



11333 N. Cedarburg Road  
Mequon, WI 53092  
Phone: 262-236-2941  
Fax: 262-242-9655

[www.ci.mequon.wi.us](http://www.ci.mequon.wi.us)

Office of Administration  
Taped and Televised

## **APPROPRIATIONS COMMITTEE**

**Tuesday, October 5, 2021**

**6:00 PM**

**Christine Nuernberg Hall**

### **Agenda**

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Budget Overview, Revenues and Capital Projects
  - Transmittal Letter
  - Budget Comparison
  - General Fund Revenue
  - Debt Service Fund
  - Capital Projects Fund
- 5) General Government
  - a. Mayor & Common Council
  - b. City Administrator
  - c. City Clerk
  - d. Elections
  - e. Information Services
  - f. Finance
  - g. Assessment Services
  - h. Human Resources
  - i. Legal Services
- 6) Community Development
  - j. Inspections Division
  - k. Planning Division
- 7) Public Safety
  - l. Fire/Emergency Medical Services
  - m. Police Department

- n. Communications
- o. Mequon Auxiliary

8) Public Works

- p. Building Maintenance
- q. Fleet Maintenance
- r. Engineering
- s. Highway
- t. Recycling
- u. Swimming Pool
- v. Parks

9) Library

10) Consideration of Supplemental Funding Requests

- a. City Departments
- b. Weyenberg Library
- c. Joint Mequon-Thiensville Bicycle & Pedestrian Way Commission
- d. Park & Open Space Board

11) Consideration of a Recommendation Concerning the Proposed FY2022 Budget

12) Ordinance Recommendation

13) Adjourn

*Dated: September 28, 2021*

*/s/ John Wirth, Chair*

.....  
Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and/or gather information about a subject over which they have decision-making responsibility, although they will not take formal action thereto at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the City Clerk's Office at 262-236-2914, twenty-four (24) hours in advance of the meeting.

Any questions regarding this agenda may be directed to the City Administrator's Office at 262-236-2941, Monday through Friday, 8:00 AM – 4:30 PM.

# PROPOSED FY2022 BUDGET



# APPROPRIATIONS COMMITTEE WORKBOOK

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



11333 N. Cedarburg Rd 60W  
 Mequon, WI 53092-1930  
 Phone: 262/242-3100  
 Fax: 262/242-9819

www.ci.mequon.wi.us

ADMINISTRATION OFFICE

**To: City of Mequon Appropriations Committee:  
 The Honorable John Wirth & Members of the Common Council**

**From: William Jones, City Administrator  
 Jennifer Engroff, Finance Director/City Treasurer**

**Date: September 24, 2021**

**Subject: Proposed 2022 Budget**

On behalf of the entire City staff, enclosed is the City of Mequon's proposed budget for Fiscal Year 2022, which commences on January 1. As the City's financial blueprint and spending plan for the upcoming fiscal year, adoption of the budget is undoubtedly the single-most important action taken by the Mayor and Common Council each year. This budget proposal entails all aspects of City operations and capital expenses except for the City's Sewer and Water Utilities. Moreover, it is intended to serve as an effective policy document, financial planning tool, operational guide and communications device. Once adopted, the budget will authorize resources and establish a direction for the City's programs and services in the coming year.

#### **GUIDING PRINCIPLES**

The following document works to synthesize several long-held policy interests of the Appropriations Committee. Consistent with previous years, the 2022 budget adheres to the key principles that have long guided the development of past budgets. These include:

- Maintaining a Low Property Tax Rate;
- Providing Excellent Public Safety Services;
- Improving and Enhancing the City's Infrastructure and Other Long-Term Assets;
- Expanding the City's Tax Base through a Strategic and Balanced Approach to Economic Development.

Each year, the Common Council, in its role as the City's Appropriations Committee, convenes a budget workshop meeting to review and discuss some of the key factors and

considerations that are likely to impact development of the organization's next budget. This year, such efforts were to be combined with an inaugural process to develop the City's first-ever strategic plan. Unfortunately, these plans were inadvertently impacted by the unexpected passing of the City's newly hired strategic planning consultant in late July, and efforts to restart that process are expected to again resume later next month.

Nevertheless, City staff has worked diligently over the last several months to formulate the basis for next year's budget, which in broad terms, fortifies a number of internal service functions while also restoring necessary funding eliminated last year. As summarized below, some of the more noteworthy features of the City's proposed spending plan for 2022 include:

- Itemized increases of nearly \$200K to restore expenses eliminated in 2021 (Exhibit B)
- An increase in pay-go capital spending of \$140,500 from the amount approved in 2021
- Use of \$54,750 in unassigned fund balance for Phase III of a City-wide revaluation
- Elimination of one full-time position in the Police Department, due to consolidation
- Establishment of a full-time IT Manager to replace a part-time contractual position
- Additional funding to administer expanded services during a statewide election year
- Conversion of a part-time HR support position (.7 FTE) to a full-time Coordinator role
- Compensation adjustments for both represented and non-represented staff
- A decrease in the City's tax rate to \$3.13/\$1,000 of assessed value, which is attributable to a City-wide revaluation that was completed earlier this year.

In sum, the recommended 2022 budget continues the Common Council's more recent commitment to ensuring that the City's various departments and divisions are appropriately staffed to support the myriad of services the organization provides to the community. Further, the proposed spending plan also continues to prioritize significant investments in the areas of public safety and capital spending, which taken together, comprise nearly 60% of the City's overall spending.

Notably, the enclosed budget document contains an estimate for State Highway Aid, which is currently budgeted at \$1,484,240. Late on the afternoon of September 23, staff received the preliminary revenue figure the City is to receive in 2022, which is approximately \$40,000 less than estimated. Due to the timing associated with the receipt of this updated information, the enclosed budget now reflects a shortfall. Accordingly, the City budget team will be working over the next several days to address this development, and to provide a solution for balancing the budget prior to the Appropriations Committee's next meeting October 5.

### **FISCAL YEAR 2021 ACCOMPLISHMENTS**

Despite the many challenges faced both locally and globally throughout the past 18 months, the organization has continued to make progress on a number of initiatives that ultimately, are intended to make Mequon an even better place to live, work and play. From overseeing capital improvement projects that smartly reinvest in the City's long-term assets to developing new policies or programs that address emerging matters within the community, the City and its residents can take great encouragement from the fact that much has still been accomplished within the last year. Listed on the following page is a

sampling of some of the more significant accomplishments that mark Fiscal Year 2021 and serve as the basis for continued progress in the coming year.

- Re-bid the City's Banking Services, Securing a No Fee Contract with the Selected Vendor
- Finalized a Study with Other Ozaukee Jurisdictions to Explore Shared Fire/EMS Services
- Partnered with a Local Health Firm to Provide COVID-19 Vaccination Clinics at City Hall
- Completed Construction of the Mequon-Thiensville Town Center Gateway Promenade
- Filled 3 Newly Established Battalion Chief Positions to Augment Fire Department Staffing
- Authorized the Expenditure of \$4.5M for Additional Public Improvements in Town Center
- Initiated a Process to Achieve Statewide Accreditation of the Police Department in 2022
- Acquired & Demolished 2 Properties on Cedarburg Road to Further Expand Settler's Park
- Appointed Jennifer Engroff to Serve as the City's Next Finance Director
- Amended the City Code to Codify the Duties & Functions of the Mayor & Common Council
- Finished a Revaluation of All Real Property, Increasing Total Assessed Value by \$626M
- Completed Independent Assessments of the City's Community Development & IT Functions
- Oversaw \$1.5M in Roadway Projects, Including Resurfacing 2 Parking Lots at Rotary Park
- Administered a Process to Realign the City's Aldermanic Districts for the Next 10 Years
- Hired 15 Employees & Transferred 1 Employee to Fill 16 Authorized Full-Time Positions

While there are other projects, initiatives and improvements that were completed within the last year that are not recounted here, the foregoing list contains some of the more substantial work of the City organization in 2021 that was often the byproduct of collaborative, multi-disciplinary work involving the Common Council, the City's various boards, commissions and committees, and City staff.

### **FISCAL YEAR 2022 BUDGET PROCESS**

This year, the City's operating departments were again tasked with commencing the annual budget preparation process in mid-July. Initially, departments were instructed to roll their respective 2021 non-personnel expenditure budgets forward into 2022, as a starting point from which compulsory (e.g., retirement contributions, insurance premium adjustments, bargained wage increases, etc.) and recognized adjustments (e.g., single vs. family health coverage, actual vs. budget salary savings, increased election expenses, etc.) would be applied, and to set the baseline from where expenditure reductions could be generated, if necessary. Additionally, all individual revenue sources that combine to support the City's annual spending levels were examined and adjusted accordingly, based on multi-year trend analysis and more near-term forecasting related to impacts such as the ongoing pandemic.

With a preliminary draft *or baseline* budget accurately depicting all expenditure obligations and realistic revenue targets for 2022 in place, each department then commenced the process of identifying *Compulsory Expenditure Increases* (Exhibit A) that would otherwise need to be included in the 2022 budget, as well as *Expenditures Proposed for Restoration* (Exhibit B) that were previously eliminated from the City's 2021 due to COVID-19. Additionally, departments were also asked to submit a listing of *Supplemental Expenditures* (Exhibit C) that are not otherwise contained in the budget proposed for 2022, but that could be considered for eventual inclusion by the Appropriations Committee.

To date, the proposed budget is balanced with the use of approximately \$250,000 in new tax revenue generated by a 1.59% increase in net new construction. Notably, the proposed budget contains approximately \$200,000 in additional spending to restore a number of expenditures removed from the 2021 budget, due to pandemic-related revenue declines. This spending is being supported by using roughly 8% of the City's total share of grant funding that is to be received through the American Recovery Plan Act during 2021-2022.

## 2022 BUDGET SUMMARY

The City's General Fund is the principal operating fund for the City. The General Fund provides for the operations of the Mayor & Common Council, City Administrator's Office, City Clerk's Office, Human Resources Division, City Attorney's Office, Finance Department, Assessor's Office, Information Technology Division, Police Department, Fire Department, Community Development, Public Works Department, Parks Department and Weyenberg Library. The following two tables provide a summary of the 2022 General Fund Budget, which is balanced and honors all existing contractual commitments.

### General Fund Revenue

Within the proposed budget, property taxes comprise about 66% of general fund revenues. Mequon relies significantly on the property tax to fund its operations because other sources are not available to the City. For instance, the City receives just over 10% of its revenue from intergovernmental aid compared to a state-wide average of more than 20%. Building permit fees, which are the City's most elastic (variable) source of revenue, are again expected to increase in the coming year.

Revenues	2021	2022	Change	% Change
<b>Taxes</b>	\$11,744,633	\$11,857,101	\$112,468	1.0%
<b>State Shared Revenue</b>	\$536,335	\$555,371	\$19,036	3.5%
<b>Intergovernmental</b>	\$1,660,394	\$1,863,289	\$202,895	12.2%
<b>Licenses and Permits</b>	\$876,850	\$1,045,900	\$169,050	19.3%
<b>Public Safety Fees</b>	\$1,016,500	\$886,300	(\$130,200)	-12.8%
<b>Public Charges for Services</b>	\$683,199	\$830,400	\$147,201	21.5%
<b>Other Revenues</b>	\$858,435	\$766,550	(\$91,885)	-10.7%
<b>Investment Income</b>	\$135,000	\$40,000	(\$95,000)	-70.3%
<b>Total Revenue</b>	<b>\$17,511,346</b>	<b>\$17,844,911</b>	<b>\$333,565</b>	<b>1.9%</b>

### General Fund Expenditures

On the expenditure front, personnel expenses are projected to increase by 1.1% in 2022. This is attributable to establishment of a full-time IT Manager position that was previously filled on a part-time contractual basis, and a sizeable decrease in the City's employer-related health insurance costs due to premium adjustments mandated by the State's Local Government Health Insurance Pool. The budget also includes adjustments to employee compensation, including increases for unionized personnel in the Police Department, and proposed cost-of-living/merit adjustments for non-represented staff. As indicated,

spending categories such as *Materials/Supplies* and *Purchased Services* will see increases for 2022, due to the restoration of many items eliminated from the 2021 budget.

<b>Expenditures</b>	<b>2021</b>	<b>2022</b>	<b>Change</b>	<b>% Change</b>
<b>Salaries</b>	\$9,554,159	\$9,876,333	\$322,174	3.37%
<b>Fringe Benefits</b>	\$3,801,002	\$3,625,953	(\$175,049)	-4.61%
<b>Other Staff Costs</b>	\$77,945	\$77,945	\$0	0.00%
<b>Materials/Supplies</b>	\$918,173	\$1,006,818	\$88,645	9.65%
<b>Facilities/Plant</b>	\$505,170	\$509,597	\$4,427	0.88%
<b>Purchased Services</b>	\$1,532,326	\$1,621,073	\$88,747	5.79%
<b>Equipment/Leases</b>	\$64,571	\$66,192	\$1,621	2.51%
<b>Library Grant</b>	\$1,058,000	\$1,061,000	\$3,000	0.28%
<b>Total Expenditures</b>	<b>\$17,511,346</b>	<b>\$17,844,911</b>	<b>\$333,565</b>	<b>1.90%</b>

### PROPERTY TAX IMPACT

The proposed budget requests a total tax levy increase of \$258,181, or 1.13% over that of 2021. The following table shows a breakdown of the proposed 2022 levy.

<b>Fund</b>	<b>Levy for 2021 Budget</b>	<b>% of Total</b>	<b>Levy for 2022 Budget</b>	<b>% of Total</b>	<b>% Change</b>
General	\$10,686,633	46.82%	\$10,796,101	46.75%	1.01%
Sewer Utility	\$7,063,475	30.95%	*\$7,063,475	30.59%	0.00%
Library	\$1,058,000	4.64%	\$1,061,000	4.59%	0.28%
Capital Projects	\$1,190,000	5.21%	\$1,330,500	5.86%	13.7%
Debt Service	\$2,825,040	12.38%	\$2,830,253	12.21%	-0.17%
<b>Totals</b>	<b>\$22,823,148</b>	<b>100.0%</b>	<b>\$23,081,329</b>	<b>100.0%</b>	<b>1.13%</b>

\*The 2022 Sewer Utility Levy is an estimate pending further development of the Sewer Utility budget.

For 2022, the General Fund virtually maintains its relative share of the tax levy. The restoration of funding to 2020 levels allows the Capital Projects Fund to increase its relative share of the total tax levy. As indicated, the proposed budget assumes the assignment of general fund balance in the amount of \$54,750 compared to \$118,210 that was utilized in the 2021 budget. Currently, the Sewer Utility property tax is estimated to remain at the same amount from 2021 due to stable capital charges and debt service levels. Also, there is a small levy adjustment related to increased funding for the Mequon-Thiensville Library. Finally, debt service continues to comprise a substantial portion of the City's tax levy and the amount shown is for non-TID debt only. Currently, the City continues to remain well below the cap (approximately \$1 million) allowed under State levy limits.

The tax rate per thousand of assessed value, or mill rate, has been a focus of discussion during previous Appropriations Committee meetings. The tax rate is determined by levy and tax base. The City continues to see growth in real property valuation. Per the following table, the proposed general tax rate of \$3.13/\$1,000 represents a significant decrease from

a year ago due to the City-wide revaluation. Under the proposed 2022 budget, a Mequon home assessed at \$400,000 will pay approximately \$1,252 in City taxes.

Levy Year	General Assessed Tax Rate: \$X.XX/\$1,000 of Assessed Value	Sewer Assessed Tax Rate: \$X.XX/\$1,000 of Assessed Value
2021	\$3.13 (proposed)	\$1.65 (estimate)
2020	\$3.44	\$1.81
2019	\$3.28	\$1.81
2018	\$3.21	\$1.94
2017	\$3.16	\$1.90
2016	\$3.15	\$1.89
2015	\$3.07	\$1.90
2014	\$3.06	\$1.88
2013	\$3.05	\$1.76
2012	\$3.04	\$1.79

Mequon property owners inside the Sewer Service area have a second tax line on their tax bill reflecting the Sewer Utility Fund tax levy. For 2022, the proposed mill rate will likely be reduced to approximately \$1.65/\$1,000, due to the City-wide revaluation.

## REVENUE

For 2022, the property tax revenue estimate (including sewer) totals \$23,071,329. As indicated in the following chart, this represents an increase of \$248,181 or 1.1% above the 2021 levy, an amount that nevertheless meets the requirements of the state's levy limit, 2013 Wisconsin Act 20.

### Revenue Summary Information

Category	2021	2022	Difference	% Change
General Tax Levy	\$10,686,633	\$10,796,101	\$109,468	1.02%
Sewer Debt/Cap Charge	\$7,033,475	\$7,063,475	\$0	0.00%
Library Fund	\$1,058,000	\$1,061,000	\$3,000	0.28%
Capital Projects Fund	\$1,190,000	\$1,330,500	\$140,500	11.81%
Debt Service	\$2,825,040	\$2,820,253	(\$4,787)	-0.17%
Total Tax Levy	\$22,823,148	\$23,071,329	\$248,181	1.09%
Other Revenue	\$5,802,358	\$6,024,524	\$222,166	3.83%
Total Revenue	\$28,625,506	\$29,095,853	\$470,347	1.64%
Estimated City Tax Rate	\$3.44	\$3.13	(\$0.31)	-9.01%
Estimated Sewer Tax Rate	\$1.81	\$1.65	(\$0.16)	-8.84%

The following detail is provided for key revenue categories within the 2022 budget:

**State Shared Revenues:** The State will maintain shared revenues at last year's funding level. Utility taxes are projected to increase by \$12,029, while Fire Insurance proceeds are expected to increase by roughly \$7,000.

**Inter-Governmental Revenues:** It is anticipated that state aid and grant funds will remain level, except for road and highway funding, which as previously noted, are expected to decline by approximately \$40,000. State Personal Property Aid is remaining flat.

**Licenses:** Total fees in the amount of \$60,400 are estimated to remain unchanged from 2021. In 2020, the City temporarily suspended the collection of liquor license fees, due to the COVID-19 pandemic.

**Building Permits:** In 2020, the City realized \$665,680 in permit-related revenues, which include building permits, electrical permits, plumbing permits, HVAC permits, and occupancy/temporary occupancy permits. This amount was well below revenues recorded in previous years, as some development and inspection activity were negatively affected by the COVID-19 pandemic. To date in 2021, permit related revenue is well ahead of 2020's figures, and the City anticipates exceeding the overall budgeted amount of \$758,250. Accordingly, and with continued development activity across both residential and commercial sectors, permit revenues have again been adjusted upward for 2022. Notably, permit revenues, and building permit revenues in particular, are highly elastic. As such, this revenue source can vary significantly from year-to-year, due to factors such as general economic activity, weather, and the timing of certain projects. For 2022, City staff again utilized expanded trend analysis within this category to consider long-term revenue patterns over the last ten years.

**Law/Ordinance Violations:** Court penalties are expected to rise slightly from the amount realized in 2020 when citation-writing and court activities declined substantially. Generally, this line item is comprised of citation revenue.

**False Alarm Fees:** As of July 1, 2020, the first false alarm charge of \$100 has been eliminated, and subsequent charges for 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> alarms have increased. Accordingly, both Police and Fire False Alarm revenues are expected to continue declining annually. Combined, these line items are budgeted to generate \$27,000 in revenue during 2022.

**Ambulance Fees:** Ambulance Fees are expected to continue to rise in 2022, based upon the selection of a new third-party billing firm in 2019, and the adoption of new and higher transport fees in mid-2020. For 2021, total revenue is anticipated to come in below the \$775,000 that was budgeted; accordingly, revenue for 2022 has been reduced by \$75,000.

**Accident Response Fees:** In 2009, the City adopted an accident response fee. In 2022, this figure is budgeted at \$8,000, which is commensurate to actual revenue received in 2020.

**Public Works Fees:** These fees, which are utilized to reimburse staff time and consulting costs that are incurred with the review and approval of various development work, are projected to increase by \$8,000 (9.7%) from the total amount budgeted (\$82,250) in 2021.

**Pool & Parks Fees:** 2022 pool revenue is budgeted at \$65,000, which is consistent with pre-2020 budget-to-actual comparisons. Total revenue peaked in 2005 and has generally plateaued in recent years. Actual results are largely weather-dependent. 2022 park fees are earmarked nearly \$23,000 higher than budgeted for 2021, due to an increasing number of facility rentals and the addition of user group reimbursements for ball field maintenance.

**Internal Service Fees:** These fees are administrative charges passed through to the General Fund for staff time involved in support of sewer and water utility operations. For

2022, the budgeted amount of \$385,000 is intended to more closely correspond with the actual amount of revenue realized in these categories during 2020.

**Other Revenues:** This category includes cellular lease revenue, cable television fees, a workers' compensation insurance dividend, revenue received from tax-exempt developments (in lieu of taxes) and budgeted fund balance proceeds, among others. For 2022, cellular lease revenue is anticipated to decrease by roughly \$15,000, while cable fees should remain relatively flat. *Revenue Reduction* is the application of surplus funds from the City's unassigned fund balance, which is carried forward to balance the budget. As indicated, the 2022 budget includes the one-time use of \$54,750 in fund balance to pay for the third and final phase of the City-wide property revaluation process that began in 2020.

**Investment Revenue:** After realizing nearly \$200,000 in this category in 2019, interest income is expected to remain below recent highs, due to ultra-low interest rates.

**Tax Increment Revenues:** Continued growth in the tax base will contribute to Tax Increment District #2 (TID #2) generating more increment than last year. The 2022 budgeted increment is approximately \$41,000 more than 2021. Debt service is decreasing slightly by nearly \$8,000 from 2021 and no longer exceeds the amount of estimated increment. Therefore, TID#2 is projected to cash flow positive by approximately \$13,000. Due to another large increase in value in 2021, Tax Increment District #3 is projected to generate increment of approximately \$1,870,000. This revenue will help the TID to continue generating a positive cash flow, even after accounting for yearly debt service.

### **CAPITAL SPENDING**

Capital funding requests for 2022 totaled \$3,991,900, an increase of \$313,500 from the \$3,678,400 sought in 2021. In accordance with preparing a draft budget with little upward impact on overall taxes and that includes ongoing funding to address deferred and identified capital repairs across major asset categories, levy supported (pay-as-you-go) capital funding for 2022 has been increased by approximately \$140,000 from the level approved for 2021. In all, pay-as-you-go capital funding totals \$1,330,500 for 2022; this is nearly 12% more than the \$1,190,000 included in the City's current 2021 budget.

As noted in the enclosed Capital Budget 2022 spreadsheet, funding for City-wide Building Repairs amounts to \$175,000 for 2022, an increase of \$15,000 from the \$160,000 approved last year. As introduced three years ago, this level funding stream is intended to continue addressing deferred maintenance and identified capital replacement items contained within a comprehensive review of seven facilities completed in 2018.

Department of Public Works (DPW) requests totaled \$842,500, of which \$440,000 is slated for funding in 2022. In 2015, funds from the City's Urban Forestry account were used to start combating Emerald Ash Borer (EAB). In 2017 & 2018, \$40,000 was provided in the capital budget for ash tree removal; this number was doubled to \$80,000 in 2019-2020. Though only \$60,000 was budgeted to continue EAB efforts for 2021, \$80,000 is included for 2022. In addition, \$350,000 has been apportioned for the replacement of aging equipment and vehicles; this represents a \$30,000 increase from what was approved in 2021 but is \$130,000 less than requested. Finally, \$10,000 in funding for Roadway Lighting

Replacement is included for 2022; this is roughly half of the amount (\$19,500) requested by the Department.

Engineering requests for 2022 totaled \$836,000 for projects including Major & Secondary Drainage, Bridge & Culvert Replacement and the Highland Road Interchange. The proposed budget includes no funding in these areas, as resources previously budgeted here have been reallocated to accelerate dead ash tree removals. Given the City's present funding limitations relative to pay-as-you-go capital funding, the amount requested for the Highland Road Interchange (\$701,000) is recommended for inclusion in a planned infrastructure borrowing in 2022.

In 2021, there were no funds allocated to finance eventual replacement of City voting machines, which were upgraded and replaced by Ozaukee County in 2015. In 2019, \$13,000 was approved in this category. Due to the need to replenish other capital funding amounts that were eliminated in 2021, no additional resources have been earmarked for this account in the coming year.

For 2022, Information Technology requests totaled \$168,000. While the proposed budget does not presently include funding for next year, the City recently completed an independent assessment of its information technology function. Accordingly, staff is in the process of developing a potential funding framework to address the report's recommendations, which could then be considered for funding in 2022 and beyond.

The Fire Department's request came in at a total of \$295,000 for three projects, and partial funding is provided in two accounts. Vehicle Replacement funding has been increased from \$80,000 to \$100,000, and Equipment Replacement is again funded at \$10,000. As indicated in the 2022 Capital Budget worksheet, the projected balance for Fire & EMS vehicle replacement at the end of the current fiscal year is expected to be nearly \$800,000.

The Police Department requested \$279,000 for both new and ongoing projects; the proposed 2022 budget funds three of the six requests. Proposed funding for Vehicle Replacement is \$175,000, versus the \$155,000 that was approved last year. Officer Equipment (\$20,000) and Firearms Replacement (\$8,000) remain unchanged from 2021.

### **LONG-TERM BORROWING & DEBT SERVICE**

Over the course of the last decade, Mequon has utilized a combination of pay-as-you-go (discussed in the previous section) and debt financing to fund capital expenditures. In 2007, the City began issuing debt to fund both road maintenance and improvements; within the last several years, such investment has averaged approximately \$1.7 million annually. In 2015, the City borrowed \$5.7 million to fund road improvements over three years; these funds were fully exhausted at the end of the 2017 construction season. Combined with the City's issuance of \$8.9 million in bonds to finance the renovation and expansion of the City's combined Public Works Facility during 2016-17, the City increased its debt service obligations, or the amount of principal and interest that is required to repay such debt, to between \$2.5 - \$3 million annually.

This is more than three times the amount of debt service the City was paying just over 10 years ago, and in recent years such growth in the Debt Service Fund necessitated General

Fund expenditure reductions that have directly impacted key departments such as Police, Fire and Public Works. During previous budget development cycles from 2015-2017, more than \$600,000 in recurring operational expenses across various spending categories, including *Materials/Supplies, Purchased Services, Facilities/Plant and Equipment/Leases*, were eliminated from the budget. Such reductions helped absorb approximately \$650,000 in debt service payments for the new DPW facility, without the need for a commensurate increase (\$0.15) in the property tax rate.

To the City's benefit, the consolidation of Public Works operations into one, centralized facility resulted in various efficiencies and associated cost savings. Furthermore, focused investment in road maintenance and improvements over the last 15 years has resulted in significant improvement in the City's overall road ratings. Given the past approach to assuming \$1.7 million of debt annually for road improvements and upgrading the DPW facility all while maintaining a stable tax rate, it is not surprising that other areas also requiring capital investment (e.g., facilities, parks, fleet/equipment, etc.) have experienced a shortfall in available resources for maintenance and upkeep.

In 2022, the City will again look to fund road maintenance from the annual operating budget, and \$350,000 has been allocated to fund this effort. Additionally, a debt issue to cover additional roadwork in the approximate amount of \$5 million between 2022-2024 is planned for early 2022. As indicated during review of a Right-of-Way Infrastructure Analysis completed in 2018, \$1.8 million is needed annually to finance all aggregate work (maintenance and repairs) across the City's 212-mile road network. In all likelihood, the 2022 debt issue will also include \$1.7M to satisfy the City's share of constructing the Highland Road interchange, and possible funding to complete installation of a newly approved traffic signal at the intersection of County Line and Port Washington Roads.

As noted during last year's budget workshop, staff has been working with the City's financial advisor to develop a long-range debt plan that allows for continued investments in City roads while also addressing other deferred maintenance needs identified in a 2018 analysis of City-owned buildings. To date, it appears the Common Council may be in a position to issue additional non-road related debt to renovate or reconstruct one or more of the City's existing facilities in 2023-24. It is anticipated that the results of this work will be shared and discussed during a planned strategic planning retreat in early 2022.

Given that the City will likely be seeking several ratings on general obligation debt to finance planned capital improvements over the next decade, staff is again submitting a proposed budget that does not include the use of any general fund balance in 2022, other than for Phase III of the City-wide revaluation process. Presently, the City maintains a policy requiring that a minimum reserve equivalent to 10 - 12% of General Fund revenues be maintained, in order to account for unforeseen or unanticipated expenses. Notably, from 2015-2020, the City used a total of \$2.35 million of fund balance to augment revenues, maintain a stable tax rate or finance unbudgeted projects and/or expenses.

While using fund balance to cover a structural imbalance that exists between revenues and expenditures has in no way violated the City's reserve policy during any of the years that such an approach has been employed, continued utilization of fund balance can negatively

impact the City's bond rating when issuing future debt. Given that the City will likely issue additional debt in 2022 to finance road repairs and again in 2023 or 2024 for anticipated facility upgrades, continued use of fund balance puts the City at the risk of assuming higher, unnecessary interest costs on future bonds.

Should there be interest in utilizing General Fund reserves anticipated to be available at the conclusion of 2021, it is recommended that the Common Council appropriate any such proceeds to one-time projects or expenditures that do not create a continued funding obligation into the future. By example, the Council last year approved the appropriation of approximately \$118,000 for Phase II of a three-year property revaluation process that is presently underway, with the understanding that Phase III expenses in 2022 would also be funded through the use of unassigned fund balance. To this end, \$54,750 of fund balance has been earmarked this coming fiscal year to finance the third and final phase of the revaluation. As noted during the Council's September 21 Budget Workshop, the City's General Fund Balance is projected to be \$2.45 million at the end of 2021, equivalent to about 13.7% of the City's annual revenues. Should the Council seek to earmark funds to support an organization-wide compensation analysis in 2022 (estimated at \$28,000), available reserves could also be assigned to fulfill this one-time, non-recurring expense.

## **PERSONNEL**

**Staffing:** Since 2001, the City's overall staffing level has remained fairly constant on a Full-Time Equivalency (FTE) basis (115.95 in 2001 vs. 120.60 in 2021). More recently, staffing increases have been initiated to support operations in the Police, Fire, Public Works and Community Development Departments. For 2022, staff is proposing the addition of one full-time Information Technology Manager position in the City Administrator's Office, based upon the recommendation of the City's outside consultant, Avero Advisers. Additionally, the part-time Human Resources Assistant position has been converted to a full-time Human Resources Coordinator position at a net increase of 0.30 FTE. Lastly, two positions which were consolidated into a newly reformatted Administrative Coordinator position in the Police Department during 2021 are also reflected in the personnel count proposed for 2022.

**Salaries:** Salaries is a category that includes wages for all full-time, part-time, temporary and seasonal workers, and elected officials. In 2014, the City completed a Compensation Study, which resulted in the implementation of a new pay scale with varying wage adjustments for all but represented Police and Fire employees. In connection with this conversion, future wage adjustments were to be guided by a new performance evaluation system, which became effective for all non-union employees on January 1, 2018. Accordingly, funds have been included in the 2022 budget to provide non-represented employees with an annual wage increase and related merit pay adjustments.

**Fringe Benefits & Insurance:** This category includes payments for health insurance, dental insurance, pensions, social security and other federally mandated contributions, long-term disability and life insurance. For over 25 years, the City has provided health insurance through the state's Employee Trust Fund. Currently, the City subscribes to a plan which offers two HMO program options that provide substantial savings to employers. It is anticipated that overall, state health insurance rates will increase by 3.3% for local

governments and retirees in 2022. Full premium rates (including the employee share) for the Network Health Plan are decreasing by approximately 2.8% while full premium costs for WEA Trust are increasing by approximately 10.3%. Employees enrolled in Network Health will continue to pay 12% of the premium, while employees enrolled in WEA Trust East will pay 24.5% of the premium, as required by Employee Trust Funds. In 2022 this will be equivalent to \$596/month for family coverage and \$240/month for single coverage with WEA Trust East. As illustrated below, these adjustments will result in significantly higher costs for City employees enrolled in WEA Trust and slightly lower costs for the organization. Also included below are the 2022 rates for the City's other plan, Network Health.

WEA Trust East	Employee Share		Employer Share		Full Premium	
	2021	2022	2021	2022	2021	2022
Single Coverage	\$118	\$240	\$774	\$742	\$892	\$982
Family Coverage	\$290	\$596	\$1,903	\$1,822	\$2,193	\$2,418

Network Health	Employee Share		Employer Share		Full Premium	
	2021	2022	2021	2022	2021	2022
Single Coverage	\$93	\$101	\$774	\$742	\$867	\$843
Family Coverage	\$229	\$249	\$1,903	\$1,822	\$2,132	\$2,071

The chart below depicts yearly full premium rate changes the City has experienced for health insurance that on an annualized basis, exceed the general rate of inflation across all economic sectors.

2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
8.0%	1.0%	6.8%	5.3%	3.7%	3.7%	-5.2%	5.1%	4.6%	3.3%

In 2022, employer pension contributions to the Wisconsin Retirement System (WRS) will range from 6.5% for general employees to 12% of wages for sworn personnel. This represents a slight decrease to the City's contribution rate for general employees from 6.75%, and a slight increase to the contribution rate for sworn personnel from 11.75%.

The following table summarizes the proposed changes in salaries and benefits for 2022:

General Fund	2021	2022	Change	% Change
Salaries*	\$9,554,159	\$9,876,333	\$322,174	3.37%
Health Insurance	\$1,933,910	\$1,794,997	(\$138,913)	-7.18%
Retirement	\$845,226	\$840,943	(\$4,283)	-0.51%
Totals	\$12,333,295	\$12,512,273	\$178,978	1.45%

\*All Wages, Including Fire and EMS Paid-on-Call Salaries. Does not Include Sewer/Water Utility Fund Personnel or Reimbursements

**Collective Bargaining:** In December of 2020, the City approved a one-year collective bargaining agreement with the Mequon Police Association for the period through December 31, 2021. Accordingly, negotiations for a successor contract are being coordinated at this time, and final wage adjustments for the upcoming year have yet to be determined. Accordingly, the proposed budget includes a placeholder for represented employees in the Mequon Police Association. Additionally, a four-year agreement was approved with the Mequon Fire & EMS Association last December that provided paid-on-call employees with wage adjustments totaling \$341,000 in 2021, as well as 1% pay adjustments in both 2023 and 2024. With this contract expiring on December 31, 2024, negotiations on a successor agreement are still several years away.

**Professional Development:** As part of the City's ongoing effort to ensure that employees maintain required licensures/certifications and are afforded the opportunity, where appropriate, to partake in professional development activities that benefit themselves and the community, the budget again contains resources dedicated to professional development for 2022. As depicted below, proposed expenditures across the organization will total \$87,045 in 2022, an increase of \$25,155 from 2021. More specifically, this equates to the replacement of (and enhancement to) a 25% across-the-board decrease for conferences and training that occurred in 2021 to offset corresponding revenue declines.

2016	2017	2018	2019	2020	2021	2022
\$63,830	\$51,318	\$53,255	\$60,660	\$82,520	\$61,890	\$87,045

## LIBRARY

Funding for the Weyenberg Library has been subject to changes and variables in the last decade, including the elimination, under 2011 Wisconsin Act 32, of a mandatory maintenance of effort requirement. The "maintenance of effort" clause stipulated that library funding can be no lower than the average of the preceding three years. However, 2013 legislation (2013 Act 20) was specifically crafted for municipalities maintaining a joint library, and this development reinstated the maintenance of effort methodology on a permissive basis. Accordingly, the City utilizes one of the following three funding calculation alternatives to determine the library funding allocation in a given year:

- 1) The joint library agreement between the City and Village of Thiensville to fund the library's operating and capital budgets based on the following formula: 1/3 equalized value, 1/3 population and 1/3 circulation; and
- 2) The county library tax exemption formula that establishes a minimum threshold of appropriations based on the amount of county funding needed to provide services to the non-library areas of the county and each municipality's equalized value.
- 3) Municipalities with joint libraries may also exempt themselves from the county library tax by an alternate means as a result of 2013 Act 20. That methodology relies on the three-year maintenance of effort calculation.

Upon review of the funding formula options available (equalized value vs. maintenance of effort average) it was determined that the maintenance of effort methodology was preferable from a fiscal standpoint. The difference between the two formulas is not insignificant, and in choosing the less costly of the two formulas, the City's proposed 2022

allocation increases by \$3,000 from the previous year. It should be noted that the state-imposed county library tax formula trumps the joint library agreement formula as it is currently written. Thus, the Village and the City may seek to amend and update the joint funding agreement in the future to accurately reflect this present-day reality.

County Library Tax Exemption Thresholds		
<b>2021 Mequon Appropriation</b>	\$1,058,000	
<b>2022 Mequon Appropriation Needed to Maintain County Library Exemption:</b>	<b>Per Equalized Value Formula</b>	<b>Per Maintenance of Effort Formula</b>
	\$1,325,894	\$1,061,000
<b>2021 Appropriations Requirement</b>	\$1,384,107	\$1,058,000
<b>Net Change from 2021 Requirement:</b>	(\$58,213)	\$3,000
<b>Proposed 2022 Appropriation:</b>	\$1,061,000	

**ACKNOWLEDGMENTS**

A special note of thanks goes out to all of the Department Heads and City staff for their efforts in the preparation of the 2022 Budget. Within an organization that is in constant motion - 24 hours a day, 7 days a week and 365 days a year, Mequon employees are the lifeblood of a City that never rests, and the results of their tireless work, effort and dedication on behalf of the entire community are evident throughout this document. Most importantly, the Mayor and Common Council are recognized for their leadership, commitment and support in planning and conducting the financial operations of the City in a responsible and prudent manner. Lastly, we would like to acknowledge Assistant to the Finance Director Marie Keyser, Assistant City Administrator Justin Schoenemann, former City Finance Director Tom Watson and Executive Assistant Carrie Enea for their assistance in preparing this proposed budget document.

Respectfully submitted,

William H. Jones, Jr.  
City Administrator

Jennifer L. Engroff  
Finance Director/City Treasurer

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Budget Comparison



**CITY OF MEQUON  
TOTAL DEPARTMENT BUDGETS  
2019-2022**

Department	2019	2020	2021	Proposed 2022	% change
101 Common Council	\$ 96,317	\$ 95,132	\$ 77,582	\$ 86,058	10.93%
111 City Administrator	289,747	289,069	277,432	286,045	3.10%
112 City Clerk	285,889	311,810	331,321	305,569	-7.77%
113 Elections	34,528	76,053	37,753	109,436	189.87%
117 Information Services	306,279	325,282	334,767	380,372	13.62%
118 Finance	532,976	559,719	451,813	515,760	14.15%
119 City Assessor	226,064	283,974	345,166	290,820	-15.74%
120 Human Resources	154,180	157,246	187,783	236,982	26.20%
124 City Attorney	99,455	99,445	100,307	102,483	2.17%
235 Police Department	5,463,544	5,633,742	5,749,036	5,939,769	3.32%
236 Fire Department/EMS	1,572,448	1,707,562	2,287,392	2,237,013	-2.20%
237 Communications	679,305	708,442	690,002	591,590	-14.26%
239 Police Auxiliary	9,172	5,811	4,861	-	-100.00%
244 Inspections	597,652	609,463	525,305	524,305	-0.19%
326 Building Maintenance	623,327	657,383	636,038	679,042	6.76%
355 Fleet Maintenance	525,796	539,997	517,278	546,383	5.63%
358 Engineering	611,160	590,640	581,150	584,453	0.57%
359 Highway	1,943,104	1,949,060	1,999,217	2,041,065	2.09%
363 Forestry	-	203,500	172,652	195,683	13.34%
368 Recycling	25,880	27,888	27,946	-	-100.00%
471 Library Support	1,050,000	1,075,000	1,058,000	1,061,000	0.28%
472 Swimming Pool	118,027	114,908	101,363	101,323	-0.04%
474 Parks	678,276	649,371	543,032	565,717	4.18%
578 Community Development	433,438	492,921	474,150	464,043	-2.13%
Debt Service	2,872,100	3,052,020	2,837,140	2,820,553	-0.58%
Capital Projects	1,155,000*	1,205,000*	1,190,000*	1,330,500*	11.81%
<b>TOTAL</b>	<b>\$ 19,228,664</b>	<b>\$ 20,215,438</b>	<b>\$ 20,348,486</b>	<b>\$ 20,665,464</b>	<b>1.56%</b>

\*Includes Self Funding for Road Maintenance  
 Police Auxiliary combined in Police Budget starting in FY2022  
 Recycling combined in Forestry Budget starting in FY2022

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# General Fund Revenue



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund		2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110000 General Fund - General Activit								
35	TAXES							
110000	435101 Propty Tax	-10,907,975.34	-11,744,633.00	-11,744,633.00	-11,744,635.88	-11,744,635.88	-11,857,101.00	
	TOTAL TAXES	-10,907,975.34	-11,744,633.00	-11,744,633.00	-11,744,635.88	-11,744,635.88	-11,857,101.00	
36 STATE SHARED REVENUE								
110000	436101 StShareRev	-306,641.87	-306,627.00	-306,627.00	-45,994.11	-306,627.00	-306,634.00	
110000	436102 StUtilTax	-45,528.70	-43,708.00	-43,708.00	-6,556.13	-58,060.00	-55,737.00	
110000	436103 Fire Insur	-182,892.24	-186,000.00	-186,000.00	-189,529.07	-189,529.07	-193,000.00	
	TOTAL STATE SHARED REVENUE	-535,062.81	-536,335.00	-536,335.00	-242,079.31	-554,216.07	-555,371.00	
37 INTERGOVERNMENTAL								
110000	437101 StAidHwy	-1,555,389.01	-1,484,240.00	-1,484,240.00	-1,111,721.04	-1,484,240.00	-1,484,240.00	
110000	437102 StAidConct	-69,111.45	-69,412.00	-69,412.00	-52,058.64	-69,412.00	-69,412.00	
110000	437103 StGrntRecy	-15,400.25	-15,375.00	-15,375.00	-15,456.24	-15,456.00	-15,375.00	
110000	437104 StGrntLaw	-5,416.93	-5,000.00	-5,000.00	-8,308.98	-8,309.98	-7,500.00	
110000	437105 StAidExmpt	-95,969.82	-86,367.00	-86,367.00	-86,366.67	-86,366.67	-86,367.00	
110000	437110 StGrntOth	.00	.00	.00	.00	.00	-200,395.00	
	TOTAL INTERGOVERNMENTAL	-1,741,287.46	-1,660,394.00	-1,660,394.00	-1,273,911.57	-1,663,784.65	-1,863,289.00	
40 LICENSES - CLERK								
110000	440101 Lic-Liquor	-2,925.89	-41,750.00	-41,750.00	-41,773.24	-41,613.00	-41,750.00	
110000	440102 Lic-Tavern	-8,070.00	-11,000.00	-11,000.00	-8,050.00	-7,880.00	-11,000.00	
110000	440103 Lic-Busine	-4,092.00	-4,500.00	-4,500.00	-3,922.00	-3,680.00	-4,500.00	
110000	440104 Lic-Cigare	-1,500.00	-1,400.00	-1,400.00	-1,100.00	-1,100.00	-1,400.00	
110000	440105 Lic-Amuse	-1,650.00	-1,750.00	-1,750.00	-1,550.00	-1,550.00	-1,750.00	
110000	440106 Lic-Food	.00	.00	.00	.00	.00	.00	
	TOTAL LICENSES - CLERK	-18,237.89	-60,400.00	-60,400.00	-56,395.24	-55,823.00	-60,400.00	
42 PERMITS - INSPECTION								
110000	442101 Pmt-Bldg	-357,787.89	-415,000.00	-415,000.00	-408,312.50	-490,000.00	-525,000.00	
110000	442102 Pmt-Comp	.00	.00	.00	.00	.00	.00	
110000	442103 Pmt-Elect	-95,504.39	-100,000.00	-100,000.00	-103,802.53	-125,000.00	-135,000.00	
110000	442104 Pmt-Plumb	-111,618.00	-115,000.00	-115,000.00	-116,812.80	-140,000.00	-140,000.00	
110000	442105 Pmt-HVAC	-67,101.98	-80,000.00	-80,000.00	-72,888.24	-100,000.00	-100,000.00	
110000	442106 Pmt-TempOc	-9,008.00	-9,250.00	-9,250.00	-5,779.00	-6,000.00	-8,000.00	
110000	442107 Pmt-Occup	-12,137.00	-9,000.00	-9,000.00	-2,838.00	-3,500.00	-6,000.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund			2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110000	442108	PmtForfeit	-12,523.00	-30,000.00	-30,000.00	.00	-12,000.00	-12,000.00	
	TOTAL PERMITS - INSPECTION		-665,680.26	-758,250.00	-758,250.00	-710,433.07	-876,500.00	-926,000.00	
43	PERMITS - OTHER								
110000	443101	Pmt-Brush	-42,595.00	-40,000.00	-40,000.00	-38,525.00	-41,000.00	-41,000.00	
110000	443102	Pmt-Burn	-12,020.00	-11,000.00	-11,000.00	-11,280.00	-11,500.00	-11,500.00	
110000	443103	Pmt-Sign	-4,675.00	-7,000.00	-7,000.00	-6,325.00	-6,500.00	-6,500.00	
110000	443104	Pmt-Other	-225.00	-200.00	-200.00	-225.00	-400.00	-500.00	
	TOTAL PERMITS - OTHER		-59,515.00	-58,200.00	-58,200.00	-56,355.00	-59,400.00	-59,500.00	
45	GENERAL FEES								
110000	445101	Lic-Dogs	-8,246.25	-9,500.00	-9,500.00	-8,285.75	-9,000.00	-8,500.00	
110000	445102	Fees-Clerk	-1,743.00	-3,000.00	-3,000.00	-1,155.00	-1,200.00	-3,000.00	
110000	445103	Fees-Copie	-3,763.95	-5,500.00	-5,500.00	-3,685.05	-3,500.00	-5,500.00	
110000	445104	Sales of S	-52,425.79	-36,000.00	-36,000.00	-92,149.44	-111,976.82	-75,000.00	
110000	445106	Misc. Rev	-26,971.36	-25,000.00	-25,000.00	-21,765.40	-28,000.00	-28,000.00	
110000	445107	Fees-Treas	-18,104.79	-8,000.00	-8,000.00	-8,795.00	-8,000.00	-12,000.00	
	TOTAL GENERAL FEES		-111,255.14	-87,000.00	-87,000.00	-135,835.64	-161,676.82	-132,000.00	
46	PUBLIC SAFETY FEES								
110000	446101	Court Pena	-117,867.81	-145,000.00	-145,000.00	-61,910.61	-103,000.00	-120,000.00	
110000	446102	False Pol	-25,550.00	-34,400.00	-34,400.00	-13,400.00	-25,000.00	-25,000.00	
110000	446103	Parking Vi	-115.00	-200.00	-200.00	-40.00	-100.00	.00	
110000	446104	Pmt-Weapon	-6,105.00	-12,000.00	-12,000.00	-5,490.00	-11,000.00	-12,000.00	
110000	446105	PoliceFee	-12,106.44	-15,000.00	-15,000.00	-5,474.31	-12,000.00	-15,100.00	
110000	446106	WI DMV Lic	.00	.00	.00	.00	.00	.00	
110000	446201	Fees-Ambul	-580,423.59	-775,000.00	-775,000.00	-238,004.93	-600,000.00	-700,000.00	
110000	446202	Fees-Fire	-6,735.90	-7,000.00	-7,000.00	-2,160.00	-4,200.00	-4,200.00	
110000	446203	Fees-Accid	-7,631.75	-17,000.00	-17,000.00	-1,990.00	-4,000.00	-8,000.00	
110000	446204	False Fire	-9,700.00	-8,400.00	-8,400.00	-1,600.00	-2,000.00	-2,000.00	
110000	446205	FireFees	.00	-2,500.00	-2,500.00	-38.00	.00	.00	
	TOTAL PUBLIC SAFETY FEES		-766,235.49	-1,016,500.00	-1,016,500.00	-330,107.85	-761,300.00	-886,300.00	
47	DPW FEES								
110000	447301	Fees-Engin	-29,856.00	-22,000.00	-22,000.00	-25,535.51	-22,000.00	-30,000.00	
110000	447302	Fees-Consu	-85,624.50	-50,000.00	-50,000.00	-53,716.70	-50,000.00	-50,000.00	
110000	447401	Fees-Highw	-13,738.11	-8,000.00	-8,000.00	-1,111.11	-1,800.00	-8,000.00	
110000	447402	Fees-Stree	-2,314.56	-2,250.00	-2,250.00	-1,256.95	-2,250.00	-2,250.00	
110000	447403	Recycling	.00	.00	.00	.00	.00	.00	
110000	447501	Fees-Storm	.00	.00	.00	.00	.00	.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110000 447502 Fees-Holdi	-1,176.00	.00	.00	-441.00	-294.00	.00	
TOTAL DPW FEES	-132,709.17	-82,250.00	-82,250.00	-82,061.27	-76,344.00	-90,250.00	
48 POOL / PARKS FEES							
110000 448101 Fees-Pool	-20.40	-1,200.00	-1,200.00	.00	-1,200.00	-1,200.00	
110000 448102 Fees-Swimm	-25,285.11	-65,000.00	-65,000.00	-70,720.92	-67,000.00	-65,000.00	
110000 448201 Fees-Park	-22,440.11	-45,000.00	-45,000.00	-60,508.19	-66,970.00	-78,550.00	
TOTAL POOL / PARKS FEES	-47,745.62	-111,200.00	-111,200.00	-131,229.11	-135,170.00	-144,750.00	
49 DEVELOPMENT FEES							
110000 447601 Fees-Mowi	.00	-1,000.00	-1,000.00	.00	.00	-1,200.00	
110000 449101 Fees-Lands	-4,300.00	-3,500.00	-3,500.00	-1,750.00	-2,500.00	-3,200.00	
110000 449103 Fees-Zonin	-56,771.19	-60,000.00	-60,000.00	-49,482.77	-65,000.00	-70,000.00	
TOTAL DEVELOPMENT FEES	-61,071.19	-64,500.00	-64,500.00	-51,232.77	-67,500.00	-74,400.00	
55 SPECIAL ASSESSMENTS							
110000 455101 Delq PP In	-3,802.85	-3,500.00	-3,500.00	-3,992.70	-3,600.00	-4,000.00	
110000 455102 SpcAssRev	.00	.00	.00	.00	.00	.00	
110000 455103 S/A Intere	.00	.00	.00	.00	.00	.00	
TOTAL SPECIAL ASSESSMENTS	-3,802.85	-3,500.00	-3,500.00	-3,992.70	-3,600.00	-4,000.00	
56 INTERNAL SERVICE FEE							
110000 456101 Fees-Sewer	-240,650.63	-199,051.00	-199,051.00	.00	-199,051.00	-240,000.00	
110000 456102 Fees-Water	-146,826.87	-135,698.00	-135,698.00	.00	-135,698.00	-145,000.00	
110000 456103 Fees-Libra	.00	.00	.00	.00	.00	.00	
TOTAL INTERNAL SERVICE FEE	-387,477.50	-334,749.00	-334,749.00	.00	-334,749.00	-385,000.00	
58 OTHER REVENUE							
110000 458101 CellLeasng	-268,282.09	-217,225.00	-217,225.00	-8,741.84	-200,000.00	-200,000.00	
110000 458102 Cable TV	-381,471.05	-380,000.00	-380,000.00	-219,677.70	-375,000.00	-381,000.00	
110000 458103 Ins Divnd	-43,240.00	-45,000.00	-45,000.00	-33,838.00	-33,838.00	-40,800.00	
110000 458104 W/C Claims	.00	.00	.00	.00	.00	.00	
110000 458301 PILOT Rev	-81,365.82	-78,000.00	-78,000.00	-89,561.37	-89,561.37	-90,000.00	
110000 458302 Prior Year	.00	.00	.00	.00	.00	.00	
110000 458303 Rev Reduct	.00	-128,210.00	-128,210.00	.00	.00	-54,750.00	
110000 458501 Othr Grant	-430,713.22	.00	.00	.00	.00	.00	
110000 458502 OthrFinSrc	65,000.00	-10,000.00	-10,000.00	.00	.00	.00	
TOTAL OTHER REVENUE	-1,140,072.18	-858,435.00	-858,435.00	-351,818.91	-698,399.37	-766,550.00	
59 INVESTMENT REVENUE							
110000 459101 Interest	-106,281.87	-135,000.00	-135,000.00	-15,048.58	-29,000.00	-40,000.00	
TOTAL INVESTMENT REVENUE	-106,281.87	-135,000.00	-135,000.00	-15,048.58	-29,000.00	-40,000.00	
TOTAL General Fund - General	-16,684,409.77	-17,511,346.00	-17,511,346.00	-15,185,136.90	-17,222,098.79	-17,844,911.00	
TOTAL General Fund	-16,684,409.77	-17,511,346.00	-17,511,346.00	-15,185,136.90	-17,222,098.79	-17,844,911.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund

	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
TOTAL REVENUE	-16,684,409.77	-17,511,346.00	-17,511,346.00	-15,185,136.90	-17,222,098.79	-17,844,911.00	_____
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	_____
GRAND TOTAL	-16,684,409.77	-17,511,346.00	-17,511,346.00	-15,185,136.90	-17,222,098.79	-17,844,911.00	_____

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# 000-Debt Service

## Program Description

This fund accounts for the semi-annual principal and interest payments associated with the annual appropriation necessary to satisfy the City’s general obligation debt service.

