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Office of Administration  
Taped and Televised

## **APPROPRIATIONS COMMITTEE**

**Monday, October 9, 2023**

**6:00 PM**

**Christine Nuernberg Hall**

### **Agenda**

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

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

8) Public Works

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

9) Library

10) Compulsory & Supplemental Funding Requests

11) Consideration of a Recommendation Concerning the Proposed FY2024 Budget

12) Adjourn

*Dated: October 9, 2023*

*/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.

**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 29, 2023**

**Subject: Proposed 2024 Budget**

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On behalf of the entire staff, enclosed is the City of Mequon's proposed budget for Fiscal Year 2024, 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 over the next annum.

### **GUIDING PRINCIPLES**

The following document works to synthesize several long-held policy interests of the Appropriations Committee. Consistent with previous years, the 2024 budget adheres to several principles that have long guided 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 2024 budget also seeks to support five (5) Key Focus Areas contained within the City's 2022-25 Strategic Plan adopted last year. These include:

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

## **FISCAL YEAR 2024 BUDGET HIGHLIGHTS**

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. Among budgetary impacts addressed at the meeting were: 1) a higher-than-normal rate of inflation that is still evident across many sectors of the economy; 2) the ongoing implementation of recommendations contained within a compensation study completed in late 2022; 3) changes in state law affecting both shared revenue and personal property taxes; 4) the ongoing integration of both Fire/EMS and emergency dispatching services with the Village of Thiensville and Ozaukee County, respectively; and 5) the availability of debt-financing to fund future facility improvements.

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 2024 include:

- An additional firefighter-paramedic in the Southern Ozaukee Fire/EMS Department (SOFD)
- Expanded funding to administer election services during a Presidential Election year
- Approximately \$588,000 in new Shared Revenue funding from the State of Wisconsin
- Incorporation of a one-time longevity adjustment for eligible City staff, as recommended by the aforementioned classification and compensation analysis
- American Recovery Plan Act funding to update the City's Park & Open Space Master Plan
- Preservation of existing debt service levels, to support future long-term capital financing
- A 33% increase in the use of Flock traffic cameras, via the installation of 2 additional units
- Additional capital funding to complete HVAC and ceiling repairs in the Council Chambers
- A 50% transfer of one City mechanic's salary & benefits to SOFD for fleet maintenance
- An increase in recurring capital funding for park improvements equal to \$25,000 annually
- Supplemental funding in the amount of \$28,193 for the Weyenberg Library
- Annual compensation adjustments for both represented and non-represented City staff
- A \$135K reduction in the use of budgeted ARPA funds, as previously approved by Council
- A two-cent increase to the City's current tax rate of \$3.11/\$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 53% of the City's overall spending.

## **FISCAL YEAR 2023 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 been

accomplished within the last year. Below is a brief sampling of some of the more significant accomplishments that mark Fiscal Year 2023 and serve as the basis for continued progress in the coming year.

- Approved a Development Agreement for the 37-Lot Highland Meadows Subdivision
- Authorized an Agreement for the Provision of Water Service to the Village of River Hills
- Incorporated Electronic Poll Books to Improve Voter Verification During Elections
- Managed a \$300,000 Project Involving the Replacement of All Roof Sections at City Hall
- Oversaw Completion of the Port Washington/County Line Road Interchange Along I-43
- Directed Nearly \$2.3M in Work to Upgrade and Maintain the City's Sanitary Sewer System
- Ratified Agreements to Support a 43K-Tree Reforestation Project at Mequon Nature Preserve
- Adopted an Updated Version of the City's Municipal Emergency Operations Plan
- Substantially Completed \$5.3M of Public Improvements in the City's Town Center District
- Adopted an Updated Version of the Mequon Water Utility's 5-Year Master Plan
- Incorporated a Business Licensing Function into the City's Financial Reporting System
- Directed Approximately \$2.5M in Roadway Maintenance & Improvement Projects
- Completed a Comprehensive Review of the City's Annual Fee Schedule
- Received Recognition for Intergovernmental Cooperation from the Wisconsin Policy Forum
- Implemented Credit Card Processing to Allow for Electronic Payment at 3 City Facilities

While there are other projects, initiatives and improvements that have been completed throughout the course of 2023 that are not recounted here, the foregoing list contains some of the more substantial work accomplished by the organization in 2023. 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 2024 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 2023 non-personnel expenditure budgets forward into 2024, as a starting point from which compulsory (e.g., retirement contributions, insurance premium adjustments, bargained wage increases, etc.) and recognized adjustments (e.g., single vs. family health coverage, actual vs. budget salary savings, increased election expenses, etc.) would be applied, and to set the baseline from where expenditure reductions could be generated, as necessary. Additionally, all individual revenue sources that combine to support annual spending levels were examined and adjusted accordingly, based on multi-year trend analysis and more near-term forecasting related to impacts such as inflation and commodity pricing.

With a preliminary draft or *baseline budget* accurately depicting all expenditure obligations and realistic revenue targets for 2024 in place, each department then commenced the process of identifying *Compulsory Expenditure Increases* (Exhibit B) that should otherwise be included in the 2024 budget, as well as *Supplemental Expenditures* (Exhibit C) not contained in the budget proposed for 2024, but that could be considered for inclusion by the Appropriations Committee.

To date, the proposed budget is balanced with the use of approximately \$157,000 in new tax revenue generated by a 1.18% increase in net new construction, nearly \$590,000 in recurring shared revenue that is to be received from the State starting next year, and \$65,000 in funds received via the American Recovery Plan Act. In both 2022 and 2023, the City 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, nearly all of the *Compulsory Expenditure Increases* listed in Exhibit B have been included in the proposed budget for 2024, which is due in part to the availability of new shared revenue from the State. Accordingly, the Appropriations Committee may wish to consider the addition or inclusion of any items that are not otherwise funded within Exhibits B or C when it next meets to consider the proposed 2024 budget on October 9.

### FISCAL YEAR 2024 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 2024 General Fund Budget, which is balanced and honors all of the City's existing contractual commitments.

#### General Fund Revenue

Within the proposed budget, property taxes comprise nearly 69% 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 9% of its revenue from intergovernmental aid compared to a state-wide average of more than 20%. Building permit fees, which are the City's most elastic revenue source, are expected to decline again in the coming year, due to higher interest rates. Within *Other Revenues*, the 2024 budget assumes no use of fund balance, and a new Payment-in-Lieu-of-Taxes (PILOT) agreement with Newcastle Place will increase these revenues by more than \$200K next year. Conversely, real estate taxes previously paid by Newcastle Place are being reduced by a like amount (due to a grant of tax exemption beginning in 2023), which thus results in a small decrease in the amount of taxes that will be levied in 2024.

Revenues	2023	2024	Difference	%
<b>Taxes</b>	\$12,388,047	\$12,364,689	(\$23,358)	-0.19%
<b>State Shared Revenue</b>	\$367,128	\$954,047	\$586,919	159.87%
<b>Intergovernmental</b>	\$1,792,946	\$1,579,773	(\$213,173)	-11.89%
<b>Licenses and Permits</b>	\$941,700	\$854,172	(\$87,528)	-9.29%
<b>Public Safety Fees</b>	\$179,000	\$161,000	(\$18,000)	-10.06%
<b>Public Charges for Services</b>	\$920,350	\$1,025,450	\$105,100	11.42%
<b>Other Revenues</b>	\$640,472	\$861,221	\$220,749	34.47%
<b>Investment Income</b>	\$115,456	\$215,500	\$100,044	86.65%
<b>Total Revenue</b>	<b>\$17,345,099</b>	<b>\$18,015,853</b>	<b>\$670,754</b>	<b>3.87%</b>

### General Fund Expenditures

On the expenditure front, personnel expenses are projected to increase by nearly \$386,000, or 3.2% in 2024. This is largely attributable to an increase in health insurance premiums, as well as pay adjustments for both non-represented and unionized staff. 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 2024 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.

Expenditures	2023	2024	Difference	%
Salaries	\$8,302,603	\$8,476,152	\$173,549	2.09%
Fringe Benefits	\$3,524,592	\$3,743,023	\$218,431	6.20%
Other Staff Costs	\$56,077	\$50,468	(\$5,609)	-10.00%
Materials/Supplies	\$906,702	\$976,576	\$69,874	7.71%
Facilities/Plant	\$528,072	\$515,002	(\$13,070)	-2.48%
Purchased Services	\$1,528,021	\$1,673,321	\$145,300	9.51%
Equipment/Leases	\$39,942	\$39,670	(\$272)	-0.68%
Library Grant	\$1,106,716	\$1,131,716	\$25,000	2.26%
Fire & EMS Grant	\$1,352,374	\$1,409,925	\$57,551	4.26%
<b>Total Expenditures</b>	<b>\$17,345,099</b>	<b>\$18,015,853</b>	<b>\$670,754</b>	<b>3.87%</b>

### PROPERTY TAX IMPACT

As noted, the proposed budget includes a total tax levy increase of \$70,042, or 0.30% over that of 2023. The following table shows a breakdown of the proposed 2024 levy.

Fund	Levy for	% of Total	Levy for	% of Total	% Change
	2023 Budget		2024 Budget		
General	\$9,928,957	41.84%	\$9,823,048	41.27%	-1.07%
Sewer Utility	\$7,213,956	30.40%	*\$7,282,356	30.60%	0.95%
Library	\$1,106,716	4.66%	\$1,131,716	4.76%	2.26%
Fire & EMS	\$1,352,374	5.70%	\$1,409,925	5.92%	4.26%
Capital Projects	\$1,328,000	5.60%	\$1,353,000	5.68%	1.88%
Debt Service	\$2,800,000	11.80%	\$2,800,000	11.76%	0.00%
<b>Total</b>	<b>\$23,730,003</b>	<b>100.00%</b>	<b>\$23,800,045</b>	<b>100.00%</b>	<b>0.30%</b>

\*The 2024 Sewer Utility Levy is an estimate as budget development is pending.

For 2024, the General Fund maintains its relative share of the tax levy. The Capital Projects Fund also includes a similar funding level to the prior year. Currently, the Sewer Utility property tax is estimated to increase modestly from 2024, 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 nearly 1/8 of the City's overall 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 table below, the proposed general tax rate of \$3.13/\$1,000 represents a slight increase from last year due to planned growth in the Southern Ozaukee Fire & EMS Department. Under the proposed 2024 budget, a Mequon home assessed at \$450,000 will pay approximately \$1,409 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
2023	\$3.13 (proposed)	\$1.60 (estimate)
2022	\$3.11	\$1.60
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

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 2024, the proposed mill rate remains flat at \$1.60/\$1,000, pending development of the Sewer Utility budget.

## REVENUE

For 2024, the property tax revenue estimate (including sewer) totals \$23,800,045. As indicated in the following chart, this represents an increase of \$70,042 or 0.30% above the 2023 levy, an amount that nevertheless meets the requirements of the state's levy limit, 2013 Wisconsin Act 20.

### Revenue Summary Information

Category	2023	2024	Change	% Change
<b>General</b>	\$9,928,957	\$9,823,048	(\$105,909)	-1.07%
<b>Sewer Utility</b>	\$7,213,956	\$7,282,356	\$68,400	0.95%
<b>Library</b>	\$1,106,716	\$1,131,716	\$25,000	2.26%
<b>Fire &amp; EMS</b>	\$1,352,374	\$1,409,925	\$57,551	4.26%
<b>Capital Projects</b>	\$1,328,000	\$1,353,000	\$25,000	1.88%
<b>Debt Service</b>	\$2,800,000	\$2,800,000	\$0	0.00%
<b>Total Tax Levy</b>	<b>\$23,730,003</b>	<b>\$23,800,045</b>	<b>\$70,042</b>	<b>0.30%</b>
<b>Other Revenue</b>	\$4,957,052	\$5,651,164	\$694,112	14.00%
<b>Total Revenue</b>	<b>\$28,687,055</b>	<b>\$29,451,209</b>	<b>\$764,154</b>	<b>2.66%</b>
<i>Estimated City Tax Rate</i>	<i>\$3.11</i>	<i>\$3.13</i>	<i>\$0.02</i>	<i>0.64%</i>
<i>Estimated Sewer Tax Rate</i>	<i>\$1.60</i>	<i>\$1.60</i>	<i>\$0.00</i>	<i>0.00%</i>

The following detail is provided for key revenue categories within the 2024 budget:

**State Shared Revenues:** As noted, State Shared Revenue will be increasing by nearly \$590,000 for 2024, thanks to changes in the formula by which state sales tax revenues are shared with local governments. Conversely, Utility Tax Revenue will decrease by nearly \$1,500. Fire Insurance proceeds should continue to rise in 2024, yet these revenues are now received directly 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 slight 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 be flat, and the City will utilize \$65,000 in funds received from the American Recovery Plan Act to support operations in 2024. As for State Highway and Connecting Road Aid, these revenues (on a combined basis) will decrease by \$58,511 in 2024. Despite an uptick in Connecting Highway Aid resulting from an increase included in the State's new budget for 2024-25, General Transportation Aid, the larger of these two revenue sources, continues to decrease - based upon recent declines in the City's six-year average of eligible, road-related expenditures.

**Licenses:** Total fees in the amount of \$61,300 are estimated to increase slightly from 2023.

**Building Permits:** Permit revenues, and building permits 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. In 2020, the City realized \$653,156 in permit-related revenues, which include building, electrical, plumbing, HVAC and occupancy permits. This amount was well below revenues recorded in previous years, as development and inspection activity were negatively affected by the pandemic. In 2021 and 2022, permit activity rebounded substantially, generating \$879,391 and \$833,747 respectively, for the City. This year, revenues are not expected to meet the total figure of \$873,000 budgeted for 2023. Accordingly, staff has reduced overall permit revenue by roughly \$88,000 (10%) for 2024 to reflect this decline. Nonetheless, figures budgeted for 2024 are in line with historical averages realized between 2020-2022, and a combination of several factors - including declining interest rates, expected new home construction and various permit fee adjustments - are expected to contribute to higher revenues next year.

**Law/Ordinance Violations:** Based on recent trend, court penalties are forecasted to be less in 2024 than what was realized in 2022 (\$107,185) and that was budgeted for 2023 (\$125,000). Accordingly, a \$20,000 decrease in revenues is budgeted in this category for 2024, for a proposed allocation of \$105,000.

**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 2024 however, Police False Alarm Fees are projected to increase slightly, based on recent trends.

**Ambulance Fees:** With recent approval of revised ambulance transport fees by the SOFD Board of Directors that become effective on October 1 of this year, these revenues are expected to increase in 2024. However, these fees are no longer collected by the City or the Village, as they are now utilized to support the recently established Southern Ozaukee Fire & EMS Department. As such, there is no recognition of revenues in this category for 2024.

**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, are also being collected by the Southern Ozaukee Fire Department as of 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 2023, receipts are projected to increase by roughly \$45,000 from the amount budgeted this year.

**Pool & Parks Fees:** 2024 pool revenue is budgeted at \$75,000 to reflect higher attendance levels driven by the closure of some area pools over the last few years. As is the case each year, actual results are largely weather-dependent. Park fees are again budgeted at \$100,000 for 2024, due to a consistently high number of facility rentals, and the more recent addition of user group reimbursements for ballfield 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 2024, the amount budgeted is \$482,000; this represents a \$43,708 increase from the \$438,292 that was accounted for in 2022, and a \$22,000 increase over the \$460,000 that is expected to be charged back at the end of 2023.

**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 2024, cellular lease revenue is anticipated to increase slightly by \$8,000, while cable fees should increase slightly by \$5,000. *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 2024 does not include the use of any revenue from the City's unassigned fund balance, which is currently estimated to be 11%. Presently, the City's fund balance policy calls for maintaining an unassigned reserve between 10-12%.

**Investment Revenue:** As higher interest rates (north of 5%) have continued to hold steady during the course of 2023, the City is budgeting an increase in investment income for 2024. Accordingly, this revenue line item has been increased to \$215,500 for 2024.

**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 budgeted increment for 2024 is approximately \$66,000 more than 2023. Debt service was paid in full in 2023, therefore, TID #2 is projected to cash flow positive by the amount of the tax increment, which is approximately \$404,000. Due to another large increase in value in 2023, Tax Increment District #3 is projected to generate increment of approximately \$2,540,000. This revenue will allow the District 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 \$5,020,550, a decrease of approximately \$602,300 from the \$5,622,300 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 proceeds realized from a \$9.5 million bond issue undertaken by the City in early 2022. 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 the City's major asset categories, levy supported (pay-as-you-go) capital funding for 2024 is increasing modestly (i.e., \$25,000) from the amount of \$1,328,000 that was approved for 2023.

As noted in the enclosed Capital Budget, funding for City-wide Building Repairs amounts to \$262,000 for 2024. Introduced five years ago, this funding stream is intended to address deferred maintenance and capital replacement items identified during a comprehensive review of seven facilities completed in 2018. This year's allocation includes a recurring amount of funds (\$175,000) that has been included in the budget over the past several years, as well as an additional \$87,000 to help cover the full cost of replacing the damaged HVAC unit in the Council Chambers at City Hall. A second necessary component of this project, replacement of the interior ceiling within the Council Chambers, is also included within the overall amount. In total, these two projects will likely exhaust the full City-wide Building Repairs appropriation recommended for 2024, pending the receipt of formal bids next year.

Though no additional funds are earmarked to finance replacement of voting machines purchased by Ozaukee County in 2015, \$90,000 in ARPA funding was utilized in 2023 to purchase digitized poll books, and to provide associated training for the City's poll workers.

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 the \$9.5 million debt issue completed early last year, the Engineering Division also requested \$442,000 in additional funding across four other categories. For 2024, \$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 2024, to help seed a fire apparatus and equipment replacement fund for the new department.

In 2021, the City completed an independent assessment of its information technology function, and the City's 2022 budget included \$63,500 in one-time funding to address several identified capital needs. In 2023, an Information Technology (IT) Capital Replacement Account was established, using \$10,000 in funding previously programmed for Roadway Light & Traffic Signal Replacement. Given that streetlight and traffic signal expenses are now being paid out of the City's Right-of-Way Assets Account, \$10,000 in funding for computer hardware and equipment replacement is again recommended for 2024. Though this is less than the \$26,500 requested, more than \$11,000 in funds remain on hand year-to-date.

In the City's Parks & Forestry Divisions, requests for 2024 totaled \$335,225. Similar to 2023, \$80,000 has been allocated for forestry related efforts, including \$75,000 for the contracted removal of dead ash trees on public property and \$5,000 for replacement tree planting. On the Parks side, \$25,000 in new, recurring funding has been added to the Planning & Improvements account, bringing the total allocation for 2024 to \$75,000.

The Police Department requested \$271,000 for both new and ongoing projects; the proposed 2024 budget funds three of the six 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 2023. As noted on the enclosed ARPA Spending Plan Update shared at last month's Budget Workshop meeting, \$15,000 was utilized earlier this year to replace the Department's digital recording equipment.

Public Works Fleet requests totaled \$775,000 for Vehicle & Equipment Replacement, along with \$101,500 for Capital Equipment Leases. Similar to this year, a total of \$350,000 across both categories is again proposed for 2024.

Though the Community Development Department did not request any capital funding for 2024, the City is in the process of embarking 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 inspection function. Accordingly, \$525,000 has been earmarked within the above-referenced ARPA Spending Plan for development of a Centralized Database (\$100,000) and the purchase of a new Land Management System (\$425,000).

Lastly, as part of the proposed funding package for the Weyenberg Library in 2024, staff is recommending the transfer, or 'close-out' of a Library Capital Reserve account that presently contains \$3,193. Combined with \$25,000 in new recurring funding included in the proposed budget for next year, this provides a total of \$28,193 in available proceeds for next year.

In addition to the nearly \$1.45 million that is recommended for inclusion in the City's Capital Fund for "pay-as-you-go" projects in 2024, additional monies are also programmed for the completion of several projects contained within an American Recovery Plan Act (ARPA) Spending Plan approved by the Council in late 2022 and enclosed as Exhibit D. Also enclosed is the aforementioned matrix developed by the Finance Department (Exhibit E) designed to track the expenditure of these funds, based upon the approved allocations. To date, and as discussed at the Council's Budget Workshop Meeting last month, nearly 40% of the available funds have either been spent or are encumbered as of late September. Looking ahead into 2024, it is anticipated that a number of major projects, including procurement of a new Land Management System and construction of a concession/restroom facility at Lemke Park, will be completed. As further noted during last month's workshop, units of government must earmark all ARPA dollars by no later than December 31, 2024, and expend all such appropriated proceeds by December 31, 2026.

### **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 completion of a consolidated 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.

Notably, this is more than three times the amount of debt service the City was paying nearly 12 years ago, and in recent years such growth 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 has produced various efficiencies and associated cost savings. Furthermore, focused investment in road maintenance and improvements over the last 15 years has resulted in higher 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 from a \$5.1 million bond issue initiated in 2019 to fund additional roadwork through 2021, the City undertook yet another bond issue in early 2022 for \$9.5 million. In addition to including roughly \$5 million for road improvements through the 2024 construction season, last year's borrowing included \$1.75 million to finance the City's portion of the Highland Road interchange completed last fall. Further, last year's bond issue contained \$2.7 million for a number of public improvements that are now under construction in the City's Town Center, including an enhanced pedestrian crossing, installation of new traffic signals, streetscape improvements and the burial of utilities.

As noted during this year's budget workshop, staff will be working with the City's financial advisor in the coming months 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 beginning around 2025. It is anticipated that the results of staff's planning work will be shared during a yet-to-be-scheduled 'Mid-Strategic Plan Workshop' meeting with Council members in early 2024.

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 2024. 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 ratings. 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 to fund additional spending in 2024, 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. In recent years, the Council has appropriated available fund balance for a number of mostly one-time initiatives, such as a three-year City-wide revaluation that was finalized in 2021, and computer network upgrades completed in 2022.

With Council adoption late last year of a formal Spending Plan to allocate nearly \$2.55 million in funding received through the American Recovery Plan Act (ARPA), there was no programmed use of fund balance this year. Given that efforts will continue in 2024 to further expend these funds on projects contained within the City's approved ARPA Spending Plan, no additional use of fund balance is recommended next year. As noted during the Budget Workshop meeting in August, the General Fund Balance is projected to be \$1.98 million at the end of 2024, equivalent to about 11% of the City's annual revenues.

## **PERSONNEL**

**Staffing:** The City of Mequon's staffing levels have remained relatively consistent over the last number of years. With the merger of the City's Emergency Dispatch Center with Ozaukee County and the establishment of the Southern Ozaukee Fire & EMS Department, the City's Full-Time Equivalency (FTE) was reduced by 13.56 FTEs to 110.57 in 2023. The budget proposes maintaining staffing levels the same for 2024.

**Salaries:** This category includes wages for all full-time, part-time, temporary, and seasonal workers, and elected officials. Most recently, the City completed a Compensation Study with initial results finalized in March of 2023. The study reviewed the current salary structure and compensation methodology for non-represented employees. As a result of the study, the City has implemented an updated compensation plan and adjusted wages for employees below their new pay grade minimums in 2023. The 2024 budget contemplates implementing a one-time longevity adjustment recommended by the study. Additional recommendations will be reviewed by the Common Council in 2024 for implementation in subsequent years.

**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 more than twenty-five years, the City has provided health insurance through the state's Employee Trust Fund (ETF). Currently, the City subscribes to a plan which offers two program options. It is expected that overall, state health insurance rates will increase on average by 14.6% for local governments and retirees in 2024 state-wide. In Ozaukee County, full premium rates (including the employee share) for the Network Health Plan are increasing by 10.8% for 2024. Furthermore, employees will continue to have a choice between three plan options: Network Health, Common Ground Healthcare

Cooperative, and HealthPartners Health Plan Southeast in 2024. Following are the 2024 rates for the three (3) plan options, as established by ETF:

Network Health	Employee Share		Employer Share		Full Premium	
	2023	2024	2023	2024	2023	2024
Single Coverage	\$107	\$118	\$785	\$869	\$892	\$987
Family Coverage	\$264	\$291	\$1,934	\$2,139	\$2,198	\$2,430

Common Ground Healthcare	Employee Share		Employer Share		Full Premium	
	2023	2024	2023	2024	2023	2024
Single Coverage	\$262	\$255	\$785	\$869	\$1,047	\$1,124
Family Coverage	\$651	\$635	\$1,934	\$2,139	\$2,585	\$2,774

HealthPartners Southeast	Employee Share		Employer Share		Full Premium	
	2023	2024	2023	2024	2023	2024
Single Coverage	\$350	\$390	\$785	\$869	\$1,135	\$1,259
Family Coverage	\$870	\$971	\$1,934	\$2,139	\$2,804	\$3,110

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.

2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
6.8%	5.3%	3.7%	3.7%	-5.2%	5.1%	4.6%	3.3%	6.1%	10.8%

In 2023, employer pension contributions to the Wisconsin Retirement System (WRS) will range from 6.9% for general employees to 14.3% of wages for sworn personnel. This represents an increase in the City's contribution rate for general employees from 6.8% and an increase in the contribution rate for sworn personnel from 13.2%.

The following table summarizes the proposed changes in salaries and benefits for 2024. As is evident, these figures reflect an increase in the City's personnel-related expenses due to wage adjustments for City staff, as well as higher employee health insurance costs. 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	2023	2024	Change	% Change
Salaries	\$8,314,671	\$8,476,152	\$161,480	1.94%
Health Insurance	\$1,865,201	\$2,015,946	\$150,745	8.08%
Retirement	\$806,267	\$868,811	\$62,545	7.76%
<b>Total</b>	<b>\$10,986,140</b>	<b>\$11,360,909</b>	<b>\$374,770</b>	<b>3.41%</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 both 2022 and 2023 and calls for a 2.75% adjustment in 2024. With this contract expiring at the end of next year, negotiations on a successor agreement are likely to commence in mid-2024.

**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 training activities that benefit both themselves and the City, the budget again contains resources dedicated to professional development for 2024. As depicted below, expenditures across the organization will total \$54,045 in 2023, a slight decrease of \$1,550 from 2022. As shared last year, the large reduction from 2022 to 2023 is attributable to the exclusion of costs previously allocated to the Mequon Fire Department.

2018	2019	2020	2021	2022	2023	2024
\$53,255	\$60,660	\$82,520	\$61,890	\$87,045	\$55,595	\$54,045

**LIBRARY**

Funding for the Weyenberg Library has been subject to changes and variables over the last twelve years, 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 has utilized one of the following three funding calculations to determine the Weyenberg Library’s funding allocation in a given year:

- 1) A 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;
- 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 a three-year maintenance of effort calculation, as detailed in the table that appears on the following page.

During last year’s budget development process, the Common Council approved an appropriation of \$45,716 in new operating revenue for the Library during 2023, as well as supplemental funding in the amount of \$150,000 through the City’s ARPA allocation. In connection with this approval, staff was directed to work with the Library’s administration this year to determine if additional opportunities for potential cost savings and/or efficiencies could be realized. Additionally, the Common Council expressed support for revisiting the joint library agreement between the City and the Village of Thiensville that includes a formula by which the Library can be funded. Through August of this year, City and Library staff conducted a half-dozen meetings to examine the Library’s budget, and a number of recommendations were shared with the Common Council during its Budget Workshop meeting in August. As further explained during the meeting, efforts to update the joint library agreement will be pursued in 2024, now that the budgetary review has been completed, and the associated recommendations stemming from such have been shared amongst the City, the Village and the Library.

Consequently, and upon review of the funding formula options that remain currently available heading into 2024 (equalized value vs. maintenance of effort average), it has been determined that the maintenance of effort methodology is again the preferable approach from a fiscal standpoint. The difference between the two formulas, as outlined below, is not insignificant, and in choosing the least costly of the two formulas, the City's proposed allocation for 2024 nevertheless includes an increase of an additional \$25,000, above the amount that was approved for 2023.

County Library Tax Exemption Thresholds		
<b>2023 Mequon Appropriation</b>	\$1,106,716	
<b>2024 Mequon Appropriation Needed to Maintain County Library Exemption:</b>	<b>Per Equalized Value Formula</b>	<b>Per Maintenance of Effort Formula</b>
	\$1,566,033	\$1,075,239
<b>2023 Appropriations Requirement</b>	\$1,513,245	\$1,064,667
<b>Net Change from 2023 Requirement:</b>	\$52,788	\$10,572
<b>Proposed 2024 Appropriation:</b>	\$1,131,716	

It should be noted that the state-imposed county library tax formula trumps the joint library agreement formula as it is currently written. Thus, and as indicated on the preceding page, the City and Village will seek to amend and update the joint funding agreement in 2024, 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 2024 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 Finance Director Marie Keyser and Executive Assistant Carrie Enea for their assistance in preparing this document.

Respectfully submitted,

William H. Jones, Jr.  
City Administrator

Jennifer L. Engroff  
Finance Director/City Treasurer

Attachment: 2024 BUDGET TRANSMITTAL LETTER - 9.29.23 (8823 : Transmittal Letter)

Southern Ozaukee Fire & EMS  
 2024 Budget  
 All Funds  
 Summary of Revenues & Expenditures

Summary of Revenues

Source	SOFD 2023 Budget	SOFD 2024 Budget
Intergovernmental Charges for Services		
City of Mequon	\$ 1,344,172	1,401,723
Village of Thiensville	247,883	258,496
City of Mequon Capital Allocation	118,202	110,000
Village of Thiensville Capital Allocation	21,798	20,285
Total Intergovernmental Charges for Services	<u>\$ 1,732,055</u>	<u>\$ 1,790,504</u>
Non-Property Tax Revenue:		
Intergovernmental Revenue	\$ 538,085	\$ 630,238
Regulation & Compliance	72,085	96,360
Public Charges for Services	1,244,998	1,374,971
Total Non-Property Tax Revenue:	<u>\$ 1,855,168</u>	<u>\$ 2,113,569</u>
Total Revenue	<u>\$ 3,587,223</u>	<u>\$ 3,904,073</u>

Summary of Expenditures

Department	SOFD 2023 Budget	SOFD 2024 Budget
Salaries & Wages	\$ 2,144,950	\$ 2,389,995
Fringe Benefits	615,338	548,104
Personnel Services	91,246	91,983
Contractual Services	111,525	131,248
Commodities	107,365	114,826
Equipment Maintenance	105,113	178,596
Property & Liability Insurance	103,080	119,036
Unclassified - Transfers	168,606	200,000
Capital Projects Fund	140,000	130,285
Total Expenditures	<u>\$ 3,587,223</u>	<u>\$ 3,904,073</u>
Beginning Fund Balance		\$ 197,552
Annual Income / (Loss)		-
Ending Fund Balance		<u>\$ 197,552</u>

Attachment: 2024 SOFD BUDGET - 9.13.23 (8822 : Transmittal letter attachments)

Southern Ozaukee Fire EMS  
2024 Budget  
General Fund  
Summary of Revenues and Expenditures

**Summary of Revenues**

Source	SOFD 2023 Budget	SOFD 2023 YTD	SOFD 2023 Projected	SOFD 2024 Budget
<b>Intergovernmental Charges for Services</b>				
City of Mequon	\$ 1,344,172	\$ 1,014,281	\$ 1,344,172	1,401,723
Village of Thiensville	247,883	185,912	247,883	258,496
Total Intergovernmental Charges for Services	\$ 1,592,055	\$ 1,200,193	\$ 1,592,055	\$ 1,660,219
<b>Non-Property Tax Revenue:</b>				
Intergovernmental Revenue	\$ 538,085	\$ 307,936	\$ 621,174	\$ 630,238
Regulation & Compliance	72,085	8,965	107,738	96,360
Public Charges for Services	1,244,998	170,004	1,130,000	1,374,971
Commercial Revenues	-	-	-	12,000
Miscellaneous Revenues	-	100,695	100,695	-
Total Non-Property Tax Revenue:	\$ 1,855,168	\$ 587,600	\$ 1,959,607	\$ 2,113,569
Total Revenue	\$ 3,447,223	\$ 1,787,793	\$ 3,551,662	\$ 3,773,788

**Summary of Expenditures**

Department	SOFD 2023 Budget	SOFD 2023 YTD	SOFD 2023 Projected	SOFD 2024 Budget
Salaries & Wages	\$ 2,144,950	\$ 1,108,106	\$ 2,115,275	\$ 2,389,995
Fringe Benefits	615,338	297,493	522,010	548,104
Personnel Services	91,246	17,286	88,097	91,983
Contractual Services	111,525	46,722	152,545	131,248
Commodities	107,365	64,291	116,582	114,826
Equipment Maintenance	105,113	52,244	125,978	178,596
Property & Liability Insurance	103,080	90,399	132,928	119,036
Unclassified - Transfers	168,606	-	100,695	200,000
Total General Fund Expenditures	\$ 3,447,223	\$ 1,676,541	\$ 3,354,110	\$ 3,773,788

Attachment: 2024 SOFD BUDGET - 9.13.23 (8822 : Transmittal letter attachments)

Southern Ozaukee Fire EMS  
 2024 Budget  
 General Fund  
 Detailed Revenues (continued)

		8/31/2023			SOFD 2024 Budget	Budget % Change
Account Name		SOFD 2023 Budget	SOFD 2023 YTD	SOFD 2023 Projected		
Intergovernmental Charges for Services						
43210	City of Mequon	\$ 1,344,172	\$ 1,014,281	\$ 1,344,172	\$ 1,401,723	4.28%
43220	Village of Thiensville	247,883	185,912	247,883	258,496	4.28%
Total Intergovernmental Charges for Services		1,592,055	1,200,193	1,592,055	1,660,219	4.28%
Intergovernmental Revenue						
Cedarburg Overwatch Program		-	73,000	73,000	67,000	100.00%
Grants & Aids						
44530	ARPA Local Recovery Funds	300,000	-	300,000	300,000	0.00%
44510	Fire Insurance Dues (2%)	224,847	234,936	234,936	250,000	11.19%
44520	EMS Funding Assistance Program	13,238	-	13,238	13,238	0.00%
Total Intergovernmental Revenues		538,085	307,936	621,174	630,238	17.13%

		SOFD 2023 Budget	SOFD 2023 YTD	SOFD 2023 Projected	SOFD 2024 Budget	Budget % Change
Account Name						
Regulation & Compliance						
Permits						
40100	Burn Permits	\$ 15,725	\$ 7,720	\$ 10,000	\$ 10,000	-36.41%
40300	Fire Fees (plan review, sprinkler, hydro testing)	7,122	1,200	3,500	7,122	0.00%
40500	Fire Inspections	30,000	-	75,000	60,000	100.00%
40400	Other Fire Prevention Fees	8,000	45	8,000	8,000	0.00%
Total Permits		60,847	8,965	96,500	85,122	39.90%
Other						
40900	Accident Fees	\$ 8,538	\$ -	\$ 8,538	\$ 8,538	0.00%
40800	False Alarms	2,700	-	2,700	2,700	0.00%
Total Other		11,238	-	11,238	11,238	0.00%
Total Regulation & Compliance		72,085	8,965	107,738	96,360	33.68%

		SOFD 2023 Budget	SOFD 2023 YTD	SOFD 2023 Projected	SOFD 2024 Budget	Budget % Change
Account Name						
Public Charges for Services						
Protection-Persons & Property						
40700	Ambulance Revenue	\$ 1,207,498	\$ 150,304	\$ 1,100,000	\$ 1,354,971	12.21%
43310	Paramedic Intercept (Cedarburg)	37,500	19,700	30,000	20,000	-46.67%
Total Protection-Persons & Property		1,244,998	170,004	1,130,000	1,374,971	10.44%
Total Public Charges for Services		1,244,998	170,004	1,130,000	1,374,971	10.44%

Attachment: 2024 SOFD BUDGET - 9.13.23 (8822 : Transmittal letter attachments)

Southern Ozaukee Fire EMS  
 2024 Budget  
 General Fund  
 Detailed Revenues (continued)

Account Name	SOFD 2023 Budget	SOFD 2023 YTD	SOFD 2023 Projected	SOFD 2023 Budget	Budget % Change
Commercial Revenues					
Interest Income					
###-###-###-### Investment Interest	-	-	-	12,000	100.00%
Total Interest Income	-	-	-	12,000	100.00%
Total Commercial Revenues	-	-	-	12,000	100.00%
Account Name	SOFD 2023 Budget	SOFD 2023 YTD	SOFD 2023 Projected	SOFD 2023 Budget	Budget % Change
Miscellaneous Revenue					
Other Income					
###-###-###-### Fund Balance Applied	\$ -	\$ -	\$ -	\$ -	0.00%
###-###-###-### Other Income	-	100,695	100,695	-	0.00%
Total Miscellaneous Revenue	-	100,695	100,695	-	0.00%
<b>Total General Fund Revenue</b>	<b>\$ 3,447,223</b>	<b>\$ 1,787,793</b>	<b>\$ 3,551,662</b>	<b>\$ 3,773,788</b>	<b>9.47%</b>

Attachment: 2024 SOFD BUDGET - 9.13.23 (8822 : Transmittal letter attachments)

Southern Ozaukee Fire EMS  
 2024 Budget  
 General Fund  
 Detailed Expenditures (continued)

**Protection Property & Persons  
 Fire & EMS**

		8/31/2023			SOFD 2024 Budget	Budget % Change
Account Name	SOFD 2023 Budget	SOFD 2023 YTD	SOFD 2023 Projected			
<b>Personnel</b>						
670101	Salaries	\$ 1,481,762	\$ 561,567	\$ 1,150,000	\$ 1,414,057	-4.57%
670173	Paramedic POC	297,000	253,465	434,511	157,034	-47.13%
670150	EMS Responder	105,600	149,064	255,538	437,903	314.68%
670151	Fire Call Pay	102,400	90,840	155,726	105,472	3.00%
670171	First Responder On Call Pay	38,688	-	-	156,029	303.30%
670162	Training Pay	100,000	49,782	100,000	100,000	0.00%
670161	Vehicle Checks	19,500	3,388	19,500	19,500	0.00%
	<b>Total Salaries and Wages</b>	<b>2,144,950</b>	<b>1,108,106</b>	<b>2,115,275</b>	<b>2,389,995</b>	<b>11.42%</b>
<b>Fringe Benefits</b>						
673101	FICA	164,089	126,235	216,403	183,982	12.12%
673201	Health/Dental Insurance	238,711	66,719	125,000	149,913	-37.20%
673203	Life Insurance/Disability Insurance	5,389	354	607	2,253	-58.19%
637102	Wisconsin Retirement	207,149	104,185	180,000	211,956	2.32%
	<b>Total Fringe Benefits</b>	<b>615,338</b>	<b>297,493</b>	<b>522,010</b>	<b>548,104</b>	<b>-10.93%</b>
<b>Personnel Services</b>						
54100	Dues & Subscriptions	\$ 5,050	\$ 395	\$ 677	\$ 5,050	0.00%
54200	Meetings & Conferences	1,000	1,342	2,301	2,300	130.00%
54300	Training	36,000	9,883	36,000	35,000	-2.78%
54400	Uniforms	35,451	684	35,451	35,451	0.00%
54600	Preemployment Examinations	7,745	1,871	7,745	7,745	0.00%
54700	Recruitment	4,500	2,580	4,423	4,937	9.71%
54500	Books and Periodicals	1,500	531	1,500	1,500	0.00%
	<b>Total Personnel Services</b>	<b>91,246</b>	<b>17,286</b>	<b>88,097</b>	<b>91,983</b>	<b>0.81%</b>
<b>Contractual Services</b>						
51500	Legal Services	\$ 14,000	\$ 12,703	\$ 21,777	\$ 14,000	0.00%
51550	Financial Services	7,100	495	849	7,100	0.00%
51600	IT Services	17,975	28,278	48,477	24,000	33.52%
51650	Billing Services	72,450	-	72,450	81,298	12.21%
51700	Advertising	-	5,246	8,993	4,850	100.00%
	<b>Total Contractual Services</b>	<b>111,525</b>	<b>46,722</b>	<b>152,545</b>	<b>131,248</b>	<b>17.69%</b>

Attachment: 2024 SOFD BUDGET - 9.13.23 (8822 : Transmittal letter attachments)

