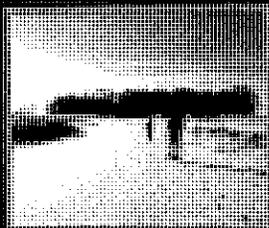


City of Mequon 2009 Annual Budget



Mayor Christine Nienaberg

2009 ANNUAL BUDGET CITY OF MEQUON, WISCONSIN

Mayor Christine Nuernberg

Common Council

District 1	Alderman Dan Abendroth	District 2	Alderman Ken Zganjar
District 3	Alderman Dale Mayr	District 4	Alderman John Wirth
District 5	Alderman Mark Seider	District 6	Alderman John Hawkins
District 7	Alderman Daniel Gannon	District 8	Alderman Pamela Adams

.....

Lee Szymborski, City Administrator/City Clerk

Diane Kowalchuk/Deputy City Clerk

Steve Graff, Police Chief

Thomas Watson, Finance Director

Don Curran, Parks Director

Jon Garms, Public Works Director

William Hoppe, City Engineer

Michael Grota, City Assessor

Kim Tollefson, Planning and Community Development Director

David Bialk, Fire Chief

Lisa Koeper, Human Resources Manager

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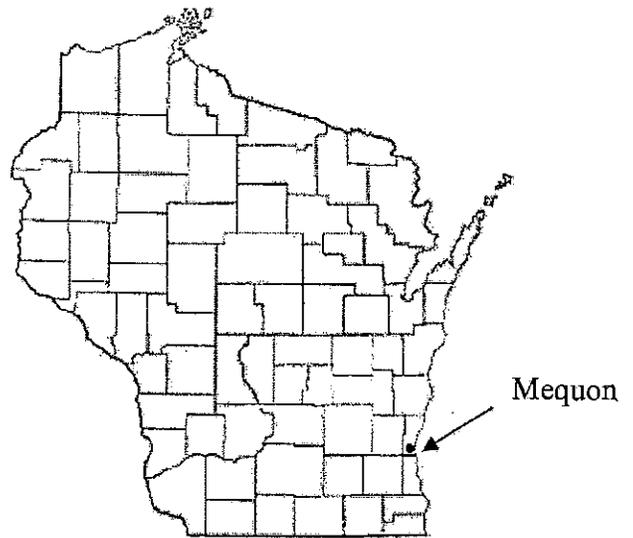
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City of Mequon

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 River 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 farmed.

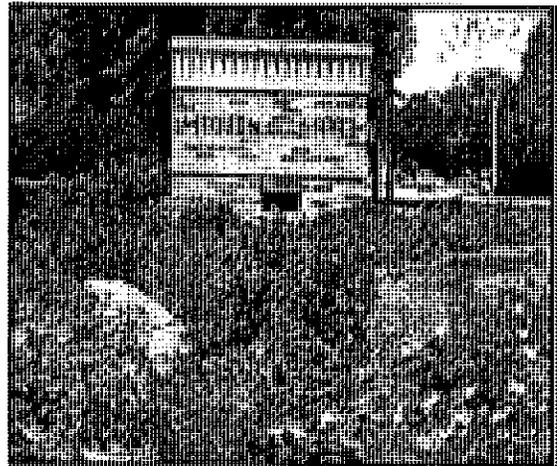


Population: 23,670
(2008 Wisconsin Department of Administration)

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 an Indian word "Miguan" which means "ladle" because the river in Mequon was shaped like an Indian ladle.

During 1839, the first of the 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.

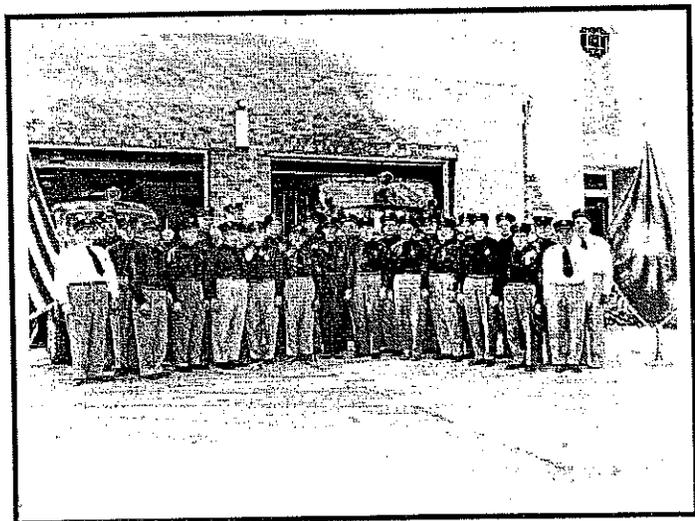
That same year, 43 families, all members of a Lutheran congregation, came from Northern Germany and settled in the western part of Mequon. They named their tiny colony, Freistadt, loosely translated as "free city." These people came in search of religious freedom and held their initial church service that 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 a 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 to Mequon status as a city. The 23rd 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, 1957.



In Front of City Hall
Late 1950's

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 area's location directly off of Interstate 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.

CITY OF MEQUON

ADDITIONAL DEMOGRAPHIC INFORMATION

Breakdown of Housing Units	<u>2008</u>	(%)	Population:	1960	8,543
Total Dwelling Units	9,229			1970	12,150
Single Family	6,995	76%		1980	16,193
Plex (2-4 units/bldg.)	1,545	17%		1990	18,885
Multi-Family (5+ units/bldg.)	689	7%		2000	21,823
				2005	23,468

	2006	23,485
	2007	23,565
	2008	23,670

Gender Composition	<u>1990</u>	<u>2000</u>
Female	50.0%	50.7%
Male	50.0%	49.3%

Race Comparison	<u>1990</u>	<u>2000</u>
White	96.2%	94.2%
Black or African American	2.3%	2.3%
American Indian, Eskimo	0.1%	0.1%
Asian or Pacific Islander	1.3%	2.4%
Other	0.1%	1.0%

Age Composition	<u>1990</u>	<u>2000</u>
Under 5 years	8.8%	5.5%
5 - 14 years	13.5%	17.2%
15 - 19 years	7.6%	7.3%
20 - 24 years	5.3%	2.3%
25 - 34 years	10.9%	6.0%
35 - 44 years	19.0%	16.9%
45 - 54 years	13.6%	19.3%
55 - 64 years	10.4%	11.9%
Over 64 years	10.9%	13.6%

Median Age (yrs) 42.5

Household Income Information	<u>1990</u>	<u>2000</u>
Less than \$15,000	5.9%	3.3%
\$15,000 - \$24,999	7.1%	4.0%
\$25,000 - \$34,999	10.2%	6.3%
\$35,000 - \$49,999	15.0%	9.1%
\$50,000 - \$74,999	23.3%	16.8%
\$75,000 - \$99,999	14.5%	16.0%
\$100,000 - 149,999	10.7%	19.7%
\$150,000 +	13.3%	24.8%
Median Household Income	\$60,900	\$90,733

Housing Value (2008)

\$0 - \$99,000	0.60%
\$100,000 - \$199,000	6.50%
\$200,000 - \$299,000	21.40%
\$300,000 - \$399,000	24.45%
\$400,000 - \$499,000	11.80%
\$500,000 - \$799,000	21.00%
\$800,000 - \$1,000,000	7.30%
\$1,000,000 and up	6.95%

Average Assessed Home Value (2008) 376,700

Average Residential Sale (2008) 495,100

Average Household (persons) 2.56

Educational Attainment - 2000*

Ninth Grade Education or lower	1.6%
High School Diploma or higher	96.1%
Bachelors degree or higher	59.6%

* Population 25 years and older

Occupational Composition - 2000

Managerial & Professional	59.3%
Service Occupations	6.7%
Sales and office occupations	24.3%
Farming, fishing and forestry	0.2%
Construction and maintenance	3.4%
Production and transportation	6.1%

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

Note: Housing counts are based on 2000 U.S. Census + annual building permits between Jan. 1, 2000 and Dec. 31, 2007.

Population numbers from 2001 - 2007 are based on State of Wisconsin estimates.

Housing values are per City Assessor records.

**CITY OF MEQUON, WISCONSIN
MISCELLANEOUS STATISTICS**

GENERAL:	2004	2005	2006	2007	2008
Area in Square Miles	46.88	46.88	46.88	46.88	46.88
Population	23,416	23,468	23,485	23,565	23,670
Number of Permanent Positions	130	127	126	115	113
Equalized Valuations (\$000)	3,758,951	3,997,388	4,214,913	4,569,211	4,500,403

PUBLIC SAFETY	2004	2005	2006	2007	2008
Number of Police Stations	1	1	1	1	1
Number of Sworn Police Officers	36	34	34	38	38
Number of Fire Stations	2	2	2	2	2

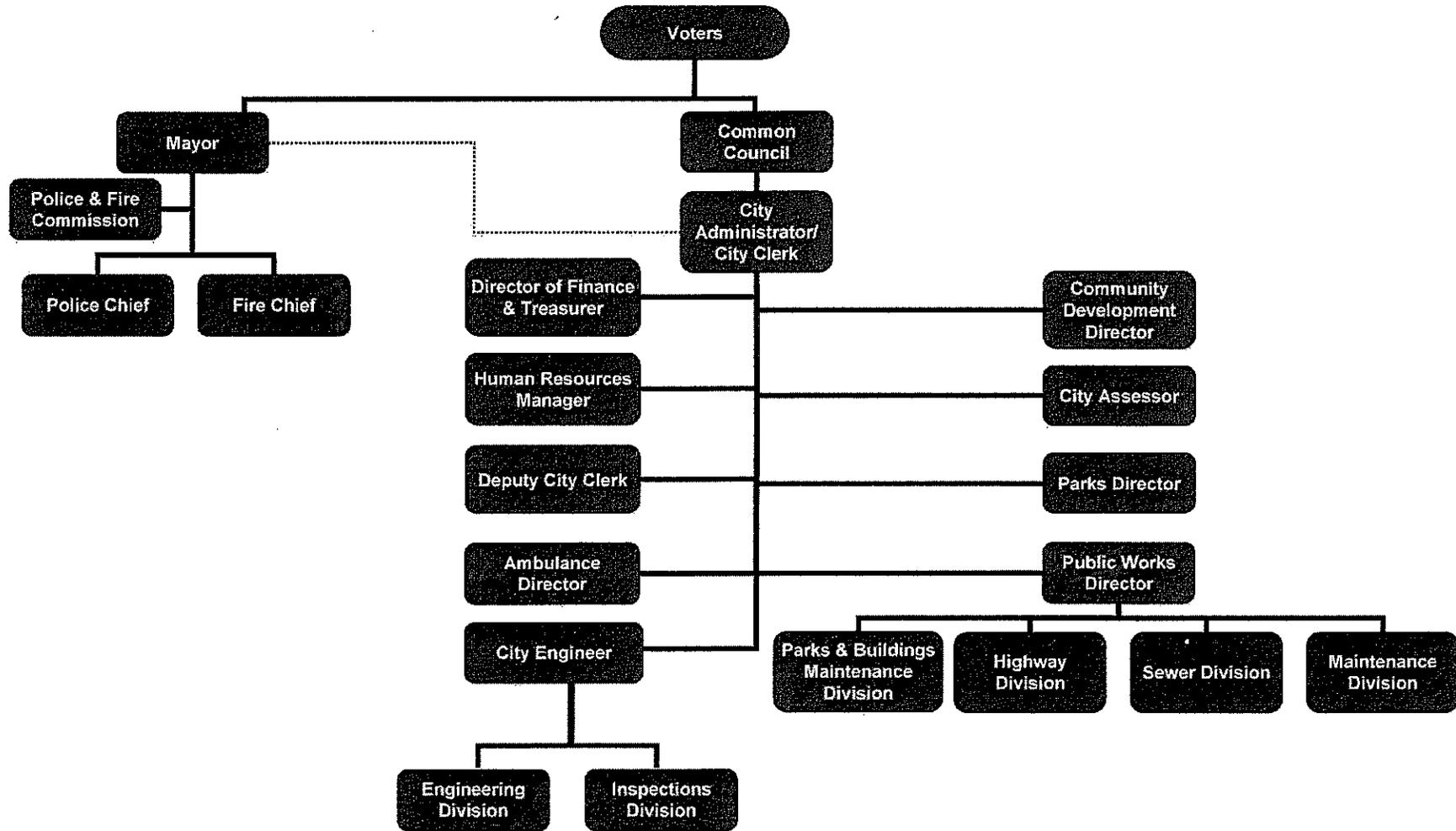
PARKS	2004	2005	2006	2007	2008
Acres of Parkland	948.4	1,080.90	1080.9	1080.9	1177.8
Number of Parks	20	22	22	22	25

LIBRARY:	2004	2005	2006	2007	2008
Circulation	340,943	325,097	331,816	323,299	327,760
Total Items Owned	134,625	137,923	132,520	124,159	115,521

INFRASTRUCTURE	2004	2005	2006	2007	2008
Miles of State Highway System	17.2	17.2	17.2	17.2	17.2
Miles of County Highway System	6.08	6.08	6.08	6.08	6.08
Miles of Local Roads and Streets	204.87	209.06	210.67	212.4	212.4
Miles of Sanitary Sewer Main	150	151.5	152.17	152.17	152.82
Number of Bridges	23	23	23	23	23
Miles of Bike Trails	45.7	46.37	48.7	48.7	49.43



Organizational Chart



**CITY OF MEQUON
VISUAL ORGANIZATIONAL INVENTORY
CY 2009 Budgeted Full-time Equivalency (FTE)**

Department	Number of Employees	Full-time	Part-time	Full-time Equivalent	Department Total FTE
ELECTED OFFICIALS					
MAYOR	1.00		1.00		---
COMMON COUNCIL MEMBERS	8.00		8.00		---
ADMINISTRATION					
City Administrator/City Clerk	1.00	1.00		1.00	
Executive Assistant	1.00	1.00		1.00	
Human Resources Manager	1.00	1.00		1.00	
Human Resources Assistant (PT)	1.00		1.00	0.75	
	4.00	3.00	1.00	3.75	3.75
CITY ASSESSING					
Assessment Technician	1.00	1.00		1.00	
	1.00	1.00	0.00	1.00	1.00
CITY CLERK					
Deputy City Clerk	1.00	1.00		1.00	
Administrative Secretary I	1.00	1.00		1.00	
Administrative Secretary I (PT)	1.00		1.00	0.75	
	3.00	2.00	1.00	2.75	2.75
COMMUNITY DEVELOPMENT					
Director	1.00	1.00		1.00	
Assistant Director	1.00	1.00		1.00	
GIS Coordinator	1.00	1.00		1.00	
Administrative Secretary I	1.00	1.00		1.00	
	4.00	4.00	0.00	4.00	4.00
FINANCE/TREASURY					
Director/Treasurer	1.00	1.00		1.00	
Assistant Director	1.00	1.00		1.00	
Accounting Assistant	1.00	1.00		1.00	
Accounting Assistant (PT)	1.00		1.00	0.50	
	4.00	3.00	1.00	3.50	3.50
ENGINEERING					
Engineering Division					
City Engineer	1.00	1.00		1.00	
Assistant City Engineer	1.00	1.00		1.00	
Staff Engineer	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 I	1.00	1.00		1.00	
	7.00	7.00	0.00	7.00	
Inspection Division					
Chief Building Inspector	1.00	1.00		1.00	
Electrical Inspector (PT)	1.00		1.00	0.50	
Plumbing Inspector	1.00	1.00		1.00	
Building Inspector	1.00	1.00		1.00	
Administrative Secretary I	1.00	1.00		1.00	
Administrative Secretary I (PT)	1.00		1.00	0.50	
	6.00	4.00	2.00	5.00	12.00

Department	Total Employees	Full-time	Part-time	Full-time Equivalent	Department Total FTE
PARKS					
Parks Director	1.00	1.00		1.00	
Administrative Secretary I (PT)	1.00		1.00	0.40	
	<u>2.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.40</u>	1.40
PUBLIC WORKS					
Administration					
Public Works Director	1.00	1.00		1.00	
Operations Superintendent	1.00	1.00		1.00	
Administrative Secretary I (PT)	1.00		1.00	0.70	
	<u>3.00</u>	<u>2.00</u>	<u>1.00</u>	<u>2.70</u>	
Parks & Buildings Division					
Buildings Supervisor	1.00	1.00		1.00	
City Forester	1.00	1.00		1.00	
Highway/P&B Maintenance Worker	1.00	1.00		1.00	
Parks & Bldgs. Maintenance Worker	4.00	4.00		4.00	
Custodian (PT)	1.00		1.00	0.75	
Summer Worker	5.00		5.00		
	<u>13.00</u>	<u>7.00</u>	<u>6.00</u>	<u>7.75</u>	
Highway Division					
Highway Section Foreman	5.00	5.00		5.00	
Street Operations Foreman	1.00	1.00		1.00	
Highway/P&B Maintenance Worker	1.00	1.00		1.00	
Highway Worker	3.00	3.00		3.00	
Equipment Operator Foreman	1.00	1.00		1.00	
Equipment Operator - Heavy	3.00	3.00		3.00	
Equipment Operator - Regular	2.00	2.00		2.00	
Summer Worker	5.00		5.00		
Recycling/Landfill Attendant (PT)	1.00		1.00		
	<u>22.00</u>	<u>16.00</u>	<u>6.00</u>	<u>16.00</u>	
Equipment Maintenance Div.					
Chief Mechanic	1.00	1.00		1.00	
Mechanic	2.00	2.00		2.00	
	<u>3.00</u>	<u>3.00</u>	<u>0.00</u>	<u>3.00</u>	
Sewer Division					
Sewer Superintendent	1.00	1.00		1.00	
Sewer Maintenance Foreman	1.00	1.00		1.00	
Sewer Equipment Operator	1.00	1.00		1.00	
Sewer Maintenance Worker	3.00	3.00		3.00	
	<u>6.00</u>	<u>6.00</u>	<u>0.00</u>	<u>6.00</u>	
Mequon Pool					
Manager	1.00		1.00		
Head Life Guard	1.00		1.00		
Life Guard (PT)	32.00		32.00		
Bathhouse Assistant (PT)	3.00		3.00		
	<u>37.00</u>	<u>0.00</u>	<u>37.00</u>	<u>0.00</u>	35.45
POLICE					
Office of Chief of Police					
Chief of Police	1.00	1.00		1.00	
Executive Secretary	1.00	1.00		1.00	
	<u>2.00</u>	<u>2.00</u>	<u>0.00</u>	<u>2.00</u>	
Administration Division					
Captain	1.00	1.00		1.00	
Sergeant	1.00	1.00		1.00	
Receptionist/Clerk (PT)	1.00		1.00	0.60	
Telecommunicator	7.00	7.00		7.00	
Telecommunicator (PT)	3.00		3.00	1.60	
	<u>13.00</u>	<u>9.00</u>	<u>4.00</u>	<u>11.20</u>	
Operations Division					
Captain	1.00	1.00		1.00	
Sergeant	6.00	6.00		6.00	
Detective	2.00	2.00		2.00	
Drug Enforcement Officer	1.00	1.00		1.00	
School Liaison Officer	1.00	1.00		1.00	
Patrol Officer	24.00	24.00		24.00	
Police Reserves (25 - Volunteer)					
	<u>35.00</u>	<u>35.00</u>	<u>0.00</u>	<u>35.00</u>	48.20

Note: Sworn Police Officers = 38

Department	Total Employees	Full-time	Part-time	Full-time Equivalent	Department Total FTE
FIRE					
Fire Chief	1.00	1.00		1.00	
Fire Fighter	16.00		16.00		
Fire Fighter/EMT	40.00		40.00		
Administrative Secretary I (PT)	1.00			0.50	
	58.00	1.00	57.00	1.50	1.50
AMBULANCE					
Director	1.00		1.00		
Assistant Director	1.00		1.00		
Emergency Medical Technician	11.00		11.00		
	13.00	0.00	13.00	0.00	0.00
GRAND TOTAL	245.00	106.00	139.00	113.55	113.55

**WEYENBERG LIBRARY
VISUAL ORGANIZATIONAL INVENTORY
CY 2009 Budget Full-time Equivalency (FTE)**

Department	Total Employees	Full-time	Part-time	Full-time Equivalent	Dept./Div. Total
ADMINISTRATION					
Library Director	1.00	1.00		1.00	
Community Relations Associate	1.00	1.00		1.00	
	2.00	2.00		2.00	2.00
PATRON SERVICES					
Manager	1.00	1.00		1.00	
Librarians	3.00	1.00	2.00	2.35	
Associates	3.00		3.00	1.80	
	7.00	2.00	5.00	5.15	5.15
ACCESS SERVICES					
Manager	1.00	1.00		1.00	
Technican	1.00		1.00	0.75	
Associates	4.00		4.00	2.60	
Assistants	6.00		6.00	2.55	
Pages	7.00		7.00	1.50	
	19.00	1.00	18.00	8.40	8.40
GRAND TOTAL	28.00	5.00	23.00	15.55	15.55

CITY OF MEQUON-Budgeted Full-time Equivalency (FTE) 2001-2009

	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>Net Change</u>	<u>% Change</u>
Information Services	1.00	1.00	-	-	-	-	-	-	-	(1.00)	-100.0%
Parks	1.25	1.25	1.25	1.25	1.40	1.40	1.40	1.40	1.40	0.15	12.0%
*Fire	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	-	0.0%
Human Resources	1.81	1.81	1.81	1.81	1.75	1.75	1.75	1.75	1.75	(0.06)	-3.3%
Administration	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	-	0.0%
Assessor	3.00	3.00	3.00	2.90	2.90	2.90	3.50	2.60	1.00	(2.00)	-66.7%
Clerk	3.56	3.56	3.56	3.56	2.75	2.75	2.75	2.75	2.75	(0.81)	-22.8%
Finance/Treasury	4.00	4.00	4.00	4.00	3.50	3.50	3.50	3.50	3.50	(0.50)	-12.5%
Community Development	5.00	5.00	5.00	4.50	4.50	4.00	4.00	4.00	4.00	(1.00)	-20.0%
Inspections	6.00	6.00	5.50	5.50	5.50	5.50	5.50	5.50	5.00	(1.00)	-16.7%
Engineering	9.00	8.00	8.00	8.00	8.00	7.00	7.00	7.00	7.00	(2.00)	-22.2%
Public Works	39.75	40.50	40.50	38.75	37.75	35.75	35.75	35.75	35.45	(4.30)	-10.8%
Police & Dispatch	47.20	47.20	47.20	47.20	48.20	47.20	47.20	48.20	48.20	1.00	2.1%
Total FTE's Authorized:	125.07	124.82	123.32	120.97	119.75	115.25	115.85	115.95	113.55	(11.52)	-9.2%

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

2009 Budget Message

- Ordinance No. 2008-1260 2009 Appropriations-General
- Ordinance No. 2008-1261 2009 Appropriations-Sewer
- Comparative Tax Levies For All Direct and Overlapping Governments
- Comparative Tax Levies Last Ten Fiscal Years
- Budget Transmittal Letter
- Budget Framework-Financial Practices & Budget Development
- Budget Framework -Financial Practices & Fund Information
- Goals and Objectives for the FY2009 Budget
- Principles and Factors Affecting the FY2009 Budget
- Highlights of the FY2009 Budget
 - Capital Project Fund
 - Workforce Issues
 - Revenues, Tax Levy and Tax Rate
 - Municipal Spending, City Tax Levies and Tax Rate-a Comparative Analysis
 - Expenditure Summary
- Computation of Legal Debt Margin

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE NO. 2008-1260

APPROPRIATING THE NECESSARY FUNDS FOR THE OPERATING OF THE
GOVERNMENT AND ADMINISTRATION OF THE CITY OF MEQUON FOR THE YEAR 2009

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

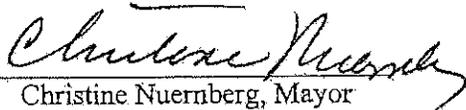
SECTION I: There is hereby appropriated out of the receipts of the City of Mequon for the
Year 2009 including monies received from the general property tax levy and
such other funds as may be designated, to the various funds and purposes stated
herein, the amounts set forth in the said itemization in the total amount of:

2009 Budget	\$17,722,829
Less Anticipated Revenues	(<u>5,127,116</u>)
Total Amount of Tax Levy	<u>\$12,595,713</u>

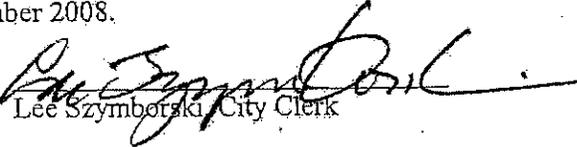
SECTION II: There is hereby levied a tax of \$12,595,713 upon all taxable property within the
City of Mequon as returned by the Assessor in the year 2008 for uses and
purposes set forth in said budget.

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 from and after January 1,
2009, upon its passage and publication.

Approved by:  Date Approved: November 18, 2008
Christine Nuernberg, Mayor

This is to certify that the foregoing ordinance was adopted by the Common Council of the City of
Mequon, Wisconsin, at a meeting held on the 11th day of November 2008.


Lee Szymborski, City Clerk

Published: November 20, 2008

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE NO. 2008-1261

Appropriating the necessary funds from the City of Mequon's Sewer Utility District for the year 2009 for Capital Charge Payments to the Milwaukee Metropolitan Sewerage District (MMSD), City of Mequon Capital Debt Service and Capital Project Requirements

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 2009, the amount set forth in the total of:

Total Amount of Tax Levy	\$7,054,699
--------------------------	-------------

SECTION II: There is hereby levied a tax of \$7,054,699, upon all taxable property within the City of Mequon Sewer Utility District as returned by the Assessor in 2008 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: 
Christine Nuernberg, Mayor

Date Approved: November 20, 2008

This is to certify that the foregoing ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on the 18th day of November, 2008.


Lee Szymborzki, City Clerk

Published: December 2, 2008

CITY OF MEQUON, WISCONSIN

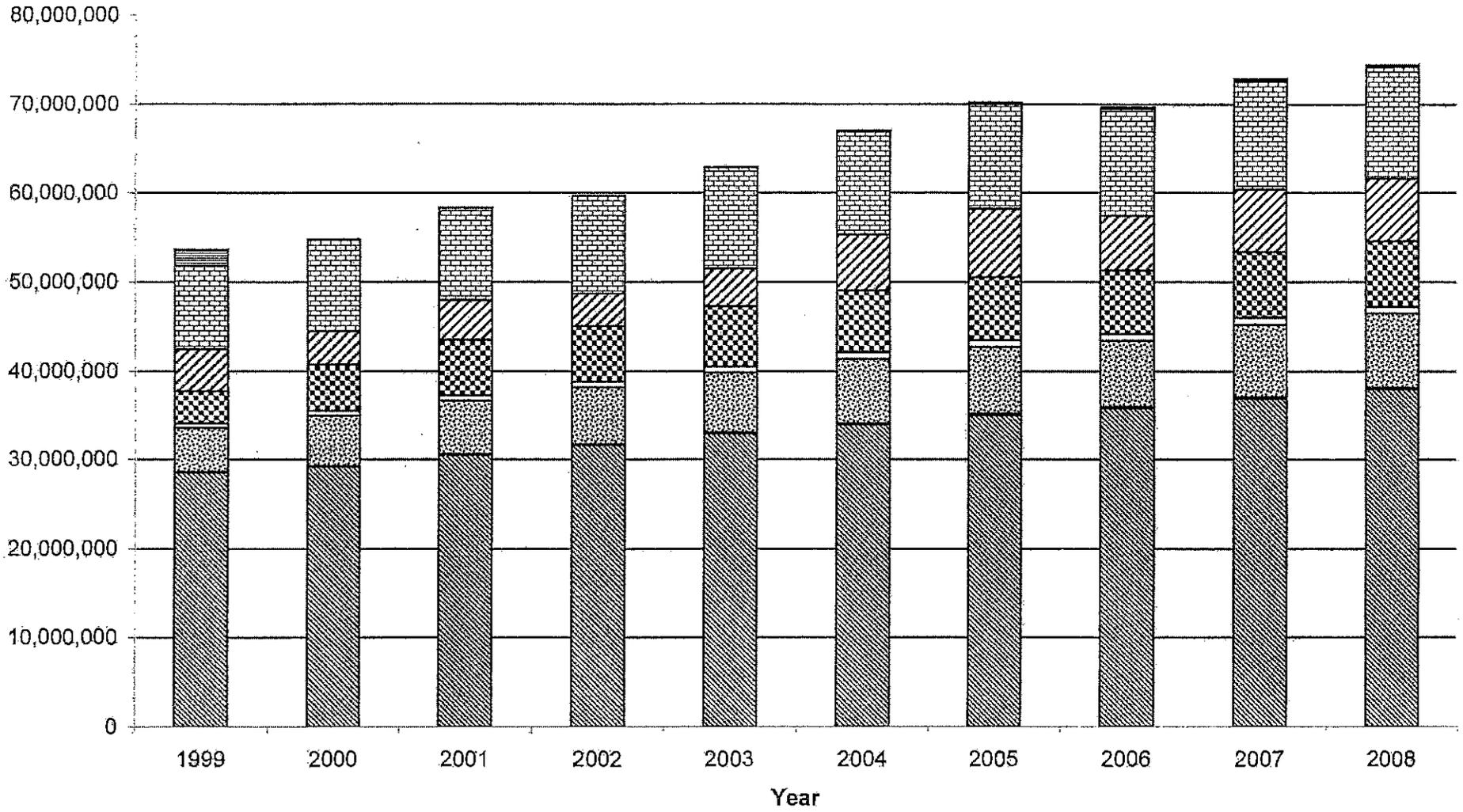
COMPARATIVE TAX LEVIES FOR ALL DIRECT AND OVERLAPPING GOVERNMENTS

LAST TEN FISCAL YEARS

<u>Levy Year</u>	<u>State of Wisconsin</u>	<u>Ozaukee County</u>	<u>City of Mequon</u>	<u>Mequon-Thien, Schools</u>	<u>Cedarburg Schools</u>	<u>MATC</u>	<u>Sewer Utility</u>	<u>Tax Incremental Revenue</u>	<u>Gross Tax Levy</u>
1998	472,809	5,288,346	8,883,872	26,892,899	79,556	4,548,534	3,905,862	1,795,144	51,867,022
1999	505,403	3,647,574	9,316,858	28,491,303	90,181	4,982,806	4,721,755	1,821,569	53,577,449
2000	561,917	5,254,074	10,309,323	29,158,495	86,904	5,698,818	3,666,332	0	54,735,863
2001	598,210	6,241,430	10,386,758	30,471,961	121,315	6,061,061	4,433,458	0	58,314,194
2002	641,701	6,190,950	10,945,618	31,622,141	105,578	6,439,790	3,662,652	0	59,608,430
2003	688,979	6,678,829	11,415,897	32,909,140	127,810	6,802,419	4,250,300	0	62,873,374
2004	751,786	6,872,392	11,663,419	33,950,486	146,985	7,275,495	6,249,013	120,512	67,030,088
2005	749,830	7,087,007	11,892,706	35,035,576	155,502	7,505,333	7,594,021	177,641	70,197,616
2006	740,185	7,105,496	12,139,552	35,797,542	158,094	7,442,929	6,099,913	179,225	69,662,936
2007	775,423	7,367,048	12,385,261	36,896,503	174,694	8,096,952	7,011,317	177,913	72,885,111
2008	763,746	7,339,171	12,635,501	37,981,705	177,139	8,259,782	7,086,510	221,639	74,465,193

Source: " Statement of Taxes and Tax District Treasurer's Settlements

Comparative Tax Levies Last Ten Fiscal Years



Mequon-Thien. Schools	Cedarburg Schools	MATC	State of Wisconsin
Ozaukee County	Sewer Utility	City of Mequon	Tax Incremental Revenue



11333 N. Cedarburg Road 60W
Mequon, Wisconsin 53092
Phone (262) 236-2941
Fax (262) 242-9819
lszymborski@ci.mequon.wi.us

Lee Szymborski

January 2009

**The Honorable Christine Nuernberg, Mayor, and
Members of the Common Council
City of Mequon
Mequon, Wisconsin 53092**

Subject: Adopted FY2009 Budget

Dear Mayor and Members of the Common Council:

Contained herein is the City of Mequon annual program budget for the fiscal year beginning January 1, 2009. Approved by the Common Council at its meeting of November 11, 2008, the FY2009 Budget entails all aspects of city operations and capital expenses. This budget reflects a commitment that city staff and I share with respect to operating effective, efficient and customer-oriented municipal government that meets the needs and goals of the Common Council and the residents of Mequon.

This budget strives to reflect the on-going mission of the City of Mequon.

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.

I. Budget Framework – Financial Practices and Budget Development

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.

The city budget includes the four major funds for which appropriations are made, the general fund, capital fund, debt service fund, and the sewer fund. Each of these funds contains a self

balancing set of accounts to in order to separate and track expenditures for these different functional areas.

Approximately 90 days prior to the start of the fiscal year, the City Administrator submits a proposed budget for the following fiscal year to the Common Council. In turn, the Mayor and Common Council, acting as the Appropriations Committee, evaluate and amend the proposed budget at their discretion. The Common Council then adopts a finalized, balanced budget, prior to the beginning of the fiscal year. A balanced budget requires that the proposed budget expenditures shall not exceed estimated revenues and applied fund balance, if any. The Common Council also adopts an ordinance to authorize the appropriation of the required funds for the annual budget.

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

General Budget Calendar

Budget Development Phase	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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 proposed budget to the Appropriations Committee												
Present budget to the Common Council for consideration and adoption												

A. 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 in the year levied as receivable and deferred revenues. They are recognized as revenues in the succeeding 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.

B. 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.

C. Reserve requirements

In order to be able to respond to unforeseen situations, as well as to positively impact the investment credit rating of the city, the city strives to maintain an unreserved general fund balance at a level not less than ten (10) percent of current year expenditures.

The Fund balance is the cumulative balance of unexpected funds from prior fiscal periods. These funds may be restricted for a specific use as is the case in some grants, funds earmarked for future projects as is the case for most capital projects accounts or undesignated funds which are being held in reserve.

II. Budget Framework – Financial Practices and Fund Information

A. The General Fund

Included in this budget are the general fund appropriations and expenditures. The annual operating costs of the city are contained in this section of the budget.

Tax appropriations and other revenue sources for the general fund are presented for the city as a whole, separately from expenditures, are not intended to be associated with specific operating departments.

Appropriations in the general fund lapse at year end to the fund balance unless specifically authorized by the city council to be carried over.

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, Swimming Pool, Parks Maintenance, and Park Development.

