

City of Mequon, Wisconsin 2011 Annual Budget

Preserving Quality of Life



2011 ANNUAL BUDGET CITY OF MEQUON, WISCONSIN

Mayor Curt Gielow

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, Operations Manager/Parks Director

Nathan Check, Public Works Director/City Engineer

Kim Tollefson, Planning and Community Development Director

David Bialk, Fire Chief

TABLE OF CONTENTS

Page No.

INTRODUCTION

2010 Distinguished Budget Presentation Award	1
City of Mequon Introduction	2
City of Mequon Additional Demographic Information.....	5
City of Mequon Other Community Information	6
City of Mequon Organization Chart	7
City of Mequon 2011 Budgeted Full-time Equivalency (FTE)	8

2011 BUDGET MESSAGE

Ordinance No. 2010-1333 2011 Appropriations-General	11
Ordinance No. 2010-1334 2011 Appropriations-Sewer	12
Budget Transmittal Letter	13
• Mission Statement.....	13
• Goals and Objectives for the FY2010 Budget.....	13
• Conditions and Considerations Affecting the FY2010 Budget.....	14
• The FY2011 Budget's Areas of Emphasis	15
• Capital Project Fund.....	16
• Workforce Issues	21
• Library Fund	23
• Long Term Borrowing	24
• Revenues, Tax levy and Tax Rate	25
• Municipal Spending and Tax Rates-a Comparative Analysis.....	26
• Expenditure Summary	26

2011 BUDGET DEVELOPMENT, STRUCTURE, AND FINANCIAL POLICIES

Budget Development and Framework

Budget Calendar	28
Explanations of Budgetary Basis.....	29
Amending the Budget.....	29

Budget Organization and Structure by Fund

General Fund	29
Capital Project Fund.....	30

Debt Service Fund	31
Sewer Utility Fund.....	31
Water Utility Fund.....	31
Library Fund.....	31

Financial Policies

Introduction.....	32
Budgeting.....	33
Amending the Budget.....	33
Reserve Requirements.....	34
Revenues.....	34
Cash Management/Investments	35
Expenditures.....	35
Capital Planning	36
Long Term Financial Planning.....	36
Debt Management	37
Accounting, Auditing, and Financial Reporting	37

2011 FINANCIAL OVERVIEW

Citywide Budget Summary

2011 Tax Levy Distribution Mequon-Thiensville School District with Sewer Service (chart)	38
Schedule of Revenues, Expenditures and Change in Fund Balance 2011 Budget-Summary by Appropriated Fund	39
Comparative Schedule of Changes in Fund Balances 2009-2011	41

General Fund-Revenues Details

2011 General Fund by Revenue by Funding Types (chart).....	42
Budgetary Comparison Schedule of Revenues General Fund.....	43
2011 Revenue Projections Narrative	45

General Fund-Expenditure Details

2011 General Fund Expenditure by Functional Area (chart)	48
--	----

Budgetary Comparison and Expenditure Summary by Functional Area-General Fund	49
2011 General Fund Expenditures by classification (chart).....	50
Schedules of Revenues, Expenditures and Change in Fund Balance General Fund	51

Capital Projects Fund

Capital Projects Fund, Expenditure by Functional Area (chart).....	52
2011 Capital Projects Funding/Expenditure Summary.....	53
Schedule of Revenues, Expenditures and Change in Fund Balance Capital Project Fund	54

Debt Service Fund

Schedule of Revenues, Expenditures and Change in Fund Balance Debt Service Fund.....	55
Additional Background on Outstanding Debt Issues	56
Schedule of General Obligation Debt Payments	57
Computation of Legal Debt Margin as of December 31, 2010.....	58

Other Funds

Schedule of Revenues, Expenditures and Change in Fund Balance Sewer Utility Fund.....	59
Schedule of Revenues, Expenditures and Change in Fund Balance Water Utility Fund.....	60
Schedule of Revenues, Expenditures and Change in Fund Balance Library Fund	61

2011 DEPARTMENT BUDGETS

General Government

2011 General Government Budget Percentages by Department (chart) ..	62
Common Council	63
Mayor	65
City Administrator	68
City Clerk.....	71

Elections.....	74
Information Systems	77
Finance.....	82
City Assessor	86
Human Resources.....	89
Legal Services.....	92
Community Development.....	94

Public Safety

2011 Public Safety Budget Percentage by Department (chart)	98
Police Department	99
Fire/EMS Department.....	104
Communications Center	107
Police Reserve.....	109
Building Inspection.....	111

Public Works

2011 Public Works Budget Percentage by Department (chart)	114
Building Maintenance.....	115
Maintenance (vehicle)	119
Engineering.....	122
Highway	127
Recycling/Landfill	131

Community Enrichment

2011 Community Enrichment Budget Percentage by Department (chart)	133
Library Services	134
Swimming Pool.....	136
Parks Maintenance & Development	138
Glossary.....	142



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Mequon
Wisconsin

For the Fiscal Year Beginning

January 1, 2010

President

Executive Director



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Mequon
Wisconsin**

For the Fiscal Year Beginning

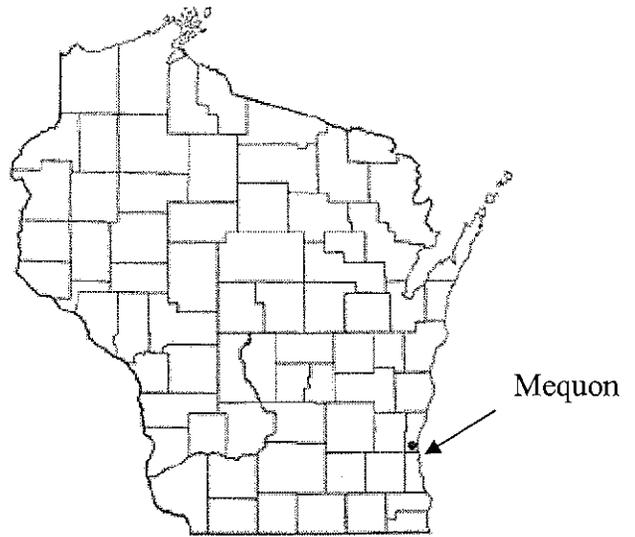
January 1, 2010

President

Executive Director

City of Mequon

Located on the western shores of Lake Michigan just north of Milwaukee, the City of Mequon boasts majestic lakeshore bluffs, stately homes, lush farmland and expansive open space. The community enjoys many parks, five golf courses, the winding Milwaukee 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.

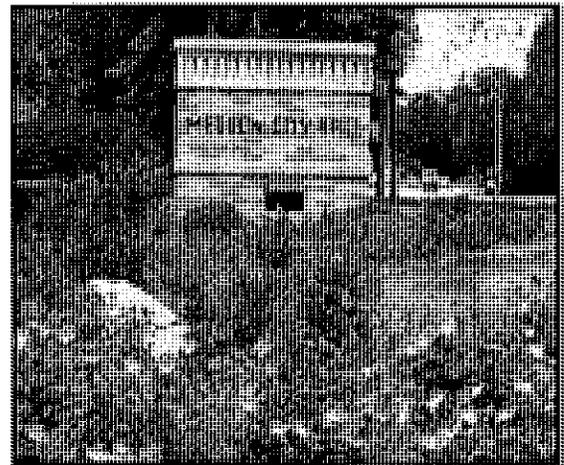


Population: 23,132
(2010 U.S. Census Bureau)

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.

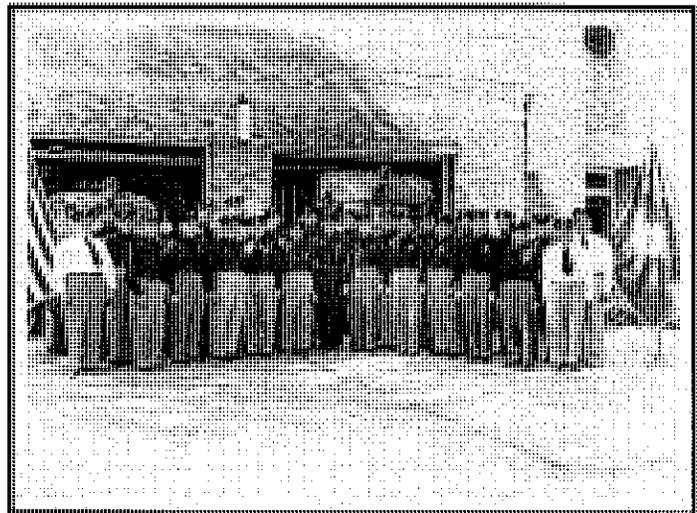
That same year, 43 families, all members of a Lutheran congregation, came from Northern Germany and settled in the western part of Mequon. They named their tiny colony, Freistadt, loosely translated as "free city." These people came in search of religious freedom and held their initial church service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

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

CITY OF MEQUON

ADDITIONAL DEMOGRAPHIC INFORMATION

Breakdown of Housing Units	2009	2010	(%)
Total Dwelling Units	9,258	9,283	
Single Family	7,020	7,041	76%
Plex (2-4 units/bldg.)	1,549	1,551	17%
Multi-Family (5+ units/bldg.)	689	689	7%

Gender Composition	1990	2000
Female	50.0%	50.7%
Male	50.0%	49.3%

Race Comparison	1990	2000
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	1990	2000
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	1990	2000
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

Population:	1960	8,543
	1970	12,150
	1980	16,193
	1990	18,885
	2000	21,823
	2005	23,468
	2006	23,485
	2007	23,565
	2008	23,670
	2009	23,660
	2010	23,810

Housing Valuations	2009	2010
\$0 - \$99,000	0.48%	0.62%
\$100,000 - \$199,000	8.82%	8.23%
\$200,000 - \$299,000	30.21%	30.60%
\$300,000 - \$399,000	20.18%	19.76%
\$400,000 - \$499,000	13.74%	13.29%
\$500,000 - \$799,000	18.63%	18.79%
\$800,000 - \$1,000,000	3.91%	3.83%
\$1,000,000 and up	4.02%	4.21%

Average Assessed Value \$424,854 \$429,800
 Median Assessed Value \$342,800 \$341,200

Average Persons Per Household 2.55

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 + building permits between Jan. 1, 2000 and Dec. 31, 2010.

Population numbers from 2005 - 2010 are based on State of Wisconsin estimates.

Housing valuations are per City Assessor records.

**CITY OF MEQUON
OTHER COMMUNITY INFORMATION**

GENERAL:	2006	2007	2008	2009	2010
Area in Square Miles	46.88	46.88	46.88	46.88	46.88
Households	9,134	9,200	9,229	9,258	9,283
Population	23,485	23,565	23,670	23,660	23,810
Equalized Valuations (\$000)	4,214,913	4,569,211	4,500,403	4,367,555	4,223,167

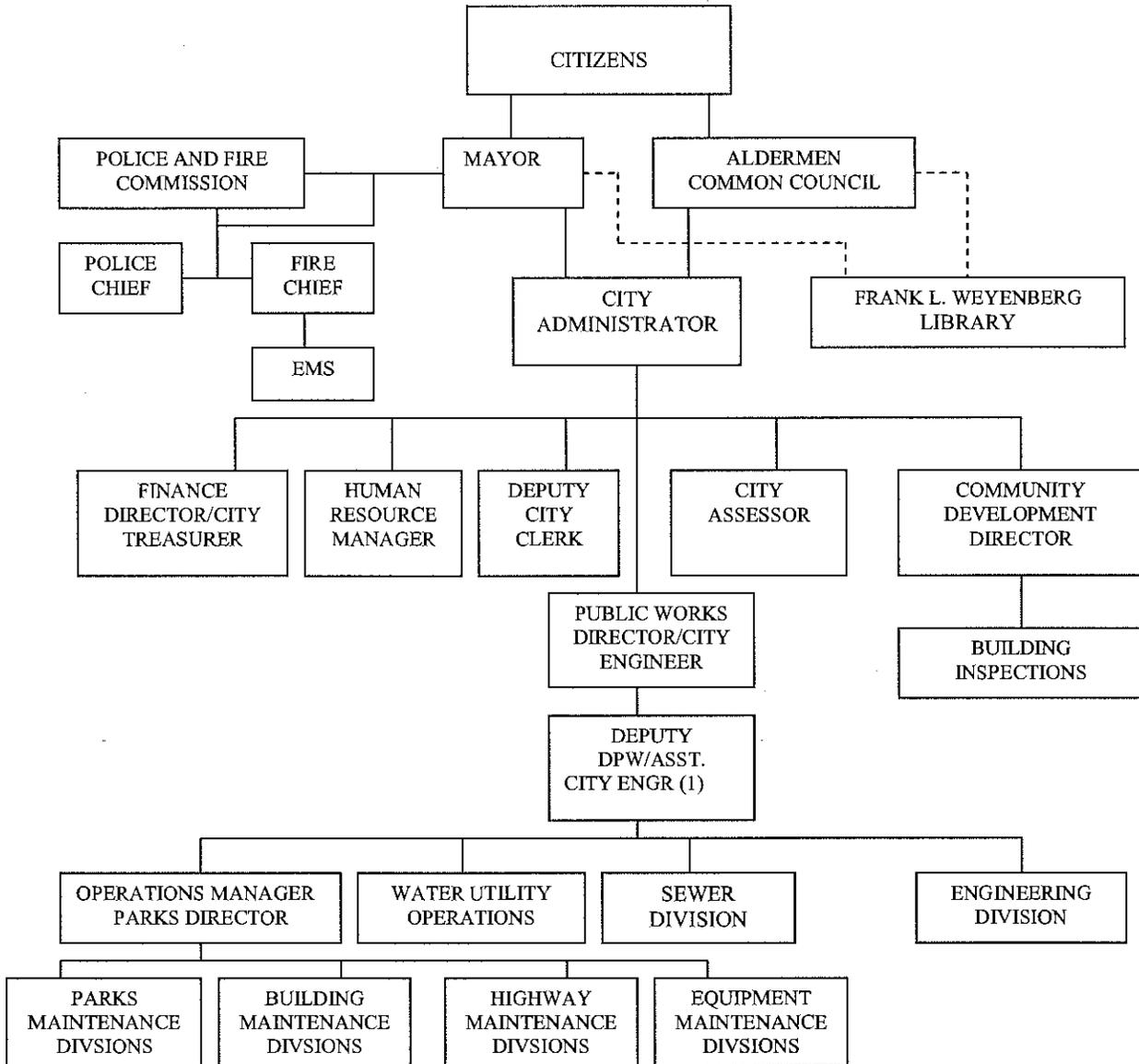
PUBLIC SAFETY	2006	2007	2008	2009	2010
Number of Police Stations	1	1	1	1	1
Number of Sworn Police Officers	34	38	38	38	38
Number of Fire Stations	2	2	2	2	2

PARKS	2006	2007	2008	2009	2010
Acres of Parkland	1080.9	1080.9	1177.8	1177.8	1177.8
Number of Parks	22	22	25	25	25

LIBRARY:	2006	2007	2008	2009	2010
Circulation	331,816	323,299	327,760	335,654	332,219
Total Items Owned	132,520	124,159	115,521	128,515	123,723

INFRASTRUCTURE	2006	2007	2008	2009	2010
Miles of State Highway System	17.2	17.2	17.2	15.45	15.45
Miles of County Highway System	6.08	6.08	6.08	7.7	7.7
Miles of Local Roads and Streets	210.67	212.4	212.4	211.4	211.4
Miles of Sanitary Sewer Main	152.17	152.17	152.82	152.87	152.87
Miles of Water Main	N/A	N/A	75.03	76.92	77.13
Number of Bridges	23	23	23	23	23
Miles of Bike Trails	48.7	48.7	49.43	49.43	49.43

City of Mequon Organizational Chart



CITY OF MEQUON
2011 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	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	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	2.00	1.00	1.00	1.75	
	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	0.50	
	4.00	3.00	1.00	3.50	
Inspection Division					
Chief Building Inspector	1.00	1.00		1.00	
Electrical Inspector (PT)	1.00		1.00	0.50	
Multi-Certified Inspector	1.00	1.00		1.00	
Administrative Secretary I	1.00	1.00		1.00	
	4.00	3.00	1.00	3.50	7.00
FINANCE/TREASURY					
Director/Treasurer	1.00	1.00		1.00	
Assistant Director	1.00	1.00		1.00	
Accounting Assistants	2.00	1.00	1.00	1.50	
	4.00	3.00	1.00	3.50	3.50
PARKS					
Parks Director	1.00	1.00		1.00	
Administrative Secretary I (PT)	1.00		1.00	0.40	
	2.00	1.00	1.00	1.40	1.40

Department	Number of Employees	Full-time	Part-time	Full-time Equivalent	Department Total FTE
PUBLIC WORKS					
Administration					
Public Works Director	1.00	1.00		1.00	
Administrative Secretary I (PT)	1.00		1.00	0.875	
	2.00	1.00	1.00	1.875	
Parks & Buildings Division					
Buildings Supervisor	1.00	1.00		1.00	
City Forester	1.00	1.00		1.00	
Parks & Bldgs. Maint. Worker	5.00	5.00		5.00	
Custodian (PT)	1.00		1.00	0.75	
Summer Worker	5.00		5.00		
	13.00	7.00	6.00	7.75	
Engineering Division					
City Engineer	1.00	1.00		1.00	
Assistant City Engineer	0.00	0.00		0.00	
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	
Summer Worker	3.00		3.00		
	9.00	6.00	3.00	6.00	
Highway Division					
Highway Section Foreman	5.00	5.00		5.00	
Street Operations Foreman	1.00	1.00		1.00	
Highway Worker	4.00	4.00		4.00	
Equipment Operator Foreman	1.00	1.00		1.00	
Equipment Operator - Heavy	3.00	3.00		3.00	
Equipment Operator - Regular	2.00	2.00		2.00	
Summer Worker	5.00		5.00		
Recycling/Landfill Attendant (PT)	1.00		1.00		
	22.00	16.00	6.00	16.00	
Equipment Maintenance Division					
Chief Mechanic	1.00	1.00		1.00	
Mechanic	2.00	2.00		2.00	
	3.00	3.00	0.00	3.00	
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	
	6.00	6.00	0.00	6.00	
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		
	37.00	0.00	37.00	0.00	40.625

Department	Number of Employees	Full-time	Part-time	Full-time Equivalent	Department Total FTE
POLICE					
Office of Chief of Police					
Chief of Police	1.00	1.00		1.00	
Executive Secretary	1.00	1.00		1.00	
	2.00	2.00	0.00	2.00	
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	
	13.00	9.00	4.00	11.20	
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		22.00	
Police Reserves (25 - Volunteer)	---	---	---	---	
	35.00	35.00	0.00	33.00	46.20
FIRE					
Fire Chief	1.00	1.00		1.00	
Administrative Secretary I (PT)	1.00		1.00	0.50	
Fire Fighter/EMT *	60.00		60.00		
	62.00	1.00	61.00	1.50	1.50
GRAND TOTAL	248.00	102.00	146.00	107.73	107.73

Summary of Budgeted FTE Positions 2007 - 2011

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>Net Change 2007-2011</u>
Administration	3.75	3.75	3.75	3.75	3.75	0.00
Assessor	3.50	2.60	1.00	1.00	1.00	(2.50)
Clerk	2.75	2.75	2.75	2.75	2.75	0.00
Community Development	9.50	9.50	9.00	7.50	7.00	(2.50)
Finance/Treasury	3.50	3.50	3.50	3.50	3.50	0.00
Parks	1.40	1.40	1.40	1.40	1.40	0.00
Public Works	42.75	42.75	42.50	41.63	40.63	(2.12)
Police & Dispatch	47.20	48.20	48.20	46.20	46.20	(1.00)
*Fire	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>0.00</u>
Total FTE's Authorized:	115.85	115.95	113.60	109.23	107.73	(8.12)

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

2011 Budget Message

- ❖ Ordinance No. 2010-1333 2011 Appropriations-General
- ❖ Ordinance No. 2010-1334 2011 Appropriations-Sewer
- ❖ Budget Transmittal Letter

- Goals and Objectives for the FY2011 Budget
- Conditions and Considerations Affecting the FY2011 Budget
- The FY2011 Budget's Areas of Emphasis
- Capital Project Fund
- Workforce Issues
- Library Fund
- Long Term Borrowing
- Revenues, Tax levy and Tax Rate
- Municipal Spending and Tax Rates-a Comparative Analysis
- Expenditure Summary

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE NO. 2010-1333

APPROPRIATING THE NECESSARY FUNDS FOR THE OPERATING OF THE
GOVERNMENT AND ADMINISTRATION OF THE CITY OF MEQUON FOR THE YEAR 2011

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

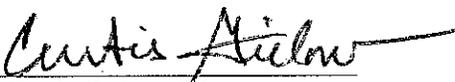
SECTION I: There is hereby appropriated out of the receipts of the City of Mequon for the
Year 2011 including monies received from the general property tax levy and
such other funds as may be designated, to the various funds and purposes stated
herein, the amounts set forth in the said itemization in the total amount of:

2010 Budget	\$18,119,021
Less Anticipated Revenues	(<u>5,018,442</u>)
Total Amount of Tax Levy	<u>\$13,100,579</u>

SECTION II: There is hereby levied a tax of \$13,100,579 upon all taxable property within the
City of Mequon as returned by the Assessor in the year 2010 for uses and
purposes set forth in said budget.

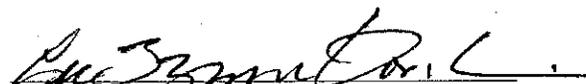
SECTION III: The City Clerk be and hereby is authorized and directed to spread the said tax
upon the current tax roll of the City of Mequon.

SECTION IV: This ordinance shall take effect and be in full force from and after January 1,
2010, upon its passage and publication.

Approved by: 
Curtis Gielow, Mayor

Date Approved: November 16, 2010

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 9th day of November 2010.


Lee Szymberski, City Clerk

Published: November 18, 2010

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE NO. 2010-1334

Appropriating the necessary funds from the City of Mequon's Sewer Utility District for the year 2011 for Capital Charge Payments to the Milwaukee Metropolitan Sewerage District (MMSD) and City of Mequon Capital Debt Service Requirements

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

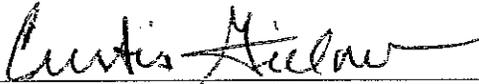
SECTION I: There is hereby appropriated out of the tax receipts of the City of Mequon's Sewer Utility District for the year 2011, the amount set forth in the total of:

Total Amount of Tax Levy \$6,805,924

SECTION II: There is hereby levied a tax of \$6,805,924 upon all taxable property within the City of Mequon Sewer Utility District as returned by the Assessor in 2010 of the purpose set forth in said budget.

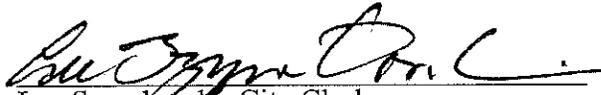
SECTION III: The City Clerk be and hereby is authorized and directed to spread the said tax upon the current tax roll of the City of Mequon Sewer Utility District.

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

Approved by: 
Curtis Gielow, Mayor

Date Approved: November 16, 2010

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 9th day of November, 2010.


Lee Szymborski, City Clerk

Published: November 18, 2010



11333 N. Cedarburg Rd 60W
Mequon, WI 53092-1930
Phone: 262/236-2941
Fax: 262/242-9819

www.ci.mequon.wi.us

Office of the City Administrator

January 2011

**The Honorable Curtis Gielow, Mayor, and
Members of the Common Council
City of Mequon
Mequon, Wisconsin 53092**

Subject: Adopted FY2011 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, 2011. Approved by the Common Council at its meeting of November 9, 2010, the FY2011 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. Goals and objectives for the FY2011 budget

The FY 2011 budget focuses on organizational goals such as keeping taxes low, maintaining high quality public safety services and maintaining city roads. These goals share the stage with Resolution 2748, passed by the Common Council August 14, 2007, which mandates a property tax levy limit, as well as the state's levy limit.

The city's Resolution 2748 recommends the levy not 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.

The levy limit adopted by the Common Council allows for an increase attributable to new development. Staff assumed that any rise in debt service other than that attributable to refinanced debt must be accommodated under the levy limit. The state's limit, under Wisconsin Act 28, which sunset December 31, 2010, allowed for an increase to the levy attributed to new development, or 3%, whichever was greater.

Under the city's own levy limit resolution the city's levy growth would typically mirror the percentage of new construction growth. However, several factors mitigated that modest growth. The city's new construction grew by \$32 million, but was offset by an overall drop in property values. For the first time, the city's assessed value dropped by \$5 million.

When asked what should be the city's top goals in 2011, elected officials identified these citywide goals that staff should attempt to address in the FY2011 budget. The following goals were mentioned in order of frequency:

- Maintain low property taxes. Similar expressions about spending included compensation freezes (2) and expenditure reductions (2). In total, all nine elected officials expressed a related theme of fiscal restraint.
- Maintain high quality public safety services (5)
- Maintain city roads (3)

Other issues also mentioned, once each were: promote private investment in Town Center, maintain existing infrastructure, rethink all city center expenses such as burying electrical lines along Mequon Road, localized drainage issues, identify external funding sources that can assist in economic development, complete phase I of Town Center and do a minimum on the arrival corridor, promote more of a friendly Mequon to local business.

This executive summary highlights what the FY 2011 budget emphasizes. In addition and further noted in the budget document, each departmental budget outlines 2010 accomplishments and details 2011 objectives as departments endeavor to meet the FY2011 citywide goals.

II. Conditions and considerations affecting the FY 2011 budget

Conditions that significantly shape the FY 2011 budget include:

- The state's and the Common Council's property tax levy limits were met. In fact, this budget delivers a levy below last year's.
- Declining revenues from other sources including a slow down in building and development. For Mequon, the valuation factor – an indicator of new construction growth in a community as determined by the Wisconsin Department of Revenue – was 0.88 %, the lowest recorded increase in the city's history.
- Many fixed costs rising faster than the consumer price index.

Other factors and conditions underscoring this budget include:

- Core municipal services are emphasized.
- This budget accommodates within the levy limit \$136,218 in additional debt service, excluding TIF debt. In other words, the city's road project-borrowing totaling \$7.6 million

- since November 2008 – \$2.4 million for Bonniwell and Pioneer Roads, and the County Line Road culvert project (November 2008), and \$5.2 million for arterial and local roads (April 2009) – has been tucked within the levy limit.
- The FY 2011 budget meets the city’s policy of maintaining a balance in the undesignated reserve fund (the “fund balance”) of at least 10 % of the overall general fund. Presently, the undesignated fund balance stands at \$1,687,022, or 12.06 % of the proposed 2011 budget. The fund balance was not tapped to balance this budget.
- For this budget property taxes comprise about 70% of supporting revenues. Mequon leans on the property tax to fund its operations because other sources are not available to the city. For instance, the city receives about 8 % of its revenue from intergovernmental aids compared to a higher statewide average of about 23%. On average, state shared revenues return \$143 per capita to cities, whereas Mequon receives approximately \$15.25 per capita.

III. The FY2011 Budget’s Areas of Emphasis

Taking into consideration the conditions affecting the community, the FY 2011 budget addresses the goals of the city. How that was achieved, and how those goals and annual objectives are met, is summarized as follows:

- A workforce reduction. This has been accomplished by not filling job vacancies, consolidating jobs and using limited-term employees. Along with these changes, the workforce has been reduced approximately 13% over the last ten years.
- Wages for all five union and non-represented employees are frozen in this budget. This month two unions agreed to wage freezes for FY 2011. Two other bargaining unit contracts, which expired at the end of 2010, are still open. The fifth contract, held by the Fire and EMS Association, was settled in 2009 with a no-wage increase in 2011.
- Workforce costs comprise approximately 79 % of the city’s general fund budget. The FY 2011 budget yields an absolute dollar decrease in salaries and wages. Employee fringe benefits – health insurance, pensions and other fringe benefits – increase more than \$150,000.
- The state health insurance fund – an insurance pool the city belongs to – increases rates by 8.5% in 2011. This compares to last year’s increase of 9.5 % which was offset by the city’s health insurance stabilization fund set up several years ago to capture savings gained from collectively-bargained employee health plan design changes. The remaining balance of the health insurance stabilization fund was used in FY 2010.
- Interest income is down \$76,000, a decrease of more than 66 %.
- State shared revenue stays the same as FY 2010. Last year the city sustained a 15% drop from the previous year.
- Building permit fees, and other development related revenue, are projected to remain flat. This follows two years of decreases of more than \$170,000.

- The FY2011 budget decreases spending in the category of materials and supplies by 1.30 %. 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 2011, funding for this purpose is 6% higher than the FY 2010 level to address a longer replacement cycle that was occurring as a result of funding that generally remained level since 2006.

IV. Capital Project Fund

Capital projects are a stand-alone fund with its own sources of revenue. Included are 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. Those that fail to make that threshold remain funded out of the general fund. The total levy for the capital project fund budget for FY 2011 is \$ 882,275, down 23% from last year's \$1,152,200.

Similar to the general fund, the use of the fund balance to fund capital projects is not done. The fund does, however, recommend the reallocation of several sinking funds, projects that are dependent on decisions that will not take place within the next year or require an intergovernmental effort. Those changes are highlighted on the following page and also reflected in the capital projects detailed funding section of the budget book.

A. City facilities

The strain on the FY 2011 budget is reflected in this area, where a modest number of projects are being funded and many projects noted in the capital improvement plan or maintenance projects are deferred.

When the FY 2011 – FY 2015 capital improvement plan is compared to what is funded in FY 2011 approximately \$542,000 of (pay-as-you-go-funded) projects fall to the side. Given the budget's constraints, staff rethought how to approach funding some of the building's needs in comparison to other capital project needs. The approach for addressing some of the city facility projects is highlighted below:

Facility or Project	Proposal	Reasoning	Cost
Defer DPW Highway Shop improvements such as garage heaters, roof replacement and shop floor.	Fund a DPW facilities <i>study</i> .	Study relocating the city's Mequon Road vehicle maintenance building property for potential Town Center redevelopment site. That study will also look at other DPW facilities such as the Highway Shop and the Green Bay Road facility.	Study = \$25,000
Fund a Master Storm Water Management Plan .	Transfer \$100,000 from capital funds set aside for DPW Highway Shop improvements.	Reallocation of the funds suspends funding DPW facilities until study is completed, while jump-starting Master Storm Water Management Plan , last updated by the city in 1998. The 1998 plan served to significantly guide the city in reducing storm water run-off, developing facilities such as Trinity Creek, complying with NR 216.	Master Storm Water Management Plan = \$100,000. Cost to 2011 budget = \$0 due to reallocation. This is a DNR/state mandated program update.
Complete the Emergency warning siren project, a multi-year effort underway since 2007 to add 11 early warning signs throughout the city.	Transfer \$85,000 from the Emergency Enhanced 911 capital project fund and \$107,000 from the dispatch radio console , due for replacement in 2018.	Purchase of the E-911 system and radio console in the Communications Center is not imminent, and subject to a review of how the city provides dispatching services.	Adding the transferred amount of \$85,000 and \$107,000 to the siren capital project account will completely fund all 11 emergency warning sirens.
Police Department vehicle replacement fund	Transfer \$95,000 from the electronic data processing sinking fund to the police vehicle replacement fund.	The computer aided dispatch and record management system, as anticipated by this sinking fund had it become a city responsibility, is being funded by Ozaukee County.	Police Department vehicle replacement fund = \$95,000. Cost to 2011 budget = \$0.
Mequon swimming pool fence	Fully fund a fence replacement.	Fence is 26 years old and in disrepair. Would also complement Cedarburg Road/City Hall improvements.	\$66,400
Logemann Center	Roof replacement	Consideration of relocating center not imminent. Roof is leaking.	\$25,000
City-wide application software system		In June 2010 the Council approved a staff recommendation for Tyler Technologies, Inc.'s MUNIS software. City budgeting anticipated a multi-year funding effort for this acquisition,	\$120,000

B. Roads

In 2004 the Common Council and the Appropriations Committee had considerable discussion about the city's road program and its funding level. Previous staff reports have shown 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. Also at that time, it was assumed that separate funding through bonds for strategic arterials would also occur. A 10-year note in the amount of \$1.6 million was issued in May 2005 for strategic arterial streets and bike path improvements over a three-year period. This discussion also acknowledged that each year's appropriation would be allocated among roads rated from 2 – 7, with maintenance applications emphasized for those roads with a higher surface condition rating (SCR). Despite these efforts, it was also acknowledged that over the five-year period of time not all roads at the lower end of the SCR scale would be resurfaced or reconditioned.

