redevelopment efforts of TID No. 4, an 8-acre contaminated site where the former Amcast factory was located. Mr. Burns took possession of the property in October of 2018 and began demolition and asbestos abatement work immediately. Eighty percent of the 160,000 square foot northern facility has been demolished. Mr. Burns hopes to occupy the office building space by the first or second quarter of 2020. The Environmental Protection Agency (EPA) issued a letter to the City recently about their time frame to cleanup the surrounding area over the coming years. Mr. Burns is hopeful that his clean-up and redevelopment will have a positive impact on the surrounding areas, generating a \$10-12 million investment of Superfund money from the EPA.

In response to Mayor O’Keefe’s question, Mr. Burns said that over 100 cars would be able to park in the underground parking structure that is planned.

Mayor O’Keefe asked Mr. Burns if there had been any unforeseen hiccups or delays. Mr. Burns stated that there was an administrative delay in terms of acquiring the property, specifically a 6-8 month delay in 2018 because of the County processing the paperwork and addressing overdue taxes. Much of his work is subject to EPA approval, which did delay things some this Spring with the Federal government shutdown.

In response to Council Member Arnett’s inquiry as to when the southern-facing wall will be brought down, Mr. Burns stated that he hopes it will be removed within the next eight weeks. There was a delay in its deconstruction because of the amount of asbestos testing that had to be completed when disassembling the heat treating vats and quench tanks.

Council Member Arnett asked Mr. Burns to explain the \$250,000 draw request for Apple Valley Orchards and where that money was spent. Mr. Burns explained that he had to give Apple Valley a deposit in November of 2018 in order to get the project on their schedule. They have been at the site on a number of occasions over the last 9 months; work is either in performance or has already been completed. Council Member Arnett asked Mr. Burns to clarify whether his firm has been doing the demolition or whether it has been Apple Valley. He asked Mr. Burns if he is willing to inform the City and Council how much of the \$250,000 remains. Mr. Burns said he would absolutely report on that and that the money will be spent either by Apple Valley or another firm for demolition.

Council Member Arnett pointed out that Mr. Burns was obligated to create \$275,000 in assessed value in the office building space by January 1, 2020 and stated that it was clear that he would not reach that benchmark. Mr. Burns disputed this, and said it was still possible.

Council Member Thome asked how many people are working on the site on an average day. Mr. Burns estimated four to six people per day. Because it is a blighted, contaminated property, he said they must go through a selective demolition process and can only have one operator demolishing a portion at a time and must have an observer watching.

General Manager Lythojohan provided clarification that the EPA's timeline in their letter was for off-site projects, separate from Amcast, such as Wilshire Pond and the quarry. He did not want the 2022 dates to startle Council Members.

NEW BUSINESS – CONTINUED

CONSIDER REQUEST TO BEGIN THE PROCESS TO HIRE UP TO TWO ENTRY-LEVEL POLICE OFFICERS, DUE TO ANTICIPATED RETIREMENTS; AND ACTION THEREON

Chief Frank informed the Council that Captain Lindberg and likely Sergeant Miller will retire in January of 2020. With these two anticipated retirements, the Cedarburg Police Department will be two officer positions below the authorized staffing level of 21. He requested permission to begin the process to hire one entry-level Police Officer and possibly a second officer, contingent upon Sergeant Miller's retirement. The process to hire an officer will run six to nine months in length.

In response to Council Member Arnett's question, Chief Frank explained that the lengthy hiring process is controlled by the Police and Fire Commission.

Motion made by Council Member Arnett, seconded by Council Member Thome, to approve the request to begin the process to hire up to two entry-level Police Officers, due to anticipated retirements. Motion carried without a negative vote.

CONSIDER APPROVAL OF SARA DUNSTONE'S REQUEST FOR LAND DIVISION AND DEVELOPMENT AGREEMENT FOR A THREE-LOT DEVELOPMENT AT N50 W7404 WESTERN ROAD; AND ACTION THEREON

City Planner Jon Censky explained that the applicant is requesting approval of the Certified Survey Map that will serve to divide her recently annexed parcel located at the northeast corner of Webster Avenue and Western Road into three separate lots of 12,000 square feet each in size. She is also requesting review and approval of the Development Agreement which will serve as the contract between the City and the applicant and summarizes the City's commitment and the Developer's responsibilities. In August, Council approved rezoning the site to the Rs-3 District, paving the way for the applicant to request approval to divide her property into the three separate lots being proposed herein.

As part of this project, the applicant will be required to extend public sewer and water utilities to each lot and to pave Webster Avenue. Because this is a unique situation where the west half of Webster Avenue is in the Town of Cedarburg and the east half is in the City and since this road will never be extended to the north as it dead-ends at the High School's athletic fields, the proposed

improvements will not reflect all City roadway standards. More specifically, Planner Censky explained that the development agreement as drafted will require that Webster Avenue be improved only to the applicant's north property line using a rural cross section with the asphalt pavement being 5" thick, 24' wide and with two-foot crushed stone shoulders. Planner Censky noted that because of the rural cross-section, sidewalks and curb and gutter are not feasible and instead, the draft agreement requires roadside ditches and a drainage collection system that will tie into the stormwater pipe in Western Road. Street trees will only be required along the Western Road frontage and the only street light addition will be an extension arm added to the existing light pole at the corner of Western Road and Webster Avenue.

In response to Council Member Burkart's question, Director Wiza confirmed that the City currently plows Webster Avenue and that the street would remain a public road despite Ms. Dunstone paying for the paving of the street.

Planner Censky and Director Wiza both reiterated that the City is extremely pleased that Ms. Dunstone is taking the lead and tackling some big hurdles in order to pursue this development. It will be a great benefit and improvement. The Plan Commission unanimously approved the request at their September 10, 2019 meeting.

Motion made by Council Member Thome, seconded by Council Member Bublit, to approve Sara Dunstone's request for land division and development agreement for a three-lot development at N50 W7404 Western Road. Motion carried without a negative vote.

CONSIDER ORDINANCE NO. 2019-14 PROHIBITING PARKING FOR 1,035 FEET ON THE EAST SIDE OF SHEBOYGAN ROAD FROM WASHINGTON AVENUE NORTH AND REPEALING RESTRICTED PARKING HOURS; AND ACTION THEREON

Director Wiza explained that parking on Sheboygan Road is presently prohibited on the east side of the street from Washington Avenue to a point 264 feet north of Washington Avenue. Continuing from that point north to Willowbrooke Drive, parking is restricted from 8:00 AM to 6:00 PM. Due to the narrow width of Sheboygan Road at this location, the City has received a number of traffic complaints about the street parking, especially during Maxwell Street Days and some of the downtown events. The Police Department also expressed concerns.

Prior to the Public Works and Sewerage Commission meeting on September 12, 2019, the City contacted all residents on the east side of Sheboygan Road and no one opposed the proposed restrictions; several residents expressed strong favor for it. The Public Works and Sewerage Commission unanimously approved the proposed ordinance.

Council Member Bublit expressed her support for this ordinance.

Motion made by Council Member Burkart, seconded by Council Member Thome, to pass Ordinance No. 2019-14 prohibiting parking for 1,035 feet on the east side of Sheboygan Road from Washington Avenue north and repealing restricted parking hours. Motion carried without a negative vote.

CONSIDER PROPOSAL FROM SYMBIONT FOR A NEW CEMETERY RECORDS/GIS AGREEMENT; AND ACTION THEREON

Director Wiza explained that Symbiont has provided a proposal to convert the City's existing cemetery records and mapping to a mobile ArcGIS Online platform. The City has converted to this format for all other GIS mapping, and this should reduce annual software subscription costs, and make the information more available and usable for staff and the public. Staff would be able to update records when on-site, which is extremely efficient.

Director Wiza explained that the City currently uses a GIS program through Ruekert Mielke with an annual subscription fee of \$9,300. With the Symbiont system, there would be a one-time cost of \$11,500, but only minor licensing fees of around \$500 annually. Director Wiza is bringing this proposal before the Council in the hopes that the City can switch this year, before the annual \$9,300 subscription fee is due to Ruekert Mielke. The cost for the system would come from the Cemetery Special Revenue Fund.

Secretary Esselmann confirmed that she receives several requests a day to assist people in finding burial plots of ancestors and that this new system would be more user friendly for the public.

Motion made by Council Member Galbraith, seconded by Council Member Chivinski, to approve the proposal from Symbiont for a new cemetery records/GIS agreement. Motion carried without a negative vote.

CONSIDER OVERVIEW OF 2020 BUDGET AND POSSIBLE BORROWING FOR STREETS; AND DIRECTION THEREON

Administrator/Treasurer Mertes explained that the 2020 proposed street budget is a half million dollars more than the 2019 projects. With the needed increase in the levy, the City is not able to stay under the State levy limit or the expenditure restraint program. Council has directed that borrowing is to be avoided, but streets were also made a priority at the July budget meeting.

Administrator/Treasurer Mertes gave an overview of how short-term borrowing could help with the levy limits and expenditure restraint program because debt service is not included in the levy limit. The interest for the short-term loan would be approximately \$10,000 on a \$1 million loan.

A discussion ensued on what was included in the current 2020 budget. Administrator/Treasurer Mertes explained that staff understood Fire Department staffing and streets to be the priorities for 2020. The budget does not currently include every item presented at the July meeting.

Further discussion took place regarding the 2020 street projects. Council Members reiterated that streets are a priority for the citizens. The Council advised Administrator/Treasurer Mertes that she could continue pursuing the possible short-term borrowing as she prepares the 2020 budget but stressed that they are not interested in starting to borrow on a regular or long-term basis.

CONSIDER APPROVAL OF NEW COPIER LEASE AGREEMENT WITH JAMES IMAGING FOR COPIERS IN CITY HALL; AND ACTION THEREON

Clerk Woodall-Vogg explained that the current copier lease for the three machines in City Hall expires at the end of this year. She met with four copier companies and obtained three bids. One

bid was immediately disqualified due to cost and the machines being refurbished. Office Copying Equipment (OCE) and James Imaging both provided leases that either matched or were competitive with the state-negotiated contract. The difference between the two bids was nominal (~\$10 a month), but James Imaging would allow the City to exit their current lease and receive new machines within the next two weeks. She explained that the City will also be switching to quarterly billing for any overages, as well as combining the bill for all three machines in order to avoid unnecessary overage charges by department. The total cost savings of the new lease will be a minimum of \$19,000 over the next five years.

Motion made by Council Member Burkart, seconded by Council Member Galbraith, to approve new copier lease agreement with James Imaging for copiers in City Hall. Motion carried without a negative vote.

CONSIDER REAPPOINTMENT OF RONALD STADLER, AT HIS NEW LAW FIRM OF JACKSON LEWIS P.C., AS COUNSEL FOR MATTERS INVOLVING GENERAL LABOR; AND ACTION THEREON

Administrator/Treasurer Mertes explained that the City has utilized outside counsel from Attorney Ronald Stadler for many years, primarily for matters involving general labor. He became employed at Jackson Lewis P.C. in May of 2019. This letter of engagement and fee agreement reflects his current hourly rate of \$320 at his new firm. He just completed work for the City on the new job descriptions for Administrator and Finance Director/Treasurer and has previously assisted the City with Police Union negotiations.

City Attorney Herbrand affirmed to Council Member Arnett that he thinks this fee is reasonable for an attorney with Mr. Stadler's experience and specialization. Council Member Galbraith spoke to how helpful and talented Mr. Stadler was when they worked together previously.

Motion made by Council Member Burkart, seconded by Council Member Galbraith, to reappoint Ronald Stadler at this new law firm of Jackson Lewis P.C. as counsel for matters involving general labor. Motion carried without a negative vote.

CONSIDER APPROVAL OF NEW FINANCE DIRECTOR/TREASURER POSITION AND RESTRUCTURE CITY ADMINISTRATOR AND FINANCE DIRECTOR/TREASURER JOB DUTIES, EFFECTIVE JANUARY 1, 2020; AND ACTION THEREON

Mayor O'Keefe stated that the Council would like to split the Administrator/Treasurer position into two separate positions. Administrator/Treasurer Mertes has been doing two full-time jobs as one for over 12 years and the Council believes it is time to have a full-time City Administrator and a full-time Finance Director/Treasurer. The Council plans to appoint Administrator/Treasurer Mertes as the new Finance Director/Treasurer. They would like to appoint Assistant Administrator/Director Hilvo as the Interim City Administrator for a 12-month term. The Council will evaluate mid-year whether to enlist a search firm for a permanent Administrator.

Council Member Thome stated that city services would be enhanced by splitting these two positions. She also thinks that Assistant Administrator/Director Hilvo will create organizational change that will make the City more efficient.

Council Member Bublitz said she had been contacted by one of her constituents to voice their support for Assistant Administrator/Director Hilvo in the Interim City Administrator position. Council Member Thome said that she had received a letter in support of him as well from Festivals of Cedarburg.

Council Member Burkart stated that she is very excited about this change because it is putting two people in positions where they belong and will thrive. She can see Administrator/Treasurer Mertes' passion for budget and finance.

Mayor O'Keefe pointed out that a full-time City Administrator will be able to focus on economic development. Council Member Arnett asked that the job description for the City Administrator be reviewed further and that more economic development responsibilities be added. Council Member Galbraith agreed and clarified that the vote before them was the creation of the two separate positions, not final approval of job descriptions. Clerk Woodall-Vogg confirmed that job descriptions would be finalized at a later date.

Motion made by Council Member Thome, seconded by Council Member Arnett, to approve a new Finance Director/Treasurer and to restructure the City Administrator and Finance Director/Treasurer job duties, effective January 1, 2020. Motion carried without a negative vote.

CONSIDER RECLASSIFICATION OF PARKS & FORESTRY SUPERINTENDENT TO CITY FORESTER AND CREATING ONE SUPERINTENDENT POSITION AT THE PUBLIC WORKS FACILITY; AND ACTION THEREON

Assistant Administrator/Director Hilvo explained that he cannot be present at the Public Works facility on a daily basis, so there has been confusion figuring out who Parks and Forestry staff report to for daily assignments and oversight. Assistant Administrator/Director Hilvo proposed that all Parks and Forestry staff report to Public Works Superintendent Joel Bublitz for daily assignments. The Director of Parks, Recreation, and Forestry and the Director of Public Works and Engineering will work with the Public Works Superintendent to determine workflow and priorities. Assistant Administrator/Director Hilvo stated that this structure will create a more cohesive team and eliminate the divide between Parks, Forestry, and Public Works.

Council Member Burkart stated that in reading the Personnel Committee notes it appeared that Superintendent Westphal was either confused or in disagreement with this decision.

Assistant Administrator/Director Hilvo explained that prior to 2005, there was only one Superintendent at the garage. The City then tried out having two Superintendents and there was a lot of "tug of war" on who got staff assigned to projects each morning. Over the years, it caused personnel issues and made services inefficient. He made the proposed changes over a year ago, and they have improved operations. He is requesting that the Council make it official.

Council Member Galbraith stated that employees' tasks, supervision, and organizational structure should come from the boss. He understands the need to have an operational supervisor that oversees both divisions and determines what is in the best interest of the City each day.

Council Member Thome asked Superintendent Bublitz if he thought this was manageable. Superintendent Bublitz said that he can balance the employees and that they are all very well-

rounded. He has had his staff focus on street projects more because he understood that as the current priority.

Council Member Bublitz asked how many staff this change affects and how many more employees Superintendent Bublitz would be supervising. He currently supervises nine Public Works employees. This change would add four Parks & Forestry full-time staff, plus six to ten additional Parks and Forestry seasonal staff in the summer.

Superintendent Bublitz stated that he is honored to be asked to take on this responsibility but feels like there is a lot of gray areas that need clarification. The organizational chart shown at the Personnel Committee meeting did not show the Public Works branch, with all his existing responsibilities. He suggested that the City look at reorganizing and promoting employees to foremen or lead operators so that he has a support system and clear chain of command. He is confident that he can do a good job, but thinks that many puzzle pieces are still missing.

Council Member Galbraith stated that no one was asking Superintendent Bublitz to supervise every employee under Parks and Forestry. The Forester, for example, will oversee the day-to-day operations of his staff. The Superintendent will help set priorities. It is the job of the City Administrator or Department Head to determine the duties and responsibilities of their staff. If the Department Head or City Administrator thinks that an increase in salaries or change in titles is necessary, he will make that decision and gain the input of the staff.

Council Member Bublitz reiterated that Superintendent Bublitz's concerns should be shared with Director Wiza and Assistant Administrator/ Director Hilvo.

Motion made by Council Member Arnett, seconded by Council Member Thome, to reclassify Parks & Forestry Superintendent to City Forester and create one superintendent position at the Public Works facility. Motion carried without a negative vote.

CONSIDER LICENSE/PERMIT APPLICATIONS; AND ACTION THEREON

Motion made by Council Member Verhaalen, seconded by Council Member Bublitz, to approve new Operator License applications for the period ending June 30, 2020 for: Rebekah J. Batchelder, David A. Bretsch, Robin L. Hammetter, and Luz M. Martin. Motion carried without a negative vote.

Motion made by Council Member Verhaalen, seconded by Council Member Galbraith, to approve the appointment of Allen L. Naparalla as agent for Chiselled Grape Winery LLC at W64 N713 Washington Avenue.

CONSIDER PAYMENT OF BILLS DATED 09/05/19 THROUGH 09/20/19, TRANSFERS FOR THE PERIOD 09/04/19 THROUGH 09/27/19; AND PAYROLL FOR THE PERIOD 08/25/19 THROUGH 09/21/19; AND ACTION THEREON

Motion by Council Member Burkart, seconded by Council Member Verhaalen, to approve payment of bills dated 09/05/19 through 09/20/19, transfers for the period 09/04/19 through 09/27/19; and payroll for the period 08/25/19 through 09/21/19. Motion carried without a negative vote.

ADMINISTRATOR’S REPORT

Chief Frank asked Administrator/Treasurer Mertes to share that the Police Department passed their accreditation. She praised the Department’s huge accomplishment.

COMMENTS AND SUGGESTIONS FROM CITIZENS – None

COMMENTS & ANNOUNCEMENTS BY COUNCIL MEMBERS – None

MAYOR’S REPORT - None

ADJOURNMENT – CLOSED SESSION

Motion made by Council Member Burkart, seconded by Council Member Bublitz, to adjourn to closed session at 8:55 p.m. pursuant to State Statute 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of a public employee subject to the jurisdiction or authority of the governing body, more specifically to discuss compensation offers for Finance Director/Treasurer, Interim City Administrator, and Interim Parks, Recreation, and Forestry Director. Motion carried on a roll call vote with Council Members Bublitz, Arnett, Burkart, Verhaalen, Chivinski, Thome and Galbraith voting in favor.

RECONVENE TO OPEN SESSION

Motion made by Council Member Arnett, seconded by Council Member Thome, to reconvene to open session at 9:44 p.m. Motion carried on a roll call vote with Council Members Bublitz, Arnett, Burkart, Verhaalen, Chivinski, Thome and Galbraith voting in favor.

ADJOURNMENT

Motion made by Council Member Arnett, seconded by Council Member Burkart, to adjourn the meeting at 9:44 p.m. Motion carried without a negative vote.

Claire Woodall-Vogg
City Clerk

CITY OF CEDARBURG

MEETING DATE: October 14, 2019

ITEM NO: 8.A.

TITLE: Consider Outdoor Alcohol Beverage License for The Cultural Center at W62 N546 Washington Avenue; and action thereon (Plan Comm. 10/07/19)

ISSUE SUMMARY: The Cultural Center is requesting an Outdoor Alcohol Beverage License to serve drinks on their recently approved/constructed patio adjacent to the rear doors. This patio was constructed to serve as overflow space for events and other Cultural Center activities. According to their information, this outdoor space is designed with raised seating surround the entire patio area and to control the outdoor activity the Cultural Center staff will be responsible for ensuring that alcoholic beverages stay within the permitted area.

Section 7-2-17 Outdoor Alcohol Beverage License states: In making their determination on whether or not to approval an Outdoor Beverage License, the Common Council shall, on a case-by-case basis, take into consideration the size of the outdoor seating area and the location with respect to adjacent residential uses. *Each applicant for an Outdoor Alcohol Beverage License shall accurately describe the outdoor seating area and shall indicate the nature of fencing or other measures intended to provide control over the operation of the outdoor seating area. The Plan Commission shall review all proposed Outdoor Alcohol Beverage Licenses to determine if they are harmful, offensive or otherwise adverse to the surrounding neighborhood and shall recommend that the license be granted as requested, modified or denied.... No amplified sound or music is permitted outside the enclosed (building) premises. Amplified sound or music is not permitted in the outdoor seating area subject to Section (c) herein. There shall be a licensed operator within the outdoor seating area at all times while in operation.*

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: At their October 7, 2019 meeting, the Plan Commission recommended approval subject to the condition that appropriate signage for trash disposal added and barriers be installed at all outside access points to ensure that ingress and egress to this area is from the Cultural Center only. This recommendation was by unanimous vote.

BUDGETARY IMPACT: n/a

ATTACHMENTS:

- Unapproved Plan Commission minutes from the October 7, 2019 meeting.
- Approved Plaza Plan

INITIATED/REQUESTED BY: Cedarburg Cultural Center

FOR MORE INFORMATION CONTACT: Jonathan P. Censky, City Planner, 262-375-7610

**APPROVAL FOR OUTDOOR ALCOHOL BEVERAGE LICENSE FOR PATIO
LOCATED AT W62 N546 WASHINGTON AVENUE – CEDARBURG CULTURAL
CENTER**

The Cultural Center has requested an Outdoor Alcohol Beverage License to serve drinks on their recently approved/constructed patio adjacent to their east doors. This patio was constructed to serve as overflow space for events and for other Cultural Center activities. According to their information, raised seats surround the entire patio area and Cultural Center staff will be responsible for monitoring for compliance by ensuring that alcoholic beverages stay within the permitted area.

Section 7-2-17 Outdoor Alcohol Beverage License states: The applicant for an Outdoor Alcohol Beverage License shall accurately describe the outdoor seating area and shall indicate the nature of fencing or other measures intended to provide control over the operation of the outdoor seating area. The Plan Commission shall review all proposed Outdoor Alcohol Beverage Licenses to determine if they are harmful, offensive or otherwise adverse to the surrounding neighborhood and shall recommend that the license be granted as requested, modified or denied.

Executive Director Stephanie Hayes represented the Cedarburg Cultural Center and stated that the Cultural Center staff is aware of the responsibility and oversight necessary when operating this type of space, and the repercussions if it is not properly managed. Commissioner Cain suggested the use of signage and barrier rope in order to limit entry and exit from the area.

The Police Chief has reviewed the request and feels no additional control over the outdoor operation is needed and recommends approval.

Action:

A motion was made by Commissioner Cain to approve the outdoor alcohol beverage license with the condition that the Cultural Center places appropriate signage at various access points and ensures that patrons dispose of all beverage waste before they leave the area. The motion was seconded by Commissioner Kinzel and carried without a negative vote, with Commissioners Strautmanis and Burgoyne excused.

**APPROVAL OF LANDSCAPE PLAN FOR OUTDOOR GARDEN/PLAZA LOCATED AT
N35 W6621 WILSON STREET – FAITH LUTHERAN CHURCH**

Faith Lutheran Church has requested approval to create an outdoor educational/meditation area. They would like to transform the open mowed lawn area along their west property line into a prairie lawn with mowed grass paths that weaves through a prairie setting and connects with four circle crushed granite seating areas. The purpose of their "Faith Community Pathways" project is to create a learning environment for children and a resting/meditation/interactive environment for adults. The prairie will consist of native grasses and wildflowers along with plantings of oak, elm, maple, white

CITY OF CEDARBURG

MEETING DATE: October 14, 2019

ITEM NO: 8.B.

TITLE: Consider approval of the Certified Survey Map for the Cedarburg High School site at W68 N611 Evergreen Boulevard; and action thereon (Plan Comm. 10/7/19)

ISSUE SUMMARY: The School District has submitted the Certified Survey Map which will serve to dedicate the ultimate road right-of-way for the portions of Evergreen Boulevard, Cleveland Street and Juniper Lane that their property fronts. This CSM submittal was required by the Plan Commission as a condition of their approval of the recent addition to the High School. Since the purpose of this CSM is to dedicate public road right-of-way, Common Council approval is required

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: At their October 7, 2019 meeting the Plan Commission recommended approval by unanimous vote.

BUDGETARY IMPACT: n/a.

ATTACHMENTS:

- Unapproved minutes from the October 7, 2019 Plan Commission Minutes
- Copy of the Certified Survey Map.

INITIATED/REQUESTED BY: Cedarburg School District

FOR MORE INFORMATION CONTACT: Jonathan P. Censky, City Planner, 262-375-7610

COMMENTS AND SUGGESTIONS FROM CITIZENS

Mayor O'Keefe offered the opportunity for the public to speak on any issue unrelated to the agenda items. He advised that the Plan Commissioners would not be able to respond to any comments since they were not noticed on the agenda. No comments from the audience were offered.

APPROVAL ON FOOTBALL FIELD SURFACE REPLACEMENT, ASSOCIATED STORMWATER MANAGEMENT AND CERTIFIED SURVEY MAP LOCATED AT W68 N611 EVERGREEN BOULEVARD- CEDARBURG HIGH SCHOOL

With funds raised by the Cedarburg Athletic Booster Club, the School District has proposed to replace the existing natural grass football field with artificial turf. As part of that project they will be re-grading the area downstream from the field and constructing a new overflow pond for storm water management purposes. This pond will be located west of the existing retention pond. The plans were reviewed by City Engineer/Director of Public Works Tom Wiza, who found them to be properly designed and recommends Plan Commission approval.

Director of Buildings and Grounds John Koster represented the Cedarburg School District and stated that the football field is experiencing increased use by other activities in addition to football, such as band practice and performance, physical education classes, and lacrosse, resulting in additional demands on the natural surface. The decision was made to change this surface to artificial turf, which is more durable and requires less overall maintenance.

The School District also submitted their Certified Survey Map which serves to dedicate the ultimate road right-of-way for their frontage along portions of Evergreen Boulevard, Cleveland Street and Juniper Lane. Submittal of this CSM was a condition of original approval for the construction currently underway at the high school. Since this CSM will serve to dedicate public road right-of-way, it will also need approval from the Common Council.

The review by City staff determined full compliance with the dimensional requirements of the Code and therefore is recommended for approval.

Action:

A motion was made ^{associated?} by Commissioner Cain to approve the football field surface replacement and associate stormwater management, and the CSM as presented. The motion was seconded by Council Member Thome and carried without a negative vote, with Commissioners Strautmanis and Burgoyne excused.

CITY OF CEDARBURG

MEETING DATE: October 14, 2019

ITEM NO: 8.C.

TITLE: Consider request to fill Wastewater Operator position; and action thereon

ISSUE SUMMARY: An Operator position has become open due to the resignation of one of the 6 operators. This hiring will bring the staffing back up to six operators. It is important to have this position filled because of the work required and the necessity of having staff on hand to help cover for people when they are off due to vacations, sick leave, etc. We continue to lose experienced operators and have limited knowledge with current group of employees. With a full staffing of six people, we will be able to provide the work and services required at an efficient level and in a safe environment.

STAFF RECOMMENDATION: Approve the hiring of one person for the Operator position.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: This was discussed at the Public Works / Sewage Commission and they made a motion and approved action to fill the open Operator Position at their meeting on October 10th.

BUDGETARY IMPACT: This position is fully funded in the 2020 budget.

ATTACHMENTS: None

INITIATED/REQUESTED BY: Eric Hackert, Wastewater Superintendent

FOR MORE INFORMATION, CONTACT: Eric Hackert, 262-375-7900.

Water Recycling Center Operator

The City of Cedarburg is accepting applications for the position of Water Recycling Center Operator. We are looking to add a new member to our team of motivated, dedicated individuals. The ideal candidate will perform a variety of laboratory procedures, also perform duties in the operation, maintenance, and repair, of the Water Recycling facilities and lift stations. Laboratory and computer skills are important to this position. A CDL is required within one year of employment. A high school diploma or GED is required; applicants with experience in a wastewater laboratory and/or having a 2-year or 4-year degree in a chemistry/biology related field or any combination of training and experience is desirable. Application and job description are available online at the City web site: www.ci.cedarburg.wi.us by November 18th.

The City of Cedarburg is an Equal Opportunity Employer.

CITY OF CEDARBURG

MEETING DATE: October 14, 2019

ITEM NO: 8.D.

TITLE: Consider settlement agreement with the Wisconsin Department of Natural Resources to resolve the pending contested case challenge of the Phosphorus water quality based effluent limits; and action thereon. (Public Works and Sewerage Comm. 10/10/19)

ISSUE SUMMARY: In May of 2017 the City retained Godfrey and Kahn to file for a contested case hearing which challenged certain aspects of the WPDES permit issued to the wastewater facility. The water quality based Phosphorus limits and compliance schedule were a primary focus of the challenge, and there were a number of technical issues in need of clarification.

At the time, the total mass daily loadings (TMDL) imposed by DNR were still under review by EPA, and therefore the City risked being subject to limitations that were potentially more restrictive than those ultimately imposed by EPA. Filing the contested case hearing preserved the City's right to negotiate.

EPA has since approved the TMDL and the City has obtained the clarifications required, so we believe there is little value in further pursuing the contested case hearing. The proposed settlement agreement is attached.

Attorney Art Harrington plans to attend the Common Council meeting to answer questions.

STAFF RECOMMENDATION: Staff recommends approval of the settlement agreement as drafted.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION: The Public Works and Sewerage Commission is reviewing this item at their October 10th meeting and their recommendation will be presented at the Common Council meeting.

BUDGETARY IMPACT: Reduction in legal fees.

ATTACHMENTS: Copy of settlement agreement
Copy of draft WPDES permit for wastewater plant

INITIATED/REQUESTED BY: Tom Wiza/Eric Hackert

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

SETTLEMENT AGREEMENT

This Settlement Agreement (“Agreement”) is made effective this ____ day of October, 2019 between the Wisconsin Department of Natural Resources (“WDNR”) and the City of Cedarburg (“Cedarburg”) to resolve a pending contested case challenge brought by Cedarburg.

BACKGROUND

WHEREAS, WDNR issued a Wisconsin Pollution Discharge Elimination System (“WPDES”) permit to Cedarburg that contains water quality based effluent limitations (“WQBELs”) for phosphorus, the effective date for which is after the expiration date of WPDES Permit No. WI-0020222-09-0 (“Permit”);

WHEREAS, Cedarburg has challenged the phosphorus WQBELs and the associated compliance schedule in the Permit in a Wis. Stat. § 283.63 petition filed on May 19, 2017; and

WHEREAS, Cedarburg and the WDNR have reached an agreement regarding the issues raised in the petition.

IT IS HEREBY AGREED:

1. No later than thirty (30) days following the effective date of this Agreement, WDNR shall provide public notice, in accordance with Wis. Stat. § 283.39, of a proposed modification of the Permit (“Public Notice Date”), with terms and conditions as set forth in Attachment A (“Modified Permit”).
2. Cedarburg’s limits and schedule for phosphorus are set forth in §§ 3.2.1, 3.2.1.3, 3.2.1.4, 5.2, and 7 of the Modified Permit.
3. Cedarburg retains its right to request a variance under applicable law including, in particular, Wis. Stat. §§ 283.15 and 283.16.
4. Nothing in this Agreement affects the documents due at the time of permit reapplication. An application for the next reissuance of this permit is due 180 days prior to permit expiration, per Wis. Stat. § 283.53(3) and Wis. Adm. Code § NR 200.06(1). The following information must be submitted as part of the application for next reissuance, or prior to filing the application if Cedarburg selects adaptive management or water quality trading as its compliance alternative or proposes a variance: (1) a watershed adaptive management plan; or (2)

a water quality trading plan and a completed Water Quality Trading Checklist Form 3400-208; or (3) an application for a variance.

5. Following the public notice and comment period, if the Permit is modified according to the terms of Attachment A and no timely third-party challenge to the Modified Permit is filed, Cedarburg shall withdraw the Petition for Review and Request for Contested Case Hearing filed on May 19, 2017 within seventy (70) days after notice of final decision of the effective date of the Modified Permit

6. If the Permit is modified according to the terms of Attachment A anytime within sixty (60) days following the Public Notice Date, WDNR and Cedarburg agree they will not seek review pursuant to Wis. Stat. §§ 283.63 or 227.42 of the Modified Permit.

7. If the Permit is not modified according to the terms of Attachment A anytime on or before sixty (60) days following the Public Notice Date, Cedarburg may continue to pursue its Petition for Review under Wis. Stat. § 283.63 and its request for a contested case hearing.

8. Cedarburg expressly reserves and retains its right to challenge any terms and conditions contained in the Modified Permit to the extent the Modified Permit contains terms and conditions that are contrary to the terms and condition contained in Attachment A. Nothing in this Agreement affects Cedarburg's ability to challenge terms and conditions of future WPDES permits.

9. This Agreement may be executed and delivered in counterpart signature pages executed and delivered via facsimile transmission or via email with scan or email attachment, and any such counterpart executed and delivered via facsimile transmission or via email with scan or email attachment will be deemed an original.

CITY OF CEDARBURG

By: _____

Michael O'Keefe, Mayor

WISCONSIN DEPARTMENT of NATURAL RESOURCES

By: _____

Preston D. Cole, Secretary



WPDES PERMIT

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES
**PERMIT TO DISCHARGE UNDER THE WISCONSIN POLLUTANT DISCHARGE
ELIMINATION SYSTEM**

City of Cedarburg

is permitted, under the authority of Chapter 283, Wisconsin Statutes, to discharge from a facility
located at

W54 N370 Park Lane, Cedarburg, WI

to

**Cedar Creek (Cedar Creek Watershed, Milwaukee River Basin)
in Ozaukee County**

in accordance with the effluent limitations, monitoring requirements and other conditions set
forth in this permit.

The permittee shall not discharge after the date of expiration. If the permittee wishes to continue to discharge after this expiration date an application shall be filed for reissuance of this permit, according to Chapter NR 200, Wis. Adm. Code, at least 180 days prior to the expiration date given below.

State of Wisconsin Department of Natural Resources
For the Secretary

By

Bryan Hartsook
Wastewater Field Supervisor

Date Permit Signed/Issued

PERMIT TERM: EFFECTIVE DATE – April 01, 2017

PERMIT MODIFICATION: EFFECTIVE DATE – January 01, 2020

EXPIRATION DATE – March 31, 2022

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1 Influent Requirements

1.1 Sampling Point(s)

Sampling Point Designation	
Sampling Point Number	Sampling Point Location, Waste Type/Sample Contents and Treatment Description (as applicable)
701	INFLUENT: 24-Hr flow proportional composite sample taken from raw influent pipe prior to bar screen. Sample does not include any sidestream flows.

1.2 Monitoring Requirements

The permittee shall comply with the following monitoring requirements.

1.2.1 Sampling Point 701 - INFLUENT PLANT

Monitoring Requirements and Limitations					
Parameter	Limit Type	Limit and Units	Sample Frequency	Sample Type	Notes
Flow Rate		MGD	Daily	Continuous	
BOD ₅ , Total		mg/L	4/Week	24-Hr Flow Prop Comp	
Suspended Solids, Total		mg/L	4/Week	24-Hr Flow Prop Comp	
Mercury, Total Recoverable		ng/L	Annual	24-Hr Flow Prop Comp	See "Mercury Monitoring" subsection below.

1.2.1.1 Mercury Monitoring

The permittee shall collect and analyze all mercury samples according to the data quality requirements of ss. NR 106.145(9) and (10), Wisconsin Administrative Code. The limit of quantitation (LOQ) used for the effluent and field blank shall be less than 1.3 ng/L, unless the samples are quantified at levels above 1.3 ng/L. The permittee shall collect at least one mercury field blank for each set of mercury samples (a set of samples may include combinations of intake, influent, effluent or other samples all collected on the same day). The permittee shall report results of samples and field blanks to the Department on Discharge Monitoring Reports.

2 In-Plant Requirements

2.1 Sampling Point(s)

Sampling Point Designation	
Sampling Point Number	Sampling Point Location, Waste Type/Sample Contents and Treatment Description (as applicable)
110	Collect the mercury field blank using standard sample handling procedures

2.2 Monitoring Requirements and Limitations

The permittee shall comply with the following monitoring requirements and limitations.

2.2.1 Sampling Point 110 - Effluent Mercury Blank

Monitoring Requirements and Limitations					
Parameter	Limit Type	Limit and Units	Sample Frequency	Sample Type	Notes
Mercury, Total Recoverable		ng/L	Annual	Blank	See "Mercury Monitoring" subsection below.

2.2.1.1 Mercury Monitoring

The permittee shall collect and analyze all mercury samples according to the data quality requirements of ss. NR 106.145(9) and (10), Wisconsin Administrative Code. The limit of quantitation (LOQ) used for the effluent and field blank shall be less than 1.3 ng/L, unless the samples are quantified at levels above 1.3 ng/L. The permittee shall collect at least one mercury field blank for each set of mercury samples (a set of samples may include combinations of intake, influent, effluent or other samples all collected on the same day). The permittee shall report results of samples and field blanks to the Department on Discharge Monitoring Reports.

3 Surface Water Requirements

3.1 Sampling Point(s)

Sampling Point Designation	
Sampling Point Number	Sampling Point Location, Waste Type/Sample Contents and Treatment Description (as applicable)
001	EFFLUENT: 24-hr flow proportional composite samples shall be taken at the intake prior to UV disinfection; Grab samples shall be taken after UV disinfection and DO measurements shall be taken by continuous probe prior to cascade aerator and must also be checked by ch. NR 219, Wis. Adm. Code approved method.

3.2 Monitoring Requirements and Effluent Limitations

The permittee shall comply with the following monitoring requirements and limitations.

3.2.1 Sampling Point (Outfall) 001 - EFFLUENT

Monitoring Requirements and Effluent Limitations					
Parameter	Limit Type	Limit and Units	Sample Frequency	Sample Type	Notes
BOD ₅ , Total	Weekly Avg	15 mg/L	4/Week	24-Hr Flow Prop Comp	Limit effective November - April annually
BOD ₅ , Total	Weekly Avg	10 mg/L	4/Week	24-Hr Flow Prop Comp	Limit effective May - October annually
BOD ₅ , Total	Monthly Avg	10 mg/L	4/Week	24-Hr Flow Prop Comp	Limit effective May - October annually
BOD ₅ , Total	Monthly Avg	15 mg/L	4/Week	24-Hr Flow Prop Comp	Limit effective November - April annually
BOD ₅ , Total	Weekly Avg	344 lbs/day	4/Week	Calculated	Limit effective November - April annually
BOD ₅ , Total	Weekly Avg	229 lbs/day	4/Week	Calculated	Limit effective May - October annually
Suspended Solids, Total	Weekly Avg	15 mg/L	4/Week	24-Hr Flow Prop Comp	Year round limit
Suspended Solids, Total	Monthly Avg	15 mg/L	4/Week	24-Hr Flow Prop Comp	Year round limit
Suspended Solids, Total	Weekly Avg	344 lbs/day	4/Week	Calculated	Year round limit
Dissolved Oxygen	Daily Min	6.0 mg/L	4/Week	Grab	Year round limit
pH Field	Daily Max	9.0 su	4/Week	Grab	Year round limit
pH Field	Daily Min	6.0 su	4/Week	Grab	Year round limit
Fecal Coliform	Geometric Mean - Monthly	400 #/100 ml	Weekly	Grab	Effective May - September annually
Fecal Coliform	Geometric Mean - Wkly	656 #/100 ml	Weekly	Grab	Effective May - September annually

Monitoring Requirements and Effluent Limitations					
Parameter	Limit Type	Limit and Units	Sample Frequency	Sample Type	Notes
Nitrogen, Ammonia (NH ₃ -N) Total	Daily Max	21 mg/L	4/Week	24-Hr Flow Prop Comp	Year round monitoring. Limit effective November - April annually.
Nitrogen, Ammonia (NH ₃ -N) Total	Weekly Avg	13 mg/L	4/Week	24-Hr Flow Prop Comp	Limit effective November - March annually
Nitrogen, Ammonia (NH ₃ -N) Total	Weekly Avg	8.0 mg/L	4/Week	24-Hr Flow Prop Comp	Limit effective April annually
Nitrogen, Ammonia (NH ₃ -N) Total	Weekly Avg	5.3 mg/L	4/Week	24-Hr Flow Prop Comp	Limit effective May - September annually
Nitrogen, Ammonia (NH ₃ -N) Total	Weekly Avg	11 mg/L	4/Week	24-Hr Flow Prop Comp	Limit effective October annually
Nitrogen, Ammonia (NH ₃ -N) Total	Monthly Avg	6.4 mg/L	4/Week	24-Hr Flow Prop Comp	Limit effective November - March annually
Nitrogen, Ammonia (NH ₃ -N) Total	Monthly Avg	4.0 mg/L	4/Week	24-Hr Flow Prop Comp	Limit effective April annually
Nitrogen, Ammonia (NH ₃ -N) Total	Monthly Avg	3.3 mg/L	4/Week	24-Hr Flow Prop Comp	Limit effective May - September annually
Nitrogen, Ammonia (NH ₃ -N) Total	Monthly Avg	5.7 mg/L	4/Week	24-Hr Flow Prop Comp	Limit effective October annually
Phosphorus, Total	Monthly Avg	0.8 mg/L	4/Week	24-Hr Flow Prop Comp	This is an interim limit. The final TMDL-derived water quality based effluent limits are listed in section 3.2.1.3 below and go into effect per the schedule in section 5.2. See Phosphorus sections below.
Phosphorus, Total		lbs/day	4/Week	Calculated	Final TMDL-derived water quality based effluent limits take effect in accordance with the schedule in section 5.2. See permit section 3.2.1.3 for final limits.
Chloride		mg/L	4/Month	24-Hr Flow Prop Comp	Sampling shall be conducted on four consecutive days each month. See "Chloride SRM" subsection below and the "Schedules" section.
Chloride		lbs/day	4/Month	Calculated	Chloride mass discharge shall be calculated using the daily concentration (mg/L) x daily flow (MGD) x 8.34. See Chloride subsection below.

Monitoring Requirements and Effluent Limitations					
Parameter	Limit Type	Limit and Units	Sample Frequency	Sample Type	Notes
Mercury, Total Recoverable		ng/L	Annual	Grab	See "Mercury subsection below.
Temperature Maximum		deg F	3/Week	Continuous	Monitoring in calendar year 2020 (January 1 - December 31)
Acute WET		TU _a	See Listed Qtr(s)	24-Hr Flow Prop Comp	Annually in rotating quarters. See "WET" subsection below.
Chronic WET		rTU _c	See Listed Qtr(s)	24-Hr Flow Prop Comp	Annually in rotating quarters. See "WET" subsection below.

3.2.1.1 Average Annual Design Flow

The average annual design flow of the permittee's wastewater treatment facility is 2.75 MGD.

3.2.1.2 Mercury Monitoring

The permittee shall collect and analyze all mercury samples according to the data quality requirements of ss. NR 106.145(9) and (10), Wisconsin Administrative Code. The limit of quantitation (LOQ) used for the effluent and field blank shall be less than 1.3 ng/L, unless the samples are quantified at levels above 1.3 ng/L. The permittee shall collect at least one mercury field blank for each set of mercury samples (a set of samples may include combinations of intake, influent, effluent or other samples all collected on the same day). The permittee shall report results of samples and field blanks to the Department on Discharge Monitoring Reports.

3.2.1.3 Total Maximum Daily Load (TMDL) Limitations

Approved TMDL: The Milwaukee River TMDL Waste Load Allocation (WLA) for Total Phosphorus was approved by the U. S. Environmental Protection Agency in March 2018. The approved TMDL WLA limits for Cedarburg are:

- **Total Phosphorus:** The final TMDL water quality based effluent limits for phosphorus are shown in the table below. Refer to the schedule in permit section 5.2 for the date of compliance with these total phosphorus WQBEL and TMDL limits as applicable.

Month	Monthly Ave Total P Effluent Limit (lbs/day)
January	3.71
February	4.19
March	3.88
April	4.25
May	5.14
June	4.50
July	3.88
August	3.32

September	3.67
October	3.46
November	3.73
December	3.54

3.2.1.4 Phosphorus Water Quality Based Effluent Limitation(s)

The final TMDL-derived water quality based effluent limits for phosphorus as described in section 3.2.1.3 above, will take effect per the Schedule in section 5.2, unless:

- (A) As part of the application for the next reissuance, or prior to filing the application, the permittee submits either: 1.) a watershed adaptive management plan and a completed Watershed Adaptive Management Request Form 3200-139; or 2.) an application for water quality trading; or 3.) an application for a variance; or 4.) new information or additional data that supports a recalculation of the numeric limitation; and
- (B) The Department modifies, revokes and reissues, or reissues the permit to incorporate a revised limitation before the expiration of the compliance schedule*.

Note: The permittee may also submit an application for a variance within 60 days of this permit reissuance, as noted in the permit cover letter, in accordance with s. 283.15, Stats.

If Adaptive Management or Water Quality Trading is approved as part of the permit application for the next reissuance or as part of an application for a modification or revocation and reissuance, the plan and specifications submittal, construction, and final effective dates for compliance with the total phosphorus WQBEL may change in the reissued or modified permit. In addition, the numeric value of the water quality based effluent limit may change based on new information or additional data. If a variance is approved for the next reissuance, interim limits and conditions will be imposed in the reissued permit in accordance with s. 283.15, Stats., and applicable regulations. A permittee may apply for a variance to the phosphorus WQBEL at the next reissuance even if the permittee did not apply for a phosphorus variance as part of this permit reissuance.

Additional Requirements: If a water quality based effluent limit has taken effect in a permit, any increase in the limit is subject to s. NR 102.05(1) and ch. NR 207, Wis. Adm. Code. When a six-month average effluent limit is specified for Total Phosphorus the applicable averaging periods are May through October and November through April.

*Note: The Department will prioritize reissuances and revocations, modifications, and reissuances of permits to allow permittees the opportunity to implement adaptive management or nutrient trading in a timely and effective manner.

3.2.1.5 Alternative Approaches to Phosphorus WQBEL Compliance

Rather than upgrading its wastewater treatment facility to comply with WQBELs for total phosphorus, the permittee may use Water Quality Trading or the Watershed Adaptive Management Option, to achieve compliance under ch. NR 217, Wis. Adm. Code, provided that the permit is modified, revoked and reissued, or reissued to incorporate any such alternative approach. The permittee may also implement an upgrade to its wastewater treatment facility in combination with Water Quality Trading or the Watershed Adaptive Management Option to achieve compliance, provided that the permit is modified, revoked and reissued, or reissued to incorporate any such alternative approach. If the Final Compliance Alternatives Plan concludes that a variance will be pursued, the Plan shall provide information regarding the basis for the variance.

3.2.1.6 Submittal of Permit Application for Next Reissuance and Adaptive Management or Pollutant Trading Plan or Variance Application

The permittee shall submit the permit application for the next reissuance at least 6 months prior to expiration of this permit. If the permittee intends to pursue adaptive management to achieve compliance with the phosphorus water quality based effluent limitation, the permittee shall submit with the application for the next reissuance: a completed Watershed Adaptive Management Request Form 3200-139, the completed Adaptive Management Plan and final plans for any system upgrades necessary to meet interim limits pursuant to s. NR 217.18, Wis. Adm. Code. If the permittee intends to pursue pollutant trading to achieve compliance, the permittee shall submit an application for water quality trading with the application for the next reissuance. If system upgrades will be used in combination with pollutant trading to achieve compliance with the final water quality-based limit, the reissued permit will specify a schedule for the necessary upgrades. If the permittee intends to seek a variance, the permittee shall submit an application for a variance with the application for the next reissuance.

3.2.1.7 Whole Effluent Toxicity (WET) Testing

Primary Control Water: Cedar Creek upstream and out of the influence of the mixing zone of Outfall 001 and any other known discharges.

Instream Waste Concentration (IWC): 78%

Dilution series: At least five effluent concentrations and dual controls must be included in each test.

- **Acute:** 100, 50, 25, 12.5, 6.25% and any additional selected by the permittee.
- **Chronic:** 100, 75, 50, 25, 12.5% and any additional selected by the permittee.

WET Testing Frequency:

Acute tests shall be conducted once each year, in rotating quarters in order to collect seasonal information about the discharge. Tests are required during the following quarters.

- **Acute:** April – June 2017; October – December 2018; July – September 2019; January – March 2020 and April – June 2021

Acute WET testing shall continue after the permit expiration date (until the permit is reissued) in accordance with the WET requirements specified for the fourth calendar year of this permit. For example, the next test would be required in April – June 2022.

Chronic tests shall be conducted once each year, in rotating quarters in order to collect seasonal information about the discharge. Tests are required during the following quarters.

- **Chronic:** April – June 2017; October – December 2018; July – September 2019; January – March 2020 and April – June 2021

Chronic WET testing shall continue after the permit expiration date (until the permit is reissued) in accordance with the WET requirements specified for the fourth calendar year of this permit. For example, the next test would be required in April – June 2022.

Testing: WET testing shall be performed during normal operating conditions. Permittees are not allowed to turn off or otherwise modify treatment systems, production processes, or change other operating or treatment conditions during WET tests.

Reporting: The permittee shall report test results on the Discharge Monitoring Report form, and also complete the "Whole Effluent Toxicity Test Report Form" (Section 6, "*State of Wisconsin Aquatic Life Toxicity Testing Methods Manual, 2nd Edition*"), for each test. The original, complete, signed version of the Whole Effluent Toxicity Test Report Form shall be sent to the Biomonitoring Coordinator, Bureau of Water Quality, 101 S. Webster St., P.O. Box

7921, Madison, WI 53707-7921, within 45 days of test completion. The Discharge Monitoring Report (DMR) form shall be submitted electronically by the required deadline.

Determination of Positive Results: An acute toxicity test shall be considered positive if the Toxic Unit - Acute (TU_a) is greater than 1.0 for either species. The TU_a shall be calculated as follows: If $LC_{50} \geq 100$, then $TU_a = 1.0$. If LC_{50} is < 100 , then $TU_a = 100 \div LC_{50}$. A chronic toxicity test shall be considered positive if the Relative Toxic Unit - Chronic (rTU_c) is greater than 1.0 for either species. The rTU_c shall be calculated as follows: If $IC_{25} \geq IWC$, then $rTU_c = 1.0$. If $IC_{25} < IWC$, then $rTU_c = IWC \div IC_{25}$.

Additional Testing Requirements: Within 90 days of a test which showed positive results, the permittee shall submit the results of at least 2 retests to the Biomonitoring Coordinator on "Whole Effluent Toxicity Test Report Forms". The 90 day reporting period shall begin the day after the test which showed a positive result. The retests shall be completed using the same species and test methods specified for the original test (see the Standard Requirements section herein).

3.2.1.8 Chloride - Source Reduction Measures

The permittee shall continue to (a) maintain effluent quality at or below the current effluent concentrations, (b) continue to implement chloride source reduction measures and (c) perform the actions listed in the compliance schedule.

3.2.1.9 Chloride Sampling and Calculation of Weekly Average

A sample frequency of 4/month requires that samples be collected on four consecutive days each month. Any four consecutive days of sampling shall be exclusive to one week of a month; where Week 1 is days 1-7, Week 2 is days 8-14, Week 3 is days 15-21, and Week 4 is days 22-28.

3.2.1.10 Effluent Temperature Monitoring

For monitoring temperature continuously, collect measurements in accordance with s. NR 218.04(13), Wis. Adm. Code. This means that discrete measurements shall be recorded at intervals of not more than 15 minutes during the 24-hour period. In either case, report the maximum temperature measured during the day on the DMR.

4 Land Application Requirements

4.1 Sampling Point(s)

The discharge(s) shall be limited to land application of the waste type(s) designated for the listed sampling point(s) on Department approved land spreading sites or by hauling to another facility.

Sampling Point Designation	
Sampling Point Number	Sampling Point Location, Waste Type/Sample Contents and Treatment Description (as applicable)
002	Aerobically digested, Class B, Liquid Sludge, samples shall be taken either from the sampling line off the aerobic digestors or after mixing from the remote holding tank prior to hauling. Sludge samples shall be collected prior to hauling and test results shall be reported on Form 3400-49 'Waste Characteristics Report'. Hauled sludge reports shall be submitted on Form 3400-52 'Other Methods of Disposal or Distribution Report' following each year that the sludge is hauled.

4.2 Monitoring Requirements and Limitations

The permittee shall comply with the following monitoring requirements and limitations.

4.2.1 Sampling Point (Outfall) 002 - AEROBIC LIQUID SLUDGE

Monitoring Requirements and Limitations					
Parameter	Limit Type	Limit and Units	Sample Frequency	Sample Type	Notes
Solids, Total		Percent	Quarterly	Composite	
Arsenic Dry Wt	Ceiling	75 mg/kg	Quarterly	Composite	
Arsenic Dry Wt	High Quality	41 mg/kg	Quarterly	Composite	
Cadmium Dry Wt	Ceiling	85 mg/kg	Quarterly	Composite	
Cadmium Dry Wt	High Quality	39 mg/kg	Quarterly	Composite	
Copper Dry Wt	Ceiling	4,300 mg/kg	Quarterly	Composite	
Copper Dry Wt	High Quality	1,500 mg/kg	Quarterly	Composite	
Lead Dry Wt	Ceiling	840 mg/kg	Quarterly	Composite	
Lead Dry Wt	High Quality	300 mg/kg	Quarterly	Composite	
Mercury Dry Wt	Ceiling	57 mg/kg	Quarterly	Composite	
Mercury Dry Wt	High Quality	17 mg/kg	Quarterly	Composite	
Molybdenum Dry Wt	Ceiling	75 mg/kg	Quarterly	Composite	
Nickel Dry Wt	Ceiling	420 mg/kg	Quarterly	Composite	
Nickel Dry Wt	High Quality	420 mg/kg	Quarterly	Composite	
Selenium Dry Wt	Ceiling	100 mg/kg	Quarterly	Composite	
Selenium Dry Wt	High Quality	100 mg/kg	Quarterly	Composite	
Zinc Dry Wt	Ceiling	7,500 mg/kg	Quarterly	Composite	
Zinc Dry Wt	High Quality	2,800 mg/kg	Quarterly	Composite	
Nitrogen, Total Kjeldahl		Percent	1/ 6 Months	Composite	
Nitrogen, Ammonium (NH ₄ -N) Total		Percent	1/ 6 Months	Composite	

Monitoring Requirements and Limitations					
Parameter	Limit Type	Limit and Units	Sample Frequency	Sample Type	Notes
Phosphorus, Total		Percent	1/ 6 Months	Composite	
Phosphorus, Water Extractable		% of Tot P	1/ 6 Months	Composite	
Potassium, Total Recoverable		Percent	1/ 6 Months	Composite	
PCB Total Dry Wt	Ceiling	50 mg/kg	Annual	Composite	
PCB Total Dry Wt	High Quality	10 mg/kg	Annual	Composite	

Other Sludge Requirements	
Sludge Requirements	Sample Frequency
List 3 Requirements – Pathogen Control: The requirements in List 3 shall be met prior to land application of sludge.	Quarterly
List 4 Requirements – Vector Attraction Reduction: The vector attraction reduction shall be satisfied prior to, or at the time of land application as specified in List 4.	Quarterly

4.2.1.1 List 2 Analysis

If the monitoring frequency for List 2 parameters is more frequent than "Annual" then the sludge may be analyzed for the List 2 parameters just prior to each land application season rather than at the more frequent interval specified.

4.2.1.2 Changes in Feed Sludge Characteristics

If a change in feed sludge characteristics, treatment process, or operational procedures occurs which may result in a significant shift in sludge characteristics, the permittee shall reanalyze the sludge for List 1, 2, 3 and 4 parameters each time such change occurs.

4.2.1.3 Multiple Sludge Sample Points (Outfalls)

If there are multiple sludge sample points (outfalls), but the sludges are not subject to different sludge treatment processes, then a separate List 2 analysis shall be conducted for each sludge type which is land applied, just prior to land application, and the application rate shall be calculated for each sludge type. In this case, List 1, 3, and 4 and PCBs need only be analyzed on a single sludge type, at the specified frequency. If there are multiple sludge sample points (outfalls), due to multiple treatment processes, List 1, 2, 3 and 4 and PCBs shall be analyzed for each sludge type at the specified frequency.

4.2.1.4 Sludge Which Exceeds the High Quality Limit

Cumulative pollutant loading records shall be kept for all bulk land application of sludge which does not meet the high quality limit for any parameter. This requirement applies for the entire calendar year in which any exceedance of Table 3 of s. NR 204.07(5)(c), is experienced. Such loading records shall be kept for all List 1 parameters for each site land applied in that calendar year. The formula to be used for calculating cumulative loading is as follows:

$$[(\text{Pollutant concentration (mg/kg)} \times \text{dry tons applied/ac}) \div 500] + \text{previous loading (lbs/acre)} = \text{cumulative lbs pollutant per acre}$$

When a site reaches 90% of the allowable cumulative loading for any metal established in Table 2 of s. NR 204.07(5)(b), the Department shall be so notified through letter or in the comment section of the annual land application report (3400-55).

4.2.1.5 Sludge Analysis for PCBs

The permittee shall analyze the sludge for Total PCBs on an annual basis. The results shall be reported as "PCB Total Dry Wt". Either congener-specific analysis or Aroclor analysis shall be used to determine the PCB concentration. The permittee may determine whether Aroclor or congener specific analysis is performed. Analyses shall be performed in accordance with Table EM in s. NR 219.04, Wis. Adm. Code and the conditions specified in Standard Requirements of this permit. PCB results shall be submitted by January 31, following the specified year of analysis.

4.2.1.6 Lists 1, 2, 3, and 4

List 1 TOTAL SOLIDS AND METALS	
See the Monitoring Requirements and Limitations table above for monitoring frequency and limitations for the List 1 parameters	
Solids, Total (percent)	
Arsenic, mg/kg (dry weight)	
Cadmium, mg/kg (dry weight)	
Copper, mg/kg (dry weight)	
Lead, mg/kg (dry weight)	
Mercury, mg/kg (dry weight)	
Molybdenum, mg/kg (dry weight)	
Nickel, mg/kg (dry weight)	
Selenium, mg/kg (dry weight)	
Zinc, mg/kg (dry weight)	
List 2 NUTRIENTS	
See the Monitoring Requirements and Limitations table above for monitoring frequency for the List 2 parameters	
Solids, Total (percent)	
Nitrogen Total Kjeldahl (percent)	
Nitrogen Ammonium (NH ₄ -N) Total (percent)	
Phosphorus Total as P (percent)	
Phosphorus, Water Extractable (as percent of Total P)	
Potassium Total Recoverable (percent)	

List 3

PATHOGEN CONTROL FOR CLASS B SLUDGE

The permittee shall implement pathogen control as listed in List 3. The Department shall be notified of the pathogen control utilized and shall be notified when the permittee decides to utilize alternative pathogen control.