Additionally, each departments expenditures are also further divided into the following five main areas; Salaries, Fringe Benefits, Materials & Supplies, Purchased Services 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.

B. The 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 project 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 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.

The balances in these accounts are for specific projects and are carried forward until the project has been completed or the balance is transferred to other eligible projects by the Common Council.

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 (CIP) 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 five year period. As part of this process a funding priority recommendation is also included for the Common Council's consideration for inclusion in the annual budget.

The Common Council may modify or adopt the proposed capital projects as it sees fit as part of the overall budgeting and appropriations process.

C. The Debt Service Fund

The debt service fund's 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 0.55% of debt to equalized value outstanding as of 12/31/08. A schedule showing this calculation and other debt information is included on page 30.

D. The Sewer Fund

The sewer fund is an enterprise fund established to 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.

III. Goals and objectives for the FY2009 budget

The FY 2009 budget focuses on organizational goals such as keeping taxes low, maintaining the city's roads, progressing on the Town Center plan and maintaining public safety services. These goals share the stage with state legislation which mandates a property tax levy limit on all Wisconsin municipalities along with a city-adopted levy limit – Resolution 2748, passed by the Common Council August 14, 2007 – which ties a rise in the levy to the city's increased equalized value due to net new construction.

The city's Resolution 2748 self-imposes a levy limit whereby the levy is not allowed to increase except for growth in the city's equalized value due to net new construction. The term "net new construction" means new construction in the community minus improvements removed, such as through demolition of a building. The resolution carved out an exception for savings realized from any refinancing of existing debt. For Mequon, the valuation factor in FY 2008, as determined by the Wisconsin Department of Revenue, was 1.28%, the lowest increase in more than 20 years.

When asked what should be the city's top goals in 2009, there was significant unanimity from elected officials concerning citywide goals that staff should attempt to address in the FY 2009 budget. Nearly universal, the following goals were mentioned:

- Keep taxes low
- Maintain city roads
- Town Center

Other issues also mentioned were: maintaining public safety services; maintaining existing infrastructure; upgrade software and computer equipment; address localized drainage (complaint list) issues; pay attention to storm water management issues; plan for affordable housing and develop an achievable small park project.

IV. Principles and factors affecting the FY2009 budget

Several guiding principles and factors influencing this budget include:

- A mandated limit on property tax growth, which has been met.
- An emphasis on core municipal services.
- A hold on staff increases. In fact, this budget plans for a decrease in staffing.
- A \$2.35 million in long-term borrowing as it relates to the city's top goal – road maintenance.
- The preservation of a fund balance in the undesignated reserve fund a minimum of 10% of the overall general fund budgeted expenditures for the 2009 fiscal year. The fund balance is not used to balance this budget.
- Certain fixed and rising costs play a considerable role in the development of municipal budgets. For instance, the September 2008 Municipal Cost Index (MCI) was at 8.1% versus the September 2008 Consumer Price Index of 5.6%.

The MCI – developed by *American City & County* in 1978 – is used “to determine the rate of inflation of municipal costs – the cost of providing [municipal] services to residents of ... cities and counties. The MCI draws on the monthly statistical data collected by the U.S. Departments of Commerce and Labor as well as independently compiled data to project a composite cost picture for the municipal budget officer. [It is used, in part,] to measure the inroads of inflation on city expenditures over time. Cost of labor, materials and contract services are all factored into the composite MCI. Major indicators of these items used for the MCI include the Consumer Price Index, the Producer Price Index and the construction cost indexes published by the U.S. Department of Commerce, respectively.” (*Source: American City & County, February 10, 2006.*)

V. Highlights of the FY2009 Budget

Factors that significantly shape the FY 2009 budget are the property tax levy limit, as described above, declining revenues from other sources including a slow down in building and development, and many fixed costs rising faster than the consumer price index. Within these parameters, the FY 2009 budget projects expenditures rising less than one percent. How that is

achieved, and how other factors, conditions and outcomes underpin the budget, is summarized as follows:

- The FY 2009 budget reduces the city's workforce by a combination of attrition and direct lay-offs. A vacant full-time permit coordinator position will be reduced to a half-time position. One full-time and one part-time property appraiser positions will be laid off and those services contracted out. Since FY 2002 the city's staffing levels have been reduced by more than 9%.
- The budget accommodates \$2.35 million in long-term borrowing as it relates to the city's top goal – road maintenance. Specifically, the payment for the 2008 reconstruction of Bonniwell and Pioneer Roads is factored into this budget. Also included in this borrowing is money for the replacement of a major crossroad culvert in the 10400 block of County Line Road.
- For this budget property taxes comprise 69 % of supporting revenues. Mequon leans on the property tax to fund its operations because other sources are not available to the city. Mequon's relative affluence preempts a number of opportunities for revenue. For instance, the city receives about 12 % of its general government revenue from intergovernmental aids compared to a statewide average of about 23%. On average, state shared revenues return \$145 per capita to cities, whereas Mequon receives approximately \$25 per capita.
- The city has five unions, and the collectively bargained wage settlements for 2009 average 3.25%. Workforce costs comprise approximately 72% of the city's general government budget.
- The state health insurance fund – an insurance pool the city belongs to – will rise about 6.5% for the lowest cost plan. This is, however, mitigated by use of the city's health insurance stabilization fund established two years ago.
- Motor fuel (including unleaded and diesel) increases more than 25% compared to the 2008 budget, which was affected by the volatile nature of fuel prices within the last year. Significant increases in natural gas cost and electricity are also anticipated.
- Interest income is down \$230,000.
- Building permit fees, and other development related revenue, are projected to drop by more than \$130,000.
- Debt Service – More than \$3.4 million in combined debt was issued in 2002 for open space acquisition and several large capital projects. In addition, in May 2005 the city issued a ten-year promissory note in the amount of \$1,645,000 for strategic arterial road improvements and bike path links. Total debt service for 2009 is \$1,353,601, which also accommodates a \$2.35 million bond issue for road improvements expected in late 2008.

The FY2009 budget increases spending in the category of materials and supplies by 8.7 %. This category of expenditures consists of items such as office supplies, hand tools, motor fuel, uniform and tool allowances, road maintenance supplies (tar, road salt, and sealant), building maintenance supplies, and culverts.

The City of Mequon has a long-standing tradition of maintaining sinking funds for large capital purchases as a means of reducing the dramatically variable appropriations associated with expensive equipment purchases. This is a category of expenditures consisting of sinking funds for purchases of large equipment such as automobiles, squad cars, park maintenance mowers and equipment, snow plows, public works trucks, fire department equipment, ambulances and road equipment. For FY 2009, funding for this purpose is at 90% of the FY 2008 level.

In other 2009 goals, money is set aside for the Town Center project to continue the work of an economic development specialist (shared with Thiensville) who is charged with implementing a redevelopment strategy for the area.

The city will also look to update, through a multi-year effort, an outmoded information technology (IT) system. A long-range IT plan was completed for the city in late 2007, followed by a prioritization study. The recommendations include changes to the manner in which the city manages its information network including, significantly, the ability to hire more IT expertise to coordinate and manage an upgrade to the city's outdated system. Work to be accomplished by this manpower in FY 2009 includes the initiation of a city-wide application software solution, city site locations connectivity, updated network infrastructure and PC hardware replacements.

VI. Capital Project Fund

In an effort to promote transparency in budgeting, capital projects are now in a stand-alone fund with their own sources of revenue. Included in this presentation are the tables for capital and special revenue funds.

Similar to the approach in the city's capital improvement program (CIP), staff has included those individual capital projects costing more than \$10,000 or sinking funds spanning multiple fiscal years are included in the capital project fund. Those that fail to make that threshold remain funded out of the general fund. The total capital project fund budget for FY 2009 is \$1,542,055.

In the 2009 budget there are a number of capital projects which have been approved. We do not expect that these projects will have any significant impact on the annual operating costs of the city for the 2009 fiscal year.

Similar to the general fund, staff is not recommending use of the fund balance to fund capital projects as this balance is at a five-year low.

The following highlights some of the FY 2009 capital projects:

A. City facilities

The funding for small bridge/culverts account is at \$25,000, the same level of funding provided in 2008. There is an inventory of 1,600 locations to be addressed. Local drainage projects are also funded at \$25,000.

For FY 2009, city facilities projects include the following:

- Salt & sand storage building expansion, \$20,000
- Highway garage heaters, \$35,000
- Safety building garage floor, the second of a two-year program -- \$12,500

- Emergency warning sirens, the third year of a multi-year effort to add 11 early warning signs throughout the city – \$43,200

B. Roads

Another significant part of the capital project fund – road maintenance – represents an ongoing Common Council goal for the last several years.

Kicking off this emphasis on the city's road program, and its funding level, was a Common Council discussion four years ago about city staff reports showing that over a five year period, with more than \$4 million dedicated to the local road program, more than 111 miles of road could be maintained in some fashion.

It was decided that each year's appropriation would be allocated among roads rated low by a surface condition rating (SCR) system, and maintenance applications were emphasized for those roads with a higher SCR. With a road system encompassing more than 210 miles, it was also acknowledged that not all roads at the lower end of the SCR scale would be resurfaced or reconditioned as quickly as desired. Since then, the Common Council has consistently said that the road program is its highest community goal.

Most recently in August 2008, the Common Council approved Resolution 2823, setting infrastructure improvement goals and funding requirements needed to maintain arterial roads for the period 2008 – 2011. That resolution stated a policy goal for a three-year, \$6 million program. This summer, a goal of borrowing the entire \$6 million in 2008 was discussed. The state's tax levy limit legislation exempts levy increases resulting from issuing new debt. However, a common view for how the city should treat this potential new debt was deliberated, and left for future discussion.

In addition, and given economic conditions and other goals pressing on the FY 2009 budget, a re-look at funding for roads was necessary. It was acknowledged that providing for debt service for the entire \$6 million was not going to be immediately possible.

For FY 2009, local road program funding (done on a pay-as-go basis) sits at \$566,252, down from an average \$1 million in the last four years, and compared to FY 2008 funding at more than \$1.2 million. This budget's debt service does account for a \$2 million borrowing for work done in 2008 on Bonniwell and Pioneer Roads.

In an attempt to honor the goals articulated in the August 2008 resolution additional options are being explored, but that will not affect the FY 2009 budget.

Road Program Funding History
(Shaded area denotes borrowed funds)

	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
LOCAL PAVING PROGRAM						
Annual Road Paving	278,000	800,000	879,000	1,007,564	1,277,255	566,252
SUB-TOTAL:	278,000	800,000	879,000	1,007,564	1,277,255	566,252
CAPITAL PROJECTS /STP						
Port Wash. Rd.-North Proj.		600,000				
Port Wash. Rd.-South Proj.						
Pioneer Rd. Reconstruct		205,000				
Granville Rd. Reconstruct	150,000					
Wasaukee Rd. Reconstruct		250,000				
Wauwatosa Rd. Reconstruct	25,000	75,000				
County Line Rd. Reconstruct	0	124,400				
SUB-TOTAL:	175,000	1,183,400				
ARTERIAL PROJECTS						
Pioneer Rd Reconstruct					1,000,000	
Bonniwell Rd Reconstruct					1,000,000	
SUB-TOTAL:					2,000,000	
BIKE LANE PROJECTS						
Swan Road						
Bike Links						
Highland Rd. Lanes						
WEPCO Trail						
2005-08 General Bike Lanes		238,000				
Donges Bay Bike Lane		67,700				
Mequon Rd. Ped'str'n Links		47,500				
SUB-TOTAL:	0	353,200				
GRAND TOTAL:	453,000	2,226,600	850,000	1,007,564	3,277,255	566,252
Funding Sources:						
A. Annual operating budget	453,000	0	850,000	1,007,564	1,277,255	566,252
B. 10-year promissory note	0	1,607,600	0	0	2,000,000	

C. Vehicles

The City of Mequon has a long-tradition of maintaining sinking funds for large capital purchases as a means of reducing the dramatically variable appropriations associated with expensive equipment purchases. It is also based on a pay-as-you-go philosophy that avoids borrowing for rolling stock and other capital items. The city joins a host of other municipalities by utilizing this method of funding for its equipment.

Equipment funds are used for acquisition of new vehicles and large equipment items as well as the gradual funding of large capital items. In FY 2004, the most significant reduction was in the Public Works vehicle replacement program. That reduction added one – two years to the replacement cycle in that department. For FY 2008, vehicle replacement accounts were funded at a higher level. In public works, staff sought to recoup the reduction in 2004 and recover the schedule that was delayed at that time and compromised since. However, to meet the budget goals and within the constraints presented in this proposal, all vehicle replacement funds have been set back to 90% of their 2008 levels, except for a van replacement for the police reserves.

Dep't	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009
Ambulance	\$25,000	\$25,000	\$25,000	\$15,000	\$25,000	\$22,500
Fire	\$100,000	\$100,000	\$100,000	\$80,000	\$110,000	\$99,000
Police	\$75,000	\$75,000	\$75,000	\$75,000	\$80,000	\$72,000
Police Reserve	\$0	\$0	\$0	\$0	\$10,000	\$10,000
Public Works	\$127,300	\$185,000	\$185,000	\$185,000	\$195,000	\$175,500
Total	\$327,300	\$385,000	\$385,000	\$355,000	\$420,000	\$379,000

VII. Workforce issues

A. Staffing levels

The 2009 budget reduces the number of full-time equivalencies (FTE's). The vacant full-time permit coordinator position is reduced to a half-time administrative secretary. The full-time and part-time property appraisers will be laid off and those services contracted with Grota Appraisals, Inc. The full-time assessment technician position will be unchanged to maintain an on-site presence in the assessor's office.

This compares to almost no changes in FTE's in 2007 and 2008, and a workforce reduction of 4.5 FTEs in 2006. Since FY 2002 the city's overall staffing levels have been reduced by more than 11 FTEs or just over 9%.

The circumstances of a constrained FY 2009 budget, as well as the potential of three 2009 retirements in the police department, cause staff to reflect on how to appropriate funding for personnel in areas where attrition, preferred over layoffs, can accomplish savings. Since that opportunity presents itself in the police department and does not, at this time, in any other city department, the chief has been challenged to reduce his departmental salary budget by the equivalent of one-half of an FTE senior-grade sergeant position. The chief most likely will be

able to accomplish a savings by timing when retiring officers are replaced. The budget reflects that reduction, however, the authorization of 38 officers is maintained.

B. Salaries and fringe benefits

Salaries and fringe benefits include wages and salaries for all full-time, part-time, summer and seasonal workers and elected officials. This area also includes payments for health insurance, dental insurance, pensions, social security, long-term disability, life insurance and longevity pay.

The city has five labor unions. Two of the five collective bargaining agreements have been settled for 2008 at 3.25% and negotiations are underway with the three other units. Additionally, \$53,000 has been budgeted for merit increases for non-represented employees.

In 2009, the Wisconsin Retirement System, the state-run pension plan for state and municipal employees, projects a 0.2% decrease for protective service and general employees. Funding for pensions in the FY 2009 budget amounts to \$1,020,865.

Budgeted health insurance costs for FY 2009 are projected at \$1,333,611. An increase of more than 6.5% above the 2008 rates will be offset with funds from the city's health insurance stabilization account. All bargaining unit agreements now contain the Wisconsin Public Employers' Health Insurance Program's Deductible HMO Option. Previous years' savings from moving employees to this plan was set aside in a stabilization account to offset the city's future increases in health insurance costs.

The stabilization fund is estimated to have a balance of more than \$59,000 after accounting for the proposed FY 2009 transfer and the city's contractual obligation to fund half the deductible for MEA and DPW employees in 2009. Given the volatility of health insurance, as illustrated below, staff's hope is to keep a stabilization fund for one more year.

C. City Employee Health Insurance Cost Trends

Fiscal Year	Percent increase to the family plan premiums (the plan most taken by employees)
2009	6.5%
2008	7.4%
2007	0.5%
2006	7.0%
2005	9.0%
2004	16%
2003	20%
2002	24%

Single Coverage for 2009			
	Employee Share	Employer Share	Full Premium
United Healthcare SE*	\$35.00	\$544.20	\$579.20
WPS Metro Choice	\$166.74	\$608.16	\$744.90
Humana Eastern	\$186.54	\$608.16	\$794.70
Standard Plan Waukesha	\$240.14	\$608.16	\$848.30
Anthem BCBS SE	\$315.34	\$608.16	\$923.50

Family Coverage for 2009			
	Employee Share	Employer Share	Full Premium
United Healthcare SE*	\$70.00	\$1,374.30	\$1,444.30
WPS Metro Choice	\$416.98	\$1,516.52	\$1,933.50
Humana Eastern	\$466.98	\$1,516.52	\$1,983.00
Standard Plan Waukesha	\$600.48	\$1,516.52	\$2,117.00
Anthem BCBS SE	\$788.48	\$1,516.52	\$2,305.00

*Denotes lowest cost plan.

VIII. Revenues, tax levy and tax rate

The general fund tax levy to support this budget is \$10,065,937, an 11.88 % decrease from last year's levy of \$11,422,767. The debt service fund tax levy of \$1,033,471 represents an 11.61 % increase from last year. The capital project fund tax levy, which is broken-out from the general tax levy for the first time in 2009 for purposes of better illustrating the costs of capital improvements, and which also offsets the decrease in the general fund tax levy, is \$1,496,305. Combined, these three funds represent a tax levy of \$12,595,713, a 2.00 % increase over last year.

The assessed tax rate stands at \$3.4139 per \$1,000 of assessed valuation, reflecting less than a one cent change from last year. Last year's assessed tax rate was \$3.4058 per \$1,000 valuation.

For a home valued at:	City Taxes – \$3.41/\$1,000
\$250,000	\$852.50
\$350,000	\$1,193.50
\$450,000	\$1,534.50
\$500,000	\$1,705.00

Ten-year Tax Rate History –

Year	Assessed Tax Rate – \$x.xx/\$1,000 of assessed value
2008	\$3.41
2007	\$3.41
2006	\$3.40
2005	\$3.41
2004	\$3.39
2003	\$3.38
2002	\$3.30
2001	\$4.04
2000	\$4.13
1999	\$3.96

FY2009 Revenue Summary

	2008 Budgeted Revenue	2009 Requested Revenue	Change	%
Taxes	\$12,351,239	\$12,599,213	\$247,974	2.00
Shared Revenue	564,526	600,074	35,548	6.30
Fees/Charges	870,778	872,900	2,122	0.24
Grants/Aids	1,199,580	1,198,000	(1,580)	(0.13)
Permits	616,600	483,200	(133,400)	(21.63)
Cable TV	250,000	284,000	34,000	14.00
Interest Earnings	550,000	320,000	(230,000)	(41.82)
Applied Reserves	132,935	0	(132,935)	(100.00)
Prior Year Funds	157,646	203,029	45,383	28.79
Other	877,410	1,162,413	285,003	32.48
Total Revenue	\$17,570,714	\$17,722,829	152,115	0.87

IX. Municipal spending, city tax levies and tax rates – a comparative analysis

The city's spending, compared to other Milwaukee area municipalities as well as its counterparts throughout Wisconsin, was reviewed by the Wisconsin Taxpayers Alliance. In *Trends in Municipal Expenditures* (April 2006), Mequon's per capita data for general government, police, public works and fire/ambulance service over the period from tax year 1994 – 2004 shows that the city ranks as one of the lowest in per capita spending when compared with other municipalities.

As it concerns tax levies and tax rates, the Wisconsin Taxpayers Alliance recently looked at 2007/2008 property tax information for Wisconsin cities, villages, and towns. That comparison showed that Mequon's net levy, defined by the Alliance as that which includes levies for all

taxing districts, ranks low at 129th out of 190 municipalities throughout the state of Wisconsin. The net tax rate for Mequon ranks 184th out of 190 municipalities.

In that same vein, when just looking at the city's tax rate (as defined by the Alliance as "the total amount levied by the municipality for municipal purposes" and *not* including any other taxing jurisdiction), Mequon's tax rate ranks a low 181st out of 190 Wisconsin communities.

X. Expenditure summary

The Common Council approved FY2009 expenditures of \$17,722,829 or 0.87 % or \$152,115 greater than the FY2008 adopted budget of \$17,570,714.

Five Year Expenditure History

Fiscal Year	Amount	Percent Increase
2009	\$17,722,829	0.87%
2008	\$17,570,714	3.87%
2007	\$16,915,324	3.28%
2006	\$16,378,106	2.54%
2005	\$15,972,989	4.97%

Expenditure Budget by Function

Expenditures	2009 Adopted	2008 Adopted	Net Increase (Decrease)	Percent Change
Salaries/Fringes	\$10,740,019	\$10,466,269	\$318,750	3.06
Materials/Supplies	1,979,829	1,821,816	158,013	8.67
Purchased Services	2,017,290	1,844,223	128,067	6.78
Debt Service	1,353,601	1,135,025	218,576	19.26
Land/Buildings	703,252	1,499,655	(796,403)	(53.11)
Equipment	928,838	803,726	125,112	15.57
Total	\$17,722,829	17,570,714	\$152,115	0.87

General and Debt Service Funds – Expenditure Summary by Service Category

Expenditures	2009 Adopted	2008 Adopted	Change (Percent)
General Government	2,445,323	2,422,884	0.9%
Public Safety	6,509,277	6,456,613	0.8%
Public Works	4,285,552	3,964,185	8.1%
Community Enrichment	1,607,021	1,531,874	4.9%
Capital Projects*	1,522,055	2,060,133	-26.1%
Debt Service	1,353,601	1,135,025	19.3%
Total	17,722,829	17,570,714	0.9%

*The 2008 capital projects amounts have been realigned from the departmental accounts from which they were originally classified, to the capital project account for comparison purposes.

XI. Acknowledgments

This budget would not have been possible without the effort, assistance and dedication of the city's department heads and many other employees that provided background material and historical perspective. Specifically, I would like to acknowledge Finance Director Tom Watson and Assistant Finance Director Mark Emanuelson for their important and significant contributions, and Lina Prosser for her assistance in formatting and assembling this document.



Lee Szymborski
City Administrator

CITY OF MEQUON

**COMPUTATION OF LEGAL DEBT MARGIN
AS OF DECEMBER 31, 2008**

Equalized Value of Real and Personal Property		<u>\$ 4,500,402,700</u>
	Real Property	\$4,431,816,900
	Personal Property	\$68,585,800
Legal Debt Limit, 5% of Equalized Valuation (Wisconsin Statutory Limitation)		\$ 225,020,135
 <u>Amount of Debt Applicable to Debt Limitation:</u>		
Total General Obligation Bonds, Notes, Purchase Contracts Outstanding December 31, 2008		<u>\$ 24,740,000</u>
Remaining Legal Debt Margin		<u>\$ 200,280,135</u>
Percent of Debt Outstanding to Equalized Value		0.55%
Percent of Legal Debt Limit Used		10.99%
Percent of Legal Debt Limit Available		89.01%

ADDITIONAL DIRECT AND OVERLAPPING DEBT INFORMATION

<u>Taxing Authority</u>	<u>Debt as of 12/31/08</u>	<u>% Applicable to City</u>	<u>Direct and Overlapping Debt</u>	<u>Total Debt per Capita</u>
City of Mequon	\$ 24,740,000	100.0%	\$ 24,740,000	\$ 1,045
MATC	78,815,000	5.6%	4,444,299	188
Ozaukee County	8,538,333	40.0%	3,417,041	144
Mequon-Thiensville School	24,659,994	93.6%	23,091,199	976
Cedarburg School District	25,580,000	0.9%	217,430	9
Totals	<u>\$ 162,333,327</u>		<u>\$ 55,909,969</u>	<u>\$ 2,362</u>

Source: City of Mequon Annual Financial Reports and Springsted Incorporated Final Official Statements

2009 Financial Overview

2009 General Fund Revenues by Percentage (chart)

Budgetary Comparison Schedule of Revenues General Fund

2009 Revenue Projections Narrative

2009 General Fund Expectations by Percentage (chart)

Budgetary Comparison and Expenditure Summary by Functional Area-
General Fund

2009 Property Tax Percentage by Appropriated Fund (chart)

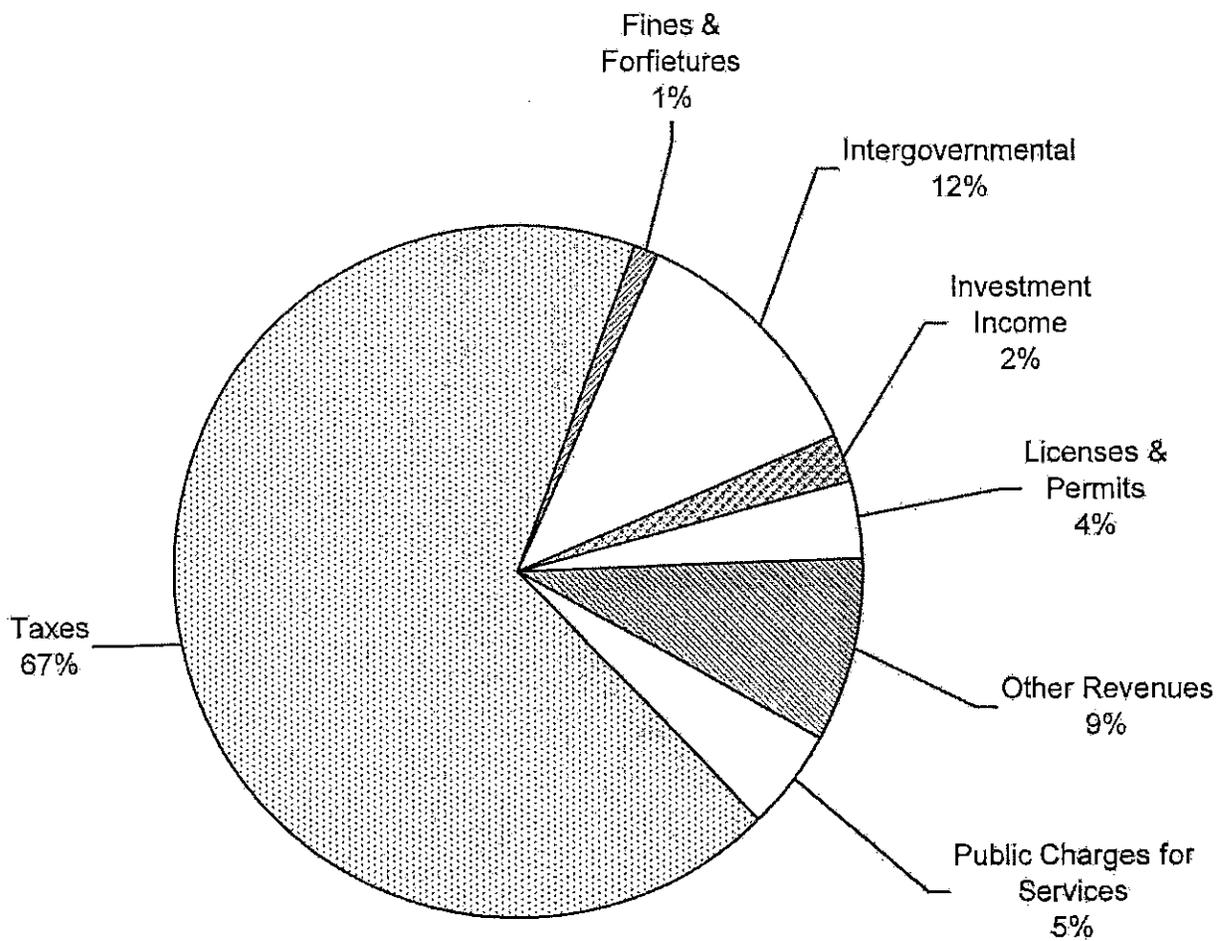
Schedules of Revenue, Expenditures and Change in Fund Balance:

- 2009 Budget-Summary by Appropriated Fund
- General Fund
 - 2009 Expenditures by Classification-General Fund (chart)
- Capital Project Fund
 - Capital Projects Funding Detail
- Debt Service Fund
 - Schedule of General Obligation Debt
- Sewer Fund

Comparative Schedule of Changes in Fund Balances 2008-2009

CITY OF MEQUON

2009 General Fund Revenues by Percentage



CITY OF MEQUON
Budgetary Comparison Schedule of Revenues
General Fund

	2006 Actual	2007 Actual	2008 Budget	2008 Actual	2009 Budget
REVENUES					
TAXES:					
General Property Taxes	10,874,822	11,105,112	11,422,767	11,418,194	10,065,937
INTERGOVERNMENTAL:					
Shared Revenues	415,944	416,455	424,417	416,792	451,964
Utility Tax	30,664	30,110	30,109	28,694	30,110
Fire Insurance Dues	124,739	112,498	110,000	117,001	118,000
Recycling Grants	19,935	18,919	19,000	25,181	26,000
Law Enforcement	3,676	-	-	3,137	10,000
State Grants	-	-	-	12,570	-
General Highway Aid	948,335	955,079	1,009,580	1,008,889	1,010,000
Connecting Streets	70,766	70,840	71,000	71,201	71,000
Computer Aid	87,424	70,264	84,000	75,497	76,000
Use value Penalty	74,084	28,962	16,000	23,779	5,000
Total Intergovernmental	1,775,567	1,703,127	1,764,106	1,782,741	1,798,074
LICENSES & PERMITS:					
Liquor and Beverage Licenses	23,940	22,360	23,000	21,912	22,000
Tavern Operators Licenses	6,061	5,331	6,000	5,686	5,500
Business Licenses	15,406	14,565	15,000	14,254	15,000
Cigarette Licenses	2,100	1,978	2,000	2,000	2,000
Dog Licenses	4,362	5,012	4,500	8,609	8,000
Amusement Device Licenses	2,480	2,645	2,500	2,950	2,600
Food Licenses	6,853	6,630	6,500	7,582	6,700
Building Permits	296,234	253,083	283,000	217,122	211,000
Compliance Permits	16,015	13,960	15,100	9,640	11,000
Electrical Permits	109,827	87,568	98,000	97,968	77,000
Plumbing Permits	106,946	80,875	82,500	83,306	64,000
Heating & Air Permits	76,386	52,901	59,500	62,376	51,000
Burning Permits	9,164	11,235	11,000	11,927	12,000
Weapon Permits	3,655	3,580	2,500	3,555	3,000
Brush Permits	35,323	32,875	38,000	33,750	32,000
Sign Permits	14,325	16,700	13,200	15,825	12,000
Other Permits	5,407	4,189	9,000	5,077	5,000
Temporary Occupancy Permits	750	1,110	700	660	700
Occupancy Permits	3,850	4,300	4,100	5,490	4,500
Total Licenses and Permits	739,084	620,897	676,100	609,689	545,000
FINES & FORFEITURES:					
Court Penalties and Fines	153,969	150,448	170,000	125,981	150,000
Parking Violations	1,325	1,991	1,875	925	1,000
Total Fines and Forefeitures	155,294	152,439	171,875	126,906	151,000
PUBLIC CHARGES FOR SERVICES:					
License Publication Fees	616	389	500	505	500

CITY OF MEQUON
Budgetary Comparison Schedule of Revenues
General Fund

	2006 Actual	2007 Actual	2008 Budget	2008 Actual	2009 Budget
Treasurer's Fees	43	52	0	646	-
Property Inquiry Fees	2,860	2,535	2,500	1,755	2,500
Photocopying	6,033	3,782	4,000	5,034	4,000
Map Duplication	19	83	50	67	100
Sale of Materials	62	2,575	-	3,505	-
Landscaping	8,990	6,400	7,500	5,300	6,200
Assessment Fees	(2,459)	-	250	-	-
Holding Tank Fees	490	658	500	1,096	800
False Alarm Charges	-	-	-	10,800	-
Accident response fees	-	-	-	-	18,000
Police fees	2,891	3,746	3,000	4,482	3,500
Ambulance Fees	316,684	358,593	346,000	344,668	380,000
Engineering Fees	40,601	19,752	132,523	246,625	100,000
Erosion Control Permits	9,112	8,958	8,330	9,399	7,500
Highway Signs	704	-	300	-	-
Street Lights	1,933	1,946	1,950	1,948	2,000
Storm Sewers	72,060	41,211	38,000	51,205	45,000
Pool Concessions	2,788	2,995	3,000	3,580	3,000
Swimming Pool Fees	58,211	58,458	57,000	57,193	57,000
Zoning Fees	39,387	36,160	45,000	46,306	44,300
Special Assessments	31,442	93,858	10,407	18,549	11,634
Special Assessments Interest	6,018	4,848	4,800	6,195	4,337
Total Public Charges	598,485	646,999	665,610	818,858	690,371
OTHER REVENUES:					
Taxes Penalties and Interest	4,242	3,428	2,500	4,432	3,500
Recycling	1,969	2,125	1,500	1,663	1,500
Miscellaneous	12,140	9,569	7,000	33,121	10,000
Judgements and Damages	37,497	42,607	40,000	41,794	36,000
Cell Tower Leases	87,840	94,048	97,650	97,569	101,000
Cable Franchise Fees	221,537	246,120	250,000	333,193	284,000
Sewer Utility Chargebacks	239,550	238,009	265,000	260,792	310,000
Water Utility Chargebacks	-	-	-	168,618	78,082
Library Fees	7,420	9,511	7,000	10,640	9,500
Park Reservations	28,211	29,878	30,000	32,875	30,000
Insurance Dividends	-	12,100	17,000	15,412	21,000
Payments in Lieu of Taxes	174,743	177,434	177,000	187,436	189,000
Prior Years Expense	134,372	135,439	157,646	207,710	203,209
Revenue Reduction	-	169,000	132,935	132,935	-
Total Other Revenues	949,521	1,169,268	1,185,231	1,528,190	1,276,791
INVESTMENT INCOME					
Investment Income	465,183	515,681	550,000	395,844	320,000
TOTAL REVENUES	\$15,557,956	\$15,913,523	\$16,435,689	\$16,680,422	\$14,847,173

2009 Revenue Projections Narrative

The FY2009 property tax revenue estimate totals \$12,595,713, an amount that meets the goal set forth under the state's tax levy limit. Per the table below, this amount represents an increase of \$246,974 or 2% over the 2008 property tax revenue budget.

Up until five years ago, a ten-year analysis showed that the City has traditionally drawn on the fund balance. From 1994 to 2003, the average use of surplus funds had been \$433,236 per year. In FY 2007, for the first time since 2003, the city tapped the fund balance \$169,000. For FY 2008, the City used \$132,935 of fund balance in order to reduce the tax levy.