## FY2021 Accomplishments

- Standard & Poors Global Rating Service affirmed City’s credit rating at AA/Stable.
- Debt service payments due in 2021 were recorded and disbursed on time.

## FY2022 Objectives

- Timely disburse and record the semi-annual payments as it pertains to the City’s annual debt service obligations.
- Continue to monitor City’s existing debt for refunding opportunities.

## Staffing for 2022

Positions (FTE)	2020 Actual	2021 Actual	2022 Budget
	N/A	N/A	N/A

## Proposed 2022 Budget

\$2,820,553

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

Debt Service Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
310000 Debt Service Fund							
35 TAXES							
310000 435101 Propty Tax	-2,743,020.00	-2,825,040.00	-2,825,040.00	-2,825,040.00	-2,825,040.00	-2,820,253.00	
TOTAL TAXES	-2,743,020.00	-2,825,040.00	-2,825,040.00	-2,825,040.00	-2,825,040.00	-2,820,253.00	
45 GENERAL FEES							
310000 445106 Misc. Rev	.00	.00	.00	.00	.00	.00	
TOTAL GENERAL FEES	.00	.00	.00	.00	.00	.00	
58 OTHER REVENUE							
310000 458201 LT Debt	.00	.00	.00	.00	.00	.00	
310000 458203 Amort Bond	.00	.00	.00	.00	.00	.00	
310000 458401 Tax Increm	.00	.00	.00	.00	.00	.00	
310000 458501 OthrFinSrc	.00	-4,600.00	-4,600.00	.00	.00	.00	
TOTAL OTHER REVENUE	.00	-4,600.00	-4,600.00	.00	.00	.00	
59 INVESTMENT REVENUE							
310000 459101 Interest	-7,363.53	-7,500.00	-7,500.00	-256.01	-400.00	-300.00	
TOTAL INVESTMENT REVENUE	-7,363.53	-7,500.00	-7,500.00	-256.01	-400.00	-300.00	
83 PURCHASED SERVICES							
310000 683601 Misc SB	4,487.52	4,500.00	4,500.00	400.00	4,500.00	4,600.00	
TOTAL PURCHASED SERVICES	4,487.52	4,500.00	4,500.00	400.00	4,500.00	4,600.00	
96 NON-OPERATING EXPENS							
310000 696201 Amortizati	.00	.00	.00	.00	.00	.00	
310000 696302 Debt Issua	.00	.00	.00	.00	.00	.00	
310000 696401 Principal	2,485,000.00	2,420,000.00	2,420,000.00	2,420,000.00	2,420,000.00	2,465,000.00	
310000 696501 Interest	562,519.86	412,640.00	412,640.00	355,615.00	412,640.00	350,953.00	
TOTAL NON-OPERATING EXPENS	3,047,519.86	2,832,640.00	2,832,640.00	2,775,615.00	2,832,640.00	2,815,953.00	
99 OTHER FINANCING USES							
310000 699101 OthrFinUse	.00	.00	.00	.00	.00	.00	
TOTAL OTHER FINANCING USES	.00	.00	.00	.00	.00	.00	
TOTAL Debt Service Fund	301,623.85	.00	.00	-49,281.01	11,700.00	.00	
TOTAL Debt Service Fund	301,623.85	.00	.00	-49,281.01	11,700.00	.00	
TOTAL REVENUE	-2,750,383.53	-2,837,140.00	-2,837,140.00	-2,825,296.01	-2,825,440.00	-2,820,553.00	
TOTAL EXPENSE	3,052,007.38	2,837,140.00	2,837,140.00	2,776,015.00	2,837,140.00	2,820,553.00	
GRAND TOTAL	301,623.85	.00	.00	-49,281.01	11,700.00	.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

Debt Service TIF 2 Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
320000 Debt Service TIF 2 Fund							
45 GENERAL FEES							
320000 445106 Misc. Rev	.00	.00	.00	.00	.00	.00	
TOTAL GENERAL FEES	.00	.00	.00	.00	.00	.00	
58 OTHER REVENUE							
320000 458201 LT Debt	.00	.00	.00	.00	.00	.00	
320000 458203 Amort Bond	-40,904.50	.00	.00	.00	.00	.00	
320000 458401 Tax Increm	-254,403.33	-277,000.00	-277,000.00	-291,758.96	-291,759.00	-318,000.00	
320000 458501 OthrFinSrc	-870,000.00	-35,930.00	-35,930.00	.00	.00	.00	
TOTAL OTHER REVENUE	-1,165,307.83	-312,930.00	-312,930.00	-291,758.96	-291,759.00	-318,000.00	
59 INVESTMENT REVENUE							
320000 459101 Interest	-2,477.14	50.00	50.00	-.03	.00	-100.00	
TOTAL INVESTMENT REVENUE	-2,477.14	50.00	50.00	-.03	.00	-100.00	
83 PURCHASED SERVICES							
320000 683601 Misc SB	100.00	.00	.00	100.00	100.00	100.00	
TOTAL PURCHASED SERVICES	100.00	.00	.00	100.00	100.00	100.00	
96 NON-OPERATING EXPENS							
320000 696201 Amortizati	.00	.00	.00	.00	.00	.00	
320000 696302 Debt Issua	13,833.27	.00	.00	.00	.00	.00	
320000 696401 Principal	1,150,000.00	290,000.00	290,000.00	290,000.00	290,000.00	290,000.00	
320000 696501 Interest	24,760.61	22,880.00	22,880.00	22,880.00	22,880.00	14,950.00	
TOTAL NON-OPERATING EXPENS	1,188,593.88	312,880.00	312,880.00	312,880.00	312,880.00	304,950.00	
TOTAL Debt Service TIF 2 Fun	20,908.91	.00	.00	21,221.01	21,221.00	-13,050.00	
TOTAL Debt Service TIF 2 Fun	20,908.91	.00	.00	21,221.01	21,221.00	-13,050.00	
TOTAL REVENUE	-1,167,784.97	-312,880.00	-312,880.00	-291,758.99	-291,759.00	-318,100.00	
TOTAL EXPENSE	1,188,693.88	312,880.00	312,880.00	312,980.00	312,980.00	305,050.00	
GRAND TOTAL	20,908.91	.00	.00	21,221.01	21,221.00	-13,050.00	

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

Debt Service TIF 3 Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
330000 Debt Service TIF 3 Fund							
45 GENERAL FEES							
330000 445106 Misc. Rev	-57,393.58	.00	.00	.00	.00	.00	
TOTAL GENERAL FEES	-57,393.58	.00	.00	.00	.00	.00	
58 OTHER REVENUE							
330000 458201 LT Debt	.00	.00	.00	.00	.00	.00	
330000 458203 Amort Bond	-271,209.10	.00	.00	.00	.00	.00	
330000 458401 Tax Increm	-1,519,087.69	-2,040,000.00	-2,040,000.00	-2,173,981.16	-2,173,981.00	-1,870,000.00	
330000 458501 OthrFinSrc	-5,030,000.00	.00	.00	.00	.00	.00	
TOTAL OTHER REVENUE	-6,820,296.79	-2,040,000.00	-2,040,000.00	-2,173,981.16	-2,173,981.00	-1,870,000.00	
59 INVESTMENT REVENUE							
330000 459101 Interest	-13,959.51	-1,500.00	-1,500.00	-368.97	-550.00	-600.00	
TOTAL INVESTMENT REVENUE	-13,959.51	-1,500.00	-1,500.00	-368.97	-550.00	-600.00	
83 PURCHASED SERVICES							
330000 683101 Consultant	.00	.00	.00	.00	.00	.00	
330000 683601 MiscServBd	300.00	.00	.00	300.00	300.00	350.00	
TOTAL PURCHASED SERVICES	300.00	.00	.00	300.00	300.00	350.00	
96 NON-OPERATING EXPENS							
330000 696201 Amortizati	.00	.00	.00	.00	.00	.00	
330000 696302 Debt Issua	79,978.66	.00	.00	.00	.00	.00	
330000 696401 Principal	5,650,000.00	440,000.00	440,000.00	440,000.00	440,000.00	540,000.00	
330000 696501 Interest	238,562.09	132,270.00	132,270.00	132,270.00	132,270.00	118,300.00	
TOTAL NON-OPERATING EXPENS	5,968,540.75	572,270.00	572,270.00	572,270.00	572,270.00	658,300.00	
TOTAL Debt Service TIF 3 Fun	-922,809.13	-1,469,230.00	-1,469,230.00	-1,601,780.13	-1,601,961.00	-1,211,950.00	
TOTAL Debt Service TIF 3 Fun	-922,809.13	-1,469,230.00	-1,469,230.00	-1,601,780.13	-1,601,961.00	-1,211,950.00	
TOTAL REVENUE	-6,891,649.88	-2,041,500.00	-2,041,500.00	-2,174,350.13	-2,174,531.00	-1,870,600.00	
TOTAL EXPENSE	5,968,840.75	572,270.00	572,270.00	572,570.00	572,570.00	658,650.00	
GRAND TOTAL	-922,809.13	-1,469,230.00	-1,469,230.00	-1,601,780.13	-1,601,961.00	-1,211,950.00	

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Capital Projects Fund

**CAPITAL BUDGET 2022**

MUNIS Project #	Description	2021 Approved Funding	2021 Projected YE Balance	Department Head Request	City Administrator Recommended	Appropriation Committee Recommended	Common Council Approved
<b>BUILDINGS</b>							
12015	City Wide Building Repairs	\$160,000	\$212,319	\$885,000	\$175,000		
2621 NEW	Safety Building Remodel	\$0	\$0	\$75,000	\$0		
2622 NEW	Festivals Electrical	\$0	\$0	\$20,000	\$0		
<b>TOTAL</b>		<b>\$160,000</b>	<b>\$212,319</b>	<b>\$980,000</b>	<b>\$175,000</b>	<b>\$0</b>	<b>\$0</b>
<b>ELECTIONS</b>							
10063	Election Equipment	\$0	\$25,190	\$0	\$0		
<b>TOTAL</b>		<b>\$0</b>	<b>\$25,190</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>ENGINEERING</b>							
10013	Major & Secondary Drainage	\$0	\$163,236	\$50,000	\$0		
12013	Asset Management Software	\$0	\$14,579	\$0	\$0		
10009	Highland Road Interchange	\$0	-\$60,613	\$701,000	\$0		
10028	Master Storm Water Management	\$0	\$75,934	\$10,000	\$0		
10018	Bridge & Culvert Replacement	\$0	\$32,699	\$75,000	\$0		
<b>TOTAL</b>		<b>\$0</b>	<b>\$225,834</b>	<b>\$836,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>ENGINEERING - ROADS</b>							
10003	Annual Road Maintenance	\$325,000	\$148,242	\$350,000	\$350,000		
10001	Road & Parking Lot Program*		\$2,109,919	\$1,950,000	\$0		
<b>TOTAL</b>		<b>\$325,000</b>	<b>\$2,258,161</b>	<b>\$2,300,000</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$0</b>
<b>FIRE/AMBULANCE</b>							
10236	Fire & EMS Vehicles	\$80,000	\$807,962	\$200,000	\$100,000		
10134	Fire Equipment Replacement	\$10,000	\$16,510	\$90,000	\$10,000		
367	Fire Computer Replacement	\$0	\$0	\$5,000	\$0		
<b>TOTAL</b>		<b>\$90,000</b>	<b>\$824,472</b>	<b>\$295,000</b>	<b>\$110,000</b>	<b>\$0</b>	<b>\$0</b>
<b>INFORMATION TECHNOLOGY</b>							
10117	IT Data Processing Equipment	\$0	-\$21,815	\$12,000	\$0		
179	City Wide PC Computer Replacement	\$0	\$0	\$20,000	\$0		
12011	IT Disaster Recovery	\$0	\$0	\$0	\$0		
12010	City Hall Security	\$0	\$0	\$52,000	\$0		
181 NEW	New Printers	\$0	\$0	\$8,000	\$0		
184 NEW	Network Infrastructure Replacement	\$0	\$0	\$18,000	\$0		
186 NEW	City Hall Network Re-Wiring	\$0	\$0	\$18,000	\$0		
189 NEW	Mequon Port Wash Surveillance System	\$0	\$0	\$40,000	\$0		
<b>TOTAL</b>		<b>\$0</b>	<b>-\$21,815</b>	<b>\$168,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>PARKS</b>							
10037	Swimming Pool Equipment	\$0	\$185	\$10,000	\$0		
10474	Parks Planning & Improvements	\$47,000	\$52,957	\$231,400	\$50,000		
10071	Cemetary Improvements	\$0	\$5,000	\$0	\$2,500		
		<b>\$47,000</b>	<b>\$58,142</b>	<b>\$241,400</b>	<b>\$52,500</b>	<b>\$0</b>	<b>\$0</b>

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

POLICE							
10235	Police Vehicles	\$155,000	\$278,684	\$185,000	\$175,000		
10135	Police Officer Equipment	\$20,000	\$37,982	\$40,000	\$20,000		
10036	Police Weapons	\$8,000	\$25,734	\$24,000	\$8,000		
12012	PD Building IT Equipment	\$0	\$12,377	\$15,000	\$0		
10029	Police Vehicle IT Equipment	\$0	\$35,905	\$10,000	\$0		
12044	Police Computer Replacement	\$0	\$13,420	\$5,000	\$0		
10040	Police Radio Equipment	\$0	\$207,670	\$0	\$0		
<b>TOTAL</b>		<b>\$183,000</b>	<b>\$611,773</b>	<b>\$279,000</b>	<b>\$203,000</b>	<b>\$0</b>	<b>\$0</b>
PUBLIC WORKS							
10359	DPW Vehicles & Equipment	\$320,000	\$500,342	\$480,500	\$350,000		
10052	Roadway Light & Traffic Signal	\$5,000	\$38,593	\$19,500	\$10,000		
10049	DPW Small Projects	\$0	-\$4,405	\$7,500	\$0		
10062	Urban Forestry	\$0	\$24,154	\$5,000	\$0		
10070	Emerald Ash Borer	\$60,000	\$32,391	\$80,000	\$80,000		
596	Automatic Gate & Equipment for Brush Site	\$0	\$0	\$250,000	\$0		
<b>TOTAL</b>		<b>\$385,000</b>	<b>\$591,076</b>	<b>\$842,500</b>	<b>\$440,000</b>	<b>\$0</b>	<b>\$0</b>
COMMUNITY DEVELOPMENT							
10802	TIF #2		\$25,977				
10803	TIF #3		-\$2,742,439				
10804	TIF #4		\$573,951				
10805	TIF #5		\$848,931				
<b>TOTAL</b>		<b>\$0</b>	<b>-\$1,293,580</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL FOR CURRENT PROJECTS</b>		<b>\$1,190,000</b>	<b>\$3,491,572</b>	<b>\$5,941,900</b>	<b>\$1,330,500</b>	<b>\$0</b>	<b>\$0</b>

\*Excludes the Bond funded road replacement costs department head request for 2021 of \$1.62 Million

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Mayor & Common Council

## Program Description

In Mequon, a responsive representative government is headed by the chief executive officer who is an elected part-time mayor. The Mayor and Common Council make municipal decisions based on state statutes, local ordinances and recommendations from a full-time City Administrator. The Mayor also plays a vital role in appointing qualified citizens to boards and commissions, which make recommendations to the Council and help to ensure a democratic, citizen-centered process.

The Common Council is the duly elected legislative and policy-making body of the City. The fundamental job of the Common Council is to make policy decisions for the City based on full, relevant and accurate information provided by City staff. Additionally, four standing committees render recommendations regarding projects, facilities and finance/personnel, as well as issues related to the health, safety and welfare of the community-at-large.

## 2021 Accomplishments

- Approved additional public improvement expenditures totaling approximately \$4.5 million for the City's Town Center Tax Increment Financing District #3.
- Substantially completed a three-year City-wide property revaluation process that commenced in 2020, resulting in a net new assessed value of approximately \$650 million.
- Finalized new City-wide aldermanic districts based upon updated population figures received from the decennial census completed in 2020.

## Key Performance Indicators

Activity	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budgeted
<b>Ordinances Adopted</b>	22	24	26	19	21
<b>Resolutions Adopted</b>	84	95	115	95	95
<b>Common Council Meetings</b>	19	17	23	16	16
<b>Public Safety Committee</b>	9	9	10	10	10
<b>Public Works Committee</b>	11	12	10	11	10
<b>Finance-Personnel Committee</b>	17	12	15	11	13
<b>Public Welfare Committee</b>	15	12	13	13	14

## 2022 Objectives

- Complete development of an organizational strategic plan, as part of an effort to create further alignment amongst public feedback received from the 2019 Community Survey, the Common Council's identified policy objectives and the City's various operating departments.
- Finalize planning to enhance pedestrian and bicyclist safety in the vicinity of the Ozaukee Urban Trail Crossing along Mequon Road, and complete construction of the identified improvements.
- Commence planning on a substantial renovation/reconstruction project involving one or more existing City facilities during the 2022-2023 timeframe.

**Elected Positions for 2022**

<b>Elected Positions</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>
<b>Mayor</b>	1.00	1.00	1.00
<b>Alderman</b>	8.00	8.00	8.00

**Estimated 2022 Revenue**

None

**Proposed 2022 Budget**

\$86,058



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
<hr/>							
110101 Common Council							
<hr/>							
70 SALARIES							
110101 670101 Salaries	48,000.00	48,000.00	48,000.00	36,000.00	48,000.00	48,000.00	
TOTAL SALARIES	48,000.00	48,000.00	48,000.00	36,000.00	48,000.00	48,000.00	
<hr/>							
73 FRINGE BENEFITS							
110101 673101 Social Sec	3,672.00	3,678.00	3,678.00	2,792.25	3,672.00	3,678.00	
110101 673102 Retirement	648.00	648.00	648.00	486.00	648.00	624.00	
110101 673103 W/C Insure	78.91	81.00	81.00	79.09	79.09	81.00	
110101 673104 UnempComp	.00	.00	.00	.00	.00	.00	
110101 673203 Life Ins	.00	.00	.00	.00	.00	.00	
TOTAL FRINGE BENEFITS	4,398.91	4,407.00	4,407.00	3,357.34	4,399.09	4,383.00	
<hr/>							
80 MATERIALS & SUPPLIES							
110101 680101 Office Sup	.00	200.00	200.00	.00	.00	200.00	
110101 680301 WS-Admin	500.00	.00	.00	1,000.00	1,375.00	1,800.00	
110101 680501 Membership	1,600.00	1,975.00	1,975.00	1,600.00	1,600.00	1,975.00	
110101 680502 Print/Pub	.00	.00	.00	.00	.00	.00	
110101 680504 Telephone	.00	.00	.00	.00	.00	.00	
110101 680505 Postage	.00	.00	.00	.00	.00	.00	
TOTAL MATERIALS & SUPPLIES	2,100.00	2,175.00	2,175.00	2,600.00	2,975.00	3,975.00	
<hr/>							
83 PURCHASED SERVICES							
110101 683101 Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110101 683201 Cntrct-Gen	.00	.00	.00	.00	.00	.00	
110101 683211 CommCable	5,850.00	4,000.00	4,000.00	3,000.00	4,500.00	4,000.00	
110101 683501 Train/Conf	.00	.00	.00	.00	.00	.00	
110101 683702 Misc.Servs	22,696.69	19,000.00	19,000.00	12,589.45	19,000.00	25,700.00	
TOTAL PURCHASED SERVICES	28,546.69	23,000.00	23,000.00	15,589.45	23,500.00	29,700.00	
<hr/>							
98 TRANSFERS							
110101 698101 Trans Out	10,000.00	.00	.00	.00	.00	.00	
TOTAL TRANSFERS	10,000.00	.00	.00	.00	.00	.00	
TOTAL Common Council	93,045.60	77,582.00	77,582.00	57,546.79	78,874.09	86,058.00	
TOTAL General Fund	93,045.60	77,582.00	77,582.00	57,546.79	78,874.09	86,058.00	
<hr/>							
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	93,045.60	77,582.00	77,582.00	57,546.79	78,874.09	86,058.00	
GRAND TOTAL	93,045.60	77,582.00	77,582.00	57,546.79	78,874.09	86,058.00	

\*\* END OF REPORT - Generated by Marie Keyser \*\*

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
bgdeptrq

BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110101	670101	Salaries	48,000.00	48,000.00	48,000.00	.00
	0110-10-101-000-670101-					
		MAYR, DALE F(100084)	1.00	4,800.00	4,800.00	
		WIRTH, JOHN M(100099)	1.00	9,600.00	9,600.00	
		NERBUN, ANDREW J(100299)	1.00	4,800.00	4,800.00	
		STRZELCZYK, ROBERT J(100378)	1.00	4,800.00	4,800.00	
		GIERL, MARK T(100388)	1.00	4,800.00	4,800.00	
		BUSHEE, GLENN M(100563)	1.00	4,800.00	4,800.00	
		SCHNEIDER, KATHLEEN M(100585)	1.00	4,800.00	4,800.00	
		HANSHER, JEFFREY F(100643)	1.00	4,800.00	4,800.00	
		PARRISH, BRIAN S(100690)	1.00	4,800.00	4,800.00	
110101	673101	Social Security	3,678.00	3,672.00	3,678.00	.00
	0110-10-101-000-673101-					
		MAYR, DALE F(100084)	.00	.00	298.00	
		MAYR, DALE F(100084)	.00	.00	70.00	
		WIRTH, JOHN M(100099)	.00	.00	595.00	
		WIRTH, JOHN M(100099)	.00	.00	139.00	
		NERBUN, ANDREW J(100299)	.00	.00	298.00	
		NERBUN, ANDREW J(100299)	.00	.00	70.00	
		STRZELCZYK, ROBERT J(100378)	.00	.00	298.00	
		STRZELCZYK, ROBERT J(100378)	.00	.00	70.00	
		GIERL, MARK T(100388)	.00	.00	298.00	
		GIERL, MARK T(100388)	.00	.00	70.00	
		BUSHEE, GLENN M(100563)	.00	.00	298.00	
		BUSHEE, GLENN M(100563)	.00	.00	70.00	
		SCHNEIDER, KATHLEEN M(100585)	.00	.00	298.00	
		SCHNEIDER, KATHLEEN M(100585)	.00	.00	70.00	
		SCHNEIDER, KATHLEEN M(100585)	.00	.00	298.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		HANSHER, JEFFREY F(100643)			70.00	
		HANSHER, JEFFREY F(100643)	.00	.00	298.00	
		PARRISH, BRIAN S(100690)			70.00	
		PARRISH, BRIAN S(100690)	.00	.00		
110101	673102	Retirement	648.00	648.00	624.00	-3.70
		0110-10-101-000-673102-	.00	.00	624.00	
		WIRTH, JOHN M(100099)				
110101	673103	Worker's Comp Insurance	81.00	79.09	81.00	.00
		0110-10-101-000-673103-				
110101	673104	Unemployment Compensation	.00	.00	.00	.00
		0110-10-101-000-673104-				
110101	673203	Life Insurance	.00	.00	.00	.00
		0110-10-101-000-673203-				
110101	680101	Office Supplies	200.00	.00	200.00	.00
		0110-10-101-000-680101-				
110101	680301	Work Supplies-Admin	.00	1,375.00	1,800.00	.00
		0110-10-101-000-680301-				
110101	680501	Memberships	1,975.00	1,600.00	1,975.00	.00
		0110-10-101-000-680501-				
		OED	1.00	1,500.00	1,500.00	
		COC	1.00	350.00	350.00	
		Bird City	1.00	125.00	125.00	
110101	680502	Printing/Publications	.00	.00	.00	.00
		0110-10-101-000-680502-				
110101	680504	Telephone services	.00	.00	.00	.00
		0110-10-101-000-680504-				
110101	680505	Postage	.00	.00	.00	.00
		0110-10-101-000-680505-				
110101	683101	Consultants - General	.00	.00	.00	.00
		0110-10-101-000-683101-				
110101	683201	Contracted Services - General	.00	.00	.00	.00
		0110-10-101-000-683201-				

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110101	683211	Communications-Cable TV	4,000.00	4,500.00	4,000.00	.00
	0110-10-101-000-683211-	Council Meetings	16.00	250.00	4,000.00	
110101	683501	Training/Conferences	.00	.00	.00	.00
	0110-10-101-000-683501-					
110101	683702	Miscellaneous Services	19,000.00	19,000.00	25,700.00	35.26
	0110-10-101-000-683702-	Fun Before the Fourth	1.00	7,500.00	7,500.00	
		Holidays	1.00	6,200.00	6,200.00	
		Misc. (Awards, Events, CD Items)	1.00	2,000.00	2,000.00	
		Mequon Festivals Sponsorship	1.00	10,000.00	10,000.00	
110101	698101	Transfers Out	.00	.00	.00	.00
	0110-10-101-000-698101-					
		BUDGET CEILING:			155,164.00	
		TOTALS:	77,582.00	78,874.09	86,058.00	10.93

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# City Administrator's Office

## Program Description

The City Administrator serves as the City's chief administrative officer and manages the daily operations of the City. It is the City Administrator's responsibility to carry out all policy directives of the Common Council requiring administrative action, to coordinate and provide leadership across all departments, and develop and recommend efficient ways of conducting City business. Additionally, the City Administrator serves as the City's Budget Officer and Chief Personnel Officer and is responsible for keeping the Council fully apprised of county, state and federal government activities as they may affect Mequon.

## 2021 Accomplishments

- Oversaw completion and presentation of a Phase I Feasibility Analysis to explore alternative models for providing joint fire and emergency medical services (EMS) in the future.
- Administered a recruitment process for the City's next Finance Director who was formally appointed by the Common Council in July 2021.
- Guided development of the 2022 budget for Common Council consideration and adoption.

## Key Performance Indicators

Activity	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budgeted
<b>Agenda Items Approved as Initially Proposed</b>	85%	90%	86%	94%	90%
<b>Full-Time Equivalents per 1,000 Residents</b>	4.65	4.75	4.72	4.84	4.81
<b>Tax Levy (1,000)</b>	\$14,161	\$14,612	\$14,994	\$15,760	\$16,010
<b>Mill Rate</b>	3.16	3.21	3.28	3.42	3.42
<b>Percentage Change in General Fund Budget</b>	(0.16%)	2.71%	4.93%	2.03%	1.43%
<b>General Government Expenses as % of Budget</b>	13.25%	12.23%	12.80%	12.24%	12.07%

## 2022 Objectives

- Assist with the evaluation, selection and implementation of a new land management and permitting system for use across all City departments.
- Initiate a process that establishes standards and expectations for customer service across the organization, and that ensures ongoing training and related follow-up for all City employees.
- Administer the process for developing the 2023 Fiscal Year Budget.

**Staffing for 2022**

<b>Positions (FTE)</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>
<b>City Administrator</b>	1.00	1.00	1.00
<b>Executive Assistant</b>	1.00	1.00	1.00

**Estimated 2022 Revenue**

None

**Proposed 2022 Budget**

\$286,045

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT		
<hr/>									
110111	City Administrator								
<hr/>									
70	SALARIES								
110111	670101	Salaries	179,319.57	198,170.00	198,170.00	133,367.92	191,859.00	205,685.00	
110111	670104	Vacation	.00	.00	.00	.00	.00	.00	
110111	670105	Sick Pay	.00	.00	.00	.00	.00	.00	
110111	670106	CompTime	538.93	.00	.00	363.26	423.00	.00	
110111	670201	OverTime	.00	.00	.00	634.70	130.00	.00	
110111	670204	PTO	21,556.38	.00	.00	11,993.84	18,154.00	.00	
110111	670205	FMLA	.00	.00	.00	1,547.88	1,161.00	.00	
110111	670206	EmergLeave	2,060.00	.00	.00	.00	.00	.00	
110111	670301	Longevity	.00	.00	.00	.00	.00	.00	
TOTAL SALARIES			203,474.88	198,170.00	198,170.00	147,907.60	211,727.00	205,685.00	
<hr/>									
73	FRINGE BENEFITS								
110111	673101	Social Sec	14,689.91	14,752.00	14,752.00	10,929.99	15,704.00	14,443.00	
110111	673102	Retirement	13,734.50	13,473.00	13,473.00	9,552.81	13,685.00	13,370.00	
110111	673103	W/C Insure	323.41	332.00	332.00	324.14	324.14	332.00	
110111	673104	UnempComp	.00	.00	.00	.00	.00	.00	
110111	673201	Health Ins	30,289.27	31,318.00	31,318.00	28,011.78	39,266.00	42,941.00	
110111	673202	Dental Ins	1,367.04	1,367.00	1,367.00	879.83	1,286.00	1,018.00	
110111	673203	Life Ins	882.95	902.00	902.00	463.17	673.00	565.00	
110111	673204	Disability	630.05	625.00	625.00	495.48	598.00	598.00	
TOTAL FRINGE BENEFITS			61,917.13	62,769.00	62,769.00	50,657.20	71,536.14	73,267.00	
<hr/>									
80	MATERIALS & SUPPLIES								
110111	680101	Office Sup	264.01	400.00	400.00	637.39	400.00	400.00	
110111	680501	Membership	1,973.87	2,543.00	2,543.00	776.00	2,543.00	2,543.00	
110111	680502	Print/Pub	2,000.00	200.00	200.00	566.03	200.00	200.00	
110111	680503	BooksPerio	586.50	450.00	450.00	18.00	450.00	450.00	
110111	680504	Telephone	446.08	425.00	425.00	253.18	425.00	425.00	
110111	680505	Postage	35.40	100.00	100.00	58.93	100.00	75.00	
TOTAL MATERIALS & SUPPLIES			5,305.86	4,118.00	4,118.00	2,309.53	4,118.00	4,093.00	
<hr/>									
83	PURCHASED SERVICES								
110111	683101	Cnsult-Gen	.00	10,000.00	10,000.00	.00	10,000.00	.00	
110111	683201	Cntrct-Gen	4,100.00	.00	.00	.00	.00	.00	
110111	683501	Train/Conf	930.00	1,875.00	1,875.00	2,827.32	1,875.00	2,500.00	
110111	683702	Misc.Servs	333.28	500.00	500.00	1,342.53	500.00	500.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110111 683901 Contingncy	.00	.00	.00	.00	.00	.00	_____
TOTAL PURCHASED SERVICES	5,363.28	12,375.00	12,375.00	4,169.85	12,375.00	3,000.00	_____
86 FACILITY & PLANT							
110111 686550 M & R	.00	.00	.00	.00	.00	.00	_____
TOTAL FACILITY & PLANT	.00	.00	.00	.00	.00	.00	_____
98 TRANSFERS							
110111 698101 Trans Out	.00	.00	.00	.00	.00	.00	_____
TOTAL TRANSFERS	.00	.00	.00	.00	.00	.00	_____
TOTAL City Administrator	276,061.15	277,432.00	277,432.00	205,044.18	299,756.14	286,045.00	_____
TOTAL General Fund	276,061.15	277,432.00	277,432.00	205,044.18	299,756.14	286,045.00	_____
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	_____
TOTAL EXPENSE	276,061.15	277,432.00	277,432.00	205,044.18	299,756.14	286,045.00	_____
GRAND TOTAL	276,061.15	277,432.00	277,432.00	205,044.18	299,756.14	286,045.00	_____

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110111	670101	Salaries	198,170.00	191,859.00	205,685.00	3.79
	0110-10-111-000-670101-					
		JONES JR, WILLIAM H(100430)	1.00	151,230.00	151,230.00	
		JONES JR, WILLIAM H(100430)	.00	.00	105.00	
		ENEA, CARRIE E(100771)	1.00	54,350.00	54,350.00	
110111	670104	Vacation	.00	.00	.00	.00
	0110-10-111-000-670104-					
110111	670105	Sick Pay	.00	.00	.00	.00
	0110-10-111-000-670105-					
110111	670106	Comp Time	.00	423.00	.00	.00
	0110-10-111-000-670106-					
110111	670201	OverTime	.00	130.00	.00	.00
	0110-10-111-000-670201-					
110111	670204	Paid Time Off	.00	18,154.00	.00	.00
	0110-10-111-000-670204-					
110111	670205	Medical Leave	.00	1,161.00	.00	.00
	0110-10-111-000-670205-					
110111	670206	Emergency Medical Leave	.00	.00	.00	.00
	0110-10-111-000-670206-					
110111	670301	Longevity	.00	.00	.00	.00
	0110-10-111-000-670301-					
110111	673101	Social Security	14,752.00	15,704.00	14,443.00	-2.09
	0110-10-111-000-673101-					
		JONES JR, WILLIAM H(100430)	.00	.00	8,537.00	
		JONES JR, WILLIAM H(100430)	.00	.00	2,084.00	
		ENEA, CARRIE E(100771)	.00	.00	3,098.00	
		ENEA, CARRIE E(100771)	.00	.00	724.00	
110111	673102	Retirement	13,473.00	13,685.00	13,370.00	-.76
	0110-10-111-000-673102-					
		JONES JR, WILLIAM H(100430)	.00	.00	9,837.00	
		ENEA, CARRIE E(100771)	.00	.00	3,533.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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bgdeptra

BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110111	673103	Worker's Comp Insurance 0110-10-111-000-673103-	332.00	324.14	332.00	.00
110111	673104	Unemployment Compensation 0110-10-111-000-673104-	.00	.00	.00	.00
110111	673201	Health Insurance 0110-10-111-000-673201-	31,318.00	39,266.00	42,941.00	37.11
		JONES JR, WILLIAM H(100430)	.00	.00	21,072.00	
		ENEA, CARRIE E(100771)	.00	.00	21,869.00	
110111	673202	Dental Insurance 0110-10-111-000-673202-	1,367.00	1,286.00	1,018.00	-25.53
		JONES JR, WILLIAM H(100430)	.00	.00	1,018.00	
110111	673203	Life Insurance 0110-10-111-000-673203-	902.00	673.00	565.00	-37.36
		JONES JR, WILLIAM H(100430)	.00	.00	472.00	
		ENEA, CARRIE E(100771)	.00	.00	93.00	
110111	673204	Long Term Disability 0110-10-111-000-673204-	625.00	598.00	598.00	-4.32
110111	680101	Office Supplies 0110-10-111-000-680101-	400.00	400.00	400.00	.00
110111	680501	Memberships 0110-10-111-000-680501-	2,543.00	2,543.00	2,543.00	.00
		ICMA	1.00	1,113.00	1,113.00	
		WCMA	1.00	209.00	209.00	
		GFOA	1.00	150.00	150.00	
		WGFOA	1.00	25.00	25.00	
		W/NPELRA	1.00	210.00	210.00	
		Rotary	1.00	836.00	836.00	
110111	680502	Printing/Publications 0110-10-111-000-680502-	200.00	200.00	200.00	.00
110111	680503	Books & Periodicals 0110-10-111-000-680503-	450.00	450.00	450.00	.00
		MJS	1.00	250.00	250.00	
		News Graphic	1.00	120.00	120.00	
		Kiplinger Letter	1.00	80.00	80.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110111	680504	Telephone services	425.00	425.00	425.00	.00
	0110-10-111-000-680504-	Cellular Data	1.00	425.00	425.00	
110111	680505	Postage	100.00	100.00	75.00	-25.00
	0110-10-111-000-680505-					
110111	683101	Consultants - General	10,000.00	10,000.00	.00	-100.00
	0110-10-111-000-683101-	Long Term Strategic Planning Consultant	1.00	.00	.00	
110111	683201	Contracted Services - General	.00	.00	.00	.00
	0110-10-111-000-683201-					
110111	683501	Training/Conferences	1,875.00	1,875.00	2,500.00	33.33
	0110-10-111-000-683501-		1.00	2,500.00	2,500.00	
110111	683702	Miscellaneous Services	500.00	500.00	500.00	.00
	0110-10-111-000-683702-	NON-BUDGETED EXPENSES	1.00	500.00	500.00	
110111	683901	Contingency	.00	.00	.00	.00
	0110-10-111-000-683901-					
110111	686550	M & R	.00	.00	.00	.00
	0110-10-111-000-686550-					
110111	698101	Transfers Out	.00	.00	.00	.00
	0110-10-111-000-698101-					
		BUDGET CEILING:			554,864.00	
		TOTALS:	277,432.00	299,756.14	286,045.00	3.10

\*\* END OF REPORT - Generated by Marie Keyser \*\*

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

## Program Description

The Office of the City Clerk is a time-honored and vital unit of local government that provides an essential link between citizens and their local governing body. The City Clerk performs all duties as prescribed by Wisconsin Statutes 62.09(11), including but not limited to: issuing licenses and permits, conducting City of Mequon elections, maintaining papers and records of the City, attending all meetings of the Common Council and keeping records of proceedings.

## 2021 Accomplishments

- Completed redistricting for the City under compressed timeline
- Successfully completed Board of Review in a revaluation year
- Moved to Tyler Munis software for licensing of businesses
- Cross trained staff on departmental duties

## Key Performance Indicators

Activity	2018	2019	2020	2021**	2022
	Actual	Actual	Actual	Projected	Budgeted
<b>Alcohol Licenses</b>	57	61	60	60	61
<b>Active Bartenders</b>	130	100	103	80	105
<b>Peddlers, Canvassers, Solicitors</b>	14	17	17	15	16
<b>Open Record Requests</b>	60	92	28	90	105
<b>Board of Appeal Hearings</b>	6	6	5	3	6
<b>Board of Review Hearings</b>	4	3	8	10	5

\*\*Through August 2020

## 2022 Objectives

- Complete licensing manual
- Begin migration to online renewal of licensing
- Continue succession planning
- Train staff in Tyler Munis and Accela software

## Staffing for 2022

Position (FTE)	2018	2019	2020	2021	2022
	Actual	Actual	Actual	Projected	Budgeted
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy Clerks (FT/PPT)	1.75	1.75	2.25	2.25	2.25
Administrative Secretary (LTE)	.50	.50	N/A	N/A	N/A

### Estimated 2022 Revenue

\$63,400

### Proposed 2022 Budget

\$305,569



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT		
<hr/>									
110112	City Clerk								
<hr/>									
70	SALARIES								
110112	670101	Salaries	181,148.02	191,946.00	191,946.00	121,300.14	176,089.00	186,785.00	
110112	670104	Vacation	.00	.00	.00	.00	.00	.00	
110112	670105	Sick Pay	.00	.00	.00	.00	.00	.00	
110112	670106	CompTime	.00	500.00	500.00	.00	.00	500.00	
110112	670201	OverTime	6,691.84	500.00	500.00	817.70	1,323.00	500.00	
110112	670204	PTO	10,537.76	.00	.00	9,807.98	14,339.00	.00	
110112	670205	FMLA	.00	.00	.00	.00	.00	.00	
110112	670206	EmergLeave	1,698.50	.00	.00	.00	.00	.00	
110112	670301	Longevity	.00	.00	.00	.00	.00	.00	
TOTAL SALARIES			200,076.12	192,946.00	192,946.00	131,925.82	191,751.00	187,785.00	
<hr/>									
73	FRINGE BENEFITS								
110112	673101	Social Sec	14,691.53	13,959.00	13,959.00	9,650.90	14,035.00	13,278.00	
110112	673102	Retirement	13,473.20	12,957.00	12,957.00	8,867.80	12,883.00	12,142.00	
110112	673103	W/C Insure	319.52	328.00	328.00	320.24	320.24	328.00	
110112	673104	UnempComp	.00	.00	.00	.00	.00	.00	
110112	673201	Health Ins	50,091.95	57,070.00	57,070.00	36,959.36	53,633.00	45,445.00	
110112	673202	Dental Ins	1,060.37	1,018.00	1,018.00	975.52	1,441.00	1,018.00	
110112	673203	Life Ins	567.77	577.00	577.00	398.95	565.00	599.00	
110112	673204	Disability	538.94	555.00	555.00	458.30	550.00	550.00	
TOTAL FRINGE BENEFITS			80,743.28	86,464.00	86,464.00	57,631.07	83,427.24	73,360.00	
<hr/>									
80	MATERIALS & SUPPLIES								
110112	680101	Office Sup	2,817.31	2,500.00	2,500.00	2,235.45	2,800.00	2,800.00	
110112	680103	Copier Sup	131.96	300.00	300.00	.00	.00	.00	
110112	680301	WS-Admin	.00	1,800.00	1,800.00	.00	1,800.00	300.00	
110112	680501	Membership	65.00	75.00	75.00	165.00	165.00	75.00	
110112	680502	Print/Pub	3,994.09	3,600.00	3,600.00	3,600.00	3,400.00	3,600.00	
110112	680503	BooksPerio	.00	.00	.00	.00	.00	.00	
110112	680504	Telephone	.00	.00	.00	.00	.00	.00	
110112	680505	Postage	4,935.37	3,100.00	3,100.00	367.63	3,100.00	3,100.00	
TOTAL MATERIALS & SUPPLIES			11,943.73	11,375.00	11,375.00	6,368.08	11,265.00	9,875.00	
<hr/>									
83	PURCHASED SERVICES								
110112	683101	Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110112	683201	Cntrct-Gen	29,767.81	34,285.00	34,285.00	37,710.00	27,285.00	28,110.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110112 683202 Cntrct-Mnt	.00	.00	.00	.00	.00	.00	
110112 683501 Train/Conf	.00	562.00	562.00	388.99	500.00	750.00	
TOTAL PURCHASED SERVICES	29,767.81	34,847.00	34,847.00	38,098.99	27,785.00	28,860.00	
88 EQUIPMENT / LEASES							
110112 680401 Equip / Sm	5,573.45	5,689.00	5,689.00	6,036.21	5,689.00	5,689.00	
TOTAL EQUIPMENT / LEASES	5,573.45	5,689.00	5,689.00	6,036.21	5,689.00	5,689.00	
TOTAL City Clerk	328,104.39	331,321.00	331,321.00	240,060.17	319,917.24	305,569.00	
TOTAL General Fund	328,104.39	331,321.00	331,321.00	240,060.17	319,917.24	305,569.00	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	328,104.39	331,321.00	331,321.00	240,060.17	319,917.24	305,569.00	
GRAND TOTAL	328,104.39	331,321.00	331,321.00	240,060.17	319,917.24	305,569.00	

\*\* END OF REPORT - Generated by Marie Keyser \*\*

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110112	670101	Salaries	191,946.00	176,089.00	186,785.00	-2.69
	0110-10-112-000-670101-					
		VACANT002640, POSITION(2640)	.20	45,350.00	9,070.00	
		ANDRYKOWSKI, KATHLEEN M(100323)	.75	44,054.67	33,041.00	
		FOCHS, CAROLINE S(100414)	1.00	98,373.00	98,373.00	
		MEYER, JANET M(100695)	1.00	46,301.00	46,301.00	
110112	670104	Vacation	.00	.00	.00	.00
	0110-10-112-000-670104-					
110112	670105	Sick Pay	.00	.00	.00	.00
	0110-10-112-000-670105-					
110112	670106	Comp Time	500.00	.00	500.00	.00
	0110-10-112-000-670106-					
110112	670201	OverTime	500.00	1,323.00	500.00	.00
	0110-10-112-000-670201-					
110112	670204	Paid Time Off	.00	14,339.00	.00	.00
	0110-10-112-000-670204-					
110112	670205	Medical Leave	.00	.00	.00	.00
	0110-10-112-000-670205-					
110112	670206	Emergency Medical Leave	.00	.00	.00	.00
	0110-10-112-000-670206-					
110112	670301	Longevity	.00	.00	.00	.00
	0110-10-112-000-670301-					
110112	673101	Social Security	13,959.00	14,035.00	13,278.00	-4.88
	0110-10-112-000-673101-					
		VACANT002640, POSITION(2640)	.00	.00	474.00	
		VACANT002640, POSITION(2640)	.00	.00	111.00	
		ANDRYKOWSKI, KATHLEEN M(100323)	.00	.00	2,035.00	
		ANDRYKOWSKI, KATHLEEN M(100323)	.00	.00	476.00	
		FOCHS, CAROLINE S(100414)	.00	.00	5,825.00	
		FOCHS, CAROLINE S(100414)	.00	.00	1,362.00	
		MEYER, JANET M(100695)	.00	.00	2,427.00	
			.00	.00	568.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		MEYER, JANET M(100695)				
110112	673102	Retirement	12,957.00	12,883.00	12,142.00	-6.29
	0110-10-112-000-673102-		.00	.00	590.00	
		VACANT002640, POSITION(2640)	.00	.00	2,148.00	
		ANDRYKOWSKI, KATHLEEN M(100323)	.00	.00	6,394.00	
		FOCHS, CAROLINE S(100414)	.00	.00	3,010.00	
		MEYER, JANET M(100695)				
110112	673103	Worker's Comp Insurance	328.00	320.24	328.00	.00
	0110-10-112-000-673103-					
110112	673104	Unemployment Compensation	.00	.00	.00	.00
	0110-10-112-000-673104-					
110112	673201	Health Insurance	57,070.00	53,633.00	45,445.00	-20.37
	0110-10-112-000-673201-		.00	.00	1,707.00	
		VACANT002640, POSITION(2640)	.00	.00	21,869.00	
		FOCHS, CAROLINE S(100414)	.00	.00	21,869.00	
		MEYER, JANET M(100695)				
110112	673202	Dental Insurance	1,018.00	1,441.00	1,018.00	.00
	0110-10-112-000-673202-		.00	.00	1,018.00	
		FOCHS, CAROLINE S(100414)				
110112	673203	Life Insurance	577.00	565.00	599.00	3.81
	0110-10-112-000-673203-		.00	.00	268.00	
		ANDRYKOWSKI, KATHLEEN M(100323)	.00	.00	291.00	
		FOCHS, CAROLINE S(100414)	.00	.00	40.00	
		MEYER, JANET M(100695)				
110112	673204	Long Term Disability	555.00	550.00	550.00	-.90
	0110-10-112-000-673204-					
110112	680101	Office Supplies	2,500.00	2,800.00	2,800.00	12.00
	0110-10-112-000-680101-					

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110112	680103	Office Supplies-Copiers 0110-10-112-000-680103-	300.00	.00	.00	-100.00
110112	680301	Work Supplies-Admin 0110-10-112-000-680301-	1,800.00	1,800.00	300.00	-83.33
		Lunch Supplied for Board of Review Members (Revaluation Expense) Miscellaneous Supplies for Revaluation	3.00 5.00	100.00 .00	300.00 .00	
110112	680401	Equip / Small Tools 0110-10-112-000-680401-	5,689.00	5,689.00	5,689.00	.00
		Annual lease for postage machine and inserter Supplies	1.00 1.00	5,339.00 350.00	5,339.00 350.00	
110112	680501	Memberships 0110-10-112-000-680501-	75.00	165.00	75.00	.00
		WMCA annual membership fee	1.00	75.00	75.00	
110112	680502	Printing/Publications 0110-10-112-000-680502-	3,600.00	3,400.00	3,600.00	.00
110112	680503	Books & Periodicals 0110-10-112-000-680503-	.00	.00	.00	.00
110112	680504	Telephone services 0110-10-112-000-680504-	.00	.00	.00	.00
110112	680505	Postage 0110-10-112-000-680505-	3,100.00	3,100.00	3,100.00	.00
110112	683101	Consultants - General 0110-10-112-000-683101-	.00	.00	.00	.00
110112	683201	Contracted Services - General 0110-10-112-000-683201-	34,285.00	27,285.00	28,110.00	-18.01
		State of WI Weights and Measures fee Muni Code Hosting fee Muni Code Admin fee Muni Code supplement fees \$4500 7/31 Granicus ProShred Board of Review Court Reporter Board of Review Court Reporter (Revaluation Expense)	1.00 1.00 1.00 1.00 1.00 1.00 1.00 3.00 13.00	4,800.00 500.00 500.00 6,000.00 14,775.00 500.00 345.00 .00	4,800.00 500.00 500.00 6,000.00 14,775.00 500.00 1,035.00 .00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 4  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110112	683202	Contracted Services - Maint. 0110-10-112-000-683202-	.00	.00	.00	.00
110112	683501	Training/Conferences 0110-10-112-000-683501-	562.00	500.00	750.00	33.45
		Quarterly district meetings and annual conference	1.00	750.00	750.00	
		BUDGET CEILING:			662,642.00	
		TOTALS:	331,321.00	319,917.24	305,569.00	-7.77
** END OF REPORT - Generated by Marie Keyser **						

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Elections

## Program Description

The City Clerk's office performs the duties required by Wisconsin State Statutes relating to conducting the City's election process. The City of Mequon has an estimated 23,950 residents, with 16,730 registered voters, divided into 21 wards, at eight polling locations.