Southern Ozaukee Fire EMS  
 2024 Budget  
 General Fund  
 Detailed Expenditures (continued)

Account Name	SOFD 2023 Budget	SOFD 2023 YTD	SOFD 2023 Projected	SOFD 2024 Budget	Budget % Change
<b>Commodities</b>					
55100 Office Supplies	\$ 1,650	\$ 321	\$ 1,650	\$ 1,650	0.00%
55200 Telecommunications	12,535	5,505	12,535	12,535	0.00%
55300 Printing/Copy Machine Supplies	3,280	588	3,280	3,280	0.00%
55400 Postage	400	292	400	501	25.25%
55500 Miscellaneous	-	452	775	-	0.00%
55700 Work Supplies	89,500	57,133	97,942	96,860	8.22%
Total Commodities	107,365	64,291	116,582	114,826	6.95%
<b>Total Fire &amp; EMS</b>	<b>3,070,424</b>	<b>1,533,898</b>	<b>2,994,509</b>	<b>3,276,156</b>	<b>6.70%</b>

**Protection Property & Persons  
 Equipment Maintenance**

Account Name	SOFD 2023 Budget	SOFD 2023 YTD	SOFD 2023 Projected	SOFD 2024 Budget	Budget % Change
56000 Maintenance					
###-###-###-### Equipment Repairs/Small Tools	\$ 40,000	\$ 8,318	\$ 40,000	\$ 40,000	0.00%
###-###-###-### Truck/Vehicle Parts & Supplies	40,000	21,610	40,000	40,000	0.00%
###-###-###-### Radio Maintenance	4,000	-	4,000	4,000	0.00%
###-###-###-### Hoses	2,500	-	2,500	2,500	0.00%
###-###-###-### Vehicle Maintenance Labor (DPW)	-	-	-	52,618	100.00%
###-###-###-### Fuel	16,813	21,406	37,678	37,678	124.10%
###-###-###-### Building Maintenance	1,800	910	1,800	1,800	0.00%
Total Maintenance	105,113	52,244	125,978	178,596	69.91%
<b>Total Equipment Maintenance</b>	<b>105,113</b>	<b>52,244</b>	<b>125,978</b>	<b>178,596</b>	<b>69.91%</b>

Attachment: 2024 SOFD BUDGET - 9.13.23 (8822 : Transmittal letter attachments)

Southern Ozaukee Fire EMS  
 2024 Budget  
 General Fund  
 Detailed Expenditures (continued)

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

Account Name	SOFD 2023 Budget	SOFD 2023 YTD	SOFD 2023 Projected	SOFD 2024 Budget	Budget % Change
<b>Insurance</b>					
57100 General Liability Insurance	\$ 33,051	\$ 27,784	\$ 55,570	\$ 33,051	0.00%
57400 Property Insurance	1,000	511	511	511	-48.90%
57200 Vehicle Insurance	20,765	13,893	13,893	20,765	0.00%
57300 Workers Compensation Insurance	46,224	44,237	58,980	58,982	27.60%
###-###-#-### Cyber Crime Insurance	-	-	-	1,754	100.00%
###-###-#-### Accident	-	3,189	3,189	3,188	100.00%
###-###-#-### Crime	-	785	785	785	100.00%
57500 EAP	2,040	-	-	-	-100.00%
Total Insurance	<u>103,080</u>	<u>90,399</u>	<u>132,928</u>	<u>119,036</u>	15.48%
Total Property & Liability Insurance	<u>103,080</u>	<u>90,399</u>	<u>132,928</u>	<u>119,036</u>	15.48%

**Protection Property & Persons  
 Unclassified**

Account Name	SOFD 2023 Budget	SOFD 2023 YTD	SOFD 2023 Projected	SOFD 2024 Budget	Budget % Change
<b>Unclassified</b>					
###-###-#-### Transfers to Other Funds	\$ -	-	\$ 100,695	\$ -	0.00%
###-###-#-### Contingency	168,606	-	-	200,000	18.62%
Total Unclassified	<u>168,606</u>	<u>-</u>	<u>100,695</u>	<u>200,000</u>	18.62%
<b>Total General Fund Expenditures</b>	<u><b>\$ 3,447,223</b></u>	<u><b>\$ 1,676,541</b></u>	<u><b>\$ 3,354,110</b></u>	<u><b>\$ 3,773,788</b></u>	9.47%

Attachment: 2024 SOFD BUDGET - 9.13.23 (8822 : Transmittal letter attachments)

Southern Ozaukee Fire EMS  
 2024 Budget  
 Capital Projects Fund  
 Summary of Revenues and Expenditures

**Summary of Revenues**

Source	SOFD 2023 Budget	SOFD 2023 YTD	SOFD 2023 Projected	SOFD 2024 Budget
Intergovernmental Charges for Services				
City of Mequon Capital Allocation	118,202	-	-	110,000
Village of Thiensville Capital Allocation	21,798	-	-	20,285
Total Intergovernmental Charges for Services	<u>140,000</u>	-	-	<u>130,285</u>
Other Financing Sources	-	-	100,695	-
Total Revenue	<u>\$ 140,000</u>	<u>\$ -</u>	<u>\$ 100,695</u>	<u>\$ 130,285</u>

**Summary of Expenditures**

Department	SOFD 2023 Budget	SOFD 2023 YTD	SOFD 2023 Projected	SOFD 2024 Budget
Fire Department	-	-	-	-
Unclassified	140,000	-	-	130,285
Total Capital Equipment Expenditures	<u>\$ 140,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 130,285</u>
Beginning Fund Balance				\$ 240,695
Annual Income / (Loss)				-
Ending Fund Balance				<u>\$ 240,695</u>

Attachment: 2024 SOFD BUDGET - 9.13.23 (8822 : Transmittal letter attachments)

Southern Ozaukee Fire EMS  
 2024 Budget  
 Capital Projects Fund  
 Detailed Revenues

Account Name	SOFD 2023 Budget	SOFD 2023 YTD	SOFD 2023 Projected	SOFD 2024 Budget	Budget % Change
Intergovernmental Charges for Services					
##-##-###-### City of Mequon Capital Allocation	\$ 118,202	\$ -	\$ -	\$ 110,000	-6.94%
##-##-###-### Village of Thiensville Capital Allocation	21,798	21,798	21,798	20,285	-6.94%
<b>Total Intergovernmental Charges for Services</b>	<b>140,000</b>	<b>21,798</b>	<b>21,798</b>	<b>130,285</b>	<b>-6.94%</b>

  

Account Name	SOFD 2023 Budget	SOFD 2023 YTD	SOFD 2023 Projected	SOFD 2024 Budget	Budget % Change
Other Financing Sources					
##-##-###-### Sale of Property	\$ -	\$ -	\$ -	\$ -	0.00%
##-##-###-### Sale of Vehicles	-	-	-	-	0.00%
##-##-###-### Sale of Equipment	-	-	-	-	0.00%
##-##-###-### Transfer from Other Funds	-	-	100,695	-	0.00%
<b>Total Other Financing Sources</b>	<b>-</b>	<b>-</b>	<b>100,695</b>	<b>-</b>	<b>0.00%</b>
<b>Total Capital Projects Revenue</b>	<b>\$ 140,000</b>	<b>\$ 21,798</b>	<b>\$ 122,493</b>	<b>\$ 130,285</b>	<b>-6.94%</b>

Attachment: 2024 SOFD BUDGET - 9.13.23 (8822 : Transmittal letter attachments)

Southern Ozaukee Fire EMS  
 2024 Budget  
 Capital Projects Fund  
 Detailed Expenditures

Account Name	SOFD 2023 Budget	SOFD 2023 YTD	SOFD 2023 Projected	SOFD 2024 Budget	Budget % Change
Fire Department					
###-###-### Office Equipment	\$ -	\$ -	\$ -	\$ -	0
###-###-### Vehicles	-	-	-	-	0.00%
###-###-### Equipment	-	-	-	-	0.00%
###-###-### Radios	-	-	-	-	0.00%
###-###-### Fire Apparatus	-	-	-	-	0.00%
###-###-### Other	-	-	-	-	0.00%
<b>Total Fire Department - Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Unclassified					
###-###-### Contingency	140,000	-	-	130,285	-6.94%
<b>Total Unclassified - Capital</b>	<b>140,000</b>	<b>-</b>	<b>-</b>	<b>130,285</b>	<b>-6.94%</b>

  

Account Name	SOFD 2023 Budget	SOFD 2023 YTD	SOFD 2023 Projected	SOFD 2024 Budget	Budget % Change
Other Financing Uses					
###-###-### Transfer to Other Funds	\$ -	\$ -	\$ -	\$ -	0.00%
Total Other Financing Uses	-	-	-	-	0.00%
<b>Total Capital Fund Expenditures</b>	<b>\$ 140,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 130,285</b>	<b>-6.94%</b>

Attachment: 2024 SOFD BUDGET - 9.13.23 (8822 : Transmittal letter attachments)

Exhibit B: Compulsory Expenditure Increases - 2024 Budget	
DESCRIPTION	AMOUNT
<b>GENERAL GOVERNMENT</b>	
<b>General</b>	
Sub-Total:	\$0
<b>Mayor &amp; Common Council</b>	
Sub-Total:	\$0
<b>City Administrator's Office</b>	
Sub-Total:	\$0
<b>City Clerk</b>	
Online Municipal Code - Contract Increase	\$25
Annual Billing for Codification - Contract Increase	\$1,237
Sub-Total:	\$1,262
<b>Elections</b>	
Supplies - 2024 Presidential Election	\$5,384
Postage - Presidential Election	\$3,916
Contracted Services - Presidential Election	\$36,000
Contracted Maintenance - Battery Replacement(s)	\$2,060
Sub-Total:	\$47,360
<b>Information Services</b>	
Contracted Services - Increase for OTG (Software Licensing)	\$2,844
MUNIS ERP System - Contract Rate Increase	\$1,700
MUNIS Business Licensing - New Annual Fee	\$2,000
Sub-Total:	\$6,544
<b>Finance</b>	
Miscellaneous Services - Public Officials Bond	(\$100)
Postage - 2022-24 Rate Increases	\$1,750
Contract Services - Tax 16 Report & New Accounting Standard Implementation	\$5,200
Contract Services - Amazon Business	\$499
Contract Services - Waukesha County Personal Property Tax Collection Contract	\$1,200

Attachment: COMPULSORY EXPENDITURE INCREASES - FY2024 (8822 : Transmittal letter attachments)

Contract Services - 1099 Processing	\$250
Contract Services - Credit Card Processing	(\$4,400)
<b>Sub-Total:</b>	<b>\$4,399</b>
<b>Assessor</b>	
Postage - 2022-24 Rate Increases	\$1,700
<b>Sub-Total:</b>	<b>\$1,700</b>
<b>Human Resources</b>	
<b>Sub-Total:</b>	<b>\$0</b>
<b>Legal</b>	
Adjustment to Reflect Entire City Attorney Monthly Retainer of \$7,000/Month Starting in 2023	\$8,618
Contracted 5% Monthly Increase in Legal Retainer (Applicable to 2024 & 2025)	\$4,200
Monthly Increase in Municipal Prosecution Contract	\$6,000
<b>Sub-Total:</b>	<b>\$18,818</b>
<b>PUBLIC SAFETY</b>	
<b>Police</b>	
Contract General - Powertime Price Increase	\$650
Contract General - Clear Access Price Increase	\$120
Contract General - WI DOJ Records Price Increase	\$600
Contract General - 2% Average Increase on Smaller Accounts	\$1,000
Motor Fuel - Projected Cost Increase	\$12,800
<b>Sub-Total:</b>	<b>\$15,170</b>
<b>Communications</b>	
Eliminate Uniform & Clothing	(\$2,327)
Reduce Overtime	(\$2,259)
<b>Sub-Total:</b>	<b>(\$4,586)</b>
<b>PUBLIC WORKS</b>	
<b>Building Maintenance</b>	
Janitorial Supplies - 10% Rate Increase	[Included in Budget: \$1,000] \$2,000
HVAC Preventative Maintenance - Contract Increase	\$1,855
Pest Control - Contract Increase	\$140

Attachment: COMPULSORY EXPENDITURE INCREASES - FY2024 (8822 : Transmittal letter attachments)

Alarm Circuits - Contract Increase		\$92
Floor Mat Service - Contract Increase		\$250
Elevator Inspections - Contract Increase		\$625
Air Compressor Preventative Maintenance - Contract Increase		\$780
Dumpster Fee - Cost and Use Increase		\$275
Cleaning Service - Cost Increase		\$4,095
Alarm Monitoring - Cost Increase		\$15
Crane Inspection - Cost Increase		\$550
DSPS Elevator Permit - Cost Increase		\$95
Software Upgrade for DPW Gate Access		\$580
Electricity - 2.42% Increase		\$4,566
Natural Gas Service - 2.6% Increase		\$2,231
Sewer Charges		\$1,075
Water Charges		\$500
<b>Sub-Total:</b>		<b>\$19,724</b>
<b>Engineering</b>		
SWWT Water Contract (MS4 Permit Requirement - PE&O) - Cost Increase		\$4,150
Additional Engineering Intern		\$8,808
<b>Sub-Total:</b>		<b>\$12,958</b>
<b>Fleet Services</b>		
Motor Fuel - Projected Cost Increase	[Included in Budget: \$18,000]	\$25,150
Fuel Tank Inspection Fee - Yearly Increase		\$235
Fuel Software Subscription - Fee Increase		\$1,100
Telephone Fees - Expenditure Adjustment		\$275
<b>Sub-Total:</b>		<b>\$26,760</b>
<b>Forestry</b>		
Portable Restroom Rental - Rate Increase		\$192
<b>Sub-Total:</b>		<b>\$192</b>
<b>Highway</b>		
Road Salt - Projected Price Increase	[Included in Budget: \$20,500]	\$61,580

Attachment: COMPULSORY EXPENDITURE INCREASES - FY2024 (8822 : Transmittal letter attachments)

Sewer Charges	\$1,000
Water Charges	\$1,000
<b>Sub-Total:</b>	<b>\$63,580</b>
<b>Pool</b>	
Increase in Pool Filter Material to Meet Regulatory Pool Levels	\$1,000
Pool Maintenance - Contract Increase	\$550
Credit Card Processor - Contract Increase	\$75
Electricity - 2.42% Increase	\$235
Sewer Charges	\$55
Water Charges	\$790
<b>Sub-Total:</b>	<b>\$2,705</b>
<b>Parks</b>	
Janitorial Supplies - 4.5% Rate Increase	\$250
Holding Tank Pumping - Fee Increase	\$200
Road Median Maintenance - Contract Increase	<b>[Included in Budget: \$1,500]</b> \$3,000
Electricity - 2.42% Increase	\$331
Natural Gas Service - 2.6% Increase	\$148
<b>Sub-Total:</b>	<b>\$3,929</b>
<b>COMMUNITY DEVELOPMENT</b>	
<b>Inspections</b>	
Training (Decrease to \$2,000)	(\$1,650)
Memberships/Certifications (Increase to \$1,445)	\$554
<b>Sub-Total:</b>	<b>(\$1,096)</b>
<b>Planning</b>	
Telephone Services - Cell Phone for New Associate Planner (Increase to \$1,240)	\$350
<b>Sub-Total:</b>	<b>\$350</b>
<b>GRAND TOTAL:</b>	<b>\$219,769</b>
Items Shaded Green	Included in Budget
Items Not Shaded (White)	Not Included in Budget
Items Shaded Orange	Partially Included in Budget

Attachment: COMPULSORY EXPENDITURE INCREASES - FY2024 (8822 : Transmittal letter attachments)

Exhibit C: Supplemental Expenditure Requests - 2024 Budget	
DESCRIPTION	AMOUNT
<b>GENERAL GOVERNMENT</b>	
<b>Mayor &amp; Common Council</b>	
Wisconsin Policy Forum Membership	\$500
<b>Sub-Total:</b>	<b>\$500</b>
<b>City Clerk</b>	
Increase PT Deputy Clerk Position to Full-Time	\$5,950
Allow Deputy Clerk to Attend Clerk's Institute	\$1,200
<b>Sub-Total:</b>	<b>\$7,150</b>
<b>Elections</b>	
Increase Pay by \$25/Poll Worker on Election Days & SVD/Ballot Delivery to \$50	\$11,250
<b>Sub-Total:</b>	<b>\$11,250</b>
<b>PUBLIC SAFETY</b>	
<b>Police</b>	
CellHawk Data Analyzer - Contract General	\$5,000
Increase Flock Cameras from 6 to 8; Approve 5-Year Contract Pricing @ \$20,000/Year	\$5,000
Relocate 2 Flock Cameras Due to I-43 Construction	\$3,000
Restore Telephone Allocation	\$1,000
Restore Police Overtime Allocation	\$25,000
Restore Maintenance & Repairs Allocation	\$2,500
<b>Sub-Total:</b>	<b>\$41,500</b>
<b>PUBLIC WORKS</b>	
<b>Building Maintenance</b>	
Increase City Hall Work Supplies Account Due to Material Cost Increases	\$800
Establish Tool Replacement Account	\$300
Increase City Hall Maintenance & Repairs Account to 3-Year Average	\$4,400
Increase Public Works Facility Maintenance & Repairs Account to 3-Year Average	\$2,575
<b>Sub-Total:</b>	<b>\$8,075</b>

Attachment: SUPPLEMENTAL EXPENDITURE REQUESTS - FY2024 (8822 : Transmittal letter attachments)

<b>Fleet</b>	
Increase Maintenance Work Supplies Account Due to Higher Material Costs	\$13,000
Increase Fleet Maintenance & Repairs Account to 3-Year Average	\$12,000
<b>Sub-Total:</b>	<b>\$25,000</b>
<b>Highway</b>	
Increase General Contractual Services Account Due to Higher Usage & Pricing	\$13,000
Increase Training & Conferences Account for CDL Fees	\$750
<b>Sub-Total:</b>	<b>\$13,000</b>
<b>Parks</b>	
5-Year Update to Park & Open Space Master Plan(s)	\$40,000
Increase Janitorial Supplies Account Due to Increased Rentals	\$2,000
Increase Neighborhood Parks Work Supplies Account	\$1,000
Increase Maintenance Contractual Services Account for Dry Ballfield Goods	\$1,400
Increase Maintenance & Repairs Account Due to Higher Rentals, Use, Aging	\$1,500
Increase Rentals Due to Higher Frequency of Portable Toilet Rentals	\$945
<b>Sub-Total:</b>	<b>\$46,845</b>
<b>Pool</b>	
Increase Maintenance & Repairs Account to 3-Year Average	\$4,000
<b>Sub-Total:</b>	<b>\$4,000</b>
<b>GRAND TOTAL:</b>	<b>\$157,320</b>
Items Shaded Green	Included in Budget
Items Not Shaded (White)	Not Included in Budget
Items Shaded Orange	Partially Included in Budget

Attachment: SUPPLEMENTAL EXPENDITURE REQUESTS - FY2024 (8822 : Transmittal letter attachments)

EXHIBIT D

CAPITAL/ INFRASTRUCTURE		IT/CUSTOMER SERVICE		FINANCIAL STEWARDSHIP		QUALITY OF LIFE	
ITEM	COST	ITEM	COST	ITEM	COST	ITEM	COST
County Line Traffic Light	\$325K	Land Mgmt. System	\$425K	2022 Budget	\$200K	Lemke Park Pavilion	\$350K
Space Needs Assessment	\$25K	Central Database	\$100K	2023 Budget	\$200K	Brush Site	\$250K
		MUNIS Modules (4)	\$100K	2024 Budget	\$67K	Civic Campus Plan	\$75K
		MUNIS Training	\$50K	Library	\$150K		
		Police Phone Recorder	\$15K	Covid/Staffing /Other	\$130K		
		E-Poll Books	\$90K				
<b>TOTAL</b>	<b>\$350K</b>	<b>TOTAL</b>	<b>\$780K</b>	<b>TOTAL</b>	<b>\$747K</b>	<b>TOTAL</b>	<b>\$675K</b>

**GRAND TOTAL: \$2,552,000**

Attachment: ARPA 6.0 (8822 : Transmittal letter attachments)

**EXHIBIT E: ARPA SPENDING PLAN as of 9/26/2023**

**CAPITAL**

Department	Strategic Plan	Status	Description	Amount Allocated	Amount Spent/Encumbered	Amount Remaining
Elections	IT/Customer Service	Completed	Electronic Poll Books	90,000	70,296	19,704
Police	IT/Customer Service	Completed	IT Equipment PD Recorder	15,000	15,000	-
Library	Financial Stewardship	In Progress	Library Capital Projects	112,784	31,161	81,623
DPW	Capital/Infrastructure	In Progress	County Line/Port Wash Road Traffic Signal	325,000	325,000	-
Development	IT/Customer Service	In Progress	Online Permitting/Land Management System	425,000	5,000	420,000
Development	IT/Customer Service	Not Started	Centralized Database Development	100,000	-	100,000
Buildings	Quality of Life	Not Started	Civic Campus Master Plan/Space Assessment	100,000	-	100,000
Parks	Quality of Life	Not Started	Lemke Park Pavilion Expansion	350,000	-	350,000
DPW	Quality of Life	Not Started	City Brush Site Automation	250,000	-	250,000

**TOTAL CAPITAL 1,767,784 446,457 1,321,327**

**OPERATING**

Department	Strategic Plan	Status	Description	Amount Allocated	Amount Spent/Encumbered	Amount Remaining
Library	Financial Stewardship	Completed	Library COVID Response	37,216	37,216	-
Administration	Financial Stewardship	In Progress	General Fund Budget Usage	467,029	400,000	67,029
Administration	Financial Stewardship	In Progress	Comp Study/Ergonomic Analysis/Park Master Plan	130,000	80,150	49,850
Administration	IT/Customer Service	In Progress	MUNIS Modules & Training	150,000	29,100	120,900

**TOTAL OPERATING 784,245 546,466 237,778**

**ARPA SPENDING PLAN TOTALS as of 9/26/2023 2,552,029 992,923 1,559,106**

Attachment: ARPA SPENDING PLAN UPDATE - 9.26.23 (8822 : Transmittal letter attachments)



**CITY OF MEQUON  
TOTAL DEPARTMENT BUDGETS  
2021-2024**

Department	2021	2022	2023	Proposed 2024	% change
101 Common Council	\$ 77,582	\$ 86,058	\$ 107,082	\$ 105,745	-1.25%
111 City Administrator	277,432	286,045	360,971	398,616	10.43%
112 City Clerk	331,321	305,569	293,522	284,812	-2.97%
113 Elections	37,753	105,136	47,110	94,476	100.55%
117 Information Services	334,767	525,372	457,411	489,887	7.10%
118 Finance	451,813	520,760	554,679	576,107	3.86%
119 City Assessor	345,166	290,820	243,788	253,287	3.90%
120 Human Resources	187,783	232,373	259,048	265,206	2.38%
124 City Attorney	100,307	102,483	117,982	136,800	15.95%
235 Police Department	5,749,036	5,953,769	6,142,069	6,415,995	4.46%
236 Fire Department/EMS	2,287,392	2,227,113	1,352,374	1,409,925	4.26%
237 Communications	690,002	591,590	382,103	350,212	-8.35%
244 Inspections	525,305	524,305	537,516	527,852	-1.80%
326 Building Maintenance	636,038	674,542	711,109	742,903	4.47%
355 Fleet Maintenance	517,278	531,921	560,867	541,356	-3.48%
358 Engineering	581,150	584,453	597,348	660,239	10.53%
359 Highway	1,999,217	2,041,065	2,051,377	2,130,985	3.88%
363 Forestry	172,652	195,683	201,318	210,186	4.41%
471 Library Support	1,058,000	1,061,000	1,106,716	1,131,716	2.26%
472 Swimming Pool	101,363	101,323	125,496	141,266	12.57%
474 Parks	543,032	591,217	613,429	645,226	5.18%
578 Community Development	474,150	514,043	521,785	503,053	-3.59%
Debt Service	2,837,140	2,820,253	2,800,000	2,800,000	0.00%
Capital Projects	1,190,000	1,328,000	1,328,000	1,353,000	1.88%
<b>TOTAL</b>	<b>\$ 21,538,486</b>	<b>\$ 22,194,893</b>	<b>\$ 21,473,099</b>	<b>\$ 22,168,853</b>	<b>3.24%</b>

Attachment: Budgets 2021-2024 (8824 : Budget Comparison)

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110000	General Fund - General Activit								
35	TAXES								
110000	435101	Propty Tax	-11,939,400.48	-12,388,047.00	-12,388,047.00	-12,387,011.88	-12,388,047.00	-12,364,689.00	
	TOTAL TAXES		-11,939,400.48	-12,388,047.00	-12,388,047.00	-12,387,011.88	-12,388,047.00	-12,364,689.00	
36	STATE SHARED REVENUE								
110000	436101	StShareRev	-306,634.25	-306,634.00	-306,634.00	-45,995.11	-306,634.00	-894,982.00	
110000	436102	StUtilTax	-63,014.66	-60,494.00	-60,494.00	-9,074.11	-60,494.00	-59,065.49	
110000	436103	Fire Insur	-190,475.63	.00	.00	.00	.00	.00	
	TOTAL STATE SHARED REVENUE		-560,124.54	-367,128.00	-367,128.00	-55,069.22	-367,128.00	-954,047.49	
37	INTERGOVERNMENTAL								
110000	437101	StAidHwy	-1,440,056.54	-1,381,813.00	-1,381,813.00	-1,036,494.96	-1,381,813.00	-1,308,118.00	
110000	437102	StAidConct	-69,526.42	-69,412.00	-69,412.00	-52,210.89	-69,412.00	-84,596.00	
110000	437103	StGrntRecy	-21,750.61	-21,750.61	-21,750.61	-21,588.69	-21,588.69	-21,588.69	
110000	437104	StGrntLaw	-4,667.78	-24,000.00	-24,000.00	-4,535.03	-4,535.03	-4,500.00	
110000	437105	StAidExmpt	-95,969.82	-95,969.90	-95,969.90	-95,969.82	-95,969.90	-95,969.90	
110000	437110	StGrntoth	.00	-200,000.00	-200,000.00	-17,588.21	-200,000.00	-65,000.00	
	TOTAL INTERGOVERNMENTAL		-1,631,971.17	-1,792,945.51	-1,792,945.51	-1,228,387.60	-1,773,318.62	-1,579,772.59	
40	LICENSES - CLERK								
110000	440101	Lic-Liquor	-41,624.98	-41,750.00	-41,750.00	-31,384.98	-34,204.98	-41,750.00	
110000	440102	Lic-Tavern	-10,970.00	-11,000.00	-11,000.00	-12,295.00	-12,000.00	-11,000.00	
110000	440103	Lic-Busine	-5,235.00	-4,800.00	-4,800.00	-4,651.00	-4,500.00	-4,800.00	
110000	440104	Lic-Cigare	-1,100.00	-1,400.00	-1,400.00	-1,400.00	-1,400.00	-1,400.00	
110000	440105	Lic-Amuse	-1,475.00	-1,750.00	-1,750.00	-1,755.00	-1,755.00	-2,350.00	
110000	440106	Lic-Food	.00	.00	.00	.00	.00	.00	
	TOTAL LICENSES - CLERK		-60,404.98	-60,700.00	-60,700.00	-51,485.98	-53,859.98	-61,300.00	
42	PERMITS - INSPECTION								
110000	442101	Pmt-Bldg	-438,605.85	-500,000.00	-500,000.00	-247,926.85	-295,000.00	-426,872.46	
110000	442102	Pmt-Comp	-60.00	.00	.00	.00	.00	.00	
110000	442103	Pmt-Elect	-135,158.01	-120,000.00	-120,000.00	-84,634.18	-95,000.00	-115,000.00	
110000	442104	Pmt-Plumb	-138,317.48	-140,000.00	-140,000.00	-72,114.02	-81,000.00	-135,000.00	
110000	442105	Pmt-HVAC	-109,821.61	-100,000.00	-100,000.00	-53,778.22	-65,000.00	-95,000.00	
110000	442106	Pmt-TempOc	-7,710.00	-8,000.00	-8,000.00	-5,960.00	-7,000.00	-8,000.00	
110000	442107	Pmt-Occup	-4,135.00	-5,000.00	-5,000.00	-6,020.00	-7,000.00	-5,000.00	

Attachment: 110000 Revenue Report (8794 : Revenue Report)

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110000	442108	PmtForfeit	-15,121.00	-8,000.00	-8,000.00	.00	-8,000.00	-8,000.00	
	TOTAL PERMITS - INSPECTION		-848,928.95	-881,000.00	-881,000.00	-470,433.27	-558,000.00	-792,872.46	
43	PERMITS - OTHER								
110000	443101	Pmt-Brush	-40,545.00	-42,000.00	-42,000.00	-44,191.00	-42,500.00	-45,000.00	
110000	443102	Pmt-Burn	-13,250.00	.00	.00	.00	.00	.00	
110000	443103	Pmt-Sign	-9,925.00	-8,500.00	-8,500.00	-4,974.00	-8,500.00	-8,500.00	
110000	443104	Pmt-Other	-250.00	-500.00	-500.00	-1,570.00	-500.00	-500.00	
	TOTAL PERMITS - OTHER		-63,970.00	-51,000.00	-51,000.00	-50,735.00	-51,500.00	-54,000.00	
45	GENERAL FEES								
110000	445101	Lic-Dogs	-8,405.25	-9,000.00	-9,000.00	-6,737.94	-9,000.00	-9,000.00	
110000	445102	Fees-Clerk	-3,329.08	-3,000.00	-3,000.00	-1,350.00	-1,500.00	-3,000.00	
110000	445103	Fees-Copie	-6,140.43	-5,500.00	-5,500.00	-5,365.99	-5,500.00	-5,500.00	
110000	445104	Sales of S	-75,398.70	-75,000.00	-75,000.00	-47,046.13	-69,000.00	-70,000.00	
110000	445106	Misc. Rev	-24,543.35	-28,000.00	-28,000.00	-60,879.82	-28,000.00	-28,000.00	
110000	445107	Fees-Treas	-11,205.00	-12,000.00	-12,000.00	-6,650.00	-12,000.00	-12,000.00	
	TOTAL GENERAL FEES		-129,021.81	-132,500.00	-132,500.00	-128,029.88	-125,000.00	-127,500.00	
46	PUBLIC SAFETY FEES								
110000	446101	Court Pena	-107,184.65	-125,000.00	-125,000.00	-54,026.04	-100,000.00	-105,000.00	
110000	446102	False Pol	-37,737.53	-27,000.00	-27,000.00	-18,145.00	-27,000.00	-30,000.00	
110000	446103	Parking Vi	-215.00	.00	.00	.00	.00	.00	
110000	446104	Pmt-Weapon	-9,810.00	-11,000.00	-11,000.00	-5,400.00	-10,000.00	-10,000.00	
110000	446105	PoliceFee	-23,616.98	-16,000.00	-16,000.00	-8,318.46	-16,000.00	-16,000.00	
110000	446106	WI DMV Lic	.00	.00	.00	.00	.00	.00	
110000	446201	Fees-Ambul	-940,645.54	.00	.00	17,052.82	-25,000.00	.00	
110000	446202	Fees-Fire	-3,277.50	.00	.00	.00	.00	.00	
110000	446203	Fees-Accid	-2,831.30	.00	.00	-1,316.10	.00	.00	
110000	446204	False Fire	-3,364.30	.00	.00	.00	.00	.00	
110000	446205	FireFees	-90.00	.00	.00	.00	.00	.00	
	TOTAL PUBLIC SAFETY FEES		-1,128,772.80	-179,000.00	-179,000.00	-70,152.78	-178,000.00	-161,000.00	
47	DPW FEES								
110000	447301	Fees-Engin	-29,765.56	-22,000.00	-22,000.00	-6,492.00	-22,000.00	-18,000.00	
110000	447302	Fees-Consu	-33,675.57	-35,000.00	-35,000.00	-79,182.01	-100,000.00	-80,000.00	
110000	447401	Fees-Highw	-8,067.68	-5,000.00	-5,000.00	-2,604.23	-8,000.00	-10,000.00	
110000	447402	Fees-Stree	-1,556.15	-2,250.00	-2,250.00	-93.65	-1,200.00	-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 (8794 : Revenue Report)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110000	447502	Fees-Holdi	-1,176.00	-1,000.00	-1,000.00	-588.00	.00	-500.00	
	TOTAL DPW FEES		-74,240.96	-65,250.00	-65,250.00	-88,959.89	-131,200.00	-110,750.00	
48	POOL / PARKS FEES								
110000	448101	Fees-Pool	-1,450.00	-1,200.00	-1,200.00	.00	.00	.00	
110000	448102	Fees-Swimm	-71,727.86	-71,000.00	-71,000.00	-83,618.83	-79,440.00	-75,000.00	
110000	448201	Fees-Park	-100,822.82	-100,000.00	-100,000.00	-84,118.87	-97,260.00	-100,000.00	
	TOTAL POOL / PARKS FEES		-174,000.68	-172,200.00	-172,200.00	-167,737.70	-176,700.00	-175,000.00	
49	DEVELOPMENT FEES								
110000	447601	Fees-Mowi	.00	-1,200.00	-1,200.00	.00	.00	.00	
110000	449101	Fees-Lands	-3,675.00	-3,200.00	-3,200.00	-2,762.50	-3,200.00	-3,200.00	
110000	449103	Fees-Zonin	-82,867.90	-70,000.00	-70,000.00	-46,367.28	-65,000.00	-70,000.00	
	TOTAL DEVELOPMENT FEES		-86,542.90	-74,400.00	-74,400.00	-49,129.78	-68,200.00	-73,200.00	
55	SPECIAL ASSESSMENTS								
110000	455101	Delq PP In	-2,572.76	-5,000.00	-5,000.00	-1,927.64	-2,800.00	-3,000.00	
110000	455102	SpcAssRev	.00	.00	.00	.00	.00	.00	
110000	455103	S/A Intere	-22.44	.00	.00	.00	.00	.00	
	TOTAL SPECIAL ASSESSMENTS		-2,595.20	-5,000.00	-5,000.00	-1,927.64	-2,800.00	-3,000.00	
56	INTERNAL SERVICE FEE								
110000	456101	Fees-Sewer	-256,413.08	-260,000.00	-260,000.00	.00	-270,000.00	-282,500.00	
110000	456102	Fees-Water	-181,879.30	-160,000.00	-160,000.00	.00	-190,000.00	-199,500.00	
110000	456103	Fees-Libra	.00	.00	.00	.00	.00	.00	
	TOTAL INTERNAL SERVICE FEE		-438,292.38	-420,000.00	-420,000.00	.00	-460,000.00	-482,000.00	
58	OTHER REVENUE								
110000	458101	CellLeasng	-208,223.14	-208,000.00	-208,000.00	-9,274.24	-208,000.00	-215,900.00	
110000	458102	Cable TV	-383,824.86	-378,000.00	-378,000.00	-226,472.92	-378,000.00	-383,000.00	
110000	458103	Ins Divnd	-39,773.00	-34,872.00	-34,872.00	-39,718.00	-39,718.00	-27,200.00	
110000	458104	W/C Claims	.00	.00	.00	.00	.00	.00	
110000	458301	PILOT Rev	-19,299.83	-19,600.00	-19,600.00	-6,429.95	-6,429.95	-235,121.00	
110000	458302	Prior Year	.00	.00	.00	.00	.00	.00	
110000	458303	Rev Reduct	.00	.00	-128,096.00	.00	.00	.00	
110000	458501	Othr Grant	.00	.00	.00	-71,680.03	-71,680.03	.00	
110000	458502	OthrFinSrc	-23,000.00	.00	.00	.00	.00	.00	
	TOTAL OTHER REVENUE		-674,120.83	-640,472.00	-768,568.00	-353,575.14	-703,827.98	-861,221.00	
59	INVESTMENT REVENUE								
110000	459101	Interest	46,894.52	-115,456.00	-115,456.00	-254,929.74	-295,000.00	-215,500.00	
	TOTAL INVESTMENT REVENUE		46,894.52	-115,456.00	-115,456.00	-254,929.74	-295,000.00	-215,500.00	
	TOTAL General Fund - General		-17,765,493.16	-17,345,098.51	-17,473,194.51	-15,357,565.50	-17,332,581.58	-18,015,852.54	
	TOTAL General Fund		-17,765,493.16	-17,345,098.51	-17,473,194.51	-15,357,565.50	-17,332,581.58	-18,015,852.54	

Attachment: 110000 Revenue Report (8794 : Revenue Report)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:	2022	2023	2023	2023	2023	2024	
General Fund	ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT

GRAND TOTAL	-17,765,493.16	-17,345,098.51	-17,473,194.51	-15,357,565.50	-17,332,581.58	-18,015,852.54	_____
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\*\* END OF REPORT - Generated by Marie Keyser \*\*

Attachment: 110000 Revenue Report (8794 : Revenue Report)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
Debt Service Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
310000	Debt Service Fund								
35	TAXES								
310000	435101	Propty Tax	-2,820,253.00	-2,800,000.00	-2,800,000.00	-2,800,000.00	-2,800,000.00	-2,800,000.00	_____
	TOTAL TAXES		-2,820,253.00	-2,800,000.00	-2,800,000.00	-2,800,000.00	-2,800,000.00	-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	-200,220.25	-82,772.00	-82,772.00	.00	.00	.00	_____
310000	458401	Tax Increm	.00	.00	.00	.00	.00	.00	_____
310000	458501	OthrFinSrc	.00	.00	.00	.00	.00	.00	_____
	TOTAL OTHER REVENUE		-200,220.25	-82,772.00	-82,772.00	.00	.00	.00	_____
59	INVESTMENT REVENUE								
310000	459101	Interest	-1,568.22	-395.00	-395.00	-25,785.16	-30,000.00	-10,000.00	_____
	TOTAL INVESTMENT REVENUE		-1,568.22	-395.00	-395.00	-25,785.16	-30,000.00	-10,000.00	_____
83	PURCHASED SERVICES								
310000	683601	Misc SB	4,200.00	4,500.00	4,500.00	4,950.00	4,500.00	4,950.00	_____
	TOTAL PURCHASED SERVICES		4,200.00	4,500.00	4,500.00	4,950.00	4,500.00	4,950.00	_____
96	NON-OPERATING EXPENS								
310000	696201	Amortizati	.00	.00	.00	.00	.00	.00	_____
310000	696302	Debt Issua	74,757.68	.00	.00	.00	.00	.00	_____
310000	696401	Principal	2,465,000.00	2,380,000.00	2,380,000.00	2,380,000.00	2,380,000.00	2,390,000.00	_____
310000	696501	Interest	350,952.50	498,667.00	498,667.00	467,367.78	498,667.00	247,677.50	_____
	TOTAL NON-OPERATING EXPENS		2,890,710.18	2,878,667.00	2,878,667.00	2,847,367.78	2,878,667.00	2,637,677.50	_____
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		-127,131.29	.00	.00	26,532.62	53,167.00	-167,372.50	_____
	TOTAL Debt Service Fund		-127,131.29	.00	.00	26,532.62	53,167.00	-167,372.50	_____

Attachment: 310000-330000 Debt Service Report (8792 : General and Debt Service Funds)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
Debt Service TIF 2 Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	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	-311,880.61	-354,000.00	-354,000.00	-341,186.12	-341,186.12	-404,000.00	_____
320000	458501	OthrFinSrc	.00	.00	.00	.00	.00	.00	_____
	TOTAL OTHER REVENUE		-311,880.61	-354,000.00	-354,000.00	-341,186.12	-341,186.12	-404,000.00	_____
59	INVESTMENT REVENUE								
320000	459101	Interest	-25.17	-50.00	-50.00	-1,613.62	-1,700.00	-500.00	_____
	TOTAL INVESTMENT REVENUE		-25.17	-50.00	-50.00	-1,613.62	-1,700.00	-500.00	_____
83	PURCHASED SERVICES								
320000	683601	Misc SB	100.00	100.00	100.00	100.00	100.00	.00	_____
	TOTAL PURCHASED SERVICES		100.00	100.00	100.00	100.00	100.00	.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	.00	_____
320000	696501	Interest	14,950.00	7,240.00	7,240.00	7,240.00	7,240.00	.00	_____
	TOTAL NON-OPERATING EXPENS		304,950.00	297,240.00	297,240.00	297,240.00	297,240.00	.00	_____
	TOTAL Debt Service TIF 2 Fun		-6,855.78	-56,710.00	-56,710.00	-45,459.74	-45,546.12	-404,500.00	_____
	TOTAL Debt Service TIF 2 Fun		-6,855.78	-56,710.00	-56,710.00	-45,459.74	-45,546.12	-404,500.00	_____

