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Office of Administration  
Taped and Televised

## **APPROPRIATIONS COMMITTEE**

**Thursday, October 6, 2022**

**6:30 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. Common Council
  - b. City Administrator
  - c. City Clerk
  - d. Elections
  - e. Information Technology
  - f. Finance
  - g. City Assessor
  - h. Human Resources
  - i. Legal Services
- 6) Community Development
  - j. Inspections Division
  - k. Planning Division
- 7) Public Safety

- l. Police Department
- m. Southern Ozaukee Fire & EMS Department
- n. Communications

8) Public Works

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

9) Weyenberg Library

10) Consideration of Compulsory & Supplemental Funding Requests

11) Consideration of a Recommendation Concerning the Proposed FY2023 Budget

12) Ordinance Recommendation

13) Adjourn

*Dated: October 6, 2022*

*/s/ Andrew Nerbun, 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.



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Office of the City Administrator

**To: City of Mequon Appropriations Committee:  
 The Honorable Andrew Nerbun & Members of the Common Council**

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

**Date: September 26, 2022**

**Subject: Proposed 2023 Budget**

On behalf of the entire City staff, enclosed is the City of Mequon's proposed budget for Fiscal Year 2023, 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 2023 budget adheres to several 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 Balanced Approach to Economic Development.

Furthermore, the proposed 2023 budget also seeks to support five (5) Key Focus Areas contained within the City's newly adopted Strategic Plan for 2022-25. These include:

- Capital Improvements
- Customer Service
- Financial Stewardship
- Public Safety
- Quality of Life

Each year the Common Council convenes a workshop meeting to review some of the key factors that are likely to impact development of the organization's next fiscal year budget. This year's meeting was held at the end of August and came shortly after Council adoption of the aforementioned strategic plan in July. Among the budgetary impacts discussed at the workshop meeting were: 1) the high rate of inflation that is evident across all sectors of the economy; 2) the ongoing merger between the Mequon and Thiensville Fire Departments; 3) the availability of debt-financing to fund future facility improvements; and 4) proposed allocations for funding received via the American Recovery Plan Act (ARPA).

Since mid-year, and in the wake of the Council's late-August meeting, City staff has worked to formulate the basis for next year's budget, which in broad terms, seeks to preserve current spending levels while addressing the broader impacts of inflation, specifically with respect to wages, health insurance and retirement contributions. As indicated below, some of the more noteworthy features of the City's proposed spending plan for 2023 include:

- The removal of all expenses related to Fire & EMS, except for an allocation of \$1,308,413 million from the property tax levy to the new Southern Ozaukee Fire & EMS Department. A copy of the proposed *Southern Ozaukee Fire & EMS 2023 Budget*, which was unanimously approved by its Board of Directors on September 21, is enclosed (Exhibit A).
- A reduction in the Police Communications Budget of \$302,372, to reflect the transfer of all 9-1-1 emergency dispatching services to Ozaukee County starting January 1, 2023.
- The apportionment of nearly \$1.77 million in available ARPA funding for the completion of various, one-time projects including:
  - Procurement of an online permitting & inspections system (\$425,000)
  - Expansion of the existing pavilion facility in Lemke Park (\$350,000)
  - Installation of a traffic signal at County Line and Port Washington Roads (\$325,000)
  - Automation of the City's brush site (\$250,000)
  - Purchase of electronic poll books (\$90,000)
- A budget that is balanced with \$200K in ARPA funds, but no use of General Fund reserves
- Compensation adjustments for both represented and non-represented City staff
- An anticipated reduction of six cents (\$0.06) in the City's current tax rate of \$3.08/\$1,000 of assessed value.

In sum, the recommended 2023 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 52% of the City's overall spending.

Notably, the enclosed budget document contains an estimate for State Highway Aid, which is currently budgeted at \$1,444,169. As has been the case in previous years, the City will likely receive notification regarding the exact amount of this rather significant revenue source by early October, prior to the Appropriations Committee meeting on October 6. To the extent that this revenue figure, once received, materially impacts the revenue and/or expenditure

assumptions contained within the proposed budget enclosed for consideration, staff will provide members of the Council with an update, as appropriate.

### **FISCAL YEAR 2022 ACCOMPLISHMENTS**

Despite the many challenges faced both locally and globally over the last few years, 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. Below is a sampling of some of the more significant accomplishments that mark Fiscal Year 2022 and serve as the basis for continued progress in the coming year.

- Issued \$9.5M in General Obligation Bonds for Various Public Improvements at 1.84%
- Oversaw Start of the I-43 Expansion Project & Completion of the Highland Road Interchange
- Completed Demolition of the Vacant Port Zedler Motel Along Port Washington Road
- Approved a Development Proposal for the 83-Lot Swan Farms Subdivision in District 4
- Approved a Policy Establishing Standards for Connection to the City's Water Utility
- Commenced a Process to Initiate Streetscape Improvements Along Port Washington Road
- Established the Southern Ozaukee Fire & EMS Department with the Village of Thiensville
- Approved a Master Lease Agreement for All Passenger Vehicles within the City's Fleet
- Developed and Adopted the City of Mequon's Inaugural Strategic Plan for 2022-2025
- Achieved Statewide Accreditation of the Mequon Police Department through WILEAG
- Directed \$2.7M in Roadway Projects, Including Resurfacing of the Mequon Business Park
- Re-bid the City's Legal Services and Appointed a New City Prosecutor
- Approved a \$2.5M Spending Plan for Funds Received via the American Recovery Plan Act
- Completed a Compensation Analysis of All Non-Union Positions within the Organization
- Hired 19 Employees & Transferred 8 Employees to Fill 27 Authorized Full-Time Positions
- Initiated the Transfer of All 9-1-1 Emergency Dispatch Services to Ozaukee County

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 2022. Taken together, many of these achievements were often the byproduct of collaborative, multi-disciplinary efforts involving the Common Council, the City's various boards, commissions and committees, community members, other key stakeholders and City staff.

### **FISCAL YEAR 2023 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 2022 non-personnel expenditure budgets forward into 2023, 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, decreased election expenses, etc.) would be applied, and to set the baseline from where expenditure reductions could be generated, as

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 2023 in place, each department then commenced the process of identifying *Compulsory Expenditure Increases - 2023 Budget* (Exhibit B) that should otherwise be included in the 2023 budget, as well as *Supplemental Expenditures - 2023 Budget* (Exhibit C) not contained in the budget proposed for 2023, but that could be considered for inclusion by the Appropriations Committee.

To date, the proposed budget is balanced with the use of approximately \$351,000 in new tax revenue generated by a 2.19% increase in net new construction, as well as \$200,000 in funds received via the American Recovery Plan Act. In 2022, the City also used \$200,000 in ARPA funds to restore a number of expenditures removed from the 2021 budget, due to pandemic-related revenue declines. Notably this year, all of the *Compulsory Expenditure Increases* listed in Exhibit B have not been included in the proposed budget for 2023, due to the need to first incorporate inflationary increases for wages, health insurance and retirement. To this end, also enclosed is a listing of *Expenditure Reductions - 2023 Budget* (Exhibit D) identified by the City staff that were initiated in order to achieve a balanced budget for 2023, with no upward impact on the City's tax rate. Accordingly, the Appropriations Committee may wish to consider any items included in Exhibits B, C & D for inclusion or reinstatement within next year's spending plan when it meets to consider the proposed 2023 budget on October 6.

## 2023 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 2023 General Fund Budget, which is balanced and honors nearly all of the City's existing contractual commitments.

### General Fund Revenue

Within the proposed budget, property taxes comprise about 71% of general fund revenues. Mequon relies significantly on the property tax to fund operations because other sources are not available to the City. For instance, the City receives just over 11% of its revenue from intergovernmental aid compared to a state-wide average of over 20%. Building permit fees, which are the City's most elastic source of revenue, are expected to decline in the coming year. There is a significant reduction in State Shared Revenue and Public Safety Fees due to the exclusion of the Fire & EMS Department. Within Other Revenues, the proposed budget assumes no use of fund balance, compared to \$190,750 that was allocated for 2022. Additionally, revenue derived from an existing PILOT agreement is decreasing by \$70,400.

Revenues	2022	2023	Difference	%
Taxes	\$11,939,401	\$11,977,667	\$38,266	0.32%
State Shared Revenue	\$555,371	\$367,128	(\$188,243)	-33.89%

<b>Intergovernmental</b>	\$1,823,218	\$1,855,302	\$32,084	1.76%
<b>Licenses and Permits</b>	\$986,400	\$941,700	(\$44,700)	-4.53%
<b>Public Safety Fees</b>	\$886,300	\$179,000	(\$707,300)	-79.80%
<b>Public Charges for Services</b>	\$893,900	\$920,350	\$26,450	2.96%
<b>Other Revenues</b>	\$902,550	\$640,472	(\$262,078)	-29.04%
<b>Investment Income</b>	\$40,000	\$53,100	\$13,100	32.75%
<b>Total Revenue</b>	<b>\$18,027,140</b>	<b>\$16,934,719</b>	<b>(\$1,092,421)</b>	<b>-6.06%</b>

### General Fund Expenditures

On the expenditure front, personnel expenses are projected to decrease by 13.4% in 2023. This is largely attributable to the Fire/EMS Merger as well as 9-1-1 Emergency Dispatch Consolidation with Ozaukee County, which are reducing overall expenditures by a total of \$1,221,000. A significant increase in the City's employer-related health insurance costs due to premium adjustments mandated by the State's Local Government Health Insurance Pool are included in the 2023 budget, as well as mandated Wisconsin Retirement System (WRS) increases for both general employees and sworn personnel. The budget also includes adjustments to employee compensation, including increases for unionized staff in the Police Department, and a proposed cost-of-living adjustment for non-represented employees.

<b>Expenditures</b>	<b>2022</b>	<b>2023</b>	<b>Difference</b>	<b>%</b>
<b>Salaries</b>	\$9,756,135	\$8,213,348	(\$1,542,787)	-15.81%
<b>Fringe Benefits</b>	\$3,733,751	\$3,494,379	(\$239,372)	-6.41%
<b>Other Staff Costs</b>	\$77,945	\$45,735	(\$32,210)	-41.32%
<b>Materials/Supplies</b>	\$994,056	\$858,273	(\$135,783)	-13.66%
<b>Facilities/Plant</b>	\$509,597	\$459,097	(\$50,500)	-9.91%
<b>Purchased Services</b>	\$1,764,964	\$1,450,532	(\$314,432)	-17.82%
<b>Equipment/Leases</b>	\$129,692	\$39,942	(\$89,750)	-69.20%
<b>Library Grant</b>	\$1,061,000	\$1,065,000	\$4,000	0.38%
<b>Fire &amp; EMS Grant</b>	\$0	\$1,308,413	\$1,308,413	0.00%
<b>Total Expenditures</b>	<b>\$18,027,140</b>	<b>\$16,934,719</b>	<b>(\$1,092,421)</b>	<b>-6.06%</b>

### PROPERTY TAX IMPACT

The proposed budget requests a total tax levy increase of \$153,057, or 0.66% over that of 2022. The following table shows a breakdown of the proposed 2023 levy.

<b>Fund</b>	<b>Levy for</b>	<b>% of Total</b>	<b>Levy for</b>	<b>% of Total</b>	<b>% Change</b>
	<b>2022 Budget</b>		<b>2023 Budget</b>		
<b>General</b>	\$10,878,401	46.69%	\$10,912,667	46.53%	0.31%
<b>Sewer Utility</b>	\$7,213,956	30.96%	*\$7,349,000	30.76%	1.87%
<b>Library</b>	\$1,061,000	4.55%	\$1,065,000	4.54%	0.38%
<b>Capital Projects</b>	\$1,328,000	5.70%	\$1,328,000	5.66%	0.00%
<b>Debt Service</b>	\$2,820,253	12.10%	\$2,800,000	11.94%	-0.72%
<b>Total</b>	<b>\$23,301,610</b>	<b>100.00%</b>	<b>\$23,454,667</b>	<b>99.42%</b>	<b>0.66%</b>

\*The 2023 Sewer Utility Levy is an estimate as budget development is pending.

For 2023, the General Fund virtually maintains its relative share of the tax levy. The Capital Projects Fund maintains the same level of funding as prior year. Currently, the Sewer Utility property tax is estimated to increase modestly from 2022, due to historically 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. The City continues to remain below the cap 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 \$3.02/\$1,000 represents a slight reduction from prior year due to the Communications Consolidation with Ozaukee County. Under the proposed 2023 budget, a Mequon home assessed at \$450,000 will pay approximately \$1,359 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
2022	\$3.02 (proposed)	\$1.62 (estimate)
2021	\$3.08	\$1.62
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

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 2023, the proposed mill rate remains flat at \$1.62/\$1,000 pending development of the Sewer Utility budget.

## REVENUE

For 2023, the property tax revenue estimate (including sewer) totals \$23,454,667. As indicated in the following chart, this represents an increase of \$153,057 or 0.66% above the 2022 levy, an amount that nevertheless meets the requirements of the state's levy limit, 2013 Wisconsin Act 20.

### Revenue Summary Information

Category	2022	2023	Change	% Change
General	\$10,878,401	\$10,912,667	\$34,266	0.31%
Sewer Utility	\$7,213,956	\$7,349,000	\$135,044	1.87%
Library	\$1,061,000	\$1,065,000	\$4,000	0.38%
Capital Projects	\$1,328,000	\$1,328,000	\$0	0.00%
Debt Service	\$2,820,253	\$2,800,000	(\$20,253)	-0.72%

<b>Total Tax Levy</b>	<b>\$23,301,610</b>	<b>\$23,454,667</b>	<b>\$153,057</b>	<b>0.66%</b>
<b>Other Revenue</b>	\$6,087,739	\$4,957,052	(\$1,130,687)	-18.57%
<b>Total Revenue</b>	<b>\$29,389,349</b>	<b>\$28,411,719</b>	<b>(\$977,630)</b>	<b>-3.33%</b>
<b>Estimated City Tax Rate</b>	\$3.08	\$3.02	(\$0.06)	-1.95%
<b>Estimated Sewer Tax Rate</b>	\$1.62	\$1.62	\$0.00	0.00%

The following detail is provided for key revenue categories within the 2023 budget:

**State Shared Revenues:** Overall, it is anticipated that the State of Wisconsin will maintain Shared Revenue at last year's funding level, while Utility Taxes will increase by \$4,757. Fire Insurance proceeds should continue to rise in 2023, yet these revenues will now be received by the newly established Southern Ozaukee Fire & EMS Department.

**Inter-Governmental Revenues:** It is anticipated that state aid and grant funds will remain mostly level, with upward adjustments for recycling and law enforcement grant amounts received from the State of Wisconsin. State Aid for the Exemption of Computers from the Personal Property Tax is also expected to increase by roughly \$10,000, and the City will again utilize \$200,000 in funds received from the American Recovery Plan Act to support operations in 2023. To date, City staff is still awaiting estimates for State Highway and Connecting Road Aid that in recent years, have experienced a slow, downward trajectory.

**Licenses:** Total fees in the amount of \$60,700 are estimated to increase slightly from 2022.

**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 development and inspection activity were negatively affected by the pandemic. During 2021, permit activity rebounded substantially, generating \$880,000 for the City. Accordingly, a similar figure is budgeted for 2023. Notably, permit revenues, and building permit revenues in particular, are highly elastic. As such, receipts can vary significantly from year-to-year, due to factors such as general economic activity, weather, and project timing. For 2023, City staff again utilized expanded trend analysis within this category to consider long-term revenue patterns over the last several years.

**Law/Ordinance Violations:** Court penalties should continue to rebound from the amount realized in 2020, when citation-writing and court activity declined markedly due to the COVID-19 pandemic. As such, an increase of \$5,000 is budgeted in this category for 2023.

**False Alarm Fees:** Effective July 1, 2020, the City's first false alarm charge of \$100 was eliminated, and subsequent charges for 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> alarms were increased. Accordingly, both Police and Fire False Alarm revenues have continued a downward decline. For 2023 however, Police False Alarm Fees are projected to increase slightly, based on recent trend.

**Ambulance Fees:** With the recent approval of revised ambulance transport fees by both the City of Mequon and the Village of Thiensville effective October 1, 2022, these revenues are expected to increase considerably in 2023. However, these fees will no longer be collected by the City or the Village, as these revenues will now be utilized to support the newly established Southern Ozaukee Fire & EMS Department starting on January 1. As such, there is no recognition of revenues in this category by the City during 2023.

**Other Fire Fees:** Similar to ambulance fees, all other fees previously charged by the Mequon Fire Department, including Accident Fees and False Alarm Charges, among others, will also be collected by the Southern Ozaukee Fire Department beginning January 1, 2023.

**Public Works Fees:** These fees reimburse staff time and consulting costs incurred with the review and approval of various development work. Based on year-to-date activity in 2022, receipts are projected to decrease by nearly 28% from the total amount budgeted this year.

**Pool & Parks Fees:** 2023 pool revenue is budgeted at \$71,000, 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. 2023 park fees are earmarked nearly \$19,450 higher than budgeted for 2022, 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 and other expenses that support the City's sewer and water utility operations. For 2023, the amount budgeted is \$420,000; this represents a \$35,000 increase from the \$385,000 that was appropriated in this year's budget.

**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 2023, cellular lease revenue is anticipated to increase slightly by \$8,000, while cable fees should remain relatively flat. *Revenue Reduction* is the application of surplus funds from the City's unassigned fund balance, which can be carried forward to balance the budget. The budget proposed for 2023 does not include the use of any revenue from the City's unassigned fund balance, which is currently estimated to be 12%. Presently, the City's fund balance policy calls for maintaining an unassigned reserve of between 10-12%.

**Investment Revenue:** As interest rates have continued to rise during the course of 2022, the City is projecting an increase in investment income for 2023. Accordingly, this revenue line item has been increased to \$53,100 for 2023.

**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 2023 budgeted increment is approximately \$36,000 more than 2022. Debt service is decreasing slightly by nearly \$8,000 from 2022, no longer exceeding the amount of estimated increment. Therefore, TID #2 is projected to cash flow positive by approximately \$57,000. Due to another large increase in value in 2022, Tax Increment District #3 is projected to generate increment of approximately \$2,225,000. This revenue will allow the TID to continue generating a positive cash flow, even after accounting for yearly debt service.

## CAPITAL SPENDING

For 2023, capital project funding requests from department heads totaled \$5,622,300, a decrease of \$319,600 from the \$5,941,900 requested for 2022. The largest single request for 2023, \$1.95 million for City Right-of-Way assets (e.g., roads, parking lots, sidewalks, etc.) is largely being funded with the use of bond proceeds realized from a \$9.5 million bond issue undertaken by the City earlier this year. In accordance with preparing a budget that produces little upward impact on overall taxes and that provides ongoing funding to address deferred

and identified capital repairs across major asset categories, levy supported (pay-as-you-go) capital funding for 2023 remains unchanged from the amount of \$1,328,000 that was approved for 2022.

Additionally, the 2023 Capital Budget contains one-time supplemental funding in the amount of \$1,788,000 for the completion of several projects, most of which have been included in prior versions of the City's 5-Year Capital Improvement Plan (CIP). These projects, which will be funded using approximately 70% of the proceeds realized by the City through the American Recovery Plan Act during 2021-2022, were recommended by City staff at the Council's August 29 Budget Workshop Meeting. Subsequently, these amounts have now been folded into the 2023 Capital Plan that is enclosed for consideration.

As noted in the enclosed Capital Budget, funding for City-wide Building Repairs again amounts to \$175,000 for 2023. As introduced four years ago, this funding stream is intended to continue addressing deferred maintenance and capital replacement items identified during a comprehensive review of seven facilities completed in 2018. Also included is a one-time allocation of \$20,000 for installation of an external power source on Cedarburg Road in front of City Hall to support various festivals, events and ceremonies, and \$100,000 in ARPA funding for Facility Space Needs Planning and development of a Civic Campus Master Plan.

Though no additional funds are earmarked to finance the eventual replacement of new voting machines purchased for the City by Ozaukee County in 2015, \$90,000 in ARPA funding is recommended for inclusion in the Elections Capital Account to purchase digitized poll books during 2023.

Aside from a \$1.95 million request for right-of-way infrastructure work (e.g., roads, parking lots, sidewalks, etc.) that will largely be financed utilizing proceeds from a \$9.5 million debt issue completed earlier this year, the Engineering Division also requested \$420,000 in additional funding across four other categories. For 2023, \$350,000 is once again recommended for annual road maintenance work, but no additional monies are allocated for Major & Secondary Drainage, Asset Software or Master Storm Water Management.

With establishment of the Southern Ozaukee Fire & EMS Department in mid-2022, there will no longer be an ongoing need to fund annual capital requests submitted previously by the Mequon Fire Department. Nonetheless, \$110,000 is again included in the Capital Budget for 2023, to help establish a fire apparatus and equipment replacement fund for the new department beginning on January 1, 2023.

In 2021, the City completed an independent assessment of its information technology function, and this year's budget included \$63,500 in one-time funding to address several identified capital needs. For 2023, Information Technology requests totaled \$23,800, and \$10,000 in funding is recommended to establish replacement accounts for computer hardware and related equipment. Previously, this amount had been dedicated annually for Roadway Lighting/Traffic Signal replacement. Going forward, roadway lighting costs will be paid for out of the Right-of-Way Assets Capital Funding Account.

In the City's Parks Division, requests for 2023 totaled \$425,000. Due to the availability of funding from the American Recovery Plan Act, total allocations for 2023 will exceed the

requested amount by \$55,000. Summarily, \$350,000 in ARPA funds is recommended to pay for a portion of the Lemke Park Pavilion expansion project that is now in the design phase, \$80,000 is again recommended for contracted ash tree removals that cannot be performed by City forestry crews, and \$50,000 is once again earmarked for Parks Improvements.

The Police Department requested \$237,000 for both new and ongoing projects; the proposed 2023 budget funds four of the seven requests. Proposed funding for Vehicle Replacement is again slated for \$175,000 next year, and Officer Equipment (\$20,000) and Firearms Replacement (\$8,000) also remain unchanged from 2022. \$15,000 in ARPA funding has also been added to the Department's Building IT Equipment Account, for the replacement of digital recording equipment.

Public Works Department requests totaled \$1,086,500, of which \$925,000 is slated for funding in 2023. Recommended allocations for 2023 include \$350,000 for Vehicle & Equipment Replacement, \$325,000 in ARPA funding for installation of a new traffic signal at the intersection of Port Washington and County Line Roads, and \$250,000 in ARPA funding for automation of, and improvements to, the City's Brush Site on Bonniwell Road.

Though the Community Development Department did not formally request any capital funding for 2023, the City recently embarked upon an organization-wide effort to select and implement a new land management system, as part of a broader effort to modernize the City's permitting and inspections function. Accordingly, \$525,000 in ARPA funding has been included in the City's 2023 Capital Budget for the development of a Centralized Database (\$100,000) and the purchase of a new Land Management System (\$425,000).

Lastly, approximately \$113,000 has been included to reflect a portion of the American Recovery Plan Act funds that are proposed for use by the Weyenberg Library. As these funds must be encumbered by the end of 2024 and spent by the end of 2026, the recommended apportionment is shown in the aggregate, pending determination of how these proceeds will be programmed over the next forty-eight months.

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

Over the last fifteen years, 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 work over three years; these funds were fully exhausted at the end of 2017. 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 that the City was paying just over 10 years ago, and in recent years such growth in the Debt Service Fund has 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. As indicated during review of a Right-of-Way Infrastructure Analysis completed in 2018, nearly \$1.8 million is needed annually to finance all aggregate work (maintenance and repairs) across the City's 212-mile road network.

Upon exhausting proceeds last year from a \$5.1 million bond issue that was initiated in 2019 to fund additional roadwork through 2021, the City undertook yet another bond issue earlier this year in the amount of \$9.5 million. In addition to including roughly \$5 million for road improvements through the 2024 construction season, this year's borrowing included \$1.75 million to finance the City's portion of the Highland Road interchange that is presently under construction. Moreover, this year's issue contained \$2.7 million for various public improvements within the City's Town Center, including an enhanced pedestrian crossing, installation of a new traffic signal, streetscape improvements and the burial of overhead utilities.

As noted during this 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 the 2018 facilities study. 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 2024-25. It is anticipated that the results of staff's planning work will be shared during a yet-to-be-scheduled workshop meeting with Council members in early 2023.

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 2023. 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 2015-2022, the City has used just over \$2.5 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 recognized imbalance between revenues and expenditures has in no way violated the City's reserve policy in recent years, continued use of these resources can negatively impact the City's bond rating going forward. Given the likelihood of issuing additional debt in 2024-2025 for facility upgrades and future roadwork,

continued use of general fund reserves puts the City at risk of assuming higher, unnecessary interest costs during future bond sales.

Should there be interest in utilizing General Fund reserves anticipated to be available at the conclusion of 2022, 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. This year, the Council appropriated \$190,750 in available fund balance for a number of mostly one-time initiatives, including the purchase of traffic cameras, consulting services for procurement of a new land management system, computer network upgrades and a final payment for the City-wide revaluation completed in late 2021.

As indicated, a number of one-time projects and initiatives that have been previously identified and discussed during annual budget deliberations are being recommended for funding over the next several years using proceeds received through the American Recovery Plan Act. Accordingly, there may not be the need to utilize fund balance reserves to support additional one-time spending in 2023. As also noted during the Budget Workshop in August, the General Fund Balance is projected to be \$2.18 million at the end of 2022, equivalent to about 12% of the City's annual revenues.

## PERSONNEL

**Staffing:** Over the last twenty years, the City's overall staffing on a Full-Time Equivalency (FTE) basis has grown by an average of 0.36% per year (115.95 in 2001 vs. 124.22 in 2022). Most recently, increases have been initiated to support operations in the Fire Department with the addition of four full-time Firefighters/Paramedics. In 2023, the Fire Department will merge with the Village of Thiensville's Fire Department to form the Southern Ozaukee Fire & EMS Department. Furthermore, the consolidation of the Police Department's Communication Center with the Ozaukee County Dispatch Center will result in a reduction of five additional positions. Accordingly, these changes will reduce the City's FTE count by 13.65 to 110.57 FTEs. Beyond this, no further staffing changes are proposed for 2023.

**Salaries:** Salaries is a category that includes wages for all full-time, part-time, temporary and seasonal workers, and elected officials. Currently, the City is in the process of completing a Compensation Study that is anticipated to finish in November. The study will review the current salary structure and compensation methodology established for non-represented employees based on a previous study completed in 2014. In accordance with current practice, funds have been included in the 2023 budget to provide City employees with an annual wage adjustment. Further adjustments resulting from the 2022 Study will likely need to be considered by the Common Council for funding in 2023 and beyond.

**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 program options that provide substantial savings to employers. It is expected that overall, state health insurance rates will increase on average by 5.4% for local governments and retirees in 2023 state-wide. In Ozaukee County, full premium rates (including the employee share) for the Network Health Plan are increasing by 6% for 2023. Furthermore,

WEA Trust, a long-term plan option, is no longer available next year due to the provider discontinuing service in the state. Alternatively, employees will have the option to select from two new plan options, Common Ground Healthcare Cooperative and HealthPartners Health Plan Southeast, in addition to Network Health during 2023.

Employees enrolled in Network Health will continue to pay 12% of the premium, while employees enrolled in Common Ground Healthcare Cooperative or HealthPartners Health Plan Southeast will pay 25% of the premium, as required by the Employee Trust Fund. The employee contribution percentage for the new plan options is the same contribution level required by WEA Trust in 2022. Following are the 2023 rates for the three (3) plan options:

Network Health	Employee Share		Employer Share		Full Premium	
	2022	2023	2022	2023	2022	2023
Single Coverage	\$101	\$107	\$742	\$785	\$843	\$892
Family Coverage	\$249	\$264	\$1,822	\$1,934	\$2,071	\$2,198

Common Ground Healthcare	Employee Share		Employer Share		Full Premium	
	2022	2023	2022	2023	2022	2023
Single Coverage	-	\$262	-	\$785	-	\$1,047
Family Coverage	-	\$651	-	\$1,934	-	\$2,585

HealthPartners Southeast	Employee Share		Employer Share		Full Premium	
	2022	2023	2022	2023	2022	2023
Single Coverage	-	\$350	-	\$785	-	\$1,135
Family Coverage	-	\$870	-	\$1,934	-	\$2,804

The chart below depicts yearly full premium rate changes the City has experienced for health insurance that, on an annualized basis, have exceeded the general rate of inflation.

2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
1.0%	6.8%	5.3%	3.7%	3.7%	-5.2%	5.1%	4.6%	3.3%	6.1%

In 2023, employer pension contributions to the Wisconsin Retirement System (WRS) will range from 6.8% for general employees to 13.2% of wages for sworn personnel. This represents an increase in the City's contribution rate for general employees from 6.5% and an increase in the contribution rate for sworn personnel from 12.1%.

The following table summarizes the proposed changes in salaries and benefits for 2023. As is evident, these figures reflect a reduction in the City's personnel-related expenses due to the two public safety mergers that are currently underway. Additionally, they also exclude all personnel costs associated with the City's sewer and water utilities, which are captured in these two enterprise-based budgets, respectively.

General Fund	2022	2023	Change	% Change
Salaries	\$9,756,135	\$8,213,348	(\$1,542,787)	-15.81%
Health Insurance	\$1,865,809	\$1,860,418	(\$5,391)	-0.29%
Retirement	\$863,588	\$803,820	(\$59,768)	-6.92%
<b>Total*</b>	<b>\$12,485,532</b>	<b>\$10,877,587</b>	<b>(\$1,607,945)</b>	<b>-12.88%</b>

**Collective Bargaining:** In December of 2021, the City approved a three-year collective bargaining agreement with the Mequon Police Association through December 31, 2024. The agreement provided a 2.5% cost-of-living adjustment in 2022, prescribes a 2.5% adjustment in 2023, and a 2.75% adjustment for 2024. With this contract expiring on December 31, 2024, negotiations on a successor agreement are still two 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 City, the budget again contains resources dedicated to professional development for 2023. As depicted in the following table, proposed expenditures across the organization will total \$55,095 in 2023, a decrease of \$31,950 from 2022. Again, this reduction is largely attributable to the exclusion of costs that were previously allocated to the Mequon Fire & EMS Department.

2017	2018	2019	2020	2021	2022	2023
\$51,318	\$53,255	\$60,660	\$82,520	\$61,890	\$87,045	\$55,095

## 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 has been determined that the maintenance of effort methodology is again 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 2023 allocation increases by \$4,000 from the previous year.

County Library Tax Exemption Thresholds	
2022 Mequon Appropriation	\$1,061,000

<b>2023 Mequon Appropriation Needed to Maintain County Library Exemption:</b>	<b>Per Equalized Value Formula</b>	<b>Per Maintenance of Effort Formula</b>
	\$1,349,482	\$1,064,667
<b>2022 Appropriations Requirement</b>	\$1,325,894	\$1,061,000
<b>Net Change from 2022 Requirement:</b>	\$23,588	\$3,667
<b>Proposed 2023 Appropriation:</b>	\$1,065,000	

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 City and Village may seek to amend and update the joint funding agreement in 2023, to accurately reflect this present-day reality.

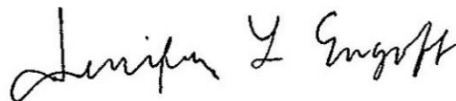
### **ACKNOWLEDGMENTS**

A special note of thanks goes out to all of the Department Heads and other City staff for their efforts in the preparation of the 2023 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 City Administrator Justin Schoenemann, Assistant to the Finance Director Marie Keyser and Executive Assistant Carrie Enea for their assistance in preparing this proposed document.

Respectfully submitted,



William H. Jones, Jr.  
City Administrator



Jennifer L. Engroff  
Finance Director/City Treasurer

**CITY OF MEQUON  
TOTAL DEPARTMENT BUDGETS  
2020-2023**

Department	2020	2021	2022	Proposed 2023	% change
101 Common Council	\$ 95,132	\$ 77,582	\$ 86,058	\$ 83,565	-2.90%
111 City Administrator	289,069	277,432	286,045	306,481	7.14%
112 City Clerk	311,810	331,321	305,569	290,522	-4.92%
113 Elections	76,053	37,753	105,136	47,110	-55.19%
117 Information Services	325,282	334,767	525,372	457,411	-12.94%
118 Finance	559,719	451,813	520,760	554,679	6.51%
119 City Assessor	283,974	345,166	290,820	238,788	-17.89%
120 Human Resources	157,246	187,783	232,373	259,048	11.48%
124 City Attorney	99,445	100,307	102,483	102,483	0.00%
235 Police Department	5,633,742	5,749,036	5,953,769	6,120,244	2.80%
236 Fire Department/EMS	1,707,562	2,287,392	2,227,113	1,308,413	-41.25%
237 Communications	708,442	690,002	591,590	289,218	-51.11%
244 Inspections	609,463	525,305	524,305	537,516	2.52%
326 Building Maintenance	657,383	636,038	674,542	658,979	-2.31%
355 Fleet Maintenance	539,997	517,278	531,921	541,455	1.79%
358 Engineering	590,640	581,150	584,453	597,348	2.21%
359 Highway	1,949,060	1,999,217	2,041,065	2,030,077	-0.54%
363 Forestry	203,500	172,652	195,683	198,318	1.35%
471 Library Support	1,075,000	1,058,000	1,061,000	1,065,000	0.38%
472 Swimming Pool	114,908	101,363	101,323	123,996	22.38%
474 Parks	649,371	543,032	591,217	602,284	1.87%
578 Community Development	492,921	474,150	514,043	521,785	1.51%
Debt Service	3,052,020	2,837,140	2,820,253	2,800,000	-0.72%
Capital Projects	1,205,000*	1,190,000*	1,328,000*	1,328,000	11.81%
<b>TOTAL</b>	<b>\$ 20,215,438</b>	<b>\$ 20,348,486</b>	<b>\$ 20,866,893</b>	<b>\$ 21,062,719</b>	<b>0.94%</b>

\*Includes Self Funding for Road Maintenance

Attachment: Budgets 2020-2023 (7758 : Budget Comparison)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund			2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110000	General Fund - General Activit								
35	TAXES								
110000	435101	Propty Tax	-11,744,502.31	-11,939,401.00	-11,939,401.00	-11,939,400.48	-11,939,400.48	-11,977,667.00	
	TOTAL TAXES		-11,744,502.31	-11,939,401.00	-11,939,401.00	-11,939,400.48	-11,939,400.48	-11,977,667.00	
36	STATE SHARED REVENUE								
110000	436101	StShareRev	-306,627.42	-306,634.00	-306,634.00	-45,995.14	-306,627.00	-306,634.00	
110000	436102	StUtilTax	-58,060.00	-55,737.00	-55,737.00	-8,360.64	-58,060.00	-60,494.00	
110000	436103	Fire Insur	-189,529.07	-193,000.00	-193,000.00	-190,475.63	-190,475.63	.00	
	TOTAL STATE SHARED REVENUE		-554,216.49	-555,371.00	-555,371.00	-244,831.41	-555,162.63	-367,128.00	
37	INTERGOVERNMENTAL								
110000	437101	StAidHwy	-1,482,294.75	-1,444,169.00	-1,444,169.00	-1,080,042.39	-1,484,240.00	-1,444,169.00	
110000	437102	StAidConct	-69,411.55	-69,412.00	-69,412.00	-52,144.80	-69,412.00	-69,412.00	
110000	437103	StGrntRecy	-15,456.24	-15,375.00	-15,375.00	-21,750.61	-21,750.61	-21,750.61	
110000	437104	StGrntLaw	-8,308.98	-7,500.00	-7,500.00	-4,667.78	-8,309.98	-24,000.00	
110000	437105	StAidExmpt	-86,366.67	-86,367.00	-86,367.00	-95,969.82	-95,969.82	-95,969.90	
110000	437110	StGrntOth	.00	-200,395.00	-200,395.00	.00	-200,395.00	-200,000.00	
	TOTAL INTERGOVERNMENTAL		-1,661,838.19	-1,823,218.00	-1,823,218.00	-1,254,575.40	-1,880,077.41	-1,855,301.51	
40	LICENSES - CLERK								
110000	440101	Lic-Liquor	-41,553.24	-41,750.00	-41,750.00	-41,314.98	-41,613.00	-41,750.00	
110000	440102	Lic-Tavern	-9,410.00	-11,000.00	-11,000.00	-9,920.00	-9,500.00	-11,000.00	
110000	440103	Lic-Busine	-4,672.00	-4,500.00	-4,500.00	-4,565.00	-4,565.00	-4,800.00	
110000	440104	Lic-Cigare	-1,100.00	-1,400.00	-1,400.00	-1,100.00	-1,100.00	-1,400.00	
110000	440105	Lic-Amuse	-1,550.00	-1,750.00	-1,750.00	-1,475.00	-1,475.00	-1,750.00	
110000	440106	Lic-Food	.00	.00	.00	.00	.00	.00	
	TOTAL LICENSES - CLERK		-58,285.24	-60,400.00	-60,400.00	-58,374.98	-58,253.00	-60,700.00	
42	PERMITS - INSPECTION								
110000	442101	Pmt-Bldg	-483,337.40	-525,000.00	-525,000.00	-347,734.85	-430,000.00	-500,000.00	
110000	442102	Pmt-Comp	.00	.00	.00	.00	.00	.00	
110000	442103	Pmt-Elect	-136,200.70	-135,000.00	-135,000.00	-92,682.92	-115,000.00	-120,000.00	
110000	442104	Pmt-Plumb	-145,522.80	-140,000.00	-140,000.00	-103,026.64	-130,000.00	-140,000.00	
110000	442105	Pmt-HVAC	-101,420.30	-100,000.00	-100,000.00	-87,775.42	-110,000.00	-100,000.00	
110000	442106	Pmt-TempOc	-8,099.00	-8,000.00	-8,000.00	-4,535.00	-6,000.00	-8,000.00	
110000	442107	Pmt-Occup	-4,813.00	-6,000.00	-6,000.00	-2,910.00	-4,800.00	-5,000.00	

Attachment: 110000 Revenue Report (7739 : General Fund Revenue)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund			2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110000	442108	PmtForfeit	-75,654.75	-12,000.00	-12,000.00	.00	-8,000.00	-8,000.00	
	TOTAL PERMITS - INSPECTION		-955,047.95	-926,000.00	-926,000.00	-638,664.83	-803,800.00	-881,000.00	
43	PERMITS - OTHER								
110000	443101	Pmt-Brush	-41,665.00	-41,000.00	-41,000.00	-36,935.00	-41,000.00	-42,000.00	
110000	443102	Pmt-Burn	-12,580.00	-11,500.00	-11,500.00	-12,570.00	-12,150.00	.00	
110000	443103	Pmt-Sign	-9,910.00	-6,500.00	-6,500.00	-5,975.00	-7,500.00	-8,500.00	
110000	443104	Pmt-Other	-2,625.00	-500.00	-500.00	-250.00	-400.00	-500.00	
	TOTAL PERMITS - OTHER		-66,780.00	-59,500.00	-59,500.00	-55,730.00	-61,050.00	-51,000.00	
45	GENERAL FEES								
110000	445101	Lic-Dogs	-8,941.25	-8,500.00	-8,500.00	-7,707.50	-9,000.00	-9,000.00	
110000	445102	Fees-Clerk	-18,293.58	-3,000.00	-3,000.00	-2,281.73	-3,000.00	-3,000.00	
110000	445103	Fees-Copie	-5,155.77	-5,500.00	-5,500.00	-3,731.42	-3,500.00	-5,500.00	
110000	445104	Sales of S	-110,939.73	-75,000.00	-75,000.00	-55,819.04	-72,500.00	-75,000.00	
110000	445106	Misc. Rev	-27,324.26	-28,000.00	-28,000.00	-19,453.29	-28,000.00	-28,000.00	
110000	445107	Fees-Treas	-12,315.00	-12,000.00	-12,000.00	-9,140.00	-12,000.00	-12,000.00	
	TOTAL GENERAL FEES		-182,969.59	-132,000.00	-132,000.00	-98,132.98	-128,000.00	-132,500.00	
46	PUBLIC SAFETY FEES								
110000	446101	Court Pena	-106,429.92	-120,000.00	-120,000.00	-61,397.04	-110,000.00	-125,000.00	
110000	446102	False Pol	-26,642.40	-25,000.00	-25,000.00	-21,000.00	-26,000.00	-27,000.00	
110000	446103	Parking Vi	-315.00	.00	.00	-15.00	.00	.00	
110000	446104	Pmt-Weapon	-10,830.00	-12,000.00	-12,000.00	-5,880.00	-12,000.00	-11,000.00	
110000	446105	PoliceFee	-15,061.19	-15,100.00	-15,100.00	-14,882.09	-15,100.00	-16,000.00	
110000	446106	WI DMV Lic	.00	.00	.00	.00	.00	.00	
110000	446201	Fees-Ambul	-753,441.60	-700,000.00	-700,000.00	-319,881.67	-700,000.00	.00	
110000	446202	Fees-Fire	-6,982.50	-4,200.00	-4,200.00	-3,277.50	-4,200.00	.00	
110000	446203	Fees-Accid	-7,245.60	-8,000.00	-8,000.00	-750.40	-4,000.00	.00	
110000	446204	False Fire	-2,700.00	-2,000.00	-2,000.00	-800.00	-2,000.00	.00	
110000	446205	FireFees	-38.00	.00	.00	-90.00	.00	.00	
	TOTAL PUBLIC SAFETY FEES		-929,686.21	-886,300.00	-886,300.00	-427,973.70	-873,300.00	-179,000.00	
47	DPW FEES								
110000	447301	Fees-Engin	-33,095.88	-30,000.00	-30,000.00	-13,768.50	-18,000.00	-22,000.00	
110000	447302	Fees-Consu	-58,867.08	-50,000.00	-50,000.00	-7,986.82	-25,000.00	-35,000.00	
110000	447401	Fees-Highw	-2,078.39	-8,000.00	-8,000.00	-6,050.35	-1,800.00	-5,000.00	
110000	447402	Fees-Stree	-1,976.36	-2,250.00	-2,250.00	-903.92	-2,105.82	-2,250.00	
110000	447403	Recycling	.00	.00	.00	.00	.00	.00	
110000	447501	Fees-Storm	.00	.00	.00	.00	.00	.00	