The following requirements shall be met prior to land application of sludge.

Parameter	Unit	Limit
Fecal Coliform*	MPN/gTS or CFU/gTS	2,000,000
OR, ONE OF THE FOLLOWING PROCESS OPTIONS		
Aerobic Digestion		Air Drying
Anaerobic Digestion		Composting
Alkaline Stabilization		PSRP Equivalent Process
* The Fecal Coliform limit shall be reported as the geometric mean of 7 discrete samples on a dry weight basis.		

List 4

VECTOR ATTRACTION REDUCTION

The permittee shall implement any one of the vector attraction reduction options specified in List 4. The Department shall be notified of the option utilized and shall be notified when the permittee decides to utilize an alternative option.

One of the following shall be satisfied prior to, or at the time of land application as specified in List 4.

Option	Limit	Where/When it Shall be Met
Volatile Solids Reduction	≥38%	Across the process
Specific Oxygen Uptake Rate	≤1.5 mg O ₂ /hr/g TS	On aerobic stabilized sludge
Anaerobic bench-scale test	<17 % VS reduction	On anaerobic digested sludge
Aerobic bench-scale test	<15 % VS reduction	On aerobic digested sludge
Aerobic Process	>14 days, Temp >40°C and Avg. Temp > 45°C	On composted sludge
pH adjustment	>12 S.U. (for 2 hours) and >11.5 (for an additional 22 hours)	During the process
Drying without primary solids	>75 % TS	When applied or bagged
Drying with primary solids	>90 % TS	When applied or bagged
Equivalent Process	Approved by the Department	Varies with process
Injection	-	When applied
Incorporation	-	Within 6 hours of application

4.2.1.7 Daily Land Application Log

Daily Land Application Log		
Discharge Monitoring Requirements and Limitations		
The permittee shall maintain a daily land application log for biosolids land applied each day when land application occurs. The following minimum records must be kept, in addition to all analytical results for the biosolids land applied. The log book records shall form the basis for the annual land application report requirements.		
Parameters	Units	Sample Frequency
DNR Site Number(s)	Number	Daily as used
Outfall number applied	Number	Daily as used
Acres applied	Acres	Daily as used
Amount applied	As appropriate */day	Daily as used
Application rate per acre	unit */acre	Daily as used
Nitrogen applied per acre	lb/acre	Daily as used
Method of Application	Injection, Incorporation, or surface applied	Daily as used

*gallons, cubic yards, dry US Tons or dry Metric Tons

5 Schedules

5.1 Chloride Source Reduction Measures

Required Action	Due Date
Final Chloride Report: Submit a report summarizing the chloride source reduction measures implemented during the current permit term and the success in maintaining effluent quality at or below the current concentrations. The report shall include an analysis of trends in weekly, monthly and annual average chloride concentrations and total mass discharge of chloride based on chloride sampling and flow data covering the current permit term. The report shall also include an analysis of how influent and effluent chloride varies with time and with significant loadings of chloride such as loads from industries or road salt intrusion into the collection system.	03/31/2021

5.2 Water Quality Based Effluent Limits (WQBELs) for Total Phosphorus

The permittee shall comply with the WQBELs for Phosphorus as specified. No later than 30 days following each compliance date, the permittee shall notify the Department in writing of its compliance or noncompliance. If a submittal is required, a timely submittal fulfills the notification requirement.

Required Action	Due Date
<p>Operational Evaluation Report: The permittee shall prepare and submit to the Department for approval an operational evaluation report. The report shall include an evaluation of collected effluent data, possible source reduction measures, operational improvements or other minor facility modifications that will optimize reductions in phosphorus discharges from the treatment plant during the period prior to complying with final phosphorus WQBELs and, where possible, enable compliance with final phosphorus WQBELs by March 31, 2021. The report shall provide a plan and schedule for implementation of the measures, improvements, and modifications as soon as possible, but not later than March 31, 2021 and state whether the measures, improvements, and modifications will enable compliance with final phosphorus WQBELs. Regardless of whether they are expected to result in compliance, the permittee shall implement the measures, improvements, and modifications in accordance with the plan and schedule specified in the operational evaluation report.</p> <p>If the operational evaluation report concludes that the facility can achieve final phosphorus WQBELs using the existing treatment system with only source reduction measures, operational improvements, and minor facility modifications, the permittee shall comply with the final phosphorus WQBEL by March 31, 2021 and is not required to comply with the milestones identified below for years 3 through 9 of this compliance schedule ('Preliminary Compliance Alternatives Plan', 'Final Compliance Alternatives Plan', 'Final Plans and Specifications', 'Treatment Plant Upgrade to Meet WQBELs', 'Complete Construction', 'Achieve Compliance').</p> <p>STUDY OF FEASIBLE ALTERNATIVES - If the Operational Evaluation Report concludes that the permittee cannot achieve final phosphorus WQBELs with source reduction measures, operational improvements and other minor facility modifications, the permittee shall initiate a study of feasible alternatives for meeting final phosphorus WQBELs and comply with the remaining required actions of this schedule of compliance. If the Department disagrees with the conclusion of the report, and determines that the permittee can achieve final phosphorus WQBELs using the existing treatment system with only source reduction measures, operational improvements, and minor facility modifications, the Department may reopen and modify the permit to include an implementation schedule for achieving the final phosphorus WQBELs sooner than March 31, 2026.</p>	03/31/2018

<p>Compliance Alternatives, Source Reduction, Improvements and Modifications Status: The permittee shall submit a 'Compliance Alternatives, Source Reduction, Operational Improvements and Minor Facility Modification' status report to the Department. The report shall provide an update on the permittee's: (1) progress implementing source reduction measures, operational improvements, and minor facility modifications to optimize reductions in phosphorus discharges and, to the extent that such measures, improvements, and modifications will not enable compliance with the WQBELs, (2) status evaluating feasible alternatives for meeting phosphorus WQBELs.</p>	03/31/2019
<p>Preliminary Compliance Alternatives Plan: The permittee shall submit a preliminary compliance alternatives plan to the Department.</p> <p>If the plan concludes upgrading of the permittee's wastewater treatment facility is necessary to achieve final phosphorus WQBELs, the submittal shall include a preliminary engineering design report.</p> <p>If the plan concludes Adaptive Management will be used, the submittal shall include a completed Watershed Adaptive Management Request Form 3200-139 without the Adaptive Management Plan.</p> <p>If water quality trading will be undertaken, the plan must state that trading will be pursued.</p>	06/30/2020 03/31/2020
<p>Final Compliance Alternatives Plan: The permittee shall submit a final compliance alternatives plan to the Department.</p> <p>If the plan concludes upgrading of the permittee's wastewater treatment is necessary to meet final phosphorus WQBELs, the submittal shall include a final engineering design report addressing the treatment plant upgrades, and a facility plan if required pursuant to ch. NR 110, Wis. Adm. Code.</p> <p>If the plan concludes Adaptive Management will be implemented, the submittal shall include a completed Watershed Adaptive Management Request Form 3200-139 and an engineering report addressing any treatment system upgrades necessary to meet interim limits pursuant to s. NR 217.18, Wis. Adm. Code.</p> <p>If the plan concludes water quality trading will be used, the submittal shall identify potential trading partners.</p> <p>Note: See 'Alternative Approaches to Phosphorus WQBEL Compliance' in the Surface Water section of this permit.</p>	03/31/2021
<p>Progress Report on Plans & Specifications: Submit progress report regarding the progress of preparing final plans and specifications. Note: See 'Alternative Approaches to Phosphorus WQBEL Compliance' in the Surface Water section of this permit.</p>	03/31/2022
<p>Final Plans and Specifications: Unless the permit has been modified, revoked and reissued, or reissued to include Adaptive Management or Water Quality Trading measures or to include a revised schedule based on factors in s. NR 217.17, Wis. Adm. Code, the permittee shall submit final construction plans to the Department for approval pursuant to s. 281.41, Stats., specifying treatment plant upgrades that must be constructed to achieve compliance with final phosphorus WQBELs, and a schedule for completing construction of the upgrades by the complete construction date specified below. (Note: Permit modification, revocation and reissuance, and reissuance are subject to s. 283.53(2), Stats.)</p> <p>Note: See 'Alternative Approaches to Phosphorus WQBEL Compliance' in the Surface Water section of this permit.</p>	03/31/2023
<p>Treatment Plant Upgrade to Meet WQBELs: The permittee shall initiate construction of the upgrades. The permittee shall obtain approval of the final construction plans and schedule from the Department pursuant to s. 281.41, Stats. Upon approval of the final construction plans and schedule</p>	06/30/2023

by the Department pursuant to s. 281.41, Stats., the permittee shall construct the treatment plant upgrades in accordance with the approved plans and specifications. Note: See 'Alternative Approaches to Phosphorus QBEL Compliance' in the Surface Water section of this permit.	
Construction Upgrade Progress Report #1: The permittee shall submit a progress report on construction upgrades. Note: See 'Alternative Approaches to Phosphorus QBEL Compliance' in the Surface Water section of this permit.	06/30/2024
Construction Upgrade Progress Report #2: The permittee shall submit a progress report on construction upgrades. Note: See 'Alternative Approaches to Phosphorus QBEL Compliance' in the Surface Water section of this permit.	03/31/2025
Complete Construction: The permittee shall complete construction of wastewater treatment system upgrades. Note: See 'Alternative Approaches to Phosphorus QBEL Compliance' in the Surface Water section of this permit.	02/28/2026
Achieve Compliance: The permittee shall achieve compliance with final phosphorus QBELs. Note: See 'Alternative Approaches to Phosphorus QBEL Compliance' in the Surface Water section of this permit.	03/31/2026

6 Standard Requirements

NR 205, Wisconsin Administrative Code: The conditions in ss. NR 205.07(1) and NR 205.07(2), Wis. Adm. Code, are included by reference in this permit. The permittee shall comply with all of these requirements. Some of these requirements are outlined in the Standard Requirements section of this permit. Requirements not specifically outlined in the Standard Requirement section of this permit can be found in ss. NR 205.07(1) and NR 205.07(2).

6.1 Reporting and Monitoring Requirements

6.1.1 Monitoring Results

Monitoring results obtained during the previous month shall be summarized and reported on a Department Wastewater Discharge Monitoring Report. The report may require reporting of any or all of the information specified below under 'Recording of Results'. This report is to be returned to the Department no later than the date indicated on the form. A copy of the Wastewater Discharge Monitoring Report Form or an electronic file of the report shall be retained by the permittee.

Monitoring results shall be reported on an electronic discharge monitoring report (eDMR). The eDMR shall be certified electronically by a principal executive officer, a ranking elected official or other duly authorized representative. The 'eReport Certify' page certifies that the electronic report form is true, accurate and complete.

If the permittee monitors any pollutant more frequently than required by this permit, the results of such monitoring shall be included on the Wastewater Discharge Monitoring Report.

The permittee shall comply with all limits for each parameter regardless of monitoring frequency. For example, monthly, weekly, and/or daily limits shall be met even with monthly monitoring. The permittee may monitor more frequently than required for any parameter.

6.1.2 Sampling and Testing Procedures

Sampling and laboratory testing procedures shall be performed in accordance with Chapters NR 218 and NR 219, Wis. Adm. Code and shall be performed by a laboratory certified or registered in accordance with the requirements of ch. NR 149, Wis. Adm. Code. Groundwater sample collection and analysis shall be performed in accordance with ch. NR 140, Wis. Adm. Code. The analytical methodologies used shall enable the laboratory to quantitate all substances for which monitoring is required at levels below the effluent limitation. If the required level cannot be met by any of the methods available in NR 219, Wis. Adm. Code, then the method with the lowest limit of detection shall be selected. Additional test procedures may be specified in this permit.

6.1.3 Recording of Results

The permittee shall maintain records which provide the following information for each effluent measurement or sample taken:

- the date, exact place, method and time of sampling or measurements;
- the individual who performed the sampling or measurements;
- the date the analysis was performed;
- the individual who performed the analysis;
- the analytical techniques or methods used; and
- the results of the analysis.

6.1.4 Reporting of Monitoring Results

The permittee shall use the following conventions when reporting effluent monitoring results:

- Pollutant concentrations less than the limit of detection shall be reported as < (less than) the value of the limit of detection. For example, if a substance is not detected at a detection limit of 0.1 mg/L, report the pollutant concentration as < 0.1 mg/L.
- Pollutant concentrations equal to or greater than the limit of detection, but less than the limit of quantitation, shall be reported and the limit of quantitation shall be specified.
- For purposes of calculating NR 101 fees, the 2 mg/l lower reporting limits for BOD₅ and Total Suspended Solids shall be considered to be limits of quantitation
- For the purposes of reporting a calculated result, average or a mass discharge value, the permittee may substitute a 0 (zero) for any pollutant concentration that is less than the limit of detection. However, if the effluent limitation is less than the limit of detection, the department may substitute a value other than zero for results less than the limit of detection, after considering the number of monitoring results that are greater than the limit of detection and if warranted when applying appropriate statistical techniques.

6.1.5 Compliance Maintenance Annual Reports

Compliance Maintenance Annual Reports (CMAR) shall be completed using information obtained over each calendar year regarding the wastewater conveyance and treatment system. The CMAR shall be submitted by the permittee in accordance with ch. NR 208, Wis. Adm. Code, by June 30, each year on an electronic report form provided by the Department.

In the case of a publicly owned treatment works, a resolution shall be passed by the governing body and submitted as part of the CMAR, verifying its review of the report and providing responses as required. Private owners of wastewater treatment works are not required to pass a resolution; but they must provide an Owner Statement and responses as required, as part of the CMAR submittal.

A separate CMAR certification document, that is not part of the electronic report form, shall be mailed to the Department at the time of electronic submittal of the CMAR. The CMAR certification shall be signed and submitted by an authorized representative of the permittee. The certification shall be submitted by mail. The certification shall verify the electronic report is complete, accurate and contains information from the owner's treatment works.

6.1.6 Records Retention

The permittee shall retain records of all monitoring information, including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by the permit, and records of all data used to complete the application for the permit for a period of at least 3 years from the date of the sample, measurement, report or application. All pertinent sludge information, including permit application information and other documents specified in this permit or s. NR 204.06(9), Wis. Adm. Code shall be retained for a minimum of 5 years.

6.1.7 Other Information

Where the permittee becomes aware that it failed to submit any relevant facts in a permit application or submitted incorrect information in a permit application or in any report to the Department, it shall promptly submit such facts or correct information to the Department.

6.2 System Operating Requirements

6.2.1 Noncompliance Reporting

Sanitary sewer overflows and sewage treatment facility overflows shall be reported according to the 'Sanitary Sewer Overflows and Sewage Treatment Facility Overflows' section of this permit.

The permittee shall report the following types of noncompliance by a telephone call to the Department's regional office within 24 hours after becoming aware of the noncompliance:

- any noncompliance which may endanger health or the environment;
- any violation of an effluent limitation resulting from a bypass;
- any violation of an effluent limitation resulting from an upset; and
- any violation of a maximum discharge limitation for any of the pollutants listed by the Department in the permit, either for effluent or sludge.

A written report describing the noncompliance shall also be submitted to the Department's regional office within 5 days after the permittee becomes aware of the noncompliance. On a case-by-case basis, the Department may waive the requirement for submittal of a written report within 5 days and instruct the permittee to submit the written report with the next regularly scheduled monitoring report. In either case, the written report shall contain a description of the noncompliance and its cause; the period of noncompliance, including exact dates and times; the steps taken or planned to reduce, eliminate and prevent reoccurrence of the noncompliance; and if the noncompliance has not been corrected, the length of time it is expected to continue.

A scheduled bypass approved by the Department under the 'Scheduled Bypass' section of this permit shall not be subject to the reporting required under this section.

NOTE: Section 292.11(2)(a), Wisconsin Statutes, requires any person who possesses or controls a hazardous substance or who causes the discharge of a hazardous substance to notify the Department of Natural Resources immediately of any discharge not authorized by the permit. **The discharge of a hazardous substance that is not authorized by this permit or that violates this permit may be a hazardous substance spill. To report a hazardous substance spill, call DNR's 24-hour HOTLINE at 1-800-943-0003.**

6.2.2 Flow Meters

Flow meters shall be calibrated annually, as per s. NR 218.06, Wis. Adm. Code.

6.2.3 Raw Grit and Screenings

All raw grit and screenings shall be disposed of at a properly licensed solid waste facility or picked up by a licensed waste hauler. If the facility or hauler are located in Wisconsin, then they shall be licensed under chs. NR 500-536, Wis. Adm. Code.

6.2.4 Sludge Management

All sludge management activities shall be conducted in compliance with ch. NR 204 "Domestic Sewage Sludge Management", Wis. Adm. Code.

6.2.5 Prohibited Wastes

Under no circumstances may the introduction of wastes prohibited by s. NR 211.10, Wis. Adm. Code, be allowed into the waste treatment system. Prohibited wastes include those:

- which create a fire or explosion hazard in the treatment work;
- which will cause corrosive structural damage to the treatment work;
- solid or viscous substances in amounts which cause obstructions to the flow in sewers or interference with the proper operation of the treatment work;

- wastewaters at a flow rate or pollutant loading which are excessive over relatively short time periods so as to cause a loss of treatment efficiency; and
- changes in discharge volume or composition from contributing industries which overload the treatment works or cause a loss of treatment efficiency.

6.2.6 Bypass

This condition applies only to bypassing at a sewage treatment facility that is not a scheduled bypass, approved blending as a specific condition of this permit, a sewage treatment facility overflow or a controlled diversion as provided in the sections titled 'Scheduled Bypass', 'Blending' (if approved), 'SSO's and Sewage Treatment Facility Overflows' and 'Controlled Diversions' of this permit. Any other bypass at the sewage treatment facility is prohibited and the Department may take enforcement action against a permittee for such occurrences under s. 283.89, Wis. Stats. The Department may approve a bypass if the permittee demonstrates all the following conditions apply:

- The bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
- There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities or adequate back-up equipment, retention of untreated wastes, reduction of inflow and infiltration, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventative maintenance. When evaluating feasibility of alternatives, the department may consider factors such as technical achievability, costs and affordability of implementation and risks to public health, the environment and, where the permittee is a municipality, the welfare of the community served; and
- The bypass was reported in accordance with the Noncompliance Reporting section of this permit.

6.2.7 Scheduled Bypass

Whenever the permittee anticipates the need to bypass for purposes of efficient operations and maintenance and the permittee may not meet the conditions for controlled diversions in the 'Controlled Diversions' section of this permit, the permittee shall obtain prior written approval from the Department for the scheduled bypass. A permittee's written request for Department approval of a scheduled bypass shall demonstrate that the conditions for bypassing specified in the above section titled 'Bypass' are met and include the proposed date and reason for the bypass, estimated volume and duration of the bypass, alternatives to bypassing and measures to mitigate environmental harm caused by the bypass. The department may require the permittee to provide public notification for a scheduled bypass if it is determined there is significant public interest in the proposed action and may recommend mitigation measures to minimize the impact of such bypass.

6.2.8 Controlled Diversions

Controlled diversions are allowed only when necessary for essential maintenance to assure efficient operation. Sewage treatment facilities that have multiple treatment units to treat variable or seasonal loading conditions may shut down redundant treatment units when necessary for efficient operation. The following requirements shall be met during controlled diversions:

- Effluent from the sewage treatment facility shall meet the effluent limitations established in the permit. Wastewater that is diverted around a treatment unit or treatment process during a controlled diversion shall be recombined with wastewater that is not diverted prior to the effluent sampling location and prior to effluent discharge;
- A controlled diversion does not include blending as defined in s. NR 210.03(2e), Wis. Adm. Code, and as may only be approved under s. NR 210.12. A controlled diversion may not occur during periods of excessive flow or other abnormal wastewater characteristics;
- A controlled diversion may not result in a wastewater treatment facility overflow; and

- All instances of controlled diversions shall be documented in sewage treatment facility records and such records shall be available to the department on request.

6.2.9 Proper Operation and Maintenance

The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control which are installed or used by the permittee to achieve compliance with the conditions of this permit. The wastewater treatment facility shall be under the direct supervision of a state certified operator as required in s. NR 108.06(2), Wis. Adm. Code. Proper operation and maintenance includes effective performance, adequate funding, adequate operator staffing and training as required in ch. NR 114, Wis. Adm. Code, and adequate laboratory and process controls, including appropriate quality assurance procedures. This provision requires the operation of back-up or auxiliary facilities or similar systems only when necessary to achieve compliance with the conditions of the permit.

6.3 Sewage Collection Systems

6.3.1 Sanitary Sewage Overflows and Sewage Treatment Facility Overflows

6.3.1.1 Overflows Prohibited

Any overflow or discharge of wastewater from the sewage collection system or at the sewage treatment facility, other than from permitted outfalls, is prohibited. The permittee shall provide information on whether any of the following conditions existed when an overflow occurred:

- The sanitary sewer overflow or sewage treatment facility overflow was unavoidable to prevent loss of life, personal injury or severe property damage;
- There were no feasible alternatives to the sanitary sewer overflow or sewage treatment facility overflow such as the use of auxiliary treatment facilities or adequate back-up equipment, retention of untreated wastes, reduction of inflow and infiltration, or preventative maintenance activities;
- The sanitary sewer overflow or the sewage treatment facility overflow was caused by unusual or severe weather related conditions such as large or successive precipitation events, snowmelt, saturated soil conditions, or severe weather occurring in the area served by the sewage collection system or sewage treatment facility; and
- The sanitary sewer overflow or the sewage treatment facility overflow was unintentional, temporary, and caused by an accident or other factors beyond the reasonable control of the permittee.

6.3.1.2 Permittee Response to Overflows

Whenever a sanitary sewer overflow or sewage treatment facility overflow occurs, the permittee shall take all feasible steps to control or limit the volume of untreated or partially treated wastewater discharged, and terminate the discharge as soon as practicable. Remedial actions, including those in NR 210.21 (3), Wis. Adm. Code, shall be implemented consistent with an emergency response plan developed under the CMOM program.

6.3.1.3 Permittee Reporting

Permittees shall report all sanitary sewer overflows and sewage treatment overflows as follows:

- The permittee shall notify the department by telephone, fax or email as soon as practicable, but no later than 24 hours from the time the permittee becomes aware of the overflow;
- The permittee shall, no later than five days from the time the permittee becomes aware of the overflow, provide to the department the information identified in this paragraph using department form number 3400-184. If an overflow lasts for more than five days, an initial report shall be submitted within 5 days as required in this paragraph and an updated report submitted following cessation of the overflow. At a minimum, the following information shall be included in the report:

- The date and location of the overflow;
- The surface water to which the discharge occurred, if any;
- The duration of the overflow and an estimate of the volume of the overflow;
- A description of the sewer system or treatment facility component from which the discharge occurred such as manhole, lift station, constructed overflow pipe, or crack or other opening in a pipe;
- The estimated date and time when the overflow began and stopped or will be stopped;
- The cause or suspected cause of the overflow including, if appropriate, precipitation, runoff conditions, areas of flooding, soil moisture and other relevant information;
- Steps taken or planned to reduce, eliminate and prevent reoccurrence of the overflow and a schedule of major milestones for those steps;
- A description of the actual or potential for human exposure and contact with the wastewater from the overflow;
- Steps taken or planned to mitigate the impacts of the overflow and a schedule of major milestones for those steps;
- To the extent known at the time of reporting, the number and location of building backups caused by excessive flow or other hydraulic constraints in the sewage collection system that occurred concurrently with the sanitary sewer overflow and that were within the same area of the sewage collection system as the sanitary sewer overflow; and
- The reason the overflow occurred or explanation of other contributing circumstances that resulted in the overflow event. This includes any information available including whether the overflow was unavoidable to prevent loss of life, personal injury, or severe property damage and whether there were feasible alternatives to the overflow.

NOTE: A copy of form 3400-184 for reporting sanitary sewer overflows and sewage treatment facility overflows may be obtained from the department or accessed on the department's web site at <http://dnr.wi.gov/topic/wastewater/SSOreport.html>. As indicated on the form, additional information may be submitted to supplement the information required by the form.

- The permittee shall identify each specific location and each day on which a sanitary sewer overflow or sewage treatment facility overflow occurs as a discrete sanitary sewer overflow or sewage treatment facility overflow occurrence. An occurrence may be more than one day if the circumstances causing the sanitary sewer overflow or sewage treatment facility overflow results in a discharge duration of greater than 24 hours. If there is a stop and restart of the overflow at the same location within 24 hours and the overflow is caused by the same circumstance, it may be reported as one occurrence. Sanitary sewer overflow occurrences at a specific location that are separated by more than 24 hours shall be reported as separate occurrences; and
- A permittee that is required to submit wastewater discharge monitoring reports under NR 205.07 (1) (r) shall also report all sanitary sewer overflows and sewage treatment facility overflows on that report.

6.3.1.4 Public Notification

The permittee shall notify the public of any sanitary sewer and sewage treatment facility overflows consistent with its emergency response plan required under the CMOM (Capacity, Management, Operation and Maintenance) section of this permit and s. NR 210.23 (4) (f), Wis. Adm. Code. Such public notification shall occur promptly following any overflow event using the most effective and efficient communications available in the community. At minimum, a daily newspaper of general circulation in the county(s) and municipality whose waters may be affected by the overflow shall be notified by written or electronic communication.

6.3.2 Capacity, Management, Operation and Maintenance (CMOM) Program

- The permittee shall verify that a CMOM program for the sewage collection system has been developed which is consistent with the requirements of s. NR 210.23, Wis. Adm. Code.
- The permittee shall develop and maintain written documentation of the CMOM program components, and shall verify each year with the submittal of the Compliance Maintenance Annual Report required under the 'Compliance Maintenance Annual Reports' section of this permit that the CMOM program documentation is current and meets the requirements in s. NR 210.23, Wis. Adm. Code.
- The permittee shall implement a CMOM program consistent with the permittee's program documentation and with the requirements of s. NR 210.23, Wis. Adm. Code.
- The permittee shall annually conduct a self-audit of activities to ensure the CMOM program is being implemented as necessary to meet the requirements contained in the CMOM program documentation.
- The permittee shall make available CMOM program documentation, a record of implementation activities and the results of the self-audit to the Department on request.

6.3.3 Sewer Cleaning Debris and Materials

All debris and material removed from cleaning sanitary sewers shall be managed to prevent nuisances, run-off, ground infiltration or prohibited discharges.

- Debris and solid waste shall be dewatered, dried and then disposed of at a licensed solid waste facility.
- Liquid waste from the cleaning and dewatering operations shall be collected and disposed of at a permitted wastewater treatment facility.
- Combination waste including liquid waste along with debris and solid waste may be disposed of at a licensed solid waste facility or wastewater treatment facility willing to accept the waste.

6.4 Surface Water Requirements

6.4.1 Permittee-Determined Limit of Quantitation Incorporated into this Permit

For pollutants with water quality-based effluent limits below the Limit of Quantitation (LOQ) in this permit, the LOQ calculated by the permittee and reported on the Discharge Monitoring Reports (DMRs) is incorporated by reference into this permit. The LOQ shall be reported on the DMRs, shall be the lowest quantifiable level practicable, and shall be no greater than the minimum level (ML) specified in or approved under 40 CFR Part 136 for the pollutant at the time this permit was issued, unless this permit specifies a higher LOQ.

6.4.2 Appropriate Formulas for Effluent Calculations

The permittee shall use the following formulas for calculating effluent results to determine compliance with average concentration limits and mass limits and total load limits:

Weekly/Monthly/Six-Month/Annual Average Concentration = the sum of all daily results for that week/month/six-month/year, divided by the number of results during that time period. [Note: When a six-month average effluent limit is specified for Total Phosphorus the applicable periods are May through October and November through April.]

Weekly Average Mass Discharge (lbs/day): Daily mass = daily concentration (mg/L) x daily flow (MGD) x 8.34, then average the daily mass values for the week.

Monthly Average Mass Discharge (lbs/day): Daily mass = daily concentration (mg/L) x daily flow (MGD) x 8.34, then average the daily mass values for the month.

Six-Month Average Mass Discharge (lbs/day): Daily mass = daily concentration (mg/L) x daily flow (MGD) x 8.34, then average the daily mass values for the six-month period. [Note: When a six-month average effluent limit is specified for Total Phosphorus the applicable periods are May through October and November through April.]

Annual Average Mass Discharge (lbs/day): Daily mass = daily concentration (mg/L) x daily flow (MGD) x 8.34, then average the daily mass values for the entire year.

Total Monthly Discharge: = monthly average concentration (mg/L) x total flow for the month (MG/month) x 8.34.

Total Annual Discharge: = sum of total monthly discharges for the calendar year.

12-Month Rolling Sum of Total Monthly Discharge: = the sum of the most recent 12 consecutive months of Total Monthly Discharges.

6.4.3 Effluent Temperature Requirements

Weekly Average Temperature – The permittee shall use the following formula for calculating effluent results to determine compliance with the weekly average temperature limit (as applicable): Weekly Average Temperature = the sum of all daily maximum results for that week divided by the number of daily maximum results during that time period.

Cold Shock Standard – Water temperatures of the discharge shall be controlled in a manner as to protect fish and aquatic life uses from the deleterious effects of cold shock. ‘Cold Shock’ means exposure of aquatic organisms to a rapid decrease in temperature and a sustained exposure to low temperature that induces abnormal behavior or physiological performance and may lead to death.

Rate of Temperature Change Standard – Temperature of a water of the state or discharge to a water of the state may not be artificially raised or lowered at such a rate that it causes detrimental health or reproductive effects to fish or aquatic life of the water of the state.

6.4.4 Visible Foam or Floating Solids

There shall be no discharge of floating solids or visible foam in other than trace amounts.

6.4.5 Surface Water Uses and Criteria

In accordance with NR 102.04, Wis. Adm. Code, surface water uses and criteria are established to govern water management decisions. Practices attributable to municipal, industrial, commercial, domestic, agricultural, land development or other activities shall be controlled so that all surface waters including the mixing zone meet the following conditions at all times and under all flow and water level conditions:

- a) Substances that will cause objectionable deposits on the shore or in the bed of a body of water, shall not be present in such amounts as to interfere with public rights in waters of the state.
- b) Floating or submerged debris, oil, scum or other material shall not be present in such amounts as to interfere with public rights in waters of the state.
- c) Materials producing color, odor, taste or unsightliness shall not be present in such amounts as to interfere with public rights in waters of the state.
- d) Substances in concentrations or in combinations which are toxic or harmful to humans shall not be present in amounts found to be of public health significance, nor shall substances be present in amounts which are acutely harmful to animal, plant or aquatic life.

6.4.6 Percent Removal

During any 30 consecutive days, the average effluent concentrations of BOD₅ and of total suspended solids shall not exceed 15% of the average influent concentrations, respectively. This requirement does not apply to removal of total suspended solids if the permittee operates a lagoon system and has received a variance for suspended solids granted under NR 210.07(2), Wis. Adm. Code.

6.4.7 Fecal Coliforms

The limit for fecal coliforms shall be expressed as a weekly and monthly geometric mean.

6.4.8 Seasonal Disinfection

Disinfection shall be provided from May 1 through September 30 of each year. Monitoring requirements and the limitation for fecal coliforms apply only during the period in which disinfection is required. Whenever chlorine is used for disinfection or other uses, the limitations and monitoring requirements for residual chlorine shall apply. A dechlorination process shall be in operation whenever chlorine is used.

6.4.9 Whole Effluent Toxicity (WET) Monitoring Requirements

In order to determine the potential impact of the discharge on aquatic organisms, static-renewal toxicity tests shall be performed on the effluent in accordance with the procedures specified in the *"State of Wisconsin Aquatic Life Toxicity Testing Methods Manual, 2nd Edition"* (PUB-WT-797, November 2004) as required by NR 219.04, Table A, Wis. Adm. Code). All of the WET tests required in this permit, including any required retests, shall be conducted on the *Ceriodaphnia dubia* and fathead minnow species. Receiving water samples shall not be collected from any point in contact with the permittee's mixing zone and every attempt shall be made to avoid contact with any other discharge's mixing zone.

6.4.10 Whole Effluent Toxicity (WET) Identification and Reduction

This standard requirement applies only to acute or chronic WET monitoring that is not accompanied by a WET limit. Within 60 days of a retest which showed positive results, the permittee shall submit a written report to the Biomonitoring Coordinator, Bureau of Water Quality, 101 S. Webster St., PO Box 7921, Madison, WI 53707-7921, which details the following:

- A description of actions the permittee has taken or will take to remove toxicity and to prevent the recurrence of toxicity;
- A description of toxicity reduction evaluation (TRE) investigations that have been or will be done to identify potential sources of toxicity, including some or all of the following actions:
 - (a) Evaluate the performance of the treatment system to identify deficiencies contributing to effluent toxicity (e.g., operational problems, chemical additives, incomplete treatment)
 - (b) Identify the compound(s) causing toxicity
 - (c) Trace the compound(s) causing toxicity to their sources (e.g., industrial, commercial, domestic)
 - (d) Evaluate, select, and implement methods or technologies to control effluent toxicity (e.g., in-plant or pretreatment controls, source reduction or removal)
- Where corrective actions including a TRE have not been completed, an expeditious schedule under which corrective actions will be implemented;
- If no actions have been taken, the reason for not taking action.

The permittee may also request approval from the Department to postpone additional retests in order to investigate the source(s) of toxicity. Postponed retests must be completed after toxicity is believed to have been removed.

6.5 Land Application Requirements

6.5.1 Sludge Management Program Standards And Requirements Based Upon Federally Promulgated Regulations

In the event that new federal sludge standards or regulations are promulgated, the permittee shall comply with the new sludge requirements by the dates established in the regulations, if required by federal law, even if the permit has not yet been modified to incorporate the new federal regulations.

6.5.2 General Sludge Management Information

The General Sludge Management Form 3400-48 shall be completed and submitted prior to any significant sludge management changes.

6.5.3 Sludge Samples

All sludge samples shall be collected at a point and in a manner which will yield sample results which are representative of the sludge being tested, and collected at the time which is appropriate for the specific test.

6.5.4 Land Application Characteristic Report

Each report shall consist of a Characteristic Form 3400-49 and Lab Report. The Characteristic Report Form 3400-49 shall be submitted electronically by January 31 following each year of analysis.

Following submittal of the electronic Characteristic Report Form 3400-49, this form shall be certified electronically via the 'eReport Certify' page by a principal executive officer, ranking elected official or duly authorized representative. The 'eReport Certify' page certifies that the electronic report is true, accurate and complete. The Lab Report must be sent directly to the facility's DNR sludge representative or basin engineer unless approval for not submitting the lab reports has been given.

The permittee shall use the following convention when reporting sludge monitoring results: Pollutant concentrations less than the limit of detection shall be reported as < (less than) the value of the limit of detection. For example, if a substance is not detected at a detection limit of 1.0 mg/kg, report the pollutant concentration as < 1.0 mg/kg.

All results shall be reported on a dry weight basis.

6.5.5 Calculation of Water Extractable Phosphorus

When sludge analysis for Water Extractable Phosphorus is required by this permit, the permittee shall use the following formula to calculate and report Water Extractable Phosphorus:

Water Extractable Phosphorus (% of Total P) =

$$[\text{Water Extractable Phosphorus (mg/kg, dry wt)} \div \text{Total Phosphorus (mg/kg, dry wt)}] \times 100$$

6.5.6 Monitoring and Calculating PCB Concentrations in Sludge

When sludge analysis for "PCB, Total Dry Wt" is required by this permit, the PCB concentration in the sludge shall be determined as follows.

Either congener-specific analysis or Aroclor analysis shall be used to determine the PCB concentration. The permittee may determine whether Aroclor or congener specific analysis is performed. Analyses shall be performed in accordance with the following provisions and Table EM in s. NR 219.04, Wis. Adm. Code.

- EPA Method 1668 may be used to test for all PCB congeners. If this method is employed, all PCB congeners shall be delineated. Non-detects shall be treated as zero. The values that are between the limit of detection and the limit of quantitation shall be used when calculating the total value of all congeners.

All results shall be added together and the total PCB concentration by dry weight reported. **Note:** It is recognized that a number of the congeners will co-elute with others, so there will not be 209 results to sum.

- EPA Method 8082A shall be used for PCB-Aroclor analysis and may be used for congener specific analysis as well. If congener specific analysis is performed using Method 8082A, the list of congeners tested shall include at least congener numbers 5, 18, 31, 44, 52, 66, 87, 101, 110, 138, 141, 151, 153, 170, 180, 183, 187, and 206 plus any other additional congeners which might be reasonably expected to occur in the particular sample. For either type of analysis, the sample shall be extracted using the Soxhlet extraction (EPA Method 3540C) (or the Soxhlet Dean-Stark modification) or the pressurized fluid extraction (EPA Method 3545A). If Aroclor analysis is performed using Method 8082A, clean up steps of the extract shall be performed as necessary to remove interference and to achieve as close to a limit of detection of 0.11 mg/kg as possible. Reporting protocol, consistent with s. NR 106.07(6)(e), should be as follows: If all Aroclors are less than the LOD, then the Total PCB Dry Wt result should be reported as less than the highest LOD. If a single Aroclor is detected then that is what should be reported for the Total PCB result. If multiple Aroclors are detected, they should be summed and reported as Total PCBs. If congener specific analysis is done using Method 8082A, clean up steps of the extract shall be performed as necessary to remove interference and to achieve as close to a limit of detection of 0.003 mg/kg as possible for each congener. If the aforementioned limits of detection cannot be achieved after using the appropriate clean up techniques, a reporting limit that is achievable for the Aroclors or each congener for the sample shall be determined. This reporting limit shall be reported and qualified indicating the presence of an interference. The lab conducting the analysis shall perform as many of the following methods as necessary to remove interference:

3620C – Florisil

3640A - Gel Permeation

3630C - Silica Gel

3611B - Alumina

3660B - Sulfur Clean Up (using copper shot instead of powder)

3665A - Sulfuric Acid Clean Up

6.5.7 Annual Land Application Report

Land Application Report Form 3400-55 shall be submitted electronically by January 31, each year whether or not non-exceptional quality sludge is land applied. Non-exceptional quality sludge is defined in s. NR 204.07(4), Wis. Adm. Code. Following submittal of the electronic Annual Land Application Report Form 3400-55, this form shall be certified electronically via the 'eReport Certify' page by a principal executive officer, ranking elected official or duly authorized representative. The 'eReport Certify' page certifies that the electronic report form is true, accurate and complete.

6.5.8 Other Methods of Disposal or Distribution Report

The permittee shall submit electronically the Other Methods of Disposal or Distribution Report Form 3400-52 by January 31, each year whether or not sludge is hauled, landfilled, incinerated, or exceptional quality sludge is distributed or land applied. Following submittal of the electronic Report Form 3400-52, this form shall be certified electronically via the 'eReport Certify' page by a principal executive officer, ranking elected official or duly authorized representative. The 'eReport Certify' page certifies that the electronic report form is true, accurate and complete.

6.5.9 Approval to Land Apply

Bulk non-exceptional quality sludge as defined in s. NR 204.07(4), Wis. Adm. Code, may not be applied to land without a written approval letter or Form 3400-122 from the Department unless the Permittee has obtained permission from the Department to self approve sites in accordance with s. NR 204.06 (6), Wis. Adm. Code. Analysis of sludge characteristics is required prior to land application. Application on frozen or snow covered ground is restricted to the extent specified in s. NR 204.07(3) (I), Wis. Adm. Code.

6.5.10 Soil Analysis Requirements

Each site requested for approval for land application must have the soil tested prior to use. Each approved site used for land application must subsequently be soil tested such that there is at least one valid soil test in the four years prior to land application. All soil sampling and submittal of information to the testing laboratory shall be done in accordance with UW Extension Bulletin A-2100. The testing shall be done by the UW Soils Lab in Madison or Marshfield, WI or at a lab approved by UW. The test results including the crop recommendations shall be submitted to the DNR contact listed for this permit, as they are available. Application rates shall be determined based on the crop nitrogen recommendations and with consideration for other sources of nitrogen applied to the site.

6.5.11 Land Application Site Evaluation

For non-exceptional quality sludge, as defined in s. NR 204.07(4), Wis. Adm. Code, a Land Application Site Request Form 3400-053 shall be submitted to the Department for the proposed land application site. The Department will evaluate the proposed site for acceptability and will either approve or deny use of the proposed site. The permittee may obtain permission to approve their own sites in accordance with s. NR 204.06(6), Wis. Adm. Code.

6.5.12 Class B Sludge: Fecal Coliform Limitation

Compliance with the fecal coliform limitation for Class B sludge shall be demonstrated by calculating the geometric mean of at least 7 separate samples. (Note that a Total Solids analysis must be done on each sample). The geometric mean shall be less than 2,000,000 MPN or CFU/g TS. Calculation of the geometric mean can be done using one of the following 2 methods.

Method 1:

$$\text{Geometric Mean} = (X_1 \times X_2 \times X_3 \dots \times X_n)^{1/n}$$

Where X = Coliform Density value of the sludge sample, and where n = number of samples (at least 7)

Method 2:

$$\text{Geometric Mean} = \text{antilog}[(X_1 + X_2 + X_3 \dots + X_n) \div n]$$

Where X = \log_{10} of Coliform Density value of the sludge sample, and where n = number of samples (at least 7)

Example for Method 2

Sample Number	Coliform Density of Sludge Sample	\log_{10}
1	6.0×10^5	5.78
2	4.2×10^6	6.62
3	1.6×10^6	6.20
4	9.0×10^5	5.95
5	4.0×10^5	5.60
6	1.0×10^6	6.00
7	5.1×10^5	5.71

The geometric mean for the seven samples is determined by averaging the \log_{10} values of the coliform density and taking the antilog of that value.

$$(5.78 + 6.62 + 6.20 + 5.95 + 5.60 + 6.00 + 5.71) \div 7 = 5.98$$

$$\text{The antilog of } 5.98 = 9.5 \times 10^5$$

6.5.13 Class B Sludge - Vector Control: Injection

No significant amount of the sewage sludge shall be present on the land surface within one hour after the sludge is injected.

6.5.14 Sludge Hauling

If sludge is hauled to another facility, the permittee is required to submit Form 3400-52 to the Department. Information shall include the quantity of sludge hauled, the name, address, phone number, contact person, and permit

number of the receiving facility. Form 3400-52 shall be submitted annually by January 31 following each year sludge is hauled.

DRAFT

7 Summary of Reports Due

FOR INFORMATIONAL PURPOSES ONLY

Description	Date	Page
Chloride Source Reduction Measures -Final Chloride Report	March 31, 2021	14
Water Quality Based Effluent Limits (WQBELs) for Total Phosphorus - Operational Evaluation Report	March 31, 2018	14
Water Quality Based Effluent Limits (WQBELs) for Total Phosphorus - Compliance Alternatives, Source Reduction, Improvements and Modifications Status	March 31, 2019	15
Water Quality Based Effluent Limits (WQBELs) for Total Phosphorus - Preliminary Compliance Alternatives Plan	March 31, 2020	15
Water Quality Based Effluent Limits (WQBELs) for Total Phosphorus - Final Compliance Alternatives Plan	March 31, 2021	15
Water Quality Based Effluent Limits (WQBELs) for Total Phosphorus - Progress Report on Plans & Specifications	March 31, 2022	15
Water Quality Based Effluent Limits (WQBELs) for Total Phosphorus - Final Plans and Specifications	March 31, 2023	15
Water Quality Based Effluent Limits (WQBELs) for Total Phosphorus - Treatment Plant Upgrade to Meet WQBELs	June 30, 2023	16
Water Quality Based Effluent Limits (WQBELs) for Total Phosphorus - Construction Upgrade Progress Report #1	June 30, 2024	16
Water Quality Based Effluent Limits (WQBELs) for Total Phosphorus - Construction Upgrade Progress Report #2	March 31, 2025	16
Water Quality Based Effluent Limits (WQBELs) for Total Phosphorus - Complete Construction	February 28, 2026	16
Water Quality Based Effluent Limits (WQBELs) for Total Phosphorus - Achieve Compliance	March 31, 2026	16
Compliance Maintenance Annual Reports (CMAR)	by June 30, each year	18
General Sludge Management Form 3400-48	prior to any significant sludge management changes	26
Characteristic Form 3400-49 and Lab Report	by January 31 following each year of analysis	26
Land Application Report Form 3400-55	by January 31, each year whether or not non-exceptional quality sludge is land applied	27
Report Form 3400-52	by January 31, each	27

	year whether or not sludge is hauled, landfilled, incinerated, or exceptional quality sludge is distributed or land applied	
Wastewater Discharge Monitoring Report	no later than the date indicated on the form	17

Report forms shall be submitted electronically in accordance with the reporting requirements herein. Any facility plans or plans and specifications for municipal, industrial, industrial pretreatment and non industrial wastewater systems shall be submitted to the Bureau of Water Quality, P.O. Box 7921, Madison, WI 53707-7921. All other submittals required by this permit shall be submitted to:
Southeast Region, 2300 N Dr ML King Drive, Milwaukee, WI 53212

CITY OF CEDARBURG

MEETING DATE: October 14, 2019

ITEM NO: 8.G.

TITLE: Consider proposed 2020 budget; discussion and direction thereon

ISSUE SUMMARY: The following pages are the first draft of the proposed 2020 budget. All department heads and supervisors are present to answer any questions you may have.

Staff considered the recommendations from the July budget meeting.

STAFF RECOMMENDATION: Review, ask questions, offer suggestions

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: Sets budget for 2020

ATTACHMENTS: Memo to Council, 2020 draft proposed budget, July 15, 2019 Council meeting minutes

INITIATED/REQUESTED BY: Christy Mertes

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

City of Cedarburg

Memorandum

To: Mayor and Common Council

From: Christy Mertes, City Administrator/Treasurer

Date: October 10, 2019

The proposed budget currently requires a \$0.76 rate increase.

Year	Rate/\$1,000 of assessed value	City Taxes to Ave. Homeowner	Rate Increase from Prior Year	Increase in Taxes to Average Homeowner
2019	\$8.52	\$2,351.52	\$0.76	\$209.76
2018	\$7.76	\$2,141.76	\$0.13	\$35.88

A short-term borrowing of \$600,000 would also have to occur.

The Tax Levy History page shows the levy increase by fund. The largest levy increase is for the Capital Improvement Fund in the amount of \$1.3 million.

Capital Fund Project	Amount of Increase	% of Increase
Street Improvements	\$560,000	107%
Environmental	\$400,000	4000%*
General Projects**	\$280,000	N/A

*Due to DNR required repairs – Woolen Mill Dam

**Funding for City Hall, Police, Fire, and Emergency Management

Assumptions:

- 2% rate increase for salaries
- 7% medical and dental insurance premium increase
- 6% recycling and refuse collection contract; 2% inflation plus, new construction
- 15% increase for snow and ice control – salt price increase
- Use of fund balance:
 - \$22,000 for executive search firm
 - \$10,020 recodification

Unknowns:

- Health and dental insurance premiums
- Police union wages
- Reorganization – Director of Parks, Recreation and Forestry
- Cemetery roof – Special Revenue Fund

2020--2024 STRATEGIC PLAN

Mission Statement:

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

Vision Statement:

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

Guiding Principles:

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

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

Responsible Staff: Administrator, Department Heads

VISION:

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

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

Improve efficiencies and productivity between city departments, residents, and businesses through technology.

Objectives (What)	Strategies/Tactics (How)	Progress	Responsible Staff
1. Recodify the city code	<ul style="list-style-type: none"> Research funding & vendors in (year) 		Clerk
2. Complete city-wide revaluation	<ul style="list-style-type: none"> Pre-fund revaluation in the amount of \$10,000 in 2020 and increase to \$15,000 annually after. Hire contractor to assist with the 2021 revaluation at a cost of \$40,000 (over 2 years). 		Assessor
3. Purchase equipment to make City services more efficient	<ul style="list-style-type: none"> Parks and DPW will research and develop a plan to purchase new equipment that can be used by both departments to increase efficiency by 2025. Improve equipment listing Annually fund equipment replacement fund 		Parks Director & Superintendent Public Works
4. Develop better ways to communicate with staff and residents	<ul style="list-style-type: none"> Enhance use of Facebook, Instagram, and Civic Plus. Utilize shared calendars between staff Increase # of City app users to 1000 by 2021. Update website 		Administrator
5. Attract and retain qualified paid and volunteer staff for all services and activities	<ul style="list-style-type: none"> Complete a staffing study in 2019 to include salaries, benefits, and staffing levels to ensure we are compensating our staff accordingly. Encourage hiring positive, forward thinking, team-oriented staff. 	<ul style="list-style-type: none"> Study completed in 2019. Implement compensation plan in 2020 	Department Heads

6. Improve paperless environment and record retention efforts	<ul style="list-style-type: none">• Complete a departmental evaluation on the potential effectiveness of going paperless by 2025.• Research funding options for upgrading technology needed for implementing a paperless environment by 2025.• Update record retention policy and procedures		Clerk
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B. Support Economic Development

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

VISION:

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

Objectives (What)	Strategies/Tactics (How)	Progress	Responsible Staff
1) Develop HWY 60 Business Park	<ul style="list-style-type: none"> • Complete a traffic study in 2019 at a cost of \$9,288. • Utilize sewer and water infrastructure completed by private development to reduce City cost. 		City Planner & City Engineer
2) City Branding	<ul style="list-style-type: none"> • Work with Chamber and staff for future implementation of the plan. 		Economic Development Coordinator
3) Find solutions to develop smart growth areas.	<ul style="list-style-type: none"> • Develop plan for future of Weil Pump property by (year). • Monitor Amcast cleanup and development 		City Planner & City Administrator
4) Update the Zoning Code	<ul style="list-style-type: none"> • Research funding to update code 		City Planner
5) Continue to promote vitality of the downtown historic business district as well as other business districts in the city	<ul style="list-style-type: none"> • Work with the Chamber of Commerce and other business owners in the City 		Economic Development Coordinator

C. Improve and Maintain our Infrastructure

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

VISION:

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

Objectives (What)	Strategies/Tactics (How)	Progress	Responsible Staff
1) Dams Compliance/Exception with WI DNR NR333	<ul style="list-style-type: none"> Complete DNR mandated repairs by 2021 		Engineer
2) Make improvements to our water recycling operations	<ul style="list-style-type: none"> Replace and move Highland lift station. Cost \$1.7 Million Continue following compliance with phosphorus regulations. 	<ul style="list-style-type: none"> In progress to be completed in 2020 	Water Recycling Supervisor
3) Update street and utility projects plan	<ul style="list-style-type: none"> Maintain a 7-year capital plan Continue to prefund projects 		Engineer
4) Develop plan for providing utilities to the business park	<ul style="list-style-type: none"> Retain consulting engineering firm. 		Engineer; Light & Water Utility
5) Support our urban forest	<ul style="list-style-type: none"> Continue funding EAB treatment annually. Continue contracting pre-construction pruning. Develop plan and funding options for tree removals, stump grinding, and tree planning by 2020. City Forester will update tree and shrub ordinance in 2020. 		Director, Parks, Rec & Forestry; Parks & Forestry Superintendent

D. Enhance our Quality of Life Services

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

VISION:

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

Objectives (What)	Strategies/Tactics (How)	Progress	Responsible Staff
1) Complete restoration of Adlai Horn Park	<ul style="list-style-type: none"> • Work with Mercury Marine to complete their portion of the restoration. • Develop a plan and funding for the council circle in 2019. • Work with the scouts on building fishing piers in 2019. 	• Entire project completed in 2019	Director – Parks, Recreation & Forestry
2) Support Public Art	<ul style="list-style-type: none"> • Research ways to fund public art projects. • Develop a public art sculpture walk by 2021. 		Director – Parks, Recreation & Forestry
3) Develop community partnerships to provide quality of life services for our residents.	<ul style="list-style-type: none"> • Work with the Town of Cedarburg and the Cedarburg School District for joint programming and development of facilities. • Work with Chamber and Festivals on annual special events. • Continue supporting Summer Sounds by providing assistance as necessary. • Work with local businesses for sponsorship of City programs 		Director – Parks, Recreation & Forestry
4) Develop a beautification plan for the City.	<ul style="list-style-type: none"> • Economic Development Board will work with Director of Parks, Recreation & Forestry on beautification projects around the City. 		Director – Parks, Recreation & Forestry; Economic Development Coordinator
5) Research options for an indoor athletic facility	<ul style="list-style-type: none"> • Research potential land for the facility. • Research potential partnerships (public/private). 		Director – Parks, Recreation & Forestry
6) Create Strategic Plan	<ul style="list-style-type: none"> • Work on 2025 strategic plan 	• Hired Consultant	Library

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

Responsible Staff: Police Chief, Fire Chief, Safety Committee

VISION:

Conduct City operations in a manner that reduces risk exposure to citizens and employees in the most cost-effective manner possible.

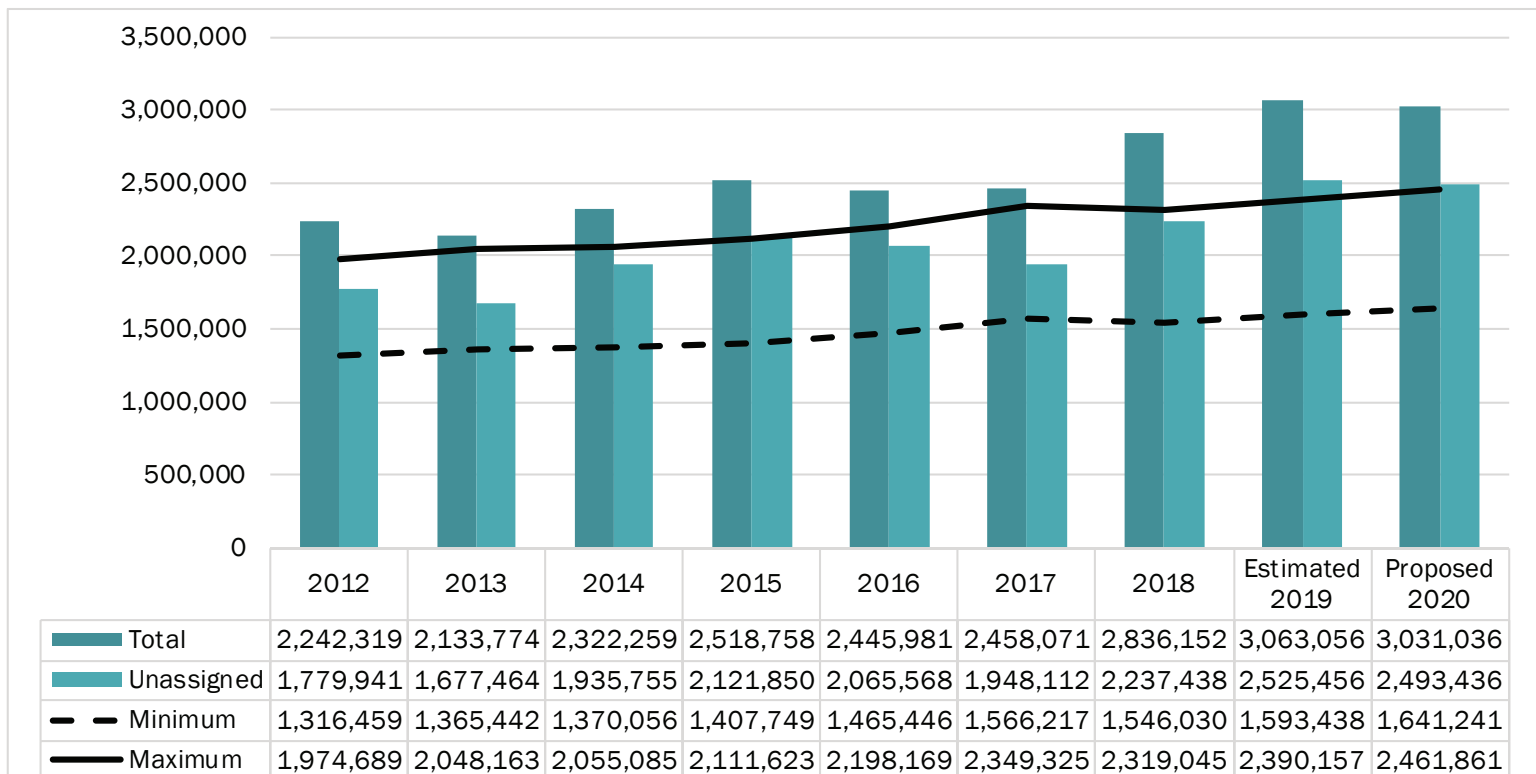
Objectives (What)	Strategies/Tactics (How)	Progress	Responsible Staff
1) Continue to recruit citizens to maintain FD volunteer status and maintain low budget impact to the City	<ul style="list-style-type: none"> In 2019 research options for city employees to become certified as Fire/EMS personnel Continue to allow employees to go on calls during the day from work. When hiring staff, look at hiring certified Fire/EMS 		Department Heads; Fire Chief
2) Future Fire Station	<ul style="list-style-type: none"> Research future fire station upgrade, expansion, or new site. 		Fire Chief; Administrator
3) Enhance our public alert systems	<ul style="list-style-type: none"> Upgrade of severe weather siren system Utilize city app for public alerts 		Police Chief
4) Work with neighboring communities to provide safety services	<ul style="list-style-type: none"> Develop a county-wide search and rescue team. 		Fire Chief; Police Chief
5) Provide exceptional public education about safety	<ul style="list-style-type: none"> Continue offering public safety classes to the community at no cost to them. 		Fire Chief; Police Chief
6) Enhance employee work environment	<ul style="list-style-type: none"> Update City Hall furniture to be more ergonomically correct. Complete all updates by 2025. Provide proper safety equipment for staff Provide proper safety training for staff 		Administrator

BUDGET SUMMARY

City of Cedarburg						
	2016	2017	2018	2019	2020	% Change
City Tax Levies	Actual	Actual	Actual	Actual	Proposed	2020/2019
General Fund Levy	5,803,256	5,869,616	6,133,050	5,954,081	6,191,224	4.0%
Capital Improvement Levy	1,170,000	1,192,000	915,000	1,235,000	2,535,000	105.3%
Special Revenue Fund Levy—Library	707,306	707,306	722,194	722,194	738,194	2.2%
TIF District - City Portion		62	106	148	148	0.0%
Special Revenue Fund Levy—Pool	44,121	65,658	69,652	67,429	68,844	2.1%
Debt Service Levy	705,776	1,284,280	1,502,211	1,817,184	1,684,669	-7.3%
Total City Levy	8,430,459	9,118,922	9,342,213	9,796,036	11,218,079	14.5%
Other Taxing Bodies						
Cedarburg Schools	11,817,277	11,937,297	11,882,675	12,113,832		-100.0%
Cedarburg Schools—TIF 3		81	136	183		-100.0%
Ozaukee County—Operating	2,211,000	2,262,791	2,353,560	2,381,557		-100.0%
Ozaukee County—TIF 3		15	27	36		-100.0%
State of Wisconsin	204,381	212,892				
M.A.T.C.—Operating	1,514,199	1,580,353	1,646,116	1,651,388		-100.0%
M.A.T.C.—TIF 3		11	19	25		-100.0%
Total Tax Levy (Gross)	24,177,316	25,112,362	25,224,746	25,943,057	11,218,079	-56.8%
- State School Credit	(2,087,023)	(2,103,864)	(2,307,992)	(2,285,536)		-100.0%
Total Tax Levy (Net)	22,090,293	23,008,498	22,916,754	23,657,521	11,218,079	-52.6%
Equalized Valuation	1,204,323,800	1,254,478,000	1,309,147,300	1,347,444,900	1,421,438,000	5.5%
City Equalized Tax Rate	7.00	7.27	7.14	7.27	7.89	8.6%
School District Equalized Tax Rate	9.84	9.54	9.08	9.01	0.00	-100.0%
Total Equalized Tax Rate	18.36	18.35	17.53	17.58	7.79	-55.7%
Assessed Valuation	1,208,692,140	1,221,899,680	1,248,857,140	1,262,000,218	1,316,000,218	4.3%
Assessment Ratio	100.36%	97.39%	95.40%	93.66%	91.49%	
Tax Rates (Per \$1,000 A.V.)						
City of Cedarburg	6.97	7.46	7.48	7.76	8.52	9.8%
Cedarburg School District	9.80	9.79	9.54	9.62	0.00	-100.0%
Ozaukee County	1.83	1.85	1.88	1.89	0.00	-100.0%
State of Wisconsin	0.17	0.17	0.00	0.00	0.00	0.0%
M.A.T.C.	1.25	1.29	1.32	1.31	0.00	-100.0%
Total Tax Rate (Gross)	20.02	20.56	20.22	20.58	8.52	-58.6%
- State School Credit	(1.73)	(1.72)	(1.85)	(1.81)		-100.0%
Total Tax Rate (Net)	18.29	18.84	18.37	18.77	8.52	-54.6%

The graph below represents the trend in the General Fund Balance for the past nine years. City policy states that undesignated General Fund–Fund Balance should be between two and three months of general fund expenditures, or approximately \$1.57 million to \$2.3 million. The fund balance occasionally is used for planned reductions of one-time expenses while still keeping the City within the adopted policy. The 2019 budget includes use of fund balance in the amount of \$200,000 to fund the contingency reserve account which only may be used with prior Common Council approval.