Attachment: 310000-330000 Debt Service Report (8792 : General and Debt Service Funds)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:

Debt Service TIF 3 Fund	2022 ACTUAL	2023 ORIG BUD	2023 REVISED BUD	2023 ACTUAL	2023 PROJECTION	2024 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	.00	.00	.00	_____
330000 458401 Tax Increm	-1,836,267.02	-2,225,000.00	-2,225,000.00	-2,146,099.80	-2,146,099.80	-2,540,000.00	_____
330000 458501 OthrFinSrc	.00	.00	.00	.00	.00	.00	_____
TOTAL OTHER REVENUE	-1,836,267.02	-2,225,000.00	-2,225,000.00	-2,146,099.80	-2,146,099.80	-2,540,000.00	_____
59 INVESTMENT REVENUE							
330000 459101 Interest	-44,168.98	-3,000.00	-3,000.00	-183,817.54	-190,000.00	-100,000.00	_____
TOTAL INVESTMENT REVENUE	-44,168.98	-3,000.00	-3,000.00	-183,817.54	-190,000.00	-100,000.00	_____
83 PURCHASED SERVICES							
330000 683101 Consultant	.00	.00	.00	.00	.00	.00	_____
330000 683601 MiscServBd	300.00	350.00	350.00	400.00	400.00	400.00	_____
TOTAL PURCHASED SERVICES	300.00	350.00	350.00	400.00	400.00	400.00	_____
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	540,000.00	885,000.00	885,000.00	885,000.00	885,000.00	1,030,000.00	_____
330000 696501 Interest	118,300.00	191,968.00	191,968.00	191,967.77	191,968.00	133,500.00	_____
TOTAL NON-OPERATING EXPENS	658,300.00	1,076,968.00	1,076,968.00	1,076,967.77	1,076,968.00	1,163,500.00	_____
TOTAL Debt Service TIF 3 Fun	-1,221,836.00	-1,150,682.00	-1,150,682.00	-1,252,549.57	-1,258,731.80	-1,476,100.00	_____
TOTAL Debt Service TIF 3 Fun	-1,221,836.00	-1,150,682.00	-1,150,682.00	-1,252,549.57	-1,258,731.80	-1,476,100.00	_____
GRAND TOTAL	-1,355,823.07	-1,207,392.00	-1,207,392.00	-1,271,476.69	-1,251,110.92	-2,047,972.50	_____

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

Attachment: 310000-330000 Debt Service Report (8792 : General and Debt Service Funds)

**CAPITAL BUDGET 2024**

MUNIS Project #	Description	2023 Approved Funding	2023 Balance as of 9/29/23	Department Head Request	City Administrator Recommended	Appropriation Committee Recommended	Common Council Approved
<b>BUILDINGS</b>							
597	Warm Storage Building	\$0	\$0	\$0			
598	Automatic Wash Bay Equipment	\$0	\$0	\$0			
2621	Safety Building Remodel	\$0	\$0	\$75,000			
10037	Swimming Pool Equipment	\$0	\$185	\$34,325			
12015	City Wide Building Repairs	\$175,000	\$51,296	\$885,000	\$262,000		
2622	Festivals Electric	\$20,000	\$0				
10023	DPW Facilities		\$5,363				
10024	City Facilities Improvements		\$39,895				
<b>TOTAL</b>		<b>\$195,000</b>	<b>\$96,738</b>	<b>\$994,325</b>	<b>\$262,000</b>	<b>\$0</b>	<b>\$0</b>
<b>ELECTIONS</b>							
10063	Election Equipment	\$0	\$25,190	\$0			
<b>TOTAL</b>		<b>\$0</b>	<b>\$25,190</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>ENGINEERING</b>							
10001	Right of Way Assets*	\$0	\$3,456,224	\$1,950,000			
10003	Annual Road Maintenance	\$350,000	\$177,503	\$360,000	\$350,000		
10013	Major & Secondary Drainage	\$0	\$11,321	\$50,000			
10028	Master Storm Water Management	\$0	\$75,934	\$25,000			
12013	Asset Management Software	\$0	\$14,579	\$7,000			
10009	Highland Road Interchange		\$56,146				
10052	Roadway Light & Traffic Signal		\$43,351				
<b>TOTAL</b>		<b>\$350,000</b>	<b>\$3,835,057</b>	<b>\$2,392,000</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$0</b>
<b>FIRE/EMS</b>							
10236	Fire & EMS Vehicles	\$100,000	\$807,208	\$115,000	\$100,000		
10134	Fire Equipment Replacement	\$10,000	\$28,715	\$10,000	\$10,000		
12029	Hydraulic Rescue Equipment		\$6,010				
<b>TOTAL</b>		<b>\$110,000</b>	<b>\$841,933</b>	<b>\$125,000</b>	<b>\$110,000</b>	<b>\$0</b>	<b>\$0</b>
<b>FLEET</b>							
10359	DPW Vehicles & Equipment	\$270,000	\$307,426	\$775,000	\$270,000		
10360	Capital Equipment Leases	\$80,000	\$37,889	\$101,500	\$80,000		
<b>TOTAL</b>		<b>\$350,000</b>	<b>\$345,315</b>	<b>\$876,500</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$0</b>
<b>INFORMATION TECHNOLOGY</b>							
10117	Munis Module Implementation	\$0	\$0	\$0			
179	Computers, Servers & Components Replacement Cycle	\$10,000	\$11,440	\$19,000	\$10,000		
185	UPS Replacement	\$0	\$0	\$6,000			
184	Network Infrastructure Replacement	\$0	\$0	\$1,500			
<b>TOTAL</b>		<b>\$10,000</b>	<b>\$11,440</b>	<b>\$26,500</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>
<b>PARKS</b>							
10474	Parks Planning & Improvements	\$50,000	\$83,714	\$255,225	\$75,000		
10062	Urban Forestry	\$0	\$15,006	\$5,000	\$5,000		
10070	Emerald Ash Borer	\$80,000	\$99,714	\$75,000	\$75,000		

Attachment: 2024 Draft Capital Budget for Appropriations Meeting (8819 : CIP)

**CAPITAL BUDGET 2024**

MUNIS Project #	Description	2023 Approved Funding	2023 Balance as of 9/29/23	Department Head Request	Appropriation		
					City Administrator Recommended	Committee Recommended	Common Council Approved
10071	Cemetery Improvements		\$5,000				
<b>TOTAL</b>		\$130,000	\$203,434	\$335,225	\$155,000	\$0	\$0
<b>POLICE</b>							
10235	Police Vehicles	\$175,000	\$521,320	\$195,000	\$175,000		
10135	Police Officer Equipment	\$20,000	\$98,157	\$40,000	\$20,000		
10036	Police Weapons	\$8,000	\$16,525	\$16,000	\$8,000		
12012	Building IT Equipment	\$0	\$15,612	\$5,000			
10029	Police Vehicle IT Equipment	\$0	\$33,156	\$10,000			
12044	Police Computer Replacement	\$0	\$11,081	\$5,000			
10040	Police Radio Equipment	\$0	\$192,766	\$0			
<b>TOTAL</b>		\$203,000	\$888,618	\$271,000	\$203,000	\$0	\$0
<b>COMMUNITY DEVELOPMENT</b>							
10802	TIF #2 Business Park		\$29,233				
10803	TIF #3 Town Center		-\$4,401,298				
10804	TIF #4 Port Washington Road		\$923,011				
10805	TIF #5 Port Washington Road		\$1,080,978				
<b>TOTAL</b>		\$0	-\$2,368,077	\$0	\$0	\$0	\$0
<b>OTHER CAPITAL ACCOUNTS</b>							
12001	Library Capital Reserve		\$3,193				
<b>TOTAL</b>		\$0	\$3,193	\$0	\$0	\$0	\$0
<b>TOTAL FOR CURRENT PROJECTS</b>		<b>\$1,348,000</b>	<b>\$3,882,843</b>	<b>\$5,020,550</b>	<b>\$1,440,000</b>	<b>\$0</b>	<b>\$0</b>

\*\$1.7M of the requested total was included in the 2022 Borrowing for the Road Program

## 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.

### 2023 Accomplishments

- Authorized Expenditures and Awarded Contracts for the Final Phase of Public Improvement Projects in the Town Center Tax Increment District (TID) No. 3 in the Amount of \$5,365,627.
- Approved an Intergovernmental Agreement with the Village of River Hills to Provide Municipal Water Service.
- Completed orientations for three newly elected Common Council members representing Aldermanic Districts 2, 5 and 8.

### Key Performance Indicators

Activity	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
<b>Ordinances Adopted</b>	26	28	21	22	23
<b>Resolutions Adopted</b>	115	112	97	110	100
<b>Common Council Meetings</b>	23	18	30	25	27
<b>Public Safety Committee</b>	10	10	5	6	5
<b>Public Works Committee</b>	10	11	7	10	11
<b>Finance-Personnel Committee</b>	15	12	12	13	12
<b>Public Welfare Committee</b>	13	14	12	12	12

### 2024 Objectives

#### *Quality of Life:*

- Work in partnership with City staff, a site planning consultant and the community at-large to develop a Civic Campus Master Plan.

*Public Safety:*

- 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 station facilities in 2024.

*Financial Stewardship:*

- Ensure the full allocation of \$2.55 million in funding received by the City through the American Recovery Plan Act (ARPA) by December 31, 2024.

**Elected Positions for 2024**

<b>Elected Positions</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>
<b>Mayor</b>	1.00	1.00	1.00
<b>Alder(wo)man</b>	8.00	8.00	8.00

**Estimated 2024 Revenue**

None

**Proposed 2024 Budget**

\$105,745

Attachment: 101 - Mayor and Common Council (8795 : Council Description)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110101	Common Council								
70	SALARIES								
110101	670101	Salaries	53,100.17	60,000.00	60,000.00	44,800.00	60,000.00	60,000.00	_____
	TOTAL SALARIES		53,100.17	60,000.00	60,000.00	44,800.00	60,000.00	60,000.00	_____
73	FRINGE BENEFITS								
110101	673101	Social Sec	4,272.58	3,678.00	3,678.00	3,432.66	3,678.00	4,726.00	_____
110101	673102	Retirement	1,176.51	653.00	653.00	1,101.60	653.00	1,491.00	_____
110101	673103	W/C Insure	69.31	58.66	58.66	63.96	58.66	64.48	_____
110101	673104	UnempComp	.00	.00	.00	.00	.00	.00	_____
110101	673203	Life Ins	.00	.00	.00	.00	.00	.00	_____
	TOTAL FRINGE BENEFITS		5,518.40	4,389.66	4,389.66	4,598.22	4,389.66	6,281.48	_____
80	MATERIALS & SUPPLIES								
110101	680101	Office Sup	361.96	200.00	200.00	59.20	175.00	200.00	_____
110101	680301	WS-Admin	750.00	1,000.00	1,000.00	1,087.59	1,400.00	1,000.00	_____
110101	680501	Membership	1,500.00	13,972.00	13,972.00	13,506.02	13,750.00	14,764.00	_____
110101	680502	Print/Pub	100.00	.00	.00	.00	.00	.00	_____
110101	680504	Telephone	.00	.00	.00	.00	.00	.00	_____
110101	680505	Postage	.00	.00	.00	.00	.00	.00	_____
	TOTAL MATERIALS & SUPPLIES		2,711.96	15,172.00	15,172.00	14,652.81	15,325.00	15,964.00	_____
83	PURCHASED SERVICES								
110101	683101	Cnsult-Gen	11,726.45	.00	.00	.00	.00	.00	_____
110101	683201	Cntrct-Gen	.00	.00	.00	.00	.00	.00	_____
110101	683211	CommCable	3,000.00	4,000.00	4,000.00	.00	.00	.00	_____
110101	683501	Train/Conf	451.25	.00	.00	196.76	232.00	.00	_____
110101	683702	Misc.Servs	27,225.27	23,520.00	23,520.00	12,072.27	20,000.00	23,500.00	_____
	TOTAL PURCHASED SERVICES		42,402.97	27,520.00	27,520.00	12,269.03	20,232.00	23,500.00	_____
98	TRANSFERS								
110101	698101	Trans Out	10,000.00	.00	.00	7,500.00	.00	.00	_____
	TOTAL TRANSFERS		10,000.00	.00	.00	7,500.00	.00	.00	_____
	TOTAL Common Council		113,733.50	107,081.66	107,081.66	83,820.06	99,946.66	105,745.48	_____
	TOTAL General Fund		113,733.50	107,081.66	107,081.66	83,820.06	99,946.66	105,745.48	_____
	GRAND TOTAL		113,733.50	107,081.66	107,081.66	83,820.06	99,946.66	105,745.48	_____

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

Attachment: 110101 Council Report (8796 : Council Report)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110101	670101	Salaries	60,000.00	60,000.00	60,000.00	.00
	0110-10-101-000-670101-					
			1.00	4,800.00	4,800.00	
			1.00	21,600.00	21,600.00	
			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	
			1.00	4,800.00	4,800.00	
110101	673101	Social Security	3,678.00	3,678.00	4,726.00	28.49
	0110-10-101-000-673101-					
			.00	.00	306.00	
			.00	.00	72.00	
			.00	.00	1,376.00	
			.00	.00	322.00	
			.00	.00	306.00	
			.00	.00	72.00	
			.00	.00	306.00	
			.00	.00	72.00	
			.00	.00	306.00	
			.00	.00	72.00	
			.00	.00	306.00	
			.00	.00	72.00	
			.00	.00	306.00	
			.00	.00	72.00	
			.00	.00	308.00	
			.00	.00	72.00	
			.00	.00	308.00	
			.00	.00	72.00	
110101	673102	Retirement	653.00	653.00	1,491.00	128.33
	0110-10-101-000-673102-					
	NERBUN		1.00	1,491.00	1,491.00	
110101	673103	Worker's Comp Insurance	58.66	58.66	64.48	9.92
	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	175.00	200.00	.00
	0110-10-101-000-680101-					

Attachment: 110101 Council Detail (8796 : Council Report)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 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-	1,000.00	1,400.00	1,000.00	.00
110101	680501	Memberships 0110-10-101-000-680501-	13,972.00	13,750.00	14,764.00	5.67
		OED	1.00	1,500.00	1,500.00	
		COC	1.00	394.00	394.00	
		Bird City (\$175) and Bee City (\$300)	.00	.00	.00	
		Ozaukee Tourism	1.00	100.00	100.00	
		League of Wisconsin Municipalities Membership	1.00	12,270.00	12,270.00	
		Wisconsin Policy Forum	1.00	500.00	500.00	
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	.00	.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	.00	.00	-100.00
		Council Meetings	.00	.00	.00	
110101	683501	Training/Conferences 0110-10-101-000-683501-	.00	232.00	.00	.00
110101	683702	Miscellaneous Services 0110-10-101-000-683702-	23,520.00	20,000.00	23,500.00	-.09
		Fun Before the Fourth	1.00	7,500.00	7,500.00	
		Holidays	1.00	6,000.00	6,000.00	
		Misc. (Awards, Events, CD Items)	1.00	2,000.00	2,000.00	
		Mequon Festivals Sponsorship	1.00	7,500.00	7,500.00	
		Parade	1.00	500.00	500.00	
110101	698101	Transfers out 0110-10-101-000-698101-	.00	.00	.00	.00
BUDGET CEILING:					107,081.66	
TOTALS:			107,081.66	99,946.66	105,745.48	-1.25

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

Attachment: 110101 Council Detail (8796 : Council Report)

# 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.

## 2023 Accomplishments

- Actively advocated on the City's behalf during development of the State's biennial budget for 2024-25, which increased the amount of State Shared Revenue to be received by the City by \$588,364 (192%) starting in 2024.
- Led an inter-departmental process to comprehensively review and update the City's Annual Fee Schedule, resulting in market-driven adjustments to several fees beginning in 2024.
- Guided development of the 2024 budget for Common Council consideration and adoption.

## Key Performance Indicators

Activity	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
<b>Agenda Items Approved as Initially Proposed</b>	86%	92%	94%	92%	92%
<b>Full-Time Equivalents per 1,000 Residents</b>	4.75	4.71	4.90	4.40	4.40
<b>Tax Levy (1,000)</b>	\$14,994	\$15,760	\$16,088	\$16,516	\$16,730
<b>Mill Rate</b>	3.28	3.44	3.08	3.11	3.12
<b>Percentage Change in General Fund Budget</b>	4.93%	2.03%	2.90%	-3.89%	TBD
<b>General Government Expenses as % of Budget</b>	14.15%	13.44%	13.61%	14.07%	TBD

## 2024 Objectives

### Capital Improvements:

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

### Customer Service:

- Administer the process for procurement of a new Land Management System and finalize a contract with the selected vendor (Customer Service).

*Financial Stewardship:*

- Oversee development of the 2025 Fiscal Year Budget.

**Staffing for 2024**

<b>Positions (FTE)</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>
<b>City Administrator</b>	1.00	1.00	1.00
<b>Executive Assistant</b>	1.00	1.00	1.00

**Estimated 2024 Revenue**

None

**Proposed 2024 Budget**

\$398,616

Attachment: 111 - City Administrator (8797 : City Administrator)

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:		2022	2023	2023	2023	2023	2024	
General Fund		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110111	City Administrator							
70	SALARIES							
110111	670101 Salaries	194,644.05	218,981.00	222,113.73	140,685.46	222,000.00	228,533.00	
110111	670104 Vacation	.00	.00	.00	.00	.00	.00	
110111	670105 Sick Pay	.00	.00	.00	.00	.00	.00	
110111	670106 CompTime	941.23	.00	.00	619.35	.00	.00	
110111	670201 OverTime	587.93	.00	.00	677.52	.00	.00	
110111	670204 PTO	21,160.45	.00	.00	12,552.27	.00	.00	
110111	670205 FMLA	.00	.00	.00	.00	.00	.00	
110111	670206 EmergLeave	.00	.00	.00	.00	.00	.00	
110111	670301 Longevity	.00	510.00	510.00	.00	510.00	540.00	
	TOTAL SALARIES	217,333.66	219,491.00	222,623.73	154,534.60	222,510.00	229,073.00	
73	FRINGE BENEFITS							
110111	673101 Social Sec	15,464.70	16,083.00	16,083.00	11,440.36	16,400.00	16,814.00	
110111	673102 Retirement	14,151.26	14,898.00	14,898.00	10,490.18	15,100.00	15,719.00	
110111	673103 W/C Insure	284.10	240.41	240.41	262.12	240.41	264.27	
110111	673104 UnempComp	.00	.00	.00	.00	.00	.00	
110111	673201 Health Ins	44,203.59	46,100.00	46,100.00	32,879.02	47,100.00	51,430.54	
110111	673202 Dental Ins	1,017.96	1,018.00	1,018.00	763.47	1,102.00	1,018.00	
110111	673203 Life Ins	841.93	975.00	975.00	658.68	975.00	1,001.00	
110111	673204 Disability	618.96	598.00	598.00	526.76	598.00	598.00	
	TOTAL FRINGE BENEFITS	76,582.50	79,912.41	79,912.41	57,020.59	81,515.41	86,844.81	
80	MATERIALS & SUPPLIES							
110111	680101 Office Sup	570.17	400.00	400.00	560.43	750.00	400.00	
110111	680501 Membership	2,424.00	2,185.00	2,185.00	692.50	2,185.00	1,698.00	
110111	680502 Print/Pub	1,114.54	200.00	200.00	5,107.84	200.00	4,925.00	
110111	680503 BooksPerio	.00	650.00	650.00	252.00	650.00	830.00	
110111	680504 Telephone	410.21	468.00	468.00	283.36	429.00	430.00	
110111	680505 Postage	154.41	75.00	75.00	78.21	50.00	60.00	
	TOTAL MATERIALS & SUPPLIES	4,673.33	3,978.00	3,978.00	6,974.34	4,264.00	8,343.00	
83	PURCHASED SERVICES							
110111	683101 Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110111	683201 Cntrct-Gen	4,490.00	4,490.00	4,490.00	.00	4,490.00	.00	
110111	683501 Train/Conf	10,305.32	2,600.00	2,600.00	6,053.71	10,000.00	2,725.00	
110111	683702 Misc.Servs	9,726.30	500.00	500.00	9,104.74	10,000.00	500.00	

Attachment: 110111 Administration Report (8797 : City Administrator)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110111	683901	Contingncy	.00	50,000.00	9,675.05	.00	.00	71,130.35	_____
TOTAL PURCHASED SERVICES			24,521.62	57,590.00	17,265.05	15,158.45	24,490.00	74,355.35	_____
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			323,111.11	360,971.41	323,779.19	233,687.98	332,779.41	398,616.16	_____
TOTAL General Fund			323,111.11	360,971.41	323,779.19	233,687.98	332,779.41	398,616.16	_____
GRAND TOTAL			323,111.11	360,971.41	323,779.19	233,687.98	332,779.41	398,616.16	_____

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

Attachment: 110111 Administration Report (8797 : City Administrator)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110111	670101	Salaries	222,113.73	222,000.00	228,533.00	2.89
	0110-10-111-000-670101-					
			1.00	165,000.00	165,000.00	
			1.00	60,333.00	60,333.00	
		Travel Allowance	1.00	3,200.00	3,200.00	
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	.00	.00	.00
	0110-10-111-000-670106-					
110111	670201	OverTime	.00	.00	.00	.00
	0110-10-111-000-670201-					
110111	670204	Paid Time Off	.00	.00	.00	.00
	0110-10-111-000-670204-					
110111	670205	Medical Leave	.00	.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	510.00	510.00	540.00	5.88
	0110-10-111-000-670301-		.00	.00	540.00	
110111	673101	Social Security	16,083.00	16,400.00	16,814.00	4.55
	0110-10-111-000-673101-		.00	.00	9,961.00	
			.00	.00	2,330.00	
			.00	.00	3,483.00	
			.00	.00	815.00	
		FICA on Travel Allowance	1.00	225.00	225.00	
110111	673102	Retirement	14,898.00	15,100.00	15,719.00	5.51
	0110-10-111-000-673102-		.00	.00	11,352.00	
			.00	.00	4,163.00	
		WRS on Travel Allowance	1.00	204.00	204.00	
110111	673103	Worker's Comp Insurance	240.41	240.41	264.27	9.92
	0110-10-111-000-673103-					

Attachment: 110111 Administration Detail (8797 : City Administrator)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 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-	46,100.00	47,100.00	51,430.54	11.56
		Additional 2024 Rate Increase	.00	.00	24,462.00	
			.00	.00	24,462.00	
			1.00	2,506.54	2,506.54	
110111	673202	Dental Insurance 0110-10-111-000-673202-	1,018.00	1,102.00	1,018.00	.00
			.00	.00	1,018.00	
110111	673203	Life Insurance 0110-10-111-000-673203-	975.00	975.00	1,001.00	2.67
			.00	.00	904.00	
			.00	.00	97.00	
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	750.00	400.00	.00
110111	680501	Memberships 0110-10-111-000-680501-	2,185.00	2,185.00	1,698.00	-22.29
		ICMA	1.00	1,073.00	1,073.00	
		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	.00	.00	.00	
110111	680502	Printing/Publications 0110-10-111-000-680502-	200.00	200.00	4,925.00	2,362.50
		Website Hosting Fee	1.00	4,100.00	4,100.00	
		Newsletter	1.00	825.00	825.00	
110111	680503	Books & Periodicals 0110-10-111-000-680503-	650.00	650.00	830.00	27.69
		MJS	1.00	305.00	305.00	
		News Graphic	1.00	126.00	126.00	
		Kiplinger Letter	1.00	199.00	199.00	
		Miscellaneous	1.00	200.00	200.00	
110111	680504	Telephone services 0110-10-111-000-680504-	468.00	429.00	430.00	-8.12
		Cellular Data	1.00	430.00	430.00	

Attachment: 110111 Administration Detail (8797 : City Administrator)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110111	680505	Postage 0110-10-111-000-680505-	75.00	50.00	60.00	-20.00
110111	683101	Consultants - General 0110-10-111-000-683101-	.00	.00	.00	.00
110111	683201	Contracted Services - General 0110-10-111-000-683201-	4,490.00	4,490.00	.00	-100.00
		Website Hosting Fee - CivicPlus	.00	.00	.00	
110111	683501	Training/Conferences 0110-10-111-000-683501-	2,600.00	10,000.00	2,725.00	4.81
			1.00	2,725.00	2,725.00	
110111	683702	Miscellaneous Services 0110-10-111-000-683702-	500.00	10,000.00	500.00	.00
		NON-BUDGETED EXPENSES	1.00	500.00	500.00	
110111	683901	Contingency 0110-10-111-000-683901-	9,675.05	.00	71,130.35	635.19
		2024 Longevity Increase Based On Compensation Stud	1.00	71,130.35	71,130.35	
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:			323,779.19	
		TOTALS:	323,779.19	332,779.41	398,616.16	23.11

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

Attachment: 110111 Administration Detail (8797 : City Administrator)

# City Clerk

## 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.

## 2023 Accomplishments

- Completed the comprehensive alcohol licensing manual. This was prepared for staff's benefit to ensure consistency in procedures and for succession planning.
- Launched the Tyler Munis licensing module, focusing on building the module with testing to begin at the end of 2023.
- Continued succession planning throughout the department.

## Key Performance Indicators

Activity	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
Alcohol Licenses	60	60	63	62	63
Bartenders	103	129	129	130	130
Licensed Peddlers, Canvassers, Solicitors	17	19	31	35	35
Open Record Requests	28	81	71	95	85
Board of Appeal Hearings	5	3	5	3	4
Board of Review Hearings	8	11	0	1	2

## 2024 Objectives

### *Financial Stewardship & Customer Service:*

- Complete transition to Tyler Munis licensing with the licenses renewing on July 1.

### *Customer Service:*

- Modify newly completed alcohol license manual to reflect new procedures and newly adopted laws.
- File the Bi-annual Tax-Exempt Properties documentation in a timely fashion with the Wisconsin Department of Revenue.

Staffing for 2024

Position (FTE)	2022 Actual	2023 Projected	2024 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 2024 Revenue**

\$64,300

**Proposed 2024 Budget**

\$284,812

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:		2022	2023	2023	2023	2023	2024	
General Fund		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110112	City Clerk							
70	SALARIES							
110112	670101 Salaries	176,568.49	192,159.60	194,066.46	123,797.45	198,000.00	200,789.00	
110112	670104 Vacation	.00	.00	.00	.00	.00	.00	
110112	670105 Sick Pay	.00	.00	.00	.00	.00	.00	
110112	670106 CompTime	.00	.00	.00	.00	.00	.00	
110112	670201 OverTime	3,223.56	500.00	500.00	2,059.12	.00	500.00	
110112	670204 PTO	13,203.81	.00	.00	11,209.78	.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	
	<b>TOTAL SALARIES</b>	<b>192,995.86</b>	<b>192,659.60</b>	<b>194,566.46</b>	<b>137,066.35</b>	<b>198,000.00</b>	<b>201,289.00</b>	
73	FRINGE BENEFITS							
110112	673101 Social Sec	14,195.08	14,198.00	14,198.00	10,203.10	14,700.00	14,980.00	
110112	673102 Retirement	12,566.08	13,067.00	13,067.00	9,301.43	13,400.00	13,856.00	
110112	673103 W/C Insure	280.68	237.52	237.52	258.96	237.52	261.10	
110112	673104 UnempComp	.00	.00	.00	.00	.00	.00	
110112	673201 Health Ins	26,141.49	27,660.00	27,660.00	17,406.55	25,100.00	10,439.80	
110112	673202 Dental Ins	945.54	1,221.60	1,221.60	814.38	1,221.60	349.00	
110112	673203 Life Ins	841.47	893.80	893.80	585.26	893.80	891.00	
110112	673204 Disability	580.08	550.00	550.00	493.60	550.00	550.00	
	<b>TOTAL FRINGE BENEFITS</b>	<b>55,550.42</b>	<b>57,827.92</b>	<b>57,827.92</b>	<b>39,063.28</b>	<b>56,102.92</b>	<b>41,326.90</b>	
80	MATERIALS & SUPPLIES							
110112	680101 Office Sup	2,292.58	5,800.00	5,800.00	3,892.78	5,600.00	5,800.00	
110112	680103 Copier Sup	.00	.00	.00	.00	.00	.00	
110112	680301 WS-Admin	.00	.00	.00	.00	.00	.00	
110112	680501 Membership	195.00	75.00	75.00	65.00	65.00	75.00	
110112	680502 Print/Pub	3,547.06	3,600.00	3,600.00	3,600.00	3,400.00	3,600.00	
110112	680503 BooksPerio	.00	.00	.00	.00	.00	.00	
110112	680504 Telephone	.00	.00	.00	.00	.00	.00	
110112	680505 Postage	-11.05	3,100.00	3,100.00	-77.17	1,000.00	1,000.00	
	<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>6,023.59</b>	<b>12,575.00</b>	<b>12,575.00</b>	<b>7,480.61</b>	<b>10,065.00</b>	<b>10,475.00</b>	
83	PURCHASED SERVICES							
110112	683101 Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110112	683201 Cntrct-Gen	30,209.72	24,020.00	24,020.00	23,714.52	24,000.00	25,282.00	

Attachment: 110112 City Clerk Report (8798 : City Clerk)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110112	683202	Cntrct-Mnt	.00	.00	.00	.00	.00	.00	_____
110112	683501	Train/Conf	115.00	750.00	750.00	125.80	750.00	750.00	_____
TOTAL PURCHASED SERVICES			30,324.72	24,770.00	24,770.00	23,840.32	24,750.00	26,032.00	_____
88	EQUIPMENT / LEASES								
110112	680401	Equip / Sm	6,024.05	5,689.00	5,689.00	5,300.00	5,500.00	5,689.00	_____
TOTAL EQUIPMENT / LEASES			6,024.05	5,689.00	5,689.00	5,300.00	5,500.00	5,689.00	_____
TOTAL City Clerk			290,918.64	293,521.52	295,428.38	212,750.56	294,417.92	284,811.90	_____
TOTAL General Fund			290,918.64	293,521.52	295,428.38	212,750.56	294,417.92	284,811.90	_____
GRAND TOTAL			290,918.64	293,521.52	295,428.38	212,750.56	294,417.92	284,811.90	_____

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

Attachment: 110112 City Clerk Report (8798 : City Clerk)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110112	670101	Salaries	194,066.46	198,000.00	200,789.00	3.46
	0110-10-112-000-670101-					
			.75	48,898.67	36,674.00	
			1.00	104,111.00	104,111.00	
			1.00	50,224.00	50,224.00	
			.20	48,900.00	9,780.00	
110112	670104	Vacation	.00	.00	.00	.00
	0110-10-112-000-670104-					
110112	670105	Sick Pay	.00	.00	.00	.00
	0110-10-112-000-670105-					
110112	670106	Comp Time	.00	.00	.00	.00
	0110-10-112-000-670106-					
110112	670201	overTime	500.00	.00	500.00	.00
	0110-10-112-000-670201-					
110112	670204	Paid Time Off	.00	.00	.00	.00
	0110-10-112-000-670204-					
110112	670205	Medical Leave	.00	.00	.00	.00
	0110-10-112-000-670205-					
110112	670206	Emergency Medical Leave	.00	.00	.00	.00
	0110-10-112-000-670206-					
110112	670301	Longevity	.00	.00	.00	.00
	0110-10-112-000-670301-					
110112	673101	Social Security	14,198.00	14,700.00	14,980.00	5.51
	0110-10-112-000-673101-					
			.00	.00	2,264.00	
			.00	.00	530.00	
			.00	.00	6,154.00	
			.00	.00	1,439.00	
			.00	.00	3,118.00	
			.00	.00	729.00	
			.00	.00	605.00	
			.00	.00	141.00	
110112	673102	Retirement	13,067.00	13,400.00	13,856.00	6.04
	0110-10-112-000-673102-					
			.00	.00	2,531.00	
			.00	.00	7,184.00	
			.00	.00	3,466.00	
			.00	.00	675.00	

Attachment: 110112 City Clerk Detail (8798 : City Clerk)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 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-	237.52	237.52	261.10	9.93
110112	673104	Unemployment Compensation 0110-10-112-000-673104-	.00	.00	.00	.00
110112	673201	Health Insurance 0110-10-112-000-673201-	27,660.00	25,100.00	10,439.80	-62.26
		Additional 2024 Rate Increase	.00 1.00	.00 508.80	9,931.00 508.80	
110112	673202	Dental Insurance 0110-10-112-000-673202-	1,221.60	1,221.60	349.00	-71.43
			.00	.00	349.00	
110112	673203	Life Insurance 0110-10-112-000-673203-	893.80	893.80	891.00	-.31
			.00	.00	268.00	
			.00	.00	562.00	
			.00	.00	50.00	
			.00	.00	11.00	
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-	5,800.00	5,600.00	5,800.00	.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-	.00	.00	.00	.00
110112	680401	Equip / Small Tools 0110-10-112-000-680401-	5,689.00	5,500.00	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	65.00	75.00	.00
		WMCA annual membership fee	1.00	75.00	75.00	
110112	680502	Printing/Publications 0110-10-112-000-680502-	3,600.00	3,400.00	3,600.00	.00

Attachment: 110112 City Clerk Detail (8798 : City Clerk)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
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	1,000.00	1,000.00	-67.74
110112	683101	Consultants - General 0110-10-112-000-683101-	.00	.00	.00	.00
110112	683201	Contracted Services - General 0110-10-112-000-683201-	24,020.00	24,000.00	25,282.00	5.25
		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	
		Online Muni Code & Codification	1.00	1,262.00	1,262.00	
		Contract Increases				
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	750.00	750.00	.00
		Quarterly district meetings and annual conference	1.00	750.00	750.00	
		BUDGET CEILING:			295,428.38	
		TOTALS:	295,428.38	294,417.92	284,811.90	-3.59

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

Attachment: 110112 City Clerk Detail (8798 : 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 18,186 registered voters, divided into 22 wards, at eight polling locations.

## 2023 Accomplishments

- Successfully conducted four elections including two special elections.
- Increased the use of electronic poll books to five of the eight polling sites.
- Through several processes of verification, deactivated 1,600 registered voters.
- Relocated the District 3 polling site.
- Appointed Election Inspectors for a two-year term.
- Revised all Election Emergency plans to reflect the usage of electronic poll books.
- Provided 25 training sessions for poll workers and staff.
- Participated on the Wisconsin Election Commission's Observer Advisory Committee on Rulemaking.
- Consulted with State Legislators on various election-related bills.

## Key Performance Indicators

Activity	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
Registered Voters	19,606	18,364	19,750	18,200	21,000
Elections Held	4	3	4	4	4
New Voter Registrations	3,951	818	1,928	500	3,000
Absentee Ballots Issued	31,869	8,172	16,825	9,093	20,000

## 2024 Objectives

### Customer Service:

- Successfully administer four elections including a Presidential election.
- Remain compliant and create new procedures and training sessions for newly adopted statutes.

### Customer Service & Financial Stewardship:

- Expand electronic poll books to all voting sites and provide appropriate training and oversight for all polling sites.

*Customer Service & Quality of Life:*

- Take on a new Residential Care Facility for absentee voting with Special Voting Deputes.

**Estimated 2024 Revenue**

None

**Proposed 2024 Budget**

\$94,476

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	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	82.15	69.52	69.52	75.80	69.52	76.42	_____
110113	673104	UnempComp	.00	.00	.00	.00	.00	.00	_____
	TOTAL FRINGE BENEFITS		82.15	69.52	69.52	75.80	69.52	76.42	_____
80	MATERIALS & SUPPLIES								
110113	680101	Office Sup	12,803.18	5,116.00	5,116.00	5,466.36	5,411.54	10,500.00	_____
110113	680502	Print/Pub	.00	.00	.00	.00	.00	.00	_____
110113	680504	Telephone	.00	.00	.00	.00	.00	.00	_____
110113	680505	Postage	12,637.89	11,084.00	11,084.00	6,708.19	6,707.56	15,000.00	_____
	TOTAL MATERIALS & SUPPLIES		25,441.07	16,200.00	16,200.00	12,174.55	12,119.10	25,500.00	_____
83	PURCHASED SERVICES								
110113	683101	Cnsult-Gen	.00	.00	.00	.00	.00	.00	_____
110113	683201	Cntrct-Gen	55,221.08	24,000.00	24,000.00	28,983.19	29,000.00	60,000.00	_____
110113	683202	Cntrct-Mnt	6,834.56	6,840.00	6,840.00	6,898.00	6,898.00	8,900.00	_____
110113	683501	Train/Conf	.00	.00	.00	.00	.00	.00	_____
	TOTAL PURCHASED SERVICES		62,055.64	30,840.00	30,840.00	35,881.19	35,898.00	68,900.00	_____
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		87,578.86	47,109.52	47,109.52	48,131.54	48,086.62	94,476.42	_____
	TOTAL General Fund		87,578.86	47,109.52	47,109.52	48,131.54	48,086.62	94,476.42	_____
	GRAND TOTAL		87,578.86	47,109.52	47,109.52	48,131.54	48,086.62	94,476.42	_____

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

Attachment: 110113 Elections Report (8799 : Elections)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 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-	69.52	69.52	76.42	9.93
110113	673104	Unemployment Compensation 0110-10-113-000-673104-	.00	.00	.00	.00
110113	680101	Office Supplies 0110-10-113-000-680101-	5,116.00	5,411.54	10,500.00	105.24
		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	
		2024 Presidential Election	1.00	5,384.00	5,384.00	
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-	11,084.00	6,707.56	15,000.00	35.33
		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	
		Presidential Election	1.00	3,916.00	3,916.00	

Attachment: 110113 Elections Detail (8799 : Elections)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 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-	24,000.00	29,000.00	60,000.00	150.00
		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	
		Election Services	1.00	3,325.00	3,325.00	
		2024 Presidential Election	1.00	36,000.00	36,000.00	
110113	683202	Contracted Services - Maint. 0110-10-113-000-683202-	6,840.00	6,898.00	8,900.00	30.12
		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	
		Battery Replacements	1.00	2,060.00	2,060.00	
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:			47,109.52	
		TOTALS:	47,109.52	48,086.62	94,476.42	100.55

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

Attachment: 110113 Elections Detail (8799 : 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.

## 2023 Accomplishments

- Hired a new full-time IT Manager.
- Virtualized four additional servers and eliminated two network area storage devices.
- Implemented virtual help desk services for City Hall and Public Works employees.
- Launched a new IT ticketing system and knowledge base.
- Completed upgrades to network infrastructure hardware of the City's main core equipment, which includes access points, switches, and firewalls components.
- Mapped the City's network between all primary buildings.
- Transitioned the City's phone and internet services to new providers.
- Implemented process improvements prescribed in the strategic plan and reviewed the City's security master plan.
- Assisted other Departments with information technology projects, such as the establishment of credit card processing, ERP system module implementation, and door fob system installation.

## Key Performance Indicators

Activity	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
Major Projects Completed	5	5	18	15	TBD
Server Systems Uptime	99%	97%	100%	100%	100%
Network Uptime	96%	90%	97%	98%	100%
Completed Backups	90%	90%	100%	100%	100%
Ticketing System	-	-	570	600	700
Fiber Connected Facilities	5	5	5	5	5

## 2024 Objectives

### Customer Service:

- Review and update the City's Outlook Email System.
- Assist with the selection and implementation of a new Land Management System.

*Capital Improvements:*

- Implementation of ERP system modules for the Public Works Department.
- DNS Migration and transition to .gov domain.
- Implemented process improvements prescribed in the strategic plan and reviewed the City's security master plan.