Attachment: 110000 Revenue Report (7739 : General Fund Revenue)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 3  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110000 447502 Fees-Holdi	-441.00	.00	.00	-735.00	-441.00	-1,000.00	
TOTAL DPW FEES	-96,458.71	-90,250.00	-90,250.00	-29,444.59	-47,346.82	-65,250.00	
48 POOL / PARKS FEES							
110000 448101 Fees-Pool	-957.00	-1,200.00	-1,200.00	-1,450.00	-1,200.00	-1,200.00	
110000 448102 Fees-Swimm	-68,551.53	-67,000.00	-67,000.00	-71,727.86	-71,000.00	-71,000.00	
110000 448201 Fees-Park	-63,532.19	-80,550.00	-100,050.00	-97,118.30	-100,000.00	-100,000.00	
TOTAL POOL / PARKS FEES	-133,040.72	-148,750.00	-168,250.00	-170,296.16	-172,200.00	-172,200.00	
49 DEVELOPMENT FEES							
110000 447601 Fees-Mowi	.00	-1,200.00	-1,200.00	.00	.00	-1,200.00	
110000 449101 Fees-Lands	-1,750.00	-3,200.00	-3,200.00	-1,700.00	-2,500.00	-3,200.00	
110000 449103 Fees-Zonin	-61,491.15	-70,000.00	-70,000.00	-61,411.90	-70,000.00	-70,000.00	
TOTAL DEVELOPMENT FEES	-63,241.15	-74,400.00	-74,400.00	-63,111.90	-72,500.00	-74,400.00	
55 SPECIAL ASSESSMENTS							
110000 455101 Delq PP In	-5,095.49	-4,000.00	-4,000.00	-932.59	-3,600.00	-5,000.00	
110000 455102 SpcAssRev	.00	.00	.00	.00	.00	.00	
110000 455103 S/A Intere	.00	.00	.00	-22.44	.00	.00	
TOTAL SPECIAL ASSESSMENTS	-5,095.49	-4,000.00	-4,000.00	-955.03	-3,600.00	-5,000.00	
56 INTERNAL SERVICE FEE							
110000 456101 Fees-Sewer	-214,905.47	-240,000.00	-240,000.00	.00	-199,051.00	-260,000.00	
110000 456102 Fees-Water	-133,166.19	-145,000.00	-145,000.00	.00	-135,698.00	-160,000.00	
110000 456103 Fees-Libra	.00	.00	.00	.00	.00	.00	
TOTAL INTERNAL SERVICE FEE	-348,071.66	-385,000.00	-385,000.00	.00	-334,749.00	-420,000.00	
58 OTHER REVENUE							
110000 458101 CellLeasng	-180,312.23	-200,000.00	-200,000.00	-19,206.11	-200,000.00	-208,000.00	
110000 458102 Cable TV	-370,966.34	-381,000.00	-381,000.00	-216,232.08	-378,000.00	-378,000.00	
110000 458103 Ins Divnd	-32,745.00	-40,800.00	-40,800.00	-39,773.00	-39,773.00	-34,872.00	
110000 458104 W/C Claims	.00	.00	.00	.00	.00	.00	
110000 458301 PILOT Rev	-89,561.37	-90,000.00	-90,000.00	-19,299.83	-19,299.83	-19,600.00	
110000 458302 Prior Year	.00	.00	.00	.00	.00	.00	
110000 458303 Rev Reduct	.00	-190,750.00	-190,750.00	.00	.00	.00	
110000 458501 Othr Grant	.00	.00	.00	.00	.00	.00	
110000 458502 OthrFinSrc	-81,000.00	.00	.00	.00	.00	.00	
TOTAL OTHER REVENUE	-754,584.94	-902,550.00	-902,550.00	-294,511.02	-637,072.83	-640,472.00	
59 INVESTMENT REVENUE							
110000 459101 Interest	2,588.26	-40,000.00	-40,000.00	61,983.77	5,000.00	-53,100.00	
TOTAL INVESTMENT REVENUE	2,588.26	-40,000.00	-40,000.00	61,983.77	5,000.00	-53,100.00	
TOTAL General Fund - General	-17,551,230.39	-18,027,140.00	-18,046,640.00	-15,214,018.71	-17,561,512.17	-16,934,718.51	
TOTAL General Fund	-17,551,230.39	-18,027,140.00	-18,046,640.00	-15,214,018.71	-17,561,512.17	-16,934,718.51	

Attachment: 110000 Revenue Report (7739 : General Fund Revenue)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 4  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
TOTAL REVENUE	-17,551,230.39	-18,027,140.00	-18,046,640.00	-15,214,018.71	-17,561,512.17	-16,934,718.51	_____
TOTAL EXPENSE	.00	.00	.00	.00	.00	.00	_____
GRAND TOTAL	-17,551,230.39	-18,027,140.00	-18,046,640.00	-15,214,018.71	-17,561,512.17	-16,934,718.51	_____

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

Attachment: 110000 Revenue Report (7739 : General Fund Revenue)

# 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.

### FY2022 Accomplishments

- Standard & Poors Global Rating Service affirmed City’s credit rating at AA/Stable.
- Debt service payments due in 2022 were recorded and disbursed on time.
- City issued \$9.49M in General Obligation Promissory Notes for Road Reconstruction, the Highland Road Interchange, and Town Center Tax Increment District Improvements at a true interest cost of 1.8344%

### FY2023 Objectives

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

### Staffing for 2023

Positions (FTE)	2021 Actual	2022 Actual	2023 Budget
	N/A	N/A	N/A

### Proposed 2023 Budget

\$2,800,000

Attachment: 000 - Debt Service (7741 : Debt Service Fund)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

Debt Service Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
310000 Debt Service Fund							
35 TAXES							
310000 435101 Propty Tax	-2,825,040.00	-2,820,253.00	-2,820,253.00	-2,820,253.00	-2,820,253.00	-2,800,000.00	
TOTAL TAXES	-2,825,040.00	-2,820,253.00	-2,820,253.00	-2,820,253.00	-2,820,253.00	-2,800,000.00	
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	-121,202.05	.00	-82,772.00	
310000 458401 Tax Increm	.00	.00	.00	.00	.00	.00	
310000 458501 OthrFinSrc	.00	.00	.00	.00	.00	.00	
TOTAL OTHER REVENUE	.00	.00	.00	-121,202.05	.00	-82,772.00	
59 INVESTMENT REVENUE							
310000 459101 Interest	-273.55	-300.00	-300.00	-281.64	-400.00	-395.00	
TOTAL INVESTMENT REVENUE	-273.55	-300.00	-300.00	-281.64	-400.00	-395.00	
83 PURCHASED SERVICES							
310000 683601 Misc SB	4,200.00	4,600.00	4,600.00	4,200.00	4,200.00	4,500.00	
TOTAL PURCHASED SERVICES	4,200.00	4,600.00	4,600.00	4,200.00	4,200.00	4,500.00	
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	2,420,000.00	2,465,000.00	2,465,000.00	2,465,000.00	2,465,000.00	2,380,000.00	
310000 696501 Interest	412,640.00	350,953.00	350,953.00	306,752.50	350,952.00	498,667.00	
TOTAL NON-OPERATING EXPENS	2,832,640.00	2,815,953.00	2,815,953.00	2,771,752.50	2,815,952.00	2,878,667.00	
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	11,526.45	.00	.00	-165,784.19	-501.00	.00	
TOTAL Debt Service Fund	11,526.45	.00	.00	-165,784.19	-501.00	.00	

Attachment: 310000-330000 Debt Service (7741 : Debt Service Fund)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

Debt Service TIF 2 Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 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	.00	.00	.00	.00	.00	.00	
320000 458401 Tax Increm	-291,758.96	-318,000.00	-318,000.00	-311,880.61	-311,880.61	-354,000.00	
320000 458501 OthrFinSrc	.00	.00	.00	.00	.00	.00	
TOTAL OTHER REVENUE	-291,758.96	-318,000.00	-318,000.00	-311,880.61	-311,880.61	-354,000.00	
59 INVESTMENT REVENUE							
320000 459101 Interest	-.03	-100.00	-100.00	-24.81	-50.00	-50.00	
TOTAL INVESTMENT REVENUE	-.03	-100.00	-100.00	-24.81	-50.00	-50.00	
83 PURCHASED SERVICES							
320000 683601 Misc SB	100.00	100.00	100.00	100.00	100.00	100.00	
TOTAL PURCHASED SERVICES	100.00	100.00	100.00	100.00	100.00	100.00	
96 NON-OPERATING EXPENS							
320000 696201 Amortizati	.00	.00	.00	.00	.00	.00	
320000 696302 Debt Issua	.00	.00	.00	.00	.00	.00	
320000 696401 Principal	290,000.00	290,000.00	290,000.00	290,000.00	290,000.00	290,000.00	
320000 696501 Interest	22,880.00	14,950.00	14,950.00	14,950.00	14,950.00	7,240.00	
TOTAL NON-OPERATING EXPENS	312,880.00	304,950.00	304,950.00	304,950.00	304,950.00	297,240.00	
TOTAL Debt Service TIF 2 Fun	21,221.01	-13,050.00	-13,050.00	-6,855.42	-6,880.61	-56,710.00	
TOTAL Debt Service TIF 2 Fun	21,221.01	-13,050.00	-13,050.00	-6,855.42	-6,880.61	-56,710.00	

Attachment: 310000-330000 Debt Service (7741 : Debt Service Fund)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 3  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

Debt Service TIF 3 Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
330000 Debt Service TIF 3 Fund							
45 GENERAL FEES							
330000 445106 Misc. Rev	.00	.00	.00	.00	.00	.00	
TOTAL GENERAL FEES	.00	.00	.00	.00	.00	.00	
58 OTHER REVENUE							
330000 458201 LT Debt	.00	.00	.00	.00	.00	.00	
330000 458203 Amort Bond	.00	.00	.00	-79,018.20	.00	.00	
330000 458401 Tax Increm	-2,173,981.16	-1,870,000.00	-1,870,000.00	-1,836,267.02	-1,836,267.02	-2,225,000.00	
330000 458501 OthrFinSrc	.00	.00	.00	.00	.00	.00	
TOTAL OTHER REVENUE	-2,173,981.16	-1,870,000.00	-1,870,000.00	-1,915,285.22	-1,836,267.02	-2,225,000.00	
59 INVESTMENT REVENUE							
330000 459101 Interest	-679.07	-600.00	-600.00	-9,678.46	-10,000.00	-3,000.00	
TOTAL INVESTMENT REVENUE	-679.07	-600.00	-600.00	-9,678.46	-10,000.00	-3,000.00	
83 PURCHASED SERVICES							
330000 683101 Consultant	.00	.00	.00	.00	.00	.00	
330000 683601 MiscServBd	300.00	350.00	350.00	300.00	300.00	350.00	
TOTAL PURCHASED SERVICES	300.00	350.00	350.00	300.00	300.00	350.00	
96 NON-OPERATING EXPENS							
330000 696201 Amortizati	.00	.00	.00	.00	.00	.00	
330000 696302 Debt Issua	.00	.00	.00	.00	.00	.00	
330000 696401 Principal	440,000.00	540,000.00	540,000.00	540,000.00	540,000.00	885,000.00	
330000 696501 Interest	132,270.00	118,300.00	118,300.00	118,300.00	118,300.00	191,968.00	
TOTAL NON-OPERATING EXPENS	572,270.00	658,300.00	658,300.00	658,300.00	658,300.00	1,076,968.00	
TOTAL Debt Service TIF 3 Fun	-1,602,090.23	-1,211,950.00	-1,211,950.00	-1,266,363.68	-1,187,667.02	-1,150,682.00	
TOTAL Debt Service TIF 3 Fun	-1,602,090.23	-1,211,950.00	-1,211,950.00	-1,266,363.68	-1,187,667.02	-1,150,682.00	
TOTAL REVENUE	-5,291,732.77	-5,009,253.00	-5,009,253.00	-5,178,605.79	-4,978,850.63	-5,465,217.00	
TOTAL EXPENSE	3,722,390.00	3,784,253.00	3,784,253.00	3,739,602.50	3,783,802.00	4,257,825.00	
GRAND TOTAL	-1,569,342.77	-1,225,000.00	-1,225,000.00	-1,439,003.29	-1,195,048.63	-1,207,392.00	

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

Attachment: 310000-330000 Debt Service (7741 : Debt Service Fund)

CAPITAL BUDGET 2023

MUNIS Project #	Description	2022 Approved Funding	2022 Balance as of 8/22/22	Department Head Request	City Administrator Recommended
<b>BUILDINGS</b>					
ARPA	Civic Campus Master Plan/Space Needs Assessment	\$0	\$0	\$0	\$100,000
12015	City Wide Building Repairs	\$175,000	\$386,174	\$885,000	\$175,000
2621	Safety Building Remodel	\$0	\$0	\$75,000	\$0
2622	Festivals Electrical	\$0	\$0	\$20,000	\$20,000
10037	Swimming Pool Equipment	\$0	\$185	\$35,000	\$0
<b>TOTAL</b>		<b>\$175,000</b>	<b>\$386,359</b>	<b>\$1,015,000</b>	<b>\$295,000</b>
<b>ELECTIONS</b>					
ARPA	Electronic Poll Books	\$0	\$0	\$0	\$90,000
10063	Election Equipment	\$0	\$25,190	\$20,000	\$0
<b>TOTAL</b>		<b>\$0</b>	<b>\$25,190</b>	<b>\$20,000</b>	<b>\$90,000</b>
<b>ENGINEERING</b>					
10013	Major & Secondary Drainage	\$0	\$143,642	\$50,000	\$0
12013	Asset Management Software	\$0	\$14,579	\$5,000	\$0
10028	Master Storm Water Management	\$0	\$75,934	\$15,000	\$0
10003	Annual Road Maintenance	\$350,000	\$289,077	\$350,000	\$350,000
10001	Right of Way Assets*	\$0	\$5,962,604	\$1,950,000	\$0
<b>TOTAL</b>		<b>\$350,000</b>	<b>\$6,485,836</b>	<b>\$2,370,000</b>	<b>\$350,000</b>
<b>FIRE/EMS</b>					
10236	Fire & EMS Vehicles	\$100,000	\$736,701	\$350,000	\$100,000
10134	Fire Equipment Replacement	\$10,000	\$16,520	\$90,000	\$10,000
367	Fire Computer Replacement	\$0	\$0	\$5,000	\$0
<b>TOTAL</b>		<b>\$110,000</b>	<b>\$753,221</b>	<b>\$445,000</b>	<b>\$110,000</b>
<b>INFORMATION TECHNOLOGY</b>					
10117a	Munis Module Implementation	\$0	\$0	\$15,000	\$0
179	Computers, Servers & Components Replacement Cycle	\$0	\$0	\$5,000	\$6,200
185	UPS Replacement	\$0	\$0	\$3,800	\$3,800
184	Network Infrastructure Replacement	\$0	\$0	\$0	\$0

Attachment: 2023 Draft Capital Budget (7747 : Capital Projects Fund)

CAPITAL BUDGET 2023

MUNIS Project #	Description	2022 Approved Funding	2022 Balance as of 8/22/22	Department Head Request	City Administrator Recommended
<b>TOTAL</b>		\$0	\$0	\$23,800	\$10,000
<b>PARKS</b>					
10474	Parks Planning & Improvements	\$50,000	\$121,425	\$340,000	\$50,000
10062	Urban Forestry	\$0	\$5,670	\$5,000	\$0
10070	Emerald Ash Borer	\$80,000	\$53,964	\$80,000	\$80,000
ARPA	Lemke Park Pavilion Expansion	\$0	\$0	\$0	\$350,000
<b>TOTAL</b>		\$130,000	\$181,059	\$425,000	\$480,000

Attachment: 2023 Draft Capital Budget (7747 : Capital Projects Fund)

CAPITAL BUDGET 2023

MUNIS Project #	Description	2022 Approved Funding	2022 Balance as of 8/22/22	Department Head Request	City Administrator Recommended
<b>POLICE</b>					
10235	Police Vehicles	\$175,000	\$417,850	\$185,000	\$175,000
10135	Police Officer Equipment	\$20,000	\$81,720	\$40,000	\$20,000
10036	Police Weapons	\$8,000	\$18,835	\$12,000	\$8,000
12012 ARPA	Building IT Equipment	\$0	\$10,667	\$0	\$15,000
10029	Police Vehicle IT Equipment	\$0	\$34,349	\$0	\$0
12044	Police Computer Replacement	\$0	\$12,797	\$0	\$0
10040	Police Radio Equipment	\$0	\$198,194	\$0	\$0
<b>TOTAL</b>		<b>\$203,000</b>	<b>\$774,412</b>	<b>\$237,000</b>	<b>\$218,000</b>
<b>PUBLIC WORKS</b>					
10359	DPW Vehicles & Equipment	\$350,000	\$358,360	\$756,500	\$350,000
10052	Roadway Light & Traffic Signal	\$10,000	\$43,351	\$0	\$0
456 NEW	Capital Equipment Leases	\$0	\$0	\$80,000	\$0
597	Warm Storage Building	\$0	\$0	\$0	\$0
598	Automatic Wash Bay Equipment	\$0	\$0	\$0	\$0
ARPA	County Line/Port Washington Road Traffic Signal	\$0	\$0	\$0	\$325,000
ARPA	City Brush Site Automation	\$0	\$0	\$250,000	\$250,000
<b>TOTAL</b>		<b>\$360,000</b>	<b>\$401,711</b>	<b>\$1,086,500</b>	<b>\$925,000</b>
<b>COMMUNITY DEVELOPMENT</b>					
ARPA	Online Permitting/Land Management System				\$425,000
ARPA	Centralized Database Development				\$100,000
10802	TIF #2 Business Park		\$27,605		
10803	TIF #3 Town Center		-\$373,331		
10804	TIF #4 Port Rd		\$724,640		
10805	TIF #5 Port Rd		\$969,966		
<b>TOTAL</b>		<b>\$0</b>	<b>\$1,348,880</b>	<b>\$0</b>	<b>\$525,000</b>
<b>LIBRARY</b>					
ARPA	Library Projects				\$112,784

Attachment: 2023 Draft Capital Budget (7747 : Capital Projects Fund)

### CAPITAL BUDGET 2023

MUNIS Project #	Description	2022 Approved Funding	2022 Balance as of 8/22/22	Department Head Request	City Administrator Recommended
<b>TOTAL</b>					\$112,784
<b>Capital Funding</b>					\$1,348,000
<b>ARPA Funding</b>					\$1,767,784
<b>TOTAL FOR CURRENT PROJECTS</b>		\$1,328,000	\$10,356,668	\$5,622,300	\$3,003,000

\*Includes the Bond funded road replacement cost of \$1.7M included with 2022 Borrowing

# 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.

## 2022 Accomplishments

- Developed and adopted the City of Mequon’s inaugural Strategic Plan for 2022-2025.
- Approved an Intergovernmental Agreement with the Village of Thiensville, establishing the Southern Ozaukee Fire & Emergency Medical Services (EMS) Department.
- Ordered a Special Election in January 2023 to fill a vacancy in Aldermanic District 8, following the election of Andrew Nerbun to the position of Mayor in April 2022.

## Key Performance Indicators

Activity	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Budgeted
<b>Ordinances Adopted</b>	24	26	28	16	22
<b>Resolutions Adopted</b>	95	115	112	90	102
<b>Common Council Meetings</b>	17	23	18	20	20
<b>Public Safety Committee</b>	9	10	10	6	6
<b>Public Works Committee</b>	12	10	11	11	11
<b>Finance-Personnel Committee</b>	12	15	12	12	12
<b>Public Welfare Committee</b>	12	13	14	12	12

## 2023 Objectives

- Undertake an orientation process for the new District 8 Alderperson elected in the January 2023 Special Election.
- Working in partnership with City staff, a site planning consultant and the community at-large, complete development of a Civic Campus Master Plan.
- Support the ongoing efforts of the Southern Ozaukee Fire & EMS Department to hire additional full-time firefighter/paramedics, and consolidate Mequon’s and Thiensville’s fire-rescue equipment and apparatus in 2023.

**Elected Positions for 2023**

<b>Elected Positions</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>
<b>Mayor</b>	1.00	1.00	1.00
<b>Alderman</b>	8.00	8.00	8.00

**Estimated 2023 Revenue**

None

**Proposed 2023 Budget**

\$83,565



09/21/2022 08:43  
mkeyser

CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110101 Common Council							
70 SALARIES							
110101 670101 Salaries	48,000.00	48,000.00	48,000.00	39,300.17	53,500.00	48,000.00	
TOTAL SALARIES	48,000.00	48,000.00	48,000.00	39,300.17	53,500.00	48,000.00	
73 FRINGE BENEFITS							
110101 673101 Social Sec	3,849.58	3,678.00	3,678.00	3,216.88	4,300.00	3,678.00	
110101 673102 Retirement	648.00	624.00	624.00	825.51	1,300.00	653.00	
110101 673103 W/C Insure	79.09	81.00	81.00	69.31	69.31	58.66	
110101 673104 UnempComp	.00	.00	.00	.00	.00	.00	
110101 673203 Life Ins	.00	.00	.00	.00	.00	.00	
TOTAL FRINGE BENEFITS	4,576.67	4,383.00	4,383.00	4,111.70	5,669.31	4,389.66	
80 MATERIALS & SUPPLIES							
110101 680101 Office Sup	40.31	200.00	200.00	361.96	.00	200.00	
110101 680301 WS-Admin	1,552.58	1,800.00	1,800.00	750.00	1,375.00	1,000.00	
110101 680501 Membership	1,715.00	1,975.00	1,975.00	1,500.00	1,600.00	2,455.00	
110101 680502 Print/Pub	.00	.00	.00	100.00	.00	.00	
110101 680504 Telephone	.00	.00	.00	.00	.00	.00	
110101 680505 Postage	.00	.00	.00	.00	.00	.00	
TOTAL MATERIALS & SUPPLIES	3,307.89	3,975.00	3,975.00	2,711.96	2,975.00	3,655.00	
83 PURCHASED SERVICES							
110101 683101 Cnsult-Gen	4,700.00	.00	.00	11,726.45	11,726.45	.00	
110101 683201 Cntrct-Gen	.00	.00	.00	.00	.00	.00	
110101 683211 CommCable	4,750.00	4,000.00	4,000.00	3,000.00	4,500.00	4,000.00	
110101 683501 Train/Conf	.00	.00	.00	140.00	.00	.00	
110101 683702 Misc.Servs	24,279.01	25,700.00	25,700.00	13,773.61	19,000.00	23,520.00	
TOTAL PURCHASED SERVICES	33,729.01	29,700.00	29,700.00	28,640.06	35,226.45	27,520.00	
98 TRANSFERS							
110101 698101 Trans Out	2,500.00	.00	.00	10,000.00	.00	.00	
TOTAL TRANSFERS	2,500.00	.00	.00	10,000.00	.00	.00	
TOTAL Common Council	92,113.57	86,058.00	86,058.00	84,763.89	97,370.76	83,564.66	
TOTAL General Fund	92,113.57	86,058.00	86,058.00	84,763.89	97,370.76	83,564.66	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	92,113.57	86,058.00	86,058.00	84,763.89	97,370.76	83,564.66	
GRAND TOTAL	92,113.57	86,058.00	86,058.00	84,763.89	97,370.76	83,564.66	

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

Attachment: 110101 Council Report (7716 : Common Council)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
bgdeptra

BUDGET PROJECTION 20231 2023 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	53,500.00	48,000.00	.00
	0110-10-101-000-670101-					
			1.00	4,800.00	4,800.00	
			1.00	4,800.00	4,800.00	
			1.00	9,600.00	9,600.00	
			1.00	4,800.00	4,800.00	
			1.00	4,800.00	4,800.00	
			1.00	4,800.00	4,800.00	
			1.00	4,800.00	4,800.00	
			1.00	4,800.00	4,800.00	
			1.00	4,800.00	4,800.00	
110101	673101	Social Security	3,678.00	4,300.00	3,678.00	.00
	0110-10-101-000-673101-					
			.00	.00	298.00	
			.00	.00	70.00	
			.00	.00	298.00	
			.00	.00	70.00	
			.00	.00	595.00	
			.00	.00	139.00	
			.00	.00	298.00	
			.00	.00	70.00	
			.00	.00	298.00	
			.00	.00	70.00	
			.00	.00	298.00	
			.00	.00	70.00	
			.00	.00	298.00	
			.00	.00	70.00	
			.00	.00	298.00	
			.00	.00	70.00	
110101	673102	Retirement	624.00	1,300.00	653.00	4.65
	0110-10-101-000-673102-					
			.00	.00	653.00	
110101	673103	Worker's Comp Insurance	81.00	69.31	58.66	-27.58
	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-					

Attachment: 110101 Council Detail (7716 : Common Council)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
bgdeptra

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110101	680301	Work Supplies-Admin 0110-10-101-000-680301-	1,800.00	1,375.00	1,000.00	-44.44
110101	680501	Memberships 0110-10-101-000-680501-	1,975.00	1,600.00	2,455.00	24.30
		OED	1.00	1,500.00	1,500.00	
		COC	1.00	380.00	380.00	
		Bird City (\$175) and Bee City (\$300)	1.00	475.00	475.00	
		Ozaukee Tourism	1.00	100.00	100.00	
110101	680502	Printing/Publications 0110-10-101-000-680502-	.00	.00	.00	.00
110101	680504	Telephone services 0110-10-101-000-680504-	.00	.00	.00	.00
110101	680505	Postage 0110-10-101-000-680505-	.00	.00	.00	.00
110101	683101	Consultants - General 0110-10-101-000-683101-	.00	11,726.45	.00	.00
110101	683201	Contracted Services - General 0110-10-101-000-683201-	.00	.00	.00	.00
110101	683211	Communications-Cable TV 0110-10-101-000-683211-	4,000.00	4,500.00	4,000.00	.00
		Council Meetings	16.00	250.00	4,000.00	
110101	683501	Training/Conferences 0110-10-101-000-683501-	.00	.00	.00	.00
110101	683702	Miscellaneous Services 0110-10-101-000-683702-	25,700.00	19,000.00	23,520.00	-8.48
		Fun Before the Fourth	1.00	7,500.00	7,500.00	
		Holidays	1.00	6,520.00	6,520.00	
		Misc. (Awards, Events, CD Items)	1.00	2,000.00	2,000.00	
		Mequon Festivals Sponsorship	1.00	7,500.00	7,500.00	
110101	698101	Transfers Out 0110-10-101-000-698101-	.00	.00	.00	.00
		BUDGET CEILING:			86,058.00	
		TOTALS:	86,058.00	97,370.76	83,564.66	-2.90

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

Attachment: 110101 Council Detail (7716 : Common Council)

## 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.

### 2022 Accomplishments

- Developed an allocation plan for the \$2.55 million received by the City through the American Recovery Plan Act in 2021 & 2022.
- Completed a refresh of the City website that was relaunched in 2018.
- Guided development of the 2023 budget for Common Council consideration and adoption.

### Key Performance Indicators

Activity	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Budgeted
<b>Agenda Items Approved as Initially Proposed</b>	90%	86%	92%	94%	90%
<b>Full-Time Equivalents per 1,000 Residents</b>	4.75	4.71	4.88	4.82	4.49
<b>Tax Levy (1,000)</b>	\$14,612	\$14,994	\$15,760	\$16,088	16,440
<b>Mill Rate</b>	3.21	3.28	3.44	3.08	3.08
<b>Percentage Change in General Fund Budget</b>	2.71%	4.93%	2.03%	1.90%	2.19%
<b>General Government Expenses as % of Budget</b>	12.81%	14.15%	13.44%	13.62%	13.50%

### 2023 Objectives

- Develop a long-term debt-financing plan to upgrade several key facilities, including the Public Safety Center, East Side Fire Station and Mequon Community Pool.
- 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 2024 Fiscal Year Budget.

**Staffing for 2023**

<b>Positions (FTE)</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>
<b>City Administrator</b>	1.00	1.00	1.00
<b>Executive Assistant</b>	1.00	1.00	1.00

**Estimated 2023 Revenue**

None

**Proposed 2023 Budget**

\$306,481



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund			2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110111	City Administrator								
70	SALARIES								
110111	670101	Salaries	188,044.53	205,685.00	205,685.00	134,282.83	191,859.00	218,981.00	
110111	670104	Vacation	.00	.00	.00	.00	.00	.00	
110111	670105	Sick Pay	.00	.00	.00	.00	.00	.00	
110111	670106	CompTime	806.28	.00	.00	512.16	423.00	.00	
110111	670201	OverTime	840.02	.00	.00	587.93	130.00	.00	
110111	670204	PTO	22,279.40	.00	.00	12,626.52	18,154.00	.00	
110111	670205	FMLA	2,321.82	.00	.00	.00	1,161.00	.00	
110111	670206	EmergLeave	.00	.00	.00	.00	.00	.00	
110111	670301	Longevity	3,246.00	.00	.00	.00	.00	510.00	
	TOTAL SALARIES		217,538.05	205,685.00	205,685.00	148,009.44	211,727.00	219,491.00	
73	FRINGE BENEFITS								
110111	673101	Social Sec	15,483.88	14,443.00	14,443.00	10,970.38	15,704.00	16,083.00	
110111	673102	Retirement	14,182.51	13,370.00	13,370.00	9,620.67	14,085.00	14,898.00	
110111	673103	W/C Insure	324.14	332.00	332.00	284.10	284.10	240.41	
110111	673104	UnempComp	.00	.00	.00	.00	.00	.00	
110111	673201	Health Ins	40,825.33	42,941.00	42,941.00	31,111.65	39,266.00	46,100.00	
110111	673202	Dental Ins	1,134.32	1,018.00	1,018.00	763.47	1,286.00	1,018.00	
110111	673203	Life Ins	648.28	565.00	565.00	516.89	673.00	975.00	
110111	673204	Disability	597.76	598.00	598.00	515.80	598.00	598.00	
	TOTAL FRINGE BENEFITS		73,196.22	73,267.00	73,267.00	53,782.96	71,896.10	79,912.41	
80	MATERIALS & SUPPLIES								
110111	680101	Office Sup	794.65	400.00	400.00	420.95	400.00	400.00	
110111	680501	Membership	2,208.95	2,543.00	2,543.00	795.00	2,543.00	2,185.00	
110111	680502	Print/Pub	566.03	200.00	200.00	269.08	200.00	200.00	
110111	680503	BooksPerio	139.33	450.00	450.00	.00	450.00	650.00	
110111	680504	Telephone	600.80	425.00	425.00	271.19	468.00	468.00	
110111	680505	Postage	104.36	75.00	75.00	47.19	100.00	75.00	
	TOTAL MATERIALS & SUPPLIES		4,414.12	4,093.00	4,093.00	1,803.41	4,161.00	3,978.00	
83	PURCHASED SERVICES								
110111	683101	Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110111	683201	Cntrct-Gen	.00	.00	.00	4,490.00	4,490.00	.00	
110111	683501	Train/Conf	2,976.32	2,500.00	2,500.00	9,444.68	9,000.00	2,600.00	
110111	683702	Misc.Servs	12,889.75	500.00	500.00	914.15	500.00	500.00	

Attachment: 110111 Administrator Report (7717 : City Administrator)



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mkeyser

CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110111 683901 Contingncy	.00	.00	.00	.00	.00	.00	_____
TOTAL PURCHASED SERVICES	15,866.07	3,000.00	3,000.00	14,848.83	13,990.00	3,100.00	_____
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	311,014.46	286,045.00	286,045.00	218,444.64	301,774.10	306,481.41	_____
TOTAL General Fund	311,014.46	286,045.00	286,045.00	218,444.64	301,774.10	306,481.41	_____
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	_____
TOTAL EXPENSE	311,014.46	286,045.00	286,045.00	218,444.64	301,774.10	306,481.41	_____
GRAND TOTAL	311,014.46	286,045.00	286,045.00	218,444.64	301,774.10	306,481.41	_____

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

Attachment: 110111 Administrator Report (7717 : City Administrator)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110111	670101	Salaries	205,685.00	191,859.00	218,981.00	6.46
	0110-10-111-000-670101-					
		Will Jones Travel Allowance	1.00 1.00 1.00	160,000.00 55,981.00 3,000.00	160,000.00 55,981.00 3,000.00	
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	510.00	.00
	0110-10-111-000-670301-				510.00	
110111	673101	Social Security	14,443.00	15,704.00	16,083.00	11.35
	0110-10-111-000-673101-					
		FICA on Jones Travel Allowance	.00 .00 .00 .00 1.00	.00 .00 .00 753.00 225.00	9,616.00 2,267.00 3,222.00 753.00 225.00	
110111	673102	Retirement	13,370.00	14,085.00	14,898.00	11.43
	0110-10-111-000-673102-					
		Will Jones Travel Allowance	.00 .00 1.00	.00 .00 204.00	10,887.00 3,807.00 204.00	
110111	673103	Worker's Comp Insurance	332.00	284.10	240.41	-27.59
	0110-10-111-000-673103-					

Attachment: 110111 Administrator Detail (7717 : City Administrator)



09/21/2022 10:48  
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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110111	673104	Unemployment Compensation 0110-10-111-000-673104-	.00	.00	.00	.00
110111	673201	Health Insurance 0110-10-111-000-673201-	42,941.00	39,266.00	46,100.00	7.36
			.00	.00	23,050.00	
			.00	.00	23,050.00	
110111	673202	Dental Insurance 0110-10-111-000-673202-	1,018.00	1,286.00	1,018.00	.00
			.00	.00	1,018.00	
110111	673203	Life Insurance 0110-10-111-000-673203-	565.00	673.00	975.00	72.57
			.00	.00	882.00	
			.00	.00	93.00	
110111	673204	Long Term Disability 0110-10-111-000-673204-	598.00	598.00	598.00	.00
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	2,185.00	-14.08
		ICMA	1.00	1,280.00	1,280.00	
		WCMA	1.00	240.00	240.00	
		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	280.00	280.00	
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	650.00	44.44
		MJS	1.00	325.00	325.00	
		News Graphic	1.00	126.00	126.00	
		Kiplinger Letter	1.00	199.00	199.00	
110111	680504	Telephone services 0110-10-111-000-680504-	425.00	468.00	468.00	10.12
		Cellular Data	1.00	468.00	468.00	
110111	680505	Postage 0110-10-111-000-680505-	75.00	100.00	75.00	.00

Attachment: 110111 Administrator Detail (7717 : City Administrator)



09/21/2022 10:48  
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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 3  
bgdeptra

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110111	683101	Consultants - General 0110-10-111-000-683101-	.00	.00	.00	.00
110111	683201	Contracted Services - General 0110-10-111-000-683201-	.00	4,490.00	.00	.00
110111	683501	Training/Conferences 0110-10-111-000-683501-	2,500.00	9,000.00	2,600.00	4.00
			1.00	2,600.00	2,600.00	
110111	683702	Miscellaneous Services 0110-10-111-000-683702-	500.00	500.00	500.00	.00
		NON-BUDGETED EXPENSES	1.00	500.00	500.00	
110111	683901	Contingency 0110-10-111-000-683901-	.00	.00	.00	.00
110111	686550	M & R 0110-10-111-000-686550-	.00	.00	.00	.00
110111	698101	Transfers Out 0110-10-111-000-698101-	.00	.00	.00	.00
		BUDGET CEILING:			286,045.00	
		TOTALS:	286,045.00	301,774.10	306,481.41	7.14

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

Attachment: 110111 Administrator Detail (7717 : City Administrator)

## 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.

## 2022 Accomplishments

- Completed final phase of redistricting for the City
- Accurately and timely processed 338 permits/licenses
- Cross trained staff on departmental duties

## Key Performance Indicators

Activity	2019	2020	2021	2022	2023
	Actual	Actual	Actual	Projected	Budgeted
<b>Alcohol Licenses</b>	61	60	60	63	63
<b>Active Bartenders</b>	100	103	103	100	100
<b>Peddlers, Canvassers, Solicitors</b>	17	17	19	29	20
<b>Open Record Requests</b>	92	28	81	77	80
<b>Board of Appeal Hearings</b>	6	5	3	4	4
<b>Board of Review Hearings</b>	3	8	11	0	4

## 2023 Objectives

- Complete alcohol licensing manual
- Transition to Tyler Munis licensing
- Continue succession planning

## Staffing for 2023

Position (FTE)	2021	2022	2023
	Actual	Projected	Budgeted
City Clerk	1.00	1.00	1.00
Deputy Clerks (FT/PT)	2.25	2.25	2.25
Administrative Secretary (LTE)	N/A	N/A	N/A

### Estimated 2023 Revenue

\$63,700

### Proposed 2023 Budget

\$290,522

Attachment: 112 - Clerks (7718 : City Clerk)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund			2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110112	City Clerk								
70	SALARIES								
110112	670101	Salaries	170,332.44	186,785.00	186,785.00	119,311.33	184,089.00	192,159.60	
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	.00	
110112	670201	OverTime	2,023.23	500.00	500.00	1,920.25	2,500.00	500.00	
110112	670204	PTO	14,753.56	.00	.00	10,173.36	14,339.00	.00	
110112	670205	FMLA	.00	.00	.00	.00	.00	.00	
110112	670206	EmergLeave	.00	.00	.00	.00	.00	.00	
110112	670301	Longevity	.00	.00	.00	.00	.00	.00	
	TOTAL SALARIES		187,109.23	187,785.00	187,785.00	131,404.94	200,928.00	192,659.60	
73	FRINGE BENEFITS								
110112	673101	Social Sec	13,753.65	13,278.00	13,278.00	9,623.94	14,035.00	14,198.00	
110112	673102	Retirement	12,577.18	12,142.00	12,142.00	8,541.21	12,883.00	13,067.00	
110112	673103	W/C Insure	320.24	328.00	328.00	280.68	280.68	237.52	
110112	673104	UnempComp	.00	.00	.00	.00	.00	.00	
110112	673201	Health Ins	47,237.21	45,445.00	45,445.00	18,341.69	33,633.00	27,660.00	
110112	673202	Dental Ins	1,230.01	1,018.00	1,018.00	645.30	1,441.00	1,221.60	
110112	673203	Life Ins	595.14	599.00	599.00	539.70	565.00	893.80	
110112	673204	Disability	549.96	550.00	550.00	483.40	550.00	550.00	
	TOTAL FRINGE BENEFITS		76,263.39	73,360.00	73,360.00	38,455.92	63,387.68	57,827.92	
80	MATERIALS & SUPPLIES								
110112	680101	Office Sup	2,511.33	2,800.00	2,800.00	1,991.93	2,800.00	2,800.00	
110112	680103	Copier Sup	.00	.00	.00	.00	.00	.00	
110112	680301	WS-Admin	.00	300.00	300.00	.00	.00	.00	
110112	680501	Membership	165.00	75.00	75.00	195.00	195.00	75.00	
110112	680502	Print/Pub	3,185.56	3,600.00	3,600.00	3,600.00	3,200.00	3,600.00	
110112	680503	BooksPerio	.00	.00	.00	.00	.00	.00	
110112	680504	Telephone	.00	.00	.00	.00	.00	.00	
110112	680505	Postage	2,290.42	3,100.00	3,100.00	1,502.99	3,100.00	3,100.00	
	TOTAL MATERIALS & SUPPLIES		8,152.31	9,875.00	9,875.00	7,289.92	9,295.00	9,575.00	
83	PURCHASED SERVICES								
110112	683101	Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110112	683201	Cntrct-Gen	30,378.80	28,110.00	28,110.00	28,402.74	26,000.00	24,020.00	

Attachment: 110112 Clerk Report (7718 : City Clerk)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110112 683202 Cntrct-Mnt	.00	.00	.00	.00	.00	.00	
110112 683501 Train/Conf	388.99	750.00	750.00	115.00	500.00	750.00	
TOTAL PURCHASED SERVICES	30,767.79	28,860.00	28,860.00	28,517.74	26,500.00	24,770.00	
88 EQUIPMENT / LEASES							
110112 680401 Equip / Sm	6,654.14	5,689.00	5,689.00	5,923.17	5,689.00	5,689.00	
TOTAL EQUIPMENT / LEASES	6,654.14	5,689.00	5,689.00	5,923.17	5,689.00	5,689.00	
TOTAL City Clerk	308,946.86	305,569.00	305,569.00	211,591.69	305,799.68	290,521.52	
TOTAL General Fund	308,946.86	305,569.00	305,569.00	211,591.69	305,799.68	290,521.52	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	308,946.86	305,569.00	305,569.00	211,591.69	305,799.68	290,521.52	
GRAND TOTAL	308,946.86	305,569.00	305,569.00	211,591.69	305,799.68	290,521.52	

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

Attachment: 110112 Clerk Report (7718 : City Clerk)



09/21/2022 10:51  
mkeyser

CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
bgdeptrq

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110112	670101	Salaries 0110-10-112-000-670101-	186,785.00	184,089.00	192,159.60	2.88
			.75	45,376.00	34,032.00	
			1.00	101,324.00	101,324.00	
			1.00	47,690.00	47,690.00	
			.50	18,227.20	9,113.60	
110112	670104	Vacation 0110-10-112-000-670104-	.00	.00	.00	.00
110112	670105	Sick Pay 0110-10-112-000-670105-	.00	.00	.00	.00
110112	670106	Comp Time 0110-10-112-000-670106-	500.00	.00	.00	-100.00
110112	670201	OverTime 0110-10-112-000-670201-	500.00	2,500.00	500.00	.00
110112	670204	Paid Time Off 0110-10-112-000-670204-	.00	14,339.00	.00	.00
110112	670205	Medical Leave 0110-10-112-000-670205-	.00	.00	.00	.00
110112	670206	Emergency Medical Leave 0110-10-112-000-670206-	.00	.00	.00	.00
110112	670301	Longevity 0110-10-112-000-670301-	.00	.00	.00	.00
110112	673101	Social Security 0110-10-112-000-673101-	13,278.00	14,035.00	14,198.00	6.93
			.00	.00	2,096.00	
			.00	.00	490.00	
			.00	.00	6,002.00	
			.00	.00	1,403.00	
			.00	.00	2,957.00	
			.00	.00	692.00	
			.00	.00	452.00	
			.00	.00	106.00	
110112	673102	Retirement 0110-10-112-000-673102-	12,142.00	12,883.00	13,067.00	7.62
			.00	.00	2,314.00	
			.00	.00	6,890.00	
			.00	.00	3,243.00	
			.00	.00	620.00	

Attachment: 110112 Clerk Detail (7718 : City Clerk)



09/21/2022 10:51  
mkeyser

CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110112	673103	Worker's Comp Insurance 0110-10-112-000-673103-	328.00	280.68	237.52	-27.59
110112	673104	Unemployment Compensation 0110-10-112-000-673104-	.00	.00	.00	.00
110112	673201	Health Insurance 0110-10-112-000-673201-	45,445.00	33,633.00	27,660.00	-39.14
			.00	.00	23,050.00	
			.00	.00	4,610.00	
110112	673202	Dental Insurance 0110-10-112-000-673202-	1,018.00	1,441.00	1,221.60	20.00
			.00	.00	1,018.00	
			.00	.00	203.60	
110112	673203	Life Insurance 0110-10-112-000-673203-	599.00	565.00	893.80	49.22
			.00	.00	268.00	
			.00	.00	534.00	
			.00	.00	41.00	
			.00	.00	50.80	
110112	673204	Long Term Disability 0110-10-112-000-673204-	550.00	550.00	550.00	.00
110112	680101	Office Supplies 0110-10-112-000-680101-	2,800.00	2,800.00	2,800.00	.00
110112	680103	Office Supplies-Copiers 0110-10-112-000-680103-	.00	.00	.00	.00
110112	680301	Work Supplies-Admin 0110-10-112-000-680301-	300.00	.00	.00	-100.00
		Lunch Supplied for Board of Review Members (Revaluation Expense)	.00	.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	1.00	5,389.00	5,389.00	
		Supplies	1.00	300.00	300.00	
110112	680501	Memberships 0110-10-112-000-680501-	75.00	195.00	75.00	.00
		WMCA annual membership fee	1.00	75.00	75.00	

Attachment: 110112 Clerk Detail (7718 : City Clerk)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 3  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110112	680502	Printing/Publications 0110-10-112-000-680502-	3,600.00	3,200.00	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-	28,110.00	26,000.00	24,020.00	-14.55
		State of WI Weights and Measures fee	1.00	2,400.00	2,400.00	
		Muni Code Hosting fee	1.00	500.00	500.00	
		Muni Code Admin fee	1.00	500.00	500.00	
		Muni Code supplement fees	1.00	5,000.00	5,000.00	
		20% discount FY2023				
		Granicus	1.00	14,775.00	14,775.00	
		ProShred	1.00	500.00	500.00	
		Board of Review Court Reporter	1.00	345.00	345.00	
110112	683202	Contracted Services - Maint. 0110-10-112-000-683202-	.00	.00	.00	.00
110112	683501	Training/Conferences 0110-10-112-000-683501-	750.00	500.00	750.00	.00
		Quarterly district meetings and annual conference	1.00	750.00	750.00	
		BUDGET CEILING:			305,569.00	
		TOTALS:	305,569.00	305,799.68	290,521.52	-4.92

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

Attachment: 110112 Clerk Detail (7718 : City Clerk)

# 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 25,142 residents, with 18,428 registered voters, divided into 22 wards, at eight polling locations.