For these reasons, and since then, the Common Council has consistently said that the road program is a high community goal. Accordingly, and as you can see from the chart on the following page, funding has increased over the last several years.

In August 2008, the Common Council approved Resolution 2823, expressing 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.

Earlier in 2008, Bonniwell Road failed. Around that same time period, an agreement was reached with Ozaukee County about funding the Port Washington Road (north of Mequon Road) project; part of that agreement said the city would improve Pioneer Road and transfer its jurisdiction to the county in trade for the county dedicating its STP – U funds to the Port Washington Road project. As a result of these occurrences, the city borrowed \$2,000,000 in November 2008 to pay for those two road projects completed late summer 2008. They were considered the first year of the three-year commitment expressed in the August 2008 resolution.

In April 2009 the Common Council approved the sale of \$5.2 million of general obligation promissory notes for 2009 and 2010 local and arterial road improvement projects, and this money was earmarked for the second and third year of the three-year commitment articulated in Resolution 2823. The Public Works and Finance & Personnel Committees in February 2009 recommended the \$5.2 million borrowing to fund \$4 million in arterial road projects in 2009 and 2010, and \$600,000 for each year to supplement the city's pay-as-you-go, levy-funded local road improvement program for 2009 and 2010.

The bid for the city's 2009 road improvement program (at \$2.38 million) was below staff's estimate of \$3.2 million. The Public Works Committee then endorsed a proposed change order to the 2009 road improvement program amounting to approximately \$394,287. With other road program costs, a contingency, federal stimulus funding and an assumed FY 2010 annual road program allocation all factored with the change order, the city engineer estimated funds available for FY 2010 at about \$3,300,000. An estimate in June 2009 that accompanied a proposed transfer to the undesignated reserve the FY 2009 appropriation of \$566,252 for the annual local road program, left about \$2.8 million available for road program in FY 2010. An annual pay-as-you-go appropriation of \$600,000 supplemented that amount.

For 2011 the city has two arterial road projects to undertake. They include County Line Road and Pioneer Road.

The city has worked with the City of Milwaukee for several years to jointly address the need to reconstruct County Line Road from 68th Street west to Wasaukee Road, a stretch of four and ½ miles. A cost-sharing agreement is in place with Milwaukee (approved by the Common Council June 2010), and work would have begun for a two-season duration but for Milwaukee's request to delay due to their overloaded project calendar. Work is scheduled for 2011, requiring the city to fund its share of the project in 2011. The city's cost is \$1,750,000.

The reconstruction of Pioneer Road from Wasaukee Road to Davis Road is a joint-jurisdictional project with Ozaukee County. After improving the road, it is recommended that the city cede jurisdiction, and maintenance of the road, to the county. A request to fund a road design consultant for the project was tabled at an August 2010 Public Works Committee, and has not been revisited. Funding for the project was cited as one reason to pause consideration of the project. The project is estimated to cost \$1,200,000. A \$400,000 grant through the Municipal Street Discretionary Improvement Program would reduce the project's cost to \$800,000.

These two projects will be funded by long-term borrowing. In addition, this budget looks for the Council to take on a similar strategy adopted in 2009 where the city borrowed \$4 million for arterial roads and an additional \$1.2 million to supplement the city's pay-as-you-go, levy-funded local road improvement program for 2009 and 2010. In this instance, an additional borrowing of \$1,500,000 for the local road program in 2011 and 2012 will make up the effort for local roads.

Road Program Funding - historical and proposed
(Highlights denote borrowed funds)

	2007	2008	2009	2010	2011	2012
Annual Local Paving Program						
<i>Subdivision Road Paving</i>	\$1,007,564	\$1,277,255	\$566,252	\$600,000	\$1,500,000	\$750,000+
Arterial Paving Program						
<i>Pioneer Road (east)</i>		\$1,000,000				
<i>Bonniwell Road</i>		\$1,000,000				
<i>Various arterial roads</i>			\$5,200,000	\$2,100,000+		
<i>County Line Road</i>					\$1,750,000	
<i>Pioneer Road (west)</i>					\$800,000	
Sub-total		\$2,000,000	\$5,200,000	\$2,100,000	\$2,550,000	\$0
Grand total	\$1,007,564	\$3,277,255	\$5,766,252	\$2,700,000	\$4,050,000	\$750,000
Funding Sources						
Annual Budget	\$1,007,564	\$1,277,255	\$566,252 [^]	\$600,000	\$0	\$0
10-year G.O. note		\$2,000,000	\$5,200,000		\$4,050,000	

Footnotes:

+ -- Carried-over borrowed proceeds

[^] -- Transferred to the fund balance as a result of favorable bids on road program

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.

In order to mitigate the drawbacks of financing fleet replacement costs with cash, many organizations utilize a sinking or reserve fund. This method usually ensures that there is enough money to pay for a new vehicle when it is due to be replaced. Since this approach also spreads the capital cost of replacing a vehicle over its useful life, it also eliminates most if not all of the year-to-year volatility associated with funding fleet replacement costs. ... For [an] equipment fund to operate effectively, it must be established so that funds are dedicated for equipment purchases and cannot be used for other purposes. Source: *Managing Public Equipment, 2nd edition*, American Public Works Association, 2000.

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 within budgetary constraints, all vehicle replacement funds in FY 2009 were set back to 90% of their 2008 levels. In FY 2010, the vehicle replacement funds were set at about the same level as FY 2009 despite staff's concerns that this will again lengthen the replacement cycle.

As staff analyzed replacement needs for 2011 and several years beyond, a longer replacement cycle was indeed happening. For instance, a 31-year old tanker in the fire department needs replacement. Similarly, the 30-year old equipment van for the police reserves was not funded last year. The balance necessary to complete that purchase is included for 2011.

To hold back further slides in the replacement schedule noticed throughout the organization, accounts are at the following levels:

Dep't	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Ambulance	\$25,000	\$15,000	\$25,000	\$22,500	\$22,500	\$0
Fire	\$100,000	\$80,000	\$110,000	\$99,000	\$100,523	\$165,000
Police	\$75,000	\$75,000	\$80,000	\$72,000	\$72,000	\$95,000
Police Reserve	\$0	\$0	\$10,000	\$10,000	\$0	\$30,000
Public Works	\$185,000	\$185,000	\$195,000	\$175,500	\$175,500	\$200,000
Total	\$385,000	\$355,000	\$420,000	\$379,000	\$370,523	\$490,000
Net 2011 total, after inter-fund transfer to the police vehicle replacement fund						\$395,000

V. Workforce issues

A. Staffing levels –

The 2011 budget contemplates not filling vacancies in the community development and public works departments. No retirements in 2011 have been announced. This compares to reductions in 2010 amounting to more than four FTEs. The city's overall staffing levels since 2001 is reduced by almost 17 FTEs positions, or approximately 13%. There are no layoffs or furloughs in 2011 for the reasons outlined in the following discussion on salaries and fringe benefits.

As for the police department, 2011 staffing is budgeted for 37 police officers. Some history is in order. The FY 2005 police budget authorized 38 sworn officers. The police department's 38th sworn officer was left authorized but unfunded for FY 2006 because changes and circumstances in the department left certain positions vacant, and that remained the case in 2007. For FY 2008, the funding for that position was provided. In 2009, the proposed budget recommended a reduction in funding equivalent to the cost of one, senior-grade administrative sergeant position. The Appropriations Committee restored \$50,000 to the police department's FY 2009 budget, an amount equivalent to ½ FTE.

Three police department retirements in 2009 and two in 2010 presented staff an opportunity to reflect on how to appropriately fund for personnel in areas where attrition, preferred over layoffs, can accomplish savings. Since that opportunity presented itself in the police department in 2010, the chief was challenged to reduce his departmental salary budget. The chief was able to accomplish a savings by timing when 2010 retiring officers were replaced. For 2011, the budget presented to the Committee reflects a complement of 37 officers.

The reduction in the workforce is accomplished in the following manner.

Department	FY 2010 Position	FY 2011 Position	Discussion
Community Development / Building Inspections	Administrative Secretary – 0.5 FTE	Administrative Secretary – 0 FTE	Combining the Community Development Department and Building Inspections Division in early 2010, plus vacancy creates an opportunity for streamlining duties
Community Development / Building Inspections	Inspectors – Total 3.0 FTE	Inspection Services – 2.5 FTE	One retirement in 2010, along with a leveling off in city-wide building activity reduce need for filling positions. In the meantime, management looking at options for providing inspection work.
Public Works	Highway Worker – 1.0 FTE	Highway Worker – filled by two (2) limited- term employees (LTEs).	In mid-2010 a vacancy in the sewer division was filled in-house by a Highway Worker. That vacancy has been filled by two LTEs, paid at lower-than-contract wages and no benefits.
Public Works	City Engineer – 1.0 FTE	City Engineer – 0 FTE	In early 2010, the City Engineer's duties were absorbed by current employees.
Net reduction = approximately 2.5 FTE			

B. Salaries and fringe benefits –

The 2011 budget rests heavily on no salary increases in 2011 for the city’s represented and management personnel. This is the first time in the tenure of all current employees that the city has not budgeted for a wage increase. It reflects the Common Council’s concern for Mequon’s property tax payers affected by a shaky economic climate, stagnate growth and high unemployment.

Wages for four-fifths of the city’s workforce are governed by collective bargaining agreements. Four bargaining agreements expire December 31, 2010. A fifth contract between the city and the Fire and EMS Association, settled in early 2010, calls for a wage freeze in 2011. Wage settlements for FY 2010 ranged from 3.35 – 4.00% depending on the bargaining unit. In January 2011 wage freezes were accepted by the public works and MEA unions in trade-off with no layoffs and no workday furloughs in 2011.

Salaries and fringe benefits is a category that covers wages for all full-time, part-time, summer, temporary 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.

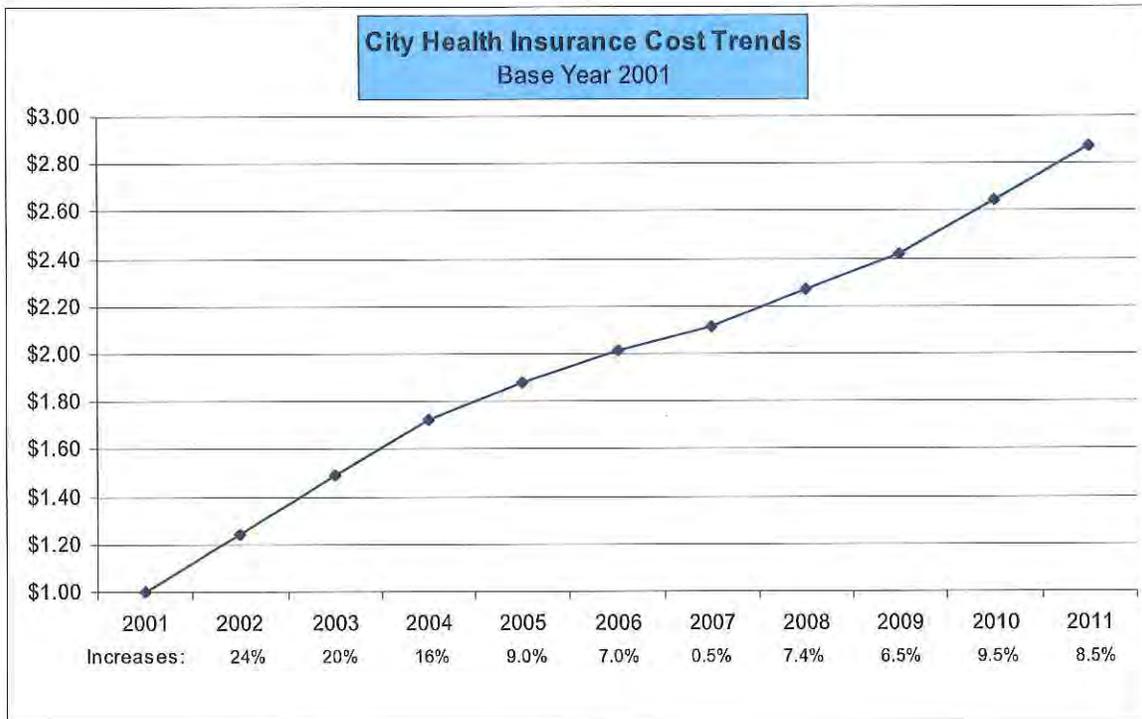
The following table illustrates that there is an aggregated decrease in salaries, whereas benefits rise. The FY 2011 budget yields a drop in salaries and wages because of the cumulated impact of last year’s and this year’s workforce reductions. On the benefit side, whereas the increase to the cost of health insurance premiums rises by more than 8%, the overall effect to the city is less because of workforce reductions.

There is an absolute increase in the category of fringe benefits, where employer contributions to the state-run employee retirement system – the Wisconsin Retirement System – are increased, as mandated by the system. Contribution increases range from 5 % for general employees and 3 % for protective employees. For FY 2011, the city’s contributions to WRS will range from 12.7% (up from 12.1%) to 20.9% (up from 20.3%) of wages.

General Fund	FY 2010 Budget	FY 2011 Budget	Increase or (decrease)
Salaries (All wages, including Fire and EMS paid-on-call salaries. Does not include sewer and water utility personnel or charge-backs.)	\$7,219,043	\$7,144,544	(\$74,499)
Health insurance	\$1,521,343	\$1,624,528	\$103,184
Retirement	\$1,081,866	\$1,129,781	\$47,915

Employee Trust Funds (ETF), the state health insurance fund insurance rates rise 8.5% in 2011. This compares to last year’s increase of 9.5 % which was offset by the city’s health insurance stabilization fund. 2010’s increase was partially offset by using the remaining balance of the health insurance stabilization fund, a fund the city utilized for three years and no longer available.

City Employee Health Insurance Cost Trends –



Single Coverage for 2011	Employee Share	Employer Share	Full Premium
United Healthcare SE	\$35.00	\$654.00	\$689.20

Family Coverage for 2011	Employee Share	Employer Share	Full Premium
United Healthcare SE	\$70.00	\$1,649.20	\$1,719.20

VI. Library Fund

The city historically levied for its annual support of the Weyenberg Library in the general fund and then transferred those monies quarterly to the library as a grant. For FY2010, this accounting pass-thru mechanism was eliminated. Recording the levy directly in the library fund is the current practice.

There are three formulas that govern the level of appropriations to the library. They are:

1. The “maintenance of effort” clause in the statutes which says library funding can be no lower than the average of the last three years;
2. The joint library agreement between the City and Village of Thiensville; and
3. The county library tax exemption formula that establishes a minimal threshold of appropriations based on the amount of county funding needed to provide services to the non-library areas of the county and each municipality’s equalized value. This formula is established by state statute.

Maintenance of effort calculation –

Fiscal Year	Mequon (excluding debt service)	Thiensville	Total
2010	\$898,263	\$109,667	\$1,007,930
2009	\$898,263	\$109,067	\$1,007,330
2008	\$880,650	\$106,928	\$987,578
Three year average			\$1,000,946
<ul style="list-style-type: none"> • 2011 combined maintenance of effort requirement = \$1,000,946 • Mequon’s 2011 maintenance of effort requirement = \$892,392 			

Joint Library Agreement formula –

To make a 2011 contribution to the library equal to 2010’s contribution of \$1,007,930	Mequon	Thiensville
\$1,007,930 is divided by:	\$901,156	\$106,773
This is derived by using the joint library agreement formula:		
1/3 Equalized value		
1/3 Population		
1/3 Circulation		

2011 County Library Tax Exemption Requirements –

Mequon’s county library tax exemption requirement	\$996,474
FY 2010 debt service	\$279,990
Minimum appropriation to remain exempt from county library tax	\$716,484

Because the maintenance of effort formula results are greater than the county library tax requirements, the city must contribute to the library a minimum of \$ 892,392, in addition to its debt service obligation. The FY 2011 budget contains an appropriation of \$901,156, which is \$2,893 greater than last year’s contribution.

In the aggregate, the library’s contributions from both communities does not change from last year’s, but the library agreement formula shifts a modest increase to Mequon. Thiensville is similarly proposing a zero percent increase to the library in FY 2011. For Mequon, the appropriation is \$ 8,764 greater than the maintenance of effort requirement.

VII. Long Term Borrowing

In the last two years, the city has borrowed for the following projects:

- \$2.4 million (10-year general obligation note) for road improvements and the County Line culvert project, November 2008
- \$5.2 million (10-year general obligation note) for road improvements, April 2009
- \$17.1 million (20-year revenue bonds) for acquiring the water utility, April 2009
- \$6.95 million (20-year general obligation community development bonds) for the Town Center TIF District infrastructure improvements, July 2009

New borrowing in FY 2011 is recommended for the road improvement program, an initiative for the Common Council’s consideration in early 2011.

The scenarios to borrow for two-year's worth of road projects have been developed in concert with the city's financial advisors. Staff has refined a schedule on how new borrowing would affect the city's debt repayment outlook, as well as how it would affect future budgets and levies. Our analysis tells us the city's debt service schedule peaks in 2012, thus allowing the city to borrow and still keeping future levy pressures low.

In addition, staff has been studying the need to refinance TIF District #2. There are excess borrowed proceeds in that district's fund which need to be tapped to help bring down the debt in this under-performing tax incremental district. The decision to refinance TIF #2 will be done independent of this budget.

VIII. Revenues, tax levy and tax rate

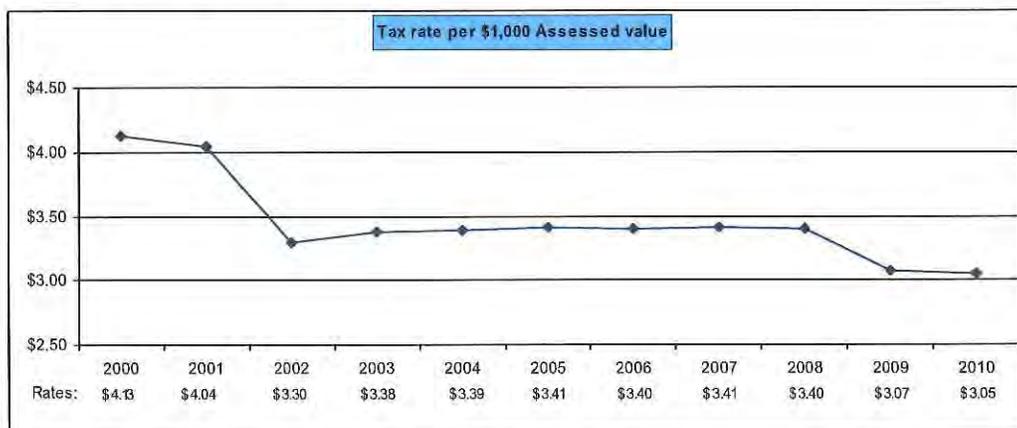
The city's tax levy is comprised of four funds: the general fund, the debt service fund, the capital project fund, and the library fund. Combined, the total levy of these four funds is \$13,100,579, a 0.04% decrease from last year

Revenue Summary –

Revenues	2011 Budgeted	2010 Budgeted	Change	%
Taxes	\$13,100,579	\$13,151,622	(51,043)	0.4%
Intergovernmental	\$1,863,959	\$2,005,576	(141,617)	-7.6%
Licenses and Permits	\$443,639	\$426,318	17,321	3.9%
Fines and Forfeitures	\$131,500	\$131,000	500	-0.4%
Public Charges for Services	\$597,109	\$663,027	(65,918)	-11.0%
Other Revenues	\$1,960,735	\$1,858,874	101,861	5.2%
Investment Income	\$51,500	\$129,000	(77,500)	-150%
Total Revenue	\$18,149,021	18,365,917	(216,396)	-1.2%

The city underwent a property revaluation in 2009, the first citywide revaluation since 2002. The total assessed value of the city rose to \$4.28 billion an increase of 15.7%. The average residential assessment increase from 2002 is 18%. As a result of the revaluation, the city's tax rate dropped from \$3.40/\$1,000 of assessed value in 2008 to about \$3.07/\$1,000 of assessed value for 2009.

Ten-Year Tax Rate Summary –



IX. Municipal spending and tax rates – a comparative analysis

When looking at tax rates, a ranking was recently done by the Wisconsin Taxpayers Alliance on 2008/09 property tax information for Wisconsin cities, villages, and towns. That comparison showed that Mequon's net tax rate, defined by the Alliance as that which includes all taxing districts, ranks Mequon 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 FY2011 expenditures of \$18,149,021 or 1.2% or \$216,396 less than the FY2010 adopted budget of \$18,365,917.

Five Year Expenditure History

Fiscal Year	Amount	Percent Increase
2011	\$18,149,021	(1.2%)
2010	\$18,365,917	3.6%
2009	\$17,722,829	0.87%
2008	\$17,570,714	3.87%
2007	\$16,915,324	3.28%

Expenditure Budget by Function

Expenditures	2011 Adopted	2010 Adopted	Net Increase (Decrease)	Percent Change
Salaries	\$7,436,897	\$7,497,983	(61,068)	-0.81%
Fringe Benefits	\$3,596,177	\$3,485,748	110,429	3.17%
Materials/Supplies	\$1,055,755	1,070,120	(14,365)	-0.73%
Purchased Services	\$1,759,786	\$1,929,457	(169,671)	-8.79%
Debt Service	\$2,345,575	\$2,159,631	185,944	8.61%
Capital Purchases *	\$912,275	\$1,182,200	(269,925)	-22.8%
Library *	\$901,156	\$898,263	2,893	-22.8%
Other	\$141,400	\$142,515	(1,115)	-0.78%
Total	\$18,149,021	\$18,365,917	(216,396)	-1.20%

Expenditure Summary by Service Category

Expenditures	2011 Adopted	2010 Adopted	Change (Percent)
General Government	\$2,281,573	\$2,395,222	-4.7%
Public Safety	\$6,626,132	\$6,544,129	1.3%
Public Works	\$4,353,859	\$4,480,327	-2.8%
Community Enrichment *	\$1,629,607	\$1,604,408	1.6%
Capital Projects *	\$912,275	\$1,182,200	-22.8%
Debt Service	\$2,345,575	\$2,159,631	8.6%
Total	\$18,149,021	\$18,365,917	-1.2%

* Capital projects and Library expenditures are recorded only to the extent of the offsetting amounts of the current year City of Mequon tax levy.

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 Szymberski
 City Administrator

2011 Budget Development, Structure, and Financial Policies

Budget Development and Framework

- ❖ Budget Calendar
- ❖ Explanations of Budgetary Basis
- ❖ Amending the Budget

Budget Organization and Structure by Fund

- ❖ General Fund
- ❖ Capital Project Fund
- ❖ Debt Service Fund
- ❖ Sewer Utility Fund
- ❖ Water Utility Fund
- ❖ Library Fund

Financial Policies

- ❖ Budgeting
- ❖ Amending the Budget
- ❖ Reserve Requirements
- ❖ Revenues
- ❖ Cash Management/Investments
- ❖ Expenditures
- ❖ Capital Planning
- ❖ Long Term Financial Planning
- ❖ Debt Management
- ❖ Accounting, Auditing, and Financial Reporting

Budget Development and Framework

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

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

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

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

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

General Budget Calendar

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 preliminary budget to the Appropriations committee												
Appropriations committee review and recommendation to City Council												
Present budget to the City Council for consideration and adoption												

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

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

Explanations of budgetary basis

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

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

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

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

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

Amending the budget

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

Budget Organization and Structure by Fund

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

The General Fund

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

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

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

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

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

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

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

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 Projects Fund are placed directly into non-lapsing sinking fund accounts to facilitate the buildup of sufficient funds over a multi-year period to fund approved major expenditures.

The 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 is also prepared and reviewed annually by the department heads with the assistance of staff under the direction of the City Administrator. This plan includes the estimated costs of all current and/or proposed capital projects over the next 5 year period. As part of this process a funding priority recommendation is also included for the Common Council's consideration for inclusion in the annual budget.

The Debt Service Fund

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

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

The City's debt limit is restricted by Wisconsin State Statutes to no more than 5% of the equalized property value of all taxable property within the jurisdiction. Currently, the City of Mequon has approximately 0.72% of debt to equalized value outstanding as of 12/31/10. A schedule showing this calculation and other debt information is included on page XX.

The Sewer Utility Fund

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

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

The Water Utility Fund

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

The Library Fund

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

City of Mequon - Financial Policies

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

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

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

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

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

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

POLICY STATEMENT 1 - BUDGETING

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

Process overview:

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

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

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

POLICY STATEMENT 2 - AMENDING THE BUDGET

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

Process overview:

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

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

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

POLICY STATEMENT 3 - RESERVE REQUIREMENTS

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

Process overview:

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

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

POLICY STATEMENT 4 - REVENUES

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

Process overview:

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

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

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

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

POLICY STATEMENT 5 - CASH MANAGEMENT / INVESTMENTS

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

Process overview:

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

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

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

POLICY STATEMENT 6 - EXPENDITURES

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

Process overview:

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

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

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

POLICY STATEMENT 7 - CAPITAL PLANNING

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

Process overview:

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

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

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

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

POLICY STATEMENT 8 - LONG TERM FINANCIAL PLANNING

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

Process overview:

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

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

POLICY STATEMENT 9 - DEBT MANAGEMENT

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

Process overview:

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

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

POLICY STATEMENT 10 - ACCOUNTING, AUDITING, & FINANCIAL REPORTING

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

Process overview:

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

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

2011 Financial Overview

Citywide Budget Summary

- ❖ 2011 Tax Levy Distribution Mequon-Thiensville School District with Sewer Service (chart)
- ❖ Schedule of Revenues, Expenditures and Change in Fund Balance 2011 Budget-Summary by Appropriated Fund
- ❖ Comparative Schedule of Changes in Fund Balances 2009-2011

General Fund-Revenues Details

- ❖ 2011 General Fund by Revenue by Funding Types (chart)
- ❖ Budgetary Comparison Schedule of Revenues General Fund
- ❖ 2011 Revenue Projections Narrative

General Fund-Expenditure Details

- ❖ 2011 General Fund Expenditure by Functional Area (chart)
- ❖ Budgetary Comparison and Expenditure Summary by Functional Area-General Fund
- ❖ 2011 General Fund Expenditures by classification (chart)
- ❖ Schedules of Revenues, Expenditures and Change in Fund Balance General Fund

Capital Projects Fund

- ❖ Capital Projects Fund, Expenditure by Functional Area (Chart)
- ❖ 2011 Capital Projects Funding/Expenditure Summary
- ❖ Schedule of Revenues, Expenditures and Change in Fund Balance Capital Project Fund

2011 Financial Overview

Debt Service Fund

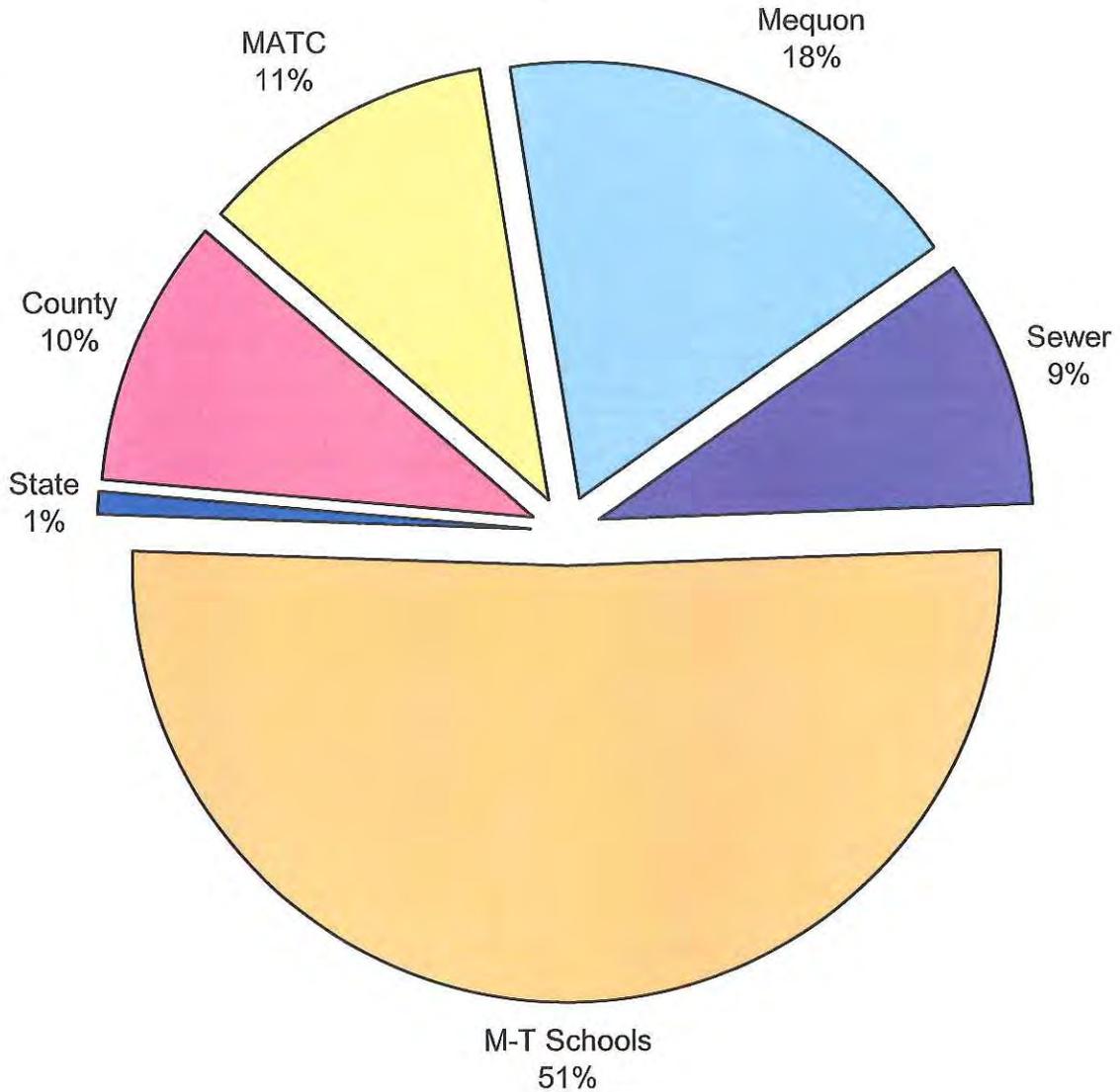
- ❖ Schedule of Revenues, Expenditures and Change in Fund Balance
Debt Service Fund
- ❖ Additional Background on Outstanding Debt Issues
- ❖ Schedule of General Obligation Debt Payments
- ❖ Computation of Legal Debt Margin as of December 31, 2010

Other Funds

- ❖ Schedule of Revenues, Expenditures and Change in Fund Balance
Sewer Utility Fund
- ❖ Schedule of Revenues, Expenditures and Change in Fund Balance
Water Utility Fund
- ❖ Schedule of Revenues, Expenditures and Change in Fund Balance
Library Fund

CITY OF MEQUON 2010 Tax Levy Distribution

Mequon-Thiensville School District with Sewer Service



2010 Tax Levy information

<u>State</u>	<u>County</u>	<u>MATC</u>	<u>Mequon</u>	<u>Sewer</u>	<u>M-T Schools</u>	<u>Total</u>
\$716,696	\$7,357,720	\$8,104,005	\$13,145,491	\$6,833,351	\$37,823,292	\$73,980,556

CITY OF MEQUON
Schedule of Revenues, Expenditures and Change in Fund Balance
2011 Budget - Summary by Appropriated Fund

	General Fund	Capital Fund	Debt Service Fund	Library Fund
REVENUES:				
General Property Taxes	\$ 9,770,908	\$ 882,275	\$ 1,546,240	\$ 901,156
Intergovernmental	1,863,959	-	-	106,773
Licenses & Permits	443,639	-	-	-
Fines and Forfeitures	131,500	-	-	-
Public Charges for Services	597,109	-	-	-
Other revenues	1,143,900	30,000	255,024	62,006
Investment income	39,000	-	12,500	1,130
Total Revenues	<u>13,990,015</u>	<u>912,275</u>	<u>1,813,764</u>	<u>1,071,065</u>
EXPENDITURES:				
Salaries	7,436,897			524,626
Fringe Benefits	3,596,177			222,615
Materials & Supplies	1,055,755			83,329
Purchased Services	1,759,786			149,701
Equipment / Other *	141,400	1,974,900	2,345,575	90,794
Total Expenditures	<u>13,990,015</u>	<u>1,974,900</u>	<u>2,345,575</u>	<u>1,071,065</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>-</u>	<u>(1,062,625)</u>	<u>(531,811)</u>	<u>-</u>
OTHER FINANCING SOURCES (USES):				
Other Financing Sources			531,811	
Long-Term Debt Issued				
Transfers In				
Transfers Out				
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>531,811</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	0	(1,062,625)	0	0
FUND BALANCE - BEGINNING	1,731,093	6,090,590	488,034	88,306
FUND BALANCE - ENDING	<u>\$ 1,731,093</u>	<u>\$ 5,027,965</u>	<u>\$ 488,034</u>	<u>\$ 88,306</u>

* In the Capital Project Fund, the equipment / other costs represent the total of all project projected expenditures.
In the Debt Service Fund, these costs represent all debt servicing costs.
In the Library Fund, these costs represent all collection development costs.
In the Sewer and Water Utility Funds, these costs represent the other operating and non-operating costs.