**Staffing for 2024**

2022 Actual	2023 Actual	2024 Budget
1.25 FTE	1.25 FTE	1.00 FTE

**Estimated 2024 Revenue**

None

**Proposed 2024 Budget**

\$489,887

Attachment: 117 - Information Technology (8800 : IT)

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110117	Information Services								
70	SALARIES								
110117	670101	Salaries	88,997.44	103,915.00	103,915.00	46,936.27	75,610.00	95,558.00	
110117	670106	CompTime	.00	.00	.00	.00	.00	.00	
110117	670204	PTO	6,395.39	.00	.00	6,745.91	.00	.00	
	TOTAL SALARIES		95,392.83	103,915.00	103,915.00	53,682.18	75,610.00	95,558.00	
73	FRINGE BENEFITS								
110117	673101	Social Sec	7,206.51	7,835.00	7,835.00	3,950.95	5,600.00	6,926.00	
110117	673102	Retirement	5,583.56	5,953.00	5,953.00	3,252.55	4,500.00	6,594.00	
110117	673201	Health Ins	8,962.53	9,377.00	9,377.00	9,699.29	12,600.00	25,715.27	
110117	673202	Dental Ins	349.08	349.00	349.00	341.76	420.00	1,018.00	
110117	673203	Life Ins	43.68	44.00	44.00	30.75	44.00	94.00	
110117	673204	Disability	320.68	.00	.00	210.28	.00	.00	
	TOTAL FRINGE BENEFITS		22,466.04	23,558.00	23,558.00	17,485.58	23,164.00	40,347.27	
80	MATERIALS & SUPPLIES								
110117	680101	Office Sup	.00	.00	.00	65.11	.00	.00	
110117	680102	Technology	.00	.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	3,521.26	3,600.00	3,600.00	3,211.50	3,600.00	3,600.00	
110117	680505	Postage	.00	.00	.00	.00	.00	.00	
	TOTAL MATERIALS & SUPPLIES		3,521.26	3,600.00	3,600.00	3,276.61	3,600.00	3,600.00	
83	PURCHASED SERVICES								
110117	683101	Cnsult-Gen	33,840.00	.00	.00	.00	.00	.00	
110117	683201	Cntrct-Gen	106,252.85	173,440.00	173,440.00	162,273.51	172,440.00	167,313.00	
110117	683202	Cntrct-Mnt	168,500.15	138,377.00	138,377.00	135,596.26	138,377.00	168,548.00	
110117	683501	Train/Conf	1,283.47	2,000.00	2,000.00	1,845.35	2,400.00	2,000.00	
	TOTAL PURCHASED SERVICES		309,876.47	313,817.00	313,817.00	299,715.12	313,217.00	337,861.00	
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	36,114.68	12,521.00	12,521.00	10,514.16	12,521.00	12,521.00	

Attachment: 110117 IT Report (8800 : IT)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General	Fund		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	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	36,114.68	12,521.00	12,521.00	10,514.16	12,521.00	12,521.00	_____
		TOTAL Information Services	467,371.28	457,411.00	457,411.00	384,673.65	428,112.00	489,887.27	_____
		TOTAL General Fund	467,371.28	457,411.00	457,411.00	384,673.65	428,112.00	489,887.27	_____
		GRAND TOTAL	467,371.28	457,411.00	457,411.00	384,673.65	428,112.00	489,887.27	_____

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

Attachment: 110117 IT Report (8800 : IT)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 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-	103,915.00	75,610.00	95,558.00	-8.04
			1.00	95,558.00	95,558.00	
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-	7,835.00	5,600.00	6,926.00	-11.60
			.00	.00	5,613.00	
			.00	.00	1,313.00	
110117	673102	Retirement 0110-10-117-000-673102-	5,953.00	4,500.00	6,594.00	10.77
			.00	.00	6,594.00	
110117	673201	Health Insurance 0110-10-117-000-673201-	9,377.00	12,600.00	25,715.27	174.24
		Additional 2024 Rate Increase	.00	.00	24,462.00	
			1.00	1,253.27	1,253.27	
110117	673202	Dental Insurance 0110-10-117-000-673202-	349.00	420.00	1,018.00	191.69
			.00	.00	1,018.00	
110117	673203	Life Insurance 0110-10-117-000-673203-	44.00	44.00	94.00	113.64
			.00	.00	94.00	
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-	12,521.00	12,521.00	12,521.00	.00
		Hardware, Toner, Computer Repair Parts, etc	1.00	12,521.00	12,521.00	

Attachment: 110117 IT Detail (8800 : IT)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 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-	173,440.00	172,440.00	167,313.00	-3.53
		Special Projects Block of Time	1.00	9,800.00	9,800.00	
		Managed IT Services	1.00	83,150.00	83,150.00	
		Security Monitoring, Scanning, Education, Planning	1.00	30,963.00	30,963.00	
		Ticketing/Asset System	1.00	2,900.00	2,900.00	
		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	
		Dell Pro Support Warranty 1YR	1.00	2,100.00	2,100.00	
		SAN Warranty 1YR	1.00	3,500.00	3,500.00	
110117	683202	Contracted Services - Maint. 0110-10-117-000-683202-	138,377.00	138,377.00	168,548.00	21.80
		Marcos/ESG VOIP Programming Changes	5.00	150.00	750.00	
		Marcos/ESG VOIP Maintenance Contract	1.00	2,300.00	2,300.00	
		Office 365 Subscription	1.00	24,000.00	24,000.00	
		Midwest Fiber Leased Fiber Network	1.00	12,450.00	12,450.00	
		Midwest Fiber Internet Service	12.00	200.00	2,400.00	
		Munis Annual Maintenance Contract	1.00	79,198.00	79,198.00	
		Digicert Certificates	1.00	2,374.40	2,374.40	
		Juniper Maintenance (Network)	1.00	4,472.36	4,472.36	
		VMare Server Licensing	1.00	3,250.00	3,250.00	
		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	24,000.00	24,000.00	
		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	
		2024 compulsory Increase OTG Software Licensing	1.00	2,844.00	2,844.00	

Attachment: 110117 IT Detail (8800 : IT)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110117	683501	Training/Conferences	2,000.00	2,400.00	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:			457,411.00	
		TOTALS:	457,411.00	428,112.00	489,887.27	7.10

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

Attachment: 110117 IT Detail (8800 : IT)

# 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 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.

## 2023 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 2023 Budget document was submitted to Government Financial Officers Association (GFOA) and was awarded a Certificate of Recognition.
- FY2022 audit fieldwork was completed on schedule with the final Annual Comprehensive Financial Report presented to Council in June 2023.
- 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.
- Decided on a platform (Tyler Payments) to accept in-person payment card transactions. To be implemented in Q4 2023.
- Completed a customer campaign to update utility records, provide better customer service and increase systemic efficiencies and cost savings.
- Worked with current Accounts Payable Credit Card vendor to implement an online workflow approval to improve transparency, accountability, and efficiency throughout the process.

**Key Performance Indicators**

Activity	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
Bond Rating (Standard & Poors)	AA (Stable)	AA (Stable)	AA (Stable)	AA (Stable)	AA (Stable)
Investment Yield (%)	2.0	2.0	2.0	2.5	2.5
Borrowing Capacity Used (%)	15.12	12.97	13.28	10.61	8.65
Purchase Orders Issued	973	972	947	950	1,000
Vendor Checks Issued	3,107	2,898	3,371	3,225	3,200
Procurement Card Spending (\$)	131,680	134,897	171,777	150,000	165,000
General Invoices Issued	430	451	439	425	450
Utility Customers	9,335	9,413	9,521	9,700	9,750
Utility Payments via ACH	6,712	7,220	7,968	8,800	10,000
Utility Payments via Online	8,977	9,193	9,150	10,200	10,300
Personal Property Tax Bills	829	789	800	809	0*
Real Estate Property Tax bills	10,398	10,372	10,395	10,414	10,424
Tax Payments Online (%)	16.8	18.5	23.3	24.0	24.0

\*In June 2023, Wisconsin enacted significant legislation repealing personal property tax beginning with the 2024 tax year.

**2024 Objectives**

*Financial Stewardship:*

- Budget processing will be completed in accordance with the established timetable.
- Audit fieldwork associated with the annual closing of the City’s accounting system will be conducted and a draft of the audit report completed by June 1.
- Collect and process 2024 property tax receipts and distribute revenue to appropriate taxing jurisdictions.
- Review and analyze City Impact Fees for potential development.

*Customer Service:*

- Submit the City’s Budget, Annual Comprehensive Financial Report and Popular Annual Financial Report to the GFOA for award consideration.
- Utilize the City’s ERP system to digitize workflows and reduce paper driven processes.

**Staffing for 2024**

Positions (FTE)	2022 Actual	2023 Projected	2024 Budgeted
Finance Director	1.0	1.0	1.0
Assistant Finance Director	1.0	1.0	1.0
Accounting Specialist	1.0	1.0	1.0

**Estimated 2024 Revenue**

\$273,000

**Proposed 2024 Budget**

\$576,107

Attachment: 118 - Finance (8801 : Finance)

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:		2022	2023	2023	2023	2023	2024	
General Fund		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110118	Finance							
70	SALARIES							
110118	670101 Salaries	228,736.49	252,938.00	253,904.19	163,927.07	259,322.63	266,454.00	
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	141.42	.00	.00	.00	.00	.00	
110118	670204 PTO	22,837.47	.00	.00	15,630.43	.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	251,715.38	252,938.00	253,904.19	179,557.50	259,322.63	266,454.00	
73	FRINGE BENEFITS							
110118	673101 Social Sec	18,487.27	18,643.00	18,643.00	13,288.24	19,578.86	19,647.00	
110118	673102 Retirement	16,048.78	17,200.00	17,200.00	12,393.27	17,633.94	18,385.00	
110118	673103 W/C Insure	427.86	362.07	362.07	394.76	362.07	398.01	
110118	673104 UnempComp	.00	.00	.00	.00	.00	.00	
110118	673201 Health Ins	63,571.73	69,150.00	69,150.00	49,318.53	70,800.00	77,145.81	
110118	673202 Dental Ins	593.81	.00	.00	763.47	1,018.00	.00	
110118	673203 Life Ins	363.79	246.00	246.00	165.20	246.00	251.00	
110118	673204 Disability	856.49	777.00	777.00	758.58	777.00	777.00	
	TOTAL FRINGE BENEFITS	100,349.73	106,378.07	106,378.07	77,082.05	110,415.87	116,603.82	
80	MATERIALS & SUPPLIES							
110118	680101 Office Sup	2,677.27	1,100.00	1,100.00	91.93	1,450.00	1,450.00	
110118	680102 Technology	.00	300.00	300.00	.00	.00	.00	
110118	680501 Membership	685.00	775.00	775.00	489.00	775.00	775.00	
110118	680502 Print/Pub	.00	.00	.00	.00	.00	.00	
110118	680503 BooksPerio	.00	50.00	50.00	.00	.00	.00	
110118	680504 Telephone	.00	.00	.00	.00	.00	.00	
110118	680505 Postage	11,642.66	10,750.00	10,750.00	12,045.02	12,051.00	12,500.00	
	TOTAL MATERIALS & SUPPLIES	15,004.93	12,975.00	12,975.00	12,625.95	14,276.00	14,725.00	
83	PURCHASED SERVICES							
110118	683101 Cnsult-Gen	960.00	1,600.00	1,600.00	6,300.00	6,300.00	1,600.00	
110118	683201 Cntrct-Gen	26,303.65	22,530.00	22,530.00	36,984.79	27,079.00	25,279.00	
110118	683202 Cntrct-Mnt	.00	.00	.00	.00	.00	.00	

Attachment: 110118 Finance Report (8801 : Finance)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110118	683401	Liab Ins	137,281.29	150,283.00	150,283.00	167,329.00	167,329.00	144,345.65	_____
110118	683402	Auto Insur	.00	.00	.00	.00	.00	.00	_____
110118	683501	Train/Conf	419.00	2,600.00	2,600.00	1,872.18	1,900.00	2,600.00	_____
110118	683601	Misc SB	.00	100.00	100.00	.00	.00	.00	_____
110118	683603	Misc. Serv	3,013.26	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	_____
110118	683902	COVIDMTSD	.00	.00	.00	.00	.00	.00	_____
TOTAL PURCHASED SERVICES			167,977.20	180,113.00	180,113.00	215,485.97	205,608.00	176,824.65	_____
86	FACILITY & PLANT								
110118	686550	M & R	2,148.00	2,275.00	2,275.00	800.00	2,275.00	1,500.00	_____
TOTAL FACILITY & PLANT			2,148.00	2,275.00	2,275.00	800.00	2,275.00	1,500.00	_____
88	EQUIPMENT / LEASES								
110118	680401	Equip / Sm	.00	.00	.00	.00	.00	.00	_____
110118	688101	Photocopie	.00	.00	.00	.00	.00	.00	_____
TOTAL EQUIPMENT / LEASES			.00	.00	.00	.00	.00	.00	_____
TOTAL Finance			537,195.24	554,679.07	555,645.26	485,551.47	591,897.50	576,107.47	_____
TOTAL General Fund			537,195.24	554,679.07	555,645.26	485,551.47	591,897.50	576,107.47	_____
GRAND TOTAL			537,195.24	554,679.07	555,645.26	485,551.47	591,897.50	576,107.47	_____

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

Attachment: 110118 Finance Report (8801 : Finance)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110118	670101	Salaries	253,904.19	259,322.63	266,454.00	4.94
	0110-10-118-000-670101-					
			1.00	77,063.00	77,063.00	
			1.00	135,598.00	135,598.00	
			1.00	53,793.00	53,793.00	
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	.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	18,643.00	19,578.86	19,647.00	5.39
	0110-10-118-000-673101-					
			.00	.00	4,631.00	
			.00	.00	1,083.00	
			.00	.00	8,179.00	
			.00	.00	1,913.00	
			.00	.00	3,113.00	
			.00	.00	728.00	
110118	673102	Retirement	17,200.00	17,633.94	18,385.00	6.89
	0110-10-118-000-673102-					
			.00	.00	5,317.00	
			.00	.00	9,356.00	
			.00	.00	3,712.00	
110118	673103	Worker's Comp Insurance	362.07	362.07	398.01	9.93
	0110-10-118-000-673103-					

Attachment: 110118 Finance Detail (8801 : Finance)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 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-	69,150.00	70,800.00	77,145.81	11.56
			.00	.00	24,462.00	
			.00	.00	24,462.00	
		Additional 2024 Rate Increase	1.00	3,759.81	3,759.81	
110118	673202	Dental Insurance 0110-10-118-000-673202-	.00	1,018.00	.00	.00
			.00	.00	.00	
110118	673203	Life Insurance 0110-10-118-000-673203-	246.00	246.00	251.00	2.03
			.00	.00	50.00	
			.00	.00	149.00	
			.00	.00	52.00	
110118	673204	Long Term Disability 0110-10-118-000-673204-	777.00	777.00	777.00	.00
110118	680101	Office Supplies 0110-10-118-000-680101-	1,100.00	1,450.00	1,450.00	31.82
		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	
		TECHNOLOGY SUPPLIES	1.00	300.00	300.00	
		BOOKS & PERIODICALS	1.00	50.00	50.00	
110118	680102	Technology Supplies 0110-10-118-000-680102-	300.00	.00	.00	-100.00
110118	680401	Equip / Small Tools 0110-10-118-000-680401-	.00	.00	.00	.00
110118	680501	Memberships 0110-10-118-000-680501-	775.00	775.00	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-	.00	.00	.00	.00
110118	680503	Books & Periodicals 0110-10-118-000-680503-	50.00	.00	.00	-100.00

Attachment: 110118 Finance Detail (8801 : Finance)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110118	680504	Telephone services	.00	.00	.00	.00
	0110-10-118-000-680504-					
110118	680505	Postage	10,750.00	12,051.00	12,500.00	16.28
	0110-10-118-000-680505-					
110118	683101	Consultants - General	1,600.00	6,300.00	1,600.00	.00
	0110-10-118-000-683101-					
		OPEB Actuarial Update	1.00	1,600.00	1,600.00	
110118	683201	Contracted Services - General	22,530.00	27,079.00	25,279.00	12.20
	0110-10-118-000-683201-					
		Audit Services	1.00	21,500.00	21,500.00	
		GFOA Award Submissions	3.00	410.00	1,230.00	
		Credit Card Processing	1.00	600.00	600.00	
		Waukesha P/P Tax Collection Fee	1.00	1,200.00	1,200.00	
		1099 Processing Services	1.00	250.00	250.00	
		Amazon Business Subscription	1.00	499.00	499.00	
110118	683202	Contracted Services - Maint.	.00	.00	.00	.00
	0110-10-118-000-683202-					
110118	683401	Liability Insurance	150,283.00	167,329.00	144,345.65	-3.95
	0110-10-118-000-683401-					
		General Liability	1.00	44,040.72	44,040.72	
		Public Officials Liability	1.00	64,697.58	64,697.58	
		Cyber Policy	1.00	11,772.84	11,772.84	
		Crime	1.00	1,975.74	1,975.74	
		Property	1.00	58,636.77	58,636.77	
		Chargeback to Sewer Utility	1.00	34,224.00	-34,224.00	
		Chargeback to Water Utility	1.00	4,594.00	-4,594.00	
		Accident/Storage Tank	1.00	2,040.00	2,040.00	
110118	683402	Auto Insurance	.00	.00	.00	.00
	0110-10-118-000-683402-					
110118	683501	Training/Conferences	2,600.00	1,900.00	2,600.00	.00
	0110-10-118-000-683501-					
		GFOA National	1.00	850.00	850.00	
		WGFOA Conferences	2.00	300.00	600.00	
		Local Training	5.00	210.00	1,050.00	
		Other Travel/Mileage	1.00	100.00	100.00	
110118	683601	Misc Service-Bonds	100.00	.00	.00	-100.00
	0110-10-118-000-683601-					
110118	683603	Misc. Serv- A/R Expense	3,000.00	3,000.00	3,000.00	.00
	0110-10-118-000-683603-					

Attachment: 110118 Finance Detail (8801 : Finance)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
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	1,500.00	-34.07
		Plan-It CIP Software License	.00	.00	.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:			555,645.26	
		TOTALS:	555,645.26	591,897.50	576,107.47	3.68

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

Attachment: 110118 Finance Detail (8801 : Finance)

## Assessor's 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.

### 2023 Accomplishments

- Completed the 2023 assessment roll, including interior inspections and valuation in a professional, efficient manner.
- Reviewed 1,195 new building permits with many being new homes and major additions. Many of these new home inspections are carried over from 2022 as the construction process takes 8-12 months or more.
- Mailed 907 real estate assessment notices as part of the 2023 Annual Assessment Year which included 9 Open Book contacts and 1 Board of Review case.

### Key Performance Indicators

Activity	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Projected
Assessment Value Increase (\$)	59,346,000	642,296,600*	118,045,000	-12, 221, 500**	50,000,000
Board of Review Hearings	2	11*	0	1	2
Real Estate Parcels	10,398	10,372	10,395	10,414	10,424
Personal Property Accounts	829	795	805	809	0***

\*The 2021 revaluation resulted in an increase in Assessed Values and Board of Review Hearings.

\*\*Assessment Value was impacted by the exemption of Newcastle Place, a \$64m reduction.

\*\*\*In June 2023, Wisconsin enacted legislation repealing personal property tax effective in 2024.

### 2024 Objectives

#### *Financial Stewardship & Customer Service:*

- Complete the 2024 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 2024

Positions (FTE)	2022 Actual	2023 Actual	2024 Budget
Assessment Technician	1.00	1.00	1.00

Estimated 2024 Revenue

None

Proposed 2024 Budget

\$253,287

Attachment: 119 - Assessing (8802 : Assessor)

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110119	Assessor								
70	SALARIES								
110119	670101	Salaries	39,766.23	44,283.00	48,063.05	31,191.52	47,700.00	48,899.00	
110119	670104	Vacation	.00	.00	.00	.00	.00	.00	
110119	670105	Sick Pay	.00	.00	.00	.00	.00	.00	
110119	670106	CompTime	.00	.00	.00	.00	.00	.00	
110119	670201	OverTime	.00	.00	.00	.00	.00	.00	
110119	670204	PTO	4,092.70	.00	.00	1,868.66	.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		43,858.93	44,283.00	48,063.05	33,060.18	47,700.00	48,899.00	
73	FRINGE BENEFITS								
110119	673101	Social Sec	3,096.57	3,119.00	3,119.00	2,337.27	3,400.00	3,458.00	
110119	673102	Retirement	2,855.68	3,011.00	3,011.00	2,248.14	3,236.00	3,374.00	
110119	673103	W/C Insure	59.90	50.69	50.69	55.26	50.69	55.72	
110119	673104	UnempComp	.00	.00	.00	.00	.00	.00	
110119	673201	Health Ins	21,298.99	22,210.00	22,210.00	15,856.92	22,700.00	24,803.85	
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	302.80	303.00	303.00	204.60	303.00	310.00	
110119	673204	Disability	172.44	168.00	168.00	154.60	168.00	168.00	
	TOTAL FRINGE BENEFITS		28,804.34	29,879.69	29,879.69	21,620.26	30,875.69	33,187.57	
80	MATERIALS & SUPPLIES								
110119	680101	Office Sup	106.26	100.00	100.00	.00	100.00	100.00	
110119	680501	Membership	.00	.00	.00	.00	.00	.00	
110119	680503	BooksPerio	.00	100.00	100.00	.00	100.00	.00	
110119	680504	Telephone	.00	.00	.00	.00	.00	.00	
110119	680505	Postage	2,814.84	1,600.00	1,600.00	2,965.18	3,000.00	3,300.00	
	TOTAL MATERIALS & SUPPLIES		2,921.10	1,800.00	1,800.00	2,965.18	3,200.00	3,400.00	
83	PURCHASED SERVICES								
110119	683101	Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110119	683201	Cntrct-Gen	217,416.53	167,800.00	167,800.00	167,384.97	167,800.00	167,800.00	
110119	683501	Train/Conf	.00	25.00	25.00	.00	.00	.00	
	TOTAL PURCHASED SERVICES		217,416.53	167,825.00	167,825.00	167,384.97	167,800.00	167,800.00	
88	EQUIPMENT / LEASES								
110119	680401	Equip / Sm	.00	.00	.00	.00	.00	.00	
	TOTAL EQUIPMENT / LEASES		.00	.00	.00	.00	.00	.00	
	TOTAL Assessor		293,000.90	243,787.69	247,567.74	225,030.59	249,575.69	253,286.57	
	TOTAL General Fund		293,000.90	243,787.69	247,567.74	225,030.59	249,575.69	253,286.57	

Attachment: 110119 Assessor Report (8802 : Assessor)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:	2022 ACTUAL	2023 ORIG BUD	2023 REVISED BUD	2023 ACTUAL	2023 PROJECTION	2024 CITY ADMIN	COMMENT
General Fund							
GRAND TOTAL	293,000.90	243,787.69	247,567.74	225,030.59	249,575.69	253,286.57	_____

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

Attachment: 110119 Assessor Report (8802 : Assessor)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110119	670101	Salaries	48,063.05	47,700.00	48,899.00	1.74
	0110-10-119-000-670101-					
			1.00	48,899.00	48,899.00	
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	.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	3,119.00	3,400.00	3,458.00	10.87
	0110-10-119-000-673101-					
			.00	.00	2,803.00	
			.00	.00	655.00	
110119	673102	Retirement	3,011.00	3,236.00	3,374.00	12.06
	0110-10-119-000-673102-					
			.00	.00	3,374.00	
110119	673103	Worker's Comp Insurance	50.69	50.69	55.72	9.92
	0110-10-119-000-673103-					
110119	673104	Unemployment Compensation	.00	.00	.00	.00
	0110-10-119-000-673104-					
110119	673201	Health Insurance	22,210.00	22,700.00	24,803.85	11.68
	0110-10-119-000-673201-					
			.00	.00	23,595.00	
		Additional 2024 Rate Increase	1.00	1,208.85	1,208.85	

Attachment: 110119 Assessor Detail (8802 : Assessor)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 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-	303.00	303.00	310.00	2.31
			.00	.00	310.00	
110119	673204	Long Term Disability 0110-10-119-000-673204-	168.00	168.00	168.00	.00
110119	680101	Office Supplies 0110-10-119-000-680101-	100.00	100.00	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	100.00	.00	-100.00
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	3,300.00	106.25
110119	683101	Consultants - General 0110-10-119-000-683101-	.00	.00	.00	.00
110119	683201	Contracted Services - General 0110-10-119-000-683201-	167,800.00	167,800.00	167,800.00	.00
		Grota Appraisals - Annual Contract	1.00	160,000.00	160,000.00	
		State Manufacturing Assessment Services	1.00	7,800.00	7,800.00	
110119	683501	Training/Conferences 0110-10-119-000-683501-	25.00	.00	.00	-100.00
		Assessor Tech Training	.00	.00	.00	
		BUDGET CEILING:			247,567.74	
		TOTALS:	247,567.74	249,575.69	253,286.57	2.31

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

Attachment: 110119 Assessor Detail (8802 : 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.

## 2023 Accomplishments

- Implemented Ready Rebound, a medical assistance program.
- Implemented a new Family Medical Leave Act policy and forms.
- Implemented recommendations from the 2022 Class and Compensation Study.
- Implemented an employee self-service portal.
- Implemented a new City cell phone policy.
- Assisted the Southern Ozaukee Fire & EMS Department with its transition.
- Reduced paper processes.

## Key Performance Indicators

Activity	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
<b>New Hires</b>	10	18	21	10	TBD
<b># of FTE's</b>	118.65	120.10	124.22	110.54	110.54
<b>Modification Factor</b>	0.89	0.85	0.79	0.76	0.81
<b>Workers' Comp Claims</b>	18	18	16	15	TBD

## 2024 Objectives

### Customer Service:

- Review and update the City's Personnel Code and Policy Manuals.
- Complete a Policies and Procedures Manual for the Board of Police Commissioners.
- Implement digital employee annual performance evaluations.
- Complete HRIS system updates and process improvements.

*Financial Stewardship:*

- Implement recommendations from the 2022 Class and Compensation Study.

**Staffing for 2024**

<b>Positions (FTE)</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>
<b>Assistant City Administrator/HR Director</b>	1.00	1.00	1.00
<b>Human Resource Assistant</b>	10.0	1.00	1.00

**Estimated 2024 Revenue**

None

**Proposed 2024 Budget**

\$265,206

Attachment: 120 - Human Resources (8803 : HR)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:		2022	2023	2023	2023	2023	2024	
General Fund		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110120	Human Resources							
70	SALARIES							
110120	670101 Salaries	139,491.43	152,894.00	154,930.13	94,922.25	155,500.00	158,931.00	
110120	670104 Vacation	.00	.00	.00	.00	.00	.00	
110120	670105 Sick Pay	.00	.00	.00	.00	.00	.00	
110120	670106 CompTime	.00	.00	.00	.00	.00	.00	
110120	670201 OverTime	.00	.00	.00	.00	.00	.00	
110120	670204 PTO	10,866.91	.00	.00	4,094.49	.00	.00	
110120	670205 FMLA	.00	.00	.00	8,530.18	.00	.00	
110120	670206 EmergLeave	.00	.00	.00	.00	.00	.00	
110120	670301 Longevity	.00	.00	.00	.00	.00	.00	
	<b>TOTAL SALARIES</b>	<b>150,358.34</b>	<b>152,894.00</b>	<b>154,930.13</b>	<b>107,546.92</b>	<b>155,500.00</b>	<b>158,931.00</b>	
73	FRINGE BENEFITS							
110120	673101 Social Sec	10,838.29	10,976.00	10,976.00	7,679.23	11,100.00	11,371.00	
110120	673102 Retirement	9,790.37	10,397.00	10,397.00	7,285.93	10,525.00	10,966.00	
110120	673103 W/C Insure	146.33	123.83	123.83	135.02	123.83	136.12	
110120	673104 UnempComp	.00	.00	.00	.00	.00	.00	
110120	673201 Health Ins	44,203.59	46,100.00	46,100.00	32,879.02	47,100.00	51,430.54	
110120	673202 Dental Ins	1,017.96	1,018.00	1,018.00	763.47	1,018.00	1,018.00	
110120	673203 Life Ins	240.16	238.00	238.00	163.39	238.00	252.00	
110120	673204 Disability	595.32	555.00	555.00	510.30	555.00	555.00	
	<b>TOTAL FRINGE BENEFITS</b>	<b>66,832.02</b>	<b>69,407.83</b>	<b>69,407.83</b>	<b>49,416.36</b>	<b>70,659.83</b>	<b>75,728.66</b>	
80	MATERIALS & SUPPLIES							
110120	680101 Office Sup	819.81	300.00	300.00	444.00	375.00	300.00	
110120	680501 Membership	776.00	805.00	805.00	.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	357.86	600.00	600.00	236.94	400.00	400.00	
110120	680505 Postage	21.93	50.00	50.00	18.04	50.00	50.00	
	<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>1,975.60</b>	<b>1,755.00</b>	<b>1,755.00</b>	<b>698.98</b>	<b>1,630.00</b>	<b>1,555.00</b>	
83	PURCHASED SERVICES							
110120	683101 Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110120	683201 Cntrct-Gen	31,007.25	23,891.00	23,891.00	23,881.00	18,000.00	19,891.00	
110120	683501 Train/Conf	180.63	1,100.00	1,100.00	419.50	1,100.00	1,100.00	
110120	683602 Misc. Serv	12,051.35	10,000.00	10,000.00	6,469.45	9,000.00	8,000.00	

Attachment: 110120 HR Report (8803 : HR)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110120	683702	Misc.Servs	.00	.00	.00	.00	.00	.00	_____
		TOTAL PURCHASED SERVICES	43,239.23	34,991.00	34,991.00	30,769.95	28,100.00	28,991.00	_____
		TOTAL Human Resources	262,405.19	259,047.83	261,083.96	188,432.21	255,889.83	265,205.66	_____
		TOTAL General Fund	262,405.19	259,047.83	261,083.96	188,432.21	255,889.83	265,205.66	_____
		GRAND TOTAL	262,405.19	259,047.83	261,083.96	188,432.21	255,889.83	265,205.66	_____

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

Attachment: 110120 HR Report (8803 : HR)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110120	670101	Salaries	154,930.13	155,500.00	158,931.00	2.58
	0110-10-120-000-670101-					
			1.00	104,774.00	104,774.00	
			1.00	54,157.00	54,157.00	
110120	670104	Vacation	.00	.00	.00	.00
	0110-10-120-000-670104-					
110120	670105	Sick Pay	.00	.00	.00	.00
	0110-10-120-000-670105-					
110120	670106	Comp Time	.00	.00	.00	.00
	0110-10-120-000-670106-					
110120	670201	OverTime	.00	.00	.00	.00
	0110-10-120-000-670201-					
110120	670204	Paid Time Off	.00	.00	.00	.00
	0110-10-120-000-670204-					
110120	670205	Medical Leave	.00	.00	.00	.00
	0110-10-120-000-670205-					
110120	670206	Emergency Medical Leave	.00	.00	.00	.00
	0110-10-120-000-670206-					
110120	670301	Longevity	.00	.00	.00	.00
	0110-10-120-000-670301-					
110120	673101	Social Security	10,976.00	11,100.00	11,371.00	3.60
	0110-10-120-000-673101-					
			.00	.00	6,144.00	
			.00	.00	1,437.00	
			.00	.00	3,072.00	
			.00	.00	718.00	
110120	673102	Retirement	10,397.00	10,525.00	10,966.00	5.47
	0110-10-120-000-673102-					
			.00	.00	7,229.00	
			.00	.00	3,737.00	
110120	673103	Worker's Comp Insurance	123.83	123.83	136.12	9.92
	0110-10-120-000-673103-					
110120	673104	Unemployment Compensation	.00	.00	.00	.00
	0110-10-120-000-673104-					

Attachment: 110120 HR Detail (8803 : HR)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110120	673201	Health Insurance	46,100.00	47,100.00	51,430.54	11.56
		0110-10-120-000-673201-				
			.00	.00	24,462.00	
			.00	.00	24,462.00	
		Additional 2024 Rate Increase	1.00	2,506.54	2,506.54	
110120	673202	Dental Insurance	1,018.00	1,018.00	1,018.00	.00
		0110-10-120-000-673202-				
			.00	.00	1,018.00	
110120	673203	Life Insurance	238.00	238.00	252.00	5.88
		0110-10-120-000-673203-				
			.00	.00	87.00	
			.00	.00	165.00	
110120	673204	Long Term Disability	555.00	555.00	555.00	.00
		0110-10-120-000-673204-				
110120	680101	Office Supplies	300.00	375.00	300.00	.00
		0110-10-120-000-680101-				
		HR Specific Supplies	1.00	300.00	300.00	
110120	680501	Memberships	805.00	805.00	805.00	.00
		0110-10-120-000-680501-				
		Professional Memberships for HR Employees	1.00	805.00	805.00	
110120	680502	Printing/Publications	.00	.00	.00	.00
		0110-10-120-000-680502-				
110120	680503	Books & Periodicals	.00	.00	.00	.00
		0110-10-120-000-680503-				
110120	680504	Telephone services	600.00	400.00	400.00	-33.33
		0110-10-120-000-680504-				
		Work Cell Phone	1.00	400.00	400.00	
110120	680505	Postage	50.00	50.00	50.00	.00
		0110-10-120-000-680505-				
			1.00	50.00	50.00	
110120	683101	Consultants - General	.00	.00	.00	.00
		0110-10-120-000-683101-				
110120	683201	Contracted Services - General	23,891.00	18,000.00	19,891.00	-16.74
		0110-10-120-000-683201-				
		Concentra: Pre-Employment Testing	1.00	10,000.00	10,000.00	
		Test				
		Concentra: Random DOT Screening	1.00	1,500.00	1,500.00	
		Test				
		Diversified Benefits Services: FSA	1.00	4,000.00	4,000.00	
		Test				

Attachment: 110120 HR Detail (8803 : HR)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		ODC: Pre-Employment & Promotional Psychologicals	1.00	6,391.00	6,391.00	
		Seasonal EE Drug Screening	1.00	2,000.00	2,000.00	
		Adjust 2024 Budget Down Per Historical Trend	1.00	4,000.00	-4,000.00	
110120	683501	Training/Conferences 0110-10-120-000-683501-	1,100.00	1,100.00	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	9,000.00	8,000.00	-20.00
			1.00	8,000.00	8,000.00	
110120	683702	Miscellaneous Services 0110-10-120-000-683702-	.00	.00	.00	.00
		BUDGET CEILING:			261,083.96	
		TOTALS:	261,083.96	255,889.83	265,205.66	1.58

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

Attachment: 110120 HR Detail (8803 : HR)

## Legal Services

### Program Description

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

- Provide counsel and advice to the City's elected officials, administrator, department heads, staff and appointed commissions on a wide variety of subject matters.
- Represent 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.
- Assist 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.
- Negotiate, draft, and review development agreements and other contractual documents; represent 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.

### 2023 Accomplishments

- Following execution of a new contract for prosecution services with the firm of Houseman & Feind in late 2022, worked to successfully transition the City's new prosecutor into City operations, and to resolve a number of pending litigation matters related to enforcement of the City Code.
- Assisted with various matters related to the Southern Ozaukee Fire & EMS Department, including approval of amendments to the intergovernmental agreement between the City and the Village of Thiensville, and expanding the Board of Directors from 5 to 7 members.
- Coordinated the development and drafting of amendments to the Sign Code, pertaining to the regulation of signage within the City's residential and commercial zoning districts.

**Key Performance Indicators**

Activity	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
Citations Processed*	1,698	1,704	2,247	2,023	1,918
Fines Paid to City*	\$110,232	\$99,210	\$101,056	\$85,007	\$98,876
Collective Bargaining Agreements	2	1	0	0	1

\*Mid-Moraine Municipal Court Only

**2024 Objectives**

*Customer Service:*

- Complete comprehensive revisions to the City’s Sign Code.

*Financial Stewardship:*

- Complete comprehensive revisions to the City’s ordinance pertaining to the regulation of cellular communication facilities/towers.
- Successfully resolve all outstanding litigation involving the City.

**Staffing for 2024**

Position (PT)	2022 Actual	2023 Actual	2024 Budget
City Attorney	By contract	By contract	By contract

**Estimated 2024 Revenue**

None

**Proposed 2024 Budget**

\$136,800

Attachment: 124 - Legal Services (8804 : Legal)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:		2022	2023	2023	2023	2023	2024	
General Fund		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	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	65,333.02	74,682.00	74,682.00	-31,950.00	82,607.00	88,200.00	_____
110124	683302 Court Ops	21,999.00	30,000.00	30,000.00	35,775.00	40,000.00	36,000.00	_____
110124	683303 Court Fees	349.00	100.00	100.00	.00	75.00	100.00	_____
110124	683311 SpcLglGen	10,041.00	3,200.00	3,200.00	390.00	390.00	2,500.00	_____
110124	683312 SpcLglLab	19,612.40	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	_____
	TOTAL PURCHASED SERVICES	117,334.42	117,982.00	117,982.00	14,215.00	133,072.00	136,800.00	_____
	TOTAL Legal Counsel	117,334.42	117,982.00	117,982.00	14,215.00	133,072.00	136,800.00	_____
	TOTAL General Fund	117,334.42	117,982.00	117,982.00	14,215.00	133,072.00	136,800.00	_____
	GRAND TOTAL	117,334.42	117,982.00	117,982.00	14,215.00	133,072.00	136,800.00	_____

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

Attachment: 110124 Legal Services Report (8804 : Legal)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110124	680504	Telephone services 0110-10-124-000-680504-	.00	.00	.00	.00
110124	683301	Special Serv-Retainer 0110-10-124-000-683301- City Attorney Retainer	74,682.00 1.00	82,607.00 88,200.00	88,200.00 88,200.00	18.10
110124	683302	Spec Serv-Court Operations 0110-10-124-000-683302- Municipal Prosecution Contract	30,000.00 1.00	40,000.00 36,000.00	36,000.00 36,000.00	20.00
110124	683303	Court Fees & Expenses 0110-10-124-000-683303-	100.00 1.00	75.00 100.00	100.00 100.00	.00
110124	683311	Special Legal Counsel - Genera 0110-10-124-000-683311-	3,200.00 1.00	390.00 2,500.00	2,500.00 2,500.00	-21.88
110124	683312	Spec Legal Counsel-Labo 0110-10-124-000-683312-	10,000.00 1.00	10,000.00 10,000.00	10,000.00 10,000.00	.00
BUDGET CEILING:					117,982.00	
TOTALS:			117,982.00	133,072.00	136,800.00	15.95

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

Attachment: 110124 Legal Services Detail (8804 : Legal)

## 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.

### 2023 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, Landmarks Commission and Board of Appeals.
- Erosion control inspections were conducted on new homes under construction.
- Assisted in policy analysis, code enforcement and department operational analysis.

### Key Performance Indicators

Permits Issued	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
<b>Building</b>	841	836	853	840	845
<b>Electrical</b>	1,008	1,032	1,244	1,000	1,060
<b>Plumbing</b>	914	920	959	900	940
<b>HVAC</b>	626	642	795	640	665
<b>Wells</b>	9	11	35	12	14
<b>Architectural Board</b>	92	112	92	100	100
<b>Occupancy Final/Temp.</b>	152	132	145	170	175
<b>Permits Processed</b>	3,808	3,870	4,123	3,662	3,799

Construction Valuations					
Activity	2020 Actual	2020 Actual	2022 Actual	2023 Projected	2024 Budgeted
New Homes	56	56	94	28	50
Home Valuation (\$)	29,146,875	29,568,600	44,243,167	17,640,000	31,000,000
New & Additions Commercial	56	56	70	49	45
Commercial Valuation (\$)	23,235,052	25,456,850	26,962,997	18,169,200	16,650,000

**2024 Objectives**

*Public Safety, Quality of Life & Financial Stewardship:*

- Perform plan reviews for compliance with Federal, State and Local requirements within ten working days of receipt.
- Perform professional inspections within two workdays of request.
- Enforce erosion control for single family home construction to meet NR216 requirements.

