

**CITY OF CEDARBURG
MEETING OF COMMON COUNCIL
September 28, 2020 – 7:00 P.M.**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, September 28, 2020 at 7:00 p.m.** The meeting will be held online utilizing the zoom app. Information on how to access the meeting is attached to the meeting packet or can be requested by emailing: mhilvo@ci.cedarburg.wi.us.

AGENDA

1. CALL TO ORDER - Mayor Mike O'Keefe
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL: Present – Common Council – Mayor Mike O'Keefe, Council Members Sherry Bublitz, Jack Arnett, Kristin Burkart, Rick Verhaalen, Robert Simpson, Patricia Thome, Barbara Lythjohan
5. STATEMENT OF PUBLIC NOTICE
6. 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.
7. APPROVAL OF MINUTES – September 14, 2020 Common Council minutes*
8. NEW BUSINESS
 - A. Consider Resolution No. 2020-19 for Assessor Cathy Timm's retirement; and action thereon*
 - B. Consider request from North 48 for a pedal tavern operation; and action thereon*
 - C. Consider Resolution 2020-20 Urban Forestry Grant; and action thereon*
 - D. Consider approval of amended Certified Survey Map for Hwy 60 Business Park and naming of Business Park Road to Forward Way; and action thereon*
 - E. Consider Mayoral appointments for Landmark Commission, Finance Committee, Light and Water Commission; and action thereon*

- F. Consider overview of 2021 Budget*
- G. Consider title change for Deputy Treasurer/Payroll to Deputy Treasurer/Human Resources; and action thereon*
- H. Consider elimination of longevity pay; and action thereon*
- I. Consider bids received for the 2020 Asphalt Pavement Repair Program; and action thereon*
- J. Consider amendment to the development agreement for the Dunstone Single Family Development-Webster Avenue; and action thereon*
- K. Consider License/Permit Applications; and action thereon
 - 1. Consider approval of new Operator License applications for the period ending June 30, 2021 for Jaclyn C. Bodi and Joseph M. Buth; and action thereon***
- L. Consider payment of bills dated 09/05/2020 through 09/18/2020, transfers for the period 09/12/2020 through 09/25/2020 and payroll period 9/06/2020 through 9/19/2020; and action thereon*

9. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- A. Administrator's Report*

10. COMMUNICATIONS

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

11. ADJOURN TO CLOSED SESSION

It is anticipated 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 item 11B, 11C 11D, 11E 11F, and 11G.

- A. Approval of August 31, 2020 closed session minutes
- B. Consider approval of Assessor Services Contract
- C. Review of Economic Development Contract

- D. Discuss Contract with Associated Benefits and Risk Consulting Firm
- E. Consider First Amendment to the Wilo Development Agreement
- F. Consider settlement with the Dorian Rettmann Trust for acquisition of Hwy. 60 Business Park utility easement
- G. Consider approval of Administrator Contract

12. RECONVENE TO OPEN SESSION

13. NEW BUSINESS – CONTINUED

- A. Consider approval of Assessor Services Contract; and action thereon
- B. Discuss Contract with Associated Benefits and Risk Consulting Firm; and action thereon
- C. Consider First Amendment to the Wilo Development Agreement; and action thereon
- D. Approve settlement with the Dorian Rettmann Trust for acquisition of the HWY 60 Business Park utility easement; and action thereon
- E. Consider approval of Administrator's Contract; and action thereon

14. 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.*

City of Cedarburg is an affirmative action and equal opportunity employer.
All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.

City of Cedarburg is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

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To request reasonable accommodation, contact the Clerk's Office,
(262) 375-7606, email: cityhall@ci.cedarburg.wi.us.



CITY OF CEDARBURG PUBLIC MEETING POLICY DURING COVID-19

The City of Cedarburg will begin utilizing [zoom](#), an online meeting tool, to conduct City meetings. This includes all public meetings. We are cancelling all non-essential meetings and limiting agenda items but there are items that do require decisions to be made so that projects throughout the City can continue or get completed in a timely manner. We will continue to adhere to open meeting laws as set forth by the State of Wisconsin.



Most recently the Wisconsin Department of Justice issued an advisory on March 16, 2020, addressing this issue and stating that: "Governmental bodies typically can meet their open meetings obligations, while practicing social distancing to help protect public health, by conducting meetings via telephone conference calls if the public is provided with an effective way to monitor such calls (such as public distribution, at least 24 hours in advance, of dial-in information for a conference call)." The advisory emphasizes that "When an open meeting is held by teleconference or video conference, the public must have a means of monitoring the meeting. DOJ concludes that, under the present circumstances, a governmental body will typically be able to meet this obligation by providing the public with information (in accordance with notice requirements) for joining the meeting remotely, even if there is no central location at which the public can convene for the meeting.

CITY OF CEDARBURG MEETING PROCEDURES DURING COVID-19 FOR PUBLIC

To download [zoom](#) on your mobile device, click on one of the following:



Here are the procedures for public to be able to view a meeting live through [zoom](#).

1. Contact the City Administrator, Mikko Hilvo, 2 hours in advance of the meeting you wish to attend via [zoom](#) by emailing him at mhilvo@ci.cedarburg.wi.us.
2. In your email Subject line please put down the meeting that you wish to attend (example: Common Council Meeting on 3-30-20 at 7:00pm).
3. Provide your Name, Address, Email, Phone Number to him via email with a request to join the meeting.
4. You will receive an invite to the meeting via email. Click on the invite prior to the meeting being held. The meeting will be open 10 minutes prior to the scheduled meeting start time so you can check your microphone and camera setup.
5. All public participants will have their microphone muted.
6. If, during public comment, anyone wishes to talk they should request to do so through the chat feature or by using the "hand" to wave at the meeting organizer. The administrator of the meeting will unmute you at the appropriate time and ask you to make your comments.

If you are unable to utilize a computer, iPad, or tablet to view the meeting you can call or email ahead of time and a phone number will be given to you to call in on. If you do call in, we ask that you put your phone on mute when you are not talking. If you need an agenda, we can email one to you.

Contact Info: Mikko Hilvo, City Administrator, mhilvo@ci.cedarburg.wi.us, (262) 375-7917.



CITY OF CEDARBURG MEETING PROCEDURES DURING COVID-19 – FOR STAFF & BOARD MEMBERS

The City of Cedarburg will be utilizing the [zoom](#) app to hold public meetings starting March 23, 2020 until April 30, 2020. All meetings will adhere to Wisconsin Open Meetings Law. The [zoom](#) app provides an option for the public to join the meeting via computer, iPad, tablet, or phone. Meetings will also be recorded and made available through our Clerks office for viewing at a later time.

Here are the procedures for staff and board members to utilize [zoom](#).

1. The City Administrator, Mikko Hilvo, will email a meeting invite to each staff and board member 24 hours prior to the meeting.
2. If another staff member, council member, or presenter needs access to the meeting and the ability to discuss an item they should request to get a meeting invite by emailing mhilvo@ci.cedarburg.wi.us at minimum 6 hours prior to the meeting.
3. In your email Subject line please put down the meeting that you wish to attend. (Example: Common Council Meeting on 3-30-20 at 7:00pm)
4. Provide your Name, Address, Email, Phone Number and reason for attending the meeting to the administrator.
5. All agendas and documents that need to be shared during the meeting will be sent to members ahead of time and also provided electronically to the meeting organizer (City Administrator).
6. All meetings will be open 10 minutes prior to the scheduled meeting start time so you can check your microphone and camera setup.
7. All staff and/or board members will have their microphones on unless they mute it themselves. All public participants will have their microphone muted except during public comments or if they use the chat feature asking the administrator for permission to speak.
8. All Votes will be done through roll call.

If you are unable to utilize a computer, iPad, or tablet to participate in the meeting you can call or email ahead of time and a phone number will be given to you to call in on. If you do call in, we ask that you put your phone on mute when you are not talking. If you need an agenda, it can be emailed to you.

Contact Info: Mikko Hilvo, City Administrator, mhilvo@ci.cedarburg.wi.us, (262) 375-7917.

**CITY OF CEDARBURG
COMMON COUNCIL
September 14, 2020**

**CC20200914-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held online on Monday, September 14, 2020, utilizing the Zoom app.

Mayor O'Keefe called the meeting to order at 7:00 p.m.

Roll Call: Present - Mayor Michael O'Keefe, Council Members Sherry Bublit, Jack Arnett, Kristin Burkart, Rick Verhaalen, Robert Simpson, Patricia Thome, Barbara Lythjohan

Also Present - City Administrator Mikko Hilvo, City Attorney Michael Herbrand, Deputy City Clerk Amy Kletzien, Finance Director/Treasurer Christy Mertes Parks, Recreation, and Forestry Director Friess, Director of Engineering and Public Works Tom Wiza, Todd Taves of Ehlers & Associates, interested citizens and news media

STATEMENT OF PUBLIC NOTICE

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

COMMENTS AND SUGGESTIONS FROM CITIZENS- None

APPROVAL OF MINUTES

Motion made by Council Member Thome, seconded by Council Member Bublit, to approve the August 31, 2020 Common Council minutes. Motion carried without a negative vote.

NEW BUSINESS

CONSIDER EVENT PROPOSAL FROM THE OZAUKEE NON-PROFIT CENTER AND MEL'S CHARITIES FOR ILLUMINATE OZAUKEE LIGHT SHOW, A DRIVE-THRU HOLIDAY EVENT AT ZEUNERT PARK IN DECEMBER; AND ACTION THEREON

Executive Director Carissa Barnes spoke on behalf of the Ozaukee Non-Profit Center and explained their proposal to rent Zeunert Park on Fridays and Saturdays in December (excluding December 25) to hold a drive-through light display on the park path (Illuminate Ozaukee light show). They plan to have different businesses decorate approximately 30 plots along the drive. The light displays will be powered by two 75-megawatt diesel generators.

Motion made by Council Member Verhaalen, seconded by Council Member Thome, to approve the event proposal from the Ozaukee Non-Profit Center and Mel's Charities for Illuminate Ozaukee Light

Show, a drive-thru Holiday event at Zeunert Park in December. Motion carried without a negative vote.

CONSIDER RESOLUTION NO. 2020-18 AWARDING THE SALE OF \$6,735,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS, SERIES 2020A; AND ACTION THEREON

Todd Taves of Ehlers presented the sale report for the public purposes of financing a community development project in the City's Tax Incremental District No. 6 and swimming pool improvements. A total of five bidders bid on the bonds, with the low bidder being Baird of Milwaukee, Wisconsin. The interest rate is 1.5832%, which is less than estimated. The amount of the bonds was reduced by \$385,000 based on the bid premium received and the actual underwriting discount. The total amount of the bonds is \$6,350,000. The City was assigned an Aa2 rating by Moody's Investors Services. Overall, Mr. Taves said this was a very good sale.

Finance Director/Treasurer Mertes stated that the sale amount changed from \$6,735,000 to \$6,350,000 after the public sale and that amount should be reflected in the motion.

Motion made by Council Member Arnett, seconded by Council Member Bublitz, to approve Resolution No. 2020-18 awarding the sale of \$6,350,000 General Obligation Corporate Purpose Bonds, Series 2020A. Motion carried on a roll call vote with Council Members Bublitz, Arnett, Burkart, Verhaalen, Simpson, Thome, and Lythjohan voting aye.

CONSIDER AMENDMENT TO THE 2021-2027 WASTE MANAGEMENT REFUSE AND RECYCLING CONTRACT LANGUAGE; AND ACTION THEREON

Director Wiza explained that the seven-year contract for refuse and recycling services was approved by the Common Council at the July 27 meeting; however, during the signing process Waste Management objected to language specifically referencing Michael Smith. Waste Management indicated that while it is their intention to keep Michael on his present Cedarburg route, they cannot contractually commit to it. They are requesting that the highlighted line on page 2 of the contract be removed. Staff recognizes the legal concerns this presents for Waste Management.

Motion made by Council Member Bublitz, seconded by Council Member Simpson, to approve amendment to the 2021-2027 Waste Management Refuse and Recycling contract language. Motion carried without a negative vote.

UPDATE ON WOOLEN MILLS DAM REPAIRS; AND ACTION THEREON

Director Wiza explained that repairs to the Woolen Mills Dam, which is located just north of Bridge Road on Cedar Creek, were planned to be completed this fall. The City retained Graef to prepare plans and specifications for the work, but the design has been repeatedly delayed due to factors outside of the City's control. The main issue is that the floodplain mapping for Cedar Creek is in the process of being updated. The new maps and models are not yet approved, and thus revised stream flow and floodplain data is unavailable. The DNR needs to review and approve the dam repair plans but they cannot provide the necessary design parameters to Graef. Since the construction needs to be done in the late summer and fall when stream flow is typically lowest, the work will have to be postponed until 2021. The DNR has granted a time extension for plan completion until April 30, 2021.

Director Wiza said that staff recommends completing the required dam repairs in 2021 and/or use the time to further evaluate public sentiment on the future of Woolen Mills Dam. This could include an advisory referendum on the April 2021 ballot. The budgetary impact is an estimated \$800,000 for repairs, with a possible 50/50 matching grant through the Municipal Dam Grant Program.

Mayor O’Keefe stated that he is a staunch defender of the dams and their beauty; however, he would be open to a study indicating the effects of removing the two dams.

Discussion ensued over the timing of a study and whether it should be done before or after a possible referendum.

Council Member Thome opined that it would be helpful to have an unbiased opinion and to know the ramifications if the dams were removed. It would be worth the expenditure to have this information.

In answer to Mayor O’Keefe’s question, City Attorney Herbrand stated that a study would be helpful against indemnification.

Council Member Verhaalen stated that it would be important to hold information sessions prior to a referendum.

Director Wiza suggested a referendum question on the Woolen Mills Dam only.

Council Member Bublitz stated that neighbors are concerned about their property and it would be helpful to have unbiased information to provide to them.

In answer to Mayor O’Keefe’s questions, Director Wiza confirmed that the land that would appear, if the dam were removed, would be unbuildable because it will be in a flood plain. He also thought that the study could be completed before the April election.

Cheryl Nenn of the Milwaukee River Keepers provided additional information:

- Has been involved in 11 dam removals.
- Three options available to City: repair, removal or a hybrid version that would include some drops if the dam were removed.
- A recent dam that was removed in Milwaukee was paid for by grants and private funds.
- Educational sessions are important.
- Cedarburg riverfront landowners would not lose that much frontage.

In answer to Council Member Arnett’s question, Ms. Nenn said that the last five dam removals that she was involved with were paid for by grant funding which included restoration. There is strong funding for dam removal and restoration.

Mayor O’Keefe and Council Member Verhaalen agreed that the City needs to look at the dams long-term and decide if they should continue repairing the dams.

City Administrator Hilvo suggested adding a further discussion to the October Common Council meeting to decide on a possible survey and referendum on the dams.

In answer to Council Member Burkart's question, Director Wiza explained that an impact study could be done in the winter.

CONSIDER FIRST AMENDMENT TO THE WILO DEVELOPMENT AGREEMENT; AND ACTION THEREON

City Attorney Herbrand stated that there may be additional unrelated amendments and suggested that they be considered comprehensively at the next meeting.

Motion made by Council Member Bublitz, seconded by Council Member Thome, to postpone any action on the first amendment to the WILO Development Agreement until the September 28 Common Council meeting. Motion carried without a negative vote.

CONSIDER OUTDOOR ALCOHOL BEVERAGE LICENSE FOR PHOA BROTHERS INC. (NEW FORTUNE RESTAURANT) LOCATED AT W62 N547 WASHINGTON AVENUE; ACTION THEREON

City Administrator Hilvo stated that due to COVID-19, the City has allowed New Fortune an outdoor seating area in the back of their restaurant and they have applied for an Outdoor Alcohol Beverage license for this area.

Jimmy Phoa would like to continue the outdoor seating area next spring and he will not have music.

City Administrator Hilvo stated that all sites that have been granted temporary outdoor seating area approvals during COVID-19 will be revisited next year.

Motion made by Council Member Thome, seconded by Council Member Burkart, to approve the Outdoor Alcohol Beverage License for Phoa Brothers, Inc. (New Fortune Restaurant) located at W62 N547 Washington Avenue. Motion carried without a negative vote.

CONSIDER LICENSE/PERMIT APPLICATIONS; AND ACTION THEREON

Motion made by Council Member Bublitz, seconded by Council Member Lythjohan, to approve new Operator License applications for the period ending June 30, 2021 for Emily J. Domaille and Nathan A. Franke. Motion carried without a negative vote.

CONSIDER PAYMENT OF BILLS DATED 08/28/20 THROUGH 09/04/20, TRANSFERS FOR THE PERIOD 08/29/20 THROUGH 09/11/2020 AND PAYROLL PERIOD 08/23/20 THROUGH 09/05/20; AND ACTION THEREON

Motion made by Council Member Burkart, seconded by Council Member Bublitz, to approve payment of bills dated 08/28/20 through 09/04/20, transfers for the period 08/29/20 through 09/11/20 and payroll for the period 08/23/20 through 09/05/20. Motion carried without a negative vote.

ADMINISTRATOR'S REPORT

City Administrator Hilvo did not provide any additional information to his report.

TREASURER’S 2ND QUARTER FINANCIAL REPORT

City Administrator Hilvo explained that the 2nd Quarter Financial Report was provided by the Treasurer’s Office. If there are any questions, please email Finance Director/Treasurer Mertes or City Administrator Hilvo.

COMMENTS AND SUGGESTIONS FROM CITIZENS- None

COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS- None

MAYOR REPORT

Mayor O’Keefe brought attention to an ambush/shooting on law enforcement officers in New York today and asked the Common Council to keep them in their thoughts and prayers during this difficult time.

ADJOURNMENT

Motion made by Council Member Arnett, seconded by Council Member Verhaalen, to adjourn the meeting at 8:08 p.m. Motion carried without a negative vote.

Amy D. Kletzien, MMC/WCPC
Deputy City Clerk

RESOLUTION NO. 2020-19

A Resolution Honoring City Assessor Cathy A. Timm

WHEREAS, Cathy A. Timm has completed thirty years of employment with the City of Cedarburg in the City Assessor's Office, six years as an Assessment Technician and twenty-four years as City Assessor; and

WHEREAS, during these thirty years, Cathy A. Timm has conscientiously and capably served the City of Cedarburg and its citizens and has been dedicated to the highest principles of community service; and

WHEREAS, Cathy A. Timm has served under seven Mayors and numerous Common Councils during her tenure; and

WHEREAS, Cathy A. Timm completed five City-wide revaluations and received three Certificates of Merit for planning, coordinating, and overseeing the City-wide revaluation in an accurate, competent, and efficient manner; and

WHEREAS, Cathy A. Timm became the first full-time City Assessor for the City of Cedarburg in 1996 and was instrumental in the completion of significant projects including computerizing all drawings, implementing two new software programs, completing data entry, adding digital photos of all properties, implementing a new commercial valuation package, initiating a new filing system, updating the revaluation policy, hiring a part-time Assessment Technician and temporary Certified Assessor's to help with a complete walk-through revaluation in 1995; and

WHEREAS, in addition, Cathy A. Timm demonstrated outstanding leadership, a cost-saving approach to budget management, and an exceptional talent for working with homeowners, realtors, appraisers, and title companies; and

WHEREAS, Cathy A. Timm has promoted the Assessor's role in government by serving as Vice President and President of the Southeastern Wisconsin Assessor's Association (SEWAA); serving on the League of Wisconsin Municipalities – Assessor's Division as a Moderator, 2nd Vice-Chair, 1st Vice-Chair and Conference Chairman for five years; serving on the Public Relations Committee, Certifications Review Committee, and Executive Director for two years, as a 30-year member of the Wisconsin Association of Assessing Officers (WAAO); and serving as a member of the International Association of Assessing Officers (IAAO) for 25 years; and

WHEREAS, Cathy A. Timm's willingness to serve earned her a Certificate of Appreciation from WCTC for inspiration and guidance to student-trainees through active participation in the Cooperative Education Program and receipt of the Distinguished Research and Development Award from the Wisconsin Association of Assessing Officers (WAAO); and

WHEREAS, the City of Cedarburg, as well as Cathy's co-workers and peers have greatly benefited from her professional skills, and courteous and positive attitude during her years of service to the community.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Cedarburg hereby joins the citizens of the City and her colleagues in expressing their sincere appreciation to Cathy A. Timm for her many accomplishments, and extend their best wishes to her for a well deserved and enjoyable retirement.

Passed and adopted this 28th day of September, 2020.

Michael O'Keefe, Mayor

Attest:

Tracie Sette, City Clerk

CITY OF CEDARBURG

MEETING DATE: September 28, 2020

ITEM NO: 8B

TITLE: Consider request from North 48 for a pedal tavern operation

ISSUE SUMMARY: Jordan Cole from North 48 is requesting permission to operate a pedal tavern in Cedarburg starting in 2021. The operation consists of a quadrivehicle that is rented from Pedal Taven MKE. North 48 would rent the quadrivehicle to their customers. The customers can bring alcohol on the vehicle and would only be able to drink it while sitting in it. No beverages will be sold on the vehicle. A State law was changed several years ago to accommodate this type of business but if the council approves it the City of Cedarburg would have to create an ordinance regulating it's use. A sample ordinance from Oconomowoc has been included in this packet.

STAFF RECOMMENDATION:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: None

BUDGETARY IMPACT: None

ATTACHMENTS: Email from Jordan Cole (Owner of North 48), Route Map, Sample Ordinance

INITIATED/REQUESTED BY: Jordan Cole, North 48, north48bar@gmail.com

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator

Email from Jordan Cole at North 48

Good morning!!

I would like to thank you again for meeting me last week in regards to bringing a pedal tavern to Cedarburg! I am very excited to do this. Please see attachment for the route that I had in mind. Please note that I have the quadrivehicle going down Washington one time as to limit any traffic delays. As we discussed before, the ordinance used is covered as there are open malt beverages allowed as Jared with Pedal Tavern MKE stated, is seen as the same vehicle as a limousine. I would like the vehicle to be in use:

Thursday 4pm to 9pm

Friday 2pm to 9pm

Saturday 11am to 9pm

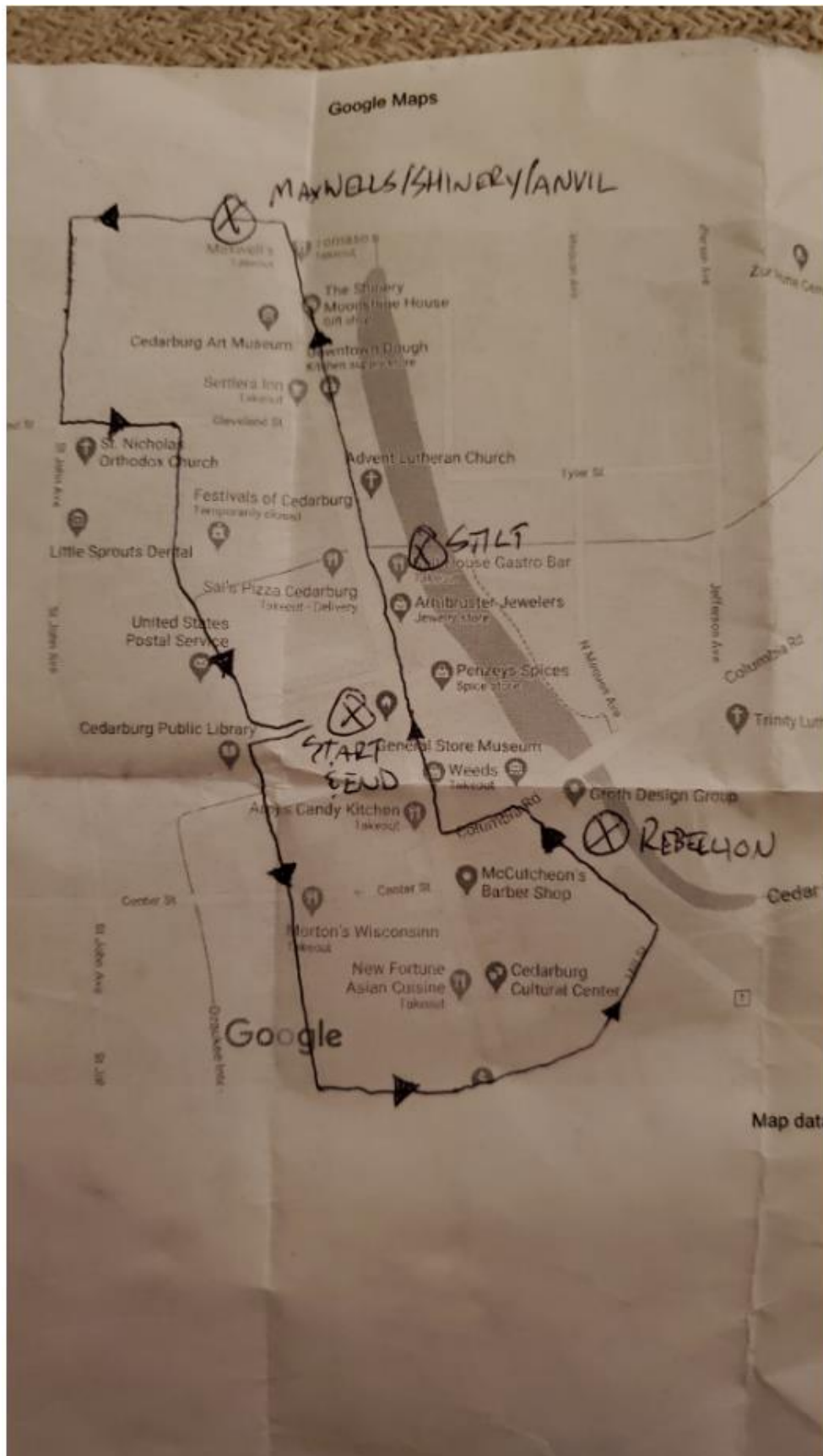
Sunday 11am to 9pm

I would also like to use the vehicle as a way for tourists to visit our great city and see the history, landmarks and businesses we have. Please note this obviously would not be in use during festivals. I feel this would bring value to our city, it is a fun and safe way for our residents and visitors to see Cedarburg while having a great time. All insurance is covered by Pedal Tavern MKE and there are no other liabilities.

Thank you for your time!!!

Jordan Cole
North 48 Inc.
414.405.3773
north48bar@gmail.com

Pedal Tavern Map



ORDINANCE NO. 20-0978

**AN ORDINANCE TO CREATE §12.18 OF THE CITY OF OCONOMOWOC MUNICIPAL CODE
REGARDING COMMERCIAL QUADRICYCLES**

The Common Council of the City of Oconomowoc, Waukesha County, Wisconsin, do ordain as follows:

SECTION 1. Section 12.18 of the City of Oconomowoc Code of Ordinances is hereby created as follows:

(1) **DEFINITIONS.** As used in this section, the following terms shall have the meanings indicated:

Alcohol Beverages: In accordance with Wis. Stats. §125.02(1).

Commercial Quadricycle: A vehicle with fully operational pedals for propulsion entirely by human power, that has four wheels and is operated in a manner similar to a bicycle, that is equipped with at least 6 seats for passengers, that is designed to be occupied by a driver and passengers providing pedal power to the drive train of the vehicle, and that is operated by the vehicle owner or an employee of the owner.

Commercial Quadricycle Business: Any enterprise that owns a commercial quadricycle or manages the operation of a commercial quadricycle.

(2) **RESPONSIBILITY.** The owner and operator of a commercial quadricycle are jointly and severally responsible for ensuring compliance with the requirements of this section. An owner and operator may both be cited and convicted for any violation of this section. The violation of any of the provisions of this section by an operator is prima facie evidence that the operator permitted said violation.

(3) **RULES OF THE ROAD.** In addition to any regulations in this section, and except as provided in this section, commercial quadricycles operating within the city shall comply with the provisions of Chapter 12 of the Municipal Code, and all rules of the road according to Wis. Stats. Ch. 346.

(4) **LICENSES.**

(a) No person, firm, or corporation shall engage in the business of operating vehicles for transportation of persons for hire within the city without having an owner/operators permit from the city for each vehicle operated.

1. Application for a commercial quadricycle owner/operators permit shall be made in writing to the city clerk upon a form furnished by the clerk or city website, which the owner of the business shall sign. For a partnership, the name of the business and the names and addresses of the partners must also be provided, and one of the partners shall sign the application. For an LLC or a corporation, the applicant shall also provide the names and addresses of the principal officers, and the president shall sign the application.

2. The license application shall identify each commercial quadricycle owned or leased by the permit holder to be used in the city. Should the holder of a commercial quadricycle owner/operators permit wish to obtain a commercial quadricycle not listed at the time of application, the license holder shall provide an amendment to the application before putting the commercial quadricycle into service.

3. The license application shall identify the proposed route or routes over which the commercial quadricycle shall operate. No license shall be issued under this section until the Common Council has approved the proposed route as recommended by the police chief or his/her designee. Should the holder of a commercial quadricycle owner/operators permit wish to modify a route or add a new route, the license holder shall make a new license application and pay the required fee, if any.
 4. At the time of application, the applicant shall provide evidence of vehicle inspection compliance from a reputable bike repair shop in accordance with the requirements of section 12.12(6).
 5. Any permit/license issued pursuant to this subsection shall be issued upon granting and shall expire on June 30th of each year.
- (b) No person shall operate or permit the operation of a commercial quadricycle in the city unless the operator has a valid taxicab driver's license, and unless valid owner/operators permit, and taxicab driver's license are visible in the proper registration area. The fact that an unlicensed person is driving a vehicle for which a taxicab vehicle license has been issued or applied for is prima facie evidence that the owner of the vehicle is in violation of this subsection.
1. Application for a commercial quadricycle taxicab driver's license shall be made by the driver of the quadricycle, in writing to the city clerk upon a form furnished by the clerk or city website. Such application shall be signed by the driver and granted by the Common Council.
 2. Upon payment of the necessary fees, if any and approval of the Common Council after a recommendation of the Protection and Welfare Committee, the city may issue or cause to be issued a proper license certificate. Transfer of the license to another person is prohibited.
 3. Any license issued pursuant to this subsection shall be issued upon granting and shall expire on June 30th of each year.
- (c) The driver of a commercial quadricycle in the city must possess a valid state driver's license which is not suspended, revoked, canceled or expired.
- (5) AGE. No person shall operate or permit the operation of a commercial quadricycle in the city unless such person is at least 21 years of age.
- (6) PARKING. No person shall park or permit the parking of a commercial quadricycle upon any sidewalk or in any place not specifically designated for parking. The commercial quadricycle may occupy up to two designated parking stalls but shall pay the appropriate parking fee for both stalls, if applicable.
- (7) EQUIPMENT REQUIREMENTS. No person shall operate or permit operation of a commercial quadricycle in the city unless said commercial quadricycle is equipped with the following:
- (a) Lighting on the vehicle which shall be the following:
1. A light on the front which shall emit a white light visible from a distance of 300 feet to the front. When the quadricycle is operating, if the front light does not remain on at all times, it must be manually lit thirty (30) minutes before dusk.
 2. A taillight mounted on the rear, which when lighted shall emit a red light plainly visible from a distance of 500 feet to the rear. When the quadricycle is operating,

if the taillight does not remain on at all times, it must be manually lit thirty (30) minutes before dusk.

3. A brake light on the rear which shall emit a red light, and which shall be actuated upon application of the service (foot) brake and which may, but need not, be incorporated with a taillight. Every brake light shall be plainly visible and understandable from a distance of 300 feet to the rear regardless of the time of day.
 4. Rear signage which shall conform with those standards and specifications adopted by Trans 304 of the Wisconsin Administrative Code, for slow-moving vehicles by the American Society of Agricultural Engineers standard ASAE S276.3, or shall be an emblem of the same shape and size painted on such vehicle in a bright and conspicuous retro reflective red orange paint. Such emblem shall be mounted on the rear of such vehicles, in the approximate horizontal geometric center of the vehicle, at a height of three to five feet above the roadway and shall always be maintained in a clean and reflective condition.
 5. A mirror capable of showing the driver a view of the roadway for a distance of 200 feet to the rear of the vehicle.
 6. A braking system, operable by the driver, that can override all methods of propulsion and bring the vehicle to a complete and abrupt stop.
 7. Reflectors placed on each side of the quadricycle.
- (8) ROUTES. No person shall operate or permit the operation of a commercial quadricycle on routes or in locations other than those approved by the Common Council as recommended by the police chief or his or her designee.
- (9) TIME OF OPERATION. No person shall operate or permit the operation of a commercial quadricycle with passengers in the city except between the hours of 10:00 a.m. and 10:00 p.m.
- (10) DISPLAY. No person shall operate or permit the operation of a commercial quadricycle in the city unless said quadricycle is conspicuously displaying on the exterior driver and passenger side of the vehicle the name or trade name and telephone number of the commercial quadricycle business. Additionally, no person shall permit or permit the operation of a commercial quadricycle in the city unless the operator is conspicuously displaying within the front passenger compartment a display holder containing the owner/operators permit and taxicab driver's license.
- (11) ALCOHOLIC BEVERAGES.
- (a) No passenger on a commercial quadricycle may possess on or carry onto the commercial quadricycle more than 36 ounces of fermented malt beverages as defined in Wis. Stats. §125.02(6). No passenger may possess, carry upon, or consume any other alcohol beverages, as defined in Wis. Stats. Ch. 125, upon a commercial quadricycle.
 - (b) No person may operate a commercial quadricycle on which any alcohol beverages are carried or consumed other than fermented malt beverages in the amounts permitted in subsection (a).

- (c) No person may operate a commercial quadricycle on which alcohol beverages are sold, nor may any person transport alcohol beverages on a commercial quadricycle for the purposes of sale or delivery upon sale.
- (d) No operator of a commercial quadricycle may consume alcohol while the commercial quadricycle is occupied by passengers, nor shall any person operate a commercial quadricycle with an alcohol concentration of more than 0.02.
- (e) The operator of a commercial quadricycle shall advise all passengers that no alcohol beverages shall be possessed on, carried upon, or consumed on a commercial quadricycle in violation of city ordinance or state statute, and shall conspicuously and legibly post a notice of these restrictions upon the commercial quadricycle.
- (f) No person under the age of 21 shall be permitted to ride on a commercial quadricycle on which alcohol beverages are being consumed.
- (12) GLASS CONTAINERS. No person shall carry, possess, or permit the carrying or possession of any glass container on a commercial quadricycle.
- (13) TRASH/RECYCLABLES. All trash shall be placed within a trash receptacle located on the commercial quadricycle and disposed of properly by the driver.
- (14) MUSIC. Music can be played through the sound system provided on the commercial quadricycle in accordance with section 9.06.
- (15) FEES.
 - (a) The fee for a commercial quadricycle owner/operators permit as required by this section shall be as set forth by separate Resolution of the Common Council as amended from time to time.
 - (b) The fee for a commercial quadricycle taxicab driver's license required by this section shall be as set forth by separate Resolution of the Common Council as amended from time to time.
- (16) INSURANCE
 - (a) No owner of a commercial quadricycle or any other person shall operate or authorize any other person to operate a quadricycle for commercial purposes within the city unless the owner has in effect a policy of comprehensive general liability insurance issued by an insurance company duly authorized to do business in the State of Wisconsin, indemnifying the applicant in an amount not less than \$500,000.00 for damage to property, \$500,000.00 for injury to one person, and \$1,000,000.00 for injury to more than one person caused by the operation of said vehicles in the City, due to the liability of the owner or operator of a quadricycle arising out of the ownership, operation, use, or maintenance of a quadricycle. The policy shall provide that the insurer shall give the city notice of any cancellation or nonrenewal of the policy which is due the named insured.
 - (b) Each commercial quadricycle insurance policy shall contain a provision that the same may not be canceled before the expiration of its term except upon 30 days' written notice to the city clerk. The cancellation or other termination of any insurance policy issued in compliance with this section shall automatically revoke and terminate all licenses issued for the commercial quadricycle covered by such insurance policy, unless another policy shall be provided and in effect at the time of such cancellation or termination. Failure to comply with this provision shall result in the immediate

suspension of the owner's rights and privileges to operate the quadricycle commercially within the city.

(17) REVOCATION.

- (a) A license may be suspended or revoked by the at any time by the Chief of Police or his/her designee for any of the following reasons:
 - 1. Failure to comply with any of the provisions of this section;
 - 2. Violating any state statutes or City Code violations;
- (b) Any applicant whose license has been denied, suspended or revoked under the provisions of this section may appeal said denial, suspension or revocation to the Common Council.

(18) PENALTIES.

A violation of any of the provisions of this section for which a penalty has not otherwise been specified shall subject the violator to a forfeiture of not less than \$50.00 and not more than \$500.00, together with the costs of prosecution.

SECTION 2. SEVERABILITY. The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 3. EFFECTIVE DATE. This ordinance shall become effective upon passage and publication as required by law.

DATED: _____

CITY OF OCONOMOWOC

ATTEST:

By: _____
Robert P. Magnus, Mayor

Diane Coenen, Clerk

Date Adopted: _____

Date Published: _____

Effective Date: _____

DOR on Tap

An Alcohol Industry Update

February 2020 | AIU 00

Clerk's Corner: Pedaling Beer

Each issue, we answer an alcohol beverage licensing question from a municipal clerk.

We have a tavern looking to operate a pedal pub (referred to as a "commercial quadricycle" defined in [sec. 125.02\(4m\), Wis. Stats.](#)). The tavern currently holds a retail alcohol beverage license.

Q: Can the tavern sell alcohol beverages on the pedal pub?

No, the sale of alcohol beverages must occur at a licensed premise, [sec. 125.04\(1\), Wis. Stats.](#) The tavern's licensed premise does not extend to the pedal pub.

Q: Can the tavern allow consumption on the pedal pub?

Yes, unless prohibited by municipal ordinance. Only fermented malt beverages may be consumed on a pedal pub and no person may bring more than 36 ounces onto the pedal pub ([secs. 125.09\(1\), 125.26\(3\), and 346.94\(23\)\(f\), Wis. Stats.](#)). All fermented malt beverages brought onto the pedal pub must be purchased at a licensed or permitted premises.

Q: Is the route the pedal pub travels limited in distance?

No, the law does not limit the distance that the pedal pub may travel. However, no person may drive a pedal pub occupied by passengers after 10:30 p.m., or an earlier time established by ordinance ([sec. 346.94\(23\)\(d\), Wis. Stats.](#)).



CITY OF CEDARBURG

MEETING DATE: September 28, 2020

ITEM NO: 8C

TITLE: Resolution for the DNR Urban Forestry Grant Program

ISSUE SUMMARY: The City of Cedarburg is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects or urban forestry catastrophic storm projects. If awarded, this grant will match funds up to \$25,000.

STAFF RECOMMENDATION: Apply for Urban Forestry Grant Program

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: None

BUDGETARY IMPACT: If awarded, this grant will match funds up to \$25,000 used for community forestry projects.

ATTACHMENTS: Resolution for the Urban Forestry Grant Program

INITIATED/REQUESTED BY: Kevin Westphal, City Forester

FOR MORE INFORMATION CONTACT: Kevin Westphal, City Forester

RESOLUTION NO. 2020-20

Resolution for the Urban Forestry Grant Program

WHEREAS, the City of Cedarburg, is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects or urban forestry catastrophic storm projects specified in s. 23.097(1g) and (1r), Wis. Stats.; and

WHEREAS, the City of Cedarburg attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the City of Cedarburg requests a grant agreement to carry out the project;

NOW, THEREFORE, BE IT RESOLVED, the City of Cedarburg, will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the cost-share agreement;

BE IT FURTHER RESOLVED, the applicant will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers the City Forester, its official or employee, to act on its behalf to:

1. Sign and submit the grant application
2. Sign a grant agreement between applicant and the DNR
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

Passed and adopted by the Common Council of the City of Cedarburg this 28th day of September 2020.

Michael O'Keefe, Mayor

Attest:

Tracie Sette, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney

I hereby certify that the foregoing resolution was duly adopted by the City of Cedarburg Common Council at a legal meeting on the 28th day of September 2020.

Authorized Signature	Title	Date Certified

CITY OF CEDARBURG

MEETING DATE: September 28, 2020

ITEM NO: 8E

TITLE: Consider approval of amended Certified Survey Map for the HWY 60 Business Park; and action thereon.

ISSUE SUMMARY: A Certified Survey Map for the HWY 60 Business Park was approved by the Common Council at the August 31, 2020 meeting. Since that time, several issues have arisen that require an amendment.

Wilo requested specific language be added to further explain the use and restrictions imposed by the dedicated utility easements, and the Wisconsin Department of Transportation demanded the dedication of an additional 10-feet of road right-of-way for HWY 60.

One final change on the CSM is the addition of “Forward Way” as the street name.

STAFF RECOMMENDATION: Staff recommends approval of the Certified Survey Map as amended.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: Loss of 0.3 acres of developable business park land.

ATTACHMENTS: Copy of revised Certified Survey Map.

INITIATED/REQUESTED BY: Tom Wiza

FOR MORE INFORMATION CONTACT: Tom Wiza/Mikko Hilvo

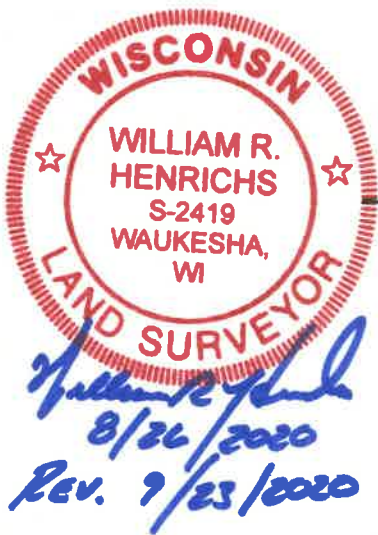
CERTIFIED SURVEY MAP NO. _____

That part of the Northwest 1/4 and Southwest 1/4 of the Northeast 1/4 of Section 22, Town 10 North, Range 21 East, in the City of Cedarburg, Ozaukee County, Wisconsin.

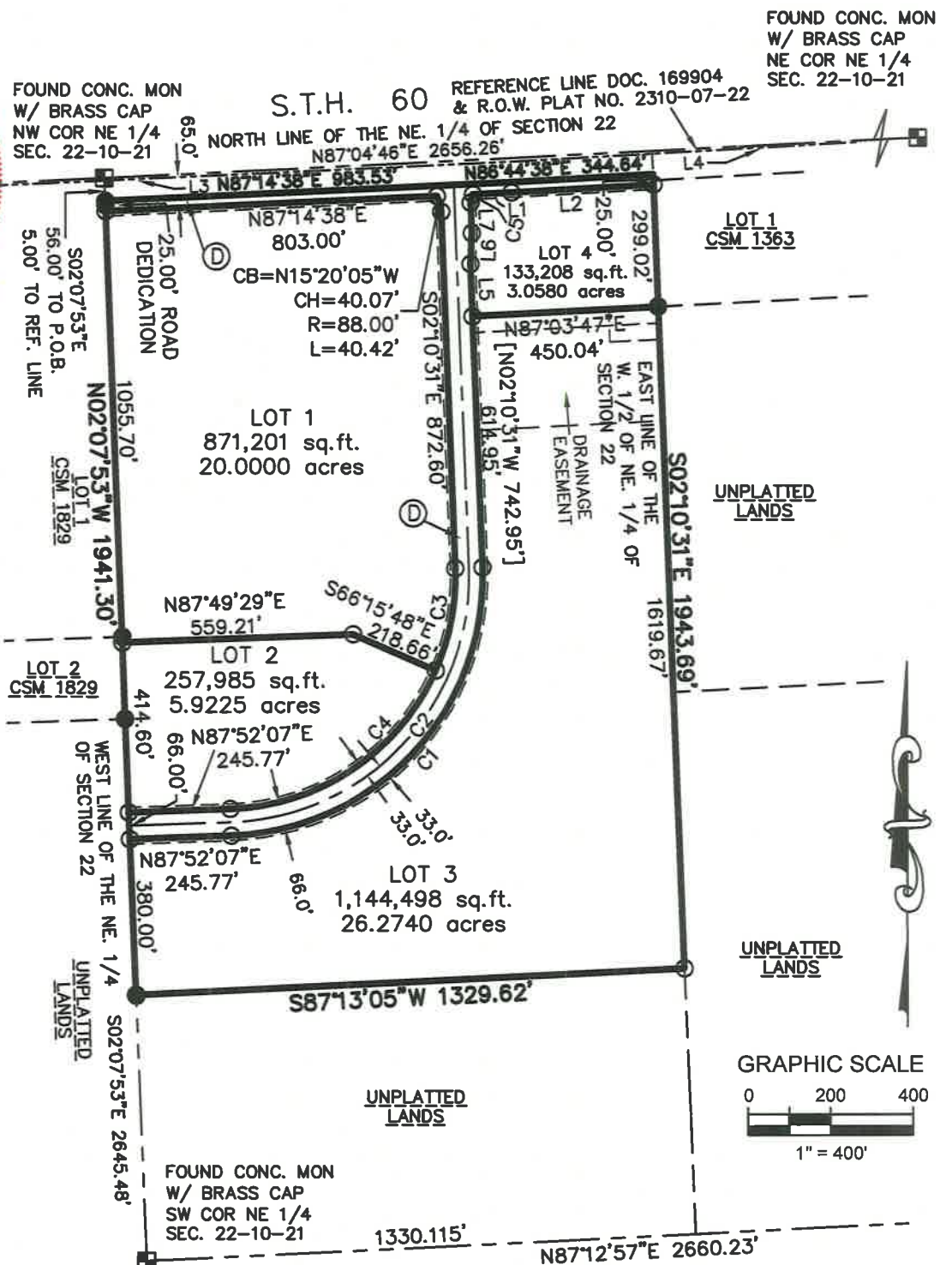
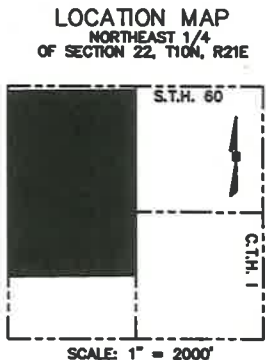
- INDICATES FOUND 1" IRON PIPE
- INDICATES SET 1.315" O.D. IRON PIPE AT LEAST 18" IN LENGTH, 1.68 LBS. PER LINEAL FOOT.
- ⓓ INDICATES DEDICATED TO THE CITY OF CEDARBURG FOR PUBLIC ROAD PURPOSES

ALL DIMENSIONS SHOWN ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT.
ALL BEARINGS ARE REFERENCED TO THE WEST LINE OF THE NW 1/4 OF SECTION 22, T 10 N, R 21 E, WHICH BEARS S02°07'53"E. WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.