The difference between the total fund balance and the assigned fund balance is encumbrances carried over from the previous fiscal year, prepaid expenses and fuel and supply inventory.



General Fund

				2019	2019	2020	% Change
Revenues	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Special Assessment Revenues					2,094		
Intergovernmental Revenues	1,003,161	1,056,396	952,888	1,184,366	1,274,074	1,327,656	12%
Regulation & Compliance	428,454	387,151	666,514	402,130	444,772	378,775	-6%
Law & Ordinance Violations	57,688	52,233	56,852	67,500	69,500	70,000	4%
Public Charges for Services	115,541	201,976	159,301	119,780	117,061	115,060	-4%
Intergovernmental Charges	215,020	215,829	228,453	252,979	239,579	257,359	2%
Commercial Revenues	184,102	226,811	307,887	262,066	358,917	331,140	26%
Property Taxes	6,557,403	6,634,954	6,938,714	6,787,361	6,787,361	7,048,620	4%
Total	8,561,369	8,775,350	9,310,609	9,076,182	9,293,358	9,528,610	5%
Expenditures	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	%Change 2020/2019
General Government	1,118,844	1,080,669	1,096,258	1,108,025	1,115,018	1,317,828	19%
Public Safety	3,919,317	3,886,636	4,109,946	4,202,115	4,180,486	4,424,249	5%
Engineering & Public Works	2,412,208	2,473,107	2,463,833	2,677,756	2,660,598	2,773,965	4%
Parks, Recreation & Forestry	874,382	981,329	1,039,614	985,793	973,421	940,087	-5%
Conservation & Development	92,920	86,702	121,987	102,493	102,463	104,501	2%
Other	0	0	0	200,000	0	0	0%
Transfers to Other Funds	14,503	138,175	0	0	252,000	0	0%
Total	8,432,174	8,646,618	8,831,638	9,276,182	9,283,986	9,560,630	3%
Revenues - Expenditures	129,195	128,732	478,971	(200,000)	9,372	(32,020)	-84%
Audit Adjustment	(201,780)						
Fund Balance	2,445,981	2,574,713	3,053,684	2,853,684	3,063,056	3,031,036	

General Fund Revenues

Fund 100

				2019	2019	2020	% Change
Public Improvements	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Special Assessment Revenue					2,094		
Total Special Assessment Revenue					2,094		
				2019	2019	2020	% Change
Intergovernmental Revenues	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
State Shared Revenues	200,137	201,653	200,798	204,298	204,298	204,124	-0%
Fire Insurance Dues	46,134	83,047	82,175		88,000		0%
Expenditure Restraint Program	162,961	166,773	0	181,615	181,615	200,041	10%
State Grant, Police Training	3,200	2,880	3,200	2,700	2,700	3,360	24%
State Transportation Aids	509,960	527,404	606,514	697,492	697,492	802,115	15%
State Computer Aids	23,040	20,253	20,551	21,048	21,048	21,048	0%
State Recycling Grant	35,941	37,857	37,841	38,000	37,907	38,000	0%
State Personal Property Aid				39,213	39,214	39,213	0%
State Aid Cable Franchise Fees						14,955	
State Grant, Fire Safety		729	802		800	800	0%
State Grants—DOT/Police	20,958		1,000		1,000	4,000	
State Grant - Façade Study	830						
State Grant - Forestry		15,800	7				
Total Intergovernmental Revenues	1,003,161	1,056,396	952,888	1,184,366	1,274,074	1,327,656	12%
				2019	2019	2020	% Change
Regulation and Compliance	2016	2017	2018	Proposed	Estimated	Proposed	2020/2019
Liquor & Beer Licenses	22,123	21,515	20,727	20,980	19,780	20,380	-3%
Direct Seller Licenses	1,705	1,750	490	1,800	460	500	-72%
Cigarette Licenses	400	600	600	600	500	500	-17%
Operator Licenses	14,350	14,810	13,365	14,350	12,500	12,500	-13%
Bicycle Licenses	136	40	245	100	120	100	0%
Dog and Cat Licenses	1,357	393	403	1,300	4,000	500	-62%
Cable TV Franchise Fee	155,956	145,549	149,552	148,000	149,000	134,600	-9%
Transient Permit Fee	250	250	250	250	250	250	0%
Weights & Measures Licenses	1,035	985	1,035	995	995	995	0%
Fire Inspection Fee	15,473	15,010	20,450	20,295	20,675	21,000	3%
Building Permits	111,871	87,877	248,940	94,000	113,000	88,000	-6%
Electrical Permits	21,303	23,988	50,254	22,000	29,000	22,000	0%
Plumbing Permits	25,440	23,080	48,820	24,750	24,750	24,750	0%
Heating/Air Conditioning Permits	20,279	21,067	51,794	20,000	36,000	20,000	0%
Drive Opening Permits	1,260	905	805	1,100	1,000	1,100	0%
Erosion Control Permits	5,750	5,280	6,240	5,200	5,200	5,200	0%
Occupancy Permits	6,170	4,590	14,520	5,200	5,200	5,200	0%
Sign Permits	1,590	1,405	2,000	1,800	1,810	1,800	0%
Street Opening Permits	4,300	3,800	4,558	3,800	5,005	4,400	16%
Miscellaneous Permits—Clerk	1,950	2,605	2,490	2,110	2,125	2,100	-0%
Building Inspection Plan Review	6,927	6,250	7,950	6,400	6,000	6,000	-6%

General Fund Revenues

Fund 100 (contd.)

				2019	2019	2020	% Change
Regulation and Compliance (contd.)	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Stormwater Management Permit	2,360	517	11,175	1,200	1,700	1,200	0%
Plan Review	6,469	4,885	9,851	5,500	5,500	5,500	0%
Zoning Permits	0	0	0	400	200	200	-50%
Total Regulation & Compliance	428,454	387,151	666,514	402,130	444,772	378,775	-6%
				2019	2019	2020	% Change
Law & Ordinance Violations	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Court Penalties & Costs	41,757	32,262	37,169	44,500	44,500	47,000	6%
State Forfeitures					2,000		0%
Parking Violations	15,931	19,971	19,683	23,000	23,000	23,000	0%
Total Law & Ordinance Violations	57,688	52,233	56,852	67,500	69,500	70,000	4%
				2019	2019	2020	% Change
Public Charges for Services	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Treasurer's Office Fees	1,338	3,602	1,645	1,200	1,000	1,200	0%
License Publication Fees	765	1,040	980	920	790	800	-13%
Assessor's Office Fees	6,230	5,505	6,675	5,500	5,700	5,500	0%
General Government Misc. Fees	4	25	322				0%
Engineering Fees	8,606	116	12,706	5,000	4,000	3,000	-40%
Building Inspection House Nos.	861	723	1,266	700	700	700	0%
State Tag Fee	1,850	1,705	2,145	1,760	1,760	1,760	0%
Tax Exemption Fees	175	0	200	0	0	200	0%
Central Duplicating Fees	120	433	155	250	100	150	-40%
Police Department Fees	18,285	10,805	15,387	11,500	11,500	11,500	0%
Alarm Permit Fees	325	6,755	400	250	250	250	0%
False Alarm Fees	1,090	1,155	370	2,000	2,000	2,000	0%
Public Works Department Fees	11,335	74,923	19,065	13,500	12,000	12,000	-11%
Celebrations	23,496	23,085	30,986	20,000	21,000	21,000	5%
Recycling—Aluminum/Tin		51					
Recycling Cart Upgrade	2,073	768	2,786	1,000	2,261	1,000	0%
Weed Mowing Fees	920	(920)	0	1,000	0	1,000	0%
Park Rental Fees	7,002	7,120	5,778	7,000	7,000	7,000	0%
Senior Center Fees	24,009	59,673	52,821	42,000	43,000	42,000	0%
Senior Van Receipts	6,739	5,412	5,614	6,200	4,000	4,000	-35%
Public Charges for Services	318						
Total Public Charges for Services	115,541	201,976	159,301	119,780	117,061	115,060	-4%

				2019	2019	2020	% Change
Intergovernmental Charges	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Sanitation—Town	3,350	3,350	3,350	2,165	2,165	2,165	0%
Fire— Operating—Town	148,655	145,017	156,985	165,700	165,700	183,680	11%
Fire/EMS Dispatching—Town	2,365	3,483	4,140	3,500	3,500	3,500	0%
General Fund Revenues							
Fund 100 (contd.)							
				2019	2019	2020	% Change
Intergovernmental Charges (contd.)	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Emergency Management—Town	330		100	100			-100%
Crossing Guards—School District	42,005	42,249	43,915	50,000	50,000	50,000	0%
Sewer Administrative Services	10,250	10,250	10,250	10,250	10,250	10,250	0%
Transfer from Room Tax Fund	3,953	4,039	4,160	3,500	3,500	3,500	0%
Transfer from Rec Programs				13,500			-100%
Transfer from CDBG—Admin.	931	1,221	1,247		500		
Transfer from TIF—Admin.	455	343	1,358	1,300	1,000	1,300	0%
City of Mequon—Reimbursement	2,726	5,877	2,948	2,964	2,964	2,964	0%
Total Intergovernmental Charges	215,020	215,829	228,453	252,979	239,579	257,359	2%
				2019	2019	2020	% Change
Commercial Revenues	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Interest—Delinquent Property Taxes	605	478	507	300	400	400	33%
Interest— Investments	21,149	53,773	94,111	70,828	120,000	120,750	70%
Interest—Special Assessments	154	364	78	200	575	0	-100%
Change in Market Value	(36,989)	(10,181)	(7,256)	5,000	30,000	0	-100%
Rent—City Property	16,904	13,252	10,489	13,000	13,000	13,000	0%
Rent—City Property, Water Tower	137,251	143,853	151,179	158,738	165,953	173,490	9%
Sale of City Property	3,424	2,122	1,920		100		
Refund of Prior Years Expense	(2,712)	(559)	717		4,787		
Donations	30,835	18,517	40,289	14,000	14,100	13,500	-4%
Miscellaneous Revenue	13,481	5,192	15,853	0	10,002	10,000	0%
Total Commercial Revenues	184,102	226,811	307,887	262,066	358,917	331,140	26%
Total Non-Tax Revenues	2,003,966	2,140,396	2,371,895	2,288,821	2,503,903	2,479,990	8%
				2019	2019	2020	% Change
Tax Revenues	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Property Taxes	5,812,613	5,869,661	6,133,050	5,954,081	5,954,081	6,191,224	4%
Property Tax Equivalent	744,790	765,293	805,664	833,280	833,280	857,396	3%
Total Property Taxes	6,557,403	6,634,954	6,938,714	6,787,361	6,787,361	7,048,620	4%
				2019	2019	2020	% Change
Total General Fund Revenues	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
	8,561,369	8,775,350	9,310,609	9,076,182	9,293,358	9,528,610	5%

Mayor & Common Council

513100, 511100

MAYOR & COMMON COUNCIL – 513100, 511100

Responsibilities Include:

- 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 the needs of the City and its citizens
- Approve appointments to boards, commissions, committees and statutory employees

2019 Significant Accomplishments:

- Highway 60 Business Park Development Wetland Delineation completed (BI)

2020 Objectives to be Accomplished:

- Continue study of Hwy 60 Business Park
- RFP for Executive Search for Administrator
- Review Interim Administrator position
- Implement compensation study recommendations

Long Term Objectives:

-

Budget Variances:

-

City Administrator

513200, 519200

CITY ADMINISTRATOR – 513200, 519200

Responsibilities Include:

- Oversee general operation of City and carry out policy directives of Common Council
- 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, aware 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
- 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
- Public Information Officer responsible to prepare information, letters, memos, press releases

Department Services Indicators:	2017	2018	2019	2020 Projected
Bond Ratings	Aa2	Aa2	Aa2	Aa2
Distinguished Budget Presentation Award	Yes	Yes	Yes	Yes

Performance Measures:

Service Area	Objective	Efficiency Measure	Actual 2017/2018	Actual 2018/2019	Target 2019/2020
Administrator's Office	Cost per capita	Operating costs	\$9.19	\$8.96	\$8.91

2019 Significant Accomplishments:

- Reviewed health insurance plan options
- Worked with wellness committee to Improve wellness program (E6)
- Researched wellness tracking software options (E6)

2020 Objectives to be Accomplished:

- Revise and implement employee performance evaluation procedures
- Implement merit pay system
- Revise salary ordinance
- State the process of becoming an ICMA credentialed manager

City Administrator

513200, 519200

Long Term Objectives:

- Continue to research options to make City services more efficient
- Implement benchmarking for all city operations
- Continue to promote transparency throughout all City departments and the Common Council

Budget Variances:

Legal Services

516100, 516200, 516400

LEGAL SERVICES – 516100, 516200, 516400

Responsibilities Include:

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

Common Council, Mayor & City Attorney

511100 Common Council				2019	2019	2020	% Change
Personnel				Budget	Estimated	Proposed	2020/2019
	2016	2017	2018				
111 Salaries	17,707	16,757	16,154	16,800	15,877	16,800	0%
151 Social Security	1,335	1,278	1,236	1,285	1,215	1,285	0%
165 Workers' Comp. Insurance	38	37	35	30	30	27	-10%
Total	19,080	18,072	17,425	18,115	17,122	18,112	-0%
511100				2019	2019	2020	% Change
Operating				Budget	Estimated	Proposed	2020/2019
	2016	2017	2018				
320 Publications and Dues	6,102	6,032	6,367	6,500	6,613	6,700	3%
330 Training & Travel	154	72	51	225	100	225	0%
390 Operating Expenses	183	135	568	375	375	375	0%
Total	6,439	6,239	6,986	7,100	7,088	7,300	3%
Total Expenditures	25,519	24,311	24,411	25,215	24,210	25,412	1%
513100 Mayor				2019	2019	2020	% Change
Personnel				Budget	Estimated	Proposed	2020/2019
	2016	2017	2018				
111 Salaries	6,231	6,000	6,000	6,000	6,000	6,000	0%
151 Social Security	477	459	459	459	459	459	0%
165 Workers' Comp. Insurance	14	13	12	11	11	10	-9%
Total	6,722	6,472	6,471	6,470	6,470	6,469	-0%
513100				2019	2019	2020	% Change
Operating				Budget	Estimated	Proposed	2020/2019
	2016	2017	2018				
225 Telephone	88	89	89	100	104	104	4%
313 Printing	3,564						0%
330 Training & Travel	553	106	650	600	250	600	0%
343 Awards, Supplies			1,290			1,000	0%
390 Operating Expenses	107	0	301	250	100	250	0%
Total	4,312	195	2,330	950	454	1,954	106%
Total Expenditures	11,034	6,667	8,801	7,420	6,924	8,423	14%
516100 City Attorney				2019	2019	2020	% Change
Professional Services				Budget	Estimated	Proposed	2020/2019
	2016	2017	2018				
211 Extraordinary Services	102,153	51,727	37,738	55,000	45,000	55,000	0%
Total	102,153	51,727	37,738	55,000	45,000	55,000	0%
				2019	2019	2020	% Change
Revenues				Budget	Estimated	Proposed	2020/2019
	2016	2017	2018				
474110 Sewer Administrative	4,613	4,613	4,613	4,613	4,613	4,613	0%
Total	4,613	4,613	4,613	4,613	4,613	4,613	0%
				2019	2019	2020	% Change
Net Cost of Program				Budget	Estimated	Proposed	2020/2019
	2015	2017	2018				
	134,093	78,092	66,337	83,022	71,521	84,222	1%

Administrator & Employee Relations

513200				2019	2019	2020	% Change
Personnel				Budget	Estimated	Proposed	2020/2019
	2016	2017	2018				
111 Salaries	71,490	72,693	74,377	78,860	75,320	100,000	26.81%
135 Sick Payout	987	1,006	940	1,364	1,035	0	-100.00%
151 Social Security	5,416	5,530	5,655	6,248	5,952	7,717	23.51%
152 Retirement	4,945	5,156	5,072	5,349	5,096	6,608	23.54%
154 Health Insurance	13,347	15,435	15,643	7,131	7,131	23,200	225.34%
155 Life Insurance	47	48	49	39	70	0	-100.00%
159 Longevity	1,294	1,344	1,394	1,443	1,443	882	-38.88%
165 Workers' Comp. Insurance	176	177	169	144	144	137	-4.86%
Total Personnel	97,702	101,389	103,299	100,578	96,191	138,544	37.75%
513200				2019	2019	2020	% Change
Operating				Budget	Estimated	Proposed	2020/2019
	2016	2017	2018				
225 Telephone	88	90	88	410	410	410	0.00%
310 Office Supplies	46	8	9	150	150	150	0.00%
320 Publications & Dues	357	333	366	375	360	400	6.67%
330 Training & Travel	880	166	339	600	655	700	16.67%
Total Operating	1,371	597	802	1,535	1,575	1,660	8.14%
Total Administrator	99,073	101,986	104,101	102,113	97,766	140,204	37.30%
519200				2019	2019	2020	% Change
Employee Relations				Budget	Estimated	Proposed	2020/2019
	2016	2017	2018				
161 EAP Administration	1,811	1,318	1,711	2,100	2,200	2,300	9.52%
210 Professional Services	1,229	1,061	550	1,200	1,000	23,200	1833.33%
335 Leadership & Development	230	574	610	600	600	600	0.00%
343 Awards, Supplies	1,479	3,027	1,833	900	1,500	1,875	108.33%
Total Employee Relations	4,749	5,980	4,704	4,800	5,300	27,975	482.81%
Total Expenditures	103,822	107,966	108,805	106,913	103,066	168,179	57.30%
Net Cost of Program				2019	2019	2020	% Change
	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
	103,822	107,966	108,805	106,913	103,066	168,179	57.30%

City Clerk

514100, 514200

CITY CLERK – 514100, 514200

Responsibilities Include:

- Prepare, distribute, and publish as required, 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
- 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
- Coordinate Board of Review and Board of Appeals meeting(s); serve as Secretary to both
- 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
- Coordinate, prepare, and distribute City-wide newsletter (two per year), City directory, and monthly calendar
- Update Employee Personnel Manual
- Maintain employee personnel files
- Submit employment ads and requests for bids to news media
- Prepare and update City's official policies and maintain Policy Manual
- Provide notary service

Department Services Indicators:	2017	2018	2019 Estimated	2020 Projected
Ordinances Approved by Common Council	25	25	25	25
Resolutions Approved by Common Council	20	30	25	25
Proclamations	12	12	12	12
Distribution of Minutes and Agendas	150	150	150	150
Indexes Council Minutes—Meetings	24	22	22	22
Public Hearings	12	16	16	16
Courtesy Notices	1	1	1	1
Property Owners Notices	400	433	350	350
Issuance of Permits and Licenses	450	450	550	550
Employment Ads and Request for Bids to News Media	10	10	10	10

City Clerk

514100, 514200

Department Services Indicators:	2017	2018	2019 Estimated	2020 Projected
Number of Trainings Taken Regarding Licensing, Elections, and Records Management	30	30	30	30
Annexations	0	2	0	1
Annexation Acres	0	2	0	1
Total Population	11,537	11,628	11,650	11,650
Number of Registered Voters	8,000	7,900	8,000	8,400
Number of Elections	2	4	2	4
Total Number of Voters	2,595	13,000	4,000	15,000
New Registrants	100	1,000	100	1,500
Percent of Voters Who Were New Registrants	1.0%	12.6%	1.0%	10%
Number of Absentee Ballots Cast	310	2,800	450	3,450
Percent of Votes Cast by Absentee Ballot	12%	21.5%	11%	23%

2019 Significant Accomplishments:

- Continued to update license and permit application forms
- Successful departmental succession planning & training of new Clerk

2020 Objectives to be Accomplished:

- Successfully administer four elections, including the 2020 Presidential in November
- Recodify the Municipal Code to bring it up-to-date and make it more accessible to citizens
- Thoroughly research and obtain bids for electronic records management

Long Term Objectives:

- Implement the most cost-effective solutions for electronic records management so that Cedarburg has open and accessible records

Budget Variances:

514100 – Clerk's

- 111 Salaries: decrease due to new clerk
- 154 Health Insurance: increase due to new clerk
- 159 Longevity: decrease due to new clerk
- 220 Professional Services: additional one-time cost of \$15,020 for recodification services
- 225 Telephone: decrease due to expense history
- 310 Office Supplies & Expenses: decrease due to expense history
- 312 Copier Supplies: decrease due to expense history

City Clerk

514100, 514200

- 330 Training & Travel: increase due to new clerk attending the Clerk's Institute at UW - Green Bay
- 380 Office Equipment: decrease due to expense history

514200 – Elections

- 111 Salaries: increase due to four elections in 2020
- 310 Office Supplies: increase due to four elections in 2020

Revenues

- 441122 Direct Sellers: decrease due to recent revenue history and door-to-door sales decreasing
- 441124 Operators: decrease due to recent revenue history

City Clerk

514100, 514200

Clerk's Office

514100					2019	2019	2020	% CHANGE
Personnel		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
111	Salaries	123,600	126,270	128,848	130,924	149,370	139,983	6.92%
125	Part Time/Temporary	17,258	17,535	16,491	18,596	18,596		-100.00%
135	Sick Payout	1,526	1,629	1,680	1,735	1,735	559	-67.78%
151	Social Security	11,061	11,229	11,477	11,749	13,160	10,877	-7.42%
152	Retirement	9,685	10,143	9,537	8,842	10,050	9,597	8.54%
154	Health Insurance	31,967	31,660	31,542	26,040	35,000	50,421	93.63%
155	Life Insurance	84	86	88	89	70	58	-34.83%
159	Longevity	1,953	2,079	2,205	2,331	2,331	1,638	-29.73%
165	Workers' Comp. Insurance	342	348	331	283	283	243	-14.13%
Total		197,476	200,979	202,199	200,589	230,595	213,376	6.37%

514100					2019	2019	2020	% CHANGE
Operating		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
210	Professional Services	374	1,676	1,017	1,000	1,000	11,020	1002.00%
225	Telephone	441	448	443	600	450	500	-16.67%
240	Repair & Maintenance Services	1,350	1,463	1,125	1,415	1,415	1,415	0.00%
310	Office Supplies & Expenses	1,675	1,972	2,671	3,100	2,500	2,750	-11.29%
311	Recording Fees	170	210	330	400	300	350	-12.50%
312	Copier Supplies	1,863	1,284	1,727	2,500	1,800	2,000	-20.00%
315	Postage	8,163	6,506	7,878	9,000	6,100	9,000	0.00%
320	Publications & Dues	178	390	130	575	580	575	0.00%
325	Legal Notice Publication	3,303	3,961	4,478	4,500	4,000	4,500	0.00%
330	Training & Travel	114	387	429	1,000	500	1,500	50.00%
380	Office Equipment			500	900	500	600	-33.33%
Total		17,631	18,297	20,728	24,990	19,145	34,210	36.89%
Total Expenditures		215,107	219,276	222,927	225,579	249,740	247,586	9.76%

514200 Elections					2019	2019	2020	% CHANGE
Personnel		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
111	Salaries	27,277	9,625	25,782	15,144	11,247	30,009	98.16%
112	Overtime	44		721				
125	Part Time Salaries	113						
151	Social Security	107	54	127		44		
165	Workers' Comp. Insurance	71	31	71	61	61	49	-19.67%
Total		27,612	9,710	26,701	15,205	11,352	30,058	97.68%

City Clerk

514100, 514200

514200 Elections			2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% CHANGE 2020/2019
Operating									
310	Supplies		5,784	4,900	8,073	7,130	5,000	10,000	40.25%
321	Legal Notices		66	100	0	200	0	200	0.00%
Total			5,850	5,000	8,073	7,330	5,000	10,200	39.15%
Total Expenditures			33,462	14,710	34,774	22,535	16,352	40,258	78.65%
Revenues			2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% CHANGE 2020/2019
441110	Liquor & Beer Licenses		22,123	21,515	20,727	20,980	19,780	20,380	-2.86%
441122	Direct Seller Licenses		1,705	1,750	490	1,800	460	500	-72.22%
441123	Cigarette Licenses		400	600	600	600	500	500	-16.67%
441124	Operator Licenses		14,350	14,810	13,365	14,350	12,500	12,500	-12.89%
441128	Transient Permit Fees		250	250	250	250	250	250	0.00%
461152	License Publication Fees		765	1,040	980	920	790	800	-13.04%
443511	Miscellaneous Permit Fees		1,950	2,605	2,490	2,110	2,127	2,100	-0.47%
461158	Tax Exemption Report Fees		175		200			200	
461160	Central Duplicating		120	433	155	250	100	150	-40.00%
474110	Sewer Administrative Services		5,637	5,637	5,637	5,637	5,637	5,637	0.00%
Total			47,475	48,640	44,894	46,897	42,144	43,017	-8.27%
Net Cost of Program			2015	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% CHANGE 2020/2019
			201,094	185,346	212,807	201,217	223,948	244,827	21.67%

City Assessor

515400

CITY ASSESSOR - 515400

Responsibilities Include:

- Complete in-house revaluations, as necessary, on all parcels to maintain fair and equitable assessments
- 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 (AAR) after Board of Review has adjourned 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.
- 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

Department Services Indicators	2017	2018	2019 Estimated	2020 Projected
Provide Real Estate Sales List on Monthly Basis	21	20	25	20
Listing of Property Owners for Public Hearings and Detour Routes	375	433	400	400
Special Assessment Letters	178	228	192	190
Complete Wisconsin Realty Transfer Returns from the Department of Revenue	363	366	368	365
Field Inspections	590	575	517	515
Number of Board of Review Assessment Challenges	1	0	0	2
Number of Personal Property Accounts	506	391	449	445
Number of Assessable Parcels	4,303	4,321	4,327	4327
Sketches Drawn—New Construction/Additions	115	91	100	100
Photos Taken—New Construction/Changes	155	120	125	120
Number of Open Book Cases	22	20	18	20

Performance Measures:

City Assessor

515400

Service Area	Objective	Efficiency Measure	Target 2017/2018	Target 2018/2019	Target 2019/2020
City Assessor's Office	Efficient Municipal Government	Cost of Assessment Per Parcel	\$25.39	\$24.93	\$25.35 Estimated
City Assessor's Office	Efficient Municipal Government	Equalized Property Value Per Capita	\$113,473	\$115,881	\$123,262 Estimated

2019 Significant Accomplishments:

- Completed scanning of commercial property drawings and attach them to each property record card
- Began prep-work for the 2021 revaluation (A2)
- Member of the Land Records Advisory Committee - Ozaukee County

2020 Objectives to be Accomplished:

- Work with Assessment Technologies on changes to software since the last revaluation
- Make any changes in advance to assessment information on the computer to help the transition into the revaluation go smoother

Long Term Objectives:

- Completion of City-wide revaluation

Budget Variances:

- Moved \$80 out of 515400-320 Publications and Dues to 51400-312 Computer Supplies

City Assessor

515400

Assessor's Office								
515400					2019	2019	2020	% Change
Personnel		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
111	Salaries	71,472	72,634	74,354	75,550	75,550	77,057	1.99%
135	Sick Payout	760	875	801	750	750	750	0.00%
151	Social Security	5,179	5,135	5,262	5,977	5,977	6,097	2.01%
152	Retirement	4,966	5,180	5,095	5,117	5,117	5,380	5.14%
154	Health Insurance	18,161	21,892	22,013	21,240	21,240	22,727	7.00%
155	Life Insurance	66	68	70	70	70	89	27.35%
159	Longevity	1,638	1,701	1,764	1,827	1,827	1,890	3.45%
165	Workers' Comp. Insurance	3,450	3,408	3,414	3,118	3,118	2,738	-12.19%
Total		105,692	110,893	112,773	113,649	113,649	116,728	2.71%
515400					2019	2019	2020	% Change
Operating		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
210	Professional Services—Assessments	13,500	13,500	13,500	13,500	13,500	13,500	0.00%
219	Revaluation	10,000	0	0	10,000	10,000	10,000	0.00%
225	Telephone	177	179	177	200	192	200	0.00%
310	Office Supplies	268	903	153	300	300	300	0.00%
312	Computer Supplies	3,969	3,884	4,207	4,435	4,435	4,515	1.80%
320	Publications and Dues	255	305	320	320	240	240	-25.00%
323	State of Wisconsin Fees	1,505	1,592	1,506	1,600	1,502	1,600	0.00%
330	Training & Travel	886	946	977	1,100	970	1,100	0.00%
Total		30,560	21,309	20,840	31,455	31,139	31,455	0.00%
Total Expenditures		136,252	132,202	133,613	145,104	144,788	148,183	2.12%
					2019	2019	2020	% Change
Revenues		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
461153	Assessor's Office Fees	6,230	5,505	6,675	5,500	5,700	5,500	0.00%
Total		6,230	5,505	6,675	5,500	5,700	5,500	0.00%
					2019	2019	2020	% Change
Net Cost of Program		2015	2017	2018	Budget	Estimated	Proposed	2020/2019
		130,022	126,697	126,938	139,604	139,088	142,683	2.21%

City Treasurer

515600, 515900, 514700, 519100

CITY TREASURER – 515600, 515900, 514700, 519100

Responsibilities Include:

- 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 insurance
- Payroll and benefit processing for all City employees
- Cash management and investment of City funds to maximize returns within adopted investment policy, reconcile 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
- 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

Department Services Indicators:	2017	2018	2019 Estimated	2020 Project- ed
Administration of Liability Claims	4	9	5	5
Administration of Workers' Compensation Claims	8	10	8	8
Issuance of Dog and Cat Licenses	413	424	371	375
Purchase Orders	75	87	60	60
Cash Receipts	5,200	4,016	4,000	4,000
Accounts Receivable Invoices	500	616	600	600
Accounts Payable Checks	3,100	3,291	3,450	3,500
Charges Contingent Upon Annexation	27	25	24	24
Record and Collect All Current and Deferred Special Assessments	5	5	5	5
Rate of Return on Investments	0.70%	2.07%	2.00%	2.00%
Payroll Direct Deposits Issued	4,015	4,238	4,200	4,200
W-2s Issued	349	382	380	380
1099s Issued	75	82	90	90

City Treasurer

515600, 515900, 514700, 519100

Department Services Indicators:	2017	2018	2019 Estimated	2020 Project- ed
Real Estate and Personal Property Taxes Collected	80%	81%	75%	80%

Performance Measurers:

Service Area	Objective	Efficiency Measure	Target 2017/2018	Target 2018/2019	Target 2019/2020
City Treasurer's Office	Cost per capita	Operating Costs	\$4.82	\$5.59	\$5.70

2019 Significant Accomplishments:

- Researched paperless payable systems
- Changed online tax payment provider to save taxpayer on fees, created real time entry and faster receipt of funds
- Cross-trained 2 employees on payroll

2020 Objectives to be Accomplished:

- Update quarterly report format
- Add a full-time employee to Treasurer's office to make a total of 3 FTE's
- Investigate and implement new accounting software
- Update office furniture in Deputy Treasurer's office (new chair)
- Update DPW payroll reporting

Budget Variances:

515600 Treasurer

- Part time salaries moved to full time
- Office supplies increased to reflect actual spending due to tax bill printing & mailing

515900 Audit

- Increase due to annual contract

514700 Technology

- Internet increase to reflect actual cost
- Equipment outlay increase due to moving Parks Department copier. All three in one account

Revenue Interest

- Increase due to current market

City Treasurer

515600, 515900, 514700, 519100

Treasurer's Office								
515600				2019	2019	2020	% Change	
Personnel	2016	2017	2018	Budget	Estimated	Proposed	2020/2019	
111 Salaries	73,579	82,629	80,369	73,691	73,691	163,627	122%	
121 Part Time Salaries	29,297	0	7,820	19,519	19,519		-100%	
135 Sick Payout	354	362	482	527	527	531	1%	
151 Social Security	7,533	6,007	6,372	7,309	7,309	12,794	75%	
152 Retirement	6,239	5,869	5,429	4,980	4,980	10,954	120%	
154 Health Insurance	16,631	24,404	24,463	20,813	20,813	28,809	38%	
155 Life Insurance	99	83	106	69	69	144	109%	
159 Longevity	1,446	1,628	1,720	1,811	1,811	3,082	70%	
165 Workers' Comp. Insurance	207	197	187	161	161	153	-5%	
Total Personnel	135,385	121,179	126,948	128,880	128,880	220,094	71%	
515600				2019	2019	2020	% Change	
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019	
210 Professional Services	43,762	49,200	48,602	55,000	55,000	55,000	0%	
225 Telephone	325	269	266	315	315	315	0%	
310 Office Supplies	6,121	5,713	4,955	6,000	6,460	7,000	17%	
320 Publications and Dues	464	370	380	500	380	520	4%	
330 Training & Travel	151	684	72	400	200	400	0%	
380 Office Equipment				100	115	100	0%	
390 Other Expenses	4,146	2,431	1,513	2,500	2,500	2,900	16%	
Total	54,969	58,667	55,788	64,815	64,970	66,235	2%	
Total Expenditures	190,354	179,846	182,736	193,695	193,850	286,329	48%	
515900				2019	2019	2020	% Change	
Independent Audit	2016	2017	2018	Budget	Estimated	Proposed	2020/2019	
210 Professional Services	33,112	33,750	27,250	28,000	27,750	29,000	4%	
Total	33,112	33,750	27,250	28,000	27,750	29,000	4%	
514700				2019	2019	2020	% Change	
Technology	2015	2017	2018	Budget	Estimated	Proposed	2020/2019	
210 Professional Services	15,603	16,870	16,586	31,500	33,000	31,500	0%	
220 Internet Service	13,254	13,460	13,512	10,000	13,000	13,000	30%	
312 Computer Supplies	88	28					0%	
380 Equipment Outlay	5,986	9,973	14,914	17,280	17,650	22,175	28%	
385 Multi Use Equipment	9,245	7,419	7,340	7,500	7,500	7,700	3%	
Total	44,176	47,750	52,352	66,280	71,150	74,375	12%	

519100				2019	2019	2020	% Change
Illegal/Uncollectible Taxes				Budget	Estimated	Proposed	2020/2019
		2016	2017	2018			
591	Uncollectible Taxes	0	2,113		0		0%
Total		0	2,113	0	0	0	0%
519400				2019	2019	2020	% Change
Insurance				Budget	Estimated	Proposed	2020/2019
		2016	2017	2018			
510	Property	3,648	3,702	2,720	2,646	2,646	12%
512	General & Auto Liability	4,664	4,554	5,588	4,583	4,378	1%
520	Surety Bonds	520	605	596	605	714	24%
Total		8,832	8,861	8,904	7,834	7,738	7%
Revenues				2019	2019	2020	% Change
		2016	2017	2018	Budget	Estimated	Proposed
411800	Interest—Delinquent Property Tax	605	478	507	300	400	400
441126	Dog & Cat License	1,357	393	403	1,300	4,000	500
461151	Treasurer's Office fees	1,338	3,602	1,645	1,200	1,000	1,200
481100	Interest Income	20,662	53,207	93,202	70,828	120,000	120,000
481110	Interest—Spec. Assess.	154	364	78	200	575	0
474210	Transfer from Room Tax	3,953	4,039	4,160	3,500	3,500	3,500
474230	Transfer from CDBG	931	1,221	1,247	0	500	0
474510	Transfer from TIF	455	343	1,358	1,300	1,000	1,300
487000	Change in Market Value	(36,989)	(10,181)	(7,256)	5,000	30,000	0
Total		(7,534)	53,466	95,344	83,628	160,975	126,900
							52%
Net Cost of Program				2019	2019	2020	% Change
		2016	2017	2018	Budget	Estimated	Proposed
		284,008	218,854	175,898	212,181	139,513	271,170
							28%

Insurance

519400

INSURANCE - 519400

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 table below.

Department Services Indicators:	2017	2018	2019 Estimated	2020 Projected
Total General Liability Incident Reports	4	5	1	1
Incurred Liability Claims Paid/Reserve	2	5	0	0
Number of Vehicle Incident Reports	1	2	0	0
Total Vehicle Claims Paid	\$703	0	0	0
Number of Property Claims Filed—Public	2	3	2	2
Total Vehicle Claims Filed—City	2	2	0	0
Number of Property Claims Filed—City	2	2	0	0
Number of Workers' Compensation Incident Reports	15	13	10	10
Total Workers' Compensation Incident Claims	8	10	8	8
Workers' Compensation Modification Factor	1.01	1.04	.99	.94

Budget Variances:

-

Insurance Program Summary					
Account/Fund Budgeted	Property/Auto Insurance	Worker's Comp.*	General Liability	Surety Bond	Total
519400					
General Fund	\$2,974		\$4,642	\$750	\$8,365
Other Depts.					
General Fund	94,020	112,176	36,683		242,879
Sewer	11,523	19,372	5,699		36,595
Cemetery	133	475	125		733
Swimming Pool	1,241	5,754	1,511		8,507
Library	2,599	922	4,816		8,337
Recreation Programs		3,605	947		4,552
Total 2020	\$112,491	\$142,304	\$54,423	\$750	\$309,968
Total 2019	\$111,591	\$181,265	\$49,674	\$605	\$343,135

*Net dividend

City Hall Complex

518100

CITY HALL COMPLEX – 518100

Responsibilities Include:

- 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

2019 Significant Accomplishments:

- Replaced roof on Fire Department

2020 Objectives to be Accomplished:

- Replace boiler in Lincoln Building

Long Term Objectives:

- Replace boiler in City Hall 2021
- Replace A/C air handler in City Hall

Budget Variances:

-

City Hall Complex

518100

City Hall Complex								
518100				2019	2019	2020	% Change	
Personnel	2016	2017	2018	Budget	Estimated	Proposed	2020/2019	
111 Salaries	82,495	108,468	74,030	72,230	72,230	73,683	2.01%	
112 Overtime	3,598	2,138	2,065	2,000	2,000	2,000	0.00%	
125 Part Time Salaries	1,996							
135 Sick Payout	972	249	281	352	352	323	-8.24%	
151 Social Security	6,881	8,276	5,808	5,762	5,762	5,872	1.91%	
152 Retirement	6,118	6,204	5,317	4,934	4,934	5,181	5.01%	
154 Health Insurance	19,345	13,845	11,740	13,144	13,144	14,064	7.00%	
155 Life Insurance	143	94	96	71	71	77	7.75%	
159 Longevity	2,487	643	680	743	743	756	1.75%	
165 Workers' Comp. Insurance	4,151	4,247	3,373	3,080	3,080	2,627	-14.71%	
Total	128,186	144,164	103,390	102,316	102,316	104,583	2.22%	
518100				2019	2019	2020	% Change	
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019	
222 Electric	23,578	23,087	21,633	25,609	25,609	25,609	0.00%	
224 Natural Gas	21,155	21,924	20,549	25,000	25,000	25,000	0.00%	
225 Telephone	1,971	1,914	3,150	2,025	2,025	2,025	0.00%	
226 Water Service	3,350	3,155	3,135	3,500	3,500	3,500	0.00%	
240 Repair & Maintenance Services	32,181	24,260	52,332	30,000	30,000	30,000	0.00%	
350 Operating Supplies	15,166	12,773	7,731	14,000	14,000	14,000	0.00%	
385 Capital Equipment Outlay	5,883	20,210	42,027	22,000	22,000	22,000	0.00%	
Total	103,284	107,323	150,557	122,134	122,134	122,134	0.00%	
Total Expenditures	231,470	251,487	253,947	224,450	224,450	226,717	1.01%	
				2019	2019	2020	% Change	
Revenues	2016	2017	2018	Budget	Estimated	Proposed	2020/2019	
469000 Public Charges for Services	318							
Total	318	0	0	0	0	0		
				2019	2019	2020	% Change	
Net Cost of Program	2015	2017	2018	Budget	Estimated	Proposed	2020/2019	
	231,152	251,487	253,947	224,450	224,450	226,717	1.01%	

Police—Station & Administration

522100, 522110

POLICE – STATION & ADMINISTRATION

Responsibilities Include:

- 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

Department Services Indicators	2017	2018	2019 Estimated	2020 Projected
Number of Telephone Calls Received by Dispatch	11,138	10,160	10,354	10,464
911 Calls	2,638	2,848	3,384	3,712
False 911 Calls	248	240	98	308
Individuals Receiving Assistance at Station	7,182	6,114	5,970	6,824
Citizens Requests for Open Records	612	470	502	494
Mental Commitment Complaints	20	20	18	18
Violent Crimes	4	2	4	2
Property Crimes	100	84	60	98
Value of Property Stolen	\$96,921	\$26,258	\$47,228	\$25,928
Recovery of Property Stolen	\$27,137	\$6,565	\$11,807	\$1,284
Municipal Warrants Processed	46	62	36*	22*

Service Area	Objective	Efficiency Measure	Target 2017/2018	Target 2018/2019	Target 2019/2020
Police Department	Safe Community	Violent Crime Rate	.20%	.20%	.10%
Police Department	Safe Community	Property Crime Rate	10.00%	10.00%	8.00%
Police Department	Safe Community	Youth Crime Rate	1.00%	1.00%	.80%

Police—Station & Administration

522100, 522110

2019 Significant Accomplishments:

- Hired and trained three officers
- Added new officer position – School Safety Officer cost share with School District
- Selected, promoted and trained new sergeant
- Replaced our K9 and select a new handler/officer
- Continued to add security cameras throughout the City
- 2019 Police accreditation assessment (three-year cycle)
- Dispatch Center review completed
- Hired and trained new dispatcher

2020 Objectives to be Accomplished:

- Install upgraded 911 hardware and software
- Research and purchase new body/squad/interview room camera system
- Hire and train two new officers
- Select and recommend promotions to PFC for Captain, Patrol Sergeant and possibly Detective Sergeant and training for those positions
- Seek accreditation for Dispatch EMD

Long Term Objectives:

- Facilities needs evaluation

Budget Variances:

-

Police—Patrol & Investigations

522120, 522130

POLICE – PATROL & INVESTIGATIONS

Responsibilities Include:

- 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 Lt. Detective or Det. Juvenile Officer
- Support and security to all schools through the Juvenile Officer and School Safety Officer
- Three 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 two officer are trained as defensive tactics instructor and one officer is a police vehicle pursuit instructor
- All officers undergo at least 24 hours of mandatory, annual training but strive for 40 to 60 hours of 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

Department Services Indicators:	2017	2018	2019 Estimated	2020 Projected
Calls for Service and Incidents Received	20,580	23,640	24,664	26,638
Assistance to Motorists/Pedestrians	2,212	2,056	2,662	2,688
Fire/Rescue Responses	1,104	1,124	1,200	1,376
Burglar/Fire Alarms	122	126	114	184
Homes Checked While Residents on Vacation	1,768	3,366	3,212	2,894
Lockouts of Vehicles	112	152	118	136
Issued Warnings	4,700	4,278	4,698	4,730
Arrests	2,192	2,270	2,322	2,206
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	2,086	2,262	2,248	2,158
Criminal Complaints	75	110	86	78
Accidents Investigated	156	114	144	138

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Police—Patrol & Investigations

522120, 522130

Department Services Indicators:	2017	2018	2019 Estimated	2020 Projected
K-9 Deployments	28	58	65	50

2019 Significant Accomplishments:

- Trained two evidence technicians (A8)
- Added an officer; cost split with the School District assigned as a School Safety Officer (EA8)
- Third Officer trained as Active Shooter Response instructor
- Trained additional DAAT instructor
- Trained new canine officer
- Trained school district on ALICE

2020 Objectives to be Accomplished:

- Add officer as a Special Response Team Associate member
- Select and train two Field Training Officers
- Special training for Juvenile Officer and School Safety Officer
- Develop Drone program
- Evaluate change-over to Chevy Tahoe's for patrol
- Admin training for sergeants
- Train students on ALICE
- Train officer to be DRE instructor

Long Term Objectives:

- Develop future leaders within the department

Budget Variances:

-

Police Department

522100 Police Station					2019	2019	2020	% Change
Personnel		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
111	Salaries	17,812	14,951	18,363	20,283	20,283	20,689	2.00%
112	Overtime	389	0	0	400	400	400	0.00%
135	Sick Payout	203	166	188	235	235	235	0.00%
151	Social Security	1,535	1,218	1,454	1,637	1,637	1,670	2.01%
152	Retirement	1,356	1,107	1,259	1,386	1,386	1,458	5.19%
154	Health Insurance	3,348	3,592	5,601	3,611	3,611	3,864	7.01%
155	Life Insurance	(1)	0	6	24	24	24	0.00%
159	Longevity	403	428	454	479	479	504	5.22%
165	Workers' Comp. Insurance	964	932	932	852	852	703	-17.49%
Total		26,009	22,394	28,257	28,907	28,907	29,547	2.21%

522100 Police Station					2019	2019	2020	% Change
Operating		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
222	Electric	26,000	25,280	24,966	28,591	28,591	29,305	2.50%
224	Natural Gas	6,769	7,951	7,383	12,000	12,000	12,120	1.00%
226	Water Service	1,068	1,050	1,006	1,270	1,270	1,346	5.98%
240	Repair & Maintenance Services	28,228	28,499	32,737	20,000	20,000	20,000	0.00%
340	Maintenance Supplies	2,068	3,862	1,712	4,500	4,500	4,500	0.00%
510	Property/Auto Insurance	2,038	2,038	1,310	1,310	1,310	1,533	17.02%
Total		66,171	68,680	69,114	67,671	67,671	68,804	1.67%
Total Expenditures		92,180	91,074	97,371	96,578	96,578	98,351	1.84%

522110 Administration					2019	2019	2020	% Change
Personnel		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
111	Salaries	193,472	198,164	201,656	205,731	205,731	209,638	1.90%
112	Overtime	2,487	26,484	17,917	4,129	10,000	5,000	21.09%
122	Office/Dispatchers	382,637	386,941	351,931	393,175	373,175	412,970	5.03%
134	Holiday	8,637	8,202	9,112	13,294	12,000	13,559	1.99%
135	Sick Payout	4,576	5,418	5,512	5,990	5,990	5,768	-3.71%
151	Social Security	45,119	48,035	44,782	48,595	47,415	50,516	3.95%
152	Retirement	46,754	50,867	48,674	49,444	48,434	54,456	10.14%
154	Health Insurance	125,309	119,206	136,743	159,649	149,649	170,489	6.79%
155	Life Insurance	226	212	227	247	247	247	0.00%
159	Longevity	13,282	11,896	12,400	12,904	12,904	13,408	3.91%
165	Workers' Comp. Insurance	8,316	7,983	7,880	6,065	6,065	6,233	2.77%
Total		830,815	863,408	836,834	899,223	871,610	942,284	4.79%

522110					2019	2019	2020	% Change
Operating		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
212	Attorney/Consultant—Legal	18,449	13,837	21,400	15,000	15,000	15,000	0.00%
213	Animal Pound	1,089	1,075	655	1,500	1,500	1,500	0.00%
225	Telephone/Communications	29,998	33,029	28,772	29,000	29,000	29,000	0.00%

240	Repair & Maintenance Services	73,757	45,536	46,320	46,000	46,000	46,000	0.00%
310	Office Supplies	7,499	6,116	7,222	6,500	6,500	6,500	0.00%
313	Printing	3,270	3,658	2,805	3,500	3,500	3,500	0.00%
320	Publications & Dues	233	327	1,130	1,250	1,250	1,250	0.00%
330	Employee Training, Travel	4,997	6,492	5,687	4,500	4,500	4,500	0.00%
346	Clothing & Uniforms	3,204	3,611	2,915	3,700	3,700	3,700	0.00%
347	Supplies and Expenses—Hunter Safety	60	316	(29)	300	300	300	0.00%
380	Equipment Outlay	623	2,110	5,996	2,500	2,500	2,500	0.00%
390	Other Expenses (Photo.)	2,035	1,172	1,267	2,000	2,000	2,000	0.00%
512	Liability Insurance	19,840	20,442	19,154	20,233	20,233	22,157	9.51%
Total		165,054	137,721	143,294	135,983	135,983	137,907	1.41%
Total Expenditures		995,869	1,001,129	980,128	1,035,206	1,007,593	1,080,191	4.35%
522120 Patrol								
Personnel		2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
111	Salaries	1,252,269	1,193,629	1,241,509	1,301,004	1,301,004	1,375,468	5.72%
112	Overtime	50,588	38,051	37,311	48,480	48,480	51,253	5.72%
123	Crossing Guards	39,600	39,382	41,081	36,553	50,000	46,700	27.76%
129	Wages/Billable	(10,606)	(13,526)	(7,798)	(10,000)	(30,000)	(64,000)	540.00%
134	Holiday	33,549	37,066	33,933	59,273	59,273	62,663	5.72%
135	Sick Payout	4,192	4,375	1,749	4,049	4,095	2,259	-44.21%
151	Social Security	105,518	101,149	104,333	111,116	112,913	119,628	7.66%
152	Retirement	129,841	144,786	146,193	150,010	150,010	176,091	17.39%
154	Health Insurance	224,231	210,480	232,931	260,047	260,047	300,275	15.47%
155	Life Insurance	171	201	206	204	204	187	-8.33%
159	Longevity	17,162	12,658	12,232	13,141	13,141	10,852	-17.42%
165	Workers' Comp. Insurance	51,066	49,543	47,792	41,621	41,621	41,837	0.52%
Total		1,897,581	1,817,794	1,891,472	2,015,498	2,010,788	2,123,213	5.34%
522120 Patrol								
Operating		2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
240	Repair & Maintenance Services	16,397	25,233	22,405	20,000	20,000	20,000	0.00%
330	Employee Training, Travel	19,162	17,371	23,360	16,000	16,000	16,000	0.00%
346	Clothing & Uniforms	18,990	18,001	20,596	12,200	17,000	12,000	-1.64%
347	Supplies and Expenses	7,564	6,078	1,050	5,500	7,500	5,500	0.00%
351	Gasoline, Motor Oil	26,522	30,843	30,375	25,000	25,000	25,000	0.00%
352	K-9 Expense		1,006	968	7,000	7,000	3,000	-57.14%
380	Equipment Outlay	27,188	23,375	32,704	25,000	25,000	25,000	0.00%
390	Other Expenses	1,016	125	305	500	500	500	0.00%
510	Property/Auto Insurance	3,440	3,922	3,915	3,401	3,401	3,997	17.52%
Total		120,279	125,954	135,678	114,601	121,401	110,997	-3.14%
Total Expenditures		2,017,860	1,943,748	2,027,150	2,130,099	2,132,189	2,234,210	4.89%
522130 Investigative								
Personnel		2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
111	Salaries	161,067	211,292	172,467	178,476	178,476	184,709	3.49%

112	Overtime	17,353	4,171	5,107	5,519	5,519	5,629	1.99%
129	Wages/Billable	(314)	2,858	(1,767)	(1,500)	(1,500)	(1,500)	0.00%
134	Holiday	6,154	6,290	5,047	3,568	3,568	3,639	1.99%
135	Sick Payout	758	0	1,348	0	0	0	0.00%
151	Social Security	13,859	16,199	13,622	14,401	14,401	14,901	3.47%
152	Retirement	18,795	19,283	21,017	20,018	20,018	22,867	14.23%
154	Health Insurance	37,013	33,906	43,078	43,364	43,364	46,400	7.00%
155	Life Insurance	96	43	33	36	36	35	-2.78%
159	Longevity	3,239	4,814	2,058	2,184	2,184	2,310	5.77%
165	Workers' Comp. Insurance	6,627	6,476	6,469	5,634	5,634	5,318	-5.61%
Total		264,647	305,332	268,479	271,700	271,700	284,308	4.64%
522130 Investigative								
Operating		2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
210	Professional Services	8,226	7,449	7,857	2,500	2,500	2,500	0.00%
235	Operating Expenses			101				
310	Investigative Office Supplies	1,700	2,049	2,380	3,000	3,000	3,000	0.00%
330	Employee Training, Travel	1,878	889	5,836	2,000	2,000	2,000	0.00%
346	Clothing & Uniforms	1,907	968	3,090	1,250	1,250	1,250	0.00%
Total		13,711	11,355	19,264	8,750	8,750	8,750	0.00%
Total Expenditures		278,358	316,687	287,743	280,450	280,450	293,058	4.50%
Grand Total for Department								
Revenues		2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
435200	Police Training Grants	3,200	2,880	3,200	2,700	2,700	3,360	24.44%
435431	State Grant—DOT Police	20,958		1,000		1,000	4,000	0.00%
441125	Bicycle Licenses	136	40	245	100	120	100	0.00%
451101	Court Penalties and Costs	41,757	32,262	37,169	44,500	44,500	47,000	5.62%
451102	State Forfeitures					2,000		
451301	Parking Violations	15,931	19,971	19,683	23,000	23,000	23,000	0.00%
462140	Police Department Fees	18,285	10,805	15,387	11,500	11,500	11,500	0.00%
462141	Alarm Permit Fees	325	6,755	400	250	250	250	0.00%
462145	False Alarm Fees	1,090	1,155	370	2,000	2,000	2,000	0.00%
473500	School District—Crossing Guards	42,005	42,249	43,915	50,000	50,000	50,000	0.00%
475100	City of Mequon—Reimbursement	2,726	5,877	2,948	2,964	2,964	2,964	0.00%
485550	Donations		820	1,778	7,000	7,000	7,000	0.00%
Total		146,413	122,814	126,095	144,014	147,034	151,174	4.97%
Net Cost of Program								
		2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
		3,237,854	3,229,824	3,266,297	3,398,318	3,369,776	3,554,636	4.60%

Fire

522230, 522240

FIRE – 522230, 522240

Responsibilities Include:

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

Department Services Indicators:	2017	2018	2019	2020
			Estimated	Projected
Total Number of Hours – Stand-By	800	1,085	1,000	1,025
Total Number of Training Hours	5,098	4,791	3,500	3,500
Structural Fires	5	5	6	7
Total Losses Due to Fire	--	--	--	
Response to Incidents in City	735	858	995	1,000
Response to Incidents in Town	254	289	260	265
Accident Responses	50	44	45	45
Total Responses	1,032	1,190	1,300	1,325
Other Mutual Aid Locations	43	43	48	50
Fire Inspections	1,371	1,320	1,450	1,450
Total Number of Hours – Public Education	340	420	450	450

2019 Significant Accomplishments:

- Updated the constitution and by-laws of the department
- Continued to use technology to advance our services (A5)
- Purchased two new heart monitors for EMS (A5)
- Continued to aggressively work on recruitment and retention (A8 & E1)

2020 Objectives to be Accomplished:

- Hire a full-time Firefighter/AEMT
- Continue to aggressively work on recruitment and retention of volunteer members

Fire

522230, 522240

Long Term Objectives:

- Continue to build on full time staffing
- Address Fire Station remodel or rebuild

Budget Variances:

Fire

522230, 522240

Public Safety/Fire Department

522230					2019	2019	2020	% Change
Personnel		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
111	Salaries		22,117	51,198	53,552	53,552	81,219	51.66%
112	Overtime							
121	Part Time Salaries		12,256	28,825	54,101	54,101	53,061	-1.92%
151	FICA		2,623	4,832	8,235	8,235	10,272	24.73%
152	Retirement/LOSA	21,197	21,723	21,548	27,596	27,596	29,570	7.15%
154	Health Insurance		6,184	21,155	21,240	21,240	34,090	60.50%
165	Workers' Comp. Insurance	9,297	9,409	15,995	8,171	8,171	5,083	-37.79%
Total		30,494	74,312	143,553	172,895	172,895	213,295	23.37%