*Customer Service & Capital Improvements:*

- Staff liaison for Architectural Review Board, Landmark Commission 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 2024**

Positions (FTE)	2022 Actual	2023 Actual	2024 Budgeted
Inspector	2.00	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 2024 Revenue**

\$793,372

**Proposed 2024 Budget**

\$527,852

Attachment: 244 - Inspections (8805 : Inspections)

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:		2022	2023	2023	2023	2023	2024	
General Fund		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110244	Inspections							
70	SALARIES							
110244	670101 Salaries	274,638.21	338,633.00	338,633.00	219,215.62	338,633.00	335,281.00	
110244	670104 Vacation	.00	.00	.00	.00	.00	.00	
110244	670105 Sick Pay	.00	.00	.00	.00	.00	.00	
110244	670106 CompTime	6,795.41	.00	.00	1,901.94	.00	.00	
110244	670201 OverTime	103.53	500.00	500.00	.00	500.00	250.00	
110244	670204 PTO	22,061.41	.00	.00	12,504.16	.00	.00	
110244	670205 FMLA	.00	.00	.00	.00	.00	.00	
110244	670206 EmergLeave	1,104.32	.00	.00	.00	.00	.00	
110244	670301 Longevity	.00	.00	.00	.00	.00	.00	
	TOTAL SALARIES	304,702.88	339,133.00	339,133.00	233,621.72	339,133.00	335,531.00	
73	FRINGE BENEFITS							
110244	673101 Social Sec	22,077.80	24,603.00	24,603.00	16,242.51	23,400.00	24,095.00	
110244	673102 Retirement	19,383.04	23,028.00	23,028.00	15,303.93	22,100.00	23,134.00	
110244	673103 W/C Insure	7,633.87	6,460.05	6,460.05	7,043.44	6,460.05	7,101.29	
110244	673104 UnempComp	.00	.00	.00	.00	.00	.00	
110244	673201 Health Ins	95,114.22	114,410.00	114,410.00	74,750.91	107,800.00	112,389.46	
110244	673202 Dental Ins	3,987.01	5,090.00	5,090.00	2,290.41	3,310.00	3,054.00	
110244	673203 Life Ins	1,242.78	1,215.00	1,215.00	766.36	1,100.00	1,292.00	
110244	673204 Disability	1,162.56	1,215.00	1,215.00	1,016.98	1,215.00	1,215.00	
	TOTAL FRINGE BENEFITS	150,601.28	176,021.05	176,021.05	117,414.54	165,385.05	172,280.75	
75	OTHER STAFF COSTS							
110244	675101 Uniforms	68.39	1,035.00	1,035.00	93.87	100.00	.00	
	TOTAL OTHER STAFF COSTS	68.39	1,035.00	1,035.00	93.87	100.00	.00	
80	MATERIALS & SUPPLIES							
110244	680101 Office Sup	1,038.20	1,000.00	1,000.00	44.28	1,000.00	1,000.00	
110244	680301 WS-Admin	2,634.93	2,750.00	2,704.70	1,559.06	2,750.00	2,750.00	
110244	680501 Membership	833.61	900.00	900.00	460.56	500.00	1,454.00	
110244	680503 BooksPerio	2,289.65	100.00	100.00	70.23	150.00	100.00	
110244	680504 Telephone	1,636.04	1,800.00	1,800.00	952.48	1,800.00	1,800.00	
110244	680505 Postage	1,971.37	1,700.00	1,700.00	866.61	1,700.00	1,700.00	
110244	680506 Mileage	.00	.00	.00	.00	.00	.00	
	TOTAL MATERIALS & SUPPLIES	10,403.80	8,250.00	8,204.70	3,953.22	7,900.00	8,804.00	
83	PURCHASED SERVICES							
110244	683101 Cnsult-Gen	.00	.00	.00	.00	.00	.00	

Attachment: 110244 Inspections Report (8805 : Inspections)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110244	683201	Cntrct-Gen	27,034.00	8,000.00	90,382.00	101,220.00	34,000.00	8,000.00	_____
110244	683202	Cntrct-Mnt	.00	.00	.00	.00	.00	.00	_____
110244	683402	Auto Insur	2,817.02	1,226.63	1,226.63	909.32	1,036.38	1,036.38	_____
110244	683501	Train/Conf	3,471.60	3,650.00	3,650.00	1,617.50	2,017.00	2,000.00	_____
110244	683702	Misc.Servs	.00	.00	.00	.00	.00	.00	_____
TOTAL PURCHASED SERVICES			33,322.62	12,876.63	95,258.63	103,746.82	37,053.38	11,036.38	_____
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	55.93	200.00	200.00	.00	200.00	200.00	_____
TOTAL EQUIPMENT / LEASES			55.93	200.00	200.00	.00	200.00	200.00	_____
TOTAL Inspections			499,154.90	537,515.68	619,852.38	458,830.17	549,771.43	527,852.13	_____
TOTAL General Fund			499,154.90	537,515.68	619,852.38	458,830.17	549,771.43	527,852.13	_____
GRAND TOTAL			499,154.90	537,515.68	619,852.38	458,830.17	549,771.43	527,852.13	_____

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

Attachment: 110244 Inspections Report (8805 : Inspections)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110244	670101	Salaries	338,633.00	338,633.00	335,281.00	-.99
	0110-20-244-000-670101-					
			1.00	57,106.00	57,106.00	
			1.00	48,942.00	48,942.00	
			1.00	84,684.00	84,684.00	
			1.00	76,725.00	76,725.00	
			1.00	67,824.00	67,824.00	
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	.00	.00	.00	.00
	0110-20-244-000-670106-					
110244	670201	OverTime	500.00	500.00	250.00	-50.00
	0110-20-244-000-670201-					
110244	670204	Paid Time Off	.00	.00	.00	.00
	0110-20-244-000-670204-					
110244	670205	Medical Leave	.00	.00	.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	24,603.00	23,400.00	24,095.00	-2.06
	0110-20-244-000-673101-					
			.00	.00	3,242.00	
			.00	.00	758.00	
			.00	.00	2,803.00	
			.00	.00	655.00	
			.00	.00	4,975.00	
			.00	.00	1,164.00	
			.00	.00	4,511.00	
			.00	.00	1,055.00	
			.00	.00	3,997.00	
			.00	.00	935.00	
110244	673102	Retirement	23,028.00	22,100.00	23,134.00	.46
	0110-20-244-000-673102-					
			.00	.00	3,940.00	
			.00	.00	3,377.00	
			.00	.00	5,843.00	
			.00	.00	5,294.00	
			.00	.00	4,680.00	

Attachment: 110244 Inspections Detail (8805 : Inspections)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 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-	6,460.05	6,460.05	7,101.29	9.93
110244	673104	Unemployment Compensation 0110-20-244-000-673104-	.00	.00	.00	.00
110244	673201	Health Insurance 0110-20-244-000-673201-	114,410.00	107,800.00	112,389.46	-1.77
			.00	.00	23,595.00	
			.00	.00	24,462.00	
			.00	.00	24,462.00	
			.00	.00	9,931.00	
			.00	.00	24,462.00	
		Additional 2024 Rate Increase	1.00	5,477.46	5,477.46	
110244	673202	Dental Insurance 0110-20-244-000-673202-	5,090.00	3,310.00	3,054.00	-40.00
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
110244	673203	Life Insurance 0110-20-244-000-673203-	1,215.00	1,100.00	1,292.00	6.34
			.00	.00	309.00	
			.00	.00	149.00	
			.00	.00	241.00	
			.00	.00	228.00	
			.00	.00	365.00	
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	100.00	.00	-100.00
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-	2,704.70	2,750.00	2,750.00	1.67
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 (8805 : Inspections)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110244	680501	Memberships	900.00	500.00	1,454.00	61.56
	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 Electrical Inspections	1.00	440.00	440.00	
		Plug to Budget/Compulsory List	1.00	574.00	574.00	
110244	680503	Books & Periodicals	100.00	150.00	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	680506	Mileage	.00	.00	.00	.00
	0110-20-244-000-680506-					
110244	683101	Consultants - General	.00	.00	.00	.00
	0110-20-244-000-683101-					
110244	683201	Contracted Services - General	90,382.00	34,000.00	8,000.00	-91.15
	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	1,226.63	1,036.38	1,036.38	-15.51
	0110-20-244-000-683402-	Auto Insurance	1.00	1,036.38	1,036.38	
110244	683501	Training/Conferences	3,650.00	2,017.00	2,000.00	-45.21
	0110-20-244-000-683501-	Training (5)	1.00	2,000.00	2,000.00	
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:			619,852.38	
		TOTALS:	619,852.38	549,771.43	527,852.13	-14.84

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

Attachment: 110244 Inspections Detail (8805 : Inspections)

# 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.

## 2023 Accomplishments

- Development of zoning and preliminary infrastructure planning for a new business park.
- Managed all four TID Project Plans including reporting, financial assessment, forecasting, development, and incentives.
- Completed TID #4 and #5 Incentive Policy amendment and streetscape plan.
- Secured WisDOT approval and managed construction documents and bidding for the final phase for development and expenditures of the Town Center TID and neighborhood.
- Implemented department operational recommendations.
- Managed and advised multiple stakeholders throughout the process for development proposals and policy analysis.
- Served as staff liaison to ten respective boards and commissions.
- Supported objectives related to the City’s Land Management System.
- Hired and trained new Associate Planner.
- Coordinated overhead utility burial with We Energies and owners for Town Center.
- Managed and administered Zoning and Sign Code enforcement through administrative guidelines and coordinating efforts with the City Attorney and Police Department related to municipal court.

Attachment: 578 - Planning (8806 : Planning)

## Key Performance Indicators

Activity	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
<b>CSM/Land Splits</b>	9	12	6	4	8
<b>Conditional Use/Special Exceptions</b>	15	13	27	22	20
<b>Land Use</b>	6	3	1	2	3
<b>Plats</b>	7	6	3	5	4
<b>Developer Conferences</b>	18,000	18,000	18,000	18,000	18,000
<b>Planning Commission Meetings</b>	22	19	11	10	11
<b>Special Sessions</b>	2	7	0	0	1
<b>Development Agreements</b>	6	5	4	5	4

Activity	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
Landscape Plan	7	10	2	3	5
Rezoning Recommendations	8	9	5	3	4
Consultation	6	5	2	2	4
Minor Requests	20	20	17	18	15
Concept Plan	4	5	4	3	4
Building/Site Plan Reviews	21	18	10	19	20
Open Space Plans	0	2	1	2	3
Specimen Tree Removal Requests	4	2	5	4	4
Master Sign Plan Approval	3	4	2	3	4
Sign Permits	23	28	65	41	40

**2024 Objectives**

*Quality of Life & Customer Service:*

- Manage and advise multiple stakeholders throughout the process for development proposals and policy analysis.
- Develop policies, zoning, text amendments and tools for the Port Washington Road corridor to plan for redevelopment and future, new development opportunities.
- Serve as staff liaison to ten respective boards and commissions.
- Implement department operational recommendations.
- Support objectives related to the City’s Land Management System.

*Capital Improvements, Public Safety & Financial Stewardship:*

- 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.
- Finalize construction of the Town Center public improvements including road, OIT, utility burial and traffic calming and streetscaping.
- Market new land use opportunities within the Ulao Creek neighborhood.
- 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.

Attachment: 578 - Planning (8806 : Planning)

**Staffing for 2024**

<b>Positions (FTE)</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 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</b>	1.00	1.00	1.00
<b>Administrative Secretary</b>	0.65	0.65	0.65

**Estimated 2024 Revenue**

\$81,700

**Proposed 2024 Budget**

\$503,053

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:		2022	2023	2023	2023	2023	2024	
General Fund		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110578	Community Development							
70	SALARIES							
110578	670101 Salaries	281,165.00	348,730.00	348,730.00	202,280.02	329,500.00	344,090.22	
110578	670104 Vacation	.00	.00	.00	.00	.00	.00	
110578	670105 Sick Pay	.00	.00	.00	.00	.00	.00	
110578	670106 CompTime	1,393.88	.00	.00	.00	.00	.00	
110578	670201 OverTime	.00	.00	.00	166.88	210.00	.00	
110578	670204 PTO	38,350.15	.00	.00	25,616.72	.00	.00	
110578	670205 FMLA	3,556.91	.00	.00	.00	.00	.00	
110578	670206 EmergLeave	.00	.00	.00	.00	.00	.00	
110578	670301 Longevity	.00	.00	.00	.00	.00	.00	
	TOTAL SALARIES	324,465.94	348,730.00	348,730.00	228,063.62	329,710.00	344,090.22	
73	FRINGE BENEFITS							
110578	673101 Social Sec	23,359.43	24,494.00	24,494.00	16,716.59	24,494.00	25,313.34	
110578	673102 Retirement	21,075.04	23,713.00	23,713.00	15,508.34	22,400.00	23,735.97	
110578	673103 W/C Insure	430.43	364.24	364.24	397.14	364.24	400.40	
110578	673104 UnempComp	.00	.00	.00	.00	.00	.00	
110578	673201 Health Ins	71,464.06	74,477.97	74,477.97	46,322.60	67,700.00	61,870.34	
110578	673202 Dental Ins	2,065.01	2,036.00	2,036.00	1,788.75	2,500.00	2,385.00	
110578	673203 Life Ins	1,078.13	1,337.00	1,337.00	803.68	1,150.00	1,275.00	
110578	673204 Disability	993.74	1,043.00	1,043.00	771.64	1,043.00	1,043.00	
	TOTAL FRINGE BENEFITS	120,465.84	127,465.21	127,465.21	82,308.74	119,651.24	116,023.05	
80	MATERIALS & SUPPLIES							
110578	680101 Office Sup	1,518.50	1,500.00	20.58	1,270.61	2,500.00	1,500.00	
110578	680103 CopierSupy	.00	.00	.00	.00	.00	.00	
110578	680501 Membership	1,792.00	2,200.00	2,200.00	.00	2,200.00	2,200.00	
110578	680502 Print/Pub	2,628.37	2,400.00	2,363.27	2,975.00	3,362.00	2,400.00	
110578	680503 BooksPerio	500.00	500.00	500.00	.00	500.00	500.00	
110578	680504 Telephone	561.46	890.00	890.00	407.78	965.00	1,240.00	
110578	680505 Postage	3,452.84	4,000.00	4,000.00	3,911.04	5,400.00	4,000.00	
	TOTAL MATERIALS & SUPPLIES	10,453.17	11,490.00	9,973.85	8,564.43	14,927.00	11,840.00	
83	PURCHASED SERVICES							
110578	683101 Cnsult-Gen	.00	7,000.00	7,000.00	.00	5,000.00	7,000.00	
110578	683102 Cnsult-PCS	2,325.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	
110578	683201 Cntrct-Gen	16,254.00	20,000.00	18,488.00	15,962.00	20,000.00	20,000.00	

Attachment: 110578 Planning Report (8806 : Planning)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110578	683202	Cntrct-Mnt	.00	.00	.00	.00	.00	.00	_____
110578	683211	CommCable	1,750.00	3,000.00	3,000.00	.00	.00	.00	_____
110578	683501	Train/Conf	1,703.80	1,100.00	1,100.00	1,070.44	1,100.00	1,100.00	_____
TOTAL PURCHASED SERVICES			22,032.80	34,100.00	32,588.00	20,032.44	29,100.00	31,100.00	_____
86	FACILITY & PLANT								
110578	686550	M & R	.00	.00	.00	.00	.00	.00	_____
TOTAL FACILITY & PLANT			.00	.00	.00	.00	.00	.00	_____
88	EQUIPMENT / LEASES								
110578	688101	Photocopie	.00	.00	.00	.00	.00	.00	_____
TOTAL EQUIPMENT / LEASES			.00	.00	.00	.00	.00	.00	_____
TOTAL Community Development			477,417.75	521,785.21	518,757.06	338,969.23	493,388.24	503,053.27	_____
TOTAL General Fund			477,417.75	521,785.21	518,757.06	338,969.23	493,388.24	503,053.27	_____
GRAND TOTAL			477,417.75	521,785.21	518,757.06	338,969.23	493,388.24	503,053.27	_____

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

Attachment: 110578 Planning Report (8806 : Planning)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110578	670101	Salaries	348,730.00	329,500.00	344,090.22	-1.33
	0110-50-578-000-670101-					
			1.00	135,764.00	135,764.00	
			1.00	116,896.00	116,896.00	
			.50	52,576.00	26,288.00	
			.90	72,380.24	65,142.22	
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	.00	.00	.00
	0110-50-578-000-670106-					
110578	670201	overTime	.00	210.00	.00	.00
	0110-50-578-000-670201-					
110578	670204	Paid Time Off	.00	.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	.00	.00	.00
	0110-50-578-000-670206-					
110578	670301	Longevity	.00	.00	.00	.00
	0110-50-578-000-670301-					
110578	673101	Social Security	24,494.00	24,494.00	25,313.34	3.35
	0110-50-578-000-673101-					
			.00	.00	8,106.00	
			.00	.00	1,896.00	
			.00	.00	6,827.00	
			.00	.00	1,597.00	
			.00	.00	1,543.00	
			.00	.00	361.00	
			.00	.00	4,038.88	
			.00	.00	944.46	
110578	673102	Retirement	23,713.00	22,400.00	23,735.97	.10
	0110-50-578-000-673102-					
			.00	.00	9,368.00	
			.00	.00	8,066.00	
			.00	.00	1,814.00	
			.00	.00	4,487.97	

Attachment: 110578 Planning Detail (8806 : Planning)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 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-	364.24	364.24	400.40	9.93
110578	673104	Unemployment Compensation 0110-50-578-000-673104-	.00	.00	.00	.00
110578	673201	Health Insurance 0110-50-578-000-673201-	74,477.97	67,700.00	61,870.34	-16.93
			.00	.00	24,462.00	
			.00	.00	24,462.00	
			.00	.00	9,931.00	
		Additional 2024 Rate Increase	1.00	3,015.34	3,015.34	
110578	673202	Dental Insurance 0110-50-578-000-673202-	2,036.00	2,500.00	2,385.00	17.14
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	349.00	
110578	673203	Life Insurance 0110-50-578-000-673203-	1,337.00	1,150.00	1,275.00	-4.64
			.00	.00	412.00	
			.00	.00	612.00	
			.00	.00	101.00	
		HOIER EVAN	1.00	150.00	150.00	
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-	20.58	2,500.00	1,500.00	7,188.63
			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	2,200.00	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-	2,363.27	3,362.00	2,400.00	1.55
			1.00	2,400.00	2,400.00	

Attachment: 110578 Planning Detail (8806 : Planning)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110578	680503	Books & Periodicals	500.00	500.00	500.00	.00
	0110-50-578-000-680503-	Subscriptions & Special Topic Books	1.00	500.00	500.00	
110578	680504	Telephone services	890.00	965.00	1,240.00	39.33
	0110-50-578-000-680504-	2 cell phones: Director & Assist.	2.00	445.00	890.00	
		1 cell phone: Planner	1.00	350.00	350.00	
110578	680505	Postage	4,000.00	5,400.00	4,000.00	.00
	0110-50-578-000-680505-		1.00	4,000.00	4,000.00	
110578	683101	Consultants - General	7,000.00	5,000.00	7,000.00	.00
	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	3,000.00	3,000.00	.00
	0110-50-578-000-683102-	Landscape Consultant	1.00	3,000.00	3,000.00	
110578	683201	Contracted Services - General	18,488.00	20,000.00	20,000.00	8.18
	0110-50-578-000-683201-	Enforcement Officer	1.00	20,000.00	20,000.00	
110578	683202	Contracted Services - Maint.	.00	.00	.00	.00
	0110-50-578-000-683202-					
110578	683211	Communications-Cable TV	3,000.00	.00	.00	-100.00
	0110-50-578-000-683211-	Video of PC meetings	.00	.00	.00	
110578	683501	Training/Conferences	1,100.00	1,100.00	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:					518,757.06	
TOTALS:			518,757.06	493,388.24	503,053.27	-3.03

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

Attachment: 110578 Planning Detail (8806 : Planning)

# Police

## Program Description

The Mequon Police Department believes in the importance of community involvement and collaboration in creating a safe and desirable environment in Mequon. They understand that crime is not solely the responsibility of law enforcement but requires the active participation of the community as well. The department is committed to fostering a partnership between the police and the community.

To maintain public trust, the Mequon Police Department upholds integrity and holds its members to the highest standards of performance and ethics. They are accountable to both each other and the citizens they serve, recognizing that their authority comes from the community.

The Mequon Police Department is dedicated to providing a positive work environment and investing in the development of its members through effective training and leadership. They strive to continuously improve their knowledge, skills, and experience to better implement a problem-oriented, community-policing approach. The department's primary focus is on maintaining a low crime rate while delivering professional police services to the community.

## 2023 Accomplishments

- Successfully recruited new and experienced Law Enforcement Officers
- Developed leadership through education and transition planning.
- Maintained accreditation with Wisconsin Law Enforcement Accreditation Group
- Adapted to Ozaukee County Dispatch Center
- Participated in County wide Traffic Enforcement programs and Task Forces
- Hosted Crisis Intervention Training at the Department
- Developed and maintained strong partnerships with other law enforcement agencies and community organizations.

## Key Performance Indicators

Activity	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
Sworn personnel per 1,000 population	1.60	1.59	1.59	1.59	1.59
Calls for Service	32,402	34,766	35,399	34,255	35,400
Type "A" Crimes	630	582	647	558	605
Clearance Rate	47%	43%	44%	N/A	N/A
Adult Arrests	533	496	550	513	523
Juvenile Arrests	32	34	65	54	47
# of Citations Issued	1,916	2,146	2,909	2,960	3,000
Traffic Accidents	422	544	543	537	512

## 2024 Objectives

*Public Safety:*

- Continue to build trust and provide transparency with the community.
- Host FBI Leadership Training at the Department.
- Create Accreditation Proofs on Electronic Software.
- Provide Exceptional Law Enforcement Training.

*Capital Improvements:*

- Examine Space Needs and Functionality of Public Safety Building.

*Quality of Life & Customer Service:*

- Restructure and Rebuild Citizens Police Academy.
- Continue to Build Platform for Officer Wellness.
- Regularly evaluate and update policies and procedures.

*Financial Stewardship:*

- Plan for Succession of long-term Department upcoming retirements.
- Identify and groom potential leadership candidates.

**Staffing for 2024**

Positions FTE	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
Chief of Police	1.0	1.0	1.0	1.0	1.0
Captain	2.0	2.0	2.0	2.0	2.0
Sergeant	7.0	7.0	7.0	7.0	7.0
Detective	3.0	3.0	3.0	3.0	3.0
Police Officer	27.0*	27.0*	27.0*	27.0*	27.0*
Records Specialist	1.0	1.0	1.0	1.0	1.0
Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
IT Specialist	1.0	1.0	1.0	1.0	1.0

\*Additional School Resource Officer added with outside funding assistance

**Estimated 2024 Revenue**

\$161,000

**Proposed 2024 Budget**

\$6,415,995

Attachment: 235 - Police Department (8808 : Police)

# Mequon Auxiliary

## Program Description

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	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
Auxiliary Hours Worked	186	332	195	220	233

## Staffing for 2024

Positions	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
Volunteers	16	15	16	16	16

Attachment: 235 - Police Department (8808 : Police)

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:		2022	2023	2023	2023	2023	2024	
General Fund		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110235	Police							
70	SALARIES							
110235	670101	Salaries	3,091,553.41	3,674,566.00	3,674,566.00	2,156,172.02	3,490,000.00	3,776,889.58
110235	670102	Volunteers	1,870.00	2,000.00	2,000.00	.00	2,000.00	2,000.00
110235	670103	Holiday	135,662.12	110,000.00	110,000.00	26,481.49	110,000.00	110,000.00
110235	670104	Vacation	258,955.47	.00	.00	155,864.74	.00	.00
110235	670105	Sick Pay	122,336.04	.00	.00	69,746.25	.00	.00
110235	670106	CompTime	165,160.13	145,000.00	145,000.00	112,138.35	145,000.00	145,000.00
110235	670201	OverTime	67,763.84	55,000.00	55,000.00	57,070.34	55,000.00	55,000.00
110235	670204	PTO	54,260.73	.00	.00	31,469.30	.00	.00
110235	670205	FMLA	.00	.00	.00	446.04	.00	.00
110235	670206	EmergLeave	12,112.22	.00	.00	.00	.00	.00
110235	670301	Longevity	14,940.00	13,140.00	13,140.00	900.00	14,760.00	14,520.00
	TOTAL SALARIES		3,924,613.96	3,999,706.00	3,999,706.00	2,610,288.53	3,816,760.00	4,103,409.58
73	FRINGE BENEFITS							
110235	673101	Social Sec	298,317.67	302,916.53	302,916.53	199,584.87	288,200.00	308,763.50
110235	673102	Retirement	473,273.58	533,945.16	533,945.16	347,678.74	501,400.00	584,687.00
110235	673103	W/C Insure	77,377.53	65,828.90	65,828.90	71,773.64	65,828.90	72,363.26
110235	673104	UnempComp	.00	.00	.00	.00	.00	.00
110235	673201	Health Ins	829,657.93	848,167.45	848,167.45	597,387.66	859,000.00	933,512.99
110235	673202	Dental Ins	25,432.82	24,684.24	24,684.24	19,118.66	27,800.00	25,682.00
110235	673203	Life Ins	5,770.38	5,581.09	5,581.09	3,960.96	5,581.09	6,018.00
110235	673204	Disability	14,485.81	14,024.00	14,024.00	12,264.70	14,024.00	14,024.00
	TOTAL FRINGE BENEFITS		1,724,315.72	1,795,147.37	1,795,147.37	1,251,769.23	1,761,833.99	1,945,050.75
75	OTHER STAFF COSTS							
110235	675101	Uniforms	32,404.28	31,950.00	31,950.00	4,685.80	31,950.00	31,950.00
110235	675301	Incentive	369.99	10,000.00	10,000.00	2,416.66	5,000.00	8,000.00
	TOTAL OTHER STAFF COSTS		32,774.27	41,950.00	41,950.00	7,102.46	36,950.00	39,950.00
80	MATERIALS & SUPPLIES							
110235	680101	Office Sup	4,055.08	6,500.00	6,500.00	1,570.40	6,500.00	5,000.00
110235	680301	WS-Police	18,122.68	25,800.00	25,800.00	17,303.60	25,800.00	25,800.00
110235	680402	Motor Fuel	88,632.30	67,200.00	67,200.00	54,201.25	80,000.00	80,000.00
110235	680501	Membership	1,225.00	1,400.00	1,400.00	1,275.00	1,400.00	1,400.00
110235	680502	Print/Pub	323.29	750.00	750.00	539.19	750.00	750.00
110235	680503	BooksPerio	126.00	450.00	450.00	126.00	450.00	450.00

Attachment: 110235 Police Report (8808 : Police)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110235	680504	Telephone	20,823.31	21,060.00	21,060.00	19,338.50	21,060.00	21,060.00	_____
110235	680505	Postage	1,079.45	700.00	700.00	653.64	700.00	700.00	_____
TOTAL MATERIALS & SUPPLIES			134,387.11	123,860.00	123,860.00	95,007.58	136,660.00	135,160.00	_____
83	PURCHASED SERVICES								
110235	683101	Cnsult-Gen	.00	.00	.00	.00	.00	.00	_____
110235	683201	Cntrct-Gen	50,810.30	53,171.00	53,171.00	54,451.69	53,171.00	64,541.00	_____
110235	683202	Cntrct-Mnt	25,711.93	30,410.00	30,410.00	14,491.54	30,410.00	30,410.00	_____
110235	683401	Liab Ins	23,191.00	32,194.00	32,194.00	32,196.00	32,194.00	32,839.92	_____
110235	683402	Auto Insur	14,768.86	6,430.85	6,430.85	4,767.22	5,433.43	5,433.43	_____
110235	683501	Train/Conf	33,046.53	33,700.00	33,700.00	14,160.96	33,700.00	33,700.00	_____
110235	683601	MiscServBd	.00	.00	.00	.00	.00	.00	_____
110235	683702	Misc.Servs	6,201.79	6,000.00	6,000.00	5,703.23	6,000.00	6,000.00	_____
TOTAL PURCHASED SERVICES			153,730.41	161,905.85	161,905.85	125,770.64	160,908.43	172,924.35	_____
86	FACILITY & PLANT								
110235	686550	M & R	21,870.95	19,000.00	19,000.00	12,116.85	19,000.00	19,000.00	_____
TOTAL FACILITY & PLANT			21,870.95	19,000.00	19,000.00	12,116.85	19,000.00	19,000.00	_____
88	EQUIPMENT / LEASES								
110235	680401	Equip / Sm	.00	.00	.00	.00	.00	.00	_____
110235	688101	Photocopie	5,499.73	.00	-42.69	.00	42.69	.00	_____
110235	688120	Rentals	473.00	500.00	500.00	500.00	500.00	500.00	_____
TOTAL EQUIPMENT / LEASES			5,972.73	500.00	457.31	500.00	542.69	500.00	_____
TOTAL Police			5,997,665.15	6,142,069.22	6,142,026.53	4,102,555.29	5,932,655.11	6,415,994.68	_____
TOTAL General Fund			5,997,665.15	6,142,069.22	6,142,026.53	4,102,555.29	5,932,655.11	6,415,994.68	_____
GRAND TOTAL			5,997,665.15	6,142,069.22	6,142,026.53	4,102,555.29	5,932,655.11	6,415,994.68	_____

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

Attachment: 110235 Police Report (8808 : Police)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110235	670101	Salaries	3,674,566.00	3,490,000.00	3,776,889.58	2.78
	0110-20-235-000-670101-					
			1.00	67,793.00	67,793.00	
			1.00	79,913.58	79,913.58	
			1.00	102,029.00	102,029.00	
			1.00	.00	.00	
			1.00	101,526.00	101,526.00	
			1.00	112,579.00	112,579.00	
			1.00	102,029.00	102,029.00	
			1.00	113,029.00	113,029.00	
			1.00	101,526.00	101,526.00	
			1.00	137,508.00	137,508.00	
			1.00	101,526.00	101,526.00	
			1.00	102,029.00	102,029.00	
			1.00	90,884.00	90,884.00	
			1.00	102,029.00	102,029.00	
			1.00	90,884.00	90,884.00	
			1.00	90,884.00	90,884.00	
			1.00	90,884.00	90,884.00	
			1.00	90,884.00	90,884.00	
			1.00	70,613.00	70,613.00	
			1.00	90,884.00	90,884.00	
			1.00	90,884.00	90,884.00	
			1.00	102,029.00	102,029.00	
			1.00	90,884.00	90,884.00	
			1.00	102,029.00	102,029.00	
			1.00	98,062.00	98,062.00	
			1.00	90,884.00	90,884.00	
			1.00	93,348.00	93,348.00	
			1.00	90,884.00	90,884.00	
			1.00	90,884.00	90,884.00	
			1.00	90,884.00	90,884.00	
			1.00	90,884.00	90,884.00	
			1.00	90,884.00	90,884.00	
			1.00	90,884.00	90,884.00	
			1.00	77,079.00	-77,079.00	
			1.00	90,884.00	90,884.00	
			1.00	90,884.00	90,884.00	
			1.00	90,884.00	90,884.00	
			1.00	90,884.00	90,884.00	
			1.00	90,884.00	90,884.00	
			1.00	90,098.00	90,098.00	
			1.00	90,884.00	90,884.00	
			1.00	90,365.00	90,365.00	
			1.00	90,365.00	90,365.00	
			1.00	90,381.00	90,381.00	
			1.00	66,674.00	66,674.00	
			1.00	85,129.00	85,129.00	
			1.00	89,108.00	89,108.00	
			1.00	51,998.00	51,998.00	
			1.00	75,510.00	75,510.00	
			1.00	12,660.00	-12,660.00	
			1.00	97,625.00	-97,625.00	
		HIPPS				
		LOGAN				
		REDUCTION FOR MTSD SCHOOL RESOURCE				
		OFFICER CONTRIBUTION				
		2% Vacancy Discount				

Attachment: 110235 Police Detail (8808 : Police)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 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	2,000.00	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	110,000.00	110,000.00	.00
	0110-20-235-000-670103-					
110235	670104	Vacation	.00	.00	.00	.00
	0110-20-235-000-670104-					
110235	670105	Sick Pay	.00	.00	.00	.00
	0110-20-235-000-670105-					
110235	670106	Comp Time	145,000.00	145,000.00	145,000.00	.00
	0110-20-235-000-670106-					
110235	670201	overTime	55,000.00	55,000.00	55,000.00	.00
	0110-20-235-000-670201-					
110235	670204	Paid Time Off	.00	.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	.00	.00	.00
	0110-20-235-000-670206-					
110235	670301	Longevity	13,140.00	14,760.00	14,520.00	10.50
	0110-20-235-000-670301-					
		PEARCE, MATTHEW	1.00	900.00	900.00	
		UMHOEFER, TARIE	.00	.00	.00	
		WEGNER, LANCE	1.00	810.00	810.00	
		HOELL, JOHN	1.00	780.00	780.00	
		PEARCE, MANDIE	1.00	780.00	780.00	
		RILEY, MARK	1.00	750.00	750.00	
		POLISHINSKI, CORY	1.00	750.00	750.00	
		PRYOR, PATRICK	1.00	750.00	750.00	
		O'CONNELL, CHARLES	1.00	660.00	660.00	
		GRAYCAREK, LINDSAY	1.00	660.00	660.00	
		MOERTL, JASON	1.00	600.00	600.00	
		HEINEN, BENJAMIN	1.00	600.00	600.00	
		BRANDEMUEHL, MICHAEL	1.00	600.00	600.00	
		SCHOSSOW, MATTHEW	1.00	540.00	540.00	
		KRANZ, MICHAEL	1.00	540.00	540.00	
		STUDINSKI-TORYFTER, KRISTIN	1.00	450.00	450.00	
		VASOS, STEPHANIE	1.00	360.00	360.00	
		SCHILLER, JACOB	1.00	360.00	360.00	
		MUELLER, ROBERT	1.00	330.00	330.00	
		GRENFELL, ROSS	1.00	300.00	300.00	
		GLEJF, ROBERT	1.00	300.00	300.00	
		VAHSHOLTZ, BRETT	1.00	300.00	300.00	

Attachment: 110235 Police Detail (8808 : Police)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		GENSRICK, BRIAN	1.00	240.00	240.00	
		JOHNSON, LEWIS	1.00	240.00	240.00	
		BEATTIE, STEVEN	1.00	210.00	210.00	
		BOINSKI, AUSTIN	1.00	180.00	180.00	
		KOLTZ, JONATHAN	1.00	150.00	150.00	
		OEMIG, SPENCER	1.00	150.00	150.00	
		JAMES, KIRSTEN	1.00	150.00	150.00	
		MCCANNA, ZACHARY	1.00	120.00	120.00	
		VAN LAANEN, WILLIAM	1.00	120.00	120.00	
		LARSON, SHAWN	1.00	60.00	60.00	
		GRADINJAN, MATTHEW	1.00	60.00	60.00	
		HIPPS, LOGAN	.00	.00	.00	
		BALLARD JOHN	1.00	90.00	90.00	
		BOTTONI MATTHEW	1.00	150.00	150.00	
		CAMPBELL BRANDY	1.00	90.00	90.00	
		KILPATRICK SEAN	1.00	270.00	270.00	
		TOELLER III RICHARD	1.00	120.00	120.00	
110235	673101	Social Security	302,916.53	288,200.00	308,763.50	1.93
	0110-20-235-000-673101-					
			.00	.00	4,203.00	
			.00	.00	983.00	
			.00	.00	4,203.00	
			.00	.00	983.00	
			.00	.00	6,020.00	
			.00	.00	1,408.00	
			.00	.00	.00	
			.00	.00	.00	
			.00	.00	6,067.00	
			.00	.00	1,419.00	
			.00	.00	6,733.00	
			.00	.00	1,575.00	
			.00	.00	6,289.00	
			.00	.00	1,471.00	
			.00	.00	6,675.00	
			.00	.00	1,561.00	
			.00	.00	6,203.00	
			.00	.00	1,451.00	
			.00	.00	8,130.00	
			.00	.00	1,901.00	
			.00	.00	5,942.00	
			.00	.00	1,390.00	
			.00	.00	5,952.00	
			.00	.00	1,392.00	
			.00	.00	5,296.00	
			.00	.00	1,239.00	
			.00	.00	6,012.00	
			.00	.00	1,406.00	
			.00	.00	5,304.00	
			.00	.00	1,240.00	
			.00	.00	5,585.00	
			.00	.00	1,306.00	

Attachment: 110235 Police Detail (8808 : Police)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
			.00	.00	5,426.00	
			.00	.00	1,269.00	
			.00	.00	4,144.00	
			.00	.00	969.00	
			.00	.00	5,337.00	
			.00	.00	1,248.00	
			.00	.00	5,358.00	
			.00	.00	1,253.00	
			.00	.00	6,090.00	
			.00	.00	1,424.00	
			.00	.00	5,346.00	
			.00	.00	1,250.00	
			.00	.00	6,099.00	
			.00	.00	1,426.00	
			.00	.00	5,591.00	
			.00	.00	1,308.00	
			.00	.00	5,389.00	
			.00	.00	1,260.00	
			.00	.00	5,518.00	
			.00	.00	1,290.00	
			.00	.00	5,367.00	
			.00	.00	1,255.00	
			.00	.00	5,391.00	
			.00	.00	1,261.00	
			.00	.00	5,352.00	
			.00	.00	1,252.00	
			.00	.00	5,329.00	
			.00	.00	1,246.00	
			.00	.00	5,384.00	
			.00	.00	1,259.00	
			.00	.00	5,544.00	
			.00	.00	1,297.00	
			.00	.00	5,544.00	
			.00	.00	1,297.00	
			.00	.00	5,282.00	
			.00	.00	1,235.00	
			.00	.00	5,368.00	
			.00	.00	1,255.00	
			.00	.00	5,547.00	
			.00	.00	1,297.00	
			.00	.00	5,371.00	
			.00	.00	1,256.00	
			.00	.00	5,514.00	
			.00	.00	1,290.00	
			.00	.00	5,240.00	
			.00	.00	1,225.00	
			.00	.00	3,929.00	
			.00	.00	919.00	
			.00	.00	5,150.00	
			.00	.00	1,204.00	
			.00	.00	5,309.00	
			.00	.00	1,242.00	

Attachment: 110235 Police Detail (8808 : Police)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
			.00	.00	2,965.00	
			.00	.00	693.00	
			.00	.00	4,677.00	
			.00	.00	1,094.00	
		FICA ON COMP TIME	1.00	9,287.50	9,287.50	
		FICA ON OVERTIME	1.00	7,430.00	7,430.00	
		2% VACANCY DISCOUNT	1.00	6,301.00	-6,301.00	
		FICA ON HOLIDAY	1.00	8,173.00	8,173.00	
110235	673102	Retirement	533,945.16	501,400.00	584,687.00	9.50
		0110-20-235-000-673102-				
			.00	.00	9,722.00	
			.00	.00	9,722.00	
			.00	.00	14,631.00	
			.00	.00	14,559.00	
			.00	.00	16,144.00	
			.00	.00	14,631.00	
			.00	.00	16,208.00	
			.00	.00	14,559.00	
			.00	.00	19,719.00	
			.00	.00	14,559.00	
			.00	.00	14,239.00	
			.00	.00	13,033.00	
			.00	.00	14,631.00	
			.00	.00	13,033.00	
			.00	.00	13,033.00	
			.00	.00	13,033.00	
			.00	.00	13,033.00	
			.00	.00	4,872.00	
			.00	.00	13,033.00	
			.00	.00	13,033.00	
			.00	.00	14,631.00	
			.00	.00	13,033.00	
			.00	.00	14,631.00	
			.00	.00	14,062.00	
			.00	.00	13,033.00	
			.00	.00	13,386.00	
			.00	.00	13,033.00	
			.00	.00	13,033.00	
			.00	.00	13,033.00	
			.00	.00	13,033.00	
			.00	.00	13,033.00	
			.00	.00	13,033.00	
			.00	.00	13,033.00	
			.00	.00	12,920.00	
			.00	.00	13,033.00	
			.00	.00	12,958.00	
			.00	.00	12,958.00	
			.00	.00	12,960.00	
			.00	.00	4,600.00	
			.00	.00	12,208.00	
			.00	.00	12,778.00	

Attachment: 110235 Police Detail (8808 : Police)





CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
			.00	.00	119.00	
			.00	.00	164.00	
			.00	.00	131.00	
			.00	.00	126.00	
			.00	.00	171.00	
			.00	.00	93.00	
			.00	.00	81.00	
			.00	.00	106.00	
			.00	.00	83.00	
			.00	.00	111.00	
			.00	.00	109.00	
			.00	.00	99.00	
			.00	.00	108.00	
			.00	.00	79.00	
			.00	.00	83.00	
			.00	.00	79.00	
			.00	.00	79.00	
			.00	.00	79.00	
			.00	.00	73.00	
			.00	.00	99.00	
			.00	.00	80.00	
			.00	.00	60.00	
			.00	.00	74.00	
			.00	.00	55.00	
			.00	.00	73.00	
			.00	.00	66.00	
			.00	.00	84.00	
			.00	.00	66.00	
			.00	.00	50.00	
			.00	.00	124.00	
			.00	.00	66.00	
			.00	.00	158.00	
			.00	.00	48.00	
		2% Vacancy Discount	1.00	123.00	-123.00	
		NB (VACANCY)	1.00	50.00	50.00	
		AS (VACANCY)	1.00	110.00	110.00	
110235	673204	Long Term Disability	14,024.00	14,024.00	14,024.00	.00
		0110-20-235-000-673204-				
110235	675101	Uniforms & Clothing	31,950.00	31,950.00	31,950.00	.00
		0110-20-235-000-675101-				
		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	10,000.00	5,000.00	8,000.00	-20.00
		0110-20-235-000-675301-				
		2 officers continuing education	2.00	3,912.50	7,825.00	
		fitness equipment maintenance	1.00	175.00	175.00	

Attachment: 110235 Police Detail (8808 : Police)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110235	680101	Office Supplies 0110-20-235-000-680101-	6,500.00	6,500.00	5,000.00	-23.08
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	
		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-	67,200.00	80,000.00	80,000.00	19.05
		Motor fuel	1.00	79,800.00	79,800.00	
		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-	21,060.00	21,060.00	21,060.00	.00
110235	680505	Postage 0110-20-235-000-680505-	700.00	700.00	700.00	.00
110235	683101	Consultants - General 0110-20-235-000-683101-	.00	.00	.00	.00
110235	683201	Contracted Services - General 0110-20-235-000-683201-	53,171.00	53,171.00	64,541.00	21.38
		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	164.25	1,971.00	
		WI DOJ Criminal History	12.00	650.00	7,800.00	
		Proshred contract	12.00	50.00	600.00	

Attachment: 110235 Police Detail (8808 : Police)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		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	18,500.00	18,500.00	
		WILEAG Accreditation Association	1.00	700.00	700.00	
		WILEAG Accreditation Software	1.00	1,300.00	1,300.00	
		Flock Camera Relocation Due to I-43	1.00	3,000.00	3,000.00	
		Construction				
		PowerTime Price Increase	1.00	650.00	650.00	
		CellHawk Data Analyzer	1.00	5,000.00	5,000.00	
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	32,194.00	32,194.00	32,839.92	2.01
	0110-20-235-000-683401-					
		Law Enforcement Liability Ins	1.00	32,839.92	32,839.92	
110235	683402	Auto Insurance	6,430.85	5,433.43	5,433.43	-15.51
	0110-20-235-000-683402-					
		Auto Insurance	1.00	5,433.43	5,433.43	
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, subpoenas, testing, translation services	1.00	6,000.00	6,000.00	
110235	686550	M & R	19,000.00	19,000.00	19,000.00	.00
	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	
		Adjust to 2024 Budget	1.00	2,500.00	-2,500.00	

Attachment: 110235 Police Detail (8808 : Police)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110235	688101	Photocopiers	-42.69	42.69	.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:			6,142,026.53	
		TOTALS:	6,142,026.53	5,932,655.11	6,415,994.68	4.46

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

Attachment: 110235 Police Detail (8808 : Police)

## Communications

### Program Description

The closure of the Communications Center (Dispatch) at the end of 2022 led to the creation of the Administrative Specialist Position. This new role now handles both customer service for the lobby of the Police Department and the administrative functions of the department. The Specialists are responsible for receiving routine calls, making referrals, answering questions, and aiding citizens who visit the Public Safety Building. They also play a crucial role in typing incident reports and making computer entries to ensure accurate record-keeping. Overall, the creation of the Administrative Specialist Position has streamlined operations, improved customer service, and enhanced the efficiency of the Police Department. The half-time position serves to enhance the accreditation process by handling the property section of the Department.