## 2022 Accomplishments

- Successfully conducted five elections including a gubernatorial election and a special aldermanic primary
- Expanded virtual training for poll workers
- Streamlined signage at polling sites
- Provided 34 training opportunities to poll workers and staff

## Key Performance Indicators

Activity	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Budgeted
<b>Registered Voters</b>	17,250	19,606	18,364	19,750	20,650
<b>Elections Held</b>	2	4	3	5	3
<b>New Voter Registrations</b>	575	3,951	818	2,800	500
<b>Absentee Ballots Issued</b>	3,345	31,869	8,172	18,000	4,500

## 2023 Objectives

- Complete three elections including a special aldermanic election
- Expand electronic poll books to all voting sites

### Estimated 2023 Revenue

None

### Proposed 2023 Budget

\$47,110



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 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	.00	.00	.00	.00	.00	.00	
110113 673103 W/C Insure	93.73	96.00	96.00	82.15	82.15	69.52	
110113 673104 UnempComp	.00	.00	.00	.00	.00	.00	
TOTAL FRINGE BENEFITS	93.73	96.00	96.00	82.15	82.15	69.52	
80 MATERIALS & SUPPLIES							
110113 680101 Office Sup	19,649.96	12,116.00	12,116.00	8,958.84	12,000.00	5,116.00	
110113 680502 Print/Pub	.00	.00	.00	.00	.00	.00	
110113 680504 Telephone	.00	.00	.00	.00	.00	.00	
110113 680505 Postage	10,474.52	31,084.00	31,084.00	7,300.26	25,000.00	11,084.00	
TOTAL MATERIALS & SUPPLIES	30,124.48	43,200.00	43,200.00	16,259.10	37,000.00	16,200.00	
83 PURCHASED SERVICES							
110113 683101 Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110113 683201 Cntrct-Gen	19,567.93	55,000.00	55,000.00	34,076.43	55,000.00	24,000.00	
110113 683202 Cntrct-Mnt	6,692.96	6,840.00	6,840.00	6,834.56	6,834.00	6,840.00	
110113 683501 Train/Conf	.00	.00	.00	.00	.00	.00	
TOTAL PURCHASED SERVICES	26,260.89	61,840.00	61,840.00	40,910.99	61,834.00	30,840.00	
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	.00	.00	
TOTAL EQUIPMENT / LEASES	.00	.00	.00	.00	.00	.00	
TOTAL Elections	56,479.10	105,136.00	105,136.00	57,252.24	98,916.15	47,109.52	
TOTAL General Fund	56,479.10	105,136.00	105,136.00	57,252.24	98,916.15	47,109.52	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	56,479.10	105,136.00	105,136.00	57,252.24	98,916.15	47,109.52	
GRAND TOTAL	56,479.10	105,136.00	105,136.00	57,252.24	98,916.15	47,109.52	

Attachment: 110113 Elections Report (7719 : Elections)



09/21/2022 10:53  
mkeyser

CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20231 2023 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	82.15	69.52	-27.58
110113	673104	Unemployment Compensation 0110-10-113-000-673104-	.00	.00	.00	.00
110113	680101	Office Supplies 0110-10-113-000-680101-	12,116.00	12,000.00	5,116.00	-57.77
		Election supplies	1.00	4,916.00	4,916.00	
		Election supplies	1.00	4,000.00	4,000.00	
		Election Food and Beverage	1.00	3,200.00	3,200.00	
		2023 Election Compulsory Savings	1.00	7,000.00	-7,000.00	
110113	680401	Equip / Small Tools 0110-10-113-000-680401-	.00	.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-	31,084.00	25,000.00	11,084.00	-64.34
		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	1,084.00	1,084.00	
		2023 Election Compulsory Savings	1.00	20,000.00	-20,000.00	

Attachment: 110113 Election Detail (7719 : Elections)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
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BUDGET PROJECTION 20231 2023 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-	55,000.00	55,000.00	24,000.00	-56.36
		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	
		2023 Election Compulsory Savings	1.00	31,000.00	-31,000.00	
110113	683202	Contracted Services - Maint. 0110-10-113-000-683202-	6,840.00	6,834.00	6,840.00	.00
		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
110113	686550	M & R 0110-10-113-000-686550-	.00	.00	.00	.00
		BUDGET CEILING:			105,136.00	
		TOTALS:	105,136.00	98,916.15	47,109.52	-55.19

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

Attachment: 110113 Election Detail (7719 : Elections)

# 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.

## 2022 Accomplishments

- Virtualized seven servers and reduced the City's server energy usage by 34%.
- Migrated the City's ERP System to a SaaS cloud-supported environment.
- Upgraded the City's backup system and business continuity resources.
- Implemented new information technology resource including an IT Ticketing System, DocuSign, and Microsoft Teams Video Conferencing.
- Replaced 15 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.
- Completed one of two VOIP phone system upgrades and eliminated old equipment.
- Installed wifi, sound/PA system, digital phone, texting system, outdoor displays, computer, and a new network switch at the Community Pool.
- Implemented process improvements prescribed in the strategic plan and reviewed the City's security master plan.
- Upgraded the Assessor's Office Drawing and Data Storage Software.
- Established a new five-year print services contract.

## Key Performance Indicators

Activity	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Budgeted
<b>Major Projects Completed - 18</b>	6	5	5	18	TBD
<b>Server Systems Uptime - 100</b>	98%	99%	97%	100%	100%
<b>Network Uptime -97</b>	100%	96%	90%	97%	100%
<b>Completed Backups 100</b>	94%	90%	90%	100%	100%
<b>Ticketing System -570</b>	-	-	-	570	700
<b>Fiber Connected Facilities – 5 ALL</b>	5	5	5	5	5

## 2023 Objectives

- Implement credit card processing equipment at City facilities.
- Mitel phone system update and Teams integration.

- Investigate a new City of Mequon VOIP provider.
- Review and Update the City's Outlook Emailing System.
- Install UPS Monitory Software and Processes.
- Assist with the selection and implementation of a new Land Management System.
- 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 2023

2021 Actual	2022 Actual	2023 Budget
0.23 FTE	1.25 FTE	1.25 FTE

### Estimated 2023 Revenue

None

### Proposed 2023 Budget

\$457,411



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110117 Information Services							
70 SALARIES							
110117 670101 Salaries	8,000.00	101,365.00	101,365.00	63,094.80	7,510.00	103,915.00	
110117 670106 CompTime	.00	.00	.00	.00	.00	.00	
110117 670204 PTO	.00	.00	.00	5,394.20	.00	.00	
TOTAL SALARIES	8,000.00	101,365.00	101,365.00	68,489.00	7,510.00	103,915.00	
73 FRINGE BENEFITS							
110117 673101 Social Sec	612.05	7,526.00	7,526.00	5,180.96	575.00	7,835.00	
110117 673102 Retirement	.00	5,525.00	5,525.00	3,825.00	.00	5,953.00	
110117 673201 Health Ins	.00	21,869.00	21,869.00	6,301.90	9,000.00	9,377.00	
110117 673202 Dental Ins	.00	349.00	349.00	261.81	.00	349.00	
110117 673203 Life Ins	.00	.00	.00	29.04	.00	44.00	
110117 673204 Disability	.00	.00	.00	263.88	.00	.00	
TOTAL FRINGE BENEFITS	612.05	35,269.00	35,269.00	15,862.59	9,575.00	23,558.00	
80 MATERIALS & SUPPLIES							
110117 680101 Office Sup	.00	.00	.00	.00	.00	.00	
110117 680102 Technology	3,625.65	.00	.00	.00	.00	.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	3,468.61	3,600.00	3,600.00	2,641.44	3,600.00	3,600.00	
110117 680505 Postage	.00	.00	.00	.00	.00	.00	
TOTAL MATERIALS & SUPPLIES	7,094.26	3,600.00	3,600.00	2,641.44	3,600.00	3,600.00	
83 PURCHASED SERVICES							
110117 683101 Cnsult-Gen	54,720.00	.00	.00	42,800.00	.00	.00	
110117 683201 Cntrct-Gen	132,736.86	155,340.00	155,340.00	86,605.95	140,340.00	173,440.00	
110117 683202 Cntrct-Mnt	159,666.56	158,777.00	158,777.00	151,125.54	173,777.00	138,377.00	
110117 683501 Train/Conf	.00	.00	.00	176.01	2,000.00	2,000.00	
TOTAL PURCHASED SERVICES	347,123.42	314,117.00	314,117.00	280,707.50	316,117.00	313,817.00	
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	2,805.86	71,021.00	71,021.00	72,583.12	71,021.00	12,521.00	

Attachment: 110117 IT Report (7720 : Information Technology)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 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	2,805.86	71,021.00	71,021.00	72,583.12	71,021.00	12,521.00	
TOTAL Information Services	365,635.59	525,372.00	525,372.00	440,283.65	407,823.00	457,411.00	
TOTAL General Fund	365,635.59	525,372.00	525,372.00	440,283.65	407,823.00	457,411.00	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	365,635.59	525,372.00	525,372.00	440,283.65	407,823.00	457,411.00	
GRAND TOTAL	365,635.59	525,372.00	525,372.00	440,283.65	407,823.00	457,411.00	

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

Attachment: 110117 IT Report (7720 : Information Technology)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110117	670101	Salaries 0110-10-117-000-670101-	101,365.00	7,510.00	103,915.00	2.52
			1.00	16,365.00	16,365.00	
			1.00	87,550.00	87,550.00	
110117	670106	Comp Time 0110-10-117-000-670106-	.00	.00	.00	.00
110117	670204	Paid Time Off 0110-10-117-000-670204-	.00	.00	.00	.00
110117	673101	Social Security 0110-10-117-000-673101-	7,526.00	575.00	7,835.00	4.11
			.00	.00	1,015.00	
			.00	.00	5,335.00	
			.00	.00	237.00	
			.00	.00	1,248.00	
110117	673102	Retirement 0110-10-117-000-673102-	5,525.00	.00	5,953.00	7.75
			.00	.00	5,953.00	
110117	673201	Health Insurance 0110-10-117-000-673201-	21,869.00	9,000.00	9,377.00	-57.12
			.00	.00	9,377.00	
110117	673202	Dental Insurance 0110-10-117-000-673202-	349.00	.00	349.00	.00
			.00	.00	349.00	
110117	673203	Life Insurance 0110-10-117-000-673203-	.00	.00	44.00	.00
			.00	.00	44.00	
110117	673204	Long Term Disability 0110-10-117-000-673204-	.00	.00	.00	.00
110117	680101	Office Supplies 0110-10-117-000-680101-	.00	.00	.00	.00
110117	680102	Technology Supplies 0110-10-117-000-680102-	.00	.00	.00	.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-	71,021.00	71,021.00	12,521.00	-82.37
		Hardware, Toner, Computer Repair Parts, etc	1.00	12,521.00	12,521.00	
			1.00	.00	.00	
			1.00	.00	.00	

Attachment: 110117 IT Detail (7720 : Information Technology)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
bgdeptra

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
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-	.00	.00	.00	.00
110117	683201	Contracted Services - General 0110-10-117-000-683201-	155,340.00	140,340.00	173,440.00	11.65
		Special Projects Block of Time - 70 Hrs	1.00	9,800.00	9,800.00	
		Managed IT Services	1.00	59,640.00	59,640.00	
		Security Monitoring, Scanning, Education, Planning	1.00	63,220.00	63,220.00	
		Ticketing/Asset System	1.00	5,880.00	5,880.00	
		eSignature Tool	1.00	4,000.00	4,000.00	
		PD Backup System	1.00	5,400.00	5,400.00	
		City-wide Backup System	1.00	17,400.00	17,400.00	
		Barracude Email Firewall Subscription	1.00	8,100.00	8,100.00	
110117	683202	Contracted Services - Maint. 0110-10-117-000-683202-	158,777.00	173,777.00	138,377.00	-12.85
			1.00	.00	.00	
			1.00	.00	.00	
		Marcos/ESG VOIP Programming Changes	6.00	150.00	900.00	
		Marcos/ESG VOIP Maintenance Contract	1.00	2,000.00	2,000.00	
		Office 365 Subscription	1.00	24,000.00	24,000.00	
		Midwest Fiber Leased Fiber Network	1.00	12,540.00	12,540.00	
		IS Corp Internet Provider	12.00	200.00	2,400.00	
			1.00	.00	.00	
		Munis Annual Maintenance Contract	1.00	51,248.00	51,248.00	
		Digicert Certificates	1.00	2,374.40	2,374.40	
		Juniper Maintenance (Network)	1.00	3,512.36	3,512.36	
		VMare Server Licensing	1.00	3,250.00	3,250.00	
		Miltel Mobile Software/App	2.00	1,710.00	3,420.00	
		Spectrum Public Wi-Fi & Internet Back-Up	1.00	2,320.00	2,320.00	
		Midwest Fiber Annual Maintenance	1.00	1,808.64	1,808.64	
		Telecom Fitness Support Agreement	1.00	1,200.00	1,200.00	
		Photocopier Contract	1.00	22,223.00	22,223.00	
		PD MalewareBytes	1.00	1,980.60	1,980.60	
		Transfer from PD Consolidate	1.00	6,700.00	6,700.00	
		Photocopier Contract				
		Print Services FD Savings	1.00	3,500.00	-3,500.00	

Attachment: 110117 IT Detail (7720 : Information Technology)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 3  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110117	683501	Training/Conferences	.00	2,000.00	2,000.00	.00
	0110-10-117-000-683501-	Continued Education	1.00	2,000.00	2,000.00	
110117	686550	M & R	.00	.00	.00	.00
	0110-10-117-000-686550-					
110117	688110	Other Leased Equipment	.00	.00	.00	.00
	0110-10-117-000-688110-					
110117	688111	Interest on Capital Lease	.00	.00	.00	.00
	0110-10-117-000-688111-					
		BUDGET CEILING:			525,372.00	
		TOTALS:	525,372.00	407,823.00	457,411.00	-12.94
** END OF REPORT - Generated by Marie Keyser **						

Attachment: 110117 IT Detail (7720 : Information Technology)

# 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 2022 Budget document was submitted to Government Financial Officers Association (GFOA) and was awarded a Certificate of Recognition.
- FY2021 audit fieldwork was completed on schedule with the final Annual Comprehensive Financial Report presented to Council in June 2022.
- Redesigned and submitted the Popular Annual Financial Report to GFOA for review. Posted the report on the City's website and provided copies to elected officials to improve transparency of City operations to stakeholders.
- Onboarded two new employees after two tenured employees retired.
- Upgraded general form documents and upgraded to a new version of Tyler Munis (ERP system).

## Key Performance Indicators

Activity	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 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	2.5
<b>Borrowing Capacity Used (%)</b>	17.53	15.12	12.97	15.00	14.00
<b>Purchase Orders Issued</b>	1,100	973	972	1,000	1,000
<b>Vendor Checks Issued</b>	4,097	3,107	2,898	3,163	3,100
<b>Procurement Card Spending (\$)</b>	170,571	131,680	134,897	165,000	165,000
<b>General Invoices Issued</b>	742	430	451	475	475
<b>Utility Customers</b>	9,286	9,335	9,413	9,520	9,600
<b>Utility Payments via ACH</b>	6,456	6,712	7,220	7,800	8,500
<b>Utility Payments via Online</b>	8,843	8,977	9,193	9,100	9,100
<b>Personal Property Tax Bills</b>	816	829	789	789	800
<b>Real Estate Property Tax bills</b>	10,161	10,398	10,378	10,378	10,450
<b>Tax Payments Online (%)</b>	7.6	16.8	18.5	18.5	20.0

**2023 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 GFOA for award consideration.
- In connection with the Tyler Munis upgrade, implement credit card processing for in-person transactions.

**Staffing for 2023**

Positions (FTE)	2021 Actual	2022 Actual	2023 Budget
<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 Specialist</b>	1.00	1.00	1.00

**Estimated 2023 Revenue**

\$112,600

**Proposed 2023 Budget**

\$554,679

Attachment: 118 - Finance (7721 : Finance)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund			2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110118	Finance								
70	SALARIES								
110118	670101	Salaries	195,822.95	248,940.00	248,940.00	155,835.14	231,074.00	252,938.00	
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	87.16	.00	.00	141.42	.00	.00	
110118	670204	PTO	18,505.87	.00	.00	17,928.64	18,981.00	.00	
110118	670205	FMLA	.00	.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		214,415.98	248,940.00	248,940.00	173,905.20	250,055.00	252,938.00	
73	FRINGE BENEFITS								
110118	673101	Social Sec	15,466.89	17,409.00	17,409.00	12,715.88	18,100.00	18,643.00	
110118	673102	Retirement	14,157.48	16,181.00	16,181.00	10,962.75	16,000.00	17,200.00	
110118	673103	W/C Insure	472.55	500.00	500.00	427.86	427.86	362.07	
110118	673104	UnempComp	.00	.00	.00	.00	.00	.00	
110118	673201	Health Ins	63,071.73	65,607.00	65,607.00	43,933.82	65,000.00	69,150.00	
110118	673202	Dental Ins	1,047.05	1,018.00	1,018.00	508.98	1,018.00	.00	
110118	673203	Life Ins	452.55	536.00	536.00	281.95	441.00	246.00	
110118	673204	Disability	801.27	777.00	777.00	714.49	940.00	777.00	
	TOTAL FRINGE BENEFITS		95,469.52	102,028.00	102,028.00	69,545.73	101,926.86	106,378.07	
80	MATERIALS & SUPPLIES								
110118	680101	Office Sup	2,334.47	250.00	250.00	958.86	1,200.00	1,100.00	
110118	680102	Technology	1,615.15	300.00	300.00	.00	1,000.00	300.00	
110118	680501	Membership	418.86	775.00	775.00	535.00	685.00	775.00	
110118	680502	Print/Pub	.00	850.00	850.00	.00	.00	.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	10,575.84	10,750.00	10,750.00	10,994.69	11,374.00	10,750.00	
	TOTAL MATERIALS & SUPPLIES		14,944.32	12,975.00	12,975.00	12,488.55	14,309.00	12,975.00	
83	PURCHASED SERVICES								
110118	683101	Cnsult-Gen	28,984.93	5,750.00	5,750.00	7,500.00	7,460.00	1,600.00	
110118	683201	Cntrct-Gen	19,993.26	22,530.00	22,530.00	38,849.55	23,000.00	22,530.00	
110118	683202	Cntrct-Mnt	.00	.00	.00	.00	.00	.00	

Attachment: 110118 Finance Report (7721 : Finance)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110118 683401 Liab Ins	93,553.51	120,562.00	120,562.00	156,727.24	156,727.24	150,283.00	
110118 683402 Auto Insur	.00	.00	.00	.00	.00	.00	
110118 683501 Train/Conf	675.00	2,600.00	2,600.00	220.00	750.00	2,600.00	
110118 683601 Misc SB	.00	100.00	100.00	.00	.00	100.00	
110118 683603 Misc. Serv	3,006.37	3,000.00	3,000.00	3,013.26	3,013.26	3,000.00	
110118 683902 COVIDMTSD	.00	.00	.00	.00	.00	.00	
<b>TOTAL PURCHASED SERVICES</b>	<b>146,213.07</b>	<b>154,542.00</b>	<b>154,542.00</b>	<b>206,310.05</b>	<b>190,950.50</b>	<b>180,113.00</b>	
86 FACILITY & PLANT							
110118 686550 M & R	2,045.00	2,275.00	2,275.00	775.00	2,275.00	2,275.00	
<b>TOTAL FACILITY &amp; PLANT</b>	<b>2,045.00</b>	<b>2,275.00</b>	<b>2,275.00</b>	<b>775.00</b>	<b>2,275.00</b>	<b>2,275.00</b>	
88 EQUIPMENT / LEASES							
110118 680401 Equip / Sm	776.54	.00	.00	.00	.00	.00	
110118 688101 Photocopie	.00	.00	.00	.00	.00	.00	
<b>TOTAL EQUIPMENT / LEASES</b>	<b>776.54</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	
TOTAL Finance	473,864.43	520,760.00	520,760.00	463,024.53	559,516.36	554,679.07	
TOTAL General Fund	473,864.43	520,760.00	520,760.00	463,024.53	559,516.36	554,679.07	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	473,864.43	520,760.00	520,760.00	463,024.53	559,516.36	554,679.07	
<b>GRAND TOTAL</b>	<b>473,864.43</b>	<b>520,760.00</b>	<b>520,760.00</b>	<b>463,024.53</b>	<b>559,516.36</b>	<b>554,679.07</b>	

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

Attachment: 110118 Finance Report (7721 : Finance)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
bgdeptrq

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110118	670101	Salaries	248,940.00	231,074.00	252,938.00	1.61
	0110-10-118-000-670101-					
			1.00	69,466.00	69,466.00	
			1.00	131,969.00	131,969.00	
			1.00	51,503.00	51,503.00	
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	17,409.00	18,100.00	18,643.00	7.09
	0110-10-118-000-673101-					
			.00	.00	4,132.00	
			.00	.00	966.00	
			.00	.00	7,997.00	
			.00	.00	1,870.00	
			.00	.00	2,981.00	
			.00	.00	697.00	
110118	673102	Retirement	16,181.00	16,000.00	17,200.00	6.30
	0110-10-118-000-673102-					
			.00	.00	4,724.00	
			.00	.00	8,974.00	
			.00	.00	3,502.00	
110118	673103	Worker's Comp Insurance	500.00	427.86	362.07	-27.59
	0110-10-118-000-673103-					

Attachment: 110118 Finance Detail (7721 : Finance)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
bgdeptrq

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110118	673104	Unemployment Compensation 0110-10-118-000-673104-	.00	.00	.00	.00
110118	673201	Health Insurance 0110-10-118-000-673201-	65,607.00	65,000.00	69,150.00	5.40
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
110118	673202	Dental Insurance 0110-10-118-000-673202-	1,018.00	1,018.00	.00	-100.00
110118	673203	Life Insurance 0110-10-118-000-673203-	536.00	441.00	246.00	-54.10
			.00	.00	50.00	
			.00	.00	144.00	
			.00	.00	52.00	
110118	673204	Long Term Disability 0110-10-118-000-673204-	777.00	940.00	777.00	.00
110118	680101	Office Supplies 0110-10-118-000-680101-	250.00	1,200.00	1,100.00	340.00
		W2 FORMS/ENVELOPS	1.00	400.00	400.00	
		CHECK STOCK	1.00	450.00	450.00	
		MISC SUPPLIES	1.00	250.00	250.00	
110118	680102	Technology Supplies 0110-10-118-000-680102-	300.00	1,000.00	300.00	.00
110118	680401	Equip / Small Tools 0110-10-118-000-680401-	.00	.00	.00	.00
110118	680501	Memberships 0110-10-118-000-680501-	775.00	685.00	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	.00	.00	-100.00
		W2 FORMS/ENVELOPES	1.00	.00	.00	
		CHECK STOCK	1.00	.00	.00	
110118	680503	Books & Periodicals 0110-10-118-000-680503-	50.00	50.00	50.00	.00

Attachment: 110118 Finance Detail (7721 : Finance)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 3  
bgdeptra

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110118	680504	Telephone services 0110-10-118-000-680504-	.00	.00	.00	.00
110118	680505	Postage 0110-10-118-000-680505-	10,750.00	11,374.00	10,750.00	.00
110118	683101	Consultants - General 0110-10-118-000-683101- OPEB Actuarial Update	5,750.00 1.00	7,460.00 1,600.00	1,600.00 1,600.00	-72.17
110118	683201	Contracted Services - General 0110-10-118-000-683201- Audit Services GFOA Award Submissions Credit Card Processing Waukesha P/P Tax Collection Fee 1099 Processing Services Plug to 2022 Budget	22,530.00 1.00 3.00 1.00 1.00 1.00 1.00	23,000.00 16,300.00 410.00 5,000.00 1,000.00 250.00 1,250.00	22,530.00 16,300.00 1,230.00 5,000.00 1,000.00 250.00 -1,250.00	.00
110118	683202	Contracted Services - Maint. 0110-10-118-000-683202-	.00	.00	.00	.00
110118	683401	Liability Insurance 0110-10-118-000-683401- General Liability Public Officials Liability Umbrella Cyber Policy Crime Property Chargeback to Sewer Utility Chargeback to Water Utility Anticipated Premium Increase Accident/Storage Tank	120,562.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 .00 1.00	156,727.24 40,281.00 63,437.00 .00 14,263.00 2,000.00 48,302.00 16,500.00 3,500.00 .00 2,000.00	150,283.00 40,281.00 63,437.00 .00 14,263.00 2,000.00 48,302.00 -16,500.00 -3,500.00 .00 2,000.00	24.65
110118	683402	Auto Insurance 0110-10-118-000-683402-	.00	.00	.00	.00
110118	683501	Training/Conferences 0110-10-118-000-683501- GFOA National WGFOA Conferences Local Training Other Travel/Mileage	2,600.00 1.00 2.00 5.00 1.00	750.00 850.00 300.00 210.00 100.00	2,600.00 850.00 600.00 1,050.00 100.00	.00
110118	683601	Misc Service-Bonds 0110-10-118-000-683601-	100.00	.00	100.00	.00

Attachment: 110118 Finance Detail (7721 : Finance)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 4  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110118	683603	Misc. Serv- A/R Expense 0110-10-118-000-683603-	3,000.00	3,013.26	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-	2,275.00	2,275.00	2,275.00	.00
		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:			520,760.00	
		TOTALS:	520,760.00	559,516.36	554,679.07	6.51

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

Attachment: 110118 Finance Detail (7721 : Finance)

# 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.

## 2022 Accomplishments

- Completed the 2022 assessment roll, including interior inspections and valuation in a professional, efficient manner.
- Reviewed over 1,200 new building permits with many being new homes and major additions. Many of these new home inspections are carried over from 2021 as the construction process takes 8-12 months or more.
- Mailed nearly 1,100 real estate assessment notices as part of the 2022 Annual Assessment Year which included 11 Open Book contacts and 0 Board of Review cases.

## Key Performance Indicators

Activity	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Projected
<b>Assessment Value Increase (\$)</b>	57,505,600	59,346,000	642,296,600	118,045,000	65,000,000
<b>Board of Review Hearings</b>	3	2	11*	0	3
<b>Real Estate Parcels</b>	10,161	10,398	10,372	10,395	10,420
<b>Personal Property Accounts</b>	816	829	795	805	815

\*The 2021 revaluation resulted in an increase in assessed values as well as the number of requests for Board of Review hearings.

## 2023 Objectives

- Complete the 2023 assessment roll in a timely, professional, and efficient manner.
- 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 2023**

<b>Positions (FTE)</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>
<b>Assessment Technician</b>	1.00	1.00	1.00

**Estimated 2023 Revenue**

None

**Proposed 2023 Budget**

\$238,788



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110119 Assessor							
70 SALARIES							
110119 670101 Salaries	38,943.48	42,994.00	42,994.00	28,164.47	41,621.00	44,283.00	
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	15.13	.00	.00	.00	.00	.00	
110119 670204 PTO	3,323.33	.00	.00	1,715.64	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	42,281.94	42,994.00	42,994.00	29,880.11	42,994.00	44,283.00	
73 FRINGE BENEFITS							
110119 673101 Social Sec	2,993.94	3,033.00	3,033.00	2,102.98	3,033.00	3,119.00	
110119 673102 Retirement	2,850.33	2,794.00	2,794.00	1,942.13	2,794.00	3,011.00	
110119 673103 W/C Insure	68.34	70.00	70.00	59.90	59.90	50.69	
110119 673104 UnempComp	.00	.00	.00	.00	.00	.00	
110119 673201 Health Ins	21,979.16	21,072.00	21,072.00	14,988.71	22,828.00	22,210.00	
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	275.34	296.00	296.00	201.68	303.36	303.00	
110119 673204 Disability	168.24	168.00	168.00	143.70	172.44	168.00	
TOTAL FRINGE BENEFITS	29,353.31	28,451.00	28,451.00	20,202.57	30,208.70	29,879.69	
80 MATERIALS & SUPPLIES							
110119 680101 Office Sup	53.94	100.00	100.00	.00	75.00	100.00	
110119 680501 Membership	.00	.00	.00	.00	.00	.00	
110119 680503 BooksPerio	117.00	100.00	100.00	.00	50.00	100.00	
110119 680504 Telephone	.00	.00	.00	.00	.00	.00	
110119 680505 Postage	9,438.69	1,600.00	1,600.00	5,086.95	3,000.00	1,600.00	
TOTAL MATERIALS & SUPPLIES	9,609.63	1,800.00	1,800.00	5,086.95	3,125.00	1,800.00	
83 PURCHASED SERVICES							
110119 683101 Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110119 683201 Cntrct-Gen	273,191.58	217,550.00	217,550.00	216,946.53	218,250.00	162,800.00	
110119 683501 Train/Conf	.00	25.00	25.00	.00	25.00	25.00	
TOTAL PURCHASED SERVICES	273,191.58	217,575.00	217,575.00	216,946.53	218,275.00	162,825.00	
88 EQUIPMENT / LEASES							
110119 680401 Equip / Sm	.00	.00	.00	.00	.00	.00	
TOTAL EQUIPMENT / LEASES	.00	.00	.00	.00	.00	.00	
TOTAL Assessor	354,436.46	290,820.00	290,820.00	272,116.16	294,602.70	238,787.69	
TOTAL General Fund	354,436.46	290,820.00	290,820.00	272,116.16	294,602.70	238,787.69	

Attachment: 110119 Assessor Report (7722 : City Assessor)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	354,436.46	290,820.00	290,820.00	272,116.16	294,602.70	238,787.69	
GRAND TOTAL	354,436.46	290,820.00	290,820.00	272,116.16	294,602.70	238,787.69	

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

Attachment: 110119 Assessor Report (7722 : City Assessor)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
bgdeptrq

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110119	670101	Salaries	42,994.00	41,621.00	44,283.00	3.00
	0110-10-119-000-670101-		1.00	44,283.00	44,283.00	
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	3,033.00	3,033.00	3,119.00	2.84
	0110-10-119-000-673101-		.00	.00	2,528.00	
			.00	.00	591.00	
110119	673102	Retirement	2,794.00	2,794.00	3,011.00	7.77
	0110-10-119-000-673102-		.00	.00	3,011.00	
110119	673103	Worker's Comp Insurance	70.00	59.90	50.69	-27.59
	0110-10-119-000-673103-					
110119	673104	Unemployment Compensation	.00	.00	.00	.00
	0110-10-119-000-673104-					
110119	673201	Health Insurance	21,072.00	22,828.00	22,210.00	5.40
	0110-10-119-000-673201-		.00	.00	22,210.00	

Attachment: 110119 Assessor Detail (7722 : City Assessor)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
bgdeptra

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110119	673202	Dental Insurance 0110-10-119-000-673202-	1,018.00	1,018.00	1,018.00	.00
			.00	.00	1,018.00	
110119	673203	Life Insurance 0110-10-119-000-673203-	296.00	303.36	303.00	2.36
			.00	.00	303.00	
110119	673204	Long Term Disability 0110-10-119-000-673204-	168.00	172.44	168.00	.00
110119	680101	Office Supplies 0110-10-119-000-680101-	100.00	75.00	100.00	.00
110119	680401	Equip / Small Tools 0110-10-119-000-680401-	.00	.00	.00	.00
110119	680501	Memberships 0110-10-119-000-680501-	.00	.00	.00	.00
110119	680503	Books & Periodicals 0110-10-119-000-680503-	100.00	50.00	100.00	.00
110119	680504	Telephone services 0110-10-119-000-680504-	.00	.00	.00	.00
110119	680505	Postage 0110-10-119-000-680505-	1,600.00	3,000.00	1,600.00	.00
110119	683101	Consultants - General 0110-10-119-000-683101-	.00	.00	.00	.00
110119	683201	Contracted Services - General 0110-10-119-000-683201-	217,550.00	218,250.00	162,800.00	-25.17
		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	.00	.00	.00	
		Revaluation Phase 3				
		Lookabout Sketching Annual Maintenance	.00	.00	.00	
110119	683501	Training/Conferences 0110-10-119-000-683501-	25.00	25.00	25.00	.00
		Assessor Tech Training	1.00	25.00	25.00	
		BUDGET CEILING:			290,820.00	
		TOTALS:	290,820.00	294,602.70	238,787.69	-17.89

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

Attachment: 110119 Assessor Detail (7722 : City Assessor)

# 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.

## 2022 Accomplishments

- Implementation of a nurse-on-call system forms Workers Compensation.
- Implemented a new onsite post-accident process.
- Held the City's workers compensation modification factor below 1.00 at 0.79.
- Reduced paper processes in HR.

## Key Performance Indicators

Activity	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Budgeted
<b>New Hires</b>	24	10	18	19	TBD
<b># of FTE's</b>	115.87	118.65	120.10	124.22	124.22
<b>Modification Factor</b>	0.88	0.89	0.85	0.79	0.76
<b>Workers' Comp Claims</b>	20	18	18	30	TBD

## 2023 Objectives

- Continue to reduce the use of paper and the implementation of digital processes.
- Implementation of an employee self-service module in Munis.
- Complete a comprehensive Policies and Procedures Manual for the Board of Police Commissioners.
- Development of a new Family Medical Leave Policy and Forms

### Staffing for 2023

Positions (FTE)	2021 Actual	2022 Actual	2023 Budget
Assistant City Administrator/HR Director	1.00	1.00	1.00
Human Resource Assistant	0.70	1.00	1.00

**Estimated 2023 Revenue**

None

**Proposed 2023 Budget**

\$259,048



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT		
<hr/>									
110120	Human Resources								
<hr/>									
70	SALARIES								
110120	670101	Salaries	113,991.54	143,761.00	143,761.00	96,550.33	138,309.00	152,894.00	
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	84.21	.00	.00	.00	136.00	.00	
110120	670204	PTO	6,769.45	.00	.00	6,633.90	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			120,845.20	143,761.00	143,761.00	103,184.23	143,683.00	152,894.00	
<hr/>									
73	FRINGE BENEFITS								
110120	673101	Social Sec	8,855.17	10,903.00	10,903.00	7,411.76	10,718.00	10,976.00	
110120	673102	Retirement	8,009.69	9,272.00	9,272.00	6,706.94	9,579.00	10,397.00	
110120	673103	W/C Insure	166.95	171.00	171.00	146.33	146.33	123.83	
110120	673104	UnempComp	.00	.00	.00	.00	.00	.00	
110120	673201	Health Ins	25,447.39	30,766.00	30,766.00	31,111.65	44,000.00	46,100.00	
110120	673202	Dental Ins	84.83	.00	.00	763.47	1,100.00	1,018.00	
110120	673203	Life Ins	179.01	199.00	199.00	160.56	135.00	238.00	
110120	673204	Disability	364.56	555.00	555.00	496.10	365.00	555.00	
TOTAL FRINGE BENEFITS			43,107.60	51,866.00	51,866.00	46,796.81	66,043.33	69,407.83	
<hr/>									
80	MATERIALS & SUPPLIES								
110120	680101	Office Sup	1,267.00	300.00	300.00	591.02	550.00	300.00	
110120	680501	Membership	51.50	805.00	805.00	776.00	805.00	805.00	
110120	680502	Print/Pub	.00	.00	.00	.00	.00	.00	
110120	680503	BooksPerio	.00	.00	.00	.00	.00	.00	
110120	680504	Telephone	512.45	600.00	600.00	239.73	400.00	600.00	
110120	680505	Postage	50.38	50.00	50.00	20.22	50.00	50.00	
TOTAL MATERIALS & SUPPLIES			1,881.33	1,755.00	1,755.00	1,626.97	1,805.00	1,755.00	
<hr/>									
83	PURCHASED SERVICES								
110120	683101	Cnsult-Gen	.00	.00	.00	20,220.00	20,220.00	.00	
110120	683201	Cntrct-Gen	30,991.77	23,891.00	23,891.00	34,772.05	32,000.00	23,891.00	
110120	683501	Train/Conf	.00	1,100.00	1,100.00	101.50	101.50	1,100.00	
110120	683602	Misc. Serv	17,123.24	10,000.00	10,000.00	7,959.11	10,000.00	10,000.00	

Attachment: 110120 HR Report (7723 : Human Resources)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110120 683702 Misc.Servs	150.00	.00	.00	.00	.00	.00	
TOTAL PURCHASED SERVICES	48,265.01	34,991.00	34,991.00	63,052.66	62,321.50	34,991.00	
TOTAL Human Resources	214,099.14	232,373.00	232,373.00	214,660.67	273,852.83	259,047.83	
TOTAL General Fund	214,099.14	232,373.00	232,373.00	214,660.67	273,852.83	259,047.83	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	214,099.14	232,373.00	232,373.00	214,660.67	273,852.83	259,047.83	
GRAND TOTAL	214,099.14	232,373.00	232,373.00	214,660.67	273,852.83	259,047.83	

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

Attachment: 110120 HR Report (7723 : Human Resources)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
bgdeptra

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110120	670101	Salaries 0110-10-120-000-670101-	143,761.00	138,309.00	152,894.00	6.35
			1.00	100,191.00	100,191.00	
			1.00	52,703.00	52,703.00	
110120	670104	Vacation 0110-10-120-000-670104-	.00	.00	.00	.00
110120	670105	Sick Pay 0110-10-120-000-670105-	.00	.00	.00	.00
110120	670106	Comp Time 0110-10-120-000-670106-	.00	.00	.00	.00
110120	670201	OverTime 0110-10-120-000-670201-	.00	136.00	.00	.00
110120	670204	Paid Time Off 0110-10-120-000-670204-	.00	5,238.00	.00	.00
110120	670205	Medical Leave 0110-10-120-000-670205-	.00	.00	.00	.00
110120	670206	Emergency Medical Leave 0110-10-120-000-670206-	.00	.00	.00	.00
110120	670301	Longevity 0110-10-120-000-670301-	.00	.00	.00	.00
110120	673101	Social Security 0110-10-120-000-673101-	10,903.00	10,718.00	10,976.00	.67
			.00	.00	5,916.00	
			.00	.00	1,383.00	
			.00	.00	2,980.00	
			.00	.00	697.00	
110120	673102	Retirement 0110-10-120-000-673102-	9,272.00	9,579.00	10,397.00	12.13
			.00	.00	6,813.00	
			.00	.00	3,584.00	
110120	673103	Worker's Comp Insurance 0110-10-120-000-673103-	171.00	146.33	123.83	-27.58
110120	673104	Unemployment Compensation 0110-10-120-000-673104-	.00	.00	.00	.00

Attachment: 110120 HR Detail (7723 : Human Resources)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
bgdeptra

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110120	673201	Health Insurance 0110-10-120-000-673201-	30,766.00	44,000.00	46,100.00	49.84
			.00	.00	23,050.00	
			.00	.00	23,050.00	
110120	673202	Dental Insurance 0110-10-120-000-673202-	.00	1,100.00	1,018.00	.00
			.00	.00	1,018.00	
110120	673203	Life Insurance 0110-10-120-000-673203-	199.00	135.00	238.00	19.60
			.00	.00	80.00	
			.00	.00	158.00	
110120	673204	Long Term Disability 0110-10-120-000-673204-	555.00	365.00	555.00	.00
110120	680101	Office Supplies 0110-10-120-000-680101- HR Specific Supplies	300.00	550.00	300.00	.00
			1.00	300.00	300.00	
110120	680501	Memberships 0110-10-120-000-680501- Professional Memberships for HR Employees	805.00	805.00	805.00	.00
			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- Work Cell Phone	600.00	400.00	600.00	.00
			1.00	600.00	600.00	
110120	680505	Postage 0110-10-120-000-680505-	50.00	50.00	50.00	.00
			1.00	50.00	50.00	
110120	683101	Consultants - General 0110-10-120-000-683101-	.00	20,220.00	.00	.00
110120	683201	Contracted Services - General 0110-10-120-000-683201- Concentra: Pre-Employment Testing Test Concentra: Random DOT Screening Test Diversified Benefits Services: FSA Test ODC: Pre-Employment & Promotional	23,891.00	32,000.00	23,891.00	.00
			1.00	10,000.00	10,000.00	
			1.00	1,500.00	1,500.00	
			1.00	4,000.00	4,000.00	
			1.00	6,391.00	6,391.00	

Attachment: 110120 HR Detail (7723 : Human Resources)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 3  
bgdeptra

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		Psychologicals Seasonal EE Drug Screening	1.00	2,000.00	2,000.00	
110120	683501	Training/Conferences 0110-10-120-000-683501-	1,100.00	101.50	1,100.00	.00
			1.00	1,100.00	1,100.00	
110120	683602	Misc. Services-Recruiting 0110-10-120-000-683602-	10,000.00	10,000.00	10,000.00	.00
			1.00	10,000.00	10,000.00	
110120	683702	Miscellaneous Services 0110-10-120-000-683702-	.00	.00	.00	.00
		BUDGET CEILING:			232,373.00	
		TOTALS:	232,373.00	273,852.83	259,047.83	11.48
** END OF REPORT - Generated by Marie Keyser **						

Attachment: 110120 HR Detail (7723 : Human Resources)

## Legal Services

### Program Description

The following summarizes services that the City Attorney's Office 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.