SEE SHEETS 2 & 3 FOR EASEMENT DETAILS.
SEE SHEET 3 FOR LINE & CURVE TABLES.
SEE SHEET 6 FOR EASEMENT NOTES



NOTE: L3 & L4 ARE REF. LINE DIMS

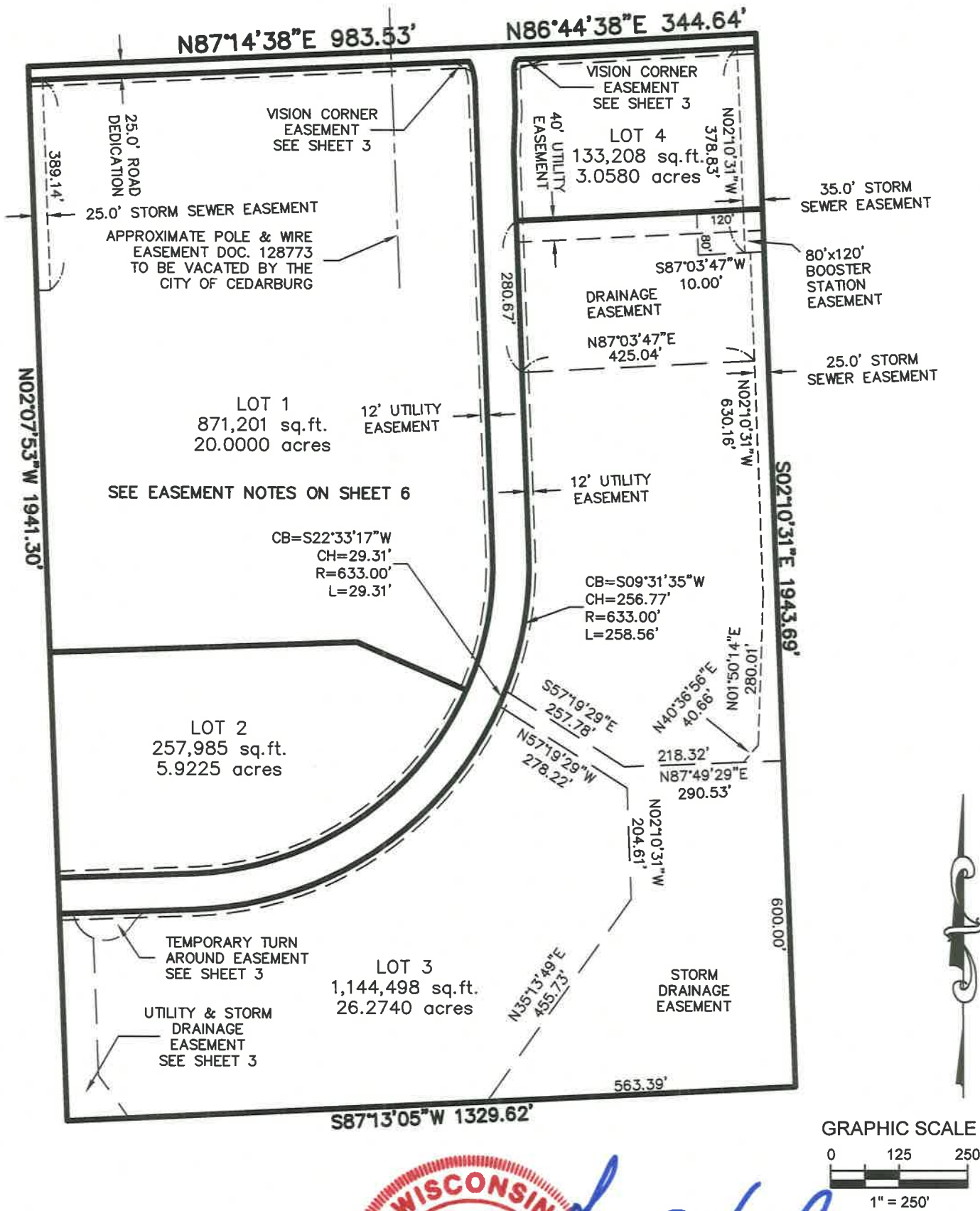


raSmith
CREATIVITY BEYOND ENGINEERING

16745 W. Bluemound Road
Brookfield, WI 53005-5938
(262) 781-1000
rasmith.com

CERTIFIED SURVEY MAP NO. _____

That part of the Northwest 1/4 and Southwest 1/4 of the Northeast 1/4 of Section 22, Town 10 North, Range 21 East, in the City of Cedarburg, Ozaukee County, Wisconsin.



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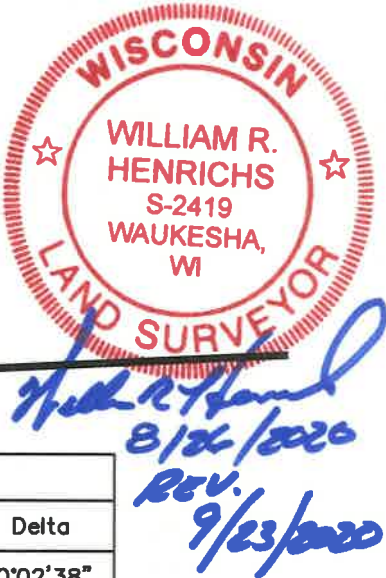
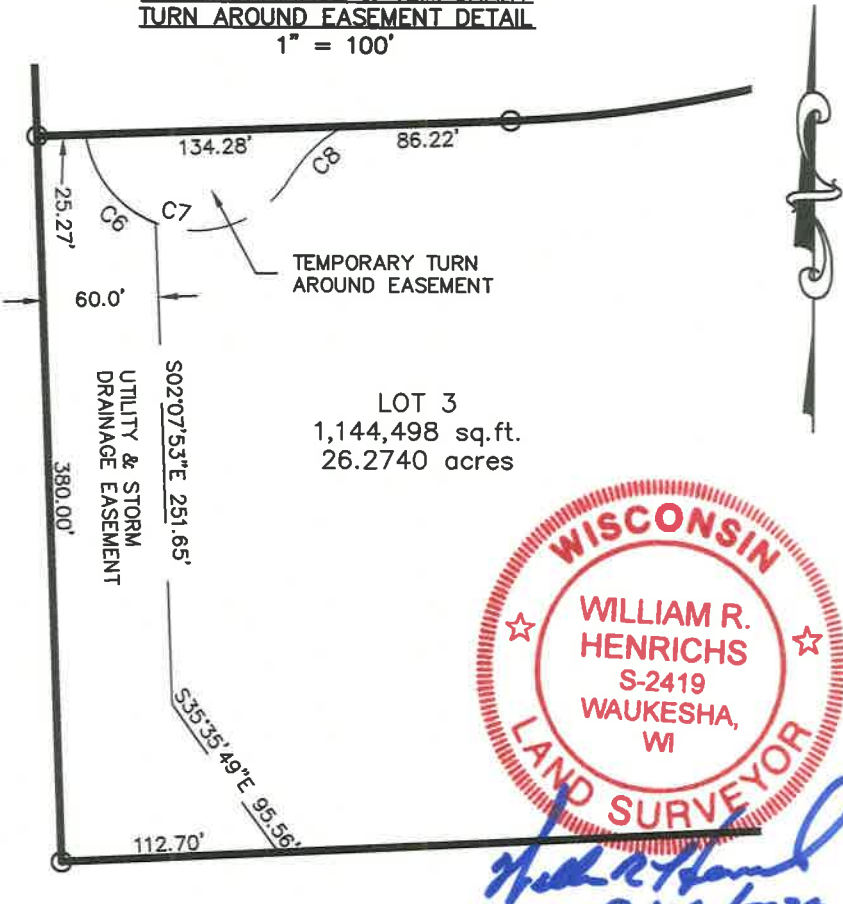
VISION CORNER EASEMENT DETAIL
1" = 50'



SEE EASEMENT NOTES ON SHEET 6

STORM DRAINAGE & TEMPORARY
TURN AROUND EASEMENT DETAIL
1" = 100'

Line Table		
Line #	Direction	Length
L1	N87°14'38"E	93.34
L2	N86°44'38"E	344.28
L3	N87°14'38"E	982.77
L4	N86°44'38"E	1673.67
L5	N02°10'31"W	128.00
L6	N02°23'55"E	75.24
L7	N02°10'31"W	74.31



Curve Table							
Curve #	Length	Radius	Chord Bearing	Chord	Tangent In	Tangent Out	Delta
C1	994.80	633.00	N42°50'48"E	895.54	N87°52'07"E	N02°10'31"W	90°02'38"
C2	891.07	567.00	S42°50'48"W	802.17	S87°52'07"W	S02°10'31"E	90°02'38"
C3	256.43	567.00	S10°46'51"W	254.25	S23°44'12"W	S02°10'31"E	25°54'43"
C4	634.65	567.00	S55°48'10"W	602.03	S87°52'07"W	S23°44'12"W	64°07'55"
C5	21.59	35.00	N15°29'56"E	21.25	N33°10'23"E	N02°10'31"W	35°20'54"
C6	61.63	57.50	S38°23'26"E	58.72	S07°41'07"E	S69°05'45"E	61°24'37"
C7	142.08	57.50	S78°28'19"E	108.59	S07°41'07"E	N30°44'30"E	141°34'23"
C8	39.00	72.51	S46°09'02"W	38.53	S61°33'34"W	S30°44'30"W	30°49'04"
C9	22.50	88.00	N21°10'16"W	22.43	N13°50'52"W	N28°29'40"W	14°38'48"
C10	21.59	35.00	S15°29'56"W	21.25	S33°10'23"W	S02°10'31"E	35°20'53"

CERTIFIED SURVEY MAP NO. _____

That part of the Northwest 1/4 and Southwest 1/4 of the Northeast 1/4 of Section 22, Town 10 North, Range 21 East, in the City of Cedarburg, Ozaukee County, Wisconsin.

SURVEYOR'S CERTIFICATE

STATE OF WISCONSIN }
WAUKESHA COUNTY } :SS

I, WILLIAM R. HENRICHS, Professional Land Surveyor, do hereby certify:

THAT I have surveyed, divided and mapped a that part of the Northwest 1/4 and Southwest 1/4 of the Northeast 1/4 of Section 22, Town 10 North, Range 21 East, in the City of Cedarburg, Ozaukee County, Wisconsin, bounded and described as follows:

Commencing at the Northwest corner of the Northeast 1/4 of said Section 22; thence South 02° 07' 53" East along the West line of said 1/4 Section a distance of 56.00 feet to a point in the South line of State Trunk Highway 60 and the point of beginning of lands to be described; thence North 87° 14' 38" East along said South line 983.53 feet to a point; thence North 86° 44' 38" East along said South line 344.64 feet to a point in the East line of the West 1/2 of the Northeast 1/4 of said Section 22; thence South 02° 10' 31" East along said East line 1943.69 feet to a point; thence South 87° 13' 05" West 1329.62 feet to a point in the West line of the Northeast 1/4 of said Section 22; thence North 02° 07' 53" West along said West line 1941.30 feet to the point of beginning.

Containing 2,579,695 square feet or 59.2217 acres.

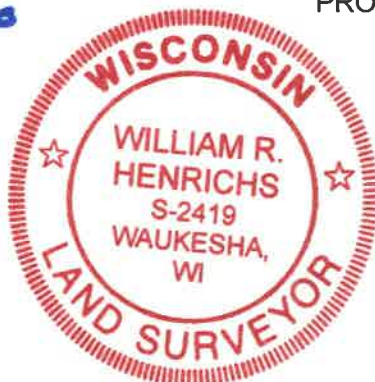
THAT I have made such survey, land division and map by the direction of THE CITY OF CERDARBURG, a municipal corporation, owner.

THAT such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

THAT I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and Ordinances of the City of Cedarburg, in surveying, dividing and mapping the same.

DATE

WILLIAM R. HENRICH
PROFESSIONAL LAND SURVEYOR S-2419



CERTIFIED SURVEY MAP NO. _____

That part of the Northwest 1/4 and Southwest 1/4 of the Northeast 1/4 of Section 22, Town 10 North, Range 21 East, in the City of Cedarburg, Ozaukee County, Wisconsin.

CORPORATE OWNER'S CERTIFICATE

THE CITY OF CERDARBURG, a municipal corporation, duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, certify that said association caused the land described on this map to be surveyed, divided and mapped as represented on this map in accordance with the Ordinances of the City of Cedarburg.

THE CITY OF CERDARBURG, a municipal corporation, does further certify that this map is required by S.236.10 or 236.12 to be submitted to the following for approval or objection: City of Cedarburg

WITNESS the hand and seal of THE CITY OF CERDARBURG, a municipal corporation, has caused these presents to be signed by _____, its _____, this _____ day of _____, 2020.

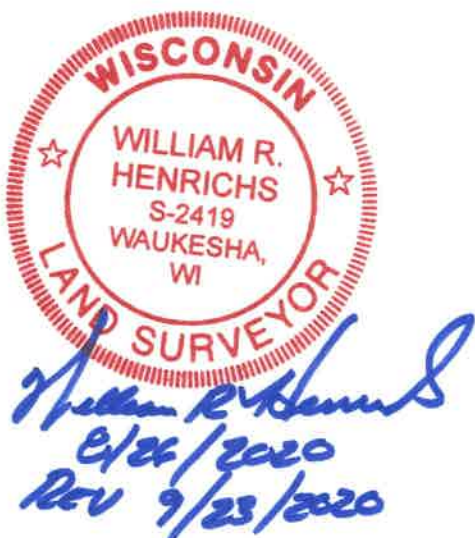
THE CITY OF CERDARBURG

STATE OF WISCONSIN }
 :SS
_____ COUNTY }

PERSONALLY came before me this _____ day of _____, 2020,
the above named _____, to me known to be the person who executed the foregoing instrument, and to me known to be such _____ of said Municipal corporation and acknowledged that he executed the foregoing instrument as such officer, by its authority.

_____(SEAL)

Notary Public, State of Wisconsin
My commission expires _____



CERTIFIED SURVEY MAP NO. _____

That part of the Northwest 1/4 and Southwest 1/4 of the Northeast 1/4 of Section 22, Town 10 North, Range 21 East, in the City of Cedarburg, Ozaukee County, Wisconsin.

PLAN COMMISSION APPROVAL

This land division is hereby approved by the Plan Commission in the City of Cedarburg this _____, day of _____, 2020

_____, Chairman

_____, Secretary

I, Tracie Sette, City Clerk for the City of Cedarburg, hereby certify that the Certified Survey Map described herein was approved by the City Plan Commission at it's meeting on _____

Tracie Sette, City Clerk

VISION CORNER EASEMENT:
No planting, structure, or other improvement of any kind shall be installed within vision corner easement areas except as allowed by the City of Cedarburg.

12' UTILITY EASEMENT and 25.0' STORM SEWER EASEMENT:
The 12' Utility Easement area is reserved for all public utilities of any kind. The 25.0' Storm Sewer Easement is reserved for public storm sewer. All public utility companies including, but not limited to, the City of Cedarburg ("City") and City of Cedarburg Water and Light Utility ("Utility"), WE Energies and its successors and assigns, and utility companies providing cable, telephone, and internet, and the employees, agents, representatives, contractors and assigns of these companies, shall have the right to enter the Easement Areas as necessary to install, operate, maintain, repair, or replace public utilities and storm sewer installations over, under, and through the Easement Areas.

No structure, improvements, or vegetation shall be installed within the Easement Areas that would in any way interfere with the operation or maintenance of the utilities installed on, over, above, under, or within the Easement Areas, or the rights granted herein. The City and Utility, through its employees, agents, contractors, and assigns, shall have the right, but not necessarily the obligation, to remove or trim trees and vegetation within or overlapping the Easement Areas, as necessary, to maintain the utilities located therein. In no event shall the grade of the Easement Area be altered more than 4 inches.

Upon completion of work within the Easement Areas, the utility shall promptly perform surface restoration, including restoration of topsoil to a minimum of original depth and matching original elevations and adjacent grades. All disturbed areas of the Easement Areas shall be filled and compacted to original elevations and grades, seeded and mulched such as to restore disturbed areas to substantially the condition as existed prior to commencement of the work.



CITIZEN & COUNCIL MEMBER APPOINTMENTS – 9/28/20

Light & Water Commission – 3 year term

Joseph Dorr	(09/2023)
Blaine Hilgendorf	(09/2023)

Finance Committee – 2 year term

Jesus Torres	(5/2021)
Garth Cole	(5/2021)
Al Lorge	(5/2022)
Bob Loomis	(5/2022)
Mary Kay Bourboulas	(5/2022)

Council Member Jack Arnett
Finance Committee



Memorandum

To: Mayor and Common Council

From: Mikko Hilvo, City Administrator

Date: September 28, 2020

The proposed budget currently requires a \$0.11 rate increase. The priorities for 2021 are Streets, Forestry Operations, and Public Safety.

Year	Rate/\$1000 of assessed value	City Taxes to Avg. Homeowner*	Rate Increase from Prior Year	Increase in Taxes to Avg. Homeowner
2021	7.97	\$2,234.40	\$0.11	\$30.80
2020	7.86	\$2,200.80	\$0.10	\$28.00

*Average home price is \$280,000

**Increase of \$13,103 increases the tax rate by \$0.01

The Tax Levy History page shows the levy increase by fund. The largest levy increase is for Capital Improvement Fund in the amount of \$45,000. *Major expenditure changes are listed below

Capital Fund Project	Amount of Increase/Decrease	% of Increase
Street Improvements	\$88,000	9.05%
Equipment Replacement (PW)	\$10,335	2.77%
Complex Improvements	\$30,000	54%
Station Improvements (FD)	(\$60,000)	(100%)
Squad Cars (PD)	(\$46,000)	(50%)

The following spreadsheet shows the amount of Increase/(Decrease) in revenues. *Includes only major changes or revenue sources. Additional information is included in the budget document.

Revenue	Amount of Increase/(Decrease)	% of Increase/(Decrease)
State Shared Revenue	(\$138)	(0.07%)
State Transportation Aids	(\$41,181) Est. subject to change	(5.13%)

State Grants – DOT/Police	(\$4,000)	(100%)
Fire Operating Town	\$32,755	17.78%
Room Tax	(\$1,000)	(28.57%)
Investments	(\$60,750)	(43.16%)

The following spreadsheet shows the amount of Increase/(Decrease) in Department Budgets.

*Variances explained below the spreadsheet.

Department	Amount of Increase/(Decrease)	% of Increase/(Decrease)
Mayor/Elected Officials	(\$14,999)	(17.81%)
City Administration/Employee Relations	(\$17,168)	(9.99%)
City Clerk	(\$11,612)	(4.81%)
Assessor Services	(\$49,552)	(35.10%)
Finance/Treasurers	\$53,954	21.62%
Police Station/Admin	\$17,353	1.66%
Police Patrol	\$88,761	2.43%
Fire Department	\$77,447	24.99%
Building Inspection	(\$1981)	(28.85%)
Auxiliary Police (EM)	\$46	.17%
Engineering/PW Admin	\$7151	3.99%
Public Works	\$26,197	2.75%
Senior Center	(\$324)	(0.66%)
Parks, Recreation, & Forestry	\$39,314	5.08%
Pool	\$0	0%
Recreation Programs	Self-supporting	
Library Services	\$10,000	1.35%
Water Recycling Operations	Enterprise Fund	No rate increase for 2021
Cemetery Fund	Self-supporting	
Planning	\$1,719	1.76%

Budget Variances

Salaries – Salary increases range from 1% - 5% based on merit pay and market increases.

Longevity Pay – Elimination of longevity pay decreased benefits payments to employees.

Health Insurance – Increase is currently based on highest estimated increase (12%). This could change once we get a renewal from WPS after they review the City's Loss Ratio factor.

Mayor/Council - \$15,000 reduction in Attorney Fees. Based on four-year average.

City Administration – Decrease based on reduction in Professional Services.

Clerks Office – Decrease based on having fewer elections in 2021.

Assessor Services – Decrease based on contracting assessor services in 2021.

Finance/Treasurers Office – Increase due to loss of interest income, office fees, license fees, and room tax funds. Increase in computer support costs and website license.
Decrease in Health Insurance Consultant costs.

Police Station Administration – Slight increase due to salary increases.

Police Patrol – Slight increase due to salary increases. PD is fully staffed in 2021.

Fire Department – Increase due to additional full-time staff. Department will have a part-time Chief, full-time Fire Inspector/Firefighter/AEMT, and 1 full-time Firefighter/AEMT starting at the end of 2020. An additional Firefighter/AEMT is budgeted to start in July 2021.

Building Inspection – A slight decrease in revenues is expected in 2021. BI is a self-supporting department that is estimated to bring in revenue of \$4,885 after covering all BI costs.

Engineering/PW – Increase due to City Engineer retirement payouts and SEH telecom consulting fees.

Public Works – Increase due to annual salary increases and decrease in State Transportation Aids.

Parks, Recreation, & Forestry – Increase due to increased funding for forestry operations.

Pool and Recreation Program Funds – Recreation programs fund balance is used for supporting the pool operation in 2021 in the amount of \$6,982.

Library Services – Levy increase of \$10,000 was given to the library to assist with paying for annual raises and retirement payouts.

Planning – Increase due to contract increases for City Planner and Economic Development Coordinator.

Department Head initial budget requests removed from the budget

- 1) Library Capital Fund
 - a. Self-Check Machines - \$20,000
- 2) Parks, Recreation, & Forestry
 - a. Contracted Services - \$25,000 EAB treatments (Done in house at a lower cost)
 - b. Signs – New park sign costs reduced by \$5,000. Staff will install instead of the company making the signs.
 - c. Pool – \$4,500 decreased for shade structure
 - d. Rec. Programs - \$6,982 transferred to offset pool budget
- 3) Police Department Capital Improvements (Vehicles)
 - a. Two patrol vehicle replacements - \$92,000
- 4) Fire Department Capital Improvements
 - a. LED lights engine floor station #1 - \$15,000
 - b. New tile floor training room and stair risers station #1 - \$45,000
 - c. New tables & chairs training room station #1 - \$15,000
 - d. New lighting training room - \$20,000
 - e. New gear lockers - \$30,000

Use of fund balance for 2021

Total Estimated Fund Balance at the end of 2020: \$3,683,323

Minimum required fund balance per City policy: \$1,616,524

Maximum fund balance per City policy: \$2,424,786

- 1) \$70,000 transfer to capital for accounting software
- 2) \$200,000 transfer to capital for storm sewers
- 3) \$100,000 transfer to capital for streets
- 4) \$13,800 transfer to capital for file server

Total use of fund balance in 2021: \$383,800

Proposed Ending Fund Balance 2021:

Total: \$3,299,523

Unassigned: \$3,035,932

*Unassigned fund balance is the residual classification for the General Fund. This is fund balance that has not been reported in any other classification. The General Fund is the only fund that can report a positive unassigned fund balance. Other governmental funds would report deficit fund balances as unassigned.

Debt Service

Total Levy: \$1,967,470

Increase from 2020: \$150,286

Tax Rate (Equalized): 1.27

Library Building

2021: \$642,975

Final Payment Year: 2026

2015, 2016, 2017 Refinance

2021: \$443,300

Final Payment Year: 2025

Public Works Building

2021: \$540,288

Final Payment Year: 2036

Capital Projects Streets

2021: 143,575

Final Payment Year: 2028

Capital Projects Monopole

2021: \$36,073

Final Payment Year: 2028

Capital Projects Swimming Pool

2021: 30,645

Final Payment Year: 2030

Sewer Utility

2021: \$63,463

Final Payment Year: 2036

TID #4 Amcast

2021: \$243,114

Final Payment Year: 2038

TID #6 HWY 60 Business Park

2021: \$115,200 (Paid with interest fees for first 3 years)

Final Payment Year: 2040

2021--2025

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 2021 	<ul style="list-style-type: none"> Complete in 2021 	Clerk
2. Complete city-wide revaluation	<ul style="list-style-type: none"> Pre-fund revaluation in the amount of \$10,000 in 2021 and increase to \$15,000 annually after. Hire contractor to assist with the 2022 revaluation at a cost of \$50,000 (over 2 years). 	<ul style="list-style-type: none"> Currently working on clean-up of records due to changes in software since last revaluation. 	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 Research leasing options in 2020 for the 2021 – 2028 vehicle replacements. Purchase new financial software and train staff 	<ul style="list-style-type: none"> Ongoing Updated list in 2020 Research of vendors began in 2020 Complete in 2021 	Parks Director; Superintendent Public Works; Mechanic; Administrator; Finance Director
4. Develop better ways to communicate with staff and residents	<ul style="list-style-type: none"> Enhance use of Facebook, Instagram, and Civic Plus. Increase # of City app users to 1000 by 2021. 	<ul style="list-style-type: none"> Ongoing Ongoing 	Social Media Coordinator; 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 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 and updated in 2020 Implement merit-based compensation plan in 2021 	Department Heads; Administrator
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 in 2021. 	<ul style="list-style-type: none"> Ongoing Ongoing 2021 	Clerk
7. Create & implement marketing plan	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	

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">• Create an Infrastructure TID in 2020 to bring utilities to the park by 2021.• Work with a Commercial Broker to sell rest of the land by 2025	<ul style="list-style-type: none">• TID No. 6 was created in 2020• Broker hired in 2020	Planner; Engineer; Administrator; CDA; Mayor
2) City Branding	<ul style="list-style-type: none">• Work with Chamber, Brand Implementation Team and staff for future implementation of the plan.	<ul style="list-style-type: none">• Ongoing	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 (2021).• Monitor Amcast cleanup and development• Update smart growth area list	<ul style="list-style-type: none">• Ongoing	Planner; Administrator; Mayor, CDA
4) Update the Zoning Code	<ul style="list-style-type: none">• Continue work on recodification	<ul style="list-style-type: none">• Ongoing	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 (TPD) and other business owners in the City to promote the vitality of the downtown.	<ul style="list-style-type: none">• Ongoing	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 for Woolen Mills Dam in 2021.	<ul style="list-style-type: none">• In progress	Engineer
2) Make improvements to our water recycling operations	<ul style="list-style-type: none">• Upgrade PO4 Chemical Feed System.• Continue following compliance with phosphorus regulations.• Replace UV disinfection system.	<ul style="list-style-type: none">• In progress to be completed in 2021 & 2022	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	<ul style="list-style-type: none">• Ongoing	Engineer
4) Complete the design and construction of the Hwy 60 Business Park Infrastructure	<ul style="list-style-type: none">• Bid out and award construction contracts for Hwy 60 Business Park infrastructure	<ul style="list-style-type: none">• 2021	Engineer
5) Support our urban forest	<ul style="list-style-type: none">• Continue funding EAB treatment annually.• Develop plan and funding options for tree removals, stump grinding, and tree planting by 2021.• City Forester will update tree and shrub ordinance in 2021.• Increase staffing levels for forestry operations by 2022.	<ul style="list-style-type: none">• Ongoing	Director, Parks, Rec & Forestry; Parks & Forestry Superintendent
6) Evaluate ADA compliance for Complex	<ul style="list-style-type: none">• Continue to work with CVMIC in 2021	<ul style="list-style-type: none">• 2021	Building Inspection

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) 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	<ul style="list-style-type: none">• Ongoing	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.	<ul style="list-style-type: none">• 2021	Administrator
3) Develop a beautification plan for the City.	<ul style="list-style-type: none">• Economic Development Coordinator will work with Director of Parks, Recreation & Forestry and Tourism, Promotion, and Development Committee on beautification projects around the City.	<ul style="list-style-type: none">• Ongoing	Director – Parks, Recreation & Forestry; Economic Development Coordinator
4) Research options for an indoor athletic facility	<ul style="list-style-type: none">• Research potential land for the facility.• Research potential partnerships (public/private).	<ul style="list-style-type: none">• 2021 & 2022	Director – Parks, Recreation & Forestry
5) Enhance pool facility and amenities	<ul style="list-style-type: none">• Research pool trends for new amenities in 2021• Replace play structures in 2021• Replace slide structures in 2020• Repair and maintain pool surface in 2020• Work with Friends of parks and recreation to fundraise for additional pool amenities.	<ul style="list-style-type: none">• 2020 & 2021	Director – Parks, Recreation, & Forestry
6) Evaluate need for playground improvements and updates	<ul style="list-style-type: none">• Research new playground locations and funding updates.• Develop a 10-year maintenance and update plan in 2021.	<ul style="list-style-type: none">• 2021 and ongoing	Director – Parks, Recreation, & Forestry
7) Update Park and Open Space Plan	<ul style="list-style-type: none">• Update the park and open space plan in 2022.	<ul style="list-style-type: none">• 2022	Director – Parks, Recreation, & Forestry

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">• Continue to allow employees to go on calls during the day from work.• When hiring staff, look at hiring certified Fire/EMS	<ul style="list-style-type: none">• Ongoing	Department Heads; Fire Chief
2) Complete a shared fire services feasibility study	<ul style="list-style-type: none">• Work with other Ozaukee County communities on a shared fire services feasibility study in 2020.	<ul style="list-style-type: none">• 2020	Fire Chief; Administrator
3) Evaluate the need for a future Fire Station	<ul style="list-style-type: none">• Research future fire station upgrade, expansion, or new site.	<ul style="list-style-type: none">• 2021	Fire Chief; Administrator
4) Engage in diversity and non-bias policing efforts	<ul style="list-style-type: none">• Meet with community members to discuss diversity and non-bias policing.	<ul style="list-style-type: none">• Ongoing	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.	<ul style="list-style-type: none">• Ongoing	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	<ul style="list-style-type: none">• Ongoing	Administrator
7) Review critical policies for Police Department	<ul style="list-style-type: none">• CVMIC to complete review	<ul style="list-style-type: none">• 2020/2021	Police Chief

F. Strengthen our Neighborhoods

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

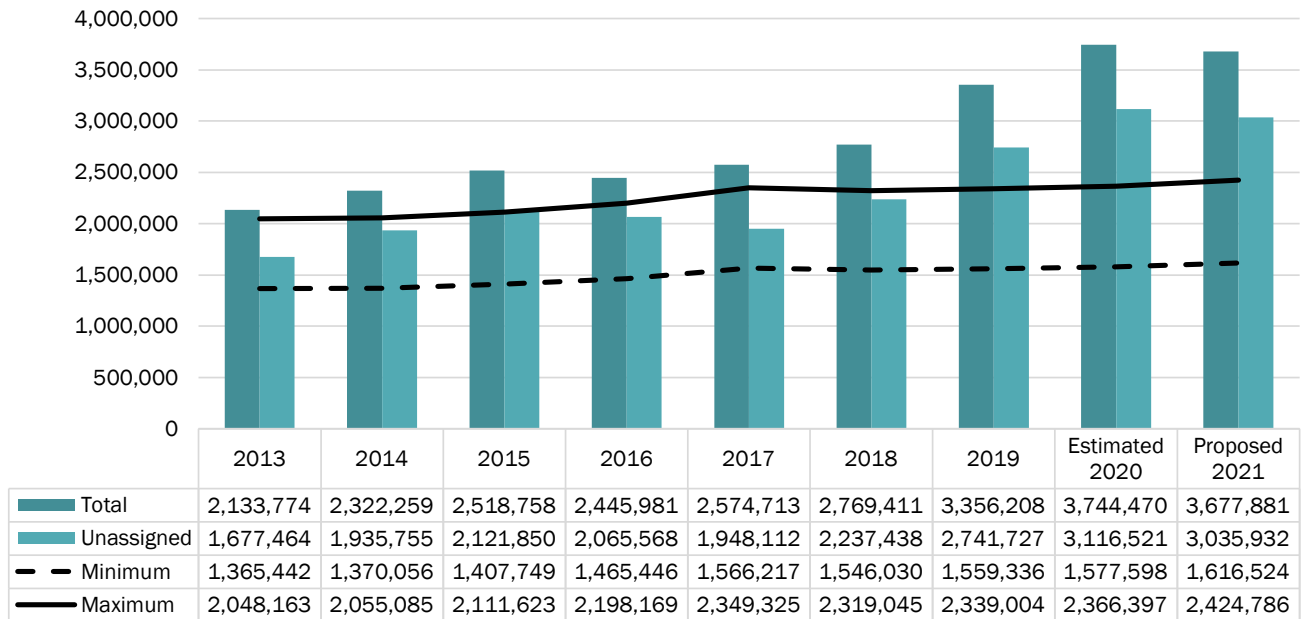
VISION:

Strengthen our neighborhoods by developing a smart growth plan for each of the five districts within the city. (Districts: North, East, South, West, and Downtown)

Objectives (What)	Strategies/Tactics (How)	Progress	Responsible Staff
1) Develop plan for the Downtown District	<ul style="list-style-type: none">• Keep the downtown historic but also look at new ways to improve it.• Encourage downtown vacant property development• Continue funding flower baskets and building lights.	<ul style="list-style-type: none">• Ongoing	Administrator; Economic Development Coordinator
2) Develop plan for the North District	<ul style="list-style-type: none">• Update entry sign with new brand in 2020.• Support ongoing residential development in the area by working with Neumann Development to develop Baehmann's property.	<ul style="list-style-type: none">• 2020• 2020 & 2021	Economic Development Coordinator; Engineer; Administrator
3) Develop plan for the East District	<ul style="list-style-type: none">• In 2020, update entry sign on Sheboygan with new city brand.• Enhance entry to Cedarburg to Grafton by 2025• Support ongoing residential development in the area.	<ul style="list-style-type: none">• 2020• 2025• Ongoing	Economic Development Coordinator; Administrator
4) Develop plan for the South District	<ul style="list-style-type: none">• Update entry sign by City Entrance Park• Add branding banners on light poles	<ul style="list-style-type: none">• 2021• 2020	Economic Development Coordinator

City of Cedarburg—Tax Levy History							
City Tax Levies	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Proposed	% Change 2021/2020
General Fund Levy—Operating	5,803,256	5,869,616	6,133,050	5,954,081	6,107,595	6,344,400	3.9%
Capital Improvement Levy	1,170,000	1,192,000	915,000	1,235,000	1,680,000	1,685,000	0.3%
Levy—Library	707,306	707,306	722,194	722,194	738,194	748,194	1.4%
TIF District - City Portion		62	106	148	34,345		-100.0%
Special Revenue Fund Levy—Pool	44,121	65,658	69,652	67,429	69,216	69,216	0.0%
Debt Service Levy	705,776	1,284,280	1,502,211	1,817,184	1,664,669	1,967,470	18.2%
Total City Levy	8,430,459	9,118,922	9,342,213	9,796,036	10,294,019	10,814,280	5.1%
Other Taxing Bodies							
Cedarburg Schools—Operating	11,817,277	11,937,297	11,882,675	12,113,832	12,845,138		-100.0%
Cedarburg Schools—TIFs		81	136	183	43,099		-100.0%
Ozaukee County—Operating	2,211,000	2,262,791	2,353,560	2,381,557	2,431,019		-100.0%
Ozaukee County—TIFs		15	27	36	8,138		-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	1,690,227		-100.0%
M.A.T.C.—TIFs		11	19	25	5,657		-100.0%
Total Tax Levy (Gross)	24,177,316	25,112,362	25,224,746	25,943,057	27,317,297	10,814,280	-60.4%
- State School Credit	(2,087,023)	(2,103,864)	(2,307,992)	(2,285,536)	(2,283,669)		-100.0%
Total Tax Levy (Net)	22,090,293	23,008,498	22,916,754	23,657,521	25,033,628	10,814,280	-56.8%
Equalized Valuation	1,204,323,800	1,254,478,000	1,309,147,300	1,347,465,200	1,433,294,900	1,548,438,900	8.0%
City Equalized Tax Rate	7.00	7.27	7.14	7.27	7.18	6.98	-2.8%
School District Equalized Tax Rate	9.84	9.54	9.08	9.01	8.98	0.00	-100.0%
Total Equalized Tax Rate	18.36	18.35	17.53	17.58	17.49	6.99	-60.0%
Assessed Valuation	1,208,692,140	1,221,899,680	1,248,857,140	1,262,000,218	1,310,325,200	1,357,671,228	3.6%
Assessment Ratio	100.36%	97.39%	95.40%	93.66%	91.42%	87.68%	
Tax Rates (Per \$1,000 A.V.)							
City of Cedarburg	6.97	7.46	7.48	7.76	7.86	7.97	1.4%
Cedarburg School District	9.80	9.79	9.54	9.62	9.86	0.00	-100.0%
Ozaukee County	1.83	1.85	1.88	1.89	1.86	0.00	-100.0%
State of Wisconsin	0.17	0.17					
M.A.T.C.	1.25	1.29	1.32	1.31	1.29	0.00	-100.0%
Total Tax Rate (Gross)	20.02	20.56	20.22	20.58	20.87	7.97	-61.8%
- State School Credit	(1.73)	(1.72)	(1.85)	(1.81)	(1.74)	0.00	-100.0%
Total Tax Rate (Net)	18.29	18.84	18.37	18.77	19.13	7.97	-58.3%

General Fund Fund Balance



General Fund Fund 100							
				2020	2020	2021	% Change
Revenues	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Special Assessment Revenues	0	0	2,094	0	0	0	
Intergovernmental Revenues	1,056,396	952,888	1,269,631	1,327,656	1,357,377	1,281,758	-3.46%
Regulation & Compliance	387,151	666,514	644,984	378,775	420,050	376,479	-0.61%
Law & Ordinance Violations	52,233	56,852	67,723	70,000	50,350	70,000	0.00%
Public Charges for Services	201,976	159,301	150,672	123,060	70,510	118,960	-3.33%
Intergovernmental Charges	215,829	228,453	519,392	257,944	239,307	290,099	12.47%
Commercial Revenues	226,811	307,887	587,730	351,140	290,256	257,327	-26.72%
Property Taxes	6,634,954	6,938,714	6,798,567	6,964,991	6,964,991	7,234,522	3.87%
Total	8,775,350	9,310,609	10,040,793	9,473,566	9,392,841	9,629,145	1.64%
Expenditures	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	%Change 2021/2020
General Government	1,080,769	1,096,258	1,102,727	1,314,181	1,278,922	1,214,494	-7.59%
Public Safety	3,886,636	4,110,246	4,430,009	4,362,593	4,181,801	4,562,990	4.59%
Engineering & Public Works	2,473,107	2,463,833	2,591,775	2,758,608	2,663,150	2,781,577	0.83%
Parks, Recreation & Forestry	981,329	1,039,614	1,019,293	925,703	842,525	962,864	4.01%
Conservation & Development	86,702	121,987	100,568	104,501	104,480	106,220	1.64%
Transfers to Other Funds	138,175	87,500	276,359	0	7,944	384,800	0.00%
Total	8,646,718	8,919,438	9,520,731	9,465,586	9,078,822	10,012,945	5.78%
Revenues - Expenditures	128,632	391,171	520,062	7,980	314,019	(383,800)	-4909.49%
Audit Adjustment	(201,780)						
Fund Balance	2,458,071	2,849,242	3,369,304	3,377,284	3,683,323	3,299,523	

General Fund Revenues							
Fund 100							
				2020	2020	2021	% Change
Public Improvements	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Special Assessment Revenue			2,094				
Total Special Assessment Revenue			2,094				
				2020	2020	2021	% Change
Intergovernmental Revenues	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
State Shared Revenues	201,653	200,798	199,127	204,124	204,124	203,986	-0.07%
Fire Insurance Dues	83,047	82,175	88,361				0.00%
Expenditure Restraint Program	166,773	0	181,615	200,041	230,659	200,264	0.11%
State Grant, Police Training	2,880	3,200	3,040	3,360	3,360	3,360	0.00%
State Transportation Aids	527,404	606,514	697,492	802,115	802,115	760,934	-5.13%
State Computer Aids	20,253	20,551	21,048	21,048	21,048	21,000	-0.23%
State Recycling Grant	37,857	37,841	37,907	38,000	37,903	38,000	0.00%
State Personal Property Aid			39,213	39,213	39,213	39,214	0.00%
State Aid Cable Franchise Fees				14,955	14,955	15,000	
State Grant, Fire Safety	729	802	228	800			0.00%
State Grants—DOT/Police		1,000	1,000	4,000	4,000		
State Grant - Elections			600				
State Grant - Forestry	15,800	7					
Total Intergovernmental Revenues	1,056,396	952,888	1,269,631	1,327,656	1,357,377	1,281,758	-3.46%
				2020	2020	2021	% Change
Regulation and Compliance	2017	2018	2019	Proposed	Estimated	Proposed	2021/2020
Liquor & Beer Licenses	21,515	20,727	19,552	20,380	20,380	20,380	0.00%
Direct Seller Licenses	1,750	490	760	500	500	500	0.00%
Cigarette Licenses	600	600	500	500	500	500	0.00%
Operator Licenses	14,810	13,365	12,885	12,500	12,500	12,500	0.00%
Bicycle Licenses	40	245	125	100	100	100	0.00%
Dog and Cat Licenses	393	403	3,800	500	200	200	-60.00%
Cable TV Franchise Fee	145,549	149,552	147,925	134,600	134,600	133,254	-1.00%
Transient Permit Fee	250	250	250	250	250	250	0.00%
Weights & Measures Licenses	985	1,035	975	995	995	995	0.00%
Fire Inspection Fee	15,010	20,450	20,675	21,000	20,525	21,000	0.00%
Building Permits	87,877	248,940	232,568	88,000	110,000	88,000	0.00%
Electrical Permits	23,988	50,254	46,882	22,000	35,000	22,000	0.00%
Plumbing Permits	23,080	48,820	46,229	24,750	26,000	24,000	-3.03%
Heating/Air Conditioning Permits	21,067	51,794	63,494	20,000	20,000	20,000	0.00%
Drive Opening Permits	905	805	935	1,100	1,000	1,000	-9.09%
Erosion Control Permits	5,280	6,240	6,600	5,200	5,000	5,000	-3.85%
Occupancy Permits	4,590	14,520	10,110	5,200	6,300	5,200	0.00%
Sign Permits	1,405	2,000	2,735	1,800	1,800	1,800	0.00%
Street Opening Permits	3,800	4,558	11,250	4,400	10,000	5,000	13.64%
Miscellaneous Permits—Clerk	2,605	2,490	2,177	2,100	2,100	2,100	0.00%
Building Inspection Plan Review	6,250	7,950	7,875	6,000	6,000	6,000	0.00%
General Fund Revenues							
Fund 100 (contd.)							
				2020	2020	2021	% Change
Regulation and Compliance (contd.)	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Stormwater Management Permit	517	11,175	1,677	1,200	600	1,000	-16.67%
Plan Review	4,885	9,851	5,005	5,500	5,500	5,500	0.00%
Zoning Permits	0	0		200	200	200	0.00%
Total Regulation & Compliance	387,151	666,514	644,984	378,775	420,050	376,479	-0.61%