522230					2019	2019	2020	% Change
Operating		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
222	Electric	17,193	15,172	15,595	17,000	17,000	17,000	0.00%
224	Natural Gas	9,732	10,023	10,472	12,000	12,000	12,000	0.00%
225	Telephone	578	652	655	800	800	800	0.00%
226	Water Service	2,806	2,520	2,420	3,000	3,000	3,000	0.00%
235	Operating Expense	262,435	212,404	262,108	213,500	213,500	217,500	1.87%
240	Building Maintenance	5,339	5,045	11,830	11,000	11,000	15,000	36.36%
290	Maint/Contracted Services	0	2,240	360	1,500	1,500	1,500	0.00%
380	Equipment Outlay			43,207				
510	Property/Auto Insurance	30,610	34,563	39,533	36,612	36,612	38,146	4.19%
512	Liability Insurance	2,708	2,834	2,865	2,359	2,333	1,353	-42.65%
Total Operating		331,401	285,453	389,045	297,771	297,745	306,299	2.86%
Total Expenditures		361,895	359,765	532,598	470,666	470,640	519,594	10.40%

					2019	2019	2020	% Change
Revenues		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
435101	Fire Insurance Dues	46,134	83,047	82,175		88,000		0.00%
435201	State Grant - Fire Safety		729	802		800	800	
435430	State Grant - Façade	830						
441130	Fire Inspection Fee	15,473	15,010	20,450	20,295	20,675	21,000	3.47%
473407	Fire—Operating Exp. (Town)	128,655	145,017	156,985	165,700	165,700	183,680	10.85%
473408	Fire/EMS Dispatching	2,365	3,483	4,140	3,500	3,500	3,500	0.00%
481120	Fire Dept. Interest	451	556	909			750	0.00%
483320	Fire Dept. Equip. Sales	3,324						0.00%
485551	Donations		(9,742)	20,136				
485600	Contribution of FD Assets	20,000						0.00%

Total Revenues	217,232	238,100	285,597	189,495	278,675	209,730	10.68%
				2019	2019	2020	% Change
Net Cost of Program	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
	144,663	121,665	247,001	281,171	191,965	309,864	10.20%

Building Inspection

522310

BUILDING INSPECTION – 522310

Responsibilities Include:

- 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

Department Service Indicators:	2017	2018	2019	2020 Projected
Inspections Made by Building Inspector	1,718	1,750	1,720	1,900
Inspections Made by Contracted Inspectors	56	59	53	95
Total Inspections Made	1,774	1,809	1,800	1,995
Total permits issued:				
Residential New Construction	31	32	32	26
Residential Building	140	150	145	140
Commercial New Construction	2	8	2	15
Commercial Building	25	21	22	23
Electrical	300	310	300	300
Plumbing	280	320	310	320
HVAC	180	250	200	210
Certificate of Compliance	0	0	0	0
Value of Improvements Inspected	22,000,000	70,000,000	40,000,000	

Performance Measures:

Service Area	Objective	Efficiency Measure	Target 2017/2018	Target 2018/2019	Target 2019/2020
Building Inspection	Efficient Municipal Government	Operating Costs	\$2.81 per household	\$2.81 per household	\$2.81 per household

Building Inspection

522310

2019 Significant Accomplishments:

- Oversight of Hamilton House Care Facility (F)
- Oversight of Arrabelle Development (F)
- Continued permit process for The Glen at Cedar Creek (F)

2020 Objectives to be Accomplished:

- Permit and oversight of 192-unit development on Sheboygan Road (F)
- Permit and oversight of Sandhill Subdivision of 43 single lots (F)
- Completion of 5 school additions

Long Term Objectives:

-

Budget Variances:

-

Public Safety—Building Inspector

522310					2019	2019	2020	% Change
Personnel		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
111	Salaries	99,055	101,400	103,478	105,485	105,485	107,586	1.99%
151	Social Security	7,315	7,509	7,672	8,137	8,137	8,303	2.04%
152	Retirement	6,814	7,123	6,982	6,967	6,967	7,326	5.15%
154	Health Insurance	24,727	26,630	28,463	29,640	29,640	31,715	7.00%
155	Life Insurance	57	58	59	59	59	61	3.39%
159	Longevity	693	756	819	882	882	945	7.14%
165	Workers' Comp. Insurance	3,202	3,145	2,967	2,705	2,705	2,383	-11.90%
Total		141,863	146,621	150,440	153,875	153,875	158,319	2.89%
522310					2019	2019	2020	% Change
Operating		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
210	Professional Services	2,935	1,275	2,624	3,000	5,000	5,000	66.67%
225	Telephone	504	840	957	650	650	700	7.69%
310	Office Supplies	3,377	2,471	3,545	2,400	2,400	2,400	0.00%
330	Training & Travel	375	155	574	500	500	500	0.00%
351	Gas and Oil Expense	1,972	2,119	2,117	1,700	1,700	1,700	0.00%
512	Liability Insurance	948	944	874	924	924	979	5.95%
Total		10,111	7,804	10,691	9,174	11,174	11,279	22.95%
Total Expenditures		151,974	154,425	161,131	163,049	165,049	169,598	4.02%
522360					2019	2019	2020	% Change
Weights and Measures		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
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%
					2019	2019	2020	% Change
Revenues		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
441129	Weights & Measures Licenses	1,035	985	1,035	995	995	995	0.00%
443500	Building Permits	111,871	87,877	248,940	94,000	113,000	88,000	-6.38%
443501	Electrical Permits	21,303	23,988	50,254	22,000	29,000	22,000	0.00%
443502	Plumbing Permits	25,440	23,080	48,820	24,750	24,750	24,750	0.00%
443505	Heating/Air Conditioning Permits	20,279	21,067	51,794	20,000	36,000	20,000	0.00%
443507	Erosion Control Permits	5,750	5,280	6,240	5,200	5,200	5,200	0.00%
443508	Occupancy Permits	6,170	4,590	14,520	5,200	5,200	5,200	0.00%
443509	Sign Permits	1,590	1,405	2,000	1,800	1,810	1,800	0.00%
443512	Building Inspection Plan Review	6,928	6,250	7,950	6,400	6,000	6,000	-6.25%
461156	House Numbers	861	723	1,266	700	700	700	0.00%
461157	State Tag Fee	1,850	1,705	2,145	1,760	1,760	1,760	0.00%
Total		203,077	176,950	434,964	182,805	224,415	176,405	-3.50%
Net Cost of Program		2015	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
		(49,103)	(20,525)	(271,833)	(17,756)	(57,366)	(4,807)	-72.93%

Auxiliary Police & Emergency Management

522410

AUXILIARY POLICE & EMERGENCY MANAGEMENT – 522410

Responsibilities Include:

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
- Maintain storm ready status

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

Department Services Indicators:	2017	2018	2019 Estimated	2020 Project- ed
Storm and Tornado Support Call Outs (Em. Mgmt.)	6	6	6	6
Crowd Control/Searches Call Outs (Aux. Police)	4	4	4	5
Assists Fire Department Call Outs (Aux. Police)	8	8	8	7
Assists County Sheriff Department (Aux. Police)	8	6	6	8
Provides Emergency Power/Communication Call Outs (Em. Mgmt.)	2	2	2	3
Mutual Aid Call Outs—Events (Aux. Police)	12	12	12	15
Mutual Aid Call Ins—Events (Aux. Police)	7	6	6	8
Local Community Emergency Call Outs (Aux. Police)	7	7	7	6
Volunteer Hours (Aux. Police and Em. Mgmt.)	2,200	2,200	2,200	2300
Training Meeting Hours (In House) (Aux. Police and Em. Mgmt.)	450	450	450	500
Seminars and Special courses (Hours) (Aux. Police and Em. Mgmt.)	300	200	200	250
Number of Emergency Siren Activations (Em. Mgmt.)	2	2	2	2
5K Runs and Bike Race Call Outs (Aux. Police)	10	10	12	15
5K Run Hours	180	180	200	250

Auxiliary Police & Emergency Management

522410

Department Services Indicators:	2017	2018	2019 Estimated	2020 Project- ed
Parades—Local Call Outs (Aux. Police)	5	5	5	5
Parades—Hours	325	325	375	400
Vehicle Maintenance Hours (Aux. Police and Em. Mgmt.)	100	100	100	150

2019 Significant Accomplishments:

- Replaced sixth siren (E2)
- Purchased traffic vests for officers (E6)
- Purchased new pagers (A5)
- Acquired promotional items for recruitment (A8)

2020 Objectives to be Accomplished:

- Get Communications Truck (Unit 1) updated to be in tune with today's technology
- Continue with a rigorous training schedule with more opportunities to be more skilled at our functions as Emergency Management and Auxiliary Police
- Recruit more members

Long Term Objectives:

- Continue with staying up to date on training and technology as it becomes available
- Find new and innovative ways to increase membership
- Replace Unit 5 (small pick-up)

Budget Variances:

- New line item added for office supplies
- Raised budget for communication and equipment to cover new cell service provider and additional equipment

Auxiliary Police & Emergency Management

522410

Public Safety Emergency Management/Auxiliary Police							
522410				2019	2019	2020	% Change
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
165 Workers' Comp. Insurance	250	75	56	250	250	100	-60%
220 Internet					1,620	1,620	
222 Electric	667	688	691	900	900	800	-11%
224 Natural Gas	784	773	787	1,250	1,250	1,200	-4%
225 Telephone	1,225	1,354	1,094	1,250	1,250	1,500	20%
226 Water Service	371	390	402	420	420	500	19%
239 Siren Maintenance	1,440	2,940	2,940	2,500	2,500	2,000	-20%
240 Repair & Maintenance	1,038	1,027	4,866	2,500	2,500	2,000	-20%
290 Contracted Maintenance	24	219	841	500	500	500	0%
310 Office Supplies					300	800	
316 Radio Equipment Maintenance	789	677	525	2,450	2,450	2,000	-18%
330 Training & Travel	1,719	464	916	1,500	1,500	2,000	33%
340 Repair & Maintenance Supplies	54	459	283	500	500	700	40%
343 Awards	350	117	411	800	800	800	0%
346 Clothing & Uniforms	4,443	1,279	921	1,200	1,200	1,200	0%
350 Operating Supplies—Vehicles	654	1,494	2,170	2,000	2,000	3,000	50%
351 Fuel/Vehicles	479	695	576	750	750	2,000	167%
380 Equipment	3,537	3,819	3,229	4,000	4,000	3,000	-25%
510 Property Insurance	1,356	1,335	1,417	1,297	1,297	1,527	18%
Total	19,180	17,805	22,125	24,067	25,987	27,247	13%
				2019	2019	2020	% Change
Revenues	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
473409 Emergency Management—Town	330	0	100	100			-100%
Total	330	0	100	100	0	0	-100%
				2019	2019	2020	% Change
Net Cost of Program	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
	18,850	17,805	22,025	23,967	25,987	27,247	14%

Engineering & Public Works— Administration

533110

ENGINEERING & PUBLIC WORKS – ADMINISTRATION – 533110

Responsibilities Include:

- 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

DEPARTMENT SERVICES INDICATORS	2017	2018	2019	2020
		Estimated	Projected	Projected
Installation of new sidewalk slabs	N/A	275	275	300
Lineal Feet of Streets Repaved	7,100	9,600	4,200	7,000

2019 Significant Accomplishments:

- Reconstructed Cambridge Avenue from Fieldcrest to Susan (C3)
- Reconstructed Lexington Street from Cambridge to Fieldcrest (C3)
- Reconstructed Aspen Street from Cambridge to Lexington (C3)
- Reconstructed Willowbrooke Drive from Lynnwood to Arbor
- Constructed new Highland Lift Station (C2)
- Completed maintenance and structural repairs to Columbia Mills Dam per DNR mandate (C1)

2020 Objectives to be Accomplished:

- Reconstruct Arbor Drive from Tamarack to Willowbrooke (C3)
- Reconstruct Lynnwood Lane from Tamarack to Willowbrooke (C3)
- Reconstruct Crescent Drive from Arbor to Sheboygan
- Reconstruct Glenwood Drive from Arbor to Bristol
- Reconstruct Park Circle
- Mill and Resurface Washington Avenue from Hamilton to Lincoln
- Complete maintenance and structural repairs to Woolen Mills Dam per DNR mandate (C1)
- Complete construction of Susan Lane from Susan Court east

Engineering & Public Works— Administration

533110

Long Term Objectives:

- Evaluate alternatives available to comply with DNR stormwater discharge limits
- Maintain Cedarburg Dams to comply with NR 333 requirements

Budget Variances:

225 Telephone: Fund 50% of smart phone for Assistant City Engineer.

Engineering

533110					2019	2019	2020	% Change
Personnel		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
111	Salaries	113,396	115,346	118,377	119,881	113,000	112,450	-6.20%
135	Sick Payout	1,082	736	1,015	7,616	9,515	580	-92.38%
151	Social Security	8,144	8,261	8,666	9,941	9,560	8,726	-12.22%
152	Retirement	7,851	8,185	8,081	8,013	7,562	7,661	-4.39%
154	Health Insurance	16,845	19,234	18,865	22,561	22,220	21,879	-3.02%
155	Life Insurance	168	180	189	147	147	108	-26.53%
159	Longevity	2,173	2,268	2,363	2,457	2,457	1,040	-57.67%
165	Workers' Comp. Insurance	3,837	3,710	3,791	3,458	3,458	2,991	-13.50%
Total		153,496	157,920	161,347	174,074	167,919	155,435	-10.71%
533110					2019	2019	2020	% Change
Operating		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
210	Professional Services	1,863	400	6,253	16,500	16,300	10,500	-36.36%
225	Telephone	424	371	413	500	500	1,000	100.00%
310	Office Supplies	558	195	322	400	400	400	0.00%
318	GIS mapping	3,977	2,053	9,783	10,400	10,400	10,000	-3.85%
320	Publications & Dues	197	315	962	900	900	950	5.56%
330	Training & Travel	685	1,332	1,295	1,300	1,300	1,350	3.85%
350	Operating supplies	586	328	1,187	1,100	1,100	1,100	0.00%
351	Gas and Oil Expense	1,051	941	1,132	1,000	1,000	1,000	0.00%
380	Equipment Outlay	770	400	197	800	800	800	0.00%
512	Liability Insurance	6,914	6,734	6,831	7,216	7,216	7,663	6.19%
Total		17,025	13,069	28,375	40,116	39,916	34,763	-13.34%
Total Expenditures		170,521	170,989	189,722	214,190	207,835	190,198	-11.20%
					2019	2019	2020	% Change
Revenues		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
443506	Drive Opening Permits	1,260	905	805	1,100	1,000	1,100	0.00%
443510	Street Opening Permits	4,300	3,800	4,558	3,800	5,005	4,400	15.79%
443513	Stormwater Mgmt. Permit	2,360	517	11,175	1,200	1,700	1,200	0.00%
461155	Engineering Fees	8,606	116	12,706	5,000	4,000	3,000	-40.00%
Total Revenues		16,526	5,338	29,244	11,100	11,705	9,700	-12.61%
					2019	2019	2020	% Change
Net Cost of Program		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
		153,995	165,651	160,478	203,090	196,130	180,498	-11.12%

Public Works

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

PUBLIC WORKS – 533210, 533311, 533410, 533420, 533421, 533440, 533450

Responsibilities Include:

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
- Install, repair, replace and maintain signs and posts
- 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
- Snow plowing, salting, and removal for streets and City-maintained sidewalks

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

Public Works

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

Department Services Indicators:	2017	2018	2019 Estimated	2020 Projected
Catch Basin Replacements	33	51	20	
Catch Basins Cleaned	1,500	1,500	1,500	
Storm Sewer Manholes and Pipes Replacements	10	15	5	7
Asphalt Placed by City Crew (Tons)	70	120	120	
Number of Street Lights	1,420	1,420	1,450	
Number of New Signs	7	15	30	30
Signs Replaced	200	50	100	100
Line Miles Swept	1,360	1,560	1,580	
Brush and Small Quantities of Yard Waste (Tons)	1,720	2,750	2,500	
Tonnage of Debris Collected from Sweeping	490	540	560	
Snow Plowing Events	20	15	20	
Tons of Salt Used Per Event	26	30	30	
Number of Vehicles (Vehicle Inventory)	65	66	66	
Appliance/Furniture Pickup	300	340	400	

Performance Measurers:

Service Area	Objective	Efficiency Measure	Target 2017/2018	Target 2018/2019	Target 2019/2020
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%

2019 Significant Accomplishments:

- Speced out and replaced 5-yard dump truck with plow, wing and salter (#90) (A5)
- Speced out and replaced 1-ton dump truck with plow and salter (A5)
- Joint purchase with Light & Water of a 10-yard dump truck with plow, wing and salter (#96) (A5)
- Replaced code reader and learn all its capabilities (A3)
- Continued drain tile on Evergreen Blvd.
- Created mechanic internship program with High School

Public Works

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

2020 Objectives to be Accomplished:

- Spec out and replace new skid steer for brush pickup (A5)
- Continue drain tile on Evergreen Blvd.
- Spec out and replace 10-yard dump truck with plow wings Salter
- Spec out 1-ton pickup truck with plow and liftgate
- Spec out and replace ½-ton pickup truck with plow
- Continue working with high school and mechanic internship program
- Create public works timeline for projects

Long Term Objectives:

- Continue to find ways to be more efficient with minor road repairs
- Rewrite levels of service for winter storms
- Survey plow routes for efficiency
- Continuing to enhance our anti-icing liquid program to reduce salt used

Budget Variances:

- Road salt increased due to contract pricing and increasing amount purchased
- Decrease of \$5,000 out of fuel maintenance and put in Special Revenue Fund – Fuel System
- Increase of \$1,000 to garage supply and maintenance – took from Signs to reflect actual
- Increase of repair and maintenance; combined with parks, recreation and forestry repair and maintenance
- Repair and maintenance of alleys – increase of \$20,000 for contribution to paving public access easements behind Cedarburg History Museum

Public Works

533210 Garage—Public Works Crew

Personnel		2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
111	Salaries (1.15 FTE)	112,279	144,170	101,193	75,526	75,526	77,047	2%
112	Overtime	1,137	3,576	823	1,050	1,050	1,050	0%
125	Part time/Seasonal Salaries				4,500	4,500	4,500	0%
151	Social Security	8,260	10,865	7,358	6,270	6,270	6,391	2%
152	Retirement	7,721	10,304	6,871	5,073	5,073	5,335	5%
154	Health Insurance	13,951	19,787	17,234	21,240	21,240	22,727	7%
155	Life Insurance	6	9	18	0	5	0	0%
159	Longevity	693	756	819	882	882	945	7%
165	Workers' Comp. Insurance	5,391	5,268	3,218	2,939	2,939	2,861	-3%
Total		149,438	194,735	137,534	117,480	117,485	120,856	3%

533210

Operating		2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
210	Contracted Services	699	1,220	1,217	700	700	700	0%
222	Electric	8,521	22,442	20,680	24,400	24,400	24,400	0%
224	Natural Gas	9,284	8,507	8,825	11,500	11,500	11,500	0%
225	Telephone	1,990	6,318	5,645	7,100	7,100	7,100	0%
226	Water Service	2,095	4,827	4,674	10,000	10,000	10,000	0%
326	Fuel System Maintenance			1,070	5,000	5,000		-100%
330	Travel & Training	250	2,023	1,182	2,200	2,200	2,200	0%
350	Garage/Maint. Supplies	34,777	31,050	37,385	31,350	31,350	32,350	3%
351	Gasoline/Diesel Fuel, Oil	58,699	54,692	61,695	55,000	55,000	55,000	0%
353	Mach.—Equip Maint./Parts	50,425	74,663	66,242	51,000	55,000	75,000	47%
385	Equipment Outlay	23,704	5,028	1,980	5,000	5,000	5,000	0%
510	Property/Auto Insurance	28,515	34,723	38,263	34,033	34,033	35,806	5%
Total		218,959	245,493	248,858	237,283	241,283	259,056	9%
Total Expenditures		368,397	440,228	386,392	354,763	358,768	379,912	7%

533311—Street Maintenance

Personnel		2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
111	Salaries (5.55 FTE)	319,438	259,879	301,962	349,842	349,842	356,806	2%
112	Overtime	22,557	20,207	28,984	45,500	45,500	45,500	0%
125	Part Time Temporary	5,852	11,072	9,310	6,900	6,900	6,900	0%
135	Sick Payout	2,794	2,831	2,447	2,934	2,934	2,963	1%
151	Social Security	25,089	20,099	23,785	31,767	31,767	32,341	2%
152	Retirement	23,906	19,591	22,795	26,555	26,555	27,870	5%
154	Health Insurance	139,053	153,796	171,362	180,972	180,972	193,640	7%
155	Life Insurance	107	48	54	35	70	76	116%
159	Longevity	11,277	9,072	9,576	10,080	10,080	10,584	5%
165	Workers' Comp. Insurance	15,747	14,830	17,929	16,376	16,376	14,504	-11%
Total		565,820	511,425	588,204	670,961	670,996	691,184	3%

533311				2019	2019	2020	% Change	
Operating		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
210	Professional Services	584	509	353	750	750	750	0%
240	Repair & Maint. Services	47,545	51,212	51,065	45,500	45,500	45,500	0%
346	Uniforms			300				
350	Operating Supplies	4,000	3,117	561	3,000	3,000	3,000	0%
363	Sign, Supplies & Parts	15,459	12,336	11,562	10,473	10,473	9,473	-10%
Total		67,588	67,174	63,841	59,723	59,723	58,723	-2%
Total Expenditures		633,408	578,599	652,045	730,684	730,719	749,907	3%
533410--Streets Ineligible				2019	2019	2020	% Change	
Operating		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
240	Repair & Maintenance - alleys						20,000	
530	Lease Expenses	5,381	4,187	4,091	5,450	4,170	4,200	-23%
Total Expenditures		5,381	4,187	4,091	5,450	4,170	24,200	344%
533420—Street Lighting				2019	2019	2020	% Change	
Operating		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
222	Electric	288,811	265,093	272,777	270,000	258,500	270,000	0%
Total		288,811	265,093	272,777	270,000	258,500	270,000	0%
533421—Traffic Control Signals				2019	2019	2020	% Change	
Operating		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
222	Electric	2,708	2,889	2,712	3,150	3,150	3,150	0%
240	Repair & Maintenance Services	6,715	3,972	7,464	5,000	5,000	5,000	0%
Total		9,423	6,861	10,176	8,150	8,150	8,150	0%
Total Expenditures - Lighting/Signals		298,234	271,954	282,953	278,150	266,650	278,150	0%
533440—Storm Sewers				2019	2019	2020	% Change	
Personnel		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
111	Salaries (2.05 FTE)	59,141	61,340	43,598	131,880	131,880	134,507	2%
112	Overtime	461	0	925	1,000	1,000	1,000	0%
151	Social Security	4,544	4,644	3,390	10,165	10,165	10,366	2%
152	Retirement	4,085	4,342	2,982	8,704	8,704	9,147	5%
154	Health Insurance	1,471	0	0	5,310	5,310	5,682	0%
155	Life Insurance	0	1	1	0	2	2	0%
165	Workers' Comp. Insurance	4,684	4,611	5,721	5,226	5,226	4,656	-11%
Total		74,386	74,938	56,617	162,285	162,287	165,360	2%
533440				2019	2019	2020	% Change	
Operating		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
240	Repair & Maintenance Services	31,142	32,025	27,704	30,000	30,000	30,000	0%
295	Street Sweepings	10,101	10,608	10,264	15,000	15,000	15,000	0%
323	DNR Fees	1,651	1,500	1,500	1,500	1,500	1,500	0%
Total		42,894	44,133	39,468	46,500	46,500	46,500	0%
Total Expenditures		117,280	119,071	96,085	208,785	208,787	211,860	1%

533450--Snow and Ice Control				2019	2019	2020	% Change
Operating				Budget	Estimated	Proposed	2020/2019
	2016	2017	2018				
209 Professional Services--Seasonal	291	0	0	4,000	4,000	4,000	0%
210 Contracted Services	5,184	2,458	1,153	12,000	12,000	12,000	0%
340 Maintenance Supplies	5,748	8,288	12,617	7,200	7,200	7,200	0%
380 Equipment	0	7,450	4,134	4,000	4,000	4,000	0%
450 Ice Control Materials	90,000	120,850	88,172	95,000	95,000	109,000	15%
Total Expenditures	101,223	139,046	106,076	122,200	122,200	136,200	11%
Total Public Works	1,523,923	1,553,085	1,527,642	1,700,032	1,691,294	1,780,229	5%
Revenues				2019	2019	2020	% Change
	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
435300 State Transportation Aids	509,960	527,404	606,514	697,492	697,492	802,115	15%
463101 Public Works Dept. Fees	11,264	74,923	19,065	13,500	12,000	12,000	-11%
Total	521,224	602,327	625,579	710,992	709,492	814,115	15%
Net Cost of Program				2019	2019	2020	% Change
	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
	1,002,699	950,758	902,063	989,040	981,802	966,114	-2%

Health & Sanitation

533710, 533720, 533730, 533740

HEALTH & SANITATION – 533710, 533720, 533730, 533740

In 2014, the contract for refuse was awarded to Waste Management (seven-year contract—12/31/20). The City offers refuse service to eligible buildings that generate six 32-gallon containers of refuse or less per week (status quo). For recycling, eligible buildings are 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. Requests to upgrade to a larger cart are charged a one-time flat fee of \$25.

In 2017, the new Public Works building was built with a compost/yard waste center that is under surveillance. Residents can now enter the yard six days a week from 7 a.m. to 7 p.m. for a onetime fee of \$30.

Responsibilities Include:

- 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 or one 96-gallon recycling container
- Provide option to upgrade to one 96-gallon recycling container upon payment of a one-time fee of \$25
- Provide option to buy a second cart
- Brush pickup is provided starting the first week 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

Department Services Indicators:	2017	2018	2019 Estimated	2020 Projected
Refuse Collection (Tons)	3,100	3,255	3,580	3652
Recycled Collection (Tons)	2,160	2,200	2,420	2517
Recyclables to Refuse	38%	48%	36.22%	45%

Buildings serviced through City contract (2020 estimates):	
Single family, duplex, condo	4080
Commercial	67
Apartment	19
Total:	4166

Health & Sanitation

533710, 533720, 533730, 533740

Refuse—4,165 units at \$9.24/unit = \$38,485/mo. = \$461,820/yr.	\$461,820
Recycling—4,165 units at \$4.41/unit = \$18,368/mo. = \$220,416/yr.	\$220,416
Additional recycling carts purchased—50 units at \$4.41/unit=\$221/ mo.=\$2,646/yr.	\$2,646
Fuel Surcharge	\$0
Compost employee—(35 weeks/\$11.25 per hour/6 hours per week)	\$0
Grand Total	\$684,076

2019 Significant Accomplishments:

- Added cardboard recycling to services available at yard

2020 Objectives to be accomplished:

- Research auto trash pickup as the contract ends December 2020

Long Term Objectives:

- Auto trash pickups with 3 sizes of trash cans
- Auto collection recycling (1 day drop off)

Budget Variances:

- None

Health and Sanitation

533710—Solid Waste Collection				2019	2019	2020	% Change
Operating				Budget	Estimated	Proposed	2020/2019
	2016	2017	2018				
290 Contracted Services	401,929	410,047	417,963	435,066	435,066	461,820	6.15%
Total	401,929	410,047	417,963	435,066	435,066	461,820	6.15%
533720—Landfill-Groundwater Monitoring				2018	2019	2020	% Change
Operating				Budget	Estimated	Proposed	2020/2019
	2016	2017	2018				
290 Contracted Services	10,050	10,050	10,050	6,500	6,500	6,500	0.00%
Total	10,050	10,050	10,050	6,500	6,500	6,500	0.00%
533730—Recycling				2018	2019	2020	% Change
Personnel				Budget	Estimated	Proposed	2020/2019
	2016	2017	2018				
111 Salaries (1.5 FTE)	80,836	92,266	94,867	92,539	92,539	94,380	1.99%
112 Overtime	2,688	974	760	1,700	500	500	-70.59%
125 Part-Time/Temporary	4,175	77					0.00%
151 Social Security	6,687	7,026	7,047	7,209	7,117	7,258	0.68%
152 Retirement	5,663	6,476	6,231	6,068	6,094	6,404	5.54%
154 Health Insurance	1,501	105	34				0.00%
155 Life Insurance	2	8	3		1		0.00%
165 Workers' Comp. Insurance	4,270	4,188	4,056	3,705	3,705	3,260	-12.01%
Total	105,822	111,120	112,998	111,221	109,956	111,802	0.52%
533730				2018	2019	2020	% Change
Operating				Budget	Estimated	Proposed	2020/2019
	2016	2017	2018				
290 Maintenance/Contracted Services	198,096	203,315	203,869	207,747	207,747	220,416	6.10%
344 Recycling Expenses	901	13,581	1,315	2,000	2,000	2,000	0.00%
380 Equipment/Capital Outlay		11,463					0.00%
Total	198,997	228,359	205,184	209,747	209,747	222,416	6.04%
Total Recycling Expenditures	304,819	339,479	318,182	320,968	319,703	334,218	4.13%
Total Health and Sanitation	716,798	759,576	746,195	762,534	761,269	802,538	5.25%
Non-Tax Revenues Supporting this Program				2018	2019	2020	% Change
	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
435420 Recycling State Grant	35,941	37,857	37,841	38,000	37,907	38,000	0.00%
464103 Recycling—Aluminum/Tin		51					0.00%
464105 Recycling Cart Upgrade	2,073	768	2,786	1,000	2,261	1,000	0.00%
473405 Landfill Monitoring—Town Contribution	3,350	3,350	3,350	2,165	2,165	2,165	0.00%
Total Revenues	41,364	42,026	43,977	41,165	42,333	41,165	0.00%
Net Cost of Program				2018	2019	2020	% Change
	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
	675,434	717,550	702,218	721,369	718,936	761,373	5.55%

Senior Center

555140

SENIOR CENTER – 555140

Responsibilities Include:

- 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 one Annual Rummage Sale plus Holiday Craft Sale
- Co-sponsor Annual Ozaukee County Senior Conference

Department Services Indicators:	2017	2018	2019 Estimated	2020 Projected
Days of Operation	250	253	249	251
Total Attendance*	18,498	18,750	18,675	18,700
Average Daily Attendance	74	75	75	75
City Participants	48	49	49	49
Non-Resident Participants	26	26	26	26
One Day and Extended Trips	414	450	425	450
Special Events	1,316	1,390	1,400	1022
Attendance at Weekly Programs*	12,098	12,110	12,000	12,072
Van Ridership	4,670	4,800	4,850	4360

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

Senior Center

555140

Performance Measures:

Service Area	Objective	Efficiency Measure	Target 2017/2018	Target 2018/2019	Target 2019/2020
Senior Center Programming	Operating Costs	Revenue 100% of Program Expenses	100%	100%	100%

2019 Significant Accomplishments:

- Implement emergency contact forms for 100% of senior center participants
- Construct a tour escort “emergency box” to carry on all tours
- Implement a form for tour sign-up to include emergency contact information and liability waiver
- Develop and implement a survey to Senior Center participants to determine new programs, tours and activities (A6)
- Purchase a picture board display to promote and increase program attendance (A6)

2020 Objectives to be Accomplished:

- Director and Supervisor to become CPR/AED certified
- Pursue additional funding opportunities to replace one of the two annual rummage sales
- Engage Senior Center Participants by offering group scrapbook events using pictures from various events, tours and programs
- De-clutter and reorganize storage rooms
- Recruit and train additional Senior Center Van Drivers
- Partner with the Cedarburg Library to offer classes on technology (use of smart phones, iPads & computers)
- Contact elevator company to determine if a lighted panel or instructional sign can be mounted to decrease confusion/frustration with operating the lift

Long Term Objectives:

- Clean and update kitchen area
- Research opportunities for additional funding resources and programs
- Pursue holding monthly or bimonthly technology classes
- Research options for automating the attendance tracking and emergency information process (mirror that of the Grafton Senior Center and Rec Dept.)

Budget Variances:

- Decrease in annual salaries/benefits for 2020 due to previous director having retired
- Proposed \$2 per hour, per person pay increase for 2020

Senior Center

555140

Senior Center								
555140				2019	2019	2020	% CHANGE	
Personnel		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
121	Part Time Salaries (1.30 FTE)	59,057	51,190	49,785	57,837	62,192	56,100	-3.00%
135	Sick Pay Out	400	426	416	408	0		-100.00%
151	Social Security	4,315	4,114	3,965	4,360	4,758	4,292	-1.56%
152	Retirement	3,186	2,494	2,366	2,513	2,814	2,329	-7.34%
154	Health Insurance	2,671	465	394	327	102		-100.00%
159	Longevity	945	976	1,008	1,039			-100.00%
165	Workers' Comp. Insurance	131	127	125	107	107	91	-14.95%
Total		70,705	59,792	58,059	66,591	69,973	62,812	-5.68%
555140				2019	2019	2020	% CHANGE	
Operating		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
210	Professional Services	6,399	9,513	6,609	7,500	7,500	7,500	0.00%
225	Telephone	177	179	177	325	325	325	0.00%
310	Supplies & Expenses	1,224	1,703	553	2,000	2,000	2,000	0.00%
313	Printing	162	153	65	1,000	500	1,000	0.00%
330	Employee Training, Travel	1,250	629	411	1,200	500	1,200	0.00%
390	Other Expenses	0	38,036	37,695	28,000	28,000	28,000	0.00%
510	Property/Auto Insurance	479	478	1,511	1,511	1,511	1,768	17.01%
512	Liability Insurance	500	483	477	504	504	474	-5.95%
Total		10,191	51,174	47,498	42,040	40,840	42,267	0.54%
Total Expenditures		80,896	110,966	105,557	108,631	110,813	105,079	-3.27%
555145 Senior Van				2019	2019	2020	% CHANGE	
Operating		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
225	Telephone	47	38	31	50	50	50	0.00%
240	Repair & Maintenance	1,084	300	112	500	500	500	0.00%
351	Gas & Oil	2,071	2,508	2,081	2,100	2,100	2,100	0.00%
510	Property Insurance	195	223	235	279	279	252	-9.68%
Total		3,397	3,069	2,459	2,929	2,929	2,902	0.00%
Total Expenditures		84,293	114,035	108,016	111,560	113,742	107,981	-3.21%

Senior Center

555140

				2019	2019	2020	% CHANGE
Revenues	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
467435 Senior Center Fees	24,009	59,673	52,821	42,000	43,000	42,000	0.00%
481145 Senior Van Interest	36	10	0	0	0	0	0.00%
485550 Donations		3,032		3,000	1,600	2,500	-16.67%
488800 Senior Van Receipts	6,739	5,412	5,614	6,200	4,000	4,000	-35.48%
Total	30,784	68,127	58,435	51,200	48,600	48,500	-5.27%
				2019	2019	2020	% CHANGE
Net Cost of Program	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
	53,509	45,908	49,581	60,360	65,142	59,481	-1.46%

Parks, Recreation & Forestry

555510, 555220

PARKS, RECREATION & FORESTRY – 555510, 533740

Responsibilities Include:

- 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; nuisance tree and weed complaints, notices, and invasive species control
- 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
- 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

Department Services Indicators:	2017	2018	2019 Estimated	2020 Projected
Total Number of Parks Maintained	34	34	34	34
Total Number of Picnic Shelters Maintained	5	5	6	7
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	110	80	100	100
Park Trees Planted	10	0	0	0
Trimmed/Pruned Trees	400	1,800	1,500	1700
Emergency Tree Service	75	60	60	50
Trees Removed	150	150	100	130
Stumps Ground (*Projected)	70	50	200	200
Issuance of Park Permits/Reservations	85	85	80	80
Weed Complaints and Notices Issued	10	8	10	10
Tree/Shrub Encroachment (Trimming Letters Sent)	8	4	6	5
Hazardous Trees Letter Sent	10	2	4	4
Tree City USA Certification	yes	yes	yes	yes
Total acres of Public Right-of-Way and Facility Grounds Mowed/Maintained	15	15	15	15

Parks, Recreation & Forestry

555510, 555220

2019 Significant Accomplishments:

- Assisted with community build of Willowbrooke Playground (D3)
- Developed a plan to repair 3 park building roofs at no cost to the taxpayers by working with a local non-profit.
- Completed organizational changes within the department to make services more efficient
- Purchased a grapple saw truck to make tree removal more efficient
- Added Wi-Fi to Cedar Creek Park for future security camera system and potential public Wi-Fi.

2020 Objectives to be Accomplished:

- Complete final stage of auto-lock installation of all park restroom facilities
- Install security cameras at Cedar Creek Park & Adlai Horn Park
- Complete all backed-up stump removals
- Complete conservancy ash tree removals

Long Term Objectives:

- To be able to remove trees and stumps within 6 months of a dead tree being reported
- To be able to plant a tree within 1 year of the tree and stump being removed.
- To be able to maintain a 7-year pruning cycle for trees

Budget Variances:

- Increase in internet fees with WiFi added to the gym and cedar creek park
- Increase in utilities with the addition of a new shelter/restrooms at Adlai Horn park
- Increase Tree planting budget from \$0 in 2019 to \$20,000 in 2020
- Decrease of \$5,000 in repair maintenance due to transfer to Public Works budget
- Decrease of \$4,200 in copier expense; moved to IT budget

CELEBRATIONS – 555220

Budget Variances:

- Increase due to purchase of flower basket liners

Culture and Recreation

555510 Parks, Recreation & Forestry					2019	2019	2020	% Change	
Personnel			2016	2017	2018	Budget	Estimated	Proposed	2020/2019
111	Salaries (6.45 FTE)		354,217	383,551	445,854	379,216	379,216	359,298	-5.25%
112	Overtime		8,095	9,983	7,903	14,211	14,211	14,211	0.00%
125	Part-Time Salaries/Temporary		11	0	0	0	0	0	0.00%
128	DPW Seasonal		23,872	24,607	35,444	50,000	45,000	40,000	-20.00%
151	Social Security		29,848	32,675	41,178	34,057	33,675	31,778	-6.69%
152	Retirement		24,813	27,193	30,156	25,885	25,885	25,339	-2.11%
154	Health Insurance		94,281	81,597	73,194	72,321	72,321	76,040	5.14%
155	Life Insurance		112	62	68	41	41	71	73.17%
159	Longevity		3,465	1,512	1,638	1,764	1,764	1,890	7.14%
165	Workers' Comp. Insurance		16,617	15,894	19,908	18,184	18,184	16,273	-10.51%
Total			555,331	577,074	655,343	595,679	590,297	564,900	-5.17%

555510 Parks, Recreation & Forestry					2019	2019	2020	% Change
Operating		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
210	Professional Services	2,520	2,733	937	2,500	2,500	2,500	0.00%
220	Internet		2,072	1,961	2,072	2,072	3,900	88.22%
222	Electric	19,254	17,551	18,026	18,000	18,000	20,000	11.11%
224	Natural Gas	1,856	1,974	2,226	2,000	2,000	2,000	0.00%
225	Telephone	2,134	3,448	3,672	4,740	4,740	4,740	0.00%
226	Water Service	7,478	7,397	7,846	5,800	7,800	8,000	37.93%
240	Repair & Maintenance Services	43,603	52,266	56,656	62,075	62,075	54,900	-11.56%
241	Vandalism Repairs	0	0	0	800	0	800	0.00%
243	Field Maintenance Supplies	0	6,011	5,398	6,000	6,000	4,500	-25.00%
290	Contracted Services	65,115	56,284	72,327	88,645	80,000	75,000	-15.39%
310	Office Supplies	1,933	1,552	1,356	2,000	2,000	2,000	0.00%
320	Publications & Dues	1,226	887	1,485	1,620	1,620	1,620	0.00%
330	Employee Training, Travel	3,052	3,030	4,900	5,500	5,500	4,900	-10.91%
341	Trees and Supplies—Contracted	23,422	59,845	15,780	0	0	0	0.00%
350	Operating Supplies	1,685	3,107	3,836	4,200	4,200	0	-100.00%
363	Sign Supplies	272	637	210	1,000	1,000	1,000	0.00%
380	Equipment	3,378	5,717	8,034	7,500	7,500	5,500	-26.67%
384	Legacy Tree & Bench Program		3,391	6,656	3,500	4,500	3,500	0.00%
390	Other Expenses	1,246	1,850	3,050	3,060	3,060	3,060	0.00%
510	Property/Auto Insurance	4,215	5,287	6,486	8,001	8,001	8,792	9.89%
512	Liability Insurance	3,540	3,390	3,745	3,956	3,956	4,273	8.01%
Total		185,929	238,429	224,587	232,969	226,524	210,985	-9.44%
Total Expenditures		741,260	815,503	879,930	828,648	816,821	775,885	-6.37%

533740 Weed Control					2019	2019	2020	% Change	
Operating			2016	2017	2018	Budget	Estimated	Proposed	2020/2019
290	Maintenance/Contracted Services		967	920	274	1,000	200	1,000	0.00%

555220 Celebrations				2019	2019	2020	% Change	
Personnel		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
111	Salaries (0.35 FTE)	20,718	22,073	22,989	20,000	20,000	20,000	0.00%
112	Overtime	6,864	2,924	3,691	4,000	4,000	4,000	0.00%
121	Part-Time Salaries	3,800	707	0	2,500	0	0	-100.00%
151	Social Security	2,401	1,963	2,061	2,027	1,836	1,836	-9.42%
152	Retirement	1,893	1,655	1,710	1,608	1,572	1,620	0.75%
Total		35,676	29,322	30,451	30,135	27,408	27,456	-8.89%
555220 Celebrations				2019	2019	2020	% Change	
Operating		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
210	Professional Services	1,203	132	2,506	500	500	500	0.00%
347	Supplies & Expenses	4,949	5,337	11,711	7,950	7,950	10,500	32.08%
350	Operating Supplies					0	0	0.00%
390	Other Expenses	7,000	17,000	7,000	7,000	7,000	7,000	0.00%
Total		13,152	22,469	21,217	15,450	15,450	18,000	16.50%
Total Expenditures		48,828	51,791	51,668	45,585	42,858	45,456	-0.28%
Grand Total for Department		791,055	868,214	931,872	875,233	859,879	822,341	-6.04%
				2019	2019	2020	% Change	
Revenues		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
435424	State Forestry Grant		15,800	7		0	0	
463103	Celebrations Revenue	23,567	23,085	30,986	20,000	21,000	21,000	5.00%
464125	Weed Mowing Fees	920	(920)	0	1,000	0	1,000	0.00%
467200	Park Rental Fees	7,002	7,120	5,778	7,000	7,000	7,000	0.00%
482215	Rent—City Property-Gym & Lincoln Bldg.	16,903	13,252	10,489	13,000	13,000	13,000	0.00%
485550	Donations	26,500	3,866	17,375	3,000	4,500	3,000	0.00%
Total		74,892	62,203	64,635	44,000	45,500	45,000	2.27%
				2019	2019	2020	% Change	
Net Cost of Program		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
		716,163	806,011	867,237	831,233	814,379	777,341	-6.48%

Conservation & Development

566310

CONSERVATION & DEVELOPMENT – 566310

Responsibilities Include:

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

DEPARTMENT SERVICES INDICATORS:	2017	2018	2019 Estimated	2020 Projected
Number of Single Family Lots Approved	20	20	10	10
Multi-family Units Approved	125	192	90	20
Certified Survey Maps Processed	3	3	3	3
Re-zonings Processed	2	2	3	3
Development Reviews	3	5	5	4
Site and Architectural Plan Approvals/Amendments	5	5	5	5
Certificates of Appropriateness	5	5	10	10
Zoning Text Amendments	2	3	2	2
Conditional Uses	5	5	5	5
Land Use Plan Amendments	2	3	3	3
Outdoor Alcohol Beverage Licenses	1	3	2	2
Temporary Uses	15	15	20	20
InfillHome	--	2	3	2
Miscellaneous Plan Commission Reviews	12	15	15	15
Annexation Requests Processed	--	2	1	1

Conservation & Development

566310

DEPARTMENT SERVICES INDICATORS:	2017	2018	2019 Estimated	2020 Projected
Extension of Time for Approvals (Due to Economy)	--	--	--	2
Extraterritorial Reviews	1	2	2	1
Zoning Map Amendments	3	2	5	4

2019 Significant Accomplishments:

- Completed discussion regarding ordinance for pocket neighborhoods (F6)
- Drafted housing affordability report (66.10013) (F6)
- Coordinate development of vacant Hwy 60/Sheboygan Road parcel (B3) (In Process)
- Brand Implementation Team worked to promote Cedarburg's new brand

2020 Objectives to be Accomplished:

- Zoning code recodification (B4)
- Sign code recodification
- Update the Housing Affordability Report
- Update the Development Fee Report
- Rezone Highway 60 business park properties
- Draft CBD ordinance
- Continue to implement brand

Long Term Objectives:

- Update the Comprehensive Land Use Plan – 2025
- Recodify the Zoning Code (B4)
- Brand implementation complete by January 1, 2021
- Hotel development
- Highway 60 Business Park Development

Budget Variances:

-

Conservation & Development

566310

City Planning								
566310				2019	2019	2020	% Change	
Operating		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
210	Professional Services	92,376	85,813	113,288	100,413	100,413	102,421	2.00%
225	Telephone	177	179	199	250	220	250	0.00%
310	Office Supplies & Expenses	16	176	80	200	200	200	0.00%
320	Publications & Dues	110	100	45	430	430	430	0.00%
330	Conference & Travel	241	183		200	200	200	0.00%
380	Equipment Outlay	0	250	8,375	1,000	1,000	1,000	0.00%
Total Expenditures		92,920	86,701	121,987	102,493	102,463	104,501	1.96%
				2019	2019	2020	% Change	
Revenues		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
443514	Plan Review	6,469	4,885	9,851	5,500	5,500	5,500	0.00%
444400	Zoning Permits	0	0	0	400	200	200	-50.00%
485550	Donations	4,334	1,000	1,000	1,000	1,000	1,000	0.00%
Total		10,803	5,885	10,851	6,900	6,700	6,700	-2.90%
				2019	2019	2020	% Change	
Net Cost of Program		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
		82,117	80,816	111,136	95,593	95,763	97,801	2.31%

Other

591000, 592000

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.

Culture and Recreation

Other and Transfers

591000				2019	2019	2020	% Change			
Other				2016	2017	2018	Budget	Estimated	Adopted	2020/2019
990	Contingency Reserve						200,000			0.00%
Total Contingency Reserves		0	0	0	200,000	0	0	0	0.00%	
592000				2019	2019	2020	% Change			
Transfers to Other Funds				2016	2017	2018	Budget	Estimated	Adopted	2020/2019
706	Transfer to Capital Improvements		100,000	75,000						0.00%
710	Transfer to Spec. Rev. Fund—Pool	13,503	37,175	11,500						0.00%
712	Transfer to Spec. Rev. Fund—Rec. Prog.	1,000	1,000	1,000						0.00%
Total Transfers to Other Funds		14,503	138,175	87,500	0	0	0	0	0.00%	
Total Expenditures		14,503	138,175	87,500	200,000	0	0	0	-100.00%	
				2019	2019	2020	% Change			
Net Cost of Program				2016	2017	2018	Budget	Estimated	Adopted	2020/2019
		14,503	138,175	87,500	200,000	0	0	0	-100.00%	
Tax and other revenues				2019	2019	2020	% Change			
not specific to programs				2016	2017	2018	Budget	Estimated	Adopted	2020/2019
411111	Property Taxes	5,812,613	5,869,661	6,137,384	5,954,081	5,954,081	6,191,224			3.98%
411310	Property Tax Equivalent—Light/Water	744,790	765,293	805,664	833,280	820,000	857,396			2.89%
435100	State Shared Revenues	200,137	201,653	200,798	204,298	204,298	204,124			-0.09%
435102	Expenditure Restraint Program	162,961	166,773		181,615	181,615	200,041			0.00%
435104	State Personal Property Aid				39,213	39,214	39,213			
435105	State Aid Cable Franchise Fees						14,955			
435302	State Computer Aids	23,040	20,253	20,551	21,048	21,048	21,048			0.00%
441127	Cable TV Franchise Fees	155,956	145,549	149,552	148,000	149,000	134,600			-9.05%
461154	General Govt Misc. Fees	5	25	322						0.00%
482220	Rent—City Property (Water Towers)	137,251	143,853	151,179	158,738	165,953	173,490			9.29%
483315	Sale of City Property	100	2,122	1,920		100				0.00%
484210	Refund of Prior Years Expense	(2,712)	(559)	717		4,787				0.00%
486000 Miscellaneous Revenue		13,481	5,192	11,519		10,002	10,000			0.00%
Total		7,247,622	7,319,815	7,479,606	7,540,273	7,550,098	7,846,091			4.06%

Capital Improvements Fund 400

	2019 Estimated	2020 Proposed	2021 Projected	2022 Projected	2023 Projected	2024 Projected
Beginning Fund Balance	807,660	213,021	224,797	495,150	813,895	519,289

Revenues

Property Tax Levy:						
General Projects		280,000	500,000	630,000	660,000	500,000
Street Improvements	525,000	1,085,000	800,000	900,000	1,000,000	1,000,000
Equipment Replacements	550,000	610,000	645,000	645,000	600,000	600,000
Storm Water Improvements	150,000	150,000	525,000	525,000	550,000	550,000
Environmental Reserve	10,000	410,000	10,000	10,000	10,000	10,000
Special Assessment Revenue	3,739	972				
Cemetery Transfer		10,000				
Parks & Playground Transfer	80,000		200,000	60,000	75,000	
General Fund Transfer	252,000		265,000		25,000	
Library Impact Fees	37,981					
Local Road Improvements Grant	48,000				48,000	
Proceeds from Borrowing						
DNR Urban Storm Water Mgt. Grant	19,500					
DNR Grant - dams	237,000					
Town Contribution		66,765				
Donations			200,000		25,000	
Interest Income	10,000	12,000	12,000	12,000	12,000	12,000
Change in Market Value						
Miscellaneous Revenue	35,000					
Sale/Rent of Property	30,000	30,000	30,000	30,000	30,000	30,000
Total Revenues	1,988,220	2,654,737	3,187,000	2,812,000	3,035,000	2,702,000

Expenditures	2019 Estimated	2020 Proposed	2021 Projected	2022 Projected	2023 Projected	2024 Projected
General Government						
Complex Improvements		55,000	85,000	150,000	25,000	
Cemetery - Rental House		10,000				
Monopole						
Total	0	65,000	85,000	150,000	25,000	0

Public Safety	2019 Estimated	2020 Proposed	2021 Projected	2022 Projected	2023 Projected	2024 Projected
Police Department						
Squad Cars	40,000	92,000	138,000	138,000	92,000	46,000
Computers		50,000				

Station Improvements		87,000	235,500	120,000		25,000
Total	40,000	229,000	373,500	258,000	92,000	71,000

	2019	2020	2021	2022	2023	2024
Fire Department	Estimated	Proposed	Projected	Projected	Projected	Projected
Station Improvements	75,000	105,000	153,000	145,000	900,000	70,000
Total	75,000	105,000	153,000	145,000	900,000	70,000

Auxiliary Police/ Emergency Management	2019	2020	2021	2022	2023	2024
	Estimated	Proposed	Projected	Projected	Projected	Projected
Vehicles			50,000	75,000		
Siren Upgrade	22,000	22,000				
Total	22,000	22,000	50,000	75,000	0	0

Total Public Safety	137,000	356,000	576,500	478,000	992,000	141,000
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	2019	2020	2021	2022	2023	2024
Public Works	Estimated	Proposed	Projected	Projected	Projected	Projected
Equipment Replacement	510,000	355,000	385,000	455,000	300,000	450,000
Street Improvements	755,495	1,122,000	730,000	705,000	1,194,000	955,000
Stormwater Improvements	192,039	189,957	399,147	522,930	658,606	572,125
Total	1,457,534	1,666,957	1,514,147	1,682,930	2,152,606	1,977,125

Parks, Recreation & Forestry	2019	2020	2021	2022	2023	2024
	Estimated	Proposed	Projected	Projected	Projected	Projected
Equipment Replacement	42,325	145,000	66,000	112,325	50,000	2,000
Park Improvements	6,000					25,000
Park Equipment	80,000		400,000	60,000	75,000	
Swimming Pool liner			265,000			
Senior Van Replacement					25,000	
Total	128,325	145,000	731,000	172,325	150,000	27,000

	2019	2020	2021	2022	2023	2024
Environmental	Estimated	Proposed	Projected	Projected	Projected	Projected
Environmental Expenses	10,000	10,000	10,000	10,000	10,000	10,000
Dams—Engineering/Repairs	750,000	400,000				
Total	760,000	410,000	10,000	10,000	10,000	10,000

	2019	2020	2021	2022	2023	2024
Debt Service	Estimated	Proposed	Projected	Projected	Projected	Projected
Issuance Costs						
Total	0	0	0	0	0	0

	2019	2020	2021	2022	2023	2024
Transfer to Other Funds	Estimated	Proposed	Projected	Projected	Projected	Projected
Transfer to Debt Service	100,000	4				

Total	100,000	4	0	0	0	0
Total Expenditures	2,582,859	2,642,961	2,916,647	2,493,255	3,329,606	2,155,125
Revenues - Expenditures	(594,639)	11,776	270,353	318,745	(294,606)	546,875
Ending Fund Balance	213,021	224,797	495,150	813,895	519,289	1,066,164
	2019	2020	2021	2022	2023	2024
Fund Balance	Estimated	Proposed	Projected	Projected	Projected	Projected
Uncommitted	\$20,917	\$23,654	\$62,154	\$289,154	\$86,154	\$478,154
Economic Development	12,086	12,086	12,086	12,086	12,086	12,086
Environmental	6,748	6,748	6,748	6,748	6,748	6,748
Equipment Replacement	26,128	74,128	110,128	4,803	167,803	299,803
Street Improvements	38,653	1,653	71,653	266,653	120,653	165,653
Storm Water Improvements	56,233	16,276	142,129	144,199	35,593	13,468
Library	52,256	90,252	90,252	90,252	90,252	90,252
Encumbrances						
Total Fund Balance	\$213,021	\$224,797	\$495,150	\$813,895	\$519,289	\$1,066,164

Capital Projects	Status	Funding Sources	Impact on Operating Budget
ADMINISTRATIVE			

Environmental Legal and consulting services	No change	\$10,000 <i>Property Tax; Environmental Reserve</i>	Negligible
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BUILDING INSPECTION

Cemetery New roof on rental house	Moved from 2018	\$10,000 <i>Transfer from Cemetery</i>	Positive
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Lincoln Building Replace boiler	Moved from 2021	\$55,000 <i>Property Tax</i>	Positive
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EMERGENCY MANAGEMENT

Capital Projects	Status	Funding Sources	Impact on Operating Budget
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Equipment Replacement 2007 GMC Canyon pickup; replaces #5	Moved from 2019	\$50,000 <i>Property Tax; Equipment Replacement Reserve</i>	Positive
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New Siren Purchase North side	No Change	\$22,000 <i>Property Tax</i>	Positive
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ENGINEERING & PUBLIC WORKS

Capital Projects	Status	Funding Sources	Impact on Operating Budget
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Equipment Replacement 10-yard dump truck with plow, wing and salter; replaces #98, tandem dump truck	Moved from 2019	\$225,000 <i>Property Tax; Equipment Replacement Reserve</i>	Positive
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Equipment Replacement 4x4 3/4-ton pickup truck with plow and lift gate; replaces #78, 2008 service pickup	Moved from 2021	\$65,000 <i>Property Tax; Equipment Replacement Reserve</i>	Positive
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Equipment Replacement		\$65,000	
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4x4 half ton pickup truck with plow; replaces #70, 2008 pickup truck	No Change	<i>Property Tax; Equipment Replacement Reserve</i>	Positive
Stormwater Improvements		\$19,957	
Engineering Services—2021 projects	Cost Modified	<i>Property Tax; Stormwater Improvement Reserve</i>	Positive
Stormwater Improvements	Moved from 2019, Cost	\$80,000	
Arbor Dr./Lynnwood Ln. Catch Basins	Modified, Change in Scope	<i>Property Tax; Stormwater Improvement Reserve</i>	Positive
Stormwater Improvements	New Project	\$20,000	Positive
Park Circle Catch Basins		<i>Property Tax; Stormwater Improvement Reserve</i>	
Street Improvements	Moved from 2019	\$142,000	
Glenwood Dr.: Bristol Ln. to Arbor Dr.	Cost Modified	<i>Property Tax; Street Improvement Reserve</i>	Positive
Street Improvements	Moved from 2019	\$150,000	
Crescent Dr.: Arbor Dr. to Sheboygan Rd.	Cost Modified	<i>Property Tax; Street Improvement Reserve</i>	Positive
Street Improvements	Moved from 2019	\$180,000	
Arbor Dr.: Tamarack Dr. to Willowbrook Dr.	Cost Modified	<i>Property Tax; Street Improvement Reserve</i>	Positive
Street Improvements	Moved from 2019	\$120,000	
Lynnwood Ln.: Tamarack Dr. to Arbor Dr.	Cost Modified	<i>Property Tax; Street Improvement Reserve</i>	Positive
Street Improvements	Moved from 2019	\$160,000	Positive
Park Cir.		<i>Property Tax; Street Improvement Reserve</i>	
Street Improvements	Cost Modified	\$60,000	Positive
Sidewalk repairs (to include Station #3)		<i>Property Tax; Street Improvement Reserve</i>	
Stormwater Improvements	New Project	\$30,000	
Complete Susan Ln: Susan Ct to Holly Ln		<i>Property Tax; Stormwater Improvement Reserve</i>	
Street Improvements	New Project	\$210,000	

Washington Ave: Hamilton to Lincoln
(mill & resurface)

Property Tax; Street Improvement Reserve

Street Improvements

New Project

\$100,000

Extend Susan Ln: Susan Ct to Holly
Ln

Property Tax; Street Improvement Reserve

Stormwater Improvements

New Project

\$40,000

Negligible

Consulting

*Property Tax; Stormwater Improvement
Reserve*

FIRE DEPARTMENT

Capital Projects

Status

Funding Sources

Impact on Operating Budget

Station Improvements

New Project

\$55,000

Positive

Station #3 exterior restoration

Property Tax

Station Improvements

New Project

\$50,000

Positive

Dorm Rooms – Station #1

Property Tax

PARKS, REC. & FORESTRY

Capital Projects

Status

Funding Sources

Impact on Operating Budget

Equipment Replacement

No Change

\$40,000

Replace #47 John Deere mower/
snowblower

*Property Tax; Equipment Replacement
Reserve*

Positive

Equipment Replacement

New Project

\$65,000

Positive

#13 Brush Bandit Chipper

Property Tax; Equipment Replacement

Equipment Replacement

New Project

\$43,296

Positive

Grapple Saw Truck

Property Tax; 5-year lease (Year 2)