## 2021 Accomplishments

- Successfully conducted three elections including a special recall election
- Consolidated all poll sites to City Hall for the February election saving tax dollars and staff time
- Created virtual training for poll workers
- Updated voter registration list to remove those who no longer live in the city
- Updated indefinitely confined voter list, removing those who did not vote after proper notification
- Reappointed 120+ poll workers

## Key Performance Indicators

Activity	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budgeted
Registered Voters	16,730	17,250	19,606	18,500 (18,137)	19,500
Elections Held	4	2	4	3 (2)	4
New Voter Registrations	1,126	575	3,951	350 (246)	1500
Absentee Ballots Issued	4,135	3,345	31,869	8000 (5059)	26,000

\*\*Through August 2021

## 2022 Objectives

- Complete four elections including a gubernatorial election
- Expand virtual training of poll workers
- Update/Enhance training materials and provide increased opportunities for training

## Estimated 2022 Revenue

None

## Proposed 2022 Budget

\$109,436



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110113 Elections							
70 SALARIES							
110113 670101 Salaries	.00	.00	.00	.00	.00	.00	
110113 670106 CompTime	.00	.00	.00	.00	.00	.00	
110113 670201 OverTime	.00	.00	.00	.00	.00	.00	
110113 670204 PTO	.00	.00	.00	.00	.00	.00	
TOTAL SALARIES	.00	.00	.00	.00	.00	.00	
73 FRINGE BENEFITS							
110113 673101 Social Sec	145.55	.00	.00	.00	.00	.00	
110113 673103 W/C Insure	93.51	96.00	96.00	93.73	93.73	96.00	
110113 673104 UnempComp	.00	.00	.00	.00	.00	.00	
TOTAL FRINGE BENEFITS	239.06	96.00	96.00	93.73	93.73	96.00	
80 MATERIALS & SUPPLIES							
110113 680101 Office Sup	9,680.52	6,000.00	6,000.00	2,206.01	4,000.00	10,000.00	
110113 680502 Print/Pub	.00	.00	.00	.00	.00	.00	
110113 680504 Telephone	.00	.00	.00	.00	.00	.00	
110113 680505 Postage	29,073.51	4,350.00	4,350.00	7,886.26	8,000.00	37,500.00	
TOTAL MATERIALS & SUPPLIES	38,754.03	10,350.00	10,350.00	10,092.27	12,000.00	47,500.00	
83 PURCHASED SERVICES							
110113 683101 Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110113 683201 Cntrct-Gen	57,234.63	20,675.00	20,675.00	10,387.93	20,675.00	55,000.00	
110113 683202 Cntrct-Mnt	8,033.20	6,632.00	6,632.00	6,692.96	6,632.00	6,840.00	
110113 683501 Train/Conf	.00	.00	.00	.00	.00	.00	
TOTAL PURCHASED SERVICES	65,267.83	27,307.00	27,307.00	17,080.89	27,307.00	61,840.00	
86 FACILITY & PLANT							
110113 686550 M & R	.00	.00	.00	.00	.00	.00	
TOTAL FACILITY & PLANT	.00	.00	.00	.00	.00	.00	
88 EQUIPMENT / LEASES							
110113 680401 Equip / Sm	.00	.00	.00	.00	5,000.00	.00	
TOTAL EQUIPMENT / LEASES	.00	.00	.00	.00	5,000.00	.00	
TOTAL Elections	104,260.92	37,753.00	37,753.00	27,266.89	44,400.73	109,436.00	
TOTAL General Fund	104,260.92	37,753.00	37,753.00	27,266.89	44,400.73	109,436.00	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	104,260.92	37,753.00	37,753.00	27,266.89	44,400.73	109,436.00	
GRAND TOTAL	104,260.92	37,753.00	37,753.00	27,266.89	44,400.73	109,436.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund

2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN COMMENT
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\*\* END OF REPORT - Generated by Marie Keyser \*\*

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
bgdeptra

BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110113	670101	Salaries 0110-10-113-000-670101-	.00	.00	.00	.00
110113	670106	Comp Time 0110-10-113-000-670106-	.00	.00	.00	.00
110113	670201	OverTime 0110-10-113-000-670201-	.00	.00	.00	.00
110113	670204	Paid Time Off 0110-10-113-000-670204-	.00	.00	.00	.00
110113	673101	Social Security 0110-10-113-000-673101-	.00	.00	.00	.00
110113	673103	Worker's Comp Insurance 0110-10-113-000-673103-	96.00	93.73	96.00	.00
110113	673104	Unemployment Compensation 0110-10-113-000-673104-	.00	.00	.00	.00
110113	680101	Office Supplies 0110-10-113-000-680101-	6,000.00	4,000.00	10,000.00	66.67
		Election suppllies	1.00	6,000.00	6,000.00	
		Election supplies	1.00	4,000.00	4,000.00	
110113	680401	Equip / Small Tools 0110-10-113-000-680401-	.00	5,000.00	.00	.00
110113	680502	Printing/Publications 0110-10-113-000-680502-	.00	.00	.00	.00
110113	680504	Telephone services 0110-10-113-000-680504-	.00	.00	.00	.00
110113	680505	Postage 0110-10-113-000-680505-	4,350.00	8,000.00	37,500.00	762.07
		Absentee ballots-est 2014 mailed	3,500.00	1.15	4,025.00	
		Annual Pollworker availability letter & return postcard	120.00	.80	96.00	
		2014 Pollworker training invites (2x / 4 election year)	240.00	.46	110.40	
		Voter postcard-possible DB poll site eviction (4460 reg voters x .33 postage)	593.00	.20	118.60	
		Election Related Postage	1.00	25,650.00	25,650.00	
		Postcard mailing re New Polling Site	1.00	7,500.00	7,500.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
bgdeptra

BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110113	683101	Consultants - General 0110-10-113-000-683101-	.00	.00	.00	.00
110113	683201	Contracted Services - General 0110-10-113-000-683201-	20,675.00	20,675.00	55,000.00	166.02
		poll workers on election day	126.00	125.00	15,750.00	
		Chief Inspectors on election day	17.00	150.00	2,550.00	
		poll worker pay for CBRF voting	15.00	25.00	375.00	
		Training for poll workers	200.00	10.00	2,000.00	
		2022 election	1.00	34,325.00	34,325.00	
110113	683202	Contracted Services - Maint. 0110-10-113-000-683202-	6,632.00	6,632.00	6,840.00	3.14
		Preventative maintenance for election machines	8.00	405.00	3,240.00	
		Modem	8.00	175.00	1,400.00	
		Firmware license	8.00	249.00	1,992.00	
		Maintenance Increases	1.00	208.00	208.00	
110113	683501	Training/Conferences 0110-10-113-000-683501-	.00	.00	.00	.00
		Election training for staff	.00	.00	.00	
110113	686550	M & R 0110-10-113-000-686550-	.00	.00	.00	.00
		BUDGET CEILING:			75,506.00	
		TOTALS:	37,753.00	44,400.73	109,436.00	189.87

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Information Technology

## Program Description

The Information Technology Division is responsible for maintaining all electronic data systems to ensure that all department information processing is performed in an efficient, accurate, and timely manner.

## 2021 Accomplishments

- Completed an information technology needs analysis and development of a strategic plan.
- Reduced outdated desktop computers city-wide with a focus on outdated operating systems.
- Completed WiFi access point upgrades and migrated old servers to new locations.
- Assisted with paperless agenda and packet building within Accela.

## Key Performance Indicators

Activity	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budgeted
Major Projects Completed	6	5	5	4	TBD
Network/Server Systems "Uptime"	98%	99%	97%	100%	100%
Server Performance "Capacity"	100%	96%	90%	100%	100%
Completed Backups	94%	90%	95%	95%	100%
Fiber Outage Issues	0	1	0	0	0
Fiber Connected Facilities	5	4	6	6	6

## 2022 Objectives

- Implementation of new information technology resource structure and operational systems, including: IT Ticketing System, Asset Management System, and System Upgrades.
- Review and implementation of process improvement and new resources as prescribed in the strategic plan.
- Replace outdated desktop computers city-wide.
- Complete upgrades to network infrastructure hardware of the City's main core equipment, which includes routers, switches, and firewalls components.
- Assist with planning and process management for the introduction of ERP modules and software that will begin the City's transition to a SaaS and cloud-supported environment.

**Staffing for 2022**

2019 Actual	2020 Actual	2021 Budget
0.23 FTE	0.23 FTE	1.32 FTE

**Estimated 2022 Revenue**

None

**Proposed 2022 Budget**

\$380,372



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110117 Information Services							
70 SALARIES							
110117 670101 Salaries	8,001.13	7,800.00	7,800.00	5,292.86	7,510.00	101,365.00	
110117 670106 CompTime	.00	.00	.00	.00	.00	.00	
110117 670204 PTO	.00	.00	.00	.00	.00	.00	
TOTAL SALARIES	8,001.13	7,800.00	7,800.00	5,292.86	7,510.00	101,365.00	
73 FRINGE BENEFITS							
110117 673101 Social Sec	612.13	597.00	597.00	404.95	575.00	7,526.00	
110117 673102 Retirement	.00	.00	.00	.00	.00	5,525.00	
110117 673201 Health Ins	.00	.00	.00	.00	.00	21,869.00	
110117 673202 Dental Ins	.00	.00	.00	.00	.00	349.00	
110117 673203 Life Ins	.00	.00	.00	.00	.00	.00	
110117 673204 Disability	.00	.00	.00	.00	.00	.00	
TOTAL FRINGE BENEFITS	612.13	597.00	597.00	404.95	575.00	35,269.00	
80 MATERIALS & SUPPLIES							
110117 680101 Office Sup	.00	.00	.00	.00	.00	.00	
110117 680102 Technology	1,821.98	4,000.00	4,000.00	4,160.89	3,028.38	.00	
110117 680103 Copier Sup	.00	.00	.00	.00	.00	.00	
110117 680501 Membership	.00	.00	.00	.00	.00	.00	
110117 680503 BooksPerio	.00	.00	.00	.00	.00	.00	
110117 680504 Telephone	3,179.84	3,600.00	3,600.00	2,589.85	3,600.00	3,600.00	
110117 680505 Postage	.00	.00	.00	.00	.00	.00	
TOTAL MATERIALS & SUPPLIES	5,001.82	7,600.00	7,600.00	6,750.74	6,628.38	3,600.00	
83 PURCHASED SERVICES							
110117 683101 Cnsult-Gen	.00	20,000.00	20,000.00	54,720.00	54,720.00	.00	
110117 683201 Cntrct-Gen	182,498.78	135,000.00	135,000.00	133,860.00	135,000.00	73,840.00	
110117 683202 Cntrct-Mnt	113,963.79	157,370.00	157,370.00	160,359.96	160,241.62	158,777.00	
110117 683501 Train/Conf	.00	.00	.00	.00	.00	.00	
TOTAL PURCHASED SERVICES	296,462.57	312,370.00	312,370.00	348,939.96	349,961.62	232,617.00	
86 FACILITY & PLANT							
110117 686550 M & R	.00	.00	.00	.00	.00	.00	
TOTAL FACILITY & PLANT	.00	.00	.00	.00	.00	.00	
88 EQUIPMENT / LEASES							
110117 680401 Equip / Sm	11,559.18	6,400.00	6,400.00	7,500.00	4,500.00	7,521.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110117 688110 Othr Lease	.00	.00	.00	.00	.00	.00	
110117 688111 Interest	.00	.00	.00	.00	.00	.00	
TOTAL EQUIPMENT / LEASES	11,559.18	6,400.00	6,400.00	7,500.00	4,500.00	7,521.00	
TOTAL Information Services	321,636.83	334,767.00	334,767.00	368,888.51	369,175.00	380,372.00	
TOTAL General Fund	321,636.83	334,767.00	334,767.00	368,888.51	369,175.00	380,372.00	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	321,636.83	334,767.00	334,767.00	368,888.51	369,175.00	380,372.00	
GRAND TOTAL	321,636.83	334,767.00	334,767.00	368,888.51	369,175.00	380,372.00	

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110117	670101	Salaries	7,800.00	7,510.00	101,365.00	1,199.55
	0110-10-117-000-670101-					
		VACANT002657, POSITION(2657)	1.00	85,000.00	85,000.00	
		DANZ, ETHAN G(100596)	1.00	16,365.00	16,365.00	
110117	670106	Comp Time	.00	.00	.00	.00
	0110-10-117-000-670106-					
110117	670204	Paid Time Off	.00	.00	.00	.00
	0110-10-117-000-670204-					
110117	673101	Social Security	597.00	575.00	7,526.00	1,160.64
	0110-10-117-000-673101-					
		VACANT002657, POSITION(2657)	.00	.00	5,085.00	
		VACANT002657, POSITION(2657)	.00	.00	1,189.00	
		DANZ, ETHAN G(100596)	.00	.00	1,015.00	
		DANZ, ETHAN G(100596)	.00	.00	237.00	
110117	673102	Retirement	.00	.00	5,525.00	.00
	0110-10-117-000-673102-					
		VACANT002657, POSITION(2657)	.00	.00	5,525.00	
110117	673201	Health Insurance	.00	.00	21,869.00	.00
	0110-10-117-000-673201-					
		VACANT002657, POSITION(2657)	.00	.00	.00	
		VACANT002657, POSITION(2657)	.00	.00	21,869.00	
110117	673202	Dental Insurance	.00	.00	349.00	.00
	0110-10-117-000-673202-					
		IT Coordinator	1.00	349.00	349.00	
110117	673203	Life Insurance	.00	.00	.00	.00
	0110-10-117-000-673203-					
110117	673204	Long Term Disability	.00	.00	.00	.00
	0110-10-117-000-673204-					
110117	680101	Office Supplies	.00	.00	.00	.00
	0110-10-117-000-680101-					

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110117	680102	Technology Supplies 0110-10-117-000-680102-	4,000.00	3,028.38	.00	-100.00
110117	680103	Office Supplies-Copiers 0110-10-117-000-680103-	.00	.00	.00	.00
110117	680401	Equip / Small Tools 0110-10-117-000-680401- Hardware, Toner, Computer Repair Parts, etc	6,400.00 1.00	4,500.00 7,521.00	7,521.00 7,521.00	17.52
110117	680501	Memberships 0110-10-117-000-680501-	.00	.00	.00	.00
110117	680503	Books & Periodicals 0110-10-117-000-680503-	.00	.00	.00	.00
110117	680504	Telephone services 0110-10-117-000-680504-	3,600.00	3,600.00	3,600.00	.00
110117	680505	Postage 0110-10-117-000-680505-	.00	.00	.00	.00
110117	683101	Consultants - General 0110-10-117-000-683101-	20,000.00	54,720.00	.00	-100.00
110117	683201	Contracted Services - General 0110-10-117-000-683201- Special Projects Block of Time - 50 Hrs Managed IT Services	135,000.00 1.00 12.00	135,000.00 7,000.00 5,570.00	73,840.00 7,000.00 66,840.00	-45.30
110117	683202	Contracted Services - Maint. 0110-10-117-000-683202- IS Remote Backup Subscription Barracuda Email Firewall Subscription Marcos/ESG VOIP Programming Changes Marcos/ESG VOIP Maintenance Contract Office 365 Subscription Midwest Fiber Leased Fiber Network IS Corp Internet Provider Tyler Support Services Munis Annual Maintenance Contract Digicert Certificates Cisco Smartnet Maintenance (Network Infrastructure VMare Server Licensing UPS Battery Service Contracts-PD & City Hall Spectrum Public Wi-Fi & Internet Back-Up Midwest Fiber Annual Maintenance Telecom Fitness Support Agreement	157,370.00 12.00 1.00 6.00 1.00 1.00 12.00 12.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 2.00 12.00 1.00 1.00	160,241.62 775.00 8,100.00 150.00 1,750.00 21,000.00 1,266.00 200.00 8,670.00 35,378.00 1,167.00 3,550.00 3,250.00 1,910.00 160.00 1,600.00 1,200.00	158,777.00 9,300.00 8,100.00 900.00 1,750.00 21,000.00 15,192.00 2,400.00 8,670.00 35,378.00 1,167.00 3,550.00 3,250.00 3,820.00 1,920.00 1,600.00 1,200.00	.89

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		Photocopier Contract	1.00	32,180.00	32,180.00	
		PD MalewareBytes	1.00	2,000.00	2,000.00	
		PD DATTO Subscription	12.00	450.00	5,400.00	
110117	683501	Training/Conferences	.00	.00	.00	.00
		0110-10-117-000-683501-				
110117	686550	M & R	.00	.00	.00	.00
		0110-10-117-000-686550-				
		(3) Years Citrix Xen Software License	.00	.00	.00	
		Symantec Enterprise Vault & Backup Exec	1.00	.00	.00	
		Munis Annual Maintenance Contract	1.00	.00	.00	
		Avenet Website Hosting	.00	.00	.00	
		Avenet Website Configuration Changes	.00	.00	.00	
		PD Blade Center Maintenance Contract	.00	.00	.00	
		Cisco Smartnet Maintenance for Cisco routers & switches	.00	.00	.00	
		Red Anvil Remote Backup Subscription	.00	.00	.00	
		Barracuda Spam Firewall	.00	.00	.00	
110117	688110	Other Leased Equipment	.00	.00	.00	.00
		0110-10-117-000-688110-				
		HP Blade Server Lease	.00	.00	.00	
		Smartnet Hardware Lease	.00	.00	.00	
110117	688111	Interest on Capital Lease	.00	.00	.00	.00
		0110-10-117-000-688111-				
		BUDGET CEILING:			669,534.00	
		TOTALS:	334,767.00	369,175.00	380,372.00	13.62

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Finance

## Program Description

This department is responsible for the processing of all accounting transactions and all year-end accounting procedures. Oversight is given to the preparation and issuance of all financial reports including the compilation and adoption of the City budget, in order to facilitate that all financial information is readily available to all City departments and other interested parties. The Finance Department also assists the Human Resources Division with the administration of the payroll system. Additional work includes the collection and processing of City revenues including all property tax receipts; this Department also records all revenue received and distributes all property tax revenue to the respective taxing jurisdictions in a timely manner.

## 2022 Accomplishments

- Coordinated development of annual budget with City Administrator and staff, delivering a balanced budget for Appropriations Committee action. The budget process was completed within established timetable. The 2021 Budget document was submitted to GFOA and was awarded a Certificate of Recognition.
- FY2020 audit fieldwork was completed on schedule with the final Comprehensive Annual Financial Report presented to Council in June 2021.
- Submitted the Popular Annual Financial Report to Government Financial Officers Association for review. Report won award for Outstanding Achievement. Posted the report on the City's website and provided copies to elected officials to improve transparency of City operations to stakeholders.
- Completed banking services request-for-proposal process. Onboarded Port Washington State Bank (PWSB) as primary banking relationship resulting in recurring annual savings of approximately \$12,000.

## Key Performance Indicators

Activity	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budgeted
<b>Bond Rating</b>	AA (Stable)	AA (Stable)	AA (Stable)	AA (Stable)	AA (Stable)
<b>Investment Yield (%)</b>		2.5	2.0	2.0	2.0
<b>Borrowing Capacity Used (%)</b>	18.32	17.53	15.12	14.00	16.00
<b>Purchase Orders Issued</b>	1,069	1,100	973	1,100	1,100
<b>Vendor Checks Issued</b>	3,584	4,097	3,107	4,900	4,900
<b>Procurement Card Spending (\$)</b>	149,642	170,571	131,680	160,000	200,000
<b>General Invoices Issued</b>	948	742	430	500	600
<b>Utility Customers</b>	9,243	9,286	9,335	9,376	9,400
<b>Utility Payments via ACH</b>	6,024	6,456	6,712	7,000	7,200
<b>Utility Payments via Online</b>	8,371	8,843	8,977	9,750	10,000
<b>Personal Property Tax Bills</b>	824	816	829	835	840
<b>Real Estate Property Tax bills</b>	10,089	10,161	10,398	10,425	10,450
<b>Tax Payments Online (%)</b>	3.2	7.6	16.8	18.0	20.0

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

**2022 Objectives**

- Budget processing will be completed in accordance with the established timetable.
- Audit field work associated with the annual closing of the City’s accounting system will be conducted and a draft of the audit report completed by May 1.
- Submit the City’s Budget, Comprehensive Annual Financial Report and Popular Annual Financial Report to the Government Financial Officers Association for award consideration.
- In 2021, the American Rescue Plan Act (ARPA) containing the Local Fiscal Recovery Fund (LFRF) was enacted. As a result, the City was awarded funds to provide long-term response and recovery efforts in the wake of COVID-19. Continuous effort will need to be made to ensure the funds are used effectively and in compliance with the guidelines set forth.
- Implement credit card processing for in-person transactions.

**Staffing for 2022**

<b>Positions (FTE)</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>
<b>Finance Director</b>	1.00	1.00	1.00
<b>Assistant to the Finance Director</b>	1.00	1.00	1.00
<b>Accounting Assistant</b>	2.00	1.00	1.00

**Estimated 2022 Revenue**

\$98,000

**Proposed 2022 Budget**

\$515,760

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT		
<hr/>									
110118	Finance								
<hr/>									
70	SALARIES								
110118	670101	Salaries	234,820.55	214,838.00	214,838.00	125,266.48	176,074.00	248,940.00	
110118	670104	Vacation	.00	.00	.00	.00	.00	.00	
110118	670105	Sick Pay	.00	.00	.00	.00	.00	.00	
110118	670106	CompTime	.00	.00	.00	.00	.00	.00	
110118	670201	OverTime	.00	.00	.00	.00	.00	.00	
110118	670204	PTO	16,246.31	.00	.00	12,790.42	18,981.00	.00	
110118	670205	FMLA	6,291.12	.00	.00	.00	.00	.00	
110118	670206	EmergLeave	.00	.00	.00	.00	.00	.00	
110118	670301	Longevity	.00	.00	.00	.00	.00	.00	
TOTAL SALARIES			257,357.98	214,838.00	214,838.00	138,056.90	195,055.00	248,940.00	
<hr/>									
73	FRINGE BENEFITS								
110118	673101	Social Sec	18,625.35	15,277.00	15,277.00	9,889.71	14,005.00	17,409.00	
110118	673102	Retirement	17,371.62	14,502.00	14,502.00	9,105.69	12,821.00	16,181.00	
110118	673103	W/C Insure	471.49	395.00	395.00	472.55	472.55	500.00	
110118	673104	UnempComp	.00	.00	.00	.00	.00	.00	
110118	673201	Health Ins	68,724.45	68,484.00	68,484.00	43,652.09	58,305.00	65,607.00	
110118	673202	Dental Ins	1,367.04	1,018.00	1,018.00	792.56	1,145.00	1,018.00	
110118	673203	Life Ins	714.04	374.00	374.00	277.02	376.00	536.00	
110118	673204	Disability	1,017.45	900.00	900.00	645.23	777.00	777.00	
TOTAL FRINGE BENEFITS			108,291.44	100,950.00	100,950.00	64,834.85	87,901.55	102,028.00	
<hr/>									
80	MATERIALS & SUPPLIES								
110118	680101	Office Sup	846.75	250.00	250.00	1,766.01	1,700.00	250.00	
110118	680102	Technology	759.02	300.00	300.00	500.00	1,000.00	300.00	
110118	680501	Membership	375.00	775.00	775.00	225.00	150.00	775.00	
110118	680502	Print/Pub	512.26	850.00	850.00	.00	850.00	850.00	
110118	680503	BooksPerio	.00	50.00	50.00	.00	50.00	50.00	
110118	680504	Telephone	.00	.00	.00	.00	.00	.00	
110118	680505	Postage	10,297.23	10,750.00	10,750.00	1,230.92	10,800.00	10,750.00	
TOTAL MATERIALS & SUPPLIES			12,790.26	12,975.00	12,975.00	3,721.93	14,550.00	12,975.00	
<hr/>									
83	PURCHASED SERVICES								
110118	683101	Cnsult-Gen	7,584.00	.00	.00	24,053.00	.00	5,750.00	
110118	683201	Cntrct-Gen	26,724.64	17,200.00	17,200.00	19,480.67	25,000.00	17,530.00	
110118	683202	Cntrct-Mnt	.00	.00	.00	.00	.00	.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110118 683401 Liab Ins	97,690.32	98,550.00	98,550.00	125,243.24	102,000.00	120,562.00	
110118 683402 Auto Insur	.00	.00	.00	.00	.00	.00	
110118 683501 Train/Conf	469.00	1,950.00	1,950.00	570.00	1,950.00	2,600.00	
110118 683601 Misc SB	.00	100.00	100.00	.00	100.00	100.00	
110118 683603 Misc. Serv	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	
110118 683902 COVIDMTSD	100,000.00	.00	.00	.00	.00	.00	
<b>TOTAL PURCHASED SERVICES</b>	<b>235,467.96</b>	<b>120,800.00</b>	<b>120,800.00</b>	<b>172,346.91</b>	<b>132,050.00</b>	<b>149,542.00</b>	
86 FACILITY & PLANT							
110118 686550 M & R	1,995.00	2,250.00	2,250.00	750.00	2,250.00	2,275.00	
<b>TOTAL FACILITY &amp; PLANT</b>	<b>1,995.00</b>	<b>2,250.00</b>	<b>2,250.00</b>	<b>750.00</b>	<b>2,250.00</b>	<b>2,275.00</b>	
88 EQUIPMENT / LEASES							
110118 680401 Equip / Sm	83.33	.00	.00	36.66	36.66	.00	
110118 688101 Photocopie	28,482.57	.00	.00	.00	.00	.00	
<b>TOTAL EQUIPMENT / LEASES</b>	<b>28,565.90</b>	<b>.00</b>	<b>.00</b>	<b>36.66</b>	<b>36.66</b>	<b>.00</b>	
TOTAL Finance	644,468.54	451,813.00	451,813.00	379,747.25	431,843.21	515,760.00	
TOTAL General Fund	644,468.54	451,813.00	451,813.00	379,747.25	431,843.21	515,760.00	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	644,468.54	451,813.00	451,813.00	379,747.25	431,843.21	515,760.00	
<b>GRAND TOTAL</b>	<b>644,468.54</b>	<b>451,813.00</b>	<b>451,813.00</b>	<b>379,747.25</b>	<b>431,843.21</b>	<b>515,760.00</b>	

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
bgdeptra

BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110118	670101	Salaries	214,838.00	176,074.00	248,940.00	15.87
	0110-10-118-000-670101-					
		HELM, JEAN P(100082)	1.00	53,373.00	53,373.00	
		KEYSER, MARIE A(100697)	1.00	67,442.00	67,442.00	
		ENGROFF, JENNIFER L(100799)	1.00	128,125.00	128,125.00	
110118	670104	Vacation	.00	.00	.00	.00
	0110-10-118-000-670104-					
110118	670105	Sick Pay	.00	.00	.00	.00
	0110-10-118-000-670105-					
110118	670106	Comp Time	.00	.00	.00	.00
	0110-10-118-000-670106-					
110118	670201	OverTime	.00	.00	.00	.00
	0110-10-118-000-670201-					
110118	670204	Paid Time Off	.00	18,981.00	.00	.00
	0110-10-118-000-670204-					
110118	670205	Medical Leave	.00	.00	.00	.00
	0110-10-118-000-670205-					
110118	670206	Emergency Medical Leave	.00	.00	.00	.00
	0110-10-118-000-670206-					
110118	670301	Longevity	.00	.00	.00	.00
	0110-10-118-000-670301-					
110118	673101	Social Security	15,277.00	14,005.00	17,409.00	13.96
	0110-10-118-000-673101-					
		HELM, JEAN P(100082)	.00	.00	2,671.00	
		HELM, JEAN P(100082)	.00	.00	625.00	
		KEYSER, MARIE A(100697)	.00	.00	3,679.00	
		KEYSER, MARIE A(100697)	.00	.00	860.00	
		ENGROFF, JENNIFER L(100799)	.00	.00	7,759.00	
		ENGROFF, JENNIFER L(100799)	.00	.00	1,815.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110118	673102	Retirement	14,502.00	12,821.00	16,181.00	11.58
	0110-10-118-000-673102-					
		HELM, JEAN P(100082)	.00	.00	3,469.00	
		KEYSER, MARIE A(100697)	.00	.00	4,384.00	
		ENGROFF, JENNIFER L(100799)	.00	.00	8,328.00	
110118	673103	Worker's Comp Insurance	395.00	472.55	500.00	26.58
	0110-10-118-000-673103-					
110118	673104	Unemployment Compensation	.00	.00	.00	.00
	0110-10-118-000-673104-					
110118	673201	Health Insurance	68,484.00	58,305.00	65,607.00	-4.20
	0110-10-118-000-673201-					
		HELM, JEAN P(100082)	.00	.00	21,869.00	
		KEYSER, MARIE A(100697)	.00	.00	21,869.00	
		ENGROFF, JENNIFER L(100799)	.00	.00	21,869.00	
110118	673202	Dental Insurance	1,018.00	1,145.00	1,018.00	.00
	0110-10-118-000-673202-					
		HELM, JEAN P(100082)	.00	.00	1,018.00	
110118	673203	Life Insurance	374.00	376.00	536.00	43.32
	0110-10-118-000-673203-					
		HELM, JEAN P(100082)	.00	.00	367.00	
		KEYSER, MARIE A(100697)	.00	.00	43.00	
		ENGROFF, JENNIFER L(100799)	.00	.00	126.00	
110118	673204	Long Term Disability	900.00	777.00	777.00	-13.67
	0110-10-118-000-673204-					
110118	680101	Office Supplies	250.00	1,700.00	250.00	.00
	0110-10-118-000-680101-					
110118	680102	Technology Supplies	300.00	1,000.00	300.00	.00
	0110-10-118-000-680102-					

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110118	680401	Equip / Small Tools 0110-10-118-000-680401-	.00	36.66	.00	.00
110118	680501	Memberships 0110-10-118-000-680501-	775.00	150.00	775.00	.00
		GFOA Memberships	2.00	187.50	375.00	
		WGFOA Memberships	2.00	25.00	50.00	
		CPA Professional Organization	1.00	350.00	350.00	
110118	680502	Printing/Publications 0110-10-118-000-680502-	850.00	850.00	850.00	.00
		W2 FORMS/ENVELOPES	1.00	400.00	400.00	
		CHECK STOCK	1.00	450.00	450.00	
110118	680503	Books & Periodicals 0110-10-118-000-680503-	50.00	50.00	50.00	.00
110118	680504	Telephone services 0110-10-118-000-680504-	.00	.00	.00	.00
110118	680505	Postage 0110-10-118-000-680505-	10,750.00	10,800.00	10,750.00	.00
110118	683101	Consultants - General 0110-10-118-000-683101-	.00	.00	5,750.00	.00
		OPEB Actuarial Update	1.00	5,750.00	5,750.00	
110118	683201	Contracted Services - General 0110-10-118-000-683201-	17,200.00	25,000.00	17,530.00	1.92
		Audit Services	1.00	16,300.00	16,300.00	
		GFOA Award Submissions	3.00	410.00	1,230.00	
110118	683202	Contracted Services - Maint. 0110-10-118-000-683202-	.00	.00	.00	.00
110118	683401	Liability Insurance 0110-10-118-000-683401-	98,550.00	102,000.00	120,562.00	22.34
		General Liability	1.00	41,329.00	41,329.00	
		Public Officials Liability	1.00	13,587.00	13,587.00	
		Umbrella	1.00	40,962.00	40,962.00	
		Cyber Policy	1.00	5,000.00	5,000.00	
		Crime	1.00	1,593.00	1,593.00	
		Property	1.00	38,091.00	38,091.00	
		Chargeback to Sewer Utility	1.00	16,500.00	-16,500.00	
		Chargeback to Water Utility	1.00	3,500.00	-3,500.00	
		Anticipated Premium Savings	1.00	.00	.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110118	683402	Auto Insurance 0110-10-118-000-683402-	.00	.00	.00	.00
110118	683501	Training/Conferences 0110-10-118-000-683501-	1,950.00	1,950.00	2,600.00	33.33
		GFOA National	1.00	850.00	850.00	
		WGFOA Conferences	2.00	300.00	600.00	
		Local Training	5.00	210.00	1,050.00	
		Other Travel/Mileage	1.00	100.00	100.00	
110118	683601	Misc Service-Bonds 0110-10-118-000-683601-	100.00	100.00	100.00	.00
110118	683603	Misc. Serv- A/R Expense 0110-10-118-000-683603-	3,000.00	3,000.00	3,000.00	.00
110118	683902	COVID School District Support 0110-10-118-000-683902-	.00	.00	.00	.00
110118	686550	M & R 0110-10-118-000-686550-	2,250.00	2,250.00	2,275.00	1.11
		Plan-It CIP Software License	1.00	775.00	775.00	
		Transcendent Tax Receipting Software License	1.00	1,500.00	1,500.00	
110118	688101	Photocopiers 0110-10-118-000-688101-	.00	.00	.00	.00
		BUDGET CEILING:			903,626.00	
		TOTALS:	451,813.00	431,843.21	515,760.00	14.15

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Assessment Office

## Program Description

This Division provides fair and equitable assessment of all property along with accurate and timely property information for all properties in the City of Mequon. To accomplish this mission, the City Assessor's Office uses assessment methods in accordance with the Wisconsin Property Assessment Manual, Wisconsin State Statutes Chapter 70, and professionally accepted appraisal practices including International Association of Assessing Officers and USPAP standards.

## 2021 Accomplishments

- Completed the 2021 assessment roll, including interior inspections and valuation in a professional, efficient manner.
- Reviewed over 900 new building permits with many being new homes and major additions. Many of these new home inspections are carried over from 2020 as the construction process takes 8-12 months or more.
- Mailed nearly 10,000 real estate assessment notices as part of the 2021 Market Update Revaluation Project. Correspondence letters or e-mails with property owners continued over the open book period of 2.5 months.

## Key Performance Indicators

Activity	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budgeted
<b>Assessment Value Increase (\$)</b>	94,128,300	57,505,600	59,346,000	626,666,400	55,000,000
<b>Board of Review Hearings</b>	2	3	2	11	15
<b>Real Estate Parcels</b>	10,089	10,161	10,398	10,410	10,420
<b>Personal Property Accounts</b>	824	816	829	830	835

\*2021 revaluation will lead to an increase in assessment value and requested Board of Review hearings

## 2022 Objectives

- With the 2021 revaluation process completed, 2022 will also be busy after tax bills are sent and property owners may come forward with questions and concerns.
- Continue to work towards completion of electronic sketches of all improved properties as required by the Department of Revenue.
- Keep up to date with Market Drive CAMA software and its routines to keep the assessment system up to date and used in the most efficient manner possible.

## Staffing for 2022

Positions (FTE)	2019 Actual	2020 Actual	2021 Budget
<b>Assessment Technician</b>	1.00	1.00	1.00

**Estimated 2022 Revenue**

None

**Proposed 2022 Budget**

\$290,820



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110119 Assessor							
70 SALARIES							
110119 670101 Salaries	39,332.06	41,953.00	41,953.00	27,940.72	40,761.00	42,994.00	
110119 670104 Vacation	.00	.00	.00	.00	.00	.00	
110119 670105 Sick Pay	.00	.00	.00	.00	.00	.00	
110119 670106 CompTime	.00	.00	.00	.00	.00	.00	
110119 670201 OverTime	.00	.00	.00	15.13	.00	.00	
110119 670204 PTO	2,544.75	.00	.00	1,332.55	1,373.00	.00	
110119 670205 FMLA	.00	.00	.00	.00	.00	.00	
110119 670206 EmergLeave	.00	.00	.00	.00	.00	.00	
110119 670301 Longevity	.00	.00	.00	.00	.00	.00	
TOTAL SALARIES	41,876.81	41,953.00	41,953.00	29,288.40	42,134.00	42,994.00	
73 FRINGE BENEFITS							
110119 673101 Social Sec	2,975.78	2,982.00	2,982.00	2,070.24	2,980.00	3,033.00	
110119 673102 Retirement	2,826.74	2,832.00	2,832.00	1,977.00	2,844.00	2,794.00	
110119 673103 W/C Insure	68.19	70.00	70.00	68.34	68.34	70.00	
110119 673104 UnempComp	.00	.00	.00	.00	.00	.00	
110119 673201 Health Ins	21,303.03	22,031.00	22,031.00	15,736.11	22,486.00	21,072.00	
110119 673202 Dental Ins	1,017.96	1,018.00	1,018.00	763.47	1,018.00	1,018.00	
110119 673203 Life Ins	231.01	230.00	230.00	178.30	248.00	296.00	
110119 673204 Disability	166.25	250.00	250.00	140.20	168.00	168.00	
TOTAL FRINGE BENEFITS	28,588.96	29,413.00	29,413.00	20,933.66	29,812.34	28,451.00	
80 MATERIALS & SUPPLIES							
110119 680101 Office Sup	.00	100.00	100.00	53.94	75.00	100.00	
110119 680501 Membership	20.00	.00	.00	.00	.00	.00	
110119 680503 BooksPerio	117.00	100.00	100.00	234.00	.00	100.00	
110119 680504 Telephone	.00	.00	.00	.00	.00	.00	
110119 680505 Postage	1,792.84	1,600.00	1,600.00	9,430.21	9,300.00	1,600.00	
TOTAL MATERIALS & SUPPLIES	1,929.84	1,800.00	1,800.00	9,718.15	9,375.00	1,800.00	
83 PURCHASED SERVICES							
110119 683101 Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110119 683201 Cntrct-Gen	212,153.91	272,000.00	272,000.00	271,938.83	272,000.00	217,550.00	
110119 683501 Train/Conf	.00	.00	.00	.00	.00	25.00	
TOTAL PURCHASED SERVICES	212,153.91	272,000.00	272,000.00	271,938.83	272,000.00	217,575.00	
88 EQUIPMENT / LEASES							
110119 680401 Equip / Sm	240.41	.00	.00	.00	.00	.00	
TOTAL EQUIPMENT / LEASES	240.41	.00	.00	.00	.00	.00	
TOTAL Assessor	284,789.93	345,166.00	345,166.00	331,879.04	353,321.34	290,820.00	
TOTAL General Fund	284,789.93	345,166.00	345,166.00	331,879.04	353,321.34	290,820.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	284,789.93	345,166.00	345,166.00	331,879.04	353,321.34	290,820.00	
GRAND TOTAL	284,789.93	345,166.00	345,166.00	331,879.04	353,321.34	290,820.00	

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110119	670101	Salaries	41,953.00	40,761.00	42,994.00	2.48
	0110-10-119-000-670101-					
		VOGEL, CAROLYN M(100442)	1.00	42,994.00	42,994.00	
110119	670104	Vacation	.00	.00	.00	.00
	0110-10-119-000-670104-					
110119	670105	Sick Pay	.00	.00	.00	.00
	0110-10-119-000-670105-					
110119	670106	Comp Time	.00	.00	.00	.00
	0110-10-119-000-670106-					
110119	670201	OverTime	.00	.00	.00	.00
	0110-10-119-000-670201-					
110119	670204	Paid Time Off	.00	1,373.00	.00	.00
	0110-10-119-000-670204-					
110119	670205	Medical Leave	.00	.00	.00	.00
	0110-10-119-000-670205-					
110119	670206	Emergency Medical Leave	.00	.00	.00	.00
	0110-10-119-000-670206-					
110119	670301	Longevity	.00	.00	.00	.00
	0110-10-119-000-670301-					
110119	673101	Social Security	2,982.00	2,980.00	3,033.00	1.71
	0110-10-119-000-673101-					
		VOGEL, CAROLYN M(100442)	.00	.00	2,458.00	
		VOGEL, CAROLYN M(100442)	.00	.00	575.00	
110119	673102	Retirement	2,832.00	2,844.00	2,794.00	-1.34
	0110-10-119-000-673102-					
		VOGEL, CAROLYN M(100442)	.00	.00	2,794.00	
110119	673103	Worker's Comp Insurance	70.00	68.34	70.00	.00
	0110-10-119-000-673103-					
110119	673104	Unemployment Compensation	.00	.00	.00	.00
	0110-10-119-000-673104-					

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
bgdeptra

BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110119	673201	Health Insurance	22,031.00	22,486.00	21,072.00	-4.35
	0110-10-119-000-673201-					
		VOGEL, CAROLYN M(100442)	.00	.00	21,072.00	
110119	673202	Dental Insurance	1,018.00	1,018.00	1,018.00	.00
	0110-10-119-000-673202-					
		VOGEL, CAROLYN M(100442)	.00	.00	1,018.00	
110119	673203	Life Insurance	230.00	248.00	296.00	28.70
	0110-10-119-000-673203-					
		VOGEL, CAROLYN M(100442)	.00	.00	296.00	
110119	673204	Long Term Disability	250.00	168.00	168.00	-32.80
	0110-10-119-000-673204-					
110119	680101	Office Supplies	100.00	75.00	100.00	.00
	0110-10-119-000-680101-					
110119	680401	Equip / Small Tools	.00	.00	.00	.00
	0110-10-119-000-680401-					
110119	680501	Memberships	.00	.00	.00	.00
	0110-10-119-000-680501-					
110119	680503	Books & Periodicals	100.00	.00	100.00	.00
	0110-10-119-000-680503-					
110119	680504	Telephone services	.00	.00	.00	.00
	0110-10-119-000-680504-					
110119	680505	Postage	1,600.00	9,300.00	1,600.00	.00
	0110-10-119-000-680505-					
110119	683101	Consultants - General	.00	.00	.00	.00
	0110-10-119-000-683101-					
110119	683201	Contracted Services - General	272,000.00	272,000.00	217,550.00	-20.02
	0110-10-119-000-683201-					
		Grota Appraisals - Annual Contract	1.00	155,000.00	155,000.00	
		State Manufacturing Assessment Services	1.00	7,800.00	7,800.00	
		Grota Appraisals - City Wide	1.00	54,750.00	54,750.00	
		Revaluation Phase 3				
110119	683501	Training/Conferences	.00	.00	25.00	.00
	0110-10-119-000-683501-					
		Assessor Tech Training	1.00	25.00	25.00	
		BUDGET CEILING:			690,332.00	
		TOTALS:	345,166.00	353,321.34	290,820.00	-15.74

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 3  
bgdeptra

BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
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\*\* END OF REPORT - Generated by Marie Keyser \*\*

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Human Resources

## Program Description

The Human Resources (HR) Division provides personnel services to all operating departments, is responsible for the development and implementation of employment policies and procedures and works to ensure compliance with all labor and employment laws. The Division prepares monthly reports for health, disability, life and dental carriers, and administers benefits for employees and retirees. Additionally, the Division manages all hiring and employee relations efforts, including recruitment, pre-employment screening, salary administration, collective bargaining, evaluations and organizational communications. Further, HR manages all personnel records and employer reporting obligations, and oversees the processing of all complaints, grievances and discipline. Lastly, the Division is also responsible for administration of the City's safety program, including workers' compensation, OSHA compliance, and coordinating safety-related training.

## 2021 Accomplishments

- Implementation of new employee-funded vision and accidental death/dismemberment benefits.
- Held the City's workers compensation modification factor below 1.00 at 0.85.
- Reduced Paper processes in HR.

## Key Performance Indicators

Activity	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budgeted
<b>New Hires</b>	24	25	10	10	TBD
<b># of FTE's</b>	114.87	115.87	118.65	120.60	120.60
<b>Modification Factor</b>	0.99	0.88	0.89	0.85	0.85
<b>Workers' Comp Claims</b>	18	20	18	30	TBD

## 2022 Objectives

- Continue to reduce the use of paper and the implementation of digital processes.
- Implementation of an employee self-service module in Munis.
- Completed a comprehensive Policies and Procedures Manual for the Board of Police and Fire Commissioners.
- Implementation of a nurse-on-call system forms Workers Compensation.
- Development of a new Family Medical Leave Policy and Forms

**Staffing for 2022**

<b>Positions (FTE)</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>
<b>Assistant City Administrator/HR Director</b>	1.00	1.00	1.00
<b>Human Resource Assistant</b>	0.70	0.70	1.00

**Estimated 2022 Revenue**

None

**Proposed 2022 Budget**

\$236,982



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT		
<hr/>									
110120	Human Resources								
<hr/>									
70	SALARIES								
110120	670101	Salaries	111,357.16	120,091.00	120,091.00	78,238.60	114,309.00	143,761.00	
110120	670104	Vacation	.00	.00	.00	.00	.00	.00	
110120	670105	Sick Pay	.00	.00	.00	.00	.00	.00	
110120	670106	CompTime	.00	.00	.00	.00	.00	.00	
110120	670201	OverTime	.00	.00	.00	84.21	136.00	.00	
110120	670204	PTO	8,561.35	.00	.00	3,238.17	5,238.00	.00	
110120	670205	FMLA	.00	.00	.00	.00	.00	.00	
110120	670206	EmergLeave	.00	.00	.00	.00	.00	.00	
110120	670301	Longevity	.00	.00	.00	.00	.00	.00	
TOTAL SALARIES			119,918.51	120,091.00	120,091.00	81,560.98	119,683.00	143,761.00	
<hr/>									
73	FRINGE BENEFITS								
110120	673101	Social Sec	8,966.89	8,819.00	8,819.00	5,947.04	8,718.00	10,903.00	
110120	673102	Retirement	8,094.34	8,106.00	8,106.00	5,505.34	8,079.00	9,272.00	
110120	673103	W/C Insure	166.58	171.00	171.00	166.95	166.95	171.00	
110120	673104	UnempComp	.00	.00	.00	.00	.00	.00	
110120	673201	Health Ins	10,598.21	22,828.00	22,828.00	16,305.60	23,299.00	30,766.00	
110120	673202	Dental Ins	.00	.00	.00	.00	.00	.00	
110120	673203	Life Ins	119.21	118.00	118.00	97.73	135.00	199.00	
110120	673204	Disability	360.73	395.00	395.00	303.80	365.00	555.00	
TOTAL FRINGE BENEFITS			28,305.96	40,437.00	40,437.00	28,326.46	40,762.95	51,866.00	
<hr/>									
80	MATERIALS & SUPPLIES								
110120	680101	Office Sup	1,219.36	100.00	100.00	1,068.99	1,061.40	300.00	
110120	680501	Membership	270.50	405.00	405.00	51.50	51.50	805.00	
110120	680502	Print/Pub	.00	.00	.00	.00	.00	.00	
110120	680503	BooksPerio	.00	.00	.00	.00	.00	.00	
110120	680504	Telephone	599.96	375.00	375.00	376.17	575.00	600.00	
110120	680505	Postage	45.25	50.00	50.00	49.85	50.00	50.00	
TOTAL MATERIALS & SUPPLIES			2,135.07	930.00	930.00	1,546.51	1,737.90	1,755.00	
<hr/>									
83	PURCHASED SERVICES								
110120	683101	Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110120	683201	Cntrct-Gen	22,225.85	20,500.00	20,500.00	32,500.00	28,000.00	28,500.00	
110120	683501	Train/Conf	18.40	825.00	825.00	.00	.00	1,100.00	
110120	683602	Misc. Serv	12,801.11	5,000.00	5,000.00	14,777.94	15,500.00	10,000.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110120 683702 Misc.Servs	.00	.00	.00	.00	.00	.00	
TOTAL PURCHASED SERVICES	35,045.36	26,325.00	26,325.00	47,277.94	43,500.00	39,600.00	
TOTAL Human Resources	185,404.90	187,783.00	187,783.00	158,711.89	205,683.85	236,982.00	
TOTAL General Fund	185,404.90	187,783.00	187,783.00	158,711.89	205,683.85	236,982.00	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	185,404.90	187,783.00	187,783.00	158,711.89	205,683.85	236,982.00	
GRAND TOTAL	185,404.90	187,783.00	187,783.00	158,711.89	205,683.85	236,982.00	

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
bgdeptra

BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110120	670101	Salaries	120,091.00	114,309.00	143,761.00	19.71
	0110-10-120-000-670101-					
		SCHOENEMANN, JUSTIN T(100512)	1.00	97,273.00	97,273.00	
		BARTZ-WAGNER, PAULA J(100573)	.70	42,744.29	29,921.00	
		HR Assistant .70FTE to 1.0FTE	.00	.00	16,567.00	
110120	670104	Vacation	.00	.00	.00	.00
	0110-10-120-000-670104-					
110120	670105	Sick Pay	.00	.00	.00	.00
	0110-10-120-000-670105-					
110120	670106	Comp Time	.00	.00	.00	.00
	0110-10-120-000-670106-					
110120	670201	OverTime	.00	136.00	.00	.00
	0110-10-120-000-670201-					
110120	670204	Paid Time Off	.00	5,238.00	.00	.00
	0110-10-120-000-670204-					
110120	670205	Medical Leave	.00	.00	.00	.00
	0110-10-120-000-670205-					
110120	670206	Emergency Medical Leave	.00	.00	.00	.00
	0110-10-120-000-670206-					
110120	670301	Longevity	.00	.00	.00	.00
	0110-10-120-000-670301-					
110120	673101	Social Security	8,819.00	8,718.00	10,903.00	23.63
	0110-10-120-000-673101-					
		SCHOENEMANN, JUSTIN T(100512)	.00	.00	5,803.00	
		SCHOENEMANN, JUSTIN T(100512)	.00	.00	1,357.00	
		BARTZ-WAGNER, PAULA J(100573)	.00	.00	1,853.00	
		BARTZ-WAGNER, PAULA J(100573)	.00	.00	433.00	
		HR Assistant .70FTE to 1.0 FTE	.00	.00	1,457.00	
110120	673102	Retirement	8,106.00	8,079.00	9,272.00	14.38
	0110-10-120-000-673102-					
		SCHOENEMANN, JUSTIN T(100512)	.00	.00	6,323.00	
		BARTZ-WAGNER, PAULA J(100573)	.00	.00	1,945.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		HR Assistant .70 FTE to 1.0 FTE	.00	.00	1,004.00	
110120	673103	Worker's Comp Insurance 0110-10-120-000-673103-	171.00	166.95	171.00	.00
110120	673104	Unemployment Compensation 0110-10-120-000-673104-	.00	.00	.00	.00
110120	673201	Health Insurance 0110-10-120-000-673201-	22,828.00	23,299.00	30,766.00	34.77
		SCHOENEMANN, JUSTIN T(100512)	.00	.00	21,869.00	
		HR Assistant	.00	.00	8,897.00	
110120	673202	Dental Insurance 0110-10-120-000-673202-	.00	.00	.00	.00
110120	673203	Life Insurance 0110-10-120-000-673203-	118.00	135.00	199.00	68.64
		SCHOENEMANN, JUSTIN T(100512)	.00	.00	79.00	
		BARTZ-WAGNER, PAULA J(100573)	.00	.00	92.00	
		HR Assistant .70 FTE to 1.0 FTE	.00	.00	28.00	
110120	673204	Long Term Disability 0110-10-120-000-673204-	395.00	365.00	555.00	40.51
110120	680101	Office Supplies 0110-10-120-000-680101-	100.00	1,061.40	300.00	200.00
		HR Specific Supplies	1.00	300.00	300.00	
110120	680501	Memberships 0110-10-120-000-680501-	405.00	51.50	805.00	98.77
		Professional Memberships for HR Employees	1.00	805.00	805.00	
110120	680502	Printing/Publications 0110-10-120-000-680502-	.00	.00	.00	.00
110120	680503	Books & Periodicals 0110-10-120-000-680503-	.00	.00	.00	.00
110120	680504	Telephone services 0110-10-120-000-680504-	375.00	575.00	600.00	60.00
		Work Cell Phone	1.00	600.00	600.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 3  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110120	680505	Postage	50.00	50.00	50.00	.00
	0110-10-120-000-680505-		1.00	50.00	50.00	
110120	683101	Consultants - General	.00	.00	.00	.00
	0110-10-120-000-683101-					
110120	683201	Contracted Services - General	20,500.00	28,000.00	28,500.00	39.02
	0110-10-120-000-683201-					
		Concentra: Pre-Employment Testing	1.00	10,000.00	10,000.00	
		Test				
		Concentra: Random DOT Screening	1.00	1,500.00	1,500.00	
		Test				
		Diversified Benefits Services: FSA	1.00	4,000.00	4,000.00	
		Test				
		ODC: Pre-Employment & Promotional	1.00	11,000.00	11,000.00	
		Psychologicals				
		Seasonal EE Drug Screening	1.00	2,000.00	2,000.00	
110120	683501	Training/Conferences	825.00	.00	1,100.00	33.33
	0110-10-120-000-683501-		1.00	1,100.00	1,100.00	
110120	683602	Misc. Services-Recruiting	5,000.00	15,500.00	10,000.00	100.00
	0110-10-120-000-683602-		1.00	10,000.00	10,000.00	
110120	683702	Miscellaneous Services	.00	.00	.00	.00
	0110-10-120-000-683702-					
		BUDGET CEILING:			375,566.00	
		TOTALS:	187,783.00	205,683.85	236,982.00	26.20

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

## Legal Services

### Program Description

The following summarizes services that the City Attorney routinely provides for the City of Mequon:

- Provides counsel and advice to the City's elected officials, administrator, department heads, staff and appointed commissions on a wide variety of subject matters.
- Represents the municipality in civil litigation in both trial and appellate courts; in Chapter 236 (plat denial) judicial reviews; section 62.13 (fire and police discipline) appeals; section 62.23 *certiorari* reviews from the Board of Appeals; and tax assessment appeals.
- Assists with the creation, acquisition, environmental clean-up and redevelopment of land under the State of Wisconsin's tax incremental financing laws; provides counsel in other land, road right-of-way, and easement acquisitions; helps to coordinate road decommissioning and land dispositions.
- Negotiates, drafts, and reviews development agreements and other contractual documents; represents the City in the acquisition of real estate interests.
- Represents the City in Municipal Court prosecutions.

