City of Mequon

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

www.ci.mequon.wi.us
Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE
Tuesday, May 11, 2021
6:45 PM
Virtual Meeting

Agenda

ELECTRONIC MEETING NOTICE: Pursuant to the current recommendation of the CDC limiting the size of public gatherings and the various federal and state orders implementing that recommendation, and to help protect the community from the Coronavirus (COVID-19) pandemic, this meeting will be held virtually through the GoToMeeting platform with each member accessing the meeting remotely. Citizens wishing to attend the meeting are encouraged to join the meeting online or by phone. Please go to https://global.gotomeeting.com/join/377401845 to join the meeting online or call into the meeting by dialing 1-866-899-4679 and enter access code 377-401-845.

WRITTEN PUBLIC COMMENTS may be made in advance of the meeting. Written comments should be directed to the Finance Department at least 2 hours prior to the meeting by email at kkrueger@ci.mequon.wi.us addressed to the intended committee. Written public comment may also be deposited in the drop box at City Hall on 11333 N. Cedarburg Road, Mequon at least 2 hours prior to the meeting. Comments received timely will be forwarded to all members of the body for their consideration.

VERBAL PUBLIC COMMENTS will be accepted only from members of the public who register in advance. Registration shall be made by sending an email to Finance Director Kaitlyn Krueger at kkrueger@ci.mequon.wi.us or by leaving a message at 262-236-2955 no later than 2 hours prior to the meeting.

1) Call to Order, Roll Call

2) Approve Meeting Minutes

   Action requested: review and approve
   a. April 13, 2021 Meeting Minutes

3) License Applications

   Action requested: review and approve
   a. May 2021 Licenses

4) Vouchers for Payment

   Action requested: review and approve
   a. April 2021 Voucher Approval List

5) Resolutions

Action requested: review and recommend approval

a. **RESOLUTION 3838** A Resolution Authorizing Execution of a Professional Services Agreement for the Completion of an Information Technology Assessment and Strategic Plan with Avèro Advisors, Maryville, Tennessee, in an Amount Not-to-Exceed $54,720
b. **RESOLUTION 3839** A Resolution Authorizing a Development Agreement with Blue Ribbon Self Storage III, LLC for a Tax Increment District (TID) No. 5 Development Incentive in the Amount of $462,000 for the Property Located at 10448 North Port Washington Road
c. **RESOLUTION 3840** A Resolution Appointing Marie A. Keyser to the Position of Acting Finance Director/City Treasurer

6) Discussion Items

Action requested: discuss and take action as needed

a. Credit Card Processing Discussion
b. Personal Property Letter to State Rep Knodl
c. 2021 Q1 YTD Budget (Unaudited)
d. 2021 YTD Investment Report as of 3/31/2021
e. Work Plan

7) Adjourn

Dated: May 11, 2021 * /s/ John Wirth, Chair*

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

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

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

City of Mequon

See Agenda Packet for
Login and Complete Packet Details
Mequon, WI 53092
Phone: 262-236-2941
Fax: 262-242-9655

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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE
Tuesday, April 13, 2021
6:45 PM
Virtual Meeting

Minutes

1) Call to Order

Present:
Alderman Glenn Bushee
Alderman Andrew Nerbun
Alderman Robert Strzelczyk
Mayor John Wirth

The meeting was called to order at 6:45 PM by Mayor John Wirth. Also present: Will Jones, City Administrator, Justin Schoenemann, Assistant City Administrator, Brian Sajdak, City Attorney, Kaitlyn Krueger, Finance Director, Marie Keyser, Assistant to the Finance Director, Patrick Pryor, Police Chief, Caroline Fochs, City Clerk, Kim Tollefson, Community Development Director, Kelly Reid, Employee of White Rabbit, Tammy Kosidowski, Owner of White Rabbit, Chris Wood and Greg Palmer, Copps Industries, James Schowalter and Steve Schowalter, Port Washington State Bank.

2) Approve Meeting Minutes

a. Finance-Personnel Committee meeting minutes of March 9, 2021

No comments or discussion from the Committee.

RESULT:	**Approved by Voice Acclamation [Unanimous]**
MOVED BY:	Alderman Bushee
SECONDED BY:	Alderman Strzelczyk
AYES:	Bushee, Nerbun, Strzelczyk

3) License Applications

a. April, 2021 Licenses

No comments or discussion from the Committee.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Strzelczyk
SECONDED BY: Alderman Nerbun

AYES:	Bushee, Nerbun, Strzelczyk

b. Hearing of Operator License Denial Appeal - Kelly Reid

City Clerk Fochs stated Ms. Kelly Reid applied for an operators license on March 29th and the application was returned to the Clerk's Department by the Police Department with the recommendation to deny the license based on previous felony charges against the applicant. Clerk Fochs swore in Ms. Reid and Chief Pryor to testify. Chief Pryor explained the review process the Detective Bureau applies to all applicants and informed the Committee of all the past and pending charges, arrests, and convictions. Ms. Reid spoke about her criminal history and said the owners of the White Rabbit know about this history. Tammy Kosidowski, owner of the White Rabbit, was sworn in to testify and explained to the Committee Ms. Reid is a hard worker, comes to work on time and deserves a second chance. .

Alderman Strzelczyk commented that he believes the rules are in place for a reason so the Committee cannot say yes to someone and no to the next person. Alderman Strzelczyk made a motion to deny the appeal and not endorse the applicant. Alderman Bushee seconded the motion.

Alderman Nerbun stated he agreed with Alderman Strzelczyk that this is a "cut and dry" decision. Alderman Nerbun also stated the Committee should maybe consider a sunset clause on this policy of ten or more years, but since Ms. Reid's history is not that old yet, so it would not apply yet. Alderman Bushee agreed with his fellow Committee members, but thanked Ms. Reid for pleading her case as he knows that is not an easy thing to do.

A roll call was taken with all three Alderman responding "aye" to the denial of the appeal.

RESULT: **Denied [Unanimous]**
MOVED BY: Alderman Strzelczyk
SECONDED BY: Alderman Bushee

AYES:	Bushee, Nerbun, Strzelczyk

4) Vouchers for Payment

a. March 2021 Voucher Approval List

No comments or discussion from the Committee.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Bushee
SECONDED BY: Alderman Strzelczyk

AYES:	Bushee, Nerbun, Strzelczyk

5) Ordinances

a. **ORDINANCE 2021-1590** An Ordinance Amending Section 14-25(6) of the Mequon Municipal Code Relating to the Sale of Intoxicating Liquor for Off-Premises Consumption

Attorney Sajdak explained this Ordinance is an update to reflect the recent change in State Statute. Mayor Wirth asked Police Chief Pryor if the Department had any concerns about this change. Pryor responded "no."

Alderman Strzelczyk asked what "tamper proof" evidence is. Attorney Sajdak summarized "something with a seal that is obvious if it is broken."

Alderman Bushee asked Chief Pryor if he foresees any issues with policing this manner. Chief Pryor answered it is a continuation of things officers already look for in terms of open intoxicants in vehicles.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Strzelczyk
SECONDED BY: Alderman Nerbun

AYES:	Bushee, Nerbun, Strzelczyk

6) Resolutions

a. **RESOLUTION 3819** A Final Resolution Regarding Industrial Development Revenue Bond Financing For Copps Industries, Inc. Project

No comments or discussion from the Committee.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Nerbun
SECONDED BY: Alderman Strzelczyk

AYES:	Bushee, Nerbun, Strzelczyk

b. **RESOLUTION 3825** A Resolution Accepting Final Dedication and Authorizing Reimbursement for Public Improvements in the Amount of $62,388, in Accordance with the Development Agreement for the Town Center Master Planned Mixed-Use Development for Foxtown Center, LLC

No comments or discussion from the Committee.

RESULT:	**Approved by Voice Acclamation [Unanimous]**
MOVED BY:	Alderman Nerbun
SECONDED BY:	Alderman Bushee
AYES:	Bushee, Nerbun, Strzelczyk

c. **RESOLUTION 3821** A Resolution Amending the Fiscal Year 2021 Compensation Plan for Non-Represented Employees to Eliminate the Police Department's Communications/Records Supervisor Position at Pay Grade 9 ($51,218 - $69,294) and Establish an Administrative Coordinator Position at Pay Grade 10 ($55,314 - $74,838)

No comments or discussion from the Committee.

RESULT:	**Approved by Voice Acclamation [Unanimous]**
MOVED BY:	Alderman Bushee
SECONDED BY:	Alderman Nerbun
AYES:	Bushee, Nerbun, Strzelczyk

d. **RESOLUTION 3822** A Resolution Authorizing Execution of the Fourteenth-Amended Agreement for Operation of the Mid-Moraine Municipal Court Through April 30, 2051

Attorney Sajdak mentioned that all members will now get a vote instead of certain members and believes this is the most fair and appropriate way to handle court operations.

RESULT:	**Approved by Voice Acclamation [Unanimous]**
MOVED BY:	Alderman Bushee
SECONDED BY:	Alderman Nerbun
AYES:	Bushee, Nerbun, Strzelczyk

e. **RESOLUTION 3823** A Resolution Approving an Agreement for Delinquent Personal Property Tax Account Collection Services with Waukesha County, Wisconsin

No comments or discussion from the Committee.

RESULT:	**Approved by Voice Acclamation [Unanimous]**
MOVED BY:	Alderman Bushee
SECONDED BY:	Alderman Nerbun
AYES:	Bushee, Nerbun, Strzelczyk

f. **RESOLUTION 3824** A Resolution Designating Port Washington State Bank as the Public Depository for the City of Mequon

No comments or discussion from the Committee.

James and Steve Schowalter from Port Washington State Bank were present and stated they are happy to be selected as the Public Depository for the City and are looking forward to a long and successful banking relationship.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Strzelczyk
SECONDED BY: Alderman Nerbun

AYES: Bushee, Nerbun, Strzelczyk

7) Information Items

a. Preliminary Budget Report as of December 31, 2020

Finance Director Krueger stated the City ended 2020 with a $68,000 surplus and the $409,000 of planned Fund Balance was not used. Finance Director also noted that $53,000 of the $409,000 planned Fund Balance use was for the Community Development Analysis that will now be spent in 2021.

No comments or discussion from the Committee.

b. April 2021 Finance and Personnel Work Plan

This item was not talked about or discussed at this meeting.

8) Adjourn

Alderman Bushee made a motion at 7:16 PM to adjourn, seconded by Alderman Strzelczyk. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant to the Finance Director

City of Mequon

11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262-242-3100
Fax: 262-242-9655

www.ci.mequon.wi.us **Office of City Clerk**

TO: **Finance-Personnel Committee**
FROM: **Caroline Fochs, City Clerk**
DATE: **May 6, 2021**
SUBJECT: **May 2021 Licenses**

Following are recommended approvals:

Renewal Class "A" Beer and "Class A" Liquor License – July 1, 2021 – June 30, 2022

Kwik Trip Inc. DBA
Kwik Trip#325
10360 N. Cedarburg Rd.
Agent: Zachary Charles Hutchins

Sybaris Clubs International Inc. DBA
Sybaris
10240 N. Cedarburg Rd.
Agent: Frederick Wahlen

Walgreens Co. DBA
Walgreens #03448
11270 N. Port Washington Rd.
Agent: Patrick T. Schad

Renewal Class "B" Beer License – July 1, 2021 – June 30, 2022
*****Contingent on passing all inspections/background checks.

Barthel's Bakery LLC
12246 N. Farmdale Rd.
Agent: Suzanne Michele Knudsen

Mark Allen Mollenhauer DBA
Leonardo's Pizza
11051 N. Port Washington Rd.
Agent: Mark Allen Mollenhauer

Renewal Class "B" Beer and "Class B" Liquor License – July 1, 2021 – June 30, 2022
*****Contingent on passing all inspections/background checks.

Zarletti Mequon LLC DBA
Zarletti Mequon
1515 W. Mequon Rd.
Agent: Brian Zarletti

Korner Q's, LLC DBA
Korner-Q's Eatery, Bar & Grill
10632 W. Freistadt Rd.
Agent: Gina A Wright

Sobelmans II LLC DBA
Sobelmans North Shore
10352 N. Port Washington Rd.
Agent: Melanie L. Sobelman

Wick/Metcalf Inc. DBA
Libby Montana's Bar & Restaurant
5616 W. Donges Bay Rd.
Agent: Elizabeth M. Wick

Homeplate Asylum LLC DBA
Homeplate Asylum
7520 W. Donges Bay Rd.
Agent: Scott Arthur Gierach

DeMarsh Brothers; Inc. DBA
Highland House
12741 N. Port Washington Rd.
Agent: Frank L. Stemper

Hong Anh Inc. DBA
Hong Anh Palace
10046 N. Port Washington Rd.
Agent: Hong T. Duong

Newcastle Senior Care LLC DBA
Newcastle Estates
1100 W. Estates Dr.
Agent: Raymond C. Martel

Newcastle Senior Care LLC DBA
Newcastle Place
12600 N. Port Washington Rd.
Agent: Raymond C. Martel

Ferrantes, Inc. DBA
Ferrantes
10404 N. Port Washington Rd.
Agent: Amy Jean Gollwitzer

Half Tree Studio LLC DBA
Board and Brush Creative Studio Mequon
6001 W. Mequon Rd.
Agent: Jodi L. Lamers

Screaming Tuna Restaurant Mequon LLC DBA
Screaming Tuna Restaurant
6300 W. Mequon Rd., Unit 102
Agent: Jeff T. Bronstad

Chancery Restaurant of Mequon, Inc. DBA
Chancery Pub & Restaurant
11046 N. Port Washington Rd.
Agent: George Norbert Flees

Family Entertainment, LLC DBA
North Shore Cinema
11700 N. Port Washington Rd.
Agent: Ryan C. Halland

North Shore Country Club
3100 W. Country Club Dr.
Agent: Cherie L. Lininger

The Landmark Inn LLC DBA
Landmark Inn
10634 W. Freistadt Rd.
Agent: Amy Kristin Block

Burger Joint LLC DBA
Crave Bar and Food
10401 N. Port Washington Rd.
Agent: Angela Pagoulatos

The Ruby Tap LLC DBA
The Ruby Tap Mequon
6000 W. Mequon Rd.
Agent: Sarah Ellen Nelson

Milwaukee B & E Partners I, LLA DBA
Milwaukee B & E Partners (Mee-Kwon Golf)
6333 W. Bonniwell Rd.
Agent: Michael J. Hammes

Renewal Class "B" Beer and "Class C" Wine License – July 1, 2021 – June 30, 2022
*****Contingent on passing all inspections/background checks.

Kaleidoscope Hospitality LLC DBA
Vietnamese Noodles
1380 W. Mequon Rd.
Agent: Kong Meng Lo

Lakeshore Baseball Holdings, LLC DBA
Lakeshore Chinooks
12800 N. Lakeshore Dr.
Agent: Zach Oscar Eisendrath

Renewal Class "B" Beer and "Class B" Reserve Liquor License – July 1, 2021 – June 30, 2022. *****Contingent on passing all inspections/background checks.

Mequon Spur 16 DBA
Spur 16
6300 W. Mequon Rd.
Agent: Cindy Shaffer

Lowlands Group LLC DBA
Café Hollander
5900 W. Mequon Rd.
Agent: Eric Wagner

Renewal "Class C" Wine Liquor License – July 1, 2021 – June 30, 2022
***Contingent on passing all inspections/background checks.**

Foxtown-GBC, Inc. DBA
Foxtown Brewery
6411 W. Mequon Rd.
Agent: Kyle Joseph Smith

Renewal Vending Distributor License – July 1, 2021 – June 30, 2022

Red's Novelty Ltd.
1921 S. 74th St.
West Allis, WI 53219
Owner: Jay Gerald Jacomet
Location of Machines: Ferrante's, River Club of Mequon and Crave Bar and Grill

Lake States Vending, Inc.
N173 W21298 Northwest Passage
Jackson, WI 53037
Owner: Chad R. Goeman
Location of Machines: Sobelman's North Shore

Mitchell Novelty Co.
3506 W. National Ave.
Milwaukee, WI 53215
Owner: Ralph A. Fleege
Location of Machines: Libby Montana's Bar & Restaurant, Landmark Inn

New Peddler's, Canvasser's, Solicitor's or Transient Merchant's License-May 13, 2021-August 13, 2021

Aptive Environmental
17919 W. Lincoln Ave.
New Berlin, WI 53146
Request door-to-door soliciting of pest control services.

Applicant Names-Aptive Environmental
Brandon Bailey
Brandon Rodgers
Madison Whitney
Siera Rasmussen
McKoy Elden Allred
Austin Manwill
Taylor Davison
Kassidy Davison
Tyler Gunderson
Skyler Rasmussen
Jacob Itizarry

Following are recommended denials:

None.

City of Mequon

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Department of Finance-Personnel Committee

TO: **Finance-Personnel Committee**

FROM: **MARIE KEYSER, ASSISTANT TO THE FINANCE DIRECTOR**

DATE: **May 11, 2021**

SUBJECT: **April 2021 Voucher Approval List**

Attachments:
April 2021 AP Vendor Listing by Fund (PDF)
April 2021 AP Vendor Listing by Dept (PDF)

City of Mequon
11333 N. Cedarburg Rd.
Mequon, WI 53092
Phone 262-242-3100
Fax 262-242-9655

THE FOLLOWING VOUCHERS PAYABLE:

GENERAL FUND	255,687.20
SPECIAL REVENUE FUND	0.00
PARKS & OPEN SPACE	0.00
REVOLVING LOAN FUND	0.00
DEBT SERVICE FUND	0.00
DEBT SERVICE TIF 2 FUND	0.00
DEBT SERVICE TIF 3 FUND	0.00
CAPITAL PROJECT FUND	222,272.04
SEWER UT FUND	53,802.78
WATER UT FUND	145,454.47
TAX FIDUCIARY FUND	147.84
TOTAL	677,364.33

IN THE AMOUNT OF $ 677,364.33 IS HEREBY CERTIFIED AS CORRECT
AND PROPERLY CHARGEABLE TO ACCOUNTS WITH FUNDS AVAILABLE THEREIN. 5/4/2021

WILLIAM JONES
CITY ADMINISTRATOR

City of Mequon A/P Vendor Listing by Department for April 2021

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
	10610	L A W HEALTH BENEFIT TRUST	61495	LAW HEALTH BEN 4/16/21 P/R	20.00	04/16/2021	42778	0110	110000	224170
	10702	MEQUON FIRE & EMS ASSOCIATION	61320	UNION DUES 4/2/21	800.00	04/02/2021	1001579	0110	110000	224160
	10707	MEQUON POLICE ASSOCIATION	61315	UNION DUES 4/2/21 P/R	2,220.00	04/02/2021	1001580	0110	110000	224160
	10810	NORTH SHORE BANK FSB	61316	DEF COMP 4/02/21 P/R	575.00	04/02/2021	1001581	0110	110000	224101
	10810	NORTH SHORE BANK FSB	61316	DEF COMP 4/02/21 P/R	60.00	04/02/2021	1001581	0610	610000	224101
	10810	NORTH SHORE BANK FSB	61496	DEF COMP 4/16/21 P/R	575.00	04/16/2021	1001599	0110	110000	224101
	10810	NORTH SHORE BANK FSB	61496	DEF COMP 4/16/21 P/R	60.00	04/16/2021	1001599	0610	610000	224101
	10810	NORTH SHORE BANK FSB	61676	DEF COMP 4/30/21 P/R	575.00	04/30/2021	1001613	0110	110000	224101
	10810	NORTH SHORE BANK FSB	61676	DEF COMP 4/30/21 P/R	60.00	04/30/2021	1001613	0610	610000	224101
	11331	WIS SUPPORT COLLECTIONS TRUST	61317	SUPPORT ID 5956557 7532298 7844778 7657807 4/02 PR	1,240.09	04/02/2021	42695	0110	110000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	61317	SUPPORT ID 5956557 7532298 7844778 7657807 4/02 PR	111.46	04/02/2021	42695	0610	610000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	61317	SUPPORT ID 5956557 7532298 7844778 7657807 4/02 PR	111.46	04/02/2021	42695	0620	620000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	61497	SUPPORT ID 5956557 7532298 7844747 7657807 4/16/21	1,240.09	04/16/2021	42891	0110	110000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	61497	SUPPORT ID 5956557 7532298 7844747 7657807 4/16/21	111.46	04/16/2021	42891	0610	610000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	61497	SUPPORT ID 5956557 7532298 7844747 7657807 4/16/21	111.46	04/16/2021	42891	0620	620000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	61677	SUPPORT ID 5956557 7532298 7844778 7657807 3/30 PR	1,240.09	04/30/2021	42965	0110	110000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	61677	SUPPORT ID 5956557 7532298 7844778 7657807 3/30 PR	111.46	04/30/2021	42965	0610	610000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	61677	SUPPORT ID 5956557 7532298 7844778 7657807 3/30 PR	111.46	04/30/2021	42965	0620	620000	224150
				Department Total	9,334.03					
COMMON COU	10555	LEONARD MCCAW	61639	RECORD PUBLIC MEETING C/C 4/13/21	250.00	04/16/2021	1001594	0110	110101	683211
	10555	LEONARD MCCAW	61760	RECORD PUBLIC MEETING 4/20/21 ORG MTG	250.00	04/30/2021	1001609	0110	110101	683211
				Department Total	500.00					
CITY CLERK	10230	CONLEY PUBLISHING GROUP LTD	61502	PUBLICATION 2/28/21-4/3/21	251.30	04/16/2021	42731	0110	110112	680502
	10230	CONLEY PUBLISHING GROUP LTD	61651	PUBLICATION 2/28/21-4/3/21	81.10	04/16/2021	42731	0110	110112	680502

Attachment: April 2021 AP Vendor Listing by Dept (6224 : April 2021 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for April 2021

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
CITY CLERK	10780	MUNICIPAL CODE CORP	61501	SUPPLEMENT 47	793.07	04/16/2021	42701	0110	110112	683201
	10834	OFFICE DEPOT *	61662	NOTE PADS, POSTITS, COLORED PAPER	51.49	04/30/2021	42945	0110	110112	680101
	10894	PITNEY BOWES 371887	61214	QUART LEASE 01/18/21-04/17/21	967.65	04/02/2021	42673	0110	110112	680401
	12532	GRANICUS, LLC	61498	FEB 2021 SUBSCRIPTION	1,228.50	04/16/2021	1001592	0110	110112	683201
	12532	GRANICUS, LLC	61499	MAR 2021 SUBSCRIPTION	1,228.50	04/16/2021	1001592	0110	110112	683201
	12532	GRANICUS, LLC	61500	APRIL 2021 SUBSCRIPTION	1,228.50	04/16/2021	1001592	0110	110112	683201
				Department Total	5,830.11					
INFO SERVI	10555	LEONARD MCCAW	61343	IT ADVOCATE 2021 3/13-3/26/21	2,596.16	04/02/2021	1001578	0110	110117	683201
	10555	LEONARD MCCAW	61640	IT ADVOCATE 2021 ANNUAL CONTRACT 3/27-4/9/21	3,429.41	04/16/2021	1001594	0110	110117	683201
	10555	LEONARD MCCAW	61761	IT ADVOCATE 2021 ANNUAL CONTRAT	2,596.16	04/30/2021	1001609	0110	110117	683201
	12301	INTEGRATED SYSTEMS CORPORATION	61642	REMOTE BACKUP SERVICE CONTRACT	750.00	04/16/2021	42766	0110	110117	683202
	12301	INTEGRATED SYSTEMS CORPORATION	61643	INTERNET SERVICE SUBSCRIPTION	200.00	04/16/2021	42766	0110	110117	683202
	12448	THE OFFICE TECHNOLOGY GROUP	61641	OTG Management IT Services	3,550.00	04/21/2021	42909	0110	110117	683201
	12448	THE OFFICE TECHNOLOGY GROUP	61641	OTG Management IT Services	2,826.25	04/21/2021	42909	0110	110117	683202
	12589	MARCO HOLDINGS, LLC	61757	Marcos Programming/Support Fee PHONE SYSTEM UPDATE	667.50	04/30/2021	42935	0110	110117	683202
	12589	MARCO HOLDINGS, LLC	61759	Marcos Programming/Support Fee VOICEMAIL SERVER	768.75	04/30/2021	42935	0110	110117	683202
	12616	MIDWEST FIBER NETWORKS LLC	61240	Midwest Fiber Leased Network 4/1-4/30/21	150.48	04/16/2021	1001598	0110	110117	683202
	12616	MIDWEST FIBER NETWORKS LLC	61241	Midwest Fiber Leased Fiber Net 4/1-4/30/21	1,122.44	04/16/2021	1001598	0110	110117	683202
	12651	AMAZON CAPITAL SERVICES, INC	61174	Equipment/small tools	358.23	04/02/2021	1001570	0110	110117	680401
				Department Total	19,015.38					
FINANCE	10096	BAKER TILLY VIRCHOW KRAUSE,LLP	61386	AUDIT SERVICES & GASB	7,750.00	04/16/2021	1001587	0110	110118	683201
	12882	AURORA MEDICAL GROUP INC	61711	PRE EMPLOYMENT PHYSICALS & DRUG SCREEN	245.00	04/30/2021	42916	0110	110120	683201
				Department Total	7,995.00					

Attachment: April 2021 AP Vendor Listing by Dept (6224 : April 2021 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for April 2021

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
ASSESSOR	10463	GROTA APPRAISALS LLC	61381	ANNUAL ASSESSMENT & REVALUATION APRIL	19,815.00	04/16/2021	1001593	0110	110119	683201
	12392	AMERICAN BUSINESS TECHNOLOGIES, INC	61654	REVAL/MISC MAILINGS	333.90	04/21/2021	42897	0110	110119	680505
				Department Total	20,148.90					
HR	10226	CONCENTRA MEDICAL CENTERS	61503	Pre-Employment Testing	278.50	04/16/2021	42730	0110	110120	683201
	10226	CONCENTRA MEDICAL CENTERS	61504	Pre-Employment Testing	108.50	04/16/2021	42730	0110	110120	683201
	10292	DIVERSIFIED BENEFIT SERVICES INC	61341	Flexible Spending (FSA) Service MARCH	329.55	04/02/2021	42638	0110	110120	683201
	10292	DIVERSIFIED BENEFIT SERVICES INC	61754	Flexible Spending (FSA) APRIL	331.08	04/30/2021	42925	0110	110120	683201
	11830	ORGANIZATION DEVELOPMENT	61507	Pre-employment Psychological Assessment March	3,425.00	04/16/2021	42815	0110	110120	683201
	11830	ORGANIZATION DEVELOPMENT	61725	Pre-employment Psychological ASSESSMENT	1,470.00	04/30/2021	42944	0110	110120	683201
				Department Total	5,942.63					
LEGAL COUN	12754	VON BRIESEN & ROPER, S.C.	61342	Legal Fees 2/1-2/24/21	1,298.00	04/02/2021	42691	0110	110124	683312
				Department Total	1,298.00					
POLICE	10182	CDW GOVERNMENT INC	61252	ANNUAL ACROBAT LICENSING RENEWAL	549.75	04/02/2021	1001572	0110	110235	683201
	10313	VETCOR OF EAST TOWNE LLC	61355	K9 VETERINARY CARE	21.00	04/02/2021	42640	0110	110235	683702
	10408	GALLS LLC	61519	UNIFORMS - UNIFORM SUPPLIES	113.16	04/16/2021	42755	0110	110235	675101
	10417	GENERAL COMMUNICATIONS INC	61351	RADIO CHANGEOVER FOR POLICE VE	471.50	04/16/2021	1001591	0410	410791	730012
	10417	GENERAL COMMUNICATIONS INC	61650	Radio Maintenance and Equipment	480.00	04/30/2021	1001607	0110	110235	686550
	10589	KEIL ENTERPRISES	61772	LAW ENFORCEMENT PERSONNEL TRAINING	498.00	04/30/2021	42934	0110	110235	683501
	10639	SCHOESSOW, CARY A.	61250	SQUAD LETTERING & GRAPHICS APP	520.00	04/16/2021	42864	0410	410786	725014
	10695	NELL ENTERPRISES, LLC	61192	MISC HARDWARE SUPPLIES	23.35	04/02/2021	42662	0110	110235	680301
	10850	OZAUKEE COUNTY CLERK OF CIRCUIT COURT	61239	BOND DAVID GERTZ 21 6704	350.00	04/02/2021	42669	0110	110000	224205
	10866	WISCONSIN HUMANE SOCIETY	61248	STRAY ANIMAL SERVICES	15.00	04/02/2021	42692	0110	110235	683201
	10866	WISCONSIN HUMANE SOCIETY	61668	STRAY ANIMAL SERVICES	20.00	04/30/2021	42961	0110	110235	683201
	10931	PROSHRED SECURITY	61544	SHREDDING SERVICES	49.52	04/16/2021	42857	0110	110235	683201

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
POLICE	11056	SIRCHIE FINGER PRINT LAB INC	61515	FORENSICS SUPPLIES	63.00	04/16/2021	42865	0110	110235	680301
	11094	LAWRENCE F FILO	61348	K9 KENNEL SERVICES	90.00	04/02/2021	42682	0410	410791	730012
	11137	THOMSON REUTERS - WEST	61513	CLEAR INVESTIGATIVES SERVICES	144.62	04/16/2021	42880	0110	110235	683201
	11153	TRANS UNION LLC	61514	CREDIT HISTORIES	85.00	04/16/2021	42881	0110	110235	683201
	11211	VERIZON WIRELESS SERVICES LLC	61522	CELL PHONE SERVICES	471.63	04/16/2021	42883	0110	110235	680504
	11236	WAUKESHA COUNTY TECHNICAL COLLEGE	61518	LAW ENFORCEMENT PERSONNEL TRAI	1,687.84	04/16/2021	42888	0110	110235	683501
	11295	WIS DEPT OF JUSTICE 2718	61520	WI DOJ RECORDS CHECKS	210.00	04/16/2021	42890	0110	110235	683201
	11295	WIS DEPT OF JUSTICE 2718	61671	WI DOJ TIME SYSTEM ACCESS	664.50	04/30/2021	42963	0110	110235	683201
	11699	OFFICE 8	61249	MISC OFFICE SUPPLIES	315.89	04/16/2021	42816	0110	110237	680101
	11778	AXON ENTERPRISE INC	61649	Taser Components	773.84	04/16/2021	42713	0110	110235	680301
	12450	SUMMIT COMMERCIAL FITNESS, INC	61674	PD PERSONNEL EXERCISE EQUIPMEN	158.99	04/30/2021	42955	0110	110235	675301
	12466	LANGUAGE LINE SERVICES INC	61547	LANGUAGE INTERPRETER SERVICES	27.58	04/16/2021	42779	0110	110235	683702
	12651	AMAZON CAPITAL SERVICES, INC	61233	OFFICE, WORK, &/OR M&R SUPPLIE	104.44	04/02/2021	1001570	0110	110235	680101
	12651	AMAZON CAPITAL SERVICES, INC	61253	OFFICE, WORK, &/OR M&R SUPPLIES	227.55	04/02/2021	1001570	0110	110235	675101
	12651	AMAZON CAPITAL SERVICES, INC	61353	OFFICE, WORK, &/OR M&R SUPPLIE	9.98	04/02/2021	1001570	0110	110235	680101
	12651	AMAZON CAPITAL SERVICES, INC	61362	Squad Set Up / Body Cameras	30.79	04/02/2021	1001570	0410	410791	730012
	12651	AMAZON CAPITAL SERVICES, INC	61363	Squad Set Up / Body Cameras	29.85	04/02/2021	1001570	0410	410791	730012
	12651	AMAZON CAPITAL SERVICES, INC	61364	Squad Set Up / Body Cameras	174.95	04/02/2021	1001570	0410	410791	730012
	12651	AMAZON CAPITAL SERVICES, INC	61365	Squad Set Up / Body Cameras	89.95	04/02/2021	1001570	0410	410791	730012
	12651	AMAZON CAPITAL SERVICES, INC	61368	Squad Set Up / Body Cameras	21.98	04/02/2021	1001570	0410	410791	730012
	12651	AMAZON CAPITAL SERVICES, INC	61369	Squad Set Up / Body Cameras	6.04	04/02/2021	1001570	0410	410791	730012
	12651	AMAZON CAPITAL SERVICES, INC	61370	Squad Set Up / Body Cameras	419.17	04/02/2021	1001570	0410	410791	730012
	12651	AMAZON CAPITAL SERVICES, INC	61371	Squad Set Up / Body Cameras	37.99	04/02/2021	1001570	0410	410791	730012

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
POLICE	12651	AMAZON CAPITAL SERVICES, INC	61372	Squad Set Up / Body Cameras	118.99	04/02/2021	1001570	0410	410791	730012
	12651	AMAZON CAPITAL SERVICES, INC	61516	OFFICE, WORK, &/OR M&R SUPPLIE	13.50	04/16/2021	1001586	0110	110235	686550
	12651	AMAZON CAPITAL SERVICES, INC	61517	OFFICE, WORK, &/OR M&R SUPPLIE	16.99	04/21/2021	1001603	0110	110235	680301
	12651	AMAZON CAPITAL SERVICES, INC	61667	OFFICE, WORK, &/OR M&R SUPPLIE	314.41	04/30/2021	1001605	0110	110235	680101
	12651	AMAZON CAPITAL SERVICES, INC	61670	OFFICE, WORK, &/OR M&R SUPPLIE	26.95	04/30/2021	1001605	0110	110235	680101
	12694	AT&T MOBILITY LLC	61675	CELL PHONE SERVICES 2/24-3/23	722.17	04/30/2021	42915	0110	110235	680504
	12698	BELCO VEHICLE SOLUTIONS LLC	61247	SQUAD CAMERA & EQUIPMENT INSTALLATION	5,700.00	04/02/2021	42634	0410	410791	730013
	12855	WATCHGUARD VIDEO INC	61645	POLICE SQUAD & BODY CAMERAS RE	972.00	04/16/2021	42887	0410	410791	730012
				Department Total	16,841.87					
FIRE / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	61306	MEDICAL SUPPLIES	866.65	04/02/2021	42642	0110	110236	680301
	10336	EMERGENCY MEDICAL PRODUCTS INC	61312	MEDICAL SUPPLIES	111.49	04/02/2021	42642	0110	110236	680301
	10336	EMERGENCY MEDICAL PRODUCTS INC	61313	MEDICAL SUPPLIES	465.46	04/02/2021	42642	0110	110236	680301
	10336	EMERGENCY MEDICAL PRODUCTS INC	61461	MEDICAL SUPPLIES	9.90	04/16/2021	42746	0110	110236	680301
	10336	EMERGENCY MEDICAL PRODUCTS INC	61462	MEDICAL SUPPLIES	467.98	04/16/2021	42746	0110	110236	680301
	10336	EMERGENCY MEDICAL PRODUCTS INC	61701	MEDICAL SUPPLIES	147.20	04/30/2021	42927	0110	110236	680301
	10336	EMERGENCY MEDICAL PRODUCTS INC	61702	MEDICAL SUPPLIES	784.73	04/30/2021	42927	0110	110236	680301
	10336	EMERGENCY MEDICAL PRODUCTS INC	61703	MEDICAL SUPPLIES	514.76	04/30/2021	42927	0110	110236	680301
	10383	5 ALARM FIRE AND SAFETY EQUIPMENT LLC	61458	FIRE EQUIP SCBAS HOSE & LABOR	67.50	04/16/2021	42754	0110	110236	680301
	10383	5 ALARM FIRE AND SAFETY EQUIPMENT LLC	61460	FIRE EQUIP SCBA REPAIR & MSA G1 REG HOSE	547.98	04/16/2021	42754	0110	110236	680301
	10408	GALLS LLC	61508	FIRE DEPT UNIFORMS SCHNEIDER	457.04	04/16/2021	42755	0110	110236	675101
	10408	GALLS LLC	61694	FIRE DEPT UNIFORM PANTS	59.99	04/30/2021	42930	0110	110236	675101
	10408	GALLS LLC	61695	FIRE DEPT UNIFORM LONG SLEEVE SHIRT	140.25	04/30/2021	42930	0110	110236	675101
	10408	GALLS LLC	61696	FIRE DEPT UNIFORM SHIRT & PANTS	289.59	04/30/2021	42930	0110	110236	675101
	10408	GALLS LLC	61697	FIRE DEPT UNIFORM BELT	27.20	04/30/2021	42930	0110	110236	675101

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
FIRE / EMS	10408	GALLS LLC	61698	FIRE DEPT UNIFORM BELT	27.20	04/30/2021	42930	0110	110236	675101
	10563	JEFFERSON FIRE & SAFETY INC	61361	LIFE LINE FLOOR MOUNT	583.33	04/02/2021	42653	0110	110236	680401
	10639	SCHOESSOW, CARY A.	61360	VINYL LETTERING 1ST RESPONDER	18.00	04/02/2021	42677	0110	110236	686550
	10691	MENARDS	61308	WORK SUPPLIES FRLESS MIRROR DELUX	71.99	04/02/2021	42661	0110	110236	680301
	10695	NELL ENTERPRISES, LLC	61692	M&R SUPPLIES	4.47	04/30/2021	42936	0110	110236	686550
	10695	NELL ENTERPRISES, LLC	61693	KEY & HOLDER	3.22	04/30/2021	42936	0110	110236	686550
	10699	MEQUON COPY MASTER	61303	COPY SERVICES	188.77	04/02/2021	42663	0110	110236	680101
	10736	MILW AREA TECHNICAL COLLEGE	61307	TRAINING 11/1-3/23/21 C WARDENBURG	347.25	04/16/2021	42802	0110	110236	683501
	10736	MILW AREA TECHNICAL COLLEGE	61652	TRAINING FIRE FIGHTER 1 EXAM FEE & MATERIALS	239.70	04/16/2021	42802	0110	110236	683501
	10876	PAUL CONWAY SHIELDS, INC	61384	TURNOUT GEAR	20,902.70	04/16/2021	42820	0110	110236	675101
	10968	RELIANT FIRE APPARATUS INC	61383	FROZEN PUMP/VALVES REPAIR	7,520.30	04/16/2021	42859	0110	110236	686550
	11045	SHERWIN WILLIAMS	61359	PAINT LADIES BATHROOM	90.64	04/02/2021	42678	0110	110236	686550
	11103	STRYKER SALES CORP	61506	MAINTENANCE AGREEMENT - SERVICE PLAN	5,091.60	04/16/2021	42876	0110	110236	683201
	11172	UNDERWATER CONNECTION, THE	61311	SCBA REPAIRS	794.20	04/02/2021	42688	0110	110236	686550
	11211	VERIZON WIRELESS SERVICES LLC	61314	CELL DATA FEB 14 -MAR 13 2021	60.22	04/02/2021	42689	0110	110236	680504
	11211	VERIZON WIRELESS SERVICES LLC	61346	CELL DATA MARCH	290.02	04/02/2021	42690	0110	110236	680504
	11211	VERIZON WIRELESS SERVICES LLC	61706	CELL DATA	320.08	04/30/2021	42960	0110	110236	680504
	11211	VERIZON WIRELESS SERVICES LLC	61707	CELL DATA	30.08	04/30/2021	42959	0110	110236	680504
	11832	IMAGE TREND INC	61310	CAD ANNUAL FEE INTEGRATION SUPPORT	2,318.54	04/02/2021	1001577	0110	110236	683201
	11930	AURORA MEDICAL CENTER GRAFTON LLC	61305	PHARMACY MEDS 3/3/21	663.11	04/02/2021	42633	0110	110236	680301
	12333	LUBE-TECH & PARTNERS LLC	61309	CAR WASH SOAP	436.25	04/02/2021	42659	0110	110236	680301
	12336	AIRGAS USA, LLC	61304	OXYGEN	368.01	04/02/2021	42632	0110	110236	680301
	12336	AIRGAS USA, LLC	61630	OXYGEN	308.30	04/16/2021	42705	0110	110236	680301

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
FIRE / EMS	12336	AIRGAS USA, LLC	61699	OXYGEN	389.18	04/30/2021	42914	0110	110236	680301
	12531	AIR ONE EQUIPMENT INC	61215	FIRE EQUIPMENT	431.00	04/02/2021	42631	0110	110236	680401
	12531	AIR ONE EQUIPMENT INC	61334	CROYDON KEVLAR/LINED RUBBER FIRE BOOTS	150.00	04/16/2021	42704	0110	110236	680401
	12531	AIR ONE EQUIPMENT INC	61635	SUPER VAC W/BATTERY FAN	4,395.00	04/16/2021	42704	0410	410791	730012
	12531	AIR ONE EQUIPMENT INC	61653	FIRE EQUIPMENT BOOTS	347.00	04/30/2021	42913	0110	110236	680401
	12628	WILLIAM R EMERY	61419	SUBSCRIPTION SERVICE	99.00	04/16/2021	42770	0110	110236	683201
	12651	AMAZON CAPITAL SERVICES, INC	61339	WORK SUPPLIES UPGRADE ANDROID TV BOX	79.98	04/02/2021	1001570	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	61340	WORK SUPPLIES TURN LOCK DEVICE PLUG	26.76	04/02/2021	1001570	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	61374	4 WEAVER LEATHER LIVESTOCK FOAMER	115.96	04/16/2021	1001586	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	61375	IRWIN BOLT EXTRACTOR SET	77.58	04/16/2021	1001586	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	61377	MEIVEI FLOOR SCRUB BRUSH 7 ADJ HANDLE	39.98	04/16/2021	1001586	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	61457	WORK SUPPLIES FLOOR SQUEEGEE KIT	58.50	04/16/2021	1001586	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	61632	3.6 VOLT LI LITHIUM BATTERY CELL	10.20	04/30/2021	1001605	0110	110236	680301
	12694	AT&T MOBILITY LLC	61459	CELL DATA MARCH	71.89	04/16/2021	42711	0110	110236	680504
	12768	BONUS INC	61464	WORK SUPPLIES	11.18	04/16/2021	42720	0110	110236	680301
				Department Total	51,938.91					
COMMUNICAT	12651	AMAZON CAPITAL SERVICES, INC	61251	MISC OFFICE SUPPLIES & M&R	42.73	04/02/2021	1001570	0110	110237	680101
				Department Total	42.73					
INSPECTION	10902	PLUMBING INSPECTORS SOCIETY	61417	MIKE & MARTY - PLUMBING CONT EDU	100.00	04/16/2021	42854	0110	110244	683501
				Department Total	100.00					
BLDG MAINT	10022	AHERN CO, J F	61293	PREVENTATIVE MAINTENANCE HVAC-MARCH	2,861.00	04/02/2021	42630	0110	110326	683201
	10022	AHERN CO, J F	61302	HVAC SERVICE - SAFETY BLDG	769.00	04/02/2021	42630	0110	110326	686502
	10022	AHERN CO, J F	61487	SEWER SHOP VENTILATION IMPROVE	25,849.00	04/16/2021	42702	0410	410795	730016
	10022	AHERN CO, J F	61489	REPAIR BLOWER IN PD CONF ROOM	531.00	04/16/2021	42702	0110	110326	686502