The current undesignated reserve amounts to \$689,000 which is approximately 4.6% of the proposed 2009 general fund budget. A draft policy discussed by the Finance and Personnel Committee in July 2005 sets a minimum floor on the fund balance at 10%. The policy further suggests that the withdrawal of any amount of undesignated general fund balance in excess of the targeted 10% minimum for the purpose of reducing the property tax levy may be made only upon a majority vote of the Common Council. The draft policy further says that surplus funds in excess of 15% shall be used to reduce the ensuing year's property tax levy. With this in mind, the fund balance is not utilized in FY 2009.

Tax Levy Distribution

Category	2008 Actual	2009 Budget	Difference	% Change
General Tax Levy	\$11,422,767	\$10,065,937	(\$1,356,830)	(11.88%)
Capital Project Levy	0	1,496,305	1,496,305	100.00%
Debt Service Levy	925,972	1,033,471	107,499	11.61%
Sub-Total	12,348,739	12,595,713	246,974	2.00%
Sewer Tax Levy	6,981,068	7,054,699	73,631	1.05%
Total Tax Levy:	19,329,807	19,650,412	320,605	1.66%
Other Revenue *	5,885,904	5,037,486	(848,418)	(14.41%)
Total Revenue	25,215,711	24,687,898	(527,813)	(2.09%)

* Does not include Sewer Utility operating revenues.

Other Revenues information

The following detailed information is provided for various revenue categories:

Inter-Governmental Revenues

State Shared Revenues – State estimates have been increased to recognize a new subsidy, \$29,000, based on power producing plants in the county. Otherwise, the three year history from 2006 through 2008 is basically flat.

General Highway Aid – Road aid is anticipated to be about the same as 2008 per state estimate.

Licenses & Permits

Licenses – Total fees are estimated to increase about 3.9% for this category based upon projections and history.

Permits – Total building permit revenue is anticipated to decrease in 2009, primarily building, plumbing, and electrical permits. The 2009 Budget is based on the estimated actual for 2008, subtracting one-time permits generated by Newcastle Phase II. Actual construction and development activity may vary. However, 2008 is tracking more than 5% below budget.

Fines & Forfeitures

Law/Ordinance Violations – Court penalties are anticipated to decrease based upon current projections and actual collections from the previous four years. This is traffic citation revenue.

Miscellaneous Revenue

Judgments and Damages – Miscellaneous Revenue is anticipated to remain flat. Judgments/damages revenue is primarily from charges for false fire and burglar alarms, which is tracking 10 % below budget based on projections and the current fee schedule.

Public Charges for Services

General Government Fees – A 7% decrease is anticipated in this area based upon projection of 2008 actuals. Landscape analysis fees are lower based upon the Department of Community Development's forecast of developer activity.

Public Safety Fees – New this year is the imposition of fire inspector fees in the amount of \$40,000. Chief Bialk is working on a methodology based on square footage of the building being inspected. 2009 budgeted ambulance revenue projected to increase approximately 10% based on estimated call activity. However, 2008 ambulance revenue is presently tracking 7% below budget. The current trend may be distorted due to Medicare and Title 19 payment delays caused by Congress and the insurance industry. As always, there are still limitations on how much Medicare and Title 19 will pay for an ambulance transport. The annual disclaimer: Actual call activity does not guarantee a future level of calls.

Public Works Fees – Total fees for this category are increased due chiefly to how the city accounts for chargeback fees to developers for outside consultants. In 2008, the city accounted for charge backs as revenue, rather than net the chargeback against the related engineering department consulting expense. For 2009, this amount is projected to be \$100,000, down \$32,523 (25%) from 2008. Other DPW fees are anticipated to increase somewhat as erosion control fees level off combined with a \$7,000 increase in storm sewer fees for culvert installations.

Pool Fees – 2009 pool revenue is budgeted the same as 2008 based on budget/actual comparisons. Note that 2008 actual fell 5% short of budget. Staff expects the proposed pool patron photo pass ID system to reduce gate slippage. 2008 revenues were the lowest level since 2004. Total revenue peaked

in 2005 but has plateaued the past several years. Actual results would vary if weather is abnormal or if we add a new attraction such as the proposed slide.

Conservation/Development Fees – This level increased in 2004 based upon enforcement of the City's sign code. The 2008 actual fees for the year are projected to meet budgeted goals, 2009 zoning fees are programmed to fall slightly below 2008's budget.

Special Assessments – The anticipated revenue in 2009 is based on installments due for Fox Hollow Road and the next phase of Port Washington Rd. Interest is included.

Fees for sewer and library are for the administrative charges passed through from the General Fund for staff time involved in support of those operations. The sewer fees reflect all staff time devoted to Sewer operations. It is greater than 2008 because of hours added for an engineering intern position.

Cellular lease revenue is anticipated to increase 3.4%. Programmed increases in cellular lease agreements are included. An adjustment has been made estimating total revenue based upon the timing in which lease payments occur. Recurring amounts are based on executed agreements.

Cable TV revenue is \$14,000 (5.5%) ahead of budget this year. Revenue budgeted for 2009 is anticipated to increase 7.6% over current year projections. A slight erosion in the cable customer base appears to be offset by added revenues from remaining customers. In addition AT&T U-Verse customers are adding to this line.

Prior year expense revenue In this category, funds are potentially identified in the Capital Project Fund and the Special Revenue Fund that are no longer needed for their original intended purpose. There are not always funds available in this category because the annual review of these amounts has insured that appropriate funding is in place for all project appropriations. No such funds have been identified to sweep in the 2009 budget. The total of \$88,000 consists only of the appropriation from the Health Insurance Stabilization account. That account should be depleted in 2010.

Investment Revenue – Income in this category is anticipated to decrease significantly due to declining short-term interest rates. LGIP rates were over five percent a year ago. Last month, they were 2.19 percent. For 2009, rates are programmed to average 2.62%. Staff also asked Ziegler Asset Management to do some modeling of the city's portfolio and they came up with a range of 2.55-3.12%

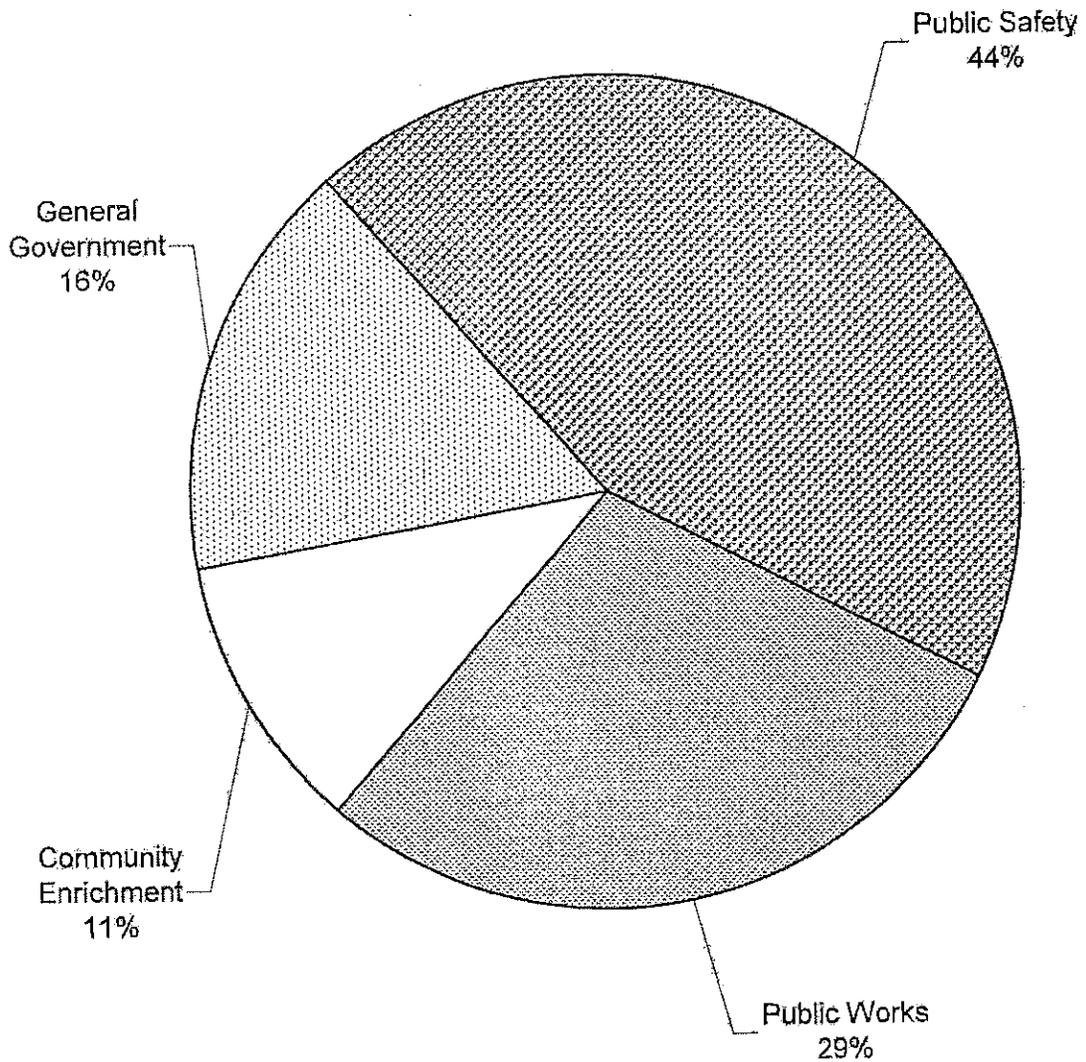
New this year is budgeting for interest revenue in the **Debt Service Fund**. In the past, those revenues were not budgeted and instead allowed to accumulate in the debt service fund balance. This year, they are being budgeted to help reduce the debt service fund levy.

Other Financing Sources – This is a category in the Debt Service Fund. This total amount of \$89,630 consists of two amounts. The first amount included in this category draws from the TIF fund reserve \$82,430 to bridge the shortfall caused by TIF debt exceeding expected TIF revenue. The remaining \$7,200 represents expected annual Library Building Impact fees that will be used to offset the Library bond debt service. 2008 Library impact fees are expected to slightly exceed budget.

Tax Incremental Revenue – This category is included in the Debt Service Fund. I am estimating this number based on total equalized growth in TID #2 of \$14,171,900, an assessment ratio of 83% and a net composite mill rate of \$18.60 per 1000.

CITY OF MEQUON

2009 General Fund Expenditures by Percentage

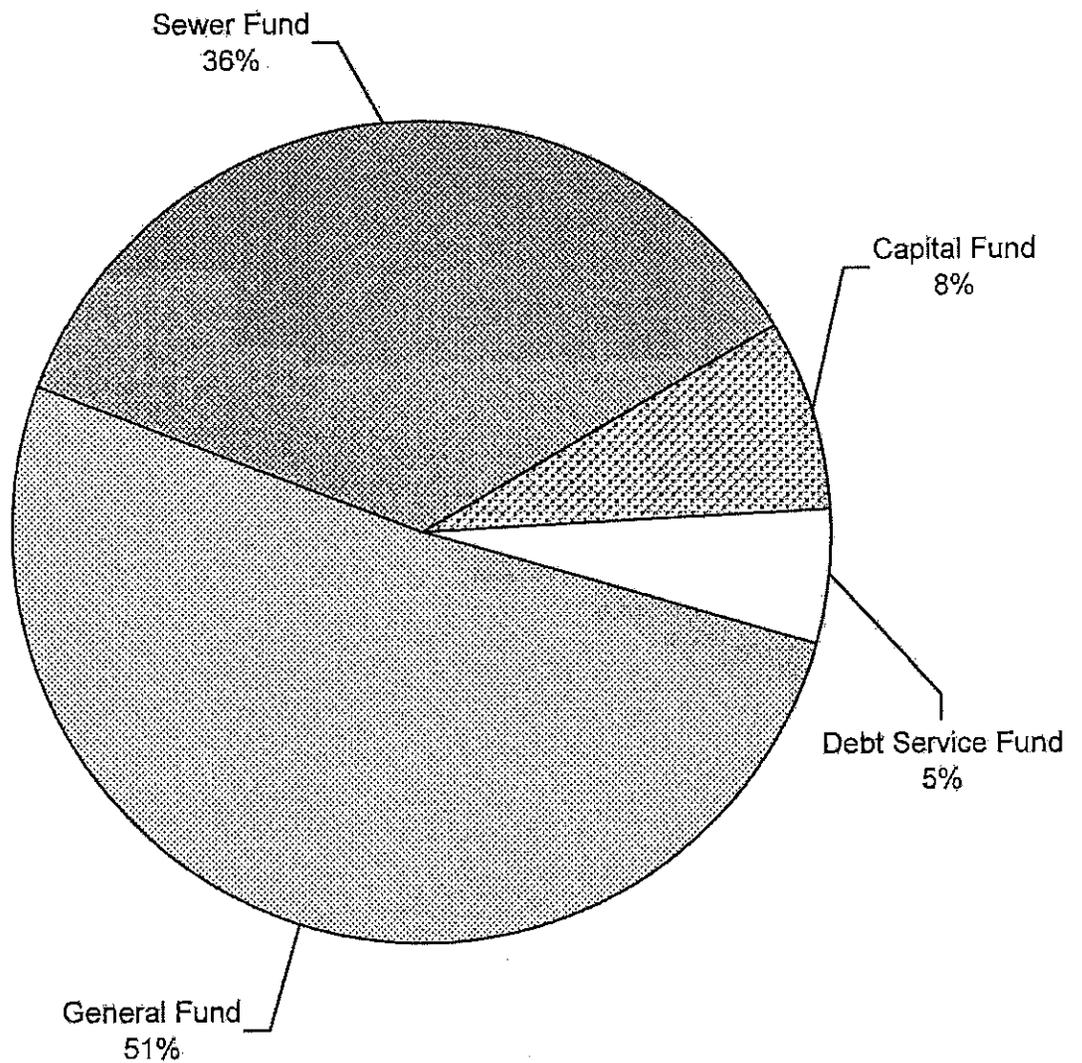


CITY OF MEQUON
Budgetary Comparison and Expenditure Summary by Functional Area
General Fund

	2006 Actual	2007 Actual	2008 Budget	2008 Actual	2009 Budget
GENERAL GOVERNMENT:					
Common Council	\$ 84,831	\$ 197,113	\$ 86,195	\$ 171,819	\$ 86,545
Mayor	14,530	12,671	13,335	13,793	13,366
Administrator	216,565	489,530	252,115	217,849	259,320
Clerk	217,934	219,449	226,363	224,442	244,083
Elections	26,685	14,827	49,150	47,057	34,657
Information Services	110,395	129,033	186,761	116,770	188,656
Finance	493,420	507,808	562,262	525,604	559,039
Assessor	221,986	310,865	343,576	317,206	285,797
Human Resources	154,657	154,542	168,996	180,987	175,787
Legal Counsel	152,763	154,144	154,500	215,221	169,500
Community Development	433,020	413,897	415,864	419,562	428,573
Total General Government	<u>2,126,786</u>	<u>2,603,879</u>	<u>2,459,117</u>	<u>2,450,310</u>	<u>2,445,323</u>
PUBLIC SAFETY:					
Police	3,776,303	3,931,802	4,215,927	4,265,617	4,228,598
Fire	839,514	859,318	923,229	917,870	829,173
Communications	504,993	537,782	649,383	692,110	516,679
Police Reserve	7,959	7,737	15,998	15,483	6,323
Ambulance	387,656	444,396	465,681	493,543	416,237
Inspection	462,645	466,727	471,773	464,747	482,645
Health Inspection	25,323	27,818	29,622	28,008	29,622
Total Public Safety	<u>6,004,393</u>	<u>6,275,580</u>	<u>6,771,613</u>	<u>6,877,378</u>	<u>6,509,277</u>
PUBLIC WORKS:					
Building Maintenance	674,021	661,480	736,051	814,687	675,504
Vehicle Maintenance	443,037	480,733	664,089	767,431	539,824
Engineering	749,720	752,343	837,531	1,060,460	796,913
Highway	2,934,820	3,335,286	3,357,239	3,661,583	2,252,573
Recycling	13,652	18,187	19,675	9,160	20,738
Total Public Works	<u>4,815,250</u>	<u>5,248,029</u>	<u>5,614,585</u>	<u>6,313,321</u>	<u>4,285,552</u>
COMMUNITY ENRICHMENT:					
Library	830,000	855,000	880,650	880,650	898,263
Swimming Pool	96,573	96,898	141,519	127,989	113,772
Parks Maintenance	373,845	409,216	398,945	427,123	455,798
Parks Development	131,905	128,140	169,260	151,341	139,188
Total Community Enrichment	<u>1,432,323</u>	<u>1,489,254</u>	<u>1,590,374</u>	<u>1,587,103</u>	<u>1,607,021</u>
Other Financing Uses	<u>744,254</u>	<u>904,971</u>	-	-	-
TOTAL EXPENDITURES	<u><u>15,123,006</u></u>	<u><u>16,521,713</u></u>	<u><u>16,435,689</u></u>	<u><u>17,228,112</u></u>	<u><u>14,847,173</u></u>

CITY OF MEQUON

2009 Property Tax Percentages by Appropriated Fund



CITY OF MEQUON
Schedule of Revenues, Expenditures and Change in Fund Balance
2009 Budget - Summary by Appropriated Fund

	General Fund	Capital Fund	Debt Service Fund	Sewer Fund
REVENUES:				
General Property Taxes	\$ 10,065,937	\$ 1,496,305	\$ 1,033,471	\$ 7,054,699
Intergovernmental	1,798,074	-	-	-
Licenses & Permits	545,000	-	-	-
Fines and Forfeitures	151,000	-	-	-
Public Charges for Services	690,371	-	-	2,641,391
Other revenues	1,276,791	25,750	219,000	149,100
Investment income	320,000	-	11,500	120,000
Total Revenues	<u>14,847,173</u>	<u>1,522,055</u>	<u>1,263,971</u>	<u>9,965,190</u>
EXPENDITURES:				
Salaries	7,523,103			650,150
Fringe Benefits	3,216,916			170,787
Materials & Supplies	1,979,829			-
Purchased Services	2,017,290			-
Equipment / Other *	110,035	1,522,055	1,353,601	9,144,253
Total Expenditures	<u>14,847,173</u>	<u>1,522,055</u>	<u>1,353,601</u>	<u>9,965,190</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>-</u>	<u>-</u>	<u>(89,630)</u>	<u>-</u>
OTHER FINANCING SOURCES (USES):				
Other Financing Sources			89,630	
Long-Term Debt Issued				
Transfers In				
Transfers Out				
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>89,630</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	0	0	0	0
FUND BALANCE - BEGINNING				
FUND BALANCE - ENDING	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

* In the Capital Project Fund, these costs represent the total of all project costs.
 In the Debt Service Fund, these costs represent all debt servicing costs.
 In The Sewer Fund, these costs represent the other operating and non-operating costs.

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

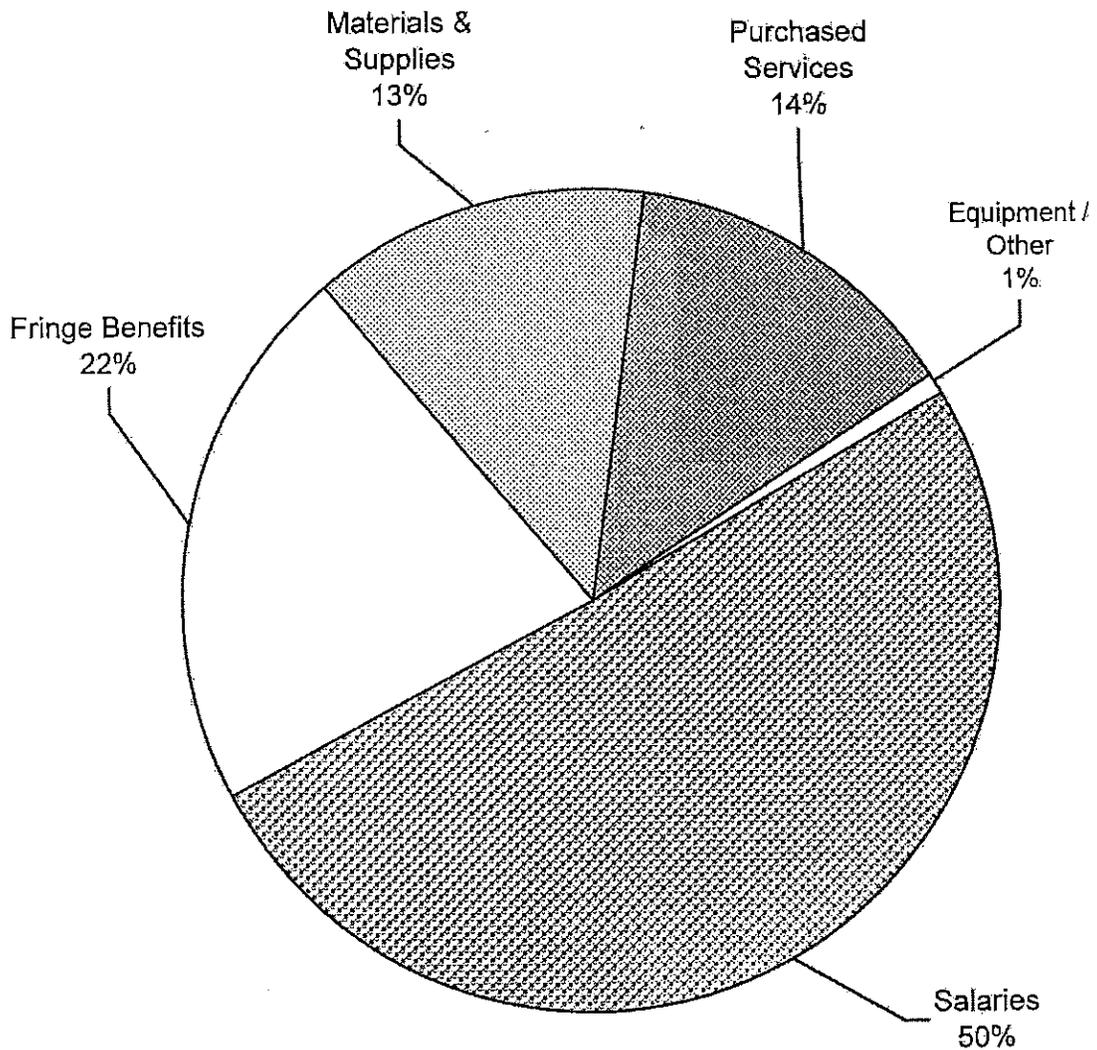
	2007 Actual	2008 Budget	2008 Actual	2009 Budget
REVENUES:				
General Property Taxes	\$ 11,105,112	\$ 11,422,767	\$ 11,418,194	\$ 10,065,937
Intergovernmental	1,703,127	1,764,106	1,782,741	1,798,074
Licenses & Permits	620,897	676,100	609,689	545,000
Fines and Forfeitures	152,439	171,875	126,906	151,000
Public Charges for Services	646,999	665,610	818,858	690,371
Other revenues	1,169,268	1,185,231	1,528,190	1,276,791
Investment income	515,681	550,000	395,844	320,000
Total Revenues	<u>15,913,523</u>	<u>16,435,689</u>	<u>16,680,422</u>	<u>14,847,173</u>
EXPENDITURES:				
Salaries	7,482,610	7,318,774	7,651,512	7,523,103
Fringe Benefits	3,108,725	3,147,495	3,202,877	3,216,916
Materials & Supplies	1,882,686	1,821,816	2,023,819	1,979,829
Purchased Services	1,872,664	1,844,223	2,046,959	2,017,290
Equipment / Other *	1,270,148	2,303,381	1,376,798	110,035
Total Expenditures	<u>15,616,833</u>	<u>16,435,689</u>	<u>16,301,965</u>	<u>14,847,173</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>296,690</u>	-	<u>378,457</u>	-
OTHER FINANCING SOURCES (USES):				
Other Financing Sources	(904,971)			
Long-Term Debt Issued				
Transfers In				
Transfers Out			(926,153)	
Fund Balance Applied	(169,000)		(132,935)	
Total Other Financing Sources (Uses)	<u>(1,073,971)</u>	-	<u>(1,059,088)</u>	-
NET CHANGE IN FUND BALANCE	(777,281)	-	(680,631)	-
FUND BALANCE - BEGINNING	2,146,596	1,369,315	1,369,315	688,684
FUND BALANCE - ENDING	<u>\$ 1,369,315</u>	<u>\$ 1,369,315</u>	<u>\$ 688,684</u>	<u>\$ 688,684</u>

* Changes in these levels reflects a transition to remove Capital expenditures out of the General Fund.

168,994

CITY OF MEQUON

2009 Expenditures by Classification General Fund



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

	2007 Actual	2008 Budget	2008 Actual	2009 Budget
REVENUES:				
General Property Taxes		\$ 701,000		\$ 1,496,305
Intergovernmental	-	4,344	4,344	-
Investment Income	239,735	142,799	180,166	-
Other Income	88,039	140,003	188,190	25,750
Total Revenues	<u>327,774</u>	<u>988,146</u>	<u>372,700</u>	<u>1,522,055</u>
EXPENDITURES:				
General Government	(14,942)	157,133	77,475	362,303
Public Safety	129,198	315,000	458,105	348,500
Public Works	484,849	1,250,000	3,351,766	799,252
Conservation & Development	40,505	58,500	47,395	12,000
Total Expenditures	<u>639,610</u>	<u>1,780,633</u>	<u>3,934,741</u>	<u>1,522,055</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(311,836)</u>	<u>(792,487)</u>	<u>(3,562,041)</u>	<u>-</u>
OTHER FINANCING SOURCES (USES):				
Other Financing Sources				
Long-Term Debt Issued			2,413,886	
Transfers In	637,885		926,153	
Transfers Out				
Sales of assets				
Total Other Financing Sources (Uses)	<u>637,885</u>	<u>-</u>	<u>3,340,039</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	326,049	(792,487)	(222,002)	-
FUND BALANCE - BEGINNING	3,536,769	3,862,818	3,862,818	3,640,816
FUND BALANCE - ENDING	<u>\$ 3,862,818</u>	<u>\$ 3,070,331</u>	<u>\$ 3,640,816</u>	<u>\$ 3,640,816</u>

note: Prior to 2009, capital projects were part of the departmental budgets during the current fiscal period. At year end closing, either unspent funds were transferred in to the Capital fund from the General fund into the non lapsing capital sinking accounts, or transferred out from the Capital fund sinking accounts into the General fund if current year expenditures exceeded the budgeted amounts for the current year.

Beginning in 2009, all capital transactions will occur within the Capital fund throughout the fiscal period which will minimize the use of interfund transfers and provide a more transparent view of the City's capital expenditure activities.

**CITY OF MEQUON
CAPITAL PROJECTS FUNDING DETAIL**

		Project #	2008 Budget	12/31/2008 Balance	2009 Budget
TIF Districts	TIF 2	303	\$ -	687,063	\$ -
	TIF 3	304	0	(68,122)	0
Elections	Voting machines	553	\$ -	0	\$ 29,403
Information Services	City wide application software	352	0	0	173,000
	Exchange server	352	0	0	45,000
	Equipment replacement	352	36,233	47,677	4,200
Police	Weapons replacement	385	5,000	14,598	5,000
	Computer equipment	337	0	46,157	40,000
	Vehicle replacement	336	80,000	56,191	72,000
Fire	Fire equipment	329	110,000	367,208	99,000
Communications	Radio console	338	15,000	77,271	15,000
	Mobile data terminals	339	10,000	16,197	10,000
	Portable / mobile radios	383	40,000	70,121	40,000
	Technology & equipment	327	20,000	38,872	35,000
	Emergency Enhanced 911	398	0	85,000	0
Police Reserve	Police reserve van	328	10,000	10,000	10,000
Ambulance	Ambulance equipment	333	25,000	261,160	22,500
Building Maintenance	Salt & sand storage	397	35,000	35,000	20,000
	Garage heaters	397	35,000	37,345	35,000
	Safety building garage floor	312	19,900	1,119	12,500
	Emergency warning sirens	399	31,000	62,000	43,200
Maintenance (Vehicles)	Equipment replacement	310	195,000	100,717	175,500
	Logemann Center	392	0	23,227	0
Engineering	GPS equipment	554	9,500	7,500	7,500
	Mequon Thiensville Dam	520	50,000	93,499	0
	County Line Bridge	548	25,000	446,906	0

**CITY OF MEQUON
CAPITAL PROJECTS FUNDING DETAIL**

			2008	12/31/2008	2009
	Project #	Budget	Budget	Balance	Budget
Highway	Annual road paving program		1,200,000	0	566,252
	Local road drainage projects	317	25,000	17,368	25,000
	Street Trees	319	0	2,198	0
	Traffic Signals	320	0	184	0
	General Bridge Improvements	323	25,000	42,567	25,000
	Master Storm Water	347	0	(3,000)	0
	Railroad crossing improvement	356	0	19,782	0
	Wauwatosa Road	358	0	12,271	0
	County Line Road	359	0	115,209	0
	S. Port / Zeidler-Steins	370	0	0	0
	N. Port / Mequon Rd. - Glen Oaks	371	0	603,339	0
	Trinity creek	373	0	20,353	0
	Wausaukee Road	377	0	(88,334)	0
	Urban Forestry	380	0	(8,798)	0
	Pioneer Road	387	0	400,170	0
	Parking Lot Resurfacing	393	0	17,439	0
	County Line Road - FEMA	549	0	(559,341)	0
	Boniwell Road	550	0	3,802	0
	Columbia Dev. Street	551	0	(165)	0
Highland Road Bike Lane	394	0	(165)	0	
Parks	Improvements	508	7,500	0	4,500
	Pavillion repairs	508	0	0	7,500
	Landmarks project	316	0	539	0
	Gypsy Moth program	382	0	83	0
	Swimming Pool Improvement	343	36,000	17,928	0
Park Development	Lemke park	517	<u>15,000</u>	<u>87,679</u>	<u>0</u>
Totals:			<u>\$2,060,133</u>	<u>\$3,217,814</u>	<u>\$1,522,055</u>

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

	2007 Actual	2008 Budget	2008 Actual	2009 Budget
REVENUES:				
General Property Taxes	\$ 973,277	\$ 925,972	\$ 925,972	\$ 1,033,471
Tax Incremental Revenue	177,913	198,000	221,639	219,000
Investment Income	57,383	-	29,337	11,500
Total Revenues	<u>1,208,573</u>	<u>1,123,972</u>	<u>1,176,948</u>	<u>1,263,971</u>
EXPENDITURES:				
Debt Service				
Principal - General Obligation Bonds	805,000	775,000	775,000	820,000
Principal - Tax Incremental Financing	-	70,000	70,000	170,000
Interest - General Obligation Bonds	183,116	155,685	155,685	230,871
Interest - Tax Incremental Financing	133,040	133,040	133,040	131,430
Debt Issuance Costs	431	1,300	-	1,300
Total Expenditures	<u>1,121,587</u>	<u>1,135,025</u>	<u>1,133,725</u>	<u>1,353,601</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>86,986</u>	<u>(11,053)</u>	<u>43,223</u>	<u>(89,630)</u>
OTHER FINANCING SOURCES (USES):				
Other Financing Sources	12,171	11,053	13,822	89,630
Long-Term Debt Issued				
Transfers In				
Transfers Out				
Total Other Financing Sources (Uses)	<u>12,171</u>	<u>11,053</u>	<u>13,822</u>	<u>89,630</u>
NET CHANGE IN FUND BALANCE	99,157	0	57,045	-
FUND BALANCE - BEGINNING	390,432	489,589	489,589	546,634
FUND BALANCE - ENDING	<u>\$ 489,589</u>	<u>\$ 489,589</u>	<u>\$ 546,634</u>	<u>\$ 546,634</u>

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

**PRINCIPAL PAYMENTS SCHEDULE
AS OF DECEMBER 31, 2008**

Year	2002A G.O. Bonds	2002B G.O. Bonds	2003A G.O. Bonds	2005A G.O. Notes	2005B Refunding Bonds	2006A Library Bonds	2008 G.O. Notes	Totals
2009	240,000	175,000	170,000	80,000	1,800,000	250,000	50,000	2,765,000
2010	250,000	175,000	235,000	60,000	1,780,000	250,000	125,000	2,875,000
2011	265,000	170,000	290,000	55,000	1,735,000	270,000	200,000	2,985,000
2012			320,000	620,000	1,690,000		735,000	3,365,000
2013			350,000	280,000	1,630,000		215,000	2,475,000
2014			380,000	200,000	1,610,000		215,000	2,405,000
2015			415,000		1,640,000		215,000	2,270,000
2016			520,000		1,635,000		215,000	2,370,000
2017			565,000		1,625,000		215,000	2,405,000
2018			610,000				215,000	825,000
Totals	\$755,000	\$520,000	\$3,855,000	\$1,295,000	\$15,145,000	\$770,000	\$2,400,000	\$24,740,000

**INTEREST PAYMENTS SCHEDULE
AS OF DECEMBER 31, 2008**

Year	2002A G.O. Bonds	2002B G.O. Bonds	2003A G.O. Bonds	2005A G.O. Notes	2005B Refunding Bonds	2006A Library Bonds	2008 G.O. Notes	Totals
2009	31,735	19,925	131,430	48,325	682,700	27,740	81,131	1,022,986
2010	21,895	13,538	127,010	45,525	615,200	18,990	81,475	923,633
2011	11,395	6,800	119,960	43,425	544,000	9,990	77,725	813,295
2012			110,970	41,500	474,600		71,725	698,795
2013			100,730	18,250	407,000		47,838	573,818
2014			89,005	7,750	325,500		40,850	463,105
2015			76,275		245,000		33,325	354,600
2016			61,958		163,000		25,263	250,220
2017			43,498		81,250		17,200	141,948
2018			22,875				8,815	31,690
Totals	\$ 65,025	\$ 40,263	\$883,710	\$204,775	\$3,538,250	\$ 56,720	\$485,346	\$5,274,089

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

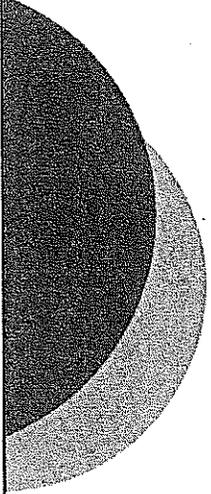
	2007 Actual	2008 Budget	2008 Actual	2009 Budget
REVENUES:				
General Property Taxes	\$ 6,094,272	\$ 6,981,068	\$ 6,973,967	\$ 7,054,699
PILOT revenues	103,683	123,500	123,503	116,600
Operating Revenues	2,283,161	2,371,645	2,514,464	2,641,391
Investment Income	499,762	110,000	174,216	120,000
Other revenues	247,991	21,000	131,361	32,500
Total Revenues	<u>9,228,869</u>	<u>9,607,213</u>	<u>9,917,511</u>	<u>9,965,190</u>
EXPENDITURES:				
Salaries	563,531	625,134	655,987	650,150
Fringe Benefits	154,775	162,300	175,510	170,787
Materials & Supplies	16,211	18,550	18,863	
Purchased Services	110,792	114,000	87,003	
Operating Expenses	5,971,217	6,120,829	6,645,780	9,144,253
Non-Operating Expenses	1,387,243	2,566,400	724,932	
Total Expenditures	<u>8,203,769</u>	<u>9,607,213</u>	<u>8,308,075</u>	<u>9,965,190</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>1,025,100</u>	-	<u>1,609,436</u>	-
OTHER FINANCING SOURCES (USES):				
Other Financing Sources				
Long-Term Debt Issued				
Transfers In				
Transfers Out				
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	1,025,100	0	1,609,436	-
FUND BALANCE - BEGINNING	3,536,770	4,561,870	4,561,870	6,171,306
FUND BALANCE - ENDING	<u>\$ 4,561,870</u>	<u>\$ 4,561,870</u>	<u>\$ 6,171,306</u>	<u>\$ 6,171,306</u>

City of Mequon
Comparative Schedule of Changes in Fund Balances 2008-2009

	Ending 12/31/07	2008 changes	Ending 12/31/08	% change in 2008	2009 budgeted changes	Projected ending 12/31/09	% change in 2009
General Fund	\$ 1,369,315						
2008 Surplus/(Deficit)		(\$680,631)	\$688,684	-49.7%	\$0	\$688,684	0.0%
Capital Projects Fund	\$ 3,862,818						
2008 expenditures in excess of current year capital contributions		(222,002)	\$3,640,816	-5.7%	\$0	\$3,640,816	0.0%
Debt Service Fund	\$ 489,589						
2008 Surplus/(Deficit)		\$57,045	\$546,634	11.7%	\$0	\$546,634	0.0%
Sewer Fund	\$ 4,561,870						
2008 capital reserve contribution		\$1,609,436	\$6,171,306	35.3%	\$0	\$6,171,306	0.0%
Total	\$10,283,592	\$763,848	\$11,047,440		\$0	\$11,047,440	

In 2008, there was an unanticipated budget shortfall in the General Fund due increased costs of fuel, a severe Winter season, and a decrease in revenues due to the overall economic downturn. The Capital Projects Fund will fluctuate occasionally due to the timing of expenditures made over a multi-year capital expenditure program. The Debt Service Fund experienced higher than expected revenues in 2008, due to growth in TIF District #2 and the Sewer Fund is continuing to build capital reserves for future project needs.