Occasionally, the City utilizes specialized legal services that are not provided by the City Attorney. Additional specialized legal counsel may include bond counsel, litigation counsel or other outside counsel to assist with more immediate or complex matters such as large-scale development projects. In addition, separate labor counsel offers support to the Human Resources Division by providing advice on various employment law matters, assisting with collective bargaining sessions and representing the City in interest arbitration, mediation and grievance arbitration hearings.

### 2021 Accomplishments

- Coordinated the development, drafting and approval of ordinance amendments to update the City's sex offender residency restrictions, and establish a sex offender residency appeal board.
- Initiated the demolition and removal of commercial building structures located at 10036 N. Port Washington Road.
- Assisted with the process to recruit and select the City's next Code Enforcement Officer.

### Key Performance Indicators

Activity	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budgeted
<b>Citations Processed*</b>	2,966	2,855	1,698	1,545	2,266
<b>Fines Paid to City*</b>	\$134,411	\$148,519	\$110,232	\$97,044	\$122,552
<b>Collective Bargaining Agreements</b>	1	1	2	1	0

\*Mid-Moraine Municipal Court Only

**2022 Objectives**

- Coordinate completion of a comprehensive update to the City’s Sign Code.
- Successfully resolve all outstanding litigation involving the City.
- Administer a competitive process to solicit and evaluate proposals for the position of City Attorney.

**Staffing for 2022**

Position (PT)	2020 Actual	2021 Actual	2022 Budget
City Attorney	By contract	By contract	By contract

**Estimated 2022 Revenue**

None

**Proposed 2022 Budget**

\$102,483

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110124 Legal Counsel							
80 MATERIALS & SUPPLIES							
110124 680504 Telephone	.00	.00	.00	.00	.00	.00	
TOTAL MATERIALS & SUPPLIES	.00	.00	.00	.00	.00	.00	
83 PURCHASED SERVICES							
110124 683301 Retainer	71,088.00	72,506.00	72,506.00	5,924.00	72,506.00	74,682.00	
110124 683302 Court Ops	14,352.00	14,501.00	14,501.00	-132.00	14,501.00	14,501.00	
110124 683303 Court Fees	120.00	100.00	100.00	.00	100.00	100.00	
110124 683311 SpcLglGen	17,287.00	3,200.00	3,200.00	2,800.00	3,200.00	3,200.00	
110124 683312 SpcLglLab	20,474.10	10,000.00	10,000.00	14,999.99	10,000.00	10,000.00	
TOTAL PURCHASED SERVICES	123,321.10	100,307.00	100,307.00	23,591.99	100,307.00	102,483.00	
TOTAL Legal Counsel	123,321.10	100,307.00	100,307.00	23,591.99	100,307.00	102,483.00	
TOTAL General Fund	123,321.10	100,307.00	100,307.00	23,591.99	100,307.00	102,483.00	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	123,321.10	100,307.00	100,307.00	23,591.99	100,307.00	102,483.00	
GRAND TOTAL	123,321.10	100,307.00	100,307.00	23,591.99	100,307.00	102,483.00	

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110124	680504	Telephone services 0110-10-124-000-680504-	.00	.00	.00	.00
110124	683301	Special Serv-Retainer 0110-10-124-000-683301-	72,506.00	72,506.00	74,682.00	3.00
			1.00	74,682.00	74,682.00	
110124	683302	Spec Serv-Court Operations 0110-10-124-000-683302-	14,501.00	14,501.00	14,501.00	.00
			1.00	14,501.00	14,501.00	
110124	683303	Court Fees & Expenses 0110-10-124-000-683303-	100.00	100.00	100.00	.00
			1.00	100.00	100.00	
110124	683311	Special Legal Counsel - Genera 0110-10-124-000-683311-	3,200.00	3,200.00	3,200.00	.00
			1.00	3,200.00	3,200.00	
110124	683312	Spec Legal Counsel-Labo 0110-10-124-000-683312-	10,000.00	10,000.00	10,000.00	.00
			1.00	10,000.00	10,000.00	
		BUDGET CEILING:			200,614.00	
		TOTALS:	100,307.00	100,307.00	102,483.00	2.17

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Inspections Division

## Program Description

The Department of Community Development Inspections Division provides professional inspection services for all residential and non-residential construction and alteration projects within the City of Mequon, to ensure compliance with all required Federal, State and local codes, ordinances and requirements.

## 2021 Accomplishments

- The Inspections Division met its objective of a 10-day turnaround time for plan review of submittals and worked with applicants to achieve compliance with Federal, State and Local requirements.
- Performed professional inspections typically within two workdays of request for the completed work. The quality and completeness of inspections prevents violations of appropriate and applicable codes.
- Met the objective for inspections for life/safety compliance 100% of the time.
- Required and enforced erosion control for single family home construction to meet NR216 requirements.
- Staff liaison for Architectural Review Board and Board of Appeals.
- Erosion control inspections were conducted on new homes under construction.
- Inspections staff are utilizing permit/inspection software module.
- Assisted in policy analysis, code enforcement and department operational analysis.

## Key Performance Indicators

Permits Issued	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budgeted
<b>Building</b>	797	834	841	976	862
<b>Electrical</b>	1093	1046	1008	1095	1060
<b>Plumbing</b>	908	930	914	880	908
<b>HVAC</b>	674	660	626	699	664
<b>Wells</b>	7	12	9	14	11
<b>Architectural Board</b>	147	115	92	105	115
<b>Occupancy Final/Temp.</b>	230	204	152	113	174
<b>Permits Processed</b>	3,881	3,814	3,808	3,882	3795
<b>Total Permit Fees Collected</b>	\$ 951,791	\$ 911,378	\$ 674,177	\$ 770,900	\$ 822,000

Construction Valuations					
Activity	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budgeted
New Homes	52	49	56	50	52
Home Valuation (\$)	29,268,630	28,728,184	29,146,875	28,500,000	29,910,900
New & Additions					
Commercial	74	74	56	60	66
Commercial Valuation (\$)	59,436,403	30,445,296	23,235,052	35,000,000	38,279,175

**2022 Objectives**

- Perform plan reviews for compliance with Federal, State and Local requirements within 10 working days of receipt.
- Perform professional inspections within two workdays of request.
- Enforce erosion control for single family home construction to meet NR216 requirements.
- Staff liaison for Architectural Review Board and Board of Appeals.
- Continue to train inspectors and inform and educate builders to achieve a higher level of compliance.
- Technology, scheduling and process related functions will continue to evolve with an eye towards even greater streamlining as the division transitions to updated data, software and technology equipment upgrades.
- Continue efforts towards implementation of policy analysis and operational analysis.

**Staffing for 2022**

Positions (FTE)	2019 Actual	2020 Actual	2021 Actual	2022 Budget
Inspector	2.00	3.00	3.00	2.00
Permit Coordinator	0	1.0	1.0	1.0
Administrative Assistant	1.00	2.00	2.00	2.00
Plan Review (Contract)	0.50	0.50	0.50	0.50
Building Inspections Supervisor	1.00	1.00	1.00	1.00

**Estimated 2022 Revenue**

\$926,000

**Proposed 2022 Budget**

\$524,305

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



09/23/2021 13:03  
mkeyser

CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund			2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110244	Inspections								
70	SALARIES								
110244	670101	Salaries	270,230.00	324,975.00	324,975.00	199,666.13	288,964.00	330,131.00	
110244	670104	Vacation	.00	.00	.00	.00	.00	.00	
110244	670105	Sick Pay	.00	.00	.00	.00	.00	.00	
110244	670106	CompTime	4,903.93	1,000.00	1,000.00	83.16	135.00	1,000.00	
110244	670201	OverTime	1,213.34	500.00	500.00	.00	.00	500.00	
110244	670204	PTO	24,288.63	.00	.00	14,817.05	18,617.00	.00	
110244	670205	FMLA	2,876.61	.00	.00	21.69	21.69	.00	
110244	670206	EmergLeave	2,279.91	.00	.00	.00	.00	.00	
110244	670301	Longevity	.00	.00	.00	.00	.00	.00	
	TOTAL SALARIES		305,792.42	326,475.00	326,475.00	214,588.03	307,737.69	331,631.00	
73	FRINGE BENEFITS								
110244	673101	Social Sec	22,098.26	23,240.00	23,240.00	15,359.44	22,043.00	23,052.00	
110244	673102	Retirement	20,380.20	21,931.00	21,931.00	14,412.49	20,656.00	21,459.00	
110244	673103	W/C Insure	9,664.51	8,921.00	8,921.00	9,686.23	9,686.23	8,921.00	
110244	673104	UnempComp	.00	.00	.00	.00	.00	.00	
110244	673201	Health Ins	102,523.69	112,546.00	112,546.00	79,871.47	113,925.00	108,548.00	
110244	673202	Dental Ins	3,817.35	4,072.00	4,072.00	2,884.22	4,117.00	4,072.00	
110244	673203	Life Ins	1,331.89	1,502.00	1,502.00	808.96	1,131.00	1,317.00	
110244	673204	Disability	1,120.33	1,650.00	1,650.00	1,001.26	1,215.00	1,215.00	
	TOTAL FRINGE BENEFITS		160,936.23	173,862.00	173,862.00	124,024.07	172,773.23	168,584.00	
75	OTHER STAFF COSTS								
110244	675101	Uniforms	948.75	1,035.00	1,035.00	53.75	981.00	1,035.00	
	TOTAL OTHER STAFF COSTS		948.75	1,035.00	1,035.00	53.75	981.00	1,035.00	
80	MATERIALS & SUPPLIES								
110244	680101	Office Sup	1,282.59	650.00	650.00	146.91	650.00	1,000.00	
110244	680301	WS-Admin	2,696.90	2,750.00	2,750.00	1,606.32	2,750.00	2,750.00	
110244	680501	Membership	1,292.59	1,320.00	1,320.00	934.80	1,065.00	1,280.00	
110244	680503	BooksPerio	.00	200.00	200.00	.00	100.00	100.00	
110244	680504	Telephone	1,828.50	1,800.00	1,800.00	1,111.07	1,825.00	1,800.00	
110244	680505	Postage	1,543.75	1,700.00	1,700.00	1,130.03	1,700.00	1,700.00	
	TOTAL MATERIALS & SUPPLIES		8,644.33	8,420.00	8,420.00	4,929.13	8,090.00	8,630.00	
83	PURCHASED SERVICES								
110244	683101	Cnsult-Gen	.00	.00	.00	.00	.00	.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110244 683201 Cntrct-Gen	8,623.75	10,000.00	10,000.00	2,463.07	5,460.00	8,000.00	
110244 683202 Cntrct-Mnt	.00	.00	.00	.00	.00	.00	
110244 683402 Auto Insur	2,905.49	2,575.00	2,575.00	2,335.58	2,335.58	2,575.00	
110244 683501 Train/Conf	3,325.83	2,738.00	2,738.00	3,787.45	5,780.00	3,650.00	
110244 683702 Misc.Servs	.00	.00	.00	.00	.00	.00	
<b>TOTAL PURCHASED SERVICES</b>	<b>14,855.07</b>	<b>15,313.00</b>	<b>15,313.00</b>	<b>8,586.10</b>	<b>13,575.58</b>	<b>14,225.00</b>	
86 FACILITY & PLANT							
110244 686550 M & R	.00	.00	.00	.00	.00	.00	
<b>TOTAL FACILITY &amp; PLANT</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	
88 EQUIPMENT / LEASES							
110244 680401 Equip / Sm	.00	200.00	200.00	.00	200.00	200.00	
<b>TOTAL EQUIPMENT / LEASES</b>	<b>.00</b>	<b>200.00</b>	<b>200.00</b>	<b>.00</b>	<b>200.00</b>	<b>200.00</b>	
TOTAL Inspections	491,176.80	525,305.00	525,305.00	352,181.08	503,357.50	524,305.00	
TOTAL General Fund	491,176.80	525,305.00	525,305.00	352,181.08	503,357.50	524,305.00	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	491,176.80	525,305.00	525,305.00	352,181.08	503,357.50	524,305.00	
<b>GRAND TOTAL</b>	<b>491,176.80</b>	<b>525,305.00</b>	<b>525,305.00</b>	<b>352,181.08</b>	<b>503,357.50</b>	<b>524,305.00</b>	

\*\* END OF REPORT - Generated by Marie Keyser \*\*

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110244	670101	Salaries	324,975.00	288,964.00	330,131.00	1.59
	0110-20-244-000-670101-					
		SCHOENKNECHT, MARTIN(100173)	1.00	76,710.00	76,710.00	
		HEIL, KAREN A(100322)	1.00	53,955.00	53,955.00	
		HOEFT, KRISTINE K(100644)	1.00	46,238.00	46,238.00	
		HADLEY, MIKE M(100647)	1.00	82,487.00	82,487.00	
		GOLDEN, GREGORY W(100762)	1.00	70,741.00	70,741.00	
110244	670104	Vacation	.00	.00	.00	.00
	0110-20-244-000-670104-					
110244	670105	Sick Pay	.00	.00	.00	.00
	0110-20-244-000-670105-					
110244	670106	Comp Time	1,000.00	135.00	1,000.00	.00
	0110-20-244-000-670106-					
110244	670201	OverTime	500.00	.00	500.00	.00
	0110-20-244-000-670201-					
110244	670204	Paid Time Off	.00	18,617.00	.00	.00
	0110-20-244-000-670204-					
110244	670205	Medical Leave	.00	21.69	.00	.00
	0110-20-244-000-670205-					
110244	670206	Emergency Medical Leave	.00	.00	.00	.00
	0110-20-244-000-670206-					
110244	670301	Longevity	.00	.00	.00	.00
	0110-20-244-000-670301-					
110244	673101	Social Security	23,240.00	22,043.00	23,052.00	-.81
	0110-20-244-000-673101-					
		SCHOENKNECHT, MARTIN(100173)	.00	.00	4,151.00	
		SCHOENKNECHT, MARTIN(100173)	.00	.00	971.00	
		HEIL, KAREN A(100322)	.00	.00	2,798.00	
		HEIL, KAREN A(100322)	.00	.00	654.00	
		HOEFT, KRISTINE K(100644)	.00	.00	2,654.00	
		HOEFT, KRISTINE K(100644)	.00	.00	621.00	
		HOEFT, KRISTINE K(100644)	.00	.00	4,927.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		HADLEY, MIKE M(100647)			1,152.00	
		HADLEY, MIKE M(100647)	.00	.00		
		GOLDEN, GREGORY W(100762)	.00	.00	4,153.00	
		GOLDEN, GREGORY W(100762)	.00	.00	971.00	
110244	673102	Retirement	21,931.00	20,656.00	21,459.00	-2.15
		0110-20-244-000-673102-				
		SCHOENKNECHT, MARTIN(100173)	.00	.00	4,986.00	
		HEIL, KAREN A(100322)	.00	.00	3,507.00	
		HOEFT, KRISTINE K(100644)	.00	.00	3,006.00	
		HADLEY, MIKE M(100647)	.00	.00	5,362.00	
		GOLDEN, GREGORY W(100762)	.00	.00	4,598.00	
110244	673103	Worker's Comp Insurance	8,921.00	9,686.23	8,921.00	.00
		0110-20-244-000-673103-				
110244	673104	Unemployment Compensation	.00	.00	.00	.00
		0110-20-244-000-673104-				
110244	673201	Health Insurance	112,546.00	113,925.00	108,548.00	-3.55
		0110-20-244-000-673201-				
		SCHOENKNECHT, MARTIN(100173)	.00	.00	21,869.00	
		HEIL, KAREN A(100322)	.00	.00	21,072.00	
		HOEFT, KRISTINE K(100644)	.00	.00	21,869.00	
		HADLEY, MIKE M(100647)	.00	.00	21,869.00	
		GOLDEN, GREGORY W(100762)	.00	.00	21,869.00	
110244	673202	Dental Insurance	4,072.00	4,117.00	4,072.00	.00
		0110-20-244-000-673202-				
		SCHOENKNECHT, MARTIN(100173)	.00	.00	1,018.00	
		HEIL, KAREN A(100322)	.00	.00	1,018.00	
		HOEFT, KRISTINE K(100644)	.00	.00	1,018.00	
		GOLDEN, GREGORY W(100762)	.00	.00	1,018.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110244	673203	Life Insurance	1,502.00	1,131.00	1,317.00	-12.32
	0110-20-244-000-673203-					
		SCHOENKNECHT, MARTIN(100173)	.00	.00	657.00	
		HEIL, KAREN A(100322)	.00	.00	281.00	
		HOEFT, KRISTINE K(100644)	.00	.00	143.00	
		HADLEY, MIKE M(100647)	.00	.00	119.00	
		GOLDEN, GREGORY W(100762)	.00	.00	117.00	
110244	673204	Long Term Disability	1,650.00	1,215.00	1,215.00	-26.36
	0110-20-244-000-673204-					
110244	675101	Uniforms & Clothing	1,035.00	981.00	1,035.00	.00
	0110-20-244-000-675101-					
110244	680101	Office Supplies	650.00	650.00	1,000.00	53.85
	0110-20-244-000-680101-					
110244	680301	Work Supplies-Admin	2,750.00	2,750.00	2,750.00	.00
	0110-20-244-000-680301-					
110244	680401	Equip / Small Tools	200.00	200.00	200.00	.00
	0110-20-244-000-680401-					
		miscellaneous equipment: tape, glasses, levels etc	1.00	200.00	200.00	
110244	680501	Memberships	1,320.00	1,065.00	1,280.00	-3.03
	0110-20-244-000-680501-					
		Builders Assoc (4)	1.00	170.00	170.00	
		ASSE & Plumbing INspectors Society (2)	1.00	140.00	140.00	
		IAEI & SE WI Electrical Inspections (1)	1.00	130.00	130.00	
		ASFPM	1.00	140.00	140.00	
		PL License	1.00	.00	.00	
		MS License	1.00	660.00	660.00	
		KS License	1.00	40.00	40.00	
110244	680503	Books & Periodicals	200.00	100.00	100.00	-50.00
	0110-20-244-000-680503-					
110244	680504	Telephone services	1,800.00	1,825.00	1,800.00	.00
	0110-20-244-000-680504-					
110244	680505	Postage	1,700.00	1,700.00	1,700.00	.00
	0110-20-244-000-680505-					

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110244	683101	Consultants - General 0110-20-244-000-683101-	.00	.00	.00	.00
110244	683201	Contracted Services - General 0110-20-244-000-683201- Outsourced/Contracted Inspections	10,000.00 2.00	5,460.00 4,000.00	8,000.00 8,000.00	-20.00
110244	683202	Contracted Services - Maint. 0110-20-244-000-683202-	.00	.00	.00	.00
110244	683402	Auto Insurance 0110-20-244-000-683402- Auto Insurance	2,575.00 1.00	2,335.58 2,575.00	2,575.00 2,575.00	.00
110244	683501	Training/Conferences 0110-20-244-000-683501- Training (5)	2,738.00 1.00	5,780.00 3,650.00	3,650.00 3,650.00	33.31
110244	683702	Miscellaneous Services 0110-20-244-000-683702-	.00	.00	.00	.00
110244	686550	M & R 0110-20-244-000-686550-	.00	.00	.00	.00
		BUDGET CEILING:			1,050,610.00	
		TOTALS:	525,305.00	503,357.50	524,305.00	-.19

\*\* END OF REPORT - Generated by Marie Keyser \*\*

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

## Planning Division

### Program Description

The Department of Community Development Planning Division is responsible for policy analysis, long range planning, current development review, zoning code administration, economic development, landmarks administration, zoning code enforcement, geographic information systems (GIS), census/demographic coordination and general information processing relative to development and redevelopment within the community.

### 2021 Accomplishments

- Coordinated public input, market data and private sector resources to build consensus and decision making for land use and zoning within the Ulao Creek neighborhood.
- Developed and gained consensus of the final phase for development and expenditures of the Town Center TID and neighborhood.
- Provided data for Census 2020 and assisted in Aldermanic redistricting.
- Manage and advise multiple stakeholders throughout the process for development proposals and policy analysis.
- Serve as staff liaison to respective boards and commissions.
- Develop policies, zoning, text amendments and tools for the Port Washington Road corridor to plan for redevelopment and future, new development opportunities.
- Managed and administered Zoning and Sign Code enforcement through administrative guidelines and coordinating efforts with the City Attorney and Police Department related to municipal court.
- Developed the construction and agreement for the Town Center Gateway feature with committee, Council and Rotary Foundation. Construction on the feature has been executed.

### Key Performance Indicators

Activity	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budgeted
<b>CSM/Land Splits</b>	13	7	9	11	10
<b>Conditional Use/Special Exceptions</b>	13	7	15	14	13
<b>Land Use</b>	6	7	6	2	5
<b>Plats</b>	6	5	7	6	6
<b>Developer Conferences</b>	18,000	18,000	18,000	18,000	18,000
<b>Planning Commission Meetings</b>	12	10	22	19	20
<b>Special Sessions</b>	0	0	2	10	4
<b>Development Agreements</b>	4	5	6	5	5

Activity	2017 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budgeted
<b>Landscape Plan</b>	3	2	7	5	4
<b>Rezoning Recommendations</b>	22	7	8	15	13
<b>Consultation</b>	4	1	6	4	4
<b>Minor Requests</b>	20	9	20	25	18
<b>Concept Plan</b>	4	5	4	4	8
<b>Building/Site Plan Reviews</b>	19	16	21	15	17
<b>Open Space Plans</b>	1	0	0	1	2
<b>Specimen Tree Removal Requests</b>	4	2	4	1	2
<b>Master Sign Plan Approval</b>	6	1	3	10	8
<b>Sign Permits</b>	44	42	23	30	30

### 2022 Objectives

- Manage and advise multiple stakeholders throughout the process for development proposals and policy analysis.
- Serve as staff liaison to respective boards and commissions.
- Develop policies, zoning, text amendments and tools for the Port Washington Road corridor to plan for redevelopment and future, new development opportunities.
- Continue progress of Town Center development including public and private investment and evaluate additional measures to ensure success of district.
- Market new land use opportunities within the Ulao Creek neighborhood.
- Design and implementation of TC public improvements including road, OIT, utility burial and traffic calming and streetscaping.
- Continue to improve economic tools, community outreach and service to stakeholders to achieve a high level of citizen satisfaction.

### Staffing for 2022

Positions (FTE)	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget
<b>Community Development Director</b>	1.00	1.00	1.00	1.00	1.00
<b>Assistant Community Development Director</b>	1.00	1.00	1.00	1.00	1.00
<b>Planner I</b>	1.00	1.00	1.00	1.00	1.00
<b>Administrative Secretary</b>	0.50	0.50	0.50	0.50	0.50

### Estimated 2022 Revenue

\$79,700

### Proposed 2022 Budget

\$464,043



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT		
<hr/>									
110578	Community Development								
<hr/>									
70	SALARIES								
110578	670101	Salaries	272,748.22	302,669.00	302,669.00	190,024.09	271,178.00	317,917.00	
110578	670104	Vacation	.00	.00	.00	.00	.00	.00	
110578	670105	Sick Pay	.00	.00	.00	.00	.00	.00	
110578	670106	CompTime	852.43	.00	.00	225.93	365.00	.00	
110578	670201	OverTime	155.66	.00	.00	.00	.00	.00	
110578	670204	PTO	31,147.45	.00	.00	25,949.35	39,482.00	.00	
110578	670205	FMLA	.00	.00	.00	.00	.00	.00	
110578	670206	EmergLeave	1,830.21	.00	.00	231.92	375.00	.00	
110578	670301	Longevity	.00	.00	.00	.00	.00	.00	
TOTAL SALARIES			306,733.97	302,669.00	302,669.00	216,431.29	311,400.00	317,917.00	
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73	FRINGE BENEFITS								
110578	673101	Social Sec	22,277.90	21,901.00	21,901.00	15,685.37	22,582.00	22,994.00	
110578	673102	Retirement	20,704.68	20,430.00	20,430.00	14,609.26	21,020.00	20,664.00	
110578	673103	W/C Insure	489.98	503.00	503.00	491.10	491.10	503.00	
110578	673104	UnempComp	.00	.00	.00	.00	.00	.00	
110578	673201	Health Ins	75,301.40	77,771.00	77,771.00	55,550.57	79,377.00	52,635.00	
110578	673202	Dental Ins	2,035.92	2,036.00	2,036.00	1,526.94	2,196.00	2,036.00	
110578	673203	Life Ins	625.27	640.00	640.00	441.27	625.00	661.00	
110578	673204	Disability	1,043.84	1,650.00	1,650.00	869.53	1,043.00	1,043.00	
TOTAL FRINGE BENEFITS			122,478.99	124,931.00	124,931.00	89,174.04	127,334.10	100,536.00	
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80	MATERIALS & SUPPLIES								
110578	680101	Office Sup	1,600.29	1,500.00	1,500.00	1,166.56	1,500.00	1,500.00	
110578	680103	CopierSupy	.00	.00	.00	.00	.00	.00	
110578	680501	Membership	3,040.00	1,665.00	1,665.00	1,226.25	1,685.00	2,200.00	
110578	680502	Print/Pub	3,267.38	2,400.00	2,400.00	1,500.00	2,000.00	2,400.00	
110578	680503	BooksPerio	.00	1,000.00	1,000.00	.00	500.00	500.00	
110578	680504	Telephone	883.22	960.00	960.00	380.54	890.00	890.00	
110578	680505	Postage	3,303.95	4,200.00	4,200.00	2,333.48	4,200.00	4,000.00	
TOTAL MATERIALS & SUPPLIES			12,094.84	11,725.00	11,725.00	6,606.83	10,775.00	11,490.00	
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83	PURCHASED SERVICES								
110578	683101	Cnsult-Gen	3,000.00	7,500.00	7,500.00	53,990.00	51,830.00	7,000.00	
110578	683102	Cnsult-PCS	4,300.00	3,500.00	3,500.00	3,000.00	1,750.00	3,000.00	
110578	683201	Cntrct-Gen	20,000.00	20,000.00	20,000.00	16,192.00	13,000.00	20,000.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110578 683202 Cntrct-Mnt	.00	.00	.00	.00	.00	.00	
110578 683211 CommCable	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	
110578 683501 Train/Conf	.00	825.00	825.00	50.00	600.00	1,100.00	
<b>TOTAL PURCHASED SERVICES</b>	<b>30,300.00</b>	<b>34,825.00</b>	<b>34,825.00</b>	<b>76,232.00</b>	<b>70,180.00</b>	<b>34,100.00</b>	
86 FACILITY & PLANT							
110578 686550 M & R	.00	.00	.00	.00	.00	.00	
<b>TOTAL FACILITY &amp; PLANT</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	
88 EQUIPMENT / LEASES							
110578 688101 Photocopie	2,409.40	.00	.00	.00	.00	.00	
<b>TOTAL EQUIPMENT / LEASES</b>	<b>2,409.40</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>TOTAL Community Development</b>	<b>474,017.20</b>	<b>474,150.00</b>	<b>474,150.00</b>	<b>388,444.16</b>	<b>519,689.10</b>	<b>464,043.00</b>	
<b>TOTAL General Fund</b>	<b>474,017.20</b>	<b>474,150.00</b>	<b>474,150.00</b>	<b>388,444.16</b>	<b>519,689.10</b>	<b>464,043.00</b>	
<b>TOTAL REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>TOTAL EXPENSE</b>	<b>474,017.20</b>	<b>474,150.00</b>	<b>474,150.00</b>	<b>388,444.16</b>	<b>519,689.10</b>	<b>464,043.00</b>	
<b>GRAND TOTAL</b>	<b>474,017.20</b>	<b>474,150.00</b>	<b>474,150.00</b>	<b>388,444.16</b>	<b>519,689.10</b>	<b>464,043.00</b>	

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
bgdeptra

BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110578	670101	Salaries	302,669.00	271,178.00	317,917.00	5.04
	0110-50-578-000-670101-					
		TOLLEFSON, KIMBERLY R(100112)	1.00	128,282.00	128,282.00	
		ZADER, JAC A(100142)	1.00	103,003.00	103,003.00	
		BUZZELL, ROBIN L(100420)	.50	49,670.00	24,835.00	
		VANG, PA PHOUALA(100544)	1.00	61,797.00	61,797.00	
110578	670104	Vacation	.00	.00	.00	.00
	0110-50-578-000-670104-					
110578	670105	Sick Pay	.00	.00	.00	.00
	0110-50-578-000-670105-					
110578	670106	Comp Time	.00	365.00	.00	.00
	0110-50-578-000-670106-					
110578	670201	OverTime	.00	.00	.00	.00
	0110-50-578-000-670201-					
110578	670204	Paid Time Off	.00	39,482.00	.00	.00
	0110-50-578-000-670204-					
110578	670205	Medical Leave	.00	.00	.00	.00
	0110-50-578-000-670205-					
110578	670206	Emergency Medical Leave	.00	375.00	.00	.00
	0110-50-578-000-670206-					
110578	670301	Longevity	.00	.00	.00	.00
	0110-50-578-000-670301-					
110578	673101	Social Security	21,901.00	22,582.00	22,994.00	4.99
	0110-50-578-000-673101-					
		TOLLEFSON, KIMBERLY R(100112)	.00	.00	7,444.00	
		TOLLEFSON, KIMBERLY R(100112)	.00	.00	1,741.00	
		ZADER, JAC A(100142)	.00	.00	6,022.00	
		ZADER, JAC A(100142)	.00	.00	1,408.00	
		BUZZELL, ROBIN L(100420)	.00	.00	1,447.00	
		BUZZELL, ROBIN L(100420)	.00	.00	338.00	
		VANG, PA PHOUALA(100544)	.00	.00	3,723.00	
			.00	.00	871.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		VANG, PA PHOUALA(100544)				
110578	673102	Retirement	20,430.00	21,020.00	20,664.00	1.15
		0110-50-578-000-673102-	.00	.00	8,338.00	
		TOLLEFSON, KIMBERLY R(100112)	.00	.00	6,695.00	
		ZADER, JAC A(100142)	.00	.00	1,614.00	
		BUZZELL, ROBIN L(100420)	.00	.00	4,017.00	
		VANG, PA PHOUALA(100544)				
110578	673103	Worker's Comp Insurance	503.00	491.10	503.00	.00
		0110-50-578-000-673103-				
110578	673104	Unemployment Compensation	.00	.00	.00	.00
		0110-50-578-000-673104-				
110578	673201	Health Insurance	77,771.00	79,377.00	52,635.00	-32.32
		0110-50-578-000-673201-	.00	.00	21,869.00	
		TOLLEFSON, KIMBERLY R(100112)	.00	.00	21,869.00	
		ZADER, JAC A(100142)	.00	.00	8,897.00	
		VANG, PA PHOUALA(100544)				
110578	673202	Dental Insurance	2,036.00	2,196.00	2,036.00	.00
		0110-50-578-000-673202-	.00	.00	1,018.00	
		TOLLEFSON, KIMBERLY R(100112)	.00	.00	1,018.00	
		ZADER, JAC A(100142)				
110578	673203	Life Insurance	640.00	625.00	661.00	3.28
		0110-50-578-000-673203-	.00	.00	206.00	
		TOLLEFSON, KIMBERLY R(100112)	.00	.00	317.00	
		ZADER, JAC A(100142)	.00	.00	86.00	
		BUZZELL, ROBIN L(100420)	.00	.00	52.00	
		VANG, PA PHOUALA(100544)				
110578	673204	Long Term Disability	1,650.00	1,043.00	1,043.00	-36.79
		0110-50-578-000-673204-				

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110578	680101	Office Supplies 0110-50-578-000-680101-	1,500.00	1,500.00	1,500.00	.00
			1.00	1,500.00	1,500.00	
110578	680103	Office Supp- Copier Equ 0110-50-578-000-680103-	.00	.00	.00	.00
110578	680501	Memberships 0110-50-578-000-680501-	1,665.00	1,685.00	2,200.00	32.13
		APA/AICP	1.00	1,660.00	1,660.00	
		WEDC	1.00	540.00	540.00	
110578	680502	Printing/Publications 0110-50-578-000-680502-	2,400.00	2,000.00	2,400.00	.00
			1.00	2,400.00	2,400.00	
110578	680503	Books & Periodicals 0110-50-578-000-680503-	1,000.00	500.00	500.00	-50.00
		Subscriptions & Special Topic Books	1.00	500.00	500.00	
110578	680504	Telephone services 0110-50-578-000-680504-	960.00	890.00	890.00	-7.29
		2 cell phones: Director & Assist.	2.00	445.00	890.00	
110578	680505	Postage 0110-50-578-000-680505-	4,200.00	4,200.00	4,000.00	-4.76
			1.00	4,000.00	4,000.00	
110578	683101	Consultants - General 0110-50-578-000-683101-	7,500.00	51,830.00	7,000.00	-6.67
		Planning Commission Special Project(s)	1.00	7,000.00	7,000.00	
110578	683102	Consultants - Plan Comm Suprt 0110-50-578-000-683102-	3,500.00	1,750.00	3,000.00	-14.29
		Landscape Consultant	1.00	3,000.00	3,000.00	
110578	683201	Contracted Services - General 0110-50-578-000-683201-	20,000.00	13,000.00	20,000.00	.00
		Health/Enforcement Officer	1.00	18,144.00	18,144.00	
		Project Specific Outsourced Expert	1.00	1,856.00	1,856.00	
110578	683202	Contracted Services - Maint. 0110-50-578-000-683202-	.00	.00	.00	.00
110578	683211	Communications-Cable TV 0110-50-578-000-683211-	3,000.00	3,000.00	3,000.00	.00
		Video of PC meetings	12.00	250.00	3,000.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110578	683501	Training/Conferences	825.00	600.00	1,100.00	33.33
	0110-50-578-000-683501-	Certifications	1.00	500.00	500.00	
		Discretionary Training	1.00	600.00	600.00	
110578	686550	M & R	.00	.00	.00	.00
	0110-50-578-000-686550-					
110578	688101	Photocopiers	.00	.00	.00	.00
	0110-50-578-000-688101-					
		BUDGET CEILING:			948,300.00	
		TOTALS:	474,150.00	519,689.10	464,043.00	-2.13

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Fire/Emergency Medical Services

## Program Description

The Mequon Fire Department provides fire prevention, fire suppression, and paramedic level emergency medical services to the community. The Fire Department is responsible for plan review of new construction, inspection of all commercial, industrial and multi-family residences twice a year. The Fire Department uses a tiered response system for emergency medical calls. The tiered system allows for immediate response to medical emergencies by an Emergency Medical Technician with the availability of paramedic intervention for the most serious cases.

## 2021 Accomplishments

- Recruited and hired three Battalion Fire Chiefs in charge of, training, EMS, and CCR.
- Completed Future of our Fire Department buildings and information technology report.
- Created electronic fire inspection form in an online database for use in the field.

## Key Performance Indicators

Activity	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budgeted
<b>Total Calls</b>	2,187	2,323	2,216	2,300	2,300
<b>Fire Calls Answered</b>	483	489	428	450	450
<b>EMS Responses</b>	1,704	1,834	1,788	1,850	1,850
<b>Fire Inspections</b>	1,700	1,700	1,200	1,800	750

## 2022 Objectives

- Use electronic patient care reports to establish a database of repeat patients.
- Establish a Rescue Task Force for active shooter incidents with Mequon PD.
- Hire credentialed interns to use as staffing in the absence of on call members.

## Staffing for 2022

Positions (FTE)	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budgeted
<b>Fire Chief</b>	1.00	1.00	1.00	1.00	1.00
<b>Administrative Secretary</b>	0.62	0.62	0.62	0.62	0.62
<b>Fire Fighter/EMTs Paid on Call</b>	60.00	60.00	65.00	65.00	65.00
<b>Deputy Fire Chief</b>	0.00	0.00	1.00	1.00	1.00
<b>Battalion Fire Chief</b>	0.0.	0.00	0.00	3.00	3.00

### Estimated 2022 Revenue

\$918,700

### Proposed 2022 Budget

\$2,237,013



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund			2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110236	Fire / EMS								
70	SALARIES								
110236	670101	Salaries	265,931.00	532,128.00	458,128.00	277,741.84	382,388.00	573,104.00	
110236	670102	POC	.00	.00	.00	10,164.78	14,024.00	.00	
110236	670104	Vacation	.00	.00	.00	.00	.00	.00	
110236	670105	Sick Pay	.00	.00	.00	.00	.00	.00	
110236	670106	CompTime	234.95	.00	.00	134.16	217.00	.00	
110236	670150	EMS Resp	194,442.78	264,066.00	264,066.00	154,464.86	217,846.00	264,066.00	
110236	670151	Fire Calls	100,116.12	173,877.00	173,877.00	102,847.77	149,227.00	173,877.00	
110236	670160	Station	18,491.12	33,000.00	33,000.00	5,132.35	7,123.00	33,000.00	
110236	670161	Veh Insp	23,781.00	21,382.00	21,382.00	13,965.78	20,269.00	21,382.00	
110236	670162	StaffTrain	83,869.67	113,280.00	113,280.00	70,444.51	107,971.00	113,280.00	
110236	670163	FireInspec	2,044.85	9,900.00	9,900.00	1,730.16	2,060.00	9,900.00	
110236	670164	ComEduc	184.23	2,475.00	2,475.00	893.13	1,445.00	2,475.00	
110236	670171	First Resp	35,154.42	65,700.00	65,700.00	33,466.29	47,555.00	65,700.00	
110236	670172	Amb POC	158,559.23	98,550.00	98,550.00	82,835.00	122,631.00	98,550.00	
110236	670173	Para POC	270,657.33	291,883.00	291,883.00	204,479.16	293,908.00	291,883.00	
110236	670174	Hazard Pay	83,523.93	.00	.00	.00	.00	.00	
110236	670201	OverTime	.00	.00	.00	.00	.00	.00	
110236	670204	PTO	20,433.83	.00	.00	15,419.86	22,497.00	.00	
110236	670205	FMLA	.00	.00	.00	.00	.00	.00	
110236	670206	EmergLeave	23,024.50	.00	.00	.00	.00	.00	
110236	670301	Longevity	.00	.00	.00	.00	.00	.00	
	TOTAL SALARIES		1,280,448.96	1,606,241.00	1,532,241.00	973,719.65	1,389,161.00	1,647,217.00	
73	FRINGE BENEFITS								
110236	673101	Social Sec	97,644.53	137,011.00	131,011.00	73,976.38	105,546.00	104,400.00	
110236	673102	Retirement	97,039.93	124,792.00	124,792.00	75,656.99	107,901.00	103,816.00	
110236	673103	W/C Insure	14,742.75	15,790.00	15,790.00	14,775.88	14,775.88	15,790.00	
110236	673104	UnempComp	3,348.47	.00	.00	1,161.15	1,605.00	.00	
110236	673201	Health Ins	22,105.05	91,312.00	81,312.00	24,402.27	33,486.00	43,420.00	
110236	673202	Dental Ins	1,017.96	4,072.00	4,072.00	850.74	1,192.00	1,346.00	
110236	673203	Life Ins	2,488.61	1,415.00	1,415.00	1,422.02	2,014.00	1,128.00	
110236	673204	Disability	774.46	750.00	750.00	1,039.80	1,208.00	1,208.00	
	TOTAL FRINGE BENEFITS		239,161.76	375,142.00	359,142.00	193,285.23	267,727.88	271,108.00	
75	OTHER STAFF COSTS								
110236	675101	Uniforms	19,537.74	19,800.00	19,800.00	26,161.20	27,000.00	19,800.00	
	TOTAL OTHER STAFF COSTS		19,537.74	19,800.00	19,800.00	26,161.20	27,000.00	19,800.00	
80	MATERIALS & SUPPLIES								
110236	680101	Office Sup	782.87	1,650.00	1,650.00	1,541.63	1,650.00	1,650.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110236 680301 WS-Fire	71,640.78	67,000.00	67,000.00	76,998.99	67,000.00	67,000.00	
110236 680402 Motor Fuel	17,738.61	24,011.00	24,011.00	17,166.05	17,500.00	24,011.00	
110236 680501 Membership	2,792.00	1,050.00	1,050.00	2,755.50	2,800.00	1,050.00	
110236 680503 BooksPerio	1,308.27	1,500.00	1,500.00	526.44	1,500.00	1,500.00	
110236 680504 Telephone	6,940.76	6,057.00	6,057.00	7,709.40	6,057.00	6,057.00	
110236 680505 Postage	274.45	400.00	400.00	387.12	300.00	400.00	
TOTAL MATERIALS & SUPPLIES	101,477.74	101,668.00	101,668.00	107,085.13	96,807.00	101,668.00	
83 PURCHASED SERVICES							
110236 683101 Cnsult-Gen	1,175.00	.00	.00	1,175.00	.00	.00	
110236 683201 Cntrct-Gen	76,625.82	65,808.00	65,808.00	39,173.22	65,808.00	66,362.00	
110236 683202 Cntrct-Mnt	4,994.52	4,608.00	4,608.00	6,656.47	4,608.00	4,608.00	
110236 683401 Liab Ins	1,299.35	1,300.00	1,300.00	.00	1,300.00	900.00	
110236 683402 Auto Insur	23,710.20	21,000.00	21,000.00	19,047.48	19,047.48	21,000.00	
110236 683501 Train/Conf	20,247.90	20,475.00	20,475.00	23,413.47	25,000.00	31,800.00	
TOTAL PURCHASED SERVICES	128,052.79	113,191.00	113,191.00	89,465.64	115,763.48	124,670.00	
86 FACILITY & PLANT							
110236 686304 Sewer	1,342.64	800.00	800.00	617.24	800.00	800.00	
110236 686404 Water-ESF	1,271.74	1,000.00	1,000.00	656.52	1,000.00	1,000.00	
110236 686550 M & R	31,751.09	45,000.00	45,000.00	22,578.77	40,000.00	46,200.00	
TOTAL FACILITY & PLANT	34,365.47	46,800.00	46,800.00	23,852.53	41,800.00	48,000.00	
88 EQUIPMENT / LEASES							
110236 680401 Equip / Sm	45,338.93	24,450.00	24,450.00	18,721.11	24,450.00	24,450.00	
110236 688101 Photocopie	4.80	100.00	100.00	.00	100.00	100.00	
110236 688120 Rentals	.00	.00	.00	.00	.00	.00	
TOTAL EQUIPMENT / LEASES	45,343.73	24,550.00	24,550.00	18,721.11	24,550.00	24,550.00	
TOTAL Fire / EMS	1,848,388.19	2,287,392.00	2,197,392.00	1,432,290.49	1,962,809.36	2,237,013.00	
TOTAL General Fund	1,848,388.19	2,287,392.00	2,197,392.00	1,432,290.49	1,962,809.36	2,237,013.00	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	1,848,388.19	2,287,392.00	2,197,392.00	1,432,290.49	1,962,809.36	2,237,013.00	
GRAND TOTAL	1,848,388.19	2,287,392.00	2,197,392.00	1,432,290.49	1,962,809.36	2,237,013.00	

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110236	670101	Salaries	458,128.00	382,388.00	573,104.00	25.10
	0110-20-236-000-670101-					
		BIALK, DAVID L(100149)	1.00	136,962.00	136,962.00	
		SCHNEIDER, MATTHEW J(100331)	3.00	31,946.00	95,838.00	
		WELLMAN, JILL L(100591)	.65	33,855.38	22,006.00	
		ZELLMANN, KURT W(100645)	1.00	108,637.00	108,637.00	
		SANTIAGO, DANIEL(100742)	1.00	12,300.00	12,300.00	
		ACKLEY, CHRISTOPHER C(100766)	3.00	31,946.00	95,838.00	
		BOETTCHER, BRANDON R(100796)	3.00	30,750.00	92,250.00	
		Interns	1.50	12,000.00	18,000.00	
		1.5% Vacancy Discount	1.00	8,727.00	-8,727.00	
110236	670102	Volunteers - Paid on Call	.00	14,024.00	.00	.00
	0110-20-236-000-670102-					
110236	670104	Vacation	.00	.00	.00	.00
	0110-20-236-000-670104-					
110236	670105	Sick Pay	.00	.00	.00	.00
	0110-20-236-000-670105-					
110236	670106	Comp Time	.00	217.00	.00	.00
	0110-20-236-000-670106-					
110236	670150	EMS Responder	264,066.00	217,846.00	264,066.00	.00
	0110-20-236-000-670150-					
		1550 Calls x 6.5 avg hours @ \$26. 21/hour	1.00	264,066.00	264,066.00	
110236	670151	Fire Calls	173,877.00	149,227.00	173,877.00	.00
	0110-20-236-000-670151-					
		479 Calls x 1.5 x 11 responders @ \$22. 00/hr	1.00	173,877.00	173,877.00	
110236	670160	Station Work	33,000.00	7,123.00	33,000.00	.00
	0110-20-236-000-670160-					
		2000 hours @ \$16.50/hr	1.00	33,000.00	33,000.00	
110236	670161	Vehicle Inspection	21,382.00	20,269.00	21,382.00	.00
	0110-20-236-000-670161-					
		16 inspections/week x 52 weeks @ \$25. 70/hr	1.00	21,382.00	21,382.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110236	670162	Staff Training	113,280.00	107,971.00	113,280.00	.00
	0110-20-236-000-670162-	60 employees x 40 weeks x 2 hours/week @ \$23.60/hr	1.00	113,280.00	113,280.00	
110236	670163	Fire Inspections	9,900.00	2,060.00	9,900.00	.00
	0110-20-236-000-670163-	1200 Inspections @ \$8.25/hr	1.00	9,900.00	9,900.00	
110236	670164	Community Education	2,475.00	1,445.00	2,475.00	.00
	0110-20-236-000-670164-	150 hours @ \$16.50/hr	1.00	2,475.00	2,475.00	
110236	670171	First Responder POC	65,700.00	47,555.00	65,700.00	.00
	0110-20-236-000-670171-	8760 hours x 2 responders @ \$3.75/hr	1.00	65,700.00	65,700.00	
110236	670172	Ambulance POC	98,550.00	122,631.00	98,550.00	.00
	0110-20-236-000-670172-	8760 hours x 3 responders @ \$3.75/hr	1.00	98,550.00	98,550.00	
110236	670173	Paramedic POC	291,883.00	293,908.00	291,883.00	.00
	0110-20-236-000-670173-	8760 hours x 1 POC Paramedic @ \$33.32/hr	1.00	291,883.00	291,883.00	
110236	670174	Fire/EMS Hazard Pay	.00	.00	.00	.00
	0110-20-236-000-670174-					
110236	670201	OverTime	.00	.00	.00	.00
	0110-20-236-000-670201-					
110236	670204	Paid Time Off	.00	22,497.00	.00	.00
	0110-20-236-000-670204-					
110236	670205	Medical Leave	.00	.00	.00	.00
	0110-20-236-000-670205-					
110236	670206	Emergency Medical Leave	.00	.00	.00	.00
	0110-20-236-000-670206-					
110236	670301	Longevity	.00	.00	.00	.00
	0110-20-236-000-670301-					
110236	673101	Social Security	131,011.00	105,546.00	104,400.00	-20.31
	0110-20-236-000-673101-					
		BIALK, DAVID L(100149)	.00	.00	7,867.00	
		BIALK, DAVID L(100149)	.00	.00	1,840.00	
		SCHNEIDER, MATTHEW J(100331)	.00	.00	5,940.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		SCHNEIDER, MATTHEW J(100331)	.00	.00	1,389.00	
		WELLMAN, JILL L(100591)	.00	.00	1,364.00	
		WELLMAN, JILL L(100591)	.00	.00	319.00	
		ZELLMANN, KURT W(100645)	.00	.00	6,695.00	
		ZELLMANN, KURT W(100645)	.00	.00	1,566.00	
		SANTIAGO, DANIEL(100742)	.00	.00	763.00	
		EMS Responders	1.00	17,016.00	17,016.00	
		SANTIAGO, DANIEL(100742)	.00	.00	178.00	
		ACKLEY, CHRISTOPHER C(100766)	.00	.00	5,904.00	
		ACKLEY, CHRISTOPHER C(100766)	.00	.00	1,381.00	
		BOETTCHER, BRANDON R(100796)	.00	.00	5,642.00	
		BOETTCHER, BRANDON R(100796)	.00	.00	1,320.00	
		Fire Calls	1.00	8,868.00	8,868.00	
		Station Work	1.00	2,525.00	2,525.00	
		Vehicle Inspections	1.00	1,636.00	1,636.00	
		Staff Training	1.00	8,666.00	8,666.00	
		Fire Inspections	1.00	757.00	757.00	
		Community Education	1.00	189.00	189.00	
		First Responder POC	1.00	4,021.00	4,021.00	
		Ambulance POC	1.00	6,031.00	6,031.00	
		Paramedic POC	1.00	12,277.00	12,277.00	
		Interns	4.00	460.00	1,840.00	
		1.5% Vacancy Discount	1.00	1,594.00	-1,594.00	
110236	673102	Retirement	124,792.00	107,901.00	103,816.00	-16.81
	0110-20-236-000-673102-					
		BIALK, DAVID L(100149)	.00	.00	16,545.00	
		SCHNEIDER, MATTHEW J(100331)	.00	.00	11,577.00	
		WELLMAN, JILL L(100591)	.00	.00	1,431.00	
		ZELLMANN, KURT W(100645)	.00	.00	13,123.00	
		ACKLEY, CHRISTOPHER C(100766)	.00	.00	11,577.00	
		BOETTCHER, BRANDON R(100796)	.00	.00	11,144.00	
		POC WRS	1.00	40,000.00	40,000.00	
		1.5% Vacancy Discount	1.00	1,581.00	-1,581.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110236	673103	Worker's Comp Insurance 0110-20-236-000-673103-	15,790.00	14,775.88	15,790.00	.00
110236	673104	Unemployment Compensation 0110-20-236-000-673104-	.00	1,605.00	.00	.00
110236	673201	Health Insurance 0110-20-236-000-673201-	81,312.00	33,486.00	43,420.00	-46.60
		BIALK, DAVID L(100149)	.00	.00	21,869.00	
		ACKLEY, CHRISTOPHER C(100766)	.00	.00	22,239.00	
		1.5% Vacancy Discount	1.00	688.00	-688.00	
110236	673202	Dental Insurance 0110-20-236-000-673202-	4,072.00	1,192.00	1,346.00	-66.94
		BIALK, DAVID L(100149)	.00	.00	1,018.00	
		BOETTCHER, BRANDON R(100796)	.00	.00	349.00	
		1.5% Vacancy Discount	1.00	21.00	-21.00	
110236	673203	Life Insurance 0110-20-236-000-673203-	1,415.00	2,014.00	1,128.00	-20.28
		BIALK, DAVID L(100149)	.00	.00	724.00	
		SCHNEIDER, MATTHEW J(100331)	.00	.00	29.00	
		WELLMAN, JILL L(100591)	.00	.00	32.00	
		ZELLMANN, KURT W(100645)	.00	.00	183.00	
		ACKLEY, CHRISTOPHER C(100766)	.00	.00	95.00	
		BOETTCHER, BRANDON R(100796)	.00	.00	65.00	
110236	673204	Long Term Disability 0110-20-236-000-673204-	750.00	1,208.00	1,208.00	61.07
110236	675101	Uniforms & Clothing 0110-20-236-000-675101-	19,800.00	27,000.00	19,800.00	.00
		Replacement uniforms	1.00	10,000.00	10,000.00	
		Empolyee uniform allowance per contract	1.00	9,800.00	9,800.00	
110236	680101	Office Supplies 0110-20-236-000-680101-	1,650.00	1,650.00	1,650.00	.00

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110236	680301	Work Supplies-Fire	67,000.00	67,000.00	67,000.00	.00
	0110-20-236-000-680301-					
		AirGas - Oxygen	1.00	5,700.00	5,700.00	
		Aurora - Pharmaceuticals	1.00	3,300.00	3,300.00	
		Emergency Medic - General Medical Supplies	1.00	42,000.00	42,000.00	
		Menards - Building Maintenance	1.00	3,500.00	3,500.00	
		Paratech Ambulance - CPR Training Affiliation	1.00	2,400.00	2,400.00	
		Misc Other	1.00	10,100.00	10,100.00	
110236	680401	Equip / Small Tools	24,450.00	24,450.00	24,450.00	.00
	0110-20-236-000-680401-					
		Replacement Pagers	6.00	450.00	2,700.00	
		Thermal camera upgrade for SCBA's	6.00	1,500.00	9,000.00	
		Roof saw for ladder truck	2.00	1,250.00	2,500.00	
		Spare breathing air bottles	6.00	950.00	5,700.00	
		Training manikin	1.00	1,300.00	1,300.00	
		LCD projector with speakers	1.00	750.00	750.00	
		5inch large diameter hose	10.00	250.00	2,500.00	
110236	680402	Motor Fuels & Lubricant	24,011.00	17,500.00	24,011.00	.00
	0110-20-236-000-680402-					
		Unleaded	6,000.00	2.05	12,300.00	
		Diesel	4,780.00	2.45	11,711.00	
110236	680501	Memberships	1,050.00	2,800.00	1,050.00	.00
	0110-20-236-000-680501-					
		Wisconsin State Firefighters Ass per /CBA	70.00	15.00	1,050.00	
110236	680503	Books & Periodicals	1,500.00	1,500.00	1,500.00	.00
	0110-20-236-000-680503-					
110236	680504	Telephone services	6,057.00	6,057.00	6,057.00	.00
	0110-20-236-000-680504-					
110236	680505	Postage	400.00	300.00	400.00	.00
	0110-20-236-000-680505-					
110236	683101	Consultants - General	.00	.00	.00	.00
	0110-20-236-000-683101-					
110236	683201	Contracted Services - General	65,808.00	65,808.00	66,362.00	.84
	0110-20-236-000-683201-					
		Support image trend,	1.00	8,075.00	8,075.00	
		Support payroll program	1.00	2,000.00	2,000.00	
		Support Iamresponding	1.00	1,400.00	1,400.00	
		Support for defibrillators	1.00	5,700.00	5,700.00	
		Support NFPA subscription	1.00	1,200.00	1,200.00	
		Support Pro phoenix (CAD)	1.00	2,154.00	2,154.00	
		Support for MDT (electronic patient	1.00	1,625.00	1,625.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		care records)				
		Lifquest billing service fees	12.00	3,450.00	41,400.00	
		Data plan for 6 devices (39.99 x 12months)	6.00	468.00	2,808.00	
110236	683202	Contracted Services - Maint.	4,608.00	4,608.00	4,608.00	.00
	0110-20-236-000-683202-					
		East side fire station cable & internet	12.00	199.00	2,388.00	
		Safety building VOIP / internet	12.00	185.00	2,220.00	
110236	683401	Liability Insurance	1,300.00	1,300.00	900.00	-30.77
	0110-20-236-000-683401-					
		Volunteer Firefighters Policy	1.00	900.00	900.00	
110236	683402	Auto Insurance	21,000.00	19,047.48	21,000.00	.00
	0110-20-236-000-683402-					
		Auto Insurance	1.00	21,000.00	21,000.00	
110236	683501	Training/Conferences	20,475.00	25,000.00	31,800.00	55.31
	0110-20-236-000-683501-					
		Fire Department Instructors Conf	3.00	650.00	1,950.00	
		Hotel for Fire Department Instructors Conf	4.00	175.00	700.00	
		Food for FDIC	1.00	200.00	200.00	
		State instructors conf	2.00	175.00	350.00	
		Hotel for State instructors conf	5.00	125.00	625.00	
		EMT basic class	3.00	1,250.00	3,750.00	
		EMT advanced class	3.00	1,250.00	3,750.00	
		Chief education conf	2.00	150.00	300.00	
		Hotel for chiefs educaiton conf	4.00	100.00	400.00	
		State chiefs conf	4.00	150.00	600.00	
		Hotel for State chiefs	4.00	125.00	500.00	
		Intern Training	1.00	18,675.00	18,675.00	
110236	686304	Sewer-E.S. Firehous	800.00	800.00	800.00	.00
	0110-20-236-000-686304-					
110236	686404	Water-E.S. Firehous	1,000.00	1,000.00	1,000.00	.00
	0110-20-236-000-686404-					
110236	686550	M & R	45,000.00	40,000.00	46,200.00	2.67
	0110-20-236-000-686550-					
		Air One Equipment - Fire Supplies, hose, fire gear	1.00	4,000.00	4,000.00	
		General Communication - Radio Equipment	1.00	3,000.00	3,000.00	
		Underwriters Laboratory - Annual	1.00	7,800.00	7,800.00	
		Testing of Equip				
		Misc Other Maint - Trucks, Ambulances, Building	1.00	31,400.00	31,400.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110236	688101	Photocopiers	100.00	100.00	100.00	.00
	0110-20-236-000-688101-					
110236	688120	Rentals	.00	.00	.00	.00
	0110-20-236-000-688120-					
		BUDGET CEILING:			4,394,784.00	
		TOTALS:	2,197,392.00	1,962,809.36	2,237,013.00	1.80
** END OF REPORT - Generated by Marie Keyser **						

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Police

## Program Description

The Mequon Police Department acknowledges and recognizes the interdependence and shared responsibilities of law enforcement and the community in making Mequon a safe and desirable place to live, work, or visit. The Department recognizes that crime is a community problem, which requires a total commitment between the police and community. The Mequon Police Department is dedicated to the notion that there must be a partnership between the police and community.