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. Most recently, separate counsel also coordinates the processing and prosecution of all citations and code violations through the Mid-Moraine Municipal Court on behalf of the City.

### 2022 Accomplishments

- Completed the demolition and removal of commercial building structures located at 10036 N. Port Washington Road.
- Coordinated the development, drafting and approval of amendments to the City's Sign Code, pertaining to the regulation of signage within the City's public rights-of-way.
- Provided counsel on various legal and taxation matters relating to the merger of the Mequon and Thiensville Fire Departments into the Southern Ozaukee Fire & EMS Department.

### Key Performance Indicators

Activity	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Budgeted
<b>Citations Processed*</b>	2,855	1,698	1,704	1,955	2,053
<b>Fines Paid to City*</b>	\$148,519	\$110,232	\$99,210	\$96,999	\$120,000
<b>Collective Bargaining Agreements</b>	1	2	1	0	0

\*Mid-Moraine Municipal Court Only

**2023 Objectives**

- Complete comprehensive revisions to the City’s Sign Code.
- Successfully resolve all outstanding litigation involving the City.
- Work to support an orderly transition of municipal prosecution services to separate outside counsel.

**Staffing for 2023**

Position (PT)	2021 Actual	2022 Actual	2023 Budget
City Attorney	By contract	By contract	By contract

**Estimated 2023 Revenue**

None

**Proposed 2023 Budget**

\$102,483

Attachment: 124 - Legal Services (7724 : Legal Services)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 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	74,682.00	74,682.00	-53,316.00	72,506.00	74,682.00	
110124 683302 Court Ops	14,088.00	14,501.00	14,501.00	23,699.00	14,501.00	14,501.00	
110124 683303 Court Fees	.00	100.00	100.00	349.00	100.00	100.00	
110124 683311 SpcLglGen	5,680.00	3,200.00	3,200.00	306.00	3,200.00	3,200.00	
110124 683312 SpcLglLab	17,435.01	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	
TOTAL PURCHASED SERVICES	108,291.01	102,483.00	102,483.00	-18,962.00	100,307.00	102,483.00	
TOTAL Legal Counsel	108,291.01	102,483.00	102,483.00	-18,962.00	100,307.00	102,483.00	
TOTAL General Fund	108,291.01	102,483.00	102,483.00	-18,962.00	100,307.00	102,483.00	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	108,291.01	102,483.00	102,483.00	-18,962.00	100,307.00	102,483.00	
GRAND TOTAL	108,291.01	102,483.00	102,483.00	-18,962.00	100,307.00	102,483.00	

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

Attachment: 110124 Legal Report (7724 : Legal Services)

# 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.

## 2022 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.
- Support objectives related to the City's Land Management System
- Assisted in policy analysis, code enforcement and department operational analysis.

## Key Performance Indicators

	2019	2020	2021	2022	2023
Permits Issued	Actual	Actual	Actual	Projected	Budgeted
<b>Building</b>	834	841	836	976	862
<b>Electrical</b>	1046	1008	1032	1095	1060
<b>Plumbing</b>	930	914	920	880	908
<b>HVAC</b>	660	626	642	699	664
<b>Wells</b>	12	9	11	14	11
<b>Architectural Board</b>	115	92	112	105	115
<b>Occupancy Final/Temp.</b>	204	152	132	113	174
<b>Permits Processed</b>	3,814	3,808	3870	3,882	3795
<b>Total Permit Fees Collected</b>	\$ 911,378	\$ 674,177	\$ 955,047	\$ 803,800	\$ 881,000

Construction Valuations					
Activity	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Budgeted
New Homes	49	56	56	58	56
Home Valuation (\$)	28,728,184	29,146,875	29,568,600	28,500,000	29,910,900
New & Additions					
Commercial	74	56	56	57	62
Commercial Valuation (\$)	30,445,296	23,235,052	25,456,850	35,000,000	38,279,175

**2023 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.
- Support objectives related to the City’s Land Management System
- Continue efforts towards implementation of policy analysis and operational analysis.

**Staffing for 2023**

Positions (FTE)	2021 Actual	2022 Actual	2023 Budget
Inspector	3.00	2.00	2.00
Permit Coordinator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Plan Review (Contract)	0.50	0.50	0.50
Building Inspections Supervisor	1.00	1.00	1.00

**Estimated 2023 Revenue**

\$881,000

**Estimated 2023 Budget**

\$537,516

Attachment: 244 - Inspections (7725 : Inspections Division)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT		
110244	Inspections								
70	SALARIES								
110244	670101	Salaries	291,422.58	330,131.00	330,131.00	199,519.94	296,964.00	338,633.00	
110244	670104	Vacation	.00	.00	.00	.00	.00	.00	
110244	670105	Sick Pay	.00	.00	.00	.00	.00	.00	
110244	670106	CompTime	184.41	1,000.00	1,000.00	215.86	300.00	.00	
110244	670201	OverTime	.00	500.00	500.00	.00	.00	500.00	
110244	670204	PTO	22,310.39	.00	.00	15,681.80	18,617.00	.00	
110244	670205	FMLA	21.69	.00	.00	.00	21.69	.00	
110244	670206	EmergLeave	.00	.00	.00	1,104.32	.00	.00	
110244	670301	Longevity	.00	.00	.00	.00	.00	.00	
	TOTAL SALARIES		313,939.07	331,631.00	331,631.00	216,521.92	315,902.69	339,133.00	
73	FRINGE BENEFITS								
110244	673101	Social Sec	22,714.38	23,052.00	23,052.00	15,638.36	22,043.00	24,603.00	
110244	673102	Retirement	21,156.99	21,459.00	21,459.00	13,826.00	20,656.00	23,028.00	
110244	673103	W/C Insure	9,686.23	8,921.00	8,921.00	7,633.87	7,633.87	6,460.05	
110244	673104	UnempComp	.00	.00	.00	.00	.00	.00	
110244	673201	Health Ins	112,007.37	108,548.00	108,548.00	69,922.26	105,925.00	114,410.00	
110244	673202	Dental Ins	3,902.18	4,072.00	4,072.00	3,053.88	4,117.00	5,090.00	
110244	673203	Life Ins	1,240.04	1,317.00	1,317.00	851.52	1,131.00	1,215.00	
110244	673204	Disability	1,218.03	1,215.00	1,215.00	996.36	1,215.00	1,215.00	
	TOTAL FRINGE BENEFITS		171,925.22	168,584.00	168,584.00	111,922.25	162,720.87	176,021.05	
75	OTHER STAFF COSTS								
110244	675101	Uniforms	1,085.62	1,035.00	1,035.00	.00	981.00	1,035.00	
	TOTAL OTHER STAFF COSTS		1,085.62	1,035.00	1,035.00	.00	981.00	1,035.00	
80	MATERIALS & SUPPLIES								
110244	680101	Office Sup	528.22	1,000.00	1,000.00	925.55	1,000.00	1,000.00	
110244	680301	WS-Admin	2,744.81	2,750.00	2,750.00	1,545.13	2,750.00	2,750.00	
110244	680501	Membership	1,337.30	1,280.00	1,280.00	303.50	1,065.00	900.00	
110244	680503	BooksPerio	106.49	100.00	100.00	.00	1,000.00	100.00	
110244	680504	Telephone	1,849.14	1,800.00	1,800.00	1,132.44	1,800.00	1,800.00	
110244	680505	Postage	1,665.19	1,700.00	1,700.00	1,447.00	1,700.00	1,700.00	
	TOTAL MATERIALS & SUPPLIES		8,231.15	8,630.00	8,630.00	5,353.62	9,315.00	8,250.00	
83	PURCHASED SERVICES								
110244	683101	Cnsult-Gen	.00	.00	.00	.00	.00	.00	

Attachment: 110244 Inspections Report (7725 : Inspections Division)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110244 683201 Cntrct-Gen	3,683.07	8,000.00	8,000.00	25,856.00	8,000.00	8,000.00	
110244 683202 Cntrct-Mnt	.00	.00	.00	.00	.00	.00	
110244 683402 Auto Insur	2,335.58	2,575.00	2,575.00	2,817.02	2,817.02	1,226.63	
110244 683501 Train/Conf	4,448.13	3,650.00	3,650.00	3,446.69	4,000.00	3,650.00	
110244 683702 Misc.Servs	.00	.00	.00	.00	.00	.00	
TOTAL PURCHASED SERVICES	10,466.78	14,225.00	14,225.00	32,119.71	14,817.02	12,876.63	
86 FACILITY & PLANT							
110244 686550 M & R	.00	.00	.00	.00	.00	.00	
TOTAL FACILITY & PLANT	.00	.00	.00	.00	.00	.00	
88 EQUIPMENT / LEASES							
110244 680401 Equip / Sm	82.26	200.00	200.00	.00	200.00	200.00	
TOTAL EQUIPMENT / LEASES	82.26	200.00	200.00	.00	200.00	200.00	
TOTAL Inspections	505,730.10	524,305.00	524,305.00	365,917.50	503,936.58	537,515.68	
TOTAL General Fund	505,730.10	524,305.00	524,305.00	365,917.50	503,936.58	537,515.68	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	505,730.10	524,305.00	524,305.00	365,917.50	503,936.58	537,515.68	
GRAND TOTAL	505,730.10	524,305.00	524,305.00	365,917.50	503,936.58	537,515.68	

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

Attachment: 110244 Inspections Report (7725 : Inspections Division)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110244	670101	Salaries	330,131.00	296,964.00	338,633.00	2.58
	0110-20-244-000-670101-					
			1.00	82,487.00	82,487.00	
			1.00	79,012.00	79,012.00	
			1.00	55,574.00	55,574.00	
			1.00	47,626.00	47,626.00	
			1.00	73,934.00	73,934.00	
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	300.00	.00	-100.00
	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	23,052.00	22,043.00	24,603.00	6.73
	0110-20-244-000-673101-					
			.00	.00	5,114.00	
			.00	.00	1,196.00	
			.00	.00	4,646.00	
			.00	.00	1,087.00	
			.00	.00	3,110.00	
			.00	.00	727.00	
			.00	.00	2,729.00	
			.00	.00	638.00	
			.00	.00	4,341.00	
			.00	.00	1,015.00	
110244	673102	Retirement	21,459.00	20,656.00	23,028.00	7.31
	0110-20-244-000-673102-					
			.00	.00	5,609.00	
			.00	.00	5,373.00	
			.00	.00	3,779.00	
			.00	.00	3,239.00	
			.00	.00	5,028.00	

Attachment: 110244 Inspections Detail (7725 : Inspections Division)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110244	673103	Worker's Comp Insurance 0110-20-244-000-673103-	8,921.00	7,633.87	6,460.05	-27.59
110244	673104	Unemployment Compensation 0110-20-244-000-673104-	.00	.00	.00	.00
110244	673201	Health Insurance 0110-20-244-000-673201-	108,548.00	105,925.00	114,410.00	5.40
			.00	.00	23,050.00	
			.00	.00	22,210.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
	VACANCY		1.00	23,050.00	23,050.00	
110244	673202	Dental Insurance 0110-20-244-000-673202-	4,072.00	4,117.00	5,090.00	25.00
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
	VACANCY		1.00	1,018.00	1,018.00	
110244	673203	Life Insurance 0110-20-244-000-673203-	1,317.00	1,131.00	1,215.00	-7.74
			.00	.00	657.00	
			.00	.00	298.00	
			.00	.00	143.00	
			.00	.00	117.00	
110244	673204	Long Term Disability 0110-20-244-000-673204-	1,215.00	1,215.00	1,215.00	.00
110244	675101	Uniforms & Clothing 0110-20-244-000-675101-	1,035.00	981.00	1,035.00	.00
110244	680101	Office Supplies 0110-20-244-000-680101-	1,000.00	1,000.00	1,000.00	.00
110244	680301	Work Supplies-Admin 0110-20-244-000-680301-	2,750.00	2,750.00	2,750.00	.00
110244	680401	Equip / Small Tools 0110-20-244-000-680401-	200.00	200.00	200.00	.00
		miscellaneous equipment: tape, glasses, levels etc	1.00	200.00	200.00	

Attachment: 110244 Inspections Detail (7725 : Inspections Division)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110244	680501	Memberships	1,280.00	1,065.00	900.00	-29.69
	0110-20-244-000-680501-	Floodplain	1.00	140.00	140.00	
		ASSE & Plumbing INspectorS Society (2)	1.00	300.00	300.00	
		IAEI & SE WI Electrial Inspections	1.00	440.00	440.00	
		Floodplain	1.00	.00	.00	
		ASFPM	1.00	.00	.00	
		MS License	1.00	.00	.00	
		Plug to Budget/Compulsory List	1.00	20.00	20.00	
110244	680503	Books & Periodicals	100.00	1,000.00	100.00	.00
	0110-20-244-000-680503-					
110244	680504	Telephone services	1,800.00	1,800.00	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-					
110244	683101	Consultants - General	.00	.00	.00	.00
	0110-20-244-000-683101-					
110244	683201	Contracted Services - General	8,000.00	8,000.00	8,000.00	.00
	0110-20-244-000-683201-	Outsourced/Contracted Inspections	2.00	4,000.00	8,000.00	
110244	683202	Contracted Services - Maint.	.00	.00	.00	.00
	0110-20-244-000-683202-					
110244	683402	Auto Insurance	2,575.00	2,817.02	1,226.63	-52.36
	0110-20-244-000-683402-	Auto Insurance	1.00	1,226.63	1,226.63	
		Anticipated Premium Increase	1.00	.00	.00	
110244	683501	Training/Conferences	3,650.00	4,000.00	3,650.00	.00
	0110-20-244-000-683501-	Training (5)	1.00	3,650.00	3,650.00	
110244	683702	Miscellaneous Services	.00	.00	.00	.00
	0110-20-244-000-683702-					
110244	686550	M & R	.00	.00	.00	.00
	0110-20-244-000-686550-					
		BUDGET CEILING:			524,305.00	
		TOTALS:	524,305.00	503,936.58	537,515.68	2.52

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

Attachment: 110244 Inspections Detail (7725 : Inspections Division)

## 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.

### 2022 Accomplishments

- Secure approvals for Ulao Creek neighborhood land use, four zoning districts and Park & Open Space Committee approval of a new 10 mile looped Ulao Creek linear park.
- Craft and complete Ulao Creek neighborhood Design Guide Book.
- Manage all four TID Project Plans including reporting, financial assessment, forecasting, development and incentives
- Complete TID #4 and #5 Incentive Policy amendment and streetscape plan
- Secured WisDOT approval and finalized construction documents and bidding for the final phase for development and expenditures of the Town Center TID and neighborhood.
- Implementation of department operational recommendations
- Manage and advise multiple stakeholders throughout the process for development proposals and policy analysis.
- Serve as staff liaison to ten respective boards and commissions.
- Support objectives related to the City's Land Management System
- Hire and train new Associate Planner
- Coordinate overhead utility burial with We Energies for Town Center
- Manage and administer Zoning and Sign Code enforcement through administrative guidelines and coordinating efforts with the City Attorney and Police Department related to municipal court.

Activity	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Budgeted
<b>Landscape Plan</b>	2	7	10	8	9
<b>Rezoning Recommendations</b>	7	8	9	5	10
<b>Consultation</b>	1	6	5	3	3
<b>Minor Requests</b>	9	20	20	16	18
<b>Concept Plan</b>	5	4	5	6	8
<b>Building/Site Plan Reviews</b>	16	21	18	14	17
<b>Open Space Plans</b>	0	0	2	2	2
<b>Specimen Tree Removal Requests</b>	2	4	2	3	2
<b>Master Sign Plan Approval</b>	1	3	4	3	4
<b>Sign Permits</b>	42	23	28	30	30

Activity	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Budgeted
<b>CSM/Land Splits</b>	7	9	12	8	10
<b>Conditional Use/Special Exceptions</b>	7	15	13	28	15
<b>Land Use</b>	7	6	3	4	5
<b>Plats</b>	5	7	6	7	6
<b>Developer Conferences</b>	18,000	18,000	18,000	18,000	18,000
<b>Planning Commission Meetings</b>	10	22	19	18	20
<b>Special Sessions</b>	0	2	7	14	18
<b>Development Agreements</b>	5	6	5	4	6

Attachment: 578 - Planning (7726 : Planning Division)

**2023 Objectives**

- Manage and advise multiple stakeholders throughout the process for development proposals and policy analysis.
- Serve as staff liaison to ten 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.
- Contract and construct Port Washington Road public streetscaping improvements.
- Continue progress of Town Center development including public and private investment and evaluate additional measures to ensure long term quality and success of district.
- Market new land use opportunities within the Ulao Creek neighborhood.
- Contract and construction Town Center public improvements including road, OIT, utility burial and traffic calming and streetscaping.
- Implementation of department operational recommendations
- Support objectives related to the City’s Land Management System

- Manage all four TID Project Plans including reporting, financial assessment, forecasting, development and incentives
- Continue to improve economic tools, community outreach and service to stakeholders to achieve a high level of citizen satisfaction.

**Staffing for 2023**

<b>Positions (FTE)</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>
<b>Community Development Director</b>	1.00	1.00	1.00
<b>Assistant Community Development Director</b>	1.00	1.00	1.00
<b>Planner I</b>	1.00	1.00	1.00
<b>Administrative Secretary</b>	0.50	0.50	0.50

**Estimated 2023 Revenue**

\$81,700

**Proposed 2023 Budget**

**\$521,785**

\$521,785



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
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PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT		
<hr/>									
110578	Community Development								
<hr/>									
70	SALARIES								
110578	670101	Salaries	271,175.82	317,917.00	317,917.00	187,673.53	271,178.00	348,730.00	_____
110578	670104	Vacation	.00	.00	.00	.00	.00	.00	_____
110578	670105	Sick Pay	.00	.00	.00	.00	.00	.00	_____
110578	670106	CompTime	598.73	.00	.00	53.73	200.00	.00	_____
110578	670201	OverTime	.00	.00	.00	.00	.00	.00	_____
110578	670204	PTO	39,947.01	.00	.00	26,890.53	39,482.00	.00	_____
110578	670205	FMLA	1,340.93	.00	.00	103.15	.00	.00	_____
110578	670206	EmergLeave	231.92	.00	.00	.00	375.00	.00	_____
110578	670301	Longevity	.00	.00	.00	.00	.00	.00	_____
TOTAL SALARIES			313,294.41	317,917.00	317,917.00	214,720.94	311,235.00	348,730.00	_____
<hr/>									
73	FRINGE BENEFITS								
110578	673101	Social Sec	22,764.96	22,994.00	22,994.00	15,263.12	22,582.00	24,494.00	_____
110578	673102	Retirement	21,119.78	20,664.00	20,664.00	13,902.29	21,020.00	23,713.00	_____
110578	673103	W/C Insure	491.10	503.00	503.00	430.43	430.43	364.24	_____
110578	673104	UnempComp	.00	.00	.00	.00	.00	.00	_____
110578	673201	Health Ins	76,451.37	52,635.00	52,635.00	49,459.60	79,377.00	74,477.97	_____
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	657.30	661.00	661.00	632.53	625.00	1,337.00	_____
110578	673204	Disability	1,043.51	1,043.00	1,043.00	809.94	1,043.00	1,043.00	_____
TOTAL FRINGE BENEFITS			124,563.94	100,536.00	100,536.00	82,024.85	127,273.43	127,465.21	_____
<hr/>									
80	MATERIALS & SUPPLIES								
110578	680101	Office Sup	752.06	1,500.00	1,500.00	979.92	1,500.00	1,500.00	_____
110578	680103	CopierSupy	.00	.00	.00	.00	.00	.00	_____
110578	680501	Membership	2,469.25	2,200.00	2,200.00	542.00	2,000.00	2,200.00	_____
110578	680502	Print/Pub	1,700.55	2,400.00	2,400.00	4,160.11	3,000.00	2,400.00	_____
110578	680503	BooksPerio	143.11	500.00	500.00	.00	500.00	500.00	_____
110578	680504	Telephone	636.34	890.00	890.00	357.82	890.00	890.00	_____
110578	680505	Postage	3,451.06	4,000.00	4,000.00	2,151.76	4,200.00	4,000.00	_____
TOTAL MATERIALS & SUPPLIES			9,152.37	11,490.00	11,490.00	8,191.61	12,090.00	11,490.00	_____
<hr/>									
83	PURCHASED SERVICES								
110578	683101	Cnsult-Gen	53,990.00	57,000.00	57,000.00	.00	49,800.00	7,000.00	_____
110578	683102	Cnsult-PCS	1,750.00	3,000.00	3,000.00	3,000.00	2,000.00	3,000.00	_____
110578	683201	Cntrct-Gen	6,740.00	20,000.00	20,000.00	18,144.00	20,000.00	20,000.00	_____

Attachment: 110578 Planning Report (7726 : Planning Division)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110578 683202 Cntrct-Mnt	.00	.00	.00	.00	.00	.00	
110578 683211 CommCable	2,500.00	3,000.00	3,000.00	1,750.00	3,000.00	3,000.00	
110578 683501 Train/Conf	375.98	1,100.00	1,100.00	593.80	800.00	1,100.00	
<b>TOTAL PURCHASED SERVICES</b>	<b>65,355.98</b>	<b>84,100.00</b>	<b>84,100.00</b>	<b>23,487.80</b>	<b>75,600.00</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	.00	.00	.00	.00	.00	.00	
<b>TOTAL EQUIPMENT / LEASES</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>TOTAL Community Development</b>	<b>512,366.70</b>	<b>514,043.00</b>	<b>514,043.00</b>	<b>328,425.20</b>	<b>526,198.43</b>	<b>521,785.21</b>	
<b>TOTAL General Fund</b>	<b>512,366.70</b>	<b>514,043.00</b>	<b>514,043.00</b>	<b>328,425.20</b>	<b>526,198.43</b>	<b>521,785.21</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>512,366.70</b>	<b>514,043.00</b>	<b>514,043.00</b>	<b>328,425.20</b>	<b>526,198.43</b>	<b>521,785.21</b>	
<b>GRAND TOTAL</b>	<b>512,366.70</b>	<b>514,043.00</b>	<b>514,043.00</b>	<b>328,425.20</b>	<b>526,198.43</b>	<b>521,785.21</b>	

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

Attachment: 110578 Planning Report (7726 : Planning Division)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110578	670101	Salaries	317,917.00	271,178.00	348,730.00	9.69
	0110-50-578-000-670101-					
			1.00	132,131.00	132,131.00	
			1.00	113,768.00	113,768.00	
			.50	51,160.00	25,580.00	
			1.00	77,251.00	77,251.00	
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	200.00	.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	22,994.00	22,582.00	24,494.00	6.52
	0110-50-578-000-673101-					
			.00	.00	7,893.00	
			.00	.00	1,846.00	
			.00	.00	6,651.00	
			.00	.00	1,556.00	
			.00	.00	774.00	
			.00	.00	181.00	
			.00	.00	4,533.00	
			.00	.00	1,060.00	
110578	673102	Retirement	20,664.00	21,020.00	23,713.00	14.76
	0110-50-578-000-673102-					
			.00	.00	8,985.00	
			.00	.00	7,736.00	
			.00	.00	1,739.00	
			.00	.00	5,253.00	

Attachment: 110578 Planning Detail (7726 : Planning Division)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110578	673103	Worker's Comp Insurance 0110-50-578-000-673103-	503.00	430.43	364.24	-27.59
110578	673104	Unemployment Compensation 0110-50-578-000-673104-	.00	.00	.00	.00
110578	673201	Health Insurance 0110-50-578-000-673201-	52,635.00	79,377.00	74,477.97	41.50
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	5,327.97	
			.00	.00	23,050.00	
110578	673202	Dental Insurance 0110-50-578-000-673202-	2,036.00	2,196.00	2,036.00	.00
			.00	.00	1,018.00	
			.00	.00	1,018.00	
110578	673203	Life Insurance 0110-50-578-000-673203-	661.00	625.00	1,337.00	102.27
			.00	.00	390.00	
			.00	.00	567.00	
			.00	.00	92.00	
			.00	.00	288.00	
110578	673204	Long Term Disability 0110-50-578-000-673204-	1,043.00	1,043.00	1,043.00	.00
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-	2,200.00	2,000.00	2,200.00	.00
		APA/AICP	1.00	1,660.00	1,660.00	
		WEDC	1.00	540.00	540.00	
		NAIOP	1.00	500.00	500.00	
		Plug to 2022 Budget	1.00	500.00	-500.00	
110578	680502	Printing/Publications 0110-50-578-000-680502-	2,400.00	3,000.00	2,400.00	.00
			1.00	2,400.00	2,400.00	
110578	680503	Books & Periodicals 0110-50-578-000-680503-	500.00	500.00	500.00	.00
		Subscriptions & Special Topic Books	1.00	500.00	500.00	

Attachment: 110578 Planning Detail (7726 : Planning Division)



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mkeyser

CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 3  
bgdeptrq

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110578	680504	Telephone services	890.00	890.00	890.00	.00
	0110-50-578-000-680504-	2 cell phones: Director & Assist.	2.00	445.00	890.00	
110578	680505	Postage	4,000.00	4,200.00	4,000.00	.00
	0110-50-578-000-680505-		1.00	4,000.00	4,000.00	
110578	683101	Consultants - General	57,000.00	49,800.00	7,000.00	-87.72
	0110-50-578-000-683101-	Planning Commission Special Project(s)	1.00	7,000.00	7,000.00	
110578	683102	Consultants - Plan Comm Suprt	3,000.00	2,000.00	3,000.00	.00
	0110-50-578-000-683102-	Landscape Consultant	1.00	3,000.00	3,000.00	
110578	683201	Contracted Services - General	20,000.00	20,000.00	20,000.00	.00
	0110-50-578-000-683201-	Enforcement Officer	1.00	20,000.00	20,000.00	
			1.00	.00	.00	
110578	683202	Contracted Services - Maint.	.00	.00	.00	.00
	0110-50-578-000-683202-					
110578	683211	Communications-Cable TV	3,000.00	3,000.00	3,000.00	.00
	0110-50-578-000-683211-	Video of PC meetings	12.00	250.00	3,000.00	
110578	683501	Training/Conferences	1,100.00	800.00	1,100.00	.00
	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:			514,043.00	
		TOTALS:	514,043.00	526,198.43	521,785.21	1.51

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

Attachment: 110578 Planning Detail (7726 : Planning Division)

# 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.

## 2022 Accomplishments

- Supported and built on Crisis Intervention Mental Health Training
- Became an Accredited Police Department with Wisconsin Law Enforcement Accreditation Group
- Provided exceptional Law Enforcement Training
- Continued to build trust with the community
- Encouraged and provided continuous education for sworn and non-sworn personnel to foster growth in the Law Enforcement Profession
- Participated in County wide Traffic Enforcement programs and Task Forces

## Key Performance Indicators

Activity	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Budgeted
Sworn personnel per 1,000 population	1.60	1.60	1.59	1.59	1.59
Calls for Service	32,039	32,402	34,766	34,476	33,421
Part I Crimes reported	212				
Type "A" Crimes*		630	582	660	
Clearance Rate	54%	47%	43%	50%	
Adult Arrests	684	533	496	568	570
Juvenile Arrests	61	32	34	82	52
# of Citations Issued	3,733	1916	2146	2720	2629
Traffic Accidents	604	422	544	490	515

\*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>

**2023 Objectives**

- Continue to recruit new and experienced Law Enforcement Officers
- Plan for future by developing leadership through education and transition planning
- Maintain accreditation with Wisconsin Law Enforcement Accreditation Group
- Work toward having a paperless environment in the department
- Continue to build trust and provide transparency with the Community
- Graduate a new Citizens Police Academy Class
- Participate in County wide Traffic Enforcement programs and Task Forces

**Staffing for 2023**

Positions FTE	2021 Actual	2022 Projected	2023 Budgeted
<b>Chief of Police</b>	1.0	1.0	1.0
<b>Captain</b>	2.0	2.0	2.0
<b>Sergeant</b>	7.0	7.0	7.0
<b>Detectives</b>	3.0	3.0	3.0
<b>Police Officers</b>	27.0*	27.0*	27.0*
<b>Records Clerk</b>	1.0	1.0	1.0
<b>Administrative Coordinator</b>	1.0	1.0	1.0
<b>IT Specialist</b>	1.0	1.0	1.0

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

**Estimated 2023 Revenue**

\$179,000

**Proposed 2023 Budget**

\$6,120,244

Attachment: 235 - Police Department (7727 : Police Department)

## Mequon Auxiliary

The Mequon Auxiliary Program was incorporated into the Police Department Budget in 2022.

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.

### Key Performance Indicators

Activity	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Budgeted
<b>Auxiliary Hours Worked</b>	435	186	332	284	309

### Staffing for 2022

Positions	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Budgeted
Volunteers	17	16	15	16	16



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund		2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110235	Police							
70	SALARIES							
110235	670101	Salaries	2,871,534.69	3,585,416.00	3,585,416.00	2,145,728.48	3,073,822.00	3,674,566.00
110235	670102	Volunteers	.00	2,000.00	2,000.00	.00	.00	2,000.00
110235	670103	Holiday	128,356.83	110,000.00	110,000.00	11,808.69	130,000.00	110,000.00
110235	670104	Vacation	242,436.39	.00	.00	167,026.29	203,584.00	.00
110235	670105	Sick Pay	131,946.04	.00	.00	81,592.14	99,126.00	.00
110235	670106	CompTime	154,519.16	122,500.00	122,500.00	114,477.32	145,000.00	145,000.00
110235	670201	OverTime	46,213.02	100,000.00	100,000.00	47,216.68	55,000.00	55,000.00
110235	670204	PTO	55,086.77	.00	.00	27,168.59	45,366.00	.00
110235	670205	FMLA	.00	.00	.00	.00	.00	.00
110235	670206	EmergLeave	17,252.92	.00	.00	12,112.22	27,909.00	.00
110235	670301	Longevity	13,800.00	15,000.00	15,000.00	1,590.00	17,010.00	13,140.00
	TOTAL SALARIES		3,661,145.82	3,934,916.00	3,934,916.00	2,608,720.41	3,796,817.00	3,999,706.00
73	FRINGE BENEFITS							
110235	673101	Social Sec	278,276.21	295,448.00	295,448.00	199,124.35	314,689.00	302,916.53
110235	673102	Retirement	440,985.28	474,968.00	474,968.00	313,263.57	420,255.00	533,945.16
110235	673103	W/C Insure	88,234.43	90,424.00	90,424.00	77,377.53	77,377.53	65,828.90
110235	673104	UnempComp	.00	.00	.00	.00	.00	.00
110235	673201	Health Ins	783,794.45	769,042.00	769,042.00	583,847.62	803,492.00	848,167.45
110235	673202	Dental Ins	25,019.22	25,154.00	25,154.00	18,897.07	27,016.00	24,684.24
110235	673203	Life Ins	5,707.63	5,816.00	5,816.00	3,847.52	5,401.00	5,581.09
110235	673204	Disability	13,995.90	14,024.00	14,024.00	12,063.23	14,024.00	14,024.00
	TOTAL FRINGE BENEFITS		1,636,013.12	1,674,876.00	1,674,876.00	1,208,420.89	1,662,254.53	1,795,147.37
75	OTHER STAFF COSTS							
110235	675101	Uniforms	30,486.38	31,950.00	31,950.00	8,772.15	33,250.00	31,950.00
110235	675301	Incentive	7,642.89	10,000.00	10,000.00	370.00	10,000.00	175.00
	TOTAL OTHER STAFF COSTS		38,129.27	41,950.00	41,950.00	9,142.15	43,250.00	32,125.00
80	MATERIALS & SUPPLIES							
110235	680101	Office Sup	6,475.06	6,500.00	6,500.00	3,721.79	6,500.00	6,500.00
110235	680301	WS-Police	22,484.67	25,800.00	25,800.00	14,056.46	25,800.00	25,800.00
110235	680402	Motor Fuel	58,320.41	57,200.00	57,200.00	59,768.10	80,000.00	57,200.00
110235	680501	Membership	1,165.00	1,400.00	1,400.00	1,225.00	1,400.00	1,400.00
110235	680502	Print/Pub	436.86	750.00	750.00	400.00	750.00	750.00
110235	680503	BooksPerio	184.00	450.00	450.00	126.00	450.00	450.00

Attachment: 110235 Police Report (7727 : Police Department)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110235 680504 Telephone	19,330.69	22,060.00	22,060.00	22,431.16	21,060.00	21,060.00	
110235 680505 Postage	691.52	1,200.00	1,200.00	425.21	1,200.00	700.00	
TOTAL MATERIALS & SUPPLIES	109,088.21	115,360.00	115,360.00	102,153.72	137,160.00	113,860.00	
83 PURCHASED SERVICES							
110235 683101 Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110235 683201 Cntrct-Gen	31,893.27	51,171.00	51,171.00	48,772.54	51,171.00	51,171.00	
110235 683202 Cntrct-Mnt	28,775.00	30,410.00	30,410.00	30,765.00	30,410.00	30,410.00	
110235 683401 Liab Ins	39,126.00	23,186.00	23,186.00	42,563.00	42,563.00	32,194.00	
110235 683402 Auto Insur	12,244.82	13,500.00	13,500.00	14,768.86	14,768.86	6,430.85	
110235 683501 Train/Conf	21,983.85	33,700.00	33,700.00	22,240.77	33,700.00	33,700.00	
110235 683601 MiscServBd	.00	.00	.00	.00	.00	.00	
110235 683702 Misc.Servs	5,634.75	6,000.00	6,000.00	6,393.92	6,000.00	6,000.00	
TOTAL PURCHASED SERVICES	139,657.69	157,967.00	157,967.00	165,504.09	178,612.86	159,905.85	
86 FACILITY & PLANT							
110235 686550 M & R	15,356.29	21,500.00	21,500.00	17,773.57	21,500.00	19,000.00	
TOTAL FACILITY & PLANT	15,356.29	21,500.00	21,500.00	17,773.57	21,500.00	19,000.00	
88 EQUIPMENT / LEASES							
110235 680401 Equip / Sm	24,704.86	.00	.00	.00	.00	.00	
110235 688101 Photocopie	5,253.14	6,700.00	6,700.00	5,736.94	6,700.00	.00	
110235 688120 Rentals	.00	500.00	500.00	500.00	500.00	500.00	
TOTAL EQUIPMENT / LEASES	29,958.00	7,200.00	7,200.00	6,236.94	7,200.00	500.00	
TOTAL Police	5,629,348.40	5,953,769.00	5,953,769.00	4,117,951.77	5,846,794.39	6,120,244.22	
TOTAL General Fund	5,629,348.40	5,953,769.00	5,953,769.00	4,117,951.77	5,846,794.39	6,120,244.22	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	5,629,348.40	5,953,769.00	5,953,769.00	4,117,951.77	5,846,794.39	6,120,244.22	
GRAND TOTAL	5,629,348.40	5,953,769.00	5,953,769.00	4,117,951.77	5,846,794.39	6,120,244.22	

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

Attachment: 110235 Police Report (7727 : Police Department)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110235	670101	Salaries	3,585,416.00	3,073,822.00	3,674,566.00	2.49
	0110-20-235-000-670101-					
			1.00	97,649.00	97,649.00	
			1.00	88,302.00	88,302.00	
			1.00	97,826.00	97,826.00	
			1.00	109,566.00	109,566.00	
			1.00	99,298.00	99,298.00	
			1.00	110,004.00	110,004.00	
			1.00	97,418.00	97,418.00	
			1.00	133,828.00	133,828.00	
			1.00	96,909.00	96,909.00	
			1.00	98,925.00	98,925.00	
			1.00	87,223.00	87,223.00	
			1.00	97,919.00	97,919.00	
			1.00	87,929.00	87,929.00	
			1.00	87,804.00	87,804.00	
			1.00	88,252.00	88,252.00	
			1.00	68,728.00	68,728.00	
			1.00	87,481.00	87,481.00	
			1.00	87,829.00	87,829.00	
			1.00	98,786.00	98,786.00	
			1.00	86,750.00	86,750.00	
			1.00	88,178.00	88,178.00	
			1.00	99,298.00	99,298.00	
			1.00	95,299.00	95,299.00	
			1.00	88,369.00	88,369.00	
			1.00	87,489.00	87,489.00	
			1.00	87,464.00	87,464.00	
			1.00	88,377.00	88,377.00	
			1.00	87,041.00	87,041.00	
			1.00	88,451.00	88,451.00	
			1.00	88,451.00	88,451.00	
			1.00	86,958.00	86,958.00	
			1.00	88,451.00	88,451.00	
			1.00	88,451.00	88,451.00	
			1.00	84,474.00	84,474.00	
			1.00	88,451.00	88,451.00	
			1.00	84,474.00	84,474.00	
			1.00	84,474.00	84,474.00	
			1.00	84,474.00	84,474.00	
			1.00	84,474.00	84,474.00	
			1.00	59,740.00	59,740.00	
			1.00	77,775.00	77,775.00	
			1.00	84,474.00	84,474.00	
			1.00	84,474.00	84,474.00	
			1.00	50,604.00	50,604.00	
			1.00	74,991.00	-74,991.00	
			1.00	12,660.00	-12,660.00	
			1.00	91,900.00	-91,900.00	
		Vacancy Discount @1.5% of Salaries				
		REDUCTION FOR THIENSVILLE SCHOOL				
		RESOURCE OFFICER CONTRIBUTION				
		REDUCTION FOR MTSD SCHOOL RESOURCE				
		OFFICER CONTRIBUTION				

Attachment: 110235 Police Detail (7727 : Police Department)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110235	670102	Paid-on-Call	2,000.00	.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	130,000.00	110,000.00	.00
	0110-20-235-000-670103-					
110235	670104	Vacation	.00	203,584.00	.00	.00
	0110-20-235-000-670104-					
110235	670105	Sick Pay	.00	99,126.00	.00	.00
	0110-20-235-000-670105-					
110235	670106	Comp Time	122,500.00	145,000.00	145,000.00	18.37
	0110-20-235-000-670106-					
110235	670201	OverTime	100,000.00	55,000.00	55,000.00	-45.00
	0110-20-235-000-670201-					
110235	670204	Paid Time Off	.00	45,366.00	.00	.00
	0110-20-235-000-670204-					
110235	670205	Medical Leave	.00	.00	.00	.00
	0110-20-235-000-670205-					
110235	670206	Emergency Medical Leave	.00	27,909.00	.00	.00
	0110-20-235-000-670206-					
110235	670301	Longevity	15,000.00	17,010.00	13,140.00	-12.40
	0110-20-235-000-670301-					
			.00	.00	900.00	
			.00	.00	870.00	
			.00	.00	750.00	
			.00	.00	720.00	
			.00	.00	690.00	
			.00	.00	690.00	
			.00	.00	690.00	
			.00	.00	660.00	
			.00	.00	600.00	
			.00	.00	600.00	
			.00	.00	600.00	
			.00	.00	540.00	
			.00	.00	540.00	
			.00	.00	540.00	
			.00	.00	540.00	
			.00	.00	480.00	
			.00	.00	480.00	
			.00	.00	390.00	
			.00	.00	300.00	
			.00	.00	300.00	
			.00	.00	270.00	
			.00	.00	270.00	
			.00	.00	240.00	
			.00	.00	210.00	

Attachment: 110235 Police Detail (7727 : Police Department)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 3  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
			.00	.00	210.00	
			.00	.00	210.00	
			.00	.00	180.00	
			.00	.00	150.00	
			.00	.00	150.00	
			.00	.00	120.00	
			.00	.00	90.00	
			.00	.00	90.00	
			.00	.00	90.00	
			.00	.00	60.00	
			.00	.00	60.00	
110235	673101	Social Security	295,448.00	314,689.00	302,916.53	2.53
		0110-20-235-000-673101-				
			.00	.00	5,819.00	
			.00	.00	1,361.00	
			.00	.00	5,123.00	
			.00	.00	1,198.00	
			.00	.00	5,896.00	
			.00	.00	1,379.00	
			.00	.00	6,621.00	
			.00	.00	1,549.00	
			.00	.00	6,164.00	
			.00	.00	1,441.00	
			.00	.00	6,543.00	
			.00	.00	1,530.00	
			.00	.00	5,996.00	
			.00	.00	1,402.00	
			.00	.00	7,959.00	
			.00	.00	1,861.00	
			.00	.00	5,709.00	
			.00	.00	1,335.00	
			.00	.00	5,972.00	
			.00	.00	1,397.00	
			.00	.00	5,208.00	
			.00	.00	1,218.00	
			.00	.00	5,862.00	
			.00	.00	1,371.00	
			.00	.00	5,173.00	
			.00	.00	1,210.00	
			.00	.00	5,424.00	
			.00	.00	1,269.00	
			.00	.00	5,304.00	
			.00	.00	1,240.00	
			.00	.00	4,035.00	
			.00	.00	944.00	
			.00	.00	5,224.00	
			.00	.00	1,222.00	
			.00	.00	5,365.00	
			.00	.00	1,255.00	
			.00	.00	5,920.00	
			.00	.00	1,385.00	

Attachment: 110235 Police Detail (7727 : Police Department)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 4  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
			.00	.00	5,146.00	
			.00	.00	1,204.00	
			.00	.00	5,121.00	
			.00	.00	1,198.00	
			.00	.00	5,958.00	
			.00	.00	1,393.00	
			.00	.00	5,470.00	
			.00	.00	1,279.00	
			.00	.00	5,259.00	
			.00	.00	1,230.00	
			.00	.00	5,196.00	
			.00	.00	1,215.00	
			.00	.00	5,202.00	
			.00	.00	1,217.00	
			.00	.00	5,257.00	
			.00	.00	1,230.00	
			.00	.00	5,139.00	
			.00	.00	1,202.00	
			.00	.00	5,253.00	
			.00	.00	1,229.00	
			.00	.00	5,254.00	
			.00	.00	1,229.00	
			.00	.00	5,311.00	
			.00	.00	1,242.00	
			.00	.00	5,403.00	
			.00	.00	1,264.00	
			.00	.00	5,179.00	
			.00	.00	1,211.00	
			.00	.00	5,036.00	
			.00	.00	1,178.00	
			.00	.00	5,400.00	
			.00	.00	1,263.00	
			.00	.00	5,019.00	
			.00	.00	1,174.00	
			.00	.00	5,154.00	
			.00	.00	1,205.00	
			.00	.00	4,935.00	
			.00	.00	1,154.00	
			.00	.00	3,486.00	
			.00	.00	815.00	
			.00	.00	4,686.00	
			.00	.00	1,096.00	
			.00	.00	5,008.00	
		FICA ON HOLIDAY PAY	1.00	.00	.00	
			.00	.00	1,171.00	
			.00	.00	5,010.00	
			.00	.00	1,172.00	
			.00	.00	3,137.00	
			.00	.00	734.00	
		FICA ON COMP TIME	1.00	9,287.50	9,287.50	
		FICA ON OVERTIME	1.00	7,430.00	7,430.00	
		1.5% VACANCY DISCOUNT	1.00	6,181.97	-6,181.97	