Sewer Fund	Water Fund	TOTAL
\$ 6,805,924	\$ -	\$ 19,906,503
-	-	1,970,732
-	-	443,639
-	-	131,500
2,733,777	2,492,785	3,330,886
163,900	16,677	1,654,830
40,000	10,000	92,630
<u>9,743,601</u>	<u>2,519,462</u>	<u>27,530,720</u>
664,040	75,000	8,625,563
210,717	0	4,029,509
19,640	15,000	1,158,724
77,300	359,100	1,986,787
8,771,904	1,667,369	13,324,573
<u>9,743,601</u>	<u>2,116,469</u>	<u>29,125,156</u>
-	402,993	(1,594,436)
		531,811
		-
		-
		-
<u>-</u>	<u>-</u>	<u>531,811</u>
0	402,993	(1,062,625)
9,516,158	584,144	17,914,181
<u>\$ 9,516,158</u>	<u>\$ 987,137</u>	<u>\$ 16,851,556</u>

CITY OF MEQUON
Comparative Schedule of Changes in Fund Balances
2009-2011 Summary by Appropriated Fund

	Ending 12/31/08	2009 changes	Ending 12/31/09	% change in 2009	2010 changes	Ending 12/31/10	% change in 2010	2011 budgeted changes	Projected Ending 12/31/11	% change in 2011
General Fund	\$ 712,823									
2009 Surplus/(Deficit)		\$620,331	\$1,333,154	87.0%						
2010 Surplus/(Deficit)					\$395,846	\$1,729,000	29.7%			
2011 Surplus/(Deficit)								\$0	\$1,729,000	0.0%
Capital Project Fund	\$ 7,965,733									
2009 Surplus/(Deficit)		2,092,892	\$10,058,625	26.3%						
2010 Surplus/(Deficit)					(\$3,968,035)	\$6,090,590	-39.4%			
2011 Surplus/(Deficit)								(\$1,087,625)	\$5,002,965	-17.9%
Debt Service Fund	\$ 1,259,904									
2009 Surplus/(Deficit)		(\$9,457)	\$1,250,446	-0.8%						
2010 Surplus/(Deficit)					(\$781,327)	\$469,119	-62.5%			
2011 Surplus/(Deficit)								\$0	\$469,119	0.0%
Sewer Fund	\$ 6,171,306									
2009 Surplus/(Deficit)		\$1,557,631	\$7,728,937	25.2%						
2010 Surplus/(Deficit)					\$1,787,221	\$9,516,158	23.1%			
2011 Surplus/(Deficit)								\$0	\$9,516,158	0.0%
Total	\$10,283,592	\$915,778	\$11,199,370		(\$2,566,295)	\$17,804,867			\$16,717,242	

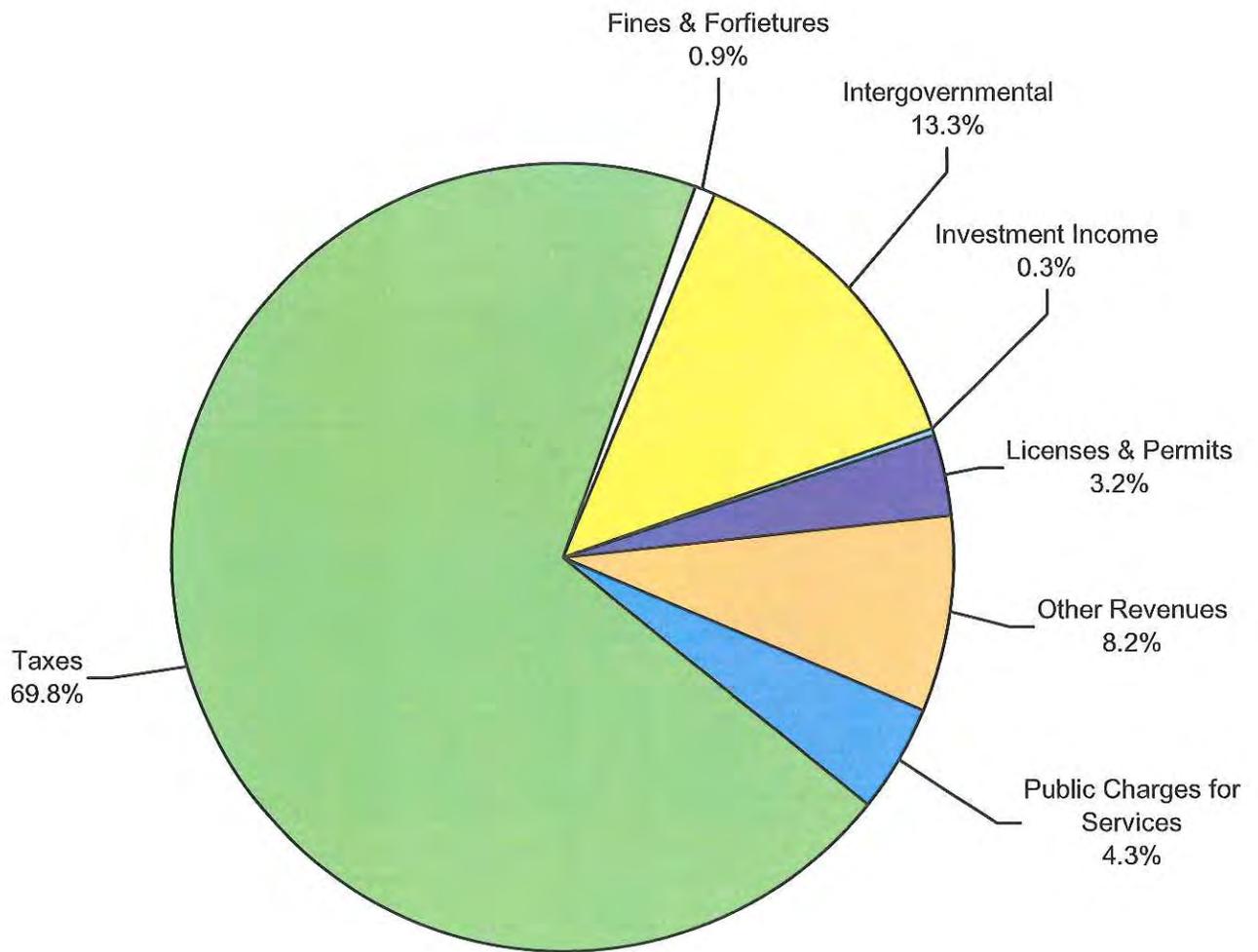
In 2009, The City Council approved transferring \$566,252 from the Capital project fund to the General fund due to an unexpected savings in the costs of the 2009 roads program. Since these funds were not designated for other current year costs they lapsed to the fund balance at year end. The Capital Projects fund was the recipient of \$5,123,980 of proceeds from a bond issuance for road construction in 2009. Approximately 35% of those funds were not expended in 2009 and are being carried forward to be used to fund the 2010 road construction projects. The Sewer fund is continuing to build capital reserves for future project needs.

In 2010, General fund revenues were almost \$200,000 more in total than the original budget projection. While interest revenues were down due to the continuing poor economic conditions, several other areas were actually higher than expected. Most notably, permitting fees remained steady when budget forecasts had anticipated a decline. Continued expenditure restraint and a modest winter season accounted for an additional \$200,000 favorable variance. In the Capital Project fund, the spend down of the borrowed proceeds carry forward from 2009 for road projects, the purchase of fire department heavy equipment and a new ambulance, as well as several other planned initiatives reduced the city's capital reserves by nearly \$4 million. In the Debt Service fund the city budgeted to utilize \$515,000 in fund balance reserves plus made an early payment of \$435,000 to retire the 2002A and 2002B municipal notes. The Sewer fund is continuing to build capital reserves for future project needs scheduled to begin in 2011.

With the exception of the expected normal variations due to multiyear planning in the Capital Projects fund, there are no other planned uses of fund balance reserves in FY2011 budget.

CITY OF MEQUON

2011 General Fund Revenues by Funding Type



CITY OF MEQUON
Budgetary Comparison Schedule of Revenues
General Fund

	2008 Actual	2009 Actual	2010 Budget	2010 Actual	2011 Budget
REVENUES					
TAXES:					
General Property Taxes	10,537,544	9,164,939	9,690,226	9,684,509	9,770,908
INTERGOVERNMENTAL:					
Shared Revenues	416,792	445,639	360,755	381,217	360,755
Utility Tax	28,694	-	28,244	-	27,268
Fire Insurance Dues	117,001	115,418	116,000	116,269	116,000
Recycling Grants	25,181	22,666	23,000	23,847	24,000
Law Enforcement	3,137	3,390	5,390	2,344	5,390
State Grants	12,570	26,350	-	-	-
General Highway Aid	1,008,889	1,041,961	1,115,184	1,115,543	1,187,483
Connecting Streets	71,201	68,754	67,274	67,146	67,563
Computer Aid	75,497	66,715	65,000	71,748	73,000
Use value Penalty	23,779	-	5,000	2,791	2,500
Total Intergovernmental	1,782,741	1,790,893	1,785,847	1,780,905	1,863,959
LICENSES & PERMITS:					
Liquor and Beverage Licenses	21,912	19,370	19,970	21,400	20,385
Tavern Operators Licenses	5,686	4,793	5,588	7,750	6,510
Business Licenses	14,254	13,128	14,000	15,263	15,219
Cigarette Licenses	2,000	1,700	1,700	1,900	1,800
Dog Licenses	8,609	10,067	8,000	8,231	8,000
Amusement Device Licenses	2,950	2,825	2,600	2,450	2,225
Food Licenses	7,582	6,400	6,560	6,880	6,640
Building Permits	217,122	199,129	128,050	219,383	128,050
Compliance Permits	9,640	12,656	10,000	12,828	10,000
Electrical Permits	97,968	82,043	60,000	90,559	60,000
Plumbing Permits	83,306	71,693	52,000	83,219	52,000
Heating & Air Permits	62,376	69,745	40,400	71,191	40,400
Burning Permits	11,927	12,238	12,000	11,410	13,400
Weapon Permits	3,555	3,709	3,500	3,669	3,500
Brush Permits	33,750	33,290	32,500	33,464	33,000
Sign Permits	15,825	21,245	8,000	26,065	13,200
Other Permits	5,077	4,189	10,200	4,856	18,060
Temporary Occupancy Permits	660	941	750	1,063	750
Occupancy Permits	5,490	6,992	10,500	4,506	10,500
Total Licenses and Permits	609,689	576,153	426,318	626,087	443,639
FINES & FORFEITURES:					
Court Penalties and Fines	125,981	129,376	130,000	116,606	130,000
DMV fees	-	1,009	2,000	1,085	-
Parking Violations	925	1,390	1,500	745	1,500
Total Fines and Forefeitures	126,906	130,766	131,500	118,436	131,500

CITY OF MEQUON
Budgetary Comparison Schedule of Revenues
General Fund

	2008 Actual	2009 Actual	2010 Budget	2010 Actual	2011 Budget
PUBLIC CHARGES FOR SERVICES:					
License Publication Fees	505	360	174	-	174
Fees - Administrative	646	33	0	536	-
Property Inquiry Fees	1,755	2,665	2,500	2,275	2,100
Photocopying / maps	5,101	5,369	5,000	5,316	5,000
Sale of Materials	3,505	6,054	-	4,827	1,000
Landscaping	5,300	7,897	6,000	7,376	5,500
Holding Tank Fees	1,096	563	-	294	-
Fire Inspections Fees	10,800	11,850	10,000	8,100	8,500
Accident Response Fees	-	5,097	4,000	6,300	2,700
Police fees	4,482	5,583	3,500	3,032	3,500
Ambulance Fees	344,668	405,757	380,000	409,777	329,000
Engineering Fees	398,491	147,166	89,740	55,623	75,000
Erosion Control Permits	9,399	10,417	2,000	6,888	6,000
Highway Signs	-	4,000	-	1,408	-
Street Lights	1,948	1,821	2,000	2,068	2,100
Storm Sewers	51,205	28,995	40,000	29,855	19,400
Pool Concessions	3,580	3,451	3,000	2,034	3,500
Swimming Pool Fees	57,193	61,090	58,000	70,939	70,000
Zoning Fees	46,306	30,836	40,000	50,169	50,000
Special Assessments	18,549	10,600	11,464	12,320	11,464
Special Assessments Interest	6,195	3,925	3,649	3,426	2,171
Total Public Charges	970,724	754,538	663,027	682,563	597,109
OTHER REVENUES:					
Taxes Penalties and Interest	4,432	2,391	2,500	5,394	3,500
Recycling	1,663	1,289	1,200	221	400
Miscellaneous	33,121	19,265	10,000	95,078	20,000
Judgements and Damages	41,794	29,294	30,000	30,740	20,000
Cell Tower Leases	97,569	106,427	104,000	112,278	108,000
Cable Franchise Fees	333,193	287,760	289,000	309,422	295,000
Sewer Utility Chargebacks	260,792	284,020	315,000	292,832	295,000
Water Utility Chargebacks	168,618	165,408	129,000	72,250	91,000
Library Fees	10,640	10,415	10,000	11,066	11,000
Park Reservations	32,875	29,230	30,000	33,315	31,000
Insurance Dividends	15,412	59,603	49,000	47,843	49,000
Worker Compensation	-	2,155	5,000	7,240	6,000
Payments in Lieu of Taxes	187,436	178,190	200,000	211,817	214,000
Prior Years Expense	207,774	769,461	139,205	135,240	-
Revenue Reduction	132,935	-	-	-	-
Proceeds from Capital Leases	-	133,061	-	-	-
Total Other Revenues	1,528,254	2,077,969	1,313,905	1,364,736	1,143,900
INVESTMENT INCOME					
Investment Income	395,844	82,721	115,000	33,657	39,000
TOTAL REVENUES	\$15,951,702	\$14,577,979	\$14,125,823	\$14,290,893	\$13,990,015

2011 Revenue Projections Narrative

The General Fund tax levy to support this budget is \$9,770,908, a 0.83% increase from last year's levy of \$9,690,226. The Levy for the Sewer Utility fund was unchanged at \$6,805,924. The levy for the City's support towards the Weyenberg Library of \$901,156 represent an minimal increase of 0.32% from 2010. The Capital Project Fund levy of \$882,275 is a decrease of over 23% from last year. The Debt Service fund levy of \$1,546,240 represents a 9.59% increase from last year.

Tax Levy Distribution

The total levy of these five funds is \$19,906,503, or a decrease of 0.26% from last year.

Category	2010 Budget	2011 Proposed	Difference	% Change
General Tax Levy	9,690,226	9,770,908	80,682	0.83%
Sewer Debt/Cap Charge	6,805,924	6,805,924	0	0.00%
Library Fund	898,263	901,156	2,893	0.32%
Capital Project Fund Levy	1,152,200	882,275	-269,925	-23.43%
Debt Service Tax Levy	1,410,933	1,546,240	135,307	9.59%
Total Tax Levy	19,957,546	19,906,503	-51,043	-0.26%
Other Revenue	4,286,032	4,231,252	-54,780	-1.28%
Total Revenue	\$24,243,578	\$24,137,755	-\$105,823	-0.44%
Est. City Tax Rate	\$3.05	\$3.04	-\$0.01	-0.33%

Other Revenue Information

The following detail information is provided for various revenue categories:

Inter-Governmental Revenues

State Shared Revenues – the state is holding shared revenues flat at \$360,755. State utility tax drops slightly (\$976).

General Highway Aid – Road aid is anticipated to increase about 6.14% or \$72,588 over the 2010 budget.

Licenses & Permits

Licenses - Total fees are estimated to increase about 4.0% for this category based upon projections and history.

Permits – Total building permit revenue is anticipated to be virtually unchanged for 2011. The total permit budget is \$382,860 compared to \$367,900 in 2010. The increase is due to sign permits (up \$5,200) burning permits, up \$1,400, brush permits (up \$500) and other permits (up \$7,860).

Fines & Forfeitures

Law/Ordinance Violations – Court penalties are unchanged from 2010 based upon current projections and actual collections from the previous four years. This is traffic citation revenue. This could change, however, due to the city's 2011 move to the Mid-Moraine court system, but a conservative outlook is recommended until some experience is gained.

Judgments and Damages – Judgments/damages revenue is primarily from charges for false fire and burglar alarms, which is tracking 25 percent below budget based on projections and the current fee schedule. Therefore, the 2011 budget was cut 33% (\$10,000).

Public Charges for services

General Government Fees – Total budget for this category is virtually unchanged for 2011. Landscape analysis fees are lower based upon Community Development's forecast of developer activity.

Public Safety Fees –2011 budgeted ambulance revenue is reduced by \$51,000 to \$329,000. At the time of this budget, 2010 ambulance revenue was tracking significantly (32%) below budget. Actual year-to-date results ended up to have a positive budgetary impact due to a unexpected increase in call activity. As always, there are still limitations on how much Medicare and Title 19 will pay for an ambulance transport. Of course, actual call activity does not guarantee a future level of calls.

Public Works Fees – Total fees for this category are decreasing due mainly to the corresponding drop in planning commission support consulting. In 2008, the city changed how it accounted for charge backs as revenue, rather than net the chargeback against the related engineering department consulting expense. For 2011, this amount is projected to be \$75,000 down \$14,740 (16%) from 2010. Other DPW fees of note are the anticipated 52% drop in storm sewer fees for culvert installations.

Pool Fees - 2011 pool revenue is budgeted \$12,000 more than 2010 based on budget/actual comparisons. 2010 came in \$12,939 over budget. Staff attributes the increase to the installation of the patron photo pass ID system which helped reduce gate slippage. It was also the third warmest summer on record. There was a slight fee increase in 2010 but none proposed for 2011. 2008 revenues were the lowest level since 2004. Total revenue peaked in 2005 but has hit a plateau the past several years. Actual results are, of course, weather-dependent.

Conservation/Development – Community Development is proposing an increase of \$10,000 (25%) in zoning fees. The year-end projection for 2010 of \$47,000 would be almost 18% above budget.

Special Assessments – Very little change from 2010 is expected here. The anticipated revenue in 2011 is based on installments due for Fox Hollow Road and Port Washington Road. Interest is included.

Other General Revenues –

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. Based on an evaluation of staff time incurred through September 2010, staff is projecting the year-end chargeback to the water utility will be less than estimated. Therefore, the 2011 budget is adjusted accordingly. Similarly, the sewer utility chargeback has been reduced, also in light of the contemplated charge to the general fund for sewer division personnel performing plowing services.

Cellular lease revenue is anticipated to increase almost 4%. Programmed increases in cellular lease agreements are included.

Cable TV revenue is tracking above budget this year. Revenue budgeted for 2011 is anticipated to increase \$6,000 (2%) over current year projections. 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. The city derives no fees from satellite customers. As the Committee knows, municipalities no longer hold cable television franchise agreements.

Investment Revenue - Income in this category is again anticipated to decrease significantly due to bottomed out short-term interest rates. LGIP rates were well over 3% 30 months ago. Last month, they were .21 percent. Staff asked Ziegler Asset Management to do some modeling of the city's portfolio and they came up with a range of .25-.30%

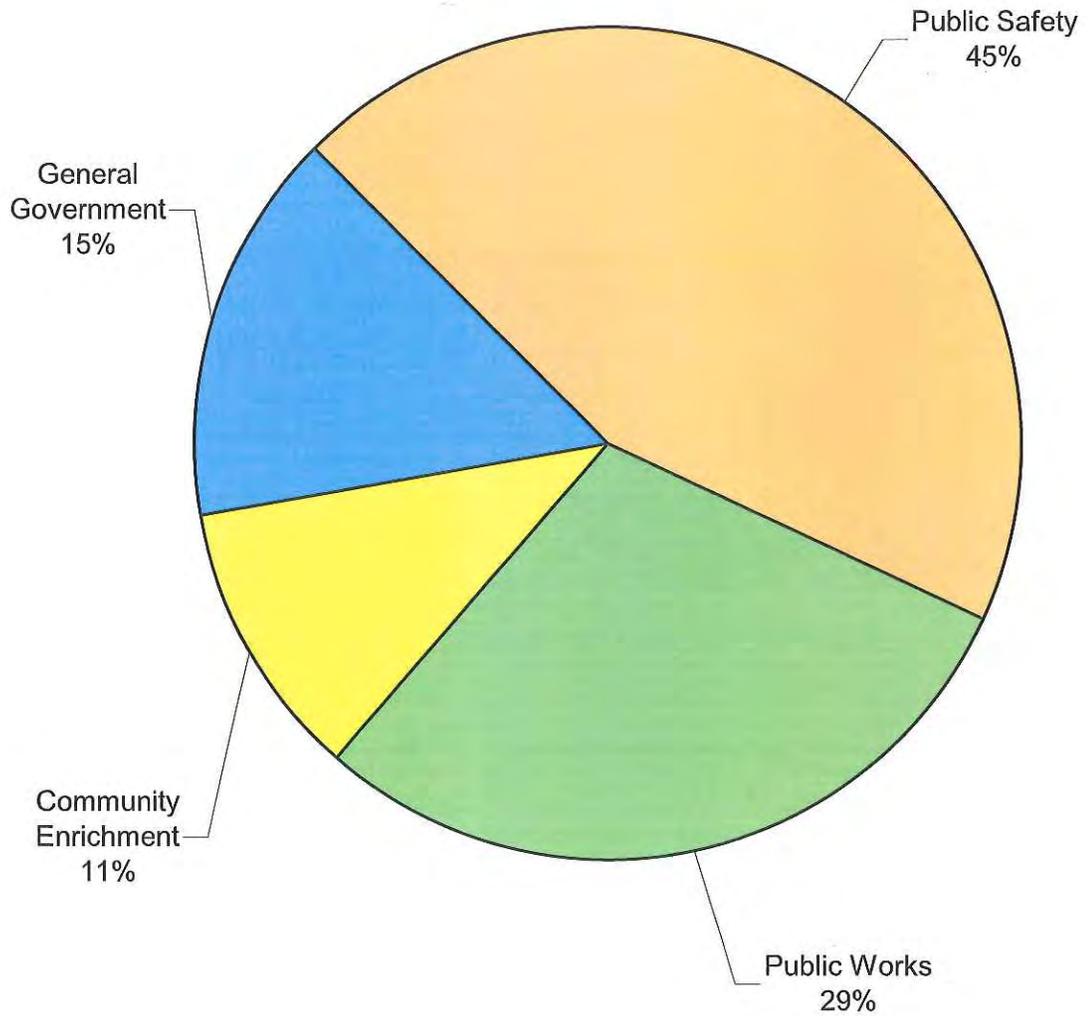
FY2011 marks the third year the city is budgeting for interest revenue in the debt service fund. In the past, those revenues were not budgeted and instead allowed to accumulate in the debt service fund balance. This year, they are being budgeted to help reduce that levy.

Other Financing Sources – This is a category in the debt service fund. This total amount of \$531,811 consists of two amounts. The first amount included in this category draws from the TIF fund reserve \$154,936 to bridge the shortfall caused by TIF #2 debt exceeding expected TIF revenue. The remaining \$376,875 represents the use of capitalized interest to cover the second year of Town Center TID #3 debt.

Tax Incremental Revenue – This category is included in the debt service fund. Staff is estimating this number based on total equalized growth in TID #2 of \$13,074,000 and \$1,354,500 in TID #3, an assessment ratio of 101% and a net composite mill rate of \$17.50 per 1000 for total TID revenue of \$255,024.

