



**2017
PROPOSED BUDGET**

VILLAGE OF SHOREWOOD, WISCONSIN

November 2016

2017 Budget Workshop Sessions

Updated 9/3/16

Tuesday	September 13 – 6:00	Introduction – Village wide budget overview / General Fund overview / Debt Service (Village Manager / Finance)
Tuesday	September 20 - 6:00	General Fund departmental overviews / General Capital Budget / TID's (Village Manager / Finance / GF Department Heads)
Tuesday	October 4 - 6:00	Marketing / Shorewood Today (Village Manager / Marketing group)
Monday	October 10 - 6:00	Utilities / Library / Senior Resource Center (Finance / DPW / Library / SRC)
Tuesday	October 18 - 6:00	Wrap-Up with Village Board (Village Manager / Finance)

Revised 9/3/15



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TO: Village President Guy Johnson
Members of the Board of Trustees
And Village of Shorewood Residents

FROM: Chris Swartz, Village Manager

DATE: November 14, 2016

SUBJECT: 2017 Annual Budget

It is my privilege to present to you the proposed budget for the Fiscal Year beginning January 1, 2017. The annual budget document is the policy document that communicates the financial initiatives of the Village for the next year. The budget is prepared each year with the support and hard work from our departments to assure that we are preparing the leanest budget possible without adverse impact to quality service delivery.

On August 29th of 2016, staff provided you with a financial plan. The plan is reviewed prior to the annual budget process because it's helpful to understanding the long-term consequences of annual decision making. This year's long-range plan included years 2017 through 2026. During the long range planning discussions we review the impact of the State's property tax levy limits on both the current budget and future budgets, as well as on the long-term debt service and capital needs of the Village. The long-range financial plan showed that the continuation of levy limits will impact funding of program and services. During the budget process, it is imperative that we review the 2017 budget with an eye toward the future, to assure the vision of the residents of Shorewood is realized.

The proposed 2017 budget continues to bring challenges and opportunities. Staff, with the direction of the Village Board has continued to look for ways to "right-size" our local government, in order to provide the right mix of services for our residents while maintaining a sustainable improved infrastructure. In some cases this means contracting with other municipalities for operational efficiencies and cost savings, and in other cases it results in bringing services back in-house to provide excellent customer service. Staff has evaluated several of our annual service contracts and has found ways via competitive bids or service modifications to lower annual costs. We believe that reviewing how we offer our services and looking for ways to improve our services is an integral part of our everyday jobs.



- **Levy Limits:** The Village’s proposed tax levy increase of 1.85% in 2017 is in compliance with the State Levy Limit requirements.

The table below shows the trend in levy increases since 2008:

Tax Levy	2008 Budget	2009 Budget	2010 Budget	2011 Budget	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2017 Proposed Budget	% Chg Budget '16 to '17
General Fund	\$ 6,999,993	\$ 7,344,531	\$ 7,521,390	\$ 7,715,996	\$ 7,874,719	\$ 7,985,022	\$ 7,827,198	\$ 7,997,921	\$ 8,113,600	\$8,134,779	0.26%
TIF Levy Tax Adjustment	-	-	-	-	(1,460,298)	1,460,298	-	-	-	-	
Net General Fund Levy	6,999,993	7,344,531	7,521,390	7,715,996	6,414,421	9,445,320	7,827,198	7,997,921	8,113,600	8,134,779	0.26%
Debt Service Fund	903,484	1,098,343	1,137,994	1,137,994	1,258,424	1,382,006	1,336,030	1,511,274	1,583,492	\$1,662,666	5.00%
Gen. Capital Projects	487,771	291,583	320,737	406,418	301,303	251,292	539,960	410,406	363,387	443,673	22.09%
Library Fund	754,860	768,828	784,205	784,205	784,205	784,205	795,984	812,514	829,890	858,805	3.48%
Elder Services Fund	69,309	70,334	84,283	81,246	85,396	86,578	96,481	100,003	105,033	105,499	0.44%
Shorewood Today	-	-	-	4,500	4,500	4,500	5,100	5,100	5,600	5,600	0.00%
Marketing Fund	30,000	30,000	30,000	35,000	35,000	35,000	30,000	45,000	45,000	39,000	-13.33%
Total Village Tax Levy	\$ 9,245,417	\$ 9,603,619	\$ 9,878,609	\$ 10,165,359	\$ 8,883,249	\$ 11,988,901	\$ 10,630,753	\$ 10,882,218	\$ 11,046,002	\$ 11,250,022	1.85%
Tax Levy Excluding TID Adjustm	\$ 9,245,417	\$ 9,603,619	\$ 9,878,609	\$ 10,165,359	\$ 10,343,547	\$ 10,528,603	\$ 10,630,753	\$ 10,882,218	\$ 11,046,002	\$ 11,250,022	1.85%
Total Property Tax Levy											Ave
% Change for Operations	0.88%	3.89%	2.15%	2.04%	1.60%	1.26%	-1.33%	1.94%	1.27%	0.40%	
% Change for Debt	0.52%	2.11%	0.41%	0.00%	1.18%	1.39%	-0.38%	1.65%	0.66%	0.72%	
% Change for Capital	2.11%	-2.12%	0.30%	0.87%	-1.03%	-0.56%	2.74%	-1.22%	-0.43%	0.73%	
Total % Change	3.50%	3.87%	2.86%	2.90%	1.75%	2.08%	1.02%	2.37%	1.51%	1.85%	2.37%
Net Assessed Value * (in \$1,000's)	\$ 1,493,767	\$ 1,500,407	\$ 1,503,438	\$ 1,489,050	\$ 1,488,713	\$ 1,478,051	\$ 1,481,542	\$ 1,501,627	\$ 1,423,952	\$ 1,425,446	0.10%
Village Only Tax Levy Rate per \$1,000	6.189328	6.400677	6.570678	6.826742	6.947979	7.123302	7.175465	7.246951	7.757286	7.892281	1.74%
Village portion of tax bill for a \$300,000 home									\$ 2,327.19	\$ 2,367.68	\$ 40.50

* Net Assessed Value calculated after 2015 assessment revaluation



Revenue Overview								
Impact of Village Property Tax Increase on a \$300,000 Home								
Notes	Percentage Increase	Total Tax Levy	Tax Levy Increase in Dollars \$\$	Net Assessed Value	Village Mill Rate	Home Assessed Value	Village Portion of Tax Bill	Tax Bill Change
2016 Actual	0.00%	\$ 11,046,002	\$ -	\$ 1,423,951,945	7.75729	300,000	\$ 2,327	\$ -
	0.50%	11,101,232	55,230	1,425,446,200	7.78790	300,000	2,336	\$ 9
	1.00%	11,156,462	110,460	1,425,446,200	7.82665	300,000	2,348	\$ 21
	1.50%	11,211,688	165,686	1,425,446,200	7.86539	300,000	2,360	\$ 33
	1.75%	11,239,307	193,305	1,425,446,200	7.88476	300,000	2,365	\$ 38
Proposed	1.85%	11,250,022	204,020	1,425,446,200	7.89228	300,000	2,368	\$ 41
	2.00%	11,266,922	220,920	1,425,446,200	7.90414	300,000	2,371	\$ 44
	2.25%	11,294,594	248,592	1,425,446,200	7.92355	300,000	2,377	\$ 50
	2.50%	11,322,152	276,150	1,425,446,200	7.94288	300,000	2,383	\$ 56
	3.00%	11,377,382	331,380	1,425,446,200	7.98163	300,000	2,394	\$ 67
	3.50%	11,432,612	386,610	1,425,446,200	8.02037	300,000	2,406	\$ 79
	4.00%	11,487,842	441,840	1,425,446,200	8.05912	300,000	2,418	\$ 91
	4.50%	11,543,072	497,070	1,425,446,200	8.09787	300,000	2,429	\$ 102
	5.00%	11,598,302	552,300	1,425,446,200	8.13661	300,000	2,441	\$ 114



Utilities (Parking, Water, Sewer)

Parking fees for off-street permits are budgeted to increase in 2017 based on current demand and some additional spaces that have been made available. This increase has been offset to a large extent by the addition of the overnight parking fees to the Parking Utility budget and a full year of automated permit fees charged for the Duncan system in 2017. No fee increases are being proposed for 2017.

The Village has recently submitted a request to the Public Service Commission (PSC) for an anticipated 15% rate increase for the Water utility. These rates, if approved, will go into effect on 1/1/17. While the 2017 budget reflects a \$292,133 positive net change in equity, this amount, plus \$185,000 of non-cash depreciation costs will be used to make debt service principal payments of \$289,861 and other capitalized equipment costs in 2017. After several years of operating in a negative cash position, the utility should show positive results in 2017 if the requested rate increase is approved.

The 2017 Sewer Utility budget is projecting no revenue increases in 2017 based on current trends. Overall, costs are anticipated to increase by roughly 10% in 2017; however these are due largely to increases in depreciation, interest, and a new large pipe inspections program. While the 2017 budget reflects a \$420,578 positive net change in equity, this amount, plus \$266,250 of non-cash depreciation costs will be used to make debt service principal payments of \$489,556 and other capitalized equipment costs in 2017.

Due to significant planned sewer and water project over the next several years, additional increases are also expected to be needed in future years to fund these substantial improvements recommended in the Village of Shorewood Long-range sanitary sewer and storm water drainage facility plan

Sincerely,

A handwritten signature in black ink, appearing to read "M. Chris Swartz".

M. Chris Swartz
Village Manager



2017 Budget
EXECUTIVE SUMMARY

VILLAGE OF SHOREWOOD, WISCONSIN

September 2016

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2017 Budget



Budget Summary - All Funds
2014 Actual - 2017 Budget

	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17	% Chg Projected to '17
Revenues								
Property Taxes	\$ 10,630,754	\$ 10,882,218	\$ 11,046,002	\$ 11,046,002	\$ 11,266,872	\$ 11,250,022	1.85%	1.85%
TID increment	326,010	1,826,427	2,347,388	2,265,000	3,575,000	3,575,000	57.8%	52.3%
PILOT Revenues	142,755	168,345	155,000	155,000	175,000	175,000	12.9%	12.9%
Intergovernmental	2,142,251	1,837,132	1,871,869	1,677,435	2,073,444	2,073,444	23.6%	10.8%
Licenses and Permits	550,157	570,321	515,010	508,020	522,000	522,000	2.8%	1.4%
Fines, Forfeitures and Penalties	514,390	497,167	611,000	636,000	633,000	633,000	-0.5%	3.6%
Charges for Services	4,234,721	5,280,050	4,629,650	4,726,185	5,251,873	5,251,873	11.1%	13.4%
Other Revenues	704,569	702,929	1,091,101	567,470	744,464	749,464	32.1%	-31.3%
Other Financing Sources	7,640,000	4,060,097	13,832,475	6,208,060	4,932,403	4,942,403	-20.4%	-64.3%
Total Revenues	26,885,606	25,824,684	36,099,495	27,789,172	29,174,056	29,172,206	5.0%	-19.2%
Expenditures by Function								
General Government	1,204,827	1,133,392	1,323,465	1,329,677	1,695,689	1,694,839	27.5%	28.1%
Public Safety	7,077,020	7,185,408	9,674,554	7,247,773	7,417,104	7,417,104	2.3%	-23.3%
Public Works	5,121,692	3,827,437	5,864,498	6,182,883	5,190,063	5,190,063	-16.1%	-11.5%
Health	146,122	145,037	147,442	148,360	150,528	150,528	1.5%	2.1%
Culture and Recreation	1,389,153	1,491,579	1,481,707	1,475,524	1,460,206	1,454,206	-1.4%	-1.9%
Debt	6,860,302	3,965,025	6,400,268	4,254,726	4,768,487	4,768,487	12.1%	-25.5%
Economic Development	2,943,520	344,992	2,734,740	318,572	1,256,360	1,256,360	294.4%	-54.1%
Parking	198,235	235,068	248,817	248,540	267,178	267,178	7.5%	7.4%
Water	1,620,827	1,639,347	1,603,819	1,541,207	1,742,978	1,742,978	13.1%	8.7%
Sewer	3,181,867	1,578,578	1,947,370	2,030,879	1,728,525	1,728,525	-14.9%	-11.2%
Other Financing Uses	2,035,897	2,028,034	4,480,450	2,227,818	2,720,057	2,725,057	22.3%	-39.2%
Total Expenditures	31,779,462	23,573,898	35,907,129	27,005,959	28,397,175	28,395,325	5.1%	-20.9%
Net Change in Equity	(4,893,856)	2,250,786	192,365	783,213	776,881	776,881		
Beginning Equity	26,853,154	22,130,820	24,386,109	24,386,109	24,578,759	24,578,759		
Less: Surplus Applied	-	-	-	(348,144)	(2,150,782)	(2,155,782)		
Ending Equity	\$21,959,298	\$24,381,606	\$24,578,474	\$24,821,177	\$23,204,858	\$ 23,199,858		

2017 Budget



Budget Summary - All Funds
2017 Adopted Budget

(continued)

	General Fund	Police Special	Library	Elder Services	Marketing	Shorewood Today	Public Art Fund	Debt Service	Capital Projects
Revenues									
Property Taxes	\$ 8,134,779	\$ -	\$ 858,805	\$ 105,499	\$ 39,000	\$ 5,600	\$ -	\$ 1,662,666	\$ 443,673
TID increment	-	-	-	-	-	-	-	-	-
PILOT Revenues	175,000	-	-	-	-	-	-	-	-
Intergovernmental	1,146,832	-	85,212	-	-	-	-	-	813,400
Licenses and Permits	522,000	-	-	-	-	-	-	-	-
Fines and Forfeitures	583,000	-	50,000	-	-	-	-	-	-
Charges for Services	259,335	-	-	34,194	38,000	76,200	-	-	265,000
Other Revenues	317,843	-	7,500	43,837	-	-	15,000	-	-
Other Financing Sources	133,400	-	11,600	-	2,000	11,600	-	2,721,221	2,046,431
Total Revenues	11,272,189	-	1,013,117	183,530	79,000	93,400	15,000	4,383,887	3,568,504
Expenditures by Function									
General Government	1,172,839	-	-	-	-	-	-	-	522,000
Public Safety	7,079,350	3,000	-	-	-	-	-	-	334,754
Public Works	2,662,313	-	-	-	-	-	-	-	2,527,750
Health	150,528	-	-	-	-	-	-	-	-
Culture and Recreation	73,759	-	1,013,117	185,530	73,400	93,400	15,000	-	-
Debt	-	-	-	-	-	-	-	4,383,887	-
Economic Development	-	-	-	-	-	-	-	-	-
Parking	-	-	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-	-	-
Sewer	-	-	-	-	-	-	-	-	184,000
Other Financing Uses	133,400	-	-	-	5,600	-	-	-	-
Total Expenditures	11,272,189	3,000	1,013,117	185,530	79,000	93,400	15,000	4,383,887	3,568,504
Net Change in Equity	-	(3,000)	-	(2,000)	-	-	-	-	-
Beginning Equity	6,457,473	30,023	53,177	28,640	18,606	15,536	20,911	227,441	2,011,638
Less: Surplus Applied	(133,400)	-	(11,600)	-	(2,000)	(6,000)	-	(36,800)	(1,949,831)
Ending Equity	\$ 6,324,073	\$ 27,023	\$ 41,577	\$ 26,640	\$ 16,606	\$ 9,536	\$ 20,911	\$ 190,641	\$ 61,807

2017 Budget



Budget Summary - All Funds
2017 Adopted Budget

(concluded)

	TID No. 1	TID No. 3	TID No. 4	TID No. 5	Parking Utility	Water Utility	Sewer Utility	Total All Funds
Revenues								
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,250,022
TID increment	1,850,000	660,000	475,000	590,000	-	-	-	3,575,000
PILOT Revenues	-	-	-	-	-	-	-	175,000
Intergovernmental	25,000	500	-	2,500	-	-	-	2,073,444
Licenses and Permits	-	-	-	-	-	-	-	522,000
Fines and Forfeitures	-	-	-	-	-	-	-	633,000
Charges for Services	-	-	-	-	244,330	2,128,889	2,205,925	5,251,873
Other Revenues	17,675	187,500	101,412	2,000	6,697	25,500	24,500	749,464
Other Financing Sources	-	-	-	-	16,151	-	-	4,942,403
Total Revenues	1,892,675	848,000	576,412	594,500	267,178	2,154,389	2,230,425	29,172,206
Expenditures by Function								
General Government	-	-	-	-	-	-	-	1,694,839
Public Safety	-	-	-	-	-	-	-	7,417,104
Public Works	-	-	-	-	-	-	-	5,190,063
Health	-	-	-	-	-	-	-	150,528
Culture and Recreation	-	-	-	-	-	-	-	1,454,206
Debt	-	-	-	-	-	119,278	265,322	4,768,487
Economic Development	10,400	1,205,174	7,673	33,113	-	-	-	1,256,360
Parking	-	-	-	-	267,178	-	-	267,178
Water	-	-	-	-	-	1,742,978	-	1,742,978
Sewer	-	-	-	-	-	-	1,544,525	1,728,525
Other Financing Uses	1,524,341	323,674	488,944	249,098	-	-	-	2,725,057
Total Expenditures	1,534,741	1,528,848	496,617	282,211	267,178	1,862,256	1,809,847	28,395,325
Net Change in Equity	357,934	(680,848)	79,795	312,289	-	292,133	420,578	776,881
Beginning Equity	253,213	50,263	3,617,900	(1,500)	549,511	1,931,955	9,313,973	24,578,759
Less: Surplus Applied	-	-	-	-	(16,151)	-	-	(2,155,782)
Ending Equity	\$ 611,147	\$ (630,585)	\$ 3,697,695	\$ 310,789	\$ 533,360	\$ 2,224,088	\$ 9,734,551	\$ 23,199,858

2017 Budget



Expenditure Overview
Expenditures by Object - All Funds

	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17	% Chg Projected to '17
Expenditures by Object								
Salaries and Wages	\$ 4,957,162	\$ 5,140,038	\$ 4,968,755	\$ 5,194,895	\$ 5,163,176	\$ 5,163,176	-0.6%	3.9%
Fringe Benefits	2,277,738	2,361,023	2,330,058	2,368,149	2,436,100	2,438,100	3.0%	4.6%
Other Governments	4,280,557	4,412,843	4,558,932	4,500,075	4,697,276	4,697,276	4.4%	3.0%
Contractual Payments	866,780	907,044	970,173	949,938	1,062,553	1,062,553	11.9%	9.5%
Supplies & Office	329,576	341,290	367,782	352,491	331,615	331,615	-5.9%	-9.8%
Supplies - Maintenance	440,945	492,701	505,207	428,677	483,995	483,995	12.9%	-4.2%
Supplies - Vehicle	228,608	234,891	247,165	255,610	263,627	263,627	3.1%	6.7%
Utilities	69,385	59,971	57,690	66,674	64,075	64,075	-3.9%	11.1%
Professional Fees	400,659	358,638	281,561	324,094	309,915	303,915	-6.2%	7.9%
Insurance	342,279	315,109	358,542	357,324	350,777	348,927	-2.3%	-2.7%
Programming	581,119	493,521	510,824	514,323	468,204	468,204	-9.0%	-8.3%
Sub-total Operating	14,774,808	15,117,068	15,156,689	15,312,250	15,631,313	15,625,463	2.0%	3.1%
Debt Service	6,900,834	4,019,223	6,447,237	4,283,126	4,795,487	4,795,487	12.0%	-25.6%
Capital	5,380,411	2,194,088	7,437,753	5,014,386	4,125,414	4,124,414	-17.7%	-44.5%
Economic Development	2,783,428	208,474	2,405,000	208,300	1,190,000	1,190,000	471.3%	-50.5%
Other Financing Uses	2,090,042	2,119,999	4,578,150	2,326,113	2,789,809	2,794,809	20.1%	-39.0%
Interdepartmental Exp	(150,061)	(84,954)	(118,574)	(138,216)	(134,848)	(134,848)	-2.4%	13.7%
Total Expenditures	\$ 31,779,462	\$ 23,573,898	\$ 35,906,254	\$ 27,005,959	\$ 28,397,175	\$ 28,395,325	5.1%	-20.9%
Total Salaries and Benefits	\$ 7,234,900	\$ 7,501,061	\$ 7,298,813	\$ 7,563,044	\$ 7,599,276	\$ 7,601,276	0.5%	4.1%
Salaries and Benefits as a % of Operating	49.0%	49.6%	48.2%	49.4%	48.6%	48.6%		

2017 Budget



Expenditure Overview
Summary of Full Time Equivalent - Positions Authorized

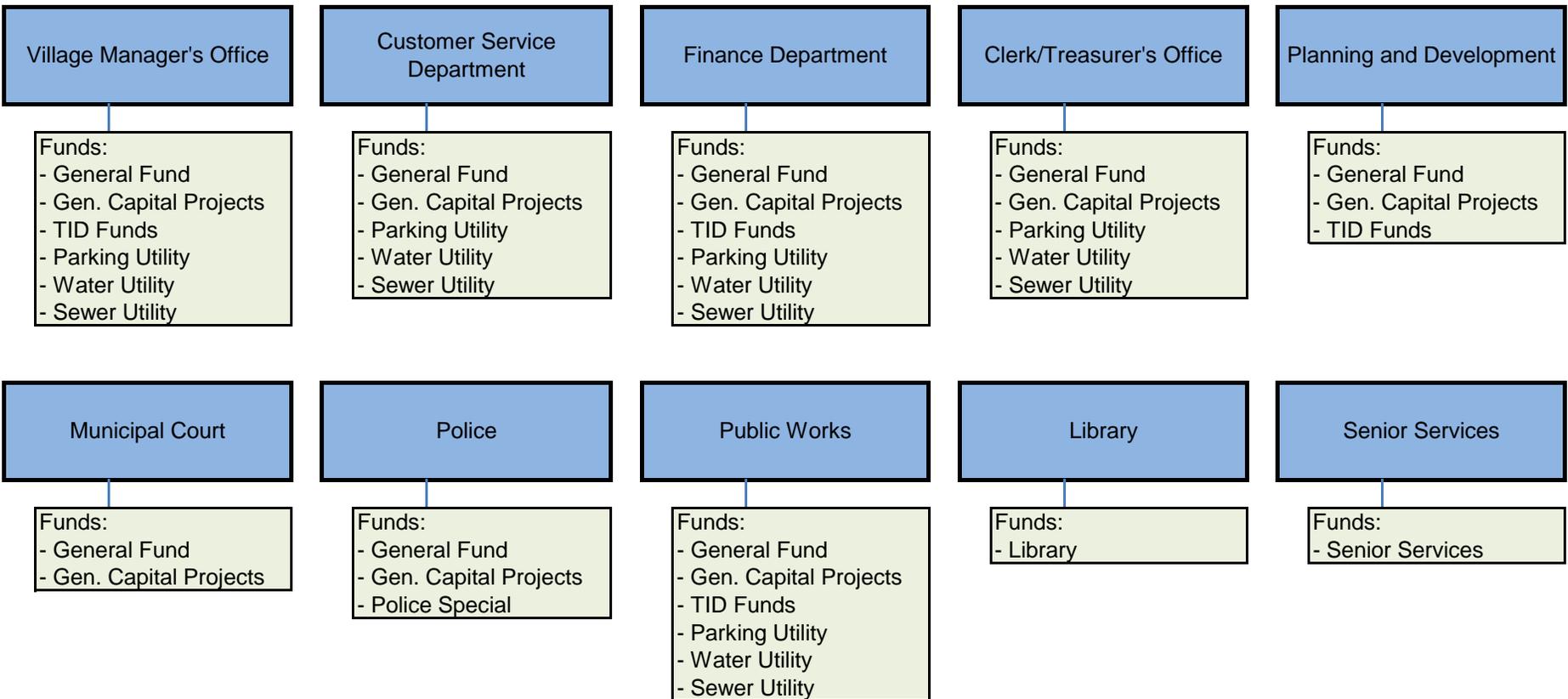
Department	1995	2000	2005	2010	2015	2016	Budgeted Positions 2017
Village Manager	2.50	3.03	2.80	1.50	2.00	3.00	3.00
Customer Service	-	-	-	3.00	3.00	3.00	3.00
Finance	-	-	-	1.94	2.00	2.00	2.00
Clerk/Treasurer	5.44	4.00	4.77	2.00	2.00	1.00	1.00
Planning and Development	6.00	5.00	3.50	4.50	5.00	5.00	5.00
Village Attorney	-	-	-	-	-	-	-
Municipal Court	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Police	31.00	33.00	32.50	32.00	31.80	30.00	29.50
Fire	-	-	-	-	-	-	-
Health	3.33	3.08	2.59	2.59	-	-	-
Public Works *	24.50	22.51	22.53	22.39	21.95	21.95	21.95
Library	9.88	10.51	11.25	11.50	13.25	13.25	13.40
Senior Resource Center	0.75	-	0.90	0.90	1.10	1.20	1.35
Total Full Time Equivalents	<u>84.40</u>	<u>82.13</u>	<u>81.84</u>	<u>83.32</u>	<u>83.10</u>	<u>81.40</u>	<u>81.20</u>
Change from previous year		<u>(2.89)</u>	<u>(2.65)</u>	<u>1.48</u>	<u>(0.22)</u>	<u>(1.70)</u>	<u>(0.20)</u>

* Public works summer temporary help is not included in the schedule above.



Department to Fund Relationship

The Village's operational departments do not always line-up exactly in one fund. Some operational departments report costs in more than one fund. The charts below are designed to show the reader which funds each department reports costs within. Each blue box represents an operational department while funds are shown in the green boxes. Some funds are not related to operations departments, such as the Shorewood Today Fund, Marketing Fund, and Public Art Fund. Each of those funds represent stand alone costs, without salaries for staff.



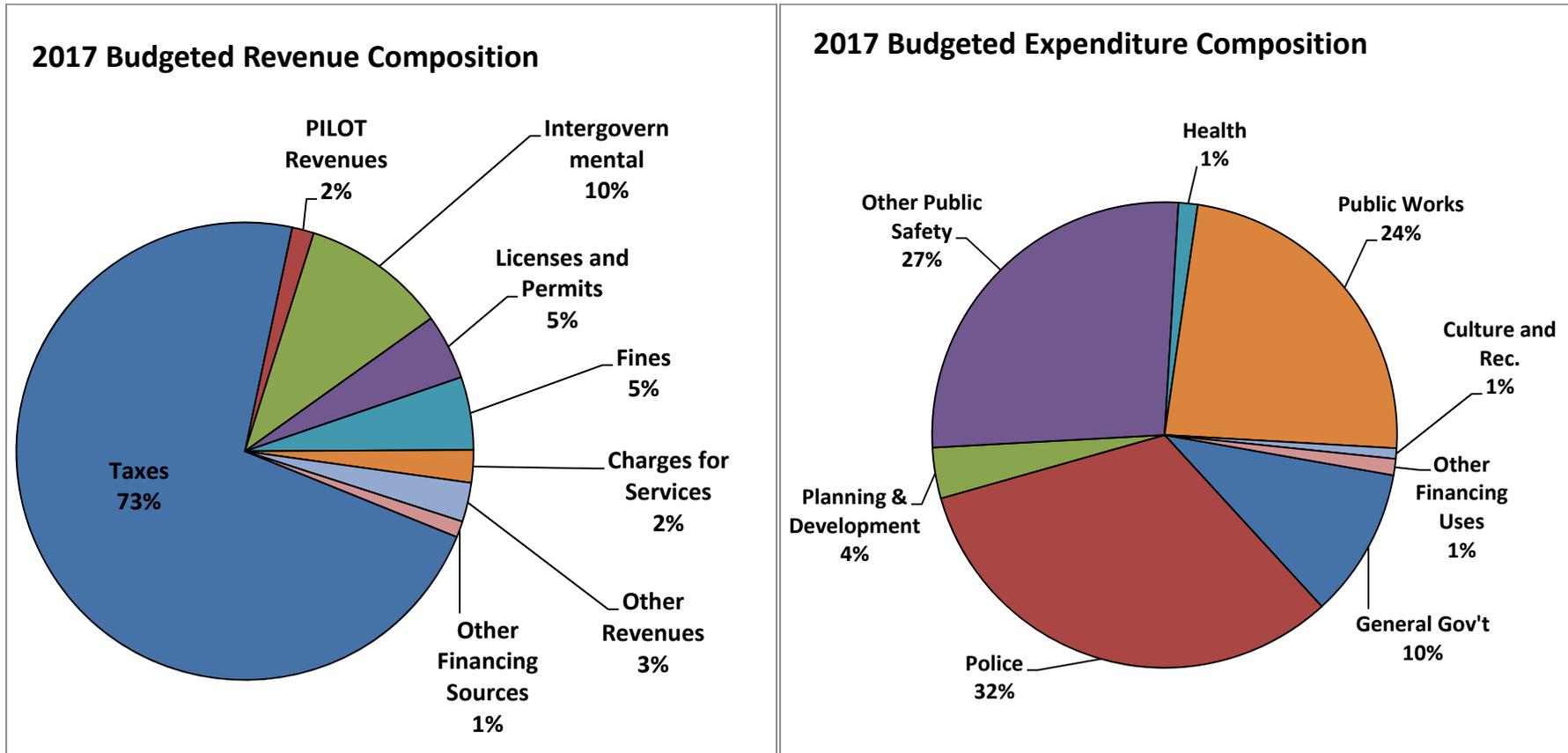
Budget Metrics – General Fund

General Fund

General Fund Summary	2014	2015	2016	2016	2017	2017	% Chg
	Actual	Actual	Projected	Adopted Budget	Proposed Budget	Adopted Budget	Budget '16 to '17 Prop
Revenues							
Property Taxes	\$ 7,827,199	\$ 7,997,921	\$ 8,113,600	\$ 8,113,600	\$ 8,139,629	\$ 8,134,779	0.3%
PILOT Revenues	\$ 142,755	\$ 168,345	\$ 155,000	\$ 155,000	\$ 175,000	\$ 175,000	12.9%
Intergovernmental	1,124,088	1,063,004	1,155,972	1,073,934	1,146,832	1,146,832	6.8%
Licenses and Permits	550,157	570,321	515,010	508,020	522,000	522,000	2.8%
Fines	458,623	448,231	560,000	585,000	583,000	583,000	-0.3%
Charges for Services	277,211	285,100	246,858	242,926	259,335	259,335	6.8%
Other Revenues	311,810	303,141	326,799	322,598	312,843	317,843	-3.0%
Other Financing Sources	47,247	9,890	-	38,000	128,400	133,400	237.9%
Total Revenues	10,739,090	10,845,954	11,073,239	11,039,078	11,267,039	11,272,189	2.1%
Expenditures							
General Government	1,057,228	1,079,474	1,187,420	1,190,177	1,172,689	1,172,839	-1.5%
Public Safety	6,689,453	6,842,777	6,828,535	6,907,187	7,079,350	7,079,350	2.5%
Public Works	2,515,524	2,655,576	2,626,506	2,674,683	2,662,313	2,662,313	-0.5%
Health	146,122	145,037	147,442	148,360	150,528	150,528	1.5%
Culture and Recreation	100,662	95,527	68,630	80,671	73,759	73,759	-8.6%
Other Financing Uses	51,477	28,000	38,000	38,000	128,400	133,400	237.9%
Total Expenditures	10,560,466	10,846,391	10,896,533	11,039,078	11,267,039	11,272,189	2.1%
Net Change in Fund Balance	178,623	(437)	176,706	-	-	-	
Adjustment for Assessment Error	(1,460,298)	-	-	-	-	-	
Change in Fund Balance Including Error	(1,281,675)	(437)	176,706	-	-	-	
Beginning Fund Balance	6,102,581	6,281,204	6,280,767	6,280,767	6,457,473	6,457,473	
Less: Surplus Applied	-	-	-	(38,000)	(128,400)	(133,400)	
Ending Fund Balance	\$ 6,281,204	\$ 6,280,767	\$ 6,457,473	\$ 6,242,767	\$ 6,329,073	\$ 6,324,073	



General Fund Revenue and Expenditure Composition



Budget Metrics – General Fund

General Fund Revenue by Source

	2014	2015	2016	2016	2017	2017	% Chg
	Actual	Actual	Projected	Adopted	Proposed	Adopted	Budget
				Budget	Budget	Budget	'16 to '17
Revenues							
Property Taxes	\$ 7,827,199	\$ 7,997,921	\$ 8,113,600	\$ 8,113,600	\$ 8,139,629	\$ 8,134,779	0.3%
PILOT Revenues	\$ 142,755	\$ 168,345	\$ 155,000	\$ 155,000	\$ 175,000	\$ 175,000	12.9%
Intergovernmental	1,124,088	1,063,004	1,155,972	1,073,934	1,146,832	1,146,832	6.8%
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Fines	458,623	448,231	560,000	585,000	583,000	583,000	-0.3%
Charges for Services	277,211	285,100	246,858	242,926	259,335	259,335	6.8%
Other Revenues	311,810	303,141	326,799	322,598	312,843	317,843	-1.5%
Other Financing Sources	47,247	9,890	-	38,000	128,400	133,400	251.1%
Total Revenues	\$ 10,739,090	\$ 10,845,954	\$ 11,073,239	\$ 11,039,078	\$ 11,267,039	\$ 11,272,189	2.1%

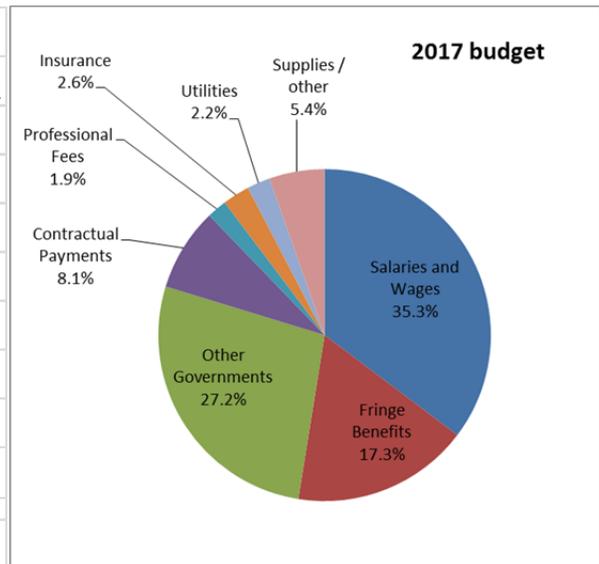
- Intergovernmental: The Village receives State aid from four major programs. Transportation aid, Recycling aids, State Shared Revenues and Expenditure restraint program aids. Overall, these aids are expected to remain essentially unchanged. There was however, a change in billing practices that now shows an additional \$65,000 per year rental income from the North Shore Fire department as intergovernmental revenues.
- Licenses and Permits: Building Inspection revenue budget increased by \$20,000 over the 2016 budget based on the continuation of strong residential and business improvement activities. Code Compliance fees have also been eliminated under the new state law.
- Fines: Staff is proposing no budget increases for parking fines in 2017 until better information is available on trends using the new parking citation and parking enforcement system.
- Charges for services: The 2017 budget for charge remains relatively unchanged based on current trends, except for projected increased charges for disposal fees of 6.3% to Whitefish Bay due to volume and cost increases.
- Other Financing Sources: General Fund reserves of \$96,600 are budgeted to support one-time capital project costs in 2017, up from \$38,000 in 2016. In addition, staff is also proposing the use of \$36,800 of general fund reserves in order to stabilize the debt service tax levy at 5% in 2017.

Budget Metrics – General Fund

General Fund Expenditure by Category

The General Fund budgeted expenditures have been summarized into the eight major categories listed above. The information presented show the comparative amounts budgeted for 2016 and 2017, the dollar amount and percentage change from the previous year, and each categories percentage of the total 2017 General Fund proposed expenditures.

Category	2016 budget	2017 budget	\$ Change	% Change	% of GF Total Expenditures
Salaries and Wages	4,068,778	3,988,922	(79,856)	-2.0%	35.4%
Fringe Benefits	1,886,601	1,922,497	35,896	1.9%	17.0%
Other Governments	2,924,970	3,074,254	149,284	5.1%	27.3%
Contractual Payments	848,151	912,299	64,148	7.6%	8.1%
Professional Fees	236,168	217,894	(18,274)	-7.7%	1.9%
Insurance	283,737	298,070	14,333	5.1%	2.6%
Utilities	246,510	253,627	7,117	2.9%	2.2%
Supplies / other	544,163	612,894	68,731	12.6%	5.4%
Total Expenditures	11,039,078	11,280,457	241,379	2.2%	100.0%



The 2017 budget has maintained or exceeded service levels, programs and projects that reflect the Vision plans that the Village Board adopted in 2006, 2009 and 2014. There were however a number of other factors that have impacted the preparation of the 2017 budget.

The following pages will provide more detailed information on the composition of each category, and the major factors that have changed from the prior year.

Budget Metrics – General Fund

Salary and Wages

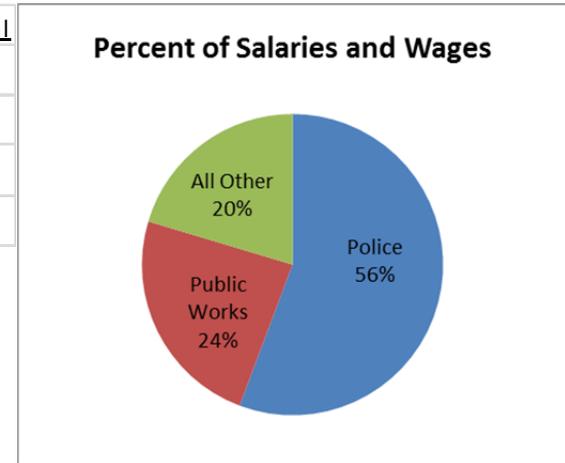
<u>Category</u>	<u>2016 budget</u>	<u>2017 budget</u>	<u>\$ Change</u>	<u>% Change</u>	<u>% of GF Total</u>
Police	2,271,014	2,222,668	(48,346)	-2.1%	19.7%
Public Works	1,002,340	953,817	(48,523)	-4.8%	8.4%
All Other	795,424	812,437	17,013	2.1%	7.2%
Salaries and Wages	4,068,778	3,988,922	(79,856)	-2.0%	35.3%

Salary and wages make up more than 35% of the total General Fund budget. These wages can be summarized into 3 large blocks as illustrated above. This budget includes a base salary increase of 1.5% for most staff in 2017, with a 0.5% allowance for merit increases for non-union municipal staff for the second half of 2017.

The Police salaries total decreased due to an anticipated 0.5 FTE staffing reduction for civilian positions in 2017 as a result of planned operational changes in weekend and evening staffing needs. In addition, staff is budgeting for 6 months of officer vacancies in 2017 during the new officer recruitment processes that may be due to staff turnover and retirements.

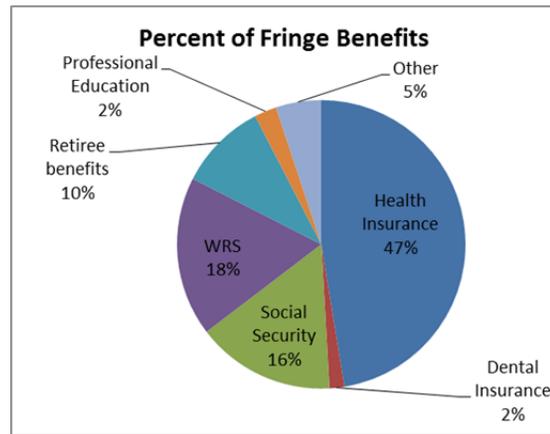
Due to changes in Public Works salary trends, slightly more staff time has been allocated to Water utility operations in 2017 which reduces the remaining amount for general fund activities.

Conversely, slightly more time has been allocated to the general fund activities for the “All Other” salary category in 2017. With TID 1 nearing the end of its spending period, fewer costs have also been allocated to this function in 2017.



Budget Metrics – General Fund

Fringe Benefits



<u>Category</u>	<u>2016 budget</u>	<u>2017 budget</u>	<u>\$ Change</u>	<u>% Change</u>	<u>% of GF Total</u>
Health Insurance	910,050	895,038	(15,012)	-1.6%	7.9%
Dental Insurance	34,779	32,547	(2,232)	-6.4%	0.3%
Social Security	309,413	303,146	(6,267)	-2.0%	2.7%
WRS	321,341	348,665	27,324	8.5%	3.1%
Retiree benefits	171,141	193,476	22,335	13.1%	1.7%
Professional Education	54,015	50,615	(3,400)	-6.3%	0.4%
Other benefits	95,643	99,010	3,367	3.5%	0.9%
Fringe Benefits	1,896,382	1,922,497	26,115	1.4%	17.0%

Fringe Benefits make up another 17.0% of the total General Fund budget. They can be summarized into 7 major categories as illustrated above.

Health insurance premiums are currently budgeted at a 0.0% increase for 2017. However, there have also been several employee health plan coverage enrollment changes in 2017 compared to the 2016 budget which will offset some of these increased health care costs in the General Fund. Also, as staff wages may shift from fund to fund, benefit costs will also be allocated accordingly.

WRS costs will increase in 2017 due to a 3% increase in the WRS rates for general staff, and a 14.8% increase for police. This is in addition to the fluctuations that would normally be associated with any changes in salary.

With the retirement of another DPW staff in 2016, expected retiree health care costs will again increase in 2017. This trend should begin to stabilize in 2018 and 2019 as some former employees will start aging out as new retiree’s may be added.