Attachment: 110235 Police Detail (7727 : Police Department)



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mkeyser

CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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bgdeptrq

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		FICA ON HOLIDAY	1.00	8,173.00	8,173.00	
110235	673102	Retirement	474,968.00	420,255.00	533,945.16	12.42
		0110-20-235-000-673102-				
			.00	.00	13,048.00	
			.00	.00	11,806.00	
			.00	.00	13,051.00	
			.00	.00	14,602.00	
			.00	.00	13,238.00	
			.00	.00	14,656.00	
			.00	.00	12,990.00	
			.00	.00	17,806.00	
			.00	.00	12,910.00	
			.00	.00	13,177.00	
			.00	.00	11,620.00	
			.00	.00	13,036.00	
			.00	.00	11,713.00	
			.00	.00	11,689.00	
			.00	.00	11,748.00	
			.00	.00	4,674.00	
			.00	.00	11,634.00	
			.00	.00	11,668.00	
			.00	.00	13,119.00	
			.00	.00	11,521.00	
			.00	.00	11,710.00	
			.00	.00	13,179.00	
			.00	.00	12,645.00	
			.00	.00	11,728.00	
			.00	.00	11,611.00	
			.00	.00	11,604.00	
			.00	.00	11,721.00	
			.00	.00	11,544.00	
			.00	.00	11,727.00	
			.00	.00	11,723.00	
			.00	.00	11,525.00	
			.00	.00	11,723.00	
			.00	.00	11,719.00	
			.00	.00	11,192.00	
			.00	.00	11,711.00	
			.00	.00	11,184.00	
			.00	.00	11,184.00	
			.00	.00	11,184.00	
			.00	.00	4,062.00	
			.00	.00	10,297.00	
			.00	.00	11,184.00	
			.00	.00	11,184.00	
			.00	.00	3,441.00	
		WRS ON HOLIDAY PAY	1.00	14,564.00	14,564.00	
		WRS ON COMP TIME	1.00	16,550.00	16,550.00	
		WRS ON OVERTIME	1.00	13,240.00	13,240.00	
		1.5% VACANCY DISCOUNT	1.00	10,896.84	-10,896.84	

Attachment: 110235 Police Detail (7727 : Police Department)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110235	673103	Worker's Comp Insurance 0110-20-235-000-673103-	90,424.00	77,377.53	65,828.90	-27.20
110235	673104	Unemployment Compensation 0110-20-235-000-673104-	.00	.00	.00	.00
110235	673201	Health Insurance 0110-20-235-000-673201-	769,042.00	803,492.00	848,167.45	10.29
			.00	.00	23,050.00	
			.00	.00	26,915.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	9,377.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	10,923.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	26,915.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	26,915.00	
			.00	.00	23,050.00	
			.00	.00	26,915.00	
			.00	.00	26,915.00	
			.00	.00	23,050.00	
			.00	.00	26,915.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	9,377.00	
			.00	.00	9,377.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	9,041.00	
			.00	.00	23,050.00	
			.00	.00	9,377.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	9,377.00	
			.00	.00	23,050.00	
			.00	.00	26,915.00	
		1.5% VACANCY DISCOUNT	1.00	17,309.55	-17,309.55	
		CHURCH KARI	1.00	23,050.00	23,050.00	

Attachment: 110235 Police Detail (7727 : Police Department)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110235	673202	Dental Insurance	25,154.00	27,016.00	24,684.24	-1.87
	0110-20-235-000-673202-					
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	349.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	349.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	349.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	349.00	
			.00	.00	349.00	
			.00	.00	349.00	
			.00	.00	1,018.00	
			.00	.00	349.00	
			.00	.00	1,018.00	
		1.5% Vacancy Discount	1.00	503.76	-503.76	
110235	673203	Life Insurance	5,816.00	5,401.00	5,581.09	-4.04
	0110-20-235-000-673203-					
			.00	.00	706.00	
			.00	.00	282.00	
			.00	.00	310.00	
			.00	.00	190.00	
			.00	.00	173.00	
			.00	.00	190.00	
			.00	.00	323.00	
			.00	.00	418.00	
			.00	.00	323.00	
			.00	.00	116.00	
			.00	.00	156.00	
			.00	.00	119.00	
			.00	.00	126.00	
			.00	.00	166.00	
			.00	.00	93.00	
			.00	.00	74.00	

Attachment: 110235 Police Detail (7727 : Police Department)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
			.00	.00	101.00	
			.00	.00	82.00	
			.00	.00	91.00	
			.00	.00	92.00	
			.00	.00	140.00	
			.00	.00	91.00	
			.00	.00	102.00	
			.00	.00	75.00	
			.00	.00	66.00	
			.00	.00	77.00	
			.00	.00	76.00	
			.00	.00	75.00	
			.00	.00	55.00	
			.00	.00	86.00	
			.00	.00	72.00	
			.00	.00	55.00	
			.00	.00	69.00	
			.00	.00	49.00	
			.00	.00	68.00	
			.00	.00	60.00	
			.00	.00	60.00	
			.00	.00	66.00	
			.00	.00	50.00	
			.00	.00	50.00	
			.00	.00	67.00	
			.00	.00	55.00	
		1.5% Vacancy Discount	1.00	113.91	-113.91	
110235	673204	Long Term Disability 0110-20-235-000-673204-	14,024.00	14,024.00	14,024.00	.00
110235	675101	Uniforms & Clothing 0110-20-235-000-675101-	31,950.00	33,250.00	31,950.00	.00
		2 officers expected in 2023	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 0110-20-235-000-675301-	10,000.00	10,000.00	175.00	-98.25
		2 officers continuing education	.00	.00	.00	
		fitness equipment maintenance	1.00	175.00	175.00	
110235	680101	Office Supplies 0110-20-235-000-680101-	6,500.00	6,500.00	6,500.00	.00
110235	680301	Work Supplies - Police 0110-20-235-000-680301-	25,800.00	25,800.00	25,800.00	.00
		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	

Attachment: 110235 Police Detail (7727 : Police Department)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		Cable access	1.00	150.00	150.00	
		Police Auxiliary	1.00	800.00	800.00	
110235	680401	Equip / Small Tools 0110-20-235-000-680401-	.00	.00	.00	.00
110235	680402	Motor Fuels & Lubricant 0110-20-235-000-680402-	57,200.00	80,000.00	57,200.00	.00
		Motor fuel	1.00	57,000.00	57,000.00	
		Police Auxiliary	1.00	200.00	200.00	
110235	680501	Memberships 0110-20-235-000-680501-	1,400.00	1,400.00	1,400.00	.00
		ALPR, WCPA, Chief Assoc, Wipeg, FBI dues	1.00	1,400.00	1,400.00	
110235	680502	Printing/Publications 0110-20-235-000-680502-	750.00	750.00	750.00	.00
		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 0110-20-235-000-680503-	450.00	450.00	450.00	.00
110235	680504	Telephone services 0110-20-235-000-680504-	22,060.00	21,060.00	21,060.00	-4.53
110235	680505	Postage 0110-20-235-000-680505-	1,200.00	1,200.00	700.00	-41.67
110235	683101	Consultants - General 0110-20-235-000-683101-	.00	.00	.00	.00
110235	683201	Contracted Services - General 0110-20-235-000-683201-	51,171.00	51,171.00	51,171.00	.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	
		Flock Camera System	1.00	16,500.00	16,500.00	

Attachment: 110235 Police Detail (7727 : Police Department)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110235	683202	Contracted Services - Maint.	30,410.00	30,410.00	30,410.00	.00
	0110-20-235-000-683202-	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	23,186.00	42,563.00	32,194.00	38.85
	0110-20-235-000-683401-	Law Enforcement Liability Ins	1.00	32,194.00	32,194.00	
110235	683402	Auto Insurance	13,500.00	14,768.86	6,430.85	-52.36
	0110-20-235-000-683402-	Auto Insurance	1.00	6,430.85	6,430.85	
		Anticipated Premium Increase	1.00	.00	.00	
110235	683501	Training/Conferences	33,700.00	33,700.00	33,700.00	.00
	0110-20-235-000-683501-	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	.00	.00	.00	.00
	0110-20-235-000-683601-					
110235	683702	Miscellaneous Services	6,000.00	6,000.00	6,000.00	.00
	0110-20-235-000-683702-	Towing, supoenas, testing, translation services	1.00	6,000.00	6,000.00	
110235	686550	M & R	21,500.00	21,500.00	19,000.00	-11.63
	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	
		2023 Budget Cut	1.00	2,500.00	-2,500.00	
110235	688101	Photocopiers	6,700.00	6,700.00	.00	-100.00
	0110-20-235-000-688101-					
110235	688120	Rentals	500.00	500.00	500.00	.00
	0110-20-235-000-688120-					
		BUDGET CEILING:			5,953,769.00	
		TOTALS:	5,953,769.00	5,846,794.39	6,120,244.22	2.80

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

Attachment: 110235 Police Detail (7727 : Police Department)

# Fire/Emergency Medical Services

## Program Description

The Mequon Fire Department (soon to be Southern Ozaukee 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. 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.

## 2022 Accomplishments

- Recruited and hired four full-time firefighter/paramedics.
- Successfully completed an intergovernmental agreement between Mequon and Thiensville to merge the fire and EMS departments.
- Applied for and received \$300,000 of Ozaukee County ARPA funding for the hiring of three fulltime firefighter/paramedics.

## Key Performance Indicators

Activity	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Budgeted
<b>Total Calls</b>	2,323	2,216	2,543	2,680	2,980
<b>Fire Calls Answered</b>	489	428	423	430	450
<b>EMS Responses</b>	1,834	1,788	2,120	2,250	2,530
<b>Fire Inspections</b>	1,700	1,700	1,700	1,800	2,000

## 2023 Objectives

- Consolidate vehicle fleets of the Mequon & Thiensville Fire Departments and sell off unneeded equipment.
- Do a space needs study of Mequon and Thiensville Fire Departments.
- Look for additional revenue sources or partners for growing the Southern Ozaukee Fire Department.

**Staffing for 2023**

<b>Positions (FTE)</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budgeted</b>
<b>Fire Chief</b>	1.00	1.00	1.00
<b>Administrative Secretary</b>	0.62	0.62	0.62
<b>FF/EMTs Paid on Call</b>	65.00	65.00	95.00
<b>Deputy Fire Chief</b>	1.00	1.00	1.00
<b>Battalion Fire Chief</b>	0.00	3.00	3.00
<b>Fulltime FF/Paramedics</b>		3.25	6.00

**Estimated 2023 Revenue**

\$

**Proposed 2023 Budget**

\$1,308,413



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
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PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110236 Fire / EMS							
70 SALARIES							
110236 670101 Salaries	455,863.67	741,104.00	741,104.00	471,057.79	741,104.00	.00	
110236 670102 POC	14,902.58	.00	.00	4,821.66	.00	.00	
110236 670103 Holiday	.00	6,462.00	6,462.00	.00	6,462.00	.00	
110236 670104 Vacation	.00	.00	.00	.00	.00	.00	
110236 670105 Sick Pay	.00	.00	.00	.00	.00	.00	
110236 670106 CompTime	373.73	.00	.00	272.35	.00	.00	
110236 670150 EMS Resp	215,356.33	147,731.00	147,731.00	135,734.77	147,731.00	.00	
110236 670151 Fire Calls	146,095.37	89,600.00	89,600.00	78,944.36	89,600.00	.00	
110236 670160 Station	8,462.83	23,000.00	23,000.00	3,446.05	23,000.00	.00	
110236 670161 Veh Insp	20,113.37	5,200.00	5,200.00	13,228.52	5,200.00	.00	
110236 670162 StaffTrain	100,689.43	93,000.00	93,000.00	71,991.62	93,000.00	.00	
110236 670163 FireInspec	3,288.11	.00	.00	80.10	.00	.00	
110236 670164 ComEduc	893.13	2,475.00	2,475.00	200.25	2,475.00	.00	
110236 670171 First Resp	44,865.43	38,688.00	38,688.00	32,455.86	38,688.00	.00	
110236 670172 Amb POC	105,067.93	77,376.00	77,376.00	44,539.07	77,376.00	.00	
110236 670173 Para POC	292,125.04	291,883.00	291,883.00	186,711.00	291,883.00	.00	
110236 670174 Hazard Pay	.00	.00	.00	.00	.00	.00	
110236 670201 OverTime	.00	13,000.00	13,000.00	35.33	500.00	.00	
110236 670204 PTO	28,170.91	.00	.00	39,867.76	.00	.00	
110236 670205 FMLA	.00	.00	.00	.00	.00	.00	
110236 670206 EmergLeave	.00	.00	.00	1,520.61	.00	.00	
110236 670301 Longevity	.00	.00	.00	.00	.00	.00	
<b>TOTAL SALARIES</b>	<b>1,436,267.86</b>	<b>1,529,519.00</b>	<b>1,529,519.00</b>	<b>1,084,907.10</b>	<b>1,517,019.00</b>	<b>.00</b>	
73 FRINGE BENEFITS							
110236 673101 Social Sec	111,095.65	118,741.00	118,741.00	86,562.84	118,741.00	.00	
110236 673102 Retirement	110,424.12	126,461.00	126,461.00	87,011.59	126,461.00	.00	
110236 673103 W/C Insure	14,775.88	15,790.00	15,790.00	13,511.80	13,511.80	.00	
110236 673104 UnempComp	1,192.08	.00	.00	.00	.00	.00	
110236 673201 Health Ins	37,045.29	114,232.00	114,232.00	37,958.81	114,232.00	.00	
110236 673202 Dental Ins	1,192.50	1,346.00	1,346.00	1,316.18	1,346.00	.00	
110236 673203 Life Ins	2,133.42	1,128.00	1,128.00	1,564.37	1,128.00	.00	
110236 673204 Disability	1,358.60	1,208.00	1,208.00	1,867.62	1,208.00	.00	
<b>TOTAL FRINGE BENEFITS</b>	<b>279,217.54</b>	<b>378,906.00</b>	<b>378,906.00</b>	<b>229,793.21</b>	<b>376,627.80</b>	<b>.00</b>	
75 OTHER STAFF COSTS							
110236 675101 Uniforms	44,850.43	19,800.00	19,800.00	15,071.74	19,800.00	.00	

Attachment: 110236 FireEMS Report (7728 : Southern Ozaukee Fire & EMS Department)



09/21/2022 11:55  
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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
TOTAL OTHER STAFF COSTS	44,850.43	19,800.00	19,800.00	15,071.74	19,800.00	.00	
80 MATERIALS & SUPPLIES							
110236 680101 Office Sup	1,179.32	1,650.00	1,650.00	2,234.99	1,650.00	.00	
110236 680301 WS-Fire	78,866.58	67,000.00	67,000.00	71,959.68	67,000.00	.00	
110236 680402 Motor Fuel	27,298.18	24,011.00	24,011.00	28,641.75	24,011.00	.00	
110236 680501 Membership	2,820.50	1,050.00	1,050.00	3,217.00	1,050.00	.00	
110236 680503 BooksPerio	621.02	1,500.00	1,500.00	825.10	1,500.00	.00	
110236 680504 Telephone	8,875.30	6,057.00	6,057.00	7,978.04	6,057.00	.00	
110236 680505 Postage	411.14	400.00	400.00	19.06	400.00	.00	
TOTAL MATERIALS & SUPPLIES	120,072.04	101,668.00	101,668.00	114,875.62	101,668.00	.00	
83 PURCHASED SERVICES							
110236 683101 Cnsult-Gen	1,175.00	.00	.00	.00	.00	.00	
110236 683201 Cntrct-Gen	80,070.86	66,362.00	66,362.00	48,296.90	66,362.00	.00	
110236 683202 Cntrct-Mnt	8,232.45	4,608.00	4,608.00	6,034.78	4,608.00	.00	
110236 683401 Liab Ins	.00	900.00	900.00	.00	900.00	.00	
110236 683402 Auto Insur	19,047.48	21,000.00	21,000.00	22,973.80	22,973.80	.00	
110236 683501 Train/Conf	27,737.17	31,800.00	31,800.00	22,475.68	31,800.00	.00	
110236 683803 SOFDSptOps	.00	.00	.00	.00	.00	1,308,413.00	
TOTAL PURCHASED SERVICES	136,262.96	124,670.00	124,670.00	99,781.16	126,643.80	1,308,413.00	
86 FACILITY & PLANT							
110236 686304 Sewer	780.14	800.00	800.00	510.31	800.00	.00	
110236 686404 Water-ESF	842.61	1,000.00	1,000.00	571.94	1,000.00	.00	
110236 686550 M & R	39,889.08	46,200.00	46,200.00	23,731.78	46,200.00	.00	
TOTAL FACILITY & PLANT	41,511.83	48,000.00	48,000.00	24,814.03	48,000.00	.00	
88 EQUIPMENT / LEASES							
110236 680401 Equip / Sm	30,206.71	24,450.00	24,450.00	10,493.85	24,450.00	.00	
110236 688101 Photocopie	.00	100.00	100.00	.00	100.00	.00	
110236 688120 Rentals	.00	.00	.00	.00	.00	.00	
TOTAL EQUIPMENT / LEASES	30,206.71	24,550.00	24,550.00	10,493.85	24,550.00	.00	
TOTAL Fire / EMS	2,088,389.37	2,227,113.00	2,227,113.00	1,579,736.71	2,214,308.60	1,308,413.00	
TOTAL General Fund	2,088,389.37	2,227,113.00	2,227,113.00	1,579,736.71	2,214,308.60	1,308,413.00	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	2,088,389.37	2,227,113.00	2,227,113.00	1,579,736.71	2,214,308.60	1,308,413.00	
GRAND TOTAL	2,088,389.37	2,227,113.00	2,227,113.00	1,579,736.71	2,214,308.60	1,308,413.00	

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

Attachment: 110236 FireEMS Report (7728 : Southern Ozaukee Fire & EMS Department)



09/21/2022 11:06  
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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110236	670101	Salaries 0110-20-236-000-670101-	741,104.00	741,104.00	.00	-100.00
110236	670102	Volunteers - Paid on Call 0110-20-236-000-670102-	.00	.00	.00	.00
110236	670103	Holiday 0110-20-236-000-670103-	6,462.00	6,462.00	.00	-100.00
110236	670104	Vacation 0110-20-236-000-670104-	.00	.00	.00	.00
110236	670105	Sick Pay 0110-20-236-000-670105-	.00	.00	.00	.00
110236	670106	Comp Time 0110-20-236-000-670106-	.00	.00	.00	.00
110236	670150	EMS Responder 0110-20-236-000-670150-	147,731.00	147,731.00	.00	-100.00
		1550 Calls x 6.5 avg hours @ \$26. 21/hour	1.00	264,066.00	264,066.00	
		Reduction to On Call with hiring 3 paramedics	1.00	116,335.00	-116,335.00	
		Consolidate w/ Thiensville	1.00	147,731.00	-147,731.00	
110236	670151	Fire Calls 0110-20-236-000-670151-	89,600.00	89,600.00	.00	-100.00
		479 Calls x 1.5 x 11 responders @ \$22. 00/hr	1.00	173,877.00	173,877.00	
		Reduction to on call with addition of 3 paramedics	1.00	84,277.00	-84,277.00	
		Consolidate w/ Thiensville	1.00	89,600.00	-89,600.00	
110236	670160	Station Work 0110-20-236-000-670160-	23,000.00	23,000.00	.00	-100.00
		2000 hours @ \$16.50/hr	1.00	33,000.00	33,000.00	
		Reduction due to hiring of 3 FT paramedics	1.00	10,000.00	-10,000.00	
		Consolidate w/ Thiensville	1.00	23,000.00	-23,000.00	
110236	670161	Vehicle Inspection 0110-20-236-000-670161-	5,200.00	5,200.00	.00	-100.00
		16 inspections/week x 52 weeks @ \$25. 70/hr	1.00	21,382.00	21,382.00	
		Reduce inspections in order to hire 3 paramedics	1.00	16,182.00	-16,182.00	
		Consolidate w/ Thiensville	1.00	5,200.00	-5,200.00	

Attachment: 110236 FireEMS Detail (7728 : Southern Ozaukee Fire & EMS Department)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110236	670162	Staff Training	93,000.00	93,000.00	.00	-100.00
	0110-20-236-000-670162-					
		60 employees x 40 weeks x 2 hours/week	1.00	113,280.00	113,280.00	
		@ \$23.60/hr				
		Reduction to add 3 FT paramedics	1.00	20,280.00	-20,280.00	
		Consolidate w/ Thiensville	1.00	93,000.00	-93,000.00	
110236	670163	Fire Inspections	.00	.00	.00	.00
	0110-20-236-000-670163-					
110236	670164	Community Education	2,475.00	2,475.00	.00	-100.00
	0110-20-236-000-670164-					
		150 hours @ \$16.50/hr	1.00	2,475.00	2,475.00	
			1.00	2,475.00	-2,475.00	
110236	670171	First Responder POC	38,688.00	38,688.00	.00	-100.00
	0110-20-236-000-670171-					
		8760 hours x 2 responders @ \$3.75/hr	1.00	65,700.00	65,700.00	
		Reduction to POC to hire 3 FT	1.00	27,012.00	-27,012.00	
		paramedics				
		Consolidate w/ Thiensville	1.00	38,688.00	-38,688.00	
110236	670172	Ambulance POC	77,376.00	77,376.00	.00	-100.00
	0110-20-236-000-670172-					
		8760 hours x 3 responders @ \$3.75/hr	1.00	98,550.00	98,550.00	
		Reduction to POC to hire 3 FT	1.00	21,174.00	-21,174.00	
		paramedics				
		Consolidate w/ Thiensville	1.00	77,376.00	-77,376.00	
110236	670173	Paramedic POC	291,883.00	291,883.00	.00	-100.00
	0110-20-236-000-670173-					
		8760 hours x 1 POC Paramedic @ \$33.	1.00	291,883.00	291,883.00	
		32/hr				
		Consolidate w/ Thiensville	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	13,000.00	500.00	.00	-100.00
	0110-20-236-000-670201-					
		Hiring 3 FT Paramedics	1.00	13,000.00	13,000.00	
		Consolidate w/ Thiensville	1.00	13,000.00	-13,000.00	
110236	670204	Paid Time Off	.00	.00	.00	.00
	0110-20-236-000-670204-					
110236	670205	Medical Leave	.00	.00	.00	.00
	0110-20-236-000-670205-					

Attachment: 110236 FireEMS Detail (7728 : Southern Ozaukee Fire & EMS Department)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 3  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110236	670206	Emergency Medical Leave 0110-20-236-000-670206-	.00	.00	.00	.00
110236	670301	Longevity 0110-20-236-000-670301-	.00	.00	.00	.00
110236	673101	Social Security 0110-20-236-000-673101-	118,741.00	118,741.00	.00	-100.00
110236	673102	Retirement 0110-20-236-000-673102-	126,461.00	126,461.00	.00	-100.00
110236	673103	Worker's Comp Insurance 0110-20-236-000-673103-	15,790.00	13,511.80	.00	-100.00
110236	673104	Unemployment Compensation 0110-20-236-000-673104-	.00	.00	.00	.00
110236	673201	Health Insurance 0110-20-236-000-673201-	114,232.00	114,232.00	.00	-100.00
110236	673202	Dental Insurance 0110-20-236-000-673202-	1,346.00	1,346.00	.00	-100.00
110236	673203	Life Insurance 0110-20-236-000-673203-	1,128.00	1,128.00	.00	-100.00
110236	673204	Long Term Disability 0110-20-236-000-673204-	1,208.00	1,208.00	.00	-100.00
110236	675101	Uniforms & Clothing 0110-20-236-000-675101-	19,800.00	19,800.00	.00	-100.00
		Replacement uniforms	1.00	10,000.00	10,000.00	
		Empolyee uniform allowance per contract	1.00	9,800.00	9,800.00	
		Consolidate w/ Thiensville	1.00	19,800.00	-19,800.00	
110236	680101	Office Supplies 0110-20-236-000-680101-	1,650.00	1,650.00	.00	-100.00
110236	680301	Work Supplies-Fire 0110-20-236-000-680301-	67,000.00	67,000.00	.00	-100.00
		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	
		Consolidate w/ Thiensville	1.00	67,000.00	-67,000.00	

Attachment: 110236 FireEMS Detail (7728 : Southern Ozaukee Fire & EMS Department)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 4  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110236	680401	Equip / Small Tools	24,450.00	24,450.00	.00	-100.00
	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	
		Consolidate w/ Thiensville	1.00	24,450.00	-24,450.00	
110236	680402	Motor Fuels & Lubricant	24,011.00	24,011.00	.00	-100.00
	0110-20-236-000-680402-					
		Unleaded	6,000.00	2.05	12,300.00	
		Diesel	4,780.00	2.45	11,711.00	
		Consolidate w/ Thiensville	1.00	24,011.00	-24,011.00	
110236	680501	Memberships	1,050.00	1,050.00	.00	-100.00
	0110-20-236-000-680501-					
		Wisconsin State Firefighters Ass per /CBA	70.00	15.00	1,050.00	
		Consolidate w/ Thiensville	1.00	1,050.00	-1,050.00	
110236	680503	Books & Periodicals	1,500.00	1,500.00	.00	-100.00
	0110-20-236-000-680503-					
110236	680504	Telephone services	6,057.00	6,057.00	.00	-100.00
	0110-20-236-000-680504-					
110236	680505	Postage	400.00	400.00	.00	-100.00
	0110-20-236-000-680505-					
110236	683101	Consultants - General	.00	.00	.00	.00
	0110-20-236-000-683101-					
110236	683201	Contracted Services - General	66,362.00	66,362.00	.00	-100.00
	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 care records)	1.00	1,625.00	1,625.00	
		Lifestequest 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	
		Consolidate w/ Thiensville	1.00	66,362.00	-66,362.00	

Attachment: 110236 FireEMS Detail (7728 : Southern Ozaukee Fire & EMS Department)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 5  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110236	683202	Contracted Services - Maint.	4,608.00	4,608.00	.00	-100.00
	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	
		Consolidate w/ Thiensville	1.00	4,608.00	-4,608.00	
110236	683401	Liability Insurance	900.00	900.00	.00	-100.00
	0110-20-236-000-683401-					
		Volunteer Firefighters Policy	1.00	900.00	900.00	
		Consolidate w/ Thiensville	1.00	900.00	-900.00	
110236	683402	Auto Insurance	21,000.00	22,973.80	.00	-100.00
	0110-20-236-000-683402-					
		Auto Insurance	1.00	21,000.00	21,000.00	
		Consolidate w/ Thiensville	1.00	21,000.00	-21,000.00	
110236	683501	Training/Conferences	31,800.00	31,800.00	.00	-100.00
	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	
		Consolidate w/ Thiensville	1.00	31,800.00	-31,800.00	
110236	683803	SouthOzaukee Fire Dept Support	.00	.00	1,308,413.00	.00
	0110-20-236-000-683803-					
110236	686304	Sewer-E.S. Firehous	800.00	800.00	.00	-100.00
	0110-20-236-000-686304-					
110236	686404	Water-E.S. Firehous	1,000.00	1,000.00	.00	-100.00
	0110-20-236-000-686404-					
110236	686550	M & R	46,200.00	46,200.00	.00	-100.00
	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	
			1.00	46,200.00	-46,200.00	

Attachment: 110236 FireEMS Detail (7728 : Southern Ozaukee Fire & EMS Department)



09/21/2022 11:06  
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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 6  
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BUDGET PROJECTION 20231 2023 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	.00	-100.00
	0110-20-236-000-688101-					
110236	688120	Rentals	.00	.00	.00	.00
	0110-20-236-000-688120-					
		BUDGET CEILING:			2,227,113.00	
		TOTALS:	2,227,113.00	2,214,308.60	1,308,413.00	-41.25
** END OF REPORT - Generated by Marie Keyser **						

Attachment: 110236 FireEMS Detail (7728 : Southern Ozaukee Fire & EMS Department)

Exhibit A  
 Southern Ozaukee Fire & EMS  
 2023 Budget  
 All Funds  
 Summary of Revenues & Expenditures

**Summary of Revenues**

Source	Mequon 2022 Budget	Thiensville 2022 Budget	Combined 2022 Budget	SOFD 2023 Budget
<b>Intergovernmental Charges for Services</b>				
City of Mequon	\$ 1,308,413	\$ -	\$ 1,308,413	1,344,172
Village of Thiensville	-	207,767	207,767	247,883
City of Mequon Capital Allocation	110,000	-	110,000	118,202
Village of Thiensville Capital Allocation	-	28,100	28,100	21,798
Total Intergovernmental Charges for Services	\$ 1,418,413	\$ 235,867	\$ 1,654,280	\$ 1,732,055
<b>Non-Property Tax Revenue:</b>				
Intergovernmental Revenue	\$ 193,000	\$ 16,000	\$ 209,000	\$ 538,085
Regulation & Compliance	25,700	-	25,700	72,085
Public Charges for Services	700,000	160,000	860,000	1,244,998
Total Non-Property Tax Revenue:	\$ 918,700	\$ 176,000	\$ 1,094,700	\$ 1,855,168
Total Revenue	\$ 2,337,113	\$ 411,867	\$ 2,748,980	\$ 3,587,223

**Summary of Expenditures**

Department	Mequon 2022 Budget	Thiensville 2022 Budget	Combined 2022 Budget	2023 Budget
Salaries & Wages	\$ 1,529,519	\$ 211,650	\$ 1,741,169	\$ 2,144,950
Fringe Benefits	363,116	38,902	402,018	615,338
Personnel Services	54,150	27,000	81,150	91,246
Contractual Services	76,462	27,281	103,743	111,525
Commodities	67,815	48,445	116,260	107,365
Equipment Maintenance	98,361	30,489	128,850	105,113
Property & Liability Insurance	37,690	-	37,690	103,080
Unclassified - Transfers	-	-	-	168,606
Capital Projects Fund	110,000	28,100	138,100	140,000
Total Expenditures	\$ 2,337,113	\$ 411,867	\$ 2,748,980	\$ 3,587,223

Begining Fund Balance	\$ -
Annual Income / (Loss)	-
Transfer from / (to) other funds	-
Applied Budget Surplus	-
Ending Fund Balance	\$ -

Attachment: EXHIBIT A-SOFD 2023 BUDGET (7757 : EXHIBIT A)

Southern Ozaukee Fire EMS  
2023 Budget  
General Fund  
Summary of Revenues and Expenditures

### Summary of Revenues

Source	Mequon 2022 Budget	Thiensville 2022 Budget	Combined 2022 Budget	SOFD 2023 Budget
<b>Intergovernmental Charges for Services</b>				
City of Mequon	\$ 1,308,413	\$ -	\$ 1,308,413	1,344,172
Village of Thiensville	-	207,767	207,767	247,883
Total Intergovernmental Charges for Services	\$ 1,308,413	\$ 207,767	\$ 1,516,180	\$ 1,592,055
<b>Non-Property Tax Revenue:</b>				
Intergovernmental Revenue	\$ 193,000	\$ 16,000	\$ 209,000	\$ 538,085
Regulation & Compliance	25,700	-	25,700	72,085
Public Charges for Services	700,000	160,000	860,000	1,244,998
Total Non-Property Tax Revenue:	\$ 918,700	\$ 176,000	\$ 1,094,700	\$ 1,855,168
Total Revenue	\$ 2,227,113	\$ 383,767	\$ 2,610,880	\$ 3,447,223

### Summary of Expenditures

Department	Mequon 2022 Budget	Thiensville 2022 Budget	Combined 2022 Budget	2023 Budget
Salaries & Wages	\$ 1,529,519	\$ 211,650	\$ 1,741,169	\$ 2,144,950
Fringe Benefits	363,116	38,902	402,018	615,338
Personnel Services	54,150	27,000	81,150	91,246
Contractual Services	76,462	27,281	103,743	111,525
Commodities	67,815	48,445	116,260	107,365
Equipment Maintenance	98,361	30,489	128,850	105,113
Property & Liability Insurance	37,690	-	37,690	103,080
Unclassified - Transfers	-	-	-	168,606
Total General Fund Expenditures	\$ 2,227,113	\$ 383,767	\$ 2,610,880	\$ 3,447,223

Attachment: EXHIBIT A-SOFD 2023 BUDGET (7757 : EXHIBIT A)

Southern Ozaukee Fire EMS  
 2023 Budget  
 General Fund  
 Detailed Revenues (continued)

Account Name	Mequon 2022 Budget	Thiensville 2022 Budget	Combined 2022 Budget	SOFD 2023 Budget
Intergovernmental Charges for Services				
### ### ### City of Mequon	\$ 1,308,413	\$ -	\$ 1,308,413	\$ 1,344,172
### ### ### Village of Thiensville	-	207,767	207,767	247,883
<b>Total Intergovernmental Charges for Services</b>	<b>1,308,413</b>	<b>207,767</b>	<b>1,516,180</b>	<b>1,592,055</b>
Intergovernmental Revenue				
Grants & Aids				
### ### ### ARPA Local Recovery Funds	-	-	-	300,000
### ### ### Fire Insurance Dues (2%)	193,000	16,000	209,000	224,847
### ### ### EMS Funding Assistance Program	-	-	-	13,238
<b>Total Intergovernmental Revenues</b>	<b>193,000</b>	<b>16,000</b>	<b>209,000</b>	<b>538,085</b>

Account Name	Mequon 2022 Budget	Thiensville 2022 Budget	Combined 2022 Budget	SOFD 2023 Budget
Regulation & Compliance				
Permits				
### ### ### Burn Permits	\$ 11,500	\$ -	\$ 11,500	\$ 15,725
### ### ### Fire Fees (plan review, sprinkler, hydro testing)	4,200	-	4,200	7,122
### ### ### Fire Inspections	-	-	-	30,000
### ### ### Other Fire Prevention Fees	-	-	-	8,000
<b>Total Permits</b>	<b>15,700</b>	<b>-</b>	<b>15,700</b>	<b>60,847</b>
Other				
### ### ### Accident Fees	\$ 8,000	\$ -	\$ 8,000	\$ 8,538
### ### ### False Alarms	2,000	-	2,000	2,700
<b>Total Other</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>	<b>11,238</b>
<b>Total Regulation &amp; Compliance</b>	<b>25,700</b>	<b>-</b>	<b>25,700</b>	<b>72,085</b>

Account Name	Mequon 2022 Budget	Thiensville 2022 Budget	Combined 2022 Budget	SOFD 2023 Budget
Public Charges for Services				
Protection-Persons & Property				
### ### ### Ambulance Revenue	\$ 700,000	\$ 130,000	\$ 830,000	\$ 1,207,498
### ### ### Paramedic Intercept (Cedarburg)	-	30,000	30,000	37,500
<b>Total Protection-Persons &amp; Property</b>	<b>700,000</b>	<b>160,000</b>	<b>860,000</b>	<b>1,244,998</b>
<b>Total Public Charges for Services</b>	<b>700,000</b>	<b>160,000</b>	<b>860,000</b>	<b>1,244,998</b>
<b>Total General Fund Revenue</b>	<b>\$ 2,227,113</b>	<b>\$ 383,767</b>	<b>\$ 2,610,880</b>	<b>\$ 3,447,223</b>

Attachment: EXHIBIT A-SOFD 2023 BUDGET (7757 : EXHIBIT A)

Southern Ozaukee Fire EMS  
 2023 Budget  
 General Fund  
 Detailed Expenditures (continued)

**Protection Property & Persons  
 Fire & EMS**

Account Name	Mequon 2022 Budget	Thiensville 2022 Budget	Combined 2022 Budget	SOFD 2023 Budget
<b>Personnel</b>				
### ### # ### Fire Chief	\$ 136,962	\$ 20,200	\$ 157,162	\$ 141,091
### ### # ### Deputy Chief	108,637	-	108,637	111,896
### ### # ### Battalion Chiefs	283,926	-	283,926	292,444
### ### # ### Captains	-	-	-	84,460
### ### # ### Fire Fighter/Paramedics	171,573	-	171,573	677,636
### ### # ### Administrative Assistant	22,006	-	22,006	29,467
### ### # ### Interns	18,000	-	18,000	42,000
### ### # ### Paid on Premise	291,883	-	291,883	281,160
### ### # ### Paid on Call (Pay for EMS Calls)	263,795	191,450	455,245	105,600
### ### # ### Fire Call Pay	89,600	-	89,600	102,400
### ### # ### On Call Pay	25,475	-	25,475	38,688
### ### # ### FSLA Pay	13,000	-	13,000	47,072
### ### # ### Holiday Pay	6,462	-	6,462	71,536
### ### # ### Training Pay	93,000	-	93,000	100,000
### ### # ### Vehicle Checks	5,200	-	5,200	19,500
<b>Total Salaries and Wages</b>	<b>1,529,519</b>	<b>211,650</b>	<b>1,741,169</b>	<b>2,144,950</b>

Account Name	Mequon 2022 Budget	Thiensville 2022 Budget	Combined 2022 Budget	SOFD 2023 Budget
<b>Fringe Benefits</b>				
### ### # ### FICA	118,741	15,560	134,301	164,089
### ### # ### Health Insurance	114,232	10,500	124,732	228,625
### ### # ### Dental Insurance	1,346	400	1,746	10,086
### ### # ### Life Insurance/Disability Insurance	2,336	100	2,436	5,389
### ### # ### Wisconsin Retirement	126,461	12,342	138,803	207,149
<b>Total Fringe Benefits</b>	<b>363,116</b>	<b>38,902</b>	<b>402,018</b>	<b>615,338</b>

Account Name	Mequon 2022 Budget	Thiensville 2022 Budget	Combined 2022 Budget	SOFD 2023 Budget
<b>Personnel Services</b>				
### ### # ### Dues & Subscriptions	\$ 1,050	\$ 4,000	\$ 5,050	\$ 5,050
### ### # ### Meetings & Conferences	-	1,000	1,000	1,000
### ### # ### Training	31,800	9,000	40,800	36,000
### ### # ### Uniforms	19,800	5,500	25,300	35,451
### ### # ### Preemployment Examinations	-	2,500	2,500	7,745
### ### # ### Recruitment	-	5,000	5,000	4,500
### ### # ### Books and Periodicals	1,500	-	1,500	1,500
<b>Total Personnel Services</b>	<b>54,150</b>	<b>27,000</b>	<b>81,150</b>	<b>91,246</b>
<b>Contractual Services</b>				
### ### # ### Legal Services	\$ -	\$ 100	\$ 100	\$ 14,000
### ### # ### Financial Services	-	-	-	7,100
### ### # ### IT Services	24,962	-	24,962	17,975
### ### # ### Billing Services	41,400	10,000	51,400	72,450
### ### # ### Miscellaneous	10,100	17,181	27,281	-
<b>Total Contractual Services</b>	<b>76,462</b>	<b>27,281</b>	<b>103,743</b>	<b>111,525</b>

Attachment: EXHIBIT A-SOFD 2023 BUDGET (7757 : EXHIBIT A)

Southern Ozaukee Fire EMS  
 2023 Budget  
 General Fund  
 Detailed Expenditures (continued)

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Account Name	Mequon 2022 Budget	Thiensville 2022 Budget	Combined 2022 Budget	SOFD 2023 Budget
Commodities				
### ### # ### Office Supplies	\$ 1,650	\$ 1,000	\$ 2,650	\$ 1,650
### ### # ### Telecommunications	10,665	3,000	13,665	12,535
### ### # ### Printing/Copy Machine Supplies	100	575	675	3,280
### ### # ### Postage	400	70	470	400
### ### # ### Cleaning Supplies	-	1,000	1,000	-
### ### # ### Air & Oxygen	5,700	2,300	8,000	8,000
### ### # ### Protective Gear	4,000	5,000	9,000	9,000
### ### # ### Chemicals	-	1,000	1,000	-
### ### # ### Fire Prevention	-	1,500	1,500	-
### ### # ### Medical Supplies	45,300	33,000	78,300	72,500
Total Commodities	67,815	48,445	116,260	107,365
<b>Total Fire &amp; EMS</b>	<b>2,091,062</b>	<b>353,278</b>	<b>2,444,340</b>	<b>3,070,424</b>

**Protection Property & Persons  
 Equipment Maintenance**

Account Name	Mequon 2022 Budget	Thiensville 2022 Budget	Combined 2022 Budget	SOFD 2023 Budget
Maintenance				
### ### # ### Equipment Repairs/Small Tools	\$ 35,650	\$ 10,000	\$ 45,650	\$ 40,000
### ### # ### Truck Maintenance	31,400	10,000	41,400	40,000
### ### # ### Radio Maintenance	3,000	2,000	5,000	4,000
### ### # ### Hoses	2,500	-	2,500	2,500
### ### # ### Vehicle Maintenance (DPW)	-	2,989	2,989	-
### ### # ### Fuel	24,011	5,500	29,511	16,813
### ### # ### Building Maintenance	1,800	-	1,800	1,800
Total Maintenance	98,361	30,489	128,850	105,113
<b>Total Equipment Maintenance</b>	<b>98,361</b>	<b>30,489</b>	<b>128,850</b>	<b>105,113</b>

Attachment: EXHIBIT A-SOFD 2023 BUDGET (7757 : EXHIBIT A)

Southern Ozaukee Fire EMS  
 2023 Budget  
 General Fund  
 Detailed Expenditures (continued)

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**Protection Property & Persons  
 Property & Liability Insurance**

Account Name	Mequon 2022 Budget	Thiensville 2022 Budget	Combined 2022 Budget	SOFD 2023 Budget
Insurance				
### ### # ### General Liability Insurance	\$ 900	\$ -	\$ 900	\$ 33,051
### ### # ### Property Insurance	-	-	-	1,000
### ### # ### Vehicle Insurance	21,000	-	21,000	20,765
### ### # ### Workers Compensation Insurance	15,790	-	15,790	46,224
### ### # ### EAP	-	-	-	2,040
Total Insurance	<u>37,690</u>	<u>-</u>	<u>37,690</u>	<u>103,080</u>
Total Property & Liability Insurance	<u>37,690</u>	<u>-</u>	<u>37,690</u>	<u>103,080</u>

**Protection Property & Persons  
 Unclassified**

Account Name	Mequon 2022 Budget	Thiensville 2022 Budget	Combined 2022 Budget	SOFD 2023 Budget
Unclassified				
### ### # ### Contingency	-	-	-	168,606
Total Unclassified	<u>-</u>	<u>-</u>	<u>-</u>	<u>168,606</u>
<b>Total General Fund Expenditures</b>	<b><u>\$ 2,227,113</u></b>	<b><u>\$ 383,767</u></b>	<b><u>\$ 2,610,880</u></b>	<b><u>\$ 3,447,223</u></b>

Attachment: EXHIBIT A-SOFD 2023 BUDGET (7757 : EXHIBIT A)

Southern Ozaukee Fire EMS  
 2023 Budget  
 Capital Projects Fund  
 Summary of Revenues and Expenditures

**Summary of Revenues**

Source	Mequon 2022 Budget	Thiensville 2022 Budget	Combined 2022 Budget	SOFD 2023 Budget
Intergovernmental Charges for Services				
City of Mequon Capital Allocation	110,000	-	110,000	118,202
Village of Thiensville Capital Allocation	-	28,100	28,100	21,798
Total Intergovernmental Charges for Services	<u>110,000</u>	<u>28,100</u>	<u>138,100</u>	<u>140,000</u>
Total Revenue	<u>\$ 110,000</u>	<u>\$ 28,100</u>	<u>\$ 138,100</u>	<u>\$ 140,000</u>

**Summary of Expenditures**

Department	Mequon 2022 Budget	Thiensville 2022 Budget	Combined 2022 Budget	SOFD 2023 Budget
Fire Department	110,000	28,100	138,100	-
Unclassified	-	-	-	140,000
Total Capital Equipment Expenditures	<u>\$ 110,000</u>	<u>\$ 28,100</u>	<u>\$ 138,100</u>	<u>\$ 140,000</u>
Beginning Fund Balance				\$ -
Annual Income / (Loss)				-
Ending Fund Balance				<u>\$ -</u>

Attachment: EXHIBIT A-SOFD 2023 BUDGET (7757 : EXHIBIT A)

Southern Ozaukee Fire EMS  
 2023 Budget  
 Capital Projects Fund  
 Detailed Revenues

Account Name	Mequon 2022 Budget	Thiensville 2022 Budget	Combined 2022 Budget	SOFD 2023 Budget
Intergovernmental Charges for Services				
### ### ### City of Mequon Capital Allocation	\$ 110,000	\$ -	\$ 110,000	\$ 118,202
### ### ### Village of Thiensville Capital Allocation	-	28,100	28,100	21,798
<b>Total Intergovernmental Charges for Services</b>	<b>110,000</b>	<b>28,100</b>	<b>138,100</b>	<b>140,000</b>

Account Name	Mequon 2022 Budget	Thiensville 2022 Budget	Combined 2022 Budget	SOFD 2023 Budget
Other Financing Sources				
### ### ### Sale of Property	\$ -	\$ -	\$ -	\$ -
### ### ### Sale of Vehicles	-	-	-	-
### ### ### Sale of Equipment	-	-	-	-
### ### ### Transfer from Other Funds	-	-	-	-
<b>Total Other Financing Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Capital Projects Revenue</b>	<b>\$ 110,000</b>	<b>\$ 28,100</b>	<b>\$ 138,100</b>	<b>\$ 140,000</b>

Attachment: EXHIBIT A-SOFD 2023 BUDGET (7757 : EXHIBIT A)

Southern Ozaukee Fire EMS  
 2023 Budget  
 Capital Projects Fund  
 Detailed Expenditures (continued)

Account Name	Mequon 2022 Budget	Thiensville 2022 Budget	Combined 2022 Budget	SOFD 2023 Budget
<b>Fire Department</b>				
###-###-###-### Office Equipment	\$ -	\$ 6,500	\$ 6,500	\$ -
###-###-###-### Vehicles	100,000	-	100,000	-
###-###-###-### Equipment	10,000	9,600	19,600	-
###-###-###-### Radios	-	2,000	2,000	-
###-###-###-### Fire Apparatus	-	-	-	-
###-###-###-### Other	-	10,000	10,000	-
<b>Total Fire Department - Capital</b>	<b>110,000</b>	<b>28,100</b>	<b>138,100</b>	<b>-</b>
<b>Unclassified</b>				
###-###-###-### Contingency	-	-	-	140,000
<b>Total Unclassified - Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>140,000</b>

Account Name	Mequon 2022 Budget	Thiensville 2022 Budget	Combined 2022 Budget	SOFD 2023 Budget
<b>Other Financing Uses</b>				
###-###-###-### Transfer to Other Funds	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Capital Fund Expenditures</b>	<b>\$ 110,000</b>	<b>\$ 28,100</b>	<b>\$ 138,100</b>	<b>\$ 140,000</b>

Attachment: EXHIBIT A-SOFD 2023 BUDGET (7757 : EXHIBIT A)

# 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.

This Center will be converted to a Police Clerical and Administrative Department. Maintaining a high level of customer service will continue to be a high priority while shifting dispatching responsibilities to Ozaukee County.