				2020	2020	2021	% Change
Law & Ordinance Violations				Budget	Estimated	Proposed	2021/2020
	2017	2018	2019				
Court Penalties & Costs	32,262	37,169	47,281	47,000	37,000	47,000	0.00%
State Forfeitures			1,641		1,350		0.00%
Parking Violations	19,971	19,683	18,801	23,000	12,000	23,000	0.00%
Total Law & Ordinance Violations	52,233	56,852	67,723	70,000	50,350	70,000	0.00%
				2020	2020	2021	% Change
Public Charges for Services				Budget	Estimated	Proposed	2021/2020
	2017	2018	2019				
Treasurer's Office Fees	3,602	1,645	895	1,200	150	500	-58.33%
License Publication Fees	1,040	980	910	800	800	800	0.00%
Assessor's Office Fees	5,505	6,675	6,385	5,500	6,000	5,800	5.45%
General Government Misc. Fees	25	322					0.00%
Engineering Fees	116	12,706	2,145	3,000	2,000	3,000	0.00%
Building Inspection House Nos.	723	1,266	963	700	700	700	0.00%
State Tag Fee	1,705	2,145	2,145	1,760	1,760	1,760	0.00%
Tax Exemption Fees	0	200		200	200		0.00%
Central Duplicating Fees	433	155	83	150	150	150	0.00%
Police Department Fees	10,805	15,387	15,140	11,500	11,500	11,500	0.00%
Alarm Permit Fees	6,755	400	325	250	250	250	0.00%
False Alarm Fees	1,155	370	360	2,000	2,000	2,000	0.00%
Public Works Department Fees	74,923	19,065	12,740	12,000	14,000	14,000	16.67%
Celebrations	23,085	30,986	33,670	21,000	5,000	21,000	0.00%
Recycling—Aluminum/Tin	51						
Recycling Cart Upgrade	768	2,786	2,429	1,000	2,500	1,000	0.00%
Weed Mowing Fees	(920)			1,000		1,000	0.00%
Park Rental Fees	7,120	5,778	8,415	7,000	6,000	7,000	0.00%
Senior Center Fees	59,673	52,821	59,461	50,000	15,000	45,000	-10.00%
Senior Van Receipts	5,412	5,614	4,376	4,000	2,500	3,500	-12.50%
Public Charges for Services			230				
Total Public Charges for Services	201,976	159,301	150,672	123,060	70,510	118,960	-3.33%

				2020	2020	2021	% Change
Intergovernmental Charges	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Sanitation—Town	3,350	3,350	2,166	2,165	2,165	2,165	0.00%
Fire— Operating—Town	145,017	156,985	185,422	184,265	184,265	217,020	17.78%
Fire/EMS Dispatching—Town	3,483	4,140	4,186	3,500	3,500	3,500	0.00%
General Fund Revenues							
Fund 100 (contd.)							
				2020	2020	2021	% Change
Intergovernmental Charges (contd.)	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Emergency Management—Town		100	507		200	200	0.00%
Crossing Guards—School District	42,249	43,915	50,012	50,000	30,232	50,000	0.00%
Sewer Administrative Services	10,250	10,250	10,250	10,250	10,250	10,250	0.00%
Transfer from Room Tax Fund	4,039	4,160	2,943	3,500	2,863	2,500	-28.57%
Transfer from Rec Programs			13,500				
Transfer from CDBG—Admin.	1,221	1,247	644		868		
Transfer from TIF—Admin.	343	1,358	1,818	1,300	2,000	1,500	15.38%
Transfer from Debt Service			244,965				
City of Mequon—Reimbursement	5,877	2,948	2,979	2,964	2,964	2,964	0.00%
Total Intergovernmental Charges	215,829	228,453	519,392	257,944	239,307	290,099	12.47%
				2020	2020	2021	% Change
Commercial Revenues	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Interest—Delinquent Property Taxes	478	507	50	400	3,840	300	-25.00%
Interest— Investments	53,773	94,111	144,977	140,750	80,000	80,000	-43.16%
Interest—Special Assessments	364	78	880	0	268	284	0.00%
Change in Market Value	(10,181)	(7,256)	49,324	0	25,000	0	0.00%
Rent—City Property	13,252	10,489	11,649	13,000	13,000	13,000	0.00%
Rent—City Property, Water Tower	143,853	151,179	168,774	173,490	173,827	148,743	-14.26%
Sale of City Property	2,122	1,920	54,633				
Refund of Prior Years Expense	(559)	717	3,501		(27,110)		
Donations	18,517	40,289	133,708	13,500	20,608	14,000	3.70%
Miscellaneous Revenue	5,192	15,853	20,234	10,000	823	1,000	0.00%
Total Commercial Revenues	226,811	307,887	587,730	351,140	290,256	257,327	-26.72%
Total Non-Tax Revenues	2,140,396	2,371,895	3,240,132	2,508,575	2,427,850	2,394,623	-4.54%
				2020	2020	2021	% Change
Tax Revenues	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Property Taxes	5,869,661	6,133,050	5,958,406	6,107,595	6,107,595	6,344,400	3.88%
Property Tax Equivalent	765,293	805,664	840,161	857,396	857,396	890,122	3.82%
Total Property Taxes	6,634,954	6,938,714	6,798,567	6,964,991	6,964,991	7,234,522	3.87%
Total General Fund Revenues	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
	8,775,350	9,310,609	10,040,793	9,473,566	9,392,841	9,629,145	1.64%

CITY ADMINISTRATOR – 513200, 519200

Responsibilities Include:

- Oversee general operation of City and carry out policy directives of Common Council
- Work with the Finance Director on 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:	2018	2019	2020	2021 Projected
Bond Ratings	Aa2	Aa2	Aa2	Aa2
Distinguished Budget Presentation Award	Yes	Yes	Yes	Yes

Performance Measures:

Service Area	Objective	Efficiency Measure	Actual 2018/2019	Actual 2019/2020	Target 2020/2021
Administrator's Office	Cost per capita	Operating costs	\$8.96	\$8.91	\$13.08

2020 Significant Accomplishments:

- Revised and implemented employee performance evaluation procedures
- Implemented merit pay system
- Revised the salary ordinance
- Developed Covid-19 policies
- Guided City through the Covid-19 crisis
- Hired the City Clerk
- Hired contractor for City Assessor Services
- Initiated an agreement with Weil Pump site for additional public parking
- Worked with the Mayor to create the Finance Committee
- Worked with the Mayor to create the Diversity Committee
- Worked on hiring the HWY 60 Business Park Commercial Broker
- Involved with the Ozaukee County Fire Consolidation Study Committee

2021 Objectives to be Accomplished:

- Start the process of becoming an ICMA credentialed manager
- Hire a City Engineer
- Work with Commercial Broker to sell lots in the Hwy 60 Business Park

- Work with a developer to develop Baehman's property
- Work with EPA/DNR on the additional cleanup on Amcast site which includes the Zeunert Quarry
- Work with the EPA/DNR on the St. John development site
- Work with a developer to develop additional available commercial sites in the City

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:

- Increase in salary based on market data and merit
- Increase in publications and dues based on increased membership in professional organizations
- Increase in travel and training based on additional ongoing professional training for the position

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

2020 Significant Accomplishments:

- Helped recruit HWY 60 Business Park anchor tenant
- Reviewed Interim Administrator position
- Implemented compensation study recommendations
- Hired City Clerk
- Hired City Assessor
- Created Finance Committee
- Created Diversity Committee
- Guided City through the COVID-19 Crisis

2021 Objectives to be Accomplished:

- Assist in hiring a City Engineer
- Recruit additional business for HWY 60 business park
-

Long Term Objectives:

- Work on developing blighted properties in the City

Budget Variances:

- None

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				2020	2020	2021	% Change	
Personnel	2017	2018	2019	Budget	Estimated	Proposed	2021/2020	
111 Salaries	16,757	16,154	16,923	16,800	16,800	16,800	0.00%	
151 Social Security	1,278	1,236	1,264	1,285	1,285	1,285	0.00%	
165 Workers' Comp. Insurance	37	35	30	27	27	28	3.70%	
Total	18,072	17,425	18,217	18,112	18,112	18,113	0.01%	
511100				2020	2020	2021	% Change	
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020	
320 Publications and Dues	6,032	6,367	6,613	6,700	6,500	6,700	0.00%	
330 Training & Travel	72	51	88	225	200	225	0.00%	
390 Operating Expenses	135	568	112	375	200	375	0.00%	
Total	6,239	6,986	6,813	7,300	6,900	7,300	0.00%	
Total Expenditures	24,311	24,411	25,030	25,412	25,012	25,413	0.00%	
513100 Mayor				2020	2020	2021	% Change	
Personnel	2017	2018	2019	Adopted	Estimated	Proposed	2021/2020	
111 Salaries	6,000	6,000	6,000	6,000	6,000	6,000	0.00%	
151 Social Security	459	459	459	459	459	459	0.00%	
165 Workers' Comp. Insurance	13	12	11	10	10	10	0.00%	
Total	6,472	6,471	6,470	6,469	6,469	6,469	0.00%	
513100				2020	2020	2021	% Change	
Operating	2017	2018	2019	Adopted	Estimated	Proposed	2021/2020	
225 Telephone	89	89	90	104	104	104	0.00%	
313 Printing							0.00%	
330 Training & Travel	106	650	60	600	200	600	0.00%	
343 Awards, Supplies		1,290		1,000	1,000	1,000	0.00%	
390 Operating Expenses	0	301	60	250	250	250	0.00%	
Total	195	2,330	210	1,954	1,554	1,954	0.00%	
Total Expenditures	6,667	8,801	6,680	8,423	8,023	8,423	0.00%	
516100 City Attorney				2020	2020	2021	% Change	
Professional Services	2017	2018	2019	Adopted	Estimated	Proposed	2021/2020	
211 Extraordinary Services	51,727	37,738	37,684	55,000	36,000	40,000	-27.27%	
Total	51,727	37,738	37,684	55,000	36,000	40,000	-27.27%	
Revenues				2020	2020	2021	% Change	
	2017	2018	2019	Adopted	Estimated	Proposed	2021/2020	
474110 Sewer Administrative	4,613	4,613	4,613	4,613	4,613	4,613	0.00%	
Total	4,613	4,613	4,613	4,613	4,613	4,613	0.00%	
Net Cost of Program				2020	2020	2021	% Change	
	2017	2018	2019	Adopted	Estimated	Proposed	2021/2020	
	78,092	66,337	64,781	84,222	64,422	69,223	-17.81%	

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:	2018	2019	2020 Estimated	2021 Projected
Ordinances Approved by Common Council	25	25	25	25
Resolutions Approved by Common Council	30	25	25	25

Department Services Indictors:	2018	2019	2020 Estimated	2021 Projected
Proclamations	12	12	12	12
Distribution of Minutes and Agendas	150	150	175	175
Indexes Council Minutes—Meetings	22	22	22	22
Public Hearings	16	16	16	16
Courtesy Notices	1	1	1	1
Property Owners Notices	433	350	350	350
Issuance of Permits and Licenses	450	550	550	550
Employment Ads and Request for Bids to News Media	10	10	10	10
Number of Trainings Taken Regarding Licensing, Elections, and Records Management	30	30	30	30
Annexations	2	0	1	1
Annexation Acres	2	0	1	1
Total Population	11,628	11,650	11,919	11,919
Number of Registered Voters	7,900	8,000	8,400	8500
Number of Elections	4	2	4	2
Total Number of Voters	13,000	4,000	15,000	6000
New Registrants	1,000	100	1,500	300
Percent of Voters Who Were New Registrants	12.6%	1.0%	10%	7%
Number of Absentee Ballots Cast	2,800	450	3,450	3600
Percent of Votes Cast by Absentee Ballot	21.5%	11%	23%	60%

2020 Significant Accomplishments:

- Successfully administered four elections, including the 2020 Presidential in November

2021 Objectives to be Accomplished:

- Recodify the Municipal Code to bring it up-to-date and make it more accessible to citizens

Long Term Objectives:

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

Budget Variances:

- None

Clerk's Office

514100					2020	2020	2021	% CHANGE
Personnel		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
111	Salaries	126,270	128,848	160,265	139,983	139,983	157,573	12.57%
125	Part Time/Temporary	17,535	16,491	17,463				
135	Sick Payout	1,629	1,680	329	559	559	584	4.54%
151	Social Security	11,229	11,477	10,931	10,877	10,877	12,099	11.23%
152	Retirement	10,143	9,537	9,275	9,597	9,597	10,676	11.24%
154	Health Insurance	31,660	31,542	37,189	47,169	47,169	40,691	-13.73%
155	Life Insurance	86	88	78	58	58	100	72.41%
159	Longevity	2,079	2,205	1,575	1,638	1,638	0	-100.00%
165	Workers' Comp. Insurance	348	331	283	243	243	261	7.41%
Total		200,979	202,199	237,388	210,124	210,124	221,985	5.64%

514100					2020	2020	2021	% CHANGE
Operating		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
210	Professional Services	1,676	1,017	730	11,020	10,500	1,000	-90.93%
225	Telephone	448	443	412	500	500	500	0.00%
240	Repair & Maintenance Services	1,463	1,125	1,350	1,415	1,400	1,400	-1.06%
310	Office Supplies & Expenses	1,972	2,671	1,402	2,750	2,750	2,750	0.00%
311	Recording Fees	210	330	172	350	350	350	0.00%
312	Copier Supplies	1,284	1,727	1,367	2,000	2,000	2,000	0.00%
315	Postage	6,506	7,878	7,941	9,000	16,000	12,000	33.33%
320	Publications & Dues	390	130	690	575	575	575	0.00%
325	Legal Notice Publication	3,961	4,478	3,500	4,500	4,500	4,500	0.00%
330	Training & Travel	387	429	729	1,500	200	1,200	-20.00%
380	Office Equipment		500	673	600	800	600	0.00%
Total		18,297	20,728	18,966	34,210	39,575	26,875	-21.44%
Total Expenditures		219,276	222,927	256,354	244,334	249,699	248,860	1.85%

514200 Elections					2020	2020	2021	% CHANGE
Personnel		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
111	Salaries	9,625	25,782	11,130	30,009	30,000	12,000	-60.01%
112	Overtime		721					
125	Part Time Salaries					500		
151	Social Security	54	127	44		160		
165	Workers' Comp. Insurance	31	71	61	49	49	20	-59.18%
Total		9,710	26,701	11,235	30,058	30,709	12,020	-60.01%

514200 Elections					2020	2020	2021	% CHANGE
Operating		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
310	Supplies	4,900	8,073	5,569	10,000	14,000	10,000	0.00%
321	Legal Notices	100			200	200	200	0.00%
380	Equipment					4,500	1,700	
Total		5,000	8,073	5,569	10,200	18,700	11,900	16.67%
Total Expenditures		14,710	34,774	16,804	40,258	49,409	23,920	-40.58%

Revenues		2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% CHANGE 2021/2020
441110	Liquor & Beer Licenses	21,515	20,727	19,552	20,380	20,380	20,380	0.00%
441122	Direct Seller Licenses	1,750	490	760	500	500	500	0.00%
441123	Cigarette Licenses	600	600	500	500	500	500	0.00%
441124	Operator Licenses	14,810	13,365	12,885	12,500	12,500	12,500	0.00%
441128	Transient Permit Fees	250	250	250	250	250	250	0.00%
461152	License Publication Fees	1,040	980	910	800	800	800	0.00%
443511	Miscellaneous Permit Fees	2,605	2,490	2,177	2,100	2,100	2,100	0.00%
461158	Tax Exemption Report Fees		200		200	200	0	-100.00%
461160	Central Duplicating	433	155	83	150	150	150	0.00%
474110	Sewer Administrative Services	5,637	5,637	5,337	5,637	5,637	5,637	0.00%
Total		48,640	44,894	42,454	43,017	43,017	42,817	-0.46%
Net Cost of Program		2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% CHANGE 2021/2020
		185,346	212,807	230,704	241,575	256,091	229,963	-4.81%

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	2018	2019	2020 Estimated	2021 Projected
Provide Real Estate Sales List on Monthly Basis	20	25	18	18
Special Assessment Letters	228	185	182	180
Complete Wisconsin Realty Transfer Returns from the Department of Revenue	366	368	433	430
Field Inspections	575	517	528	515
Number of Board of Review Assessment Challenges	0	0	0	2
Number of Personal Property Accounts	391	449	448	445
Number of Assessable Parcels (2020 Total RE + PP + Exempt = 5,103)	4,786	4,812	4,810	4,837
Sketches Drawn—New Construction/Additions	91	100	95	95
Photos Taken—New Construction/Changes	120	125	112	125
Number of Open Book Cases	20	18	15	21

Performance Measures:

Service Area	Objective	Efficiency Measure	Target 2018/2019	Target 2019/2020	Target 2020/2021
City Assessor's Office	Efficient Municipal Government	Cost of Assessment Per Parcel	\$24.93	\$24.47	\$25.37 Estimated
City Assessor's Office	Efficient Municipal Government	Equalized Property Value Per Capita	\$115,881	\$123,262	\$133,164 Estimated

2020 Significant Accomplishments:

- Started talking to Assessment Technologies on changes to software since the last revaluation
- Began making any changes in advance to assessment information on the computer to help the transition into the revaluation go smoother

2021 Objectives to be Accomplished:

- Contract for assessor services

Long Term Objectives:

- Completion of City-wide revaluation. Market revaluation in 2022. Full revaluation in 2027

Budget Variances:

- City Assessor retiring – last day 10/1/2020.
- Contracting for City Assessor services

Assessor's Office								
515400				2020	2020	2021	% Change	
Personnel		2017	2018	2019	Budget	Estimated	Proposed	2020/2021
111	Salaries	72,634	74,354	75,836	77,057	77,057	0	-100.00%
135	Sick Payout	875	801	839	750	750	0	-100.00%
151	Social Security	5,135	5,262	5,372	6,097	6,097	0	-100.00%
152	Retirement	5,180	5,095	5,094	5,380	5,380	0	-100.00%
154	Health Insurance	21,892	22,013	21,571	21,236	21,236	0	-100.00%
155	Life Insurance	68	70	83	89	67	0	-100.00%
159	Longevity	1,701	1,764	1,827	1,890	1,890	0	-100.00%
165	Workers' Comp. Insurance	3,408	3,414	3,118	2,738	2,738	0	-100.00%
Total		110,893	112,773	113,740	115,237	115,215	0	-100.00%
515400				2020	2020	2021	% Change	
Operating		2017	2018	2019	Budget	Estimated	Proposed	2020/2021
210	Professional Services—Assessments	13,500	13,500	13,500	13,500	13,500	83,500	518.52%
219	Revaluation	0	0	6,500	10,000	10,000	10,000	0.00%
225	Telephone	179	177	180	200	181	200	0.00%
310	Office Supplies	903	153	194	300	225	300	0.00%
312	Computer Supplies	3,884	4,207	4,347	4,515	4,300	1,890	-58.14%
320	Publications and Dues	305	320	240	240	260	0	-100.00%
323	State of Wisconsin Fees	1,592	1,506	1,502	1,600	1,475	1,550	-3.13%
330	Training & Travel	946	977	824	1,100	250	0	-100.00%
Total		21,309	20,840	27,287	31,455	30,191	97,440	209.78%
Total Expenditures		132,202	133,613	141,027	146,692	145,406	97,440	-33.58%
				2020	2020	2021	% Change	
Revenues		2017	2018	2019	Budget	Estimated	Proposed	2020/2021
461153	Assessor's Office Fees	5,505	6,675	6,385	5,500	6,000	5,800	5.45%
Total		5,505	6,675	6,385	5,500	6,000	5,800	5.45%
Net Cost of Program				2020	2020	2021	% Change	
		2015	2017	2019	Budget	Estimated	Proposed	2020/2021
		126,697	126,938	134,642	141,192	139,406	91,640	-35.10%

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
- Processing insurance claims
- 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:	2018	2019	2020 Estimated	2021 Projected
Administration of Liability Claims	9	9	5	5
Administration of Workers' Compensation Claims	10	7	8	8
Issuance of Dog and Cat Licenses	424	371	370	375
Purchase Orders	87	68	70	65
Cash Receipts	7,465	7,400	7,260	7,300
Accounts Receivable Invoices	616	600	700	700
Accounts Payable Checks	3,291	3,030	3,000	3,000
Charges Contingent Upon Annexation	25	24	22	22
Record and Collect All Current and Deferred Special Assessments	5	5	43	41
Rate of Return on Investments	2.07%	2.05%	1.00%	0.50%
Payroll Direct Deposits Issued	4,238	4,225	4,000	4,200
W-2s Issued	382	374	350	380
1099s Issued	41	52	42	42

Department Services Indicators:	2018	2019	2020 Estimated	2021 Projected
Real Estate and Personal Property Taxes Collected	81%	75%	80%	80%

Performance Measurers:

Service Area	Objective	Efficiency Measure	Target 2018/2019	Target 2019/2020	Target 2020/2021
City Treasurer's Office	Cost per capita	Operating Costs	\$5.44	\$5.62	\$3.87

2020 Significant Accomplishments:

- Added a full-time employee to Treasurer's office to make a total of 3.5 FTE's
- Investigated new accounting software
- Updated office furniture
- Updated DPW payroll reporting
- Changed credit card providers to save on fees and updated equipment; added one station to Clerk's Office

2021 Objectives to be Accomplished:

- Purchase and implement new accounting software

Budget Variances:

515600 Treasurer

- 159 Longevity – benefit eliminated for 2021
- 330 Travel & Training – Increased due to additional 0.5 FTE for Finance Director
- 390 Other Expenses – Reduction due to new credit card processing company with reduced fees

515900 Audit

- 210 Professional Services – Increase due to three-year agreement and possible additional work

514700 Technology

- 210 Professional Services – Increase in hourly rate charged of 11% and oversight and maintenance needs increasing
- 380 Equipment Outlay – Increase for MyCivic App annual maintenance of \$1,500, website annual renew both used to be budgeted in Parks, Recreation & Forestry. Office 365 annual renewals are a new expenditure of \$3,400

Revenue Interest

- 481100 Interest Income – Decreasing by 42% due to market decline in 2020

Treasurer's Office

515600					2020	2020	2021	% Change
Personnel		2017	2018	2019	Budget	Estimated	Adopted	2021/2020
111	Salaries	82,629	80,369	82,597	163,627	163,627	169,013	3.29%
121	Part Time Salaries	0	7,820	10,211				
135	Sick Payout	362	482		531	531	1,481	178.91%
151	Social Security	6,007	6,372	6,897	12,794	12,794	13,043	1.95%
152	Retirement	5,869	5,429	5,949	10,954	11,289	11,508	5.06%
154	Health Insurance	24,404	24,463	22,423	27,233	27,233	23,206	-14.79%
155	Life Insurance	83	106	123	144	144	162	12.50%
159	Longevity	1,628	1,720	1,811	3,082	3,082		-100.00%
165	Workers' Comp. Insurance	197	187	161	153	153	280	83.01%
Total Personnel		121,179	126,948	130,172	218,518	218,853	218,693	0.08%

515600					2020	2020	2021	% Change
Operating		2017	2018	2019	Budget	Estimated	Adopted	2021/2020
210	Professional Services	49,200	48,602	52,292	55,000	55,000	36,600	-33.45%
225	Telephone	269	266	270	315	276	300	-4.76%
310	Office Supplies	5,713	4,955	6,053	7,000	7,000	7,000	0.00%
320	Publications and Dues	370	380	380	520	445	520	0.00%
330	Training & Travel	684	72	185	400	400	1,020	155.00%
380	Office Equipment			2,715	100	100	100	0.00%
390	Other Expenses	2,431	1,513	2,085	2,900	2,900	2,500	-13.79%
Total		58,667	55,788	63,980	66,235	66,121	48,040	-27.47%
Total Expenditures		179,846	182,736	194,152	284,753	284,974	266,733	-6.33%

515900					2020	2020	2021	% Change
Independent Audit		2017	2018	2019	Budget	Estimated	Adopted	2021/2020
210	Professional Services	33,750	27,250	27,750	29,000	28,500	32,000	10.34%
Total		33,750	27,250	27,750	29,000	28,500	32,000	10.34%

514700					2020	2020	2021	% Change
Technology		2017	2018	2019	Budget	Estimated	Adopted	2021/2020
210	Professional Services	16,870	16,586	35,495	31,500	31,500	34,725	10.24%
220	Internet Service	13,460	13,512	12,381	13,000	12,492	13,000	0.00%
312	Computer Supplies	28						0.00%
380	Equipment Outlay	9,973	14,914	19,435	22,175	22,175	25,475	14.88%
385	Multi Use Equipment	7,419	7,340	8,808	7,700	7,700	7,800	1.30%
Total		47,750	52,352	76,119	74,375	73,867	81,000	8.91%

519100					2020	2020	2021	% Change
Illegal/Uncollectible Taxes		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
591	Uncollectible Taxes	2,113			0			0.00%
Total		2,113	0	0	0	0	0	0.00%

519400					2020	2020	2021	% Change
Insurance		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
510	Property	3,702	2,720	2,646	2,974	2,974	3,119	4.88%
512	General & Auto Liability	4,554	5,588	4,377	4,642	4,642	5,328	14.78%
520	Surety Bonds	605	596	714	750	543	652	-13.07%
Total		8,861	8,904	7,737	8,366	8,159	9,099	8.76%

Revenues		2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
411800	Interest—Delinquent Property Tax	478	507	50	400	3,840	300	-25.00%
441126	Dog & Cat License	393	403	3,800	500	200	200	-60.00%
461151	Treasurer's Office fees	3,602	1,645	895	1,200	150	500	-58.33%
481100	Interest Income	53,207	93,202	144,183	140,000	80,000	80,000	-42.86%
481110	Interest—Spec. Assess.	364	78	880	0	268	284	0.00%
474210	Transfer from Room Tax	4,039	4,160	2,943	3,500	2,863	2,500	-28.57%
474230	Transfer from CDBG	1,221	1,247	644	0	868	0	0.00%
474510	Transfer from TIF	343	1,358	1,818	1,300	2,000	1,500	15.38%
487000	Change in Market Value	(10,181)	(7,256)	49,324	0	25,000	0	0.00%
Total		53,466	95,344	204,537	146,900	115,189	85,284	-41.94%
Net Cost of Program		2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
		218,854	175,898	101,221	249,594	280,311	303,548	21.62%

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:	2018	2019	2020 Estimated	2021 Projected
Total General Liability Incident Reports	5	1	1	1
Incurred Liability Claims Paid/Reserve	5	6	2	2
Number of Vehicle Incident Reports	2	7	1	2
Total Vehicle Claims Paid	0	4	2	2
Number of Property Claims Filed—Public	3	2	2	2
Total Vehicle Claims Filed—City	2	0	3	2
Number of Property Claims Filed—City	2	0	7	0
Number of Workers' Compensation Incident Reports	13	11	10	10
Total Workers' Compensation Incident Claims	10	7	8	8
Workers' Compensation Modification Factor	1.04	.99	.94	.96

Budget Variances:

- None

Insurance Program Summary					
Account/Fund Budgeted	Property/Auto Insurance	Worker's Comp.*	General Liability	Surety Bond	Total
519400 General Fund	\$3,119		\$5,328	\$750	\$9,197
Other Depts. General Fund	99,242	110,186	35,749		245,177
Sewer	12,221	18,394	5,702		36,316
Cemetery	148	357	100		605
Swimming Pool	1,379	5,526	1,540		8,445
Library	2,887	953	5,044		8,884
Recreation Programs		3,516	980		4,496
Total 2020	\$118,996	\$138,931	\$54,443	\$750	\$313,121
Total 2019	\$111,591	\$181,265	\$49,674	\$605	\$343,135

*Net dividend

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

2020 Significant Accomplishments:

- Replaced boiler in Lincoln Building

2021 Objectives to be Accomplished:

- Replace boiler in City Hall

Long Term Objectives:

- Evaluate ADA accessibility
- Replace A/C air handler in City Hall

Budget Variances:

- None

City Hall Complex

518100					2020	2020	2021	% Change
Personnel		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
111	Salaries	108,468	74,030	74,817	73,683	73,683	74,428	1.01%
112	Overtime	2,138	2,065	1,983	2,000	1,000	1,500	-25.00%
125	Part Time Salaries			192				
135	Sick Payout	249	281	0	323	323	416	28.79%
151	Social Security	8,276	5,808	6,121	5,872	5,796	5,840	-0.54%
152	Retirement	6,204	5,317	5,473	5,181	4,962	5,153	-0.54%
154	Health Insurance	13,845	11,740	11,071	13,213	13,213	14,435	9.25%
155	Life Insurance	94	96	103	77	77	98	28.10%
159	Longevity	643	680	718	756	756	0	-100.00%
165	Workers' Comp. Insurance	4,247	3,373	3,080	2,627	2,627	2,397	-8.76%
Total		144,164	103,390	103,558	103,732	102,437	104,267	0.52%
518100					2020	2020	2021	% Change
Operating		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
222	Electric	23,087	21,633	20,777	25,609	25,609	25,993	1.50%
224	Natural Gas	21,924	20,549	20,142	25,000	25,000	25,000	0.00%
225	Telephone	1,914	3,150	2,150	2,025	2,500	2,500	23.46%
226	Water Service	3,155	3,135	3,446	3,500	3,500	3,500	0.00%
240	Repair & Maintenance Services	24,260	52,332	27,552	30,000	30,000	30,000	0.00%
350	Operating Supplies	12,773	7,731	6,586	14,000	14,000	14,000	0.00%
385	Capital Equipment Outlay	20,210	42,027	25,466	22,000	22,000	22,000	0.00%
Total		107,323	150,557	106,119	122,134	122,609	122,993	0.70%
Total Expenditures		251,487	253,947	209,677	225,866	225,046	227,260	0.62%
Revenues		2017	2018	2019	2020	2020	2021	% Change
					Budget	Estimated	Proposed	2021/2020
469000	Public Charges for Services			230				
Total		0	0	230	0	0	0	
Net Cost of Program		2017	2018	2019	2020	2020	2021	% Change
					Budget	Estimated	Proposed	2021/2020
		251,487	253,947	209,447	225,866	225,046	227,260	0.62%

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:	2018	2019	2020 Estimated	2021 Projected
Calls for Service and Incidents Received	23,640	24,664	26,638	28,033
Assistance to Motorists/Pedestrians	2,056	2,662	2,688	2,726
Fire/Rescue Responses	1,124	1,200	1,376	1,396
Burglar/Fire Alarms	126	114	184	162
Homes Checked While Residents on Vacation	3,366	3,212	2,894	1,768
Lockouts of Vehicles	152	118	136	160
Issued Warnings	4,278	4,698	4,730	4,803
Arrests	2,270	2,322	2,206	1,848
Safety Town Attendees and Volunteers	150	150	150	0

Department Services Indicators:	2018	2019	2020 Estimated	2021 Projected
Safety Camp Attendees and Volunteers	150	150	150	0
Hand Checked Doors	104,980	104,980	104,980	104,980
Hours on Bicycle Patrol	100	100	100	100
Citations Issued, Includes Parking Cites	2,262	2,248	2,158	1,776
Criminal Complaints	110	86	78	69
Accidents Investigated	114	144	138	138
K-9 Deployments	58	65	50	50

2020 Significant Accomplishments:

- Added two officers to Special Response Team (replacements)
- Selected and trained two Field Training Officers
- Provided special training for Juvenile Officer and School Safety Officer
- Developed Drone program
- Evaluated change-over to Chevy Tahoe's for patrol
- Provided Admin training for sergeants
- Trained students on ALICE
- Trained DAAT Instructor
- Implicit bias training for all staff

2021 Objectives to be Accomplished:

- Train additional FTO and DAAT instructor
- Add more security cameras on City buildings
- Increase crime prevention programs
- Train new drug investigator to assist county drug unit
- Enhance wellness programs for all employees
- Supervisor training for new Sergeant's
- Implement new less than lethal technologies

Long Term Objectives:

- Develop future leaders within the department

Budget Variances:

- None

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	2018	2019	2020 Estimated	2021 Projected
Number of Telephone Calls Received by Dispatch	10,160	10,354	10,464	10,246
911 Calls	2,848	3,384	3,712	3,760
False 911 Calls	240	98	308	320
Individuals Receiving Assistance at Station	6,114	5,970	6,824	6,526
Citizens Requests for Open Records	470	502	494	527
Mental Commitment Complaints	20	18	18	17
Violent Crimes	2	4	2	2
Property Crimes	84	60	98	119
Value of Property Stolen	\$26,258	\$47,228	\$25,928	36,743
Recovery of Property Stolen	\$6,565	\$11,807	\$1,284	2,939
Municipal Warrants Processed	62	36*	22*	10*

Service Area	Objective	Efficiency Measure	Target 2018/2019	Target 2019/2020	Target 2020/2021
Police Department	Safe Community	Violent Crime Rate	.20%	.10%	10%
Police Department	Safe Community	Property Crime Rate	10.00%	8.00%	8.00%
Police Department	Safe Community	Youth Crime Rate	1.00%	.80%	,80%

2020 Significant Accomplishments:

- Installed upgraded 911 hardware and software-to be completed March, 2021
- Researched and purchased new body/squad/interview room camera system
- Hired and trained two new officers
- Selected and recommended promotions to PFC for Captain, Patrol Sergeant and two Lieutenants and training for those positions
- Seek accreditation for Dispatch EMD

2021 Objectives to be Accomplished:

- Hire and train one officer
- Assist City Administrator with evaluation of vehicle lease program
- Leadership training for new Lieutenants

Long Term Objectives:

- Facilities needs evaluation

Budget Variances:

- None

Police Department							
522100 Police Station							
Personnel	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
111 Salaries	14,951	18,363	19,673	20,689	20,689	20,899	1.02%
112 Overtime	0	0		400	400	400	0.00%
135 Sick Payout	166	188	135	235	235	278	18.30%
151 Social Security	1,218	1,454	1,140	1,670	1,670	1,651	-1.15%
152 Retirement	1,107	1,259	954	1,458	1,458	1,438	-1.37%
154 Health Insurance	3,592	5,601	3,993	3,645	3,645	3,852	5.68%
155 Life Insurance	0	6		24	24	25	3.79%
159 Longevity	428	454	679	504	504	0	-100.00%
165 Workers' Comp. Insurance	932	932	852	703	703	677	-3.70%
Total	22,394	28,257	27,426	29,328	29,328	29,220	-0.37%
522100 Police Station							
Operating	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
222 Electric	25,280	24,966	21,960	29,305	29,305	30,037	2.50%
224 Natural Gas	7,951	7,383	6,934	12,120	12,120	12,241	1.00%
226 Water Service	1,050	1,006	963	1,346	1,346	1,413	4.98%
240 Repair & Maintenance Services	28,499	32,737	23,281	20,000	25,000	20,000	0.00%
340 Maintenance Supplies	3,862	1,712	1,933	4,500	5,000	4,500	0.00%
510 Property/Auto Insurance	2,038	1,310	1,310	1,533	1,533	1,703	11.09%
Total	68,680	69,114	56,381	68,804	74,304	69,894	1.58%
Total Expenditures	91,074	97,371	83,807	98,132	103,632	99,114	1.00%
522110 Administration							
Personnel	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
111 Salaries	198,164	201,656	204,961	209,638	209,638	222,269	6.03%
112 Overtime	26,484	17,917	15,295	5,000	2,000	5,000	0.00%
122 Office/Dispatchers	386,941	351,931	375,977	412,970	412,970	432,964	4.84%
134 Holiday	8,202	9,112	10,283	13,559	13,559	13,930	2.74%
135 Sick Payout	5,418	5,512	4,717	5,768	5,768	3,491	-39.48%
151 Social Security	48,035	44,782	46,720	50,516	50,287	51,841	2.62%
152 Retirement	50,867	48,674	49,291	54,456	54,254	56,397	3.56%
154 Health Insurance	119,206	136,743	128,390	133,304	133,304	130,231	-2.31%
155 Life Insurance	212	227	247	247	247	174	-29.55%
159 Longevity	11,896	12,400	10,321	13,408	13,408		-100.00%
165 Workers' Comp. Insurance	7,983	7,880	6,850	6,233	6,233	6,899	10.69%
Total	863,408	836,834	853,052	905,099	901,668	923,196	2.00%
522110							
Operating	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
212 Attorney/Consultant—Legal	13,837	21,400	18,426	15,000	15,000	15,000	0.00%
213 Animal Pound	1,075	655	875	1,500	1,500	1,500	0.00%
225 Telephone/Communications	33,029	28,772	35,865	29,000	29,000	29,000	0.00%
240 Repair & Maintenance Services	45,536	46,320	47,022	46,000	46,000	46,000	0.00%
310 Office Supplies	6,116	7,222	7,709	6,500	6,500	6,500	0.00%
313 Printing	3,658	2,805	2,673	3,500	3,500	3,500	0.00%
320 Publications & Dues	327	1,130	425	1,250	1,250	1,250	0.00%
330 Employee Training, Travel	6,492	5,687	6,844	4,500	4,500	4,500	0.00%
346 Clothing & Uniforms	3,611	2,915	1,780	3,700	3,700	3,700	0.00%
347 Supplies and Expenses—Hunter Safety	316	(29)	38	300	300	300	0.00%
380 Equipment Outlay	2,110	5,996	1,120	2,500	2,500	2,500	0.00%
390 Other Expenses (Photo.)	1,172	1,267	1,405	2,000	2,000	2,000	0.00%
512 Liability Insurance	20,442	19,154	19,323	22,157	22,157	21,413	-3.36%
Total	137,721	143,294	143,505	137,907	137,907	137,163	-0.54%
Total Expenditures	1,001,129	980,128	996,557	1,043,006	1,039,575	1,060,359	1.66%

522120 Patrol				2020	2020	2021	% Change
Personnel	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
111 Salaries	1,193,629	1,241,509	1,343,353	1,375,468	1,300,000	1,400,187	1.80%
112 Overtime	38,051	37,311	42,590	51,253	51,253	52,175	1.80%
123 Crossing Guards	39,382	41,081	46,700	46,700	27,959	46,685	-0.03%
129 Wages/Billable	(13,526)	(7,798)	(52,959)	(75,000)	(75,000)	(75,000)	0.00%
134 Holiday	37,066	33,933	38,293	62,663	62,663	63,790	1.80%
135 Sick Payout	4,375	1,749	1,949	2,259	2,259	1,503	-33.47%
151 Social Security	101,149	104,333	107,362	118,513	111,306	120,292	1.50%
152 Retirement	144,786	146,193	149,031	174,777	165,985	177,576	1.60%
154 Health Insurance	210,480	232,931	258,875	293,840	260,000	347,415	18.23%
155 Life Insurance	201	206	202	187	187	177	-5.35%
159 Longevity	12,658	12,232	12,033	10,852	10,852	8,106	-25.30%
165 Workers' Comp. Insurance	49,543	47,792	41,621	41,837	41,837	43,347	3.61%
Total	1,817,794	1,891,472	1,989,050	2,103,349	1,959,301	2,186,253	3.94%
522120 Patrol				2020	2020	2021	% Change
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
240 Repair & Maintenance Services	25,233	22,405	20,248	20,000	20,000	20,000	0.00%
330 Employee Training, Travel	17,371	23,360	35,832	16,000	16,000	16,000	0.00%
346 Clothing & Uniforms	18,001	20,596	24,100	12,000	12,000	12,000	0.00%
347 Supplies and Expenses	6,078	1,050	13,978	5,500	5,500	5,500	0.00%
351 Gasoline, Motor Oil	30,843	30,375	26,802	25,000	25,000	25,000	0.00%
352 K-9 Expense	1,006	968	13,193	3,000	3,000	3,000	0.00%
380 Equipment Outlay	23,375	32,704	20,187	25,000	25,000	25,000	0.00%
390 Other Expenses	125	305	165	500	500	500	0.00%
510 Property/Auto Insurance	3,922	3,915	3,401	3,997	3,997	3,906	-2.28%
Total	125,954	135,678	157,906	110,997	110,997	110,906	-0.08%
Total Expenditures	1,943,748	2,027,150	2,146,956	2,214,346	2,070,298	2,297,159	3.74%
522130 Investigative				2020	2020	2021	% Change
Personnel	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
111 Salaries	211,292	172,467	182,587	184,709	165,000	189,957	2.84%
112 Overtime	4,171	5,107	168	5,629	5,629	2,894	-48.59%
129 Wages/Billable	2,858	(1,767)	(749)	(1,500)	(1,500)	(1,500)	0.00%
134 Holiday	6,290	5,047	2,966	3,639	2,629	1,351	-62.87%
135 Sick Payout	0	1,348		0	0	0	0.00%
151 Social Security	16,199	13,622	13,225	14,901	13,316	14,779	-0.82%
152 Retirement	19,283	21,017	20,177	22,867	20,454	22,681	-0.81%
154 Health Insurance	33,906	43,078	43,364	43,446	43,446	32,933	-24.20%
155 Life Insurance	43	33	34	35	35	18	-48.57%
159 Longevity	4,814	2,058	2,184	2,310	2,310	488	-78.87%
165 Workers' Comp. Insurance	6,476	6,469	5,634	5,318	5,318	5,367	0.92%
Total	305,332	268,479	269,590	281,354	256,637	268,968	-4.40%
522130 Investigative				2020	2020	2021	% Change
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
210 Professional Services	7,449	7,857	3,137	2,500	2,500	2,500	0.00%
235 Operating Expenses		101					
310 Investigative Office Supplies	2,049	2,380	2,939	3,000	3,000	3,000	0.00%
330 Employee Training, Travel	889	5,836	3,302	2,000	2,000	2,000	0.00%
346 Clothing & Uniforms	968	3,090	2,741	1,250	1,250	1,250	0.00%
Total	11,355	19,264	12,119	8,750	8,750	8,750	0.00%
Total Expenditures	316,687	287,743	281,709	290,104	265,387	277,718	-4.27%
Grand Total for Department	3,352,638	3,392,392	3,509,029	3,645,588	3,478,892	3,734,349	2.43%

					2020	2020	2021	% Change
Revenues		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
435200	Police Training Grants	2,880	3,200	3,040	3,360	3,360	3,360	0.00%
435431	State Grant—DOT Police		1,000	1,000	4,000	4,000		0.00%
441125	Bicycle Licenses	40	245	125	100	100	100	0.00%
451101	Court Penalties and Costs	32,262	37,169	47,281	47,000	37,000	47,000	0.00%
451102	State Forfeitures			1,641		1,350		
451301	Parking Violations	19,971	19,683	18,801	23,000	12,000	23,000	0.00%
462140	Police Department Fees	10,805	15,387	14,140	11,500	11,500	11,500	0.00%
462141	Alarm Permit Fees	6,755	400	325	250	250	250	0.00%
462145	False Alarm Fees	1,155	370	360	2,000	2,000	2,000	0.00%
473500	School District—Crossing Guards	42,249	43,915	50,012	50,000	32,232	50,000	0.00%
475100	City of Mequon—Reimbursement	5,877	2,948	2,979	2,964	2,964	2,964	0.00%
485550	Donations	820	1,778	32,442	7,000	7,000	7,000	0.00%
Total		122,814	126,095	172,146	151,174	113,756	147,174	-2.65%
					2020	2020	2021	% Change
Net Cost of Program		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
		3,229,824	3,266,297	3,336,883	3,494,414	3,365,136	3,587,175	2.65%

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:	2018	2019	2020 Estimated	2021 Projected
Total Number of Hours – Stand-By	1,085	1,000	1,025	1,200
Total Number of Training Hours	4,791	3,500	3,500	4,100
Structural Fires	5	6	7	7
Total Losses Due to Fire	--	--	--	--
Response to Incidents in City	858	995	1,000	1,000
Response to Incidents in Town	289	260	265	265
Accident Responses	44	45	45	45
Total Responses	1,190	1,300	1,325	1,325
Other Mutual Aid Locations	43	48	50	50
Fire Inspections	1,320	1,450	1,450	1,450
Total Number of Hours – Public Education	420	450	450	500

2020 Significant Accomplishments:

- Continued to aggressively work on recruitment and retention
- Worked with the Wisconsin Public Policy Forum on a consolidation study of all nine fire departments within Ozaukee County.