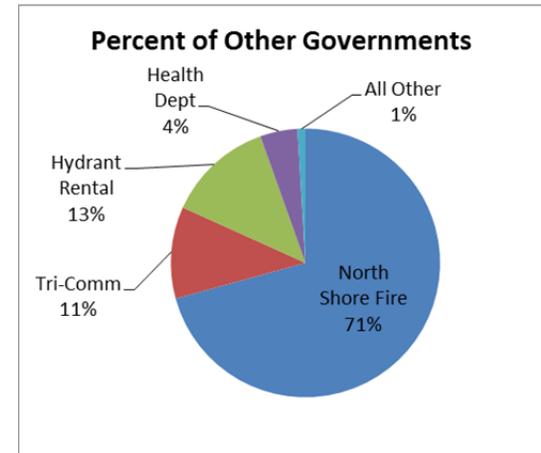
Professional education decreased due to changes in the amount needed to support continued Lean training in the Village Manager’s budget and reduced training needs for poll workers for the elections in 2017.

Other Benefits include Life Insurance, flexible benefit costs, opt out insurance stipends, and the merit pay contingency.

Budget Metrics – General Fund

Other Government payments

Category	2016 budget	2017 budget	\$ Change	% Change	% of GF Total
North Shore Fire	2,068,658	2,171,460	102,802	5.0%	19.2%
Tri-Comm	322,809	329,254	6,445	2.0%	2.9%
Hydrant Rental	374,672	412,139	37,467	10.0%	3.7%
Health Dept	130,981	133,601	2,620	2.0%	1.2%
All Other	27,850	27,800	(50)	-0.2%	0.2%
Other Governments	2,924,970	3,074,254	149,284	5.1%	27.3%



Other government payments make up approximately 27% of the total General Fund budget. They can be summarized into categories illustrated above.

Fire and EMS services are provided to the village by the North Shore Fire Department. The cost for these services has increased by 1.75% in 2017, although now that rental fees are part of revenues instead of a cost offset, these numbers look higher than this cost increase reflects.

The Tri-Comm dispatch services contract have been budgeted for a 1.3% increase in 2017.

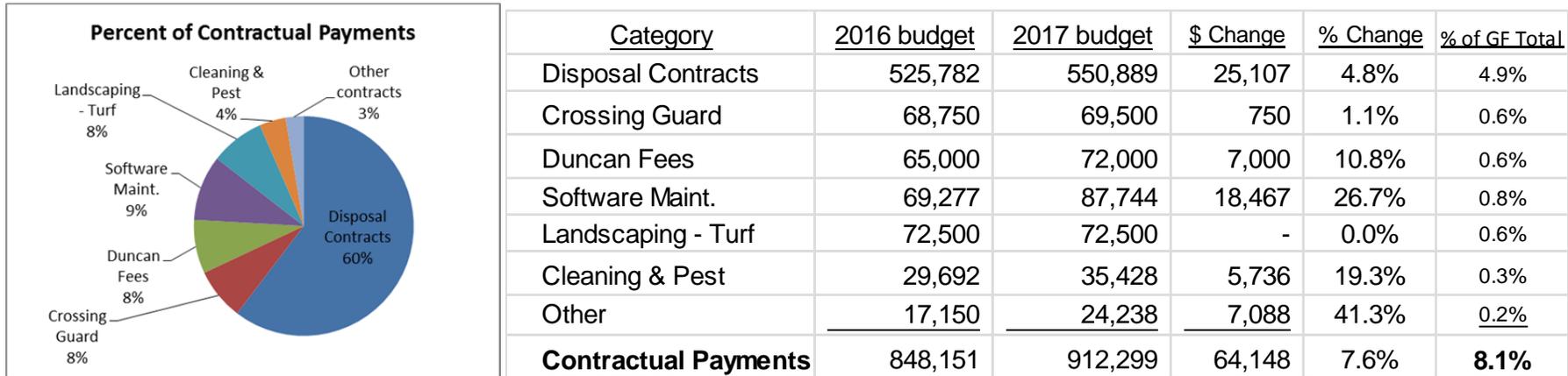
Hydrant rental fees are the cost for public fire protection services which are paid to the water utility. Staff has estimated that will be at a 10% increase in these fees at this time, pending the final review of the Public Service Commission rate increases currently being considered.

Health department fees paid to the North Shore Health Department budget increased by 2.0% in 2017.

The all other category includes the Atwater Beach lifeguard services paid to Milwaukee County, MADACC fees, and the vehicle suspension fees paid by the police department to the State of Wisconsin.

Budget Metrics – General Fund

Contractual Payments



Contractual Payments make up 8.1% of the total General Fund budget. They can be summarized into 7 categories as illustrated above.

Duncan fees for the police department have increased slightly due to a full year of activity and the anticipated level of citations to be issued in 2017.

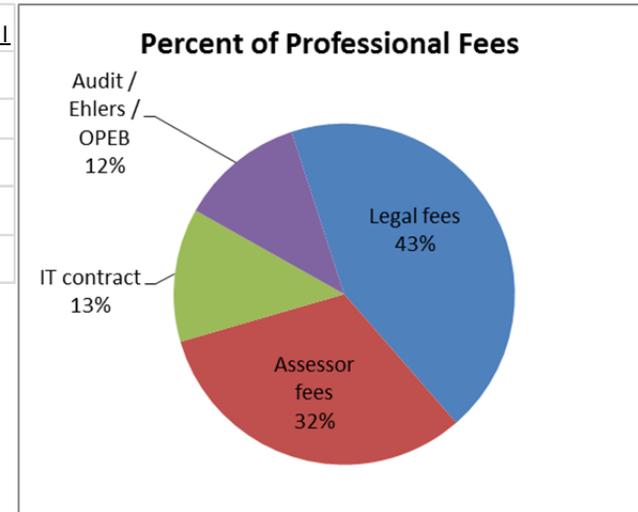
Software maintenance includes the annual BS&A service fees of \$15,000, Barracuda, anti-virus, and various other technology support costs \$15,000, and police technology costs of \$50,000. New police technology costs of \$14,600 for body camera software accounts for most of the increase in 2017.

The “Other” category includes, Atwater Beach landscaping as well as various other smaller contracted services. Atwater landscaping was an \$8,000 increase in 2017 to support additional bluff maintenance efforts.

Budget Metrics – General Fund

Professional Fees

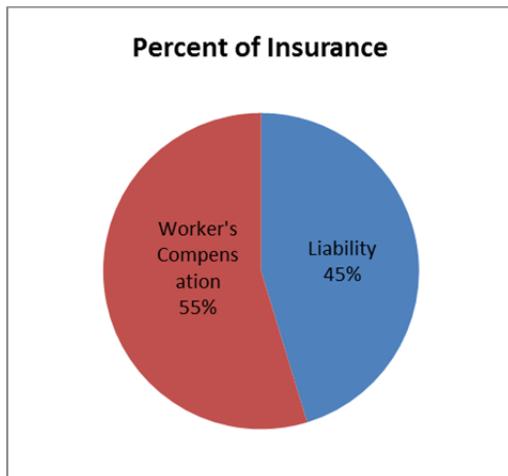
<u>Category</u>	<u>2016 budget</u>	<u>2017 budget</u>	<u>\$ Change</u>	<u>% Change</u>	<u>% of GF Total</u>
Legal fees	110,000	95,000	(15,000)	-13.6%	0.8%
Assessor fees	69,500	69,500	-	0.0%	0.6%
IT contract	25,868	27,594	1,726	6.7%	0.2%
Audit / Ehlers	18,300	25,800	7,500	41.0%	0.2%
Professional Fees	223,668	217,894	(5,774)	-2.6%	1.9%



Professional fees make up just under 2% of the total General Fund budget. They can be summarized into the 4 categories as illustrated above.

The most significant change are in the Legal fees which reflect less costs anticipated for labor negotiations now that the new police union contract has been adopted.

Insurance



<u>Category</u>	<u>2016 budget</u>	<u>2017 budget</u>	<u>\$ Change</u>	<u>% Change</u>	<u>% of GF Total</u>
Liability	125,875	134,977	9,102	7.2%	1.2%
Worker's Comp.	159,081	163,093	4,012	2.5%	1.4%
Insurance	284,956	298,070	13,114	4.6%	2.6%

Insurance costs make up 2.6% of the total General Fund budget.

Liability insurance costs are projected to increase by 2.0% in 2017; however they were slightly under budgeted in 2016 due to a cost sharing adjustment which makes the comparative numbers show a higher percentage increase. Workers Compensation base rates actually decreased slightly in 2017, however the Village's experience modifier increased by 9% going from 1.15 to 1.25.

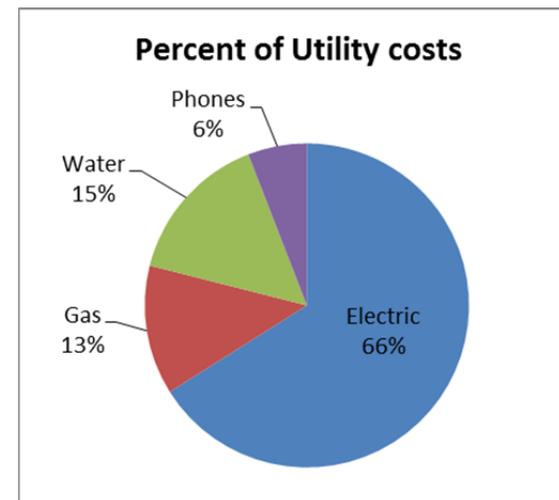
Budget Metrics – General Fund

Utility costs

<u>Category</u>	<u>2016 budget</u>	<u>2017 budget</u>	<u>\$ Change</u>	<u>% Change</u>	<u>% of GF Total</u>
Electric	166,322	167,494	1,172	0.7%	1.5%
Gas	33,648	32,764	(884)	-2.6%	0.3%
Water	32,625	38,454	5,829	17.9%	0.3%
Phones	<u>13,915</u>	<u>14,915</u>	<u>1,000</u>	7.2%	<u>0.1%</u>
Utilities	246,510	253,627	7,117	2.9%	<u>2.2%</u>

Utility costs also make up just over 2% of the total General Fund budget. They can be summarized into the 4 categories as illustrated above.

Most notable is that water costs have increased based on the anticipated new rate structure currently under consideration by the Public Service Commission, as well as increased usage.



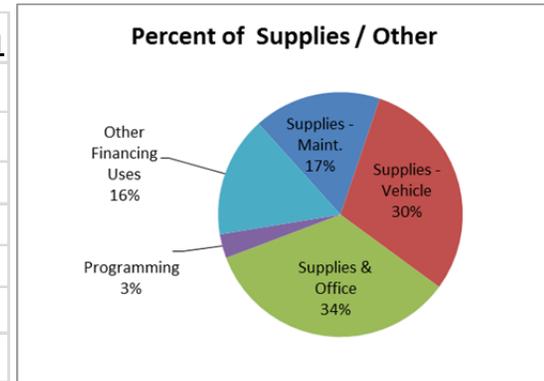


Budget Metrics – General Fund

The remaining 5.4% of the General fund costs relate primarily to supplies and maintenance costs. Many of these costs are cross charged from one department to another which generates a negative value for Interdepartmental expenses as these charges reduce one budget and then apply the appropriate expense to another department’s budget, therefor netting against each other.

Supplies / other

<u>Category</u>	<u>2016 budget</u>	<u>2017 budget</u>	<u>\$ Change</u>	<u>% Change</u>	<u>% of GF Total</u>
Supplies & Office	133,774	134,301	527	0.4%	1.2%
Supplies - Maintenance	269,313	240,727	(28,586)	-10.6%	2.1%
Supplies - Vehicle	289,280	275,675	(13,605)	-4.7%	2.4%
Programming	23,400	25,500	2,100	9.0%	0.2%
Other Financing Uses	38,000	133,400	95,400	251.1%	1.2%
Interdepartmental Exp	<u>(208,104)</u>	<u>(196,709)</u>	<u>11,395</u>	<u>-5.5%</u>	<u>-1.7%</u>
Supplies / other	545,663	612,894	67,231		5.4%



The Supplies & Office category includes subscription, postage, copier costs, and other departmental office supplies.

Supplies – Maintenance are primarily DPW material costs, including \$72,465 for building maintenance and \$46,054 for the salt contract. Overall these costs decreased by about \$28,000 in 2017, with almost \$11,000 of this amount tied to the salt contract.

Supplies – Vehicle are for vehicle repairs and operations, including \$132,275 for fuel. Fuel costs are approximately \$14,500 less in the 2017 budget compared to 2016 due to lower than expected fuel prices.

Programming costs include MADACC, resident mediation, sustainability, awards/recognition, and neighborhood loan program expenses.

Other Financing uses include General Fund reserves of \$96,600 budgeted to support one-time capital project costs in 2017, up from \$38,000 in 2016. In addition, staff is also proposing the use of \$36,800 of general fund reserves in order to stabilize the debt service tax levy at 5% in 2017.

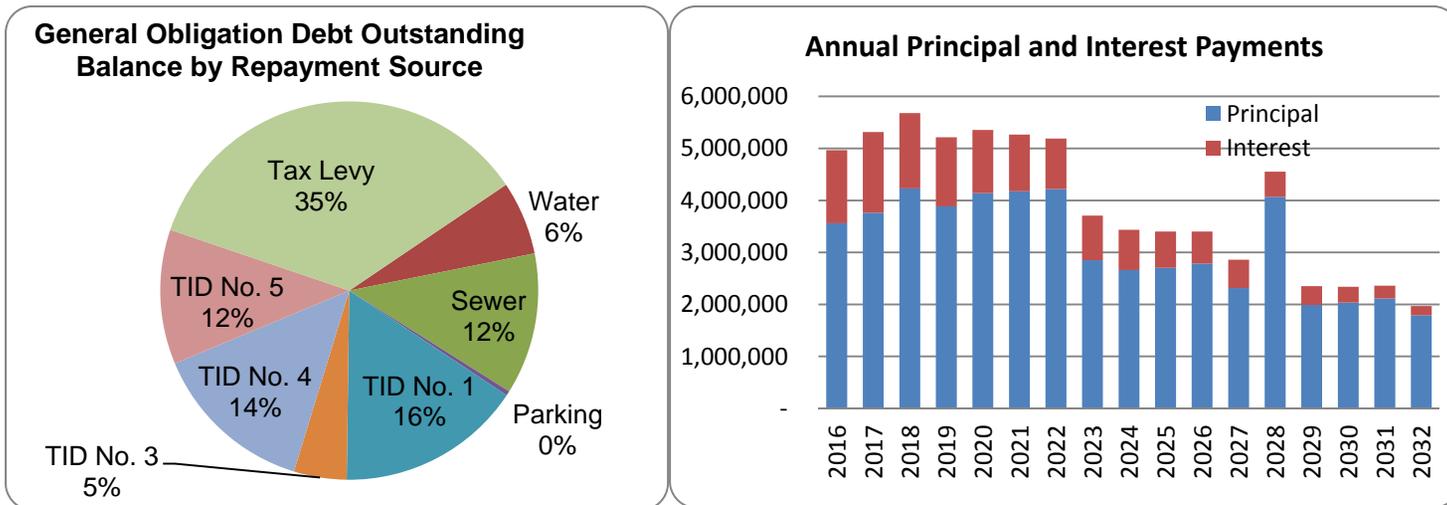


Department Description

The Debt Service Fund is used to account for all principal and interest payments on debt taken out for general capital purposes. Payments for principal and interest are funded through the annual tax levy. Debt issued for TID No. 1, 3, 4 or 5 projects is reported as expenditures within the Debt Service Fund and a transfer is reported from the applicable TID Fund.

Debt issued for Utility projects is reported within the applicable fund (Parking, Water or Sewer). Even though the expenses for debt service for Enterprise funds are reported in those funds, the repayment schedules included in the section show all of the Village’s general obligation bonds. This section of the budget includes the following schedules:

- Overall Debt Service Fund Budget;
- List of Outstanding Debt: shows all long-term bonds, notes and loans of the Village. This schedule also shows the 2016 payments and ending balances by funding source (Tax levy, TID’s, or Utility);
- Debt Repayment Schedules – By Debt Issue: this schedule shows the repayment plan for each outstanding obligation, including the funding source. The totals for this schedule include totals by each repayment source.



2017 Budget

Debt Service Fund - 300

Account Number	Account Name	2014 Actual	2015 Actual	2016 YTD 6/30	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to prop	Category
Revenues										
300-8000-41110	Property Taxes	\$ 1,336,030	\$ 1,511,274	\$ 1,583,492	1,583,492	1,583,492	\$ 1,662,666	1,662,666	5%	Taxes
300-8000-43290	Other Federal Grants	9,883			-	-		-	0.0%	Intergov't
300-8000-48100	Interest Income	831			-	-		-	0.0%	Other Rev
300-9000-49400	Transfers from Capital Projects	26,313			230,729	-		-	0.0%	OFS
300-9000-49401	Transfers from TID No. 1	1,168,989	1,377,553	904,244	1,416,719	1,416,719	1,524,341	1,524,341	7.6%	OFS
300-9000-49403	Transfers from TID No. 3	20,900	107,247	115,111	257,755	257,755	323,674	323,674	25.6%	OFS
300-9000-49404	Transfers from TID No. 4	301,744	500,244	109,871	509,744	509,744	488,944	488,944	-4.1%	OFS
300-9000-49405	Transfers from TID No. 5		137,709	99,548	199,098	199,098	249,098	249,098	25.1%	OFS
300-9000-49900	Surplus Applied	-	-	-	-	-	98,364	98,364	0.0%	OFS
300-9000-49900	General Fund Reserves	-	-	-	-	-	36,800	36,800	0.0%	OFS
	Total Revenue	<u>2,864,689</u>	<u>3,634,027</u>	<u>2,812,266</u>	<u>4,197,537</u>	<u>3,966,808</u>	<u>4,383,887</u>	<u>4,383,887</u>	<u>10.5%</u>	
Expenditures										
300-8000-58100	Principal	5,583,064	2,517,512	1,686,724	2,811,724	2,811,724	3,101,331	3,101,331	10.3%	Debt
300-8000-58200	Interest	949,140	1,149,595	589,620	1,155,084	1,155,084	1,280,556	1,280,556	10.9%	Debt
300-8000-58900	Other Finance Charges	130	475	350		-	2,000	2,000	0.0%	Debt
300-8000-59800	Payment to Refunding Bonds E	-	-	-	-	-	-	-	0.0%	Debt
	Total Expenditures	<u>6,532,333</u>	<u>3,667,582</u>	<u>2,276,694</u>	<u>3,966,808</u>	<u>3,966,808</u>	<u>4,383,887</u>	<u>4,383,887</u>	<u>10.5%</u>	
	Net Change in Fund Balance	<u>(3,667,644)</u>	<u>(33,556)</u>	<u>535,572</u>	<u>230,729</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>	
	Beginning Fund Balance	3,705,261	37,617	4,061	4,061	4,061	234,790	234,790		
	Surplus Applied	-	-	-	-	-	(36,800)	(36,800)		
	Ending Fund Balance	<u>\$ 37,617</u>	<u>\$ 4,061</u>	<u>\$ 539,633</u>	<u>\$ 234,790</u>	<u>\$ 4,061</u>	<u>\$ 197,990</u>	<u>\$ 197,990</u>		

Restricted Fund Balances (Debt Proceeds)	2016 for 2017
2017 general levy debt service	98,364
2018 general levy debt service	82,365
2019 general levy debt service	50,000
Total Restricted Fund Balance	<u>230,729</u>

2017 Budget

Debt Service Fund - 300

Overview



The purpose for each obligation is summarized below, the funding sources, and amounts outstanding are presented on the List of Outstanding Debt:

Clean Water Fund Loan - 1998 - \$988,737

These bonds were issued to reconstruct approximately 4,000 feet of sewer mains. This debt can be prepaid at any time, bears interest of 2.64% and has a final maturity date in 2018.

General Obligation Refunding Bonds - 2002 - \$7,335,000

These bonds refunded General Obligation Bonds issued in 1991 and 1993 as well as State Trust Fund Loans issued in 1995, 1996, 1997 and 2000 and to refund \$5.0 million in Bond Anticipation Notes issued in 2002. These bonds were partially refunded in 2011, bear interest from 2.125% to 4.75% and have a final maturity date in 2018.

State Trust Fund Loan - 2004 - \$129,000

This loan was issued to replace water mains. This debt can be prepaid at any time, bears interest of 3.75% and has a final maturity date in 2014.

General Obligation Promissory Notes – 2008A - \$2,335,000

These notes were issued to pay for water valve replacement, sewer inflow and infiltration work, part of the sewer downspout disconnect and road reconstruction. These notes are callable in 2016, bear interest of 3.0-4.3% and have a final maturity date in 2018.

Taxable General Obligation Corporate Purpose Bonds – 2010 - \$4,720,000

Approximately \$1.8 million of these bonds were issued to refinance in State Trust Fund Loans issued in 2005 for payment of the Village's outstanding pension liability. The remainder of the issuance was done to finance TID No. 1 economic development costs including the Village's large façade program and development incentive payments. These bonds are callable in 2017, bear interest of 1.0-5.2% and have a final maturity date in 2025.

General Obligation Corporate Purpose Bonds – 2011 - \$8,565,000

Approximately \$2.5 million of these bonds were issued to refinance portions of the 2002 GO Refunding Bonds. The remainder of the issuance was done to finance the 2011 road program, significant park improvements, water projects, sanitary sewer engineering and dispatch and fire equipment. These bonds are callable in 2019, bear interest of 2.0-3.5% and have a final maturity date in 2026.

General Obligation Community Development Bonds – 2012A - \$6,165,000

These bonds were issued to finance a developer grant and other development activities within TID No. 4. These bonds bear an interest rate of 2.0-3.25% and have a final maturity date in 2031.

2017 Budget

Debt Service Fund - 300

Overview



General Obligation Community Development Bonds – 2012B - \$1,900,000

These bonds were primarily issued to finance the developer loan within TID No. 4. These bonds bear an interest rate of 2.0-3.5% and have a final maturity date in 2028.

General Obligation Corporate Purpose Bonds – 2012C - \$9,465,000

These bonds were issued for general government infrastructure needs, sewer improvements and other capital projects. These bonds bear an interest rate of 2.0-3.0% and have a final maturity date in 2032.

General Obligation Corporate Purpose Bonds – 2013 - \$5,290,000

These bonds were issued for the refunding of the balances of the \$1,700,000 2005B bonds issued for TID No. 1 and the balances of the \$3,885,000 2010A Build America Bonds issued for TID No. 1 and TID No. 3 activities. These bonds bear an interest rate of 1.35-4.85% and have a final maturity date in 2022.

General Obligation Community Development Bonds – 2014A - \$4,720,000

These bonds were issued to finance various infrastructure projects including significant roads, water, and sewer work done in 2014. These bonds bear an interest rate of 2.0-3.0% and have a final maturity date in 2034.

Taxable General Obligation Corporate Purpose Bonds – 2015A - \$8,050,000

Approximately \$1.8 million of these bonds were issued to finance TID No. 3 developer subsidies and improvements. The remainder of the issuance was done to finance TID No. 5 land acquisition costs. These bonds are callable in 2022, bear interest of 0.8-4.0% and have a final maturity date in 2034.

General Obligation Corporate Purpose Bonds – 2016A - \$9,625,000

These bonds were issued for general government infrastructure needs, water improvements and other capital projects including a new police facility. A portion of these bonds were also used to refund the remaining 2008B bonds that were issued to finance Oakland Avenue and Capitol Drive street reconstruction within TID No. 1. These bonds bear an interest rate of 2.0-4.0% and have a final maturity date in 2036.

Sewer Utility Revenue Bonds – 2016B - \$2,285,000

These bonds were issued for sewer infrastructure improvements and bear interest of 2.0-3.0% and have a final maturity date in 2036.

2017 Budget

Debt Service Fund

List of Outstanding Debt - as of December 31, 2016

Name of Debt	Issue Date	Final Maturity	Interest Rates	Original Amount	Funding Source	Expected Balance 12/31/2015	Add's	2016 Payment Principal	Interest	Expected Balance 12/31/2016
Clean Water Fund Loan	6/15/1998	5/1/2018	2.64%	\$ 988,737	Sewer	\$ 276,878	\$ -	\$ 89,898	\$ 6,123	\$ 186,980
GO Refunding Bonds	3/1/2002	9/1/2018	2.125-4.75%	7,335,000	Village	315,000	-	100,000	12,485	215,000
State Trust Fund Loan	4/22/2004	3/15/2019	3.75%	129,000	Water	43,377	-	10,097	2,066	33,280
GO Promissory Notes				920,000	Village	-	-	-	-	-
GO Promissory Notes				605,000	Water	100,000	-	100,000	1,825	-
GO Promissory Notes				560,000	Sewer	80,000	-	80,000	1,460	-
Total GO Promissory Notes	12/20/2006	4/1/2016	3.6-3.65%	2,085,000		180,000	-	180,000	3,285	-
GO Community Dev Bonds	2/12/2008	8/1/2022	3.15%	3,520,000	TID No. 1	2,295,000	-	2,295,000	77,596	-
GO Promissory Notes				1,740,000	Village	725,000	-	240,000	30,455	485,000
GO Promissory Notes				305,000	Water	135,000	-	40,000	5,680	95,000
GO Promissory Notes				290,000	Sewer	145,000	-	40,000	6,105	105,000
Total GO Promissory Notes	11/18/2008	10/1/2018	3.00-4.30%	2,335,000		1,005,000	-	320,000	42,240	685,000
Taxable GO Corp Purp Bonds				1,679,329	Village	1,266,628	-	96,724	56,840	1,169,904
Taxable GO Corp Purp Bonds				2,897,225	TID No. 1	2,400,000	-	250,000	99,138	2,150,000
Taxable GO Corp Purp Bonds				70,788	Water	53,479	-	4,084	2,400	49,395
Taxable GO Corp Purp Bonds				72,658	Sewer	54,893	-	4,192	2,464	50,701
Total Taxable GO Corp Purp Bonds	5/11/2010	5/1/2025	1.00-5.20%	4,720,000		3,775,000	-	355,000	160,842	3,420,000
GO Corp Purp Bonds				6,390,000	Village	4,750,000	-	550,000	129,306	4,200,000
GO Corp Purp Bonds				560,000	Water	535,000	-	20,000	16,263	515,000
GO Corp Purp Bonds				1,615,000	Sewer	1,360,000	-	90,000	39,656	1,270,000
Total GO Corp Purp Bonds	8/25/2011	8/1/2026	.085 - 3.90%	8,565,000		6,645,000	-	660,000	185,225	5,985,000
GO Community Dev Bonds 2012A	3/8/2012	12/1/2031	2.0-3.25%	6,165,000	TID No. 4	5,915,000	-	190,000	161,206	5,725,000
Taxable GO Com Dev Bonds 2012B	3/8/2012	12/1/2028	2.0-3.50%	1,990,000	TID No. 4	1,890,000	-	100,000	58,538	1,790,000
GO Corp Purp Bonds				3,055,000	Village	2,815,000	-	115,000	58,895	2,700,000
GO Corp Purp Bonds				1,010,000	TID No. 1	700,000	-	90,000	14,000	610,000
GO Corp Purp Bonds				4,415,000	Sewer	4,030,000	-	145,000	96,220	3,885,000
GO Corp Purp Bonds				705,000	Water	620,000	-	30,000	12,970	590,000
GO Corp Purp Bonds				280,000	Parking	230,000	-	15,000	4,778	215,000
Total GO Corp Purp Bonds 2012C	8/7/2012	8/1/2032	2.0-3.0%	9,465,000		8,395,000	-	395,000	186,863	8,000,000

2017 Budget

Debt Service Fund

List of Outstanding Debt - as of December 31, 2016

Name of Debt	Issue Date	Final Maturity	Interest Rates	Original Amount	Funding Source	Expected	Add's	2016 Payment		Expected
						Balance 12/31/2015		Principal	Interest	Balance 12/31/2016
Taxable GO Corp Purp Bonds				4,849,800	TID No. 1	4,414,320	-	508,824	107,465	3,905,496
Taxable GO Corp Purp Bonds				440,200	TID No. 3	400,680	-	46,176	9,753	354,504
Total Taxable GO Bonds 2013A	12/31/2013	5/1/2022	1.35-4.85%	5,290,000		4,815,000	-	555,000	117,218	4,260,000
GO Corp Purp Bonds				1,676,554	Village	3,565,000	-	95,000	98,787	3,470,000
GO Corp Purp Bonds				2,900,000	TID No. 3	370,000	-	40,000	9,656	330,000
GO Corp Purp Bonds				70,788	Water	865,000	-	40,000	23,719	825,000
GO Corp Purp Bonds				72,658	Sewer	1,050,000	-	40,000	29,000	1,010,000
Total GO Corp Purp Bonds 2014A	10/23/2014	4/1/2034	2.0-3.0%	4,720,000		5,850,000	-	215,000	161,162	5,635,000
Taxable GO Corp Purp Bonds				1,860,000	TID No. 3	1,860,000	-	115,000	37,170	1,745,000
Taxable GO Corp Purp Bonds				6,190,000	TID No. 5	6,190,000	-	-	199,098	6,190,000
Total Taxable GO Bonds 2015A	1/22/2015	7/1/2034	0.8-4.0%	8,050,000		8,050,000	-	115,000	236,268	7,935,000
GO Corp Purp Bonds				6,480,000	Village	-	6,480,000	-	-	6,480,000
GO Corp Purp Bonds				1,865,000	TID No. 1	-	1,865,000	-	-	1,865,000
GO Corp Purp Bonds				1,280,000	Water	-	1,280,000	-	-	1,280,000
Total GO Corp Purp Bonds 2016A	8/10/2016	7/1/2036	2.0-3.0%	9,625,000		-	9,625,000	-	-	9,625,000
Grand Total						\$ 49,450,255	\$ 9,625,000	\$ 5,579,995	\$ 1,411,117	\$ 53,495,260
Total Water						\$ 2,351,856	\$ 1,280,000	\$ 244,181	\$ 64,923	\$ 3,387,675
Total Sewer						6,996,771	-	489,090	181,028	6,507,681
Total Parking						230,000	-	15,000	4,778	215,000
Total Business-Type Activities						9,578,627	1,280,000	748,271	250,729	10,110,356
Total TID No. 1						9,809,320	1,865,000	3,143,824	298,199	8,530,496
Total TID No. 3						2,630,680	-	201,176	56,579	2,429,504
Total TID No. 4						7,805,000	-	290,000	219,744	7,515,000
Total TID No. 5						6,190,000	-	-	199,098	6,190,000
Debt Service Fund						13,436,628	6,480,000	1,196,724	386,768	18,719,904
Total Governmental Activities						39,871,628	8,345,000	4,831,724	1,160,388	43,384,904
Grand Total						\$ 49,450,255	\$ 9,625,000	\$ 5,579,995	\$ 1,411,117	\$ 53,495,260

Municipal Debt Limit: *In accordance with Wisconsin Statutes, the total general obligation indebtedness of the village may not exceed five percent of the total equalized value of the taxable property within the village's jurisdiction. Based on this calculation, the debt limit for the village as of December 31, 2016 was \$78,380,115. The total general obligation debt outstanding at year end was \$53,495,20 or 3.4% of equalized value.*

2017 Budget

General Fund



The General Fund is the primary operating fund of the Village. This fund accounts for the financial resources of the Village which are not accounted for in any other fund. Principal revenue sources are property tax, utility taxes, licenses, permits and state shared revenues. The General Fund accounts for expenditures related to the general administration of the Village (general government), the protection and safety of people within the Village, including police, fire services and planning (public safety), the general health and welfare of our citizens (health), the maintenance and upkeep of infrastructure within the Village (public works) as well as providing for a sense of community (culture and recreation).

This section of the budget is organized as follows:

1. General Fund Summary – shows revenues grouped by source and expenditures by function.
2. General Fund Revenues by Department – provides revenue totals for each department.
3. General Fund Detailed Revenues Budget – provides revenues by line item, in department order (also provided within each department's section).
4. General Fund Expenditures by Object - shows expenditures for the General Fund grouped by object rather than department.
5. General Fund Expenditure Summary by Department – shows expenditures for each department in the General Fund.

Those summary schedules are then followed by the departments' narratives, detail revenue budget and line item expenditure budget. Each expenditure budget is followed by a detail sheet which shows major components for expenditure accounts when multiple expenditures are grouped into one account.

2017 Budget

General Fund Summary

General Fund Summary	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop
Revenues							
Property Taxes	\$ 7,827,199	\$ 7,997,921	\$ 8,113,600	\$ 8,113,600	\$ 8,139,629	\$ 8,134,779	0.3%
PILOT Revenues	\$ 142,755	\$ 168,345	\$ 155,000	\$ 155,000	\$ 175,000	\$ 175,000	12.9%
Intergovernmental	1,124,088	1,063,004	1,155,972	1,073,934	1,146,832	1,146,832	6.8%
Licenses and Permits	550,157	570,321	515,010	508,020	522,000	522,000	2.8%
Fines	458,623	448,231	560,000	585,000	583,000	583,000	-0.3%
Charges for Services	277,211	285,100	246,858	242,926	259,335	259,335	6.8%
Other Revenues	311,810	303,141	326,799	322,598	312,843	317,843	-3.0%
Other Financing Sources	47,247	9,890	-	38,000	128,400	133,400	237.9%
Total Revenues	10,739,090	10,845,954	11,073,239	11,039,078	11,267,039	11,272,189	2.1%
Expenditures							
General Government	1,057,228	1,079,474	1,187,420	1,190,177	1,172,689	1,172,839	-1.5%
Public Safety	6,689,453	6,842,777	6,828,535	6,907,187	7,079,350	7,079,350	2.5%
Public Works	2,515,524	2,655,576	2,626,506	2,674,683	2,662,313	2,662,313	-0.5%
Health	146,122	145,037	147,442	148,360	150,528	150,528	1.5%
Culture and Recreation	100,662	95,527	68,630	80,671	73,759	73,759	-8.6%
Other Financing Uses	51,477	28,000	38,000	38,000	128,400	133,400	237.9%
Total Expenditures	10,560,466	10,846,391	10,896,533	11,039,078	11,267,039	11,272,189	2.1%
Net Change in Fund Balance	178,623	(437)	176,706	-	-	-	
Adjustment for Assessment Error	(1,460,298)	-	-	-	-	-	
Change in Fund Balance Including Error	(1,281,675)	(437)	176,706	-	-	-	
Beginning Fund Balance	6,102,581	6,281,204	6,280,767	6,280,767	6,457,473	6,457,473	
Less: Surplus Applied	-	-	-	(38,000)	(128,400)	(133,400)	
Ending Fund Balance	\$ 6,281,204	\$ 6,280,767	\$ 6,457,473	\$ 6,242,767	\$ 6,329,073	\$ 6,324,073	
Fund Balance Components:							
Committed for Health purposes	115,768	-	-	-	-	-	
Assigned for Neighborhood Loan Program	107,875	287,939	210,000	-	-	175,000	
Assigned for future retirement costs	87,657	73,343	72,255	-	-	60,000	
Assigned for next year budget	28,000	38,000	-	-	-	-	
Estimated nonspendable - prepaids and long te	1,650,450	1,570,536	1,600,000	-	-	1,500,000	
Estimated Unassigned	4,291,454.37	4,310,949	4,575,218	-	-	4,589,073	
Total Fund Balance	\$ 6,281,204	\$ 6,280,767	\$ 6,457,473			\$ 6,324,073	
Unassigned as a % of CY Revenues	40.14%	39.78%	41.59%			41.20%	

2017 Budget

General Fund
Detailed Revenues Budget

Account No.	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
1100 - Village Board									
100-1100-41110	Property Taxes	\$ 7,827,199	\$ 7,997,921	\$ 8,113,600	\$ 8,113,600	\$ 8,139,629	\$ 8,134,779	0.3%	Taxes
100-1100-41300	PILOT - Water	109,107	133,186	120,000	120,000	140,000	140,000	16.7%	Taxes
100-1100-41310	PILOT - Parking	33,648	35,159	35,000	35,000	35,000	35,000	0.0%	Taxes
100-1100-43430	Exempt Computer Aid	1,126	997	940	1,000	1,000	1,000	0.0%	Intergov't
Total 1100 - Village Board Revenues		7,971,080	8,167,263	8,269,540	8,269,600	8,315,629	8,310,779	0.6%	
1410 - Village Manager									
100-1410-43410	State Shared Revenue	\$ 254,455	\$ 253,997	\$ 253,207	\$ 253,207	\$ 251,903	\$ 251,903	-0.5%	Intergov't
100-1410-43411	Expenditure Restraint	400,178	279,774	285,459	285,459	289,124	289,124	1.3%	Intergov't
100-1410-44140	Cable Fees - Time Warner	111,019	105,915	105,000	110,000	110,000	110,000	0.0%	Licenses
100-1410-44141	Cable Fees - AT&T	53,285	57,847	55,000	60,000	60,000	60,000	0.0%	Licenses
100-1410-48100	Interest Income	84,551	94,869	75,000	75,000	85,000	85,000	13.3%	Other Rev
100-1410-48101	Market to Market adjustments	(87,055)	(34,812)	-	-	-	-	0.0%	Other Rev
100-1410-48110	Interest on Loans/Advances	43,508	40,340	35,833	35,833	32,318	32,318	-9.8%	Other Rev
100-1410-48120	Interest on Taxes	33,324	31,007	39,200	25,000	25,000	30,000	0.0%	Other Rev
100-1410-48150	Insurance Dividend	12,953	13,223	19,388	10,000	15,000	15,000	50.0%	Other Rev
100-1410-48900	Miscellaneous Revenue	18,662	3,325	1,000	2,000	2,000	2,000	0.0%	Other Rev
Total 1410 - Village Manager Revenues		924,880	845,485	869,087	856,499	870,345	875,345	1.6%	
1420 - Clerk/Treasurer									
100-1420-44110	Liquor Licenses (Class)	\$ 13,668	\$ 13,440	\$ 26,240	\$ 13,250	\$ 15,000	\$ 15,000	13.2%	Licenses
100-1420-44111	Operators Licenses	5,830	4,880	7,770	7,770	7,000	7,000	-9.9%	Licenses
100-1420-44120	Village Licenses	5,284	4,050	4,500	4,500	4,500	4,500	0.0%	Licenses
100-1420-44130	Weights and Measures	3,301	3,013	3,250	3,250	3,250	3,250	0.0%	Licenses
100-1420-44200	Pet Licenses	5,271	4,539	4,500	4,500	4,500	4,500	0.0%	Licenses
100-1420-44201	Rebate MADACC	460	119	325	325	325	325	0.0%	Other Rev
100-1420-44210	Bicycle and Other Licenses	440	70	250	250	250	250	0.0%	Licenses
100-1420-46900	Other Charges for Service	445	925	700	500	400	400	-20.0%	Charges
100-1420-48900	Miscellaneous Revenue	2,819	2,374	2,340	2,340	1,500	1,500	-35.9%	Other Rev
Total 1420 - Clerk/Treasurer Revenues		37,518	33,409	49,875	36,685	36,725	36,725	0.1%	

2017 Budget

General Fund
Detailed Revenues Budget

Account No.	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
1510 - Finance									
100-1510-44900	Security Alarm Permits	\$ 3,180	\$ 3,720	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.0%	Licenses
100-1510-48300	Late Payment Penalty	668	474	650	500	500	500	0.0%	Other Rev
100-1510-48900	Miscellaneous Revenue	1,572	1,525	2,500	1,000	4,200	4,200	320.0%	Other Rev
Total 1510 - Finance Revenues		5,421	5,719	5,650	4,000	7,200	7,200	80.0%	
2100 - Police									
100-2100-45120	Court Fines	\$ 133,359	\$ 130,494	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	0.0%	Fines
100-2100-45200	Parking Fines	299,869	304,359	350,000	375,000	375,000	375,000	0.0%	Fines
100-2100-45210	Parking Ticket Fee	16,930	8,918	20,000	20,000	20,000	20,000	0.0%	Fines
100-2100-45220	Vehicle Suspension Fee	8,465	4,460	10,000	10,000	8,000	8,000	-20.0%	Fines
100-2100-46200	False Alarm Fees	4,003	4,958	5,000	3,000	4,500	4,500	50.0%	Charges
100-2100-46390	Overnight Parking Permission	28,911	30,191	-	-	-	-	0.0%	Charges
100-2100-43550	State DOT Grants	-	2,802	5,000	5,000	5,000	5,000	0.0%	Intergov't
100-2100-43560	State Training Grants	-	3,680	5,000	5,000	5,000	5,000	0.0%	Intergov't
100-2100-43590	Other State Grants	-	-	7,500	7,500	2,500	2,500	-66.7%	Intergov't
100-2100-48500	Donations	695	-	1,000	1,000	1,000	1,000	0.0%	Other Rev
100-2100-48900	Miscellaneous Revenue	20,752	6,236	4,000	2,500	2,500	2,500	0.0%	Other Rev
Total 2100 - Police Revenues		512,984	496,098	587,500	609,000	603,500	603,500	-0.9%	
2400 - Planning and Development									
100-2400-44310	Building Permits	\$ 176,020	\$ 214,222	\$ 145,000	\$ 140,000	\$ 150,000	\$ 150,000	7.1%	Licenses
100-2400-44320	Electrical Permits	55,468	52,081	65,000	55,000	65,000	65,000	18.2%	Licenses
100-2400-44330	Plumbing Permits	54,551	46,364	56,000	57,000	60,000	60,000	5.3%	Licenses
100-2400-44340	HVAC Permits	27,511	21,765	30,000	30,000	30,000	30,000	0.0%	Licenses
100-2400-44370	Reinspection Fees (PE)	-	12,550	10,000	10,000	10,000	10,000	0	Licenses
100-2400-44400	Code Compliance Fees	35,330	25,865	-	10,000	-	-	-100.0%	Licenses
100-2400-46105	Blueprints	703	707	1,200	500	500	500	0.0%	Charges
100-2400-48900	Miscellaneous Revenue	5,699	7,400	8,000	3,600	10,000	10,000	177.8%	Other Rev
Total 2400 - Planning and Development Revenues		355,281	380,955	315,200	306,100	325,500	325,500	6.3%	
2900 - Other Public Safety									
100-2900-43420	Fire Insurance	54,160	54,527	60,255	50,000	55,000	55,000	10.0%	Intergov't
100-2900-48200	Rental Income	-	-	64,120	-	63,675	63,675	0.0%	Intergov't
		54,160	54,527	124,375	50,000	118,675	118,675	10.0%	