The Mequon Police Department nurtures public trust by maintaining integrity and holding its members to the highest standards of performance and ethics. The Mequon Police are accountable to each other and to the citizens served, who are the sources of this authority.

The Mequon Police Department is committed to providing a quality work environment and to developing members through effective training and leadership. The Mequon Police Department is dedicated to building knowledge, skills, and experience to enhance this problem-oriented, community-policing philosophy. Maintaining a low crime rate, while providing professional police services, is the Department's top priority.

## 2021 Accomplishments

- Initiated the process to work towards Accreditation
- Implemented Electronic Case Management
- Provided Training in Officer Wellness and Implicit Bias
- Filled Sergeant Vacancy and Officer Vacancies
- Installed new Body and Squad Camera System
- Updated all Squad Computers

## Key Performance Indicators

Activity	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budgeted
Sworn personnel per 1,000 population	1.60	1.60	1.60	1.64	1.64
Calls for Service	34,955	32,039	32,402	33,794	32,798
Part I Crimes reported	260	212			
Type "A" Crimes*			630	520	575
Clearance Rate	35%	54%	47%	56%	N/A
Adult Arrests	690	684	533	494	600
Juvenile Arrests	38	61	32	33	41
# of Citations Issued	3,853	3,733	1,916	1,948	2,863
Traffic Accidents	617	604	422	487	533

\*In 2020 the Federal Government changed the reporting system for crimes and included several more crimes in this reporting number. They also changed the name from Part "I" Crimes to Type "A" crimes. Detailed information can be found here <https://www.waspc.org/assets/CJIS/trainingmanualsandreference/nibrsvssummaryoverview.pdf>

**2022 Objectives**

- Support and Build on Crisis Intervention Mental Health Training
- Become Accredited with Wisconsin Law Enforcement Accreditation Group
- Provide Exceptional Law Enforcement Training
- Continue to Build Trust with the Community
- Encourage and provide continuous education for sworn and non-sworn personnel to foster growth in the Law Enforcement Profession
- Participate in County wide Traffic Enforcement programs and Task Forces

**Staffing for 2022**

Positions FTE	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budget
<b>Chief of Police</b>	1.0	1.0	1.0	1.0	1.0
<b>Captain</b>	2.0	2.0	2.0	2.0	2.0
<b>Sergeant</b>	7.0	7.0	7.0	7.0	7.0
<b>Detectives</b>	3.0	3.0	3.0	3.0	3.0
<b>Police Officers</b>	25.0	26.0	26.0	27.0*	27.0*
<b>Records Clerks</b>	0.5	1.0	1.0	1.0	1.0
<b>Administrative Coordinator</b>	1.0	1.0	1.0	1.0	1.0
<b>IT Specialist</b>	0.0	1.0**	1.0	1.0	1.0

\*Additional School Resource officer as 40th sworn officer with outside funding assistance

\*\* Information Technology position hired August 26<sup>th</sup>, 2019

**Estimated 2022 Revenue**

\$172,100

**Proposed 2022 Budget**

\$5,939,769

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
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PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT		
<hr/>									
110235	Police								
<hr/>									
70	SALARIES								
110235	670101	Salaries	2,828,367.76	3,469,002.00	3,469,002.00	1,997,732.13	2,873,822.00	3,585,416.00	
110235	670102	Volunteers	.00	.00	.00	.00	.00	2,000.00	
110235	670103	Holiday	124,623.98	110,000.00	110,000.00	4,021.20	125,000.00	110,000.00	
110235	670104	Vacation	231,590.35	.00	.00	146,890.38	203,584.00	.00	
110235	670105	Sick Pay	44,682.05	.00	.00	79,850.12	99,126.00	.00	
110235	670106	CompTime	153,197.77	125,000.00	125,000.00	107,136.17	153,146.00	125,000.00	
110235	670201	OverTime	53,501.35	100,000.00	100,000.00	33,076.27	46,011.00	100,000.00	
110235	670204	PTO	57,381.50	.00	.00	31,912.18	45,366.00	.00	
110235	670205	FMLA	.00	.00	.00	.00	.00	.00	
110235	670206	EmergLeave	24,758.60	.00	.00	17,252.92	27,909.00	.00	
110235	670301	Longevity	13,680.00	14,610.00	14,610.00	.00	17,010.00	15,000.00	
TOTAL SALARIES			3,531,783.36	3,818,612.00	3,818,612.00	2,417,871.37	3,590,974.00	3,937,416.00	
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73	FRINGE BENEFITS								
110235	673101	Social Sec	267,769.64	287,467.00	287,467.00	184,274.26	264,689.00	295,448.00	
110235	673102	Retirement	419,400.35	456,716.00	456,716.00	292,824.04	420,255.00	474,968.00	
110235	673103	W/C Insure	88,036.62	90,373.00	90,373.00	88,234.43	88,234.43	90,424.00	
110235	673104	UnempComp	.00	.00	.00	.00	.00	.00	
110235	673201	Health Ins	710,603.82	746,915.00	746,915.00	561,465.00	803,492.00	769,042.00	
110235	673202	Dental Ins	25,386.51	27,224.00	27,224.00	18,827.84	27,016.00	25,154.00	
110235	673203	Life Ins	5,422.94	6,023.00	6,023.00	3,821.41	5,401.00	5,816.00	
110235	673204	Disability	13,270.43	13,600.00	13,600.00	11,654.94	14,024.00	14,024.00	
TOTAL FRINGE BENEFITS			1,529,890.31	1,628,318.00	1,628,318.00	1,161,101.92	1,623,111.43	1,674,876.00	
<hr/>									
75	OTHER STAFF COSTS								
110235	675101	Uniforms	30,035.55	30,950.00	30,950.00	4,843.79	30,950.00	31,950.00	
110235	675301	Incentive	15,695.37	10,000.00	10,000.00	5,271.90	10,000.00	10,000.00	
TOTAL OTHER STAFF COSTS			45,730.92	40,950.00	40,950.00	10,115.69	40,950.00	41,950.00	
<hr/>									
80	MATERIALS & SUPPLIES								
110235	680101	Office Sup	5,460.59	6,500.00	6,500.00	5,368.98	6,500.00	6,500.00	
110235	680301	WS-Police	21,820.61	22,500.00	22,500.00	6,920.30	22,500.00	25,800.00	
110235	680402	Motor Fuel	42,267.29	57,000.00	57,000.00	35,731.42	57,000.00	57,200.00	
110235	680501	Membership	965.00	1,400.00	1,400.00	1,165.00	1,400.00	1,400.00	
110235	680502	Print/Pub	112.50	450.00	450.00	279.00	450.00	750.00	
110235	680503	BooksPerio	206.91	450.00	450.00	117.00	450.00	450.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110235 680504 Telephone	18,192.72	20,000.00	20,000.00	22,721.90	20,000.00	22,060.00	
110235 680505 Postage	906.61	1,200.00	1,200.00	381.95	1,200.00	1,200.00	
TOTAL MATERIALS & SUPPLIES	89,932.23	109,500.00	109,500.00	72,685.55	109,500.00	115,360.00	
83 PURCHASED SERVICES							
110235 683101 Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110235 683201 Cntrct-Gen	34,470.80	34,671.00	34,671.00	31,233.86	34,671.00	34,671.00	
110235 683202 Cntrct-Mnt	29,321.00	29,410.00	29,410.00	28,175.00	29,410.00	30,410.00	
110235 683401 Liab Ins	15,014.00	15,250.00	15,250.00	39,126.00	39,126.00	23,186.00	
110235 683402 Auto Insur	15,235.32	13,500.00	13,500.00	12,244.82	12,244.82	13,500.00	
110235 683501 Train/Conf	23,261.48	25,125.00	25,125.00	16,317.34	25,125.00	33,700.00	
110235 683601 MiscServBd	.00	.00	.00	.00	.00	.00	
110235 683702 Misc.Servs	5,446.31	6,000.00	6,000.00	4,992.70	6,000.00	6,000.00	
TOTAL PURCHASED SERVICES	122,748.91	123,956.00	123,956.00	132,089.72	146,576.82	141,467.00	
86 FACILITY & PLANT							
110235 686550 M & R	19,935.25	20,500.00	20,500.00	8,622.23	20,500.00	21,500.00	
TOTAL FACILITY & PLANT	19,935.25	20,500.00	20,500.00	8,622.23	20,500.00	21,500.00	
88 EQUIPMENT / LEASES							
110235 680401 Equip / Sm	3,099.96	.00	.00	.00	.00	.00	
110235 688101 Photocopie	6,371.41	6,700.00	6,700.00	6,386.94	6,700.00	6,700.00	
110235 688120 Rentals	480.00	500.00	500.00	500.00	500.00	500.00	
TOTAL EQUIPMENT / LEASES	9,951.37	7,200.00	7,200.00	6,886.94	7,200.00	7,200.00	
TOTAL Police	5,349,972.35	5,749,036.00	5,749,036.00	3,809,373.42	5,538,812.25	5,939,769.00	
TOTAL General Fund	5,349,972.35	5,749,036.00	5,749,036.00	3,809,373.42	5,538,812.25	5,939,769.00	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	5,349,972.35	5,749,036.00	5,749,036.00	3,809,373.42	5,538,812.25	5,939,769.00	
GRAND TOTAL	5,349,972.35	5,749,036.00	5,749,036.00	3,809,373.42	5,538,812.25	5,939,769.00	

\*\* END OF REPORT - Generated by Marie Keyser \*\*

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110235	670101	Salaries	3,469,002.00	2,873,822.00	3,585,416.00	3.36
	0110-20-235-000-670101-					
		PEARCE, MATTHEW G(100049)	1.00	96,876.00	96,876.00	
		UMHOEFER, TARIE L(100054)	1.00	86,079.00	86,079.00	
		RUGABER, STEVEN M(100058)	1.00	86,079.00	86,079.00	
		WEGNER, LANCE P(100071)	1.00	96,399.00	96,399.00	
		HOELL, JOHN J(100077)	1.00	106,375.00	106,375.00	
		KASTENS, MARK A(100078)	1.00	96,876.00	96,876.00	
		PEARCE, MANDIE A(100079)	1.00	96,876.00	96,876.00	
		RILEY, MARK J(100081)	1.00	106,800.00	106,800.00	
		POLISHINSKI, CORY R(100086)	1.00	96,399.00	96,399.00	
		PRYOR, PATRICK T(100090)	1.00	129,930.00	129,930.00	
		O'CONNELL, CHARLES P(100104)	1.00	96,399.00	96,399.00	
		GRAYCAREK, LINDSAY A(100111)	1.00	96,876.00	96,876.00	
		MOERTL, JASON(100122)	1.00	86,079.00	86,079.00	
		HEINEN, BENJAMIN C(100123)	1.00	96,876.00	96,876.00	
		BRANDEMUEHL, MICHAEL R(100126)	1.00	86,079.00	86,079.00	
		SCHOSSOW, MATTHEW W(100150)	1.00	86,079.00	86,079.00	
		KRANZ, MICHAEL R(100151)	1.00	86,079.00	86,079.00	
		BOWEN, MELINA R(100178)	1.00	66,726.00	66,726.00	
		STUDINSKI-TORYFTER, KRISTIN L(100187)	1.00	86,079.00	86,079.00	
		VASOS, STEPHANIE A(100321)	1.00	88,633.00	88,633.00	
		SCHILLER, JACOB J(100324)	1.00	96,876.00	96,876.00	
		MUELLER III, ROBERT J(100329)	1.00	86,079.00	86,079.00	
		NELSON, PHILIP M(100377)	1.00	86,079.00	86,079.00	
		GRENFELL, ROSS B(100384)	1.00	91,999.00	91,999.00	
		MAYER, DAVID J(100385)	1.00	86,079.00	86,079.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		GLEJF, ROBERT A(100426)	1.00	86,079.00	86,079.00	
		VAHSHOLTZ, BRETT P(100427)	1.00	86,079.00	86,079.00	
		KILPATRICK, SEAN M(100459)	1.00	86,079.00	86,079.00	
		GENSRICK, BRIAN J(100508)	1.00	86,079.00	86,079.00	
		JOHNSON, LEWIS R(100514)	1.00	86,079.00	86,079.00	
		SCHLERETH, KAREN A(100515)	1.00	42,827.00	42,827.00	
		BEATTIE, STEVEN G(100548)	1.00	86,079.00	86,079.00	
		BOINSKI, AUSTIN D(100637)	1.00	76,315.00	76,315.00	
		BOTTONI, MATTHEW P(100641)	1.00	80,979.00	80,979.00	
		KOLTZ, JONATHAN A(100642)	1.00	84,903.00	84,903.00	
		BITTNER, JOSHUA T(100648)	1.00	79,726.00	79,726.00	
		OEMIG, SPENCER A(100674)	1.00	78,848.00	78,848.00	
		CRAWFORD, JEFFREY T(100678)	1.00	61,723.00	61,723.00	
		JAMES, KIRSTEN K(100694)	1.00	82,133.00	82,133.00	
		MCCANNA, ZACHARY L(100704)	1.00	74,966.00	74,966.00	
		TOELLER III, RICHARD R(100739)	1.00	77,018.00	77,018.00	
		CAMPBELL, BRANDY L(100760)	1.00	75,212.00	75,212.00	
		BALLARD, JOHN R(100761)	1.00	75,212.00	75,212.00	
		Vacancy Discount @1.5% of Salaries	1.00	54,600.00	-54,600.00	
		REDUCTION FOR THIENSVILLE SCHOOL	1.00	12,660.00	-12,660.00	
		RESOURCE OFFICER CONTRIBUTION				
		REDUCTION FOR MTSD SCHOOL RESOURCE	1.00	75,366.00	-75,366.00	
		OFFICER CONTRIBUTION				
110235	670102	Paid-on-Call	.00	.00	2,000.00	.00
	0110-20-235-000-670102-	Police Auxiliary Stipend	1.00	2,000.00	2,000.00	
110235	670103	Holiday	110,000.00	125,000.00	110,000.00	.00
	0110-20-235-000-670103-					

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110235	670104	Vacation 0110-20-235-000-670104-	.00	203,584.00	.00	.00
110235	670105	Sick Pay 0110-20-235-000-670105-	.00	99,126.00	.00	.00
110235	670106	Comp Time 0110-20-235-000-670106-	125,000.00	153,146.00	125,000.00	.00
110235	670201	OverTime 0110-20-235-000-670201-	100,000.00	46,011.00	100,000.00	.00
110235	670204	Paid Time Off 0110-20-235-000-670204-	.00	45,366.00	.00	.00
110235	670205	Medical Leave 0110-20-235-000-670205-	.00	.00	.00	.00
110235	670206	Emergency Medical Leave 0110-20-235-000-670206-	.00	27,909.00	.00	.00
110235	670301	Longevity 0110-20-235-000-670301-	14,610.00	17,010.00	15,000.00	2.67
		PEARCE, MATTHEW G(100049)	.00	.00	900.00	
		UMHOEFER, TARIE L(100054)	.00	.00	840.00	
		RUGABER, STEVEN M(100058)	.00	.00	840.00	
		WEGNER, LANCE P(100071)	.00	.00	750.00	
		HOELL, JOHN J(100077)	.00	.00	720.00	
		KASTENS, MARK A(100078)	.00	.00	720.00	
		PEARCE, MANDIE A(100079)	.00	.00	690.00	
		RILEY, MARK J(100081)	.00	.00	690.00	
		POLISHINSKI, CORY R(100086)	.00	.00	690.00	
		PRYOR, PATRICK T(100090)	.00	.00	660.00	
		O'CONNELL, CHARLES P(100104)	.00	.00	600.00	
		GRAYCAREK, LINDSAY A(100111)	.00	.00	600.00	
		MOERTL, JASON(100122)	.00	.00	540.00	
		HEINEN, BENJAMIN C(100123)	.00	.00	540.00	
			.00	.00	540.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		BRANDEMUEHL, MICHAEL R(100126)	.00	.00	480.00	
		SCHOSSOW, MATTHEW W(100150)	.00	.00	480.00	
		KRANZ, MICHAEL R(100151)	.00	.00	390.00	
		STUDINSKI-TORYFTER, KRISTIN L(100187)	.00	.00	300.00	
		VASOS, STEPHANIE A(100321)	.00	.00	300.00	
		SCHILLER, JACOB J(100324)	.00	.00	270.00	
		MUELLER III, ROBERT J(100329)	.00	.00	270.00	
		NELSON, PHILIP M(100377)	.00	.00	240.00	
		GRENFELL, ROSS B(100384)	.00	.00	240.00	
		MAYER, DAVID J(100385)	.00	.00	210.00	
		GLEJF, ROBERT A(100426)	.00	.00	210.00	
		VAHSHOLTZ, BRETT P(100427)	.00	.00	210.00	
		KILPATRICK, SEAN M(100459)	.00	.00	180.00	
		GENSRICK, BRIAN J(100508)	.00	.00	150.00	
		JOHNSON, LEWIS R(100514)	.00	.00	150.00	
		BEATTIE, STEVEN G(100548)	.00	.00	120.00	
		BOINSKI, AUSTIN D(100637)	.00	.00	90.00	
		BOTTONI, MATTHEW P(100641)	.00	.00	90.00	
		KOLTZ, JONATHAN A(100642)	.00	.00	90.00	
		BITTNER, JOSHUA T(100648)	.00	.00	90.00	
		OEMIG, SPENCER A(100674)	.00	.00	60.00	
		JAMES, KIRSTEN K(100694)	.00	.00	60.00	
		MCCANNA, ZACHARY L(100704)	.00	.00		
110235	673101	Social Security	287,467.00	264,689.00	295,448.00	2.78
	0110-20-235-000-673101-		.00	.00	5,781.00	
		PEARCE, MATTHEW G(100049)	.00	.00	1,352.00	
		PEARCE, MATTHEW G(100049)				

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		UMHOEFER, TARIE L(100054)	.00	.00	4,993.00	
		UMHOEFER, TARIE L(100054)	.00	.00	1,168.00	
		RUGABER, STEVEN M(100058)	.00	.00	5,297.00	
		RUGABER, STEVEN M(100058)	.00	.00	1,239.00	
		WEGNER, LANCE P(100071)	.00	.00	5,817.00	
		WEGNER, LANCE P(100071)	.00	.00	1,361.00	
		HOELL, JOHN J(100077)	.00	.00	6,424.00	
		HOELL, JOHN J(100077)	.00	.00	1,503.00	
		KASTENS, MARK A(100078)	.00	.00	5,664.00	
		KASTENS, MARK A(100078)	.00	.00	1,325.00	
		PEARCE, MANDIE A(100079)	.00	.00	6,014.00	
		PEARCE, MANDIE A(100079)	.00	.00	1,406.00	
		RILEY, MARK J(100081)	.00	.00	6,328.00	
		RILEY, MARK J(100081)	.00	.00	1,480.00	
		POLISHINSKI, CORY R(100086)	.00	.00	5,937.00	
		POLISHINSKI, CORY R(100086)	.00	.00	1,388.00	
		PRYOR, PATRICK T(100090)	.00	.00	7,776.00	
		PRYOR, PATRICK T(100090)	.00	.00	1,818.00	
		O'CONNELL, CHARLES P(100104)	.00	.00	5,686.00	
		O'CONNELL, CHARLES P(100104)	.00	.00	1,330.00	
		GRAYCAREK, LINDSAY A(100111)	.00	.00	5,813.00	
		GRAYCAREK, LINDSAY A(100111)	.00	.00	1,359.00	
		MOERTL, JASON(100122)	.00	.00	5,088.00	
		MOERTL, JASON(100122)	.00	.00	1,190.00	
		HEINEN, BENJAMIN C(100123)	.00	.00	5,746.00	
		HEINEN, BENJAMIN C(100123)	.00	.00	1,344.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		BRANDEMUEHL, MICHAEL R(100126)	.00	.00	5,080.00	
		BRANDEMUEHL, MICHAEL R(100126)	.00	.00	1,188.00	
		SCHOSSOW, MATTHEW W(100150)	.00	.00	5,318.00	
		SCHOSSOW, MATTHEW W(100150)	.00	.00	1,244.00	
		KRANZ, MICHAEL R(100151)	.00	.00	5,179.00	
		KRANZ, MICHAEL R(100151)	.00	.00	1,211.00	
		BOWEN, MELINA R(100178)	.00	.00	3,921.00	
		BOWEN, MELINA R(100178)	.00	.00	917.00	
		STUDINSKI-TORYFTER, KRISTIN L(100187)	.00	.00	5,147.00	
		STUDINSKI-TORYFTER, KRISTIN L(100187)	.00	.00	1,204.00	
		VASOS, STEPHANIE A(100321)	.00	.00	5,419.00	
		VASOS, STEPHANIE A(100321)	.00	.00	1,267.00	
		SCHILLER, JACOB J(100324)	.00	.00	5,749.00	
		SCHILLER, JACOB J(100324)	.00	.00	1,345.00	
		MUELLER III, ROBERT J(100329)	.00	.00	5,117.00	
		MUELLER III, ROBERT J(100329)	.00	.00	1,197.00	
		NELSON, PHILIP M(100377)	.00	.00	5,045.00	
		NELSON, PHILIP M(100377)	.00	.00	1,180.00	
		GRENFELL, ROSS B(100384)	.00	.00	5,519.00	
		GRENFELL, ROSS B(100384)	.00	.00	1,291.00	
		MAYER, DAVID J(100385)	.00	.00	5,128.00	
		MAYER, DAVID J(100385)	.00	.00	1,199.00	
		GLEJF, ROBERT A(100426)	.00	.00	4,910.00	
		GLEJF, ROBERT A(100426)	.00	.00	1,148.00	
		VAHSHOLTZ, BRETT P(100427)	.00	.00	5,129.00	
		VAHSHOLTZ, BRETT P(100427)	.00	.00	1,199.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
			.00	.00	5,111.00	
		KILPATRICK, SEAN M(100459)	.00	.00	1,195.00	
		KILPATRICK, SEAN M(100459)	.00	.00	5,269.00	
		GENSRICK, BRIAN J(100508)	.00	.00	1,232.00	
		GENSRICK, BRIAN J(100508)	.00	.00	5,125.00	
		JOHNSON, LEWIS R(100514)	.00	.00	1,199.00	
		JOHNSON, LEWIS R(100514)	.00	.00	2,212.00	
		SCHLERETH, KAREN A(100515)	.00	.00	517.00	
		SCHLERETH, KAREN A(100515)	.00	.00	5,092.00	
		BEATTIE, STEVEN G(100548)	.00	.00	1,191.00	
		BEATTIE, STEVEN G(100548)	.00	.00	4,408.00	
		BOINSKI, AUSTIN D(100637)	.00	.00	1,031.00	
		BOINSKI, AUSTIN D(100637)	.00	.00	4,802.00	
		BOTTONI, MATTHEW P(100641)	.00	.00	1,123.00	
		BOTTONI, MATTHEW P(100641)	.00	.00	5,062.00	
		KOLTZ, JONATHAN A(100642)	.00	.00	1,184.00	
		KOLTZ, JONATHAN A(100642)	.00	.00	4,850.00	
		BITTNER, JOSHUA T(100648)	.00	.00	1,134.00	
		BITTNER, JOSHUA T(100648)	.00	.00	4,812.00	
		OEMIG, SPENCER A(100674)	.00	.00	1,125.00	
		OEMIG, SPENCER A(100674)	.00	.00	3,634.00	
		CRAWFORD, JEFFREY T(100678)	.00	.00	850.00	
		CRAWFORD, JEFFREY T(100678)	.00	.00	4,765.00	
		JAMES, KIRSTEN K(100694)	.00	.00	1,114.00	
		JAMES, KIRSTEN K(100694)	.00	.00	4,457.00	
		MCCANNA, ZACHARY L(100704)	.00	.00	1,043.00	
		MCCANNA, ZACHARY L(100704)	.00	.00		

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
			.00	.00	4,695.00	
		TOELLER III, RICHARD R(100739)				
		FICA ON HOLIDAY PAY	1.00	8,415.00	8,415.00	
			.00	.00	1,098.00	
		TOELLER III, RICHARD R(100739)			4,424.00	
		CAMPBELL, BRANDY L(100760)	.00	.00	1,035.00	
		CAMPBELL, BRANDY L(100760)	.00	.00	4,584.00	
		BALLARD, JOHN R(100761)	.00	.00	1,072.00	
		BALLARD, JOHN R(100761)				
		FICA ON COMP TIME	1.00	9,563.00	9,563.00	
		FICA ON OVERTIME	1.00	7,650.00	7,650.00	
		1.5% VACANCY DISCOUNT	1.00	4,503.00	-4,503.00	
110235	673102	Retirement	456,716.00	420,255.00	474,968.00	4.00
	0110-20-235-000-673102-					
		PEARCE, MATTHEW G(100049)	.00	.00	11,811.00	
		UMHOEFER, TARIE L(100054)	.00	.00	10,500.00	
		RUGABER, STEVEN M(100058)	.00	.00	10,500.00	
		WEGNER, LANCE P(100071)	.00	.00	11,736.00	
		HOELL, JOHN J(100077)	.00	.00	12,937.00	
		KASTENS, MARK A(100078)	.00	.00	11,790.00	
		PEARCE, MANDIE A(100079)	.00	.00	11,786.00	
		RILEY, MARK J(100081)	.00	.00	12,985.00	
		POLISHINSKI, CORY R(100086)	.00	.00	11,728.00	
		PRYOR, PATRICK T(100090)	.00	.00	15,775.00	
		O'CONNELL, CHARLES P(100104)	.00	.00	11,717.00	
		GRAYCAREK, LINDSAY A(100111)	.00	.00	11,775.00	
		MOERTL, JASON(100122)	.00	.00	10,464.00	
		HEINEN, BENJAMIN C(100123)	.00	.00	11,768.00	
		BRANDEMUEHL, MICHAEL R(100126)	.00	.00	10,464.00	
		SCHOSSOW, MATTHEW W(100150)	.00	.00	10,456.00	
			.00	.00	10,456.00	

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		KRANZ, MICHAEL R(100151)	.00	.00	4,337.00	
		BOWEN, MELINA R(100178)	.00	.00	10,446.00	
		STUDINSKI-TORYFTER, KRISTIN L(100187)	.00	.00	10,743.00	
		VASOS, STEPHANIE A(100321)	.00	.00	11,739.00	
		SCHILLER, JACOB J(100324)	.00	.00	10,431.00	
		MUELLER III, ROBERT J(100329)	.00	.00	10,431.00	
		NELSON, PHILIP M(100377)	.00	.00	11,143.00	
		GRENFELL, ROSS B(100384)	.00	.00	10,427.00	
		MAYER, DAVID J(100385)	.00	.00	10,424.00	
		GLEJF, ROBERT A(100426)	.00	.00	10,424.00	
		VAHSHOLTZ, BRETT P(100427)	.00	.00	10,424.00	
		KILPATRICK, SEAN M(100459)	.00	.00	10,420.00	
		GENSRICK, BRIAN J(100508)	.00	.00	10,416.00	
		JOHNSON, LEWIS R(100514)	.00	.00	2,784.00	
		SCHLERETH, KAREN A(100515)	.00	.00	10,416.00	
		BEATTIE, STEVEN G(100548)	.00	.00	9,233.00	
		BOINSKI, AUSTIN D(100637)	.00	.00	9,793.00	
		BOTTONI, MATTHEW P(100641)	.00	.00	10,267.00	
		KOLTZ, JONATHAN A(100642)	.00	.00	9,642.00	
		BITTNER, JOSHUA T(100648)	.00	.00	9,536.00	
		OEMIG, SPENCER A(100674)	.00	.00	4,012.00	
		CRAWFORD, JEFFREY T(100678)	.00	.00	9,929.00	
		JAMES, KIRSTEN K(100694)	.00	.00	9,063.00	
		MCCANNA, ZACHARY L(100704)	.00	.00	9,304.00	
		TOELLER III, RICHARD R(100739)	.00	.00	9,086.00	
		CAMPBELL, BRANDY L(100760)	.00	.00	9,086.00	

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		BALLARD, JOHN R(100761)				
		WRS ON HOLIDAY PAY	1.00	13,002.00	13,002.00	
		WRS ON COMP TIME	1.00	14,775.00	14,775.00	
		WRS ON OVERTIME	1.00	11,820.00	11,820.00	
		1.5% VACANCY DISCOUNT	1.00	7,233.00	-7,233.00	
110235	673103	Worker's Comp Insurance 0110-20-235-000-673103-	90,373.00	88,234.43	90,424.00	.06
110235	673104	Unemployment Compensation 0110-20-235-000-673104-	.00	.00	.00	.00
110235	673201	Health Insurance 0110-20-235-000-673201-	746,915.00	803,492.00	769,042.00	2.96
		PEARCE, MATTHEW G(100049)	.00	.00	21,869.00	
		UMHOEFER, TARIE L(100054)	.00	.00	25,536.00	
		RUGABER, STEVEN M(100058)	.00	.00	10,045.00	
		WEGNER, LANCE P(100071)	.00	.00	21,869.00	
		HOELL, JOHN J(100077)	.00	.00	21,869.00	
		KASTENS, MARK A(100078)	.00	.00	21,869.00	
		RILEY, MARK J(100081)	.00	.00	21,869.00	
		POLISHINSKI, CORY R(100086)	.00	.00	8,897.00	
		PRYOR, PATRICK T(100090)	.00	.00	21,869.00	
		O'CONNELL, CHARLES P(100104)	.00	.00	21,869.00	
		GRAYCAREK, LINDSAY A(100111)	.00	.00	10,364.00	
		MOERTL, JASON(100122)	.00	.00	21,869.00	
		HEINEN, BENJAMIN C(100123)	.00	.00	21,869.00	
		BRANDEMUEHL, MICHAEL R(100126)	.00	.00	21,869.00	
		KRANZ, MICHAEL R(100151)	.00	.00	21,869.00	
		BOWEN, MELINA R(100178)	.00	.00	21,869.00	
		STUDINSKI-TORYFTER, KRISTIN L(100187)	.00	.00	21,869.00	
		VASOS, STEPHANIE A(100321)	.00	.00	10,364.00	
		SCHILLER, JACOB J(100324)	.00	.00	21,869.00	

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		MUELLER III, ROBERT J(100329)	.00	.00	25,536.00	
		NELSON, PHILIP M(100377)	.00	.00	21,869.00	
		GRENFELL, ROSS B(100384)	.00	.00	21,869.00	
		MAYER, DAVID J(100385)	.00	.00	21,869.00	
		GLEJF, ROBERT A(100426)	.00	.00	25,536.00	
		VAHSHOLTZ, BRETT P(100427)	.00	.00	21,869.00	
		KILPATRICK, SEAN M(100459)	.00	.00	25,536.00	
		GENSRICK, BRIAN J(100508)	.00	.00	8,897.00	
		JOHNSON, LEWIS R(100514)	.00	.00	21,869.00	
		SCHLERETH, KAREN A(100515)	.00	.00	21,869.00	
		BEATTIE, STEVEN G(100548)	.00	.00	25,536.00	
		BOINSKI, AUSTIN D(100637)	.00	.00	21,869.00	
		BOTTONI, MATTHEW P(100641)	.00	.00	21,869.00	
		KOLTZ, JONATHAN A(100642)	.00	.00	8,897.00	
		BITTNER, JOSHUA T(100648)	.00	.00	10,364.00	
		OEMIG, SPENCER A(100674)	.00	.00	8,897.00	
		CRAWFORD, JEFFREY T(100678)	.00	.00	8,897.00	
		JAMES, KIRSTEN K(100694)	.00	.00	21,869.00	
		MCCANNA, ZACHARY L(100704)	.00	.00	21,869.00	
		TOELLER III, RICHARD R(100739)	.00	.00	8,578.00	
		CAMPBELL, BRANDY L(100760)	.00	.00	25,536.00	
		BALLARD, JOHN R(100761)	.00	.00	8,897.00	
		1.5% VACANCY DISCOUNT	1.00	12,127.00	-12,127.00	
110235	673202	Dental Insurance	27,224.00	27,016.00	25,154.00	-7.60
	0110-20-235-000-673202-					
		PEARCE, MATTHEW G(100049)	.00	.00	1,018.00	
		UMHOEFER, TARIE L(100054)	.00	.00	1,018.00	

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		RUGABER, STEVEN M(100058)	.00	.00	349.00	
		WEGNER, LANCE P(100071)	.00	.00	1,018.00	
		HOELL, JOHN J(100077)	.00	.00	1,018.00	
		KASTENS, MARK A(100078)	.00	.00	1,018.00	
		RILEY, MARK J(100081)	.00	.00	1,018.00	
		POLISHINSKI, CORY R(100086)	.00	.00	349.00	
		PRYOR, PATRICK T(100090)	.00	.00	1,018.00	
		O'CONNELL, CHARLES P(100104)	.00	.00	1,018.00	
		GRAYCAREK, LINDSAY A(100111)	.00	.00	349.00	
		MOERTL, JASON(100122)	.00	.00	1,018.00	
		HEINEN, BENJAMIN C(100123)	.00	.00	1,018.00	
		BRANDEMUEHL, MICHAEL R(100126)	.00	.00	1,018.00	
		SCHOSSOW, MATTHEW W(100150)	.00	.00	1,018.00	
		BOWEN, MELINA R(100178)	.00	.00	1,018.00	
		STUDINSKI-TORYFTER, KRISTIN L(100187)	.00	.00	1,018.00	
		VASOS, STEPHANIE A(100321)	.00	.00	349.00	
		SCHILLER, JACOB J(100324)	.00	.00	1,018.00	
		MAYER, DAVID J(100385)	.00	.00	1,018.00	
		GLEJF, ROBERT A(100426)	.00	.00	1,018.00	
		VAHSHOLTZ, BRETT P(100427)	.00	.00	1,018.00	
		KILPATRICK, SEAN M(100459)	.00	.00	349.00	
		JOHNSON, LEWIS R(100514)	.00	.00	1,018.00	
		BEATTIE, STEVEN G(100548)	.00	.00	1,018.00	
		BOINSKI, AUSTIN D(100637)	.00	.00	1,018.00	
		BOTTONI, MATTHEW P(100641)	.00	.00	1,018.00	
		KOLTZ, JONATHAN A(100642)	.00	.00	349.00	

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		OEMIG, SPENCER A(100674)	.00	.00	349.00	
		CRAWFORD, JEFFREY T(100678)	.00	.00	349.00	
		TOELLER III, RICHARD R(100739)	.00	.00	349.00	
		1.5% Vacancy Discount	1.00	383.00	-383.00	
110235	673203	Life Insurance	6,023.00	5,401.00	5,816.00	-3.44
		0110-20-235-000-673203-				
		PEARCE, MATTHEW G(100049)	.00	.00	699.00	
		UMHOEFER, TARIE L(100054)	.00	.00	279.00	
		RUGABER, STEVEN M(100058)	.00	.00	285.00	
		WEGNER, LANCE P(100071)	.00	.00	295.00	
		HOELL, JOHN J(100077)	.00	.00	188.00	
		KASTENS, MARK A(100078)	.00	.00	323.00	
		PEARCE, MANDIE A(100079)	.00	.00	171.00	
		RILEY, MARK J(100081)	.00	.00	188.00	
		POLISHINSKI, CORY R(100086)	.00	.00	323.00	
		PRYOR, PATRICK T(100090)	.00	.00	219.00	
		O'CONNELL, CHARLES P(100104)	.00	.00	320.00	
		GRAYCAREK, LINDSAY A(100111)	.00	.00	113.00	
		MOERTL, JASON(100122)	.00	.00	101.00	
		HEINEN, BENJAMIN C(100123)	.00	.00	104.00	
		BRANDEMUEHL, MICHAEL R(100126)	.00	.00	126.00	
		SCHOSSOW, MATTHEW W(100150)	.00	.00	162.00	
		KRANZ, MICHAEL R(100151)	.00	.00	93.00	
		BOWEN, MELINA R(100178)	.00	.00	73.00	
		STUDINSKI-TORYFTER, KRISTIN L(100187)	.00	.00	101.00	
		VASOS, STEPHANIE A(100321)	.00	.00	81.00	
		SCHILLER, JACOB J(100324)	.00	.00	86.00	

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		MUELLER III, ROBERT J(100329)	.00	.00	86.00	
		NELSON, PHILIP M(100377)	.00	.00	140.00	
		GRENFELL, ROSS B(100384)	.00	.00	74.00	
		MAYER, DAVID J(100385)	.00	.00	75.00	
		GLEJF, ROBERT A(100426)	.00	.00	102.00	
		VAHSHOLTZ, BRETT P(100427)	.00	.00	69.00	
		KILPATRICK, SEAN M(100459)	.00	.00	66.00	
		GENSRICK, BRIAN J(100508)	.00	.00	73.00	
		JOHNSON, LEWIS R(100514)	.00	.00	72.00	
		SCHLERETH, KAREN A(100515)	.00	.00	48.00	
		BEATTIE, STEVEN G(100548)	.00	.00	71.00	
		BOINSKI, AUSTIN D(100637)	.00	.00	52.00	
		BOTTONI, MATTHEW P(100641)	.00	.00	75.00	
		KOLTZ, JONATHAN A(100642)	.00	.00	66.00	
		BITTNER, JOSHUA T(100648)	.00	.00	51.00	
		OEMIG, SPENCER A(100674)	.00	.00	50.00	
		CRAWFORD, JEFFREY T(100678)	.00	.00	43.00	
		JAMES, KIRSTEN K(100694)	.00	.00	45.00	
		MCCANNA, ZACHARY L(100704)	.00	.00	45.00	
		TOELLER III, RICHARD R(100739)	.00	.00	63.00	
		CAMPBELL, BRANDY L(100760)	.00	.00	60.00	
		BALLARD, JOHN R(100761)	.00	.00	60.00	
110235	673204	Long Term Disability	13,600.00	14,024.00	14,024.00	3.12
	0110-20-235-000-673204-					

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110235	675101	Uniforms & Clothing	30,950.00	30,950.00	31,950.00	3.23
	0110-20-235-000-675101-					
		2 officers expected in 2021	2.00	2,800.00	5,600.00	
		Officer uniform allowance	1.00	25,350.00	25,350.00	
		Police Auxiliary	1.00	1,000.00	1,000.00	
110235	675301	Incentive	10,000.00	10,000.00	10,000.00	.00
	0110-20-235-000-675301-					
		2 officers continuing education	2.00	4,912.50	9,825.00	
		fitness equipment maintenance	1.00	175.00	175.00	
110235	680101	Office Supplies	6,500.00	6,500.00	6,500.00	.00
	0110-20-235-000-680101-					
110235	680301	Work Supplies - Police	22,500.00	22,500.00	25,800.00	14.67
	0110-20-235-000-680301-					
		Notary renewal fees	1.00	250.00	250.00	
		Ammunition & weapon equipment	1.00	14,500.00	14,500.00	
		Batteries	1.00	500.00	500.00	
		Hospitality	1.00	600.00	600.00	
		Misc supplies	1.00	9,000.00	9,000.00	
		Cable access	1.00	150.00	150.00	
		Police Auxiliary	1.00	800.00	800.00	
110235	680401	Equip / Small Tools	.00	.00	.00	.00
	0110-20-235-000-680401-					
110235	680402	Motor Fuels & Lubricant	57,000.00	57,000.00	57,200.00	.35
	0110-20-235-000-680402-					
		Motor fuel	1.00	57,000.00	57,000.00	
		Police Auxiliary	1.00	200.00	200.00	
110235	680501	Memberships	1,400.00	1,400.00	1,400.00	.00
	0110-20-235-000-680501-					
		ALPR, WCPA, Chief Assoc, Wipep, FBI dues	1.00	1,400.00	1,400.00	
110235	680502	Printing/Publications	450.00	450.00	750.00	66.67
	0110-20-235-000-680502-					
		Door hangers, citizen contact forms, squad map boo	1.00	650.00	650.00	
		Police Auxiliary	1.00	100.00	100.00	
110235	680503	Books & Periodicals	450.00	450.00	450.00	.00
	0110-20-235-000-680503-					
110235	680504	Telephone services	20,000.00	20,000.00	22,060.00	10.30
	0110-20-235-000-680504-					

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110235	680505	Postage 0110-20-235-000-680505-	1,200.00	1,200.00	1,200.00	.00
110235	683101	Consultants - General 0110-20-235-000-683101-	.00	.00	.00	.00
110235	683201	Contracted Services - General 0110-20-235-000-683201-	34,671.00	34,671.00	34,671.00	.00
		MCOIC	1.00	250.00	250.00	
		Cellbrite contract	1.00	3,700.00	3,700.00	
		WI DOJ Time System	4.00	672.50	2,690.00	
		CLEAR Investigative Access	12.00	154.25	1,851.00	
		WI DOJ Criminal History	12.00	600.00	7,200.00	
		Proshred contract	12.00	50.00	600.00	
		Lexipol policies	1.00	9,200.00	9,200.00	
		Taser Assurance contract	1.00	3,500.00	3,500.00	
		Humane Society contract	12.00	100.00	1,200.00	
		TransUnion credit history	12.00	100.00	1,200.00	
		Planit scheduling software	1.00	2,000.00	2,000.00	
		Magnet Forensics Cellphone software	1.00	1,200.00	1,200.00	
		Crimedex Information center	1.00	80.00	80.00	
110235	683202	Contracted Services - Maint. 0110-20-235-000-683202-	29,410.00	29,410.00	30,410.00	3.40
		General Communications annual maintenance	1.00	21,000.00	21,000.00	
		Car washes	2.00	1,875.00	3,750.00	
		ID Networks annual maintenance	1.00	5,500.00	5,500.00	
		Morphotrak maintenance	1.00	160.00	160.00	
110235	683401	Liability Insurance 0110-20-235-000-683401-	15,250.00	39,126.00	23,186.00	52.04
		Law Enforcement Liability Ins	1.00	23,186.00	23,186.00	
110235	683402	Auto Insurance 0110-20-235-000-683402-	13,500.00	12,244.82	13,500.00	.00
		Auto Insurance	1.00	13,500.00	13,500.00	
110235	683501	Training/Conferences 0110-20-235-000-683501-	25,125.00	25,125.00	33,700.00	34.13
		Turnover results in supervisor training	1.00	33,500.00	33,500.00	
		Police Auxiliary	1.00	200.00	200.00	
110235	683601	Misc Service-Bonds 0110-20-235-000-683601-	.00	.00	.00	.00
110235	683702	Miscellaneous Services 0110-20-235-000-683702-	6,000.00	6,000.00	6,000.00	.00
		Towing, supoenas, testing, translation services	1.00	6,000.00	6,000.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 17  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110235	686550	M & R	20,500.00	20,500.00	21,500.00	4.88
	0110-20-235-000-686550-					
		Equipment repair	1.00	4,000.00	4,000.00	
		Squad Maintenance	1.00	17,000.00	17,000.00	
		Police Auxiliary	1.00	500.00	500.00	
110235	688101	Photocopiers	6,700.00	6,700.00	6,700.00	.00
	0110-20-235-000-688101-					
110235	688120	Rentals	500.00	500.00	500.00	.00
	0110-20-235-000-688120-					
		BUDGET CEILING:			11,498,072.00	
		TOTALS:	5,749,036.00	5,538,812.25	5,939,769.00	3.32

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Communications

## Program Description

The Communications Center (Dispatch) plays a vital role in providing police, fire and ambulance services to the community. Dispatchers receive 911 and other emergency calls and assign the appropriate emergency units to safeguard lives and property. Speed and accuracy are of the utmost importance. The Communications Center dispatchers also receive routine calls, make referrals, answer questions, provide service to citizens who visit the Public Safety Building, type incident reports, and make computer entries. The Communications Center provides a vital link between officers, firefighters, and EMS personnel.

## 2021 Accomplishments

- Updated the Dispatch Center Computers and Technology to provide more information more quickly to the dispatchers
- Integrated wireless headsets for radio transmissions
- Worked towards Accreditation with Emergency Medical Dispatch
- Merged Dispatch Supervisor Position with Administrative Assistant to create Administrative Coordinator Position and reassigned day to day Dispatch Supervisor responsibilities to Administrative Sergeant
- Contracted with Priority Dispatch to review medical dispatch calls to improve service levels

## Key Performance Indicators

Activity	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budgeted
<b>9-1-1 Calls processed</b>	3,277	3,409	3,101	3,275	3,270
<b>Calls for Service Processed</b>	34,955	32,039	32,402	33,794	32,798
<b>Non-emergency calls processed</b>	41,908	38,702	37,417	37,575	38,900

## 2022 Objectives

- Accreditation with Emergency Medical Dispatch.
- Resume Training/Seminars in Person along with online training as continuing education.
- Explore new technologies for application in dispatch
- Fill open position and retain employees who meet high standards of professionalism
- Update Dispatch manuals and information in resources with the most current information available.

## Staffing for 2022

Positions (FTE)	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget
<b>Telecommunicators</b>	8.5	8.5	8.5	8.5	8.5
<b>Supervisor</b>	1.0	1.0	1.0	1.0*	0.0

\*Position was merged with vacant Administrative Assistant to create a single new Administrative Coordinator position on Police Budget.