2021 Objectives to be Accomplished:

- Review and evaluate the results of the consolidation study
- Hire a full-time Firefighter/AEMT
- Evaluate pay structure to include full-time, paid-on-call, and/or paid-on-premise and stand-by pay

Long Term Objectives:

- Work with the Mayor and Common Council on replacement of Fire Station #1
- Continue to add full-time staff as needed, while continuing to recruit paid on-call staff and/or volunteers

Budget Variances:

- None

Public Safety/Fire Department								
522230				2020	2020	2021	% Change	
Personnel				Budget	Estimated	Proposed	2021/2020	
111	Salaries	22,117	51,198	54,133	81,219	72,102	130,459	60.63%
112	Overtime				2,500		5,000	100.00%
121	Part Time Salaries	12,256	28,825	44,249	53,061	53,061	54,652	3.00%
151	FICA	2,623	4,832	7,528	10,464	9,575	14,543	38.99%
152	Retirement/LOSA	21,723	21,548	24,985	29,739	28,955	43,580	46.54%
154	Health Insurance	6,184	21,155	21,240	31,854	28,240	67,075	110.57%
165	Workers' Comp. Insurance	9,409	15,995	8,171	5,083	5,083	8,168	60.69%
Total		74,312	143,553	160,306	213,920	197,016	323,477	51.21%
522230				2020	2020	2021	% Change	
Operating				Budget	Estimated	Proposed	2021/2020	
222	Electric	15,172	15,595	15,365	17,000	17,000	17,000	0.00%
224	Natural Gas	10,023	10,472	10,164	12,000	12,000	12,000	0.00%
225	Telephone	652	655	796	800	1,200	1,200	50.00%
226	Water Service	2,520	2,420	2,887	3,000	3,000	3,000	0.00%
235	Operating Expense	212,404	262,108	493,523	217,500	217,500	217,500	0.00%
240	Building Maintenance	5,045	11,830	9,738	15,000	15,000	15,000	0.00%
290	Maint/Contracted Services	2,240	360	1,120	1,500	1,500	1,500	0.00%
380	Equipment Outlay		43,207					
510	Property/Auto Insurance	34,563	39,533	36,612	38,146	38,146	37,879	-0.70%
512	Liability Insurance	2,834	2,865	2,333	1,353	1,353	2,221	64.15%
Total Operating		285,453	389,045	572,538	306,299	306,699	307,300	0.33%
Total Expenditures		359,765	532,598	732,844	520,219	503,715	630,777	21.25%
Revenues				2020	2020	2021	% Change	
				Budget	Estimated	Proposed	2021/2020	
435101	Fire Insurance Dues	83,047	82,175	88,361				
435201	State Grant - Fire Safety	729	802	228	800	800		
435430	State Grant - Façade							
441130	Fire Inspection Fee	15,010	20,450	20,675	21,000	20,525	21,000	0.00%
473407	Fire—Operating Exp. (Town)	145,017	156,985	185,422	184,265	184,265	218,927	18.81%
473408	Fire/EMS Dispatching	3,483	4,140	4,186	3,500	3,500	3,500	0.00%
481120	Fire Dept. Interest	556	909	794	750			-100.00%
483320	Fire Dept. Equip. Sales			54,533				
485551	Donations	(9,742)	20,136	93,599				
485600	Contribution of FD Assets							
Total Revenues		238,100	285,597	447,798	210,315	209,090	243,427	15.74%
Net Cost of Program				2020	2020	2021	% Change	
				Budget	Estimated	Proposed	2021/2020	
		121,665	247,001	285,046	309,904	294,625	387,351	24.99%

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:	2018	2019	2020 Estimated	2021 Projected
Inspections Made by Building Inspector	1,750	2,200	1,900	2,200
Inspections Made by Contracted Inspectors	59	140	95	140
Total Inspections Made	1,809	2,340	1,995	2,340
Total permits issued:				
Residential New Construction	32	41	26	41
Residential Building	150	156	140	156
Commercial New Construction	8	4	15	4
Commercial Building	21	31	23	31
Electrical	310	404	300	404
Plumbing	320	362	320	362
HVAC	250	285	210	285
Value of Improvements Inspected	70,000,000	140,000,000	60,000,000	140,000,000

2020 Significant Accomplishments:

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

2021 Objectives to be Accomplished:

- Begin construction in business park
- Begin construction on Baehmann's site

Long Term Objectives:

- Manage staff levels based on future growth

Budget Variances:

- None

Public Safety—Building Inspector

522310					2020	2020	2021	% Change
Personnel					Budget	Estimated	Proposed	2021/2020
		2017	2018	2019				
111	Salaries	101,400	103,478	106,584	107,586	107,586	109,293	1.59%
151	Social Security	7,509	7,672	7,845	8,303	8,303	8,361	0.70%
152	Retirement	7,123	6,982	7,049	7,326	7,326	7,377	0.70%
154	Health Insurance	26,630	28,463	29,140	29,656	29,656	29,332	-1.09%
155	Life Insurance	58	59	61	61	61	77	26.23%
159	Longevity	756	819	882	945	945	0	-100.00%
165	Workers' Comp. Insurance	3,145	2,967	2,705	2,383	2,383	2,174	-8.77%
Total		146,621	150,440	154,266	156,260	156,260	156,614	0.23%
522310					2020	2020	2021	% Change
Operating					Budget	Estimated	Proposed	2021/2020
		2017	2018	2019				
210	Professional Services	1,275	2,624	7,009	5,000	7,000	5,000	0.00%
225	Telephone	840	957	1,064	700	956	1,000	42.86%
310	Office Supplies	2,471	3,545	2,971	2,400	3,200	2,800	16.67%
330	Training & Travel	155	574	140	500	500	500	0.00%
351	Gas and Oil Expense	2,119	2,117	1,740	1,700	1,100	1,700	0.00%
512	Liability Insurance	944	874	882	979	979	956	-2.35%
Total		7,804	10,691	13,806	11,279	13,735	11,956	6.00%
Total Expenditures		154,425	161,131	168,072	167,539	169,995	168,570	0.62%
522360					2020	2020	2021	% Change
Weights and Measures					Budget	Estimated	Proposed	2021/2020
		2017	2018	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%
					2020	2020	2021	% Change
Revenues					Budget	Estimated	Proposed	2021/2020
		2017	2018	2019				
441129	Weights & Measures Licenses	985	1,035	975	995	995	995	0.00%
443500	Building Permits	87,877	248,940	232,568	88,000	110,000	88,000	0.00%
443501	Electrical Permits	23,988	50,254	46,882	22,000	350,000	22,000	0.00%
443502	Plumbing Permits	23,080	48,820	46,229	24,750	26,000	24,000	-3.03%
443505	Heating/Air Conditioning Permits	21,067	51,794	63,494	20,000	20,000	20,000	0.00%
443507	Erosion Control Permits	5,280	6,240	6,600	5,200	5,000	5,000	-3.85%
443508	Occupancy Permits	4,590	14,520	10,110	5,200	6,300	5,200	0.00%
443509	Sign Permits	1,405	2,000	2,735	1,800	1,800	1,800	0.00%
443512	Building Inspection Plan Review	6,250	7,950	7,875	6,000	6,000	6,000	0.00%
461156	House Numbers	723	1,266	963	700	700	700	0.00%
461157	State Tag Fee	1,705	2,145	2,145	1,760	1,760	1,760	0.00%
Total		176,950	434,964	420,576	176,405	528,555	175,455	-0.54%
Net Cost of Program					2020	2020	2021	% Change
		2015	2017	2018	Budget	Estimated	Proposed	2021/2020
		(20,525)	(271,833)	(250,504)	(6,866)	(356,560)	(4,885)	-28.85%

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:	2018	2019	2020 Estimated	2021 Projected
Storm and Tornado Support Call Outs (Em. Mgmt.)	6	6	6	8
Crowd Control/Searches Call Outs (Aux. Police)	4	4	5	3
Assists Fire Department Call Outs (Aux. Police)	8	8	7	8
Assists County Sheriff Department (Aux. Police)	6	6	8	4
Provides Emergency Power/Communication Call Outs (Em. Mgmt.)	2	2	3	3
Mutual Aid Call Outs—Events (Aux. Police)	12	12	15	12
Mutual Aid Call Ins—Events (Aux. Police)	6	6	8	8
Local Community Emergency Call Outs (Aux. Police)	7	7	6	6
Volunteer Hours (Aux. Police and Em. Mgmt.)	2,200	2,200	2,300	2,300
Training Meeting Hours (In House) (Aux. Police and Em. Mgmt.)	450	450	500	500
Seminars and Special courses (Hours) (Aux. Police and Em. Mgmt.)	200	200	250	300
Number of Emergency Siren Activations (Em. Mgmt.)	2	2	2	2
5K Runs and Bike Race Call Outs (Aux. Police)	10	12	2	12
5K Run Hours	180	200	40	200

Department Services Indicators:	2018	2019	2020 Estimated	2021 Projected
Parades—Local Call Outs (Aux. Police)	5	5	4	5
Parades—Hours	325	375	200	450
Vehicle Maintenance Hours (Aux. Police and Em. Mgmt.)	100	100	150	150

2020 Significant Accomplishments:

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

2021 Objectives to be Accomplished:

- Update and re-fit Communications Unit
- Train new members
- EVOC and CPR training
- Continue to upgrade interior and exterior of garage

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 1 (Communications Truck)
- Remodel and add on to Western Road garage

Budget Variances:

- Increase amount for new Communications Unit from 75K to 125K to reflect current replacement cost for a good quality used vehicle.

Public Safety Emergency Management/Auxiliary Police								
522410					2020	2020	2021	% Change
Operating		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
165	Workers' Comp. Insurance	75	56	56	100	52	55	-45.00%
220	Internet			1,559	1,620	1,620	1,620	0.00%
222	Electric	688	691	651	800	800	820	2.50%
224	Natural Gas	773	787	791	1,200	1,200	1,212	1.00%
225	Telephone	1,354	1,094	1,606	1,500	1,500	1,500	0.00%
226	Water Service	390	402	418	500	500	525	5.00%
239	Siren Maintenance	2,940	2,940	1,847	2,000	2,000	2,000	0.00%
240	Repair & Maintenance	1,027	4,866	783	2,000	2,000	2,000	0.00%
290	Contracted Maintenance	219	841	178	500	500	500	0.00%
310	Office Supplies			464	800	800	800	0.00%
316	Radio Equipment Maintenance	677	525	230	2,000	2,000	2,000	0.00%
330	Training & Travel	464	916	1,336	2,000	2,000	2,000	0.00%
340	Repair & Maintenance Supplies	459	283	410	700	700	700	0.00%
343	Awards	117	411	118	800	800	800	0.00%
346	Clothing & Uniforms	1,279	921	855	1,200	1,200	1,200	0.00%
350	Operating Supplies—Vehicles	1,494	2,170	2,902	3,000	3,000	3,000	0.00%
351	Fuel/Vehicles	695	576	1,859	2,000	2,000	2,000	0.00%
380	Equipment	3,819	3,229	703	3,000	3,000	3,000	0.00%
510	Property Insurance	1,335	1,417	1,297	1,527	1,527	1,561	2.23%
Total		17,805	22,125	18,063	27,247	27,199	27,293	0.17%
Revenues		2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
473409	Emergency Management—Town	0	100	507	200	200	200	0.00%
Total		0	100	507	200	200	200	0.00%
Net Cost of Program		2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
		17,805	22,025	17,556	27,047	26,999	27,093	0.17%

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	2018 Estimated	2019 Projected	2020 Estimated	2021 Projected
Installation of new sidewalk slabs	275	275	300	300
Lineal Feet of Streets Repaved	9,600	4,200	7,000	5,500

2020 Significant Accomplishments:

- Reconstructed Arbor Drive from Tamarack to Willowbrooke (C3)
- Reconstructed Lynnwood Lane from Tamarack to Willowbrooke (C3)
- Reconstructed Crescent Drive from Arbor to Sheboygan (C3)
- Reconstructed Glenwood Drive from Arbor to Bristol (C3)
- Reconstructed Park Circle (C3)
- Milled and Resurfaced portions of Washington Avenue from Jackson to Lincoln (C3)
- Completed reconstruction of the Highland Drive lift station
- Completed phase 1 grading for the Hwy 60 Business Park (C4)
- Eliminated 219 tripping hazards throughout the City

2021 Objectives to be Accomplished:

- Complete all infrastructure improvements for the Hwy 60 Business Park (C4)
- Reconstruct Evergreen Boulevard from Western Road to Bridge Road (C3)
- Resurface Washington Avenue from Center Street to Hamilton Road (C3)
- Complete DNR mandated repairs to the Woolen Mills Dam (C1)

Long Term Objectives:

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

Budget Variances:

- 533110-210 Professional Services – Account funds consulting services associated with the City monopole and cell providers. Activity level and timing are unpredictable

Engineering								
533110					2020	2020	2021	% Change
Personnel		2017	2018	2019	Proposed	Estimated	Proposed	2021/2020
111	Salaries	115,346	118,377	117,441	112,450	111,833	97,941	-12.90%
135	Sick Payout	736	1,015	6,533	580	580	30,515	5161.21%
151	Social Security	8,261	8,666	8,598	8,726	8,679	9,827	12.61%
152	Retirement	8,185	8,081	7,545	7,661	7,619	6,611	-13.71%
154	Health Insurance	19,234	18,865	21,029	20,797	20,797	9,854	-52.62%
155	Life Insurance	180	189	188	108	108	15	-86.11%
159	Longevity	2,268	2,363	2,429	1,040	1,040	0	-100.00%
165	Workers' Comp. Insurance	3,710	3,791	3,458	2,991	2,991	3,192	6.72%
Total		157,920	161,347	167,221	154,353	153,647	157,955	2.33%
533110					2020	2020	2021	% Change
Operating		2017	2018	2019	Proposed	Estimated	Proposed	2021/2020
210	Professional Services	400	6,253	39,961	10,500	18,000	18,000	71.43%
225	Telephone	371	413	369	1,000	1,000	1,000	0.00%
310	Office Supplies	195	322	655	400	406	400	0.00%
318	GIS mapping	2,053	9,783	7,614	10,000	5,000	7,000	-30.00%
320	Publications & Dues	315	962	590	950	950	950	0.00%
330	Training & Travel	1,332	1,295	1,275	1,350	500	1,350	0.00%
350	Operating supplies	328	1,187	354	1,100	700	1,100	0.00%
351	Gas and Oil Expense	941	1,132	907	1,000	600	1,000	0.00%
380	Equipment Outlay	400	197	404	800	800	800	0.00%
512	Liability Insurance	6,734	6,831	6,891	7,663	7,663	7,012	-8.50%
Total		13,069	28,375	59,020	34,763	35,619	38,612	11.07%
Total Expenditures		170,989	189,722	226,241	189,116	189,266	196,567	3.94%
					2020	2020	2021	% Change
Revenues		2017	2018	2019	Proposed	Estimated	Proposed	2021/2020
443506	Drive Opening Permits	905	805	935	1,100	1,000	1,000	-9.09%
443510	Street Opening Permits	3,800	4,558	11,250	4,400	10,000	5,000	13.64%
443513	Stormwater Mgmt. Permit	517	11,175	1,677	1,200	600	1,000	-16.67%
461155	Engineering Fees	116	12,706	2,145	3,000	2,000	3,000	0.00%
Total Revenues		5,338	29,244	16,007	9,700	13,600	10,000	3.09%
					2020	2020	2021	% Change
Net Cost of Program		2017	2018	2019	Proposed	Estimated	Proposed	2021/2020
		165,651	160,478	210,234	179,416	175,666	186,567	3.99%

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

Department Services Indicators:	2018	2019	2020 Estimated	2021 Projected
Catch Basin Replacements	51	20	15	15
Catch Basins Cleaned	1,500	1,500	1,500	1,600
Storm Sewer Manholes and Pipes Replacements	15	5	7	7
Asphalt Placed by City Crew (Tons)	120	120	109	120
Number of Street Lights	1,420	1,450	1,450	1,460
Number of New Signs	15	30	30	15
Signs Replaced	50	100	100	85
Line Miles Swept	1,560	1,580	1,680	2,000
Brush and Small Quantities of Yard Waste (Tons)	2,750	2,500	3,500	3,500
Tonnage of Debris Collected from Sweeping	540	560	610	610
Snow Plowing Events	15	20	24	24
Tons of Salt Used Per Event	30	30	23	23
Number of Vehicles (Vehicle Inventory)	66	66	66	66
Appliance/Furniture Pickup	340	400	607	607

Performance Measurers:

Service Area	Objective	Efficiency Measure	Target 2018/2019	Target 2019/2020	Target 2020/2021
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%

2020 Significant Accomplishments:

- Speced out and replaced new skid steer for brush pickup (A5)
- Continued drain tile on Evergreen Blvd.
- Speced out and replaced 10-yard dump truck with plow wings Salter
- Speced out 1-ton pickup truck with plow and liftgate

- Speced out and replaced ½-ton pickup truck with plow
- Continued working with high school and mechanic internship program
- Created public works timeline for projects

2021 Objectives to be Accomplished:

- Spec out and replace truck #70 GMC Canyon 4x4
- Spec out and replace truck #75 GMC 3500 Ext cab service truck with lift gate
- Spec out and replace 10-yard dump truck with plow wings Salter

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:

- None

Public Works								
533210 Garage—Mechanic				2020	2020	2021	% Change	
Personnel		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
111	Salaries (1.15 FTE)	144,170	101,193	90,004	77,047	77,047	78,405	1.76%
112	Overtime	3,576	823	1,872	1,050	500	1,050	0.00%
125	Part time/Seasonal Salaries			1,980	4,500	5,000	4,500	0.00%
151	Social Security	10,865	7,358	6,766	6,391	6,387	6,423	0.50%
152	Retirement	10,304	6,871	6,085	5,335	5,141	5,363	0.52%
154	Health Insurance	19,787	17,234	12,662	21,236	19,000	19,922	-6.19%
155	Life Insurance	9	18	5	0	12	0	0.00%
159	Longevity	756	819	882	945	945	0	-100.00%
165	Workers' Comp. Insurance	5,268	3,218	2,939	2,861	2,861	2,636	-7.86%
Total		194,735	137,534	123,195	119,365	116,893	118,299	-0.89%
533210 Operating				2020	2020	2021	% Change	
		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
210	Contracted Services	1,220	1,217	828	700	700	700	0.00%
222	Electric	22,442	20,680	20,156	24,400	24,400	24,400	0.00%
224	Natural Gas	8,507	8,825	9,274	11,500	11,500	11,500	0.00%
225	Telephone	6,318	5,645	5,939	7,100	7,100	7,100	0.00%
226	Water Service	4,827	4,674	7,356	10,000	8,000	10,000	0.00%
326	Fuel System Maintenance		1,070	5,444				
330	Travel & Training	2,023	1,182	2,992	2,200	2,200	2,200	0.00%
350	Garage/Maint. Supplies	31,050	37,385	38,214	32,350	32,350	32,500	0.46%
351	Gasoline/Diesel Fuel, Oil	54,692	61,695	78,749	55,000	50,000	55,000	0.00%
353	Mach.—Equip Maint./Parts	74,663	66,242	59,814	75,000	75,000	75,000	0.00%
385	Equipment Outlay	5,028	1,980	569	5,000	7,000	5,000	0.00%
510	Property/Auto Insurance	34,723	38,263	34,033	35,806	35,806	36,323	1.44%
Total		245,493	248,858	263,368	259,056	254,056	259,723	0.26%
Total Expenditures		440,228	386,392	386,563	378,421	370,949	378,022	-0.11%
533311—Street Maintenance				2020	2020	2021	% Change	
Personnel		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
111	Salaries (5.55 FTE)	259,879	301,962	332,070	356,806	356,806	362,485	1.59%
112	Overtime	20,207	28,984	31,425	45,500	45,500	45,500	0.00%
125	Part Time Temporary	11,072	9,310	658	6,900	6,900	6,900	0.00%
135	Sick Payout	2,831	2,447	2,113	2,963	2,963	3,008	1.52%
151	Social Security	20,099	23,785	25,147	32,341	32,341	31,969	-1.15%
152	Retirement	19,591	22,795	24,443	27,870	27,044	27,539	-1.19%
154	Health Insurance	153,796	171,362	185,434	181,229	181,229	210,235	16.01%
155	Life Insurance	48	54	60	76	76	94	23.68%
159	Longevity	9,072	9,576	9,072	10,584	10,584	0	-100.00%
165	Workers' Comp. Insurance	14,830	17,929	16,376	14,504	14,504	12,122	-16.42%
Total		511,425	588,204	626,798	678,773	677,947	699,852	3.11%
533311 Operating				2020	2020	2021	% Change	
		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
210	Professional Services	509	353	140	750	500	750	0.00%
240	Repair & Maint. Services	51,212	51,065	40,831	45,500	49,500	45,500	0.00%
346	Uniforms		300					
350	Operating Supplies	3,117	561	6,252	3,000	5,000	3,000	0.00%
363	Sign, Supplies & Parts	12,336	11,562	6,279	9,473	9,476	9,000	-4.99%
Total		67,174	63,841	53,502	58,723	64,476	58,250	-0.81%
Total Expenditures		578,599	652,045	680,300	737,496	742,423	758,102	2.79%
533410—Streets Ineligible				2020	2020	2021	% Change	
Operating		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
240	Repair & Maintenance - alleys				20,000	20,000		
530	Lease Expenses	4,187	4,091	4,170	4,200	4,241	4,300	2.38%
Total Expenditures		4,187	4,091	4,170	24,200	24,241	4,300	-82.23%

Public Works							
533420—Street Lighting							
Operating	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
222 Electric	265,093	272,777	262,630	270,000	270,000	251,888	-6.71%
Total	265,093	272,777	262,630	270,000	270,000	251,888	-6.71%
533421—Traffic Control Signals							
Operating	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
222 Electric	2,889	2,712	2,698	3,150	3,150	3,150	0.00%
240 Repair & Maintenance Services	3,972	7,464	8,847	5,000	5,500	6,000	20.00%
Total	6,861	10,176	11,545	8,150	8,650	9,150	12.27%
Total Expenditures - Lighting/Signals	271,954	282,953	274,175	278,150	278,650	261,038	-6.15%
533440—Storm Sewers							
Personnel	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
111 Salaries (2.05 FTE)	61,340	43,598	55,773	134,507	75,000	137,528	2.25%
112 Overtime	0	925	479	1,000	500	1,000	0.00%
151 Social Security	4,644	3,390	4,212	10,366	5,776	10,597	2.23%
152 Retirement	4,342	2,982	3,688	9,147	4,945	9,351	2.23%
154 Health Insurance	0	0	3,431	5,309	5,309	4,981	-6.18%
155 Life Insurance	1	1	1	2	2	2	0.00%
165 Workers' Comp. Insurance	4,611	5,721	5,225	4,656	4,656	4,349	-6.59%
Total	74,938	56,617	72,809	164,987	96,188	167,808	1.71%
533440							
Operating	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
240 Repair & Maintenance Services	32,025	27,704	35,678	30,000	30,000	30,000	0.00%
295 Street Sweepings	10,608	10,264	12,624	15,000	10,000	15,000	0.00%
323 DNR Fees	1,500	1,500	1,500	1,500	1,500	1,500	0.00%
Total	44,133	39,468	49,802	46,500	41,500	46,500	0.00%
Total Expenditures	119,071	96,085	122,611	211,487	137,688	214,308	1.33%
533450—Snow and Ice Control							
Operating	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
209 Professional Services—Seasonal	0	0		4,000	4,000	4,000	0.00%
210 Contracted Services	2,458	1,153	2,100	12,000	12,000	12,000	0.00%
340 Maintenance Supplies	8,288	12,617	14,622	7,200	9,700	7,200	0.00%
380 Equipment	7,450	4,134	826	4,000	4,000	4,000	0.00%
450 Ice Control Materials	120,850	88,172	115,498	109,000	109,000	110,000	0.92%
Total Expenditures	139,046	106,076	133,046	136,200	138,700	137,200	0.73%
Total Public Works	1,553,085	1,527,642	1,600,865	1,765,954	1,692,651	1,752,970	-0.74%
Revenues							
	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
435300 State Transportation Aids	527,404	606,514	697,492	802,115	802,115	760,934	-5.13%
463101 Public Works Dept. Fees	74,923	19,065	12,740	12,000	14,000	14,000	16.67%
Total	602,327	625,579	710,232	814,115	816,115	774,934	-4.81%
Net Cost of Program							
	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
	950,758	902,063	890,633	951,839	876,536	978,036	2.75%

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 of automated pick up
- Recyclable collection biweekly of automated pick up
- 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:	2018	2019	2020 Estimated	2021 Projected
Refuse Collection (Tons)	3,255	3,580	3,652	3,762
Recycled Collection (Tons)	2,200	2,420	2,517	2,580
Recyclables to Refuse	48%	36.22%	45%	46%

Buildings serviced through City contract (2021 estimates):	
Single family, duplex, condo	4,155
Commercial	67
Apartment	19
Total:	4,241

Refuse—4,172 units at \$9.70/unit = \$40,468/mo. = \$485,616/yr.	\$485,616
Recycling—4,172 units at \$4.41/unit = \$18,399/mo. = \$220,782/yr.	\$220,782
Additional recycling carts purchased—.	\$0
Fuel Surcharge	\$0
Compost employee—(35 weeks/\$11.25 per hour/6 hours per week)	\$0
	Grand Total
	\$706,398

2020 Significant Accomplishments:

- Contracted Auto trash pickup for 2021

2021 Objectives to be accomplished:

- Aluminum can drop off

Long Term Objectives:

- Auto collection recycling (1 day drop off)

Budget Variances:

- None

Health and Sanitation								
533710—Solid Waste Collection								
Operating		2017	2018	2019	2020 Budget	2020 Estimated	2021 Adopted	% Change 2021/2020
290	Contracted Services	410,047	417,963	426,401	461,820	440,000	485,616	5.15%
Total		410,047	417,963	426,401	461,820	440,000	485,616	5.15%
533720—Landfill-Groundwater Monitoring								
Operating		2017	2018	2019	2020 Budget	2020 Estimated	2021 Adopted	% Change 2021/2020
290	Contracted Services	10,050	10,050	6,500	6,500	6,500	6,500	0.00%
Total		10,050	10,050	6,500	6,500	6,500	6,500	0.00%
533730—Recycling								
Personnel		2017	2018	2019	2020 Budget	2020 Estimated	2021 Adopted	% Change 2021/2020
111	Salaries (1.5 FTE)	92,266	94,867	94,380	94,380	94,380	95,316	0.99%
112	Overtime	974	760	500	500	600	600	20.00%
125	Part-Time/Temporary	77						0.00%
151	Social Security	7,026	7,047	7,258	7,258	7,266	7,338	1.10%
152	Retirement	6,476	6,231	6,404	6,404	6,411	6,474	1.09%
154	Health Insurance	105	34					0.00%
155	Life Insurance	8	3					0.00%
165	Workers' Comp. Insurance	4,188	4,056	3,260	3,260	3,260	2,014	-38.22%
Total		111,120	112,998	111,802	111,802	111,917	111,742	-0.05%
533730								
Operating		2017	2018	2019	2020 Budget	2020 Estimated	2021 Adopted	% Change 2021/2020
240	Repair & Maintenance						4,000	
290	Maintenance/Contracted Services	203,315	203,869	220,416	220,416	220,416	220,782	0.17%
344	Recycling Expenses	13,581	1,315	2,000	2,000	2,400	2,400	20.00%
380	Equipment/Capital Outlay	11,463						0.00%
Total		228,359	205,184	222,416	222,416	222,816	227,182	2.14%
Total Recycling Expenditures		339,479	318,182	334,218	334,218	334,733	338,924	1.41%
Total Health and Sanitation		759,576	746,195	767,119	802,538	781,233	831,040	3.55%
Non-Tax Revenues Supporting this Program								
		2017	2018	2019	2020 Budget	2020 Estimated	2021 Adopted	% Change 2021/2020
435420	Recycling State Grant	37,857	37,841	37,907	38,000	37,903	38,000	0.00%
464103	Recycling—Aluminum/Tin	51						0.00%
464105	Recycling Cart Upgrade	768	2,786	2,429	1,000	2,500	1,000	0.00%
473405	Landfill Monitoring—Town Contribution	3,350	3,350	2,166	2,165	2,165	2,165	0.00%
Total Revenues		42,026	43,977	42,502	41,165	42,568	41,165	0.00%
Net Cost of Program								
		2017	2018	2019	2020 Budget	2020 Estimated	2021 Adopted	% Change 2021/2020
		717,550	702,218	724,617	761,373	738,665	789,875	3.74%

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 9 volunteer drivers
- Provide site for Ozaukee County Senior Citizen Food and Friendship Meal Program
- Coordinate additional special events: Entertainment (including interaction with various animal programs), 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, free coffee, a gift shop and the ability to consign their hand-crafted goods
- 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, Aging Mastery Program (AMP), music appreciation and adult enrichment
- Coordinate one Annual Rummage Sale plus Holiday Craft Sale
- Co-sponsor Annual Ozaukee County Senior Conference

Department Services Indicators:	2018	2019	2020 Estimated	2021 Projected
Days of Operation	253	249	199	252
Total Attendance*	18,750	18,675	15,000	17,000
Average Daily Attendance	75	75	25	55
One Day and Extended Trips	450	425	250	350
Special Events	1,390	1,400	500	875
Attendance at Weekly Programs*	12,110	12,000	500	8,000
Van Ridership	4,800	4,850	2,000	3,000

*Attendance figures include attendance at the daily Cedarburg Dining Center. Van ridership is included in the weekly program figures. **Note that all 2020 attendance figures are down substantially due to the COVID-19 Pandemic and the Meal Site Program being closed until further notice.**

Performance Measures:

Service Area	Objective	Efficiency Measure	Target 2018/2019	Target 2019/2020	Target 2020/2021
Senior Center Programming	Operating Costs	Revenue 100% of Program Expenses	100%	100%	100%

2020 Significant Accomplishments:

- Director and Supervisor are now CPR/AED certified
- Pursued additional funding opportunities to replace one of the two annual rummage sales
- Engaged Senior Center Participants by offering group scrapbook events using pictures from various events, tours, and programs
- De-cluttered and reorganized 4 different storage rooms which resulted in multiple trips to various donation sites to clear 30 years' worth of clutter!
- Recruited and trained additional Senior Center Van Drivers – attended a local men's group to recruit additional drivers; sent requests out to Kiwanis, VFW, and Volunteer Ozaukee...ongoing
- Partnered with the Cedarburg Library to offer classes on technology (use of smart phones, iPads & computers); plan to offer courses on a bi-monthly basis going forward
- Contacted elevator company to determine if a lighted panel or instructional sign can be mounted to decrease confusion/frustration with operating the lift – panel was successfully upgraded, and we have received many positive comments regarding this improvement
- Updated and improved the Senior Center, the kitchen stove and microwave were replaced
- Director and Supervisor have updated current computer address book to ensure all information is as current and accurate as possible
- Surveyed seniors to determine interest level for new activities and as a result, a new class offering, Chair Yoga, began this fall

2021 Objectives to be Accomplished:

- Senior Center Supervisor to pursue training with Microsoft Office to improve technology skills
- As normal classes and tour groups begin to reconvene, ensure that all who participate have completed an emergency contact card
- Senior Center Supervisor to research potential music instructors to offer enrichment classes
- Research cost and pursue implementing a credit card machine
- At least one additional outlet to be installed in the Senior Center office
- Bathrooms to be upgraded to ensure safety (mirror those in the lower level of C. H.)

Long Term Objectives:

- Research opportunities for additional funding resources and programs
- Research options for automating the attendance tracking and emergency information process (mirror that of the Grafton Senior Center and Rec Dept.)
- Continue seeking new program, enrichment, and event options

Budget Variances:

- Decrease in both monthly revenue and attendance numbers due to the COVID-19 Pandemic, which resulted in the Senior Center being closed 3/17/20 to 6/30/20
- Programs and services were not up and running during this period, thus almost all our losses were offset by the corresponding reduction in overall costs
- During 2020 were no longer incurring retirement, healthcare, longevity, or sick pay out expenses

Senior Center								
555140				2020	2020	2021	% CHANGE	
Personnel				Budget	Estimated	Proposed	2021/2020	
121	Part Time Salaries (1.30 FTE)	51,190	49,785	63,955	56,100	50,000	57,816	3.06%
135	Sick Pay Out	426	416	416	0	0	0	0.00%
151	Social Security	4,114	3,965	3,974	4,292	3,825	4,336	1.03%
152	Retirement	2,494	2,366	2,038	0	1,894	1,951	0.00%
154	Health Insurance	465	394	102	0	0	0	0.00%
159	Longevity	976	1,008	1,008	0	0	0	0.00%
165	Workers' Comp. Insurance	127	125	107	91	91	96	5.49%
Total		59,792	58,059	71,600	60,483	55,810	64,199	6.14%
555140				2020	2020	2021	% CHANGE	
Operating				Budget	Estimated	Proposed	2021/2020	
210	Professional Services	9,513	6,609	6,465	7,500	1,267	6,500	-13.33%
225	Telephone	179	177	180	325	325	325	0.00%
310	Supplies & Expenses	1,703	553	1,744	2,000	1,500	2,000	0.00%
313	Printing	153	65	65	1,000	25	600	-40.00%
330	Employee Training, Travel	629	411	396	1,200	128	900	-25.00%
390	Other Expenses	38,036	37,695	39,862	28,000	6,698	26,000	-7.14%
510	Property/Auto Insurance	478	1,511	1,511	1,768	1,768	1,964	11.09%
512	Liability Insurance	483	477	481	474	474	506	6.75%
Total		51,174	47,498	50,704	42,267	12,185	38,795	-8.21%
Total Expenditures		110,966	105,557	122,304	102,750	67,995	102,994	0.24%
555145 Senior Van				2020	2020	2021	% CHANGE	
Operating				Budget	Estimated	Proposed	2021/2020	
225	Telephone	38	31	31	50	83	85	70.00%
240	Repair & Maintenance	300	112	261	500	300	500	0.00%
351	Gas & Oil	2,508	2,081	1,800	2,100	600	2,000	-4.76%
510	Property Insurance	223	235	279	252	252	249	-1.19%
Total		3,069	2,459	2,371	2,902	1,235	2,834	0.00%
Total Expenditures		114,035	108,016	124,675	105,652	69,230	105,828	0.17%
Revenues				2020	2020	2021	% CHANGE	
				Budget	Estimated	Proposed	2021/2020	
467435	Senior Center Fees	59,673	52,821	59,461	50,000	15,000	50,000	0.00%
481145	Senior Van Interest	10	0	0	0	0	0	0.00%
485550	Donations	3,032			2,500	1,000	3,000	20.00%
488800	Senior Van Receipts	5,412	5,614	4,376	4,000	2,500	4,000	0.00%
Total		68,127	58,435	63,837	56,500	18,500	57,000	0.88%
Net Cost of Program				2020	2020	2021	% CHANGE	
				Budget	Estimated	Proposed	2021/2020	
		45,908	49,581	60,838	49,152	50,730	48,828	-0.66%

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:	2018	2019	2020 Estimated	2021 Projected
Total Number of Parks Maintained	34	34	34	34
Total Number of Picnic Shelters Maintained	5	6	7	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	80	100	100	250
Park Trees Planted	0	0	10	10
Trimmed/Pruned Trees	1,800	1,500	1,657	1,700
Emergency Tree Service	60	60	50	50
Trees Removed	150	100	250	200
Stumps Ground (*Projected)	50	200	210	300
Issuance of Park Permits/Reservations	85	80	50	85

Department Services Indicators:	2018	2019	2020 Estimated	2021 Projected
Weed Complaints and Notices Issued	8	10	10	10
Tree/Shrub Encroachment (Trimming Letters Sent)	4	6	5	5
Hazardous Trees Letter Sent	2	4	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

2020 Significant Accomplishments:

- Completed final stage of auto-lock installation of all park restroom facilities
- Installed security cameras at Cedar Creek Park & Adlai Horn Park

2021 Objectives to be Accomplished:

- Complete all backed-up stump removals
- Complete conservancy ash tree removals
- Develop new Baehmann Park/playground

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:

- 290- Increase in stump grinding for 2021
- 341- Increase in tree planting for 2021
- 363- New Park Signs with new Branding

CELEBRATIONS – 555220

Budget Variances:

- None

Culture and Recreation								
555510 Parks, Recreation & Forestry				2020	2020	2021	% Change	
Personnel		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
111	Salaries (6.45 FTE)	383,551	445,854	424,058	359,298	359,298	361,941	0.74%
112	Overtime	9,983	7,903	8,475	14,211	14,211	14,211	0.00%
125	Part-Time Salaries/Temporary	0	0	0	0	0	0	0.00%
128	DPW Seasonal	24,607	35,444	33,612	40,000	40,000	40,000	0.00%
151	Social Security	32,675	41,178	36,323	31,778	31,778	31,836	0.18%
152	Retirement	27,193	30,156	27,378	25,339	24,589	24,431	-3.58%
154	Health Insurance	81,597	73,194	76,468	72,421	46,629	45,483	-37.20%
155	Life Insurance	62	68	70	71	71	67	-5.15%
159	Longevity	1,512	1,638	1,764	1,890	1,890	0	-100.00%
165	Workers' Comp. Insurance	15,894	19,908	18,184	16,273	16,273	13,818	-15.09%
Total		577,074	655,343	626,332	561,281	534,739	531,788	-5.25%
555510 Parks, Recreation & Forestry								
Operating		2017	2018	2019	Budget	Estimated	Proposed	% Change
210	Professional Services	2,733	937	885	2,500	2,500	2,500	0.00%
220	Internet	2,072	1,961	1,841	3,900	3,900	3,900	0.00%
222	Electric	17,551	18,026	14,798	20,000	20,000	20,300	1.50%
224	Natural Gas	1,974	2,226	2,174	2,000	2,000	2,000	0.00%
225	Telephone	3,448	3,672	3,251	4,740	4,740	4,740	0.00%
226	Water Service	7,397	7,846	9,032	8,000	8,100	8,500	6.25%
240	Repair & Maintenance Services	52,266	56,656	57,747	54,900	54,000	54,900	0.00%
241	Vandalism Repairs	0	0	0	800	0	800	0.00%
243	Field Maintenance Supplies	6,011	5,398	5,394	4,500	4,800	4,500	0.00%
290	Contracted Services	56,284	72,327	80,140	75,000	75,000	108,000	44.00%
310	Office Supplies	1,552	1,356	1,211	2,000	2,000	2,000	0.00%
320	Publications & Dues	887	1,485	1,395	1,620	1,620	1,620	0.00%
330	Employee Training, Travel	3,030	4,900	3,340	4,900	3,500	4,900	0.00%
341	Trees and Supplies—Contracted	59,845	15,780	4,459	0	0	30,000	100.00%
350	Operating Supplies	3,107	3,836	3,993	0	0	0	0.00%
363	Sign Supplies	637	210	924	1,000	1,000	5,000	400.00%
380	Equipment	5,717	8,034	8,971	5,500	5,500	5,500	0.00%
384	Legacy Tree & Bench Program	3,391	6,656	5,852	3,500	2,800	3,500	0.00%
390	Other Expenses	1,850	3,050	2,552	3,060	4,400	1,560	-49.02%
510	Property/Auto Insurance	5,287	6,486	8,001	8,792	8,792	11,721	33.31%
512	Liability Insurance	3,390	3,745	3,778	4,273	4,273	3,851	-9.88%
Total		238,429	224,587	219,738	210,985	208,925	279,792	32.61%
Total Expenditures		815,503	879,930	846,070	772,266	743,664	811,580	5.09%

533740 Weed Control					2020	2020	2021	% Change
Operating		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
290	Maintenance/Contracted Services	920	274	0	1,000	0	1,000	0.00%
555220 Celebrations					2020	2020	2021	% Change
Personnel		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
111	Salaries (0.35 FTE)	22,073	22,989	25,776	20,000	8,000	20,000	0.00%
112	Overtime	2,924	3,691	3,596	4,000	500	4,000	0.00%
121	Part-Time Salaries	707	0	0	0	0	0	0.00%
151	Social Security	1,963	2,061	2,247	1,836	650	1,836	0.00%
152	Retirement	1,655	1,710	1,920	1,620	574	1,620	0.00%
Total		29,322	30,451	33,539	27,456	9,724	27,456	0.00%
555220 Celebrations					2020	2020	2021	% Change
Operating		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
210	Professional Services	132	2,506	0	500	500	500	0.00%
347	Supplies & Expenses	5,337	11,711	9,432	10,500	10,500	10,500	0.00%
390	Other Expenses	17,000	7,000	7,000	7,000	7,000	7,000	0.00%
Total		22,469	21,217	16,432	18,000	18,000	18,000	0.00%
Total Expenditures		51,791	51,668	49,971	45,456	27,724	45,456	0.00%
Grand Total for Department		868,214	931,872	896,041	818,722	771,388	858,036	4.80%
					2020	2020	2021	% Change
Revenues		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
435424	State Forestry Grant	15,800	7	0	0	0	0	0.00%
463103	Celebrations Revenue	23,085	30,986	33,670	21,000	5,000	21,000	0.00%
464125	Weed Mowing Fees	(920)	0	0	1,000	0	1,000	0.00%
467200	Park Rental Fees	7,120	5,778	8,415	7,000	6,000	7,000	0.00%
482215	Rent—City Property-Gym & Lincoln Bldg.	13,252	10,489	11,649	13,000	13,000	13,000	0.00%
485550	Donations	3,866	17,375	6,117	3,000	6,000	3,000	0.00%
Total		62,203	64,635	59,851	45,000	30,000	45,000	0.00%
					2020	2020	2021	% Change
Net Cost of Program		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
		806,011	867,237	836,190	773,722	741,388	813,036	5.08%

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:	2018	2019	2020 Estimated	2021 Projected
Number of Single Family Lots Approved	20	10	10	85
Multi-family Units Approved	192	90	20	15
Certified Survey Maps Processed	3	3	3	3
Re-zonings Processed	2	3	3	4
Development Reviews	5	5	4	5
Site and Architectural Plan Approvals/Amendments	5	5	5	5
Certificates of Appropriateness	5	10	10	7
Zoning Text Amendments	3	2	2	3
Conditional Uses	5	5	5	4
Land Use Plan Amendments	3	3	3	2

DEPARTMENT SERVICES INDICATORS:	2018	2019	2020 Estimated	2021 Projected
Outdoor Alcohol Beverage Licenses	3	2	2	4
Temporary Uses	15	20	20	20
InfillHome	2	3	2	3
Miscellaneous Plan Commission Reviews	15	15	15	15
Annexation Requests Processed	2	1	1	3
Extension of Time for Approvals (Due to Economy)	--	--	2	2
Extraterritorial Reviews	2	2	1	2
Zoning Map Amendments	2	5	4	4

2020 Significant Accomplishments:

- Sign code recodification
- Updated the Housing Affordability Report
- Updated the Development Fee Report
- Rezoned Highway 60 business park properties
- Drafted CBD ordinance
- Continued to implement brand

2021 Objectives to be Accomplished:

- Begin processing Zoning Code recodification for approval (B4)

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:

- None

City Planning								
566310					2020	2020	2021	% Change
Operating		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
210	Professional Services	85,813	113,288	99,754	102,421	102,400	104,140	1.68%
225	Telephone	179	199	180	250	250	250	0.00%
310	Office Supplies & Expenses	176	80	95	200	200	200	0.00%
320	Publications & Dues	100	45	175	430	430	430	0.00%
330	Conference & Travel	183		50	200	200	200	0.00%
380	Equipment Outlay	250	8,375	314	1,000	1,000	1,000	0.00%
Total Expenditures		86,701	121,987	100,568	104,501	104,480	106,220	1.64%
					2020	2020	2021	% Change
Revenues		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
443514	Plan Review	4,885	9,851	5,005	5,500	5,500	5,500	0.00%
444400	Zoning Permits	0	0		200	200	200	0.00%
485550	Donations	1,000	1,000	1,000	1,000	1,000	1,000	0.00%
Total		5,885	10,851	6,005	6,700	6,700	6,700	0.00%
					2020	2020	2021	% Change
Net Cost of Program		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
		80,816	111,136	94,563	97,801	97,780	99,520	1.76%

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					2020	2020	2021	% Change
Other		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
990	Contingency Reserve							0.00%
Total Contingency Reserves		0	0	0	0	0	0	0.00%
592000					2020	2020	2021	% Change
Transfers to Other Funds		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
706	Transfer to Capital Improvements	100,000	75,000	252,000			383,800	
710	Transfer to Spec. Rev. Fund—Pool	37,175	11,500	24,359		7,944		
712	Transfer to Spec. Rev. Fund—Rec. Prog.	1,000	1,000				1,000	
Total Transfers to Other Funds		138,175	87,500	276,359	0	7,944	384,800	0.00%
Total Expenditures		138,175	87,500	276,359	0	7,944	384,800	0.00%
					2020	2020	2021	% Change
Net Cost of Program		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
		138,175	87,500	276,359	0	7,944	384,800	0.00%
Tax and other revenues not specific to programs					2020	2020	2021	% Change
		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
411111	Property Taxes	5,869,661	6,137,384	5,954,591	6,107,595	6,107,595	6,344,400	3.88%
411310	Property Tax Equivalent—Light/Water	765,293	805,664	840,161	857,396	857,396	890,122	3.82%
435100	State Shared Revenues	201,653	200,798	199,127	204,124	204,214	203,986	-0.07%
435102	Expenditure Restraint Program	166,773		181,615	200,041	230,659	200,264	0.11%
435104	State Personal Property Aid			39,213	39,213	39,213	39,214	0.00%
435105	State Aid Cable Franchise Fees				14,955	14,955	15,000	0.30%
435302	State Computer Aids	20,253	20,551	21,048	21,048	21,048	21,000	-0.23%
441127	Cable TV Franchise Fees	145,549	149,552	147,925	134,600	134,600	133,254	-1.00%
461154	General Govt Misc. Fees	25	322					0.00%
482220	Rent—City Property (Water Towers)	143,853	151,179	168,774	173,490	173,827	148,743	-14.26%
483315	Sale of City Property	2,122	1,920	100				0.00%
484210	Refund of Prior Years Expense	(559)	717	3,501		(27,110)		0.00%
486000	Miscellaneous Revenue	5,192	11,519	20,234	10,000	823	1,000	-90.00%
Total		7,319,815	7,479,606	7,576,289	7,762,462	7,757,220	7,996,983	3.02%