CITY OF MEQUON

2011 General Fund Expenditures by Functional Area

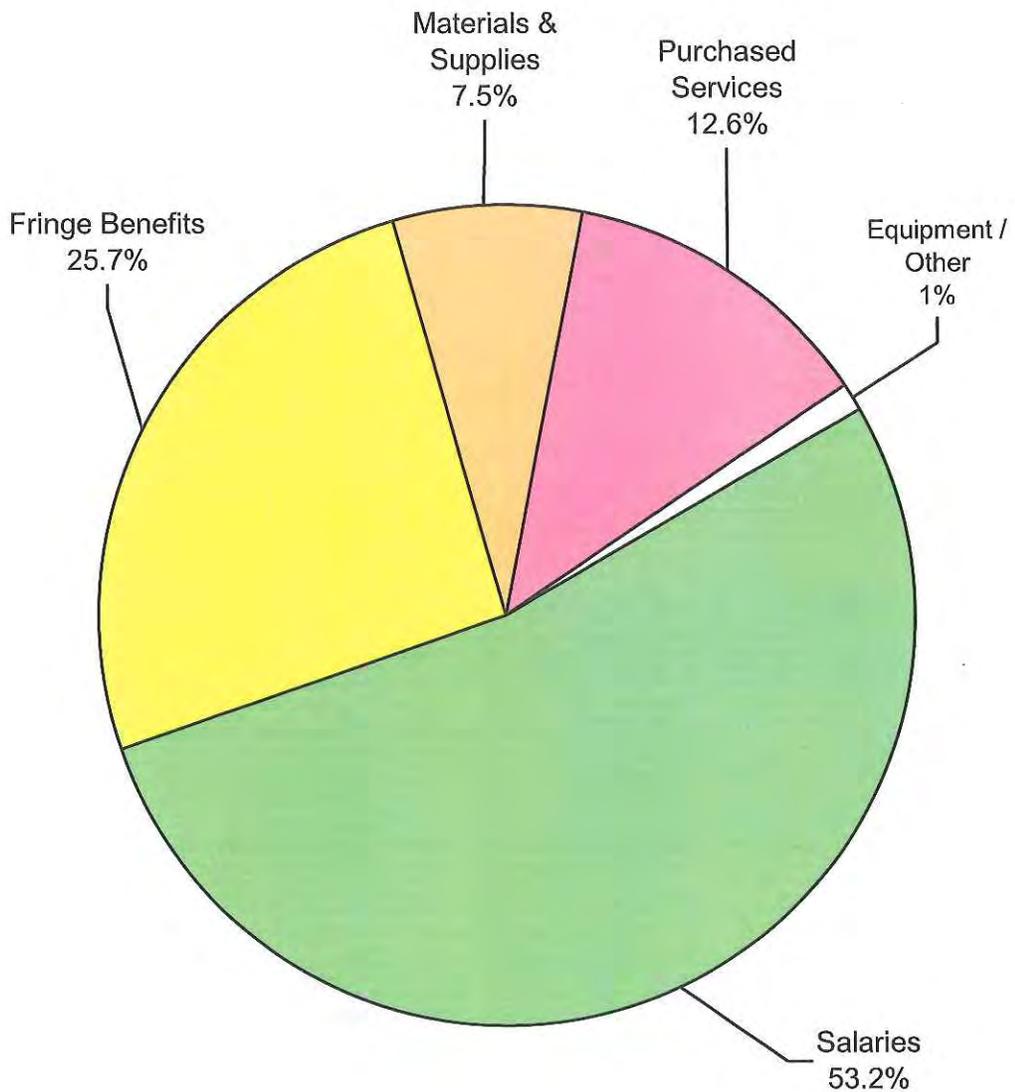


CITY OF MEQUON
Budgetary Comparison and Expenditure Summary by Functional Area
General Fund

	2008 Actual	2009 Actual	2010 Budget	2010 Actual	2011 Budget
GENERAL GOVERNMENT:					
Common Council	\$ 171,819	\$ 96,824	\$ 76,395	\$ 92,593	\$ 75,918
Mayor	13,793	12,997	13,417	13,257	12,748
Administrator	217,849	220,457	280,402	222,226	228,678
Clerk	224,442	252,692	262,624	253,687	251,427
Elections	47,057	24,458	51,145	37,156	26,315
Information Services	116,770	303,413	215,026	226,217	256,806
Finance	525,604	499,171	518,996	537,134	466,988
Assessor	317,206	304,976	224,123	261,461	186,555
Human Resources	180,987	179,823	179,823	191,561	190,196
Legal Counsel	215,221	226,029	159,500	166,537	158,500
Community Development	419,562	400,161	413,771	407,219	427,442
Total General Government	<u>2,450,310</u>	<u>2,521,001</u>	<u>2,395,222</u>	<u>2,409,048</u>	<u>2,281,573</u>
PUBLIC SAFETY:					
Police	4,265,617	4,217,568	4,344,906	4,370,943	4,529,581
Fire / EMS	1,411,413	1,333,701	1,241,958	1,195,592	1,136,175
Communications	692,110	550,905	551,266	578,667	602,185
Police Reserve	15,483	3,967	6,342	3,870	5,870
Inspections	492,755	471,464	399,657	355,212	352,321
Total Public Safety	<u>6,877,378</u>	<u>6,577,605</u>	<u>6,544,129</u>	<u>6,504,284</u>	<u>6,626,132</u>
PUBLIC WORKS:					
Building Maintenance	814,687	698,875	722,649	761,574	714,240
Vehicle Maintenance	767,431	471,671	512,014	503,690	519,581
Engineering	1,060,460	816,960	864,578	792,695	717,907
Highway	3,661,583	2,164,337	2,362,343	2,266,921	2,383,372
Recycling	9,160	17,095	18,743	22,608	18,759
Total Public Works	<u>6,313,321</u>	<u>4,168,938</u>	<u>4,480,327</u>	<u>4,347,488</u>	<u>4,353,859</u>
COMMUNITY ENRICHMENT:					
Swimming Pool	127,989	112,995	124,564	117,862	120,922
Parks Development	578,464	576,111	581,581	516,365	607,529
Total Community Enrichment	<u>706,453</u>	<u>689,106</u>	<u>706,145</u>	<u>634,227</u>	<u>728,451</u>
Other Financing Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u><u>16,347,462</u></u>	<u><u>13,956,650</u></u>	<u><u>14,125,823</u></u>	<u><u>13,895,047</u></u>	<u><u>13,990,015</u></u>

CITY OF MEQUON

2011 General Fund Expenditures by Classification



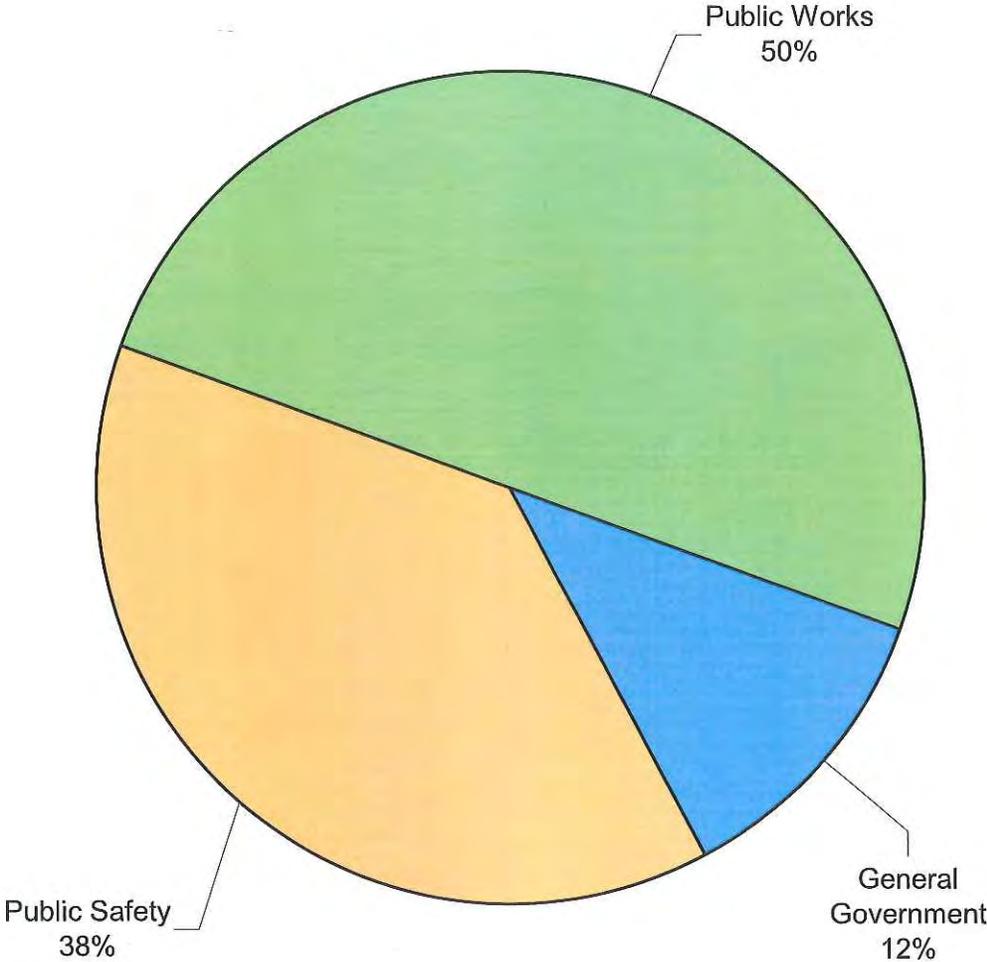
CITY OF MEQUON
Schedule of Revenues, Expenditures and Change in Fund Balance
General Fund

	2009 Actual	2010 Budget	2010 Actual	2011 Budget
REVENUES:				
General Property Taxes	\$9,163,941	\$9,690,226	\$9,684,509	\$9,770,908
Intergovernmental	1,790,893	1,785,847	1,780,905	1,863,959
Licenses & Permits	576,153	426,318	626,087	443,639
Fines and Forfeitures	130,766	131,500	118,436	131,500
Public Charges for Services	754,538	663,027	682,563	597,109
Other revenues	2,077,969	1,313,905	1,364,736	1,143,900
Investment income	82,721	115,000	33,657	39,000
Total Revenues	<u>\$14,576,981</u>	<u>\$14,125,823</u>	<u>14,290,893</u>	<u>13,990,015</u>
EXPENDITURES:				
Salaries	7,670,524	7,497,983	7,626,085	7,436,897
Fringe Benefits	3,266,746	3,485,748	3,326,224	3,596,177
Materials & Supplies	868,788	1,070,120	991,907	1,055,755
Purchased Services	1,921,318	1,929,457	1,819,007	1,759,786
Equipment / Other *	229,274	142,515	131,824	141,400
Total Expenditures	<u>13,956,650</u>	<u>14,125,823</u>	<u>13,895,047</u>	<u>13,990,015</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>620,331</u>	<u>-</u>	<u>395,846</u>	<u>-</u>
OTHER FINANCING SOURCES (USES):				
Other Financing Sources				
Long-Term Debt Issued				
Transfers In				
Transfers Out				
Fund Balance Applied				
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	620,331	-	395,846	-
FUND BALANCE - BEGINNING	712,823	1,333,154	1,333,154	1,729,000
FUND BALANCE - ENDING	<u>\$ 1,333,154</u>	<u>\$ 1,333,154</u>	<u>\$ 1,729,000</u>	<u>\$ 1,729,000</u>

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

CITY OF MEQUON

2011 Capital Projects Fund Expenditures by Functional Area



CITY OF MEQUON
2011 CAPITAL PROJECTS FUNDING / EXPENDITURE SUMMARY

	2010 Budgeted Funding	12/31/10 Ending Balance	2011 Budgeted Funding	1/1/11 Beginning Balance	2011 Projected Expenses	2011 Ending Balance
General Government						
Logemann Center	0	20,541	25,000	45,541	40,000	5,541
Voting machines	17,500	46,903	23,000	69,903	70,000	(97)
IT Equipment / Software	<u>100,000</u>	<u>48,152</u>	<u>120,000</u>	<u>168,152</u>	<u>120,000</u>	<u>48,152</u>
	\$117,500	\$115,596	\$168,000	\$283,596	\$230,000	\$53,596
Public Works						
Local road paving	\$450,000	(\$177,823)	\$0	(\$177,823)	\$0	(\$177,823)
County Line Box Culvert	0	449,994	0	449,994	425,000	24,994
Small bridge / Culverts	0	65,983	0	65,983	0	65,983
County Line Road - FEMA	0	(40,609)	0	(40,609)	0	(40,609)
Master Stormwater Mgmt	0	(9,000)	100,000	91,000	90,000	1,000
Highway Bldg. Imp.	65,000	125,670	(100,000)	25,670	25,000	670
Roadway Lighting	0	0	20,000	20,000	20,000	0
DPW Vehicles	175,500	101,557	200,000	301,557	235,000	66,557
Park Planning & Imp.	0	12,000	26,000	38,000	29,000	9,000
Urban Forrestry	0	(22,718)	21,875	(843)	0	(843)
Swimming Pool Imp.	0	3,094	17,500	20,594	20,000	594
Swimming Pool Fence	0		66,400	66,400	66,400	0
Mequon Thiensville Dam	0	(14,634)	75,000	60,366	75,000	(14,634)
Various other projects	<u>7,500</u>	<u>(6,952)</u>	<u>0</u>	<u>(6,952)</u>	<u>0</u>	<u>(6,952)</u>
	\$698,000	\$486,562	\$426,775	\$913,337	\$985,400	(\$72,063)
Public Safety						
Police Vehicles	72,000	42,872	95,000	137,872	80,000	57,872
Police EDP systems	40,000	84,793	(95,000)	(10,207)	0	(10,207)
Mobile data terminals	0	23,760	10,000	33,760	0	33,760
Portable / mobile radios	40,000	151,121	25,000	176,121	0	176,121
Technology & equipment	25,000	73,245	25,000	98,245	12,000	86,245
Police Weapons	5,000	5,991	5,000	10,991	0	10,991
Police Reserve Van	0	20,000	30,000	50,000	50,000	0
Radio console	15,000	107,271	(107,000)	271	0	271
Emergency Enhanced 911	0	85,000	(85,000)	0	0	0
Emergency warning sirens	43,200	148,400	192,000	340,400	340,000	400
Fire Equipment	74,000	101,528	192,500	294,028	277,500	16,528
Ambulance Equipment	<u>22,500</u>	<u>168,533</u>	<u>0</u>	<u>168,533</u>	<u>0</u>	<u>168,533</u>
	\$336,700	\$1,012,514	\$287,500	\$1,300,014	\$759,500	\$540,514
Grand Totals:	<u>1,152,200</u>	<u>1,614,672</u>	<u>882,275</u>	<u>2,496,947</u>	<u>1,974,900</u>	<u>522,047</u>

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

	2009 Actual	2010 Budget	2010 Actual	2011 Budget
REVENUES:				
General Property Taxes	\$ 1,496,305	\$ 1,152,200	\$ 1,152,200	\$ 882,275
Intergovernmental				
Investment Income	39,988		10,391	
Other Income		30,000	-	30,000
Total Revenues	<u>1,536,293</u>	<u>1,182,200</u>	<u>1,162,591</u>	<u>912,275</u>
EXPENDITURES:				
General Government	141,609	468,000	995,314	230,000
Public Safety	512,071	254,000	387,851	759,500
Public Works	3,913,701	3,756,500	3,747,461	985,400
Total Expenditures	<u>4,567,381</u>	<u>4,478,500</u>	<u>5,130,626</u>	<u>1,974,900</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(3,031,088)</u>	<u>(3,296,300)</u>	<u>(3,968,035)</u>	<u>(1,062,625)</u>
OTHER FINANCING SOURCES (USES):				
Other Financing Sources				
Long-Term Debt Issued	5,123,980			-
Transfers In				
Transfers Out				
Sales of assets				
Total Other Financing Sources (Uses)	<u>5,123,980</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	2,092,892	(3,296,300)	(3,968,035)	(1,062,625)
FUND BALANCE - BEGINNING	7,965,733	10,058,625	10,058,625	6,090,590
FUND BALANCE - ENDING	<u>\$ 10,058,625</u>	<u>\$ 6,762,325</u>	<u>\$ 6,090,590</u>	<u>\$ 5,027,965</u>

note: For the Capital Project Fund, revenues reflect only the current year additions expected to supplement any appropriated and residual reserve funds. Expenditures reflect either the net planned or actual amount of e made for capital purposes within each functional area. In general, the fund balance reflects the designated funds still being held in reserve for planned future projects.

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

	2009 Actual	2010 Budget	2010 Actual	2011 Budget
REVENUES:				
General Property Taxes	\$ 1,033,471	\$ 1,410,933	\$ 1,410,933	\$ 1,546,240
Tax Incremental Revenue	240,841	219,729	249,548	255,024
Miscellaneous Revenue	-	-	130,440	-
Investment Income	14,031	14,000	12,677	12,500
Total Revenues	<u>1,288,343</u>	<u>1,644,662</u>	<u>1,803,598</u>	<u>1,813,764</u>
EXPENDITURES:				
Debt Service				
Principal - General Obligation Bonds	795,000	1,030,000	1,465,000	1,280,000
Principal - Tax Incremental Financing	170,000	235,000	235,000	290,000
Interest - General Obligation Bonds	208,856	393,633	384,775	274,440
Interest - Tax Incremental Financing	131,430	499,698	499,698	496,835
Debt Issuance Costs		1,300	1,275	4,300
Total Expenditures	<u>1,305,286</u>	<u>2,159,631</u>	<u>2,585,748</u>	<u>2,345,575</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(16,943)</u>	<u>(514,969)</u>	<u>(782,150)</u>	<u>(531,811)</u>
OTHER FINANCING SOURCES (USES):				
Other Financing Sources	7,486	514,969	823	531,811
Long-Term Debt Issued				
Transfers In				
Transfers Out				
Total Other Financing Sources (Uses)	<u>7,486</u>	<u>514,969</u>	<u>823</u>	<u>531,811</u>
NET CHANGE IN FUND BALANCE	(9,457)	0	(781,327)	-
FUND BALANCE - BEGINNING	1,259,904	1,269,361	1,269,361	488,034
FUND BALANCE - ENDING	<u>\$ 1,269,361</u>	<u>\$ 1,269,361</u>	<u>\$ 488,034</u>	<u>\$ 488,034</u>

ADDITIONAL BACKGROUND ON OUTSTANDING DEBT ISSUES

GENERAL OBLIGATION BONDS – 2003A

The proceeds of the \$3,925,000 Bonds were used for the public purpose of project costs for TID No. 2, in the City's Industrial Park.

GENERAL OBLIGATION NOTES – 2005A

The proceeds of the \$1,645,000 Notes were used for public infrastructure improvements including the City's share of street reconstruction projects along sections of Port Washington, Pioneer, Wausaukee, Wauwatosa and County Line arterial roads.

GENERAL OBLIGATION REFUNDING BONDS – 2005B

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

GENERAL OBLIGATION REFUNDING BONDS – 2006A

The proceeds of the \$1,400,000 Bonds were used towards a refunding of the 1992 \$2.7M Library building expansion.

GENERAL OBLIGATION PROMISSORY NOTES – 2008A

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

GENERAL OBLIGATION PROMISSORY NOTES – 2009A

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

WATER SYSTEM REVENUE BONDS – 2009B

The proceeds of the \$17,125,000 bonds were used for the purchase of an existing Water Utility from WE Energies. This debt does not count toward the City's statutory debt limits. Water user fees will be collected to pay the debt.

TAXABLE GENERAL OBLIGATION COMMUNITY DEVELOPMENT BONDS – 2009C

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

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

**10 YEAR PRINCIPAL PAYMENTS SCHEDULE
AS OF DECEMBER 31, 2010**

Year	2003A G.O. Bonds	2005A G.O. Notes	2005B Refunding Bonds	2006A Library Bonds	2008A G.O. Notes	2009A G.O. Notes	2009C G.O. Bonds	Totals
2011	290,000	55,000	1,735,000	270,000	200,000	320,000	0	2,870,000
2012	320,000	620,000	1,690,000		735,000	510,000	0	3,875,000
2013	350,000	280,000	1,630,000		215,000	520,000	0	2,995,000
2014	380,000	200,000	1,610,000		215,000	585,000	0	2,990,000
2015	415,000		1,640,000		215,000	600,000	150,000	3,020,000
2016	520,000		1,635,000		215,000	600,000	250,000	3,220,000
2017	565,000		1,625,000		215,000	600,000	250,000	3,255,000
2018	610,000				215,000	600,000	300,000	1,725,000
2019						600,000	350,000	950,000
2020							400,000	400,000
Totals	<u>\$3,450,000</u>	<u>\$1,155,000</u>	<u>\$11,565,000</u>	<u>\$270,000</u>	<u>\$2,225,000</u>	<u>\$4,935,000</u>	<u>\$1,700,000</u>	<u>\$25,300,000</u>

**10 YEAR INTEREST PAYMENTS SCHEDULE
AS OF DECEMBER 31, 2010**

Year	2003A G.O. Bonds	2005A G.O. Notes	2005B Refunding Bonds	2006A Library Bonds	2008A G.O. Notes	2009A G.O. Notes	2009C G.O. Bonds	Totals
2011	119,960	43,425	544,000	9,990	77,725	143,300	376,875	1,315,275
2012	110,970	41,500	474,600		71,725	132,925	376,875	1,208,595
2013	100,730	18,250	407,000		47,838	120,050	376,875	1,070,743
2014	89,005	7,750	325,500		40,850	104,775	376,875	944,755
2015	76,275		245,000		33,325	87,000	376,875	818,475
2016	61,958		163,000		25,263	69,000	370,875	690,095
2017	43,498		81,250		17,200	50,250	359,625	551,823
2018	22,875				8,815	30,750	347,750	410,190
2019						10,500	332,750	343,250
2020							315,250	315,250
Totals	<u>\$625,270</u>	<u>\$110,925</u>	<u>\$2,240,350</u>	<u>\$9,990</u>	<u>\$322,740</u>	<u>\$748,550</u>	<u>\$3,610,625</u>	<u>\$7,668,450</u>

CITY OF MEQUON

COMPUTATION OF LEGAL DEBT MARGIN AS OF DECEMBER 31, 2010

Equalized Value of Real and Personal Property	<u>\$4,223,167,500</u>
Real Property	\$4,156,726,000
Personal Property	\$66,441,500
Legal Debt Limit, 5% of Equalized Valuation (Wisconsin Statutory Limitation)	\$211,158,375
<u>Amount of Debt Applicable to Debt Limitation:</u>	
Total General Obligation Bonds, Notes, Purchase Contracts Outstanding December 31, 2010	<u>\$30,550,000</u>
Remaining Legal Debt Margin	<u>\$180,608,375</u>
Percent of Debt Outstanding to Equalized Value	0.72%
Percent of Legal Debt Limit Used	14.47%
Percent of Legal Debt Limit Available	85.53%

ADDITIONAL DIRECT AND OVERLAPPING DEBT INFORMATION

Taxing Authority	Debt as of 12/31/10	% Applicable to City	Direct and Overlapping Debt	Total Debt per Capita
City of Mequon	\$ 30,550,000	100.00%	\$ 30,550,000	\$ 1,283
MATC	99,775,000	5.463%	5,450,808	229
Ozaukee County	17,635,000	39.098%	6,894,844	290
Mequon-Thiensville School	20,720,000	0.927%	192,057	8
Cedarburg School District	19,755,000	8.631%	1,705,054	72
Totals:	\$ 188,435,000		\$ 44,792,764	\$ 1,881

Source: City of Mequon Annual Financial Reports and Ehlers Official Statements

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

	2009 Actual	2010 Budget	2010 Actual	proposed 2011 Budget
REVENUES:				
General Property Taxes	\$ 7,053,407	\$ 6,805,924	\$ 6,805,924	\$ 6,805,924
Operating Revenues	2,432,422	2,704,901	2,623,679	2,733,777
Investment Income	32,245	35,000	43,612	40,000
Other revenues	247,144	161,300	233,166	163,900
Total Revenues	<u>9,765,218</u>	<u>9,707,125</u>	<u>9,706,381</u>	<u>9,743,601</u>
EXPENDITURES:				
Salaries	646,470	672,637	648,299	664,040
Fringe Benefits	180,937	188,892	198,270	210,717
Materials & Supplies	15,602	20,400	16,671	19,640
Purchased Services	84,597	88,500	249,122	77,300
Operating Expenses	6,431,063	6,341,496	6,215,594	6,492,904
Non-Operating Expenses	848,918	2,395,200	591,204	2,279,000
Total Expenditures	<u>8,207,587</u>	<u>9,707,125</u>	<u>7,919,160</u>	<u>9,743,601</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>1,557,631</u>	-	<u>1,787,221</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	1,557,631	0	1,787,221	-
FUND BALANCE - BEGINNING	6,171,306	7,728,937	7,728,937	9,516,158
FUND BALANCE - ENDING	<u>\$ 7,728,937</u>	<u>\$ 9,286,568</u>	<u>\$ 9,516,158</u>	<u>\$ 9,516,158</u>

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

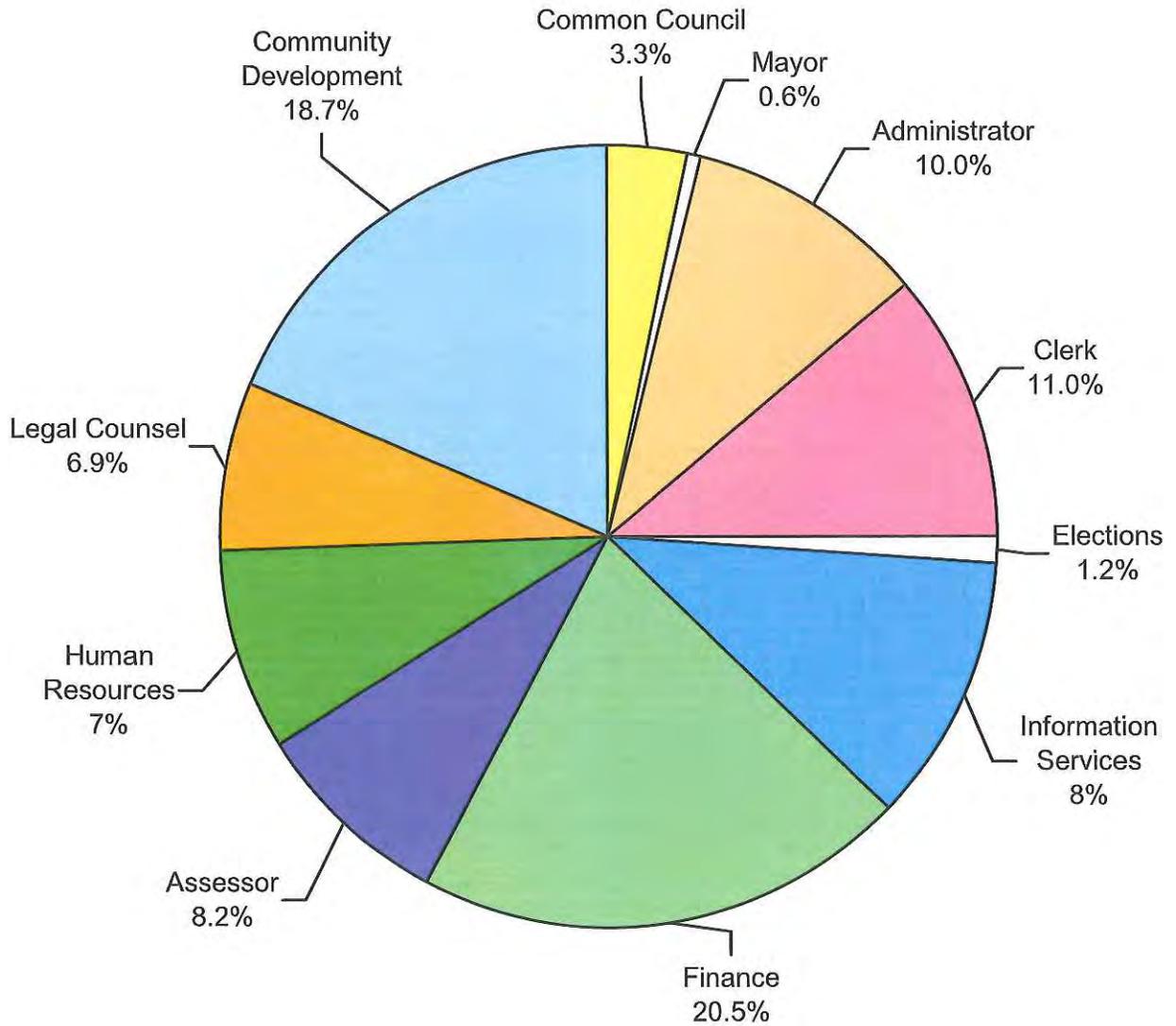
	2009 Actual	2010 Budget	2010 Actual	proposed 2011 Budget
REVENUES:				
General Property Taxes	\$ -	\$ -	\$ -	\$ -
Operating Revenues	1,643,703	2,356,000	2,339,333	2,492,785
Non-Operating Revenues	54,588	29,677	19,487	16,677
Investment Income	10,867	13,000	14,270	10,000
Total Revenues	1,709,158	2,398,677	2,373,090	2,519,462
EXPENDITURES:				
Admin-General Salaries	64,384	55,000	80,550	75,000
Fringe Benefits	-	-	-	-
Materials & Supplies	22,576	20,000	10,406	15,000
Purchased Services	264,112	349,500	341,636	359,100
Operating Expenses	559,535	845,196	951,759	954,350
Non-Operating Expenses	483,609	721,094	719,537	713,019
Total Expenditures	1,394,216	1,990,790	2,103,888	2,116,469
Excess (Deficiency) of Revenues Over Expenditures	314,942	407,887	269,202	402,993
OTHER FINANCING SOURCES (USES):				
Other Financing Sources				
Long-Term Debt Issued				
Transfers In				
Transfers Out				
Total Other Financing Sources (Uses)	-	-	-	-
NET CHANGE IN FUND BALANCE	314,942	407,887	269,202	402,993
FUND BALANCE - BEGINNING	-	314,942	314,942	584,144
FUND BALANCE - ENDING	\$ 314,942	\$ 722,829	\$ 584,144	\$ 987,137

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

	2009 Actual	2010 Budget	2010 Actual	proposed 2011 Budget
REVENUES:				
Property Taxes - Mequon	\$ 898,263	\$ 898,263	\$ 898,263	\$ 901,156
Property Taxes - Thiensville	109,067	109,667	109,667	106,773
Library Fees	54,296	54,731	60,732	62,006
Investment Income	754	1,500	1,202	1,130
Total Revenues	<u>1,062,380</u>	<u>1,064,161</u>	<u>1,069,864</u>	<u>1,071,065</u>
EXPENDITURES:				
Salaries	524,338	530,935	501,040	524,626
Fringe Benefits	189,652	197,376	198,397	222,615
Materials & Supplies	70,504	78,473	84,726	83,329
Purchased Services	233,174	163,716	174,281	149,701
Collection Development	89,436	93,661	88,729	90,794
Total Expenditures	<u>1,107,104</u>	<u>1,064,161</u>	<u>1,047,173</u>	<u>1,071,065</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(44,724)</u>	<u>-</u>	<u>22,691</u>	<u>-</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	(44,724)	0	22,691	-
FUND BALANCE - BEGINNING	110,339	65,615	65,615	88,306
FUND BALANCE - ENDING	<u>\$ 65,615</u>	<u>\$ 65,615</u>	<u>\$ 88,306</u>	<u>\$ 88,306</u>

CITY OF MEQUON

2011 General Government Expenditures Budget Percentages by Department



General Government

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

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.

Staffing for FY2011

FY2009	FY2010	FY2011
Alderman (8) PT	Alderman (8) PT	Alderman (8) PT

City of Mequon
 Department Expenditure Detail
 Fiscal Year 2011 Budget

FUND	01	GenFund		<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2010</u>	<u>2011</u>
DEPT	001	CommonCoun		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
	02	Salaries						
600.000		Salaries		38,400	38,400	38,400	44,112	38,400
	Salaries	Total		<u>\$38,400</u>	<u>\$38,400</u>	<u>\$38,400</u>	<u>\$44,112</u>	<u>\$38,400</u>
	03	Fringes						
752.000		Social Security		3,364	2,938	2,938	2,938	2,938
755.000		Life Insurance		0	0	123	156	62
756.000		Retirement		0	922	926	643	926
759.000		Worker's Comp Insurance		77	78	83	85	92
	Fringes	Total		<u>\$3,441</u>	<u>\$3,938</u>	<u>\$4,070</u>	<u>\$3,822</u>	<u>\$4,018</u>
	04	MatlSupp						
621.000		Office Supplies		0	15	0	0	0
622.000		Work Supplies		0	0	0	0	0
623.000		Mileage		0	0	0	0	0
626.000		Memberships		11,526	11,167	10,925	10,594	10,500
626.001		Memberships - Mid Moraine		0	0	0	0	0
	MatlSupp	Total		<u>\$11,526</u>	<u>\$11,181</u>	<u>\$10,925</u>	<u>\$10,594</u>	<u>\$10,500</u>
	05	PurchServ						
641.000		Consultants		81,581	0	0	0	0
641.008		Contracted Srvs - General		0	0	0	0	0
642.000		Communications		0	0	0	27	0
642.001		Communications-Cable TV		5,320	6,395	5,500	5,305	5,500
643.000		Training/Conferences		0	0	0	0	0
644.000		Printing/Publications		15,726	19,341	2,500	4,276	2,500
648.001		IS Equipment Leased		0	0	0	0	0
651.000		Miscellaneous Services		15,824	17,569	15,000	24,457	15,000
652.014		Spec Serv-97 Flooding		0	0	0	0	0
	PurchServ	Total		<u>\$118,451</u>	<u>\$43,305</u>	<u>\$23,000</u>	<u>\$34,065</u>	<u>\$23,000</u>
	14	Dept Supp						
642.004		Postage		0	0	0	0	0
	Dept Supp	Total		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	CommonCoun	Total		<u>\$171,819</u>	<u>\$96,824</u>	<u>\$76,395</u>	<u>\$92,593</u>	<u>\$75,918</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.

FY2010 Accomplishments

In April 2010 we successfully transitioned to a new Mayor after the retiring mayor had served the City for the past 12 years. This transition occurred without disruption of services to the citizens served, or to the employees of the City and the daily business they conduct.

The new Mayor made timely citizen appointments to the boards, committees and commissions as required by ordinance or statute. These highly qualified and interested citizens provide recommendations to the Mayor and the Common Council on many City matters.

The Mayor accepted the voluntary resignations of three members of the City Plan Commission and made several other appointments to reconstitute a new Planning Commission for the City.

A focus on economic development for the City has been communicated by the new Mayor to citizens through multiple speaking engagements and an enhanced relationship of coordination with the Mequon-Thiensville Chamber of Commerce. The new Mayor has suggested an informal 2010 motto be "Mequon is Open for Business".

The Office of Mayor has provided leadership in support of moving the Town Center initiative approvals to complete new streetscape along Cedarburg Road in front of City Hall and facilitated negotiations to develop a multi-use commercial/residential development in this business corridor.