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BLDG MAINT	10022	AHERN CO, J F	61490	HVAC SERVICE - SAFETY BLDG	412.00	04/16/2021	42702	0110	110326	686502
	10022	AHERN CO, J F	61616	REPAIR AIR HANDLER PANEL-CITY	144.25	04/16/2021	42702	0110	110326	686501
	10022	AHERN CO, J F	61753	HVAC CONTRACT-APRIL	2,861.00	04/30/2021	42912	0110	110326	683201
	10045	AMERICAN INDUSTRIAL ALSCO	61480	MOP CONTRACT-MARCH	118.75	04/16/2021	42706	0110	110326	683201
	10064	ARO LOCK AND DOOR CO INC	61456	NEW DOOR STRIKE RATE-CITY HALL	12.00	04/16/2021	42708	0110	110326	680302
	10064	ARO LOCK AND DOOR CO INC	61465	REPAIR OF DOOR- ADA DOOR AT CITY HALL	125.00	04/16/2021	42708	0110	110326	680302
	10073	AT&T CORP	61410	TELEPHONE SERVICES-CITY HALL-MAR	164.42	04/16/2021	42709	0110	110326	680504
	10074	AT & T CORP	61491	ALARM CIRCUITS-MAR	84.30	04/16/2021	42710	0110	110326	683201
	10115	BELL TAPE INC	61184	JANITORIAL SUPPLIES - CITY BLD	1,625.32	04/02/2021	1001571	0110	110326	680201
	10137	BOEHLKE BOTTLED GAS CORP	61617	REPLACE FLUSH VALVE-RESTROOM @	245.00	04/16/2021	42719	0110	110326	686502
	10144	BRAUN THYSSENKRUPP ELEVATOR	61479	ELEVATOR CONTRACT-2ND QUARTER	554.82	04/16/2021	42723	0110	110326	683201
	10204	CINTAS	61275	FIRE PROTECTION SERVICES-PD	209.23	04/02/2021	42637	0110	110326	683201
	10204	CINTAS	61756	FIRE EXTINGUISHER SERVICE AT FS2	121.72	04/30/2021	42922	0110	110326	683201
	10428	GILLITZER ELEC CO LTD, FRANK	61299	REPAIR POWER CORD DROP IN STA 1 GARAGE	254.60	04/02/2021	1001576	0110	110326	686502
	10715	MEQUON VACUUM CENTER LLC	61300	VACUUM FILTERS	9.90	04/02/2021	42665	0110	110326	680201
	10824	NORTHSTAR PRINTING & GRAPHICS	61618	BUSINESS CARDS-AMY	24.94	04/16/2021	42814	0110	110326	680302
	10824	NORTHSTAR PRINTING & GRAPHICS	61618	BUSINESS CARDS-AMY	-1.31	04/16/2021	42814	0110	110326	680302
	10824	NORTHSTAR PRINTING & GRAPHICS	61618	BUSINESS CARDS-AMY	1.31	04/16/2021	42814	0110	110326	680302
	10886	PEST ARREST EXTERMINATING	61409	PEST CONTROL CONTRACT-MARCH	115.00	04/16/2021	42852	0110	110326	683201
	11177	UNITED DISPOSAL SERVICES LLC	61762	DUMPSTER FEES	235.00	04/30/2021	42958	0110	110326	683201
	11177	UNITED DISPOSAL SERVICES LLC	61762	DUMPSTER FEES	235.00	04/30/2021	42958	0610	610669	683201
	12124	PACKERLAND RENT-A-MAT, INC.	61481	MAT CONTRACT-APRIL	244.91	04/16/2021	42817	0110	110326	683201
	12127	DOOR MASTER GARAGE DOOR CO, LLC.	61331	REPAIR OVERHEAD DOOR @ STATION 1	395.00	04/02/2021	42639	0110	110326	686502

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
BLDG MAINT	12127	DOOR MASTER GARAGE DOOR CO, LLC.	61389	REPAIR & ADJUST DPW OVERHEAD DOORS	1,256.00	04/16/2021	42742	0110	110326	686503
	12153	NOFFKE ROOFING CO. LLC	61358	REPAIR ROOF LEAKS-CITY HALL	463.50	04/16/2021	42811	0110	110326	686501
	12524	ELLEN J SETZER	61295	REPAIR PRESSURE WASHER AT DPW	804.52	04/02/2021	42698	0110	110326	686503
	12692	STAR CRANE & HOIST SERVICE - WISCONSIN, INC	61321	ANNUAL CRANE INSPECTION @ DPW	225.00	04/16/2021	42873	0110	110326	683201
	12695	WITTENBERG FLOOR COVERING INC	61612	FD STATION 1 - FLOORING	1,078.32	04/16/2021	42892	0110	110326	686502
				Department Total	42,029.50					
FLEET SRVS	10102	BAUM HYDRAULICS CORPORATION	61723	HYD FITTINGS-GRINDER WHEELS	67.28	04/30/2021	42918	0110	110355	680301
	10137	BOEHLKE BOTTLED GAS CORP	61400	PAINT & LP TANK	7.58	04/16/2021	42718	0110	110355	680301
	10137	BOEHLKE BOTTLED GAS CORP	61736	FITTINGS FOR 961	10.58	04/30/2021	42919	0110	110355	680301
	10137	BOEHLKE BOTTLED GAS CORP	61737	PIN FOR BEFCO MOWER	9.49	04/30/2021	42919	0110	110355	680301
	10321	EGELHOFF LAWN MOWER SERVICE INC	61401	CHAIN SAW PARTS	51.60	04/16/2021	42744	0110	110355	680301
	10321	EGELHOFF LAWN MOWER SERVICE INC	61741	CHAIN SAW REPAIR	186.40	04/30/2021	42926	0110	110355	686550
	10321	EGELHOFF LAWN MOWER SERVICE INC	61755	TIRE FOR BEFCO	104.95	04/30/2021	42926	0110	110355	680301
	10360	JFTCO, INC	61285	HYD HOSES	321.75	04/02/2021	42644	0110	110355	680301
	10360	JFTCO, INC	61411	FILTERS FOR 336	219.14	04/16/2021	42751	0110	110355	680301
	10362	ELLIOT AUTO SUPPLY CO INC	61287	BATT FOR SQUAD 18	114.98	04/02/2021	42645	0110	110355	680301
	10362	ELLIOT AUTO SUPPLY CO INC	61402	BATT. FOR 339	84.91	04/16/2021	42752	0110	110355	680301
	10362	ELLIOT AUTO SUPPLY CO INC	61403	DEF FLUID	111.12	04/16/2021	42752	0110	110355	680301
	10362	ELLIOT AUTO SUPPLY CO INC	61404	BATTERIES FOR SQUAD 11	295.36	04/16/2021	42752	0110	110355	680301
	10362	ELLIOT AUTO SUPPLY CO INC	61749	TIRE REPAIR SUPPLIES	73.25	04/30/2021	42928	0110	110355	680301
	10362	ELLIOT AUTO SUPPLY CO INC	61773	BATTERY CORE	-15.00	04/30/2021	42928	0110	110355	680301
	10364	FALLS AUTO PARTS AND SUPPLIES INC	61271	TUBING FOR 604	7.08	04/02/2021	42646	0110	110355	680301
	10364	FALLS AUTO PARTS AND SUPPLIES INC	61272	OIL FILTERS	7.74	04/02/2021	42646	0110	110355	680301
	10364	FALLS AUTO PARTS AND SUPPLIES INC	61415	FUSES FOR 407	45.35	04/30/2021	42929	0110	110355	680301

City of Mequon A/P Vendor Listing by Department for April 2021

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
FLEET SRVS	10364	FALLS AUTO PARTS AND SUPPLIES INC	61718	AIR FILTER FOR 325	52.49	04/30/2021	42929	0110	110355	680301
	10364	FALLS AUTO PARTS AND SUPPLIES INC	61727	CABLE CONNECTORS	13.88	04/30/2021	42929	0110	110355	680301
	10364	FALLS AUTO PARTS AND SUPPLIES INC	61728	CABLE CONNECTORS	13.88	04/30/2021	42929	0110	110355	680301
	10364	FALLS AUTO PARTS AND SUPPLIES INC	61730	FILTER FOR 325	30.87	04/30/2021	42929	0110	110355	680301
	10368	FASTENAL COMPANY	61254	DRILL BITS	74.65	04/02/2021	42647	0110	110355	680301
	10368	FASTENAL COMPANY	61288	NUTS & BOLTS	15.83	04/02/2021	42647	0110	110355	680301
	10368	FASTENAL COMPANY	61619	NUTS & BOLTS	14.05	04/16/2021	42753	0110	110355	680301
	10417	GENERAL COMMUNICATIONS INC	61399	BATTETY FOR HAND HELD RADIO	65.00	04/16/2021	1001591	0110	110355	680301
	10516	HUMPHREY SERVICE PARTS INC	61290	OIL FILTERS	55.08	04/02/2021	42650	0110	110355	680301
	10516	HUMPHREY SERVICE PARTS INC	61291	OIL FILTERS	16.24	04/02/2021	42650	0110	110355	680301
	10516	HUMPHREY SERVICE PARTS INC	61719	FILTERS	142.80	04/30/2021	42933	0110	110355	680301
	10579	K & M PRODUCTS & SERVICES INC	61259	SPRAY PAINT	135.00	04/02/2021	42655	0110	110355	680301
	10579	K & M PRODUCTS & SERVICES INC	61477	SALTER LIGHT BULBS	163.08	04/16/2021	42772	0110	110355	680301
	10582	KAESTNER AUTO ELECTRIC CO	61289	HEADLIGHTS & WIRING SUPPLIES	195.39	04/02/2021	42656	0110	110355	680301
	10582	KAESTNER AUTO ELECTRIC CO	61396	TRAILER PLUGS	114.75	04/16/2021	42773	0110	110355	680301
	10582	KAESTNER AUTO ELECTRIC CO	61397	SWITCH FOR CHIPPER	81.35	04/16/2021	42773	0110	110355	680301
	10582	KAESTNER AUTO ELECTRIC CO	61398	WIRING SUPPLIES	106.84	04/16/2021	42773	0110	110355	680301
	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	61256	AIR HORN & VALVE FOR 309	229.52	04/02/2021	42658	0110	110355	680301
	10803	NEWMAN CHEVROLET INC	61255	MARKER LIGHT FOR 208	51.74	04/02/2021	42667	0110	110355	680301
	10908	POMPS TIRE SERVICE INC	61395	TIRES FOR 954, 951, 950, 952	1,538.46	04/16/2021	1001601	0110	110355	680301
	10965	REINDERS INC	61724	TIRES FOR 447	89.15	04/30/2021	42950	0110	110355	680301
	10965	REINDERS INC	61740	TIRES FOR TORO CART	235.70	04/30/2021	42950	0110	110355	680301
	10968	RELIANT FIRE APPARATUS INC	61279	VALVE KIT FOR 964	219.65	04/16/2021	42859	0110	110355	680301

Attachment: April 2021 AP Vendor Listing by Dept (6224 : April 2021 Voucher Approval List)

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
FLEET SRVS	10968	RELIANT FIRE APPARATUS INC	61613	CHECK VALVES FOR 962	53.39	04/16/2021	42859	0110	110355	680301
	10990	ROLAND MACHINERY COMPANY	61325	NEW CLUTCH FOR 306	2,971.20	04/02/2021	42675	0110	110355	686550
	11004	SAFETY-KLEEN SYSTEMS INC	61273	DRAIN OIL RECYCLE	217.00	04/02/2021	1001582	0110	110355	680402
	11004	SAFETY-KLEEN SYSTEMS INC	61748	OIL FILTER RECYCLE	661.08	04/30/2021	1001614	0110	110355	680402
	11122	TERMINAL SUPPLY INC	61743	DRILL BITS, AMBER LIGHTS, WASHERS	273.34	04/30/2021	42956	0110	110355	680301
	11280	GOODYEAR COMMERICAL TIRE	61277	8 NEW TIRES FOR 336	5,136.69	04/02/2021	42648	0110	110355	686550
	11280	GOODYEAR COMMERICAL TIRE	61278	TIRE REPAIR 329	102.85	04/02/2021	42648	0110	110355	686550
	11280	GOODYEAR COMMERICAL TIRE	61620	ALIGNMENT 204 & INNER TUBES FOR ROLLER	29.98	04/21/2021	42901	0110	110355	680301
	11280	GOODYEAR COMMERICAL TIRE	61620	ALIGNMENT 204 & INNER TUBES FOR ROLLER	52.80	04/21/2021	42901	0110	110355	686550
	11280	GOODYEAR COMMERICAL TIRE	61621	TIRES FOR AMBULANCE	824.76	04/16/2021	42758	0110	110355	680301
	11484	TODDS TOOLS	61276	HAMMER HANDLE	17.10	04/02/2021	42684	0110	110355	680401
	11497	LF GEORGE INC	61475	KNIFES FOR CHIPPER	280.47	04/16/2021	42784	0110	110355	680301
	11497	LF GEORGE INC	61476	TACH FOR CHIPPER	485.00	04/16/2021	42784	0110	110355	680301
	11503	MID-STATE GROUP, INC.	61258	BRAKE PARTS FOR 448	110.13	04/02/2021	42666	0110	110355	680301
	11503	MID-STATE GROUP, INC.	61734	SEALS & SHOCKS FOR 361	103.32	04/30/2021	42938	0110	110355	680301
	11676	TRUCK COUNTRY OF WISCONSIN	61257	VENT KIT FOR 962	112.68	04/02/2021	42685	0110	110355	680301
	11676	TRUCK COUNTRY OF WISCONSIN	61731	FUEL SENDER FOR 319	82.30	04/30/2021	42957	0110	110355	680301
	11676	TRUCK COUNTRY OF WISCONSIN	61732	FILTERS FOR 319	44.20	04/30/2021	42957	0110	110355	680301
	11729	WIPER TECHNOLOGIES INC	61284	SHOP TOWELS	60.00	04/02/2021	42694	0110	110355	680301
	11732	TRUCK OUTFITTERS, LLC	61322	RACK FOR 957	344.00	04/02/2021	42686	0110	110355	680301
	12228	GORDIE BOUCHER VILLAGE FORD	61622	ALTERNATOR FOR 402	382.12	04/21/2021	42902	0110	110355	680301
	12390	ADVANCE AUTO PARTS	59792	OIL FILTER	3.14	04/21/2021	42899	0110	110355	680301
	12390	ADVANCE AUTO PARTS	59820	LIGHT BULBS FOR 956	17.49	04/21/2021	42899	0110	110355	680301

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FLEET SRVS	12390	ADVANCE AUTO PARTS	59821	FRONT END PARTS FOR 402	467.09	04/21/2021	42899	0110	110355	680301
	12390	ADVANCE AUTO PARTS	59890	BRAKE CORES	-136.00	04/21/2021	42899	0110	110355	680301
	12390	ADVANCE AUTO PARTS	59893	EXHAUST CEMENT	4.89	04/21/2021	42899	0110	110355	680301
	12390	ADVANCE AUTO PARTS	61263	BRAKE PARTS FOR 951	247.77	04/02/2021	42629	0110	110355	680301
	12390	ADVANCE AUTO PARTS	61264	BRAKE PARTS FOR 951	97.48	04/02/2021	42629	0110	110355	680301
	12390	ADVANCE AUTO PARTS	61265	BRAKE PARTS FOR 951	229.63	04/16/2021	42700	0110	110355	680301
	12390	ADVANCE AUTO PARTS	61266	BRAKE PARTS FOR 951	115.04	04/16/2021	42700	0110	110355	680301
	12390	ADVANCE AUTO PARTS	61286	BRAKE PARTS FOR 202	27.18	04/02/2021	42629	0110	110355	680301
	12390	ADVANCE AUTO PARTS	61405	BRAKE PARTS FOR 952	90.98	04/16/2021	42700	0110	110355	680301
	12390	ADVANCE AUTO PARTS	61406	BRAKE PARTS FOR 950	90.98	04/16/2021	42700	0110	110355	680301
	12390	ADVANCE AUTO PARTS	61407	BRAKE PART FOR 801	170.92	04/16/2021	42700	0110	110355	680301
	12390	ADVANCE AUTO PARTS	61623	FILTER FOR 959	12.59	04/21/2021	42898	0110	110355	680301
	12390	ADVANCE AUTO PARTS	61720	BRAKE LINE	31.19	04/30/2021	42911	0110	110355	680301
	12390	ADVANCE AUTO PARTS	61733	AIR BAG SENSOR FOR 514	100.79	04/30/2021	42911	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	61260	CIRCUIT BREAKERS FOR 957	98.75	04/02/2021	42636	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	61261	MUD FLAPS	29.90	04/16/2021	42721	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	61262	TRAILER PLUGS	13.52	04/02/2021	42636	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	61408	SHOCKS FOR 303	171.34	04/16/2021	42721	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	61729	LIGHTS FOR 950	18.74	04/30/2021	42920	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	61750	BRAKE BUSHING FOR 312	3.98	04/30/2021	42920	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	61751	BRAKE SHOES FOR 312	140.14	04/30/2021	42920	0110	110355	680301
	12472	PROTANIC INC	61474	YEARLY FUEL TANK INSPECTION	575.00	04/16/2021	42858	0110	110355	680402
	12542	FPR INVESTMENTS, LLC	61714	FITTING FOR GRADER	39.08	04/30/2021	42951	0110	110355	680301

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
FLEET SRVS	12609	QUALITY STATE OIL CO INC	61349	FUEL QTY 8,500	17,689.57	04/02/2021	42674	0110	110355	680402
	12854	WOTCO INC	61735	OIL FILTER CRUSHER	3,688.00	04/30/2021	42966	0110	110355	680402
	12867	ADAMS INDUSTRIES INC	61328	STEEL	1,324.30	04/02/2021	42628	0110	110355	680301
				Department Total	43,066.85					
ENGINEERIN	10230	CONLEY PUBLISHING GROUP LTD	61683	2021 ROAD PROGRAM ADS 2/28-4/3/21	624.85	04/30/2021	42923	0410	410780	720017
	10261	IDAHO BUSINESS REVIEW LLC	61542	2021 ANNUAL ROAD MAINTENANCE-ADVERTISEMENT	410.25	04/16/2021	42734	0410	410781	720017
	10261	IDAHO BUSINESS REVIEW LLC	61546	2021 ANNUAL ROAD MAINTENANCE-ADVERTISEMENT	394.27	04/16/2021	42734	0410	410781	720017
	10261	IDAHO BUSINESS REVIEW LLC	61548	2021 ANNUAL ROAD IMPROVEMENTS-ADVERTISEMENT	442.22	04/16/2021	42734	0410	410780	720017
	10261	IDAHO BUSINESS REVIEW LLC	61549	2021 ANNUAL ROAD IMPROVEMENTS-ADVERTISING	426.24	04/16/2021	42734	0410	410780	720017
	11874	ROAD FABRICS INC.	61682	2021 Annual Road Improvements	1,251.00	04/30/2021	42952	0410	410780	720017
	12233	AILCO EQUIPMENT FINANCING GROUP INC.	61530	PLOTWAVE 345 COPIES-SCANS	297.20	04/16/2021	42703	0110	110358	688101
	12353	HARWOOD ENGINEERING CONSULTANTS	61537	SWMP REVIEW-ASCENSION	180.00	04/16/2021	42764	0110	110358	683201
	12879	R.H. BATTERMAN & CO INC	61739	MEQUON RD/OIT XING DESIGN (RES	3,382.00	04/30/2021	42949	0410	410803	710301
				Department Total	7,408.03					
HIGHWAY	10287	DIGGERS HOTLINE INC	61488	LOCATES-MARCH	20.88	04/16/2021	1001590	0110	110359	683201
	10287	DIGGERS HOTLINE INC	61488	LOCATES-MARCH	631.62	04/16/2021	1001590	0620	620679	923001
	10321	EGELHOFF LAWN MOWER SERVICE INC	61414	SAW CHAINS	65.25	04/16/2021	42744	0110	110359	680321
	10368	FASTENAL COMPANY	61412	BOLTS & WASHERS	80.28	04/16/2021	42753	0110	110359	680321
	10428	GILLITZER ELEC CO LTD, FRANK	61297	LOCATES FOR STREET LIGHTING MBP	141.46	04/02/2021	1001576	0110	110359	683201
	10472	HALLMAN/LINDSAY PAINTS INC	61478	PAINT SUPPLIES	164.62	04/16/2021	42763	0110	110359	680322
	10625	LANNON STONE PRODUCTS, INC.	61482	GRAVEL FOR CULVERTS	1,361.96	04/16/2021	1001596	0110	110359	680321
	10625	LANNON STONE PRODUCTS, INC.	61614	STONE FOR PROJECTS	2,719.06	04/30/2021	1001611	0110	110359	680321
	10691	MENARDS	61413	MAILBOXES	73.92	04/16/2021	42798	0110	110359	680320
	10695	NELL ENTERPRISES, LLC	61329	MARKING PAINT	94.89	04/16/2021	42800	0110	110359	680321

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
HIGHWAY	10695	NELL ENTERPRISES, LLC	61330	PAINT SUPPLIES	8.07	04/16/2021	42800	0110	110359	680321
	11195	USIC LOCATING SERVICES INC	61392	LOCATES-MARCH	236.07	04/16/2021	1001602	0110	110359	683201
	11266	WESTERN CULVERT & SUPPLY INC	61486	PIPE FOR PROJECTS	6,071.10	04/21/2021	42910	0110	110359	680323
	11281	WINTER EQUIPMENT COMPANY INC	61281	PLOW MARKERS	174.94	04/02/2021	42693	0110	110359	680320
	11700	EWALD AUTOMOTIVE GROUP	61483	1 TON 4WD DUMP TRUCK WITH PLOW	70,287.50	04/16/2021	42750	0410	410787	725012
	11712	DEERE & COMPANY	61387	60" HEAVY DUTY SNOW BLOWER FOR	4,570.82	04/16/2021	42769	0410	410787	725012
	11729	WIPER TECHNOLOGIES INC	61292	WIPERS & TOWELS	171.00	04/02/2021	42694	0110	110359	680321
	12137	POTTERS INDUSTRIES LLC	61717	REFLECTIVE ROAD PAINTING BEADS	3,180.00	04/30/2021	42948	0110	110359	680322
	12687	JH HASSINGER INC	61357	PAYMENT 1 - BATHROOM REMODEL PROJECT AT STATION 2	25,083.00	04/02/2021	42654	0410	410796	730016
	12861	WRANGLER HOLDCO CORP	61332	RECYCLING FEES-APRIL	105.65	04/02/2021	42699	0110	110359	683201
				Department Total	115,242.09					
Forestry	10202	CHOICE CUTS TREE SERVICE LLC	61704	ASH REMOVAL - HILLSIDE, COUNTR	7,300.00	04/30/2021	42921	0410	410798	730017
	10321	EGELHOFF LAWN MOWER SERVICE INC	61625	OIL FOR SAWS	50.85	04/16/2021	42744	0110	110363	680351
	10321	EGELHOFF LAWN MOWER SERVICE INC	61763	CHAIN SHARPENING	103.35	04/30/2021	42926	0110	110363	680351
	10321	EGELHOFF LAWN MOWER SERVICE INC	61763	CHAIN SHARPENING	161.29	04/30/2021	42926	0110	110355	686550
	10695	NELL ENTERPRISES, LLC	61267	MARKING PAINT & RAKES	59.59	04/02/2021	42662	0110	110363	680401
	12114	BAY ENGINEERING INC.	61323	STUMPER PARTS FOR EAB TREES	502.94	04/16/2021	42716	0110	110363	680401
	12644	BRANCH OUT LAND CLEARING LLC	61324	BRUSH MOWING KKCP/SHAKER CIRCL	1,250.00	04/16/2021	42722	0410	410798	730017
				Department Total	9,428.02					
RECYCLING	10909	PORT-A-JOHN, INC.	61484	BRUSH SITE RESTROOM-APRIL	84.00	04/16/2021	42856	0110	110368	688120
				Department Total	84.00					
POOL	11790	CARRICO AQUATIC RESOURCES INC	61416	POOL MANAGEMENT CONTRACT-1ST QUARTER	2,532.83	04/16/2021	1001589	0110	110472	683201
				Department Total	2,532.83					
PARKS	10172	CARLIN SALES CORP	61636	SEED FOR RESTORATION	37.88	04/16/2021	1001588	0110	110474	680340

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
PARKS	10172	CARLIN SALES CORP	61636	SEED FOR RESTORATION	56.82	04/16/2021	1001588	0110	110474	680341
	10172	CARLIN SALES CORP	61636	SEED FOR RESTORATION	37.88	04/16/2021	1001588	0110	110474	680342
	10172	CARLIN SALES CORP	61636	SEED FOR RESTORATION	37.88	04/16/2021	1001588	0110	110474	680343
	10321	EGELHOFF LAWN MOWER SERVICE INC	61296	AIR FILTER COVER	32.95	04/02/2021	42641	0110	110474	680324
	10472	HALLMAN/LINDSAY PAINTS INC	61744	BRUSHES	30.18	04/30/2021	42932	0110	110474	680340
	10472	HALLMAN/LINDSAY PAINTS INC	61745	DOOR PAINT FOR REUTER PAVILION (NEW DOORS)	266.25	04/30/2021	42932	0110	110474	680340
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	61268	PARKS FERTILIZER	101.75	04/16/2021	42866	0110	110474	680340
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	61268	PARKS FERTILIZER	101.77	04/16/2021	42866	0110	110474	680341
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	61268	PARKS FERTILIZER	101.77	04/16/2021	42866	0110	110474	680342
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	61268	PARKS FERTILIZER	101.77	04/16/2021	42866	0110	110474	680343
	10691	MENARDS	61626	SWEEPS FOR DOORS @ ROTARY & RIVER BARN	69.34	04/16/2021	42799	0110	110474	680340
	10691	MENARDS	61626	SWEEPS FOR DOORS @ ROTARY & RIVER BARN	69.34	04/16/2021	42799	0110	110474	680342
	10695	NELL ENTERPRISES, LLC	61269	CHAIN FOR ARCHERY TARGETS	24.22	04/16/2021	42800	0110	110474	680343
	10695	NELL ENTERPRISES, LLC	61270	PAINT FOR BALLFIELD STAKES	8.98	04/16/2021	42800	0110	110474	680343
	10695	NELL ENTERPRISES, LLC	61627	WALLBOARD FOR WALL PATCH	27.51	04/16/2021	42800	0110	110474	680342
	10695	NELL ENTERPRISES, LLC	61628	CAULK FOR RIVER BARN	11.32	04/16/2021	42800	0110	110474	680342
	10695	NELL ENTERPRISES, LLC	61629	STRIPPER FLOORWAX FOR RIVER BARN	16.19	04/16/2021	42800	0110	110474	680342
	10695	NELL ENTERPRISES, LLC	61631	SUPPLIES	8.38	04/16/2021	42800	0110	110474	680340
	10695	NELL ENTERPRISES, LLC	61631	SUPPLIES	9.61	04/16/2021	42800	0110	110474	680341
	10695	NELL ENTERPRISES, LLC	61631	SUPPLIES	6.97	04/16/2021	42800	0110	110474	680342
	10695	NELL ENTERPRISES, LLC	61631	SUPPLIES	8.02	04/16/2021	42800	0110	110474	680343
	10695	NELL ENTERPRISES, LLC	61631	SUPPLIES	4.81	04/16/2021	42800	0110	110474	680344
	10695	NELL ENTERPRISES, LLC	61631	SUPPLIES	4.81	04/16/2021	42800	0110	110474	680345

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PARKS	10695	NELL ENTERPRISES, LLC	61633	BASKETBALL NET FOR ROTARY	3.59	04/16/2021	42800	0110	110474	680340
	10695	NELL ENTERPRISES, LLC	61634	KEYS FOR RENNICKE	10.75	04/16/2021	42800	0110	110474	680341
	10909	PORT-A-JOHN, INC.	61637	RESTROOM INSTALLATION @ LEMKE	206.00	04/16/2021	42856	0110	110474	688120
	11675	GIELOW'S LAWN & GARDEN	61742	BLADES & PARTS FOR MOWERS	573.78	04/30/2021	42931	0110	110474	680324
	12567	DAVID LARSON	61638	ROOF AND GUTTERS REPLACEMENT A	14,330.00	04/16/2021	42780	0410	410798	730011
				Department Total	16,300.52					
PLANNING	10230	CONLEY PUBLISHING GROUP LTD	61494	NEWSPAPER PUBLIC NOTICES FOR P	77.04	04/16/2021	42731	0110	110578	680502
	10555	LEONARD MCCAW	61319	VIDEOTAPING AND RECORDING OF P/C MTG	250.00	04/02/2021	1001578	0110	110578	683211
	11012	SCG & ASSOCIATES, LLC	61231	PC LANDSCAPE CONSULTANT	375.00	04/02/2021	42676	0110	110578	683102
	11012	SCG & ASSOCIATES, LLC	61493	PC LANDSCAPE CONSULTANT MULTI TENANT BLDG	400.00	04/16/2021	42863	0110	110578	683102
	11366	BRUCE C KRESS	61378	ENFORCEMENT OFFICER	1,512.00	04/16/2021	1001595	0110	110578	683201
	11366	BRUCE C KRESS	61378	ENFORCEMENT OFFICER	488.00	04/16/2021	1001595	0110	110244	683201
	12864	MANAGEMENT PARTNERS INC	61380	COMM DEVEL OPERATIONAL	12,280.00	04/16/2021	42791	0110	110578	683101
				Department Total	15,382.04					
SEWER	10137	BOEHLKE BOTTLED GAS CORP	61301	WIRE CONNECTORS FOR STATIONS	11.00	04/02/2021	42635	0610	610669	680301
	10341	ENERGENECS INC	61326	STATION "G" FLOW METER INTEGRA	800.00	04/02/2021	1001575	0610	610669	740002
	10348	BOGIE ENTERPRISES INC	61274	4-SEWER SAW BLADES	434.74	04/16/2021	42747	0610	610669	680301
	10348	BOGIE ENTERPRISES INC	61283	RODDER SUPPLIES	36.48	04/02/2021	42643	0610	610669	680301
	10428	GILLITZER ELEC CO LTD, FRANK	61684	LIFT STATION B GENERATOR (#3582-20-B)	35,620.00	04/30/2021	1001608	0610	610669	740002
	10487	ROBERT J HAUSER	61327	EXHAUST FAN FOR STATION H	238.00	04/02/2021	42649	0610	610669	680301
	10585	KAPUR & ASSOCOCIATES INC	61336	DESIGN STUDY REPORT (#3804-20-A)	651.00	04/02/2021	42657	0610	610669	740001
	10585	KAPUR & ASSOCOCIATES INC	61338	LS B GENERATOR CONSTR. ADMIN (#3582-20-B)	805.24	04/02/2021	42657	0610	610669	740002
	10686	MCCONN INC	61294	STATION DISPOSABLE GLOVES (30 BOXES)	715.20	04/02/2021	42660	0610	610669	680301
	10691	MENARDS	61390	TRUCK SUPPLIES	89.04	04/16/2021	42799	0610	610669	680301

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City of Mequon A/P Vendor Listing by Department for April 2021

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
SEWER	10691	MENARDS	61391	MISC FOR SHOP	105.66	04/16/2021	42799	0610	610669	680301
	10695	NELL ENTERPRISES, LLC	61246	NUTS/BOLTS FOR TRUCKS	10.34	04/16/2021	42800	0610	610669	680301
	10695	NELL ENTERPRISES, LLC	61280	CORD FOR "H"	8.09	04/16/2021	42800	0610	610669	680301
	10695	NELL ENTERPRISES, LLC	61388	6 HOSE CLAMPS FOR GEN T	9.31	04/16/2021	42800	0610	610669	680301
	11049	SHORT ELLIOTT HENDRICKSON INC	61686	LS F ASSESSMENT (#3228)	329.15	04/30/2021	42954	0610	610669	740002
	11062	RASMITH, INC	61533	ETS MONITORING	2,517.40	04/16/2021	42867	0610	610669	740001
	11133	THIENSVILLE, VILLAGE OF	61237	MATC ANNUAL SEWER CHARGE 2021	4,924.00	04/02/2021	1001585	0610	610669	695108
	11691	NAPA AUTO PARTS OF GRAFTON	61485	BATTERY FOR EASEMENT MACHINE	46.49	04/21/2021	42904	0610	610669	680301
	12232	BAYSIDE PRINTING INC.	61492	QUARTERLY UTILITY BILLING PRINTING	246.05	04/16/2021	42717	0610	610669	680505
	12232	BAYSIDE PRINTING INC.	61492	QUARTERLY UTILITY BILLING PRINTING	164.03	04/16/2021	42717	0620	620679	903002
	12288	SABEL MECHANICAL LLC	61747	O RING #1 PUMP AT "A"	412.50	04/30/2021	42953	0610	610669	695105
	12325	VERONA SAFETY SUPPLY, INC.	61350	LFL SENSOR FOR GAS MONITOR	193.92	04/16/2021	42885	0610	610669	680301
	12872	IHN PLUMBING COMPANY INC	61203	SEWER LATERAL WORK IN ROW	1,785.00	04/02/2021	42651	0610	610669	695103
				Department Total	50,152.64					
WATER	10489	CORE & MAIN	61469	CURB STOP KEY	58.19	04/16/2021	42732	0620	620679	675002
	10489	CORE & MAIN	61746	MAIN BREAK MATERIAL	2,000.00	04/30/2021	42924	0620	620679	673002
	10489	CORE & MAIN	61746	MAIN BREAK MATERIAL	1,537.27	04/30/2021	42924	0620	620679	675002
	10639	SCHOESSOW, CARY A.	61466	TRUCK LETTERING	175.00	04/16/2021	42864	0620	620679	665001
	10695	NELL ENTERPRISES, LLC	61209	KEY	3.58	04/02/2021	42662	0620	620679	675002
	10695	NELL ENTERPRISES, LLC	61468	METER BUCKET	14.38	04/16/2021	42800	0620	620679	675002
	10755	CITY OF MILWAUKEE	61471	PURCHASED WATER-MARCH 2/26-3/25/2021	49,613.86	04/16/2021	42803	0620	620679	602001
	10815	NORTH SHORE WATER COMMISSION	61472	PURCHASED WATER-MARCH 3/1-3/31/2021	16,098.50	04/16/2021	42813	0620	620679	602001
	10815	NORTH SHORE WATER COMMISSION	61473	WATER TESTING BACT-MARCH	300.00	04/16/2021	42813	0620	620679	662003
	10820	NORTHERN LAKE SERVICE INC	61333	DISINFECTANT BYPRODUCT AND LEA	295.00	04/02/2021	42668	0620	620679	662003

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WATER	11195	USIC LOCATING SERVICES INC	61467	LOCATING-MARCH	3,407.34	04/16/2021	1001602	0620	620679	662003
	11211	VERIZON WIRELESS SERVICES LLC	61624	iPAD DATA CHARGES WTAER, FOR, HWY, ENG, SEWER	75.10	04/16/2021	42884	0110	110359	680504
	11211	VERIZON WIRELESS SERVICES LLC	61624	iPAD DATA CHARGES WTAER, FOR, HWY, ENG, SEWER	30.04	04/16/2021	42884	0110	110363	680504
	11211	VERIZON WIRELESS SERVICES LLC	61624	iPAD DATA CHARGES WTAER, FOR, HWY, ENG, SEWER	15.02	04/16/2021	42884	0620	620679	921001
	11211	VERIZON WIRELESS SERVICES LLC	61624	iPAD DATA CHARGES WTAER, FOR, HWY, ENG, SEWER	60.08	04/16/2021	42884	0610	610669	680504
	11211	VERIZON WIRELESS SERVICES LLC	61624	iPAD DATA CHARGES WTAER, FOR, HWY, ENG, SEWER	50.04	04/16/2021	42884	0110	110358	680504
	12873	WISCONSIN HYDRANT REPAIR LLC	61200	HYDRANT REPAIR- 11530 JUSTIN DRIVE	255.00	04/02/2021	42697	0620	620679	677002
	12878	GRUNAU COMPANY INC	61615	CUMBERLAND CT MAINBREAK	6,106.50	04/16/2021	42762	0620	620679	673003
	12878	GRUNAU COMPANY INC	61655	WATER MAIN REPAIRS 9701 COLUMBIA DR	8,239.30	04/21/2021	42903	0620	620679	673003
				Department Total	88,334.20					
DIRECT INV	10206	CITY WATER LLC	61173	WATER MANAGEMENT & OPERATIONS SERVICES	800.00	04/02/2021	1001573	0620	620000	115346
	10206	CITY WATER LLC	61173	WATER MANAGEMENT & OPERATIONS SERVICES	400.00	04/02/2021	1001573	0620	620679	675003
	10206	CITY WATER LLC	61173	WATER MANAGEMENT & OPERATIONS SERVICES	255.00	04/02/2021	1001573	0110	110358	683102
	10206	CITY WATER LLC	61173	WATER MANAGEMENT & OPERATIONS SERVICES	170.00	04/02/2021	1001573	0110	110358	683102
	10206	CITY WATER LLC	61173	WATER MANAGEMENT & OPERATIONS SERVICES	2,113.73	04/02/2021	1001573	0620	620679	633001
	10206	CITY WATER LLC	61173	WATER MANAGEMENT & OPERATIONS SERVICES	3,170.59	04/02/2021	1001573	0620	620679	662001
	10206	CITY WATER LLC	61173	WATER MANAGEMENT & OPERATIONS SERVICES	240.20	04/02/2021	1001573	0620	620679	663001
	10206	CITY WATER LLC	61173	WATER MANAGEMENT & OPERATIONS SERVICES	3,963.24	04/02/2021	1001573	0620	620679	664001
	10206	CITY WATER LLC	61173	WATER MANAGEMENT & OPERATIONS SERVICES	888.73	04/02/2021	1001573	0620	620679	665001
	10206	CITY WATER LLC	61173	WATER MANAGEMENT & OPERATIONS SERVICES	1,056.86	04/02/2021	1001573	0620	620679	672001
	10206	CITY WATER LLC	61173	WATER MANAGEMENT & OPERATIONS SERVICES	576.47	04/02/2021	1001573	0620	620679	673001
	10206	CITY WATER LLC	61173	WATER MANAGEMENT & OPERATIONS SERVICES	4,419.61	04/02/2021	1001573	0620	620679	675001
	10206	CITY WATER LLC	61173	WATER MANAGEMENT & OPERATIONS SERVICES	1,441.18	04/02/2021	1001573	0620	620679	677001
	10206	CITY WATER LLC	61173	WATER MANAGEMENT & OPERATIONS SERVICES	1,729.41	04/02/2021	1001573	0620	620679	920001

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	10206	CITY WATER LLC	61173	WATER MANAGEMENT & OPERATIONS SERVICES	200.00	04/02/2021	1001573	0620	620679	620001
	10206	CITY WATER LLC	61173	WATER MANAGEMENT & OPERATIONS SERVICES	2,200.00	04/02/2021	1001573	0620	620679	660001
	10206	CITY WATER LLC	61173	WATER MANAGEMENT & OPERATIONS SERVICES	2,000.00	04/02/2021	1001573	0620	620679	670001
	10206	CITY WATER LLC	61173	WATER MANAGEMENT & OPERATIONS SERVICES	500.00	04/02/2021	1001573	0620	620679	901001
	10206	CITY WATER LLC	61173	WATER MANAGEMENT & OPERATIONS SERVICES	400.00	04/02/2021	1001573	0620	620679	903001
	10206	CITY WATER LLC	61173	WATER MANAGEMENT & OPERATIONS SERVICES	600.00	04/02/2021	1001573	0620	620679	906001
	10206	CITY WATER LLC	61173	WATER MANAGEMENT & OPERATIONS SERVICES	299.98	04/02/2021	1001573	0620	620679	930001
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	200.00	04/30/2021	1001606	0620	620000	115346
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	1,870.00	04/30/2021	1001606	0620	620679	663001
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	500.00	04/30/2021	1001606	0620	620679	675003
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	367.50	04/30/2021	1001606	0620	620679	673001
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	435.00	04/30/2021	1001606	0620	620679	673001
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	1,700.00	04/30/2021	1001606	0110	110358	683102
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	380.00	04/30/2021	1001606	0110	110358	683102
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	664.92	04/30/2021	1001606	0620	620679	661001
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	5,546.03	04/30/2021	1001606	0620	620679	662001
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	151.12	04/30/2021	1001606	0620	620679	663001
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	3,959.29	04/30/2021	1001606	0620	620679	664001
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	695.14	04/30/2021	1001606	0620	620679	672001
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	4,095.30	04/30/2021	1001606	0620	620679	675001
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	60.45	04/30/2021	1001606	0620	620679	677001
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	1,632.07	04/30/2021	1001606	0620	620679	920001
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	200.00	04/30/2021	1001606	0620	620679	620001

