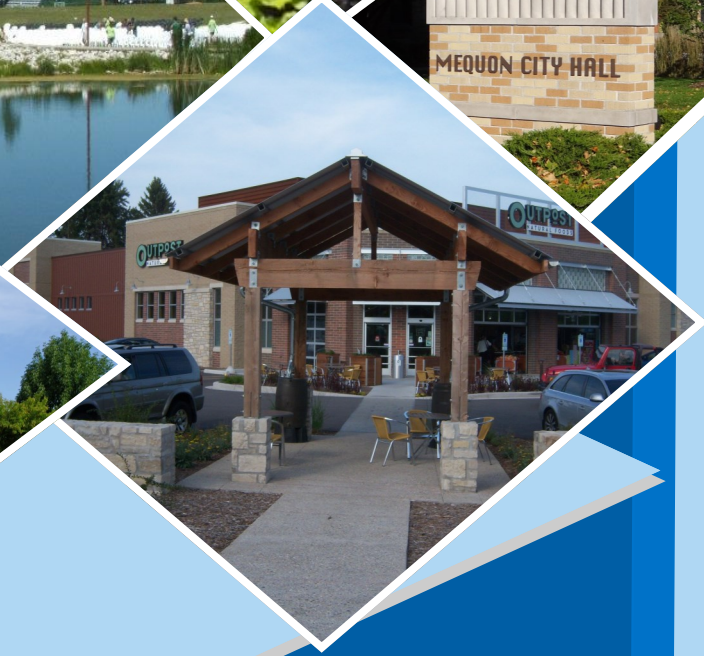


# 2017 Annual Budget



## City of Mequon, Wisconsin

Preserving Quality of Life

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# 2017 Annual Budget

## City of Mequon, Wisconsin

Mayor Dan Abendroth

### Common Council

District 1	Alderman Robert Strzelczyk	District 2	Alderman Connie Pukaite
District 3	Alderman Dale Myr	District 4	Alderman John Wirth
District 5	Alderman Mark Gierl	District 6	Alderman John Hawkins
District 7	Alderman Andrew Nerbun	District 8	Alderman Pam Adams

.....

William Jones, City Administrator.

Justin Schoenemann, Assistant City Administrator

David Bialk, Fire Chief

Kristen Lundeen, Public Works Director/City Engineer

Don Curran, Director of Operations/Parks Director

Steve Graff, Police Chief

Caroline Fochs, City Clerk

Kim Tollefson, Director of Planning and Community Development

Thomas Watson, Finance Director



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Mequon  
Wisconsin**

For the Fiscal Year Beginning

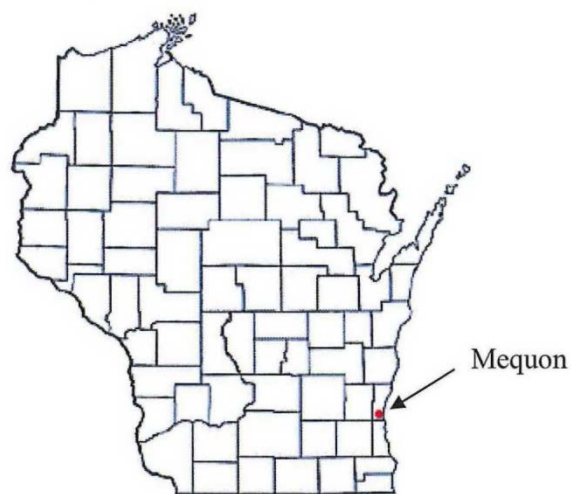
**January 1, 2016**

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Executive Director

## City of Mequon

Located on the western shores of Lake Michigan just north of Milwaukee, the City of Mequon boasts majestic lakeshore bluffs, stately homes, lush farmland and expansive open space. The community enjoys many parks, five golf courses, the winding Milwaukee Rive and easy access to the I-system for a convenient commute to Milwaukee. Mequon's rural heritage is preserved by high development standards and low-density zoning regulations. Fifty percent of the land within the City is undeveloped and still mostly farms.



Population: 23,279  
(U.S. Census Bureau-2013 Preliminary Estimate)

Mequon has one of the lowest crime rates and one of the lowest tax rates in the Metropolitan Milwaukee area. Property values have increased by an average of five percent each year for the last ten years. The K-12 school system is ranked one of the best in Wisconsin. Concordia University and the North Campus of the Milwaukee Area Technical College are located in Mequon and offer a broad range of programs. Prime healthcare facilities and services are readily available throughout the City and include Columbia St. Mary's hospital. Mequon is also a business-friendly community with over 300 businesses and two industrial parks with small and mid-sized firms as well as large firms like Rockwell Automation

## Government

The Common Council is the duly elected legislative and policy-making body of the City of Mequon. The fundamental job of the Common Council is to make policy decisions for the City based on relevant and accurate information received from the full-time City Administrator and his staff. Four standing committees of the Common Council render recommendations to the full body regarding municipal projects, facilities, services, finance and personnel as well as issues of health, safety, and welfare of the community at large. The Council solicits and receives the support of many volunteer citizen committees to ensure a democratic, citizen-centered process.



## History

The early settlers who came to the Mequon area in the 1830's were Yankees from New York state and English, followed by Germans and Irish. These new settlers found a very different place from the Mequon of today. The entire area was covered with dense forest. The Milwaukee River, which runs through Mequon, was fast flowing, with falls and rapids and



underground water courses, offering never failing-fresh-water springs. The only type of road available through the area was the Green Bay Trail, which wound its way due north and was barely passable by the settler's wagons. The word "Mequon" is said to have come from the Indian word "Miquan" which means "ladle" because the river in Mequon was shaped like an Indian ladle.

During 1839, the first German settlers were Saxon-Germans from Saxony, who purchased a large tract of land along Wauwatosa Road. Then came the Pomeranian Germans, from the Prussian state of Pomerania, who bought more than 1,000 acres to the north and west of the Saxons.



That same year, 20 families, all members of a Lutheran congregation, came from Northern Germany and settled in the western part of Mequon. They named their tiny colony Friestadt, loosely translated as "free city." These people came in search of religious freedom and held their initial church service the same year.

The first census taken in 1840 listed 343 residents as the population of the entire Washington County almost all of whom lived in what is now Mequon. The Township of Mequon was created in 1846 and became part of Ozaukee County in 1853 when Ozaukee County separated from Washington County.

There were a number of memorable events in the Town of Mequon's intervening 111 years. Farmers mortgaged their farms to invest in the railroad and as a result of the railroad bankruptcy in 1857 many lost their farms. Tracks were laid from Milwaukee as far as Brown Deer, but the trains never ran. The Civil War created hard times for farmers when the farm laborers were drafted to fight in the war.

Beginning around 1907, the automobile made it possible for workers and business people to build homes in Mequon and work at their jobs in Milwaukee. That same year, the Milwaukee Northern Electric Railroad added to the commuter traffic between Milwaukee and the suburbs.

In 1956 the Town Chairman, Werner Mueller, appointed a committee to look into incorporating the entire Town of Mequon as a city. After numerous meetings of the committee and public informational meetings, a recommendation was made to the Board of Supervisors to petition the State legislature to grant Mequon status as a City. The 23<sup>rd</sup> day of May 1957 was set for the referendum and the results were 1,536 in favor and 265 against. Mequon received official status as a city on Friday, May 24<sup>th</sup>, 1957.

## **Economic Development**

The business environment in the City of Mequon has been a strong driving force since the founding of the community. New businesses, both large and small, are attracted to the area for a number of reasons, including easy access to the Milwaukee metropolitan area and Chicago; the

strong work ethic of the employee base in the area; and the availability of industrial and retail space.

The areas location directly off I-43, provides links to several other major interstates, and affords easy transport for businesses. Its position in the heart of the Midwest transportation network puts it within proximity to half of the country's population, in addition to 65 percent of the U.S.'s manufacturing region.

## Summary

The numerous parks, nature preserves and wide open spaces offer Mequon residents the feeling of being close to nature. Mequon's proximity to Milwaukee opens cultural entertainment for residents to enjoy.

The City of Mequon offers an excellent quality of life, a safe and favorable location in attractive, peaceful surroundings.

Additional demographic and other community information can be found on the following two pages.



[Katherine Kearney Carpenter Park](#)

## CITY OF MEQUON

### ADDITIONAL DEMOGRAPHIC INFORMATION

<b>Breakdown of Housing Units</b>	<b><u>2013</u></b>	<b><u>2015</u></b>	<b>(%)</b>	<b>Housing Valuations</b>	<b><u>2013</u></b>	<b><u>2016</u></b>
Total Dwelling Units	9,371	9,536		\$0 - \$99,000	0.50%	0.52%
Single Family	7,089	7,251	76%	\$100,000 - \$199,000	8.90%	8.78%
Plex (2-4 units/bldg.)	1,555	1,555	16%	\$200,000 - \$299,000	30.80%	30.12%
Multi-Family (5+ units/bldg.)	727	730	8%	\$300,000 - \$399,000	19.90%	19.81%
				\$400,000 - \$499,000	13.40%	13.59%
				\$500,000 - \$799,000	18.60%	19.05%
				\$800,000 - \$1,000,000	3.76%	3.78%
				\$1,000,000 and up	4.10%	4.36%
<b>Gender Composition</b>	<b><u>2013</u></b>	<b><u>2015</u></b>		Average Assessed Value	\$424,300	\$439,270
Female	51.2%	52.0%		Median Assessed Value	\$340,000	\$340,000
Male	48.8%	48.0%		Average Persons Per Household		2.45
<b>Race Comparison</b>	<b><u>2013</u></b>	<b><u>2015</u></b>		<b>Educational Attainment*</b>		<b><u>2015</u></b>
White	93.2%	91.1%		Ninth Grade Education or lower		1.3%
Black or African American	3.1%	2.4%		High School Diploma or higher		98.7%
American Indian, Eskimo	0.3%	0.2%		Bachelors degree or higher		62.7%
Asian or Pacific Islander	4.3%	3.1%		* Population 25 years and older		
Other	0.1%	3.2%		<b>Occupational Composition</b>		<b><u>2015</u></b>
<b>Age Composition</b>	<b><u>2013</u></b>	<b><u>2015</u></b>		Managerial & Professional		59.1%
Under 5 years	3.5%	4.0%		Service Occupations		6.0%
5 - 14 years	14.0%	13.1%		Sales and office occupations		22.1%
15 - 19 years	8.0%	8.3%		Farming, fishing and forestry		15.0%
20 - 24 years	3.2%	3.6%		Construction and maintenance		2.7%
25 - 34 years	5.0%	5.6%		Production and transportation		6.3%
35 - 44 years	11.9%	10.7%				
45 - 54 years	16.6%	16.4%		<b>Population:</b>	1960	8,543
55 - 64 years	18.5%	18.4%			1970	12,150
Over 64 years	19.3%	20.1%			1980	16,193
					1990	18,885
<b>Household Income</b>	<b><u>2013</u></b>	<b><u>2015</u></b>			2000	21,823
Less than \$10,000	3.6%	3.6%			2010	23,132
\$10,000 - \$20,000	4.6%	5.7%			2011	23,191
\$20,000 - \$30,000	5.9%	5.3%			2012	23,226
\$30,000 - \$40,000	11.7%	4.6%			2013	23,279
\$40,000 - \$74,999	12.5%	17.6%			2014	23,387
\$75,000 - \$99,999	13.4%	13.3%			2015	23,946
\$100,000 - 149,999	23.2%	25.2%				
\$150,000 +	25.1%	25.2%				
Median Household Income	\$90,733	\$105,475				

Source: U.S. Census Bureau, Wisconsin Department of Revenue, Wisconsin Department of Administration, City of Mequon Financial Reports, and City of Mequon Comprehensive (Master) Plan  
Housing valuations are per City Assessor records.

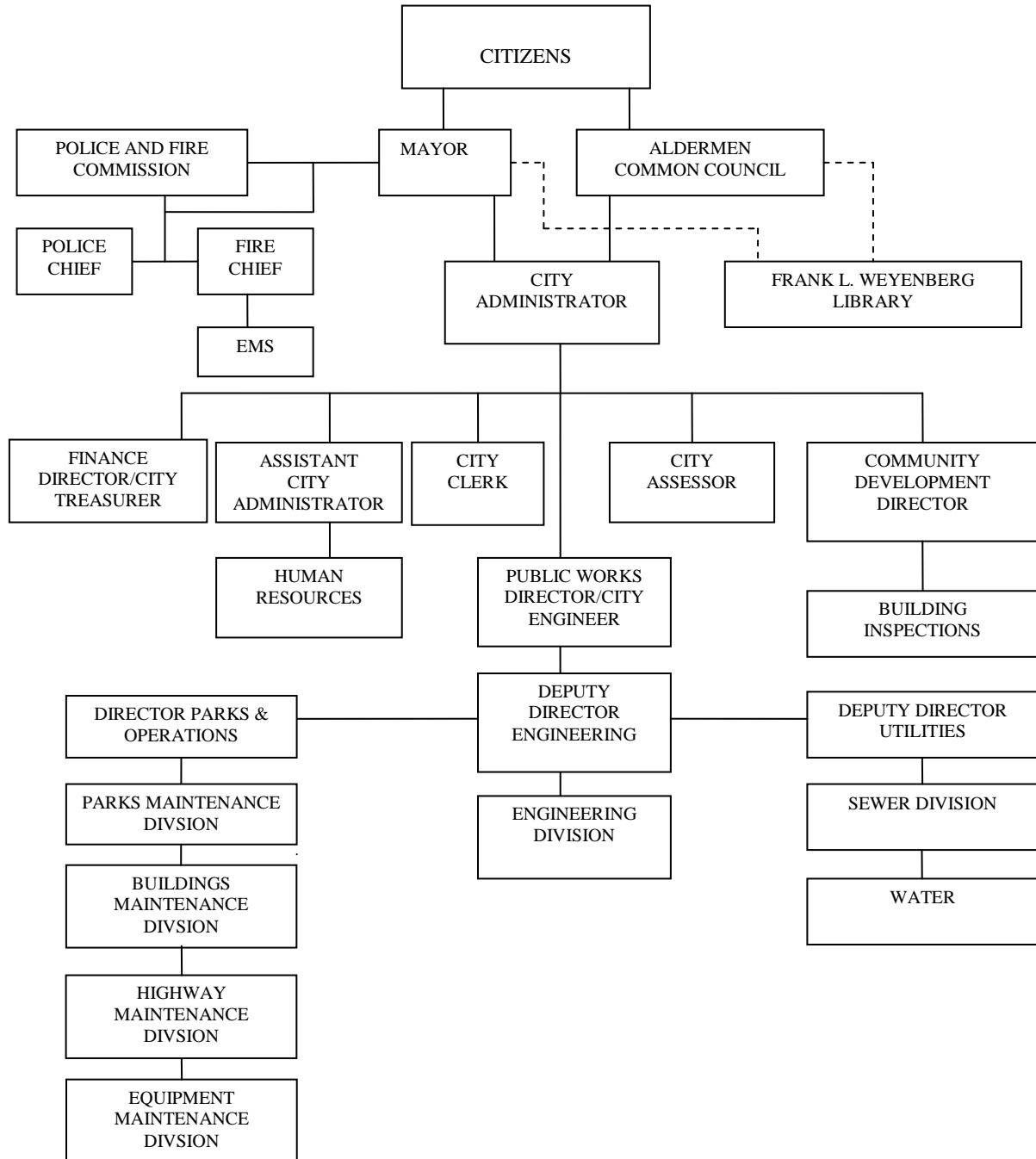
**CITY OF MEQUON  
OTHER COMMUNITY INFORMATION**

<b>GENERAL:</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Area in Square Miles	46.88	46.88	46.88	46.88	46.88
Households	9,336	9,402	9,402	9,402	9,536
Population	23,226	23,279	23,387	23,793	23,946
Equalized Valuations (\$000)	3,972,167	3,949,468	4,126,761	4,434,357	4,496,426

<b>PUBLIC SAFETY</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Number of Police Stations	1	1	1	1	1
Number of Sworn Police Officers	38	38	38	39	38
Number of Fire Stations	2	2	2	2	2

<b>PARKS</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Acres of Parkland	1177.8	1177.8	1318.4	1318.4	1318.4
Number of Parks	25	25	27	27	27

<b>INFRASTRUCTURE</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Miles of State Highway System	15.45	15.45	15.45	15.45	15.45
Miles of County Highway System	7.73	9.77	9.77	9.77	9.77
Miles of Local Roads and Streets	211.77	209.73	209.73	209.73	210.92
Miles of Sanitary Sewer Main	153.21	159.22	159.22	159.22	161.29
Miles of Water Main	77.88	83.91	83.91	83.91	96.63
Number of Bridges	17	17	17	17	17
Miles of Off-Road Bike Trails	12.29	12.29	12.29	12.29	12.29



**CITY OF MEQUON**  
**2017 Budgeted Full-time Equivalency (FTE)**

Department	Number of Employees	Full-time	Part-time	Full-time Equivalent	Department Total FTE
<b>ELECTED OFFICIALS</b>					
<b>MAYOR</b>	1.00		1.00		---
<b>COMMON COUNCIL</b>	8.00		8.00		---
<b>ADMINISTRATION</b>					
City Administrator	1.00	1.00		1.00	
Executive Assistant	1.00	1.00		1.00	
	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>2.00</b>	<b>2.00</b>
<b>CITY ASSESSING</b>					
Assessment Technician	1.00	1.00		1.00	
	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>
<b>CITY CLERK / ELECTIONS</b>					
City Clerk	1.00	1.00		1.00	
Administrative Secretary	2.00	1.00	1.00	1.75	
Administrative Secretary (LTE)	1.00		1.00	0.50	
	<b>4.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.25</b>	<b>3.25</b>
<b>COMMUNITY DEVELOPMENT</b>					
Director	1.00	1.00		1.00	
Assistant Director	1.00	1.00		1.00	
GIS Coordinator/Planner I	1.00	1.00		1.00	
Administrative Secretary	1.00		1.00	0.50	
	<b>4.00</b>	<b>3.00</b>	<b>1.00</b>	<b>3.50</b>	
<b>Inspection Division</b>					
Chief Inspector	1.00	1.00		1.00	
Multi-Certified Inspector	2.00	2.00		2.00	
Electrical Inspector	1.00		1.00	0.50	
Administrative Secretary	1.00	1.00		1.00	
	<b>5.00</b>	<b>4.00</b>	<b>1.00</b>	<b>4.50</b>	<b>8.00</b>
<b>FINANCE/TREASURY</b>					
Director/Treasurer	1.00	1.00		1.00	
Assistant Director	1.00	1.00		1.00	
Accounting Assistants	2.00	1.00	1.00	1.50	
	<b>4.00</b>	<b>3.00</b>	<b>1.00</b>	<b>3.50</b>	<b>3.50</b>
<b>HUMAN RESOURCES</b>					
Assistant City Administrator/HR Director	1.00	1.00		1.00	
Human Resources Assistant	1.00		1.00	0.50	
	<b>2.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.50</b>	<b>1.50</b>

Department	Number of Employees	Full-time	Part-time	Full-time Equivalent	Department Total FTE
<b>PUBLIC WORKS</b>					
<b>Administration</b>					
City Engineer/Public Works Director	1.00	1.00		1.00	
Operations Manager/Parks Director	1.00	1.00		1.00	
Administrative Secretary	1.00	1.00		1.00	
	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	<b>3.000</b>	
<b>Engineering Division</b>					
Deputy Director of Engineering	1.00	1.00		1.00	
Engineering Field Coordinator	1.00	1.00		1.00	
Engineering Technician II	1.00	1.00		1.00	
Engineering Technician I	1.00	1.00		1.00	
Administrative Secretary	1.00	1.00		1.00	
Summer Worker	2.00	2.00			
	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>	<b>5.00</b>	
<b>Highway Division</b>					
Highway Section Foreman	4.00	4.00		4.00	
Highway Worker	4.00	4.00		4.00	
Equipment Operator Foreman	1.00	1.00		1.00	
Equipment Operator - Heavy	3.00	3.00		3.00	
Equipment Operator - Regular	1.00	1.00		1.00	
Summer Worker	5.00	5.00			
Recycling/Landfill Attendant	1.00		1.00	0.50	
	<b>19.00</b>	<b>18.00</b>	<b>1.00</b>	<b>13.50</b>	
<b>Parks Maintenance Division</b>					
Administrative Secretary	1.00		1.00	0.50	
City Forester	1.00	1.00		1.00	
Parks Maint. Worker	2.00	2.00		2.00	
Summer Worker	5.00	5.00			
Seasonal Weekend Worker	1.00		1.00		
	<b>10.00</b>	<b>8.00</b>	<b>2.00</b>	<b>3.50</b>	
<b>Buildings Division</b>					
Buildings Supervisor	1.00	1.00		1.00	
Buildings Foreman	1.00	1.00		1.00	
Bldgs. Maint. Worker	2.00	2.00		2.00	
Custodian	2.00		2.00	1.00	
	<b>6.00</b>	<b>4.00</b>	<b>2.00</b>	<b>5.00</b>	
<b>Equipment Maintenance Division</b>					
Chief Mechanic	1.00	1.00		1.00	
Mechanics	2.00	2.00		2.00	
Summer Workers	1.00	1.00			
	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>3.00</b>	
<b>Wastewater Division</b>					
Wastewater Superintendent	1.00	1.00		1.00	
Wastewater Maintenance Foreman	1.00	1.00		1.00	
Wastewater Maintenance Worker	4.00	4.00		4.00	
	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>	<b>6.00</b>	
<b>Mequon Pool</b>					
Assistant Managers	3.00		3.00		
Life Guards	31.00		31.00		
Bathhouse Assistant	3.00		3.00		
	<b>37.00</b>	<b>0.00</b>	<b>37.00</b>	<b>0.00</b>	<b>39.000</b>

Department	Number of Employees	Full-time	Part-time	Full-time Equivalent	Department Total FTE
<b>POLICE</b>					
<b>Office of Chief of Police</b>					
Chief of Police	1.00	1.00		1.00	
Executive Secretary	1.00	1.00		1.00	
	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>2.00</b>	
<b>Administration Division</b>					
Captain	1.00	1.00		1.00	
Sergeant	1.00	1.00		1.00	
Receptionist/Clerk	1.00		1.00	1.00	
Telecommunications Supervisor	1.00	1.00		1.00	
Telecommunicator	10.00	7.00	3.00	8.50	
	<b>14.00</b>	<b>10.00</b>	<b>4.00</b>	<b>12.50</b>	
<b>Operations Division</b>					
Captain	1.00	1.00		1.00	
Sergeant	6.00	6.00		6.00	
Detective	3.00	3.00		3.00	
Acting Detective	1.00	1.00		1.00	
Drug Enforcement Officer	1.00	1.00		1.00	
School Liaison Officer	1.00	1.00		1.00	
Patrol Officer	22.00	22.00		22.00	
Police Reserves (24 - Volunteer)	---	---	---	---	
	<b>35.00</b>	<b>35.00</b>	<b>0.00</b>	<b>35.00</b>	<b>49.50</b>
<b>FIRE</b>					
Fire Chief	1.00	1.00		1.00	
Administrative Secretary	1.00		1.00	0.62	
Fire Fighter/EMT*	65.00		65.00		
	<b>67.00</b>	<b>1.00</b>	<b>66.00</b>	<b>1.62</b>	<b>1.62</b>
<b>GRAND TOTAL</b>	<b>239.00</b>	<b>113.00</b>	<b>126.00</b>	<b>109.37</b>	

### Summary of Budgeted FTE Positions 2013 - 2017

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>Net Change 2013-2017</u>
Administration	3.75	3.75	3.75	3.75	2.00	(1.75)
Assessor	1.00	1.00	1.00	1.00	1.00	0.00
Clerk	2.75	2.75	2.75	2.75	3.25	0.50
Community Development	3.50	3.50	0.00	0.00	0.00	(3.50)
Inspections	3.50	3.50	7.00	7.00	8.00	4.50
Finance/Treasury	3.50	3.50	3.60	4.00	3.50	0.00
Human Resources (Prev. in Admin.)					1.50	1.50
Public Works	41.00	40.28	40.28	41.00	39.00	(2.00)
Police & Dispatch	46.20	48.20	48.20	48.50	49.50	3.30
*Fire	<u>1.50</u>	<u>1.50</u>	<u>1.75</u>	<u>1.50</u>	<u>1.62</u>	<u>0.12</u>
<b>Total FTE's Authorized:</b>	<b>106.70</b>	<b>107.98</b>	<b>108.33</b>	<b>109.50</b>	<b>109.37</b>	<b>2.67</b>

\* Firefighters and ambulance personnel operate on paid-on-call basis and do not factor in FTEs.



# EXECUTIVE SUMMARY

2016-1481

COMMON COUNCIL  
OF THE  
CITY OF MEQUON

ORDINANCE 2016-1481

Adoption of an Ordinance Approving the Annual Budget, Appropriating the Necessary Funds for Operation of the Government and Administration of the City in 2017 and Levying for the Same

WHEREAS, Public Notice of the Proposed 2017 Budget for the City of Mequon appeared in the *News-Graphic* on October 25, 2016; and

WHEREAS, a Public Hearing was held by the Common Council on November 9, 2016 regarding the 2017 Proposed Budget; and

WHEREAS, the Proposed Budget includes property taxes of \$13,988,232 that are levied to support the 2017 Annual Budget with the final tax rate being the mathematical result of statutory property tax billing process, including, but not limited to, inclusion of the required state adjustment for equalization; and

WHEREAS, the Common Council has determined that it would be in the best interest of the City to adopt the 2017 Proposed Budget as presented;

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF MEQUON, OZAUKEE COUNTY, STATE OF WISCONSIN, DO ORDAIN AS FOLLOWS:

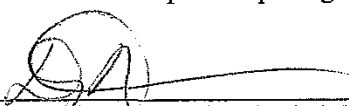
SECTION I: There is hereby appropriated out of the receipts of the City of Mequon for the  
the  
Year 2017 including monies received from the general property tax levy and such other funds as may be designated, to the various funds and purposes stated within the Proposed Budget which is hereby adopted as the 2017 Annual Budget for the City of Mequon, in the amounts set forth therein and in the total amount of:

2017 Budget	\$20,877,651
Less Anticipated Revenues	( 6,889,419)
Total Amount of Tax Levy	<u>\$13,988,232</u>

SECTION II: There is hereby levied a tax of \$13,988,232 upon all taxable property within the  
within the  
City of Mequon as returned by the Assessor in the year 2016 for uses and purposes set forth in said budget.

SECTION III: The City Clerk be and hereby is authorized and directed to spread the said tax upon the current tax roll of the City of Mequon.

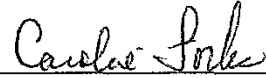
SECTION IV: This ordinance shall take effect and be in full force upon its passage and publication.

  
Approved by: Dan Abendroth, Mayor

Final Vote on this Ordinance if  
Recorded on page 6 of  
The 11/9/16 Common Council  
minutes.

Date Approved: November 9, 2016

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on November 9, 2016.



Caroline Fochs, City Clerk

Published: November 22, 2016

2016-1483

COMMON COUNCIL  
OF THE  
CITY OF MEQUON

ORDINANCE 2016-1483

An Ordinance Appropriating the Necessary Funds from the City of Mequon's Sewer Utility District for the Year 2017 for Capital Charge Payments to the Milwaukee Metropolitan Sewerage District (MMSD), City of Mequon Capital Debt Service Requirements and City of Mequon Capital Projects

THE COMMON COUNCIL OF THE CITY OF MEQUON, OZAUKEE COUNTY, STATE OF WISCONSIN, DO ORDAIN AS FOLLOWS:

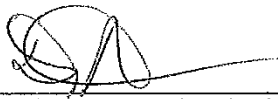
SECTION I: There is hereby appropriated out of the tax receipts of the City of Mequon's Sewer Utility District for the year 2017, the amount set forth in the total of:

Total Amount of Tax Levy \$7,226,437

SECTION II: There is hereby levied a tax of \$7,226,437 upon all taxable property within the City of Mequon Sewer Utility District as returned by the Assessor in 2016 of the purpose set forth in said budget.

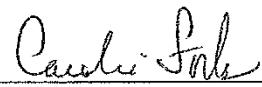
SECTION III: The City Clerk be and hereby is authorized and directed to spread the said tax upon the current tax roll of the City of Mequon Sewer Utility District.

SECTION IV: This ordinance shall take effect and be in full force upon its passage and publication.

  
\_\_\_\_\_  
Approved by: Dan Abendroth, Mayor

Date Approved: November 9, 2016

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on November 9, 2016.

  
\_\_\_\_\_  
Caroline Fochs, City Clerk

Published: November 29, 2016

Final Vote on this Ordinance if  
Recorded on page 6 of  
The 11/9/16 Common Council  
minutes.



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**OFFICE OF THE CITY ADMINISTRATOR**

1133 N. Cedarburg Road 60W  
Mequon, Wisconsin 53092  
Phone (262) 236-2940  
Fax (262) 242-9819  
[wjones@ci.mequon.wi.us](mailto:wjones@ci.mequon.wi.us)

William Jones

**To: Common Council**

**From: William Jones, City Administrator**

**Date: November 1, 2016**

**Subject: Adoption of an Ordinance Approving the Annual Budget, Appropriating the Necessary Funds for the Operation of the Government and Administration of the City in 2017 and Levying the Same**

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On October 13, the City of Mequon Appropriations Committee recommended adoption of the proposed budget for Fiscal Year 2017, which commences on January 1. As the City's financial, spending blueprint for the upcoming fiscal year, adoption of the budget is undoubtedly the single-most important action taken by the Mayor and Common Council each year. This budget proposal entails all aspects of City operations and capital expenses except for the City's Sewer and Water Utilities. Moreover, it is intended to serve as an effective policy document, financial planning tool, operational tool and communication device. Once adopted, the budget will authorize resources and establish a direction for the City's programs and services for the coming year.

The 2017 budget works to synthesize several long-held policy interests of the Appropriations Committee, and consistent with past practice, adheres to key principles that have guided development of previous City budgets. These include:

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

This year, members of the Common Council and City Department Heads convened two workshop meetings in July and September to commence development of the City's 2017 budget and discuss long-term financial planning. During these meetings, staff provided the Council with an update regarding the status of the City's 2016 budget and identified key considerations that would likely impact the FY2017 budget. Additionally, a portion of the July meeting was also dedicated to a review of the City's long-range capital needs, including infrastructure, equipment and facilities. In September, the Council's Appropriations Committee reviewed a first draft of the FY 2017 budget, which contained both proposed and optional expenditure reductions aimed at maintaining a flat property tax rate for 2017. Following

discussion, the Committee directed staff to consider other options for meeting the flat tax rate objective, including reduced capital spending for 2017, utilizing available capital project account balances and utilizing additional reserves from the General Fund. Collectively, these meetings afforded both staff and the Council with the opportunity to consider both short-term needs, as well as long-term matters of concern facing both the organization and the community-at-large. In turn, staff has incorporated the input received during these sessions into the proposed budget that is submitted here for consideration.

## 2017 Budget Summary

The City's General Fund is the principal operating fund for the City. The General Fund provides the funding for the operations of the Mayor & Common Council, the City Administrator's Office, the City Clerk's Office, Local Elections, the Human Resources Division, the City Attorney's Office, the Finance Department, the Assessor's Office, Information Technology, the Police Department, the Fire Department, Inspections, the Community Development Department, the Public Works and Highway Departments, the Parks Department, Optiz Cemetery and Weyenberg Library. The following two tables provide a summary of the 2017 General Fund Budget, which is balanced and honors all contractual commitments and maintains existing service levels.

### General Fund Revenue

Revenues	2016	2017	Change	% Change
Taxes	\$10,268,517	\$10,175,983	(\$92,534)	-0.9%
Intergovernmental	\$1,843,819	\$1,845,268	\$1,449	0.1%
Licenses and Permits	\$993,450	\$953,900	(\$39,550)	-4.1%
Public Safety Fees	\$754,589	\$894,725	\$140,136	18.6%
Public Charges for Services	\$482,085	\$411,950	(\$70,135)	-14.6%
Other Revenues	\$1,411,000	\$1,648,000	\$237,000	16.8%
Investment Income	\$19,000	\$21,000	\$2,000	10.5%
<b>Total Revenue</b>	<b>\$15,772,460</b>	<b>\$15,950,826</b>	<b>\$178,366</b>	<b>1.1%</b>

Within this proposed budget, property taxes comprise almost 67% of general fund revenues. Mequon relies significantly on the property tax to fund its operations because other sources are not available to the City. For instance, the City receives about 9% of its revenue from intergovernmental aid compared to a state-wide average of more than 20%. Building permit fees and other development-related revenue are projected to rise as the result of a trend analysis of past year revenue, and a projected increase in building activity.

### General Fund Expenditures

Expenditures	2016	2017	Change	% Change
Salaries	\$8,040,400	\$8,302,841	\$262,441	2.3%
Fringe Benefits	\$3,263,970	\$3,472,834	\$208,864	6.1%
Other Staff Costs	\$70,415	\$62,495	(\$7,920)	-11.2%
Materials/Supplies	\$1,146,371	\$1,010,906	(\$135,465)	-12.3%
Purchased Services	\$1,516,411	\$1,435,539	(\$80,872)	0.6%
Facility/Plant	\$534,746	\$497,696	(\$37,050)	-8.2%
Equipment Leases	\$151,832	\$119,586	(\$32,246)	-18.0%
Library Grant	\$1,048,315	\$1,048,929	\$614	0.1%
<b>Total Expenditures</b>	<b>\$15,772,460</b>	<b>\$15,950,826</b>	<b>\$178,366</b>	<b>1.1%</b>

On the expenditure side of the ledger, salary expenses are projected to climb a total of 2% in 2017. This is attributable to the need to assimilate various increases related to employee compensation, including market-based salary adjustments not previously applied following a Classification & Compensation Study in 2014, adjustments for public safety personnel in both the Police (expiring collective bargaining agreement) and Fire (increasing call volume) Departments, and a proposed cost-of-living adjustment for the City's non-represented employees. Conversely, and thanks to the efforts of staff through the departmental budgeting process, savings and efficiencies have been achieved across multiple spending categories, including *Materials/Supplies, Facilities/Plant, Purchased Services, and Equipment/Leases.*

### Property Tax Impact

The City's general tax levy is comprised of three funds: the General Fund, the Capital Project Fund and the Debt Service Fund. Combined, the total levy of these three funds is \$12,939,303. The state's limit under 2013 Wisconsin Act 20, allows for an increase to the levy attributed to new development, or 0%, whichever is greater. As in the past, the levy limit does not apply to a municipality's debt service on general obligation debt authorized on or any time after July, 1 2005. The City's new construction grew by \$75 million at 1.72%. The growth in new construction value accompanies a rise in the City's equalized value. The City's equalized value increased slightly to an overall value of \$4.5 billion for 2016, which will well exceeds the \$4.2 billion mark the City achieved several years ago. The recommended 2017 budget requests a levy increase of \$582,770 or 2.82% over 2016. The following table shows a breakdown of the proposed 2017 levy.

Fund	Levy for 2016 Budget	% of Total	Levy for 2017 Budget	% of Total	Change
General	\$9,220,202	44.6%	\$9,127,054	42.9%	(\$93,148)
Sewer Utility	\$7,147,372	34.6%	\$7,264,437	34.2%	\$117,065
Library	\$1,048,315	5.1%	\$1,048,929	5.0%	\$614
Capital Projects	\$743,000	3.6%	\$848,002	4.0%	\$105,002
Debt Service	\$2,511,010	12.1%	\$2,964,247	13.9%	\$453,237
<b>Totals</b>	<b>\$20,669,899</b>	<b>100%</b>	<b>\$21,252,669</b>	<b>100%</b>	<b>\$582,770</b>

For 2017, the levy for the General Fund declines as a share of the overall tax levy. The increase in the Sewer Utility levy is driven by the projected increase in the Milwaukee Metropolitan Sewage District's (MMSD) Capital charge. There is a slight increase proposed to fund the Mequon-Thiensville Library, and an increase of 4% for Capital Projects. Finally, debt service continues an upward trend. The amount shown is for non-TID debt only. It should be noted that even with the proposed levy adjustment, the City is still below the cap allowed under State levy limits.

The tax rate, or mill rate, is determined by the levy and tax base. The City continues to see growth in real property valuation over the recent past. Per the table below, the proposed general tax rate of \$3.15/\$1,000 represents an increase of 3.28% from the previous fiscal year. Property owners within the City's Sewer Service Area have a second line on their tax bill reflecting the Sewer Utility Fund tax levy. For 2017, the mill rate increase from \$1.89 to \$1.90/\$1000.

<b>Levy Year</b>	<b>General Assessed Tax Rate: \$X.XX/\$1,000 of Assessed Value</b>	<b>Sewer Assessed Tax Rate: \$X.XX/\$1,000 of Assessed Value</b>
2016	\$3.15	\$1.90
2015	\$3.05	\$1.89
2014	\$3.05	\$1.88
2013	\$3.05	\$1.76
2012	\$3.04	\$1.79
2011	\$3.04	\$1.87

## Revenue

For 2017, property tax revenue totals \$21,252,669. As indicated in the following table, this represents an increase of \$582,770 or 2.8% above the 2016 levy, an amount that nevertheless meets the requirements of the state's levy limit, 2013 Wisconsin Act 20.

### Revenue Summary Information

<b>Category</b>	<b>FY 2016 Adopted</b>	<b>FY2017 Proposed</b>	<b>Difference</b>	<b>% Change</b>
General Tax Levy	\$9,220,202	\$9,127,054	(\$93,148)	-1.01%
Sewer Debt/Cap Charge	\$7,147,372	\$7,264,437	\$117,065	1.64%
Library Fund	\$1,048,315	\$1,048,929	\$614	0.06%
Capital Projects Fund	\$743,000	\$848,002	\$105,002	14.13%
Debt Service	\$2,511,010	\$2,964,247	\$453,237	18.05%
Total Tax Levy	\$20,669,899	\$21,252,669	\$582,770	2.82%
Other Revenue	\$5,505,693	\$5,974,245	\$468,552	8.51%
Total Revenue	\$26,175,592	\$27,226,914	\$1,519,874	4.02%
Estimated City Tax Rate	\$3.05	\$3.15	\$0.10	3.15%

### Capital Projects Fund

The total levy for the Capital Project Fund budget in 2017 is \$848,002 up 14% from last year's \$743,000. Projects selected for inclusion in the budget come from capital improvement plans developed by staff. Noteworthy projects include continued funding of a formal drainage way rehabilitation program and for removal of dead or dying ash trees on public property. Additionally, \$199,000 has been earmarked to establish a Capital Reserve Fund, to assist in addressing longer-term capital replacement needs that will be identified in connection with completion of a Capital Asset Management Plan in 2017.

The City of Mequon has a long-standing tradition of maintaining sinking funds for large capital purchases such as automobiles, squad cars, park maintenance mowers and equipment, snow plows, public works trucks, fire department equipment, ambulances and road equipment. In 2017, funding is earmarked at \$495,000 which represents a decrease of \$71,000 from 2016.

The City has invested significantly in the maintenance of its local road system over the past eight years and this approach will continue in 2017. In May 2015, the Council approved a general obligation note of \$7.1 million with an eye toward programming nearly \$2 million per year in road improvements from 2015-17. Accordingly, it is anticipated that \$1.7 million in road projects will again be budgeted, planned and completed in 2017.



It is also anticipated that the City's commitment to improving its long-term assets will be furthered through construction of a new Combined Public Works Facility, which is expected to be completed in the spring of 2017. In 2016, the City issued \$8.9 million in general obligation debt to pay for construction of the new Combined Facility, which will consolidate departmental operations from three separate buildings into one centralized facility.

### **2017 Budget Highlights**

Each year the budget process looks to reassess objectives, goals, and the means for accomplishing them. It is through this effort that the budget is arguably the single most important policy document produced annually. The three main factors that helped shape the proposed 2017 budget are the property tax levy limit, as described above, modestly increasing revenues from other sources, and many fixed costs rising faster than the consumer price index. In addition to maintaining existing service levels across the organization, the proposed 2017 budget also contains new initiatives that are intended to address some of the more immediate short-term needs identified within the organization, as follows:

- \$92,000 to complete staffing analysis in the Police & Fire Departments, respectively, and to hire a new full-time Police Officer during the latter half of 2017;
- \$25,000 to fund completion of a comprehensive Capital Asset Management Plan for City-owned facilities, equipment and infrastructure
- \$199,000 to establish a Capital Reserve Fund, which will be used to address capital repair and/or replacement needs identified within the new Asset Management Plan

In sum, the proposed position modifications will result in an adjustment of the City's overall FTE count from 111.00 to 111.75.

### **Library Allocation**

The 2017 budget includes an appropriation of \$1,048,929 for the Weyenberg Library, which is unchanged from 2016. The Library receives annual allocations from Mequon and Thiensville to support operations and this amount maintains the City's exemption from the County Library Tax.

### **Appropriations Committee Action**

On October 13, the Appropriations Committee met to consider the proposed 2017 budget. Following a review of supplemental expenditure reductions proposed by staff as well as other funding requirements identified by each Department, the Committee approved a recommendation to restore a number of the expenditure reductions that had been initiated to achieve a flat tax rate budget and to establish a reserve fund to address future capital spending needs. In all, expenditures were adjusted upward by \$667,692 through the use of an additional \$400,000 in fund balance and a nearly \$0.10 adjustment to the City's tax rate, equivalent to \$267,692. Following is a list of the expenditure adjustments approved by the Appropriations Committee on October 13:

<b>Expenditure Adjustments-Approved 10/13/2016</b>	<b>Tax Levy</b>	<b>Fund Balance</b>
Sunrise Rotary Club Membership-City Administrator	\$765	-
Police Department Training	\$1000	-
City Hall Rug Maintenance Contract	\$2,338	-
Police Department Capital – Equipment	-	\$5,000
Fire Department Capital – Equipment	-	\$6,000
Public Works Capital – Roadway Light Replacement	-	\$10,000
Common Council Salaries & Mayoral Cell Phone	\$11,589	-
Police Department Capital – Vehicles	-	\$20,000
Cedarburg Road Striping in 2017	\$25,000	-
East Side Fire Station Sleeping Quarter Upgrades	-	\$30,000
Ash Tree Removals on Public Property	-	\$40,000
Fire Department Capital – Vehicles	-	\$45,000
Public Works Department Capital – Vehicles	-	\$50,000
Police Officer Position/Public Safety Staffing Studies	\$92,000	-
City Parking Lot Replacement Fund	-	\$130,000
Establishment of a Capital Reserve Fund	\$135,000	\$64,000
<b>TOTAL</b>	<b>\$267,692</b>	<b>\$400,000</b>

The Enumerated adjustments have since been included in the budget that was approved by the Appropriations Committee and is recommended for adoption by the Common Council.

In total the Appropriations Committee recommends 2017 expenditures of \$15,950,826, which is 1.1% higher than the 2016 adopted budget of \$15,772,460. With the referenced adjustments, the Committee recommended by a 6-3 vote, the 2017 budget as summarized herein.

Budget Development,  
Structure, and Financial  
Policies

## **Budget Development and Framework**

The City’s budget is prepared for the fiscal year beginning January 1 and ending December 31.

The budget is a total financial management plan for city operations. Budgets requests are prepared by department heads with the assistance of staff under the direction of the City Administrator.

Prior to September 15<sup>th</sup> of each year, the City Administrator shall submit a proposed budget for the following fiscal year to the Appropriations Committee of the Common Council for their review and further consideration.

The Mayor and Common Council, acting as the Appropriations Committee, then evaluate and amend the proposed budget at their discretion and forward a final budget recommendation to the Common Council.

The Common Council then adopts a finalized, balanced budget, and an ordinance to authorize the appropriation of the tax levy for the following fiscal.

### **General Budget Calendar**

<b>Budget Development Phase</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Monitor current year budget / actual revenues and expenditures												
External audit of prior year financials												
Final Financial reports issued												
Review prior year budget results												
Prepare annual update to 5 year capital improvement plan												
Budget requests prepared by department heads												
Review and refine budget requests with City Administrator												
Present preliminary budget to the Appropriations committee												
Appropriations committee review and recommendation to City Council												
Present budget to the City Council for consideration and adoption												

A balanced budget requires that the proposed budget expenditures shall not exceed estimated revenues and applied fund balance, if any.

The basis of budgeting for all funds, except for the sewer and water utility funds, is the modified accrual basis. The sewer and water utility funds budget uses an accrual method of accounting. These are the same methods used in the City’s audited financial statements.

## **Explanations of budgetary basis**

The basis of budgeting refers to the point in time at which revenues and expenditures are recognized in the accounts and reported in the financial statements.

Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectable within the current period or soon enough thereafter to be used to pay the liabilities of the current period.

Property taxes are recorded as a receivable and deferred revenue in the year levied. They are recognized as revenues the following year when the services financed by the levy are being provided. Intergovernmental aids and grants are recognized as revenues in the period the related expenditures are incurred, if applicable, or when the City is entitled to the aids. Special assessments are recorded as revenues when collected. Any annual installments due in future years are reflected as receivables and deferred revenues.

Other general revenues such as fines, fees, and permits are recognized when the underlying transaction has occurred and the payment is expected to be received under the available criteria described above.

Under the accrual basis of accounting, all revenues are recognized in the period in which they were earned and all expenditures are recognized in the period they were incurred.

## **Amending the budget**

Budgets are adopted at the fund level of expenditure. Transfers between departments and changes to the overall budget must be approved by a two-thirds vote of the Common Council. The City Administrator may authorize transfers of budgeted amounts within departments.

## **Budget Organization and Structure by Fund**

The City budget includes the five major funds for which appropriations may be made, the General fund, Capital fund, Debt Service fund, Sewer fund, and the Water Utility fund. The city also maintains an agency fund for the joint funding of the Mequon / Thiensville Library. Each of these funds contains their own self balancing set of accounts to in order to separate and track expenditures for these areas. Some of the details of these funds and their purposes are as follows:

### **GOVERNMENTAL FUND TYPES**

These are the funds through which most of the functions of the City are financed. These funds are prepared utilizing an accounting method and budgetary method in conformance with Generally Accepted Accounting Principles (GAAP) and are budgeted on a modified accrual basis of accounting. The focus of the modified accrual basis of accounting is on available spendable resources; that is, the flow of resources into and out of the organization providing services. The reported fund balance of a governmental fund represents a measure of the available spendable resource. Under the modified accrual basis of accounting, revenues are recognized when measurable and available. Available means collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures, other than interest on

long term debt, are recorded when the liability is incurred, if measureable. The following are the City's governmental fund types:

## **General Fund**

Included in this budget are the General Fund appropriations and expenditures. The annual operating costs of the city departments listed below are funded through the General Fund and contained in this section of the budget.

Appropriations in the general fund lapse at year end to the fund balance unless specifically authorized by the Common Council to be carried over. Tax appropriations and other revenue sources for the General Fund are presented for the city as a whole, separately from expenditures, and are not intended to be associated with specific operating departments.

Expenditures for the city are presented by operating departments, which can be organized into four main sub groupings; General Government, Public Safety, Public Works, and Community Enrichment.

The General Government group includes the following city departments: Common Council, Mayor, City Administrator, City Clerk, Elections, Information Systems, Finance, City Assessor, Human Resources, Legal Services, and Community Development.

The Public Safety group includes the following city departments: Police, Fire, Communications, Police Reserve, Ambulance, Building Inspections, and Health Administration.

The Public Works group includes the following city departments: Engineering, Highway, Building Maintenance, Vehicle Maintenance, and Recycling.

The Community Enrichment group includes the following city departments: Library grants, Swimming Pool, Parks Maintenance & Development, and Cemetery.

Additionally, each departments expenditures are also further divided into the following seven main areas; Salaries, Fringe Benefits, Materials & Supplies, Purchased Services, Facility & Plant, Other Staff Costs, and Equipment. These groupings and sub groupings can be useful tools in order to present summarized information for the purpose of general review and analysis.