Work continues on projects related to infrastructure improvements in the City (roadways, public sewers, etc.) while full integration of the recently acquired private water utility has been successfully accomplished. The Mayor has participated in a vigorous defense to a suggested wholesale water rate increase suggested by the City of Milwaukee. This issue is yet unresolved.

Initial steps have been completed and negotiated with the Village of Thiensville to begin a City of Mequon Paramedic program, thereby enhancing the delivery of emergency medical services in the City.

The Mayor has encouraged the Economic Development Board to become more proactive in assisting the City in developing an 'economic tool box' of programs, services and mechanisms to assist in retail, commercial and industrial business development and retention.

The Mayor has asked the developer to rebrand and rename the former East Mequon Business Park as the Mequon Commercial & Technology Park and attempt to take advantage of the I-43 access to attract water and environmental related technology businesses to the City.

FY2011 Objectives

- ✦ Hold the City tax levy in FY 2011 to the FY 2010 level.
- ✦ Successfully complete several Town Center new business development projects in FY 2011.
- ✦ Successfully develop and implement the Mequon Paramedic Program in FY 2011.
- ✦ Investigate potential outsourcing opportunities to provide cost savings and efficiencies in core City services.
- ✦ Streamline the business processes of City services where possible and enhance a Customer Service culture in the provision of all City services.
- ✦ Change the perceived notion of developers and business owners that Mequon is a difficult place to do business.
- ✦ Strengthen the relationship with the Mequon-Thiensville Chamber of Commerce to partner in new business recruitment and current business retention.
- ✦ Recruit two new industry or business firms to the Mequon Industrial Park.
- ✦ Strive to enhance the understanding, relationship and trust between elected Common Council policy makers, City staff and leadership.
- ✦ Strive to be a good steward of the public's assets while providing the services and infrastructure developments of a thriving City.

Staffing for FY2011

Positions (PT)	2009 Actual	2010 Actual	2011 Budget
Mayor	1.00	1.00	1.00

City of Mequon
 Department Expenditure Detail
 Fiscal Year 2011 Budget

FUND	01	GenFund		<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2010</u>	<u>2011</u>
DEPT	010	Mayor		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
	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	728	734
	755.000	Life Insurance		86	81	88	110	72
	756.000	Retirement		1,190	1,190	1,162	1,229	1,219
	759.000	Worker's Comp Insurance		19	20	21	21	23
	Fringes	Total		<u>\$2,030</u>	<u>\$2,026</u>	<u>\$2,005</u>	<u>\$2,088</u>	<u>\$2,048</u>
	04	MatlSupp						
	622.000	Work Supplies		171	46	350	686	350
	623.000	Mileage		1,475	1,255	800	733	500
	626.000	Memberships		0	0	0	0	0
	MatlSupp	Total		<u>\$1,647</u>	<u>\$1,301</u>	<u>\$1,150</u>	<u>\$1,419</u>	<u>\$850</u>
	05	PurchServ						
	643.000	Training/Conferences		105	70	250	150	250
	648.001	IS Equipment Leased		0	0	412	0	0
	651.000	Miscellaneous Services		0	0	0	0	0
	PurchServ	Total		<u>\$105</u>	<u>\$70</u>	<u>\$662</u>	<u>\$150</u>	<u>\$250</u>
	391	Transfers						
	878.000	Transfers Out		412	0	0	0	0
	Transfers	Total		<u>\$412</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Mayor	Total		<u>\$13,793</u>	<u>\$12,997</u>	<u>\$13,417</u>	<u>\$13,257</u>	<u>\$12,748</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.

FY 2010 Objectives	FY2010 Accomplishments
1. Assure that the FY2010 budget stays within its targets.	Completed. The 2010 budget is on-track to meet organizational goals and targets, per mid-year report projections.
2. Manage the FY2011 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 2011-2015 Capital Improvement Plan in late summer 2010.
4. Assure that major capital projects remain on schedule.	Completed. All arterial road and sanitary sewer projects were completed on time, or still in progress, as is the case with local road improvement program. Second of two-year road borrowing implemented.
5. Complete a set of financial policies.	Policies presented and adopted by Common Council June 2010.
6. Manage collective bargaining process with all bargaining units with contracts expiring December 31, 2010.	In process. Collective bargaining agreement with Fire and EMS Association approved December 2009. Four other bargaining unit negotiations kick-off in October 2010.
7. Undertake second year of IT strategic plan per Group 1 Solutions' recommended timeline.	In Process. City wide software system vendor, MUNIS, selected and contract approved by Council July 2010. Implementation meetings with vendor underway.

- | | |
|--|---|
| 8. Plan, manage and establish the city's municipal operation of the water utility | On-going. The Mequon Water Utility in operation for more than one year (took over operation of the We Energies system May1, 2009). The policy advisory committee presented recommendations for operational policies and PSC approval secured. Mequon utility staff combating Milwaukee rate case seeking unprecedented wholesale water rate increase. |
| 9. Assure that TIF #3 implementation and public improvements are underway in 2010. | In Progress. Construction of the second phase of Cedarburg Road/Civic campus improvements near completion. We Energies line burial put on hold per Council directive. Next phase of river walk plans in development. |

FY2011 Objectives

- ⚡ Assure that the FY2011 budget stays within its targets.
- ⚡ Manage the FY2012 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 collective bargaining with Police, Dispatchers, Public Works and MEA unions.
- ⚡ Implement a comprehensive economic development and redevelopment strategy for the city.
- ⚡ Undertake third year of IT strategic plan per Group 1 Solutions' recommended timeline; ensure implementation of the first-year of the MUNIS software suite.
- ⚡ Provide management oversight of the city's municipal water and sewer utility operations.
- ⚡ Plan for next phase of TIF #3 implementation.
- ⚡ Re-finance TIF #2.
- ⚡ Develop framework for a city-wide visioning process to get underway in 2012.

Staffing for FY2011

Positions (FTE)	2009 Actual	2010 Actual	2011 Budget
City Administrator/City Clerk	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00

City of Mequon
Department Expenditure Detail
Fiscal Year 2011 Budget

FUND 01	GenFund		2008	2009	2010	2010	2011
DEPT 011	CityAdmin		Actual	Actual	Adopted	Actual	Adopted
02	Salaries						
600.000	Salaries		144,595	148,496	152,958	144,751	160,160
602.000	OverTime		2,150	0	0	0	0
606.000	Vacation		9,832	11,528	0	11,111	0
607.000	Sick Pay		826	1,089	0	1,128	0
609.000	Longevity		330	390	450	450	510
612.000	Part Time Help		0	0	0	0	0
Salaries	Total		<u>\$157,733</u>	<u>\$161,502</u>	<u>\$153,408</u>	<u>\$157,441</u>	<u>\$160,670</u>
03	Fringes						
752.000	Social Security		10,686	11,398	11,460	11,586	12,291
753.000	Health Insurance		21,365	22,685	26,626	25,581	27,642
754.000	Long Term Disability		799	876	878	726	920
755.000	Life Insurance		694	621	627	792	548
756.000	Retirement		18,718	17,544	18,127	17,834	20,405
757.000	Dental Insurance		1,175	1,162	1,254	1,142	1,194
759.000	Worker's Comp Insurance		328	333	325	318	383
Fringes	Total		<u>\$53,765</u>	<u>\$54,619</u>	<u>\$59,297</u>	<u>\$57,978</u>	<u>\$63,383</u>
04	MatlSupp						
621.000	Office Supplies		580	1,047	750	899	750
623.000	Mileage		8	0	0	0	0
626.000	Memberships		1,665	1,504	1,600	2,101	1,600
627.000	Books & Periodicals		280	304	400	300	350
MatlSupp	Total		<u>\$2,533</u>	<u>\$2,855</u>	<u>\$2,750</u>	<u>\$3,300</u>	<u>\$2,700</u>
05	PurchServ						
641.000	Consultants		0	0	0	0	0
641.008	Contracted Srvs - General		0	0	0	0	0
642.000	Communications		631	585	675	656	675
643.000	Training/Conferences		2,166	840	1,000	1,853	1,000
644.000	Printing/Publications		0	0	0	0	0
647.000	M & R		0	0	250	498	250
648.001	IS Equipment Leased		0	0	1,022	0	0
651.000	Miscellaneous Services		0	56	0	0	0
651.001	Misc. Serv-Contingency		0	0	62,000	500	0
PurchServ	Total		<u>\$2,797</u>	<u>\$1,481</u>	<u>\$64,947</u>	<u>\$3,507</u>	<u>\$1,925</u>
14	Dept Supp						
642.004	Postage		0	0	0	0	0
Dept Supp	Total		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
391	Transfers						
878.000	Transfers Out		1,022	0	0	0	0
Transfers	Total		<u>\$1,022</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
CityAdmin	Total		<u>\$217,849</u>	<u>\$220,457</u>	<u>\$280,402</u>	<u>\$222,226</u>	<u>\$228,678</u>

City Clerk

Program Description

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

FY2010 Objectives

FY2010 Accomplishments

- | | |
|---|--|
| 1. Continue multi-year records management program | Developed paperless meeting procedures for all departments including document preparation, organization, share drive and website placement, retention and distribution.
Set up legal notice and supply accounts systems and procedures for improved individual departmental control and efficiencies.
Continued overhaul and improved organization of Clerk department records, assisting other departments with same. |
| 2. Oversee daily operations of the City Clerk Department | Prepared agendas, minutes and staffed the Common Council, Committee of the Whole, Public Welfare Committee, Board of Appeals and Board of Review. Maintained and updated Journal of Proceedings, ordinance and resolution books, and boards and commissions books. Served as official records custodian as well as accommodated public records requests. Developed and maintained an annual electronic calendar of all monthly meetings. Oversee the operation of government access Channel 25. Processed all incoming mail, non-direct dialed phone calls and office supplies for city hall. Processed and issued approximately 290 permits/licenses, 45 appointments, 37 resolutions and 26 ordinances. Electronically transmitted ordinance data to facilitate updating of the Code of Ordinances. Published all public hearing notices, minutes and ordinances as required by State Statutes. Assisted with the annual review/update and management of the city's website. |
| 3. Refine and improve forms and procedures to promote department efficiency | Created an electronic number identification system for city resolutions and ordinances. Worked with various staff towards the refinement of cross-departmental procedures relating to Board of Appeals. Secured software necessary towards the city's paperless efforts. Provided several assessment form improvements towards the creation of a more understandable resident notice. Developed improved documents and procedures for Board of Review members. |

FY2011 Objectives

- ✦ Oversee daily operations of the City Clerk Department
- ✦ Develop a Common Council agenda process flow chart to promote knowledge of the Common Council process
- ✦ Conduct a review of all city meeting agendas, packets, and minutes to promote consistent format, procedures and distribution
- ✦ Continue to explore ways to enhance city's paperless efforts.

Staffing for FY2011

Positions (FTE)	2009 Actual	2010 Actual	2011 Budget
Deputy City Clerk	1.00	1.00	1.00
Administrative Secretary	1.75	1.75	1.75

**City of Mequon
Department Expenditure Detail
Fiscal Year 2011 Budget**

FUND DEPT	01 012	GenFund CityClerk	<u>2008</u> <u>Actual</u>	<u>2009</u> <u>Actual</u>	<u>2010</u> <u>Adopted</u>	<u>2010</u> <u>Actual</u>	<u>2011</u> <u>Adopted</u>
02		Salaries					
600.000		Salaries	123,843	122,292	134,868	125,779	139,866
602.000		OverTime	1,712	303	2,000	403	720
606.000		Vacation	7,758	11,488	0	12,503	0
607.000		Sick Pay	1,380	2,045	0	1,802	0
609.000		Longevity	435	510	585	585	660
Salaries		Total	<u>\$135,127</u>	<u>\$136,638</u>	<u>\$137,453</u>	<u>\$141,072</u>	<u>\$141,246</u>
03		Fringes					
752.000		Social Security	9,916	10,083	10,515	10,314	10,805
753.000		Health Insurance	21,365	25,359	34,245	32,809	35,493
754.000		Long Term Disability	531	603	615	509	653
755.000		Life Insurance	427	424	438	553	421
756.000		Retirement	14,275	14,977	16,632	16,266	17,938
757.000		Dental Insurance	1,175	1,162	1,254	1,142	1,194
759.000		Worker's Comp Insurance	348	352	298	296	337
Fringes		Total	<u>\$48,037</u>	<u>\$52,962</u>	<u>\$63,997</u>	<u>\$61,890</u>	<u>\$66,841</u>
04		MatlSupp					
621.000		Office Supplies	3,196	6,342	6,500	6,164	6,000
621.001		Office Supp- Copier Equip	3,812	5,302	6,500	4,156	5,000
622.000		Work Supplies	0	0	0	0	0
623.000		Mileage	0	0	0	0	0
626.000		Memberships	270	285	300	285	300
627.000		Books & Periodicals	0	0	0	0	0
MatlSupp		Total	<u>\$7,278</u>	<u>\$11,929</u>	<u>\$13,300</u>	<u>\$10,604</u>	<u>\$11,300</u>
05		PurchServ					
641.000		Consultants	11,606	9,919	12,000	10,675	12,000
641.008		Contracted Srvs - General	0	0	0	0	0
641.009		Contracted Srvs - Maint	0	0	0	0	0
642.000		Communications	(1,312)	4,314	5,000	2,455	5,000
643.000		Training/Conferences	1,266	1,077	1,200	1,018	1,200
644.000		Printing/Publications	4,053	5,256	6,200	4,948	5,500
647.000		M & R	0	0	0	0	0
648.001		IS Equipment Leased	0	0	1,434	0	0
652.002		Special Serv-Bds & Comm	1,215	10,632	3,500	5,713	3,000
PurchServ		Total	<u>\$16,829</u>	<u>\$31,198</u>	<u>\$29,334</u>	<u>\$24,809</u>	<u>\$26,700</u>
11		Equipment					
664.000		Office Equipment	15,737	19,966	18,540	15,312	5,340
Equipment		Total	<u>\$15,737</u>	<u>\$19,966</u>	<u>\$18,540</u>	<u>\$15,312</u>	<u>\$5,340</u>
14		Dept Supp					
642.004		Postage	0	0	0	0	0
Dept Supp		Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
391		Transfers					
878.000		Transfers Out	1,434	0	0	0	0
Transfers		Total	<u>\$1,434</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
CityClerk		Total	<u><u>\$224,442</u></u>	<u><u>\$252,692</u></u>	<u><u>\$262,624</u></u>	<u><u>\$253,687</u></u>	<u><u>\$251,427</u></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.

FY2010 Objectives	FY2010 Accomplishments
1. Oversee the spring and fall elections	Appropriately set up, staffed and managed 8 poll sites including traffic control and parking space allocation. Conducted public testing for 16 voting machines and programmed 8 touch screen voting machines with multiple ballot styles for each election. Conducted absentee voter services for city residents ensuring ballot security at all times. Finalized and delivered election materials and reports to the County after each election. Implemented several elections information tracking procedures in response to new Government Accountability Board post elections reports. Ensured proper procedures followed in the distribution, completion and receipt of candidate campaign forms. Convened the City's Board of Canvassers and prepared the official Board of Canvass statement.
2. Continue growth, understanding and utilization of the Statewide Voter Registration System	Successfully completed all SVRS processing steps for the 2010 elections, including, but not limited to set up of polling site assignment plans, offices, contests, candidates, ballot styles, generating poll books, citywide registration list, entering new and/or updating voter registration changes, and recording the manner in which each ballot was cast. Run monthly SVRS death, transfer, felon and HAVA reports appropriately updating the voter status of affected city residents. Implemented improved voter status maintenance procedures.
3. Continue to train and supervise election inspectors in accordance with any new and or added Government Accountability rules and regulations	Developed new elections training curriculum and materials that qualified for Government Accountability Board certification. Conducted Election Day trainings for new, regular and chief elections inspectors and several one-on-one touch screen voting machine practice sessions. Created an improved elections training tracking system.

FY2011 Objectives

- ✦ Plan and implement election requirements for all elections.
- ✦ Develop and track the city's absentee voters within the Statewide Voter Registration System (SVRS).
- ✦ Assure and maintain accurate ward designations in SVRS for all addresses in the city due to census redistricting.
- ✦ Provide continuing education/training and supervise to election inspectors in accordance with Government Accountability rules and regulations.

City of Mequon
 Department Expenditure Detail
 Fiscal Year 2011 Budget

FUND	01	GenFund		<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2010</u>	<u>2011</u>
DEPT	013	Elections		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
	02	Salaries						
	600.000	Salaries		29,398	13,371	34,180	22,197	15,790
	Salaries	Total		<u>\$29,398</u>	<u>\$13,371</u>	<u>\$34,180</u>	<u>\$22,197</u>	<u>\$15,790</u>
	03	Fringes						
	752.000	Social Security		0	0	0	0	0
	759.000	Worker's Comp Insurance		19	20	40	42	25
	Fringes	Total		<u>\$19</u>	<u>\$20</u>	<u>\$40</u>	<u>\$42</u>	<u>\$25</u>
	04	MatlSupp						
	621.000	Office Supplies		2,844	1,573	800	948	800
	MatlSupp	Total		<u>\$2,844</u>	<u>\$1,573</u>	<u>\$800</u>	<u>\$948</u>	<u>\$800</u>
	05	PurchServ						
	641.000	Consultants		9,473	4,735	10,150	9,996	5,350
	641.008	Contracted Srvs - General		0	0	0	0	0
	641.009	Contracted Srvs - Maint		0	0	0	0	0
	642.000	Communications		2,717	1,254	3,000	1,233	1,200
	643.000	Training/Conferences		0	0	0	0	0
	644.000	Printing/Publications		0	0	0	0	0
	647.000	M & R		2,606	2,606	2,975	2,739	3,150
	652.000	Special Services		0	0	0	0	0
	PurchServ	Total		<u>\$14,796</u>	<u>\$8,595</u>	<u>\$16,125</u>	<u>\$13,968</u>	<u>\$9,700</u>
	11	Equipment						
	664.000	Office Equipment		0	900	0	0	0
	Equipment	Total		<u>\$0</u>	<u>\$900</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	14	Dept Supp						
	642.004	Postage		0	0	0	0	0
	Dept Supp	Total		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Elections	Total		<u>\$47,057</u>	<u>\$24,458</u>	<u>\$51,145</u>	<u>\$37,156</u>	<u>\$26,315</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.

FY2010 Objectives

FY2010 Accomplishments

- | | |
|---|--|
| <p>1. Continue to follow the City's strategic IT plan with short and long term goals to address issues raised by the Virchow Krause IT review.</p> | <p>IT Consultant continued to complete various recommended projects from the City's strategic IT plan. These technology projects ensure structured and productive implementation of necessary IT City-wide functions.</p> |
| <p>2. Support Services - Provide full time IT support services that cover all departments city-wide including Police department support</p> | <p>IT Consultant manages the vendor for remote/onsite help desk support covering business hours and after hour emergencies and 24 by 7 critical systems monitoring for a fixed monthly fee.</p> <p>IT Consultant serves the role of IT Manager for the city. IT Consultant provides for, and maintains installed hardware/software systems, development of end-user and department IT solutions to fit within the over-all City wide plan, coordinate and manage all IT related vendor relationships, negotiates favorable pricing for services and equipment, and generally determines and guides the City in a planned directional growth.</p> |
| <p>3. Police CAD and records keeping system mandatory replacement. (current software vendor will no longer support the existing CAD after 2010)</p> | <p>IT Consultant with City Police staff monitors and works with the County for the new rollout of the CAD and records system implementation. Continued involvement in the County's software implementation process.</p> |

4. Acquisition of a “City Wide” application software solution that reaches all departments, and allows for extensive access to information, analysis tools, and reporting.
- Finished building the hardware and operational software infrastructure necessary to support the new CWASS software system. Finished all phases of the selection process from multiple vendors including demonstrations and final vendor selection and negotiations for final quarter of this year.
- Began project with planning and preparation. Begin Phases I and II of the CWASS implementation. Includes: Accounting/GL/Budget/AP; AR; Fixed Assets; GASB34 Reporting; General Billing; Inventory; MS Office integration; Project/Grant Accounting; Forms Development; Paperless Document Management; Reporting Services; Data Conversion efforts from old systems to MUNIS.
- This project initiative includes hardware upgrades to the Blade Server, and implementation of new group printers replacing existing outdated and less featured printers.
5. City site location IT connectivity that connect all three main City site locations (City Hall, Public Safety, and Public Works) with appropriate high data speed fiber connections to ensure proper overall network connectivity. Other City sites connected at cost effective alternative solutions.
- Fully installed high speed fiber connection between City Hall, Public Safety, Maintenance, DPW buildings was coordinated in conjunction with the Mequon Road and Public Safety parking lot improvements for cost savings.
6. City-wide PC hardware replacement scheduled to replace all outdated and end of life cycle staff PC equipment.
- Police Department (PD) hardware replaced in 2009. The rest of the City hardware replacements in the Fall and Winter of 2010.
- Virtual desktop environment and thin-client hardware for most of the PC replacements will maximize resource investment, standardize user experience and support, and allow full featured remote access.

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

IT Consultant coordinated acquisition and installation of upgrades to the new IBM Blade server. The upgrades accommodate the CWASS project file server environments. Expansion of data storage and increase in computer processing power also accommodates a virtual desktop environment for the role-out replacement of workstations across the City. Also moved a converted City server to the PD for replacement of old file sharing server.

The Blade Server and Virtual environments allow the City to consolidate equipment, maximize processing investment, and participate in the “Green” global environmental protection initiatives.

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

City staff and the IT Consultant worked together on department specific small projects. Includes PD initiatives, networked copiers with scanning, new laptops to begin the paperless office initiatives, Fire Dept. specialized event and payroll tracking software development, City wide disposal and recycle of very old or broken technical equipment, GIS and address normalization, and many other various small projects.

9. Provide City-wide IT training needs.

Training Room built in 2009 (Eight person capacity training room with protection and individual student PC workstations.) Used for Outlook and MS Office 2007 and Office 2010 training classes, virtual desktop testing, multiple vendor remote web-based software demonstrations, Fire Dept. WARDS training, and more.

IT Consultant provides staff with individualized and small group training as needed and requested.

FY2011 Objectives

- ✚ Provide management of current operational aspects of information technology in order to maintain and support all IT systems including hardware platforms, operating systems, and related peripherals.
- ✚ Continue funding and implementation of the recommendations of the 2008 Group 1 Solutions IS study now into year three.
- ✚ CWASS MUNIS software Go-Live and conversions with Phase I (All Financials as above) and User Dashboard Application Front End); Phase II (PR/Applicant Tracking/HR); Phase III (Business and Animal Licensing/Citizen Self Service/GIS Maplink/Permits & Code Enforcement); and begin implementation of Phase IV (Utility Billing) and Phase V (Work Orders/Fleet & Facilities Management)
- ✚ Continue Departmental software evaluations with MUNIS integration including Infrastructure Asset Management tools for Engineering, and Project Planning for Community Development; Paperless initiatives for Administration and Clerks Office.
- ✚ Evaluate existing building network cabling at all City sites and replace problem cabling to ensure network data traffic integrity and capability with current and future data transmission requirements.
- ✚ Develop Disaster Prevention/Recovery initiatives including failover internet/email connectivity, automated off-site storage, and sinking fund for 2nd Blade Server at the PD.
- ✚ Begin the planning of telecommunication Phone Systems replacements which includes study of upgrade options including VOIP option and possible RFP development if needed.

Staffing for FY2011

Position (PT)	2009 Actual	2010 Actual	2011 Budget
IT Consultant	1.00	1.00	1.00

City of Mequon
Department Expenditure Detail
Fiscal Year 2011 Budget

FUND 01	GenFund		<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2010</u>	<u>2011</u>
DEPT 017	InfoServ		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
02	Salaries						
600.000	Salaries		0	0	0	0	0
606.000	Vacation		0	0	0	0	0
607.000	Sick Pay		0	0	0	0	0
609.000	Longevity		0	0	0	0	0
Salaries	Total		\$0	\$0	\$0	\$0	\$0
03	Fringes						
752.000	Social Security		0	0	0	0	0
753.000	Health Insurance		0	0	0	0	0
754.000	Long Term Disability		0	0	0	0	0
755.000	Life Insurance		0	0	0	0	0
756.000	Retirement		0	0	0	0	0
757.000	Dental Insurance		0	0	0	0	0
759.000	Worker's Comp Insurance		0	0	0	0	0
Fringes	Total		\$0	\$0	\$0	\$0	\$0
04	MatlSupp						
619.000	Technology Supplies		4,486	7,048	5,300	7,228	5,300
621.000	Office Supplies		38	0	50	123	50
623.000	Mileage		0	0	0	0	0
626.000	Memberships		0	0	0	0	0
627.000	Books & Periodicals		0	30	0	0	0
MatlSupp	Total		\$4,524	\$7,078	\$5,350	\$7,350	\$5,350
05	PurchServ						
641.000	Consultants		76,423	126,745	128,700	153,794	139,500
641.008	Contracted Srvs - General		0	0	0	0	0
641.009	Contracted Srvs - Maint		0	0	0	0	0
642.000	Communications		3,550	3,485	3,200	971	2,500
643.000	Training/Conferences		0	0	0	0	0
643.001	IS Org Training		0	0	0	0	0
647.000	M & R		19,609	9,374	30,436	16,762	35,116
648.001	IS Equipment Leased		7,871	20,808	47,340	47,340	47,340
648.005	Interest on Capital Lease		0	2,862	0	0	0
PurchServ	Total		\$107,454	\$163,274	\$209,676	\$218,867	\$224,456
11	Equipment						
663.000	Machinery & Equipment		0	0	0	0	0
664.000	Office Equipment		4,792	0	0	0	27,000
Equipment	Total		\$4,792	\$0	\$0	\$0	\$27,000
14	Dept Supp						
642.004	Postage		0	0	0	0	0
648.999	Blade Center Cap Lease		0	133,061	0	0	0
Dept Supp	Total		\$0	\$133,061	\$0	\$0	\$0
InfoServ	Total		\$116,770	\$303,413	\$215,026	\$226,217	\$256,806

Finance

Program Description

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

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

Services

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

FY2010 Objectives

1. All monthly reports and any additional demand reports are produced and issued on a timely basis each month.
2. Coordinate development of annual budget process with City Administrator and staff in order to deliver a balanced budget for Appropriations Committee action
3. Complete audit fieldwork on a timely basis.

FY2010 Accomplishments

- All monthly reports and financial information were produced and issued on time.
- The budget process was completed within established timetable. The 2009 Budget document was submitted to GFOA and was awarded a Certificate of Recognition.
- 2009 audit fieldwork was completed on schedule with the final Comprehensive Annual Financial Report presented by July 1, 2010.

- | | |
|---|---|
| 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 2009 and January 31, 2010 were distributed to all taxing jurisdictions on time. |
| 6. Submit 2010 Budget document to Government Finance Officers Association for review | Received Certificate of Recognition for Budget Preparation from the Government Finance Officers Association |
| 7. Evaluate ERP systems per recommendations of the Group 1 Solutions IT study. | Final ERP vendor candidates were evaluated and a contract awarded to Tyler Inc. |
| 8. Issue an RFP for auditing services | Evaluated responses and recommended continuing with the City's current auditors. |

FY2011 Objectives

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

Budget Summary

1. All staff salary budgets are unchanged from 2010 based on Council directive to contain costs.
2. The increase in pension costs reflects an increase in contribution rates from the Wisconsin Retirement System resulting from negative returns on the retirement fund investments. Contribution rates for participating employers were increased accordingly and similar increases are anticipated in future budgets.
3. Health insurance budgets reflect a 8.5% premium increase over 2010 rates.
4. The decrease in contract costs reflects savings anticipated when the City migrates from externally processed payroll to an in-house based system using the City's new financial software system.

Staffing for FY2011

Positions (FTE)	2009 Actual	2010 Actual	2011 Budget
Finance Director	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00
Accounting Assistant	1.50	1.50	1.50

**City of Mequon
Department Expenditure Detail
Fiscal Year 2011 Budget**

FUND	01	GenFund	2008	2009	2010	2010	2011
DEPT	018	Finance	Actual	Actual	Adopted	Actual	Adopted
02		Salaries					
600.000		Salaries	162,450	204,309	201,570	209,837	210,655
602.000		OverTime	54	0	0	0	0
606.000		Vacation	12,609	15,351	0	15,155	0
607.000		Sick Pay	1,537	1,506	0	5,950	0
609.000		Longevity	405	480	555	615	720
612.000		Part Time Help	0	0	1,500	0	1,500
Salaries		Total	\$177,054	\$221,646	\$203,625	\$231,556	\$212,875
03		Fringes					
752.000		Social Security	13,061	16,295	15,577	17,122	16,285
753.000		Health Insurance	34,972	28,797	30,436	43,485	43,508
754.000		Long Term Disability	1,044	1,101	1,077	892	1,140
755.000		Life Insurance	774	524	606	767	463
756.000		Retirement	24,016	23,169	24,639	24,182	27,035
757.000		Dental Insurance	2,777	2,183	2,267	2,064	2,159
759.000		Worker's Comp Insurance	444	490	442	445	508
Fringes		Total	\$77,087	\$72,559	\$75,044	\$88,956	\$91,098
04		MatlSupp					
619.000		Technology Supplies	484	1,242	1,000	593	1,500
621.000		Office Supplies	611	987	500	613	500
623.000		Mileage	0	90	150	29	100
626.000		Memberships	785	790	1,000	515	1,040
627.000		Books & Periodicals	0	0	0	684	100
MatlSupp		Total	\$1,880	\$3,109	\$2,650	\$2,433	\$3,240
05		PurchServ					
641.000		Consultants	75,563	50,022	45,775	51,692	44,000
641.008		Contracted Srvs - General	0	0	0	0	0
641.009		Contracted Srvs - Maint	0	0	0	0	0
642.000		Communications	8,266	9,450	11,000	10,909	10,000
643.000		Training/Conferences	1,028	800	2,000	1,558	1,500
644.000		Printing/Publications	1,666	3,675	0	492	0
645.000		Liability Insurance	178,515	134,582	174,000	143,405	90,000
645.002		Auto Insurance	0	0	0	0	400
647.000		M & R	1,496	2,101	2,025	3,311	2,125
648.001		IS Equipment Leased	0	0	1,650	0	0
651.002		Misc Service-Bonds	227	227	227	227	227
651.004		Misc. Serv- A/R Expense	1,008	1,000	1,000	2,594	2,000
PurchServ		Total	\$267,768	\$201,857	\$237,677	\$214,188	\$150,252
11		Equipment					
664.000		Office Equipment	165	0	0	0	0
Equipment		Total	\$165	\$0	\$0	\$0	\$0
14		Dept Supp					
642.004		Postage	0	0	0	0	0
648.002		Photocopiers	0	0	0	0	9,523
Dept Supp		Total	\$0	\$0	\$0	\$0	\$9,523
391		Transfers					
878.000		Transfers Out	1,650	0	0	0	0
Transfers		Total	\$1,650	\$0	\$0	\$0	\$0
Finance		Total	\$525,604	\$499,171	\$518,996	\$537,134	\$466,988

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 including International Association of Assessing Officers and USPAP standards.