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DIRECT INV	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	2,795.68	04/30/2021	1001606	0620	620679	673001
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	2,200.00	04/30/2021	1001606	0620	620679	660001
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	500.00	04/30/2021	1001606	0620	620679	901001
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	400.00	04/30/2021	1001606	0620	620679	903001
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	600.00	04/30/2021	1001606	0620	620679	906001
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	300.00	04/30/2021	1001606	0620	620679	930001
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	1,999.62	04/30/2021	1001606	0620	620679	670001
	10206	CITY WATER LLC	61767	WATER MANAGEMENT & OPERATIONS SERVICES MARCH	0.38	04/30/2021	1001606	0620	620679	670001
	10221	COMMUNITY FUN EVENTS INC	61125	FAMILY FUN B4 THE 4TH	7,500.00	04/02/2021	1001574	0110	110101	683702
	10307	DEPARTMENT OF WORKFORCE	61505	BENEFIT CHRG 3/1-3/31/21 ACCT 692135 000 8	264.42	04/16/2021	42743	0110	110236	673104
	10362	ELLIOT AUTO SUPPLY CO INC	61238	BATTERY CORE	-15.00	04/02/2021	42645	0110	110355	680301
	10364	FALLS AUTO PARTS AND SUPPLIES INC	61424	BRAKE CALIPER CORES	-144.44	04/30/2021	42929	0110	110355	680301
	10582	KAESTNER AUTO ELECTRIC CO	61423	TRAILER PLUG RETURN	-64.95	04/16/2021	42773	0110	110355	680301
	10635	THE LEAGUE OF WIS MUNICIPALITIES	61242	ADV WEB PAGE AD	150.00	04/16/2021	1001597	0110	110120	683602
	10635	THE LEAGUE OF WIS MUNICIPALITIES	61646	WEB AD / SEWER MAINT WORKER	150.00	04/16/2021	1001597	0110	110120	683602
	10635	THE LEAGUE OF WIS MUNICIPALITIES	61710	WEB PAGE AD - BUILDING SUPERINTENDENT	150.00	04/30/2021	1001612	0110	110120	683602
	10695	NELL ENTERPRISES, LLC	61379	ANTIBACTERIAL CLEANER	77.54	04/16/2021	42800	0110	110236	680301
	10695	NELL ENTERPRISES, LLC	61421	LYSOL, ANTIBACTERIAL CLNR CREDIT	-59.56	04/16/2021	42800	0110	110236	680301
	10708	MEQUON POLICE-PETTY CASH	61245	PETTY CASH RIEMB	8.99	04/02/2021	42664	0110	110235	680101
	10708	MEQUON POLICE-PETTY CASH	61245	PETTY CASH RIEMB	38.77	04/02/2021	42664	0110	110235	680301
	10708	MEQUON POLICE-PETTY CASH	61245	PETTY CASH RIEMB	87.77	04/02/2021	42664	0110	110235	683501
	10714	MEQUON TREASURER-PETTY CASH	61722	POOL BAG CASH	450.00	04/30/2021	42937	0110	110000	101415
	10757	SECURIAN LIFE INSURANCE COMPANY	61344	ACCIDENT POLICY 76038 4/2/21 P/R	62.30	04/02/2021	1001583	0110	110000	224122

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DIRECT INV	10757	SECURIAN LIFE INSURANCE COMPANY	61344	ACCIDENT POLICY 76038 4/2/21 P/R	10.64	04/02/2021	1001583	0610	610000	224122
	10757	SECURIAN LIFE INSURANCE COMPANY	61345	LIFE INSC POLICY 02832L 5/1-5/31/21 UNIT 33302	2,852.61	04/02/2021	1001584	0110	110000	224130
	10757	SECURIAN LIFE INSURANCE COMPANY	61345	LIFE INSC POLICY 02832L 5/1-5/31/21 UNIT 33302	192.65	04/02/2021	1001584	0610	610000	224130
	10757	SECURIAN LIFE INSURANCE COMPANY	61345	LIFE INSC POLICY 02832L 5/1-5/31/21 UNIT 33302	31.25	04/02/2021	1001584	0620	620000	224130
	10757	SECURIAN LIFE INSURANCE COMPANY	61345	LIFE INSC POLICY 02832L 5/1-5/31/21 UNIT 33302	141.75	04/02/2021	1001584	0110	110000	224163
	10757	SECURIAN LIFE INSURANCE COMPANY	61345	LIFE INSC POLICY 02832L 5/1-5/31/21 UNIT 33302	10.50	04/02/2021	1001584	0610	610000	224163
	10757	SECURIAN LIFE INSURANCE COMPANY	61345	LIFE INSC POLICY 02832L 5/1-5/31/21 UNIT 33302	1.75	04/02/2021	1001584	0620	620000	224163
	10827	NOTARY BOND RENEWAL SERVICE	61771	4 YR NOTARY APP BOWEN & GRENFELL	60.00	04/30/2021	42943	0110	110235	680301
	10856	OZAUKEE COUNTY ECONOMIC DEVEL	61171	2021 MEMBERSHIP DUES	1,500.00	04/02/2021	42670	0110	110101	680501
	10884	PERSONALIZED AWARDS	61765	RETIREMENT PLAQUE D KOWALCHUK	55.75	04/30/2021	42947	0110	110101	683702
	10898	PITNEY BOWES	61509	POSTAGE REFILL ACCT 17061995	4,000.00	04/16/2021	1001600	0110	110112	680505
	11029	WISCONSIN DEPT OF FINANCIAL INSTITUTIONS	61770	4 YR NOTARY APP BOWEN & GRENFELL	40.00	04/30/2021	42962	0110	110235	680301
	11100	STRATEGIC INSIGHTS INC	61234	LIC EXTENTION/UPGRADE TO 6/22	750.00	04/02/2021	42683	0110	110118	686550
	11165	UNITED STATES CELLULAR CORPORATION	61356	CELL DATA MARCH	154.59	04/02/2021	42687	0110	110236	680504
	11165	UNITED STATES CELLULAR CORPORATION	61356	CELL DATA MARCH	95.04	04/02/2021	42687	0110	110326	680504
	11165	UNITED STATES CELLULAR CORPORATION	61356	CELL DATA MARCH	104.71	04/02/2021	42687	0110	110359	680504
	11165	UNITED STATES CELLULAR CORPORATION	61356	CELL DATA MARCH	10.38	04/02/2021	42687	0110	110355	680504
	11165	UNITED STATES CELLULAR CORPORATION	61356	CELL DATA MARCH	66.38	04/02/2021	42687	0610	610669	680504
	11165	UNITED STATES CELLULAR CORPORATION	61356	CELL DATA MARCH	159.83	04/02/2021	42687	0110	110244	680504
	11165	UNITED STATES CELLULAR CORPORATION	61356	CELL DATA MARCH	105.51	04/02/2021	42687	0110	110358	680504
	11165	UNITED STATES CELLULAR CORPORATION	61356	CELL DATA MARCH	38.50	04/02/2021	42687	0110	110474	680504
	11165	UNITED STATES CELLULAR CORPORATION	61356	CELL DATA MARCH	31.29	04/02/2021	42687	0110	110111	680504
	11165	UNITED STATES CELLULAR CORPORATION	61356	CELL DATA MARCH	73.75	04/02/2021	42687	0110	110120	680504

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DIRECT INV	11165	UNITED STATES CELLULAR CORPORATION	61356	CELL DATA MARCH	61.26	04/02/2021	42687	0110	110578	680504
	11311	WIS DEPT OF TRANSPORT 7949	61708	TITLE & PLATE TRANS SQ 15-21	165.50	04/30/2021	42964	0410	410786	725014
	11422	E CAROLINE AULT	61573	ELECTION WORK 4/6	135.00	04/16/2021	42712	0110	110113	683201
	11585	ELIZABETH C WOYAK	61556	ELECTION WORK 4/6	62.50	04/16/2021	42895	0110	110113	683201
	11588	JEAN C CLINE	61532	ELECTION WORK 4/6	125.00	04/16/2021	42729	0110	110113	683201
	11589	ROBERT GOSEWEHR	61525	SPECIAL ELECTION SERVICES	25.00	04/16/2021	42760	0110	110113	683201
	11589	ROBERT GOSEWEHR	61539	ELECTION WORK 4/6	195.00	04/16/2021	42760	0110	110113	683201
	11594	VALERIE A LUTZEN	61535	ELECTION WORK 4/6	125.00	04/16/2021	42788	0110	110113	683201
	11599	BARBARA D STRUCK	61545	ELECTION WORK 4/6	62.50	04/16/2021	42875	0110	110113	683201
	11600	CARLA C BARTLETT	61550	ELECTION WORK 4/6	62.50	04/16/2021	42715	0110	110113	683201
	11630	HOLLY D GRASSIN-KREMMEL	61568	ELECTION WORK 4/6	62.50	04/16/2021	42761	0110	110113	683201
	11634	EVELYN S ZGANJAR	61528	SPECIAL ELECTION SERVICES	10.00	04/16/2021	42896	0110	110113	683201
	11634	EVELYN S ZGANJAR	61575	ELECTION WORK 4/6	185.00	04/16/2021	42896	0110	110113	683201
	11641	MARY K MELROSE	61580	ELECTION WORK 4/6	125.00	04/16/2021	42797	0110	110113	683201
	11665	PAMELA P NONKEN	61594	ELECTION WORK 4/6	195.00	04/16/2021	42812	0110	110113	683201
	11667	LAURIE A ARNOLD	61608	ELECTION WORK 4/6	62.50	04/16/2021	42707	0110	110113	683201
	11718	MYERS, JOANN L	61571	ELECTION WORK 4/6	62.50	04/16/2021	42807	0110	110113	683201
	11773	TURNER, DIANA T	61527	SPECIAL ELECTION SERVICES	25.00	04/16/2021	42882	0110	110113	683201
	11773	TURNER, DIANA T	61584	ELECTION WORK 4/6	125.00	04/16/2021	42882	0110	110113	683201
	11843	PIKU, CAROL E	61526	SPECIAL ELECTION SERVICES	10.00	04/16/2021	42853	0110	110113	683201
	11843	PIKU, CAROL E	61574	ELECTION WORK 4/6	125.00	04/16/2021	42853	0110	110113	683201
	11957	BROGHAMMER, KATHLEEN M	61523	SPECIAL ELECTION SERVICES	50.00	04/16/2021	42725	0110	110113	683201
	11957	BROGHAMMER, KATHLEEN M	61557	ELECTION WORK 4/6	195.00	04/16/2021	42725	0110	110113	683201

Attachment: April 2021 AP Vendor Listing by Dept (6224 : April 2021 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for April 2021

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	11959	HIMDEN, KATHLEEN	61570	ELECTION WORK 4/6	125.00	04/16/2021	42765	0110	110113	683201
	11992	KAREN D. KRCHMA	61591	ELECTION WORK 4/6	62.50	04/16/2021	42777	0110	110113	683201
	11993	ALLEN JON LAVINE	61609	ELECTION WORK 4/6	205.00	04/16/2021	42781	0110	110113	683201
	12092	PALUBISKI, BARBARA D.	61606	ELECTION WORK 4/6	125.00	04/16/2021	42818	0110	110113	683201
	12093	BUCHAN, MARTHA S.	61595	ELECTION WORK 4/6	62.50	04/16/2021	42726	0110	110113	683201
	12194	BARNES, RICHARD E.	61602	ELECTION WORK 4/6	145.00	04/16/2021	42714	0110	110113	683201
	12200	GIFFORD, THOMAS M.	61559	ELECTION WORK 4/6	125.00	04/16/2021	42757	0110	110113	683201
	12223	WISCONSIN CENTRAL LTD	61373	CN RR PMT FOR SAN LS Q FM COUNTY LINE RD	1,350.00	04/02/2021	42696	0610	610669	740003
	12234	DENNY, MARSHA T	61554	ELECTION WORK 4/6	195.00	04/16/2021	42738	0110	110113	683201
	12241	WOLLERSHEIM, LORRAINE M.	61582	ELECTION WORK 4/6	125.00	04/16/2021	42893	0110	110113	683201
	12242	WOLLERSHEIM, THOMAS P.	61583	ELECTION WORK 4/6	125.00	04/16/2021	42894	0110	110113	683201
	12266	DERNEHL, LOUISE E	61576	ELECTION WORK 4/6	125.00	04/16/2021	42739	0110	110113	683201
	12268	ERNEST, DONALD FRED	61534	ELECTION WORK 4/6	62.50	04/16/2021	42749	0110	110113	683201
	12270	KOHL, STEPHANI	61590	ELECTION WORK 4/6	185.00	04/16/2021	42776	0110	110113	683201
	12279	GORSKI, MARCIA	61586	ELECTION WORK 4/6	62.50	04/16/2021	42759	0110	110113	683201
	12332	STATE OF WISCONSIN	61658	ELEVATOR PMT SAFETY BUILDING	50.00	04/21/2021	42906	0110	110326	683201
	12332	STATE OF WISCONSIN	61659	ELEVATOR PMT CITY HALL	50.00	04/21/2021	42906	0110	110326	683201
	12390	ADVANCE AUTO PARTS	60273	CORE CREDIT	-130.00	04/16/2021	42700	0110	110355	680301
	12390	ADVANCE AUTO PARTS	60274	CORE CREDIT	-89.93	04/16/2021	42700	0110	110355	680301
	12390	ADVANCE AUTO PARTS	61337	RETURN BRAKE CALIPERS	-247.77	04/02/2021	42629	0110	110355	680301
	12390	ADVANCE AUTO PARTS	61422	CALIPER CORES	-190.00	04/16/2021	42700	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	61774	BRAKE SHOE CORES	-24.00	04/30/2021	42920	0110	110355	680301
	12405	TELECOM ONE, INC	61512	PHONE LINES APRIL	229.44	04/16/2021	42878	0110	110235	680504

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City of Mequon A/P Vendor Listing by Department for April 2021

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	12405	TELECOM ONE, INC	61512	PHONE LINES APRIL	57.36	04/16/2021	42878	0110	110236	680504
	12405	TELECOM ONE, INC	61512	PHONE LINES APRIL	286.80	04/16/2021	42878	0110	110117	680504
	12425	JULIE A. STUHLMACHER	61572	ELECTION WORK 4/6	125.00	04/16/2021	42771	0110	110113	683201
	12432	GARY J REDLINGER	61540	ELECTION WORK 4/6	125.00	04/16/2021	42756	0110	110113	683201
	12438	MARILYN K HART	61604	ELECTION WORK 4/6	125.00	04/16/2021	42793	0110	110113	683201
	12444	IMPACT ACQUISITIONS, LLC	61229	EXTRA TONER OUTSIDE CONTRACT	20.63	04/02/2021	42652	0110	110117	683202
	12482	CITY OF MILWAUKEE-DPW	61656	SEWER AGREEMENT 9022 W COUNTY LINE RD Q1	73.00	04/21/2021	42900	0610	610669	695108
	12501	BRIAN LAWLESS	61610	ELECTION WORK 4/6	145.00	04/16/2021	42724	0110	110113	683201
	12578	KELLY L BEAUMONT	61558	ELECTION WORK 4/6	10.00	04/16/2021	42775	0110	110113	683201
	12591	ELEANOR L PIPKORN	61567	ELECTION WORK 4/6	62.50	04/16/2021	42745	0110	110113	683201
	12592	JOAN V EWIG	61551	ELECTION WORK 4/6	62.50	04/16/2021	42767	0110	110113	683201
	12651	AMAZON CAPITAL SERVICES, INC	61236	OFFICE SUPPLIES PENS	13.99	04/16/2021	1001586	0110	110118	680101
	12651	AMAZON CAPITAL SERVICES, INC	61335	FUNDAMENTALS OF FIRE FIGHTER SKILLS BOOK	98.19	04/02/2021	1001570	0110	110236	680503
	12651	AMAZON CAPITAL SERVICES, INC	61382	SELF INKING PAID STAMP	8.99	04/16/2021	1001586	0110	110118	680101
	12651	AMAZON CAPITAL SERVICES, INC	61657	LETTER SIZE FILE FOLDERS	53.94	04/30/2021	1001605	0110	110119	680101
	12676	SARAH ELIZABETH RIEMER	61541	ELECTION WORK 4/6	62.50	04/16/2021	42862	0110	110113	683201
	12678	LUCINDA CHRISTENSEN SHALLOCK	61543	ELECTION WORK 4/6	62.50	04/16/2021	42787	0110	110113	683201
	12680	MARK R JACOBSON	61597	ELECTION WORK 4/6	135.00	04/16/2021	42794	0110	110113	683201
	12682	WILLIAM BUCHAN	61596	ELECTION WORK 4/6	62.50	04/16/2021	42889	0110	110113	683201
	12699	MARIA TERESA DHALA	61603	ELECTION WORK 4/6	62.50	04/16/2021	42792	0110	110113	683201
	12709	DIANA LYNN LEVY	61565	ELECTION WORK 4/6	62.50	04/16/2021	42740	0110	110113	683201
	12711	NEAL ANDREW LINKON	61611	ELECTION WORK 4/6	155.00	04/16/2021	42810	0110	110113	683201
	12712	LEE WUESTHOFF	61593	ELECTION WORK 4/6	125.00	04/16/2021	42783	0110	110113	683201

City of Mequon A/P Vendor Listing by Department for April 2021

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	12713	DANA KEEGAN	61564	ELECTION WORK 4/6	125.00	04/16/2021	42735	0110	110113	683201
	12714	MONTGOMERY S. HUNT	61563	ELECTION WORK 4/6	125.00	04/16/2021	42806	0110	110113	683201
	12720	MICHAEL KRCHMA	61592	ELECTION WORK 4/6	62.50	04/16/2021	42801	0110	110113	683201
	12726	DIANNE WENNIGER	61607	ELECTION WORK 4/6	145.00	04/16/2021	42741	0110	110113	683201
	12775	MARTHA MANSKE	61566	ELECTION WORK 4/6	135.00	04/16/2021	42796	0110	110113	683201
	12776	LYNDA HOPKINS	61587	ELECTION WORK 4/6	125.00	04/16/2021	42789	0110	110113	683201
	12778	NANCY MARTIN	61555	ELECTION WORK 4/6	145.00	04/16/2021	42808	0110	110113	683201
	12779	ERIC NEUSEN	61600	ELECTION WORK 4/6	62.50	04/16/2021	42748	0110	110113	683201
	12782	CASEY O'BRIEN	61605	ELECTION WORK 4/6	125.00	04/16/2021	42727	0110	110113	683201
	12789	CEDAR RIDGE CONDOMINIUM	61354	DRAINAGE WORK RES #3684 FINAL REIMB	16,927.18	04/16/2021	42728	0410	410798	730016
	12803	LYNN CLARK	61585	ELECTION WORK 4/6	125.00	04/16/2021	42790	0110	110113	683201
	12805	RICHARD FLECK JR	61552	ELECTION WORK 4/6	125.00	04/16/2021	42860	0110	110113	683201
	12808	WALTER GEILFUSS	61553	ELECTION WORK 4/6	135.00	04/16/2021	42886	0110	110113	683201
	12811	JOEL HUFFMAN	61588	ELECTION WORK 4/6	62.50	04/16/2021	42768	0110	110113	683201
	12812	SALLY LYNE	61598	ELECTION WORK 4/6	135.00	04/16/2021	42861	0110	110113	683201
	12818	PATRICIA ZAMORA	61601	ELECTION WORK 4/6	62.50	04/16/2021	42819	0110	110113	683201
	12819	NANCY GUY	61569	ELECTION WORK 4/6	135.00	04/16/2021	42809	0110	110113	683201
	12820	LINDA OEHLKE	61581	ELECTION WORK 4/6	62.50	04/16/2021	42786	0110	110113	683201
	12821	THOMAS MARLETT	61579	ELECTION WORK 4/6	125.00	04/16/2021	42879	0110	110113	683201
	12822	CYNTHIA BOOCK	61531	ELECTION WORK 4/6	62.50	04/16/2021	42733	0110	110113	683201
	12823	LAWRENCE JANCZAK	61577	ELECTION WORK 4/6	145.00	04/16/2021	42782	0110	110113	683201
	12824	LINDA JANCZAK	61578	ELECTION WORK 4/6	195.00	04/16/2021	42785	0110	110113	683201
	12826	SUSAN HOHN	61562	ELECTION WORK 4/6	62.50	04/16/2021	42877	0110	110113	683201

City of Mequon A/P Vendor Listing by Department for April 2021

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	12828	KAREN HUFFMAN	61589	ELECTION WORK 4/6	135.00	04/16/2021	42774	0110	110113	683201
	12834	STEPHEN SCHEIL	61536	ELECTION WORK 4/6	62.50	04/16/2021	42874	0110	110113	683201
	12835	DAVID HARDER	61560	ELECTION WORK 4/6	135.00	04/16/2021	42736	0110	110113	683201
	12836	DEBORAH HARDER	61561	ELECTION WORK 4/6	135.00	04/16/2021	42737	0110	110113	683201
	12860	BACK MUNICIPAL CONSULTING LLC	61766	NASSCO CERT/TRAINING MANHOLE	1,095.00	04/30/2021	42917	0610	610669	683501
	12877	MARSHA MILLER	61599	ELECTION WORK 4/6	135.00	04/16/2021	42795	0110	110113	683201
	12880	QUADE DRISKILL	61660	DYNAPAC ROLLER	36,500.00	04/21/2021	1001604	0410	410787	725012
	12881	JOSHUA LIPP	61665	REIMB PARAMEDIC CLASS 2016 / REPLACE VOIDED CK	202.29	04/30/2021	1001610	0110	110236	683501
	90001	TEMP STAFF REIMB	61243	TRAINING MEAL REIMB 3/15-3/18/21	44.49	04/02/2021	42680	0110	110235	683501
	90001	TEMP STAFF REIMB	61244	TRAINING MEAL REIMB 2/18-3/15/21	44.16	04/02/2021	42681	0110	110235	683501
	90001	TEMP STAFF REIMB	61352	TRAINING MEAL REIMB 3/15-3/18/21	33.93	04/02/2021	42679	0110	110235	683501
	90001	TEMP STAFF REIMB	61418	REIMB CERT CARDS ACLS & PALS NREMT	270.00	04/16/2021	42870	0110	110236	683501
	90001	TEMP STAFF REIMB	61420	STIPEND FOR COMPUTER / SOFTWARE	500.00	04/16/2021	42872	0110	110101	680301
	90001	TEMP STAFF REIMB	61510	ELECTION MILEAGE REIMB	42.00	04/16/2021	42871	0110	110113	680101
	90001	TEMP STAFF REIMB	61511	ELECTION MILEAGE REIMB	77.95	04/16/2021	42869	0110	110113	680101
	90001	TEMP STAFF REIMB	61644	MEAL REIMB TRAINING OPERATION R U S H	27.55	04/16/2021	42868	0110	110235	683501
	90002	PARK REFUNDS	61235	REFUND REUTER PAV 6/5/21	200.00	04/02/2021	42671	0110	110000	229101
	90003	POLICE RESERVE	61529	SPECIAL ELECTION SERVICES	25.00	04/16/2021	42855	0110	110113	683201
	90005	TAX CHECK REFUNDS	60193	TAX REFUND 150590029002	27.00	04/21/2021	42908	0810	810000	103105
	90005	TAX CHECK REFUNDS	60198	TAX REFUND 140950719000	120.84	04/21/2021	42907	0810	810000	103105
	90006	PERMIT REFUNDS	54311	DEPOSIT REFUND 9627 N LAMPLIGHTER LN	61.00	04/21/2021	42905	0110	110000	229102
	90006	PERMIT REFUNDS	57672	REFUND LIQUOR LICENSE	1,100.00	04/16/2021	42833	0110	110000	440101
	90006	PERMIT REFUNDS	61232	ARCH BRD REFUND 12214 N RIVER RD	44.00	04/02/2021	42672	0110	110000	442101

City of Mequon A/P Vendor Listing by Department for April 2021

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	90006	PERMIT REFUNDS	61425	DEPOSIT REFUND 4513 COUNTRY VIEW & 1512 EASTBROOK	122.00	04/16/2021	42821	0110	110000	229102
	90006	PERMIT REFUNDS	61426	DEPOSIT REFUND 3468 COLETTE CT	61.00	04/16/2021	42822	0110	110000	229102
	90006	PERMIT REFUNDS	61427	DEPOSIT REFUND 3621 W RIVER RIDGE CT	61.00	04/16/2021	42823	0110	110000	229102
	90006	PERMIT REFUNDS	61428	DEPOSIT REFUND 2613 W LAKE ISLE DR	60.00	04/16/2021	42824	0110	110000	229102
	90006	PERMIT REFUNDS	61429	DEPOSIT REFUND 11547 N MULBERRY DR	61.00	04/16/2021	42825	0110	110000	229102
	90006	PERMIT REFUNDS	61430	DEPOSIT REFUND 10044 N SUNNYCREST DR	61.00	04/16/2021	42826	0110	110000	229102
	90006	PERMIT REFUNDS	61431	DEPOSIT REFUND 2810 W GRACE AVE	61.00	04/16/2021	42827	0110	110000	229102
	90006	PERMIT REFUNDS	61432	DEPOSIT REFUND 2411 W HIGHLAND RD	61.00	04/16/2021	42828	0110	110000	229102
	90006	PERMIT REFUNDS	61433	DEPOSIT REFUND 11450 N CONCORD CREEK DR	61.00	04/16/2021	42829	0110	110000	229102
	90006	PERMIT REFUNDS	61434	DEPOSIT REFUND 12721 N MEADOW CIRCLE	61.00	04/16/2021	42830	0110	110000	229102
	90006	PERMIT REFUNDS	61435	DEPOSIT REFUND 134 E TRILLIUM CT	61.00	04/16/2021	42831	0110	110000	229102
	90006	PERMIT REFUNDS	61436	INSP DEPOSIT 10855 N RAIDER CT	161.00	04/16/2021	42832	0110	110000	229102
	90006	PERMIT REFUNDS	61437	INSP DEPOSIT 12714 N MEADOW CIR	61.00	04/16/2021	42834	0110	110000	229102
	90006	PERMIT REFUNDS	61438	INSP DEPOSIT 14042 N CEDARBURG RD	61.00	04/16/2021	42835	0110	110000	229102
	90006	PERMIT REFUNDS	61439	INSP DEPOSIT 3414 W WOODVIEW CT	61.00	04/16/2021	42836	0110	110000	229102
	90006	PERMIT REFUNDS	61440	INSP DEPOSIT 10661 N WOOD CREST DR	61.00	04/16/2021	42837	0110	110000	229102
	90006	PERMIT REFUNDS	61441	INSP DEPOSIT 2928 WOODLAND & 1405 HIGHLAND RD	122.00	04/16/2021	42838	0110	110000	229102
	90006	PERMIT REFUNDS	61442	INSP DEPOSIT 10702 FAIRWAY CIR & 3100 RANCH RD	121.00	04/16/2021	42839	0110	110000	229102
	90006	PERMIT REFUNDS	61443	INSP DEPOSIT 10436 N CEDARBURG RD	61.00	04/16/2021	42840	0110	110000	229102
	90006	PERMIT REFUNDS	61444	INSP DEPOSIT 12583 N MEADOW CIR	61.00	04/16/2021	42841	0110	110000	229102
	90006	PERMIT REFUNDS	61445	INSP DEPOSIT 10500 STRATFORD PL & 5231 PARKVIEW	122.00	04/16/2021	42842	0110	110000	229102
	90006	PERMIT REFUNDS	61446	INSP DEPOSIT 11248 RIVER BIRCH RD	60.00	04/16/2021	42843	0110	110000	229102
	90006	PERMIT REFUNDS	61447	INSP DEPOSIT 2220 W SUNNYDALE LN	61.00	04/16/2021	42844	0110	110000	229102

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City of Mequon A/P Vendor Listing by Department for April 2021

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	90006	PERMIT REFUNDS	61448	INSP DEPOSIT 11100 WESTON DR SUITE G	76.00	04/16/2021	42845	0110	110000	229102
	90006	PERMIT REFUNDS	61449	INSP DEPOSIT 12727 N FOREST CT	60.00	04/16/2021	42846	0110	110000	229102
	90006	PERMIT REFUNDS	61450	INSP DEPOSIT 8160 W MOURNING DOVE CT	129.00	04/16/2021	42847	0110	110000	229102
	90006	PERMIT REFUNDS	61451	INSP DEPOSIT 3319 W PICARDY CT	61.00	04/16/2021	42848	0110	110000	229102
	90006	PERMIT REFUNDS	61452	INSP DEPOSIT 1730 W HOMESTEAD TRAIL	60.00	04/16/2021	42849	0110	110000	229102
	90006	PERMIT REFUNDS	61453	INSP DEPOSIT 8813 W POPLAR DR	61.00	04/16/2021	42850	0110	110000	229102
	90006	PERMIT REFUNDS	61454	INSP DEPOSIT 5724 W SHERWOOD DR	61.00	04/16/2021	42851	0110	110000	229102
	90006	PERMIT REFUNDS	61764	OVERPAYEMNT PUB FEE FOR LICENSE RENEWAL	10.00	04/30/2021	42946	0110	110000	440101
	90007	MISC REFUNDS	61385	SANITARY SEWER LATERAL REIMB	206.54	04/16/2021	42804	0610	610669	740001
	90007	MISC REFUNDS	61455	MAILBOX DAMAGE COMPENSATION ORDINANCE 70-11	50.00	04/16/2021	42805	0110	110359	680320
	90007	MISC REFUNDS	61663	RECRUITMENT AD	300.00	04/30/2021	42942	0110	110236	683201
	90007	MISC REFUNDS	61690	SCHNEIDER BOOT REIMB	50.00	04/30/2021	42941	0110	110236	675101
	90007	MISC REFUNDS	61768	K-9 IRON CARE HANDLER VACATION 3/25-4/4/21	275.00	04/30/2021	42939	0110	110235	683702
	90007	MISC REFUNDS	61775	MAILBOX COMPENSATION	50.00	04/30/2021	42940	0110	110359	680320
				Department Total	148,416.05					
				Grand Total	$677,364.33					

City of Mequon

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Mequon, WI 53092
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Office of Administration

TO: Finance-Personnel Committee
FROM: Justin Schoenemann, Assistant City Administrator
DATE: July 5, 2021
SUBJECT: RESOLUTION 3838 A Resolution Authorizing Execution of a Professional Services Agreement for the Completion of an Information Technology Assessment and Strategic Plan with Avèro Advisors, Maryville, Tennessee, in an Amount Not-to-Exceed $54,720

Background

During the development of the City's 2021 annual budget, $20,000 was included to assist in the funding of an independent operational analysis culminating in an information technology (IT) strategic plan that will encompass all technological resources organization-wide. Conducting a review of and developing a plan for the City's IT resources is an organizational need identified by both the Finance Department and City Administrator's Office back in the latter half 2019. Due the onset of the COVID-19 pandemic last March, initiation of this proposed analysis was delayed over the course of 2020. More recently, however, efforts have resumed to the point where an evaluation of all proposals has now been completed, and a single firm is being recommended to complete the review.

Presently, the City does not have an encompassing plan for IT resources, support, and longer-term vision for the direction that City needs aim for to ensure investments are in line with the organization's priorities. Ideally, the completion of an IT Strategic Plan will help the City determine if: (1) its processes, procedures and all other IT resources are optimally and efficiently designed and implemented; and (2) IT resources and management are in line with best practices to support the mission of the City in a safe and secure manure. Moreover, information generated from this study will provide specific recommendations regarding security, operations, technological needs, and customer-focused resources for the City to implement and/or consider during future budgeting cycles.

Analysis

In accordance with the City's purchasing policy, staff issued a Request-for-Proposals (RFP) on March 10, 2021 for the completion of the proposed IT Strategic Plan. The RFP was posted on the City's website and distributed to about a dozen consulting firms. Pursuant to the RFP, which was reviewed by the Finance-Personnel Committee on March 9, 2021, the proposed assessment is to include:

- Analysis of existing infrastructure, staffing, funding, applications, business systems, open projects, connectivity between City facilities, deployment processes and other resources currently used by the City (for each existing application that is analyzed, staff would like to determine whether or not Mequon is actually working on the right applications).
- A overview of existing relationships, maintenance strategies, replacement cycles and

opportunities for enhancing these strategies.

- Interviews with representatives from all departments, current IT staff, and key contracted services providers to help identify the City's current state, goals, and visions for the future of the City's IT resources.
- The recommendation regarding practical and relevant industry standards for disaster recovery and security.
- The identification of needs to accommodate current and future technology requirements such as data storage and management, legal requirements, security requirements, etc.
- The review of current policies and service level agreements, and identification of any necessary or recommended policy directives.
- The identification of strategies and recommendations for utilizing available and emerging technologies to improve commercial, informational, political, and social interaction between the City and its residents.
- The identification, prioritization, and cost analysis of projects that the City should undertake over the next five years.

The City was fortunate to receive eleven (11) proposals, as outlined below.

Firm	**Location**	**Cost**
Avèro Advisors	Maryville, TN	$64,752
Berry Dunn McNeil & Barker	Portland, ME	$58.754
Client First	Schaumburg, IL	$54,605
eJamerica	Irvine, CA	$23,860*
GDC IT Solutions	Appleton, WI	$21,400
Heartland Business Systems	Pewaukee, WI	$34,160
Heritage Consulting	Las Vegas, NV	$541,000
Prescient Solutions	Schaumberg, IL	$45,000*
Sentinel	Wauwatosa, WI	$69,870
SoftResources	Kirkland, WA	$66,800
TechFides	McKinney, TX	$406,210

* Indicates additional expenses, such as travel, that would be chargeable for the City.

Fiscal Impact

The proposal presented by Avèro Advisors fully addresses the RFP, demonstrates a complete understanding of the required scope of services, presents a well-qualified project team that has worked on several similar projects, and provides a strong group of local government client references, as well as a full security review that includes penetration testing. Many other proposals did not include a comprehensive security review and testing. The City is overdue for a full IT security assessment. Reference checks found Avèro Advisors has successfully completed numerous IT Strategic Plan projects for other municipalities and jurisdictions throughout the country, both on-time and within budget. The assigned project manager, Andrew Hayes, has more than 15 years of experience assisting local governments with performance measurement and strategic planning, and currently serves as the Senior Manager of the firm. Lastly, through conversations with Avèro Advisors, the firm has provided the City with a best offer of $54,720 to complete the project making Avèro Advisors the most competitively priced organization out of the top candidates as well. The 2021 budget set aside $20,000 to assist in the funding of the project and the remaining $34,720 will exceed the contracted services account within the City's 2021 IT budget. The additional funding needed to finance the difference in cost between the budgeted estimate and the recommended amount can be accounted for through salary savings either realized or anticipated through the remainder of 2021, as well as other available funds within the IT Division Budget.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on March 11, 2021.

Attachments:
Professional Services Agreement (PDF)
IT Strategic Plan RFP (PDF)
Avèro Advisors Proposal (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3838

A Resolution Authorizing Execution of a Professional Services Agreement for the Completion of an Information Technology Assessment and Strategic Plan with Avèro Advisors, Maryville, Tennessee, in an Amount Not-to-Exceed $54,720

RECITALS

A. The City previously identified the need to complete a City-wide information technology strategic plan.

B. Staff issued a Request for Proposals for the completion of said information technology strategic plan.

C. The proposals were received and reviewed by the City and the top firms were interviewed by City representatives.

D. Following that process, it is recommended that a contract award for development of an information technology strategic plan should be made to Avèro Advisors of Maryville, Tennessee in the amount of $54,720, which represents the proposal that is in the best interests of the City.

E. The Finance-Personnel Committee approved staff's recommendation at its meeting on May 11, 2021.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that:

1. The Professional Services Agreement for an organization-wide Information Technology Strategic Plan is awarded to Avèro Advisors of Maryville, Tennessee, in an amount not-to-exceed $54,720, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

2. The Mayor and the City Clerk are authorized and directed to execute and deliver the same.

____
Approved by: John Wirth, Mayor

Date Approved: May 11, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on May 11, 2021.

____

Caroline Fochs, City Clerk

CITY OF MEQUON
PROFESSIONAL SERVICES AGREEMENT

This **AGREEMENT** is dated as of the ____________ day of _________, 2021 (***"Agreement"***), and is by and between the **CITY OF MEQUON**, a Wisconsin municipal corporation (***"City"***) and the Consultant identified in Section 1.A of this Agreement.

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, and pursuant to the City's statutory powers, the parties agree as follows:

SECTION 1. CONSULTANT.

A. Engagement of Consultant. The City desires to engage the Consultant identified below to perform and to provide all necessary professional consulting services to perform the work in connection with the project identified below:

Consultant Name (*"Consultant"*): Avèro Advisors, LLC

Address: 512 West Broadway Avenue, Maryville, Tennessee 537801

Telephone: (865) 415-3848

E-Mail: info@averoadvisors.com

Agreement Amount: $54,720

B. Project Description. The Consultant has been engaged to complete a comprehensive assessment of the City's information technology function and to provide recommendations to address findings resulting from this review. The project is further described in the Request for Proposals issued by the City on March 10, 2021, which is attached as **Exhibit A** to this Agreement ("***RFP***").

C. Representations of Consultant. The Consultant has submitted to the City a work proposal dated April 12, 2021, a copy of which is attached as **Exhibit B** to this Agreement (***"Proposal"***). The Consultant represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the consulting services that are set forth in the RFP and in the Proposal (***"Services"***) in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

SECTION 2. SCOPE OF SERVICES.

A. Retention of the Consultant. The City retains the Consultant to perform, and the Consultant agrees to perform the Services.

B. Services. The Consultant shall provide the Services pursuant to the terms and conditions of this Agreement.

C. Commencement; Time of Performance. The Consultant shall commence the Services immediately upon receipt of written notice from the City that this Agreement has been fully executed by the Parties (***"Commencement Date"***). The Consultant shall diligently and continuously prosecute the Services until the completion of the Services or upon the termination of this Agreement by the City, but in no event later than September 10, 2021 (***"Time of Performance"***). The City may modify the Time of Performance at any time upon 15 days prior written notice to the Consultant. Delays caused by the City shall extend the Time of Performance in equal proportion to the delay caused by the City; provided, however, that the Consultant shall be responsible for completion of all work within the Time of Performance, notwithstanding any strike or other work stoppage by employees of either Consultant or of the City.

D. Reporting. The Consultant shall regularly report to the Assistant City Administrator, or his designee, regarding the progress of the Services during the term of this Agreement.

SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

A. Agreement Amount. The total amount paid by the City for the Services under this Agreement (including, without limitation, the amount of all reimbursable expenses) shall not exceed $54,720 (***"Agreement Amount"***).

B. Invoices and Payment. The Consultant shall submit invoices in an approved format to the City for costs incurred by the Consultant in performing the Services. The amount billed in each invoice for the Services shall be based solely upon the rates set forth in the Proposal. The City shall pay to the Consultant the amount billed within 30 days after receiving such an invoice.

C. Records. The Consultant shall maintain records showing actual time devoted and costs incurred, and shall permit the City to inspect and audit all data and records of the Consultant for work done pursuant to this Agreement. The records shall be made available to the City at reasonable times during the term of this Agreement, and for one year after the termination of this Agreement.

D. Additional Services. The Consultant acknowledges and agrees that the City shall not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant that are outside the scope of this

Agreement (***"Additional Services"***), regardless of whether such Additional Services are requested or directed by the City, except upon the prior written consent of the City.

E. <u>Taxes, Benefits, and Royalties</u>. Each payment by the City to the Consultant includes all applicable federal, state, and City taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claims or rights to claim additional compensation by reason of the payment of any such tax, contribution, premium, cost, royalty, or fee are hereby waived and released by the Consultant.

F. <u>Final Acceptance</u>. The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by the City of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed.

<u>SECTION 4.</u> <u>PERSONNEL; SUBCONTRACTORS</u>.

A. <u>Key Project Personnel</u>. The Key Project Personnel identified in the Proposal shall be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel shall not be changed without the City's prior written approval.

B. <u>Availability of Personnel</u>. The Consultant shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. The Consultant shall notify the City as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant shall have no claim for damages and shall not bill the City for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassignment, or resignation.

C. <u>Approval and Use of Subcontractors</u>. The Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved in advance by the City in writing. All subcontractors and subcontracts used by the Consultant shall be acceptable to, and approved in advance by, the City. The City's approval of any subcontractor or subcontract shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" shall be deemed also to refer to all subcontractors of the Consultant, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

D. **Removal of Personnel and Subcontractors.** If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the City and consistent with commonly accepted professional practices, the Consultant shall immediately upon notice from the City remove and replace such personnel or subcontractor. The Consultant shall have no claim for damages, for compensation in excess of the amount contained in this Agreement or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

SECTION 5. CONFIDENTIAL INFORMATION.

A. **Confidential Information.** The term ***"Confidential Information"*** shall mean information in the possession or under the control of the City relating to the technical, business, or corporate affairs of the City; City property; user information, including, without limitation, any information pertaining to usage of the City's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. City Confidential Information shall not include information that can be demonstrated: (1) to have been rightfully in the possession of the Consultant from a source other than the City prior to the time of disclosure of such information to the Consultant pursuant to this Agreement (***"Time of Disclosure"***); (2) to have been in the public domain prior to the Time of Disclosure; (3) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the City; or (4) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the City to maintain such information in confidence.

B. **No Disclosure of Confidential Information by the Consultant.** The Consultant acknowledges that it shall, in performing the Services for the City under this Agreement, have access, or be directly or indirectly exposed, to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of the City. The Consultant shall use reasonable measures at least as strict as those the Consultant uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Consultant to execute a non-disclosure agreement before obtaining access to Confidential Information.