### 2023 Accomplishments

- Successfully recruited new and experienced Law Enforcement Officers
- Developed leadership through education and transition planning.
- Maintained accreditation with Wisconsin Law Enforcement Accreditation Group
- Adapted to Ozaukee County Dispatch Center
- Participated in County wide Traffic Enforcement programs and Task Forces
- Hosted Crisis Intervention Training at the Department
- Developed and maintained strong partnerships with other law enforcement agencies and community organizations.

### Key Performance Indicators

Activity	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
Sworn personnel per 1,000 population	1.60	1.59	1.59	1.59	1.59
Calls for Service	32,402	34,766	35,399	34,255	35,400
Type "A" Crimes	630	582	647	558	605
Clearance Rate	47%	43%	44%	N/A	N/A
Adult Arrests	533	496	550	513	523
Juvenile Arrests	32	34	65	54	47
# of Citations Issued	1,916	2,146	2,909	2,960	3,000
Traffic Accidents	422	544	543	537	512

### 2024 Objectives

*Public Safety:*

- Continue to build trust and provide transparency with the community.
- Host FBI Leadership Training at the Department.
- Create Accreditation Proofs on Electronic Software.
- Provide Exceptional Law Enforcement Training.

*Capital Improvement:*

- Examine Space Needs and Functionality of Public Safety Building.

*Quality of Life & Customer Service:*

- Restructure and Rebuild Citizens Police Academy.
- Continue to Build Platform for Officer Wellness.
- Regularly evaluate and update policies and procedures.

*Financial Stewardship:*

- Plan for Succession of long-term Department upcoming retirements.
- Identify and groom potential leadership candidates.

### Staffing

Positions (FTE)	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
Administrative Specialist				4.5	4.5
Dispatcher	8.5	8.5	8.5		

**Estimated 2024 Revenue**

None

**Proposed 2024 Budget**

\$350,212

Attachment: 237 - Communications (8809 : Communications)

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:		2022	2023	2023	2023	2023	2024	
General Fund		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110237	Communications							
70	SALARIES							
110237	670101 Salaries	347,144.51	260,398.01	260,398.01	127,099.48	242,500.00	244,636.00	
110237	670103 Holiday	9,413.08	6,882.35	6,882.35	665.52	.00	6,882.35	
110237	670104 Vacation	.00	.00	.00	.00	.00	.00	
110237	670105 Sick Pay	.00	.00	.00	.00	.00	.00	
110237	670106 CompTime	19,988.55	.00	.00	1,583.09	.00	.00	
110237	670201 OverTime	21,776.80	6,259.00	6,259.00	.00	4,000.00	1,000.00	
110237	670204 PTO	37,835.45	.00	.00	17,349.21	.00	.00	
110237	670205 FMLA	.00	.00	.00	.00	.00	.00	
110237	670206 EmergLeave	.00	.00	.00	.00	.00	.00	
110237	670301 Longevity	.00	.00	.00	800.00	.00	.00	
	TOTAL SALARIES	436,158.39	273,539.36	273,539.36	147,497.30	246,500.00	252,518.35	
73	FRINGE BENEFITS							
110237	673101 Social Sec	32,638.84	20,309.12	20,309.12	10,870.15	16,000.00	20,386.48	
110237	673102 Retirement	25,931.56	18,600.66	18,600.66	9,975.22	15,000.00	18,413.00	
110237	673103 W/C Insure	701.69	371.42	371.42	404.96	371.42	408.29	
110237	673104 UnempComp	.00	.00	.00	.00	.00	.00	
110237	673201 Health Ins	56,054.12	58,178.90	58,178.90	22,531.29	39,000.00	52,742.37	
110237	673202 Dental Ins	1,297.87	2,666.40	2,666.40	130.95	200.00	171.00	
110237	673203 Life Ins	462.75	285.35	285.35	255.00	360.00	445.00	
110237	673204 Disability	1,249.31	577.59	577.59	509.26	577.59	577.59	
	TOTAL FRINGE BENEFITS	118,336.14	100,989.44	100,989.44	44,676.83	71,509.01	93,143.73	
75	OTHER STAFF COSTS							
110237	675101 Uniforms	2,922.08	2,326.76	2,326.76	.00	.00	.00	
	TOTAL OTHER STAFF COSTS	2,922.08	2,326.76	2,326.76	.00	.00	.00	
80	MATERIALS & SUPPLIES							
110237	680101 Office Sup	725.47	800.00	800.00	1,080.84	800.00	800.00	
110237	680301 WS-Admin	483.77	500.00	500.00	559.52	500.00	500.00	
110237	680501 Membership	.00	197.00	197.00	.00	.00	.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	1,209.24	1,497.00	1,497.00	1,640.36	1,300.00	1,300.00	
83	PURCHASED SERVICES							
110237	683101 Cnsult-Gen	12,480.00	.00	.00	.00	.00	.00	

Attachment: 110237 Communications Report (8809 : Communications)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110237	683201	Cntrct-Gen	2,640.00	.00	.00	.00	.00	.00	_____
110237	683202	Cntrct-Mnt	7,303.13	.00	.00	.00	.00	.00	_____
110237	683501	Train/Conf	2,475.00	2,250.00	2,250.00	1,876.00	2,250.00	2,250.00	_____
TOTAL PURCHASED SERVICES			24,898.13	2,250.00	2,250.00	1,876.00	2,250.00	2,250.00	_____
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	1,514.89	1,500.00	1,500.00	1,159.09	1,500.00	1,000.00	_____
TOTAL EQUIPMENT / LEASES			1,514.89	1,500.00	1,500.00	1,159.09	1,500.00	1,000.00	_____
TOTAL Communications			585,038.87	382,102.56	382,102.56	196,849.58	323,059.01	350,212.08	_____
TOTAL General Fund			585,038.87	382,102.56	382,102.56	196,849.58	323,059.01	350,212.08	_____
GRAND TOTAL			585,038.87	382,102.56	382,102.56	196,849.58	323,059.01	350,212.08	_____

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

Attachment: 110237 Communications Report (8809 : Communications)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110237	670101	Salaries	260,398.01	242,500.00	244,636.00	-6.05
	0110-20-237-000-670101-					
			1.00	59,457.00	59,457.00	
			1.00	59,265.00	59,265.00	
			1.00	53,857.00	53,857.00	
			1.00	49,049.00	49,049.00	
		VACANT POSITION	1.00	28,000.00	28,000.00	
		2% Vacancy Discount	1.00	4,992.00	-4,992.00	
110237	670103	Holiday	6,882.35	.00	6,882.35	.00
	0110-20-237-000-670103-					
		HOLIDAY PAY	1.00	6,882.35	6,882.35	
110237	670104	Vacation	.00	.00	.00	.00
	0110-20-237-000-670104-					
110237	670105	Sick Pay	.00	.00	.00	.00
	0110-20-237-000-670105-					
110237	670106	Comp Time	.00	.00	.00	.00
	0110-20-237-000-670106-					
110237	670201	overTime	6,259.00	4,000.00	1,000.00	-84.02
	0110-20-237-000-670201-					
		OVERTIME	1.00	1,000.00	1,000.00	
110237	670204	Paid Time Off	.00	.00	.00	.00
	0110-20-237-000-670204-					
110237	670205	Medical Leave	.00	.00	.00	.00
	0110-20-237-000-670205-					
110237	670206	Emergency Medical Leave	.00	.00	.00	.00
	0110-20-237-000-670206-					
110237	670301	Longevity	.00	.00	.00	.00
	0110-20-237-000-670301-					
110237	673101	Social Security	20,309.12	16,000.00	20,386.48	.38
	0110-20-237-000-673101-					
			.00	.00	3,690.00	
			.00	.00	863.00	
			.00	.00	3,492.00	
			.00	.00	817.00	
			.00	.00	3,228.00	
			.00	.00	755.00	
			.00	.00	2,837.00	
			.00	.00	664.00	
		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	
		2% Vacancy Discount	1.00	416.00	-416.00	

Attachment: 110237 Communications Detail (8809 : Communications)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		VACANT POSITION	1.00	2,078.88	2,078.88	
110237	673102	Retirement	18,600.66	15,000.00	18,413.00	-1.01
	0110-20-237-000-673102-					
			.00	.00	4,103.00	
			.00	.00	4,089.00	
			.00	.00	3,716.00	
			.00	.00	3,384.00	
		WRS ON HOLIDAY PAY	1.00	884.00	884.00	
		WRS ON COMP TIME	1.00	680.00	680.00	
		2% Vacancy Discount	1.00	375.00	-375.00	
			1.00	1,932.00	1,932.00	
110237	673103	Worker's Comp Insurance	371.42	371.42	408.29	9.93
	0110-20-237-000-673103-					
110237	673104	Unemployment Compensation	.00	.00	.00	.00
	0110-20-237-000-673104-					
110237	673201	Health Insurance	58,178.90	39,000.00	52,742.37	-9.34
	0110-20-237-000-673201-					
			.00	.00	9,931.00	
			.00	.00	23,595.00	
		2% Vacancy Discount	1.00	1,076.00	-1,076.00	
		VACANT POSITION	1.00	17,729.71	17,729.71	
		Additional 2024 Rate Increase	1.00	2,562.66	2,562.66	
110237	673202	Dental Insurance	2,666.40	200.00	171.00	-93.59
	0110-20-237-000-673202-					
			.00	.00	175.00	
		2% Vacancy Discount	1.00	4.00	-4.00	
110237	673203	Life Insurance	285.35	360.00	445.00	55.95
	0110-20-237-000-673203-					
			.00	.00	193.00	
			.00	.00	79.00	
			.00	.00	100.00	
			.00	.00	42.00	
		2% Vacancy Discount	1.00	9.00	-9.00	
		VACANT POSITION	1.00	40.00	40.00	
110237	673204	Long Term Disability	577.59	577.59	577.59	.00
	0110-20-237-000-673204-					
110237	675101	Uniforms & Clothing	2,326.76	.00	.00	-100.00
	0110-20-237-000-675101-					

Attachment: 110237 Communications Detail (8809 : Communications)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110237	680101	Office Supplies	800.00	800.00	800.00	.00
	0110-20-237-000-680101-					
110237	680301	Work Supplies-Admin	500.00	500.00	500.00	.00
	0110-20-237-000-680301-					
110237	680401	Equip / Small Tools	1,500.00	1,500.00	1,000.00	-33.33
	0110-20-237-000-680401-					
		Administrative Furniture/Desks/Chairs	2.00	500.00	1,000.00	
110237	680501	Memberships	197.00	.00	.00	-100.00
	0110-20-237-000-680501-					
		NENA annual membership	.00	.00	.00	
		Dispatch Supervisor telecommunicator membership	.00	.00	.00	
110237	680502	Printing/Publications	.00	.00	.00	.00
	0110-20-237-000-680502-					
110237	680503	Books & Periodicals	.00	.00	.00	.00
	0110-20-237-000-680503-					
110237	680504	Telephone services	.00	.00	.00	.00
	0110-20-237-000-680504-					
110237	683101	Consultants - General	.00	.00	.00	.00
	0110-20-237-000-683101-					
110237	683201	Contracted Services - General	.00	.00	.00	.00
	0110-20-237-000-683201-					
110237	683202	Contracted Services - Maint.	.00	.00	.00	.00
	0110-20-237-000-683202-					
110237	683501	Training/Conferences	2,250.00	2,250.00	2,250.00	.00
	0110-20-237-000-683501-					
		EMD Certification, Dispatcher training	1.00	2,250.00	2,250.00	
110237	686550	M & R	.00	.00	.00	.00
	0110-20-237-000-686550-					
		BUDGET CEILING:			382,102.56	
		TOTALS:	382,102.56	323,059.01	350,212.08	-8.35

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

Attachment: 110237 Communications Detail (8809 : Communications)

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:		2022	2023	2023	2023	2023	2024	
General Fund		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110236	Fire / EMS							
70	SALARIES							
110236	670101	Salaries	735,370.59	.00	.00	.00	.00	.00
110236	670102	POC	5,473.44	.00	.00	.00	.00	.00
110236	670103	Holiday	.00	.00	.00	.00	.00	.00
110236	670104	Vacation	.00	.00	.00	.00	.00	.00
110236	670105	Sick Pay	.00	.00	.00	.00	.00	.00
110236	670106	CompTime	426.82	.00	.00	.00	.00	.00
110236	670150	EMS Resp	198,363.96	.00	.00	.00	.00	.00
110236	670151	Fire Calls	117,962.50	.00	.00	.00	.00	.00
110236	670160	Station	5,164.23	.00	.00	.00	.00	.00
110236	670161	Veh Insp	18,309.85	.00	.00	.00	.00	.00
110236	670162	StaffTrain	96,007.87	.00	.00	.00	.00	.00
110236	670163	FireInspec	80.10	.00	.00	.00	.00	.00
110236	670164	ComEduc	200.25	.00	.00	.00	.00	.00
110236	670171	First Resp	39,053.36	.00	.00	.00	.00	.00
110236	670172	Amb POC	75,810.57	.00	.00	.00	.00	.00
110236	670173	Para POC	271,243.84	.00	.00	.00	.00	.00
110236	670174	Hazard Pay	10.00	.00	.00	.00	.00	.00
110236	670175	EOP	68,270.00	.00	.00	.00	.00	.00
110236	670201	OverTime	35.33	.00	.00	.00	.00	.00
110236	670204	PTO	51,484.56	.00	.00	.00	.00	.00
110236	670205	FMLA	.00	.00	.00	.00	.00	.00
110236	670206	EmergLeave	1,520.61	.00	.00	.00	.00	.00
110236	670301	Longevity	.00	.00	.00	.00	.00	.00
	TOTAL SALARIES		1,684,787.88	.00	.00	.00	.00	.00
73	FRINGE BENEFITS							
110236	673101	Social Sec	128,605.82	.00	.00	.00	.00	.00
110236	673102	Retirement	135,360.00	.00	.00	.00	.00	.00
110236	673103	W/C Insure	13,511.80	.00	.00	.00	.00	.00
110236	673104	UnempComp	.00	.00	.00	.00	.00	.00
110236	673201	Health Ins	44,569.29	.00	.00	.00	.00	.00
110236	673202	Dental Ins	1,660.38	.00	.00	.00	.00	.00
110236	673203	Life Ins	2,027.71	.00	.00	.00	.00	.00
110236	673204	Disability	2,443.50	.00	.00	.00	.00	.00
	TOTAL FRINGE BENEFITS		328,178.50	.00	.00	.00	.00	.00
75	OTHER STAFF COSTS							
110236	675101	Uniforms	17,856.46	.00	.00	6,473.95	.00	.00

Attachment: 110236 Fire EMS Report (8810 : SOFD)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:		2022	2023	2023	2023	2023	2024	
General Fund		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
	TOTAL OTHER STAFF COSTS	17,856.46	.00	.00	6,473.95	.00	.00	
80	MATERIALS & SUPPLIES							
110236	680101 Office Sup	1,488.57	.00	.00	.00	.00	.00	
110236	680301 WS-Fire	65,960.38	.00	.00	695.18	.00	.00	
110236	680402 Motor Fuel	45,633.60	.00	.00	.00	.00	.00	
110236	680501 Membership	3,217.00	.00	.00	.00	.00	.00	
110236	680503 BooksPerio	1,128.43	.00	.00	.00	.00	.00	
110236	680504 Telephone	7,654.25	.00	.00	512.45	.00	.00	
110236	680505 Postage	21.34	.00	.00	.00	.00	.00	
	TOTAL MATERIALS & SUPPLIES	125,103.57	.00	.00	1,207.63	.00	.00	
83	PURCHASED SERVICES							
110236	683101 Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110236	683201 Cntrct-Gen	93,558.77	.00	.00	5,524.04	.00	.00	
110236	683202 Cntrct-Mnt	7,344.75	.00	.00	.00	.00	.00	
110236	683401 Liab Ins	.00	.00	.00	.00	.00	.00	
110236	683402 Auto Insur	22,973.80	.00	.00	.00	.00	.00	
110236	683501 Train/Conf	25,995.37	.00	.00	720.00	.00	.00	
110236	683803 SOFDSptOps	.00	1,352,374.00	1,352,374.00	1,352,374.00	1,352,374.00	1,409,925.00	
	TOTAL PURCHASED SERVICES	149,872.69	1,352,374.00	1,352,374.00	1,358,618.04	1,352,374.00	1,409,925.00	
86	FACILITY & PLANT							
110236	686304 Sewer	687.64	.00	.00	196.97	.00	.00	
110236	686404 Water-ESF	767.50	.00	.00	210.39	.00	.00	
110236	686550 M & R	43,420.99	.00	.00	1,001.92	.00	.00	
	TOTAL FACILITY & PLANT	44,876.13	.00	.00	1,409.28	.00	.00	
88	EQUIPMENT / LEASES							
110236	680401 Equip / Sm	10,298.01	.00	.00	.00	.00	.00	
110236	688101 Photocopie	.00	.00	.00	.00	.00	.00	
110236	688120 Rentals	.00	.00	.00	.00	.00	.00	
	TOTAL EQUIPMENT / LEASES	10,298.01	.00	.00	.00	.00	.00	
	TOTAL Fire / EMS	2,360,973.24	1,352,374.00	1,352,374.00	1,367,708.90	1,352,374.00	1,409,925.00	
	TOTAL General Fund	2,360,973.24	1,352,374.00	1,352,374.00	1,367,708.90	1,352,374.00	1,409,925.00	
	GRAND TOTAL	2,360,973.24	1,352,374.00	1,352,374.00	1,367,708.90	1,352,374.00	1,409,925.00	

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

Attachment: 110236 Fire EMS Report (8810 : SOFD)

# 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.

## 2023 Accomplishments

- Installation of new doors and fob system at City Hall.
- Roof replacement at City Hall.
- Installation of a new Boiler Stack at the Public Safety Building.
- Hired an employee to restore the Buildings Division to full staff.
- Lintel replacement at City Hall.
- Implementation of improved operations for snow removal at City owned buildings.
- Updated painting throughout City owned buildings.
- Installation of permanent electrical pedestals for the Taste of Mequon.
- Updated lighting to LED FH2.
- Multiple HVAC repairs to all buildings.
- City Hall elevator brought up to code through installation of new lighting, a functional phone system and new electrical.

## Key Performance Indicators

Activity	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
Work Orders	3,500	2,100	2,189	2,214	2,800
Number of City Facilities	9	9	9	9	9
Facilities with Janitorial Service	4	3	3	3	3
Streetlights Repaired	40	26	27	39	30
Capital Projects Administered	2	2	1	3	2

## 2024 Objectives

### Capital Improvements:

- Restructure/Organize keying system
- Replace air handlers at City Hall
- Remodel bathrooms at City Hall
- Implement additional capital improvement projects

*Financial Stewardship:*

- Continue LED bulb replacement at the Public Safety Building and City Hall

*Public Safety:*

- Implement DCC monitoring on DPW, Public Safety, and City Hall Buildings

**Staffing for 2024**

<b>Positions</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>
<b>Building Superintendent</b>	1.0	1.0	1.0
<b>Building Maintenance Worker</b>	1.0	2.0	2.0

**Estimated 2024 Revenue**

None

**Proposed 2024 Budget**

\$742,903

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:		2022	2023	2023	2023	2023	2024	
General Fund		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110326	Building Maintenance							
70	SALARIES							
110326	670101 Salaries	112,166.60	170,243.46	156,666.09	95,670.00	149,000.00	180,110.00	
110326	670104 Vacation	.00	.00	.00	.00	.00	.00	
110326	670105 Sick Pay	.00	.00	.00	.00	.00	.00	
110326	670106 CompTime	3,550.62	3,000.00	3,000.00	604.08	3,000.00	2,000.00	
110326	670201 OverTime	3,149.06	2,000.00	2,000.00	4,290.04	2,000.00	2,000.00	
110326	670204 PTO	11,978.50	.00	.00	9,193.02	.00	.00	
110326	670205 FMLA	.00	.00	.00	.00	.00	.00	
110326	670206 EmergLeave	1,498.08	.00	.00	.00	.00	.00	
110326	670301 Longevity	.00	.00	.00	.00	.00	.00	
	TOTAL SALARIES	132,342.86	175,243.46	161,666.09	109,757.14	154,000.00	184,110.00	
73	FRINGE BENEFITS							
110326	673101 Social Sec	9,714.70	12,598.15	11,351.15	8,004.82	11,300.00	13,078.00	
110326	673102 Retirement	8,321.22	11,575.72	10,469.72	7,463.52	10,600.00	12,429.00	
110326	673103 W/C Insure	5,870.23	4,967.60	4,967.60	5,416.20	4,967.60	5,460.70	
110326	673104 UnempComp	.00	.00	.00	.00	.00	.00	
110326	673201 Health Ins	28,727.85	40,971.84	37,951.84	32,784.18	45,700.00	60,590.71	
110326	673202 Dental Ins	1,253.12	2,349.22	2,002.22	1,364.60	1,900.00	2,337.00	
110326	673203 Life Ins	70.43	60.08	60.08	117.04	151.00	283.00	
110326	673204 Disability	427.58	366.00	366.00	508.21	366.00	366.00	
	TOTAL FRINGE BENEFITS	54,385.13	72,888.61	67,168.61	55,658.57	74,984.60	94,544.41	
75	OTHER STAFF COSTS							
110326	675101 Uniforms	826.75	1,035.00	1,035.00	.00	1,035.00	1,035.00	
	TOTAL OTHER STAFF COSTS	826.75	1,035.00	1,035.00	.00	1,035.00	1,035.00	
80	MATERIALS & SUPPLIES							
110326	680201 JanSupply	10,875.47	10,000.00	10,000.00	11,224.40	11,893.32	11,000.00	
110326	680202 JanSupply	.00	.00	.00	.00	.00	.00	
110326	680203 JanSupply	.00	.00	.00	.00	.00	.00	
110326	680302 WS-City	5,838.53	7,000.00	7,000.00	6,421.22	7,000.00	7,000.00	
110326	680303 WS-Safety	3,389.93	6,000.00	6,000.00	4,569.74	6,000.00	6,000.00	
110326	680304 WS-DPW	2,217.68	3,000.00	3,000.00	4,000.09	3,000.00	3,000.00	
110326	680501 Membership	.00	.00	.00	.00	.00	.00	
110326	680503 BooksPerio	.00	.00	.00	.00	.00	.00	
110326	680504 Telephone	3,072.48	3,000.00	3,000.00	2,497.02	2,711.35	3,000.00	

Attachment: 110326 Buildings Report (8807 : Buildings)

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110326	680505	Postage	.00	.00	.00	.00	.00	.00	
TOTAL MATERIALS & SUPPLIES			25,394.09	29,000.00	29,000.00	28,712.47	30,604.67	30,000.00	
83	PURCHASED SERVICES								
110326	683201	Cntrct-Gen	135,455.43	127,522.00	127,522.00	128,981.68	128,117.12	132,779.00	
110326	683401	Liab Ins	.00	.00	.00	.00	.00	.00	
110326	683402	Auto Insur	3,117.87	1,357.62	1,357.62	1,006.42	1,147.06	1,147.06	
110326	683501	Train/Conf	.00	.00	.00	.00	.00	.00	
TOTAL PURCHASED SERVICES			138,573.30	128,879.62	128,879.62	129,988.10	129,264.18	133,926.06	
86	FACILITY & PLANT								
110326	686101	Electric	43,350.79	54,930.00	54,930.00	38,222.04	54,930.00	50,000.00	
110326	686102	Electric	70,959.12	67,200.00	67,200.00	59,231.03	67,200.00	75,000.00	
110326	686103	Electric	10,572.20	19,850.00	19,850.00	8,142.34	19,850.00	15,000.00	
110326	686104	Electric	.00	.00	.00	.00	.00	.00	
110326	686105	Electric	.00	.00	.00	.00	.00	.00	
110326	686106	Electric	38,281.76	46,600.00	46,600.00	25,934.26	46,600.00	40,000.00	
110326	686107	Electric	.00	.00	.00	.00	.00	.00	
110326	686112	Electric	.00	.00	.00	.00	.00	.00	
110326	686150	Elec-Siren	494.69	480.00	480.00	376.45	480.00	480.00	
110326	686201	Gas-City H	12,787.62	12,750.00	13,300.00	10,156.30	13,300.00	13,300.00	
110326	686202	Gas-Safety	38,129.46	36,400.00	38,000.00	24,063.88	38,000.00	38,000.00	
110326	686203	Gas-E.S.F	3,727.95	3,300.00	4,025.00	3,550.91	4,025.00	3,381.00	
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-Highwy	29,954.21	19,500.00	19,500.00	17,264.92	30,000.00	19,500.00	
110326	686212	Gas-Logema	.00	.00	.00	.00	.00	.00	
110326	686301	Sewer	941.57	670.00	1,620.00	1,242.96	1,657.28	1,670.00	
110326	686302	Sewer	1,838.06	1,545.00	1,665.00	1,215.27	1,620.36	1,620.00	
110326	686308	Sewer	.00	.00	.00	.00	.00	.00	
110326	686401	Water-City	1,795.64	1,637.00	2,237.00	1,697.69	2,263.59	2,137.00	
110326	686402	Water-Safe	3,077.93	3,000.00	3,000.00	2,123.28	2,831.04	3,000.00	
110326	686408	Water-Loge	.00	.00	.00	.00	.00	.00	
110326	686501	M&R-City	19,178.09	8,250.00	24,250.00	23,846.26	21,913.93	8,250.00	
110326	686502	M&R-Safety	20,562.84	18,125.00	19,125.00	16,953.78	16,250.00	18,125.00	
110326	686503	M&R-DPW	11,136.11	9,125.00	9,125.00	15,526.48	15,526.48	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			306,788.04	303,362.00	324,907.00	249,547.85	336,447.68	298,588.00	
88	EQUIPMENT / LEASES								
110326	680401	Equip / Sm	700.64	700.00	700.00	700.00	700.00	700.00	

Attachment: 110326 Buildings Report (8807 : Buildings)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110326	688120	Rentals	.00	.00	.00	.00	.00	.00	_____
		TOTAL EQUIPMENT / LEASES	700.64	700.00	700.00	700.00	700.00	700.00	_____
		TOTAL Building Maintenance	659,010.81	711,108.69	713,356.32	574,364.13	727,036.13	742,903.47	_____
		TOTAL General Fund	659,010.81	711,108.69	713,356.32	574,364.13	727,036.13	742,903.47	_____
		GRAND TOTAL	659,010.81	711,108.69	713,356.32	574,364.13	727,036.13	742,903.47	_____

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

Attachment: 110326 Buildings Report (8807 : Buildings)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110326	670101	Salaries	156,666.09	149,000.00	180,110.00	14.96
	0110-30-326-000-670101-					
			1.00	76,199.00	76,199.00	
			1.00	53,793.00	53,793.00	
			1.00	53,793.00	53,793.00	
		2% Vacancy Discount	1.00	3,675.00	-3,675.00	
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	3,000.00	3,000.00	2,000.00	-33.33
	0110-30-326-000-670106-					
110326	670201	overTime	2,000.00	2,000.00	2,000.00	.00
	0110-30-326-000-670201-					
110326	670204	Paid Time Off	.00	.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	11,351.15	11,300.00	13,078.00	15.21
	0110-30-326-000-673101-					
			.00	.00	4,470.00	
			.00	.00	1,045.00	
			.00	.00	3,242.00	
			.00	.00	758.00	
			.00	.00	3,103.00	
			.00	.00	726.00	
		2% Vacancy Discount	1.00	266.00	-266.00	
110326	673102	Retirement	10,469.72	10,600.00	12,429.00	18.71
	0110-30-326-000-673102-					
			.00	.00	5,258.00	
			.00	.00	3,712.00	
			.00	.00	3,712.00	
		2% Vacancy Discount	1.00	253.00	-253.00	

Attachment: 110326 Buildings Detail (8807 : Buildings)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 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-	4,967.60	4,967.60	5,460.70	9.93
110326	673104	Unemployment Compensation 0110-30-326-000-673104-	.00	.00	.00	.00
110326	673201	Health Insurance 0110-30-326-000-673201-	37,951.84	45,700.00	60,590.71	59.65
			.00	.00	24,462.00	
			.00	.00	9,931.00	
			.00	.00	24,462.00	
		2% Vacancy Discount	1.00	1,237.00	-1,237.00	
		Additional 2024 Rate Increase	1.00	2,972.71	2,972.71	
110326	673202	Dental Insurance 0110-30-326-000-673202-	2,002.22	1,900.00	2,337.00	16.72
			.00	.00	1,018.00	
			.00	.00	349.00	
			.00	.00	1,018.00	
		2% Vacancy Discount	1.00	48.00	-48.00	
110326	673203	Life Insurance 0110-30-326-000-673203-	60.08	151.00	283.00	371.04
			.00	.00	79.00	
			.00	.00	42.00	
			.00	.00	168.00	
		2% Vacancy Discount	1.00	6.00	-6.00	
110326	673204	Long Term Disability 0110-30-326-000-673204-	366.00	366.00	366.00	.00
110326	675101	Uniforms & Clothing 0110-30-326-000-675101-	1,035.00	1,035.00	1,035.00	.00
		Per Personnel Code	3.00	345.00	1,035.00	
110326	680201	Janitor Supp-City Bldgs 0110-30-326-000-680201-	10,000.00	11,893.32	11,000.00	10.00
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	7,000.00	7,000.00	.00

Attachment: 110326 Buildings Detail (8807 : Buildings)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110326	680303	Work Supp-Safety Bldg 0110-30-326-000-680303-	6,000.00	6,000.00	6,000.00	.00
110326	680304	Work Supp-DPW Bldgs 0110-30-326-000-680304-	3,000.00	3,000.00	3,000.00	.00
110326	680401	Equip / Small Tools 0110-30-326-000-680401-	700.00	700.00	700.00	.00
		Small equipment and hand tools	1.00	700.00	700.00	
110326	680501	Memberships 0110-30-326-000-680501-	.00	.00	.00	.00
110326	680503	Books & Periodicals 0110-30-326-000-680503-	.00	.00	.00	.00
110326	680504	Telephone services 0110-30-326-000-680504-	3,000.00	2,711.35	3,000.00	.00
110326	680505	Postage 0110-30-326-000-680505-	.00	.00	.00	.00
110326	683201	Contracted Services - General 0110-30-326-000-683201-	127,522.00	128,117.12	132,779.00	4.12
		HVAC Preventative Maintenance Contract	12.00	1,853.32	22,239.84	
		Pest Arrest	12.00	140.40	1,684.80	
		AT&T Alarm Circuits	12.00	91.52	1,098.24	
		Packerland Mat Contract	12.00	249.60	2,995.20	
		Fire Protection Services	1.00	6,500.00	6,500.00	
		Elevator Contract	4.00	623.50	2,494.00	
		Wenniger Compressor Air Compressor PM Contracts	2.00	780.00	1,560.00	
		Dumpster Fees	15.00	270.40	4,056.00	
		Cleaning Service - DPW	12.00	1,287.50	15,450.00	
		Cleaning Services - City Hall	12.00	2,714.05	32,568.60	
		Alarm Monitoring Service	1.00	364.00	364.00	
		Total Energy Gensets Generator Preventative Mtce	1.00	4,253.46	4,253.46	
		Annual Crane Inspection	1.00	800.00	800.00	
		Pressure Washer Inspection & Maintenance	1.00	500.00	500.00	
		DSPS Elevator Permit	2.00	95.00	190.00	
		Gate Preventative Maintenance	1.00	580.00	580.00	
		Adjust to meet 2024 Budget Amount	1.00	287.90	-287.90	
		Cleaning Services - Public Safety Bldg	12.00	2,977.73	35,732.76	
110326	683401	Liability Insurance 0110-30-326-000-683401-	.00	.00	.00	.00

Attachment: 110326 Buildings Detail (8807 : Buildings)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110326	683402	Auto Insurance	1,357.62	1,147.06	1,147.06	-15.51
	0110-30-326-000-683402-	Auto Insurance	1.00	1,147.06	1,147.06	
110326	683501	Training/Conferences	.00	.00	.00	.00
	0110-30-326-000-683501-					
110326	686101	Electric - City Hall	54,930.00	54,930.00	50,000.00	-8.98
	0110-30-326-000-686101-					
110326	686102	Electric - Safety Bldg	67,200.00	67,200.00	75,000.00	11.61
	0110-30-326-000-686102-					
110326	686103	Electric - E.S. Firehouse	19,850.00	19,850.00	15,000.00	-24.43
	0110-30-326-000-686103-					
110326	686104	Electric - 6330 W Mequon	.00	.00	.00	.00
	0110-30-326-000-686104-					
110326	686105	Electric - Green Bay Shop	.00	.00	.00	.00
	0110-30-326-000-686105-					
110326	686106	Electric - Highway Bldg	46,600.00	46,600.00	40,000.00	-14.16
	0110-30-326-000-686106-					
110326	686107	Electric - 6300 W Mequon	.00	.00	.00	.00
	0110-30-326-000-686107-					
110326	686112	Electric - Logemann Ctr.	.00	.00	.00	.00
	0110-30-326-000-686112-					
110326	686150	Electric - Sirens	480.00	480.00	480.00	.00
	0110-30-326-000-686150-					
110326	686201	Gas-City Hall	13,300.00	13,300.00	13,300.00	.00
	0110-30-326-000-686201-					
110326	686202	Gas-Safety Bldg	38,000.00	38,000.00	38,000.00	.00
	0110-30-326-000-686202-					
110326	686203	Gas-E.S. Firehouse	4,025.00	4,025.00	3,381.00	-16.00
	0110-30-326-000-686203-					
110326	686204	Gas-6330 W Mequon Rd	.00	.00	.00	.00
	0110-30-326-000-686204-					
110326	686205	Gas-6300 W Mequon Rd	.00	.00	.00	.00
	0110-30-326-000-686205-					

Attachment: 110326 Buildings Detail (8807 : Buildings)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110326	686206	Gas-Green Bay Shop 0110-30-326-000-686206-	.00	.00	.00	.00
110326	686207	Gas-Highway Bldg 0110-30-326-000-686207-	19,500.00	30,000.00	19,500.00	.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-	1,620.00	1,657.28	1,670.00	3.09
110326	686302	Sewer-Safety Bldg 0110-30-326-000-686302-	1,665.00	1,620.36	1,620.00	-2.70
110326	686308	Sewer-Logemann Ctr. 0110-30-326-000-686308-	.00	.00	.00	.00
110326	686401	Water-City Hall 0110-30-326-000-686401-	2,237.00	2,263.59	2,137.00	-4.47
110326	686402	Water-Safety Bldg 0110-30-326-000-686402-	3,000.00	2,831.04	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-	24,250.00	21,913.93	8,250.00	-65.98
110326	686502	M & R - Safety Bldg 0110-30-326-000-686502-	19,125.00	16,250.00	18,125.00	-5.23
110326	686503	M & R - DPW Bldgs 0110-30-326-000-686503-	9,125.00	15,526.48	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:						
TOTALS:			713,356.32	727,036.13	713,356.32 742,903.47	4.14

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

Attachment: 110326 Buildings Detail (8807 : Buildings)

# 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 Departments.

## 2023 Accomplishments

- Provided cost effective vehicle and equipment repairs for all divisions/departments. Completed an estimated 680-720 repairs and maintenance services.
- Wrote specs and received quotes for a new 75HP tracked loader.
- Leased 4 new pickup trucks.