2017 Budget

General Fund
Detailed Revenues Budget

Account No.	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
3000 - Public Works									
100-3100-43530	State Transportation Aids	\$ 361,342	\$ 420,894	\$ 442,017	\$ 442,017	\$ 440,130	\$ 440,130	-0.4%	Intergov't
100-3100-43540	Recycling Grant	52,825	52,814	49,974	42,251	46,000	46,000	8.9%	Intergov't
100-3100-46420	Recycling Rebate	48,816	44,279	40,150	45,000	41,000	41,000	-8.9%	Other Rev
100-3100-46430	Special Collection Fees	12,603	17,831	16,416	12,000	14,000	14,000	16.7%	Charges
100-3100-46431	Disposal Fee	4,591	5,873	7,006	4,000	6,000	6,000	50.0%	Charges
100-3100-46433	Kart Sales	9,211	12,041	11,036	5,200	7,100	7,100	36.5%	Charges
100-3100-46434	Snow Removal Charges	1,976	1,418	3,000	-	-	-	0.0%	Charges
100-3100-46435	Delq Prop Maint	320	1,070	500	-	-	-	0.0%	Charges
100-3100-46436	Damages To Property	4,846	10,638	4,432	-	-	-	0.0%	Charges
100-3100-47300	Charges for Service - School	9,269	5,543	4,208	8,835	6,600	6,600	-25.3%	Charges
100-3100-47310	Charges for Service - Whitefish E	191,986	189,617	190,000	201,916	214,735	214,735	6.3%	Charges
100-3100-47330	Charges for Service - NSFD	8,347	4,289	3,360	6,975	5,500	5,500	-21.1%	Charges
100-3100-47440	Equipment Rental Water	9,855	5,220	4,000	20,000	5,000	5,000	-75.0%	Other Rev
100-3100-47450	Equipment Rental Sewer	10,526	6,654	12,926	20,000	10,000	10,000	-50.0%	Other Rev
100-3100-48200	Rental Income	28,122	37,684	41,000	41,000	45,000	45,000	9.8%	Other Rev
100-3100-48900	Miscellaneous Revenue	13,199	2,665	7,500	5,000	5,000	5,000	0.0%	Other Rev
Total 3000 - Public Works Revenues		767,834	818,530	837,525	854,194	846,065	846,065	-1.0%	
4000 - Health									
100-4000-48900	Miscellaneous Revenue	41,197	23,871	14,487	15,000	15,000	15,000	0.0%	Other Rev
100-4000-48500	Grants/Donations	-	-	-	-	-	-	0.0%	Other Rev
Total 4000 - Health Revenues		41,197	23,871	14,487	15,000	15,000	15,000	0.0%	
5300 - Village Celebrations									
100-5300-48500	Donations	21,488	10,205	-	-	-	-	0.0%	Other Rev
Total 5300 - Village Celebrations Revenues		21,488	10,205	-	-	-	-	0.0%	
9000 - Other Financing Sources									
100-9000-49200	Transfers from Special Rev.	47,247	9,890	-	-	-	-	0.0%	OFS
100-9000-49900	Surplus Applied	-	-	-	38,000	128,400	133,400	237.9%	OFS
Total 9000 - Other Financing Sources		47,247	9,890	-	38,000	128,400	133,400	237.9%	
Total Revenues		\$ 10,739,090	\$ 10,845,954	\$ 11,073,239	\$ 11,039,078	\$ 11,267,039	\$ 11,272,189	2.1%	

2017 Budget

General Fund Expenditure Summary by Department

Department	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17
General Government							
1100 - Village Board	\$ 29,839	\$ 20,626	\$ 29,643	\$ 29,205	\$ 22,354	\$ 24,354	-16.6%
1200 - Municipal Court	97,010	98,333	96,637	100,085	100,751	100,751	0.7%
1410 - Village Manager	201,594	247,146	264,731	289,753	292,118	292,118	0.8%
1420 - Clerk/Treasurer	203,029	158,588	192,418	192,481	198,239	198,239	3.0%
1421 - Elections	30,389	11,554	34,101	32,617	17,330	15,480	-52.5%
1430 - Customer Service	119,083	124,915	122,792	122,794	123,528	123,528	0.6%
1510 - Finance	152,845	157,575	169,072	169,237	173,713	173,713	2.6%
1900 - Other General Admin	223,439	260,738	278,026	254,005	244,656	244,656	-3.7%
Total General Government	1,057,228	1,079,474	1,187,420	1,190,177	1,172,689	1,172,839	-1.5%
2000's Public Safety / Other Protective Services							
2100 - Police	3,568,903	3,615,818	3,486,278	3,630,707	3,650,177	3,650,177	0.5%
2400 - Planning and Development	375,344	384,176	388,529	391,683	398,153	398,153	1.7%
2900 - Other Public Safety	2,745,206	2,842,782	2,953,728	2,884,797	3,031,020	3,031,020	5.1%
Total Public Safety	6,689,453	6,842,777	6,828,535	6,907,187	7,079,350	7,079,350	2.5%
3000's - Public Works							
3100 - Administration	310,400	339,252	364,700	345,632	361,417	361,417	4.6%
3230 - Building Maintenance	254,382	252,308	249,387	231,691	224,261	224,261	-3.2%
3300 - Municipal Garage	347,520	309,275	275,852	317,686	323,899	323,899	2.0%
3410 - Street and Alley	108,481	95,139	88,342	87,742	92,872	92,872	5.8%
3420 - Street Sweeping	6,583	17,109	12,364	12,570	11,051	11,051	-12.1%
3430 - Street Lighting	112,848	171,724	190,729	179,942	182,036	182,036	1.2%
3440 - Traffic Devices	16,413	22,940	23,327	23,401	23,569	23,569	0.7%
3450 - Signage	8,473	6,547	9,867	16,618	13,302	13,302	-20.0%
3460 - Winter Maintenance	115,360	139,295	140,685	162,982	146,194	146,194	-10.3%
3510 - Refuse Disposal	497,002	516,106	509,936	514,319	537,858	537,858	4.6%
3520 - Recycling	179,545	177,607	175,895	177,432	183,672	183,672	3.5%
3530 - Yard Waste Leaf Collection	149,110	149,207	128,644	137,437	124,333	124,333	-9.5%
3610 - Forestry	225,125	238,261	245,529	263,403	243,810	243,810	-7.4%
3620 - Parks and Beautification	184,283	220,807	211,250	203,828	194,039	194,039	-4.8%
Total Public Works	2,515,524	2,655,576	2,626,506	2,674,683	2,662,313	2,662,313	-0.5%

2017 Budget

General Fund
Expenditure Summary by Department

Department	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17
4000 - Health	146,122	145,037	147,442	148,360	150,528	150,528	1.5%
Culture and Recreation							
5140 - Village Center	6,540	5,963	7,971	9,038	8,203	8,203	-9.2%
5200 - Beach	43,807	51,172	40,443	47,895	46,865	46,865	-2.2%
5300 - Village Celebrations	50,316	38,392	20,216	23,738	18,691	18,691	-21.3%
Total Culture and Recreation	100,662	95,527	68,630	80,671	73,759	73,759	-8.6%
9000 - Other Financing Uses	51,477	28,000	38,000	38,000	128,400	133,400	251.1%
Total Expenditures	\$ 10,560,466	\$ 10,846,391	\$ 10,896,533	\$ 11,039,078	\$ 11,267,039	\$ 11,272,189	2.1%

2017 Budget

General Fund Village Board - 1100



Department Description

The Village Board of Trustees is an elected governmental body, made up of one elected Village President and six elected Village Trustees. Each member of the Board is elected to serve a three year term. Every year, two Trustee seats are up for re-election. Every three years the Village President seat is up for re-election. Elections are at-large and nonpartisan. The Board is responsible for appointing the Village Manager, who serves as the chief administrative officer in the Village and oversees the day-to-day operations. The Village Board is responsible to the residents of the Village of Shorewood for the provision of municipal services. To assist and provide recommendations to the Board, citizens are appointed to serve on various standing committees of the Board.

Services

- Adopt the annual budget, levy taxes, and appropriate monies for the operation of the Village;
- Adopt policies and strategic planning documents for Village operations;
- Adopt ordinances and resolutions;
- Adopt Village goals and objectives;
- Appoint and evaluate the performance of the Village Manager;
- Approve contracts for Village services and products;
- Appoint board, commission and committee members and statutory employees;
- Chair and serve on Village committees.
- Represent the citizens and businesses of the Village of Shorewood as public officials

Budget Impact

- No budgeted funds for Surveys/Studies & Plans since community survey completed in 2016.
- A \$1,000 increase for Communications/Publications is budgeted for additional mailing and printing costs as well as contracted writing to improve communicating Village updates, projects and initiatives.

2017 Budget

General Fund Revenues and Expenditures
Village Board - 1100

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17	Category
Revenues									
100-1100-41110	Property Taxes	\$ 7,827,199	\$ 7,997,921	\$ 8,113,600	\$ 8,113,600	\$ 8,139,629	\$ 8,134,779	0.3%	Taxes
100-1100-41300	PILOT - Water	109,107	133,186	120,000	120,000	140,000	140,000	16.7%	Taxes
100-1100-41310	PILOT - Parking	33,648	35,159	35,000	35,000	35,000	35,000	0.0%	Taxes
100-1100-43430	Exempt Computer Aid	1,126	997	940	1,000	1,000	1,000	0.0%	Intergov't
Total Village Board Revenues		<u>\$ 7,971,080</u>	<u>\$ 8,167,263</u>	<u>\$ 8,269,540</u>	<u>\$ 8,269,600</u>	<u>\$ 8,315,629</u>	<u>\$ 8,310,779</u>	<u>0.5%</u>	
Expenditures									
100-1100-51100	Salaries and Wages	\$ 7,300	\$ 7,496	\$ 7,300	\$ 7,300	\$ 7,300	\$ 7,300	0.0%	Salaries
100-1100-51310	Social Security and Medicare	558	554	558	558	560	560	0.4%	Fringe
100-1100-51900	Professional Education	1,361	1,740	1,000	1,000	1,000	3,000	200.0%	Fringe
100-1100-52920	Surveys/Studies & Plans	5,500	-	8,500	8,500	-	-	-100.0%	Professional
100-1100-53100	Office Supplies	95	380	300	300	300	300	0.0%	Supplies & Office
100-1100-53140	Publications & Communications	8,982	5,039	6,000	6,000	7,000	7,000	16.7%	Supplies & Office
100-1100-53200	Memberships & Subscriptions	5,739	5,097	5,701	4,942	5,560	5,560	12.5%	Supplies & Office
100-1100-53900	Miscellaneous Expenses	170	148	100	450	450	450	0.0%	Supplies & Office
100-1100-55100	Liability & Property Insurance	98	134	139	110	134	134	21.8%	Insurance
100-1100-55110	Workers Comp	36	38	45	45	50	50	11.1%	Insurance
Total Village Board Expenditures		<u>\$ 29,839</u>	<u>\$ 20,626</u>	<u>\$ 29,643</u>	<u>\$ 29,205</u>	<u>\$ 22,354</u>	<u>\$ 24,354</u>	<u>-16.6%</u>	

2017 Budget
Expenditure Request Detail - Village Board

100-1100-51900	Professional Education	
	Trustee conferences	2,000
	League of Wisconsin Municipalities convention	<u>1,000</u>
	Total for account	<u>3,000</u>
100-1100-52920	Surveys / Studies / Plans	
	Village-wide survey	-
	Total for account	<u>-</u>
100-1100-53140	Communications/publications	
	General communications (mailing/printing)	1,500
	Legal notices and publications	1,500
	Public relation/contracted writing	<u>4,000</u>
	Total for account	<u>7,000</u>
100-1100-53200	Memberships & subscriptions	
	Wisconsin Municipal League Membership	5,060
	Public Policy Forum Membership	<u>500</u>
	Total for account	<u>5,560</u>
100-1100-53900	Miscellaneous expenses	
	Board lunches/dinners	300
	Intergovernmental Cooperative Council (ICC)	<u>150</u>
	Total for account	<u>450</u>



Department Description

The Shorewood Municipal Court has jurisdiction over alleged infractions of the Shorewood Municipal Code. These non-criminal violations are punishable by forfeiture in a presumptive amount set by the State of Wisconsin, or the Shorewood Village Board. Infractions include traffic and parking citations and other non-criminal code violations occurring in Shorewood. It is the mission of the Shorewood Municipal Court to administer justice under the authority of the judicial branch of government interpreting the law fairly, impartially, and effectively, for all citizens.

Services

- Schedule all court appearances;
- Maintain separate files and court appearances for juveniles;
- Submit court dispositions on fingerprint cards to the Criminal Investigative Bureau (CIB);
- Submit court dispositions on driving complaints to Department of Transportation (DOT);
- Prepare case files for Village Attorneys;
- Prepare appeals to Circuit Court;
- Answer questions (in person and via telephone) from the public, defendants and attorneys regarding court appearances, monies owed and general court procedures;
- If warranted, send defendants to the house of corrections, if ordered by the judge;
- Suspend and un-suspend driver's licenses through DOT;
- Apply payments efficiently and with accuracy;
- Maintain records- paper and electronic.

Achievements 2016

A welcoming community embracing new people, innovative ideas and engaging with others to continuously improve Shorewood and the Milwaukee metro area

- Able to assist residents in court on a one-to-one basis
- Able to return telephone calls in a timely manner
- New clerk mentor to Milwaukee County Municipal Court clerks
- Elected Secretary/Treasurer of the Wisconsin Municipal Court Clerks Association
- Secretary to Milwaukee County Municipal Court Clerks.

2017 Budget

General Fund Municipal Court - 1200



A financially responsible community with suitable and well-maintained public buildings and infrastructure, strong property values, a competitive tax rate, and a commitment to public service excellence

- Continue to operate under budget
- Provide full court service while operating at 1 FTE

Initiatives 2017

A financially responsible community with suitable and well-maintained public buildings and infrastructure, strong property values, a competitive tax rate, and a commitment to public service excellence

- Certify debts with the Department of Revenue
- Look at options to incarceration at the House of Corrections
- Assist the Police Department in collection of unpaid finds

A well-governed community with leaders and citizens who value broad civic participation and maintain a long-range, disciplined view of the future

- Update the website
- Return telephone calls within 24 hours

Budget Impact

- Continue to look for ways to decrease the budget while handling a larger case load.

2017 Budget

General Fund Revenues and Expenditures
Municipal Cout - 1200

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
Expenditures									
100-1200-51100	Salaries and Wages	\$ 51,382	\$ 53,976	\$ 52,187	\$ 52,187	\$ 52,769	\$ 52,769	1.1%	Salaries
100-1200-51200	Overtime Wages	3,683	1,874	500	3,260	3,302	3,302	1.3%	Salaries
100-1200-51300	Health Insurance	24,259	25,151	25,000	24,953	24,964	24,964	0.0%	Fringe
100-1200-51305	Dental Insurance	867	858	840	840	840	840	0.0%	Fringe
100-1200-51310	Social Security and Medicare	3,836	3,756	4,242	4,242	4,289	4,289	1.1%	Fringe
100-1200-51315	Wisconsin Retirement System	3,689	3,298	3,233	3,233	3,468	3,468	7.3%	Fringe
100-1200-51320	Life Insurance	81	115	148	148	148	148	0.0%	Fringe
100-1200-51325	Flexible Benefit Contribution	34	42	20	70	70	70	0.0%	Fringe
100-1200-51900	Professional Education	1,638	1,533	1,950	1,950	1,950	1,950	0.0%	Fringe
100-1200-52300	Other Intergov'tal pymts	-	-	550	550	500	500	-9.1%	Other Gov't
100-1200-52910	Software Purch/Maint	4,676	5,074	5,227	5,227	5,400	5,400	3.3%	Contractual
100-1200-52990	Other Service Contracts & Fees	90	-	250	100	300	300	200.0%	Contractual
100-1200-53100	Office Supplies	676	255	500	750	500	500	-33.3%	Supplies & Office
100-1200-53101	Shared Office Costs	401	302	250	486	290	290	-40.3%	Supplies & Office
100-1200-53131	Shared Postage Costs	922	1,373	1,000	1,442	1,233	1,233	-14.5%	Supplies & Office
100-1200-53200	Memberships & Subscriptions	140	140	140	140	140	140	0.0%	Supplies & Office
100-1200-55100	Liability & Property Insurance	362	439	450	357	424	424	18.8%	Insurance
100-1200-55110	Workers Comp	274	146	150	150	164	164	9.3%	Insurance
Total Municipal Court Expenditures		<u>\$ 97,010</u>	<u>\$ 98,333</u>	<u>\$ 96,637</u>	<u>\$ 100,085</u>	<u>\$ 100,751</u>	<u>\$ 100,751</u>	<u>0.7%</u>	

2017 Budget
Expenditure Request Detail - Municipal Court

100-1200-51900	Professional Education		
Professional Judicial Education Cert. Prog (3 days) - Court Clerk		700	Finance Estimates
Annual TIPSS user group seminar		150	100-1200-53101 Shared office costs (EE based)
Annual Continuing Judicial Education - Judge		700	Shared allocation for telephone
Annual Judicial education seminar (3 days) - Judge		<u>400</u>	Total for account
Total for account		<u>1,950</u>	<u>290</u>
			100-1200-53131 Shared postage costs (allocated)
100-1200-52910	Software contracts/maint/purchases		Shared allocation for postage
TIPSS annual support fees		<u>5,400</u>	Total for account
Total for account		<u>5,400</u>	<u>1,233</u>
100-1200-52300	Intergovernmental contracts/pymts		
Commitment - House of Correction		<u>500</u>	
Total for account		<u>500</u>	
100-1200-52990	Other Service Contract fees		
Sign language @ \$1.45 / minute		100	
English - limited @\$51.75 / 30 minutes		<u>200</u>	
Total for account		<u>300</u>	
100-1200-53200	Memberships / subscriptions		
Wisconsin Municipal Court Clerks Association (WMCCA)		40	
Wisconsin Municipal Judges Association		<u>100</u>	
Total for account		<u>140</u>	



Department Description

The mission of the Village Manager's Office is to exercise leadership in planning, coordinating, staffing, developing and controlling the activities of all municipal functions to accomplish Village goals and policies as determined by the Village President and Board of Trustees. The Village Manager assists the Board by facilitating the establishment of goals and proposing alternative strategies for their accomplishment. The Village Manager directs the use of human and fiscal resources toward accomplishment of Village goals and apprises the Board of Trustees regarding results.

Services

- Direct the preparation of the annual budget and capital improvement plan;
- Oversees preparation of the Village Board agenda;
- Provides professional staff services to the Village Board and committee meetings;
- Serves as Personnel Director responsible for negotiation and administration of collectively bargained labor agreements; approves hiring of non-sworn personnel; recommends the appointment of department heads to the Village Board;
- Prepares information, newsletters, web page, letters, memos, and press releases as Public Information Officer;
- Responsible for all general operations of the Village;
- Conducts annual evaluation of department heads;
- Carries out policy directives of the Village Board;
- Establishes administrative policies and procedures for the conduct of Village operations;
- Conducts regular staff meetings and coordinates training opportunities for staff;
- Represents the Village in intergovernmental matters at the federal, state and county level;
- Conducts and oversees efforts to promote overall economic development and Central District revitalization;
- Facilitates the implementation of the Vision 2025 Plan and other planning documents;
- Applies for grants to fund various projects within the Village;
- Advising the Village Board on present and future financial, personnel and program needs.



Achievements 2016

A vibrant urban community with:

- ***Safe, friendly neighborhoods offering desirable housing options that attract diverse people of all ages and stages of life;***
 - Hosted annual realtors forum and introduced newly designed “Why Shorewood” brochure that is accessible to any prospective Shorewood resident or business owner to learn about Shorewood community.
- ***Opportunities to work in and to grow successful profit and non-profit businesses in and near Shorewood;***
 - Supported ongoing efforts by the Business Improvement District (BID) through surveying business owners to learn ways the Village can improve its relations with the business community.
- ***Attractive and thriving local service, retail, and hospitality businesses;***
- ***Excellent local schools and easy access to world-class centers of culture and higher education;***
 - Promote Shorewood School District through Village communication channels (manager’s memo, information board, Shorewood Today, website, marketing materials, etc.)
- ***Strong multi-modal transportation infrastructure that meets transportation needs.***
 - Collaborated with Bublr in response to receiving Transportation Alternative Program Grant from the Department of Transportation to use in cross-community bike share program.
 - Coordinated with Wisconsin DOT to replace sidewalk pavers along E. Capitol Drive to improve condition for pedestrians and motorists.

A welcoming community embracing new people, innovative ideas and engaging with others to continuously improve Shorewood and the Milwaukee metro area

- Continued to encourage block parties, neighborhood associations, neighborhood team-based competitions, etc. through several communication channels.
- Collaborated with local groups and the marketing team in coordinating and communicating community events (i.e. Criterium Bike Race, Summer Concert Series, Plein Air, Fourth of July celebration, etc.).
- Collectively worked with the Public Arts Committee to coordinate logistics and implementation efforts for the Ghost Train.
- Created Citizen’s Academy ready for implementation in the winter of 2017.

A healthy community with clean air and water; access to excellent medical services; and businesses, facilities, spaces, and programs that promote personal health and wellness

- Actively promoted the use of Village resources such as the Library, Fitness Center, Recreation programs, etc.
- Worked with community advocates and groups to continue to promote the newly initiated Shorewood Farmers Market.
- Created a formal Village Employment Wellness Scorecard to enhance the Village’s wellness program.
- Provided weekly articles in the Village Managers Memo about conservation tips, healthy choices and safety reminders.

2017 Budget

General Fund Village Manager - 1410



An ecologically-responsible community with an appreciation for the lake, river, and other natural areas and a commitment to sustainability

- Worked with Conservation Committee to coordinate sustainable events (i.e. Conservation Fair, Bring Your Bag Shorewood, Solar Shorewood, Sustainability Fall Film, etc.)

A financially responsible community with suitable and well-maintained public buildings and infrastructure, strong property values, a competitive tax rate, and a commitment to public service excellence

- Negotiated with AB Data to purchase their building for the new Police Department building starting in 2017.
- Settled on a three year contract with the Police collective bargaining unit that improves overall operations and provides equitable compensation for police officers through 2018.
- Continued annual update of the Village's Long-Range Financial Plan which won an award from the Public Policy Forum.
- Received the Government Finance Officers Association's (GFOA) Distinguished Budget Presentation Award for the Village's budget.
- Selected a vendor through an RFP process to improve Village Hall and Village Center door security.

A well-governed community with leaders and citizens who value broad civic participation and maintain a long-range, disciplined view of the future

- Implemented LEAN process for all departments and began executing 1-2 trial processes.
- Continued development and improvement of Village website.
- Installed video recording equipment in the Court Room to record Village Board meetings for public viewing.
- Created and executed a community wide survey for residents to provide feedback on Village services and issues.
- Continued transparency by increasing the use of social media outlets by the entire organization and cross promoting other entities in Shorewood.
- Implementing Initiatives included in the Comprehensive Management Work Plan of the Village of Shorewood Vision Plan 2025.
- Initiated second year with the Marketing and Communications team to promote events, businesses and quality of life in Shorewood.
- Created new performance evaluation form that is now fully being implemented throughout the Village departments.

Initiatives 2017

A vibrant urban community with:

- ***Safe, friendly neighborhoods offering desirable housing options that attract diverse people of all ages and stages of life;***
 - Encourage young professionals to move to Shorewood by networking.
 - Collaborate with Planning and Development Department to evaluate current housing conditions and match to market demands for families.
- ***Opportunities to work in and to grow successful profit and non-profit businesses in and near Shorewood;***
 - Support ongoing efforts by the Business Improvement District (BID)
- ***Attractive and thriving local service, retail, and hospitality businesses;***

2017 Budget

General Fund Village Manager - 1410



- Maintain comprehensive vacancy list and work with commercial building owners in tenant recruitment to decrease vacancies.
- ***Excellent local schools and easy access to world-class centers of culture and higher education;***
 - Evaluate joint services within Shorewood and the North Shore Communities including Shorewood School District.
- ***Strong multi-modal transportation infrastructure that meets transportation needs.***
 - Continued promotion and improvement of public transportation, low-emission vehicles, ride-sharing and bike sharing.

A welcoming community embracing new people, innovative ideas and engaging with others to continuously improve Shorewood and the Milwaukee metro area

- Continue to encourage block parties, neighborhood associations, neighborhood team-based competitions, etc.
- Engage Milwaukee County realtors about marketing Shorewood.
- Implement Citizens Academy to promote more community engagement and education about community services.

A healthy community with clean air and water; access to excellent medical services; and businesses, facilities, spaces, and programs that promote personal health and wellness

- Actively promote use of Village resources such as the Library, Fitness Center, Recreation programs, etc.
- Continued support of the Village Employee Wellness Program.

An ecologically-responsible community with an appreciation for the lake, river, and other natural areas and a commitment to sustainability

- Be entirely paperless for board and committee packets.
- Implement additional projects identified through Vision 2025 Plan.

A financially responsible community with suitable and well-maintained public buildings and infrastructure, strong property values, a competitive tax rate, and a commitment to public service excellence

- Implement technologies which would improve service efficiency (such as online parking software, interactive kiosks, desktop customer service, security cards for entrances, etc.).

A well-governed community with leaders and citizens who value broad civic participation and maintain a long-range, disciplined view of the future

- Use LEAN processes to improve existing practices.
- Improve the Village's performance measurement program while expanding benchmarking efforts to other comparable communities.
- Continue implementation of new performance evaluation system and keep departments accountable to complete evaluations on time.
- Connect with community groups and businesses to obtain information for Village website, social media and a community calendar.
- Hold community and neighborhood get-togethers/meetings facilitated by Village staff and/or Village Board members.

2017 Budget

General Fund Village Manager - 1410



Performance Measurements

<u>Measurements</u>	<u>2015 Actual</u>	<u>2016 Jan.- June</u>	<u>Target</u>
Manager's Memo Subscribers	1,291	1,405	1,500
Manager's Memo Avg. open Percentage	51.2%	50.7%	52.0%
Facebook Likes	2,324	2,706	3,000
Twitter Followers	723	735	800
Website Visits	142,753	87,283	150,000

Budget Impact

- Professional Education is decreasing compared to 2016. Less training funds will be necessary for Lean since several employees in the organization have already gone through Lean training. There has also been a proposed reduction in training funds for the Village Manager and HR training.
- Memberships and Subscriptions are decreasing compared to 2016 mainly due to the Village cancelling its annual membership with The Management Association (MRA).
- An additional \$500 is being added to the Committee Education line item for activities coordinated through the Pedestrian and Bicycle Safety Committee.

2017 Budget

General Fund Revenues and Expenditures
Village Manager - 1410

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
Revenues									
100-1410-43410	State Shared Revenue	\$ 254,455	\$ 253,997	\$ 253,207	\$ 253,207	\$ 251,903	\$ 251,903	-0.5%	Intergov't
100-1410-43411	Expenditure Restraint	400,178	279,774	285,459	285,459	289,124	289,124	1.3%	Intergov't
100-1410-44140	Cable Fees - Time Warner	111,019	105,915	105,000	110,000	110,000	110,000	0.0%	Licenses
100-1410-44141	Cable Fees - AT&T	53,285	57,847	55,000	60,000	60,000	60,000	0.0%	Licenses
100-1410-48100	Interest Income	84,551	94,869	75,000	75,000	85,000	85,000	13.3%	Other Rev
100-1410-48101	Market to Market adjustments	(87,055)	(34,812)	-	-	-	-	0.0%	Other Rev
100-1410-48110	Interest on Loans/Advances	43,508	40,340	35,833	35,833	32,318	32,318	-9.8%	Other Rev
100-1410-48120	Interest on Taxes	33,324	31,007	39,200	25,000	25,000	30,000	0.0%	Other Rev
100-1410-48150	Insurance Dividend	12,953	13,223	19,388	10,000	15,000	15,000	50.0%	Other Rev
100-1410-48900	Miscellaneous Revenue	18,662	3,325	1,000	2,000	2,000	2,000	0.0%	Other Rev
Total Village Manager Revenues		\$ 924,880	\$ 845,485	\$ 869,087	\$ 856,499	\$ 870,345	\$ 875,345	1.6%	
Expenditures									
100-1410-51100	Salaries and Wages	\$ 92,364	\$ 119,811	\$ 136,155	\$ 136,922	\$ 149,041	\$ 149,041	8.9%	Salaries
100-1410-51140	Auto Allowance	1,500	1,500	1,500	1,500	1,500	1,500	0.0%	Fringe
100-1410-51300	Health Insurance	19,028	31,982	20,746	40,548	21,219	21,219	-47.7%	Fringe
100-1410-51305	Dental Insurance	114	153	50	468	84	84	-82.1%	Fringe
100-1410-51310	Social Security and Medicare	6,964	8,436	10,184	10,475	11,402	11,402	8.8%	Fringe
100-1410-51315	Wisconsin Retirement System	6,042	7,405	8,908	9,036	10,135	10,135	12.2%	Fringe
100-1410-51320	Life Insurance	428	452	474	444	471	471	6.1%	Fringe
100-1410-51325	Flexible Benefit Contribution	1,035	1,077	1,680	667	1,404	1,404	110.5%	Fringe
100-1410-51900	Professional Education	7,823	9,310	13,000	15,250	11,500	11,500	-24.6%	Fringe
100-1410-52910	Software Purch/Maint	460	540	500	510	540	540	5.9%	Contractual
100-1410-52990	Other Service Contracts & Fees	-	470	-	250	250	250	0.0%	Contractual
100-1410-53100	Office Supplies	1,228	824	1,000	1,200	1,200	1,200	0.0%	Supplies & Office
100-1410-53101	Shared Office Costs	2,102	1,983	2,200	2,251	1,394	1,394	-38.1%	Supplies & Office
100-1410-53121	Shared Copy Costs	1,229	1,033	750	759	843	843	11.1%	Supplies & Office
100-1410-53131	Shared Postage Costs	986	756	676	636	1,035	1,035	62.7%	Supplies & Office
100-1410-53200	Memberships & Subscriptions	2,690	2,436	2,500	3,835	3,285	3,285	-14.3%	Supplies & Office
100-1410-53990	Contingency	572	303	-	-	10,000	10,000	0.0%	Fringe
100-1410-54000	Programming	7,031	938	2,000	3,000	2,000	2,000	-33.3%	Programming
100-1410-54100	Sustainability/Conservation	1,396	1,240	1,000	1,000	1,500	1,500	50.0%	Programming
100-1410-54130	Awards / Recognitions	-	5,412	6,000	7,000	6,000	6,000	-14.3%	Programming
100-1410-55100	Liability & Property Insurance	54,238	55,753	58,000	56,970	59,574	59,574	4.6%	Insurance
100-1410-55110	Workers Comp	532	327	408	394	462	462	17.3%	Insurance
100-1410-57900	Expenditure Charged to Others	(6,168)	(4,995)	(3,000)	(3,362)	(2,721)	(2,721)	-19.1%	Interdeptmntl Exp
Total Village Manager Expenditures		\$ 201,594	\$ 247,146	\$ 264,731	\$ 289,753	\$ 292,118	\$ 292,118	0.8%	

2017 Budget

General Fund Clerk/Treasurer's Office – 1420



Department Description

The office of the Clerk/Treasurer has dual missions. The mission of the Clerk's office is to fulfill the statutory requirements of election administration; legal notice dissemination; license and permit issuance; and the preparation and preservation of all official minutes, documents and records of the Village. The mission of the Treasurer is to maintain the fiscal integrity of the Village through tax preparation and collection, and maintenance of the financial records of the Village. The major responsibilities of the Clerk/Treasurer's Office are described below.

Elections

Election administration incorporates funding, staffing, election inspector training, and adherence to all election laws of the State of Wisconsin and the Federal government.

Licensing and Permits

The Clerk collects information from applicants; sends yearly renewal packets to current license and permit holders; conducts background checks where applicable; provides the Village Board with information to make informed decisions when acting upon license applications; creates and issues licenses.

Document Imaging System

The document imaging system is a process for the Village, in which all contracts, minutes, ordinances and resolutions are scanned into the system for easy retrieval. Easements and Deeds will be added as time permits.

Tax Preparation

The Clerk/Treasurer's Office calculates, processes, and mails all real estate and personal property tax bills. Reminder notices are sent after each installment due date when payment has not been received. Account settlements are made with the overlapping taxing units in January, February, April, June and August of each year.

2017 Budget

General Fund Clerk/Treasurer's Office – 1420



Services

- Generate tax bills for the annual levy. This process includes calculation of individual bills, mailing of delinquent notices and account settlements with the overlapping taxing units;
- Prepare and maintain Village records, to include the document imaging process;
- Respond to informational requests from the general public, including open records requests according to Statutes;
- Administer elections and coordinate all poll workers, polling locations;
- Prepare and publish legal notices to the public;
- Issue licenses and permits;
- Act as secretary to the Village Board, Board of Appeals and Board of Review. Prepare and maintain minutes of meetings.

Achievements 2016

A financially responsible community with suitable and well-maintained public buildings and infrastructure, strong property values, a competitive tax rate, and a commitment to public service excellence

- Clerk-Treasurer participated in professional education toward goal of obtaining Treasurer certification
- Deputy Clerk attended first year of Clerk's Institute toward goal of obtaining Clerk certification

A vibrant urban community with:

- ***Opportunities to work in and to grow successful profit and non-profit businesses in and near Shorewood;***
 - Communicated with business owners to make the annual licensing process more effective and efficient

Initiatives 2017

A financially responsible community with suitable and well-maintained public buildings and infrastructure, strong property values, a competitive tax rate, and a commitment to public service excellence

- Continuing education for Clerk/Treasurer to obtain Treasurer certification
- Continuing education for Deputy Clerk to obtain Clerk certification

A vibrant urban community with:

- ***Opportunities to work in and to grow successful profit and non-profit businesses in and near Shorewood;***
 - Continue working with business owners to make the annual licensing process more effective and efficient

Budget Impact

- There are no significant impacts for 2017.

2017 Budget

General Fund Revenues and Expenditures
Clerk/Treasurer's Office - 1420

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
Revenues									
100-1420-44110	Liquor Licenses (Class)	\$ 13,668	\$ 13,440	\$ 26,240	\$ 13,250	\$ 15,000	\$ 15,000	13.2%	Licenses
100-1420-44111	Operators Licenses	5,830	4,880	7,770	7,770	7,000	7,000	-9.9%	Licenses
100-1420-44120	Village Licenses	5,284	4,050	4,500	4,500	4,500	4,500	0.0%	Licenses
100-1420-44130	Weights and Measures	3,301	3,013	3,250	3,250	3,250	3,250	0.0%	Licenses
100-1420-44200	Pet Licenses	5,271	4,539	4,500	4,500	4,500	4,500	0.0%	Licenses
100-1420-44201	Rebate MADACC	460	119	325	325	325	325	0.0%	Other Rev
100-1420-44210	Bicycle and Other Licenses	440	70	250	250	250	250	0.0%	Licenses
100-1420-46900	Other Charges for Service	445	925	700	500	400	400	-20.0%	Charges
100-1420-48900	Miscellaneous Revenue	2,819	2,374	2,340	2,340	1,500	1,500	-35.9%	Other Rev
Total Clerk/Treasurer Revenues		\$ 37,518	\$ 33,409	\$ 49,875	\$ 36,685	\$ 36,725	\$ 36,725	0.1%	
Expenditures									
100-1420-51100	Salaries and Wages	\$ 107,171	\$ 86,114	\$ 113,751	\$ 113,751	\$ 117,095	\$ 117,095	2.9%	Salaries
100-1420-51300	Health Insurance	42,875	24,408	27,385	27,385	27,393	27,393	0.0%	Fringe
100-1420-51305	Dental Insurance	1,537	733	1,110	1,110	1,110	1,110	0.0%	Fringe
100-1420-51310	Social Security and Medicare	7,369	5,974	8,702	8,702	8,957	8,957	2.9%	Fringe
100-1420-51315	Wisconsin Retirement System	7,459	5,282	7,508	7,508	7,963	7,963	6.1%	Fringe
100-1420-51320	Life Insurance	389	198	177	177	177	177	0.0%	Fringe
100-1420-51325	Flexible Benefit Contribution	264	286	123	123	123	123	0.0%	Fringe
100-1420-51900	Professional Education	2,515	2,824	4,765	4,765	4,815	4,815	1.0%	Fringe
100-1420-52300	Other Intergov'tal pymts	2,800	2,800	2,800	2,800	2,800	2,800	0.0%	Other Gov't
100-1420-52910	Software Purch/Maint	10,704	6,251	6,500	5,800	3,200	3,200	-44.8%	Contractual
100-1420-53100	Office Supplies	2,253	1,645	2,650	2,650	2,500	2,500	-5.7%	Supplies & Office
100-1420-53101	Shared Office Costs	1,831	1,750	1,870	1,870	1,103	1,103	-41.0%	Supplies & Office
100-1420-53110	Computer Supplies	332	1,048	1,250	1,250	1,250	1,250	0.0%	Supplies & Office
100-1420-53121	Shared Copy Costs	533	435	679	679	593	593	-12.7%	Supplies & Office
100-1420-53130	Postage/mailings	1,665	3,219	2,000	3,000	2,000	2,000	0.0%	Supplies & Office
100-1420-53131	Shared Postage Costs	2,272	4,341	2,704	2,704	3,654	3,654	35.1%	Supplies & Office
100-1420-53200	Memberships & Subscriptions	749	579	750	750	440	440	-41.3%	Supplies & Office
100-1420-53900	Miscellaneous Expenses	350	31	250	250	250	250	0.0%	Supplies & Office
100-1420-54000	Programming (MADAC)	10,236	10,825	11,500	11,500	11,500	11,500	0.0%	Programming
100-1420-55100	Liability & Property Insurance	949	1,143	1,161	924	953	953	3.1%	Insurance
100-1420-55110	Workers Comp	576	313	327	327	363	363	11.0%	Insurance
100-1420-57900	Expenditures Charged to Others	(1,800)	(1,612)	(5,544)	(5,544)	-	-	-100.0%	Interdeptmntl Exp
Total Clerk/Treasurer's Office Expenditures		\$ 203,029	\$ 158,588	\$ 192,418	\$ 192,481	\$ 198,239	\$ 198,239	3.0%	

2017 Budget
Expenditure Request Detail - Clerk/Treasurer's Office

100-1420-51900	Professional education		100-1420-53200	Memberships / Subscriptions	
	Wisconsin Municipal Treasurer's Conf (2)	1,000		Metro Clerk's Association (2)	60
	Treasurer District Meetings	65		Wisconsin Muni Clerks Assoc (2)	130
	Annual Clerk's Conference (1)	1,100		Wisconsin Treasurer's Association (Clerk)	50
	Clerk District Mtgs (2)	300		Subscriptions	<u>200</u>
	Metro Clerks Mtgs - (2)	150		Total for account	<u>440</u>
	League CTFO Conference (1)	1,100			
	UW-GB Academy (1)	<u>1,100</u>			
	Total for account	<u>4,815</u>			
100-1420-53100	Office supplies				
	Misc Supplies - Binders, labels, envelopes, etc	1,000			
	Shredding Company	200			
	Background checks (licenses at \$7.00 each)	<u>1,300</u>			
	Total for account	<u>2,500</u>			
				Finance Estimates	
100-1420-52910	Software contracts/maint/purchases		100-1420-53101	Shared office costs (EE based)	
	Agenda Management Software - new for 2018	-		Shared allocation for office supplies	524
	General Code E360	1,000		Shared allocation for telephone	<u>579</u>
	General Code Laserfiche maintenance	1,500		Total for account	<u>1,103</u>
	BS&A business license support	<u>700</u>			
	Total for account	<u>3,200</u>	100-1420-53121	Shared copy costs (allocated)	
				Shared allocation for copier use	593
100-1420-53130	Postage/mailings			Estimate for color copies (.105 cents per copy)	<u>-</u>
	Tax bills, tax bill reminders	4,000		Total for account	<u>593</u>
	Processing charge for tax bills	800			
	Customer service survey card mailing	200	100-1420-53131	Shared postage costs (allocated)	
	Licensing - initial packets, reminders, licenses	200		Shared allocation for postage	3,554
	Certified mail (BOA, claims, misc.)	<u>100</u>		Direct postage - customer service survey cards	<u>100</u>
	Total for account	<u>5,300</u>		Total for account	<u>3,654</u>

2017 Budget

General Fund Elections – 1421



Department Description

The responsibilities of Election Administration fall to the Clerk-Treasurer's office. This includes funding, staffing, election inspector training, and adherence to all election laws of the State of Wisconsin and the Federal government.