SECTION 6. STANDARD OF SERVICES AND INDEMNIFICATION.

A. Representation and Certification of Services. The Consultant represents and certifies that the Services shall be performed in accordance with the standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the Time of Performance. The representations and certifications expressed shall be in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the City.

B. Indemnification. The Consultant shall, and does hereby agree to, indemnify, save harmless, and defend the City against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with the Consultant's performance of, or failure to perform, the Services or any part thereof, or any failure to meet the representations and certifications set forth in Section 6.A of this Agreement.

C. Insurance. The Consultant shall provide, at its sole cost and expense, liability insurance in the aggregate amount of $1,000,000, which insurance shall include, without limitation, protection for all activities associated with the Services. The insurance shall be for a minimum of $1,000,000 per occurrence for bodily injury and $1,000,000 per occurrence for property damage. The Consultant shall cause the City to be named as an additional insured on the insurance policy described in this Section 6.C. Not later than 10 days after the Commencement Date, the Consultant shall provide the City with either: (a) a copy of the entire insurance policy; or (b) a Certificate of Insurance along with a letter from the broker issuing the insurance policy to the effect that the Certificate accurately reflects the contents of the insurance policy. The insurance coverage and limits set forth in this Section 6.C shall be deemed to be minimum coverage and limits, and shall not be construed in any way as a limitation on the Consultant's duty to carry adequate insurance or on the Consultant's liability for losses or damages under this Agreement.

D. No Personal Liability. No elected or appointed official or employee of the City shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement.

SECTION 7. CONSULTANT AGREEMENT GENERAL PROVISIONS.

A. Relationship of the Parties. The Consultant shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed: (1) to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the

City and Consultant; or (2) to create any relationship between the City and any subcontractor of the Consultant.

B. Conflict of Interest. The Consultant represents and certifies that, to the best of its knowledge: (1) no elected or appointed City official, employee or agent has a personal financial interest in the business of the Consultant or in this Agreement, or has personally received payment or other consideration for this Agreement; (2) as of the date of this Agreement, neither the Consultant nor any person employed or associated with the Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Consultant nor any person employed by or associated with the Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

C. No Collusion. The Consultant represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the City prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the City for all loss or damage that the City may suffer, and this Agreement shall, at the City's option, be null and void.

D. Termination. Notwithstanding any other provision hereof, the City may terminate this Agreement at any time upon 15 days prior written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed, which shall be determined on the basis of the rates set forth in the Proposal.

E. Compliance With Laws and Grants.

1. Compliance with Laws. The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation: any applicable prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, and the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq*. The Consultant shall also comply

Attachment: Professional Services Agreement (RESOLUTION 3838 : IT Strategic Plan) with all conditions of any federal, state, or local grant received by the City or the Consultant with respect to this Agreement or the Services.

2. Liability for Noncompliance. The Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or any of its subcontractors', performance of, or failure to perform, the Services or any part thereof.

F. Default. If it should appear at any time that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement (***"Event of Default"***), and fails to cure any such Event of Default within 10 business days after the Consultant's receipt of written notice of such Event of Default from the City, then the City shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. Cure by Consultant. The City may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement;

2. Termination of Agreement by City. The City may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement after the effective date of termination; and/or

3. Withholding of Payment by City. The City may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the City as the result of any Event of Default by the Consultant or as a result of actions taken by the City in response to any Event of Default by the Consultant.

G. No Additional Obligation. The Parties acknowledge and agree that the City is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant or with any vendor solicited or recommended by the Consultant.

H. Common Council Authority. Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by, the Consultant to vendors shall be subject to the approval of the Common Council. For purposes of this Section 7.H, "vendors" shall mean entities engaged in subcontracts for the provision of additional services directly to the City. The City shall not be liable to any vendor or third party for any agreements made by the Consultant without the knowledge and approval of the Common Council.

I. **Mutual Cooperation.** The City agrees to cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with such non-confidential information that the City may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the City in the performance and completion of the Services and with any other consultants engaged by the City.

J. **News Releases.** The Consultant shall not issue any news releases, advertisements, or other public statements regarding the Services without the prior written consent of the City Administrator.

K. **Ownership.** Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received from the City by the Consultant in connection with any or all of the Services to be performed under this Agreement (***"Documents"***) shall be and remain the exclusive property of the City. At the City's request, or upon termination of this Agreement, the Consultant shall cause the Documents to be promptly delivered to the City.

SECTION 8. GENERAL PROVISIONS.

A. **Amendment.** No amendment or modification to this Agreement shall be effective unless and until the amendment or modification is in writing, properly approved in accordance with applicable procedures, and executed.

B. **Assignment.** This Agreement may not be assigned by the City or by the Consultant without the prior written consent of the other party.

C. **Binding Effect.** The terms of this Agreement shall bind and inure to the benefit of the Parties to this Agreement and their agents, successors, and assigns.

D. **Notice.** All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered (1) personally, (2) by a reputable overnight courier, or by (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 8.D, each Party shall have the right to change the address or the addressee, or both, for all future notices and communications to the other party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the City shall be addressed to, and delivered at, the following address:

City of Mequon
11333 N. Cedarburg Road
Mequon, Wisconsin 53092
Attention: Justin Schoenemann, Assistant City Administrator

With a copy to:

Wesolowski, Reidenbach & Sajdak
11402 W. Church Street
Franklin, Wisconsin 53132
Attention: Brian C. Sajdak, City Attorney

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:

Avèro Advisors, LLC
512 West Broadway Avenue
Maryville, Tennessee 37807
Attention: Abhijit Verekar, Founder & CEO

E. Third Party Beneficiary. No claim as a third party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the City.

F. Provisions Severable. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

G. Time. Time is of the essence in the performance of all terms and provisions of this Agreement.

H. Calendar Days and Time. Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal holiday.

I. Governing Law and Venue. This Agreement shall be governed by, construed and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Wisconsin. Venue for any action or other proceeding that may be brought arising out of, in conjunction with, or by reason of this Agreement, shall be the Wisconsin Circuit Court for and in Ozaukee County.

J. Authority to Execute.

1. The City. The City hereby warrants and represents to the Consultant that the persons executing this Agreement on its behalf have been properly authorized to do so by its corporate authorities.

2. The Consultant. The Consultant hereby warrants and represents to the City that the persons executing this Agreement on its behalf have the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement and that all legal actions needed to authorize the execution, delivery, and performance of this Agreement have been taken.

K. Entire Agreement. This Agreement constitutes the entire agreement between the parties to this Agreement and supersedes all prior agreements and negotiations between the parties, whether written or oral relating to the subject matter of this Agreement.

L. Waiver. Neither the City nor the Consultant shall be under any obligation to exercise any of the rights granted to them in this Agreement except as it shall determine to be in its best interest from time to time. The failure of the City or the Consultant to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect the City's or the Consultant's right to enforce such rights or any other rights.

M. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent shall be in writing.

N. Grammatical Usage and Construction. In construing this Agreement, pronouns include all genders and the plural includes the singular and vice versa.

O. Interpretation. This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

P. **Headings.** The headings, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

Q. **Exhibits.** Exhibit A, the City's Request for Proposals (RFP), and Exhibit B, the Consultant's Proposal, are attached to, and by this reference incorporated in and made a part of, this Agreement. In the event of a conflict between an Exhibit and the text of this Agreement, the text of this Agreement shall control. In the event of a conflict between the RFP and the proposal, the RFP shall control.

R. **Rights Cumulative.** Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

S. **Counterpart Execution.** This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement this ______ day of ____________, 2021.

ATTEST: **CITY OF MEQUON**

By: ____________________________
Caroline A. Fochs, City Clerk

By: ____________________________
John Wirth, Mayor

Approved as to Form:

____
Brian C. Sajdak, City Attorney

ATTEST: **CONSULTANT**

By: ____________________________

Title: ____________________________

By: ____________________________

Its: ____________________________

EXHIBIT A

City of Mequon Request-for-Proposal (RFP) Dated March 10, 2021

EXHIBIT B

Proposal Dated April 1, 2021

REQUEST FOR PROPOSALS
(RFP)

INFORMATION TECHNOLOGY STRATEGIC PLAN

City of Mequon, Wisconsin

March 10, 2021

The City of Mequon, Wisconsin (pop. 24,144) is seeking the assistance of a consultant to develop an Information Technology Strategic Plan to guide the organization through the next five years, and also to create a more detailed IT infrastructure plan and design.

Sealed proposals are to be received by Justin Schoenemann, Assistant City Administrator, no later than 4:00 p.m. on Monday, April 12, 2021 and must be in digital (Microsoft Word or PDF). Late proposals will not be accepted nor will additional time be granted to any consultant. All proposals and accompanying documentation will become the property of the City and will not be returned.

Section I. General Information

A. Request for Proposal Objective – The purpose of this RFP is to solicit proposals from qualified consultants to prepare an information technology strategic plan and perform a structural evaluation. The City will consider proposals from single consultants or from multiple consultants working as a team. The ideal candidates will possess recent experience in information technology strategic planning. They will be excellent communicators and write clearly and concisely. They will have experience in the public sector, and have worked with municipalities comparable to and larger than the City of Mequon, Wisconsin in population, staffing, infrastructure and other relevant categories.
B. Overview of the City and Current Information Technology

   1. Facilities – The City presently owns and manages four (4) primary facilities: City Hall, Public Safety Building (combined Police & Fire), East Side Fire Station, and Public Works Facility.
   2. Departments & Staff – The City of Mequon employs 114 full-time employees, roughly 9 part-time and 40 seasonal employees across seven (7) departments: City Administrator's Office, City Clerk's Office, Finance, Public Works, Community Development, Police Department, and Fire Department.
   3. Workstation and Server Environment – The City of Mequon is equipped with 6 Dell servers, 1 windows server and 1 IBM server. Additionally, the City has approximately 132 Lenovo, HP, Dell & custom workstations and laptops. The operating systems consist of MS Windows Servers and Windows 10 Pro. The City also has 2 HP based Servers, as well as a number of backup systems.
   4. Wired Network – The network infrastructure consists of 12 Cisco, Juniper, Trendnet, Asus Nighthawk, Netgear, Linksys switches. Additionally, the City has ASA routers, Firewalls, Barracuda mail and web filter devices.
   5. Wireless Network Ubiquity and Asus base routers and access points.
   6. Connectivity – Fiber connectivity between City Hall, Public Safety, Public Works Departments, and Eastside Fire Station. Switches are primarily PoE with gigabit connectivity on all ports. There are also some 100Mbps port switches still in use.
   7. Voice – The City utilizes a Mitel VoIP phone system.
   8. Significant Business Systems
      a. Enterprise Resource Planning (Munis)
      b. Office Software Suite (Microsoft Office 365)
      c. Agenda Management System (Accela)
      d. Website (MuniCode)
      e. Audio Video Broadcasting System (HyperCaster & InfoView)

f. Geographic Information System (ArcGIS)
g. Permitting and Inspections (Black Bear)
h. Police and Fire Records Management System and Dispatch System (Prophoenix)
i. Computer Aided Design System (AutoCAD Civil 3D and AutoCAD LT)
j. In-Car & Body Camera Video System (Watchguard)
k. In-House Surveillance Monitoring System (Hikvision)

9. Present IT Staffing – One part-time contracted Information Technology Coordinator, one full-time Public Safety Technology Specialist, and one part-time Information Technology Intern.
10. IT Funding - The City maintains an Information Services Division operating budget of $334,767, which covers some staffing expense, contracted services, and projects. Additionally, Departments fund routine and on-time project expenses through their own dedicated budgets.

Section II. Scope of Services

A. Strategic Plan Objective – The objective of the strategic plan includes but is not limited to creating a well-documented plan to guide the organization over the next three to five years in planning, procuring, implementing and managing current and future technology investments and resources related to Information Services provided by the City of Mequon. The City seeks an evaluation that will highlight current strengths and weaknesses as well as identify, prioritize, and cost the projects that the City should focus on over the next five years. The primary question that the City seeks to answer with this strategic plan is "What is the most effective way to spend the resources that the City now has available?" The plan should involve the results of a thorough analysis of the following:

1. Existing infrastructure, staffing, funding, applications, business systems, projects, processes, resource deployment and other investments and resources currently used by the City (for each existing application that is analyzed, staff would like to determine whether or not Mequon is actually working on the right applications).
2. Interviews with one-two representatives from each department's leadership, two current information services staff, and two key contracted services providers.
3. Identification, prioritization and cost analysis of projects that the City should undertake over the next five years.
4. Sufficiency of existing relationships, maintenance strategies, replacement cycles and opportunities for enhancement of these strategies.
5. Practical and relevant private and public sector industry standards for disaster recovery, help desk/customer service, staffing, uptime, etc.
6. Identification of needs to accommodate current and future technology requirements such as data storage and management, legal requirements, security requirements, etc.
7. Options for expanding and improving connectivity between City facilities to accommodate necessary and anticipated increases in data transmission.
8. Current policies and service level agreements, and identification of any necessary or recommended policy directives.
9. Identification of strategies and recommendations for utilizing available and emerging technologies to improve commercial, informational, political and social interaction between the City and its residents.

The following deliverables are to be provided by the consultant. Additional deliverables may be identified during the initial meetings between the consultant and the City.

1. An Executive Summary of discovery and recommendations for the City's Common Council and Executive Management Staff.
2. A five-year strategic plan addressing the topics outlined in this RFP and any others identified in the process of stakeholder discussions. This plan should be designed to succeed within the City's anticipated available budget and indicate if more resources are needed or should be proposed for consideration. Include option(s) to provide third-party assistance in the procurement, configuration, and implementation of key system deficiencies that may be identified during the evaluation.
3. A tactical project plan outlining projects, asset replacement cycles, and key improvements by priority that includes costs both initial and ongoing, staff required for both initial implementation and sustainable management and perceived benefits and risk of both successful implementation and no implementation at all.
4. An infrastructure design and a specific detailed migration plan to allow the City to implement any such additional infrastructure by the end of 2026. This plan should also address creating a more flexible and cost-effective hardware infrastructure.
5. Comprehensive documentation of discovery and recommendations.

Section III. Contact Information

A. Official Contact:

Justin Schoenemann
Assistant City Administrator
City of Mequon
11333 N. Cedarburg Road
Mequon, Wisconsin 53092
jschoenemann@ci.mequon.wi.us
Phone: (262) 236-2942

B. Questions Regarding the RFP – Consultants who request a clarification of the RFP requirements may submit written questions via email by 12:00 p.m. (CDT) on Friday, March 26, 2021. Questions should be submitted via e-mail to the City contact listed above. Any oral communications will be considered unofficial and non-binding by the City. Unauthorized contact regarding this RFP with other City employees may result in disqualification. The City reserves the right to refrain from answering any questions for any reason. However, if the City chooses to answer a question submitted by a proposer, a copy of the question and answer will be submitted to the inquiring applicant and all individuals and/or firms.

Section IV. RFP Proposal Requirements

A. Cover Letter – All proposals must include a cover letter signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule. The cover letter must include the following statements and information:

1. "Proposal may be released in total as public information in accordance with the requirements of the laws covering same" (Any proprietary information must be clearly marked).
2. "Proposal and cost schedule shall be valid and binding for 180 days following proposal due date and will become part of the agreement that is negotiated with the City."
3. Company name, address, and telephone number.
4. Name, title, address, e-mail address and telephone number of contact who is authorized to bind the company into contractual agreements and with whom correspondence should be directed.

B. General Consultant Information
1. Company name
2. Location of headquarters and field offices, if any
3. Number of full-time personnel
4. Length of time in business
5. Length of time providing the proposed services
6. Gross revenue for the prior fiscal year
7. Percentage of gross revenue generated by the proposed services
8. Total number of clients
9. Number of public sector clients
10. Specification as to which office would service this account (if applicable)
11. An explanation of any contract that has been terminated for default during the past five years, including name, address and telephone number of contracting party (if no such terminations for default have occurred, declare so)
12. An explanation of any contract that has been terminated for convenience, nonperformance, non-allocation of funds, or any other reason which termination occurred before completion of the contract during the past five years, including address and telephone number of contracting party (if no such terminations have occurred, declare so)

C. Project Methodology
1. Proposal summary including qualifications and unique attributes
2. A description of the project's methodology

D. Task Area Descriptions – Please provide a written explanation (not to exceed three pages in total) of your overall approach to the following task areas:
1. Development of existing technology inventory
2. Involvement of stakeholders in the strategic plan discussion
3. Assessment of current strengths and weaknesses
4. Infrastructure evaluation
5. Staffing level review

E. Project Schedule & Work Plan – Provide a detailed project implementation plan that includes:
1. A Gantt chart showing beginning and end dates of all tasks (the actual project start date will be determined during finalization of a formal engagement agreement)
2. A table listing consultant staff assignments and proposed labor hours for all tasks

3. A brief description of each task and its work products
4. A description of each proposed deliverable

F. Detailed Project Staff - This should contain any staff that will participate in the project, including:
   1. Names
   2. Positions
   3. Qualifications
   4. Education
   5. IT experience (years)
   6. Length of time with the proposing firm
   7. Special skills or technical qualifications relevant to the project
   8. Anticipated level of involvement

G. Client References - Please list up to ten (10) public or private sector clients for whom your firm has performed strategic planning or other services relevant to this RFP over the past five years, including:
   1. Customer/Client name
   2. Contact
   3. Title
   4. Phone number
   5. Address
   6. Number of employees
   7. Service description
   8. Contract amount
   9. Start and completion dates

H. Fee Schedule - A detailed, itemized schedule including estimated hours, rates, and overall project costs not to be exceeded without an approved change order. Pricing should be broken down so that the City can differentiate between strategic and tactical planning separate from infrastructure evaluation.

I. Non-Collusion Form - A signed Certificate of Non-Collusion (Attachment A).

Section V. Evaluation & Selection

The RFP Coordinator and other staff will evaluate the submitted proposals. The evaluators will consider how well the consultant's proposed solution meets the needs of the City as described in the consultant's response to each requirement. It is important that the responses be clear and complete so that the evaluators can adequately understand all aspects of the proposal. The evaluation process is not designed to simply award the contract to the lowest cost consultant. Rather, it is intended to help the City select the consultant with the best combination of attributes, including price, based on the evaluation factors. The City reserves the right to require that a subset of finalist consultants make a presentation to a selection team.

The procurement schedule for this project is as follows:

Project Milestone	Date/Anticipated Completion
Release RFP to Consultants	March 10, 2021
Consultant Questions (if any) Due	March 26, 2021 (12:00 p.m.)
Answers to RFP Questions Distributed	April 1, 2021
Proposal Responses Due	April 12, 2021 (4:00 p.m.)
Virtual Finalist Interviews	April 22, 2021
Consultant Selection Completed	April 27, 2021
Contract Award	May 11, 2021
Contract Execution	May 12, 2021
Work Commences	May 2021
Strategic Plan/Network Evaluation Complete	Fall 2021
Final Acceptance & Presentation	Fall 2021

The City will evaluate proposals based on experience performing development-related and/or operational analyses for municipal governments or other similar authorities, the experience and qualifications of the proposed staff that will administer the City's analysis, the quality and thoroughness of the proposals and references/recommendations from past clients. The City will also take price into consideration in determining which proposal is most advantageous.

The City will review all proposals and may select one or more finalists for interviews. The City may also require the submission of supplemental materials. The successful contractor(s) will be required to enter into an agreement for professional services with the City of Mequon, a copy of which is enclosed as **Attachment B**. Proposals may be withdrawn at any time, and withdrawal of a proposal will not prejudice the right of a proposing firm to file a new proposal.

The City of Mequon reserves the right to accept or reject any or all proposals, to waive minor informalities, to cancel, delay or suspend all or any part of this RFP and to award a contract deemed to be in the best interests of the City. Further, the City reserves the right to issue subsequent requests for proposals, postpone opening for its own convenience, remedy technical errors or waive non-material irregularities in the RFP process and negotiate with any, all or none of the proposing firms.

Justin Schoenemann
Assistant City Administrator
City of Mequon
11333 N. Cedarburg Road
Mequon, Wisconsin 53092
jschoenemann@ci.mequon.wi.us
Phone: (262) 236-2942

ATTACHMENT A:

PROPOSAL SUBMISSION FORM
REQUEST FOR PROPOSAL (RFP)
INFORMATION TECHNOLOGY STRATEGIC

CERTIFICATE OF NON-COLLUSION: REQUIRED FORM

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity or group of individuals.

____ ____________________
Signature of Person Submitting Contract/Bid Date

____
Name of Business

ACKNOWLEDGEMENT OF ADDENDA:

Acknowledge the receipt of addenda, if any (indicate date(s)):_______, _______, _______.

Proposal By AVÈRO ADVISORS

Information Technology Strategic Plan

April 12, 2021

Abhijit Verekar, Founder & CEO

(865) 415-3848
info@averoadvisors.com
Averoadvisors.com

MAIN OFFICE: 512 West Broadway Ave., Maryville, TN 37801
WEST COAST OFFICE: 1036 East Caribbean Lane, Scottsdale, AZ 85255

April 12, 2021

Attn: Justin Schoenemann, Assistant City Administrator
City of Mequon
11333 N. Cedarburg Road
Mequon, Wisconsin 53092

Dear Mr. Justin Schoenemann,

Avèro, LLC (d/b/a Avèro Advisors or Avèro) is thankful for the opportunity to offer our experience and qualifications for the **Information Technology Strategic Plan** project for the City of Mequon.

Avèro is an Information Technology (IT) modernization firm on a mission to enable public and private sector agencies of all sizes to "Rethink IT." We possess expertise in delivering IT Assessments, Business Process Analysis & Redesign, Cybersecurity Assessments, IT Strategic Planning, Infrastructure Analysis, Enterprise System Consultation, and Project Management for various government organizations. Moreover, we maintain excellent relationships with our clientele by being nimble and agile in our approach and having the flexibility to meet their vision and business requirements.

Our team has completed similar scopes of work for various City governments across North America, such as the City of Maryville (TN), City of Maricopa (AZ), City of Charlottesville (VA), City of Alcoa (TN), Blount County (TN), Union County, (NC), and Pittsylvania County (VA), among others. We position our clients for success by providing strategic advisory services that help build smart organizations, streamline workforce operations, and achieve service excellence.

CITY of MARYVILLE
PEOPLE are the KEY

"As you know, many companies are technically strong in all things IT but not every firm can build the relationships necessary to help an organization navigate change. Avèro excelled in this aspect. Technically strong, depth of knowledge and an ability to speak in a language management can understand. They don't use only industry terms. They took us through some discovery to make sure we got the scope right. This was incredibly important to the overall project."

Greg McClain
City Manager | City of Maryville, TN

Based on these qualifications, our team contributes the following critical factors necessary for the long-term success of this effort:

- Demonstrated ability to foster long-term, trust-based relationships built upon exceeding our clients' expectations
- Proven track record and relevant IT subject matter expertise, including IT functional & organizational structure assessments and strategy development

- Extensive experience working with all aspects of IT operations (e.g., Infrastructure, enterprise systems, teleworking protocols, and Disaster Recovery Plans)
- Demonstrated expertise in end-to-end IT infrastructure modernization
- Deep experience with City government operations, infrastructure, and cultural dynamics

Furthermore, **Avèro is a 100% independent, 3rd party consulting firm with no affiliation to software or hardware vendors, which ensures that we tailor our strategic recommendations to the City of Mequon's specific needs**. Our firm is a certified Minority-owned Business Enterprise (MBE) in multiple States and is a financially stable, profitable enterprise that strives to deliver significant value to our clients nationwide.

Throughout this project, Avèro will commit to providing practical solutions to enable the City of Mequon to do business more efficiently and serve its citizens more effectively. We will also apply our proven expertise and professional skills to complete this engagement's objectives on time and within the allocated budget.

Additionally, Avèro confirms this proposal may be released in total as public information in accordance with the requirements of the laws covering same. The proposal and cost schedule shall be valid and binding for 180 days following the proposal due date and will become part of the agreement that is negotiated with the City.

I, Abhijit Verekar ("AV"), will be the primary contact for the negotiations on Avèro Advisors' behalf. Please feel free to contact me at 865-850-5451 or av@averoadvisors.com with any questions you may have.

Sincerely,

Abhijit Verekar

Abhijit "AV" Verekar
President

Avèro Advisors
Home Office | 512 West Broadway Avenue, Maryville, TN 37801
West Coast Office |10396 East Caribbean Lane, Scottsdale, AZ 85255
Office: 865-415-3848 | Email: av@averoadvisors.com

Contents

Company Profile

Avèro, LLC (dba Avèro Advisors) is an IT Modernization firm that guides municipalities and public sector clients to "*Rethink IT*." Avèro focuses on helping our valued clients answer critical business questions through the strategic alignment of *People*, *Process*, and *Technology*. With a deep understanding of both the cloud era and traditional technology environments, Avèro strives to build smart organizations, which empower their employees to enrich the lives of those they serve.

Avèro's professional consulting services portfolio includes the following offerings:

Professional Services

Quality Assurance & Control
Validation & Verification
Project Program Management
IT Procurement Support
Standard Operating Procedure
Enterprise Software Selection
Documentation | Training

Application Support

Requirements Definition
Workflow Configuration
Cloud | On-Premise Infrastructure Planning
Database Administration
Solicitation Management
Vendor Management
System Implementation

Analysis & Strategic Planning

Cybersecurity Assessment
Benchmarking & Best Practices Review
IT & Organizational Analysis
Business Process Re-engineering
Fiber Network Mapping
IT Strategic Roadmap Development

Infrastructure Support

Networking & Telecommunications
Disaster Recovery Planning
Configuration & Testing
Fiber Optic Construction
Vendor Management
Change Management & Staff Training

Additionally, Avèro has extensive experience working with the various departments across each organization that interface with Information Technology. Avèro specializes in providing IT assessment and strategic planning services for national and international government and public sector agencies. Our Subject Matter Experts lead our team with more than 15 years of experience providing comprehensive IT infrastructure and organizational assessments, strategic planning, business process mapping & redesign, standard operating procedures, system selection & integration, and program/project management.

Avèro's leadership team has provided IT strategic advisory services to numerous municipal government agencies across the country and successfully delivered the right results on time and within budget.

Avèro is also committed to being at the forefront of thought leadership in our industry and frequently publishes original content for our clients' benefit. We produce and publish a weekly podcast, *ReThink IT (podcast.averoadvisors.com)*, to discuss the general nature of technology and views on its applications for municipalities now and in the future. Our guests include City Managers, Mayors, Chief Information Officers, County Administrators, Judges, and other municipal executives and leaders.

Additionally, Avèro was recognized as 2019's "Best Small Business" by the Blount County Chamber of Commerce, and we are certified as a "Great Place To Work®" based on feedback provided by 100% of our employees. Avèro's President also serves on the National Institute of Governmental Purchasing (NIGP) panel for cybersecurity.

General Consultant Information

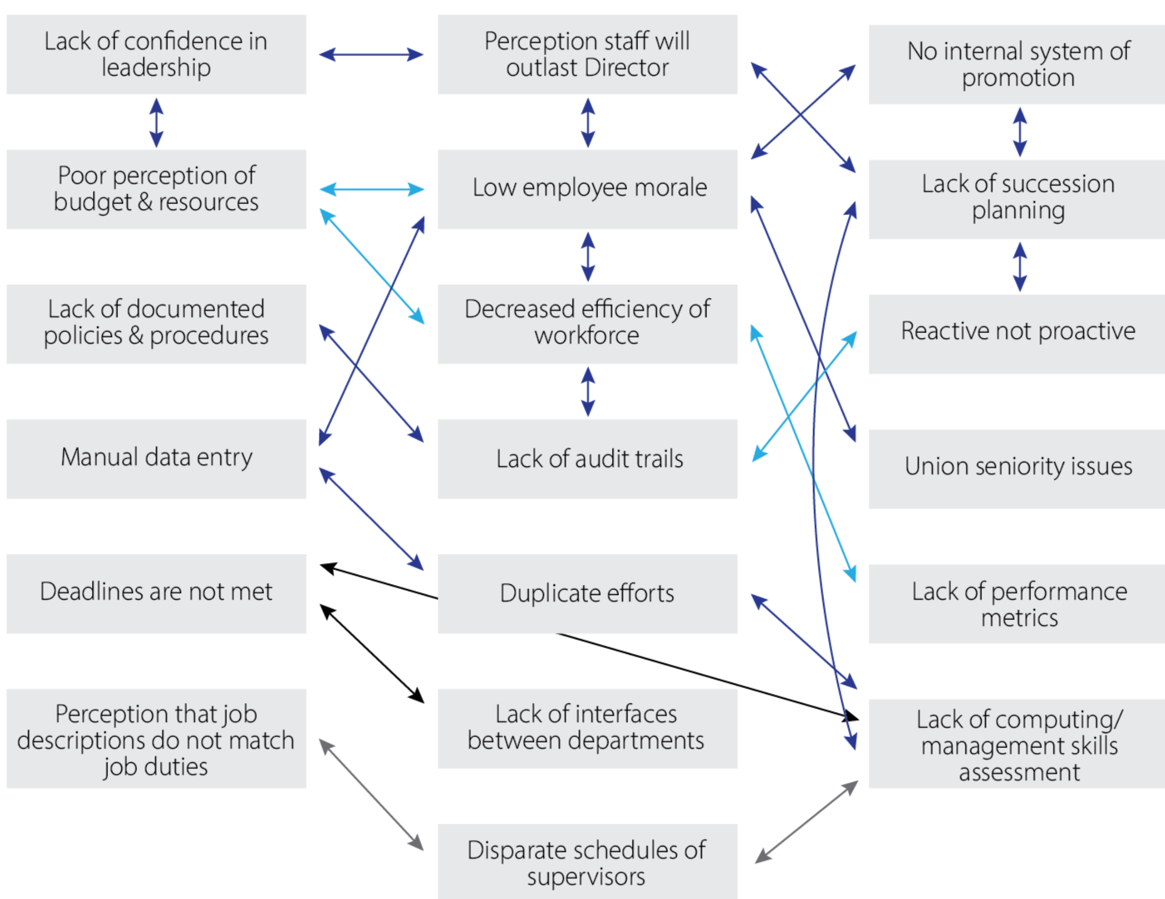
1	Company Name	Avèro, LLC
2	Location of the headquarters	Maryville, TN
3	Number of full-time personnel	23
4	Length of time in business	4.5 years
5	Length of time providing the proposed services	4.5 years
6	Gross revenue for the prior fiscal year	$2,002,551
7	Percentage of gross revenue generated by the proposed services	$667,517
8A	Total number of all clients	40
8B	Total number of current clients	8
9	Number of public sector clients	8
10	Specification as to which office would service this account	Maryville, TN (Home Office)
11	An explanation of any contract that has been terminated for default during the past five years	No such terminations have occurred
12	An explanation of any contract that has been terminated for convenience, nonperformance, non-allocation of funds, or any other reason which termination occurred before completion of the contract during the past five years	No such terminations have occurred

Project Methodology

1. PROPOSAL SUMMARY

Avèro Advisors understands that organizations such as the City of Mequon are under increasing pressure to keep up with higher service levels expectations while adhering to traditionally shrinking budgets and staffing levels. Over the last several years across organizations, demand for IT services has increased, as departments seek to use technology 'to do more with less,' improve service delivery, enhance security, make data-driven decisions, and serve constituents more effectively. An increase in demand is not the only pain point that influences change within an organization. Avèro has engaged organizations inundated with manual processes with an apparent lack of modern technology, causing inefficiency. Siloed departments that foster an absence of standardization and highlight frustration and lack of control. Whether your organization is being influenced by similar increases in demand for IT-enabled services or one of the many commonly perceived issues, the City has initiated an IT Assessment that will result in a technology roadmap guiding the City's IT-related decisions for the next several years.

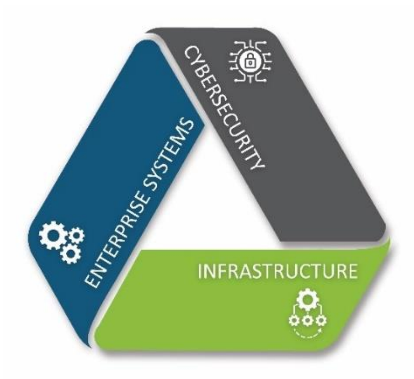
The following graphic is an example of observed pain points and perceptions found within organizations that lack sufficient IT tools to allow staff to perform as efficiently as possible:



We understand that the City of Mequon seeks recommendations on planning, procuring, implementing, and managing current and future technology investments and resources related to Information Services. The City seeks an evaluation that will highlight current strengths and weaknesses as well as identify, prioritize, and cost the projects that the City should focus on over the next three to five years.

The frequently used phrase, "the future is now," is even more applicable today for technology. Government agencies are acting on increasing demands and modernizing their operations at a rapid pace. The City of Mequon is poised to latch on to modernization opportunities that not only improve internal operations but revolutionize service delivery to its citizens and businesses.

For any long-term technology strategy to be sustainable and successful, we must lay its foundations on the following pillars:



- ***Cybersecurity*** – are we resilient to cyber threats, are our employees educated and form the first line of defense, and can we recover from a cyber event quickly?
- ***Infrastructure*** – is our infrastructure modern, stable, and scalable?
- ***Enterprise Systems*** – do we have the right set of enterprise software tools to empower our employees to deliver services most efficiently?

Avèro has developed IT strategic plans for several Cities and Counties across the country that are choosing to use our recommendations to guide IT decision-making for years to come. Our unparalleled dedication to clients is one of the many attributes that separates our firm from others. Our President and Founder, Abhijit Verekar, not only manages the work completed by his team of consultants, but he also remains active in projects throughout their duration as part of the core team. Mr. Verekar will be involved in group visioning sessions, quality assurance on all deliverables, and all significant presentations, supporting and guiding his team to deliver the best possible results for the City of Mequon.

We understand that the City desires a knowledgeable, accountable, and dedicated firm to provide a comprehensive, independent, customized Information Technology Strategic Plan. Dedication, pursuit of excellence, and transparency are values we live by, and are confident that we are the right firm to join the City of Mequon on its journey to define a long-term technology strategy.

2. PROJECT METHODOLGY

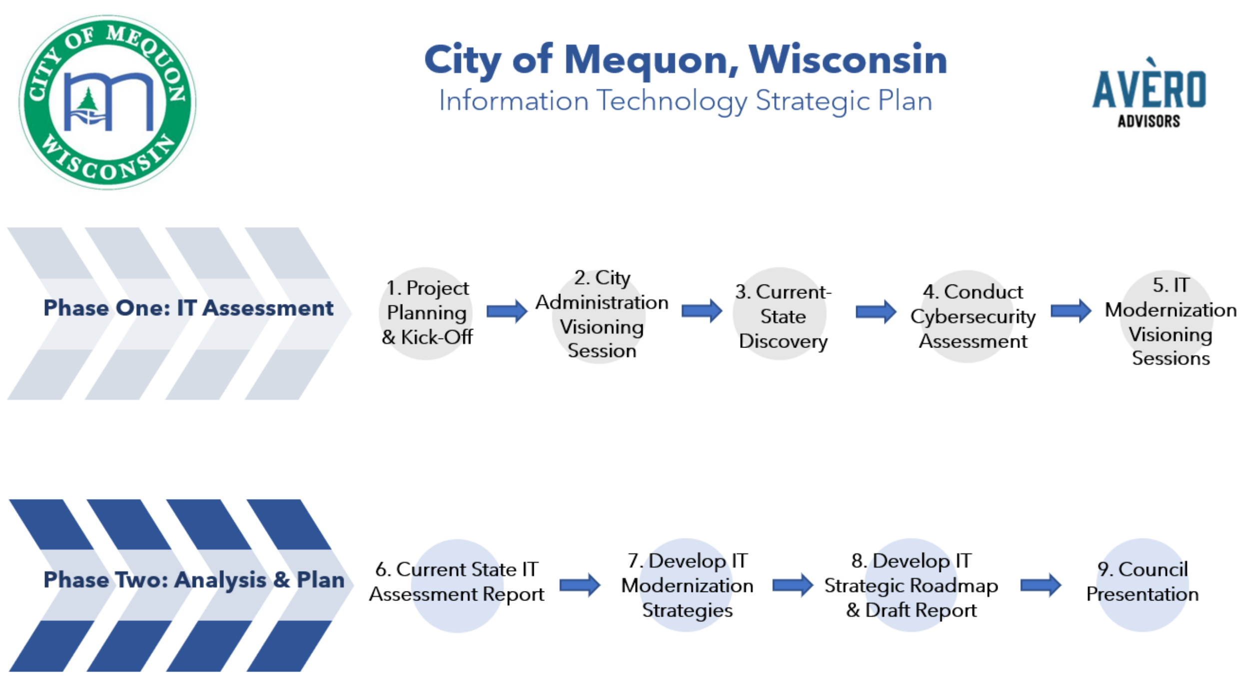
As part of this engagement, Avèro will utilize a three-dimensional approach, People, Process, and Technology (PPT), to develop a high-level understanding of the IT environment's current state within the City of Mequon This approach will enable the Project Team to identify critical processes that are executed using available technology platforms, understand how current processes inform decisions, and how existing technology & IT staffing resources support business activities, enabling the City's overall operational efficiency and effectiveness.

Avèro's PPT approach encompasses the following key areas:

People	Process	Technology
Organizational Structure	Governance	Infrastructure
Staffing & Competencies	Enterprise Architecture	Applications
Leadership	Business Process Analysis	Network & Security
Communication	Strategy & Management	Disaster Recovery
Sourcing	Program/Project Management	Data & Information

Avèro makes every commitment to maintaining a high-quality and superior service level for every project with the clients we serve and champion for. Our firm strives to remain an independent, 3rd party consulting firm with no affiliations to software or hardware vendors whatsoever, which ensures that our objective strategic recommendations are tailored exclusively to the City of Mequon's specific needs. Furthermore, Avèro strives to maintain reliable communications with clients by providing a single point of contact to ensure all obstacles are managed quickly and efficiently.

Below is an overview of Avèro's proposed methodology for the City of Mequon:



In accordance with CDC guidelines related to COVID-19, all project tasks within our proposed methodology will be performed onsite unless otherwise requested by the City. We welcome feedback from the City of Mequon to ensure compliance with the project's requirements and the City's business needs. Avèro remains flexible and committed to providing practical solutions that align with the City's business goals in a timely and cost-effective manner.

5.1.c

PHASE ONE: IT ASSESSMENT

1. PROJECT PLANNING & KICK-OFF

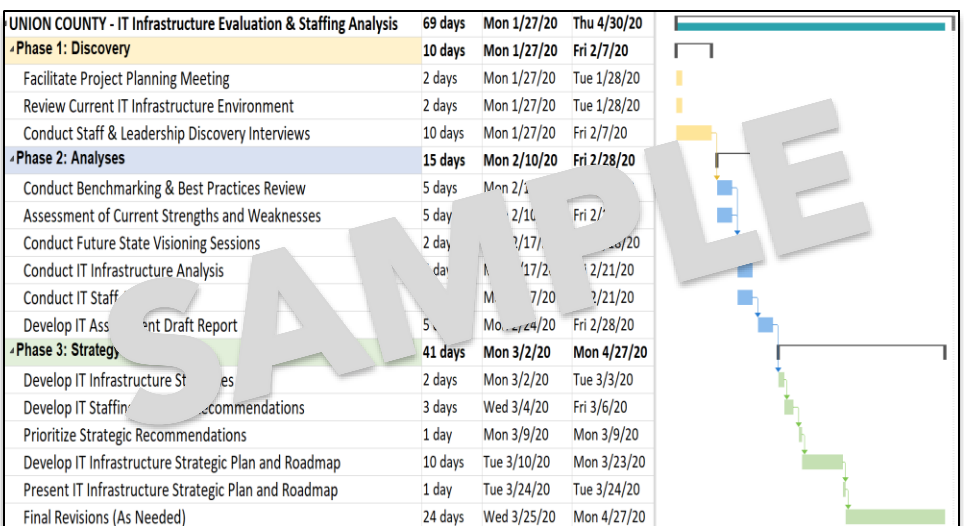
Avèro Advisors will facilitate a kick-off meeting with the City's project sponsors, including the executive team (e.g., City Manager, City Council, and Departmental Directors) and other key stakeholders, to assimilate project goals and formalize expectations. During this meeting, we will accomplish the following tasks:

- Introduce our project team and identify the roles of each consultant on this engagement;
- Present a detailed Work Plan, including project tasks, goals, timeframes, deliverables, and milestones;
- Identify the list of interview participants and determine the desired collaboration between stakeholders within the various departments at the City;
- Collaborate with the City's project sponsors to identify roles and responsibilities for reviewing and validating project deliverables;
- Answer any questions and incorporate feedback from attendees; and
- Finalize the work plan & project schedule with feedback and approval of the City of Mequon.

Deliverable 1: Finalized Work Plan

Figure 1 is a sample **Project Work Plan** utilized by Avèro Advisors on an IT Infrastructure Evaluation & Staffing Analysis project that took place in early 2020.