## **Debt Service Fund**

The Debt Service Fund appropriations and expenditures are also included as part of the budget. This section of the budget is used to account for the payments of principle, interest and other servicing costs for the long-term general debt of the city.

The City uses General Obligation Debt only to finance the cost of major capital asset projects and not for the normal annual operating expenditures of the government. The final maturity of bonds and notes should generally not exceed 20 years or the expected useful life of the underlying project for which they were issued or the assets which were acquired.

The City's debt limit is restricted by Wisconsin State Statutes to no more than 5% of the equalized property value of all taxable property within the jurisdiction. Currently, the City of Mequon has

approximately 0.78% of debt to equalized value outstanding as of 12/31/16. A schedule showing this calculation and other debt information is included in the debt service section of this publication.

## **Capital Project Fund**

Also included in this budget are the Capital Project Fund appropriations. This section of the budget lists the specific capital projects that resources are being allocated to in the upcoming fiscal year and the amount of funds allocated to each project.

Appropriations in the Capital Projects Fund are placed directly into non-lapsing sinking fund accounts to facilitate the buildup of sufficient funds over a multi-year period to fund approved major expenditures. The balances in these accounts are for specific projects and are carried forward until the project has been completed or the balance is transferred by the Common Council.

The City uses sinking funds for large capital expenditures as a means of reducing the variability of appropriations needed to fund these expenditures in any one fiscal period. This approach is used by the City for most equipment replacement needs and other capital project programs.

Capital assets are generally defined as assets that have an initial cost of more than \$5,000 and have an estimated useful life in excess of one year. Expenditures that do not meet these requirements will be funded out of the general fund.

A five year Capital Improvement Plan is also prepared and reviewed annually by the department heads with the assistance of staff under the direction of the City Administrator. This plan includes the estimated costs of all current and/or proposed capital projects over the next 5 year period. As part of this process staff also evaluates the operational impact that any of these project may have on the general fund budget. Currently, there are no significant operational impacts anticipated as a result of these capital expenditure projects.

## **PRORIETARY FUND TYPES**

These fund types are used to account for activities funded primarily through user charges. The basis of accounting used to budget such funds is accrual accounting. The focus of accrual accounting is primarily upon the determination of net income and the maintenance of capital. Therefore, included within these funds are all assets and liabilities associated with the fund's operations. Revenues are recognized under the accrual basis of accounting, notwithstanding that the receipt or payment of cash may take place in another accounting period. Budgeted expenses include depreciation. The City prepares budgets for the following proprietary fund types:

### **Sewer Utility Fund**

The Sewer fund is an enterprise fund established for the operations of the Sewer utility. Enterprise funds are used for major governmental activities which function as separate business type units. The operations budget of the Sewer utility is funded entirely by user fees. A summary of this budget is included in the financial overview section of this document.

The City has, however, made a decision to make appropriations for the Sewer Fund to pay for both the annual capital charges from the Milwaukee Metropolitan Sewerage District (MMSD); and also the ongoing debt service payments which resulted from the settlement of the litigation between the City of Mequon and the MMSD in the late 1990's.

### **Water Utility Fund**

The Water Utility fund is an enterprise fund established for the operations of the City's water utility. Enterprise funds are used for major governmental activities which function as separate business type units. The operations budget of the water utility is funded entirely by user fees.

## **AGENCY FUND TYPES**

In governmental accounting, the agency fund consists of resources retained by the governmental unit as an agent for another governmental unit. It is a fiduciary relationship.

### **Agency Fund**

The Agency fund has been established to account for the operations of the Mequon / Thiensville Library. Grants to this fund are based upon the State of Wisconsin's legally prescribed minimum funding requirements of continuing Library operations necessary in order for Mequon residents to avoid being subject to a County Federated Library Tax as well as other considerations.



# CITY OF MEQUON

## FINANCIAL POLICIES

The City of Mequon has adopted by resolution, the following financial policy statements of this document in order to help guide the City's financial management practices and to support the City's efforts to continually work towards meeting the objectives set forth in its mission statement.

*The City of Mequon's overall mission is the provision of quality public services and adoption of thoughtful policies that serve to enhance and maintain the unique quality of life of our community.*

*Through the judicious use of community resources, the City is committed to managing growth, efficiently using tax dollars and making wise investments in our future. Our success depends on our ability to offer quality and value to our taxpayers with the highest standards of accountability, responsiveness, economy and integrity.*

These financial policies, and the processes that support them, are further intended to summarize the major goals and objectives which make up the financial framework under which the City operates. These practices are also governed by the applicable Federal and State laws, rules, and regulations, the generally accepted accounting principles and practices as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), the Government Finance Officers Association (GFOA), and by the continuing guidance of the City of Mequon Common Council.

The process overview components of this document have been prepared by staff to provide an outline describing the general processes which are currently being used to help facilitate meeting the broader goals and objectives of the policy statements, and to help ensure that the financial resources of the City are managed in manner consistent with those expectations. They are intended to highlight the significant components of the processes used to achieve these goals and are not intended to be an all inclusive listing of the duties required of staff at the discretion of the City Council.

These policies will be reviewed annually in order to determine if any additional policies may be necessary to fill identified policy gaps, or if any updates are required due to changes in the City's practices. Any recommended changes will be presented to the City Council for their consideration and approval during the budget cycle.

## **POLICY STATEMENT 1 - BUDGETING**

The City Council shall adopt a balanced budget, and authorize the required appropriations, prior to the beginning of each fiscal year. Appropriations are made on a fund level basis.

### **Process overview:**

Budgets requests are prepared by department heads with the assistance of staff under the direction of the City Administrator. The City's budget is prepared for the fiscal year beginning January 1 and ending December 31. The budget is a total financial management plan for city operations.

Prior to September 15<sup>th</sup> of each year, the City Administrator shall submit a proposed budget for the following fiscal year to the City Council for consideration.

The City Council evaluates and amends the proposed budget at their discretion and then adopts a final balanced budget prior to the beginning of the fiscal year. A balanced budget requires that the proposed budget expenditures shall not exceed the estimated revenues and any applied fund balances.

## **POLICY STATEMENT 2 - AMENDING THE BUDGET**

At the City Council's discretion, it may choose to amend the budget due to unforeseen and changing circumstances. In accordance with Wisconsin Statute Section 65.90(5)(a), amendments to budgeted appropriations must be approved by a two-thirds vote of the City Council.

### **Process overview:**

The City Administrator will be responsible for maintaining a budgetary control system to ensure adherence to the City's adopted budget. Revenue and expenditure projections will also be reviewed by staff, under the direction of the City Administrator, on a quarterly basis.

If such a time occurs that the City Administrator believes that there will be a significant variation of more than 5% of the projected revenues or expenditures from the adopted budgeted amounts, the City Administrator shall inform the City Council so that they may consider whether it is necessary to amend the budget or take any other corrective measures.

Any net surpluses or deficits that may occur as a result of these budget variations will be applied to the appropriate fund balances at the close of the fiscal year.

### **POLICY STATEMENT 3 - RESERVE REQUIREMENTS**

In order for the City to be able to respond to unforeseen situations, as well as to positively impact the investment credit rating of the City, the City will strive to maintain an undesignated General fund balance of not less than ten (10) percent of the current General fund operating budget.

#### **Process overview:**

Changes in fund balances occur primarily in one of two ways, either through net surpluses or deficits in the annual operating budgets, or through planned use of the fund balance as part of the annual budgeting process.

To provide the City Council with the information necessary to be able to determine if the General fund balance will be at the targeted level, the City Administrator will present information to the City Council on the current fund balances as a part of the annual budgeting process. Included in this presentation will also be staff's projections on any current year budget surpluses or deficits.

### **POLICY STATEMENT 4 - REVENUES**

The City will seek to maintain a reliable revenue base and will continue to explore ways to diversify its revenue sources, seek full cost recovery for services through user fees when appropriate, and establish cost sharing arrangements with other governmental units in order to try to minimize the reliance on property taxes to support City services.

#### **Process overview:**

When preparing forecasts for the annual budget, staff will utilize generally accepted forecasting techniques that include the use of historical data, trend analysis, and considers the impact of changing economic conditions on the City's revenue sources. This approach produces revenue estimates that are as reliable as possible and reduces the likelihood of actual revenues falling short of budget estimates during the year.

Staff is also continuously exploring opportunities to take advantage of alternative funding sources and revenue streams to help offset the costs of providing City services and to reduce the City's reliance on property taxes.

The City has developed a fee schedule that determines the appropriate level fees to charge for those city services which are provided to the benefit of only certain individuals. This fee schedule is designed to estimate the level of fees that would needed to be charged by the City in order to cover the cost of the services provided.

The City also uses an internal chargeback system to recover the costs incurred by the General fund for administrative support and other services or materials provided to areas outside of the General fund.

## **POLICY STATEMENT 5 - CASH MANAGEMENT / INVESTMENTS**

The City shall invest its reserve funds in accordance with all applicable State laws and in a manner that minimizes the risk of loss, provides sufficient liquidity to meet the operational needs to the City, and seeks to maximize the investment returns that are available under these conditions

### **Process overview:**

In order to minimize risk, and to be in compliance with State laws regarding the investment of public funds, the City requires that all investments made on behalf of the City shall be made in compliance with section 66.0603 of the Wisconsin State Statutes. The City also consults with and utilizes professional investment management firms to assist with all institutional investments maintained on behalf the City.

The City Treasurer regularly monitors the returns on the investments of the City, and compares them to the returns of alternative investment options, to ensure that the City is realizing an appropriate level of returns on their investments. These investments are also maintained to ensure that the liquidity of these investments is consistent with the anticipated needs of the City. A performance analysis of the city's investments activities will also be prepared and reported to the City Council on a quarterly basis.

Additionally, the City only uses FDIC insured banking institutions for cash deposits, and requires that these institutions provide the City with a 105% collateralization of all funds on deposit in order to further minimize any risks of loss. Cash balances are monitored daily to ensure that sufficient cash funds are available to meet the ongoing operational needs of the City.

## **POLICY STATEMENT 6 - EXPENDITURES**

To obtain the best, full value use of tax dollars as possible, the City will administer the expenditures of the available resources in an efficient and cost effective manner in order provide the taxpayers with the delivery of highest possible level of quality public services with the resources available.

### **Process overview:**

As part of the budget process, the City Council and staff continually evaluate the service needs of the City and methods of providing those services in a more efficient and cost effective manner.

As part of the capital planning process, the City Council and staff work to develop a comprehensive capital plan in order to be able to effectively maintain the City's capital assets and infrastructure, at sufficient levels to meet ongoing service requirements, as well as to minimize future maintenance and replacement costs.

On an ongoing basis, staff also works to minimize the costs of purchasing materials and providing services while still maintaining quality and performance. This is accomplished through the use of competitive bidding for major City contracts and purchases over fifty thousand dollars, obtaining multiple price quotes and estimates for other non routine purchases, and through cooperative arrangements with various other governmental agencies for the procurement or delivery of various goods and services.

## **POLICY STATEMENT 7 - CAPITAL PLANNING**

To assist in facilitating the long term planning for the capital expenditures and resources that will be necessary to meet the future needs the City, the City Council shall review and adopt a comprehensive 5 year capital plan on an annual basis

### **Process overview:**

Prior to the consideration of the annual operating budgets, the City Council will be presented for their review, a capital improvement plan for all pending or proposed capital projects that may be needed within the next 5 years. This plan is called the 5 year Capital Improvement Plan (CIP).

Under the direction of the City Administrator, proposed projects will be submitted by department heads for consideration and inclusion in the 5 year CIP. This plan will include a detailed description of the project, a timeframe of when the project needs to be completed, an estimate of the project cost and useful life, and any information on proposed funding sources other than property tax revenues.

New - Based on this information staff and the City Council can then prioritize the projects and align the funding requirements of the approved projects over the 5 year period to be in general agreement with the amount of capital funding that the City anticipates will be available during each time period.

The approved projects and funding levels for the following year will then be transferred from the CIP to the capital budget for the next fiscal year unless further modified by the City Council as part of the operations budgeting and appropriations process.

## **POLICY STATEMENT 8 - LONG TERM FINANCIAL PLANNING**

To assist the City Council in developing strategies to achieve the long-term financial goals of the City, the City Council shall evaluate on an annual basis, a 5 year financial plan forecasting the financial resources that will be required to support the future operations of the City.

### **Process overview:**

Each year, as part of the budgeting process, staff shall prepare a 5 year financial forecast of the projected revenues and expenditures needed to support the planned future operations of the City.

This forecast will include all known and planned activities included in the Capital Improvement Plan, as well as forecasts for future debt costs, operating costs, and non-property tax revenue estimates. To balance the budget forecasts, the property taxes needed to balance the budget, given the other projected costs and expected revenues, will then be estimated and entered into the forecast.

## **POLICY STATEMENT 9 - DEBT MANAGEMENT**

The City shall only issue bond debt when needed to facilitate meeting the long term capital needs of the City, and not to fund current operations. The issuance of bond debt shall be made under the guidance of an experienced financial consulting firm, and shall not exceed fifty percent (50%) of the statutory debt limits for the City.

### **Process overview:**

Staff maintains an ongoing relationship with a financial consulting firm to assist and advise the City on all of the City's bond debt issues. They will advise the City on matters related to the structuring and issuance of municipal debt, manage the execution of these transactions, and work with the City and bond ratings agencies to try to obtain the best possible credit rating for the City in order to help keep debt costs low.

Staff also regularly monitors the outstanding balance of the debt issued by the City to ensure that the amount of debt outstanding is within the allowable legal limits. The City's debt limit is restricted by Wisconsin State Statutes to no more than 5% of the equalized property value of all taxable property within the jurisdiction.

## **POLICY STATEMENT 10 - ACCOUNTING, AUDITING, & FINANCIAL REPORTING**

The City's accounting and financial reporting systems will be maintained in conformance with the applicable Federal and State laws, rules, and regulations, and the generally accepted accounting principles and practices as promulgated by the Governmental Accounting Standards Board (GASB).

### **Process overview:**

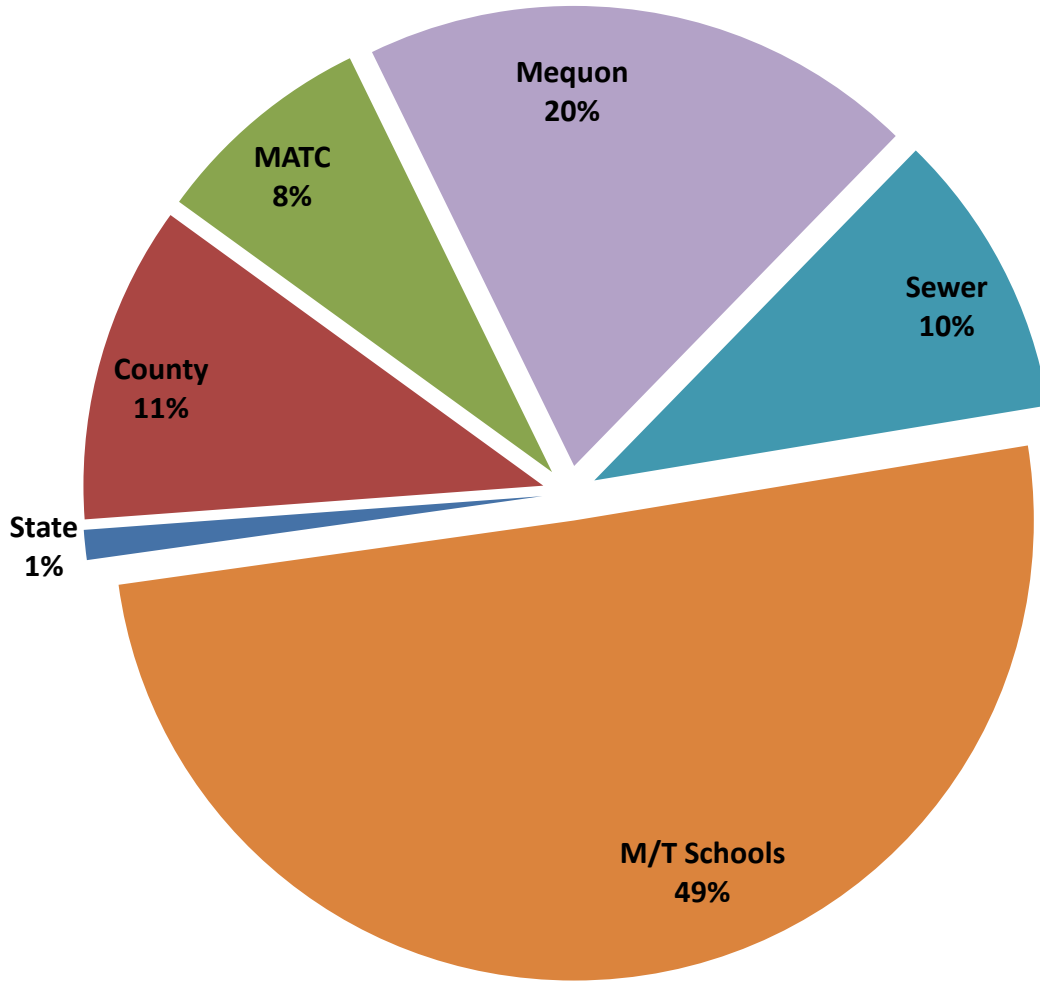
On an ongoing basis, staff works to keep apprised of any pending or proposed changes in the accounting standards or other legal requirements that may impact the financial operations or other reporting requirements of the City.

Compliance with these standards is reviewed by undergoing an annual independent financial audit of the City's accounting records, internal controls, and financial statements. The audit also facilitates the issuance of an official Comprehensive Annual Financial Report including an audit opinion, and a management letter presented to the City Council detailing their findings and any recommendations for improvement.

# Citywide Budget Summary

# CITY OF MEQUON 2016 Tax Levy Distribution

## Mequon-Thiensville School District with Sewer Service



### 2016 Tax Levy Information

State of Wisconsin	\$ 740,212
Ozaukee County	\$ 7,943,474
City of Mequon	\$13,522,527
Sewer District	\$ 7,147,372
M/T Schools	\$35,580,310
MATC	\$ 5,440,218



**CITY OF MEQUON**  
**Schedule of Revenues, Expenditures and Change in Fund Balance**  
**2017 Budget - Summary by Appropriated Fund**

	General Fund	Capital Fund	Debt Service Fund	Sewer Fund	Water Fund	<b>TOTAL</b>
<b>REVENUES:</b>						
General Property Taxes	\$ 10,175,983	\$ 848,002	\$ 2,964,247	\$ 7,226,437	\$ -	\$ 21,214,669
Intergovernmental	1,845,268	-	-	-	-	1,845,268
Licenses & Permits	953,900	-	-	-	-	953,900
Fines and Forfeitures	894,725	-	-	-	-	894,725
Public Charges for Services	411,450	-	-	3,666,000	3,631,592	7,709,042
Other revenues	948,000	-	1,025,631	329,129	160,105	2,462,865
Investment income	21,000	-	1,945	19,000	16,000	57,945
Total Revenues	<u>15,250,826</u>	<u>848,002</u>	<u>3,991,823</u>	<u>11,240,566</u>	<u>3,807,697</u>	<u>35,138,914</u>
<b>EXPENDITURES:</b>						
Salaries	8,302,841	-	-	616,818	146,545	9,066,204
Fringe Benefits	3,472,834	-	-	259,689	31,722	3,764,245
Materials & Supplies	1,010,906	-	-	60,500	10,000	1,081,406
Facility & Plant	497,696	-	-	-	3,000	500,696
Purchased Services	2,484,468	-	1,275	77,808	434,333	2,997,884
Other Staff Costs	62,495	-	-	2,070	-	64,565
Equipment / other *	119,586	848,002	4,047,194	9,200,233	2,071,137	16,286,152
Total Expenditures	<u>15,950,826</u>	<u>848,002</u>	<u>4,048,469</u>	<u>10,217,118</u>	<u>2,696,737</u>	<u>33,761,152</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(700,000)</u>	<u>-</u>	<u>(56,646)</u>	<u>1,023,448</u>	<u>1,110,960</u>	<u>1,377,762</u>
<b>OTHER FINANCING SOURCES (USES):</b>						
Other Financing Sources	-	-	92,000	-	-	92,000
Long-Term Debt Issued	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>92,000</u>	<u>-</u>	<u>-</u>	<u>92,000</u>
<b>NET CHANGE IN FUND BALANCE</b>	(700,000)	-	35,354	1,023,448	1,110,960	1,469,762
<b>FUND BALANCE - BEGINNING</b>	3,147,145	6,255,302	(878,085)	20,504,130	12,557,230	41,585,721
<b>FUND BALANCE - ENDING</b>	<u>\$ 2,447,145</u>	<u>\$ 6,255,302</u>	<u>\$ (842,731)</u>	<u>\$ 21,527,578</u>	<u>\$ 13,668,190</u>	<u>\$ 43,055,483</u>

\* In the Capital Project Fund, the equipment costs represent projected expenditures.  
In the Debt Service Fund, these costs represent all debt servicing costs.  
In the Sewer and Water Funds, these costs are the other operating and non-operating costs.

**CITY OF MEQUON**  
**Comparative Schedule of Changes in Fund Balances**  
**2015-2017 Summary by Appropriated Fund**

	Ending 12/31/14	2015 changes	Ending 12/31/15	% change in 2015	2016 changes	Ending 12/31/16	% change in 2016	2017 budgeted changes	Projected Ending 12/31/17	% change in 2017
<b>General Fund</b>	\$ 3,424,533									
Surplus/(Deficit)		(\$55,128)	\$ 3,369,405	-1.6%						
Surplus/(Deficit)					(\$222,260)	\$ 3,147,145	-6.6%			
Surplus/(Deficit)								(700,000)	\$ 2,447,145	-22.2%
<b>Capital Projects</b>	\$ 3,151,340									
Surplus/(Deficit)		2,679,996	\$ 5,831,336	85.0%						
Surplus/(Deficit)					423,966	\$ 6,255,302	7.3%			
Surplus/(Deficit)								-	\$ 6,255,302	0.0%
<b>Debt Service</b>	\$ (495,320)									
Surplus/(Deficit)		\$36,460	\$ (458,860)	-7.4%						
Surplus/(Deficit)					(\$385,825)	\$ (878,085)	84.1%			
Surplus/(Deficit)								35,354	\$ (842,731)	-4.0%
<b>Sewer Fund</b>	\$ 16,989,239									
Surplus/(Deficit)		\$1,149,878	\$ 18,139,117	6.8%						
Surplus/(Deficit)					\$1,236,763	\$ 20,504,130	6.8%			
Surplus/(Deficit)								1,023,448	\$ 21,527,578	5.0%
<b>Water Fund</b>	\$ 4,038,532									
Surplus/(Deficit)		6,356,798	\$ 10,395,330	157.4%						
Surplus/(Deficit)					978,351	\$ 12,557,230	9.4%			
Surplus/(Deficit)								1,110,960	\$ 13,668,190	8.8%
<b>Totals:</b>	\$27,108,324	\$10,168,004	\$37,276,328		\$2,030,995	\$41,585,721		\$1,469,762	\$43,055,483	

## **Narrative Explanation of Changes in Fund Balances**

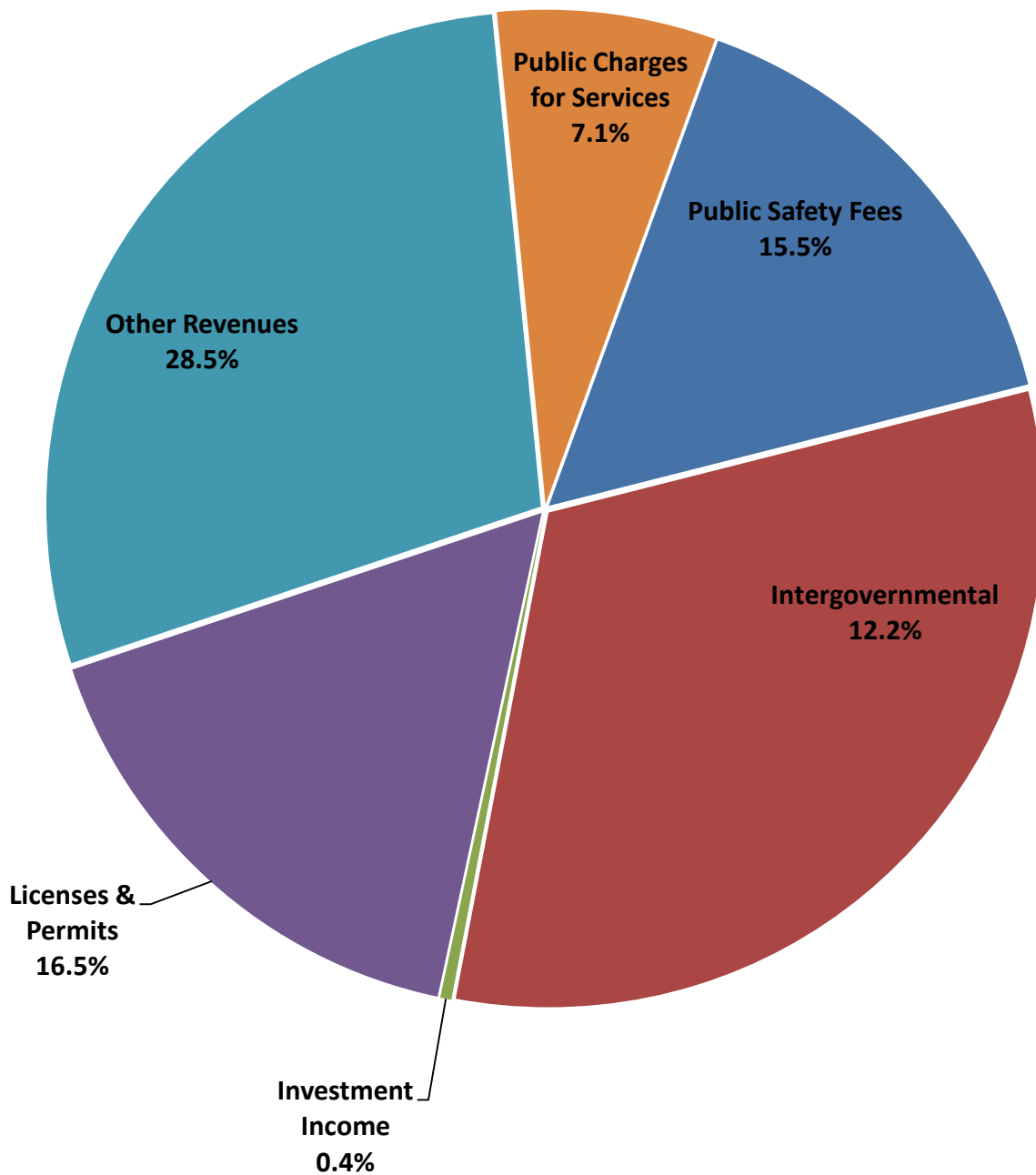
**In 2015:** In the Capital projects fund the city anticipated using approximately \$2.6 million of a \$7,125,000 general obligation debt issue for road projects as well as the expected normal variations due to multiyear planning. The city also expects to spend roughly \$1.5 million in reserves in 2015 for the TIF district developments. The Sewer utility operations are expected to continue to contribute roughly \$1.2 million to the fund balance. The Water fund is expected to contribute approximately \$856,000 from operations.

**In 2016:** In the Capital projects fund the city anticipated using approximately \$3.3 million from multi year planning funds set aside for various projects anticipated in fiscal year 2016. The Sewer utility operations are expected to continue to contribute roughly \$1.1 million to the fund balance. The Water fund is expected to contribute approximately \$1.1 million from operations to the fund balance.

**In 2017:** In the Capital projects fund the city anticipates using approximately \$8.6 million from multi year planning funds set aside for various projects anticipated in fiscal year 2017. The Sewer utility operations are expected to continue to contribute roughly \$1 million to the fund balance. The Water fund is expected to contribute approximately \$1.1 million from operations to the fund balance.

# General Fund Revenues

**CITY OF MEQUON**  
**2017 General Fund**  
**Revenues by Funding Type**



**CITY OF MEQUON**  
**Budgetary Comparison Schedule of Revenues**  
**General Fund**

	2014 Actual	2015 Actual	2016 Budget	2016 Actual	2017 Budget
<b>REVENUES</b>					
<b>TAXES:</b>					
General Property Taxes	10,047,659	10,156,776	10,268,517	10,267,108	10,175,983
<b>INTERGOVERNMENTAL:</b>					
Shared Revenues	306,642	300,498	306,641	306,643	306,641
Utility Tax	42,424	56,264	54,013	49,663	47,677
Fire Insurance Dues	142,642	145,373	145,000	154,934	160,000
General Highway Aid	1,171,536	1,242,393	1,201,425	1,200,837	1,194,000
Connecting Streets	67,790	68,248	68,740	68,050	68,950
Recycling Grants	15,436	15,433	15,000	14,603	15,000
Law Enforcement	5,440	-	-	-	-
Computer Aid	49,985	54,897	50,000	52,681	50,000
State Grants	3,134	3,487	3,000	4,054	3,000
Use value Penalty	-	-	-	332	-
Total Intergovernmental	1,805,030	1,886,592	1,843,819	1,851,797	1,845,268
<b>LICENSES &amp; PERMITS:</b>					
Liquor and Beverage Licenses	25,694	27,825	27,500	30,040	30,000
Tavern Operators Licenses	11,963	10,266	10,000	13,150	10,500
Business Licenses	3,698	3,892	4,000	2,686	3,500
Cigarette Licenses	1,400	1,200	1,200	1,400	1,500
Amusement Device Licenses	1,725	1,875	1,750	1,500	1,900
Food Licenses	10,000	10,412	10,000	11,170	11,000
Building Permits	383,456	331,500	541,000	432,266	475,000
Compliance Permits	19,668	13,975	-	897	-
Electrical Permits	124,621	98,293	135,000	105,569	100,000
Plumbing Permits	141,550	114,041	150,000	120,641	150,000
Heating & Air Permits	86,926	87,966	100,000	98,244	100,000
Temporary Occupancy Permits	2,011	2,378	4,000	3,163	3,500
Occupancy Permits	5,605	5,050	9,000	4,460	5,500
Brush Permits	32,635	39,995	40,000	38,960	40,000
Burning Permits	10,132	10,049	10,400	11,639	11,500
Sign Permits	6,934	8,900	7,500	7,605	7,000
Other Permits	2,900	2,812	3,000	2,985	3,000
Total Licenses and Permits	870,918	770,429	1,054,350	886,375	892,400
<b>PUBLIC SAFETY FEES:</b>					
Court Penalties and Fines	163,586	140,108	160,000	156,955	180,000
False Alarms - Police	20,405	19,117	75,000	73,450	70,000
Parking Violations	1,621	1,000	1,500	2,415	1,200
Weapon Permits	4,735	6,790	5,500	7,525	4,000
Police fees	19,353	26,190	31,000	18,136	20,000
Ambulance Fees	434,739	469,614	450,000	586,479	586,500
Fire Inspections Fees	8,869	10,504	10,676	3,923	5,000
Accident Response Fees	7,300	12,325	9,085	14,830	12,325
False Alarms - Fire	10,200	15,700	11,828	12,603	15,700
Fees-Fire Dept	-	-	-	5,491	-
Total Fines and Forefeitures	670,807	701,348	754,589	881,807	894,725

**CITY OF MEQUON**  
**Budgetary Comparison Schedule of Revenues**  
**General Fund**

	2014 Actual	2015 Actual	2016 Budget	2016 Actual	2017 Budget
<b>PUBLIC CHARGES FOR SERVICES:</b>					
Dog Licenses	7,924	7,704	8,000	9,975	8,000
Fees - Clerk	285	710	500	2,073	750
Photocopying / maps	6,606	7,607	6,500	6,544	6,500
Sale of Materials	61,251	56,107	40,000	36,610	45,000
Miscellaneous	3,125	52,576	15,000	24,964	15,000
Fees - Treasurer	4,523	6,564	5,000	35,344	9,000
Fees - Engineering / PC	39,400	80,316	20,000	44,580	25,000
Fees - Planning Commission	12,104	-	-	-	-
Fees - Consultants	-	40,085	120,000	35,200	100,000
Fees - Highway	6,566	2,202	2,000	24,607	10,000
Street Lights	12,069	1,442	2,500	2,005	2,500
Recycling	-	7,771	-	-	-
Storm Sewers	-	-	-	-	-
Holding Tank Fees	1,235	588	600	1,176	-
Pool Concessions	627	984	1,000	800	1,200
Swimming Pool Fees	43,522	63,037	62,585	71,373	70,000
Park Reservations	32,830	30,497	35,000	43,420	44,000
Landscaping / Mowing	-	-	10,000	1,300	-
Zoning Fees	65,925	72,691	92,500	59,208	75,000
Total Public Charges	<u>297,993</u>	<u>430,882</u>	<u>421,185</u>	<u>399,181</u>	<u>411,950</u>
<b>OTHER REVENUES:</b>					
Tax Penalties and Interest	2,625	2,900	2,500	3,805	2,500
Special Assessments	9,558	3,114	-	1,441	-
Special Assessments Interest	1,616	305	-	173	-
Sewer Utility Chargebacks	298,612	284,699	350,000	291,988	175,000
Water Utility Chargebacks	124,345	151,792	135,000	162,403	150,000
Cell Tower Leases	145,020	199,594	150,000	164,306	150,000
Cable Franchise Fees	362,332	352,070	360,000	384,710	360,000
Insurance Dividends	41,666	34,487	40,000	33,736	40,000
Worker Compensation	-	-	-	-	-
Event Fees	2,200	-	-	-	-
Event Donations	9,533	250	-	-	-
Payments in Lieu of Taxes	213,656	68,607	72,000	68,895	69,000
Revenue Reduction	-	-	-	-	1,500
Other Grants	200	4,090	-	26,441	-
Other Financing Sources	34,000	(29,000)	-	26,000	-
Prior Years Expense	-	-	-	-	-
Proceeds from Capital Leases	-	-	-	-	-
Total Other Revenues	<u>1,245,363</u>	<u>1,072,908</u>	<u>1,109,500</u>	<u>1,163,899</u>	<u>948,000</u>
<b>INVESTMENT INCOME</b>					
Investment Income	<u>15,090</u>	<u>14,926</u>	<u>19,000</u>	<u>14,033</u>	<u>21,000</u>
<b>TOTAL REVENUES</b>	<u><u>\$14,952,860</u></u>	<u><u>\$15,033,862</u></u>	<u><u>\$15,470,960</u></u>	<u><u>\$15,464,200</u></u>	<u><u>\$15,250,826</u></u>

# General Fund Expenditures

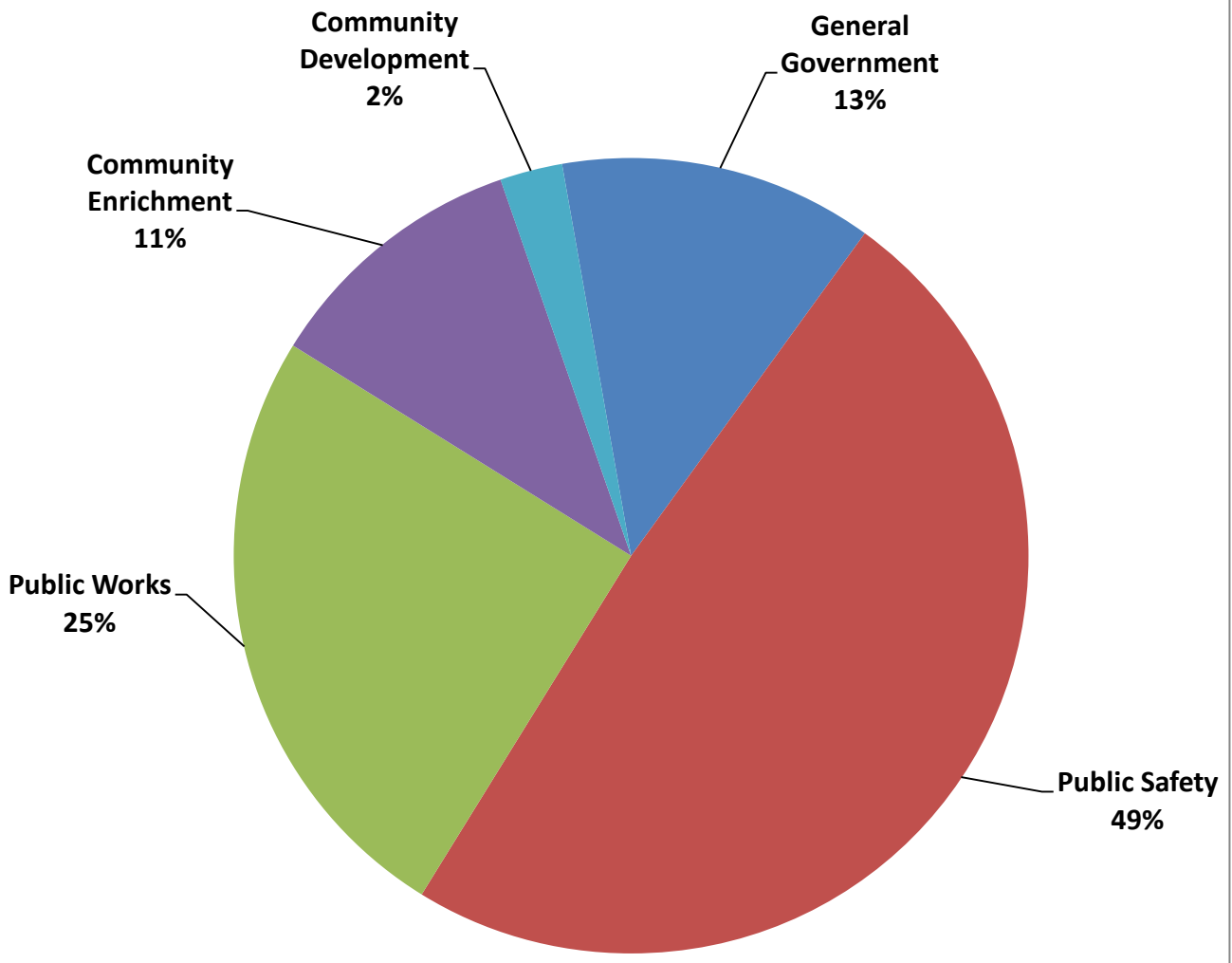


**CITY OF MEQUON**  
**Budgetary Comparison and Expenditure Summary by Functional Area**  
**General Fund**

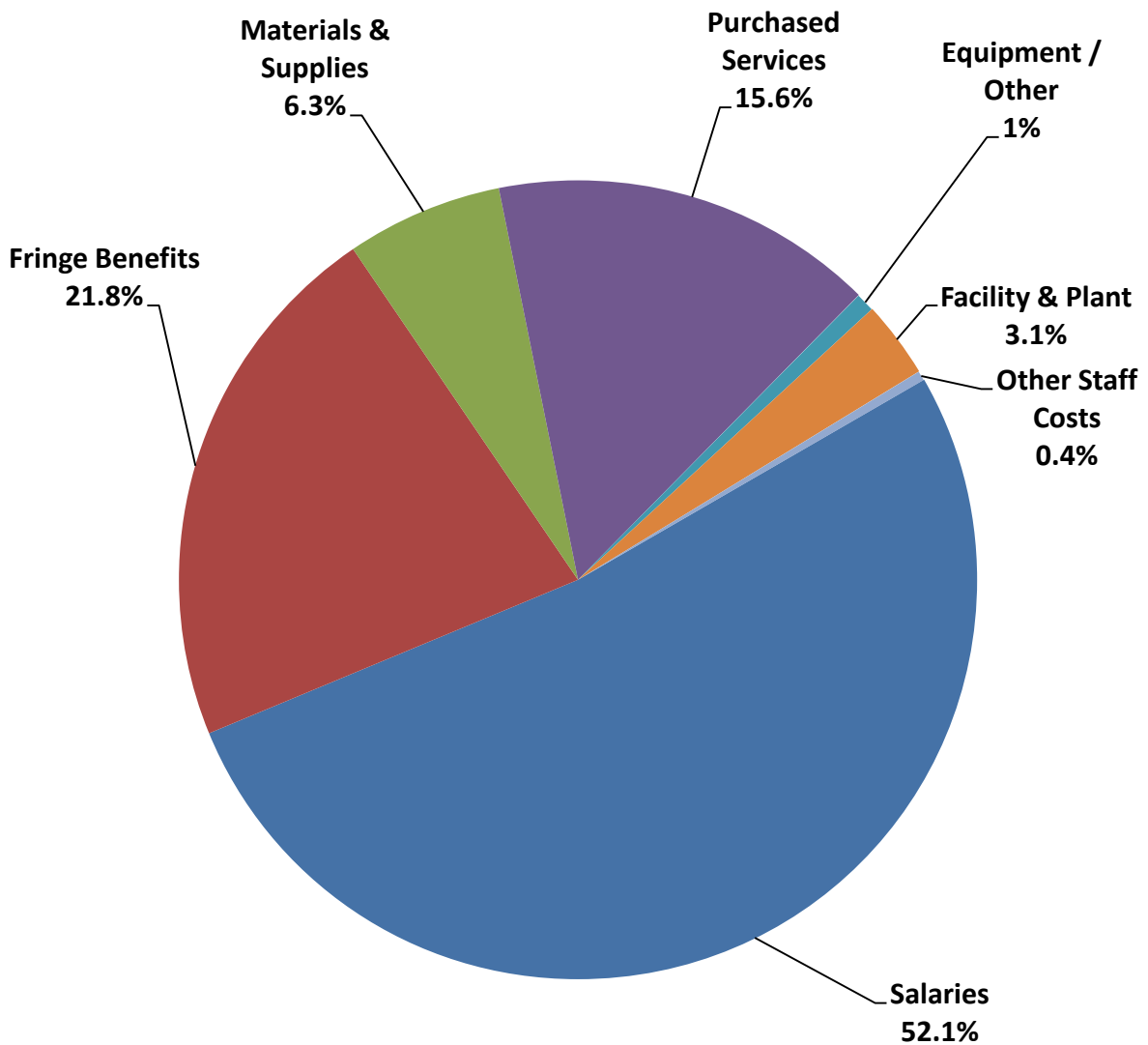
	2014 Actual	2015 Actual	2016 Budget	2016 Actual	2017 Budget
<b>GENERAL GOVERNMENT:</b>					
Common Council	\$ 96,338	\$ 88,323	\$ 82,217	\$ 99,338	\$ 81,893
Mayor	12,010	11,168	11,168	-	-
Administrator	927,347	263,664	310,768	267,928	345,165
Clerk	237,787	230,824	261,228	259,561	262,406
Elections	39,878	25,536	83,901	66,116	36,597
Information Services	285,234	317,191	318,534	335,122	300,627
Finance	483,308	419,238	462,876	511,045	497,266
Assessor	108,540	216,260	210,480	212,187	222,033
Human Resources	199,248	197,353	196,179	153,948	186,159
Legal Counsel	171,525	97,583	113,300	94,651	103,300
Total General Government	<u>2,561,215</u>	<u>1,867,139</u>	<u>2,050,651</u>	<u>1,999,894</u>	<u>2,035,446</u>
<b>PUBLIC SAFETY:</b>					
Police	4,507,308	4,700,578	4,861,302	5,073,244	5,135,480
Fire / EMS	1,270,382	1,436,629	1,302,792	1,420,135	1,528,659
Communications	610,948	605,291	645,158	614,633	653,087
Police Reserve	4,047	4,595	8,359	6,373	7,909
Inspections	368,399	356,356	440,783	387,769	464,222
Total Public Safety	<u>6,761,084</u>	<u>7,103,448</u>	<u>7,258,394</u>	<u>7,502,154</u>	<u>7,789,357</u>
<b>PUBLIC WORKS:</b>					
Building Maintenance	760,924	759,748	767,548	740,146	733,980
Vehicle Maintenance	541,205	476,536	566,116	490,947	524,719
Engineering	614,357	765,765	798,656	744,272	656,385
Highway	2,113,776	1,991,607	2,141,752	2,025,830	2,054,747
Recycling	21,444	20,476	23,455	21,689	22,381
Total Public Works	<u>4,051,706</u>	<u>4,014,132</u>	<u>4,297,527</u>	<u>4,022,884</u>	<u>3,992,212</u>
<b>COMMUNITY ENRICHMENT:</b>					
Library Services Grant	1,050,158	1,048,315	1,048,315	1,048,315	1,048,929
Swimming Pool	117,537	105,028	121,115	104,750	114,356
Parks	603,951	541,175	570,696	587,468	561,362
Cemetary	3,606	2,692	1,500	1,666	1,500
Total Community Enrichment	<u>1,775,252</u>	<u>1,697,210</u>	<u>1,741,626</u>	<u>1,742,199</u>	<u>1,726,147</u>
<b>COMMUNITY DEVELOPMENT:</b>					
Community Development	410,624	411,423	424,262	419,328	407,664
Total Community Development	<u>410,624</u>	<u>411,423</u>	<u>424,262</u>	<u>419,328</u>	<u>407,664</u>
Other Financing Uses	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<u><u>15,559,881</u></u>	<u><u>15,093,352</u></u>	<u><u>15,772,460</u></u>	<u><u>15,686,460</u></u>	<u><u>15,950,826</u></u>

# CITY OF MEQUON

## 2017 General Fund Expenditures by Functional Area



**CITY OF MEQUON**  
**2017 General Fund**  
**Expenditures by Classification**



# General Fund Summary

**CITY OF MEQUON**  
**Schedule of Revenues, Expenditures and Change in Fund Balance**  
**General Fund**

	2015 Actual	2016 Budget	2016 Actual	2017 Budget
<b>REVENUES:</b>				
General Property Taxes	10,156,776	10,268,517	10,267,108	10,175,983
Intergovernmental	1,886,592	1,843,819	1,851,797	1,845,268
Licenses & Permits	770,429	1,054,350	886,375	953,900
Fines and Forfeitures	701,348	754,589	881,807	894,725
Public Charges for Services	430,882	421,185	399,181	411,950
Other revenues	1,072,908	1,411,000	1,184,143	948,000
Investment income	14,926	19,000	14,033	21,000
Total Revenues	<u>15,033,862</u>	<u>15,772,460</u>	<u>15,484,444</u>	<u>15,250,826</u>
<b>EXPENDITURES:</b>				
Salaries	7,919,615	7,936,400	8,356,084	8,302,841
Fringe Benefits	3,174,296	3,263,970	2,780,155	3,472,834
Materials & Supplies	984,279	1,250,371	902,261	1,010,906
Facility & Plant	614,124	534,746	519,420	497,696
Purchased Services	2,205,228	2,564,726	2,351,625	2,484,468
Other Staff Costs	55,442	69,380	55,195	61,460
Equipment / other *	136,410	152,867	136,410	120,621
Total Expenditures	<u>15,089,394</u>	<u>15,772,460</u>	<u>15,101,150</u>	<u>15,950,826</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(55,532)</u>	- -	<u>383,294</u>	<u>(700,000)</u>
<b>OTHER FINANCING SOURCES (USES):</b>				
Other Financing Sources		-		-
Long-Term Debt Issued		-		-
Transfers In		-		-
Transfers Out	404	-	-	-
Fund Balance Applied		-		-
Total Other Financing Sources (Uses)	<u>404</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCE</b>	(55,128)	-	383,294	(700,000)
<b>FUND BALANCE - BEGINNING</b>	4,248,496	4,193,368	4,193,368	4,576,662
<b>FUND BALANCE - ENDING</b>	<u>\$ 4,193,368</u>	<u>\$ 4,193,368</u>	<u>\$ 4,576,662</u>	<u>\$ 3,876,662</u>

# Capital Projects Fund

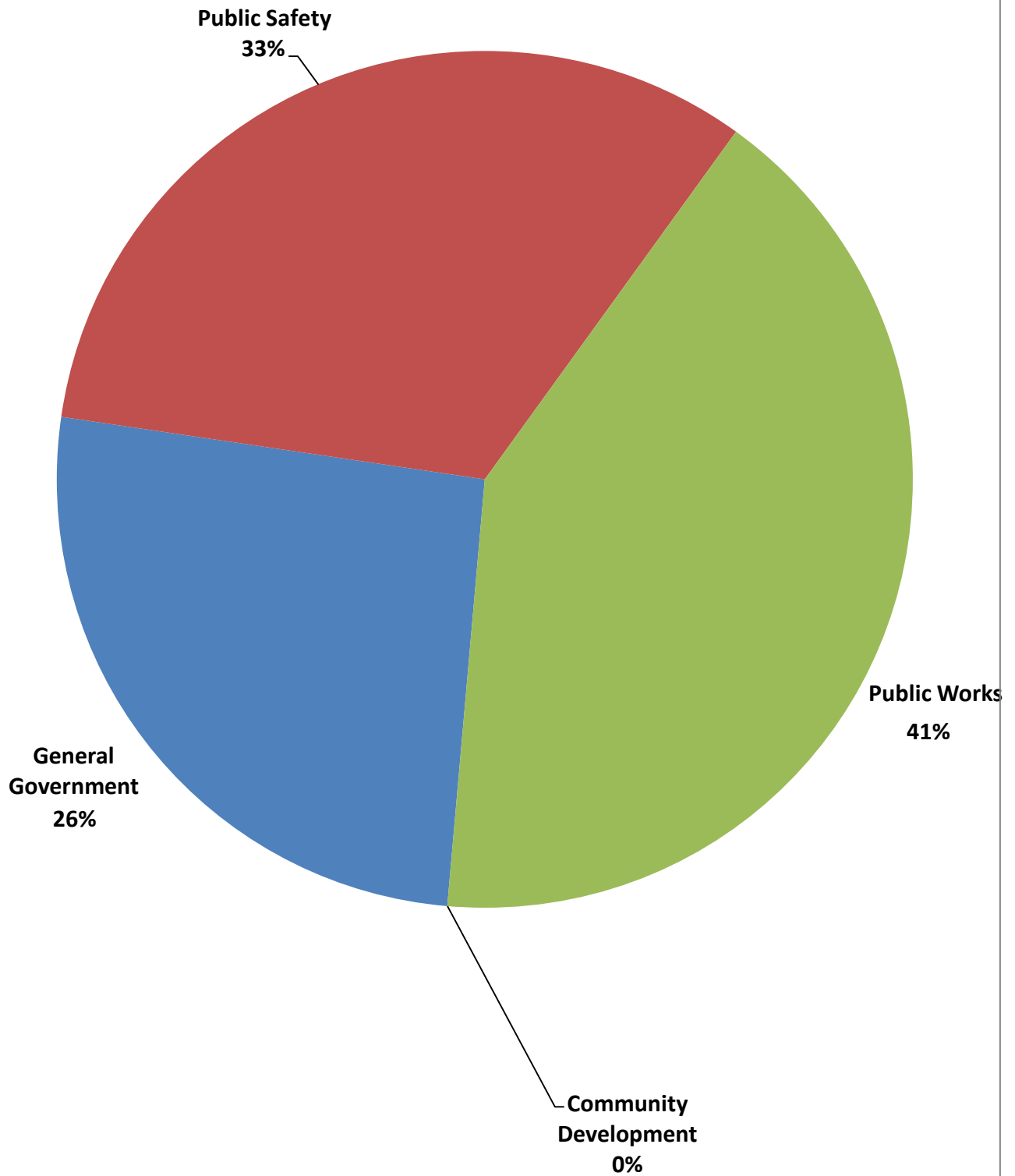
**CITY OF MEQUON**  
**Schedule of Revenues, Expenditures and Change in Fund Balance**  
**Capital Project Fund**

	2015 Actual	2016 Budget	2016 Actual	2017 Budget
<b>REVENUES:</b>				
General Property Taxes	\$ 1,014,853	\$ 743,000	\$ 920,739	\$ 848,002
Borrowed Proceeds	5,740,000	8,000,000	8,905,000	-
Special Assessment	73,168	-	31,715	-
Investment Income	7,470	-	36,452	-
Grants	145,390	-	431,723	-
Other Revenues	137,718	-	122,093	-
Total Revenues	<u>7,118,600</u>	<u>8,743,000</u>	<u>10,447,722</u>	<u>848,002</u>
<b>EXPENDITURES:</b>				
General Government	25,000	8,905,000	7,097,201	\$220,000
Public Safety	572,319	\$306,000	534,794	\$276,665
Public Works	3,841,285	2,578,000	2,578,840	\$351,337
Community Development	-	-	-	-
Total Expenditures	<u>4,438,604</u>	<u>11,789,000</u>	<u>10,210,835</u>	<u>848,002</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>2,679,996</u>	<u>(3,046,000)</u>	<u>236,887</u>	<u>-</u>
<b>OTHER FINANCING SOURCES (USES):</b>				
Other Financing Sources (uses)	-	-	130,454	-
Long-Term Debt Issued	-	-	-	-
Transfers In	-	-	-	-
Transfers Out	-	-	-	-
Sales of assets	-	-	56,625	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>187,079</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCE</b>	2,679,996	(3,046,000)	423,966	-
<b>FUND BALANCE - BEGINNING</b>	3,151,340	5,831,336	5,831,336	6,255,302
<b>FUND BALANCE - ENDING</b>	<u>\$ 5,831,336</u>	<u>\$ 2,785,336</u>	<u>\$ 6,255,302</u>	<u>\$ 6,255,302</u>

note: For the Capital Project Fund, revenues reflect only the current year additions expected to supplement any previously appropriated and residual reserve funds. Expenditures reflect either the net planned or actual amount of expenditures made for capital purposes within each functional area.