## 2022 Accomplishments

- Contracted with Priority Dispatch to review medical dispatch calls to improve service levels
- Continued work towards accreditation with Emergency Medical Dispatch.
- Resumed Training/Seminars in person along with online training as continuing education.
- Installed New Headsets and monitoring devices in dispatch center
- Updated Dispatch manuals and information in resources with the most current information available.

## Key Performance Indicators

Activity	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Budgeted
<b>9-1-1 Calls processed</b>	3,409	3,101	3,765	3,315	0
<b>Calls for Service Processed</b>	32,039	32,402	34,766	34,476	33,421
<b>Non-emergency calls processed</b>	38,702	37,417	33,137	33,986	35,811

## 2023 Objectives

- Coordinate and consolidate with Ozaukee County for all dispatching functions.
- Create Police Clerk Positions
- Maintain seven day per week lobby coverage on dayshift and some evening hours Monday-Friday
- Explore new technologies for areas of improvement
- Divide and add duties for Property Room and Accreditation clerical assistance.

**Staffing for 2023**

<b>Positions (FTE)</b>	<b>2021 Actual</b>	<b>2022 Projected</b>	<b>2023 Budgeted</b>
<b>Telecommunicators</b>	8.5	8.5	3.5
<b>Supervisor</b>	1.0*	0.0	0.0

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

**Estimated 2023 Revenue**

None

**Proposed 2023 Budget**

\$289,218

Attachment: 237 - Communications (7729 : Communications)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
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PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund		2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110237	Communications							
70	SALARIES							
110237	670101 Salaries	347,696.65	387,613.00	387,613.00	255,889.67	356,990.00	202,531.78	
110237	670103 Holiday	11,665.22	13,000.00	13,000.00	178.24	13,000.00	5,352.94	
110237	670104 Vacation	.00	.00	.00	.00	.00	.00	
110237	670105 Sick Pay	.00	.00	.00	.00	.00	.00	
110237	670106 CompTime	11,927.43	10,000.00	10,000.00	8,874.53	12,000.00	.00	
110237	670201 OverTime	23,573.28	9,000.00	9,000.00	15,398.94	21,806.00	4,000.00	
110237	670204 PTO	44,648.36	.00	.00	28,006.09	43,832.00	.00	
110237	670205 FMLA	4,012.63	.00	.00	.00	1,681.00	.00	
110237	670206 EmergLeave	950.64	.00	.00	.00	1,538.00	.00	
110237	670301 Longevity	.00	.00	.00	.00	.00	.00	
	TOTAL SALARIES	444,474.21	419,613.00	419,613.00	308,347.47	450,847.00	211,884.72	
73	FRINGE BENEFITS							
110237	673101 Social Sec	33,217.88	30,826.00	30,826.00	22,895.84	33,108.00	16,015.42	
110237	673102 Retirement	29,710.50	26,725.00	26,725.00	19,173.18	29,461.00	14,668.16	
110237	673103 W/C Insure	800.60	820.00	820.00	701.69	701.69	244.50	
110237	673104 UnempComp	.00	.00	.00	.00	.00	.00	
110237	673201 Health Ins	63,981.59	55,428.00	55,428.00	44,736.47	65,136.00	37,503.27	
110237	673202 Dental Ins	2,267.77	2,206.00	2,206.00	994.95	2,974.00	1,673.60	
110237	673203 Life Ins	496.56	417.00	417.00	322.24	539.00	221.94	
110237	673204 Disability	1,060.08	1,091.00	1,091.00	1,078.09	1,091.00	449.24	
	TOTAL FRINGE BENEFITS	131,534.98	117,513.00	117,513.00	89,902.46	133,010.69	70,776.13	
75	OTHER STAFF COSTS							
110237	675101 Uniforms	4,027.88	4,395.00	4,395.00	378.99	4,395.00	1,809.71	
	TOTAL OTHER STAFF COSTS	4,027.88	4,395.00	4,395.00	378.99	4,395.00	1,809.71	
80	MATERIALS & SUPPLIES							
110237	680101 Office Sup	784.97	800.00	800.00	450.00	800.00	800.00	
110237	680301 WS-Admin	431.10	500.00	500.00	433.99	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	1,271.07	1,497.00	1,497.00	883.99	1,497.00	1,497.00	
83	PURCHASED SERVICES							
110237	683101 Cnsult-Gen	19,656.00	23,000.00	23,000.00	12,480.00	23,000.00	.00	

Attachment: 110237 Communications Report (7729 : Communications)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
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PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund			2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110237	683201	Cntrct-Gen	3,600.00	3,672.00	3,672.00	2,640.00	3,672.00	.00	
110237	683202	Cntrct-Mnt	15,568.21	16,400.00	16,400.00	.00	16,400.00	.00	
110237	683501	Train/Conf	3,325.00	4,000.00	4,000.00	2,300.00	4,000.00	1,750.00	
TOTAL PURCHASED SERVICES			42,149.21	47,072.00	47,072.00	17,420.00	47,072.00	1,750.00	
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	1,000.00	1,500.00	1,500.00	555.79	1,500.00	1,500.00	
TOTAL EQUIPMENT / LEASES			1,000.00	1,500.00	1,500.00	555.79	1,500.00	1,500.00	
TOTAL Communications			624,457.35	591,590.00	591,590.00	417,488.70	638,321.69	289,217.56	
TOTAL General Fund			624,457.35	591,590.00	591,590.00	417,488.70	638,321.69	289,217.56	
TOTAL REVENUE			.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE			624,457.35	591,590.00	591,590.00	417,488.70	638,321.69	289,217.56	
GRAND TOTAL			624,457.35	591,590.00	591,590.00	417,488.70	638,321.69	289,217.56	

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

Attachment: 110237 Communications Report (7729 : Communications)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110237	670101	Salaries 0110-20-237-000-670101-	387,613.00	356,990.00	202,531.78	-47.75
			1.00	45,760.00	45,760.00	
			1.00	22,880.00	22,880.00	
			1.00	22,880.00	22,880.00	
			1.00	57,866.00	57,866.00	
			1.00	58,080.00	58,080.00	
			.50	57,674.00	28,837.00	
			1.00	52,425.00	52,425.00	
			1.00	47,733.00	47,733.00	
			1.00	47,754.00	47,754.00	
			1.00	47,047.00	47,047.00	
			.50	47,132.00	23,566.00	
		Consolidation 3.5 FTE Adjustment	1.00	252,296.22	-252,296.22	
110237	670103	Holiday 0110-20-237-000-670103-	13,000.00	13,000.00	5,352.94	-58.82
		HOLIDAY PAY	1.00	13,000.00	13,000.00	
		Consolidation 3.5 FTE Adjustment	1.00	7,647.06	-7,647.06	
110237	670104	Vacation 0110-20-237-000-670104-	.00	.00	.00	.00
110237	670105	Sick Pay 0110-20-237-000-670105-	.00	.00	.00	.00
110237	670106	Comp Time 0110-20-237-000-670106-	10,000.00	12,000.00	.00	-100.00
		COMP TIME	.00	.00	.00	
		Consolidation 3.5 FTE Adjustment	.00	.00	.00	
110237	670201	OverTime 0110-20-237-000-670201-	9,000.00	21,806.00	4,000.00	-55.56
		OVERTIME	1.00	4,000.00	4,000.00	
		Consolidation 3.5 FTE Adjustment	.00	.00	.00	
110237	670204	Paid Time Off 0110-20-237-000-670204-	.00	43,832.00	.00	.00
110237	670205	Medical Leave 0110-20-237-000-670205-	.00	1,681.00	.00	.00
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

Attachment: 110237 Communications Detail (7729 : Communications)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110237	673101	Social Security	30,826.00	33,108.00	16,015.42	-48.05
	0110-20-237-000-673101-					
			.00	.00	2,837.00	
			.00	.00	664.00	
			.00	.00	1,419.00	
			.00	.00	332.00	
			.00	.00	1,419.00	
			.00	.00	332.00	
			.00	.00	3,402.00	
			.00	.00	796.00	
			.00	.00	3,514.00	
			.00	.00	822.00	
			.00	.00	1,571.00	
			.00	.00	367.00	
			.00	.00	3,250.00	
			.00	.00	760.00	
			.00	.00	2,779.00	
			.00	.00	650.00	
			.00	.00	2,942.00	
			.00	.00	688.00	
			.00	.00	2,833.00	
			.00	.00	663.00	
			.00	.00	1,399.00	
			.00	.00	327.00	
		FICA ON HOLIDAY PAY	1.00	965.90	965.90	
		FICA ON COMP TIME	1.00	743.00	743.00	
		FICA ON OVERTIME	1.00	668.70	668.70	
		1.5% Vacancy Discount	1.00	542.15	-542.15	
		Consolidation 3.5 FTE Adjustment	1.00	19,586.03	-19,586.03	
110237	673102	Retirement	26,725.00	29,461.00	14,668.16	-45.11
	0110-20-237-000-673102-					
			.00	.00	3,112.00	
			.00	.00	3,935.00	
			.00	.00	3,949.00	
			.00	.00	1,961.00	
			.00	.00	3,565.00	
			.00	.00	3,246.00	
			.00	.00	3,247.00	
			.00	.00	3,199.00	
		WRS ON HOLIDAY PAY	1.00	884.00	884.00	
		WRS ON COMP TIME	1.00	680.00	680.00	
		1.5% Vacancy Discount	1.00	416.67	-416.67	
		Consolidation 3.5 FTE Adjustment	1.00	12,693.17	-12,693.17	
110237	673103	Worker's Comp Insurance	820.00	701.69	244.50	-70.18
	0110-20-237-000-673103-					

Attachment: 110237 Communications Detail (7729 : Communications)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 3  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110237	673104	Unemployment Compensation 0110-20-237-000-673104-	.00	.00	.00	.00
110237	673201	Health Insurance 0110-20-237-000-673201-	55,428.00	65,136.00	37,503.27	-32.34
			.00	.00	9,041.00	
			.00	.00	9,377.00	
			.00	.00	9,377.00	
			.00	.00	22,210.00	
			.00	.00	9,377.00	
		1.5% Vacancy Discount	1.00	1,236.48	-1,236.48	
		VACANCY	1.00	23,050.22	23,050.22	
		Consolidation 3.5 FTE Adjustment	1.00	43,692.47	-43,692.47	
110237	673202	Dental Insurance 0110-20-237-000-673202-	2,206.00	2,974.00	1,673.60	-24.13
			.00	.00	349.00	
			.00	.00	175.00	
			.00	.00	349.00	
			.00	.00	509.00	
		1.5% Vacancy Discount	1.00	36.00	-36.00	
		VACANCY	1.00	1,018.00	1,018.00	
		Consolidation 3.5 FTE Adjustment	1.00	690.40	-690.40	
110237	673203	Life Insurance 0110-20-237-000-673203-	417.00	539.00	221.94	-46.78
			.00	.00	171.00	
			.00	.00	66.00	
			.00	.00	76.00	
			.00	.00	61.00	
			.00	.00	42.00	
			.00	.00	55.00	
			.00	.00	36.00	
		1.5% Vacancy Discount	1.00	7.61	-7.61	
		Consolidation 3.5 FTE Adjustment	1.00	277.45	-277.45	
110237	673204	Long Term Disability 0110-20-237-000-673204-	1,091.00	1,091.00	449.24	-58.82
110237	675101	Uniforms & Clothing 0110-20-237-000-675101-	4,395.00	4,395.00	1,809.71	-58.82
110237	680101	Office Supplies 0110-20-237-000-680101-	800.00	800.00	800.00	.00
110237	680301	Work Supplies-Admin 0110-20-237-000-680301-	500.00	500.00	500.00	.00

Attachment: 110237 Communications Detail (7729 : Communications)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110237	680401	Equip / Small Tools	1,500.00	1,500.00	1,500.00	.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	23,000.00	23,000.00	.00	-100.00
	0110-20-237-000-683101-	Priority Dispatch EMD Services	.00	.00	.00	
110237	683201	Contracted Services - General	3,672.00	3,672.00	.00	-100.00
	0110-20-237-000-683201-	Priority Dispatch annual license renewal	.00	.00	.00	
110237	683202	Contracted Services - Maint.	16,400.00	16,400.00	.00	-100.00
	0110-20-237-000-683202-	911 Maintenance contract	.00	.00	.00	
110237	683501	Training/Conferences	4,000.00	4,000.00	1,750.00	-56.25
	0110-20-237-000-683501-	EMD Certification, Dispatcher training Consolidation 3.5 FTE Adjustment	1.00 1.00	4,000.00 2,250.00	4,000.00 -2,250.00	
110237	686550	M & R	.00	.00	.00	.00
	0110-20-237-000-686550-					
		BUDGET CEILING:			591,590.00	
		TOTALS:	591,590.00	638,321.69	289,217.56	-51.11

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

Attachment: 110237 Communications Detail (7729 : Communications)

# 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.

## 2022 Accomplishments

- Replaced damaged ceiling tile throughout City Hall and Public Safety Building.
- Repaired / updated lighting in City Hall, Public Safety and DPW Building.
- Repaired roof leaks at three city buildings including City Hall and Safety Building.
- Installation of new entry doors, with key fob and keypad at City Hall.
- Repaired water heater at DPW buildings.
- RFP for roof replacement of City Hall for this year.
- Completed several smaller Fire Department building / Public Safety building repairs / projects.

## Key Performance Indicators

Activity	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budgeted
<b>Work Orders</b>	3,200	3,500	2,100	3,000	3,500
<b>Number of City Facilities</b>	9	9	9	9	9
<b>Facilities with Janitorial Service</b>	4	4	3	3	3
<b>Streetlights Repaired</b>	28	40	26	28	30
<b>Capital Projects Administered</b>	2	2	2	2	2

## 2023 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.
- Upgrade flooring at City Hall.
- Replace air handlers at City Hall.
- Remodel bathrooms at City Hall.
- Implement DCC monitoring on DPW, Public Safety, and City Hall Buildings.

**Staffing for 2023**

<b>Positions</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>
<b>Building Superintendent</b>	1.00	1.0	1.0
<b>Building Foreman</b>	0.00	0.00	0.00
<b>Building Maintenance Worker</b>	1.00	1.00	2.00
<b>Custodian (PT)</b>	0.50	0.00	0.00

**Estimated 2023 Revenues**

None

**Proposed 2023 Budget**

\$658,979

Attachment: 326 - Building Maintenance (7730 : Building Maintenance)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund			2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110326	Building Maintenance								
70	SALARIES								
110326	670101	Salaries	132,490.04	172,215.00	172,215.00	76,365.10	124,000.00	170,243.46	
110326	670104	Vacation	13,242.31	.00	.00	.00	.00	.00	
110326	670105	Sick Pay	.00	.00	.00	.00	.00	.00	
110326	670106	CompTime	3,335.71	1,000.00	1,000.00	3,048.70	4,000.00	3,000.00	
110326	670201	OverTime	3,396.82	3,000.00	3,000.00	1,552.91	3,000.00	2,000.00	
110326	670204	PTO	11,613.75	.00	.00	9,202.23	14,000.00	.00	
110326	670205	FMLA	356.66	.00	.00	.00	.00	.00	
110326	670206	EmergLeave	.00	.00	.00	1,498.08	.00	.00	
110326	670301	Longevity	.00	.00	.00	.00	.00	.00	
	TOTAL SALARIES		164,435.29	176,215.00	176,215.00	91,667.02	145,000.00	175,243.46	
73	FRINGE BENEFITS								
110326	673101	Social Sec	11,829.11	11,860.00	11,860.00	6,682.68	10,000.00	12,598.15	
110326	673102	Retirement	7,810.23	11,195.00	11,195.00	5,624.89	8,000.00	11,575.72	
110326	673103	W/C Insure	6,697.67	6,860.00	6,860.00	5,870.23	5,870.23	4,967.60	
110326	673104	UnempComp	687.04	.00	.00	.00	585.00	.00	
110326	673201	Health Ins	43,672.39	51,783.00	51,783.00	19,521.25	30,000.00	40,971.84	
110326	673202	Dental Ins	802.32	323.00	323.00	911.36	1,300.00	2,349.22	
110326	673203	Life Ins	121.02	101.00	101.00	49.95	80.00	60.08	
110326	673204	Disability	365.92	366.00	366.00	357.42	520.00	366.00	
	TOTAL FRINGE BENEFITS		71,985.70	82,488.00	82,488.00	39,017.78	56,355.23	72,888.61	
75	OTHER STAFF COSTS								
110326	675101	Uniforms	534.43	1,035.00	1,035.00	258.75	1,035.00	1,035.00	
	TOTAL OTHER STAFF COSTS		534.43	1,035.00	1,035.00	258.75	1,035.00	1,035.00	
80	MATERIALS & SUPPLIES								
110326	680201	JanSupply	8,546.83	10,000.00	10,000.00	9,768.95	10,000.00	10,000.00	
110326	680202	JanSupply	.00	.00	.00	.00	.00	.00	
110326	680203	JanSupply	.00	.00	.00	.00	.00	.00	
110326	680302	WS-City	5,860.52	7,000.00	7,000.00	5,472.05	6,636.00	7,000.00	
110326	680303	WS-Safety	3,380.19	6,000.00	6,000.00	2,603.15	6,000.00	6,000.00	
110326	680304	WS-DPW	903.41	3,000.00	3,000.00	2,512.65	2,650.00	3,000.00	
110326	680501	Membership	.00	.00	.00	.00	.00	.00	
110326	680503	BooksPerio	.00	.00	.00	.00	.00	.00	
110326	680504	Telephone	2,961.92	3,000.00	3,000.00	2,733.88	3,137.97	3,000.00	

Attachment: 110326 Building Maintenance Report (7730 : Building Maintenance)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110326 680505 Postage	.00	.00	.00	.00	.00	.00	
TOTAL MATERIALS & SUPPLIES	21,652.87	29,000.00	29,000.00	23,090.68	28,423.97	29,000.00	
83 PURCHASED SERVICES							
110326 683201 Cntrct-Gen	103,701.26	131,022.00	131,022.00	132,021.20	135,996.65	127,522.00	
110326 683401 Liab Ins	.00	.00	.00	.00	.00	.00	
110326 683402 Auto Insur	2,585.02	2,850.00	2,850.00	3,117.87	3,117.87	1,357.62	
110326 683501 Train/Conf	.00	.00	.00	.00	.00	.00	
TOTAL PURCHASED SERVICES	106,286.28	133,872.00	133,872.00	135,139.07	139,114.52	128,879.62	
86 FACILITY & PLANT							
110326 686101 Electric	43,997.07	42,500.00	42,500.00	35,437.41	46,950.00	42,500.00	
110326 686102 Electric	62,900.41	60,000.00	60,000.00	51,496.48	59,570.00	60,000.00	
110326 686103 Electric	13,408.39	19,850.00	19,850.00	7,777.47	9,900.00	19,850.00	
110326 686104 Electric	.00	.00	.00	.00	.00	.00	
110326 686105 Electric	.00	.00	.00	.00	.00	.00	
110326 686106 Electric	34,902.16	37,500.00	37,500.00	29,519.40	39,400.00	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	540.82	480.00	480.00	378.24	515.00	480.00	
110326 686201 Gas-City H	9,379.07	8,750.00	8,750.00	10,253.04	12,500.00	8,750.00	
110326 686202 Gas-Safety	26,312.98	20,500.00	20,500.00	29,745.01	35,000.00	20,500.00	
110326 686203 Gas-E.S.F	2,907.78	3,300.00	3,300.00	3,254.69	3,900.00	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	16,818.34	16,000.00	16,000.00	28,470.06	33,000.00	16,000.00	
110326 686212 Gas-Logema	.00	.00	.00	.00	.00	.00	
110326 686301 Sewer	610.82	670.00	670.00	598.07	844.00	670.00	
110326 686302 Sewer	1,510.09	1,545.00	1,545.00	1,413.53	1,930.00	1,545.00	
110326 686308 Sewer	.00	.00	.00	.00	.00	.00	
110326 686401 Water-City	1,549.76	1,637.00	1,637.00	1,265.42	1,640.00	1,637.00	
110326 686402 Water-Safe	2,839.68	3,000.00	3,000.00	2,335.82	3,140.00	3,000.00	
110326 686408 Water-Loge	.00	.00	.00	.00	.00	.00	
110326 686501 M&R-City	22,291.81	8,250.00	8,250.00	17,946.85	16,949.38	8,250.00	
110326 686502 M&R-Safety	102,150.16	18,125.00	18,125.00	21,413.92	21,131.45	18,125.00	
110326 686503 M&R-DPW	9,706.65	9,125.00	9,125.00	11,000.45	9,898.73	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	351,825.99	251,232.00	251,232.00	252,305.86	296,268.56	251,232.00	
88 EQUIPMENT / LEASES							
110326 680401 Equip / Sm	185.71	700.00	700.00	394.97	700.00	700.00	

Attachment: 110326 Building Maintenance Report (7730 : Building Maintenance)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 3  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110326 688120 Rentals	.00	.00	.00	.00	.00	.00	
TOTAL EQUIPMENT / LEASES	185.71	700.00	700.00	394.97	700.00	700.00	
TOTAL Building Maintenance	716,906.27	674,542.00	674,542.00	541,874.13	666,897.28	658,978.69	
TOTAL General Fund	716,906.27	674,542.00	674,542.00	541,874.13	666,897.28	658,978.69	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	716,906.27	674,542.00	674,542.00	541,874.13	666,897.28	658,978.69	
GRAND TOTAL	716,906.27	674,542.00	674,542.00	541,874.13	666,897.28	658,978.69	

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

Attachment: 110326 Building Maintenance Report (7730 : Building Maintenance)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110326	670101	Salaries	172,215.00	124,000.00	170,243.46	-1.14
	0110-30-326-000-670101-					
			1.00	48,609.00	48,609.00	
			1.00	74,160.00	74,160.00	
			1.00	50,067.00	50,067.00	
		1.5% Vacancy Discount	1.00	2,592.54	-2,592.54	
110326	670104	Vacation	.00	.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	4,000.00	3,000.00	200.00
	0110-30-326-000-670106-					
110326	670201	OverTime	3,000.00	3,000.00	2,000.00	-33.33
	0110-30-326-000-670201-					
110326	670204	Paid Time Off	.00	14,000.00	.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	11,860.00	10,000.00	12,598.15	6.22
	0110-30-326-000-673101-					
			.00	.00	3,014.00	
			.00	.00	705.00	
			.00	.00	4,353.00	
			.00	.00	1,018.00	
			.00	.00	2,999.00	
			.00	.00	701.00	
		1.5% Vacancy Discount	1.00	191.85	-191.85	
110326	673102	Retirement	11,195.00	8,000.00	11,575.72	3.40
	0110-30-326-000-673102-					
			.00	.00	3,305.00	
			.00	.00	5,043.00	
			.00	.00	3,404.00	
		1.5% Vacancy Discount	1.00	176.28	-176.28	

Attachment: 110326 Building Maintenance Detail (7730 : Building Maintenance)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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bgdeptra

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110326	673103	Worker's Comp Insurance 0110-30-326-000-673103-	6,860.00	5,870.23	4,967.60	-27.59
110326	673104	Unemployment Compensation 0110-30-326-000-673104-	.00	585.00	.00	.00
110326	673201	Health Insurance 0110-30-326-000-673201-	51,783.00	30,000.00	40,971.84	-20.88
			.00	.00	23,050.00	
			.00	.00	9,377.00	
	1.5% Vacancy Discount		1.00	832.16	-832.16	
	VACANCY		1.00	9,377.00	9,377.00	
110326	673202	Dental Insurance 0110-30-326-000-673202-	323.00	1,300.00	2,349.22	627.31
			.00	.00	1,018.00	
			.00	.00	349.00	
	1.5% Vacancy Discount		1.00	35.78	-35.78	
	VACANCY		1.00	1,018.00	1,018.00	
110326	673203	Life Insurance 0110-30-326-000-673203-	101.00	80.00	60.08	-40.51
			.00	.00	61.00	
	1.5% Vacancy Discount		1.00	.92	-.92	
110326	673204	Long Term Disability 0110-30-326-000-673204-	366.00	520.00	366.00	.00
110326	675101	Uniforms & Clothing 0110-30-326-000-675101-	1,035.00	1,035.00	1,035.00	.00
110326	680201	Janitor Supp-City Bldgs 0110-30-326-000-680201-	10,000.00	10,000.00	10,000.00	.00
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	6,636.00	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	2,650.00	3,000.00	.00

Attachment: 110326 Building Maintenance Detail (7730 : Building Maintenance)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110326	680401	Equip / Small Tools	700.00	700.00	700.00	.00
	0110-30-326-000-680401-	Small equipment and hand tools	1.00	700.00	700.00	
110326	680501	Memberships	.00	.00	.00	.00
	0110-30-326-000-680501-					
110326	680503	Books & Periodicals	.00	.00	.00	.00
	0110-30-326-000-680503-					
110326	680504	Telephone services	3,000.00	3,137.97	3,000.00	.00
	0110-30-326-000-680504-					
110326	680505	Postage	.00	.00	.00	.00
	0110-30-326-000-680505-					
110326	683201	Contracted Services - General	131,022.00	135,996.65	127,522.00	-2.67
	0110-30-326-000-683201-					
		HVAC Preventative Maintenance Contract	12.00	1,799.34	21,592.08	
		Pest Arrest	12.00	120.00	1,440.00	
		AT&T Alarm Circuits	12.00	88.00	1,056.00	
		Packerland Mat Contract	12.00	240.00	2,880.00	
		Mop Contract	12.00	147.26	1,767.12	
		Fire Protection Services	1.00	6,500.00	6,500.00	
		Braun Elevator Contract	4.00	580.00	2,320.00	
		Wenniger Compressor Air Compressor PM Contracts	2.00	750.00	1,500.00	
		Dumpster Fees	12.00	260.00	3,120.00	
		Cleaning Service - DPW	12.00	1,250.00	15,000.00	
		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	4,253.46	4,253.46	
		Preventative Mtce				
		Annual OSHA Crane Inspection	1.00	250.00	250.00	
		Pressure Washer Inspection & Maintenance	1.00	500.00	500.00	
		DSPS Elevator Permit	2.00	50.00	100.00	
		Gate Preventative Maintenance	1.00	400.00	400.00	
		Carpet Cleaning	.00	.00	.00	
		Adjust to meet 2022 Budget Amount	1.00	4,098.66	-4,098.66	
		Cleaning Services - Public Safety Bldg	12.00	2,891.00	34,692.00	
110326	683401	Liability Insurance	.00	.00	.00	.00
	0110-30-326-000-683401-					
110326	683402	Auto Insurance	2,850.00	3,117.87	1,357.62	-52.36
	0110-30-326-000-683402-					
		Auto Insurance	1.00	1,357.62	1,357.62	
		Anticipated Premium Increase	1.00	.00	.00	

Attachment: 110326 Building Maintenance Detail (7730 : Building Maintenance)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
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	46,950.00	42,500.00	.00
110326	686102	Electric - Safety Bldg 0110-30-326-000-686102-	60,000.00	59,570.00	60,000.00	.00
110326	686103	Electric - E.S. Firehouse 0110-30-326-000-686103-	19,850.00	9,900.00	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	39,400.00	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-	480.00	515.00	480.00	.00
110326	686201	Gas-City Hall 0110-30-326-000-686201-	8,750.00	12,500.00	8,750.00	.00
110326	686202	Gas-Safety Bldg 0110-30-326-000-686202-	20,500.00	35,000.00	20,500.00	.00
110326	686203	Gas-E.S. Firehouse 0110-30-326-000-686203-	3,300.00	3,900.00	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

Attachment: 110326 Building Maintenance Detail (7730 : Building Maintenance)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110326	686207	Gas-Highway Bldg 0110-30-326-000-686207-	16,000.00	33,000.00	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-	670.00	844.00	670.00	.00
110326	686302	Sewer-Safety Bldg 0110-30-326-000-686302-	1,545.00	1,930.00	1,545.00	.00
110326	686308	Sewer-Logemann Ctr. 0110-30-326-000-686308-	.00	.00	.00	.00
110326	686401	Water-City Hall 0110-30-326-000-686401-	1,637.00	1,640.00	1,637.00	.00
110326	686402	Water-Safety Bldg 0110-30-326-000-686402-	3,000.00	3,140.00	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	16,949.38	8,250.00	.00
110326	686502	M & R - Safety Bldg 0110-30-326-000-686502-	18,125.00	21,131.45	18,125.00	.00
110326	686503	M & R - DPW Bldgs 0110-30-326-000-686503-	9,125.00	9,898.73	9,125.00	.00
110326	686504	M & R Logemen Center 0110-30-326-000-686504-	.00	.00	.00	.00
110326	686550	M & R 0110-30-326-000-686550-	.00	.00	.00	.00
110326	688120	Rentals 0110-30-326-000-688120-	.00	.00	.00	.00
		BUDGET CEILING:			674,542.00	
		TOTALS:	674,542.00	666,897.28	658,978.69	-2.31

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

Attachment: 110326 Building Maintenance Detail (7730 : Building Maintenance)

# 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.

## 2022 Accomplishments

- Established the Financial Policy for Vehicle Leasing.
- Approval of a master equity lease agreement with Enterprise.
- Provided cost effective vehicle and equipment repairs for all divisions/departments. Completed an estimated 650-700 repairs and preventive maintenance services.
- Purchased a new excavator, John Deere mower, and new plow truck.
- Ordered a new plow truck and loader with plow and wing.
- Leased ¾ ton work truck.

## Key Performance Indicators

Activity	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Budgeted
<b>Equipment in Fleet</b>	340+	340+	340+	340	341
<b>Repair Operations</b>	746	762	750	750	645

## 2023 Objectives

- Provide cost effective vehicle and equipment repairs for all divisions/department
- Manage the DPW equipment replacement fund within the 2023 budget appropriation.
- Utilize resources to estimate fuel usage and prices. For 2023, 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 \$2.75 per gallon for unleaded and \$2.88 per gallon for diesel fuel using US Energy Information Administration outlook.

## Staffing for 2023

Positions (FTE)	2021 Actual	2022 Actual	2023 Budgeted
<b>Chief Mechanic</b>	1.00	0.00	0.00
<b>Fleet Superintendent</b>	1.00	1.00	1.00
<b>Mechanic</b>	2.00	2.00	2.00
<b>Maintenance Intern/Apprentice (PT)</b>	0.00	0.00	0.00

### Estimated 2023 Revenue

None

### Proposed 2023 Budget

\$541,455



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund			2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110355	Fleet Services								
70	SALARIES								
110355	670101	Salaries	168,947.32	194,519.00	194,519.00	122,727.49	173,827.00	200,354.91	
110355	670104	Vacation	.00	.00	.00	.00	.00	.00	
110355	670105	Sick Pay	.00	.00	.00	.00	.00	.00	
110355	670106	CompTime	4,282.26	2,500.00	2,500.00	1,472.65	4,815.00	3,500.00	
110355	670201	OverTime	5,821.81	3,000.00	3,000.00	2,770.68	3,800.00	3,000.00	
110355	670204	PTO	18,610.39	.00	.00	12,822.28	16,406.00	.00	
110355	670205	FMLA	3,338.23	.00	.00	.00	.00	.00	
110355	670206	EmergLeave	.00	.00	.00	221.44	.00	.00	
110355	670301	Longevity	.00	.00	.00	.00	.00	.00	
	TOTAL SALARIES		201,000.01	200,019.00	200,019.00	140,014.54	198,848.00	206,854.91	
73	FRINGE BENEFITS								
110355	673101	Social Sec	14,581.92	13,701.00	13,701.00	10,058.72	14,325.00	14,377.06	
110355	673102	Retirement	13,617.92	12,643.00	12,643.00	9,100.95	13,409.00	13,623.53	
110355	673103	W/C Insure	6,376.45	6,531.00	6,531.00	5,588.70	5,588.70	4,729.37	
110355	673104	UnempComp	.00	.00	.00	.00	.00	.00	
110355	673201	Health Ins	68,308.26	64,545.00	64,545.00	46,667.48	68,583.00	68,112.75	
110355	673202	Dental Ins	3,053.88	3,008.00	3,008.00	2,290.41	3,234.00	3,008.19	
110355	673203	Life Ins	467.62	528.00	528.00	358.23	398.00	528.94	
110355	673204	Disability	772.56	773.00	773.00	659.90	773.00	773.00	
	TOTAL FRINGE BENEFITS		107,178.61	101,729.00	101,729.00	74,724.39	106,310.70	105,152.84	
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	450.00	450.00	450.00	184.36	450.00	450.00	
	TOTAL OTHER STAFF COSTS		1,485.00	1,485.00	1,485.00	184.36	1,485.00	1,485.00	
80	MATERIALS & SUPPLIES								
110355	680101	Office Sup	186.31	300.00	300.00	208.95	300.00	300.00	
110355	680301	WS-Maint	78,606.17	77,000.00	77,000.00	80,737.66	79,500.00	77,000.00	
110355	680402	Motor Fuel	109,938.77	127,588.00	127,588.00	179,892.35	176,823.00	127,588.00	
110355	680504	Telephone	157.01	150.00	150.00	269.50	120.00	150.00	
110355	680505	Postage	.00	.00	.00	.00	.00	.00	
	TOTAL MATERIALS & SUPPLIES		188,888.26	205,038.00	205,038.00	261,108.46	256,743.00	205,038.00	
83	PURCHASED SERVICES								
110355	683101	Consultant	.00	.00	.00	.00	.00	.00	

Attachment: 110355 Fleet Report (7731 : Fleet Maintenance)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110355 683402 Auto Insur	1,950.10	2,150.00	2,150.00	2,352.08	2,352.08	1,424.17	
TOTAL PURCHASED SERVICES	1,950.10	2,150.00	2,150.00	2,352.08	2,352.08	1,424.17	
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	22,272.38	19,000.00	19,000.00	19,340.55	19,000.00	19,000.00	
TOTAL FACILITY & PLANT	22,272.38	19,000.00	19,000.00	19,340.55	19,000.00	19,000.00	
88 EQUIPMENT / LEASES							
110355 680401 Equip / Sm	2,481.02	2,500.00	2,500.00	1,895.45	2,500.00	2,500.00	
TOTAL EQUIPMENT / LEASES	2,481.02	2,500.00	2,500.00	1,895.45	2,500.00	2,500.00	
TOTAL Fleet Services	525,255.38	531,921.00	531,921.00	499,619.83	587,238.78	541,454.92	
TOTAL General Fund	525,255.38	531,921.00	531,921.00	499,619.83	587,238.78	541,454.92	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	525,255.38	531,921.00	531,921.00	499,619.83	587,238.78	541,454.92	
GRAND TOTAL	525,255.38	531,921.00	531,921.00	499,619.83	587,238.78	541,454.92	

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Attachment: 110355 Fleet Report (7731 : Fleet Maintenance)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110355	670101	Salaries	194,519.00	173,827.00	200,354.91	3.00
	0110-30-355-000-670101-					
			1.00	76,361.00	76,361.00	
			1.00	67,743.00	67,743.00	
			1.00	59,302.00	59,302.00	
		1.5% Vacancy Discount	1.00	3,051.09	-3,051.09	
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	3,500.00	40.00
	0110-30-355-000-670106-					
110355	670201	OverTime	3,000.00	3,800.00	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	13,701.00	14,325.00	14,377.06	4.93
	0110-30-355-000-673101-					
			.00	.00	4,410.00	
			.00	.00	1,031.00	
			.00	.00	3,969.00	
			.00	.00	928.00	
			.00	.00	3,451.00	
			.00	.00	807.00	
		1.5% Vacancy Discount	1.00	218.94	-218.94	
110355	673102	Retirement	12,643.00	13,409.00	13,623.53	7.76
	0110-30-355-000-673102-					
			.00	.00	5,192.00	
			.00	.00	4,606.00	
			.00	.00	4,033.00	
		1.5% Vacancy Discount	1.00	207.47	-207.47	

Attachment: 110355 Fleet Detail (7731 : Fleet Maintenance)



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mkeyser

CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
bgdeptrq

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110355	673103	Worker's Comp Insurance 0110-30-355-000-673103-	6,531.00	5,588.70	4,729.37	-27.59
110355	673104	Unemployment Compensation 0110-30-355-000-673104-	.00	.00	.00	.00
110355	673201	Health Insurance 0110-30-355-000-673201-	64,545.00	68,583.00	68,112.75	5.53
			.00	.00	23,050.00	
			.00	.00	23,050.00	
		1.5% Vacancy Discount	1.00	1,037.25	-1,037.25	
110355	673202	Dental Insurance 0110-30-355-000-673202-	3,008.00	3,234.00	3,008.19	.01
			.00	.00	1,018.00	
			.00	.00	1,018.00	
		1.5% Vacancy Discount	1.00	45.81	-45.81	
110355	673203	Life Insurance 0110-30-355-000-673203-	528.00	398.00	528.94	.18
			.00	.00	416.00	
			.00	.00	61.00	
		1.5% Vacancy Discount	1.00	8.06	-8.06	
110355	673204	Long Term Disability 0110-30-355-000-673204-	773.00	773.00	773.00	.00
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-	77,000.00	79,500.00	77,000.00	.00
		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	

Attachment: 110355 Fleet Detail (7731 : Fleet Maintenance)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 3  
bgdeptrq

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110355	680402	Motor Fuels & Lubricant	127,588.00	176,823.00	127,588.00	.00
	0110-30-355-000-680402-					
		Unleaded fuel	12,500.00	2.75	34,375.00	
		Diesel fuel	32,500.00	2.88	93,600.00	
		Lubricants	4.00	2,400.00	9,600.00	
		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	1.00	500.00	500.00	
		Annual Fee				
		Adj to 2022 Budget Amount	1.00	19,412.00	-19,412.00	
110355	680504	Telephone services	150.00	120.00	150.00	.00
	0110-30-355-000-680504-					
110355	680505	Postage	.00	.00	.00	.00
	0110-30-355-000-680505-					
110355	683101	Consultants - General	.00	.00	.00	.00
	0110-30-355-000-683101-					
110355	683402	Auto Insurance	2,150.00	2,352.08	1,424.17	-33.76
	0110-30-355-000-683402-					
		Auto Insurance	1.00	1,424.17	1,424.17	
		Anticipated Premium Increase	1.00	.00	.00	
110355	686303	Sewer - DPW bldgs	.00	.00	.00	.00
	0110-30-355-000-686303-					
110355	686403	Water - DPW bldgs	.00	.00	.00	.00
	0110-30-355-000-686403-					
110355	686550	M & R	19,000.00	19,000.00	19,000.00	.00
	0110-30-355-000-686550-					
		Equipment and components sent out for	1.00	19,000.00	19,000.00	
		repairs, fuel injection parts,				
		transmissions etc.				
		BUDGET CEILING:			531,921.00	
		TOTALS:	531,921.00	587,238.78	541,454.92	1.79

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

Attachment: 110355 Fleet Detail (7731 : Fleet Maintenance)

# 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 Planning 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.

## 2022 Accomplishments

- Completion of road projects in Year 1 of a three-year borrowing.
- Replacement of a failing box culvert on County Line Road and River Road.
- Completion of improvements for the highest priority drainage capital improvement program project.
- Oversee the design review of a safe crossing of Mequon Road at the Ozaukee Interurban Trail.
- Update of the Mequon Standard Specifications for Land Development.
- Modification of the storm water ordinance to simplify green infrastructure plan implementation.