Figure 1 – Project Work Plan



UNION COUNTY - IT Infrastructure Evaluation & Staffing Analysis	**69 days**	**Mon 1/27/20**	**Thu 4/30/20**
Phase 1: Discovery	**10 days**	**Mon 1/27/20**	**Fri 2/7/20**
Facilitate Project Planning Meeting	2 days	Mon 1/27/20	Tue 1/28/20
Review Current IT Infrastructure Environment	2 days	Mon 1/27/20	Tue 1/28/20
Conduct Staff & Leadership Discovery Interviews	10 days	Mon 1/27/20	Fri 2/7/20
Phase 2: Analyses	**15 days**	**Mon 2/10/20**	**Fri 2/28/20**
Conduct Benchmarking & Best Practices Review	5 days	Mon 2/1[illegible]	[illegible]
Assessment of Current Strengths and Weaknesses	5 day[illegible]	[illegible] 2/1[illegible]	Fri 2/[illegible]
Conduct Future State Visioning Sessions	2 day[illegible]	[illegible]/17/[illegible]	[illegible]/20
Conduct IT Infrastructure Analysis	[illegible] day[illegible]	[illegible]/17/2[illegible]	[illegible] 2/21/20
Conduct IT Staff [illegible]	[illegible]	[illegible]7/20	[illegible]/21/20
Develop IT Ass[illegible]ent Draft Report	5 [illegible]	Mo[illegible]/24/20	Fri 2/28/20
Phase 3: Strateg[illegible]	**41 days**	**Mon 3/2/20**	**Mon 4/27/20**
Develop IT Infrastructure St[illegible]es	2 days	Mon 3/2/20	Tue 3/3/20
Develop IT Staffin[illegible]ecommendations	3 days	Wed 3/4/20	Fri 3/6/20
Prioritize Strategic Recommendations	1 day	Mon 3/9/20	Mon 3/9/20
Develop IT Infrastructure Strategic Plan and Roadmap	10 days	Tue 3/10/20	Mon 3/23/20
Present IT Infrastructure Strategic Plan and Roadmap	1 day	Tue 3/24/20	Tue 3/24/20
Final Revisions (As Needed)	24 days	Wed 3/25/20	Mon 4/27/20

AVÈRO ADVISORS

Throughout the project, Avero will strive to maintain effective communication with the City's leadership. **Figure 2** is a sample **Project Status Report (PSR)** utilized by Avèro on an IT Strategic Plan Project that took place from August – October 2020. The PSR summarizes what activities were completed during the previous reporting period, the development of any deliverables during that reporting period, activities scheduled for the upcoming reporting period, and any planned deliverables for the upcoming reporting period. A similar format will be utilized for effective communications during the City of Mequon project.

Figure 2 – Project Status Report

PROJECT STATUS REPORT

Current Reporting Period	Upcoming Reporting Period
August 17 – August 21	August 24 – August 28
Project Activities Completed	**Planned Project Activities**
During the current reporting period, Avèro Advisors conducted current state discovery sessions with departmental directors and key personnel from the following County departments: • Accounts Payable • Information Technology • Payroll • Purchasing • County Executive Assistants • Community Development • Commissioner of the Revenue • Treasurer's Office • Economic Development • Building & Grou[illegible] • Landfill • [illegible]ff Along with these tas[illegible]so starte[illegible] draft [illegible]he State Assessment [illegible]rt and high-lev[illegible]rate[illegible]oadm[illegible] m[illegible] existing gaps withi[illegible]'s techn[illegible]nt. [illegible] also [illegible] a report in PDQ Inve[illegible]ify [illegible] ap[illegible] and devices on the network. By the end [illegible]is [illegible]rting period, Avèro reviewed current findings an[illegible] p[illegible] status with the County Administrator, Projec[illegible], and members of the Executive Team (8/20).	During the upcoming reporting period, Avèro Advisors will complete the current state discovery session intervie[illegible]e remaining County departments/stakeholders (e.g., Sherif[illegible], DSS). Avèro's technical team will also review th[illegible] Inventory [illegible]rts f[illegible]th applications and devices [illegible]ork. [illegible] the input [illegible]hnical team, Avèro [illegible]ll fi[illegible] [illegible]f a Current [illegible] Assessment Draft Report. [illegible]ero [illegible]lso c[illegible]ue [illegible]evelopmen[illegible] th[illegible]evel IT Strategic [illegible]dma[illegible] will gu[illegible]e Cou[illegible]'s [illegible] the next three (3) [illegible]ve ([illegible]). Additional [illegible] the process of developing the [illegible] of e[illegible] including both [illegible] and cost, for the implementation of IT [illegible]rniza[illegible] Strategies already identified and presented to the E[illegible]ive Team. Summaries of such strategies will appear in their entirety in the forthcoming deliverable, the IT Strategic Plan Draft Report.
Deliverables Developed	**Planned Deliverables**
• D2 – Current State Assessment (DRAFT) – IN-PROCESS • D3 – IT Strategic Roadmap (DRAFT) – IN-PROCESS	• D2 – Current State Assessment Draft Report (COMPLETE) • D3 – IT Strategic Roadmap Draft (IN-PROCESS) • D4 – IT Strategic Plan Draft Report

2. CITY ADMINISTRATION EXECUTIVE VISIONING SESSION

Avèro firmly believes that a critical facet of developing a practical IT Strategic Plan is the identification and documentation of the executive vision. During this activity, Avèro's project leadership will meet with City Council members, the City Manager, and other critical stakeholders to discuss their ideas for internal efficiencies driven by technology and enhanced service delivery to City staff and its residents. During this session, Avèro will apply knowledge of industry best practices and our in-house knowledge base to guide the discussion towards identifying and documenting a high-level vision that will inform the City's long-term IT strategy.

3. CURRENT-STATE DISCOVERY

Avèro Advisors will conduct Current-State Discovery Sessions to develop a full understanding of the current IT environment within the City of Mequon. Data gathering activities will include in-person Discovery Sessions, held in individual and group settings, with critical City staff, departmental heads, and other key stakeholders. Avèro will gather crucial stakeholder feedback on the City staff's daily functions, challenges faced, threats or vulnerabilities related to technology, and any improvements that would enhance productivity through the modernization of IT operations. The following City departments and locations will be included for assessment and planning purposes on this project:

- City Administrator's Office
- City Clerk's Office
- Finance
- Public Works
- Community Development
- Police Department
- City Hall
- Public Safety Building
- Public Works Facility
- East Side Fire Station
- Fire Department

Each session will last approximately one (1) to two (2) hours. These interactive sessions will provide our team with essential information to evaluate the City's IT organization & strategies and determine the City's technology needs. Besides discovery interviews, Avèro's technical team will also run a diagnostic tool (PDQ) with support from IT staff to collect specific data on the City's hardware, enterprise software (e.g. Munis, Accela, HyperCaster, ArcGIS, Black Bear, Prophoenix, AutoCAD, Watchguard, and Hikvision) and network for in-depth analysis. This activity will help identify gaps, IT improvements, efficiencies, optimized processes, refined IT organizational structure, enhanced security resiliency, and future streamlined operations.

4. CONDUCT CYBERSECURITY ASSESSMENT (OPTIONAL)

Avèro will assess the City's server environment, backup processes, disaster recovery plan, wired and wireless network and equipment, fiber connectivity and performance across each City-owned facility. During time with the City's technical staff and resources, Avèro will conduct a high-level cybersecurity risk assessment. Avèro will utilize the 22-point National Institute of Standards and Technology (NIST) security assessment that will identify security deficiencies throughout the organization that could allow exposure to sensitive and confidential data. Our team will perform a thorough review of security policies, procedures, system architecture, network architecture, physical access, and various security systems. We will also utilize industry-leading network and infrastructure diagnostic tools such as PDQ Deploy and PDQ Inventory to obtain critical information about the City of Mequon's infrastructure. The 22-point NIST-based assessment will include the following risk areas, at a minimum:

- Incident Response Plan
- Disaster Recovery Plan
- Business Continuity Plan
- Documented Policies & Procedures
- Cyber-security Education
- Data Protection
- Policies Governing Employee Data Access
- Vulnerability Scanning
- Active Network Monitoring
- Multi-factor Authentication
- Automate Threat Detection & Response
- Encryption
- DLP for Personally Identifiable Information
- Utilize All Owned Security Features
- Verification Methods Used & Documented
- Controlled Use of Custom Programming
- Level Set Expectations for Sensitive Data
- ITIL Foundations
- Physical Security
- Cyber-security Officer of Designee
- Segmented & Secured WiFi
- SaaS Vendor Requirements

5. CONDUCT IT MODERNIZATION VISIONING SESSIONS

Avèro will conduct a series of IT Modernization Visioning Sessions with the critical City staff, departmental heads, and other key stakeholders to capture "wish list" improvements. Our team will facilitate discussions in-person or virtual with critical stakeholders regarding IT infrastructure & applications, cybersecurity, IT Governance, IT organizational structure, IT resources, service delivery, business processes, and other procedures. The visioning sessions will focus on optimizing operations through technology to efficiently and effectively improve services to City of Mequon citizens. Feedback gleaned from these sessions will be incorporated and utilized by Avèro to develop IT modernization strategies during subsequent activities in the IT strategic planning process.

PHASE TWO: ANALYSES & STRATEGIC PLAN

6. DEVELOP CURRENT-STATE IT ASSESSMENT REPORT

Avèro will aggregate the information gathered in the Discovery & Visioning sessions and data compiled from the existing documentation review and diagnostic tool reports to develop a comprehensive Current-State IT Assessment Report that includes:

- Gaps between IT industry standards & best practices on technical infrastructure & resources (e.g., hardware, network, data protection & backup) and the infrastructure in place
- Existing IT initiatives, governance, policies & procedures
- IT organizational structure and skillsets
- High-level analysis of current IT budget and expenditures
- Findings from the Cybersecurity Risk Assessment

The Current-State IT Assessment Report will include a comprehensive GAP Analysis to clearly identify gaps in the City's IT infrastructure, organizational structure, workflow processes, funding, resource allocation, expertise, security, staffing levels & skillsets, IT solution/strategy development, maintenance, and support services. Key findings will help the City document its existing IT environment compared to current industry-accepted best practices.

Deliverable 2: Current-State IT Assessment Report – Comprehensive Documentation of Discovery

7. DEVELOP IT MODERNIZATION STRATEGIES

In this phase of the project, Avèro Advisors will develop IT Modernization Strategies based upon industry best practices, which strategically resolve the gaps identified during the IT Assessment. Avèro will conduct an interactive review session with the City to finalize the prioritization of the proposed strategies based on the City's priorities, business needs, and goals. During this task, Avèro will work with the City Manager, Assistant City Manager, and other stakeholders to rank the strategies based upon the anticipated degree of impact, associated cost, and implementation timeline.

The strategies will target the following areas within the City's IT environment:

- Infrastructure, enterprise systems, and teleworking capabilities
- Security protocols and systems, along with threat prevention and mitigation actions for security resiliency
- Current and future IT projects
- IT Inventory Management
- Disaster Recovery Plan
- Technologies, staffing, resources, funding, training and service delivery model
- Vendor contracts to include service level agreements and software licenses and agreements
- Enterprise system business process improvement

Avèro will collaborate with key City stakeholders to begin distinguishing strategies pertaining to infrastructure design and tactical projects during this task. Modernization strategies will encompass infrastructure design and a specific detailed migration plan to allow the City to implement any such additional infrastructure by the end of 2026. In addition to over-arching strategies, this plan will include a tactical project plan outlining projects, asset replacement cycles, and key improvements by priority that includes costs both initial and ongoing, staff required for both initial implementation and sustainable management and perceived benefits and risk of both successful implementation and no implementation at all.

8. DEVELOP IT STRATEGIC ROADMAP & STRATEGIC PLAN DRAFT REPORT

Once the City's project sponsors have confirmed the prioritized strategies, Avèro will move forward with the finalization of the IT Modernization Strategies, including the development of the Technology Roadmap of prioritized IT strategies in the form of a Gantt chart, as shown in **Figure 3**.

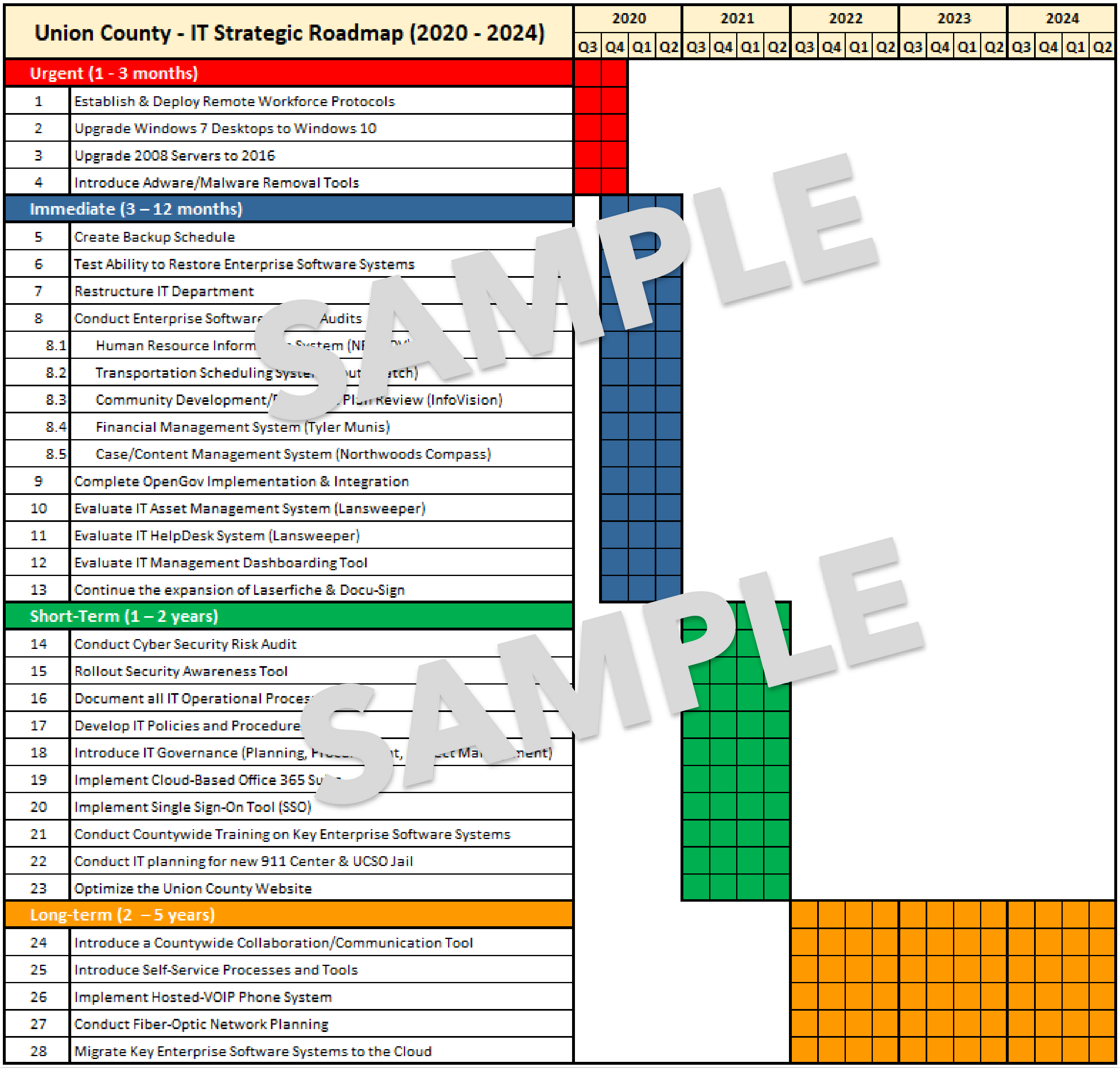
Deliverable 3: IT Strategic Roadmap and Executive Summary

Figure 3[1] – Legend

- ✓ Immediate Recommendations | Year 1
- ✓ Short-Term Recommendations | Year 2-3
- ✓ Intermediate-Term Recommendations | Year 4
- ✓ Long-Term Recommendations | Year 5

The following sample is a Technology Roadmap of an IT Modernization Program, which Avèro developed for Union County (NC).

Figure 3[2] - Technology Roadmap



Avèro Advisors will develop an IT Strategic Plan Report based upon the prioritized Technology Roadmap of IT Modernization Strategies. The IT Strategic Plan Draft Report will guide the City of Mequon to plan, procure, implement, and manage current and future technology investments and resources over the next five (5) years. Additionally, the proposed recommendations will strategically identify opportunities to improve service offerings, build operational efficiencies through integrated enterprise technology, bolster the City's infrastructure, enhance cyber-security, optimize workflows, and improve technology to align with the City's objectives.

Avèro will ensure that the proposed IT Modernization Strategies are Specific, Measurable, Actionable, Realistic, and Timely (SMART). Each proposed strategy will be discussed and validated by the City's project sponsors, including the City Manager, City Council, and other key stakeholders, to ensure strategic and cultural alignment. Avèro will subsequently finalize and deliver the final IT Strategic Plan Report to the City of Mequon.

Avèro will incorporate any feedback provided by the City's project sponsorship team and will develop an Implementation Plan for each validated IT strategy within the IT Strategic Plan. This plan will function as the cornerstone of the City's efforts to improve the balance between demand for new technology and available IT resources, including infrastructure, staffing, capital, and operating funds, as well as addressing questions of governance, security, leveraging cloud technologies, cyber-security, business continuity planning, and service offerings.

Deliverable 4: 5-year IT Strategic Plan Final Report
Deliverable 5: Tactical Project Plan
Deliverable 6: Infrastructure Modernization Plan

Figure 4 provides an IT Strategic Action Plan including action steps, resources, timelines, and anticipated costs for each recommendation's successful implementation. The sample shown below will describe each line item included in the sample IT Strategic Action Plan. Please note that any prices provided are general estimates and should be clarified as the procurement process continues.

Figure 4 – IT Strategic Plan

Recommendation	Replace SAMPLE SYSTEM with a New Financial ERP System
Gaps Addressed	• SAMPLE, the City's financial ERP system, has not been updated since 1995. The City's options are to convert to SAMPLE's "NextGen" system, stick with the current version of SAMPLE, or procure another solution.
Action Steps	• Assign Project Sponsor and Project Manager • Develop an inventory of business processes impacted by the ERP system • Perform workflow analysis to determine functional requirements • Develop Requirement Traceability Matrix for requirement definition • Scan the market for available ERP systems • Procure and Implement the selected ERP system • Follow the vendor's implementation plan • Configure appropriate workflows for Financial Management • Facilitate end-user training ("Train the Trainer") • Go-Live and Post Go-Live Support
Resources	• IT Staff • External Consultant • Department-level Project Champions

SAMPLE

Recommendation	Replace SAMPLE SYSTEM with a New Financial ERP System
	• IT Steering Committee
Stakeholders	• IT Staff • All-City staff (especially Finance/HR/Public Works/Utilities)
Prerequisites	• None
Estimated Cost	• $XXX - $XXX plus annual maintenance fees (~$XXX)
Impact/Comments	• An Enterprise Resource Planning (ERP) system will be used as a single repository for all information regarding business operations. The ERP system will provide seamless access to data to relevant users in real-time. The new ERP system will automate standard business processes such as accounts receivable, accounts payable, budgeting, etc., to improve efficiency and will integrate with other enterprise systems across departments (HR, Payroll, Inventory, Asset Management, etc.)

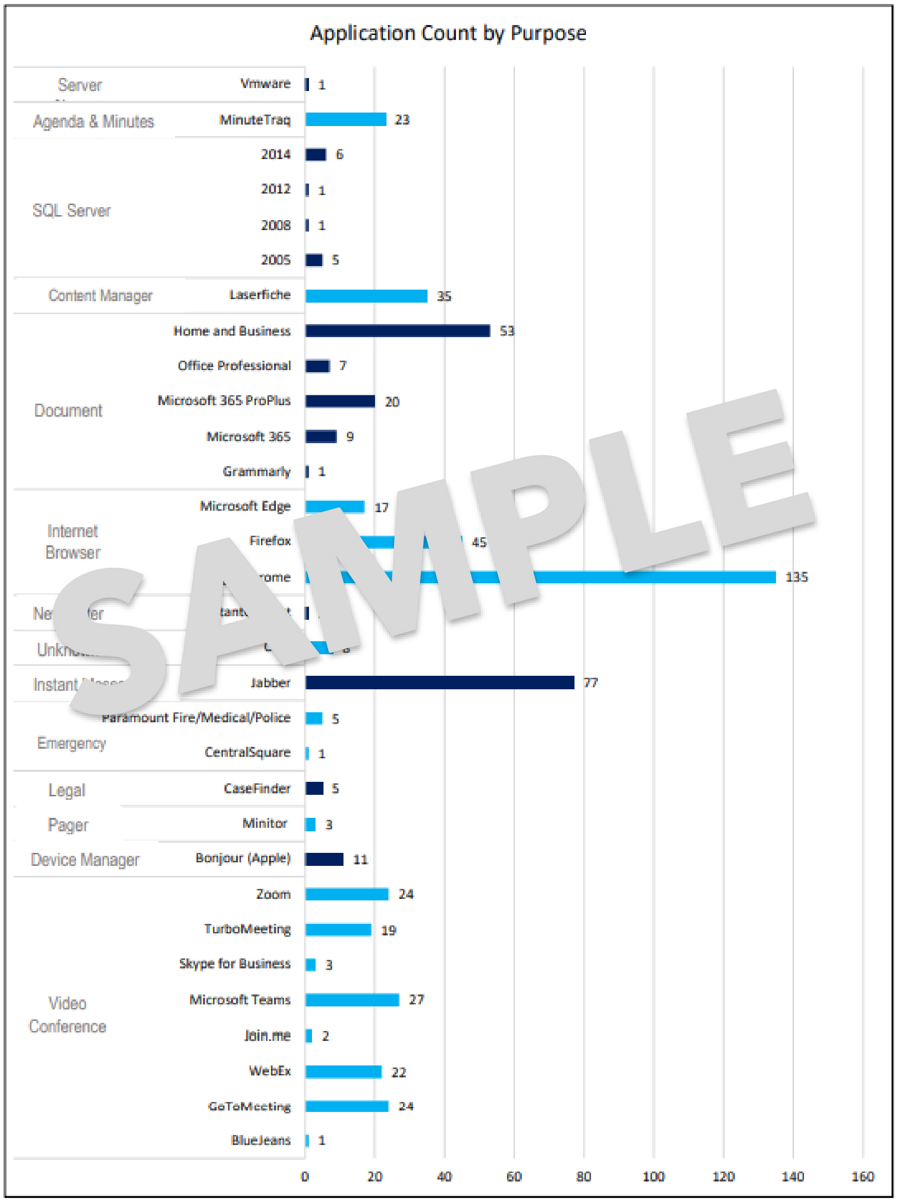
9. COUNCIL PRESENTATION AND IMPLEMENTATION

Avèro's team will conduct a final review session with the City's project sponsorship team to validate the proposed IT Strategic Plan Report. Avèro will make any final revisions deemed necessary by the City's project sponsorship team. Avèro will then develop a presentation and supporting materials to guide City leadership through the City of Mequon's new five-year Information Technology Strategic Plan. After Council approval, Avèro's project team can be available to assist the City of Mequon with implementation of the IT Strategic Plan.

Task Area Descriptions

1. DEVELOPMENT OF EXISTING TECHNOLOGY INVENTORY

Avèro builds on any existing inventory documentation and utilizes discovery tools, such as PDQ Inventory to scan networks and identify the current IT inventory. Avèro then combines reports pulled from all systems to develop a complete inventory of the City's network infrastructure including hardware and software. The deliverable associated with this inventory report is then presented in the form of a comprehensive graphic, as shown in the sample below.



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2. INVOLVEMENT OF STAKEHOLDERS IN THE STRATEGIC PLAN DISCUSSION

Avèro will host weekly meetings as well as ad hoc communications with stakeholders to ensure the strategic recommendations align with the City's business goals and needs. All feedback will be incorporated into the final strategic plan which will include the topics outlined in the RFP and any other topics identified in the process of stakeholder discussions. In addition to weekly project management meetings, Avèro will schedule discovery and visioning sessions with key stakeholders throughout each City department. These sessions will last approximately one (1) to two (2) hours. We recognize that all stakeholders have their regular duties to attend to and will ensure that our project activities do not get in the way of City operations.

3. ASSESSMENT OF CURRENT STRENGTHS AND WEAKNESSES

Avèro will compare the current state assessment of the City's technology infrastructure to industry best practices in order to assess the current strengths and weaknesses of the City as well as opportunities and threats which may affect the performances of the City's technological processes. This evaluation will include, but will not be limited to: technology, processes, requirements, workflows & integrations, and policies & procedures. Avèro will then produce a portfolio of potential enhancements to the City's network infrastructure.

4. INFRASTRUCTURE EVALUATION

Avèro will review the City's technology infrastructure, beyond what has already been made available through this RFP. The existing infrastructure will be compared to industry standards to determine scalability, standardization, and any modernization efforts that may be needed. Avèro will clearly outline any infrastructure improvements necessary in the IT Strategic Plan Draft Report. Infrastructure recommendations, like other recommendations, will include a statement indicating the gaps the recommendation resolves, action steps, associated costs, and an overall impact statement.

5. STAFFING LEVEL REVIEW

Avèro will analyze the current IT Staff at the City of Mequon and will formally evaluate their ability to support, manage, and maintain the existing equipment, software, and systems that fall within their scope of work. This analysis will also include the ability to support any future infrastructure to be included in the Strategic Plan and will aid Avèro in the effort of laying out the City's staffing needs for today and projected staffing needs for five (5) years into the future. The staffing level review will also serve to indicate where IT-related training and additional staffing may be necessary.

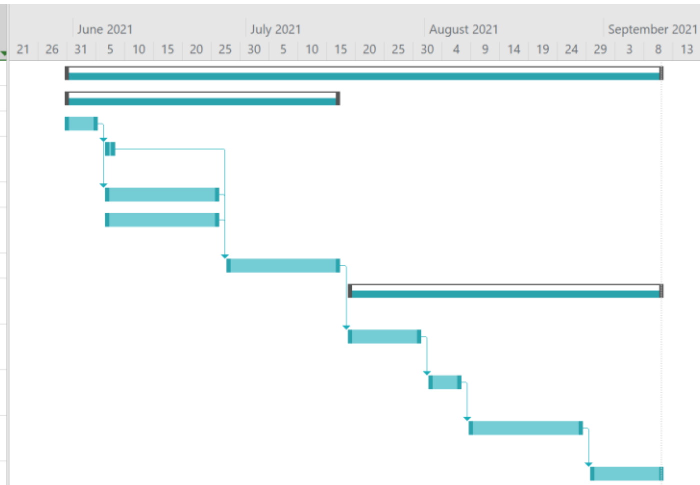
Project Timeline

Based upon our experience of IT strategic planning services with other government and public sector clients similar in scope to the City of Mequon, Avèro Advisors estimates a Project Timeline of ~3 months from notice to proceed.

The Project Work Plan for this engagement, as shown in **Figure 5[1]**, illustrates the timeline with specific phases for all project activities. In **Figure 5[2]** , Avèro has included estimates hours per project task, as requested by the City.

Figure 5[1] – Project Timeline

Task Name	Duration	Start	Finish
City of Mequon ITSP	**75 days**	**Mon 5/31/21**	**Fri 9/10/21**
Phase 1: IT Assessment	**35 days**	**Mon 5/31/21**	**Fri 7/16/21**
Project Planning and Kickoff	5 days	Mon 5/31/21	Fri 6/4/21
City Administration Executive Visioning	1 day	Mon 6/7/21	Mon 6/7/21
Current-State Discovery	15 days	Mon 6/7/21	Fri 6/25/21
Conduct Cybersecurity Assessment	15 days	Mon 6/7/21	Fri 6/25/21
IT Modernization Visioning	15 days	Mon 6/28/21	Fri 7/16/21
Phase 2: Analysis and Strategic Plan	**40 days**	**Mon 7/19/21**	**Fri 9/10/21**
Develop Current-State IT Assessment Report	10 days	Mon 7/19/21	Fri 7/30/21
Develop IT Modernization Strategies	5 days	Mon 8/2/21	Fri 8/6/21
Develop IT Strategic Roadmap & Plan Draft Report	15 days	Mon 8/9/21	Fri 8/27/21
Final Acceptance & Presentation	10 days	Mon 8/30/21	Fri 9/10/21



Avèro also understands the proposed schedule and level of effort may change based on the City's availability and further discussions with the project sponsor. Avèro will work with the City of Mequon to accommodate any suggestions related to the modification of the project schedule.

Figure 5[2] – Project Hours

	Andrew Hayes Senior Manager	Ross DeFalle Project Manager	Sarah Quesenberry Business Analyst	Mike Caffrey Infrastructure Consultant	
Total Hours	28	120	192	64	
	Hours	**Hours**	**Hours**	**Hours**	
Phase I - IT Assessment	**14**	**56**	**108**	**54**	
Kick-Off Meeting	4	4	8	0	
City Administration Visioning Session	4	4	4	2	
Current-State Discovery	2	16	28	16	
Conduct Cybersecurity Assessment	2	16	40	32	Optional
IT Modernization Visioning Sessions	2	16	28	4	
Phase II - Analysis & Plan	**14**	**64**	**84**	**10**	
Current-State IT Assessment Report	4	24	32	4	
Develop IT Modernization Strategies	2	8	8	4	
Develop IT Strategic Roadmap & Plan Draft Report	4	24	32	0	
Develop Council Presentation	4	8	12	2	

Project Team

For this engagement, Avèro Advisors has put together the following team of qualified professionals who possess the knowledge and demonstrated expertise within IT assessment and strategic planning disciplines.

Abhijit Verekar | Project Executive, is a certified *Project Management Professional* (*PMP*) with 15 years of experience serving the public sector as an IT advisory professional. He has extensive experience leading IT and organizational modernization initiatives with State and Local government agencies across the United States. Over the years, he has helped his clients achieve significant efficiencies through IT strategic planning, cybersecurity, business process redesign, project management & implementation, and general advisory & stewardship when dealing with substantial organizational and technological changes (e.g., teleworking support to response to COVID-19 pandemic).

Andrew Hayes | Senior Manager, is a certified *Project Management Professional* (*PMP*) with Master's degrees in Business Administration (MBA) and Organizational Development (MOD). His experience includes 15 years of successfully leading Organizational Change Management and IT Modernization projects in the public, private, and nonprofit market sectors. He employs an appreciative approach to consulting that facilitates the identification, prioritization, and resolution of critical challenges, whether People, Process or Technology-driven. He creates value by establishing collaborative, cross-functional partnerships that focus on organizational strengths and continuous improvement opportunities.

Ross DeFalle | Project Manager possesses a demonstrated history of working in the Information Technology and Services industry, he provides the subject matter expertise on IT & organizational infrastructure analysis, business process redesign & mapping, requirements analysis & development, project/ program management, strategic planning, and management/ mentorship for a variety of public sector organizations (e.g., Law Enforcement, Public Safety, Finance, HR, Utilities & Public Works). He has provided project management and advisory services on various enterprise systems (e.g., ERP, Land Management, and Records/ Document Management) for local municipalities and public sector entities, such as Union County, City of Maryville, and Reno Housing Authority.

Attachment: Avèro Advisors Proposal (RESOLUTION 3838 : IT Strategic Plan)

Mike Caffrey | Senior Infrastructure Consultant, is a Senior IT Consultant with over 22 years' experience overseeing efficient, secure, and cost-friendly IT modernization projects for a variety of public and private sector organizations. Recipient of InterCon 2019's "Top 50 Tech Leaders" award for significant contributions in the technology sector.

Sarah Quesenberry | Business Analyst, completed her Bachelor of Science in Computer Science from the East Tennessee State University. She was engaged in providing Blount County (TN) with technical support on the implementation of ERP installation (Tyler Munis) and managed the redeployment of content management software (Laserfiche), along with the modernization of computer upgrades, County-wide. Ms. Quesenberry is currently part of the project team to provide technology consulting services to plan for and execute cybersecurity enhancements for the Santa Clara County Housing Authority.

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ABHIJIT "AV" VEREKAR

Project Executive

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PROFILE

IT Advisory Professional with over 15 years' experience building smart organizations that empower their operations and enrich the lives of those they serve. PMP & SME providing practical IT strategic planning, cybersecurity, business process redesign, and general advisory & project management services to more than 35 government and public sector clients across the United States.

EDUCATION

- PMP (Certification No. 1338765)
  Project Management Institute
- MBA, *Finance*
  Cleveland State University
  (Cleveland, OH)
- Master of Commerce,
  Accounting & Finance
  Goa University (Goa, India)
- Bachelor of Commerce
  Goa University (Goa, India)

KEY SKILLS

- IT & Organizational Strategy
- Business Process Redesign
- Requirements Definition
- Business Systems Selection
- Contract Negotiation
- Project Management

SELECT CLIENTS

- Blount County, TN
- Union County, NC
- Pittsylvania County, VA
- City of Maryville, TN
- City of Charlottesville, VA
- City of Macedonia, OH
- City of Maricopa, AZ
- Santa Clara County Housing Authority, CA
- Reno Housing Authority, NV
- Knoxville's Community Development Corporation, TN
- City of Lethbridge, Canada
- City of Wilsonville, OR
- State of Oregon
- State of Maryland

SELECT EXPERIENCE

Blount County, TN – *IT Modernization Program, Project Management & Support Services*
Created and implemented a multi-year IT Modernization Strategic Plan to update the County's IT infrastructure (hardware, software, processes & policies). Collaborated with various vital departments (e.g., IT, HR, Finance) to implement modernized business processes & system solutions to improve overall efficiency and service delivery.

City of Maryville, TN – *IT Assessment, Business Process Analysis, ERP Planning Services*
Performed a thorough assessment of "AS-IS" business processes, services, policies, technologies & skillsets and developed strategies to optimize the City's operations and service delivery. Guided City executives and departmental heads (e.g., HR, Finance, IT, Utilities) to plan and implement an optimal ERP suite of various integrated solutions (financial, asset, permitting & fleet management) for productivity & services enhancements.

Union County, NC – *IT Infrastructure Evaluation & Staffing Analysis*
Assessed the current state of IT infrastructure & staffing for approximately 24 departments (e.g., Finance, IT, HR, Procurement), including, but not limited to, IT infrastructure analysis (software & hardware), IT staffing review, and SWOT analysis. Identified opportunities for improvement and documented a comprehensive IT Strategic Plan & Roadmap to guide the City's decision-making in the next 5-7 years.

City of Maricopa, AZ – *Information Technology Assessment*
Analyzed "AS-IS" IT infrastructure, processes, staffing levels & operations for 8 key City departments (e.g., Administrative Services, Finance, HR, Economic Development). Identified disparities between "AS-IS" & "TO-BE" states, along with opportunities for improvement, and developed an IT Modernization Plan & Roadmap to guide Maricopa's IT investment decisions in the next 5 years.

Pittsylvania County, VA – *Information Technology Strategic Plan*
Gathered technical data from interactive sessions with Pittsylvania County's IT Department and analyzed the current IT environment (hardware, software, systems, server, network security). Develop IT strategic recommendations to mitigate existing (and potential) gaps and support the County's business needs in its IT efforts to provide a better quality of service to its citizens in the next 3 years.

Legal Aid of Nebraska – *Integrated Technology Consultant*
Conducted discovery & visioning sessions with approximately 32 key stakeholders to evaluate Legal Aid's current technology landscape. Conducted a SWOT analysis to identify existing and potential gaps and opportunities for improvement regarding infrastructure and organizational structure. Developed a long-term integrated technology plan for resolving gaps and optimizing operations related to expanding access.

AVÈRO ADVISORS

ANDREW HAYES
Senior Manager

AVEROADVISORS.COM 865.415.3848 AHAYES@AVEROADVISORS.COM

PROFILE

Senior Project Manager with 15 years' experience leading change management and IT modernization projects in the public, private, and nonprofit market sectors. Expertise in establishing collaborative, cross-functional partnerships focused on both organizational strengths and opportunities for continuous improvement, whether *People, Process* and *Technology*-driven.

EDUCATION

- PMP (Certification No. 1239835)
  Project Management Institute
- MBA, *Business Administration*
  Case Western Reserve University (Cleveland, OH)
- Master of Organizational Development
  Case Western Reserve University (Cleveland, OH)
- Bachelor of Science
  Business Administration
  University of Akron (Akron, OH)

KEY SKILLS

- IT & Organizational Strategy
- Business Process Redesign
- Requirements Definition
- Business Systems Selection
- Contract Negotiation
- Project Management

SELECT CLIENTS

- City of Lethbridge, Canada
- Union County, NC
- Pittsylvania County, VA
- Blount County, TN
- City of Maryville, TN
- City of Charlottesville, VA
- City of Macedonia, OH
- City of Maricopa, AZ
- City of Alcoa, TN
- Reno Housing Authority, NV
- City of Green, OH
- City of Medina, OH
- Cascade Water Alliance
- State of Maryland

SELECT EXPERIENCE

City of Maryville, TN – *IT Assessment, Business Process Analysis, ERP Planning Services*
Performed a thorough assessment of "AS-IS" business processes, services, policies, technologies & skillsets and developed strategies to optimize the City's operations and service delivery. Guided City executives and departmental heads (e.g., HR, Finance, IT, Utilities) to plan and implement an optimal ERP suite of various integrated solutions (financial, asset, permitting & fleet management) for productivity & services enhancements.

City of Maricopa, AZ – *Information Technology Assessment*
Analyzed "AS-IS" IT infrastructure, processes, staffing levels & operations for 8 key City departments (e.g., Administrative Services, Finance, HR, Economic Development). Identified disparities between "AS-IS" & "TO-BE" states, along with opportunities for improvement, and developed an IT Modernization Plan & Roadmap to guide Maricopa's IT investment decisions in the next 5 years.

City of Macedonia, OH – *Information Technology Modernization Plan*
Evaluated "AS-IS" efforts (culture, vision & mission) & technology (e.g., infrastructure, systems, resources, staffing, funding, service delivery) for various critical City departments (i.e., Finance, HR, IT, Service). Identified inherent gaps between "AS-IS" & "TO-BE" states, along with opportunities for improvement, and developed an IT Modernization Plan & Roadmap to guide Macedonia's IT investment decisions in the next 5 years.

City of Alcoa, TN – *Information Technology Strategic Plan*
Evaluated the current state of technology environment (e.g., infrastructure, systems, processes, resources, staffing, funding, service delivery) for multiple crucial City departments (i.e., Financial Services, HR, CIS, Manager's Office). Identified disparities between "AS-IS" & "TO-BE" states and developed a comprehensive IT Strategic Plan to mitigate inherent gaps and guide Alcoa's IT decisions over the next 5 years.

Union County, NC – *IT Infrastructure Evaluation & Staffing Analysis*
Assessed the current state of IT infrastructure & staffing for approximately 24 departments (e.g., Finance, IT, HR, Procurement), including, but not limited to, IT infrastructure analysis (software & hardware), IT staffing review, and SWOT analysis. Identified opportunities for improvement and documented a comprehensive IT Strategic Plan & Roadmap to guide the City's decision-making in the next 5-7 years.

Pittsylvania County, VA – *Information Technology Strategic Plan*
Gathered technical data from interactive sessions with Pittsylvania County's IT Department and analyzed the current IT environment (hardware, software, systems, server, network security). Develop IT strategic recommendations to mitigate existing (and potential) gaps and support the County's business needs in its IT efforts to provide a better quality of service to its citizens in the next 3 years.

AVÈRO ADVISORS

ROSS DEFALLE

Project Manager

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PROFILE

IT Project Manager with public sector experience leading strategic planning efforts, business process mapping and process re-engineering services, and system advisory/selection. Additional focus includes Smart Community research.

EDUCATION

- Leading Smart Communities Certificate
  Pepperdine University (Malibu, CA)
- MBA, *Marketing*
  Arizona State University (Tempe, AZ)
- Bachelor of Arts, *Economics*
  Lenoir-Rhyne University (Hickory, NC)

KEY SKILLS

- Strategic Planning
- Business Process Redesign
- Requirements Definition
- RFP Development
- Business Systems Evaluation
- Project Management

SELECT CLIENTS

- Pittsylvania County, VA
- Blount County, TN
- Union County, NC
- Legal Aid of Nebraska
- City of Maryville, TN
- City of Charlottesville, VA
- City of Maricopa, AZ
- City of Alcoa, TN
- Reno Housing Authority, NV
- Cambridge Housing Authority, MA
- Tusculum University, TN
- Knoxville's Community Development Corporation, TN
- Santa Clara County Housing Authority, CA

SELECT EXPERIENCE

Union County, NC – *IT Infrastructure Evaluation & Staffing Analysis*

Assessed the current state of IT infrastructure & staffing for approximately 24 departments (e.g., Finance, IT, HR, Procurement), including, but not limited to, IT infrastructure analysis (software & hardware), IT staffing review, and SWOT analysis. Identified opportunities for improvement and documented a comprehensive IT Strategic Plan & Roadmap to guide the City's decision-making in the next 5-7 years.

Pittsylvania County, VA – *Information Technology Strategic Plan*

Gathered technical data from interactive sessions with Pittsylvania County's IT Department and analyzed the current IT environment (hardware, software, systems, server, network security). Develop IT strategic recommendations to mitigate existing (and potential) gaps and support the County's business needs in its IT efforts to provide a better quality of service to its citizens in the next 3 years.

Legal Aid of Nebraska – *Integrated Technology Consultant*

Conducted discovery & visioning sessions with approximately 32 key stakeholders to evaluate Legal Aid's current technology landscape. Conducted a SWOT analysis to identify existing and potential gaps and opportunities for improvement regarding infrastructure and organizational structure. Developed a long-term integrated technology plan for resolving gaps and optimizing operations related to expanding access.

Knoxville's Community Development Corporation (KCDC), TN – *IT Division Review Services*

Analyzed the current state of IT programs, processes, systems & staffing through various analyses (e.g., business process analysis, SWOT analysis) to identify deficiencies & threats to KCDC's organizational efficiency. Developed strategic recommendations for improvement and documented a comprehensive IT Strategic Plan guiding KCDC's IT investment decisions over the next 5 years.

City of Alcoa, TN – *Information Technology Strategic Plan*

Evaluated the current state of technology environment (e.g., infrastructure, systems, processes, resources, staffing, funding, service delivery) for multiple crucial City departments (i.e., Financial Services, HR, CIS, Manager's Office). Identified disparities between "AS-IS" & "TO-BE" states and developed a comprehensive IT Strategic Plan to mitigate inherent gaps and guide Alcoa's IT decisions over the next 5 years.