Capital Improvements Fund 400								
	2018	2019	2020 Estimated	2021 Projected	2022 Projected	2023 Projected	2024 Projected	2025 Projected
Beginning Fund Balance	695,794	807,660	807,660	376,214	257,011	419,785	(871,617)	(481,742)
Revenues								
Property Tax Levy:								
General Projects	40,000		220,000	200,000	610,000	360,000	360,000	375,000
Street Improvements	200,000	525,000	950,000	900,000	900,000	1,000,000	1,075,000	1,075,000
Equipment Replacements	450,000	550,000	350,000	250,000	650,000	650,000	650,000	650,000
Storm Water Improvements	225,000	150,000	150,000	325,000	530,000	585,000	575,000	575,000
Environmental Reserve		10,000	10,000	10,000	10,000	10,000	10,000	10,000
Special Assessment Revenue	11,030	29,333	972					
Project Reimbursements		18,525	74,209					
Parks & Playground Transfer	70,000	86,056			475,000	75,000		
General Fund Transfer	75,000	252,000		383,800				
Library Impact Fees	109,979	67,162	57,038					
Local Road Improvements Grant		48,217				48,000		
Proceeds from Borrowing	1,512,078		275,000					
DNR Urban Storm Water Mgt. Grant	24,263	18,915						
State Grant - Police for 911				52,200				
DNR Grant - dams			183,702					
Lease Proceeds		190,000						
Donations	3,000	13,530				25,000		
Interest Income	18,030	15,411	8,000	10,000	12,000	12,000	12,000	15,000
Change in Market Value	(24)	8,162	5,000					
Miscellaneous Revenue	13,469	65,005						
Sale/Rent of Property	3,310	55,519	60,000	30,000	30,000	30,000	30,000	30,000
Total Revenues	2,755,135	2,102,835	2,343,921	2,161,000	3,217,000	2,795,000	2,712,000	2,730,000
Expenditures								
General Government	2018	2019	2020 Estimated	2021 Projected	2022 Projected	2023 Projected	2024 Projected	2025 Projected
Complex Improvements			53,120	85,000	150,000	25,000	50,000	50,000
City Hall File Server/Acctg Software				83,800				
Monopole	327,057							
Total	327,057	0	53,120	168,800	150,000	25,000	50,000	50,000
Public Safety								
Police Department	2018	2019	2020 Estimated	2021 Projected	2022 Projected	2023 Projected	2024 Projected	2025 Projected
Squad Cars	73,194	42,017	92,000	46,000	138,000	184,000	138,000	138,000
Computers			50,000					
Station Improvements			87,000	51,000	128,000	176,500	25,000	
Total	73,194	42,017	229,000	97,000	266,000	360,500	163,000	138,000
Fire Department								
Fire Department	2018	2019	2020 Estimated	2021 Projected	2022 Projected	2023 Projected	2024 Projected	2025 Projected
Station Improvements	118,714	61,045	60,000		145,000	1,110,000	30,000	145,000
Total	118,714	61,045	60,000	0	145,000	1,110,000	30,000	145,000

Auxiliary Police/ Emergency Management			2020	2021	2022	2023	2024	2025
	2018	2019	Estimated	Projected	Projected	Projected	Projected	Projected
Vehicles	48,557	5,062			50,000	75,000		
Siren Upgrade	20,892	20,892						
Total	69,449	25,954	0	0	50,000	75,000	0	0
Total Public Safety	261,357	129,016	289,000	97,000	461,000	1,545,500	193,000	283,000
			2020	2021	2022	2023	2024	2025
Public Works	2018	2019	Estimated	Projected	Projected	Projected	Projected	Projected
Equipment Replacement	227,039	298,672	359,665	370,000	495,000	500,000	450,000	176,000
Street Improvements	1,085,287	704,880	972,000	1,060,000	705,000	1,194,000	955,000	1,228,000
Stormwater Improvements	267,591	240,222	189,957	429,147	522,930	658,606	572,125	242,500
Total	1,579,917	1,243,774	1,521,622	1,859,147	1,722,930	2,352,606	1,977,125	1,646,500
Parks, Recreation & Forestry			2020	2021	2022	2023	2024	2025
	2018	2019	Estimated	Projected	Projected	Projected	Projected	Projected
Equipment Replacement	66,004	232,454	133,625	88,256	138,296	53,296	67,000	217,500
Park Improvements	211,390	5,925			475,000	75,000	25,000	
Park Equipment		97,986						
Swimming Pool liner			275,000					
Library				17,000	97,000			10,000
Senior Van Replacement	26,751					25,000		
Total	304,145	336,365	408,625	105,256	710,296	153,296	92,000	227,500
			2020	2021	2022	2023	2024	2025
Environmental	2018	2019	Estimated	Projected	Projected	Projected	Projected	Projected
Environmental Expenses	40,785	20,402	10,000	10,000	10,000	10,000	10,000	10,000
Dams—Engineering/Repairs	29,844	355,864	400,000					
Total	70,629	376,266	410,000	10,000	10,000	10,000	10,000	10,000
			2020	2021	2022	2023	2024	2025
Debt Service	2018	2019	Estimated	Projected	Projected	Projected	Projected	Projected
Issuance Costs	41,420							
Total	41,420	0	0	0	0	0	0	0
			2020	2021	2022	2023	2024	2025
Transfer to Other Funds	2018	2019	Estimated	Projected	Projected	Projected	Projected	Projected
Transfer to Debt Service	58,741	100,000	93,000	40,000				
Total	58,741	100,000	93,000	40,000	0	0	0	0
Total Expenditures	2,643,266	2,185,421	2,775,367	2,280,203	3,054,226	4,086,402	2,322,125	2,217,000
Revenues - Expenditures	111,869	(82,586)	(431,446)	(119,203)	162,774	(1,291,402)	389,875	513,000
Ending Fund Balance	807,663	725,074	376,214	257,011	419,785	(871,617)	(481,742)	31,258
			2020	2021	2022	2023	2024	2025
Fund Balance	2018	2019	Estimated	Projected	Projected	Projected	Projected	Projected
Uncommitted	\$505,178	(\$116,014)	\$37,446	\$58,390	\$22,094	(\$995,702)	(\$820,702)	(\$853,202)
Economic Development	12,086	12,086	12,086	12,086	12,086	12,086	12,086	12,086
Environmental	89,748	159,188	0	0	0	0	0	0
Equipment Replacement	38,453	252,243	210,578	74,578	71,578	17,578	109,578	475,578
Street Improvements	11,148	92,464	70,464	10,464	205,464	59,464	179,464	26,464
Storm Water Improvements	36,772	13,843	0	95,853	102,923	29,317	32,192	364,692
Library	114,275	81,602	45,640	5,640	5,640	5,640	5,640	5,640
Encumbrances		\$229,665						
Total Fund Balance	\$807,660	\$725,077	\$376,214	\$257,011	\$419,785	(\$871,617)	(\$481,742)	\$31,258

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	
City Hall Technology File Server and backup replacement	New Project	\$13,800 <i>Property Tax</i>	Positive	
City Hall Technology Accounting Software	New Project	\$70,000 <i>General Fund - Fund Balance</i>	Positive	
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	
ENGINEERING				
Capital Projects	Status	Funding Sources	Impact on Operating Budget	
Equipment Replacement #98 10-yard dump truck with plow, wing and salter; replaces #98 2003 7400 International Dump Truck	Moved from 2019	\$225,000 <i>Property Tax; Equipment Replacement Reserve</i>	Positive	
Equipment Replacement #75 4x4 one-ton service pick-up truck with lift gate; replaces #75 2008 GMC 3500 Ext cab service pick-up	Moved from 2020	\$80,000 <i>Property Tax; Equipment Replacement Reserve</i>	Positive	
Equipment Replacement #70 4x4 half ton pickup truck with plow; replaces #70, 2008 GMC Canyon 4x4	Moved from 2020	\$65,000 <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 Complete Susan Ln: Susan Ct to Holly Ln	Moved from 2020	\$30,000 <i>Property Tax; Stormwater Improvement Reserve</i>	Positive	
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>	Positive	
Street Improvements Extend Susan Ln: Susan Ct to Holly Ln	Moved from 2020	\$100,000 <i>Property Tax; Street Improvement Reserve</i>	Positive	
Street Improvements Evergreen Blvd: Bridge to Western		\$625,000 <i>Property Tax; Street Improvement Reserve</i>	Positive	
Street Improvements Sidewalk replacement	No Change	\$45,000 <i>Property Tax; Street Improvement Reserve</i>	Positive	
Street Improvements Washington Avenue: Center to Hamilton	New Project	\$290,000 <i>Property Tax; Stormwater Improvement Reserve</i>	Positive	

FIRE DEPARTMENT				
Capital Projects	Status	Funding Sources	Impact on Operating Budget	
Station Improvements		\$15,000		
LED lights engine floor Station #1 with motion sensors	New Project	Property Tax	Positive	
Station Improvements		\$45,000		
New tile floor training room and stair risers Station #1	New Project	Property Tax	Positive	
Station Improvements		\$15,000		
New tables & chairs training room Station #1	New Project	Property Tax	Positive	
Station Improvements		\$20,000		
New lighting training room	New Project	Property Tax	Positive	
Station Improvements		\$30,000		
New gear lockers	New Project	Property Tax	Positive	
LIBRARY				
Capital Projects	Status	Funding Sources	Impact on Operating Budget	
Library Improvements		\$10,000		
Update AV system & technology	New Project	Property Tax	Positive	
Library Improvements		\$7,000		
Telephone System	New Project	Property Tax	Positive	
PARKS, REC. & FORESTRY				
Capital Projects	Status	Funding Sources	Impact on Operating Budget	
Equipment Replacement		\$45,000		
#73 Replace 2009 Toyota Tacoma 4x4	Moved from 2019	Property Tax; Equipment Replacement Reserve	Positive	
Equipment Replacement		\$43,256		
Grapple Saw Truck	New Project	Property Tax; 5-year lease (Year 3)	Positive	
POLICE DEPARTMENT				
Capital Projects	Status	Funding Sources	Impact on Operating Budget	
Squad Replacement		\$46,000		
#4 to be replaced	No Change	Property Tax; Equipment Replacement Reserve	Positive	
Station Improvements:		\$35,000		
Boiler replacement (1 of 2)	New Project	Property Tax	Positive	
Station Improvements:		\$16,000		
Air Conditioning replacement (2 of 2)	New Project	Property Tax	Positive	

Stormwater Capital Projects							
Revenues	2021	2022	2023	2024	2025	2026	2027
Beginning Balance	(26,114)	69,739	76,809	(21,797)	(18,906)	313,914	245,313
Property Tax Support	525,000	530,000	560,000	575,000	575,000	575,000	575,000
Transfer from General Fund							
Capital Fund Balance							
DNR Stormwater Grant							
Debt Proceeds							
Total	498,886	599,739	636,809	553,203	556,094	888,914	820,313
Capital Expenditures	2021	2022	2023	2024	2025	2026	2027
Stormwater Consulting	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Regional Stormwater Quality BMP		250,000					
Willowbrooke Pond dredging			400,000				
Woodland Dr storm sewer					70,000		
Cedar Ridge Dr catch basins						40,000	
Georgetown Dr and Ct catch basins						50,000	
St John Ave storm sewer and catch basins					50,000		
Madison Ave/Franklin Ave catch basins						50,000	
Wilshire Pond dredging				350,000			
Highland Dr — Cedar Creek to Portland Rd		200,000					
Sunnyside Ln/Edgewater Dr storm sewer			120,000				
Garfield St/Fillmore Ave catch basins			40,000				
Sommerset Ave/Wirth St catch basins			30,000				
Evergreen Blvd — Bridge Rd to Western Rd	333,000						
Meadow Ln and Ct catch basins							30,000
Orchard Dr catch basins							5,000
Portland Rd storm sewer							75,000
Madison Ave Lincoln Blvd to Western Rd storm sewer							100,000
Monroe Ave — Walnut St to Bridge Rd				60,000			
Pine St — Hickory St to Evergreen Blvd				50,000			
Harrison Ave — Bridge Rd to Pine St catch basins				60,000			
Alyce St catch basins					50,000		
Evergreen Blvd — Western Rd to Lincoln Blvd						100,000	
Complete Susan Ln — Susan Ct to Holly Ln	30,000						
Tail Race/Behling Field box culvert						350,000	
Engineering (5% of following year construction total)	26,147	32,930	28,605	12,109	32,180	13,601	20,000
Total	429,147	522,930	658,605	572,109	242,180	643,601	272,027
Balance	69,739	76,809	(21,797)	(18,906)	313,914	245,313	548,286

Annual Road Improvement Program							
Revenues	2021	2022	2023	2024	2025	2026	2027
Beginning Balance	70,464	(189,536)	5,464	(140,536)	(95,536)	(223,536)	(243,536)
Property Tax	800,000	900,000	1,000,000	1,000,000	1,100,000	1,100,000	1,300,000
General Fund Transfer							
State/Federal Grant							
Debt Proceeds						700,000	
Local Road Improvement Program (LRIP)			48,000				
Total	870,464	710,464	1,053,464	859,464	1,004,464	1,576,464	1,056,464
Expenditures	2021	2022	2023	2024	2025	2026	2027
Asphalt Repairs—Miscellaneous	-	60,000	60,000	60,000	60,000	60,000	70,000
Sidewalk Program—Replacements	45,000	45,000	45,000	30,000	50,000	50,000	50,000
St John Ave Ave—Cleveland St to Western Rd (S, SS, W)					270,000		
Highland Dr—Columbia Rd to Portland Rd (S, SS, W)		510,000					
Sunnyside Ln—Edgewater Dr to Highland Dr(S,SS,W)			150,000				
Birch St—Edgewater Dr to Sunnyside Ln (S,W)			62,000				
Edgewater Dr—Sunnyside Ln to Highland Dr(S,W)			232,000				
Jackson St/Hilgen Ave—Washington Ave to Hamilton Rd (S,W)			120,000				
Sommerset Ave—Pioneer Rd to Wirth St(S)			95,000				
Wirth St—Sommerset Ave to McKinley Blvd(W)			90,000				
St John Ave—Bridge Rd to Washington Ave (S,W,SS)					130,000		
Franklin Ave—Bridge Rd to Walnut St(S,W)						88,000	
Evergreen Blvd - Bridge Rd to Western Rd	625,000						
Extend Susan Ln-Susan Ct to Holly Ln	100,000						
Meadow Ln and Meadow Ct							285,000
Orchard Dr							180,000
Portland Rd - RR tracks to Columbia Rd							400,000
Madison Ave - Lincoln Blvd to Western Rd							315,000
Washington Ave - Center St to Hamilton Rd	290,000						1,300,000
Franklin Ave — Pine St to Fair St						82,000	
Madison Ave — Walnut St to Fair St (SS)						135,000	
Fair St — Evergreen Blvd to Washington Ave (S,W)						85,000	
Monroe Ave — Linden St to Bridge Rd (SS)				105,000			
Linden St — Pine St to Harrison Ave (W)				165,000			
Harrison Ave — Bridge Rd to Pine St (SS,W)				240,000			
Oak St — Harrison Ave to Pine St (W)				135,000			
Hickory St — Harrison Ave to Pine St (W)				100,000			
Pine St — Hickory St to Evergreen Blvd (SS)				120,000			
Georgetown Dr — Cedar Ridge Dr to Windsor Dr and Ct (SS)						240,000	
Windsor Dr — Georgetown Dr to Bywater Ln and Ct						120,000	
Cedar Ridge Dr — Bridge Rd to Orchard Dr (SS)						270,000	
Jefferson Ave—Bridge Rd to north terminus					150,000		
Woodland Dr — Highwood Dr to Cedar Ridge Dr (SS)					240,000		
Garfield St — Fillmore Ave to McKinley Blvd			160,000				
Fillmore Ave — Hamilton Rd to Garfield St			180,000				
Elm St — St John Ave to Washington Ave					53,000		
Alyce St — Washington Ave to Evergreen Blvd					275,000		
Evergreen Blvd — Western Rd to Lincoln Blvd (SS)						620,000	
Cottonwood Ct and Windwood Ct						70,000	
Thornapple Ln — Keup Rd to eastern city limit		30,000					
Layton St — Washington Ave to Interurban Trail		60,000					
Total	1,060,000	705,000	1,194,000	955,000	1,228,000	1,820,000	2,600,000
Balance	(189,536)	5,464	(140,536)	(95,536)	(223,536)	(243,536)	(1,543,536)

(S) = Sanitary sewer work, (SS) = Storm sewer work

Equipment Replacement Charges—2021									
Emergency Management									
Vehicle No.	Year	Make	Model	Vehicle Identification No.	Purchase Price	Life Expec.	Remaining Life	Replacement Cost	Annual Cost
1	2004	Ford F-450 Road Rescue		1FDXF47P94EC56438	48,221	20	3	60,000 (U)	3,000
3	2012	Ford Escape		1FMCU9DGXKB27923	27,788	10	2	29,000	2,900
4	2018	Dodge Ram 2500 SLT Pickup		3C6UR5JJ0JG355086	48,561	10	8	48,561	4,856
5	2007	GMC -T15653 Pickup		1GDT19E578238600	24,480	10	0	27,955	2,795
Total Emergency Government					\$149,050			\$165,516	\$13,552
Administration									
51	2011	Ford Expedition (Eng)		1FMJU1G5XBEF36682	40,000	6	5	40,000 (U)	6,667
52	2011	Ford Ranger pickup (Eng-Mike W)		1FTKR1AD9BPA12745	20,794	5	1	13,000 (U)	2,600
53	1999	Jeep Cherokee (Mike B)		1J4FF6S7XL612748	22,845	5	1	15,000 (U)	3,000
54	2012	Dodge Caravan (white)		2C4RDGCG3CR209613	23,429	6	4	28,000 (U)	4,667
50	2005	Grand Caravan (blue)		2D4GP44L55R501097	5,000	8	0	5,000 (U)	0
Total Administration					\$112,068			\$101,000	\$16,933
Police Department									
1	2019	Ford Explorer (Captain)		1FM5K8ARXKGB45323	42,017	5	4	43,000	8,600
2	2016	Ford Explorer		1FM5K8AR2GGC61381	53,826	4	0	54,000	13,500
3	2013	Chevrolet Impala (Chief)		2G1WF5E3XD1215915	25,205	9	2	30,000	3,333
4	2018	Ford Explorer Utility Interceptor		1FM5K8AR9JGA84481	29,952	4	2	40,000	10,000
5	2018	Ford Explorer Utility Interceptor		1FM5K8AR8JGB68811	37,200	4	2	40,000	10,000
6	2018	Ford Explorer Utility Interceptor		1FM5K8AR6JB68810	35,995	4	2	40,000	10,000
7	2008	Dodge Charger Sedan (Detective/Juvenile)		2B3KA43G18H271275	30,238	7	0	30,000	4,286
8	2016	Ford Explorer		1FM5K8AR3GGC92820	49,922	4	0	50,000	12,500
9	2012	Chevy Tahoe K150 (Detective/Sergeant)		1GNSK2E00CR259912	37,236	8	0	40,000	5,000
10	2015	Ford Explorer (Canine)		1FM5K8AR0FGC41533	40,151	8	3	60,000	7,500
	1997	Kustom Radar Trailer			10,000	20	0	18,000	0
Total Police Department					\$391,741			\$445,000	\$84,719
Senior Center									
59	2018	Dodge Grand Caravan		2C4RDGCG7JR137828	\$26,752	8	6	\$28,000	3,500
Equipment Replacement Subtotal					\$679,611			\$739,516	\$118,704
Public Works									
Vehicle No.	Year	Make	Model	Vehicle Identification No.	Purchase Price	Life Expec.	Remaining Life	Replacement Cost	Annual Cost
1	2017	John Deere 624 K II Loader		1DW624KZEHF682685	240,000	15	12	240,000	16,000
2	2008	Caterpillar 430E Backhoe Loader		EAT01395	83,663	15	3	90,000	6,000
3	2011	International Garbage Packer		1HTMKAANOBBH329879	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		1FVACXDJ09HAE4184	119,693	20	9	180,000	9,000
6	2017	Freightliner Street sweeper		1FVACXDT7HHJA0876	235,054	20	17	230,000	11,500
7	2009	Elgin Pelican Dual Street Sweeper		NP1162D	149,520	20	9	170,000	8,500
9	2020	Case Skidsteer	SV280B	NLM487065	51,400	10	10	52,000	5,200
WW09	2000	Case 75 XT Skidsteer			25,000	10	0	35,000	0
10	2017	John Deere 624K Wheel Loader		1DW624KZ0HF82638	235,000	15	12	240,000	16,000
14	2015	Crafco Crack sealing machine	SS125D	1C9SY101XB1418279	30,000	10	5	30,000	3,000
16	2015	2000 Crafco Infrared trailer	Crafco	1C9ER091XY1418273	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		21400638	25,772	10	0	28,000	2,800
20	2012	Hyundai Forklift	30L-7A	HHF09LB0000317	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	RMV	T2DRS0JD-15-0403-894	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		1GDT14E188168733	16,110	7	0	20,000	2,857
71	2016	Chevrolet Silverado Pickup		1GC0KUEG8C2234478	40,757	10	6	45,000	4,500
72	2004	Chevy Tahoe		1GNEK13Z84J283478	30,036	10	0	40,000	4,000

74	2012	GMC Sierra 1600		1GTN2TE06C7241040	34,925	10	2	35,000	3,500
75	2008	GMC Pickup Truck, 1 Ton		1GDHK396S8E207953	51,947	10	0	55,000	5,500
76	2015	GMC Sierra 2500 Pickup		1GT02XEG5FZ526573	41,891	10	5	52,000	5,200
78	2009	GMC Sierra 1/2-Ton 4x4,		1GTHK44K89E131175	38,500	10	0	30,000	3,000
79	2008	GMC Sierra 1/2-Ton 4x4,		1GTEK14058Z260756	23,335	10	0	25,000	2,500
80	2016	GMC Chevrolet Silverado		1GB2KYE6G0GZ212673	54,135	10	6	55,000	5,500
81	2015	GMC Sierra 3500 Truck		1GD321C8XFF603263	62,437	10	5	65,000	6,500
82	2019	Chevrolet Silverado Pickup		1GB3KVCY2KF174114	59,295	10	9	60,000	6,000
83	2017	2017 Chevrolet Silverado Pickup		1GB3KYCY9HF199585	47,932	10	7	60,000	6,000
84	2020	Chevrolet 3500 HD Dump Truck		1GB3YSE79LF297251	32,000	10	0	50,000	5,000
840	2007	GMC Sierra		1GDJK34D47E191864	39,983	10	0	50,000	5,000
91	2016	Western Star 4700SF Truck		5KKAACV7GLHA0720	283,138	10	6	175,000	17,500
92	2006	Sterling Acctera Dump Truck		2FZACHDC16AV57854	105,000	10	0	125,000	12,500
93	2014	Western State Dump Truck		5KKAACV1EPPF9385	180,082	10	4	170,000	17,000
94	2015	Western Star Chassis		5KKAACV5FPGF9452	185,000	15	10	100,000	6,667
95	2009	Peterbilt 5 Yd Dump Truck, P (S)		2NPRHN8X29M776525	199,197	15	4	160,000	10,667
97	2007	7400 International Dump Truck		1HTWGAZTX7J428304	116,000	15	2	145,000	9,667
98	2003	7400 International Dump Truck		1HTWGADT33I055625	103,000	15	0	220,000	14,667
99	2017	Western Star 4700SB Tandem Dump Truck		5KKAACV7HPHW6200	430,137	15	12	440,000	29,333
120	2016	Chilton Aluminum Trailer	UT-8230-12AR	14DAE1214HC000131	2,500	15	11	4,000	267
121	2016	Chilton Aluminum Trailer	UT-8230-12AR	14DAE1214HC000132	2,500	15	11	4,000	267
124	2018	Felling Trailer	FT-40-2T	5FTCF3621K1001408	23,950	20	8	24,000	1,200
100	2018	Kobelco SK85CS Excavator	SK85CS	DCEM36E010556	135,000	15	13	135,000	9,000
Total Public Works					\$3,671,137			\$3,799,300	\$280,647
Parks and Forestry									
Vehicle No.	Year	Make	Model	Vehicle Identification No.	Purchase Price	Life Expec.	Remaining Life	Replacement Cost	Annual Cost
8	2017	Freightliner/Altec Bucket Truck		1FVACXDT4HHJD8436	184,001	20	17	200,000	10,000
11	2015	Dodge 5500 Lift Truck		3C7WRMBLOEG292396	125,000	20	15	150,000	7,500
13	2020	Bandit Chipper	18XP	4FMUS1816LR512979	56,492	15	14	58,000	3,867
15	2014	Vermeer Stumper		1VR2151J0E1001287	26,886	15	9	40,000	2,667
23	2010	Chilton Utility Trailer	UT60308R	14DAC0813AC000117	1,329	20	10	2,000	100
24	2006	Chilton Utility Trailer	UT60308R	14DAD08166C000441	1,161	20	6	2,000	100
25	1997	King Trailer			3,000	20	0	5,000	250
29	2005	Falcon Utility Trailer		432SD162751010559	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		A5KC1HDAVCG037301	19,550	7	0	23,500	3,357
42	2016	John Deere 1570 Tractor, Deck & Snow Blower		1TC1570VCGS020044	29,268	7	3	30,000	4,286
43	2011	John Deere 4520		1LV4520HPBY840103	58,500	20	11	58,500	2,925
44	2018	Toro Groundmaster 4000 Rotary Mower		#4013061.08	53,964	10	9	54,000	5,400
45	2017	John Deere 1570 Terrain Cut		1TC1570VPHS031162	35,075	10	7	42,500	4,250
46	2017	Ventrac Mower		4500Y-AJ05895	29,902	10	7	33,000	3,300
47	2020	John Deere mower, 72 in. discharge mulch and snow blower		1TC7295XCK300193	47,102	7	6	31,750	4,536
48	2015	Kubota Zero Turn Mower		12762	12,395	7	2	16,000	2,286
49	2018	Wright Stander Mower		#107792BC	6,535	7	6	6,535	934
73	2009	Toyota Tacoma 4x4		5TEUU42NX9Z598214	24,454	10	0	26,000	2,600
77	2009	GMC Sierra 2500HD (from WRC-water truck)		1GTHK44K79E121057	34,024	10	0	33,620	3,362
85	2016	Chevrolet Silverado		1GB3KYC87GF162596	50,392	10	6	51,000	5,100
101	2017	Freightliner Grapple Truck with limb cutter&body		3ALACXDT8HDJH1672	190,000	10	7	190,000	19,000
123	2018	Load Trail Equipment Trailer	PH0224072	42EPH2424J1161280	6,859	20	18	7,000	350
Total Parks and Forestry					\$435,233			\$460,985	\$42,466
Equipment Replacement Total					\$ 4,106,370			\$ 4,260,285	\$ 323,114
Sewer Utility									
Vehicle No.	Year	Make	Model	Vehicle Identification No.	Purchase Price	Life Expec.	Remaining Life	Replacement Cost	Annual Cost
60	2018	Chevrolet Silverado 1500LT		3GCUKREC5JG333181	33,676	10	8	33,676	3,368
61	2015	GMC Sierra 2500		1GT02XEG1FZ526571	34,571	8	3	33,620	4,203
62	2019	Chevrolet Silverado Pickup 2500HD		2GC2KSEG3K1177010	36,638	10	9	36,638	3,664
63	2018	Chevrolet Silverado 3500HD LT		1GB3KZCGXJF229258	33,654	10	8	33,654	3,365
66	2017	Freightliner 114SD (Camel 1200)		1FVHG3FE8JHJ9203	351,694	8	5	365,000	36,500
	2017	Kubota Diesel Tractor with cab & snowblower	Ventrac	3400Y-AK02177	29,235	8	5	30,000	3,000
	1986	Komatsu Fork Lift (from DPW)	FG25-8	135985	2,000	5	0	30,000	3,000
	1994	Onan Cummins Portable Generator		4BT3-9G1	13,795	15	0	21,620	2,162

	2009	Onan Cummins Portable Generator		50DSFAC	43,089	15	4	67,540	6,754
	2008	Godwin Portable 6" Pump		GDN-CD150M	28,769	12	0	41,220	4,122
	2000	Caravan Trailer			1,200	20	0	2,180	218
	2001	Pace Trailer			2,100	20	1	3,820	382
Total Sewer Utility					\$ 610,420			\$ 698,968	\$ 70,737
Fire Department									
Vehicle No.	Year	Make	Model	Vehicle Identification No.	Purchase Price	Life Expect.	Remaining Life	Replacement Cost	Annual Cost
14	1924	Dodge Pumper Truck		A128789	25,000				
15	1928	Pirsch Pumper Truck		137589	15,000				
16	1957	FWD-Aerial Ladder Truck		C80276	5,000				
150	2017	Club Car Transportation		MK1747-834584	27,000	15	13	40,000	2,667
151	2012	Kenworth T270 Rescue Squad		2NKHMHM6H7CM304853	250,000	15	8	300,000	20,000
152	2012	Kenworth T270 Rescue Squad		2NKHMHM6H7CM304854	250,000	15	8	300,000	20,000
153	2007	Quantum Heavy Rescue		4P1CU01S07A006734	501,644	20	8	750,000	37,500
154	2015	Chevrolet Tahoe		1GNSKBK0FR545357	55,000	15	11	75,000	5,000
155	2019	Chevrolet Silverado		1GC1KSEY2KF165430	52,000	15	15	80,000	5,333
156	2013	Chevrolet Suburban		1GN5KJE76DR289697	48,367	15	9	75,000	5,000
157	1989	GMC Pickup Truck		1GTGK34N8KE530495	15,500	20	10	75,000	3,750
158	2006	GMAC C5500 Truck		1GDE5E3206F411062	107,000	20	7	150,000	7,500
159	1988	Pierce Aerial Ladder Truck		1P9CA02J1JAD40315	444,000	30	1	1,400,000	46,667
160	2017	Kubota ATV Cart		32543	30,000	15	13	50,000	3,333
161	2005	Pierce Pump Truck		9P1CUDM758004724	460,000	25	11	850,000	34,000
162	2009	Pierce Custom Pumper		4P1CU01H69A009953	559,322	25	15	850,000	34,000
163	2016	Pierce Quantum PUC Pumper		4P1BAAGFHGA016669	680,000	25	22	850,000	34,000
164	2019	Pierce/Kenworth Tender/Engine		4NKZL40X2LJ341724	520,000	25	0	550,000	22,000
	1998	Interstate Dive Trailer		1UK500H21W1023118	10,000				
Total					\$4,054,833				
Grand Total					\$9,451,233				

Parks Capital Improvement Budget

Capital Expenditures	2021	2022	2023	2024	2025	2026
Grapple Saw Truck - lease year 3	\$43,256	tax				
2009 Toyota Tacoma 4x4	\$26,000	equipment				
All Children's Playground	\$400,000	impact fees/donations				
Baehmans Playground		\$75,000	Impact Fees			
Grapple Saw Truck - lease year 4		\$43,256	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			\$43,256	tax		
Park Improvement (New Subdivision Playground)			\$75,000	impact fees		
#29 Falcon Utility Trailer			\$5,000	Equipment		
#25 King Trailer			\$5,000	equipment		
Zeunert Playground Equipment Expansion/Replacement			\$60,000	impact fees		
#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
Behling Field Concession Stand Replacement						\$250,000
Extension of Prairie View Park Parking Lot						\$75,000
#85 Chevy Silverado						\$50,000
#40 Kubota Tractor w/Loader						\$30,000
Total	\$469,256	\$184,256	\$188,256	\$27,000	\$108,500	\$405,000

WATER RECYCLING CENTER

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 60 miles of sewer lines until its ultimate destination, the Water Recycling Center.

HISTORY

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 within these permit levels. 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.

In 2019 the Highland Lift Station was completely rebuilt and sized for future sewer expansion on the north side of Cedarburg.

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:	2019/2020	2020/2021
Residential	3,852	3,964
Commercial	271	275
Industrial	26	26
Public	36	38
Total	4,185	4,303

The 2019/2020 influent wastewater characteristics for the Cedarburg WRC are as follows:

	MGD	mg/l	lbs/day	lbs/yr.
Ave. Daily Flow	2.277			
Ave. Daily BOD		134	2,540	904,256
Ave. Daily TSS		134	2,550	914,002
Ave. Daily TKN		13.5	256	92,865
Ave. Daily P		2.5	47	16,850

The flow used in computing 2021 rates (315,887,900 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 rate 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 clear water (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, force mains, 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, force mains, 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 rates will remain the same for 2021, which are effective January 1, 2021.

	Flow Rate	Monthly Connection Fee
	(\$/1,000 gal.)	(\$/month)
2020 Rate	\$7.55	\$15/month
2021 Rate	\$7.55	\$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:

Volume	\$7.55/1,000 gallons
BOD > 200 mg/l	\$0.191/lb.
TSS > 225 mg/l	\$0.244/lb.
Phosphorus > 10 mg/l	\$5.510/lb.

TKN > 30 mg/l	\$0.952/lb.
Fixed Charge	\$15.00/month/connection

SEPTAGE HAULERS

These rates are remaining the same for both holding waste and septic waste.

COSTS FOR SEPTAGE HAULERS PER 1,000 GALLONS

	2020 RATE	2021 RATE
Holding Tank	\$9.14/1,000 gallons	\$9.14/1,000 gallons
Septic Tank	\$49.50/1,000 gallons	\$49.50/1,000 gallons

In addition to the above charges, a \$10 administrative fee is charged for each septage truckload received.

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 - 555140

Responsibilities Include:

- Treat sewage including septage
- Maintain and operate 11 lift stations and Water Recycling Center
- Responsible for maintaining 60 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:	2018	2019	2020 Estimated	2021 Projected
Sanitary Sewers Cleaned (feet)	145,000	145,000	150,000	150,000
Sanitary Sewers Televised (feet)	25,000	15,000	20,000	20,000
Storm Sewers Cleaned (feet)	100	100	100	100
Customer Service Calls	18	18	16	15
Basement Backups: Total/Problem in the Main	18/0	18/0	16/0	15/3

Performance Measures:

Performance Measurements Budget	2018	2019	2020 Estimated	2021 Projected
Annual O&M Budget	2,765,170	2,845,500	2,881,865	2,959,906
Amount Spent	2,863,513	2,831,601	2,800,000	2,800,000
Sewerage Treated, in 1000 gallons	780,000	784,000	849,282	900,000
Sewer Flow Rate, \$/1,000 gallons	5.30	5.40	7.55	7.55

Compliance Maintenance Annual Report, (0-4)	2018	2019	2020 Estimated	2021 Projected
TOTAL SCORE	4.00	4.00	4.00	4.00

2020 Significant Accomplishments:

- Cleaned and Inspected Digester #1 and #2
- Replaced (3) check valves at Garfield Lift Station
- Replaced all 3 VFD drives for RAS Pumps
- Hired new Advanced Operator

2021 Objectives to be accomplished:

- Replace Ferrous Chloride Tank, Feed System, Mixer and Phosphorus Analyzer
- Replace (2) air conditioning units on Control Building
- Replace Bank B UV Bulbs
- Start improving access road on new Treatment Plant site

Long Term Objectives:

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

Budget Variances:

- 601-573825-371 Coagulants increased for future chemical change costs
- 601-573810-154 Health insurance increase due to employees changing to family plans

Water Recycling Center Fund—601

573805—Administrative					2020	2020	2021	% CHANGE
Personnel					Budget	Estimated	Proposed	2021/2020
111	Salaries (3.41 FTE)	231,422	248,524	245,273	256,233	256,233	234,663	-8.42%
135	Sick Pay Out	1,663	1,855	3,613	1,481	1,481	11,686	689.06%
151	Social Security	18,741	20,166	19,089	19,988	19,988	18,846	-5.71%
152	Retirement	30,006	19,887	33,784	17,536	17,536	15,840	-9.67%
154	Health Insurance	38,093	37,224	30,101	32,277	32,277	49,902	54.61%
155	Life Insurance	49	53	100	174	174	136	-21.84%
159	Longevity	3,643	3,785	4,543	3,566	3,566	0	-100.00%
161	EAP/125 Admin.	247	339	287	500	115	500	0.00%
165	Workers' Comp. Insurance	154	147	126	123	124	115	-6.50%
Total		324,018	331,980	336,916	331,878	331,494	331,688	-0.06%
573810—General Labor					2020	2020	2021	% CHANGE
Personnel					Budget	Estimated	Proposed	2021/2020
111	Salaries (4.0 FTE)	172,841	231,930	220,338	227,932	227,932	249,137	9.30%
112	Overtime	5,619	7,755	4,329	5,000	5,500	6,000	20.00%
120	Pager Pay			18,250	18,250	18,250	18,250	0.00%
151	Social Security	13,586	18,091	17,855	17,819	17,858	19,518	9.53%
152	Retirement	20,521	19,231	33,136	15,723	15,757	17,222	9.53%
154	Health Insurance	23,378	33,946	38,181	59,799	59,799	76,084	27.23%
155	Life Insurance	14	43	57	10	37	77	670.00%
165	Workers' Comp. Insurance	17,180	23,216	21,205	19,249	19,249	18,279	-5.04%
Total		253,139	334,212	353,351	363,782	364,382	404,567	11.21%
573815—Collection System					2020	2020	2021	% CHANGE
Personnel					Budget	Estimated	Proposed	2021/2020
111	Salaries (1.75 FTE)	118,513	103,759	102,081	104,180	104,180	106,779	2.49%
112	Overtime	3,010	2,270	2,079	4,000	3,000	3,000	-25.00%
151	Social Security	9,152	7,818	8,117	8,120	8,199	8,398	3.42%
152	Retirement	12,817	8,474	15,415	7,111	7,235	7,410	4.20%
154	Health Insurance	20,322	22,468	21,516	5,767	26,300	24,352	322.26%
155	Life Insurance	35	58	71	35	37	70	100.00%
159	Longevity	0	0		0	0	0	0.00%
Total		163,849	144,847	149,279	129,213	148,951	150,009	16.09%
573835					2020	2020	2021	% CHANGE
Operating					Budget	Estimated	Proposed	2021/2020
360	Collections	22,946	28,400	27,608	28,400	25,000	28,400	0.00%
Total		22,946	28,400	27,608	28,400	25,000	28,400	0.00%
Total Expenditures		186,795	173,247	176,887	157,613	173,951	178,409	13.19%

573825—WRC Operations					2020	2020	2021	% CHANGE
Operating		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
222	Electric	101,405	93,281	88,193	100,000	100,000	100,000	0.00%
224	Natural Gas	3,329	3,723	3,463	6,500	3,500	5,000	-23.08%
225	Telephone	5,759	6,379	6,087	9,000	8,000	9,000	0.00%
226	Water Service	4,242	4,182	4,432	5,000	3,000	5,000	0.00%
294	Sludge Hauling	201,410	236,823	270,194	300,000	260,000	300,000	0.00%
312	Computer Supplies	10,292	11,972	10,405	14,000	8,000	14,000	0.00%
370	Lab Supplies	24,113	22,000	20,007	22,000	22,000	22,000	0.00%
371	Coagulants	10,034	12,754	12,751	14,000	14,000	16,000	14.29%
372	Safety Equipment	7,759	6,826	7,448	9,000	8,000	9,000	0.00%
Total		368,343	397,940	422,980	479,500	426,500	480,000	0.10%
573830—WRC Maintenance					2020	2020	2021	% CHANGE
Operating		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
297	Refuse Collection	15,250	18,300	19,105	20,000	16,000	20,000	0.00%
340	Maintenance Supplies	44,253	44,500	43,113	50,500	47,000	50,500	0.00%
342	Janitorial Supplies	2,144	1,983	1,646	2,500	2,000	2,500	0.00%
Total		61,647	64,783	63,864	73,000	65,000	73,000	0.00%
573840—Lift Station					2020	2020	2021	% CHANGE
Operating		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
340	Lift Station Maintenance Supplies	60,523	63,500	65,379	63,500	48,000	63,500	0.00%
Total		60,523	63,500	65,379	63,500	48,000	63,500	0.00%
573845—Transportation					2020	2020	2021	% CHANGE
Operating		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
240	Repair and Maintenance	8,891	10,500	13,826	12,000	10,000	12,000	0.00%
Total		8,891	10,500	13,826	12,000	10,000	12,000	0.00%
573850—Administrative Services					2020	2020	2021	% CHANGE
Operating		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
210	Administrative Services	10,250	10,250	10,277	15,250	10,000	10,000	-34.43%
211	Legal	24,117	29,318	10,426	12,000	7,000	8,000	-33.33%
215	Engineering	1,311	6,866	3,964	40,000	40,000	40,000	0.00%
216	Light & Water Billing	117,743	130,334	140,285	160,000	150,000	160,000	0.00%
218	Audit	5,500	5,500	5,500	5,500	5,500	5,500	0.00%
310	Office Supplies	307	35	112	1,000	400	1,000	0.00%
320	Publications/Dues	387	131	401	500	250	200	-60.00%
323	DNR Fees	9,140	10,208	9,880	11,000	10,000	11,000	0.00%
330	Travel/Training	3,517	4,932	4,135	6,000	3,000	6,000	0.00%
390	Other Expenses	391	188	314	500	250	500	0.00%
510	Property—Liability Insurance	14,720	15,512	15,267	17,222	17,225	17,923	4.07%
Total		187,383	213,274	200,561	268,972	243,625	260,123	-3.29%

573855-990 WRC Contingency Account				2020	2020	2021	% CHANGE
	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
990 Sewer Contingency Account	5,410	40,000	40,000	0	0	30,000	0.00%
Total	5,410	40,000	40,000	0	0	30,000	0.00%
573860 Debt Service - Principal & Interest				2020	2020	2021	% CHANGE
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
610 Principal	55,000	50,000	45,000	45,000	45,000	45,000	0.00%
620 Interest	19,631	18,961	24,624	19,138	19,138	18,613	-2.74%
Total	74,631	68,961	69,624	64,138	64,138	63,613	0.00%
573870-540 Depreciation Expense				2020	2020	2021	% CHANGE
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
540 Depreciation Expense	1,124,400	1,191,268	1,216,134	1,030,000	1,030,000	1,030,000	0.00%
Total	1,124,400	1,191,268	1,216,134	1,030,000	1,030,000	1,030,000	0.00%
Total Sewer Expenses	2,655,180	2,889,665	2,959,522	2,844,383	2,757,090	2,926,900	2.90%
Revenues—Operating				2020	2020	2021	% CHANGE
Public Charges for Services	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
423200 Special Assessments							
464111 Residential	1,485,803	1,509,162	1,594,587	2,127,320	1,800,000	2,067,701	-2.80%
464112 Commercial	433,849	438,414	457,217	622,715	500,000	580,775	-6.74%
464113 Industrial	375,017	315,464	296,732	409,685	400,000	419,909	2.50%
464114 Public Authority	68,749	68,488	70,872	95,722	70,000	89,775	-6.21%
464200 Miscellaneous	2,076	1,897	555	1,000	0	0	0.00%
464215 Sewer Connection Fee	112,683	166,471	112,553	10,000	80,000	10,000	0.00%
464220 Reserve Capacity Fee	52,473	78,179	51,755	5,000	37,000	5,000	0.00%
464310 Septage Hauler Revenues	45,951	62,560	66,519	60,000	68,000	65,000	8.33%
Total Operating Revenues	2,576,601	2,640,635	2,650,790	3,331,442	2,955,000	3,238,160	-2.80%
Sewer Fund Operating Income	(78,579)	(249,030)	(308,732)	487,059	197,910	311,260	
Revenues—Non-Operating Revenues/Expenses				2020	2020	2021	% CHANGE
Miscellaneous Revenues—Interest	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
473900 Capital Contributions from Developer	0	535,500	52,755	0	0	0	
481100 Unrestricted Funds	19,926	34,149	39,754	10,000	20,000	10,000	0.00%
481121 WWTF Replacement Fund	18,744	36,135	44,208	10,000	17,000	10,000	0.00%
481122 Collection System Reconstruction	4,452	25,418	30,575	4,000	4,000	4,000	0.00%
481127/9 Impact Fees	366	1,860	3,467	100	1,000	500	400.00%
482215 Rent—City Property	4,401	1	1	1	1	0	-100.00%
483315 Sale of City Property	64,750	5,701	0	0	70	0	#DIV/0!
487000 Change in Market Value	(9,472)	(724)	32,078	0	30,000	0	#DIV/0!
Total Miscellaneous Revenues	103,167	638,040	202,838	24,101	72,071	24,500	1.66%
Net Cost of Program				2020	2020	2021	% CHANGE
	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
	24,588	389,010	(105,894)	511,160	269,981	335,760	-34.31%

WRC Capital Projects						
Collection System Fund	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
Madison—Walnut to Fair						95,000
Evergreen Blvd., Franklin, Madison, Fair, Georgetown Dr., Windsor, Cedar Ridge						400,000
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	
Sewer Lining Lateral Repairs	35,000	35,000	35,000	35,000	35,000	35,000
Portland Rd 2 manholes and connect laterals from bathrooms	20,000					
Madison-Western to Lincoln						
Orchard, Meadow Ct., Meadow Lane						
Portland Ave.						
Meadow-Woodland-Georgetown-Highwood					250,000	
Subtotal Collection System	135,000	470,000	730,000	315,000	665,000	560,000
Waste Water Treatment Plant Equipment						
Replacement Fund	2021	2022	2023	2024	2025	2026
Vehicle Replacement #61				35,000		
Vehicle Replacement #63						
Vehicle Replacement #62						
Vehicle Replacement #60						
Vehicle Replacement #66					400,000	
UV Bulbs (Bank A)				10,000		
UV Bulbs (Bank B)	10,000				10,000	
UV System Replacement			250,000			
New Air Conditioners on Control Building	50,000					
New Ferrous Chloride Delivery System	300,000					
New Portable Generator	75,000					
Effluent filtration		3,000,000				
Miscellaneous Equipment	40,000	40,000	40,000	40,000	40,000	40,000
Subtotal Treatment Plant	475,000	3,040,000	290,000	85,000	450,000	40,000
Total WRC Capital	\$610,000	\$3,510,000	\$1,020,000	\$400,000	\$1,115,000	\$600,000