There are no budgeted changes planned for the use of fund balance reserves in FY2009.

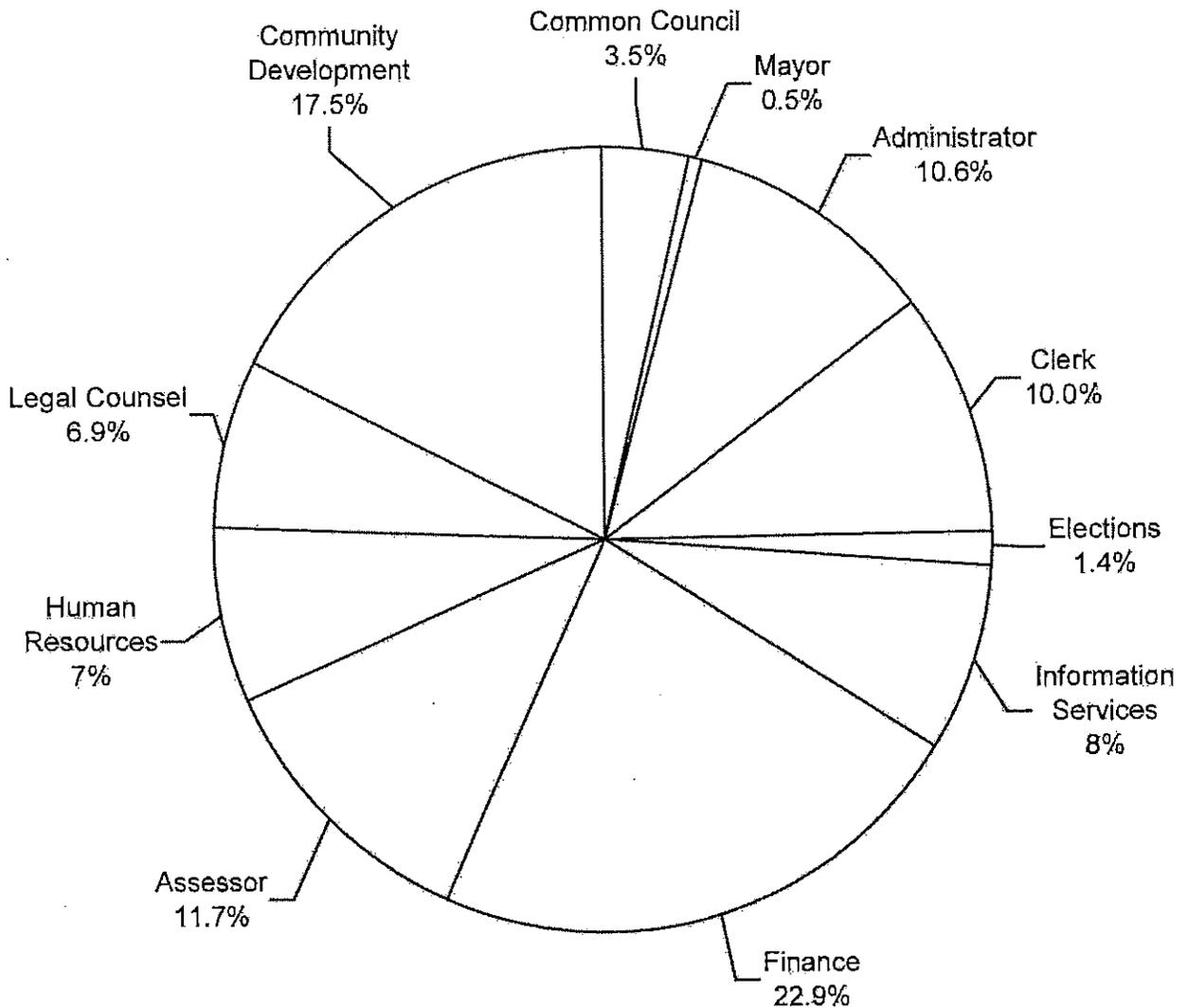


General Government

- Common Council
- Mayor
- City Administrator
- City Clerk
- Elections
- Information Systems
- Finance
- City Assessor
- Human Resources
- Legal Services
- Community Development

CITY OF MEQUON

2009 General Government Budget Percentages by Department



Common Council

Program Description

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 full, relevant and accurate information from a 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.

FY2008 Accomplishments

- ✚ The FY 2008 budget stayed within state and city levy limits while meeting policy goals and maintaining high quality services.
- ✚ Common Council approved Resolution 2798 in April 2008 allowing for a Town Center TIF #3 project plan.
- ✚ The city's 2008 road program funded at highest level; other city infrastructure needs met.
- ✚ Approved a referendum question and all related efforts toward establishing a city-owned water utility to be acquired from We Energies water services.
- ✚ Approved the hiring of an economic development specialist for the Town Center area.

FY2009 Objectives

- ✚ Continue to maintain high quality city services and infrastructure while living within a capped tax levy and maintaining responsible reserves.
- ✚ Move forward implementation of the Town Center TIF District public improvements.

Staffing for FY2009

FY2007	FY2008	FY2009
Alderman (8) PT	Alderman (8) PT	Alderman (8) PT

FY2009 Estimated Revenue

None

FY2009 Budget

\$86,545

City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND	01	GenFund		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
DEPT	001	CommonCoun		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Expense								
02 Salaries								
600.000		Salaries		38,731	38,031	38,400	38,400	38,400
Salaries Total				<u>\$38,731</u>	<u>\$38,031</u>	<u>\$38,400</u>	<u>\$38,400</u>	<u>\$38,400</u>
03 Fringes								
752.000		Social Security		2,968	2,938	2,938	3,364	2,938
756.000		Retirement		0	0	0	0	926
759.000		Worker's Comp Insurance		78	75	81	77	81
Fringes Total				<u>\$3,047</u>	<u>\$3,013</u>	<u>\$3,019</u>	<u>\$3,441</u>	<u>\$3,945</u>
04 MatlSupp								
621.000		Office Supplies		194	0	0	0	0
622.000		Work Supplies		0	0	0	0	0
623.000		Mileage		0	0	0	0	0
626.000		Memberships		10,237	11,776	11,776	11,526	11,200
626.001		Memberships - Mid Moraine		0	0	0	0	0
MatlSupp Total				<u>\$10,430</u>	<u>\$11,776</u>	<u>\$11,776</u>	<u>\$11,526</u>	<u>\$11,200</u>
05 PurchServ								
641.000		Consultants		0	87,086	0	81,581	0
642.000		Communications		0	0	0	0	0
642.001		Communications-Cable TV		5,340	5,830	5,500	5,320	5,500
643.000		Training/Conferences		0	0	0	0	0
644.000		Printing/Publications		11,270	15,062	12,500	15,726	12,500
648.001		IS Equipment Leased		0	0	0	0	0
651.000		Miscellaneous Services		16,013	36,314	15,000	15,824	15,000
652.014		Spec Serv-97 Flooding		0	0	0	0	0
PurchServ Total				<u>\$32,623</u>	<u>\$144,293</u>	<u>\$33,000</u>	<u>\$118,451</u>	<u>\$33,000</u>
10 Land/Bldg								
662.000		Bldg/Bldg Improvements		0	0	0	0	0
668.000		Capital Infrastructure		0	0	0	0	0
Land/Bldg Total				<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
11 Equipment								
663.000		Machinery & Equipment		0	0	0	0	0
Equipment Total				<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Expense Total				<u>\$84,831</u>	<u>\$197,113</u>	<u>\$86,195</u>	<u>\$171,819</u>	<u>\$86,545</u>
CommonCoun Total				<u>\$84,831</u>	<u>\$197,113</u>	<u>\$86,195</u>	<u>\$171,819</u>	<u>\$86,545</u>

Mayor

Program Description

In Mequon, a responsive representative government is headed by the Chief Executive Officer who is the 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 through appointing qualified citizens to commissions and boards, which make numerous recommendations to the Common Council.

FY2008 Accomplishments

Communicated with citizens and promoted their input through a variety of means including meetings, phone calls, letters, and emails, as well as attending numerous local events and subdivision meetings.

Continued developing the Town Center through cooperatively working with the Common Council and city staff:

- ✦ Approved a scheme to finance public improvements to revitalize the area and dramatically increase property values. These improvements will promote private investment in amenities citizens have requested through numerous surveys.
- ✦ Approved a plan to develop Town Center park to lay ground work for construction in 2009
- ✦ Approved two development application under new Town Center zoning regulations

Continued implementing the master plan for the Mequon Nature Preserve:

- ✦ Completed most of the features of the public access plan including construction of a ten-foot wide paved trail, bridges/boardwalks, and a parking lot.
- ✦ Raised funds to operate the Nature Preserve and to continue land restoration.



Appointed highly qualified volunteers to the City's many boards and commissions so that each entity can continue to have quorums and conduct the city's business.

Supported all efforts to protect city tax payers' investments through advocating for completing repair and maintenance projects in a more timely fashion—particularly relating to local roads.

Worked to improve the delivery of emergency services through decreased response times and increased training of all personnel.

Met with several businesses to provide assistance so to retain them in the community.

FY2009 Objectives

Communicate with citizens and promote their input through a variety of means including meetings, phone calls, letters, and emails, as well as attending numerous local events and subdivision meetings.

Continue to provide leadership to make progress toward establishing a Town Center that provides the amenities that residents' desire and to improve the property values of the area thus further lessening the property tax burden on residential property owners.

- ✦ Assist in moving high quality proposals through the city's process including Planning Commission review.
- ✦ Complete plans for Town Center park and start construction of a signature feature at the corner of Mequon and Cedarburg Roads.
- ✦ Let contracts for the redevelopment of the Cedarburg and Mequon Roads in the Town Center area. This will promote private development in the area. City improvements include streetscaping, burying overhead power lines, and laying water mains.

Continue to work toward completing the development of the Mequon Nature Preserve.

- ✦ Raise funds for operation, land restoration, and endowment. The endowment will provide long-term sustainability to the Mequon Nature Preserve.
- ✦ Complete trail system that will provide numerous passive recreation opportunities for residents.

Appoint highly qualified volunteers to the City's many boards and commissions so that each entity can continue to provide recommendations to the City Council on myriad matters.

Work to protect city tax payers' investments. Will make all efforts to reduce the city's practice of deferring maintenance costs that result in an unnecessary increase in future costs. This is particularly the case with the city's record of under funding its local road improvement program.

Continue to work to improve the delivery of emergency services through decreased response times and increased training of all personnel.

Continue business retention efforts to keep full occupancy in existing commercial and industrial developments.

Complete Comprehensive Plan.

Staffing for FY2009

FY2007	FY2008	FY2009
Mayor (1) PT	Mayor (1) PT	Mayor (1) PT

FY2009 Estimated Revenue

None

FY2009 Budget

\$13,366

City of Mequon
 Department/Account Classification Detail
 Fiscal Year 2009

FUND	01	GenFund		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
DEPT	010	Mayor		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Expense								
02 Salaries								
600.000		Salaries		9,600	9,600	9,600	9,600	9,600
		Salaries Total		<u>\$9,600</u>	<u>\$9,600</u>	<u>\$9,600</u>	<u>\$9,600</u>	<u>\$9,600</u>
03 Fringes								
752.000		Social Security		734	734	734	734	765
755.000		Life Insurance		87	80	78	86	78
756.000		Retirement		2,185	1,190	1,190	1,190	1,190
759.000		Worker's Comp Insurance		50	(14)	21	19	21
		Fringes Total		<u>\$3,057</u>	<u>\$1,991</u>	<u>\$2,023</u>	<u>\$2,030</u>	<u>\$2,054</u>
04 MatlSupp								
622.000		Work Supplies		358	257	250	171	250
623.000		Mileage		1,011	788	800	1,475	800
626.000		Memberships		0	0	0	0	0
		MatlSupp Total		<u>\$1,369</u>	<u>\$1,045</u>	<u>\$1,050</u>	<u>\$1,647</u>	<u>\$1,050</u>
05 PurchServ								
643.000		Training/Conferences		91	35	250	105	250
648.001		IS Equipment Leased		412	0	412	0	412
651.000		Miscellaneous Services		0	0	0	0	0
		PurchServ Total		<u>\$503</u>	<u>\$35</u>	<u>\$662</u>	<u>\$105</u>	<u>\$662</u>
391 Transfers								
878.000		Transfers Out		0	0	0	412	0
		Transfers Total		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$412</u>	<u>\$0</u>
		Expense Total		<u>\$14,530</u>	<u>\$12,671</u>	<u>\$13,335</u>	<u>\$13,793</u>	<u>\$13,366</u>
		Mayor Total		<u>\$14,530</u>	<u>\$12,671</u>	<u>\$13,335</u>	<u>\$13,793</u>	<u>\$13,366</u>

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 and City Clerk. In addition, the City Administrator is responsible for keeping the Council fully informed about the actions of county, state and federal government activities as they may affect Mequon.

FY2008 Objectives

FY2008 Accomplishments

- | | |
|--|---|
| 1. Assure that the FY2008 budget stays within its targets. | Completed. The 2008 budget is on-track to meet organizational goals and targets. |
| 2. Manage the FY2009 budget process to assure the focus is on community, organizational and financial goals. | In Process. |
| 3. Continue to update the five-year Capital Improvement Plan. | Completed. Staff completed and presented a draft 2009-2013 Capital Improvement Plan in summer 2008. |
| 4. Assure that major capital projects remain on schedule. | Completed. All road and sanitary sewer projects were completed on time. |
| 5. Complete a set of financial policies. | First full draft submitted to the Finance and Personnel Committee January 2005 with subsequent meetings 2005 through 2007. Further work on this project was put on hold by the Committee until a new Finance Director was in place. |
| 6. Present a TIF project plan and other alternative funding recommendations for the Common Council's consideration. | A TIF project plan and district was approved, April 2008. |
| 7. Prepare recommendations concerning city-owned properties, e.g., Buntrock Avenue and Cedarburg Road (east and west side) properties, as they relate to the Town Center plan. | Buntrock parcels environmental studies are completed; easement issues with neighboring property nearing completion. Cedarburg Road properties being studied as part of a river front park plan. |

- | | |
|--|---|
| 8. Conclude collective bargaining with remaining bargaining units. | Completed. Collective bargaining agreements with MEA- Resolution 2800 and DPW- Resolution 2801 were approved in 2008. |
| 9. Begin implementation of the IT strategic plan. | In Process. Group 1 Solutions, Inc. finished and presented an analysis and recommendations for prioritization of the Virchow Krause IT strategic plan study. |
| 10. Analyze and present findings about the county's recently completed study on consolidated dispatch services and its recommendations as it concerns the City of Mequon's role. | Completed. Worked with Ozaukee County and City of Port Washington administrators and public safety officials and Chief Graff to analyze the potential for consolidated dispatch services. Study presented to the Public Safety Committee. Consolidation with County declined. |

FY2009 Objectives

- ✦ Assure that the FY2009 budget stays within its targets.
- ✦ Manage the FY2010 budget process to assure the focus is on community, organizational and financial goals.
- ✦ Continue to update the five-year Capital Improvement Plan.
- ✦ Assure that major capital projects remain on schedule.
- ✦ Complete a set of financial policies.
- ✦ Prepare recommendations concerning city-owned properties, e.g., Buntrock Avenue and Cedarburg Road (east and west side) properties, as they relate to the Town Center plan.
- ✦ Conclude collective bargaining with Police and Dispatcher bargaining units.
- ✦ Develop a comprehensive economic development and redevelopment strategy for the city.
- ✦ Undertake first year of IT strategic plan per Group 1 Solutions' recommended timeline.
- ✦ Close on We Energies water services asset purchase; plan, manage and establish the city's municipal operation of the water utility.
- ✦ Assure that TIF #3 implementation and public improvements are underway in 2009.

Staffing for FY2009

FY2007	FY2008	FY2009
City Administrator/City Clerk (1) 1.00FTE	City Administrator/City Clerk (1) 1.00FTE	City Administrator/City Clerk (1) 1.00FTE
Executive Assistant (1) 1.00FTE	Executive Assistant (1) 1.00FTE	Executive Assistant (1) 1.00FTE

FY2009 Estimated Revenue

None

FY2009 Budget

\$259,320

City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND	01	GenFund						
DEPT	011	CityAdmin		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
				<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Expense								
02 Salaries								
600.000		Salaries		136,247	136,846	147,422	144,595	152,852
602.000		OverTime		0	773	0	2,150	0
606.000		Vacation		9,628	9,964	0	9,832	0
607.000		Sick Pay		0	1,291	0	826	0
609.000		Longevity		210	240	330	330	390
612.000		Part Time Help		0	0	0	0	0
		Salaries	Total	<u>\$146,085</u>	<u>\$149,113</u>	<u>\$147,752</u>	<u>\$157,733</u>	<u>\$153,242</u>
03 Fringes								
752.000		Social Security		10,287	10,592	11,303	10,686	11,723
753.000		Health Insurance		29,428	19,501	21,544	21,365	23,022
754.000		Long Term Disability		724	924	853	799	858
755.000		Life Insurance		356	553	631	694	591
756.000		Retirement		16,996	17,984	17,396	18,718	17,623
757.000		Dental Insurance		1,656	1,153	1,254	1,175	1,254
759.000		Worker's Comp Insurance		337	248	310	328	310
		Fringes	Total	<u>\$59,785</u>	<u>\$50,955</u>	<u>\$53,291</u>	<u>\$53,765</u>	<u>\$55,381</u>
04 MatlSupp								
621.000		Office Supplies		598	734	750	580	750
623.000		Mileage		0	0	0	8	0
626.000		Memberships		1,525	1,754	1,500	1,665	1,600
627.000		Books & Periodicals		394	383	500	280	400
		MatlSupp	Total	<u>\$2,517</u>	<u>\$2,871</u>	<u>\$2,750</u>	<u>\$2,533</u>	<u>\$2,750</u>
05 PurchServ								
641.000		Consultants		0	602	0	0	0
642.000		Communications		949	1,091	800	631	675
643.000		Training/Conferences		1,115	1,415	1,250	2,166	1,000
644.000		Printing/Publications		0	0	0	0	0
647.000		M & R		0	0	250	0	250
648.001		IS Equipment Leased		1,022	0	1,022	0	1,022
651.000		Miscellaneous Services		0	4,210	0	0	0
651.001		Misc. Serv-Contingency		5,092	279,273	45,000	0	45,000
		PurchServ	Total	<u>\$8,178</u>	<u>\$286,591</u>	<u>\$48,322</u>	<u>\$2,797</u>	<u>\$47,947</u>
11 Equipment								
664.000		Office Equipment		0	0	0	0	0
		Equipment	Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
391 Transfers								
878.000		Transfers Out		0	0	0	1,022	0
		Transfers	Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,022</u>	<u>\$0</u>
		Expense	Total	<u>\$216,565</u>	<u>\$489,530</u>	<u>\$252,115</u>	<u>\$217,849</u>	<u>\$259,320</u>

City of Mequon
 Department/Account Classification Detail
 Fiscal Year 2009

FUND 01 GenFund		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
DEPT 011 CityAdmin		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
CityAdmin	Total	<u>\$216,565</u>	<u>\$489,530</u>	<u>\$252,115</u>	<u>\$217,849</u>	<u>\$259,320</u>

City Clerk

Program Description

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, and assisting in the budget procedures. In addition, the City Clerk is responsible for incoming/outgoing mail, non-direct phone calls, city hall office supply purchasing, administering oaths of office and keeper of the city seal.

FY2008 Objectives

1. Continue multi-year records management program
2. Oversee daily operations which include preparing and publishing agendas, minutes, ordinances, resolutions, public notices and packets for Common Council, several committees and boards; serve as records custodian; process and issue licenses and permits; manage government access Channel 25; process all mail and non-direct dialed phone calls, order office supplies and assist with the management of the city's website.

FY2008 Accomplishments

- Created a consistent/professional hardcopy record and index system for the City's Boards and Commissions member information. Completed an electronic listing for the city's resolutions, creating same for the City Clerk's files.
- Negotiated an ordinance update schedule and download process with Municode reducing labor and costs (\$600 annually).
- Created a supply order database and procedure as well as an electronic record that calculates and/or stores individual department postage debits, credits, and number of mail pieces
- Prepared packets/minutes and attended 53 monthly meetings. Conducted a survey to determine standard municipal salary and grounds maintenance practices for cemeteries and researched Opitz cemetery history on behalf of a resident request.
- Processed 159 miscellaneous licenses/permits, 47 appointments, 34 ordinances and 70 resolutions. Kept all city hall departments adequately stocked with office and paper supplies; processed 55,305 pieces of mail, researched and secured a new postage meter resulting in an annual cost savings of \$900 and provided city hall phone receptionist duties.
- Assisted in the review, update and changes to the city's website homepage, as well as kept the Clerk and Elections webpage information current throughout the year.

Held four department staff meetings for continued review of short and long-term department goals, providing continued training and support to staff when necessary.

Assisted Council members in the use and access of their city email as well as providing individual research time and materials on specifically requested meeting topics.

Attended training sessions for Municipal Clerk certification (1), Board of Review (1), elections (2), and completed 2nd year of 3-year Wisconsin Municipal Clerk Institute

3. Research the development of a paperless Council

Attended two sessions on electronic records management (E-DOCS and Computer Technologies Access).

FY2009 Objectives

- ✦ Continue multi-year records management program
- ✦ Oversee daily operations which include preparing and publishing agendas, minutes, ordinances, resolutions, public notices and packets for Common Council, several committees and boards; serve as records custodian; process and issue licenses and permits; manage government access Channel 25; process all mail and non-direct dialed phone calls, order office supplies and assist with the management of the city's website.
- ✦ Continue research into the development of a paperless Council
- ✦ Inspire and/or provide training to City Clerk's staff related to Clerk responsibilities/duties and the full utilization of the City's current software products.

Staffing for FY2009

FY2007	FY2008	FY2009
Deputy City Clerk (1) 1.00FTE	Deputy City Clerk (1) 1.00FTE	Deputy City Clerk (1) 1.00FTE
Administrative Secretary (2) 1.75FTE	Administrative Secretary (2) 1.75FTE	Administrative Secretary (2) 1.75FTE

FY2009 Estimated Revenue

\$43,400

FY2009 Budget

\$244,083

City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND	01	GenFund						
DEPT	012	CityClerk						
			<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
			<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>
Expense								
02	Salaries							
600.000	Salaries		105,019	113,378	120,669	123,843		130,820
602.000	OverTime		104	18	1,500	1,712		1,200
606.000	Vacation		11,639	9,406	0	7,758		0
607.000	Sick Pay		870	2,207	0	1,380		0
609.000	Longevity		285	360	435	435		510
	Salaries	Total	<u>\$117,917</u>	<u>\$125,369</u>	<u>\$122,604</u>	<u>\$135,127</u>		<u>\$132,530</u>
03	Fringes							
752.000	Social Security		8,861	9,344	9,012	9,916		10,138
753.000	Health Insurance		21,678	18,193	21,544	21,365		23,022
754.000	Long Term Disability		496	539	568	531		590
755.000	Life Insurance		270	265	389	427		404
756.000	Retirement		14,211	15,400	13,783	14,275		15,044
757.000	Dental Insurance		1,143	1,153	1,254	1,175		1,254
759.000	Worker's Comp Insurance		272	279	327	348		327
	Fringes	Total	<u>\$46,931</u>	<u>\$45,174</u>	<u>\$46,877</u>	<u>\$48,037</u>		<u>\$50,779</u>
04	MatlSupp							
621.000	Office Supplies		5,611	4,580	6,000	3,196		6,000
621.001	Office Supp- Copier Equip		5,469	4,496	5,800	3,812		6,000
622.000	Work Supplies		0	0	0	0		0
623.000	Mileage		0	0	0	0		0
626.000	Memberships		211	270	300	270		300
627.000	Books & Periodicals		60	43	200	0		0
	MatlSupp	Total	<u>\$11,351</u>	<u>\$9,389</u>	<u>\$12,300</u>	<u>\$7,278</u>		<u>\$12,300</u>
05	PurchServ							
641.000	Consultants		10,254	10,846	11,000	11,606		12,000
642.000	Communications		1,569	3,741	5,500	(1,312)		5,000
643.000	Training/Conferences		749	863	1,000	1,266		1,000
644.000	Printing/Publications		5,336	5,126	6,000	4,053		6,000
647.000	M & R		0	0	0	0		0
648.001	IS Equipment Leased		1,434	0	1,434	0		1,434
652.002	Special Serv-Bds & Comm		375	564	1,000	1,215		4,500
	PurchServ	Total	<u>\$19,717</u>	<u>\$21,140</u>	<u>\$25,934</u>	<u>\$16,829</u>		<u>\$29,934</u>
11	Equipment							
664.000	Office Equipment		22,018	18,377	18,648	15,737		18,540
	Equipment	Total	<u>\$22,018</u>	<u>\$18,377</u>	<u>\$18,648</u>	<u>\$15,737</u>		<u>\$18,540</u>
391	Transfers							
878.000	Transfers Out		0	0	0	1,434		0
	Transfers	Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,434</u>		<u>\$0</u>
Expense	Total		<u>\$217,934</u>	<u>\$219,449</u>	<u>\$226,363</u>	<u>\$224,442</u>		<u>\$244,083</u>

City of Mequon
 Department/Account Classification Detail
 Fiscal Year 2009

FUND 01 GenFund		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
DEPT 012 CityClerk		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
CityClerk	Total	<u>\$217,934</u>	<u>\$219,449</u>	<u>\$226,363</u>	<u>\$224,442</u>	<u>\$244,083</u>

Elections

Program Description

The City Clerk's Office performs the duties required by Wisconsin State Statutes relating to conducting the city's election process.

FY2008 Objectives

1. Oversee the spring and fall elections; recruit, train and supervise poll workers; prepare and distribute ballots and voting equipment; transmit election results and ensure delivery of marked ballots to the County Clerk; convene the Board of Canvassers, prepare the official Board statement; and prepare election reports for the City and State.
2. Continue to train poll workers in the use of the handicap accessible voting machines and the election process to keep them current and informed with the State Elections Board rules/regulations.

FY2008 Accomplishments

Scheduled and ensured appropriate poll worker coverage and set up for 8 poll locations. Processed payroll and delivered lunches for 65 (February), 72 (April), 65 (Sept) poll workers thus far. Conducted public testing of city's 17 voting machines for 3 elections thus far. Personally finalized and delivered election materials and reports to the County after each election. Conducted absentee voting services for each of the city's three care centers and processed 2,284 absentee ballots for 3 elections thus far. Ensured proper procedures followed in the distribution, completion and receipt of candidate campaign forms.

Continue to fine tune procedures for pre and post election activities/responsibilities.

One-on-one training of the touch screen voting machine continuously provided throughout the year. Personally developed curriculum/training materials for and trained 12 new poll workers. Have also developed and provided more advanced elections day procedures training to 37 poll workers. Poll Worker recruitment efforts continue year round and include word of mouth, the city's cable channel, website and articles in our newsletter.

Developed an electronic record/tracking system for poll worker training hours in keeping with the Government Accountabilities new requirements.

FY2008 Objectives

3. Supervise and oversee a smooth transition for the city's new poll locations

Working extensively and continuously with the contacts of our three new poll locations, our city workers responsible for poll location set up, and the chief inspectors responsible for each new site to promote and ensure the understanding of elections responsibilities.

Utilized direct mailings, citywide newsletter, website and cable access to communicate new poll location information to the voters.

4. Research and develop the tools and support necessary for the city to become a Statewide Voter Registration System self-provider.

SVRS training attended by two City Clerk staff members. Ensured that each City Clerk workstation (computer) is appropriately certified and meets the Government Accountability Board's (GAB) hardware/software requirements. Continuing to finalize remaining requirements.

FY2009 Objectives

- ✦ Continue development for the city to become a Statewide Voter Registration System self-provider.
- ✦ Oversee the spring elections, which include informing the public; recruiting, training and supervising poll workers; preparing and distributing ballots and voting equipment; manually and electronically transmitting election results and ensuring delivery of marked ballots to the County Clerk; convening the Board of Canvassers, preparing the official Board statement; and preparing election reports for the City and State.
- ✦ Continue to fine tune procedures for disseminating and collecting elections information and materials to/from poll workers.
- ✦ Continue new and advanced elections training for poll workers.

FY2009 Estimated Revenue

None

FY2009 Budget

\$34,657

City of Mequon
 Department/Account Classification Detail
 Fiscal Year 2009

FUND 01 GenFund		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
DEPT 013 Elections		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Expense						
02 Salaries						
600.000	Salaries	18,000	9,398	29,260	29,398	18,940
	Salaries Total	<u>\$18,000</u>	<u>\$9,398</u>	<u>\$29,260</u>	<u>\$29,398</u>	<u>\$18,940</u>
03 Fringes						
752.000	Social Security	0	0	0	0	0
759.000	Worker's Comp Insurance	41	(1)	22	19	22
	Fringes Total	<u>\$41</u>	<u>\$(1)</u>	<u>\$22</u>	<u>\$19</u>	<u>\$22</u>
04 MatlSupp						
621.000	Office Supplies	1,790	1,064	2,420	2,844	1,196
	MatlSupp Total	<u>\$1,790</u>	<u>\$1,064</u>	<u>\$2,420</u>	<u>\$2,844</u>	<u>\$1,196</u>
05 PurchServ						
641.000	Consultants	2,921	1,447	8,908	9,473	7,424
642.000	Communications	1,198	1,044	5,500	2,717	3,000
643.000	Training/Conferences	62	120	0	0	0
644.000	Printing/Publications	18	0	0	0	1,100
647.000	M & R	2,655	1,755	3,040	2,606	2,975
652.000	Special Services	0	0	0	0	0
	PurchServ Total	<u>\$6,854</u>	<u>\$4,366</u>	<u>\$17,448</u>	<u>\$14,796</u>	<u>\$14,499</u>
11 Equipment						
664.000	Office Equipment	0	0	0	0	0
	Equipment Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Expense Total	<u>\$26,685</u>	<u>\$14,827</u>	<u>\$49,150</u>	<u>\$47,057</u>	<u>\$34,657</u>
	Elections Total	<u><u>\$26,685</u></u>	<u><u>\$14,827</u></u>	<u><u>\$49,150</u></u>	<u><u>\$47,057</u></u>	<u><u>\$34,657</u></u>

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.

FY2008 Objectives

FY2008 Accomplishments

Provide on site help staffing semi-weekly for a total of eight hours per week. Additional support retained on an as-needed basis.

Help desk function continued providing operational support to existing computer systems. This service is contracted. Maintained current operational aspects of information technology and related peripherals.

Fund annual City Hall server replacement program to maximize up-time and minimize risk of data loss

Replaced server per annual replacement program.

Develop strategic plan and short term goals to address issues raised by the Virchow Krause IT review

Group I Solutions completed a comprehensive IS study to assess technology needs City-wide that will facilitate the efficient and effective utilization of information systems.

FY2009 Objectives

- ✦ Manage current operational aspects of information technology in order to maintain and support all IS systems including hardware platforms, operating systems, and related peripherals.
- ✦ Consider funding and implementation of the recommendations of the 2008 Group 1 Solutions IS study.