# CITY OF MEQUON

## 2017 Capital Projects Fund Expenditures by Functional Area





**CITY OF MEQUON**  
**2017 CAPITAL PROJECTS FUNDING / EXPENDITURE SUMMARY**

	Project #	2016 Budgeted Funding	2016 Ending Balance	2017 Budgeted Funding	1/1/17 Beginning Balance	2017 Projected Expenses	2017 Ending Balance
Swimming Pool Imp.	10037	<u>0</u> \$0	<u>9,830</u> \$91,153	<u>0</u> \$0	<u>9,830</u> \$147,267	<u>9,830</u> \$71,830	<u>0</u> \$75,437
<b>Police</b>							
Police Vehicles	10235	\$150,000	\$336,565	\$100,000	\$436,565	\$140,000	\$296,565
Information Tech Replacement	12012	0	36,000	0	36,000	12,000	24,000
Police Officer Equipment	10135	40,000	54,369	30,000	84,369	50,000	34,369
Portable/Mobile Radios	10040	0	245,096	0	245,096	245,096	0
Police Weapons	10036	<u>0</u>	<u>12,526</u>	<u>0</u>	<u>12,526</u>	<u>6,000</u>	<u>6,526</u>
		<b>\$190,000</b>	<b>\$209,947</b>	<b>\$130,000</b>	<b>\$814,556</b>	<b>\$453,096</b>	<b>\$361,460</b>
<b>Police Communications Center</b>							
Mobile data terminals	10029	\$0	\$31,491	\$0	\$31,491	\$15,000	\$16,491
911 System Replacement		<u>0</u>	<u>(2,830)</u>	<u>2,830</u>	<u>0</u>	<u>0</u>	<u>0</u>
		<b>\$0</b>	<b>\$11,491</b>	<b>\$2,830</b>	<b>\$31,491</b>	<b>\$15,000</b>	<b>\$16,491</b>
<b>Public Works</b>							
DPW Small Projects	10049	\$0	\$2,665	\$0	\$2,665	\$2,665	\$0
Roadway Lighting	10052	10,000	2,060	10,000	12,060	10,000	2,060
Urban Forestry		0	55,981	0	55,981	0	55,981
DPW Vehicles	10359	260,000	82,846	300,000	382,846	382,846	0
Emerald Ash Bore Response Program	10062	<u>40,000</u>	<u>(58,424)</u>	<u>40,000</u>	<u>(18,424)</u>	<u>0</u>	<u>(18,424)</u>
		<b>\$310,000</b>	<b>\$191,202</b>	<b>\$350,000</b>	<b>\$435,128</b>	<b>\$395,511</b>	<b>\$39,617</b>
<b>Community Development</b>							
TIF #2	10802	\$0	\$1,949	\$0	\$1,949	\$0	\$1,949
TIF #3	10803	0	(142,242)	0	(142,242)	0	(142,242)
TIF #4	10804	0	(14,500)	0	(14,500)	0	(14,500)
TIF #5	10805	0	(10,500)	0	(10,500)	0	(10,500)
Towne Center River Walk	12017	<u>0</u>	<u>(228,033)</u>	<u>0</u>	<u>(228,033)</u>	<u>0</u>	<u>(228,033)</u>
		<b>\$0</b>	<b>(\$393,326)</b>	<b>\$0</b>	<b>(\$393,326)</b>	<b>\$0</b>	<b>(\$393,326)</b>
<b>Grand Totals:</b>		<b><u>3,007,097</u></b>	<b><u>1,252,329</u></b>	<b><u>848,002</u></b>	<b><u>9,819,961</u></b>	<b><u>8,595,309</u></b>	<b><u>1,224,652</u></b>

**CITY OF MEQUON**  
**2017 CAPITAL PROJECTS FUNDING / EXPENDITURE SUMMARY**

Project #	2016 Budgeted Funding	2016 Ending Balance	2017 Budgeted Funding	1/1/17 Beginning Balance	2017 Projected Expenses	2017 Ending Balance
<b>Buildings</b>						
DPW Facility Repairs	0	(11,778)	0	0		
City-Wide Buildings	<b>12015</b>	\$0	\$44,425	\$16,000	\$60,425	\$60,425
Logemann Center	<b>10026</b>	0	30,011	0	30,011	0
Consolidated Public Works Center		8,905,000	4,905,000	0	4,905,000	4,905,000
Capital Asset Management Plan		0	0	25,000	25,000	0
Capital Reserve Fund		0	0	190,000	190,000	0
Parking Lot Resurfacing	<b>10003</b>	<u>0</u>	<u>130,000</u>	<u>0</u>	<u>130,000</u>	<u>130,000</u>
		<b>\$8,905,000</b>	<b>\$5,109,436</b>	<b>\$231,000</b>	<b>\$5,340,436</b>	<b>\$5,095,425</b>
						<b>\$245,011</b>

**Information Services**

MUNIS - Implementation and Training	0	89,665	(20,000)	69,665	63,000	6,665
Police Server Room A/C	0	0	9,000	9,000	0	9,000
	<b>\$0</b>	<b>\$89,665</b>	<b>(\$11,000)</b>	<b>\$78,665</b>	<b>\$63,000</b>	<b>\$15,665</b>

**Elections**

Voting machines	<b>10063</b>	<u>\$0</u>	<u>\$20,000</u>	<u>\$0</u>	<u>\$20,000</u>	<u>\$15,000</u>	<u>\$5,000</u>
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$15,000</b>	<b>\$5,000</b>

**Engineering**

Major Drainage Projects	<b>10013</b>	\$50,000	\$197,509	\$40,000	\$237,509	\$100,000	\$137,509
Small Bridge & Culvert	<b>10018</b>	0	46,099	0	46,099	0	46,099
Local Drainage Program		0	15,000	(15,000)	0	0	0
Engineering Software	<b>12013</b>	8,000	22,036	0	22,036	2,000	20,036
Master Stormwater Mgmt	<b>10028</b>	<u>0</u>	<u>87,625</u>	<u>0</u>	<u>87,625</u>	<u>0</u>	<u>87,625</u>
		<b>\$58,000</b>	<b>\$230,860</b>	<b>\$25,000</b>	<b>\$393,269</b>	<b>\$102,000</b>	<b>\$291,269</b>

**Engineering - Roads**

Arterial Road Program	<b>10001</b>	\$750,000	\$750,000	\$0	\$750,000	\$750,000	\$0
Subdivision (Local) Paving	<b>11003</b>	950,000	941,399	0	941,399	941,399	0
Bike Lanes	<b>12014</b>	10,000	65,450	(23,663)	41,787	41,787	0
Highland Road Interchange		0	(51,329)	0	(51,329)	0	(51,329)
County Line Road	<b>11002</b>	<u>500,000</u>	<u>551,261</u>	<u>0</u>	<u>551,261</u>	<u>551,261</u>	<u>0</u>
		<b>\$2,210,000</b>	<b>\$581,509</b>	<b>(\$23,663)</b>	<b>\$2,233,118</b>	<b>\$2,284,447</b>	<b>(\$51,329)</b>

**Fire Department**

Fire & EMS Vehicles	10136 / 10236	\$100,000	\$546,357	\$95,000	\$641,357	\$100,000	\$541,357
Self Contained Breathing Apparatus		\$0	(\$2,523)	\$2,523	\$0	\$0	\$0
Purchase EKG Monitors		\$0	(\$312)	\$312	\$0	\$0	\$0
Fire Station Sleeping Quarters		\$0	\$0	\$30,000	\$30,000	\$0	\$30,000
Hydraulic Rescue Equipment		<u>16,000</u>	<u>32,000</u>	<u>16,000</u>	<u>48,000</u>	<u>0</u>	<u>48,000</u>
		<b>\$116,000</b>	<b>\$329,493</b>	<b>\$143,835</b>	<b>\$719,357</b>	<b>\$100,000</b>	<b>\$619,357</b>

**Parks Maintenance**

Park Planning & Imp.	<b>10474</b>	\$0	\$37,404	\$0	\$37,404	\$12,000	\$25,404
Interurban Trail		0	33	0	33	0	33
Parking Lot Resurfacing - Parks		0	100,000	0	100,000	50,000	50,000

## **CITY OF MEQUON CAPITAL IMPROVEMENT FUND BUDGET**

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The City adopts an annual capital improvement budget, based on a five-year capital improvement program (CIP). The annual budget and CIP are prepared by department heads and reviewed by the City Administrator and Director of Finance as part of the review of department and program operating budgets. The annual capital improvement budget is then presented to a joint session of the Finance & Personnel and Public Works Committees for review. As part of the budget review process, the impact of capital projects on future operating budgets is considered. Such analysis is necessary as new capital facilities can affect ongoing operating costs, either increasing such costs (e.g., electricity for new buildings), or lowering costs through more efficient use of equipment or reduced maintenance (e.g., road maintenance costs may be reduced if repaving is done proactively). Deferred or delayed maintenance of capital facilities can actually increase costs over the long term, as the costs of minor maintenance plus ultimate replacement of a facility can be higher than major maintenance costs done proactively.

Capital improvement expenditures must be made in accordance with the budgeted amounts. The Common Council must approve variances from the approved budget, including supplemental appropriations or additions/deletions of projects. As a general guideline, capital improvement expenditures are defined as those amounts expended for equipment or other assets with a useful life of ten or more years and/or which involve amounts exceeding \$10,000. This includes multi-year projects where the total cost is estimated to be more than \$10,000. Expenditures not meeting these criteria, or which have a useful life of less than the payback period of any borrowed funds used for the item's purchase, are generally included in the operating budgets of departments.

The City seeks to finance capital improvement expenditures through all feasible means, such as special assessments; deposits or fees collected from developers as called for in the City code; issuance of debt (for long-term projects or long-lived assets), and grants or other intergovernmental assistance. Budgets for general government projects, that is, those funded primarily by debt supported by property tax levy, are included in the following schedules. The capital improvement programs for utility enterprise funds are not shown in this document.

The 2017-2021 CIP includes those projects that are considered for funding based on completed infrastructure and land use plans, as well as certain items (e.g., Transportation - Development) that represent tentative needs related to development. The CIP does not include capital costs related to Tax Incremental Financing (TIF) District No. 3 in the Mequon Town Square area, which were identified in the overall project budget per the TIF project plan. Other redevelopment areas where TIF financing may be considered are identified in the project narratives. The CIP does not necessarily include costs related to future infrastructure necessary to support redevelopment efforts for which TIF financing could not be used. In such cases it may be necessary for the Council to amend the CIP and substitute or re-prioritize projects in accordance with the process described above.

**CITY OF MEQUON  
CAPITAL IMPROVEMENT FUND  
CIP PROJECT DESCRIPTIONS**

	<b>Project Name/Funding Source</b>	<b>Project Description</b>
<b>Building Maintenance</b>		
	City Wide Building Repairs (Tax Levy Allocation and Focus on Energy grants)	Sinking fund created to address aging building fixtures and equipment across the City's building inventory. Utility cost savings are expected from updated windows and lighting.
	Logemann Center (Tax Levy Allocation)	Sinking fund created to address aging building fixtures and equipment at this community center. Utility cost savings are expected from updated HVAC equipment and lighting.
	Consolidated Public Works Center (Tax Levy Allocation and City borrowing)	Construction of a combined facility replacing three separate buildings will improve work efficiencies and reduce energy consumption over the existing aged buildings.
	Capital Reserve Fund	Sinking fund created to address aging building fixtures and equipment across the City campus.
	Parking Lot Resurfacing (Tax Levy Allocation)	Maintenance and resurfacing of City parking lots in order to extend the useful life of these assets.
<b>Information Services</b>		
	Munis (Tax Levy Allocation)	Ongoing project to expand and improve the use of the City's Enterprise Resource Planning (ERP) system, Munis.
	Police Server Room AC (Tax Levy Allocation)	Air Condition the room housing the Police Department file servers in order to promote equipment longevity.
<b>Elections</b>		
	Election Machine Equipment (Tax Levy Allocation)	Replace aging voter machines nearing their end of life expectancy. Replacement machines will comply with County specifications and improve dependability.
<b>Engineering</b>		
	Major Drainage way Program (Tax Levy Allocation)	Response to the increasing demand for cleaning and re-profiling of the City's major drainage ways that service regional areas which has the potential to reduce Sewer treatment costs by reducing infiltration into the sewer system. Reduces exposure to clean up costs associated with flooding.
	Small Bridge and Culvert Replacement (Tax Levy Allocation)	Annual appropriation to replace deteriorating and potentially unsafe or undersized drainage structures. Unexpected failure of a structure under a road surface can produce catastrophic situations requiring inordinate expenditures of money and manpower to effect

		emergency repairs. Continued use of an undersized structure can cause upstream flooding of property and facilities, road overtopping, and undermining the road itself.
	Engineering Asset Management Software (Tax Levy Allocation)	Ongoing costs for the implementation of the tools and support for asset management software used by many of the divisions in Public Works. Costs will be shared with the Sanitary, Water and Engineering departments. Implementation of additional tools provides departmental efficiencies and reduces staff time spent on reporting requirements.
	Master Storm Water Management (Tax Levy Allocation)	Funding to address expected Federal and State mandates that will require the City to update its storm water modeling, ordinances, development guidelines and monitoring programs. Federal and State mandates required as part of the City's MS4 and WPDES permitting.
<b>Engineering –Roads</b>		
	Arterial Road Program (City Borrowing)	The annual expenditure of funds for the reconditioning of Mequon's 74+ centerline miles of arterial roads is necessary in order to keep streets in useable condition. Failure to provide adequate funds will result in the degradation of the roads having a negative impact on all road operations from snow plowing to simple vehicle utilization and vehicle safety. Maintaining the City's roads in an acceptable condition, PASER program evaluated service condition rating of 6 on a scale of 1 to 10 was stated as a CIP goal by the City Common Council.
	Subdivision Road Program (City Borrowing)	The annual expenditure of funds for the reconditioning of Mequon's 142 centerline miles of subdivision streets is necessary in order to keep streets in useable condition. Failure to provide adequate funds will result in the degradation of the roads having a negative impact on all road operations from snow plowing to simple vehicle utilization and vehicle safety. Maintaining the City's roads in an acceptable condition, PASER program evaluated service condition rating of 6 on a scale of 1 to 10 was stated as a CIP goal by the City Common Council.

	Bike Lane Construction (Tax Levy Allocation)	Construction of bike and pedestrian lanes in accordance with the Common Council approved 2010-2030 Mequon-Thiensville Bike and Pedestrian Plan. Construction of the bike/pedestrian lanes in concert with the annual road reconstruction program could save up to 50% of scale.
	Highland Road Interchange	City design and engineering costs for a possible future interchange between I-43 and Highland Road. Project in coordination with Wisconsin Department of Transportation.
	County Line Road (5100-12400 West) (City Borrowing)	Funding for Phase III of a section of County Line Road which is the lowest rated road in the City. Completion of the project leverages the cost sharing agreement with the City of Milwaukee and reduces maintenance costs. SEWRPC's 2035 Ozaukee County Jurisdictional Highway System Plan suggests a change in jurisdiction of this section of County Line Road to Ozaukee and/or Milwaukee Counties. A jurisdictional transfer would further reduce maintenance costs and road budget burdens on the local road program.
<b>Fire Department</b>		
	Fire & EMS Vehicle Replacement Program (Tax Levy Allocation)	Sinking fund dedicated to the replacement of Fire and EMS vehicles. Planned replacements minimize down time, reduce repair costs and improve the ability to respond to emergency situations.
	Fire Station Sleeping Quarters (Tax Levy Allocation)	Remodel firefighter sleeping quarters at both fire stations.
	Hydraulic Rescue Equipment (Tax Levy Allocation)	Replacement of hydraulic rescue tools used in vehicle rescue efforts to better cope with modern cars stronger built manufacturing processes enables faster extrication of passengers from the vehicle improving public safety.
<b>Parks Maintenance</b>		
	Park Planning & Improvement (Tax Levy Allocation)	Funding for anticipated repairs to park pavilions, and equipment promotes asset longevity.
	Interurban Trail (Tax Levy Allocation)	Crack filling and seal coating of the Interurban Trail extends the useful life of this asset and makes the pavement safer for bicyclists and pedestrians.
	Parking Lot Resurfacing (Tax Levy Allocation)	Preventative maintenance of parking lots at the City's park sites will reduce future repair costs.
	Swimming Pool Equipment (Tax Levy Allocation)	The replacement of water treatment and other equipment reduces equipment down time and unanticipated repair costs.

<b>Police</b>		
	Police Vehicle Equipment Program (Tax Levy Allocation)	Sinking fund created to systematically replace squad cars. Maintaining the scheduled replacement of the fleet vehicles helps to provide safe, reliable public safety vehicles, reducing down time, repair costs and leverages improvements in fuel efficiency.
	Information Technology Replacement Program (Tax Levy Allocation)	Sinking fund created to provide funding replacement and upgrades for computer aided dispatch (CAD) and records management software which improves workflow and efficiency.
	Police Officer's Equipment Replacement Program (Tax Levy Allocation)	Sinking fund created to provide funding for equipment used by officers in the field including a speed board trailer, defibrillators and squad card video recorders. Dependable, modernized equipment can help save lives and minimize risk to the City.
	Portable and Mobile Radio Replacement (Tax Levy Allocation)	Sinking fund created to fund radios used in squad cars and carried by police officers to maximize communications, improving efficiency and officer safety.
	Weapon Replacement (Tax Levy Allocation)	Planned replacement of firearms to maintain a level of functionality during critical incidents.
<b>Police Communications Center</b>		
	Mobile Data Computers (Tax Levy Allocation)	Replacement of the laptops used in squad cars to maximize up time in challenging environmental conditions improves police officer efficiency and reduces repair time incurred by the IT department.
<b>Public Works</b>		
	Roadway Light Replacement (Tax Levy Allocation)	Replacement of City owned street light fixtures saves on long term maintenance and repair costs.
	Urban Forestry (Tax Levy Allocation and grants)	Program to manage and improve the City's tree inventory.
	DPW Small Projects (Tax Levy Allocation)	Sinking fund for unanticipated repairs to DPW motor vehicles reduces erratic funding requirements year to year.
	DPW Equipment Replacement Program (Tax Levy Allocation)	Sinking fund for the scheduled replacement of DPW equipment to reduce equipment down time and manage repair and maintenance costs.
	Emerald Ash Bore Response Program (Tax Levy Allocation)	Program to mitigate the damage caused by the Emerald Ash Bore insect on the City's tree inventory includes treatment, removal and replanting of irreparably damaged ash trees in order to reduce the likelihood of a catastrophic loss to the City's tree canopy.

<b>Community Development</b>	
Tax Increment District #2	Project balance for TID district covering a section of Mequon's industrial park.
Tax Increment District #3	Project balance for TID district covering Mequon Town Center.
Tax Increment District #4	Project Balance for TID district on commercial corridor on City's east side.
Tax Increment District #5	Project balance for TID district located in commercial corridor on City's east side.



City of Mequon, WI  
 Capital Plan  
 FY '17 thru FY '21

**PROJECTS BY DEPARTMENT**

Department	Project #	Priority	FY '17	FY '18	FY '19	FY '20	FY '21	Total
<b>Building Maintenance</b>								
City-Wide Building Repairs	2619	2	80,000	80,000	80,000	80,000	80,000	400,000
Safety Building Remodel	2621	1	63,000					63,000
Festivals Electrical	2622	2	30,000					30,000
Parking Lot Resurfacing	263	2	175,000	50,000	50,000	50,000	50,000	375,000
City Hall Lunch Room Furnace & AC	2640	1	6,000					6,000
Police Computer Room A/C	2641	1	9,000					9,000
<b>Building Maintenance Total</b>			<b>363,000</b>	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>	<b>883,000</b>
<b>Elections</b>								
Election Equipment	131	1	15,000	15,000	15,000	15,000	15,000	75,000
<b>Elections Total</b>			<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>75,000</b>
<b>Engineering</b>								
Major and Secondary Drainageway Programs	5842	1	100,000	100,000	100,000	100,000	100,000	500,000
Small Bridge and Culvert Replacement Program	5844	2	-	25,000	25,000	25,000	25,000	100,000
Engineering Asset Management Software	5849	2	2,000	10,000	10,000	10,000	10,000	42,000
Master Storm Water Management	5851	2	-	25,000	30,000	35,000	50,000	140,000
Highland Road Interchange	5852	1	100,000	-	100,000	200,000	250,000	650,000
Fire Cistern Abandonment	5853	1	32,000	32,000	32,000	32,000	32,000	160,000
<b>Engineering Total</b>			<b>234,000</b>	<b>192,000</b>	<b>297,000</b>	<b>402,000</b>	<b>467,000</b>	<b>1,592,000</b>
<b>Engineering-Roads</b>								
Arterial Road Program	5802	1	750,000	750,000	750,000	750,000	750,000	3,750,000
Subdivision Road Program	5803	1	950,000	950,000	950,000	950,000	950,000	4,750,000
Bike lane Construction	581	2	100,000	100,000	100,000	100,000	100,000	500,000
<b>Engineering-Road Total</b>			<b>1,800,000</b>	<b>1,800,000</b>	<b>1,800,000</b>	<b>1,800,000</b>	<b>1,800,000</b>	<b>9,000,000</b>
<b>Fire &amp; EMS</b>								
Fire & EMS Vehicle Replacement Program	361	1	100,000	125,000	150,000	175,000	200,000	750,000
Hydraulic Rescue Equipment	366	1	16,000	16,000	16,000	-	-	48,000
Computer Replacement	367	1	10,000	5,000	5,000	10,000	5,000	35,000
Fire Officer Equipment Replacement	368	1	-	-	10,000	10,000	45,000	65,000
<b>Fire &amp; EMS Total</b>			<b>126,000</b>	<b>146,000</b>	<b>181,000</b>	<b>195,000</b>	<b>250,000</b>	<b>898,000</b>
<b>Information Services</b>								
MUNIS-Implementation and Training	171	2	63,000	6,000	6,000	6,000	6,000	87,000
City Hall Security	177	3	30,000	22,000	-	-	-	52,000
City Wide PC Computer Replacement	179	2	38,000	-	-	-	38,000	76,000
PD PC Computer Replacement	180	2	-	18,000	-	-	-	18,000
New Printers	181	2	16,000	-	-	-	8,000	24,000
City Hall Server Array Replacement	182	2	16,000	-	30,000	20,000	-	66,000
PD Server Array Replacement	183	2	-	60,000	20,000	-	-	80,000
Network Infrastructure Replacement	184	2	15,000	-	15,000	-	-	30,000
UPS Replacement	185	2	-	-	18,000	-	-	18,000
City Hall Network Re-Wiring	186	2	38,000	-	-	-	-	38,000
Fiber project-City to Off Site Data Center	187	2	18,000	-	-	-	-	18,000
Fiber Project-Fire Station 2	188	2	-	19,000	-	-	-	19,000
Fiber Project-Mequon and Port Wash Intersection	189	2	124,000	-	-	-	-	124,000
City Website and Social Media	192	2	19,000	-	-	-	-	19,000
Fleet Maintenance Software	193	2	28,000	-	-	-	-	28,000
<b>Information Services Total</b>			<b>405,000</b>	<b>125,000</b>	<b>89,000</b>	<b>26,000</b>	<b>52,000</b>	<b>697,000</b>

Department	Project #	Priority	FY '17	FY '18	FY '19	FY '20	FY '21	Total
<b>Parks Maintenance</b>								
Park Planning & Improvement	7401	3	12,000	12,000	12,000	12,000	12,000	60,000
Parking Lot Resurfacing	7403	1	50,000	50,000	50,000	50,000	50,000	250,000
Swimming Pool Equipment	7404	2	15,000	15,000	15,000	15,000	15,000	75,000
<b>Parks Maintenance Total</b>			<b>77,000</b>	<b>77,000</b>	<b>77,000</b>	<b>77,000</b>	<b>77,000</b>	<b>385,000</b>
<b>Police</b>								
Police Vehicle Replacement Program	351	1	140,000	150,000	175,000	150,000	150,000	765,000
Information Technology Replacement Program	355	1	12,000	12,000	12,000	12,000	12,000	60,000
Police Officers Equipment Replacement Program	356	1	50,000	40,000	40,000	40,000	40,000	210,000
Weapons Replacement	358	1	6,000	6,000	6,000	6,000	6,000	30,000
<b>Police Total</b>			<b>208,000</b>	<b>208,000</b>	<b>233,000</b>	<b>208,000</b>	<b>208,000</b>	<b>1,065,000</b>
<b>Police-Communications Center</b>								
Mobile Data Computers - Police	372	1	15,000	10,000	10,000	10,000	10,000	55,000
Portable and Mobile Radio Replacement Program	373	1	305,000	60,000	60,000	60,000	60,000	545,000
<b>Police-Communications Center Total</b>			<b>320,000</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>	<b>600,000</b>
<b>Public Works</b>								
DPW Equipment Replacement Program	551	2	450,750	450,750	450,750	460,000	460,000	2,272,250
Emerald Ash Bore Response Program/Urban Forest	593	1	85,000	95,000	105,000	115,000	150,000	550,000
DPW Small Projects	594	3	5,000	5,000	5,000	5,000	5,000	25,000
Roadway Light Replacement	595	2	10,000	10,000	10,000	10,000	10,000	50,000
<b>Public Works Total</b>			<b>550,750</b>	<b>560,750</b>	<b>570,750</b>	<b>590,000</b>	<b>625,000</b>	<b>2,897,250</b>
<b>Sewer</b>								
Manhole Seals Replacement	6926	1	-	-	70,000	70,000	70,000	210,000
Equipment Replacement	6928	1	45,000	45,000	45,000	45,000	45,000	225,000
Emergency Generators	6930	2	60,000	60,000	60,000	-	-	180,000
Asset Management Software	6932	2	7,500	7,500	7,500	7,500	7,500	37,500
Cedarburg Road - Parallel Sewer	6934	2	50,000	150,000	-	-	-	200,000
Donges Bay Rd - Capacity Increase	6936	2	-	-	-	2,000,000	-	2,000,000
East Trunk Sewer Capacity Upgrade	6937	1	22,000,000	-	-	-	-	22,000,000
Replacement On-site Generator	6938	2	50,000	50,000	50,000	-	-	150,000
Lift Station Transfer Switch	6939	2	10,000	10,000	10,000	10,000	-	40,000
Lift Station/Force Main Upgrades/Siphons	6940	1	50,000	250,000	250,000	250,000	-	800,000
Lac Du Cours Sanitary Sewer Relay/Repair	6941	1	50,000	200,000	-	-	-	250,000
<b>Sewer Total</b>			<b>22,322,500</b>	<b>772,500</b>	<b>492,500</b>	<b>2,382,500</b>	<b>122,500</b>	<b>26,092,500</b>
<b>Water</b>								
On Main Not Using	7001	2	27,500	27,500	27,500	27,500	27,500	137,500
Water Truct Connections	7002	2	-	-	-	100,000	100,000	200,000
Off Main Connections	7003	2	-	-	-	50,000	50,000	100,000
Bettement of Service Projects	7004	2	70,000	500,000	115,000	110,000	900,000	1,695,000
Major Repair, Road projects, Facility Abandonment	7005	1	50,000	25,000	25,000	25,000	25,000	150,000
<b>Water Total</b>			<b>147,500</b>	<b>552,500</b>	<b>167,500</b>	<b>312,500</b>	<b>1,102,500</b>	<b>2,282,500</b>
<b>GRAND TOTAL</b>			<b>26,568,750</b>	<b>4,648,750</b>	<b>4,122,750</b>	<b>6,208,000</b>	<b>4,919,000</b>	<b>46,467,250</b>

City of Mequon, WI  
Capital Plan  
FY '17 thru FY '21

**PROJECTS BY FUNDING SOURCE**

Source	Project #	Priority	FY '17	FY '18	FY '19	FY '20	FY '21	Total
<b>Bonding</b>								
Arterial Road Program	5802	1	750,000	750,000	750,000	750,000	750,000	3,750,000
Subdivision Road Program	5803	1	950,000	950,000	950,000	950,000	950,000	4,750,000
Highland Road Interchange	5852	1	100,000	-	100,000	200,000	250,000	650,000
Donges Bay Rd - Capacity Increase	6936	2	-	-	-	2,000,000	-	2,000,000
East Trunk Sewer Capacity Upgrades	6937	1	22,000,000	-	-	-	-	22,000,000
<b>Bonding Total</b>			<b>23,800,000</b>	<b>1,700,000</b>	<b>1,800,000</b>	<b>3,900,000</b>	<b>1,950,000</b>	<b>33,150,000</b>
<b>Capital Project Fund</b>								
Election Equipment	131	1	15,000	15,000	15,000	15,000	15,000	75,000
MUNIS-Implementation and Training	171	2	63,000	6,000	6,000	6,000	6,000	87,000
City Hall Security	177	3	30,000	22,000	-	-	-	52,000
City Wide PC Computer Replacement	179	2	38,000	-	-	-	38,000	76,000
PD PC Computer Replacement	180	2	-	18,000	-	-	-	18,000
New Printers	181	2	16,000	-	-	-	8,000	24,000
City Hall Server Array Replacement	182	2	16,000	-	30,000	20,000	-	66,000
PD Server Array Replacement	183	2	-	60,000	20,000	-	-	80,000
Network Infrastructure Replacement	184	2	15,000	-	15,000	-	-	30,000
UPS Replacement	185	2	-	-	18,000	-	-	18,000
City Hall Network Re-Wiring	186	2	38,000	-	-	-	-	38,000
Fiber project-City to Off Site Data Center	187	2	18,000	-	-	-	-	18,000
Fiber Project-Fire Station 2	188	2	-	19,000	-	-	-	19,000
Fiber Project-Mequon and Port Wash Intersection	189	2	124,000	-	-	-	-	124,000
City Website and Social Media	192	2	19,000	-	-	-	-	19,000
Fleet Maintenance Software	193	2	28,000	-	-	-	-	28,000
City-Wide Building Repairs	2619	2	80,000	80,000	80,000	80,000	80,000	400,000
Safety Building Remodel	2621	1	63,000	-	-	-	-	63,000
Festivals Electrical	2622	2	30,000	-	-	-	-	30,000
Parking Lot Resurfacing	263	2	175,000	50,000	50,000	50,000	50,000	375,000
City Hall Lunch Room Furnace & AC	2640	1	6,000	-	-	-	-	6,000
Police Computer Room A/C	2641	1	9,000	-	-	-	-	9,000
Police Vehicle Replacement Program	351	1	140,000	150,000	175,000	150,000	150,000	765,000
Information Technology Replacement Program	355	1	12,000	12,000	12,000	12,000	12,000	60,000
Police Officers Equipment Replacement Program	356	1	50,000	40,000	40,000	40,000	40,000	210,000
Weapons Replacement	358	1	6,000	6,000	6,000	6,000	6,000	30,000
Fire & EMS Vehicle Replacement Program	361	1	100,000	125,000	150,000	175,000	200,000	750,000
Hydraulic Rescue Equipment	366	1	16,000	16,000	16,000	-	-	48,000
Computer Replacement	367	1	10,000	5,000	5,000	10,000	5,000	35,000
Fire Officer Equipment Replacement	368	1	-	-	10,000	10,000	45,000	65,000
Mobile Data Computers - Police	372	1	15,000	10,000	10,000	10,000	10,000	55,000
Portable and Mobile Radio Replacement Program	373	1	305,000	60,000	60,000	60,000	60,000	545,000
DPW Equipment Replacement Program	551	2	450,750	450,750	450,750	460,000	460,000	2,272,250
Bike lane Construction	581	2	100,000	100,000	100,000	100,000	100,000	500,000
Major and Secondary Drainageway Programs	5842	1	100,000	100,000	100,000	100,000	100,000	500,000
Small Bridge and Culvert Replacement Program	5844	2	-	25,000	25,000	25,000	25,000	100,000
Engineering Asset Management Software	5849	2	2,000	10,000	10,000	10,000	10,000	42,000
Master Storm Water Management	5851	2	-	25,000	30,000	35,000	50,000	140,000
Fire Cistern Abandonment	5853	1	32,000	32,000	32,000	32,000	32,000	160,000
Emerald Ash Bore Response Program/Urban Forestry	593	1	85,000	95,000	105,000	115,000	150,000	550,000
DPW Small Projects	594	3	5,000	5,000	5,000	5,000	5,000	25,000
Roadway Light Replacement	595	2	10,000	10,000	10,000	10,000	10,000	50,000
Park Planning & Improvement	7401	3	12,000	12,000	12,000	12,000	12,000	60,000
Parking Lot Resurfacing	7403	1	50,000	50,000	50,000	50,000	50,000	250,000
Swimming Pool Equipment	7404	2	15,000	15,000	15,000	15,000	15,000	75,000
<b>Capital Project Fund Total</b>			<b>2,298,750</b>	<b>1,623,750</b>	<b>1,662,750</b>	<b>1,613,000</b>	<b>1,744,000</b>	<b>8,942,250</b>

Source	Project #	Priority	FY '17	FY '18	FY '19	FY '20	FY '21	Total
<b>Revenue Bonds</b>								
<i>Bettement of Service Projects</i>	7004	2	70,000	500,000	115,000	110,000	900,000	1,695,000
<b>Revenue Bonds Total</b>			<b>70,000</b>	<b>500,000</b>	<b>115,000</b>	<b>110,000</b>	<b>900,000</b>	<b>1,695,000</b>
<b>Sewer Utility Fund</b>								
<i>Manhole Seals Replacement</i>	6926	1	-	-	70,000	70,000	70,000	210,000
<i>Equipment Replacement</i>	6928	1	45,000	45,000	45,000	45,000	45,000	225,000
<i>Emergency Generators</i>	6930	2	60,000	60,000	60,000	-	-	180,000
<i>Asset Management Software</i>	6932	2	7,500	7,500	7,500	7,500	7,500	37,500
<i>Cedarburg Road - Parallel Sewer</i>	6934	2	50,000	150,000	-	-	-	200,000
<i>Replacement On-site Generator</i>	6938	2	50,000	50,000	50,000	-	-	150,000
<i>Lift Station Transfer Switch</i>	6939	2	10,000	10,000	10,000	10,000	-	40,000
<i>Lift Station/Force Main Upgrades/Siphons</i>	6940	1	50,000	250,000	250,000	250,000	-	800,000
<i>Lac Du Cours Sanitary Sewer Relay/Repair</i>	6941	1	50,000	200,000	-	-	-	250,000
<b>Sewer Utility Fund Total</b>			<b>322,500</b>	<b>772,500</b>	<b>492,500</b>	<b>382,500</b>	<b>122,500</b>	<b>2,092,500</b>
<b>Water Utility Fund</b>								
<i>On Main Not Using</i>	7001	2	27,500	27,500	27,500	27,500	27,500	137,500
<i>Water Truct Connections</i>	7002	2	-	-	-	100,000	100,000	200,000
<i>Off Main Connections</i>	7003	2	-	-	-	50,000	50,000	100,000
<i>Major Repair, Road projects, Facility Abandonments</i>	7005	1	50,000	25,000	25,000	25,000	25,000	150,000
<b>Water Utility Fund Total</b>			<b>77,500</b>	<b>52,500</b>	<b>52,500</b>	<b>202,500</b>	<b>202,500</b>	<b>587,500</b>
<b>GRAND TOTAL</b>			<b>26,568,750</b>	<b>4,648,750</b>	<b>4,122,750</b>	<b>6,208,000</b>	<b>4,919,000</b>	<b>46,467,250</b>

# Debt Service Fund

**CITY OF MEQUON**  
**Schedule of Revenues, Expenditures and Change in Fund Balance**  
**Debt Service Fund**

	2015 Actual	2016 Budget	2016 Actual	2017 Budget
<b>REVENUES:</b>				
General Property Taxes	\$ 2,366,271	\$ 2,511,010	\$ 2,511,010	\$ 2,964,247
Tax Incremental Revenue	252,585	372,000	392,761	707,000
Miscellaneous Revenue	364,359	122,275	120,979	318,631
Investment Income	9,942	2,125	5,485	1,945
Total Revenues	<u>2,993,157</u>	<u>3,007,410</u>	<u>3,030,235</u>	<u>3,991,823</u>
<b>EXPENDITURES:</b>				
Debt Service				
Principal - General Obligation Bonds	1,845,000	2,065,000	2,065,000	2,575,000
Principal - Tax Incremental Financing	375,000	475,000	475,000	475,000
Interest - General Obligation Bonds	296,496	446,485	446,485	587,374
Interest - Tax Incremental Financing	435,938	425,775	425,775	409,820
Debt Issuance Costs	4,263	1,275	3,800	1,275
Total Expenditures	<u>2,956,697</u>	<u>3,413,535</u>	<u>3,416,060</u>	<u>4,048,469</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>36,460</u>	<u>(406,125)</u>	<u>(385,825)</u>	<u>(56,646)</u>
<b>OTHER FINANCING SOURCES (USES):</b>				
Other Financing Sources (uses)	-	406,125	-	92,000
Long-Term Debt Issued	-	-	-	-
Transfers In	-	-	-	-
Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>406,125</u>	<u>-</u>	<u>92,000</u>
<b>NET CHANGE IN FUND BALANCE</b>	36,460	-	(385,825)	35,354
<b>FUND BALANCE - BEGINNING</b>	(495,320)	(458,860)	(492,260)	(878,085)
<b>FUND BALANCE - ENDING</b>	<u>\$ (458,860)</u>	<u>\$ (458,860)</u>	<u>\$ (878,085)</u>	<u>\$ (842,731)</u>

## **ADDITIONAL BACKGROUND ON OUTSTANDING DEBT ISSUES**

### **GENERAL OBLIGATION REFUNDING BONDS – 2005B**

The proceeds of the \$17,775,000 Bonds were issued for a crossover refunding of the 1997 Sewer Promissory Notes. The 1997 notes were issued for the public purpose of compensating the Milwaukee Metropolitan Sewerage District for multiple years of capital charges based on relative property values.

### **GENERAL OBLIGATION PROMISSORY NOTES – 2008A**

The proceeds of the \$2,400,000 Notes were issued for public road improvements along sections of Pioneer and Bonniwell roads and replacement of the County Line Road culvert.

### **GENERAL OBLIGATION PROMISSORY NOTES – 2009A**

The proceeds of the \$5,105,000 Notes were issued for public road improvements spanning the 2009 and 2010 construction seasons.

### **TAXABLE GENERAL OBLIGATION COMMUNITY DEVELOPMENT BONDS – 2009C**

The proceeds of the \$6,950,000 Build America Bonds will be used for the public purpose of streetscaping and redevelopment in TID No. 3 centered on the intersection of Cedarburg and Mequon roads.

### **GENERAL OBLIGATION REFUNDING BONDS (TIF2)– 2011A**

The proceeds of the \$3,160,000 Bonds will be used for the refunding of the 2003A TID2 Bonds.

### **GENERAL OBLIGATION BONDS – 2011B**

The proceeds of the \$4,230,000 Bonds will be used for public road improvements in 2011 and 2012.

### **GENERAL OBLIGATION PROMISSORY NOTES – 2013A**

The proceeds of the \$3,710,000 Notes will be used for public road improvements in 2013 and 2014.

### **GENERAL OBLIGATION PROMISSORY NOTES – 2013B**

The proceeds of the \$1,280,000 Notes were used to refund a 2011 loan originated to retire the City's unfunded pension liability.

### **GENERAL OBLIGATION CORPORATE PURPOSE BONDS – 2015A**

The proceeds of the \$7,050,000 Bonds were used to finance street improvement and sewer extension projects.