POLICE DEPARTMENT

Capital Projects

Status

Funding Sources

Impact on Operating Budget

Squad Replacement

Change in Scope

\$92,000

Positive

#2 and #8 to be replaced

*Property Tax; Equipment Replacement
Reserve*

Station improvements

New Project

\$50,000

Positive

Video System Replacement

Property Tax

Station Improvements

Moved from 2019

\$87,000

911 System Upgrade

Property Tax

ADMINISTRATIVE

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Environmental Legal and consulting services	No Change	\$10,000 <i>Property Tax; Environmental Reserve</i>	Negligible

BUILDING INSPECTION

Capital Projects	Status	Funding Sources	Impact on Operating Budget
City Hall Complex Boiler Replacement	New Project	\$85,000 <i>Property Tax</i>	Positive

EMERGENCY MANAGEMENT

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Equipment Replacement Replace Unit #1, 2006 Ford Road Rescue	Moved from 2020	\$75,000 <i>Property Tax; Equipment Replacement Reserve</i>	Positive

ENGINEERING & PUBLIC WORKS

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Environmental Woolen Mill Dam	New	\$400,000 <i>Property Tax</i>	Negligible
Equipment Replacement 4x4 one-ton service pick-up truck with lift gate; replaces #75, 2008 service pick-up	Moved from 2020	\$80,000 <i>Property Tax; Equipment Replacement Reserve</i>	
Equipment Replacement 3/4 ton pick-up with plow and lift gate; replaces #79, 2008 GMC Sierra 1600	Moved from 2022	\$65,000 <i>Property Tax; Equipment Replacement Reserve</i>	Positive
Equipment Replacement 10-yard dump truck with plow, wing and salter; replaces #97, 2007 dump truck	Moved from 2020	\$240,000 <i>Property Tax; Equipment Replacement Reserve</i>	Positive

Stormwater Consulting Hire engineers for State NR216 Compliance	No Change	\$40,000 <i>Property Tax; Stormwater Improvement Reserve</i>	Negligible
Stormwater Improvements Engineering Services—2022 projects	Cost Modified	\$26,147 <i>Property Tax; Stormwater Improvement Reserve</i>	Positive
Stormwater Improvements Evergreen Blvd: Bridge to Western	New Project	\$333,000 <i>Property Tax; Stormwater Improvement Reserve</i>	
Street Improvements Evergreen Blvd: Bridge to Western		\$625,000 <i>Property Tax; Street Improvement Reserve</i>	
Street Improvements Asphalt repairs	No Change	\$60,000 <i>Property Tax; Street Improvement Reserve</i>	Negligible
Street Improvements Sidewalk replacement	No Change	\$45,000 <i>Property Tax; Street Improvement Reserve</i>	Positive

FIRE DEPARTMENT

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Station Improvements LED lights engine floor Station #1 with motion sensors	New Project	\$13,000 <i>Property Tax</i>	Positive
Station Improvements New tile floor training room and stair risers	New Project	\$45,000 <i>Property Tax</i>	Positive
Station Improvements New windows west side of Station #1	New Project	\$75,000 <i>Property Tax</i>	Positive
Station Improvements New lighting training room	New Project	\$20,000 <i>Property Tax</i>	Positive

LIBRARY

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Library Improvements		\$7,000	
Update AV system & technology	New Project	Property Tax	Positive
Library Improvements		\$20,000	
Self Check Machines	New Project	Property Tax	Positive
Library Improvements		\$10,000	
Telephone System	New Project	Property Tax	Positive

PARKS, REC. & FORESTRY

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Equipment Replacement	Moved from 2019	\$26,000	Positive
Replace 2009 Toyota Tacoma 4x4		Property Tax; Equipment Replacement Reserve	
Swimming Pool	New Project	\$265,000	Positive
Liner and inlet repair		Property Tax	
Equipment Replacement	New Project	\$40,000	Positive
Grapple Saw Truck		Property Tax; 5-year lease (Year 3)	
Park Improvements	Moved from 2020	\$400,000	Positive
All Children's Playground equipment replacement		Impact Fees; Donations	

POLICE DEPARTMENT

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Squad Replacement	No Change	\$138,000	Positive
#3, #7, and #9 to be replaced		Property Tax; Equipment Replacement Reserve	
Station Improvements:	New Project	\$35,000	Positive
Boiler replacement (1 of 2)		Property Tax	
Station Improvements:	New Project	\$16,000	Positive
Air Conditioning replacement (2 of 2)		Property Tax	

Station Improvements: Paint exterior of building	Moved from 2020	\$10,000 <i>Property Tax</i>	Positive
Station Improvements Resurface parking lot	Moved from 2020	\$20,000 <i>Property Tax</i>	Positive
Station Improvements Replace Network Server	Moved from 2020	\$15,000 <i>Property Tax</i>	Negligible
Station Improvements LRAD mass notification system for major events	Moved from 2020	\$126,500 <i>Property Tax</i>	Negligible
Station Improvements Electronic lock system for Police Station	Moved from 2020	\$13,000 <i>Property Tax</i>	Negligible

ADMINISTRATIVE

Capital Projects	Status	Funding Sources	Impact on Operating Budget
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Environmental

\$10,000

Legal and consulting services New Project *Property Tax; Environmental Reserve* Negligible

BUILDING INSPECTION

Capital Projects	Status	Funding Sources	Impact on Operating Budget
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City Hall Complex

New Project

\$150,000

Positive

A/C Air Handler

Property Tax

ENGINEERING & PUBLIC WORKS

Capital Projects	Status	Funding Sources	Impact on Operating Budget
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Equipment Replacement

Moved from 2025

\$55,000

Replace pick up truck #72

Property Tax; Equipment Replacement Reserve

Equipment Replacement

No Change

\$200,000

#2, 2008 Caterpillar 430E Backhoe Loader

Property Tax; Equipment Replacement Reserve

Positive

Equipment Replacement

No Change

\$200,000

#92, 2006 Sterling 7500 Dump Truck

Property Tax; Equipment Replacement Reserve

Positive

Stormwater Consulting

No Change

\$40,000

Hire engineers for State NR216 Compliance

Property Tax; Stormwater Improvement Reserve

Negligible

Stormwater Improvements

Cost Modified

\$32,930

Positive

Engineering Services—2023 projects

Property Tax; Stormwater Improvement Reserve

Street Improvements

No Change

\$60,000

Negligible

Asphalt Repairs

Property Tax; Street Improvement Reserve

Street Improvements

No Change

\$45,000

Positive

Sidewalk replacement

Property Tax; Street Improvement Reserve

Stormwater Improvements

Moved from 2021

\$250,000

Positive

Regional Stormwater Quality BMP

Property Tax; Stormwater Improvement Reserve

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Stormwater Improvements Install storm sewer in Highland Dr.: Cedar Creek to Portland Rd.	Moved from 2021	\$200,000 <i>Property Tax; Stormwater Improvement Reserve</i>	Positive
Street Improvements Highland Dr.: Columbia to Portland	Moved from 2021	\$510,000 <i>Property Tax; Stormwater Improvement Reserve</i>	Positive
Street Improvements Thornapple Ln.: Keup to East City	Moved from 2021	\$30,000 <i>Property Tax; Street Improvement Reserve</i>	Positive
Street Improvements Layton St.: Washington Ave. to the Interurban Tr.	Moved from 2021	\$60,000 <i>Property Tax; Street Improvement Reserve</i>	Positive

FIRE DEPARTMENT

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Station Improvements Refinish Station #1 engine room floor	New Project	\$70,000 <i>Property Tax</i>	Positive
Station Improvements Refinish Station #3 engine room floor	New Project	\$50,000 <i>Property Tax</i>	Positive
Station Improvements New garage doors for Station #3	New Project	\$25,000 <i>Property Tax</i>	Positive

LIBRARY

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Library Improvements Update Door/Security System/Bur- glar Alarm	New Project	\$7,000 <i>Property Tax</i>	Positive
Library Improvements Updates to community room en- trances	New Project	\$10,000 <i>Property Tax</i>	Positive
Library Improvements Electronic Book Drop	New Project	\$60,000 <i>Property Tax</i>	Positive

PARKS, REC. & FORESTRY			
Capital Projects	Status	Funding Sources	Impact on Operating Budget
Park Improvements		\$60,000	
Playground equipment expansion at Zeunert Park	Moved from 2021	Impact Fees	Positive
Equipment Replacement		\$20,000	
Kubota Utility Vehicle #41	New Project	Property Tax; Equipment Replacement Reserve	Positive
Equipment Replacement	No Change	\$20,000	Positive
#48 Kubota Zero Turn		Property Tax; Equipment Replacement Reserve	
Equipment Replacement	No Change	\$30,000	Positive
#42 John Deere 1570 Tractor		Property Tax; Equipment Replacement Reserve	
Equipment Replacement	New Project	\$43,296	Positive
Grapple Saw Truck		Property Tax; 5-year lease (Year 4)	
POLICE DEPARTMENT			
Capital Projects	Status	Funding Sources	Impact on Operating Budget
Squad Replacement	No Change	\$138,000	Positive
#4, #5 and #6 to be replaced		Property Tax; Equipment Replacement Reserve	
Station Improvements	New Project	\$85,000	Positive
Roof replacement		Property Tax	
Station Improvements	New Project	\$35,000	Positive
Boiler replacement (2 of 2)		Property Tax	

ADMINISTRATIVE

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Environmental Legal and consulting services	No Change	\$10,000 <i>Property Tax; Environmental Reserve</i>	Negligible

BUILDING INSPECTION

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Gymnasium New Storm Windows	New Project	\$25,000 <i>Property Tax</i>	

ENGINEERING & PUBLIC WORKS

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Equipment Replacement Salt Elevator	New Project	\$300,000 <i>Property Tax; Equipment Replacement Reserve</i>	Positive
Stormwater Consulting Hire engineers for State NR216 Compliance	Cost Modified	\$40,000 <i>Property Tax; Stormwater Improvement Reserve</i>	Negligible
Stormwater Improvements Engineering Services—2024 projects	Cost Modified	\$28,606 <i>Property Tax; Stormwater Improvement Reserve</i>	Positive
Street Improvements Asphalt repairs	No Change	\$60,000 <i>Property Tax; Street Improvement Reserve</i>	Positive
Street Improvements Sidewalk replacement	Cost Modified	\$45,000 <i>Property Tax; Street Improvement Reserve</i>	Positive
Stormwater Improvements Willowbrooke Pond Dredging	Moved from 2022	\$400,000 <i>Property Tax; Stormwater Improvement Reserve</i>	Positive
Stormwater Improvements Garfield/Fillmore Catch Basins	Moved from 2022 Cost Modified	\$40,000 <i>Property Tax; Stormwater Improvement Reserve</i>	Positive

Stormwater Improvements	Moved from 2022	\$120,000	Positive
Sunnyside Ln./Edgewater Dr. Stormwater	Cost Modified	<i>Property Tax; Stormwater Improvement Reserve</i>	
Stormwater Improvements	Moved from 2022	\$30,000	Positive
Somerset/Wirth Catch Basins	Cost Modified	<i>Property Tax; Stormwater Improvement Reserve</i>	
Street Improvements	Moved from 2022	\$150,000	Positive
Sunnyside Ln.: Edgewater Dr. to Highland Dr.	Cost Modified	<i>Property Tax; Street Improvement Reserve</i>	
Street Improvements	Moved from 2022	\$62,000	Positive
Birch St.: Edgewater Dr. to Sunnyside Ln.	Cost Modified	<i>Property Tax; Street Improvement Reserve</i>	
Street Improvements	Moved from 2022	\$232,000	Positive
Edgewater Dr.: Sunnyside Ln. to Highland Dr.	Cost Modified	<i>Property Tax; Street Improvement Reserve</i>	
Street Improvements	Moved from 2022	\$120,000	Positive
Jackson St./Hilgen Ave.: Washington Ave. to Hamilton Rd.	Cost Modified	<i>Property Tax; Street Improvement Reserve</i>	
Street Improvements	Moved from 2022	\$95,000	Positive
Sommerset Ave.: Pioneer Rd. to Wirth St.	Cost Modified	<i>Property Tax; Street Improvement Reserve</i>	
Street Improvements	Moved from 2022	\$90,000	Positive
Wirth St.:Sommerset Ave. to McKinley Ct.	Cost Modified	<i>Property Tax; Street Improvement Reserve</i>	
Street Improvements	Moved from 2022	\$160,000	Positive
Garfield St.:Fillmore to McKinley	Cost Modified	<i>Property Tax; Street Improvement Reserve</i>	
Street Improvements	Moved from 2022	\$180,000	Positive
Fillmore Ave.:Hamilton to Garfield	Cost Modified	<i>Property Tax; Street Improvement Reserve</i>	

FIRE DEPARTMENT

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Station Improvements	New Project	\$900,000	Negative
Addition to Station #1		<i>Property Tax</i>	

PARKS, REC. & FORESTRY

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Park Improvements New Subdivision playground	Moved from 2024	\$75,000 <i>Park Impact Fees</i>	Negligible
Equipment Replacement #25 King Trailer	No Change	\$5,000 <i>Property Tax; Equipment Replacement Reserve</i>	Positive
Equipment Replacement #29 Falcon Utility Trailer	No Change	\$5,000 <i>Equipment Replacement</i>	Positive
Equipment Replacement Grapple Saw Truck	New Project	\$43,296 <i>Property Tax; 5-year lease (Year 5)</i>	Positive

POLICE DEPARTMENT

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Squad Replacement #2 and #10 to be replaced	New Project	\$92,000 <i>Property Tax; Equipment Replacement Reserve</i>	Positive

SENIOR CENTER

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Equipment Replacement Senior Van Replacement	No Change	\$25,000 <i>Donation; Rider Fees</i>	Positive

ADMINISTRATIVE

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Environmental Legal and consulting services	No Change	\$10,000 <i>Property Tax; Environmental Reserve</i>	Negligible

ENGINEERING & PUBLIC WORKS

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Equipment Replacement #95 5-yard Peterbilt	New Project	\$250,000 <i>Property Tax; Equipment Replacement Reserve</i>	Positive
Equipment Replacement #5 Garbage Truck	New Project	\$200,000 <i>Property Tax; Equipment Replacement Reserve</i>	Positive
Stormwater Consulting Hire engineers for State NR216 Compliance	No Change	\$40,000 <i>Property Tax; Stormwater Improvement Reserve</i>	Negligible
Stormwater Improvements Engineering Services—2025 projects	Cost Modified	\$12,125 <i>Property Tax; Stormwater Improvement Reserve</i>	Positive
Street Improvements Sidewalk Replacement	No Change	\$30,000 <i>Property Tax; Street Improvement Reserve</i>	Positive
Street Improvements Asphalt Repairs	No Change	\$60,000 <i>Property Tax; Street Improvement Reserve</i>	Positive
Stormwater Improvements Monroe Ave.: Walnut St. to Bridge Rd	Moved from 2023	\$60,000 <i>Property Tax; Stormwater Improvement Reserve</i>	Positive
Stormwater Improvements Harrison Ave.: Bridge Rd. to Pine St. Catch Basins	Moved from 2023	\$60,000 <i>Property Tax; Stormwater Improvement Reserve</i>	Positive
Stormwater Improvements Pine St.: Hickory to Evergreen	Moved from 2023	\$50,000 <i>Property Tax; Stormwater Improvement Reserve</i>	Positive

Stormwater Improvements Wilshire Pond Dredging	Moved from 2023	\$350,000 <i>Property Tax; Stormwater Improvement Reserve</i>	Positive
Street Improvements Harrison Ave.: Bridge St. to Pine St. (SS,W)	Moved from 2023	\$240,000 <i>Property Tax; Street Improvement Reserve</i>	Positive
Street Improvements Monroe Ave.: Linden St. to Bridge Rd.	Moved from 2023	\$105,000 <i>Property Tax; Street Improvement Reserve</i>	Positive
Street Improvements Linden St.: Pine St. to Harrison Ave.	Moved from 2023	\$165,000 <i>Property Tax; Street Improvement Reserve</i>	Positive
Street Improvements Oak St.: Harrison Ave. to Pine St.	Moved from 2023	\$135,000 <i>Property Tax; Street Improvement Reserve</i>	Positive
Street Improvements Hickory St.: Harrison Ave. to Pine St.	Moved from 2023	\$100,000 <i>Property Tax; Street Improvement Reserve</i>	Positive
Street Improvements Pine St.: Hickory St. to Evergreen (SS)	Moved from 2023	\$120,000 <i>Property Tax; Street Improvement Reserve</i>	Positive

FIRE DEPARTMENT

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Station Improvements Gear wash machine	New Project	\$12,000 <i>Property Tax</i>	
Station Improvements Gear dryer	New Project	\$8,000 <i>Property Tax</i>	
Station Improvements Station #1 Boiler	New Project	\$50,000 <i>Property Tax</i>	

PARKS, REC. & FORESTRY

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Park Improvements Asphalt resurfacing at Cedar Creek Park	New Project	\$10,000 <i>Property Tax</i>	Positive

Park Improvements Asphalt resurfacing at Cedar Pointe Park	New Project	\$5,000 <i>Property Tax</i>	Positive
Park Improvements Asphalt resurfacing at Centennial Park	New Project	\$10,000 <i>Property Tax</i>	Positive
Equipment Replacement #24 Chilton Utility Trailer	No Change	\$2,000 <i>Equipment Replacement</i>	Positive

POLICE DEPARTMENT			
Capital Projects	Status	Funding Sources	Impact on Operating Budget
Squad Replacement #8 to be replaced	New Project	\$46,000 <i>Property Tax; Equipment Replacement Reserve</i>	Positive
Replace phone system	New Project	\$25,000 <i>Property Tax</i>	Positive

ADMINISTRATIVE			
Capital Projects	Status	Funding Sources	Impact on Operating Budget
Environmental Legal and consulting services	No Change	\$10,000 <i>Property Tax; Environmental Reserve</i>	Negligible
ENGINEERING & PUBLIC WORKS			
Capital Projects	Status	Funding Sources	Impact on Operating Budget
Storm Water System Planning Consulting services for State NR216 Compliance	New Project	\$40,000 <i>Property Tax; Stormwater Improvement Reserve</i>	Positive
Stormwater Improvements Engineering Services - 2026 Projects	New Project	\$32,500 <i>Property Tax; Stormwater Improvement Reserve</i>	Positive
Street Improvements Sidewalk Replacement	New Project	\$45,000 <i>Property Tax; Street Improvement Reserve</i>	Positive
Stormwater Improvements Woodland Dr. Storm Sewer	Moved from 2024	\$70,000 <i>Property Tax; Stormwater Improvement Reserve</i>	Positive
Stormwater Improvements St. John Ave.: Storm Sewer and Catch Basins	Moved from 2024	\$50,000 <i>Property Tax; Stormwater Improvement Reserve</i>	Positive
Stormwater Improvements Alyce St. Catch Basins	Moved from 2024	\$50,000 <i>Property Tax; Stormwater Improvement Reserve</i>	Positive
Street Improvements Jefferson Ave.: Bridge to N. Terminus	Moved from 2024	\$150,000 <i>Property Tax; Street Improvement Reserve</i>	Positive
Street Improvements Woodland Dr.: Highwood Dr. to Cedar Ridge (SS)	Moved from 2024	\$240,000 <i>Property Tax; Street Improvement Reserve</i>	Positive
Street Improvements St. John Ave.: Bridge St. to Washington Ave.	Moved from 2024	\$130,000 <i>Property Tax; Street Improvement Reserve</i>	Positive

Street Improvements St. John Ave.: Cleveland St. to Western Rd.	Moved from 2024	\$270,000 <i>Property Tax; Street Improvement Reserve</i>	Positive
Street Improvements Elm St.: St. John Ave. to Washington Ave.	Moved from 2024	\$53,000 <i>Property Tax; Street Improvement Reserve</i>	Positive
Street Improvements Alyce St.: Washington Ave. to Evergreen Blvd.	Moved from 2024	\$275,000 <i>Property Tax; Street Improvement Reserve</i>	Positive
Street Improvements Asphalt Repairs	New Project	\$60,000 <i>Property Tax; Street Improvement Reserve</i>	Positive
Equipment Replacement 1.75 yd. concrete mixer	New Project	\$25,000 <i>Property Tax</i>	Positive
Equipment Replacement Sno Go snowblower	New Project	\$90,000 <i>Property Tax; Equipment Replacement</i>	Positive
Equipment Replacement Concrete saw	New Project	\$6,000 <i>Property Tax; Equipment Replacement</i>	Positive
Equipment Replacement Replacement pick-up truck #74	New Project	\$45,000 <i>Property Tax; Equipment Replacement</i>	Positive

FIRE DEPARTMENT

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Station Improvement Remodel men's restroom	New Project	\$75,000 <i>Property Tax</i>	Positive
Station Improvement Remodel women's restroom	New Project	\$50,000 <i>Property Tax</i>	Positive

LIBRARY

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Library Improvements Updates to community room entrances	New Project	\$10,000 <i>Property Tax</i>	Positive

PARKS, RECREATION & FORESTRY

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Equipment Replacement #45 John Deere 1570 Terrain Cut	No Change	\$54,000 <i>Property Tax; Equipment Replacement</i>	Positive
Equipment Replacement #46 Ventrac Mower	No Change	\$47,500 <i>Property Tax; Equipment Replacement</i>	Positive
Equipment Replacement #49 Wright Stander Mower	No Change	\$7,000 <i>Property Tax; Equipment Replacement</i>	Positive

POLICE DEPARTMENT

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Squad Replacement #8 to be replaced	New Project	\$46,000 <i>Property Tax; Equipment Replacement</i>	Positive

ADMINISTRATIVE

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Environmental Legal and consulting services	No Change	\$10,000 Property Tax; Environmental Fund	Negligible

ENGINEERING & PUBLIC WORKS

Capital Projects	Status	Funding Sources	Impact on Operating Budget
Equipment Replacement #20 Forklift	Replacement	\$50,000 Property Tax; Equipment Replacement Reserve	Positive
Equipment Replacement Brine Tanks	Replacement	\$75,000 Property Tax; Equipment Replacement Reserve	Positive
Equipment Replacement Anti-Icing Tank	Replacement	\$10,000 Property Tax; Equipment Replacement Reserve	Positive
Equipment Replacement Automotive Code Reader	Replacement	\$12,000 Property Tax; Equipment Replacement Reserve	Positive
Equipment Replacement AC Recovery Station	Replacement	\$10,000 Property Tax; Equipment Replacement Reserve	Positive
Stormwater Improvements Madison/Franklin CatchBasins	Moved from 2025	\$50,000 <i>Property Tax; Stormwater Improvement Reserve</i>	
Stormwater Improvements Georgetown Dr. and Cts. Catch Basins	Moved from 2025	\$50,000 <i>Property Tax; Stormwater Improvement Reserve</i>	
Stormwater Improvements Cedar Ridge Dr. Catch Basins	Moved from 2025	\$40,000 <i>Property Tax; Stormwater Improvement Reserve</i>	
Stormwater Improvements Evergreen Blvd.: Western Rd. to Lincoln Blvd.	Moved from 2025	\$100,000 <i>Property Tax; Stormwater Improvement Reserve</i>	

Stormwater Improvements	Moved from 2025	\$350,000	
Tail Race/Behling Field Box Culvert		Property Tax; Stormwater Improvement Reserve	
Street Improvements	Moved from 2025	\$240,000	
Georgetown Dr.: Cedar Ridge Dr. to Windsor Dr. and Cts.		Property Tax; Stormwater Improvement Reserve Street Improvement Reserve	
Street Improvements	Moved from 2025	\$120,000	
Windsor Dr.: Georgetown Dr. to Bywater Ln. to Windsor Ct.		Property Tax; Street Improvement Reserve	
Street Improvements	Moved from 2025	\$270,000	
Cedar Ridge Dr.: Bridge Rd. to Orchard St.		Property Tax; Street Improvement Reserve	
Street Improvements	Moved from 2025	\$620,000	
Evergreen Blvd.: Western to Lincoln Blvd.	Cost Modified	Property Tax; Street Improvement Reserve	
Street Improvements	Moved from 2025	\$70,000	
Park Ln.: Spring to CWRC driveway	Cost Modified	Property Tax; Street Improvement Reserve	
Street Improvements	Moved from 2025	\$135,000	
Madison Ave.: Walnut St. to Fair St.	Cost Modified	Property Tax; Street Improvement Reserve	
Street Improvements	Moved from 2025	\$88,000	
Franklin Ave.: Bridge St. to Walnut St.	Cost Modified	Property Tax; Street Improvement Reserve	
Street Improvements	Moved from 2025	\$82,000	
Franklin Ave.:Pine St. to Fair Street	Cost Modified	Property Tax; Street Improvement Reserve	
Street Improvements	Moved from 2025	\$85,000	
Fair St.: Evergreen Blvd. to Washington Ave.	Cost Modified	Property Tax; Street Improvement Reserve	

FIRE DEPARTMENT**Capital Projects****Status****Funding Sources****Impact on Operating Budget**

Station Improvements	New Project	\$750,000	
Elevator Station #1		Property Tax	

PARKS, RECREATION & FORESTRY			
Capital Projects	Status	Funding Sources	Impact on Operating Budget
Equipment Replacement #85 Chevy Silverado	Replacement	\$50,000 Vehicle Replacement	Positive
Equipment Replacement #40 Kubota Tractor w/Loader	Replacement	\$30,000 Vehicle Replacement	Positive

Annual Road Improvement Program

Revenues	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	11,148	38,653	1,653	71,653	266,653	120,653	165,653
Property Tax	525,000	1,085,000	800,000	900,000	1,000,000	1,000,000	1,100,000
General Fund Transfer	210,000						
State/Federal Grant							
Debt Proceeds							
Local Road Improvement Program (LRIP)	48,000				48,000		
Total	794,148	1,123,653	801,653	971,653	1,314,653	1,120,653	1,265,653
Expenditures	2019	2020	2021	2022	2023	2024	2025
Asphalt Repairs—Miscellaneous	50,000		60,000	60,000	60,000	60,000	60,000
Sidewalk Program—Replacements	45,000	60,000	45,000	45,000	45,000	30,000	45,000
St. John Ave.—Cleveland to Western (S,SS,W)							270,000
Highland—Columbia Road to Portland (S, SS, W)				510,000			
Sunnyside Ln.—Edgewater to Highland(S,SS,W)					150,000		
Birch St.—Edgewater to Sunnyside(S,W)					62,000		
Edgewater Dr.—Sunnyside to Highland(S,W)					232,000		
Jackson/Hilgen—Washington to Hamilton(S,W)					120,000		
Glenwood—Bristol to Arbor (W)		142,000					
Crescent Dr.—Arbor to Sheboygan(W)		150,000					
Arbor Dr.—Tamarack to Willowbrooke(SS)		180,000					
Lynnwood Ln.—Tamarack to Arbor		120,000					
Willowbrooke Dr.—Lynnwood to Arbor	128,750						
Aspen St.—Cambridge to Aspen Ct.	128,750						
Lexington St.—Cambridge to Fieldcrest(SS)	232,995						
Cambridge Ave.—Fieldcrest to Susan	170,000						
Balfour Street(SS)							
Hampton Ave. and Ct.(SS)							
Drury Lane(SS)							
Kingston Ct.							
Coventry Ct.							
Harrison Ave.—Coventry to Washington(SS)							
Sommerset Ave.—Pioneer to Wirth(S)					95,000		
Wirth St.—Sommerset to McKinley(W)					90,000		
St. John Ave.—Bridge to Washington(S,W,SS)							130,000
Franklin Ave.—Bridge to Walnut(S,W)							

Evergreen Blvd. - Bridge to Western			625,000				
Washington Ave.—Hamilton to Lincoln (mill & resurface)		210,000					
Extend Susan Lane-Susan Ct. to Holly Ln.		100,000					
Annual Road Improvement Program (contd.)							
Expenditures (contd.)	2019	2020	2021	2022	2023	2024	2025
Franklin Ave.—Pine to Fair							
Madison Ave - Walnut to Fair(SS)							
Fair St.—Evergreen to Washington(S,W)							
Poplar Ave.—Drury to Washington(SS)							
Montgomery Ave.—Balfour to south terminus(SS)							
Monroe Ave.—Linden to Bridge(SS)						105,000	
Linden St.—Pine to Harrison(W)						165,000	
Harrison Ave.—Bridge to Pine(SS,W)						240,000	
Oak St.—Harrison to Pine(W)						135,000	
Hickory St.—Harrison to Pine(W)						100,000	
Pine St.—Hickory to Evergreen(SS)						120,000	
Chatham St.—Wauwatosa to Poplar							
St. James Ct.							
Georgetown Dr.—Cedar Ridge to Windsor and Courts(SS)							
Windsor Dr.—Georgetown to Bywater and Court							
Cedar Ridge Dr.—Bridge to Orchard(SS)							
Jefferson Ave.—Bridge to N. terminus							150,000
Woodland Dr.—Highwood to Cedar Ridge(SS)							240,000
Meadow Ln.—Appletree to Meadow Ct.(SS)							
Park Cir. (W)		160,000					
Tower Avenue(SS)							
Garfield St. - Fillmore to McKinley					160,000		
Fillmore Ave. - Hamilton to Garfield					180,000		
Elm St. - St. John to Washington							53,000
Alyce St. - Washington to Evergreen							275,000
Evergreen Blvd. - Western to Lincoln(SS)							
Cottonwood and Windwood Courts							
Thornapple Ln. - Keup Rd. to East City limit				30,000			
Layton St. - Washington to Interurban Trail				60,000			
Total	755,495	1,122,000	730,000	705,000	1,194,000	955,000	1,223,000
Balance	38,653	1,653	71,653	266,653	120,653	165,653	42,653

Stormwater Capital Projects

Revenues	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	36,772	56,233	16,276	142,129	144,199	35,593	13,468
Property Tax Support	150,000	150,000	525,000	525,000	550,000	550,000	525,000
Transfer from General Fund	42,000						
Capital Fund Balance							
DNR Stormwater Grant	19,500						
Debt Proceeds							
Total	248,272	206,233	541,276	667,129	694,199	585,593	538,468
Capital Expenditures	2019	2020	2021	2022	2023	2024	2025
Stormwater Consulting	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Regional Stormwater Quality BMP				250,000			
Aspen St./Lexington St. Catch Basins	25,000						
Cambridge Ave. stormsewer	38,000						
Arbor Dr./Lynwood Ln. Catch Basins		80,000					
Willowbrooke Pond Dredging					400,000		
Woodland Dr. Storm Sewer							70,000
Meadow Ln. Storm Sewer							
Cedar Ridge Drive Catch Basins							
Georgetown Drive and Courts Catch Basins							
Tower Ave. Stormsewer and Catch Basins							
Montgomery/Poplar Catch Basins							
Meadow Ln. Catch Basins							
St. John Stormsewer and Catch Basins							50,000
Madison/Franklin Catch Basins							
Johnson Ave.							
Wilshire Pond Dredging						350,000	
Relay Highland Storm Sewer at Columbia	83,269						
Highland—Cedar Creek to Portland				200,000			
Park Circle Catch Basins		20,000					
Sunnyside Ln./Edgewater Dr. Storm Sewer					120,000		
Garfield/Fillmore Catch Basins					40,000		
Sommerset/Wirth Catch Basins					30,000		
Evergreen Blvd. - Bridge to Western			333,000				

Stormwater Capital Projects (contd.)

Capital Expenditures (contd.)	2019	2020	2021	2022	2023	2024	2025
Balfour, Hampton, Drury, Kingston Ct.							
Harrison Ave.—Coventry to Washington							
Monroe Ave.—Walnut to Bridge						60,000	
Pine Street - Hickory to Evergreen						50,000	
Harrison Ave.—Bridge to Pine Catch Basins						60,000	
Alyce Street Catch Basins							50,000
Evergreen Blvd-Western to Lincoln							
Complete Susan Lane-Susan Ct. to Holly Ln.		30,000					
Tail Race/Behling Field box culvert							
Engineering (5% of Following Year Construction Total)	5,770	19,957	26,147	32,930	28,606	12,125	32,500
Total	192,039	189,957	399,147	522,930	658,606	572,125	242,500
Balance	56,233	16,276	142,129	144,199	35,593	13,468	295,968

Equipment Replacement Charges

Emergency Government

Vehicle No.	Year	Make	Purchase Price	Life Expect.	Remaining Life	Replacement Cost	Annual Cost
1	2004	Ford F-450 Road Rescue	48,221	20	3	60,000 (U)	3,000
3	2012	Ford Escape	27,788	10	2	29,000	2,900
4	2018	Dodge Ram 2500 SLT Pickup	48,561	10	8	48,561	4,856
5	2007	GMC -T15653 Pickup	24,480	10	0	27,955	2,795
Total Emergency Government			\$149,050			\$165,516	\$13,552

Administration

51	2011	Ford Expedition (Eng)	40,000	6	5	40,000 (U)	6,667
52	2011	Ford Ranger pickup (Eng-Mike W)	20,794	5	1	13,000 (U)	2,600
53	1999	Jeep Cherokee (Mike B)	22,845	5	1	15,000 (U)	3,000
54	2012	Dodge Caravan (white)	23,429	6	4	28,000 (U)	4,667
50	2005	Grand Caravan (blue)	5,000	8	0	5,000 (U)	0
Total Administration			\$112,068			\$101,000	\$16,933

Police Department

1	2019	Ford Explorer (Captain)	42,017	5	4	43,000	8,600
2	2016	Ford Explorer	53,826	4	0	54,000	13,500
3	2013	Chevrolet Impala (Chief)	25,205	9	2	30,000	3,333
4	2018	Ford Explorer Utility Interceptor	29,952	4	2	40,000	10,000
5	2018	Ford Explorer Utility Interceptor	37,200	4	2	40,000	10,000
6	2018	Ford Explorer Utility Interceptor	35,995	4	2	40,000	10,000
7	2008	Dodge Charger Sedan (Detective/Juvenile)	30,238	7	0	30,000	4,286
8	2016	Ford Explorer	49,922	4	0	50,000	12,500
9	2012	Chevy Tahoe K150 (Detective/Sergeant)	37,236	8	0	40,000	5,000
10	2015	Ford Explorer (Canine)	40,151	8	3	60,000	7,500
Total Police Department			\$381,741			\$427,000	\$84,719

Senior Center

59	2018	Dodge Grand Caravan	\$26,752	8	6	\$28,000	3,500
Equipment Replacement Subtotal			\$669,611			\$721,516	\$118,704

Public Works

Vehicle No.	Year	Make	Purchase Price	Life Expect.	Remaining Life	Replacement Cost	Annual Cost
1	2017	John Deere 624 K II Loader	240,000	15	12	240,000	16,000
2	2008	Caterpillar 430E Backhoe Loader	83,663	15	3	90,000	6,000
3	2011	International Garbage Packer	114,335	20	11	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	9	180,000	9,000
6	2017	Freightliner Street sweeper	235,054	20	17	230,000	11,500
7	2009	Elgin Pelican Dual Street Sweeper	149,520	20	9	170,000	8,500
9	2000	Case 75 XT Skidsteer	25,000	10	0	35,000	0
10	2017	John Deere 624K Wheel Loader	235,000	15	12	240,000	16,000
14	2015	Crafco Crack sealing machine	30,000	10	5	30,000	3,000
16	2015	2000 Crafco Infrared trailer	30,000	15	10	30,000	2,000
17	1987	Target Concrete Saw	2,849	25	0	3,800	152
18	1999	Ingersoll-Rand Compressor	10,500	15	0	12,000	800
19	2005	Caterpillar Roller	25,772	10	0	28,000	2,800
20	2012	Hyundai Forklift	25,500	15	7	40,000	2,667
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	0	5,000	333
30	2015	Spaulding 2 Ton patch trailer	3,000	15	10	30,000	2,000
31	2006	Sno-Go Snowblower	73,238	15	1	80,000	5,333
35	1984	John Deere Snow Blower	1,200	25	0	2,000	80
36	1990	John Deere Snow Blower	1,200	20	0	2,000	100
70	2008	GMC Canyon 4 x 4	16,110	7	0	20,000	2,857
71	2016	Chevrolet Silverado Pickup	40,757	10	6	45,000	4,500
72	2004	Chevy Tahoe	30,036	10	0	40,000	4,000
74	2012	GMC Sierra 1600	34,925	10	2	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	5	52,000	5,200
78	2009	GMC Sierra 1/2-Ton 4x4,	38,500	10	0	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	6	55,000	5,500
81	2015	GMC Sierra 3500 Truck	62,437	10	5	65,000	6,500
82	2019	Chevrolet Silverado Pickup	59,295	10	9	60,000	6,000
83	2017	2017 Chevrolet Silverado Pickup	47,932	10	7	60,000	6,000
84	2007	GMC Sierra	39,983	10	0	50,000	5,000
90	2002	Sterling 7500 Dump Truck	98,000	10	0	120,000	12,000
91	2016	Western Star 4700SF Truck	283,138	10	6	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	4	170,000	17,000
94	2015	Western Star Chassis	185,000	15	10	100,000	6,667
95	2009	Peterbilt 5 Yd Dump Truck, P (S)	199,197	15	4	160,000	10,667
96	2005	7400 International Dump Truck	127,000	15	0	145,000	9,667

97	2007	7400 International Dump Truck	116,000	15	2	145,000	9,667
98	2003	7400 International Dump Truck	103,000	15	0	220,000	14,667
99	2017	Western Star 4700SB Tandem Dump Truck	430,137	15	12	440,000	29,333
120	2016	Chilton Aluminum Trailer	2,500	15	11	4,000	267
121	2016	Chilton Aluminum Trailer	2,500	15	11	4,000	267
124	2018	Felling Trailer	23,950	20	8	24,000	1,200
100	2018	Kobelco SK85CS Excavator	135,000	15	13	135,000	9,000
Total Public Works			\$3,812,737			\$3,962,300	\$292,114
Parks and Forestry							
Vehicle No.	Year	Make	Purchase Price	Life Expec.	Remaining Life	Replacement Cost	Annual Cost
8	2017	Freightliner/Altec Bucket Truck	184,001	20	17	200,000	10,000
11	2015	Dodge 5500 Lift Truck	125,000	20	15	150,000	7,500
13	2005	Bandit Chipper	27,895	15	0	28,000	1,867
15	2014	Vermeer Stumper	26,886	15	9	40,000	2,667
23	2010	Chilton Utility Trailer	1,329	20	10	2,000	100
24	2006	Chilton Utility Trailer	1,161	20	6	2,000	100
25	1997	King Trailer	3,000	20	0	5,000	250
29	2005	Falcon Utility Trailer	2,420	20	5	5,000	250
40	2005	Kubota L3430 Tractor with Loader & Backhoe	27,200	20	5	27,200	1,360
41	2012	Kubota RTV 1100 Utility Vehicle	19,550	7	0	23,500	3,357
42	2016	John Deere 1570 Tractor, Deck & Snow Blower	29,268	7	3	30,000	4,286
43	2011	John Deere 4520	58,500	20	11	58,500	2,925
44	2018	Toro Groundmaster 4000 Rotary Mower	53,964	10	9	54,000	5,400
45	2017	John Deere 1570 Terrain Cut	35,075	10	7	42,500	4,250
46	2017	Ventrac Mower	29,902	10	7	33,000	3,300
47	2013	John Deere 1445 31HP Diesel Mower/Snow blower & spreader	31,750	7	0	31,750	4,536
48	2015	Kubota Zero Turn Mower	12,395	7	2	16,000	2,286
49	2018	Wright Stander Mower	6,535	7	6	6,535	934
73	2009	Toyota Tacoma 4x4	24,454	10	0	26,000	2,600
77	2009	GMC Sierra 2500HD (from WRC-water truck)	34,024	10	0	33,620	3,362
85	2016	Chevrolet Silverado	50,392	10	6	51,000	5,100
101	2017	Freightliner Grapple Truck with limb cutter&body	190,000	10	7	190,000	19,000
123	2018	Load Trail Equipment Trailer	6,859	20	18	7,000	350
Total Parks and Forestry			\$391,284			\$430,985	\$40,466
Equipment Replacement Total			\$4,204,021			\$4,393,285	\$332,580

Sewer Utility							
Vehicle No.	Year	Make	Purchase Price	Life Expect.	Remaining Life	Replacement Cost	Annual Cost
60	2018	Chevrolet Silverado 1500LT	33,676	10	8	33,676	3,368
61	2015	GMC Sierra 2500	34,571	8	3	33,620	4,203
62	2019	Chevrolet Silverado Pickup 2500HD	36,638	10	9	36,638	3,664
63	2018	Chevrolet Silverado 3500HD LT	33,654	10	8	33,654	3,365
66	2017	Freightliner 114SD (Camel 1200)	351,694	8	5	365,000	36,500
	2017	Kubota Diesel Tractor with cab & snowblower	29,235	8	5	30,000	3,000
	1986	Komatsu Fork Lift (from DPW)	2,000	5	0	30,000	3,000
	1994	Onan Portable Generator	13,795	15	0	21,620	2,162
	2009	Onan Portable Generator	43,089	15	4	67,540	6,754
	2008	Godwin Portable 6" Pump	28,769	12	0	41,220	4,122
	2009	Simplicity Riding Mower	9,189	15	4	14,400	1,440
	2000	Caravan Trailer	1,200	20	0	2,180	218
	2001	Pace Trailer	2,100	20	1	3,820	382
Total Sewer Utility			\$619,609			\$713,368	\$72,177
Fire Department							
Vehicle No.	Year	Make	Purchase Price	Life Expect.	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	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	2019	Chevrolet Silverado	52,000				
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	Kubota ATV Cart	30,000				
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				
	1998	Interstate Dive Trailer	10,000				
	1989	Brute Trailer	1,100				
Total			\$3,824,933				
Grand Total			\$7,609,865				

Parks Capital Improvement Budget

Capital Expenditures	2020	2021	2022	2023	2024	2025	2026
Parks Mowing Trailer	\$7,000						
#13 Chipper (larger unit)	\$65,000	equipment					
Grapple Saw truck - lease year 2	\$40,000	equipment					
#47 John Deere 1445 Mower/Snow-blower	\$40,000	equipment					
Grapple Saw Truck - lease year 3		\$40,000	tax				
2009 Toyota Tacoma 4x4		\$26,000	equipment				
Pool Liner and inlet repair		\$265,000	tax				
All Children's Playground		\$400,000	impact fees/ donations				
Zeunert Playground Replacement			\$60,000	Impact Fees			
Grapple Saw Truck - lease year 4			\$40,000	tax			
#41 Kubota Utility Vehicle			\$20,000	equipment			
#48 Kubota Zero Turn			\$16,000	Equipment			
#42 John Deere 1570 Tractor			\$30,000	Equipment			
Grapple Saw Truck - lease year 5				\$40,000	tax		
Park Improvement (New Subdivision Playground)				\$75,000	impact fees		
#29 Falcon Utility Trailer				\$5,000	Equipment		
#25 King Trailer				\$5,000	equipment		
#24 Chilton Utility Trailer					\$2,000	Equipment	
Asphalt resealing at Cedar Creek Park					\$10,000	Tax	
Asphalt resealing at Cedar Pointe Park					\$5,000	Tax	
Asphalt resealing at Centennial Park					\$10,000	Tax	
#45 John Deere 1570 Terrain Cut						\$54,000	Equip
#46 Ventrac Mower						\$47,500	Equip
#49 Wright Stander Mower						\$7,000	Equip
Total	\$152,000	\$731,000	\$166,000	\$125,000	\$27,000	\$108,500	\$0

The Cedarburg Water Recycling Center (WRC) fund is a proprietary-enterprise fund of the City of Cedarburg. All financial transactions for the WRC Division operation are recorded within this fund. The WRC fund is supported by the user charges to our customers, which is based on water usage for residential and commercial customers, and effluent volume and strength for our industrial customers. The policies and planning of the Water Recycling Center* operations are overseen by the nine members of the Public Works/Sewerage Commission, which are appointed by the Mayor and approved by the Council for two-year terms of office. Currently, Cedarburg has eleven lift stations which keep the influent moving through approximately 59 miles of sewer lines until its ultimate destination, the Water Recycling Center.

HISTORY

The Cedarburg Municipal Sewerage System was installed in 1921 and 1922 along with the water works. Initially, there were two plants which consisted of two-story sedimentation tanks called Imhoff Tanks. They gave a rudimentary type of treatment which consisted of separation of liquid and solids, but not to the level of treatment available today in Cedarburg.

In 1973 the Activated Sludge Plant came on line with a more sophisticated mode of operation—biological treatment. The Oxidation Ditch, started in 1988, takes this farther still being able to naturally remove nitrogen and phosphorus. The living bacterial/protozoal mass biodegrades the sewage to the point where the solid residue or biosolids are spread on farm fields and the clear oxygen enriched effluent is discharged to Cedar Creek meeting the effluent limits imposed by the Department of Natural Resources.

In 1993 the WRC took over the cleaning and maintenance of the Collection System as well as the plant and lift stations. All of this is managed and maintained by one superintendent and six operators. Through some automation at the Oxidation Ditch Plant, we are able to handle the workload on one shift with operators on call 24/7.

In 1996 a remote septage receiving station was added on Pioneer Road to better facilitate acceptance of holding tank waste. This allowed the plant to better process this wastewater and received favorable acceptance by the haulers. In May 2013 the remote receiving station was closed due to odor issues and haulers were directed to the Plant.

In 1998 the second Discharge Permit was issued from the Department of Natural Resources. A permit to discharge is issued for a five-year period. Plant improvements for producing better biosolids were installed in 1998. In addition, a better biosolids loading station was built, and the remote 180-day biosolids storage tank was operational in the fall of 1999 under a private sector contract. In 2015 biosolids were contracted to be hauled to alternative WWTP's.

In 1999 the disinfection process for the effluent was converted from chlorine to ultraviolet light eliminating two deadly gases—chlorine and sulfur dioxide. In addition, a new storage garage was constructed and the City's largest organic loading, Kemps Dairy, started pretreating their waste.

The City purchased 100 acres of property along Pioneer Road (CTH C) at the confluence of Cedar Creek and the Milwaukee River in 2000. The balance of the Zarling farm was purchased in 2002 for a total of 115 acres. This land serves as the location of the treatment facility 15-20 years into the future, depending on the regulatory requirements, technology changes and growth.

In June of 2008, the WRC Discharge Permit was renewed for another five years which brought us to the twenty-five year mark for the current plant. There were reductions in the limits for ammonia nitrogen. The City is able to operate with this permit. We were issued a new permit on April 1, 2017 further lowering the limits for phosphorus removal.

In January of 2017 the city's 11th lift station was put online. This new station called Kenzie Way will allow development to be added on the northern portion of the sanitary district. The station was sized proportionally for the current flows but allowing it to be upgraded as the development increases.

*In September of 2017 the Sewer Utility Fund changed its name to the Cedarburg Water Recycling Center.

SEWER USER CHARGES

The City of Cedarburg currently has approximately 11,628 residents. The sanitary sewer service area for the Cedarburg WRC 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 Water Recycling Center in addition to the residential users. Below is a list of the meter counts from the Cedarburg Light & Water Utility for customers who have sewer service.

Sewer Meter Count:	2016/2017	2017/2018
Residential	3,602	4,244
Commercial	386	448
Industrial	27	31
Public	34	40
Total	4,049	4,763

The 2017/2018 influent wastewater characteristics for the Cedarburg WRC are as follows:

	MGD	mg/1	lbs/day	lbs/yr.
Ave. Daily Flow	1.845			
Ave. Daily BOD		214	3,293	1,116,683
Ave. Daily TSS		203	3,120	1,113,240
Ave. Daily TKN		24.7	380	133,159
Ave. Daily P		3.3	51	17,998

The flow used in computing 2019 rates (314,582,006 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 Water Recycling Center Reserve Capacity Fee is used to recover capital costs for future capacity built into the wastewater treatment plant in 1988. These funds were first used to decrease any outstanding principal and interest cost. Since, no debt is outstanding; all proceeds are transferred to the undesignated reserve at the beginning of each fiscal year.

The Biosolids Impact Fee was created to recover future developments' share of costs related to Water Recycling Center 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 Water Recycling Center Reserve Capacity Fee.

The Connection Fee for new development 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 2019, which are effective January 1, 2019. The flow rate increased 1.9% and the monthly connection fee increases \$1 per month, resulting in a \$15.90/year increase, on average, per household. Annual cost from \$374.83 to \$390.73 per year. These increases will help to cover the cost of rebuilding the Highland Lift Station.

	Flow Rate	Monthly
	(\$/1,000 gal.)	Connection Fee
		(\$/month)
<i>2018 Rate</i>	\$5.30	\$14/month
2019 Rate	\$5.40	\$15/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:

<i>Volume</i>	\$5.40/1,000 gallons
<i>BOD > 200 mg/l</i>	\$0.221/lb.
<i>TSS > 225 mg/l</i>	\$0.318/lb.
<i>TKN > 30 mg/l</i>	\$0.879/lb.
<i>Phosphorus > 10 mg/l</i>	\$6.508/lb.
<i>Fixed Charge</i>	\$15.00/month/connection

SEPTAGE HAULERS

These rates are remaining at the 2017 amounts.

COSTS FOR SEPTAGE HAULERS PER 1,000 GALLONS

	2018 RATE	2019 RATE
<i>Holding Tank</i>	\$8.70/1,000 gallons	\$8.70/1,000 gallons
<i>Septic Tank</i>	\$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 - 555140

Responsibilities Include:

- Treat sewage including septage
- Maintain and operate 11 lift stations and Water Recycling Center
- Responsible for maintaining 59 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 GIS 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

DEPARTMENT SERVICES INDICATORS:	2017	2018	2019 Estimated	2020 Projected
Sanitary Sewers Cleaned (feet)	145,000	145,000	145,000	150,000
Sanitary Sewers Televised (feet)	25,000	25,000	15,000	20,000
Storm Sewers Cleaned (feet)	1000	100	100	100
Customer Service Calls	18	18	18	16
Basement Backups: Total/Problem in the Main	18/2	18/0	18/0	16/0

Performance Measures:

Performance Measurements Budget	2017	2018	2019 Estimated	2020 Projected
Annual O&M Budget	2,794,826	2,765,170	2,845,500	2,881,865
Amount Spent	2,663,358	2,863,513	2,831,601	2,800,000
Sewerage Treated, in 1000 gallons	680,000	780,000	784,000	849,282
Sewer Flow Rate, \$/1,000 gallons	5.22	5.30	5.40	7.55

Compliance Maintenance Annual Report, (0-4)	2017	2018	2019 Estimated	2020 Projected
TOTAL SCORE	4.00	4.00	4.00	4.00

2019 Significant Accomplishments:

- Replaced Bar Screen in headworks building
- Replaced truck #62 (A5)
- Built new Highland Lift Station (C2)
- Rebuilt Clarifier #1 and #2 drives (C2)
- Replaced Sludge Pumps and Controls #1 and #2

2020 Objectives to be accomplished:

- Replace Ferrous Chloride Tank, Feed System, Mixer and Phosphorus Analyzer
- Clean and Inspect Digester #1 and #2
- Replace (3) check valves at Garfield Lift Station
- Replace (2) air conditioning units on Control Building
- Hire new Operator

Long Term Objectives:

- Update Evergreen Lift Station
- Update Dorchester Lift Station
- New effluent filtration system
- New Treatment Facility

Budget Variances:

- Reallocated contingency funds (\$40,000) adding them to regular operating budget lines.
- Salaries and benefits up
- 601-573825-225 Telemetry/Telephone up covering increased Lift Station Data costs(costs from contingency)
- 601-573825-294 Sludge Hauling increased due to higher costs(costs from contingency)
- 601-573825-372 Safety Equipment up due to increased equipment required(costs from contingency)
- 601-573830-340 Maintenance up from continuing equipment increases (cost from contingency)
- 601-573825-222&224 Reduced due to energy savings

Water Recycling Center Fund—601

573805—Administrative				2019	2019	2020	% CHANGE
Personnel	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
111 Salaries (3.41 FTE)	229,745	231,422	248,524	248,996	248,000	256,233	3%
135 Sick Pay Out	1,921	1,663	1,855	1,895	1,895	1,481	-22%
151 Social Security	18,775	18,741	20,166	19,498	19,422	19,988	3%
152 Retirement	29,388	30,006	19,887	16,571	16,505	17,536	6%
154 Health Insurance	40,381	38,093	37,224	34,800	34,500	33,672	-3%
155 Life Insurance	45	49	53	142	60	174	23%
159 Longevity	3,500	3,643	3,785	3,990	3,990	3,566	-11%
161 EAP/125 Admin.	36	247	339	500	500	500	0%
165 Workers' Comp. Insurance	153	154	147	126	126	123	-2%
Total	323,944	324,018	331,980	326,518	324,998	333,273	2%

573810—General Labor				2019	2019	2020	% CHANGE
Personnel	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
111 Salaries (4.0 FTE)	192,992	172,841	231,930	229,218	238,600	240,377	5%
112 Overtime	6,178	5,619	7,755	5,000	3,000	5,000	0%
120 Pager Pay				18,250	18,250	18,250	0%
151 Social Security	14,722	13,586	18,091	17,918	18,482	18,771	5%
152 Retirement	25,215	20,521	19,231	15,341	15,825	16,563	8%
154 Health Insurance	36,689	23,378	33,946	33,598	33,520	46,690	39%
155 Life Insurance	10	14	43	10	30	10	0%
165 Workers' Comp. Insurance	22,953	17,180	23,216	21,205	21,205	19,249	-9%
Total	298,759	253,139	334,212	340,540	348,912	364,910	7%

573815—Collection System				2019	2019	2020	% CHANGE
Personnel	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
111 Salaries (1.75 FTE)	104,656	118,513	103,759	100,086	105,440	104,180	4%
112 Overtime	1,719	3,010	2,270	4,000	2,000	4,000	0%
151 Social Security	8,154	9,152	7,818	7,963	8,219	8,120	2%
152 Retirement	13,735	12,817	8,474	6,818	7,037	7,111	4%
154 Health Insurance	15,355	20,322	22,468	24,330	20,254	26,033	7%
155 Life Insurance	93	35	58	35	35	35	0%
159 Longevity	1,764	0	0	0	0	0	0%
Total	145,476	163,849	144,847	143,232	142,985	149,479	4%

573835				2019	2019	2020	% CHANGE
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
360 Collections	40,846	22,946	28,400	28,400	28,400	28,400	0%
Total	40,846	22,946	28,400	28,400	28,400	28,400	0%
Total Expenditures	186,322	186,795	173,247	171,632	171,385	177,879	4%

WATER RECYCLING CENTER

573825—WRC Operations				2019	2019	2020	% CHANGE
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
222 Electric	99,707	101,405	93,281	110,000	95,000	100,000	-9%
224 Natural Gas	4,131	3,329	3,723	8,000	5,000	6,500	-19%
225 Telephone	5,267	5,759	6,379	5,500	6,000	9,000	64%
226 Water Service	4,835	4,242	4,182	5,000	5,000	5,000	0%
294 Sludge Hauling	234,252	201,410	236,823	280,000	280,000	300,000	7%
312 Computer Supplies	11,276	10,292	11,972	12,500	12,500	14,000	12%
370 Lab Supplies	22,696	24,113	22,000	22,000	20,000	22,000	0%
371 Coagulants	7,962	10,034	12,754	12,000	12,000	14,000	17%
372 Safety Equipment	5,685	7,759	6,826	8,000	7,000	9,000	13%
Total	395,811	368,343	397,940	463,000	442,500	479,500	4%
573830—WRC Maintenance				2019	2019	2020	% CHANGE
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
297 Refuse Collection	18,300	15,250	18,300	20,000	20,000	20,000	0%
340 Maintenance Supplies	40,298	44,253	44,500	44,500	44,500	50,500	13%
342 Janitorial Supplies	2,062	2,144	1,983	2,500	2,000	2,500	0%
Total	60,660	61,647	64,783	67,000	66,500	73,000	9%
573840—Lift Station				2019	2019	2020	% CHANGE
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
340 Lift Station Maintenance Supplies	63,508	60,523	63,500	63,500	63,500	63,500	0%
Total	63,508	60,523	63,500	63,500	63,500	63,500	0%
573845—Transportation				2019	2019	2020	% CHANGE
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
240 Repair and Maintenance	11,196	8,891	10,500	12,000	12,000	12,000	0%
Total	11,196	8,891	10,500	12,000	12,000	12,000	0%
573850—Administrative Services				2019	2019	2020	% CHANGE
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
210 Administrative Services	17,729	10,250	10,250	10,000	10,250	15,250	53%
211 Legal	432	24,117	29,318	20,000	20,000	12,000	-40%
215 Engineering	1,260	1,311	6,866	40,000	35,000	40,000	0%
216 Light & Water Billing	110,493	117,743	130,334	125,000	160,000	160,000	28%
218 Audit	5,500	5,500	5,500	5,500	5,500	5,500	0%
310 Office Supplies	198	307	35	1,500	1,000	1,000	-33%
320 Publications/Dues	355	387	131	600	300	500	-17%
323 DNR Fees	9,026	9,140	10,208	11,000	10,000	11,000	0%
330 Travel/Training	4,173	3,517	4,932	5,000	3,000	6,000	20%
390 Other Expenses	317	391	188	500	500	500	0%
510 Property—Liability Insurance	15,414	14,720	15,512	15,502	15,502	17,222	11%
Total	164,897	187,383	213,274	234,602	261,052	268,972	15%