Staffing for FY2009

FY2007	FY2008	FY2009
0.00FTE	0.00FTE	0.00FTE

FY2009 Estimated Revenue

None

FY2009 Budget

\$188,656

City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND	01	GenFund						
DEPT	017	InfoServ						
			<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>	
			<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>	
Expense								
02 Salaries								
600.000		Salaries	0	0	0	0	0	0
606.000		Vacation	0	0	0	0	0	0
607.000		Sick Pay	0	0	0	0	0	0
609.000		Longevity	0	0	0	0	0	0
Salaries		Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
03 Fringes								
752.000		Social Security	0	0	0	0	0	0
753.000		Health Insurance	0	0	0	0	0	0
754.000		Long Term Disability	0	0	0	0	0	0
755.000		Life Insurance	0	0	0	0	0	0
756.000		Retirement	0	0	0	0	0	0
757.000		Dental Insurance	0	0	0	0	0	0
759.000		Worker's Comp Insurance	0	0	0	0	0	0
Fringes		Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
04 MatlSupp								
619.000		Technology Supplies	8,488	4,721	5,600	4,486	5,600	
621.000		Office Supplies	0	0	250	38	250	
623.000		Mileage	0	0	0	0	0	
626.000		Memberships	0	0	0	0	0	
627.000		Books & Periodicals	25	55	0	0	0	
MatlSupp		Total	<u>\$8,513</u>	<u>\$4,776</u>	<u>\$5,850</u>	<u>\$4,524</u>	<u>\$5,850</u>	
05 PurchServ								
641.000		Consultants	50,834	58,035	110,000	76,423	157,000	
642.000		Communications	4,868	4,879	4,000	3,550	4,000	
643.000		Training/Conferences	0	0	0	0	0	
643.001		IS Org Training	0	0	0	0	0	
647.000		M & R	13,326	27,351	24,541	19,609	21,393	
648.001		IS Equipment Leased	16,666	21,040	6,137	7,871	413	
PurchServ		Total	<u>\$85,694</u>	<u>\$111,306</u>	<u>\$144,678</u>	<u>\$107,454</u>	<u>\$182,806</u>	
11 Equipment								
663.000		Machinery & Equipment	0	0	0	0	0	
664.000		Office Equipment	16,188	12,952	36,233	4,792	0	
Equipment		Total	<u>\$16,188</u>	<u>\$12,952</u>	<u>\$36,233</u>	<u>\$4,792</u>	<u>\$0</u>	
391 Transfers								
878.000		Transfers Out	0	0	0	0	0	
Transfers		Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
Expense		Total	<u>\$110,395</u>	<u>\$129,033</u>	<u>\$186,761</u>	<u>\$116,770</u>	<u>\$188,656</u>	
InfoServ		Total	<u>\$110,395</u>	<u>\$129,033</u>	<u>\$186,761</u>	<u>\$116,770</u>	<u>\$188,656</u>	

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.

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.

FY2008 Objectives

FY2008 Accomplishments

- | | |
|---|--|
| 1. All monthly reports and any additional demand reports are produced and issued on a timely basis each month. | All monthly reports and financial information were produced and issued on time. |
| 2. Coordinate development of annual budget process with City Administrator and staff in order to deliver a balanced budget for Appropriations Committee action. | The budget process was completed within established timetable. |
| 3. Complete audit fieldwork on a timely basis. | 2007 audit fieldwork was completed on schedule with a draft of the report provided by April 1, 2008. |
| 4. 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. |
| 5. Redistribute tax receipts with other taxing jurisdictions by settlement deadlines. | Property taxes collected through December 2007 and January 31, 2008 were distributed to all taxing jurisdictions on time.

The upgraded windows tax program continued to insure timely and efficient tax collections in December 2007 thru January 2008. |
| 6. Advertise, interview and hire Assistant Finance Director. | Assistant Finance Director started July, 2008. |

FY2009 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 in 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.
- ✦ Incorporate financial and billing operations resulting from the Water Utility acquisition.
- ✦ Evaluate ERP systems per recommendations of the Group 1 Solutions IT study.
- ✦ Continue to explore ways to enhance the city's budget presentation.

Staffing for FY2009

FY2007	FY2008	FY2009
Director of Finance & Treasurer (1) 1.00FTE	Director of Finance & Treasurer (1) 1.00FTE	Director of Finance & Treasurer (1) 1.00FTE
Asst. Finance Director (1) 1.00FTE	Asst Finance Director (1) 1.00 FTE	Asst. Finance Director (1) 1.00FTE
Accounting Assistant (2) 1.50FTE	Accounting Assistant (2) 1.50FTE	Accounting Assistant (2) 1.50FTE

FY2009 Estimated Revenue

\$334,500

FY2009 Budget

\$559,039

City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND	01	GenFund						
DEPT	018	Finance		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
				<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Expense								
02 Salaries								
600.000		Salaries		186,135	183,370	196,071	162,450	200,378
602.000		OverTime		0	0	0	54	0
606.000		Vacation		14,424	9,243	0	12,609	0
607.000		Sick Pay		2,534	1,734	0	1,537	0
609.000		Longevity		750	330	414	405	492
612.000		Part Time Help		0	0	1,500	0	1,500
Salaries		Total		<u>\$203,843</u>	<u>\$194,677</u>	<u>\$197,985</u>	<u>\$177,054</u>	<u>\$202,370</u>
03 Fringes								
752.000		Social Security		15,126	14,399	15,010	13,061	15,481
753.000		Health Insurance		32,442	29,252	35,359	34,972	28,235
754.000		Long Term Disability		931	1,056	1,117	1,044	1,070
755.000		Life Insurance		664	645	704	774	497
756.000		Retirement		23,018	25,177	22,849	24,016	23,273
757.000		Dental Insurance		2,689	2,721	2,961	2,777	2,347
759.000		Worker's Comp Insurance		410	435	429	444	429
Fringes		Total		<u>\$75,281</u>	<u>\$73,684</u>	<u>\$78,429</u>	<u>\$77,087</u>	<u>\$71,332</u>
04 MatlSupp								
619.000		Technology Supplies		769	1,005	1,000	484	1,000
621.000		Office Supplies		678	456	500	611	500
623.000		Mileage		57	99	200	0	200
626.000		Memberships		960	965	960	785	1,000
627.000		Books & Periodicals		293	0	0	0	0
MatlSupp		Total		<u>\$2,756</u>	<u>\$2,524</u>	<u>\$2,660</u>	<u>\$1,880</u>	<u>\$2,700</u>
05 PurchServ								
641.000		Consultants		45,398	51,207	42,000	75,563	38,500
642.000		Communications		8,489	8,028	8,000	8,266	8,500
643.000		Training/Conferences		526	553	2,500	1,028	2,500
644.000		Printing/Publications		204	117	0	1,666	0
645.000		Insurance		143,233	171,532	225,901	178,515	228,250
647.000		M & R		2,410	3,260	1,910	1,496	2,010
648.001		IS Equipment Leased		1,650	0	1,650	0	1,650
651.002		Misc Service-Bonds		227	227	227	227	227
651.004		Misc. Serv- A/R Expense		4,000	2,000	1,000	1,008	1,000
PurchServ		Total		<u>\$206,137</u>	<u>\$236,923</u>	<u>\$283,188</u>	<u>\$267,768</u>	<u>\$282,637</u>
11 Equipment								
664.000		Office Equipment		5,403	0	0	165	0
Equipment		Total		<u>\$5,403</u>	<u>\$0</u>	<u>\$0</u>	<u>\$165</u>	<u>\$0</u>
391 Transfers								
878.000		Transfers Out		0	0	0	1,650	0
Transfers		Total		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,650</u>	<u>\$0</u>
Expense		Total		<u>\$493,420</u>	<u>\$507,808</u>	<u>\$562,262</u>	<u>\$525,604</u>	<u>\$559,039</u>

City of Mequon
 Department/Account Classification Detail
 Fiscal Year 2009

FUND 01 GenFund
 DEPT 018 Finance

		<u>2006</u> <u>Actual</u>	<u>2007</u> <u>Actual</u>	<u>2008</u> <u>Adopted</u>	<u>2008</u> <u>Actual</u>	<u>2009</u> <u>Adopted</u>
Finance	Total	<u>\$493,420</u>	<u>\$507,808</u>	<u>\$562,262</u>	<u>\$525,604</u>	<u>\$559,039</u>

City Assessor

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.

FY2009 Objectives

- ✦ Complete the 2009 assessment cycle in the most efficient and timely manner, which includes:

- Review personal property (new and existing accounts)
- Inventory and onsite inspection of new and remodeled properties
- Review building permits to determine if they affect a properties value, inspect and value all appropriate permits
- Handle requests for review from property owners with questions and/or valuation concerns
- Conduct ratio studies, monitor assessments and adjust values as necessary
- Submit timely and accurate reports as required by the Department of Revenue
- Continue with data conversion issues, accurately update and maintain Market Drive CAMA software
- Complete assessment roll in a timely manner to hold the first meeting of the board of review prior to August 15th

- ✦ Further work on 2009 assessment cycle and City-wide revaluation

- Complete the inspection program for, Agricultural properties, and large acreage Residential properties and other properties with numerous outbuildings, reconcile Market Drive with recently collected information
- Reconcile property data collected in Fall 2008, analyze Commercial sales concentrating on specific use types, stratifying income and expense data based on property types to attain a base level for each of the prevalent building types

FY2009 Estimated Revenue

None

FY2009 Budget

\$285,797

City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND 01 GenFund
DEPT 019 CityAssess

		<u>2006</u> <u>Actual</u>	<u>2007</u> <u>Actual</u>	<u>2008</u> <u>Adopted</u>	<u>2008</u> <u>Actual</u>	<u>2009</u> <u>Adopted</u>
Expense						
02	Salaries					
600.000	Salaries	134,183	147,406	111,925	102,319	40,121
602.000	OverTime	73	110	1,220	98	0
606.000	Vacation	8,628	14,850	0	9,241	0
607.000	Sick Pay	1,909	4,450	0	3,782	0
609.000	Longevity	525	495	570	570	270
612.000	Part Time Help	0	0	0	0	0
Salaries	Total	<u>\$145,317</u>	<u>\$167,311</u>	<u>\$113,715</u>	<u>\$116,010</u>	<u>\$40,391</u>
03	Fringes					
752.000	Social Security	10,247	11,847	8,700	8,511	3,090
753.000	Health Insurance	29,041	25,922	21,544	22,809	6,530
754.000	Long Term Disability	537	608	222	207	241
755.000	Life Insurance	616	674	492	542	246
756.000	Retirement	17,780	23,892	13,418	13,263	4,614
757.000	Dental Insurance	1,214	2,012	320	302	320
759.000	Worker's Comp Insurance	10,074	3,509	2,618	2,742	2,618
Fringes	Total	<u>\$69,509</u>	<u>\$68,464</u>	<u>\$47,314</u>	<u>\$48,377</u>	<u>\$17,659</u>
04	MatlSupp					
621.000	Office Supplies	96	240	400	97	250
623.000	Mileage	0	0	100	0	100
626.000	Memberships	330	135	350	100	200
627.000	Books & Periodicals	133	357	350	96	350
MatlSupp	Total	<u>\$559</u>	<u>\$732</u>	<u>\$1,200</u>	<u>\$294</u>	<u>\$900</u>
05	PurchServ					
641.000	Consultants	0	67,150	98,000	89,880	149,500
642.000	Communications	2,302	986	1,000	269	500
643.000	Training/Conferences	1,592	471	2,000	597	1,000
647.000	M & R	860	5,451	1,000	934	0
648.001	IS Equipment Leased	1,847	0	1,847	0	1,847
652.001	Special Serv-Re Val	0	0	75,000	59,000	74,000
PurchServ	Total	<u>\$6,601</u>	<u>\$74,058</u>	<u>\$178,847</u>	<u>\$150,679</u>	<u>\$226,847</u>
11	Equipment					
664.000	Office Equipment	0	300	2,500	0	0
Equipment	Total	<u>\$0</u>	<u>\$300</u>	<u>\$2,500</u>	<u>\$0</u>	<u>\$0</u>
391	Transfers					
878.000	Transfers Out	0	0	0	1,847	0
Transfers	Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,847</u>	<u>\$0</u>
Expense	Total	<u>\$221,986</u>	<u>\$310,865</u>	<u>\$343,576</u>	<u>\$317,206</u>	<u>\$285,797</u>
CityAssess	Total	<u>\$221,986</u>	<u>\$310,865</u>	<u>\$343,576</u>	<u>\$317,206</u>	<u>\$285,797</u>

Human Resources

Program Description

The Human Resources unit provides personnel services to all operating departments of the City, is responsible for development and implementation of employment policies and procedures and ensures the City's compliance with applicable labor/employment laws. Human Resources prepares monthly reports for health, long-term disability, life and dental benefit carriers, processes payments for unemployment compensation insurance and serves as the City's liaison to the deferred compensation providers. Human Resources is also responsible for administration of safety services. Service delivery areas include:

- ✦ Staffing: recruitment and selection, pre-employment screening, classification, wage and salary administration, benefits administration, employee evaluation, employee relations, unemployment compensation, records retention, communications, training and equal employment opportunity reporting;
- ✦ Labor and Employment Relations: contract negotiation and administration, disciplinary actions, grievance processing and complaint processing;
- ✦ Safety: workers compensation, Occupational Safety and Health Administration compliance and employee safety.

FY2008 Accomplishments

Providing City employees with prompt and accurate services is the primary goal of Human Resources. Ongoing effort is made to review and correct employee records to ensure that personnel records are kept current and transactions relative to payroll deductions, contractual benefits and participation in benefit programs are accurate.

FY2008 Objectives

1. Perform recruitment, selection and pre-employment screening for vacant positions.
2. Process and respond to employee grievances, harassment complaints and disciplinary actions. Advise supervisory personnel on day-to-day employee, strategic contract administration issues.

FY2008 Accomplishments

Staffed the recruitment and selection process (advertising and/or internal posting, screening of resumes, coordinating the interview/testing process and conducting interviews) for 7 regular, 6 paid-on-call and approximately 47 summer, temporary and intern positions.

Prepared goals, strategy, supporting data and ongoing assistance for labor negotiations for fire, police, dispatch, city hall and public works. Reached voluntary agreements with the public works and city hall units.

FY2008 Objectives**FY2008 Accomplishments**

- | | |
|---|--|
| 3. Process workers' compensation claims and work with insurance carrier and Department Heads to safely return employees to work. | Maintained a solid workers compensation experience modifier between 75 and 80. |
| 4. Implement management pay plan and complete salary surveys. Administer health, dental, life, long-term disability, WRS, FSA and deferred compensation programs. | Submitted all required data to area wage and benefit surveys and reviewed results for comparison purposes. Completed enrollment processes and changes for all employee benefit programs. |

FY2009 Objectives

Employee services and support to management and administration will continue to be the primary objective of the Human Resources unit. Other goals include:

- ✦ Continue review and update of job descriptions and Americans with Disabilities Act physical and environmental checklists.
- ✦ Provide management and general employee training.
- ✦ Document internal Human Resource procedures.
- ✦ Update policies and procedures manual.

Staffing for FY2009

FY2007	FY2008	FY2009
HR Manager (1) 1.00FTE	HR Manager (1) 1.00FTE	HR Manager (1) 1.00FTE
HR Assistant (1) 0.75FTE	HR Assistant (1) 0.75FTE	HR Assistant (1) 0.75FTE

FY2009 Estimated Revenue

None

FY2009 Budget**\$175,787**

City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND	01	GenFund						
DEPT	020	HR		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
				<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Expense								
02	Salaries							
600.000	Salaries		86,642	90,172	97,729	95,253	102,395	
606.000	Vacation		7,633	8,401	0	9,731	0	
607.000	Sick Pay		227	476	0	665	0	
609.000	Longevity		240	285	330	330	375	
612.000	Part Time Help		0	0	0	0	0	
Salaries	Total		<u>\$94,742</u>	<u>\$99,335</u>	<u>\$98,059</u>	<u>\$105,979</u>	<u>\$102,770</u>	
03	Fringes							
752.000	Social Security		7,158	7,365	7,502	7,660	7,862	
753.000	Health Insurance		11,707	9,988	21,544	21,365	23,022	
754.000	Long Term Disability		310	352	414	388	410	
755.000	Life Insurance		193	187	186	205	184	
756.000	Retirement		10,256	11,788	11,571	12,450	11,819	
757.000	Dental Insurance		0	0	934	873	934	
759.000	Worker's Comp Insurance		212	211	231	251	231	
Fringes	Total		<u>\$29,836</u>	<u>\$29,892</u>	<u>\$42,382</u>	<u>\$43,192</u>	<u>\$44,462</u>	
04	MatlSupp							
621.000	Office Supplies		99	239	150	377	150	
623.000	Mileage		0	0	0	0	0	
626.000	Memberships		715	575	715	665	715	
627.000	Books & Periodicals		0	0	0	0	0	
MatlSupp	Total		<u>\$814</u>	<u>\$814</u>	<u>\$865</u>	<u>\$1,042</u>	<u>\$865</u>	
05	PurchServ							
641.000	Consultants		14,666	18,148	20,000	24,772	20,000	
642.000	Communications		415	283	350	207	350	
643.000	Training/Conferences		547	180	600	217	600	
643.002	HR Org Training		0	0	0	0	0	
644.000	Printing/Publications		497	407	415	390	415	
647.000	M & R		0	0	0	0	0	
648.001	IS Equipment Leased		825	0	825	0	825	
651.000	Miscellaneous Services		360	539	500	2,164	500	
651.003	Misc. Services-Recruiting		11,954	4,944	5,000	2,200	5,000	
652.003	Special Serv-Emp Incentiv		0	0	0	0	0	
758.000	Employee Assist Program		0	0	0	0	0	
PurchServ	Total		<u>\$29,264</u>	<u>\$24,501</u>	<u>\$27,690</u>	<u>\$29,950</u>	<u>\$27,690</u>	
11	Equipment							
664.000	Office Equipment		0	0	0	0	0	
Equipment	Total		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
391	Transfers							
878.000	Transfers Out		0	0	0	825	0	
Transfers	Total		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$825</u>	<u>\$0</u>	
Expense	Total		<u>\$154,657</u>	<u>\$154,542</u>	<u>\$168,996</u>	<u>\$180,987</u>	<u>\$175,787</u>	

City of Mequon
 Department/Account Classification Detail
 Fiscal Year 2009

FUND 01 GenFund		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
DEPT 020 HR		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
HR	Total	<u>\$154,657</u>	<u>\$154,542</u>	<u>\$168,996</u>	<u>\$180,987</u>	<u>\$175,787</u>

Legal Services

City Attorney

Program Description

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

- ✦ Counseling and advising elected officials, administrator, department heads, staff and boards and commissions in a wide variety of subject matters.
- ✦ Rendering legal opinions at the request of all of the above groups; maintain an indexed compendium of legal opinions.
- ✦ Attendance at 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.
- ✦ Drafting, reviewing and updating ordinances.
- ✦ Legal research; monitoring pending legislation and case law.
- ✦ Prosecuting traffic and non-traffic ordinance violations.
- ✦ Representing 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.
- ✦ Negotiating, drafting, review of development agreements, and other contractual relationships; representing the City in the acquisition of real estate interests.

FY2008 Accomplishments

- ✦ Continued aggressive collection of delinquent personal property taxes, and losses due to damage to city properties.
- ✦ Maintained city compliance with state and federal laws.
- ✦ Routinely assisted virtually every City department, board and commission, as well as elected officials in the performance of their various functions and the overall mission.
- ✦ Authored legal opinions at behest of elected officials and staff.
- ✦ Drafted City resolutions and ordinances.
- ✦ Aggressively prosecuted traffic and ordinance violations.
- ✦ Worked as legal member of staff/consultant team to bring water utility under contract; perform due diligence, initiate appropriate contractual relationships with customer communities, and work on utility structure and governance ordinance.
- ✦ Worked to resolve legal controversy with Town of Grafton concerning extraterritorial zoning jurisdiction; and in cooperation with planning staff to move City of Mequon and Town of

Grafton into Joint Extra Territorial Zoning Committee proceedings to bring cooperative and mutually agreed closure to the issue.

FY2009 Objectives

- ✦ Continue timely, active support in the way of advice, opinions and attendance for departments, boards, commissions and elected officials.
- ✦ Carry through with closing of purchase of water utility and launching City-operated utility.

Staffing for FY2009

FY2007	FY2008	FY2009
City Attorney (1) PT	City Attorney (1) PT	City Attorney (1) PT

Outside Legal Counsel

Program Description

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.

FY2009 Budget
\$169,500

City of Mequon
 Department/Account Classification Detail
 Fiscal Year 2009

FUND	01	GenFund						
DEPT	024	LegalCoun		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
				<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Expense								
05	PurchServ							
642.000	Communications			0	0	0	0	0
648.001	IS Equipment Leased			0	0	0	0	0
652.004	Special Serv-Retainer			114,000	123,500	114,000	104,500	114,000
652.005	Spec Serv-Civil Litigate			2,596	7,659	10,000	2,800	10,000
653.000	Court Fees & Expenses			469	141	500	10,464	500
654.000	Contract Negotiations			18,938	11,046	10,000	76,869	35,000
654.001	Spec Legal Counsel			16,761	11,798	20,000	20,588	10,000
PurchServ	Total			<u>\$152,763</u>	<u>\$154,144</u>	<u>\$154,500</u>	<u>\$215,221</u>	<u>\$169,500</u>
Expense	Total			<u>\$152,763</u>	<u>\$154,144</u>	<u>\$154,500</u>	<u>\$215,221</u>	<u>\$169,500</u>
LegalCoun	Total			<u>\$152,763</u>	<u>\$154,144</u>	<u>\$154,500</u>	<u>\$215,221</u>	<u>\$169,500</u>

Community Development

Program Description

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

FY 2008 Objectives

FY2008 Accomplishments

- | | |
|---|---|
| 1. Maintain current level of service regarding site plan review process and policy analysis. | Improved development approval process for public. Managed seventeen policy analysis projects. |
| 2. Maintain current level of service regarding our work as staff liaison to the Planning Commission, Economic Development Board, Preservation Commission, Landmarks Commission, JETZCO and Town Center Committee. | Staff served as city liaison to fifty-four meetings. |
| 3. Maintain current level of service regarding Zoning and Sign Code enforcement. | Handled ninety cases regarding Zoning and Sign Code enforcement. |
| 4. Maintain current level of service regarding webmaster responsibilities. | Maintained current level of service regarding webmaster responsibilities. |
| 5. Continue to evaluate the GIS program's short and long range work plan and implementation of overall program. | Completed 80% of the sanitary sewer data transfer from Autocad. Added new data layers to GIS including FEMA data, school districts, census districts and voting wards. |
| 6. Continue Town Center Plan implementation regarding infrastructure, streetscaping and design, economic development and zoning regulation. | TID District #3 for the Town Center created in 2008. Drafted RFP for Economic Development Specialist, interviewed candidates and recommended selection to Common Council. |
| 7. Reconcile Land Use Plan Map and Zoning Map conflicts. | Reconciled several Land Use Plan Map and Zoning Map conflicts. |

FY 2008 Objectives

FY2008 Accomplishments

- | | |
|---|--|
| 8. Work with Ozaukee County, SEWRPC, Planning Commission, and Common Council on Smart Growth planning and the City's Comprehensive Plan. | Completed 4 Elements (Natural Resources, Housing, Economic Development, and Transportation) of City's Comprehensive Plan and review of data and chapters created by County and SEWRPC. |
| 9. Continue to improve site compliance for Planning Commission and Common Council approved projects. | Site compliance reviews were conducted prior to final occupancy and prior to PC approval for any development. |
| 10. Conduct annual comprehensive sign enforcement sweep. | Conducted annual sign enforcement sweep. |
| 11. Conduct policy analysis, including but not limited to, the creation of a conservation subdivision ordinance, landscaping regulations, and lighting regulations. | Conducted policy analysis, including the creation of a conservation subdivision ordinance, landscaping regulations, and lighting regulations. |
| 12. Improve outreach with local community. | Improved outreach by attending meetings of interested stakeholder groups including Chamber of Commerce, Rotary, and MATC. |

FY2009 Objectives

- ✦ Maintain and enhance level of service regarding site plan analysis and policy analysis.
- ✦ Maintain and enhance level of service regarding our work as staff liaison to the Preservation Commission, Town Center Committee, Landmarks Commission, Economic Development Board, Joint Extraterritorial Zoning Committee, Planning Commission and the Common Council.
- ✦ Maintain current level of service regarding Zoning Code enforcement.
- ✦ Maintain current level of service regarding webmaster responsibilities.
- ✦ Continue to evaluate the GIS program's short and long range work plan and implementation of overall program. Complete data transfer of sanitary and storm water data from Autocad.
- ✦ Continue Town Center Plan implementation including installation of public improvements approved as part of TID district #3
- ✦ Reconcile Land Use Plan Map and Zoning Map conflicts.
- ✦ Continue work with Ozaukee County, SEWRPC, Planning Commission, and Common Council on Smart Growth planning and the City's Comprehensive Plan.
- ✦ Continue annual comprehensive sign enforcement sweep.

- ⌞ Conduct policy analysis, including but not limited to, the creation of a conservation subdivision ordinance, landscaping regulations, lighting code, zoning code regulation, FEMA rezoning, and Donges Bay/Cedarburg Road neighborhood study.
- ⌞ Improve outreach with local community.

Staffing for FY2009

FY2006	FY2007	FY2008
CD Director (1) 1.00 FTE	CD Director (1) 1.00 FTE	CD Director (1) 1.00 FTE
Asst. CD Director (1) 1.00 FTE	Asst. CD Director (1) 1.00 FTE	Asst. CD Director (1) 1.00 FTE
GIS Coordinator (1) 1.00 FTE	GIS Coordinator (1) 1.00 FTE	GIS Coordinator (1) 1.00 FTE
Admin. Sec. I (1) 1.00 FTE	Admin. Sec. I (1) 1.00 FTE	Admin. Sec. I (1) 1.00 FTE

FY2009 Estimated Revenue

\$62,500

FY2009 Budget

\$428,573

City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND	01	GenFund					
DEPT	078	CommDev					
			<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
			<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Expense							
02	Salaries						
600.000	Salaries		199,609	234,070	246,149	226,852	268,900
602.000	OverTime		0	604	0	0	0
606.000	Vacation		30,634	19,294	0	19,205	0
607.000	Sick Pay		15,810	5,955	0	22,496	0
609.000	Longevity		480	570	720	720	840
612.000	Part Time Help		0	0	0	0	0
Salaries	Total		<u>\$246,534</u>	<u>\$260,493</u>	<u>\$246,869</u>	<u>\$269,273</u>	<u>\$269,740</u>
03	Fringes						
752.000	Social Security		18,539	19,703	18,885	20,085	20,635
753.000	Health Insurance		37,590	33,532	21,544	21,365	32,983
754.000	Long Term Disability		1,241	1,447	1,495	1,397	1,551
755.000	Life Insurance		831	382	409	450	508
756.000	Retirement		30,082	31,778	29,130	30,254	31,020
757.000	Dental Insurance		1,998	2,012	2,187	2,049	2,801
759.000	Worker's Comp Insurance		605	452	576	599	576
Fringes	Total		<u>\$90,886</u>	<u>\$89,306</u>	<u>\$74,226</u>	<u>\$76,197</u>	<u>\$90,074</u>
04	MatlSupp						
621.000	Office Supplies		1,752	3,423	2,100	1,149	2,100
626.000	Memberships		385	705	2,240	1,069	2,240
627.000	Books & Periodicals		1,157	967	300	1,402	300
MatlSupp	Total		<u>\$3,294</u>	<u>\$5,095</u>	<u>\$4,640</u>	<u>\$3,619</u>	<u>\$4,640</u>
05	PurchServ						
641.000	Consultants		69,010	41,926	60,000	42,582	33,290
642.000	Communications		3,695	3,999	5,000	4,088	5,000
642.001	Communications-Cable TV		2,218	0	7,000	5,435	7,000
643.000	Training/Conferences		1,893	2,274	3,575	3,512	3,575
644.000	Printing/Publications		3,917	2,451	4,000	3,469	4,000
647.000	M & R		6,705	6,825	7,000	6,735	7,000
648.001	IS Equipment Leased		3,254	0	3,254	0	3,254
652.009	Spec Serv-Recording Fees		974	1,528	300	1,398	1,000
PurchServ	Total		<u>\$91,665</u>	<u>\$59,002</u>	<u>\$90,129</u>	<u>\$67,219</u>	<u>\$64,119</u>
10	Land/Bldg						
661.000	Land/Land Improvements		0	0	0	0	0
Land/Bldg	Total		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
11	Equipment						
663.000	Machinery & Equipment		0	0	0	0	0
664.000	Office Equipment		640	0	0	0	0
Equipment	Total		<u>\$640</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
391	Transfers						
878.000	Transfers Out		0	0	0	3,254	0
Transfers	Total		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$3,254</u>	<u>\$0</u>

City of Mequon
 Department/Account Classification Detail
 Fiscal Year 2009

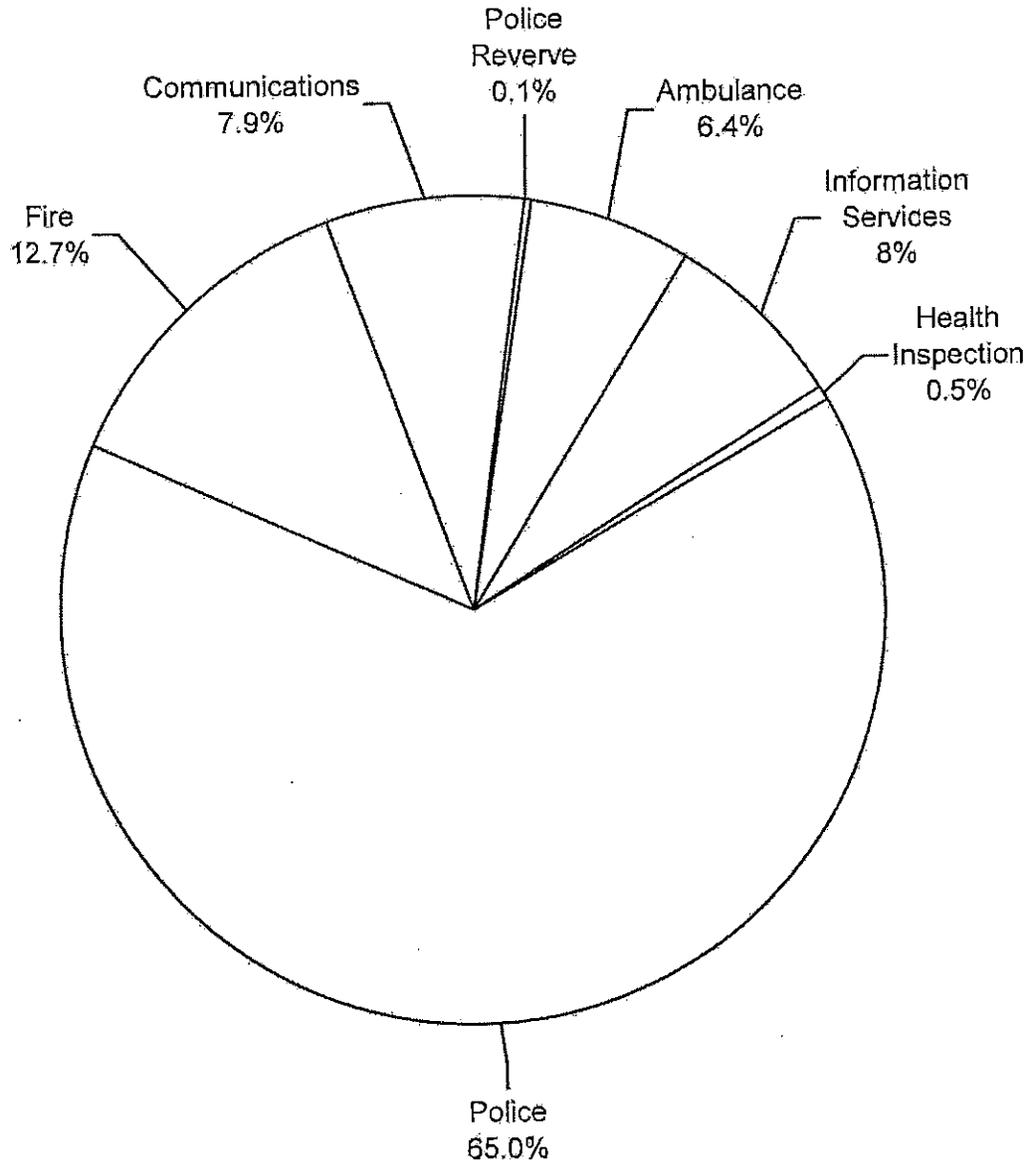
FUND 01 GenFund			<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
DEPT 078 CommDev			<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Expense	Total		\$433,020	\$413,897	\$415,864	\$419,562	\$428,573
CommDev	Total		<u>\$433,020</u>	<u>\$413,897</u>	<u>\$415,864</u>	<u>\$419,562</u>	<u>\$428,573</u>

Public Safety

- Police
- Fire
- Communications
- Police Reserve
- Ambulance
- Building Inspection
- Health Administration

CITY OF MEQUON

2009 Public Safety Budget Percentages by Department



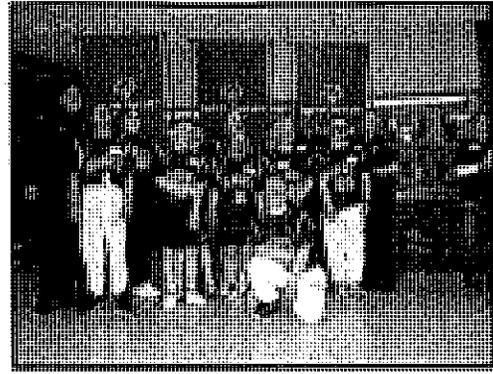
Police Department

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.



Officers participate in Special Olympics



Youth Safety Academy

2008 Objectives

1. Hire an additional officer to reach 38 sworn officers.
2. Upgrade and replace mobile data computers in marked squads.
3. Upgrade and replace data radios in squads with mobile computers.

2008 Accomplishments

An additional officer was hired in April, completed field training, and is currently completing his one year probationary period.

Five year-old IBM squad-mounted laptops used by officers to query WisDOT for license plate, driver's license, and criminal history information, as well as to communicate with dispatch and other squads, were replaced with Panasonic Toughbook semi-ruggedized touch screen laptops.

Sixteen year-old radios used to transmit voice and computer data from the squads were replaced with new radios. This allows for increased data speed and

increased voice capacity and options for future interoperability.

4. Purchase mobile video units for mounting in squads and recording police contacts with the public.

After researching several different brands and models of in-squad video recorders, a decision was made to purchase the Digital Ally DVM-750 video unit for each marked squad. The units are completely self-contained within the rearview mirror and upload recorded video directly to a server within the safety building when the squads enter through the garage.

5. Purchase a digital fingerprint scanner to replace outdated method of using ink.

With the assistance of over \$13,000 in state grant funds, an ID Networks brand fingerprint and palmprint scanner was purchased. The unit captures the prints by digitally scanning them, eliminating ink and allowing for easier submission to other criminal justice entities.