## Key Performance Indicators

Activity	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Budgeted
<b>Development Plan Reviews</b>	75	35	80	45	65
<b>Right-of-way Permits issued</b>	217	157	174	150	160
<b>Fill Permits Issued</b>	40	28	14	22	25
<b>Erosion Control Permits Inspected</b>	36	31	37	20	25
<b>Pond Certifications</b>	60	51	31	76	82
<b>Drainage Concerns Inspected</b>	100	121	35	50	55
<b>Publicly Bid Projects</b>	4	6	3	4	3
<b>Drainage Projects (Designed)</b>	47	62	45	50	55

Road Activity	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Budgeted
Miles of Subdivision Roads	144.65	144.88	144.99	145.30	146.0
Miles of Arterial Roads	68.33	68.33	68.33	68.33	68.33
Miles of Road Crack Sealed	52.02	48.41	48.56	16.19	30
Miles of Road GSB-88 Sealed	14.10	9.88	12.56	20.39	15
Miles of Roads Milled/Wedge Overlay	2.31	0.56	1.71	3.35	2
Miles of Road Pulverized & Paved	0.77	0.79	1.97	2.73	3
Percentage of Roadways Inspected	100%	100%	100%	100%	100%

**2023 Objectives**

- Implement the design solution for a safe crossing of Mequon Road at the Ozaukee Interurban Trail.
- Implement the City’s MS4 stormwater permit issued in August of 2022.
- Facilitate the implementation of a new land management system.
- Administer Year 2 of the three-year borrowing for the Road Program.

**Staffing for 2023**

Positions (FTE)	2021 Actual	2022 Projected	2023 Budget
DPW/City Engineer	0.50	0.50	0.50
Assistant City Engineer	1.00	1.00	1.00
Engineering Technician I	2.00	2.00	2.00
Engineering Field Coordinator	0.75	0.50	0.50
Administrative Secretary	1.00	1.00	1.00
Summer Interns	1.00	1.00	2.00

**Estimated 2023 Revenue**

\$57,500

**Proposed 2023 Budget**

\$597,348

Attachment: 358 - Engineering (7732 : Engineering)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund			2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110358	Engineering								
70	SALARIES								
110358	670101	Salaries	258,919.85	350,480.00	350,480.00	221,947.93	320,000.00	363,060.73	
110358	670104	Vacation	.00	.00	.00	.00	.00	.00	
110358	670105	Sick Pay	.00	.00	.00	.00	.00	.00	
110358	670106	CompTime	1,175.44	.00	.00	401.35	400.00	.00	
110358	670201	OverTime	1,169.28	500.00	500.00	880.07	500.00	500.00	
110358	670204	PTO	27,618.76	.00	.00	26,563.10	19,564.00	.00	
110358	670205	FMLA	.00	.00	.00	.00	.00	.00	
110358	670206	EmergLeave	.00	.00	.00	1,301.20	.00	.00	
110358	670301	Longevity	.00	.00	.00	.00	.00	.00	
	TOTAL SALARIES		288,883.33	350,980.00	350,980.00	251,093.65	340,464.00	363,560.73	
73	FRINGE BENEFITS								
110358	673101	Social Sec	20,817.64	24,451.00	24,451.00	18,013.58	25,000.00	25,839.25	
110358	673102	Retirement	19,096.95	22,348.00	22,348.00	15,916.53	22,000.00	24,186.85	
110358	673103	W/C Insure	8,528.30	8,655.00	8,655.00	7,406.25	7,406.25	6,267.43	
110358	673104	UnempComp	.00	.00	.00	.00	.00	.00	
110358	673201	Health Ins	77,216.58	80,025.00	80,025.00	65,735.22	86,000.00	95,616.22	
110358	673202	Dental Ins	2,800.37	2,507.00	2,507.00	2,636.78	3,124.00	3,313.59	
110358	673203	Life Ins	583.04	653.00	653.00	510.01	498.00	853.38	
110358	673204	Disability	1,333.89	1,334.00	1,334.00	1,388.58	1,334.00	1,334.00	
	TOTAL FRINGE BENEFITS		130,376.77	139,973.00	139,973.00	111,606.95	145,362.25	157,410.72	
75	OTHER STAFF COSTS								
110358	675101	Uniforms	.00	.00	.00	.00	.00	.00	
	TOTAL OTHER STAFF COSTS		.00	.00	.00	.00	.00	.00	
80	MATERIALS & SUPPLIES								
110358	680101	Office Sup	254.38	500.00	500.00	104.15	500.00	500.00	
110358	680103	CopierSupy	.00	.00	.00	.00	.00	.00	
110358	680301	WS-Admin	752.20	750.00	750.00	343.59	750.00	750.00	
110358	680501	Membership	780.00	750.00	750.00	.00	780.00	750.00	
110358	680502	Print/Pub	500.00	.00	.00	.00	.00	.00	
110358	680503	BooksPerio	.00	.00	.00	.00	.00	.00	
110358	680504	Telephone	2,247.09	2,400.00	2,400.00	1,633.72	2,250.00	2,400.00	
110358	680505	Postage	799.53	800.00	800.00	624.25	800.00	800.00	
	TOTAL MATERIALS & SUPPLIES		5,333.20	5,200.00	5,200.00	2,705.71	5,080.00	5,200.00	
83	PURCHASED SERVICES								
110358	683101	Cnsult-Gen	13,470.00	14,000.00	14,000.00	13,470.00	13,470.00	15,815.00	

Attachment: 110358 Engineering Report (7732 : Engineering)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110358 683102 Cnsult-PCS	58,907.70	50,000.00	50,000.00	24,228.32	25,000.00	35,000.00	
110358 683201 Cntrct-Gen	12,407.96	14,500.00	14,500.00	9,834.09	14,500.00	12,185.00	
110358 683202 Cntrct-Mnt	.00	.00	.00	.00	.00	.00	
110358 683402 Auto Insur	2,811.77	3,100.00	3,100.00	3,391.37	3,391.37	1,476.71	
110358 683501 Train/Conf	1,642.99	2,500.00	2,500.00	1,225.95	2,500.00	2,500.00	
TOTAL PURCHASED SERVICES	89,240.42	84,100.00	84,100.00	52,149.73	58,861.37	66,976.71	
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	414.66	500.00	500.00	413.33	500.00	500.00	
110358 688101 Photocopie	3,335.61	3,700.00	3,700.00	3,700.00	3,700.00	3,700.00	
TOTAL EQUIPMENT / LEASES	3,750.27	4,200.00	4,200.00	4,113.33	4,200.00	4,200.00	
TOTAL Engineering	517,583.99	584,453.00	584,453.00	421,669.37	553,967.62	597,348.16	
TOTAL General Fund	517,583.99	584,453.00	584,453.00	421,669.37	553,967.62	597,348.16	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	517,583.99	584,453.00	584,453.00	421,669.37	553,967.62	597,348.16	
GRAND TOTAL	517,583.99	584,453.00	584,453.00	421,669.37	553,967.62	597,348.16	

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

Attachment: 110358 Engineering Report (7732 : Engineering)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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bgdeptra

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110358	670101	Salaries	350,480.00	320,000.00	363,060.73	3.59
	0110-30-358-000-670101-					
			1.00	68,707.00	68,707.00	
			.50	134,176.00	67,088.00	
			1.00	69,692.00	69,692.00	
			.50	74,962.00	37,481.00	
			1.00	81,461.00	81,461.00	
			.50	72,908.80	36,454.40	
			1.00	3,749.00	3,749.00	
		1.5% Vacancy Discount	1.00	5,320.67	-5,320.67	
		Summer Help Vacancy	1.00	3,749.00	3,749.00	
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	400.00	.00	.00
	0110-30-358-000-670106-					
110358	670201	OverTime	500.00	500.00	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	24,451.00	25,000.00	25,839.25	5.68
	0110-30-358-000-673101-					
			.00	.00	3,979.00	
			.00	.00	931.00	
			.00	.00	3,740.00	
			.00	.00	875.00	
			.00	.00	4,083.00	
			.00	.00	955.00	
			.00	.00	2,208.00	
			.00	.00	516.00	
			.00	.00	4,967.00	
			.00	.00	1,162.00	
			.00	.00	1,808.00	
			.00	.00	424.00	
			.00	.00	232.00	
			.00	.00	54.00	

Attachment: 110358 Engineering Detail (7732 : Engineering)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
bgdeptra

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		1.5% Vacancy Discount	1.00	380.75	-380.75	
		Summer Help Vacancy	1.00	232.00	232.00	
		Summer Help Vacancy	1.00	54.00	54.00	
110358	673102	Retirement	22,348.00	22,000.00	24,186.85	8.23
	0110-30-358-000-673102-					
			.00	.00	4,672.00	
			.00	.00	4,562.00	
			.00	.00	4,739.00	
			.00	.00	2,549.00	
			.00	.00	5,539.00	
			.00	.00	2,480.00	
		1.5% Vacancy Discount	1.00	354.15	-354.15	
110358	673103	Worker's Comp Insurance	8,655.00	7,406.25	6,267.43	-27.59
	0110-30-358-000-673103-					
110358	673104	Unemployment Compensation	.00	.00	.00	.00
	0110-30-358-000-673104-					
110358	673201	Health Insurance	80,025.00	86,000.00	95,616.22	19.48
	0110-30-358-000-673201-					
			.00	.00	23,050.00	
			.00	.00	11,525.00	
			.00	.00	23,050.00	
			.00	.00	11,525.00	
			.00	.00	9,377.00	
			.00	.00	18,440.00	
		1.5% Vacancy Discount	1.00	1,350.78	-1,350.78	
110358	673202	Dental Insurance	2,507.00	3,124.00	3,313.59	32.17
	0110-30-358-000-673202-					
			.00	.00	1,018.00	
			.00	.00	509.00	
			.00	.00	1,018.00	
			.00	.00	814.40	
		1.5% Vacancy Discount	1.00	45.81	-45.81	
110358	673203	Life Insurance	653.00	498.00	853.38	30.69
	0110-30-358-000-673203-					
			.00	.00	69.00	
			.00	.00	72.00	
			.00	.00	212.00	
			.00	.00	254.00	
			.00	.00	55.00	
			.00	.00	203.20	
		1.5% Vacancy Discount	1.00	11.82	-11.82	

Attachment: 110358 Engineering Detail (7732 : Engineering)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 3  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110358	673204	Long Term Disability 0110-30-358-000-673204-	1,334.00	1,334.00	1,334.00	.00
110358	675101	Uniforms & Clothing 0110-30-358-000-675101-	.00	.00	.00	.00
110358	680101	Office Supplies 0110-30-358-000-680101-	500.00	500.00	500.00	.00
110358	680103	Office Supp- Copier Equ 0110-30-358-000-680103-	.00	.00	.00	.00
110358	680301	Work Supplies-Admin 0110-30-358-000-680301-	750.00	750.00	750.00	.00
110358	680401	Equip / Small Tools 0110-30-358-000-680401-	500.00	500.00	500.00	.00
		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 0110-30-358-000-680501-	750.00	780.00	750.00	.00
		APWA Membership	1.00	750.00	750.00	
110358	680502	Printing/Publications 0110-30-358-000-680502-	.00	.00	.00	.00
110358	680503	Books & Periodicals 0110-30-358-000-680503-	.00	.00	.00	.00
110358	680504	Telephone services 0110-30-358-000-680504-	2,400.00	2,250.00	2,400.00	.00
110358	680505	Postage 0110-30-358-000-680505-	800.00	800.00	800.00	.00
110358	683101	Consultants - General 0110-30-358-000-683101-	14,000.00	13,470.00	15,815.00	12.96
		SWWT Respect Our Waters (PE&O for MS4)	1.00	.00	.00	
			1.00	15,815.00	15,815.00	
			1.00	.00	.00	
			1.00	.00	.00	
110358	683102	Consultants - Plan Comm Suprt 0110-30-358-000-683102-	50,000.00	25,000.00	35,000.00	-30.00
		Consultant Reviews for SWMP, watermain and inspect	35.00	1,000.00	35,000.00	

Attachment: 110358 Engineering Detail (7732 : Engineering)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 4  
bgdeptrq

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110358	683201	Contracted Services - General	14,500.00	14,500.00	12,185.00	-15.97
	0110-30-358-000-683201-					
		WPDES Stormwater Fee	1.00	3,000.00	3,000.00	
		AutoCAD Subscription	1.00	2,200.00	2,200.00	
		GIS Subscription (non-utility)	1.00	5,165.00	5,165.00	
		Ozaukee County Recording Fees	1.00	500.00	500.00	
		GPS Rover Lease	12.00	110.00	1,320.00	
110358	683202	Contracted Services - Maint.	.00	.00	.00	.00
	0110-30-358-000-683202-					
110358	683402	Auto Insurance	3,100.00	3,391.37	1,476.71	-52.36
	0110-30-358-000-683402-					
		Auto Insurance	1.00	1,476.71	1,476.71	
		Anticipated Premium Increase	1.00	.00	.00	
110358	683501	Training/Conferences	2,500.00	2,500.00	2,500.00	.00
	0110-30-358-000-683501-					
		3 Engineers to meet PDH req for licensing	1.00	2,500.00	2,500.00	
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:			584,453.00	
		TOTALS:	584,453.00	553,967.62	597,348.16	2.21

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

Attachment: 110358 Engineering Detail (7732 : Engineering)

# Highway

## Program Description

The Highway Division manages the right-of-way 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.

## 2022 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 23 snow events throughout the year, with 23 call outs to plow.
- Opened blocked tile at 11739 North Shorecliff Lane, addressing two issues that have been on the Drainage CIP list for decades.
- Completed 52 Highway Division projects/drainage problems.
- Completed 3 of 8 crossroad culvert replacements.
- Shoulder graded 90 miles along main roads within the City.
- Installed 23 driveway culverts for residents. Installed 66 culverts for the Road Program.
- Cut all marked ash trees and they will be stumped and restored.

## Key Performance Indicators

Activity	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budgeted
<b>Driveway Culverts Installed</b>	28	28	30	23/66	30
<b>Catch Basins Inspected</b>	100	100	100	500	500
<b>Snow Events</b>	42	35	30	24	35
<b>Tree Removals</b>	3,150	2,800	2,500	3,129	2,800
<b>Tree Plantings</b>	147	500	377	275	300
<b>Tree Pruned</b>	150	200	300	300	300
<b>Christmas Tree Chipping</b>	1,183	1,200	1,209	1,258	1,200

## 2023 Objectives

- Complete all Highway Division Projects given plans for.
- Reduce salt usage through efficient anti-icing and pre-wetting operations. Also Sidewalks.
- Replace street signs to meet FHWA guidelines.
- Replace all crossroad culverts that are failing.
- Get road program done earlier in year. Hope to work ahead for the next year.
- Brush out more City Right of ways so we can maintain them with roadside mowing.
- Work on getting shoulders back in subdivisions so it is easier to maintain.

**Staffing for 2023**

<b>Positions (FTE)</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budgeted</b>
<b>Director of Public Works/City Engineer</b>	0.50	0.50	0.50
<b>Deputy Director of Public Works</b>	1.00	1.00	1.00
<b>Administrative Secretary</b>	0.50	0.50	0.50
<b>Director of Parks and Operations</b>	0.00	0.00	0.00
<b>Highway Superintendent</b>	1.00	1.00	1.00
<b>Highway Section Foreman</b>	4.00	4.00	4.00
<b>Highway Equipment Operator-Heavy</b>	1.00	1.00	1.00
<b>Heavy Equipment Operator-Regular</b>	0.00	0.00	0.00
<b>Heavy Equipment Operator</b>	3.00	3.00	3.00
<b>Highway Worker</b>	1.00	3.00	3.00
<b>Highway/Parks Maintenance Workers</b>	2.50	2.00	2.00
<b>Summer Seasonal</b>	5.00	0.00	5.00

**Estimated 2023 Revenue**

\$83,450

**Proposed 2023 Budget**

\$2,030,077

Attachment: 359 - Highway (7733 : Highway)



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mkeyser

CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund			2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110359	Highway								
70	SALARIES								
110359	670101	Salaries	848,574.55	1,001,798.00	1,001,798.00	631,605.95	915,000.00	1,017,592.11	
110359	670104	Vacation	.00	.00	.00	.00	.00	.00	
110359	670105	Sick Pay	.00	.00	.00	.00	.00	.00	
110359	670106	CompTime	30,067.66	.00	.00	14,295.47	21,000.00	.00	
110359	670201	OverTime	25,392.96	43,000.00	43,000.00	12,588.07	27,000.00	33,000.00	
110359	670204	PTO	51,679.60	.00	.00	27,339.34	27,884.00	.00	
110359	670205	FMLA	3,770.22	.00	.00	.00	3,099.00	.00	
110359	670206	EmergLeave	1,863.52	.00	.00	774.00	3,015.00	.00	
110359	670301	Longevity	.00	.00	.00	.00	.00	.00	
	TOTAL SALARIES		961,348.51	1,044,798.00	1,044,798.00	686,602.83	996,998.00	1,050,592.11	
73	FRINGE BENEFITS								
110359	673101	Social Sec	70,087.15	70,860.00	70,860.00	49,573.52	68,238.00	73,533.17	
110359	673102	Retirement	65,069.10	62,954.00	62,954.00	44,357.03	63,501.00	67,708.90	
110359	673103	W/C Insure	28,718.93	29,115.00	29,115.00	24,914.26	24,914.26	21,083.33	
110359	673104	UnempComp	.00	.00	.00	.00	.00	.00	
110359	673201	Health Ins	236,541.98	236,458.00	236,458.00	165,068.29	237,093.00	242,587.55	
110359	673202	Dental Ins	9,536.95	10,070.00	10,070.00	7,335.17	10,053.00	10,069.65	
110359	673203	Life Ins	1,460.08	1,509.00	1,509.00	1,075.67	1,368.00	1,691.24	
110359	673204	Disability	3,858.00	3,858.00	3,858.00	3,414.83	3,858.00	3,858.00	
	TOTAL FRINGE BENEFITS		415,272.19	414,824.00	414,824.00	295,738.77	409,025.26	420,531.84	
75	OTHER STAFF COSTS								
110359	675101	Uniforms	5,131.52	5,175.00	5,175.00	.00	5,175.00	5,175.00	
	TOTAL OTHER STAFF COSTS		5,131.52	5,175.00	5,175.00	.00	5,175.00	5,175.00	
80	MATERIALS & SUPPLIES								
110359	680101	Office Sup	524.48	800.00	800.00	925.30	800.00	800.00	
110359	680103	CopierSupy	.00	.00	.00	.00	.00	.00	
110359	680301	WS-Admin	495.66	750.00	750.00	602.93	750.00	750.00	
110359	680320	WS-Snow	226,401.23	235,320.00	235,320.00	120,828.65	235,000.00	235,320.00	
110359	680321	WS-Street	54,881.31	55,000.00	55,000.00	60,476.36	55,000.00	55,000.00	
110359	680322	WS-Signs	37,713.72	40,088.00	40,088.00	43,707.48	40,100.00	40,088.00	
110359	680323	WS-Culvert	11,494.64	38,000.00	38,000.00	38,495.00	38,000.00	38,000.00	
110359	680324	WS-Blvd	.00	.00	.00	.00	.00	.00	
110359	680351	WS-Forest	.00	.00	.00	.00	.00	.00	

Attachment: 110359 Highway Report (7733 : Highway)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110359 680501 Membership	100.00	100.00	100.00	100.00	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	2,826.34	2,500.00	2,500.00	1,457.64	2,000.00	2,500.00	
110359 680505 Postage	84.61	120.00	120.00	19.90	120.00	120.00	
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>334,521.99</b>	<b>372,678.00</b>	<b>372,678.00</b>	<b>266,613.26</b>	<b>371,870.00</b>	<b>372,678.00</b>	
83 PURCHASED SERVICES							
110359 683101 Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110359 683201 Cntrct-Gen	24,354.80	31,240.00	31,240.00	17,591.08	31,250.00	26,240.00	
110359 683202 Cntrct-Mnt	10,927.69	15,000.00	15,000.00	3,964.00	15,000.00	15,000.00	
110359 683402 Auto Insur	30,294.57	33,400.00	33,400.00	36,539.26	36,539.26	15,910.41	
110359 683501 Train/Conf	577.24	1,000.00	1,000.00	800.00	1,000.00	1,000.00	
<b>TOTAL PURCHASED SERVICES</b>	<b>66,154.30</b>	<b>80,640.00</b>	<b>80,640.00</b>	<b>58,894.34</b>	<b>83,789.26</b>	<b>58,150.41</b>	
86 FACILITY & PLANT							
110359 686115 Electric	103,158.93	105,700.00	105,700.00	73,248.39	100,000.00	105,700.00	
110359 686303 Sewer	2,413.23	2,200.00	2,200.00	2,113.26	2,700.00	2,200.00	
110359 686403 Water-DPW	4,850.32	4,600.00	4,600.00	3,914.44	4,980.00	4,600.00	
110359 686550 M & R	10,903.82	8,750.00	8,750.00	17,468.28	8,750.00	8,750.00	
<b>TOTAL FACILITY &amp; PLANT</b>	<b>121,326.30</b>	<b>121,250.00</b>	<b>121,250.00</b>	<b>96,744.37</b>	<b>116,430.00</b>	<b>121,250.00</b>	
88 EQUIPMENT / LEASES							
110359 680401 Equip/Tool	3,587.15	1,200.00	1,200.00	1,289.48	1,200.00	1,200.00	
110359 688101 Photocopie	.00	.00	.00	.00	.00	.00	
110359 688110 Equip / Sm	.00	.00	.00	.00	.00	.00	
110359 688120 Rentals	196.00	500.00	500.00	.00	500.00	500.00	
<b>TOTAL EQUIPMENT / LEASES</b>	<b>3,783.15</b>	<b>1,700.00</b>	<b>1,700.00</b>	<b>1,289.48</b>	<b>1,700.00</b>	<b>1,700.00</b>	
<b>TOTAL Highway</b>	<b>1,907,537.96</b>	<b>2,041,065.00</b>	<b>2,041,065.00</b>	<b>1,405,883.05</b>	<b>1,984,987.52</b>	<b>2,030,077.36</b>	
<b>TOTAL General Fund</b>	<b>1,907,537.96</b>	<b>2,041,065.00</b>	<b>2,041,065.00</b>	<b>1,405,883.05</b>	<b>1,984,987.52</b>	<b>2,030,077.36</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>1,907,537.96</b>	<b>2,041,065.00</b>	<b>2,041,065.00</b>	<b>1,405,883.05</b>	<b>1,984,987.52</b>	<b>2,030,077.36</b>	
<b>GRAND TOTAL</b>	<b>1,907,537.96</b>	<b>2,041,065.00</b>	<b>2,041,065.00</b>	<b>1,405,883.05</b>	<b>1,984,987.52</b>	<b>2,030,077.36</b>	

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

Attachment: 110359 Highway Report (7733 : Highway)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
bgdeptra

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110359	670101	Salaries	1,001,798.00	915,000.00	1,017,592.11	1.58
	0110-30-359-000-670101-					
			1.00	48,609.00	48,609.00	
			1.00	94,793.00	94,793.00	
			1.00	67,743.00	67,743.00	
			1.00	82,911.00	82,911.00	
			1.00	68,171.00	68,171.00	
			.50	134,176.00	67,088.00	
			1.00	66,029.00	66,029.00	
			1.00	61,251.00	61,251.00	
			1.00	60,223.00	60,223.00	
			.50	47,326.00	23,663.00	
			.50	50,582.00	25,291.00	
			1.00	56,795.00	56,795.00	
			1.00	56,559.00	56,559.00	
			1.00	50,068.00	50,068.00	
			1.00	50,068.00	50,068.00	
			1.00	50,068.00	50,068.00	
			.50	50,068.00	25,034.00	
			1.00	56,495.00	56,495.00	
			4.00	5,600.00	22,400.00	
			1.00	15,666.89	-15,666.89	
	SUMMER HELP					
		1.5% Vacancy Discount				
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-					
110359	670106	Comp Time	.00	21,000.00	.00	.00
	0110-30-359-000-670106-					
110359	670201	OverTime	43,000.00	27,000.00	33,000.00	-23.26
	0110-30-359-000-670201-					
110359	670204	Paid Time Off	.00	27,884.00	.00	.00
	0110-30-359-000-670204-					
110359	670205	Medical Leave	.00	3,099.00	.00	.00
	0110-30-359-000-670205-					
110359	670206	Emergency Medical Leave	.00	3,015.00	.00	.00
	0110-30-359-000-670206-					
110359	670301	Longevity	.00	.00	.00	.00
	0110-30-359-000-670301-					

Attachment: 110359 Highway Detail (7733 : Highway)



09/21/2022 11:15  
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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110359	673101	Social Security	70,860.00	68,238.00	73,533.17	3.77
	0110-30-359-000-673101-					
			.00	.00	3,014.00	
			.00	.00	705.00	
			.00	.00	5,744.00	
			.00	.00	1,343.00	
			.00	.00	3,929.00	
			.00	.00	919.00	
			.00	.00	4,786.00	
			.00	.00	1,119.00	
			.00	.00	3,879.00	
			.00	.00	907.00	
			.00	.00	3,740.00	
			.00	.00	875.00	
			.00	.00	4,094.00	
			.00	.00	957.00	
			.00	.00	3,707.00	
			.00	.00	867.00	
			.00	.00	3,245.00	
			.00	.00	759.00	
			.00	.00	1,233.00	
			.00	.00	289.00	
			.00	.00	1,456.00	
			.00	.00	341.00	
			.00	.00	3,298.00	
			.00	.00	771.00	
			.00	.00	3,492.00	
			.00	.00	817.00	
			.00	.00	2,814.00	
			.00	.00	658.00	
			.00	.00	2,764.00	
			.00	.00	647.00	
			.00	.00	3,006.00	
			.00	.00	703.00	
			.00	.00	1,511.00	
			.00	.00	353.00	
			.00	.00	3,414.00	
			.00	.00	798.00	
		SUMMER HELP	4.00	428.00	1,712.00	
		1.5% Vacancy Discount	1.00	1,132.83	-1,132.83	
110359	673102	Retirement	62,954.00	63,501.00	67,708.90	7.55
	0110-30-359-000-673102-					
			.00	.00	3,305.00	
			.00	.00	6,446.00	
			.00	.00	4,606.00	
			.00	.00	5,638.00	
			.00	.00	4,636.00	
			.00	.00	4,562.00	
			.00	.00	4,490.00	
			.00	.00	4,165.00	
			.00	.00	4,095.00	

Attachment: 110359 Highway Detail (7733 : Highway)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 3  
bgdeptra

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
			.00	.00	1,609.00	
			.00	.00	1,720.00	
			.00	.00	3,862.00	
			.00	.00	3,846.00	
			.00	.00	3,405.00	
			.00	.00	3,405.00	
			.00	.00	3,405.00	
			.00	.00	1,703.00	
			.00	.00	3,842.00	
		1.5% Vacancy Discount	1.00	1,031.10	-1,031.10	
110359	673103	Worker's Comp Insurance 0110-30-359-000-673103-	29,115.00	24,914.26	21,083.33	-27.59
110359	673104	Unemployment Compensation 0110-30-359-000-673104-	.00	.00	.00	.00
110359	673201	Health Insurance 0110-30-359-000-673201-	236,458.00	237,093.00	242,587.55	2.59
			.00	.00	9,377.00	
			.00	.00	22,210.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	11,525.00	
			.00	.00	9,377.00	
			.00	.00	23,050.00	
			.00	.00	11,525.00	
			.00	.00	11,525.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	9,377.00	
			.00	.00	4,520.00	
			.00	.00	9,377.00	
		1.5% Vacancy Discount	1.00	3,902.45	-3,902.45	
		VACANCY	1.00	9,377.00	9,377.00	
110359	673202	Dental Insurance 0110-30-359-000-673202-	10,070.00	10,053.00	10,069.65	.00
			.00	.00	349.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	509.00	
			.00	.00	349.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	349.00	
			.00	.00	174.00	
			.00	.00	349.00	

Attachment: 110359 Highway Detail (7733 : Highway)



09/21/2022 11:15  
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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 4  
bgdeptrq

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		1.5% Vacancy Discount	1.00	153.35	-153.35	
		VACANCY	1.00	1,018.00	1,018.00	
110359	673203	Life Insurance	1,509.00	1,368.00	1,691.24	12.08
	0110-30-359-000-673203-					
			.00	.00	288.00	
			.00	.00	404.00	
			.00	.00	138.00	
			.00	.00	75.00	
			.00	.00	72.00	
			.00	.00	119.00	
			.00	.00	111.00	
			.00	.00	73.00	
			.00	.00	24.00	
			.00	.00	30.00	
			.00	.00	50.00	
			.00	.00	95.00	
			.00	.00	45.00	
			.00	.00	92.00	
			.00	.00	35.00	
			.00	.00	18.00	
			.00	.00	48.00	
		1.5% Vacancy Discount	1.00	25.76	-25.76	
110359	673204	Long Term Disability	3,858.00	3,858.00	3,858.00	.00
	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	
110359	680101	Office Supplies	800.00	800.00	800.00	.00
	0110-30-359-000-680101-					
110359	680103	Office Supp- Copier Equ	.00	.00	.00	.00
	0110-30-359-000-680103-					
110359	680301	Work Supplies-Admin	750.00	750.00	750.00	.00
	0110-30-359-000-680301-					
110359	680320	Work Supp-Snow & Ice	235,320.00	235,000.00	235,320.00	.00
	0110-30-359-000-680320-					
		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	

Attachment: 110359 Highway Detail (7733 : Highway)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 5  
bgdeptrq

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110359	680321	Work Supp-Street Maint 0110-30-359-000-680321-	55,000.00	55,000.00	55,000.00	.00
110359	680322	Work Supp-Signs/Stripin 0110-30-359-000-680322-	40,088.00	40,100.00	40,088.00	.00
		Reflective Glass Beads	18,000.00	.37	6,660.00	
		Totes of White Paint (Fog Striping)	6.00	2,612.50	15,675.00	
		Totes of Yellow Paint (Centerline Striping)	4.00	2,483.25	9,933.00	
		4x4 12' Treated Lumber for Sign Posts	80.00	27.90	2,232.00	
		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	100.00	20.00	2,000.00	
		Reduced to meet 2022 budget	1.00	7,600.00	-7,600.00	
110359	680323	Work Supp-Culverts 0110-30-359-000-680323-	38,000.00	38,000.00	38,000.00	.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	
110359	680501	Memberships 0110-30-359-000-680501-	100.00	100.00	100.00	.00
		North Shore Public Works	1.00	100.00	100.00	
110359	680502	Printing/Publications 0110-30-359-000-680502-	.00	.00	.00	.00
110359	680503	Books & Periodicals 0110-30-359-000-680503-	.00	.00	.00	.00
110359	680504	Telephone services 0110-30-359-000-680504-	2,500.00	2,000.00	2,500.00	.00
110359	680505	Postage 0110-30-359-000-680505-	120.00	120.00	120.00	.00
110359	683101	Consultants - General 0110-30-359-000-683101-	.00	.00	.00	.00

Attachment: 110359 Highway Detail (7733 : Highway)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 6  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110359	683201	Contracted Services - General	31,240.00	31,250.00	26,240.00	-16.01
	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	
		2023 Budget Cut	1.00	5,000.00	-5,000.00	
110359	683202	Contracted Services - Maint.	15,000.00	15,000.00	15,000.00	.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	36,539.26	15,910.41	-52.36
	0110-30-359-000-683402-					
		Auto Insurance	1.00	15,910.41	15,910.41	
		Anticipated Premium Increase	1.00	.00	.00	
110359	683501	Training/Conferences	1,000.00	1,000.00	1,000.00	.00
	0110-30-359-000-683501-					
		DPW-wide Saw and Safety Training	1.00	1,000.00	1,000.00	
110359	686115	Electric - Street Lights	105,700.00	100,000.00	105,700.00	.00
	0110-30-359-000-686115-					
110359	686303	Sewer - DPW bldgs	2,200.00	2,700.00	2,200.00	.00
	0110-30-359-000-686303-					
110359	686403	Water - DPW bldgs	4,600.00	4,980.00	4,600.00	.00
	0110-30-359-000-686403-					
110359	686550	M & R	8,750.00	8,750.00	8,750.00	.00
	0110-30-359-000-686550-					
110359	688101	Photocopiers	.00	.00	.00	.00
	0110-30-359-000-688101-					
110359	688110	Other Leased Equipment	.00	.00	.00	.00
	0110-30-359-000-688110-					

Attachment: 110359 Highway Detail (7733 : Highway)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 7  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110359	688120	Rentals	500.00	500.00	500.00	.00
	0110-30-359-000-688120-					
		BUDGET CEILING:			2,041,065.00	
		TOTALS:	2,041,065.00	1,984,987.52	2,030,077.36	-.54
** END OF REPORT - Generated by Marie Keyser **						

Attachment: 110359 Highway Detail (7733 : Highway)

# 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. 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. The City is contemplating utilizing ARPA funds to install an automated gate to expand the operations at the brush site.

## 2022 Accomplishments

- The Forestry Division along with Highway and Parks Divisions are responsible for the removal of 2,500 tree removals in 2022
- Performed (115) lot inspections for new home building proposals
- (6) Planning Commission reports
- (2) RFP Contracts
- Stump grinding and restoration of 2,500 trees, equaling over 540 yards of topsoil.
- Tree replacement of 250- 2" trees
- Hired Forestry intern for second year
- Managed 4 tree contracts
- (6) additional staff trained in SAWW 1
- Held successful in person Arbor Day Celebration and tree give away
- Administered (3) Nuisance Tree Letters
- 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 Actual	2022 Projected	2023 Budgeted
<b>Ash Trees Removed</b>	2,600	2,845	1,585	2,800
<b>Other Trees Removed</b>	200	200	2,244	2,000
<b>Trees Planted</b>	350	380	275	300
<b>Brush Permits Issued</b>	1,602	1,667	1,470	1,500

**2023 Objectives**

- Continue efforts in EAB removal and replacement with new and existing city personnel
- Shift to complete EAB removals within Parks and Open Spaces
- Spring and fall 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 2023**

Positions (FTE)	2021 Actual	2022 Actual	2023 Budget
Summer Intern – Forestry	1.00	1.00	1.00
Forestry Worker	2.00	2.00	2.00
Recycling Landfill Attendant (PT)	0.50	0.50	0.50

**Estimated 2023 Revenue**

\$42,000

**Proposed 2023 Budget**

\$198,318

Attachment: 363 - Forestry (7734 : Forestry)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
<hr/>							
110363 Forestry							
<hr/>							
70 SALARIES							
110363 670101 Salaries	77,820.60	109,273.00	109,273.00	67,186.56	97,344.00	113,793.11	
110363 670104 Vacation	.00	.00	.00	.00	.00	.00	
110363 670105 Sick Pay	.00	.00	.00	.00	.00	.00	
110363 670106 CompTime	4,878.59	.00	.00	5,493.03	8,000.00	.00	
110363 670201 OverTime	1,766.63	2,000.00	2,000.00	501.36	1,818.00	2,000.00	
110363 670204 PTO	3,644.72	.00	.00	2,553.34	1,536.00	.00	
110363 670205 FMLA	.00	.00	.00	190.48	.00	.00	
110363 670206 EmergLeave	1,135.44	.00	.00	565.92	1,837.00	.00	
110363 670301 Longevity	.00	.00	.00	.00	.00	.00	
TOTAL SALARIES	89,245.98	111,273.00	111,273.00	76,490.69	110,535.00	115,793.11	
<hr/>							
73 FRINGE BENEFITS							
110363 673101 Social Sec	6,549.99	7,292.00	7,292.00	5,429.33	8,000.00	7,602.23	
110363 673102 Retirement	6,053.62	6,311.00	6,311.00	4,556.53	6,500.00	6,800.44	
110363 673103 W/C Insure	2,916.32	3,194.00	3,194.00	2,733.17	2,733.17	2,312.90	
110363 673104 UnempComp	.00	.00	.00	.00	.00	.00	
110363 673201 Health Ins	23,570.39	21,515.00	21,515.00	15,555.83	24,580.00	22,704.25	
110363 673202 Dental Ins	1,047.05	1,003.00	1,003.00	763.47	1,018.00	1,002.73	
110363 673203 Life Ins	182.35	187.00	187.00	128.67	171.00	194.04	
110363 673204 Disability	.00	376.00	376.00	.00	.00	376.00	
TOTAL FRINGE BENEFITS	40,319.72	39,878.00	39,878.00	29,167.00	43,002.17	40,992.59	
<hr/>							
75 OTHER STAFF COSTS							
110363 675101 Uniforms	609.11	690.00	690.00	.00	690.00	690.00	
TOTAL OTHER STAFF COSTS	609.11	690.00	690.00	.00	690.00	690.00	
<hr/>							
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	405.50	.00	.00	.00	.00	.00	
110363 680324 WS-Blvd	.00	.00	.00	.00	.00	.00	
110363 680351 WS-Forest	11,861.30	16,262.00	16,262.00	13,297.31	15,558.00	13,262.00	
110363 680501 Membership	.00	.00	.00	.00	.00	.00	
110363 680502 Print/Pub	.00	.00	.00	132.00	.00	.00	
110363 680503 BooksPerio	.00	.00	.00	.00	.00	.00	
110363 680504 Telephone	334.11	360.00	360.00	366.00	360.00	360.00	

Attachment: 110363 Forestry Report (7734 : Forestry)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110363 680505 Postage	257.83	200.00	200.00	91.27	200.00	200.00	
TOTAL MATERIALS & SUPPLIES	12,858.74	16,822.00	16,822.00	13,886.58	16,118.00	13,822.00	
83 PURCHASED SERVICES							
110363 683101 Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110363 683201 Cntrct-Gen	.00	20,000.00	20,000.00	20,000.00	19,000.00	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	674.13	1,000.00	1,000.00	.00	750.00	1,000.00	
TOTAL PURCHASED SERVICES	674.13	21,000.00	21,000.00	20,000.00	19,750.00	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	4,317.76	5,000.00	5,000.00	5,958.49	5,000.00	5,000.00	
110363 688110 Equip / Sm	.00	.00	.00	.00	.00	.00	
110363 688120 Rentals	.00	1,020.00	1,020.00	1,036.00	1,020.00	1,020.00	
TOTAL EQUIPMENT / LEASES	4,317.76	6,020.00	6,020.00	6,994.49	6,020.00	6,020.00	
TOTAL Forestry	148,025.44	195,683.00	195,683.00	146,538.76	196,115.17	198,317.70	
TOTAL General Fund	148,025.44	195,683.00	195,683.00	146,538.76	196,115.17	198,317.70	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	148,025.44	195,683.00	195,683.00	146,538.76	196,115.17	198,317.70	
GRAND TOTAL	148,025.44	195,683.00	195,683.00	146,538.76	196,115.17	198,317.70	

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

Attachment: 110363 Forestry Report (7734 : Forestry)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20231 2023 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-	109,273.00	97,344.00	113,793.11	4.14
			.25	29,992.00	7,498.00	
			1.00	51,010.00	51,010.00	
			1.00	50,518.00	50,518.00	
		Forestry Intern	1.00	6,500.00	6,500.00	
		1.5% Vacancy Discount	1.00	1,732.89	-1,732.89	
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	8,000.00	.00	.00
110363	670201	OverTime 0110-30-363-000-670201-	2,000.00	1,818.00	2,000.00	.00
		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-	7,292.00	8,000.00	7,602.23	4.25
			.00	.00	465.00	
			.00	.00	109.00	
			.00	.00	2,658.00	
			.00	.00	622.00	
			.00	.00	3,132.00	
			.00	.00	732.00	
		1.5% Vacancy Discount	1.00	115.77	-115.77	
110363	673102	Retirement 0110-30-363-000-673102-	6,311.00	6,500.00	6,800.44	7.76
			.00	.00	3,469.00	
			.00	.00	3,435.00	
		1.5% Vacancy Discount	1.00	103.56	-103.56	

Attachment: 110363 Forestry Detail (7734 : Forestry)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110363	673103	Worker's Comp Insurance 0110-30-363-000-673103-	3,194.00	2,733.17	2,312.90	-27.59
110363	673104	Unemployment Compensation 0110-30-363-000-673104-	.00	.00	.00	.00
110363	673201	Health Insurance 0110-30-363-000-673201-	21,515.00	24,580.00	22,704.25	5.53
		1.5% Vacancy Discount	.00 1.00	.00 345.75	23,050.00 -345.75	
110363	673202	Dental Insurance 0110-30-363-000-673202-	1,003.00	1,018.00	1,002.73	-.03
		1.5% Vacancy Discount	.00 1.00	.00 15.27	1,018.00 -15.27	
110363	673203	Life Insurance 0110-30-363-000-673203-	187.00	171.00	194.04	3.76
		1.5% Vacancy Discount	.00 1.00	.00 2.96	162.00 35.00 -2.96	
110363	673204	Long Term Disability 0110-30-363-000-673204-	376.00	.00	376.00	.00
110363	675101	Uniforms & Clothing 0110-30-363-000-675101-	690.00	690.00	690.00	.00
110363	680101	Office Supplies 0110-30-363-000-680101-	.00	.00	.00	.00
110363	680103	Office Supp- Copier Equ 0110-30-363-000-680103-	.00	.00	.00	.00
110363	680301	Work Supplies-Admin 0110-30-363-000-680301-	.00	.00	.00	.00
110363	680324	Work Supp-Blvd 0110-30-363-000-680324-	.00	.00	.00	.00
110363	680351	Work Supplies-Forestry 0110-30-363-000-680351-	16,262.00	15,558.00	13,262.00	-18.45
110363	680401	Equip / Small Tools 0110-30-363-000-680401-	5,000.00	5,000.00	5,000.00	.00
		Saws, PPE and hand tools	1.00	5,000.00	5,000.00	

Attachment: 110363 Forestry Detail (7734 : Forestry)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
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-	20,000.00	19,000.00	20,000.00	.00
		August Grinding Contract \$600/hr, with inc vol of logs increased duration	1.00	6,000.00	6,000.00	
		Year End Grinding Contract \$600/hr, with inc vol of logs increased duration	1.00	14,000.00	14,000.00	
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-	1,000.00	750.00	1,000.00	.00
		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
110363	688110	Other Leased Equipment 0110-30-363-000-688110-	.00	.00	.00	.00
110363	688120	Rentals 0110-30-363-000-688120-	1,020.00	1,020.00	1,020.00	.00
		Port-A-John	12.00	93.00	1,116.00	
		Ajdust to meet 2022 Budget	1.00	96.00	-96.00	
		BUDGET CEILING:			195,683.00	
		TOTALS:	195,683.00	196,115.17	198,317.70	1.35

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

Attachment: 110363 Forestry Detail (7734 : Forestry)

# Swimming Pool

## Program Description

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

## 2022 Accomplishments

- Painted and renovated the bathhouse.
- TVs / Sound system added inside and outside of the bathhouse.
- Completed pool heater repair/upgrades.
- Completed mag flow sensor replacement.
- Staffed 21 lifeguards (4 more than last year).
- Revenue and patron count greater than last year.