WATER RECYCLING CENTER

573855-990 WRC Contingency Account				2019	2019	2020	% CHANGE
				Budget	Estimated	Proposed	2020/2019
	2016	2017	2018				
990 Sewer Contingency Account	0	5,410		40,000	0	0	0%
Total	0	5,410	0	40,000	0	0	0%
573860 Debt Service - Principal & Interest				2019	2019	2020	% CHANGE
Operating				Budget	Estimated	Proposed	2020/2019
	2016	2017	2018				
610 Principal	0			55,000	55,000	45,000	-18%
620 Interest	13,685	19,631	18,961	27,809	27,809	19,138	-31%
Total	13,685	19,631	18,961	82,809	82,809	64,138	0%
573870-540 Depreciation Expense				2019	2019	2020	% CHANGE
Operating				Budget	Estimated	Proposed	2020/2019
	2016	2017	2018				
540 Depreciation Expense	1,048,949	1,124,400	1,191,268	1,030,000	1,030,000	1,030,000	0%
Total	1,048,949	1,124,400	1,191,268	1,030,000	1,030,000	1,030,000	0%
Total Sewer Expenses	2,567,731	2,600,180	2,799,665	2,831,601	2,803,656	2,867,172	1%
Revenues—Operating				2019	2019	2020	% CHANGE
Public Charges for Services				Budget	Estimated	Proposed	2020/2019
	2016	2017	2018				
423200 Special Assessments					11,990		
464111 Residential	1,414,409	1,485,803	1,509,162	1,658,224	1,560,000	2,127,320	28%
464112 Commercial	441,373	433,849	438,414	453,076	442,036	622,715	37%
464113 Industrial	289,477	375,017	315,464	372,878	281,248	409,685	10%
464114 Public Authority	67,218	68,749	68,488	71,809	70,000	95,722	33%
464200 Miscellaneous	3,897	2,076	1,897	0	254	1,000	0%
464215 Sewer Connection Fee	19,780	112,683	166,471	0	42,000	10,000	0%
464220 Reserve Capacity Fee	8,597	52,473	78,179	0	19,000	5,000	0%
464310 Septage Hauler Revenues	65,437	45,951	62,560	45,000	50,000	60,000	33%
Total Operating Revenues	2,310,188	2,576,601	2,640,635	2,600,987	2,476,528	3,331,442	28%
Sewer Fund Operating Income	(257,543)	(23,579)	(159,030)	(230,614)	(327,128)	464,270	

Revenues—Non-Operating Revenues/Expenses				2019	2019	2020	% CHANGE
Miscellaneous Revenues—Interest	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
473900 Capital Contributions from Developer			535,500				
481100 Unrestricted Funds	17,126	19,926	34,149	10,000	30,000	10,000	0%
481121 WWTF Replacement Fund	7,311	18,744	36,135	10,000	35,000	10,000	0%
481122 Collection System Reconstruction	4,414	4,452	25,418	4,000	26,000	4,000	0%
481127/9 Impact Fees	128	366	1,860	100	3,000	100	0%
482215 Rent—City Property	1	4,401	1	1	1	1	0%
483315 Sale of City Property		64,750	5,701		15,000		
487000 Change in Market Value	(23,324)	(9,472)	(724)		23,713		
Total Miscellaneous Revenues	5,656	103,167	638,040	24,101	132,714	24,101	0%
Net Cost of Program				2019	2019	2020	% CHANGE
	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
	(251,887)	79,588	479,010	(206,513)	(194,414)	488,371	-336%

WRC Capital Projects

Collection System Fund	2020	2021	2022	2023	2024	2025	2026
Sommerset Ave., Wirth, Garfield St., Filmore				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
Madison—Walnut to Fair							95,000
Evergreen Blvd., Franklin, Madison, Fair, George-town Dr., Windsor, Cedar Ridge							400,000
Replace 3 check valves at Garfield Lift Station	60,000						
Harrison Ave., Hickory St., Oak St., Linden St., Monroe Ave.					250,000		
Jackson, Hilgen, Sunnyside, Edgewater, Birch				500,000			
Evergreen Blvd.		50,000					
Thornapple, Layton			30,000				
St. John -Elm-Jefferson						350,000	
Arbor, Crescent, Glenwood, Lynwood	120,000						
Park Circle	155,000						
Farmstead Parking Lot to Cardinal	40,000						
Sewer Lining Lateral Repairs	50,000	35,000	35,000	35,000	35,000	35,000	35,000
Portland Rd 2 manholes and connect laterals from bathrooms		20,000					
Meadow-Woodland-Georgetown-Highwood						250,000	
Subtotal Collection System	455,000	135,000	470,000	730,000	315,000	665,000	560,000
Waste Water Treatment Plant Equipment Replacement Fund	2020	2021	2022	2023	2024	2025	2026
Vehicle Replacement #61					35,000		
Vehicle Replacement #63							
Vehicle Replacement #62							
Vehicle Replacement #60							40,000
Vehicle Replacement #66						400,000	
UV Bulbs (Bank A)		10,000				10,000	
UV Bulbs (Bank B)			10,000				10,000
New Air Conditioners on Control Building	50,000						
New Ferrous Chloride Delivery System	250,000						
Effluent filtration			3,000,000				
Miscellaneous Equipment	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Subtotal Treatment Plant	340,000	50,000	3,050,000	40,000	75,000	450,000	90,000
Total WRC Capital	\$795,000	\$185,000	\$3,520,000	\$770,000	\$390,000	\$1,115,000	\$650,000

**Water Recycling Center Fund
2019 Budget—Retained Earnings Analysis**

	Equipment Replacement	Collection Reconstruction	Impact Fees	Unrestricted	Total
Balance	\$2,173,236	\$1,629,119	\$536,260	\$12,945,006	\$17,283,621
2019					
Interest Earnings	35,000	26,000	3,000	(64,000)	
Yearly Allocations	226,000	572,000		(798,000)	
Impact Fees			19,000	(19,000)	
Disbursements:					
Miscellaneous Equipment	(40,000)				
Vehicle Replacement #62	(50,000)				
Bar Screen (Headworks Bldg.)	(100,000)				
New Ferrous Sulfate Delivery System	(200,000)				
Engineering		(30,000)			
Highland Lift Station		(1,500,000)			
Willowbrooke-Lexington-Aspen-Cambridge		(120,000)			
Projected Net Income/(Loss)				(327,128)	
Projected Balance, December 31, 2018	\$2,044,236	\$577,119	\$558,260	\$11,736,878	\$14,916,493
2020					
Interest Earnings	10,000	4,000	100	(14,100)	
Yearly Allocations	668,500	800,000		(1,468,500)	
Impact Fees			5,000	(5,000)	
Disbursements:					
Miscellaneous Equipment	(40,000)				
New Air Conditioners on Control Building	(50,000)				
New Ferrous Chloride Delivery System	(250,000)				
Engineering		(30,000)			
Replace 3 Check Valves at Garfield Lift Station		(60,000)			
Arbor, Crescent, Glenwood, Lynwood		(120,000)			
Park Circle		(155,000)			
Farmstead Parking Lot to Cardinal		(40,000)			
Sewer Lining Lateral Repairs		(50,000)			
Projected Net Income/(Loss)				488,371	
Projected Balance, December 31, 2019	\$2,382,736	\$926,119	\$563,360	\$10,737,649	\$14,609,864

Water Recycling Center 2020-2026

Capital Project	Status	Funding Source
2020		
Engineering for 2021 Projects	No Change	\$30,000 Collection System Reconstruction Fund
Miscellaneous Equipment	No Change	\$40,000 Equipment Replacement Fund
Park Circle	Moved from 2019	\$155,000 Equipment Replacement Fund
Replace 3 check valves at Garfield Lift Station	New Project	\$60,000 Collection System Replacement Fund
Arbor, Crescent, Glenwood, Lynwood	Moved from 2019	\$120,000 Collection System Reconstruction Fund
Sewer Lining Lateral Repairs	New Project	\$50,000 Collection System Replacement Fund
New Air Conditioners on Control Building	New Project	\$50,000 Equipment Replacement Fund
New Ferrous Chloride Delivery System	New Project	\$250,000 Equipment Replacement Fund
Farmstead parking lot to Cardinal	New Project	\$40,000 Collection Sys. Reconstruction Fund
2021		
Engineering for 2022 Projects	No Change	\$30,000 Collection System Reconstruction Fund
Miscellaneous Equipment	No Change	\$40,000 Equipment Replacement Fund
Evergreen Boulevard	New Project	\$50,000 Collection System Reconstruction Fund
Portland Rd. 2 Manholes and Connect Laterals from Bathrooms	New Project	\$20,000 Collection System Reconstruction Fund
Sewer Lining Lateral Repairs	New Project	\$35,000 Collection System Replacement Fund
UV Bulbs (Bank A)	No Change	\$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
Highland – Cedar Creek to Portland	Moved from 2021	\$375,000 Collection System Reconstruction Fund

CAPITAL IMPROVEMENT PLAN

Water Recycling Center 2020-2026

Capital Project	Status	Funding Source
Thornapple, Layton	Moved from 2018	\$30,000 Collection System Reconstruction Fund
Effluent Filtration	New Project	\$3,000,000 Equipment Replacement Fund
Sewer Lining Lateral Repairs	New Project	\$35,000 Collection System Replacement Fund
UV Bulbs (Bank B)	Moved from 2021	\$10,000 Equipment Replacement Fund

2023		
Engineering for 2024 Projects	No Change	\$30,000 Collection System Reconstruction Fund
Miscellaneous Equipment	No Change	\$40,000 Equipment Replacement Fund
Sewer Lining Lateral Repairs	New Project	\$35,000 Collection System Reconstruction Fund
Sommerset, Pioneer to Wirth, Garfield, Filmore	Moved from 2022	\$165,000 Collection System Reconstruction Fund
Jackson, Hilgen, Sunnyside, Edgewater, Birch	Moved from 2022	\$500,000 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
Sewer Lining Lateral Repairs	New project	\$35,000 Collection System Reconstruction Fund
Vehicle Replacement #61	New Project	\$35,000 Equipment Replacement Fund
Harrison Ave., Hilgen, Sunnyside, Edgewater, Birch	New Project	\$250,000 Collection System Reconstruction Fund
2025		
Engineering for 2026 Projects	No Change	\$30,000 Collection System Reconstruction Fund
Miscellaneous Equipment	New Project	\$40,000 Equipment Replacement Fund
St. John, Elm, Jefferson	New project	\$350,000 Collection System Reconstruction Fund
Sewer Lining Lateral Repairs	New Project	\$35,000 Collection System Replacement Fund

Water Recycling Center 2020-2026

Capital Project	Status	Funding Source
Meadow, Woodland, Georgetown, Highwood	New Project	\$250,000 Equipment Replacement Fund
Vehicle Replacement #66	New Project	\$400,000 Equipment Replacement Fund
UV Bulbs (Bank A)	New Project	\$10,000 Collection Sys. Reconstruction Fund
2026		
Engineering for 2027 Projects	No Change	\$30,000 Collection System Reconstruction Fund
Miscellaneous Equipment	New Project	\$40,000 Equipment Replacement Fund
Sewer Lining Lateral Repairs	New project	\$35,000 Collection System Reconstruction Fund
Madison-Walnut to Fair	New Project	\$95,000 Collection System Replacement Fund
Vehicle Replacement #60	New Project	\$40,000 Equipment Replacement Fund
UV Bulbs (Bank B)	New Project	\$10,000 Equipment Replacement Fund
Evergreen Blvd., Franklin, Madison, Fair, Georgetown Dr., Windsor, Cedar Ridge	New Project	\$400,000 Collection System Reconstruction Fund

Debt Service Fund—Fund 300

					2019	2019	2020	% Change
		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Revenues								
411111	Property Taxes	705,776	1,284,280	1,502,211	1,817,184	1,817,184	1,684,669	-7%
467530	Police Impact Fee	18,126	37,222	125,815		46,150		
456305	Build America Bond Reimbursement	6,064	4,932	3,787	2,601	2,587	1,331	-49%
481100	Interest Revenue	594	1,011	2,769		10,000	3,000	
491000	Proceeds from Borrowing	231,387		47,377				
491400	Transfer from Capital Improvements	200,000	200,000	58,741	100,000	100,000	73,000	-27%
Total Revenues		1,161,947	1,527,445	1,740,700	1,919,785	1,975,921	1,762,000	-8%
					2019	2019	2020	% Change
		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Expenditures								
581582	2010 Capital improvement Notes	98,686	98,686	98,686	98,686	98,686	98,686	0%
581565	2012 G.O. Capital Improvement Notes	339,535	566,725	562,225	556,850	556,850	550,725	-1%
581521	2015 G.O. Capital Improvement Notes	267,400	312,900	392,050	454,650	454,650	451,500	-1%
581530	2016 G.O. Capital Improvement Notes		710,963	542,962	541,538	541,538	540,950	-0%
581570	2012 G.O. TIF #2 Refunding	220,660						
581575	2018 G.O. Capital Improvement Notes				151,707	151,707	141,950	-6%
581560	2018 State Trust Fund Loan				36,074	36,074	36,074	0%
581580	2018 TIF #4 Taxable Bonds				244,965		246,895	1%
582000	Issuance Costs	70,550		11,533				
Total Expenditures		996,831	1,689,274	1,607,456	2,084,470	1,839,505	2,066,780	-1%
Revenues over/(under) Expenditures		165,116	(161,829)	133,244	(164,685)	136,416	(304,780)	
					2019	2019	2020	
		2016	2017	2018	Budget	Estimated	Proposed	
Fund Balance								
Beginning		32,594	197,710	43,212	176,456	176,456	312,872	
Prior Year Adjustment			7,331					
Ending		197,710	43,212	176,456	11,771	312,872	8,092	

Debt Obligations Payment Schedule

Capital Improvements—Streets

Date	Purpose of Borrowing,	Balance	Payment		
	Amount, Interest Rate	12/31/2019	Dates	2020	
6/1/2010	State Trust Fund Loan	\$94,651	P	3/15	94,652
	\$800,000 4.25%		I	3/15	4,034
	Term: 10 years				
Total					98,686

Library—Municipal Building

Date	Purpose of Borrowing,	Balance	Payment					
	Amount, Interest Rate	12/31/2019	Dates	2020	2021	2022	2023	
9/3/2012	G.O. Promissory Notes	\$3,125,000	P	3/1	500,000	600,000	600,000	300,000
	\$5,175,000 1.667%		I	3/1, 9/1	50,725	42,975	33,525	25,875
	Term: 15 years							
Total					550,725	642,975	633,525	325,875

2015 and 2016 Capital Projects; 2007 Refinancing

Date	Purpose of Borrowing,	Balance	Payment					
	Amount, Interest Rate	12/31/2019	Dates	2020	2021	2022	2023	
6/25/2015	G.O. Promissory Notes	\$2,280,000	P	3/1	410,000	410,000	420,000	340,000
	\$3,470,000 .35%-2.0%		I	3/1, 9/1	41,500	33,300	25,000	17,400
	Term: 10 years							
Total					451,500	443,300	445,000	357,400

Public Works - Municipal Building

Date	Purpose of Borrowing,	Balance	Payment					
	Amount, Interest Rate	12/31/2019	Dates	2020	2021	2022	2023	
5/18/2016	G.O. Corporate Purpose Bonds	\$7,495,000	P	3/1	375,000	380,000	385,000	395,000
	\$8,700,000 2.179%		I	3/1, 9/1	165,950	160,288	153,588	145,788
	Term: 20 years							
Total					540,950	540,288	538,588	540,788

Capital Projects - Streets

Date	Purpose of Borrowing,	Balance	Payment					
	Amount, Interest Rate	12/31/2019	Dates	2020	2021	2022	2023	
6/28/2018	G.O. Corporate Purpose Bonds	\$1,120,000	P	3/1	110,000	115,000	115,000	120,000
	\$1,230,000 2.7%		I	3/1, 9/1	31,950	28,575	25,125	21,600
	Term: 10 years							
Total					141,950	143,575	140,125	141,600

DEBT SERVICE FUND

Capital Projects - Monopole								
Date	Purpose of Borrowing,	Balance	Payment		2020	2021	2022	2023
	Amount, Interest Rate	12/31/2019	Dates					
3/1/2018	State Trust Fund Loan	\$274,397	P	3/1	26,444	27,395	28,354	29,347
	\$300,000 3.5%		I	3/1, 9/1	9,630	8,678	7,720	6,727
	Term: 10 years							
Total					36,074	36,073	36,074	36,074

Total Debt Principal and Interest Payments for the Year (incl. TIF)					2,066,780	2,049,325	2,037,472	1,646,656
Debt Service Fund Balance					(307,780)			
Transfer from Capital Improv.					(83,000)			
Build America Bonds Refund					(1,331)			
Annual Tax Levy Support Needed					1,674,669	2,049,325	2,037,472	1,646,656
Change from Prior Year					(142,515)	374,656	(11,853)	(390,816)
Tax Rate (Equalized)					1	1	1	1

Sewer Utility								
Date	Purpose of Borrowing,	Balance	Payment		2020	2021	2022	2023
	Amount, Interest Rate	12/31/2019	Dates					
5/18/2016	G.O. Corporate Purpose Bonds	\$865,000	P	3/1	45,000	45,000	45,000	45,000
	\$1,005,000 2.179%		I	3/1, 9/1	19,138	18,463	17,675	16,775
	Term: 20 years							
Total					64,138	63,463	62,675	61,775

TID #4 - Amcast Clean Up								
Date	Purpose of Borrowing,	Balance	Payment		2020	2021	2022	2023
	Amount, Interest Rate	Balance	Dates					
9/1/2018	GO Community Dev. Bonds	\$3,270,000	P	3/1	125,000	125,000	130,000	135,000
	\$3,415,000 3.4%		I	3/1, 9/1	121,895	118,114	114,160	109,919
	Term: 20 years							
Total					246,895	243,114	244,160	244,919

The purpose of a Special Revenue Fund is to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or sources for major capital projects) that are legally restricted to expenditures for specified purposes. The distinguishing account characteristic of a Special Revenue Fund is that services delivered by a Special Revenue Fund are financed by the user of the service paying for the service based on actual use. Special revenue funds utilized by the City include the following (fund number in parenthesis):

Cemetery (200)

Accounts for the operations of the three cemeteries owned by the City: Immanuel Church Cemetery, Zur Ruhe Cemetery and Immanuel Lutheran Heritage Cemetery. Costs associated with the operations of the cemeteries are supported by the sale of cemetery plots. In the late 1960s, the Zur Ruhe Cemetery Association turned over Zur Ruhe Cemetery and assets to the City of Cedarburg. In 1977, the Immanuel Cemetery Association also turned over its assets, which left the City of Cedarburg with two cemeteries to maintain. In 1998, Immanuel Lutheran Church turned over the Immanuel Lutheran Heritage Cemetery to the City of Cedarburg. The management of the cemeteries is overseen by the Public Works and Sewerage Commission and is staffed by the Engineering and Public Works Department, Building Inspection Division, which records all ownership and burial records for over 15,000 cemetery lots within the cemeteries as well as maintains the property and sale of lots.

Room Tax (210)

Established in 1995, this fund is used to account for the receipts of the City-wide room tax which went into effect on January 1, 1995. The only expenditures from this fund are the distribution of 95% of the revenues collected to the Cedarburg Chamber of Commerce for tourism, promotion and development with the remaining 5% for collection and administration costs transferred to the General Fund.

Recreation Programs (220)

This fund is used to account for all recreation programs for which the fee charged is to be sufficient to cover the direct operating cost of the program, including exercise and fitness, adult softball, youth basketball, youth football, volleyball, poms dance team and gymnastics.

Fuel Service (221)

This fund is used to account for the fuel system and wash bay expenditures and revenues.

Swimming Pool (240)

This fund accounts for the operations of the Cedarburg Community Pool and of the concession stand.

Park Subdivider Deposit (250)

This fund is used to account for the receipt and disbursement of park fees collected. The fees are used for new park equipment in new or existing parks to serve the growing population.

State Statute 66.0617 permits establishment of impact fees for public facilities. In 2011, the City hired a firm to update its impact fee schedule. The new fees were implemented in 2012 and assessed to newly created residential lots. No revenues for fees are budgeted for the park subdivider deposit fund; such revenues are dependent on creation of residential subdivisions, which cannot be reasonably predicted on an annual basis. The only expenditures of this fund are transfers to the Capital Improvement Fund for park-related projects.

Library (260)

This program accounts for the revenues and expenses related to the Library's operation to separately identify Library-related revenues, expenses, fund balances and donations. The program is overseen by the Library Board.

Cemetery

SPECIAL REVENUE FUND – CEMETERY – 200-544210

Responsibilities Include:

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

DEPARTMENT SERVICES INDICATORS:	2017	2018	2019 Estimated	2020 Projected
Cemetery lots sold	10	16	12	15
Number of burials (casket & cremains)	70	60	60	60
Number of cemetery monument permits	25	25	25	25

2019 Significant Accomplishments:

- Developed area for approximately 75 additional plots at Zur Ruhe Cemetery
- Createed soil containment area (E6)

2020 Objectives to be Accomplished:

- Fix 3-5 headstones
- Update/repair waterlines at both cemeteries

Long Term Objectives:

- Columbarium at Zur Ruhe

Budget Variances:

-

Special Revenue—Cemetery

Fund 200

		2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
Beginning Fund Balance		\$302,915	\$276,573	\$267,574	\$255,687	\$255,687	\$236,025	
		2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% CHANGE 2020/2019
Revenues								
465500	Property Sales	7,650	16,200	10,825	7,200	7,200	7,200	0.00%
465550	Monuments & Markers	850	4,250	2,450	1,000	1,600	1,200	20.00%
481100	Interest Income	1,260	37	4,564	1,500	3,000	1,500	0.00%
482170	Rental Income	11,940	11,940	11,740	11,940	11,940	11,940	0.00%
486000	Cemetery—Misc. Revenue	2,664	3,910	2,180	1,200	3,380	1,200	0.00%
487000	Change in Market Value		(230)	(524)		1,694		0.00%
Total Revenues		24,364	36,107	31,235	22,840	28,814	23,040	0.88%
		2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
544210 Personnel								
111	Salaries (.08 FTE)	12,065	10,386	8,143	6,635	6,635	6,635	0.00%
112	Overtime	95	0	0	250	250	250	0.00%
125	Part time/Seasonal (.53 FTE)	11,170	7,646	5,352	7,400	7,400	7,400	0.00%
151	Social Security	1,798	1,379	1,013	1,093	1,093	1,093	0.00%
152	Retirement	836	725	545	451	451	465	3.10%
154	Health Insurance	3,358	4,276	2,022	672	672	672	0.00%
155	Life Insurance	0	0	0	3	3	3	0.00%
159	Longevity	386	0	0	0			0.00%
165	Workers' Comp. Insurance	920	891	546	499	499	475	-4.81%
Total		30,628	25,303	17,621	17,003	17,003	16,993	-0.06%
		2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
544210 Operating								
210	Professional Services	10,818	12,627	10,681	23,500	23,500	23,500	0.00%
222	Electric	403	485	479	550	550	550	0.00%
226	Water Service	543	625	581	500	500	500	0.00%
230	Grounds Maintenance	2,771	2,621	3,965	2,800	2,800	2,800	0.00%
240	Repair & Maintenance	295	814	1,908	2,000	2,000	2,000	0.00%
245	House Maintenance	611	1,335	444	1,000	1,000	1,000	0.00%
350	Operating Supplies	606	900	226	900	900	900	0.00%
380	Equipment	3,631						
510	Property/Liability Insurance	400	396	217	223	223	258	15.70%
940	Transfer to Capital Improvement Fund			7,000			10,000	
Total		20,078	19,803	25,501	31,473	31,473	41,508	31.88%

SPECIAL REVENUE FUND - CEMETERY - 200-544210

Total Expenditures	50,706	45,106	43,122	48,476	48,476	58,501	20.68%
Revenue - Expenditures	(26,342)	(8,999)	(11,887)	(25,636)	(19,662)	(35,461)	
Ending Fund Balance	276,573	267,574	255,687	230,051	236,025	200,564	

	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed
Fund Balance						
Designated Cemetery Fund Balance	\$171,873	\$160,174	\$146,487	\$121,451	\$127,425	\$91,064
Designated for Perpetual Care	104,700	107,400	109,200	108,600	108,600	109,500
Total Fund Balance	276,573	267,574	255,687	230,051	236,025	200,564

Special Revenue Fund—Room Tax

210-566700, 592000

SPECIAL REVENUE FUND – ROOM TAX – 210-566700, 592000

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								
				2019	2019	2020	% CHANGE	
Revenues		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
411500	Room Taxes	79,061	80,783	83,226	70,000	70,000	70,000	0.00%
Total Revenues		79,061	80,783	83,226	70,000	70,000	70,000	0.00%
566700 Operating								
721	Chamber Tourism & Development	75,108	76,744	79,044	66,500	66,500	66,500	0.00%
Total		75,108	76,744	79,044	66,500	66,500	66,500	0.00%
592000 Operating								
701	Transfer to General Fund	3,953	4,039	4,160	3,500	3,500	3,500	0.00%
Total		3,953	4,039	4,160	3,500	3,500	3,500	0.00%
Total Expenditures		79,061	80,783	83,204	70,000	70,000	70,000	0.00%
Revenue - Expenditures		0	0	22	0	0	0	
Beginning Fund Balance		\$462	\$462	\$462	\$484	\$484	\$484	
Total Fund Balance		\$462	\$462	\$484	\$484	\$484	\$484	

SPECIAL REVENUE FUND – RECREATION – 220-555390
Responsibilities Include:

- Implementation of youth and adult recreation instruction programs
- Implementation of youth and adult sport leagues
- Coordinate with outside provider to offer youth basketball instruction, arts and crafts, and youth drama programs
- Implementation of Summer Supervised Playground 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
- 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
- Staff support provided to Parks, Recreation and Forestry Board, Community Pool Commission and Common Council

DEPARTMENT SERVICES INDICATORS:	2017	2018	2019 Estimated	2020 Projected
Youth Basketball League Participants	150	150	160	180
Youth Basketball Instruction Participants	120	120	120	130
Fall/Spring Tennis	62	60	60	60
Adult Volleyball Participants	78	80	80	80
Adult Volleyball Teams	8	8	6	6
Adult Softball Participants	480	480	480	480
Adult Softball Teams	28	30	30	30
Exercise and Fitness Participants	268	270	270	300
Youth Football	62	100	100	120
Summer Volleyball Camp	25	30	25	25
Archery	42	40	0	0
T-Ball/U8 Ball Participants	48	50	60	60
Adult Basketball Participants	80	80	80	80
Supervised Playground Participants	128	145	150	150
Yoga	62	60	60	60

Service Area	Objective	Efficiency Measure	Target 2017/2018	Target 2018/2019	Target 2019/2020
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

2019 Significant Accomplishments:

- Assisted in the development of the new City website
- Offered two new programs: Stay Home Alone class and Field Hockey

2020 Objectives to be Accomplished:

- Complete Rec Trac software update

Long Term Objectives:

- Research additional facilities for recreation and community programs

Budget Variances:

- None

SPECIAL REVENUE FUND - RECREATION - 220-555390
Special Revenue Fund—Recreation Programs (Self Supporting)
Fund 220

					2019	2019	2020	% Change
Revenues		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
467201	Gym Rentals	1,447	2,525	4,943	2,000	3,000	3,000	50.00%
467202	Athletic Field Rentals	300	480	300	300	300	300	0.00%
467310	Summer/Winter Recreation Fees	42,973	64,510	69,936	60,000	60,000	60,000	0.00%
467316	WPRA Ticket Sales Revenue	8,227	7,943	9,070	5,000	5,000	5,000	0.00%
467317	Youth Football Registration	3,745	3,055	3,885	4,000	4,000	3,500	-12.50%
467318	Safety Training	4,495	7,699	6,446	6,120	6,120	6,500	6.21%
467319	Basketball Fees	17,050	28,790	25,530	24,000	24,000	26,000	8.33%
467320	Softball Fees	12,405	12,926	10,518	12,000	12,000	12,000	0.00%
467322	Gymnastics Fees	900						
467323	Volleyball Fees	1,799	1,089	1,420	1,200	1,200	1,200	0.00%
467324	Aquatics Fees	5,815	5,095	4,871	5,000	5,000	5,000	0.00%
467325	Concession Revenue	800	795	636	800	800	800	0.00%
467326	Special Rec Programs	1,073	1,407	933	1,000	1,000	1,000	0.00%
467327	Solar Recreation	9,020	9,740	9,906	8,000	8,000	8,000	0.00%
467328	Summer Sand Volleyball	845	1,390	1,405	1,800	1,800	1,800	0.00%
467329	Soccer	4,345	18,645	18,150	20,000	20,000	20,000	0.00%
467331	Banner Advertising	600	700	350	700	700	700	0.00%
467332	Poms Revenue		58,991	81,228	58,991	58,991	58,991	0.00%
467335	Low Impact Fitness-Swing and Easy Fitness	13,463	12,205	11,008	12,000	12,000	12,000	0.00%
467336	Civic Band Revenue	3,845	3,195	2,375	3,000	3,000	3,000	0.00%
467352	Recreation Brochure Sponsorships	48,059	8,050	3,846	5,500	5,500	5,500	0.00%
467431	Gym Vending Machine Receipts	5,600		1,322				
467432	Tennis	15,611	13,801					
484410	Youth Center Receipts	437			500	500		-100.00%
485550	Donations	6,309	5,615	4,039	4,000	4,000	4,000	0.00%
486000	Miscellaneous Revenue	1,000	11,108	9,893	15,000	15,000	15,000	0.00%
481100	Interest		24					
491100	General Fund Transfer—CIVIC Band	7,765	1,000	1,000	1,000	1,000	1,000	0.00%
Total Revenues		217,928	280,778	283,010	251,911	252,911	254,291	0.94%

555390					2019	2019	2020	% Change
Personnel		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
111	Salaries/Rec. Supervisor	9,869						
125	Part time/Seasonal	77,100	104,198	113,198	105,000	105,000	105,000	0.00%
127	Exercise/Fitness Salaries	7,019	6,973	6,606	7,000	7,000	7,000	0.00%
151	Social Security	7,182	8,489	9,164	8,568	8,568	8,568	0.00%
152	Retirement	673						
154	Health Insurance	1,194						
161	EAP/125 Administration				60	60	60	0.00%
165	Workers' Comp. Insurance	2,887	4,221	4,298	3,926	3,926	3,605	-8.18%
Total		105,924	123,881	133,266	124,554	124,554	124,233	-0.26%

SPECIAL REVENUE FUND - RECREATION - 220-555390

555390/592000				2019		2019	2020	% Change
Operating		2016	2017	2018	Budget	Estimated	Proposed	2020/2019
225	Telephone	743	798	474	900	900	900	0.00%
228	School District Fees		22,982	16,600	25,000	25,000	25,000	0.00%
290	Contracted Services	29,896	23,658	24,964	28,000	28,000	28,000	0.00%
309	Recreation Brochure Expenses	5,236	4,360	4,125	4,000	4,000	4,500	12.50%
310	Office Supplies	500	555	26				
320	Publications & Dues	190	190	30	200	200	200	0.00%
330	Travel & Training	2,697	1,186	(250)	700	700	700	0.00%
336	Transportation	2,103	5,232	4,049	4,000	4,000	4,000	0.00%
347	Supplies and Expenses	36,760	38,190	34,741	25,825	25,825	27,825	7.74%
350	Operating supplies	1,836	1,359					
355	WPRA Ticket Expense	7,947	7,688	8,841	4,500	4,500	4,500	0.00%
356	Solar Recreation		7,224	12,228	6,050	6,050	6,050	0.00%
357	Tennis		11,000					
372	Safety equipment	1,603	2,389	2,307	3,000	3,000	3,000	0.00%
380	Equipment Outlay/Lease	1,967					4,500	0.00%
386	Civic Band Expenses	4,829	4,092	3,205	4,000	4,000	4,000	0.00%
390	Other Expenses		202					
394	Poms Program		13,590	35,318	20,000	20,000	20,000	0.00%
510	Insurance Charges	561	832	809	854	854	947	10.89%
701	Transfer to Other Funds		13,900		13,500	13,500		-100.00%
Total		96,868	159,427	147,467	140,529	140,529	134,122	-4.56%
Total Expenditures		202,792	283,308	280,733	265,083	265,083	258,355	-2.54%
Revenue - Expenditures		15,136	(2,530)	2,277	(13,172)	(12,172)	(4,064)	
Beginning Fund Balance		\$78,703	\$93,839	\$90,952	\$93,229	\$93,229	\$81,057	
Prior Year Adjustment			(357)					
Total Fund Balance		\$93,839	\$90,952	\$93,229	\$80,057	\$81,057	\$76,993	

SPECIAL REVENUE FUND - FUEL SYSTEM- 221-463101

This fund was created in 2018 to account for all transactions associated with the Public Works Garage fuel system and car wash. The users are charged a fee to be sufficient to cover the direct operating cost of the two systems.

Special Revenue Fund—Fuel System						
Fund 221						
		2019		2019	2020	% CHANGE
Revenues		2018	Budget	Estimated	Proposed	2020/2019
463101	Public Works Fees	1,748		2,000	2,000	0.00%
Total Revenues		1,748	0	2,000	2,000	0.00%
533210 Operating						
240	Repair & Maintenance				5,000	
308	Program Supplies					
380	Equipment Outlay					
Total Expenditures		0	0	0	5,000	0.00%
Revenue - Expenditures		1,748	0	2,000	(3,000)	
Beginning Fund Balance		\$0	\$1,748	\$1,748	\$3,748	
Total Fund Balance		\$1,748	\$1,748	\$3,748	\$748	

SPECIAL REVENUE FUND – SWIMMING POOL – 240-555320
Responsibilities Include:

- 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

Department Services Indicators:	2017	2018	2019	2020 Projected
Number of days open Full Days	57	60	55	55
Partial Days	29	25	26	26
Attendance	39,837	45,000	39,892	40,000
Average daily attendance	463	500	493	500
Total paid admissions (including group admissions)	11,028	12,500	12,414	12,500
Seasonal swim passes	664	675	580	600
Youth group swim instruction	471	500	477	460
Number of pool rentals	16	18	20	18
Number of facility jumps/saves	7	10	4	6
Superpasses sold	76	80	60	60
Superpass Grafton Visits	2,233	2,000	2,806	2,800
Superpass Port Washington Visits	506	500	393	400
Superpass Mequon Visits	2,141	200	2,676	2,700

Service Area	Objective	Efficiency Measure	2017/2018	Target 2018/2019	Target 2019/2020
Community Pool	Operation of the Pool	Operating Cost Per Person	\$29	\$30	\$30

2019 Significant Accomplishments:

- Fundraised for pool play structure (D3)
- Purchased 3 new concessions area picnic tables

2020 Objectives to be Accomplished:

- Fundraise and purchase pool sand play equipment
- Increase Pass sales
- Add one (1) new program
- Accept credit cards at concessions stand and possibly registration room

Long Term Objectives:

- Repair pool bottom (liner) or paint
- Fundraise for big shade umbrellas

Budget Variances:

- None

**Special Revenue Fund—Swimming Pool
Fund 240**

				2019	2019	2020	% Change
Revenues	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
411111 Real Estate Taxes	44,121	65,658	69,652	68,844	67,429	68,844	0.00%
467340 Daily Pool Admissions	94,625	67,806	75,448	82,763	75,666	82,763	0.00%
467341 Passes	82,731	95,382	89,326	92,000	75,656	92,000	0.00%
467342 Lessons	22,550	21,519	20,820	21,000	21,460	21,000	0.00%
467343 Water Aerobics	5,233	5,873	6,002	5,000	4,538	5,500	10.00%
467344 Uniforms/Miscellaneous	1,058	1,681	856	2,400	2,465	2,400	0.00%
467345 Concessions	48,475	40,823	39,824	46,000	37,412	47,000	2.17%
467346 Swim Team	4,952	4,180	4,562	4,500	3,597	4,500	0.00%
467351 Swimming Pool Banner Program	4,003	2,800	1,400	2,800	1,200	1,400	-50.00%
473118 Town Pool Contribution*	18,922						
482215 Facility Rentals	4,590	5,072	4,785	3,000	4,945	4,000	33.33%
48550 Donations		459			3,200		
491100 Transfer from General Fund	13,503	37,175	11,500	11,500	25,910	7,944	-30.92%
491220 Transfer from Rec Programs		13,900					
Total Revenues	344,763	362,328	324,175	339,807	323,478	337,351	-0.72%

555320				2019	2019	2020	% Change
Personnel	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
111 Salaries/Rec. Supervisor (.55 FTE)	22,661	25,266	25,966	28,841	28,841	29,418	2.00%
125 Part-Time Salaries/Seasonal	120,503	114,070	108,105	119,195	120,131	115,000	-3.52%
128 Salaries/City DPW (.35 FTE)	19,139	17,765	13,536	16,000	14,000	16,000	0.00%
132 Part-Time/Maintenance Salaries	2,530	2,465	2,468	2,800	560	2,800	0.00%
151 Social Security	12,470	12,191	11,472	12,763	12,510	12,486	-2.17%
152 Retirement	3,414	3,624	3,176	2,937	2,806	3,066	4.39%
154 Health Insurance	4,359	11,116	15,586	11,925	11,925	11,925	0.00%
155 Life Insurance	1	0	0	3	0	3	0.00%
165 Workers' Comp. Insurance	7,670	7,575	7,539	6,886	6,886	5,754	-16.44%
Total	192,747	194,072	187,848	201,350	197,659	196,452	-2.43%

555320				2019	2019	2020	% Change
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
210 Professional Services	3,852	5,076	5,263	2,970	2,996	2,970	0.00%
220 Internet					540	540	
222 Electric	18,502	18,562	18,251	16,500	16,500	16,500	0.00%
224 Natural Gas	11,634	14,794	11,358	12,000	12,000	12,000	0.00%
225 Telephone	641	448	443	440	440	440	0.00%
226 Water Service	10,186	9,556	8,589	9,760	9,760	9,760	0.00%
290 Contracted Services	1,304	1,476	1,745	2,000	1,854	2,000	0.00%
324 Permits & Licenses	400	400	400	400	400	400	0.00%
330 Travel & Training	501	378	380	600	0	600	0.00%

SPECIAL REVENUE FUND - SWIMMING POOL - 240-555320

340	Repair & Maintenance Supplies	20,717	14,447	10,338	16,000	12,000	16,000	0.00%
346	Uniforms	2,156	2,572	1,954	2,500	4,875	2,500	0.00%
350	Operating Supplies/Chemicals	22,578	21,257	18,065	20,000	19,520	20,000	0.00%
380	Equipment	16,635	39,072	15,887	19,607	15,509	19,607	0.00%
390	Other Expenses	1,038	1,356	411	1,200	419	1,200	0.00%
510	Property/Liability Insurance	3,181	3,182	2,479	2,559	2,492	2,752	7.54%
Total		113,325	132,576	95,563	106,536	99,305	107,269	0.69%
555321—Concessions								
Personnel		2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
125	Part Time Salaries/Seasonal	13,519	13,124	13,815	11,000	12,388	12,500	13.64%
151	Social Security	1,034	1,004	1,057	842	947	1,050	24.78%
Total		14,553	14,128	14,872	11,842	13,335	13,550	14.43%
555321—Concessions								
Operating		2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
324	Permits & Licenses	330	330	330	330	330	330	0.00%
350	Operating Supplies	23,197	20,791	18,296	19,000	18,071	19,000	0.00%
380	Equipment	611	416	0	750	2,059	750	0.00%
Total		24,138	21,537	18,626	20,080	20,460	20,080	0.00%
Total Swimming Pool Expenses		344,763	362,313	316,909	339,807	330,759	337,351	-0.72%
Revenue - Expenditures		0	15	7,266	(0)	(7,281)	0	
Beginning Fund Balance		0	0	15	7,281	7,281	(0)	

Special Revenue Fund—Park Subdivider Deposits Fund 250

Revenues		2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
467500	Subdivider Park Fees	4,846	35,977	50,861	0	6,678		0%
467510	Park Equipment Impact Fee	14,147	76,060	156,344	0	51,870		0%
481100	Interest Income	297	579	3,821	500	4,759	4,000	700%
Total Revenues		19,290	112,616	211,026	500	63,307	4,000	700%
592000								
Operating		2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
706	Transfer to Capital Improvements	47,934	0	70,000	80,000	93,000		0%
Total Expenditures		47,934	0	70,000	80,000	93,000	0	0%
Revenue - Expenditures		(28,644)	112,616	141,026	(79,500)	(29,693)	4,000	
Beginning Fund Balance		\$62,121	\$33,477	\$146,093	\$287,119	\$287,119	\$257,426	
Total Fund Balance		\$33,477	\$146,093	\$287,119	\$207,619	\$257,426	\$261,426	

LIBRARY - 260-555110

Responsibilities Include:

- Adult Services include:
 - Reference and research assistance. Provide lifelong learning opportunities. Computer classes. Interlibrary loan throughout the state and country. One-on-one consultations with librarians for technology assistance on devices or research topics. Test proctoring for college students.
 - Adult programs/events ranging on topics from Great Decisions to Cedarburg Reads to Book Clubs.
 - 11 public internet computer stations with MS Office, one Mac station, Adobe Cloud.
 - 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.
 - Community Room available for public use; includes technology and hearing loop for hard of hearing. Also available for rental for private events or for-profit groups
- Children's and Youth Services include:
 - Traditional library services along with providing school visits, tours, displays, special programs, story hours, and the Summer Reading Program; after school programs and literacy development.
 - Assistance to parents/caregivers for finding age appropriate reading material for children and youth and encouragement of lifelong reading and learning.
 - Homework assistance and collaboration with schools for assignment materials.
 - Six computer stations loaded with literacy and phonic development programs and links to educational websites.
 - Teen Zone with a young adult book collection and programs/events for teens.

Department Service Indicators	2017	2018	2019	2020 Projected
Citizen Library Use				
Number of Visits Made to the Library	128,970	123,108	123,000	123,000
Average Number of Visits Per Day	362	349	348	348
Customers With Active Library Cards Resi- dents	8,618	8,825	8,900	8,900
	3,647	4,160	4,100	4,100
Non-Residents				
New Library Cards Issued	844	826	800	800
Staff Services				
Reference/Research Questions Answered	3,730	4,569	4,500	4,500
Number of Youth Programs Offered	220	239	240	240
Attendance at Youth Programs	8,401	8,593	8,600	8,600
Number of Adult Programs Offered	157	210	200	200
Attendance at Adult Programs	2,525	2,250	2,300	2,300
Checkout of Library Materials				
Total Number of Items Checked Out by Library Patrons	197,689	185,769	190,000	190,000
Digital books/audio books/magazines checked out	21,447	25,658	29,000	29,000

Department Service Indicators	2017	2018	2019	2020 Projected
Research database usage - number of log-ins	1,780	6,977	8,000	8,000
Cedarburg Resident Check Out	114,322	105,665	115,000	115,000
Non-Resident Check Out	83,367	80,104	75,000	75,000
Technology				
Public Computer Users	7,846	7,165	7,000	7,000
WiFi Usage - log ins	50,937	75,255	80,000	80,000
Community Room/Study Rooms Reservations	5,823	5,588	6,200	6,200
3D Printing	592	658	700	700
Virtual Reality Equipment Usage (2017 - 3 months of usage)	114	426	500	500
Computer Classes for the public	20	13	16	20
FTE Staff Per 1,000 Population	1	1	1	1
Local Appropriation Per Capita	\$61.50	\$62.63	\$62.63	62.63

2019 Significant Accomplishments:

- Completed and executed the start of a 5-year strategic plan, 2020-2025.
 - Strategic Planning committee consists of:
 - 2 library board members – Deb Goeks, Sherry Bublitz (former board member)
 - 1 Council representative – Garan Chivinski
 - School representative – Karen Egelhoff
 - Mary Sheffield – City Economic development coordinator
 - Friends of the Library member – Kristin Nelson
 - 2 library staff members – Linda & David Nimmer
 - Working with consultant Bruce Smith from WI Library Services in Madison, he has completed numerous strategic plans for libraries in the state. His service is being paid for by the Cedarburg Friends of the Library.
 - Online/print community survey was responded to by over 600 people.
 - 2 in-person Community Conversations were held.
 - New mission statement has been formed.
 - Goals and objectives currently being created.
- Took part in the WI Public Library System Redesign project. Changes are coming to the State's library system structure. Implementation plan has been created.
- Took part in meetings to help craft the five-year Joint County Library Service plan with Sheboygan County. Goal is to try and get more compensation for usage of electronic services provided to and used by non-librarian residents.
- Mentored and brought up to speed 3 people in professional full-time positions and one half-time person. Hired 3 part-time Library Assistants to replace open positions.
- Collaborated with high school on tech classes and composition classes. Collaboration continues.

- Budget. Operated the library with a zero percent increase from 2018, no deficit, and modest fund balance. Received \$11,000 from the Friends and other donations to enhance library services.

2020 Objectives to be Accomplished:

- Address wage inequities in full-time professional positions as compared to comparable libraries.
- Execute 2020-2025 Strategic Plan and select areas to begin work on.
- Increase Wi-Fi access points in the public parts of the building.
- Address and schedule replacement for computers and mechanical equipment in the building.
- Create makerspace or incubator work space where DVDs are currently housed. Shift DVDs upstairs. Create more seating space in adult area for studying.

Long Term Objectives:

- Have full-time positions with competitive wage/benefit packages compared to comparables.
- Select areas from the strategic plan to incorporate into long term objectives.

Budget Variances:

- 223 – Marketing. This area is going to be one of the objectives coming from the strategic plan to improve. Printing of bulletin publications and one mailing of summer newsletter.
- 240 – Repair and maintenance. Would like this account to be better funded for unexpected repairs. For example, we had to replace the intake vent on the roof along with a hood in 2019 at a cost of \$8,600 that was not budgeted.
- 290 – Maintenance and Contracted services due to yearly increase
- 312 – Computer Supplies. Increasing by \$1,000 for staggered replacements.
- 315 – Postage. Increasing for one mailing of summer newsletter.
- 380 – Equipment/Capital Outlay – need to create an equipment replacement fund for computers and other equipment.
- 381 – Shared System Services – membership increase in 4 county system. Increase due to network replacement fund.
- 382 – Technology. Increasing Wi-Fi access points to meet demand.

**Special Revenue Fund—Library
Fund 260**

	2016	2017	2018	2019	2019	2020	% Change
Revenues	Actual	Actual	Actual	Budget	Estimated	Proposed	2020/2019
411111 City Property Taxes	707,306	707,306	722,194	722,194	722,194	738,194	2%
435432 Grants	735						
467100 Library Fines and Fees	23,643	21,072	19,569	22,000	21,000	21,000	-5%
467110 Library Other Revenues—County	153,904	191,669	205,720	212,192	212,192	213,849	1%
467150 Library Other Revenues—Copies	2,388	2,392	2,224	2,400	2,300	2,300	-4%
473200 Library Donations	8,727						
481100 Interest Income	8						
482215 Rent of City Property	650	788	752	700	1,400	1,000	43%
491400 Transfer from Cap. Improvements		7,474					
Total Revenues	897,361	930,701	950,459	959,486	959,086	976,343	2%

555110	2016	2017	2018	2019	2019	2020	% Change
Personnel	Actual	Actual	Actual	Budget	Estimated	Proposed	2020/2019
111 Salaries (8.0 FTE)	353,342	359,961	364,005	385,470	379,470	393,179	2%
124 Bonus				325	325	325	0%
125 Part Time Salaries (4.39 PTE)	117,409	118,514	129,086	120,222	123,810	125,000	4%
128 Maintenance Salaries (.50 PTE)	16,238	17,376	13,448	17,972	10,000	18,312	2%
135 Sick Leave Payout	7,082	652	481	718	718	589	-18%
151 Social Security	37,687	37,631	38,707	40,415	39,620	41,345	2%
152 Retirement	28,163	29,747	28,981	34,604	28,159	29,923	-14%
154 Health Insurance	105,156	114,451	118,877	112,032	112,032	119,202	6%
155 Life Insurance	106	86	122	126	126	149	18%
159 Longevity	5,155	3,433	2,740	3,591	3,591	3,056	-15%
161 EAP/125 Admin.			100	100	100	100	0%
165 Workers' Comp. Insurance	1,179	1,178	1,143	949	949	922	-3%
Total	671,517	683,029	697,690	716,524	698,900	732,102	2%

555110	2016	2017	2018	2019	2019	2020	% Change
Operating	Actual	Actual	Actual	Budget	Estimated	Proposed	2020/2019
212 Professional Services				275	0	275	0%
222 Electric	23,709	22,615	22,139	23,225	23,000	23,689	2%
223 Marketing	184	61	134	200	200	1,000	400%
224 Natural Gas	7,123	6,874	6,107	7,200	7,000	7,000	-3%
225 Telephone	2,005	2,254	2,273	2,500	2,600	2,500	0%
226 Water Service	1,766	1,839	1,798	1,860	1,900	2,135	15%
240 Repair and Maintenance	3,947	3,935	5,924	7,000	15,500	10,000	43%
290 Maint./Contracted Services	40,643	45,760	46,378	50,000	50,000	51,000	2%
308 Program Supplies	551	161	622	1,000	1,000	1,000	0%
310 Office supplies	6,257	7,923	9,023	8,000	8,000	8,000	0%
312 Computer Supplies	1,912	2,167	1,792	2,000	2,000	3,000	50%
313 Printing-Newsletters	1,203						

SPECIAL REVENUE FUND - LIBRARY - 260-555110

315	Postage	585	580	335	600	400	1,000	67%
319	Publications and Subscriptions	87,548	64,694	82,110	88,000	88,000	90,000	2%
320	Prof. Publications and Dues	1,224	1,270	1,444	1,600	1,500	1,600	0%
330	Travel & Training	5,164	5,790	4,556	6,000	5,000	6,000	0%
350	Operating Supplies	2,218	1,755	3,908	3,000	3,000	4,000	33%
380	Equipment/Capital Outlay			2,362	5,000	4,000	8,000	60%
381	Shared System Services	13,809	17,917	21,302	20,600	20,600	23,000	12%
382	Library Technology	1,234	932	4,419	3,000	3,000	5,000	67%
395	Employment Expenses	137		354	200	180	200	0%
510	Liability/Property Insurance	8,005	7,973	6,575	6,820	6,613	7,164	5%
Total		209,224	194,500	223,555	238,080	243,493	255,563	7%
Total Expenditures*		880,741	877,529	921,245	954,604	942,393	987,665	3%
Revenues - Expenditures		16,620	53,172	29,214	4,882	16,693	(11,322)	
Beginning Fund Balance		(50,353)	(33,733)	19,439	48,653	48,653	65,346	
Ending Unassigned Fund Balance		(33,733)	19,439	48,653	53,535	65,346	54,024	
Assigned Funds - Donations								
435432	Grants		13,615	11,300	11,300			-100%
473200	Library Donations		13,597	11,356	5,000	8,000	5,000	0%
Total		0	27,212	22,656	16,300	8,000	5,000	-69%
322	Donation Expenditures		15,269	9,617	3,000	7,000	5,000	67%
331	Grant Expenditures		45	14,616	6,329			-100%
Revenues - Expenditures		0	11,898	(1,577)	6,971	1,000	0	
Beginning Assigned Fund Balance		1,439	1,439	13,337	11,760	11,760	12,760	
Ending Assigned Fund Balance		1,439	13,337	11,760	18,731	12,760	12,760	
Total Library Fund Balance		(32,294)	32,776	60,413	72,266	78,106	66,784	

*Debt Service due to new library building in 2019 is \$642,688

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

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

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

Providers

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

Deductibles and Self-Insured Retentions

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

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

Allocation of Costs

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

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

Internal Service—Risk Management

Fund 700

519400				2019	2019	2020	% Change
Operating Expenditures	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
165 Workers' Compensation Insurance	185,442	180,759	177,678	179,422	148,821	156,010	-13.05%
393 Unemployment Compensation	1,262	1,601	1,546		520		0.00%
510 Property—Auto Insurance	59,586	71,587	65,248	68,367	69,312	74,848	9.48%
512 General Liability Insurance	61,501	62,111	63,588	64,810	65,841	66,192	2.13%
513 Employment Practices Insurance	14,203	11,699	12,350	14,965	14,025	14,726	-1.60%
515 Boiler Insurance	1,173	1,196	1,366	1,421	1,196	1,417	-0.28%
551 2015 Liability Claims Paid	1,367						0.00%
552 2016 Liability Claims Paid	129,534	13,600	7,310				0.00%
553 2017 Liability Claims Paid		61,624	22,065	5,000			-100.00%
523 2018 Liability Claims Paid			32,471	5,000	6,502	5,000	0.00%
546 2019 Liability Claims Paid				15,000	15,000	5,000	-66.67%
2020 Liability Claims Paid						15,000	0.00%
Total Expenditures	454,068	404,177	383,622	353,985	321,217	338,193	-4.46%
Revenues	2016	2017	2018	2019	2019	2020	% Change
				Budget	Estimated	Proposed	2020/2019
481100 Interest Income	3,525	12,590	17,147	10,000	15,000	10,000	0.00%
487000 Change in Market Value	(15,587)	(3,920)	(2,642)		10,000		0.00%
481195 Dividend Income/WC Dividend	59,209	44,117	95,464	25,173	25,173	13,404	-46.75%
484000 Insurance Recoveries	115,876	27,845	17,757		9,231		0.00%
482000 Workers' Compensation-Wage Recovery	3,843	3,844					0.00%
491100 Charges to General Fund	252,332	260,560	278,049	280,654	249,871	251,245	-10.48%
491200 Charges to Cemetery Fund	1,319	1,288	763	763	716	733	-3.96%
491220 Charges to Recreation Programs Fund	3,448	5,053	5,107	5,107	4,742	4,552	-10.88%
491240 Charges to Swimming Pool Fund	10,850	10,758	10,019	10,019	9,378	8,507	-15.09%
491260 Charges to Library	9,183	9,151	7,718	7,718	7,593	8,337	8.01%
491601 Transfer from Water Recycling Center	38,519	32,054	38,875	38,875	27,598	36,595	-5.87%
491800 Transfer from Trust & Agency Fund	195						0.00%
Total Revenues	482,712	403,340	468,257	378,309	359,302	333,372	-11.88%
Net Cost of Program	2016	2017	2018	2019	2019	2020	% Change
				Budget	Estimated	Proposed	2020/2019
	28,644	(837)	84,635	24,324	38,085	(4,821)	-119.82%
Fund Balance—January 1	899,510	928,154	890,185	974,820	974,820	1,012,905	
Prior Year Audit Adjustment		(37,132)					
Fund Balance—December 31	928,154	890,185	974,820	999,144	1,012,905	1,008,084	

General Government Fund 100				2019	2019	2020	% Change
Common Council 511100				Budget	Estimated	Proposed	2020/2019
	2016	2017	2018				
Salaries	17,707	16,757	16,154	16,800	15,877	16,800	0%
Social Security	1,335	1,278	1,236	1,285	1,215	1,285	0%
Workers' Comp. Insurance	38	37	35	30	30	27	-10%
Total	19,080	18,072	17,425	18,115	17,122	18,112	-0%
511100 Common Council				2019	2019	2020	% Change
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Subscriptions and Dues	6,101	6,032	6,367	6,500	6,613	6,700	3%
Travel & Meeting Expenses	154	72	51	225	100	225	0%
Operating Expenses	184	135	568	375	375	375	0%
Total	6,439	6,239	6,986	7,100	7,088	7,300	3%
Total Expenditures	25,519	24,311	24,411	25,215	24,210	25,412	1%
513100 Mayor				2019	2019	2020	% Change
Personnel	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Salary	6,231	6,000	6,000	6,000	6,000	6,000	0%
Social Security	477	459	459	459	459	459	0%
Workers' Comp. Insurance	14	13	12	11	11	10	-9%
Total	6,722	6,472	6,471	6,470	6,470	6,469	-0%
513100 Mayor				2019	2019	2020	% Change
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Telephone	88	90	89	100	104	104	4%
Printing	3,564						
Travel & Meeting Expenses	553	106	650	600	250	600	0%
Awards & Supplies			1,290			1,000	0%
Other Expenses	107		301	250	100	250	0%
Total	4,312	196	2,330	950	454	1,954	106%
Total Expenditures	11,034	6,668	8,801	7,420	6,924	8,423	14%
513200 City Administrator				2019	2019	2020	% Change
Personnel	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Salaries	71,490	72,693	74,377	78,860	75,320	100,000	27%
Sick Payout	987	1,006	940	1,364	1,035	0	-100%
Social Security	5,416	5,530	5,655	6,248	5,952	7,717	24%
Retirement	4,945	5,156	5,072	5,349	5,096	6,608	24%
Health Insurance	13,347	15,434	15,643	7,131	7,131	23,200	225%
Life Insurance	47	48	49	39	70	0	-100%
Longevity	1,294	1,344	1,394	1,443	1,443	882	-39%
Workers' Comp Insurance	176	177	169	144	144	137	-5%
Total	97,702	101,388	103,299	100,578	96,191	138,544	38%

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513200 City Administrator				2019	2019	2020	% Change
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Telephone	88	90	88	410	410	410	0%
Operating Supplies	46	8	9	150	150	150	0%
Publications & Dues	357	333	366	375	360	400	7%
Conferences & Travel	880	166	339	600	655	700	17%
Total	1,371	597	802	1,535	1,575	1,660	8%
Total Expenditures	99,073	101,985	104,101	102,113	97,766	140,204	37%

519200 Employee Relations				2019	2019	2020	% Change
	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
EAP/125	1,811	1,318	1,711	2,100	2,200	2,300	10%
Professional Services	1,229	1,061	550	1,200	1,000	23,200	1833%
Leadership Development	230	574	610	600	600	600	0%
Awards and Supplies	1,479	3,027	1,833	900	1,500	1,875	108%
Total	4,749	5,980	4,704	4,800	5,300	27,975	483%

516100 Legal Services				2019	2019	2020	% Change
	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Extraordinary Services	102,153	51,727	37,738	55,000	45,000	55,000	0%
Total Legal Services	102,153	51,727	37,738	55,000	45,000	55,000	0%

514100 City Clerk Personnel				2019	2019	2020	% Change
	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Salaries	123,600	126,270	128,848	130,924	149,370	139,983	7%
Salaries—Part-Time	17,258	17,535	16,491	18,596	18,596		-100%
Sick Payout	1,526	1,629	1,680	1,735	1,735	559	-68%
Social Security	11,061	11,229	11,477	11,749	13,160	10,877	-7%
Retirement	9,685	10,143	9,537	8,842	10,050	9,597	9%
Health Insurance	31,967	31,660	31,542	26,040	35,000	50,421	94%
Life Insurance	84	86	88	89	70	58	-35%
Longevity	1,953	2,079	2,205	2,331	2,331	1,638	-30%
Workers' Comp. Insurance	342	348	331	283	283	243	-14%
Total	197,476	200,979	202,199	200,589	230,595	213,376	6%