Achievements 2016

A well-governed community with leaders and citizens who value broad civic participation and maintain a long-range, disciplined view of the future

- Trained staff and Election Inspectors on new voting equipment
- Implemented and trained staff on WisVote (replacement for the Statewide Voter Registration System)
- Updated the website to reflect election law changes

Initiatives 2017

A welcoming community embracing new people, innovative ideas and engaging with others to continuously improve Shorewood and the Milwaukee metro area

- Work with the Wisconsin Election Commission to perform a four year voter maintenance purge
- Work with staff and Chief Election Inspectors to create more efficient checklists and procedures for the polling places

A well-governed community with leaders and citizens who value broad civic participation and maintain a long-range, disciplined view of the future

- Update website to reflect election law changes



Measurements and Indicators

	Elections Measurements	2011	2012	2013	2014	2015	YTD 2016
1	Elections administered	4	6	2	4	2	3
2	# of registered voters	10,009	10,357	10,728	10,749	9,712	10,033
3	# of new registered voters			17	763	144	1,418
4	# of in-person absentee voters					NEW	Feb – 180 April – 1,308 Aug - 368
5	Voter turnout (%) per Election					NEW	Feb – 27% April – 67% August – 31%

Budget Impact

- Expenditures for the Election budget are decreased because of the type and number of elections in 2017.

2017 Budget

General Fund Revenues and Expenditures
Election expenses - 1421

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
Expenditures									
100-1421-51100	Salaries and Wages	\$ 19,268	\$ 5,546	\$ 20,000	\$ 20,000	\$ 8,000	\$ 8,000	-60.0%	Salaries
100-1421-51900	Professional Education	3,319	880	4,000	4,000	2,000	2,000	-50.0%	Fringe
100-1421-53131	Shared Postage Costs	2,069	1,195	3,000	1,737	1,200	1,200	-30.9%	Supplies & Office
100-1421-53300	Voting Equipment Costs	2,386	2,780	2,751	2,530	1,780	1,780	-29.6%	Supplies - Maint.
100-1421-53500	Dept/Program Supplies	3,347	1,152	4,350	4,350	4,350	2,500	0.0%	Supplies - Maint.
Total Election Expenditures		\$ 30,389	\$ 11,554	\$ 34,101	\$ 32,617	\$ 17,330	\$ 15,480	-46.9%	

2017 Budget
Expenditure Request Detail - Elections

100-1421-51900	Professional Education	
	Poll worker / staff Training	2,000
	Total for account	<u>2,000</u>

100-1421-53300	Voting Equipment Costs	
	Machine Maintenance - 3 AutoMark machines @ \$177.50	550
	Machine Maintenance - 3 DS-200 machines @ \$125	375
	Firmware License - 3 AutoMark machines @ \$60	180
	Firmware License - 3 DS-200 machines @ \$75	225
	Village's Costs for Milwaukee County Spare Machines	250
	Programming and Coding (2 elections)	<u>200</u>
	Total for account	<u>1,780</u>

100-1421-53500	Dept / Program supplies	
	Ballots (2 elections)	500
	Publications (Dymo Labels) (2 elections)	1,000
	Absentee Envelopes (10,000)	1,000
	Other election and machine supplies, water, snacks	<u>1,850</u>
	Total for account	<u>4,350</u>

Finance Estimates

100-1421-53131	Shared postage costs (allocated)	
	Shared allocation for postage	1,742
	Direct postage - customer service survey cards	<u>-</u>
	Total for account	<u>1,742</u>



Department Description

The Shorewood Customer Service Center commits to provide an extraordinary customer service experience to Shorewood citizens - every customer, every time.

The Customer Service Center commits to this high level of customer service by:

- Delivering consistently excellent customer service to all our customers, both external and internal. Consistently performing beyond customer expectations;
- Being sensitive to the needs and concerns of all our citizens and to be especially alert to those with special needs;
- Consciously listening to our customer's requests in order to correctly identify their needs;
- Representing the Village of Shorewood in a professional manner and in a way that earns the respect of our customers and peers;
- Making every interaction between our customers and ourselves a positive one;
- Treating every individual with respect and as the most important person in our day;
- Providing resources and assistance for other departments in carrying out excellent customer service.

Services

- Answer virtually all incoming phone calls and respond to resident inquiries;
- Function as the primary cash collection point at the Village for all general receipts, utility bills, permits and tax payments;
- Function as the primary point-of-sale for all overnight and daytime parking permits.
- Maintain accurate information in parking permit system permitted to communicate purchased night parking permits to the police and finance departments;
- Function as the primary intake point for all voter registration and absentee voting;
- Primary input for all voter information into Statewide Voter Registration System (SVRS) now WisVote
- Provide backup and support for many other departments in the Village;
- Process all incoming and outgoing mail, assist other departments with mass mailings.
- Process requests for dog/cat licenses
- Assist with collection of documentation for business licenses



Achievements 2016

A welcoming community embracing new people, innovative ideas and engaging with others to continuously improve Shorewood and the Milwaukee metro area

- Successfully implemented the 1st phase of the new Duncan Parking System
- With the recent changes to the Police Department administration, staff took on the responsibility of all aspects related to overnight parking.
- Continued work with *Shorewood Today* magazine as a way to communicate important village and community information to our residents.
- Began participation with the Marketing Advisory Committee to develop tools and improve current means of showcasing our community to current and potential residents.

A financially responsible community with suitable and well-maintained public buildings and infrastructure, strong property values, a competitive tax rate, and a commitment to public service excellence

- Staff successfully completed training in the new WisVote system (formerly SVRS) in support of the Village Clerk's Office related to voter registration, merges and "immediate" in-person absentee entries and merges
- Successfully supported the Village Clerk and Deputy Clerk with the business licensing process
- Successfully supported the Village Treasurer by processing tax payments and mailing out delinquent notices
- Completed 5S projects of Customer Service area and back office

A well-governed community with leaders and citizens who value broad civic participation and maintain a long-range, disciplined view of the future

- Continued accepting payments for Special Pickups and Kart deliveries as part of the "one-stop" shopping experience
- Continuous achievement of high marks from customers with regard to customer service delivery
- Successfully completed New Employee Orientation process for all new hires. This process was turned over to HR as of March 2016.
- Successfully completed Customer Service training with all new hires
- Continued with customer service training for staff and departments as requested and necessary
- Continued to support all departments
- Continued participation in lean training, website development and management and customer service training in order to provide a high level of service to our customers
- During the business license renewal process, Village Clerk and Deputy Clerk met with the majority of business owners

2017 Budget

General Fund Customer Service Department – 1430



Initiatives 2017

A welcoming community embracing new people, innovative ideas and engaging with others to continuously improve Shorewood and the Milwaukee metro area

- Staff will look to successfully implement the 2nd phase of the Duncan Parking System—online payments
- Work with departments to “Encourage block parties and neighborhood associations” and to “Increase participation in Neighborhood of the Year Program” as part of the Village’s strategic planning initiatives

A well-governed community with leaders and citizens who value broad civic participation and maintain a long-range, disciplined view of the future

- Staff will continue training in lean processing
- Staff will continue training in WisVote
- Staff will assist Clerk’s Office with elections in 2017 (Feb. 21, Apr. 4)
- Continue customer service orientation for new hires
- Explore possibility of accepting payments for basic parking citations as part of the goal of a “one-stop shopping” experience for our customers.
- Continue skill development for all staff
- Implement “Online suggestion box on the Village website”
- Continue to “Encourage residents to sign up for the Manager’s Memo”
- Complete Year 2 of the Clerk’s Institute

2017 Budget

General Fund Customer Service Department – 1430



Measurements and Indicators

Measurements	2011 Actual	2012 Actual	2013 Actual	2014 Actual	YTD 2015	YTD 2016
Block party permits issued	45	42	46	40	57	20
Annual # of cases of paper purchased	120	80	84	120	105	40
Average # of parking permits distributed week of 14 th -20 th	n/a	n/a	n/a	n/a	n/a	98
Average # of parking permits distributed monthly	n/a	n/a	n/a	n/a	n/a	277
# of employees who pass the customer service test	n/a	n/a	n/a	n/a	n/a	100%
Average # of phone calls daily (non-peak periods)	n/a	n/a	n/a	n/a	n/a	35-40
Overall satisfaction with Customer Service Dept.	n/a	n/a	n/a	n/a	n/a	100%

Budget Impact

- Credit card fee costs are expected to remain the same in 2017
- The only significant increase that is controlled by Customer Service is in the area of professional development
 - Customer Service Director would like to attend a national conference by the National Customer Service Association (of which we are a member) in Atlanta GA.

2017 Budget

General Fund Revenues and Expenditures
Customer Service Department - 1430

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
Expenditures									
100-1430-51100	Salaries and Wages	\$ 71,448	\$ 74,651	\$ 73,897	\$ 73,879	\$ 74,605	\$ 74,605	1.0%	Salaries
100-1430-51300	Health Insurance	31,075	33,113	31,101	31,101	31,113	31,113	0.0%	Fringe
100-1430-51305	Dental Insurance	1,206	1,192	1,132	1,132	1,132	1,132	0.0%	Fringe
100-1430-51310	Social Security and Medicare	4,849	4,970	5,720	5,720	5,780	5,780	1.0%	Fringe
100-1430-51315	Wisconsin Retirement System	4,956	4,952	4,936	4,936	5,073	5,073	2.8%	Fringe
100-1430-51320	Life Insurance	315	361	351	351	373	373	6.3%	Fringe
100-1430-51325	Flexible Benefit Contribution	58	68	30	109	109	109	0.0%	Fringe
100-1430-51900	Professional Education	1,185	755	550	700	2,250	2,250	221.4%	Fringe
100-1430-52930	Credit Card Fees	2,536	3,189	2,000	1,000	1,800	1,800	80.0%	Contractual
100-1430-53100	Office Supplies	269	328	450	875	675	675	-22.9%	Supplies & Office
100-1430-53101	Shared Office Costs	2,598	2,955	2,700	2,700	1,656	1,656	-38.7%	Supplies & Office
100-1430-53110	Computer Supplies	308	833	600	730	300	300	-58.9%	Supplies & Office
100-1430-53121	Shared Copy Costs	968	802	1,281	1,281	1,189	1,189	-7.2%	Supplies & Office
100-1430-53131	Shared Postage Costs	56	65	200	307	265	265	-13.7%	Supplies & Office
100-1430-53200	Memberships & Subscriptions	-	-	250	250	250	250	0.0%	Supplies & Office
100-1430-55100	Liability & Property Insurance	514	581	580	462	538	538	16.5%	Insurance
100-1430-55110	Workers Comp	380	204	214	214	229	229	7.0%	Insurance
100-1430-57900	Expenditures Charged to Others	(3,638)	(4,103)	(3,200)	(2,953)	(3,809)	(3,809)	29.0%	Interdeptmntl Exp
Total Customer Service Expenditures		\$ 119,083	\$ 124,915	\$ 122,792	\$ 122,794	\$ 123,528	\$ 123,528	0.6%	

2017 Budget
Expenditure Request Detail - Customer Service Department

100-1430-51900 Professional education			
MRA - Customer Service Roundtable	275	Finance Estimates	
Natl. Cust. Service Assoc. Conference (hotel,air, conf.)	1,700	100-1430-53101	Shared office costs (EE based)
Miscellaneous - WRA seminar (3)	200	Shared allocation for office supplies	786
Mileage/parking fees	<u>75</u>	Shared allocation for telephone	<u>870</u>
Total for account	<u>2,250</u>	Total for account	<u>1,656</u>
100-1430-53121 Shared copy costs (allocated)			
100-1430-53100 Office supplies		Shared allocation for copier use	889
Customer service cards (printing only)	50	Estimate for color copies (.105 cents per copy)	<u>300</u>
2 Toners	240	Total for account	<u>1,189</u>
Maintenance/Repairs (1 printer)	60		
Notary fees	45	100-1430-53131	Shared postage costs (allocated)
General Office Supplies (calendars, labels, foot rests, step stool)	<u>300</u>	Shared allocation for postage	65
Total for account	<u>695</u>	Direct postage - customer service survey cards	<u>200</u>
		Total for account	<u>265</u>



Department Description

The mission of the Finance Department is to provide quantitative and trend analysis, including the current, relevant financial data needed to make informed decisions about the effective use of our resources, to ensure the safety of Village resources through efficient use of internal controls, and to satisfy applicable accounting and financial regulations. As part of fulfilling our mission we are responsible for all of the accounting and financial reporting of Village operations.

Services

- Financial transaction processing such as utility billing, cash receipt posting, accounts receivable billing, accounts payable check printing and backup payroll processing;
- Financial impact analysis of salary and benefit changes for represented and non-represented employee groups;
- Review and recommendation of revenue rate adjustments;
- Cash management and investment of Village funds;
- Oversight of all financial transactions and processes to ensure compliance with Federal, State and local regulations;
- Spearhead the Village's long range financial planning process;
- Coordination of the Village's annual budget process and continued monitoring of budget to actual results;
- Responsible for ensuring Village accounting records are prepared in accordance with generally accepted accounting principles as applicable to governments;
- Preparation of the Village's financial statements;
- Administration of the annual financial statement audit and any compliance audits;
- Assist other departments in conducting efficiency reviews of financial process and recommendations for improvement;
- Preparation of financial reports and analysis for other departments, the Village Manager, elected officials, the State of Wisconsin and various other agencies.

2017 Budget

General Fund Finance Department - 1510



Achievements 2016

A financially responsible community with suitable and well-maintained public buildings and infrastructure, strong property values, a competitive tax rate, and a commitment to public service excellence

- Continued to prepare and develop long range planning tools and reports
- Continued to implement E-Billing and direct debit of utility bills. Enrolling 12% of our customers
- Created a BS&A procedure manual for accounts receivable processing.
- Ongoing recipient of the GFOA Distinguished Budget Presentation Award
- Ongoing recipient of the GFOA Certificate of Achievement for Excellence in Financial Reporting Award

Initiatives 2017

A financially responsible community with suitable and well-maintained public buildings and infrastructure, strong property values, a competitive tax rate, and a commitment to public service excellence

- Continue to review and update our financial policies for Board consideration
- Improve the documentation of our financial process by continuing to produce and accounting procedures manual.
- Encourage other departments to document their processes over cash receipting, business licensing, and permitting.
- Continue to code accounting software with account identifiers to assist in State Report C reporting processes
- Continue to improve the annual Budget document by incorporating feedback received from GFOA reviewers through the Distinguished Budget Presentation Award Program.

Financial Statements

- Remain committed to ensuring that our Financial statements are provided by May 15 and without audit findings
- We will continue to provide the additional disclosure in our financial statement document that, while not required, make the document a Comprehensive Annual Financial Report (CAFR)
- Continue to submit our annual CAFR to the GFOA for award review, and incorporate GFOA's feedback into the CAFR.

2017 Budget

General Fund Finance Department - 1510



Measurements and Indicators

Measurements	2013 Actual	2014 Actual	2015 Actual	2016 Projected	2017 Budget	Target
Bond Rating	Aa2	Aa2	Aa2	Aa2	Aa2	Aa1
Unassigned Fund balance as a % of Revenues	30.76%	39.25%	39.55%	40.00%	38.00%	*30.00%
Average of Monthly Average Cash Balances	\$ 7,640,000	\$ 7,245,000	\$ 8,201,651	\$ 8,055,000	\$ 7,500,000	na
Interest earnings as a % of Average Cash	1.50%	1.77%	1.87%	1.50%	1.75%	na
Annualize Local Government Investment						
Pool (LGIP) interest rate	0.10%	0.10%	0.13%	0.50%	0.50%	na
Interest Rate over /(Under) LGIP Rate	1.50%	1.67%	1.74%	1.00%	1.25%	0.50%
Estimated Investment Performance						
Over (Under) LGIP	\$ 61,800	\$ 105,565	\$ 144,634	\$ 80,550	\$ 93,750	\$ 37,500

*Note - Fund balance target is to maintain a minimum of 30% unassigned fund balance. Percentages shown are based on total Fund balance as unassigned is not determinable mid-year.

Budget Impact

The Finance Department's budget request for 2017 is similar to our 2016 request in nature. However, due to reduced TID and Utility allocations for certain staff costs, the salary line items have increase by approximately 3.0% due to these changes in 2017. Professional fees Financial have also increased due to increased continuing disclosure costs related to Bond requirements and reporting as well as in 2017 the village must undergo an OPEB actuarial study.

2017 Budget

General Fund Revenues and Expenditures
Finance Department - 1510

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
Revenues									
100-1510-44900	Security Alarm Permits	\$ 3,180	\$ 3,720	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.0%	Licenses
100-1510-48300	Late Payment Penalty	668	474	650	500	500	500	0.0%	Other Rev
100-1510-48900	Miscellaneous Revenue	1,572	1,525	2,500	1,000	4,200	4,200	320.0%	Other Rev
Total Finance Revenues		<u>\$ 5,421</u>	<u>\$ 5,719</u>	<u>\$ 5,650</u>	<u>\$ 4,000</u>	<u>\$ 7,200</u>	<u>\$ 7,200</u>	<u>80.0%</u>	
Expenditures									
100-1510-51100	Salaries and Wages	\$ 74,895	\$ 83,420	\$ 88,173	\$ 88,173	\$ 92,130	\$ 92,130	4.5%	Salaries
100-1510-51300	Health Insurance	25,797	27,020	22,000	29,944	22,808	22,808	-23.8%	Fringe
100-1510-51305	Dental Insurance	365	352	200	420	240	240	-42.9%	Fringe
100-1510-51310	Social Security and Medicare	5,428	5,721	6,745	6,745	7,048	7,048	4.5%	Fringe
100-1510-51315	Wisconsin Retirement System	5,242	5,372	5,819	5,819	6,265	6,265	7.7%	Fringe
100-1510-51320	Life Insurance	283	293	321	321	333	333	3.7%	Fringe
100-1510-51325	Flexible Benefit Contribution	872	1,053	900	672	708	708	5.4%	Fringe
100-1510-51900	Professional Education	2,647	4,018	4,500	3,550	4,700	4,700	32.4%	Fringe
100-1510-52130	Professional Fees Financial	23,157	18,054	24,000	18,300	25,800	25,800	41.0%	Professional
100-1510-52910	Software Purch/Maint	9,100	9,890	9,759	9,100	11,700	11,700	28.6%	Contractual
100-1510-52990	Other Service Contracts & Fees	1,410	1,647	2,500	2,500	1,500	1,500	-40.0%	Contractual
100-1510-53100	Office Supplies	1,554	1,501	1,940	1,940	1,300	1,300	-33.0%	Supplies & Office
100-1510-53101	Shared Office Costs	1,764	1,750	1,766	1,766	1,104	1,104	-37.5%	Supplies & Office
100-1510-53121	Shared Copy Costs	1,363	1,753	1,954	1,954	1,593	1,593	-18.5%	Supplies & Office
100-1510-53131	Shared Postage Costs	80	128	74	74	111	111	50.0%	Supplies & Office
100-1510-53200	Memberships & Subscriptions	362	240	490	490	450	450	-8.2%	Supplies & Office
100-1510-53900	Misc Exp/Uncollectible Debt	4,039	2,589	3,000	3,000	2,000	2,000	-33.3%	Supplies & Office
100-1510-55100	Liability & Property Insurance	604	641	680	540	657	657	21.7%	Insurance
100-1510-55110	Workers Comp	393	216	251	251	287	287	14.3%	Insurance
100-1510-57900	Expenditures Charged to Others	(6,513)	(8,082)	(6,000)	(6,322)	(7,021)	(7,021)	11.1%	Interdeptmntl Exp
Total Finance Expenditures		<u>\$ 152,845</u>	<u>\$ 157,575</u>	<u>\$ 169,072</u>	<u>\$ 169,237</u>	<u>\$ 173,713</u>	<u>\$ 173,713</u>	<u>2.6%</u>	

**2017 Budget
Expenditure Request Detail - Finance Department**

100-1510-51900	Professional education		100-1510-53200	Memberships & subscriptions	
	GFOA Annual Conference - Finance Director (CPE credits 20)	2,000		GFOA - Village	200
	GFOA - National Committee on Economic Development and Capital Planning meetings - Finance Director	1,500		WGFOA - Finance Director and Wierzchowski	100
	WGFOA Conference March (CPE credits 8)	350		GFOA - Publications	150
	Other Conference / training (CPE credits 8)	500		Total for account	450
	WGFOA Conference Sept (Cindy)	350			
	Total for account	4,700			
100-1510-52130	Professional Fees Financial				
	Audit Fees (Sikich)	15,000			
	Consulting - LRP (Ehlers)	2,500			
	Continuing Financial Disclosure (Ehlers)	3,800			
	OPEB Tri-annual actuarial evaluation	4,500			
	Total for account	25,800			
				Finance Estimates	
			100-1510-53101	Shared office costs (EE based)	
				Shared allocation for paper, envelopes, etc	524
				Shared allocation for telephone	580
				Total for account	1,104
100-1510-52910	Software Purchase / Maintenance				
	BS&A support				
	General ledger, Accounts Payable / Purchase Order				
	Cash receipting, Misc. Receivables, HR/Payroll/Timesheets	10,200	100-1510-53121	Shared copy costs (allocated)	
	Internet Service interactive	1,500		Shared allocation for copier use	593
	Total for account	11,700		Color copies for Budget document	800
				Estimates for long range planning, Ehler's analysis pages, and other color copies (.105 cents per copy)	200
100-1510-53100	Office supplies			Total for account	1,593
	Budget covers, tabs and binding	-			
	Budget / Award program fee	300			
	Financial statements / Award program fee	450	100-1510-53131	Shared postage costs (allocated)	
	AP / Payroll checks	300		Shared allocation for postage	111
	Binder clips, storage boxes, file folders, etc	250		Direct postage - customer service survey cards	-
	Total for account	1,300		Total for account	111



Department Description

This department reports costs for the Village's third party assessor, attorney and other general administrative costs. The Village Assessor's office is to provide all legally required assessment functions through the development and implementation of practices and procedures that are in accordance with: Wisconsin Statutory law, Department of Revenue regulations, and current professional standards in a manner that is cognizant of and sensitive to the concerns and considerations of Village residents. The Village Attorney provides legal opinions, drafts ordinances, reviews bankruptcy filings and other various legal services. The Village Attorney attends each Board meeting and provides legal guidance through the meeting and on an as needed basis. The Village contracts out for these services. The attorney category includes legal services for labor negotiations and other similar specialized services.

Services

- Inspections. The following inspection cycle is completed by Assessor annually:
 - New construction, annexed properties, and exempt status changes;
 - Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes;
 - All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure a fair assessment;
 - Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, are physically inspected during the current assessment cycle.
- Parcel Identification. The legal description, drawing and measurements of each land parcel and improvements are contained in the existing property record cards;
- Open Book Conference. Upon completion of the Assessor's review of assessments and prior to completion of the assessment rolls, the Assessor holds open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values;
- Completion of Assessment Roll and Reports. The Assessor is responsible for the proper completion of the assessment roll in accordance with current statutes and the Wisconsin Property Assessment Manual;
- Board of Review. The Assessor or his/her authorized representative attends all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath in regard to the values determined;
- Personal Property Assessments. The Assessor prepares and distributes annual personal property statements to all businesses;
- Public Requests. The Assessor responds to all open records requests received by the assessor.

2017 Budget

General Fund Other General Administration - 1900



Initiatives 2017

- The 2017 budget includes the reassessment for all properties. Accurate shall update and maintain 100% real property assessment records for the Village. A market revaluation took place in 2015 and 2 years of full value maintenance is required for 2016 and 2017. Services shall include all assessing services so as to comply with all applicable Wisconsin statutes, codes, rules, and/or regulations, including the assessment of all new construction, remodeling, additions and changes relating to improvements removed for any reason such as fire, demolition, etc. through building permits. Accurate shall reapportion value brought about through property splits. Accurate will still be required to attend Open Book and all Board of Review meetings and shall be responsible for defending all assessments. For their services, Accurate will be compensated \$69,500 per year from 2015-2017.
- The 2017 budget reflects an increase in fees for technology assistance. The Village switched IT network service contracts at the end of 2015 to Digicorp to allow for multiple people to know the Village's IT infrastructure and provide a more consistent service at a similar or slightly lower cost.

2017 Budget

General Fund Revenues and Expenditures
Other General Administration - 1900

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
Expenditures									
100-1900-52120	Professional Fees Legal	\$ 108,966	\$ 121,983	\$ 125,000	\$ 110,000	\$ 95,000	\$ 95,000	-13.6%	Professional
100-1900-52140	Professional Fees Technology	20,593	28,619	30,650	25,868	27,594	27,594	6.7%	Professional
100-1900-52150	Professional Fees Assessment	50,608	69,890	69,500	69,500	69,500	69,500	0.0%	Professional
100-1900-52200	Electric - Village Hall	14,671	13,260	15,769	15,769	14,353	14,353	-9.0%	Utilities
100-1900-52210	Gas - Village Hall	10,857	7,983	8,772	8,772	8,510	8,510	-3.0%	Utilities
100-1900-52220	Water - Village Hall	2,299	3,126	2,590	2,590	2,688	2,688	3.8%	Utilities
100-1900-52900	Cleaning and Pest Control	16,380	16,917	16,445	17,378	17,725	17,725	2.0%	Contractual
100-1900-52990	Other Service Contract fees	3,976	5,115	15,500	13,994	15,000	15,000	7.2%	Contractual
100-1900-53140	Communications/Publications	311	56	-	500	-	-	0.0%	Supplies & Office
100-1900-53150	Job Posting/Testing/Hiring	4,086	7,100	8,000	4,000	4,000	4,000	0.0%	Professional
100-1900-55100	General liab. & prop. insurance	690	798	800	640	836	836	30.6%	Insurance
100-1900-57900	Expenditure Charged to Others	(10,000)	(14,108)	(15,000)	(15,006)	(10,550)	(10,550)	-29.7%	Interdeptmntl Exp
Total Other Gen Admin Expenditures		<u>\$ 223,439</u>	<u>\$ 260,738</u>	<u>\$ 278,026</u>	<u>\$ 254,005</u>	<u>\$ 244,656</u>	<u>\$ 244,656</u>	<u>-3.7%</u>	

2017 Budget
Expenditure Request Detail - Other General Administration

100-1900-52120	Professional Fees Legal	
	Village attorney - General services	\$ 50,000
	Village attorney - Courtroom services	40,000
	Other legal - Labor negotiations / misc	<u>5,000</u>
	Total for account	<u>95,000</u>

100-1900-52150	Professional Fees Assessment	
	Ongoing assessment operations	44,500
	Reassessment component fees	<u>25,000</u>
	Total for account	<u>69,500</u>

100-1900-52990	Other Service Contract fees	
	Web hosting fees - annual	4,250
	Symantec Antivirus - annual	3,250
	Barracuda back-up - annual	4,500
	Appraver email filtering - annual	1,300
	Malwarebytes - annual	1,700
	Fortinet firewall - \$1,300 annual, paid through 4/7/19	<u>-</u>
	Total for account	<u>15,000</u>



Department Description

Vision Statement:

“To ensure and enhance the quality of life in the Village of Shorewood”

Mission Statement:

The Shorewood Police Department recognizes that a pro-active approach to crime prevention and crime reduction is the highest priority. To obtain this the Shorewood Police Department will partner with the community to preserve peace, reduce fear, and make Shorewood a safe place to live, work, shop and play. The Shorewood Police Department is committed to working with the community to solving problems and achieving positive outcomes.

Approach:

The Shorewood Police Department is led by Chief Peter A. Nimmer. The department consists of 25 sworn law enforcement officers that provide 24 hour/7 days a week police coverage. Supported by a non-sworn civilian staff of nine, the Shorewood Police Department uses both “Problem Oriented Policing” and “Community Oriented Policing” philosophies to get to identify problems, deter crime, solve crimes and reduce the fear of crime. Officers receive at least 24 hours of training each year to prepare them to give the best service to the community as possible.

Services

- 24-hour/7-day patrol services;
- Detection, apprehension, and prosecution of violators and offenders of local, state and federal laws;
- Conduct complex criminal investigation;
- Directed patrol on pedestrian and speed issues;
- Accident Investigation;
- Make recommendations to the Village Board on matters concerning public safety issues;
- Crime Prevention:
 - Neighborhood/business watch programs;
 - Vacation checks;
 - Attend all block parties; concerts and special events;
 - Park patrol;
 - Citizen’s Police Academy;
 - National Night Out;
- Continue to work with other departments to make Shorewood a safer community;
- Handle the safety for all Special Events;
- Provide alerts for major crimes or other issues;

2017 Budget

General Fund Police Department - 2100



Achievements 2016

Safe, friendly neighborhoods offering desirable housing options that attract diverse people of all ages and stages of life:

- Maintained high visibility at all events in Shorewood
- Continuous police patrols of the Shorewood community by vehicle, foot, and bicycle
- Violent Crime in 2016 is down from 2015
- Patrolled the alleys
- Directed patrol to maintain a walkable community

A welcoming community embracing new people, innovative ideas and engaging with others to continuously improve Shorewood and the Milwaukee metro area:

- Attended block parties during the summer and build relationships with community through these interactions
- Provided foot patrol at the summer music concert in the parks
- “First ride” conducted for over 40 first time bike riders
- Worked with the Shorewood Recreation Department to provide safe routes to their events
- Provided information on Facebook
- Updated the Police Department website to be more informative
- Provide citizens with timely crime alerts using Nixle
- Hosted National Night Out

A financially responsible community with suitable and well-maintained public buildings and infrastructure, strong property values, a competitive tax rate, and a commitment to public service excellence:

- The Shorewood Police Department is projected to stay under budget for the 11th straight year
- On target to use less gas per month than in 2015

2017 Budget

General Fund Police Department - 2100



Initiatives 2017

Safe, friendly neighborhoods offering desirable housing options that attract diverse people of all ages and stages of life:

- Continue to provide 24 hour/7 day a week coverage within the provided budget
- Work with the North Shore to provide joint training and mutual aid
- Maintain a high visibility on the streets, the parks and alleys
- Park and walk in both the business and residential areas
- Respond to all calls for service and provide excellent service to all
- Use of the “Nixle” alert system will be used to keep residents informed
- Add directed patrols to all areas of the village for:
 - Pedestrian safety
 - Speed control
 - Parking issues
 - Crime trend analysis

A well-governed community with leaders and citizens who value broad civic participation and maintain a long-range, disciplined view of the future:

- Have periodic “Coffee with a Cop” meetings to provide resident input
- Continue with “Town Hall” meetings when appropriate
- Attend special events for added safety and interaction with the community

A financially responsible community with suitable and well-maintained public buildings and infrastructure, strong property values, a competitive tax rate, and a commitment to public service excellence:

- Look for ways to enhance our sustainability
- Research electric vehicles for support staff
- Remodel police station to become more efficient and use less energy

Budget Impact

- Costs associated with annual maintenance of the joint records management system increase the Software Support Line.
- Funding for a part-time Records Management Systems Administrator at BCC is included in the Software Support Line.
- All software maintenance agreements are in the operating budget
- Gasoline cost reduced due to lower fuel costs and more fuel efficient vehicles.

2017 Budget

General Fund Revenues and Expenditures
Police Department - 2100

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
Revenues									
100-2100-45120	Court Fines	133,359	130,494	180,000	180,000	180,000	180,000	0.0%	Fines
100-2100-45200	Parking Fines	299,869	304,359	350,000	375,000	375,000	375,000	0.0%	Fines
100-2100-45210	Parking Ticket Fee	16,930	8,918	20,000	20,000	20,000	20,000	0.0%	Fines
100-2100-45220	Vehicle Suspension Fee	8,465	4,460	10,000	10,000	8,000	8,000	-20.0%	Fines
100-2100-46200	False Alarm Fees	4,003	4,958	5,000	3,000	4,500	4,500	50.0%	Charges
100-2100-46390	Overnight Parking Permission	28,911	30,191	-	-	-	-	0.0%	Charges
100-2100-43550	State DOT Grants	-	2,802	5,000	5,000	5,000	5,000	0.0%	Intergov't
100-2100-43560	State Training Grants	-	3,680	5,000	5,000	5,000	5,000	0.0%	Intergov't
100-2100-43590	Other State Grants	-	-	7,500	7,500	2,500	2,500	-66.7%	Intergov't
100-2100-48500	Donations	695	-	1,000	1,000	1,000	1,000	0.0%	Other Rev
100-2100-48900	Miscellaneous Revenue	20,752	6,236	4,000	2,500	2,500	2,500	0.0%	Other Rev
Total Police Revenues		<u>\$ 512,984</u>	<u>\$ 496,098</u>	<u>\$ 587,500</u>	<u>\$ 609,000</u>	<u>\$ 603,500</u>	<u>\$ 603,500</u>	<u>-0.9%</u>	
Expenditures									
100-2100-51100	Salaries and Wages	\$ 1,771,553	\$ 1,849,587	\$ 1,800,000	\$ 1,873,739	\$ 1,877,999	\$ 1,877,999	0.2%	Salaries
100-2100-51110	Civilian Salaries	240,964	232,147	150,000	198,401	179,806	179,806	-9.4%	Salaries
100-2100-51130	Holiday Pay	97,041	84,409	60,000	61,811	63,159	63,159	2.2%	Salaries
100-2100-51150	Retiree Sick Leave Payout	-	-	-	15,000	-	-	-100.0%	Salaries
100-2100-51160	Opt Out Ins	24,500	24,750	21,000	21,000	12,000	12,000	-42.9%	Fringe
100-2100-51200	Overtime Wages	127,108	135,878	125,000	120,165	100,000	100,000	-16.8%	Salaries
100-2100-51220	Civilian OT	8,672	5,307	1,000	1,898	1,704	1,704	-10.2%	Salaries
100-2100-51300	Health Insurance	434,070	470,982	485,000	477,041	497,042	497,042	4.2%	Fringe
100-2100-51305	Dental Insurance	18,855	18,349	17,500	19,080	18,240	18,240	-4.4%	Fringe
100-2100-51310	Social Security and Medicare	167,335	167,633	165,000	172,593	168,656	168,656	-2.3%	Fringe
100-2100-51315	Wisconsin Retirement System	270,824	233,090	190,000	201,042	235,196	235,196	17.0%	Fringe
100-2100-51320	Life Insurance	3,495	2,921	2,532	2,532	2,622	2,622	3.6%	Fringe
100-2100-51325	Flexible Benefit Contribution	5,718	5,357	4,950	4,950	6,150	6,150	24.2%	Fringe
100-2100-51330	Uniform Expense	17,193	16,662	22,000	16,875	16,875	16,875	0.0%	Fringe
100-2100-51335	Insurance Trust	2,098	2,326	2,448	2,448	2,000	2,000	-18.3%	Fringe
100-2100-51340	Retiree Health Contribution	37,337	61,459	78,733	78,733	74,219	74,219	-5.7%	Fringe

2017 Budget

General Fund Revenues and Expenditures
Police Department - 2100

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
100-2100-51350	Education Reimb	4,600	6,632	3,000	3,000	3,000	3,000	0.0%	Fringe
100-2100-51355	Other Benefits	5,496	6,099	6,037	6,037	6,000	6,000	-0.6%	Fringe
100-2100-51900	Professional Education	14,084	11,301	14,500	14,500	14,500	14,500	0.0%	Fringe
100-2100-52200	Electric	10,325	10,646	10,916	10,916	10,922	10,922	0.1%	Utilities
100-2100-52210	Gas	8,304	5,502	8,110	8,110	7,149	7,149	-11.8%	Utilities
100-2100-52220	Water	953	1,133	772	772	675	675	-12.6%	Utilities
100-2100-52230	Phone and Internet	5,421	5,597	8,495	8,495	8,495	8,495	0.0%	Utilities
100-2100-52300	Other Intergov'tal pymts	5,000	3,000	7,500	7,500	7,500	7,500	0.0%	Other Gov't
100-2100-52900	Cleaning and Pest Control	5,484	6,412	11,500	7,275	12,597	12,597	73.2%	Contractual
100-2100-52910	Software Purch/Maint	38,311	33,016	33,140	33,140	50,104	50,104	51.2%	Contractual
100-2100-52990	Other Service contracts / fees	-	39,883	60,000	65,000	72,000	72,000	10.8%	Contractual
100-2100-53100	Office Supplies	14,036	15,830	13,325	13,325	13,325	13,325	0.0%	Supplies & Office
100-2100-53101	Shared Office Costs	5,933	4,581	8,015	8,015	5,532	5,532	-31.0%	Supplies & Office
100-2100-53120	Copy & Print Costs	3,066	4,041	3,500	3,500	4,500	4,500	28.6%	Supplies & Office
100-2100-53131	Shared Postage Costs	6,387	4,528	5,000	6,658	5,825	5,825	-12.5%	Supplies & Office
100-2100-53200	Memberships & Subscriptions	1,140	410	1,555	1,555	1,555	1,555	0.0%	Supplies & Office
100-2100-53400	Vehicle Maintenance	34,565	21,982	20,000	20,000	20,000	20,000	0.0%	Supplies - Vehicle
100-2100-53410	Fuel and Oil	42,253	28,464	30,000	46,500	41,250	41,250	-11.3%	Supplies - Vehicle
100-2100-53420	Radio Expense	3,342	362	3,000	3,000	5,320	5,320	77.3%	Supplies - Vehicle
100-2100-53500	Dept/Program Supplies	17,945	18,734	28,200	28,200	24,800	24,800	-12.1%	Supplies - Maint
100-2100-53900	Misc Expenses	-	303	-	-	-	-	0.0%	Supplies - Maint
100-2100-55100	Liability & Property Insurance	38,921	42,427	43,150	39,968	42,758	42,758	7.0%	Insurance
100-2100-55110	Workers Comp	107,217	81,876	85,000	83,533	91,880	91,880	10.0%	Insurance
100-2100-55120	Unemployment	-	2,590	12,000	-	-	-	0.0%	Insurance
100-2100-57900	Expenditures Charged to Others	(30,642)	(50,386)	(55,600)	(55,600)	(55,178)	(55,178)	-0.8%	Interdeptmntl Exp
Total Police Department Expenditures		\$ 3,568,903	\$ 3,615,818	\$ 3,486,278	\$ 3,630,707	\$ 3,650,177	\$ 3,650,177	0.5%	

**2017 Budget
Expenditure Request Detail - Police Department**

(continued)

100-2100-51330	Uniforms		100-2100-52910	Software contracts/maint/purchases	
	Replacement Uniform parts	1,000		Lexis Nexus - Accurint contract fee	920
	Detectives/plain clothes 4 @ \$625	2,500		ProPhoenix RMS	17,544
	Officers 21 @ \$575	12,075		General repairs- L3 squad cameras	5,000
	Other uniforms for clerks @ \$100 & bike uniforms @ \$50	1,300		Livescan - Annual Maintenance	3,650
	Total for account	<u>16,875</u>		Guardian software	1,000
				TIME System - DOJ Quarterly support/billing	1,750
100-2100-51900	Professional education			Body Camera software	14,600
	WCPA conf - Nimmer/Carini/Schmidt/Liebenthal	1,000		Workcloud Scheduling software	2,640
	Wisconsin Traffic Safety Conference - (2)	325		Lexipol Policy Manual	3,000
	Field Training Conference 2 - officers	300		Total for account	<u>50,104</u>
	FBINA or Northwestern Management school - 1 supervisor	1,750			
	Badger Tracs Conference - Simandl	250	100-2100-52990	Other Service Contract fees	
	Association of Identification Conference	300		Duncan - Ticket fees (1,200 x \$5.00 x 12)	72,000
	24 hour mandated re-certification	6,500		Duncan - Overnight fees (40,000 x \$1.00)	-
	TIME System training	500		Total for account	<u>72,000</u>
	IACP conference - Chief	1,500			
	Other conferences as needed/required including mileage	2,075			
	Total for account	<u>14,500</u>	100-2100-53100	Office supplies	
				Office supplies - Office Depot	4,500
100-2100-52230	Phone and internet			Misc. office sup - thru other vendors & DPW allocations	3,500
	Cellular phones in squad cars	2,400		Stationary/forms/envelopes/brochures - printing charges	3,000
	Data transmission lines @ P.D.	800		Class/training supplies/materials/handouts	400
	Misc. phone repairs expected/replace damaged cell phone	500		Officer supplies: memo books, bus. cards, blank DVD/CD/media	1,200
	Net Motion connection (dispatch communications)	1,995		teletype paper & ribbons	725
	Squads modems \$400 @ x 7	2,800		Total for account	<u>13,325</u>
	Total for account	<u>8,495</u>			
100-2100-52900	Cleaning contracts		100-2100-53120	Copy & print costs	
	Building pest management fees	360		Copier leases and fees	4,500
	Floor / mat maintenance	1,450		Total for account	<u>4,500</u>
	Janitorial fees - allocated by Village Hall + special clean	10,287			
	Quarterly jail sanitation	500			
	Total for account	<u>12,597</u>			

**2017 Budget
Expenditure Request Detail - Police Department**

Finance Estimates		100-2100-53420	Radio expense	
100-2100-53101	Shared office costs		Misc. repairs to existing radios	1,000
	Shared allocation for telephone	<u>5,214</u>	Milw. Co. radio Fee \$9 per (40 radios)	<u>4,320</u>
	Total for account	<u>5,214</u>	Total for account	<u>5,320</u>
<hr/>				
100-2100-53131	Shared postage costs (allocated)		100-2100-53500	Dept/Program supplies
	Shared allocation for postage	5,865	Citations paper	2,000
	Direct postage - customer service survey cards	-	Ammo, targets, and range supplies; taser cartridges	3,000
	Total for account	<u>5,865</u>	Ballistic Vests (6 @ \$800)	4,800
			Biohazard handling supplies	600
			Evidence processing supplies	3,300
100-2100-53200	Memberships / subscriptions		Jail laundry and prisoner meals	250
	GovHound (1)	320	Police supplies: nitrile gloves, intoximeter tubes, etc.	2,000
	FBI-LEEDA (2)	100	Misc. other exp.: tow bills, traffic cones, batteries, etc.	1,500
	IACP (1)	120	National Night Out - all handouts/items	1,300
	MCLEEA (1)	135	Pamphlets	750
	WI Assn. for Identification (2)	100	Miscellaneous crime prevention alert materials	500
	WCPA (4)	500	Ped-safety signs	750
	FBI-NA (1)	120	Misc equipment repairs	3,000
	WI. Traffic Safety Officer's Association (2)	60	Volunteer supplies	250
	WYPCA (1)	50	Other assorted costs	<u>800</u>
	Other memberships	<u>50</u>	Total for account	<u>24,800</u>
	Total for account	<u>1,555</u>		
<hr/>				
Finance Estimates		100-2100-57900	Expenditures Charged to others	
100-2100-53410	Fuel cost		Parking Utility (.25 FTE police officer)	31,328
	15,000 gallons @ \$2.75/gal	<u>41,250</u>	Parking Utility (.5 FTE police civillian)	<u>23,850</u>
	Total for account	<u>41,250</u>	Total for account	<u>55,178</u>



Department Description

The mission of the Planning and Development Department is to promote maintenance of property values and quality of physical environment throughout the Village through the administration of zoning, building and related codes, land use planning and the provision of technical assistance to elected and appointed boards.