## Key Performance Indicators

Activity	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
Equipment in Fleet	340+	340+	340+	341	341
Repair Operations	762	750	664	720	720

## 2024 Objectives

### Financial Stewardship:

- Provide cost effective vehicle and equipment repairs for all divisions/department.
- Utilize resources to estimate fuel usage and prices. For 2024, Public Works expects to use 12,500 gallons of unleaded gasoline and 32,500 gallons of diesel fuel. This is based on yearly averages. The budget is based on an estimate of \$3.04 per gallon for unleaded and \$3.54 per gallon for diesel fuel using US Energy Information Administration outlook.

### Capital Improvements:

- Manage the DPW equipment replacement fund within the 2024 budget appropriation.

## Staffing for 2024

Positions (FTE)	2022 Actual	2023 Actual	2024 Budgeted
Fleet Superintendent	1.00	1.00	1.00
Mechanic	2.00	2.00	2.00

### Estimated 2024 Revenue

None

### Proposed 2024 Budget

\$541,356

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:		2022	2023	2023	2023	2023	2024	
General Fund		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110355	Fleet Services							
70	SALARIES							
110355	670101 Salaries	179,217.80	200,354.91	200,354.91	127,940.15	200,354.91	170,714.50	
110355	670104 Vacation	.00	.00	.00	.00	.00	.00	
110355	670105 Sick Pay	.00	.00	.00	.00	.00	.00	
110355	670106 CompTime	1,526.63	3,500.00	3,500.00	3,101.74	5,000.00	3,500.00	
110355	670201 OverTime	4,542.98	3,000.00	3,000.00	3,113.51	5,000.00	3,000.00	
110355	670204 PTO	19,461.72	.00	.00	10,630.00	.00	.00	
110355	670205 FMLA	.00	.00	.00	.00	.00	.00	
110355	670206 EmergLeave	221.44	.00	.00	.00	.00	.00	
110355	670301 Longevity	.00	.00	.00	.00	.00	.00	
	TOTAL SALARIES	204,970.57	206,854.91	206,854.91	144,785.40	210,354.91	177,214.50	
73	FRINGE BENEFITS							
110355	673101 Social Sec	14,842.18	14,377.06	14,377.06	10,427.39	15,100.00	12,304.50	
110355	673102 Retirement	13,416.69	13,623.53	13,623.53	9,817.99	14,300.00	11,779.50	
110355	673103 W/C Insure	5,588.70	4,729.37	4,729.37	5,156.46	4,729.37	5,198.82	
110355	673104 UnempComp	.00	.00	.00	.00	.00	.00	
110355	673201 Health Ins	66,305.39	68,112.75	68,112.75	49,318.53	70,700.00	62,950.04	
110355	673202 Dental Ins	3,053.88	3,008.19	3,008.19	2,290.41	3,310.00	2,494.00	
110355	673203 Life Ins	542.14	528.94	528.94	364.44	528.94	515.00	
110355	673204 Disability	791.88	773.00	773.00	679.80	773.00	644.17	
	TOTAL FRINGE BENEFITS	104,540.86	105,152.84	105,152.84	78,055.02	109,441.31	95,886.03	
75	OTHER STAFF COSTS							
110355	675101 Uniforms	1,035.00	1,035.00	1,035.00	.00	1,035.00	862.50	
110355	675102 Tool Allow	450.00	450.00	450.00	357.52	450.00	375.00	
	TOTAL OTHER STAFF COSTS	1,485.00	1,485.00	1,485.00	357.52	1,485.00	1,237.50	
80	MATERIALS & SUPPLIES							
110355	680101 Office Sup	26.16	300.00	300.00	512.79	300.00	300.00	
110355	680301 WS-Maint	82,450.05	77,000.00	77,000.00	74,832.57	90,850.00	77,000.00	
110355	680402 Motor Fuel	164,470.58	147,000.00	155,000.00	132,433.80	157,000.00	166,335.00	
110355	680504 Telephone	423.50	150.00	150.00	276.86	425.00	425.00	
110355	680505 Postage	.00	.00	.00	.00	.00	.00	
	TOTAL MATERIALS & SUPPLIES	247,370.29	224,450.00	232,450.00	208,056.02	248,575.00	244,060.00	
83	PURCHASED SERVICES							
110355	683101 Consultant	.00	.00	.00	.00	.00	.00	

Attachment: 110355 Fleet Report (8811 : Fleet)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110355	683402	Auto Insur	2,352.08	1,424.17	1,424.17	1,055.74	1,203.28	1,458.28	_____
TOTAL PURCHASED SERVICES			2,352.08	1,424.17	1,424.17	1,055.74	1,203.28	1,458.28	_____
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	34,570.04	19,000.00	39,000.00	20,417.68	39,000.00	19,000.00	_____
TOTAL FACILITY & PLANT			34,570.04	19,000.00	39,000.00	20,417.68	39,000.00	19,000.00	_____
88	EQUIPMENT / LEASES								
110355	680401	Equip / Sm	2,605.15	2,500.00	2,500.00	1,969.65	2,500.00	2,500.00	_____
TOTAL EQUIPMENT / LEASES			2,605.15	2,500.00	2,500.00	1,969.65	2,500.00	2,500.00	_____
TOTAL Fleet Services			597,893.99	560,866.92	588,866.92	454,697.03	612,559.50	541,356.31	_____
TOTAL General Fund			597,893.99	560,866.92	588,866.92	454,697.03	612,559.50	541,356.31	_____
GRAND TOTAL			597,893.99	560,866.92	588,866.92	454,697.03	612,559.50	541,356.31	_____

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

Attachment: 110355 Fleet Report (8811 : Fleet)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110355	670101	Salaries	200,354.91	200,354.91	170,714.50	-14.79
	0110-30-355-000-670101-					
			1.00	78,461.00	78,461.00	
			1.00	69,609.00	69,609.00	
			1.00	60,932.00	60,932.00	
		2% Vacancy Discount	1.00	3,483.00	-3,483.00	
		T.Burke Chargeback to Southern Ozaukee	1.00	34,804.50	-34,804.50	
		Fire & EMS				
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	3,500.00	5,000.00	3,500.00	.00
	0110-30-355-000-670106-					
110355	670201	OverTime	3,000.00	5,000.00	3,000.00	.00
	0110-30-355-000-670201-					
110355	670204	Paid Time Off	.00	.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	14,377.06	15,100.00	12,304.50	-14.42
	0110-30-355-000-673101-					
			.00	.00	4,599.00	
			.00	.00	1,076.00	
			.00	.00	4,073.00	
			.00	.00	952.00	
			.00	.00	3,540.00	
			.00	.00	828.00	
		2% Vacancy Discount	1.00	251.00	-251.00	
		T.Burke Chargeback to Southern Ozaukee	1.00	2,512.50	-2,512.50	
		Fire & EMS				
110355	673102	Retirement	13,623.53	14,300.00	11,779.50	-13.54
	0110-30-355-000-673102-					
			.00	.00	5,414.00	
			.00	.00	4,803.00	
			.00	.00	4,204.00	
		2% Vacancy Discount	1.00	240.00	-240.00	
		T.Burke Chargeback to Southern Ozaukee	1.00	2,401.50	-2,401.50	

Attachment: 110355 Fleet Detail (8811 : Fleet)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
Fire & EMS						
110355	673103	Worker's Comp Insurance 0110-30-355-000-673103-	4,729.37	4,729.37	5,198.82	9.93
110355	673104	Unemployment Compensation 0110-30-355-000-673104-	.00	.00	.00	.00
110355	673201	Health Insurance 0110-30-355-000-673201-	68,112.75	70,700.00	62,950.04	-7.58
			.00	.00	24,462.00	
			.00	.00	24,462.00	
			.00	.00	24,462.00	
		2% Vacancy Discount	1.00	1,285.00	-1,285.00	
		T.Burke Chargeback to Southern Ozaukee Fire & EMS	1.00	12,231.00	-12,231.00	
		Additional 2024 Rate Increase	1.00	3,080.04	3,080.04	
110355	673202	Dental Insurance 0110-30-355-000-673202-	3,008.19	3,310.00	2,494.00	-17.09
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
		2% Vacancy Discount	1.00	51.00	-51.00	
		T.Burke Chargeback to Southern Ozaukee Fire & EMS	1.00	509.00	-509.00	
110355	673203	Life Insurance 0110-30-355-000-673203-	528.94	528.94	515.00	-2.64
			.00	.00	427.00	
			.00	.00	62.00	
			.00	.00	68.00	
		2% Vacancy Discount	1.00	11.00	-11.00	
		T.Burke Chargeback to Southern Ozaukee Fire & EMS	1.00	31.00	-31.00	
110355	673204	Long Term Disability 0110-30-355-000-673204-	773.00	773.00	644.17	-16.67
		Life Insurance	1.00	773.00	773.00	
		T.Burke Chargeback to Southern Ozaukee Fire & EMS	1.00	128.83	-128.83	
110355	675101	Uniforms & Clothing 0110-30-355-000-675101-	1,035.00	1,035.00	862.50	-16.67
		Per Personnel Code	3.00	345.00	1,035.00	
		T.Burke Chargeback to Southern Ozaukee Fire & EMS	1.00	172.50	-172.50	

Attachment: 110355 Fleet Detail (8811 : Fleet)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110355	675102	Tool Allowance	450.00	450.00	375.00	-16.67
	0110-30-355-000-675102-					
		Per Personnel Code	3.00	150.00	450.00	
		T.Burke Chargeback to Southern Ozaukee	1.00	75.00	-75.00	
		Fire & EMS				
110355	680101	Office Supplies	300.00	300.00	300.00	.00
	0110-30-355-000-680101-					
110355	680301	Work Supplies	77,000.00	90,850.00	77,000.00	.00
	0110-30-355-000-680301-					
		Parts used for repairs of equipment	1.00	77,000.00	77,000.00	
110355	680401	Equip / Small tools	2,500.00	2,500.00	2,500.00	.00
	0110-30-355-000-680401-					
		Scan tool updates, shop tools	10.00	250.00	2,500.00	
110355	680402	Motor Fuels & Lubricant	155,000.00	157,000.00	166,335.00	7.31
	0110-30-355-000-680402-					
		Unleaded fuel	12,500.00	3.05	38,125.00	
		Diesel fuel	32,500.00	3.54	115,050.00	
		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	810.00	810.00	
		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				
		Syn-Tech Systems Subscription	1.00	1,100.00	1,100.00	
		Adjust to 2024 Budget	1.00	7,200.00	-7,200.00	
110355	680504	Telephone services	150.00	425.00	425.00	183.33
	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	1,424.17	1,203.28	1,458.28	2.40
	0110-30-355-000-683402-					
		Auto Insurance	1.00	1,203.28	1,203.28	
		Storage Tank Liability Insurance	1.00	255.00	255.00	
110355	686303	Sewer - DPW bldgs	.00	.00	.00	.00
	0110-30-355-000-686303-					

Attachment: 110355 Fleet Detail (8811 : Fleet)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110355	686403	Water - DPW bldgs	.00	.00	.00	.00
	0110-30-355-000-686403-					
110355	686550	M & R	39,000.00	39,000.00	19,000.00	-51.28
	0110-30-355-000-686550-					
		Equipment and components sent out for repairs, fuel injection parts, transmissions etc.	1.00	19,000.00	19,000.00	
		BUDGET CEILING:			588,866.92	
		TOTALS:	588,866.92	612,559.50	541,356.31	-8.07

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

Attachment: 110355 Fleet Detail (8811 : Fleet)

# 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.

## 2023 Accomplishments

- Completed road projects slated for Year 2 of a three-year borrowing.
- Completion of improvements for the highest priority drainage capital improvement program project.
- Managed the construction of a safe trail crossing of Mequon Road at the Ozaukee Interurban Trail.
- Designed and managed the construction of a sidewalk extension on Buntrock Avenue to improve pedestrian access to MTSD schools.
- Designed and managed the construction of a storm water pipe replacement at Courtland Drive.
- Facilitated a drainage study at Fiesta Lane to plan for improvements with the 2024 Road Program.
- Successfully obtained a Transportation Alternatives Program grant from the Wisconsin Department of Transportation for a bicycle and pedestrian facility planning study.

## Key Performance Indicators

Activity	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
Development Plan Reviews	35	80	27	69	50
Right-of-way Permits issued	157	174	165	150	165
Fill Permits Issued	28	14	26	20	20
Erosion Control Permits Inspected	31	37	22	25	25
Pond Certifications	89	75	201	150	160
Drainage Concerns Inspected	51	31	69	82	91
Publicly Bid Projects	121	35	53	30	40
Drainage Projects (Designed)	6	3	4	6	4

Attachment: 358 - Engineering (8812 : Engineering)

Road Activity	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
Miles of Subdivision Roads	144.88	144.99	145.39	145.80	146.5
Miles of Arterial Roads	68.33	68.33	68.33	68.33	68.33
Miles of Road Crack Sealed	48.41	48.56	16.19	43.30	45.0
Miles of Road GSB-88 Sealed	9.88	12.56	20.39	10.70	12.0
Miles of Roads Milled/Wedge Overlay	0.56	1.71	2.85	0.60	2.0
Miles of Road Pulverized & Paved	0.79	1.97	3.02	2.85	3.0
Percentage of Roadways Inspected	100%	100%	100%	100%	100%

**2024 Objectives**

*Capital Improvements, Public Safety & Quality of Life:*

- Complete improvements for a safe crossing of Mequon Road at the Ozaukee Interurban Trail.

*Public Safety:*

- Implement the City’s MS4 stormwater permit issued in August of 2022.

*Customer Service:*

- Facilitate the implementation of a new land management system.

*Capital Improvements:*

- Administer Year 3 of the three-year borrowing for the Road Program.

**Staffing for 2024**

Positions (FTE)	2022 Actual	2023 Projected	2024 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	2.00	2.00

**Estimated 2024 Revenue**

\$98,500

**Proposed 2024 Budget**

\$660,239

Attachment: 358 - Engineering (8812 : Engineering)

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:		2022	2023	2023	2023	2023	2024	
General Fund		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110358	Engineering							
70	SALARIES							
110358	670101 Salaries	327,934.11	363,060.73	361,489.53	239,210.08	374,000.00	384,094.00	
110358	670104 Vacation	.00	.00	.00	.00	.00	.00	
110358	670105 Sick Pay	.00	.00	.00	.00	.00	.00	
110358	670106 CompTime	1,611.13	.00	.00	1,058.89	.00	.00	
110358	670201 OverTime	994.93	500.00	500.00	.00	500.00	500.00	
110358	670204 PTO	34,303.00	.00	.00	21,331.56	.00	.00	
110358	670205 FMLA	.00	.00	.00	.00	.00	.00	
110358	670206 EmergLeave	1,301.20	.00	.00	.00	.00	.00	
110358	670301 Longevity	.00	.00	.00	.00	.00	.00	
	TOTAL SALARIES	366,144.37	363,560.73	361,989.53	261,600.53	374,500.00	384,594.00	
73	FRINGE BENEFITS							
110358	673101 Social Sec	26,221.12	25,839.25	25,497.25	18,960.44	27,200.00	27,708.92	
110358	673102 Retirement	23,437.85	24,186.85	23,806.85	17,169.22	24,800.00	25,432.00	
110358	673103 W/C Insure	7,406.25	6,267.43	6,267.43	6,833.42	5,600.00	6,889.55	
110358	673104 UnempComp	.00	.00	.00	.00	.00	.00	
110358	673201 Health Ins	93,841.86	95,616.22	82,743.22	60,754.98	88,000.00	85,766.41	
110358	673202 Dental Ins	3,495.27	3,313.59	3,188.59	2,133.68	3,313.59	2,494.00	
110358	673203 Life Ins	818.28	853.38	822.38	504.37	853.38	722.00	
110358	673204 Disability	1,675.32	1,334.00	1,334.00	1,468.60	1,334.00	1,334.00	
	TOTAL FRINGE BENEFITS	156,895.95	157,410.72	143,659.72	107,824.71	151,100.97	150,346.88	
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	491.45	500.00	500.00	357.15	500.00	500.00	
110358	680103 CopierSupy	.00	.00	.00	.00	.00	.00	
110358	680301 WS-Admin	763.83	750.00	750.00	49.91	750.00	750.00	
110358	680501 Membership	800.00	750.00	750.00	.00	750.00	750.00	
110358	680502 Print/Pub	.00	.00	.00	.00	.00	.00	
110358	680503 BooksPerio	.00	.00	.00	.00	.00	.00	
110358	680504 Telephone	2,231.53	2,400.00	2,400.00	1,807.87	2,400.00	2,400.00	
110358	680505 Postage	696.72	800.00	800.00	1,007.28	900.00	800.00	
	TOTAL MATERIALS & SUPPLIES	4,983.53	5,200.00	5,200.00	3,222.21	5,300.00	5,200.00	
83	PURCHASED SERVICES							
110358	683101 Cnsult-Gen	13,470.00	15,815.00	15,815.00	15,815.00	15,815.00	19,965.00	

Attachment: 110358 Engineering Report (8812 : Engineering)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110358	683102	Cnsult-PCS	36,962.48	35,000.00	35,000.00	142,874.72	100,000.00	80,000.00	_____
110358	683201	Cntrct-Gen	16,729.29	12,185.00	12,185.00	7,198.59	12,185.00	12,185.00	_____
110358	683202	Cntrct-Mnt	.00	.00	.00	.00	.00	.00	_____
110358	683402	Auto Insur	3,391.37	1,476.71	1,476.71	1,094.70	1,247.67	1,247.67	_____
110358	683501	Train/Conf	1,802.77	2,500.00	2,500.00	40.00	2,500.00	2,500.00	_____
TOTAL PURCHASED SERVICES			72,355.91	66,976.71	66,976.71	167,023.01	131,747.67	115,897.67	_____
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	499.98	500.00	500.00	527.60	500.00	500.00	_____
110358	688101	Photocopie	3,643.14	3,700.00	3,700.00	3,700.00	3,700.00	3,700.00	_____
TOTAL EQUIPMENT / LEASES			4,143.12	4,200.00	4,200.00	4,227.60	4,200.00	4,200.00	_____
TOTAL Engineering			604,522.88	597,348.16	582,025.96	543,898.06	666,848.64	660,238.55	_____
TOTAL General Fund			604,522.88	597,348.16	582,025.96	543,898.06	666,848.64	660,238.55	_____
GRAND TOTAL			604,522.88	597,348.16	582,025.96	543,898.06	666,848.64	660,238.55	_____

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

Attachment: 110358 Engineering Report (8812 : Engineering)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110358	670101	Salaries	361,489.53	374,000.00	384,094.00	6.25
	0110-30-358-000-670101-					
			1.00	70,592.00	70,592.00	
			.50	137,864.00	68,932.00	
			1.00	71,618.00	71,618.00	
			.50	77,024.00	38,512.00	
			1.00	87,312.00	87,312.00	
			.80	48,898.75	39,119.00	
		2% Vacancy Discount	1.00	7,671.00	-7,671.00	
		Summer Help Vacancy	2.00	7,840.00	15,680.00	
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	.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	.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	25,497.25	27,200.00	27,708.92	8.67
	0110-30-358-000-673101-					
			.00	.00	4,044.00	
			.00	.00	946.00	
			.00	.00	4,003.00	
			.00	.00	937.00	
			.00	.00	4,101.00	
			.00	.00	959.00	
			.00	.00	2,267.00	
			.00	.00	531.00	
			.00	.00	5,329.00	
			.00	.00	1,246.00	
			.00	.00	2,420.00	
			.00	.00	566.00	
		2% Vacancy Discount	1.00	552.00	-552.00	
		Summer Help Vacancy	2.00	369.64	739.28	
		Summer Help Vacancy	2.00	86.32	172.64	

Attachment: 110358 Engineering Detail (8812 : Engineering)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110358	673102	Retirement	23,806.85	24,800.00	25,432.00	6.83
	0110-30-358-000-673102-					
			.00	.00	4,871.00	
			.00	.00	4,757.00	
			.00	.00	4,942.00	
			.00	.00	2,658.00	
			.00	.00	6,024.00	
			.00	.00	2,699.00	
		2% Vacancy Discount	1.00	519.00	-519.00	
110358	673103	Worker's Comp Insurance	6,267.43	5,600.00	6,889.55	9.93
	0110-30-358-000-673103-					
110358	673104	Unemployment Compensation	.00	.00	.00	.00
	0110-30-358-000-673104-					
110358	673201	Health Insurance	82,743.22	88,000.00	85,766.41	3.65
	0110-30-358-000-673201-					
			.00	.00	24,462.00	
			.00	.00	12,231.00	
			.00	.00	24,462.00	
			.00	.00	12,231.00	
			.00	.00	9,931.00	
		2% Vacancy Discount	1.00	1,750.00	-1,750.00	
		Additional 2024 Rate Increase	1.00	4,199.41	4,199.41	
110358	673202	Dental Insurance	3,188.59	3,313.59	2,494.00	-21.78
	0110-30-358-000-673202-					
			.00	.00	1,018.00	
			.00	.00	509.00	
			.00	.00	1,018.00	
		2% Vacancy Discount	1.00	51.00	-51.00	
110358	673203	Life Insurance	822.38	853.38	722.00	-12.21
	0110-30-358-000-673203-					
			.00	.00	79.00	
			.00	.00	76.00	
			.00	.00	219.00	
			.00	.00	261.00	
			.00	.00	58.00	
			.00	.00	44.00	
		2% Vacancy Discount	1.00	15.00	-15.00	
110358	673204	Long Term Disability	1,334.00	1,334.00	1,334.00	.00
	0110-30-358-000-673204-					

Attachment: 110358 Engineering Detail (8812 : Engineering)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110358	675101 0110-30-358-000-675101-	Uniforms & Clothing	.00	.00	.00	.00
110358	680101 0110-30-358-000-680101-	Office Supplies	500.00	500.00	500.00	.00
110358	680103 0110-30-358-000-680103-	Office Supp- Copier Equ	.00	.00	.00	.00
110358	680301 0110-30-358-000-680301-	Work Supplies-Admin	750.00	750.00	750.00	.00
110358	680401 0110-30-358-000-680401-	Equip / Small Tools	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 0110-30-358-000-680501-	Memberships	750.00	750.00	750.00	.00
		APWA Membership	1.00	750.00	750.00	
110358	680502 0110-30-358-000-680502-	Printing/Publications	.00	.00	.00	.00
110358	680503 0110-30-358-000-680503-	Books & Periodicals	.00	.00	.00	.00
110358	680504 0110-30-358-000-680504-	Telephone services	2,400.00	2,400.00	2,400.00	.00
110358	680505 0110-30-358-000-680505-	Postage	800.00	900.00	800.00	.00
110358	683101 0110-30-358-000-683101-	Consultants - General	15,815.00	15,815.00	19,965.00	26.24
		SWWT Respect Our Waters (PE&O for MS4)	1.00	19,965.00	19,965.00	
110358	683102 0110-30-358-000-683102-	Consultants - Plan Comm Suprt	35,000.00	100,000.00	80,000.00	128.57
		Consultant Reviews for SWMP, watermain and inspect	40.00	2,000.00	80,000.00	
110358	683201 0110-30-358-000-683201-	Contracted Services - General	12,185.00	12,185.00	12,185.00	.00
		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	

Attachment: 110358 Engineering Detail (8812 : Engineering)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110358	683202 0110-30-358-000-683202-	Contracted Services - Maint.	.00	.00	.00	.00
110358	683402 0110-30-358-000-683402-	Auto Insurance	1,476.71	1,247.67	1,247.67	-15.51
		Auto Insurance	1.00	1,247.67	1,247.67	
110358	683501 0110-30-358-000-683501-	Training/Conferences	2,500.00	2,500.00	2,500.00	.00
		3 Engineers to meet PDH req for licensing	1.00	2,500.00	2,500.00	
110358	686550 0110-30-358-000-686550-	M & R	.00	.00	.00	.00
110358	688101 0110-30-358-000-688101-	Photocopiers	3,700.00	3,700.00	3,700.00	.00
		BUDGET CEILING:			582,025.96	
		TOTALS:	582,025.96	666,848.64	660,238.55	13.44

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

Attachment: 110358 Engineering Detail (8812 : 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.

## 2023 Accomplishments

- Replaced 621 street signs.
- Replaced 76 culverts for road program, including ditching and restoration of all areas.
- Installed/replaced 20 driveway culverts.
- Replaced the detectable warning fields and associated sidewalk repairs on Mequon Road and in front of City Hall.
- Assisted on Park projects at Villa grove parking area and Trinity Creek pier.
- Inspected 682 catch basins.
- Reclaimed main road shoulders on 29 miles of road.
- Completed 41 ditching projects.
- Painted all roads in City.
- Stumped and restored 1,878 stumps.
- Facilitated 17 plow events so far in 2023 and used 1,855.75 ton of salt at an average of 109 ton per event.
- Completed anti-icing operations on roads and sidewalks 13 times so far in 2023.
- Removed a total of 1,270 trees (539 Ash and 731 other species).
- Completed bridge deck maintenance, brushing and crack filling and mastic joints.
- Applied mastic to 200 manholes and water boxes to protect snowplows from damage.
- Continued to brush and trim trees in sections.
- Completed roadside mowing twice a year to maintain the right-of-way.
- Calibrate all plow trucks salters to ensure proper application rate.
- Installed under body wash in wash bay to prolong the life of the vehicles.

## Key Performance Indicators

Activity	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
<b>Driveway Culverts Installed</b>	28	30	31	30	30
<b>Catch Basins Inspected</b>	100	100	513	682	500
<b>Snow Events</b>	35	30	36	30	30
<b>Tree Removals</b>	2,800	2,500	2,005	1,500	1,500
<b>Tree Plantings</b>	500	377	187	150	150
<b>Tree Pruned</b>	200	300	399	250	250
<b>Christmas Tree Chipping</b>	1,200	1,209	1,153	1,200	1,200

**2024 Objectives**

*Customer Service & Quality of Life:*

- Complete all Highway Division Drainage Projects.
- Brush out additional City right-of-way to allow maintenance with roadside mowing.
- Reestablish shoulders on subdivision roadways for ease of maintenance.

*Public Safety:*

- Replace street signs to meet FHWA guidelines.
- Replace failing crossroad culverts.

*Customer Service & Financial Stewardship:*

- Reduce salt usage through efficient anti-icing and pre-wetting operations.

**Staffing for 2024**

Positions (FTE)	2022 Actual	2023 Actual	2024 Budgeted
Director of Public Works/City Engineer	0.50	0.50	0.50
Deputy Director of Public Works	1.00	1.00	1.00
Administrative Secretary	0.50	0.50	0.50
Highway Superintendent	1.00	1.00	1.00
Highway Section Foreman	4.00	4.00	4.00
Highway Equipment Operator-Heavy	1.00	1.00	1.00
Heavy Equipment Operator	3.00	3.00	3.00
Highway Worker	1.00	3.00	3.00
Highway/Parks Maintenance Workers	2.50	2.00	2.00
Summer Seasonal	5.00	0.00	5.00

**Estimated 2024 Revenue**

\$82,250

**Proposed 2024 Budget**

\$2,130,985

Attachment: 359 - Highway (8813 : Highway)

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:		2022	2023	2023	2023	2023	2024	
General Fund		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110359	Highway							
70	SALARIES							
110359	670101 Salaries	901,688.93	1,017,592.11	1,013,311.57	658,735.77	1,007,592.11	1,054,913.00	
110359	670104 Vacation	.00	.00	.00	.00	.00	.00	
110359	670105 Sick Pay	.00	.00	.00	.00	.00	.00	
110359	670106 CompTime	26,716.27	.00	.00	23,660.59	23,000.00	.00	
110359	670201 OverTime	14,174.02	43,000.00	43,000.00	9,381.85	10,000.00	43,000.00	
110359	670204 PTO	53,076.19	.00	.00	29,246.10	.00	.00	
110359	670205 FMLA	.00	.00	.00	2,643.26	.00	.00	
110359	670206 EmergLeave	774.00	.00	.00	.00	.00	.00	
110359	670301 Longevity	.00	.00	.00	.00	.00	.00	
	TOTAL SALARIES	996,429.41	1,060,592.11	1,056,311.57	723,667.57	1,040,592.11	1,097,913.00	
73	FRINGE BENEFITS							
110359	673101 Social Sec	72,468.79	73,533.17	71,821.17	52,401.54	75,900.00	76,389.00	
110359	673102 Retirement	64,942.16	67,708.90	67,708.90	49,159.88	71,100.00	71,275.00	
110359	673103 W/C Insure	24,914.26	21,083.33	21,083.33	22,987.28	21,083.33	23,176.12	
110359	673104 UnempComp	.00	.00	.00	.00	.00	.00	
110359	673201 Health Ins	232,683.15	242,587.55	242,587.55	171,978.49	246,500.00	266,643.28	
110359	673202 Dental Ins	9,648.42	10,069.65	10,069.65	7,184.74	10,400.00	9,520.00	
110359	673203 Life Ins	1,647.31	1,691.24	1,691.24	1,219.44	1,800.00	1,925.00	
110359	673204 Disability	4,069.91	3,858.00	3,858.00	3,609.70	3,858.00	3,858.00	
	TOTAL FRINGE BENEFITS	410,374.00	420,531.84	418,819.84	308,541.07	430,641.33	452,786.40	
75	OTHER STAFF COSTS							
110359	675101 Uniforms	5,204.00	5,175.00	5,175.00	.00	5,175.00	5,175.00	
	TOTAL OTHER STAFF COSTS	5,204.00	5,175.00	5,175.00	.00	5,175.00	5,175.00	
80	MATERIALS & SUPPLIES							
110359	680101 Office Sup	810.10	800.00	800.00	1,087.23	800.00	800.00	
110359	680103 CopierSupy	.00	.00	.00	.00	.00	.00	
110359	680301 WS-Admin	666.04	750.00	750.00	456.34	750.00	750.00	
110359	680320 WS-Snow	194,910.95	235,320.00	248,320.00	204,825.37	248,320.00	255,820.00	
110359	680321 WS-Street	52,371.31	55,000.00	55,000.00	61,453.18	55,000.00	55,000.00	
110359	680322 WS-Signs	40,132.00	40,088.00	40,088.00	45,204.68	40,088.00	40,088.00	
110359	680323 WS-CuIvert	37,892.10	38,000.00	38,000.00	45,284.77	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 (8813 : Highway)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110359	680501	Membership	100.00	100.00	100.00	200.00	100.00	100.00	
110359	680502	Print/Pub	.00	.00	.00	.00	.00	.00	
110359	680503	BooksPerio	.00	.00	.00	.00	.00	.00	
110359	680504	Telephone	1,697.10	2,500.00	2,500.00	4,089.05	2,500.00	2,500.00	
110359	680505	Postage	89.15	120.00	120.00	110.81	120.00	120.00	
TOTAL MATERIALS & SUPPLIES			328,668.75	372,678.00	385,678.00	362,711.43	385,678.00	393,178.00	
83	PURCHASED SERVICES								
110359	683101	Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110359	683201	Cntrct-Gen	42,809.36	26,240.00	26,240.00	40,135.71	40,135.71	26,240.00	
110359	683202	Cntrct-Mnt	4,319.03	15,000.00	15,000.00	12,099.00	15,000.00	15,000.00	
110359	683402	Auto Insur	36,539.26	15,910.41	15,910.41	11,794.42	13,442.73	13,442.73	
110359	683501	Train/Conf	956.25	1,000.00	1,000.00	1,295.49	1,000.00	1,000.00	
TOTAL PURCHASED SERVICES			84,623.90	58,150.41	58,150.41	65,324.62	69,578.44	55,682.73	
86	FACILITY & PLANT								
110359	686115	Electric	99,101.69	117,000.00	117,000.00	79,790.28	107,347.35	107,000.00	
110359	686303	Sewer	2,704.24	2,200.00	3,000.00	2,523.81	3,199.06	3,200.00	
110359	686403	Water-DPW	5,053.02	4,600.00	6,170.00	4,181.11	5,443.86	5,600.00	
110359	686550	M & R	22,799.25	8,750.00	8,750.00	11,698.13	11,698.13	8,750.00	
TOTAL FACILITY & PLANT			129,658.20	132,550.00	134,920.00	98,193.33	127,688.40	124,550.00	
88	EQUIPMENT / LEASES								
110359	680401	Equip/Tool	8,341.96	1,200.00	1,200.00	1,200.00	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	.00	500.00	500.00	300.00	500.00	500.00	
TOTAL EQUIPMENT / LEASES			8,341.96	1,700.00	1,700.00	1,500.00	1,700.00	1,700.00	
TOTAL Highway			1,963,300.22	2,051,377.36	2,060,754.82	1,559,938.02	2,061,053.28	2,130,985.13	
TOTAL General Fund			1,963,300.22	2,051,377.36	2,060,754.82	1,559,938.02	2,061,053.28	2,130,985.13	
GRAND TOTAL			1,963,300.22	2,051,377.36	2,060,754.82	1,559,938.02	2,061,053.28	2,130,985.13	

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

Attachment: 110359 Highway Report (8813 : Highway)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110359	670101	Salaries	1,013,311.57	1,007,592.11	1,054,913.00	4.11
	0110-30-359-000-670101-					
			1.00	97,400.00	97,400.00	
			1.00	69,609.00	69,609.00	
			1.00	85,189.00	85,189.00	
			1.00	70,036.00	70,036.00	
			.50	137,864.00	68,932.00	
			1.00	67,835.00	67,835.00	
			1.00	62,941.00	62,941.00	
			1.00	61,872.00	61,872.00	
			.50	48,900.00	24,450.00	
			.50	53,794.00	26,897.00	
			1.00	58,367.00	58,367.00	
			1.00	58,111.00	58,111.00	
			1.00	53,793.00	53,793.00	
			.00	.00	.00	
			1.00	53,793.00	53,793.00	
			1.00	53,793.00	53,793.00	
			.50	53,794.00	26,897.00	
			1.00	60,333.00	60,333.00	
			1.00	53,793.00	53,793.00	
		SUMMER HELP	4.00	5,600.00	22,400.00	
		2% Vacancy Discount	1.00	21,528.00	-21,528.00	
110359	670104	Vacation	.00	.00	.00	.00
	0110-30-359-000-670104-					
110359	670105	Sick Pay	.00	.00	.00	.00
	0110-30-359-000-670105-					
110359	670106	Comp Time	.00	23,000.00	.00	.00
	0110-30-359-000-670106-					
110359	670201	OverTime	43,000.00	10,000.00	43,000.00	.00
	0110-30-359-000-670201-					
110359	670204	Paid Time Off	.00	.00	.00	.00
	0110-30-359-000-670204-					
110359	670205	Medical Leave	.00	.00	.00	.00
	0110-30-359-000-670205-					
110359	670206	Emergency Medical Leave	.00	.00	.00	.00
	0110-30-359-000-670206-					
110359	670301	Longevity	.00	.00	.00	.00
	0110-30-359-000-670301-					

Attachment: 110359 Highway Detail (8813 : Highway)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110359	673101	Social Security	71,821.17	75,900.00	76,389.00	6.36
	0110-30-359-000-673101-					
			.00	.00	5,895.00	
			.00	.00	1,379.00	
			.00	.00	4,033.00	
			.00	.00	943.00	
			.00	.00	4,919.00	
			.00	.00	1,151.00	
			.00	.00	3,959.00	
			.00	.00	926.00	
			.00	.00	4,003.00	
			.00	.00	936.00	
			.00	.00	4,206.00	
			.00	.00	984.00	
			.00	.00	3,807.00	
			.00	.00	890.00	
			.00	.00	3,132.00	
			.00	.00	732.00	
			.00	.00	1,397.00	
			.00	.00	326.00	
			.00	.00	1,546.00	
			.00	.00	361.00	
			.00	.00	3,383.00	
			.00	.00	791.00	
			.00	.00	3,588.00	
			.00	.00	839.00	
			.00	.00	3,045.00	
			.00	.00	712.00	
			.00	.00	3,107.00	
			.00	.00	727.00	
			.00	.00	3,231.00	
			.00	.00	756.00	
			.00	.00	1,560.00	
			.00	.00	365.00	
			.00	.00	3,647.00	
			.00	.00	853.00	
			.00	.00	3,328.00	
			.00	.00	778.00	
		SUMMER HELP	4.00	428.00	1,712.00	
		2% Vacancy Discount	1.00	1,558.00	-1,558.00	
110359	673102	Retirement	67,708.90	71,100.00	71,275.00	5.27
	0110-30-359-000-673102-					
			.00	.00	6,720.00	
			.00	.00	4,803.00	
			.00	.00	5,878.00	
			.00	.00	4,833.00	
			.00	.00	4,756.00	
			.00	.00	4,681.00	
			.00	.00	4,343.00	
			.00	.00	4,269.00	
			.00	.00	1,687.00	

Attachment: 110359 Highway Detail (8813 : Highway)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
			.00	.00	1,856.00	
			.00	.00	4,027.00	
			.00	.00	4,010.00	
			.00	.00	3,712.00	
			.00	.00	3,712.00	
			.00	.00	3,712.00	
			.00	.00	1,856.00	
			.00	.00	4,163.00	
			.00	.00	3,712.00	
		2% Vacancy Discount	1.00	1,455.00	-1,455.00	
110359	673103	Worker's Comp Insurance 0110-30-359-000-673103-	21,083.33	21,083.33	23,176.12	9.93
110359	673104	Unemployment Compensation 0110-30-359-000-673104-	.00	.00	.00	.00
110359	673201	Health Insurance 0110-30-359-000-673201-	242,587.55	246,500.00	266,643.28	9.92
			.00	.00	9,931.00	
			.00	.00	23,595.00	
			.00	.00	24,462.00	
			.00	.00	24,462.00	
			.00	.00	12,231.00	
			.00	.00	9,931.00	
			.00	.00	24,462.00	
			.00	.00	12,231.00	
			.00	.00	12,231.00	
			.00	.00	24,462.00	
			.00	.00	24,462.00	
			.00	.00	24,462.00	
			.00	.00	9,931.00	
			.00	.00	12,231.00	
			.00	.00	9,931.00	
		2% Vacancy Discount	1.00	5,442.00	-5,442.00	
		Additional 2024 Rate Increase	1.00	13,070.28	13,070.28	
110359	673202	Dental Insurance 0110-30-359-000-673202-	10,069.65	10,400.00	9,520.00	-5.46
			.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	509.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	349.00	
			.00	.00	174.00	

Attachment: 110359 Highway Detail (8813 : Highway)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
		2% Vacancy Discount	.00	.00	349.00	
			1.00	194.00	-194.00	
110359	673203	Life Insurance	1,691.24	1,800.00	1,925.00	13.82
		0110-30-359-000-673203-				
			.00	.00	298.00	
			.00	.00	404.00	
			.00	.00	142.00	
			.00	.00	88.00	
			.00	.00	75.00	
			.00	.00	222.00	
			.00	.00	111.00	
			.00	.00	109.00	
			.00	.00	26.00	
			.00	.00	46.00	
			.00	.00	50.00	
			.00	.00	97.00	
			.00	.00	47.00	
			.00	.00	92.00	
			.00	.00	45.00	
			.00	.00	19.00	
			.00	.00	58.00	
			.00	.00	35.00	
		2% Vacancy Discount	1.00	39.00	-39.00	
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	248,320.00	248,320.00	255,820.00	3.02
		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	3,750.00	76.40	286,500.00	
		Treated Sand	8.00	175.00	1,400.00	
		Calcium Chloride	4.00	800.00	3,200.00	
		Adjust to 2024 Budget	1.00	41,080.00	-41,080.00	

Attachment: 110359 Highway Detail (8813 : Highway)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 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	40,088.00	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 2024 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	2,500.00	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 (8813 : Highway)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110359	683201	Contracted Services - General	26,240.00	40,135.71	26,240.00	.00
	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	
		Adjust to meet 2024 Budget	1.00	13,000.00	-13,000.00	
		Contracted Deer Removal	80.00	100.00	8,000.00	
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	15,910.41	13,442.73	13,442.73	-15.51
	0110-30-359-000-683402-					
		Auto Insurance	1.00	13,442.73	13,442.73	
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	117,000.00	107,347.35	107,000.00	-8.55
	0110-30-359-000-686115-					
110359	686303	Sewer - DPW bldgs	3,000.00	3,199.06	3,200.00	6.67
	0110-30-359-000-686303-					
110359	686403	Water - DPW bldgs	6,170.00	5,443.86	5,600.00	-9.24
	0110-30-359-000-686403-					
110359	686550	M & R	8,750.00	11,698.13	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 (8813 : Highway)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 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:			2,060,754.82	
		TOTALS:	2,060,754.82	2,061,053.28	2,130,985.13	3.41

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

Attachment: 110359 Highway Detail (8813 : 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.