City of Maricopa, AZ – *Information Technology Modernization Plan*

Evaluated "As-IS" IT infrastructure, processes, staffing levels & operations for 8 key City departments (e.g., Administrative Services, Finance, HR, Economic Development). Identified inherent gaps & opportunities for improvement and developed an IT Modernization Plan & Roadmap to guide Maricopa's IT investment decisions over the next 5 years.

AVÈRO ADVISORS

MIKE CAFFREY

Infrastructure Consultant

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PROFILE

Senior IT Consultant with over 22 years' experience solving the puzzles of efficient, secure, and cost-friendly modernization for various public and private sector organizations. Recipient of InterCon 2019's "Top 50 Tech Leaders" award for significant contributions in the technology sector.

EDUCATION

- Executive Master of Business Administration (EMBA)
  University of South Dakota (Vermillion, SD)
- Bachelor of Arts, *Economics*
  California State University (Northridge, CA)

KEY SKILLS

- Business Process Management
- Business Resiliency
- Government Affairs
- Marketing & Communications
- Staff Development
- Strategic Planning
- Business Systems Evaluation
- Project Management

SELECT CLIENTS

Public Sector:

- Blount County, TN
- Union County, NC
- City of Maricopa, AZ
- City of Maryville, TN
- City of Alcoa, TN
- Knoxville's Community Development Corporation, TN
- Dekalb County, GA
- California State University System
- American College of Education

Private Sector:

- IBM
- InfoSystems
- Agile Technologies

SELECT EXPERIENCE

Union County, NC – *IT Infrastructure Evaluation & Staffing Analysis*

Assessed the current state of IT infrastructure & staffing for approximately 24 departments (e.g., Finance, IT, HR, Procurement), including, but not limited to, IT infrastructure analysis (software & hardware), IT staffing review, and SWOT analysis. Identified opportunities for improvement and documented a comprehensive IT Strategic Plan & Roadmap to guide the City's decision-making in the next 5-7 years.

Blount County, TN – *IT Modernization Program, Project Management & Support Services*

Created and implemented a multi-year IT Modernization Strategic Plan to update the County's IT infrastructure (hardware, software, processes & policies). Collaborated with various vital departments (e.g., IT, HR, Finance) to implement modernized business processes & system solutions to improve overall efficiency and service delivery.

Knoxville's Community Development Corporation (KCDC), TN – *IT Division Review Services*

Analyzed the current state of IT programs, processes, systems & staffing through various analyses (e.g., business process analysis, SWOT analysis) to identify deficiencies & threats to KCDC's organizational efficiency. Developed strategic recommendations for improvement and documented a comprehensive IT Strategic Plan guiding KCDC's IT investment decisions over the next 5 years.

City of Maricopa, AZ – *Information Technology Modernization Plan*

Evaluated "As-IS" IT infrastructure, processes, staffing levels & operations for 8 key City departments (e.g., Administrative Services, Finance, HR, Economic Development). Identified inherent gaps & opportunities for improvement and developed an IT Modernization Plan & Roadmap to guide Maricopa's IT investment decisions over the next 5 years.

City of Maryville, TN – *Information Technology Strategic Plan*

Evaluated the "AS-IS" IT environment (i.e., hardware, software & systems) and captured Maryville's vision for IT enhancements. Identified discrepancies between "AS-IS" and "TO-BE" states, along with opportunities for improvement, and developed strategic recommendations & roadmap to guide Maryville in utilizing industry best practices moving forward.

US-Based IT VAR (*Private Sector*)

Analyzed and coordinated the tools and processes for both Cloud (SaaS Office 365) & existing Managed Services in the US-Based IT VAR. Modified messaging for US markets and translating the UK firm's marketing strategy into one that helped both firms succeed in just a few months of operation.

SARAH QUESENBERRY
Business Analyst

AVEROADVISORS.COM 865.415.3848 SQUESENBERRY@AVEROADVISORS.COM

PROFILE

Information Technology Consultant with 5 years' experience equipped with proficiency in Computing and Software design. Expertise in research and implementation of practical software to decrease downtime and increase productivity, efficiency, and customer satisfaction.

EDUCATION

- Bachelor of Science, *Computer Science* East Tennessee State University (Johnson City, TN)

KEY SKILLS

- Hardware Support
- Operating System Support
- Operations Support
- Data Gathering & Analysis
- Requirements Definition
- System Evaluation
- System Implementation

SELECT CLIENTS

- Reno Housing Authority, NV
- Santa Clara County Housing Authority, CA
- Blount County, TN
- Pittsylvania County, VA
- Union County, NC

SELECT EXPERIENCE

Reno Housing Authority, NV – *Consultant for Implementation of EDMS*
Analyzed the current state of operations to determine system requirements and functionality for the future Electronic Document Management System (EDMS). Assisted in requirements gathering, requirements definition in the form of a Requirements Traceability Matrix, RFP Development, vendor evaluation, and contract negotiation.

Santa Clara County Housing Authority, CA – *IT Project Management Services*
Provided IT Project Management services for various concurrent Emphasys Elite related projects. Gathered feedback from SCCHA staff and other public housing authorities regarding the Emphasys Elite hosted solution. Developed a cybersecurity assessment report to document risks and potential threats.

Blount County, TN – *IT Modernization Program, Project Management & Support Services*
Provided technical support on the implementation of ERP installation (Tyler Munis). Collaborated with County staff to manage the redeployment of content management software and develop business processes to streamline workflow and increase efficiency. Managed the migration of animal center data location and software provider. Lead the modernization of computer upgrades County-wide, including new computer recommendations, modifications, and image development. Successfully encouraged better vendor relations to improve customer satisfaction and decrease downtime.

Pittsylvania County, VA – *Information Technology Strategic Plan*
Analyzed and implemented the redeployment of existing content management software and the development of business processes to streamline workflow and increase efficiency. Collaborated with the County's IT staff to establish better vendor relations.

Union County, NC – *IT Policies & Procedure Manual Development*
Assessed the current state of IT infrastructure & staffing and identified industry best practices for each functional area of IT services. Developed a new IT policies & procedures manual, which served as an employee guide to the terms and conditions of IT services and infrastructure.

Client References

Avèro Advisors has provided the following project summaries for projects completed with scopes related to the scope of the City of Mequon's IT Assessment initiative. These references specifically showcase Avèro's experience in conducting IT Assessments and detail a successful track record of creating as well as implementing IT strategic plans for similar municipality clients:

CITY OF MARYVILLE, TN
IT ASSESSMENT & STRATEGIC PLAN,
ERP ADVISORY SERVICES

Contact Person:	Mr. Greg McClain, City Manager
Contact Information:	(865) 273-3401 | gmcclain@maryville-tn.gov
Organization Size:	300 Staff
Date of Services:	February 2018 - Ongoing
Project Description:	Avèro Advisors created a multi-year IT Strategy Plan (ITSP) to guide the City of Maryville to optimize its IT environment efficiently and cost-effectively. As part of the final deliverable set, Avèro's team provided the City with actionable recommendations on business process and technology improvements for all departments (Finance, Public Utilities, Public Works etc.). Avèro currently serves as the Executive Project Manager to manage the implementation of the ITSP for the City of Maryville for multiple projects, including a thorough business process analysis & redesign across all departments' operations, vendor evaluation, selection & implementation for an ERP suited of integrated solutions (Tyler Munis).

CITY OF CHARLOTTESVILLE, VA
NEIGHBORHOOD DEVELOPMENT SERVICES DEPARTMENT

Contact Person:	Mr. Paul Oberdorfer, City Manager – Piqua, OH (former Deputy City Manager at the City of Charlottesville)
Contact Information:	(937) 778-2051 | poberdorfer@piquaoh.org
Date of Services:	August 2018 - Ongoing
Dollar Value:	$2 Million
Project Description:	Avèro serves as the Project Manager to assess the current state of the City's Neighborhood Development Services Department, Public Works Department, and the Parks & Recreation Department. Avèro has redesigned future state business process maps for optimization and developed system requirements & RFP for future system procurements. We will also subsequently assist the City in

	system selection & implementation phase for optimal enterprise solutions. • Discovery Interviews & Current-State (AS-IS) Documentation • Development of "AS-IS" BPMN Workflow Diagrams • Visioning Sessions & Future-State (TO-BE) Documentation • Development of "TO-BE" BPMN Workflow Diagrams • Business Process Analysis & Optimization o Administrative functions o Asset management o Work orders o Permitting • Requirements Definition • RFP Development • Vendor Evaluation & Contract Negotiation: (TBD) o Enterprise Land Management • System Implementation & Project Management • Staff Training & Change Management • Ongoing IT Operations Support • Ongoing Vendor Management

UNION COUNTY, NC
IT ASSESSMENT & STRATEGIC PLAN

Contact Person:	Mr. Christopher Liersaph, Assistant Director of IT
Contact Information:	(704) 283-3635 | Christopher.liersaph@unioncountync.gov
Organization Size:	1250 Staff
Date of Services:	January 2020 - Ongoing
Project Description:	Avèro served as the consultant to assess the current state of IT infrastructure & staffing for approximately 30 departments within Union County, NC. The scope of services included but was not limited to IT infrastructure assessment (software, systems & hardware), IT staffing analysis, SWOT analysis, and development of strategic recommendations. Avèro's team subsequently identified and documented a comprehensive IT Strategic Plan & Roadmap to guide the County's IT staffing and IT infrastructure decision-making through the next 5-7 years. Following the completion of the IT Assessment, Avèro currently manages the implementation of the ITSP for Union County for multiple projects, including a restructuring of the County's IT Department, development of IT Policies and Procedures, and phone system assessment.

BLOUNT COUNTY, TN
IT ASSESSMENT & STRATEGIC PLAN,
ERP ADVISORY SERVICES

Contact Person:	Mr. Justin McClure, Assistant IT Director
Contact Information:	(865) 273-5730 | jmcclure@blounttn.org
Organization Size:	700 Staff
Date of Services:	February 2016 - Ongoing
Project Description:	Avèro Advisors created a multi-year IT Modernization Strategy and Plan (ITMSP) for Blount County Government that is aimed at updating the County's IT infrastructure (hardware, software, processes, and policies). Avèro's team currently serves as the Executive Project Manager to guide the Blount County and its IT Department by implementing the ITMSP, including business process analysis & redesign, IT Risk Assessment, system requirements & RFP development, website redesign, network infrastructure upgrade, server virtualization **(VMWare)**, ERP system replacement **(Tyler Munis)**, and Asset Management solution implementation. The County has achieved perfect audits throughout its five (5) years of IT modernization efforts.

KNOXVILLE'S COMMUNITY DEVELOPMENT CORPORATION (TN)
IT ASSESSMENT & PM SERVICES

Contact Person:	Mr. Terry McKee, IT Director
Contact Information:	(865) 403-1133 | tmckee@kcdc.org
Organization Size:	135 Staff
Date of Services:	July 2019 - Ongoing
Project Description:	Avèro Advisors developed an IT Strategic Plan for the KCDC, TN. Avèro's Project Team reviewed the current ("As-Is") state of the KCDC's IT Program by reviewing existing documentation, and conducted interviews with key internal stakeholders. Following the data gathering, the Project Team conducted a SWOT analysis to identify emergent gaps between the current ("As-Is") state and the ideal ("To-Be") state of the KCDC's IT Program. After developing and prioritizing the proposed IT strategies, the Project Team prepared and presented the IT Strategic Plan Report. Avèro currently assists KCDC in evaluating software vendors for an optimal ERP system to replace its legacy Emphasys Elite software. Once the software vendor is selected, our team will help KCDC

	develop contract negotiations and oversee the ERP solution's implementation.

SANTA CLARA COUNTY HOUSING AUTHORITY (CA)
IT ASSESSMENT, PM SERVICES, & RISK ASSESSMENT

Contact Person:	Ms. Tui Varela, Housing Compliance Manager
Contact Information:	(408) 993-3052 | tui.varela@scchousingauthority.org
Organization Size:	150 Staff
Date of Services	July 2019 - Ongoing
Project Description:	The Santa Clara County Housing Authority (SCCHA) partnered with Avèro late in 2019 to build a Cloudnative solution for Emphasys Elite, its foundational, core product for housing operations service delivery. The goal was simple and direct: Provide a hosted solution that immediately addresses reliability, resiliency, flexibility, and configurability both in the short-term, as well as into the future. Cloud solutions are inherently designed for business continuity and disaster recovery. However, they cannot be used to help solve systemic security issues within the organization without a clear plan of action that addresses all environments in use by an organization. Avèro was engaged by SCCHA leadership in September of 2020 year to perform a security assessment on the existing technology infrastructure. This project's goals and methodology are to identify enterprise risks, prioritize them, develop actionable recommendations and protocols, and highlight opportunities to mitigate known and unknown risks going forward proactively. Once the discovery process was underway, Avèro identified urgent items that needed immediate action, rather than wait for the full assessment report to be compiled and presented to SCCHA. Avèro currently assists in the efforts to bolster the Housing Authority's cybersecurity infrastructure.

HOUSING AUTHORITY OF THE CITY OF RENO (NV)
PROFESSIONAL ELECTRONIC DOCUMENT MANAGEMENT SERVICES

Contact Person:	Ms. Samantha Arellano, IT Manager
Contact Information:	(775) 329-3630 ext. 223 | sarellano@renoha.org
Organization Size:	80 Staff
Date of Services:	October 2020 - Ongoing

Project Description:	Avèro serves as the consultant to assess the current state of RHA's paper-based document management operations and identify opportunities for improvement through IT and business process modernization. The scope of work includes the current-state evaluation, development of recommendations, business process redesign, and system requirements definition to improve efficiency in document management operations. Avèro will also assist RHA in the RFP development, system evaluation, selection, and implementation for a future Document Management solution.

CLIENT TESTIMONIALS

CITY of MARYVILLE
PEOPLE are the KEY

"As you know, many companies are technically strong in all things IT but not every firm can build the relationships necessary to help an organization navigate change. Avèro excelled in this aspect. Technically strong, depth of knowledge and an ability to speak in a language management can understand. They don't use only industry terms. They took us through some discovery to make sure we got the scope right. This was incredibly important to the overall project."

Greg McClain
City Manager | City of Maryville, TN

KCDC
Knoxville's Community Development Corporation

"Avèro has completed two projects with us and has another one underway**. I find they have two critically important attributes that speak well for them: communication skills and technical knowledge.** The Avèro team builds trust and relationships with our staff enabling comfortable communication about IT issues. By using ordinary English and humor, the Avèro team can speak to different levels including our "front line" employees, our managers, our IT staff, and our executives because they understand that most people do not speak "IT." Their technical knowledge is superb and always beneficial to us. Both of these attributes are critical to successful projection completion."

Terry McKee
IT Procurement Director | Knoxville's Community Development Corporation

BLOUNT COUNTY TENNESSEE

"Avèro Advisors has brought IT advancements to Blount County Government that were 30 years overdue. **This modernization process could have been a lot more painful had it not been for the ability of Avèro to build strong relationships that have endured through the entire process.** This has been so important for our employees to embrace these changes and move forward with confidence in implementing multiple upgrades in a short time frame."

Ed Mitchell
Mayer | Blount County, TN

CIRCUIT COURT CLERK BLOUNT COUNTY, TN

"**Avèro Advisors has been a Godsend for us here in Blount County as far as our technology, bringing us up and getting us to the next century. We're prepared now to move and be able to do a lot of things.** You all have been a tremendous asset for me to be able to lean on. I have to say this, if there's anybody out there reading if you all need help in your counties, Avèro Advisors are family. They're not another business trying to make a buck. They care about the people that need help and they want to be there. I mean that from the bottom of my heart."

Tom Hatcher
Blount County Circuit Court Clerk, TN

Fee Schedule

A. Proposed Hourly Rates

The estimated Investment Summary for this Scope of Work was developed using the following hourly rate schedule, as shown. Any additional work performed outside of this proposed scope will be billed at these rates, with prior written permission from the City of Mequon. The Hourly Rate Schedule below is as shown in the originally submitted Fee Schedule for the Information Technology Strategic Plan RFP.

Hourly Rate Schedule

Project Team Role	Hourly Rate
Project Executive	$225
Senior Manager	$200
Project Manager	$180
Business Analyst	$160
Infrastructure Consultant	$160

B. Revised Offer

Based on the scope of work presented for the initial Information Technology Strategic Plan, Avèro Advisors is pleased to offer the City an all-inclusive **Revised Offer** of **$54,720**. BAFO pricing includes a cumulative discount of ~20%, as a sign of Avèro's commitment to building a long-term IT advisory relationship with the City. **Avèro remains flexible in our approach and welcomes any modifications that the City may deem necessary.**

The estimated project cost for the Information Technology Strategic Plan Project is as follows:

	$200	$180	$160	$160	
	Senior Manager	Project Manager	Business Analyst	Infrastructure Consultant	
Total Hours	28	104	168	40	
	Hours	Hours	Hours	Hours	
Phase I - IT Assessment	**14**	**48**	**84**	**30**	**$29,680**
Kick-Off Meeting	4	4	8	0	$2,800
City Administration Visioning Session	4	4	4	2	$2,480
Current-State Discovery	2	16	24	12	$9,040
Conduct Cybersecurity Assessment	2	12	24	12	$8,320
IT Modernization Visioning Sessions	2	12	24	4	$7,040
Phase II - Analysis & Plan	**14**	**56**	**84**	**10**	**$27,920**
Current-State IT Assessment Report	4	20	32	4	$10,160
Develop IT Modernization Strategies	2	8	8	4	$3,760
Develop IT Strategic Roadmap & Plan Draft Report	4	20	32	0	$9,520
Develop Council Presentation	4	8	12	2	$4,480
				TOTAL FEES	$ 57,600
				NEW CLIENT DISCOUNT (5%)	$ (2,880)
				PROJECT COST	**$ 54,720**

C. Assumptions

- Estimated Project Cost of $54,720 Not-To-Exceed amount for the proposed scope of work for the Information Technology Strategic Plan.
- Actual Project Hours will be billed on a Time and Material basis.
- Project Invoices will be submitted monthly.

City of Mequon

11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2902
Fax: 262-242-9655

www.ci.mequon.wi.us
Office of Community Development

TO:	**Finance-Personnel Committee**
FROM:	**Kim Tollefson, Director of Community Development**
DATE:	**May 11, 2021**
SUBJECT:	**RESOLUTION 3839 A Resolution Authorizing a Development Agreement with Blue Ribbon Self Storage III, LLC for a Tax Increment District (TID) No. 5 Development Incentive in the Amount of $462,000 for the Property Located at 10448 North Port Washington Road**

Background

Blue Ribbon Self Storage III, LLC is requesting approval for a Tax Increment District (TID) No. 5 financial incentive for the property located at 10448 N. Port Washington Road. The following outlines the criteria in which the City authorizes Pay-As-You-Go incentives as documented in the TID Project Plan.

- New construction value of $1.5M beyond the current improvement value.
- The payback period is 15 years or less.
- The maximum incentive allowed is comprised of the "gap", which is defined as the property's base improvement value plus the cost of site demolition and repair, plus a 5% incentive on the net improvement value of the proposed project.

Analysis

Blue Ribbon Self Storage's application represents the following:

- A total new construction value estimated at $4.76M, which is a net value of $3.98M beyond the current improvement value of $902,700.
- A total eligible incentive under the Fast Track Formula of $462,600.
- The payback period, based on estimated annual tax revenue, would occur in approximately 6.4 years, which is prior to the required 15-year payback period and prior to closure of the TID.

Included for review is Blue Ribbon Self Storage's construction costs for demolition and site repair and a copy of the Fast-Track Formula calculation as it applies to the subject redevelopment site, as well as a copy of the proposed development agreement that memorializes these terms.

Fiscal Impact

The redevelopment of the subject site is estimated to have a total new value of $6.45M, with an annual tax revenue for TID No. 5 of approximately $98,000.

Recommendation
The Economic Development Board recommended approval by a vote of 5-0 on April 27, 2021.

Attachments:
Blue Ribbon Storage Development Agreement (DOCX)
Fast Track Formula Calculations (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3839

A Resolution Authorizing a Development Agreement with Blue Ribbon Self Storage III, LLC for a Tax Increment District (TID) No. 5 Development Incentive in the Amount of $462,000 for the Property Located at 10448 North Port Washington Road

A. Tax Increment District No. 5 offers redevelopment incentives for projects including demolition and site repairs.

B. Tax Increment District No. 5 encourages redevelopment of parcels located within the district boundary through the combination of lands, new land uses and removal of underutilized or undervalued structures.

C. The proposal by Blue Ribbon Self Storage III, LLC complies with the standards of the City's Fast-Track Formula for an estimated incentive of $462,600 related to a proposed redevelopment project located at 10448 N. Port Washington Road with an estimated value of $4.76M.

D. Adequate funds are available in the TID No.5 for the incentive. Adequate time remains in the life of TID No. 5 for repayment of the incentive prior to 15 years and prior to closure of the TID.

E. The Economic Development Board, at its meeting on April 27, 2021 approved staff's recommendation to authorize the incentive.

F. The Finance and Personnel Committee, at its meeting on May 11, 2021 approved authorization of the incentive.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin, that:

1. The Development Agreement between the City and Blue Ribbon Self Storage III, LLC, for an estimated incentive in the amount of $462,600 in the form as attached is approved.

2. The Mayor, City Clerk, and other appropriate City staff are directed and authorized to execute the Development Agreement as well as any necessary ancillary contractual documents which are subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney, and then to deliver the same.

Approved by: John Wirth, Mayor

Date Approved: May 11, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on May 11, 2021.

____

Caroline Fochs, City Clerk

DEVELOPMENT AGREEMENT

This Development Agreement is made as of the ___ day of ________, 2021, by and among the City of Mequon, Wisconsin, a Wisconsin municipal corporation ("City") and Blue Ribbon Self Storage III, LLC, a Wisconsin Limited Liability Company ("Owner/Developer").

RECITALS

(i) Owner/Developer has acquired the land described on Exhibit A attached hereto ("Property") for the purpose of redevelopment/development in strict accordance with this Agreement and the development plans approved by the City of Mequon, and adopted by the Mequon Common Council, which are listed on Exhibit B (the "Approved Plans") and all other plans as approved and on file with the Department of Community Development (the "Development").

(ii) Owner/Developer will own and will be responsible for management and operation of the Development.

(iii) It is the desire of the City to foster and promote economic development in the City so as to expand the tax base and create new jobs, all in furtherance and compliance with the Port Washington Road TID No. 5 Project Plan, as defined below. The proposed Development of the Property in accordance with the terms and conditions of this Development Agreement will be in the public interest and will serve a public purpose.

(iv) The Development will increase the taxable value of the City of Mequon, as well as its commercial vitality, providing a substantial benefit to the City and the public, and the Development is and will be consistent with the TID No. 5 Project Plan.

(v) Certain financial incentives including, but not limited to, the TID No. 5 Fast Track Incentive are herein provided, and the Development will not occur in their absence.

(vi) The parties to this Agreement have caused to be created this Development Agreement for the purpose of setting forth certain rights, duties and obligations of the parties with respect to the development of the Property and have approved its terms, and authorized their respective officers, directors and managers to execute it on their behalf.

Now, Therefore, in consideration of the recitals and mutual agreements herein set forth, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Definitions. As used in this Agreement, the following terms shall have the following meanings:

(a) "Acceptable to the City" means, in varying applications of that term in this Agreement, that the matter under review and scrutiny by the City and Ehlers and Associates, its financial consultant, complies with this Agreement in all respects, and/or adheres to applicable laws, ordinances, building codes, rules, and regulations, and/or generally practiced and prudent underwriting and financial evaluation principles, standards and practices as relates to pro forma projections for the Development, cost estimates, bids and prices, terms of construction contracts and permanent financing, and the financial statements of Owner/Developer as well as amounts and terms for the investment of equity capital in the Development, as will reasonably lead to the good faith conclusion that the risks to the public herein contracted are reasonable and manageable under the circumstances, and in relation to the public benefit of this Development Agreement. Materials submitted to the City for such review shall be objected to within ten (10) business days, or shall be deemed acceptable to the City, except wherein review by the Planning Commission shall be required, in which case the review period shall be twenty (20) days, or by the Common Council, in which case the review period shall be thirty (30) days. The foregoing is not intended to impose additional requirement for review by the Planning Commission or the Common Council except in such circumstance in which such review shall be otherwise required by law. Any item included within Exhibit B as part of the definition of “Approved Plans” shall be deemed to be Acceptable to the City.

(b) "Affiliate" means: (i) a person or an entity that directly or indirectly controls, or is controlled by, or is under common control with, Owner/Developer, or (ii) a person or entity that directly or indirectly beneficially owns or holds any ownership interest in Owner/Developer unless that person or entity has no authority or right of management or control of Owner/Developer; or (iii) any person or entity in which Owner/Developer has an ownership interest unless that person or entity has no authority or right of management or control of Owner/Developer; or (iv) any person or entity that is an officer or director, general partner or managing member of Owner/Developer. As used in this definition, the term "control" means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, by operation of law, or otherwise.

(c) “Available Tax Increment” means Tax Increment actually collected by the City with respect to the Property (including Tax Increment on Personal Property) for the TID No. 5 Special Fund.

(d) “Building and Site Improvements” shall mean the construction and installation of building and site improvements on the Property, in accordance with the Approved Plans, and also in compliance with all applicable requirements of federal, state and local construction, erosion control, fire, building, electrical, plumbing, HVAC, storm water, grading, and landscaping ordinances, laws, regulations, and codes, and all additions and/or alterations to these initially constructed building and site improvements on the Property.

(e) "Completion Value" means the actual total assessed valuation of the Project (real and personal property) as of January 1 the year following completion of the Development.

(f) “Fast Track Improvements” means the improvements defined in Section 4(d) below.

(g) "Fast Track Improvements Cost Breakdown" means the current complete cost breakdown of construction and non-construction cost items (i.e., a line-item budget), clearly identifying the Fast Track Improvements Costs shown on Exhibit D.

(h) "Fast Track Incentive" means the money to be paid by the City, out of TID District No. 5 Tax Increment resulting from the Development, to Owner/Developer, defined in Section 4(d) below, as estimated on Exhibit D, and subject to adjustment after completion of the Fast Track Improvement and the limitations thereon, as provided herein.

(i) "General Contractor" means: The general contractor or general contractors hired by Owner/Developer to construct the Development or components of the Development under one or more contracts. General Contractor may include Owner/Developer to the extent it makes direct contracts for construction, furnishing or fixturing of parts of the Development.

(j) "Owner/Developer" means: Blue Ribbon Self Storage III, LLC, and permitted successors and assigns as approved by the City, which shall have the exclusive management of the Project.

(k) "Project" means a development as referred to and described in the Approved Plans listed on Exhibit B. and including:

- Demolition of portions of existing improvements;
- Removal of any paving and miscellaneous materials;
- Excavation of materials and fill;
- Fill and rough grading of demolition areas;
- Filling, grading, removal and installation of utility services, installation of roads, sidewalks, driveways, walkways, curbs and gutters, parking lot(s); and all other site work as may be required in connection with the development and associated parking, and alterations to public rights of way;
- Construction and installation of all other improvements as may be required in order to comply with the Approved Plans which incorporate the zoning ordinances, building codes, and any other applicable rules and regulations identified in Exhibit B;

(l) "Project Completion Date" means the date of completion of the Project, which shall be no later than May 31, 2022.

(m) "Project Plan" means the Project Plan for the City of Mequon Tax Incremental District No. 5, as may be amended from time to time.

(n) "Tax Increment" means the amount of tax collected from the Property and the Building and Site Improvements to be constructed on the Property by Owner/Developer, and the personal property installed or located on the Property which is subject to personal property tax (the "Personal Property"), less the Tax Increment Base, as calculated with reference to and in accordance with the provisions of Section 66.1105 (2)(i) through (m) of the Wisconsin Statutes.

(o) "Tax Increment Base" means the amount of tax collected on the equalized value determined as of January 1, 2021 of the Property.

(p) "TIF District" or "TID No. 5" means City of Mequon Tax Increment District No. 5.

2. Conditions Precedent: Owner/Developer's Obligations. In addition to all other conditions and requirements set forth in this Agreement, the obligations of the City under this Development Agreement are conditioned upon the satisfaction of each and every one of the following conditions:

(a) At its cost, Owner/Developer has provided Fast Track Improvements Cost Breakdown estimates to the City, in the form as shown on Exhibit D, certified by Owner/Developer and the General Contractor as presenting the then most accurate and complete Fast Track Improvements Cost Breakdown available, and which will demonstrate that estimated Fast Track Improvements Costs are $228,486.00.

(b) Owner/Developer has, at its cost, provided the City with a timetable for completion of the Project.

(c) Prior to the execution of this Agreement, Owner/Developer shall provide the City with evidence satisfactory to the City that Owner/Developer is authorized to enter into this Agreement and that the persons signing this Agreement on behalf of Owner/Developer are authorized to sign this Agreement. Prior to the execution of this Agreement, Owner/Developer, at its cost, shall provide a certified copy of its articles of organization, operating agreement and its resolutions and a certificate of status issued by the Wisconsin Department of Financial Institutions. Such formation documents and resolutions must be acceptable to the City and must show a state of facts as to ownership, management and control acceptable to the City.

(d) Prior to the execution of this Agreement, Owner/Developer shall provide a certificate of incumbency and resolutions or consents of its board, all of which resolutions and consents shall show that Owner/Developer has been duly authorized to enter into this Agreement and all other agreements, documents and contracts required to be executed by it in connection with the transactions which are the subject of this Agreement.

(e) No uncured default, or event which with the giving of notice or lapse of time or both would be a default, shall exist under this Agreement.

If all conditions contained in this Section are satisfied within the time periods for satisfaction of such conditions as set forth above or if such conditions are waived in writing by the City within the time periods for satisfaction of such conditions as set forth above, of if the City fails to disapprove or object to any of the deliverables furnished by or performance of Owner/Developer as to such conditions within ten (10) business days of receipt by the City, then the above conditions shall be deemed satisfied. The City shall issue a certificate (the "Certificate") confirming that all of the above Conditions Precedent have been satisfied or waived, which can be relied on to confirm that the obligations in this Section have been satisfied. If the City shall timely disapprove or object to the deliverables or performance of Owner/Developer specifying the reason(s) for which the matter is not satisfactory to the City, Owner/Developer shall have ten (10) business days to cure by resubmission of satisfactory deliverables or performance. In the event Owner/Developer does not timely resubmit or the resubmission is unsatisfactory to the City, the City, at its option, exercised in its reasonable discretion, may terminate this Agreement, by providing written notice to the Owner/Developer as provided herein, in which event, none of the parties to this Agreement shall have any further liability or obligation to the other parties; provided, however, Owner/Developer shall pay all costs and expenses incurred by the City, up to a total amount of $10,000, in connection with the Project and the preparation and negotiation of this Development Agreement, including without limitation, attorneys' fees and the fees of the City's outside financial consultant.

3. Representations and Warranties and Covenants of Owner/Developer. Owner/Developer represents and warrants to the City to the best of its knowledge, and covenants with the City as follows:

(a) All copies of preliminary cost estimates, and final costs of the Fast Track Improvements and agreements related to them, which Owner/Developer has furnished to the City are true and correct in all material respects. There has been no material adverse change in the cost estimates of the Fast Track Improvements since the date of the last cost estimate furnished by Owner/Developer to the City.

(b) Owner/Developer has paid, and will pay when due, all property taxes on the Property prior to any such taxes becoming delinquent.

(c) Owner/Developer will pay for all work performed and materials furnished for the Required Offsite Improvements, which upon completion, final inspection and acceptance by the City, shall be dedicated to the City, or State of Wisconsin, as applicable. City confirms this Required Offsite Improvements work is not subject to any public bidding requirements, but that Owner/Developer’s contractor shall provide notice to the City 3 days prior to commencement of that work, in order to allow the City to inspect the work.

(d) No statement of fact by Owner/Developer contained in this Agreement and no statement of fact furnished or to be furnished by Owner/Developer to the City pursuant to this Agreement contains or will contain any untrue statement of a material fact or omits or will omit to state a material fact necessary in order to make the statements herein or therein contained not misleading at the time when made.

(e) Owner/Developer is a duly organized Wisconsin limited liability company and is duly formed and validly existing and has the power and has or will have all necessary licenses and permits to own the Property and to carry on its business at the Property.

(f) The execution, delivery and performance of this Agreement have been duly authorized by all necessary board action of Owner/Developer and constitute the valid and binding obligations of Owner/Developer enforceable in accordance with their terms, subject only to applicable bankruptcy, insolvency, reorganization, moratorium, general principles of equity, and other similar laws of general application affecting the enforceability of creditors' rights generally.

(g) The execution, delivery, and performance of Owner/Developer's obligations pursuant to this Agreement will not violate or conflict with Owner/Developer's formation documents nor will the execution, delivery, or performance of Owner/Developer's obligations pursuant to this Agreement violate or conflict with any law applicable to Owner/Developer or the Project.

(h) There is no litigation or proceeding pending or threatened against or affecting the Project or Owner/Developer's interest in the Development.

(i) No default, or event which with the giving of notice or lapse of time or both would be a default, exists under this Agreement.

(j) Prior to completion of the Project Owner/Developer will not sell, transfer or convey the Property except to an Affiliate who shall take title subject to this Agreement. This shall not prevent the mortgaging of the Property.

(k) Construction of Project shall commence not later than the date required by the Planning Commission or permitting listed in the Approved Plans. The building on the Property will be deemed completed upon occurrence of all of the following: a certificate of occupancy is issued by the appropriate governmental authorities for all spaces intended to be occupied in the building.

(l) Owner/Developer will cause the Project to be completed in conformance and compliance with all applicable federal, state, local and other laws, rules, regulations and ordinances, including without limitation, all zoning and land division laws, rules, regulations and ordinances, all building codes and ordinances of the City and County, all environmental laws, rules, regulations and ordinances, and all terms and conditions of this Agreement.

(m) The Owner/Developer understands that the permitted uses for the Development are as enumerated in the designated zoning district of the City of Mequon for the Property, and agrees to use the Development in compliance with this zoning and the Planned Unit Development ordinance.

(n) The representations and warranties contained herein shall be true and correct at all times during the term of this Agreement.

4. <u>Covenants of City</u>. The City covenants with the Owner/Developer as follows:

(a) City will expeditiously provide to Owner/Developer and its lenders such information as is reasonably requested by them. City will provide Owner/Developer's lender(s) such estoppel certificates and other assurances as may be reasonably requested of City.

(b) The City shall cooperate with Owner/Developer throughout the development of the Project and shall promptly review and/or process all submissions and applications as expeditiously as possible, taking into account applicable laws, rules, regulations and ordinances.

(c) Subject to the verification of the costs incurred by Developer/Owner for the Fast Track Improvements (as defined herein) in accordance with section 4(d)(vii) below, the City, through TID No. 5 shall provide the Fast Tract Incentive to the Owner/Developer to offset part or all of the site repair and demolition costs (the "Fast Track Improvements"), as indicated and described in the Fast Track Improvements Cost Breakdown appended to this Agreement as Exhibit D, in the manner provided herein, and subject to the following terms, conditions and procedures.

i. In the event Owner/Developer completes construction of the Project in the time and manner required herein, the City agrees that this Agreement shall constitute a Municipal Revenue Obligation under the terms contained herein (the "MRO"), in the amount of the Fast Track Incentive. The total amount of the Fast Track Incentive shall be calculated using the total project gap, defined to be the "Base Improvement Value" (as shown on Exhibit D) plus the Owner/Developer's actual costs of completing the Fast Track Improvements. The total Fast Track Incentive currently available is $462,000.00 based upon an estimated Completion Value of the Development being $4,762,000.00. The total Fast Track Incentive shall be paid from Available Tax Increment in annual installments equal to 100% of the Available Tax Increment in accordance with the payment schedule attached hereto as Exhibit H (the "MRO Repayment Schedule"). The obligation to make such payments shall terminate as provided in section 4(d)(vi) and (viii) below, or at the earlier of the end of the currently remaining life of TID No. 5, the date the full Fast Track Incentive has been paid to Owner/Developer, or as provided in Section 12 below. The Municipal Revenue Obligation shall not bear interest, and shall be a project cost of TID No. 5.

ii. In addition to the logs and reports to be provided to the City pursuant to section 2(h), Owner/ Developer will provide notice to the City when the Project site excavation is complete and before the excavation is refilled, to allow the City to verify the amount of excavation and condition of the soils.

iii. Payments on the Municipal Revenue Obligation shall be payable solely from the TID No. 5 Special Fund, and only to the extent that the City shall have received as of such payment date Available Tax Increment generated by the Property and the Personal Property, and no MRO Default shall have occurred, and shall not be an obligation of or a charge against the City's general credit or taxing power.

iv. After the Project Completion Date, for Available Tax Increment paid by Owner/Developer and collected by the City in the year in which the tax bill is generated or by the following July 31st, the payment date for the Municipal Revenue Obligation shall be September 1st. By way of example, if the Project shall be completed and the Personal Property fixtures and equipment installed and fully assessable on or before January 1, 2023, then the tax bill generated in December, 2023 and paid by Owner/Developer on or before July 31, 2024 will result in a Fast Track Incentive payment to Owner/Developer on September 1, 2024. All obligations for payment of the Municipal Revenue Obligation shall terminate with the end of the final year of TID No. 5 as provided in Section 66.1105, Wisconsin Statutes, or may be sooner terminated as provided in accordance with this section 4 or Section 12 below.

v. Owner/Developer understands and agrees that the Municipal Revenue Obligation of City hereunder will be payable only to the extent that there exists Available Tax Increment as defined herein and generated pursuant to Section 66.1105, Wisconsin Statutes with respect to the Property and Personal Property, and no MRO Default has occurred under this Agreement, and will never represent or constitute general obligation debt or bonded indebtedness of the City, the State of Wisconsin or any political subdivision, all pursuant to the provisions of Section 66.1105, Wisconsin Statutes.

vi. To satisfy in full the City's obligations under the Municipal Revenue Obligation, the City shall have the right to prepay the outstanding balance of the Municipal Revenue Obligation at any time. The prepayment option is available to provide the City the option of early termination of TID No. 5.

vii. Upon completion of the Fast Track Improvements, Owner/Developer will provide to the City's independent financial consultant under a confidentiality agreement all contracts, costs, books and records pertaining to the Project as a whole, and for the Fast Track Improvements to verify actual Project and Fast Track Improvements costs incurred. City assumes no obligation to Owner/Developer for the sufficiency or adequacy of such reviews, it being acknowledged that such reviews are made for the sole and separate benefit of City. Any and all notes and copies of records made by or on behalf of the City related to such reviews shall be treated as confidential to the full extent permitted by law. The fact that City may make construction reviews shall in no way relieve Owner/Developer from its duty to independently ascertain that the construction of the Project is being completed substantially in accordance with the approved Plans.

viii. If the total Project costs actually incurred by Owner/Developer for the Project taken as a whole, including the Personal Property, are less than $4,760,000, then the Owner/Developer shall not qualify for the Fast Track Incentive, In such case, City and TID No. 5 shall be under no obligation to provide the Fast Track Incentive to Owner/Developer, City shall provide Owner/Developer notice of the termination of this obligation, the Guaranteed Tax Increment obligation in section 12 below shall terminate, and the Tax-Exempt Covenant in section 11 below shall terminate.

ix. Notwithstanding this above, and as illustrated in the MRO Payment Schedule, with the exception of the final annual payment, no annual payment of the Fast Track Incentive (a "Scheduled Payment") may exceed 100% of the Available Tax Increment generated by the Property and the Personal Property, charged on the real and personal property tax bill issued in the prior year (the “100% Limit”). Therefore, if there is insufficient Available Tax Increment in any year to pay the Scheduled Payment out of 100% of the Available Tax Increment, the deficiency shall be deemed a “Shortfall”. If in a later year, 100% of the Available Tax Increment is greater than the regularly Scheduled Payment, the amount in excess of the Scheduled Payment but not exceeding the 100% Limit, shall be paid to Owner/Developer for the oldest Shortfall first, to the extent such amounts are available and until all Shortfalls are paid. The final year payment shall be a balloon payment equal to the total amount outstanding amount of the Fast Track Incentive less any payments made pursuant to the terms of this Agreement, provided that the total Available Tax Increment collected over the term of this Agreement is sufficient to cover the amount of the Fast Track Incentive. Under no circumstance shall the City pay more to the Owner/Developer than the total amount of Available Tax Increment generated by the Project and collected by the City during the term of this Agreement.

5. Default. The occurrence of any one or more of the following events shall constitute a default ("Default") hereunder.

(a) Owner/Developer shall fail to pay any amounts due from it under this Agreement on or before thirty (30) days following notice of nonpayment when due; or

(b) Any representation or warranty made by Owner/Developer in this Agreement, or any document or financial statement delivered by Owner/Developer pursuant to this Agreement, shall prove to have been false in any material respect as of the time when made or given and not curable; or

(c) Owner/Developer shall breach or fail to perform timely or observe timely any of its covenants or obligations under this Agreement, and such failure shall continue for thirty (30) days following notice thereof from City to Owner/Developer (or such longer period of time as is necessary to cure the default as long as Owner/Developer has commenced the cure of the default within the 30-day period, is diligently pursuing the cure of the default and as long as the default is cured not later than 120 days following the notice thereof from the City); or

(d) Owner/Developer shall: (i) become insolvent or generally not pay, or be unable to pay, or admit in writing its/his inability to pay, its/his debts as they mature; or (ii) make a general assignment for the benefit of creditors or to an agent authorized to liquidate any substantial amount of its/his assets; or (iii) become the subject of an "order for relief" within the meaning of the United States Bankruptcy Code, or file a petition in bankruptcy, for reorganization or to effect a plan or other arrangement with creditors; or (iv) have a petition or application filed against it/him in bankruptcy or any similar proceeding, or have such a proceeding commenced against it/him, and such petition, application or proceeding shall remain undismissed for a period of ninety (90) days or Owner/Developer shall file an answer to such a petition or application, admitting the material allegations thereof; or (v) apply to a court for the appointment of a receiver or custodian for any of its/his assets or properties, or have a receiver or custodian appointed for any of its/his assets or properties, with or without consent, and such receiver shall not be discharged within ninety (90) days after his appointment; or (vi) adopt a plan of complete liquidation of its/his assets; or

(e) If Owner/Developer shall cease to exist; or

(f) A default shall occur under any other documents executed with and delivered to the City in connection with the Project, and remain uncured within in 60 days following notice thereof from the City.