2010 Goals Achieved

- Continued clean up of property data from the CAMA conversion to Market Drive assessment software. Many property attributes that did not convert well in the initial 2006 conversion have been corrected.
- The 2009 Revaluation being completed, and continued economic uncertainty made 2010 a busy year with many property reviews being performed, a record number of inquiries and a busy Open Book period. Board of Review (BOR) was busier than past years with several days of testimony and the BOR members doing well to listen, ask questions and make determinations for each case. With the economy continuing to affect the current real estate market in 2009-2010, assessment staff has tried to focus on uniformity and equity relative to January 1, 2010 the statutory assessment date. Property owners have had numerous questions and contacts with assessment staff and have generally been very calm and courteous throughout this process exchanging information with staff.
- Refinements were made to the assessment model for neighborhoods that have been more adversely affected by the current market conditions. All adjustments were supported by detailed statistical analysis.

FY 2011 Objectives

Complete the 2011 assessment cycle in the most efficient and timely manner which includes:

- ✚ In-field review of Personal Property (new and existing accounts)
- ✚ Inventory and onsite inspection of new and remodeled properties
- ✚ Review building permits to determine if they affect a property's value, inspect and value all appropriate permits
- ✚ Handle requests for review from property owners with questions and/or valuation concerns. With the recently completed revaluation, we expect a greater number of property owners to question their assessment due to the fickle market conditions we are experiencing today

- ✦ Conduct ratio studies, monitor assessments and adjust values as necessary
- ✦ Submit timely and accurate reports as required by the Department of Revenue
- ✦ Complete and dispose of any remaining 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 June 15th

* Further work on 2011 assessment cycle will include:

- ✦ Completing the inspection program for recently sold properties to assure the information on file is accurate and correct with the data verified with an onsite inspection. A sales verification letter is sent to buyers/sellers when a sale price differs by 10% or more from the assessed value.
- ✦ Send income and expense (I&E) questionnaires and reconcile with data collected in past years to help analyze commercial sales and determine the direction of property values. Special attention will be focused on specific use types, stratifying income and expense data based on those property types to attain a base level for each of the prevalent building types

Staff will focus on public relations and maintaining uniform and equitable assessed values. In past years staff concentrated on the inspection and valuation of new construction and a few property owners questioned values as we always seemed to be chasing the market upwards. With the market trending downward, conversations with property owners will take the majority of staff time supplemented by new construction and remodeling inspections and valuations.

Staffing for FY2011

Positions (FTE)	2009 Actual	2010 Actual	2011 Budget
City Assessor	Contracted Services	Contracted Services	Contracted Services
Assessment Technician	1.00	1.00	1.00

City of Mequon
 Department Expenditure Detail
 Fiscal Year 2011 Budget

FUND	01	GenFund	2008	2009	2010	2010	2011
DEPT	019	CityAssess	Actual	Actual	Adopted	Actual	Adopted
02		Salaries					
600.000		Salaries	102,319	41,219	42,813	39,676	42,813
602.000		OverTime	98	30	0	0	0
606.000		Vacation	9,241	5,801	0	3,133	0
607.000		Sick Pay	3,782	692	0	156	0
609.000		Longevity	570	270	300	300	330
612.000		Part Time Help	0	0	0	0	0
Salaries		Total	<u>\$116,010</u>	<u>\$48,012</u>	<u>\$43,113</u>	<u>\$43,265</u>	<u>\$43,143</u>
03		Fringes					
752.000		Social Security	8,511	3,611	3,298	3,232	3,300
753.000		Health Insurance	22,809	8,123	7,620	7,254	7,851
754.000		Long Term Disability	207	245	249	206	257
755.000		Life Insurance	542	258	265	335	217
756.000		Retirement	13,263	4,593	5,217	5,093	5,479
757.000		Dental Insurance	302	300	320	293	305
759.000		Worker's Comp Insurance	2,742	2,800	94	85	103
Fringes		Total	<u>\$48,377</u>	<u>\$19,932</u>	<u>\$17,063</u>	<u>\$16,498</u>	<u>\$17,512</u>
04		MatlSupp					
621.000		Office Supplies	97	0	150	290	250
623.000		Mileage	0	0	100	0	0
626.000		Memberships	100	0	100	0	100
627.000		Books & Periodicals	96	0	100	70	100
MatlSupp		Total	<u>\$294</u>	<u>\$0</u>	<u>\$450</u>	<u>\$360</u>	<u>\$450</u>
05		PurchServ					
641.000		Consultants	89,880	150,200	161,000	161,280	125,000
641.008		Contracted Srvs - General	0	0	0	0	0
641.009		Contracted Srvs - Maint	0	0	0	0	0
642.000		Communications	269	200	400	58	200
643.000		Training/Conferences	597	0	250	0	250
647.000		M & R	934	0	0	0	0
648.001		IS Equipment Leased	0	0	1,847	0	0
652.001		Special Serv-Re Val	59,000	86,633	0	40,000	0
PurchServ		Total	<u>\$150,679</u>	<u>\$237,033</u>	<u>\$163,497</u>	<u>\$201,338</u>	<u>\$125,450</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>
14		Dept Supp					
642.004		Postage	0	0	0	0	0
Dept Supp		Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
391		Transfers					
878.000		Transfers Out	1,847	0	0	0	0
Transfers		Total	<u>\$1,847</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
CityAssess		Total	<u>\$317,206</u>	<u>\$304,976</u>	<u>\$224,123</u>	<u>\$261,461</u>	<u>\$186,555</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 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.

FY2010 Accomplishments

Provide 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.

FY2010 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 and strategic contract administration issues.

FY2010 Accomplishments

Staffed the recruitment and selection process (advertising and/or internal posting, screening of resumes, coordinating the interview/testing process and conducting interviews) for regular paid-on-call, 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.

FY2010 Objectives

FY2010 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 of 88. |
| 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. |

FY2011 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 FY2011

Positions (FTE)	2009 Actual	2010 Actual	2011 Budget
Human Resource Manager	1.00	1.00	1.00
Human Resource Assistant	.75	.75	.75

**City of Mequon
Department Expenditure Detail
Fiscal Year 2011 Budget**

FUND	01	GenFund	2008	2009	2010	2010	2011
DEPT	020	HR	Actual	Actual	Adopted	Actual	Adopted
	02	Salaries					
600.000		Salaries	95,253	96,085	102,395	99,877	110,309
606.000		Vacation	9,731	9,051	0	10,126	0
607.000		Sick Pay	665	552	0	574	0
609.000		Longevity	330	375	420	420	465
612.000		Part Time Help	0	0	0	0	0
Salaries		Total	\$105,979	\$106,063	\$102,815	\$110,997	\$110,774
	03	Fringes					
752.000		Social Security	7,660	7,884	7,865	8,245	8,474
753.000		Health Insurance	21,365	22,685	26,626	25,581	27,642
754.000		Long Term Disability	388	419	431	357	466
755.000		Life Insurance	205	193	283	358	239
756.000		Retirement	12,450	11,766	12,441	12,216	14,068
757.000		Dental Insurance	873	868	934	849	889
759.000		Worker's Comp Insurance	251	255	223	233	264
Fringes		Total	\$43,192	\$44,070	\$48,803	\$47,839	\$52,042
	04	MatlSupp					
621.000		Office Supplies	377	149	200	78	200
623.000		Mileage	0	0	0	0	0
626.000		Memberships	665	890	730	730	730
627.000		Books & Periodicals	0	0	0	0	0
MatlSupp		Total	\$1,042	\$1,039	\$930	\$808	\$930
	05	PurchServ					
641.000		Consultants	24,772	22,949	20,000	27,885	20,000
641.008		Contracted Srvs - General	0	0	0	0	0
641.009		Contracted Srvs - Maint	0	0	0	0	0
642.000		Communications	207	310	300	78	300
643.000		Training/Conferences	217	589	600	550	600
643.002		HR Org Training	0	0	0	0	0
644.000		Printing/Publications	390	67	300	0	300
647.000		M & R	0	0	0	0	0
648.001		IS Equipment Leased	0	0	825	0	0
651.000		Miscellaneous Services	2,164	2,073	750	748	750
651.003		Misc. Services-Recruiting	2,200	2,662	4,500	2,657	4,500
652.003		Special Serv-Emp Incentiv	0	0	0	0	0
758.000		Employee Assist Program	0	0	0	0	0
PurchServ		Total	\$29,950	\$28,650	\$27,275	\$31,917	\$26,450
	14	Dept Supp					
642.004		Postage	0	0	0	0	0
Dept Supp		Total	\$0	\$0	\$0	\$0	\$0
	391	Transfers					
878.000		Transfers Out	825	0	0	0	0
Transfers		Total	\$825	\$0	\$0	\$0	\$0
HR		Total	\$180,987	\$179,822	\$179,823	\$191,561	\$190,196

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:

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

Staffing for FY2011

Position (PT)	2009 Actual	2010 Actual	2011 Budget
City Attorney	1.00	1.00	1.00

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.

**City of Mequon
Department Expenditure Detail
Fiscal Year 2011 Budget**

FUND	01	GenFund	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2010</u>	<u>2011</u>
DEPT	024	LegalCouu	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
	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	104,500	104,500	114,000	114,000	108,000
652.005		Spec Serv-Civil Litigate	2,800	7,322	10,000	26,149	10,000
653.000		Court Fees & Expenses	10,464	381	500	652	500
654.000		Contract Negotiations	76,869	35,678	25,000	18,798	35,000
654.001		Spec Legal Counsel	20,588	78,149	10,000	6,938	5,000
PurchServ		Total	<u>\$215,221</u>	<u>\$226,029</u>	<u>\$159,500</u>	<u>\$166,537</u>	<u>\$158,500</u>
	14	Dept Supp					
642.004		Postage	0	0	0	0	0
Dept Supp		Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
LegalCoun		Total	<u><u>\$215,221</u></u>	<u><u>\$226,029</u></u>	<u><u>\$159,500</u></u>	<u><u>\$166,537</u></u>	<u><u>\$158,500</u></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.

FY2010 Objectives	FY2010 Accomplishments
1. Maintain current level of service regarding development process and policy analysis.	Managed development proposals including but not limited to Weston Center, Sommer's Automotive, MATC, CUW Pharmacy School and baseball stadium, new restaurants including Tomaso's, Jalapeno Loco, Fila Bene and Suburbia, Ozaukee Ice Center, Pavilion Shopping Center, Mobil gas station, Kleen Test and Schmidt and Bartelt, and policy analysis including text amendments related to signage, horses, PUDs, lighting, business districts and economic development. Reconciled Land Use Plan Map and Zoning Map conflicts and PUD amendments. Site compliance reviews were conducted prior to final occupancy and prior to PC approval for any development
2. Maintain current level of service regarding our work as staff liaison to the Common Council, Planning Commission, Economic Development Board, Open Space Preservation Commission, Landmarks Commission, JETZCO and Town Center Committee.	Staff served as city liaison to various boards and commissions on topics ranging from development, rezoning, intergovernmental relations and development interests, preservation, design and economic development including three RLF applications.
3. Maintain current level of service regarding Zoning and Sign Code enforcement.	Handled all cases regarding Zoning and Sign Code enforcement.
4. Maintain current level of service regarding webmaster responsibilities.	Continue to enhance our level of service regarding webmaster responsibilities including the posting of boards and commission agendas and packet distribution. The Planning Commission, and all other boards and commissions that DCD manages now receive and review all material in a paperless format.

- | | |
|---|--|
| 5. Continue 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. | Maintain City GIS Intranet website and update parcel, land use and zoning data as needed. Serve as support staff for specific policy projects by fulfilling the map and map data requests for public, committees and Council. Served as lead on Census Bureau 2010 project and served as liaison to IT initiative as it relates to GIS, project management and the development approval process. |
| 6. Continue Town Center Plan implementation including installation of public improvements approved as part of TID district #3. | Completed design and implementation of Cedarburg Road streetscape as well as outreach to local property owners impacted. Continuing efforts regarding infrastructure of Mequon Road including the burial of utilities, traffic analysis for the anticipated reconstruction of Mequon Road as well as consideration of implementation for the riverfront park. |
| 7. Continue Town Center Plan implementation through an economic development initiative including discussions with developers and property owners. | Developed a forum in which interested developers and property owners could exchange development ideas. Continue to work with approved developments to encourage redevelopment and serve as liaison for the public/private partnership that is necessary for redevelopment activity. These projects include Shaffer, Sommer's, Brewery Square, Concord Commons, Rick's Car Care, Rivercentre and Riversite, Spectrum and PHA development. |
| 8. Formulate a strategy for a city-wide economic development plan. | Held focus groups and worked with a variety of entities to better understand the business community needs for retention and expansion as well as the variety of tools or economic mechanisms to fulfill those needs. Entities surrounding communities, best practices, business stakeholders groups, agents that sell the community, UW Extension and Ozaukee County. |
| 9. Conduct annual comprehensive sign enforcement sweep. | Conducted annual sign enforcement sweep. |
| 10. Improve outreach with local community. | Improved outreach by attending meetings of interested stakeholder groups including Chamber of Commerce, Rotary, and MATC and commercial stakeholders. |

FY2011 Objectives

- ✚ Manage development proposals and policy analysis.
- ✚ Serve as staff liaison to our respective boards and commissions.
- ✚ Manage all enforcement cases to resolve in manner that meets city standards and policies.
- ✚ Manage and expand GIS and website implementation.
- ✚ Continue progress of Town Center development including public and private investment.
- ✚ Continue to improve outreach and service to community stakeholders to achieve a high level of citizen satisfaction.
- ✚ Finalize economic development strategies and grow initiative for implementation.
- ✚ Seek and secure external financing options for development.

Staffing for FY2011

Positions (FTE)	2009 Actual	2010 Actual	2011 Budget
Community Development Director	1.00	1.00	1.00
Assistant Community Development Director	1.00	1.00	1.00
GIS Coordinator	1.00	1.00	1.00
Administrative Secretary I	1.00	.50	.50

City of Mequon
 Department Expenditure Detail
 Fiscal Year 2011 Budget

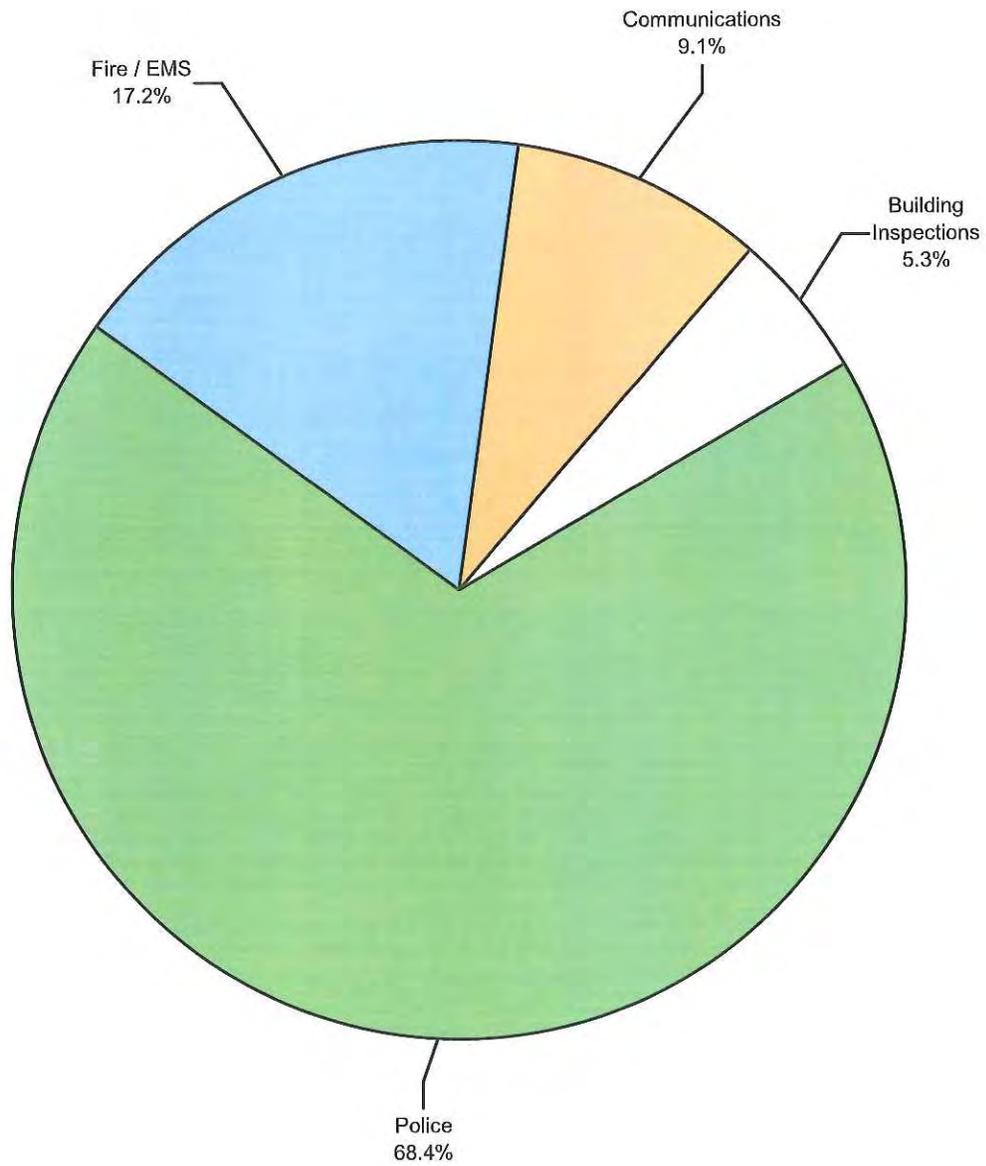
FUND	01	GenFund		<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2010</u>	<u>2011</u>
DEPT	078	CommDev		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
02		Salaries						
600.000		Salaries		226,852	224,498	249,108	237,386	261,494
602.000		OverTime		0	0	0	394	0
606.000		Vacation		19,205	19,807	0	24,601	0
607.000		Sick Pay		22,496	3,649	0	2,262	0
609.000		Longevity		720	480	960	570	660
612.000		Part Time Help		0	0	0	0	0
Salaries		Total		<u>\$269,273</u>	<u>\$248,434</u>	<u>\$250,068</u>	<u>\$265,212</u>	<u>\$262,154</u>
03		Fringes						
752.000		Social Security		20,085	18,182	19,130	19,663	20,055
753.000		Health Insurance		21,365	32,926	38,011	36,728	39,582
754.000		Long Term Disability		1,397	1,585	1,613	1,335	1,462
755.000		Life Insurance		450	535	522	659	298
756.000		Retirement		30,254	30,881	30,258	29,908	33,294
757.000		Dental Insurance		2,049	2,385	1,867	1,698	1,778
759.000		Worker's Comp Insurance		599	627	543	550	625
Fringes		Total		<u>\$76,197</u>	<u>\$87,121</u>	<u>\$91,944</u>	<u>\$90,542</u>	<u>\$97,094</u>
04		MatlSupp						
621.000		Office Supplies		1,149	1,858	2,100	2,113	2,100
626.000		Memberships		1,069	540	2,240	1,640	2,240
627.000		Books & Periodicals		1,402	1,071	300	96	300
MatlSupp		Total		<u>\$3,619</u>	<u>\$3,469</u>	<u>\$4,640</u>	<u>\$3,849</u>	<u>\$4,640</u>
05		PurchServ						
641.000		Consultants		42,582	40,463	38,290	27,463	33,300
641.005		Consult-Plan Comm Support		0	0	0	0	0
641.008		Contracted Srvs - General		0	0	0	0	0
641.009		Contracted Srvs - Maint		0	0	0	0	0
642.000		Communications		4,088	4,001	5,000	6,109	5,000
642.001		Communications-Cable TV		5,435	5,380	5,000	2,275	7,000
643.000		Training/Conferences		3,512	3,879	3,575	2,363	3,000
644.000		Printing/Publications		3,469	1,435	4,000	2,006	4,000
647.000		M & R		6,735	6,600	7,000	6,715	7,000
648.001		IS Equipment Leased		0	0	3,254	0	3,254
652.009		Spec Serv-Recording Fees		1,398	379	1,000	686	1,000
PurchServ		Total		<u>\$67,219</u>	<u>\$62,137</u>	<u>\$67,119</u>	<u>\$47,617</u>	<u>\$63,554</u>
14		Dept Supp						
642.004		Postage		0	0	0	0	0
648.002		Photocopiers		0	0	0	0	0
Dept Supp		Total		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
391		Transfers						
878.000		Transfers Out		3,254	0	0	0	0
Transfers		Total		<u>\$3,254</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
CommDev		Total		<u><u>\$419,562</u></u>	<u><u>\$401,161</u></u>	<u><u>\$413,771</u></u>	<u><u>\$407,219</u></u>	<u><u>\$427,442</u></u>

Public Safety

- . Police**
- . Fire/EMS**
- . Communications**
- . Police Reserve**
- . Building Inspection**

CITY OF MEQUON

2011 Public Safety Expenditures Budget Percentages by Department



Police

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.

2010 Objectives

1. Continue to provide professional police services to the community while maintaining a low crime rate.
2. Replace 9 high-mileage squads.
3. Host another open house at the police department.
4. Continue to search out and secure grant money available for public safety agencies.
5. Participate in statewide safety-belt and alcohol related traffic enforcement programs.
6. Participate in Safety Town, partnering with the Thiensville Police Department.

2010 Accomplishments

- Criminal offenses, tracked and reported through the Uniform Crime Report, are down 6%.
- Ten vehicles were replaced; 8 marked patrol squads, 1 marked SUV, and 1 unmarked car.
- Plans for another open house were postponed until 2011.
- Grant money was secured for replacing bullet resistant vests.
- Officers continued to aggressively enforce traffic regulations, especially those involving safety-belt and alcohol violations.
- Officers assisted with this important program aimed at teaching 5 year-olds the importance of personal safety, as well as obeying traffic signs and rules.

- | | |
|--|--|
| 7. Through directed patrol and the Concentrated Accident Reduction Enforcement (C.A.R.E.) program, maintain a 0% increase in reportable crashes. | Reportable crashes are up 3% through July, 2009. |
| 8. Maintain a high citizen satisfaction rating. | Contacts with the public continue to be made in a professional manner. Zero formal written complaints were received. Informal complaints were effectively handled by supervisors to citizen satisfaction. |
| 9. 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. |
| 10. 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. |
| 11. 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. |
| 12. Graduate 12 th 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 12th 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. |

13. 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 3-day program for kids in grades 6-8. Participants received hands-on training from various Mequon police officers.

FY2011 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.
- # 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 13th Mequon Citizens Police Academy class.
- # Graduate 6th Mequon Youth Safety Academy class.

Staffing for FY2011

Positions (FTE)	2009 Actual	2010 Actual	2011 Budget
Chief of Police	1.00	1.00	1.00
Captain of Police	2.00	2.00	2.00
Sergeant of Police	7.00	7.00	7.00
Police Detectives	2.00	2.00	2.00
Police Officers	26.00	25.00	25.00
Records Clerks	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00

City of Mequon
 Department Expenditure Detail
 Fiscal Year 2011 Budget

FUND 01	GenFund		2008	2009	2010	2010	2011
DEPT 035	Police		Actual	Actual	Adopted	Actual	Adopted
02	Salaries						
600.000	Salaries		2,180,550	2,226,344	2,503,757	2,278,361	2,575,099
602.000	OverTime		37,278	48,272	40,000	56,182	50,000
605.000	Holiday		88,104	88,823	93,000	90,777	93,411
606.000	Vacation		210,583	225,385	0	234,622	0
607.000	Sick Pay		78,076	62,219	0	72,274	0
608.000	Incentive		1,350	2,056	8,000	9,834	8,000
609.000	Longevity		14,715	15,551	16,170	15,778	16,365
Salaries	Total		<u>\$2,610,657</u>	<u>\$2,668,651</u>	<u>\$2,660,927</u>	<u>\$2,757,827</u>	<u>\$2,742,875</u>
03	Fringes						
752.000	Social Security		195,881	200,654	203,556	207,697	209,830
753.000	Health Insurance		460,871	495,119	571,415	557,742	608,778
754.000	Long Term Disability		12,981	14,006	14,386	11,906	15,271
755.000	Life Insurance		4,958	4,404	4,534	5,728	3,653
756.000	Retirement		542,391	519,958	540,156	513,659	573,261
757.000	Dental Insurance		23,297	21,309	23,285	21,194	23,954
759.000	Worker's Comp Insurance		65,070	64,929	59,597	59,697	71,959
Fringes	Total		<u>\$1,305,448</u>	<u>\$1,320,379</u>	<u>\$1,416,929</u>	<u>\$1,377,623</u>	<u>\$1,506,706</u>
04	MatlSupp						
621.000	Office Supplies		4,421	4,089	4,500	3,477	4,000
622.000	Work Supplies		24,730	26,615	26,250	21,719	25,000
625.000	Motor Fuels & Lubricants		94,324	57,807	81,000	66,197	74,000
626.000	Memberships		1,860	1,840	1,800	1,550	1,800
627.000	Books & Periodicals		1,467	2,172	2,000	1,562	2,000
628.000	Uniforms & Clothing		26,598	26,238	35,000	31,089	33,000
MatlSupp	Total		<u>\$153,400</u>	<u>\$118,761</u>	<u>\$150,550</u>	<u>\$125,595</u>	<u>\$139,800</u>
05	PurchServ						
641.000	Consultants		3,881	427	4,000	372	2,000
641.008	Contracted Srvs - General		0	0	0	0	0
641.009	Contracted Srvs - Maint		0	0	0	0	0
642.000	Communications		27,865	34,962	48,000	39,194	48,000
643.000	Training/Conferences		13,878	13,292	12,000	12,442	12,000
644.000	Printing/Publications		649	726	2,000	794	1,200
645.000	Liability Insurance		0	0	0	0	13,000
645.002	Auto Insurance		0	0	0	0	10,500
646.002	Utilities-Safety Bldg		0	0	0	0	0
647.000	M & R		51,819	50,965	42,000	48,158	45,000
648.000	Rentals		360	360	500	360	500
648.001	IS Equipment Leased		3,828	4,049	5,000	4,190	0
651.000	Miscellaneous Services		2,798	2,459	2,500	3,022	2,500
652.006	Special Serv-Investigate		828	2,261	500	1,266	1,500
PurchServ	Total		<u>\$105,904</u>	<u>\$109,501</u>	<u>\$116,500</u>	<u>\$109,798</u>	<u>\$136,200</u>
11	Equipment						
663.000	Machinery & Equipment		208	0	0	0	0
664.000	Office Equipment		0	275	0	0	0
665.000	Automotive Equipment		0	0	0	0	0
Equipment	Total		<u>\$208</u>	<u>\$275</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
14	Dept Supp						
642.004	Postage		0	0	0	0	0
648.002	Photocopiers		0	0	0	0	4,000
Dept Supp	Total		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$4,000</u>
391	Transfers						

City of Mequon
 Department Expenditure Detail
 Fiscal Year 2011 Budget

FUND	01	GenFund		<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2010</u>	<u>2011</u>
DEPT	035	Police		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
878.000		Transfers Out		90,000	0	0	0	0
Transfers		Total		<u>\$90,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Police		Total		<u>\$4,265,617</u>	<u>\$4,217,568</u>	<u>\$4,344,906</u>	<u>\$4,370,843</u>	<u>\$4,529,581</u>

Fire/EMS Department

Program Description

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

FY2010 Objectives

1. Combine and integrate the fire and ambulance departments.
2. Create Rules and Regulations and Standard Operating Guidelines that will allow the newly combined departments to operate through a clear chain of command and with accountability.
3. Create a hiring standard for members wanting to become Emergency Medical Technicians.

FY2010 Accomplishments

- Consolidation of the fire and ambulance departments took place on January 1st 2010.
- A Standard Operating Guideline book was created and given to all members and posted at each station. As new SOGs are created they are added to the book.
- A standardize agility test was created with the help of an occupational medical facility.

FY2011 Objectives

- ⚡ Network all computers in the fire department to allow for one records management system.
- ⚡ Train all employees in the use of one records management system software to permit more accurate reporting of incidents and tracking of personnel time.
- ⚡ Work with surrounding communities to enhance the emergency medical service delivery system and integrate the proper usage of paramedics into the system.

Staffing for FY2011

Positions (FTE)	2009 Actual	2010 Actual	2011 Budget
Fire Chief	1.00	1.00	1.00
Administrative Secretary	0.50	0.50	0.50
Fire Fighters/EMTs Paid on Call	50	60	60

**City of Mequon
Department Expenditure Detail
Fiscal Year 2011 Budget**

FUND	01	GenFund	2008	2009	2010	2010	2011
DEPT	036	Fire & Amb	Actual	Actual	Adopted	Actual	Adopted
02		Salaries					
600.000		Salaries	104,452	109,960	104,945	138,720	314,644
603.000		Paid On Call	699,457	769,080	689,380	642,280	429,080
606.000		Vacation	4,200	3,197	0	3,180	0
607.000		Sick Pay	233	427	0	416	0
609.000		Longevity	60	90	120	150	195
Salaries		Total	<u>\$808,401</u>	<u>\$882,754</u>	<u>\$794,445</u>	<u>\$784,746</u>	<u>\$743,919</u>
03		Fringes					
752.000		Social Security	60,902	66,312	60,775	58,587	56,910
753.000		Health Insurance	23,018	17,962	20,910	18,301	19,791
754.000		Long Term Disability	468	511	520	432	563
755.000		Life Insurance	2,566	1,772	917	1,159	1,424
756.000		Retirement	56,401	78,357	70,000	75,167	75,000
757.000		Dental Insurance	873	868	934	849	889
759.000		Worker's Comp Insurance	33,018	33,757	50,183	10,958	11,580
Fringes		Total	<u>\$177,245</u>	<u>\$199,540</u>	<u>\$204,239</u>	<u>\$165,453</u>	<u>\$166,157</u>
04		MatlSupp					
621.000		Office Supplies	3,010	3,633	2,000	7,357	2,000
622.000		Work Supplies	39,906	43,437	40,500	42,733	40,500
623.000		Mileage	75	420	100	0	100
624.000		Small Tools & Equipment	4,505	6,482	2,525	1,187	2,525
625.000		Motor Fuels & Lubricants	32,254	24,333	23,000	31,925	23,000
626.000		Memberships	2,917	365	1,900	320	1,900
627.000		Books & Periodicals	1,321	1,450	1,550	2,845	1,550
628.000		Uniforms & Clothing	4,597	6,139	2,700	11,052	2,700
MatlSupp		Total	<u>\$88,585</u>	<u>\$86,258</u>	<u>\$74,275</u>	<u>\$97,420</u>	<u>\$74,275</u>
05		PurchServ					
641.000		Consultants	45,822	45,118	48,342	35,663	48,342
641.008		Contracted Svcs - General	0	0	0	0	0
641.009		Contracted Svcs - Maint	0	0	0	0	0
642.000		Communications	3,552	10,062	3,950	8,468	3,950
643.000		Training/Conferences	9,090	11,057	7,500	10,653	7,500
645.000		Liability Insurance	852	852	2,000	87	2,000
645.002		Auto Insurance	0	0	0	0	15,500
646.002		Utilities-Safety Bldg	0	0	0	0	0
646.003		Utilities-E.S. Firehouse	408	701	1,250	790	1,250
647.000		M & R	55,476	42,794	43,400	34,851	43,400
648.000		Rentals	2,257	2,472	2,300	4,153	2,300
648.001		IS Equipment Leased	372	786	1,237	930	0
652.000		Special Services	1,145	2,335	1,145	1,967	1,145
PurchServ		Total	<u>\$118,975</u>	<u>\$116,176</u>	<u>\$111,124</u>	<u>\$97,562</u>	<u>\$125,387</u>
10		Land/Bldg					
662.000		Bldg/Bldg Improvements	11,982	3,609	0	1,468	0
Land/Bldg		Total	<u>\$11,982</u>	<u>\$3,609</u>	<u>\$0</u>	<u>\$1,468</u>	<u>\$0</u>
11		Equipment					
663.000		Machinery & Equipment	69,987	45,362	57,875	48,944	25,200
664.000		Office Equipment	0	0	0	0	0
665.000		Automotive Equipment	0	0	0	0	0
Equipment		Total	<u>\$69,987</u>	<u>\$45,362</u>	<u>\$57,875</u>	<u>\$48,944</u>	<u>\$25,200</u>
14		Dept Supp					
642.004		Postage	0	0	0	0	0
648.002		Photocopiers	0	0	0	0	1,237

City of Mequon
 Department Expenditure Detail
 Fiscal Year 2011 Budget

FUND 01 DEPT 036	GenFund Fire & Amb	<u>2008</u> <u>Actual</u>	<u>2009</u> <u>Actual</u>	<u>2010</u> <u>Adopted</u>	<u>2010</u> <u>Actual</u>	<u>2011</u> <u>Adopted</u>
Dept Supp	Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,237</u>
391	Transfers					
878.000	Transfers Out	136,237	0	0	0	0
Transfers	Total	<u>\$136,237</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Fire & Amb	Total	<u>\$1,411,413</u>	<u>\$1,333,700</u>	<u>\$1,241,958</u>	<u>\$1,195,592</u>	<u>\$1,136,175</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.