### **GENERAL OBLIGATION DPW BONDS - 2016A**

The proceeds of the \$9,020,000 Bonds were used to finance a new public works facility

**CITY OF MEQUON  
SCHEDULE OF GENERAL OBLIGATION DEBT**

**10 YEAR PRINCIPAL PAYMENTS SCHEDULE  
AS OF DECEMBER 31, 2016**

Year	2005B Refunding Bonds	2008A G.O. Notes	2009A G.O. Notes	2009C G.O. Bonds	2011A G.O. Bonds	2011B G.O. Bonds	2013A G.O. Notes	2013B G.O. Notes	2015A G.O. Corp. Purp. Bonds	2016A G.O. DPW Bonds	Totals
2017	1,625,000	215,000	600,000	250,000	225,000	500,000	400,000	160,000	115,000	585,000	4,675,000
2018		215,000	600,000	300,000	225,000	500,000	400,000	160,000	380,000	520,000	3,300,000
2019			600,000	350,000	250,000	530,000	400,000	165,000	435,000	530,000	3,260,000
2020				400,000	250,000	550,000	400,000	165,000	510,000	540,000	2,815,000
2021				450,000	300,000	550,000	400,000	170,000	535,000	550,000	2,955,000
2022				550,000	300,000		400,000		820,000	565,000	2,635,000
2023				600,000	300,000		400,000		825,000	575,000	2,700,000
2024				650,000					1,155,000	585,000	2,390,000
2025				675,000					1,155,000	600,000	2,430,000
2026				725,000					590,000	610,000	1,925,000
<b>Totals</b>	<u>\$1,625,000</u>	<u>\$430,000</u>	<u>\$1,800,000</u>	<u>\$4,950,000</u>	<u>\$1,850,000</u>	<u>\$2,630,000</u>	<u>\$2,800,000</u>	<u>\$820,000</u>	<u>\$6,520,000</u>	<u>\$5,660,000</u>	<u>\$29,085,000</u>



**10 YEAR INTEREST PAYMENTS SCHEDULE  
AS OF DECEMBER 31, 2016**

Year	2005B Refunding Bonds	2008A G.O. Notes	2009A G.O. Notes	2009C G.O. Bonds	2011A G.O. Bonds	2011B G.O. Bonds	2013A G.O. Notes	2013B G.O. Notes	2015A G.O. Corp. Purp. Bonds	2016A G.O. DPW Bonds	Totals
2017	81,250	17,200	50,250	359,625	50,175	71,400	48,000	9,915	171,138	254,233	1,113,186
2018		8,815	30,750	347,750	44,887	56,400	40,000	8,435	163,713	164,203	864,953
2019			10,500	332,750	38,700	40,950	32,000	6,523	151,488	153,703	766,613
2020				315,250	31,762	24,750	24,000	4,213	137,313	143,003	680,290
2021				295,250	23,700	8,250	16,000	1,488	124,313	132,103	601,103
2022				272,750	14,475		9,000		106,663	120,953	523,841
2023				244,700	4,875		3,000		81,988	109,553	444,116
2024				212,900					58,063	97,953	368,916
2025				176,500					33,519	86,103	296,122
2026				137,688					13,888	74,003	225,578
Totals	<u>\$81,250</u>	<u>\$26,015</u>	<u>\$91,500</u>	<u>\$2,695,163</u>	<u>\$208,574</u>	<u>\$201,750</u>	<u>\$172,000</u>	<u>\$30,573</u>	<u>\$1,042,086</u>	<u>\$1,335,806</u>	<u>\$5,884,716</u>

**10 YEAR PRINCIPLE & INTEREST PAYMENTS SCHEDULE  
AS OF DECEMBER 31, 2016**

Year	2005B Refunding Bonds	2008A G.O. Notes	2009A G.O. Notes	2009C G.O. Bonds	2011A G.O. Bonds	2011B G.O. Bonds	2013A G.O. Notes	2013B G.O. Notes	2015A G.O. Corp. Purp. Bonds	2016A G.O. DPW Bonds	Totals
2017	1,706,250	232,200	650,250	609,625	275,175	571,400	448,000	169,915	286,138	839,233	5,788,186
2018		223,815	630,750	647,750	269,887	556,400	440,000	168,435	543,713	684,203	4,164,953
2019			610,500	682,750	288,700	570,950	432,000	171,523	586,488	683,703	4,026,613
2020				715,250	281,762	574,750	424,000	169,213	647,313	683,003	3,495,290
2021				745,250	323,700	558,250	416,000	171,488	659,313	682,103	3,556,103
2022				822,750	314,475		409,000		926,663	685,953	3,158,841
2023				844,700	304,875		403,000		906,988	684,553	3,144,116
2024				862,900					1,213,063	682,953	2,758,916
2025				851,500					1,188,519	686,103	2,726,122
2026				862,688					603,888	684,003	2,150,578
<b>Totals</b>	<u>\$1,706,250</u>	<u>\$456,015</u>	<u>\$1,891,500</u>	<u>\$7,645,163</u>	<u>\$2,058,574</u>	<u>\$2,831,750</u>	<u>\$2,972,000</u>	<u>\$850,573</u>	<u>\$7,562,086</u>	<u>\$6,995,806</u>	<u>\$34,969,716</u>

## CITY OF MEQUON

### COMPUTATION OF LEGAL DEBT MARGIN AS OF DECEMBER 31, 2016

Equalized Value of Real and Personal Property	<u>\$4,478,909,700</u>
Real Property	\$4,410,741,800
Personal Property	\$68,167,900
Legal Debt Limit, 5% of Equalized Valuation (Wisconsin Statutory Limitation)	\$223,945,485
<u>Amount of Debt Applicable to Debt Limitation:</u>	
Total General Obligation Bonds, Notes, Purchase Contracts Outstanding December 31, 2016	<u>\$34,220,000</u>
Remaining Legal Debt Margin	<u>\$189,725,485</u>
Percent of Debt Outstanding to Equalized Value	0.76%
Percent of Legal Debt Limit Used	15.28%
Percent of Legal Debt Limit Available	84.72%

### ADDITIONAL DIRECT AND OVERLAPPING DEBT INFORMATION

Taxing Authority	Debt as of 12/31/16	% Applicable to City	Direct and Overlapping Debt	Total Debt per Capita
City of Mequon	\$ 34,220,000	100.00%	\$ 34,220,000	1,463
MATC	105,825,000	6.001%	6,350,770	272
Ozaukee County	32,090,000	67.549%	21,676,538	927
Mequon-Thiensville School	24,385,000	93.158%	22,716,554	971
Cedarburg School District	10,010,000	0.869%	87,007	4
Totals:	\$ 206,530,000		\$ 85,050,869	\$ 3,572

Source: City of Mequon Annual Financial Reports, Official Statements on EMMA, and WI Dept of Public Instruction

# Sewer Utility

**CITY OF MEQUON**  
**Schedule of Revenues, Expenditures and Change in Fund Balance**  
**Sewer Utility Fund**

	2015 Actual	2016 Budget	2016 Actual	2017 Budget
<b>REVENUES:</b>				
General Property Taxes	\$ 7,024,285	\$ 7,147,372	\$ 7,147,130	\$ 7,226,437
Operating Revenues	3,184,320	3,466,000	3,003,517	3,666,000
Investment Income	8,622	14,000	9,245	19,000
Other revenues	258,014	272,003	632,962	329,129
Total Revenues	<u>10,475,240</u>	<u>10,899,375</u>	<u>10,792,853</u>	<u>11,240,566</u>
<b>EXPENDITURES:</b>				
Salaries	690,845	760,149	678,069	616,818
Fringe Benefits	194,182	205,489	231,694	259,689
Materials & Supplies	48,326	64,900	40,675	60,500
Purchased Services	56,713	92,008	32,781	77,808
Operating Expenses	7,375,956	7,746,469	7,677,862	8,361,304
Non-Operating Expenses	981,115	902,110	895,010	840,999
Total Expenditures	<u>9,347,138</u>	<u>9,771,125</u>	<u>9,556,091</u>	<u>10,217,118</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>1,128,102</u>	<u>1,128,250</u>	<u>1,236,763</u>	<u>1,023,448</u>
<b>OTHER FINANCING SOURCES (USES):</b>				
Other Financing Sources	21,776	-	-	-
Long-Term Debt Issued	-	-	-	-
Transfers In	-	-	-	-
Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	<u>21,776</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCE</b>	1,149,878	1,128,250	1,236,763	1,023,448
<b>FUND BALANCE - BEGINNING</b>	16,989,239	18,139,117	19,267,367	20,504,130
<b>FUND BALANCE - ENDING</b>	<u>\$ 18,139,117</u>	<u>\$ 19,267,367</u>	<u>\$ 20,504,130</u>	<u>\$ 21,527,578</u>

# Water Utility

**CITY OF MEQUON**  
**Schedule of Revenues, Expenditures and Change in Fund Balance**  
**Water Utility Fund**

	2015 Actual	2016 Budget	2016 Actual	2017 Budget
<b>REVENUES:</b>				
General Property Taxes	\$ -	\$ -	\$ -	\$ -
Operating Revenues	2,902,497	3,582,495	3,284,303	3,631,592
Non-Operating Revenues	82,236	151,252	144,360	160,105
Investment Income	4,243	6,000	10,368	16,000
Total Revenues	<u>2,988,976</u>	<u>3,739,747</u>	<u>3,439,031</u>	<u>3,807,697</u>
<b>EXPENDITURES:</b>				
Admin-General Salaries	151,792	143,913	171,044	146,545
Fringe Benefits	-	1,270	635	31,722
Materials & Supplies	24,016	29,886	10,636	10,000
Purchased Services	376,947	431,741	354,630	434,333
Operating Expenses	1,258,585	1,327,690	1,371,160	1,480,605
Non-Operating Expenses	645,289	621,698	621,686	593,532
Total Expenditures	<u>2,456,630</u>	<u>2,556,198</u>	<u>2,529,791</u>	<u>2,696,737</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>532,346</u>	<u>1,183,549</u>	<u>909,239</u>	<u>1,110,960</u>
<b>OTHER FINANCING SOURCES (USES):</b>				
Other Financing Sources	-	-	-	-
Long-Term Debt Issued	-	-	-	-
Transfers In	5,824,452	-	69,112	-
Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	<u>5,824,452</u>	<u>-</u>	<u>69,112</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCE</b>	6,356,798	1,183,549	978,351	1,110,960
<b>FUND BALANCE - BEGINNING</b>	4,038,532	10,395,330	11,578,879	12,557,230
<b>FUND BALANCE - ENDING</b>	<u>\$ 10,395,330</u>	<u>\$ 11,578,879</u>	<u>\$ 12,557,230</u>	<u>\$ 13,668,190</u>

# Combined Funds Summary



**CITY OF MEQUON**  
**Schedule of Revenues, Expenditures and Change in Fund Balance**  
**General / Capital / Debt / Sewer / Water Funds Combined**

	2015 Actual	2016 Budget	2016 Actual	2017 Budget
<b>REVENUES:</b>				
General Property Taxes	\$ 20,562,186	\$ 20,669,899	\$ 20,845,987	\$ 21,214,669
Tax Incremental Revenue	252,585	372,000	392,761	707,000
Intergovernmental	1,886,592	1,843,819	1,851,797	1,845,268
Licenses & Permits	770,429	1,054,350	886,375	953,900
Fines and Forfeitures	701,348	754,589	881,807	894,725
Public Charges for Services	430,882	421,185	399,181	411,950
Borrowed Proceeds	5,740,000	8,000,000	8,905,000	-
Other revenues	1,978,390	1,503,778	2,471,656	1,595,760
Investment income	45,203	41,125	75,583	57,945
Operating Revenues	<u>6,169,053</u>	<u>16,104,747</u>	<u>6,432,180</u>	<u>7,457,697</u>
Total Revenues	<u>38,536,666</u>	<u>50,765,492</u>	<u>43,142,326</u>	<u>35,138,914</u>
<b>EXPENDITURES:</b>				
Salaries	8,762,252	8,840,462	9,205,196	9,066,204
Fringe Benefits	3,368,478	3,470,729	3,608,266	3,764,245
Materials & Supplies	1,056,621	1,345,157	957,196	1,081,406
Purchased Services	2,638,888	3,088,475	2,718,842	2,996,609
Facility & Plant	614,124	534,746	525,518	497,696
Other Staff Costs	55,442	69,380	55,195	61,460
Equipment / Other *	136,410	152,867	136,410	120,621
General Government (Capital)	25,000	8,905,000	7,097,201	220,000
Public Safety (Capital)	572,319	306,000	534,794	276,665
Public Works (Capital)	3,841,285	2,578,000	2,578,840	351,337
Community Development (Capital)	-	-	-	-
Principal - GO (Debt)	1,845,000	2,065,000	2,065,000	2,575,000
Principal - TIF (Debt)	375,000	475,000	475,000	475,000
Interest - GO (Debt)	296,496	446,485	446,485	587,374
Interest - TIF (Debt)	435,938	425,775	425,775	409,820
Issuance Costs (Debt)	4,263	1,275	3,800	1,275
Operating Expenses (Sewer & Water)	8,634,541	9,074,159	9,049,022	9,841,909
Non-Operating Expenses (Sewer & Water)	1,626,404	1,523,808	1,516,696	1,434,531
Total Expenditures	<u>34,288,463</u>	<u>43,302,318</u>	<u>41,399,237</u>	<u>33,761,152</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>4,248,204</u>	<u>7,463,174</u>	<u>1,743,089</u>	<u>1,377,762</u>
<b>OTHER FINANCING SOURCES (USES):</b>				
Other Financing Sources (uses)	21,776	406,125	130,454	92,000
Long-Term Debt Issued	-	-	-	-
Transfers In	5,824,452	-	69,112	-
Transfers Out	404	-	-	-
Sale of Assets	-	-	56,625	-
Total Other Financing Sources (Uses)	<u>5,846,632</u>	<u>406,125</u>	<u>256,191</u>	<u>92,000</u>
<b>NET CHANGE IN FUND BALANCE</b>	10,094,836	7,869,299	1,999,280	1,469,762
<b>FUND BALANCE - BEGINNING</b>	7,146,228	17,241,064	17,241,064	41,585,721
<b>FUND BALANCE - ENDING</b>	<u>\$ 17,241,064</u>	<u>\$ 25,110,362</u>	<u>\$ 19,240,344</u>	<u>\$ 43,055,483</u>

# General Government Departments

Mayor and Common Council

City Administrator

City Clerk

Elections

Information Systems

Finance

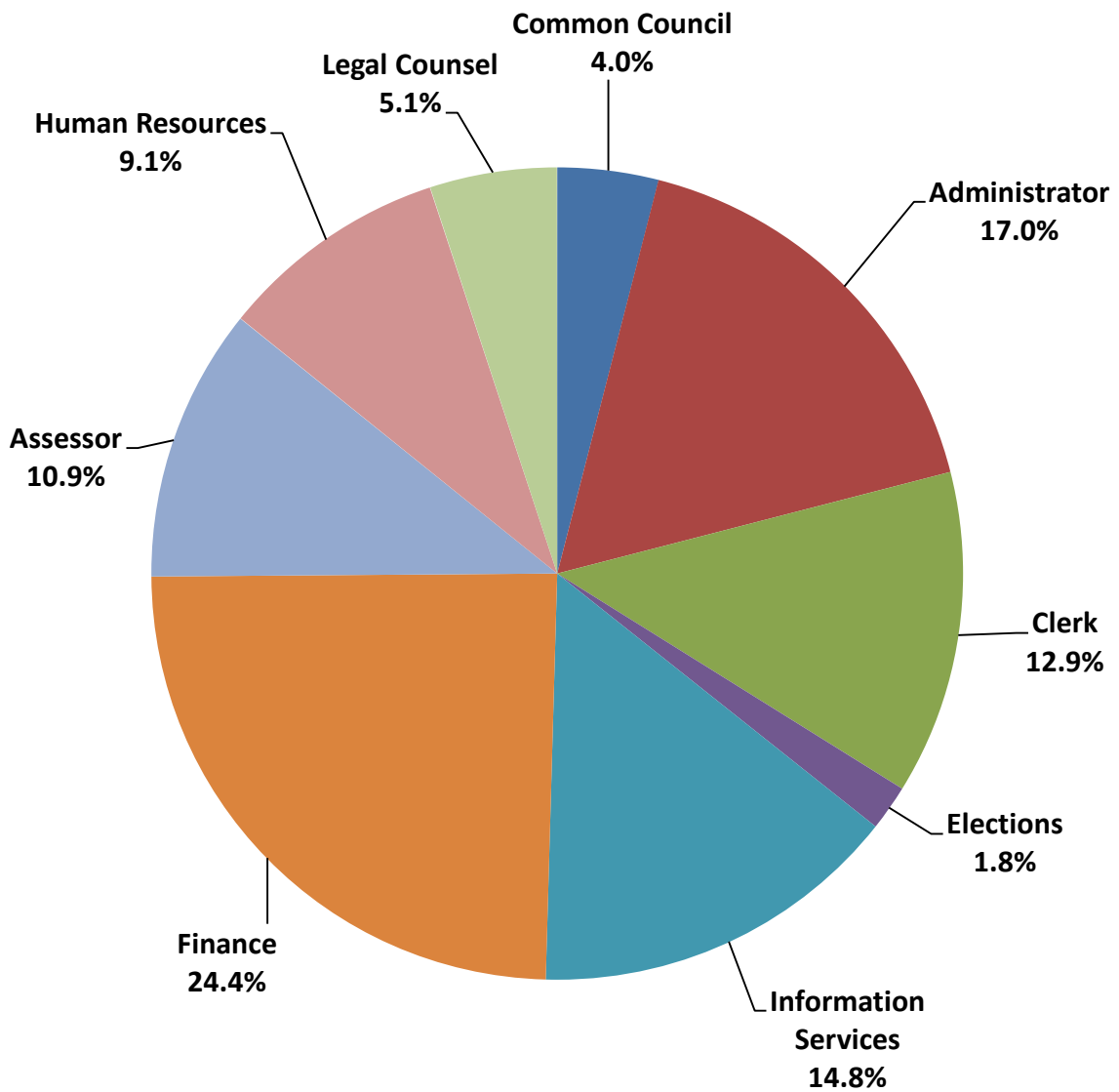
Assessment Services

Human Resources

Legal Services

# CITY OF MEQUON

## 2017 General Government Expenditures Budget Percentages by Department



# Mayor and Common Council

## Program Description

In Mequon, a responsive representative government is headed by the chief executive officer who is an elected part-time Mayor. The Mayor and Common Council make municipal decisions based on state statutes, local ordinances and recommendations from a full-time City Administrator. The mayor also plays a vital role in appointing qualified citizens to boards and commissions, which make recommendations to the Council and help to ensure a democratic, citizen-centered process. The Common Council is the duly elected legislative and policy-making body of the City. The fundamental job of the Common Council is to make policy decisions for the City based on full, relevant and accurate information provided by City staff. Additionally, four standing committees render recommendations regarding projects, facilities, and finance/personnel, as well as issues related to the health, safety, and welfare of the community-at-large.

## FY2016 Accomplishments

- Represented the City before citizens, businesses, community groups, and other government entities
- Oversaw completion of construction for Phase I of Mequon Town Center
- Transitioned all existing tenants out of the Logemann Center building, and provided direct assistance in relocating the Historical Society to the Village of Thiensville
- Implemented a legislative management system to standardize and streamline the process of preparing and distributing meeting agenda materials for all City boards, commissions and committees
- Enhanced emergency response through implementation of Emergency Medical Dispatch

## Key Performance Indicators

Activity	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Projected	FY2017 Budgeted
<b>Ordinances Adopted</b>	16	28	24	16	TBD
<b>Resolutions Adopted</b>	75	68	80	62	TBD
<b>Common Council Meetings</b>	16	21	17	18	16
<b>Public Safety Committee</b>	13	12	10	9	12
<b>Public Works Committee</b>	9	9	12	11	12
<b>Finance &amp; Personnel Committee</b>	13	17	14	12	12
<b>Public Welfare Committee</b>	12	13	14	12	12

## FY2017 Objectives

- Maintain the City's conservative fiscal reputation and low tax rate
- Finalize approvals and commence construction of Phase II within Mequon Town Center
- Consolidate operations through completion of a new Combined Public Works facility
- Enhance external communications through launch of a new City website

- Integrate infrastructure and long-term fiscal planning through development of a City-wide Asset Management Plan

**Elected Positions for FY2017**

<b>Elected Positions</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>
Mayor	1	1	1
Alderman	8	8	8

**Estimated FY2017 Revenue**

None

**Adopted FY2017 Budget**

**\$81,893**



## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
<b>101 Common Council</b>		99,666.50	99,337.57	93,300.00	81,893.00	-12.2%
<b>70 SALARIES</b>		46,800.00	48,000.00	48,000.00	48,000.00	0.0%
<a href="#">110101 670101</a>	Salaries	46,800.00	48,000.00	48,000.00	48,000.00	0.0%
<b>Total</b>		46,800.00	48,000.00	48,000.00	48,000.00	0.0%
<b>73 FRINGE BENEFITS</b>		4,408.03	4,464.24	4,550.00	4,543.00	-0.2%
<a href="#">110101 673101</a>	Social Security	3,580.20	3,672.00	3,678.00	3,678.00	0.0%
<a href="#">110101 673102</a>	Retirement	720.72	633.60	749.00	653.00	-12.8%
<a href="#">110101 673103</a>	Worker's Comp Insurance	107.11	123.34	123.00	127.00	3.3%
<a href="#">110101 673104</a>	Unemployment Compensation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110101 673203</a>	Life Insurance	0.00	35.30	0.00	85.00	0.0%
<b>Total</b>		4,408.03	4,464.24	4,550.00	4,543.00	-0.2%
<b>80 MATERIALS &amp; SUPPLIES</b>		15,106.17	13,472.52	13,550.00	2,400.00	-82.3%
<a href="#">110101 680101</a>	Office Supplies	0.00	0.00	0.00	0.00	0.0%
<a href="#">110101 680301</a>	Work Supplies-Admin	108.45	0.00	0.00	0.00	0.0%
<a href="#">110101 680501</a>	Memberships	12,489.03	10,822.23	10,750.00	1,850.00	-82.8%
<a href="#">110101 680502</a>	Printing/Publications	1,961.89	2,104.89	2,250.00	0.00	-100.0%
<a href="#">110101 680504</a>	Telephone services	546.80	545.40	550.00	550.00	0.0%
<a href="#">110101 680505</a>	Postage	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		15,106.17	13,472.52	13,550.00	2,400.00	-82.3%
<b>83 PURCHASED SERVICES</b>		33,352.30	33,400.81	27,200.00	26,950.00	-0.9%
<a href="#">110101 683101</a>	Consultants - General	0.00	0.00	0.00	0.00	0.0%
<a href="#">110101 683201</a>	Contracted Services - General	0.00	0.00	0.00	0.00	0.0%
<a href="#">110101 683211</a>	Communications-Cable TV	4,760.00	4,675.00	5,200.00	4,950.00	-4.8%
<a href="#">110101 683501</a>	Training/Conferences	0.00	398.06	0.00	0.00	0.0%
<a href="#">110101 683702</a>	Miscellaneous Services	28,592.30	28,327.75	22,000.00	22,000.00	0.0%
<b>Total</b>		33,352.30	33,400.81	27,200.00	26,950.00	-0.9%

# City Administrator

## Program Description

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

## FY2016 Accomplishments

- Closed FY2015 with a favorable General Fund Budget revenue variance of \$110,297 and a favorable expenditure variance of \$122,890
- Administered the FY2016 Budget to ensure that expenditures do not exceed revenues
- Oversaw development of the FY2017 budget, including absorption of \$642,000 in new debt service related to construction of the City’s new Combined Public Works Facility
- Supported the Mequon-Thiensville Historical Society in evaluating new relocation options, and provided direct assistance during its move to a new facility in the Village of Thiensville
- Developed and issued a Request-for-Proposals (RFP) for a new City website, and completed the evaluation process for selecting a firm to develop a refurbished website in FY2017

## Key Performance Indicators

Activity	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Budgeted
<b>Agenda Items Approved as Initially Proposed</b>	94.9%	94.1%	91.3%	88.0%	TBD
<b>Full-Time Equivalents (FTE) per 1,000 Residents</b>	4.67	4.64	4.55	4.67	4.65
<b>Tax Levy</b>	\$13,062,949	\$13,160,913	\$13,357,908	\$13,522,527	\$13,988,232
<b>Mill Rate</b>	3.041	3.047	3.049	3.050	3.052
<b>Percentage Change in General Fund Budget</b>	+12.11%	+10.43%	+2.36%	+2.31%	+0.35%
<b>General Government (Administrative)* Expenses as a Percentage of Total Budget</b>	12.69%	13.24%	13.10%	13.43%	12.85%

### **FY2017 Objectives**

- Work collaboratively with an Interdepartmental Committee to launch the City's new website
- Develop a City-wide Asset Management Plan, as part of an effort to strategically identify, prioritize and fund long-term replacement of the City's fleet, facilities and infrastructure
- Undertake a review of all policies, practices and procedures of the City's Board of Appeals, in order to achieve process improvement and advance stakeholder outcomes
- Oversee the process for developing the City's 2018 Fiscal Year Budget
- Commence a joint analysis of park and recreation services provided to the community by both the City of Mequon and the Mequon-Thiensville School District

### **Staffing for FY2017**

<b>Positions (FTE)</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>
City Administrator	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00

### **Estimated FY2017 Revenue**

None

### **Actual FY2017 Budget**

**\$345,165**





## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
<b>111 City Administrator</b>		<b>263,663.80</b>	<b>267,927.61</b>	<b>310,768.00</b>	<b>345,165.00</b>	<b>11.1%</b>
<b>70 SALARIES</b>		<b>189,024.55</b>	<b>194,538.58</b>	<b>194,550.00</b>	<b>179,396.00</b>	<b>-7.8%</b>
<a href="#">110111 670101</a>	Salaries	172,110.31	175,391.43	194,150.00	179,396.00	-7.6%
<a href="#">110111 670104</a>	Vacation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110111 670105</a>	Sick Pay	0.00	0.00	0.00	0.00	0.0%
<a href="#">110111 670106</a>	Comp Time	2,282.53	2,538.75	0.00	0.00	0.0%
<a href="#">110111 670201</a>	OverTime	87.35	0.00	400.00	0.00	-100.0%
<a href="#">110111 670204</a>	Paid Time Off	14,544.36	16,608.40	0.00	0.00	0.0%
<a href="#">110111 670205</a>	Medical Leave	0.00	0.00	0.00	0.00	0.0%
<a href="#">110111 670301</a>	Longevity	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>189,024.55</b>	<b>194,538.58</b>	<b>194,550.00</b>	<b>179,396.00</b>	<b>-7.8%</b>
<b>73 FRINGE BENEFITS</b>		<b>55,169.19</b>	<b>57,718.77</b>	<b>59,043.00</b>	<b>57,674.00</b>	<b>-2.3%</b>
<a href="#">110111 673101</a>	Social Security	13,425.66	13,679.53	14,442.00	12,814.00	-11.3%
<a href="#">110111 673102</a>	Retirement	12,176.59	12,331.86	12,023.00	12,199.00	1.5%
<a href="#">110111 673103</a>	Worker's Comp Insurance	491.08	458.27	457.00	517.00	13.1%
<a href="#">110111 673104</a>	Unemployment Compensation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110111 673201</a>	Health Insurance	26,072.73	27,982.60	28,524.00	29,052.00	1.9%
<a href="#">110111 673202</a>	Dental Insurance	1,282.21	1,367.04	1,367.00	1,367.00	0.0%
<a href="#">110111 673203</a>	Life Insurance	667.40	809.16	1,104.00	599.00	-45.7%
<a href="#">110111 673204</a>	Long Term Disability	1,053.52	1,090.31	1,126.00	1,126.00	0.0%
<b>Total</b>		<b>55,169.19</b>	<b>57,718.77</b>	<b>59,043.00</b>	<b>57,674.00</b>	<b>-2.3%</b>
<b>80 MATERIALS &amp; SUPPLIES</b>		<b>4,049.47</b>	<b>4,484.40</b>	<b>3,885.00</b>	<b>4,595.00</b>	<b>18.3%</b>
<a href="#">110111 680101</a>	Office Supplies	689.68	426.87	500.00	400.00	-20.0%
<a href="#">110111 680501</a>	Memberships	1,713.67	2,849.60	2,225.00	3,135.00	40.9%
<a href="#">110111 680502</a>	Printing/Publications	0.00	76.93	0.00	0.00	0.0%
<a href="#">110111 680503</a>	Books & Periodicals	642.04	432.70	360.00	360.00	0.0%
<a href="#">110111 680504</a>	Telephone services	771.78	519.49	600.00	500.00	-16.7%
<a href="#">110111 680505</a>	Postage	232.30	178.81	200.00	200.00	0.0%
<b>Total</b>		<b>4,049.47</b>	<b>4,484.40</b>	<b>3,885.00</b>	<b>4,595.00</b>	<b>18.3%</b>
<b>83 PURCHASED SERVICES</b>		<b>10,141.59</b>	<b>11,185.86</b>	<b>53,290.00</b>	<b>103,500.00</b>	<b>94.2%</b>
<a href="#">110111 683101</a>	Consultants - General	0.00	0.00	0.00	0.00	0.0%
<a href="#">110111 683201</a>	Contracted Services - General	0.00	288.17	20,000.00	0.00	-100.0%
<a href="#">110111 683501</a>	Training/Conferences	4,444.30	7,099.98	3,800.00	3,500.00	-7.9%
<a href="#">110111 683702</a>	Miscellaneous Services	197.29	202.71	0.00	0.00	0.0%
<a href="#">110111 683901</a>	Contingency	5,500.00	3,595.00	29,490.00	100,000.00	239.1%
<b>Total</b>		<b>10,141.59</b>	<b>11,185.86</b>	<b>53,290.00</b>	<b>103,500.00</b>	<b>94.2%</b>
<b>86 FACILITY &amp; PLANT</b>		<b>4,875.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<a href="#">110111 686550</a>	M & R	4,875.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>4,875.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>98 TRANSFERS</b>		<b>404.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<a href="#">110111 698101</a>	Transfers Out	404.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>404.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

# City Clerk

## Program Description

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

### FY2016 Objectives

Integrate the electronic agenda management software into every department and increase meeting recording availability

Educate staff on record retention best practices

Begin licensing in Munis

Continue department staff education on the Common Council, Committee of the Whole, Board of Appeals, Board of Review, liquor licensing and open records law.

### FY2016 Accomplishments

All Boards, Commissions and Committees will use agenda management software by years 'end. All Common Council and Plan Commission meetings available on Accela, You Tube and Channel 25.

Updated record retention schedule made available to staff and stale documents appropriately handled.

Implementation delayed.

Continued training obtained through both webinars and in-person classes.

### Key Performance Indicators

\*\*thru August 2016

Activity	2013 Actual	2014 Actual	2015 Actual	2016** Actual	2017 Estimated
Alcohol Licenses	55	55	56	54	55
Active Bartenders	134	191	194	80	120
Food	88	105	111	106	110
Peddlers, Canvassers, Solicitors	45	12	12	6	8
Event Vendors	22	22	34	22	30
Open Record Requests	14	9	33	26	30
Board of Appeal hearings	3	0	5	7	6
Board of Review hearings	1	3	10	0	4

**FY2017 Objectives**

- Coordinate Board of Review training to be held in Mequon and train all Board of Review members.
- Create a written guide to assist staff working in Accela
- Create comprehensive listing of Board of Appeal hearings
- Review Licenses for efficiencies and revisions
- Create a policy regarding the use of City Hall meeting rooms
- Investigate ways to increase electronic records in City Hall

**Staffing for FY2017**

<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>
Deputy City Clerk (1) 1.00 FTE	City Clerk (1) 1.00 FTE	City Clerk (1) 1.00 FTE
Administrative Secretary (2) 1.75FTE	Administrative Secretary (2) 1.75 FTE	Administrative Secretary (2) 1.75 FTE
Administrative Secretary 0.50 LTE	Administrative Secretary 0.50 LTE	Administrative Secretary 0.50 LTE

**Estimated FY2017 Revenue**

**\$59,150**

**Adopted FY2017 Budget**

**\$262,406**



## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
<b>112 City Clerk</b>		<b>230,823.94</b>	<b>259,560.74</b>	<b>261,228.00</b>	<b>262,406.00</b>	<b>0.5%</b>
<b>70 SALARIES</b>		<b>145,064.23</b>	<b>169,282.20</b>	<b>156,090.00</b>	<b>164,037.00</b>	<b>5.1%</b>
<a href="#">110112 670101</a>	Salaries	133,356.28	155,286.36	151,090.00	161,537.00	6.9%
<a href="#">110112 670104</a>	Vacation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110112 670105</a>	Sick Pay	0.00	0.00	0.00	0.00	0.0%
<a href="#">110112 670106</a>	Comp Time	134.52	674.82	0.00	0.00	0.0%
<a href="#">110112 670201</a>	OverTime	341.74	4,237.49	5,000.00	2,500.00	-50.0%
<a href="#">110112 670204</a>	Paid Time Off	10,746.47	9,083.53	0.00	0.00	0.0%
<a href="#">110112 670205</a>	Medical Leave	485.22	0.00	0.00	0.00	0.0%
<a href="#">110112 670301</a>	Longevity	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>145,064.23</b>	<b>169,282.20</b>	<b>156,090.00</b>	<b>164,037.00</b>	<b>5.1%</b>
<b>73 FRINGE BENEFITS</b>		<b>51,071.13</b>	<b>57,345.40</b>	<b>53,898.00</b>	<b>57,583.00</b>	<b>6.8%</b>
<a href="#">110112 673101</a>	Social Security	10,598.80	12,380.07	10,998.00	11,799.00	7.3%
<a href="#">110112 673102</a>	Retirement	9,077.50	9,695.17	8,800.00	9,716.00	10.4%
<a href="#">110112 673103</a>	Worker's Comp Insurance	414.29	387.07	386.00	432.00	11.9%
<a href="#">110112 673104</a>	Unemployment Compensation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110112 673201</a>	Health Insurance	29,296.00	32,136.40	32,065.00	32,962.00	2.8%
<a href="#">110112 673202</a>	Dental Insurance	433.91	1,367.04	349.00	1,367.00	291.7%
<a href="#">110112 673203</a>	Life Insurance	502.16	605.02	600.00	607.00	1.2%
<a href="#">110112 673204</a>	Long Term Disability	748.47	774.63	700.00	700.00	0.0%
<b>Total</b>		<b>51,071.13</b>	<b>57,345.40</b>	<b>53,898.00</b>	<b>57,583.00</b>	<b>6.8%</b>
<b>80 MATERIALS &amp; SUPPLIES</b>		<b>15,531.40</b>	<b>6,144.63</b>	<b>18,825.00</b>	<b>15,585.00</b>	<b>-17.2%</b>
<a href="#">110112 680101</a>	Office Supplies	4,961.85	2,432.32	4,500.00	4,000.00	-11.1%
<a href="#">110112 680103</a>	Office Supplies-Copiers	3,123.04	2,181.96	4,000.00	2,500.00	-37.5%
<a href="#">110112 680301</a>	Work Supplies-Admin	0.00	0.00	0.00	0.00	0.0%
<a href="#">110112 680501</a>	Memberships	115.00	95.00	115.00	85.00	-26.1%
<a href="#">110112 680502</a>	Printing/Publications	3,096.46	2,396.23	5,200.00	4,000.00	-23.1%
<a href="#">110112 680503</a>	Books & Periodicals	0.00	0.00	0.00	0.00	0.0%
<a href="#">110112 680504</a>	Telephone services	6.00	6.00	10.00	0.00	-100.0%
<a href="#">110112 680505</a>	Postage	4,229.05	(966.88)	5,000.00	5,000.00	0.0%
<b>Total</b>		<b>15,531.40</b>	<b>6,144.63</b>	<b>18,825.00</b>	<b>15,585.00</b>	<b>-17.2%</b>
<b>83 PURCHASED SERVICES</b>		<b>15,137.62</b>	<b>22,580.95</b>	<b>28,385.00</b>	<b>20,990.00</b>	<b>-26.1%</b>
<a href="#">110112 683101</a>	Consultants - General	0.00	0.00	0.00	0.00	0.0%
<a href="#">110112 683201</a>	Contracted Services - General	13,644.77	22,331.63	27,110.00	20,490.00	-24.4%
<a href="#">110112 683202</a>	Contracted Services - Maint.	0.00	0.00	0.00	0.00	0.0%
<a href="#">110112 683501</a>	Training/Conferences	1,492.85	249.32	1,275.00	500.00	-60.8%
<b>Total</b>		<b>15,137.62</b>	<b>22,580.95</b>	<b>28,385.00</b>	<b>20,990.00</b>	<b>-26.1%</b>
<b>88 EQUIPMENT / LEASES</b>		<b>4,019.56</b>	<b>4,207.56</b>	<b>4,030.00</b>	<b>4,211.00</b>	<b>4.5%</b>
<a href="#">110112 680401</a>	Equip / Small Tools	4,019.56	4,207.56	4,030.00	4,211.00	4.5%
<b>Total</b>		<b>4,019.56</b>	<b>4,207.56</b>	<b>4,030.00</b>	<b>4,211.00</b>	<b>4.5%</b>

# Elections

## Program Description

The City Clerk's Office performs the duties required by Wisconsin State Statutes relating to conducting the city's election process. The City of Mequon has an estimated 23,400 residents, with 17,400 registered voters, divided into 21 wards, at eight polling locations.

### FY2016 Objectives

Train staff and poll workers on the proper way to implement photo ID before and on Election Day.

Train staff and poll workers on the proper way to administer provisional ballots to those voters that do not have proper photo ID

Fully train staff to utilize the new Voter Registration/Election Administrative software

Computerize in-person voting for presidential election

Recruit and train new poll workers

Continue to mentor, educate and support City Clerk Staff in elections process

### FY2016 Accomplishments

Photo ID was reinstated beginning with the February election. Staff was prepared and administered competently. 22 training sessions have been held in 2016 on various election procedures and topics to keep poll workers current.

Staff provided training sessions to communicate the proper procedures to Chief Inspectors on election day.

Staff was involved in the testing of the new system prior to implementation and in the suggestions for improvements. All staff was prepared and fully trained for the first election and continues to gain experience and expertise.

Staff is well underway in planning for the Presidential Election using computers to look up registered voters. This will increase efficiency and accuracy.

Staff advertised for poll workers on the City website, electronic sign and at polling sites as well. Trained 15 new poll workers.

Staff attended thirteen webinars on various election topics in an effort to stay current in new legislation and procedures.

### Key Performance Indicators

Activity	2013 Actual	2014 Actual	2015 Actual	2016** Actual	2017 Budgeted
<b>Registered Voters</b>	18274	17442	17916	17758	18500
<b>Elections Held</b>	3	3	1	4	2
<b>New Voter Registrations</b>	222	1220	101	1122	200
<b>Absentee Ballots Issued</b>	2550	6756	1418	4902	2500

### FY2017 Objectives

- Conduct examination of voters that have not participated in the last four years. Non-voting residents will be removed from list of active registered voters.
- Work toward efficiencies in our daily procedures regarding voter registration and absentee ballot processing
- Condense electronic files for efficiency and ease of use

### Estimated FY2017 Revenue

None

### Adopted FY2017 Budget

\$36,597



## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
<b>113 Elections</b>		<b>25,535.72</b>	<b>66,116.49</b>	<b>83,901.00</b>	<b>36,597.00</b>	<b>-56.4%</b>
<b>70 SALARIES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<a href="#">110113 670101</a>	Salaries	0.00	0.00	0.00	0.00	0.0%
<a href="#">110113 670106</a>	Comp Time	0.00	0.00	0.00	0.00	0.0%
<a href="#">110113 670201</a>	OverTime	0.00	0.00	0.00	0.00	0.0%
<a href="#">110113 670204</a>	Paid Time Off	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>73 FRINGE BENEFITS</b>		<b>53.09</b>	<b>458.76</b>	<b>81.00</b>	<b>347.00</b>	<b>328.4%</b>
<a href="#">110113 673101</a>	Social Security	0.00	377.54	0.00	0.00	0.0%
<a href="#">110113 673103</a>	Worker's Comp Insurance	53.09	81.22	81.00	347.00	328.4%
<a href="#">110113 673104</a>	Unemployment Compensation	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>53.09</b>	<b>458.76</b>	<b>81.00</b>	<b>347.00</b>	<b>328.4%</b>
<b>80 MATERIALS &amp; SUPPLIES</b>		<b>1,951.48</b>	<b>13,704.37</b>	<b>18,620.00</b>	<b>7,250.00</b>	<b>-61.1%</b>
<a href="#">110113 680101</a>	Office Supplies	1,054.93	9,674.13	10,620.00	6,250.00	-41.1%
<a href="#">110113 680502</a>	Printing/Publications	0.00	0.00	0.00	0.00	0.0%
<a href="#">110113 680504</a>	Telephone services	0.00	0.00	0.00	0.00	0.0%
<a href="#">110113 680505</a>	Postage	896.55	4,030.24	8,000.00	1,000.00	-87.5%
<b>Total</b>		<b>1,951.48</b>	<b>13,704.37</b>	<b>18,620.00</b>	<b>7,250.00</b>	<b>-61.1%</b>
<b>83 PURCHASED SERVICES</b>		<b>23,531.15</b>	<b>51,313.36</b>	<b>65,200.00</b>	<b>29,000.00</b>	<b>-55.5%</b>
<a href="#">110113 683101</a>	Consultants - General	0.00	0.00	0.00	0.00	0.0%
<a href="#">110113 683201</a>	Contracted Services - General	21,781.27	51,313.36	51,600.00	23,500.00	-54.5%
<a href="#">110113 683202</a>	Contracted Services - Maint.	1,685.88	0.00	4,000.00	4,000.00	0.0%
<a href="#">110113 683501</a>	Training/Conferences	64.00	0.00	9,600.00	1,500.00	-84.4%
<b>Total</b>		<b>23,531.15</b>	<b>51,313.36</b>	<b>65,200.00</b>	<b>29,000.00</b>	<b>-55.5%</b>
<b>86 FACILITY &amp; PLANT</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<a href="#">110113 686550</a>	M & R	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>88 EQUIPMENT / LEASES</b>		<b>0.00</b>	<b>640.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<a href="#">110113 680401</a>	Equip / Small Tools	0.00	640.00	0.00	0.00	0.0%
<b>Total</b>		<b>0.00</b>	<b>640.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

# Information Services

## Program Description

Responsible for maintaining all electronic data systems to insure that all city department information processing is performed in an efficient, accurate, and timely manner.

### FY2016 Objectives

Continue to follow the City's strategic IT plan with short and long term goals to automate and streamline the business functions of each department.

Support Services - Provide full time IT computer and telecommunications support service resources that cover all departments Citywide including Police and Fire.

Telecommunication Phone Systems replacement final implementation.

### FY2016 Accomplishments

IT Consultant continued to complete recommended projects from the City's strategic IT plan. These technology projects ensure structured and productive implementation of necessary IT City-wide functions. Began the new next 5 year IT Strategic Plan initiative to build upon the foundation of the previous 5 year plan.

Significant time and resources are needed for daily systems operational support. IT Consultant manages the vendor for remote/onsite help desk support covering business hours and after hour emergencies and 24 by 7 critical systems monitoring for a fixed monthly fee. This included network reconfigurations which enhanced and secured City communications and data resources.

IT Consultant serves the role of IT Coordinator for the city. IT Consultant provides for, and maintains installed hardware/software systems, development of end-user and department IT solutions to fit within the over-all City-wide plan, coordinate and manage all IT related vendor relationships, negotiates favorable pricing for services and equipment, and generally determines and guides the City in a planned directional growth.

Significant IT Consultant and IT Support staff time was logged in supporting and troubleshooting day-to-day support requests (over 800 tickets, both formal and informal, averaging just over 3 tickets per every work day in 2015)

IT Consultant coordinated project work and managed resources during final implementation of the new VOIP telephone system.



Police computer hardware/software related technical support and implementation system support assistance for the continued upgrades/updates and support of current systems installed.

IT Consultant with IT Support services with significant PD staff efforts, work with the County, hardware and software Vendors for continued support and upgrades/updates of the computer systems and PD equipment technology. Significant formal and informal weekly systems support tickets for daily operations 24/7. Strategic planning with key PD staff for IT related initiatives. One important example of strategic effort is the multi-vendor and DOT partnership planning and negotiations for traffic accident/crime investigation intersection surveillance.

Project work for replacement of end-of-life and broken equipment includes Desktop PC's, squad car laptops and communication equipment, department-wide software updates/upgrades bring the PD in-line with current operating system and software standards. Including network and telecommunication continued work and configuration adjustments.

Continued implementation of IQM2 agenda and packet building software with video capture of meetings potential.

Project on-hold until end of 2015 and beginning of 2016 due to multiple project lead-staff turnovers. During this time IT Consultant coordinated a temporary solution for the recording of the City Council and Planning meetings to be offered via Internet.

Support and management of the "City-wide" application software solution (CWASS) that reaches all departments, and allows for extensive access to information, analysis tools, and reporting.

Continued CWASS project support, troubleshooting and updates. This project initiative includes continued MUNIS semi-monthly maintenance updates. This provides the newest features and functionality available. Planning coordination with MUNIS vendor for 2016 software implementation initiatives.

Implement new network infrastructure equipment and server replacement and related projects to provide an appropriate platform for modern software, avoid serious potential issues, maximize up-time and minimize risk of data loss.

IT Consultant coordinated the final second half of deployment of hardware for the new HP server array and storage area network to support the core virtualized server and software applications environment, replacing the existing IBM Blade server which is now redeployed and reconfigured for PD use.

Evaluated troubled or failing individual building network cabling as needed at all City

sites, and replace problem cabling to ensure proper network data and phone system traffic integrity.

Final cutover for the PD Internet access to be independent of the County's Internet services previously provided. The IT Consultant coordinated and negotiated for secure off site data backup storage solution and secondary City Internet connectivity with a strategic project partnership with local businesses. This allows for disaster recover protection at reasonable rates that is geographically separated over 5 miles from all City buildings. This also allows City full protection and control with alternative systems recovery support options and resources which the City did not have.

Fund general small IT projects providing currently needed improvements and department IT related projects

City staff and the IT Consultant worked together on department specific small projects. Small initiatives from nearly all departments. Fire Department (FD) initiatives include new FD KnoxBox in-vehicle secure building access vaults and extended on-wall incident map presentation systems. Transition of new City Assessor vendor that included extensive system data conversion to new assessing software. Water Department acquisition of additional new Badger handheld unit compatible with newest meters and upgraded meter reading software to current version. Continued Pool facility initiatives include security camera planning and installation. Continued City-Wide initiatives that included replacement of old system equipment as needed and proper disposal of decommissioned technology.

Provide City-wide IT training needs.

Training was provided individually to new hire and existing staff on an as-needed or requested basis.

Emergency IT Response

The IT Consultant facilitates continued 24/7 response to critical IT related emergencies and outages. These also included City server operating system crash with major file recovery and minimal data loss, a few telecommunications and internet outages.

Key Performance Indicators					
Activity	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Projected	FY2017 Budgeted
<i>Equipment:</i>					
<b>Routers</b>	2	3	3	3	3
<b>Switches</b>	8	10	10	11	11
<b>Servers</b>	21	22	24	25	25
<b>Department Printers</b>	17	19	19	20	21
<b>Multi-function Copiers</b>	5	5	5	5	5
<b>PC's</b>	75	76	82	99	109
<b>Laptops</b>	14	15	17	12	12
<b>Thin clients</b>	15	22	19	11	6
<b>Mobile Devices</b>	0	10	10	8	12
<i>Enhancements / Projects:</i>					
<b>Major Project Completed (City-wide)</b>	4	5	5	7	5
<i>Support Incidents:</i>					
<b>Support Tickets Generated</b>	600	700	750	800	850
<i>Systems Availability &amp; Performance:</i>					
<b>Network/Server systems "Uptime"</b>	NA	98.73%	99.1%	99%	99.95%
<b>Server Performance "capacity"</b>	NA	93%	100%	100%	100%
<i>Data Protection Backups:</i>					
<b>Completed Backups</b>	NA	95%	87%	92%	98%
<b>No reporting from 2012 and 2013.</b>					
<i>Communication Interruptions:</i>					
<b>Internet City</b>	3	3	2	1	1
<b>Internet PD</b>	4	2	2	Shared City	Shared City
<b>Telephone Systems</b>	8	10	2	2	2
<i>Infrastructure Integrity:</i>					
<b>Fiber Outage Issues</b>	1	1	0	1	0
<b>Fiber Connected facilities (of 6 facilities)</b>	4	5	5	5	5
<b>% of CAT 5 or Less (City-wide)</b>	55%	40%	32%	30%	20%
<b>% CAT 5E (City-wide)</b>	35%	25%	30%	32%	35%
<b>% CAT 6 (City-wide)</b>	10%	35%	38%	38%	45%

## FY2017 Objectives

- Provide management of current operational aspects of information technology in order to maintain and support all IT systems including hardware platforms, operating systems, and related peripherals.
- Begin funding and implementation of the recommendations of the “new” City’s Strategic IT Plan and adjust plan for future initiatives.
- Re-developing current City Website presence and Social Media experience to meet today's quality of experience standards for information delivery and public interaction.
- Operating system software version licensing upgrades and other updates for future application software requirements which include major MUNIS version upgrade.
- Implement PC hardware replacement City-wide (exception: PD has its own replacement cycle) also dispose/recycle existing equipment or redeploy to less critical use.
- Implement network printer replacement City-wide including network reconfiguration.
- Continued system documentation and business continuity planning by Department with a focus on Disaster Prevention/Recovery initiatives including failover internet/email connectivity, automated off-site storage backup. This includes a security assessment.
- Private network fiber project between City system and off-site storage facility utilizing potential cost efficiencies with strategic partnership with local vendors and organizations.
- PD project for comprehensive twelve (12) camera high resolution surveillance system to fully cover the intersection of Mequon and Port Washington roads.
- Provide continued management of VOIP telephone system.
- Plan new network configuration for more efficient network traffic routing.
- Network infrastructure replacement of City Hall building wiring and PD server room wiring/network closets reconfigurations and cleanup.
- Replacement of existing outdated Fleet Maintenance software includes implementation, data conversion and training.
- CWASS MUNIS software support and version upgrades and end-user experience deployment including advance reporting and dashboard interface features. Go-Live and conversions modules (GIS Map link/Permits & Code Enforcement); and implementation of (Business Licenses/Asset & Facilities Management/Special Assessments)
- Re-start deployment of the IQM2 paperless agenda and packet building software that was initiated in 2013-2014 which includes online video feed of Common Council Meetings. Includes device initiatives for council use during committee and council meetings providing quick information access and presentation.