Services

- Approve and inspect permits and licenses related to building, occupancies, and land use; perform plan exam and site plan reviews;
- Enforce village codes related to zoning, housing, and building, including nuisance items;
- Oversee various boards and commissions meeting schedules, materials, and required public notices;
- Inform and assist new businesses occupancies;
- Perform long-range planning including the preparation of neighborhood plans and special planning studies;
- Maintain and archive property records, maps and miscellaneous project files.

Achievements 2016

A vibrant urban community with:

Safe, friendly neighborhoods offering desirable housing options that attract diverse people of all ages and stages of life

- Continue administration of Neighborhood Improvement Loan Program established in 2009 for Down Payment Assistance, Duplex Conversion and Attic Improvement loans; as of August 2016, \$228,213 loans have been paid back and \$548,805 distributed across 39 loan recipients.
- Continue to identify outdated and obsolete village codes or codes that do not parallel existing State, regional and local standards; created lighting ordinance, amended pool and patio codes.
- Continue dedicated exterior property enforcement inspections, initiated 2008, performing systematic proactive and complaint-based inspections.
- In absence of pre-sale inspection program (July 2015), evaluated ways to emphasize voluntary inspections, explored systematic multifamily inspections under existing occupancy renewal program, tenant outreach, and partnering with home inspection association.
- Acquired responsibility for commercial property cross control program for clean drinking water, implemented in 2014, inspecting minimum 200 buildings biannually.
- Continue administration and reporting of resident survey started in September 2012, identifying reasons why residents move in and out of the community.
- Assistance with various redevelopment interests, process, timelines and zoning requirements.
- Continue plan review of small commercial spaces and commercial inspections authorized by State.

2017 Budget

General Fund Planning and Development Department - 2400



- Performed daily/weekly commercial inspections of 4175 Oakland mixed-use development and 4075 Oakland Metro Market; began constructions inspections at River District senior living building; considerable focus on several commercial renovations at 4144 Oakland (Pingo), 4488 Oakland (Cloud Red), 4417 Oakland expansion (Draft & Vessel) and 4301 Oakland (Einstein Bagel/Caribou Coffee) and finishing projects 4601 Oakland and 1604 Capitol. Ongoing weekly inspections of large-scale renovations at 4400-4600 Wilson Drive apartment complexes.
- Continue implementation of Commercial Occupancy Five-Year Renewal Program to help maintain and ensure safety of Shorewood's aging commercial building, improve staff efficiency and verify businesses operating under an approved occupancy certificate.
- Inspectors obtained necessary continued education credits to maintain State certifications; planner obtained necessary continued education credits to maintain American Planning Associations certification.

Attractive and thriving local service, retail, and hospitality businesses;

- Continue to meet with potential businesses, promoting community and business district. Business district has approximately 260 active businesses, 151 are storefront businesses.
- Created and promote powerful recruitment and resource materials and online presence.
- Assisted development and approvals of on-street parklet policy.

Strong multi-modal transportation infrastructure that meets transportation needs.

- Continued coordination of implementation of bike share system as extension of Milwaukee BikeShare and award of WisDOT/ Federal Transportation Alternative Program grant. Site selection and design and plan documents completed.
- Evaluation of year-two of bike corral process and first location within the public way.
- Continue to promote pedestrian accessibility through increased business district public space and connection of redevelopment on Oakland Ave, between Kenmore Pl and Olive St.
- Evaluate bus stop locations and best practices, partnering with Milwaukee County Transit Systems.

An ecologically-responsible community with an appreciation for the lake, river, and other natural areas and a commitment to sustainability

- Completed final phase for Wisconsin Coastal Management Grant for completion of Atwater Beach boardwalk.
- Participating in University of Wisconsin Sea Grant Institutes Lake Michigan water level and bluff management.
- Assisting in implementation of village sustainability plan, evaluating facility solar systems and potential code changes aimed at energy efficiency in residential building and remodeling and incentives for green infrastructure; supporting community solar system buying program.
- Began administration of beekeeping ordinance.

2017 Budget

General Fund Planning and Development Department - 2400



A financially responsible community with suitable and well-maintained public buildings and infrastructure, strong property values, a competitive tax rate, and a commitment to public service excellence

- Continued increasing utilization of 2014 permit and property enforcement software: created new reports for public property record inquires; continued reduction of paper permits, plans and paper correspondence resulting in 50% toner expense reduction.
- Implemented Lean Program for village organization, establishing unique practices for continuous improvement.
- Continued implementation of lean principles in department: assumed responsibility of enforcement miscellaneous revenues for improved tracking; created application name/code system for continuity of growing electronic documentation; added original building blueprint plan numbers to building system, reducing time spent retrieving information; directly invoice customers for outsourced large plan copies, reducing time spent receiving customer payments and village accounts payable.
- Code compliance inspector received additional inspection state certification in residential HVAC one- and two-family dwellings.
- Implemented GIS (Geographical Information Systems) on-line mapping tool changeover to cloud-based application.
- Initiated new online civic engagement tool.

A well-governed community with leaders and citizens who value broad civic participation and maintain a long-range, disciplined view of the future

- Continue support as department liaison for Plan Commission, Community Development Authority, Design Review Board and Board of Appeals committees.
- Support Wilson Drive Corridor Community-Wide Task Force.
- Continue implementation of customer satisfaction surveys, mailing to 25% permit holders at beginning of each month: average 27% response rate; continue collection of performance standards.

Initiatives 2017

A vibrant urban community with:

Safe, friendly neighborhoods offering desirable housing options that attract diverse people of all ages and stages of life;

- Evaluate feasibility of creating historical districts.
- Complete comprehensive residential design guidelines and code compatibility.
- Evaluate public right-of-way regulations and policies.

Attractive and thriving local service, retail, and hospitality businesses;

- Maintain current and comprehensive vacancy list; work with commercial building owners in tenant recruitment to decrease vacancies and attracting businesses that serve daytime customers.
- Explore demand for business incubator or lounge/shared office space and evaluate feasibility of live-work models.

Strong multi-modal transportation infrastructure that meets transportation needs.

- Encourage transit use and evaluate opportunities to increase bus shelters and improve bus stop locations throughout the village.
- Continued coordination of implementation of bike share system as extension of Milwaukee BikeShare and award of WisDOT/ Federal Transportation Alternative Program grant, procuring and installing bike stations.

2017 Budget

General Fund Planning and Development Department - 2400



- Complete evaluation and recommendation of creating bike boulevards within residential districts.

A welcoming community embracing new people, innovative ideas and engaging with others to continuously improve Shorewood and the Milwaukee metro area

- Recommend commercial district wayfinding signage system.
- Support Wilson Drive Corridor Task Force efforts.

A financially responsible community with suitable and well-maintained public buildings and infrastructure, strong property values, a competitive tax rate, and a commitment to public service excellence

- Complete fee review and make recommendation.
- Ongoing improvement of over 25 online applications, permits and forms; continued offering of online application submission and payments, building contractor and community awareness.

A well-governed community with leaders and citizens who value broad civic participation and maintain a long-range, disciplined view of the future

- Continue implementation of Lean principles and continuous improvement; conduct Lean project for business occupancies and various department tasks.
- Continue to identify outdated and obsolete village codes or codes that do not parallel existing State, regional and local standards.

Measurements and Indicators

The Planning & Development Department will receive over 2,600 applications in 2015 and perform over 5,000 inspections.

Permit Type	Estimated								
	2008	2009	2010	2011	2012	2013	2014	2015	2016
Building	689	655	689	663	587	671	674	660	650
Electrical	729	638	910	643	597	631	622	625	620
Plumbing	501	480	798	545	418	517	521	520	500
HVAC	246	203	362	201	224	216	237	230	220
Occupancy	16	19	50	24	32	13	13	28	10
Code Compliance	172	168	178	168	198	221	230	151	0
Other	421	327	345	351	381	418	446	440	400
Total	2774	2490	3332	2595	2437	2687	2743	2654	2400

2017 Budget

General Fund Planning and Development Department - 2400



Budget Impact

Below are some of the significant revenue and expenditure changes which are included for your review:

- The 2016 revenues are higher than expected, assuming large commercial projects were permitted in 2015.
- The 2017 revenues are expected to be lower than previous years, assuming no large-scale redevelopment projects other than one bank project.
- The 2017 wage is higher because planner TID #1 allocation ends 12/31/2016.

2017 Budget

General Fund Revenues and Expenditures
 Planning and Development Department - 2400

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
Revenues									
100-2400-44310	Building Permits	\$ 176,020	\$ 214,222	\$ 145,000	\$ 140,000	\$ 150,000	\$ 150,000	7.1%	Licenses
100-2400-44320	Electrical Permits	55,468	52,081	65,000	55,000	65,000	65,000	18.2%	Licenses
100-2400-44330	Plumbing Permits	54,551	46,364	56,000	57,000	60,000	60,000	5.3%	Licenses
100-2400-44340	HVAC Permits	27,511	21,765	30,000	30,000	30,000	30,000	0.0%	Licenses
100-2400-44370	Reinspection Fees (PE)	-	12,550	10,000	10,000	10,000	10,000	0.0%	Licenses
100-2400-44400	Code Compliance Fees	35,330	25,865	-	10,000	-	-	-100.0%	Licenses
100-2400-46105	Blueprints	703	707	1,200	500	500	500	0.0%	Charges
100-2400-48900	Miscellaneous Revenue	5,699	7,400	8,000	3,600	10,000	10,000	177.8%	Other Rev
Total Planning and Development Revenues		\$ 355,281	\$ 380,955	\$ 315,200	\$ 306,100	\$ 325,500	\$ 325,500	6.3%	
Expenditures									
100-2400-51100	Salaries and Wages	\$ 238,751	\$ 263,338	\$ 269,835	\$ 269,835	\$ 280,772	\$ 280,772	4.1%	Salaries
100-2400-51140	Auto Allowance	1,500	1,500	1,500	1,500	1,500	1,500	0.0%	Fringe
100-2400-51160	Opt Out Ins	6,562	8,250	8,400	8,400	11,700	11,700	39.3%	Fringe
100-2400-51300	Health Insurance	33,734	24,960	24,953	24,953	24,964	24,964	0.0%	Fringe
100-2400-51305	Dental Insurance	2,211	2,284	2,352	2,352	2,076	2,076	-11.7%	Fringe
100-2400-51310	Social Security and Medicare	18,054	19,745	20,643	20,643	21,479	21,479	4.0%	Fringe
100-2400-51315	Wisconsin Retirement System	16,571	17,316	17,809	17,809	19,093	19,093	7.2%	Fringe
100-2400-51320	Life Insurance	358	413	423	423	472	472	11.6%	Fringe
100-2400-51325	Flexible Benefit Contribution	1,737	1,839	2,500	1,946	1,953	1,953	0.4%	Fringe
100-2400-51900	Professional Education	3,786	6,256	1,900	5,300	2,900	2,900	-45.3%	Fringe
100-2400-52230	Phone and Internet	2,101	2,775	2,280	2,245	2,920	2,920	30.1%	Utilities
100-2400-52910	Software Purch/Maint	-	1,975	1,540	2,000	1,800	1,800	-10.0%	Contractual
100-2400-52990	Other Service Contracts & Fees	12,277	510	500	500	500	500	0.0%	Contractual
100-2400-53100	Office Supplies	1,171	884	600	675	500	500	-25.9%	Supplies & Office
100-2400-53101	Shared Office Costs	5,271	5,138	5,819	5,819	3,626	3,626	-37.7%	Supplies & Office
100-2400-53110	Computer Supplies	1,781	1,747	775	1,700	1,220	1,220	-28.2%	Supplies & Office
100-2400-53120	Copy & Print Costs	1,222	1,041	540	1,415	805	805	-43.1%	Supplies & Office
100-2400-53121	Shared Copy Costs	1,726	1,636	2,134	2,134	1,982	1,982	-7.1%	Supplies & Office
100-2400-53131	Shared Postage Costs	2,845	3,600	3,101	3,101	3,663	3,663	18.1%	Supplies & Office
100-2400-53200	Memberships & Subscriptions	1,205	443	810	955	965	965	1.0%	Supplies & Office
100-2400-53400	Vehicle Maintenance	5,363	839	1,000	1,000	500	500	-50.0%	Supplies - Vehicle
100-2400-53410	Fuel & Oil	2,164	1,267	1,000	1,860	1,650	1,650	-11.3%	Supplies - Vehicle
100-2400-53900	Misc Exp./ Uncollectible fines	128	8	1,113	100	500	500	400.0%	Supplies & Office
100-2400-54620	Loan Program Expenses	1,401	2,254	2,000	400	500	500	25.0%	Programming
100-2400-55100	Liability & Property Insurance	1,608	1,848	1,790	1,406	1,686	1,686	19.9%	Insurance
100-2400-55110	Workers Comp	11,817	12,311	13,212	13,212	13,427	13,427	1.6%	Insurance
100-2400-57900	Expenditures Charged to Others	-	-	-	-	(5,000)	(5,000)	0.0%	Interdeptmntl Exp
Total Planning and Dev. Expenditures		\$ 375,344	\$ 384,176	\$ 388,529	\$ 391,683	\$ 398,153	\$ 398,153	1.7%	

2017 Budget

Special Revenue Funds Other Public Safety - 2900



Department Description

The Other Public Safety Department at the Village includes costs for fire, ambulance, dispatch services and school crossing guard expenditures. The Village contracts with third parties or participates in joint service districts for these services.

Fire and ambulance services are provided by the North Shore Fire Department (NSFD). The NSFD was formed on January 1, 1995 by a cooperative agreement between seven North Shore communities, Brown Deer, Bayside, Fox Point, Glendale, River Hills, Shorewood, and Whitefish Bay. The NSFD's Board is comprised of one representative from each of the seven member communities. The role of the Board of Directors is to set policy, approve the budget, assist in long range planning and negotiate labor and management contracts. The goal of the NSFD is to operate more economically by sharing staff, equipment, and resources than each community would be able to achieve individually. NSFD operates five fire stations, one of which is physically located within the Village boundaries and shares a building with the Shorewood Police Department. As part of the agreement the Village pays for the water utility's hydrant rental charge and fire department retirees who retired prior to the merger.

The Other Public Safety Department costs also include joint dispatch center costs. The Village participates in the North Shore Public Safety Communications Commission (NSPSCC). The Commission was formed in 1991 and handles the dispatching services for the Villages of Shorewood, Whitefish Bay and the City of Glendale. The Village of Whitefish Bay is the fiscal agent for this Commission. During 2011, the North Shore Public Safety Communications Commission contracted with the Village of Bayside to purchase dispatching services. The Village of Bayside began providing dispatch services in 2012.

The Village contracts out for crossing guard services. Crossing guards are present at 9 intersections on regular school days in both the morning and the afternoon. One intersection retains crossing guard services during the summer when school and programming are in session.

2017 Budget

General Fund Revenues and Expenditures
Other Public Safety - 2900

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
Revenues									
100-2900-43420	Fire Insurance	\$ 54,160	\$ 54,527	\$ 60,255	\$ 50,000	\$ 55,000	\$ 55,000	10.0%	Intergov't
100-2900-48200	Rental Income	-	-	64,120	-	63,675	63,675	0.0%	Intergov't
Total Other Public Safety Revenues		<u>\$ 54,160</u>	<u>\$ 54,527</u>	<u>\$ 124,375</u>	<u>\$ 50,000</u>	<u>\$ 118,675</u>	<u>\$ 118,675</u>	<u>137.4%</u>	
Expenditures									
100-2900-51355	Other Benefits	\$ 49,904	\$ 47,340	\$ 49,908	\$ 49,908	\$ 49,908	\$ 49,908	0.0%	Fringe
100-2900-52300	Tri-Comm (dispatch)	309,873	313,760	322,809	322,809	326,972	326,972	1.3%	Other Gov't
100-2900-52310	North Shore Fire	2,045,512	2,059,307	2,141,339	2,068,658	2,172,501	2,172,501	5.0%	Other Gov't
100-2900-52990	Crossing Guards	58,850	59,403	65,000	68,750	69,500	69,500	1.1%	Contractual
100-2900-54730	Hydrant Rental	281,066	362,973	374,672	374,672	412,139	412,139	10.0%	Other Gov't
Total Other Public Safety Expenditures		<u>\$ 2,745,206</u>	<u>\$ 2,842,782</u>	<u>\$ 2,953,728</u>	<u>\$ 2,884,797</u>	<u>\$ 3,031,020</u>	<u>\$ 3,031,020</u>	<u>5.1%</u>	

2017 Budget
Expenditure Request Detail - Other Public Safety

	<u>2017</u>	<u>2016</u>	
100-2900-51355 - Other Benefits			
3.5 Retirees charged by WRS \$4,159 / month	\$ 49,908	\$ 49,908	
100-2900-52300 - Intergovernmental contracts/pymts			
Bayside operating contribution Tri-Comm Total	<u>1,055,221</u>	<u>1,046,685</u>	Actual
Shorewood Share - EV 26.85%	94,460	92,073	
Shorewood Share - Population 32.77%	115,265	114,438	
Shorewood Share - 1/3	<u>117,247</u>	<u>116,298</u>	
Total for account	<u>326,972</u>	<u>322,809</u>	
Shorewood Share	<u>31.0%</u>	<u>30.8%</u>	
100-2900-52310 - North Shore Fire Department			
Operating	2,117,501	2,081,082	actual
Rent credit	-	(62,424)	rent now budgeted as a revenue in 2016
Fire dues	<u>55,000</u>	<u>50,000</u>	
Total for account	<u>2,172,501</u>	<u>2,068,658</u>	
	2,172,501	2,068,658	
100-2900-52990 - Other service contracts & fees			
<u>Crossing guards</u>			
9 guards for 2 hours each for 194 school days	65,845	65,130	per contract
1 guard for 5 hours each for 39 days summer	<u>3,656</u>	<u>3,620</u>	
Total for account	<u>69,500</u>	<u>68,750</u>	

2017 Budget

General Fund Department of Public Works – 3000's



Department Description

The vision of the Shorewood Department of Public Works is to ensure and enhance the quality of life in the Village of Shorewood.

The mission of the Department of Public Works is to provide the highest level of public service possible to Shorewood residents and to keep all Village property, pertinent infrastructure and vehicles in proper maintenance and repair. This mission is accomplished through the judicious use of department personnel and equipment.

The Shorewood DPW provides a diverse and varied assortment of services to the community ranging from collections and street maintenance to maintenance of the Village's parks and urban forest, its buildings and vehicle fleet. The Department of Public Works includes the Shorewood Water Works and the Shorewood Sewer Utility. DPW staff also administers contracts for all public construction programs and the annual provision of recycling, pest control services, lawn maintenance, Capitol Drive landscape maintenance, street maintenance (crack fill and large area patching) and construction services to the Village.

Services

The DPW is comprised of three separate divisions:

- The Services Division provides services including refuse collection; yard waste, brush and leaf collection; Saturday drop off and recycling; street maintenance; street sweeping; winter maintenance; forestry, plantings, park and beach maintenance; streetscape maintenance and beautification efforts;
- The Fleet & Facilities Division provides services including building maintenance, streetlight system maintenance, traffic control system maintenance, sign maintenance, and all DPW, PDD and Police Department equipment and vehicle maintenance;
- The Utilities Division provides all water and sewer-related services, including meter reading and replacement, water system maintenance and repair, drinking water sampling, sanitary and storm sewer system maintenance, cleaning and repair.

2017 Budget

General Fund Department of Public Works – 3000's



Achievements 2016

Vision Plan – A vibrant urban community with:

- ***Safe, friendly neighborhoods offering desirable housing options that attract diverse people of all ages and stages of life;***
 - Street lighting system
 - Sidewalk program
 - Maintain police fleet
 - Winter snow and ice control
 - Traffic control and regulatory signage
- ***Attractive and thriving local service, retail and hospitality businesses;***
 - Lead business district beautification efforts
 - Maintain public parking lots

A welcoming community embracing new people and innovative ideas, engaging with others to continuously improve Shorewood and the Milwaukee metro area;

- Supported numerous community celebrations through traffic control, refuse/recycling clean-up and general beautification
- Supported over 50 neighborhood block parties through supply, deliver and collection of barricades

A healthy community with clean air and water; access to excellent medical services and businesses, facilities and program that promote personal health and wellness;

- Designed and implemented a communication and testing program for lead water service replacements
- Forestry program including EAB initiatives
- Partnered again with Senior Resource Center to maintain LiveWall vegetable garden provide fresh produce for Senior Center lunch program.

An ecologically-responsible community with an appreciation for the lake, river and other natural areas and a commitment to sustainability;

- Shorewood Waters project
- Rainwater collection system at DPW
- Natural turf management program
- Support Conservation Committee fair

2017 Budget

General Fund Department of Public Works – 3000's



A financially responsible community with suitable and well-maintained public buildings and infrastructure, strong property values, a competitive tax rate and a commitment to public service excellence;

- 2016 Street Reconstruction Program
- 2016 Combined North Sewer and Street Improvements
- Capitol Drive crosswalk replacements
- Completed Non-Revenue Water Study and began recommendation implementation
- Annual Sewer Mainline and Lateral Rehabilitation Projects
- Collections evaluation and RFP process
- Annual masonry repair and window replacements
- Hubbard Park stair and entryway improvements

Initiatives 2017

A welcoming community embracing new people, innovative ideas and engaging with others to continuously improve Shorewood and the Milwaukee metro area

- Support numerous community celebrations through traffic control, refuse/recycling clean-up and general beautification.
- Support neighborhood block parties through supply, delivery and collection of barricades.

An ecologically-responsible community with an appreciation for the lake, river, and other natural areas and a commitment to sustainability

- Continue EAB prevention efforts.
- Continue and enhance Shorewood Waters Project programs.

A financially responsible community with suitable and well-maintained public buildings and infrastructure, strong property values, a competitive tax rate and a commitment to public service excellence;

- Administer 2017 Street Resurfacing Program.
- Administer 2017 Sidewalk Replacement Program.
- Administer proposed 2017 Alley Improvement Program.

A well-governed community with leaders and citizens who value broad civic participation and maintain a long-range, disciplined view of the future

- Conduct and implement additional lean process reviews of various department tasks, including fleet maintenance and utilities.

2017 Budget

General Fund Department of Public Works – 3000's



Measurements and Indicators

<u>Measurements</u>	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>Projected 2016</u>	<u>Target 2017</u>
Lineal feet pavement installed	10,285	600	10,630	600
Square feet concrete sidewalk installed	-	43,631	-	42,000
Labor hours per ton of refuse	1.65	1.23	1.50	1.25
Recycling as a % of total material collected	32.5%	30.3%	27.5%	33.0%

Budget Impact

- The vehicle maintenance parts/supply budget was increased to reflect trending increased parts expenditures for the Village's collections vehicles.

2017 Budget

Summary of All General Fund - Public Works
By Object

Category	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop
Revenues	\$ 767,834	\$ 818,530	\$ 837,525	\$ 854,194	\$ 846,065	\$ 846,065	-1.0%
Salaries Total	938,842	967,326	935,382	1,002,340	953,817	953,817	-4.8%
Fringe Total	439,891	461,282	478,770	465,406	478,304	478,304	2.8%
Contractual Total	618,403	622,986	628,745	600,082	625,189	625,189	4.2%
Supplies & Office Total	16,605	36,104	19,715	18,293	15,508	15,508	-15.2%
Supplies - Maint. Total	204,749	208,323	232,225	235,233	223,419	223,419	-5.0%
Supplies - Vehicle Total	247,321	193,133	179,452	216,920	212,275	212,275	-2.1%
Utilities Total	155,893	169,112	166,726	175,893	185,126	185,126	5.2%
Insurance Total	75,816	77,053	82,522	79,833	81,105	81,105	1.6%
<u>Interdeptmntl Exp Total</u>	<u>(181,997)</u>	<u>(79,743)</u>	<u>(97,030)</u>	<u>(119,317)</u>	<u>(112,430)</u>	<u>(112,430)</u>	<u>-5.8%</u>
Department Total	2,515,524	2,655,576	2,626,506	2,674,683	2,662,313	2,662,313	-0.5%

2017 Budget

General Fund Revenues and Expenditures
Department of Public Works - 3000's

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
Revenues									
100-3100-43530	State Transportation Aids	\$ 361,342	\$ 420,894	\$ 442,017	\$ 442,017	\$ 440,130	\$ 440,130	-0.4%	Intergov't
100-3100-43540	Recycling Grant	52,825	52,814	49,974	42,251	46,000	46,000	8.9%	Intergov't
100-3100-46420	Recycling Rebate	48,816	44,279	40,150	45,000	41,000	41,000	-8.9%	Other Rev
100-3100-46430	Special Collection Fees	12,603	17,831	16,416	12,000	14,000	14,000	16.7%	Charges
100-3100-46431	Disposal Fee	4,591	5,873	7,006	4,000	6,000	6,000	50.0%	Charges
100-3100-46433	Kart Sales	9,211	12,041	11,036	5,200	7,100	7,100	36.5%	Charges
100-3100-46434	Snow Removal Charges	1,976	1,418	3,000	-	-	-	0.0%	Charges
100-3100-46435	Delq Prop Maint	320	1,070	500	-	-	-	0.0%	Charges
100-3100-46436	Damages To Property	4,846	10,638	4,432	-	-	-	0.0%	Charges
100-3100-47300	Charges for Service - School	9,269	5,543	4,208	8,835	6,600	6,600	-25.3%	Charges
100-3100-47310	Charges for Service - Whitefish Bay	191,986	189,617	190,000	201,916	214,735	214,735	6.3%	Charges
100-3100-47330	Charges for Service - NSFD	8,347	4,289	3,360	6,975	5,500	5,500	-21.1%	Charges
100-3100-47440	Equipment Rental Water	9,855	5,220	4,000	20,000	5,000	5,000	-75.0%	Other Rev
100-3100-47450	Equipment Rental Sewer	10,526	6,654	12,926	20,000	10,000	10,000	-50.0%	Other Rev
100-3100-48200	Rental Income	28,122	37,684	41,000	41,000	45,000	45,000	9.8%	Other Rev
100-3100-48900	Miscellaneous Revenue	13,199	2,665	7,500	5,000	5,000	5,000	0.0%	Other Rev
Total Public Works Revenues		<u>\$ 767,834</u>	<u>\$ 818,530</u>	<u>\$ 837,525</u>	<u>\$ 854,194</u>	<u>\$ 846,065</u>	<u>\$ 846,065</u>	<u>-1.0%</u>	
Expenditures									
<i>Administration</i>									
100-3100-51100	Salaries and Wages	\$ 119,158	\$ 115,806	\$ 121,294	\$ 121,294	\$ 126,505	\$ 126,505	4.3%	Salaries
100-3100-51140	Auto Allowance	1,800	1,800	1,800	1,800	1,800	1,800	0.0%	Fringe
100-3100-51150	Retiree Sick Leave Payout	-	-	-	15,000	-	-	-100.0%	Salaries
100-3100-51160	Opt Out Ins	3,180	3,180	3,880	1,500	1,500	1,500	0.0%	Fringe
100-3100-51200	Overtime Wages	-	-	-	-	-	-	0.0%	Salaries
100-3100-51300	Health Insurance	33,229	31,392	35,464	33,937	33,950	33,950	0.0%	Fringe
100-3100-51305	Dental Insurance	1,224	932	982	1,142	926	926	-18.9%	Fringe
100-3100-51310	Social Security and Medicare	9,250	8,294	9,684	9,279	9,677	9,677	4.3%	Fringe
100-3100-51315	Wisconsin Retirement System	8,390	7,630	8,570	8,961	8,602	8,602	-4.0%	Fringe
100-3100-51320	Life Insurance	262	182	204	147	224	224	52.4%	Fringe
100-3100-51325	Flexible Benefit Contribution	838	921	998	511	511	511	0.0%	Fringe
100-3100-51330	Uniform Expense	5,570	5,439	5,360	5,360	5,360	5,360	0.0%	Fringe
100-3100-51340	Retiree Health Contribution	26,761	42,753	62,938	42,500	69,349	69,349	63.2%	Fringe
100-3100-51900	Professional Education	2,092	2,150	3,000	3,000	3,000	3,000	0.0%	Fringe
100-3100-52230	Phone and Internet	2,918	3,357	3,744	3,075	3,400	3,400	10.6%	Utilities

2017 Budget

General Fund Revenues and Expenditures
Department of Public Works - 3000's

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
100-3100-52990	Other Service contracts / fees	3,307	2,262	4,545	-		-	0.0%	Contractual
100-3100-53100	Office Supplies	2,560	2,353	2,500	2,500	2,625	2,625	5.0%	Supplies & Office
100-3100-53101	Shared Office Costs	5,175	4,326	4,562	7,320	4,924	4,924	-32.7%	Supplies & Office
100-3100-53120	Copy & Print Costs	1,130	1,035	790	1,200	691	691	-42.4%	Supplies & Office
100-3100-53131	Shared Postage Costs	1,033	1,085	1,526	1,629	1,338	1,338	-17.9%	Supplies & Office
100-3100-53200	Memberships & Subscriptions	644	835	905	644	680	680	5.6%	Supplies & Office
100-3100-54150	Safety Expenses	6,063	6,582	5,000	5,000	5,250	5,250	5.0%	Supplies & Office
100-3100-54450	Property Damages - reimbursable	-	19,888	4,432	-		-	0.0%	Supplies & Office
100-3100-55100	Liability & Property Insurance	17,952	19,955	22,770	20,081	24,874	24,874	23.9%	Insurance
100-3100-55110	Workers Comp	57,864	57,098	59,752	59,752	56,231	56,231	-5.9%	Insurance
100-3100-55120	Unemployment	-	-	-	-	-	-	0.0%	Insurance
Total Administration Expenditures		310,400	339,252	364,700	345,632	361,417	361,417	4.6%	
<i>Building Maintenance</i>									
100-3230-51100	Salaries and Wages	130,754	129,222	112,366	100,209	101,468	101,468	1.3%	Salaries
100-3230-51160	Opt Out Ins	-	-	-	-		-	0.0%	Fringe
100-3230-51200	Overtime Wages	9,560	7,968	9,210	8,017	5,074	5,074	-36.7%	Salaries
100-3230-51300	Health Insurance	48,629	51,559	49,714	43,668	43,687	43,687	0.0%	Fringe
100-3230-51305	Dental Insurance	972	952	870	840	840	840	0.0%	Fringe
100-3230-51310	Social Security and Medicare	9,989	9,404	9,106	8,239	8,150	8,150	-1.1%	Fringe
100-3230-51315	Wisconsin Retirement System	9,302	8,640	8,404	7,108	7,246	7,246	1.9%	Fringe
100-3230-51320	Life Insurance	609	720	716	560	551	551	-1.6%	Fringe
100-3230-51325	Flexible Benefit Contribution	847	1,068	1,072	753	753	753	0.0%	Fringe
100-3230-53500	Dept/Program Supplies	67,332	66,608	75,755	75,755	72,465	72,465	-4.3%	Supplies - Maint.
100-3230-54160	Hubbard Lodge/ River Club	655	-	2,000	2,000	2,000	2,000	0.0%	Supplies - Maint.
100-3230-57900	Expenditure Charged to Others	(24,267)	(23,832)	(19,826)	(15,458)	(17,973)	(17,973)	16.3%	Interdeptmntl Exp
Total Building Maintenance Expenditures		254,382	252,308	249,387	231,691	224,261	224,261	-3.2%	
<i>Municipal Garage</i>									
100-3300-51100	Salaries and Wages	104,041	102,154	92,586	110,386	112,965	112,965	2.3%	Salaries
100-3300-51160	Opt Out Ins	2,920	2,920	2,918	3,000	3,000	3,000	0.0%	Fringe
100-3300-51170	Tool Allowance	1,935	1,800	1,800	2,400	2,400	2,400	0.0%	Salaries
100-3300-51200	Overtime Wages	1,032	556	5,000	8,831	5,648	5,648	-36.0%	Salaries
100-3300-51300	Health Insurance	7,918	7,901	6,380	8,670	8,670	8,670	0.0%	Fringe
100-3300-51305	Dental Insurance	470	412	334	480	480	480	0.0%	Fringe
100-3300-51310	Social Security and Medicare	7,910	7,911	7,438	9,076	9,074	9,074	0.0%	Fringe
100-3300-51315	Wisconsin Retirement System	7,465	6,890	6,272	7,830	8,066	8,066	3.0%	Fringe
100-3300-51320	Life Insurance	197	210	212	221	218	218	-1.4%	Fringe

2017 Budget

General Fund Revenues and Expenditures
Department of Public Works - 3000's

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
100-3300-51325	Flexible Benefit Contribution	52	81	258	840	840	840	0.0%	Fringe
100-3300-52200	Electric	20,653	20,338	21,379	21,379	22,020	22,020	3.0%	Utilities
100-3300-52210	Gas	14,032	8,959	14,533	14,533	14,969	14,969	3.0%	Utilities
100-3300-52220	Water	2,309	4,592	8,357	8,357	10,028	10,028	20.0%	Utilities
100-3300-53400	Vehicle Maintenance	91,959	81,283	86,412	70,000	80,000	80,000	14.3%	Supplies - Vehicle
100-3300-53410	Fuel and Oil	155,361	111,849	93,040	146,920	132,275	132,275	-10.0%	Supplies - Vehicle
100-3300-57900	Exp. Charged To Others - Fuel	(70,736)	(41,640)	(40,000)	(64,170)	(55,000)	(55,000)	-14.3%	Interdeptmntl Exp
100-3300-57910	Exp. Charged To Others - Parts	-	(6,941)	(20,000)	(20,000)	(20,000)	(20,000)	0.0%	Interdeptmntl Exp
100-3300-57920	Exp. Charged To Others - Utilities	-	-	(11,067)	(11,067)	(11,754)	(11,754)	6.2%	Interdeptmntl Exp
Total Municipal Garage Expenditures		347,520	309,275	275,852	317,686	323,899	323,899	2.0%	
<i>Street & Alley</i>									
100-3410-51100	Salaries and Wages	60,413	52,472	43,660	47,669	51,923	51,923	8.9%	Salaries
100-3410-51160	Opt Out Ins	254	142	140	330	360	360	9.1%	Fringe
100-3410-51200	Overtime Wages	598	1,710	2,000	3,635	2,474	2,474	-31.9%	Salaries
100-3410-51300	Health Insurance	24,274	21,016	25,688	15,155	16,539	16,539	9.1%	Fringe
100-3410-51305	Dental Insurance	892	725	866	568	619	619	9.0%	Fringe
100-3410-51310	Social Security and Medicare	4,191	3,678	2,830	3,906	4,161	4,161	6.5%	Fringe
100-3410-51315	Wisconsin Retirement System	4,242	3,425	2,856	3,223	3,533	3,533	9.6%	Fringe
100-3410-51320	Life Insurance	305	237	278	175	175	175	0.0%	Fringe
100-3410-51325	Flexible Benefit Contribution	55	40	24	81	88	88	8.6%	Fringe
100-3410-53500	Dept/Program Supplies	13,213	11,695	10,000	13,000	13,000	13,000	0.0%	Supplies - Maint.
Total Street & Alley Expenditures		108,481	95,139	88,342	87,742	92,872	92,872	5.8%	
<i>Street Sweeping</i>									
100-3420-51100	Salaries and Wages	4,124	10,416	6,226	6,067	5,192	5,192	-14.4%	Salaries
100-3420-51160	Opt Out Ins	-	-	-	-	-	-	0.0%	Fringe
100-3420-51200	Overtime Wages	-	-	-	463	247	247	-46.7%	Salaries
100-3420-51300	Health Insurance	480	4,165	2,252	1,929	1,654	1,654	-14.3%	Fringe
100-3420-51305	Dental Insurance	17	140	78	72	62	62	-13.9%	Fringe
100-3420-51310	Social Security and Medicare	313	754	346	497	416	416	-16.3%	Fringe
100-3420-51315	Wisconsin Retirement System	289	708	336	410	353	353	-13.9%	Fringe
100-3420-51320	Life Insurance	1	50	24	22	18	18	-18.2%	Fringe
100-3420-51325	Flexible Benefit Contribution	9	11	2	10	9	9	-10.0%	Fringe
100-3420-53500	Dept/Program Supplies	1,349	865	3,100	3,100	3,100	3,100	0.0%	Supplies - Maint.
Total Street Sweeping Expenditures		6,583	17,109	12,364	12,570	11,051	11,051	-12.1%	

2017 Budget

General Fund Revenues and Expenditures
Department of Public Works - 3000's

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
<i>Street Lighting</i>									
100-3430-51100	Salaries and Wages	66,107	48,020	59,836	48,756	48,879	48,879	0.3%	Salaries
100-3430-51200	Overtime Wages	4,013	2,389	2,418	3,771	2,363	2,363	-37.3%	Salaries
100-3430-51300	Health Insurance	20,010	18,443	20,864	17,260	17,267	17,267	0.0%	Fringe
100-3430-51305	Dental Insurance	454	364	434	413	413	413	0.0%	Fringe
100-3430-51310	Social Security and Medicare	5,984	3,578	4,492	3,999	3,920	3,920	-2.0%	Fringe
100-3430-51315	Wisconsin Retirement System	4,335	3,377	4,066	3,343	3,375	3,375	1.0%	Fringe
100-3430-51320	Life Insurance	184	202	308	206	194	194	-5.8%	Fringe
100-3430-51325	Flexible Benefit Contribution	-	44	88	287	287	287	0.0%	Fringe
100-3430-52200	Electric -street lighting	77,204	90,897	84,023	87,707	90,338	90,338	3.0%	Utilities
100-3430-53500	Dept/Program Supplies	15,525	4,410	14,200	14,200	15,000	15,000	5.6%	Supplies - Maint.
100-3430-57900	Expenditures Charged To Others	(80,968)	-	-	-	-	-	0.0%	Interdeptmntl Exp
Total Street Lighting Expenditures		112,848	171,724	190,729	179,942	182,036	182,036	1.2%	
<i>Traffic Devices</i>									
100-3440-51100	Salaries and Wages	-	704	1,738	1,733	1,731	1,731	-0.1%	Salaries
100-3440-51200	Overtime Wages	-	239	42	132	-	-	-100.0%	Salaries
100-3440-51300	Health Insurance	-	381	750	551	551	551	0.0%	Fringe
100-3440-51305	Dental Insurance	-	7	16	21	21	21	0.0%	Fringe
100-3440-51310	Social Security and Medicare	-	70	124	142	139	139	-2.1%	Fringe
100-3440-51315	Wisconsin Retirement System	-	64	114	117	118	118	0.9%	Fringe
100-3440-51320	Life Insurance	-	4	10	6	6	6	0.0%	Fringe
100-3440-51325	Flexible Benefit Contribution	-	4	-	3	3	3	0.0%	Fringe
100-3440-52200	Electric - traffic devices	15,994	16,600	16,018	16,696	16,000	16,000	-4.2%	Utilities
100-3440-53500	Dept/Program Supplies	418	4,868	4,515	4,000	5,000	5,000	25.0%	Supplies - Maint.
Total Traffic Devices Expenditures		16,413	22,940	23,327	23,401	23,569	23,569	0.7%	
<i>Signage / Street marking</i>									
100-3450-51100	Salaries and Wages	956	295	2,200	5,200	3,462	3,462	-33.4%	Salaries
100-3450-51200	Overtime Wages	33	21	159	397	165	165	-58.4%	Salaries
100-3450-51300	Health Insurance	388	100	661	1,653	1,103	1,103	-33.3%	Fringe
100-3450-51305	Dental Insurance	8	2	25	62	41	41	-33.9%	Fringe
100-3450-51310	Social Security and Medicare	70	24	170	426	277	277	-35.0%	Fringe
100-3450-51315	Wisconsin Retirement System	69	21	141	352	236	236	-33.0%	Fringe
100-3450-51320	Life Insurance	3	1	8	19	12	12	-36.8%	Fringe
100-3450-51325	Flexible Benefit Contribution	-	4	4	9	6	6	-33.3%	Fringe
100-3450-53500	Dept/Program Supplies	6,945	6,079	6,500	8,500	8,000	8,000	-5.9%	Supplies - Maint.
Total Signage Expenditures		8,473	6,547	9,867	16,618	13,302	13,302	-20.0%	