514100 City Clerk Operating				2019	2019	2020	% Change
	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Professional Services	374	1,676	1,017	1,000	1,000	11,020	1002%
Telephone	441	448	443	600	450	500	-17%
Repair & Maintenance Services	1,350	1,463	1,125	1,415	1,415	1,415	0%
Office Supplies & Expenses	1,675	1,972	2,671	3,100	2,500	2,750	-11%
Recording Fees	170	210	330	400	300	350	-13%
Computer/Copier Supplies	1,863	1,284	1,727	2,500	1,800	2,000	-20%
Postage	8,163	6,506	7,878	9,000	6,100	9,000	0%
Publication & Dues	178	390	130	575	580	575	0%
Legal Notice Publications	3,303	3,961	4,478	4,500	4,000	4,500	0%
Employee Training, Travel	114	387	429	1,000	500	1,500	50%

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Equipment	0	0	500	900	500	600	-33%
Total	17,631	18,297	20,728	24,990	19,145	34,210	37%
Total Expenditures	215,107	219,276	222,927	225,579	249,740	247,586	10%
514200 Elections				2019	2019	2020	% Change
Personnel	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Salaries	27,277	9,625	25,782	15,144	11,247	30,009	98%
Overtime	44		721				
Salaries—Part Time	113						
Social Security	107	54	127		44		
Workers' Comp. Insurance	71	31	71	61	61	49	-20%
Total	27,612	9,710	26,701	15,205	11,352	30,058	98%
514200 Elections				2019	2019	2020	% Change
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Supplies	5,784	4,900	8,073	7,130	5,000	10,000	40%
Legal Notice Publications	66	100		200		200	0%
Total	5,850	5,000	8,073	7,330	5,000	10,200	39%
Total Expenditures	33,462	14,710	34,774	22,535	16,352	40,258	79%
515400 City Assessor				2019	2019	2020	% Change
Personnel	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Salaries	71,472	72,634	74,354	75,550	75,550	77,057	2%
Sick Payout	760	875	801	750	750	750	0%
Social Security	5,179	5,135	5,262	5,977	5,977	6,097	2%
Retirement	4,966	5,180	5,095	5,117	5,117	5,380	5%
Health Insurance	18,161	21,892	22,013	21,240	21,240	22,727	7%
Life Insurance	66	68	70	70	70	89	27%
Longevity	1,638	1,701	1,764	1,827	1,827	1,890	3%
Workers' Comp. Insurance	3,450	3,408	3,414	3,118	3,118	2,738	-12%
Total	105,692	110,893	112,773	113,649	113,649	116,728	3%
515400 City Assessor				2019	2019	2020	% Change
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Professional Services	13,500	13,500	13,500	13,500	13,500	13,500	0%
Revaluation	0	0	0	10,000	10,000	10,000	0%
Telephone	177	179	177	200	192	200	0%
Office Supplies	268	903	153	300	300	300	0%
Computer Supplies	3,969	3,884	4,207	4,435	4,435	4,515	2%
Publication & Dues	255	305	320	320	240	240	-25%
State Fees—Mfg. Assessment	1,505	1,592	1,506	1,600	1,502	1,600	0%
Employee Training, Travel	887	947	977	1,100	970	1,100	0%
Total	20,561	21,310	20,840	31,455	31,139	31,455	0%
Total Expenditures	126,253	132,203	133,613	145,104	144,788	148,183	2%

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515600 City Treasurer				2019	2019	2020	% Change
Personnel	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Salaries	80,830	82,629	80,369	73,691	73,691	163,627	122%
Salaries—Part Time	0	0	7,820	19,519	19,519		-100%
Sick Payout	452	362	482	527	527	531	1%
Social Security	5,852	6,007	6,372	7,309	7,309	12,794	75%
Retirement	5,625	5,869	5,429	4,980	4,980	10,954	120%
Health Insurance	22,032	24,404	24,463	20,813	20,813	28,809	38%
Life Insurance	81	83	106	69	69	144	109%
Longevity	1,537	1,629	1,720	1,811	1,811	3,082	70%
Workers' Comp. Insurance	195	197	187	161	161	153	-5%
Total	116,604	121,180	126,948	128,880	128,880	220,094	71%

515600 City Treasurer				2019	2019	2020	% Change
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Professional Services	52,368	49,200	48,602	55,000	55,000	55,000	0%
Telephone	265	269	266	315	315	315	0%
Office Supplies	6,794	5,713	4,955	6,000	6,460	7,000	17%
Publication & Dues	465	370	380	500	380	520	4%
Employee Training, Travel	170	684	72	400	200	400	0%
Office Equipment	1,014			100	115	100	0%
Other Expenses	2,289	2,431	1,513	2,500	2,500	2,900	16%
Total	63,365	58,667	55,788	64,815	64,970	66,235	2%
Total Expenditures	179,969	179,847	182,736	193,695	193,850	286,329	48%

515900 Independent Auditing				2019	2019	2020	% Change
	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Professional Services	32,400	33,750	27,250	28,000	27,750	29,000	4%

514700 Technology				2019	2019	2020	% Change
	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Professional Services	9,505	16,870	16,586	31,500	33,000	31,500	0%
Internet Service	13,365	13,460	13,512	10,000	13,000	13,000	30%
Computer Supplies	74	28					
Equipment Outlay	18,820	9,973	14,914	17,280	17,650	22,175	28%
Multi Use Equipment	7,059	7,419	7,340	7,500	7,500	7,700	3%
Total	48,823	47,750	52,352	66,280	71,150	74,375	12%

519100 Illegal/Uncollectible Taxes				2019	2019	2020	% Change
	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Uncollectible Taxes		2,113					

519400 Insurance				2019	2019	2020	% Change
	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Property/Auto Insurance	3,648	3,702	2,720	2,646	2,646	2,974	12%
General Liability Insurance	4,664	4,555	5,588	4,583	4,378	4,642	1%
Surety Bonds	520	605	596	605	714	750	24%
Total	8,832	8,862	8,904	7,834	7,738	8,366	7%

518100 City Hall Complex				2019	2019	2020	% Change
Personnel	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Salaries	82,495	108,468	74,030	72,230	72,230	73,683	2%
Overtime	3,598	2,138	2,065	2,000	2,000	2,000	0%
Salaries—Part-Time	1,996						
Sick Payout	972	249	281	352	352	323	-8%
Social Security	6,881	8,276	5,808	5,762	5,762	5,872	2%
Retirement	6,118	6,204	5,317	4,934	4,934	5,181	5%
Health Insurance	19,345	13,845	11,740	13,144	13,144	14,064	7%
Life Insurance	143	94	96	71	71	77	8%
Longevity	2,487	643	680	743	743	756	2%
Workers' Comp. Insurance	4,151	4,247	3,373	3,080	3,080	2,627	-15%
Total	128,186	144,164	103,390	102,316	102,316	104,583	2%
518100 City Hall Complex				2019	2019	2020	% Change
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Electric	23,578	23,087	21,633	25,609	25,609	25,609	0%
Natural Gas	21,155	21,924	20,549	25,000	25,000	25,000	0%
Telephone	1,971	1,914	3,150	2,025	2,025	2,025	0%
Water Service	3,350	3,155	3,135	3,500	3,500	3,500	0%
Repair & Maintenance Services	32,181	24,260	52,332	30,000	30,000	30,000	0%
Operating Supplies	15,166	12,773	7,731	14,000	14,000	14,000	0%
Capital Equipment Outlay	5,883	20,210	42,027	22,000	22,000	22,000	0%
Total	103,284	107,323	150,557	122,134	122,134	122,134	0%
Total Expenditures	231,470	251,487	253,947	224,450	224,450	226,717	1%
Total General Government	1,118,844	1,080,669	1,096,258	1,108,025	1,115,018	1,317,828	19%

Public Safety							
522100 Police Station				2019	2019	2020	% Change
Personnel	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Salaries	17,811	14,951	18,363	20,283	20,283	20,689	2%
Overtime	389	0	0	400	400	400	0%
Sick Payout	202	166	188	235	235	235	0%
Social Security	1,535	1,218	1,454	1,637	1,637	1,670	2%
Retirement	1,356	1,107	1,259	1,386	1,386	1,458	5%
Health Insurance	3,348	3,592	5,601	3,611	3,611	3,864	7%
Life Insurance	0	0	6	24	24	24	0%
Longevity	403	428	454	479	479	504	5%
Workers' Comp. Insurance	964	932	932	852	852	703	-17%
Total	26,008	22,394	28,257	28,907	28,907	29,547	2%
522100 Police Station				2019	2019	2020	% Change
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Electric	26,000	25,280	24,966	28,591	28,591	29,305	2%
Natural Gas	6,769	7,951	7,383	12,000	12,000	12,120	1%

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Water Service	1,068	1,050	1,006	1,270	1,270	1,346	6%
Repair & Maintenance Services	28,228	28,499	32,737	20,000	20,000	20,000	0%
Maintenance Supplies	2,068	3,863	1,712	4,500	4,500	4,500	0%
Property/Auto Insurance	2,038	2,038	1,310	1,310	1,310	1,533	17%
Total	66,171	68,681	69,114	67,671	67,671	68,804	2%
Total Expenditures	92,179	91,075	97,371	96,578	96,578	98,351	2%
522110 Police Administration							
Personnel	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
Salaries	193,472	198,164	201,656	205,731	205,731	209,638	2%
Overtime	2,487	26,484	17,917	4,129	10,000	5,000	21%
Office/Dispatchers	382,637	386,941	351,931	393,175	373,175	412,970	5%
Holiday	8,637	8,202	9,112	13,294	12,000	13,559	2%
Sick Payout	4,576	5,418	5,512	5,990	5,990	5,768	-4%
Social Security	45,119	48,035	44,782	48,595	47,415	50,516	4%
Retirement	46,754	50,867	48,674	49,444	48,434	54,456	10%
Health Insurance	125,309	119,206	136,743	159,649	149,649	170,489	7%
Life Insurance	226	212	227	247	247	247	0%
Longevity	13,282	11,896	12,400	12,904	12,904	13,408	4%
Workers' Comp. Insurance	8,316	7,983	7,880	6,065	6,065	6,233	3%
Total	830,815	863,408	836,834	899,223	871,610	942,284	5%
522110 Police Administration							
Operating	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
Legal Services	18,449	13,837	21,400	15,000	15,000	15,000	0%
Animal Pound	1,089	1,075	655	1,500	1,500	1,500	0%
Telephone/Communications	29,998	33,029	28,772	29,000	29,000	29,000	0%
Repair & Maintenance Services	73,757	45,536	46,320	46,000	46,000	46,000	0%
Office Supplies	7,499	6,116	7,222	6,500	6,500	6,500	0%
Printing	3,270	3,658	2,805	3,500	3,500	3,500	0%
Publications & Dues	233	327	1,130	1,250	1,250	1,250	0%
Employee Training, Travel	4,997	6,492	5,687	4,500	4,500	4,500	0%
Clothing & Uniforms	3,204	3,611	2,915	3,700	3,700	3,700	0%
Supplies & Expenses—Hunter Safety	60	316	(29)	300	300	300	0%
Equipment Outlay	624	2,111	5,996	2,500	2,500	2,500	0%
Other Expenses (Photo)	2,035	1,172	1,267	2,000	2,000	2,000	0%
Liability Insurance	19,840	20,442	19,154	20,233	20,233	22,157	10%
Total	165,055	137,722	143,294	135,983	135,983	137,907	1%
Total Expenditures	995,870	1,001,130	980,128	1,035,206	1,007,593	1,080,191	4%
522120 Patrol							
Personnel	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
Salaries	1,252,269	1,193,629	1,241,509	1,301,004	1,301,004	1,375,468	6%
Overtime	50,588	38,051	37,311	48,480	48,480	51,253	6%
Crossing Guards	39,600	39,382	41,081	36,553	50,000	46,700	28%
Wages/Billable	(10,606)	(13,526)	(7,798)	(10,000)	(30,000)	(64,000)	540%
Holiday	33,549	37,066	33,933	59,273	59,273	62,663	6%

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Sick Payout	4,192	4,376	1,749	4,049	4,095	2,259	-44%
Social Security	105,518	101,149	104,333	111,116	112,913	119,628	8%
Retirement	129,841	144,786	146,193	150,010	150,010	176,091	17%
Health Insurance	224,231	210,480	232,931	260,047	260,047	300,275	15%
Life Insurance	171	201	206	204	204	187	-8%
Longevity	17,162	12,658	12,232	13,141	13,141	10,852	-17%
Workers' Comp. Insurance	51,066	49,543	47,792	41,621	41,621	41,837	1%
Total	1,897,581	1,817,795	1,891,472	2,015,498	2,010,788	2,123,213	5%
522120 Patrol							
Operating	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
Repair & Maintenance Services	16,397	25,233	22,405	20,000	20,000	20,000	0%
Employee Training, Travel	19,162	17,371	23,360	16,000	16,000	16,000	0%
Clothing & Uniforms	18,990	18,001	20,596	12,200	17,000	12,000	-2%
Supplies & Expenses	7,564	6,078	1,050	5,500	7,500	5,500	0%
Gasoline, Motor Oil	26,522	30,843	30,375	25,000	25,000	25,000	0%
K-9 Unit Expense		1,006	968	7,000	7,000	3,000	-57%
Equipment Outlay	27,188	23,375	32,704	25,000	25,000	25,000	0%
Other Expenses	1,016	125	305	500	500	500	0%
Property/Automobile Insurance	3,440	3,922	3,915	3,401	3,401	3,997	18%
Total	120,279	125,954	135,678	114,601	121,401	110,997	-3%
Total Expenditures	2,017,860	1,943,749	2,027,150	2,130,099	2,132,189	2,234,210	5%
522130 Investigative Division							
Personnel	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
Salaries	161,067	211,292	172,467	178,476	178,476	184,709	3%
Overtime	17,353	4,171	5,107	5,519	5,519	5,629	2%
Wages/Billable	(314)	2,858	(1,767)	(1,500)	(1,500)	(1,500)	0%
Holiday	6,154	6,290	5,047	3,568	3,568	3,639	2%
Sick Payout	758	0	1,348				
Social Security	13,859	16,199	13,622	14,401	14,401	14,901	3%
Retirement	18,795	19,283	21,017	20,018	20,018	22,867	14%
Health Insurance	37,013	33,906	43,078	43,364	43,364	46,400	7%
Life Insurance	96	43	33	36	36	35	-3%
Longevity	3,239	4,814	2,058	2,184	2,184	2,310	6%
Workers' Comp. Insurance	6,627	6,476	6,469	5,634	5,634	5,318	-6%
Total	264,647	305,332	268,479	271,700	271,700	284,308	5%
522130 Investigative Division							
Operating	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
Professional Services	8,226	7,449	7,857	2,500	2,500	2,500	0%
Investigative Supplies	1,700	2,049	2,481	3,000	3,000	3,000	0%
Employee Training, Travel	1,878	889	5,836	2,000	2,000	2,000	0%
Clothing & Uniforms	1,907	968	3,090	1,250	1,250	1,250	0%
Total	13,711	11,355	19,264	8,750	8,750	8,750	0%
Total Expenditures	278,358	316,687	287,743	280,450	280,450	293,058	4%

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522230 Fire Station				2019	2019	2020	% Change
Personnel	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Salaries	0	22,117	51,198	53,552	53,552	81,219	52%
Overtime							
Part Time Salaries	0	12,256	28,825	54,101	54,101	53,061	-2%
FICA	0	2,623	4,832	8,235	8,235	10,272	25%
Retirement	21,197	21,723	21,548	27,596	27,596	29,570	7%
Health Insurance	0	6,184	21,155	21,240	21,240	34,090	60%
Workers' Comp. Insurance	9,297	9,409	15,995	8,171	8,171	5,083	-38%
Total	30,494	74,312	143,553	172,895	172,895	213,295	23%
522230 Fire Station				2019	2019	2020	% Change
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Electric	17,193	15,172	15,595	17,000	17,000	17,000	0%
Natural Gas	9,732	10,023	10,472	12,000	12,000	12,000	0%
Telephone	578	652	655	800	800	800	0%
Water Service	2,806	2,520	2,420	3,000	3,000	3,000	0%
Operating Expense	262,435	212,404	262,108	213,500	213,500	217,500	2%
Building Maintenance	5,339	5,045	11,830	11,000	11,000	15,000	36%
Maintenance/Contracted Services	0	2,240	360	1,500	1,500	1,500	0%
Equipment Outlay			43,207				
Property/Auto Insurance	30,610	34,563	39,533	36,612	36,612	38,146	4%
Liability Insurance	2,708	2,834	2,865	2,359	2,333	1,353	-43%
Total	331,401	285,453	389,045	297,771	297,745	306,299	3%
Total Expenditures	361,895	359,765	532,598	470,666	470,640	519,594	10%
522310 Building Inspection				2019	2019	2020	% Change
Personnel	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Salaries	99,055	101,400	103,478	105,485	105,485	107,586	2%
Social Security	7,315	7,509	7,672	8,137	8,137	8,303	2%
Retirement	6,814	7,123	6,982	6,967	6,967	7,326	5%
Health Insurance	24,727	26,630	28,463	29,640	29,640	31,715	7%
Life Insurance	57	58	59	59	59	61	3%
Longevity	693	756	819	882	882	945	7%
Workers' Comp. Insurance	3,202	3,145	2,967	2,705	2,705	2,383	-12%
Total	141,863	146,621	150,440	153,875	153,875	158,319	3%
522310 Building Inspection				2019	2019	2020	% Change
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Professional Services	2,935	1,275	2,624	3,000	5,000	5,000	67%
Telephone	504	840	957	650	650	700	8%
Office Supplies & Expenses	3,377	2,471	3,545	2,400	2,400	2,400	0%
Employee Training, Travel	375	155	574	500	500	500	0%
Vehicle Maintenance—Gasoline	1,972	2,119	2,117	1,700	1,700	1,700	0%
Liability Insurance	949	944	874	924	924	979	6%
Total	10,112	7,804	10,691	9,174	11,174	11,279	23%
Total Expenditures	151,975	154,425	161,131	163,049	165,049	169,598	4%

				2019	2019	2020	% Change
522360 Weights & Measures	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Professional Services	2,000	2,000	2,000	2,000	2,000	2,000	0%
522410 Emergency Management	2016	2017	2018	2019	2019	2020	% Change
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Workers' Comp. Insurance	250	75	56	250	250	100	-60%
Internet					1,620	1,620	
Electric	667	688	691	900	900	800	-11%
Natural Gas	784	773	487	1,250	1,250	1,200	-4%
Telephone	1,225	1,354	1,094	1,250	1,250	1,500	20%
Water Service	371	390	402	420	420	500	19%
Sirens Maintenance	1,440	2,940	2,940	2,500	2,500	2,000	-20%
Repair & Maintenance	1,038	1,027	4,866	2,500	2,500	2,000	-20%
Maintenance—Contracted	24	219	841	500	500	500	0%
Office Supplies					300	800	
Radio Equipment Maintenance	789	677	525	2,450	2,450	2,000	-18%
Training & Travel	1,720	464	916	1,500	1,500	2,000	33%
Repair & Maintenance—Supplies	54	459	283	500	500	700	40%
Awards	350	117	411	800	800	800	0%
Clothing & Uniforms	4,443	1,279	921	1,200	1,200	1,200	0%
Operating Supplies—Vehicles	654	1,494	2,170	2,000	2,000	3,000	50%
Fuel—Vehicles	479	695	576	750	750	2,000	167%
Equipment	3,537	3,819	3,229	4,000	4,000	3,000	-25%
Property Insurance	1,355	1,335	1,417	1,297	1,297	1,527	18%
Total	19,180	17,805	21,825	24,067	25,987	27,247	13%
Total Public Safety	3,919,317	3,886,636	4,109,946	4,202,115	4,180,486	4,424,249	5%
533110 Engineering	2016	2017	2018	2019	2019	2020	% Change
Personnel	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Salaries	113,396	115,346	118,377	119,881	113,000	112,450	-6%
Sick Pay Out	1,082	736	1,015	7,616	9,515	580	-92%
Social Security	8,144	8,261	8,666	9,941	9,560	8,726	-12%
Retirement	7,851	8,185	8,081	8,013	7,562	7,661	-4%
Health Insurance	16,845	19,233	18,865	22,561	22,220	21,879	-3%
Life Insurance	168	180	189	147	147	108	-27%
Longevity	2,173	2,268	2,363	2,457	2,457	1,040	-58%
Workers' Comp. Insurance	3,837	3,710	3,791	3,458	3,458	2,991	-14%
Total	153,496	157,919	161,347	174,074	167,919	155,435	-11%
533110 Engineering	2016	2017	2018	2019	2019	2020	% Change
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Professional Services	1,863	400	6,253	16,500	16,300	10,500	-36%
Telephone	424	371	413	500	500	1,000	100%
Office Supplies	558	195	322	400	400	400	0%
Maps & Plats	3,977	2,053	9,783	10,400	10,400	10,900	-4%

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Publications & Dues	197	315	962	900	900	950	6%
Employee Training, Travel	685	1,332	1,295	1,300	1,300	1,350	4%
Operating Supplies	586	328	1,187	1,100	1,100	1,100	0%
Gas & Oil Expense	1,051	941	1,132	1,000	1,000	1,000	0%
Equipment Outlay	770	400	197	800	800	800	0%
Liability Insurance	6,914	6,734	6,831	7,216	7,216	7,663	6%
Total	17,025	13,069	28,375	40,116	39,916	34,763	-13%
Total Expenditures	170,521	170,988	189,722	214,190	207,835	190,198	-11%
533210 Public Works Crew							
Personnel	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
Salaries	112,279	144,170	101,193	75,526	75,526	77,047	2%
Overtime	1,137	3,576	823	1,050	1,050	1,050	0%
Part Time Seasonal				4,500	4,500	4,500	0%
Social Security	8,260	10,865	7,358	6,270	6,270	6,391	2%
Retirement	7,721	10,304	6,871	5,073	5,073	5,335	5%
Health Insurance	13,951	19,787	17,234	21,240	21,240	22,727	7%
Life Insurance	6	9	18	0	5	0	0%
Longevity	693	756	819	882	882	945	7%
Workers' Comp. Insurance	5,391	5,268	3,218	2,939	2,939	2,861	-3%
Total	149,438	194,735	137,534	117,480	117,485	120,856	3%
533210 Public Works Crew							
Operating	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
Contracted Services	699	1,220	1,217	700	700	700	0%
Electric	8,521	22,442	20,680	24,400	24,400	24,400	0%
Natural Gas	9,284	8,507	8,825	11,500	11,500	11,500	0%
Telephone	1,990	6,318	5,645	7,100	7,100	7,100	0%
Water Service	2,095	4,827	4,674	10,000	10,000	10,000	0%
Fuel System Maintenance			1,070	5,000	5,000		-100%
Employee Training, Travel	250	2,024	1,182	2,200	2,200	2,200	0%
Garage/Maintenance Supplies	34,777	31,050	37,385	31,350	31,350	32,350	3%
Gas/Diesel Fuel & Oil Expense	58,699	54,692	61,695	55,000	55,000	55,000	0%
M&E Maintenance/Parts	50,425	74,663	66,242	51,000	55,000	75,000	47%
Equipment Outlay	23,704	5,028	1,980	5,000	5,000	5,000	0%
Property/Auto Insurance	28,515	34,724	38,263	34,033	34,033	35,806	5%
Total	218,959	245,495	248,858	237,283	241,283	259,056	9%
Total Expenditures	368,397	440,230	386,392	354,763	358,768	379,912	7%
533311 Street Maintenance							
Personnel	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
Salaries	319,438	259,879	301,962	349,842	349,842	356,806	2%
Overtime	22,557	20,207	28,984	45,500	45,500	45,500	0%
Part Time Salaries/Temporary	5,852	11,072	9,310	6,900	6,900	6,900	0%
Sick Pay Out	2,794	2,831	2,447	2,934	2,934	2,963	1%
Social Security	25,089	20,099	23,785	31,767	31,767	32,341	2%
Retirement	23,906	19,591	22,795	26,555	26,555	27,870	5%

Health Insurance	139,053	153,796	171,362	180,972	180,972	193,640	7%
Life Insurance	106	48	54	35	70	76	117%
Longevity	11,277	9,072	9,576	10,080	10,080	10,584	5%
Workers' Comp. Insurance	15,747	14,830	17,929	16,376	16,376	14,504	-11%
Total	565,819	511,425	588,204	670,961	670,996	691,184	3%
533311 Street Maintenance							
Operating	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
Professional Services	584	509	353	750	750	750	0%
Repair & Maintenance Services	47,545	51,212	51,365	45,500	45,500	45,500	0%
Operating Supplies	4,000	3,117	561	3,000	3,000	3,000	0%
Signs, Supplies & Parts	15,459	12,336	11,562	10,473	10,473	9,473	-10%
Total	67,588	67,174	63,841	59,723	59,723	58,723	-2%
Total Expenditures	633,407	578,599	652,045	730,684	730,719	749,907	3%
533410 Streets Ineligible							
Operating	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
Repair & Maintenance - alleys						20,000	
Lease Expenses	5,381	4,187	4,091	5,450	4,170	4,200	-23%
Total Expenditures	5,381	4,187	4,091	5,450	4,170	24,200	344%
533420 Street Lighting							
Operating	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
Electric	288,811	265,093	272,777	270,000	258,500	270,000	0%
Total	288,811	265,093	272,777	270,000	258,500	270,000	0%
533421 Traffic Control Signals							
Operating	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
Electric	2,708	2,889	2,712	3,150	3,150	3,150	0%
Repair & Maintenance Services	6,715	3,972	7,464	5,000	5,000	5,000	0%
Total	9,423	6,861	10,176	8,150	8,150	8,150	0%
Total Lighting and Signals	298,234	271,954	282,953	278,150	266,650	278,150	0%
533440 Storm Sewers							
Personnel	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
Salaries	59,141	61,340	43,598	131,880	131,880	134,507	2%
Overtime	461	0	925	1,000	1,000	1,000	0%
Social Security	4,544	4,644	3,390	10,165	10,165	10,366	2%
Retirement	4,085	4,342	2,982	8,704	8,704	9,147	5%
Health Insurance	1,471	0	0	5,310	5,310	5,682	7%
Life Insurance	0	1	1	0	2	2	0%
Workers' Comp. Insurance	4,684	4,611	5,721	5,226	5,226	4,656	-11%
Total	74,386	74,938	56,617	162,285	162,287	165,360	2%

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533440 Storm Sewers				2019	2019	2020	% Change
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Repair & Maintenance Services	31,142	32,025	27,704	30,000	30,000	30,000	0%
Contracted Services (street sweepings)	10,101	10,608	10,264	15,000	15,000	15,000	0%
State Fees—DNR Stormwater Permit	1,651	1,500	1,500	1,500	1,500	1,500	0%
Total	42,894	44,133	39,468	46,500	46,500	46,500	0%
Total Expenditures	117,280	119,071	96,085	208,785	208,787	211,860	1%
533450 Snow and Ice Control				2019	2019	2020	% Change
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Contracted Services—Seasonal	291	0	0	4,000	4,000	4,000	0%
Contracted Services	5,184	2,458	1,153	12,000	12,000	12,000	0%
Maintenance Supplies	5,748	8,288	12,617	7,200	7,200	7,200	0%
Equipment	0	7,450	4,134	4,000	4,000	4,000	0%
Ice Control Materials	90,000	120,850	88,172	95,000	95,000	109,000	15%
Total Expenditures	101,223	139,046	106,076	122,200	122,200	136,200	11%
533730 Recycling				2019	2019	2020	% Change
Personnel	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Salaries	80,836	92,266	94,867	92,539	92,539	94,380	2%
Overtime	2,688	974	760	1,700	500	500	-71%
Part Time Salaries/Temporary	4,175	77					
Social Security	6,687	7,026	7,047	7,209	7,117	7,258	1%
Retirement	5,663	6,476	6,231	6,068	6,094	6,404	6%
Health Insurance	1,501	105	34				
Life Insurance	2	7	3		1		
Workers' Comp. Insurance	4,270	4,188	4,056	3,705	3,705	3,260	-12%
Total	105,822	111,119	112,998	111,221	109,956	111,802	1%
533730 Recycling				2019	2019	2020	% Change
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Contracted Services	198,096	203,315	203,869	207,747	207,747	220,416	6%
Recycling Expenses	901	2,118	1,315	2,000	2,000	2,000	0%
Equipment/Capital Outlay		11,463					
Total	198,997	216,896	205,184	209,747	209,747	222,416	6%
Total Expenditures	304,819	328,015	318,182	320,968	319,703	334,218	4%
533710 Solid Waste Collection				2019	2019	2020	% Change
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Contracted Services	401,929	410,047	417,963	435,066	435,066	461,820	6%
Total	401,929	410,047	417,963	435,066	435,066	461,820	6%
533720 Landfill-Groundwater Monitoring				2019	2019	2020	% Change
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Contracted Services	10,050	10,050	10,050	6,500	6,500	6,500	0%

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				2019	2019	2020	% Change
533740 Weed Control				Budget	Estimated	Proposed	2020/2019
2016	2017	2018					
Maintenance Services	967	920	274	1,000	200	1,000	0%
Total Health and Sanitation				412,946	421,017	428,287	6%
Total Engineering & Public Works				2,412,208	2,473,107	2,463,833	4%
555140 Senior Services				2019	2019	2020	% Change
Personnel	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Part Time Salaries	59,057	51,190	49,785	57,837	62,192	56,100	-3%
Sick Pay Out	400	426	416	408			-100%
Social Security	4,315	4,114	3,965	4,360	4,758	4,292	-2%
Retirement	3,186	2,494	2,366	2,513	2,814	2,329	-7%
Health Insurance	2,671	465	394	327	102		-100%
Longevity	945	976	1,008	1,039			-100%
Workers' Comp. Insurance	131	127	125	107	107	91	-15%
Total	70,705	59,792	58,059	66,591	69,973	62,812	-6%
555140 Senior Services				2019	2019	2020	% Change
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Professional Services	6,399	9,512	6,609	7,500	7,500	7,500	0%
Telephone	177	179	177	325	325	325	0%
Supplies & Expenses	1,224	1,703	553	2,000	2,000	2,000	0%
Printing	162	153	65	1,000	500	1,000	0%
Employee Training, Travel	1,250	629	411	1,200	500	1,200	0%
Other Expenses	0	38,036	37,695	28,000	28,000	28,000	0%
Property Insurance	479	479	1,511	1,511	1,511	1,768	17%
Liability Insurance	500	483	477	504	504	474	-6%
Total	10,191	51,174	47,498	42,040	40,840	42,267	1%
Total Expenditures	80,896	110,966	105,557	108,631	110,813	105,079	-3%
555145 Senior Van				2019	2019	2020	% Change
Operating	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Telephone	47	38	31	50	50	50	0%
Repair & Maintenance	1,084	300	112	500	500	500	0%
Gas & Oil Expense	2,071	2,508	2,081	2,100	2,100	2,100	0%
Property Insurance	195	223	235	279	279	252	-10%
Total Expenditures	3,397	3,069	2,459	2,929	2,929	2,902	0%
555220 Celebrations				2019	2019	2020	% Change
Personnel	2016	2017	2018	Budget	Estimated	Proposed	2020/2019
Salaries	20,718	22,073	22,989	20,000	20,000	20,000	0%
Overtime	6,864	2,924	3,691	4,000	4,000	4,000	0%
Part Time Salaries	3,800	707	0	2,500	0	0	-100%
Social Security	2,401	1,963	2,061	2,027	1,836	1,836	-9%
Retirement	1,894	1,655	1,710	1,608	1,572	1,620	1%

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Total	35,677	29,322	30,451	30,135	27,408	27,456	-9%
555220 Celebrations							
Operating	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
Professional Services	1,203	132	2,506	500	500	500	0%
Supplies & Expenses	4,949	5,337	11,711	7,950	7,950	10,500	32%
Other Expenses	7,000	17,000	7,000	7,000	7,000	7,000	0%
Total	13,152	22,469	21,217	15,450	15,450	18,000	17%
Total Expenditures	48,829	51,791	51,668	45,585	42,858	45,456	-0%
555510 Parks, Recreation & Forestry							
Personnel	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
Salaries	354,217	383,551	445,854	379,216	379,216	359,298	-5%
Overtime	8,095	9,983	7,903	14,211	14,211	14,211	0%
Part Time Salaries/Temporary	11	0	0	0	0	0	0%
DPW Seasonal	23,872	24,607	35,444	50,000	45,000	50,000	0%
Social Security	29,848	32,675	41,178	34,057	33,675	32,543	-4%
Retirement	24,813	27,193	30,156	25,885	25,885	25,339	-2%
Health Insurance	94,281	81,597	73,194	72,321	72,321	76,040	5%
Life Insurance	112	62	68	41	41	71	73%
Longevity	3,465	1,512	1,638	1,764	1,764	1,890	7%
Workers' Comp. Insurance	16,617	15,894	19,908	18,184	18,184	16,273	-11%
Total	555,331	577,074	655,343	595,679	590,297	575,665	-3%
555510 Parks, Recreation & Forestry							
Operating	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
Professional Services	2,520	2,733	937	2,500	2,500	2,500	0%
Internet		2,072	1,961	2,072	2,072	3,900	88%
Electric	19,254	17,551	18,026	18,000	18,000	20,000	11%
Natural Gas	1,856	1,974	2,226	2,000	2,000	2,000	0%
Telephone	2,134	3,448	3,672	4,740	4,740	4,740	0%
Water Service	7,478	7,397	7,846	5,800	7,800	8,000	38%
Repair & Maintenance Services	43,603	52,266	56,656	62,075	62,075	54,900	-12%
Vandalism Repair	0	0	0	800	0	800	0%
Field Maintenance Supplies	0	6,011	5,398	6,000	6,000	4,500	-25%
Contracted Services	65,115	56,284	72,327	88,645	80,000	75,000	-15%
Office Supplies	1,933	1,552	1,356	2,000	2,000	2,000	0%
Publications & Dues	1,226	887	1,485	1,620	1,620	1,620	0%
Employee Training; Travel	3,052	3,030	4,900	5,500	5,500	4,900	-11%
Trees and Supplies—Contracted	23,422	59,845	15,780	0	0	0	0%
Operating Supplies	1,685	3,107	3,836	4,200	4,200	0	-100%
Sign Supplies	272	637	210	1,000	1,000	1,000	0%
Equipment	3,378	5,717	8,034	7,500	7,500	5,500	-27%
Legacy Tree & Bench Program		3,391	6,656	3,500	4,500	3,500	0%
Other Expenses	1,246	1,850	3,050	3,060	3,060	3,060	0%

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Property/Auto Insurance	4,215	5,287	6,486	8,001	8,001	8,792	10%
Liability Insurance	3,540	3,390	3,745	3,956	3,956	4,273	8%
Total	185,929	238,429	224,587	232,969	226,524	210,985	-9%
Total Expenditures	741,260	815,503	879,930	828,648	816,821	786,650	-5%
Total Parks, Recreation & Forestry	874,382	981,329	1,039,614	985,793	973,421	940,087	-5%
566310 City Planning							
Operating	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
Professional Services	92,376	85,813	113,288	100,413	100,413	102,421	2%
Telephone	177	179	199	250	220	250	0%
Supplies & Expenses	16	177	80	200	200	200	0%
Publications & Dues	110	100	45	430	430	430	0%
Employee Training, Travel	241	183	0	200	200	200	0%
Equipment/Capital Outlay	0	250	8,375	1,000	1,000	1,000	0%
Total Expenditures	92,920	86,702	121,987	102,493	102,463	104,501	2%
591000							
Other	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
Contingency Reserve	0	0		200,000			-100%
Total Operating Expenditures	8,417,671	8,508,443	8,831,638	9,276,182	9,031,986	9,560,630	3%
592000							
Transfers to Other Funds	2016	2017	2018	2019 Budget	2019 Estimated	2020 Proposed	% Change 2020/2019
Debt Service	0	0					
Capital Improvement Fund	0	100,000			252,000		
Special Revenue Fund—Pool	13,503	37,175					
Special Revenue Fund—Rec Programs	1,000	1,000					
Total Transfers to Other Funds	14,503	138,175	0	0	252,000	0	0%
Total Expenditures and Transfers	8,432,174	8,646,618	8,831,638	9,276,182	9,283,986	9,560,630	3%

CITY OF CEDARBURG
COMMON COUNCIL
July 15, 2019

CC20190715-1
UNAPPROVED

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, July 15, 2019, at the Cedarburg Cultural Center, W62 N546 Washington Avenue. Council President Thome called the meeting to order at 6:33 p.m.

Roll Call: Present - Mayor Michael O’Keefe (arrived 6:34 p.m.), Council Members Sherry Bublitz, Jack Arnett, Rick Verhaalen, Garan Chivinski, Patricia Thome and Kristin Burkart (arrived 6:36 p.m.)

Excused - Council Member Rod Galbraith

Also Present - City Administrator/Treasurer Christy Mertes, City Clerk Claire Woodall-Vogg, Police Chief Tom Frank, Fire Chief Jeffrey Vahsholtz, Director of Public Works and Engineering Tom Wiza, Assistant City Administrator/Parks, Recreation and Forestry Director Mikko Hilvo, Library Director Linda Pierschalla, City Assessor Cathy Timm, Building Inspector Mike Baier, Parks & Forestry Superintendent Kevin Westphal, Public Works Superintendent Joel Bublitz, Senior Center Director Aubrey Suppiger, and interested citizens

STATEMENT OF PUBLIC NOTICE

At Council President Thome’s request, City Clerk Woodall-Vogg 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.

APPROVAL OF MINUTES

Motion made by Council Member Verhaalen, seconded by Council Member Chivinski, to approve the minutes of the June 24, 2019 meeting as presented. Motion carried without a negative vote with Council Member Galbraith excused.

COMMENTS AND SUGGESTIONS FROM CITIZENS

Citizens present were welcomed and encouraged to provide their input during the citizen comment portion of the meeting. No comments or suggestions were received.

STRATEGIC PLAN REVIEW

Assistant Administrator/Director Hilvo gave the Council an overview of the Strategic Plan, including the mission and vision statement, as well as the guiding principles.

Council Member Thome clarified that the second principle, “Be open and accountable to the taxpayers and citizens,” is not questioning the Council or staff’s actions and practices. Instead, it is emphasizing that the City and Council must improve how accessible and openly each communicates information to citizens.

Director Wiza asked for input and guidance from the Council on the Highway 60 Business Park development (Section B-1 of the Strategic Plan). Council Member Arnett stated that the preliminary engineering study by Ruekert & Mielke will help the City lay the groundwork needed before soliciting a new or existing business to occupy the site. Mayor O’Keefe and Council Member Thome both reiterated that this work is laying the groundwork and will determine whether the Highway 60 Business Park is feasible.

The Council and staff discussed Summer Sounds’ fast growth and the current partnership with the City when reviewing Section D-3 of the Strategic Plan. The event’s growing popularity means that the City needs to examine the partnership and make sure it is an equitable one.

The Council and staff had a discussion about the property located on Western Road at the intersection of Hanover Avenue. Staff was directed to look into the maintenance of the property, as the parking lot makes the building look entirely vacant.

CITIZEN SURVEY REPORT

Assistant Administrator/Director Hilvo gave an overview of the Citizen Survey Report that was completed by 543 citizens. The report is not statistically significant because it was only made available online. In 2021, the City should consider mailing the survey and anticipating that increased cost.

The Citizen Survey found that the priorities of citizens were predominately focused on road maintenance. A discussion ensued between the Council and staff regarding planned street projects, especially the need to address citizen complaints about Evergreen Boulevard. Director Wiza explained the complexity and cost to fix Evergreen Boulevard, estimating that it would cost a total of \$1 million, \$650,000 for the street work and \$333,000 for storm sewer work, to repair the half mile of road that is of concern. While Director Wiza certainly takes into consideration traffic frequency on a road, he also stated that he must operate holistically and coordinate projects with the Light & Water Utility and Wastewater. Council Members stressed that Evergreen Boulevard and Washington Avenue should both be prioritized by Director Wiza, if at all possible.

Director Wiza said he has seen an increase in construction costs, which will likely continue to rise in 2020. Some projects are coming in as much as 30% over budget because of the inflation of material costs from 2018 to 2019. He attributes some of this increase to be a result of Foxconn, which is using a great deal of materials and contractors.

FINANCIAL TRENDS MONITORING SYSTEM (FTMS) 2014-2018

Assistant Administrator/Director Hilvo explained that the FTMS is a comprehensive look at financial trends of the City. The report revealed that the City’s reserves and debt are its two largest issues.

Administrator/Treasurer Mertes highlighted the potential opportunity to raise the City's room tax rate. It has never increased from 5%, but neighboring municipalities such as Grafton collect 7%.

Council Members and staff had a discussion about the City's debt history and the potential need to raise taxes if the City ever hopes to create reserves again. Administrator/Treasurer Mertes agreed to send the Council 2019's budget levy limit and expenditure restraint numbers so that members have a more general estimate of the financial opportunities and constraints that will be present when creating the 2020 budget.

PERSONNEL COMMITTEE REPORT

Administrator/Treasurer Mertes, Assistant Administrator/Director Hilvo, and Council Members Thome and Bublitz provided a summary of the last Personnel Committee meeting, which took place on Monday, July 8, 2019. The Committee reviewed health insurance plan options and recommended that the City stay with its current plan for 2020 while a more comprehensive salary and benefits plan is developed and implemented over the next year.

Assistant Administrator/Director Hilvo conducted a comprehensive analysis of Cedarburg's compensation and benefits, and drafted a proposed salary ordinance that would accompany a more formalized performance review system with merit-based raises if implemented by the Council. Assistant Administrator/Director Hilvo's study found that some positions within the City are underpaid when compared to the same positions in municipalities of similar size and in close proximity to Cedarburg. The cost to increase the wages of the staff that are below the minimum to the average wage rate of the comparable communities would be \$88,163, additional to the 2020 budget.

BREAK

A short break was called at 7:46 p.m by Mayor O'Keefe. Mayor O'Keefe called the meeting back to order at 7:57 p.m.

DEPARTMENT GOALS AND CHANGES

Department Heads presented an overview of their departmental needs, goals, and anticipated costs to the Council.

Administration

Administrator/Treasurer Mertes reported that there was \$35 million in new development, which will allow approximately a \$270,000 increase to the tax levy. She anticipated a \$95,000 increase in debt service, \$85,000 in cost of living adjustments to wages, and a \$64,000 increase to the City's health insurance plan in 2020.

Administrator/Treasurer Mertes reported that the State is decreasing cable franchise fees by 0.5% in 2020 (a \$13,400 loss to the City) and reducing them by 1% the following year.

Administrator/Treasurer Mertes reported the following items to be considered for the budget:

- Compensation & benefits improvement to retain high-quality staff long-term
- Increase to training and membership budget; for instance, she would like to join the International City/County Management Association (ICMA) and have the opportunity to attend national conferences, but membership to the ICMA costs \$800 annually
- Furniture updates to City Hall; the current furniture is over thirty (30) years old and not ergonomically correct for staff that are sitting for over eight (8) hours a day
- Separate the Administrator and Treasurer roles into two separate positions

Assessor:

Assessor Timm reported that the City will be conducting a revaluation in 2021 and will be hiring the contractor that already does the City's commercial work to help conduct the residential revaluation. The Council allocates money every year for this process, so it is already funded.

Assessor Timm stated that in 2026, the City will conduct a full revaluation by going into every property. The cost was \$110,000 the last time it was completed in 2005, so it will likely exceed that cost. The funding will need to be increased from \$10,000 in 2019 to \$15,000 annually beginning in 2020 in order to fund the full revaluation. The State guidelines recommend a full revaluation be conducted every ten to fifteen (10-15) years. Council Member Burkart surmised that the full revaluation will likely increase our tax base.

Building Inspection/City Hall Complex

Inspector Baier explained that the City currently rents the house in the Cemetery to a long-term tenant. The tenant has occupied the home for over eight (8) years and pays \$995 per month. The home is falling into disrepair and will need a new roof in 2020, which will cost \$10,000. Inspector Baier cautioned that before completing this repair, the City will need to decide how long it wishes to maintain this property since the space will eventually be needed for the cemetery and other repairs such as windows, siding, and insulation are looming. The cost to raze the property would be approximately \$10,000.

Inspector Baier reported that Fire Station 3 will need exterior restoration in 2020, which will cost \$55,000. The Lincoln Building will need its boiler replaced in 2020, which will cost \$55,000.

In 2021, Inspector Baier said that City Hall's boiler will need to be replaced, an \$85,000 expense. In either 2022 or 2023, City Hall's air handler A/C system will need to be replaced, which will be \$155,000.

City Clerk

Clerk Woodall-Vogg reported that the Clerk's budget will increase in 2020 by almost \$20,000 due to four (4) scheduled elections. Since the election budget fluctuates dramatically every other year, she suggested the Council consider funding a standard amount annually and carry it over. She anticipates the Clerk's salary expenditures to decrease slightly due to the retirement of the former City Clerk.

Clerk Woodall-Vogg, with the support of Administrator Mertes and City Attorney Herbrand, suggested that the Council fund a recodification, which would cost approximately \$15,000. She explained that codifying includes removing repealed or obsolete ordinances from the code, formatting it into user-friendly titles, chapters, and sections, and supplementing it with new ordinances. The City would have one body of current, enforceable, accessible laws.

Clerk Woodall-Vogg suggested that the Department purchase electronic records management software so that the City can achieve its goal of going paperless by 2025. Electronic records management software would allow the Clerk and other departments to digitally scan files and have them in a searchable, accessible location. The annual cost of the software is \$5,500.

Clerk Woodall-Vogg gave the Council an overview of electronic poll books and cited their benefits to election administration. She said that it would be wise to switch to the electronic poll books in the next three to five years, which would require an initial investment of approximately \$30,000 for 15 machines.

Engineering & Planning

Director Wiza stated that construction cost increases will be one of the biggest challenges facing the Department in 2020. He reported that the work on the Columbia Mills dam will be completed in 2019. Work on the Woolen Mills dam is slated to begin this Fall, but property acquisition and Department of Natural Resource issues may mean that the project goes into 2020.

Director Wiza reported that there is a sink hole opening along the curb because of an old bridge under Portland Road by the Feed & Supply. Staff has put a metal plate over it and a cone on top, but will need to come up with a long-term solution. The cost was unknown at this time.

Director Wiza explained to the Council that there is a twenty-five (25) foot public access easement behind a strip of businesses (Delicately Delicious, Penzey's, etc.) on Washington Avenue. One of the business owners wants to repave their parking lot, but part of it falls on the City's easement. The business has proposed that the City reimburse them for the City's portion, and Director Wiza believes that this is the best solution, as the easement explicitly stated that the City is responsible for maintenance. He suggested that the Council put \$15,000 into streets ineligible as a cost-sharing measure to address this.

In 2021, the City will renegotiate or bid the refuse and recycling contract since the current Waste Management contract expires at the end of 2020. Director Wiza said he anticipates that the City will switch to a two-cart mechanized system.

Director Wiza said that City is not anywhere near State-regulated total mass daily load (TMDL) requirements for phosphorous. The cost to meet this requirement is undetermined, but will increase the Department's storm water budget.

Director Wiza and the Council had a discussion about the Pioneer Road and Interurban Trail crossing. Mayor O'Keefe sent a letter to Ozaukee County, per the recommendation of the Public Works & Sewerage Commission, requesting that they conduct a safety study of the Pioneer Road/Interurban Trail crossing and get the results of that study back to the City of Cedarburg.

Fire Department

Chief Vahsholtz reported to the Council that the City currently allocates \$11,000 for the Fire Department's maintenance budget, which helps to cover repairs of the boiler, HVAC system, hot water heater, etc. He requested an increase of \$2,000 for a total of \$13,000 annually because the Department keeps spending over the \$11,000.

Chief Vahsholtz requested that the Department add a full-time paid staff member. The new staff person would help with fire inspections, re-inspections, ambulance calls, and other routine tasks. He explained how short-staffed the Fire Department is during the daytime hours and stressed the need to add this position. He estimated that the annual cost of a full-time staff member would total \$75,000, of which the City would pay two-thirds.

Chief Vahsholtz reported that the Department has reached its capacity to provide volunteer services to support the numerous festivals. Every other department within the City is there as paid staff. He will be working to create a fee schedule to continue providing these services.

The Fire Department does not currently have any space to accommodate overnight stays by firefighters. Chief Vahsholtz explained that some volunteers would be able to work more hours if they had a place to sleep overnight. He estimated that it would cost \$75,000 to renovate and provide a dorm-like space. Providing this would make recruitment and retention easier.

Chief Vahsholtz reported that within the next three to five years, the Department will have to replace a ladder truck. It will cost \$1.4 million to replace. The last time a purchase like this was made, the Corporation put a large amount down and the City took out a bond on the Corporation's behalf for the remainder. It should not impact the budget, but Chief Vahsholtz wanted to make the Council aware of the future purchase.

Library

Director Pierschalla provided an overview of the Library's hours, staffing levels, services, partnerships, sources of additional financial support, and highlighted that the Library's budget had seen a 0% increase in 2014, which forced them to use up their reserve when they moved into the new library, and then 0% in 2017 and 0% in 2019.

Director Pierschalla said that the Library will need to replace the air intake chiller in 2019 which will cost \$8,500. This is an unbudgeted expense that will come out of the library fund. She anticipated an increased cost to establish a maintenance plan for the Library's technology and computers, \$7,100 in 2020, \$8,200 in 2021, \$4,100 in 2022, \$4,100 in 2023. The Library also needs to update the Wi-Fi system, which will cost \$7,000 in 2019 which may come from the fund or a combination of a donation from the Friends Fund. The Friends Fund may also be tapped in 2019 for a moving project to create more seating and study space in the building. Council Member Bublit asked if there was any chance that the Friends of the Library would cover the updated Wi-Fi. Director Pierschalla thought that they might cover half of it through their technology fund.

2021 requests will include: \$8,200 computer updates, \$5,000 update to lighting system, \$7,000 update to AV system and building technology, \$20,000 to update the RFID stations, \$10,000 telephone and announcement system.

Director Pierschalla discussed the need for adequate wages and benefits for staff. She lost 3 full-time staff in 12 months because the staff found better-paying positions at other libraries. Assistant Administrator/Director Hilvo's compensation and benefits study also concluded that some of the library staff are underpaid compared to other communities.

Director Pierschalla reported that the Friends of the Library has paid for a consultant to conduct strategic planning for the Library. It will result in the creation of a 2020-2025 Strategic Plan. Council Member Arnett encouraged Director Pierschalla to have the strategic plan address the possibility of a joint library with the Town of Cedarburg.

Park, Recreation & Forestry

Director Hilvo reported that the Parks Department will have increased utility costs in 2020 due to the new restroom at Adlai Horn. The lights at Behling Field are not working. Light & Water are aware of underground corrosion; Director Hilvo anticipated \$200,000-\$250,000 to replace the lights in the next year or two.

Director Hilvo reported that the Special Revenue Fund - Recreation Programs balance was just over \$80,000. The fund helped pay for the City's website and mobile app.

Director Hilvo reported that the pool's liner will need to be replaced within a year or two or the City could jeopardize being open for a season. The cost is between \$250,000-300,000.

Superintendent Westphal requested an increase of \$5,000 for Emerald Ash Borer Treatment, bringing the total cost for 2020 to \$60,000. This increase would allow him to try a new treatment called ArborMectin on all of the City's "A-List" ash trees, as well as treat the remaining trees with soil injections at the 2x rate.

In 2019, the City's budget for tree planting was set at \$0. Superintendent Westphal requested that \$25,000 be allocated for 2020. By 2020, the City will have 310 vacant tree sites. If granted the requested allocation, Superintendent Westphal would then apply for a matching grant of \$25,000 from the Department of Natural Resources (DNR). Cedarburg Green has already committed to providing volunteers to plant the trees. Superintendent Westphal projected that 200 trees could be planted with the \$50,000.

Superintendent Westphal anticipated an increase of \$8,000 for contracted services in 2020. \$3,000 will be needed to hire Asplundh to do tree removal and trimming work around power lines. \$5,000 would be for contracted pothole excavation. 25% of the stumps being ground have utility conflicts underneath and require hydroexcavating by the contracted company.

Superintendent Westphal identified tree pruning and stump removal as ongoing areas of concern. He pointed out that right now he is only requesting funds to replace tree sites that previously had a tree, but

there are at least 400 additional vacant sites for trees in the City. He would also like to find funding for a \$30,000 firewood processor that attaches to the end of a skid-steer. There is potential to work it into a grant from the DNR.

Police

Chief Frank noted that there will be a one-time increase of \$85,000 to the budget for the purchase of 9-1-1 equipment, which has already been reviewed by the Council.

Chief Frank reported that the Department needs the squad car video evidence system and the bodycam video evidence system to be on the same platform, Axon. The cost to make this switch will be \$50,000.

Chief Frank also noted that the Police Station will need a new roof, which will cost \$85,000. He said there is also some concern about the boilers. If the boilers need to be replaced, the cost is \$35,000 per unit and there are two units.

Chief Frank said his “wishlist” item was to make a joint purchase with other law enforcement agencies in the county of an LRAD system, a mass notification system. It is a trailer that is parked in the middle of a heavily populated area such as a festival and can provide notifications in the event of an emergency. The cost is \$120,000, and the Sheriff said he would consider it. Chief Frank said that Cedarburg would utilize it during the City’s festivals.

Chief Frank warned that if the station’s parking lot were to deteriorate so badly that it needed to be resurfaced, the cost would be \$20,000. It is not yet to that point, though.

Public Works

Superintendent Bublitz said he anticipated increased costs in utilities, gas prices, supplies, camera system maintenance, and sprinkler system maintenance in 2020.

Director Wiza proposed that the City purchase 1300 tons of salt in 2020 instead of 1200 tons (the previous purchased amount). The City has been going over 1200 tons and has then had to purchase additional salt at a higher price. The cost of salt is going up 6% in 2020, so Director Wiza expected a 14% increase to the salt budget if the Council approves the additional 100 tons.

Superintendent Bublitz reviewed the following capital items that are needed in 2020:

- Dump truck with plow/salter (\$225,000); note: this purchase was pushed back from 2019
- Pickup truck with plow and liftgate (\$65,000)
- Truck 70, a small utility truck (\$65,000)

Superintendent Bublitz highlighted a cost savings measure that he took in 2019. Public Works was in need of a new truck in 2020 and learned that Wastewater was trying to get rid of one. Public Works gave the Department’s old truck to Wastewater to sell in exchange for Wastewater’s truck, saving the City \$30,000.

Senior Center

Director Suppiger did not anticipate any significant cost increases in 2020 for the Senior Center. The kitchen will need a deep clean and possibly countertop replacement. She stated that she is working to see if a light-up panel can be added to the elevator so that citizens know the elevator is working, as it is very slow. Citizens have become impatient with the elevator and taken the stairs, even when they may not necessarily be physically able to climb the stairs.

Director Suppiger noted that the window air conditioning units will likely need to be replaced in coming years.

Treasurer

Administrator/Treasurer Mertes expects a \$1,000 increase in audit fees, which she already made the Council aware of when renewing the Baker Tilly contract.

Administrator/Treasurer Mertes suggested that the City purchase new accounting software. The current software is twenty (20) to twenty-five (25) years old and does not meet staff or auditor's needs. The cost for new software is \$67,000 up front and then \$6,800 annually.

Administrator/Treasurer Mertes stated that she would like to hire a full-time IT person who could manage IT needs, the website, printer and phones, and social media. In 2020, the phone systems will require a \$6,000 upgrade. Administrator/Treasurer Mertes noted that she anticipates the file server being replaced in 2021, which will cost \$15,000.

PRIORITIES FOR 2020

Discussions took place among Council Members to identify their priorities for the 2020 Budget.

Streets were identified as the first priority. Discussion resumed between Council Members and Director Wiza regarding the projected timeline for Evergreen Boulevard, as well as the need to repair the south end of Washington Avenue. Director Wiza recommended finishing the Willowbrooke subdivision and completing work on Park Circle in 2020. He explained that Park Circle has had water main breaks and the work has already been coordinated with Light & Water and Wastewater. Director Wiza suggested that he move the Evergreen Boulevard project up to 2021 (from 2022) and hold Highland Drive until 2022. He estimated that the Evergreen Boulevard project will cost close to \$1 million.

Council Members Bublitz and Thome stated that employee compensation packages needed to be a priority. Council Member Thome stated that creating changes to employee compensation and benefits would take time and likely not be implemented until the 2021 budget. Assistant Administrator/Director Hilvo pointed out that the pay inequities identified in his study would ideally be addressed either in full or in part in 2020.

Council Member Chivinski identified the Fire Department as a major budget priority. He referenced the Citizen Survey and stated how important the Fire Department is to the community.

Council Members discussed the pool liner and whether it should be a priority. Council Member Chivinski questioned whether it should be a priority when not everyone in the community uses it. Council Member Burkart cautioned that if the pool were to close for a season, Council Members would quickly realize how important it was to citizens. Council Member Thome stressed how much fundraising is already done by outside organizations for Parks & Recreation, and emphasized that the pool is part of the City's infrastructure that should be maintained and funded. Director Hilvo suggested that he do more research to see if there are any cheaper options rather than liner replacement.

COMMENTS & ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Thome thanked City staff for preparing for the meeting.

Council Member Verhaalen announced that Dorothy Marks, a previous City Clerk, had passed away at the age of 96.

MAYOR'S REPORT

Mayor O'Keefe thanked City staff for preparing for the meeting.

ADJOURNMENT

Motion made by Council Member Arnett, seconded by Council Member Bublitz, to adjourn the meeting at 10:44 p.m. Motion carried without a negative vote, with Council Member Galbraith excused.