### Staffing for FY2017

FY2015	FY2016	FY2017
0.00 FTE	0.00 FTE	0.00 FTE

**Estimated FY2017 Revenue**

**None**

**Adopted FY2017 Budget**

**\$300,627**



## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
<b>117 Information Services</b>		<b>317,191.21</b>	<b>335,121.61</b>	<b>318,534.00</b>	<b>300,627.00</b>	<b>-5.6%</b>
<b>70 SALARIES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<a href="#">110117 670106</a>	Comp Time	0.00	0.00	0.00	0.00	0.0%
<a href="#">110117 670204</a>	Paid Time Off	0.00	0.00	0.00	0.00	0.0%
<a href="#">110117 670205</a>	Medical Leave	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>80 MATERIALS &amp; SUPPLIES</b>		<b>6,438.20</b>	<b>4,288.33</b>	<b>6,000.00</b>	<b>5,000.00</b>	<b>-16.7%</b>
<a href="#">110117 680101</a>	Office Supplies	0.00	0.00	0.00	0.00	0.0%
<a href="#">110117 680102</a>	Technology Supplies	6,438.20	4,250.41	6,000.00	5,000.00	-16.7%
<a href="#">110117 680103</a>	Office Supplies-Copiers	0.00	37.92	0.00	0.00	0.0%
<a href="#">110117 680501</a>	Memberships	0.00	0.00	0.00	0.00	0.0%
<a href="#">110117 680503</a>	Books & Periodicals	0.00	0.00	0.00	0.00	0.0%
<a href="#">110117 680504</a>	Telephone services	0.00	0.00	0.00	0.00	0.0%
<a href="#">110117 680505</a>	Postage	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>6,438.20</b>	<b>4,288.33</b>	<b>6,000.00</b>	<b>5,000.00</b>	<b>-16.7%</b>
<b>83 PURCHASED SERVICES</b>		<b>187,864.78</b>	<b>257,976.85</b>	<b>237,992.00</b>	<b>241,642.00</b>	<b>1.5%</b>
<a href="#">110117 683101</a>	Consultants - General	0.00	700.00	0.00	0.00	0.0%
<a href="#">110117 683201</a>	Contracted Services - General	167,846.96	176,786.04	152,620.00	156,000.00	2.2%
<a href="#">110117 683202</a>	Contracted Services - Maint.	19,977.82	80,490.81	85,372.00	85,642.00	0.3%
<a href="#">110117 683501</a>	Training/Conferences	40.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>187,864.78</b>	<b>257,976.85</b>	<b>237,992.00</b>	<b>241,642.00</b>	<b>1.5%</b>
<b>86 FACILITY &amp; PLANT</b>		<b>53,909.75</b>	<b>1,846.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<a href="#">110117 686550</a>	M & R	53,909.75	1,846.22	0.00	0.00	0.0%
<b>Total</b>		<b>53,909.75</b>	<b>1,846.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>88 EQUIPMENT / LEASES</b>		<b>68,978.48</b>	<b>71,010.21</b>	<b>74,542.00</b>	<b>53,985.00</b>	<b>-27.6%</b>
<a href="#">110117 680401</a>	Equip / Small Tools	6,440.77	8,472.50	12,000.00	9,000.00	-25.0%
<a href="#">110117 688110</a>	Other Leased Equipment	57,525.16	59,279.10	62,542.00	44,985.00	-28.1%
<a href="#">110117 688111</a>	Interest on Capital Lease	5,012.55	3,258.61	0.00	0.00	0.0%
<b>Total</b>		<b>68,978.48</b>	<b>71,010.21</b>	<b>74,542.00</b>	<b>53,985.00</b>	<b>-27.6%</b>

# Finance

## Program Description

This department is responsible for the processing of all accounting transactions and all year-end accounting procedures. Oversight is given to the preparation and issuance of all financial reports including the compilation and adoption of the City budget, in order to facilitate that all financial information is readily available to all City departments and other interested parties. The Finance Department also assists the Human Resources Department with the administration of the computerized payroll system.

Additional work includes the collection and processing of all City revenues including all property tax receipts; this department also records all revenue received and distributes all property tax revenue to the respective taxing jurisdictions in a timely manner.

### SERVICES:

- Cash management and investment of City funds maximize returns within adopted investment policies
- Preparation of quarterly and annual financial statements and coordination of annual audit.
- Coordination of the City annual budget for submission to the Appropriations Committee and Common Council
- Property tax collection and settlement with other governments.
- Receipting of all monies paid to the City.
- Disbursement of monies to vendors.
- Monitor the City's purchasing policies.
- Coordination of the City's risk management program.
- Billing and collection for City services provided, including false alarms, quarterly sewer and water charges, and other services.
- Provide training of City personnel in the use of the computerized financial system.
- Primary staff support to the Finance Committee.

### FY2016 Objectives

All monthly reports and any additional demand reports are produced and issued on a timely basis each month.

Coordinate development of annual budget process with City Administrator and staff in order to deliver a balanced budget for Appropriations Committee action

Complete audit fieldwork on a timely basis.

### FY2016 Accomplishments

All monthly reports and financial information were produced and issued on time. Created a new monthly financial status report for review by the Common Council.

The budget process was completed within established timetable. The 2016 Budget document was submitted to GFOA and was awarded a Certificate of Recognition.

2015 audit fieldwork was completed on schedule with the final Comprehensive Annual Financial Report presented in June 2016.

Collect and deposit tax payments in order to maximize investment earnings.

All City revenues including property tax collections were collected on a timely basis and invested to maximize investment earnings.

Redistribute tax receipts with other taxing jurisdictions by settlement deadlines.

Property taxes collected through December 2015 and January 31, 2016 was distributed to all taxing jurisdictions on time.

Improve transparency of City operations to stakeholders.

Submitted the Popular Annual Financial Report to Government Financial Officers Association for review. Report won award for Outstanding Achievement. Posted the report on the City's web site and provided copies to elected officials.

### Key Performance Indicators

Activity	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Projected	FY2017 Budgeted
<b>Bond Rating</b>	Aa1	Aa1	Aa1	Aa2	Aa2
<b>Investment Yield</b>					
<b>Debt service ratio - borrowing capacity used(%)</b>	15.28	12.85	13.72	15.00	15.00
<b>Purchase orders issued</b>	1,702	1,657	1,256	1,100	1,000
<b>Vendor Checks issued</b>	4,024	4,278	4,010	3,500	3,600
<b>Total Procurement card Spending</b>	\$65,772	\$116,849	\$145,451	\$130,000	\$150,000
<b>Customer invoices issued</b>	485	480	639	900	900
<b>Payroll-Percentage of Employees on Direct Deposit</b>	85%	93%	100%	100%	100%
<b>Utility Customers</b>	8,435	8,486	9,048	9,130	9,200
<b>Water/Sewer Payments via ACH</b>	5,640	5,716	5,764	5,780	5,720
<b>Water/Sewer Payments via Online Payments*</b>	395	3,662	6,036	6,700	7,000
<b>Property tax bills - personal</b>	1,177	810	1,154	1,200	1,250
<b>Property tax bills - real estate</b>	10,191	10,198	10,179	10,200	10,250
<b>Tax Payments online (%)</b>	1.7%	2.2%	1.8%	2.5%	2.7%

\*Data only available starting mid-year 2013.

## FY2017 Objectives

- All monthly reports and any additional demand reports are produced and issued on a timely basis each month.
- The financial management report writer software solution will continue to be developed to enhance financial reporting capabilities.
- All financial information available through our public administration software will be available on demand, on-line to any interested department.
- The budget processing will be completed in accordance with the established timetable.
- Audit field work associated with the annual closing of the City’s accounting system will be conducted and a draft of the audit report completed by April 1.
- The payroll function will be completed in a timely manner throughout the year.
- All City revenues will be efficiently collected daily and deposited at our financial institution on a timely basis.
- Property taxes will be efficiently collected and deposited on a timely basis and distributed to all taxing jurisdictions on time.
- All City revenue collected will be invested as per our investment policy in order to maximize our investment earnings while at the same time preserve principal and maintain liquidity.
- Submit the City’s Comprehensive Annual Financial Report to the Government Financial Officers Association for review to win a distinguished presentation award.
- Continue conversion and implementation of modules within the new ERP system.
- Continue to explore ways to enhance the city’s budget presentation.

## BUDGET SUMMARY:

1. All staff salary budgets reflect rate adjustments approved after adoption of the 2014 Classification and Compensation study.
2. The increase in pension costs reflects an approximately .2% increase in Wisconsin Retirement System rates and is net of the required contribution by employees pursuant to Wisconsin Act10.
3. Health insurance budgets reflect a x% premium increase from 2016 rates.
4. 2016 staffing levels reflect the dedication of an Accounting Assistant’s labor costs being charged directly to two Utility funds.

## Staffing for FY2017

Positions (FTE)	2015 Actual	2016 Actual	2017 Budget
Finance Director	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00
Accounting Assistant	1.63	1.50	1.50

**Estimated FY2017 Revenue**  
**\$57,500**

**Adopted FY2017 Budget**  
**\$497,266**





## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
<b>118 Finance</b>		<b>419,238.04</b>	<b>511,045.02</b>	<b>462,876.00</b>	<b>497,266.00</b>	<b>7.4%</b>
<b>70 SALARIES</b>		<b>230,751.05</b>	<b>214,047.28</b>	<b>228,218.00</b>	<b>243,994.00</b>	<b>6.9%</b>
<a href="#">110118 670101</a>	Salaries	213,018.80	194,741.77	228,218.00	243,994.00	6.9%
<a href="#">110118 670104</a>	Vacation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110118 670105</a>	Sick Pay	0.00	0.00	0.00	0.00	0.0%
<a href="#">110118 670106</a>	Comp Time	0.00	110.64	0.00	0.00	0.0%
<a href="#">110118 670201</a>	OverTime	0.00	0.00	0.00	0.00	0.0%
<a href="#">110118 670204</a>	Paid Time Off	17,040.57	19,040.59	0.00	0.00	0.0%
<a href="#">110118 670205</a>	Medical Leave	691.68	154.28	0.00	0.00	0.0%
<a href="#">110118 670301</a>	Longevity	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>230,751.05</b>	<b>214,047.28</b>	<b>228,218.00</b>	<b>243,994.00</b>	<b>6.9%</b>
<b>73 FRINGE BENEFITS</b>		<b>87,283.92</b>	<b>84,552.21</b>	<b>91,453.00</b>	<b>110,784.00</b>	<b>21.1%</b>
<a href="#">110118 673101</a>	Social Security	16,869.59	15,476.85	16,557.00	17,502.00	5.7%
<a href="#">110118 673102</a>	Retirement	15,429.99	13,771.19	14,999.00	16,469.00	9.8%
<a href="#">110118 673103</a>	Worker's Comp Insurance	687.32	598.65	597.00	707.00	18.4%
<a href="#">110118 673104</a>	Unemployment Compensation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110118 673201</a>	Health Insurance	49,973.01	50,063.35	54,695.00	70,335.00	28.6%
<a href="#">110118 673202</a>	Dental Insurance	2,264.45	2,389.83	2,210.00	3,228.00	46.1%
<a href="#">110118 673203</a>	Life Insurance	753.99	901.15	828.00	976.00	17.9%
<a href="#">110118 673204</a>	Long Term Disability	1,305.57	1,351.19	1,567.00	1,567.00	0.0%
<b>Total</b>		<b>87,283.92</b>	<b>84,552.21</b>	<b>91,453.00</b>	<b>110,784.00</b>	<b>21.1%</b>
<b>80 MATERIALS &amp; SUPPLIES</b>		<b>13,202.03</b>	<b>12,664.40</b>	<b>12,980.00</b>	<b>13,780.00</b>	<b>6.2%</b>
<a href="#">110118 680101</a>	Office Supplies	241.18	284.98	400.00	250.00	-37.5%
<a href="#">110118 680102</a>	Technology Supplies	597.83	0.00	250.00	250.00	0.0%
<a href="#">110118 680501</a>	Memberships	460.00	960.00	930.00	880.00	-5.4%
<a href="#">110118 680502</a>	Printing/Publications	0.00	706.47	200.00	200.00	0.0%
<a href="#">110118 680503</a>	Books & Periodicals	0.00	0.00	200.00	200.00	0.0%
<a href="#">110118 680504</a>	Telephone services	0.00	0.80	0.00	0.00	0.0%
<a href="#">110118 680505</a>	Postage	11,903.02	10,712.15	11,000.00	12,000.00	9.1%
<b>Total</b>		<b>13,202.03</b>	<b>12,664.40</b>	<b>12,980.00</b>	<b>13,780.00</b>	<b>6.2%</b>
<b>83 PURCHASED SERVICES</b>		<b>74,769.93</b>	<b>186,895.08</b>	<b>116,175.00</b>	<b>114,658.00</b>	<b>-1.3%</b>
<a href="#">110118 683101</a>	Consultants - General	168.00	204.00	0.00	0.00	0.0%
<a href="#">110118 683201</a>	Contracted Services - General	25,465.06	56,897.82	27,400.00	26,000.00	-5.1%
<a href="#">110118 683202</a>	Contracted Services - Maint.	0.00	(97.36)	0.00	0.00	0.0%
<a href="#">110118 683401</a>	Liability Insurance	42,655.55	121,670.00	79,675.00	80,058.00	0.5%
<a href="#">110118 683402</a>	Auto Insurance	0.00	0.00	0.00	0.00	0.0%
<a href="#">110118 683501</a>	Training/Conferences	1,881.32	3,070.62	4,000.00	3,500.00	-12.5%
<a href="#">110118 683601</a>	Misc Service-Bonds	100.00	150.00	100.00	100.00	0.0%
<a href="#">110118 683603</a>	Misc. Serv- A/R Expense	4,500.00	5,000.00	5,000.00	5,000.00	0.0%
<b>Total</b>		<b>74,769.93</b>	<b>186,895.08</b>	<b>116,175.00</b>	<b>114,658.00</b>	<b>-1.3%</b>
<b>86 FACILITY &amp; PLANT</b>		<b>2,675.00</b>	<b>1,445.00</b>	<b>2,050.00</b>	<b>2,050.00</b>	<b>0.0%</b>
<a href="#">110118 686550</a>	M & R	2,675.00	1,445.00	2,050.00	2,050.00	0.0%
<b>Total</b>		<b>2,675.00</b>	<b>1,445.00</b>	<b>2,050.00</b>	<b>2,050.00</b>	<b>0.0%</b>
<b>88 EQUIPMENT / LEASES</b>		<b>10,556.11</b>	<b>11,441.05</b>	<b>12,000.00</b>	<b>12,000.00</b>	<b>0.0%</b>
<a href="#">110118 680401</a>	Equip / Small Tools	0.00	2,240.74	0.00	0.00	0.0%
<a href="#">110118 688101</a>	Photocopiers	10,556.11	9,200.31	12,000.00	12,000.00	0.0%
<b>Total</b>		<b>10,556.11</b>	<b>11,441.05</b>	<b>12,000.00</b>	<b>12,000.00</b>	<b>0.0%</b>

# Assessment Services

## Program Description

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

## 2016 Goals Achieved

- Completed the 2016 assessment roll, including interior inspections as needed and valuation in a professional, efficient manor.
- Continued to represent the City in a professional manor.
- Recruited and filled Assessment Technician position after retirement of incumbent.
- Identified the number of electronic sketches on residential and commercial properties that did not exist in the previous software.
- Continued familiarity with the use of Market Drive by city assessment staff.
- Continued to analyze current market conditions.

## Key Performance Indicators

Activity	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Projected	FY2017 Budgeted
<b>Assessment Value Increase \$</b>	3,802,230	33,248,700	48,554,710	52,699,860	58,400,000
<b>Board of Review Hearings</b>	2	3	3	3	3
<b>Real Estate Parcels</b>	9,990	9,997	10,178	10,200	10,300
<b>Personal Property accounts</b>	1,176	809	1,110	1,200	1,250

## FY2017 Objectives

- Continue to monitor current market conditions and discuss the potential need for a 2017 or 2018 revaluation.
- Continue on-going training with assessment staff on the use of Market Drive. In particular, reporting functions.

- Complete electronic sketches of all improved properties as required by the Department of Revenue for 2016.
- Install Market Drive for other departments and complete training within city hall on how to extract data from the Market Drive software.
- Continue to become more familiar with the community and analyze current market trends. This is an ongoing process.
- Complete field inspections, request for assessment reviews, personal property valuation and all other work related to the successful completion of the assessment roll in a professional manner.
- Represent the City in a professional manner as expected by administration and city officials.
- Continue to educate the public on the assessment process.
- Continue to provide timely responses to inquiries on assessment related topics.
- Get the municipality back on track to a more traditional June or July Board of Review.

**Staffing for FY2017**

<b>Positions (FTE)</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>
City Assessor	Contracted Services	Contracted Services	Contracted Services
Assessment Technician	1.00	1.00	1.00

**FY2017 Estimated Revenues**

None

**Adopted FY2017 Budget**

**\$222,033**



## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
119 Assessor		216,259.65	212,187.00	210,480.00	222,033.00	5.5%
<b>70 SALARIES</b>		<b>49,282.01</b>	<b>38,564.84</b>	<b>38,413.00</b>	<b>38,418.00</b>	<b>0.0%</b>
<a href="#">110119.670101</a>	Salaries	43,392.59	36,791.72	38,413.00	38,418.00	0.0%
<a href="#">110119.670104</a>	Vacation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110119.670105</a>	Sick Pay	0.00	0.00	0.00	0.00	0.0%
<a href="#">110119.670106</a>	Comp Time	0.00	0.00	0.00	0.00	0.0%
<a href="#">110119.670201</a>	OverTime	0.00	0.00	0.00	0.00	0.0%
<a href="#">110119.670204</a>	Paid Time Off	5,889.42	1,773.12	0.00	0.00	0.0%
<a href="#">110119.670205</a>	Medical Leave	0.00	0.00	0.00	0.00	0.0%
<a href="#">110119.670301</a>	Longevity	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>49,282.01</b>	<b>38,564.84</b>	<b>38,413.00</b>	<b>38,418.00</b>	<b>0.0%</b>
<b>73 FRINGE BENEFITS</b>		<b>29,920.03</b>	<b>29,748.84</b>	<b>28,617.00</b>	<b>30,365.00</b>	<b>6.1%</b>
<a href="#">110119.673101</a>	Social Security	3,523.26	2,683.39	2,693.00	2,663.00	-1.1%
<a href="#">110119.673102</a>	Retirement	2,700.97	2,546.73	2,543.00	2,612.00	2.7%
<a href="#">110119.673103</a>	Worker's Comp Insurance	126.09	98.27	98.00	102.00	4.1%
<a href="#">110119.673104</a>	Unemployment Compensation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110119.673201</a>	Health Insurance	22,924.28	22,922.74	22,873.00	23,457.00	2.6%
<a href="#">110119.673202</a>	Dental Insurance	201.19	1,017.96	0.00	1,018.00	0.0%
<a href="#">110119.673203</a>	Life Insurance	149.41	174.61	120.00	213.00	77.5%
<a href="#">110119.673204</a>	Long Term Disability	294.83	305.14	290.00	300.00	3.4%
<b>Total</b>		<b>29,920.03</b>	<b>29,748.84</b>	<b>28,617.00</b>	<b>30,365.00</b>	<b>6.1%</b>
<b>80 MATERIALS &amp; SUPPLIES</b>		<b>1,802.03</b>	<b>1,984.94</b>	<b>1,700.00</b>	<b>2,000.00</b>	<b>17.6%</b>
<a href="#">110119.680101</a>	Office Supplies	120.42	89.85	100.00	100.00	0.0%
<a href="#">110119.680501</a>	Memberships	0.00	0.00	0.00	0.00	0.0%
<a href="#">110119.680503</a>	Books & Periodicals	156.00	0.00	100.00	100.00	0.0%
<a href="#">110119.680504</a>	Telephone services	0.00	0.00	0.00	0.00	0.0%
<a href="#">110119.680505</a>	Postage	1,525.61	1,895.09	1,500.00	1,800.00	20.0%
<b>Total</b>		<b>1,802.03</b>	<b>1,984.94</b>	<b>1,700.00</b>	<b>2,000.00</b>	<b>17.6%</b>
<b>83 PURCHASED SERVICES</b>		<b>135,255.58</b>	<b>141,888.38</b>	<b>141,750.00</b>	<b>151,250.00</b>	<b>6.7%</b>
<a href="#">110119.683101</a>	Consultants - General	675.00	0.00	0.00	0.00	0.0%
<a href="#">110119.683201</a>	Contracted Services - General	134,580.58	141,888.38	141,500.00	151,000.00	6.7%
<a href="#">110119.683501</a>	Training/Conferences	0.00	0.00	250.00	250.00	0.0%
<b>Total</b>		<b>135,255.58</b>	<b>141,888.38</b>	<b>141,750.00</b>	<b>151,250.00</b>	<b>6.7%</b>
<b>88 EQUIPMENT / LEASES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<a href="#">110119.680401</a>	Equip / Small Tools	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

# Human Resources

## Program Description

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

## FY2016 Accomplishments

- Coordinated the recruitment and selection process for the newly authorized Records-Communications Supervisor position in the Police Department
- Coordinated the recruitment and selection process for the newly authorized Building Inspections Supervisor position in the Department of Community Development
- Coordinated the recruitment and selection process for a new Assistant City Administrator
- Assisted with the development of a new Eligibility List for the position of Police Officer
- Began negotiations on a collective bargaining contract with the Mequon Police Association

## Key Performance Indicators

Activity	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Projected	FY2017 Budgeted
<b>New FT Hires</b>	5	9	4	6	TBD
<b># of FTE's</b>	108.7	108.48	108.35	111.00	110.75
<b>Workers' Compensation Experience Modification Factor</b>	1.11	1.10	1.11	1.10	1.09
<b>Workers' Compensation Claims</b>	22	19	12	11	TBD

## FY2017 Objectives

- Establish a new City-wide Safety Committee
- Review and rebid various contracts related to the provision of various services and benefits (e.g. Disability Insurance, Life Insurance, Flexible Spending, Employee Assistance, etc.)
- Complete one (1) organizational training initiative (e.g. customer service, ethics, etc.)
- Complete training for all supervisory personnel on injury reporting and accident investigation
- Oversee the recruitment and selection process for a new Human Resources Assistant

**Staffing for FY2017**

<b>Positions (FTE)</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>
Assistant City Administrator/HR Director	1.00	1.00	1.00
Human Resource Assistant	.75	.75	.50

**Estimated FY2017 Revenue**

None

**Adopted FY2017 Budget**

\$186,159



## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
<b>120 Human Resources</b>		<b>197,352.65</b>	<b>153,947.74</b>	<b>196,179.00</b>	<b>186,159.00</b>	<b>-5.1%</b>
<b>70 SALARIES</b>		<b>119,874.52</b>	<b>84,324.40</b>	<b>120,243.00</b>	<b>110,973.00</b>	<b>-7.7%</b>
<a href="#">110120 670101</a>	Salaries	107,094.60	76,109.01	120,243.00	110,973.00	-7.7%
<a href="#">110120 670104</a>	Vacation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110120 670105</a>	Sick Pay	0.00	0.00	0.00	0.00	0.0%
<a href="#">110120 670106</a>	Comp Time	0.00	0.00	0.00	0.00	0.0%
<a href="#">110120 670201</a>	OverTime	0.00	0.00	0.00	0.00	0.0%
<a href="#">110120 670204</a>	Paid Time Off	12,779.92	8,082.85	0.00	0.00	0.0%
<a href="#">110120 670205</a>	Medical Leave	0.00	132.54	0.00	0.00	0.0%
<a href="#">110120 670301</a>	Longevity	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>119,874.52</b>	<b>84,324.40</b>	<b>120,243.00</b>	<b>110,973.00</b>	<b>-7.7%</b>
<b>73 FRINGE BENEFITS</b>		<b>46,048.06</b>	<b>32,681.99</b>	<b>48,781.00</b>	<b>48,568.00</b>	<b>-0.4%</b>
<a href="#">110120 673101</a>	Social Security	8,768.89	6,119.98	8,717.00	8,066.00	-7.5%
<a href="#">110120 673102</a>	Retirement	8,147.78	5,537.94	7,947.00	7,536.00	-5.2%
<a href="#">110120 673103</a>	Worker's Comp Insurance	316.64	295.82	295.00	309.00	4.7%
<a href="#">110120 673104</a>	Unemployment Compensation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110120 673201</a>	Health Insurance	27,981.77	19,876.73	30,997.00	31,903.00	2.9%
<a href="#">110120 673202</a>	Dental Insurance	0.00	0.00	0.00	0.00	0.0%
<a href="#">110120 673203</a>	Life Insurance	298.71	298.56	325.00	254.00	-21.8%
<a href="#">110120 673204</a>	Long Term Disability	534.27	552.96	500.00	500.00	0.0%
<b>Total</b>		<b>46,048.06</b>	<b>32,681.99</b>	<b>48,781.00</b>	<b>48,568.00</b>	<b>-0.4%</b>
<b>80 MATERIALS &amp; SUPPLIES</b>		<b>3,400.19</b>	<b>1,059.05</b>	<b>1,800.00</b>	<b>1,400.00</b>	<b>-22.2%</b>
<a href="#">110120 680101</a>	Office Supplies	86.79	36.92	150.00	150.00	0.0%
<a href="#">110120 680501</a>	Memberships	3,114.00	873.50	1,200.00	800.00	-33.3%
<a href="#">110120 680502</a>	Printing/Publications	77.25	77.25	150.00	150.00	0.0%
<a href="#">110120 680503</a>	Books & Periodicals	0.00	0.00	100.00	100.00	0.0%
<a href="#">110120 680504</a>	Telephone services	0.00	0.00	0.00	0.00	0.0%
<a href="#">110120 680505</a>	Postage	122.15	71.38	200.00	200.00	0.0%
<b>Total</b>		<b>3,400.19</b>	<b>1,059.05</b>	<b>1,800.00</b>	<b>1,400.00</b>	<b>-22.2%</b>
<b>83 PURCHASED SERVICES</b>		<b>28,029.88</b>	<b>35,882.30</b>	<b>25,355.00</b>	<b>25,218.00</b>	<b>-0.5%</b>
<a href="#">110120 683101</a>	Consultants - General	0.00	0.00	0.00	0.00	0.0%
<a href="#">110120 683201</a>	Contracted Services - General	24,585.67	30,426.10	19,500.00	19,500.00	0.0%
<a href="#">110120 683501</a>	Training/Conferences	568.06	460.82	855.00	718.00	-16.0%
<a href="#">110120 683602</a>	Misc. Services-Recruiting	2,796.15	4,995.38	5,000.00	5,000.00	0.0%
<a href="#">110120 683702</a>	Miscellaneous Services	80.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>28,029.88</b>	<b>35,882.30</b>	<b>25,355.00</b>	<b>25,218.00</b>	<b>-0.5%</b>

# Legal Services

## Program Description

The following summarizes services that the City Attorney routinely provides for the City of Mequon, its staff and elected officials:

- Counsel and advise elected officials, administrator, department heads, staff and boards and commissions in a wide variety of subject matters.
- Render legal opinions at the request of all of the above groups; maintain an indexed compendium of legal opinions.
- Attend all meetings of Common Council, Board of Appeals, Board of Review, and such other boards and commissions as are requested, to provide advice and counsel.
- Maintain regularly scheduled office hours at city hall for consultations with officials, administration, staff and citizens.
- Draft, review and update ordinances.
- Legal research; monitoring pending legislation and case law.
- Prosecute traffic and non-traffic ordinance violations.
- Represent the municipality in civil litigation in the trial and appellate courts, in Chapter 236 (plat denial) judicial reviews; section 62.13 (fire and police discipline) appeals; section 62.23 *certiorari* reviews from the Board of Appeals; and tax assessment litigation.
- Creation of, land acquisition for, environmental clean-up of, and redevelopment of land under the State of Wisconsin's tax incremental financing laws; we also have significant experience in other land, road right of way, and easement acquisitions; and road decommissioning and land dispositions.
- Negotiate, draft, and review development agreements, and other contractual relationships; representing the City in the acquisition of real estate interests.

The City on occasion must utilize specialized legal services that are not provided by the City Attorney. Additional specialized legal counsel may include bond counsel, litigation counsel on matters relating to conflict of interest or counsel on technical matters. In addition, labor relations legal counsel provides support to department heads and human resources in developing bargaining proposals, representing the City during bargaining sessions, providing information to the Common Council, interest arbitration, mediation related to the collective bargaining process, grievance arbitration and other labor-related legal advice.

## Key Performance Indicators

Activity	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Projected	FY2017 Budgeted
Citations Processed	3,325	2,795	2,761	2,757	2,775
Fines Paid to City	\$154,808	\$143,269	\$119,112	\$143,671	\$145,000
Collective Bargaining	0	3	1	1	1



**Staffing for FY2017**

<b>Position (PT)</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>
City Attorney	0.50	0.50	0.50

**Estimated FY2017 Revenue**

None

**Adopted FY2017 Budget**

**\$103,300**



**City of Mequon  
2017 Budgetary Comparisons**

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
124 Legal Counsel		97,583.17	94,650.50	113,300.00	103,300.00	-8.8%
<b>83 PURCHASED SERVICES</b>		<b>97,583.17</b>	<b>94,650.50</b>	<b>113,300.00</b>	<b>103,300.00</b>	<b>-8.8%</b>
<a href="#">110124 683301</a>	Special Serv-Retainer	64,800.00	64,800.00	64,800.00	64,800.00	0.0%
<a href="#">110124 683302</a>	Spec Serv-Court Operations	13,200.00	13,200.00	13,200.00	13,200.00	0.0%
<a href="#">110124 683303</a>	Court Fees & Expenses	167.67	0.00	300.00	300.00	0.0%
<a href="#">110124 683311</a>	Special Legal Counsel - Genera	14,846.50	9,015.50	15,000.00	10,000.00	-33.3%
<a href="#">110124 683312</a>	Spec Legal Counsel-Labo	4,569.00	7,635.00	20,000.00	15,000.00	-25.0%
<b>Total</b>		<b>97,583.17</b>	<b>94,650.50</b>	<b>113,300.00</b>	<b>103,300.00</b>	<b>-8.8%</b>

# Public Safety

Police

Fire/EMS

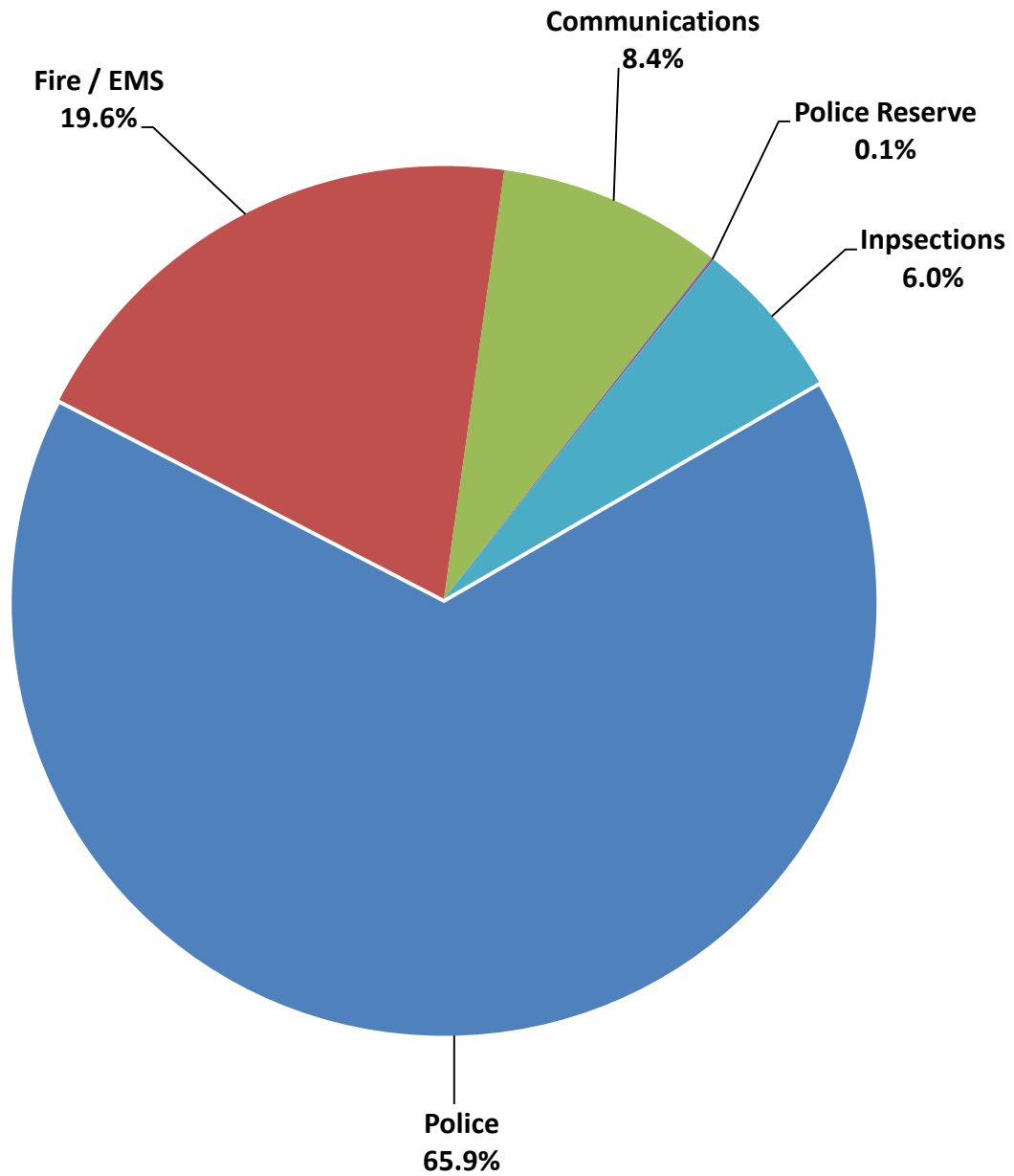
Dispatch

Police Reserves

Building Inspections

# CITY OF MEQUON

## 2017 Public Safety Expenditures Budget Percentages by Department



# Police Department

## Program Description

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

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

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

### 2016 Objectives

Continue to provide professional police services to the community while maintaining a low crime rate.

Replace and upgrade computer, technology, and other equipment as needed.

Hire an additional clerical employee

Continue to search out and secure grant money available for public safety agencies.

Participate in statewide safety-belt and alcohol related traffic enforcement programs.

Participate in Safety Town, partnering with the Thiensville Police Department.

Host another open house at the Police Department.

Replace all of the marked squad cars with newer models

### 2016 Accomplishments

While we continued to experience mainly property crimes, violent crime stayed very low and Mequon remains a very safe community.

Cell phones were upgraded.

Hired Paige Fowler as a full time assistant.

Grant money was secured for replacing bullet resistant vests.

Officers continued to aggressively enforce traffic regulations, especially those involving safety-belt and alcohol violations. Participated in a countywide OWI Task Force.

Officers assisted with this important program aimed at teaching 5 year-olds the importance of personal safety, as well as obeying traffic signs and rules.

The next open house was delayed until May of 2017.

Used Chevy Impalas were changed over to new Ford Pursuit Interceptor Utility vehicles. All rear seating, partitions, and emergency lighting upgraded as well.

## 2016 Objectives

## 2016 Accomplishments

Host an Open House at the Police Dept.

Next Open House set for May of 2017.

Purchase and implement Lexipol risk management and policy maintenance program

Initiated Lexipol risk management and policy maintenance program. On-going policy review and edits, as needed.

Replace squad video cameras and purchase body worn video cameras

New squad video and body worn video cameras were purchased and set to be implemented in late fall.

Work with Fire Department on developing a Tactical EMS Unit

Planning meetings initiated, however, further details still being developed.

Maintain a high citizen satisfaction rating.

Contacts with the public continue to be made in a professional manner. One formal written complaint was received; Informal complaints were effectively handled by supervisors to citizen satisfaction.

Maintain participation in the School Liaison and Multi-jurisdictional Enforcement Group (M.E.G.) programs.

An officer was assigned full-time to the school liaison position and an officer was assigned full-time to serve in the county drug unit. Both positions are very important in strengthening our relationship with the community.

Maintain a high level of professional and technical training.

Officers received hundreds of hours of training in many different topics covering juvenile law and investigations, identity theft, crime scene investigation techniques, computer crimes, traffic safety, and much more.

Maintain involvement with professional and peer groups.

Department members meet regularly with other law enforcement agencies as well as other local, state, and federal stakeholders to share information and look for ways to solve problems and reduce crime while providing the best service to the community.

Graduate 18<sup>th</sup> Mequon Citizens Police Academy class.

Each spring we hold classes to share the inner workings of the police department with citizens who live or work in the Mequon-Thiensville area. This year we graduated our 18th class. Comments from participants continue to be favorable. The program is an excellent way to partner with the community to reach our goal of making Mequon a safe and enjoyable place to live, work, or visit.

### Key Performance Indicators

<b>Activity</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Projected</b>	<b>2017 Budgeted</b>
<b>Sworn personnel per 1,000 population</b>	1.55	1.55	1.55	1.62	1.62	1.62
<b>Calls for Service</b>	23,927	22,488	24,337	26,920	27,405	27,405
<b>Part I Crimes reported</b>	214	163	154	158	168	170
<b>Clearance Rate</b>	17%	38%	52%	71%	55%	N/A
<b>Adult Arrests</b>	876	815	771	748	769	775
<b>Juvenile Arrests</b>	131	92	38	46	51	50
<b># of Citations Issued</b>	5,413	4,930	3,578	3,882	4,240	4,000
<b>Traffic Accidents</b>	475	628	562	582	601	580
<b># of Police Reserve hours worked</b>	2,436	2,405	2,233	2,285	2,000	2,025

### FY2017 Objectives

- Continue to provide professional police services to the community while maintaining a low crime rate
- Implement updated Emergency Operations Plan
- Work with Fire Department on developing a Tactical EMS Unit
- Host another open house at the Police Department
- Continue to search out and secure grant money available for public safety agencies
- Maintain a high citizen satisfaction rating
- Participate in statewide safety-belt and alcohol related traffic enforcement programs
- Participate in Safety Town, partnering with the Thiensville Police Department
- Maintain participation in the School Liaison and Multi-jurisdictional Enforcement Group (M.E.G.) programs
- Maintain a high level of professional and technical training
- Maintain involvement with professional and peer groups
- Graduate 19<sup>th</sup> Mequon Citizens Police Academy class

**Staffing for FY2017**

<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>
Chief of Police (1)	Chief of Police (1)	Chief of Police (1)
Captain of Police (2)	Captain of Police (2)	Captain of Police (2)
Lieutenant of Police (0)	Lieutenant of Police (0)	Lieutenant of Police (0)
Sergeant of Police (7) FT	Sergeant of Police (7) FT	Sergeant of Police (7) FT
Police Detectives (3) FT	Police Detectives (3) FT	Police Detectives (3) FT
Police Officers (24) FT	Police Officers (25) FT	Police Officers (25) FT
Records Clerks (1) PT	Records Clerks (1) PT	Records Clerk (1) FT
Executive Secretary (1) FT	Executive Secretary (1) FT	Executive Secretary (1) FT

**Estimated FY2017 Revenue**

**\$275,200**

**Adopted FY2017 Budget**

**\$5,135,480**





## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
<b>235 Police</b>		<b>4,700,577.58</b>	<b>5,093,427.38</b>	<b>4,861,302.00</b>	<b>5,135,480.00</b>	<b>5.6%</b>
<b>70 SALARIES</b>		<b>3,112,038.85</b>	<b>3,412,053.58</b>	<b>3,188,948.00</b>	<b>3,367,239.00</b>	<b>5.6%</b>
<a href="#">110235 670101</a>	Salaries	2,470,881.17	2,644,242.51	3,004,562.00	3,160,529.00	5.2%
<a href="#">110235 670103</a>	Holiday	104,507.59	107,881.92	93,000.00	105,000.00	12.9%
<a href="#">110235 670104</a>	Vacation	209,185.70	227,778.32	0.00	0.00	0.0%
<a href="#">110235 670105</a>	Sick Pay	52,492.63	114,628.69	0.00	0.00	0.0%
<a href="#">110235 670106</a>	Comp Time	109,045.53	113,594.39	0.00	0.00	0.0%
<a href="#">110235 670201</a>	OverTime	97,042.98	123,051.28	75,000.00	85,000.00	13.3%
<a href="#">110235 670204</a>	Paid Time Off	53,163.25	55,234.58	0.00	0.00	0.0%
<a href="#">110235 670205</a>	Medical Leave	0.00	9,496.89	0.00	0.00	0.0%
<a href="#">110235 670301</a>	Longevity	15,720.00	16,145.00	16,386.00	16,710.00	2.0%
<b>Total</b>		<b>3,112,038.85</b>	<b>3,412,053.58</b>	<b>3,188,948.00</b>	<b>3,367,239.00</b>	<b>5.6%</b>
<b>73 FRINGE BENEFITS</b>		<b>1,324,778.76</b>	<b>1,421,397.95</b>	<b>1,335,712.00</b>	<b>1,449,762.00</b>	<b>8.5%</b>
<a href="#">110235 673101</a>	Social Security	234,348.97	253,691.08	200,540.00	212,658.00	6.0%
<a href="#">110235 673102</a>	Retirement	307,056.32	314,462.22	291,968.00	379,654.00	30.0%
<a href="#">110235 673103</a>	Worker's Comp Insurance	117,355.77	119,759.12	114,004.00	117,929.00	3.4%
<a href="#">110235 673104</a>	Unemployment Compensation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110235 673201</a>	Health Insurance	618,732.12	684,122.90	682,197.00	691,284.00	1.3%
<a href="#">110235 673202</a>	Dental Insurance	25,029.60	25,757.27	25,014.00	25,857.00	3.4%
<a href="#">110235 673203</a>	Life Insurance	4,763.11	5,501.30	5,489.00	5,880.00	7.1%
<a href="#">110235 673204</a>	Long Term Disability	17,492.87	18,104.06	16,500.00	16,500.00	0.0%
<b>Total</b>		<b>1,324,778.76</b>	<b>1,421,397.95</b>	<b>1,335,712.00</b>	<b>1,449,762.00</b>	<b>8.5%</b>
<b>75 OTHER STAFF COSTS</b>		<b>30,282.14</b>	<b>31,598.32</b>	<b>39,000.00</b>	<b>34,000.00</b>	<b>-12.8%</b>
<a href="#">110235 675101</a>	Uniforms & Clothing	25,575.14	27,476.32	30,000.00	28,000.00	-6.7%
<a href="#">110235 675301</a>	Incentive	4,707.00	4,122.00	9,000.00	6,000.00	-33.3%
<b>Total</b>		<b>30,282.14</b>	<b>31,598.32</b>	<b>39,000.00</b>	<b>34,000.00</b>	<b>-12.8%</b>
<b>80 MATERIALS &amp; SUPPLIES</b>		<b>108,515.37</b>	<b>100,529.14</b>	<b>138,950.00</b>	<b>118,525.00</b>	<b>-14.7%</b>
<a href="#">110235 680101</a>	Office Supplies	6,072.78	6,460.42	7,000.00	6,500.00	-7.1%
<a href="#">110235 680301</a>	Work Supplies - Police	22,809.74	17,313.75	22,000.00	22,000.00	0.0%
<a href="#">110235 680402</a>	Motor Fuels & Lubricant	55,479.50	50,454.75	78,000.00	60,000.00	-23.1%
<a href="#">110235 680501</a>	Memberships	944.00	1,035.00	1,200.00	1,200.00	0.0%
<a href="#">110235 680502</a>	Printing/Publications	551.00	679.34	750.00	650.00	-13.3%
<a href="#">110235 680503</a>	Books & Periodicals	1,409.05	1,495.85	1,500.00	1,175.00	-21.7%
<a href="#">110235 680504</a>	Telephone services	19,711.63	21,719.63	27,000.00	25,500.00	-5.6%
<a href="#">110235 680505</a>	Postage	1,537.67	1,370.40	1,500.00	1,500.00	0.0%
<b>Total</b>		<b>108,515.37</b>	<b>100,529.14</b>	<b>138,950.00</b>	<b>118,525.00</b>	<b>-14.7%</b>
<b>83 PURCHASED SERVICES</b>		<b>98,892.96</b>	<b>99,273.27</b>	<b>131,192.00</b>	<b>138,594.00</b>	<b>5.6%</b>
<a href="#">110235 683101</a>	Consultants - General	0.00	0.00	2,000.00	23,000.00	1050.0%
<a href="#">110235 683201</a>	Contracted Services - General	12,625.43	28,683.61	36,919.00	23,321.00	-36.8%
<a href="#">110235 683202</a>	Contracted Services - Maint.	31,343.24	28,166.00	33,439.00	33,439.00	0.0%
<a href="#">110235 683401</a>	Liability Insurance	18,687.00	1,029.00	18,751.00	18,751.00	0.0%
<a href="#">110235 683402</a>	Auto Insurance	11,810.18	12,469.46	12,083.00	12,083.00	0.0%
<a href="#">110235 683501</a>	Training/Conferences	18,023.28	23,195.32	22,000.00	22,000.00	0.0%
<a href="#">110235 683601</a>	Misc Service-Bonds	50.00	0.00	0.00	0.00	0.0%
<a href="#">110235 683702</a>	Miscellaneous Services	6,353.83	5,729.88	6,000.00	6,000.00	0.0%
<b>Total</b>		<b>98,892.96</b>	<b>99,273.27</b>	<b>131,192.00</b>	<b>138,594.00</b>	<b>5.6%</b>
<b>86 FACILITY &amp; PLANT</b>		<b>20,483.05</b>	<b>22,776.95</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>0.0%</b>
<a href="#">110235 686550</a>	M & R	20,483.05	22,776.95	22,000.00	22,000.00	0.0%
<b>Total</b>		<b>20,483.05</b>	<b>22,776.95</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>0.0%</b>
<b>88 EQUIPMENT / LEASES</b>		<b>5,586.45</b>	<b>5,798.17</b>	<b>5,500.00</b>	<b>5,360.00</b>	<b>-2.5%</b>
<a href="#">110235 680401</a>	Equip / Small Tools	0.00	0.00	0.00	0.00	0.0%
<a href="#">110235 688101</a>	Photocopiers	5,226.45	5,438.17	5,000.00	5,000.00	0.0%
<a href="#">110235 688120</a>	Rentals	360.00	360.00	500.00	360.00	-28.0%
<b>Total</b>		<b>5,586.45</b>	<b>5,798.17</b>	<b>5,500.00</b>	<b>5,360.00</b>	<b>-2.5%</b>

# Fire/EMS Department

## Program Description

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

### FY2016 Objectives

Complete the Blue Card Command Certification Program for all officers and offer the program to members who are acting officers during fire and EMS calls. Incorporate Blue Card into weekly training sessions and offer a mentoring program for non-officer.

Work with Ozaukee County GIS services to enter pressurized and static water source into the computer aided dispatch system.

Train all members to proficiency with exchanging cardiac information from the heart monitor to the electronic patient care record.

### FY2016 Accomplishments

All the officers have completed the Blue Card Command program. In house training incorporates much of the Blue Card program into weekly trainings.

All pressurized water sources have been located. Work continues with Ozaukee County GIS.

All members have been trained how to exchange information between the heart monitor and the electronic patient care record.

## Key Performance Indicators

Activity	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Budgeted
<b>Total Calls</b>	1,608	1,730	1,917	2,123	2,123
<b>Fire calls answered</b>	394	469	496	442	445
<b>EMS Responses</b>	1,214	1,261	1,421	1,681	1,681
<b>Fire Inspections</b>	1,160	1,256	1,600	1,600	1,600
<b>Patient Transports</b>	927	888	968	1,162	1,162

### FY2017 Objectives

- Complete training for all personnel in the new federally mandated NEMSIS 3 EMS data collection format.
- Work with the Mequon police to develop an active shooter response plan using all the current national standards.
- Migrate all inspection records to electronic format.