**Estimated 2022 Revenue**

None

**Proposed 2022 Budget**

\$591,590



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund		2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110237	Communications							
70	SALARIES							
110237	670101 Salaries	409,987.62	452,154.00	452,154.00	255,514.79	371,990.00	387,613.00	
110237	670103 Holiday	14,635.50	13,000.00	13,000.00	1,873.76	13,000.00	13,000.00	
110237	670104 Vacation	.00	.00	.00	.00	.00	.00	
110237	670105 Sick Pay	.00	.00	.00	.00	.00	.00	
110237	670106 CompTime	16,410.78	7,500.00	7,500.00	4,891.42	5,743.00	10,000.00	
110237	670201 OverTime	5,464.08	9,000.00	9,000.00	17,725.01	21,806.00	9,000.00	
110237	670204 PTO	43,221.71	.00	.00	30,069.93	43,832.00	.00	
110237	670205 FMLA	1,557.12	.00	.00	1,308.61	1,681.00	.00	
110237	670206 EmergLeave	4,564.87	.00	.00	950.64	1,538.00	.00	
110237	670301 Longevity	.00	.00	.00	.00	.00	.00	
	TOTAL SALARIES	495,841.68	481,654.00	481,654.00	312,334.16	459,590.00	419,613.00	
73	FRINGE BENEFITS							
110237	673101 Social Sec	36,606.56	35,387.00	35,387.00	23,129.34	33,108.00	30,826.00	
110237	673102 Retirement	33,500.17	32,073.00	32,073.00	20,630.61	29,461.00	26,725.00	
110237	673103 W/C Insure	798.80	820.00	820.00	800.60	800.60	820.00	
110237	673104 UnempComp	.00	.00	.00	.00	.00	.00	
110237	673201 Health Ins	97,500.36	104,517.00	104,517.00	48,501.43	71,136.00	55,428.00	
110237	673202 Dental Ins	3,502.49	2,909.00	2,909.00	1,997.32	2,974.00	2,206.00	
110237	673203 Life Ins	849.84	850.00	850.00	370.26	539.00	417.00	
110237	673204 Disability	1,383.81	2,300.00	2,300.00	933.68	1,091.00	1,091.00	
	TOTAL FRINGE BENEFITS	174,142.03	178,856.00	178,856.00	96,363.24	139,109.60	117,513.00	
75	OTHER STAFF COSTS							
110237	675101 Uniforms	4,027.56	4,395.00	4,395.00	331.25	4,395.00	4,395.00	
	TOTAL OTHER STAFF COSTS	4,027.56	4,395.00	4,395.00	331.25	4,395.00	4,395.00	
80	MATERIALS & SUPPLIES							
110237	680101 Office Sup	788.93	800.00	800.00	650.00	800.00	800.00	
110237	680301 WS-Admin	420.64	500.00	500.00	225.00	500.00	500.00	
110237	680501 Membership	55.00	197.00	197.00	.00	197.00	197.00	
110237	680502 Print/Pub	.00	.00	.00	.00	.00	.00	
110237	680503 BooksPerio	.00	.00	.00	.00	.00	.00	
110237	680504 Telephone	.00	.00	.00	.00	.00	.00	
	TOTAL MATERIALS & SUPPLIES	1,264.57	1,497.00	1,497.00	875.00	1,497.00	1,497.00	
83	PURCHASED SERVICES							
110237	683101 Cnsult-Gen	.00	.00	.00	19,656.00	.00	23,000.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund			2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110237	683201	Cntrct-Gen	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,672.00	
110237	683202	Cntrct-Mnt	15,568.21	16,000.00	16,000.00	.00	16,000.00	16,400.00	
110237	683501	Train/Conf	2,550.19	3,000.00	3,000.00	3,325.00	3,000.00	4,000.00	
TOTAL PURCHASED SERVICES			21,718.40	22,600.00	22,600.00	26,581.00	22,600.00	47,072.00	
86	FACILITY & PLANT								
110237	686550	M & R	.00	.00	.00	.00	.00	.00	
TOTAL FACILITY & PLANT			.00	.00	.00	.00	.00	.00	
88	EQUIPMENT / LEASES								
110237	680401	Equip / Sm	1,490.93	1,000.00	1,000.00	.00	1,000.00	1,500.00	
TOTAL EQUIPMENT / LEASES			1,490.93	1,000.00	1,000.00	.00	1,000.00	1,500.00	
TOTAL Communications			698,485.17	690,002.00	690,002.00	436,484.65	628,191.60	591,590.00	
TOTAL General Fund			698,485.17	690,002.00	690,002.00	436,484.65	628,191.60	591,590.00	
TOTAL REVENUE			.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE			698,485.17	690,002.00	690,002.00	436,484.65	628,191.60	591,590.00	
GRAND TOTAL			698,485.17	690,002.00	690,002.00	436,484.65	628,191.60	591,590.00	

\*\* END OF REPORT - Generated by Marie Keyser \*\*

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110237	670101	Salaries	452,154.00	371,990.00	387,613.00	-14.27
	0110-20-237-000-670101-					
		VACANT002656, POSITION(2656)	1.00	41,746.00	41,746.00	
		MIKSCH, JOEL B(100129)	1.00	52,187.00	52,187.00	
		VAN BEEK, HEIDI T(100144)	1.00	52,395.00	52,395.00	
		KNUDSON, JESSICA G(100234)	.50	52,000.00	26,000.00	
		HEIMSCH, LEAH J(100367)	1.00	46,904.00	46,904.00	
		MUELLER, JACQUIE L(100516)	1.00	47,840.00	47,840.00	
		KUCHARSKI, BRIAN J(100536)	1.00	42,370.00	42,370.00	
		REDEKER, KAYE F(100599)	1.00	42,390.00	42,390.00	
		FLEURY, JENNIFER L(100714)	.50	41,684.00	20,842.00	
		JORDAN, CORINA M(100777)	.50	41,684.00	20,842.00	
		1.5% Vacancy Discount	1.00	5,903.00	-5,903.00	
110237	670103	Holiday	13,000.00	13,000.00	13,000.00	.00
	0110-20-237-000-670103-					
		HOLIDAY PAY	1.00	13,000.00	13,000.00	
110237	670104	Vacation	.00	.00	.00	.00
	0110-20-237-000-670104-					
110237	670105	Sick Pay	.00	.00	.00	.00
	0110-20-237-000-670105-					
110237	670106	Comp Time	7,500.00	5,743.00	10,000.00	33.33
	0110-20-237-000-670106-					
		COMP TIME	1.00	10,000.00	10,000.00	
110237	670201	OverTime	9,000.00	21,806.00	9,000.00	.00
	0110-20-237-000-670201-					
		OVERTIME	1.00	9,000.00	9,000.00	
110237	670204	Paid Time Off	.00	43,832.00	.00	.00
	0110-20-237-000-670204-					
110237	670205	Medical Leave	.00	1,681.00	.00	.00
	0110-20-237-000-670205-					

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110237	670206	Emergency Medical Leave 0110-20-237-000-670206-	.00	1,538.00	.00	.00
110237	670301	Longevity 0110-20-237-000-670301-	.00	.00	.00	.00
110237	673101	Social Security 0110-20-237-000-673101-	35,387.00	33,108.00	30,826.00	-12.89
		VACANT002656, POSITION(2656)	.00	.00	2,410.00	
		VACANT002656, POSITION(2656)	.00	.00	564.00	
		MIKSCH, JOEL B(100129)	.00	.00	3,023.00	
		MIKSCH, JOEL B(100129)	.00	.00	707.00	
		VAN BEEK, HEIDI T(100144)	.00	.00	3,166.00	
		VAN BEEK, HEIDI T(100144)	.00	.00	740.00	
		KNUDSON, JESSICA G(100234)	.00	.00	1,373.00	
		KNUDSON, JESSICA G(100234)	.00	.00	321.00	
		HEIMSCH, LEAH J(100367)	.00	.00	2,908.00	
		HEIMSCH, LEAH J(100367)	.00	.00	680.00	
		MUELLER, JACQUIE L(100516)	.00	.00	2,859.00	
		MUELLER, JACQUIE L(100516)	.00	.00	669.00	
		KUCHARSKI, BRIAN J(100536)	.00	.00	2,449.00	
		KUCHARSKI, BRIAN J(100536)	.00	.00	573.00	
		REDEKER, KAYE F(100599)	.00	.00	2,611.00	
		REDEKER, KAYE F(100599)	.00	.00	611.00	
		FLEURY, JENNIFER L(100714)	.00	.00	1,292.00	
		FLEURY, JENNIFER L(100714)	.00	.00	302.00	
		JORDAN, CORINA M(100777)	.00	.00	1,290.00	
		JORDAN, CORINA M(100777)	.00	.00	302.00	
		FICA ON HOLIDAY PAY	1.00	995.00	995.00	
		FICA ON COMP TIME	1.00	765.00	765.00	
		FICA ON OVERTIME	1.00	689.00	689.00	
		1.5% Vacancy Discount	1.00	473.00	-473.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110237	673102	Retirement	32,073.00	29,461.00	26,725.00	-16.67
	0110-20-237-000-673102-					
		VACANT002656, POSITION(2656)	.00	.00	2,713.00	
		MIKSCH, JOEL B(100129)	.00	.00	3,392.00	
		VAN BEEK, HEIDI T(100144)	.00	.00	3,406.00	
		KNUDSON, JESSICA G(100234)	.00	.00	1,690.00	
		HEIMSCH, LEAH J(100367)	.00	.00	3,049.00	
		MUELLER, JACQUIE L(100516)	.00	.00	3,110.00	
		KUCHARSKI, BRIAN J(100536)	.00	.00	2,754.00	
		REDEKER, KAYE F(100599)	.00	.00	2,755.00	
		FLEURY, JENNIFER L(100714)	.00	.00	1,355.00	
		JORDAN, CORINA M(100777)	.00	.00	1,355.00	
		WRS ON HOLIDAY PAY	1.00	878.00	878.00	
		WRS ON COMP TIME	1.00	675.00	675.00	
		1.5% Vacancy Discount	1.00	407.00	-407.00	
110237	673103	Worker's Comp Insurance	820.00	800.60	820.00	.00
	0110-20-237-000-673103-					
110237	673104	Unemployment Compensation	.00	.00	.00	.00
	0110-20-237-000-673104-					
110237	673201	Health Insurance	104,517.00	71,136.00	55,428.00	-46.97
	0110-20-237-000-673201-					
		VACANT002656, POSITION(2656)	.00	.00	8,897.00	
		MIKSCH, JOEL B(100129)	.00	.00	8,578.00	
		VAN BEEK, HEIDI T(100144)	.00	.00	8,897.00	
		KNUDSON, JESSICA G(100234)	.00	.00	8,897.00	
		KUCHARSKI, BRIAN J(100536)	.00	.00	21,072.00	
		1.5% Vacancy Discount	1.00	913.00	-913.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110237	673202	Dental Insurance	2,909.00	2,974.00	2,206.00	-24.17
	0110-20-237-000-673202-					
		VAN BEEK, HEIDI T(100144)	.00	.00	349.00	
		KNUDSON, JESSICA G(100234)	.00	.00	175.00	
		MUELLER, JACQUIE L(100516)	.00	.00	1,018.00	
		REDEKER, KAYE F(100599)	.00	.00	349.00	
		Vacant Position	.00	.00	349.00	
		1.5% Vacancy Discount	1.00	34.00	-34.00	
110237	673203	Life Insurance	850.00	539.00	417.00	-50.94
	0110-20-237-000-673203-					
		MIKSCH, JOEL B(100129)	.00	.00	93.00	
		VAN BEEK, HEIDI T(100144)	.00	.00	63.00	
		KNUDSON, JESSICA G(100234)	.00	.00	46.00	
		HEIMSCH, LEAH J(100367)	.00	.00	54.00	
		MUELLER, JACQUIE L(100516)	.00	.00	42.00	
		KUCHARSKI, BRIAN J(100536)	.00	.00	38.00	
		REDEKER, KAYE F(100599)	.00	.00	48.00	
		FLEURY, JENNIFER L(100714)	.00	.00	18.00	
		JORDAN, CORINA M(100777)	.00	.00	15.00	
110237	673204	Long Term Disability	2,300.00	1,091.00	1,091.00	-52.57
	0110-20-237-000-673204-					
110237	675101	Uniforms & Clothing	4,395.00	4,395.00	4,395.00	.00
	0110-20-237-000-675101-					
110237	680101	Office Supplies	800.00	800.00	800.00	.00
	0110-20-237-000-680101-					
110237	680301	Work Supplies-Admin	500.00	500.00	500.00	.00
	0110-20-237-000-680301-					

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 5  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110237	680401	Equip / Small Tools	1,000.00	1,000.00	1,500.00	50.00
	0110-20-237-000-680401-	Dispatch furniture	3.00	500.00	1,500.00	
110237	680501	Memberships	197.00	197.00	197.00	.00
	0110-20-237-000-680501-	NENA annual membership	1.00	55.00	55.00	
		Dispatch Supervisor telecommunicator membership	1.00	142.00	142.00	
110237	680502	Printing/Publications	.00	.00	.00	.00
	0110-20-237-000-680502-					
110237	680503	Books & Periodicals	.00	.00	.00	.00
	0110-20-237-000-680503-					
110237	680504	Telephone services	.00	.00	.00	.00
	0110-20-237-000-680504-					
110237	683101	Consultants - General	.00	.00	23,000.00	.00
	0110-20-237-000-683101-	Priority Dispatch EMD Services	1.00	23,000.00	23,000.00	
110237	683201	Contracted Services - General	3,600.00	3,600.00	3,672.00	2.00
	0110-20-237-000-683201-	Priority Dispatch annual license renewal	1.00	3,672.00	3,672.00	
110237	683202	Contracted Services - Maint.	16,000.00	16,000.00	16,400.00	2.50
	0110-20-237-000-683202-	911 Maintenance contract	1.00	16,400.00	16,400.00	
110237	683501	Training/Conferences	3,000.00	3,000.00	4,000.00	33.33
	0110-20-237-000-683501-	EMD Certification, Dispatcher training	1.00	4,000.00	4,000.00	
110237	686550	M & R	.00	.00	.00	.00
	0110-20-237-000-686550-					
		BUDGET CEILING:			1,380,004.00	
		TOTALS:	690,002.00	628,191.60	591,590.00	-14.26

\*\* END OF REPORT - Generated by Marie Keyser \*\*

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Mequon Auxiliary

## Program Description

The purpose of the Mequon Auxiliary Officers is to augment the Mequon Police Department's Patrol Division in case of emergency or whenever required, to help preserve peace and good order, to protect life and property.

## 2021 Accomplishments

- Trained Staff in CPR/AED usage
- Worked collaboratively with event coordinators and other Ozaukee County Auxiliary members and sworn officers to manage and assist with several events
- Marketed and advertised the Auxiliary Program.
- Updated Application Process and Associated Background Documents

## Key Performance Indicators

Activity	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budgeted
<b>Auxiliary Hours Worked</b>	1818	435	186	223	250

## 2022 Objectives

- Train staff in areas of self-defense
- Build a stronger relationship with the sworn officers of the department
- Recruit new members and recognize contributing members
- Resume in-person Regular Meetings

## Staffing for 2022

Positions	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budgeted
Volunteers	23	17	16	15	16

## Estimated 2022 Revenue

None

## Proposed 2022 Budget

\$0\*

\*Police Auxiliary Fund will be incorporated in the Police Budget starting with FY2022



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mkeyser

CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
<hr/>							
110239 Police Auxiliary							
<hr/>							
70 SALARIES							
110239 670102 Stipends	1,940.00	2,000.00	2,000.00	-40.00	2,000.00	.00	
TOTAL SALARIES	1,940.00	2,000.00	2,000.00	-40.00	2,000.00	.00	
<hr/>							
73 FRINGE BENEFITS							
110239 673101 Social Sec	.00	.00	.00	.00	.00	.00	
110239 673103 W/C Insure	49.68	51.00	51.00	49.79	49.79	.00	
110239 673104 UnempComp	.00	.00	.00	.00	.00	.00	
TOTAL FRINGE BENEFITS	49.68	51.00	51.00	49.79	49.79	.00	
<hr/>							
75 OTHER STAFF COSTS							
110239 675101 Uniforms	.00	1,000.00	1,000.00	793.94	1,000.00	.00	
TOTAL OTHER STAFF COSTS	.00	1,000.00	1,000.00	793.94	1,000.00	.00	
<hr/>							
80 MATERIALS & SUPPLIES							
110239 680301 WS-Admin	757.41	800.00	800.00	158.26	800.00	.00	
110239 680402 Motor Fuel	40.70	200.00	200.00	.00	200.00	.00	
110239 680501 Membership	.00	.00	.00	.00	.00	.00	
110239 680502 Print/Pub	.00	100.00	100.00	.00	100.00	.00	
110239 680503 BooksPerio	.00	.00	.00	.00	.00	.00	
110239 680504 Telephone	7.77	60.00	60.00	50.00	60.00	.00	
TOTAL MATERIALS & SUPPLIES	805.88	1,160.00	1,160.00	208.26	1,160.00	.00	
<hr/>							
83 PURCHASED SERVICES							
110239 683501 Train/Conf	.00	150.00	150.00	.00	150.00	.00	
TOTAL PURCHASED SERVICES	.00	150.00	150.00	.00	150.00	.00	
<hr/>							
86 FACILITY & PLANT							
110239 686550 M & R	.00	500.00	500.00	.00	500.00	.00	
TOTAL FACILITY & PLANT	.00	500.00	500.00	.00	500.00	.00	
<hr/>							
88 EQUIPMENT / LEASES							
110239 680401 Equip / Sm	.00	.00	.00	.00	.00	.00	
TOTAL EQUIPMENT / LEASES	.00	.00	.00	.00	.00	.00	
TOTAL Police Auxiliary	2,795.56	4,861.00	4,861.00	1,011.99	4,859.79	.00	
TOTAL General Fund	2,795.56	4,861.00	4,861.00	1,011.99	4,859.79	.00	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	2,795.56	4,861.00	4,861.00	1,011.99	4,859.79	.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN COMMENT
GRAND TOTAL	2,795.56	4,861.00	4,861.00	1,011.99	4,859.79	.00

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110239	670102	Stipends 0110-20-239-000-670102-	2,000.00	2,000.00	.00	-100.00
110239	673101	Social Security 0110-20-239-000-673101-	.00	.00	.00	.00
110239	673103	Worker's Comp Insurance 0110-20-239-000-673103-	51.00	49.79	.00	-100.00
110239	673104	Unemployment Compensation 0110-20-239-000-673104-	.00	.00	.00	.00
110239	675101	Uniforms & Clothing 0110-20-239-000-675101-	1,000.00	1,000.00	.00	-100.00
110239	680301	Work Supplies-Admin 0110-20-239-000-680301-	800.00	800.00	.00	-100.00
110239	680401	Equip / Small Tools 0110-20-239-000-680401-	.00	.00	.00	.00
110239	680402	Motor Fuels & Lubricant 0110-20-239-000-680402-	200.00	200.00	.00	-100.00
110239	680501	Memberships 0110-20-239-000-680501-	.00	.00	.00	.00
110239	680502	Printing/Publications 0110-20-239-000-680502-	100.00	100.00	.00	-100.00
110239	680503	Books & Periodicals 0110-20-239-000-680503-	.00	.00	.00	.00
110239	680504	Telephone services 0110-20-239-000-680504-	60.00	60.00	.00	-100.00
110239	683501	Training/Conferences 0110-20-239-000-683501-	150.00	150.00	.00	-100.00
110239	686550	M & R 0110-20-239-000-686550-	500.00	500.00	.00	-100.00
		BUDGET CEILING:			9,722.00	
		TOTALS:	4,861.00	4,859.79	.00	-100.00

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Building Maintenance

## Program Description

The Buildings Division manages the infrastructure of the City as it relates to public building maintenance. This includes energy conservation projects related to gas and electricity, exterior/interior maintenance, street light maintenance, data, phone and electrical cable projects exterior winter maintenance activities, and management of all contract-related building maintenance.

## 2021 Accomplishments

- Kept most buildings related functions operating even while down two full time positions for five months and still down one position since January.
- Completed remodeling of two bathrooms, one of which includes a new shower, and addition of a new bathroom with outside door access at Fire Station 2.
- Repaired roof leaks at three city buildings including City Hall, Safety Building, and Fire Station 2.
- Completed de-scaling of the main sewer line under the floor of City Hall.
- Awarded new HVAC maintenance contract with optional two additional years available.
- Replaced variable frequency drives for both the Fire Department and the Police Department air handling units at the Safety Building which had been causing many problems with the HVAC system at the building.
- Completed several smaller Fire Department building repairs at both stations in line with the requests made by the Future of the Fire Department Committee.

## Key Performance Indicators

Activity	2018	2019	2020	2021	2022
	Actual	Actual	Actual	Projected	Budgeted
<b>Work Orders</b>	3,200	3,200	3,500	2,100	3,300
<b>Number of City Facilities</b>	9	9	9	9	9
<b>Facilities with Janitorial Service</b>	4	4	4	3	3
<b>Streetlights Repaired</b>	34	28	40	26	30
<b>Capital Projects Administered</b>	2	2	2	2	3

## 2022 Objectives

- Implement additional capital improvement projects.
- Continue LED bulb replacement at the Public Safety Building and City Hall.
- Install City Hall exterior fixture upgrades.
- Restructure/Organize keying system.
- Repair and/or Replace roof sections at City Hall

**Staffing for 2022**

<b>Positions</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>
<b>Building Superintendent</b>	0.00	1.00	1.00	1.00	1.0
<b>Building Foreman</b>	1.00	0.00	0.00	0.00	0.00
<b>Park &amp; Building Maintenance Worker</b>	2.00	2.00	2.00	1.00	2.00
<b>Custodian (PT)</b>	1.00	0.50	0.50	0.50	0.00

**Estimated 2021 Revenues**

None

**Proposed 2022 Budget**

\$679,042

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT		
<hr/>									
110326	Building Maintenance								
<hr/>									
70	SALARIES								
110326	670101	Salaries	178,076.51	198,974.00	198,974.00	93,823.88	134,777.00	172,215.00	
110326	670104	Vacation	.00	.00	.00	13,242.31	21,421.00	.00	
110326	670105	Sick Pay	.00	.00	.00	.00	.00	.00	
110326	670106	CompTime	1,752.03	1,000.00	1,000.00	1,292.59	1,198.00	1,000.00	
110326	670201	OverTime	3,545.96	3,000.00	3,000.00	3,396.82	5,495.00	3,000.00	
110326	670204	PTO	21,081.21	.00	.00	8,536.25	9,930.00	.00	
110326	670205	FMLA	.00	.00	.00	356.66	.00	.00	
110326	670206	EmergLeave	.00	.00	.00	.00	.00	.00	
110326	670301	Longevity	.00	.00	.00	.00	.00	.00	
TOTAL SALARIES			204,455.71	202,974.00	202,974.00	120,648.51	172,821.00	176,215.00	
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73	FRINGE BENEFITS								
110326	673101	Social Sec	15,089.99	14,575.00	14,575.00	8,570.19	12,209.00	11,860.00	
110326	673102	Retirement	13,870.53	13,430.00	13,430.00	5,210.65	7,389.00	11,195.00	
110326	673103	W/C Insure	6,682.65	6,860.00	6,860.00	6,697.67	6,698.00	6,860.00	
110326	673104	UnempComp	1,918.32	.00	.00	542.40	585.00	.00	
110326	673201	Health Ins	39,282.64	40,781.00	40,781.00	34,565.68	51,586.00	51,783.00	
110326	673202	Dental Ins	1,716.12	1,690.00	1,690.00	460.56	561.00	323.00	
110326	673203	Life Ins	1,081.14	1,123.00	1,123.00	87.98	129.00	101.00	
110326	673204	Disability	747.10	1,200.00	1,200.00	283.14	366.00	366.00	
TOTAL FRINGE BENEFITS			80,388.49	79,659.00	79,659.00	56,418.27	79,523.00	82,488.00	
<hr/>									
75	OTHER STAFF COSTS								
110326	675101	Uniforms	1,035.00	1,035.00	1,035.00	28.75	1,035.00	1,035.00	
TOTAL OTHER STAFF COSTS			1,035.00	1,035.00	1,035.00	28.75	1,035.00	1,035.00	
<hr/>									
80	MATERIALS & SUPPLIES								
110326	680201	JanSupply	9,947.64	10,000.00	10,000.00	8,784.28	10,000.00	10,000.00	
110326	680202	JanSupply	.00	.00	.00	.00	.00	.00	
110326	680203	JanSupply	119.94	.00	.00	.00	.00	.00	
110326	680302	WS-City	7,444.68	7,000.00	7,000.00	5,494.34	7,000.00	7,000.00	
110326	680303	WS-Safety	5,853.29	6,000.00	6,000.00	3,810.93	6,000.00	6,000.00	
110326	680304	WS-DPW	1,744.96	3,000.00	3,000.00	2,292.91	3,000.00	3,000.00	
110326	680501	Membership	.00	.00	.00	.00	.00	.00	
110326	680503	BooksPerio	.00	.00	.00	.00	.00	.00	
110326	680504	Telephone	3,126.93	3,000.00	3,000.00	2,500.38	3,000.00	3,000.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110326 680505 Postage	.00	.00	.00	.00	.00	.00	
TOTAL MATERIALS & SUPPLIES	28,237.44	29,000.00	29,000.00	22,882.84	29,000.00	29,000.00	
83 PURCHASED SERVICES							
110326 683201 Cntrct-Gen	74,082.64	68,070.00	68,070.00	113,837.04	111,208.00	135,522.00	
110326 683401 Liab Ins	.00	.00	.00	.00	1,006.00	.00	
110326 683402 Auto Insur	3,216.72	2,850.00	2,850.00	2,585.02	2,585.02	2,850.00	
110326 683501 Train/Conf	.00	.00	.00	.00	.00	.00	
TOTAL PURCHASED SERVICES	77,299.36	70,920.00	70,920.00	116,422.06	114,799.02	138,372.00	
86 FACILITY & PLANT							
110326 686101 Electric	41,150.16	42,500.00	42,500.00	31,142.44	44,000.00	42,500.00	
110326 686102 Electric	58,824.05	60,000.00	60,000.00	39,821.86	59,000.00	60,000.00	
110326 686103 Electric	18,746.89	19,850.00	19,850.00	9,996.65	1,900.00	19,850.00	
110326 686104 Electric	.00	.00	.00	.00	.00	.00	
110326 686105 Electric	.00	.00	.00	.00	.00	.00	
110326 686106 Electric	35,678.51	37,500.00	37,500.00	23,701.58	38,000.00	37,500.00	
110326 686107 Electric	.00	.00	.00	.00	.00	.00	
110326 686112 Electric	.00	.00	.00	.00	.00	.00	
110326 686150 Elec-Siren	452.26	500.00	500.00	400.57	466.00	480.00	
110326 686201 Gas-City H	7,275.02	8,750.00	8,750.00	7,502.08	8,750.00	8,750.00	
110326 686202 Gas-Safety	17,249.10	20,500.00	20,500.00	19,346.47	20,500.00	20,500.00	
110326 686203 Gas-E.S.F	2,478.56	3,300.00	3,300.00	2,467.50	3,300.00	3,300.00	
110326 686204 Gas-6330 W	.00	.00	.00	.00	.00	.00	
110326 686205 Gas-6300 W	.00	.00	.00	.00	.00	.00	
110326 686206 Gas-Gbshop	.00	.00	.00	.00	.00	.00	
110326 686207 Gas-Highway	11,162.28	16,000.00	16,000.00	15,484.45	16,000.00	16,000.00	
110326 686212 Gas-Logema	.00	.00	.00	.00	.00	.00	
110326 686301 Sewer	781.91	850.00	850.00	431.68	650.00	670.00	
110326 686302 Sewer	1,484.74	1,700.00	1,700.00	1,106.02	1,500.00	1,545.00	
110326 686308 Sewer	.00	.00	.00	.00	.00	.00	
110326 686401 Water-City	1,680.62	1,800.00	1,800.00	1,142.12	1,525.00	1,637.00	
110326 686402 Water-Safe	2,819.71	3,000.00	3,000.00	2,109.47	2,813.00	3,000.00	
110326 686408 Water-Loge	.00	.00	.00	.00	.00	.00	
110326 686501 M&R-City	16,658.92	8,250.00	8,250.00	19,350.51	8,250.00	8,250.00	
110326 686502 M&R-Safety	44,478.03	18,125.00	108,125.00	80,287.55	108,125.00	18,125.00	
110326 686503 M&R-DPW	4,490.01	9,125.00	9,125.00	8,621.63	9,125.00	9,125.00	
110326 686504 M&R-Logem	.00	.00	.00	.00	.00	.00	
110326 686550 M & R	.00	.00	.00	.00	.00	.00	
TOTAL FACILITY & PLANT	265,410.77	251,750.00	341,750.00	262,912.58	323,904.00	251,232.00	
88 EQUIPMENT / LEASES							
110326 680401 Equip / Sm	2,406.86	700.00	700.00	121.75	700.00	700.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 3  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110326 688120 Rentals	.00	.00	.00	.00	.00	.00	_____
TOTAL EQUIPMENT / LEASES	2,406.86	700.00	700.00	121.75	700.00	700.00	_____
TOTAL Building Maintenance	659,233.63	636,038.00	726,038.00	579,434.76	721,782.02	679,042.00	_____
TOTAL General Fund	659,233.63	636,038.00	726,038.00	579,434.76	721,782.02	679,042.00	_____
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	_____
TOTAL EXPENSE	659,233.63	636,038.00	726,038.00	579,434.76	721,782.02	679,042.00	_____
GRAND TOTAL	659,233.63	636,038.00	726,038.00	579,434.76	721,782.02	679,042.00	_____

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110326	670101	Salaries	198,974.00	134,777.00	172,215.00	-13.45
	0110-30-326-000-670101-					
		VACANT002639, POSITION(2639)	1.00	47,871.00	47,871.00	
		ZOLINSKI, AMY M(100341)	1.00	49,067.00	49,067.00	
		LORD, FRANK C(100797)	1.00	77,900.00	77,900.00	
		1.5% Vacancy Discount	1.00	2,623.00	-2,623.00	
110326	670104	Vacation	.00	21,421.00	.00	.00
	0110-30-326-000-670104-					
110326	670105	Sick Pay	.00	.00	.00	.00
	0110-30-326-000-670105-					
110326	670106	Comp Time	1,000.00	1,198.00	1,000.00	.00
	0110-30-326-000-670106-					
110326	670201	OverTime	3,000.00	5,495.00	3,000.00	.00
	0110-30-326-000-670201-					
110326	670204	Paid Time Off	.00	9,930.00	.00	.00
	0110-30-326-000-670204-					
110326	670205	Medical Leave	.00	.00	.00	.00
	0110-30-326-000-670205-					
110326	670206	Emergency Medical Leave	.00	.00	.00	.00
	0110-30-326-000-670206-					
110326	670301	Longevity	.00	.00	.00	.00
	0110-30-326-000-670301-					
110326	673101	Social Security	14,575.00	12,209.00	11,860.00	-18.63
	0110-30-326-000-673101-					
		VACANT002639, POSITION(2639)	.00	.00	2,525.00	
		VACANT002639, POSITION(2639)	.00	.00	590.00	
		ZOLINSKI, AMY M(100341)	.00	.00	2,856.00	
		ZOLINSKI, AMY M(100341)	.00	.00	668.00	
		LORD, FRANK C(100797)	.00	.00	4,386.00	
		LORD, FRANK C(100797)	.00	.00	1,026.00	
		1.5% Vacancy Discount	1.00	191.00	-191.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
bgdeptra

BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110326	673102	Retirement	13,430.00	7,389.00	11,195.00	-16.64
	0110-30-326-000-673102-					
		VACANT002639, POSITION(2639)	.00	.00	3,112.00	
		ZOLINSKI, AMY M(100341)	.00	.00	3,189.00	
		LORD, FRANK C(100797)	.00	.00	5,064.00	
		1.5% Vacancy Discount	1.00	170.00	-170.00	
110326	673103	Worker's Comp Insurance	6,860.00	6,698.00	6,860.00	.00
	0110-30-326-000-673103-					
110326	673104	Unemployment Compensation	.00	585.00	.00	.00
	0110-30-326-000-673104-					
110326	673201	Health Insurance	40,781.00	51,586.00	51,783.00	26.98
	0110-30-326-000-673201-					
		VACANT002639, POSITION(2639)	.00	.00	21,869.00	
		ZOLINSKI, AMY M(100341)	.00	.00	8,897.00	
		LORD, FRANK C(100797)	.00	.00	21,869.00	
		1.5% Vacancy Discount	1.00	852.00	-852.00	
110326	673202	Dental Insurance	1,690.00	561.00	323.00	-80.89
	0110-30-326-000-673202-					
		ZOLINSKI, AMY M(100341)	.00	.00	349.00	
		1.5% Vacancy Discount	1.00	26.00	-26.00	
110326	673203	Life Insurance	1,123.00	129.00	101.00	-91.01
	0110-30-326-000-673203-					
		ZOLINSKI, AMY M(100341)	.00	.00	35.00	
		LORD, FRANK C(100797)	.00	.00	66.00	
110326	673204	Long Term Disability	1,200.00	366.00	366.00	-69.50
	0110-30-326-000-673204-					
110326	675101	Uniforms & Clothing	1,035.00	1,035.00	1,035.00	.00
	0110-30-326-000-675101-					
110326	680201	Janitor Supp-City Bldgs	10,000.00	10,000.00	10,000.00	.00
	0110-30-326-000-680201-					

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110326	680202	Janitor Supp-Safety Bld 0110-30-326-000-680202-	.00	.00	.00	.00
110326	680203	Janitor Supp-DPW Bldgs 0110-30-326-000-680203-	.00	.00	.00	.00
110326	680302	Work Supp-City Bldgs 0110-30-326-000-680302-	7,000.00	7,000.00	7,000.00	.00
110326	680303	Work Supp-Safety Bldg 0110-30-326-000-680303-	6,000.00	6,000.00	6,000.00	.00
110326	680304	Work Supp-DPW Bldgs 0110-30-326-000-680304-	3,000.00	3,000.00	3,000.00	.00
110326	680401	Equip / Small Tools 0110-30-326-000-680401- Small equipment and hand tools	700.00 1.00	700.00 700.00	700.00 700.00	.00
110326	680501	Memberships 0110-30-326-000-680501-	.00	.00	.00	.00
110326	680503	Books & Periodicals 0110-30-326-000-680503-	.00	.00	.00	.00
110326	680504	Telephone services 0110-30-326-000-680504-	3,000.00	3,000.00	3,000.00	.00
110326	680505	Postage 0110-30-326-000-680505-	.00	.00	.00	.00
110326	683201	Contracted Services - General 0110-30-326-000-683201-	68,070.00	111,208.00	135,522.00	99.09
		HVAC Preventative Maintenance Contract	12.00	1,764.00	21,168.00	
		Pest Arrest	12.00	115.00	1,380.00	
		AT&T Alarm Circuits	12.00	85.00	1,020.00	
		Packerland Mat Contract	12.00	180.00	2,160.00	
		Mop Contract	12.00	118.00	1,416.00	
		Fire Protection Services	1.00	6,500.01	6,500.01	
		Braun Elevator Contract	4.00	560.00	2,240.00	
		Wenniger Compressor Air Compressor PM Contracts	2.00	750.00	1,500.00	
		Dumpster Fees	12.00	240.00	2,880.00	
		Cleaning Service - DPW	12.00	1,219.75	14,637.00	
		Cleaning Services - City Hall	12.00	2,635.00	31,620.00	
		Economy Window Washing	2.00	1,140.00	2,280.00	
		Alarm Monitoring Service	1.00	350.00	350.00	
		Total Energy Gensets Generator	1.00	3,377.00	3,377.00	
		Preventative Mtce				
		Annual OSHA Crane Inspection	1.00	250.00	250.00	
		Pressure Washer Inspection & Maintenance	1.00	500.00	500.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		DSPS Elevator Permit	2.00	50.00	100.00	
		Gate Preventative Maintenance	1.00	300.00	300.00	
		Carpet Cleaning	2.00	1,750.00	3,500.00	
			3.00	1,217.33	3,651.99	
		Cleaning Services - Public Safety Bldg	12.00	2,891.00	34,692.00	
110326	683401	Liability Insurance 0110-30-326-000-683401-	.00	1,006.00	.00	.00
110326	683402	Auto Insurance 0110-30-326-000-683402-	2,850.00	2,585.02	2,850.00	.00
		Auto Insurance	1.00	2,850.00	2,850.00	
110326	683501	Training/Conferences 0110-30-326-000-683501-	.00	.00	.00	.00
110326	686101	Electric - City Hall 0110-30-326-000-686101-	42,500.00	44,000.00	42,500.00	.00
110326	686102	Electric - Safety Bldg 0110-30-326-000-686102-	60,000.00	59,000.00	60,000.00	.00
110326	686103	Electric - E.S. Firehouse 0110-30-326-000-686103-	19,850.00	1,900.00	19,850.00	.00
110326	686104	Electric - 6330 W Mequon 0110-30-326-000-686104-	.00	.00	.00	.00
110326	686105	Electric - Green Bay Shop 0110-30-326-000-686105-	.00	.00	.00	.00
110326	686106	Electric - Highway Bldg 0110-30-326-000-686106-	37,500.00	38,000.00	37,500.00	.00
110326	686107	Electric - 6300 W Mequon 0110-30-326-000-686107-	.00	.00	.00	.00
110326	686112	Electric - Logemann Ctr. 0110-30-326-000-686112-	.00	.00	.00	.00
110326	686150	Electric - Sirens 0110-30-326-000-686150-	500.00	466.00	480.00	-4.00
110326	686201	Gas-City Hall 0110-30-326-000-686201-	8,750.00	8,750.00	8,750.00	.00
110326	686202	Gas-Safety Bldg 0110-30-326-000-686202-	20,500.00	20,500.00	20,500.00	.00

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110326	686203	Gas-E.S. Firehouse 0110-30-326-000-686203-	3,300.00	3,300.00	3,300.00	.00
110326	686204	Gas-6330 W Mequon Rd 0110-30-326-000-686204-	.00	.00	.00	.00
110326	686205	Gas-6300 W Mequon Rd 0110-30-326-000-686205-	.00	.00	.00	.00
110326	686206	Gas-Green Bay Shop 0110-30-326-000-686206-	.00	.00	.00	.00
110326	686207	Gas-Highway Bldg 0110-30-326-000-686207-	16,000.00	16,000.00	16,000.00	.00
110326	686212	Gas-Logemann Ctr 0110-30-326-000-686212-	.00	.00	.00	.00
110326	686301	Sewer-City Hall 0110-30-326-000-686301-	850.00	650.00	670.00	-21.18
110326	686302	Sewer-Safety Bldg 0110-30-326-000-686302-	1,700.00	1,500.00	1,545.00	-9.12
110326	686308	Sewer-Logemann Ctr. 0110-30-326-000-686308-	.00	.00	.00	.00
110326	686401	Water-City Hall 0110-30-326-000-686401-	1,800.00	1,525.00	1,637.00	-9.06
110326	686402	Water-Safety Bldg 0110-30-326-000-686402-	3,000.00	2,813.00	3,000.00	.00
110326	686408	Water-Logemann Ctr. 0110-30-326-000-686408-	.00	.00	.00	.00
110326	686501	M & R - City Bldgs 0110-30-326-000-686501-	8,250.00	8,250.00	8,250.00	.00
110326	686502	M & R - Safety Bldg 0110-30-326-000-686502-	108,125.00	108,125.00	18,125.00	-83.24
110326	686503	M & R - DPW Bldgs 0110-30-326-000-686503-	9,125.00	9,125.00	9,125.00	.00
110326	686504	M & R Logemen Center 0110-30-326-000-686504-	.00	.00	.00	.00

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110326	686550	M & R	.00	.00	.00	.00
	0110-30-326-000-686550-					
110326	688120	Rentals	.00	.00	.00	.00
	0110-30-326-000-688120-					
		BUDGET CEILING:			1,452,076.00	
		TOTALS:	726,038.00	721,782.02	679,042.00	-6.47
** END OF REPORT - Generated by Marie Keyser **						

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Fleet Maintenance

## Program Description

The Fleet Maintenance Division manages the infrastructure of the City as it relates to vehicle and equipment for Police, Fire, Ambulance, Water, Sewer, and Public Works.

## 2021 Accomplishments

- Provided cost effective vehicle and equipment repairs for all divisions/departments. Completed an estimated 700-750 repairs and preventive maintenance services.
- Purchased a new Zero Turn Scag lawn mower, a new used Dynapac roller, two Sewer Department service trucks, Water Department service truck.
- Ordered a new plow truck and loader with plow and wing.

## Key Performance Indicators

Activity	2017 Actual	2018 Actual	2019 Actual	2020 Projected	2021 Budgeted
<b>Equipment in Fleet</b>	340+	340+	340+	340	340
<b>Repair Operations</b>	950	746	762	750	750

## 2021 Objectives

- Provide cost effective vehicle and equipment repairs for all divisions/departments.
- Manage the DPW equipment replacement fund within the 2022 budget appropriation.
- Utilize resources to estimate fuel usage and prices. For 2022, Public Works expects to use 12,500 gallons of unleaded gasoline and 32,500 gallons of diesel fuel. This is based on yearly averages. Budget is based on an estimate of \$2.56 per gallon for unleaded and \$2.85 per gallon for diesel fuel using US Energy Information Administration outlook.

## Staffing for 2022

Positions (FTE)	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget
<b>Chief Mechanic</b>	1.00	1.00	1.00	0.00	0.00
<b>Fleet Superintendent</b>	0.00	0.00	0.00	1.00	1.00
<b>Mechanic</b>	2.00	2.00	2.00	2.00	2.00
<b>Maintenance Intern/Apprentice (PT)</b>	0.00	0.00	0.00	0.00	0.00

### Estimated 2021 Revenue

None

### Proposed 2022 Budget

\$546,383



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund		2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110355	Fleet Services							
70	SALARIES							
110355	670101 Salaries	171,872.84	189,754.00	189,754.00	120,445.69	173,827.00	194,519.00	
110355	670104 Vacation	.00	.00	.00	.00	.00	.00	
110355	670105 Sick Pay	.00	.00	.00	.00	.00	.00	
110355	670106 CompTime	3,242.36	2,500.00	2,500.00	2,976.62	4,815.00	2,500.00	
110355	670201 OverTime	2,023.82	3,000.00	3,000.00	4,510.25	7,281.00	3,000.00	
110355	670204 PTO	16,170.27	.00	.00	11,971.77	16,406.00	.00	
110355	670205 FMLA	1,954.69	.00	.00	.00	.00	.00	
110355	670206 EmergLeave	.00	.00	.00	.00	.00	.00	
110355	670301 Longevity	.00	.00	.00	.00	.00	.00	
	TOTAL SALARIES	195,263.98	195,254.00	195,254.00	139,904.33	202,329.00	200,019.00	
73	FRINGE BENEFITS							
110355	673101 Social Sec	14,091.70	13,465.00	13,465.00	10,081.65	14,325.00	13,701.00	
110355	673102 Retirement	13,250.27	12,809.00	12,809.00	9,443.68	13,409.00	12,643.00	
110355	673103 W/C Insure	6,362.16	6,531.00	6,531.00	6,376.45	6,376.45	6,531.00	
110355	673104 UnempComp	.00	.00	.00	.00	.00	.00	
110355	673201 Health Ins	65,654.58	67,457.00	67,457.00	48,888.62	68,583.00	64,545.00	
110355	673202 Dental Ins	2,120.75	2,005.00	2,005.00	2,290.41	3,234.00	3,008.00	
110355	673203 Life Ins	341.74	342.00	342.00	294.49	398.00	528.00	
110355	673204 Disability	745.42	800.00	800.00	643.80	773.00	773.00	
	TOTAL FRINGE BENEFITS	102,566.62	103,409.00	103,409.00	78,019.10	107,098.45	101,729.00	
75	OTHER STAFF COSTS							
110355	675101 Uniforms	1,035.00	1,035.00	1,035.00	.00	1,035.00	1,035.00	
110355	675102 Tool Allow	447.36	450.00	450.00	.00	450.00	450.00	
	TOTAL OTHER STAFF COSTS	1,482.36	1,485.00	1,485.00	.00	1,485.00	1,485.00	
80	MATERIALS & SUPPLIES							
110355	680101 Office Sup	235.84	300.00	300.00	205.67	300.00	300.00	
110355	680301 WS-Maint	86,313.41	73,255.00	73,255.00	77,560.04	79,502.00	77,000.00	
110355	680402 Motor Fuel	94,156.22	121,775.00	121,775.00	98,030.55	127,588.00	142,050.00	
110355	680504 Telephone	84.14	150.00	150.00	70.22	120.00	150.00	
110355	680505 Postage	.00	.00	.00	.00	.00	.00	
	TOTAL MATERIALS & SUPPLIES	180,789.61	195,480.00	195,480.00	175,866.48	207,510.00	219,500.00	
83	PURCHASED SERVICES							
110355	683101 Consultant	.00	.00	.00	.00	.00	.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110355 683402 Auto Insur	2,425.68	2,150.00	2,150.00	1,950.10	1,950.10	2,150.00	
TOTAL PURCHASED SERVICES	2,425.68	2,150.00	2,150.00	1,950.10	1,950.10	2,150.00	
86 FACILITY & PLANT							
110355 686303 Sewer	.00	.00	.00	.00	.00	.00	
110355 686403 Water-DPW	.00	.00	.00	.00	.00	.00	
110355 686550 M & R	20,128.54	17,000.00	17,000.00	18,293.74	18,500.00	19,000.00	
TOTAL FACILITY & PLANT	20,128.54	17,000.00	17,000.00	18,293.74	18,500.00	19,000.00	
88 EQUIPMENT / LEASES							
110355 680401 Equip / Sm	1,802.27	2,500.00	2,500.00	1,786.11	2,500.00	2,500.00	
TOTAL EQUIPMENT / LEASES	1,802.27	2,500.00	2,500.00	1,786.11	2,500.00	2,500.00	
TOTAL Fleet Services	504,459.06	517,278.00	517,278.00	415,819.86	541,372.55	546,383.00	
TOTAL General Fund	504,459.06	517,278.00	517,278.00	415,819.86	541,372.55	546,383.00	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	504,459.06	517,278.00	517,278.00	415,819.86	541,372.55	546,383.00	
GRAND TOTAL	504,459.06	517,278.00	517,278.00	415,819.86	541,372.55	546,383.00	

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110355	670101	Salaries	189,754.00	173,827.00	194,519.00	2.51
	0110-30-355-000-670101-					
		ZELLER, TODD S(100022)	1.00	74,137.00	74,137.00	
		BURKE, TIMOTHY J(100274)	1.00	65,770.00	65,770.00	
		SCHIEBLE, STEVEN J(100632)	1.00	57,574.00	57,574.00	
		1.5% Vacancy Discount	1.00	2,962.00	-2,962.00	
110355	670104	Vacation	.00	.00	.00	.00
	0110-30-355-000-670104-					
110355	670105	Sick Pay	.00	.00	.00	.00
	0110-30-355-000-670105-					
110355	670106	Comp Time	2,500.00	4,815.00	2,500.00	.00
	0110-30-355-000-670106-					
110355	670201	OverTime	3,000.00	7,281.00	3,000.00	.00
	0110-30-355-000-670201-					
110355	670204	Paid Time Off	.00	16,406.00	.00	.00
	0110-30-355-000-670204-					
110355	670205	Medical Leave	.00	.00	.00	.00
	0110-30-355-000-670205-					
110355	670206	Emergency Medical Leave	.00	.00	.00	.00
	0110-30-355-000-670206-					
110355	670301	Longevity	.00	.00	.00	.00
	0110-30-355-000-670301-					
110355	673101	Social Security	13,465.00	14,325.00	13,701.00	1.75
	0110-30-355-000-673101-					
		ZELLER, TODD S(100022)	.00	.00	4,058.00	
		ZELLER, TODD S(100022)	.00	.00	949.00	
		BURKE, TIMOTHY J(100274)	.00	.00	3,857.00	
		BURKE, TIMOTHY J(100274)	.00	.00	902.00	
		SCHIEBLE, STEVEN J(100632)	.00	.00	3,362.00	
		SCHIEBLE, STEVEN J(100632)	.00	.00	786.00	
		1.5% Vacancy Discount	1.00	213.00	-213.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110355	673102	Retirement	12,809.00	13,409.00	12,643.00	-1.30
	0110-30-355-000-673102-					
		ZELLER, TODD S(100022)	.00	.00	4,819.00	
		BURKE, TIMOTHY J(100274)	.00	.00	4,275.00	
		SCHIEBLE, STEVEN J(100632)	.00	.00	3,742.00	
		1.5% Vacancy Discount	1.00	193.00	-193.00	
110355	673103	Worker's Comp Insurance	6,531.00	6,376.45	6,531.00	.00
	0110-30-355-000-673103-					
110355	673104	Unemployment Compensation	.00	.00	.00	.00
	0110-30-355-000-673104-					
110355	673201	Health Insurance	67,457.00	68,583.00	64,545.00	-4.32
	0110-30-355-000-673201-					
		ZELLER, TODD S(100022)	.00	.00	21,869.00	
		BURKE, TIMOTHY J(100274)	.00	.00	21,869.00	
		SCHIEBLE, STEVEN J(100632)	.00	.00	21,869.00	
		1.5% Vacancy Discount	1.00	1,062.00	-1,062.00	
110355	673202	Dental Insurance	2,005.00	3,234.00	3,008.00	50.02
	0110-30-355-000-673202-					
		ZELLER, TODD S(100022)	.00	.00	1,018.00	
		BURKE, TIMOTHY J(100274)	.00	.00	1,018.00	
		SCHIEBLE, STEVEN J(100632)	.00	.00	1,018.00	
		1.5% Vacancy Discount	1.00	46.00	-46.00	
110355	673203	Life Insurance	342.00	398.00	528.00	54.39
	0110-30-355-000-673203-					
		ZELLER, TODD S(100022)	.00	.00	410.00	
		BURKE, TIMOTHY J(100274)	.00	.00	60.00	
		SCHIEBLE, STEVEN J(100632)	.00	.00	58.00	
110355	673204	Long Term Disability	800.00	773.00	773.00	-3.38
	0110-30-355-000-673204-					

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110355	675101	Uniforms & Clothing 0110-30-355-000-675101-	1,035.00	1,035.00	1,035.00	.00
110355	675102	Tool Allowance 0110-30-355-000-675102-	450.00	450.00	450.00	.00
110355	680101	Office Supplies 0110-30-355-000-680101-	300.00	300.00	300.00	.00
110355	680301	Work Supplies 0110-30-355-000-680301-	73,255.00	79,502.00	77,000.00	5.11
		Parts used for repairs of equipment	1.00	77,000.00	77,000.00	
110355	680401	Equip / Small tools 0110-30-355-000-680401-	2,500.00	2,500.00	2,500.00	.00
		Scan tool updates, shop tools	10.00	250.00	2,500.00	
110355	680402	Motor Fuels & Lubricant 0110-30-355-000-680402-	121,775.00	127,588.00	142,050.00	16.65
		Unleaded fuel	12,500.00	2.56	32,000.00	
		Diesel fuel	32,500.00	2.85	92,625.00	
		Lubricants	4.00	2,000.00	8,000.00	
		Recycling oil and filters	8.00	1,000.00	8,000.00	
		Yearly Fuel Tank Inspection	1.00	575.00	575.00	
		Fuel Tank Pollution Policy (M3)	1.00	350.00	350.00	
		Wisc Emergency Mgmt Tier II Reporting Annual Fee	1.00	500.00	500.00	
110355	680504	Telephone services 0110-30-355-000-680504-	150.00	120.00	150.00	.00
110355	680505	Postage 0110-30-355-000-680505-	.00	.00	.00	.00
110355	683101	Consultants - General 0110-30-355-000-683101-	.00	.00	.00	.00
110355	683402	Auto Insurance 0110-30-355-000-683402-	2,150.00	1,950.10	2,150.00	.00
		Auto Insurance	1.00	2,150.00	2,150.00	
110355	686303	Sewer - DPW bldgs 0110-30-355-000-686303-	.00	.00	.00	.00
110355	686403	Water - DPW bldgs 0110-30-355-000-686403-	.00	.00	.00	.00

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 4  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110355	686550	M & R	17,000.00	18,500.00	19,000.00	11.76
	0110-30-355-000-686550-	Equipment and components sent out for repairs, fuel injection parts, transmissions etc.	1.00	19,000.00	19,000.00	
		BUDGET CEILING:			1,034,556.00	
		TOTALS:	517,278.00	541,372.55	546,383.00	5.63
** END OF REPORT - Generated by Marie Keyser **						

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Engineering

## Program Description

The Engineering Division administers all consultant and construction contracts, and associated studies/analysis for city capital improvement, infrastructure, and facility projects. The Division also administers and maintains the City's transportation improvement plan program and annual road evaluation and improvement program. Additionally, staff also manages the City's storm water management plan, including compliance with the WDNR NR216 permit, MMSD Chapter 13 and other applicable State and Federal requirements. Staff regularly provides Plan Commission support and developer plan consulting, reviews, and construction inspections. Lastly, the Division provides local drainage inspection and consulting services to residents, manages city infrastructure mapping and asset tracking, and provides land and building improvement consulting and reviews.