Activity	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budgeted
<b>Attendance</b>	9,051	8,081	8,901	10,491	10,000
<b>Mequon Family Passes Sold</b>	243	107	233	250	250
<b>Family Super Passes Sold</b>	200	N/A	205	266	250

## 2023 Objectives

- Evaluate 2022 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 / Surge tank valve replacement.
- Revisit pool operating hours, pool rental, adult swim times and accommodations for swim lessons.
- New signage at pool for bathroom and pool rules.

### Estimated 2023 Revenue

\$72,200

### Proposed 2023 Budget

\$123,996



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT		
<hr/>									
110472	Swimming Pool								
<hr/>									
70	SALARIES								
110472	670101	Salaries	57,737.77	48,280.00	48,280.00	72,907.03	73,000.00	72,000.00	_____
110472	670201	OverTime	4,618.70	.00	.00	.00	.00	.00	_____
	TOTAL SALARIES		62,356.47	48,280.00	48,280.00	72,907.03	73,000.00	72,000.00	_____
<hr/>									
73	FRINGE BENEFITS								
110472	673101	Social Sec	4,770.64	4,590.00	4,590.00	5,577.43	5,500.00	5,600.00	_____
110472	673103	W/C Insure	1,970.25	2,018.00	2,018.00	1,726.84	1,726.84	1,461.31	_____
110472	673104	UnempComp	.00	.00	.00	.00	.00	.00	_____
	TOTAL FRINGE BENEFITS		6,740.89	6,608.00	6,608.00	7,304.27	7,226.84	7,061.31	_____
<hr/>									
75	OTHER STAFF COSTS								
110472	675101	Uniforms	887.61	1,000.00	1,000.00	1,073.83	1,051.68	1,000.00	_____
	TOTAL OTHER STAFF COSTS		887.61	1,000.00	1,000.00	1,073.83	1,051.68	1,000.00	_____
<hr/>									
80	MATERIALS & SUPPLIES								
110472	680301	WS-Admin	4,663.06	9,000.00	9,000.00	18,598.49	14,741.65	7,500.00	_____
110472	680504	Telephone	.00	.00	.00	.00	.00	.00	_____
110472	680505	Postage	.00	.00	.00	.00	.00	.00	_____
	TOTAL MATERIALS & SUPPLIES		4,663.06	9,000.00	9,000.00	18,598.49	14,741.65	7,500.00	_____
<hr/>									
83	PURCHASED SERVICES								
110472	683101	Cnsult-Gen	.00	.00	.00	.00	.00	.00	_____
110472	683201	Cntrct-Gen	11,112.28	11,100.00	11,100.00	12,411.17	12,161.39	11,100.00	_____
110472	683202	Cntrct-Mnt	.00	.00	.00	.00	.00	.00	_____
110472	683501	Train/Conf	714.11	500.00	500.00	723.01	723.01	500.00	_____
	TOTAL PURCHASED SERVICES		11,826.39	11,600.00	11,600.00	13,134.18	12,884.40	11,600.00	_____
<hr/>									
86	FACILITY & PLANT								
110472	686150	Electric	9,098.34	9,402.00	9,402.00	6,666.75	12,000.00	9,402.00	_____
110472	686250	Gas-Other	939.60	3,000.00	3,000.00	7,521.12	6,330.00	3,000.00	_____
110472	686305	Sewer	335.17	283.00	283.00	102.05	350.00	283.00	_____
110472	686405	Water-Pool	7,648.85	7,900.00	7,900.00	4,867.78	9,000.00	7,900.00	_____
110472	686550	M & R	5,634.28	4,000.00	4,000.00	4,237.44	4,323.28	4,000.00	_____
	TOTAL FACILITY & PLANT		23,656.24	24,585.00	24,585.00	23,395.14	32,003.28	24,585.00	_____
<hr/>									
88	EQUIPMENT / LEASES								
110472	680401	Equip / Sm	229.98	250.00	250.00	90.49	159.51	250.00	_____
	TOTAL EQUIPMENT / LEASES		229.98	250.00	250.00	90.49	159.51	250.00	_____
	TOTAL Swimming Pool		110,360.64	101,323.00	101,323.00	136,503.43	141,067.36	123,996.31	_____

Attachment: 110472 Swimming Pool Report (7735 : Swimming Pool)



09/21/2022 08:55  
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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
TOTAL General Fund	110,360.64	101,323.00	101,323.00	136,503.43	141,067.36	123,996.31	_____
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	_____
TOTAL EXPENSE	110,360.64	101,323.00	101,323.00	136,503.43	141,067.36	123,996.31	_____
GRAND TOTAL	110,360.64	101,323.00	101,323.00	136,503.43	141,067.36	123,996.31	_____

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

Attachment: 110472 Swimming Pool Report (7735 : Swimming Pool)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20231 2023 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	73,000.00	72,000.00	49.13
	0110-40-472-000-670101-	SUMMER HELP	1.00	72,000.00	72,000.00	
110472	670201	OverTime	.00	.00	.00	.00
	0110-40-472-000-670201-					
110472	673101	Social Security	4,590.00	5,500.00	5,600.00	22.00
	0110-40-472-000-673101-	SUMMER HELP	1.00	5,600.00	5,600.00	
110472	673103	Worker's Comp Insurance	2,018.00	1,726.84	1,461.31	-27.59
	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	1,051.68	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	14,741.65	7,500.00	-16.67
	0110-40-472-000-680301-					
110472	680401	Equip / Small Tools	250.00	159.51	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	11,100.00	12,161.39	11,100.00	.00
	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	500.00	723.01	500.00	.00
	0110-40-472-000-683501-	Pool Certification Training	1.00	500.00	500.00	

Attachment: 110472 Swimming Pool Detail (7735 : Swimming Pool)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 2  
bgdeptrq

BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110472	686150	Electric - Other 0110-40-472-000-686150-	9,402.00	12,000.00	9,402.00	.00
110472	686250	Gas-Other 0110-40-472-000-686250-	3,000.00	6,330.00	3,000.00	.00
110472	686305	Sewer - Pool 0110-40-472-000-686305-	283.00	350.00	283.00	.00
110472	686405	Water - Pool 0110-40-472-000-686405-	7,900.00	9,000.00	7,900.00	.00
110472	686550	M & R 0110-40-472-000-686550-	4,000.00	4,323.28	4,000.00	.00
BUDGET CEILING:					101,323.00	
TOTALS:			101,323.00	141,067.36	123,996.31	22.38

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

Attachment: 110472 Swimming Pool Detail (7735 : Swimming Pool)

# Parks

## Program Description

The Parks Division is responsible for all City Park maintenance, exterior maintenance for all City buildings, the Forestry Program within parks, 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.

## 2022 Accomplishments

- Administration of SMB contract for baseball field maintenance to all baseball fields except (2) at Lemke Park
- Pier replacement at Rotary Park w/platform stones and landscape
- Administration of (2) Dedication/Donation Agreements- fencing and dugouts
- Installation of outfield fencing at River Barn, fields 1 & 2
- Installation of dugouts at five ballfields- Schmit, South Rotary, and all three fields at River Barn
- Installation of air conditioning at River Barn
- Collaboration with (2) Eagle Scouts for volunteer projects in the parks- kayak and canoe landing at River Barn, and brushing and bridge restoration at Rotary Park
- Review and adjustment of fee schedule
- Administration of (7) Special Event Agreements
- Grinding and Polishing floor at Reuter Pavilion
- Interior painting and baseboard installation at Reuter Pavilion
- Administration of an RFP for Lemke Park Restroom, Concession, and Storage Building
- Approved Design for Lemke Building- marketing strategy
- Administered special event agreement to allow goats to feed on invasive species in Rotary Park
- 20 tons of gravel installed at Rotary to resurface trails (donated by Rotary Club/Ed Morty)
- 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 2023 projects by the Park and Open Space Board
- Creation of the third Park and Open Space Annual Report

## Key Performance Indicators

Activity	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 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
<b>- Hard Surface Trail Miles</b>	7	7	7	7	7
<b>- Gravel/Chip Trail Miles</b>	9.5	9.5	9.5	9.5	9.5

**2023 Objectives**

- Update CIP list for 2023 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
- Fundraising and Marketing for Lemke Building- continued
- Break ground on Lemke Pavilion
- Reconstruction of basketball/pickleball courts at Rotary
- Epoxy Rotary Pavilion restrooms
- RFP for Comprehensive Park Plan Consultant
- 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 2023**

Positions (FTE)	2021 Actual	2022 Actual	2023 Budget
<b>Parks and Forestry Superintendent</b>	0.50	1.00	1.00
<b>Parks Maintenance Worker</b>	2.00	2.00	2.00
<b>Highway/Parks Maintenance Workers</b>	2.00	2.00	2.00
<b>Summer Seasonal</b>	2.00	5.00	5.00
<b>Weekend Seasonal</b>	0.00	0.00	1.00
<b>Administrative Secretary</b>	0.50	0.50	0.50

**Estimated 2023 Revenue**

\$100,000

**Proposed 2023 Budget**

\$602,284

Attachment: 474 - Parks (7736 : Parks)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110474 Parks							
70 SALARIES							
110474 670101 Salaries	270,378.87	309,444.00	309,444.00	207,760.80	300,000.00	312,669.26	
110474 670104 Vacation	.00	.00	.00	.00	.00	.00	
110474 670105 Sick Pay	.00	.00	.00	.00	.00	.00	
110474 670106 CompTime	6,658.37	.00	.00	6,902.74	8,000.00	.00	
110474 670201 OverTime	2,196.31	3,000.00	3,000.00	66.41	500.00	3,000.00	
110474 670204 PTO	22,944.52	.00	.00	11,864.35	22,187.00	.00	
110474 670205 FMLA	2,758.50	.00	.00	752.80	.00	.00	
110474 670206 EmergLeave	244.64	.00	.00	2,510.40	396.00	.00	
110474 670301 Longevity	.00	.00	.00	.00	.00	.00	
TOTAL SALARIES	305,181.21	312,444.00	312,444.00	229,857.50	331,083.00	315,669.26	
73 FRINGE BENEFITS							
110474 673101 Social Sec	21,860.14	21,378.00	21,378.00	16,523.51	22,053.00	22,231.92	
110474 673102 Retirement	20,116.85	17,952.00	17,952.00	13,143.74	20,085.00	19,391.69	
110474 673103 W/C Insure	11,710.18	11,844.00	11,844.00	10,135.13	10,135.13	8,576.71	
110474 673104 UnempComp	.00	.00	.00	.00	.00	.00	
110474 673201 Health Ins	95,041.05	83,898.00	83,898.00	62,518.72	93,368.00	95,270.18	
110474 673202 Dental Ins	2,518.10	2,178.00	2,178.00	1,719.70	2,775.00	2,177.83	
110474 673203 Life Ins	728.70	742.00	742.00	506.45	670.00	735.79	
110474 673204 Disability	1,124.37	1,124.00	1,124.00	1,028.70	1,124.00	1,124.00	
TOTAL FRINGE BENEFITS	153,099.39	139,116.00	139,116.00	105,575.95	150,210.13	149,508.12	
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	158.47	200.00	200.00	300.00	200.00	200.00	
110474 680204 JanSupply	3,636.25	2,600.00	2,600.00	3,099.63	2,600.00	2,600.00	
110474 680301 PjtSupply	7,930.06	7,000.00	7,000.00	7,887.24	7,000.00	7,000.00	
110474 680324 WS-Blvd	1,450.52	8,500.00	8,500.00	1,562.24	8,500.00	.00	
110474 680340 WS-BLVD	3,556.29	5,000.00	5,000.00	2,992.77	5,000.00	10,500.00	
110474 680341 WS-ComPrks	5,067.85	4,000.00	4,000.00	4,949.38	4,000.00	11,500.00	
110474 680342 WS-NgbdPks	3,104.35	4,000.00	4,000.00	2,799.38	4,000.00	2,500.00	
110474 680343 WS-SpecPks	2,785.99	2,500.00	2,500.00	3,499.36	2,500.00	1,000.00	
110474 680344 WS-GG	338.13	500.00	500.00	250.00	500.00	.00	

Attachment: 110474 Parks Report (7736 : Parks)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2  
bgnyrpts

PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110474 680345 WS-Settler	1,003.60	1,000.00	1,000.00	200.00	1,000.00	.00	
110474 680501 Membership	45.00	250.00	250.00	.00	250.00	250.00	
110474 680503 BooksPerio	.00	.00	.00	.00	.00	.00	
110474 680504 Telephone	463.76	500.00	500.00	269.50	500.00	500.00	
110474 680505 Postage	32.00	350.00	350.00	34.91	350.00	350.00	
TOTAL MATERIALS & SUPPLIES	29,572.27	36,400.00	36,400.00	27,844.41	36,400.00	36,400.00	
83 PURCHASED SERVICES							
110474 683101 Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110474 683201 Cntrct-Gen	4,345.13	3,105.00	3,105.00	3,640.00	3,105.00	3,105.00	
110474 683202 Cntrct-Mnt	57,921.00	47,760.00	67,260.00	63,245.00	60,760.00	67,210.00	
110474 683402 Auto Insur	4,331.04	4,775.00	4,775.00	5,223.80	5,223.80	2,274.62	
110474 683501 Train/Conf	150.00	820.00	820.00	640.00	820.00	820.00	
TOTAL PURCHASED SERVICES	66,747.17	56,460.00	75,960.00	72,748.80	69,908.80	73,409.62	
86 FACILITY & PLANT							
110474 686121 Electric	7,571.57	7,500.00	7,500.00	6,450.23	7,500.00	7,500.00	
110474 686122 Electric	1,461.65	1,500.00	1,500.00	960.93	1,250.00	1,500.00	
110474 686123 Electric	.00	.00	.00	.00	.00	.00	
110474 686124 Electric	300.46	400.00	400.00	226.63	300.00	400.00	
110474 686150 Elec-Batz	959.01	1,000.00	1,000.00	908.79	1,100.00	1,000.00	
110474 686221 Gas-Rotary	803.02	875.00	875.00	1,071.72	1,200.00	875.00	
110474 686222 Gas-River	706.01	800.00	800.00	796.44	940.00	800.00	
110474 686223 Gas-Yankee	.00	.00	.00	.00	.00	.00	
110474 686306 Sewer	228.15	200.00	200.00	182.36	280.00	200.00	
110474 686406 Water-Park	.00	.00	.00	.00	.00	.00	
110474 686550 M & R	11,039.04	9,480.00	9,480.00	10,602.01	9,700.00	9,480.00	
TOTAL FACILITY & PLANT	23,068.91	21,755.00	21,755.00	21,199.11	22,270.00	21,755.00	
88 EQUIPMENT / LEASES							
110474 680401 Equip / Sm	607.40	1,000.00	1,000.00	1,428.00	1,000.00	1,000.00	
110474 688120 Rentals	2,515.00	3,162.00	3,162.00	2,505.00	3,162.00	3,162.00	
TOTAL EQUIPMENT / LEASES	3,122.40	4,162.00	4,162.00	3,933.00	4,162.00	4,162.00	
TOTAL Parks	581,826.35	571,717.00	591,217.00	461,158.77	615,413.93	602,284.00	
TOTAL General Fund	581,826.35	571,717.00	591,217.00	461,158.77	615,413.93	602,284.00	
TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
TOTAL EXPENSE	581,826.35	571,717.00	591,217.00	461,158.77	615,413.93	602,284.00	
GRAND TOTAL	581,826.35	571,717.00	591,217.00	461,158.77	615,413.93	602,284.00	

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

Attachment: 110474 Parks Report (7736 : Parks)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

P 1  
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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110474	670101	Salaries	309,444.00	300,000.00	312,669.26	1.04
	0110-40-474-000-670101-					
			1.00	67,314.00	67,314.00	
			1.00	67,143.00	67,143.00	
			1.00	81,071.00	81,071.00	
			.50	47,326.00	23,663.00	
			.50	50,582.00	25,291.00	
			.50	50,068.00	25,034.00	
		SUMMER HELP	5.00	5,600.00	28,000.00	
		1.5% Vacancy Discount	1.00	4,846.74	-4,846.74	
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	8,000.00	.00	.00
	0110-40-474-000-670106-					
110474	670201	OverTime	3,000.00	500.00	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	21,378.00	22,053.00	22,231.92	3.99
	0110-40-474-000-673101-					
			.00	.00	3,751.00	
			.00	.00	877.00	
			.00	.00	3,846.00	
			.00	.00	899.00	
			.00	.00	4,769.00	
			.00	.00	1,115.00	
			.00	.00	1,234.00	
			.00	.00	288.00	
			.00	.00	1,455.00	
			.00	.00	340.00	
			.00	.00	1,510.00	
			.00	.00	353.00	
		SUMMER HELP	5.00	428.00	2,140.00	
		1.5% Vacancy Discount	1.00	345.08	-345.08	

Attachment: 110474 Parks Detail (7736 : Parks)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110474	673102	Retirement	17,952.00	20,085.00	19,391.69	8.02
	0110-40-474-000-673102-					
			.00	.00	4,577.00	
			.00	.00	4,566.00	
			.00	.00	5,513.00	
			.00	.00	1,609.00	
			.00	.00	1,720.00	
			.00	.00	1,702.00	
	1.5% Vacancy Discount		1.00	295.31	-295.31	
110474	673103	Worker's Comp Insurance	11,844.00	10,135.13	8,576.71	-27.59
	0110-40-474-000-673103-					
110474	673104	Unemployment Compensation	.00	.00	.00	.00
	0110-40-474-000-673104-					
110474	673201	Health Insurance	83,898.00	93,368.00	95,270.18	13.55
	0110-40-474-000-673201-					
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	23,050.00	
			.00	.00	11,525.00	
			.00	.00	11,525.00	
			.00	.00	4,521.00	
	1.5% Vacancy Discount		1.00	1,450.82	-1,450.82	
110474	673202	Dental Insurance	2,178.00	2,775.00	2,177.83	-.01
	0110-40-474-000-673202-					
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	175.00	
	1.5% Vacancy Discount		1.00	33.17	-33.17	
110474	673203	Life Insurance	742.00	670.00	735.79	-.84
	0110-40-474-000-673203-					
			.00	.00	473.00	
			.00	.00	112.00	
			.00	.00	90.00	
			.00	.00	24.00	
			.00	.00	31.00	
			.00	.00	17.00	
	1.5% Vacancy Discount		1.00	11.21	-11.21	
110474	673204	Long Term Disability	1,124.00	1,124.00	1,124.00	.00
	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	

Attachment: 110474 Parks Detail (7736 : Parks)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110474	680101	Office Supplies 0110-40-474-000-680101-	200.00	200.00	200.00	.00
110474	680204	Janitor Supplies-Parks 0110-40-474-000-680204-	2,600.00	2,600.00	2,600.00	.00
		Miscellaneous cleaning supplies	104.00	25.00	2,600.00	
		4% Increase in supply cost	1.00	150.00	150.00	
		Adjust to 2022 budget	1.00	150.00	-150.00	
110474	680301	Project Supplies 0110-40-474-000-680301-	7,000.00	7,000.00	7,000.00	.00
		Parks supplies and upgrades	5.00	1,400.00	7,000.00	
110474	680324	Work Supp-Blvd 0110-40-474-000-680324-	8,500.00	8,500.00	.00	-100.00
		Landscape supplies	25.00	.00	.00	
		Mequon Road Median New Plantings	1.00	.00	.00	
110474	680340	Work Supp-Boulevard 0110-40-474-000-680340-	5,000.00	5,000.00	10,500.00	110.00
		Landscape and maintenance supplies	50.00	210.00	10,500.00	
110474	680341	Work Supp-Community Parks 0110-40-474-000-680341-	4,000.00	4,000.00	11,500.00	187.50
		Landscape, maintenance and Rennicke Field supplies	50.00	230.00	11,500.00	
110474	680342	Work Supplies-Neighborhood Par 0110-40-474-000-680342-	4,000.00	4,000.00	2,500.00	-37.50
		Park landscape and maintenance supplies	25.00	100.00	2,500.00	
110474	680343	Work Supplies-Specialty Parks 0110-40-474-000-680343-	2,500.00	2,500.00	1,000.00	-60.00
		Park maintenance and landscape supplies	10.00	100.00	1,000.00	
110474	680344	Work Supp-Garrisons Gle 0110-40-474-000-680344-	500.00	500.00	.00	-100.00
		Park supplies	4.00	.00	.00	
110474	680345	Work Supp-Settlers Park 0110-40-474-000-680345-	1,000.00	1,000.00	.00	-100.00
110474	680401	Equip / Small Tools 0110-40-474-000-680401-	1,000.00	1,000.00	1,000.00	.00
		Hand and power tools	10.00	100.00	1,000.00	
110474	680501	Memberships 0110-40-474-000-680501-	250.00	250.00	250.00	.00
		Wisconsin Turfgrass Association	2.00	125.00	250.00	

Attachment: 110474 Parks Detail (7736 : Parks)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110474	680503	Books & Periodicals 0110-40-474-000-680503-	.00	.00	.00	.00
110474	680504	Telephone services 0110-40-474-000-680504- Phones and services	500.00 1.00	500.00 500.00	500.00 500.00	.00
110474	680505	Postage 0110-40-474-000-680505-	350.00	350.00	350.00	.00
110474	683101	Consultants - General 0110-40-474-000-683101-	.00	.00	.00	.00
110474	683201	Contracted Services - General 0110-40-474-000-683201- Holding Tank Pumping - Rotary Pavilion Holding Tank Pumping - Reuter Pavilion Adjust to 2022 Budget	3,105.00 15.00 8.00 1.00	3,105.00 145.00 290.00 1,390.00	3,105.00 2,175.00 2,320.00 -1,390.00	.00
110474	683202	Contracted Services - Maint. 0110-40-474-000-683202- Contract Medians - Mequon Road Contract Medians - Cedarburg Road Contract Medians - Business Park Rotary Park Pond WDNR Permit Rotary Park Pond Treatment Town Center Streetscape Maintenance Contract - City Hall Parking Lot Baseball Diamond Maint. (Reimburseable) Increase in Field Maintenance Contract Adj for 202	67,260.00 4.00 4.00 4.00 1.00 1.00 1.00 4.00 1.00 1.00	60,760.00 2,745.00 620.00 2,435.00 225.00 1,805.00 5,000.00 495.00 36,025.00 1,025.00	67,210.00 10,980.00 2,480.00 9,740.00 225.00 1,805.00 5,000.00 1,980.00 36,025.00 -1,025.00	- .07
110474	683402	Auto Insurance 0110-40-474-000-683402- Auto Insurance Anticipated Premium Increase	4,775.00 1.00 1.00	5,223.80 2,274.62 .00	2,274.62 2,274.62 .00	-52.36
110474	683501	Training/Conferences 0110-40-474-000-683501- Wisconsin Arborist Conference Saw Training	820.00 1.00 5.00	820.00 95.00 145.00	820.00 95.00 725.00	.00
110474	686121	Electric - Rotary Park 0110-40-474-000-686121- Yearly electric for two pavilions and gazebo	7,500.00 12.00	7,500.00 625.00	7,500.00 7,500.00	.00

Attachment: 110474 Parks Detail (7736 : Parks)



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CITY OF MEQUON  
CITY ADMIN BUDGET REQUESTS

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BUDGET PROJECTION 20231 2023 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110474	686122	Electric-River Barn	1,500.00	1,250.00	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	300.00	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	1,100.00	1,000.00	.00
	0110-40-474-000-686150-	Annual Electric for Storage Building	1.00	1,000.00	1,000.00	
110474	686221	Gas-Rotary Park	875.00	1,200.00	875.00	.00
	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	940.00	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	280.00	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	9,700.00	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	3,162.00	3,162.00	.00
	0110-40-474-000-688120-	Portable Toilet Rentals	8.00	330.00	2,640.00	
		Machine Rentals	1.00	984.00	984.00	
		Ajdust to 2022 Budget - Toilet Rental	1.00	462.00	-462.00	
		BUDGET CEILING:			591,217.00	
		TOTALS:	591,217.00	615,413.93	602,284.00	1.87

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

Attachment: 110474 Parks Detail (7736 : Parks)



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CITY OF MEQUON  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20231 2023 GENERAL AND DEBT SERVICE FUNDS

FOR PERIOD 99

ACCOUNTS FOR:

General Fund		2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 CITY ADMIN	COMMENT
110471	Library Services Grant							
83	PURCHASED SERVICES							
110471	683801 Supprt Ops	1,058,000.00	1,061,000.00	1,061,000.00	1,061,000.00	1,058,000.00	1,065,000.00	
110471	683802 LibSptCap	.00	.00	.00	.00	.00	.00	
	TOTAL PURCHASED SERVICES	1,058,000.00	1,061,000.00	1,061,000.00	1,061,000.00	1,058,000.00	1,065,000.00	
	TOTAL Library Services Grant	1,058,000.00	1,061,000.00	1,061,000.00	1,061,000.00	1,058,000.00	1,065,000.00	
	TOTAL General Fund	1,058,000.00	1,061,000.00	1,061,000.00	1,061,000.00	1,058,000.00	1,065,000.00	
	TOTAL REVENUE	.00	.00	.00	.00	.00	.00	
	TOTAL EXPENSE	1,058,000.00	1,061,000.00	1,061,000.00	1,061,000.00	1,058,000.00	1,065,000.00	
	GRAND TOTAL	1,058,000.00	1,061,000.00	1,061,000.00	1,061,000.00	1,058,000.00	1,065,000.00	

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

Attachment: 110471 Library Report (7737 : Weyenberg Library)

Date: August 26, 2022  
 From: Rachel Muchin Young, Library Director  
 To: Will Jones, Mequon City Administrator  
 Re: 2023 Library Budget

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The last several years have been challenging, but for many people in our community, the availability of library resources has been a lifeline. We've been creative since March 13, 2020, revising and, frankly, reinventing library services to balance access to information for the residents of Mequon and Thiensville with the health and safety of our staff and community. We are finally at a point where we can look to the future of our services and our budget.

For the coming year our foci are on maintaining the breadth, depth, and overall quality of our collection, the stability of our staff (particularly our master-degreed librarians), and our historic building. As such, there are budget lines that may remain stable, and others that must increase. Our budget has basically been flat for seven years, with our municipal allocations from Thiensville steady at \$110,740 annually, and Mequon ranging from \$1,048,315 in 2016 to \$1,061,000 this year. In 2020 Mequon's allocation was \$1,075,000, then reduced in 2021. As both Mayor Nerbun and Alderman Parrish said during last year's budget workshops, this is not sustainable.

Over the past several years we have reduced expenses in several areas, most notably those expenses relative to our building. Meanwhile, personnel costs have increased substantially, and we still find ourselves losing professional staff to other libraries in the area that pay more. We anticipate the Classification and Compensation Study will shine a light on that issue.

Our Programming and Collections budget lines have remained steady. With a combination of our budget, collaborative programming, and various grant awards, we are able to offer the materials and services our patrons seek.

We developed a budget that meets our needs for 2023, including both raises for our staff (albeit, not keeping up with inflation), and funds to maintain our facilities. In total we are looking for just \$85,700 more for our 2023 budget than that of the current year. The county reimbursement will add \$3,000, we anticipate an additional \$2,300 in book sales, and the printout and photocopy revenue has increased to such a level that we've added a budget line. Our copier revenue was formerly included with our Fines & Fees revenue. You will note below that the Fines & Fees line has increased as well.

In presenting this budget we are requesting an increase in our municipal allocations from both the City of Mequon and the Village of Thiensville. We used the formula set forth in the Joint Library Agreement (JLA) signed by the two municipalities in 2003, as follows:

- One third (33.34%) based on percentage of equalized value as determined by the State of Wisconsin;
- One third (33.33%) based on each community's percentage of total service population as determined by the State of Wisconsin; and
- One third (33.33%) based on relative circulation from July 1 of the prior year to June 30 of the year the budget is prepared.

With this in mind, here is the proposed 2023 budget, and budget history dating back to 2020:

**REVENUES**

Name of Account	2023 Projected Budget	2022 Adopted Budget	2021 Adopted Budget	2020 Adopted Budget
Mequon Taxes	\$ 1,143,716	\$ 1,061,000	\$ 1,058,000	\$ 1,075,000
Thiensville Taxes	\$ 141,064	\$ 110,740	\$ 110,740	\$ 110,740
County Reimbursement	\$ 15,976	\$ 12,994	\$ 13,111	\$ 14,967
Fines & Fees	\$ 19,632	\$ 18,000	\$ 9,000	\$ 27,543
Investment Interest	\$ 1,344	\$ 500	\$ 1,500	\$ 5,000
Miscellaneous Revenue	\$ 1,554	\$ 2,266	\$ 1,649	\$ 2,750
Book Sale Revenue	\$ 9,880	\$ 7,500	\$ 9,000	\$ 7,500
Photocopier	\$ 2,534	\$ -	\$ -	\$ -
Fund Balance Transfer	\$ -	\$ 37,000	\$ -	\$ 40,000
<b>TOTAL REVENUES</b>	<b>\$ 1,335,700</b>	<b>\$ 1,250,000</b>	<b>\$ 1,203,000</b>	<b>\$ 1,283,500</b>

**EXPENDITURES**

Name of Account	2023 Projected Budget	2022 Adopted Budget	2021 Adopted Budget	2020 Adopted Budget
STAFFING	\$ 894,900	\$ 844,800	\$ 823,850	\$ 802,313
ADMINISTRATION	\$ 97,700	\$ 90,000	\$ 85,650	\$ 103,550
PROGRAM & COLLECTION	\$ 161,000	\$ 161,000	\$ 161,425	\$ 161,000
BUILDING	\$ 182,100	\$ 154,200	\$ 132,075	\$ 216,637
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,335,700</b>	<b>\$ 1,250,000</b>	<b>\$ 1,203,000</b>	<b>\$ 1,283,500</b>

In practical terms, for Mequon the 2023, the investment would only be an increase of \$45,716 (4%) over the current year's allocation of \$1,061,000 plus the \$37,000 in ARPA funds (distributed in December 2021). Meanwhile, Mequon has experienced a greater than 10% increase in Equalized Value (exclusive of TIDs).

As we have done for the past several years, the following compares the municipal allocation needed for the City of Mequon to be exempt from County Library Tax:

Percentage of Equalized Value	\$1,513,245
Average of the past three years' allocations	\$1,064,000
Allocation based on proposed budget under JLA (2003)	\$1,143,716*

For your reference, these are the comparable figures for Thiensville:

Percentage of Equalized Value	\$ 116,898
Average of the past three years' allocations	\$ 110,760
Allocation based on proposed budget under JLA (2003)	\$ 141,064*

\*As proposed, 88.02% of Governmental revenue comes from Mequon, 10.98% from Thiensville (currently it is 90.55% from Mequon and 9.45% from Thiensville)

As you can see, we have budgeted conservatively.

Attachment: 2023 Library Budget (7750 : 2023 Library Budget)

Exhibit B: Compulsory Expenditure Increases - 2023 Budget (Updated September 26, 2022)	
DESCRIPTION	AMOUNT
<b>GENERAL GOVERNMENT</b>	
<b>Mayor &amp; Common Council</b>	
Increase Mayoral Salary from \$800/Month to \$1,800/Month	\$12,000
<b>Sub-Total:</b>	<b>\$12,000</b>
<b>City Administrator's Office</b>	
Website Hosting Fee - CivicPlus	\$4,490
<b>Sub-Total:</b>	<b>\$4,490</b>
<b>City Clerk</b>	
Office Supplies - Copiers	\$3,000
Contracted Services - General: Granicus 5% Increase	\$740
<b>Sub-Total:</b>	<b>\$3,740</b>
<b>Elections</b>	
Contracted Services - Maintenance	\$225
<b>Sub-Total:</b>	<b>\$225</b>
<b>Finance</b>	
Postage (11% Rate Increase)	\$1,023
Contractual Services - Waukesha County Personal Property Collections	\$1,000
Contractual Services - 1099 Processing	\$250
<b>Sub-Total:</b>	<b>\$2,273</b>
<b>Assessor</b>	
Contractual Services GROTA Assessing Services Renewal	\$5,000
Postage (11% Rate Increase)	\$1,800
<b>Sub-Total:</b>	<b>\$6,800</b>
<b>Legal</b>	
Increase Monthly Legal Retainer	\$9,318
Increase Monthly Municipal Court Retainer	\$15,499
<b>Sub-Total:</b>	<b>\$24,817</b>

Attachment: COMPULSORY EXPENDITURE ADJUSTMENTS - 9.26.22 (7752 : EXHIBIT B)

PUBLIC SAFETY	
<b>Police</b>	
Contractual Services - WILEAG Accreditation Association	\$700
Contractual Services - WILEAG Accreditation Software	\$1,300
Contractual Services - Planit Power DMS Scheduling Software Price Increase	\$800
Contractual Services - 2.5% Price Increase	\$1,500
Work Supplies - Ammunition Mandatory State Price Increase	\$850
Miscellaneous Services - Grafton PD Range Fee	\$500
Fuel Cost Adjustment	\$22,800
<b>Sub-Total:</b>	<b>\$28,450</b>
<b>Fire/EMS</b>	
Additional Levy-Supported Funding Requirement for Southern Ozaukee Fire & EMS	\$43,961
<b>Sub-Total:</b>	<b>\$43,961</b>
PUBLIC WORKS	
<b>Building Maintenance</b>	
Contracted Services - General	\$4,099
Electric - City Hall	\$12,430
Electric - Public Safety Building	\$7,200
Electric - Highway Building	\$9,100
Gas - City Hall	\$4,000
Gas - Public Safety Building	\$15,900
Gas - East Side Fire Station	\$600
Gas - Highway Building	\$3,500
Sewer - Public Safety Building	\$230
Water - Public Safety Building	\$140
<b>Sub-Total:</b>	<b>\$57,199</b>
<b>Fleet Services</b>	
Fuel Cost Adjustment	\$19,412

Attachment: COMPULSORY EXPENDITURE ADJUSTMENTS - 9.26.22 (7752 : EXHIBIT B)

Maintenance & Repairs	\$3,000
<b>Sub-Total:</b>	<b>\$22,412</b>
<b>Forestry</b>	
Portable Toilets @ Brush Site: \$85/Month to \$92/Month	\$96
<b>Sub-Total:</b>	<b>\$96</b>
<b>Highway</b>	
Electric - Street Lights	\$11,300
Sewer - DPW Buildings	\$500
Water - DPW Buildings	\$380
Signs & Striping Budget - Increase in Paint Cost	\$7,600
<b>Sub-Total:</b>	<b>\$19,780</b>
<b>Pool</b>	
Contracted Services - Carrico Pool Maintenance Contract	\$600
Contracted Services - Square	\$100
Electric	\$3,600
Water	\$200
<b>Sub-Total:</b>	<b>\$4,500</b>
<b>Parks</b>	
Contractual Services - Baseball Field Maintenance Contract (Pass Through)	\$1,025
Portable Toilets in Parks: \$85/Month to \$92/Month	\$462
Contractual Services - Pumping Costs for Holding Tanks and Rotary Pavilions (2)	\$1,390
Gas - NEW Account for LP to Heat Reuter Pavilion	\$3,425
Electric - Rotary Park	\$1,275
Electric - Batzler	\$290
Gas - Rotary Park	\$375
Gas - River Barn Park	\$180
Sewer - Parks	\$80
<b>Sub-Total:</b>	<b>\$8,502</b>
<b>COMMUNITY DEVELOPMENT</b>	

Attachment: COMPULSORY EXPENDITURE ADJUSTMENTS - 9.26.22 (7752 : EXHIBIT B)

Planning	
Memberships	\$500
Printing/Publications	\$600
Consulting - Land Management System Selection (Task 3)	\$39,840
<b>Sub-Total:</b>	<b>\$40,940</b>
<b>GRAND TOTAL:</b>	
	<b>\$280,185</b>

Attachment: COMPULSORY EXPENDITURE ADJUSTMENTS - 9.26.22 (7752 : EXHIBIT B)

Exhibit C: Supplemental Expenditures - 2023 Budget	
DESCRIPTION	AMOUNT
<b>GENERAL GOVERNMENT</b>	
<b>General</b>	
Wage Adjustments per 2022 Compensation Analysis - Phase I	\$50,000
<b>Sub-Total:</b>	<b>\$50,000</b>
<b>Mayor &amp; Common Council</b>	
Reinstitute City's Membership in League of Wisconsin Municipalities (LWM)	\$11,517
<b>Sub-Total:</b>	<b>\$11,517</b>
<b>City Clerk</b>	
Memberships - Wisconsin Municipal Clerk & Milwaukee Metro Clerk Associations	\$150
<b>Sub-Total:</b>	<b>\$150</b>
<b>Information Services</b>	
15 MUNIS PACE Program Training Sessions, MUNIS Conference Seats & Process Review	\$14,925
<b>Sub-Total:</b>	<b>\$14,925</b>
<b>PUBLIC WORKS</b>	
<b>Building Maintenance</b>	
Maintenance & Repairs (M & R) - City Buildings	\$5,000
Maintenance & Repairs (M & R) - Public Safety Building	\$3,000
<b>Sub-Total:</b>	<b>\$8,000</b>
<b>Highway</b>	
Maintenance & Repairs (M & R)	\$3,000
<b>Sub-Total:</b>	<b>\$3,000</b>
<b>Parks</b>	
Town Center Streetscape Maintenance	\$5,000
Mequon Road Median New Plantings (\$1,500/Bed)	
Mequon Road Median Replacement Plantings (\$700/Bed)	
Mequon Road Median Weed Control	\$1,385

Attachment: SUPPLEMENTAL EXPENDITURES - 9.26.22 (7753 : EXHIBIT C)

Mequon Road Median Edging	\$35,000
<b>Sub-Total:</b>	<b>\$41,385</b>
<b>COMMUNITY DEVELOPMENT</b>	
<b>Planning</b>	
Record Storage Plan and Facility	\$30,000
Part Time Employee: Land Management System Coordinator	\$50,000
<b>Sub-Total:</b>	<b>\$80,000</b>
<b>LIBRARY</b>	
<b>Library</b>	
Requested Allocation (\$45,716 Less \$4,000 Already Included in Proposed 2023 Budget)	\$41,716
<b>Sub-Total:</b>	<b>\$41,716</b>
<b>GRAND TOTAL:</b>	<b>\$250,693</b>

Attachment: SUPPLEMENTAL EXPENDITURES - 9.26.22 (7753 : EXHIBIT C)

Exhibit D: Expenditure Reductions - 2023 Budget	
DESCRIPTION	AMOUNT
<b>GENERAL GOVERNMENT</b>	
<b>General</b>	
Employee Health Insurance Change	(\$7,800)
<b>Sub-Total:</b>	<b>(\$7,800)</b>
<b>Mayor &amp; Common Council</b>	
Reduce Annual Festivals Stipend: \$10,000 to \$7,500	(\$2,500)
<b>Sub-Total:</b>	<b>(\$2,500)</b>
<b>City Clerk</b>	
Contracted Services - General: State of Wisconsin Weights & Measures	(\$2,400)
Contracted Services - General: MuniCode Supplement Fees	(\$1,000)
Contracted Services - General: Board of Review Court Reporter	(\$690)
Work Supplies - Administration	(\$300)
<b>Sub-Total:</b>	<b>(\$4,390)</b>
<b>Elections</b>	
Contacted Services - General (Poll Workers)	(\$31,000)
Postage	(\$20,000)
Office Supplies	(\$7,000)
<b>Sub-Total:</b>	<b>(\$58,000)</b>
<b>Information Services</b>	
Print Services	(\$3,500)
<b>Sub-Total:</b>	<b>(\$3,500)</b>
<b>Finance</b>	
Consultants - OPEB Key Benefits Table Update Required in 2023 vs. Full Valuation in 2022	(\$4,150)
<b>Sub-Total:</b>	<b>(\$4,150)</b>
<b>PUBLIC SAFETY</b>	
<b>Police</b>	

Attachment: EXPENDITURE REDUCTIONS - 9.26.22 (7754 : EXHIBIT D)

Adjust Employee Vacancy Rate from 1.5% to 2%	(\$27,500)
Reduce Overtime	(\$25,000)
Discontinue Budgeting for Education Incentive	(\$10,000)
Photocopier Expenses - Reduced Under Consolidated Contract	(\$6,700)
Maintenance & Repairs (M & R)	(\$2,500)
Telephone	(\$1,000)
Postage	(\$500)
<b>Sub-Total:</b>	<b>(\$73,200)</b>
<b>PUBLIC WORKS</b>	
<b>Building Maintenance</b>	
Electric - East Side Fire Station	(\$7,400)
Contracted Services - Carpet Cleaning (Moving In-House)	(\$3,500)
Reduce Overtime	(\$1,000)
Water - City Hall	(\$160)
<b>Sub-Total:</b>	<b>(\$12,060)</b>
<b>Forestry</b>	
Supplies	(\$3,000)
<b>Sub-Total:</b>	<b>(\$3,000)</b>
<b>Highway</b>	
Reduce Seasonal Summer Positions: 6 to 4	(\$12,000)
Reduce Overtime	(\$10,000)
Reduce Contract Services	(\$5,000)
<b>Sub-Total:</b>	<b>(\$27,000)</b>
<b>Pool</b>	
Pool Supplies	(\$1,500)
Gas	(\$200)
Sewer	(\$100)
<b>Sub-Total:</b>	<b>(\$1,800)</b>
<b>Parks</b>	

Attachment: EXPENDITURE REDUCTIONS - 9.26.22 (7754 : EXHIBIT D)

Reduce Summer Seasonal Positions: 6 to 5	(\$6,000)
Electric - River Barn	(\$40)
Electric - Lemke Park	(\$50)
<b>Sub-Total:</b>	<b>(\$6,090)</b>
<b>COMMUNITY DEVELOPMENT</b>	
<b>Inspections</b>	
Reduce Overtime	(\$1,000)
Memberships	(\$380)
<b>Sub-Total:</b>	<b>(\$1,380)</b>
<b>GRAND TOTAL:</b>	<b>(\$204,870)</b>

Attachment: EXPENDITURE REDUCTIONS - 9.26.22 (7754 : EXHIBIT D)