Water Recycling Center Fund

2021 Budget—Retained Earnings Analysis

	Equipment Replacement	Collection Reconstruction	Impact Fees	Unrestricted	Total
Balance—December 31, 2019	\$2,201,579	\$523,818	\$711,371	\$13,889,418	\$17,326,186
2020					
Interest Earnings	17,000	4,000	1,000	(22,000)	
Yearly Allocations	668,500	800,000		(1,468,500)	
Impact Fees			37,000	(37,000)	
Disbursements:					
Miscellaneous Equipment	(40,000)				
New Air Conditioners on Control Building	(50,000)				
New Ferrous Chloride Delivery System	(250,000)				
UV Bank A	(10,000)				
Engineering		(30,000)			
Park Circle		(155,000)			
Farmstead Parking Lot to Cardinal		(40,000)			
Sewer Lining Lateral Repairs		(50,000)			
Replace 3 Check Valves at Garfield Lift Station		(60,000)			
Arbor, Crescent, Glenwood, Lynwood		(120,000)			
Projected Net Income/(Loss)				197,910	
Projected Balance, December 31, 2020	\$2,537,079	\$872,818	\$749,371	\$12,559,828	\$16,719,096
2021					
Interest Earnings	10,000	4,000	500	(14,500)	
Yearly Allocations	567,900	775,000		(1,342,900)	
Impact Fees			5,000	(5,000)	
Disbursements:					
Miscellaneous Equipment	(40,000)				
UV Bulbs (Bank B)	(10,000)				
New Air Conditioners on Control Building	(50,000)				
Engineering		(30,000)			
Evergreen Blvd		(50,000)			
Sewer Lining Lateral Repairs		(35,000)			
Portland Rd.-2 manholes and connect laterals from bathrooms		(20,000)			
New Ferrous Chloride Delivery System	(300,000)				
New Portable Generator	(75,000)				
Projected Net Income/(Loss)				335,760	
Projected Balance, December 31, 2021	\$2,639,979	\$1,516,818	\$754,871	\$11,533,188	\$16,444,856

Capital Project	Status	Funding Source
2021		
Engineering for 2022 Projects	No Change	\$30,000 Collection System Reconstruction Fund
Miscellaneous Equipment	No Change	\$40,000 Equipment Replacement Fund
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 B)	No Change	\$10,000 Equipment Replacement Fund
New Air Conditioners on Control Building	Moved from 2020	\$50,000 Equipment Replacement Fund
New Ferrous Chloride Delivery System	Moved from 2020	\$300,000 Equipment Replacement Fund
New Portable Generator	New Project	\$75,000 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
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
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

Capital Project	Status	Funding Source
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
UV Bulbs (Bank A)	New Project	\$10,000 Collection Sys. 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
Meadow, Woodland, Georgetown, Highwood	New Project	\$250,000 Equipment Replacement Fund
Vehicle Replacement #66	New Project	\$400,000 Equipment Replacement Fund
UV Bulbs (Bank B)	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
Evergreen Blvd., Franklin, Madison, Fair, Georgetown Dr., Windsor, Cedar Ridge	New Project	\$400,000 Collection System Reconstruction Fund

2027		
Engineering for 2028	No change	\$30,000 Collection System Reconstruction Fund
Miscellaneous Equipment	New Project	\$40,000 Equipment Replacement Fund
Sewer Lining Laterals	New Project	\$35,000 Collection System Reconstruction Fund
Madison-Western to Lincoln	New Project	\$25,000 Collection System Reconstruction Fund
Orchard, Meadow Ct, Meadow Ln	New Project	\$35,000 Collection System Reconstruction Fund
Meadow, Woodland, Georgetown, Highland	New Project	\$100,000 Collection System Reconstruction Fund
Replace Vehicle #60	New Project	\$40,000 Equipment Replacement Fund

Debt Service Fund—Fund 300

					2020	2020	2021	% Change
Revenues		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
411111	Property Taxes	1,284,280	1,502,211	1,817,184	1,664,669	1,664,669	1,967,470	18.19%
467530	Police Impact Fee	37,222	125,815	79,533		69,337		
456305	Build America Bond Reimbursement	4,932	3,787	2,588	1,331	1,329		-100.00%
481100	Interest Revenue	1,011	2,769	11,046	3,000	750	1,000	
491000	Proceeds from Borrowing		47,377			14,220		
491400	Transfer from Capital Improvements	200,000	58,741	100,000	93,000	93,000	40,000	-56.99%
Total Revenues		1,527,445	1,740,700	2,010,351	1,762,000	1,843,305	2,008,470	13.99%
					2020	2020	2021	% Change
Expenditures		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
581582	2010 Capital improvement Notes	98,686	98,686	98,686	98,686	98,686		-100.00%
581565	2012 G.O. Capital Improvement Notes	566,725	562,225	556,850	550,725	550,725	642,975	16.75%
581521	2015 G.O. Capital Improvement Notes	312,900	392,050	454,650	451,500	451,500	443,300	-1.82%
581530	2016 G.O. Capital Improvement Notes	710,963	542,962	541,537	540,950	540,950	540,288	-0.12%
581575	2018 G.O. Capital Improvement Notes			151,707	141,950	141,950	143,575	1.14%
581560	2018 State Trust Fund Loan			36,074	36,074	36,074	36,073	0.00%
581580	2018 TIF #4 Taxable Bonds				246,895		243,114	-1.53%
582000	Issuance Costs		11,533					
Total Expenditures		1,689,274	1,607,456	1,839,504	2,066,780	1,819,885	2,049,325	-0.84%
Revenues over/(under) Expenditures		(161,829)	133,244	170,847	(304,780)	23,420	(40,855)	
Fund Balance		2017	2018	2019	2020	2020	2021	
					Budget	Estimated	Proposed	
Beginning		197,710	35,881	176,456	347,303	347,303	370,723	
Prior Year Adjustment			7,331					
Ending		35,881	176,456	347,303	42,523	370,723	329,868	

Debt Obligations Payment Schedule

Library—Municipal Building

Date	Purpose of Borrowing, Amount, Interest Rate	Balance 2020		Payment Dates	2021	2022	2023	2024
9/3/2012	G.O. Promissory Notes	\$2,625,000	P	3/1	600,000	600,000	300,000	300,000
	\$5,175,000 1.667%		I	3/1, 9/1	42,975	33,525	25,875	20,250
	Term: 15 years							
Total					642,975	633,525	325,875	320,250

2015 and 2016 Capital Projects; 2007 Refinancing

Date	Purpose of Borrowing, Amount, Interest Rate	Balance 2020		Payment Dates	2021	2022	2023	2024
6/25/2015	G.O. Promissory Notes	\$1,870,000	P	3/1	410,000	420,000	340,000	345,000
	\$3,470,000 .35%-2.0%		I	3/1, 9/1	33,300	25,000	17,400	10,550
	Term: 10 years							
Total					443,300	445,000	357,400	355,550

Public Works - Municipal Building

Date	Purpose of Borrowing, Amount, Interest Rate	Balance 2020		Payment Dates	2021	2022	2023	2024
5/18/2016	G.O. Corporate Purpose Bonds	\$7,120,000	P	3/1	380,000	385,000	395,000	405,000
	\$8,700,000 2.179%		I	3/1, 9/1	160,288	153,588	145,788	137,788
	Term: 20 years							
Total					540,288	538,588	540,788	542,788

Capital Projects - Streets

Date	Purpose of Borrowing, Amount, Interest Rate	Balance 2020		Payment Dates	2021	2022	2023	2024
6/28/2018	G.O. Corporate Purpose Bonds	\$1,010,000	P	3/1	115,000	115,000	120,000	125,000
	\$1,230,000 2.7%		I	3/1, 9/1	28,575	25,125	21,600	17,925
	Term: 10 years							
Total					143,575	140,125	141,600	142,925

Debt Obligations Payment Schedule

Capital Projects - Monopole

Date	Purpose of Borrowing, Amount, Interest Rate	Balance		Payment		2021	2022	2023	2024
		2020		Dates					
3/1/2018	State Trust Fund Loan	\$247,953	P	3/1		27,395	28,354	29,347	30,358
	\$300,000 3.5%		I	3/1, 9/1		8,678	7,720	6,727	5,716
	Term: 10 years								
Total						36,073	36,074	36,074	36,074

Capital Projects - Swimming Pool Improvements

Date	Purpose of Borrowing, Amount, Interest Rate	Balance		Payment		2021	2022	2023	2024
		2020		Dates					
9/14/2020	G.O. Corporate Purpose Bonds		P	3/1		25,000	25,000	25,000	25,000
	\$280,000 2.0%		I	3/1, 9/1		5,645	5,800	5,300	4,800
	Term: 20 years								
Total						30,645	30,800	30,300	29,800

Total Debt Principal and Interest Payments for the Year (incl. TIF)						2,079,970	2,068,272	1,676,956	1,672,767
Debt Service Fund Balance—Interest and impact fees						(66,855)			
Transfer from Capital Improv.						(40,000)			
Bid Premium						(5,645)			
Annual Tax Levy Support Needed						1,967,470	2,068,272	1,676,956	1,672,767

Change from Prior Year						#REF!	#REF!	(391,316)	(4,189)
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Tax Rate (Equalized)						#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
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Sewer Utility

Date	Purpose of Borrowing, Amount, Interest Rate	Balance		Payment		2021	2022	2023	2024
		2020		Dates					
5/18/2016	G.O. Corporate Purpose Bonds	\$820,000	P	3/1		45,000	45,000	45,000	45,000
	\$1,005,000 2.179%		I	3/1, 9/1		18,463	17,675	16,775	15,875
	Term: 20 years								
Total						63,463	62,675	61,775	60,875

TID #4 - Amcast Clean Up

Date	Purpose of Borrowing, Amount, Interest Rate	Balance		Payment		2021	2022	2023	2024
		2020		Dates					
9/1/2018	GO Community Dev. Bonds	\$3,145,000	P	3/1		125,000	130,000	135,000	140,000
	\$3,415,000 3.4%		I	3/1, 9/1		118,114	114,160	109,919	105,380
	Term: 20 years								
Total						243,114	244,160	244,919	245,380

TID #6 - Hwy 60 Business Park

Date	Purpose of Borrowing, Amount, Interest Rate	Balance		Payment		2021	2022	2023	2024
		2020		Dates					

Debt Obligations Payment Schedule

Date	Amount, Interest Rate	2020		Dates	2021	2022	2023	2024
9/14/2020	GO Community Dev. Bonds	\$0	P	3/1				
	\$6,070,000 2.0%		I	3/1, 9/1	115,200	128,000	128,000	128,000
	Term: 20 years							
Total					115,200	128,000	128,000	128,000

Special Revenue Funds

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 special events.

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.

SPECIAL REVENUE FUND – CEMETERY – 200-544210

Responsibilities Include:

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

DEPARTMENT SERVICES INDICATORS:	2018	2019	2020 Estimated	2021 Projected
Cemetery lots sold	16	47	75	25
Number of burials (casket & cremains)	60	114	75	60
Number of cemetery monument permits	25	25	25	25

2020 Significant Accomplishments:

- Fix 3-5 headstones

2021 Objectives to be Accomplished:

- Fix 3-5 headstones

Long Term Objectives:

- Columbarium at Zur Ruhe

Budget Variances:

- None

Special Revenue—Cemetery								
Fund 200								
	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020	
Beginning Fund Balance	\$276,573	\$267,574	\$255,687	\$262,634	\$262,634	\$276,539		
Revenues	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% CHANGE 2021/2020	
465500 Property Sales	16,200	10,825	24,600	7,200	40,200	7,200	0.00%	
465550 Monuments & Markers	4,250	2,450	4,350	1,200	1,200	1,200	0.00%	
481100 Interest Income	37	4,564	5,034	1,500	2,400	1,500	0.00%	
482170 Rental Income	11,940	11,740	12,935	11,940	11,940	11,940	0.00%	
486000 Cemetery—Misc. Revenue	3,910	2,180	4,380	1,200	2,000	1,200	0.00%	
487000 Change in Market Value	(230)	(524)	1,748		1,000			
Total Revenues	36,107	31,235	53,047	23,040	58,740	23,040	0.00%	
544210 Personnel	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020	
111 Salaries (.08 FTE)	10,386	8,143	4,491	6,635	3,500	3,746	-43.54%	
112 Overtime	0	0		250	0	250	0.00%	
125 Part time/Seasonal (.53 FTE)	7,646	5,352	8,032	7,400	7,400	7,388	-0.16%	
151 Social Security	1,379	1,013	958	1,093	834	871	-20.31%	
152 Retirement	725	545	295	465	236	270	-41.94%	
154 Health Insurance	4,276	2,022	1,281	674	674	752	11.57%	
155 Life Insurance	0	0		3	3	4	33.33%	
165 Workers' Comp. Insurance	891	546	499	475	475	357	-24.84%	
Total	25,303	17,621	15,556	16,995	13,122	13,638	-19.75%	
544210 Operating	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020	
210 Professional Services	12,627	10,681	24,818	23,500	23,500	23,500	0.00%	
222 Electric	485	479	478	550	550	558	1.45%	
226 Water Service	625	581	677	500	705	740	48.00%	
230 Grounds Maintenance	2,621	3,965	1,180	2,800	2,800	2,800	0.00%	
240 Repair & Maintenance	814	1,908	2,058	2,000	2,000	2,000	0.00%	
245 House Maintenance	1,335	444	502	1,000	1,000	1,000	0.00%	
350 Operating Supplies	900	226	614	900	900	900	0.00%	
510 Property/Liability Insurance	396	217	217	258	258	248	-3.88%	
940 Transfer to Capital Improvement Fund		7,000						
Total	19,803	25,501	30,544	31,508	31,713	31,746	0.76%	
Total Expenditures	45,106	43,122	46,100	48,503	44,835	45,384	-6.43%	
Revenue - Expenditures	(8,999)	(11,887)	6,947	(25,463)	13,905	(22,344)		
Ending Fund Balance	267,574	255,687	262,634	237,171	276,539	254,195		
Fund Balance	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed		
Designated Cemetery Fund Balance	\$160,174	\$146,487	\$150,359	\$126,771	\$160,639	\$137,395		
Designated for Perpetual Care	107,400	109,200	112,275	110,400	115,900	116,800		
Total Fund Balance	267,574	255,687	262,634	237,171	276,539	254,195		

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

				2020	2020	2021	% CHANGE
Revenues	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
411500 Room Taxes	80,783	83,226	84,110	70,000	32,000	50,000	-28.57%
Total Revenues	80,783	83,226	84,110	70,000	32,000	50,000	-28.57%
566700 Operating							
721 Chamber Tourism & Development	76,744	79,044	79,647	66,500	30,657	47,500	-28.57%
Total	76,744	79,044	79,647	66,500	30,657	47,500	-28.57%
592000 Operating							
701 Transfer to General Fund	4,039	4,160	2,943	3,500	2,863	2,500	-28.57%
Total	4,039	4,160	2,943	3,500	2,863	2,500	-28.57%
Total Expenditures	80,783	83,204	82,590	70,000	33,520	50,000	-28.57%
Revenue - Expenditures	0	22	1,520	0	(1,520)	0	
Beginning Fund Balance	\$462	\$462	\$484	\$2,004	\$2,004	\$484	
Total Fund Balance	\$462	\$484	\$2,004	\$2,004	\$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:	2018	2019	2020 Estimated	2021 Projected
Youth Basketball League Participants	150	160	180	180
Youth Basketball Instruction Participants	120	120	130	130
Fall/Spring Tennis	60	60	60	60
Adult Volleyball Participants	80	80	80	80
Adult Volleyball Teams	8	6	6	6
Adult Softball Participants	480	480	480	480
Adult Softball Teams	30	30	30	30
Exercise and Fitness Participants	270	270	300	300
Youth Football	100	100	120	100
Summer Volleyball Camp	30	25	25	30
Archery	40	0	0	20

T-Ball/U8 Ball Participants	50	60	0	60
Adult Basketball Participants	80	80	80	80
Supervised Playground Participants	145	150	150	200
Yoga	60	60	60	60

Service Area	Objective	Efficiency Measure	Target 2018/2019	Target 2019/2020	Target 2020/2021
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

2020 Significant Accomplishments:

- Completed Rec Trac software update
- Created a virtual recreation center to continue programming during COVID19 Pandemic

2021 Objectives to be Accomplished:

- Create new programming and increase amount of special events
- Continue adding virtual programming

Long Term Objectives:

- Research additional facilities for recreation and community programs including the possibility of an indoor athletic facility
- Partner with Cedarburg School District, The Town of Cedarburg and local municipalities to increase programming options

Budget Variances:

- None

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

Revenues	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
467201 Gym Rentals	2,525	4,943	6,034	3,000	2,000	3,000	0.00%
467202 Athletic Field Rentals	480	300	330	300	300	300	0.00%
467310 Summer/Winter Recreation Fees	64,510	69,936	80,642	60,000	62,000	65,000	8.33%
467316 WPRA Ticket Sales Revenue	7,943	9,070	7,907	5,000	1,000	5,000	0.00%
467317 Youth Football Registration	3,055	3,885	4,335	3,500	3,500	3,500	0.00%
467318 Safety Training	7,699	6,446	4,565	6,500	6,000	6,500	0.00%
467319 Basketball Fees	28,790	25,530	25,940	26,000	26,000	26,000	0.00%
467320 Softball Fees	12,926	10,518	10,839	12,000	12,000	12,000	0.00%
467323 Volleyball Fees	1,089	1,420	947	1,200	1,200	1,200	0.00%
467324 Aquatics Fees	5,095	4,871	4,252	5,000	3,000	5,000	0.00%
467325 Concession Revenue	795	636		800	800	800	0.00%
467326 Special Rec Programs	1,407	933	625	1,000	1,000	1,000	0.00%
467327 Solar Recreation	9,740	9,906	12,335	8,000	8,000	8,000	0.00%
467328 Summer Sand Volleyball	1,390	1,405	305	1,800	0	1,800	0.00%
467329 Soccer	18,645	18,150	20,322	20,000	10,000	20,000	0.00%
467331 Banner Advertising	700	350		700	500	700	0.00%
467332 Poms Revenue	58,991	81,228	84,130	58,991	58,991	58,991	0.00%
467335 Low Impact Fitness-Swing and Easy Fitness	12,205	11,008	11,648	12,000	9,000	12,000	0.00%
467336 Civic Band Revenue	3,195	2,375	2,375	3,000	0	3,000	0.00%
467352 Recreation Brochure Sponsorships	8,050	3,846	3,600	5,500	5,500	5,500	0.00%
467431 Gym Vending Machine Receipts		1,322					
467432 Tennis	13,801		130				
484410 Youth Center Receipts			129	500	250	250	-50.00%
485550 Donations	5,615	4,039	22,891	4,000	3,000	4,000	0.00%
486000 Miscellaneous Revenue	11,108	9,893	13,550	15,000	10,000	15,000	0.00%
481100 Interest	24						
491100 General Fund Transfer—CIVIC Band	1,000	1,000		1,000		1,000	0.00%
Total Revenues	280,778	283,010	317,831	254,791	224,041	259,541	1.86%

555390					2020	2020	2021	% Change
Personnel		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
125	Part time/Seasonal	104,198	113,198	110,431	105,000	105,000	105,000	0.00%
127	Exercise/Fitness Salaries	6,973	6,606	7,775	7,000	6,000	7,000	0.00%
151	Social Security	8,489	9,164	9,043	8,568	8,492	8,568	0.00%
161	EAP/125 Administration				60	60	60	0.00%
165	Workers' Comp. Insurance	4,221	4,298	3,926	3,605	3,605	3,516	-2.47%
Total		123,881	133,266	131,175	124,233	123,157	124,144	-0.07%
555390/592000					2020	2020	2021	% Change
Operating		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
225	Telephone	798	474	840	900	900	900	0.00%
228	School District Fees	22,982	16,600	12,450	25,000	15,000	25,000	0.00%
290	Contracted Services	23,658	24,964	45,600	28,000	28,000	28,000	0.00%
309	Recreation Brochure Expenses	4,360	4,125	4,315	4,500	4,500	4,500	0.00%
310	Office Supplies	555	26	29				
320	Publications & Dues	190	30		200	200	200	0.00%
330	Travel & Training	1,186	(250)	1,295	700	700	700	0.00%
336	Transportation	5,232	4,049	3,823	4,000	0	4,000	0.00%
347	Supplies and Expenses	38,190	34,741	49,274	27,825	27,825	27,825	0.00%
350	Operating supplies	1,359						
355	WPRA Ticket Expense	7,688	8,841	7,732	4,500	1,000	4,500	0.00%
356	Solar Recreation	7,224	12,228	8,512	6,050	6,050	6,050	0.00%
357	Tennis	11,000						
372	Safety equipment	2,389	2,307	2,262	3,000	3,000	3,000	0.00%
380	Equipment Outlay/Lease				4,500	4,500	4,500	0.00%
386	Civic Band Expenses	4,092	3,205	3,705	4,000	0	4,000	0.00%
390	Other Expenses	202		54				
394	Poms Program	13,590	35,318	31,172	20,000	25,000	25,000	25.00%
510	Insurance Charges	832	809	816	947	947	980	3.48%
701	Transfer to Other Funds	13,900		13,500		9,652	6,982	
Total		159,427	147,467	185,379	134,122	127,274	146,137	8.96%
Total Expenditures		283,308	280,733	316,554	258,355	250,431	270,281	4.62%
Revenue - Expenditures		(2,530)	2,277	1,277	(3,564)	(26,390)	(10,740)	
Beginning Fund Balance		\$93,839	\$90,952	\$93,229	\$94,506	\$94,506	\$68,116	
Prior Year Adjustment		(357)						
Total Fund Balance		\$90,952	\$93,229	\$94,506	\$90,942	\$68,116	\$57,376	

Special Revenue Fund—Fuel System

Fund 221

				2020	2020	2021	% CHANGE
Revenues		2018	2019	Budget	Estimated	Proposed	2021/2020
463101	Public Works Fees	1,748	3,822	2,000	3,368	3,400	0.00%
Total Revenues		1,748	3,822	2,000	3,368	3,400	0.00%
533210 Operating							
240	Repair & Maintenance		263	5,000	3,000	5,000	0.00%
308	Program Supplies						
380	Equipment Outlay						
Total Expenditures		0	263	5,000	3,000	5,000	0.00%
Revenue - Expenditures		1,748	3,559	(3,000)	368	(1,600)	
Beginning Fund Balance		\$0	\$1,748	\$5,307	\$5,307	\$5,675	
Total Fund Balance		\$1,748	\$5,307	\$2,307	\$5,675	\$4,075	

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:	2018	2019	2020 Estimated	2021 Projected
Number of days open Full Days	60	55	0	55
Partial Days	25	26	0	26
Attendance	45,000	39,892	0	40,000
Average daily attendance	500	493	0	500
Total paid admissions (including group admissions)	12,500	12,414	0	12,500
Seasonal swim passes	675	580	0	600
Youth group swim instruction	500	477	0	460
Number of pool rentals	18	20	0	18
Number of facility jumps/saves	10	4	0	6
Superpasses sold	80	60	0	60
Superpass Grafton Visits	2,000	2,806	0	2,800
Superpass Port Washington Visits	500	393	0	400
Superpass Mequon Visits	200	2,676	0	2,700

Service Area	Objective	Efficiency Measure	Target 2018/2019	Target 2019/2020	Target 2020/2021
Community Pool	Operation of the Pool	Operating Cost Per Person	\$30	\$30	\$30

2020 Significant Accomplishments:

- Both Slide Structures Replaced
- Pool Floor Resurfaced
- New Computers installed
- SCS Structure Refurbished
- Replaced Diving Board
- Replaced countertops in locker rooms
- Painted Slides
- New Sand Play Area Equipment
- New Funbrellas
- New Speakers
- Installed New Shade Structure in Sand Play Area

2021 Objectives to be Accomplished:

- Increase pass sales with marketing of “New” Refurbished Pool
- Purchase new guard stand umbrellas
- Integrate new RecTrac system software
- Install new rentable shade structure/pergola by pump house

Long Term Objectives:

- Replace pool filter
- Refinish main pool house floors
- New registers for concession stand with credit card capability

Budget Variances:

- None

Special Revenue Fund—Swimming Pool

Fund 240

					2020	2020	2021	% Change
Revenues		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
411111	Real Estate Taxes	65,658	69,652	67,429	69,216	69,216	69,216	0.00%
467340	Daily Pool Admissions	67,806	75,448	75,666	82,763	0	82,763	0.00%
467341	Passes	95,382	89,326	81,411	92,000	0	92,000	0.00%
467342	Lessons	21,519	20,820	21,460	21,000	0	21,000	0.00%
467343	Water Aerobics	5,873	6,002	4,538	5,500	0	5,500	0.00%
467344	Uniforms/Miscellaneous	1,681	856	2,465	2,400	0	2,400	0.00%
467345	Concessions	40,823	39,824	37,412	47,000	0	47,000	0.00%
467346	Swim Team	4,180	4,562	3,597	4,500	0	4,500	0.00%
467351	Swimming Pool Banner Program	2,800	1,400	1,200	1,400	0	1,400	0.00%
473118	Town Pool Contribution*							
482215	Facility Rentals	5,072	4,785	4,945	4,000	0	4,000	0.00%
485500	Donations	459		3,200				
491100	Transfer from General Fund	37,175	11,500	24,359	7,944	7,944		-100.00%
491220	Transfer from Rec Programs	13,900				9,652	6,982	
Total Revenues		362,328	324,175	327,682	337,723	86,812	336,761	-0.28%
555320					2020	2020	2021	% Change
Personnel		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
111	Salaries/Rec. Supervisor (.55 FTE)	25,266	25,966	26,115	29,418	29,713	29,713	1.00%
125	Part-Time Salaries/Seasonal	114,070	108,105	123,318	115,000	0	115,000	0.00%
128	Salaries/City DPW (.35 FTE)	17,765	13,536	15,501	16,000	2,500	16,000	0.00%
132	Part-Time/Maintenance Salaries	2,465	2,468	560	2,800	0	2,800	0.00%
151	Social Security	12,191	11,472	12,682	12,486	2,464	12,509	0.18%
152	Retirement	3,624	3,176	3,620	3,066	2,110	3,086	0.65%
154	Health Insurance	11,116	15,586	12,095	11,948	11,948	14,756	23.50%
155	Life Insurance	0	0		3	3	3	0.00%
165	Workers' Comp. Insurance	7,575	7,539	6,886	5,754	5,754	5,526	-3.96%
Total		194,072	187,848	200,777	196,475	54,492	199,393	1.49%
555320					2020	2020	2021	% Change
Operating		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
210	Professional Services	5,076	5,263	3,536	2,970	1,803	2,970	0.00%
220	Internet			540	540	540	540	0.00%
222	Electric	18,562	18,251	17,065	16,500	4,000	16,748	1.50%
224	Natural Gas	14,794	11,358	11,775	12,000	1,000	12,000	0.00%
225	Telephone	448	443	375	440	440	440	0.00%
226	Water Service	9,556	8,589	8,776	9,760	2,500	9,760	0.00%
290	Contracted Services	1,476	1,745	1,854	2,000	885	2,000	0.00%
324	Permits & Licenses	400	400	400	400	0	400	0.00%
330	Travel & Training	378	380	58	600	400	600	0.00%
340	Repair & Maintenance Supplies	14,447	10,338	11,270	16,000	11,000	16,000	0.00%
346	Uniforms	2,572	1,954	4,875	2,500	0	2,000	-20.00%
350	Operating Supplies/Chemicals	21,257	18,065	19,870	20,000	0	20,000	0.00%
380	Equipment	39,072	15,887	15,509	19,607	7,000	16,107	-17.85%
390	Other Expenses	1,356	411	205	1,200	0	1,200	0.00%
510	Property/Liability Insurance	3,182	2,479	2,492	2,752	2,752	2,973	8.03%

Special Revenue Fund—Swimming Pool								
Fund 240								
	Total	132,576	95,563	98,600	107,269	32,320	103,738	-3.29%

Special Revenue Fund—Swimming Pool

Fund 240

555321—Concessions					2020	2020	2021	% Change
Personnel		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
125	Part Time Salaries/Seasonal	13,124	13,815	12,562	12,500	0	12,500	0.00%
151	Social Security	1,004	1,057	960	1,050	0	1,050	0.00%
Total		14,128	14,872	13,522	13,550	0	13,550	0.00%
555321—Concessions					2020	2020	2021	% Change
Operating		2017	2018	2019	Budget	Estimated	Proposed	2021/2020
324	Permits & Licenses	330	330	330	330	0	330	0.00%
350	Operating Supplies	20,791	18,296	19,675	19,000	0	19,000	0.00%
380	Equipment	416	0	2,059	750	0	750	0.00%
Total		21,537	18,626	22,064	20,080	0	20,080	0.00%
Total Swimming Pool Expenses		362,313	316,909	334,963	337,374	86,812	336,761	-0.18%
Revenue - Expenditures		15	7,266	(7,281)	349	(0)	0	
Beginning Fund Balance		0	15	7,281	0	0	(0)	
Total Fund Balance		15	7,281	0	349	(0)	(0)	

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	2018	2019	2020 Estimated	2021 Projected
Citizen Library Use				
Number of Visits Made to the Library	123,108	123,000	123,000	
Average Number of Visits Per Day	349	348	348	
Customers With Active Library Cards	Residents	8,825	8,900	8,900
	Non-Residents	4,160	4,100	4,100
New Library Cards Issued	826	800	800	
Staff Services				
Reference/Research Questions Answered	4,569	4,500	4,500	
Number of Youth Programs Offered	239	240	240	
Attendance at Youth Programs	8,593	8,600	8,600	
Number of Adult Programs Offered	210	200	200	
Attendance at Adult Programs	2,250	2,300	2,300	
Checkout of Library Materials				
Total Number of Items Checked Out by Library Patrons	185,769	190,000	190,000	
Digital books/audio books/magazines checked out	25,658	29,000	29,000	
Research database usage - number of log-ins	6,977	8,000	8,000	
Cedarburg Resident Check Out	105,665	115,000	115,000	
Non-Resident Check Out	80,104	75,000	75,000	
Technology				
Public Computer Users	7,165	7,000	7,000	
WiFi Usage - log ins	75,255	80,000	80,000	

Department Service Indicators	2018	2019	2020 Estimated	2021 Projected
Community Room/Study Rooms Reservations	5,588	6,200	6,200	
3D Printing	658	700	700	
Virtual Reality Equipment Usage (2017 - 3 months of usage)	426	500	500	
Computer Classes for the public	13	16	20	
FTE Staff Per 1,000 Population	1	1	1	
Local Appropriation Per Capita	\$62.63	\$62.63	62.63	

2020 Significant Accomplishments:

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

2021 Objectives to be Accomplished:

-

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:

-

Special Revenue Fund—Library
Fund 260

	2017	2018	2019	2020	2020	2021	% Change
Revenues	Actual	Actual	Actual	Budget	Estimated	Proposed	2021/2020
411111 City Property Taxes	707,306	722,194	722,194	738,194	738,194	748,194	1.35%
435435 State Grant - Cares Act-COVID					20,000		
467100 Library Fines and Fees	21,072	19,569	20,317	21,000	8,000	20,000	-4.76%
467110 Library Other Revenues—County	191,669	205,720	212,192	213,849	229,221	226,035	5.70%
467150 Library Other Revenues—Copies	2,392	2,224	2,099	2,300	1,000	1,500	-34.78%
482215 Rent of City Property	788	752	1,592	1,000	435	500	-50.00%
491400 Transfer from Cap. Improvements	7,474						
Total Revenues	930,701	950,459	958,394	976,343	996,850	996,229	2.04%

	2017	2018	2019	2020	2020	2021	% Change
Personnel	Actual	Actual	Actual	Budget	Estimated	Proposed	2021/2020
111 Salaries (8.0 FTE)	359,961	364,005	381,222	389,514	389,514	418,649	7.48%
124 Bonus			123	325	325	825	153.85%
125 Part Time Salaries (4.39 PTE)	118,514	129,086	128,070	125,000	130,000	138,759	11.01%
128 Maintenance Salaries (.50 PTE)	17,376	13,448	11,702	18,312	9,000	20,000	9.22%
135 Sick Leave Payout	652	481	447	472	7,023	10,241	2069.70%
151 Social Security	37,631	38,707	39,802	40,923	41,146	45,018	10.01%
152 Retirement	29,747	28,981	28,280	29,550	29,923	29,792	0.82%
154 Health Insurance	114,451	118,877	113,111	112,124	112,124	126,364	12.70%
155 Life Insurance	86	122	143	149	149	156	4.70%
159 Longevity	3,433	2,740	2,898	1,323	2,000		-100.00%
161 EAP/125 Admin.		100	100	100	100	100	0.00%
165 Workers' Comp. Insurance	1,178	1,143	979	922	922	953	3.36%
Total	683,029	697,690	706,877	718,714	722,226	790,857	10.04%

	2017	2018	2019	2020	2020	2021	% Change
Operating	Actual	Actual	Actual	Budget	Estimated	Proposed	2021/2020
211 Extraordinary Services			80	275		275	0.00%
222 Electric	22,615	22,139	20,384	23,689	20,000	23,000	-2.91%
223 Marketing	61	134	304	1,000	9,500	7,000	600.00%
224 Natural Gas	6,874	6,107	5,590	7,000	6,000	7,000	0.00%
225 Telephone	2,254	2,273	2,839	2,500	5,270	4,800	92.00%
226 Water Service	1,839	1,798	1,764	2,135	1,900	2,000	-6.32%
240 Repair and Maintenance	3,935	5,924	14,332	10,000	10,000	10,000	0.00%
290 Maint./Contracted Services	45,760	46,378	58,032	51,000	60,000	55,000	7.84%
308 Program Supplies	161	622	958	1,000	1,000	1,000	0.00%
310 Office supplies	7,923	9,023	8,154	8,000	10,000	8,000	0.00%
312 Computer Supplies	2,167	1,792	1,906	3,000	8,000	6,000	100.00%
315 Postage	580	335	298	1,000	450	450	-55.00%
319 Publications and Subscriptions	64,694	82,110	89,647	90,000	65,000	70,000	-22.22%
320 Prof. Publications and Dues	1,270	1,444	1,483	1,600	1,500	1,600	0.00%
330 Travel & Training	5,790	4,556	7,816	6,000	2,200	4,000	-33.33%
350 Operating Supplies	1,755	3,908	4,370	4,000	8,000	4,000	0.00%
380 Equipment/Capital Outlay		2,362	1,485	8,000	9,000	10,000	25.00%
381 Shared System Services	17,917	21,302	20,216	23,000	24,500	24,500	6.52%
382 Library Technology	932	4,419	2,790	5,000	5,500	5,000	0.00%
395 Employment Expenses		354	370	200	300	200	0.00%
510 Liability/Property Insurance	7,973	6,575	6,613	7,164	7,415	8,452	17.98%
Total	194,500	223,555	249,431	255,563	255,535	252,277	-1.29%

Special Revenue Fund—Library

Fund 260

	2017	2018	2019	2020	2020	2021	% Change
Revenues	Actual	Actual	Actual	Budget	Estimated	Proposed	2021/2020
Total Expenditures*	877,529	921,245	956,308	974,277	977,761	1,043,134	7.07%
Revenues - Expenditures	53,172	29,214	2,086	2,066	19,089	(46,905)	
Beginning Fund Balance	(33,733)	19,439	48,653	50,739	50,739	69,828	
Ending Unassigned Fund Balance	19,439	48,653	50,739	52,805	69,828	22,923	
Assigned Funds - Donations							
435432 Grants	13,615	11,300			24,000		
473200 Library Donations	13,597	11,356	12,945	5,000	20,000	30,000	500.00%
Total	27,212	22,656	12,945	5,000	44,000	30,000	500.00%
322 Donation Expenditures	15,269	9,617	11,432	5,000	15,000	27,000	440.00%
331 Grant Expenditures	45	14,616	6,329		22,030		
Revenues - Expenditures	11,898	(1,577)	(4,816)	0	6,970	3,000	
Beginning Assigned Fund Balance	1,439	13,337	11,760	6,944	6,944	13,914	
Ending Assigned Fund Balance	13,337	11,760	6,944	6,944	13,914	16,914	
Total Library Fund Balance	32,776	60,413	57,683	59,749	83,742	39,837	

*Debt Service due to new library building in 2021 is \$642,975

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								
Operating Expenditures		2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
165	Workers' Compensation Insurance	180,759	177,678	148,821	156,010	129,973	#REF!	#REF!
393	Unemployment Compensation	1,601	1,546	1,126		5,000	2,500	
510	Property—Auto Insurance	71,587	65,248	69,681	74,848	71,895	#REF!	#REF!
512	General Liability Insurance	62,111	63,588	65,841	66,192	67,472	#REF!	#REF!
513	Employment Practices Insurance	11,699	12,350	11,921	14,726	12,032	16,278	10.54%
515	Boiler Insurance	1,196	1,366	1,196	1,417	2,471	2,854	101.41%
552	2016 Liability Claims Paid	13,600	7,310	4,051				
553	2017 Liability Claims Paid	61,624	22,065					
523	2018 Liability Claims Paid		32,471	6,502	5,000			-100.00%
546	2019 Liability Claims Paid			214,723	5,000	28,000	5,000	0.00%
524	2020 Liability Claims Paid				15,000	10,000	5,000	-66.67%
525	2021 Liability Claims Paid						15,000	
Total Expenditures		404,177	383,622	523,862	338,193	326,843	#REF!	#REF!
Revenues		2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
481100	Interest Income	12,590	17,147	20,762	10,000	13,000	10,000	0.00%
487000	Change in Market Value	(3,920)	(2,642)	17,369		15,000		
481195	Dividend Income/WC Dividend	44,117	95,464	36,355	13,404	16,520		-100.00%
484000	Insurance Recoveries	27,845	17,757	13,685		3,358		
482000	Workers' Compensation-Wage Recovery	3,844				3,382		
491100	Charges to General Fund	260,560	278,049	249,871	251,245	248,042	#REF!	#REF!
491200	Charges to Cemetery Fund	1,288	763	716	733	733	#REF!	#REF!
491220	Charges to Recreation Programs Fund	5,053	5,107	4,742	4,552	4,552	#REF!	#REF!
491240	Charges to Swimming Pool Fund	10,758	10,019	9,378	8,507	8,507	#REF!	#REF!
491260	Charges to Library	9,151	7,718	7,593	8,337	8,337	#REF!	#REF!
491601	Transfer from Water Recycling Center	32,054	38,875	36,598	36,595	36,595	#REF!	#REF!
491800	Transfer from Trust & Agency Fund							
Total Revenues		403,340	468,257	397,069	333,372	358,026	#REF!	#REF!
Net Cost of Program		2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
		(837)	84,635	(126,793)	(4,821)	31,183	#REF!	#REF!
Fund Balance—January 1		928,154	927,317	974,820	848,027	848,027	879,210	
Prior Year Audit Adjustment		(37,132)	(37,132)					
Fund Balance—December 31		927,317	974,820	848,027	843,206	879,210	#REF!	