2017 Budget

General Fund Revenues and Expenditures
Department of Public Works - 3000's

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
<i>Winter Maintenance</i>									
100-3460-51100	Salaries and Wages	27,242	43,388	41,727	52,003	53,269	53,269	2.4%	Salaries
100-3460-51160	Opt Out Ins	593	593	518	720	540	540	-25.0%	Fringe
100-3460-51200	Overtime Wages	20,070	24,944	20,000	25,966	22,062	22,062	-15.0%	Salaries
100-3460-51300	Health Insurance	16,377	18,090	18,067	16,532	13,783	13,783	-16.6%	Fringe
100-3460-51305	Dental Insurance	552	609	665	619	656	656	6.0%	Fringe
100-3460-51310	Social Security and Medicare	3,450	4,168	4,681	5,874	5,968	5,968	1.6%	Fringe
100-3460-51315	Wisconsin Retirement System	3,220	3,981	4,268	6,033	4,945	4,945	-18.0%	Fringe
100-3460-51320	Life Insurance	196	186	273	191	146	146	-23.6%	Fringe
100-3460-51325	Flexible Benefit Contribution	80	53	23	88	74	74	-15.9%	Fringe
100-3460-52990	Other Service contracts / fees	-	1,800	1,800	1,800	1,800	1,800	0.0%	Contractual
100-3460-53500	Dept/Program Supplies	9,206	5,835	4,800	4,800	4,600	4,600	-4.2%	Supplies - Maint.
100-3460-53520	Salt Contract	40,446	42,978	50,000	56,978	46,054	46,054	-19.2%	Supplies - Maint.
100-3460-57900	Expenditures Charged To Others	(6,071)	(7,331)	(6,137)	(8,622)	(7,703)	(7,703)	-10.7%	Interdeptmntl Exp
Total Winter Maintenance Expenditures		115,360	139,295	140,685	162,982	146,194	146,194	-10.3%	
<i>Refuse Disposal</i>									
100-3510-51100	Salaries and Wages	117,029	115,298	117,884	130,007	125,480	125,480	-3.5%	Salaries
100-3510-51120	Special Collection Wages - Sat Recyc	4,400	3,964	2,934	5,000	5,000	5,000	0.0%	Salaries
100-3510-51160	Opt Out Ins	2,004	2,004	2,002	900	870	870	-3.3%	Fringe
100-3510-51200	Overtime Wages	1,066	620	560	1,414	1,000	1,000	-29.3%	Salaries
100-3510-51300	Health Insurance	36,609	37,441	40,438	41,331	39,969	39,969	-3.3%	Fringe
100-3510-51305	Dental Insurance	1,379	1,355	1,414	1,548	1,496	1,496	-3.4%	Fringe
100-3510-51310	Social Security and Medicare	8,944	8,305	8,404	10,282	10,057	10,057	-2.2%	Fringe
100-3510-51315	Wisconsin Retirement System	8,213	7,502	7,632	8,790	8,539	8,539	-2.9%	Fringe
100-3510-51320	Life Insurance	329	346	362	476	424	424	-10.9%	Fringe
100-3510-51325	Flexible Benefit Contribution	196	234	68	221	213	213	-3.6%	Fringe
100-3510-52950	Disposal Contracts - refuse	315,393	322,367	320,000	306,650	336,510	336,510	9.7%	Contractual
100-3510-53500	Dept/Program Supplies	1,440	16,670	8,238	7,700	8,300	8,300	7.8%	Supplies - Maint.
Total Refuse Disposal Expenditures		497,002	516,106	509,936	514,319	537,858	537,858	4.6%	
<i>Recycling</i>									
100-3520-51100	Salaries and Wages	-	-	-	-	-	-	0.0%	Salaries
100-3520-51310	Social Security and Medicare	-	-	-	-	-	-	0.0%	Fringe
100-3520-51315	Wisconsin Retirement System	-	-	-	-	-	-	0.0%	Fringe
100-3520-52950	Disposal Contracts - recycling	165,655	169,354	165,000	169,232	175,272	175,272	3.6%	Contractual
100-3520-53500	Dept/Program Supplies	13,890	8,253	10,895	8,200	8,400	8,400	2.4%	Supplies - Maint.
Total Recycling Expenditures		179,545	177,607	175,895	177,432	183,672	183,672	3.5%	

2017 Budget

General Fund Revenues and Expenditures
Department of Public Works - 3000's

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
<i>Yard Waste/Leaf Collection</i>									
100-3530-51100	Salaries and Wages	65,457	72,285	50,000	52,003	51,923	51,923	-0.2%	Salaries
100-3530-51120	Special Collection Wages - Sat Comp	3,810	3,972	2,616	5,000	5,000	5,000	0.0%	Salaries
100-3530-51160	Opt Out Ins	808	808	806	360	360	360	0.0%	Fringe
100-3530-51200	Overtime Wages	2,646	1,119	100	3,966	2,474	2,474	-37.6%	Salaries
100-3530-51300	Health Insurance	16,594	18,739	16,000	16,532	15,893	15,893	-3.9%	Fringe
100-3530-51305	Dental Insurance	683	732	600	619	619	619	0.0%	Fringe
100-3530-51310	Social Security and Medicare	5,260	4,902	4,000	4,262	4,161	4,161	-2.4%	Fringe
100-3530-51315	Wisconsin Retirement System	4,394	4,391	3,500	3,516	3,533	3,533	0.5%	Fringe
100-3530-51320	Life Insurance	182	214	96	191	175	175	-8.4%	Fringe
100-3530-51325	Flexible Benefit Contribution	77	84	26	88	88	88	0.0%	Fringe
100-3530-52950	Disposal Contracts	47,275	41,033	49,900	49,900	39,107	39,107	-21.6%	Contractual
100-3530-53500	Dept/Program Supplies	1,925	928	1,000	1,000	1,000	1,000	0.0%	Supplies - Maint.
Total Yard Waste/Leaf Collection Expenditures		149,110	149,207	128,644	137,437	124,333	124,333	-9.5%	
<i>Forestry</i>									
100-3610-51100	Salaries and Wages	140,599	145,283	159,972	160,342	147,115	147,115	-8.2%	Salaries
100-3610-51160	Opt Out Ins	330	330	330	1,110	1,020	1,020	-8.1%	Fringe
100-3610-51200	Overtime Wages	2,000	895	898	2,227	2,011	2,011	-9.7%	Salaries
100-3610-51300	Health Insurance	41,380	46,667	34,178	50,975	46,861	46,861	-8.1%	Fringe
100-3610-51305	Dental Insurance	1,674	1,726	1,412	1,909	1,754	1,754	-8.1%	Fringe
100-3610-51310	Social Security and Medicare	10,311	10,107	11,940	13,140	11,791	11,791	-10.3%	Fringe
100-3610-51315	Wisconsin Retirement System	9,477	9,229	10,338	10,841	10,011	10,011	-7.7%	Fringe
100-3610-51320	Life Insurance	500	570	696	587	497	497	-15.3%	Fringe
100-3610-51325	Flexible Benefit Contribution	87	121	84	272	250	250	-8.1%	Fringe
100-3610-53500	Dept/Program Supplies	10,282	8,177	8,500	8,500	8,500	8,500	0.0%	Supplies - Maint.
100-3610-53510	Landscape/Forestry Plantings	8,484	15,156	17,181	13,500	14,000	14,000	3.7%	Supplies - Maint.
Total Forestry Expenditures		225,125	238,261	245,529	263,403	243,810	243,810	-7.4%	
<i>Parks & Beautification</i>									
100-3620-51100	Salaries and Wages	51,726	81,729	78,000	78,004	64,904	64,904	-16.8%	Salaries
100-3620-51160	Opt Out Ins	1,922	1,922	1,920	540	450	450	-16.7%	Fringe
100-3620-51200	Overtime Wages	75	58	156	2,448	3,083	3,083	25.9%	Salaries
100-3620-51300	Health Insurance	103	574	194	1,799	2,273	2,273	26.3%	Fringe
100-3620-51305	Dental Insurance	554	643	642	929	774	774	-16.7%	Fringe
100-3620-51310	Social Security and Medicare	3,997	6,250	5,476	6,392	5,202	5,202	-18.6%	Fringe
100-3620-51315	Wisconsin Retirement System	2,509	3,058	2,864	2,774	2,208	2,208	-20.4%	Fringe

2017 Budget

General Fund Revenues and Expenditures
Department of Public Works - 3000's

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
100-3620-51320	Life Insurance	199	229	244	286	219	219	-23.4%	Fringe
100-3620-51325	Flexible Benefit Contribution	3	3	40	10	55	55	450.0%	Fringe
100-3620-52200	Electric	2,942	3,129	3,430	3,430	3,553	3,553	3.6%	Utilities
100-3620-52210	Gas	230	231	243	243	250	250	2.9%	Utilities
100-3620-52220	Water	19,611	21,010	15,000	20,473	24,568	24,568	20.0%	Utilities
100-3620-52940	Landscaping Contracts (Turf)	54,593	60,975	62,500	47,500	47,500	47,500	0.0%	Contractual
100-3620-52990	Other Service Contracts & Fees	32,180	25,196	25,000	25,000	25,000	25,000	0.0%	Capitol Dr. Contract
100-3620-53300	Repairs and Maintenance	592	-	300	1,000	500	500	-50.0%	Supplies - Maint.
100-3620-53500	Dept/Program Supplies	4,791	11,156	7,241	5,000	5,500	5,500	10.0%	Supplies - Maint.
100-3620-53510	Landscape/Forestry Plantings	8,256	4,645	8,000	8,000	8,000	8,000	0.0%	Supplies - Maint.
Total Parks & Beautification Expenditures		<u>184,283</u>	<u>220,807</u>	<u>211,250</u>	<u>203,828</u>	<u>194,039</u>	<u>194,039</u>	-4.8%	
Total Public Works Expenditures		<u>\$ 2,515,524</u>	<u>\$ 2,655,576</u>	<u>\$ 2,626,506</u>	<u>\$ 2,674,683</u>	<u>\$ 2,662,313</u>	<u>\$ 2,662,313</u>	-0.5%	

**2017 Budget
Expenditure Request Detail - Department of Public Works**

(continued)

Administration

100-3100-51330	Uniform expenses		100-3100-53200	Memberships & subscriptions	
Contract: 13 DPW emp @ \$400		5,200	Group APWA membership:		680
Summer help reimbursements		160	Total for account		680
Total for account		5,360			

100-3100-51900	Professional education		100-3100-54150	Safety expenses	
APWA National Conference: Butschlick		1,000	WisDOT CDL Drug Testing (DPW only)		1,300
State Forestry Conference: Mueller, Dondlinger, Kaiser		750	APWA Supervisory Academy		400
Various other seminars		1,250	Safety Training		1,800
Total for account		3,000	Safety Awards		550

100-3100-52230	Phone and internet		CDL Reimbursements (DPW only)		450
Cell phone (DPW only)		2,800	Medical cabinet and safety items		750
Pager Fees (DPW share)		600	Total for account		5,250
Total for account		3,400			

100-3100-53100	Office supplies		<u>Finance Estimates</u>		
Folders, pens, tape, staples, binders, etc.		975	100-2100-53101	Shared office costs	-
Time clock maintenance fees		300	Shared allocation for telephone		4,924
Printer ink		1,000	Total for account		4,924
Work logs/time sheets		350			
Total for account		2,625			

100-3100-53120	Copy & Print costs		100-2100-53131	Shared postage costs (allocated)	
Copier Lease & costs (De Lage Landen)		516	Shared allocation for postage		1,138
Copier Lease & costs (Central Office Systems)		175	Direct postage		200
Total for account		691	Total for account		1,338

2017 Budget

Expenditure Request Detail - Department of Public Works

(continued)

Building Maintenance

100-3230-53500	Dept/Program supplies	
	DPW cleaning supplies	2,500
	DPW paper supplies	3,250
	All other buildings supplies	20,215
	Repairs & maintenance supplies	15,000
	Miscellaneous other supplies: all departments	2,000
	Building maintenance tools	600
	HVAC maintenance	12,000
	Bi-annual carpet cleaning: Hall, Village Center	5,600
	Elevator maintenance	6,000
	Fire protection: all buildings	2,400
	Alarm system maintenance	500
	Pest control contract - DPW & Village Hall	2,400
	Total for account	72,465

Municipal Garage

100-3300-51170	Tool allowance	
	Contract tool allocation	1,920
	Garage tools	500
	Total for account	2,420
100-3300-53400	Vehicle maintenance	
	Vehicle parts / misc supplies	56,500
	Tires	11,000
	Welding gasses	2,500
	Total for account	70,000
100-3300-53410	Fuel and oil	
	DPW Diesel fuel 16,000 gal @ \$2.90/gal	46,400
	DPW Unleaded fuel: 6,500 gal @ \$2.75/gal	17,875
	Police Unleaded fuel 15,000 gal @ \$2.75/gal	41,250
	PDD Fuel 600 gal @ \$2.75/gal	1,650
	School Fuel 2400 unleaded @ \$2.75/gal	6,600
	NSFD Fuels 2,000 gal diesel @ \$2.90/gal	5,500
	Automotive oil & transmissison fluid	13,000
	Total for account	132,275

100-3230-54160 Hubbard Lodge/ River Club

	Extermination services monthly charges	850
	Alarm system phone line	450
	misc. supplies / repairs	700
	Total for account	2,000

Finance Estimates

100-3230-57900	Expenditures to Others	
	Building Maintenance costs (1/16) charged to Utilities	15,098
	Parts Charges Water/Sewer	2,875
	Total for account	17,973

100-3300-579xx Expenditures charged to others

	Fuel charged to Police (57900)	41,250
	Fuel charged to others (57900)	13,750
	Police / PDD vehicle labor (57910)	20,000
	Utility charges water/sewer (57920)	11,754
	Total for account	86,754

2017 Budget

Expenditure Request Detail - Department of Public Works

(continued)

Various as labeled

100-3410-53500	Dept. supplies - Street & Alley	
asphalt: cold patch/hot mix		13,000
Total for account		<u>13,000</u>

Winter Maintenance

100-3460-52990	Other service contract fees	
Green Team - Snow Patrol fees		1,800
Total for account		<u>1,800</u>

100-3420-53500	Dept. supplies - Street Sweeping	
sweeper brooms		1,800
NR 216 annual permit fee		500
Total for account		<u>2,300</u>

100-3460-53500	Dept/Program supplies	
Sidewalk snow program		3,500
Parts/maintenance snow blowers		800
Coffee/food plowing operations		300
Total for account		<u>4,600</u>

100-3430-53500	Dept. supplies - Street Lighting	
Replacement poles	\$ 8,000	
Digger Hotline	3,200	
Cable, misc parts	3,000	
Total for account	<u>14,200</u>	

100-3460-53520	Salt contract	
annual road salt contract: 600 tons @ \$60.09		36,054
salt contingency / vendor reserve		10,000
Total for account		<u>46,054</u>

100-3440-53500	Dept. supplies - Traffic Devices	
signal timing adjustments: contract work	2,500	
lenses, parts, etc.	1,500	
Total for account	<u>4,000</u>	

Finance Estimates

100-3460-57900	Expenditures to Others	
Parking lots Winter Maintenance		7,703
Total for account		<u>7,703</u>

100-3450-53500	Dept. supplies - Signage / Street Marking	
Sign material: blanks, sheeting, etc	3,000	
custom signs	2,000	
other traffic control: barricades, flashers, etc.	3,000	
Total for account	<u>8,000</u>	

**2017 Budget
Expenditure Request Detail - Department of Public Works**

(concluded)

Refuse Disposal

100-3510-52950	Disposal contracts	
Disposal fees: 2600 tons @ \$33.80/ton		87,880
Tipping fees: 2600 tons @ \$13.00/ton		33,800
WFB disposal: 4275 tons @ \$46.80/ton		200,070
School refuse - \$1,230 monthly fee		14,760
Total for account		<u>336,510</u>

Forrestry

100-3610-53500	Dept/Program supplies	
Topsoil / Seed		7,000
Chainsaw maintenance: blades, sharpening, etc.		700
Supplies: gloves, pruners, rakes, etc.		800
Total for account		<u>8,500</u>

100-3510-53500	Dept/Program supplies	
Scale tickets / billing forms		500
Tire/appliance disposal		300
Licenses		400
Replacement Garbage Karts		7,100
Total for account		<u>8,300</u>

100-3610-53510	Landscape/forestry plantings	
Plant 100 street trees @ \$140/tree		14,000
Total for account		<u>14,000</u>

Recycling

100-3520-52950	Disposal contracts	
Curbside contract 4,200 units @ \$2.38 per unit/month		119,952
Recycling drop off center - \$3,110 / month		37,320
Street side & Park cans - \$460 / month		5,520
Schools recycling - \$1,040 monthly fee		12,480
Total for account		<u>175,272</u>

Parks & Beautification

100-3620-52940	Landscaping contracts	
Turf maintenance contract		47,500
Total for account		<u>47,500</u>
100-3620-52990	Other Service Contracts & Fees	
Capital Dr Streetscape		25,000
Total for account		<u>25,000</u>

100-3520-53500	Dept/Program supplies	
Annual recycling calendar - printing / delivery		1,300
Recycling Karts for resale		7,100
Misc. publications/posters/info pieces		-
Total for account		<u>8,400</u>

100-3620-53500	Dept/Program supplies	
Mulch, topsoil, seed		4,000
Hand tools, yard waste bags, misc. supplies		1,000
Total for account		<u>5,000</u>

Yard Waste

100-3530-52950	Disposal contracts	
Yard waste contract: 1100 tons @ \$22.22/ton		24,442
WFB yard disposal: 660 tons @ 22.22/ton		14,665
Total for account		<u>39,107</u>

100-3620-53510	Landscape/forestry plantings	
Plantings		6,000
Total for account		<u>6,000</u>

2017 Budget

General Fund Health Department - 4000



Department Description

The North Shore Health Department (NSHD) was formed on January 1, 1996 with five North Shore communities (Bayside, River Hills, Fox Point, Glendale and Brown Deer). As of January 1, 2012, the Villages of Shorewood and Whitefish Bay joined the North Shore Health Department, therefore serving seven communities with a total population of over 65,000 people. The Department provides a wide range of health and wellness services more economically than those which could be provided by the individual communities. The Village of Brown Deer is the fiscal and administrative agent for the NSHD, which has its own fund as part of the Village.

The NSHD provides a variety of state mandated, grant supported, and fee supported public health services to seven communities. The Department's primary purpose is to improve the communities' health, prevent disease and safeguard the environment. The Department also provides inspection, consultation, and licensing for restaurants, food sellers, hotels and swimming pools in Bayside, Brown Deer, Fox Point, River Hills, Shorewood, and Whitefish Bay.

Services

General Health Department Services:

- Communicable disease control and prevention
- Immunizations
- Environmental health surveillance and mitigation
- Grant programs (public health preparedness, physical activity and nutrition, tobacco control, radon, beach water and lead testing).
- Health promotion
- Chronic disease control and prevention
- Community assessment and health planning

Inspection and Licensing Program Services:

- Inspection of licensed facilities
- Consultation with operators
- Plan review
- Issuing licenses

Budget Impact

- The North Shore Health Department costs to the Village are increasing by 1.5% in 2017.

2017 Budget

General Fund Revenues and Expenditures
Health Department - 4000

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
Revenues									
100-4000-48900	Miscellaneous Revenue	41,197	23,871	14,487	15,000	15,000	15,000	0.0%	Other Rev
100-4000-48500	Grants/Donations	-	-	-	-	-	-	0.0%	Other Rev
Total Health Revenues		<u>\$ 41,197</u>	<u>\$ 23,871</u>	<u>\$ 14,487</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>	<u>0.0%</u>	
Expenditures									
100-4000-51340	Retiree Health Contribution	524	-	-	-	-	-	0.0%	Fringe
100-4000-52200	Electric	4,490	4,387	4,668	4,668	4,599	4,599	-1.5%	Utilities
100-4000-52210	Gas	1,342	832	1,172	1,172	1,111	1,111	-5.2%	Utilities
100-4000-52220	Water	229	288	255	255	292	292	14.5%	Utilities
100-4000-52300	Other Intergov'tal pymts	128,405	128,405	130,981	130,981	133,601	133,601	2.0%	Other Gov't
100-4000-52900	Cleaning and Pest Control	4,828	4,993	4,500	3,379	5,106	5,106	51.1%	Contractual
100-4000-53101	Shared Office Costs	3,928	3,740	4,221	4,221	2,961	2,961	-29.9%	Supplies & Office
100-4000-53121	Shared Copy Costs	459	389	654	654	593	593	-9.3%	Supplies & Office
100-4000-53131	Shared Postage Costs	171	218	212	212	209	209	-1.4%	Supplies & Office
100-4000-55100	Liability & Property Insurance	1,746	1,786	1,900	2,818	2,056	2,056	-27.0%	Insurance
Total Health Department Expenditures		<u>\$ 146,122</u>	<u>\$ 145,037</u>	<u>\$ 148,563</u>	<u>\$ 148,360</u>	<u>\$ 150,528</u>	<u>\$ 150,528</u>	<u>1.5%</u>	

2017 Budget

General Fund Village Center - 5140



Department Description

The Village Center is located on the lower level of the Library building and is a large open room which can be rented out or used for general Village functions. The entire building is shared by the Library, Health Department and Senior Resource Center. While many of the building costs are specific to one of the other three areas some additional costs for maintenance and utilities are incurred for general use of this facility. This department represents costs necessary to operate this space.

Staffing

- No employee time is assigned to Village Center as time spent by Village staff for general upkeep of this room is typically minimal. DPW provides most minor repairs and maintenance while a cleaning company provides daily custodial services.
- The capital budget included funds for a new automatic door divider, but the monies have not been expended due to limitations of the products available. The monies for purchase is now reserved in the capital funds.

2017 Budget

General Fund Revenues and Expenditures
Village Center - 5140

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17Prop	Category
Expenditures									
100-5140-52200	Electric	\$ 3,133	\$ 3,060	\$ 3,000	\$ 3,257	\$ 3,209	\$ 3,209	-1.5%	Utilities
100-5140-52210	Gas	936	580	840	818	775	775	-5.3%	Utilities
100-5140-52220	Water	160	201	200	178	203	203	14.0%	Utilities
100-5140-52230	Phone	56	80	100	100	100	100	0.0%	Utilities
100-5140-52900	Cleaning and Maintenance	1,715	1,573	1,800	2,660	1,888	1,888	-29.0%	Contractual
100-5140-53900	Miscellaneous Expenses	515	437	2,000	2,000	2,000	2,000	0.0%	Supplies & Office
100-5140-55100	Liability & Property Insurance	<u>25</u>	<u>31</u>	<u>31</u>	<u>25</u>	<u>28</u>	<u>28</u>	<u>12.0%</u>	Insurance
Total Village Center Expenditures		<u>\$ 6,540</u>	<u>\$ 5,963</u>	<u>\$ 7,971</u>	<u>\$ 9,038</u>	<u>\$ 8,203</u>	<u>\$ 8,203</u>	<u>-9.2%</u>	

2017 Budget

General Fund Atwater Beach and Park - 5200



Department Description

The Village is fortunate to encompass a beach along Lake Michigan called Atwater Park and Beach. This scenic five acre park is home to the annual Memorial Day celebration, a summer concert band series, 4th of July fireworks and the annual Shorewood Men's Club Chicken BBQ.

Budget Impact

- Staff is requesting \$8,000 in funding for Atwater Bluff/ restoration. These funds will be used to continue to update the plantings on the bluff to maintain the habitat, stabilize the bluff slope and improve the bluff aesthetics, down from \$10,000 from last year.
- Lifeguards will be funded again in 2017. The Lifeguards will be on duty from 11am to 4pm, from the second Saturday in June to the fourth Saturday in August. The life guards are very important to the Atwater Beach experience.

Staffing

- Full-time and seasonal staff will continue to maintain the beach as a prime Lake Michigan local beach destination, including the eradication of Cladophora.
- The amounts shown as labor wages on the next page represent estimated summer, temporary labor hours, as well as full-time DPW support.

2017 Budget

General Fund Revenues and Expenditures
Atwater Beach - 5200

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
Expenditures									
100-5200-51100	Salaries and Wages	\$ 12,250	\$ 12,876	\$ 10,000	\$ 15,116	\$ 15,038	\$ 15,038	-0.5%	Salaries
100-5200-51200	Overtime Wages	242	563	1,500	-	-	-	0.0%	Salaries
100-5200-51300	Health Insurance	533	444	538	-	-	-	0.0%	Fringe
100-5200-51305	Dental Insurance	25	14	5	-	-	-	0.0%	Fringe
100-5200-51310	Social Security and Medicare	926	1,021	750	1,156	1,150	1,150	-0.5%	Fringe
100-5200-51315	Wisconsin Retirement System	173	136	120	-	-	-	0.0%	Fringe
100-5200-51320	Life Insurance	17	11	10	-	-	-	0.0%	Fringe
100-5200-51325	Flexible Benefit Contribution	-	0	-	-	-	-	0.0%	Fringe
100-5200-52200	Electric	2,745	2,894	2,000	2,500	2,500	2,500	0.0%	Utilities
100-5200-52300	Other Intergov'tal / Lifeguards	11,938	12,859	13,365	17,000	17,000	17,000	0.0%	Other Gov't
100-5200-52940	Landscaping Contracts	11,991	15,654	10,000	10,000	9,000	9,000	-10.0%	Contractual
100-5200-53900	Miscellaneous Expenses	2,931	4,610	2,000	2,000	2,000	2,000	0.0%	Supplies & Office
100-5200-55100	Liability & Property Insurance	37	88	155	123	177	177	43.9%	Insurance
Total Atwater Beach Expenditures		<u>\$ 43,807</u>	<u>\$ 51,172</u>	<u>\$ 40,443</u>	<u>\$ 47,895</u>	<u>\$ 46,865</u>	<u>\$ 46,865</u>	<u>-2.2%</u>	

2017 Budget

General Fund Village Celebrations - 5300



Department Description

The majority of this department deals with the expenditures faced in the set-up and clean-up of events by the Village's Department of Public Works. While this department has tracked other revenues and expenditures from the 4th of July Celebration, Plein Air, and Awards and Recognitions in the past, some have been moved as is stated below.

Budget Impact

- 4th of July Celebrations, Plein Air and Other Special Events were previously moved to Marketing and Communications Fund beginning in the 2016 budget cycle.

2017 Budget

General Fund Revenues and Expenditures
Village Celebrations - 5300

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
Revenues									
100-5300-48500	Donations	\$ 21,488	\$ 10,205		\$ -	\$ -	\$ -	0.0%	Other Rev
100-5300-48530	Public Art Donations	-	-	-	-	-	-	0.0%	Other Rev
Expenditures									
100-5300-51100	Salaries and Wages	\$ 6,381	\$ 12,274	\$ 9,011	\$ 13,001	\$ 10,385	\$ 10,385	-20.1%	Salaries
100-5300-51200	Overtime Wages	6,292	6,282	3,516	2,000	2,000	2,000	0.0%	Salaries
100-5300-51300	Health Insurance	2,890	5,425	3,195	4,133	3,308	3,308	-20.0%	Fringe
100-5300-51305	Dental Insurance	103	175	155	155	124	124	-20.0%	Fringe
100-5300-51310	Social Security and Medicare	952	1,313	1,065	1,065	832	832	-21.9%	Fringe
100-5300-51315	Wisconsin Retirement System	728	1,100	879	879	707	707	-19.6%	Fringe
100-5300-51320	Life Insurance	40	61	48	48	35	35	-27.1%	Fringe
100-5300-51325	Flex Benefit Contribution	2	19	22	22	18	18	-18.2%	Fringe
100-5300-53900	Miscellaneous Expenses	751	767	1,000	1,000	1,000	1,000	0.0%	Supplies & Office
100-5300-54110	Fourth Of July	27,018	-	-	-	-	-	0.0%	Programming
100-5300-54120	Other Special Events	-	10,205	1,000	-	-	-	0.0%	Programming
100-5300-54130	Awards/Recog	4,241	461	-	-	-	-	0.0%	Programming
100-5300-55100	Liability & Property Insurance	917	310	325	1,435	282	282	-80.3%	Insurance
Total Village Celebrations Expenditures		\$ 50,316	\$ 38,392	\$ 20,216	\$ 23,738	\$ 18,691	\$ 18,691	-21.3%	

2017 Budget

General Fund

Other Financing Sources / (Uses) - 9000



Department Description

Other Financing Sources and Uses represent non-annual items which are similar to expenditures, but for accounting purposes are segregated due to their special nature. Typical General Fund transactions classified as Other Financing Sources and Uses for the Village include transfers to other funds.

Budget Impact

Other Financing Sources

- Please use this section to describe in detail any significant changes between last year's budget and this year's.

Other Financing Uses

- Transfer to CPF- this account represents the transfer to the Capital Projects Funds. The specific projects funded by this transfer are shown within those budgeted sections. This transfer is funded through the use of General Fund Reserves. It has been the Village's practice to utilize excess General Fund, fund balance for some on-time capital purchases.

2017 Budget

General Fund Revenues and Expenditures
Other Financing Sources and Uses - 9000

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Notes
Other Financing Sources									
100-9000-49200	Transfers from Special Rev.	\$ 47,247	\$ 9,890		\$ -	\$ -	\$ -	0.0%	Library staff balances
100-9000-49200	Transfers from Special Rev.	-	-		-	-	-	0.0%	Public Art fund
100-9000-49800	Proceeds of Long-Term Debt	-	-		-	-	-	0.0%	
100-9000-49900	Surplus Applied	-	-	-	38,000	128,400	133,400	237.9%	Budget only
Total Other Financing Sources		<u>\$ 47,247</u>	<u>\$ 9,890</u>	<u>\$ -</u>	<u>\$ 38,000</u>	<u>\$ 128,400</u>	<u>\$ 133,400</u>	<u>237.9%</u>	
Other Financing Uses									
100-9000-59200	Transfers to Special Rev.	\$ -			\$ -	\$ -	\$ -	0.0%	Library
100-9000-59200	Transfers to Special Rev.	18,477			-	-	-	0.0%	Public Art fund
100-9000-59300	Transfers to Debt Service	-			-	36,800	36,800	0.0%	5% stabilization
100-9000-59400	Transfers to Capital Projects	33,000	28,000	38,000	38,000	91,600	96,600	141.1%	
100-9000-59500	Transfers to Utilities	-	-	-	-	-	-	0.0%	
Total Other Financing Uses Expenditures		<u>\$ 51,477</u>	<u>\$ 28,000</u>	<u>\$ 38,000</u>	<u>\$ 38,000</u>	<u>\$ 128,400</u>	<u>\$ 133,400</u>	<u>237.9%</u>	



Capital Projects Funds

Capital Project funds are used to account for the Village's major capital acquisition and construction activities. Capital grants, shared revenues for capital acquisition and borrowed funds for capital projects, other than those associated with enterprise funds are accounting for in the capital projects funds. Capital Projects funds also include the Village's Tax Incremental Financing Districts. The Village operates the following Capital Projects funds:

General Capital Projects:

This fund accounts for major construction projects and capital purchases which are not accounted for within the TID's or enterprise funds. Revenue sources include debt proceeds, tax levy, grants and interest earnings.

Tax Increment District (TID) No. 1:

Revenues and expenditures related to economic development and construction within the specific boundaries of the TIF are accounted for within this fund. Revenues are generated through a tax increment which support economic development and debt service payments on debt issued for specific projects within the TIF boundaries.

Tax Increment District (TID) No. 3:

Revenues and expenditures related to economic development and construction within the specific boundaries of the TIF are accounted for within this fund. Revenues are generated through a tax increment which support economic development and debt service payments on debt issued for specific projects within the TIF boundaries.

Tax Increment District (TID) No. 4:

Revenues and expenditures related to economic development and construction within the specific boundaries of the TIF are accounted for within this fund. Revenues are generated through a tax increment which support economic development and debt service payments on debt issued for specific projects within the TIF boundaries.

Tax Increment District (TID) No. 5:

Revenues and expenditures related to economic development and construction within the specific boundaries of the TIF are accounted for within this fund. Revenues are generated through a tax increment which support economic development and debt service payments on debt issued for specific projects within the TIF boundaries.



Department Description

The Capital Improvement Project Fund accounts for larger capital projects and equipment purchases, or certain other one-time expenditures which are financed through the tax levy, grants, special assessments or the issuance of debt.

In preparation of the annual Capital Budget the village begins by updating the Long Range Financial Plan for the next 10 years. This process includes evaluating capital needs within the context of the budget as a whole. This includes not only capital needs, but also state imposed levy limits, debt capacity, and other operational needs. A copy of the 2017-2026 Long Range Financial Plan has been included as an appendix to this budget.

The General capital budget section includes the following:

- General Capital Project Fund 2017 Budget – showing revenues by line item and expenditures by account;
- 2017 Capital Purchase Funding matrix – these pages detail how each purchase is financed in the 2017 budget;
- 2016 Capital Project Status Report;
- Capital Request Support Document – provides the details of each of the projects requested for 2017

2017 Budget

General Capital Projects Fund - 400

Dept	Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17	Category
Revenues										
Capital Related	400-5700-41110	Property Taxes	\$ 539,960	\$ 410,406	\$ 363,387	\$ 363,387	\$ 449,673	\$ 443,673	22.1%	Taxes
Capital Related	400-5700-42000	Special Assmts	-	285,058	-	-	265,000	265,000	0.0%	Charges
Capital Related	400-5700-43210	Federal Public Safety Grants	1,245	750	-	2,000	-	-	-100.0%	Intergov't
Capital Related	400-5700-43280	Community Dev Block Grants	21,614	-	-	-	-	-	0.0%	Intergov't
Capital Related	400-5700-43530	State Transportation Aids	423,473	391,106	349,842	349,842	355,000	355,000	1.5%	Intergov't
Capital Related	400-5700-43590	Other State Grants	3,011	40,310	53,150	40,000	366,400	366,400	816.0%	Intergov't
Capital Related	400-5700-43730	Local Sanitation Aids	411,983	211,676	192,200	92,000	92,000	92,000	0.0%	Intergov't
Capital Related	400-5700-47310	Charges for Services - WFB	196,663	-	-	-	-	-	0.0%	Charges
Capital Related	400-5700-48900	Miscellaneous Revenue	42,573	-	325,000	-	-	-	0.0%	Other Rev
Other Financing Sources/Uses	400-9000-49100	Transfers from General Fund	33,000	28,000	38,000	38,000	91,600	96,600	154.2%	OFS
Other Financing Sources/Uses	400-9000-49700	Property Sales	5,375	34,354	15,000	-	-	-	0.0%	OFS
Other Financing Sources/Uses	400-9000-49800	Proceeds of Long-Term Debt	3,660,000	-	6,775,000	3,430,000	-	-	-100.0%	OFS
Other Financing Sources/Uses	400-9000-49810	Premiums on Long-Term Debt	49,052	-	306,947	-	-	-	0.0%	OFS
Other Financing Sources/Uses	400-9000-49900	Surplus Applied	-	-	-	256,557	1,949,831	1,949,831	660.0%	OFS
Total Revenue			5,387,949	1,401,660	8,418,526	4,571,786	3,569,504	3,568,504	-21.9%	
Expenditures										
General Government										
Board	400-1100-56120	Sustainability / Conservation	3,471	3,920	15,450	-	458,000	458,000	0.0%	Capital
Board	400-1100-56360	Village Signs / Studies	36,069	4,246	50,000	57,500	25,000	30,000	-47.8%	Capital
Court	400-1200-56110	Computer/Printer Equip	2,733	2,000	-	-	-	-	0.0%	Capital
Manager	400-1410-52910	Software Purch/Maint	34,468	14,901	17,185	11,500	-	-	-100.0%	Capital
Manager	400-1410-56110	Computer Equip/ Furniture	-	285	-	-	6,000	-	0.0%	Capital
Manager	400-1410-56120	Other Technology	523	5,445	10,000	15,000	28,000	28,000	86.7%	Capital
Manager	400-1410-56130	Equipment/Furniture	-	794	4,000	3,600	6,000	6,000	66.7%	Capital
Manager	400-1410-56200	Building Improvements	61,648	14,679	35,000	41,500	-	-	-100.0%	Capital
Clerk	400-1420-56110	Computer/Printer Equip	-	1,850	-	-	-	-	0.0%	Capital
Clerk	400-1420-56120	Software Purch/Maint	3,395	-	-	6,000	-	-	-100.0%	Capital
Elections	400-1421-56130	Equipment/Furniture	-	5,799	-	-	-	-	0.0%	Capital

2017 Budget

General Capital Projects Fund - 400

Dept	Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17	Category
Customer Service	400-1430-56110	Computer/Printer Equip	3,025	-	4,410	4,400	-	-	-100.0%	Capital
Finance	400-1510-56110	Computer/Printer Equip	2,068	-	-	-	-	-	0.0%	Capital
Finance	400-1510-56120	Other Technology	200	-	-	-	-	-	0.0%	Capital
Total General Government			147,599	53,919	136,045	139,500	523,000	522,000	274.2%	
Public Safety										
Police	400-2100-56110	Computer/Printer Equip	-	12,050	-	-	-	-	0.0%	Capital
Police	400-2100-56130	Equipment/Furniture	91,298	9,653	40,000	33,500	-	-	-100.0%	Capital
Police	400-2100-56200	Building Improvements	10,304	850	2,500,000	-	-	-	0.0%	Capital
Police	400-2100-56400	Vehicles	70,668	81,319	82,500	82,842	112,000	112,000	35.2%	Capital
Planning and Development	400-2400-56110	Computer/Printer Equip	27,560	4,550	2,641	4,000	-	-	-100.0%	Capital
Planning and Development	400-2400-56400	Vehicles	-	17,098	-	-	-	-	0.0%	Capital
Other Public Safety	400-2900-52300	Other Intergov'tal pymts	14,131	21,276	24,900	24,900	24,900	24,900	0.0%	Capital
Other Public Safety	400-2900-52310	North Shore Fire	165,426	195,836	195,978	194,844	197,854	197,854	1.5%	Capital
Total Public Safety			379,386	342,631	2,846,019	340,086	334,754	334,754	-1.6%	
Public Works										
Public Works Admin.	400-3100-56110	Computer/Printer Equip	-	8,144	2,100	2,100	-	-	-100.0%	Capital
Public Works Admin.	400-3100-56130	Equipment/Furniture	22,152	45,671	98,725	1,123,100	13,750	13,750	-98.8%	Capital
Public Works Admin.	400-3100-56400	Vehicles	158,262	86,150	-	-	160,000	160,000	0.0%	Capital
Bldg Maint - Village Hall	400-3210-56200	Building Improvements	29,920	4,481	9,735	8,000	24,000	24,000	200.0%	Capital
Bldg Maint - Police	400-3220-56200	Building Improvements	12,860	19,475	-	5,000	1,000,000	1,000,000	19900.0%	Capital
Bldg Maint - Public Works	400-3230-56200	Building Improvements	72,041	-	15,000	15,000	200,000	200,000	1233.3%	Capital
Bldg Maint - Village Center	400-3240-56200	Building Improvements	-	17,279	24,288	20,000	20,000	20,000	0.0%	Capital
Street and Alley	400-3410-56310	Regular Maintenance	120,104	255,602	150,000	150,000	275,000	275,000	83.3%	Capital
Street and Alley	400-3410-56320	Large Construction Projects	1,951,087	-	2,200,000	1,500,000	250,000	250,000	-83.3%	Capital
Street and Alley	400-3410-56321	Professional Fees Construction	152,531	197,284	125,000	200,000	200,000	200,000	0.0%	Capital
Sidewalks	400-3470-56310	Regular Maintenance	-	330,092	3,144	-	300,000	300,000	0.0%	Capital
Refuse Disposal	400-3510-53500	Refuse Collection Study	-	4,719	-	-	-	-	0.0%	Capital
Forestry	400-3610-52940	Landscaping / EAB	76,073	33,129	85,000	45,000	35,000	35,000	-22.2%	Capital
Parks and Beautification	400-3620-56500	Land Improvements	11,138	169,835	525,000	440,000	50,000	50,000	-88.6%	Capital
Total Public Works			2,606,168	1,171,862	3,237,992	3,508,200	2,527,750	2,527,750	-27.9%	