**Staffing for FY2017**

<b>Positions (FTE)</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>
Fire Chief	1.00	1.00	1.00
Administrative Secretary	0.50	0.62	0.62
Fire Fighter/EMTs Paid on Call	60	65	65

**Estimated FY2017 Revenue**

**\$791,025**

**Adopted FY2017 Budget**

**\$1,528,659**



## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
<b>236 Fire / EMS</b>		<b>1,436,628.82</b>	<b>1,420,135.41</b>	<b>1,302,792.00</b>	<b>1,528,659.00</b>	<b>17.3%</b>
<b>70 SALARIES</b>		<b>932,568.56</b>	<b>934,458.94</b>	<b>867,863.00</b>	<b>1,000,410.00</b>	<b>15.3%</b>
<a href="#">110236 670101</a>	Salaries	118,761.83	135,697.71	123,280.00	140,796.00	14.2%
<a href="#">110236 670102</a>	Volunteers - Paid on Call	0.00	1,199.52	0.00	0.00	0.0%
<a href="#">110236 670104</a>	Vacation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110236 670105</a>	Sick Pay	0.00	0.00	0.00	0.00	0.0%
<a href="#">110236 670106</a>	Comp Time	0.00	0.00	0.00	0.00	0.0%
<a href="#">110236 670150</a>	EMS Responder	195,423.28	217,940.39	183,820.00	255,850.00	39.2%
<a href="#">110236 670151</a>	Fire Calls	105,482.61	90,108.27	135,720.00	144,900.00	6.8%
<a href="#">110236 670160</a>	Station Work	47,338.84	45,215.78	51,000.00	51,000.00	0.0%
<a href="#">110236 670161</a>	Vehicle Inspection	27,940.93	23,162.95	19,302.00	20,966.00	8.6%
<a href="#">110236 670162</a>	Staff Training	124,776.23	131,098.97	94,656.00	122,360.00	29.3%
<a href="#">110236 670163</a>	Fire Inspections	5,859.33	6,868.58	11,550.00	13,200.00	14.3%
<a href="#">110236 670164</a>	Community Education	3,756.73	3,596.56	2,475.00	2,475.00	0.0%
<a href="#">110236 670171</a>	First Responder POC	45,970.75	42,460.88	42,360.00	42,360.00	0.0%
<a href="#">110236 670172</a>	Ambulance POC	92,134.50	82,497.38	63,540.00	63,540.00	0.0%
<a href="#">110236 670173</a>	Paramedic POC	152,068.00	140,374.48	140,160.00	142,963.00	2.0%
<a href="#">110236 670201</a>	OverTime	0.00	0.00	0.00	0.00	0.0%
<a href="#">110236 670204</a>	Paid Time Off	13,055.53	14,237.47	0.00	0.00	0.0%
<a href="#">110236 670205</a>	Medical Leave	0.00	0.00	0.00	0.00	0.0%
<a href="#">110236 670301</a>	Longevity	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>932,568.56</b>	<b>934,458.94</b>	<b>867,863.00</b>	<b>1,000,410.00</b>	<b>15.3%</b>
<b>73 FRINGE BENEFITS</b>		<b>192,068.24</b>	<b>202,154.31</b>	<b>145,963.00</b>	<b>247,708.00</b>	<b>69.7%</b>
<a href="#">110236 673101</a>	Social Security	70,970.19	71,103.49	66,087.00	77,225.00	16.9%
<a href="#">110236 673102</a>	Retirement	60,541.85	50,762.46	11,286.00	50,026.00	343.3%
<a href="#">110236 673103</a>	Worker's Comp Insurance	34,869.38	54,069.31	43,740.00	45,000.00	2.9%
<a href="#">110236 673104</a>	Unemployment Compensation	1,653.08	132.96	0.00	0.00	0.0%
<a href="#">110236 673201</a>	Health Insurance	20,903.62	22,922.74	22,873.00	73,457.00	221.2%
<a href="#">110236 673202</a>	Dental Insurance	1,017.96	1,017.96	1,018.00	1,018.00	0.0%
<a href="#">110236 673203</a>	Life Insurance	1,466.71	1,477.38	359.00	382.00	6.4%
<a href="#">110236 673204</a>	Long Term Disability	645.45	668.01	600.00	600.00	0.0%
<b>Total</b>		<b>192,068.24</b>	<b>202,154.31</b>	<b>145,963.00</b>	<b>247,708.00</b>	<b>69.7%</b>
<b>75 OTHER STAFF COSTS</b>		<b>9,025.67</b>	<b>8,721.94</b>	<b>9,909.14</b>	<b>10,000.00</b>	<b>0.9%</b>
<a href="#">110236 675101</a>	Uniforms & Clothing	9,025.67	8,721.94	9,909.14	10,000.00	0.9%
<b>Total</b>		<b>9,025.67</b>	<b>8,721.94</b>	<b>9,909.14</b>	<b>10,000.00</b>	<b>0.9%</b>
<b>80 MATERIALS &amp; SUPPLIES</b>		<b>95,851.83</b>	<b>92,416.65</b>	<b>103,951.43</b>	<b>89,850.00</b>	<b>-13.6%</b>
<a href="#">110236 680101</a>	Office Supplies	969.73	1,595.21	2,050.00	2,000.00	-2.4%
<a href="#">110236 680301</a>	Work Supplies-Fire	62,577.14	61,884.41	63,191.43	55,000.00	-13.0%
<a href="#">110236 680402</a>	Motor Fuels & Lubricant	23,079.14	18,691.51	31,500.00	24,550.00	-22.1%
<a href="#">110236 680501</a>	Memberships	2,944.70	1,760.00	1,760.00	1,100.00	-37.5%
<a href="#">110236 680503</a>	Books & Periodicals	290.00	2,458.23	2,000.00	1,500.00	-25.0%
<a href="#">110236 680504</a>	Telephone services	5,465.53	5,699.26	3,100.00	5,300.00	71.0%
<a href="#">110236 680505</a>	Postage	525.59	328.03	350.00	400.00	14.3%
<b>Total</b>		<b>95,851.83</b>	<b>92,416.65</b>	<b>103,951.43</b>	<b>89,850.00</b>	<b>-13.6%</b>
<b>83 PURCHASED SERVICES</b>		<b>115,510.54</b>	<b>99,152.79</b>	<b>90,431.57</b>	<b>111,223.00</b>	<b>23.0%</b>
<a href="#">110236 683101</a>	Consultants - General	0.00	0.00	0.00	23,000.00	0.0%
<a href="#">110236 683201</a>	Contracted Services - General	75,636.00	52,658.87	52,680.00	52,680.00	0.0%
<a href="#">110236 683202</a>	Contracted Services - Maint.	4,527.76	4,183.80	3,416.57	4,608.00	34.9%
<a href="#">110236 683401</a>	Liability Insurance	1,299.35	1,299.35	1,300.00	1,300.00	0.0%
<a href="#">110236 683402</a>	Auto Insurance	18,250.39	19,282.64	18,685.00	18,685.00	0.0%
<a href="#">110236 683501</a>	Training/Conferences	15,797.04	21,728.13	14,350.00	10,950.00	-23.7%
<b>Total</b>		<b>115,510.54</b>	<b>99,152.79</b>	<b>90,431.57</b>	<b>111,223.00</b>	<b>23.0%</b>
<b>86 FACILITY &amp; PLANT</b>		<b>65,691.56</b>	<b>66,096.12</b>	<b>65,443.86</b>	<b>46,338.00</b>	<b>-29.2%</b>
<a href="#">110236 686304</a>	Sewer-E.S. Firehous	740.93	843.30	587.00	587.00	0.0%
<a href="#">110236 686404</a>	Water-E.S. Firehous	964.75	1,024.92	751.00	751.00	0.0%
<a href="#">110236 686550</a>	M & R	63,985.88	64,227.90	64,105.86	45,000.00	-29.8%
<b>Total</b>		<b>65,691.56</b>	<b>66,096.12</b>	<b>65,443.86</b>	<b>46,338.00</b>	<b>-29.2%</b>
<b>88 EQUIPMENT / LEASES</b>		<b>25,912.42</b>	<b>17,134.66</b>	<b>19,230.00</b>	<b>23,130.00</b>	<b>20.3%</b>
<a href="#">110236 680401</a>	Equip / Small Tools	24,184.89	15,419.61	16,650.00	21,050.00	26.4%
<a href="#">110236 688101</a>	Photocopiers	1,727.53	1,715.05	2,580.00	2,080.00	-19.4%
<a href="#">110236 688120</a>	Rentals	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>25,912.42</b>	<b>17,134.66</b>	<b>19,230.00</b>	<b>23,130.00</b>	<b>20.3%</b>

# Dispatch

## Program Description

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

### 2016 Objectives

### 2016 Accomplishments

Continue to provide 24-hour professional police, fire, and EMS dispatching services.

Dispatched over 27,000 police calls for service, and over 1,900 EMS and fire calls.

Complete required professional re-certifications.

All dispatchers were either trained or recertified in required certifications needed for their positions.

Purchase Emergency Medical Dispatch (EMD) Software Program and train all communication center employees (dispatchers) in Emergency Medical Dispatching

All dispatchers trained and certified in EMD. Went live with EMD in June, 2016.

Begin accepting and answering 911 cellular calls originating in Mequon

Meetings, research, and discussion regarding answering 911 cellular calls originating in Mequon. More planning and research needed for implementation.

Promote a dispatcher to a supervisory position, while maintaining 10 dispatcher positions

Promoted Melina Bowen to Dispatch Supervisor. Hired two part time dispatchers, Monika Roth and Andrea Frandsen.

## Key Performance Indicators

Activity	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Budgeted
<b>9-1-1- Calls processed</b>	2,300	2,578	2,461	3,047	3,339	3,659
<b>Calls for Service Processed</b>	23,927	22,488	24,337	26,920	27,405	27,900
<b>Non-emergency calls processed</b>	52,180	54,828	50,535	44,423	45,700	47,000

### 2017 Objectives

- Continue to provide 24-hour professional police, fire, and EMS dispatching services.
- Complete required professional re-certifications.
- Begin accepting and answering 911 cellular calls originating in Mequon.

### Staffing for FY2017

<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>
Telecommunicators (7) FT	Telecommunicators (7) FT	Telecommunicators (7) FT
Telecommunicators (3) PT	Telecommunicators (3) PT	Telecommunicators (3) PT
		Supervisor (1) FT

### **Estimated FY2017 Revenue**

None

### **Adopted FY2017 Budget**

\$653,087



## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
<b>237 Communications</b>		<b>605,291.01</b>	<b>614,632.56</b>	<b>645,158.00</b>	<b>653,087.00</b>	<b>1.2%</b>
<b>70 SALARIES</b>		<b>434,266.53</b>	<b>435,945.97</b>	<b>448,424.00</b>	<b>451,146.00</b>	<b>0.6%</b>
<a href="#">110237 670101</a>	Salaries	353,352.60	360,692.26	422,424.00	425,146.00	0.6%
<a href="#">110237 670103</a>	Holiday	12,019.29	12,118.46	11,000.00	11,000.00	0.0%
<a href="#">110237 670104</a>	Vacation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110237 670105</a>	Sick Pay	0.00	0.00	0.00	0.00	0.0%
<a href="#">110237 670106</a>	Comp Time	10,277.23	7,337.08	0.00	0.00	0.0%
<a href="#">110237 670201</a>	OverTime	16,506.32	20,060.12	15,000.00	15,000.00	0.0%
<a href="#">110237 670204</a>	Paid Time Off	39,237.37	35,738.05	0.00	0.00	0.0%
<a href="#">110237 670205</a>	Medical Leave	2,873.72	0.00	0.00	0.00	0.0%
<a href="#">110237 670301</a>	Longevity	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>434,266.53</b>	<b>435,945.97</b>	<b>448,424.00</b>	<b>451,146.00</b>	<b>0.6%</b>
<b>73 FRINGE BENEFITS</b>		<b>164,642.93</b>	<b>171,694.73</b>	<b>188,634.00</b>	<b>194,241.00</b>	<b>3.0%</b>
<a href="#">110237 673101</a>	Social Security	32,420.66	32,143.62	30,745.00	30,290.00	-1.5%
<a href="#">110237 673102</a>	Retirement	29,070.77	28,753.13	24,992.00	28,871.00	15.5%
<a href="#">110237 673103</a>	Worker's Comp Insurance	1,186.93	1,111.07	1,108.00	1,173.00	5.9%
<a href="#">110237 673104</a>	Unemployment Compensation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110237 673201</a>	Health Insurance	94,712.76	102,431.16	125,267.00	126,080.00	0.6%
<a href="#">110237 673202</a>	Dental Insurance	4,045.28	3,916.87	3,403.00	4,596.00	35.1%
<a href="#">110237 673203</a>	Life Insurance	851.12	901.19	919.00	1,031.00	12.2%
<a href="#">110237 673204</a>	Long Term Disability	2,355.41	2,437.69	2,200.00	2,200.00	0.0%
<b>Total</b>		<b>164,642.93</b>	<b>171,694.73</b>	<b>188,634.00</b>	<b>194,241.00</b>	<b>3.0%</b>
<b>75 OTHER STAFF COSTS</b>		<b>3,445.70</b>	<b>3,105.00</b>	<b>4,800.00</b>	<b>4,000.00</b>	<b>-16.7%</b>
<a href="#">110237 675101</a>	Uniforms & Clothing	3,445.70	3,105.00	4,800.00	4,000.00	-16.7%
<b>Total</b>		<b>3,445.70</b>	<b>3,105.00</b>	<b>4,800.00</b>	<b>4,000.00</b>	<b>-16.7%</b>
<b>80 MATERIALS &amp; SUPPLIES</b>		<b>1,002.20</b>	<b>1,402.34</b>	<b>1,300.00</b>	<b>1,300.00</b>	<b>0.0%</b>
<a href="#">110237 680101</a>	Office Supplies	598.12	984.23	800.00	800.00	0.0%
<a href="#">110237 680301</a>	Work Supplies-Admin	404.08	418.11	500.00	500.00	0.0%
<a href="#">110237 680501</a>	Memberships	0.00	0.00	0.00	0.00	0.0%
<a href="#">110237 680502</a>	Printing/Publications	0.00	0.00	0.00	0.00	0.0%
<a href="#">110237 680503</a>	Books & Periodicals	0.00	0.00	0.00	0.00	0.0%
<a href="#">110237 680504</a>	Telephone services	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>1,002.20</b>	<b>1,402.34</b>	<b>1,300.00</b>	<b>1,300.00</b>	<b>0.0%</b>
<b>83 PURCHASED SERVICES</b>		<b>1,142.13</b>	<b>1,840.92</b>	<b>1,000.00</b>	<b>1,400.00</b>	<b>40.0%</b>
<a href="#">110237 683101</a>	Consultants - General	0.00	0.00	0.00	0.00	0.0%
<a href="#">110237 683201</a>	Contracted Services - General	0.00	51.90	0.00	0.00	0.0%
<a href="#">110237 683202</a>	Contracted Services - Maint.	0.00	0.00	0.00	0.00	0.0%
<a href="#">110237 683501</a>	Training/Conferences	1,142.13	1,789.02	1,000.00	1,400.00	40.0%
<b>Total</b>		<b>1,142.13</b>	<b>1,840.92</b>	<b>1,000.00</b>	<b>1,400.00</b>	<b>40.0%</b>
<b>86 FACILITY &amp; PLANT</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<a href="#">110237 686550</a>	M & R	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>88 EQUIPMENT / LEASES</b>		<b>791.52</b>	<b>643.60</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0.0%</b>
<a href="#">110237 680401</a>	Equip / Small Tools	791.52	643.60	1,000.00	1,000.00	0.0%
<b>Total</b>		<b>791.52</b>	<b>643.60</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0.0%</b>

# Police Reserves

## Program Description

The purpose of the Mequon Police Reserve is to augment the regular police force in case of emergency or whenever required to preserve peace and good order, to protect life and property and to prevent crime.

## FY2016 Accomplishments

- Maintained adequate staffing of the Police Reserve. Two new officers were hired to fill vacancies. There are currently 25 members of the Police Reserve.
- Training occurred in the following areas: Emergency Vehicle Operation and Control, Defense and Arrest Tactics – Escort Holds and Cuffing.
- During 2016, reserve officers will have participated in approximately 60 event dates totaling approximately 2,000 volunteer hours. This excludes special call outs by the police department for traffic control at accidents, fires and other miscellaneous activities.

## FY2017 Service Levels and Objectives

- Maintain the level of active Reserves at 23-25
- Develop training programs that will better prepare the reserve officers for different situations that may be encountered while on duty.
- Continue to provide police service for all major events that occur in the City and surrounding communities, major events at Homestead High School (football and hockey games, graduation), Concordia University (graduation, concerts, and other special events as requested) and some Chinooks baseball games.

## Staffing for FY2017

Positions	2015 Actual	2016 Actual	2017 Budget
Volunteers	26	25	24

**Estimated FY2017 Revenue**

None

**Adopted FY2017 Budget**

**\$7,909**





## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
<b>239 Police Reserve</b>		<b>4,594.55</b>	<b>6,406.44</b>	<b>8,359.00</b>	<b>7,909.00</b>	<b>-5.4%</b>
<b>70 SALARIES</b>		<b>1,680.00</b>	<b>1,645.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>0.0%</b>
<a href="#">110239 670102</a>	Volunteers - Paid on Call	1,680.00	1,645.00	1,500.00	1,500.00	0.0%
<b>Total</b>		<b>1,680.00</b>	<b>1,645.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>0.0%</b>
<b>73 FRINGE BENEFITS</b>		<b>63.52</b>	<b>59.16</b>	<b>59.00</b>	<b>59.00</b>	<b>0.0%</b>
<a href="#">110239 673101</a>	Social Security	0.00	0.00	0.00	0.00	0.0%
<a href="#">110239 673103</a>	Worker's Comp Insurance	63.52	59.16	59.00	59.00	0.0%
<a href="#">110239 673104</a>	Unemployment Compensation	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>63.52</b>	<b>59.16</b>	<b>59.00</b>	<b>59.00</b>	<b>0.0%</b>
<b>75 OTHER STAFF COSTS</b>		<b>1,217.50</b>	<b>935.20</b>	<b>1,600.00</b>	<b>1,600.00</b>	<b>0.0%</b>
<a href="#">110239 675101</a>	Uniforms & Clothing	1,217.50	935.20	1,600.00	1,600.00	0.0%
<b>Total</b>		<b>1,217.50</b>	<b>935.20</b>	<b>1,600.00</b>	<b>1,600.00</b>	<b>0.0%</b>
<b>80 MATERIALS &amp; SUPPLIES</b>		<b>1,335.11</b>	<b>3,553.06</b>	<b>3,600.00</b>	<b>3,600.00</b>	<b>0.0%</b>
<a href="#">110239 680301</a>	Work Supplies-Admin	847.17	3,078.84	2,500.00	2,500.00	0.0%
<a href="#">110239 680402</a>	Motor Fuels & Lubricant	123.75	140.18	500.00	500.00	0.0%
<a href="#">110239 680501</a>	Memberships	0.00	0.00	0.00	0.00	0.0%
<a href="#">110239 680502</a>	Printing/Publications	52.00	0.00	200.00	200.00	0.0%
<a href="#">110239 680503</a>	Books & Periodicals	0.00	0.00	0.00	0.00	0.0%
<a href="#">110239 680504</a>	Telephone services	312.19	334.04	400.00	400.00	0.0%
<b>Total</b>		<b>1,335.11</b>	<b>3,553.06</b>	<b>3,600.00</b>	<b>3,600.00</b>	<b>0.0%</b>
<b>83 PURCHASED SERVICES</b>		<b>119.63</b>	<b>182.40</b>	<b>600.00</b>	<b>400.00</b>	<b>-33.3%</b>
<a href="#">110239 683501</a>	Training/Conferences	119.63	182.40	600.00	400.00	-33.3%
<b>Total</b>		<b>119.63</b>	<b>182.40</b>	<b>600.00</b>	<b>400.00</b>	<b>-33.3%</b>
<b>86 FACILITY &amp; PLANT</b>		<b>178.79</b>	<b>31.62</b>	<b>1,000.00</b>	<b>750.00</b>	<b>-25.0%</b>
<a href="#">110239 686550</a>	M & R	178.79	31.62	1,000.00	750.00	-25.0%
<b>Total</b>		<b>178.79</b>	<b>31.62</b>	<b>1,000.00</b>	<b>750.00</b>	<b>-25.0%</b>
<b>88 EQUIPMENT / LEASES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<a href="#">110239 680401</a>	Equip / Small Tools	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

# Community Development: Inspection Division

## Program Description

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

## FY2016 Accomplishments

- The Inspection Division met its objective of a 10-day turnaround for plan review of submittals and worked with applicants to achieve compliance with Federal, State and local requirements.
- Perform professional inspections. The quality and completeness of inspections prevents violations of appropriate and applicable codes.
- The Inspection Division met this objective 100% of the time for inspections for life/safety compliance.
- Require and enforce erosion control for single family home construction so as to meet NR216 requirements.
- Erosion control inspections were conducted on new homes under construction.
- Evaluation of the impacts of the design policies and development decisions and how those relate to the overall character and economy of the city.
- Serve as liaison to the Architectural Review Board and Board of Appeals.

## Key Performance Indicators

<b>Construction Inspections</b>					
<b>Activity</b>	<b>FY2013 Actual</b>	<b>FY2014 Actual</b>	<b>FY2015 Actual</b>	<b>FY2016 Projected</b>	<b>FY2017 Budgeted</b>
<b>Permits Issued:</b>					
<b>-Building</b>	755	745	780	750	760
<b>-Electrical</b>	919	980	964	830	923
<b>-Plumbing</b>	979	1008	992	850	958
<b>-HVAC</b>	535	578	596	500	552
<b>-Wells</b>	41	18	11	30	28
<b>-Architectural Board</b>	127	127	137	145	134
<b>-Occupancy</b>	123	175	183	116	150
<b>Permits Processed:</b>	3834	3978	3918	3850	3895
<b>Permit Fees Collected</b>	\$ 734,540	\$ 869,248	\$ 645,775	\$ 773,336	\$834,000

<b>Construction Valuations</b>					
<b>Activity</b>	<b>FY2013 Actual</b>	<b>FY2014 Actual</b>	<b>FY2015 Actual</b>	<b>FY2016 Projected</b>	<b>FY2017 Budgeted</b>
<b>New Homes</b>	65	65	44	53	56
<b>Valuation for Homes</b>	\$ 33,928,632	31,521,203	23,513,208	\$ 25,100,000	\$26,500,000
<b>New Commercial (New &amp; Additions)</b>		60	81	45	62
<b>Valuation Commercial</b>	\$ 19,062,637	\$25,470,774	\$23,850,469	\$ 17,000,000	\$22,630,000

### **FY2017 Objectives**

- Perform plan reviews for compliance with Federal, State and local requirements within 10 working days of receipt.
- Perform professional inspections within two workdays of request.
- Enforce erosion control for single family home construction so as to meet NR216 requirements.
- Continue to inform and educate builders so as to achieve a higher level of compliance.
- Technology, scheduling and process related functions will continue to evolve with an eye towards even greater streamlining as the division transition to Munis software and technology equipment upgrades for field inspections.
- Staff liaison to Architectural Review Board, Board of Appeals and Landmarks Commission.

### **Staffing for FY2016**

<b>Positions (FTE)</b>	<b>FY2015 Actual</b>	<b>FY2016 Actual</b>	<b>FY2017 Budget</b>
Inspections Supervisor	0.00	1.00	1.00
Building Inspector	2.00	2.00	2.00
Electrical Inspector	.50	.50	.50
Administrative Secretary	1.00	1.00	1.00
Plan Review (Contract)	Contracted Services	Contracted Services	Contracted Services
Health Inspector (Contract)	Contracted Services	Contracted Services	Contracted Services

### **Estimated FY2017 Revenue**

**\$834,000**

### **Adopted FY2017 Budget**

**\$464,222**



## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
<b>244 Inspections</b>		<b>356,356.45</b>	<b>387,768.65</b>	<b>440,783.00</b>	<b>464,222.00</b>	<b>5.3%</b>
<b>70 SALARIES</b>		<b>216,948.97</b>	<b>239,264.69</b>	<b>266,438.00</b>	<b>285,647.00</b>	<b>7.2%</b>
<a href="#">110244 670101</a>	Salaries	191,430.22	212,832.33	260,438.00	281,147.00	8.0%
<a href="#">110244 670104</a>	Vacation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110244 670105</a>	Sick Pay	0.00	0.00	0.00	0.00	0.0%
<a href="#">110244 670106</a>	Comp Time	689.48	2,620.32	0.00	0.00	0.0%
<a href="#">110244 670201</a>	OverTime	7,321.03	4,937.46	6,000.00	4,500.00	-25.0%
<a href="#">110244 670204</a>	Paid Time Off	16,912.18	17,538.58	0.00	0.00	0.0%
<a href="#">110244 670205</a>	Medical Leave	596.06	1,336.00	0.00	0.00	0.0%
<a href="#">110244 670301</a>	Longevity	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>216,948.97</b>	<b>239,264.69</b>	<b>266,438.00</b>	<b>285,647.00</b>	<b>7.2%</b>
<b>73 FRINGE BENEFITS</b>		<b>111,244.93</b>	<b>124,245.94</b>	<b>144,303.00</b>	<b>150,303.00</b>	<b>4.2%</b>
<a href="#">110244 673101</a>	Social Security	15,496.87	17,128.39	18,579.00	19,986.00	7.6%
<a href="#">110244 673102</a>	Retirement	15,032.34	15,506.47	22,588.00	19,118.00	-15.4%
<a href="#">110244 673103</a>	Worker's Comp Insurance	8,708.61	8,468.39	8,445.00	9,483.00	12.3%
<a href="#">110244 673104</a>	Unemployment Compensation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110244 673201</a>	Health Insurance	67,851.28	77,844.93	90,618.00	96,521.00	6.5%
<a href="#">110244 673202</a>	Dental Insurance	2,295.35	3,228.48	2,211.00	3,229.00	46.0%
<a href="#">110244 673203</a>	Life Insurance	639.19	805.32	712.00	816.00	14.6%
<a href="#">110244 673204</a>	Long Term Disability	1,221.29	1,263.96	1,150.00	1,150.00	0.0%
<b>Total</b>		<b>111,244.93</b>	<b>124,245.94</b>	<b>144,303.00</b>	<b>150,303.00</b>	<b>4.2%</b>
<b>75 OTHER STAFF COSTS</b>		<b>1,035.00</b>	<b>1,035.00</b>	<b>0.00</b>	<b>1,380.00</b>	<b>0.0%</b>
<a href="#">110244 675101</a>	Uniforms & Clothing	1,035.00	1,035.00	0.00	1,380.00	0.0%
<b>Total</b>		<b>1,035.00</b>	<b>1,035.00</b>	<b>0.00</b>	<b>1,380.00</b>	<b>0.0%</b>
<b>80 MATERIALS &amp; SUPPLIES</b>		<b>7,193.49</b>	<b>6,795.56</b>	<b>8,400.00</b>	<b>7,750.00</b>	<b>-7.7%</b>
<a href="#">110244 680101</a>	Office Supplies	548.59	485.39	1,000.00	750.00	-25.0%
<a href="#">110244 680301</a>	Work Supplies-Admin	2,582.45	2,616.74	2,500.00	2,500.00	0.0%
<a href="#">110244 680501</a>	Memberships	372.00	1,326.00	1,000.00	1,000.00	0.0%
<a href="#">110244 680503</a>	Books & Periodicals	170.00	23.00	200.00	200.00	0.0%
<a href="#">110244 680504</a>	Telephone services	1,752.08	1,038.40	1,500.00	1,500.00	0.0%
<a href="#">110244 680505</a>	Postage	1,768.37	1,306.03	2,200.00	1,800.00	-18.2%
<b>Total</b>		<b>7,193.49</b>	<b>6,795.56</b>	<b>8,400.00</b>	<b>7,750.00</b>	<b>-7.7%</b>
<b>83 PURCHASED SERVICES</b>		<b>19,894.06</b>	<b>16,248.71</b>	<b>21,442.00</b>	<b>18,942.00</b>	<b>-11.7%</b>
<a href="#">110244 683101</a>	Consultants - General	0.00	0.00	0.00	0.00	0.0%
<a href="#">110244 683201</a>	Contracted Services - General	17,255.00	12,720.00	18,200.00	15,700.00	-13.7%
<a href="#">110244 683202</a>	Contracted Services - Maint.	0.00	0.00	0.00	0.00	0.0%
<a href="#">110244 683402</a>	Auto Insurance	2,187.46	2,313.71	2,242.00	2,242.00	0.0%
<a href="#">110244 683501</a>	Training/Conferences	451.60	1,215.00	1,000.00	1,000.00	0.0%
<a href="#">110244 683702</a>	Miscellaneous Services	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>19,894.06</b>	<b>16,248.71</b>	<b>21,442.00</b>	<b>18,942.00</b>	<b>-11.7%</b>
<b>86 FACILITY &amp; PLANT</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<a href="#">110244 686550</a>	M & R	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>88 EQUIPMENT / LEASES</b>		<b>40.00</b>	<b>178.75</b>	<b>200.00</b>	<b>200.00</b>	<b>0.0%</b>
<a href="#">110244 680401</a>	Equip / Small Tools	40.00	178.75	200.00	200.00	0.0%
<b>Total</b>		<b>40.00</b>	<b>178.75</b>	<b>200.00</b>	<b>200.00</b>	<b>0.0%</b>

# Public Works

Building Maintenance

Maintenance (Vehicles)

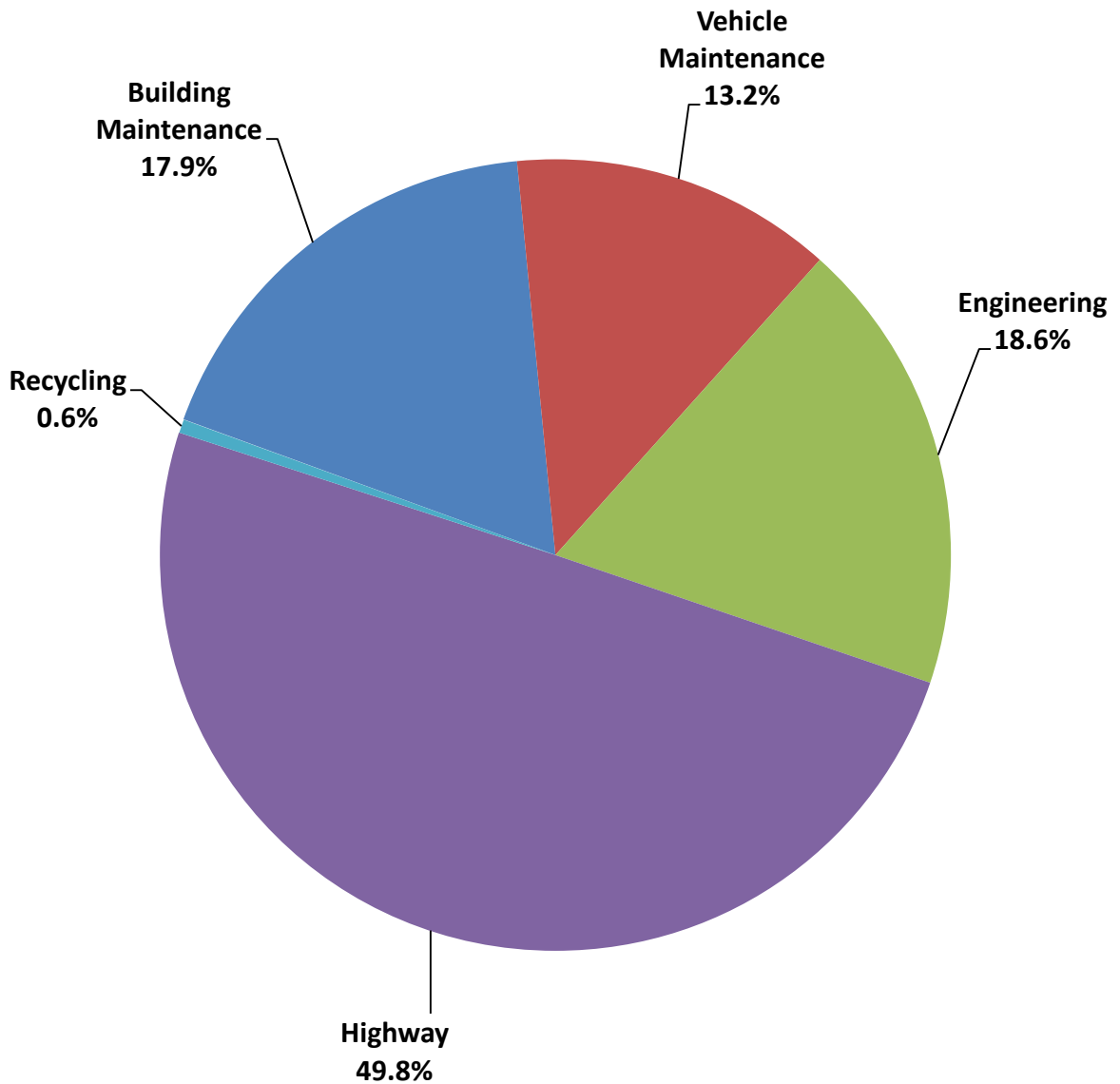
Engineering

Highway

Recycling/Landfill

# CITY OF MEQUON

## 2017 Public Works Expenditures Budget Percentages by Department



# Building Maintenance

## Program Description

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

### FY2016 Objectives

Provide consistent cost effective building maintenance and monitor utilities.

Implement ideas provided by energy audit.

Administer CIP for building maintenance. Continue with repair or replacement of items as needed.

### FY2016 Accomplishments

Completed all repairs possible with City Staff. Utilized contractors when needed. All utilities are monitored monthly.

No funding provided in 2016 Budget

CIP Schedule updated yearly based on needs of City. No funding provided in 2016

## Key Performance Indicators

Activity	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Budgeted
<b>Work Orders</b>	1760	3405	4123	4755	
<b>Number of City Facilities</b>	14	14	14	14	13
<b>Number of Facilities with Janitorial Services</b>	2	4	4	4	4
<b>Street Lights Repaired</b>	20	49	47	30	
<b>Pool Open %</b>	100%	100%	100%	100%	
<b>Oversee Capital Projects</b>	8	10	3	1	

## FY2017 Objectives

- Continue to provide cost effective building maintenance and monitor utilities.
- Continue City wide energy audit
- Continue to update CIP for building maintenance, repair and replace items as needed.

**Staffing for FY2017**

<b>Positions (FTE)</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>
Building Superintendent	1.0	1.0	1.0
Building Foreman	1.00	1.00	1.00
Park & Building Maintenance Worker	2.00	2.00	2.00
Custodian PT	0.5	0.5	0.5
Custodian PT	0.5	0.5	0.5

**Estimated FY2017 Revenue**

None

**Adopted FY2017 Budget**

**\$733,980**





## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
<b>326 Building maintenance</b>		<b>759,748.00</b>	<b>740,146.20</b>	<b>767,548.00</b>	<b>733,980.00</b>	<b>-4.4%</b>
<b>70 SALARIES</b>		<b>273,062.21</b>	<b>270,068.68</b>	<b>278,443.00</b>	<b>277,914.00</b>	<b>-0.2%</b>
<a href="#">110326 670101</a>	Salaries	242,784.53	238,512.97	274,943.00	274,914.00	0.0%
<a href="#">110326 670104</a>	Vacation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110326 670105</a>	Sick Pay	0.00	0.00	0.00	0.00	0.0%
<a href="#">110326 670106</a>	Comp Time	1,693.66	1,140.40	0.00	0.00	0.0%
<a href="#">110326 670201</a>	OverTime	1,410.75	1,960.82	3,500.00	3,000.00	-14.3%
<a href="#">110326 670204</a>	Paid Time Off	27,173.27	28,454.49	0.00	0.00	0.0%
<a href="#">110326 670205</a>	Medical Leave	0.00	0.00	0.00	0.00	0.0%
<a href="#">110326 670301</a>	Longevity	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>273,062.21</b>	<b>270,068.68</b>	<b>278,443.00</b>	<b>277,914.00</b>	<b>-0.2%</b>
<b>73 FRINGE BENEFITS</b>		<b>123,221.15</b>	<b>128,640.41</b>	<b>133,973.00</b>	<b>132,388.00</b>	<b>-1.2%</b>
<a href="#">110326 673101</a>	Social Security	19,951.80	19,671.54	19,845.00	19,854.00	0.0%
<a href="#">110326 673102</a>	Retirement	18,010.73	17,642.14	18,197.00	18,693.00	2.7%
<a href="#">110326 673103</a>	Worker's Comp Insurance	10,079.47	14,465.96	14,426.00	10,789.00	-25.2%
<a href="#">110326 673104</a>	Unemployment Compensation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110326 673201</a>	Health Insurance	69,506.17	71,192.48	75,637.00	77,181.00	2.0%
<a href="#">110326 673202</a>	Dental Insurance	3,402.96	3,148.47	3,403.00	3,403.00	0.0%
<a href="#">110326 673203</a>	Life Insurance	1,059.73	1,267.26	1,265.00	1,268.00	0.2%
<a href="#">110326 673204</a>	Long Term Disability	1,210.29	1,252.56	1,200.00	1,200.00	0.0%
<b>Total</b>		<b>123,221.15</b>	<b>128,640.41</b>	<b>133,973.00</b>	<b>132,388.00</b>	<b>-1.2%</b>
<b>75 OTHER STAFF COSTS</b>		<b>1,380.00</b>	<b>1,207.50</b>	<b>1,380.00</b>	<b>1,380.00</b>	<b>0.0%</b>
<a href="#">110326 675101</a>	Uniforms & Clothing	1,380.00	1,207.50	1,380.00	1,380.00	0.0%
<b>Total</b>		<b>1,380.00</b>	<b>1,207.50</b>	<b>1,380.00</b>	<b>1,380.00</b>	<b>0.0%</b>
<b>80 MATERIALS &amp; SUPPLIES</b>		<b>32,198.57</b>	<b>28,882.33</b>	<b>37,250.00</b>	<b>32,750.00</b>	<b>-12.1%</b>
<a href="#">110326 680201</a>	Janitor Supp-City Bldgs	2,255.49	5,818.59	13,000.00	11,000.00	-15.4%
<a href="#">110326 680202</a>	Janitor Supp-Safety Bld	3,191.85	3,356.27	0.00	0.00	0.0%
<a href="#">110326 680203</a>	Janitor Supp-DPW Bldgs	2,776.02	1,967.64	0.00	0.00	0.0%
<a href="#">110326 680302</a>	Work Supp-City Bldgs	9,285.15	7,546.54	9,250.00	9,250.00	0.0%
<a href="#">110326 680303</a>	Work Supp-Safety Bldg	6,450.66	5,040.41	6,500.00	6,500.00	0.0%
<a href="#">110326 680304</a>	Work Supp-DPW Bldgs	3,265.11	2,543.14	5,500.00	3,000.00	-45.5%
<a href="#">110326 680501</a>	Memberships	0.00	0.00	0.00	0.00	0.0%
<a href="#">110326 680503</a>	Books & Periodicals	0.00	0.00	0.00	0.00	0.0%
<a href="#">110326 680504</a>	Telephone services	4,974.29	2,609.74	3,000.00	3,000.00	0.0%
<a href="#">110326 680505</a>	Postage	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>32,198.57</b>	<b>28,882.33</b>	<b>37,250.00</b>	<b>32,750.00</b>	<b>-12.1%</b>
<b>83 PURCHASED SERVICES</b>		<b>41,237.69</b>	<b>41,636.66</b>	<b>37,591.00</b>	<b>42,867.00</b>	<b>14.0%</b>
<a href="#">110326 683201</a>	Contracted Services - General	38,807.84	39,065.99	35,100.00	40,376.00	15.0%
<a href="#">110326 683401</a>	Liability Insurance	0.00	0.00	0.00	0.00	0.0%
<a href="#">110326 683402</a>	Auto Insurance	2,429.85	2,570.67	2,491.00	2,491.00	0.0%
<a href="#">110326 683501</a>	Training/Conferences	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>41,237.69</b>	<b>41,636.66</b>	<b>37,591.00</b>	<b>42,867.00</b>	<b>14.0%</b>



## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
<b>86 FACILITY &amp; PLANT</b>		<b>287,845.74</b>	<b>268,109.47</b>	<b>277,911.00</b>	<b>245,681.00</b>	<b>-11.6%</b>
<a href="#">110326 686101</a>	Electric - City Hall	43,596.36	43,210.14	44,100.00	44,100.00	0.0%
<a href="#">110326 686102</a>	Electric - Safety Bldg	63,892.11	66,513.77	62,650.00	62,650.00	0.0%
<a href="#">110326 686103</a>	Electric - E.S. Firehouse	16,873.15	18,537.89	17,000.00	17,000.00	0.0%
<a href="#">110326 686104</a>	Electric - 6330 W Mequon	0.00	0.00	0.00	0.00	0.0%
<a href="#">110326 686105</a>	Electric - Green Bay Shop	936.16	1,040.78	1,100.00	1,100.00	0.0%
<a href="#">110326 686106</a>	Electric - Highway Bldg	15,803.73	16,727.60	16,000.00	16,000.00	0.0%
<a href="#">110326 686107</a>	Electric - 6300 W Mequon	10,880.66	9,275.94	11,100.00	11,100.00	0.0%
<a href="#">110326 686112</a>	Electric - Logemann Ctr.	17,018.61	5,784.67	17,100.00	0.00	-100.0%
<a href="#">110326 686150</a>	Electric - Sirens	0.00	0.00	0.00	0.00	0.0%
<a href="#">110326 686201</a>	Gas-City Hall	9,782.54	8,859.20	8,000.00	8,000.00	0.0%
<a href="#">110326 686202</a>	Gas-Safety Bldg	24,587.26	19,671.45	19,900.00	19,900.00	0.0%
<a href="#">110326 686203</a>	Gas-E.S. Firehouse	4,147.26	2,809.10	3,500.00	3,500.00	0.0%
<a href="#">110326 686204</a>	Gas-6330 W Mequon Rd	0.00	0.00	0.00	0.00	0.0%
<a href="#">110326 686205</a>	Gas-6300 W Mequon Rd	6,334.05	4,722.48	5,300.00	5,300.00	0.0%
<a href="#">110326 686206</a>	Gas-Green Bay Shop	2,366.79	2,081.89	2,000.00	2,000.00	0.0%
<a href="#">110326 686207</a>	Gas-Highway Bldg	13,363.90	10,352.28	11,200.00	11,200.00	0.0%
<a href="#">110326 686212</a>	Gas-Logemann Ctr	8,196.47	4,315.53	6,600.00	0.00	-100.0%
<a href="#">110326 686301</a>	Sewer-City Hall	737.02	630.03	1,320.00	1,320.00	0.0%
<a href="#">110326 686302</a>	Sewer-Safety Bldg	6,307.17	3,608.36	2,440.00	2,440.00	0.0%
<a href="#">110326 686308</a>	Sewer-Logemann Ctr.	322.87	84.92	1,265.00	0.00	-100.0%
<a href="#">110326 686401</a>	Water-City Hall	1,798.63	1,664.59	2,403.00	2,403.00	0.0%
<a href="#">110326 686402</a>	Water-Safety Bldg	7,407.21	5,048.83	3,668.00	3,668.00	0.0%
<a href="#">110326 686408</a>	Water-Logemann Ctr.	659.78	415.99	1,265.00	0.00	-100.0%
<a href="#">110326 686501</a>	M & R - City Bldgs	5,533.29	15,267.91	9,250.00	8,000.00	-13.5%
<a href="#">110326 686502</a>	M & R - Safety Bldg	15,299.22	16,312.39	18,000.00	18,000.00	0.0%
<a href="#">110326 686503</a>	M & R - DPW Bldgs	7,075.94	8,166.18	9,750.00	5,000.00	-48.7%
<a href="#">110326 686504</a>	M & R Logemen Center	4,925.56	3,007.55	3,000.00	3,000.00	0.0%
<a href="#">110326 686550</a>	M & R	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>287,845.74</b>	<b>268,109.47</b>	<b>277,911.00</b>	<b>245,681.00</b>	<b>-11.6%</b>
<b>88 EQUIPMENT / LEASES</b>		<b>802.64</b>	<b>1,601.15</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0.0%</b>
<a href="#">110326 680401</a>	Equip / Small Tools	802.64	1,601.15	1,000.00	1,000.00	0.0%
<a href="#">110326 688120</a>	Rentals	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>802.64</b>	<b>1,601.15</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0.0%</b>

# Maintenance (Vehicle)

## Program Description

The Maintenance Division manages the infrastructure of the City as it relates to vehicle and equipment maintenance for Police, Fire, Ambulance, Water, Sewer, and DPW departments.

### FY2016 Objectives

### FY2016 Accomplishments

Continue to provide cost effective vehicle and equipment repairs for all departments.

Processed between 800-850 repairs and preventive maintenance services for all departments, not including unrecorded repairs. Most repairs take longer than 3 hours.

Improve on customer service approach on how we provide service to all departments.

Prioritized repairs and services on the basis of emergency and critical time dependent needs of the City at that time. Kept equipment downtime to a minimum as much as possible.

Manage the DPW equipment replacement fund within the annual budget appropriation. Good trade-in values have allowed us to keep this funding reasonable, but an increase to a level of \$300,000+/year is needed to keep up with replacement costs.

In 2016, \$260,000 was appropriated for DPW vehicle replacement which allowed us to purchase a replacement Hwy. Tri axle, dump truck that we installed the dump body, hydraulic and electrical systems on. A replacement broom tractor with scraper blade. A 5 year lease purchase, for a 3 yard loader, 3 City Hall cars (old Police units) and a walk behind paint striper.

Monitor and utilize resources to more accurately estimate fuel usage and prices for 2016.

Unleaded and diesel usage is on track to be under the original estimate. We still have the beginning of winter yet. Fuel prices have been lower than the projected estimated ranges. Fuel prices are starting to increase as Fall and Winter approach.

Tools for technicians.

Purchased AC evacuator/recovery unit. Scan tools updates.

## Key Performance Indicator

Activity	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Budgeted
<b>Equipment in Fleet</b>	340+	340+	340+	340+	340+
<b>Repair Operations</b>	1075	890	1068	900+	1000+

### **FY2017 Objectives**

- Provide cost effective vehicle and equipment repairs for all departments.
- Improve customer informational feedback to all departments.
- Manage the DPW equipment replacement fund within the annual budget appropriation.
- Utilize resources to estimate fuel usage and prices. For 2017, Public Works expects to use about 12,000 gallons of Unleaded gasoline, and about 35,000 gallons of Clear diesel fuel, based on yearly averages. Budget is based on estimate of \$2.75per gallon for unleaded and \$3.00 for diesel fuel based on US Energy Information Administration outlook. Staff will investigate fuel saving strategies to minimize effect of rising fuel costs.
- Move in and set up a workable workshop in the new DPW Combined Facility.