2010 Objectives

1. Continue to provide 24-hour professional police, fire, and EMS dispatching services.
2. Complete required professional re-certifications.
3. 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.

2010 Accomplishments

Dispatched over 17,000 police calls for service, and over 1,000 EMS and fire calls.

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

Entered into county-wide agreement to install ProPhoenix CAD and RMS applications in an effort to reduce costs and share important criminal justice records. Possible implementation in October, 2010.

2011 Objectives

- ✦ Continue to provide 24-hour professional police, fire, and EMS dispatching services.
- ✦ Complete required professional re-certifications.
- ✦ Implement new computer aided dispatch (CAD) and records management system (RMS) applications, and continue to refine software operations.

Staffing for FY2011

Positions (FTE)	2009 Actual	2010 Actual	2011 Budget
Telecommunicators	7.0	7.0	7.0
Telecommunicators (PT)	1.4	1.4	1.4

City of Mequon
Department Expenditure Detail
Fiscal Year 2011 Budget

FUND DEPT	01 037	GenFund CommCenter	<u>2008</u> <u>Actual</u>	<u>2009</u> <u>Actual</u>	<u>2010</u> <u>Adopted</u>	<u>2010</u> <u>Actual</u>	<u>2011</u> <u>Adopted</u>
02		Salaries					
600.000		Salaries	312,497	325,845	359,535	352,119	362,614
602.000		OverTime	24,990	14,459	12,000	13,369	12,000
605.000		Holiday	11,810	13,062	12,500	14,016	14,100
606.000		Vacation	20,248	26,144	0	27,372	0
607.000		Sick Pay	7,366	20,072	0	7,556	0
609.000		Longevity	1,800	2,040	2,250	2,310	2,535
Salaries		Total	<u>\$378,712</u>	<u>\$401,623</u>	<u>\$386,285</u>	<u>\$416,741</u>	<u>\$391,249</u>
03		Fringes					
752.000		Social Security	28,235	29,981	29,551	31,138	29,931
753.000		Health Insurance	78,209	61,540	72,257	71,150	114,657
754.000		Long Term Disability	1,546	1,712	1,692	1,401	2,056
755.000		Life Insurance	853	952	949	1,198	820
756.000		Retirement	43,554	42,066	46,740	45,709	49,689
757.000		Dental Insurance	4,168	3,828	4,054	3,688	4,750
759.000		Worker's Comp Insurance	850	862	838	847	933
Fringes		Total	<u>\$157,415</u>	<u>\$140,940</u>	<u>\$156,081</u>	<u>\$155,131</u>	<u>\$202,836</u>
04		MatlSupp					
621.000		Office Supplies	443	683	500	343	500
622.000		Work Supplies	24	1,415	800	1,541	1,000
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	3,713	3,436	4,500	3,968	4,500
MatlSupp		Total	<u>\$4,180</u>	<u>\$5,533</u>	<u>\$5,900</u>	<u>\$5,852</u>	<u>\$6,100</u>
05		PurchServ					
641.000		Consultants	0	0	0	0	0
641.008		Contracted Srvs - General	0	0	0	0	0
641.009		Contracted Srvs - Maint	0	0	0	0	0
642.000		Communications	0	0	0	0	0
643.000		Training/Conferences	290	1,275	1,000	942	1,000
644.000		Printing/Publications	0	0	0	0	0
647.000		M & R	1,513	1,534	2,000	0	1,000
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>\$1,803</u>	<u>\$2,809</u>	<u>\$3,000</u>	<u>\$942</u>	<u>\$2,000</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>
14		Dept Supp					
642.004		Postage	0	0	0	0	0
Dept Supp		Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
391		Transfers					
878.000		Transfers Out	150,000	0	0	0	0
Transfers		Total	<u>\$150,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
CommCenter		Total	<u>\$692,110</u>	<u>\$550,905</u>	<u>\$551,266</u>	<u>\$578,667</u>	<u>\$602,185</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.

FY 2010 Accomplishments

1. Decreased Reserve by two officers. There are currently 23 members of the Police Reserve.
2. Training occurred in the following areas: Emergency Vehicle Operation and Control, and CPR and Defibulator Training.
3. During 2010 we will have participated in approximately 75-80 event dates totaling well over 2000 volunteer hours. This excludes training, special call outs by the police department for traffic control at accidents, fires and other miscellaneous activities. This equates to an event every 4.5 days requiring from 2 to 12 officers per event.

FY2011 Service Levels and 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, major events at Homestead High School (football, basketball, and hockey games, graduation, dances) and Concordia University (graduation, concert, and football games).

Staffing for FY2011

Positions	2009 Actual	2010 Actual	2011 Budget
Volunteers	25	23	25

City of Mequon
 Department Expenditure Detail
 Fiscal Year 2011 Budget

FUND	01	GenFund		<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2010</u>	<u>2011</u>
DEPT	039	PoliceRes		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
	02	Salaries						
	603.000	Paid On Call		1,438	1,330	1,560	1,380	1,560
	Salaries	Total		<u>\$1,438</u>	<u>\$1,330</u>	<u>\$1,560</u>	<u>\$1,380</u>	<u>\$1,560</u>
	03	Fringes						
	752.000	Social Security		110	102	119	106	119
	759.000	Worker's Comp Insurance		39	39	163	169	41
	Fringes	Total		<u>\$149</u>	<u>\$141</u>	<u>\$282</u>	<u>\$275</u>	<u>\$160</u>
	04	MatlSupp						
	622.000	Work Supplies		2,344	738	1,700	1,105	1,500
	623.000	Mileage		0	0	0	0	0
	624.000	Small Tools & Equipment		0	0	0	0	0
	625.000	Motor Fuels & Lubricants		394	223	250	250	250
	626.000	Memberships		0	398	0	0	0
	627.000	Books & Periodicals		0	0	0	0	0
	628.000	Uniforms & Clothing		835	559	1,200	461	1,100
	MatlSupp	Total		<u>\$3,574</u>	<u>\$1,918</u>	<u>\$3,150</u>	<u>\$1,817</u>	<u>\$2,850</u>
	05	PurchServ						
	642.000	Communications		240	281	250	233	250
	643.000	Training/Conferences		70	131	300	154	250
	644.000	Printing/Publications		0	0	0	0	0
	647.000	M & R		13	166	800	11	800
	651.000	Miscellaneous Services		0	0	0	0	0
	PurchServ	Total		<u>\$323</u>	<u>\$578</u>	<u>\$1,350</u>	<u>\$398</u>	<u>\$1,300</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		10,000	0	0	0	0
	Transfers	Total		<u>\$10,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	PoliceRes	Total		<u>\$15,483</u>	<u>\$3,967</u>	<u>\$6,342</u>	<u>\$3,870</u>	<u>\$5,870</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.

FY2010 Objectives

FY2010 Accomplishments

- | | |
|--|---|
| 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. | The Inspection Division met its objective of a 10-day turnaround for plan reviews. |
| 2. Perform professional inspections within two workdays of request. The quality and completeness of inspections should prevent violation of appropriate and applicable codes. | The Inspection Division met this objective 100% of the time for inspections for life/safety compliance. |
| 3. Enforce erosion control for single family home construction so as to meet NR216 requirements. | Erosion control inspections were conducted periodically on all new homes under construction. |
| 4. Efficiently use the permit and inspection module. | Monthly reports were completed promptly and accurately. Proficient use of the tracking module allowed staff to pursue contractors/owners whose permits expired. |

FY2011 Objectives

- ✦ Perform plan reviews for compliance with Federal, State and local requirements within 10 working days of receipt.
- ✦ Perform professional inspections within two workdays of request.

- ✦ Enforce erosion control for single family home construction so as to meet NR216 requirements.
- ✦ Manage all health inspections.
- ✦ Continue to inform and educate builders so as to achieve a higher level of compliance.
- ✦ All inspections staff shall be proficient in the use of the black bear permit/inspection module or other IT module developed.
- ✦ Technology, scheduling and process related functions will continue to evolve with an eye towards even greater streamlining.

Staffing for FY2011

Positions (FTE)	2009 Actual	2010 Actual	2011 Budget
Chief Building Inspector	1.00	1.00	1.00
Fully Certified Inspector	1.00	1.00	1.00
Electrical Inspector	.50	.50	.50
Administrative Secretary I	1.50	1.50	1.00

City of Mequon
 Department Expenditure Detail
 Fiscal Year 2011 Budget

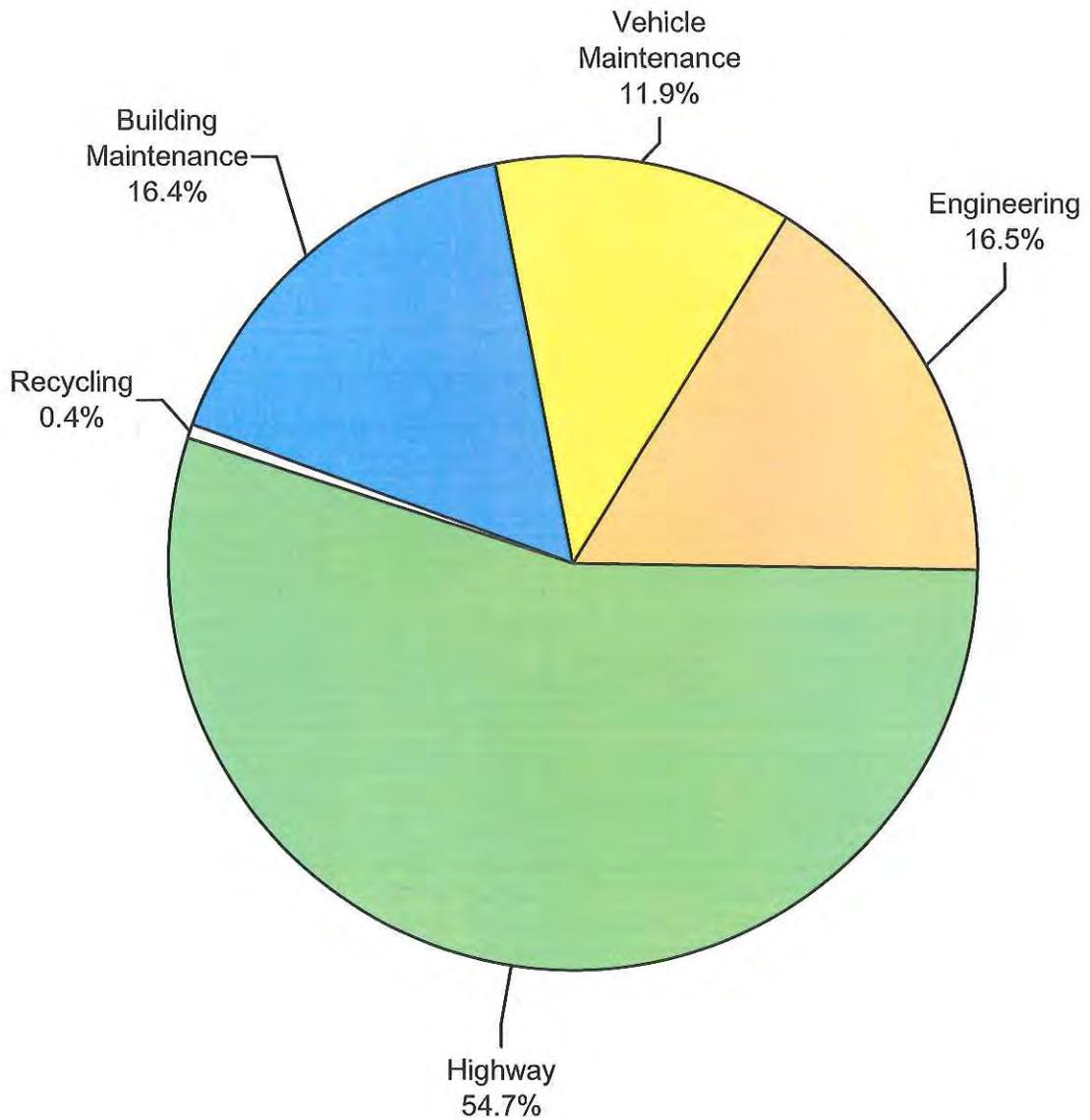
FUND	01	GenFund		<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2010</u>	<u>2011</u>
DEPT	044	BldgInspec		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
02		Salaries						
600.000		Salaries		275,100	260,992	244,973	202,475	206,441
602.000		OverTime		3,359	24	0	222	0
606.000		Vacation		27,738	27,890	0	22,803	0
607.000		Sick Pay		3,722	7,656	0	2,588	0
609.000		Longevity		2,520	2,198	1,110	1,560	1,140
Salaries		Total		<u>\$312,440</u>	<u>\$298,760</u>	<u>\$246,083</u>	<u>\$229,648</u>	<u>\$207,581</u>
03		Fringes						
752.000		Social Security		21,647	22,307	18,825	18,408	15,880
753.000		Health Insurance		68,546	61,592	57,017	45,618	55,284
754.000		Long Term Disability		1,502	1,442	1,031	852	1,066
755.000		Life Insurance		1,572	1,384	1,053	1,332	745
756.000		Retirement		37,211	34,539	29,776	29,793	26,363
757.000		Dental Insurance		3,073	2,745	1,867	1,698	1,042
759.000		Worker's Comp Insurance		7,704	7,871	7,266	7,282	6,618
Fringes		Total		<u>\$141,255</u>	<u>\$131,880</u>	<u>\$116,835</u>	<u>\$104,981</u>	<u>\$106,998</u>
04		MatlSupp						
621.000		Office Supplies		515	328	1,300	312	1,300
622.000		Work Supplies		861	5,920	3,000	1,767	3,000
623.000		Mileage		0	0	0	0	0
624.000		Small Tools & Equipment		136	56	250	0	250
626.000		Memberships		455	664	1,130	247	1,130
627.000		Books & Periodicals		426	366	800	120	800
628.000		Uniforms & Clothing		675	506	1,100	356	1,100
MatlSupp		Total		<u>\$3,068</u>	<u>\$7,841</u>	<u>\$7,580</u>	<u>\$2,803</u>	<u>\$7,580</u>
05		PurchServ						
641.000		Consultants		15,880	15,725	17,860	14,145	20,000
641.008		Contracted Srvs - General		0	0	0	0	0
641.009		Contracted Srvs - Maint		0	0	0	0	0
642.000		Communications		3,922	4,867	5,000	3,249	5,000
643.000		Training/Conferences		1,240	1,010	2,300	385	2,300
645.002		Auto Insurance		0	0	0	0	1,750
647.000		M & R		0	0	600	0	600
648.001		IS Equipment Leased		0	0	3,299	0	412
651.000		Miscellaneous Services		0	0	0	0	0
652.009		Spec Serv-Recording Fees		0	0	100	0	100
652.013		Spec Serv-Deer Herd Mgt		11,652	11,381	0	0	0
PurchServ		Total		<u>\$32,694</u>	<u>\$32,983</u>	<u>\$29,159</u>	<u>\$17,779</u>	<u>\$30,162</u>
14		Dept Supp						
642.004		Postage		0	0	0	0	0
Dept Supp		Total		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
391		Transfers						
878.000		Transfers Out		3,299	0	0	0	0
Transfers		Total		<u>\$3,299</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
BldgInspec		Total		<u>\$492,756</u>	<u>\$471,464</u>	<u>\$399,657</u>	<u>\$355,212</u>	<u>\$352,321</u>

Public Works

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

CITY OF MEQUON

2011 Public Works Expenditures Budget Percentages by Department



Building Maintenance

Program Description

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

FY2010 Objectives

1. Budget provided for an average winter weather utility cost for City buildings with costs being raised by 5% for electricity. WE Energies predicted that natural gas prices should be steady for 2010.
2. Conversion of wells at Safety Bldg and City Hall to City water utility connection.
3. Second and final year for Safety building garage floor surfacing fund.
4. Year three of a six year funding program for the Emergency Warning siren sinking fund was proposed.
5. 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 due to funding limits. Additional \$35,000 added for the second year. Will be at least 2010 before funds are adequate to start projects.

FY2010 Accomplishments

- Utility budgets through September, 2010 are good due to the mild winter weather. If November and December are average, the utility budgets should end up ahead of the game.
- Wells were abandoned and 9 city buildings have been connected to the new City water system.
- The floor project was completed within budget.
- Total of \$148,500 is now in sinking fund. Anticipate construction on new system in 2011.
- Sinking fund was established, but due to boiler problem at Safety Building, that project had to be moved up to occur before this winter. Some Impact fee funds were engaged to fund the project. Highway garage heaters now moved to second priority. Highway garage heaters may be installed in 2011.

FY2011 Objectives

- * Budget provides for an average winter weather utility cost for City buildings with budgets being raised by 5% for electricity and about the same for natural gas. Actual weather conditions will determine the success of this budget.

- ⌄ Building supplies and maintenance budgets up slightly for COL adjustment.
- ⌄ After a two year delay, hope to get back on track on Parking Lot paving/rehab in 2011.
- ⌄ The Emergency Warning siren contract is proposed. Engineering staff will take over the execution of this project with possible installation occurring in 2011. Balance of project funding may be on a lease/purchase agreement.
- ⌄ Energy conservation project for replacement of the Highway garage heaters may be possible in 2011. Approximately \$85,000 is needed.

Staffing for FY2011

Positions	2009 Actual	2010 Actual	2011 Budget
Building Supervisor	1.00	1.00	1.00
Park & Building Maintenance Worker	2.00	2.00	2.00
Building Janitor	.75	.75	.75

**City of Mequon
Department Expenditure Detail
Fiscal Year 2011 Budget**

FUND	01	GenFund	2008	2009	2010	2010	2011
DEPT	026	Bldg Maint	Actual	Actual	Adopted	Actual	Adopted
02		Salaries					
600.000		Salaries	177,738	172,458	202,767	187,085	207,006
602.000		OverTime	16,290	10,962	10,000	12,164	9,500
606.000		Vacation	15,409	21,246	0	21,931	0
607.000		Sick Pay	4,969	7,612	0	3,812	0
609.000		Longevity	2,490	2,565	2,640	2,640	2,715
Salaries		Total	\$216,895	\$214,843	\$215,407	\$227,631	\$219,221
03		Fringes					
752.000		Social Security	15,813	15,552	16,479	16,511	16,770
753.000		Health Insurance	36,625	44,275	54,582	51,110	55,284
754.000		Long Term Disability	875	1,013	1,012	838	1,056
755.000		Life Insurance	690	806	818	1,033	696
756.000		Retirement	22,117	23,604	26,064	25,502	27,841
757.000		Dental Insurance	2,049	2,030	2,187	1,991	2,083
759.000		Worker's Comp Insurance	6,391	6,520	6,360	6,372	6,989
Fringes		Total	\$84,560	\$93,799	\$107,502	\$103,356	\$110,719
04		MatlSupp					
620.001		Janitor Supp-City Bldgs	5,253	2,909	5,000	4,047	5,000
620.002		Janitor Supp-Safety Bldg	5,901	6,239	6,500	9,832	6,500
620.003		Janitor Supp-DPW Bldgs	3,788	5,213	3,500	8,206	3,500
622.001		Work Supp-City Bldgs	12,981	4,394	9,000	12,703	9,000
622.002		Work Supp-Safety Bldg	4,385	9,397	6,000	9,294	6,000
622.003		Work Supp-DPW Bldgs	6,757	7,973	5,000	9,954	5,000
623.000		Mileage	0	0	0	0	0
624.000		Small Tools & Equipment	439	435	600	434	600
625.000		Motor Fuels & Lubricants	0	0	0	0	0
626.000		Memberships	0	0	0	0	0
627.000		Books & Periodicals	0	86	0	0	0
628.000		Uniforms & Clothing	1,128	640	1,120	1,000	1,000
MatlSupp		Total	\$40,631	\$37,286	\$36,720	\$55,470	\$36,600
05		PurchServ					
641.008		Contracted Svcs - General	0	0	0	0	0
641.009		Contracted Svcs - Maint	0	0	0	0	0
642.000		Communications	22,757	25,976	26,420	18,467	21,000
645.002		Auto Insurance	0	0	0	0	2,000
646.001		Utilities-City Hall	2,254	3,216	4,800	3,244	4,800
646.002		Utilities-Safety Bldg	4,690	6,455	6,800	7,509	7,400
646.006		Utilities-Logeman Ctr.	0	0	2,000	1,732	2,600
647.001		M & R - City Bldgs	16,248	16,784	22,000	41,389	17,000
647.002		M & R - Safety Bldg	20,904	17,738	24,000	31,912	20,000
647.003		M & R - DPW Bldgs	26,760	21,310	12,500	17,098	15,000
647.006		M & R - Emer Govt	1,947	2,252	3,000	2,387	2,000
647.007		M & R - Rental Property	0	0	0	419	0
647.008		M & R Logemen Center	2,394	6,733	2,500	4,926	2,500
648.000		Rentals	9,377	7,471	8,000	8,120	8,500
648.001		IS Equipment Leased	0	0	0	0	0
652.012		Special Serv-Licenses	0	35	0	0	0
655.001		Electric-City Hall	30,817	33,666	36,000	39,852	39,200
655.002		Electric- Logemann Ctr.	17,239	16,892	15,500	18,795	17,800
655.003		Electric-E.S. Firehouse	9,900	11,715	13,000	12,113	13,000
655.004		Electric-Safety Bldg	47,331	50,154	56,600	55,678	59,400
655.005		Electric-6330 W Mequon Rd	208	0	0	0	0
655.006		Electric-Green Bay Shop	1,211	1,094	1,300	1,295	1,200
655.007		Electric-Highway Bldg	16,103	16,943	18,500	16,850	17,500

City of Mequon
 Department Expenditure Detail
 Fiscal Year 2011 Budget

FUND	01	GenFund	2008	2009	2010	2010	2011
DEPT	026	Bldg Maint	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
655.008		Electric-6300 W Mequon Rd	10,733	12,534	11,400	9,982	10,500
657.001		Gas-City Hall	18,393	15,754	14,800	13,003	12,700
657.002		Gas-Logemann Comm. Ctr.	10,583	9,819	9,200	8,639	8,800
657.003		Gas-Safety Bldg	37,830	34,094	35,000	33,880	33,000
657.004		Gas-E.S. Firehouse	5,835	6,481	6,000	4,481	4,600
657.005		Gas-6330 W Mequon Rd	(143)	(291)	0	(71)	0
657.006		Gas-6300 W Mequon Rd	11,450	12,679	10,500	8,062	8,600
657.007		Gas-Green Bay Shop	3,649	3,551	3,200	2,527	2,600
657.008		Gas-Highway Bldg	23,236	19,892	20,000	12,826	16,000
PurchServ		Total	<u>\$351,704</u>	<u>\$352,947</u>	<u>\$363,020</u>	<u>\$375,116</u>	<u>\$347,700</u>
10		Land/Bldg					
662.000		Bldg/Bldg Improvements	7,396	0	0	0	0
Land/Bldg		Total	<u>\$7,396</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	0	0	0	0	0
Equipment		Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
14		Dept Supp					
642.004		Postage	0	0	0	0	0
Dept Supp		Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
391		Transfers					
878.000		Transfers Out	113,500	0	0	0	0
Transfers		Total	<u>\$113,500</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Bldg Maint		Total	<u>\$814,687</u>	<u>\$698,875</u>	<u>\$722,649</u>	<u>\$761,574</u>	<u>\$714,240</u>

Maintenance

Program Description

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

FY2010 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 was requested at \$245,000 to keep the program at the required funding level, however only \$175,500 was budgeted.
4. Gasoline and diesel consumption and funding will be a challenge again in 2010. Hopefully 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.

FY2010 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.

The decrease in funding level over the past several years has added further problems to the aging fleet of plowing vehicles. Older trucks are experiencing downtime that is reducing the ability to provide adequate winter road services at times. Cost of replacement units has increased to approx. \$130,000 while budgets have decreased in recent years. Parts/tires have become more expensive and aging fleet requires more repairs.

Because of a mild winter and lack of snow, reduced plowing and fuel usage has this budget in good shape for 2010 unless we have a snowy November and December.

FY2011 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 appropriation. Good trade-in values have allowed us to keep this funding reasonable, but an increase to a level of \$245,000/year is needed to keep up with replacement costs. Anticipate starting to replace possibly two trucks in 2011 by lease/ purchase to make up for budget shortfalls that have occurred in the past 4 years. Will have to reduce the number plowing routes and size of fleet or start replacing plows by lease.
- ✚ Public Works expects to use about 13,800 gallons of no-lead gas and about 31,950 gallons of diesel fuel in 2011 based on yearly averages. Budget is based on estimate of \$2.54/gallon for unleaded and \$2.67 for diesel fuel.

Staffing for FY2011

Positions (FTE)	2009 Actual	2010 Actual	2011 Budget
Chief Mechanic	1.00	1.00	1.00
Mechanics	2.00	2.00	2.00

City of Mequon
Department Expenditure Detail
Fiscal Year 2011 Budget

FUND 01	GenFund		2008	2009	2010	2010	2011
DEPT 055	Maintenanc		Actual	Actual	Adopted	Actual	Adopted
02	Salaries						
600.000	Salaries		149,310	151,620	175,572	157,724	179,241
602.000	OverTime		4,885	4,213	4,000	1,170	3,500
606.000	Vacation		19,437	19,791	0	20,699	0
607.000	Sick Pay		1,845	2,909	0	2,247	0
609.000	Longevity		2,250	2,310	2,370	2,370	2,430
612.000	Part Time Help		0	0	0	0	0
Salaries	Total		<u>\$177,728</u>	<u>\$180,844</u>	<u>\$181,942</u>	<u>\$184,210</u>	<u>\$185,171</u>
03	Fringes						
752.000	Social Security		13,277	13,462	13,919	13,701	14,166
753.000	Health Insurance		45,909	49,682	57,017	54,903	59,373
754.000	Long Term Disability		891	1,033	1,031	852	1,075
755.000	Life Insurance		786	892	917	1,159	809
756.000	Retirement		19,486	20,220	22,015	21,565	23,517
757.000	Dental Insurance		2,626	2,598	2,801	2,552	2,667
759.000	Worker's Comp Insurance		5,484	5,600	5,372	5,377	5,903
Fringes	Total		<u>\$88,459</u>	<u>\$93,488</u>	<u>\$103,072</u>	<u>\$100,110</u>	<u>\$107,510</u>
04	MatlSupp						
622.000	Work Supplies		87,054	79,777	76,000	71,372	76,000
624.000	Small Tools & Equipment		494	961	1,000	892	1,000
625.000	Motor Fuels & Lubricants		198,345	98,521	130,800	129,320	130,800
628.000	Uniforms & Clothing		1,170	680	1,100	640	1,100
629.000	Tool Allowance		475	585	600	632	600
MatlSupp	Total		<u>\$287,539</u>	<u>\$180,524</u>	<u>\$209,500</u>	<u>\$202,857</u>	<u>\$209,500</u>
05	PurchServ						
641.008	Contracted Srvs - General		0	0	0	0	0
641.009	Contracted Srvs - Maint		0	0	0	0	0
642.000	Communications		335	354	500	411	400
645.002	Auto Insurance		0	0	0	0	0
646.000	Utilities		783	1,154	2,000	1,423	2,000
647.000	M & R		17,176	15,308	15,000	14,680	15,000
648.001	IS Equipment Leased		0	0	0	0	0
PurchServ	Total		<u>\$18,293</u>	<u>\$16,816</u>	<u>\$17,500</u>	<u>\$16,514</u>	<u>\$17,400</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>
14	Dept Supp						
642.004	Postage		0	0	0	0	0
Dept Supp	Total		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
391	Transfers						
878.000	Transfers Out		195,412	0	0	0	0
Transfers	Total		<u>\$195,412</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Maintenanc	Total		<u>\$767,431</u>	<u>\$471,671</u>	<u>\$512,014</u>	<u>\$503,690</u>	<u>\$519,581</u>

Engineering

Program Description

- Administers all consultant and construction contracts, and associated studies/analysis, for City capital improvement projects, infrastructure, and facilities.
- Administers and maintains the City transportation improvement plan program, annual road evaluation and improvement program.
- Monitors, evaluates and administers improvements to the City's sanitary sewer system and improvement to system operations in accordance with local, State, and Federal requirements.
- Manages the City's stormwater management plan including compliance with the WDNR's NR216 permit, MMSD's Chapter 13 and other applicable State and Federal requirements.
- Provides local drainage inspection and consulting services to residents.
- Administers and coordinates the FEMA floodplain and National Flood Insurance Program requirements.
- Manages City infrastructure mapping and asset tracking.
- Provides land and building improvement consulting and review.

FY2010 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
3. Work with the WisDOT, County and the City of Milwaukee to keep the major road projects on schedule and budget.

FY2010 Accomplishments

Managed the two year Sanitary Sewer Assessment project which includes the design, coordination, and/or construction of the lift station "A" and "G" sanitary capacity upgrades, and Trunk Sewer No. 1 sanitary capacity study and construction alternatives. Managed the sanitary manhole rehab and the Mequon Road manhole internal seal repairs. This is required by the federal and state programs (WPDES, NR216 and Chp.13). Oversight responsibilities for State/County projects that impacted sanitary and/or storm water infrastructure. Designed, and managed the roadway drainage work as part of the roadway construction program and numerous local drainage projects.