General Government Fund 100				2020	2020	2021	% Change
Common Council 511100				Budget	Estimated	Proposed	2021/2020
	2017	2018	2019				
Salaries	16,757	16,154	16,924	16,800	16,800	16,800	0.00%
Social Security	1,278	1,236	1,264	1,285	1,285	1,285	0.00%
Workers' Comp. Insurance	37	35	30	27	27	28	3.70%
Total	18,072	17,425	18,218	18,112	18,112	18,113	0.01%
511100 Common Council							
Operating	2017	2018	2019	2020	2020	2021	% Change
				Budget	Estimated	Proposed	2021/2020
Subscriptions and Dues	6,032	6,367	6,613	6,700	6,500	6,700	0.00%
Travel & Meeting Expenses	72	51	88	225	200	225	0.00%
Operating Expenses	135	568	112	375	200	375	0.00%
Total	6,239	6,986	6,813	7,300	6,900	7,300	0.00%
Total Expenditures	24,311	24,411	25,031	25,412	25,012	25,413	0.00%
513100 Mayor							
Personnel	2017	2018	2019	2020	2020	2021	% Change
				Budget	Estimated	Proposed	2021/2020
Salary	6,000	6,000	6,000	6,000	6,000	6,000	0.00%
Social Security	459	459	459	459	459	459	0.00%
Workers' Comp. Insurance	13	12	11	10	10	10	0.00%
Total	6,472	6,471	6,470	6,469	6,469	6,469	0.00%
513100 Mayor							
Operating	2017	2018	2019	2020	2020	2021	% Change
				Budget	Estimated	Proposed	2021/2020
Telephone	90	89	90	104	104	104	0.00%
Printing							
Travel & Meeting Expenses	106	650	60	600	200	600	0.00%
Awards & Supplies		1,290		1,000	1,000	1,000	0.00%
Other Expenses		301	60	250	250	250	0.00%
Total	196	2,330	210	1,954	1,554	1,954	0.00%
Total Expenditures	6,668	8,801	6,680	8,423	8,023	8,423	0.00%
513200 City Administrator							
Personnel	2017	2018	2019	2020	2020	2021	% Change
				Budget	Estimated	Proposed	2021/2020
Salaries (1.00 FTE)	72,693	74,377	76,126	100,000	100,000	105,000	5.00%
Sick Payout	1,006	940					
Social Security	5,530	5,655	5,763	7,717	7,717	8,033	4.09%
Retirement	5,156	5,072	5,056	6,608	6,608	7,088	7.26%
Health Insurance	15,434	15,643	7,007	21,723	21,723	21,723	0.00%
Life Insurance	48	49	70				
Longevity	1,344	1,394	1,827	882	882		-100.00%
Workers' Comp Insurance	177	169	144	137	137	167	21.90%
Total	101,388	103,299	95,993	137,067	137,067	142,011	3.61%
513200 City Administrator							
Operating	2017	2018	2019	2020	2020	2021	% Change
				Budget	Estimated	Proposed	2021/2020
Telephone	90	88	433	410	410	650	58.54%
Operating Supplies	8	9	208	150	150	200	33.33%
Publications & Dues	333	366	390	400	200	1,200	200.00%
Conferences & Travel	166	339	1,095	700	100	2,000	185.71%
Total	597	802	2,126	1,660	860	4,050	143.98%
Total Expenditures	101,985	104,101	98,119	138,727	137,927	146,061	5.29%

519200 Employee Relations				2020	2020	2021	% Change
	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
EAP/125	1,318	1,711	1,826	2,300	2,100	2,300	0.00%
Professional Services	1,061	550	1,184	28,200	2,500	5,000	-82.27%
Leadership Development	574	610	408	600	400	600	0.00%
Awards and Supplies	3,027	1,833	2,175	1,875	1,900	775	-58.67%
Total	5,980	4,704	5,593	32,975	6,900	8,675	-73.69%
516100				2020	2020	2021	% Change
	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Legal Services							
Extraordinary Services	51,727	37,738	37,684	55,000	36,000	40,000	-27.27%
Total Legal Services	51,727	37,738	37,684	55,000	36,000	40,000	-27.27%
514100 City Clerk				2020	2020	2021	% Change
Personnel	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Salaries (2.5 FTE)	126,270	128,848	160,265	139,983	139,983	157,573	12.57%
Salaries—Part-Time	17,535	16,491	17,463				
Sick Payout	1,629	1,680	329	559	559	584	4.47%
Social Security	11,229	11,477	10,931	10,877	10,877	12,099	11.23%
Retirement	10,143	9,537	9,275	9,597	9,597	10,676	11.24%
Health Insurance	31,660	31,542	37,189	47,169	47,169	40,692	-13.73%
Life Insurance	86	88	78	58	58	100	72.41%
Longevity	2,079	2,205	1,575	1,638	1,638		-100.00%
Workers' Comp. Insurance	348	331	283	243	243	261	7.41%
Total	200,979	202,199	237,388	210,124	210,124	221,985	5.64%
514100 City Clerk				2020	2020	2021	% Change
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Professional Services	1,676	1,017	730	11,020	10,500	1,000	-90.93%
Telephone	448	443	412	500	500	500	0.00%
Repair & Maintenance Services	1,463	1,125	1,350	1,415	1,400	1,400	-1.06%
Office Supplies & Expenses	1,972	2,671	1,402	2,750	2,750	2,750	0.00%
Recording Fees	210	330	172	350	350	350	0.00%
Computer/Copier Supplies	1,284	1,727	1,367	2,000	2,000	2,000	0.00%
Postage	6,506	7,878	7,941	9,000	16,000	12,000	33.33%
Publication & Dues	390	130	690	575	575	575	0.00%
Legal Notice Publications	3,961	4,478	3,500	4,500	4,500	4,500	0.00%
Employee Training, Travel	387	429	729	1,500	200	1,200	-20.00%
Equipment	0	500	673	600	800	600	0.00%
Total	18,297	20,728	18,966	34,210	39,575	26,875	-21.44%
Total Expenditures	219,276	222,927	256,354	244,334	249,699	248,860	1.85%
514200 Elections				2020	2020	2021	% Change
Personnel	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Salaries	9,625	25,782	11,130	30,009	30,000	12,000	-60.01%
Overtime		721					
Salaries—Part Time					500		
Social Security	54	127	44		160		
Workers' Comp. Insurance	31	71	61	49	49	20	-59.18%
Total	9,710	26,701	11,235	30,058	30,709	12,020	-60.01%
514200 Elections				2020	2020	2021	% Change
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Supplies	4,900	8,073	5,569	10,000	14,000	10,000	0.00%
Legal Notice Publications	100			200	200	200	0.00%
Equipment	100				4,500	1,700	
Total	5,100	8,073	5,569	10,200	18,700	11,900	16.67%
Total Expenditures	14,810	34,774	16,804	40,258	49,409	23,920	-40.58%

515400 City Assessor				2020	2020	2021	% Change
Personnel	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Salaries (1.0 FTE)	72,634	74,354	75,836	77,057	77,057	0	-100.00%
Sick Payout	875	801	839	750	750	0	-100.00%
Social Security	5,135	5,262	5,372	6,097	6,097	0	-100.00%
Retirement	5,180	5,095	5,094	5,380	5,380	0	-100.00%
Health Insurance	21,892	22,013	21,571	21,236	21,236	0	-100.00%
Life Insurance	68	70	83	89	67	0	-100.00%
Longevity	1,701	1,764	1,827	1,890	1,890	0	-100.00%
Workers' Comp. Insurance	3,408	3,414	3,118	2,738	2,738	0	-100.00%
Total	110,893	112,773	113,740	115,237	115,215	0	-100.00%

515400 City Assessor				2020	2020	2021	% Change
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Professional Services	13,500	13,500	13,500	13,500	13,500	83,500	518.52%
Revaluation	0	0	6,500	10,000	10,000	10,000	0.00%
Telephone	179	177	180	200	181	200	0.00%
Office Supplies	903	153	194	300	225	300	0.00%
Computer Supplies	3,884	4,207	4,347	4,515	4,300	1,500	-66.78%
Publication & Dues	305	320	240	240	260	0	-100.00%
State Fees—Mfg. Assessment	1,592	1,506	1,502	1,600	1,475	1,550	-3.13%
Employee Training, Travel	947	977	824	1,100	250	0	-100.00%
Total	21,310	20,840	27,287	31,455	30,191	97,050	208.54%
Total Expenditures	132,203	133,613	141,027	146,692	145,406	97,050	-33.84%

515600 City Treasurer				2020	2020	2021	% Change
Personnel	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Salaries (3.5 FTE)	82,629	80,369	82,597	163,627	163,627	169,013	3.29%
Salaries—Part Time	0	7,820	10,211				
Sick Payout	362	482		531	531	1,481	178.91%
Social Security	6,007	6,372	6,897	12,794	12,794	13,043	1.95%
Retirement	5,869	5,429	5,949	10,954	11,289	11,508	5.06%
Health Insurance	24,404	24,463	22,423	27,233	27,233	23,206	-14.79%
Life Insurance	83	106	123	144	144	162	12.50%
Longevity	1,629	1,720	1,811	3,082	3,082		-100.00%
Workers' Comp. Insurance	197	187	161	153	153	280	83.01%
Total	121,180	126,948	130,172	218,518	218,853	218,693	0.08%

515600 City Treasurer				2020	2020	2021	% Change
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Professional Services	49,200	48,602	52,292	55,000	55,000	36,600	-33.45%
Telephone	269	266	270	315	276	300	-4.76%
Office Supplies	5,713	4,955	6,053	7,000	7,000	7,000	0.00%
Publication & Dues	370	380	380	520	445	520	0.00%
Employee Training, Travel	684	72	185	400	400	1,020	155.00%
Office Equipment			2,715	100	100	100	0.00%
Other Expenses	2,431	1,513	2,085	2,900	2,900	2,500	-13.79%
Total	58,667	55,788	63,980	66,235	66,121	48,040	-27.47%
Total Expenditures	179,847	182,736	194,152	284,753	284,974	266,733	-6.33%

515900 Independent Auditing				2020	2020	2021	% Change
Personnel	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Professional Services	33,750	27,250	27,750	29,000	28,500	32,000	10.34%

514700 Technology	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
Professional Services	16,870	16,586	35,495	31,500	31,500	34,725	10.24%
Internet Service	13,460	13,512	12,381	13,000	12,492	13,000	0.00%
Computer Supplies	28						
Equipment Outlay	9,973	14,914	19,435	22,175	22,175	25,475	14.88%
Multi Use Equipment	7,419	7,340	8,808	7,700	7,700	7,800	1.30%
Total	47,750	52,352	76,119	74,375	73,867	81,000	8.91%

519100 Uncollectible Taxes	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
Uncollectible Taxes	2,113						

519400 Insurance	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
Property/Auto Insurance	3,702	2,720	2,646	2,974	2,974	3,119	4.88%
General Liability Insurance	4,555	5,588	4,377	4,642	4,642	5,328	14.78%
Surety Bonds	605	596	714	750	543	652	-13.07%
Total	8,862	8,904	7,737	8,366	8,159	9,099	8.76%

518100 City Hall Complex	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
Personnel							
Salaries (1.52 FTE)	108,468	74,030	74,817	73,683	73,683	74,428	1.01%
Overtime	2,138	2,065	1,983	2,000	1,000	1,500	-25.00%
Salaries—Part-Time			192				
Sick Payout	249	281		323	323	416	28.79%
Social Security	8,276	5,808	6,121	5,872	5,796	5,840	-0.54%
Retirement	6,204	5,317	5,473	5,181	4,962	5,153	-0.54%
Health Insurance	13,845	11,740	11,071	13,213	13,213	14,435	9.25%
Life Insurance	94	96	103	77	77	98	27.27%
Longevity	643	680	718	756	756		-100.00%
Workers' Comp. Insurance	4,247	3,373	3,080	2,627	2,627	2,397	-8.76%
Total	144,164	103,390	103,558	103,732	102,437	104,267	0.52%

518100 City Hall Complex	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
Operating							
Electric	23,087	21,633	20,777	25,609	25,609	25,993	1.50%
Natural Gas	21,924	20,549	20,142	25,000	25,000	25,000	0.00%
Telephone	1,914	3,150	2,150	2,025	2,500	2,500	23.46%
Water Service	3,155	3,135	3,446	3,500	3,500	3,500	0.00%
Repair & Maintenance Services	24,260	52,332	27,552	30,000	30,000	30,000	0.00%
Operating Supplies	12,773	7,731	6,586	14,000	14,000	14,000	0.00%
Capital Equipment Outlay	20,210	42,027	25,466	22,000	22,000	22,000	0.00%
Total	107,323	150,557	106,119	122,134	122,609	122,993	0.70%
Total Expenditures	251,487	253,947	209,677	225,866	225,046	227,260	0.62%

Total General Government	1,080,769	1,096,258	1,102,727	1,314,181	1,278,922	1,214,494	-7.59%
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Public Safety							
522100 Police Station							
Personnel	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
Salaries (0.4 FTE)	14,951	18,363	19,673	20,689	20,689	20,899	1.02%
Overtime	0	0		400	400	400	0.00%
Sick Payout	166	188	135	235	235	278	18.30%
Social Security	1,218	1,454	1,140	1,670	1,670	1,651	-1.14%
Retirement	1,107	1,259	954	1,458	1,458	1,438	-1.37%
Health Insurance	3,592	5,601	3,993	3,645	3,645	3,852	5.68%
Life Insurance	0	6		24	24	25	4.17%
Longevity	428	454	679	504	504	0	-100.00%
Workers' Comp. Insurance	932	932	852	703	703	677	-3.70%
Total	22,394	28,257	27,426	29,328	29,328	29,220	-0.37%
522100 Police Station							
Operating	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
Electric	25,280	24,966	21,960	29,305	29,305	30,037	2.50%
Natural Gas	7,951	7,383	6,934	12,120	12,120	12,241	1.00%
Water Service	1,050	1,006	963	1,346	1,346	1,413	4.98%
Repair & Maintenance Services	28,499	32,737	23,281	20,000	25,000	20,000	0.00%
Maintenance Supplies	3,863	1,712	1,933	4,500	5,000	4,500	0.00%
Property/Auto Insurance	2,038	1,310	1,310	1,533	1,533	1,703	11.09%
Total	68,681	69,114	56,381	68,804	74,304	69,894	1.58%
Total Expenditures	91,075	97,371	83,807	98,132	103,632	99,114	1.00%
522110 Police Administration							
Personnel	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
Salaries (10.0 FTE)	198,164	201,656	204,961	209,638	209,638	222,269	6.03%
Overtime	26,484	17,917	15,295	5,000	2,000	5,000	0.00%
Office/Dispatchers	386,941	351,931	375,977	412,970	412,970	432,964	4.84%
Holiday	8,202	9,112	10,283	13,559	13,559	13,930	2.74%
Sick Payout	5,418	5,512	4,717	5,768	5,768	3,491	-39.48%
Social Security	48,035	44,782	46,720	50,516	50,287	51,841	2.62%
Retirement	50,867	48,674	49,291	54,456	54,254	56,397	3.56%
Health Insurance	119,206	136,743	128,390	133,304	133,304	130,231	-2.31%
Life Insurance	212	227	247	247	247	174	-29.55%
Longevity	11,896	12,400	10,321	13,408	13,408	0	-100.00%
Workers' Comp. Insurance	7,983	7,880	6,850	6,233	6,233	6,899	10.69%
Total	863,408	836,834	853,052	905,099	901,668	923,196	2.00%
522110 Police Administration							
Operating	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
Legal Services	13,837	21,400	18,426	15,000	15,000	15,000	0.00%
Animal Pound	1,075	655	875	1,500	1,500	1,500	0.00%
Telephone/Communications	33,029	28,772	35,864	29,000	29,000	29,000	0.00%
Repair & Maintenance Services	45,536	46,320	47,022	46,000	46,000	46,000	0.00%
Office Supplies	6,116	7,222	7,709	6,500	6,500	6,500	0.00%
Printing	3,658	2,805	2,673	3,500	3,500	3,500	0.00%
Publications & Dues	327	1,130	425	1,250	1,250	1,250	0.00%
Employee Training, Travel	6,492	5,687	6,843	4,500	4,500	4,500	0.00%
Clothing & Uniforms	3,611	2,915	1,780	3,700	3,700	3,700	0.00%
Supplies & Expenses—Hunter Safety	316	(29)	38	300	300	300	0.00%
Equipment Outlay	2,111	5,996	1,120	2,500	2,500	2,500	0.00%
Other Expenses (Photo)	1,172	1,267	1,405	2,000	2,000	2,000	0.00%
Liability Insurance	20,442	19,154	19,323	22,157	22,157	21,413	-3.36%
Total	137,722	143,294	143,503	137,907	137,907	137,163	-0.54%
Total Expenditures	1,001,130	980,128	996,555	1,043,006	1,039,575	1,060,359	1.66%

522120 Patrol							
Personnel	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
Salaries (17.0 FTE)	1,193,629	1,241,509	1,343,353	1,375,468	1,300,000	1,400,187	1.80%
Overtime	38,051	37,311	42,590	51,253	51,253	52,175	1.80%
Crossing Guards	39,382	41,081	46,700	46,700	27,959	46,685	-0.03%
Wages/Billable	(13,526)	(7,798)	(52,959)	(75,000)	(75,000)	(75,000)	0.00%
Holiday	37,066	33,933	38,293	62,663	62,663	63,790	1.80%
Sick Payout	4,376	1,749	1,949	2,259	2,259	1,503	-33.47%
Social Security	101,149	104,333	107,362	118,513	111,306	120,292	1.50%
Retirement	144,786	146,193	149,031	174,777	165,985	177,576	1.60%
Health Insurance	210,480	232,931	258,875	293,840	260,000	347,415	18.23%
Life Insurance	201	206	202	187	187	177	-5.35%
Longevity	12,658	12,232	12,033	10,852	10,852	8,106	-25.30%
Workers' Comp. Insurance	49,543	47,792	41,621	41,837	41,837	43,347	3.61%
Total	1,817,795	1,891,472	1,989,050	2,103,349	1,959,301	2,186,253	3.94%
522120 Patrol							
Operating	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
Repair & Maintenance Services	25,233	22,405	20,248	20,000	20,000	20,000	0.00%
Employee Training, Travel	17,371	23,360	35,832	16,000	16,000	16,000	0.00%
Clothing & Uniforms	18,001	20,596	24,100	12,000	12,000	12,000	0.00%
Supplies & Expenses	6,078	1,050	13,978	5,500	5,500	5,500	0.00%
Gasoline, Motor Oil	30,843	30,375	26,802	25,000	25,000	25,000	0.00%
K-9 Unit Expense	1,006	968	13,193	3,000	3,000	3,000	0.00%
Equipment Outlay	23,375	32,704	20,187	25,000	25,000	25,000	0.00%
Other Expenses	125	305	165	500	500	500	0.00%
Property/Automobile Insurance	3,922	3,915	3,401	3,997	3,997	3,906	-2.28%
Total	125,954	135,678	157,906	110,997	110,997	110,906	-0.08%
Total Expenditures	1,943,749	2,027,150	2,146,956	2,214,346	2,070,298	2,297,159	3.74%
522130 Investigative Division							
Personnel	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
Salaries (2.0 FTE)	211,292	172,467	182,587	184,709	165,000	189,957	2.84%
Overtime	4,171	5,107	168	5,629	5,629	2,894	-48.59%
Wages/Billable	2,858	(1,767)	(749)	(1,500)	(1,500)	(1,500)	0.00%
Holiday	6,290	5,047	2,966	3,639	2,629	1,351	-62.87%
Sick Payout	0	1,348			0	0	
Social Security	16,199	13,622	13,225	14,901	13,316	14,779	-0.82%
Retirement	19,283	21,017	20,177	22,867	20,454	22,681	-0.81%
Health Insurance	33,906	43,078	43,364	43,446	43,446	32,933	-24.20%
Life Insurance	43	33	34	35	35	18	-48.57%
Longevity	4,814	2,058	2,184	2,310	2,310	488	-78.87%
Workers' Comp. Insurance	6,476	6,469	5,634	5,318	5,318	5,367	0.92%
Total	305,332	268,479	269,590	281,354	256,637	268,968	-4.40%
522130 Investigative Division							
Operating	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
Professional Services	7,449	7,857	3,137	2,500	2,500	2,500	0.00%
Investigative Supplies	2,049	2,481	2,939	3,000	3,000	3,000	0.00%
Employee Training, Travel	889	5,836	3,302	2,000	2,000	2,000	0.00%
Clothing & Uniforms	968	3,090	2,741	1,250	1,250	1,250	0.00%
Total	11,355	19,264	12,119	8,750	8,750	8,750	0.00%
Total Expenditures	316,687	287,743	281,709	290,104	265,387	277,718	-4.27%

522230 Fire Station				2020	2020	2021	% Change
Personnel	2017	2018		Budget	Estimated	Proposed	2021/2020
Salaries (2.0 FTE)	22,117	51,198	54,133	81,219	72,102	130,459	60.63%
Overtime				2,500		5,000	
Part Time Salaries (0.5 FTE)	12,256	28,825	44,249	53,061	53,061	54,652	3.00%
FICA	2,623	4,832	7,528	10,464	9,575	14,543	38.98%
Retirement	21,723	21,548	24,985	29,739	28,955	43,580	46.54%
Health Insurance	6,184	21,155	21,240	31,854	28,240	67,075	110.57%
Workers' Comp. Insurance	9,409	15,995	8,171	5,083	5,083	8,168	60.69%
Total	74,312	143,553	160,306	213,920	197,016	323,477	51.21%
522230 Fire Station				2020	2020	2021	% Change
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Electric	15,172	15,595	15,365	17,000	17,000	17,000	0.00%
Natural Gas	10,023	10,472	10,164	12,000	12,000	12,000	0.00%
Telephone	652	655	796	800	1,200	1,200	50.00%
Water Service	2,520	2,420	2,887	3,000	3,000	3,000	0.00%
Operating Expense	212,404	262,108	175,140	217,500	217,500	217,500	0.00%
Building Maintenance	5,045	11,830	9,738	15,000	15,000	15,000	0.00%
Maintenance/Contracted Services	2,240	360	66,123	1,500	1,500	1,500	0.00%
Equipment Outlay		43,207	253,380				
Property/Auto Insurance	34,563	39,533	36,612	38,146	38,146	37,879	-0.70%
Liability Insurance	2,834	2,865	2,333	1,353	1,353	2,221	64.15%
Total	285,453	389,045	572,538	306,299	306,699	307,300	0.33%
Total Expenditures	359,765	532,598	732,844	520,219	503,715	630,777	21.25%
522310 Building Inspection				2020	2020	2021	% Change
Personnel	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Salaries (2.0 FTE)	101,400	103,478	106,584	107,586	107,586	109,293	1.59%
Social Security	7,509	7,672	7,846	8,303	8,303	8,361	0.70%
Retirement	7,123	6,982	7,049	7,326	7,326	7,377	0.70%
Health Insurance	26,630	28,463	29,140	29,656	29,656	29,332	-1.09%
Life Insurance	58	59	61	61	61	77	26.23%
Longevity	756	819	882	945	945	0	-100.00%
Workers' Comp. Insurance	3,145	2,967	2,705	2,383	2,383	2,174	-8.77%
Total	146,621	150,440	154,267	156,260	156,260	156,614	0.23%
522310 Building Inspection				2020	2020	2021	% Change
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Professional Services	1,275	2,624	7,009	5,000	7,000	5,000	0.00%
Telephone	840	957	1,064	700	956	1,000	42.86%
Office Supplies & Expenses	2,471	3,545	2,971	2,400	3,200	2,800	16.67%
Employee Training, Travel	155	574	140	500	500	500	0.00%
Vehicle Maintenance—Gasoline	2,119	2,117	1,740	1,700	1,100	1,700	0.00%
Liability Insurance	944	874	882	979	979	956	-2.35%
Total	7,804	10,691	13,806	11,279	13,735	11,956	6.00%
Total Expenditures	154,425	161,131	168,073	167,539	169,995	168,570	0.62%
522360 Weights & Measures				2020	2020	2021	% Change
	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Professional Services	2,000	2,000	2,000	2,000	2,000	2,000	0.00%

522410 Emergency Management				2020	2020	2021	% Change
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Workers' Comp. Insurance	75	56	56	100	52	55	-45.00%
Internet			1,559	1,620	1,620	1,620	0.00%
Electric	688	691	651	800	800	820	2.50%
Natural Gas	773	787	791	1,200	1,200	1,212	1.00%
Telephone	1,354	1,094	1,606	1,500	1,500	1,500	0.00%
Water Service	390	402	418	500	500	525	5.00%
Sirens Maintenance	2,940	2,940	1,847	2,000	2,000	2,000	0.00%
Repair & Maintenance	1,027	4,866	783	2,000	2,000	2,000	0.00%
Maintenance—Contracted	219	841	178	500	500	500	0.00%
Office Supplies			464	800	800	800	0.00%
Radio Equipment Maintenance	677	525	230	2,000	2,000	2,000	0.00%
Training & Travel	464	916	1,337	2,000	2,000	2,000	0.00%
Repair & Maintenance—Supplies	459	283	410	700	700	700	0.00%
Awards	117	411	118	800	800	800	0.00%
Clothing & Uniforms	1,279	921	855	1,200	1,200	1,200	0.00%
Operating Supplies—Vehicles	1,494	2,170	2,902	3,000	3,000	3,000	0.00%
Fuel—Vehicles	695	576	1,860	2,000	2,000	2,000	0.00%
Equipment	3,819	3,229	703	3,000	3,000	3,000	0.00%
Property Insurance	1,335	1,417	1,297	1,527	1,527	1,561	2.23%
Total	17,805	22,125	18,065	27,247	27,199	27,293	0.17%
Total Public Safety	3,886,636	4,110,246	4,430,009	4,362,593	4,181,801	4,562,990	4.59%
533110 Engineering				2020	2020	2021	% Change
Personnel	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Salaries (1.5 FTE)	115,346	118,377	117,441	112,450	111,833	97,941	-12.90%
Sick Pay Out	736	1,015	6,533	580	580	30,515	5161.21%
Social Security	8,261	8,666	8,598	8,726	8,679	9,827	12.62%
Retirement	8,185	8,081	7,545	7,661	7,619	6,611	-13.71%
Health Insurance	19,233	18,865	21,029	20,797	20,797	9,854	-52.62%
Life Insurance	180	189	188	108	108	15	-86.11%
Longevity	2,268	2,363	2,429	1,040	1,040	0	-100.00%
Workers' Comp. Insurance	3,710	3,791	3,458	2,991	2,991	3,192	6.72%
Total	157,919	161,347	167,221	154,353	153,647	157,955	2.33%
533110 Engineering				2020	2020	2021	% Change
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Professional Services	400	6,253	39,961	10,500	18,000	18,000	71.43%
Telephone	371	413	369	1,000	1,000	1,000	0.00%
Office Supplies	195	322	655	400	406	400	0.00%
Maps & Plats	2,053	9,783	7,614	10,000	5,000	7,000	-30.00%
Publications & Dues	315	962	590	950	950	950	0.00%
Employee Training, Travel	1,332	1,295	1,275	1,350	500	1,350	0.00%
Operating Supplies	328	1,187	354	1,100	700	1,100	0.00%
Gas & Oil Expense	941	1,132	907	1,000	600	1,000	0.00%
Equipment Outlay	400	197	404	800	800	800	0.00%
Liability Insurance	6,734	6,831	6,891	7,663	7,663	7,012	-8.50%
Total	13,069	28,375	59,020	34,763	35,619	38,612	11.07%
Total Expenditures	170,988	189,722	226,241	189,116	189,266	196,567	3.94%

533210 Garage-Mechanic				2020	2020	2021	% Change
Personnel	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Salaries (1.15 FTE)	144,170	101,193	90,004	77,047	77,047	78,405	1.76%
Overtime	3,576	823	1,872	1,050	500	1,050	0.00%
Part Time Seasonal			1,980	4,500	5,000	4,500	0.00%
Social Security	10,865	7,358	6,766	6,391	6,387	6,423	0.50%
Retirement	10,304	6,871	6,085	5,335	5,141	5,363	0.52%
Health Insurance	19,787	17,234	12,662	21,236	19,000	19,922	-6.19%
Life Insurance	9	18	5	0	12	0	0.00%
Longevity	756	819	882	945	945	0	-100.00%
Workers' Comp. Insurance	5,268	3,218	2,939	2,861	2,861	2,636	-7.86%
Total	194,735	137,534	123,195	119,365	116,893	118,299	-0.89%
533210 Garage-Mechanic				2020	2020	2021	% Change
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Contracted Services	1,220	1,217	828	700	700	700	0.00%
Electric	22,442	20,680	20,156	24,400	24,400	24,400	0.00%
Natural Gas	8,507	8,825	9,274	11,500	11,500	11,500	0.00%
Telephone	6,318	5,645	5,939	7,100	7,100	7,100	0.00%
Water Service	4,827	4,674	7,356	10,000	8,000	10,000	0.00%
Fuel System Maintenance		1,070	5,444				
Employee Training, Travel	2,024	1,182	2,992	2,200	2,200	2,200	0.00%
Garage/Maintenance Supplies	31,050	37,385	38,214	32,350	32,350	32,500	0.46%
Gas/Diesel Fuel & Oil Expense	54,692	61,695	78,749	55,000	50,000	55,000	0.00%
M&E Maintenance/Parts	74,663	66,242	59,814	75,000	75,000	75,000	0.00%
Equipment Outlay	5,028	1,980	569	5,000	7,000	5,000	0.00%
Property/Auto Insurance	34,724	38,263	34,033	35,806	35,806	36,323	1.44%
Total	245,495	248,858	263,368	259,056	254,056	259,723	0.26%
Total Expenditures	440,230	386,392	386,563	378,421	370,949	378,022	-0.11%
533311 Street Maintenance				2020	2020	2021	% Change
Personnel	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Salaries (5.55 FTE)	259,879	301,962	332,070	356,806	356,806	362,485	1.59%
Overtime	20,207	28,984	31,425	45,500	45,500	45,500	0.00%
Part Time Salaries/Temporary	11,072	9,310	658	6,900	6,900	6,900	0.00%
Sick Pay Out	2,831	2,447	2,113	2,963	2,963	3,008	1.52%
Social Security	20,099	23,785	25,147	32,341	32,341	31,969	-1.15%
Retirement	19,591	22,795	24,443	27,870	27,044	27,539	-1.19%
Health Insurance	153,796	171,362	185,434	181,229	181,229	210,235	16.01%
Life Insurance	48	54	60	76	76	94	23.68%
Longevity	9,072	9,576	9,072	10,584	10,584	0	-100.00%
Workers' Comp. Insurance	14,830	17,929	16,376	14,504	14,504	12,122	-16.42%
Total	511,425	588,204	626,798	678,773	677,947	699,852	3.11%
533311 Street Maintenance				2020	2020	2021	% Change
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Professional Services	509	353	140	750	500	750	0.00%
Repair & Maintenance Services	51,212	51,365	40,831	45,500	49,500	45,500	0.00%
Operating Supplies	3,117	561	6,252	3,000	5,000	3,000	0.00%
Signs, Supplies & Parts	12,336	11,562	6,279	9,473	9,476	9,000	-4.99%
Total	67,174	63,841	53,502	58,723	64,476	58,250	-0.81%
Total Expenditures	578,599	652,045	680,300	737,496	742,423	758,102	2.79%

533410 Streets Ineligible				2020	2020	2021	% Change
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Repair & Maintenance - alleys				20,000	20,000		
Lease Expenses	4,187	4,091	4,170	4,200	4,241	4,300	2.38%
Total Expenditures	4,187	4,091	4,170	24,200	24,241	4,300	-82.23%
533420 Street Lighting				2020	2020	2021	% Change
	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Electric	265,093	272,777	262,630	270,000	270,000	251,888	-6.71%
Total	265,093	272,777	262,630	270,000	270,000	251,888	-6.71%
533421 Traffic Control Signals				2020	2020	2021	% Change
	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Electric	2,889	2,712	2,698	3,150	3,150	3,150	0.00%
Repair & Maintenance Services	3,972	7,464	8,847	5,000	5,500	6,000	20.00%
Total	6,861	10,176	11,545	8,150	8,650	9,150	12.27%
Total Lighting and Signals	271,954	282,953	274,175	278,150	278,650	261,038	-6.15%
533440 Storm Sewers				2020	2020	2021	% Change
Personnel	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Salaries (2.05 FTE)	61,340	43,598	55,773	134,507	75,000	137,528	2.25%
Overtime	0	925	479	1,000	500	1,000	0.00%
Social Security	4,644	3,390	4,212	10,366	5,776	10,597	2.23%
Retirement	4,342	2,982	3,688	9,147	4,945	9,351	2.23%
Health Insurance	0	0	3,431	5,309	5,309	4,981	-6.18%
Life Insurance	1	1	1	2	2	2	0.00%
Workers' Comp. Insurance	4,611	5,721	5,225	4,656	4,656	4,349	-6.59%
Total	74,938	56,617	72,809	164,987	96,188	167,808	1.71%
533440 Storm Sewers				2020	2020	2021	% Change
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Repair & Maintenance Services	32,025	27,704	35,678	30,000	30,000	30,000	0.00%
Contracted Services (street sweepings)	10,608	10,264	12,624	15,000	10,000	15,000	0.00%
State Fees—DNR Stormwater Permit	1,500	1,500	1,500	1,500	1,500	1,500	0.00%
Total	44,133	39,468	49,802	46,500	41,500	46,500	0.00%
Total Expenditures	119,071	96,085	122,611	211,487	137,688	214,308	1.33%
533450 Snow and Ice Control				2020	2020	2021	% Change
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Contracted Services—Seasonal	0	0		4,000	4,000	4,000	0.00%
Contracted Services	2,458	1,153	2,100	12,000	12,000	12,000	0.00%
Maintenance Supplies	8,288	12,617	14,622	7,200	9,700	7,200	0.00%
Equipment	7,450	4,134	826	4,000	4,000	4,000	0.00%
Ice Control Materials	120,850	88,172	115,498	109,000	109,000	110,000	0.92%
Total Expenditures	139,046	106,076	133,046	136,200	138,700	137,200	0.73%

533730 Recycling							
Personnel	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
Salaries (1.5 FTE)	92,266	94,867	98,601	94,380	94,380	95,316	0.99%
Overtime	974	760	4,754	500	600	600	20.00%
Part Time Salaries/Temporary	77						
Social Security	7,026	7,047	7,885	7,258	7,266	7,338	1.10%
Retirement	6,476	6,231	6,778	6,404	6,411	6,474	1.09%
Health Insurance	105	34	1,846				
Life Insurance	7	3	2				
Workers' Comp. Insurance	4,188	4,056	3,705	3,260	3,260	2,014	-38.22%
Total	111,119	112,998	123,571	111,802	111,917	111,742	-0.05%
533730 Recycling							
Operating	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
Repair & Maintenance						4,000	
Contracted Services	203,315	203,869	205,857	220,416	220,416	220,782	0.17%
Recycling Expenses	2,118	1,315	2,340	2,000	2,400	2,400	20.00%
Equipment/Capital Outlay	11,463						
Total	216,896	205,184	208,197	222,416	222,816	227,182	2.14%
Total Expenditures	328,015	318,182	331,768	334,218	334,733	338,924	1.41%
533710 Solid Waste Collection							
	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
Contracted Services	410,047	417,963	426,401	461,820	440,000	485,616	5.15%
Total	410,047	417,963	426,401	461,820	440,000	485,616	5.15%
533720 Landfill-Groundwater							
Monitoring	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
Contracted Services	10,050	10,050	6,500	6,500	6,500	6,500	0.00%
533740 Weed Control							
	2017	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% Change 2021/2020
Maintenance Services	920	274		1,000		1,000	0.00%
Total Health and Sanitation	421,017	428,287	432,901	469,320	446,500	493,116	5.07%
Total Engineering & Public Works	2,473,107	2,463,833	2,591,775	2,758,608	2,663,150	2,781,577	0.83%

555140 Senior Services				2020	2020	2021	% Change
Personnel	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Part Time Salaries (1.3 FTE)	51,190	49,785	63,955	56,100	50,000	57,816	3.06%
Sick Pay Out	426	416					
Social Security	4,114	3,965	3,974	4,292	3,825	4,336	1.03%
Retirement	2,494	2,366	2,038	2,329	1,894	1,951	-16.23%
Health Insurance	465	394	102				
Longevity	976	1,008					
Workers' Comp. Insurance	127	125	108	91	91	96	5.49%
Total	59,792	58,059	70,177	62,812	55,810	64,199	2.21%
555140 Senior Services				2020	2020	2021	% Change
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Professional Services	9,512	6,609	6,465	7,500	2,600	6,500	-13.33%
Telephone	179	177	180	325	325	325	0.00%
Supplies & Expenses	1,703	553	1,744	2,000	1,500	2,000	0.00%
Printing	153	65	65	1,000	25	600	-40.00%
Employee Training, Travel	629	411	396	1,200	300	900	-25.00%
Other Expenses	38,036	37,695	39,862	28,000	7,000	26,000	-7.14%
Property Insurance	479	1,511	1,511	1,768	1,768	1,964	11.09%
Liability Insurance	483	477	481	474	474	506	6.75%
Total	51,174	47,498	50,704	42,267	13,992	38,795	-8.21%
Total Expenditures	110,966	105,557	120,881	105,079	69,802	102,994	-1.98%
555145 Senior Van				2020	2020	2021	% Change
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Telephone	38	31	31	50	83	85	70.00%
Repair & Maintenance	300	112	261	500	300	500	0.00%
Gas & Oil Expense	2,508	2,081	1,800	2,100	700	2,000	-4.76%
Property Insurance	223	235	279	252	252	249	-1.19%
Total Expenditures	3,069	2,459	2,371	2,902	1,335	2,834	0.00%
555220 Celebrations				2020	2020	2021	% Change
Personnel	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Salaries	22,073	22,989	25,776	20,000	8,000	20,000	0.00%
Overtime	2,924	3,691	3,596	4,000	500	4,000	0.00%
Part Time Salaries	707						
Social Security	1,963	2,061	2,247	1,836	650	1,836	0.00%
Retirement	1,655	1,710	1,920	1,620	574	1,620	0.00%
Total	29,322	30,451	33,539	27,456	9,724	27,456	0.00%
555220 Celebrations				2020	2020	2021	% Change
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Professional Services	132	2,506	9,432	500	500	500	0.00%
Supplies & Expenses	5,337	11,711		10,500	10,500	10,500	0.00%
Other Expenses	17,000	7,000	7,000	7,000	7,000	7,000	0.00%
Total	22,469	21,217	16,432	18,000	18,000	18,000	0.00%
Total Expenditures	51,791	51,668	49,971	45,456	27,724	45,456	0.00%

555510 Parks, Recreation & Forestry				2020	2020	2021	% Change
Personnel	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Salaries (6.45 FTE)	383,551	445,854	424,058	359,298	359,298	361,941	0.74%
Overtime	9,983	7,903	8,475	14,211	14,211	14,211	0.00%
DPW Seasonal	24,607	35,444	33,612	40,000	40,000	40,000	0.00%
Social Security	32,675	41,178	36,323	31,778	31,778	31,836	0.18%
Retirement	27,193	30,156	27,378	25,339	24,589	24,431	-3.58%
Health Insurance	81,597	73,194	76,468	72,421	46,629	45,483	-37.20%
Life Insurance	62	68	70	71	71	68	-4.23%
Longevity	1,512	1,638	1,764	1,890	1,890	0	-100.00%
Workers' Comp. Insurance	15,894	19,908	18,184	16,273	16,273	13,818	-15.09%
Total	577,074	655,343	626,332	561,281	534,739	531,788	-5.25%
555510 Parks, Recreation & Forestry				2020	2020	2021	% Change
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Professional Services	2,733	937	885	2,500	2,500	2,500	0.00%
Internet	2,072	1,961	1,841	3,900	3,900	3,900	0.00%
Electric	17,551	18,026	14,798	20,000	20,000	20,300	1.50%
Natural Gas	1,974	2,226	2,174	2,000	2,000	2,000	0.00%
Telephone	3,448	3,672	3,251	4,740	4,740	4,740	0.00%
Water Service	7,397	7,846	9,032	8,000	8,100	8,500	6.25%
Repair & Maintenance Services	52,266	56,656	57,747	54,900	54,000	54,900	0.00%
Vandalism Repair				800		800	0.00%
Field Maintenance Supplies	6,011	5,398	5,394	4,500	4,800	4,500	0.00%
Contracted Services	56,284	72,327	80,140	75,000	75,000	108,000	44.00%
Office Supplies	1,552	1,356	1,211	2,000	2,000	2,000	0.00%
Publications & Dues	887	1,485	1,395	1,620	1,620	1,620	0.00%
Employee Training; Travel	3,030	4,900	3,340	4,900	3,500	4,900	0.00%
Trees and Supplies—Contracted	59,845	15,780	4,459			30,000	0.00%
Operating Supplies	3,107	3,836	3,993				
Sign Supplies	637	210	924	1,000	1,000	5,000	400.00%
Equipment	5,717	8,034	8,971	5,500	5,500	5,500	0.00%
Legacy Tree & Bench Program	3,391	6,656	5,852	3,500	2,800	3,500	0.00%
Other Expenses	1,850	3,050	2,552	3,060	4,400	1,560	-49.02%
Property/Auto Insurance	5,287	6,486	8,001	8,792	8,792	11,721	33.31%
Liability Insurance	3,390	3,745	3,778	4,273	4,273	3,851	-9.88%
Total	238,429	224,587	219,738	210,985	208,925	279,792	32.61%
Total Expenditures	815,503	879,930	846,070	772,266	743,664	811,580	5.09%
Total Parks, Recreation & Forestry	981,329	1,039,614	1,019,293	925,703	842,525	962,864	4.01%
566310 City Planning				2020	2020	2021	% Change
Operating	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Professional Services	85,813	113,288	99,754	102,421	102,400	104,140	1.68%
Telephone	179	199	180	250	250	250	0.00%
Supplies & Expenses	177	80	95	200	200	200	0.00%
Publications & Dues	100	45	175	430	430	430	0.00%
Employee Training, Travel	183	0	50	200	200	200	0.00%
Equipment/Capital Outlay	250	8,375	314	1,000	1,000	1,000	0.00%
Total Expenditures	86,702	121,987	100,568	104,501	104,480	106,220	1.64%
Total Operating Expenditures	8,508,543	8,831,938	9,244,372	9,465,586	9,070,878	9,628,145	1.72%
592000				2020	2020	2021	% Change
Transfers to Other Funds	2017	2018	2019	Budget	Estimated	Proposed	2021/2020
Capital Improvement Fund	100,000	75,000	252,000			383,800	
Special Revenue Fund—Pool	37,175	11,500	24,359		7,944		
Special Revenue Fund—Rec Programs	1,000	1,000				1,000	
Total Transfers to Other Funds	138,175	87,500	276,359	0	7,944	384,800	0.00%
Total Expenditures and Transfers	8,646,718	8,919,438	9,520,731	9,465,586	9,078,822	10,012,945	5.78%

Tax Incremental District No. 3

Fund 352

				2020	2020	2021
Revenues		2018	2019	Budget	Estimated	Proposed
411111	Real Estate Taxes		390	216		
411112	State Personal Property Aid		1			
469000	Public Charges for Services	289				
Total Revenues		289	391	216	0	0
566710 Expenditures						
115	Admin - Salaries and Benefits	310	316	500		
212	Attorney/Consultant	400	880	1,000		
227	Developer's Incentive					
290	Maintenance/Contracted Services	4,551	(4,551)			
Total Expenditures		5,261	(3,355)	1,500	0	0
Revenue - Expenditures		(4,972)	3,746	(1,284)	0	0
Beginning Fund Balance		(\$24,516)	(\$29,488)	(\$25,742)	(\$25,742)	(\$25,742)
Total Fund Balance		(\$29,488)	(\$25,742)	(\$27,026)	(\$25,742)	(\$25,742)

Tax Incremental District No. 4

Fund 350

Revenues	2018	2019	2020 Budget	2020 Estimated	2021 Proposed	% CHANGE 2021/2020
411111 Real Estate Taxes			2			-100.00%
411112 Property Tax Increment						
481100 Investment Income		42,695				
491000 Proceeds from Borrowing	3,415,000					
492000 Transfer from General Fund						#DIV/0!
Total Revenues	3,415,000	42,695	2	0	0	-100.00%
566710 Expenditures						
115 Admin - Salaries and Benefits	676	1,154	500			
212 Attorney/Consultant	18,215	15,503	1,000			
227 Developer's Incentive	455,796	782,108	1,000,000			-100.00%
610 Principal		145,000	125,000			-100.00%
620 Interest	568	101,641	121,895			-100.00%
690 Paying Agent Fee	86,756					
Total	562,011	1,045,406	1,248,395	0	0	-100.00%
Total Expenditures	562,011	1,045,406	1,248,395	0	0	-100.00%
Revenue - Expenditures	2,852,989	(1,002,711)	(1,248,393)	0	0	
Beginning Fund Balance	(\$56,762)	\$2,796,227	\$1,793,516	\$1,793,516	\$1,793,516	
Total Fund Balance	\$2,796,227	\$1,793,516	\$545,123	\$1,793,516	\$1,793,516	

Tax Incremental District No. 5

Fund 351

		2019	2020 Budget	2020 Estimated	2021 Proposed
Revenues					
411111	Real Estate Taxes		42,737		
469000	Public Charges for Services				
Total Revenues		0	42,737	0	0
566710 Expenditures					
115	Admin - Salaries and Benefits	348	500		
212	Attorney/Consultant	150	150		
227	Developer's Incentive		41,637		
Total		498	42,287	0	0
592000 Operating					
701	Transfer to General Fund				
Total		0	0	0	0
Total Expenditures		498	42,287	0	0
Revenue - Expenditures		(498)	450	0	0
Beginning Fund Balance		(\$9,868)	(\$10,366)	(\$10,366)	(\$10,366)
Total Fund Balance		(\$10,366)	(\$9,916)	(\$10,366)	(\$10,366)

Tax Incremental District No. 6		
Fund 353		
	2020	2021
Revenues	Estimated	Proposed
411111 Real Estate Taxes		
411112 Property Tax Increment		
481100 Intvestment Income	4,500	1,000
491000 Proceeds from Borrowing	6,415,955	1,984,045
491200 Premium from Borrowing	47,377	
Total Revenues	6,467,832	1,985,045
566710 Expenditures		
115 Admin - Salaries and Benefits	500	1,500
210 Professional Services	250,000	
212 Attorney/Consultant	18,000	
290 Maint/Contracted Services	3,000	6,381,317
452 Grading	1,245,711	
460 Stormwater Management		
610 Principal		
620 Interest		115,200
690 Paying Agent Fee	73,634	
Total	1,590,845	6,498,017
592000 Operating		
701 Transfer to General Fund		
Total	0	0
Total Expenditures	1,590,845	6,498,017
Revenue - Expenditures	4,876,987	(4,512,972)
Beginning Fund Balance	\$0	\$4,876,987
Total Fund Balance	\$4,876,987	\$364,015

CITY OF CEDARBURG

MEETING DATE: September 28, 2020

ITEM NO: 8I

TITLE: Title change of Deputy Treasurer/Payroll to Deputy Treasurer/Human Resources

ISSUE SUMMARY: The title change for Deputy Treasurer/Payroll is based on the review of actual duties of the position. This position, along with the Administrator, is responsible for the human resource functions for the City.

STAFF RECOMMENDATION: Staff recommends the title change.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: Personnel committee recommended the title change at the July 28, 2020 meeting.

BUDGETARY IMPACT:
None – title change only.

ATTACHMENTS: None

INITIATED/REQUESTED BY: Mikko Hilvo, City Administrator

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator

CITY OF CEDARBURG

MEETING DATE: September 28, 2020

ITEM NO: 8J

TITLE: Elimination of Longevity Pay

ISSUE SUMMARY: For the last two years we have been evaluating employee wages and benefits to ensure that we are competitive with surrounding communities. Part of the evaluation process showed us that the one benefit we have provided our employees that other communities do not provide or only provide a capped amount is longevity pay. The rest of our benefits are comparable and the salaries that are below market value will be increased in 2021. With the elimination of longevity pay we will continue to be competitive with employee wages and benefits.

STAFF RECOMMENDATION: Staff recommends eliminating longevity pay starting 2021.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

BUDGETARY IMPACT: Annual Cost savings of \$44,070.50

ATTACHMENTS: Longevity Pay Informational Sheet, Personnel Committee Minutes

INITIATED/REQUESTED BY: Mikko Hilvo, City Administrator

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator

Longevity Pay

Total Employees:	27	Amount: \$37,190.50
Police Administrative:	4	Amount: \$6880
Lowest amount:	\$819	Total (Excluding Police Union): \$44070.50
Highest amount:	\$2268	

Longevity Pay Policy

(a) Regular full-time employees shall be entitled to an annual longevity bonus on the basis of sixty-three dollars (\$63.00) for each complete calendar year of continuous service to be payable the first pay date of December.

(b) Regular full-time employees hired after December 31, 2010 will first be eligible for the longevity benefit after ten (10) years of service.

(c) Regular part-time employees shall be entitled to an annual longevity bonus on the basis of one-half of the amount allocated in (a) above for each complete calendar year of continuous service, to be payable the first pay date in December.

(d) Regular part-time employees hired after December 31, 2010 will first be eligible for the longevity benefit after ten (10) years of service.

(e) Continuous service shall not include any period of unpaid leaves of absence, except unpaid leaves of absence caused by injury or illness, in excess of thirty (30) days, nor any unpaid leave of absence caused by injury or illness in excess of forty-five (45) days.

(f) In the event such employee retires during the year, such employee shall receive the above longevity bonus pro-rated on the basis of the number of months of the current year worked up to the date of retirement.

<u>Other municipalities</u>	<u>Yes/No</u>	<u>Max</u>
Hartford	No	
Glendale	Only Police Union	\$500
Grafton	\$1.50 per month	\$450
Port Washington	No	
Germantown	No	
Slinger	No	
Jackson	No	
Mequon	No	
West Bend	Only Police Union	\$660

CITY OF CEDARBURG

MEETING DATE: September 28, 2020

ITEM NO: 8K

TITLE: Consider bids received for the 2020 Asphalt Pavement Repair Program; and action thereon.