### **Staffing for FY2017**

<b>Positions (FTE)</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>
Chief Mechanic	1.0	1.0	1.0
Mechanic	2.0	2.0	2.0
Maintenance Intern/Apprentice (PT)	0.0	0.0	0.0

### **Estimated FY2017 Revenue**

None

### **Adopted FY2017 Budget**

**\$524,719**



## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
<b>355 Fleet Services</b>		<b>483,392.28</b>	<b>490,947.24</b>	<b>566,116.00</b>	<b>524,719.00</b>	<b>-7.3%</b>
<b>70 SALARIES</b>		<b>191,090.50</b>	<b>197,907.87</b>	<b>193,955.00</b>	<b>191,544.00</b>	<b>-1.2%</b>
<a href="#">110355 670101</a>	Salaries	168,800.08	167,974.34	190,455.00	188,344.00	-1.1%
<a href="#">110355 670104</a>	Vacation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110355 670105</a>	Sick Pay	0.00	0.00	0.00	0.00	0.0%
<a href="#">110355 670106</a>	Comp Time	0.00	0.00	0.00	0.00	0.0%
<a href="#">110355 670201</a>	OverTime	3,131.36	5,865.46	3,500.00	3,200.00	-8.6%
<a href="#">110355 670204</a>	Paid Time Off	19,159.06	18,925.09	0.00	0.00	0.0%
<a href="#">110355 670205</a>	Medical Leave	0.00	5,142.98	0.00	0.00	0.0%
<a href="#">110355 670301</a>	Longevity	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>191,090.50</b>	<b>197,907.87</b>	<b>193,955.00</b>	<b>191,544.00</b>	<b>-1.2%</b>
<b>73 FRINGE BENEFITS</b>		<b>101,801.39</b>	<b>109,622.65</b>	<b>108,307.00</b>	<b>107,946.00</b>	<b>-0.3%</b>
<a href="#">110355 673101</a>	Social Security	13,955.11	14,283.48	13,722.00	13,435.00	-2.1%
<a href="#">110355 673102</a>	Retirement	13,058.01	13,137.54	12,606.00	12,807.00	1.6%
<a href="#">110355 673103</a>	Worker's Comp Insurance	8,398.60	9,571.44	9,545.00	7,399.00	-22.5%
<a href="#">110355 673104</a>	Unemployment Compensation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110355 673201</a>	Health Insurance	62,562.84	68,627.63	68,619.00	70,371.00	2.6%
<a href="#">110355 673202</a>	Dental Insurance	2,022.04	2,035.92	2,036.00	2,036.00	0.0%
<a href="#">110355 673203</a>	Life Insurance	573.32	692.15	629.00	748.00	18.9%
<a href="#">110355 673204</a>	Long Term Disability	1,231.47	1,274.49	1,150.00	1,150.00	0.0%
<b>Total</b>		<b>101,801.39</b>	<b>109,622.65</b>	<b>108,307.00</b>	<b>107,946.00</b>	<b>-0.3%</b>
<b>75 OTHER STAFF COSTS</b>		<b>1,484.90</b>	<b>1,485.00</b>	<b>1,485.00</b>	<b>1,485.00</b>	<b>0.0%</b>
<a href="#">110355 675101</a>	Uniforms & Clothing	1,035.00	1,035.00	1,035.00	1,035.00	0.0%
<a href="#">110355 675102</a>	Tool Allowance	449.90	450.00	450.00	450.00	0.0%
<b>Total</b>		<b>1,484.90</b>	<b>1,485.00</b>	<b>1,485.00</b>	<b>1,485.00</b>	<b>0.0%</b>
<b>80 MATERIALS &amp; SUPPLIES</b>		<b>174,134.49</b>	<b>165,364.40</b>	<b>241,350.00</b>	<b>203,725.00</b>	<b>-15.6%</b>
<a href="#">110355 680101</a>	Office Supplies	317.36	278.75	300.00	300.00	0.0%
<a href="#">110355 680301</a>	Work Supplies	85,388.09	75,374.14	85,000.00	82,000.00	-3.5%
<a href="#">110355 680402</a>	Motor Fuels & Lubricant	88,420.21	89,704.44	156,000.00	121,375.00	-22.2%
<a href="#">110355 680504</a>	Telephone services	8.83	7.07	50.00	50.00	0.0%
<a href="#">110355 680505</a>	Postage	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>174,134.49</b>	<b>165,364.40</b>	<b>241,350.00</b>	<b>203,725.00</b>	<b>-15.6%</b>
<b>83 PURCHASED SERVICES</b>		<b>1,822.88</b>	<b>1,928.78</b>	<b>1,869.00</b>	<b>1,869.00</b>	<b>0.0%</b>
<a href="#">110355 683402</a>	Auto Insurance	1,822.88	1,928.78	1,869.00	1,869.00	0.0%
<b>Total</b>		<b>1,822.88</b>	<b>1,928.78</b>	<b>1,869.00</b>	<b>1,869.00</b>	<b>0.0%</b>
<b>86 FACILITY &amp; PLANT</b>		<b>11,403.72</b>	<b>12,302.69</b>	<b>16,150.00</b>	<b>15,150.00</b>	<b>-6.2%</b>
<a href="#">110355 686303</a>	Sewer - DPW bldgs	255.17	242.64	350.00	350.00	0.0%
<a href="#">110355 686403</a>	Water - DPW bldgs	594.77	570.11	800.00	800.00	0.0%
<a href="#">110355 686550</a>	M & R	10,553.78	11,489.94	15,000.00	14,000.00	-6.7%
<b>Total</b>		<b>11,403.72</b>	<b>12,302.69</b>	<b>16,150.00</b>	<b>15,150.00</b>	<b>-6.2%</b>
<b>88 EQUIPMENT / LEASES</b>		<b>1,654.40</b>	<b>2,335.85</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>0.0%</b>
<a href="#">110355 680401</a>	Equip / Small tools	1,654.40	2,335.85	3,000.00	3,000.00	0.0%
<b>Total</b>		<b>1,654.40</b>	<b>2,335.85</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>0.0%</b>

# Engineering

## Program Description

- Administers all consultant and construction contracts, and associated studies/analysis, for City capital improvement projects, infrastructure, and facilities.
- Administers and maintains the City transportation improvement plan program, annual road evaluation and improvement program.
- Manages the City's stormwater management plan including compliance with the WDNR NR216 permit, the MMSD Chapter 13 and other applicable State and Federal requirements.
- Provides Plan Commission support and developer plan consulting, reviews, and construction inspections.
- Provides local drainage inspection and consulting services to residents.
- Manages City infrastructure mapping and asset tracking.
- Provides land and building improvement consulting and review.

## FY2016 Objectives

Work to ensure required upgrades, modifications and/or improvements and maintenance are performed to the sanitary sewer and storm water systems so as to provide a consistent level of service in all but the most extreme and unfavorable conditions. Continue to comply with NR 216 and other applicable State and Federal requirements and with MMSD Chapter 13 as it pertains to the City's permit requirements.

Perform annual road evaluations and develop recommendations for repair, reconstruction of roads and small bridges and culverts.

Continue to provide support to the Common Council, Planning Commission, Public Works Committee, Sewer Utility Board, Water Commission, and other standing and ad-hoc committees as required.

## FY2016 Accomplishments

Managed the sanitary manhole rehab and internal seal program in conjunction with our annual road program. Designed and managed the roadway drainage work as part of the roadway construction program and numerous local drainage projects. Administered the detention pond certification program. Managed the drainage capital improvement program (CIP), and progressed the priority projects therein.

Performed annual road evaluations on the 210 miles of city roads and developed recommendations for repair, reconstruction of roads and modifications to the City's administration of its drainage policy.

Continued to provide support to the Common Council, Planning Commission, Public Works Committee, Joint Pedestrian and Bikeway Commission and other standing and ad-hoc committees as required.

Provide active input and support to the MMSD for incorporation/compliance with the 2050 Facilities Plan and participation with the various related subcommittees and programs.

Staff continues to routinely attend the MMSD Technical Advisory Team meetings and provide input and to discuss relevant area issues.

Manage the capital improvement of infrastructure and facility construction projects.

Managed the design, implementation, and/or construction of approximately \$2.3 million dollars in subdivision roads, arterial roads, bridge projects, and sanitary sewer projects.

Manage the review for all development plats and site plans.

Staff continues to provide engineering review comments and recommendations for all development plats and site plans.

Continue to collect and update City's infrastructure data and incorporate into GIS.

Continued locating infrastructure with the department's GPS equipment.

Work with Ozaukee County, City of Milwaukee, and WisDOT to keep major road projects on schedule and within budget

Met with local officials, WisDOT and FHWA regarding the Mequon Road and I-43 corridor studies. Participated in the Public Information Meeting and provided comments for the STH 57 (Cedarburg Road) rehabilitation project.

Continue to administer the City's drainage policy & make any policy change recommendations

Developed a Capital Improvement Plan to help facilitate remediation for the outstanding drainage complaints and presented it to the Public Works Committee. Presentation included resident correspondence, field inspection, survey and analysis of outstanding drainage issues. An inventory of the location and condition of existing roadway culverts progressed to 25% completion.

### Key Performance Indicators

Activity	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Budgeted
Development Plan Reviews	34	35	50	42	50
Right-of-way permits issued	162	266	180	115	130
Number of Fill Permits Issued	18	20	22	20	22

<b>Number of Erosion Control Permits Inspected</b>	23	26	18	25	28
<b>Pond certifications</b>	11	17	14	14	15
<b>Drainage complaints received and inspected</b>	47	43	61	32	45
<b>Publicly Bid Projects</b>	N/A	5	11	6	10
<b>Designed Drainage Improvement Projects</b>	73	37	75	56	65

Activity - Roads	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Budgeted
<b>Miles of Subdivision Roads</b>	141.06	140.16	141.51	142.59	143.50
<b>Miles of Arterial Roads</b>	70.71	68.33	68.33	68.33	68.33
<b>Miles of Roads Crack Sealed</b>	8.6	110.0	36.38	67.35	50
<b>Miles of Road GSB-88</b>	11.5	10	8.59	22.52	15
<b>Miles of Roads Seal Coated</b>	11.0	5.0	3.92	0	2
<b>Miles of Roads Milled or Wedged and Overlay</b>	2.71	0.86	5.9	4.15	2
<b>Miles of Roads Pulverized and Paved</b>	3.20	5.10	5.88	5.06	6
<b>Percentage of Roadways Inspected</b>	100%	100%	100%	100%	100%

### FY 2017 Objectives

- Work to ensure required upgrades, modifications and/or improvements and maintenance are performed to the sanitary sewer and storm water systems so as to provide a consistent level of service in all but the most extreme and unfavorable conditions. Continue to comply with NR 216 and other applicable State and Federal requirements and with MMSD Chapter 13 as it pertains to the City's permit requirements.
- Perform annual road evaluations and develop recommendations for repair, reconstruction of roads and small bridges and culverts.



- Continue to provide support to the Common Council, Planning Commission, Public Works Committee, Sewer Utility Board, Water Commission, and other standing and ad-hoc committees as required.
- Provide active input and support to the MMSD for incorporation/compliance with the 2050 Facilities Plan and participation with the various related subcommittees and programs.
- Manage the capital improvement of infrastructure and facility construction projects.
- Manage the review for all development plats and site plans.
- Continue to collect and update City's infrastructure data and incorporate into GIS.
- Work with Ozaukee County, City of Milwaukee, and WisDOT to keep major road projects on schedule and within budget.
- Continue to administer the City's drainage policy & make any policy change recommendations. Continue to inventory the location and condition of the City's culvert network to identify immediate and future drainage needs.

**Staffing through FY2017**

<b>Positions (FTE)</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Budget</b>
DPW/City Engineer	0.5	0.5	0.5
Deputy Director of Engineer	0	0	1.0
Deputy DPW/ Asst City Eng.	1.0	1.0	0
Engineering Services Manager	1.0	1.0	0
Staff Engineer (vacant)	0	0	0
Engineering Tech. I	1.0	1.0	1.0
Engineering Tech. II Field	1.0	1.0	1.0
Engineering Tech. II Admin	1.0	1.0	1.0
Admin. Secretary	1.0	1.0	1.0
Summer LTE	2.0	2.0	2.0

**Estimated FY2017 Revenue**  
**\$128,000**

**Adopted FY2017 Budget**  
**\$656,385**



## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
<b>358 Engineering</b>		<b>765,765.24</b>	<b>744,271.65</b>	<b>798,656.00</b>	<b>656,385.00</b>	<b>-17.8%</b>
<b>70 SALARIES</b>		<b>443,614.34</b>	<b>451,667.09</b>	<b>430,311.00</b>	<b>354,041.00</b>	<b>-17.7%</b>
<a href="#">110358 670101</a>	Salaries	392,139.12	394,047.62	429,311.00	353,041.00	-17.8%
<a href="#">110358 670104</a>	Vacation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110358 670105</a>	Sick Pay	0.00	0.00	0.00	0.00	0.0%
<a href="#">110358 670106</a>	Comp Time	48.74	55.10	0.00	0.00	0.0%
<a href="#">110358 670201</a>	OverTime	2,784.17	1,866.84	1,000.00	1,000.00	0.0%
<a href="#">110358 670204</a>	Paid Time Off	47,771.90	49,864.71	0.00	0.00	0.0%
<a href="#">110358 670205</a>	Medical Leave	870.41	5,832.82	0.00	0.00	0.0%
<a href="#">110358 670301</a>	Longevity	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>443,614.34</b>	<b>451,667.09</b>	<b>430,311.00</b>	<b>354,041.00</b>	<b>-17.7%</b>
<b>73 FRINGE BENEFITS</b>		<b>200,244.97</b>	<b>204,373.97</b>	<b>205,370.00</b>	<b>163,169.00</b>	<b>-20.5%</b>
<a href="#">110358 673101</a>	Social Security	32,436.23	32,633.05	31,004.00	25,365.00	-18.2%
<a href="#">110358 673102</a>	Retirement	29,285.13	29,048.60	27,962.00	23,565.00	-15.7%
<a href="#">110358 673103</a>	Worker's Comp Insurance	21,390.42	19,764.47	19,549.00	14,241.00	-27.2%
<a href="#">110358 673104</a>	Unemployment Compensation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110358 673201</a>	Health Insurance	109,872.71	115,184.99	119,210.00	93,149.00	-21.9%
<a href="#">110358 673202</a>	Dental Insurance	3,402.96	3,577.51	3,403.00	2,674.00	-21.4%
<a href="#">110358 673203</a>	Life Insurance	1,124.19	1,336.55	1,242.00	1,175.00	-5.4%
<a href="#">110358 673204</a>	Long Term Disability	2,733.33	2,828.80	3,000.00	3,000.00	0.0%
<b>Total</b>		<b>200,244.97</b>	<b>204,373.97</b>	<b>205,370.00</b>	<b>163,169.00</b>	<b>-20.5%</b>
<b>75 OTHER STAFF COSTS</b>		<b>1,035.00</b>	<b>1,035.00</b>	<b>1,035.00</b>	<b>1,035.00</b>	<b>0.0%</b>
<a href="#">110358 675101</a>	Uniforms & Clothing	1,035.00	1,035.00	1,035.00	1,035.00	0.0%
<b>Total</b>		<b>1,035.00</b>	<b>1,035.00</b>	<b>1,035.00</b>	<b>1,035.00</b>	<b>0.0%</b>
<b>80 MATERIALS &amp; SUPPLIES</b>		<b>5,049.42</b>	<b>5,421.19</b>	<b>5,900.00</b>	<b>5,900.00</b>	<b>0.0%</b>
<a href="#">110358 680101</a>	Office Supplies	221.01	216.17	1,000.00	1,000.00	0.0%
<a href="#">110358 680103</a>	Office Supp- Copier Equ	0.00	0.00	0.00	0.00	0.0%
<a href="#">110358 680301</a>	Work Supplies-Admin	791.09	488.12	1,000.00	1,000.00	0.0%
<a href="#">110358 680501</a>	Memberships	700.00	980.00	700.00	700.00	0.0%
<a href="#">110358 680502</a>	Printing/Publications	0.00	0.00	0.00	0.00	0.0%
<a href="#">110358 680503</a>	Books & Periodicals	0.00	0.00	0.00	0.00	0.0%
<a href="#">110358 680504</a>	Telephone services	2,148.37	2,519.63	2,000.00	2,400.00	20.0%
<a href="#">110358 680505</a>	Postage	1,188.95	1,217.27	1,200.00	800.00	-33.3%
<b>Total</b>		<b>5,049.42</b>	<b>5,421.19</b>	<b>5,900.00</b>	<b>5,900.00</b>	<b>0.0%</b>
<b>83 PURCHASED SERVICES</b>		<b>110,158.40</b>	<b>76,383.99</b>	<b>148,740.00</b>	<b>126,240.00</b>	<b>-15.1%</b>
<a href="#">110358 683101</a>	Consultants - General	13,771.78	13,256.00	14,000.00	11,000.00	-21.4%
<a href="#">110358 683102</a>	Consultants - Plan Comm Suprt	82,175.78	52,415.48	120,000.00	100,000.00	-16.7%
<a href="#">110358 683201</a>	Contracted Services - General	10,837.61	6,765.91	9,000.00	10,000.00	11.1%
<a href="#">110358 683202</a>	Contracted Services - Maint.	0.00	0.00	0.00	0.00	0.0%
<a href="#">110358 683402</a>	Auto Insurance	2,673.23	2,827.64	2,740.00	2,740.00	0.0%
<a href="#">110358 683501</a>	Training/Conferences	700.00	1,118.96	3,000.00	2,500.00	-16.7%
<b>Total</b>		<b>110,158.40</b>	<b>76,383.99</b>	<b>148,740.00</b>	<b>126,240.00</b>	<b>-15.1%</b>
<b>86 FACILITY &amp; PLANT</b>		<b>30.00</b>	<b>0.00</b>	<b>300.00</b>	<b>0.00</b>	<b>-100.0%</b>
<a href="#">110358 686550</a>	M & R	30.00	0.00	300.00	0.00	-100.0%
<b>Total</b>		<b>30.00</b>	<b>0.00</b>	<b>300.00</b>	<b>0.00</b>	<b>-100.0%</b>
<b>88 EQUIPMENT / LEASES</b>		<b>5,633.11</b>	<b>5,390.41</b>	<b>7,000.00</b>	<b>6,000.00</b>	<b>-14.3%</b>
<a href="#">110358 680401</a>	Equip / Small Tools	164.37	695.16	500.00	500.00	0.0%
<a href="#">110358 688101</a>	Photocopiers	5,468.74	4,695.25	6,500.00	5,500.00	-15.4%
<b>Total</b>		<b>5,633.11</b>	<b>5,390.41</b>	<b>7,000.00</b>	<b>6,000.00</b>	<b>-14.3%</b>

# Highway

## Program Description

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

### FY2017 Objectives

Maintain safe service levels for winter snowplowing and road maintenance to meet all conditions.

Complete Urban Forestry Management Plan and evaluate effectiveness of EAB action plan.

Highway crew will do as much as possible toward roadway drainage project improvements in conjunction with the annual road program.

Continue to work on drainage complaint backlog. Implement program introduced by the Engineering Department in 2014.

Continue to work with engineering staff to meet requirements of NR21 DNR storm water program.

### FY2016 Accomplishments

Provided adequate snow/ice removal services despite shortage of personnel and large, frequent storm events. Multiple DPW divisions contributed to snow control operations through inter-divisional personnel sharing.

Emerald Ash Borer (EAB) located in the City in 2014. EAB removal plan implemented in 2015 with City tree removal on roads associated with the road program.

Accomplished significant storm sewer and ditching work in conjunction with the road program. Completed over 6,250 feet of ditching and restoration as well as 1,400 feet of culvert/storm sewer installation. Resulted in city staff contributing well over \$110,000 in labor and equipment toward road project support from the operating budget.

Several projects were addressed from the Drainage CIP in conjunction with the annual road program.

Completed the required road sweeping and catch basin cleaning.

### Key Performance Indicators

Activity	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Budgeted
<b>Driveway Culverts Installed</b>	46	53	47	30	40
<b>Catch basins inspected</b>	65	0	10	2	50
<b>Snow Events</b>	50	35	34	40	
<b>Tree Removal</b>	1075	680	1530	1800	2000
<b>Tree Planting</b>	64	160	100	250	250
<b>Tree Pruning</b>	800	720	500	500	500
<b>Christmas Tree Chipping</b>	1505	1417	1251	1200	1200

### FY2017 Objectives

- Maintain safe service levels for winter snowplowing and road maintenance to meet all conditions.
- Continue Urban Forestry Management Plan, evaluate effectiveness of EAB action plan and implement EAB tree replacement program.
- Highway crew will do as much as possible toward roadway drainage project improvements in conjunction with the annual road program.
- Continue to work on drainage complaint backlog. Continue to implement program introduced by the Engineering Department in 2015.
- Continue to work with engineering staff to meet requirements of NR21 DNR storm water program.
- Construct Combined DPW Facility to provide operational efficiencies.

### Staffing for FY2017

Positions (FTE)	2015 Actual	2016 Actual	2017 Budget
Director of Public Works/City Engineer	0.5	0.5	0.5
Administrative Secretary	.875	1.0	1.0
Operations Supervisor	0	0	0
Director of Parks and Operations	0.5	0.5	0.5
Street Operations Foreman	0.0	0.0	0.0
Equipment Operations Foreman	1.0	1.0	1.0
Highway Section Foreman	4.0	4.0	4.0
Highway Equipment Operator-Heavy	3.0	3.0	3.0
Heavy Equipment Operator-Regular	1.0	1.0	1.0
Highway Worker	4.0	4.0	4.0
Highway/Parks & Buildings Maintenance Worker (50/50 Parks & Highway)	1.0	1.0	1.0
Summer Seasonal	5.0	5.0	5.0

**Estimated FY2017 Revenue**

**\$57,500**

**Adoption FY2017 Budget**

**\$2,054,747**



## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
<b>359 Highway</b>		<b>1,991,607.37</b>	<b>2,025,829.89</b>	<b>2,141,752.00</b>	<b>2,054,747.00</b>	<b>-4.1%</b>
<b>70 SALARIES</b>		<b>1,012,260.00</b>	<b>978,217.82</b>	<b>1,013,342.00</b>	<b>957,272.00</b>	<b>-5.5%</b>
110359 670101	Salaries	873,089.09	823,183.95	963,342.00	909,272.00	-5.6%
110359 670104	Vacation	0.00	0.00	0.00	0.00	0.0%
110359 670105	Sick Pay	0.00	0.00	0.00	0.00	0.0%
110359 670106	Comp Time	24,882.43	31,066.98	0.00	0.00	0.0%
110359 670201	OverTime	31,190.31	44,996.66	50,000.00	48,000.00	-4.0%
110359 670204	Paid Time Off	74,727.10	70,532.49	0.00	0.00	0.0%
110359 670205	Medical Leave	8,371.07	8,437.74	0.00	0.00	0.0%
110359 670301	Longevity	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>1,012,260.00</b>	<b>978,217.82</b>	<b>1,013,342.00</b>	<b>957,272.00</b>	<b>-5.5%</b>
<b>73 FRINGE BENEFITS</b>		<b>443,990.91</b>	<b>460,443.15</b>	<b>474,609.00</b>	<b>465,114.00</b>	<b>-2.0%</b>
110359 673101	Social Security	73,043.10	70,607.79	68,464.00	68,566.00	0.1%
110359 673102	Retirement	66,640.42	63,246.99	63,773.00	65,189.00	2.2%
110359 673103	Worker's Comp Insurance	29,983.94	47,235.70	44,572.00	36,063.00	-19.1%
110359 673104	Unemployment Compensation	0.00	0.00	0.00	0.00	0.0%
110359 673201	Health Insurance	256,143.85	260,702.22	280,285.00	276,316.00	-1.4%
110359 673202	Dental Insurance	9,083.13	9,082.04	8,682.00	10,034.00	15.6%
110359 673203	Life Insurance	2,643.55	2,890.01	2,833.00	2,946.00	4.0%
110359 673204	Long Term Disability	6,452.92	6,678.40	6,000.00	6,000.00	0.0%
<b>Total</b>		<b>443,990.91</b>	<b>460,443.15</b>	<b>474,609.00</b>	<b>465,114.00</b>	<b>-2.0%</b>
<b>75 OTHER STAFF COSTS</b>		<b>5,432.25</b>	<b>5,175.00</b>	<b>5,175.00</b>	<b>5,175.00</b>	<b>0.0%</b>
110359 675101	Uniforms & Clothing	5,432.25	5,175.00	5,175.00	5,175.00	0.0%
<b>Total</b>		<b>5,432.25</b>	<b>5,175.00</b>	<b>5,175.00</b>	<b>5,175.00</b>	<b>0.0%</b>
<b>80 MATERIALS &amp; SUPPLIES</b>		<b>324,529.89</b>	<b>400,881.77</b>	<b>451,450.00</b>	<b>428,350.00</b>	<b>-5.1%</b>
110359 680101	Office Supplies	252.26	1,681.35	800.00	800.00	0.0%
110359 680103	Office Supp- Copier Equ	0.00	0.00	0.00	0.00	0.0%
110359 680301	Work Supplies-Admin	83.13	629.06	1,500.00	1,000.00	-33.3%
110359 680320	Work Supp-Snow & Ice	199,398.14	287,525.68	282,850.00	264,250.00	-6.6%
110359 680321	Work Supp-Street Maint	51,054.78	36,977.88	85,000.00	65,000.00	-23.5%
110359 680322	Work Supp-Signs/Stripin	37,962.69	34,890.37	40,000.00	60,000.00	50.0%
110359 680323	Work Supp-Culverts	29,698.99	32,997.47	35,000.00	32,000.00	-8.6%
110359 680324	Work Supp-Blvd	0.00	0.00	0.00	0.00	0.0%
110359 680351	Work Supplies-Forestry	3,362.52	3,029.36	3,500.00	3,500.00	0.0%
110359 680501	Memberships	245.00	70.00	250.00	250.00	0.0%
110359 680502	Printing/Publications	0.00	182.88	0.00	0.00	0.0%
110359 680503	Books & Periodicals	0.00	0.00	0.00	0.00	0.0%
110359 680504	Telephone services	2,460.29	2,801.70	2,500.00	1,500.00	-40.0%
110359 680505	Postage	12.09	96.02	50.00	50.00	0.0%
<b>Total</b>		<b>324,529.89</b>	<b>400,881.77</b>	<b>451,450.00</b>	<b>428,350.00</b>	<b>-5.1%</b>
<b>83 PURCHASED SERVICES</b>		<b>86,949.08</b>	<b>66,864.10</b>	<b>80,426.00</b>	<b>79,436.00</b>	<b>-1.2%</b>
110359 683101	Consultants - General	0.00	0.00	0.00	0.00	0.0%
110359 683201	Contracted Services - General	36,652.86	19,923.56	31,030.00	31,040.00	0.0%
110359 683202	Contracted Services - Maint.	20,828.00	15,333.32	17,000.00	17,000.00	0.0%
110359 683402	Auto Insurance	29,163.22	30,852.22	29,896.00	29,896.00	0.0%
110359 683501	Training/Conferences	305.00	755.00	2,500.00	1,500.00	-40.0%
<b>Total</b>		<b>86,949.08</b>	<b>66,864.10</b>	<b>80,426.00</b>	<b>79,436.00</b>	<b>-1.2%</b>
<b>86 FACILITY &amp; PLANT</b>		<b>115,621.75</b>	<b>111,321.15</b>	<b>112,750.00</b>	<b>115,700.00</b>	<b>2.6%</b>
110359 686115	Electric - Street Lights	104,693.23	105,950.47	98,000.00	103,000.00	5.1%
110359 686303	Sewer - DPW bldgs	1,656.81	1,301.96	2,500.00	2,500.00	0.0%
110359 686403	Water - DPW bldgs	3,232.14	2,863.48	3,500.00	3,500.00	0.0%
110359 686550	M & R	6,039.57	1,205.24	8,750.00	6,700.00	-23.4%
<b>Total</b>		<b>115,621.75</b>	<b>111,321.15</b>	<b>112,750.00</b>	<b>115,700.00</b>	<b>2.6%</b>
<b>88 EQUIPMENT / LEASES</b>		<b>2,823.49</b>	<b>2,926.90</b>	<b>4,000.00</b>	<b>3,700.00</b>	<b>-7.5%</b>
110359 680401	Equip / Small Tools	1,052.69	1,222.29	1,500.00	1,200.00	-20.0%
110359 688101	Photocopiers	1,452.47	1,588.24	1,500.00	1,500.00	0.0%
110359 688110	Other Leased Equipment	0.00	0.00	0.00	0.00	0.0%
110359 688120	Rentals	318.33	116.37	1,000.00	1,000.00	0.0%
<b>Total</b>		<b>2,823.49</b>	<b>2,926.90</b>	<b>4,000.00</b>	<b>3,700.00</b>	<b>-7.5%</b>

## Recycling/Landfill

### Program Description

The City operates the brush and waste site on Bonniwell Road and a public building recycling program in its public buildings to satisfy DNR requirements.

The brush site is staffed primarily by a part-time worker with Spring/Summer hours from 7:30 am to 7:00 pm on Wednesdays and 8:00 am to 4:00 pm on Saturdays. Fall hours are 8:00 am to 4:00 pm on Wednesdays and Saturdays. No changes are anticipated for 2017. Permit revenues exceed out-of-pocket expenses.

### Key Performance Indicators

Activity	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Budgeted
<b>Number of brush permits</b>	1615	1618	1600	1490	1500

### Staffing for FY2017

Positions (FTE)	2015 Actual	2016 Actual	2017 Budget
Recycling Landfill Attendant (PT)	0.5	0.5	0.5

**Estimated FY2017 Revenue**  
\$40,000

**Adopted FY2017 Budget**  
\$22,381



<h2 style="margin: 0;">City of Mequon</h2> <h3 style="margin: 0;">2017 Budgetary Comparisons</h3>
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Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
<b>368 Recycling</b>		20,475.50	20,385.19	23,455.00	22,381.00	-4.6%
<b>70 SALARIES</b>		<b>7,089.50</b>	<b>6,523.08</b>	<b>5,720.00</b>	<b>5,720.00</b>	<b>0.0%</b>
<a href="#">110368 670101</a>	Salaries	7,089.50	6,523.08	5,720.00	5,720.00	0.0%
<b>Total</b>		7,089.50	6,523.08	5,720.00	5,720.00	0.0%
<b>73 FRINGE BENEFITS</b>		<b>804.00</b>	<b>845.71</b>	<b>735.00</b>	<b>661.00</b>	<b>-10.1%</b>
<a href="#">110368 673101</a>	Social Security	542.33	547.89	438.00	438.00	0.0%
<a href="#">110368 673103</a>	Worker's Comp Insurance	261.67	297.82	297.00	223.00	-24.9%
<a href="#">110368 673104</a>	Unemployment Compensation	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		804.00	845.71	735.00	661.00	-10.1%
<b>83 PURCHASED SERVICES</b>		<b>0.00</b>	<b>484.40</b>	<b>16,000.00</b>	<b>15,000.00</b>	<b>-6.3%</b>
<a href="#">110368 683201</a>	Contracted Services - General	0.00	484.40	16,000.00	15,000.00	-6.3%
<a href="#">110368 683702</a>	Miscellaneous Services	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		0.00	484.40	16,000.00	15,000.00	-6.3%
<b>88 EQUIPMENT / LEASES</b>		<b>12,582.00</b>	<b>12,532.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0.0%</b>
<a href="#">110368 688120</a>	Rentals	12,582.00	12,532.00	1,000.00	1,000.00	0.0%
<b>Total</b>		12,582.00	12,532.00	1,000.00	1,000.00	0.0%

# Community Enrichment

Swimming Pool

Park Maintenance & Development

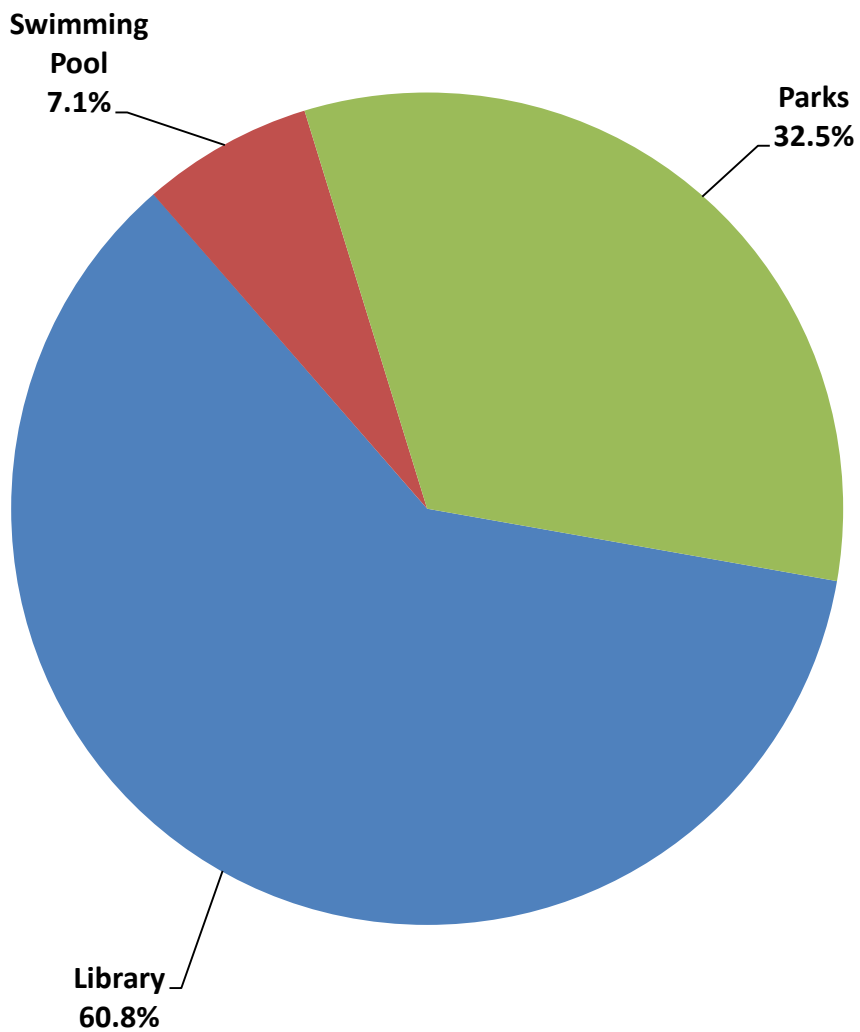
Cemetery

Library Services



# CITY OF MEQUON

## 2017 Community Enrichment Expenditures Budget Percentages by Department



# Swimming Pool

## Program Description

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

### FY2016 Objectives

Provide general maintenance of pool facility and monitor operations.

Update 2016 Staff Handbook and establish standard operating procedure manual.

Diving boards replaced

### FY2016 Accomplishments

Provided general maintenance of pool facility and monitored operations.

Manual was updated 2016.

Diving Boards replaced spring 2016

### FY2017 Objectives

- Provide general maintenance of pool facility and monitor operations.
- Establish standard operating procedure manual.
- Main check valve replacement

### Estimated FY2017 Revenue

\$71,200

### Adopted FY2017 Budget

\$114,356



## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
472 Swimming Pool		105,028.15	104,749.62	121,115.00	114,356.00	-5.6%
<b>70 SALARIES</b>		<b>50,993.91</b>	<b>56,335.51</b>	<b>59,250.00</b>	<b>57,000.00</b>	<b>-3.8%</b>
<a href="#">110472 670101</a>	Salaries	50,977.15	56,177.63	59,000.00	57,000.00	-3.4%
<a href="#">110472 670201</a>	OverTime	16.76	157.88	250.00	0.00	-100.0%
<b>Total</b>		<b>50,993.91</b>	<b>56,335.51</b>	<b>59,250.00</b>	<b>57,000.00</b>	<b>-3.8%</b>
<b>73 FRINGE BENEFITS</b>		<b>6,898.64</b>	<b>7,316.99</b>	<b>7,532.00</b>	<b>6,659.00</b>	<b>-11.6%</b>
<a href="#">110472 673101</a>	Social Security	3,900.96	4,309.68	4,533.00	4,361.00	-3.8%
<a href="#">110472 673103</a>	Worker's Comp Insurance	2,997.68	3,007.31	2,999.00	2,298.00	-23.4%
<a href="#">110472 673104</a>	Unemployment Compensation	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>6,898.64</b>	<b>7,316.99</b>	<b>7,532.00</b>	<b>6,659.00</b>	<b>-11.6%</b>
<b>75 OTHER STAFF COSTS</b>		<b>1,104.16</b>	<b>724.89</b>	<b>1,500.00</b>	<b>1,000.00</b>	<b>-33.3%</b>
<a href="#">110472 675101</a>	Uniforms & Clothing	1,104.16	724.89	1,500.00	1,000.00	-33.3%
<b>Total</b>		<b>1,104.16</b>	<b>724.89</b>	<b>1,500.00</b>	<b>1,000.00</b>	<b>-33.3%</b>
<b>80 MATERIALS &amp; SUPPLIES</b>		<b>7,978.44</b>	<b>7,035.12</b>	<b>14,000.00</b>	<b>12,000.00</b>	<b>-14.3%</b>
<a href="#">110472 680301</a>	Work Supplies-Admin	7,978.44	7,035.12	14,000.00	12,000.00	-14.3%
<a href="#">110472 680504</a>	Telephone services	0.00	0.00	0.00	0.00	0.0%
<a href="#">110472 680505</a>	Postage	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>7,978.44</b>	<b>7,035.12</b>	<b>14,000.00</b>	<b>12,000.00</b>	<b>-14.3%</b>
<b>83 PURCHASED SERVICES</b>		<b>8,115.00</b>	<b>8,508.24</b>	<b>8,136.00</b>	<b>8,500.00</b>	<b>4.5%</b>
<a href="#">110472 683101</a>	Consultants - General	0.00	0.00	0.00	0.00	0.0%
<a href="#">110472 683201</a>	Contracted Services - General	8,115.00	8,508.24	8,136.00	8,500.00	4.5%
<a href="#">110472 683202</a>	Contracted Services - Maint.	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>8,115.00</b>	<b>8,508.24</b>	<b>8,136.00</b>	<b>8,500.00</b>	<b>4.5%</b>
<b>86 FACILITY &amp; PLANT</b>		<b>29,938.00</b>	<b>24,732.94</b>	<b>30,197.00</b>	<b>28,697.00</b>	<b>-5.0%</b>
<a href="#">110472 686150</a>	Electric - Other	9,318.82	10,941.54	9,602.00	9,602.00	0.0%
<a href="#">110472 686250</a>	Gas-Other	6,923.43	5,085.43	5,500.00	5,500.00	0.0%
<a href="#">110472 686305</a>	Sewer - Pool	363.24	427.32	1,600.00	1,100.00	-31.3%
<a href="#">110472 686405</a>	Water - Pool	8,579.81	3,678.58	8,495.00	8,495.00	0.0%
<a href="#">110472 686550</a>	M & R	4,752.70	4,600.07	5,000.00	4,000.00	-20.0%
<b>Total</b>		<b>29,938.00</b>	<b>24,732.94</b>	<b>30,197.00</b>	<b>28,697.00</b>	<b>-5.0%</b>
<b>88 EQUIPMENT / LEASES</b>		<b>0.00</b>	<b>95.93</b>	<b>500.00</b>	<b>500.00</b>	<b>0.0%</b>
<a href="#">110472 680401</a>	Equip / Small Tools	0.00	95.93	500.00	500.00	0.0%
<b>Total</b>		<b>0.00</b>	<b>95.93</b>	<b>500.00</b>	<b>500.00</b>	<b>0.0%</b>

# Parks Maintenance and Development

## Program Description

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

### FY2016 Objectives

### FY2016 Accomplishments

Provide landscape maintenance and support for all Park and Nature Preserve activities. Provide median maintenance and snow removal as required.

Provided landscape maintenance to all parks, nature preserves and medians. Also carried out snow removal at all City facilities.

Work with sports and community groups to support improvements to facilities.

Continued to work with civic and sports groups to upgrade facilities. Supported work days and the volunteer maintenance effort at sports fields.

Promote and provide support to volunteers and scout groups.

Scouts added several upgrades; volunteers participated in clean up projects and planting trees and shrubs.

Support and maintain Rotary Riverwalk

Civic groups coordinated clean up events and removal of invasive species. Assisted with maintenance of the Town Center and Riverwalk. Created access and walking path at Little Menomonee site.

## Key Performance Indicators

Activity	2013 Actual	2014 Actual	2015 Actual	2016 Projecte	2017 Budgeted
<b>Ball Fields</b>	10	10	11	11	11
<b>Athletic Fields</b>	17	17	17	17	17
<b>Playgrounds</b>	6	6	6	6	6
<b>Shelters</b>	4	4	4	4	4
<b>Piers</b>	2	2	2	2	2
<b>Acres of Maintained Turf</b>	160	170	170	170	170

Miles of Pathways Trails:					
- <b>Hard Surfaced</b>	6	6	6	6	6
- <b>Gravel/Chips</b>	7.5	7.5	7.5	9.5	9.5

### FY2017 Objectives

- Continue to provide landscape maintenance and provide support for all Park and Nature Preserve activities. Provide median maintenance and snow removal as required.
- Work with sports and civil groups to support improvements to facilities and continue to support efforts to improve Rennie Field and pavilions through donations. Also promote and provide support to volunteers and scout groups.
- Continue with building maintenance projects, upgrades and park improvements identified in the Comprehensive Park, Recreation and Open Space Plan.
- Continue with the removal and control of invasive species.
- Support and maintain Rotary Riverwalk/Town Center/Opitz Cemetery.

### Staffing for FY2017

FY2015	FY2016	FY2017
Parks Director .50	Parks Director .50	Parks Director .50
Parks Maintenance Worker 2.00	Parks Maintenance Worker 2.00	Parks Maintenance Worker 2.00
Highway/Parks: Maintenance Workers(50/50 Parks & Highway) 1.00	Highway/Parks: Maintenance Workers(50/50 Parks & Highway) 1.00	Highway/Parks: Maintenance Workers(50/50 Parks & Highway) 1.00
City Forester 1.00	City Forester 1.00	City Forester 1.00
Summer PT 5.00	Summer PT 5.00	Summer PT 5.00
Weekend Seasonal 1.00	Weekend Seasonal 1.00	Weekend Seasonal 1.00
Administrative Secretary .40	Administrative Secretary .40	Administrative Secretary .50

**Estimated FY2017 Revenue**  
**\$44,000**

**Adopted FY2017 Budget**  
**\$561,362**



## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
<b>474 Parks</b>		<b>541,175.25</b>	<b>587,468.27</b>	<b>570,696.00</b>	<b>561,362.00</b>	<b>-1.6%</b>
<b>70 SALARIES</b>		<b>299,066.68</b>	<b>330,470.06</b>	<b>290,192.00</b>	<b>296,138.00</b>	<b>2.0%</b>
110474 670101	Salaries	265,532.52	296,526.72	285,192.00	292,138.00	2.4%
110474 670104	Vacation	0.00	0.00	0.00	0.00	0.0%
110474 670105	Sick Pay	0.00	0.00	0.00	0.00	0.0%
110474 670106	Comp Time	5,448.20	6,649.02	0.00	0.00	0.0%
110474 670201	OverTime	2,870.17	3,087.71	5,000.00	4,000.00	-20.0%
110474 670204	Paid Time Off	22,983.58	23,176.43	0.00	0.00	0.0%
110474 670205	Medical Leave	2,232.21	1,030.18	0.00	0.00	0.0%
110474 670301	Longevity	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>299,066.68</b>	<b>330,470.06</b>	<b>290,192.00</b>	<b>296,138.00</b>	<b>2.0%</b>
<b>73 FRINGE BENEFITS</b>		<b>147,323.97</b>	<b>185,719.17</b>	<b>156,739.00</b>	<b>158,309.00</b>	<b>1.0%</b>
110474 673101	Social Security	21,419.00	23,047.32	20,118.00	20,568.00	2.2%
110474 673102	Retirement	18,823.68	19,281.08	18,863.00	19,865.00	5.3%
110474 673103	Worker's Comp Insurance	13,669.66	10,804.85	10,775.00	11,554.00	7.2%
110474 673104	Unemployment Compensation	0.00	0.00	0.00	0.00	0.0%
110474 673201	Health Insurance	86,621.01	126,933.69	100,247.00	101,210.00	1.0%
110474 673202	Dental Insurance	4,079.72	2,787.05	3,913.00	2,386.00	-39.0%
110474 673203	Life Insurance	942.72	1,035.20	1,073.00	976.00	-9.0%
110474 673204	Long Term Disability	1,768.18	1,829.98	1,750.00	1,750.00	0.0%
<b>Total</b>		<b>147,323.97</b>	<b>185,719.17</b>	<b>156,739.00</b>	<b>158,309.00</b>	<b>1.0%</b>
<b>75 OTHER STAFF COSTS</b>		<b>1,035.00</b>	<b>1,207.50</b>	<b>1,440.00</b>	<b>1,440.00</b>	<b>0.0%</b>
110474 675101	Uniforms & Clothing	1,035.00	1,207.50	1,440.00	1,440.00	0.0%
<b>Total</b>		<b>1,035.00</b>	<b>1,207.50</b>	<b>1,440.00</b>	<b>1,440.00</b>	<b>0.0%</b>
<b>80 MATERIALS &amp; SUPPLIES</b>		<b>46,062.10</b>	<b>24,172.69</b>	<b>55,350.00</b>	<b>43,250.00</b>	<b>-21.9%</b>
110474 680101	Office Supplies	150.81	82.44	350.00	350.00	0.0%
110474 680204	Janitor Supplies-Parks	3,986.46	2,989.20	3,250.00	3,250.00	0.0%
110474 680301	Project Supplies	24,700.22	8,424.43	20,000.00	10,000.00	-50.0%
110474 680324	Work Supp-Blvd	2,135.84	2,312.93	4,500.00	4,000.00	-11.1%
110474 680340	Work Supp-Rotary Park	3,854.28	3,333.88	7,750.00	7,000.00	-9.7%
110474 680341	Work Supp-City Hall	2,662.43	2,171.15	5,000.00	5,000.00	0.0%
110474 680342	Work Supplies-River Barn	3,143.46	2,726.62	5,500.00	5,000.00	-9.1%
110474 680343	Work Supplies-Lemke	2,545.20	463.58	4,000.00	4,000.00	0.0%
110474 680344	Work Supp-Garrisons Gle	0.00	482.50	500.00	500.00	0.0%
110474 680345	Work Supp-Settlers Park	1,125.55	0.00	2,500.00	2,500.00	0.0%
110474 680501	Memberships	330.00	180.00	450.00	450.00	0.0%
110474 680503	Books & Periodicals	64.90	0.00	150.00	0.00	-100.0%
110474 680504	Telephone services	713.10	786.94	1,000.00	800.00	-20.0%
110474 680505	Postage	649.85	219.02	400.00	400.00	0.0%
<b>Total</b>		<b>46,062.10</b>	<b>24,172.69</b>	<b>55,350.00</b>	<b>43,250.00</b>	<b>-21.9%</b>
<b>83 PURCHASED SERVICES</b>		<b>26,141.61</b>	<b>27,059.21</b>	<b>39,135.00</b>	<b>37,035.00</b>	<b>-5.4%</b>
110474 683101	Consultants - General	0.00	0.00	0.00	0.00	0.0%
110474 683201	Contracted Services - General	2,600.00	3,350.00	4,900.00	5,200.00	6.1%
110474 683202	Contracted Services - Maint.	19,470.05	18,913.75	29,400.00	27,000.00	-8.2%
110474 683402	Auto Insurance	4,131.56	4,370.46	4,235.00	4,235.00	0.0%
110474 683501	Training/Conferences	(60.00)	425.00	600.00	600.00	0.0%
<b>Total</b>		<b>26,141.61</b>	<b>27,059.21</b>	<b>39,135.00</b>	<b>37,035.00</b>	<b>-5.4%</b>
<b>86 FACILITY &amp; PLANT</b>		<b>18,780.68</b>	<b>15,520.38</b>	<b>22,410.00</b>	<b>20,690.00</b>	<b>-7.7%</b>
110474 686121	Electric - Rotary Park	8,403.22	6,956.54	10,020.00	9,000.00	-10.2%
110474 686122	Electric-River Barn	1,577.94	1,471.98	1,500.00	1,500.00	0.0%
110474 686123	Electric - Yankee Settler	0.00	0.00	200.00	0.00	-100.0%
110474 686124	Electric - Lemke Park	256.33	374.46	540.00	540.00	0.0%
110474 686150	Electric - Batzler	264.25	308.01	300.00	300.00	0.0%
110474 686221	Gas-Rotary Park	992.52	634.09	1,800.00	1,500.00	-16.7%
110474 686222	Gas-River Barn Park	716.14	602.36	1,200.00	1,000.00	-16.7%
110474 686223	Gas-Yankee Settler	0.00	0.00	0.00	0.00	0.0%
110474 686306	Sewer - Parks	1,610.33	1,721.51	1,350.00	1,350.00	0.0%
110474 686406	Water - Parks	0.00	0.00	0.00	0.00	0.0%
110474 686550	M & R	4,959.95	3,451.43	5,500.00	5,500.00	0.0%
<b>Total</b>		<b>18,780.68</b>	<b>15,520.38</b>	<b>22,410.00</b>	<b>20,690.00</b>	<b>-7.7%</b>
<b>88 EQUIPMENT / LEASES</b>		<b>2,765.21</b>	<b>3,319.26</b>	<b>5,430.00</b>	<b>4,500.00</b>	<b>-17.1%</b>
110474 680401	Equip / Small Tools	1,078.82	1,208.51	1,750.00	1,500.00	-14.3%
110474 688120	Rentals	1,686.39	2,110.75	3,680.00	3,000.00	-18.5%
<b>Total</b>		<b>2,765.21</b>	<b>3,319.26</b>	<b>5,430.00</b>	<b>4,500.00</b>	<b>-17.1%</b>

# Cemetery



## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
<b>477 Cemetary</b>		<b>2,691.56</b>	<b>1,666.17</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>0.0%</b>
<b>70 SALARIES</b>		<b>0.00</b>	<b>400.00</b>	<b>800.00</b>	<b>800.00</b>	<b>0.0%</b>
<a href="#">110477 670101</a>	Salaries	0.00	400.00	600.00	600.00	0.0%
<a href="#">110477 670201</a>	OverTime	0.00	0.00	200.00	200.00	0.0%
<b>Total</b>		<b>0.00</b>	<b>400.00</b>	<b>800.00</b>	<b>800.00</b>	<b>0.0%</b>
<b>73 FRINGE BENEFITS</b>		<b>0.00</b>	<b>30.60</b>	<b>60.00</b>	<b>60.00</b>	<b>0.0%</b>
<a href="#">110477 673101</a>	Social Security	0.00	30.60	60.00	60.00	0.0%
<b>Total</b>		<b>0.00</b>	<b>30.60</b>	<b>60.00</b>	<b>60.00</b>	<b>0.0%</b>
<b>86 FACILITY &amp; PLANT</b>		<b>2,691.56</b>	<b>1,235.57</b>	<b>640.00</b>	<b>640.00</b>	<b>0.0%</b>
<a href="#">110477 686550</a>	M & R - Other	2,691.56	1,235.57	640.00	640.00	0.0%
<b>Total</b>		<b>2,691.56</b>	<b>1,235.57</b>	<b>640.00</b>	<b>640.00</b>	<b>0.0%</b>

# Library Services



## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
471 Library Services - Grant		1,048,315.00	1,048,315.00	1,048,315.00	1,048,929.00	0.1%
<b>83 PURCHASED SERVICES</b>		<b>1,048,315.00</b>	<b>1,048,315.00</b>	<b>1,048,315.00</b>	<b>1,048,929.00</b>	<b>0.1%</b>
<a href="#">110471 683801</a>	Library Support Grant	1,048,315.00	1,048,315.00	1,048,315.00	1,048,929.00	0.1%
<a href="#">110471 683802</a>	Library Support Grant	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>1,048,315.00</b>	<b>1,048,315.00</b>	<b>1,048,315.00</b>	<b>1,048,929.00</b>	<b>0.1%</b>



# Community Development

Planning Division

# Community Development: Planning Division

## Program Description

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

## FY2016 Accomplishments

- Advise and coordinate the development approval process and policy analysis by managing multiple stakeholder interests.
- Serve as staff liaison to the Common Council, Planning Commission, Economic Development Board, Open Space Preservation Commission, Landmarks Commission, JETZCO Committee and Board of Appeals providing adequate information to enable these boards to make sound judgements in their rulings.
- Enhance the level of service regarding Zoning and Sign Code enforcement by establishing administrative guidelines and coordinating efforts with the City Attorney and Police Department related to municipal court.
- Maintain current level of service regarding webmaster responsibilities.
- Continue administer the GIS program.
- Implementation of Town Center planning initiatives through education and promotion of the opportunities with developers, property owners and other interested stakeholders.
- Successfully negotiate terms for the purchase of a redevelopment site within Town Center and prepared for marketing to general development community.
- Successfully negotiate terms for the approval of three major redevelopment projects in Town Center generating an estimated \$54m new increment for the TID.
- Complete planning and infrastructure improvements for Central Growth neighborhood including assisting developers in the approval of 250 single-family lots.
- Initiate special projects as directed by the Council and respective boards and commissions.
- Conduct annual comprehensive sign enforcement sweep.