## 2021 Accomplishments

- Completion of road projects in Year 3 of a three-year borrowing.
- Facilitate multiple agreements with the Wisconsin Department of Transportation for the I-43 North/South Corridor project.
- Oversee the concept plan approval and design of a safe crossing of Mequon Road at the Ozaukee Interurban Trail.
- Creation of informational and instructional packets for fill permit, erosion control permit, and green infrastructure plan applicants.

## Key Performance Indicators

Activity	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budgeted
<b>Development Plan Reviews</b>	86	75	35	80	70
<b>Right-of-way Permits issued</b>	210	217	157	165	180
<b>Fill Permits Issued</b>	21	40	28	25	30
<b>Erosion Control Permits Inspected</b>	21	36	31	30	30
<b>Pond Certifications</b>	48	60	51	30	77
<b>Drainage Concerns Inspected</b>	90	100	121	50	85
<b>Publicly Bid Projects</b>	4	4	6	4	5
<b>Drainage Projects (Designed)</b>	18	47	62	55	50

Road Activity	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budgeted
<b>Miles of Subdivision Roads</b>	142.59	144.65	144.88	144.99	145.10
<b>Miles of Arterial Roads</b>	68.33	68.33	68.33	68.33	68.33
<b>Miles of Road Crack Sealed</b>	26.85	52.02	48.41	48.56	50
<b>Miles of Road GSB-88 Sealed</b>	21.05	14.10	9.88	12.56	15
<b>Miles of Roads Milled/Wedge Overlay</b>	0.47	2.31	0.56	1.71	2.5

<b>Miles of Road Pulverized &amp; Paved</b>	6.82	0.77	0.79	1.97	2.5
<b>Percentage of Roadways Inspected</b>	100%	100%	100%	100%	100%

**2022 Objectives**

- Provide support for a new transportation bonding for the annual road program.
- Implement the design solution for a safe crossing of Mequon Road at the Ozaukee Interurban Trail.
- Implement the anticipated reissuance of the City’s stormwater permit.
- Update the Standard Specification for Land Development.

**Staffing for 2022**

<b>Positions (FTE)</b>	<b>2020 Actual</b>	<b>2021 Projected</b>	<b>2022 Budget</b>
<b>DPW/City Engineer</b>	0.50	0.50	0.50
<b>Assistant City Engineer</b>	1.00	1.00	1.00
<b>Engineering Tech. I</b>	1.00	1.00	1.00
<b>Engineering Tech. II Field</b>	1.00	1.00	1.00
<b>Engineering Tech. II Admin</b>	0.75	0.75	0.75
<b>Administrative Secretary</b>	1.00	1.00	1.00
<b>Summer Interns</b>	0.00	1.00	2.00

**Estimated 2022 Revenue**

\$80,500

**Proposed 2022 Budget**

\$584,453

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110358 Engineering							
70 SALARIES							
110358 670101 Salaries	256,108.43	331,874.00	331,874.00	174,286.99	246,914.00	350,480.00	
110358 670104 Vacation	.00	.00	.00	.00	.00	.00	
110358 670105 Sick Pay	.00	.00	.00	.00	.00	.00	
110358 670106 CompTime	1,120.88	.00	.00	1,144.15	1,851.00	.00	
110358 670201 OverTime	272.49	500.00	500.00	1,042.56	882.00	500.00	
110358 670204 PTO	24,556.34	.00	.00	15,385.30	19,564.00	.00	
110358 670205 FMLA	.00	.00	.00	.00	.00	.00	
110358 670206 EmergLeave	.00	.00	.00	.00	.00	.00	
110358 670301 Longevity	.00	.00	.00	.00	.00	.00	
TOTAL SALARIES	282,058.14	332,374.00	332,374.00	191,859.00	269,211.00	350,980.00	
73 FRINGE BENEFITS							
110358 673101 Social Sec	20,463.17	24,132.00	24,132.00	13,747.59	19,287.00	24,451.00	
110358 673102 Retirement	18,731.63	22,186.00	22,186.00	12,576.96	17,567.00	22,348.00	
110358 673103 W/C Insure	8,509.17	8,655.00	8,655.00	8,528.30	8,528.30	8,655.00	
110358 673104 UnempComp	.00	.00	.00	.00	.00	.00	
110358 673201 Health Ins	68,331.66	99,755.00	99,755.00	54,639.80	77,438.00	80,025.00	
110358 673202 Dental Ins	2,258.07	3,510.00	3,510.00	2,147.66	3,124.00	2,507.00	
110358 673203 Life Ins	414.97	463.00	463.00	365.42	498.00	653.00	
110358 673204 Disability	1,390.22	2,200.00	2,200.00	1,081.83	1,334.00	1,334.00	
TOTAL FRINGE BENEFITS	120,098.89	160,901.00	160,901.00	93,087.56	127,776.30	139,973.00	
75 OTHER STAFF COSTS							
110358 675101 Uniforms	43.12	.00	.00	.00	.00	.00	
TOTAL OTHER STAFF COSTS	43.12	.00	.00	.00	.00	.00	
80 MATERIALS & SUPPLIES							
110358 680101 Office Sup	213.83	500.00	500.00	215.57	500.00	500.00	
110358 680103 CopierSupy	.00	.00	.00	.00	.00	.00	
110358 680301 WS-Admin	836.31	750.00	750.00	536.51	750.00	750.00	
110358 680501 Membership	760.00	750.00	750.00	.00	780.00	750.00	
110358 680502 Print/Pub	.00	.00	.00	.00	.00	.00	
110358 680503 BooksPerio	.00	.00	.00	.00	.00	.00	
110358 680504 Telephone	2,535.67	2,400.00	2,400.00	1,456.52	1,500.00	2,400.00	
110358 680505 Postage	784.95	800.00	800.00	707.84	800.00	800.00	
TOTAL MATERIALS & SUPPLIES	5,130.76	5,200.00	5,200.00	2,916.44	4,330.00	5,200.00	
83 PURCHASED SERVICES							
110358 683101 Cnsult-Gen	8,142.25	11,000.00	11,000.00	13,470.00	13,470.00	14,000.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110358 683102 Cnsult-PCS	95,673.00	50,000.00	50,000.00	46,749.00	50,000.00	50,000.00	
110358 683201 Cntrct-Gen	11,205.35	12,500.00	12,500.00	5,139.04	10,000.00	14,500.00	
110358 683202 Cntrct-Mnt	.00	.00	.00	.00	.00	.00	
110358 683402 Auto Insur	3,497.69	3,100.00	3,100.00	2,811.77	2,811.77	3,100.00	
110358 683501 Train/Conf	753.08	1,875.00	1,875.00	579.99	2,500.00	2,500.00	
TOTAL PURCHASED SERVICES	119,271.37	78,475.00	78,475.00	68,749.80	78,781.77	84,100.00	
86 FACILITY & PLANT							
110358 686550 M & R	.00	.00	.00	.00	.00	.00	
TOTAL FACILITY & PLANT	.00	.00	.00	.00	.00	.00	
88 EQUIPMENT / LEASES							
110358 680401 Equip / Sm	578.87	500.00	500.00	185.58	500.00	500.00	
110358 688101 Photocopie	3,624.85	3,700.00	3,700.00	3,700.00	3,700.00	3,700.00	
TOTAL EQUIPMENT / LEASES	4,203.72	4,200.00	4,200.00	3,885.58	4,200.00	4,200.00	
TOTAL Engineering	530,806.00	581,150.00	581,150.00	360,498.38	484,299.07	584,453.00	
TOTAL General Fund	530,806.00	581,150.00	581,150.00	360,498.38	484,299.07	584,453.00	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	530,806.00	581,150.00	581,150.00	360,498.38	484,299.07	584,453.00	
GRAND TOTAL	530,806.00	581,150.00	581,150.00	360,498.38	484,299.07	584,453.00	

\*\* END OF REPORT - Generated by Marie Keyser \*\*

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110358	670101	Salaries	331,874.00	246,914.00	350,480.00	5.61
	0110-30-358-000-670101-					
		VACANT002640, POSITION(2640)	.80	45,351.25	36,281.00	
		DANDY, JEREMY B(100235)	1.00	66,706.00	66,706.00	
		LUNDEEN, KRISTEN B(100261)	.50	130,268.00	65,134.00	
		WESTBROOKE, JOHN A(100677)	1.00	67,662.00	67,662.00	
		BEILFUSS, ROBERT C(100765)	.50	72,780.00	36,390.00	
		RODRIGUEZ, TUZINDE(100772)	1.00	3,198.00	3,198.00	
		MCCRAW, COLE D(100776)	1.00	76,888.00	76,888.00	
		1.5% Vacancy Discount	1.00	5,284.00	-5,284.00	
		Summer Interns	.00	.00	3,505.00	
110358	670104	Vacation	.00	.00	.00	.00
	0110-30-358-000-670104-					
110358	670105	Sick Pay	.00	.00	.00	.00
	0110-30-358-000-670105-					
110358	670106	Comp Time	.00	1,851.00	.00	.00
	0110-30-358-000-670106-					
110358	670201	OverTime	500.00	882.00	500.00	.00
	0110-30-358-000-670201-					
110358	670204	Paid Time Off	.00	19,564.00	.00	.00
	0110-30-358-000-670204-					
110358	670205	Medical Leave	.00	.00	.00	.00
	0110-30-358-000-670205-					
110358	670206	Emergency Medical Leave	.00	.00	.00	.00
	0110-30-358-000-670206-					
110358	670301	Longevity	.00	.00	.00	.00
	0110-30-358-000-670301-					
110358	673101	Social Security	24,132.00	19,287.00	24,451.00	1.32
	0110-30-358-000-673101-					
		VACANT002640, POSITION(2640)	.00	.00	1,895.00	
		VACANT002640, POSITION(2640)	.00	.00	443.00	
		DANDY, JEREMY B(100235)	.00	.00	3,856.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		DANDY, JEREMY B(100235)	.00	.00	902.00	
		LUNDEEN, KRISTEN B(100261)	.00	.00	3,592.00	
		LUNDEEN, KRISTEN B(100261)	.00	.00	840.00	
		WESTBROOKE, JOHN A(100677)	.00	.00	3,875.00	
		WESTBROOKE, JOHN A(100677)	.00	.00	906.00	
		BEILFUSS, ROBERT C(100765)	.00	.00	2,021.00	
		BEILFUSS, ROBERT C(100765)	.00	.00	473.00	
		RODRIGUEZ, TUZINDE(100772)	.00	.00	198.00	
		RODRIGUEZ, TUZINDE(100772)	.00	.00	46.00	
		MCCRAW, COLE D(100776)	.00	.00	4,688.00	
		MCCRAW, COLE D(100776)	.00	.00	1,096.00	
		1.5% Vacancy Discount	1.00	380.00	-380.00	
110358	673102	Retirement	22,186.00	17,567.00	22,348.00	.73
	0110-30-358-000-673102-					
		VACANT002640, POSITION(2640)	.00	.00	2,358.00	
		DANDY, JEREMY B(100235)	.00	.00	4,336.00	
		LUNDEEN, KRISTEN B(100261)	.00	.00	4,233.00	
		WESTBROOKE, JOHN A(100677)	.00	.00	4,398.00	
		BEILFUSS, ROBERT C(100765)	.00	.00	2,365.00	
		MCCRAW, COLE D(100776)	.00	.00	4,998.00	
		1.5% Vacancy Discount	1.00	340.00	-340.00	
110358	673103	Worker's Comp Insurance	8,655.00	8,528.30	8,655.00	.00
	0110-30-358-000-673103-					
110358	673104	Unemployment Compensation	.00	.00	.00	.00
	0110-30-358-000-673104-					
110358	673201	Health Insurance	99,755.00	77,438.00	80,025.00	-19.78
	0110-30-358-000-673201-					
		VACANT002640, POSITION(2640)	.00	.00	6,830.00	
		DANDY, JEREMY B(100235)	.00	.00	21,869.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 3  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		LUNDEEN, KRISTEN B(100261)	.00	.00	10,934.00	
		WESTBROOKE, JOHN A(100677)	.00	.00	21,869.00	
		BEILFUSS, ROBERT C(100765)	.00	.00	10,935.00	
		MCCRAW, COLE D(100776)	.00	.00	8,897.00	
		1.5% Vacancy Discount	1.00	1,309.00	-1,309.00	
110358	673202	Dental Insurance	3,510.00	3,124.00	2,507.00	-28.58
		0110-30-358-000-673202-				
		DANDY, JEREMY B(100235)	.00	.00	1,018.00	
		LUNDEEN, KRISTEN B(100261)	.00	.00	509.00	
		WESTBROOKE, JOHN A(100677)	.00	.00	1,018.00	
		1.5% Vacancy Discount	1.00	38.00	-38.00	
110358	673203	Life Insurance	463.00	498.00	653.00	41.04
		0110-30-358-000-673203-				
		DANDY, JEREMY B(100235)	.00	.00	66.00	
		LUNDEEN, KRISTEN B(100261)	.00	.00	69.00	
		WESTBROOKE, JOHN A(100677)	.00	.00	209.00	
		BEILFUSS, ROBERT C(100765)	.00	.00	254.00	
		MCCRAW, COLE D(100776)	.00	.00	55.00	
110358	673204	Long Term Disability	2,200.00	1,334.00	1,334.00	-39.36
		0110-30-358-000-673204-				
110358	675101	Uniforms & Clothing	.00	.00	.00	.00
		0110-30-358-000-675101-				
110358	680101	Office Supplies	500.00	500.00	500.00	.00
		0110-30-358-000-680101-				
110358	680103	Office Supp- Copier Equ	.00	.00	.00	.00
		0110-30-358-000-680103-				
110358	680301	Work Supplies-Admin	750.00	750.00	750.00	.00
		0110-30-358-000-680301-				

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 4  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110358	680401	Equip / Small Tools	500.00	500.00	500.00	.00
	0110-30-358-000-680401-	Illicit discharge testing chemicals	1.00	100.00	100.00	
		Staking lathe and paint	1.00	300.00	300.00	
		Survey Equipment	1.00	100.00	100.00	
110358	680501	Memberships	750.00	780.00	750.00	.00
	0110-30-358-000-680501-	APWA Membership	1.00	750.00	750.00	
110358	680502	Printing/Publications	.00	.00	.00	.00
	0110-30-358-000-680502-					
110358	680503	Books & Periodicals	.00	.00	.00	.00
	0110-30-358-000-680503-					
110358	680504	Telephone services	2,400.00	1,500.00	2,400.00	.00
	0110-30-358-000-680504-					
110358	680505	Postage	800.00	800.00	800.00	.00
	0110-30-358-000-680505-					
110358	683101	Consultants - General	11,000.00	13,470.00	14,000.00	27.27
	0110-30-358-000-683101-	Mid-Moraine Water Quality Collective	.00	.00	.00	
		SWWT Respect Our Waters (PE&O for MS4)	1.00	13,500.00	13,500.00	
		Ozaukee County LIDAR Payment	1.00	500.00	500.00	
		Drainage and Road Design	.00	.00	.00	
110358	683102	Consultants - Plan Comm Suprt	50,000.00	50,000.00	50,000.00	.00
	0110-30-358-000-683102-	Consultant Reviews for SWMP, watermain and inspect	25.00	2,000.00	50,000.00	
110358	683201	Contracted Services - General	12,500.00	10,000.00	14,500.00	16.00
	0110-30-358-000-683201-	WPDES Stormwater Fee	1.00	3,000.00	3,000.00	
		AutoCAD Subscription	1.00	3,000.00	3,000.00	
		GIS Subscription (non-utility)	1.00	8,500.00	8,500.00	
		Fish Passage Maintenance	.00	.00	.00	
110358	683202	Contracted Services - Maint.	.00	.00	.00	.00
	0110-30-358-000-683202-					
110358	683402	Auto Insurance	3,100.00	2,811.77	3,100.00	.00
	0110-30-358-000-683402-	Auto Insurance	1.00	3,100.00	3,100.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 5  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110358	683501	Training/Conferences	1,875.00	2,500.00	2,500.00	33.33
	0110-30-358-000-683501-					
	3	Engineers to meet PDH req for	1.00	2,500.00	2,500.00	
		licensing				
110358	686550	M & R	.00	.00	.00	.00
	0110-30-358-000-686550-					
110358	688101	Photocopiers	3,700.00	3,700.00	3,700.00	.00
	0110-30-358-000-688101-					
		BUDGET CEILING:			1,162,300.00	
		TOTALS:	581,150.00	484,299.07	584,453.00	.57

\*\* END OF REPORT - Generated by Marie Keyser \*\*

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Highway

## Program Description

The Highway Division manages the infrastructure of the City as it relates to roadways and drainage system maintenance. All related sanitary sewer maintenance is covered in a separate City budget.

## 2021 Accomplishments

- Maintained safe service levels for winter snowplowing and road maintenance to meet all conditions. Multiple DPW divisions contributed to snow control operations through inter-divisional cooperation during 19 snow events throughout the year, with 30 call outs to plow.
- Completed the #1 project off the major & secondary drainage CIP list.
- Completed 14 Highway Division projects/drainage problems.
- Completed 6 of 11 crossroad culvert replacements.
- Shoulder graded 77 miles along main roads within the City.
- Installed 42 driveway culverts.
- Cut all marked ash trees and they will be stumped and restored.

## Key Performance Indicators

Activity	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budgeted
<b>Driveway Culverts Installed</b>	20	28	30	42	30
<b>Catch Basins Inspected</b>	100	100	100	100	100
<b>Snow Events</b>	36	42	35	30	35
<b>Tree Removals</b>	2,800	3150	2800	2500	2800
<b>Tree Plantings</b>	277	147	500	377	500
<b>Tree Pruned</b>	150	150	200	300	300
<b>Christmas Tree Chipping</b>	1,240	1183	1200	1209	1200

## 2022 Objectives

- Complete all Highway Division Projects given plans for.
- Reduce salt usage through efficient anti-icing and pre-wetting operations.
- Replace street signs to meet FHWA guidelines.
- Replace all crossroad culverts that are failing.
- Get road program done earlier in year.

### Staffing for 2022

Positions (FTE)	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budgeted
<b>Director of Public Works/City Engineer</b>	0.50	0.50	0.50	0.50	0.50
<b>Deputy Director of Public Works</b>	0.00	1.00	1.00	1.00	1.00
<b>Administrative Secretary</b>	1.00	0.50	0.50	0.50	0.50
<b>Director of Parks and Operations</b>	0.50	0.00	0.00	0.00	0.00
<b>Highway Superintendent</b>	1.00	1.00	1.00	1.00	1.00
<b>Highway Section Foreman</b>	4.00	4.00	4.00	4.00	4.00
<b>Highway Equipment Operator-Heavy</b>	3.00	3.00	1.00	1.00	1.00
<b>Heavy Equipment Operator-Regular</b>	1.00	1.00	0.00	0.00	0.00
<b>Heavy Equipment Operator</b>	0.00	2.00	3.00	3.00	3.00
<b>Highway Worker</b>	4.00	1.00	1.00	3.00	3.00
<b>Highway/Parks Maintenance Workers</b>	0.00	2.50	2.50	2.00	2.00
<b>Summer Seasonal</b>	5.00	5.00	5.00	0.00	5.00

**Estimated 2021 Revenue**

\$86,450

**Proposed 2022 Budget**

\$2,041,065



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110359 Highway							
70 SALARIES							
110359 670101 Salaries	794,113.12	965,471.00	965,471.00	587,859.33	845,184.00	1,001,798.00	
110359 670104 Vacation	.00	.00	.00	.00	.00	.00	
110359 670105 Sick Pay	.00	.00	.00	.00	.00	.00	
110359 670106 CompTime	30,671.28	.00	.00	19,420.57	29,472.00	.00	
110359 670201 OverTime	26,423.05	43,000.00	43,000.00	19,886.72	30,944.00	43,000.00	
110359 670204 PTO	52,683.86	.00	.00	22,007.21	27,884.00	.00	
110359 670205 FMLA	10,262.11	.00	.00	3,770.22	3,099.00	.00	
110359 670206 EmergLeave	7,302.51	.00	.00	1,863.52	3,015.00	.00	
110359 670301 Longevity	.00	.00	.00	.00	.00	.00	
TOTAL SALARIES	921,455.93	1,008,471.00	1,008,471.00	654,807.57	939,598.00	1,044,798.00	
73 FRINGE BENEFITS							
110359 673101 Social Sec	66,972.81	70,277.00	70,277.00	47,379.13	68,238.00	70,860.00	
110359 673102 Retirement	61,550.00	63,659.00	63,659.00	44,122.91	63,501.00	62,954.00	
110359 673103 W/C Insure	28,654.55	29,115.00	29,115.00	28,718.93	28,718.93	29,115.00	
110359 673104 UnempComp	.00	.00	.00	.00	.00	.00	
110359 673201 Health Ins	237,222.47	265,368.00	265,368.00	166,783.24	237,093.00	236,458.00	
110359 673202 Dental Ins	8,060.87	9,554.00	9,554.00	7,044.89	10,053.00	10,070.00	
110359 673203 Life Ins	1,525.09	1,490.00	1,490.00	967.48	1,368.00	1,509.00	
110359 673204 Disability	3,661.93	5,200.00	5,200.00	3,181.20	3,858.00	3,858.00	
TOTAL FRINGE BENEFITS	407,647.72	444,663.00	444,663.00	298,197.78	412,829.93	414,824.00	
75 OTHER STAFF COSTS							
110359 675101 Uniforms	4,923.50	5,175.00	5,175.00	.00	5,175.00	5,175.00	
TOTAL OTHER STAFF COSTS	4,923.50	5,175.00	5,175.00	.00	5,175.00	5,175.00	
80 MATERIALS & SUPPLIES							
110359 680101 Office Sup	446.38	800.00	800.00	911.46	800.00	800.00	
110359 680103 CopierSupy	.00	.00	.00	.00	.00	.00	
110359 680301 WS-Admin	963.89	750.00	750.00	218.11	750.00	750.00	
110359 680320 WS-Snow	200,689.79	235,320.00	235,320.00	239,813.54	225,000.00	235,320.00	
110359 680321 WS-Street	48,109.80	51,000.00	51,000.00	52,714.27	51,000.00	55,000.00	
110359 680322 WS-Signs	36,546.88	35,088.00	35,088.00	32,832.21	38,838.00	40,088.00	
110359 680323 WS-Culvert	21,973.86	25,000.00	25,000.00	26,651.24	41,120.00	38,000.00	
110359 680324 WS-Blvd	.00	.00	.00	.00	.00	.00	
110359 680351 WS-Forest	.00	.00	.00	.00	.00	.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110359 680501 Membership	100.00	100.00	100.00	200.00	100.00	100.00	
110359 680502 Print/Pub	.00	.00	.00	.00	.00	.00	
110359 680503 BooksPerio	.00	.00	.00	.00	.00	.00	
110359 680504 Telephone	2,185.15	2,500.00	2,500.00	3,420.71	2,500.00	2,500.00	
110359 680505 Postage	137.85	120.00	120.00	83.55	120.00	120.00	
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>311,153.60</b>	<b>350,678.00</b>	<b>350,678.00</b>	<b>356,845.09</b>	<b>360,228.00</b>	<b>372,678.00</b>	
83 PURCHASED SERVICES							
110359 683101 Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110359 683201 Cntrct-Gen	34,286.80	26,240.00	26,240.00	20,390.00	23,170.00	31,240.00	
110359 683202 Cntrct-Mnt	16,972.10	10,000.00	10,000.00	3,000.00	12,983.00	15,000.00	
110359 683402 Auto Insur	37,698.20	33,400.00	33,400.00	30,294.57	30,294.57	33,400.00	
110359 683501 Train/Conf	993.88	750.00	750.00	.00	750.00	1,000.00	
<b>TOTAL PURCHASED SERVICES</b>	<b>89,950.98</b>	<b>70,390.00</b>	<b>70,390.00</b>	<b>53,684.57</b>	<b>67,197.57</b>	<b>80,640.00</b>	
86 FACILITY & PLANT							
110359 686115 Electric	101,785.42	102,590.00	102,590.00	70,247.22	102,590.00	105,700.00	
110359 686303 Sewer	1,986.51	2,200.00	2,200.00	1,892.59	2,350.00	2,200.00	
110359 686403 Water-DPW	7,107.80	4,600.00	4,600.00	3,733.19	4,977.00	4,600.00	
110359 686550 M & R	21,296.04	8,750.00	8,750.00	8,066.47	8,750.00	8,750.00	
<b>TOTAL FACILITY &amp; PLANT</b>	<b>132,175.77</b>	<b>118,140.00</b>	<b>118,140.00</b>	<b>83,939.47</b>	<b>118,667.00</b>	<b>121,250.00</b>	
88 EQUIPMENT / LEASES							
110359 680401 Equip/Tool	1,134.63	1,200.00	1,200.00	1,751.99	1,200.00	1,200.00	
110359 688101 Photocopie	4.80	.00	.00	.00	.00	.00	
110359 688110 Equip / Sm	.00	.00	.00	.00	.00	.00	
110359 688120 Rentals	.00	500.00	500.00	300.00	250.00	500.00	
<b>TOTAL EQUIPMENT / LEASES</b>	<b>1,139.43</b>	<b>1,700.00</b>	<b>1,700.00</b>	<b>2,051.99</b>	<b>1,450.00</b>	<b>1,700.00</b>	
<b>TOTAL Highway</b>	<b>1,868,446.93</b>	<b>1,999,217.00</b>	<b>1,999,217.00</b>	<b>1,449,526.47</b>	<b>1,905,145.50</b>	<b>2,041,065.00</b>	
<b>TOTAL General Fund</b>	<b>1,868,446.93</b>	<b>1,999,217.00</b>	<b>1,999,217.00</b>	<b>1,449,526.47</b>	<b>1,905,145.50</b>	<b>2,041,065.00</b>	
<b>TOTAL REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>TOTAL EXPENSE</b>	<b>1,868,446.93</b>	<b>1,999,217.00</b>	<b>1,999,217.00</b>	<b>1,449,526.47</b>	<b>1,905,145.50</b>	<b>2,041,065.00</b>	
<b>GRAND TOTAL</b>	<b>1,868,446.93</b>	<b>1,999,217.00</b>	<b>1,999,217.00</b>	<b>1,449,526.47</b>	<b>1,905,145.50</b>	<b>2,041,065.00</b>	

\*\* END OF REPORT - Generated by Marie Keyser \*\*

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110359	670101	Salaries	965,471.00	845,184.00	1,001,798.00	3.76
	0110-30-359-000-670101-					
		WEYKER, TIMOTHY J(100051)	1.00	92,032.00	92,032.00	
		BAST, EDWIN R(100053)	1.00	65,770.00	65,770.00	
		HACZYNSKI, RICHARD K(100094)	1.00	80,496.00	80,496.00	
		GRUBE, JOSEPH E(100106)	1.00	66,186.00	66,186.00	
		LUNDEEN, KRISTEN B(100261)	.50	130,268.00	65,134.00	
		CHMIELEWSKI, JEREMY J(100370)	1.00	64,106.00	64,106.00	
		VERFUERTH, TROY A(100371)	1.00	59,467.00	59,467.00	
		ERNST, SCOTT R(100469)	1.00	58,469.00	58,469.00	
		DEUSTER, CASEY S(100480)	.50	44,554.00	22,277.00	
		HOLZER, MATHEW H(100535)	.50	49,108.00	24,554.00	
		PIPKORN, DAVID J(100601)	1.00	55,141.00	55,141.00	
		HILDEBRANDT, GRAHAM R(100640)	1.00	54,912.00	54,912.00	
		HELM, KEVIN T(100684)	1.00	48,610.00	48,610.00	
		OBERHEU, TIMOTHY J(100688)	1.00	48,610.00	48,610.00	
		BODOH, JUSTIN D(100711)	1.00	55,994.00	55,994.00	
		BROOKS, BRIAN J(100768)	1.00	48,610.00	48,610.00	
		THOMAS, SKYLER T(100769)	.50	48,610.00	24,305.00	
		STEINHOFFER, GLEN P(100781)	1.00	48,610.00	48,610.00	
		SUMMER HELP	6.00	5,600.00	33,600.00	
		1.5% Vacancy Discount	1.00	15,085.00	-15,085.00	
110359	670104	Vacation	.00	.00	.00	.00
	0110-30-359-000-670104-					
110359	670105	Sick Pay	.00	.00	.00	.00
	0110-30-359-000-670105-					

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110359	670106	Comp Time 0110-30-359-000-670106-	.00	29,472.00	.00	.00
110359	670201	OverTime 0110-30-359-000-670201-	43,000.00	30,944.00	43,000.00	.00
110359	670204	Paid Time Off 0110-30-359-000-670204-	.00	27,884.00	.00	.00
110359	670205	Medical Leave 0110-30-359-000-670205-	.00	3,099.00	.00	.00
110359	670206	Emergency Medical Leave 0110-30-359-000-670206-	.00	3,015.00	.00	.00
110359	670301	Longevity 0110-30-359-000-670301-	.00	.00	.00	.00
110359	673101	Social Security 0110-30-359-000-673101-	70,277.00	68,238.00	70,860.00	.83
		WEYKER, TIMOTHY J(100051)	.00	.00	5,465.00	
		WEYKER, TIMOTHY J(100051)	.00	.00	1,278.00	
		BAST, EDWIN R(100053)	.00	.00	3,558.00	
		BAST, EDWIN R(100053)	.00	.00	832.00	
		HACZYNSKI, RICHARD K(100094)	.00	.00	4,388.00	
		HACZYNSKI, RICHARD K(100094)	.00	.00	1,026.00	
		GRUBE, JOSEPH E(100106)	.00	.00	3,742.00	
		GRUBE, JOSEPH E(100106)	.00	.00	875.00	
		LUNDEEN, KRISTEN B(100261)	.00	.00	3,592.00	
		LUNDEEN, KRISTEN B(100261)	.00	.00	840.00	
		CHMIELEWSKI, JEREMY J(100370)	.00	.00	3,975.00	
		CHMIELEWSKI, JEREMY J(100370)	.00	.00	930.00	
		VERFUERTH, TROY A(100371)	.00	.00	3,501.00	
		VERFUERTH, TROY A(100371)	.00	.00	819.00	
		ERNST, SCOTT R(100469)	.00	.00	3,160.00	
		ERNST, SCOTT R(100469)	.00	.00	739.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		DEUSTER, CASEY S(100480)	.00	.00	1,272.00	
		DEUSTER, CASEY S(100480)	.00	.00	298.00	
		HOLZER, MATHEW H(100535)	.00	.00	1,293.00	
		HOLZER, MATHEW H(100535)	.00	.00	302.00	
		PIPKORN, DAVID J(100601)	.00	.00	3,205.00	
		PIPKORN, DAVID J(100601)	.00	.00	750.00	
		HILDEBRANDT, GRAHAM R(100640)	.00	.00	3,390.00	
		HILDEBRANDT, GRAHAM R(100640)	.00	.00	793.00	
		HELM, KEVIN T(100684)	.00	.00	2,746.00	
		HELM, KEVIN T(100684)	.00	.00	642.00	
		OBERHEU, TIMOTHY J(100688)	.00	.00	2,426.00	
		OBERHEU, TIMOTHY J(100688)	.00	.00	567.00	
		BODOH, JUSTIN D(100711)	.00	.00	3,204.00	
		BODOH, JUSTIN D(100711)	.00	.00	749.00	
		BROOKS, BRIAN J(100768)	.00	.00	2,920.00	
		BROOKS, BRIAN J(100768)	.00	.00	683.00	
		THOMAS, SKYLER T(100769)	.00	.00	1,467.00	
		THOMAS, SKYLER T(100769)	.00	.00	343.00	
		STEINHOFER, GLEN P(100781)	.00	.00	2,929.00	
		STEINHOFER, GLEN P(100781)	.00	.00	685.00	
		SUMMER HELP	6.00	428.00	2,568.00	
		1.5% Vacancy Discount	1.00	1,092.00	-1,092.00	
110359	673102	Retirement	63,659.00	63,501.00	62,954.00	-1.11
	0110-30-359-000-673102-					
		WEYKER, TIMOTHY J(100051)	.00	.00	5,982.00	
		BAST, EDWIN R(100053)	.00	.00	4,275.00	
		HACZYNSKI, RICHARD K(100094)	.00	.00	5,232.00	
			.00	.00	4,302.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		GRUBE, JOSEPH E(100106)	.00	.00	4,234.00	
		LUNDEEN, KRISTEN B(100261)	.00	.00	4,167.00	
		CHMIELEWSKI, JEREMY J(100370)	.00	.00	3,865.00	
		VERFUERTH, TROY A(100371)	.00	.00	3,800.00	
		ERNST, SCOTT R(100469)	.00	.00	1,448.00	
		DEUSTER, CASEY S(100480)	.00	.00	1,596.00	
		HOLZER, MATHEW H(100535)	.00	.00	3,584.00	
		PIPKORN, DAVID J(100601)	.00	.00	3,569.00	
		HILDEBRANDT, GRAHAM R(100640)	.00	.00	3,160.00	
		HELM, KEVIN T(100684)	.00	.00	3,160.00	
		OBERHEU, TIMOTHY J(100688)	.00	.00	3,639.00	
		BODOH, JUSTIN D(100711)	.00	.00	3,160.00	
		BROOKS, BRIAN J(100768)	.00	.00	1,580.00	
		THOMAS, SKYLER T(100769)	.00	.00	3,160.00	
		STEINHOFER, GLEN P(100781)	.00	.00		
		1.5% Vacancy Discount	1.00	959.00	-959.00	
110359	673103	Worker's Comp Insurance 0110-30-359-000-673103-	29,115.00	28,718.93	29,115.00	.00
110359	673104	Unemployment Compensation 0110-30-359-000-673104-	.00	.00	.00	.00
110359	673201	Health Insurance 0110-30-359-000-673201-	265,368.00	237,093.00	236,458.00	-10.89
		WEYKER, TIMOTHY J(100051)	.00	.00	8,897.00	
		BAST, EDWIN R(100053)	.00	.00	21,072.00	
		HACZYNSKI, RICHARD K(100094)	.00	.00	21,869.00	
		GRUBE, JOSEPH E(100106)	.00	.00	21,869.00	
		LUNDEEN, KRISTEN B(100261)	.00	.00	10,935.00	
		VERFUERTH, TROY A(100371)	.00	.00	8,897.00	
			.00	.00	21,869.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		ERNST, SCOTT R(100469)	.00	.00	4,449.00	
		DEUSTER, CASEY S(100480)	.00	.00	10,934.00	
		HOLZER, MATHEW H(100535)	.00	.00	21,869.00	
		PIPKORN, DAVID J(100601)	.00	.00	21,869.00	
		HELM, KEVIN T(100684)	.00	.00	21,869.00	
		OBERHEU, TIMOTHY J(100688)	.00	.00	21,869.00	
		BODOH, JUSTIN D(100711)	.00	.00	8,897.00	
		BROOKS, BRIAN J(100768)	.00	.00	4,289.00	
		THOMAS, SKYLER T(100769)	.00	.00	8,897.00	
		STEINHOFER, GLEN P(100781)	.00	.00	8,897.00	
		1.5% Vacancy Discount	1.00	3,892.00	-3,892.00	
110359	673202	Dental Insurance	9,554.00	10,053.00	10,070.00	5.40
		0110-30-359-000-673202-				
		WEYKER, TIMOTHY J(100051)	.00	.00	349.00	
		BAST, EDWIN R(100053)	.00	.00	1,018.00	
		HACZYNSKI, RICHARD K(100094)	.00	.00	1,018.00	
		GRUBE, JOSEPH E(100106)	.00	.00	1,018.00	
		LUNDEEN, KRISTEN B(100261)	.00	.00	509.00	
		VERFUERTH, TROY A(100371)	.00	.00	349.00	
		ERNST, SCOTT R(100469)	.00	.00	1,018.00	
		PIPKORN, DAVID J(100601)	.00	.00	1,018.00	
		HELM, KEVIN T(100684)	.00	.00	1,018.00	
		OBERHEU, TIMOTHY J(100688)	.00	.00	1,018.00	
		BODOH, JUSTIN D(100711)	.00	.00	1,018.00	
		BROOKS, BRIAN J(100768)	.00	.00	349.00	
		THOMAS, SKYLER T(100769)	.00	.00	174.00	
		STEINHOFER, GLEN P(100781)	.00	.00	349.00	
		1.5% Vacancy Discount	1.00	153.00	-153.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110359	673203	Life Insurance	1,490.00	1,368.00	1,509.00	1.28
	0110-30-359-000-673203-					
		WEYKER, TIMOTHY J(100051)	.00	.00	285.00	
		BAST, EDWIN R(100053)	.00	.00	222.00	
		HACZYNSKI, RICHARD K(100094)	.00	.00	137.00	
		GRUBE, JOSEPH E(100106)	.00	.00	74.00	
		LUNDEEN, KRISTEN B(100261)	.00	.00	70.00	
		CHMIELEWSKI, JEREMY J(100370)	.00	.00	117.00	
		VERFUERTH, TROY A(100371)	.00	.00	71.00	
		ERNST, SCOTT R(100469)	.00	.00	71.00	
		DEUSTER, CASEY S(100480)	.00	.00	22.00	
		HOLZER, MATHEW H(100535)	.00	.00	29.00	
		PIPKORN, DAVID J(100601)	.00	.00	48.00	
		HILDEBRANDT, GRAHAM R(100640)	.00	.00	92.00	
		HELM, KEVIN T(100684)	.00	.00	43.00	
		OBERHEU, TIMOTHY J(100688)	.00	.00	86.00	
		BODOH, JUSTIN D(100711)	.00	.00	47.00	
		BROOKS, BRIAN J(100768)	.00	.00	35.00	
		THOMAS, SKYLER T(100769)	.00	.00	18.00	
		STEINHOFER, GLEN P(100781)	.00	.00	42.00	
110359	673204	Long Term Disability	5,200.00	3,858.00	3,858.00	-25.81
	0110-30-359-000-673204-					
110359	675101	Uniforms & Clothing	5,175.00	5,175.00	5,175.00	.00
	0110-30-359-000-675101-					
		Per Personnel Code	15.00	345.00	5,175.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110359	680101	Office Supplies 0110-30-359-000-680101-	800.00	800.00	800.00	.00
110359	680103	Office Supp- Copier Equ 0110-30-359-000-680103-	.00	.00	.00	.00
110359	680301	Work Supplies-Admin 0110-30-359-000-680301-	750.00	750.00	750.00	.00
110359	680320	Work Supp-Snow & Ice 0110-30-359-000-680320-	235,320.00	225,000.00	235,320.00	.00
		Mailbox Reimbursement	6.00	50.00	300.00	
		Mailbox Repair Supplies	10.00	50.00	500.00	
		Geomelt 55	2.00	2,500.00	5,000.00	
		Salt	4,000.00	56.23	224,920.00	
		Treated Sand	8.00	175.00	1,400.00	
		Calcium Chloride	4.00	800.00	3,200.00	
110359	680321	Work Supp-Street Maint 0110-30-359-000-680321-	51,000.00	51,000.00	55,000.00	7.84
110359	680322	Work Supp-Signs/Stripin 0110-30-359-000-680322-	35,088.00	38,838.00	40,088.00	14.25
		Reflective Glass Beads	18,000.00	.30	5,400.00	
		Totes of White Paint (Fog Striping)	6.00	1,700.00	10,200.00	
		Totes of Yellow Paint (Centerline Striping)	4.00	1,200.00	4,800.00	
		4x4 12' Treated Lumber for Sign Posts	80.00	18.75	1,500.00	
		Regulatory Signs	1.00	4,938.00	4,938.00	
		Street Signs	100.00	20.00	2,000.00	
		Sign Hardware	250.00	1.00	250.00	
		Street Sign Brackets	100.00	40.00	4,000.00	
		Paint Supplies	350.00	20.00	7,000.00	
110359	680323	Work Supp-Culverts 0110-30-359-000-680323-	25,000.00	41,120.00	38,000.00	52.00
110359	680324	Work Supp-Blvd 0110-30-359-000-680324-	.00	.00	.00	.00
110359	680351	Work Supplies-Forestry 0110-30-359-000-680351-	.00	.00	.00	.00
110359	680401	Equip / Small Tools 0110-30-359-000-680401-	1,200.00	1,200.00	1,200.00	.00
		Hand and power tools	10.00	120.00	1,200.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110359	680501	Memberships	100.00	100.00	100.00	.00
	0110-30-359-000-680501-	North Shore Public Works	1.00	100.00	100.00	
110359	680502	Printing/Publications	.00	.00	.00	.00
	0110-30-359-000-680502-					
110359	680503	Books & Periodicals	.00	.00	.00	.00
	0110-30-359-000-680503-					
110359	680504	Telephone services	2,500.00	2,500.00	2,500.00	.00
	0110-30-359-000-680504-					
110359	680505	Postage	120.00	120.00	120.00	.00
	0110-30-359-000-680505-					
110359	683101	Consultants - General	.00	.00	.00	.00
	0110-30-359-000-683101-					
110359	683201	Contracted Services - General	26,240.00	23,170.00	31,240.00	19.05
	0110-30-359-000-683201-					
		Curb and Gutter and Inlet Repairs	30.00	500.00	15,000.00	
		Asphalt Patching	1.00	4,500.00	4,500.00	
		Telvent Weather Service Subscription	1.00	3,000.00	3,000.00	
		Nuisance Grass Cutting - Private	6.00	200.00	1,200.00	
		USIC Locating Fee	12.00	150.00	1,800.00	
		Digger's Hotline Fiber Fee	12.00	120.00	1,440.00	
		Recycling Fee	12.00	150.00	1,800.00	
		Contracted Tree Removal (non-EAB)	1.00	2,500.00	2,500.00	
110359	683202	Contracted Services - Maint.	10,000.00	12,983.00	15,000.00	50.00
	0110-30-359-000-683202-					
		Sidewalk maintenance to meet ADA compliance	1.00	12,000.00	12,000.00	
		Emergency siren preventative maintenance contract	1.00	2,500.00	2,500.00	
		Survey Equipment Maintenance	1.00	500.00	500.00	
110359	683402	Auto Insurance	33,400.00	30,294.57	33,400.00	.00
	0110-30-359-000-683402-					
		Auto Insurance	1.00	33,400.00	33,400.00	
110359	683501	Training/Conferences	750.00	750.00	1,000.00	33.33
	0110-30-359-000-683501-					
		DPW-wide Saw and Safety Training	1.00	1,000.00	1,000.00	
110359	686115	Electric - Street Lights	102,590.00	102,590.00	105,700.00	3.03
	0110-30-359-000-686115-					

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110359	686303	Sewer - DPW bldgs 0110-30-359-000-686303-	2,200.00	2,350.00	2,200.00	.00
110359	686403	Water - DPW bldgs 0110-30-359-000-686403-	4,600.00	4,977.00	4,600.00	.00
110359	686550	M & R 0110-30-359-000-686550-	8,750.00	8,750.00	8,750.00	.00
110359	688101	Photocopiers 0110-30-359-000-688101-	.00	.00	.00	.00
110359	688110	Other Leased Equipment 0110-30-359-000-688110-	.00	.00	.00	.00
110359	688120	Rentals 0110-30-359-000-688120-	500.00	250.00	500.00	.00
		BUDGET CEILING:			3,998,434.00	
		TOTALS:	1,999,217.00	1,905,145.50	2,041,065.00	2.09

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Forestry

## Program Description

The Forestry Division is responsible for managing the City's Street trees and trees within the right-of-way, parks and City owned properties.

## 2021 Accomplishments

- The Forestry Division along with Highway and Parks Divisions are responsible for the removal of 2,500 tree removals in 2021
- Performed (84) lot inspections for new home building
- Stump grinding and restoration of 2,500 trees, equaling over 540 yards of topsoil.
- Tree replacement of 380- 2" trees
- Hired first Forestry intern
- Managed 4 tree contracts
- Held second drive-thru Arbor Day tree give away
- Implemented new Nuisance Tree Letter
- Developed courtesy letter for ash removal on private property
- Pruned for a total of 40 days within the parks and roadside

## Key Performance Indicators

Activity	2020 Actual	2021 Projected	2022 Budgeted
<b>Ash Trees Removed</b>	2,600	2,500	2,800
<b>Other Trees Removed</b>	200	300	300
<b>Trees Planted</b>	350	380	400

## 2022 Objectives

- Continue efforts in EAB removal and replacement with new and existing city personnel
- Spring and Summer contract for EAB removal
- Continue Public Works updates
- Continue public outreach and education
- Continue improvements and efficiency of GIS
- Improve response time utilizing online submission forms and website updates
- Continue improving annual Arbor Day Celebration
- Continue improving safety protocols and training

**Staffing for 2022**

<b>Positions (FTE)</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>
<b>Summer Intern – Forestry</b>	0.00	1.00	1.00
<b>Forestry Worker</b>	2.00	2.00	2.00

**Estimated 2022 Revenue**

None

**Proposed 2022 Budget**

\$195,683

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110363 Forestry							
70 SALARIES							
110363 670101 Salaries	70,293.32	102,722.00	102,722.00	51,724.52	72,344.00	109,273.00	
110363 670104 Vacation	.00	.00	.00	.00	.00	.00	
110363 670105 Sick Pay	.00	.00	.00	.00	.00	.00	
110363 670106 CompTime	.00	.00	.00	3,655.24	5,424.00	.00	
110363 670201 OverTime	215.69	1,500.00	1,500.00	1,123.63	1,818.00	2,000.00	
110363 670204 PTO	1,610.00	.00	.00	1,041.44	1,536.00	.00	
110363 670205 FMLA	.00	.00	.00	.00	.00	.00	
110363 670206 EmergLeave	.00	.00	.00	1,135.44	1,837.00	.00	
110363 670301 Longevity	.00	.00	.00	.00	.00	.00	
TOTAL SALARIES	72,119.01	104,222.00	104,222.00	58,680.27	82,959.00	111,273.00	
73 FRINGE BENEFITS							
110363 673101 Social Sec	5,259.40	6,970.00	6,970.00	4,266.84	6,028.00	7,292.00	
110363 673102 Retirement	4,902.98	6,494.00	6,494.00	3,960.89	5,600.00	6,311.00	
110363 673103 W/C Insure	2,909.78	2,987.00	2,987.00	2,916.32	2,916.00	3,194.00	
110363 673104 UnempComp	.00	.00	.00	.00	.00	.00	
110363 673201 Health Ins	24,643.49	31,633.00	31,633.00	17,097.18	24,580.00	21,515.00	
110363 673202 Dental Ins	930.28	.00	.00	792.56	1,018.00	1,003.00	
110363 673203 Life Ins	144.32	194.00	194.00	121.26	171.00	187.00	
110363 673204 Disability	.00	590.00	590.00	.00	.00	376.00	
TOTAL FRINGE BENEFITS	38,790.25	48,868.00	48,868.00	29,155.05	40,313.00	39,878.00	
75 OTHER STAFF COSTS							
110363 675101 Uniforms	518.00	690.00	690.00	28.75	690.00	690.00	
TOTAL OTHER STAFF COSTS	518.00	690.00	690.00	28.75	690.00	690.00	
80 MATERIALS & SUPPLIES							
110363 680101 Office Sup	.00	.00	.00	.00	.00	.00	
110363 680103 CopierSupy	.00	.00	.00	.00	.00	.00	
110363 680301 WS-Admin	.00	.00	.00	.00	.00	.00	
110363 680324 WS-Blvd	.00	.00	.00	.00	.00	.00	
110363 680351 WS-Forest	9,753.70	12,562.00	12,562.00	8,654.45	12,562.00	16,262.00	
110363 680501 Membership	.00	.00	.00	.00	.00	.00	
110363 680502 Print/Pub	.00	.00	.00	.00	.00	.00	
110363 680503 BooksPerio	.00	.00	.00	.00	.00	.00	
110363 680504 Telephone	200.60	360.00	360.00	360.00	360.00	360.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110363 680505 Postage	43.00	200.00	200.00	183.63	200.00	200.00	
TOTAL MATERIALS & SUPPLIES	9,997.30	13,122.00	13,122.00	9,198.08	13,122.00	16,822.00	
83 PURCHASED SERVICES							
110363 683101 Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110363 683201 Cntrct-Gen	.00	.00	.00	.00	.00	20,000.00	
110363 683202 Cntrct-Mnt	.00	.00	.00	.00	.00	.00	
110363 683402 Auto Insur	.00	.00	.00	.00	.00	.00	
110363 683501 Train/Conf	800.00	750.00	750.00	130.00	750.00	1,000.00	
TOTAL PURCHASED SERVICES	800.00	750.00	750.00	130.00	750.00	21,000.00	
86 FACILITY & PLANT							
110363 686550 M & R	.00	.00	.00	.00	.00	.00	
TOTAL FACILITY & PLANT	.00	.00	.00	.00	.00	.00	
88 EQUIPMENT / LEASES							
110363 680401 Equip/Tool	4,304.39	5,000.00	5,000.00	4,984.25	5,000.00	5,000.00	
110363 688110 Equip / Sm	.00	.00	.00	.00	.00	.00	
110363 688120 Rentals	.00	.00	.00	.00	.00	1,020.00	
TOTAL EQUIPMENT / LEASES	4,304.39	5,000.00	5,000.00	4,984.25	5,000.00	6,020.00	
TOTAL Forestry	126,528.95	172,652.00	172,652.00	102,176.40	142,834.00	195,683.00	
TOTAL General Fund	126,528.95	172,652.00	172,652.00	102,176.40	142,834.00	195,683.00	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	126,528.95	172,652.00	172,652.00	102,176.40	142,834.00	195,683.00	
GRAND TOTAL	126,528.95	172,652.00	172,652.00	102,176.40	142,834.00	195,683.00	

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110363	670101	Salaries 0110-30-363-000-670101-	102,722.00	72,344.00	109,273.00	6.38
		PHILLIPS SR, EDWARD A(100539)	.25	23,464.00	5,866.00	
		ANDRESEK, TIMOTHY J(100712)	1.00	49,525.00	49,525.00	
		HERLACHE, NATHAN(100767)	1.00	49,046.00	49,046.00	
		Forestry Intern	1.00	6,500.00	6,500.00	
		1.5% Vacancy Discount	1.00	1,664.00	-1,664.00	
110363	670104	Vacation 0110-30-363-000-670104-	.00	.00	.00	.00
110363	670105	Sick Pay 0110-30-363-000-670105-	.00	.00	.00	.00
110363	670106	Comp Time 0110-30-363-000-670106-	.00	5,424.00	.00	.00
110363	670201	OverTime 0110-30-363-000-670201-	1,500.00	1,818.00	2,000.00	33.33
		Forestry OT	1.00	1,500.00	1,500.00	
		Recycling Site	1.00	500.00	500.00	
110363	670204	Paid Time Off 0110-30-363-000-670204-	.00	1,536.00	.00	.00
110363	670205	Medical Leave 0110-30-363-000-670205-	.00	.00	.00	.00
110363	670206	Emergency Medical Leave 0110-30-363-000-670206-	.00	1,837.00	.00	.00
110363	670301	Longevity 0110-30-363-000-670301-	.00	.00	.00	.00
110363	673101	Social Security 0110-30-363-000-673101-	6,970.00	6,028.00	7,292.00	4.62
		PHILLIPS SR, EDWARD A(100539)	.00	.00	364.00	
		PHILLIPS SR, EDWARD A(100539)	.00	.00	85.00	
		ANDRESEK, TIMOTHY J(100712)	.00	.00	2,598.00	
		ANDRESEK, TIMOTHY J(100712)	.00	.00	608.00	
		HERLACHE, NATHAN(100767)	.00	.00	3,041.00	
		HERLACHE, NATHAN(100767)	.00	.00	711.00	
		1.5% Vacancy Discount	1.00	115.00	-115.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110363	673102	Retirement	6,494.00	5,600.00	6,311.00	-2.82
	0110-30-363-000-673102-					
		ANDRESEK, TIMOTHY J(100712)	.00	.00	3,219.00	
		HERLACHE, NATHAN(100767)	.00	.00	3,188.00	
		1.5% Vacancy Discount	1.00	96.00	-96.00	
110363	673103	Worker's Comp Insurance	2,987.00	2,916.00	3,194.00	6.93
	0110-30-363-000-673103-					
110363	673104	Unemployment Compensation	.00	.00	.00	.00
	0110-30-363-000-673104-					
110363	673201	Health Insurance	31,633.00	24,580.00	21,515.00	-31.99
	0110-30-363-000-673201-					
		ANDRESEK, TIMOTHY J(100712)	.00	.00	21,869.00	
		1.5% Vacancy Discount	1.00	354.00	-354.00	
110363	673202	Dental Insurance	.00	1,018.00	1,003.00	.00
	0110-30-363-000-673202-					
		ANDRESEK, TIMOTHY J(100712)	.00	.00	1,018.00	
		1.5% Vacancy Discount	1.00	15.00	-15.00	
110363	673203	Life Insurance	194.00	171.00	187.00	-3.61
	0110-30-363-000-673203-					
		ANDRESEK, TIMOTHY J(100712)	.00	.00	152.00	
		HERLACHE, NATHAN(100767)	.00	.00	35.00	
110363	673204	Long Term Disability	590.00	.00	376.00	-36.27
	0110-30-363-000-673204-					
110363	675101	Uniforms & Clothing	690.00	690.00	690.00	.00
	0110-30-363-000-675101-					
110363	680101	Office Supplies	.00	.00	.00	.00
	0110-30-363-000-680101-					
110363	680103	Office Supp- Copier Equ	.00	.00	.00	.00
	0110-30-363-000-680103-					
110363	680301	Work Supplies-Admin	.00	.00	.00	.00
	0110-30-363-000-680301-					

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



09/23/2021 12:40  
mkeyser

CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 3  
bgdeptra

BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110363	680324	Work Supp-Blvd 0110-30-363-000-680324-	.00	.00	.00	.00
110363	680351	Work Supplies-Forestry 0110-30-363-000-680351-	12,562.00	12,562.00	16,262.00	29.45
110363	680401	Equip / Small Tools 0110-30-363-000-680401-	5,000.00	5,000.00	5,000.00	.00
		Forestry Tools	1.00	5,000.00	5,000.00	
110363	680501	Memberships 0110-30-363-000-680501-	.00	.00	.00	.00
110363	680502	Printing/Publications 0110-30-363-000-680502-	.00	.00	.00	.00
110363	680503	Books & Periodicals 0110-30-363-000-680503-	.00	.00	.00	.00
110363	680504	Telephone services 0110-30-363-000-680504-	360.00	360.00	360.00	.00
110363	680505	Postage 0110-30-363-000-680505-	200.00	200.00	200.00	.00
110363	683101	Consultants - General 0110-30-363-000-683101-	.00	.00	.00	.00
110363	683201	Contracted Services - General 0110-30-363-000-683201-	.00	.00	20,000.00	.00
		August Grinding Contract	1.00	6,000.00	6,000.00	
		\$600/hr, with inc vol of logs increased duration				
		Year End Grinding Contract	1.00	14,000.00	14,000.00	
		\$600/hr, with inc vol of logs increased duration				
110363	683202	Contracted Services - Maint. 0110-30-363-000-683202-	.00	.00	.00	.00
110363	683402	Auto Insurance 0110-30-363-000-683402-	.00	.00	.00	.00
110363	683501	Training/Conferences 0110-30-363-000-683501-	750.00	750.00	1,000.00	33.33
		Training for New Workers	1.00	1,000.00	1,000.00	
110363	686550	M & R 0110-30-363-000-686550-	.00	.00	.00	.00

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 4  
bgdeptra

BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110363	688110	Other Leased Equipment	.00	.00	.00	.00
		0110-30-363-000-688110-				
110363	688120	Rentals	.00	.00	1,020.00	.00
		0110-30-363-000-688120-				
		Port-A-John	12.00	85.00	1,020.00	
		BUDGET CEILING:			345,304.00	
		TOTALS:	172,652.00	142,834.00	195,683.00	13.34

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Recycling

## Program Description

The City operates the brush and waste site on Bonniwell Road and a public building recycling program in its public buildings to further the community's commitment to environmental sustainability and satisfy DNR requirements.