ISSUE SUMMARY: Staff advertised and received bids for the 2020 Asphalt Pavement Repair Program. This year's program involves the resurfacing of approximately 1,235 feet of the southbound lane and approximately 335 feet of the northbound lane of Washington Avenue between Hamilton Road and Lincoln Boulevard. The surface layer of asphalt has deteriorated in this area, and the best fix is to mill and overlay the top 3-inches of asphalt.

Four bids were received for the work, the bids were very competitive and well below our estimate. The lowest responsive bid was submitted by Stark Pavement Corporation in the amount of \$43,427.50.

STAFF RECOMMENDATION: Staff recommends awarding the 2020 Asphalt Pavement Repair contract to Stark Pavement Corporation based on their low unit price bid of \$43,427.50. We also request authorization to expand areas to be resurfaced at the unit price bid, not-to-exceed a total of \$55,000.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: \$60,000 was budgeted for the Asphalt Repair Contract.

ATTACHMENTS: Bid tabulation

INITIATED/REQUESTED BY: Tom Wiza/Mike Wieser

FOR MORE INFORMATION CONTACT: Mike Wieser
Assistant City Engineer 262-375-7610

**2020 Asphalt Pavement Repair Project
City of Cedarburg
Project No. 2020-03**

BID TAB

Item #	Description	Units	Quantity	Stark Pavement Corporation		Poblocki Paving Corporation		Parking Lot Maintenance		Payne & Dolan	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Traffic Control	LS	1	\$2,500.00	\$2,500.00	\$1,240.00	\$1,240.00	\$1,200.00	\$1,200.00	\$1,750.00	\$1,750.00
2	3" Mill & Overlay	SY	2,550	\$16.05	\$40,927.50	\$17.90	\$45,645.00	\$18.60	\$47,430.00	\$20.48	\$52,224.00
TOTAL					\$43,427.50		\$46,885.00		\$48,630.00		\$53,974.00

CITY OF CEDARBURG

MEETING DATE: September 28, 2020

ITEM NO: 8M

TITLE: Consider amendment to the development agreement for the Dunstone single family development on Webster Avenue; and action thereon.

ISSUE SUMMARY: Sara Dunstone (Linmar Property Group) is requesting a time extension until December 2021 to complete required improvements to Webster Avenue. This includes the extension of sanitary sewer, watermain, storm sewer, and road improvements along the frontage of two parcels created by CSM in 2019. Per the development agreement, these improvements were to be completed by December 31, 2020.

Ms. Dunstone is requesting a time extension until December 31, 2021 due to delays she experienced as a result of Covid-19.

STAFF RECOMMENDATION: Staff recommends approval of the developer agreement amendment.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: N/A

BUDGETARY IMPACT: None.

ATTACHMENTS: Copy of Linmar Property Group time extension request
Copy of developer agreement amendment.

INITIATED/REQUESTED BY: Tom Wiza

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



September 12, 2020

Tom Wiza
City Of Cedarburg
W63 N645 Washington Avenue
Cedarburg, WI 53012

Dear Mr. Wiza,

I would like to request an extension until December 31, 2021 for my Development Agreement on Webster Avenue.

I have M2 Engineering under contract to solicit bids and make recommendations for a qualified contractor to complete the work. I was recently informed by M2 Engineering that they were unable to find a qualified contractor to complete the needed work by the expiration on the agreement. The unprecedented circumstances resulting from the Covid-19 pandemic have disrupted the construction industry.

I appreciate your consideration of my request.

Appreciatively yours,

Sara Dunstone
Owner

FIRST AMENDMENT TO DEVELOPMENT AGREEMENT

THIS FIRST AMENDMENT TO DEVELOPMENT AGREEMENT (this “Amendment”) is made as of the ____ day of _____, 2020, by and between the **CITY OF CEDARBURG**, a Wisconsin municipal corporation (“City”), and **LINMAR PROPERTY GROUP**, (“Developer”).

RECITALS

(i) City and Developer entered into a written Development Agreement dated December 20, 2019 (the “Original Development Agreement”) pertaining to the Developer’s development of the real property described in **Exhibit A** to the Original Development Agreement, which Exhibit is attached hereto and incorporated herein by reference.

(ii) The Original Development Agreement called for the Developer to complete all Improvements being dedicated to the City no later than December 31, 2020.

(iii) City and Developer now wish to amend the Original Development Agreement to provide that the Developer shall have until December 31, 2021 to complete all Improvements being dedicated to the City.

AGREEMENT

NOW, THEREFORE, FOR GOOD AND VALUABLE CONSIDERATION, THE RECEIPT OF WHICH IS HEREBY ACKNOWLEDGED, City and Developer agree to amend the Original Development Agreement as follows:

1. Section 4.08 of the Original Development Agreement, shall be deleted and recreated as follows:

4.08 Completion Schedule. Developer shall complete the Improvements being dedicated to the City no later than December 31, 2021.

2. All capitalized terms herein shall have the definition as stated in the Original Development Agreement. The Recitals are incorporated herein by reference.

3. All other terms and conditions of the Original Development Agreement, not inconsistent with the terms and conditions set forth herein, shall remain in full force and effect. Any references in the Original Development Agreement to the “Agreement” shall mean and refer to the Original Development Agreement as amended by this Amendment.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, this First Amendment to Development Agreement is executed by the undersigned as of the date first written above.

CITY OF CEDARBURG

by: _____
Michael O’Keefe, Mayor

ATTEST:

by: _____
Tracie Sette, Clerk

STATE OF WISCONSIN)
) ss
COUNTY OF OZAUKEE)

Personally came before me this ____ day of _____, 2020, the above-named Michael O'Keefe, Mayor, and Tracie Sette, City Clerk, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, State of Wisconsin
My commission _____

by: Sara Dunstone, Linmar Property Group

Personally came before me this ____ day of _____, 2020, the above-named Sara Dunstone, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, State of Wisconsin
My commission _____

Michael P. Herbrand, Attorney at Law
Houseman & Feind, LLP
1650 9th Avenue
Grafton, Wisconsin 53024

CITY OF CEDARBURG

09/23/20 10:49 AM

Page 1

***Check Detail Register©**

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
111300 PWSB Checking					
35978	09/09/20	CARDMEMBER SERVICE			
E 220-555390-394		POMS EXPENSES	\$263.10	6182	REC-POMS
E 220-555390-347		SUPPLIES AND EXPENS	\$120.88	6182	REC-SUPPLIES & EXPENSES
E 100-533210-350		OPERATING SUPPLIES	\$93.19	6182	PARKS-OPERATING
E 240-555320-340		MAINTENANCE SUPPLIE	\$206.80	6190	POOL-PUMP ALARM
E 220-555390-347		SUPPLIES AND EXPENS	\$1,220.67	6190	REC-SUPPLIES & EXPENSES
E 100-514700-380		EQUIPMENT/CAPITAL O	\$22.99	6190	TECHNOLOGY
E 100-555510-240		REPAIR AND MAINTENA	\$149.99	6190	PARK-MAINTENANCE-LIGHTS
E 100-555510-240		REPAIR AND MAINTENA	\$180.32	6190	PARK-MAINTENANCE FAUCET
G 601-131060		INVOICE CLEARING AC	\$2.99	6208	CWRC-PRIME VIDEO
E 601-573825-312		COMPUTER/COPIER SU	\$168.34	6208	CWRC-COMPUTER/COPIER SUPPLIES
E 601-573850-330		TRAVEL & TRAINING	(\$387.00)	6208	CWRC-TRAVEL & TRAINING
E 601-573840-340		MAINTENANCE SUPPLIE	\$995.76	6208	CWRC-MAINTENANCE
E 601-573835-360		COLLECTION SYSTEM M	\$473.30	6208	CWRC-MANHOLE ADJUSTMENT
E 601-573830-342		JANITORIAL SUPPLIES	\$49.96	6208	CWRC-JANITORIAL SUPPLIES
E 100-533210-350		OPERATING SUPPLIES	\$1,020.51	6216	DPW-OPERATING
E 100-533311-240		REPAIR AND MAINTENA	\$109.10	6216	DPW-REPAIR & MAINTENANCE
E 100-533210-350		OPERATING SUPPLIES	\$311.30	6216	DPW-OPERATING
E 220-555390-347		SUPPLIES AND EXPENS	\$104.00	6621	REC-BABYSITTER CLASS
E 100-511100-390		OTHER EXPENSES	\$61.22	6621	COUNCIL-ZOOM EXPENSE
E 260-555110-223		MARKETING	\$147.79	6639	LIBR-MARKETING
E 260-555110-310		OFFICE SUPPLIES	\$772.01	6639	LIBR-OFFICE SUPPLIES
E 260-555110-315		POSTAGE	\$55.00	6639	LIBR-POSTAGE
E 260-555110-319		PUBLICATIONS AND SU	\$61.52	6639	LIBR-PUBLICATIONS
E 260-555110-322		DONATION EXPENDITU	\$1,315.11	6639	LIBR-DONATION
E 260-555110-382		LIBRARY TECHNOLOGY	\$0.99	6639	LIBR-TECH
E 100-522100-240		REPAIR AND MAINTENA	\$105.46	6779	PD-REPAIR & MAINTENANCE
E 100-522110-225		TELEPHONE/COMMUNI	\$117.44	6779	PD-TELEPHONE
E 100-522120-330		TRAVEL & TRAINING	\$346.26	6779	PD-TRAVEL & TRAINING
E 100-522120-346		UNIFORMS	\$91.98	6779	PD-UNIFORMS
E 100-522120-347		SUPPLIES AND EXPENS	\$168.79	6779	PD-SUPPLIES & EXPENSES
E 100-522130-310		OFFICE SUPPLIES	\$266.27	6779	PD-OFFICE SUPPLIES
E 100-522130-330		TRAVEL & TRAINING	\$129.87	6779	PD-TRAVEL & TRAINING
E 100-522110-240		REPAIR AND MAINTENA	\$17.99	6779	PD-POSTAGE
E 100-555140-210		PROFESSIONAL SERVIC	\$55.95	6829	SRCTR-PROFESSIONAL SERVICES
E 100-555140-310		OFFICE SUPPLIES	\$67.93	6829	SRCTR-OFFICE SUPPLIES
		Total	\$8,887.78		
35979 09/09/20 WISCONSIN PARK & RECREATION					
E 220-555390-355		WPRA TICKET EXP	\$178.00	CK REQ	REC-WPRA TICKET SALES
		Total	\$178.00		
35980 09/11/20 A TO Z REFRIGERATION & HVAC, I					
E 260-555110-240		REPAIR AND MAINTENA	\$160.25	6833	LIBR-REPAIR
E 260-555110-240		REPAIR AND MAINTENA	\$2,781.31	6834	LIBR-REPAIR
		Total	\$2,941.56		
35981 09/11/20 BADGER STATE WASTE, LLC					

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E 601-573825-294		SLUDGE HAULING	\$21,875.00	2782	CWRC-SLUDGE HAULING AUGUST 2020
		Total	\$21,875.00		
35982	09/11/20	BAKER & TAYLOR BOOKS			
E 260-555110-322		DONATION EXPENDITU	\$50.00	2035345211	LIBR-DONATIONS
E 260-555110-319		PUBLICATIONS AND SU	\$418.78	2035345211	LIBR-PUBLICATIONS
E 260-555110-319		PUBLICATIONS AND SU	\$203.11	2035350219	LIBR-PUBLICATIONS
E 260-555110-322		DONATION EXPENDITU	\$275.00	2035369898	LIBR-DONATIONS
E 260-555110-319		PUBLICATIONS AND SU	\$189.57	2035369898	LIBR-PUBLICATIONS
E 260-555110-319		PUBLICATIONS AND SU	\$206.17	2035369899	LIBR-PUBLICATIONS
E 260-555110-322		DONATION EXPENDITU	\$21.00	2035385120	LIBR-DONATIONS
E 260-555110-319		PUBLICATIONS AND SU	\$270.00	2035385120	LIBR-PUBLICATIONS
		Total	\$1,633.63		
35983	09/11/20	CEDARBURG LIGHT & WATER			
G 100-256200		DUE TO LIGHT AND WA	\$16,040.00	CK REQ	SALE OF 2005 INTERNATIONAL 7400 TANDEM DUMP
		Total	\$16,040.00		
35984	09/11/20	CITY OF MILWAUKEE			
E 100-555220-347		SUPPLIES AND EXPENS	\$2,175.00	5140018172	PARKS-CELEBRATIONS SUPPLIES
		Total	\$2,175.00		
35985	09/11/20	COMPLETE OFFICE OF WISCONSIN			
E 100-522110-310		OFFICE SUPPLIES	\$417.47	744781	PD-OFFICE SUPPLIES
		Total	\$417.47		
35986	09/11/20	CULLIGAN OF WEST BEND			
E 200-544210-245		HOUSE MAINTENANCE	\$76.50	502X0401740	CEMETERY-RENTAL 9/1-11/30/20
		Total	\$76.50		
35987	09/11/20	DIGITAL EDGE OF GRAFTON			
E 220-555390-394		POMS EXPENSES	\$69.00	17479	REC-POMS
		Total	\$69.00		
35988	09/11/20	E.L.S. LANDSCAPING & LAWN			
E 260-555110-290		MAINT/CONTRACTED S	\$122.00	16205	LIBR-MAINTENANCE
		Total	\$122.00		
35989	09/11/20	EGELHOFF LAWNMOWER SERVICE			
E 601-573830-340		MAINTENANCE SUPPLIE	\$365.53	275044	CWRC-MAINTENANCE
		Total	\$365.53		
35990	09/11/20	EXTREME SKI & BIKE			
E 100-522120-240		REPAIR AND MAINTENA	\$28.98	1000000136	PD-MAINTENANCE
		Total	\$28.98		
35991	09/11/20	FIVE CORNERS DODGE			
E 100-522120-240		REPAIR AND MAINTENA	\$912.84	69033	PD-REPAIR - 2009 DODGE CHARGER
		Total	\$912.84		
35992	09/11/20	GENERAL COMMUNICATIONS, INC.			
E 100-522120-240		REPAIR AND MAINTENA	\$250.00	288526	PD-REPAIR & MAINTENANCE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$250.00		
35993	09/11/20	HERBST OIL, INC.			
G 221-161500		FUEL INVENTORY	\$2,895.10	76236	DPW-FUEL INVENTORY
G 221-161500		FUEL INVENTORY	\$3,230.20	76258	DPW-FUEL INVENTORY
Total			\$6,125.30		
35994	09/11/20	HI-LINE			
E 100-533210-353		MAINTENANCE PARTS	\$115.55	10799842	DPW-MAINTENANCE PARTS
Total			\$115.55		
35995	09/11/20	IBS OF SOUTHEASTERN WISCONSIN			
E 100-533210-353		MAINTENANCE PARTS	\$119.95	110163886	DPW-MAINTENANCE PARTS
Total			\$119.95		
35996	09/11/20	LANSER GARAGE & TOWING, INC.			
E 100-533210-353		MAINTENANCE PARTS	\$299.35	42952	DPW-MAINTENANCE PARTS
Total			\$299.35		
35997	09/11/20	MACQUEEN EQUIPMENT			
E 100-533210-353		MAINTENANCE PARTS	\$157.11	P16433	DPW-MAINTENANCE PARTS
Total			\$157.11		
35998	09/11/20	JEFF MESSERMAN			
E 100-519200-343		AWARDS, SUPPLIES	\$25.00	CK REQ	5 YEAR SERVICE AWARD
Total			\$25.00		
35999	09/11/20	MILLER-BRADFORD AND RISBERG			
E 100-533210-353		MAINTENANCE PARTS	\$310.00	P23372	DPW-MAINTENANCE PARTS
Total			\$310.00		
36000	09/11/20	NAPA AUTO PARTS			
E 100-533210-353		MAINTENANCE PARTS	\$27.65	5269-088995	DPW-MAINTENANCE PARTS
E 100-533210-353		MAINTENANCE PARTS	\$345.00	5269-089071	DPW-MAINTENANCE PARTS
Total			\$372.65		
36001	09/11/20	ORKIN COMMERCIAL SERVICES			
E 260-555110-240		REPAIR AND MAINTENA	\$75.25	202068334	LIBR-MAINTENANCE
Total			\$75.25		
36002	09/11/20	PAYNE & DOLAN, INC.			
E 100-533440-240		REPAIR AND MAINTENA	\$368.85	1698736	DPW-STORM REPAIR & MAINTENANCE
Total			\$368.85		
36003	09/11/20	REINDERS, INC.			
E 100-533210-353		MAINTENANCE PARTS	\$148.96	1848480-00	DPW-MAINTENANCE PARTS
Total			\$148.96		
36004	09/11/20	STAPLES			
E 100-514100-310		OFFICE SUPPLIES	\$210.80	8059501808	CLERKS-OFFICE SUPPLIES
Total			\$210.80		

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36005	09/11/20	STREICHER'S POLICE EQUIPMENT			
E 100-522120-346		UNIFORMS	\$299.98	I1449534	PD-UNIFORMS
E 100-522120-347		SUPPLIES AND EXPENS	\$50.99	I1450557	PD-SUPPLIES
		Total	\$350.97		
36006	09/11/20	THE UNIFORM SHOPPE			
E 100-522120-346		UNIFORMS	\$479.85	302382	PD-UNIFORMS
E 100-522120-346		UNIFORMS	\$431.90	302383	PD-UNIFORMS
		Total	\$911.75		
36007	09/11/20	TIME WARNER CABLE			
E 100-533210-350		OPERATING SUPPLIES	\$8.84	3301	DPW-ADAPTERS
		Total	\$8.84		
36008	09/11/20	TRANS UNION LLC			
E 100-522110-225		TELEPHONE/COMMUNI	\$50.00	08006082	PD-MONTHLY SERVICE
		Total	\$50.00		
36009	09/11/20	ULTIMATE PLAYGROUNDS INC			
E 400-555320-865		SWIMMING POOL	\$39,320.00	8826	POOL-CAP IMPROVEMENT
		Total	\$39,320.00		
36010	09/11/20	UNIFIRST CORPORATION			
E 601-573825-372		SAFETY EQUIPMENT	\$78.35	096 1145549	CWRC-SAFETY
		Total	\$78.35		
36011	09/11/20	VANTAGE FINANCIAL			
E 400-555510-620		DEBT SERVICE - INTER	\$565.57	55678	GRAPPLE TRUCK INTEREST
E 400-555510-610		DEBT SERVICE - PRINCI	\$3,042.43	55678	GRAPPLE TRUCK PRINCIPAL
		Total	\$3,608.00		
36012	09/11/20	MOLLY WITTE			
E 100-519200-343		AWARDS, SUPPLIES	\$25.00	CK REQ	5 YEAR SERVICE AWARD
		Total	\$25.00		
36013	09/18/20	ADVANCED DISPOSAL-			
R 100-463101		PUBLIC WORKS FEES	\$430.46	E1000144231	DPW-ROLLOFF EXCHANGE
		Total	\$430.46		
36014	09/18/20	AIRGAS USA LLC			
E 100-533210-353		MAINTENANCE PARTS	\$32.86	9973293858	DPW-MAINTENANCE PARTS
		Total	\$32.86		
36015	09/18/20	ALLIANCE BIBLE CHURCH			
R 100-467200		PARK RENTAL FEES	\$160.00	CK REQ	REC-REFUND-CANCELLED RENTAL
		Total	\$160.00		
36016	09/18/20	BAKER & TAYLOR AV PRE PROCESS			
E 260-555110-319		PUBLICATIONS AND SU	\$21.53	H49072970	LIBR-PUBLICATIONS
E 260-555110-319		PUBLICATIONS AND SU	\$21.53	H49206600	LIBR-PUBLICATIONS
		Total	\$43.06		

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36017	09/18/20	BAKER & TAYLOR BOOKS			
E 260-555110-319		PUBLICATIONS AND SU	\$371.75	2035316439	LIBR-PUBLICATIONS
E 260-555110-322		DONATION EXPENDITU	\$385.00	2035329355	LIBR-DONATIONS
E 260-555110-319		PUBLICATIONS AND SU	\$84.52	2035329355	LIBR-PUBLICATIONS
E 260-555110-322		DONATION EXPENDITU	\$50.00	2035430881	LIBR-DONATIONS
E 260-555110-319		PUBLICATIONS AND SU	\$262.92	2035430881	LIBR-PUBLICATIONS
		Total	\$1,154.19		
36018	09/18/20	BEYER'S HARDWARE			
E 100-555510-240		REPAIR AND MAINTENA	\$34.26	157947	PARKS-REPAIR & MAINTENANCE
E 601-573840-340		MAINTENANCE SUPPLIE	\$11.96	158009	CWRC-MAINTENANCE SUPPLIES
E 100-555510-240		REPAIR AND MAINTENA	\$5.38	158037	PARKS-REPAIR & MAINTENANCE
E 100-533210-353		MAINTENANCE PARTS	\$9.62	158171	DPW-MAINTENANCE PARTS
E 100-533210-353		MAINTENANCE PARTS	\$39.01	158177	DPW-MAINTENANCE PARTS
E 260-555110-310		OFFICE SUPPLIES	\$59.83	158581	LIBR-OFFICE SUPPLIES
E 100-555510-240		REPAIR AND MAINTENA	\$12.40	158894	PARKS-REPAIR & MAINTENANCE
E 100-522120-240		REPAIR AND MAINTENA	\$11.84	158990	PD-REPAIR & MAINTENANCE
E 100-533210-353		MAINTENANCE PARTS	\$9.88	159130	DPW-MAINTENANCE PARTS
E 100-533210-350		OPERATING SUPPLIES	\$108.83	159277	DPW-OPERATING
E 100-555510-240		REPAIR AND MAINTENA	\$15.27	159279	REC-REPAIR & MAINTENANCE
E 601-573835-360		COLLECTION SYSTEM M	\$56.69	159300	CWRC-MAINTENANCE
E 100-555510-240		REPAIR AND MAINTENA	\$8.62	159353	REC-REPAIR & MAINTENANCE
E 100-533210-353		MAINTENANCE PARTS	\$220.43	159409	DPW-MAINTENANCE PARTS
E 601-573840-340		MAINTENANCE SUPPLIE	\$3.56	159427	CWRC-MAINTENANCE SUPPLIES
E 100-533210-353		MAINTENANCE PARTS	\$24.70	159430	DPW-MAINTENANCE PARTS
E 100-533210-353		MAINTENANCE PARTS	\$36.13	159582	DPW-MAINTENANCE PARTS
E 100-518100-240		REPAIR AND MAINTENA	\$18.86	159596	COMPLEX-MAINTENANCE
E 260-555110-319		PUBLICATIONS AND SU	\$35.98	159629	LIBR-PUBLICATIONS
E 601-573830-340		MAINTENANCE SUPPLIE	\$40.48	159676	CWRC-MAINTENANCE
E 100-518100-240		REPAIR AND MAINTENA	\$1.34	159703	COMPLEX-REPAIR & MAINTENANCE
E 100-518100-240		REPAIR AND MAINTENA	\$12.86	159741	COMPLEX-REPAIR & MAINTENANCE
E 100-518100-240		REPAIR AND MAINTENA	\$17.09	159798	COMPLEX-REPAIR & MAINTENANCE
		Total	\$795.02		
36019	09/18/20	BRAUN THYSSENKRUPP ELEVATOR			
E 100-518100-240		REPAIR AND MAINTENA	\$232.02	8471	COMPLEX-MAINTENANCE
		Total	\$232.02		
36020	09/18/20	BSN SPORTS LLC			
E 220-555390-347		SUPPLIES AND EXPENS	\$2,118.06	909622748	REC-SUPPLIES & EXPENSES
E 220-555390-347		SUPPLIES AND EXPENS	\$46.20	909622753	REC-SUPPLIES & EXPENSES
E 220-555390-347		SUPPLIES AND EXPENS	\$347.96	909777646	REC-SUPPLIES & EXPENSES
		Total	\$2,512.22		
36021	09/18/20	BURGHARDT SPORTING GOODS			
E 220-555390-394		POMS EXPENSES	\$630.64	BBL005840	REC-POMS EXPENSES
		Total	\$630.64		
36022	09/18/20	CEDARBURG CHAMBER OF COMMERCE			
E 100-519200-343		AWARDS, SUPPLIES	\$200.00	CK REQ	CATHY TIMM RETIREMENT GIFT

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Total			\$200.00		
36023	09/18/20	CEDARBURG LIGHT & WATER			
E 601-573835-360		COLLECTION SYSTEM M	\$12,572.13	7882	CWRC-SEWERAGE-SEPTEMBER 2020
G 100-256201		DUE TO L&W IMPACT FE	\$2,007.82	CK REQ	WTR IMPACT FEE-HOMES BY TOWNE-W48N8473 SANDPIPER LN
Total			\$14,579.95		
36024	09/18/20	CINTAS CORP			
E 100-533210-350		OPERATING SUPPLIES	\$241.61	5030792700	DPW-MAINTENANCE PARTS
Total			\$241.61		
36025	09/18/20	CINTAS CORPORATION			
E 260-555110-350		OPERATING SUPPLIES	\$66.57	4061211024	LIBR-OPERATING
Total			\$66.57		
36026	09/18/20	CONCORD GROUP			
E 353-566710-210		PROFESSIONAL SERVIC	\$6,010.00	2020E951/04	BUS. PARK PROF. SERVICES
E 353-566710-210		PROFESSIONAL SERVIC	\$5,525.00	2020E951/05	BUS. PARK PROF. SERVICES
Total			\$11,535.00		
36027	09/18/20	CONLEY MEDIA, LLC			
E 100-555140-310		OFFICE SUPPLIES	\$114.00	2058698	SRCTR-SUPPLIES & EQUIPMENT
Total			\$114.00		
36028	09/18/20	DIGITAL EDGE OF GRAFTON			
E 100-566310-380		EQUIPMENT/CAPITAL O	\$410.00	17556	ED-EQUIPMENT/CAP OUTLAY
Total			\$410.00		
36029	09/18/20	BOND TRUST SERVICES CORP.			
E 100-515600-210		PROFESSIONAL SERVIC	\$3,300.00	84458	CONTINUING DISCLOSURE OF DEBT
Total			\$3,300.00		
36030	09/18/20	FASTENAL COMPANY			
E 100-533210-353		MAINTENANCE PARTS	\$175.85	WISAU11920	DPW-MAINTENANCE PARTS
E 601-573840-340		MAINTENANCE SUPPLIE	\$205.29	WISAU11927	CWRC-MAINTENANCE SUPPLIES
E 100-533210-353		MAINTENANCE PARTS	\$24.33	WISAU11936	DPW-MAINTENANCE PARTS
Total			\$405.47		
36031	09/18/20	FIRST ADVANTAGE			
G 100-156200		DUE FROM LIGHT & WA	\$39.95	2505582008	L&W DRUG TESTING
Total			\$39.95		
36032	09/18/20	FIVE CORNERS DODGE			
E 100-522120-240		REPAIR AND MAINTENA	\$215.05	69481	PD-REPAIR & MAINTENANCE
Total			\$215.05		
36033	09/18/20	GRAINGER			
E 100-518100-240		REPAIR AND MAINTENA	\$26.84	9646920778	COMPLEX-MAINTENANCE
Total			\$26.84		
36034	09/18/20	SARAH HOLMES			

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R 220-486000		MISCELLANEOUS REVE	\$40.00	CK REQ	REC-REFUND YOGA IN THE PARK
		Total	\$40.00		
36035	09/18/20	HOUSEMAN & FEIND, LLP			
E 100-516100-211		EXTRAORDINARY SERVI	\$2,660.00	55783	CH LEGAL FEES-AUGUST 2020
E 353-566710-212		ATTORNEY/CONSULTAN	\$1,365.00	55783	CH LEGAL FEES-AUGUST 2020
E 352-566710-212		ATTORNEY/CONSULTAN	\$40.00	55783	CH LEGAL FEES-AUGUST 2020
E 400-533750-841		PROCHNOW	\$80.00	55783	CH LEGAL FEES-AUGUST 2020
E 700-519400-524		INSURANCE CLAIMS - 20	\$40.00	55783	CH LEGAL FEES-AUGUST 2020
E 100-522110-212		ATTORNEY/CONSULTAN	\$1,079.50	55784	PD LEGAL FEES-AUGUST 2020
		Total	\$5,264.50		
36036	09/18/20	J.P. COOKE CO.			
E 100-515600-310		OFFICE SUPPLIES	\$64.30	638276	TREAS-OFFICE SUPPLIES
		Total	\$64.30		
36037	09/18/20	JANI-KING OF MILWAUKEE			
E 100-533210-350		OPERATING SUPPLIES	\$382.87	MIL07200412	DPW-OPERATING
		Total	\$382.87		
36038	09/18/20	JET VAC ENVIRONMENTAL			
E 601-573835-360		COLLECTION SYSTEM M	\$3,229.07	0000003066	CWRC-COLLECTION SYSTEM MAINT
		Total	\$3,229.07		
36039	09/18/20	KASDORF, LEWIS & SWIETLIK, S.C			
E 700-519400-524		INSURANCE CLAIMS - 20	\$659.50	233308	LEGAL BILLS-CAIMS
		Total	\$659.50		
36040	09/18/20	LANSER GARAGE & TOWING, INC.			
E 700-519400-524		INSURANCE CLAIMS - 20	\$505.00	43556	2020 INS. CLAIMS-FD TOWING
		Total	\$505.00		
36041	09/18/20	MACQUEEN EQUIPMENT			
E 100-533210-353		MAINTENANCE PARTS	\$3,254.51	W03608	DPW-MAINTENANCE PARTS
		Total	\$3,254.51		
36042	09/18/20	MASTER PRINTWEAR			
E 220-555390-394		POMS EXPENSES	\$432.00	8652	REC-POMS EXPENSES
E 220-555390-394		POMS EXPENSES	\$346.50	8665	REC-POMS EXPENSES
		Total	\$778.50		
36043	09/18/20	MATHESON TRI-GAS			
E 100-533210-353		MAINTENANCE PARTS	\$33.42	51690383	DPW-MAINTENANCE PARTS
		Total	\$33.42		
36044	09/18/20	NORTH CENTRAL LABORATORIES			
E 601-573825-370		LAB SUPPLIES	\$134.80	444060	CWRC-LAB SUPPLIES
		Total	\$134.80		
36045	09/18/20	OLIVER FIONTAR LLC			
E 350-566710-227		DEVELOPERS INCENTIV	\$29,611.25	613	TIF #4 - DRAW #43
E 350-566710-227		DEVELOPERS INCENTIV	\$6,963.40	614	TIF #4 - DRAW #43

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Total			\$36,574.65		
36046	09/18/20	OLSENS PIGGLY WIGGLY			
E 220-555390-347		SUPPLIES AND EXPENS	\$28.60	38976	PARKS-SUPPLIES & EXPENSES
E 220-555390-347		SUPPLIES AND EXPENS	\$17.95	39039	PARKS-SUPPLIES & EXPENSES
Total			\$46.55		
36047	09/18/20	OZAUKEE COUNTY CLERK OF			
R 100-451101		COURT PENALTIES & C	\$500.00	CK REQ	RICHARD H. EICKHOFF-CPD CASE 20-18208
Total			\$500.00		
36048	09/18/20	OZAUKEE COUNTY CLERK OF			
R 100-451101		COURT PENALTIES & C	\$150.00	CK REQ	JEREMY D. ALBERS-CPD CASE 20-17874
Total			\$150.00		
36049	09/18/20	OZAUKEE DISPOSAL CORPORATION			
E 601-573830-297		REFUSE COLLECTION	\$1,525.00	IN60553	CWRC-DUMPSTER PICKUP-AUGUST 2020
Total			\$1,525.00		
36050	09/18/20	PACE ANALYTICAL SERVICES, INC.			
E 601-573825-370		LAB SUPPLIES	\$25.00	2040089282	CWRC-LAB SUPPLIES
Total			\$25.00		
36051	09/18/20	PAYNE & DOLAN, INC.			
E 100-533440-240		REPAIR AND MAINTENA	\$218.71	1700536	DPW-STORM REPAIR & MAINTENANCE
Total			\$218.71		
36052	09/18/20	PITNEY BOWES GLOBAL FINANCIAL			
E 100-514100-315		POSTAGE	\$112.51	3311877289	CLERKS-POSTAGE METER
Total			\$112.51		
36053	09/18/20	QUALITY STATE OIL CO.,INC.			
E 100-533210-351		GAS AND OIL EXPENSE	\$43.91	4421625	DPW-GAS & OIL
Total			\$43.91		
36054	09/18/20	RNR WATER, LLC			
E 350-566710-210		PROFESSIONAL SERVIC	\$843.75	6	TIF #4 PROFESSIONAL SERVICES
Total			\$843.75		
36055	09/18/20	SCHMIDT CUSTOM FLOORS, INC			
E 100-518100-380		EQUIPMENT/CAPITAL O	\$2,244.00	137774	CH-MAINTENANCE
Total			\$2,244.00		
36056	09/18/20	SHARP ELECTRONICS CORPORATION			
E 100-514700-385		EQUIPMENT OUTLAY	\$662.10	SH401862	TECH-COPIERS-SEPTEMBER 2020
Total			\$662.10		
36057	09/18/20	SHORT ELLIOTT HENDRICKSON INC			
E 100-533110-210		PROFESSIONAL SERVIC	\$2,137.53	392001	MONOPOLE PROF. SERVICES
Total			\$2,137.53		
36058	09/18/20	SOPER GRADING & EXCAVATING LLC			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 400-533311-854		STREET IMPROVEMENT	\$39,959.34	5	2020 STREET & UTILITY PROJECT
E 400-533440-475		STORMWATER IMPROV	\$14,465.10	5	2020 STREET & UTILITY PROJECT
G 400-156200		DUE FROM LIGHT & WA	\$37,820.24	5	2020 STREET & UTILITY PROJECT
		Total	\$92,244.68		
36059	09/18/20	SOUTHSIDE TIRE CO., INC.			
E 100-533210-353		MAINTENANCE PARTS	\$1,200.00	853545	DPW-MAINTENANCE PARTS
		Total	\$1,200.00		
36060	09/18/20	STARNET TECHNOLOGIES			
E 601-573840-340		MAINTENANCE SUPPLIE	\$690.00	0091405-IN	CWRC-MAINTENANCE SUPPLIES
		Total	\$690.00		
36061	09/18/20	SUPERIOR CHEMICAL CORP.			
E 100-555510-240		REPAIR AND MAINTENA	\$240.78	277469	REC-REPAIR & MAINTENANCE
E 601-573825-372		SAFETY EQUIPMENT	\$70.67	278189	CWRC-SAFETY
		Total	\$311.45		
36062	09/18/20	SYMBIONT			
G 601-185334		SECONDARY TREATME	\$170.00	51242	CWRC-WRC PRELIMINARY PHOSPHORUS PLAN
G 601-185335		ADVANCED TREATMEN	\$6,157.50	51244	CWRC-STORAGE TANK
		Total	\$6,327.50		
36063	09/18/20	THE APPRAISAL RESOURCE CENTER			
E 353-566710-210		PROFESSIONAL SERVIC	\$3,431.25	6696	TIF #6 PROF SERVICES
		Total	\$3,431.25		
36064	09/18/20	TIME WARNER CABLE			
E 100-518100-225		TELEPHONE/COMMUNI	\$68.77	090520	CH-TELEPHONE
E 100-513100-225		TELEPHONE/COMMUNI	\$7.64	090520	MAYOR-TELEPHONE
E 100-513200-225		TELEPHONE/COMMUNI	\$7.64	090520	ADMIN-TELEPHONE
E 100-514100-225		TELEPHONE/COMMUNI	\$38.21	090520	CLERK-TELEPHONE
E 100-515600-225		TELEPHONE/COMMUNI	\$22.92	090520	TREAS-TELEPHONE
E 100-515400-225		TELEPHONE/COMMUNI	\$15.28	090520	ASSESSOR-TELEPHONE
E 100-522310-225		TELEPHONE/COMMUNI	\$15.28	090520	BI-TELEPHONE
E 100-533110-225		TELEPHONE/COMMUNI	\$22.92	090520	ENG-TELEPHONE
E 100-566310-225		TELEPHONE/COMMUNI	\$15.28	090520	PLAN-TELEPHONE
E 100-533210-225		TELEPHONE/COMMUNI	\$30.56	090520	DPW-TELEPHONE
E 220-555390-225		TELEPHONE/COMMUNI	\$30.56	090520	REC-TELEPHONE
E 100-555140-225		TELEPHONE/COMMUNI	\$15.28	090520	SRCTR-TELEPHONE
E 601-573825-225		TELEPHONE/COMMUNI	\$61.13	090520	CWRC-TELEPHONE
E 100-522410-225		TELEPHONE/COMMUNI	\$22.92	090520	EM-TELEPHONE
E 100-522230-225		TELEPHONE/COMMUNI	\$15.28	090520	FD-TELEPHONE
E 240-555320-225		TELEPHONE/COMMUNI	\$38.23	090520	POOL-TELEPHONE
E 100-522410-220		Internet	\$134.98	090520	EM-INERNET
E 100-555510-220		Internet	\$61.69	090720	INTERNET-GYM
E 100-522110-225		TELEPHONE/COMMUNI	\$424.28	090920	PD-TELEPHONE
E 100-522110-225		TELEPHONE/COMMUNI	\$26.51	2801	PD-DIGITAL ADAPTERS
		Total	\$1,075.36		
36065	09/18/20	ULINE			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-533730-344		RECYCLING EXPENSES	\$59.51	123933262	DPW-RECYCLING EXPENSES
		Total	\$59.51		
36066	09/18/20	UNEMPLOYMENT INSURANCE			
E 700-519400-393		UNEMPLOYMENT COMP	\$1,022.92	10284143	UNEMPLOYMENT CHARGES-AUGUST 2020
		Total	\$1,022.92		
36067	09/18/20	UNIFIRST CORPORATION			
E 601-573825-372		SAFETY EQUIPMENT	\$78.35	096 1146577	CWRC-SAFETY
		Total	\$78.35		
36068	09/18/20	VERMEER-WISCONSIN			
E 100-533210-353		MAINTENANCE PARTS	\$657.20	20235641	DPW-MAINTENANCE PARTS
		Total	\$657.20		
36069	09/18/20	WE ENERGIES			
E 100-555510-224		NATURAL GAS	\$9.57	045	BOY SCOUT HOUSE
E 100-522230-224		NATURAL GAS	\$48.93	082	FD
E 601-573840-340		MAINTENANCE SUPPLIE	\$10.04	176	SEWER - DORCHESTER #4
E 100-555510-224		NATURAL GAS	\$11.45	213	GIRL SCOUT HOUSE
E 601-573840-340		MAINTENANCE SUPPLIE	\$11.59	229	SEWER - EVERGREEN #7
E 601-573825-224		NATURAL GAS	\$9.57	296	SEWER - PARK LANE CWRC
E 601-573825-224		NATURAL GAS	\$9.90	423	SEWER - PARK LANE CONTROL BLDG
E 100-518100-224		NATURAL GAS	\$25.42	425	GYM
E 260-555110-224		NATURAL GAS	\$142.10	477	LIBRARY
E 100-522410-224		NATURAL GAS	\$9.57	522	EM
E 100-522100-224		NATURAL GAS	\$167.61	610	PD
E 100-518100-224		NATURAL GAS	\$24.65	666	LINCOLN BLDG
E 601-573840-340		MAINTENANCE SUPPLIE	\$10.59	804	SEWER - KENZIE #11
E 601-573840-340		MAINTENANCE SUPPLIE	\$10.04	866	SEWER - KEUP #10
E 601-573840-340		MAINTENANCE SUPPLIE	\$11.45	928	SEWER - GARFIELD #9
E 601-573840-340		MAINTENANCE SUPPLIE	\$13.78	943	SEWER - HIGHLAND #8
E 100-518100-224		NATURAL GAS	\$33.52	952	CH
E 100-533210-224		NATURAL GAS	\$31.59	957	DPW FACILITY
E 100-522230-224		NATURAL GAS	\$44.69	971	FD
E 240-555320-224		NATURAL GAS	\$62.38	991	POOL
E 100-522100-224		NATURAL GAS	\$23.13	994	PD
		Total	\$721.57		
36070	09/18/20	WM CORPORATE SERVICES, INC.			
E 100-555510-240		REPAIR AND MAINTENA	\$312.24	6541490-227	PARKS-REPAIR & MAINTENANCE
E 100-533710-290		MAINT/CONTRACTED S	\$36,248.52	6541546-227	CH-GARBAGE
E 100-533730-290		MAINT/CONTRACTED S	\$17,520.93	6541546-227	CH-RECYCLING
		Total	\$54,081.69		
		111300 PWSB Checking	\$367,111.54		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

111300 PWSB Checking

100 GENERAL FUND	\$105,971.05
200 CEMETERY FUND	\$76.50
220 RECREATION PROGRAMS FUND	\$5,994.12
221 FUEL SYSTEM - WASH BAY	\$6,125.30
240 SWIMMING POOL FUND	\$307.41
260 LIBRARY FUND	\$8,626.59
350 TIF DISTRICT FUND #4	\$37,418.40
352 TIF DISTRICT FUND #3	\$40.00
353 TIF DISTRICT #6	\$16,331.25
400 CAPITAL IMPROVEMENTS FUND	\$135,252.68
601 WATER RECYCLING CENTER	\$48,740.82
700 RISK MANAGEMENT FUND	\$2,227.42
	<hr/>
	\$367,111.54

CITY OF CEDARBURG
TRANSFER LIST
9/12/20-9/25/20

Date	Amount	Transfer to
PWSB CHECKING ACCOUNT		
9/15/2020	\$3,000.00	Pitney Bowes-postage
9/17/2020	\$54,017.48	State of Wisconsin-sales tax
9/18/2020	\$335.20	Light & Water-August charges
9/22/2020	\$42,126.46	Light & Water-August charges
9/23/2020	\$216,000.00	PWSB Payroll
9/23/2020	\$6,369.54	Health Savings Accounts-contributions for 9/6/20-9/19/20
9/23/2020	\$1,802.19	ICMA-contributions for 9/6/20-9/19/20
9/23/2020	\$5,246.80	North Shore Bank-contributions for 9/6/20-9/19/20
9/23/2020	\$440.00	Police Association-union dues for 9/6/20-9/19/20
9/23/2020	\$346.15	State of Wisconsin-child support
	<u>\$329,683.82</u>	
PWSB PAYROLL CHECKING ACCOUNT		
9/25/2020	\$153,847.74	Payroll for 9/6/20-9/19/20
9/25/2020	\$62,714.71	Payroll taxes for 9/6/20-9/19/20
	<u>\$216,562.45</u>	
PWSB MONEY MARKET ACCOUNT		
9/18/2020	\$300,000.00	PWSB Checking



City of Cedarburg

City Administrator's Report

September 24, 2020

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.

Parks, Recreation & Forestry— Registration is open for the Fall/Winter/Spring Activities. This is the final week for the softball and soccer recreation programs. The Department is planning a socially distanced Santa Dash in December.

Building Inspection—Occupancy permits were issued for the district schools, prior to the beginning of the school year.

Library— The Library is open Sundays beginning this month and five day deliveries have resumed among the 30 libraries within four counties. The Library will be charging overdue fines beginning in October, after the forgiveness period that was initiated during the pandemic. The Library is participating in the Big Read with the Ozaukee County Libraries funded through a grant and along with The Friends of Cedarburg Green on the *Lab Girl*. City Forrester Westphal will be on the CPL Radio show and Facebook live on October 16 for the community to ask him questions.

Engineering & Public Works — Director Wiza is working on Business Park related items. It is a difficult site because of the soils. They are currently drying the soil and the week ahead looks good for making progress on the site. The work on Park Circle is the only unfinished street on the 2020 Street and Utility Project to-date; restoration, fine grading and paving should be completed this week but could push into early next week. The bids were received for the 2020 Asphalt Pavement Repair Project on Washington Avenue and will be presented at the September 28 Common Council Meeting. The unit price for the 3-inch mill and overlay came in cheaper this year than it was for 2-inch mill and overlay on last year's project.

Economic Development— Economic Development Coordinator Sheffield reported that seven businesses have closed this year through August and this is par with previous years. Five businesses have opened to-date and another business will open soon. Visit Cedarburg Saturday was very successful.

Clerk — It is 40 days until the General Election and the Department is busy with absentee voting. Approximately 3,000 ballots were mailed on September 17 for those requests already on file. There has been a great response to a call for election inspectors for the General Election.

Light & Water— The new water tower project will begin Monday, September 28. Initial letters will be mailed to neighbors along with periodic updates throughout the project. The office is moving from a four billing cycle to a single billing cycle by spring. A 6.5% (under \$2.00/mo.) water rate increase has been approved as of January 1, 2021. General Manager Lythjohan and Director Wiza are working together on the impact fees for the WILO project. The Utility will budget for an ozone filter for their building in 2021 to improve the air quality and help with virus and bacterial prevention.

Senior Center—The lift door at the entrance of the Center needed repair this month.

City Administrator— A retirement luncheon for Cathy Timm will take place on Friday, September 25 from 11 a.m.—1 p.m.

Respectfully submitted,

Mikko Hilvo
City Administrator