Claire Woodall-Vogg
City Clerk

CITY OF CEDARBURG
TRANSFER LIST
9/28/19-10/11/19

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
10/1/2019	\$110,984.25	WRS-August remittance
10/2/2019	\$84,613.36	WCA-October health insurance premiums
10/2/2019	\$6,324.94	MetLife-October dental insurance premiums
10/2/2019	\$579.96	Superior Vision-October vision insurance premiums
10/2/2019	\$859.08	Aflac-September premiums
10/2/2019	\$10,000.00	PWSB Payroll
10/3/2019	\$1,000.00	PWSB Payroll
10/3/2019	\$3,125.06	Minnesota Life-November premiums
10/4/2019	\$2,538.87	Light & Water-September charges
10/9/2019	\$184,000.00	PWSB Payroll
10/9/2019	\$6,883.31	Health Savings Accounts-contributions for 9/22/19-10/5/19
10/9/2019	\$2,275.18	ICMA-contributions for 9/22/19-10/5/19
10/9/2019	\$4,053.92	North Shore Bank-contributions for 9/22/19-10/5/19
10/9/2019	\$495.00	Police Association-union dues for 9/22/19-10/5/19
10/11/2019	\$3,072.31	Light & Water-September charges
	<u>\$420,805.24</u>	
PWSB PAYROLL CHECKING ACCOUNT		
10/5/2019	\$8,727.67	EMS Payroll for 3rd Quarter
10/5/2019	\$1,945.42	Taxes for EMS Payroll for 3rd Quarter
10/11/2019	\$148,008.65	Payroll for 9/22/19-10/5/19
10/11/2019	\$61,548.31	Payroll taxes for 9/22/19-10/5/19
	<u>\$220,230.05</u>	
BMO HARRIS MONEY MARKET		
10/2/2019	\$20,000.00	BMO Harris Tax Collection

CITY OF CEDARBURG

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SEPTEMBER 2019 to OCTOBER 2019

		Check Amt	Invoice	Comment
111300 PWSB Checking				
Paid Chk#	032964	9/19/2019	WE ENERGIES	
G 601-212000	ACCOUNTS PAYABLE	\$11.35	804	SEWER - KENZIE #11
Total WE ENERGIES		\$11.35		
Paid Chk#	032966	9/19/2019	WPRA	
G 100-212000	ACCOUNTS PAYABLE	\$625.00	140	PARKS-COURSE & EXAM ANNUAL TRAINING JASON PETERSON
G 100-212000	ACCOUNTS PAYABLE	\$415.00	154	PARKS-ANNUAL TRAINING JASON PETERSON
G 220-212000	ACCOUNTS PAYABLE	\$40.00	178	REC-0TRAINING YOUR CAMP STAFF
Total WPRA		\$1,080.00		
Paid Chk#	032967	9/27/2019	ADVANCED DISPOSAL	
G 100-212000	ACCOUNTS PAYABLE	\$359.37	E10001365577	DPW-ROLL OFF EXCHANGE
G 100-212000	ACCOUNTS PAYABLE	\$310.93	GW0000000381	DPW-MSW
Total ADVANCED DISPOSAL		\$670.30		
Paid Chk#	032968	9/27/2019	AMERICAN SIGNAL CORP.	
G 400-212000	ACCOUNTS PAYABLE	\$6,000.00	009561-IN	EM-SIRENS
Total AMERICAN SIGNAL CORP.		\$6,000.00		
Paid Chk#	032969	9/27/2019	AT&T LONG DISTANCE	
G 100-212000	ACCOUNTS PAYABLE	\$10.01	1746	LIBR-LONG DISTANCE
G 100-212000	ACCOUNTS PAYABLE	\$266.88	1746	LIBR-LONG DISTANCE
G 260-212000	ACCOUNTS PAYABLE	\$53.45	1746	LIBR-LONG DISTANCE
Total AT&T LONG DISTANCE		\$330.34		
Paid Chk#	032970	9/27/2019	AT&T MOBILITY	
G 100-212000	ACCOUNTS PAYABLE	\$1,423.29	X09192019	PD-CELL PHONES
Total AT&T MOBILITY		\$1,423.29		
Paid Chk#	032971	9/27/2019	AT&TPO BOX 5080	
G 100-212000	ACCOUNTS PAYABLE	\$48.47	60309	DPW-TELEPHONE
G 260-212000	ACCOUNTS PAYABLE	\$184.76	60309	LIBR-TELEPHONE
G 601-212000	ACCOUNTS PAYABLE	\$65.66	60309	CWRC-TELEPHONE
G 100-212000	ACCOUNTS PAYABLE	\$66.78	60309	CH-TELEPHONE
G 100-212000	ACCOUNTS PAYABLE	\$50.96	60309	FD-TELEPHONE
G 100-212000	ACCOUNTS PAYABLE	\$51.62	624	PD-TELEPHONE
Total AT&TPO BOX 5080		\$468.25		
Paid Chk#	032972	9/27/2019	BAKER & TAYLOR AUDIOBOOK PRE	
G 260-212000	ACCOUNTS PAYABLE	\$73.04	2034754162	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE	\$78.54	2034772084	LIBR-PUBLICATIONS
Total BAKER & TAYLOR AUDIOBOOK PRE		\$151.58		
Paid Chk#	032973	9/27/2019	BAKER & TAYLOR AV VIDMASS	
G 260-212000	ACCOUNTS PAYABLE	\$53.26	H38978030	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE	\$50.26	h39078720	LIBR-PUBLICATIONS

CITY OF CEDARBURG

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SEPTEMBER 2019 to OCTOBER 2019

			Check Amt	Invoice	Comment
Total BAKER & TAYLOR AV VIDMASS			\$103.52		
Paid Chk#	032974	9/27/2019	BAKER & TAYLOR BOOKS		
G 260-212000	ACCOUNTS PAYABLE		\$11.00	2034776791	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE		\$10.00	2034776791	LIBR-FRIENDS DONATIONS
G 260-212000	ACCOUNTS PAYABLE		\$282.60	2034776791	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE		\$251.82	2034783427	LIBR-PUBLICATIONS
Total BAKER & TAYLOR BOOKS			\$555.42		
Paid Chk#	032975	9/27/2019	BATZKO, NATALIE		
G 220-212000	ACCOUNTS PAYABLE		\$60.00	CK REQ	REC-CHOREOGRAPHY POMS
Total BATZKO, NATALIE			\$60.00		
Paid Chk#	032976	9/27/2019	BELKNAP, HANNAH		
G 220-212000	ACCOUNTS PAYABLE		\$130.00	CK REQ	REC-TAP CLASS CANCELLATION
Total BELKNAP, HANNAH			\$130.00		
Paid Chk#	032977	9/27/2019	BEYER S HARDWARE STORE		
G 100-212000	ACCOUNTS PAYABLE		\$54.86	151184	PD-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$77.33	151361	COMPLEX-MAINTENANCE
G 100-212000	ACCOUNTS PAYABLE		\$7.71	151392	COMPLEX-MAINTENANCE
G 601-212000	ACCOUNTS PAYABLE		\$5.84	151483	CWRC-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$6.81	151511	COMPLEX-MAINTENANCE
G 100-212000	ACCOUNTS PAYABLE		\$19.76	151515	PD-MAINTENANCE
G 100-212000	ACCOUNTS PAYABLE		\$102.99	151559	COMPLEX-MAINTENANCE
G 100-212000	ACCOUNTS PAYABLE		\$11.29	151653	EM-OPERATING SUPPLIES
Total BEYER S HARDWARE STORE			\$286.59		
Paid Chk#	032978	9/27/2019	BIBER, JOSEPH		
G 100-212000	ACCOUNTS PAYABLE		\$50.00	CK REQ	PD-REFUND FOR DUMPSTER PERMIT
Total BIBER, JOSEPH			\$50.00		
Paid Chk#	032979	9/27/2019	BOEHLKE BOTTLED GAS CORP.		
G 221-212000	ACCOUNTS PAYABLE		\$563.32	U0160812	DPW-FUEL INVENTORY
Total BOEHLKE BOTTLED GAS CORP.			\$563.32		
Paid Chk#	032980	9/27/2019	BRISCO COUNTY WOOD GRILL		
G 100-212000	ACCOUNTS PAYABLE		\$150.00	CK REQ	SRCTR-TOURS
Total BRISCO COUNTY WOOD GRILL			\$150.00		
Paid Chk#	032981	9/27/2019	BUSINESS CARD		
G 601-212000	ACCOUNTS PAYABLE		\$25.42	1764	CWRC-AMAZON-FORK LIFT FILTER
G 601-212000	ACCOUNTS PAYABLE		\$29.37	1764	CWRC-AMAZON
G 601-212000	ACCOUNTS PAYABLE		\$34.89	1764	CWRC-AMAZON
G 601-212000	ACCOUNTS PAYABLE		\$207.79	1764	CWRC-AMAZON
G 601-212000	ACCOUNTS PAYABLE		\$1,299.92	1764	CWRC-AMAZON-BOOSTER PUMP MOTOR
G 601-212000	ACCOUNTS PAYABLE		\$46.48	1764	CWRC-AMAZON
G 601-212000	ACCOUNTS PAYABLE		\$35.13	1764	CWRC-AMAZON-PHOTOCONTROL SWITCHES
G 601-212000	ACCOUNTS PAYABLE		\$0.92	1764	CWRC-AMAZON

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G 601-212000	ACCOUNTS PAYABLE	\$181.06	1764	CWRC-AMAZON
G 601-212000	ACCOUNTS PAYABLE	\$13.43	1764	CWRC-AMAZON
G 601-212000	ACCOUNTS PAYABLE	\$66.19	1764	CWRC-AMAZON
G 601-212000	ACCOUNTS PAYABLE	(\$66.19)	1764	CWRC-AMAZON-RETURN
G 601-212000	ACCOUNTS PAYABLE	\$39.36	1764	CWRC-AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$30.80	3318	PD-AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$17.99	3318	PD-AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$16.88	3318	PD-AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$113.00	3318	PD-DECORAH ANIMAL HOSP
G 100-212000	ACCOUNTS PAYABLE	\$7.24	3318	PD-AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$91.20	3318	PD-AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$24.86	5957	EM-HOME DEPOT
G 100-212000	ACCOUNTS PAYABLE	\$28.81	5957	EM-HOME DEPOT
G 100-212000	ACCOUNTS PAYABLE	\$20.32	5957	EM-WALMART
G 100-212000	ACCOUNTS PAYABLE	\$19.14	6193	DPW-POSTAGE
G 100-212000	ACCOUNTS PAYABLE	\$24.99	6193	DPW-AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$24.99	6193	DPW-AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$95.88	6193	DPW-OFFICE MAX
G 100-212000	ACCOUNTS PAYABLE	\$30.80	6193	DPW-AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$57.67	6193	DPW-AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$8.38	6193	DPW-AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$561.88	6193	DPW-DULUTH TRADING
G 100-212000	ACCOUNTS PAYABLE	\$27.98	6193	DPW-AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$34.99	6193	DPW-BIG APPLE BAGEL-TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$82.96	6193	DPW-AMAZON
G 100-212000	ACCOUNTS PAYABLE	\$35.90	6193	DPW-STARBUCKS-TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$13.40	8215	PD-TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$52.91	8215	PD-TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$110.47	8215	PD-TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$4.00	8215	PD-TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$246.00	9967	PD-TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$14.13	9967	PD-TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$75.00	9967	PD-TRAVEL-DOJ CONFERENCE
G 100-212000	ACCOUNTS PAYABLE	\$22.69	9967	PD-TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$50.10	9967	PD-TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$8.85	9967	PD-TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$12.75	9967	PD-TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$12.91	9967	PD-TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$17.60	9967	PD-TRAINING
Total BUSINESS CARD		\$3,911.24		

Paid Chk# 032982 9/27/2019 CEDARBURG LIGHT & WATER

G 601-212000	ACCOUNTS PAYABLE	\$12,362.16	007490	CWRC-SEWER BILLING SEPTEMBER 2019
G 100-212000	ACCOUNTS PAYABLE	\$23,679.68	CK REQ	CEDAR PLACE APARTMENTS N124W5860 SHEBOYGAN RD.
G 100-212000	ACCOUNTS PAYABLE	\$1,973.29	CK REQ	CORNERSTONE DEVELOPMENT N116W5688 LUCAS CT

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G 100-212000	ACCOUNTS PAYABLE		\$1,973.29	CK REQ	CORNERSTONE DEVELOPMENT N111 W5860 CAROLYN CT.
Total	CEDARBURG LIGHT & WATER		\$39,988.42		
Paid Chk#	032983	9/27/2019	CINTAS CORP		
G 100-212000	ACCOUNTS PAYABLE		\$144.65	4030229992	DPW-OPERATING
Total	CINTAS CORP		\$144.65		
Paid Chk#	032984	9/27/2019	COMPLETE OFFICE OF WISCONSIN		
G 100-212000	ACCOUNTS PAYABLE		\$362.09	458146	PD-OFFICE SUPPLIES
G 100-212000	ACCOUNTS PAYABLE		\$12.85	458174	PD-OFFICE SUPPLIES
Total	COMPLETE OFFICE OF WISCONSIN		\$374.94		
Paid Chk#	032985	9/27/2019	DEMCO		
G 260-212000	ACCOUNTS PAYABLE		\$92.22	6684415	LIBR-OFFICE SUPPLIES
Total	DEMCO		\$92.22		
Paid Chk#	032986	9/27/2019	FASTENAL COMPANY		
G 100-212000	ACCOUNTS PAYABLE		\$8.19	WISAU113151	COMPLEX-EQUIPMENT
G 100-212000	ACCOUNTS PAYABLE		\$16.40	WISAU113193	COMPLEX-EQUIPMENT
Total	FASTENAL COMPANY		\$24.59		
Paid Chk#	032987	9/27/2019	FINDAWAY		
G 260-212000	ACCOUNTS PAYABLE		\$403.93	294795	LIBR-PUBLICATIONS
Total	FINDAWAY		\$403.93		
Paid Chk#	032988	9/27/2019	FIVE CORNERS DODGE		
G 100-212000	ACCOUNTS PAYABLE		\$79.57	58074	PD-MAINTENANCE
G 100-212000	ACCOUNTS PAYABLE		\$35.80	58114	PD-MAINTENANCE
Total	FIVE CORNERS DODGE		\$115.37		
Paid Chk#	032989	9/27/2019	FOX VALLEY TECH COLLEGE-PO2277		
G 100-212000	ACCOUNTS PAYABLE		\$795.00	TPB00005458	PD-TRAINING - ID#300058469
Total	FOX VALLEY TECH COLLEGE-PO2277		\$795.00		
Paid Chk#	032990	9/27/2019	GALLS, LLC-DBA LARK UNIFORMS		
G 100-212000	ACCOUNTS PAYABLE		\$60.94	013619656	PD-UNIFORMS
G 100-212000	ACCOUNTS PAYABLE		\$93.00	013632879	PD-UNIFORMS
Total	GALLS, LLC-DBA LARK UNIFORMS		\$153.94		
Paid Chk#	032991	9/27/2019	GRAEF		
G 400-212000	ACCOUNTS PAYABLE		\$601.00	0105559	DAMS-ENVIRONMENTAL FUND
Total	GRAEF		\$601.00		
Paid Chk#	032992	9/27/2019	GRAINGER		
G 100-212000	ACCOUNTS PAYABLE		\$24.08	9299930769	COMPLEX-EQUIPMENT
Total	GRAINGER		\$24.08		
Paid Chk#	032993	9/27/2019	GREAT LAKES METER PROVING, INC		

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G 221-212000	ACCOUNTS PAYABLE		\$186.00	17051	DPW-MAINTENANCE
Total	GREAT LAKES METER PROVING, INC		\$186.00		
Paid Chk#	032994	9/27/2019	HERMANS AUTOMOTIVE SERVICE		
G 100-212000	ACCOUNTS PAYABLE		\$120.00	1623	PD-MAINTENANCE CAR #4 TIRE
Total	HERMANS AUTOMOTIVE SERVICE		\$120.00		
Paid Chk#	032995	9/27/2019	HVA PRODUCTS INC		
G 260-212000	ACCOUNTS PAYABLE		\$1,025.00	51213	LIBR-MAINTENANCE
Total	HVA PRODUCTS INC		\$1,025.00		
Paid Chk#	032996	9/27/2019	INTERSTATE BATTERIES		
G 100-212000	ACCOUNTS PAYABLE		\$237.90	100679090	DPW-MAINTENANCE PARTS
Total	INTERSTATE BATTERIES		\$237.90		
Paid Chk#	032997	9/27/2019	JAMES IMAGING SYSTEMS, INC.		
G 100-212000	ACCOUNTS PAYABLE		\$303.16	25513375	TREAS-COPIER
G 100-212000	ACCOUNTS PAYABLE		\$254.65	25513375	CLERK-COPIER
G 100-212000	ACCOUNTS PAYABLE		\$271.82	25513375	PARKS-COPIER
Total	JAMES IMAGING SYSTEMS, INC.		\$829.63		
Paid Chk#	032998	9/27/2019	JM BRENNAN, INC.		
G 100-212000	ACCOUNTS PAYABLE		\$1,494.60	SALES000108	COMPLEX-MAINTENANCE HVAC
G 100-212000	ACCOUNTS PAYABLE		\$260.00	SALES000110	COMPLEX-MAINTENANCE HVAC
Total	JM BRENNAN, INC.		\$1,754.60		
Paid Chk#	032999	9/27/2019	JOHNSON, ANNIE		
G 220-212000	ACCOUNTS PAYABLE		\$80.00	CK REQ	REC-TAP CLASS CANCELLATION
Total	JOHNSON, ANNIE		\$80.00		
Paid Chk#	033000	9/27/2019	LANNON STONE PRODUCTS, INC.		
G 100-212000	ACCOUNTS PAYABLE		\$539.24	1227717	DPW-STREET REPAIR & MAINTENANCE
G 100-212000	ACCOUNTS PAYABLE		\$171.45	1230255	DPW-STORM REPAIR & MAINTENANCE
Total	LANNON STONE PRODUCTS, INC.		\$710.69		
Paid Chk#	033001	9/27/2019	LAROSA LANDSCAPE COMPANY		
G 100-212000	ACCOUNTS PAYABLE		\$224.94	0003145-IN	PD-MAINTENANCE
Total	LAROSA LANDSCAPE COMPANY		\$224.94		
Paid Chk#	033002	9/27/2019	MAD RECYCLERS, LLC		
G 100-212000	ACCOUNTS PAYABLE		\$60.00	153	DPW-STORM REPAIR & MAINTENANCE
Total	MAD RECYCLERS, LLC		\$60.00		
Paid Chk#	033003	9/27/2019	MORTON SALT INC		
G 100-212000	ACCOUNTS PAYABLE		\$3,087.56	5401918821	DPW-SNOW & ICE
G 100-212000	ACCOUNTS PAYABLE		\$4,743.30	5401919531	DPW-SNOW & ICE
G 100-212000	ACCOUNTS PAYABLE		\$15,708.87	5401920360	DPW-SNOW & ICE
G 100-212000	ACCOUNTS PAYABLE		\$6,221.62	5401922057	DPW-SNOW & ICE
G 100-212000	ACCOUNTS PAYABLE		\$18,955.53	5401922865	DPW-SNOW & ICE

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G 100-212000	ACCOUNTS PAYABLE	\$7,731.36	5401923868	DPW-SNOW & ICE
G 100-212000	ACCOUNTS PAYABLE	\$3,208.03	5401924715	DPW-SNOW & ICE
Total MORTON SALT INC		\$59,656.27		
Paid Chk#	033004	9/27/2019	NAPA AUTO PARTS	
G 100-212000	ACCOUNTS PAYABLE	\$26.40	5269-030538	DPW-MAINTENANCE PARTS
G 601-212000	ACCOUNTS PAYABLE	\$3.28	5269-030653	CWRC-MAINTENANCE SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$7.79	5269-030752	DPW-MAINTENANCE PARTS
G 100-212000	ACCOUNTS PAYABLE	\$8.90	5269-031572	DPW-MAINTENANCE PARTS
Total NAPA AUTO PARTS		\$46.37		
Paid Chk#	033005	9/27/2019	OFFICE DEPOT	
G 100-212000	ACCOUNTS PAYABLE	\$89.58	377376115001	PD-OFFICE SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$3.05	377378137001	PD-OFFICE SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$58.36	378996568001	PD-OFFICE SUPPLIES
Total OFFICE DEPOT		\$150.99		
Paid Chk#	033006	9/27/2019	OLIVER FIONTAR LLC	
G 350-212000	ACCOUNTS PAYABLE	\$11,079.70	536	TIF #4-DRAW #20
Total OLIVER FIONTAR LLC		\$11,079.70		
Paid Chk#	033007	9/27/2019	OLSEN S PIGGLY WIGGLY	
G 100-212000	ACCOUNTS PAYABLE	\$24.22	37719	DPW-TRAINING
G 100-212000	ACCOUNTS PAYABLE	\$31.42	37754	PD-COPS & BOBBERS
G 100-212000	ACCOUNTS PAYABLE	\$29.35	37768	EMPREL-EMPLOYEE MEETING
Total OLSEN S PIGGLY WIGGLY		\$84.99		
Paid Chk#	033008	9/27/2019	ONTECH SYSTEMS, INC	
G 100-212000	ACCOUNTS PAYABLE	\$718.24	43294	TECH-NEW COMPUTER INSTALL & SR. CTR ISSUES
Total ONTECH SYSTEMS, INC		\$718.24		
Paid Chk#	033009	9/27/2019	PAYNE & DOLAN, INC.PO BOX 781	
G 100-212000	ACCOUNTS PAYABLE	\$2,751.37	1635961	DPW-STORM REPAIR & MAINTENANCE
Total PAYNE & DOLAN, INC.PO BOX 781		\$2,751.37		
Paid Chk#	033010	9/27/2019	PETITE-CRETE LLC	
G 100-212000	ACCOUNTS PAYABLE	\$215.00	1	DPW-STORM REPAIR & MAINTENANCE
Total PETITE-CRETE LLC		\$215.00		
Paid Chk#	033011	9/27/2019	PITNEY BOWES GLOBAL FINANCIAL	
G 100-212000	ACCOUNTS PAYABLE	\$112.51	3309591360	CLERK-REPAIR & MAINTENANCE
Total PITNEY BOWES GLOBAL FINANCIAL		\$112.51		
Paid Chk#	033012	9/27/2019	QUALITY STATE OIL CO.,INC.	
G 221-212000	ACCOUNTS PAYABLE	\$3,229.25	12180075	DPW-FUEL INVENTORY
G 221-212000	ACCOUNTS PAYABLE	\$2,077.65	1250751	DPW-FUEL INVENTORY
G 100-212000	ACCOUNTS PAYABLE	\$112.00	3531757	DPW-GAS & OIL EXPENSE
Total QUALITY STATE OIL CO.,INC.		\$5,418.90		

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Paid Chk#	033013	9/27/2019	REINDERS, INC.		
G	100-212000	ACCOUNTS PAYABLE	\$144.26	1801135-00	PARKS-MAINTENANCE
		Total REINDERS, INC.	\$144.26		
Paid Chk#	033014	9/27/2019	RICE, JIM		
G	260-212000	ACCOUNTS PAYABLE	\$10.00	CK REQ	LIBR-BOOK 92 YEARS! BEARS VS PACKERS
		Total RICE, JIM	\$10.00		
Paid Chk#	033015	9/27/2019	RIVER RUN COMPUTERS		
G	100-212000	ACCOUNTS PAYABLE	\$704.16	92134	PD-MAINTENANCE HPE CARE PACK
G	100-212000	ACCOUNTS PAYABLE	\$265.24	92135	PD-MAINTENANCE VERITAS
		Total RIVER RUN COMPUTERS	\$969.40		
Paid Chk#	033016	9/27/2019	RUEKERT & MIELKE		
G	400-212000	ACCOUNTS PAYABLE	\$365.63	128951	MMWQC-STORM WATER
		Total RUEKERT & MIELKE	\$365.63		
Paid Chk#	033017	9/27/2019	SCHOLASTIC LIBRARY PUBLISHING		
G	260-212000	ACCOUNTS PAYABLE	\$218.40	19861980	LIBR-PUBLICATIONS
		Total SCHOLASTIC LIBRARY PUBLISHING	\$218.40		
Paid Chk#	033018	9/27/2019	SEATWORKS LLC		
G	100-212000	ACCOUNTS PAYABLE	\$2,082.88	1	PD-MAINTENANCE
		Total SEATWORKS LLC	\$2,082.88		
Paid Chk#	033019	9/27/2019	SHEFFIELD, MARY		
G	100-212000	ACCOUNTS PAYABLE	\$2,297.50	9/2019	ED-SEPTEMBER 2019
		Total SHEFFIELD, MARY	\$2,297.50		
Paid Chk#	033020	9/27/2019	SIG SAUER, INC.		
G	100-212000	ACCOUNTS PAYABLE	\$28.00	3372909	PD-UNIFORMS
		Total SIG SAUER, INC.	\$28.00		
Paid Chk#	033021	9/27/2019	SITEONE LANDSCAPE SUPPLY		
G	100-212000	ACCOUNTS PAYABLE	\$153.38	94516149-001	PARKS-MAINTENANCE
		Total SITEONE LANDSCAPE SUPPLY	\$153.38		
Paid Chk#	033022	9/27/2019	SOUTHSIDE TIRE CO., INC.		
G	100-212000	ACCOUNTS PAYABLE	\$480.00	848919	DPW-MAINTENANCE PARTS
		Total SOUTHSIDE TIRE CO., INC.	\$480.00		
Paid Chk#	033023	9/27/2019	STREICHER S POLICE EQUIPMENT		
G	100-212000	ACCOUNTS PAYABLE	\$55.96	I1388138	PD-UNIFORMS
G	100-212000	ACCOUNTS PAYABLE	\$14.99	I1388139	PD-UNIFORMS
		Total STREICHER S POLICE EQUIPMENT	\$70.95		
Paid Chk#	033024	9/27/2019	SUPERIOR CHEMICAL CORP.		
G	100-212000	ACCOUNTS PAYABLE	\$187.50	237406	DPW-SUPPLIES

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Total SUPERIOR CHEMICAL CORP.		\$187.50		
Paid Chk#	033025	9/27/2019	TAPCO	
G 100-212000	ACCOUNTS PAYABLE	\$330.00	I645458	DPW-STREET REPAIR & MAINTENANCE
G 100-212000	ACCOUNTS PAYABLE	\$489.80	I645482	DPW-SIGNS
G 100-212000	ACCOUNTS PAYABLE	\$94.43	I648921	DPW-TRAFFIC SIGNAL REPAIR
Total TAPCO		\$914.23		
Paid Chk#	033026	9/27/2019	TIME WARNER CABLE-PO BOX 4639	
G 100-212000	ACCOUNTS PAYABLE	\$134.98	0101	EM-INTERNET
G 100-212000	ACCOUNTS PAYABLE	\$420.29	2301	PD-TELEPHONE
G 100-212000	ACCOUNTS PAYABLE	\$1,026.50	6601	CH-INTERNET
G 240-212000	ACCOUNTS PAYABLE	\$134.98	7801	POOL-INTERNET
Total TIME WARNER CABLE-PO BOX 4639		\$1,716.75		
Paid Chk#	033027	9/27/2019	TIRES UNLIMITED AUTOMOTIVE	
G 100-212000	ACCOUNTS PAYABLE	\$144.00	17803	PD-REPAIR & MAINTENACE
Total TIRES UNLIMITED AUTOMOTIVE		\$144.00		
Paid Chk#	033028	9/27/2019	U. S. CELLULAR-DEPT 0205	
G 100-212000	ACCOUNTS PAYABLE	\$41.60	0330107902	PARKS-CELL
G 100-212000	ACCOUNTS PAYABLE	\$26.10	0330107902	EM-CARD
G 601-212000	ACCOUNTS PAYABLE	\$20.55	0330107902	CWRC
G 601-212000	ACCOUNTS PAYABLE	\$16.10	0330107902	CWRC-TABLET
G 100-212000	ACCOUNTS PAYABLE	\$46.60	0330107902	BI
G 100-212000	ACCOUNTS PAYABLE	\$16.10	0330107902	DPW-TABLET
G 601-212000	ACCOUNTS PAYABLE	\$41.60	0330107902	CWRC-DUTY PHONE
G 100-212000	ACCOUNTS PAYABLE	\$16.10	0330107902	PARKS-TABLET
G 100-212000	ACCOUNTS PAYABLE	\$2.14	0330107902	SRCTR
G 100-212000	ACCOUNTS PAYABLE	\$16.10	0330107902	EM-TABLET
G 100-212000	ACCOUNTS PAYABLE	\$41.60	0330107902	PARKS-TABLET
G 100-212000	ACCOUNTS PAYABLE	\$16.10	0330107902	PARKS-TABLET
G 601-212000	ACCOUNTS PAYABLE	\$0.90	0330107902	CWRC-HESS
G 100-212000	ACCOUNTS PAYABLE	\$16.10	0330107902	PARKS-TABLET
G 100-212000	ACCOUNTS PAYABLE	\$0.50	0330107902	EM
G 100-212000	ACCOUNTS PAYABLE	\$26.10	0330107902	EM-CARD
G 100-212000	ACCOUNTS PAYABLE	\$16.10	0330107902	PARKS-TABLET
G 100-212000	ACCOUNTS PAYABLE	\$16.10	0330107902	DPW-IPAD
G 100-212000	ACCOUNTS PAYABLE	\$1.26	0330107902	ENG
G 100-212000	ACCOUNTS PAYABLE	\$41.60	0330107902	DPW-HINTZ
G 100-212000	ACCOUNTS PAYABLE	\$12.02	0330107902	CH
G 100-212000	ACCOUNTS PAYABLE	\$5.58	0330107902	ENG-WIESER
G 601-212000	ACCOUNTS PAYABLE	\$16.10	0330107902	CWRC-TABLET
Total U. S. CELLULAR-DEPT 0205		\$453.05		
Paid Chk#	033029	9/27/2019	UNIFIRST CORPORATION	
G 601-212000	ACCOUNTS PAYABLE	\$76.85	096 1090940	CWRC-SAFETY EQUIPMENT
G 100-212000	ACCOUNTS PAYABLE	\$57.61	096 1090944	DPW-OPERATING

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G 601-212000	ACCOUNTS PAYABLE		\$76.85	096 1092014	CWRC-SAFETY EQUIPMENT
G 100-212000	ACCOUNTS PAYABLE		\$57.61	096 1092018	DPW-OPERATING
Total UNIFIRST CORPORATION			\$268.92		
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Paid Chk# 033030	9/27/2019	USA BLUEBOOK			
G 601-212000	ACCOUNTS PAYABLE		\$539.72	997702	CWRC-LAB SUPPLIES
Total USA BLUEBOOK			\$539.72		
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Paid Chk# 033031	9/27/2019	WALTS PETROLEUM SERVICE INC			
G 221-212000	ACCOUNTS PAYABLE		\$77.40	105678	DPW-PARTS
Total WALTS PETROLEUM SERVICE INC			\$77.40		
<hr/>					
Paid Chk# 033032	9/27/2019	WE ENERGIES			
G 601-212000	ACCOUNTS PAYABLE		\$12.44	4840580943	CWRC-HIGHLAND
Total WE ENERGIES			\$12.44		
<hr/>					
Paid Chk# 033033	9/27/2019	WE ENERGIES-PO BOX 90001			
G 601-212000	ACCOUNTS PAYABLE		\$11.35	804	CWRC-KENZIE WAY
Total WE ENERGIES-PO BOX 90001			\$11.35		
<hr/>					
Paid Chk# 033034	9/27/2019	ZUERN BUILDING PRODUCTS			
G 100-212000	ACCOUNTS PAYABLE		\$91.70	173139	PARKS-SUPPLIES LUMBER
Total ZUERN BUILDING PRODUCTS			\$91.70		
<hr/>					
Paid Chk# 033035	10/4/2019	ADP, LLC.			
G 100-212000	ACCOUNTS PAYABLE		\$483.36	542889225	PAYROLL PROCESSING
G 100-212000	ACCOUNTS PAYABLE		\$622.82	542890619	PAYROLL PROCESSING
G 100-212000	ACCOUNTS PAYABLE		\$1,055.36	542890861	PAYROLL PROCESSING
Total ADP, LLC.			\$2,161.54		
<hr/>					
Paid Chk# 033036	10/4/2019	AURORA EAP			
G 100-212000	ACCOUNTS PAYABLE		\$110.25	IN 20618	ER-QUARTERLY FEE
G 100-212000	ACCOUNTS PAYABLE		\$462.00	IN 20618	ER-QUARTERLY FEE
Total AURORA EAP			\$572.25		
<hr/>					
Paid Chk# 033037	10/4/2019	AURORA HEALTH CARE			
G 260-212000	ACCOUNTS PAYABLE		\$96.00	1620263	PD-DRUG SCREENINGS
Total AURORA HEALTH CARE			\$96.00		
<hr/>					
Paid Chk# 033038	10/4/2019	AWARENESS PROTECTIVE CONSULTAN			
G 100-212000	ACCOUNTS PAYABLE		\$285.00	1777	PD-TRAINING-SCHELLINGER
al AWARENESS PROTECTIVE CONSULTAN			\$285.00		
<hr/>					
Paid Chk# 033039	10/4/2019	BAKER & TAYLOR AV VIDMASS			
G 260-212000	ACCOUNTS PAYABLE		\$82.53	H39370590	LIBR-PUBLICATIONS
Total BAKER & TAYLOR AV VIDMASS			\$82.53		
<hr/>					
Paid Chk# 033040	10/4/2019	BAKER & TAYLOR BOOKS			
G 260-212000	ACCOUNTS PAYABLE		\$432.01	2034783426	LIBR-PUBLICATIONS

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G 260-212000	ACCOUNTS PAYABLE	\$31.00	2034783426	LIBR-FRIENDS DONATION
Total	BAKER & TAYLOR BOOKS	\$463.01		
Paid Chk#	033041	10/4/2019	BEYER S HARDWARE STORE	
G 100-212000	ACCOUNTS PAYABLE	\$11.69	151788	COMPLEX-GS HOUSE - MAINTENANCE
G 100-212000	ACCOUNTS PAYABLE	\$13.49	151790	COMPLEX-GS HOUSE - MAINTENANCE
G 601-212000	ACCOUNTS PAYABLE	\$13.64	151792	CWRC-CEDARHEDGE/DORCHESTER LIFT STATION
G 220-212000	ACCOUNTS PAYABLE	\$32.39	151810	REC-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$44.04	151841	DPW-MAINTENANCE PARTS
G 100-212000	ACCOUNTS PAYABLE	\$32.39	151896	DPW-MAINTENANCE PARTS
G 700-212000	ACCOUNTS PAYABLE	\$24.77	151938	INSURANCE CLAIM-2019 ZUR RUHE GARAGE BLDG
Total	BEYER S HARDWARE STORE	\$172.41		
Paid Chk#	033042	10/4/2019	BOEHLKE BOTTLED GAS CORP.	
G 221-212000	ACCOUNTS PAYABLE	\$462.18	U0770299	DPW-FUEL INVENTORY
Total	BOEHLKE BOTTLED GAS CORP.	\$462.18		
Paid Chk#	033043	10/4/2019	BSN SPORTS LLC	
G 220-212000	ACCOUNTS PAYABLE	\$7.58	905646677	REC-SUPPLIES-LATE FEES
G 220-212000	ACCOUNTS PAYABLE	\$345.53	905646677	REC-SUPPLIES
G 220-212000	ACCOUNTS PAYABLE	\$38.72	905734480	REC-SUPPLIES
G 220-212000	ACCOUNTS PAYABLE	\$119.25	905961015	REC-SUPPLIES
Total	BSN SPORTS LLC	\$511.08		
Paid Chk#	033044	10/4/2019	BURKE TRUCK & EQUIPMENT CO.	
G 100-212000	ACCOUNTS PAYABLE	\$98.65	25498	DPW-MAINTENANCE PARTS
Total	BURKE TRUCK & EQUIPMENT CO.	\$98.65		
Paid Chk#	033045	10/4/2019	BUSINESS CARD	
G 240-212000	ACCOUNTS PAYABLE	\$49.99	13	POOL-MAINTENANCE
G 220-212000	ACCOUNTS PAYABLE	\$184.45	13	REC-POMS EXPENSE
G 100-212000	ACCOUNTS PAYABLE	\$7.66	13	PARKS-MAINTENANCE
G 100-212000	ACCOUNTS PAYABLE	\$152.57	13	PARKS-MAINTENANCE
G 220-212000	ACCOUNTS PAYABLE	\$54.76	13	REC-SUPPLIES
G 220-212000	ACCOUNTS PAYABLE	\$121.64	13	REC-SUPPLIES
G 220-212000	ACCOUNTS PAYABLE	\$89.50	13	REC-SUPPLIES
G 100-212000	ACCOUNTS PAYABLE	\$168.37	13	PARKS-TRAVEL & TRAINING
G 220-212000	ACCOUNTS PAYABLE	\$15.00	13	REC-SUPPLIES
G 260-212000	ACCOUNTS PAYABLE	\$70.33	41	LIBR-SUPPLIES - HOSTED MONARCH
G 260-212000	ACCOUNTS PAYABLE	\$135.92	41	LIBR-OFFICE SUPPLIES
G 260-212000	ACCOUNTS PAYABLE	\$59.88	41	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE	\$431.63	41	LIBR-FRIENDS DONATION
G 260-212000	ACCOUNTS PAYABLE	\$185.00	41	LIBR-FRIENDS DONATION-ANNUAL LIBRARY ASSOC CONF
G 260-212000	ACCOUNTS PAYABLE	\$25.00	41	LIBR-TRAVEL & TRAINING-ANNUAL LIBRARY ASSOC CONF
G 260-212000	ACCOUNTS PAYABLE	\$120.00	41	LIBR-PROFESSIONAL DUES
G 260-212000	ACCOUNTS PAYABLE	\$7.32	41	LIBR-GOING AWAY GIFT FOR EMPLOYEE
G 260-212000	ACCOUNTS PAYABLE	\$0.99	41	LIBR-TECH

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G 260-212000	ACCOUNTS PAYABLE	\$49.67	41	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE	\$185.00	41	LIBR-FRIENDS DONATION
G 260-212000	ACCOUNTS PAYABLE	\$106.49	41	LIBR-OFFICE SUPPLIES
G 260-212000	ACCOUNTS PAYABLE	\$168.37	41	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE	\$21.10	41	LIBR-OFFICE SUPPLIES
G 260-212000	ACCOUNTS PAYABLE	\$266.49	41	LIBR-OFFICE SUPPLIES
G 260-212000	ACCOUNTS PAYABLE	\$0.99	41	LIBR-TECH
G 260-212000	ACCOUNTS PAYABLE	\$30.89	41	LIBR-DONATIONS
G 260-212000	ACCOUNTS PAYABLE	\$137.07	41	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE	\$11.39	41	LIBR-GOING AWAY GIFT FOR EMPLOYEE AMY'S CANDY
G 260-212000	ACCOUNTS PAYABLE	\$127.88	41	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE	\$18.04	41	LIBR-FRIENDS DONATION
G 260-212000	ACCOUNTS PAYABLE	\$75.97	41	LIBR-DONATIONS
G 260-212000	ACCOUNTS PAYABLE	\$41.98	41	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE	\$59.00	41	LIBR-DONATIONS
G 260-212000	ACCOUNTS PAYABLE	\$33.94	41	LIBR-OFFICE SUPPLIES
G 260-212000	ACCOUNTS PAYABLE	\$154.04	41	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE	\$78.00	41	LIBR-TRAVEL & TRAINING
G 260-212000	ACCOUNTS PAYABLE	\$35.05	41	LIBR-FRIENDS DONATION
G 100-212000	ACCOUNTS PAYABLE	\$585.05	67	SRCTR-TOURS-OLIVE GARDEN
G 100-212000	ACCOUNTS PAYABLE	\$60.45	67	CLERK-SUPPLIES-TRANSCRIPTION GEAR
G 100-212000	ACCOUNTS PAYABLE	\$66.95	67	SRCTR-TOURS-BUDDY ADDITIONAL PERSON
G 100-212000	ACCOUNTS PAYABLE	\$194.88	67	COMPLEX-OPERATING-1000BULBS
G 100-212000	ACCOUNTS PAYABLE	\$248.00	67	CLERK-TRAVEL & TRAINING - ELECTION ACADEMY
G 100-212000	ACCOUNTS PAYABLE	\$50.00	67	ENG-PUBLICATIONS & DUES - ASCE
Total BUSINESS CARD		\$4,686.70		
<hr/>				
Paid Chk#	033046	10/4/2019	CAMERA CORNER CONNECTING POINT	
G 100-212000	ACCOUNTS PAYABLE	\$1,750.00	0511858-IN	TECH-ANNUAL SHORTEL SUPPORT
Total CAMERA CORNER CONNECTING POINT		\$1,750.00		
<hr/>				
Paid Chk#	033047	10/4/2019	CARDMEMBER SERVICE	
G 100-212000	ACCOUNTS PAYABLE	\$405.90	66	DPW-OPERATING SUPPLIES
G 601-212000	ACCOUNTS PAYABLE	\$44.94	66	CWRC-COSTCO
G 100-212000	ACCOUNTS PAYABLE	\$247.35	66	COMPLEX-OPERATING SUPPLIES
G 220-212000	ACCOUNTS PAYABLE	\$25.00	66	REC-SUPPLIES & EXPENSES
Total CARDMEMBER SERVICE		\$723.19		
<hr/>				
Paid Chk#	033048	10/4/2019	CDW GOVERNMENT, INC.	
G 100-212000	ACCOUNTS PAYABLE	\$179.88	TXM1136	ENG-OFFICE SUPPLIES-PLANNING MONITOR
Total CDW GOVERNMENT, INC.		\$179.88		
<hr/>				
Paid Chk#	033049	10/4/2019	CEDARBURG FIRE DEPARTMENT-POBX	
G 100-212000	ACCOUNTS PAYABLE	\$53,375.00	CKREQ	4TH QUARTER 2019 OPERATING EXPENSES
Total CEDARBURG FIRE DEPARTMENT-POBX		\$53,375.00		
<hr/>				
Paid Chk#	033050	10/4/2019	CEDARBURG LIGHT & WATER	

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G 100-212000	ACCOUNTS PAYABLE	\$1,973.29	9/30/19	WTR-IMPACT FEES-GARY & MARY REFINSKI N49W5317 PORTLAND AV
G 100-212000	ACCOUNTS PAYABLE	\$1,973.29	9/30/19	WTR-IMPACT FEES-HOMES BY TOWNE-W48N8157 HERON COURT
Total CEDARBURG LIGHT & WATER		<u>\$3,946.58</u>		
Paid Chk# 033051	10/4/2019	CENSKY, JON		
G 100-212000	ACCOUNTS PAYABLE	\$5,618.16	19-0009	PLAN-SEPTEMBER 2019
Total CENSKY, JON		<u>\$5,618.16</u>		
Paid Chk# 033052	10/4/2019	CINTAS CORPORATION		
G 100-212000	ACCOUNTS PAYABLE	\$144.65	4030734439	DPW-OPERATING
G 100-212000	ACCOUNTS PAYABLE	\$144.65	4031307038	DPW-OPERATING
Total CINTAS CORPORATION		<u>\$289.30</u>		
Paid Chk# 033053	10/4/2019	COMPLETE OFFICE OF WISCONSIN		
G 100-212000	ACCOUNTS PAYABLE	\$28.89	463947	TREAS-OFFICE SUPPLIES-ENVELOPS & REPLACEMEN DYMO LABELS TO CLERK
Total COMPLETE OFFICE OF WISCONSIN		<u>\$28.89</u>		
Paid Chk# 033054	10/4/2019	FASTENAL COMPANY		
G 100-212000	ACCOUNTS PAYABLE	\$795.27	WISAU113192	DPW-MAINTENANCE PARTS
Total FASTENAL COMPANY		<u>\$795.27</u>		
Paid Chk# 033055	10/4/2019	FESTIVALS OF CEDARBURG, INC		
G 100-212000	ACCOUNTS PAYABLE	\$25.00	CK REQ	SRCTR-2019 "A CEDARBURG CHRISTMAS" WEBSITE PROMO FOR CHRISTMAS CRAFT & GIFT FAIR
Total FESTIVALS OF CEDARBURG, INC		<u>\$25.00</u>		
Paid Chk# 033056	10/4/2019	FILM IDEAS, INC.		
G 260-212000	ACCOUNTS PAYABLE	\$142.31	500505	LIBR-PUBLICATIONS
Total FILM IDEAS, INC.		<u>\$142.31</u>		
Paid Chk# 033057	10/4/2019	FINDAWAY		
G 260-212000	ACCOUNTS PAYABLE	\$1,139.93	295550	LIBR-PUBLICATIONS
G 260-212000	ACCOUNTS PAYABLE	\$147.22	295550	LIBR-PUBLICATIONS
Total FINDAWAY		<u>\$1,287.15</u>		
Paid Chk# 033058	10/4/2019	GALL PLUMBING, INC		
G 260-212000	ACCOUNTS PAYABLE	\$125.00	16188	LIBR-REPAIR
Total GALL PLUMBING, INC		<u>\$125.00</u>		
Paid Chk# 033059	10/4/2019	GRAINGER		
G 100-212000	ACCOUNTS PAYABLE	\$159.64	9304781181	COMPLEX-MAINTENANCE
Total GRAINGER		<u>\$159.64</u>		
Paid Chk# 033060	10/4/2019	HEARTLAND ENVIRONMENTAL DISTRI		
G 601-212000	ACCOUNTS PAYABLE	\$36.80	103911	CWRC-SAFETY EQUIPMENT
otal HEARTLAND ENVIRONMENTAL DISTRI		<u>\$36.80</u>		

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Paid Chk#	033061	10/4/2019	HOME DEPOT CREDIT SERVICES	
G	200-212000	ACCOUNTS PAYABLE	\$107.91	92 CEMETERY-MAINTENANCE
G	100-212000	ACCOUNTS PAYABLE	\$269.00	92 COMPLEX-EQUIPMENT
Total	HOME DEPOT CREDIT SERVICES		\$376.91	
Paid Chk#	033062	10/4/2019	IAAO	
G	100-212000	ACCOUNTS PAYABLE	\$200.00	CKREQ ASSESSOR-MEMBERSHIP 2020
Total	IAAO		\$200.00	
Paid Chk#	033063	10/4/2019	JANI-KING OF MILWAUKEE/ROYAL F	
G	100-212000	ACCOUNTS PAYABLE	\$375.36	MIL10190505 DPW-OCTOBER 2019
Total	JANI-KING OF MILWAUKEE/ROYAL F		\$375.36	
Paid Chk#	033064	10/4/2019	JX ENTERPRISES INC.	
G	100-212000	ACCOUNTS PAYABLE	\$933.29	1285645P DPW-MAINTENANCE PARTS
Total	JX ENTERPRISES INC.		\$933.29	
Paid Chk#	033065	10/4/2019	KANOPY, INC.	
G	260-212000	ACCOUNTS PAYABLE	\$237.00	169095 LIBR-PUBLICATIONS
Total	KANOPY, INC.		\$237.00	
Paid Chk#	033066	10/4/2019	KOHN LAW FIRM	
G	100-212000	ACCOUNTS PAYABLE	\$61.70	CKREQ GARNISHMENT
Total	KOHN LAW FIRM		\$61.70	
Paid Chk#	033067	10/4/2019	LANSER GARAGE & TOWING, INC.	
G	700-212000	ACCOUNTS PAYABLE	\$300.00	41488 DPW-INS CLAIMS-2019- KNUCKLE BOOM TRUCK
Total	LANSER GARAGE & TOWING, INC.		\$300.00	
Paid Chk#	033068	10/4/2019	LEADING EDGE PROMOTIONS	
G	100-212000	ACCOUNTS PAYABLE	\$185.01	4823 EM-TRAVEL & TRAINING
Total	LEADING EDGE PROMOTIONS		\$185.01	
Paid Chk#	033069	10/4/2019	LUBRICATION ENGINEERS INC.	
G	601-212000	ACCOUNTS PAYABLE	\$2,496.77	IN404981 CWRC-MAINTENANCE
Total	LUBRICATION ENGINEERS INC.		\$2,496.77	
Paid Chk#	033070	10/4/2019	MASTER PRINTWEAR	
G	220-212000	ACCOUNTS PAYABLE	\$425.45	6401 REC-SUPPLIES & EXPENSES
Total	MASTER PRINTWEAR		\$425.45	
Paid Chk#	033071	10/4/2019	MEQUON LAWN & GARDEN	
G	601-212000	ACCOUNTS PAYABLE	\$493.70	6030865 CWRC-EQUIPMENT-TORO 22" RECYCLER
Total	MEQUON LAWN & GARDEN		\$493.70	
Paid Chk#	033072	10/4/2019	NAPA AUTO PARTS	
G	100-212000	ACCOUNTS PAYABLE	\$32.56	5269-031717 DPW-MAINTENANCE PARTS
G	100-212000	ACCOUNTS PAYABLE	\$14.30	5269-032030 DPW-MAINTENANCE PARTS
G	100-212000	ACCOUNTS PAYABLE	\$29.52	5269-032312 DPW-MAINTENANCE PARTS

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G 100-212000	ACCOUNTS PAYABLE	\$58.96	5269-032654	DPW-MAINTENANCE PARTS
G 100-212000	ACCOUNTS PAYABLE	\$17.77	5269-032943	DPW-MAINTENANCE PARTS
G 100-212000	ACCOUNTS PAYABLE	\$24.34	5269-032990	DPW-MAINTENANCE PARTS
G 100-212000	ACCOUNTS PAYABLE	\$17.96	5269-033121	DPW-MAINTENANCE PARTS
G 100-212000	ACCOUNTS PAYABLE	\$39.95	5269-033625	DPW-MAINTENANCE PARTS
G 100-212000	ACCOUNTS PAYABLE	\$6.10	5269-033864	DPW-MAINTENANCE PARTS
G 100-212000	ACCOUNTS PAYABLE	\$20.93	5269-033924	DPW-MAINTENANCE PARTS
Total NAPA AUTO PARTS		\$262.39		
<hr/>				
Paid Chk#	033073	10/4/2019	NLD BRAND SOLUTIONS LLC	
G 220-212000	ACCOUNTS PAYABLE	\$315.00	389	REC-POMS EXPENSES-JACKETS
Total NLD BRAND SOLUTIONS LLC		\$315.00		
<hr/>				
Paid Chk#	033074	10/4/2019	OFFICE DEPOT	
G 260-212000	ACCOUNTS PAYABLE	\$36.20	381678257001	LIBR-OFFICE SUPPLIES
G 260-212000	ACCOUNTS PAYABLE	\$92.72	381681575001	LIBR-OFFICE SUPPLIES
G 260-212000	ACCOUNTS PAYABLE	\$8.33	381681576001	LIBR-OFFICE SUPPLIES
Total OFFICE DEPOT		\$137.25		
<hr/>				
Paid Chk#	033075	10/4/2019	ONTECH SYSTEMS, INC	
G 100-212000	ACCOUNTS PAYABLE	\$645.00	43402	DPW-SONICWALL SUBSCRIPTION
G 100-212000	ACCOUNTS PAYABLE	\$583.82	43508	TECH-IT SUPPORT
Total ONTECH SYSTEMS, INC		\$1,228.82		
<hr/>				
Paid Chk#	033076	10/4/2019	OWEN S OFFICE SUPPLIES	
G 260-212000	ACCOUNTS PAYABLE	\$50.97	28955	LIBR-EMPLOYEE EXPENSE-BADGES
Total OWEN S OFFICE SUPPLIES		\$50.97		
<hr/>				
Paid Chk#	033077	10/4/2019	QUALITY STATE OIL CO.,INC.	
G 221-212000	ACCOUNTS PAYABLE	\$3,823.38	1251440	DPW-FUEL INVENTORY
G 221-212000	ACCOUNTS PAYABLE	\$4,639.80	1251441	DPW-FUEL INVENTORY
G 100-212000	ACCOUNTS PAYABLE	\$250.00	2851761	DPW-GAS & OIL
G 100-212000	ACCOUNTS PAYABLE	\$122.65	2852044	DPW-GAS & OIL
Total QUALITY STATE OIL CO.,INC.		\$8,835.83		
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Paid Chk#	033078	10/4/2019	SILK SCREEN SPECIALISTS, INC.	
G 100-212000	ACCOUNTS PAYABLE	\$1,102.00	24268	K9 RANGER T-SHIRTS/SWEATSHIRTS
Total SILK SCREEN SPECIALISTS, INC.		\$1,102.00		
<hr/>				
Paid Chk#	033079	10/4/2019	SUPERIOR CHEMICAL CORP.	
G 601-212000	ACCOUNTS PAYABLE	\$79.05	240761	CWRC-SUPPLIES
Total SUPERIOR CHEMICAL CORP.		\$79.05		
<hr/>				
Paid Chk#	033080	10/4/2019	TAPCO	
G 100-212000	ACCOUNTS PAYABLE	\$97.20	1649583	EM-TRAFFIC PADDLES
Total TAPCO		\$97.20		
<hr/>				
Paid Chk#	033081	10/4/2019	TIME WARNER CABLE-PO BOX 4639	
G 100-212000	ACCOUNTS PAYABLE	\$117.48	707258501092	TELEPHONE & INTERNET

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G 100-212000	ACCOUNTS PAYABLE	\$117.48	707258501092	TELEPHONE & INTERNET
Total	TIME WARNER CABLE-PO BOX 4639	\$234.96		
Paid Chk#	033082	10/4/2019	UNIFIRST CORPORATION	
G 601-212000	ACCOUNTS PAYABLE	\$76.85	096 1093117	CWRC-SAFETY EQUIPMENT
G 100-212000	ACCOUNTS PAYABLE	\$57.61	096 1093121	DPW-OPERATING
G 601-212000	ACCOUNTS PAYABLE	\$58.57	096 1093128	CWRC-SUPPLIE
Total	UNIFIRST CORPORATION	\$193.03		
Paid Chk#	033083	10/4/2019	VISUAL IMAGE PHOTOGRAPHY, INC.	
G 260-212000	ACCOUNTS PAYABLE	\$130.00	7712	LIBR-PUBLICATIONS
Total	VISUAL IMAGE PHOTOGRAPHY, INC.	\$130.00		
Paid Chk#	033084	10/4/2019	WASTE MANAGEMENT OF WISCONSIN	
G 100-212000	ACCOUNTS PAYABLE	\$17,154.72	640920-2275-4	COMPLEX-RUBBISH & RECYCLING
G 100-212000	ACCOUNTS PAYABLE	\$35,524.26	640920-2275-4	COMPLEX-RUBBISH & RECYCLING
Total	WASTE MANAGEMENT OF WISCONSIN	\$52,678.98		
Paid Chk#	033085	10/4/2019	WIL-KIL PEST CONTROL	
G 100-212000	ACCOUNTS PAYABLE	\$45.00	3744167	COMPLEX-MAINTENANCE-CH
G 100-212000	ACCOUNTS PAYABLE	\$46.00	3744167	COMPLEX-MAINTENANCE-LINCOLN BLDG
Total	WIL-KIL PEST CONTROL	\$91.00		
111300	PWSB Checking	\$304,959.09		

Fund Summary

111300 PWSB Checking	
100 GENERAL FUND	\$242,490.09
200 CEMETERY FUND	\$107.91
220 RECREATION PROGRAMS FUND	\$2,084.27
221 FUEL SYSTEM - WASH BAY	\$15,058.98
240 SWIMMING POOL FUND	\$184.97
260 LIBRARY FUND	\$8,186.93
350 TIF DISTRICT FUND #4	\$11,079.70
400 CAPITAL IMPROVEMENTS FUND	\$6,966.63
601 WATER RECYCLING CENTER	\$18,474.84
700 RISK MANAGEMENT FUND	\$324.77
	\$304,959.09



City of Cedarburg

City Administrator's Report

October 10, 2019

Department News

The following information is provided to keep the Common Council and staff informed on some of the activities and events of the City. Points of clarification may be addressed during the City Administrator's Report portion of the agenda; however, if discussion of any of these items is necessary, placement on a future Council agenda should be directed.

Engineering & Public Works — The City fared okay last week after 4.25 inches of rain fell, with no major issues.

Assistant Engineer Wieser did an inspection for an installation on the Highland Drive Lift Station last week. Six sidewalk locations were mud-jacked last week to match the curb.

The Public Works crew is working on the last round of brush pick up and will be starting leaf pick up. Street sweeping kept street flooding to a minimum from the large rainfall. The creek peaked at 10.1 feet and no major flooding was experienced. The Utility will be working with Light & Water and Asplundh Tree Service on Washington Avenue between Jackson Street and Lincoln Blvd., causing the street to be closed for a short time.

Senior Center — Flu Shots were administered by the Ozaukee County Health Department on Monday.

Clerk — Three new copiers were delivered to City Hall today.

Assessor — Assessor Timm has sent sale inspection letters to verify home sale prices with the new owners. She is also conducting exterior/outdoor assessments to verify completion of permits.

Library — The October/November issue of Library Links is available. The CPL Cooking Club kickoff meeting is tonight in the Community Room at 6:30 p.m. A draft Strategic Plan should be available in the next few weeks.

Parks, Recreation & Forestry — The Lions Club reroofed the Cedar Creek Park restroom last week.

Water Recycling Center — The Utility is working on cleaning lines and have completed 95% of the catch basin repairs. A DNR inspection is scheduled for next Thursday.

Training — Senior Center Director Suppiger attended the Wisconsin Association of Senior Centers Fall Conference in Fond du Lac on October 3 & 4.

City Clerk Woodall-Vogg attended the Wisconsin Municipal Clerk's Association District V meeting on Wednesday.

Superintendent Hackert and Operators Bill Hess and Chris Schweda attended the Wisconsin Wastewater Operator's Association conference this week Tuesday through Friday in Green Bay.

Superintendent Bublitz attended the Mid-Moraine dinner meeting last week on the future of recycling. He also attended a North Shore Public Works meeting on the uses of salt on Wednesday.

City Administrator — Last week I had meetings regarding Fire/EMS consolidation and a review of the HRA report. I also attended the Annual CVMIC Conference. This week I have an Administrator's District meeting on hiring and retaining employees.

Respectfully submitted,


Christy Mertes
City Administrator/Treasurer

2019 PERMIT SUMMARY BY MONTH

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Coops	1				1	1							3
Single Family	3	3	1	4	2	4	3	3	5				28
Multi-family						1			1				2
Assessory Building			1	1	6	4	4	5	3				24
Addition/Alteration	8	6	19	17	16	15	18	15	15				129
Commerical New Constructio						2	1	1					4
Commercial Additions/Alterati	2	1	2	2	3	7	6	6	2				31
Pools	1								1				2
Razing				2	1	1							4
Heat/Vent	13	22	21	21	28	27	40	38	20				230
Signs	1	3	4	4	6	2	2	2	2				26
Plumbing	33	41	30	30	36	42	31	31	39				313
Electrical	32	33	31	25	39	32	50	56	35				333
Occupancy	6	16	6	10	6	8	4	5	9				70
TOTAL VALUE TO CITY	1,540,926	1,148,680	1,460,138	1,905,046	1,291,375	55,976,374	6,614,806	39,950,596	5,455,924				115,343,865
INSPECTIONS													
JOE JACOBS	12	7	5	13	6	12	4	5	5				69
MICHAEL BAIER	175	229	189	207	195	165	186	164	232				1745
ROGER KISON			16					25					41