6. Remedies.

(a) Upon the occurrence of any Default by Owner/Developer, without further notice, demand or action of any kind by the City, the City may, at its option, pursue any or all of the rights and remedies available to the City at law and/or in equity against Owner/Developer and/or the Project, except that, as provided in Paragraph 6(b) below, the City shall only have the right to suspend performance of any of its obligations or covenants under this Agreement and/or to terminate this Agreement, as stated therein. Except as may be otherwise specifically set forth herein, no remedy herein conferred upon the City is intended to be exclusive of any other remedy and each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement, and/or now or hereafter existing at law or in equity. No failure or delay on the part of the City in exercising any right or remedy shall operate as a waiver thereof nor shall any single or partial exercise of any right preclude other or further exercise thereof or the exercise of any other right or remedy. Notwithstanding any of the foregoing authorizations, the City shall have no duty or obligation whatsoever with respect to any of the matters so authorized.

(b) Notwithstanding anything contained herein to the contrary, acknowledging that the remedy of stopping payment to Owner/Developer or its permitted assigns, of amounts otherwise due it under the MRO is a heavy penalty which should not be invoked for a small and immaterial default, or a material, but curable default provided Owner/Developer is diligently pursuing a cure of the default, the parties hereto agree that no default hereunder shall result in the termination of the City's obligations to pay the Fast Track Incentive under the MRO except for a MRO Default, which shall be defined as a default under the provisions of Paragraph 6(a) above regarding warranties or representations which are not curable, or a default of the Tax-Exempt Covenant or under the Guaranteed Tax Increment below, which are not paid within 30 days after notice from the City. Except for an MRO Default, no default shall cause the termination or postponement of the City's obligation to perform any one or more of its obligations under the MRO including, but not limited to, any payment obligations on the MRO. In the event of an MRO Default, the City may immediately with only concurrent, but not prior notice to Owner/Developer, suspend its obligation to make any further payments on the MRO. Further, the termination of City's obligation to make payments under the MRO shall not terminate City's obligation to reimburse Owner/Developer for the City Owned Improvements provided that Owner/Developer satisfies all requirements with respect to same.

7. Costs. All reasonable fees, costs and expenses incurred by the City, including that for City Staff time and attorneys and consultant's fees, expended and incurred in connection with the negotiation, preparation and drafting of this Agreement, and all documents and agreements executed in connection therewith, as well as the inspection and approval of all deliverables relating to authority, and any other considerations necessary to creation of this Development Agreement, which are required to be provided the City, shall be paid by Owner/Developer in an amount not to exceed $10,000. Said amount shall not include, and shall be in addition to amounts which Owner/Developer shall be obligated to pay for plan reviews, permitting, and inspections which shall be separately charged by the City at the usual and customary rates. The Owner/Developer shall pay all costs and expenses associated with the enforcement of the City's rights against Owner/Developer under this Agreement, including without limitation the enforcement of such rights in any bankruptcy, reorganization or insolvency proceeding involving Owner/Developer.

Any and all such fees, costs and expenses incurred by the City which are to be paid by the Owner/Developer, shall be paid by Owner/Developer to the City within 30 days of demand by the City.

8. City's Right to Cure Default. In case of failure by Owner/Developer to pay any fees, assessments, charges or taxes arising with respect to the Project or to comply with the terms and conditions of this Agreement or any other document, contract or agreement affecting the Project, the City shall have the right, but shall not be obligated, to pay such fees, assessments, charges or taxes or take such action as is necessary to remedy the failure of Owner/Developer to comply with the documents, contracts or agreements affecting the Project, and, in that event, the cost thereof shall be payable by Owner/Developer to the City.

9. Parking. Owner/Developer understands and agrees that it shall be Owner/Developer's obligation to provide adequate parking for the Project complying with all applicable laws, rules, regulations and ordinances, and in conformity with the site plan which is included within the Approved Plans.

10. Signage. All signage installed at the Project, both during construction and after completion of the Project, must comply with all applicable laws, rules, regulations and ordinances, and shall conform to the sign plan included in the Approved Plans. All signage shall be maintained, repaired and replaced as necessary to ensure it remains in good order by Owner/Developer at its expense.

11. Real Estate Taxes and Assessments.

(a) Owner/Developer agrees to pay before delinquent all generally applicable real and personal property taxes assessed and levied against the Property and the Personal Property by the City under its applicable property tax laws, rules, rates, regulations and ordinances in effect from time to time. Nothing in this Agreement shall impair any statutory rights of the City with respect to the assessment, levy, priority, collection and/or enforcement of real estate and personal property taxes.

(b) In addition, Owner/Developer agrees to pay timely to the City all special assessments as may be assessed or levied in connection with the Project under the applicable special assessment laws, rules, regulations, ordinances and rates in effect at the time said special assessments are assessed or levied, but any special assessments or charges to be paid in connection with the initial construction of the Project are as shown on Exhibit E.

(c) Owner/Developer agrees that it will not sell, lease, assign or otherwise transfer or convey any interest in the Property to a person or entity exempt from general property taxation or in a manner which would cause all or any portion of the Property to be exempt from general property taxation (the "Tax-Exempt Covenant"). The provisions of the Tax-Exempt Covenant shall be included in the Memorandum of Development Agreement which is attached hereto as Exhibit F, which Tax-Exempt Covenant will run with the land and will be binding upon the Owner/Developer and the Property and/or lessee and/or mortgagee of all or any portions of the Property, and their successors and assigns, but only until the earlier of the expiration of the currently remaining term of TID No. 5, or the date on which the full Fast Track Incentive amount has been paid to Owner/Developer. In the event a court finds this Tax-Exempt Covenant is not valid or enforceable or if for any reason the Tax-Exempt Covenant is terminated, then Owner/Developer and its successors and assigns shall make a payment in lieu of taxes to the City, equal to the amount of taxes that would be due if the Property or owner was not tax exempt, but if Owner/Developer pays the Differential Payment required in Paragraph 12 below, no amount shall be due hereunder.

12. Guaranteed Tax Increment. Owner/Developer guarantees that the equalized value of the Property plus Personal Property will be not less than the Completion Value in and for tax year 2023 and each subsequent year thereafter, such guaranty ending with the earlier of (i) the expiration of the currently remaining term of the TID No. 5, (ii) the date on which the full Fast Track Incentive amount has been paid to Owner/Developer, or (iii) the termination of this Agreement. In the event the equalized value of the Property and the Personal Property fails to meet the Completion Value in any year following the Completion Date during the term of this Agreement, as a result of an Unrepaired Casualty as defined below, or in the event the equalized value falls below the minimum eligibility for the Fast Track Incentive program of $1,500,000.00 for any reason other than Unrepaired Casualty, then this Agreement shall terminate if the Owner/Developer fails to make any Differential Payment required below. An “Unrepaired Casualty” shall be defined to exist if the Property and Personal Property are damaged in a material amount by a casualty, and Owner/Developer has not rebuilt the improvements and restored the personal property to a combined equalized value of at least the Completion Value, within 12 months after the date of loss. Owner/Developer covenants to keep the Property and Personal Property insured under commercially reasonable policy or policies of insurance in amounts adequate to pay for the rebuilding in the event of a total loss of the insured improvements and personal property. However, if Owner/Developer does build the improvements with an equalized value of at least the Completion Value as of the Project Completion Date, and, other than in the case of an Unrepaired Casualty, the equalized value in any subsequent year covered by this Agreement shall be less than the Completion Value in any given tax year, City shall submit a bill to Owner/Developer, for the differential in such tax year ("Differential Payment"). The Differential Payment shall be equal to the amount the City would have billed Owner for real and personal property taxes assessed and levied against the Property and the Personal Property in a given year had the Completion Value been achieved less the actual property taxes assessed and levied against the Property and the Personal Property for the year. Such a billing shall be submitted to Owner/Developer by the City Treasurer by December 31st of the relevant tax year and shall be paid in full by Owner/Developer, without interest thereon, by March 31st of the following year. If not fully paid when due, the amount remaining unpaid on and after April 1st of the following year shall accrue interest at the statutory rate prescribed for delinquent real and personal property taxes until fully paid.

13. Indemnification. Owner/Developer hereby indemnifies, defends, covenants not to sue and holds the City (which for the purposes of this paragraph includes the persons/entities referenced in Paragraph 18 below) harmless from and against all loss, liability, damage and expense, including attorneys' fees, suffered or incurred by the City in any way in connection with the Project, including without limitation: (a) the failure of Owner/Developer or its contractors, subcontractors, agents, employees, or invitees to comply with any environmental law, rule,

regulation or ordinance, or any order of any regulatory or administrative authority with respect thereto; (b) any release by Owner/Developer or its contractors, subcontractors, agents, employees, or invitees of petroleum products or hazardous materials or hazardous substances on, upon or into the Project; (c) any and all damage to natural resources or real property or harm or injury to persons resulting or alleged to have resulted from any failure by the Owner/Developer and/or its contractors, subcontractors and/or agents to comply with any law, rule, regulation or ordinance or any release of petroleum products or hazardous materials or hazardous substances as described in clauses (a) and (b) above; (d) any material violation by Owner/Developer at the Project or on the Property of any environmental law, rule, regulation or ordinance; (e) claims arising under the Americans With Disabilities Act, and any other laws, rules, regulations or ordinances; (f) the failure by Owner/Developer to comply with any term or condition of this Agreement; (g) injury to or death of any person at the Project; injury to any property caused by or at the Project; and (h) the failure of Owner/Developer to maintain, repair or replace, as needed, any portion of the Project. The terms "hazardous substances" means any flammable explosives, radioactive materials, hazardous wastes, toxic substances, or related materials, including without limitation, any substances defined as or included in the definition of "hazardous substances," "hazardous wastes," "hazardous materials," "toxic substances" under any applicable federal or state or local laws or regulations.

14. Fire and Safety Hazards. Owner/Developer agrees to construct the Project in conformance with all fire and safety standards specified by applicable law.

15. Nondiscrimination. The City and Owner/Developer agree that Owner/Developer shall not use the Project in a manner to permit discrimination or restriction on the basis of race, creed, ethnic origin or identity, color, gender, religion, marital status, familial status, age, handicap or national origin, and that the construction and operation of the Project shall be in compliance with all federal, state, and local laws, rules, regulations and ordinances relating to discrimination or any of the foregoing, and any lease for any portion of the Project will include this obligation.

16. No Personal Liability. Under no circumstances shall the City, or any officer, official, director, attorney, employee or agent of the City have any personal liability arising out of this Agreement, and no party shall seek or claim any such personal liability.

17. City Authorization. The execution of this Agreement by the City was authorized by Resolution No. [INSERT] of the Mequon Common Council adopted on May 11, 2021, which also authorized the City Attorney and City Director of Community Development to finalize the wording of this Agreement, the exhibits hereto, and the documents required herein, and authorized the parties signing below to sign the Agreement and related agreements, on behalf of the City.

18. Miscellaneous.

(a) Except as otherwise specifically set forth herein, the respective rights and liabilities of City and Owner/Developer under this Agreement are not assignable or delegable, in whole or in part, without the prior written consent of the other party. The provisions of this Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties.

(b) No waiver, amendment, or variation in the terms of this Agreement shall be valid unless in writing and signed by the City and Owner/Developer, and then only to the extent specifically set forth in writing, but the City Attorney and City Director of Community Development are authorized to approve non-substantive and non-material changes to this Agreement, the exhibits and the agreements required herein, without further City Council Action.

(c) All agreements, representations, warranties, covenants, liabilities and obligations made in this Agreement and in any document delivered pursuant to this Agreement shall survive the execution and delivery of this Agreement.

(d) All communications or notices required or permitted by this Agreement shall be in writing and shall be deemed to have been given (i) upon delivery to an officer of the person entitled to such notice, if hand delivered, or (ii) two business days following deposit in the United States mail, postage prepaid, or with a nationally recognized overnight commercial carrier that will certify as to the date and time of delivery, airbill prepaid, or (iii) upon transmission if by facsimile, and each such communication or notice shall be addressed as follows, unless and until any of such parties notifies the other in accordance with this Paragraph of a change of address:

If to the City:

City of Mequon, Wisconsin
11133 North Cedarburg Road
Mequon, WI 53092
Attention: City Administrator

With a copy to:

City Attorney
Community Development Director
Public Works Director

If to the Owner/Developer:

Blue Ribbon Self Storage III, LLC
1125 N. 9th Street, Suite A
Milwaukee, WI 53233

(e) This Agreement and the documents executed pursuant to this Agreement contain the entire understanding of the parties with respect to the subject matter hereof. There are no restrictions, promises, warranties, covenants or undertakings other than those expressly set forth in this Agreement and the documents executed in connection with this Agreement. This Agreement and the documents executed in connection herewith supersede all prior negotiations, agreements and undertakings between the parties with respect to the subject matter hereof. All Exhibits referenced herein are attached hereto and incorporated herein by this reference. The City Attorney and City Director of Community

Development have the authority to replace exhibits to this Agreement with updated exhibits initialed by the Owner/Developer and the City, as updated versions of those exhibits are approved by both parties. It is intended that Exhibit B, the List of Approved Plans, will be modified by City Staff to add to the list other Plans as they are approved by the City.

(f) This Agreement is intended solely for the benefit of Owner/Developer and the City, and no third party (other than successors and permitted assigns) shall have any rights or interest in any provision of this Agreement, or as a result of any action or inaction of the City in connection therewith. Without limiting the foregoing, no approvals given pursuant to this Agreement by Owner/Developer or the City, or any person acting on behalf of any of them, shall be available for use by any contractor or other person in any dispute relating to construction of the Project.

(g) This Agreement shall be governed by, and construed and interpreted in accordance with, the laws of the State of Wisconsin applicable to contracts made and wholly performed within such state.

(h) This Agreement may be executed in several counterparts, each of which shall be deemed an original, but such counterparts shall together constitute but one and the same agreement. Facsimile signatures shall be deemed original signatures for all purposes of this Agreement.

(i) Any provision of this Agreement which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this Agreement in such jurisdiction or affecting the validity or enforceability of any provision in any other jurisdiction.

(j) Nothing contained in this Agreement or any other documents executed pursuant to this Agreement, shall be deemed or construed as creating a partnership or joint venture between the City and Owner/Developer or between the City and any other person, or cause the City to be responsible in any way for the debts or obligations of Owner/Developer or any other person. Owner/Developer further represents, warrants and agrees, for itself and its successors and permitted assigns, not to make any assertion inconsistent with their acknowledgment and agreement contained in the preceding sentence in the event of any action, suit or proceeding, at law or in equity, with respect to the transactions which are the subject of this Agreement and this paragraph may be pleaded and construed as a complete bar and estoppel against any assertion by or for Owner/Developer and its successors and permitted assigns, that is inconsistent with its acknowledgment and agreement contained in the preceding sentence.

(k) Time is of the essence of each and every obligation or agreement contained in this Agreement.

(l) If any party is delayed or prevented from timely completing construction of the Project, by reason of fire, earthquake, war, flood, riot, strikes, labor disputes, governmental restrictions, judicial order, public emergency, or other causes beyond the control of the party obligated to perform, performance of such act shall be excused for the period of such delay and the time for the performance of any such act shall be extended for a period equivalent to such delay.

(m) This Development Agreement shall terminate upon the latest to occur of the following: (i) the conveyance of the City Owned Improvements to the City; (ii) the completion of the Project as described above; (iii) receipt by the City of all payments it is entitled to pursuant to this Development Agreement; (iv) the receipt by Owner/Developer of all payments it is entitled to pursuant to this Development Agreement and the MRO.

(n) This Agreement shall be recorded in the office of the Register of Deeds of Ozaukee County, Wisconsin, prior to the recording of any other mortgage on the Project, it being understood by the parties that until termination of this Agreement as set forth above, this Agreement will run with the land and will be binding upon the Property and the Project and any Owner/Developer and/or lessee and/or mortgagee of all or any portions of the Property and the Project and their successors and assigns.

(o) Nothing contained in this Agreement is intended to or has the effect of releasing Owner/Developer from compliance with al1 applicable laws, rules, regulations and ordinances in addition to compliance with all terms, conditions and covenants contained in this Agreement.

(p) All financial reports and information required to be provided by Owner/Developer to the City under this Agreement shall be provided to the City's outside financial consultant for review on behalf of the City.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

Dated at Mequon, Wisconsin this ____ Day of May, 2021.

CITY OF MEQUON

____
John M. Wirth, Mayor

____
Caroline Fochs, Clerk

STATE OF WISCONSIN)
)SS
OZAUKEE COUNTY)

Personally came before me, this _____ day of May, 2021, the above-named John M. Wirth, Mayor and Caroline Fochs, City Clerk, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

____

____
Notary Public, Ozaukee County, Wisconsin
My Commission (is permanent)(expires):____________

Approved as to form:

____
Brian C. Sajdak, City Attorney

OWNER/DEVELOPER:

BLUE RIBBON SELF STORAGE III, LLC

By: Blue Ribbon Capital, LLC

By:_____________________________________
, its Managing Member

STATE OF WISCONSIN)
)SS
COUNTY)

Personally came before me, this _____ day of May, 2021, the above named ___________________, as the managing member of Blue Ribbon Capital, LLC, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

____

____
Notary Public, County, Wisconsin
My Commission (is permanent)(expires):____________

EXHIBIT A: Property Location

EXHIBIT B: Approved Plan Set

EXHIBIT C: INTENTIONALLY BLANK

EXHIBIT D: Fast Track Improvement Costs & Formula

EXHIBIT E: Special Assessments

None Contemplated at this time.

EXHIBIT F: MOU of Development Agreement

EXHIBIT G: INTENTIONALLY BLANK

EXHIBIT H: MRO Repayment Schedule

Series 2021 Initial Payment Schedule

September 1, 2024	The Scheduled Payment (100% of the Available Tax Increment)
September 1, 2025	The Scheduled Payment (100% of the Available Tax Increment)
September 1, 2026	The Scheduled Payment (100% of the Available Tax Increment)
September 1, 2027	The Scheduled Payment (100% of the Available Tax Increment)
September 1, 2028	The Scheduled Payment (100% of the Available Tax Increment)
September 1, 2029	The Scheduled Payment (100% of the Available Tax Increment)
September 1, 2030	The eligible unpaid balance of the Fast Track Incentive (Not to exceed $462,000.00 in total payments)

MUNICIPAL REVENUE OBLIGATION

REGISTERED No. 2021-01 | United States of America
State of Wisconsin
County of Ozaukee
City of Mequon | Up to: $462,000.00

Municipal Development Revenue Obligation, Series 2021

Maturity Date: September 1, 2025 Issue Date:

REGISTERED OWNER: Blue Ribbon Self Storage III, LLC

PRINCIPAL AMOUNT: $462,000.00 INTEREST RATE: 0%

THE CITY OF MEQUON, WISCONSIN (the "Municipality"), for value received, hereby acknowledges itself to owe and promises to pay to the Registered Owner hereinabove identified, or registered assigns as hereinafter provided, on the Maturity Date, solely from the revenues hereinafter specified, the Principal Amount in the amounts and on the dates hereinafter provided.

The Principal Amount evidenced by this Municipal Revenue Obligation shall be paid to the Registered Owner or its registered assigns, at such times, upon such conditions, and as further provided in the Development Agreement dated May _____, 2021, approved as to its substance by the Mequon Common Council on May 11, 2021, (the "Development Agreement") by and between the Municipality and Blue Ribbon Self Storage III, LLC (the “Developer"). This Municipal Revenue Obligation is issued in consideration of the obligations of the Municipality in the Development Agreement, which shall be controlling in the event there is any inconsistency between it and this Municipal Revenue Obligation, or in the event there is any ambiguity in this document. The initial Payment Schedule is attached hereto as Exhibit H.

Payment of each installment of the Principal Amount shall be made on Payment Dates (as defined below) to the Registered Owner hereof (or its registered assigns), whose name shall appear on the registration books of the Municipality maintained by the Treasurer of the Municipality, who serves as registrar and paying agent (the "Registrar"), by check or draft of the Registrar mailed to such registered owner at his address as it appears on such registration books or at such other address as may be furnished in writing by such registered owner to the Registrar.

This Municipal Revenue Obligation has been issued to provide additions and improvements to the Project described in the Development Agreement to be owned and operated by the Developer or its affiliate, and is payable only from Available Tax Increment, as that term is defined in the Development Agreement, which Available Tax Increment has been set aside as a special fund for that purpose and identified as the "Special Redemption Fund." This Municipal Revenue Obligation is issued pursuant to a resolution adopted on May 11, 2021, by the Common Council of the Municipality, and does not constitute an indebtedness of the Municipality within the meaning of any constitutional or statutory limitation or provision. Reference is hereby made to said resolution and to the Development Agreement or a more complete statement of the revenues from which and conditions under which this Municipal Revenue Obligation is payable and the general covenants and provisions pursuant to which this Municipal Revenue Obligation has been issued. Capitalized terms used herein shall have the meaning given to them in the Development Agreement.

Any Payments on this Municipal Revenue Obligation which are due on any Payment Date shall be payable solely from and only to the extent that the Municipality shall have received as of such Payment Date Available Tax Increment and Differential Payment(s) due under the Development Agreement, if any. The Municipality agrees that the Available Tax Increment will be used to make Payments on this Municipal Revenue Obligation only and shall not be used to make payments on any other obligation, but subject to the exception below.

For purposes of this Municipal Revenue Obligation, a "Payment Date" shall mean September 1 of each year, commencing on September 1, 2024. On each of the Payment Dates, the Municipality shall pay to the Owner or its registered assigns 100% of the Available Tax Increment, as shown on Exhibit A. To the extent that on any Payment Date the Municipality is unable to make a Payment equal to the Scheduled Payment due on such date as a result of having received, as of such date, insufficient Available Tax Increment, such failure shall not constitute a default under this Municipal Revenue Obligation and, except as provided below, the Municipality shall have no obligation under this Municipal Revenue Obligation, or otherwise, to subsequently pay any such deficiency unless the deficiency is the direct result of the failure of the Municipality or the County to timely remit the proper amount of Tax Increment, in which case, such deficiency shall be paid promptly upon remittance by the County. If there is insufficient Available Tax Increment in any year to pay the Scheduled Payment (i.e., 100% of the Available Tax Increment is less than the Schedule Payment), the deficiency shall be deemed a "Shortfall". If in a later year, 100% of the Available Tax Increment is greater than the regularly Scheduled Payment/the amount in excess of the Scheduled Payment, but not exceeding the 100% limit, shall be paid to the Register Owner on the Payment Date for the oldest Shortfall first, to the extent such amounts are available and until all Shortfalls are paid. On the final Payment Date, there shall be a balloon payment consisting of the Scheduled Payment and any remaining balance of the Principal Amount provided, however, that the total Available Tax Increment and Differential Payments, if any, collected prior to the Maturity Date exceeded the Principal Amount. In no case, however, shall the term of this Municipal Revenue Obligation and the Municipality's obligation to make payments hereunder, extend beyond September 1, 2038, the expiration of TID No. 5 of the Municipality. This Municipal Revenue Obligation shall terminate and the Municipality's obligation to make any payments under this Municipal Revenue Obligation shall be discharged, and the Municipality shall have no obligation and incur no liability to make any payments hereunder after September 1, 2038.

The Municipality makes no representation or covenant, express or implied, that the Tax Increment or other revenues will be sufficient to pay, in whole or in pail, that amounts which are or may become due and payable hereunder.

THIS MUNICIPAL REVENUE OBLIGATION SHALL NOT BE PAYABLE FROM OR CONSTITUTE A CHARGE UPON ANY FUNDS OF THE MUNICIPALITY, AND THE MUNICIPALITY SHALL NOT BE SUBJECT TO ANY LIABILITY

HEREON OR BE DEEMED TO HAVE OBLIGATED ITSELF TO PAY HEREON FROM ANY FUNDS EXCEPT THE AVAILABLE TAX INCREMENT, AND THEN ONLY TO THE EXTENT AND IN THE MANNER HEREIN SPECIFIED AND AS PROVIDED IN THE DEVELOPMENT AGREEMENT.

Notwithstanding anything contained herein, amounts due pursuant to this Municipal Revenue Obligation shall not be paid to Registered Owner unless no MRO Default shall have occurred, and the Certificate defined in paragraph 2 of the Development Agreement has been issued, confirming that all conditions precedent of the Development Agreement have been satisfied.

As provided in the Development Agreement, this Municipal Revenue Obligation is subject to optional prepayment at the election of the Municipality, in whole or in part with written notice to the holder.

Upon sale of the Property, this Municipal Revenue Obligation is transferable by the Registered Owner hereof in person or by his attorney duly authorized in writing at the principal office of the Registrar in Wisconsin, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing resolution, and upon surrender and cancellation of this Municipal Revenue Obligation. Upon such transfer, a new Municipal Revenue Obligation of the same installments and for the same aggregate Principal Amount will be issued to the transferee in exchange therefor. This Municipal Revenue Obligation is issuable in fully registered form only in an amount up to the Principal Amount stated herein.

The Municipality and the Registrar may deem and treat the Registered Owner as the absolute owner hereof for the purpose of receiving payment of or on account of Principal hereof, and for all other purposes and neither the Municipality nor the Registrar shall be affected by any notice to the contrary.

It is hereby certified, recited and declared that all acts, conditions and things required to be done, exist, happen and be performed precedent to and in the issuance of this Municipal Revenue Obligation have been done, have existed, have happened and have been performed in due time, form and manner as required by the constitution and statutes of the State of Wisconsin.

This Municipal Revenue Obligation shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Registrar.

IN WITNESS WHEREOF the City of Mequon, Wisconsin, by its Common Council, has caused this Municipal Revenue Obligation to be executed with the duly authorized facsimile signature of its Mayor and with the duly authorized facsimile signature of its Clerk and its official seal or a facsimile thereof to be impressed or reproduced hereon, as of the day of 2021.

[**SIGNATURE PAGE FOLLOWS]**

CITY OF MEQUON, WISCONSIN

John M. Wirth, Mayor

Caroline Fochs, City Clerk

CERTIFICATE OF AUTHENTICATION

This Municipal Revenue Obligation is that described in the within-mentioned Resolution and is the Redevelopment Project Revenue Obligation, Series 2021 of the City of Mequon, Wisconsin.

CITY OF MEQUON, WISCONSIN

____
Kaitlyn Krueger, Treasurer and Bond Registrar

Date of Authentication:____________________

[FORM OF ASSIGNMENT]

For value received (the undersigned does) hereby sell, assign and transfer unto __________________________, the within-mentioned registered Municipal Revenue Obligation and hereby irrevocably constitute and appoint(s) _____________________, attorney, to transfer the same on the books of the Bond Registrar with full power of substitution in the premises.

Bondholder _____________________

NOTE: The signature on this assignment must correspond with the name as it appears upon the face of the within Municipal Revenue Obligation in every particular, without alteration or enlargement or any change whatever.

Dated: ______________________

Signature guaranteed:

NOTE: Signature(s) must be guaranteed by an "eligible guarantor institution" meeting the requirements of the Trustee, which requirements include membership or participation in the Medallion Signature Program.

EXHIBIT H: MRO Repayment Schedule

<u>Series 2021 Initial Payment Schedule</u>

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TIF Incentive Application

Contact Information for Applicant for TIF Incentive:
Company Name: Blue Ribbon Management LLC
Principal / Agent Name: Michael Kelly
Address: 1125 N. 9th Street, Suite A, Milwaukee state: WI zip: 53233

Agent Signature: [signature]

(provide proof of authorization to sign on behalf of company) - Applicant must show control of proposed sites or owner authorization to apply

State status of partnership between company and property owner:
Executed Purchase and Sale Agreement

Contact Information for Property Owner:
Project Property Location: 10448 N Port Washington Rd, Mequon, WI 53092
Project Property Name: Mequon Self Storage (Life Storage Mequon)
Property Owner Name: 10448 North Port Washington Road LLC
Address: 10936 N Port Washington Road, Suite 105, Mequon state: WI zip: 53092

Property Owner Signature: [signature] (Mnger)
(provide proof of authorization to sign on behalf of company)

Provide Detailed project plan:

- Site and building design or development and operational plan, expected completion date
- Is the project proposed to be phased? If so, describe.
- Property Assessments of Improvements (provide copies)
- Project Pro Forma/value with detailed costs
- Three competitive bids on authorized eligible improvements reimbursable by TIF
- Use attached TIF Incentive Calculation to demonstrate compliance and provide detailed documentation of values/costs shown in formula
- Provide documentation from lending firms regarding availability of funds

Please schedule a meeting with staff for submission of your application. An agreement will be drafted, signed and recorded to detail payment structure and timing for project completion. Contact us at 262.2362902.

Application Fee: NA

City of Mequon

TIF Incentive Calculation Worksheet

1.	Base Improvement Value*		$80,000
2.	Site Repair and Demolition		$148,486
3.	Total Costs of Gap	(Line 1 + Line 2)	$228,486
4.	New Development Value**		$4,762,285
5.	5% Incentive (Net Improvement Value)	(Line 4 – Line 1 multiplied by .05)	$234,114
6.	Total City Incentive = Gap 5% Incentive	(Line 3 + Line 5)	$462,600

Note: Line 4 must exceed Line 1 by $1,500,00 to be eligible

** See Loss of Value Estimate dated April 15, 2021*

*** Current Assessed Value + Construction Cost less architectural fee, contractor's fee, contingency, and general conditions (see Construction Budget dated March 30, 2021)*

P:\DCD\TIF#4\Tif Incentive Calculation Worksheet

PROJECT NAME:	**Mequon Self Storage**		**702**	**Units**
PROPERTY TYPE:	Self Storage		**122,626**	**GSF**
LAST UPDATED:	3/4/2021		**89,971**	**RSF**
VERSION:	11		**68%**	**LTC**

Site Repair and Demolition

Site Demolition & Repair				
	D&L Grading			
		Asphalt Removal	$	17,900.00
		Concrete Removal	$	7,900.00
		Rough Site Grading	$	42,000.00
	Sweeney Well Drilling & Pump			
		Well Abandonment	$	4,236.00
	SUBTOTAL Site Demolition & Repair		**$**	**72,036.00**
Building Demolition				
	Colt Construction		$	76,450.00
		Office Demolition		
		Interior CMU Wall Demolition		
		Interior Mezzanine Demolition		
		Interior Steel Beam Demolition		
		Garage Door Demolition		
	SUBTOTAL Building Demolition		**$**	**76,450.00**
Total Site Repair and Demolition			**$**	**148,486.00**

ANDERSON ASHTON DESIGN / BUILD

Anderson Ashton Design / Build
2746 South 166th Street
New Berlin, WI 53151
Phone: 262-786-4640
andersonashton.com

Project: Mequon Self Storage
Date: 3/30/2021 15:37
Location: 10448 N. Port Washington Road

CSI #	SPEC SECTION	SUBCONTRACTOR	BASE BID	SFT COST	%
01 00 00	GENERAL CONDITIONS		203,710	$1.67	4%
01 00 10	WINTER CONDITIONS		***************	-	-
02 40 00	DEMOLITION	Colt Construction	76,450	$0.63	2%
02 50 00	MISC DEMO	Allowance	25,000		
03 30 00	CONCRETE & MASONRY	C&M	304,114	$2.50	7%
05 10 00	STRUCTURAL STEEL / REINFORCEMEI	A&A Erecting	93,400	$0.77	2%
05 21 00	STEEL STAIRS	GIS	35,200	$0.29	1%
05 30 00	RAILINGS	GIS	15,600	$0.13	0%
05 40 00	BOLLARDS & MISC STEEL	GIS	11,750	$0.10	0%
06 10 00	CARPENTRY	Trecek Builders	22,850	$0.19	0%
06 40 00	OFFICE MILLWORK	KCI	3,195	$0.03	0%
07 21 00	INSULATION	Mr. Five Guy	6,350	$0.05	0%
07 27 00	WEATHER MEMBRANE NICHIA PANELS	Mr. Five Guy	5,785	$0.05	0%
07 53 00	MEMBRANE ROOFING	Langer Roofing	50,396	$0.41	1%
07 60 00	NICHIA PANELS	Trecek Builders	209,375	$1.72	5%
07 84 00	MISC FLASHING / TIE INS	A&A / Langer	11,085	$0.09	0%
07 90 00	JOINT SEALERS	Frisch Weatherstrip	5,475	$0.04	0%
08 10 00	HM FRAMES DOORS HDWRE	Builders Hardware	13,650	$0.11	0%
08 33 00	HIGH SPEED DOOR	Reliable Door	33,399	$0.27	1%
08 40 00	ENTRANCES & STOREFRONTS	Heritage Glass	91,004	$0.75	2%
08 51 00	SLIDING DOORS	Autmoatic Entrances	7,400	$0.06	0%
09 20 00	STUDS, DENSGLASS, DRWYALL	Applewood Drywall	108,794	$0.89	2%
09 51 00	ACOUSTICAL CEILING	Strictly Ceilings	4,335	$0.04	0%
09 65 00	OFFICE FLOORING	United Flooring	7,725	$0.06	0%
09 67 00	FLOOR CLEAN / POLISH	Excalibur Flooring	29,390	$0.24	1%
09 99 00	PAINTING	Wall Painting	71,000	$0.58	2%
10 14 00	SIGNAGE	Allowance	30,000	$0.25	1%
10 28 00	TOILET & BATH ACCESSORIES	Best Specialties	1,325	$0.01	0%
10 44 16	FIRE EXTINGUISHERS	Best Specialties	2,785	$0.02	0%
11 13 00	MEZZANINE SYSTEM & ADDITION	Trachte	1,319,454	$10.84	28%
11 40 00	RESIN FLOORING ON MEZZANINE	MiTek Systems	221,689	$1.82	5%
11 53 00	HALLWAY SYSTEMS	Trachte	in 11 13 00	$0.00	0%
14 20 00	ELEVATORS	Schindler	84,500	$0.69	2%
21 00 00	FIRE SUPPRESSION	Total Mechanial	208,270	$1.71	4%
22 00 00	PLUMBING	Braden Plumbing	37,084	$0.30	1%
23 00 00	HVAC	Air Associates	256,740	$2.11	6%
26 00 00	ELECTRICAL	Gillitzer Electric	174,000	$1.43	4%
27 00 00	FIRE ALARM SYSTEM	Gillitzer Electric	in 26 00 00	$0.00	0%
28 00 00	ACCESS CONTROLS & CAMERAS	Allowance	32,000	$0.26	1%
31 00 00	EARTHWORK	D&L	139,845	$1.15	3%
32 10 00	ASPHALT PAVING	ProPave	68,105	$0.56	1%
32 15 00	SEAL COATING	ProPave	1,800		
32 20 00	INTERIOR PAVEMENT MARKINGS	ProPave	1,500		
32 31 00	CHAIN LINK FENCE		***************	-	-
32 90 00	LANDSCAPING	Allowance	30,000	$0.25	1%
32 95 00	RETAINING WALLS	C&M	in 03 30 00		
33 00 00	SITE PLUMBING	BV Tetzlaff	3,530		
33 00 00	WELL ABANDONEMENT	Ken Sweeney	4,236	$0.03	0%
			4,063,296		
	ARCHITECTURAL / ENGINEERING FEE	5.0%	203,165		
	CONTINGENCY	2.5%	101,582		
			4,368,043		
	CONSTRUCTION MANAGEMENT FEE	6.0%	262,083	Work SFT	121,704
	TOTAL		$4,630,126	SFT Price	$38.04

1st floor gross sf	59,628	
2nd floor mezzane sf	54,738	
Addition sf	7,338	
	121,704	SF

Attachment: TIFApplication - BRM - Construction Budget (3.30.21) (6169 : Port Washington Road Tax Increment District (TID) No. 5 Incentive

Attachment: Fast Track Formula Calculations (RESOLUTION 3839 : TID #5 Incentive for Self Storage/Anderson Ashton)

Ozaukee County

Owner (s):
10448 NORTH PORT WASHINGTON ROAD LLC

Location:

Mailing Address:
10448 NORTH PORT WASHINGTON ROAD LLC
10936 N PORT WASHINGTON ROAD NO 105
MEQUON, WI 53092
Request Mailing Address Change

School District:
3479 - Mequon-Thiensville School

Tax Parcel ID Number:Tax District: Status:
15-029-11-008.00 45255-City of Mequon Active

Alternate Tax Parcel Number:Government Owned:Acres:
4.9240

Description - Comments (Please see Documents tab below for related documents. For a complete legal description, see recorded document.):
0852368
PART SW SW 4.92 ACS
COMM 298 FT N & 65 FT E OF SW COR BEING
#2807 CSM LOT 1 VOL 20/124
SEC 29 T 9 R 22

Site Address (es): *(Site address may not be verified and could be incorrect. DO NOT use the site address in lieu of legal description.)*
10448 N PORT WASHINGTON RD Mequon, WI 53092

Tax Year: 2020
Click here for detailed assessment data. (square footage, year built, building type, etc)

Real Estate Assessments

Code	Description	Acres	Land Value	Improvement Value	Total Value
2	Commercial	4.924	$1,694,000	$902,700	$2,596,700
Total:		4.924	$1,694,000	$902,700	$2,596,700

Estimated Fair Market Value:
$2,857,000
Average Assessment Ratio:
0.90890667

* MFL, PFC, and Agriculture values are not included in the total Estimated Fair Market Value.
** Land classified Undeveloped and Agricultural Forest is assessed at 50% of market value. Doubling the assessed value then dividing by the average assessment ratio will determine the EFMV of these land classifications.

New to Tax Parcel Search? Click the "?" button on the top right of this page

SITE AERIAL

ANDERSON ASHTON DESIGN / BUILD

OFFICE

ANDERSON ASHTON DESIGN / BUILD

SOUTHWEST CORNER PERSPECTIVE RENDERING

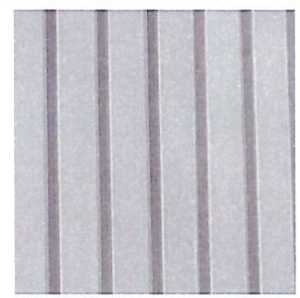
EXISTING WALL FINISHES

DARK GRAY BRICK

VINTAGEWOOD BARK

VINTAGEWOOD CEDAR

GLASS OVERHEAD DOOR



LIGHT GRAY PAINTED METAL PANEL

REVISIONS

3.1.e

THIS IS A SCHEMATIC DRAWING, NOT A WORKING DRAWING. ANDERSON ASHTON IS NOT RESPONSIBLE FOR DIMENSIONS, CONSTRUCTION DETAILS, ENGINEERING DECISIONS, REGULATORY APPROVAL, ETC., NORMALLY ASSOCIATED WITH DESIGN DEVELOPMENT AND/OR CONSTRUCTION DOCUMENTS. IT IS HIGHLY RECOMMENDED THAT A LOCAL ARCHITECT BE ENGAGED TO DEVELOP CONTRACT DOCUMENTS BASED ON THESE SCHEMATIC DRAWINGS AND CORRESPONDING OUTLINE SPECIFICATIONS. IT IS FURTHER RECOMMENDED THAT GENERAL CONDITIONS SPECIFICALLY DEFINING OWNER/ CONTRACTOR/ ARCHITECT AREAS OF RESPONSIBILITY BE DEVELOPED IN A CONTRACTUAL AGREEMENT.