6. Through directed patrol and the Concentrated Accident Reduction Enforcement (C.A.R.E.) program, maintain a 0% increase in reportable crashes.

Reportable crashes are down 4.6% and non-reportable crashes are down 3.2% through August, 2008.

7. Purchase a video security system for the safety building.

After researching different options, a decision was made to purchase an IP-based video camera system that will monitor the inside and outside of the safety building. Video is recorded to a digital video recorder and stored on a server within the building. Recordings of criminal interrogations may be used for evidentiary purposes. Over \$9,000 in state grant money was received to offset the cost.

8. Maintain a high citizen satisfaction rating.

Contacts with the public continue to be made in a professional manner. One formal written complaint was received, but was unfounded and did not fall within the required guidelines for complaints. Other informal complaints were effectively handled by supervisors to citizen satisfaction.

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

The Mequon Police Department once again participated in the statewide "Over the Limit, Under Arrest" drunk driving enforcement campaign for two weeks in August. Seventeen drunk drivers were arrested and 170 total traffic violations were cited.

10. 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.

11. 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.

12. 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.

13. Graduate 10th 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 tenth 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.

14. Host a Youth Safety Academy

In an effort to reach out to children in the community and teach them about police work and law enforcement, we hosted a weeklong program for kids in

grades 6-8. Participants received hands-on training from Mequon officers and seemed to have the most fun monitoring traffic on Mequon Rd. with a radar unit.

FY2009 Objectives

- ✦ Continue to provide professional police services to the community while maintaining a low crime rate.
- ✦ Host another open house at the police department.
- ✦ Replace and upgrade computer, technology, and other equipment as needed.
- ✦ Replace one high-mileage squad.
- ✦ Continue to search out and secure grant money available for public safety agencies.
- ✦ Through directed patrol and the Concentrated Accident Reduction Enforcement (C.A.R.E.) program, maintain a 0% increase in reportable crashes.
- ✦ 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 11th Mequon Citizens Police Academy class.
- ✦ Graduate 4th Mequon Youth Safety Academy class.

Staffing for FY2008

FY2007	FY2008	FY2009
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 (2) FT	Police Detectives (2) FT	Police Detectives (2) FT
Police Officers (25) FT	Police Officers (26) FT	Police Officers (26) FT
Records Clerks (2) PT	Records Clerks (2) PT	Records Clerk (1) PT
Executive Secretary (1) FT	Executive Secretary (1) FT	Executive Secretary (1) FT

FY2009 Estimated Revenue

\$193,500

FY2009 Budget

\$4,228,598

City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND 01 GenFund
DEPT 035 Police

		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Expense						
02	Salaries					
600.000	Salaries	1,929,428	2,076,295	2,451,302	2,180,550	2,485,996
602.000	OverTime	38,444	33,570	50,000	37,278	50,000
605.000	Holiday	76,738	84,035	90,280	88,104	93,000
606.000	Vacation	178,058	198,366	0	210,583	0
607.000	Sick Pay	44,718	61,298	0	78,076	0
608.000	Incentive	7,851	5,582	8,000	1,350	8,000
609.000	Longevity	13,845	15,535	16,185	14,715	15,645
610.000	Administrative Secy	0	0	0	0	0
Salaries	Total	<u>\$2,289,082</u>	<u>\$2,474,681</u>	<u>\$2,615,767</u>	<u>\$2,610,657</u>	<u>\$2,652,641</u>
03	Fringes					
752.000	Social Security	172,049	185,199	200,106	195,881	199,102
753.000	Health Insurance	509,761	440,080	465,294	460,871	497,944
754.000	Long Term Disability	11,239	12,748	13,877	12,981	13,705
755.000	Life Insurance	4,414	3,890	4,513	4,958	4,186
756.000	Retirement	482,745	516,402	504,400	542,391	497,666
757.000	Dental Insurance	24,096	25,688	24,832	23,297	22,966
759.000	Worker's Comp Insurance	46,669	47,823	62,138	65,070	60,638
Fringes	Total	<u>\$1,250,973</u>	<u>\$1,231,830</u>	<u>\$1,275,160</u>	<u>\$1,305,448</u>	<u>\$1,296,207</u>
04	MatlSupp					
621.000	Office Supplies	4,003	3,243	4,500	4,421	4,500
622.000	Work Supplies	24,684	25,538	25,000	24,730	26,250
623.000	Mileage	0	0	0	0	0
625.000	Motor Fuels & Lubricants	65,487	75,562	72,800	94,324	97,700
626.000	Memberships	1,750	1,280	1,500	1,860	1,800
627.000	Books & Periodicals	1,555	2,503	2,000	1,467	2,000
628.000	Uniforms & Clothing	32,229	24,014	27,000	26,598	31,000
MatlSupp	Total	<u>\$129,708</u>	<u>\$132,140</u>	<u>\$132,800</u>	<u>\$153,400</u>	<u>\$163,250</u>
05	PurchServ					
641.000	Consultants	3,654	1,389	4,000	3,881	4,000
642.000	Communications	32,584	29,076	38,000	27,865	48,000
643.000	Training/Conferences	13,970	8,111	12,000	13,878	12,000
644.000	Printing/Publications	1,926	1,223	2,000	649	2,000
647.000	M & R	44,778	46,145	42,000	51,819	42,000
648.000	Rentals	1,104	721	1,200	360	500
648.001	IS Equipment Leased	4,390	4,087	5,000	3,828	5,000
651.000	Miscellaneous Services	2,828	2,565	2,500	2,798	2,500
652.006	Special Serv-Investigate	615	528	500	828	500
PurchServ	Total	<u>\$105,848</u>	<u>\$93,845</u>	<u>\$107,200</u>	<u>\$105,904</u>	<u>\$116,500</u>
10	Land/Bldg					
662.000	Bldg/Bldg Improvements	0	0	0	0	0
Land/Bldg	Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
11	Equipment					
663.000	Machinery & Equipment	0	0	5,000	208	0
664.000	Office Equipment	693	(693)	0	0	0

City of Mequon
 Department/Account Classification Detail
 Fiscal Year 2009

FUND 01 GenFund		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
DEPT 035 Police		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
665.000	Automotive Equipment	0	0	80,000	0	0
	Equipment Total	<u>\$693</u>	<u>\$(693)</u>	<u>\$85,000</u>	<u>\$208</u>	<u>\$0</u>
	391 Transfers					
878.000	Transfers Out	0	0	0	90,000	0
	Transfers Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$90,000</u>	<u>\$0</u>
	Expense Total	<u>\$3,776,303</u>	<u>\$3,931,802</u>	<u>\$4,215,927</u>	<u>\$4,265,617</u>	<u>\$4,228,598</u>
	Police Total	<u><u>\$3,776,303</u></u>	<u><u>\$3,931,802</u></u>	<u><u>\$4,215,927</u></u>	<u><u>\$4,265,617</u></u>	<u><u>\$4,228,598</u></u>

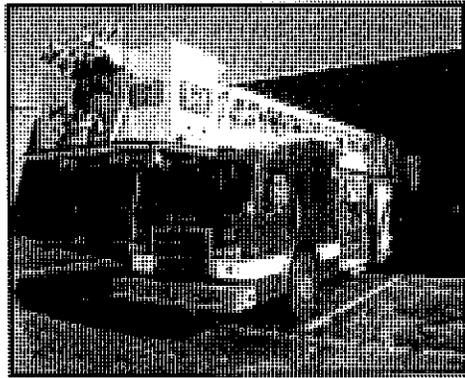
Fire Department

Program Description

The Mequon Fire Department provides fire prevention, fire suppression, first response Emergency Medical Services in conjunction with Mequon Ambulance.

For fire prevention, the department is responsible for plan review of new construction, inspection of all commercial, industrial and multi-family residences twice a year. It also provides fire safety education.

Fire suppression in the city is provided by a full time fire chief and 50 Paid-on-Call members. The Fire Department has maintained a split class ISO rating of 5/9.



FY2008 Objectives

1. Computerize fire inspection records for the department and use the database to generate square charges to support the hiring of a fulltime inspector.
2. Write a mission statement for fire department.
3. Adopt the Mutual Aid Box Alarm System (automatic aid) to enhance fire response to outlying areas of the community.
4. Network station 1 & 2 and conduct officer training for NIFRS reports.
5. Implement the first responder program based on the out come of the pilot study.

FY2008 Accomplishments

The computerization of inspections records is an ongoing process that is dependant on the availability of IT support from the City. The process of computerization is expected to be completed by the end of 2008.
Not accomplished.

At the March meeting of the Common Council a resolution was adopted clearing the way for Mequon along with Ozaukee County to become a MABAS division. Full implementation is dependant on the rest of the Ozaukee County fire departments. The Networking of fire stations 1 & 2 was accomplished and IT is currently working on linking the fire departments data base program between the stations. Once the link is established training of officers in data entry will begin.

Implemented the first responder program that has reduced response times and managed the number of personnel showing up for emergency medical calls.

FY2009 Objectives

- Write a recruit manual for all new employees.
- Train dispatch personnel in the use of automatic dispatching protocols for paramedic response.
- Develop monthly officer training for current officers and monthly training for members seeking promotion.

Staffing for FY2009

FY2007	FY2008	FY2009
Fire Chief (1) 1.00FTE	Fire Chief (1) 1.00FTE	Fire Chief (1) 1.00FTE
Administrative Secretary (1) 0.50FTE	Administrative Secretary (1) 0.50FTE	Administrative Secretary (1) 0.50FTE
Fire Fighters (50) POC	Fire Fighters (50) POC	Fire Fighters (50) POC

FY2009 Estimated Revenue

\$188,000

FY2009 Budget

\$829,173

City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND	01	GenFund						
DEPT	036	Fire		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
				<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Expense								
02 Salaries								
600.000		Salaries		102,809	99,300	130,244	104,267	105,451
603.000		Paid On Call		482,764	501,706	413,046	411,948	443,046
606.000		Vacation		9,632	2,073	0	4,200	0
607.000		Sick Pay		439	5,946	0	233	0
609.000		Longevity		1,080	195	1,170	60	90
Salaries		Total		<u>\$596,724</u>	<u>\$609,219</u>	<u>\$544,460</u>	<u>\$520,708</u>	<u>\$548,587</u>
03 Fringes								
752.000		Social Security		45,684	46,633	41,651	38,935	42,166
753.000		Health Insurance		25,552	19,501	23,176	23,018	18,229
754.000		Long Term Disability		397	497	500	468	501
755.000		Life Insurance		1,177	1,061	1,676	1,842	929
756.000		Retirement		53,453	59,437	55,000	42,198	60,000
757.000		Dental Insurance		855	859	934	873	934
759.000		Worker's Comp Insurance		7,986	13,636	13,000	13,613	13,000
Fringes		Total		<u>\$135,104</u>	<u>\$141,624</u>	<u>\$135,937</u>	<u>\$120,947</u>	<u>\$135,759</u>
04 MatlSupp								
621.000		Office Supplies		949	1,966	1,400	2,625	1,500
622.000		Work Supplies		13,371	10,919	13,000	12,855	13,500
623.000		Mileage		192	0	200	75	100
624.000		Small Tools & Equipment		377	66	400	2,689	425
625.000		Motor Fuels & Lubricants		16,846	18,122	17,000	26,478	18,200
626.000		Memberships		1,615	225	1,200	2,197	1,500
627.000		Books & Periodicals		1,842	613	1,400	1,296	1,450
628.000		Uniforms & Clothing		1,367	2,319	1,600	4,005	1,700
MatlSupp		Total		<u>\$36,559</u>	<u>\$34,231</u>	<u>\$36,200</u>	<u>\$52,220</u>	<u>\$38,375</u>
05 PurchServ								
641.000		Consultants		1,464	0	13,400	9,844	13,800
642.000		Communications		7,486	4,940	3,100	3,102	3,200
643.000		Training/Conferences		6,284	9,093	3,000	4,533	3,000
645.000		Insurance		852	1,952	2,000	852	2,000
646.003		Utilities-E.S. Firehouse		1,228	873	1,250	408	1,250
647.000		M & R		24,139	27,204	30,000	50,363	35,000
648.000		Rentals		666	985	2,300	2,257	2,300
648.001		IS Equipment Leased		1,237	0	1,237	372	1,237
652.000		Special Services		388	74	1,000	1,145	1,145
PurchServ		Total		<u>\$43,745</u>	<u>\$45,121</u>	<u>\$57,287</u>	<u>\$72,877</u>	<u>\$62,932</u>
10 Land/Bldg								
661.000		Land/Land Improvements		0	0	0	0	0
662.000		Bldg/Bldg Improvements		0	0	5,000	11,982	7,500
Land/Bldg		Total		<u>\$0</u>	<u>\$0</u>	<u>\$5,000</u>	<u>\$11,982</u>	<u>\$7,500</u>
11 Equipment								
663.000		Machinery & Equipment		27,188	25,504	34,345	27,899	36,020
664.000		Office Equipment		193	357	0	0	0
665.000		Automotive Equipment		0	3,261	110,000	0	0

City of Mequon
 Department/Account Classification Detail
 Fiscal Year 2009

FUND 01 GenFund		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
DEPT 036 Fire		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Equipment	Total	<u>\$27,381</u>	<u>\$29,122</u>	<u>\$144,345</u>	<u>\$27,899</u>	<u>\$36,020</u>
391 Transfers						
878.000 Transfers Out		0	0	0	111,237	0
Transfers	Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$111,237</u>	<u>\$0</u>
Expense	Total	<u>\$839,514</u>	<u>\$859,318</u>	<u>\$923,229</u>	<u>\$917,870</u>	<u>\$829,173</u>
Fire	Total	<u><u>\$839,514</u></u>	<u><u>\$859,318</u></u>	<u><u>\$923,229</u></u>	<u><u>\$917,870</u></u>	<u><u>\$829,173</u></u>

Communication Center

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.

2008 Objectives

1. Complete training and certification of all dispatchers in Advanced Crime Information Bureau (CIB) authorization.
2. Remodel countertops and adjacent areas in the dispatch center.
3. Hire and train an additional dispatcher to fill a vacancy.

2008 Accomplishments

All dispatchers completed or are scheduled to complete the training by the end of 2008. The certification gives dispatchers the authority to modify records within the CIB system.

Countertops are scheduled to be modified to be more ergonomically friendly and allow multiple persons access to working space away from the call-taker positions. Work should be completed by the end of October.

Filled one vacancy in March. Filled another vacancy in September and added an additional part-time dispatcher to fill a vacancy in a Records Clerk position. We reduced the number of clerks from 2 to 1, while adding an additional dispatcher who will be cross-trained.

FY2009 Objectives

- ✦ Continue to provide 24-hour professional police, fire, and EMS dispatching services.
- ✦ Complete required professional re-certifications.
- ✦ Continue to research options for the eventual replacement of our computer aided dispatch (CAD) and records management system (RMS) applications, as our current vendor has notified us of non-support after 2010.

Staffing for FY2009

FY2007	FY2008	FY2009
Telecommunicators (7) FT	Telecommunicators (7) FT	Telecommunicators (7) FT
Telecommunicators (2) PT	Telecommunicators (2) PT	Telecommunicators (3) PT

FY2009 Estimated Revenue

None

FY2009 Budget

\$516,679

City of Mequon
 Department/Account Classification Detail
 Fiscal Year 2009

FUND 01	GenFund		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
DEPT 037	CommCenter		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Expense							
02	Salaries						
600.000	Salaries		289,478	310,258	318,559	312,497	335,481
602.000	OverTime		13,909	19,321	14,000	24,990	12,000
605.000	Holiday		11,014	11,663	11,375	11,810	17,375
606.000	Vacation		23,746	22,094	0	20,248	0
607.000	Sick Pay		4,876	5,028	0	7,366	0
609.000	Longevity		2,468	1,770	2,040	1,800	2,580
Salaries	Total		<u>\$345,491</u>	<u>\$370,132</u>	<u>\$345,974</u>	<u>\$378,712</u>	<u>\$367,436</u>
03	Fringes						
752.000	Social Security		25,989	27,472	26,467	28,235	28,109
753.000	Health Insurance		82,166	87,421	70,791	78,209	62,535
754.000	Long Term Disability		1,384	1,585	1,652	1,546	1,676
755.000	Life Insurance		1,422	891	777	853	905
756.000	Retirement		36,399	40,214	40,479	43,554	42,255
757.000	Dental Insurance		5,503	3,670	4,534	4,168	4,054
759.000	Worker's Comp Insurance		729	731	809	850	809
Fringes	Total		<u>\$153,593</u>	<u>\$161,985</u>	<u>\$145,509</u>	<u>\$157,415</u>	<u>\$140,343</u>
04	MatlSupp						
621.000	Office Supplies		404	509	500	443	500
622.000	Work Supplies		527	1,411	800	24	800
623.000	Mileage		0	0	0	0	0
626.000	Memberships		0	0	0	0	0
627.000	Books & Periodicals		0	0	100	0	100
628.000	Uniforms & Clothing		3,189	2,884	3,500	3,713	4,500
MatlSupp	Total		<u>\$4,120</u>	<u>\$4,804</u>	<u>\$4,900</u>	<u>\$4,180</u>	<u>\$5,900</u>
05	PurchServ						
641.000	Consultants		100	0	0	0	0
642.000	Communications		0	0	0	0	0
643.000	Training/Conferences		689	307	1,000	290	1,000
644.000	Printing/Publications		0	0	0	0	0
647.000	M & R		678	554	2,000	1,513	2,000
648.000	Rentals		0	0	0	0	0
648.001	IS Equipment Leased		0	0	0	0	0
652.007	Special Serv-Cont Ed		0	0	0	0	0
PurchServ	Total		<u>\$1,467</u>	<u>\$861</u>	<u>\$3,000</u>	<u>\$1,803</u>	<u>\$3,000</u>
10	Land/Bldg						
662.000	Bldg/Bldg Improvements		0	0	0	0	0
Land/Bldg	Total		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
11	Equipment						
663.000	Machinery & Equipment		0	0	150,000	0	0
664.000	Office Equipment		323	0	0	0	0
Equipment	Total		<u>\$323</u>	<u>\$0</u>	<u>\$150,000</u>	<u>\$0</u>	<u>\$0</u>
391	Transfers						
878.000	Transfers Out		0	0	0	150,000	0

City of Mequon
 Department/Account Classification Detail
 Fiscal Year 2009

FUND	01	GenFund		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
DEPT	037	CommCenter		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Transfers		Total		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$150,000</u>	<u>\$0</u>
Expense		Total		<u>\$504,993</u>	<u>\$537,782</u>	<u>\$649,383</u>	<u>\$692,110</u>	<u>\$516,679</u>
CommCenter		Total		<u><u>\$504,993</u></u>	<u><u>\$537,782</u></u>	<u><u>\$649,383</u></u>	<u><u>\$692,110</u></u>	<u><u>\$516,679</u></u>

Police Reserve

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.

FY2008 Objectives

1. Maintain the level of active Reserves at 28.
2. Develop training programs that will better prepare the reserve officers for different situations that may be encountered while on duty.
3. Continue and enhance the cooperative relationship between the Mequon Police Reserve and Thiensville Specials.
4. Continue to provide police service for all major events that occur in the City and surrounding communities.

FY2008 Accomplishments

- Decreased Reserve by two officers. There are currently 26 members of the Police Reserve. (3 decreases and 1 increase)
- Training occurred in the following areas: Emergency Vehicle Operation and Control, DAT-Baton Training, DAT-Pepper Spray Training
- Ongoing.
- Ongoing.

FY2009 Objectives

- ↓ Maintain the level of active Reserves at 25-28
- ↓ 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.

Staffing for FY2009

FY2007	FY2008	FY2009
Volunteers 28	Volunteers 26	Volunteers 28

FY2009 Estimated Revenues

None

FY2009 Budget

\$6,323

City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND 01 GenFund
DEPT 039 PoliceRes

Expense		<u>2006</u> <u>Actual</u>	<u>2007</u> <u>Actual</u>	<u>2008</u> <u>Adopted</u>	<u>2008</u> <u>Actual</u>	<u>2009</u> <u>Adopted</u>
02	Salaries					
603.000	Paid On Call	1,320	1,635	1,700	1,438	1,700
Salaries	Total	<u>\$1,320</u>	<u>\$1,635</u>	<u>\$1,700</u>	<u>\$1,438</u>	<u>\$1,700</u>
03	Fringes					
752.000	Social Security	114	125	130	110	130
759.000	Worker's Comp Insurance	17	39	43	39	43
Fringes	Total	<u>\$131</u>	<u>\$164</u>	<u>\$173</u>	<u>\$149</u>	<u>\$173</u>
04	MatlSupp					
622.000	Work Supplies	890	279	1,400	2,344	1,600
623.000	Mileage	0	0	0	0	0
624.000	Small Tools & Equipment	0	0	0	0	0
625.000	Motor Fuels & Lubricants	202	217	225	394	250
626.000	Memberships	0	0	0	0	0
627.000	Books & Periodicals	0	0	0	0	0
628.000	Uniforms & Clothing	2,154	2,641	1,100	835	1,200
MatlSupp	Total	<u>\$3,245</u>	<u>\$3,138</u>	<u>\$2,725</u>	<u>\$3,574</u>	<u>\$3,050</u>
05	PurchServ					
642.000	Communications	211	406	300	240	300
643.000	Training/Conferences	460	160	300	70	300
644.000	Printing/Publications	0	0	0	0	0
647.000	M & R	402	234	800	13	800
651.000	Miscellaneous Services	0	0	0	0	0
PurchServ	Total	<u>\$1,073</u>	<u>\$800</u>	<u>\$1,400</u>	<u>\$323</u>	<u>\$1,400</u>
11	Equipment					
663.000	Machinery & Equipment	2,190	2,000	0	0	0
665.000	Automotive Equipment	0	0	10,000	0	0
Equipment	Total	<u>\$2,190</u>	<u>\$2,000</u>	<u>\$10,000</u>	<u>\$0</u>	<u>\$0</u>
391	Transfers					
878.000	Transfers Out	0	0	0	10,000	0
Transfers	Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$10,000</u>	<u>\$0</u>
Expense	Total	<u>\$7,959</u>	<u>\$7,737</u>	<u>\$15,998</u>	<u>\$15,483</u>	<u>\$6,323</u>
PoliceRes	Total	<u><u>\$7,959</u></u>	<u><u>\$7,737</u></u>	<u><u>\$15,998</u></u>	<u><u>\$15,483</u></u>	<u><u>\$6,323</u></u>

Ambulance

Program Description

The Mequon Ambulance Department recognizes its responsibility to provide efficient, effective and professional emergency medical services to the City of Mequon. The Ambulance Department sustains public trust by maintaining high standards of performance through accountability, training and public education. The emergency medical technicians of the Mequon Ambulance Department are dedicated to provide quality service by building on knowledge, skill and experience, and the availability and use of current medical equipment.

FY2008 Objectives

1. Feasibility of a "Continuous Positive Airway Pressure (CPAP)" program.
2. Recommend changes to ambulance fees.
3. Establish required reporting on the Wisconsin Ambulance Run Data System (WARDS).
4. Establish second phase of EMT mandatory continuing education.
5. Commission new ambulance.

FY2008 Accomplishments

Medical Director & State EMS office have endorsed EMT provided CPAP.

Updated fee schedule in place.

WARDS internet reporting in place.

Training completed.

Work in progress.

Other Accomplishments:

Certified Ambulance Emergency Vehicle operators Course (CEVO II) completed by 28 EMTs.

Review of Ambulance Department report provided to Public Safety Committee.

Mequon Ambulance provider license, and all EMT licenses, renewed.

FY2009 Objectives

- ✚ Implement EMT direct run report entry into WARDS system.
- ✚ Review and recommend changes to ambulance fee schedule.
- ✚ Schedule training program for mandatory EMT basic continuing education.
- ✚ Train all EMTs on new Continuous Positive Airway Pressure (CPAP) patient treatment protocol.
- ✚ Commission new ambulance.

Staffing for FY2009

FY2007	FY2008	FY2009
EMT Director (1)	EMT Director (1)	EMT Director (1)
Assistant EMT Director (2)	Assistant EMT Director (1)	Assistant EMT Director (1)
EMTs (34) POC	EMTs (36) POC	EMTs (35) POC

FY2009 Estimated Revenue

\$380,000

FY2009 Budget

\$416,237

City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND	01	GenFund						
DEPT	040	Ambulance		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
				<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Expense								
02 Salaries								
600.000		Salaries		0	0	0	185	0
603.000		Paid On Call		252,230	286,988	261,791	287,508	255,077
		Salaries	Total	<u>\$252,230</u>	<u>\$286,988</u>	<u>\$261,791</u>	<u>\$287,693</u>	<u>\$255,077</u>
03 Fringes								
752.000		Social Security		19,158	21,904	20,027	21,967	19,513
755.000		Life Insurance		536	534	658	723	755
756.000		Retirement		9,290	17,778	13,200	14,203	15,000
759.000		Worker's Comp Insurance		16,085	12,699	18,525	19,405	18,525
		Fringes	Total	<u>\$45,069</u>	<u>\$52,914</u>	<u>\$52,410</u>	<u>\$56,298</u>	<u>\$53,793</u>
04 MatlSupp								
621.000		Office Supplies		143	676	325	385	500
622.000		Work Supplies		25,078	32,045	26,775	27,051	27,000
623.000		Mileage		0	23	0	0	0
624.000		Small Tools & Equipment		2,067	2,152	2,100	1,816	2,100
625.000		Motor Fuels & Lubricants		4,149	4,275	3,750	5,775	6,200
626.000		Memberships		370	20	400	720	400
627.000		Books & Periodicals		94	151	100	25	100
628.000		Uniforms & Clothing		2,170	2,647	1,500	592	1,000
		MatlSupp	Total	<u>\$34,070</u>	<u>\$41,989</u>	<u>\$34,950</u>	<u>\$36,365</u>	<u>\$37,300</u>
05 PurchServ								
641.000		Consultants		28,862	28,618	28,000	35,978	34,542
642.000		Communications		199	484	750	451	750
643.000		Training/Conferences		2,345	3,311	6,980	4,557	4,500
647.000		M & R		5,890	7,054	8,400	5,113	8,400
648.001		IS Equipment Leased		0	0	0	0	0
		PurchServ	Total	<u>\$37,296</u>	<u>\$39,466</u>	<u>\$44,130</u>	<u>\$46,098</u>	<u>\$48,192</u>
11 Equipment								
663.000		Machinery & Equipment		18,991	23,039	47,400	42,089	21,875
665.000		Automotive Equipment		0	0	25,000	0	0
		Equipment	Total	<u>\$18,991</u>	<u>\$23,039</u>	<u>\$72,400</u>	<u>\$42,089</u>	<u>\$21,875</u>
391 Transfers								
878.000		Transfers Out		0	0	0	25,000	0
		Transfers	Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$25,000</u>	<u>\$0</u>
		Expense	Total	<u>\$387,656</u>	<u>\$444,396</u>	<u>\$465,681</u>	<u>\$493,543</u>	<u>\$416,237</u>
		Ambulance	Total	<u>\$387,656</u>	<u>\$444,396</u>	<u>\$465,681</u>	<u>\$493,543</u>	<u>\$416,237</u>

Building Inspection

Program Description

Provide 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.

Federal Mandates That Apply: National Flood Insurance Program & DNR

State Mandates That Apply: Uniform Dwelling Code which applies to 1 & 2 Family residential construction. International Building Code for commercial buildings. National Electrical Code for commercial and residential properties and the State of WI Plumbing Code.

FY2008 Objectives

1. Perform plan reviews for compliance with Federal, State and local requirements within 10 working days of receipt. Issue or reject construction permit within this time frame.

2. Perform professional inspections within two workdays of request. The quality and completeness of inspections should prevent violation of appropriate and applicable codes.

3. Enforce erosion control for single family home construction so as to meet NR216 requirements.

FY2008 Accomplishments

The Inspection Division met its objective of a 10-day turnaround for plan reviews.

473 plan reviews performed.

The Inspection Division met this objective 100% of the time for inspections for life/safety compliance.

Erosion control inspections were conducted on all new homes under construction at least once per month.

FY2009 Objectives

- ✦ Perform plan reviews for compliance with Federal, State and local requirements within 10 working days of receipt. Issue or reject construction permit within this time frame.
- ✦ Perform professional inspections within two workdays of request. The quality and completeness of inspections should prevent violation of appropriate and applicable codes.
- ✦ Enforce erosion control for single family home construction so as to meet NR216 requirements. Work to inform and educate builders so as to achieve a higher level of compliance.
- ✦ Have all inspectors become more proficient with the use of Black Bear Permit/Inspection module
- ✦ Initiate a program to issue building permits online.

Staffing for FY2009

FY2007	FY2008	FY2009
Chief Building Inspector (1) FT	Chief Building Inspector (1) FT	Chief Building Inspector (1) FT
Deputy Bldg. Inspector (1) FT <i>Vacant</i>	Deputy Bldg. Inspector (1) FT <i>Vacant</i>	Deputy Bldg. Inspector (1) FT <i>Vacant</i>
Building Inspector (1) FT	Building Inspector (1) FT	Building Inspector (1) FT
Plumbing Inspector (1) FT	Plumbing Inspector (1) FT	Plumbing Inspector (1) FT
Electrical Inspector (1) PT	Electrical Inspector (1) PT	Electrical Inspector (1) PT
Administrative Secretary II (1) FT	Administrative Secretary II (1) FT	Administrative Secretary II (1) FT
Administrative Secretary II (1) PT <i>Vacant</i>	Administrative Secretary II (1) PT <i>Vacant</i>	Administrative Secretary II (1) PT <i>Vacant</i>
Permit Coordinator (1) FT <i>Vacant</i>	Permit Coordinator (1) FT <i>Vacant</i>	Permit Coordinator (1) FT <i>Vacant</i>
Temporary PT Electrical Inspector	Temporary PT Electrical Inspector	Temporary PT Electrical Inspector
Temporary PT Building Inspector	Temporary PT Building Inspector	Temporary PT Building Inspector
Temporary PT Plumbing Inspector	Temporary PT Plumbing Inspector	Temporary PT Plumbing Inspector

FY2009 Estimated Revenue

\$420,419

FY2009 Budget

\$482,645

City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND	01	GenFund						
DEPT	044	BldgInspec.		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
				<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Expense								
02	Salaries							
600.000	Salaries		262,533	271,610	306,307	275,100	315,690	
602.000	OverTime		450	3,168	0	3,359	0	
606.000	Vacation		26,806	28,042	0	27,738	0	
607.000	Sick Pay		11,132	11,071	0	3,722	0	
609.000	Longevity		2,520	2,430	2,520	2,520	2,610	
	Salaries	Total	<u>\$303,441</u>	<u>\$316,321</u>	<u>\$308,827</u>	<u>\$312,440</u>	<u>\$318,300</u>	
03	Fringes							
752.000	Social Security		22,773	21,963	23,625	21,647	24,350	
753.000	Health Insurance		67,967	62,427	69,140	68,546	68,292	
754.000	Long Term Disability		1,358	1,546	1,606	1,502	1,411	
755.000	Life Insurance		1,593	1,480	1,431	1,572	1,316	
756.000	Retirement		36,257	41,077	36,442	37,211	34,694	
757.000	Dental Insurance		3,845	3,873	3,281	3,073	2,961	
759.000	Worker's Comp Insurance		9,132	5,014	7,354	7,704	7,354	
	Fringes	Total	<u>\$142,925</u>	<u>\$137,380</u>	<u>\$142,879</u>	<u>\$141,255</u>	<u>\$140,378</u>	
04	MatlSupp							
621.000	Office Supplies		1,095	938	950	515	1,050	
622.000	Work Supplies		2,105	2,472	3,950	861	8,750	
623.000	Mileage		125	638	0	0	0	
624.000	Small Tools & Equipment		0	0	250	136	250	
626.000	Memberships		545	825	1,130	455	1,130	
627.000	Books & Periodicals		415	859	800	426	800	
628.000	Uniforms & Clothing		900	731	1,100	675	1,100	
	MatlSupp	Total	<u>\$5,185</u>	<u>\$6,463</u>	<u>\$8,180</u>	<u>\$3,068</u>	<u>\$13,080</u>	
05	PurchServ							
641.000	Consultants		2,023	0	0	0	0	
642.000	Communications		4,383	4,412	6,000	3,858	5,000	
643.000	Training/Conferences		1,801	2,151	2,300	1,240	2,300	
647.000	M & R		0	0	600	0	600	
648.001	IS Equipment Leased		2,887	0	2,887	0	2,887	
652.009	Spec Serv-Recording Fees		0	0	100	0	100	
	PurchServ	Total	<u>\$11,095</u>	<u>\$6,562</u>	<u>\$11,887</u>	<u>\$5,098</u>	<u>\$10,887</u>	
11	Equipment							
663.000	Machinery & Equipment		0	0	0	0	0	
664.000	Office Equipment		0	0	0	0	0	
	Equipment	Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
391	Transfers							
878.000	Transfers Out		0	0	0	2,887	0	
	Transfers	Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$2,887</u>	<u>\$0</u>	
	Expense	Total	<u>\$462,645</u>	<u>\$466,727</u>	<u>\$471,773</u>	<u>\$464,747</u>	<u>\$482,645</u>	

City of Mequon
 Department/Account Classification Detail
 Fiscal Year 2009

FUND 01 GenFund		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
DEPT 044 BldgInspec		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
BldgInspec	Total	<u>\$462,645</u>	<u>\$466,727</u>	<u>\$471,773</u>	<u>\$464,747</u>	<u>\$482,645</u>

Health Administration

Program Description

Funding for this department provides the resources for the following activities.

1. The city contracts for the services of a registered sanitarian to conduct inspections of restaurants and public swimming pools, and to enforce the city's ordinance for nuisance control as it pertains to housing and rodent/pest control. This position also provides support to the Engineering – Inspections Division on building and remodeling plan reviews.
2. Funds for this department are also used to contract with the Ozaukee County Humane Society for stray animal control services.
3. Funding for the city's effort to control the local deer herd population is provided by this department.