## 2023 Accomplishments

- The Forestry Division along with Highway and Parks Divisions were responsible for the removal of 2,915 trees in 2023.
- Hosted a successful Arbor Day event with over 400 attendees and 1,600 free trees were provided to residents.
- Performed 91 lot inspections for new home building proposals.
- Ten Planning Commission reports.
- One RFP Contract.
- Stump grinding and restoration of 2,100 trees, equaling over 560 yards of topsoil.
- Tree replacement of 177- 2" trees.
- Hired Forestry intern for the third year.
- Managed four tree contracts.
- Two additional staff trained in SAWW 1.
- Administered nine Nuisance Tree Letters.
- Transitioned from roadside ash tree removal to secondary trees, specifically at Katherine Kearney Carpenter Park and Riverview Park.
- Pruned over 200 trees for a total of 37 days within the parks and on the roadside.

## Key Performance Indicators

Activity	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
Ash Trees Removed	2,600	2,845	2,900	3,000	3,000
Other Trees Removed	200	200	200	200	200
Trees Planted	350	380	312	350	350
Brush Permits Issued	1,602	1,667	1,675	1,690	1,740

**2024 Objectives**

*Financial Stewardship, Public Safety & Quality of Life:*

- Continue efforts in Emerald Ash Borer (EAB) removal and increase replacement with new and existing city personnel.

*Public Safety & Quality of Life:*

- Spring and fall contract for EAB removal.

*Customer Service:*

- 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.

*Customer Service & Quality of Life:*

- Continue improving annual Arbor Day Celebration.

*Customer Service, Financial Stewardship & Quality of Life:*

- Continue improving safety protocols and training.

*Capital Improvements, Customer Service & Quality of Life:*

- Resurface the brush site parking lot and install an automated gate.

**Staffing for 2024**

Positions (FTE)	2022 Actual	2023 Actual	2024 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 2024 Revenue**

\$45,000

**Proposed 2024 Budget**

\$210,186

Attachment: 363 - Forestry (8814 : Forestry)

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110363	Forestry								
70	SALARIES								
110363	670101	Salaries	96,961.49	113,793.11	113,793.11	70,456.75	114,800.00	118,939.00	
110363	670104	Vacation	.00	.00	.00	.00	.00	.00	
110363	670105	Sick Pay	.00	.00	.00	.00	.00	.00	
110363	670106	CompTime	7,866.40	.00	.00	6,223.85	.00	.00	
110363	670201	OverTime	628.70	2,000.00	2,000.00	1,838.53	2,000.00	2,000.00	
110363	670204	PTO	5,615.40	.00	.00	3,054.17	.00	.00	
110363	670205	FMLA	190.48	.00	.00	.00	.00	.00	
110363	670206	EmergLeave	565.92	.00	.00	.00	.00	.00	
110363	670301	Longevity	.00	.00	.00	.00	.00	.00	
	TOTAL SALARIES		111,828.39	115,793.11	115,793.11	81,573.30	116,800.00	120,939.00	
73	FRINGE BENEFITS								
110363	673101	Social Sec	8,029.20	7,602.23	7,602.23	5,783.97	8,300.00	7,949.31	
110363	673102	Retirement	6,747.08	6,800.44	6,800.44	5,115.69	7,400.00	7,276.00	
110363	673103	W/C Insure	2,733.17	2,312.90	2,312.90	2,521.76	2,312.90	2,542.48	
110363	673104	UnempComp	.00	.00	.00	.00	.00	.00	
110363	673201	Health Ins	22,101.80	22,704.25	22,704.25	16,439.51	23,600.00	25,183.56	
110363	673202	Dental Ins	1,017.96	1,002.73	1,002.73	763.47	1,100.00	998.00	
110363	673203	Life Ins	194.03	194.04	194.04	132.76	200.00	198.00	
110363	673204	Disability	.00	376.00	376.00	.00	376.00	376.00	
	TOTAL FRINGE BENEFITS		40,823.24	40,992.59	40,992.59	30,757.16	43,288.90	44,523.35	
75	OTHER STAFF COSTS								
110363	675101	Uniforms	690.00	690.00	690.00	.00	690.00	690.00	
	TOTAL OTHER STAFF COSTS		690.00	690.00	690.00	.00	690.00	690.00	
80	MATERIALS & SUPPLIES								
110363	680101	Office Sup	.00	.00	.00	.00	.00	.00	
110363	680103	CopierSupy	.00	.00	.00	.00	.00	.00	
110363	680301	WS-Admin	.00	.00	.00	.00	.00	.00	
110363	680324	WS-Blvd	.00	.00	.00	.00	.00	.00	
110363	680351	WS-Forest	17,521.48	16,262.00	16,262.00	13,959.65	16,262.00	16,262.00	
110363	680501	Membership	.00	.00	.00	.00	.00	.00	
110363	680502	Print/Pub	131.25	.00	.00	261.24	130.00	.00	
110363	680503	BooksPerio	.00	.00	.00	.00	.00	.00	
110363	680504	Telephone	330.44	360.00	360.00	363.70	363.70	360.00	

Attachment: 110363 Forestry Report (8814 : Forestry)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS							FOR PERIOD 99		
ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110363	680505	Postage	109.44	200.00	200.00	.00	200.00	200.00	
TOTAL MATERIALS & SUPPLIES			18,092.61	16,822.00	16,822.00	14,584.59	16,955.70	16,822.00	
83	PURCHASED SERVICES								
110363	683101	Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110363	683201	Cntrct-Gen	19,050.00	20,000.00	20,000.00	20,000.00	20,000.00	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	775.00	1,000.00	1,000.00	654.92	1,000.00	1,000.00	
TOTAL PURCHASED SERVICES			19,825.00	21,000.00	21,000.00	20,654.92	21,000.00	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	4,673.54	5,000.00	5,000.00	5,100.00	5,100.00	5,000.00	
110363	688110	Equip / Sm	.00	.00	.00	.00	.00	.00	
110363	688120	Rentals	1,036.00	1,020.00	1,020.00	1,104.00	1,104.00	1,212.00	
TOTAL EQUIPMENT / LEASES			5,709.54	6,020.00	6,020.00	6,204.00	6,204.00	6,212.00	
TOTAL Forestry			196,968.78	201,317.70	201,317.70	153,773.97	204,938.60	210,186.35	
TOTAL General Fund			196,968.78	201,317.70	201,317.70	153,773.97	204,938.60	210,186.35	
GRAND TOTAL			196,968.78	201,317.70	201,317.70	153,773.97	204,938.60	210,186.35	

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

Attachment: 110363 Forestry Report (8814 : Forestry)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110363	670101	Salaries	113,793.11	114,800.00	118,939.00	4.52
	0110-30-363-000-670101-					
			1.00	53,793.00	53,793.00	
			1.00	53,793.00	53,793.00	
		Forestry Intern	1.00	6,500.00	6,500.00	
		2% Vacancy Discount	1.00	2,427.00	-2,427.00	
		PHILLIPS EDWARD	1.00	7,280.00	7,280.00	
110363	670104	Vacation	.00	.00	.00	.00
	0110-30-363-000-670104-					
110363	670105	Sick Pay	.00	.00	.00	.00
	0110-30-363-000-670105-					
110363	670106	Comp Time	.00	.00	.00	.00
	0110-30-363-000-670106-					
110363	670201	OverTime	2,000.00	2,000.00	2,000.00	.00
	0110-30-363-000-670201-					
		Forestry OT	1.00	1,500.00	1,500.00	
		Recycling Site	1.00	500.00	500.00	
110363	670204	Paid Time Off	.00	.00	.00	.00
	0110-30-363-000-670204-					
110363	670205	Medical Leave	.00	.00	.00	.00
	0110-30-363-000-670205-					
110363	670206	Emergency Medical Leave	.00	.00	.00	.00
	0110-30-363-000-670206-					
110363	670301	Longevity	.00	.00	.00	.00
	0110-30-363-000-670301-					
110363	673101	Social Security	7,602.23	8,300.00	7,949.31	4.57
	0110-30-363-000-673101-					
			.00	.00	2,787.00	
			.00	.00	652.00	
			.00	.00	3,335.00	
			.00	.00	780.00	
		2% Vacancy Discount	1.00	162.00	-162.00	
		PHILLIPS EDWARD	1.00	451.48	451.48	
		PHILLIPS EDWARD	1.00	105.83	105.83	
110363	673102	Retirement	6,800.44	7,400.00	7,276.00	6.99
	0110-30-363-000-673102-					
			.00	.00	3,712.00	
			.00	.00	3,712.00	
		2% Vacancy Discount	1.00	148.00	-148.00	

Attachment: 110363 Forestry Detail (8814 : Forestry)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110363	673103 0110-30-363-000-673103-	Worker's Comp Insurance	2,312.90	2,312.90	2,542.48	9.93
110363	673104 0110-30-363-000-673104-	Unemployment Compensation	.00	.00	.00	.00
110363	673201 0110-30-363-000-673201-	Health Insurance	22,704.25	23,600.00	25,183.56	10.92
		2% Vacancy Discount	.00	.00	24,462.00	
		Additional 2024 Rate Increase	1.00	514.00	-514.00	
			1.00	1,235.56	1,235.56	
110363	673202 0110-30-363-000-673202-	Dental Insurance	1,002.73	1,100.00	998.00	-.47
		2% Vacancy Discount	.00	.00	1,018.00	
			1.00	20.00	-20.00	
110363	673203 0110-30-363-000-673203-	Life Insurance	194.04	200.00	198.00	2.04
		2% Vacancy Discount	.00	.00	165.00	
			.00	.00	37.00	
			1.00	4.00	-4.00	
110363	673204 0110-30-363-000-673204-	Long Term Disability	376.00	376.00	376.00	.00
110363	675101 0110-30-363-000-675101-	Uniforms & Clothing	690.00	690.00	690.00	.00
		Per Personnel Code	2.00	345.00	690.00	
110363	680101 0110-30-363-000-680101-	Office Supplies	.00	.00	.00	.00
110363	680103 0110-30-363-000-680103-	Office Supp- Copier Equ	.00	.00	.00	.00
110363	680301 0110-30-363-000-680301-	Work Supplies-Admin	.00	.00	.00	.00
110363	680324 0110-30-363-000-680324-	Work Supp-Blvd	.00	.00	.00	.00
110363	680351 0110-30-363-000-680351-	Work Supplies-Forestry	16,262.00	16,262.00	16,262.00	.00
110363	680401 0110-30-363-000-680401-	Equip / Small Tools	5,000.00	5,100.00	5,000.00	.00
		Saws, PPE and hand tools	1.00	5,000.00	5,000.00	

Attachment: 110363 Forestry Detail (8814 : Forestry)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 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	130.00	.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	363.70	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	20,000.00	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	1,000.00	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	1,104.00	1,212.00	18.82
		Port-A-John	12.00	101.00	1,212.00	
		BUDGET CEILING:			201,317.70	
		TOTALS:	201,317.70	204,938.60	210,186.35	4.41

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

Attachment: 110363 Forestry Detail (8814 : Forestry)

# Swimming Pool

## Program Description

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

## 2023 Accomplishments

- Removed pergola and installed shade sail at the kiddie pool.
- Replaced umbrellas and furniture at the pool.
- Maintained pool operations all season, despite a failure of the water lateral (twice), replacement of the motor in the pump and new plumbing and valves in multiple locations.
- Installed a bottle filler in pool house drinking fountain.
- Installed new faucets in pool house.
- Installed a new epoxy floor in pool house.
- Best water clarity in recent Mequon Community Pool history.
- Multiple patches / tile repair / seam repair on pool to keep holding water.
- Transitioned from contracted concessions to food trucks.
- Successfully administered private pool rentals for the first season.

Activity	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
Attendance	8,081	8,901	10,491	10,474	10,000
Mequon Family Passes Sold	107	233	250	150	200
Family Super Passes Sold	N/A	205	265	235	225

## 2024 Objectives

### Capital Improvements:

- Install new pool heaters and a new water lateral.

### Customer Service & Quality of Life:

- Continue to operate and improve the pool while planning for the future.
- Increase food trucks and special events.

Attachment: 472 - Swimming Pool (8815 : Pool)

*Financial Stewardship, Customer Service & Quality of Life:*

- Revisit pool operating hours, pool rental, adult swim times and accommodations for swim lessons.

**Estimated 2024 Revenue**

\$75,000

**Proposed 2024 Budget**

\$141,266

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:		2022	2023	2023	2023	2023	2024	
General Fund		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110472	Swimming Pool							
70	SALARIES							
110472	670101 Salaries	72,907.03	72,000.00	88,000.00	88,114.74	88,000.00	86,000.00	
110472	670201 OverTime	.00	.00	.00	703.59	.00	.00	
	TOTAL SALARIES	72,907.03	72,000.00	88,000.00	88,818.33	88,000.00	86,000.00	
73	FRINGE BENEFITS							
110472	673101 Social Sec	5,577.43	5,600.00	5,600.00	6,794.74	9,000.00	5,600.00	
110472	673103 W/C Insure	1,726.84	1,461.31	1,461.31	1,593.28	1,461.31	1,606.36	
110472	673104 UnempComp	.00	.00	.00	.00	.00	.00	
	TOTAL FRINGE BENEFITS	7,304.27	7,061.31	7,061.31	8,388.02	10,461.31	7,206.36	
75	OTHER STAFF COSTS							
110472	675101 Uniforms	1,073.83	1,000.00	1,000.00	999.56	1,000.00	1,000.00	
	TOTAL OTHER STAFF COSTS	1,073.83	1,000.00	1,000.00	999.56	1,000.00	1,000.00	
80	MATERIALS & SUPPLIES							
110472	680301 WS-Admin	15,072.03	9,000.00	9,000.00	13,280.16	13,280.16	10,000.00	
110472	680504 Telephone	.00	.00	.00	.00	.00	.00	
110472	680505 Postage	.00	.00	.00	.00	.00	.00	
	TOTAL MATERIALS & SUPPLIES	15,072.03	9,000.00	9,000.00	13,280.16	13,280.16	10,000.00	
83	PURCHASED SERVICES							
110472	683101 Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110472	683201 Cntrct-Gen	12,511.17	11,100.00	11,100.00	12,533.46	12,304.52	11,725.00	
110472	683202 Cntrct-Mnt	.00	.00	.00	.00	.00	.00	
110472	683501 Train/Conf	723.01	500.00	500.00	1,280.00	1,154.00	500.00	
	TOTAL PURCHASED SERVICES	13,234.18	11,600.00	11,600.00	13,813.46	13,458.52	12,225.00	
86	FACILITY & PLANT							
110472	686150 Electric	8,729.03	9,402.00	9,402.00	6,855.06	9,775.52	9,402.00	
110472	686250 Gas-Other	7,984.59	3,000.00	3,000.00	567.27	2,704.72	3,000.00	
110472	686305 Sewer	338.10	283.00	283.00	270.90	337.15	283.00	
110472	686405 Water-Pool	7,808.22	7,900.00	7,900.00	3,155.57	7,968.00	7,900.00	
110472	686550 M & R	5,821.64	4,000.00	13,000.00	12,962.53	12,910.31	4,000.00	
	TOTAL FACILITY & PLANT	30,681.58	24,585.00	33,585.00	23,811.33	33,695.70	24,585.00	
88	EQUIPMENT / LEASES							
110472	680401 Equip / Sm	106.66	250.00	250.00	325.40	250.00	250.00	
	TOTAL EQUIPMENT / LEASES	106.66	250.00	250.00	325.40	250.00	250.00	
	TOTAL Swimming Pool	140,379.58	125,496.31	150,496.31	149,436.26	160,145.69	141,266.36	

Attachment: 110472 Swimming Pool Report (8815 : Pool)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:	2022 ACTUAL	2023 ORIG BUD	2023 REVISED BUD	2023 ACTUAL	2023 PROJECTION	2024 CITY ADMIN	COMMENT
General Fund							
TOTAL General Fund	140,379.58	125,496.31	150,496.31	149,436.26	160,145.69	141,266.36	_____
GRAND TOTAL	140,379.58	125,496.31	150,496.31	149,436.26	160,145.69	141,266.36	_____

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

Attachment: 110472 Swimming Pool Report (8815 : Pool)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110472	670101	Salaries	88,000.00	88,000.00	86,000.00	-2.27
	0110-40-472-000-670101-	SUMMER HELP	1.00	86,000.00	86,000.00	
110472	670201	overTime	.00	.00	.00	.00
	0110-40-472-000-670201-					
110472	673101	Social Security	5,600.00	9,000.00	5,600.00	.00
	0110-40-472-000-673101-	SUMMER HELP	1.00	5,600.00	5,600.00	
110472	673103	Worker's Comp Insurance	1,461.31	1,461.31	1,606.36	9.93
	0110-40-472-000-673103-					
110472	673104	Unemployment Compensation	.00	.00	.00	.00
	0110-40-472-000-673104-					
110472	675101	Uniforms & Clothing	1,000.00	1,000.00	1,000.00	.00
	0110-40-472-000-675101-	Suits and Sweatshirts	40.00	25.00	1,000.00	
110472	680301	Work Supplies-Admin	9,000.00	13,280.16	10,000.00	11.11
	0110-40-472-000-680301-					
110472	680401	Equip / Small Tools	250.00	250.00	250.00	.00
	0110-40-472-000-680401-	Hand and Power tools	5.00	50.00	250.00	
110472	680504	Telephone services	.00	.00	.00	.00
	0110-40-472-000-680504-					
110472	680505	Postage	.00	.00	.00	.00
	0110-40-472-000-680505-					
110472	683101	consultants - General	.00	.00	.00	.00
	0110-40-472-000-683101-					
110472	683201	Contracted Services - General	11,100.00	12,304.52	11,725.00	5.63
	0110-40-472-000-683201-	Carrico Pool Maintenance Contract	4.00	2,650.00	10,600.00	
		Square Payment Processing	1.00	1,704.52	1,704.52	
		Adjust to 2024 Budget Amount	1.00	579.52	-579.52	
110472	683202	Contracted Services - Maint.	.00	.00	.00	.00
	0110-40-472-000-683202-					
110472	683501	Training/Conferences	500.00	1,154.00	500.00	.00
	0110-40-472-000-683501-	Pool Certification Training	1.00	500.00	500.00	

Attachment: 110472 Swimming Pool Detail (8815 : Pool)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110472	686150 0110-40-472-000-686150-	Electric - Other	9,402.00	9,775.52	9,402.00	.00
110472	686250 0110-40-472-000-686250-	Gas-Other	3,000.00	2,704.72	3,000.00	.00
110472	686305 0110-40-472-000-686305-	Sewer - Pool	283.00	337.15	283.00	.00
110472	686405 0110-40-472-000-686405-	Water - Pool	7,900.00	7,968.00	7,900.00	.00
110472	686550 0110-40-472-000-686550-	M & R	13,000.00	12,910.31	4,000.00	-69.23
BUDGET CEILING:					150,496.31	
TOTALS:			150,496.31	160,145.69	141,266.36	-6.13

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

Attachment: 110472 Swimming Pool Detail (8815 : 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.

## 2023 Accomplishments

- Installed a new fishing/observation pier at Trinity Creek.
- Administered seven Special Event Agreements.
- Lot expansion and bank restoration at Villa Grove Park.
- Ash removal projects at Riverview Park and Katherine Kearney Carpenter Park.
- Administered SMB contract for baseball field maintenance to all baseball fields.
- Reviewed and adjusted fee schedule.
- Successfully administered multiple sport seasons.
- Implemented goals and objectives as outlined by the Park and Open Space Plan.
- Reprioritized CIP list for 2023 projects by the Park and Open Space Board.

## Key Performance Indicators

Activity	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Budgeted
Ball Fields	11	11	11	11	11
Athletic Fields	17	17	17	17	17
Playgrounds	6	6	6	6	6
Shelters	4	4	4	4	5
Piers	2	2	2	2	2
Turf Acres Maintained	170	170	170	170	170
- Hard Surface Trail Miles	7	7	7	7	7
- Gravel/Chip Trail Miles	9.5	9.5	9.5	9.5	9.5

## 2024 Objectives

### *Capital Improvements, Customer Service & Quality of Life:*

- Update CIP list for 2024 and continue to work on Park and Open Space improvements.
- Implement the facility maintenance and capital projects identified in the 2018 Facility Assessment Study.
- Break ground on Lemke Pavilion.

*Capital Improvements & Financial Stewardship:*

- Update the Park and Open Space comprehensive plan.

*Customer Service & Quality of Life:*

- Continue to review policies and initiatives to increase transparency and service to residents and user groups.

**Staffing for 2024**

<b>Positions (FTE)</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>
<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 2024 Revenue**

\$100,000

**Proposed 2024 Budget**

\$645,226

Attachment: 474 - Parks (8816 : Parks)

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:		2022	2023	2023	2023	2023	2024	
General Fund		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110474	Parks							
70	SALARIES							
110474	670101 Salaries	290,836.58	318,269.26	321,945.36	221,334.86	341,000.00	326,628.00	
110474	670104 Vacation	.00	.00	.00	.00	.00	.00	
110474	670105 Sick Pay	.00	.00	.00	.00	.00	.00	
110474	670106 CompTime	8,725.94	.00	.00	7,063.07	.00	.00	
110474	670201 OverTime	66.41	3,000.00	3,000.00	1,333.24	3,000.00	3,000.00	
110474	670204 PTO	22,897.98	.00	.00	13,630.13	.00	.00	
110474	670205 FMLA	752.80	.00	.00	1,375.30	.00	.00	
110474	670206 EmergLeave	2,510.40	.00	.00	.00	.00	.00	
110474	670301 Longevity	.00	.00	.00	.00	.00	.00	
	TOTAL SALARIES	325,790.11	321,269.26	324,945.36	244,736.60	344,000.00	329,628.00	
73	FRINGE BENEFITS							
110474	673101 Social Sec	23,476.40	22,231.92	22,231.92	17,731.06	24,500.00	23,156.00	
110474	673102 Retirement	19,483.84	19,391.69	19,391.69	14,500.58	20,900.00	20,265.00	
110474	673103 W/C Insure	10,135.13	8,576.71	8,576.71	9,351.24	8,576.71	9,428.06	
110474	673104 UnempComp	.00	.00	.00	.00	.00	.00	
110474	673201 Health Ins	91,053.76	95,270.18	95,270.18	75,194.84	107,800.00	113,331.39	
110474	673202 Dental Ins	2,331.76	2,177.83	2,177.83	2,119.32	3,000.00	2,666.00	
110474	673203 Life Ins	770.71	735.79	735.79	553.56	800.00	864.00	
110474	673204 Disability	1,234.44	1,124.00	1,124.00	1,065.80	1,124.00	1,124.00	
	TOTAL FRINGE BENEFITS	148,486.04	149,508.12	149,508.12	120,516.40	166,700.71	170,834.45	
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	346.77	200.00	200.00	219.84	200.00	200.00	
110474	680204 JanSupply	3,103.84	2,600.00	2,600.00	3,053.38	3,053.38	2,850.00	
110474	680301 PjtSupply	7,713.36	7,000.00	7,000.00	9,532.45	7,000.00	7,000.00	
110474	680324 WS-Blvd	5,971.79	.00	.00	.00	.00	.00	
110474	680340 WS-BLVD	3,324.22	10,500.00	10,500.00	9,534.00	10,500.00	10,500.00	
110474	680341 WS-ComPrks	4,817.86	11,500.00	11,500.00	6,726.63	11,500.00	11,500.00	
110474	680342 WS-NgbdPks	3,711.32	2,500.00	2,500.00	4,421.14	3,500.00	2,500.00	
110474	680343 WS-SpecPks	2,693.00	1,000.00	1,000.00	4,413.94	1,050.00	1,000.00	
110474	680344 WS-GG	232.33	.00	.00	.00	.00	.00	

Attachment: 110474 Parks Report (8816 : Parks)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110474	680345	WS-Settler	615.71	.00	.00	.00	.00	.00	
110474	680501	Membership	.00	250.00	250.00	.00	250.00	250.00	
110474	680503	BooksPerio	.00	.00	.00	.00	.00	.00	
110474	680504	Telephone	423.50	500.00	500.00	276.86	500.00	500.00	
110474	680505	Postage	39.71	350.00	350.00	.60	350.00	350.00	
TOTAL MATERIALS & SUPPLIES			32,993.41	36,400.00	36,400.00	38,178.84	37,903.38	36,650.00	
83	PURCHASED SERVICES								
110474	683101	Cnsult-Gen	.00	.00	.00	.00	.00	.00	
110474	683201	Cntrct-Gen	2,610.00	3,105.00	3,105.00	3,641.80	3,105.00	3,305.00	
110474	683202	Cntrct-Mnt	60,645.50	67,210.00	67,210.00	70,840.00	67,210.00	68,710.00	
110474	683402	Auto Insur	5,223.80	2,274.62	2,274.62	1,686.20	1,921.83	1,921.83	
110474	683501	Train/Conf	641.25	820.00	820.00	820.00	820.00	820.00	
TOTAL PURCHASED SERVICES			69,120.55	73,409.62	73,409.62	76,988.00	73,056.83	74,756.83	
86	FACILITY & PLANT								
110474	686121	Electric	8,023.51	8,775.00	8,775.00	8,177.36	10,400.00	9,106.00	
110474	686122	Electric	1,281.67	1,500.00	1,500.00	1,404.76	1,500.00	1,500.00	
110474	686123	Electric	.00	.00	.00	.00	.00	.00	
110474	686124	Electric	297.46	400.00	400.00	203.80	400.00	400.00	
110474	686150	Elec-Batz	1,120.12	1,290.00	1,290.00	894.63	1,290.00	1,290.00	
110474	686221	Gas-Rotary	1,271.08	4,675.00	4,675.00	3,559.52	4,675.00	4,823.00	
110474	686222	Gas-River	913.84	980.00	980.00	691.17	980.00	980.00	
110474	686223	Gas-Yankee	.00	.00	.00	.00	.00	.00	
110474	686306	Sewer	241.63	200.00	200.00	201.01	200.00	200.00	
110474	686406	Water-Park	.00	.00	.00	.00	.00	.00	
110474	686550	M & R	9,613.01	9,480.00	21,580.00	17,258.87	21,580.00	9,480.00	
TOTAL FACILITY & PLANT			22,762.32	27,300.00	39,400.00	32,391.12	41,025.00	27,779.00	
88	EQUIPMENT / LEASES								
110474	680401	Equip / Sm	1,368.40	1,000.00	1,000.00	1,225.00	1,000.00	1,000.00	
110474	688120	Rentals	2,358.00	3,162.00	3,162.00	3,205.00	3,205.00	3,198.00	
TOTAL EQUIPMENT / LEASES			3,726.40	4,162.00	4,162.00	4,430.00	4,205.00	4,198.00	
TOTAL Parks			603,913.83	613,429.00	629,205.10	517,240.96	668,270.92	645,226.28	
TOTAL General Fund			603,913.83	613,429.00	629,205.10	517,240.96	668,270.92	645,226.28	
GRAND TOTAL			603,913.83	613,429.00	629,205.10	517,240.96	668,270.92	645,226.28	

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

Attachment: 110474 Parks Report (8816 : Parks)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110474	670101	Salaries	321,945.36	341,000.00	326,628.00	1.45
	0110-40-474-000-670101-					
			1.00	69,160.00	69,160.00	
			1.00	68,989.00	68,989.00	
			1.00	83,300.00	83,300.00	
			.50	48,900.00	24,450.00	
			.50	53,794.00	26,897.00	
			.50	53,794.00	26,897.00	
	SUMMER HELP		6.00	5,600.00	33,600.00	
	2% Vacancy Discount		1.00	6,665.00	-6,665.00	
110474	670104	Vacation	.00	.00	.00	.00
	0110-40-474-000-670104-					
110474	670105	Sick Pay	.00	.00	.00	.00
	0110-40-474-000-670105-					
110474	670106	Comp Time	.00	.00	.00	.00
	0110-40-474-000-670106-					
110474	670201	OverTime	3,000.00	3,000.00	3,000.00	.00
	0110-40-474-000-670201-					
110474	670204	Paid Time Off	.00	.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	.00	.00	.00
	0110-40-474-000-670206-					
110474	670301	Longevity	.00	.00	.00	.00
	0110-40-474-000-670301-					
110474	673101	Social Security	22,231.92	24,500.00	23,156.00	4.16
	0110-40-474-000-673101-					
			.00	.00	3,914.00	
			.00	.00	915.00	
			.00	.00	4,036.00	
			.00	.00	944.00	
			.00	.00	4,962.00	
			.00	.00	1,160.00	
			.00	.00	1,396.00	
			.00	.00	327.00	
			.00	.00	1,546.00	
			.00	.00	362.00	
			.00	.00	1,561.00	
			.00	.00	365.00	
	SUMMER HELP		5.00	428.00	2,140.00	
	2% Vacancy Discount		1.00	472.00	-472.00	

Attachment: 110474 Parks Detail (8816 : Parks)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110474	673102	Retirement	19,391.69	20,900.00	20,265.00	4.50
	0110-40-474-000-673102-					
			.00	.00	4,772.00	
			.00	.00	4,760.00	
			.00	.00	5,748.00	
			.00	.00	1,687.00	
			.00	.00	1,856.00	
			.00	.00	1,856.00	
	2% Vacancy Discount		1.00	414.00	-414.00	
110474	673103	Worker's Comp Insurance	8,576.71	8,576.71	9,428.06	9.93
	0110-40-474-000-673103-					
110474	673104	Unemployment Compensation	.00	.00	.00	.00
	0110-40-474-000-673104-					
110474	673201	Health Insurance	95,270.18	107,800.00	113,331.39	18.96
	0110-40-474-000-673201-					
			.00	.00	24,462.00	
			.00	.00	24,462.00	
			.00	.00	24,462.00	
			.00	.00	12,231.00	
			.00	.00	12,231.00	
			.00	.00	12,231.00	
	2% Vacancy Discount		1.00	2,313.00	-2,313.00	
	Additional 2024 Rate Increase		1.00	5,565.39	5,565.39	
110474	673202	Dental Insurance	2,177.83	3,000.00	2,666.00	22.42
	0110-40-474-000-673202-					
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	509.00	
			.00	.00	175.00	
	2% Vacancy Discount		1.00	54.00	-54.00	
110474	673203	Life Insurance	735.79	800.00	864.00	17.42
	0110-40-474-000-673203-					
			.00	.00	487.00	
			.00	.00	212.00	
			.00	.00	92.00	
			.00	.00	27.00	
			.00	.00	46.00	
			.00	.00	18.00	
	2% Vacancy Discount		1.00	18.00	-18.00	
110474	673204	Long Term Disability	1,124.00	1,124.00	1,124.00	.00
	0110-40-474-000-673204-					

Attachment: 110474 Parks Detail (8816 : Parks)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110474	675101	Uniforms & Clothing	1,380.00	1,380.00	1,380.00	.00
	0110-40-474-000-675101-	Per Personnel Code	4.00	345.00	1,380.00	
110474	680101	Office Supplies	200.00	200.00	200.00	.00
	0110-40-474-000-680101-					
110474	680204	Janitor Supplies-Parks	2,600.00	3,053.38	2,850.00	9.62
	0110-40-474-000-680204-	Miscellaneous cleaning supplies	104.00	25.00	2,600.00	
		4% Increase in supply cost (Compounded over 2 yrs)	1.00	250.00	250.00	
110474	680301	Project Supplies	7,000.00	7,000.00	7,000.00	.00
	0110-40-474-000-680301-	Parks supplies and upgrades	5.00	1,400.00	7,000.00	
110474	680324	Work Supp-Blvd	.00	.00	.00	.00
	0110-40-474-000-680324-					
110474	680340	Work Supp-Boulevard	10,500.00	10,500.00	10,500.00	.00
	0110-40-474-000-680340-	Landscape and maintenance supplies	50.00	210.00	10,500.00	
110474	680341	Work Supp-Community Parks	11,500.00	11,500.00	11,500.00	.00
	0110-40-474-000-680341-	Landscape, maintenance and Rennicke Field supplies	50.00	230.00	11,500.00	
110474	680342	Work Supplies-Neighborhood Par	2,500.00	3,500.00	2,500.00	.00
	0110-40-474-000-680342-	Park landscape and maintenance supplies	25.00	100.00	2,500.00	
110474	680343	Work Supplies-Specialty Parks	1,000.00	1,050.00	1,000.00	.00
	0110-40-474-000-680343-	Park maintenance and landscape supplies	10.00	100.00	1,000.00	
110474	680344	Work Supp-Garrisons Gle	.00	.00	.00	.00
	0110-40-474-000-680344-					
110474	680345	Work Supp-Settlers Park	.00	.00	.00	.00
	0110-40-474-000-680345-					
110474	680401	Equip / Small Tools	1,000.00	1,000.00	1,000.00	.00
	0110-40-474-000-680401-	Hand and power tools	10.00	100.00	1,000.00	

Attachment: 110474 Parks Detail (8816 : Parks)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110474	680501	Memberships	250.00	250.00	250.00	.00
	0110-40-474-000-680501-	Wisconsin Turfgrass Association	2.00	125.00	250.00	
110474	680503	Books & Periodicals	.00	.00	.00	.00
	0110-40-474-000-680503-					
110474	680504	Telephone services	500.00	500.00	500.00	.00
	0110-40-474-000-680504-	Phones and services	1.00	500.00	500.00	
110474	680505	Postage	350.00	350.00	350.00	.00
	0110-40-474-000-680505-					
110474	683101	Consultants - General	.00	.00	.00	.00
	0110-40-474-000-683101-					
110474	683201	Contracted Services - General	3,105.00	3,105.00	3,305.00	6.44
	0110-40-474-000-683201-	Holding Tank Pumping - Rotary Pavilion	15.00	165.00	2,475.00	
		Holding Tank Pumping - Reuter Pavilion	8.00	290.00	2,320.00	
		Adjust to 2024 Budget	1.00	1,490.00	-1,490.00	
110474	683202	Contracted Services - Maint.	67,210.00	67,210.00	68,710.00	2.23
	0110-40-474-000-683202-	Contract Medians - Mequon Road	4.00	3,075.00	12,300.00	
		Contract Medians - Cedarburg Road	4.00	695.00	2,780.00	
		Contract Medians - Business Park	4.00	2,755.00	11,020.00	
		Rotary Park Pond WDNR Permit	1.00	225.00	225.00	
		Rotary Park Pond Treatment	1.00	1,805.00	1,805.00	
		Town Center Streetscape Maintenance	1.00	5,000.00	5,000.00	
		Contract - City Hall Parking Lot	4.00	495.00	1,980.00	
		Baseball Diamond Maint. (Reimburseable)	1.00	36,025.00	36,025.00	
		Increase in Field Maintenance Contract	1.00	3,925.00	-3,925.00	
		Adj for 202				
		2024 Road Median Maintenance Contract	1.00	1,500.00	1,500.00	
		Increase				
110474	683402	Auto Insurance	2,274.62	1,921.83	1,921.83	-15.51
	0110-40-474-000-683402-	Auto Insurance	1.00	1,921.83	1,921.83	
110474	683501	Training/Conferences	820.00	820.00	820.00	.00
	0110-40-474-000-683501-	Wisconsin Arborist Conference	1.00	95.00	95.00	
		Saw Training	5.00	145.00	725.00	

Attachment: 110474 Parks Detail (8816 : Parks)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110474	686121	Electric - Rotary Park	8,775.00	10,400.00	9,106.00	3.77
	0110-40-474-000-686121-	Yearly electric for two pavilions and gazebo	12.00	625.00	7,500.00	
		2023 & 2024 Budget Increase for Electric	1.00	1,606.00	1,606.00	
110474	686122	Electric-River Barn	1,500.00	1,500.00	1,500.00	.00
	0110-40-474-000-686122-	Electric service for pavilion	12.00	125.00	1,500.00	
110474	686123	Electric - Yankee Settler	.00	.00	.00	.00
	0110-40-474-000-686123-					
110474	686124	Electric - Lemke Park	400.00	400.00	400.00	.00
	0110-40-474-000-686124-	Annual Electric for Pavilion	1.00	400.00	400.00	
110474	686150	Electric - Batzler	1,290.00	1,290.00	1,290.00	.00
	0110-40-474-000-686150-	Annual Electric for Storage Building	1.00	1,290.00	1,290.00	
110474	686221	Gas-Rotary Park	4,675.00	4,675.00	4,823.00	3.17
	0110-40-474-000-686221-	Natural gas and propane for two pavilions	5.00	175.00	875.00	
		2023 & 2024 Budget Increase for Gas	1.00	523.00	523.00	
		Liquid Propane to Heat Reuter	1.00	3,425.00	3,425.00	
110474	686222	Gas-River Barn Park	980.00	980.00	980.00	.00
	0110-40-474-000-686222-	Gas for Sommer Pavilion	1.00	980.00	980.00	
110474	686223	Gas-Yankee Settler	.00	.00	.00	.00
	0110-40-474-000-686223-					
110474	686306	Sewer - Parks	200.00	200.00	200.00	.00
	0110-40-474-000-686306-					
110474	686406	Water - Parks	.00	.00	.00	.00
	0110-40-474-000-686406-					
110474	686550	M & R	21,580.00	21,580.00	9,480.00	-56.07
	0110-40-474-000-686550-	Repairs and replacement items for mechanical items and infrastructure	10.00	948.00	9,480.00	

Attachment: 110474 Parks Detail (8816 : Parks)

CITY ADMIN BUDGET REQUESTS

BUDGET PROJECTION 20241 2024 GENERAL AND DEBT SERVICE FUNDS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	CITY ADMIN	PERCENT CHANGE
110474	688120	Rentals	3,162.00	3,205.00	3,198.00	1.14
	0110-40-474-000-688120-					
		Portable Toilet Rentals	11.00	330.00	3,630.00	
		Machine Rentals	1.00	984.00	984.00	
		Adjust to 2024 Budget	1.00	1,416.00	-1,416.00	
		BUDGET CEILING:			629,205.10	
		TOTALS:	629,205.10	668,270.92	645,226.28	2.55

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

Attachment: 110474 Parks Detail (8816 : Parks)

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 20241 2024 GENERAL AND DEBT SERVICE FUNDS FOR PERIOD 99

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	
General Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	CITY ADMIN	COMMENT
110471	Library Services Grant								
83	PURCHASED SERVICES								
110471	683801	Supprt Ops	1,061,000.00	1,106,716.00	1,106,716.00	1,106,716.00	1,106,716.00	1,131,716.00	_____
110471	683802	LibSptCap	.00	.00	.00	.00	.00	.00	_____
	TOTAL PURCHASED SERVICES		1,061,000.00	1,106,716.00	1,106,716.00	1,106,716.00	1,106,716.00	1,131,716.00	_____
	TOTAL Library Services Grant		1,061,000.00	1,106,716.00	1,106,716.00	1,106,716.00	1,106,716.00	1,131,716.00	_____
	TOTAL General Fund		1,061,000.00	1,106,716.00	1,106,716.00	1,106,716.00	1,106,716.00	1,131,716.00	_____
	GRAND TOTAL		1,061,000.00	1,106,716.00	1,106,716.00	1,106,716.00	1,106,716.00	1,131,716.00	_____

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Attachment: 110471 Library Report (8817 : Library)