2017 Budget

General Capital Projects Fund - 400

Dept	Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17	Category
Sewer - Storm Maintenance	400-3830-56600	Utility Infrastructure	347,251	185,156	425,000	584,000	184,000	184,000	-68.5%	Capital
Sewer - Storm Maintenance	400-9000-59500	Transfer to Utilities	1,459,664	-	-	-	-	-	0.0%	Capital
Debt Service	400-8000-58300	Debt Issuance Costs	47,328	-	119,364	-	-	-	0.0%	Capital
Other Financing Sources/Uses	400-9000-59300	Transfers to Debt Service	26,313	-	230,729	-	-	-	0.0%	Capital
		Total Expenditures	5,013,710	1,753,568	6,995,149	4,571,786	3,569,504	3,568,504	-21.9%	
		Net Change in Fund Balance	374,239	(351,907)	1,423,377	-	-	-		
		Beginning Fund Balance	565,929	940,168	588,261	588,261	2,011,638	2,011,638		
		Surplus Applied	-	-	-	(256,557)	(1,949,831)	(1,949,831)		
		Ending Fund Balance	\$ 940,168	\$ 588,261	\$ 2,011,638	\$ 331,704	\$ 61,807	\$ 61,807		
		Restricted Fund Balances (Debt Proceeds)	<u>2014 for 2015</u>	<u>2015 for 2016</u>	<u>2016 for 2017</u>					
		Roads projects	35,009	-	-					
		Future NSF Capital	126,710	49,057	-					
		Phase 1 Police Facility			1,000,000					
		DPW Salt Shed			200,000					
		2017 Alley Program			250,000					
		Lake Bluff Tennis Court			40,000					
		Lateral Rehab PPII	150,354	72,616	92,000					
		Total Restricted Fund Balance	312,073	121,673	1,582,000					
		Fund Balance Assigned for future purposes:	<u>2014 for 2015</u>	<u>2015 for 2016</u>	<u>2016 for 2017</u>					
		Next year roads engineering			200,000					
		NSF capital			77,831					
		DPW Heavy Equipment			80,000					
		Voting Machines	18,000		-					
		Village Wide Signage	20,000	42,500	-					
		Wilson Drive Studies / Planning	-	15,000	10,000					
		Atwater Beach Boardwalk	-	30,000	-					
		Hubbard Lodge Fire alarm	-	28,000	-					
		Lateral Rehab PPII	-	19,384	-					
		Atwater Park Playground Equipment	100,000	-	-					
		Total Assigned Fund Balance	138,000	134,884	367,831					
		Remaining Unassigned Fund Balance	490,095	331,704	61,807					

2017 Budget

General Capital Projects Fund - 400

Dept	Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17	Category
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2017 Budget

General Capital Projects Fund - 400
2017 Project Listing and Funding Summary

Dept	Account Number	Account Name / Project Name	Tax Levy	State Aids	Assessments Grants and Other	Reserve Bond Proceeds	Capital Project Reserves	Transfer from General	2017 Total Budget
Board	400-1100-56360	Sustainability/Conservation							
		Bike Share project		-	366,400	-	-	91,600	458,000
Board	400-1100-56360	Streetscape / Studies							
		Village Wide Signage - Wayfinding	5,000	-	-	-	-	-	5,000
		Village Wide Signage - Street Signs	10,000	-	-	-	-	-	10,000
		Village parking plan review / consulting	-	-	-	-	-	5,000	5,000
		Wilson Drive - Studies / Planning	-	-	-	-	10,000	-	10,000
		Total Streetscape	15,000	-	-	-	10,000	5,000	30,000
Manager	400-1410-56110	Computer/Printer Equip							
		Staff Computers / Printers	6,000	-	-	-	-	-	6,000
Manager	400-1410-56120	Other Technology							
		IT System maintenance	28,000	-	-	-	-	-	28,000
		External IT Vulnerability testing	-	-	-	-	-	-	-
		Total Other Technology	28,000	-	-	-	-	-	28,000
Manager	400-1410-56130	Equipment/Furniture							
		Village Boardroom Chairs - Trustees	-	-	-	-	-	-	-
Clerk	400-1420-56120	Software Purch/Maint							
		Agenda Management Software	-	-	-	-	-	-	-
Finance	400-1510-56120	Software Purch/Maint							
		Financial Data Public Interface Software	-	-	-	-	-	-	-
Police	400-2100-56400	Vehicles							
		Squad 3 replacement	56,000	-	-	-	-	-	56,000
		Squad 5 replacement	-	-	-	-	-	-	-
		Squad 6 replacement	56,000	-	-	-	-	-	56,000
		Squad 9 replacement	-	-	-	-	-	-	-
		Total Police Vehicles	112,000	-	-	-	-	-	112,000

2017 Budget

General Capital Projects Fund - 400
2017 Project Listing and Funding Summary

Dept	Account Number	Account Name / Project Name	Tax Levy	State Aids	Assessments Grants and Other	Reserve Bond Proceeds	Capital Project Reserves	Transfer from General	2017 Total Budget
Other Public Safety	400-2900-52300	Other Intergov'tal pymts							
		1/7 of System Administrator	5,450	-	-	-	-	-	5,450
		Tri-Comm Capital	7,336	-	-	-	-	-	7,336
		RMS Server Capital	12,114	-	-	-	-	-	12,114
		Total Other Intergov'tal Pymnts	24,900	-	-	-	-	-	24,900
Other Public Safety	400-2900-52310	North Shore Fire							
		Annual Debt Service	92,992	-	-	-	-	-	92,992
		NSF capital equipment	27,031	-	-	-	-	-	27,031
		New Capital	-	-	-	-	77,831	-	77,831
		Total North Shore Fire Capital	120,023	-	-	-	77,831	-	197,854
Public Works Admin.	400-3100-56400	Vehicles							
		Truck #93 replacement	-	80,000	-	-	80,000	-	160,000
		Refuse Trucks	-	-	-	-	-	-	-
		Total Vehicles	-	80,000	-	-	80,000	-	160,000
Public Works Admin.	400-3100-56130	Equipment/Furniture							
		Plow blade attachment	4,000	-	-	-	-	-	4,000
		Auto - diagnostic scanner	7,000	-	-	-	-	-	7,000
		Special Event containers	2,750	-	-	-	-	-	2,750
		Total Equipment/furniture	13,750	-	-	-	-	-	13,750
Village Hall	400-3210-56200	Building Improvements							
		Masonry / windows	20,000	-	-	-	-	-	20,000
		Village Hall HVAC	14,000	-	-	-	-	-	14,000
		Total Building Improvements	34,000	-	-	-	-	-	34,000
Police Facility	400-3220-56200	Building Improvements							
		Phase 1 Facility Improvements	-	-	-	1,000,000	-	-	1,000,000
Public Works	400-3230-56200	Building Improvements							
		Salt Shed replacement	-	-	-	200,000	-	-	200,000

2017 Budget

General Capital Projects Fund - 400
2017 Project Listing and Funding Summary

Dept	Account Number	Account Name / Project Name	Tax Levy	State Aids	Assessments Grants and Other	Reserve Bond Proceeds	Capital Project Reserves	Transfer from General	2017 Total Budget
Village Center	400-3240-56200	Building Improvements							
		HVAC system upgrade	10,000	-	-	-	-	-	10,000
		Village Center Faucets	-	-	-	-	-	-	-
		Total Village Center	10,000	-	-	-	-	-	10,000
Street and Alley	400-3410-56310	Regular Maintenance							
		Streetlight Control boxes	-	-	-	-	-	-	-
		2017 Alley program	-	-	-	250,000	-	-	250,000
		Roads - Major Maintenance	-	175,000	-	-	-	-	175,000
		Contracted Road Maintainance	-	100,000	-	-	-	-	100,000
		Total Maintenance	-	275,000	-	250,000	-	-	525,000
Street and Alley	400-3410-56321	Professional Fees Construction							
		Engineering for 2018 Roads	-	-	-	-	200,000	-	200,000
		Total Professional fees construction	-	-	-	-	200,000	-	200,000
Sidewalks	400-3470-56310	Regular Maintenance							
		Sidewalk Replacement	35,000	-	265,000	-	-	-	300,000
Forestry	400-3610-52940	Landscaping Contracts							
		EAB treatments	35,000	-	-	-	-	-	35,000
Parks	400-3620-56500	Land Improvements							
		Hubbard Park - Tree removal	10,000	-	-	-	-	-	10,000
		Lake Bluff Tennis Court	-	-	-	40,000	-	-	40,000
		Total Land Improvements	10,000	-	-	40,000	-	-	50,000
Sewer Maintenance	400-3830-56600	Utility Infastructure							
		Edgewood Avenue Drainageway	-	-	-	-	-	-	-
		Lateral Replacements PPII	-	-	92,000	92,000	-	-	184,000
		Total Utility infrastrure	-	-	92,000	92,000	-	-	184,000
		Total	\$ 443,673	\$ 355,000	\$ 723,400	\$ 1,582,000	\$ 367,831	\$ 96,600	\$ 3,568,504

2017 Budget

General Capital Projects Fund - 400

2016 Project Listing and YTD Expenditures

Dept	Account Number	Account Name / Project Name	Funding Sources	2016 Total Budget	9/30/2016 YTD	Remaining Balance
Board	400-1100-56360	Sustainability/Conservation				
		17-02 Bike Share project	Capital reserves	-	15,431	(15,431)
Board	400-1100-56360	Streetscape / Studies				
		Village Wide Signage/Streetscape/Landscape	Capital reserves	42,500	1,228	41,272
		Wilson Drive - Studies / Planning	Capital reserves	15,000	6,058	8,942
Manager	400-1410-52910	Software Purch/Maint				
		Annual GIS updates/support	Tax Levy	11,500	17,185	(5,685)
Manager	400-1410-56120	Other Technology				
		VH Door Security System	Tax Levy	10,000	-	10,000
		Video recording meetings	Tax Levy	5,000	750	4,250
Manager	400-1410-56130	Equipment/Furniture				
		Committee Room Chairs	Tax Levy	3,600	-	3,600
Manager	400-1410-56200	Building Improvements				
		Village Hall Carpeting	GF Transfer	38,000	35,434	2,566
		Village Hall Upgrades	Tax Levy	3,500	-	3,500
		<u>Total Building Improvements</u>		<u>41,500</u>	<u>35,434</u>	<u>6,066</u>
Clerk	400-1420-56120	Software Purch/Maint				
		Agenda Management Software	Tax Levy	6,000	-	6,000
Customer Service	400-1430-56110	Computer/Printer Equip				
		Computer Replacements (2)	Tax Levy	4,400	4,594	(194)
Police	400-2100-56130	Equipment/Furniture				
		Ballistic vests	Tax Levy	3,500	-	3,500
		Body Cameras	Tax Levy	30,000	-	30,000
		<u>Total Equipment/furniture</u>		<u>33,500</u>	<u>-</u>	<u>33,500</u>
Police	400-2100-56200	Building Improvements				
		New Facility costs	Bond proceeds	-	2,458,676	(2,458,676)

2017 Budget

General Capital Projects Fund - 400

2016 Project Listing and YTD Expenditures

Dept	Account Number	Account Name / Project Name	Funding Sources	2016 Total Budget	9/30/2016 YTD	Remaining Balance
Police	400-2100-56400	Vehicles				
		Squad repairs	State Aids	-	-	-
		Squad 2 replacement - Ford utility	State Aids	46,385	46,159	226
		Squad 8 replacement - Jeep	State Aids	36,457	4,015	32,442
		<u>Total Police Vehicles</u>		<u>82,842</u>	<u>50,174</u>	<u>32,668</u>
Planning	400-2400-56110	Computer/Printer Equip				
		Desktop computers (2)	Tax Levy	4,000	2,641	1,359
		Tablet computer		-	-	-
		<u>Total Computer/printer equipment</u>		<u>4,000</u>	<u>2,641</u>	<u>1,359</u>
Other Public Safety	400-2900-52300	Other Intergov'tal pymts				
		1/7 of System Administrator	Tax Levy	5,450	5,150	300
		Tri-Comm Capital	Tax Levy	7,336	-	7,336
		RMS Server Capital	Tax Levy	12,114	11,589	525
		<u>Total Other Intergov'tal Pymnts</u>		<u>24,900</u>	<u>16,739</u>	<u>8,161</u>
Other Public Safety	400-2900-52310	North Shore Fire				
		Annual Debt Service	Tax Levy	91,584	91,584	-
		NSF capital equipment	Tax Levy	26,364	26,652	(288)
		New Capital	Tax Levy / Res.	76,896	77,742	(846)
		<u>Total North Shore Fire Capital</u>		<u>194,844</u>	<u>195,978</u>	<u>(1,134)</u>
Public Works Admin.	400-3100-56110	Computer/Printer Equip				
		Tablet Computers (3)	Tax Levy	2,100	-	2,100
Public Works Admin.	400-3100-56130	Equipment/Furniture				
		16-11 Refuse Trucks & Compactor	Bond proceeds	1,000,000	-	1,000,000
		DPW yard - IP camera replacement	Tax Levy	3,000	-	3,000
		Vehicle lift	State Aids	25,000	24,006	994
		Snow Plow (blade)	Tax Levy	8,500	8,130	370
		Folding V-Plow	Tax Levy	3,900	4,050	(150)

2017 Budget

General Capital Projects Fund - 400

2016 Project Listing and YTD Expenditures

Dept	Account Number	Account Name / Project Name	Funding Sources	2016 Total Budget	9/30/2016 YTD	Remaining Balance
		Band Saw	Tax Levy	2,700	2,499	201
		Steam Cleaner	Tax Levy	3,500	3,495	5
		Brush Chipper	State Aids	55,000	34,850	20,150
		Watering Vehicle	State Aids	17,000	17,465	(465)
		Pedestrian countdown timers	Tax Levy	4,500	4,230	270
		Total Equipment/furniture		1,123,100	98,725	1,024,375
Bldg Maint - Village Hall	400-3210-56200	Building Improvements				
		HVAC controls replacement	Tax Levy	8,000	9,734	(1,734)
Bldg Maint - Police	400-3220-56200	Building Improvements				
		Maintenance / repair costs	Tax Levy	5,000	-	5,000
Bldg Maint - Public Works	400-3230-56200	Building Improvements				
		Masonry / windows	Tax Levy	15,000	-	15,000
Bldg Maint - Village Center	400-3240-56200	Building Improvements				
		HVAC system upgrade	Tax Levy	10,000	13,408	(3,408)
		Village Center doors	Tax Levy	10,000	10,880	(880)
		Total Village Center		20,000	24,288	(4,288)
Street and Alley	400-3410-56310	Regular Maintenance				
	16-02	Streetlight Control box	Bond proceeds	50,000	1,160	48,840
	16-01	2016 Roads program	Bond proceeds	1,500,000	1,898,037	(398,037)
		Contracted Road Maintainance	State Aids	100,000	4,913	95,087
		Total Maintenance		1,650,000	1,904,110	(254,110)
Street and Alley	400-3410-56321	Professional Fees Construction				
	16-01	Engineering for 2016 Roads	Bond proceeds	200,000	93,486	106,514
		Total Professional fees construction		200,000	93,486	106,514

2017 Budget

General Capital Projects Fund - 400

2016 Project Listing and YTD Expenditures

Dept	Account Number	Account Name / Project Name	Funding Sources	2016 Total Budget	9/30/2016 YTD	Remaining Balance
Sidewalks	400-3470-56310	Regular Maintenance				
		Sidewalk Replacement		-	3,144	(3,144)
Forestry	400-3610-52940	Landscaping Contracts				
		EAB treatments	Tax Levy	45,000	8,467	36,533
Parks	400-3620-56500	Land Improvements				
		Park Improvements	Bond proceeds	180,000	-	180,000
	16-03	Atwater Beach Boardwalk	Bond proceeds	140,000	124,203	15,797
	16-09	Ghost Train Project		-	247,444	(247,444)
		Hubbard Lodge - Water Heater	Capital reserves	-	6,135	(6,135)
		Hubbard Lodge Fire Alarm	Capital reserves	28,000	-	28,000
	16-04	Hubbard Park stair replacement	State Aids	70,000	33,558	36,442
		Hubbard Park - Tree removal	Tax Levy	17,000	26,480	(9,480)
		Hubbard Park - Tunnel landscaping	Tax Levy	5,000	8,780	(3,780)
		Scout Cabin chimney		-	-	-
		Total Land Improvements		440,000	446,600	(6,600)
Sewer Maintenance	400-3830-56600	Utility Infrastructure				
	16-05	Edgewood Avenue Drainageway	Bond proceeds	400,000	42,240	357,760
	16-06	Lateral Replacements PPII	Grants / reserves	184,000	14,542	169,458
		Total Utility infrastrure		584,000	56,782	527,218
		Total		\$ 4,571,786	\$ 5,450,224	\$ (878,438)

2017 Budget



Capital Projects Fund Capital Purchase Supporting Document

Department: Village Board
Item Name: Bike Share
Estimated Cost: \$458,000
Cost Based On: Estimate
Estimated Useful Life: N/A
Account Number: 400-1100-56120

Detailed description and justification for purchase:

The Federal Transportation Alternative Program via Wisconsin Department of Transportation awarded the Village of Shorewood a grant for installation of bike share stations. Total project costs include design fees, procurement of bikes for nine bike share stations in Shorewood and construction. The majority of project costs incurred are in 2017.



Operating budget impact:

None

Revenue support for purchase:

The total project cost is \$498,259 with TAP reimbursing for 80% of the project costs. 2016 projected expenditures are \$40,000: 80% TAP (\$32,000) and 20% Shorewood (\$8,000). In 2017, final design services, bike procurement and installation estimated costs are \$458,000. Shorewood is responsible for 100% of project costs and TAP reimburses \$366,400 (80%) in 2017 assuming all nine stations are installed.

2017 Budget



Capital Projects Funds – Capital Projects Fund Capital Request Supporting Document

Department: Planning
Item Name: Wayfinding Signs
Estimated Cost: \$5,000
Cost Based On: Annual program
Useful Life: 15 years
Account Number: 400-1100-56360

Detailed description and justification for purchase:

This would be for various wayfinding signs to be locate throughout the village, parks, and trails.

Operating budget impact:

None

Revenue support for purchase:

Tax Levy

2017 Budget



Capital Projects Funds – Capital Projects Fund Capital Request Supporting Document

Department: Public Works – Facilities Division
Item Name: Street Name Signs
Estimated Cost: \$10,000
Cost Based On: Annual program
Useful Life: 15 years
Account Number: 400-1100-56360



Detailed description and justification for purchase:

The Village began updating its street name signs beginning with the 2010 reconstruction of Capitol Drive. Subsequent reconstruction and resurfacing project areas have also included street name sign replacement.

This would be the first of an anticipated multi-year program to complete this sign replacement throughout the Village. Staff estimates this funding amount will replace approximately 80 signs. Staff intends to complete gaps in the NW area and then begin sign replacement in the SW area, all of which was reconstructed in 2008.

Operating budget impact:

None

Revenue support for purchase:

Tax Levy

2017 Budget



Capital Projects Funds – Capital Projects Fund Capital Request Supporting Document

Department: Village Board
Item Name: Master Plan / Parking Plan review
Estimated Cost: \$5,000
Cost Based On: Annual program
Useful Life: 10 years
Account Number: 400-1100-56360

Detailed description and justification for purchase:

This project would be the Village's costs towards a consultant's review of the Village's Master Plan with a focus on parking related issues.

Operating budget impact:

None

Revenue support for purchase:

General fund reserves

2017 Budget



Capital Projects Funds – Capital Projects Fund Capital Request Supporting Document

Department: Village Board
Item Name: Wilson Drive
Estimated Cost: \$10,000
Cost Based On: Estimate
Useful Life: N/A
Account Number: 400-1100-56360

Detailed description and justification for purchase:

Staff anticipates that the Wilson Drive Steering Committee may need to carry forward or supplement funds from 2016 to be able to complete the development of a plan recommendation for the Wilson Drive corridor..

Operating budget impact:

None

Revenue support for purchase:

Reserves

2016 Budget



Capital Projects Fund Capital Purchase Supporting Document

Department: Village Manager
Item Name: Staff computers / printers
Estimated Cost: \$6,000
Cost Based On: Estimate
Estimated Useful Life: 5 years
Account Number: 400-1410-56110

Detailed description and justification for purchase:

Based on the capital asset replacement schedule and staff review, the following items are scheduled to be replaced in 2017:

Desktop Workstation - Administrative Specialist / Payroll Clerk
Desktop Workstation – Assistant Finance Director
Desktop Workstation – Planning Inspector

This includes desktop computer, monitors, and any cabling or software installation costs. No printers or other miscellaneous staff IT costs are currently anticipated.

Operating budget impact:

None

Revenue Source:

Tax Levy



**Capital Projects Fund
Capital Purchase Supporting Document**

Department: Village Manager
Item Name: IT system Equipment
Estimated Cost: \$28,000
Cost Based On: Vendor estimate
Estimated Useful Life: 5-7 years
Account Number: 400-1410-56120

Detailed description and justification for purchase:

This request is to facilitate various IT system equipment replacements or upgrades based on the recommendation of DigiCorp staff, which the village has contracted to provide our IT system consulting and support services. The high priority item is the Barracuda email archiver. The current process is outdated and has limited functionality. The medium priority items are for equipment that offers significant improvements or is nearing the end of its useful life and should be replaced prior to failure.

High Priority: Barracuda Message Archiver (new) - \$12,000

Medium Priority: 2 Network switches and hardware VH - \$6,000
4 internet WiFi access points VH - \$2,400
1 Network switches and hardware DPW - \$2,500
2 internet WiFi access points DPW - \$1,200
1 Network switches and hardware DPW - \$3,300
1 internet WiFi access points DPW - \$600

Staff has not addressed any items related to the equipment at the Police Facility at this time.

Operating budget impact:

A proactive replacement of aging system components will reduce any ongoing costs that would be due to system failures.

Funding Sources:

Tax Levy

2017 Budget



Capital Projects Fund Capital Purchase Supporting Document

Department: Police
Item Name: Chevy Tahoe - Vehicle replacement Squad 3
Estimated Cost: \$56,000
Cost Based On: Quotes
Estimated Useful Life: 4 years
Account Number: 400-2100-56400

Detailed description and justification for purchase:

This vehicle is in the capital asset list to be replaced this year. Squad 3 is a 2013 Chevy Tahoe and is starting to show its wear, it is driven on a daily basis. We are requesting that Squad 3 be replaced with a 2017 Chevy Tahoe. Though, the Chevy Tahoe is more costly than the Ford Utility, it is important that we maintain a couple of these size vehicles to store the numerous items needed during a large scale event, emergency situations, and active shooter scenarios. The Tahoe has performed well for the department and provide ample storage for our equipment.

I recommend that the vehicle be set up with a new generation Panasonic toughbook, fleet camera, and required safety equipment. The equipment in the Chevy Tahoe has some value left and will be reused where possible. This squad will be sent to auction or traded in with an approximate value of \$5,000.

Squad car	\$ 39,000
Change over	\$ 3,000
Panasonic ToughBook	\$ 5,000
Console & computer mount new squad	\$ 7,000
Additional lights new squad	<u>\$ 2,000</u>
TOTAL COST	\$ 56,000

Operating budget impact:

Reduced maintenance costs, and improved gas mileage will reduce fuel costs.

2017 Budget



Capital Projects Fund Capital Purchase Supporting Document

Department: Police
Item Name: Chevy Tahoe - Vehicle replacement Squad 6
Estimated Cost: \$56,000
Cost Based On: Quotes
Estimated Useful Life: 4 years
Account Number: 400-2100-56400

Detailed description and justification for purchase:

This vehicle is in the capitol asset list to be replaced this year. Squad 6 is a 2013 Chevy Tahoe and is starting to show its wear, it is driven on a daily basis. We are requesting that Squad 6 be replaced with a 2017 Chevy Tahoe. Though, the Chevy Tahoe is more costly than the Ford Utility, it is important that we maintain a couple of the size vehicles to store the numerous items needed during a large scale event, emergency situations, and active shooter scenarios. The Tahoe has performed well for the department and provide ample storage for our equipment.

I recommend that the vehicle be set up with a new generation Panasonic toughbook, fleet camera, and required safety equipment. The equipment in the Chevy Tahoe has some value left and will be where possible. This squad will be sent to auction or traded in with an approximate value of \$5,000.

Squad car	\$ 39,000
Change over	\$ 3,000
Panasonic ToughBook	\$ 5,000
Console & computer mount new squad	\$ 7,000
Additional lights new squad	<u>\$ 2,000</u>
TOTAL COST	\$ 56,000

Operating budget impact:

Reduced maintenance costs, and improved gas mileage will reduce fuel costs.

2017 Budget



Capital Projects Funds Capital Request Supporting Document

Department:	Other Public Safety
Item Name:	ProPhoenix Dispatch/Mobile/Records maintenance
Estimated Cost:	\$24,900
Cost Based On:	Contract with Bayside
Estimated Useful Life:	10 to 12 years
Account Number:	400-2900-52300

Detailed description and justification for purchase:

With the new seven communities joint dispatch center was formed, a joint Computer Aid Dispatch (CAD), mobile and record management system. These payments are for 1/7 of the system administrator costs, capital purchase costs, and future system upgrades per the contract signed.

Operating budget impact:

Allows us to continue to provide 24/7 service to the community with reliable Computer Aided Dispatch, mobile data terminals and record management system.



Capital Projects Funds
Capital Request Supporting Document

Department: Other Public Safety
Item Name: North Shore Fire Service agreements
Estimated Cost: \$197,854
Cost Based On: Service agreements
Estimated Useful Life: 10 to 12 years
Account Number: 400-2900-52310

Detailed description and justification for purchase:

With the seven member communities of the North Shore Fire Department, the Village of Shorewood will contribute 17.49% of the department's capital debt service costs, new operating capital equipment needs, and contribution for the purchase of a new ladder truck and two ambulances to serve the member communities.

Operating budget impact:

Allows us to continue to provide 24/7 Fire and EMS service to the community

2015 Budget



Capital Projects Funds – Capital Projects Fund Capital Request Supporting Document

Department: Public Works
Item Name: Front end loader
Estimated Cost: \$160,000
Cost Based On: Staff estimates
Estimated Useful Life: 20 years
Account Number: 400-3100-56130

Detailed description and justification for purchase:

The current front end loader is a 1997 Caterpillar model.

This piece of equipment is key to nearly all DPW operations and is critical to winter operations. It is used to move and load road salt and for snow clearing in extreme snow events; loading/unloading stone and spoil during utility operations and mulch and topsoil for forestry and park operations.

Operating budget impact:

Reduced vehicle maintenance

Revenue support for purchase:

State Aids / Capital reserves



2017 Budget



Capital Projects Funds – Capital Projects Fund Capital Request Supporting Document

Department: Public Works – Fleet Maintenance
Item Name: Plow attachment
Estimated Cost: \$4,000
Cost Based On: Vendor estimate
Estimated Useful Life: 15 years
Account Number:

Detailed description and justification for purchase:

This request would fund purchase of blow blade for the Kubota watering vehicle, providing a back-up machine for winter sidewalk maintenance.



Operating budget impact:

None

Revenue support for purchase:

Tax Levy

2017 Budget



Capital Projects Funds – Capital Projects Fund Capital Request Supporting Document

Department: Public Works – Fleet Division
Item Name: Diagnostic scanner
Estimated Cost: \$7,000
Cost Based On: Vendor quote
Estimated Useful Life: 5 years
Account Number: 400-3100-56130

Detailed description and justification for purchase:

The scanner is used daily on the DPW and Police fleets.
An update to the software package is necessary for continued utilization.

Operating budget impact:

Improved efficiencies in vehicle maintenance.

Revenue support for purchase:

Tax Levy

2017 Budget

Capital Projects Fund Capital Purchase Supporting Document



Department: Public Works - Celebrations
Item Name: special event refuse cans
Estimated Cost: \$2,750
Cost Based On: Vendor Estimate
Estimated Useful Life: 10 years
Account Number:



Detailed description and justification for purchase:

Staff is proposing the purchase of 30 refuse karts (95 gallon size) for use during special events and/or as additional containers during peak summer season at Shorewood parks. The karts are very mobile and can easily be moved in and out of areas as needed. Additionally, the kart style streamlines the collection process, reducing the need for and expense of bags and reducing staff time.

Operating budget impact:

Will reduce cost of bags and staff time.

Revenue Support:

Tax Levy

2017 Budget



Capital Projects Funds – Capital Projects Fund Capital Request Supporting Document

Department: Public Works - Facilities
Item Name: Window Replacement Program
Estimated Cost: \$20,000
Cost Based On: Annual program
Estimated Useful Life: 25 years
Account Number: 400-3210-56200



Detailed description and justification for purchase:

This is the sixth funding request in a multi-year program to address window replacements in various buildings. This year's request will continue work in the Village Hall.

Window replacement in the Public Safety Building is complete. Work in 2016 will begin Village Hall replacements.

Operating budget impact:

Reduced maintenance/repair and heating/cooling costs.

Revenue support for purchase:

Tax Levy

2017 Budget



Capital Projects Funds – Capital Projects Fund Capital Request Supporting Document

Department: Public Works – Facilities Division
Item Name: Village Hall HVAC
Estimated Cost: \$14,000
Cost Based On: Vendor quotes
Estimated Useful Life: 10 years
Account Number: 400-3210-56200

Detailed description and justification for purchase:

The air dryer, steam trap and controls for building's heating & cooling system require replacement.

Operating budget impact:

Reduced maintenance/repair costs and reduced staff time.

Revenue support for purchase:

Tax Levy

2017 Budget



Capital Projects Funds – Capital Projects Fund Capital Request Supporting Document

Department: Police
Item Name: Phase 1 police facility renovations
Estimated Cost: \$1,000,000
Cost Based On: Estimate
Useful Life: 50 years
Account Number: 400-3220-56200

Detailed description and justification for purchase:

This project is part of the site acquisition and conversion of a local commercial building into a functional police station. The new facility was acquired by the Village in 2016 and extensive renovations must be made to the existing structure to convert it for use as a contemporary police facility. Additional plans and cost details will be presented as contracts are developed for this project.

Operating budget impact:

TBD

Revenue support for purchase:

2016A Bond proceeds reserves

2017 Budget



Capital Projects Funds – Capital Projects Fund Capital Request Supporting Document

Department: Public Works – Facilities Division
Item Name: Salt shed replacement
Estimated Cost: \$200,000
Cost Based On: Vendor quote
Estimated Useful Life: 20 years
Account Number: 400-3230-56200



Detailed description and justification for purchase:

The existing salt shed was constructed in 1992 and has an approximate 400 ton capacity. The roof is failing and replacement is estimated at approximately \$10,000. The 2014 DPW Facility Plan includes a recommendation for replacement of the salt shed citing both age/condition and functionality.

The Village's purchases its annual salt supply, which averages between 800 and 1,000 ton, through the state contract each summer. As our average annual consumption is at least twice as much as can be stored on site, staff must guesstimate the follow season's order. Salt is purchased in a single order, and an overestimation means storing the material in other work areas until the following season creating efficiency and potential water quality concerns. An underestimation exposes the Village to the extremely high salt costs that come with purchasing out of contract.

Operating budget impact:

None

Revenue support for purchase:

2016A Bond reserves

2017 Budget



Capital Projects Funds – Capital Projects Fund Capital Request Supporting Document

Department: Public Works – Facilities Division
Item Name: Village Center HVAC rehab
Estimated Cost: \$10,000
Cost Based On: Vendor quotes
Estimated Useful Life: 10 years
Account Number: 400-3240-56200

Detailed description and justification for purchase:

The building's system requires refrigerant unit repairs and a pump rebuild.

Operating budget impact:

Reduced maintenance/repair costs and reduced staff time.

Revenue support for purchase:

Tax Levy

2017 Budget



Capital Projects Funds – Capital Projects Fund Capital Request Supporting Document

Department: Public Works
Item Name: Alley maintenance program
Estimated Cost: \$250,000
Cost Based On: Pavement Management Program
Estimated Useful Life: 20 years
Account Number: 400-3410-56310

Detailed description and justification for purchase:

In 2017, the Village's Alley Program will begin reconstruction of the Village's alley surfaces. Specific projects to be determined at a future date.

Operating budget impact:

Operating budget impact is anticipated to be minimal.
Regular maintenance time and materials will be reallocated to other streets.

Revenue support for purchase:

2016A Bonding \$250,000

2017 Budget



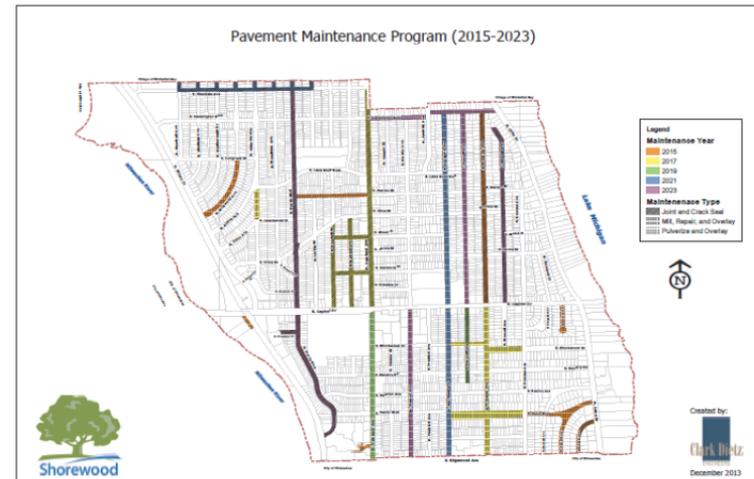
Capital Projects Funds – Capital Projects Fund Capital Request Supporting Document

Department: Public Works
Item Name: Annual major maintenance program
Estimated Cost: \$175,000
Cost Based On: Pavement Management Program
Estimated Useful Life: 20 years
Account Number: 400-3410-56310

Detailed description and justification for purchase:

The Village's Pavement Management Program identifies the following for maintenance in 2017:

Crack seal: TBD
Mill and overlay: TBD



Operating budget impact:

Operating budget impact is anticipated to be minimal. Regular maintenance time and materials will be reallocated to other streets.

Revenue support for purchase:

State Transportation Aids.

2017 Budget



Capital Projects Funds – Capital Projects Fund Capital Request Supporting Document

Department: Public Works - Services
Item Name: Contracted Road Maintenance
Estimated Cost: \$100,000
Cost Based On: Annual program
Estimated Useful Life: 20 years
Account Number: 400-3410-56310

Detailed description and justification for purchase:

This request includes annual contracted road maintenance, including large area patching and pavement marking. The 2017 allocation also includes a request from the Pedestrian Safety Committee to mark sidewalks in the business district area with "walk your bike" stencils (\$1,425.00).



Operating budget impact:

None.

Revenue support for purchase:

State Transportation Aids

2017 Budget

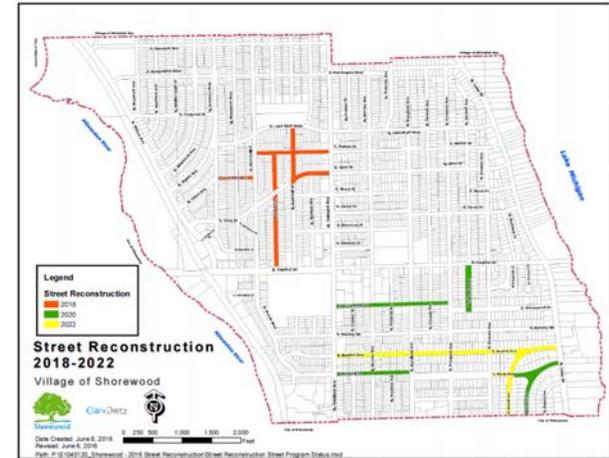


Capital Projects Funds – Capital Projects Fund
Capital Request Supporting Document

Department: Public Works
Item Name: 2018 Roads engineering
Estimated Cost: \$300,000
Cost Based On: Staff estimates
Estimated Useful Life: N/A
Account Number: 400-3410-56321

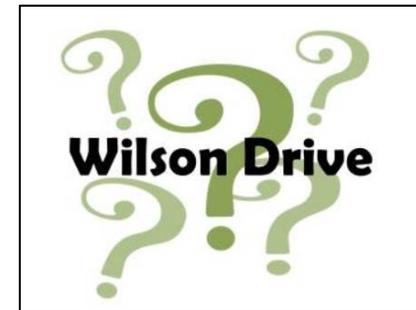
Detailed description and justification for purchase:

This request will fund engineering for the 2018 Road Reconstruction Programs:
The Larkin Project and the Wilson Drive Project.



Operating budget:
None.

Revenue support for purchase:
Capital Reserves – Pending 2018 bonding.



2017 Budget



Capital Projects Funds – Capital Projects Fund Capital Request Supporting Document

Department: Public Works
Item Name: Sidewalk Replacement Program
Estimated Cost: \$300,000 (net \$75,000)
Cost Based On: Staff estimates
Estimated Useful Life: 30 years
Account Number: 400-3470-56310

Detailed description and justification for purchase:

The 2017 biennial sidewalk replacement program will address damaged or defective public sidewalks in the north central area of the Village.

Operating budget impact:

None.

Revenue support for purchase:

\$265,000 Special assessments, \$35,000 tax levy.



2017 Budget



Capital Projects Funds – Capital Projects Fund Capital Request Supporting Document

Department: Public Works – Forestry
Item Name: EAB program
Estimated Cost: \$35,000
Cost Based On: Annual program
Estimated Useful Life: 3-100 years
Account Number: 400-3610-52940



Detailed description and justification for purchase:

This request would fund product for application of larger diameter trees (>14 DBH) by staff and/or private contractor.

Operating budget impact:

This program began in 2009 with the goal of delaying the impacts of an EAB infestation, allowing manageable removals and replacements over an extended time period. While the pest has been confirmed in communities surrounding Shorewood since that time, it was first confirmed in several private trees in Shorewood in the summer of 2016.

Revenue support for purchase:

Tax Levy

2017 Budget



Capital Projects Funds – Capital Projects Fund Capital Request Supporting Document

Department: Public Works – (Forestry)
Item Name: Large oak tree removals and pruning
Estimated Cost: \$10,000
Cost Based On: contractor proposal
Estimated Useful Life: N/A
Account Number: 400-3620-56500



Detailed description and justification for purchase:

Several large oaks in Hubbard Park are dead/dying and must be removed for safety reasons. Because an aerial lift truck cannot gain access to many areas of the Park, much of the work must be done using “rope and saddle” methods. Our DPW Forestry crew is not trained in these types of removals.

This is the second of two consecutive annual budget requests. Work approved for 2016 addressed trees determined to be high priority due to their deteriorated condition and/or their proximity to high traffic areas. This request will address areas categorized as “medium priority”.

Operating budget impact:

None

Revenue support for purchase:

Tax Levy



**Capital Projects Funds – Capital Projects Fund
Capital Request Supporting Document**

Department: DPW
Item Name: Private Property Inflow/Infiltration program – lateral rehab
Estimated Cost: \$184,000 (1/2 funded by MMSD)
Cost Based On: Anticipated MMSD allocation plus Village match
Estimated Useful Life: 50 years
Account Number: 400-3830-56600

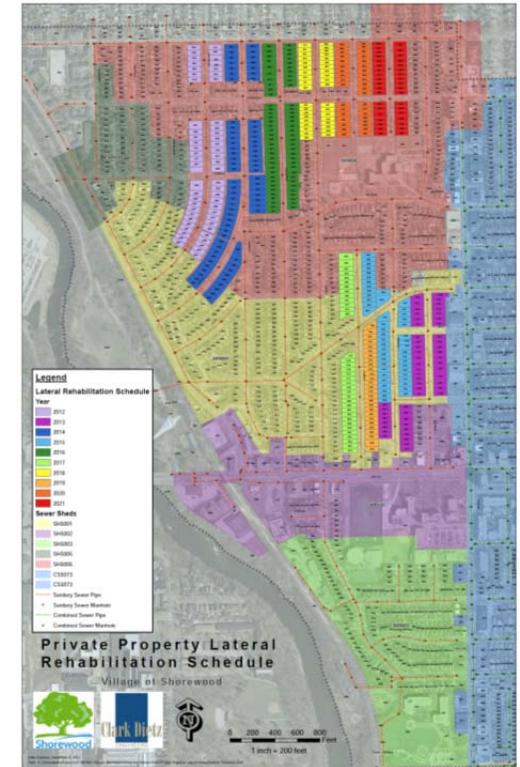
Detailed description and justification for purchase:

The annual private lateral rehabilitation program, as recommended in the 2011 Capacity Plan, was implemented in 2013. To date 165 laterals have been rehabbed with another 60 anticipated in the 2016 program.

The identified 2017 program area includes 35 eligible properties in the Basin 1 area. At current unit prices, staff anticipates the above funding level would rehabilitate approximately 30 laterals.

Operating budget impact:
None

Revenue support for purchase:
2106A Bond reserves \$92,000, MMSD matching grants \$92,000.