FY2009 Estimated Revenue

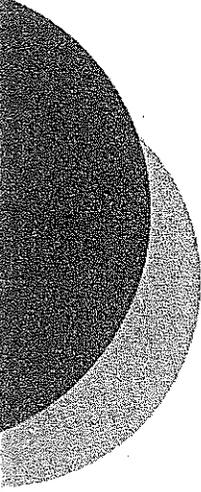
None

FY2009 Budget

\$29,622

**City of Mequon
Department/Account Classification Detail
Fiscal Year 2009**

FUND 01 GenFund		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
DEPT 052 Health Inp		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Expense						
02 Salaries						
600.000	Salaries	0	0	0	0	0
	Salaries Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
03 Fringes						
752.000	Social Security	0	0	0	0	0
759.000	Worker's Comp Insurance	0	0	0	0	0
	Fringes Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
04 MatlSupp						
621.000	Office Supplies	0	306	250	0	250
623.000	Mileage	0	0	0	0	0
	MatlSupp Total	<u>\$0</u>	<u>\$306</u>	<u>\$250</u>	<u>\$0</u>	<u>\$250</u>
05 PurchServ						
641.000	Consultants	15,662	16,447	17,860	15,880	17,860
642.000	Communications	0	101	0	64	0
648.001	IS Equipment Leased	412	0	412	0	412
651.000	Miscellaneous Services	0	0	100	0	100
652.009	Spec Serv-Recording Fees	0	0	0	0	0
652.013	Spec Serv-Deer Herd Mgt	9,249	10,963	11,000	11,652	11,000
	PurchServ Total	<u>\$25,323</u>	<u>\$27,511</u>	<u>\$29,372</u>	<u>\$27,596</u>	<u>\$29,372</u>
391 Transfers						
878.000	Transfers Out	0	0	0	412	0
	Transfers Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$412</u>	<u>\$0</u>
	Expense Total	<u>\$25,323</u>	<u>\$27,818</u>	<u>\$29,622</u>	<u>\$28,008</u>	<u>\$29,622</u>
	Health Inp Total	<u><u>\$25,323</u></u>	<u><u>\$27,818</u></u>	<u><u>\$29,622</u></u>	<u><u>\$28,008</u></u>	<u><u>\$29,622</u></u>

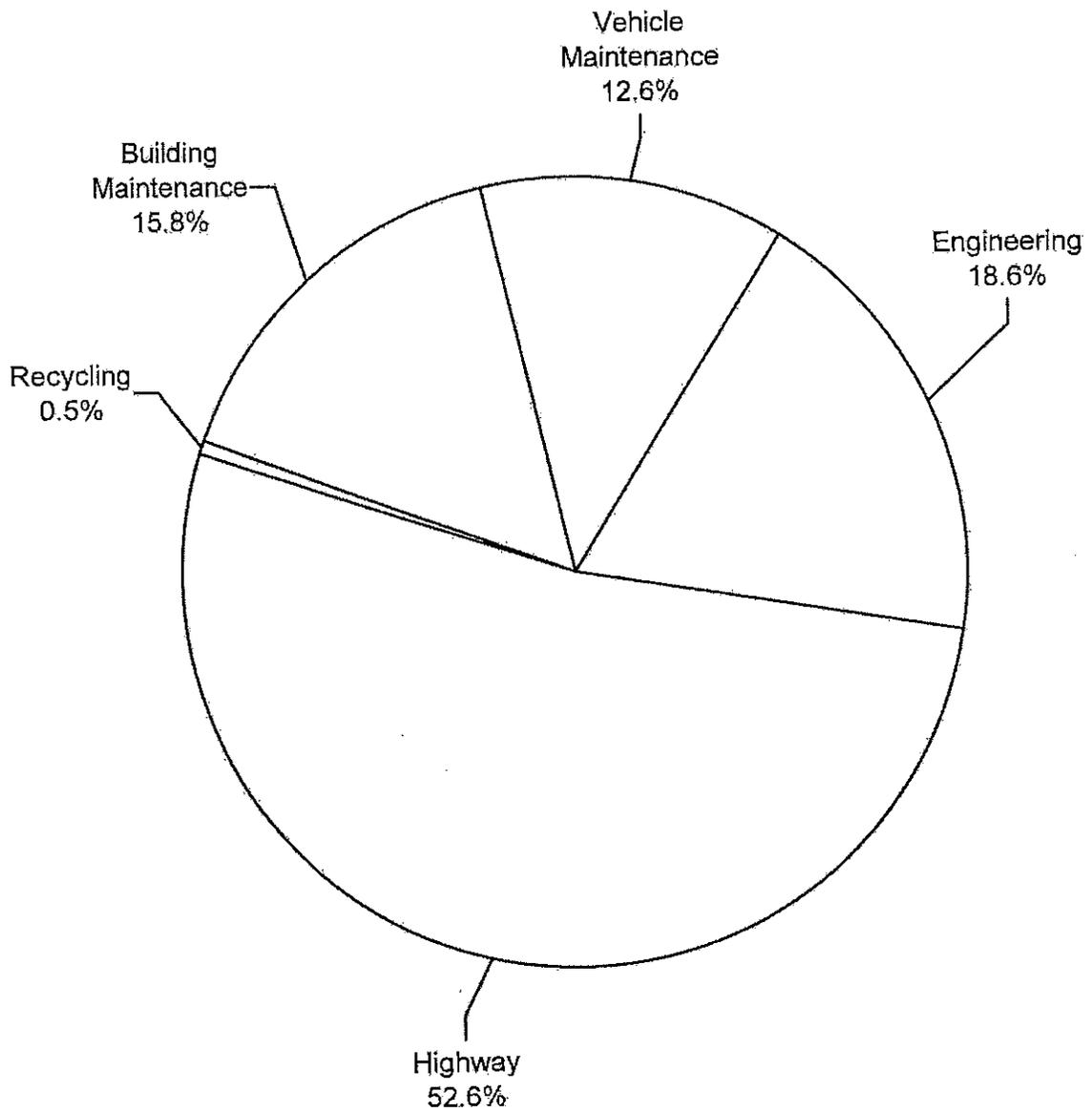


Public Works

- Building Maintenance
- Maintenance (vehicle)
- Engineering
- Highway
- Recycling

CITY OF MEQUON

2009 Public Works 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, data, phone and electrical cable projects, City rental properties, and exterior winter maintenance activities. Management of all contract related building maintenance.



FY2008 Objectives

1. Budget provides for an average winter weather utility cost for City buildings with costs being raised by 8% for electricity. WE Energies predicts that natural gas prices should be similar or slightly lower than last years.
2. Logemann Center roofing project gets a second \$20,000 for possible start in 2008.
3. Safety Bldg. tuck pointing must be started which may be a multi-year objective.
4. Get back on track on Parking Lot paving/rehab in 2008. A \$15,000 contribution to a sinking fund was made in 2007.
5. Year two of the Emergency Warning siren sinking fund is proposed.
6. Various energy and deferred maintenance projects are proposed.

FY2008 Accomplishments

Natural gas prices followed other fuel prices to soaring levels in 2008 that were not anticipated by WE Energies. Those budgets will reflect the increases at the end of 2008.

Funding delayed due to spending caps and uncertainty of future of this building.

Work was accomplished within budget.

Work was delayed in 2008 because of commitment to the Bonniwell Road project. Not enough time to manage this project. Hopefully a 2009 program commitment.

Still working on a long range replacement program with vendor. Anticipate additional funding for several years to replace all units.

Sinking funds were established, but projects delayed due to lack of funding.

FY2009 Objectives

- ✦ Budget provides for an average winter weather utility cost for City buildings with costs being raised by 9% for electricity. WE Energies predicts that natural gas prices should be 17% higher in 2009 over 2008 levels. These increases result in utility budgets being \$33,600 higher in 2009.
- ✦ Logemann Center roofing project on hold pending funding limits and disposition on the building.
- ✦ Salt/sand storage sinking fund increased by \$20,000 for possible 2009 construction.
- ✦ Get back on track on Parking Lot paving/rehab in 2009. Funds held over for this long term project.
- ✦ Year three of the Emergency Warning siren sinking fund is proposed.
- ✦ Energy conservation projects for Highway garage heaters and Safety building boiler combined into one sinking fund and programmed to occur much later than originally proposed because of funding limits. Additional \$35,000 added for the second year. Will be at least 2010 before funds are adequate to start projects.
- ✦ Second and final year for Safety building garage floor surfacing fund. Should be able to accomplish in 2009.

Staffing for FY2009

FY2007	FY2008	FY2009
Park & Building Maintenance (2) FT	Park & Building Maintenance (2) FT	Park & Building Maintenance (2) FT
Building Supervisor (1) FT 1.00 FTE	Building Supervisor (1) FT 1.00 FTE	Building Supervisor (1) FT 1.00 FTE
Building Maint. (1) .75FTE	Building Maint. (1) .75FTE	Building Maint. (1) .75FTE

FY2009 Estimated Revenue

None

FY2009 Budget

\$675,504

City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND	01	GenFund					
DEPT	026	Bldg Maint					
			<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
			<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Expense							
02	Salaries						
600.000	Salaries		160,379	174,589	179,532	177,738	197,638
602.000	OverTime		5,623	14,024	6,000	16,290	6,000
606.000	Vacation		16,485	18,412	0	15,409	0
607.000	Sick Pay		2,143	3,952	0	4,969	0
609.000	Longevity		2,535	2,503	2,490	2,490	2,535
	Salaries	Total	<u>\$187,164</u>	<u>\$213,480</u>	<u>\$188,022</u>	<u>\$216,895</u>	<u>\$206,173</u>
03	Fringes						
752.000	Social Security		14,001	15,862	14,384	15,813	15,772
753.000	Health Insurance		37,079	33,532	36,979	36,625	41,988
754.000	Long Term Disability		797	904	937	875	992
755.000	Life Insurance		807	747	627	690	765
756.000	Retirement		22,005	24,573	21,688	22,117	23,710
757.000	Dental Insurance		2,141	2,155	2,187	2,049	2,187
759.000	Worker's Comp Insurance		6,919	4,396	6,097	6,391	6,097
	Fringes	Total	<u>\$83,750</u>	<u>\$82,170</u>	<u>\$82,899</u>	<u>\$84,560</u>	<u>\$91,511</u>
04	MatlSupp						
620.001	Janitor Supp-City Bldgs		3,697	4,628	5,000	5,253	5,000
620.002	Janitor Supp-Safety Bldg		9,651	7,340	6,500	5,901	6,500
620.003	Janitor Supp-DPW Bldgs		3,788	3,220	3,000	3,788	3,500
622.001	Work Supp-City Bldgs		11,116	9,894	9,000	12,981	9,000
622.002	Work Supp-Safety Bldg		4,617	4,952	6,000	4,385	6,000
622.003	Work Supp-DPW Bldgs		6,582	3,745	5,000	6,757	5,000
623.000	Mileage		0	0	0	0	0
624.000	Small Tools & Equipment		274	590	600	439	600
625.000	Motor Fuels & Lubricants		0	0	0	0	0
626.000	Memberships		0	0	0	0	0
627.000	Books & Periodicals		0	0	0	0	0
628.000	Uniforms & Clothing		1,000	1,152	1,080	1,128	1,120
	MatlSupp	Total	<u>\$40,726</u>	<u>\$35,521</u>	<u>\$36,180</u>	<u>\$40,631</u>	<u>\$36,720</u>
05	PurchServ						
642.000	Communications		27,140	24,885	25,000	22,757	25,000
646.001	Utilities-City Hall		1,655	1,593	2,000	2,254	2,200
646.002	Utilities-Safety Bldg		4,046	4,654	4,400	4,690	4,700
646.006	Utilities-Logeman Ctr.		0	0	0	0	0
647.001	M & R - City Bldgs		13,232	15,065	11,000	16,248	12,000
647.002	M & R - Safety Bldg		25,148	25,688	13,000	20,904	14,000
647.003	M & R - DPW Bldgs		17,457	20,284	12,500	26,760	12,500
647.006	M & R - Emer Govt		5,313	948	3,000	1,947	3,000
647.007	M & R - Rental Property		0	0	0	0	0
647.008	M & R Logemen Center		2,640	3,011	2,500	2,394	2,500
648.000	Rentals		7,060	8,561	6,700	9,377	7,500
648.001	IS Equipment Leased		412	0	0	0	0
652.012	Special Serv-Licenses		0	0	0	0	0
655.001	Electric-City Hall		30,039	28,782	33,600	30,817	32,500
655.002	Electric-Logemann Ctr.		11,382	13,943	13,500	17,239	14,500
655.003	Electric-E.S. Firehouse		7,595	8,398	9,000	9,900	10,300
655.004	Electric-Safety Bldg		52,366	46,747	54,000	47,331	50,000

City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND 01	GenFund		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
DEPT 026	Bldg Maint		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
655.005	Electric-6330 W Mequon Rd		371	366	500	208	0
655.006	Electric-Green Bay Shop		980	2,045	1,150	1,211	1,400
655.007	Electric-Highway Bldg		14,304	14,843	16,300	16,103	17,000
655.008	Electric-6300 W Mequon Rd		7,680	8,849	9,800	10,733	10,500
657.001	Gas-City Hall		14,207	14,084	12,500	18,393	18,000
657.002	Gas-Logemann Comm. Ctr.		7,447	8,479	7,500	10,583	11,200
657.003	Gas-Safety Bldg		37,996	33,332	33,000	37,830	41,700
657.004	Gas-E.S. Firehouse		6,056	6,113	5,700	5,835	6,000
657.005	Gas-6330 W Mequon Rd		1,437	1,339	1,500	(143)	0
657.006	Gas-6300 W Mequon Rd		8,496	10,109	9,800	11,450	13,400
657.007	Gas-Green Bay Shop		2,481	4,402	3,100	3,649	4,000
657.008	Gas-Highway Bldg		24,115	19,628	17,000	23,236	27,200
PurchServ	Total		<u>\$331,053</u>	<u>\$326,145</u>	<u>\$308,050</u>	<u>\$351,704</u>	<u>\$341,100</u>
10	Land/Bldg						
661.000	Land/Land Improvements		0	0	0	0	0
662.000	Bldg/Bldg Improvements		31,328	4,165	89,900	7,396	0
Land/Bldg	Total		<u>\$31,328</u>	<u>\$4,165</u>	<u>\$89,900</u>	<u>\$7,396</u>	<u>\$0</u>
11	Equipment						
663.000	Machinery & Equipment		0	0	31,000	0	0
664.000	Office Equipment		0	0	0	0	0
665.000	Automotive Equipment		0	0	0	0	0
Equipment	Total		<u>\$0</u>	<u>\$0</u>	<u>\$31,000</u>	<u>\$0</u>	<u>\$0</u>
391	Transfers						
878.000	Transfers Out		0	0	0	113,500	0
Transfers	Total		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$113,500</u>	<u>\$0</u>
Expense	Total		<u>\$674,021</u>	<u>\$661,480</u>	<u>\$736,051</u>	<u>\$814,687</u>	<u>\$675,504</u>
Bldg Maint	Total		<u>\$674,021</u>	<u>\$661,480</u>	<u>\$736,051</u>	<u>\$814,687</u>	<u>\$675,504</u>

Maintenance

Program Description

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

FY2008 Objectives

1. Continue to provide cost effective vehicle and equipment repairs for all departments.
2. Improve on customer service approach on how we provide service to all departments.
3. The DPW equipment replacement fund is requested at \$195,000 to keep the program at the required funding level. Good trade-in values have allowed us to keep this funding reasonable, but a \$10,000 increase is requested for the first time in a dozen years. Parts, tires and old equipment have contributed to higher parts funding budget.
4. Gasoline and diesel consumption and funding will be a challenge again in 2008, but no increase is being requested over the 2007 budget. Public Works expects to use a combined total of approx. 54,000 gallons per year.

FY2008 Accomplishments

Processed between 600-700 repairs and preventive maintenance services for all departments.

Prioritized repairs and services on the basis of emergency and critical time dependent needs of that department.

Despite slight increase in funding level, equipment replacement funding is not adequate. Older trucks are experiencing downtime that is reducing the ability to provide adequate winter road services at times. Cost of replacement units has increased by approx. \$30,000 while budgets have increased only \$10,000. Parts/tires have become more expensive and aging fleet requires more repairs. Tire costs have gone up 30% in the last year or two.

Because of increase in fuel prices (35+ %) and extreme winter conditions, 2008 budget will be significantly short. Winter plowing cost an additional \$50,000 in fuel.

FY2009 Objectives

- ✦ Provide cost effective vehicle and equipment repairs for all departments.
- ✦ Improve customer service and informational feedback to all departments.
- ✦ Manage the DPW equipment replacement fund within the annual budget limits and attempt to keep the program on timely replacement. Good trade-in values have allowed us to keep this funding reasonable, but lease/purchase options should be investigated. Parts, tires and old equipment have contributed to a higher parts funding budget.

- ✚ Gasoline and diesel consumption and funding will be a challenge again in 2009 if the prices do not stabilize and we have a normal winter snow season. Public Works expects to use about 13,700 gallons of no-lead gas and about 35,000 gallons of diesel fuel.

Staffing for FY2009

FY2007	FY2008	FY2009
Chief Mechanic (1) FTE	Chief Mechanic (1) FTE	Chief Mechanic (1) FTE
Asst. Chief Mechanic(0) FTE (Position Eliminated)	Assistant (0)	Assistant (0) FTE
Mechanics (2) FTE Summer (1) PT	Mechanics (2) FTE Summer (0) PT 3 FTE's	Mechanics (2) FTE Summer (0) PT 3 FTE's

FY2009 Estimated Revenue

None

FY2009 Budget

\$539,824

City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND 01 GenFund
DEPT 055 Maintenanc

		<u>2006</u> <u>Actual</u>	<u>2007</u> <u>Actual</u>	<u>2008</u> <u>Adopted</u>	<u>2008</u> <u>Actual</u>	<u>2009</u> <u>Adopted</u>
Expense						
02	Salaries					
600.000	Salaries	137,137	147,017	157,338	149,310	171,808
602.000	OverTime	1,215	1,888	2,500	4,885	2,500
606.000	Vacation	18,547	20,250	0	19,437	0
607.000	Sick Pay	384	1,536	0	1,845	0
609.000	Longevity	2,130	2,190	2,250	2,250	2,310
612.000	Part Time Help	0	0	0	0	0
	Salaries Total	<u>\$159,414</u>	<u>\$172,881</u>	<u>\$162,088</u>	<u>\$177,728</u>	<u>\$176,618</u>
03	Fringes					
752.000	Social Security	11,868	12,917	12,400	13,277	13,511
753.000	Health Insurance	57,651	39,240	46,307	45,909	49,475
754.000	Long Term Disability	815	921	953	891	1,010
755.000	Life Insurance	786	742	715	786	849
756.000	Retirement	18,727	21,307	19,126	19,486	20,311
757.000	Dental Insurance	1,998	2,012	2,801	2,626	2,801
759.000	Worker's Comp Insurance	4,508	3,689	5,227	5,484	5,227
	Fringes Total	<u>\$96,351</u>	<u>\$80,828</u>	<u>\$87,529</u>	<u>\$88,459</u>	<u>\$93,184</u>
04	MatlSupp					
622.000	Work Supplies	65,049	67,674	60,000	87,054	71,000
624.000	Small Tools & Equipment	354	1,045	1,000	494	1,000
625.000	Motor Fuels & Lubricants	105,259	139,230	143,100	198,345	183,400
628.000	Uniforms & Clothing	960	1,172	960	1,170	960
629.000	Tool Allowance	804	361	600	475	600
	MatlSupp Total	<u>\$172,426</u>	<u>\$209,482</u>	<u>\$205,660</u>	<u>\$287,539</u>	<u>\$256,960</u>
05	PurchServ					
642.000	Communications	474	511	1,200	335	450
646.000	Utilities	1,270	1,262	1,200	783	1,200
647.000	M & R	11,386	10,557	11,000	17,176	11,000
648.001	IS Equipment Leased	412	0	412	0	412
	PurchServ Total	<u>\$13,542</u>	<u>\$12,330</u>	<u>\$13,812</u>	<u>\$18,293</u>	<u>\$13,062</u>
11	Equipment					
663.000	Machinery & Equipment	0	5,212	0	0	0
664.000	Office Equipment	1,303	0	0	0	0
665.000	Automotive Equipment	0	0	195,000	0	0
	Equipment Total	<u>\$1,303</u>	<u>\$5,212</u>	<u>\$195,000</u>	<u>\$0</u>	<u>\$0</u>
391	Transfers					
878.000	Transfers Out	0	0	0	195,412	0
	Transfers Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$195,412</u>	<u>\$0</u>
	Expense Total	<u>\$443,037</u>	<u>\$480,733</u>	<u>\$664,089</u>	<u>\$767,431</u>	<u>\$539,824</u>
	Maintenanc Total	<u>\$443,037</u>	<u>\$480,733</u>	<u>\$664,089</u>	<u>\$767,431</u>	<u>\$539,824</u>

Engineering

Program Description

- ✦ The Engineering Department administers all consultant contracts for City capital improvement projects, infrastructure, facilities, and associated studies/analysis, as well as all construction contracts for City capital improvement projects, infrastructure, utilities and facilities.
- ✦ The Department administers and maintains the City transportation improvement plan program, annual road evaluation and improvement program.
- ✦ Monitor, evaluate and administer improvements to the City's sanitary sewer system for I/I reduction and improvement to system operations in accordance with local, State, and Federal Requirements. Proactively manage the City's Stormwater Management Plan including compliance with NR216 and other applicable State and Federal requirements, and with MMSD Chapter 13.
- ✦ Administer and coordinate the FEMA floodplain and National Flood Insurance Program requirements.

FY2008 Objectives

1. Ensure required upgrades, modifications and/or improvements and maintenance are performed to the sanitary sewer and storm water systems.
2. Perform annual road evaluations and develop recommendations for repair, reconstruction of roads and small bridges and culverts

FY2008 Accomplishments

Managed the design, coordination, and/or construction of the lift station "A" sanitary capacity upgrades, roadway drainage, Trunk Sewer No. 1 sanitary capacity study, sanitary manhole rehab, sanitary system communication and software upgrades, lift station "O" force main rehab, Mequon Road manhole reconstruction. This is required by the federal and state programs (WPDES, NR216 and Chp.13).

Performed annual road evaluations on the 215 miles of city roads and developed recommendations for repair, reconstruction of roads and small bridges and culverts for presentation to the Public Works Committee prior to November of each year so the construction contract can be prepared and awarded prior to end of June the following year. Road evaluations were completed with recommendations presented to Public Works Committee on schedule. Engineering staff obtained survey data necessary to design and provide grades to the Highway Department for grading/re-ditching work.

3. Manage capital improvement infrastructure and facility construction projects.

Managed the design, implementation, and/or construction of the local roads reconstruction, Pioneer Road, Wauwatosa Road, Wausaukee Road, Mequon Road, Bonniwell Road, Port Washington Road reconstruction, County Line Road, and the signalization of the intersection of Port Washington and Highland Roads.
4. Review of development plats and site plans and provides recommendations to the Community Development Department.

Engineering review comments and recommendations and the review of subdivision plans and site plans for commercial development with comments and recommendations were submitted to the Department of Community Development by the Thursday noon deadline or earlier. Approximately 40 reports have been completed by September 21, 2008.
5. Obtain geo-spatial coordinates of city infrastructure.

Approximately 2200 manholes were located with the department's GPS equipment. This data, along with pipe, lift station, and other sanitary infrastructure information, was incorporated into the City's GIS system using a department created database.
6. Continue to research and implement efficiencies and cost saving measures.

Used new technology to seal manholes in the Mequon Road construction. A staff engineer was hired to replace an engineering tech providing increased construction management and engineering skills at comparable cost. Employed two summer engineering students to collect culvert information, input and check infrastructure data, and assist with construction inspection.
7. Provide support to the Common Council, Planning Commission, Public Works Committee, and other standing and ad-hoc committees as required.

Continued to provide support to the Common Council, Planning Commission, Public Works Committee, and other standing and ad-hoc committees as required.
8. Provide active input and support to the MMSD and its development of the 2020 Facilities, and the Municipal Storm Water Ordinance review plan in effort to fairly represent and protect local interests and priorities.

Provided active input and support to the MMSD and its development of the 2020 Facilities, the Municipal Storm Water Ordinance review plan and the Wet Weather/Peak Flow Management Program. Staff continues to routinely attend the MMSD Technical Advisory Team meetings and provide input to the development of the 2020 MMSD Facilities Plan. Staff is also an active member on several subcommittees which provide more detailed input to the general TAT committee on issues ranging from

I/I control, wet weather monitoring, to basin allowances.

9. Work with other city departments for the implementation of an asset management program for the city. Implemented a staff designed and developed asset management program for city sanitary sewer infrastructure. This objective has been rolled into a city wide effort to study and recommend an improved IT system that will provide better support and capability city wide. The asset management element is to be a major component of this effort.
10. Work with the county and the WisDOT to keep the major road projects on schedule and budget. Engineering staff continued coordinated efforts with WisDOT on Wauwatosa Road, Wausaukee Road, Mequon Road, Port Washington Road, Pioneer Road and the intersection of Mequon and Wausaukee Roads reconstruction and/or design.
11. Managed and coordinated June storm issues from a 0.33-percent rainfall event. Engineering staff coordinated, with Highway, Assessor, Sewer, and Inspection Departments, emergency efforts related to the June 8th and 13th storms to comply with FEMA, NFIP, WDNR, and MMSD requirements, and to aide City residents.

FY2009 Objectives

- ✦ Maintain resources (personnel, equipment, and financial) so as to be able to provide the desired level of service, professional programs, project management, and meet our duties and responsibilities.
- ✦ 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 and the EPA with regards to Chapter 40 of the CFR parts 122 and 123 as it pertains to the City's National Pollutant Discharge Elimination System (NPDES) permit requirements.
- ✦ Continue to provide support to the Common Council, Planning Commission, Public Works Committee, Sewer Utility Board, and other standing and ad-hoc committees as required.
- ✦ Perform annual road evaluations and develop recommendations for repair, reconstruction of roads and small bridges and culverts so as to facilitate presentation to the Public Works Committee prior to December of each year.
- ✦ Provide active input and support to the MMSD for incorporation/compliance with the 2020 Facilities Plan and participation with the various related subcommittees and programs.
- ✦ Manage the capital improvement of infrastructure and facility construction projects so that all are completed on time and within the approved budget 95% of the time.
- ✦ Maintain the standard that the review for all development plats and site plans are conducted within 10 working days of receipt. Engineering review comments and recommendations should be developed within that timeline and provided to the Community Development department with 90% efficiency.
- ✦ Continue to collect and update City's infrastructure data and incorporate into GIS.

Staffing for FY2009

FY2007	FY2008	FY2009
City Engineer (1)	City Engineer (1)	City Engineer (1)
Assistant City Engineer (1)	Assistant City Engineer (1)	Assistant City Engineer (1)
Engineering Supervisor (0)		
Engineering Tech. II (1)	Staff Engineer (1)	Staff Engineer (1)
Engineering Tech. I (1)	Engineering Tech. I (1)	Engineering Tech. I (1)
Engineering Tech. II Field (1)	Engineering Tech. II Field (1)	Engineering Tech. II Field (1)
Engineering Tech. II Admin.(1)	Engineering Tech. II Admin (1)	Engineering Tech. II Admin (1)
Admin. Secretary (1)	Admin. Secretary (1)	Admin. Secretary (1)
	Summer LTE (2)	Summer LTE (2)

FY2009 Estimated Revenue
\$112,500

FY2009 Budget
\$796,913

City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND	01	GenFund						
DEPT	058	Engineer						
			<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>	
			<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>	
Expense								
02	Salaries							
600.000	Salaries		417,224	407,830	420,109	405,865	465,074	
602.000	OverTime		1,750	765	0	1,201	0	
606.000	Vacation		53,826	45,095	0	38,880	0	
607.000	Sick Pay		12,969	10,378	0	9,407	0	
609.000	Longevity		3,410	2,850	2,610	2,610	2,790	
Salaries	Total		<u>\$489,179</u>	<u>\$466,918</u>	<u>\$422,719</u>	<u>\$457,963</u>	<u>\$467,864</u>	
03	Fringes							
752.000	Social Security		36,654	33,533	32,338	33,637	35,792	
753.000	Health Insurance		106,307	101,055	83,286	82,535	88,988	
754.000	Long Term Disability		2,537	2,477	2,580	2,412	2,627	
755.000	Life Insurance		1,758	1,385	1,346	1,478	1,554	
756.000	Retirement		55,864	54,875	48,295	49,668	53,804	
757.000	Dental Insurance		4,443	3,693	4,988	4,674	4,988	
759.000	Worker's Comp Insurance		26,960	11,063	12,286	12,879	12,286	
Fringes	Total		<u>\$234,523</u>	<u>\$208,080</u>	<u>\$185,119</u>	<u>\$187,284</u>	<u>\$200,039</u>	
04	MatlSupp							
621.000	Office Supplies		1,520	2,002	2,000	1,500	2,000	
622.000	Work Supplies		776	1,189	2,000	1,957	4,000	
623.000	Mileage		0	39	500	303	300	
624.000	Small Tools & Equipment		0	255	250	96	0	
626.000	Memberships		0	663	680	240	680	
627.000	Books & Periodicals		0	0	250	3	0	
628.000	Uniforms & Clothing		900	788	1,100	845	1,100	
MatlSupp	Total		<u>\$3,196</u>	<u>\$4,935</u>	<u>\$6,780</u>	<u>\$4,944</u>	<u>\$8,080</u>	
05	PurchServ							
641.000	Consultants		2,404	7,300	5,500	(1,212)	4,000	
641.002	Consult-Dev Inspections		582	(3,060)	0	0	0	
641.003	Consult-Pond Re-Cert		(3,737)	0	13,650	0	0	
641.005	Consult-Plan Comm Support		14,041	28,273	98,833	238,155	100,000	
641.006	Consult-Highland/Port Int		0	18,490	0	24,127	0	
642.000	Communications		3,168	3,008	4,000	3,062	3,000	
643.000	Training/Conferences		53	3,006	6,000	3,094	4,000	
644.000	Printing/Publications		0	0	0	38	0	
647.000	M & R		1,380	1,380	2,500	2,065	2,000	
648.001	IS Equipment Leased		4,931	0	4,930	288	4,930	
652.009	Spec Serv-Recording Fees		0	0	0	0	3,000	
PurchServ	Total		<u>\$22,821</u>	<u>\$58,397</u>	<u>\$135,413</u>	<u>\$269,617</u>	<u>\$120,930</u>	
10	Land/Bldg							
661.000	Land/Land Improvements		0	0	75,000	0	0	
662.000	Bldg/Bldg Improvements		0	0	0	0	0	
Land/Bldg	Total		<u>\$0</u>	<u>\$0</u>	<u>\$75,000</u>	<u>\$0</u>	<u>\$0</u>	
11	Equipment							
663.000	Machinery & Equipment		0	14,013	7,500	0	0	
664.000	Office Equipment		0	0	5,000	3,222	0	

City of Mequon
 Department/Account Classification Detail
 Fiscal Year 2009

FUND 01 GenFund		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
DEPT 058 Engineer		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
665.000	Automotive Equipment	0	0	0	0	0
	Equipment Total	<u>\$0</u>	<u>\$14,013</u>	<u>\$12,500</u>	<u>\$3,222</u>	<u>\$0</u>
	391 Transfers					
878.000	Transfers Out	0	0	0	137,430	0
	Transfers Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$137,430</u>	<u>\$0</u>
	Expense Total	<u>\$749,720</u>	<u>\$752,343</u>	<u>\$837,531</u>	<u>\$1,060,460</u>	<u>\$796,913</u>
	Engineer Total	<u><u>\$749,720</u></u>	<u><u>\$752,343</u></u>	<u><u>\$837,531</u></u>	<u><u>\$1,060,460</u></u>	<u><u>\$796,913</u></u>

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.)

FY2008 Objectives

FY2008 Accomplishments

- | | |
|--|---|
| 1. Continue to work with engineering staff to meet requirements of NR216 DNR storm water program. | Completed the required road sweeping and catch basin cleaning. |
| 2. Maintain safe service levels for winter snowplowing and road maintenance to meet all conditions. | Provided adequate snow/ice removal services despite severe winter and personnel/equipment issues. |
| 3. Second shift will again be implemented to reduce overtime and meet peak rush hour road safety demands this winter. | This shift proved again to be a plus for road safety at the critical evening rush hour. Also cuts down overtime. |
| 4. Continue to reduce drainage complaint backlog. | Completed some critical local drainage projects. |
| 5. Propose Urban Forestry grant for ash tree ID survey to prepare for EAB project when it happens. | Completed phase one of ID of all ash trees in the City. Phase two will also receive a grant to complete the project. |
| 6. Highway crews will do as much as possible toward roadway drainage improvements in conjunction with the roadway reconstruction contractor. This will result in more actual road reconstruction mileage for the \$1 Mil budget. | The addition of Bonniwell Rd to the program stretched the resources and put some projects out of reach for 2008. The City accomplished some ditching, pipe work and shouldering to keep this project within budget. |

FY2009 Objectives

- ✚ Maintain safe service levels for winter snowplowing and road maintenance to meet all conditions.
- ✚ Second shift will again be implemented to reduce overtime and meet peak rush hour road safety demands this winter.
- ✚ Propose Urban Forestry grant phase two for ash tree ID survey to prepare for EAB project when it happens. Critical since EAB has been found in Ozaukee County.
- ✚ Highway crews will do as much as possible toward roadway drainage improvements in conjunction with the roadway reconstruction contractor. This will result in more actual road reconstruction mileage for the \$1 Mil budget.