The brush site is staffed primarily by a part-time worker with Spring/Summer hours from 7:30 a.m. to 7:00 p.m. on Wednesdays and 8:00 a.m. to 4:00 p.m. on Saturdays. Fall hours are 8:00 a.m. to 4:00 p.m. on Wednesdays and Saturdays. No changes are anticipated for 2022. As illustrated below, annual permit revenues exceed out-of-pocket expenses.

## Key Performance Indicators

Activity	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budgeted
<b>Brush Permits Issued</b>	1,555	1,180	1,602	1,550	0

## Staffing for 2022

Positions (FTE)	2020 Actual	2021 Budget	2022 Budget
<b>Recycling Landfill Attendant (PT)</b>	0.50	0.50	0.00

### Estimated 2022 Revenue

\$41,000

### Proposed 2022 Budget

\$0

\*Recycling Fund will be incorporated in the Forestry Budget starting with FY2022



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund			2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110368	Recycling								
70	SALARIES								
110368	670101	Salaries	6,402.00	5,777.00	5,777.00	4,807.00	5,921.00	.00	
110368	670201	OverTime	.00	500.00	500.00	.00	.00	.00	
	TOTAL SALARIES		6,402.00	6,277.00	6,277.00	4,807.00	5,921.00	.00	
73	FRINGE BENEFITS								
110368	673101	Social Sec	489.70	442.00	442.00	367.76	453.00	.00	
110368	673102	Retirement	.00	.00	.00	.00	.00	.00	
110368	673103	W/C Insure	201.65	207.00	207.00	202.10	202.10	.00	
110368	673104	UnempComp	.00	.00	.00	.00	.00	.00	
110368	673201	Health Ins	.00	.00	.00	.00	.00	.00	
110368	673203	Life Insur	.00	.00	.00	.00	.00	.00	
	TOTAL FRINGE BENEFITS		691.35	649.00	649.00	569.86	655.10	.00	
83	PURCHASED SERVICES								
110368	683201	CS General	22,325.00	20,000.00	20,000.00	20,000.00	19,250.00	.00	
110368	683702	Misc.Servs	.00	.00	.00	.00	.00	.00	
	TOTAL PURCHASED SERVICES		22,325.00	20,000.00	20,000.00	20,000.00	19,250.00	.00	
88	EQUIPMENT / LEASES								
110368	688120	Rentals	983.00	1,020.00	1,020.00	1,008.00	1,008.00	.00	
	TOTAL EQUIPMENT / LEASES		983.00	1,020.00	1,020.00	1,008.00	1,008.00	.00	
	TOTAL Recycling		30,401.35	27,946.00	27,946.00	26,384.86	26,834.10	.00	
	TOTAL General Fund		30,401.35	27,946.00	27,946.00	26,384.86	26,834.10	.00	
	TOTAL REVENUE		.00	.00	.00	.00	.00	.00	
	TOTAL EXPENSE		30,401.35	27,946.00	27,946.00	26,384.86	26,834.10	.00	
	GRAND TOTAL		30,401.35	27,946.00	27,946.00	26,384.86	26,834.10	.00	

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110368	670101	Salaries 0110-30-368-000-670101-	5,777.00	5,921.00	.00	-100.00
110368	670201	OverTime 0110-30-368-000-670201-	500.00	.00	.00	-100.00
110368	673101	Social Security 0110-30-368-000-673101-	442.00	453.00	.00	-100.00
110368	673102	Retirement 0110-30-368-000-673102-	.00	.00	.00	.00
110368	673103	Worker's Comp Insurance 0110-30-368-000-673103-	207.00	202.10	.00	-100.00
110368	673104	Unemployment Compensation 0110-30-368-000-673104-	.00	.00	.00	.00
110368	673201	Health Insurance 0110-30-368-000-673201-	.00	.00	.00	.00
110368	673203	Life Insurance 0110-30-368-000-673203-	.00	.00	.00	.00
110368	683201	Contracted Services - General 0110-30-368-000-683201-	20,000.00	19,250.00	.00	-100.00
110368	683702	Miscellaneous Services 0110-30-368-000-683702-	.00	.00	.00	.00
110368	688120	Rentals 0110-30-368-000-688120-	1,020.00	1,008.00	.00	-100.00
		BUDGET CEILING:			55,892.00	
		TOTALS:	27,946.00	26,834.10	.00	-100.00

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Swimming Pool

## Program Description

This budget provides all funds necessary for the operation of the city pool to include labor, supplies and utilities.

## 2021 Accomplishments

- Successfully had the Pool Manager trained/certified for conducting lifeguard training.
- Re-evaluated and adjusted polices and hours of operation during the season.
- Completed pool heater repair/upgrades.
- Completed valve body replacement.

Activity	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budgeted
<b>Attendance</b>	10,928	9,051	8,081	8,901	9,000
<b>Mequon Family Passes Sold</b>	254	243	107	233	250
<b>Family Super Passes Sold</b>	208	200	N/A	205	200

## 2022 Objectives

- Evaluate 2021 Pool Operations for potential efficiency improvements and revenue gains.
- Assess the food/vending operations for pool.
- Pool heater repair /upgrades.
- Water-main valve body replacement.
- Revisit pool operating hours, adult swim times and accommodations for swim lessons.
- Complete building(s) and pool repairs for higher efficiency and structural prolonging (upgrade building lighting/repair building envelope/repair pool and plumbing leaks/etc.).

### Estimated 2022 Revenue

\$66,200

### Proposed 2022 Budget

\$101,323



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund			2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
<hr/>									
110472	Swimming Pool								
<hr/>									
70	SALARIES								
110472	670101	Salaries	60,882.60	48,280.00	48,280.00	57,737.77	58,000.00	48,280.00	
110472	670201	OverTime	.00	.00	.00	4,618.70	6,000.00	.00	
	TOTAL SALARIES		60,882.60	48,280.00	48,280.00	62,356.47	64,000.00	48,280.00	
<hr/>									
73	FRINGE BENEFITS								
110472	673101	Social Sec	4,657.49	4,590.00	4,590.00	4,770.64	4,896.00	4,590.00	
110472	673103	W/C Insure	1,965.83	2,018.00	2,018.00	1,970.25	1,970.25	2,018.00	
110472	673104	UnempComp	.00	.00	.00	.00	.00	.00	
	TOTAL FRINGE BENEFITS		6,623.32	6,608.00	6,608.00	6,740.89	6,866.25	6,608.00	
<hr/>									
75	OTHER STAFF COSTS								
110472	675101	Uniforms	971.62	1,000.00	1,000.00	887.61	1,000.00	1,000.00	
	TOTAL OTHER STAFF COSTS		971.62	1,000.00	1,000.00	887.61	1,000.00	1,000.00	
<hr/>									
80	MATERIALS & SUPPLIES								
110472	680301	WS-Admin	5,844.14	9,000.00	9,000.00	6,767.75	9,000.00	9,000.00	
110472	680504	Telephone	.00	.00	.00	.00	.00	.00	
110472	680505	Postage	.00	.00	.00	.00	.00	.00	
	TOTAL MATERIALS & SUPPLIES		5,844.14	9,000.00	9,000.00	6,767.75	9,000.00	9,000.00	
<hr/>									
83	PURCHASED SERVICES								
110472	683101	Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110472	683201	Cntrct-Gen	9,743.06	9,600.00	9,600.00	10,872.28	10,302.75	11,100.00	
110472	683202	Cntrct-Mnt	.00	.00	.00	.00	.00	.00	
110472	683501	Train/Conf	.00	375.00	375.00	714.11	714.11	500.00	
	TOTAL PURCHASED SERVICES		9,743.06	9,975.00	9,975.00	11,586.39	11,016.86	11,600.00	
<hr/>									
86	FACILITY & PLANT								
110472	686150	Electric	8,861.73	10,000.00	10,000.00	6,179.05	9,128.00	9,402.00	
110472	686250	Gas-Other	2,297.43	3,000.00	3,000.00	689.76	3,000.00	3,000.00	
110472	686305	Sewer	251.07	450.00	450.00	119.10	275.00	283.00	
110472	686405	Water-Pool	6,483.66	8,800.00	8,800.00	3,732.31	7,350.00	7,900.00	
110472	686550	M & R	5,093.90	4,000.00	4,000.00	3,212.04	3,800.00	4,000.00	
	TOTAL FACILITY & PLANT		22,987.79	26,250.00	26,250.00	13,932.26	23,553.00	24,585.00	
<hr/>									
88	EQUIPMENT / LEASES								
110472	680401	Equip / Sm	110.03	250.00	250.00	.00	250.00	250.00	
	TOTAL EQUIPMENT / LEASES		110.03	250.00	250.00	.00	250.00	250.00	
	TOTAL Swimming Pool		107,162.56	101,363.00	101,363.00	102,271.37	115,686.11	101,323.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
TOTAL General Fund	107,162.56	101,363.00	101,363.00	102,271.37	115,686.11	101,323.00	_____
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	_____
TOTAL EXPENSE	107,162.56	101,363.00	101,363.00	102,271.37	115,686.11	101,323.00	_____
GRAND TOTAL	107,162.56	101,363.00	101,363.00	102,271.37	115,686.11	101,323.00	_____

\*\* END OF REPORT - Generated by Marie Keyser \*\*

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
bgdeptra

BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110472	670101	Salaries	48,280.00	58,000.00	48,280.00	.00
	0110-40-472-000-670101-	SUMMER HELP	1.00	48,280.00	48,280.00	
110472	670201	OverTime	.00	6,000.00	.00	.00
	0110-40-472-000-670201-					
110472	673101	Social Security	4,590.00	4,896.00	4,590.00	.00
	0110-40-472-000-673101-					
110472	673103	Worker's Comp Insurance	2,018.00	1,970.25	2,018.00	.00
	0110-40-472-000-673103-					
110472	673104	Unemployment Compensation	.00	.00	.00	.00
	0110-40-472-000-673104-					
110472	675101	Uniforms & Clothing	1,000.00	1,000.00	1,000.00	.00
	0110-40-472-000-675101-	Suits and Sweatshirts	40.00	25.00	1,000.00	
110472	680301	Work Supplies-Admin	9,000.00	9,000.00	9,000.00	.00
	0110-40-472-000-680301-					
110472	680401	Equip / Small Tools	250.00	250.00	250.00	.00
	0110-40-472-000-680401-	Hand and Power tools	5.00	50.00	250.00	
110472	680504	Telephone services	.00	.00	.00	.00
	0110-40-472-000-680504-					
110472	680505	Postage	.00	.00	.00	.00
	0110-40-472-000-680505-					
110472	683101	Consultants - General	.00	.00	.00	.00
	0110-40-472-000-683101-					
110472	683201	Contracted Services - General	9,600.00	10,302.75	11,100.00	15.63
	0110-40-472-000-683201-	Carrico Pool Maintenance Contract	4.00	2,400.00	9,600.00	
		Square Payment Processing	1.00	1,500.00	1,500.00	
110472	683202	Contracted Services - Maint.	.00	.00	.00	.00
	0110-40-472-000-683202-					
110472	683501	Training/Conferences	375.00	714.11	500.00	33.33
	0110-40-472-000-683501-	Pool Certification Training	1.00	500.00	500.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110472	686150	Electric - Other	10,000.00	9,128.00	9,402.00	-5.98
	0110-40-472-000-686150-					
110472	686250	Gas-Other	3,000.00	3,000.00	3,000.00	.00
	0110-40-472-000-686250-					
110472	686305	Sewer - Pool	450.00	275.00	283.00	-37.11
	0110-40-472-000-686305-					
110472	686405	Water - Pool	8,800.00	7,350.00	7,900.00	-10.23
	0110-40-472-000-686405-					
110472	686550	M & R	4,000.00	3,800.00	4,000.00	.00
	0110-40-472-000-686550-					
		BUDGET CEILING:			202,726.00	
		TOTALS:	101,363.00	115,686.11	101,323.00	-.04

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Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Parks

## Program Description

The Parks Division is responsible for all City park maintenance, exterior maintenance for all City buildings, the Forestry Program, median maintenance and Interurban Trail maintenance. With assistance from the Park Board, improvements to the park system are implemented. The Parks Department is also responsible for scheduling events and rentals, collecting fees, and the coordination of stewardship groups and athletic organizations.

## 2021 Accomplishments

- Roof replacement at Reuter Pavilion
- Parking Lot Resurfacing
- Administration of SMB contract for baseball field maintenance
- Pier replacement at Villa Grove
- Acquisition of two homes across from City Hall
- Administration of (4) Special Event Agreements
- Refinishing of River Barn interior woodwork
- Administration of an RFP for Lemke Park Restroom, Concession, and Storage Building
- Approved Design for Lemke Building
- Administered special event agreement to allow goats to feed on invasive species in Rotary Park
- 40 tons of gravel installed at Rotary to resurface trails (donated by Rotary Club)
- Successful administration of multiple sport season's
- Administration of Special Event Agreement to allow for Beer Garden Events in Mequon Parks
- Implementation of goals and objectives as outlined by the Park and Open Space Plan
- Reprioritization of CIP list for 2021 projects by the Park and Open Space Board
- Creation of the second Park and Open Space Annual Report

## Key Performance Indicators

Activity	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Budgeted
<b>Ball Fields</b>	11	11	11	11	11
<b>Athletic Fields</b>	17	17	17	17	17
<b>Playgrounds</b>	6	6	6	6	6
<b>Shelters</b>	4	4	4	4	4
<b>Piers</b>	2	2	2	2	2
<b>Turf Acres Maintained</b>	170	170	170	170	170
- Hard Surface Trail Miles	6	6	6	6	6
- Gravel/Chip Trail Miles	9.5	9.5	9.5	9.5	9.5

**2022 Objectives**

- Update CIP list for 2022 and continue to work on park and open space improvements.
- Implement the facility maintenance and capital projects identified in the 2018 Facility Assessment Study.
- Review fee schedule
- Replace Rotary Fishing Pier
- Fundraising and Marketing for Lemke Building
- Continue to review policies and initiatives to increase transparency and service to residents and user groups.
- Continue to implement and improve upon goals and objectives as outlined in the 2019 Park and Open Space Plan.

**Staffing for 2022**

Positions (FTE)	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget
<b>Parks and Forestry Superintendent</b>	0.00	0.00	0.50	0.50	1.00
<b>Parks Maintenance Worker</b>	2.00	2.00	2.00	2.00	2.00
<b>Highway/Parks Maintenance Workers</b>	2.00	2.00	2.00	2.00	2.00
<b>Summer Seasonal</b>	5.00	5.00	2.00	1.00	5.00
<b>Weekend Seasonal</b>	1.00	1.00	1.00	0.00	1.00
<b>Administrative Secretary</b>	0.40	0.50	0.50	0.50	0.50

**Estimated 2022 Revenue**  
\$78,550

**Proposed 2022 Budget**  
\$565,717

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110474 Parks							
70 SALARIES							
110474 670101 Salaries	285,782.68	291,858.00	291,858.00	191,625.06	276,868.00	309,444.00	
110474 670104 Vacation	.00	.00	.00	.00	.00	.00	
110474 670105 Sick Pay	.00	.00	.00	.00	.00	.00	
110474 670106 CompTime	3,246.52	.00	.00	5,674.28	8,634.00	.00	
110474 670201 OverTime	893.10	3,000.00	3,000.00	1,067.92	1,728.00	3,000.00	
110474 670204 PTO	21,892.93	.00	.00	14,551.68	22,187.00	.00	
110474 670205 FMLA	.00	.00	.00	704.95	.00	.00	
110474 670206 EmergLeave	1,241.07	.00	.00	244.64	396.00	.00	
110474 670301 Longevity	.00	.00	.00	.00	.00	.00	
TOTAL SALARIES	313,056.30	294,858.00	294,858.00	213,868.53	309,813.00	312,444.00	
73 FRINGE BENEFITS							
110474 673101 Social Sec	22,437.36	20,756.00	20,756.00	15,210.16	22,053.00	21,378.00	
110474 673102 Retirement	20,234.59	18,188.00	18,188.00	13,921.91	20,085.00	17,952.00	
110474 673103 W/C Insure	11,683.93	11,844.00	11,844.00	11,710.18	11,710.18	11,844.00	
110474 673104 UnempComp	.00	.00	.00	.00	.00	.00	
110474 673201 Health Ins	99,321.38	94,124.00	94,124.00	68,651.89	98,368.00	83,898.00	
110474 673202 Dental Ins	2,532.98	2,507.00	2,507.00	1,918.15	2,775.00	2,178.00	
110474 673203 Life Ins	660.59	633.00	633.00	477.32	670.00	742.00	
110474 673204 Disability	962.77	1,900.00	1,900.00	923.65	1,124.00	1,124.00	
TOTAL FRINGE BENEFITS	157,833.60	149,952.00	149,952.00	112,813.26	156,785.18	139,116.00	
75 OTHER STAFF COSTS							
110474 675101 Uniforms	1,035.00	1,380.00	1,380.00	.00	1,380.00	1,380.00	
TOTAL OTHER STAFF COSTS	1,035.00	1,380.00	1,380.00	.00	1,380.00	1,380.00	
80 MATERIALS & SUPPLIES							
110474 680101 Office Sup	203.20	200.00	200.00	200.00	200.00	200.00	
110474 680204 JanSupply	2,201.60	2,600.00	2,600.00	2,531.91	2,600.00	2,600.00	
110474 680301 PjtSupply	7,045.85	7,000.00	7,000.00	7,463.21	7,000.00	7,000.00	
110474 680324 WS-Blvd	1,479.65	3,000.00	3,000.00	1,630.00	2,500.00	2,500.00	
110474 680340 WS-Rotary	4,994.89	5,000.00	5,000.00	3,696.65	5,000.00	5,000.00	
110474 680341 WS-Chall	4,015.06	4,000.00	4,000.00	5,785.00	4,000.00	4,000.00	
110474 680342 WS-River	3,325.62	4,000.00	4,000.00	3,239.06	4,000.00	4,000.00	
110474 680343 WS-Lemke	2,607.08	2,000.00	2,000.00	3,716.59	2,500.00	2,500.00	
110474 680344 WS-GG	554.50	500.00	500.00	196.64	500.00	500.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110474 680345 WS-Settler	136.73	1,000.00	1,000.00	862.07	1,000.00	1,000.00	
110474 680501 Membership	.00	250.00	250.00	45.00	250.00	250.00	
110474 680503 BooksPerio	.00	.00	.00	.00	.00	.00	
110474 680504 Telephone	669.49	500.00	500.00	271.26	500.00	500.00	
110474 680505 Postage	128.70	350.00	350.00	18.22	350.00	350.00	
TOTAL MATERIALS & SUPPLIES	27,362.37	30,400.00	30,400.00	29,655.61	30,400.00	30,400.00	
83 PURCHASED SERVICES							
110474 683101 Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110474 683201 Cntrct-Gen	2,280.00	3,105.00	3,105.00	4,745.13	3,105.00	3,105.00	
110474 683202 Cntrct-Mnt	29,273.25	31,805.00	31,805.00	60,496.00	60,875.00	47,760.00	
110474 683402 Auto Insur	5,386.67	4,775.00	4,775.00	4,331.04	4,331.04	4,775.00	
110474 683501 Train/Conf	390.40	615.00	615.00	.00	615.00	820.00	
TOTAL PURCHASED SERVICES	37,330.32	40,300.00	40,300.00	69,572.17	68,926.04	56,460.00	
86 FACILITY & PLANT							
110474 686121 Electric	6,794.35	7,500.00	7,500.00	5,886.12	7,500.00	7,500.00	
110474 686122 Electric	1,251.44	1,500.00	1,500.00	858.78	1,500.00	1,500.00	
110474 686123 Electric	.00	.00	.00	.00	.00	.00	
110474 686124 Electric	303.02	400.00	400.00	-1,744.37	400.00	400.00	
110474 686150 Elec-Batz	793.91	1,000.00	1,000.00	753.43	1,000.00	1,000.00	
110474 686221 Gas-Rotary	1,207.49	1,100.00	1,100.00	694.81	850.00	875.00	
110474 686222 Gas-River	658.49	800.00	800.00	613.85	800.00	800.00	
110474 686223 Gas-Yankee	.00	.00	.00	.00	.00	.00	
110474 686306 Sewer	130.65	200.00	200.00	145.89	200.00	200.00	
110474 686406 Water-Park	.00	.00	.00	.00	.00	.00	
110474 686550 M & R	12,711.33	9,480.00	9,480.00	11,612.70	11,290.00	9,480.00	
TOTAL FACILITY & PLANT	23,850.68	21,980.00	21,980.00	18,821.21	23,540.00	21,755.00	
88 EQUIPMENT / LEASES							
110474 680401 Equip / Sm	844.82	1,000.00	1,000.00	1,200.00	1,000.00	1,000.00	
110474 688120 Rentals	2,275.00	3,162.00	3,162.00	2,505.00	2,500.00	3,162.00	
TOTAL EQUIPMENT / LEASES	3,119.82	4,162.00	4,162.00	3,705.00	3,500.00	4,162.00	
TOTAL Parks	563,588.09	543,032.00	543,032.00	448,435.78	594,344.22	565,717.00	
TOTAL General Fund	563,588.09	543,032.00	543,032.00	448,435.78	594,344.22	565,717.00	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	563,588.09	543,032.00	543,032.00	448,435.78	594,344.22	565,717.00	
GRAND TOTAL	563,588.09	543,032.00	543,032.00	448,435.78	594,344.22	565,717.00	

\*\* END OF REPORT - Generated by Marie Keyser \*\*

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110474	670101	Salaries	291,858.00	276,868.00	309,444.00	6.03
	0110-40-474-000-670101-					
		HARMON, KENNETH M(100045)	1.00	65,354.00	65,354.00	
		STANOWSKY, PAUL J(100074)	1.00	65,187.00	65,187.00	
		GIES, MICHAEL E(100276)	1.00	78,709.00	78,709.00	
		DEUSTER, CASEY S(100480)	.50	44,554.00	22,277.00	
		HOLZER, MATHEW H(100535)	.50	49,108.00	24,554.00	
		THOMAS, SKYLER T(100769)	.50	48,610.00	24,305.00	
		SUMMER HELP	6.00	5,600.00	33,600.00	
		1.5% Vacancy Discount	1.00	4,542.00	-4,542.00	
110474	670104	Vacation	.00	.00	.00	.00
	0110-40-474-000-670104-					
110474	670105	Sick Pay	.00	.00	.00	.00
	0110-40-474-000-670105-					
110474	670106	Comp Time	.00	8,634.00	.00	.00
	0110-40-474-000-670106-					
110474	670201	OverTime	3,000.00	1,728.00	3,000.00	.00
	0110-40-474-000-670201-					
110474	670204	Paid Time Off	.00	22,187.00	.00	.00
	0110-40-474-000-670204-					
110474	670205	Medical Leave	.00	.00	.00	.00
	0110-40-474-000-670205-					
110474	670206	Emergency Medical Leave	.00	396.00	.00	.00
	0110-40-474-000-670206-					
110474	670301	Longevity	.00	.00	.00	.00
	0110-40-474-000-670301-					
110474	673101	Social Security	20,756.00	22,053.00	21,378.00	3.00
	0110-40-474-000-673101-					
		HARMON, KENNETH M(100045)	.00	.00	3,366.00	
		HARMON, KENNETH M(100045)	.00	.00	787.00	
		STANOWSKY, PAUL J(100074)	.00	.00	3,734.00	
		STANOWSKY, PAUL J(100074)	.00	.00	873.00	
			.00	.00	4,375.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		GIES, MICHAEL E(100276)	.00	.00	1,023.00	
		GIES, MICHAEL E(100276)	.00	.00	1,272.00	
		DEUSTER, CASEY S(100480)	.00	.00	297.00	
		DEUSTER, CASEY S(100480)	.00	.00	1,294.00	
		HOLZER, MATHEW H(100535)	.00	.00	303.00	
		HOLZER, MATHEW H(100535)	.00	.00	1,467.00	
		THOMAS, SKYLER T(100769)	.00	.00	343.00	
		THOMAS, SKYLER T(100769)	6.00	428.00	2,568.00	
		SUMMER HELP	1.00	324.00	-324.00	
		1.5% Vacancy Discount				
110474	673102	Retirement	18,188.00	20,085.00	17,952.00	-1.30
		0110-40-474-000-673102-				
		HARMON, KENNETH M(100045)	.00	.00	4,248.00	
		STANOWSKY, PAUL J(100074)	.00	.00	4,237.00	
		GIES, MICHAEL E(100276)	.00	.00	5,116.00	
		DEUSTER, CASEY S(100480)	.00	.00	1,448.00	
		HOLZER, MATHEW H(100535)	.00	.00	1,596.00	
		HOLZER, MATHEW H(100535)	.00	.00	1,580.00	
		THOMAS, SKYLER T(100769)	.00	.00	1,580.00	
		1.5% Vacancy Discount	1.00	273.00	-273.00	
110474	673103	Worker's Comp Insurance	11,844.00	11,710.18	11,844.00	.00
		0110-40-474-000-673103-				
110474	673104	Unemployment Compensation	.00	.00	.00	.00
		0110-40-474-000-673104-				
110474	673201	Health Insurance	94,124.00	98,368.00	83,898.00	-10.86
		0110-40-474-000-673201-				
		HARMON, KENNETH M(100045)	.00	.00	21,869.00	
		HARMON, KENNETH M(100045)	.00	.00	21,869.00	
		STANOWSKY, PAUL J(100074)	.00	.00	21,869.00	
		GIES, MICHAEL E(100276)	.00	.00	21,869.00	
		DEUSTER, CASEY S(100480)	.00	.00	4,448.00	
		HOLZER, MATHEW H(100535)	.00	.00	10,935.00	
		HOLZER, MATHEW H(100535)	.00	.00	10,935.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		THOMAS, SKYLER T(100769)	.00	.00	4,289.00	
		1.5% Vacancy Discount	1.00	1,381.00	-1,381.00	
110474	673202	Dental Insurance	2,507.00	2,775.00	2,178.00	-13.12
	0110-40-474-000-673202-					
		HARMON, KENNETH M(100045)	.00	.00	1,018.00	
		STANOWSKY, PAUL J(100074)	.00	.00	1,018.00	
		THOMAS, SKYLER T(100769)	.00	.00	175.00	
		1.5% Vacancy Discount	1.00	33.00	-33.00	
110474	673203	Life Insurance	633.00	670.00	742.00	17.22
	0110-40-474-000-673203-					
		HARMON, KENNETH M(100045)	.00	.00	473.00	
		STANOWSKY, PAUL J(100074)	.00	.00	112.00	
		GIES, MICHAEL E(100276)	.00	.00	89.00	
		DEUSTER, CASEY S(100480)	.00	.00	22.00	
		HOLZER, MATHEW H(100535)	.00	.00	29.00	
		THOMAS, SKYLER T(100769)	.00	.00	17.00	
110474	673204	Long Term Disability	1,900.00	1,124.00	1,124.00	-40.84
	0110-40-474-000-673204-					
110474	675101	Uniforms & Clothing	1,380.00	1,380.00	1,380.00	.00
	0110-40-474-000-675101-					
		Per Personnel Code	4.00	345.00	1,380.00	
110474	680101	Office Supplies	200.00	200.00	200.00	.00
	0110-40-474-000-680101-					
110474	680204	Janitor Supplies-Parks	2,600.00	2,600.00	2,600.00	.00
	0110-40-474-000-680204-					
		Miscellaneous cleaning supplies	104.00	25.00	2,600.00	
110474	680301	Project Supplies	7,000.00	7,000.00	7,000.00	.00
	0110-40-474-000-680301-					
		Parks supplies and upgrades	5.00	1,400.00	7,000.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110474	680324	Work Supp-Blvd	3,000.00	2,500.00	2,500.00	-16.67
	0110-40-474-000-680324-	Landscape supplies	25.00	100.00	2,500.00	
110474	680340	Work Supp-Rotary Park	5,000.00	5,000.00	5,000.00	.00
	0110-40-474-000-680340-	Landscape and maintenance supplies	50.00	100.00	5,000.00	
110474	680341	Work Supp-City Hall	4,000.00	4,000.00	4,000.00	.00
	0110-40-474-000-680341-	Landscape, maintenance and Rennicke Field supplies	40.00	100.00	4,000.00	
110474	680342	Work Supplies-River Barn	4,000.00	4,000.00	4,000.00	.00
	0110-40-474-000-680342-	Park landscape and maintenance supplies	40.00	100.00	4,000.00	
110474	680343	Work Supplies-Lemke	2,000.00	2,500.00	2,500.00	25.00
	0110-40-474-000-680343-	Park maintenance and landscape supplies	25.00	100.00	2,500.00	
110474	680344	Work Supp-Garrisons Gle	500.00	500.00	500.00	.00
	0110-40-474-000-680344-	Park supplies	4.00	125.00	500.00	
110474	680345	Work Supp-Settlers Park	1,000.00	1,000.00	1,000.00	.00
	0110-40-474-000-680345-					
110474	680401	Equip / Small Tools	1,000.00	1,000.00	1,000.00	.00
	0110-40-474-000-680401-	Hand and power tools	10.00	100.00	1,000.00	
110474	680501	Memberships	250.00	250.00	250.00	.00
	0110-40-474-000-680501-	Wisconsin Turfgrass Association	2.00	125.00	250.00	
110474	680503	Books & Periodicals	.00	.00	.00	.00
	0110-40-474-000-680503-					
110474	680504	Telephone services	500.00	500.00	500.00	.00
	0110-40-474-000-680504-	Phones and services	1.00	500.00	500.00	
110474	680505	Postage	350.00	350.00	350.00	.00
	0110-40-474-000-680505-					
110474	683101	Consultants - General	.00	.00	.00	.00
	0110-40-474-000-683101-					

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 5  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110474	683201	Contracted Services - General	3,105.00	3,105.00	3,105.00	.00
	0110-40-474-000-683201-					
		Holding Tank Pumping - Rotary Pavilion	15.00	135.00	2,025.00	
		Holding Tank Pumping - Reuter Pavilion	8.00	135.00	1,080.00	
110474	683202	Contracted Services - Maint.	31,805.00	60,875.00	47,760.00	50.17
	0110-40-474-000-683202-					
		Birchwood Contract Medians - Mequon Road	4.00	2,745.00	10,980.00	
		Birchwood Contract Medians - Cedarburg Road	4.00	620.00	2,480.00	
		Birchwood Contract Medians - Business Park	4.00	2,435.00	9,740.00	
		Rotary Park Pond WDNR Permit	1.00	225.00	225.00	
		Rotary Park Pond Treatment	1.00	1,805.00	1,805.00	
		Town Center Streetscape Maintenance	1.00	5,000.00	5,000.00	
		Birchwood Contract - City Hall Parking Lot	4.00	495.00	1,980.00	
		Baseball Diamond Maint. (Reimburseable)	1.00	15,550.00	15,550.00	
110474	683402	Auto Insurance	4,775.00	4,331.04	4,775.00	.00
	0110-40-474-000-683402-					
		Auto Insurance	1.00	4,775.00	4,775.00	
110474	683501	Training/Conferences	615.00	615.00	820.00	33.33
	0110-40-474-000-683501-					
		Wisconsin Arborist Conference	1.00	95.00	95.00	
		Saw Training	5.00	145.00	725.00	
110474	686121	Electric - Rotary Park	7,500.00	7,500.00	7,500.00	.00
	0110-40-474-000-686121-					
		Yearly electric for two pavilions and gazebo	12.00	625.00	7,500.00	
110474	686122	Electric-River Barn	1,500.00	1,500.00	1,500.00	.00
	0110-40-474-000-686122-					
		Electric service for pavilion	12.00	125.00	1,500.00	
110474	686123	Electric - Yankee Settler	.00	.00	.00	.00
	0110-40-474-000-686123-					
110474	686124	Electric - Lemke Park	400.00	400.00	400.00	.00
	0110-40-474-000-686124-					
		Annual Electric for Pavilion	1.00	400.00	400.00	
110474	686150	Electric - Batzler	1,000.00	1,000.00	1,000.00	.00
	0110-40-474-000-686150-					
		Annual Electric for Storage Building	1.00	1,000.00	1,000.00	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 6  
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BUDGET PROJECTION 20221 2022 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110474	686221	Gas-Rotary Park	1,100.00	850.00	875.00	-20.45
	0110-40-474-000-686221-	Natural gas and propane for two pavilions	5.00	175.00	875.00	
110474	686222	Gas-River Barn Park	800.00	800.00	800.00	.00
	0110-40-474-000-686222-	Gas for Sommer Pavilion	1.00	800.00	800.00	
110474	686223	Gas-Yankee Settler	.00	.00	.00	.00
	0110-40-474-000-686223-					
110474	686306	Sewer - Parks	200.00	200.00	200.00	.00
	0110-40-474-000-686306-					
110474	686406	Water - Parks	.00	.00	.00	.00
	0110-40-474-000-686406-					
110474	686550	M & R	9,480.00	11,290.00	9,480.00	.00
	0110-40-474-000-686550-	Repairs and replacement items for mechanical items and infrastructure	10.00	948.00	9,480.00	
110474	688120	Rentals	3,162.00	2,500.00	3,162.00	.00
	0110-40-474-000-688120-	Portable Toilet Rentals	8.00	272.25	2,178.00	
		Machine Rentals	1.00	984.00	984.00	
		BUDGET CEILING:			1,086,064.00	
		TOTALS:	543,032.00	594,344.22	565,717.00	4.18

\*\* END OF REPORT - Generated by Marie Keyser \*\*

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Library



09/23/2021 13:13  
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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20221 2022 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund		2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2021 ACTUAL	2021 PROJECTION	2022 CITY ADMIN	COMMENT
110471	Library Services Grant							
83	PURCHASED SERVICES							
110471	683801 Supprt Ops	1,075,000.00	1,058,000.00	1,058,000.00	1,058,000.00	1,058,000.00	1,061,000.00	
110471	683802 LibSptCap	.00	.00	.00	.00	.00	.00	
	TOTAL PURCHASED SERVICES	1,075,000.00	1,058,000.00	1,058,000.00	1,058,000.00	1,058,000.00	1,061,000.00	
	TOTAL Library Services Grant	1,075,000.00	1,058,000.00	1,058,000.00	1,058,000.00	1,058,000.00	1,061,000.00	
	TOTAL General Fund	1,075,000.00	1,058,000.00	1,058,000.00	1,058,000.00	1,058,000.00	1,061,000.00	
	TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
	TOTAL EXPENSE	1,075,000.00	1,058,000.00	1,058,000.00	1,058,000.00	1,058,000.00	1,061,000.00	
	GRAND TOTAL	1,075,000.00	1,058,000.00	1,058,000.00	1,058,000.00	1,058,000.00	1,061,000.00	

\*\* END OF REPORT - Generated by Marie Keyser \*\*

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

# Exhibit A

Exhibit A: Recommended Compulsory Expenditure Increases

GENERAL GOVERNMENT	
Description	Amount
<b>General</b>	
Increase All Training & Conference Budgets Organization-wide by 25%	\$20,630
<b>Sub-Total:</b>	<b>\$20,630</b>
<b>Information Services</b>	
Printer Service Increase from IMPACT	\$3,200
Cyber Security - Endpoint Security, E-Mail Security, and Technical Alignment/Command	\$18,841
Conversion of Part-Time IT Consultant to Full-Time IT Manager Position	\$19,495
<b>Sub-Total:</b>	<b>\$41,536</b>
<b>Finance</b>	
GFOA Award Submissions (3) Adjustment	\$325
General Liability Insurance	\$6,180
Public Officials' Liability Insurance	\$4,542
Umbrella Insurance	\$535
Property Insurance	\$5,791
PlanIt Software Subscription Increase	\$25
<b>Sub-Total:</b>	<b>\$17,398</b>
<b>Library</b>	
Three-Year Funding Formula Adjustment	\$3,000
<b>Sub-Total:</b>	<b>\$3,000</b>
<b>Human Resources</b>	
Smart Phone Subscription - Assistant City Administrator	\$225
0.75 PT HR Assistant to 1.00 FT HR Coordinator	\$28,242
<b>Sub-Total:</b>	<b>\$28,467</b>
<b>Legal</b>	
COLA for General Legal & Municipal Court Retainers	\$2,176
<b>Sub-Total:</b>	<b>\$2,176</b>
<b>PUBLIC SAFETY</b>	
<b>Police</b>	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

Contract Services - 2.5% Increase for Services	\$1,000
Law Enforcement Liability	\$7,936
<b>Sub-Total:</b>	<b>\$8,936</b>
<b>Fire/EMS</b>	
Aladtec Support Contract	\$200
Image Trend Support Contract	\$175
Underwriters Labs/Ladder and Pump Testing	\$1,200
Physio Control Support Contract	\$125
Increase for Paramedic Training (\$1,500 x 3)	\$4,500
Pro Phoenix Support Contract	\$54
<b>Sub-Total:</b>	<b>\$6,254</b>
<b>Communications</b>	
Contract Services - 2% Increase for Services	\$72
Consultant - Priority Dispatch EMD Services	\$23,000
Contract Services Maintenance - 2.5% Increase	\$400
<b>Sub-Total:</b>	<b>\$23,472</b>
<b>PUBLIC WORKS</b>	
<b>Building Maintenance</b>	
Contracted Services - City Hall Cleaning	\$31,620
Contracted Services - Public Safety Building Cleaning	\$34,692
<b>Sub-Total:</b>	<b>\$66,312</b>
<b>Fleet Services</b>	
Increase in Work Supplies to Compensate for Increased Material Costs	\$2,000
<b>Sub-Total:</b>	<b>\$2,000</b>
<b>Highway</b>	
Increase in Culvert Costs	\$8,000
<b>Sub-Total:</b>	<b>\$8,000</b>
<b>COMMUNITY DEVELOPMENT</b>	
<b>Inspections</b>	
Training and Conferences	\$1,097
<b>Sub-Total:</b>	<b>\$1,097</b>

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

<b>Planning</b>	
Memberships	\$535
<b>Sub-Total:</b>	<b>\$535</b>
<b>GRAND TOTAL:</b>	<b>\$229,813</b>

# Exhibit B

Exhibit B: Expenditures Recommended for Restoration

GENERAL GOVERNMENT	
Description	Amount
<b>Mayor &amp; Common Council</b>	
Festivals Committee Annual Allocation Restored from \$2,500 to \$10,000	\$7,500
New Common Council/Planning Commission Laptop Policy (2 Stipends @ \$500 Each)	\$1,000
<b>Sub-Total:</b>	<b>\$8,500</b>
<b>Human Resources</b>	
Miscellaneous Services - Recruiting	\$5,000
Pre-Employment Psychological Evaluations	\$3,000
Pre-Employment Physical & Post-Accident Screening	\$3,000
Seasonal Employee Drug Screening	\$2,000
Memberships (SHRM)	\$400
Office Supplies	\$200
<b>Sub-Total:</b>	<b>\$13,600</b>
<b>Finance</b>	
OPEB Actuarial Study	\$5,750
<b>Sub-Total:</b>	<b>\$5,750</b>
<b>Elections</b>	
Office Supplies (from \$6,000 to \$10,000)	\$4,000
Postage (from \$4,350 to \$30,000)	\$25,650
Contracted Service - General (from \$20,675 to \$55,000)	\$34,325
Contracted Services - Maintenance (from \$6,692 to \$6,900)	\$208
Postcard to Residents Re: New Ward/Polling Site	\$7,500
<b>Sub-Total:</b>	<b>\$71,683</b>
<b>PUBLIC SAFETY</b>	
<b>Police</b>	
Work Supplies - Increase Ammunition Supplies from \$22,500 to \$25,000	\$2,500
Maintenance & Repairs - Restore Amount from \$20,500 to \$21,000	\$500
Telephone Services - Restore Amount from \$20,000 to \$22,000	\$2,000
Printing and Publications - Restore Amount from \$450 to \$650	\$200

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

<b>Sub-Total:</b>	<b>\$5,200</b>
<b>Communications</b>	
Equipment - Small Tools Restore Amount from \$1,000 to \$1,500	\$500
Compensatory Time - Restore Amount from \$7,500 to \$10,000	\$2,500
<b>Sub-Total:</b>	<b>\$3,000</b>
<b>PUBLIC WORKS</b>	
<b>Building Maintenance</b>	
Contracted Services - General (Window Washing)	\$1,140
<b>Sub-Total:</b>	<b>\$1,140</b>
<b>Fleet Services</b>	
Fuel Cost Adjustment - Gasoline from \$2.05/Gallon to \$2.556/Gallon (12,500 Gallons)	\$6,325
Fuel Cost Adjustment - Diesel from \$2.35/Gallon to \$2.846/Gallon (32,500 Gallons)	\$13,770
Maintenance & Repairs to Reflect Historic Expenditures	\$2,000
Work Supplies - Maintenance from \$73,255 to \$77,000	\$3,745
<b>Sub-Total:</b>	<b>\$25,840</b>
<b>Engineering</b>	
Restore Summer Engineering Intern Positions	\$3,505
GIS & Contracted Services from \$5,000 to \$10,000	\$5,000
<b>Sub-Total</b>	<b>\$8,505</b>
<b>Highway</b>	
Electric - Street Lights	\$3,110
Increase in Signs and Striping Budget for Increase in Sign and Post Costs	\$5,000
Work Supplies - Street Maintenance from \$51,000 to \$55,000	\$4,000
Work Supplies - Culverts from \$25,000 to \$30,000	\$5,000
Contracted Services - General from \$26,240 to \$31,240	\$5,000
Contracted Services - Maintenance from \$10,000 to \$15,000	\$5,000
Summer Help Staff from 4 Positions to 6 Positions	\$12,356
<b>Sub-Total:</b>	<b>\$39,466</b>
<b>Forestry</b>	
Forestry Work Supplies from \$16,262 to \$12,562	\$3,700
<b>Sub-Total:</b>	<b>\$3,700</b>
<b>Pool</b>	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

Contracted Services - Square Cashiering System	\$1,500
<b>Sub-Total:</b>	<b>\$1,500</b>
<b>Parks</b>	
Rotary Park Pond Treatments from 1 to 2	\$405
Summer Help Staff from 4 Positions to 6 Positions	\$12,356
<b>Sub-Total:</b>	<b>\$12,761</b>
<b>COMMUNITY DEVELOPMENT</b>	
<b>Inspections</b>	
Office Supplies - from \$650 to \$1,000	\$350
<b>Sub-Total:</b>	<b>\$350</b>
<b>GRAND TOTAL:</b>	<b>\$200,995</b>

# Exhibit C

Exhibit C: Supplemental Expenditures Proposed for Consideration

GENERAL GOVERNMENT	
Description	Amount
<b>City Clerk</b>	
Memberships to WMCA for Deputy Clerks (2)	\$90
Industrial Shredder Replacement - City Hall	\$2,500
Increase Training Budget for New Deputy Clerk Training (3-Year Program)	\$1,200
<b>Sub-Total:</b>	<b>\$3,790</b>
<b>Elections</b>	
Food & Beverage at Poll Sites on Election Day - \$100/Site per Election	\$3,200
Updated, Professional Signage at City Hall & Polling Sites	\$5,000
<b>Sub-Total:</b>	<b>\$8,200</b>
<b>Information Services</b>	
IT Ticketing & Asset Management System	\$2,500
Cybersecurity Awareness Tool	\$2,175
E-Signature Tool - DocuSign (40 Users)	\$4,000
Single-Solution Payment System	\$5,000
Recreation & Event Management System	\$6,000
Network Monitoring Update	\$11,000
Other: Capital Funding for IT Assets & Infrastructure	TBD
<b>Sub-Total:</b>	<b>\$30,675</b>
<b>Finance</b>	
GFOA Training for Professional Staff	\$3,000
MUNIS Training for Professional Staff	\$2,500
Office Supplies	\$250
Technology Supplies	\$500
<b>Sub-Total:</b>	<b>\$6,250</b>
<b>Human Resources</b>	
Organization-wide Compensation Study in 2022	\$28,000
<b>Sub-Total:</b>	<b>\$28,000</b>
<b>PUBLIC SAFETY</b>	

Attachment: Proposed FY2022 Budget (6682 : FY2022 Budget)

<b>Police</b>	
Flock ALPR Camera System - Contract Services General	\$16,500
<b>Sub-Total:</b>	<b>\$16,500</b>
<b>PUBLIC WORKS</b>	
Upgrade to Smart Phone for Fleet Superintendent	\$350
<b>Sub-Total:</b>	<b>\$350</b>
<b>Engineering</b>	
Replacement of Outdated GPS Unit	\$10,000
<b>Sub-Total</b>	<b>\$10,000</b>
<b>Highway</b>	
Increase in Signs and Striping Budget to Meet FHWA Requirements	\$2,500
<b>Sub-Total:</b>	<b>\$2,500</b>
<b>Parks</b>	
Mequon Road Median New Plantings (\$1,200/Bed)	\$5,000
Mequon Road Median Replacement Plantings (\$500/Bed)	\$1,000
Sidewalk Weed Control	\$1,500
<b>Sub-Total:</b>	<b>\$7,500</b>
<b>COMMUNITY DEVELOPMENT</b>	
<b>Inspections</b>	
Technology - Online Request System	TBD
Architectural Board Coordinator	TBD
PT Inspector - from \$38,432 to \$47,424 w/ Benefits (Combines Vacant Insp. w/ Enforcement)	TBD
<b>Sub-Total:</b>	<b>\$0</b>
<b>Planning</b>	
Technology - Land Management System & Project/Plan Management System	\$375,000
Analyst Position - Manage Land Management System	TBD
Contract Tech Training - Ongoing	TBD
Contract 3rd Party Tech - Implementation Firm	TBD
Single-Point Coordinator	TBD
<b>Sub-Total:</b>	<b>\$375,000</b>
<b>GRAND TOTAL:</b>	<b>\$488,765</b>

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