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. Engineering staff obtained survey data necessary to design and provide grades to the Highway Department for grading/re-ditching work.

Engineering staff continued coordinated efforts with WisDOT on County Line Road, Port Washington Road, Mequon Road and Cedarburg Road reconstruction and/or design.

FY2010 Objectives

FY2010 Accomplishments

- | | |
|--|--|
| 4. Manage capital improvement infrastructure and facility construction projects. | Managed the design, implementation, and/or construction of \$2.5 million of local roads reconstruction, which was the largest single undertaking by city staff. This included Mequon Road, Cedarburg Road, and Port Washington Road. Managed the design and construction of the numerous Town Center, Mequon Nature Center, Ozaukee Interurban Trail and Mequon/Thiensville Dam and Fish Passage projects. |
| 5. Review of development plats and site plans and provides recommendations to the Community Development Department. | Engineering review comments and recommendations and the review of approximately 30 subdivision plans and site plans for commercial development with comments and recommendations. |
| 6. Obtain geo-spatial coordinates of city infrastructure. | Continued locating infrastructure 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. Water system, detention pond, and storm water culverts are being added to the city's GIS system. Staff is currently researching new asset management software packages. |
| 7. Continue to research and implement efficiencies and cost saving measures. | Researched and coordinated the use of new technology to seal manholes in the Mequon Road construction. Employed two summer engineering students to collect culvert and manhole information, input and check infrastructure data, and assist with construction inspection. |
| 8. 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, Bikeway Committee and other standing and ad-hoc committees as required. Engineering administrative assistant completed tasks for vacant Community Development position including attending and preparing minutes for the Planning Commission meetings. |
| 9. Provide active input and support to the MMSD and its development of the 2020 Facilities, and the Municipal Wet Weather/Peak Flow Management Program review in an 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 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 and to discuss relevant issues. |

FY2011 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 as it pertains to the City's permit requirements.
- ✚ Perform annual road evaluations and develop recommendations for repair, reconstruction of roads and small bridges and culverts.
- ✚ Continue to provide support to the Common Council, Planning Commission, Public Works Committee, Sewer Utility Board, and other standing and ad-hoc committees as required.
- ✚ 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.
- ✚ Manage the review for all development plats and site plans.
- ✚ Continue to collect and update City's infrastructure data and incorporate into GIS.

Staffing through FY2011

Positions (FTE)	2009 Actual	2010 Actual	2011 Budget
Assistant City Engineer/Deputy Department of Public Works	1.00	1.00	1.00
Service Manager	0	1.00	1.00
Staff Engineer	1.00	0	0
Engineering Tech. I	1.00	1.00	1.00
Engineering Tech. II Field	1.00	1.00	1.00
Engineering Tech. II Admin.	1.00	1.00	1.00
Admin. Secretary	1.00	1.00	1.00
Summer LTE	3.00	2.00	2.00

**City of Mequon
Department Expenditure Detail
Fiscal Year 2011 Budget**

FUND	01	GenFund	2008	2009	2010	2010	2011
DEPT	058	Engineer	Actual	Actual	Adopted	Actual	Adopted
02		Salaries					
600.000		Salaries	405,865	435,599	487,859	430,459	411,709
602.000		OverTime	1,201	3,763	0	3,241	0
606.000		Vacation	38,880	38,769	0	39,404	0
607.000		Sick Pay	9,407	23,132	0	12,966	0
609.000		Longevity	2,610	2,340	2,940	2,520	2,670
Salaries		Total	\$457,963	\$503,604	\$490,799	\$488,590	\$414,379
03		Fringes					
752.000		Social Security	33,637	35,468	37,546	36,451	31,700
753.000		Health Insurance	82,535	84,150	102,648	80,458	87,015
754.000		Long Term Disability	2,412	2,683	2,735	2,264	2,386
755.000		Life Insurance	1,478	1,635	1,653	2,089	830
756.000		Retirement	49,668	53,563	59,387	58,088	52,626
757.000		Dental Insurance	4,674	4,628	4,988	4,543	3,861
759.000		Worker's Comp Insurance	12,879	13,158	14,492	14,522	13,210
Fringes		Total	\$187,284	\$195,286	\$223,449	\$198,415	\$191,628
04		MatlSupp					
621.000		Office Supplies	1,500	1,127	1,500	953	1,000
622.000		Work Supplies	1,957	1,085	3,000	827	1,500
623.000		Mileage	303	203	300	0	200
624.000		Small Tools & Equipment	96	0	300	0	300
626.000		Memberships	240	0	1,000	586	600
627.000		Books & Periodicals	3	0	0	0	0
628.000		Uniforms & Clothing	845	900	1,100	675	1,100
MatlSupp		Total	\$4,944	\$3,316	\$7,200	\$3,041	\$4,700
05		PurchServ					
641.000		Consultants	(1,212)	4,502	2,500	4,622	23,000
641.002		Consult-Dev Inspections	0	0	20,000	1,389	5,000
641.003		Consult-Pond Re-Cert	0	0	5,000	1,980	0
641.005		Consult-Plan Comm Support	238,155	101,912	60,000	47,495	25,000
641.006		Consult-Highland/Port Int	24,127	0	0	0	0
641.008		Contracted Srvs - General	0	0	0	0	0
641.009		Contracted Srvs - Maint	0	0	0	0	0
642.000		Communications	3,062	3,159	3,100	1,969	3,100
643.000		Training/Conferences	3,094	90	3,000	1,969	3,000
644.000		Printing/Publications	38	46	0	0	0
645.002		Auto Insurance	0	0	0	0	2,000
647.000		M & R	2,065	2,006	1,500	226	0
648.001		IS Equipment Leased	288	0	4,930	0	0
652.009		Spec Serv-Recording Fees	0	3,041	3,100	3,000	3,100
PurchServ		Total	\$269,617	\$114,755	\$103,130	\$62,649	\$64,200
10		Land/Bldg					
661.000		Land/Land Improvements	0	0	0	0	0
Land/Bldg		Total	\$0	\$0	\$0	\$0	\$0
11		Equipment					
663.000		Machinery & Equipment	0	0	40,000	40,000	38,000
664.000		Office Equipment	3,222	0	0	0	0
Equipment		Total	\$3,222	\$0	\$40,000	\$40,000	\$38,000
14		Dept Supp					
642.004		Postage	0	0	0	0	0
648.002		Photocopiers	0	0	0	0	5,000
Dept Supp		Total	\$0	\$0	\$0	\$0	\$5,000

City of Mequon
 Department Expenditure Detail
 Fiscal Year 2011 Budget

FUND 01 GenFund		<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2010</u>	<u>2011</u>
DEPT 058 Engineer		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
391	Transfers					
878.000	Transfers Out	137,430	0	0	0	0
Transfers	Total	<u>\$137,430</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Engineer	Total	<u>\$1,060,460</u>	<u>\$816,960</u>	<u>\$864,578</u>	<u>\$792,695</u>	<u>\$717,907</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.)

FY2010 Objectives

1. Continue to work with engineering staff to meet requirements of NR216 DNR storm water program.
2. Maintain safe service levels for winter snowplowing and road maintenance to meet all conditions.
3. Second shift will again be implemented to reduce overtime and meet peak rush hour road safety demands this winter.
4. Propose Urban Forestry grant for City street tree inventory and to prepare for Emerald Ash Borer project when it happens. Critical since Emerald Ash Borer has been found in Ozaukee County
5. 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 million budget.

FY2010 Accomplishments

- Completed the required road sweeping and catch basin cleaning.
- Provided adequate snow/ice removal services. Salt budget in good shape going into the Nov/Dec winter. Surplus due to mild winter.
- This shift proved again to be a plus for road safety at the critical evening rush hour. Also cuts down overtime costs.
- Completed phase one of City street tree inventory. Almost 9,000 trees classified in urban subdivision areas. Phase two for 2011.
- Accomplished significant storm sewer work in conjunction with the road program. Resulted in city staff contributing well over \$200,000 in labor and equipment toward road project support from the operating budget.

FY2011 Objectives

- ✦ Second shift will again be implemented to reduce overtime and meet peak rush hour road safety demands this winter.
- ✦ Additional EAB grant money will be requested to complete the tree inventory by classifying road ROW trees by type, health and size.
- ✦ Highway crews will do as much as possible toward roadway drainage improvements in conjunction with the roadway reconstruction contractor.

Staffing for FY2011

Positions (FTE)	2009 Actual	2010 Actual	2011 Budget
Director of DPW	1.00	1.00	1.00
Administrative Secretary	.875 (shared with water and sewer budgets)	.875 (shared with water and sewer budgets)	.875 (shared with water and sewer budgets)
Street Operations Foreman	1.00	1.00	1.00
Section Foreman	5.00	5.00	5.00
Highway Workers	4.00	4.00	3.00
Equipment Operations Foreman	1.00	1.00	1.00
Heavy Equipment Operators	3.00	3.00	3.00
Regular Equipment Operators	2.00	2.00	2.00
Parks/Highway Workers	1.00	1.00	1.00
Summer (PT)	5.00	5.00	5.00

**City of Mequon
Department Expenditure Detail
Fiscal Year 2011 Budget**

FUND	01	GenFund	2008	2009	2010	2010	2011
DEPT	059	Highway	Actual	Actual	Adopted	Actual	Adopted
02		Salaries					
600.000		Salaries	1,019,965	955,398	1,103,648	999,055	1,087,486
602.000		OverTime	99,873	55,803	50,000	27,662	50,000
606.000		Vacation	76,981	82,580	0	88,286	0
607.000		Sick Pay	54,924	24,215	0	30,638	0
609.000		Longevity	8,554	8,220	8,925	8,100	9,150
612.000		Part Time Help	0	0	0	0	0
Salaries		Total	\$1,260,296	\$1,126,217	\$1,162,573	\$1,153,741	\$1,146,636
03		Fringes					
752.000		Social Security	91,016	83,381	88,937	85,596	87,714
753.000		Health Insurance	296,272	331,979	332,598	306,830	329,852
754.000		Long Term Disability	5,571	5,479	5,766	4,771	5,634
755.000		Life Insurance	3,883	2,581	3,380	4,270	3,042
756.000		Retirement	112,273	127,880	140,671	136,324	141,045
757.000		Dental Insurance	16,051	14,061	14,790	13,464	13,196
759.000		Worker's Comp Insurance	34,234	34,990	34,328	34,400	36,553
Fringes		Total	\$559,301	\$600,351	\$620,470	\$585,655	\$617,036
04		MatlSupp					
621.000		Office Supplies	374	485	1,200	768	900
622.000		Work Supplies	116	797	3,500	4,237	3,500
622.004		Work Supp-Street Maint	93,500	65,131	130,000	103,707	125,000
622.005		Work Supp-Storm Water	45,817	21,253	50,000	30,969	50,000
622.006		Work Supp-Snow & Ice	278,290	171,222	216,000	202,091	216,000
622.007		Work Supp-Signs/Striping	40,136	46,736	47,000	45,499	52,000
622.015		Work Supplies-Forestry	1,699	3,405	3,500	2,899	3,500
623.000		Mileage	0	0	0	0	0
624.000		Small Tools & Equipment	437	868	2,500	894	2,500
626.000		Memberships	410	492	600	0	600
627.000		Books & Periodicals	0	0	0	0	0
628.000		Uniforms & Clothing	6,826	3,251	6,800	5,420	6,800
MatlSupp		Total	\$467,605	\$313,639	\$461,100	\$396,484	\$460,800
05		PurchServ					
641.000		Consultants	0	0	0	0	0
641.008		Contracted Svcs - General	0	0	0	0	0
641.009		Contracted Svcs - Maint	0	0	0	0	0
642.000		Communications	3,633	3,472	4,000	3,082	3,200
643.000		Training/Conferences	777	639	2,000	2,067	2,000
644.000		Printing/Publications	0	0	0	0	0
645.002		Auto Insurance	0	0	0	0	22,000
646.000		Utilities	7,857	8,983	6,600	5,520	6,600
647.000		M & R	14,703	16,753	14,000	27,323	14,000
647.009		M & R Forestry	0	7,270	3,500	3,380	3,500
648.000		Rentals	0	0	0	0	0
648.001		IS Equipment Leased	0	0	0	0	0
655.010		Electric-Street Lights	56,354	60,913	62,000	63,569	81,500
PurchServ		Total	\$83,325	\$98,030	\$92,100	\$104,941	\$132,800
10		Land/Bldg					
661.000		Land/Land Improvements	0	0	0	0	0
662.000		Bldg/Bldg Improvements	0	0	0	0	0
667.000		Tree Planting	0	0	0	0	0
Land/Bldg		Total	\$0	\$0	\$0	\$0	\$0
11		Equipment					
663.000		Machinery & Equipment	26,058	26,100	26,100	26,100	26,100

City of Mequon
 Department Expenditure Detail
 Fiscal Year 2011 Budget

FUND	01	GenFund		<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2010</u>	<u>2011</u>
DEPT	059	Highway		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
664.000		Office Equipment		0	0	0	0	0
		Equipment	Total	<u>\$26,058</u>	<u>\$26,100</u>	<u>\$26,100</u>	<u>\$26,100</u>	<u>\$26,100</u>
	14	Dept Supp						
642.004		Postage		0	0	0	0	0
648.002		Photocopiers		0	0	0	0	0
		Dept Supp	Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	391	Transfers						
878.000		Transfers Out		44,419	0	0	0	0
		Transfers	Total	<u>\$44,419</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
		Highway	Total	<u>\$2,441,005</u>	<u>\$2,164,337</u>	<u>\$2,362,343</u>	<u>\$2,266,921</u>	<u>\$2,383,372</u>

Recycling/Landfill

Program Description

The City operates the brush and yard waste site on Bonniwell Road and a public building 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. Staffed primarily by part time worker. Open 19 ½ hours per week. No changes anticipated for the 2011 season. Permit revenue exceeds out of pocket costs.

City of Mequon
 Department Expenditure Detail
 Fiscal Year 2011 Budget

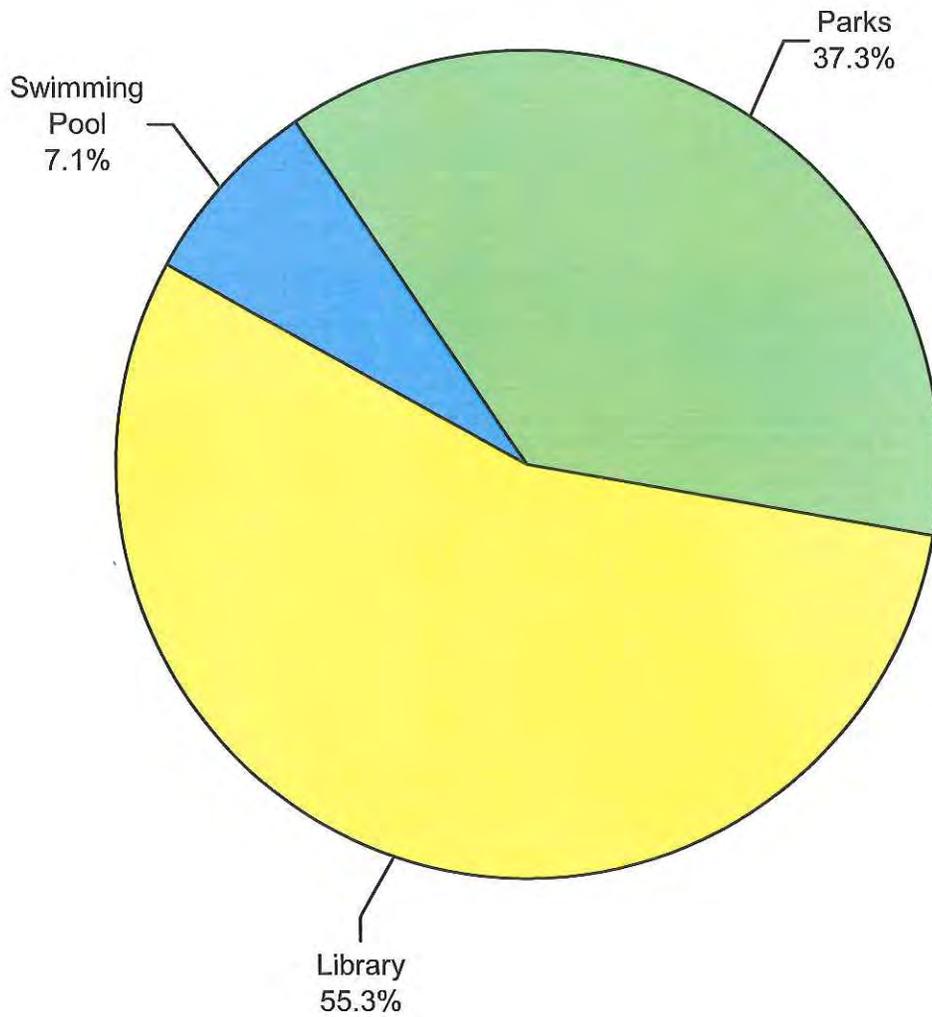
FUND DEPT	01 068	GenFund Recy/Land	<u>2008</u> <u>Actual</u>	<u>2009</u> <u>Actual</u>	<u>2010</u> <u>Adopted</u>	<u>2010</u> <u>Actual</u>	<u>2011</u> <u>Adopted</u>
	02	Salaries					
	600.000	Salaries	5,890	6,463	7,000	6,941	7,000
	607.000	Sick Pay	0	0	0	0	0
		Salaries Total	<u>\$5,890</u>	<u>\$6,463</u>	<u>\$7,000</u>	<u>\$6,941</u>	<u>\$7,000</u>
	03	Fringes					
	752.000	Social Security	451	494	536	531	536
	759.000	Worker's Comp Insurance	193	215	207	212	223
		Fringes Total	<u>\$644</u>	<u>\$710</u>	<u>\$743</u>	<u>\$743</u>	<u>\$759</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	2,626	9,381	11,000	14,652	11,000
	651.000	Miscellaneous Services	0	542	0	272	0
		PurchServ Total	<u>\$2,626</u>	<u>\$9,923</u>	<u>\$11,000</u>	<u>\$14,925</u>	<u>\$11,000</u>
		Recy/Land Total	<u>\$9,160</u>	<u>\$17,095</u>	<u>\$18,743</u>	<u>\$22,608</u>	<u>\$18,759</u>

Community Enrichment

- . Library**
- . Swimming Pool**
- . Park Maintenance &
Development**

CITY OF MEQUON

2011 Community Enrichment Expenditures Budget Percentages by Department

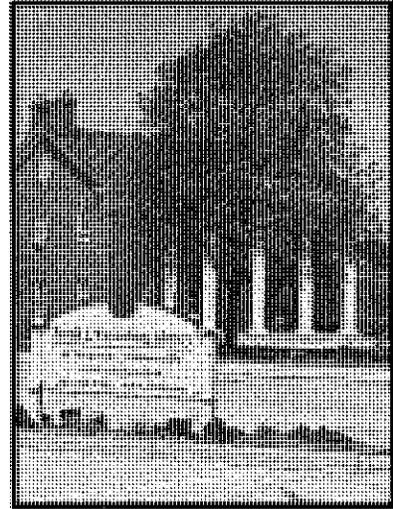


Library Services

Program Description

This account provides for Mequon's funding of community library services based upon the joint agreement between the City of Mequon and the Village of Thiensville, along with state mandates and county funding formulas.

The Weyenberg Library is open 60 hours per week. It circulates 330,000 items and answers 21,000 reference questions per year, with an annual door count of 150,000. A total of 15,930 patron internet sessions were logged in 2009.



Staffing for FY2011

FY2009	FY2010	FY2011
15.5 FTE	15.4 FTE	14.625 FTE

City of Mequon
 Department Expenditure Detail
 Fiscal Year 2011 Budget

FUND	01	GenFund		<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2010</u>	<u>2011</u>
DEPT	071	LibrarySer		<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
	04	MatlSupp						
	649.000	Grants		880,650	898,263	0	0	0
		MatlSupp	Total	<u>\$880,650</u>	<u>\$898,263</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
		LibrarySer	Total	<u>\$880,650</u>	<u>\$898,263</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</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 up significantly in 2010. Favorable weather and continued use of a photo ID pass system helped increase pool revenue.

FY2010 Objectives

1. Implement water use by the Mequon Water Utility.

2. Continue concession lease for two years.

FY2010 Accomplishments

Made a successful switch to Mequon Water Utility. Chemicals needed to be adjusted to proper levels.

Secured concessions with a two year lease for 2010 and 2011.

FY2011 Objectives

- ✦ Make repairs to shower room walls and pool fence.
- ✦ Improve landscape to compliment Town Center project.

**City of Mequon
Department Expenditure Detail
Fiscal Year 2011 Budget**

FUND	01	GenFund	2008	2009	2010	2010	2011
DEPT	072	SwimPool	Actual	Actual	Adopted	Actual	Adopted
	02	Salaries					
	600.000	Salaries	54,054	63,369	65,600	70,699	65,600
	602.000	OverTime	1,211	2,075	1,500	787	1,500
	Salaries	Total	<u>\$55,266</u>	<u>\$65,444</u>	<u>\$67,100</u>	<u>\$71,486</u>	<u>\$67,100</u>
	03	Fringes					
	752.000	Social Security	4,228	5,007	5,133	5,438	5,133
	759.000	Worker's Comp Insurance	1,834	1,880	1,981	1,990	2,139
	Fringes	Total	<u>\$6,062</u>	<u>\$6,886</u>	<u>\$7,114</u>	<u>\$7,427</u>	<u>\$7,272</u>
	04	MatlSupp					
	622.000	Work Supplies	16,565	16,987	15,000	16,936	16,750
	628.000	Uniforms & Clothing	1,596	1,350	1,600	1,201	1,600
	MatlSupp	Total	<u>\$18,161</u>	<u>\$18,337</u>	<u>\$16,600</u>	<u>\$18,137</u>	<u>\$18,350</u>
	05	PurchServ					
	641.000	Consultants	0	0	0	0	0
	641.008	Contracted Srvs - General	0	0	0	0	0
	641.009	Contracted Srvs - Maint	0	0	0	0	0
	642.000	Communications	701	248	0	281	200
	646.000	Utilities	450	487	6,500	2,486	4,500
	647.000	M & R	4,807	3,020	4,000	2,422	4,000
	655.000	Electric	8,551	10,288	11,500	9,834	10,000
	657.000	Gas	12,793	8,285	11,750	5,789	9,500
	PurchServ	Total	<u>\$27,302</u>	<u>\$22,329</u>	<u>\$33,750</u>	<u>\$20,812</u>	<u>\$28,200</u>
	10	Land/Bldg					
	661.000	Land/Land Improvements	0	0	0	0	0
	662.000	Bldg/Bldg Improvements	1,199	0	0	0	0
	Land/Bldg	Total	<u>\$1,199</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>
	14	Dept Supp					
	642.004	Postage	0	0	0	0	0
	Dept Supp	Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	391	Transfers					
	878.000	Transfers Out	20,000	0	0	0	0
	Transfers	Total	<u>\$20,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	SwimPool	Total	<u>\$127,989</u>	<u>\$112,995</u>	<u>\$124,564</u>	<u>\$117,862</u>	<u>\$120,922</u>

Parks Maintenance and Development

Program Description

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

FY2010 Objectives

FY2010 Accomplishments

- | | |
|--|--|
| 1. Continue landscape maintenance and support all activities related to Park and Nature Preserves. | Provided outdoor maintenance for all City facilities, supported sports teams, Scout projects, volunteers and stewards at Parks and Nature Preserves. Assisted with larger events that are held at Park facilities. |
| 2. Reduce overtime for weekend activities. | Utilized seasonal worker to eliminate overtime for weekend maintenance. |
| 3. Support citywide snow removal efforts. | Provided safe winter snow removal for all City buildings. Crews also assisted with road plowing and salting as needed. |
| 4. Improve trails and access at Katherine Carpenter Park and Grasslyn Nature Preserve. | Trails at Carpenter Park and Grasslyn Nature Preserve will be upgraded by the end of 2010. |
| 5. Assist volunteers and promote fund raising and donations. | Supported volunteers, stewards and Scout projects. Received and applied donations for improvements and projects. Assisted with coordinating the Family Fun Before the Fourth event. |
| 6. Continue efforts to implement Town Center plans. | Supported the planning efforts for the Town Center and proposed Riverfront Park. |
| 7. Begin the replacement of park picnic tables and equipment. | Replaced several picnic tables and umbrellas. |
| 8. Support planning and funding for Lemke Park pavilion. | Plans and funding for Lemke Park pavilion were completed. Construction planned for fall of 2010. |

FY2011 Objectives

- ✚ Continue to provide landscape maintenance and provide support for all Park and Nature Preserve activities. Provide median maintenance and snow removal as required.
- ✚ Complete landscaping and purchases for Lemke Park pavilion.
- ✚ Continue with the creation of small gravel parking lots, walking trails and boardwalks at sites that are currently not accessible.
- ✚ Provide support for the new Town Center improvements, i.e. landscape maintenance.
- ✚ Building upgrades to include new roof for Rotary pavilion and repainting River Barn pavilion.
- ✚ Continue to promote and provide support to volunteers and Scout groups.

Staffing for FY2011

Positions (FTE)	2009 Actual	2010 Actual	2011 Budget
Parks & Building Maintenance Worker	2.00	2.00	2.00
Parks/Hwy Worker (2) PT	2.00	2.00	2.00
City Forester	1.00	1.00	1.00
Summer (5) PT	5.00	5.00	5.00
Weekend Seasonal (1) PT	1.00	1.00	1.00
Parks Director	1.00	1.00	1.00
Parks Secretary	0.40	.040	0.40

City of Mequon
Department Expenditure Detail
Fiscal Year 2011 Budget

FUND	01	GenFund	2008	2009	2010	2010	2011
DEPT	074	PksMaint	Actual	Actual	Adopted	Actual	Adopted
02		Salaries					
600.000		Salaries	278,509	291,860	306,555	239,249	307,977
602.000		OverTime	11,068	5,232	1,600	2,896	5,000
606.000		Vacation	27,609	31,039	0	27,673	0
607.000		Sick Pay	7,385	5,108	0	5,294	0
609.000		Longevity	2,682	3,090	3,045	2,580	2,577
Salaries		Total	<u>\$327,252</u>	<u>\$336,329</u>	<u>\$311,200</u>	<u>\$277,692</u>	<u>\$315,554</u>
03		Fringes					
752.000		Social Security	24,317	24,234	23,807	20,722	24,140
753.000		Health Insurance	61,170	66,438	89,335	82,317	112,776
754.000		Long Term Disability	1,206	1,384	1,507	1,246	1,544
755.000		Life Insurance	947	1,001	995	1,258	663
756.000		Retirement	41,905	39,285	37,655	38,651	40,075
757.000		Dental Insurance	3,499	3,679	4,281	3,896	4,077
759.000		Worker's Comp Insurance	9,867	10,084	9,189	9,209	1,060
Fringes		Total	<u>\$142,911</u>	<u>\$146,105</u>	<u>\$166,769</u>	<u>\$157,299</u>	<u>\$184,335</u>
04		MatlSupp					
620.000		Janitor Supplies	2,072	2,807	2,500	1,894	0
621.000		Office Supplies	305	406	0	83	400
622.000		Work Supplies	6,946	23,376	18,000	16,950	18,000
622.008		Work Supp-Rotary Park	8,523	8,250	8,500	7,562	8,500
622.009		Work Supp-City Hall Park	2,392	3,877	5,000	3,347	5,000
622.010		Work Supp-Blvd/Bike Trail	3,432	3,368	4,000	1,056	6,000
622.013		Work Supplies-River Barn	4,935	5,220	6,000	4,469	6,000
622.014		Work Supplies-Lemke	2,416	1,660	3,500	1,430	3,500
622.019		Work Supp-Garrisons Glen	0	362	1,500	1,500	1,000
622.020		Work Supp-Settlers Park	0	1,056	3,000	0	2,500
623.000		Mileage	0	0	0	0	0
624.000		Small Tools & Equipment	1,517	1,320	1,500	1,055	1,500
626.000		Memberships	265	430	0	300	450
627.000		Books & Periodicals	35	45	0	0	150
628.000		Uniforms & Clothing	1,460	660	1,100	1,120	1,440
MatlSupp		Total	<u>\$34,297</u>	<u>\$52,837</u>	<u>\$54,600</u>	<u>\$40,767</u>	<u>\$54,440</u>
05		PurchServ					
641.000		Consultants	2,400	0	0	0	0
641.008		Contracted Svcs - General	0	0	0	0	0
641.009		Contracted Svcs - Maint	0	0	0	0	0
642.000		Communications	1,130	708	1,250	842	900
643.000		Training/Conferences	0	50	500	240	500
645.002		Auto Insurance	0	0	0	0	3,250
646.000		Utilities	3,488	3,916	3,500	2,952	3,850
647.000		M & R	23,447	22,131	26,500	23,500	28,000
648.000		Rentals	2,052	1,663	3,300	1,155	3,300
648.001		IS Equipment Leased	0	0	412	0	0
655.011		Electric-Rotary Park	6,501	8,318	8,700	7,396	8,500
655.013		Electric-Yankee Settler	0	0	0	0	0
655.014		Electric-River Barn	1,119	1,141	1,400	1,349	1,400
657.009		Gas-Rotary Park	1,817	1,963	2,250	2,183	2,300
657.011		Gas-River Barn	1,167	950	1,200	990	1,200
657.012		Gas-Yankee Settler	0	0	0	0	0
PurchServ		Total	<u>\$43,120</u>	<u>\$40,840</u>	<u>\$49,012</u>	<u>\$40,608</u>	<u>\$53,200</u>
10		Land/Bldg					
661.000		Land/Land Improvements	0	0	0	0	0
661.003		Land-Rotary Park	2,385	0	0	0	0

City of Mequon
 Department Expenditure Detail
 Fiscal Year 2011 Budget

FUND	01	GenFund	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2010</u>	<u>2011</u>
DEPT	074	PksMaint	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>
661.006		Land-River Barn Park	0	0	0	0	0
661.007		Land-Lemke Park	3,695	0	0	0	0
661.016		Land-Nature Preserves	5,693	0	0	0	0
661.017		Land-Small Parks	3,700	0	0	0	0
662.000		Bldg/Bldg Improvements	0	0	0	0	0
Land/Bldg		Total	<u>\$15,472</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
14		Dept Supp					
642.004		Postage	0	0	0	0	0
Dept Supp		Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
391		Transfers					
878.000		Transfers Out	15,412	0	0	0	0
Transfers		Total	<u>\$15,412</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
PksMaint		Total	<u>\$578,465</u>	<u>\$576,111</u>	<u>\$581,581</u>	<u>\$516,365</u>	<u>\$607,529</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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Acronyms:

CIP: Capital Improvement Plan

EMS: Emergency Medical Services

DPW: Department of Public Works

ETF: Employee Trust Fund

FY: Fiscal Year

GO: General Obligation

MATC: Milwaukee Area Technical College

M-T: Mequon / Thiensville schools

SCR: Surface Condition Rating

TID: Tax Incremental District

TIF: Tax Incremental Financing

WRS: Wisconsin Retirement system