ANDERSON ASHTON
DESIGN / BUILD
2745 South 160th Street
New Berlin, WI 53151
Phone: (262) 785-4043
WWW.ANDERSONASHTON.COM

PRELIMINARY NOT FOR CONSTRUCTION

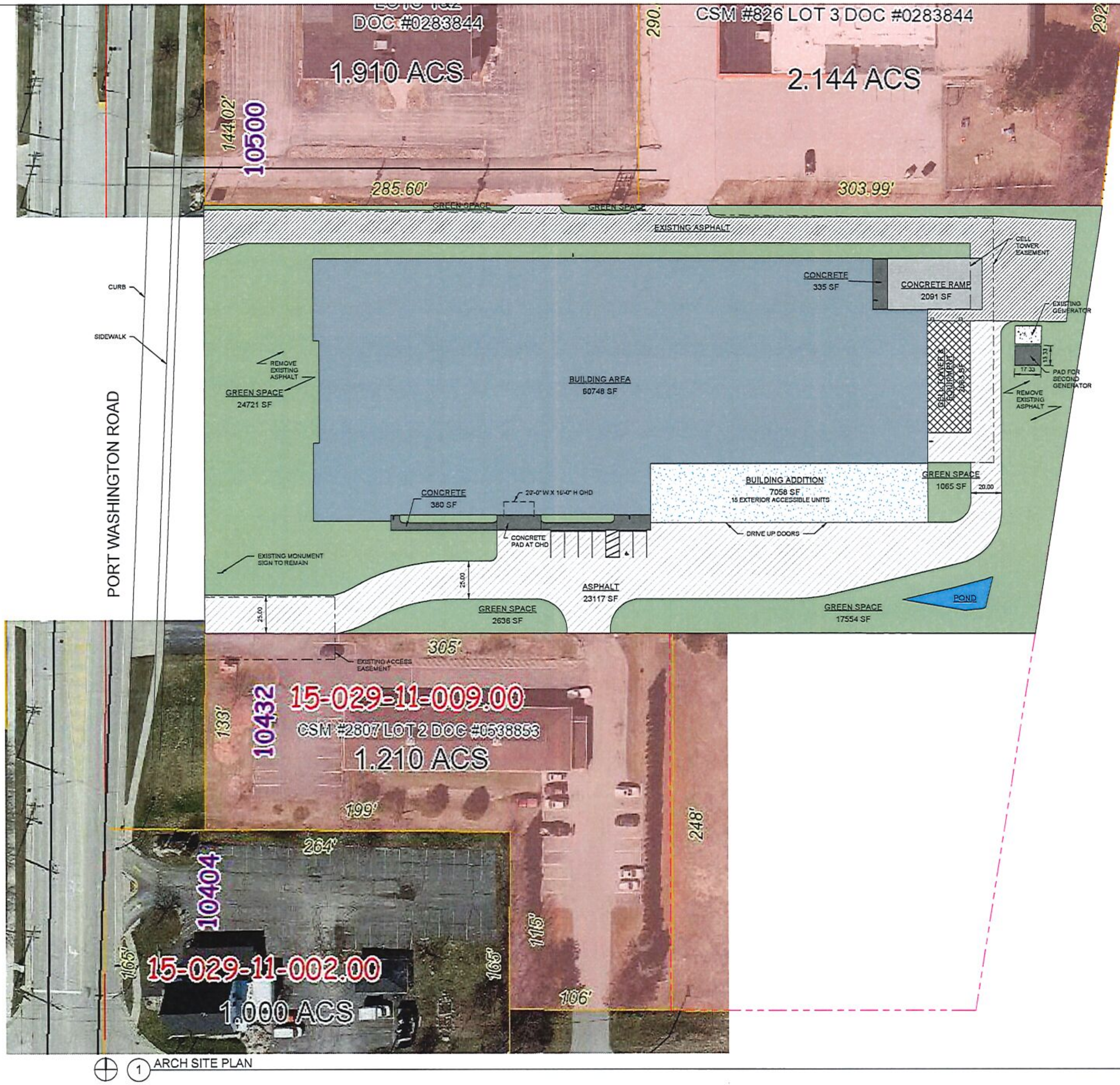
MEQUON SELF STORAGE

10448 NORTH PORT WASHINGTON RD, MEQUON, WI

DRAFTED BY:	Author
DESIGNER:	NTL-F
ISSUE: 3/1/2021 10:14:10 AM	
SUBMITTAL DATE:	2/15/2021
DESIGN NO.	3011
CONSTRUCTION NO.	

3D DRAWINGS

A901



SITE PLAN AREA		
AREA TYPE	SQUARE FOOTAGE	PERCENTAGE
ASPHALT	23117 SF	14%
BUILDING ADDITION	7058 SF	4%
BUILDING AREA	60748 SF	38%
CELL TOWER & EQUIPMENT	2083 SF	1%
CONCRETE	1718 SF	1%
CONCRETE RAMP	2091 SF	1%
EXISTING ASPHALT	14818 SF	9%
EXISTING CONCRETE	208 SF	0%
GREEN SPACE	47436 SF	30%
POND	632 SF	0%
Grand total	159909 SF	100%

GENERAL SITE NOTES:

1. VISIT JOB SITE TO VERIFY EXISTING SITE CONDITIONS PRIOR TO STARTING CONSTRUCTION. MEET WITH GENERAL CONTRACTOR PRIOR TO STARTING.

2. REMOVE EXISTING TREES ALONG WITH ROOTS AS REQUIRED @ PROPOSED BUILDING AND PAVING AREAS.

3. STRIP AND REMOVE ALL REMAINDER VEGETATION & X"+/- TOP SOIL FROM WITHIN THE BUILDING AND PAVING AREAS. STOCKPILE REUSABLE, UNCONTAMINATED TOPSOIL AND PROVIDE FOR ALL EXCESS MATERIAL TO BE TRUCKED OFF SITE. SPREAD SALVAGED TOPSOIL OVER DISTURBED AREAS TO APPROX. 4" DEPTH AFTER CONSTRUCTION IS FINISHED.

4. CUT (OR FILL) THE BUILDING AREA +5.0' BEYOND PERIMETER OF THE BUILDING

5. CUT THE FLOOR AREA TO THE SUB-GRADE ELEVATION. (THE PERIMETER FOUNDATION FOOTINGS TO BE EXCAVATED BY CONC. CONTR. TO THE REQUIRED DEPTHS PER THE FOUNDATION PLAN). BENCH GRADE BACK PER CURRENT OSHA CODE STANDARDS PART #1926 IF REQ'D BY THE G.C. FOR THE PROJECT

6. PROOF ROLL BUILDING AREA FOR ANY SOFT MATERIALS. REPORT ANY SOFT SPOTS TO THE GENERAL CONTRACTOR.

7. ALL FILL MATERIAL FOR BRINGING GRADES UP TO SUB-GRADE ELEVATIONS SHALL BE GRANULAR OR CLEAN COMPACTABLE CLAY AND APPROVED BY ANDERSON-ASHTON.

8. ALL EXTERIOR BACKFILL MATERIAL FOR STANDARD FROST FOUNDATION WALLS SHALL BE CLEAN COMPACTABLE CLAY.
INTERIOR BACKFILL MATERIAL SHALL BE 3/4" CLEAR STONE.

9. ALL BACKFILL & FILL MATERIALS SHALL BE INSPECTED AND APPROVED BY ANDERSON-ASHTON PRIOR TO PLACEMENT. ALL FILL MATERIALS SHALL BE COMPACTED IN 8" MAX. LIFTS @ 95% MODIFIED PROCTOR.

10. PREPARE THE PAVING AREA AS SHOWN ON THE CONSTRUCTION DOCUMENTS to +/- 0.10'

11. PREPARE ALL SWALES AS SHOWN ON PLAN TO PROVIDE POSITIVE DRAINAGE DURING CONSTRUCTION.

12. RETURN AFTER THE BUILDING IS ENCLOSED & FINISH GRADE AND TOPSOIL AROUND PERIMETER OF BUILDING. ALSO, FINISH GRADE AROUND ELECTRICAL, TELEPHONE, GAS, SEWER, WATER AND UTILITY TRENCHES.

13. GRADING CONTRACTOR SHALL FIX AND REPAIR PARKING AREA AND DRIVES AS REQUIRED AFTER UTILITY AND OTHER WORK THAT MAY DISTURB THE SOIL AND/OR GRAVEL BASE BEFORE PAVING BEGINS. GRADING CONTRACTOR SHALL SMOOTH DRUM ROLL ALL PARKING AREAS AND DRIVES BEFORE PAVING BEGINS.

14. GRADING CONTRACTOR SHALL BE PREPARED TO HANDLE ALL SPOILS WHICH MAY INCLUDE ON SITE STORAGE AND TRUCKING OFF SITE. GRADER TO GET PRIOR APPROVAL FROM G.C. FOR PLACEMENT OF STOCKPILE SITES PRIOR TO STARTING STRIPPING OF TOPSOIL.

15. AWARDED GRADING CONTRACTOR SHALL BE RESPONSIBLE FOR THE LABOR AND MATERIAL NEEDED FOR SUPPLYING ANY TRAFFIC CONTROL BARRIERS OR SIGNS AS NEEDED PER LOCAL OR D.O.T. CODES & REGULATIONS DUE TO ANY ROAD WORK OUTSIDE OF PROPERTY LINES

16. 30% OF THE SITE SHALL REMAIN AS OPEN SPACE TO COMPLY WITH LOCAL ORDINANCES

ASPHALT PAVING WORK

1. FURNISH AND INSTALL A 8" CRUSHED AGGREGATE BASE AT THE ASPHALT PAVING PARKING AREAS.

2. FINE GRADE AND COMPACT STONE BASE.

3. FURNISH AND INSTALL A 4" (TWO LIFT) AVG. THICKNESS COMPACTED ASPHALT PAVEMENT AT TRUCK/DRIVE AREAS

4. FURNISH AND INSTALL ALL PARKING STALL STRIPING, H.C. SYMBOLS, & H.C. SIGNS ON METAL POSTS

SITE PLAN LEGEND

- ASPHALT
- BUILDING ADDITION
- BUILDING AREA
- CELL TOWER & EQUIPMENT
- CONCRETE
- CONCRETE RAMP
- EXISTING ASPHALT
- EXISTING CONCRETE
- GREEN SPACE
- POND

REVISIONS

THIS IS A SCHEMATIC DRAWING, NOT A WORKING DRAWING. ANDERSON ASHTON IS NOT RESPONSIBLE FOR DIMENSIONS, CONSTRUCTION DETAILS, ENGINEERING DECISIONS, REGULATORY APPROVAL, ETC., NORMALLY ASSOCIATED WITH DESIGN DEVELOPMENT AND/OR CONSTRUCTION DOCUMENTS. IT IS HIGHLY RECOMMENDED THAT A LOCAL ARCHITECT BE ENGAGED TO DEVELOP CONTRACT DOCUMENTS BASED ON THESE SCHEMATIC DRAWINGS AND CORRESPONDING OUTLINE SPECIFICATIONS. IT IS FURTHER RECOMMENDED THAT GENERAL CONDITIONS SPECIFICALLY DEFINING OWNER/ CONTRACTOR/ ARCHITECT AREAS OF RESPONSIBILITY BE DEVELOPED IN A CONTRACTUAL AGREEMENT.

ANDERSON ASHTON
DESIGN / BUILD
2745 South 166th Street
New Berlin, WI 53151
Phone: (262) 785-4560
WWW.ANDERSONASHTON.COM

PRELIMINARY NOT FOR CONSTRUCTION

PROPOSED (ADDITION, REMODEL, NEW) BUILDING FOR:

MEQUON SELF STORAGE

10448 NORTH PORT WASHINGTON RD. MEQUON, WI

DRAFTED BY:	MFP
DESIGNER:	NTL-F
ISSUE:	2/25/2021 9:47:02 AM
SUBMITTAL DATE:	2/15/2021
DESIGN NO.	3911
CONSTRUCTION NO.	####

ARCHITECTURAL SITE PLAN

AS01

City of Mequon

11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2955
Fax: 262-242-9655

www.ci.mequon.wi.us **Office of Finance-Personnel Committee**

TO:	**Finance-Personnel Committee**
FROM:	**Kaitlyn Krueger, Finance Director**
DATE:	**May 11, 2021**
SUBJECT:	**RESOLUTION 3840 A Resolution Appointing Marie A. Keyser to the Position of Acting Finance Director/City Treasurer**

Background

After a nearly four-year career with the City of Mequon, Finance Director Kaitlyn Krueger is leaving the organization to accept a similar position for another municipality. Ms. Krueger, who began her duties as City Finance Director on January 1, 2020, also served previously in the roles of Utility Accountant and Assistant to the Finance Director prior to the assumption of her current duties. Her last day with the City will be May 25, 2021.

Analysis

Upon Director Krueger's departure, the City's current Assistant to the Finance Director, Marie Keyser, will assume the role of Acting Finance Director. Ms. Keyser has been with the City since February of 2020. Presently, the City Administrator's Office is reviewing available options to ensure the continuity of day-to-day operations during this interim period, and for filling the Finance Director position on a full-time basis prior to the onset of the 2022 budget development process later this year.

Recommendation

A resolution appointing Marie A. Keyser as the City of Mequon's Acting Finance Director/City Treasurer is attached and recommended for approval.

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3840

A Resolution Appointing Marie A. Keyser to the Position of Acting Finance Director/City Treasurer

A. Pursuant to Wis. Stats. § 62.09, the City of Mequon is required to have certain statutory officers including a treasurer.

B. In Mequon, the City's Director of Finance is also the City Treasurer.

C. The office of the City Treasurer will be vacant as of May 25, 2021 as a result of the incumbent's resignation.

D. The City Administrator recommends the appointment of Marie A. Keyser to the position of the Director of Finance and the City Treasurer effective May 26, 2021.

E. The Common Council, based upon the recommendation of the City Administrator, desires to make an appointment to the office of City Treasurer pursuant to § 2-63(b) of the Mequon Municipal Code.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED, by the Common Council of the City of Mequon, Wisconsin, that:

1. Marie A. Keyser is appointed as the City of Mequon's Acting Director of Finance and the Acting City Treasurer pursuant to § 2-63(b) of the Municipal Code, effective May 26, 2021.

2. Resolution 3824 Designating Port Washington State Bank as the Public Depository for the City of Mequon is amended to replace Kaitlyn Krueger as an authorized signatory on withdrawal or disbursement checks with Marie Keyser, effective May 26, 2021.

3. Resolution 3659 Designating Hometown Bank as a Public Depository for the City of Mequon is amended to replace Kaitlyn Krueger as an authorized signatory on withdrawal or disbursement checks with Marie Keyser, effective May 26, 2021.

____
Approved by: John Wirth, Mayor

Date Approved: May 11, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on May 11, 2021.

Caroline Fochs, City Clerk

City of Mequon

11333 N. Cedarburg Road
Mequon, WI 53092-1930
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Fax: 262-242-9655

www.ci.mequon.wi.us **Office of Finance-Personnel Committee**

TO: **Finance-Personnel Committee**
FROM: **Kaitlyn Krueger, Finance Director**
DATE: **May 11, 2021**
SUBJECT: **Credit Card Processing Discussion**

Credit and debit card acceptance has become extremely common, if not expected, by consumers as an option of any purchase transaction. The Government Finance Officers Association (GFOA) has compiled the following list of benefits of accepting payment cards: enhanced customer service and convenience, increased certainty of collection, accelerated payments and the availability of funds, improved audit trail, reduced cashiering costs, improved overall cash flow, lessened delinquencies, and a reduction in return check processing costs and collection costs. GFOA recommends that municipalities evaluate whether accepting payment cards is reasonable and appropriate for the type of charges or fees being paid, and the level of customer service desired.

Currently, the City of Mequon accepts credit, debit, and e-check payments online for utility bills, burn and brush permits, and property taxes through three different vendors. All processing fees are passed on to the customer as shown in the table.

Bill Type:	**Credit or Debit Card Fee**	**Electronic Check Fee**	**Vendor**	**2020 Transactions**	**2020 Fees Paid**
Utility	2.50%	$1.59	Govlution	1,691	$4,645.24
Burn/Brush Permit	1.50%	$1.50	Point and Pay	1,542	$2,293.50
Tax	2.39%	$2.00	GovTech	483	$8,755.05
Total				**3,716**	**$15,693.79**

Finance staff is looking for preliminary guidance from this Committee to determine how the City should move forward in developing a Request-for-Proposals document related to additional credit card, debit card and e-check acceptance.

The following questions have been compiled to assist staff in understanding what guiding principles should be considered in addressing future payment card processing:

1) Would the City like to accept credit/debit card/e-check for all fees listed on the City's fee schedule? The larger groups of fees that could be considered include building permits, operator licenses, park reservation fees, culvert replacements, false alarm fees, etc. There are also less common fees including copies, business licenses and real estate status reports. Is there a minimum or maximum amount that should be allowed to be charged to a payment card?

2) Currently, the City has cash registers in the Finance Department at City Hall and the

Police Department that only accept checks or cash. Should the City be accepting payment cards in person? Should payment cards also be accepted at the DPW building? Please note that there could be costs associated with each card terminal the City has, both for the unit and compliance. Should certain fees only be allowed to be paid in person (i.e., when an application approval is also required)?

3) How are the processing fees to be paid? Will the City cover this expense, or should they continue to be passed on to the customer? Does the fee amount make a difference in this decision?

Staff has met with Munis (Tyler Technologies), the City's financial software provider, to understand what options are available to be integrated directly with the system as it is set up today. The proposal is attached as a reference for the Committee in making suggestions for moving this process forward.

Attachments:
Mequon - Tyler Payments Munis (PDF)

Monthly & Annualized Costs	
Monthly Cost – To brand, customize, access reports and payment data with unlimited logins, support and upgrades to Tyler Payments	No Cost
Development Costs	
One Time Cost – Complete integration into Tyler applications	No Cost
Customized Marketing	
Annual Cost – Assistance with the crafting of marketing materials to help increase initial usage and continued adoption	No Cost
Training and Support	
Cost – Initial training and support to ensure a successful launch and continued success of the Tyler Payments platform	No Cost
Payer Electronic Payment Costs If passing transaction costs to the payer	
Payer Card Cost (convenience fee) – per card transaction with Visa, MasterCard, Discover, and American Express	$3.95 $300 transaction cap
Payer Card Cost (service fee) – per card transaction with Visa, MasterCard, Discover, and American Express	2.50% $2.50 minimum
Payer eCheck Cost – per electronic check transaction	$1.50
Miscellaneous Costs	
Credit Card Chargebacks – if a card payer disputes a transaction at the card issuing bank (e.g. stolen card)	$15.00
eCheck Rejects – when an eCheck transaction comes back as declined (e.g. bounced check)	$5.00
Card Terminal Rental – per device, per month. Covers cost of PCI compliance, service, maintenance, real-time integration and support	Lane 3000: $33 Lane 5000: $38 Includes $15 per month PCI fee
Card Terminal Purchase – PCI fee is per device, per month. Covers cost of PCI compliance, service, maintenance, real-time integration and support	Lane 3000: $419 (one-time fee) Lane 5000: $529 (one-time fee) Plus $15 per month, per device PCI fee
IVR - per transaction on top of Card fee passed to the payer or absorbed	$0.50

City of Mequon

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www.ci.mequon.wi.us **Office of Finance-Personnel Committee**

TO: **Finance-Personnel Committee**
FROM: **Kaitlyn Krueger, Finance Director**
DATE: **May 11, 2021**
SUBJECT: **Personal Property Tax Repeal Letter to State Representative Knodl**

Background

Representative Dan Knodl has proposed 2021 Assembly Bill 191 that will eliminate the assessment of tax on business personal property. Currently, there is bipartisan support of this bill at the Assembly level. Representative Knodl has reached out to discuss the bill with City Administrator Jones and has requested a letter of support from the City. Staff is bringing this item forward to the Finance-Personnel Committee to determine if the City would like to fulfill Representative Knodl's request.

The full text version of the proposed bill can be found here:
https://docs.legis.wisconsin.gov/2021/related/proposals/ab191

Analysis

Here are some factors for support of the proposed bill:

- The City would save significant amounts of time, money and effort in recordkeeping and processing of personal property statements and bills
- Historically, personal property tax bills have been the hardest to collect on
- Local businesses would no longer have the cumbersome process of staying compliant
- Businesses would be able to reallocate the tax expense to other areas of their business

Financial Impact

The 2020 personal property tax levy for the City of Mequon was approximately $235,000. As proposed, the State would annually provide the City the amount of property taxes that would have been levied.

Recommendation

If the Committee is in favor of fulfilling Representative Knodl's request, a draft letter has been attached to this memo for consideration.

Attachments:
Letter to State Representative Knodl (DOC)

City of Mequon

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Phone: 262-236-2941
Fax: 262-242-9655

www.ci.mequon.wi.us **Office of Administration**

Representative Dan Knodl
State Capitol
PO Box 8952
Madison, WI 53708

RE: 2021 ASSEMBLY BILL 191

Dear Representative Knodl,

Please let this letter serve as support from the City of Mequon for the elimination of the personal property tax proposed in Assembly Bill 191.

Personal property tax processing, record keeping, and collections has been cumbersome and is an inefficient use of resources for the City. In addition, local businesses will see a positive impact from the reduction in compliance process and the reallocation of tax expense to other areas of the business.

The City provides this support with the understanding that the State of Wisconsin remains committed to making the City revenue stream whole moving forward.

Should you have any questions, please feel free to contact City Administrator Will Jones at wjones@ci.mequon.wi.us or 262-236-2941.

Sincerely,

John Wirth, Mayor
or
Will Jones, City Administrator

City of Mequon

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www.ci.mequon.wi.us **Office of Finance-Personnel Committee**

TO:	**Finance-Personnel Committee**
FROM:	**Marie Keyser, Assistant to the Finance Director**
DATE:	**May 11, 2021**
SUBJECT:	**2021 YTD Budget Report as of March 31, 2021**

Attached please find a year to date General Fund Budget/Actual Summary report for the three months ending March 31, 2021. The values shown are unaudited. With only twenty-five percent of the year's revenues and expenditures incurred to date, it is difficult to forecast any definite trends at this point in time. Most departmental budgets are tracking at or below the twenty-five percent benchmark. Staff will continue to monitor the budget throughout the remainder of the year and explore opportunities for additional revenues and cost savings.

Attachments:
2021 Q1 YTD Budget Report (Unaudited) (PDF)

City of Mequon

REVENUES	Original Budget (FY 2021)	Amended Budget (FY 2021)	Actual (FY 2021)	YTD % (FY 2021)	% of Total (FY 2021)	FY 20 ACTUALS (Prior Yrs Comparison)	FY 19 ACTUALS (Prior Yrs Comparison)	FY 18 ACTUALS (Prior Yrs Comparison)
Taxes	11,744,633	11,744,633	5,474,814	46.62%	87.7%	6,837,745	4,830,440	5,109,258
State Shared Revenue	536,335	536,335	-	0.00%	0.0%	-	-	-
Intergovernmental	1,660,394	1,660,394	392,264	23.62%	6.3%	406,125	375,147	359,921
Licenses	60,400	60,400	15,596	25.82%	0.2%	3,080	2,966	2,673
Permits - Inspection	758,250	758,250	180,229	23.77%	2.9%	135,836	159,313	294,053
Permits - Other	58,200	58,200	15,220	26.15%	0.2%	9,965	9,360	10,540
General Fees	87,000	87,000	18,318	21.06%	0.3%	20,377	16,256	16,546
Public Safety Fees	1,016,500	1,016,500	(7,746)	-0.76%	-0.1%	20,308	103,165	79,260
DPW Fees	82,250	82,250	6,008	7.30%	0.1%	3,833	18,917	20,659
Pool & Park Fees	111,200	111,200	10,810	9.72%	0.2%	10,108	7,354	15,205
Development Fees	64,500	64,500	25,976	40.27%	0.4%	20,376	16,430	13,465
Special Assessments	3,500	3,500	995	28.43%	0.0%	690	231	1,341
Internal Service Fees	334,749	334,749	-	0.00%	0.0%	-	-	-
Other Revenue	858,435	858,435	92,840	10.81%	1.5%	89,147	207,639	79,190
Investment Revenue	135,000	135,000	15,800	11.70%	0.3%	59,971	33,162	15,311
Total General Fund Revs	17,511,346	17,511,346	6,241,123	35.64%	100.0%	7,617,561	5,780,380	6,017,422

Key:

- Postive variance vs. year-to-date budget, or timing difference not anticipated to result in a year-end variance
- Negative variance of .01% to 4.99% vs. year-to-date budget
- Negative variance ≥ 5% vs. year-to-date budget

Notes:

State Shared and Intergovernmental Revenues expected in October and November
Taxes will be settled in August by Ozaukee County
Ambulance Revenues lag several months and receive accruals at the end of year
Pool & Park and DPW Fees are typically realized during the summer months
Internal Service Fees recoginized as part of year-end process
Other Revenue includes: Cell Tower Leases, Cable TV Fees, annual Workers Compensation Dividend & Fund Balance Transfers

City of Mequon

EXPENDITURES	FY 2021 Original Budget	Amended Budget	Actual	YTD %	% of Total	PRIOR YRS COMPARISON FY 20 ACTUALS	FY 19 ACTUALS	FY 18 ACTUALS
Common Council	77,582	77,582	25,222	32.51%	0.7%	38,472	30,870	30,551
City Administrator	277,432	277,432	55,934	20.16%	1.5%	56,984	55,062	57,503
City Clerk	331,321	331,321	64,634	19.51%	1.7%	68,390	57,438	56,887
Elections	37,753	37,753	17,250	45.69%	0.5%	26,796	16,285	16,171
Information Services	334,767	334,767	101,099	30.20%	2.7%	87,790	65,328	56,657
Finance	451,813	451,813	83,738	18.53%	2.2%	122,203	116,405	123,970
Assessor	345,166	345,166	101,270	29.34%	2.7%	73,431	60,039	57,298
Human Resources	187,783	187,783	45,608	24.29%	1.2%	41,062	35,288	32,688
Legal Counsel	100,307	100,307	-	0.00%	0.0%	-	2,312	2,841
Police	5,749,036	5,749,036	1,017,670	17.70%	27.1%	1,013,830	1,038,253	1,045,962
Fire/EMS	2,287,392	2,287,392	413,711	18.09%	11.0%	346,664	309,456	288,354
Communications	690,002	690,002	145,191	21.04%	3.9%	136,329	139,767	124,850
Police Reserve	4,861	4,861	80	1.65%	0.0%	2	11	523
Inspections	525,305	525,305	90,530	17.23%	2.4%	111,247	90,300	91,818
Building Maintenance	636,038	636,038	189,092	29.73%	5.0%	151,479	159,931	155,362
Fleet Services	517,278	517,278	148,409	28.69%	4.0%	135,239	174,127	144,376
Engineering	581,150	581,150	70,716	12.17%	1.9%	102,366	105,489	119,474
Highway	1,999,217	1,999,217	410,516	20.53%	10.9%	439,460	467,225	450,939
Forestry	172,652	172,652	25,928	15.02%	0.7%	4,343	-	-
Recycling	27,946	27,946	377	1.35%	0.0%	357	307	213
Library Grant	1,058,000	1,058,000	529,000	50.00%	14.1%	537,500	524,733	524,483
Swimming Pool	101,363	101,363	2,867	2.83%	0.1%	4,531	2,633	3,299
Parks	543,032	543,032	106,626	19.64%	2.8%	103,241	116,845	100,980
Planning	474,150	474,150	108,178	22.82%	2.9%	97,678	90,161	85,526
Total General Fund Exp	17,511,346	17,511,346	3,753,649	21.44%	100.0%	3,699,394	3,658,265	3,570,725
Net Surplus (Loss)	-	-	2,487,474			3,918,167	2,122,115	2,446,697
Fund Balance - Beginning of Year	2,486,438	2,486,438	2,486,438					
Fund Balance - End of Year	2,486,438	2,486,438	4,973,912					

Notes:
The two elections for 2021 have already occurred, so there will not be significant expenses moving forward this year
Two quarters of library grant payments have been made as of March 31st
No invoices have been paid to the City Attorney for 2021 work
Information Services has paid several year-long contracts during the first quarter

City of Mequon

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www.ci.mequon.wi.us **Office of Finance-Personnel Committee**

TO:	**Finance-Personnel Committee**
FROM:	**Kaitlyn Krueger, Finance Director**
DATE:	**May 11, 2021**
SUBJECT:	**2021 YTD Investment Report as of 3/31/2021**

Background

The City of Mequon Investment Policy requires that the Finance & Personnel Committee receive quarterly investment reports. The purpose of this report is to provide a means for committee members and staff to regularly review and monitor the City's investment position, and to demonstrate compliance with the City's Investment Policy.

The City is continuing to invest pursuant to the Investment Policy. The City's long-term funds are invested in a variety of instruments managed by Dana Investment Advisors. These investment instruments include US Agencies, corporate bonds, and mortgage-backed securities. The primary focus and order of priority is safety and preservation of principal, liquidity, and attaining a market rate of return.

The investments controlled by Dana, saw a quarterly end market value of $9,102,810. After one quarter, this is an increase of $24,408 from the 2020 year-end balance. This 0.27% increase is related to a change in unrecognized gains/losses. For comparison, the portfolio realized an increase of $53,147 during the first quarter of 2020. The three-year treasury at the end of the first quarter was 0.35%. The quarter-end weighted averages for the City's portfolio are:

	Qtr 2 2020	**Qtr 3 2020**	**Qtr 4 2020**	**Qtr 1 2021**
Average Yield to Maturity (%)	2.40	2.40	0.82	0.82
Average Maturity (Years)	2.72	3.00	4.03	3.90
Average Coupon (%)	2.47	2.46	2.28	2.01

The report also includes the City's cash position at the end of the first quarter. The City recognized $5,493 of interest revenue in the three months ending March 31, 2021. Interest revenue saw a decrease of 10% from revenue recognized during the fourth quarter of 2020.

It is staff's determination that for the quarter ended March 31, 2021, the City's individual portfolios and the combined portfolio continue to comply with both the City's investment policy and Wisconsin State Statue 66.0603.

Recommendation

None

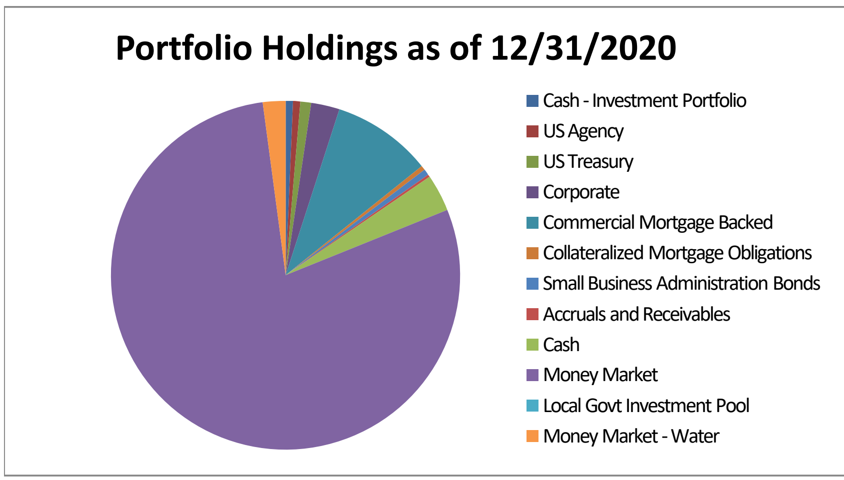
Attachments:
Quarterly Investment Report 3-31-21(PDF)

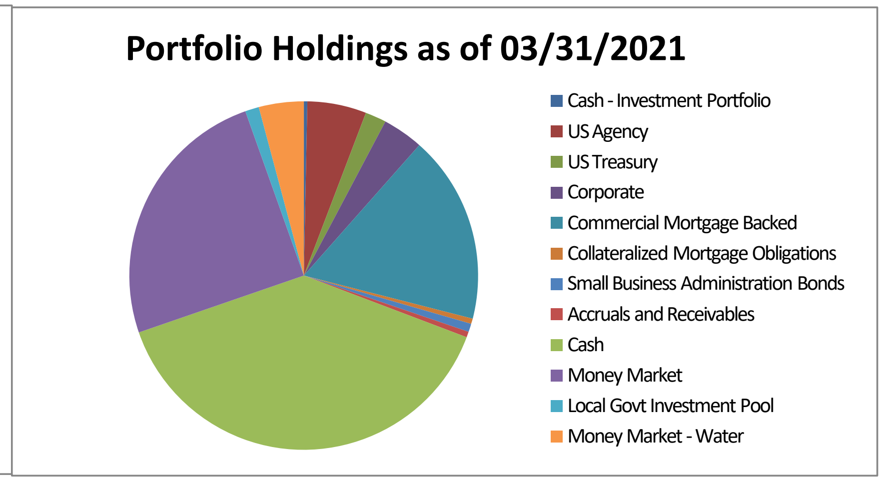
Cash/Money Market Accounts Quarter Ending 3/31/2021

		January				February				March			
	Beg Balance	*Interest*	*Deposits*	*Withdrawls*	*Ending Balance*	*Interest*	*Deposits*	*Withdrawls*	*Ending Balance*	*Interest*	*Deposits*	*Withdrawls*	*Ending Balance*
General Bank Accounts													
Gen Check	**1,695,580.51**	-	41,813,177.70	28,925,618.60	14,583,139.61	-	21,778,270.34	16,986,310.30	19,375,099.65	-	477,667.81	8,667,687.75	11,185,079.71
Payroll	**6,795.00**	-	447,176.67	451,371.67	2,600.00	-	452,967.63	453,467.63	2,100.00	-	434,981.74	435,181.74	1,900.00
EMS	**34,427.37**	-	52,876.90	105.41	87,198.86	-	51,546.06	34.71	138,710.21	-	42,607.39	4.82	181,312.78
Revolving Loan	**301,707.88**	38.79	4,610.19	-	306,356.86	35.73	9,375.38	-	315,767.97	41.92	39,868.46		355,678.35
Total Gen Bank Accts	**2,038,510.76**	**38.79**	**42,317,841.46**	**29,377,095.68**	**14,979,295.33**	**35.73**	**22,292,159.41**	**17,439,812.64**	**19,831,677.83**	**41.92**	**995,125.40**	**9,102,874.31**	**11,723,970.84**
Money Markets													
Money Market	**8,476,070.28**	973.04	-	1,000,000.00	7,477,043.32	860.42	-		7,477,903.74	952.72			7,478,856.46
Th - Tax	**34,204.23**	-	-	-	34,204.23	-	-	34,204.23	-	-			-
Me - Tax	**6,150,616.16**	-	1,415,959.11	1,355.91	7,565,219.36	-	108,450.12	7,673,669.48	-	-			-
Gen - Tax	**32,471,830.26**	2,083.67	17,716,025.38	39,508,977.10	10,680,962.21	785.31	2,394,225.12	13,075,187.33	785.31	0.03		785.31	0.03
Total Money Market	**47,132,720.93**	**3,056.71**	**19,131,984.49**	**40,510,333.01**	**25,757,429.12**	**1,645.73**	**2,502,675.24**	**20,783,061.04**	**7,478,689.05**	**952.75**	**-**	**785.31**	**7,478,856.49**
Other Accounts													
LGIP	**8.79**	27.58	387,926.56		387,962.93	22.64			387,985.57	18.61			388,004.18
Money Market - Water	**1,250,485.27**	231.55	-	-	1,250,716.82	(231.55)	-	-	1,250,485.27	(347.33)	-	-	1,250,137.94
Total Other	**1,250,494.06**	**259.13**	**387,926.56**	**-**	**1,638,679.75**	**(208.91)**	**-**	**-**	**1,638,470.84**	**(328.72)**	**-**	**-**	**1,638,142.12**
Grand Total	**50,421,725.75**	**3,354.63**	**61,837,752.51**	**69,887,428.69**	**42,375,404.20**	**1,472.55**	**24,794,834.65**	**38,222,873.68**	**28,948,837.72**	**665.95**	**995,125.40**	**9,103,659.62**	**20,840,969.45**

City of Mequon
Distribution by Security Sector - Market Value

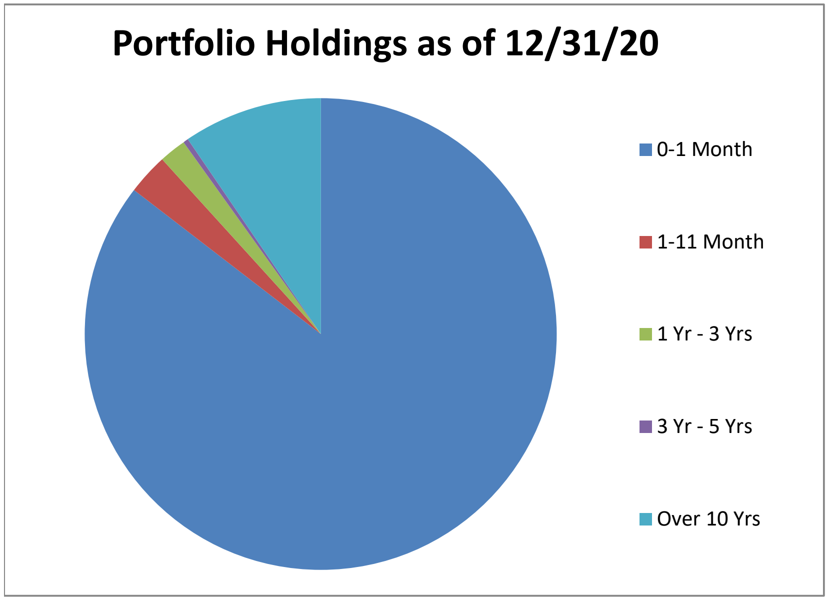
Security Sector	Market Value 12/31/2020	% of Portfolio 12/31/2020	Market Value 3/31/2021	% of Portfolio 3/31/2021
Cash - Investment Portfolio	407,437.29	0.68%	104,845.59	0.35%
US Agency	400,052.00	0.67%	1,646,752.50	5.47%
US Treasury	591,758.55	0.99%	588,729.48	1.96%
Corporate	1,573,776.40	2.64%	1,130,086.95	3.75%
Commercial Mortgage Backed	5,530,426.46	9.27%	5,257,822.30	17.47%
Collateralized Mortgage Obligations	233,375.03	0.39%	145,723.69	0.48%
Small Business Administration Bonds	341,575.84	0.57%	228,849.61	0.76%
Accruals and Receivables	142,214.30	0.24%	155,564.72	0.52%
Cash	2,038,510.76	3.42%	11,723,970.84	38.95%
Money Market	47,132,720.93	79.03%	7,478,856.49	24.85%
Local Govt Investment Pool	8.79	0.00%	388,004.18	1.29%
Money Market - Water	1,250,485.27	2.10%	1,250,137.94	4.15%
Total	59,642,341.62	100.00%	30,099,344.29	100.00%

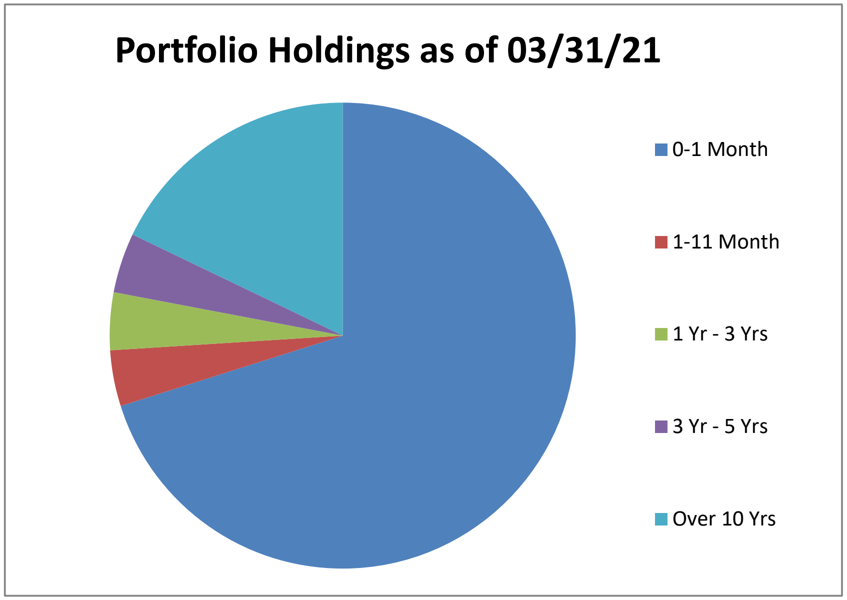




City of Mequon
Distribution by Maturity - Market Value

Security Sector	Market Value 12/31/2020	% of Portfolio 12/31/2020	Market Value 3/31/2021	% of Portfolio 3/31/2021
0-1 Month	50,971,377.34	85.46%	21,101,379.76	70.11%
1-11 Month	1,677,935.13	2.81%	1,167,323.42	3.88%
1 Yr - 3 Yrs	1,095,881.76	1.84%	1,208,092.88	4.01%
3 Yr - 5 Yrs	216,874.00	0.36%	1,247,036.50	4.14%
Over 10 Yrs	5,680,273.39	9.52%	5,375,511.73	17.86%
Total	59,642,341.62	100.00%	30,099,344.29	100.00%





City of Mequon

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Mequon, WI 53092-1930
Phone: 262-242-3100
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www.ci.mequon.wi.us **Office of Finance-Personnel Committee**

TO: **Finance-Personnel Committee**
FROM: **Kaitlyn Krueger, Finance Director**
DATE: **May 11, 2021**
SUBJECT: **May 2021 Finance and Personnel Work Plan**

Attachments:
Finance-Personnel Work Plan(DOCX)

2021 Finance-Personnel Monthly Work Plan

Current Agenda Topics

Month	Agenda Topics
May	• Resolution Authorizing Execution of a Professional Services Agreement for the Completion of an Information Technology Assessment and Strategic Plan with Avèro Advisors, Maryville, Tennessee, in an Amount Not-to-Exceed $54,720 • Resolution Authorizing a Development Agreement for a Tax Increment District (TID) No. 5 Development Incentive to Blue Ribbon Self Storage III, LLC in the Amount of $462,000 for the Property Located at 10448 North Port Washington Road • Resolution Appointing Marie A. Keyser to the Position of Acting Finance Director/City Treasurer • Personal Property Tax Repeal Letter to State Representative Knodl • Credit Card Processing Discussion

Future Agenda Topics

• Financial Policy and City Ordinance Reconciliation • Compensation Plan Analysis	• User Fee Financial Policy • Life Insurance Review

2021 Completed Items

• Approved a Conservation Easement Agreement Between the City of Mequon and MMSD for Approximately 66 Acres of Land Located Along Trinity Creek North of County Line Road and East of Wauwatosa • Approved a Budget Amendment for FY2020 • Amended Revolving Loan Fund Agreement with the Bartolotta Restaurant Group • Investment Portfolio Review by DANA • Approved a Contract with Waukesha County for Delinquent Personal Property Tax Account Collection Services • Approved the Final Dedication and Reimbursement for Public Improvements in the Tax Increment District for Foxtown Center LLC	• Approved the Award of a Contract for Completion of an Analysis of the Community Development Dept. to Management Partners, Cincinnati, Ohio, in the Amount of $53,900 • Approved the City of Mequon's Insurance Program for Fiscal Year 2021 • Adopted Final Resolution Regarding Industrial Development Revenue Bond Financing for Copps Industries, Inc. • Awarded Port Washington State Bank the contract for banking services