## Key Performance Indicators

Activity	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Budgeted
<b>CSM/Land splits</b>	9	11	10	6	9
<b>Conditional Use/Special Exceptions</b>	28	20	11	14	19
<b>Land Use</b>	4	4	3	5	4

### Key Performance Indicators

Activity	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Budgeted
Plats	0	3	6	5	4
Developer Conferences <sup>1</sup>	18,000	18,000	18,000	18,000	18,000
Plan Commission Meetings	11	11	8	10	11
Special Sessions	3	0	0	0	1
Development Agreements	2	2	3	8	4
Landscape Plan	0	0	0	24	20
Rezoning recommendations	5	17	7	10	10
Consultation	1	1	3	2	18
Minor Requests	20	17	13	20	18
Concept Plan	0	3	3	2	2
Building/Site Plan Reviews	20	17	11	19	17
Open Space Plan	0	1	2	3	2
Specimen Tree removal requests	4	3	1	8	4
Master Sign Plan Approval	3	3	3	4	4
Sign Permits	32	32	50	45	40

### FY2017 Objectives

- Manage and advise multiple stakeholders throughout the process for development proposals and policy analysis.
- Serve as staff liaison to our respective boards and commissions.
- Continue progress of Town Center development including public and private investment and evaluate additional measures to ensure success of district.
- Continue to improve outreach and service to community stakeholders to achieve a high level of citizen satisfaction.
- Seek out economic development strategies and initiatives for implementation including implementation of ED Work Program related to business outreach and measure success of TIF#2, TIF #3, TIF #4 and #5.
- Continue to evaluate necessary text amendment related to Zoning and Sign Code administration.
- Coordinate and assist in the further evaluation of the East Growth neighborhood study.
- Manage all enforcement cases to resolve in manner that meets city standards and policies.
- Transition fully to the County GIS program and develop and implement a new website pending Council approval.
- Coordinate and assist in furthering necessary technology and software improvements.

<sup>1</sup> Includes unscheduled one-on-one contacts on phone, email and at counter

**Staffing for FY2017**

<b>Positions (FTE)</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>
Community Development Director	1.00	1.00	1.00
Assistant Community Development Director	1.00	1.00	1.00
GIS Coordinator/Planner I	1.00	1.00	1.00
Administrative Secretary	.50	.50	.50

**Estimated FY2017 Revenue**

**\$82,000**

**Adopted FY2017 Budget**

**\$407,664**



## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	2016 Revised Budget	2017 Adopted	Percent Change
<b>578 Planning (Community Development)</b>		<b>411,456.70</b>	<b>419,328.33</b>	<b>424,262.00</b>	<b>407,664.00</b>	<b>-3.9%</b>
<b>70 SALARIES</b>		<b>280,665.00</b>	<b>292,368.07</b>	<b>281,918.00</b>	<b>271,652.00</b>	<b>-3.6%</b>
<a href="#">110578 670101</a>	Salaries	247,811.75	260,453.71	280,918.00	271,652.00	-3.3%
<a href="#">110578 670104</a>	Vacation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110578 670105</a>	Sick Pay	0.00	0.00	0.00	0.00	0.0%
<a href="#">110578 670106</a>	Comp Time	947.68	663.95	0.00	0.00	0.0%
<a href="#">110578 670201</a>	OverTime	0.00	0.00	1,000.00	0.00	-100.0%
<a href="#">110578 670204</a>	Paid Time Off	31,905.57	31,250.41	0.00	0.00	0.0%
<a href="#">110578 670205</a>	Medical Leave	0.00	0.00	0.00	0.00	0.0%
<a href="#">110578 670301</a>	Longevity	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>280,665.00</b>	<b>292,368.07</b>	<b>281,918.00</b>	<b>271,652.00</b>	<b>-3.6%</b>
<b>73 FRINGE BENEFITS</b>		<b>83,259.59</b>	<b>90,227.11</b>	<b>85,758.00</b>	<b>86,591.00</b>	<b>1.0%</b>
<a href="#">110578 673101</a>	Social Security	21,212.92	22,160.99	20,661.00	20,041.00	-3.0%
<a href="#">110578 673102</a>	Retirement	17,586.09	18,133.30	17,277.00	17,131.00	-0.8%
<a href="#">110578 673103</a>	Worker's Comp Insurance	785.92	724.00	722.00	785.00	8.7%
<a href="#">110578 673104</a>	Unemployment Compensation	0.00	0.00	0.00	0.00	0.0%
<a href="#">110578 673201</a>	Health Insurance	40,210.17	45,501.22	43,572.00	45,096.00	3.5%
<a href="#">110578 673202</a>	Dental Insurance	1,367.04	1,451.87	1,367.00	1,367.00	0.0%
<a href="#">110578 673203</a>	Life Insurance	422.57	522.34	509.00	521.00	2.4%
<a href="#">110578 673204</a>	Long Term Disability	1,674.88	1,733.39	1,650.00	1,650.00	0.0%
<b>Total</b>		<b>83,259.59</b>	<b>90,227.11</b>	<b>85,758.00</b>	<b>86,591.00</b>	<b>1.0%</b>
<b>80 MATERIALS &amp; SUPPLIES</b>		<b>9,329.11</b>	<b>8,582.67</b>	<b>13,186.00</b>	<b>11,896.00</b>	<b>-9.8%</b>
<a href="#">110578 680101</a>	Office Supplies	1,745.75	262.25	2,500.00	1,500.00	-40.0%
<a href="#">110578 680103</a>	Office Supp- Copier Equ	0.00	0.00	0.00	0.00	0.0%
<a href="#">110578 680501</a>	Memberships	1,850.50	580.00	2,996.00	2,996.00	0.0%
<a href="#">110578 680502</a>	Printing/Publications	1,902.83	3,683.18	3,000.00	3,000.00	0.0%
<a href="#">110578 680503</a>	Books & Periodicals	0.00	0.00	440.00	200.00	-54.5%
<a href="#">110578 680504</a>	Telephone services	6.00	6.00	50.00	0.00	-100.0%
<a href="#">110578 680505</a>	Postage	3,824.03	4,051.24	4,200.00	4,200.00	0.0%
<b>Total</b>		<b>9,329.11</b>	<b>8,582.67</b>	<b>13,186.00</b>	<b>11,896.00</b>	<b>-9.8%</b>
<b>83 PURCHASED SERVICES</b>		<b>38,203.00</b>	<b>28,017.48</b>	<b>43,400.00</b>	<b>37,525.00</b>	<b>-13.5%</b>
<a href="#">110578 683101</a>	Consultants - General	16,326.00	543.54	8,000.00	7,500.00	-6.3%
<a href="#">110578 683102</a>	Consultants - Plan Comm Suprt	3,125.00	10,112.22	5,000.00	3,000.00	-40.0%
<a href="#">110578 683201</a>	Contracted Services - General	13,765.00	11,029.00	23,000.00	23,000.00	0.0%
<a href="#">110578 683202</a>	Contracted Services - Maint.	0.00	0.00	0.00	0.00	0.0%
<a href="#">110578 683211</a>	Communications-Cable TV	3,640.00	3,025.00	5,000.00	3,025.00	-39.5%
<a href="#">110578 683501</a>	Training/Conferences	1,347.00	3,307.72	2,400.00	1,000.00	-58.3%
<b>Total</b>		<b>38,203.00</b>	<b>28,017.48</b>	<b>43,400.00</b>	<b>37,525.00</b>	<b>-13.5%</b>
<b>86 FACILITY &amp; PLANT</b>		<b>0.00</b>	<b>133.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<a href="#">110578 686550</a>	M & R	0.00	133.00	0.00	0.00	0.0%
<b>Total</b>		<b>0.00</b>	<b>133.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>88 EQUIPMENT / LEASES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<a href="#">110578 688101</a>	Photocopiers	0.00	0.00	0.00	0.00	0.0%
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Grand Total</b>		<b>66,806.57</b>	<b>221,260.57</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

# Utilities

Sewer Utility

Water Utility

# Sewer Operations

## Program Description

- Manages, maintains, and operates the City’s sanitary sewer main, 23 lift stations, manholes, and siphons.
- Monitors, manages, and operates City's sanitary sewer system including compliance with the CMOM and CMAR requirements and other applicable State and Federal requirements.
- Utilizes City sanitary infrastructure mapping and asset tracking.
- Jets, rods and televises the City’s sanitary sewer mains.
- Provides personnel and equipment in emergency sanitary sewer situations.
- Continue efforts toward compliance with the CMAR and CMOM programs.

FY2016 Objectives	FY2016 Accomplishments
1. Work to ensure required upgrades, modifications and/or improvements and maintenance are performed to the public sanitary sewer system so as to provide a consistent level of service in all but the most extreme and unfavorable conditions.	Cleaned 77,100 linear feet and televised 11,750 linear feet of sanitary sewer main to assess the condition of the sewer and locate areas for potential rehabilitation. Maintained communication equipment and replaced 9 failing generator hut roofs.
2. Work to ensure preventive maintenance is performed on manholes, lift stations and sewer pipes on regular intervals. Ensure that appropriate condition assessments are conducted on sewer assets.	Performed inspections and provided maintenance to the City’s lift stations. Inspected cathodic protection and made repairs to maintain protection of the City’s in ground lift stations. Grouted manholes, installed cured-in-place manhole lining, lining mainline sewer, and replacing sewer force main.
3. Confirm the existence of any sanitary system components that do not function according to established reliability standards.	Replaced pumps, impellers, seals, valves, transfer switches and generator.
4. Make all collection system workers aware of potential hazards, equip them with proper safety gear, and provide proper equipment and hazard training.	Staff attended safety training and TV truck operation training.
5. Continue to collect and update City’s infrastructure data and incorporate into GIS.	Entered information into the City’s GIS system regarding the sanitary sewer system: uploaded sewer exam records and as-built upload tool
6. Continue efforts toward compliance with the CMAR and CMOM programs.	Provided data for the 2015 CMOM and CMAR report and provided operational information for the 2015 CMOM audit.

## FY 2017 Objectives

- Work to ensure required upgrades, modifications and/or improvements and maintenance are performed to the public sanitary sewer system so as to provide a consistent level of service in all but the most extreme and unfavorable conditions.

- Work to ensure preventive maintenance is performed on manholes and sewer pipes on regular intervals. Ensure that appropriate condition assessments are conducted on sewer assets.
- Confirm the existence of any sanitary system components that do not function according to established reliability standards.
- Make all collection system workers aware of potential hazards, equip them with proper safety gear, and provide proper equipment and hazard training.
- Continue to collect and update City's infrastructure data and incorporate into GIS.
- Add onsite generators to lift stations that currently do not have any and replace older obsolete generators.
- Continue efforts toward compliance with the CMAR and CMOM programs.

**Staffing through FY2017**

<b>Positions (FTE)</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>
Deputy Director of Utilities	0.5	0.5	0.5
Sewer Superintendent	1.0	1.0	1.0
Sewer Maintenance Foreman	1.0	1.0	1.0
Sewer Equipment Operator	1.0	1.0	1.0
Sewer Maintenance Worker	3.0	3.0	3.0

**Estimated FY2017 Revenue**

**\$11,240,566**

**Adopted FY2017 Budget**

**\$10,217,118**





# City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	CY Revised Budget	2017 Adopted Budget	Percent Change
<b>669 Sewer Operations</b>						
<b>55 SPECIAL ASSESSMENTS</b>		<b>129,699.77</b>	<b>497,483.96</b>	<b>134,800.00</b>	<b>120,000.00</b>	<b>-11.0%</b>
<a href="#">610669 455102</a>	Special Assessment Rev	129,699.77	485,161.37	130,000.00	118,000.00	-9.2%
<a href="#">610669 455103</a>	S/A Interest	0.00	12,322.59	4,800.00	2,000.00	-58.3%
<b>Total</b>		<b>129,699.77</b>	<b>97,483.96</b>	<b>134,800.00</b>	<b>12,000.00</b>	<b>-91.1%</b>
<b>58 OTHER REVENUE</b>		<b>117,215.46</b>	<b>122,178.79</b>	<b>124,203.00</b>	<b>198,129.00</b>	<b>59.5%</b>
<a href="#">610669 458203</a>	Amort - Bond Premium	74,823.26	79,306.00	80,203.00	154,129.00	92.2%
<a href="#">610669 458301</a>	PILOT Revenue	42,392.20	42,872.79	44,000.00	44,000.00	0.0%
<b>Total</b>		<b>117,215.46</b>	<b>22,178.79</b>	<b>124,203.00</b>	<b>198,129.00</b>	<b>59.5%</b>
<b>59 INVESTMENT REVENUE</b>		<b>8,621.74</b>	<b>9,244.73</b>	<b>14,000.00</b>	<b>19,000.00</b>	<b>35.7%</b>
<a href="#">610669 459101</a>	Interest-Investments	8,621.74	9,244.73	14,000.00	19,000.00	35.7%
<b>Total</b>		<b>8,621.74</b>	<b>(244.73)</b>	<b>14,000.00</b>	<b>19,000.00</b>	<b>35.7%</b>
<b>60 SEWER - OPERATING</b>		<b>3,184,320.00</b>	<b>3,003,516.72</b>	<b>3,466,000.00</b>	<b>3,666,000.00</b>	<b>5.8%</b>
<a href="#">610669 460201</a>	Residential-Measured	616,498.94	684,604.02	717,000.00	832,000.00	16.0%
<a href="#">610669 460203</a>	Commercial-Measured	942,603.51	733,626.48	1,106,000.00	1,177,000.00	6.4%
<a href="#">610669 460205</a>	Residential-Flat Rate	1,275,640.01	1,295,406.19	1,106,000.00	1,312,000.00	18.6%
<a href="#">610669 460206</a>	Tax Exempt Capital Fees	332,550.37	284,337.63	334,000.00	335,000.00	0.3%
<a href="#">610669 460208</a>	Misc Operating Revenue	17,027.17	542.40	15,000.00	10,000.00	-33.3%
<b>Total</b>		<b>3,184,320.00</b>	<b>3,003,516.72</b>	<b>3,466,000.00</b>	<b>3,666,000.00</b>	<b>5.8%</b>
<b>61 SEWER - NON OPERATING</b>		<b>7,024,285.10</b>	<b>7,147,130.10</b>	<b>7,147,372.00</b>	<b>7,226,437.00</b>	<b>1.1%</b>
<a href="#">610669 461101</a>	Sewer Property Tax	7,024,285.10	7,147,130.10	7,147,372.00	7,226,437.00	1.1%
<b>Total</b>		<b>7,024,285.10</b>	<b>7,147,130.10</b>	<b>7,147,372.00</b>	<b>7,226,437.00</b>	<b>1.1%</b>
<b>63 WATER - OTHER OPERATING</b>		<b>11,098.20</b>	<b>12,217.06</b>	<b>13,000.00</b>	<b>11,000.00</b>	<b>-15.4%</b>
<a href="#">610669 463701</a>	Late Penalty Revenue	11,098.20	12,217.06	13,000.00	11,000.00	-15.4%
<b>Total</b>		<b>11,098.20</b>	<b>12,217.06</b>	<b>13,000.00</b>	<b>11,000.00</b>	<b>-15.4%</b>
<b>Total Revenues</b>		<b>10,475,240.27</b>	<b>10,791,771.36</b>	<b>10,899,375.00</b>	<b>11,240,566.00</b>	<b>3.1%</b>
<b>EXPENSES</b>						
<b>70 SALARIES</b>		<b>602,712.36</b>	<b>631,216.80</b>	<b>760,149.00</b>	<b>616,818.00</b>	<b>-18.9%</b>
<a href="#">610669 670101</a>	Salaries	297,579.48	317,648.74	368,149.00	471,818.00	28.2%
<a href="#">610669 670106</a>	Comp Time	15,019.30	17,495.85	12,000.00	15,000.00	25.0%
<a href="#">610669 670201</a>	OverTime	2,320.73	2,600.21	12,000.00	12,000.00	0.0%
<a href="#">610669 670202</a>	Stand By Pay	15,093.51	13,484.10	18,000.00	18,000.00	0.0%
<a href="#">610669 670401</a>	Municipal Support Services	272,699.34	279,987.90	350,000.00	100,000.00	-71.4%
<b>Total</b>		<b>602,712.36</b>	<b>631,216.80</b>	<b>760,149.00</b>	<b>616,818.00</b>	<b>-18.9%</b>
<b>73 FRINGE BENEFITS</b>		<b>194,181.72</b>	<b>231,694.23</b>	<b>205,489.00</b>	<b>259,689.00</b>	<b>26.4%</b>
<a href="#">610669 673101</a>	Social Security	27,508.70	28,469.44	28,313.00	37,088.00	31.0%
<a href="#">610669 673102</a>	Retirement	25,957.41	51,951.04	26,277.00	33,475.00	27.4%
<a href="#">610669 673103</a>	Worker's Comp Insurance	16,176.26	18,734.76	18,683.00	20,170.00	8.0%
<a href="#">610669 673201</a>	Health Insurance	115,976.95	123,827.36	123,557.00	159,459.00	29.1%
<a href="#">610669 673202</a>	Dental Insurance	5,438.88	5,438.88	5,439.00	6,102.00	12.2%
<a href="#">610669 673203</a>	Life Insurance	824.41	933.47	920.00	1,095.00	19.0%
<a href="#">610669 673204</a>	Long Term Disability	2,299.11	2,339.28	2,300.00	2,300.00	0.0%
<b>Total</b>		<b>194,181.72</b>	<b>231,694.23</b>	<b>205,489.00</b>	<b>259,689.00</b>	<b>26.4%</b>
<b>75 OTHER STAFF COSTS</b>		<b>2,070.00</b>	<b>2,070.00</b>	<b>2,070.00</b>	<b>2,070.00</b>	<b>0.0%</b>
<a href="#">610669 675101</a>	Uniforms & Clothing	2,070.00	2,070.00	2,070.00	2,070.00	0.0%
<b>Total</b>		<b>2,070.00</b>	<b>2,070.00</b>	<b>2,070.00</b>	<b>2,070.00</b>	<b>0.0%</b>



## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	CY Revised Budget	2017 Adopted Budget	Percent Change
<b>80 MATERIALS &amp; SUPPLIES</b>		<b>48,326.48</b>	<b>40,675.04</b>	<b>64,900.00</b>	<b>60,500.00</b>	<b>-6.8%</b>
<a href="#">610669 680101</a>	Office Supplies	2,305.04	552.42	3,000.00	2,500.00	-16.7%
<a href="#">610669 680301</a>	Work Supplies-Admin	16,946.74	16,865.58	17,000.00	17,000.00	0.0%
<a href="#">610669 680402</a>	Motor Fuels & Lubricant	12,220.41	9,519.27	23,900.00	20,000.00	-16.3%
<a href="#">610669 680504</a>	Telephone services	1,935.06	1,728.08	2,000.00	2,000.00	0.0%
<a href="#">610669 680505</a>	Postage	14,919.23	12,009.69	19,000.00	19,000.00	0.0%
<b>Total</b>		<b>48,326.48</b>	<b>40,675.04</b>	<b>64,900.00</b>	<b>60,500.00</b>	<b>-6.8%</b>
<b>83 PURCHASED SERVICES</b>		<b>56,712.92</b>	<b>32,780.78</b>	<b>92,008.00</b>	<b>77,808.00</b>	<b>-15.4%</b>
<a href="#">610669 683101</a>	Consultants - General	7,210.17	6,441.28	20,000.00	20,000.00	0.0%
<a href="#">610669 683201</a>	Contracted Services - General	20,595.82	19,653.31	20,000.00	19,300.00	-3.5%
<a href="#">610669 683202</a>	Contracted Services - Maint.	3,545.00	0.00	13,500.00	8,500.00	-37.0%
<a href="#">610669 683401</a>	Liability Insurance	21,417.38	0.00	22,500.00	22,000.00	-2.2%
<a href="#">610669 683402</a>	Auto Insurance	3,944.55	4,136.20	4,008.00	4,008.00	0.0%
<a href="#">610669 683501</a>	Training/Conferences	0.00	2,550.00	4,000.00	4,000.00	0.0%
<a href="#">610669 683702</a>	Miscellaneous Services	0.00	(0.01)	8,000.00	0.00	-100.0%
<b>Total</b>		<b>56,712.92</b>	<b>32,780.78</b>	<b>92,008.00</b>	<b>77,808.00</b>	<b>-15.4%</b>
<b>88 EQUIPMENT / LEASES</b>		<b>12,000.00</b>	<b>12,000.00</b>	<b>12,000.00</b>	<b>12,000.00</b>	<b>0.0%</b>
<a href="#">610669 688120</a>	Rentals	12,000.00	12,000.00	12,000.00	12,000.00	0.0%
<b>Total</b>		<b>12,000.00</b>	<b>12,000.00</b>	<b>12,000.00</b>	<b>12,000.00</b>	<b>0.0%</b>
<b>95 OPERATING EXPENSES</b>		<b>7,363,956.02</b>	<b>7,665,861.76</b>	<b>7,734,469.00</b>	<b>8,349,304.00</b>	<b>7.9%</b>
<a href="#">610669 695102</a>	Power/Fuel - Pumping Stations	81,375.38	90,133.78	100,000.00	100,000.00	0.0%
<a href="#">610669 695103</a>	System Rehabilitation	105,089.78	139,680.43	109,260.00	130,260.00	19.2%
<a href="#">610669 695104</a>	TV Equipment	0.00	327.73	2,500.00	500.00	-80.0%
<a href="#">610669 695105</a>	System Repairs	29,681.69	44,388.01	50,000.00	50,000.00	0.0%
<a href="#">610669 695108</a>	Sewage Treatment-O & M	1,230,316.74	1,274,923.92	1,224,337.00	1,264,531.00	3.3%
<a href="#">610669 695109</a>	Sewage Treatment-Capita	5,538,623.00	5,608,899.00	5,728,372.00	5,791,513.00	1.1%
<a href="#">610669 695111</a>	Transportation	3,169.43	4,253.89	15,000.00	7,500.00	-50.0%
<a href="#">610669 695114</a>	Equip Replacement	700.00	3,255.00	5,000.00	5,000.00	0.0%
<a href="#">610669 695201</a>	Transfer to Capital Reserve	375,000.00	500,000.00	500,000.00	1,000,000.00	100.0%
<b>Total</b>		<b>7,363,956.02</b>	<b>7,665,861.76</b>	<b>7,734,469.00</b>	<b>8,349,304.00</b>	<b>7.9%</b>
<b>96 NON-OPERATING EXPENS</b>		<b>979,045.38</b>	<b>892,940.31</b>	<b>900,040.00</b>	<b>838,929.00</b>	<b>-6.8%</b>
<a href="#">610669 696101</a>	Depreciation	743,277.55	759,770.56	720,000.00	750,000.00	4.2%
<a href="#">610669 696501</a>	Interest-Bonds	235,767.83	133,169.75	180,040.00	88,929.00	-50.6%
<b>Total</b>		<b>979,045.38</b>	<b>892,940.31</b>	<b>900,040.00</b>	<b>838,929.00</b>	<b>-6.8%</b>
<b>Total Expenses</b>		<b>9,259,004.88</b>	<b>9,509,238.92</b>	<b>9,771,125.00</b>	<b>10,217,118.00</b>	<b>4.6%</b>
<b>Sewer Operations Net Surplus/(Loss)</b>		<b>1,216,235.39</b>	<b>1,282,532.44</b>	<b>1,128,250.00</b>	<b>1,023,448.00</b>	<b>-9.3%</b>

# Water Utility 2017

## Program Description

The Water Utility manages the infrastructure within Mequon, Bayside and Thiensville, as it relates to the public drinking water system.

### FY2016 Objectives

Maintain safe drinking water for all customers of the Public Water Utility.

Perform system maintenance on all hydrants and roughly 600 valves per the Clean Water Act and WDNR requirements.

Continue to grow the utility, so that future customers help spread the fixed costs of operating and maintaining the system. As we add customers, the cost per customer will eventually go down.

Continue to Loop the system to improve overall water quality and redundancy, and improve the fire flow characteristics of the system.

Complete the following water main extension projects: Village of Bayside Water Project (10 miles of main, 553 new services), Village of Thiensville (3,000 feet of main, 33 services), Lumen Christi (3000 feet of main, 2 services), The Enclave (2500 feet of main, 17 services).

### FY2016 Accomplishments

Provided safe water service to all customers within the system. All testing parameters fell within Safe Drinking Water Act standards.

In 2016, we will have flushed and lubricated every hydrant in the system, and exercised all valves that had not been turned in the last 2 years.

In 2016, we will add roughly 11 miles of water main, and just short of 600 new utility customers.

In 2016 we tied together the Pelham Heath subdivision with the Port Road system, greatly improving system reliability and capacity in the Southern side of our Utility.

All projects are projected to be in service by the end of the calendar year.

### Key Performance Indicators

Activity	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Projected	FY2017 Budgeted
Total lineal footage of water main	443,061	444,685	504,259	508,000	510,000
Number of Customers	3,582	3,670	4,274	4,300	4,400
Hydrants Flushed	737	840	782	800	800
Valves Turned	683	272	300	500	500
Water Purchased (Gallons)	393,715,000	383,669,000	418,178,000	437,000,000	440,000,000

Water Sold (Gallons)	355,862,000	370,302,000	343,490,000	403,000,000	405,000,000
Water Not Sold but Accounted for (Gallons)	17,575,000	10,462,000	9,469,000	15,000,000	15,000,000
% water Lost and Un-Accounted for	6%	1%	16%	3%	3%
Max Day	3,181,000	3,091,000	1,700,000	2,500,000	3,000,000
Min Day	648,000	629,000	800,000	800,000	800,000

### **FY2017 Objectives**

- Maintain safe drinking water for all customers of the Public Water Utility
- Maintain the system per regulatory requirements.
- Continue to grow the utility, so that future customers help spread the fixed costs of operating and maintaining the system. As we add customers, the cost per customer will eventually go down.
- Continue to abandon aging/redundant infrastructure within the water utility. We should evaluate the useful life of our three (3) remaining Emergency Wells.
- Continue to Loop the system to improve overall water quality and redundancy, and improve the fire flow characteristics of the system.

**Estimated FY2017 Revenue**  
**\$3,807,697.00**

**Adopted FY2017 Budget**  
**\$2,696,737.00**



# City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	CY Revised Budget	2017 Adopted Budget	Percent Change
<b>679 Water Operations</b>						
<b>58 OTHER REVENUE</b>		<b>8,515.00</b>	<b>8,515.00</b>	<b>8,515.00</b>	<b>8,515.00</b>	<b>0.0%</b>
<a href="#">620679 458203</a>	Amort - Bond Premium	8,515.00	8,515.00	8,515.00	8,515.00	0.0%
<b>Total</b>		<b>8,515.00</b>	<b>8,515.00</b>	<b>8,515.00</b>	<b>8,515.00</b>	<b>0.0%</b>
<b>59 INVESTMENT REVENUE</b>		<b>4,243.28</b>	<b>10,367.57</b>	<b>6,000.00</b>	<b>16,000.00</b>	<b>166.7%</b>
<a href="#">620679 459101</a>	Interest-Investments	4,243.28	10,367.57	6,000.00	16,000.00	166.7%
<b>Total</b>		<b>4,243.28</b>	<b>10,367.57</b>	<b>6,000.00</b>	<b>16,000.00</b>	<b>166.7%</b>
<b>62 WATER - SALES</b>		<b>2,902,496.76</b>	<b>3,284,302.81</b>	<b>3,582,495.00</b>	<b>3,631,592.00</b>	<b>1.4%</b>
<a href="#">620679 462401</a>	Metered Residential Sales	937,294.64	1,242,949.25	1,378,913.00	1,332,000.00	-3.4%
<a href="#">620679 462402</a>	Metered Commercial Sales	470,840.92	427,579.04	530,372.00	529,000.00	-0.3%
<a href="#">620679 462404</a>	Metered Public Authority Sales	17,483.27	5,438.37	11,965.00	7,000.00	-41.5%
<a href="#">620679 462405</a>	Metered Multi-Family sales	112,689.74	112,903.13	126,000.00	130,000.00	3.2%
<a href="#">620679 462406</a>	Metered Irrigation Sales	79,842.46	87,344.08	73,473.00	86,000.00	17.0%
<a href="#">620679 462411</a>	Residential Service Charge	486,641.38	541,516.61	573,614.00	595,439.00	3.8%
<a href="#">620679 462412</a>	Commercial Service Charge	84,143.74	89,496.91	573,615.00	595,439.00	3.8%
<a href="#">620679 462414</a>	Public Authority Service Chrg	4,520.72	4,997.52	83,707.00	98,100.00	17.2%
<a href="#">620679 462415</a>	Multi Family Service Charge	16,537.96	6,871.64	5,522.00	5,510.00	-0.2%
<a href="#">620679 462416</a>	Irrigation Service Charge	12,046.25	12,570.69	17,000.00	18,600.00	9.4%
<a href="#">620679 462462</a>	Private Fire Protection	41,678.33	41,829.71	41,915.00	46,121.00	10.0%
<a href="#">620679 462463</a>	Public Fire Protection	638,777.35	700,805.86	730,014.00	770,122.00	5.5%
<b>Total</b>		<b>2,902,496.76</b>	<b>3,284,302.81</b>	<b>3,582,495.00</b>	<b>3,631,592.00</b>	<b>1.4%</b>
<b>63 WATER - OTHER OPERAT</b>		<b>44,120.20</b>	<b>110,387.32</b>	<b>79,350.00</b>	<b>79,390.00</b>	<b>0.1%</b>
<a href="#">620679 463701</a>	Late Penalty Revenue	6,418.26	7,310.30	8,550.00	8,000.00	-6.4%
<a href="#">620679 463702</a>	Tax Certification Fees	818.21	523.04	1,300.00	900.00	-30.8%
<a href="#">620679 463772</a>	Water Rents / Cell Leases	30,073.00	100,387.54	66,000.00	66,990.00	1.5%
<a href="#">620679 463774</a>	Water Other Customer Rev	6,810.73	2,166.44	3,500.00	3,500.00	0.0%
<b>Total</b>		<b>44,120.20</b>	<b>110,387.32</b>	<b>79,350.00</b>	<b>79,390.00</b>	<b>0.1%</b>
<b>64 WATER - NON OPERATIN</b>		<b>29,600.66</b>	<b>25,458.07</b>	<b>63,387.00</b>	<b>72,200.00</b>	<b>13.9%</b>
<a href="#">620679 464421</a>	Misc Non-Operating Income	1,310.50	0.00	1,000.00	1,000.00	0.0%
<a href="#">620679 465421</a>	Capital Contributions	28,290.16	25,458.07	62,387.00	71,200.00	14.1%
<b>Total</b>		<b>29,600.66</b>	<b>25,458.07</b>	<b>63,387.00</b>	<b>72,200.00</b>	<b>13.9%</b>
<b>Total Revenues</b>		<b>2,988,975.90</b>	<b>3,439,030.77</b>	<b>3,739,747.00</b>	<b>3,807,697.00</b>	<b>1.8%</b>
<b>EXPENSES</b>						
<b>70 SALARIES</b>		<b>151,792.38</b>	<b>171,043.72</b>	<b>143,913.00</b>	<b>146,545.00</b>	<b>1.8%</b>
<a href="#">620679 670401</a>	Municipal Support Services	151,792.38	162,741.84	135,000.00	75,000.00	-44.4%
<a href="#">620679 695113</a>	T&D Operation and Engineering	0.00	0.00	0.00	34,425.00	0.0%
<a href="#">620679 695131</a>	Accounting / Collecting Labor	0.00	8,301.88	8,913.00	37,120.00	316.5%
<b>Total</b>		<b>151,792.38</b>	<b>171,043.72</b>	<b>143,913.00</b>	<b>146,545.00</b>	<b>1.8%</b>
<b>73 FRINGE BENEFITS</b>		<b>0.00</b>	<b>635.20</b>	<b>1,270.00</b>	<b>31,722.00</b>	<b>2397.8%</b>
<a href="#">620679 673101</a>	Social Security	0.00	635.20	682.00	5,158.00	656.3%
<a href="#">620679 673102</a>	Retirement	0.00	0.00	588.00	4,087.00	595.1%
<a href="#">620679 673201</a>	Health Insurance	0.00	0.00	0.00	22,285.00	0.0%
<a href="#">620679 673202</a>	Dental Insurance	0.00	0.00	0.00	157.00	0.0%
<a href="#">620679 673203</a>	Life Insurance	0.00	0.00	0.00	35.00	0.0%
<b>Total</b>		<b>0.00</b>	<b>635.20</b>	<b>1,270.00</b>	<b>31,722.00</b>	<b>2397.8%</b>



## City of Mequon 2017 Budgetary Comparisons

Accounts	Description	2015 Actuals	2016 Actuals	CY Revised Budget	2017 Adopted Budget	Percent Change
<b>80 MATERIALS &amp; SUPPLIES</b>		<b>24,015.78</b>	<b>10,635.89</b>	<b>29,850.00</b>	<b>10,000.00</b>	<b>-66.5%</b>
<a href="#">620679 680101</a>	Office Supplies	709.72	732.68	1,250.00	1,250.00	0.0%
<a href="#">620679 680301</a>	Work Supplies-Admin	19,057.55	6,367.61	20,000.00	0.00	-100.0%
<a href="#">620679 680402</a>	Motor Fuels & Lubricant	4,248.51	3,535.60	8,500.00	8,500.00	0.0%
<a href="#">620679 680504</a>	Telephone services	0.00	0.00	100.00	250.00	150.0%
<b>Total</b>		<b>24,015.78</b>	<b>10,635.89</b>	<b>29,850.00</b>	<b>10,000.00</b>	<b>-66.5%</b>
<b>83 PURCHASED SERVICES</b>		<b>376,947.45</b>	<b>354,630.26</b>	<b>431,741.00</b>	<b>434,333.00</b>	<b>0.6%</b>
<a href="#">620679 683101</a>	Consultants - General	9,540.19	12,982.14	25,000.00	25,000.00	0.0%
<a href="#">620679 683201</a>	Contracted Services - General	348,920.46	333,455.60	378,600.00	375,008.00	-0.9%
<a href="#">620679 683202</a>	Contracted Services - Maint.	6,110.82	4,505.35	18,540.00	24,300.00	31.1%
<a href="#">620679 683401</a>	Liability Insurance	3,266.07	0.00	3,500.00	3,500.00	0.0%
<a href="#">620679 683402</a>	Auto Insurance	591.68	620.22	601.00	900.00	49.8%
<a href="#">620679 683421</a>	Regulatory Commission E	8,393.23	2,941.45	5,000.00	5,500.00	10.0%
<a href="#">620679 683702</a>	Miscellaneous Services	125.00	125.50	500.00	125.00	-75.0%
<b>Total</b>		<b>376,947.45</b>	<b>354,630.26</b>	<b>431,741.00</b>	<b>434,333.00</b>	<b>0.6%</b>
<b>86 FACILITY &amp; PLANT</b>		<b>2,572.76</b>	<b>1,943.00</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>0.0%</b>
<a href="#">620679 686550</a>	M & R - Other	2,572.76	1,943.00	3,000.00	3,000.00	0.0%
<b>Total</b>		<b>2,572.76</b>	<b>1,943.00</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>0.0%</b>
<b>88 EQUIPMENT / LEASES</b>		<b>67.58</b>	<b>0.00</b>	<b>500.00</b>	<b>500.00</b>	<b>0.0%</b>
<a href="#">620679 688120</a>	Rental costs	67.58	0.00	500.00	500.00	0.0%
<b>Total</b>		<b>67.58</b>	<b>0.00</b>	<b>500.00</b>	<b>500.00</b>	<b>0.0%</b>
<b>95 OPERATING EXPENSES</b>		<b>1,243,722.05</b>	<b>1,368,579.92</b>	<b>1,324,190.00</b>	<b>1,477,105.00</b>	<b>11.5%</b>
<a href="#">620679 695101</a>	Purchased Water	716,302.99	761,689.41	815,362.00	856,130.00	5.0%
<a href="#">620679 695102</a>	Electric / Power Pumping	11,849.28	9,133.46	17,000.00	17,000.00	0.0%
<a href="#">620679 695105</a>	System Repairs	19,060.46	18,646.66	40,000.00	45,000.00	12.5%
<a href="#">620679 695110</a>	Water Chemicals	631.61	887.04	500.00	1,000.00	100.0%
<a href="#">620679 695114</a>	Tools / Equip Replacement	2,638.32	453.30	2,500.00	2,500.00	0.0%
<a href="#">620679 695132</a>	Postage	7,450.17	8,270.68	8,000.00	8,000.00	0.0%
<a href="#">620679 695141</a>	Bank Fees	0.00	463.00	0.00	475.00	0.0%
<a href="#">620679 695252</a>	Maintenance of Services	0.00	4,694.38	7,000.00	7,000.00	0.0%
<a href="#">620679 695253</a>	Maintenance of Meters	1,318.22	6,945.42	1,828.00	8,000.00	337.6%
<a href="#">620679 695254</a>	Maintenance of Hydrants	0.00	3,132.57	7,000.00	7,000.00	0.0%
<a href="#">620679 696121</a>	MF Depreciation Expense	484,471.00	554,727.00	425,000.00	525,000.00	23.5%
<b>Total</b>		<b>1,243,722.05</b>	<b>1,368,579.92</b>	<b>1,324,190.00</b>	<b>1,477,105.00</b>	<b>11.5%</b>
<b>96 NON-OPERATING EXPENS</b>		<b>645,288.76</b>	<b>621,685.97</b>	<b>621,698.00</b>	<b>593,532.00</b>	<b>-4.5%</b>
<a href="#">620679 696501</a>	Interest-Bonds	644,925.76	621,322.97	621,323.00	593,157.00	-4.5%
<a href="#">620679 696502</a>	Water Debt Service	363.00	363.00	375.00	375.00	0.0%
<b>Total</b>		<b>645,288.76</b>	<b>621,685.97</b>	<b>621,698.00</b>	<b>593,532.00</b>	<b>-4.5%</b>
<b>Total Expenses</b>		<b>2,444,406.76</b>	<b>2,529,153.96</b>	<b>2,556,162.00</b>	<b>2,696,737.00</b>	<b>5.5%</b>
<b>Water Operations Net Surplus/(Loss)</b>		<b>544,569.14</b>	<b>909,876.81</b>	<b>1,183,585.00</b>	<b>1,110,960.00</b>	<b>-6.1%</b>

# Glossary

This budget document contains a variety of terminology that may not be commonly understood outside of public accounting and governmental organizations. This glossary has been prepared to assist the reader in understanding these terms when reviewing this budget.

**ACCRUAL ACCOUNTING** – The basis of accounting under which transactions are recognized when they occur, regardless of the timing of the related cash flow.

**APPROPRIATION** – A legal authorization granted by the City Council which passes a budget ordinance authorizing the budgeted expenditures and establishing the property tax levy for the upcoming fiscal year.

**ASSESSED VALUATION** – A value set upon real estate and certain personal property by the City Assessor as a basis for levying property taxes.

**ASSETS** – Property owned by the government which has a monetary value.

**BALANCED BUDGET** – A budget where approved expenditures are equal to the estimated revenues.

**BEGINNING FUND BALANCE** – The amount of reserves carried forward from the previous year.

**BOND** – A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called maturity date(s), together with periodic interest at a specified rate. Bonds can be issued to finance the construction costs of major capital projects such as buildings, roads, etc.

**BUDGET** – A plan of financial operation containing an estimate of proposed expenditures for a given period of time and the proposed means of financing them through taxes, borrowing, or other estimated revenue sources. The period of time the city uses is one fiscal year from January 1 – December 31.

**BUDGET CALENDAR** – A schedule of the different phases of budget development and the general timeframe in which they occur.

**BUDGET TRANSMITTAL LETTER** – A narrative message from the City Administrator which provides the Common Council and the public a general summary of the key aspects of the budget, any significant changes from previous fiscal years, and other factors considered in the budget development.

**CAPITAL IMPROVEMENT PROGRAM (CIP)** – A multi-year plan to estimate the City's capital needs and to assist in determining what the planning, scheduling, and financial resources will be necessary to complete those projects.

**DEBT SERVICE** – The annual payments of principal and interest on the City's Bonds and Notes.

**DEFICIT** – The excess of expenditures over revenues during a single accounting period.

**ENTERPRISE FUND** – A fund established for an area of City operations which is similar to a business type activity and which supports its own services from fees or charges.

**EQUALIZED VALUE** – The State’s estimate of the full value of property used to apportion (divide) the property tax levies of the counties, school districts, and municipalities among tax districts.

**FISCAL YEAR** – The one year period that defines a budget cycle. In the case of the City of Mequon the fiscal period is from January 1 - December 31.

**FRINGE BENEFITS** – These include the cost of Social Security, retirement, workers compensation, group health, dental, and life insurance premiums paid by the City for the benefit of City employees. These costs are over and above the cost of salaries and wages paid to employees.

**FULL FAITH AND CREDIT** – A pledge of the City’s taxing power to repay debt obligations

**FUND BALANCE** – The difference between revenues and expenditures. The beginning fund balance represents the residual funds brought forward from the previous year (ending balance).

**FTE (FULL TIME EQUIVALENT)** – One full time equivalent is equal to one full time staff person, or the combination of part-time staff persons who work a total of 2080 hours in a year.

**GENERAL OBLIGATION BONDS / NOTES** – Bonds / Notes that finance a variety of public improvement projects which pledge the full faith and credit of the City.

**GFOA** – The Government Finance Officer Association is an organization whose objective is to enhance and promote the professional management of governments.

**IN LIEU OF TAXES** – A payment to the City by benefactors of City services who are tax exempt, i.e.: certain utilities, non-profit organizations, who chose or must pay a “tax equivalent amount”.

**INTERGOVERNMENTAL REVENUES** – Revenues that are received by the City from other units of government such as the State of Wisconsin, Ozaukee County, or Federal funds.

**LGIP** – The Local Government Investment Pool is a resource for municipalities to invest reserve funds that is in compliance with the regulatory requirements of the State of Wisconsin.

**MAINTENANCE OF EFFORT** – A requirement by the State of Wisconsin that requires the city to maintain funding for services, primarily used for Library and Public Safety services at a level no less than the previous .

**NON-LAPSING ACCOUNT** – An account used to carry forward the remaining balances from one fiscal years appropriation into the next year for expenditure.

**OVERLAPPING GOVERNMENT** – The situation that occurs when a property may be located in a variety of different taxing districts; such as the State of Wisconsin and Ozaukee County and City of Mequon and the Mequon-Thiensville school district.

**REVENUE** – Income for the fiscal year; the major categories of revenue are taxes, intergovernmental payments, licenses and permits, public charges for services, fines and forfeitures, miscellaneous, and investment income. Intergovernmental payments are payments from other government units such as the State of Wisconsin or other municipalities.



**SINKING FUNDS** - The process of accumulating monies over a multi-year period using a non-lapsing account in order to build up sufficient reserves to make large or infrequent capital purchases.

**TAXES** - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people.

**TAX INCREMENTAL DISTRICT (TID)** – A district created by local governments under State Statute whereby public improvement expenditures within the district are financed by the levy on the incremental increase in the property values within the district.

**TAX LEVY** – The total amount to be raised by general property taxes to be used to fund the annual budget adopted by the City.

**TAX RATE** – The amount of tax levied for each \$1,000 of valuation. The equalized (full) value tax rate is calculated by using the equalized value of the property for the City. The assessed value tax rate is calculated by using the assessed value of property.

**TAXING DISTRICT** – A geographic area that includes the properties that are subject to the taxing authority of the unit of government, such as the City of Mequon.

## **Acronyms:**

**CIP:** Capital Improvement Plan

**EMS:** Emergency Medical Services

**DPW:** Department of Public Works

**ETF:** Employee Trust Fund

**FY:** Fiscal Year

**GO:** General Obligation

**MATC:** Milwaukee Area Technical College

**M-T:** Mequon / Thiensville schools

**SCR:** Surface Condition Rating

**TID:** Tax Incremental District

**TIF:** Tax Incremental Financing

**WRS:** Wisconsin Retirement system