Staffing for FY2009

FY2007	FY2008	FY2009
Director of DPW (1) FT	Director of DPW (1) FT	Director of DPW (1) FT
Operations Superintendent (1) FT	Operations Superintendent (1) FT	Operations Superintendent (1) FT
Administrative Secretary (1) FT	Administrative Secretary (1) PT	Administrative Secretary (1) PT
Street Operations Foreman (1) FT	Street Operations Foreman (1) FT	Street Operations Foreman (1) FT
Section Foreman (5) FT	Section Foreman (5) FT	Section Foreman (5) FT
Highway Workers (4) FT	Highway Workers (4) FT	Highway Workers (4) FT
Equipment Operations Foreman (1) FT	Equipment Operations Foreman (1) FT	Equipment Operations Foreman (1) FT
Heavy Equip. Operators (3) FT	Heavy Equip. Operators (3) FT	Heavy Equip. Operators (3) FT
Regular Equip. Operators (2) FT	Regular Equip. Operators (2) FT	Regular Equip. Operators (2) FT
Parks/Highway Worker (2) FT	Parks/Highway Worker (2) FT	Parks/Highway Worker (2) FT
Summer (5) PT	Summer (5) PT	Summer (5) PT

FY2009 Estimated Revenue
\$40,000

FY2009 Budget
\$2,252,573

City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND	01	GenFund						
DEPT	059	Highway						
			<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>	
			<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>	
Expense								
02	Salaries							
600.000	Salaries		862,266	962,657	1,005,673	1,019,965	1,102,947	
602.000	OverTime		30,072	49,738	32,000	99,873	40,000	
606.000	Vacation		86,657	89,627	0	76,981	0	
607.000	Sick Pay		50,707	32,805	0	54,924	0	
609.000	Longevity		8,760	9,215	9,315	8,554	8,025	
612.000	Part Time Help		0	0	0	0	0	
	Salaries	Total	<u>\$1,038,462</u>	<u>\$1,144,042</u>	<u>\$1,046,988</u>	<u>\$1,260,296</u>	<u>\$1,150,972</u>	
03	Fringes							
752.000	Social Security		77,446	81,424	80,095	91,016	88,049	
753.000	Health Insurance		266,517	250,245	283,949	296,272	303,379	
754.000	Long Term Disability		5,332	6,042	5,957	5,571	5,360	
755.000	Life Insurance		3,930	3,777	3,533	3,883	2,453	
756.000	Retirement		124,223	128,025	119,497	112,273	132,362	
757.000	Dental Insurance		15,358	15,479	17,124	16,051	15,257	
759.000	Worker's Comp Insurance		42,575	26,650	32,679	34,234	32,679	
	Fringes	Total	<u>\$535,380</u>	<u>\$511,641</u>	<u>\$542,834</u>	<u>\$559,301</u>	<u>\$579,539</u>	
04	MatlSupp							
621.000	Office Supplies		810	1,074	1,200	374	1,200	
622.000	Work Supplies		2,425	2,647	3,500	116	3,500	
622.004	Work Supp-Street Maint		110,484	98,696	130,000	93,500	130,000	
622.005	Work Supp-Culverts		57,548	69,810	60,000	45,817	60,000	
622.006	Work Supp-Snow & Ice		135,051	242,494	125,000	278,290	150,000	
622.007	Work Supp-Signs/Striping		39,598	36,458	37,500	40,136	37,500	
622.015	Work Supplies-Forestry		3,307	5,481	3,500	1,699	3,500	
623.000	Mileage		0	0	0	0	0	
624.000	Small Tools & Equipment		1,851	1,287	2,500	437	2,500	
626.000	Memberships		423	262	600	410	600	
627.000	Books & Periodicals		0	0	0	0	0	
628.000	Uniforms & Clothing		6,128	7,948	6,800	6,826	6,800	
	MatlSupp	Total	<u>\$357,625</u>	<u>\$466,156</u>	<u>\$370,600</u>	<u>\$467,605</u>	<u>\$395,600</u>	
05	PurchServ							
641.000	Consultants		0	0	0	0	0	
642.000	Communications		4,936	4,461	5,000	3,633	4,000	
643.000	Training/Conferences		1,939	1,142	2,000	777	2,000	
644.000	Printing/Publications		0	0	0	0	0	
646.000	Utilities		6,875	5,884	6,000	7,857	6,300	
647.000	M & R		16,825	10,272	14,000	14,703	14,000	
647.009	M & R Forestry		0	411	6,000	0	10,000	
648.000	Rentals		841	73	2,000	0	0	
648.001	IS Equipment Leased		2,062	0	2,062	0	2,062	
655.010	Electric-Street Lights		55,302	53,128	56,400	56,354	62,000	
	PurchServ	Total	<u>\$88,781</u>	<u>\$75,371</u>	<u>\$93,462</u>	<u>\$83,325</u>	<u>\$100,362</u>	
10	Land/Bldg							
661.000	Land/Land Improvements		0	0	50,000	0	0	
662.000	Bldg/Bldg Improvements		0	0	0	0	0	
666.001	Road Project-Paving		795,842	993,111	1,227,255	552,066	0	

City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND 01 GenFund						
DEPT 059 Highway		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
		Actual	Actual	Adopted	Actual	Adopted
666.002	Road Project-Drainage	0	0	0	0	0
666.003	Road Proj-Traffic Signals	0	0	0	0	0
666.004	Road Proj-Water Supply	0	0	0	0	0
666.005	Road Proj-Crack Filling	37,236	43,818	0	23,563	0
666.006	Road Proj-Seal Coating	55,394	75,046	0	320,086	0
666.007	Hot-In-Place Recycling	0	0	0	324,863	0
667.000	Tree Planting	0	0	0	0	0
Land/Bldg	Total	<u>\$888,472</u>	<u>\$1,111,976</u>	<u>\$1,277,255</u>	<u>\$1,220,578</u>	<u>\$0</u>
11	Equipment					
663.000	Machinery & Equipment	26,100	26,100	26,100	26,058	26,100
664.000	Office Equipment	0	0	0	0	0
Equipment	Total	<u>\$26,100</u>	<u>\$26,100</u>	<u>\$26,100</u>	<u>\$26,058</u>	<u>\$26,100</u>
391	Transfers					
878.000	Transfers Out	0	0	0	44,419	0
Transfers	Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$44,419</u>	<u>\$0</u>
Expense	Total	<u>\$2,934,820</u>	<u>\$3,335,286</u>	<u>\$3,357,239</u>	<u>\$3,661,583</u>	<u>\$2,252,573</u>
Highway	Total	<u><u>\$2,934,820</u></u>	<u><u>\$3,335,286</u></u>	<u><u>\$3,357,239</u></u>	<u><u>\$3,661,583</u></u>	<u><u>\$2,252,573</u></u>

Recycling/Landfill

Program Description

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

Wednesday summer hours were changed in 2005 to provide early and late access. An average of 30% of the Wednesday customers utilized those hours at very little cost to the City. We have continued those hours each year. The recycling/landfill site is staffed primarily by a part time worker. Open 19 ½ hours per week.

FY2009 Estimated Revenue

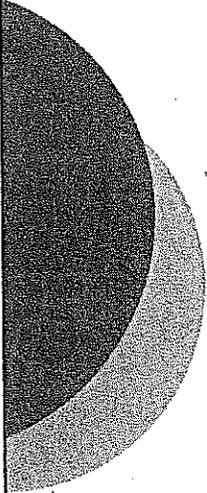
\$41,500

FY2009 Budget

\$20,738

City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND 01 GenFund		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
DEPT 068 Recy/Land		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Expense						
02 Salaries						
600.000	Salaries	4,192	5,339	6,400	5,890	7,000
607.000	Sick Pay	0	0	0	0	0
	Salaries Total	<u>\$4,192</u>	<u>\$5,339</u>	<u>\$6,400</u>	<u>\$5,890</u>	<u>\$7,000</u>
03 Fringes						
752.000	Social Security	321	408	490	451	536
759.000	Worker's Comp Insurance	0	164	185	193	202
	Fringes Total	<u>\$321</u>	<u>\$572</u>	<u>\$675</u>	<u>\$644</u>	<u>\$738</u>
04 MatlSupp						
621.000	Office Supplies	0	0	0	0	0
622.000	Work Supplies	0	0	0	0	0
	MatlSupp Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
05 PurchServ						
642.000	Communications	0	0	0	0	0
644.000	Printing/Publications	0	0	0	0	0
648.000	Rentals	9,140	12,275	12,600	2,626	13,000
651.000	Miscellaneous Services	0	0	0	0	0
	PurchServ Total	<u>\$9,140</u>	<u>\$12,275</u>	<u>\$12,600</u>	<u>\$2,626</u>	<u>\$13,000</u>
10 Land/Bldg						
661.000	Land/Land Improvements	0	0	0	0	0
662.000	Bldg/Bldg Improvements	0	0	0	0	0
	Land/Bldg Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
11 Equipment						
663.000	Machinery & Equipment	0	0	0	0	0
	Equipment Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Expense Total	<u>\$13,652</u>	<u>\$18,187</u>	<u>\$19,675</u>	<u>\$9,160</u>	<u>\$20,738</u>
	Recy/Land Total	<u>\$13,652</u>	<u>\$18,187</u>	<u>\$19,675</u>	<u>\$9,160</u>	<u>\$20,738</u>

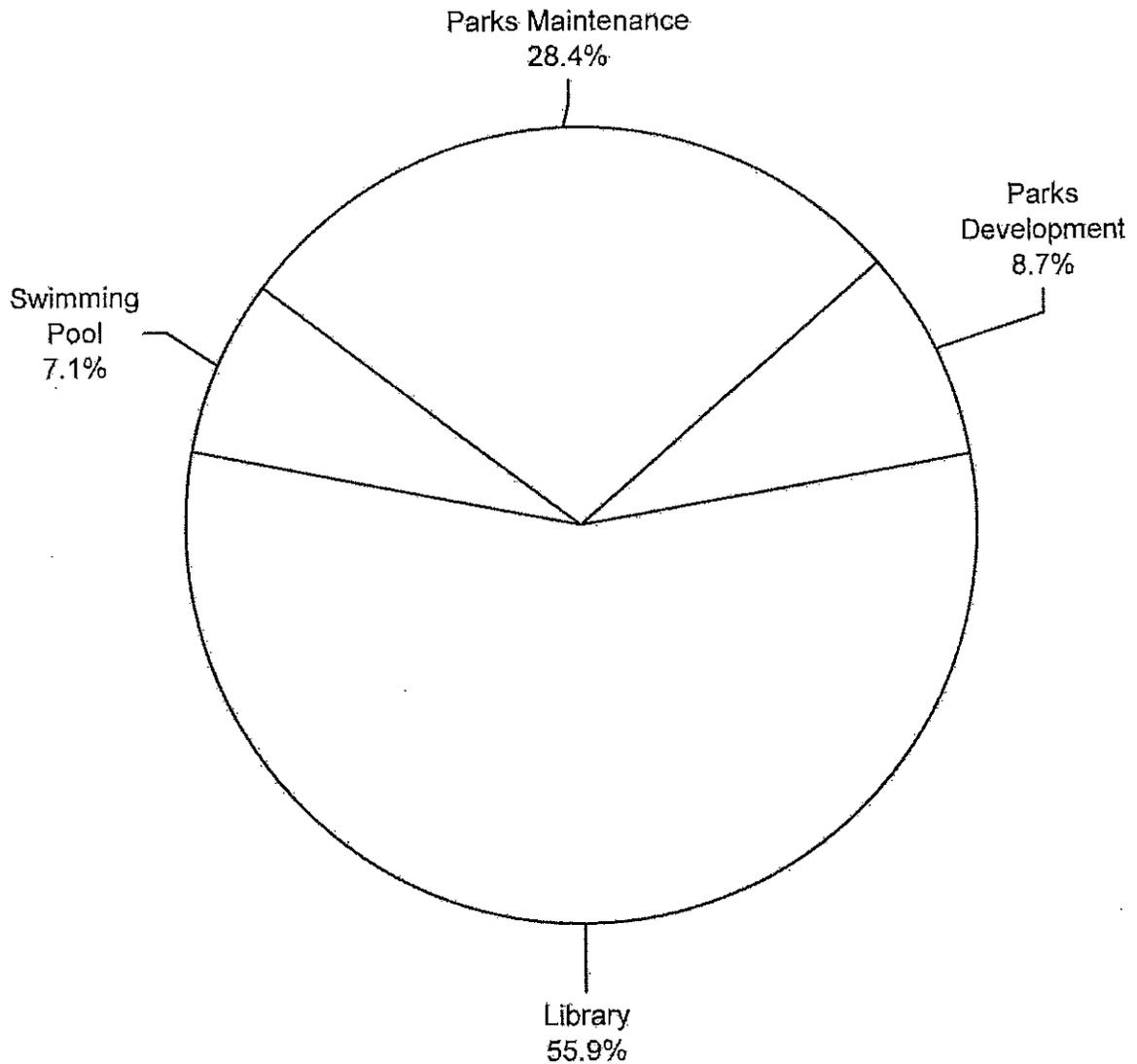


Community Enrichment

- Library
- Swimming Pool
- Parks Maintenance
- Park Development

CITY OF MEQUON

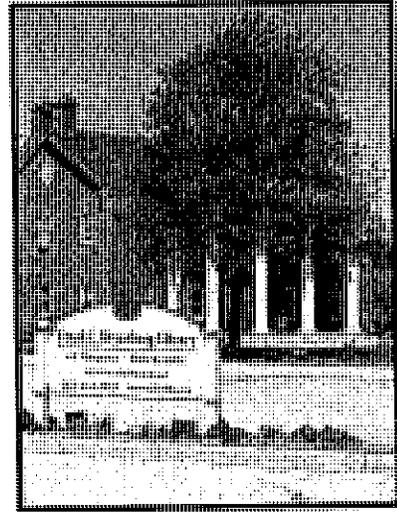
2009 Community Enrichment Budget Percentages by Department



Library Services

Program Description

This account provides for the quarterly payments associated with the annual appropriation by the City to financially support the Weyenberg Library operation based upon the joint agreement between the City of Mequon and the Village of Thiensville along with state mandates and funding formulas.



FY2008 Accomplishments

- Quarterly invoices were issued to the City of Mequon and the Village of Thiensville with the funds collected and transferred to the Library for their operational use.

FY2009 Objectives

- Quarterly invoices will be issued to the City of Mequon and the Village of Thiensville and the funds will be collected and transferred to the Library for their operational use.

Staffing for FY2009

FY 2007	FY2008	FY2009
N/A	N/A	N/A

FY2009 Budget

\$898,263

City of Mequon
 Department/Account Classification Detail
 Fiscal Year 2009

FUND 01 GenFund
 DEPT 071 LibrarySer

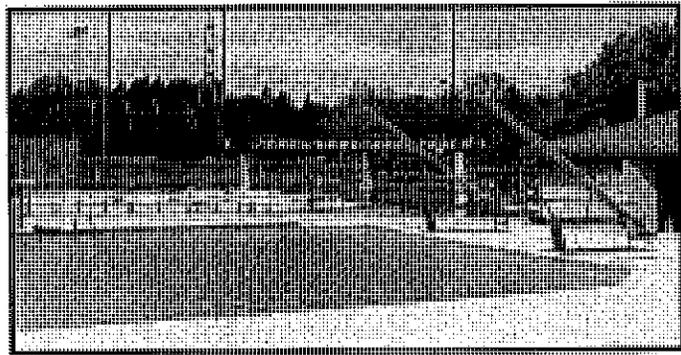
		<u>2006</u> <u>Actual</u>	<u>2007</u> <u>Actual</u>	<u>2008</u> <u>Adopted</u>	<u>2008</u> <u>Actual</u>	<u>2009</u> <u>Adopted</u>
Expense						
04	MatlSupp					
649.000	Grants	830,000	855,000	880,650	880,650	898,263
MatlSupp	Total	<u>\$830,000</u>	<u>\$855,000</u>	<u>\$880,650</u>	<u>\$880,650</u>	<u>\$898,263</u>
Expense	Total	<u>\$830,000</u>	<u>\$855,000</u>	<u>\$880,650</u>	<u>\$880,650</u>	<u>\$898,263</u>
LibrarySer	Total	<u><u>\$830,000</u></u>	<u><u>\$855,000</u></u>	<u><u>\$880,650</u></u>	<u><u>\$880,650</u></u>	<u><u>\$898,263</u></u>

Swimming Pool

Program Description

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

Attendance and revenue was down slightly in 2008 despite favorable weather and longer hours.



FY2008 Objectives

1. Replace steel doors and guard chair towers.
2. Consider a child slide feature in an effort to provide more activities to the 23 year old pool.

FY2008 Accomplishments

New bathhouse entrance doors were installed. Guard chair towers will be replaced this fall.

Slide was delayed due to code issues.

FY2009 Objectives

For 2009 the addition of a water slide is still under consideration. Code issues delayed the installation in 2008.

FY2009 Estimated Revenue

\$60,000

FY2009 Budget

\$113,772

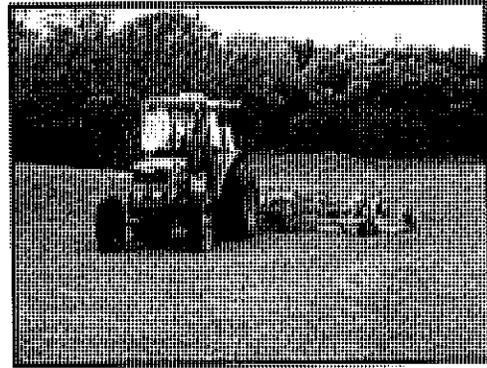
City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND	01	GenFund					
DEPT	072	SwimPool					
			<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
			<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Expense							
02 Salaries							
600.000		Salaries	54,603	56,251	60,000	54,054	63,080
602.000		OverTime	197	588	1,000	1,211	1,500
		Salaries Total	<u>\$54,799</u>	<u>\$56,839</u>	<u>\$61,000</u>	<u>\$55,266</u>	<u>\$64,580</u>
03 Fringes							
752.000		Social Security	4,192	4,348	4,667	4,228	4,940
759.000		Worker's Comp Insurance	1,987	1,130	1,752	1,834	1,752
		Fringes Total	<u>\$6,180</u>	<u>\$5,478</u>	<u>\$6,419</u>	<u>\$6,062</u>	<u>\$6,692</u>
04 MatlSupp							
622.000		Work Supplies	13,967	13,548	14,600	16,565	14,600
628.000		Uniforms & Clothing	1,594	1,698	1,600	1,596	1,600
		MatlSupp Total	<u>\$15,561</u>	<u>\$15,245</u>	<u>\$16,200</u>	<u>\$18,161</u>	<u>\$16,200</u>
05 PurchServ							
641.000		Consultants	0	0	0	0	0
642.000		Communications	1,042	1,280	1,300	701	0
646.000		Utilities	251	263	500	450	500
647.000		M & R	3,567	2,330	3,500	4,807	3,500
655.000		Electric	7,789	8,600	9,100	8,551	10,800
657.000		Gas	7,385	6,736	7,500	12,793	11,500
		PurchServ Total	<u>\$20,033</u>	<u>\$19,209</u>	<u>\$21,900</u>	<u>\$27,302</u>	<u>\$26,300</u>
10 Land/Bldg							
661.000		Land/Land Improvements	0	0	0	0	0
662.000		Bldg/Bldg Improvements	0	127	16,000	1,199	0
		Land/Bldg Total	<u>\$0</u>	<u>\$127</u>	<u>\$16,000</u>	<u>\$1,199</u>	<u>\$0</u>
11 Equipment							
663.000		Machinery & Equipment	0	0	20,000	0	0
664.000		Office Equipment	0	0	0	0	0
		Equipment Total	<u>\$0</u>	<u>\$0</u>	<u>\$20,000</u>	<u>\$0</u>	<u>\$0</u>
391 Transfers							
878.000		Transfers Out	0	0	0	20,000	0
		Transfers Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$20,000</u>	<u>\$0</u>
		Expense Total	<u>\$96,573</u>	<u>\$96,898</u>	<u>\$141,519</u>	<u>\$127,989</u>	<u>\$113,772</u>
		SwimPool Total	<u>\$96,573</u>	<u>\$96,898</u>	<u>\$141,519</u>	<u>\$127,989</u>	<u>\$113,772</u>

Park Maintenance

Program Description

The Parks Maintenance Division of Public Works is responsible for all City park maintenance; exterior maintenance of all City buildings, City forestry program, City road median maintenance and Interurban Bike Trail maintenance.



FY2008 Objectives

1. Continue efforts to improve roadway median maintenance through a combination of City forces and private contractor support.
2. Provide safe winter snow removal for all City buildings and parking areas.
3. Utilize the summer positions to minimize overtime necessary to support weekend park rentals.
4. Provide landscape maintenance for all City facilities to support all Park related activities.

FY2008 Accomplishments

Parks Department staff and an outside contractor continued the effort of providing consistent maintenance to Mequon Road and The Business Park.

Winter snow removal was provided by Park and Buildings maintenance staff and also by Sewer Department employees when needed. Parks Department staff was often used to assist with road plowing and salting.

Summer staff continued to assist with weekend duties. Overtime for full time staff has been reduced, especially on summer weekends.

Parks Department staff provided landscape and lawn maintenance for all Parks and Natur Preserves, City buildings and City owned properties. This includes all of the sports facilities and the cleaning and maintenance of all Park pavilions. Assistance was also provided to larger events such as Gathering of the Green, Pommerntag, Lobsterfest and Historic Days.

FY2009 Objectives

- ✦ Provide landscape maintenance for all City facilities to support all Park related activities. Support all athletic teams as needed.
- ✦ Utilize the summer positions to assist with weekend park rentals. Implement a seasonal position for weekends that will eliminate most overtime.
- ✦ Continue efforts to improve roadway median maintenance through a combination of City forces and private contractor support.
- ✦ Provide safe winter snow removal for all City buildings and parking areas.

Staffing for FY2009

FY 2007	FY2008	FY2009
Parks & Building Maintenance Worker (2) FT	Parks & Building Maintenance Worker (2) FT	Parks & Building Maintenance Worker (2) FT
Parks/Hwy Worker (2) PT	Parks/Hwy Worker (2) PT	Parks/Hwy Worker (2) PT
City Forester (1) FT Summer (5) PT	City Forester (1) FT Summer (5) PT	City Forester (1) FT Summer (5) PT
		Weekend Seasonal (1) PT

FY2009 Estimated Revenue

None

FY2009 Budget

\$455,798

City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND 01 GenFund
DEPT 074 PksMaint

		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Expense						
02	Salaries					
600.000	Salaries	192,924	211,632	217,892	215,552	244,061
602.000	OverTime	6,142	7,525	6,100	10,939	4,000
606.000	Vacation	16,199	14,968	0	17,474	0
607.000	Sick Pay	3,488	3,392	0	7,085	0
609.000	Longevity	2,160	2,058	2,295	1,812	2,385
Salaries	Total	<u>\$220,914</u>	<u>\$239,575</u>	<u>\$226,287</u>	<u>\$252,862</u>	<u>\$250,446</u>
03	Fringes					
752.000	Social Security	16,383	17,838	17,311	18,839	19,159
753.000	Health Insurance	42,139	37,813	46,307	45,909	49,475
754.000	Long Term Disability	756	855	867	811	939
755.000	Life Insurance	583	587	567	623	669
756.000	Retirement	24,155	35,740	23,482	31,059	25,466
757.000	Dental Insurance	2,558	2,577	2,801	2,626	2,801
759.000	Worker's Comp Insurance	3,583	5,238	7,193	7,530	7,193
Fringes	Total	<u>\$90,159</u>	<u>\$100,649</u>	<u>\$98,528</u>	<u>\$107,399</u>	<u>\$105,702</u>
04	MatlSupp					
620.000	Janitor Supplies	1,745	1,958	2,000	2,072	2,200
622.000	Work Supplies	0	0	0	0	18,000
622.008	Work Supp-Rotary Park	5,956	7,883	8,500	8,523	8,500
622.009	Work Supp-City Hall Park	3,849	4,106	4,500	2,392	5,000
622.010	Work Supp-Blvd/Bike Trail	3,844	3,230	4,000	3,432	4,000
622.013	Work Supplies-River Barn	5,091	6,490	6,000	4,935	6,000
622.014	Work Supplies-Lemke	2,766	2,913	3,500	2,416	3,500
622.019	Work Supp-Garrisons Glen	0	0	0	0	1,500
622.020	Work Supp-Settlers Park	0	0	0	0	3,000
624.000	Small Tools & Equipment	651	1,258	1,500	1,517	1,500
628.000	Uniforms & Clothing	1,020	1,000	1,080	1,460	1,100
MatlSupp	Total	<u>\$24,921</u>	<u>\$28,839</u>	<u>\$31,080</u>	<u>\$26,746</u>	<u>\$54,300</u>
05	PurchServ					
641.000	Consultants	0	0	0	0	0
642.000	Communications	1,102	832	1,000	526	250
643.000	Training/Conferences	0	0	0	0	0
646.000	Utilities	3,292	2,878	3,000	3,488	3,500
647.000	M & R	20,699	20,811	23,750	23,447	25,000
648.000	Rentals	2,326	1,250	2,900	2,052	3,000
648.001	IS Equipment Leased	0	0	0	0	0
655.011	Electric-Rotary Park	6,250	8,529	8,800	6,501	8,500
655.013	Electric-Yankee Settler	0	0	0	0	0
655.014	Electric-River Barn	1,116	1,181	1,500	1,119	1,600
657.009	Gas-Rotary Park	2,164	1,265	1,300	1,817	2,000
657.011	Gas-River Barn	902	908	800	1,167	1,500
657.012	Gas-Yankee Settler	0	0	0	0	0
PurchServ	Total	<u>\$37,852</u>	<u>\$37,654</u>	<u>\$43,050</u>	<u>\$40,117</u>	<u>\$45,350</u>
10	Land/Bldg					
661.000	Land/Land Improvements	0	0	0	0	0
662.000	Bldg/Bldg Improvements	0	2,500	0	0	0

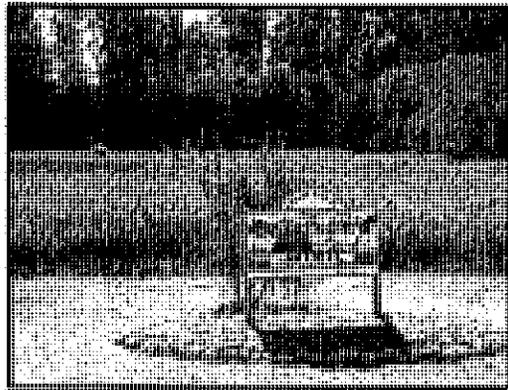
City of Mequon
 Department/Account Classification Detail
 Fiscal Year 2009

FUND 01 GenFund						
DEPT 074 PksMaint		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
Land/Bldg	Total	<u>\$0</u>	<u>\$2,500</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
11	Equipment					
663.000	Machinery & Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Equipment	Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Expense	Total	<u>\$373,845</u>	<u>\$409,216</u>	<u>\$398,945</u>	<u>\$427,123</u>	<u>\$455,798</u>
PksMaint	Total	<u><u>\$373,845</u></u>	<u><u>\$409,216</u></u>	<u><u>\$398,945</u></u>	<u><u>\$427,123</u></u>	<u><u>\$455,798</u></u>

Park Development

Program Description

The mission of the Park Board and Parks Department is to acquire, improve, and maintain the City of Mequon's park and open space for the purpose of providing active and passive recreational activities, land and water preservation and restoration, and environmental education for its residents. The various programs included are scheduling events, collection of fees, and the coordination of stewardship groups and athletic organizations.



FY2008 Objectives

1. Lemke Park – Continue the funding effort for a shelter and restrooms at Lemke Park. A rough estimate to complete the structure is \$200,000. Support from donors and the Mequon Community Foundation is expected.
2. Garrison's Glen – Develop a site plan and begin work on a parking area, signage and a canoe landing area. Trails would also be developed if funding remains available. Funding support and in kind work is anticipated from a local school.
3. Continue to support volunteer activities and Scout projects in Parks and Nature Preserves. The Rennie Field renovation committee remains committed to improving the baseball field.
4. With the popularity in surrounding communities and previous success in the past, there is an interest in re-establishing the summer Concert on the Green series. \$5000 is requested to cover the cost of four to five weeks of entertainment. Donations will be solicited that will offset or possibly eliminate the need for City funding.

FY2008 Accomplishments

- Improvements pending adequate funding.
- Developed a site plan for two parking lots and a walking trail. Boy Scouts will be installing a canoe launch along the river. Work is expected to be completed by fall of 2008.
- Donations were received for a variety of trees, benches and also projects. Boy Scouts continue to be involved with park improvement projects. Upgrades to the watering system at Rennie Field were also provided.
- Concerts on the Green successfully implemented seven weeks of concerts and movies at Rotary Park. Support and funding was received from the Mequon Community Foundation and Gathering on the Green.

5. The Park Board will continue to work on the Comprehensive Park and Open Space Plan to be completed in 2008.

The Park Board completed the update of the Comprehensive Park, Recreation and Open Space Plan. Revised Plan will qualify the

City for state funding through 2012. Plan also outlines Park improvements for the next five years.

6. Little Menomonee Nature Preserve – Implement plans for improvements at the preserve.

Developed a site plan for a parking lot and walking trails at Little Menomonee Nature Preserve. Work will be completed by fall of 2008.

7. Manage rentals at pavilions and various sports fields. Provide assistance and planning at large events.

Weekend rentals continue to be steady at all facilities. Sports fields also see heavy use throughout the year. Staff also assisted with park events and also attended all planning meetings for Family Fun Before the Fourth.

FY2009 Objectives

✦ Highland Woods

Continue with the improvements at Highland Woods. Oak trees have been planted as part of an Eagle Scout project. Next phase calls for restoration of the meadow area. This will also reduce the evasive species that are present.

✦ Grasslyn Nature Preserve

Continue the annual tree planting program and also convert parts of the trail from woodchips to gravel. Adding gravel will eliminate the need to replace the woodchips each year.

✦ Lemke Park

Continue to fund the pavilion project that has been identified in the Park Plan. Funds could also be applied from the Non-Lapsing Park Fund to assist with completion of the project.

✦ Riverfront Park

Support the efforts to plan and create a Riverfront Park as part of the Town Center.

✦ Concerts on the Green

Continue the Wednesday night concert series in 2009. Support has already been offered by the Mequon Community Foundation.



↳ Miscellaneous Activities

Continue to support volunteer activities and Scout projects. Donations will also be applied as they become available. Assistance will be provided to the Family Fun Before the Fourth committee.

Staffing for FY2009

<u>FY2007</u>	<u>FY2008</u>	<u>FY2009</u>
Parks Director (1) FT	Parks Director (1) FT	Parks Director (1) FT
Parks Secretary (1) PT	Parks Secretary (1) PT	Parks Secretary (1) PT

FY2009 Estimated Revenue

\$30,000

FY2009 Budget

\$139,188

City of Mequon
Department/Account Classification Detail
Fiscal Year 2009

FUND	01	GenFund						
DEPT	075	PkDevelop						
			<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>	<u>2009</u>
			<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>	<u>Adopted</u>
Expense								
02 Salaries								
600.000		Salaries	61,564	57,534	84,534	62,957	86,178	
602.000		OverTime	0	317	0	129	600	
606.000		Vacation	10,773	10,604	0	10,135	0	
607.000		Sick Pay	517	1,935	0	300	0	
609.000		Longevity	836	840	888	870	948	
Salaries		Total	<u>\$73,691</u>	<u>\$71,230</u>	<u>\$85,422</u>	<u>\$74,390</u>	<u>\$87,726</u>	
03 Fringes								
752.000		Social Security	5,518	5,221	6,535	5,478	6,711	
753.000		Health Insurance	14,046	12,604	15,436	15,261	16,492	
754.000		Long Term Disability	345	388	422	395	418	
755.000		Life Insurance	297	296	294	324	282	
756.000		Retirement	9,427	9,958	10,080	10,846	10,088	
757.000		Dental Insurance	855	859	934	873	934	
759.000		Worker's Comp Insurance	6,051	1,608	2,225	2,336	2,225	
Fringes		Total	<u>\$36,538</u>	<u>\$30,934</u>	<u>\$35,926</u>	<u>\$35,512</u>	<u>\$37,150</u>	
04 MatlSupp								
621.000		Office Supplies	272	135	350	305	350	
622.000		Work Supplies	6,279	3,834	8,000	6,946	8,000	
623.000		Mileage	0	0	200	0	100	
626.000		Memberships	390	270	400	265	400	
627.000		Books & Periodicals	81	15	200	35	200	
628.000		Uniforms & Clothing	0	0	0	0	0	
MatlSupp		Total	<u>\$7,022</u>	<u>\$4,254</u>	<u>\$9,150</u>	<u>\$7,551</u>	<u>\$9,050</u>	
05 PurchServ								
641.000		Consultants	0	0	0	2,400	3,000	
642.000		Communications	918	753	1,500	603	1,500	
643.000		Training/Conferences	0	0	350	0	350	
648.001		IS Equipment Leased	412	0	412	0	412	
PurchServ		Total	<u>\$1,331</u>	<u>\$753</u>	<u>\$2,262</u>	<u>\$3,003</u>	<u>\$5,262</u>	
10 Land/Bldg								
661.000		Land/Land Improvements	0	0	0	0	0	
661.001		Land-Grasslyn Nature Pres	0	0	0	0	0	
661.002		Land-Carpenter Park	0	0	0	0	0	
661.003		Land-Rotary Park	1,281	1,500	6,500	2,385	0	
661.004		Land-Yankée Settlers	0	0	0	0	0	
661.005		Land-Villa Grove Park	0	0	0	0	0	
661.006		Land-River Barn Park	1,935	10,000	0	0	0	
661.007		Land-Lemke Park	0	0	15,000	3,695	0	
661.008		Land-Highland Woods	0	0	0	0	0	
661.009		Land-Riverview	0	0	0	0	0	
661.010		Land-Rennicke Park	0	0	0	0	0	
661.011		Land-Pukaite Woods	0	0	0	0	0	
661.012		Land-City Bike Trails	0	0	0	0	0	
661.013		Land-Community Park	0	0	0	0	0	
661.014		Land-River Forest	0	0	0	0	0	
661.015		Land-Scout Park	0	0	0	0	0	

City of Mequon
 Department/Account Classification Detail
 Fiscal Year 2009

FUND 01 GenFund		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2008</u>	<u>2009</u>
DEPT 075 PkDevelop		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
661.016	Land-Nature Preserves	2,012	1,969	7,500	5,693	0
661.017	Land-Small Parks	8,096	7,500	7,500	3,700	0
662.000	Bldg/Bldg Improvements	0	0	0	0	0
	Land/Bldg Total	<u>\$13,323</u>	<u>\$20,969</u>	<u>\$36,500</u>	<u>\$15,472</u>	<u>\$0</u>
	11 Equipment					
663.000	Machinery & Equipment	0	0	0	0	0
665.000	Automotive Equipment	0	0	0	0	0
	Equipment Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	391 Transfers					
878.000	Transfers Out	0	0	0	15,412	0
	Transfers Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$15,412</u>	<u>\$0</u>
	Expense Total	<u>\$131,905</u>	<u>\$128,140</u>	<u>\$169,260</u>	<u>\$151,341</u>	<u>\$139,188</u>
	PkDevelop Total	<u>\$131,905</u>	<u>\$128,140</u>	<u>\$169,260</u>	<u>\$151,341</u>	<u>\$139,188</u>

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.

BALANCED BUDGET – A budget in which 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 mean 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 a the general timeframe in which they occur.

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.

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.

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

FULL TIME EQUIVALENT (FTE) – 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.

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”.

INVESTMENT INCOME – Income earned on fund which are not immediately needed by the City.

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.

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.