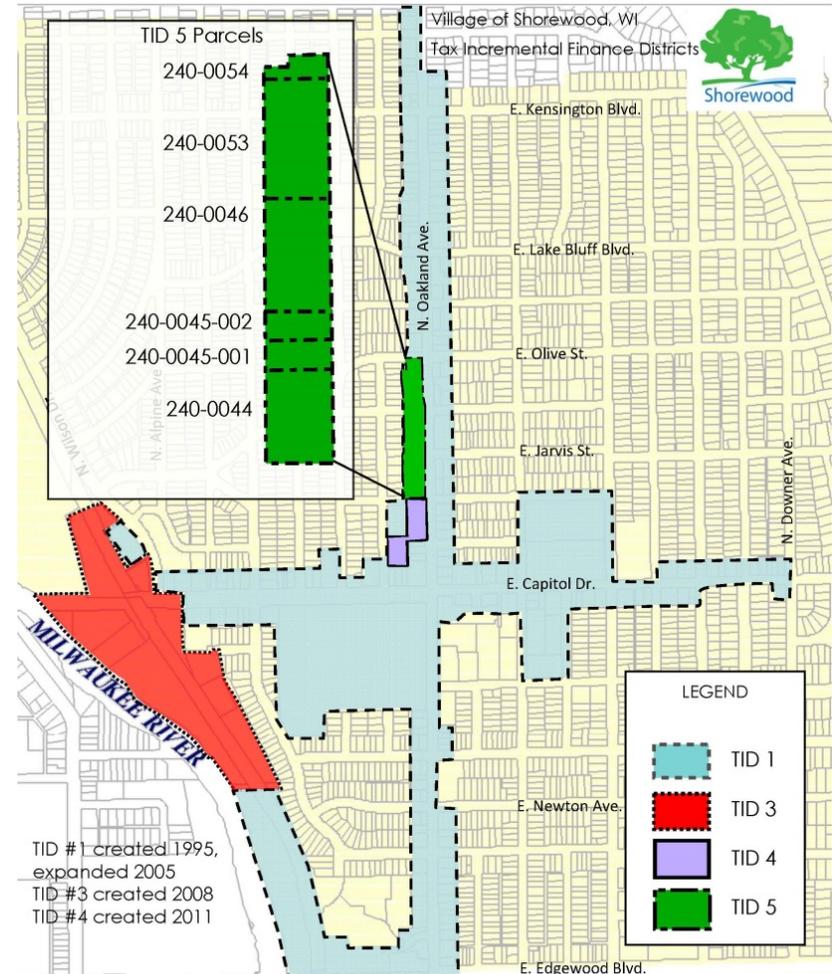


Department Description

Tax Incremental Financing District (TID) No. 1 includes lands primarily located within the Village of Shorewood along the Oakland Avenue and Capitol Drive. The TID was created in 1995 and will terminate in 2021 or earlier. The purpose of creating a TID is to provide a financing mechanism for fueling economic development and revitalization. Revenues are generated by taking the tax increment (difference between the current equalized value and the equalized value when created) times the tax rates for the Village, School District, Milwaukee County, Milwaukee Metropolitan Sewerage District (MMSD) and Milwaukee Area Technical College (MATC). This revenue is then retained for the TID rather than being distributed out to each of these taxing units. The revenues generated within a TID can be used directly for projects or for debt service incurred to finance projects. When created, the base value of the property within TID No. 1 was \$138,964,600.

In past years the Village created two new Districts, TID No. 3 and No. 4, removing parcels from TID No. 1 boundaries. In 2014 the Village also created TID No. 5 from within the TID No. 1 area. All three TID boundaries are shown on the map below.

Active Tax Incremental Financing Districts (TID's) in Shorewood. >>>



2017 Budget

TID No. 1 Fund - 410

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to prop	Category
Revenues									
410-6600-41120	TID Increment	\$ 81,244	\$ 1,401,383	\$ 1,712,365	\$ 1,650,000	\$ 1,850,000	\$ 1,850,000	12.1%	Other Taxes
410-6600-43430	Exempt Computer Aid	36,886	32,462	28,182	27,399	25,000	25,000	-8.8%	Intergov't
410-6600-48100	Interest Income	16,466	16,447	12,500	10,000	12,000	12,000	20.0%	Other Rev
410-6600-48110	Loan Interest Income	11,970	11,038	11,000	15,000	5,675	5,675	-62.2%	Other Rev
410-6600-48900	Miscellaneous Revenue	5,034	-	121,420	-	-	-	0.0%	Other Rev
410-9000-49800	Proceeds of Long-Term Debt			1,865,000	-	-	-	0.0%	OFS
410-9000-49810	Premiums on Long-Term Debt			194,404	-	-	-	0.0%	OFS
410-9000-49900	Surplus Applied	-	-	-	-	-	-	0.0%	OFS
	Total Revenue	<u>151,599</u>	<u>1,461,330</u>	<u>3,944,871</u>	<u>1,702,399</u>	<u>1,892,675</u>	<u>1,892,675</u>	<u>11.2%</u>	
Expenditures									
TID Administration									
410-6600-51100	Salaries and Wages	28,153	29,631	24,000	19,876	5,980	5,980	-69.9%	Salaries
410-6600-51160	Opt Out Insurance	224	643	650	270	30	30	-88.9%	Fringe
410-6600-51200	Overtime Wages	220	-	-	-	-	-	0.0%	Salaries
410-6600-51300	Health Insurance	3,489	4,564	2,700	3,993	1,373	1,373	-65.6%	Fringe
410-6600-51305	Dental Insurance	154	226	110	91	8	8	-91.2%	Fringe
410-6600-51310	Social Security and Medicare	2,135	2,149	2,000	1,505	457	457	-69.6%	Fringe
410-6600-51315	Wisconsin Retirement System	1,426	1,770	1,740	1,299	406	406	-68.7%	Fringe
410-6600-51320	Life Insurance	66	90	60	54	23	23	-57.4%	Fringe
410-6600-51325	Flexible Benefit Contribution	18	46	35	116	51	51	-56.0%	Fringe
410-6600-51900	Professional Education	-	-	-	-	-	-	0.0%	Fringe
410-6600-52130	Professional Fees Financial	5,686	1,112	3,000	2,000	1,156	1,156	-42.2%	Professional
410-6600-53900	Miscellaneous Expenses	745	235	200	-	-	-	0.0%	Supplies
410-6600-55100	Liability & Property Insurance	13,053	2,671	950	849	816	816	-3.9%	Insurance
410-6600-55110	Workers Comp	607	740	120	116	100	100	-13.8%	Insurance
TID General Activities									
410-6600-52100	Professional Fees	8,549	9,769	10,000	3,000	-	-	-100.0%	Professional
410-6600-52920	Surveys/Studies & Plans	54,186	3,936	-	10,000	-	-	-100.0%	Professional
410-6600-53140	Communications/Publications	10,386	50	-	5,000	-	-	-100.0%	Supplies & Office
410-6600-54620	Loan Program Expenses	2,700	1,575	600,000	2,700	-	-	-100.0%	Econ Dev
410-6600-54650	Business Recruitment	7,190	3,478	5,000	5,500	-	-	-100.0%	Econ Dev
410-6600-54660	Developer Recruitment	46	525	5,000	5,700	-	-	-100.0%	Econ Dev

2017 Budget

TID No. 1 Fund - 410

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to prop	Category
TID Projects					-		-		
410-6650-52160	Professional Fees Specific Dev.	33,080	1,000	1,500	-	-	-	0.0%	Econ Dev
410-6650-54610	Developer Subsidies / CDA	54,139	-	308,500	-	-	-	0.0%	Econ Dev
410-6650-54630	Façade Program	53,900	49,750	525,000	50,000	-	-	-100.0%	Econ Dev
410-6650-56360	Streetscape (Lights,Signs,Bench	(1,300)	18,565	200,000	-	-	-	0.0%	Capital
Other Financing Sources/Uses					-		-		
410-8000-58300	Debt Issuance Costs	-	-	32,858	-	-	-	0.0%	Debt
410-8000-58900	Other Finance Charges	570	205	-	-	-	-	0.0%	Debt
410-9000-59200	Transfers to Marketing	10,000	23,200	23,200	23,200	-	-	-100.0%	OFU
410-9000-59300	Transfers to Debt Service	1,168,989	1,377,553	3,435,370	1,416,719	1,524,341	1,524,341	7.6%	OFU
Total Expenditures		<u>1,458,410</u>	<u>1,533,482</u>	<u>5,181,993</u>	<u>1,551,988</u>	<u>1,534,741</u>	<u>1,534,741</u>	<u>-1.1%</u>	
Net Change in Fund Balance		(1,306,811)	(72,152)	(1,237,122)	150,411	357,934	357,934	<u>138.0%</u>	
Beginning Fund Balance		<u>2,869,299</u>	<u>1,562,488</u>	<u>1,490,335</u>	<u>1,490,335</u>	<u>253,213</u>	<u>253,213</u>		
Ending Fund Balance		<u>\$ 1,562,488</u>	<u>\$ 1,490,335</u>	<u>\$ 253,213</u>	<u>\$ 1,640,747</u>	<u>\$ 611,147</u>	<u>\$ 611,147</u>		



Department Description

Tax Incremental Financing District (TID) No. 3 includes lands located along the western boundary of the Village, primarily south of Capitol Drive, however two parcels North of Capitol Drive also fall within the TID boundaries. This TID was created in 2009 and will terminate in 2036 or earlier. The purpose of creating a TID is to provide a financing mechanism for fueling economic development and revitalization. Revenues are generated by taking the tax increment (difference between the current equalized value and the value when created) times the tax rates for the Village, School District, Milwaukee County, Milwaukee Metropolitan Sewerage District (MMSD) and Milwaukee Area Technical College (MATC). This revenue is then retained for the TID rather than being distributed out to each of these taxing units. The revenues generated within a TID can be used directly for projects or for debt service incurred to finance projects.

When created in 2009, the base value of the property within TID No. 3 was \$12,420,100. In 2014 a new State Law provided for the ability to reset the base value of distressed TID districts. Due to the declining property values in the post 2008 market and a significant property transaction within the district, TID No. 3 qualified for this special treatment, and the State of Wisconsin has now reset the base value of this district to \$7,748,400 as of 2015.

Since little development activity has occurred within this TID until very recently, this district will likely have generate insufficient increment revenues in order to cover previous costs and investments within the district until 2020. As this district was created as an overlay district from TID No. 1, to the extent that funds are available, these interim deficits are expected to be funded by TID No. 1, rather than the General Fund, until sufficient activity occurs.

A map of TID No. 3 boundaries is included in the preceding section on the TID No. 1 map.

2017 Budget

TID No. 3 Fund - 430

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to prop	Category
Revenues									
430-6600-41120	TID Increment	\$ -	\$ -	\$ 152,370	\$ 145,000	\$ 550,000	\$ 550,000	279.3%	Other Taxes
430-6600-41125	Shortfall Payments	-	-	-	-	110,000	110,000	0.0%	Other Taxes
430-6600-43430	Exempt Computer Aid	8,320	6,532	48	46	500	500	977.6%	Intergov't
430-6600-46900	Other Charges for Service	-	-	-	-	-	-	0.0%	Charges
430-6600-48100	Interest Income	-	15,926	6,000	-	-	-	0.0%	Other Rev
430-6600-48900	Miscellaneous Revenue	-	-	-	-	187,500	187,500	0.0%	Other Rev
430-9000-49800	Proceeds of Long-Term Debt	410,000	1,860,000	-	-	-	-	0.0%	OFS
400-9000-49810	Premiums on Long-Term Debt	20,013	-	-	-	-	-	0.0%	OFS
430-9000-49900	Surplus Applied	-	-	-	-	-	-	0.0%	OFS
Total Revenue		<u>438,333</u>	<u>1,882,458</u>	<u>158,418</u>	<u>145,046</u>	<u>848,000</u>	<u>848,000</u>	<u>484.6%</u>	
Expenditures									
TID Administration									
430-6600-51100	Salaries and Wages	7,110	10,208	9,500	11,454	11,781	11,781	2.9%	Salaries
430-6600-51160	Opt Out Insurance	56	240	240	240	240	240	0.0%	Fringe
430-6600-51200	Overtime Wages	55	-	-	-	-	-	0.0%	Salaries
430-6600-51300	Health Insurance	872	1,217	1,228	1,747	1,248	1,248	-28.6%	Fringe
430-6600-51305	Dental Insurance	38	49	48	60	50	50	-16.7%	Fringe
430-6600-51310	Social Security and Medicare	535	748	766	876	901	901	2.9%	Fringe
430-6600-51315	Wisconsin Retirement System	358	670	670	755	801	801	6.1%	Fringe
430-6600-51320	Life Insurance	16	26	27	27	28	28	3.7%	Fringe
430-6600-51325	Flexible Benefit Contribution	4	20	20	67	84	84	25.4%	Fringe
430-6600-52130	Professional Fees Financial	495	1,096	4,000	1,500	2,134	2,134	42.3%	Professional
430-6600-53900	Miscellaneous Expenses	-	510	150	-	-	-	0.0%	Supplies & Office
430-6600-55100	Liability & Property Insurance	145	528	1,100	878	1,250	1,250	42.4%	Insurance
430-6600-55110	Workers Comp	-	-	150	149	157	157	5.4%	Insurance
TID General Activities									
430-6600-52100	Professional Fees	-	-	2,000	3,500	3,500	3,500	0.0%	Professional
430-6600-52920	Surveys/Studies & Plans	-	-	1,520	5,000	5,000	5,000	0.0%	Professional
430-6600-53140	Communications/Publications	-	-	500	1,500	1,000	1,000	-33.3%	Supplies & Office
430-6600-54650	Business Recruitment	-	-	500	2,000	2,000	2,000	0.0%	Econ Dev
430-6600-54660	Developer Recruitment	-	-	500	2,000	-	-	-100.0%	Econ Dev

2017 Budget

TID No. 3 Fund - 430

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to prop	Category
TID Projects		-							
430-6650-52110	Professional Fees Engineering	3,825	4,136	-	-	-	-	0.0%	Econ Dev
430-6650-52120	Professional Fees Legal	12,438	-	5,000	10,000	5,000	5,000	-50.0%	Econ Dev
430-6650-52160	Professional Fees (HRA / Sherman)	87,537	52,318	35,000	30,000	30,000	30,000	0.0%	Econ Dev
430-6650-54610	Developer Subsidies (HRA grant)	-	-	900,000	-	750,000	750,000	0.0%	Econ Dev
430-6650-54630	Façade Program / Admin	-	-	-	1,400	-	-	-100.0%	Econ Dev
430-6650-56320	Large Construction Projects	537,144	91,815	-	-	-	-	0.0%	Econ Dev
430-6650-56360	Streetscape (Lights, Signs, Benches)	420	-	3,000	3,000	15,000	15,000	400.0%	Econ Dev
430-6650-56500	Land Improvements	-	-	7,000	100,000	375,000	375,000	275.0%	Econ Dev
430-6650-56699	Capitalized Expenditures	(414,127)	-	-	-	-	-	0.0%	Econ Dev
Other Financing Sources/Uses									
430-8000-58300	Debt Issuance Costs	5,302	17,363	-	-	-	-	0.0%	Debt
430-8000-58900	Other Finance Charges	-	-	-	-	-	-	0.0%	Debt
430-9000-59300	Transfers to Debt Service	20,900	107,247	257,755	257,755	323,674	323,674	25.6%	OFU
430-9000-59500	Transfers to Utilities	414,127	-	-	-	-	-	0.0%	OFU
Total Expenditures		<u>677,250</u>	<u>288,190</u>	<u>1,230,674</u>	<u>433,908</u>	<u>1,528,848</u>	<u>1,528,848</u>	<u>502.9%</u>	
Net Change in Fund Balance		(238,918)	1,594,268	(1,072,256)	(288,862)	(680,848)	(680,848)	<u>135.7%</u>	
Beginning Fund Balance		<u>(232,831)</u>	<u>(471,749)</u>	<u>1,122,519</u>	<u>1,122,519</u>	<u>50,263</u>	<u>50,263</u>		
Ending Fund Balance		<u>\$ (471,749)</u>	<u>\$ 1,122,519</u>	<u>\$ 50,263</u>	<u>\$ 833,657</u>	<u>\$ (630,585)</u>	<u>\$ (630,585)</u>		

2017 Budget

Capital Funds

Tax Increment District (TID) No. 4 – 440



Department Description

During 2011 the Village created Tax Incremental Financing District (TID) No. 4 from three parcels located along Oakland Avenue that had been within the TID No. 1 boundaries. The Village chose to create a new TID in order to take advantage of the long debt repayment life that would exist for a new TID compared to the remaining life of TID No. 1.

TID No. 4 Projects:

- This district was designed to be a single site district. Shortly after its creation, the Village entered into a development agreement. That agreement called for the creation of a mixed use development with underground parking, first floor retail and 84 units of apartments. The agreement also creates a parking structure on the adjacent property which contains both public and private parking stalls.
- This development will replace an existing surface parking lot and was completed in 2013.
- As part of the development agreement, the Village agreed to finance \$1,090,000 for the parking structure, a grant to the project not to exceed \$4,120,000 and a loan to the project of \$3,535,000. The project is currently generating over \$16 million of additional taxable value.

2017 Budget

TID No. 4 Fund - 440

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to prop	Category
Revenues									
440-6600-41120	TID Increment	\$ 64,131	\$ 425,044	\$ 482,653	\$ 470,000	\$ 475,000	\$ 475,000	1.1%	Other Taxes
440-6600-41125	Shortfall Payments	180,635	-	-	-	-	-	0.0%	Other Taxes
440-6600-48100	Interest Income	16	2,400	3,000	2,000	2,000	2,000	0.0%	Other Rev
440-6600-48110	Interest on Loans/Advances	104,413	104,413	101,912	101,912	99,412	99,412	-2.5%	Other Rev
	Total Revenue	<u>349,194</u>	<u>531,856</u>	<u>587,565</u>	<u>573,912</u>	<u>576,412</u>	<u>576,412</u>	<u>0.4%</u>	
Expenditures									
TID Administration									
440-6600-51100	Salaries and Wages	3,939	1,944	1,850	2,618	2,705	2,705	3.3%	Salaries
440-6600-51300	Health Insurance	1,159	487	490	750	500	500	-33.3%	Fringe
440-6600-51305	Dental Insurance	-	-	-	-	-	-	0.0%	Fringe
440-6600-51310	Social Security and Medicare	286	137	145	200	207	207	3.5%	Fringe
440-6600-51315	Wisconsin Retirement System	276	128	130	172	184	184	7.0%	Fringe
440-6600-51320	Life Insurance	12	8	8	8	9	9	12.5%	Fringe
440-6600-51325	Flex Benefit Contribution	2	6	5	18	26	26	44.4%	Fringe
440-6600-52130	Professional Fees Financial	729	772	2,000	1,000	1,013	1,013	1.3%	Professional
440-6600-53900	Miscellaneous Expenses	-	152	150	-	-	-	0.0%	Supplies & Office
440-6600-55100	Liability & Property Insurance	907	813	420	384	29	29	-92.4%	Insurance
440-6600-55110	Workers Comp	-	-	-	-	-	-	0.0%	Insurance
TID General Activities									
440-6600-53140	Communications/Publications	-	-	-	-	1,000	1,000	0.0%	Supplies & Office
440-6600-54650	Business Recruitment	-	-	-	2,000	2,000	2,000	0.0%	Econ Dev
440-6600-54660	Developer Recruitment	-	-	-	-	-	-	0.0%	Econ Dev
TID Projects									
440-6650-52160	Professional Fees Specific Dev.	4,910	3,877	10,000	-	-	-	0.0%	Econ Dev
440-6650-54610	Developer Subsidies	2,400,225	-	-	-	-	-	0.0%	Econ Dev
Other Financing Sources/Uses									
440-8000-58900	Other Finance Charges	-	350	350	-	-	-	0.0%	Debt
440-9000-59300	Transfers to Debt Service	301,744	500,244	509,744	509,744	488,944	488,944	-4.1%	OFU
440-9000-59401	Transfers to TID No. 1	-	-	-	-	-	-	0.0%	OFU
	Total Expenditures	<u>2,714,190</u>	<u>508,918</u>	<u>525,292</u>	<u>516,894</u>	<u>496,617</u>	<u>496,617</u>	<u>-3.9%</u>	
	Net Change in Fund Balance	(2,364,995)	22,938	62,273	57,018	79,795	79,795		
	Beginning Fund Balance	<u>5,897,685</u>	<u>3,532,690</u>	<u>3,555,627</u>	<u>3,555,627</u>	<u>3,617,900</u>	<u>3,617,900</u>		
	Ending Fund Balance	<u>\$ 3,532,690</u>	<u>\$ 3,555,627</u>	<u>\$ 3,617,900</u>	<u>\$ 3,612,645</u>	<u>\$ 3,697,695</u>	<u>\$ 3,697,695</u>		

2017 Budget

Capital Funds

Tax Increment District (TID) No. 5 – 450



Department Description

In 2014 the Village created Tax Incremental Financing District (TID) No. 5 from six parcels located along Oakland Avenue that had been within the TID No. 1 boundaries. The Village chose to create a new TID in order to take advantage of the long debt repayment life that would exist for a new TID compared to the remaining life of TID No. 1.

TID No. 5 Projects:

- This district was designed to be a single site district. Shortly after its creation, the Village entered into a development agreement. That agreement called for the creation of a 2 story, 80,000 square foot grocery store, a 4 deck parking structure, and a 6 story mixed use development with additional parking, first floor retail and upper level apartments.
- This development will replace existing surface parking lots and structures at the site, and is estimated to be completed in spring of 2017.
- As part of the development agreement, the Village agreed to finance \$5.5 million for land acquisition and a loan to the project of not to exceed \$6.5 million upon final completion of the project. The project is estimated to generate at least \$30 million in taxable value, beginning in 2018.

2017 Budget

TID No. 5 Fund - 450

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to prop	Category
Revenues									
450-6600-41120	TID Increment	\$ -	\$ -	\$ 11,375	\$ 10,000	\$ 590,000	\$ 590,000	5800.0%	Other Taxes
430-6600-43430	Exempt Computer Aid	-	-	2,343	-	2,500	2,500	0.0%	Intergov't
450-6600-48100	Interest Income	-	3,218	755	2,279	2,000	2,000	-12.3%	Other Rev
450-9000-49800	Proceeds of Long-Term Debt	-	6,190,000	-	6,800,000	-	-	-100.0%	OFS
450-9000-49810	Premiums on Long-Term Debt	-	-	-	-	-	-	0.0%	OFS
Total Revenue		-	6,193,218	14,473	6,812,279	594,500	594,500	-91.3%	
Expenditures									
TID Administration									
450-6600-51100	Salaries and Wages	21,185	10,207	10,300	11,454	9,046	9,046	-21.0%	Salaries
450-6600-51300	Health Insurance	2,949	1,457	1,235	1,987	1,148	1,148	-42.2%	Fringe
450-6600-51305	Dental Insurance	115	49	50	60	25	25	-58.3%	Fringe
450-6600-51310	Social Security and Medicare	1,594	748	800	875	692	692	-20.9%	Fringe
450-6600-51315	Wisconsin Retirement System	1,063	670	705	756	616	616	-18.5%	Fringe
450-6600-51320	Life Insurance	49	26	27	27	22	22	-18.5%	Fringe
450-6600-51325	Flex Benefit Contribution	11	20	20	67	73	73	9.0%	Fringe
450-6600-52130	Professional Fees Financial	-	1,096	1,797	1,500	2,093	2,093	39.5%	Professional
450-6600-53900	Miscellaneous Expenses	-	150	155	-	-	-	0.0%	Supplies & Office
450-6600-55100	Liability & Property Insurance	-	1,216	1,233	970	1,250	1,250	28.9%	Insurance
450-6600-55110	Workers Comp	-	-	154	149	148	148	-0.7%	Insurance
TID General Activities									
450-6600-52920	Surveys/Studies & Plans	-	-	-	-	-	-	0.0%	Professional
450-6600-53140	Communications/Publications	-	-	383	1,000	1,000	1,000	0.0%	Supplies & Office
450-6600-54650	Business Recruitment	-	-	-	2,000	2,000	2,000	0.0%	Econ Dev
450-6600-54660	Developer Recruitment	-	-	-	-	-	-	0.0%	Econ Dev
TID Projects									
450-6650-52100	Professional Fees - TID creation	21,694	7,425	-	-	-	-	0.0%	Econ Dev
450-6650-52120	Professional Fees Legal	123,135	-	1,291	25,000	10,000	10,000	-60.0%	Econ Dev
450-6650-52160	Professional Fees Specific Dev.	57,021	42,869	1,703	5,000	5,000	5,000	0.0%	Econ Dev
450-6650-54610	Developer Subsidies	-	5,500,000	-	6,500,000	-	-	-100.0%	Econ Dev
Other Financing Sources/Uses									
450-8000-58300	Debt Issuance Costs	-	57,782	-	60,000	-	-	-100.0%	Debt
450-8000-58900	Other Finance Charges	-	-	-	-	-	-	0.0%	Debt
450-9000-59300	Transfers to Debt Service	-	137,709	199,098	199,098	249,098	249,098	25.1%	OFU
Total Expenditures		228,816	5,761,424	218,951	6,809,943	282,211	282,211	-95.9%	
Net Change in Fund Balance		(228,816)	431,794	(204,478)	2,336	312,289	312,289		
Beginning Fund Balance		-	(228,816)	202,978	202,978	(1,500)	(1,500)		
Ending Fund Balance		\$ (228,816)	\$ 202,978	\$ (1,500)	\$ 205,314	\$ 310,789	\$ 310,789		

2017 Budget

Special Revenue Funds Marketing & Communication Fund - 220



Department Description/Goals

The Shorewood Marketing Communications (SMC) program seeks to make positive impacts on awareness, engagement and advocacy to current and prospective residents and businesses, and to influencers of those targets. Specifically, we work collaboratively with Key Partners to:

- Increase awareness of our high quality schools, positive lifestyle and community, vibrant businesses and open, accessible government services to advance the reputation of the Shorewood community.
- Attract new businesses and residents to move to Shorewood in order to increase demand for homes, increase student enrollment, and increase diversification of businesses.
- Contribute to the vitality of Shorewood through investment of citizen and business time, treasure and talents, including: philanthropy, ambassadorship, home and building improvements, and community volunteerism.

Strategies

In order to achieve the above established marketing goals, we will implement the following strategies:

1. Consistently communicate key attributes to target audiences using multiple channels.
2. Inform and educate key influencers and other targets by utilizing timely public relations to create high visibility and third party credibility for businesses, development projects, events, alumni and government services in Shorewood. House all press coverage on Village website.
3. Encourage conversations and engagement between target audiences and Key Partners about positive attributes, schools, businesses, events and services in Shorewood.
4. Draw in-person visits to Shorewood so that target audiences can experience the benefits of the Shorewood community.
5. Recognize and showcase persons and businesses in Shorewood that are identified as role models for building improvements, volunteerism and philanthropy.
6. Create opportunities for persons and businesses to become Ambassadors for Shorewood to demonstrate pride in their community.

2017 Budget

Special Revenue Funds Marketing & Communication Fund - 220



Services

Village staff will work with community and contracted partners to utilize a variety of tactics to implement approved marketing strategies. Because the program is designed to be integrated across all channels, the design elements are created under the Village of Shorewood umbrella brand imagery with consistent fonts, colors, logo treatments and graphics. Collaboration with Key Partners amplifies messaging with cross promotion between entities and across channels.

1. **Village of Shorewood website**, includes a portal for easier access to desired information, community calendar details, communications hub to more easily find out about what's going on in Shorewood and who to contact, and access to the digital version of current and past issues of Shorewood Today magazine.
2. **Shorewood Today magazine**, a lifestyle magazine that celebrates Shorewood created with editorial from Village, schools, BID and CDA.
3. **Print collateral**, includes brochures, posters, flyers, postcards and other materials that provide detail for events, activities and resources in Shorewood.
4. **Electronic communications** include eNewsletters such as the Village Manager's Memo, Keep in Touch, BID eNews, School eNews, and Library eNews.
5. **Paid Media** such as Facebook ads and Google keyword search to drive awareness for events and initiatives in Shorewood
6. **Media Relations** which provides endorsement of Shorewood's initiatives and activities through stories on TV and radio news, publications such as Journal Sentinel, Business Journal, North Shore Now, Shepherd Express, and digital news outlets such as OnMilwaukee.com.
7. **Social Media** such as Facebook and Twitter that engages targets and gives opportunity to share pictures, feedback and information.
8. **Signage** includes exterior posters and banners in high traffic areas throughout the Village.
9. **Welcome Neighbors Program** which reaches out to new residents in Shorewood to help them navigate where to find useful information and where to go for things they need, and also provides goodie bags including special offers from BID businesses.
10. **Special Events** includes:
 - Village events such as Shorewood Criterium bike races and block party, July 4th parade and celebrations, Free Summer Concert Series
 - BID events such as Small Plates Week, Holiday Tree Lighting and Shopping Season
 - School events such as SHS drama productions, Homecoming and Alumni events
 - CDA events such as ground breaking, ribbon cutting, and developer reception
 - Other events such as Shorewood Farmer's Market and Plein Air Shorewood

2017 Budget

Special Revenue Funds Marketing & Communication Fund - 220



Achievements 2016

Village of Shorewood staff collaborated with contracted personnel to implement marketing strategies and tactics in the Community Marketing Plan in collaboration with the BID, the School District and the CDA. The Marketing program contracted with Branding Breakthroughs, LLC to perform a marketing study to measure and gauge the perception of Shorewood. The survey and open forums provided the Marketing program with valuable information which will be used to improve the Village's brand and tagline. The Village collaborated with community key partners to conduct a marketing summit to further discuss the Village's brand and modify our marketing strategies to better align with current priorities. Shorewood Marketing Communications took the lead with coordinating several of the Village events and published marketing materials such as the Why Shorewood brochure and several flyers for community events to promote Shorewood. Several of these published marketing materials were provided online and on the Village website.

2017 Budget

Special Revenue Funds Marketing & Communication Fund - 220



2017 Initiatives

The Village will take the lead in more administrative and coordination efforts when it comes to marketing strategies. The Village will continue to work with a contracted consultant and key partners to collect metrics and determine progress, cost efficiency, impact and delivery on goals. The Village supports the following tactics in 2017:

1. **Website Updates** – continue to make updates to the Village website with pages that provide information directed towards prospective residents and businesses.
2. **Shorewood Today** – promote magazine that now has four issues published annually through website and strategically placed magazine stands in the community.
3. **Print Collateral** – provide “Why Shorewood” pamphlet for realtors and Shorewood home sellers, update “Greetings from Shorewood” postcard, and update brochures as necessary.
4. **Electronic communications** - includes eNewsletters such as Village Manager’s Memo, Keep in Touch, BID, School, and Library eNews.
5. **Paid Media** – continue to promote Shorewood to prospective residents and businesses in cost-efficient paid media channels.
6. **Media Relations** - continue to solicit endorsement of Shorewood’s initiatives and activities through stories on TV, radio, print and electronic news outlets.
7. **Social Media** – continue engagement between targets and key partners through Facebook, Twitter and Youtube.
8. **Signage** – continue to promote events and initiatives with posters and banners. Source and fund monument sign(s) as dependable, cost effective permanent signage on a high traffic corridor to better promote Village events and initiatives.
9. **Welcome Neighbors** – continue to make connections with new residents to make them feel welcome and to ensure they find necessary resources
10. **Special Events** – implement new events plan based on the discussion from the marketing summit; work with volunteers, community partners and organizations in coordinating events.
11. **Branded Items** – source, sell and distribute a limited number of high quality branded items to reward specific volunteers and to allow residents and guests to become brand ambassadors for Shorewood.
12. **Research** - determine, confirm and rank key attributes compared to competitive set; determine awareness levels for key attributes for all targets.

Budget Impact

The Village recommends continuing collaboration efforts with key partners, which include the BID, CDA and School District in 2017 and beyond. Some savings will come from less cost in printed collateral since those materials were created and produced in 2016. Other changes in budgeted funds come from changes in handling community events and coordination time between key partners.

2017 Budget

Marketing and Communications Fund - 220

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget 16 to '17	Category
Revenues									
220-6700-41110	Property Taxes	\$ 30,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 39,000	-13.3%	Taxes
220-6700-48500	Donations - Summer concerts	6,000	3,000	5,000	-	-	-	0.0%	Other Rev
220-6700-48550	Donations - 4th of July		30,388	20,975	-	-	-	0.0%	Other Rev
220-6700-48570	Donations - Bike Race	-	20,650	12,150	-	-	-	0.0%	Other Rev
220-6700-47300	Charges for Service - School	10,000	10,000	10,000	10,000	10,000	10,000	0.0%	Charges
220-6700-47320	Charges for Service - BID	10,000	16,500	16,500	17,000	10,000	10,000	-41.2%	Charges
220-9000-47350	Charges for Service - CDA	-	-	-	-	18,000	18,000	0.0%	OFS
220-9000-49401	Transfers from TID #1	10,000	23,200	23,200	23,200	-	-	-100.0%	OFS
220-9000-49900	Surplus applied	-	-	-	24,325	2,000	2,000	-91.8%	OFS
Total Revenue		<u>66,000</u>	<u>148,738</u>	<u>132,825</u>	<u>119,525</u>	<u>85,000</u>	<u>79,000</u>	<u>-33.9%</u>	
Expenditures									
220-6700-52100	General Professional Fees	20,500	61,503	31,000	\$ 34,000	\$ 34,000	\$ 28,000	-17.6%	Professional
220-6700-53120	Copy & Print Costs	944	783	1,000	3,000	3,000	3,000	0.0%	Supplies & Office
220-6700-53131	Postage Costs	174	251	250	425	650	650	52.9%	Supplies & Office
220-6700-53140	Communications/Publications *	1,052	3,975	5,000	6,500	3,500	3,500	-46.2%	Supplies & Office
220-6700-53500	Dept/Program Supplies	15	555	250	500	250	250	-50.0%	Supplies - Maint
220-6700-54105	Bike Race *	-	29,235	20,414	9,000	2,000	2,000	-77.8%	Programming
220-6700-54110	4th of July *	-	36,388	25,855	6,750	7,500	7,500	11.1%	Programming
220-6700-54115	Summer Concerts *	-	6,381	10,000	5,000	-	-	-100.0%	Programming
220-6700-54120	Other Special Events *	11,891	8,893	4,000	4,000	13,000	13,000	225.0%	Programming
220-6700-54170	Welcoming Neighbors *	-	3,083	3,750	3,750	-	-	-100.0%	Programming
220-6700-54640	Marketing/Advertising	7,252	60	9,000	16,000	10,000	10,000	-37.5%	Programming
220-6700-54645	Brand Research *	-	-	19,500	18,000	-	-	-100.0%	Programming
220-6700-54646	Branded Items *	-	-	-	2,000	2,000	2,000	0.0%	Programming
220-6700-54650	Business Recruitment *	-	-	1,000	2,000	2,000	2,000	0.0%	Programming
220-6700-56120	Other Technology	3,655	1,169	1,500	3,000	1,500	1,500	-50.0%	Capital
220-9000-59200	Transfers to Shorewood Today	5,100	5,100	5,600	5,600	5,600	5,600	0.0%	OFU
Total Expenditures		<u>50,582</u>	<u>157,375</u>	<u>138,119</u>	<u>119,525</u>	<u>85,000</u>	<u>79,000</u>	<u>-33.9%</u>	
Net Change in Fund Balance		15,418	(8,637)	(5,294)	-	-	-	0.0%	
Beginning Fund Balance		17,119	32,537	23,900	23,900	18,606	18,606		
Surplus Applied		-	-	-	(24,325)	(2,000)	(2,000)		
Ending Fund Balance		<u>\$ 32,537</u>	<u>\$ 23,900</u>	<u>\$ 18,606</u>	<u>\$ (425)</u>	<u>\$ 16,606</u>	<u>\$ 16,606</u>		

2017 Budget
Expenditure Request Detail - Marketing Fund

220-6700-52100 General Professional fees		
Plan Development		8,000
Paid Advertising		2,000
Project Management		12,000
Media Relations / Public comm.		12,000
Village Board action *		<u>(6,000)</u>
Total for account		<u>28,000</u>
220-6700-54120 Other Special Events		
Summer Concerts		
Welcome Neighbors		
Realtor Event		
Other - TBD*		<u>-</u>
Total for account		<u>13,000</u>

* To be determined at marketing summit and discussion with other partners.



Department Description

Shorewood Today is a high-quality full-color magazine that celebrates the Shorewood lifestyle and provides useful information about the Village of Shorewood and also offers news and feature stories about the people, places and things that make Shorewood special. It is jointly created by the Village of Shorewood, the Shorewood School District and the Shorewood Business Improvement District (BID), and the Shorewood Marketing Communications (SMC) Program.

Funding for Shorewood Today magazine comes from paid advertising and sponsorship from the four stakeholder groups. All expenses are covered from this funding source. In 2016 a modest increase was made to the advertising rates resulting in a net increase of approximately 5% when all discounts were applied. In 2016 SMC requested that each partner increase their share to \$5,600 from \$5,100 to allow for more appropriate professional fees to produce the magazine.

A magazine advisory committee comprised of representatives from each stakeholder group meets before production begins on each issue. This committee suggests story ideas, reviews ad guidelines and pricing. All copywriting for the magazine is handled and underwritten by the individual stakeholders who submit the content and photo suggestions for each issue.

Shorewood Today was redesigned in early 2015 and was published three times during the year. In 2016, Shorewood Marketing Communications received approval to increase the number of issues to four. It is anticipated for SMC to publish four issues in 2017. Each issue of the magazine is also posted digitally on the Village website along with archived issues of previous editions.

The magazine is mailed to every Shorewood household, every Shorewood business and all non-Shorewood families within the School District. Extra copies of the magazine are distributed through high-traffic locations within the Village (Library, Village Hall, coffee shops, restaurants, salons, etc.) at advertiser locations and through all local realtors. The magazine has become a useful tool for selling Shorewood and the Shorewood lifestyle to prospective residents and businesses. The magazine is also included in all goodie bags distributed to new residents through the Welcome Neighbor Program.

2017 Budget

Shorewood Today Fund - 230

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	Category
Revenues								
230-1910-41110	Property Taxes	\$ 5,100	\$ 5,100	\$ 5,600	\$ 5,600	\$ 5,600	\$ 5,600	Taxes
230-1910-46120	Advertising Fees	50,401	47,360	64,000	62,000	65,000	65,000	Charges
230-1910-47300	Charges for Service - School	5,100	5,100	5,600	5,600	5,600	5,600	Charges
230-1910-47320	Charges for Service - BID	5,100	5,100	5,600	5,600	5,600	5,600	Charges
230-9000-49200	Transfers from Marketing.	5,100	5,100	5,600	5,600	5,600	5,600	OFS
230-9000-49900	Surplus Applied	-	-	-	3,500	6,000	6,000	OFS
Total Revenue		<u>70,801</u>	<u>67,760</u>	<u>86,400</u>	<u>87,900</u>	<u>93,400</u>	<u>93,400</u>	
Expenditures								
230-1910-52100	Professional Fees	16,150	34,548	44,000	44,000	50,000	50,000	Professional Fees
230-1910-53120	Copy & Print Costs	32,703	25,202	34,400	34,400	34,400	34,400	Supplies & Office
230-1910-53130	Postage/Mailings	10,199	6,655	9,500	9,500	9,000	9,000	Supplies & Office
Total Expenditures		<u>59,051</u>	<u>66,405</u>	<u>87,900</u>	<u>87,900</u>	<u>93,400</u>	<u>93,400</u>	
Net Change in Fund Balance		11,750	1,355	(1,500)	-	-	-	
Beginning Fund Balance		3,931	15,681	17,036	17,036	15,536	15,536	
Less: Surplus Applied		-	-	-	-	(6,000)	(6,000)	
Ending Fund Balance		<u>\$ 15,681</u>	<u>\$ 17,036</u>	<u>\$ 15,536</u>	<u>\$ 17,036</u>	<u>\$ 9,536</u>	<u>\$ 9,536</u>	

2017 Budget
Expenditure Request Detail - Shorewood Today Fund

230-1910-52100	Professional Fees	
Design/production/project coordination		<u>50,000</u>
Total for account		<u>50,000</u>
230-1910-53120	Copy & print costs	
Spring issue (44 pages)		8,600
Summer issue (44 pages)		8,600
Fall issue (44 pages)		8,600
Winter issue (44 pages)		<u>8,600</u>
Total for account		<u>34,400</u>
230-1910-53130	Postage/mailings	
Spring issue (44 pages)		2,000
Summer issue (44 pages)		2,000
Fall issue (44 pages)		2,000
Winter issue (44 pages)		<u>2,000</u>
Total for account -		<u>8,000</u>



Department Description

Special police grants with restricted purposes have been historically recorded within this fund to ensure the proper tracking and use of those grants and that unspent funds carry forward from previous years. Recent trends have converted most of these “grants” into full or partial reimbursements based on information provided by the Police Department. As such, these grants and expenditures are now reported as revenue offsets when they occur in the Police Department budget where these expenditures are incurred.

Asset forfeiture proceeds however, will remain in this fund and will be used to support supplemental police needs.

2017 Budget

Police Special Funds - 240

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to prop	Notes
Revenues									
240-2100-43220	Federal Equitable Sharing	\$ -	\$ 6,556	\$ -	\$ -		\$ -	0.0%	
240-2100-46290	Bike Safety	434	-	-	-		-	0.0%	
240-2100-48500	Donations (Police Specific)	4,661	-	-	-		-	0.0%	
240-9000-49900	Surplus Applied	-	-	-	500	3,000	3,000	500.0%	
	Total Revenue	<u>13,785</u>	<u>6,556</u>	<u>-</u>	<u>500</u>	<u>3,000</u>	<u>3,000</u>	<u>500.0%</u>	
Expenditures									
240-2100-54200	Federal Equitable Sharing	-	-	-	-		-	0.0%	
240-2100-54220	Citizens Police Academy							0.0%	
240-2100-54230	Bike Safety Program	27	-	-	500	-	-	-100.0%	
240-2100-54900	Other Grant/Donation Expenses	4,661	-	-	-	3,000	3,000	0.0%	Add'l Target Ammunitions 2017
	Total Expenditures	<u>8,180</u>	<u>-</u>	<u>-</u>	<u>500</u>	<u>3,000</u>	<u>3,000</u>	<u>500.0%</u>	
	Net Change in Fund Balance	5,605	6,556	-	-	-	-	0.0%	
	Beginning Fund Balance	17,862	23,467	30,023	30,023	30,023	30,023		
	Less: Surplus Applied	<u>-</u>	<u>-</u>	<u>-</u>	<u>(500)</u>	<u>(3,000)</u>	<u>(3,000)</u>		
	Ending Fund Balance	<u>\$ 23,467</u>	<u>\$ 30,023</u>	<u>\$ 30,023</u>	<u>\$ 29,523</u>	<u>\$ 27,023</u>	<u>\$ 27,023</u>		
Ending Fund Balance consists of:									
	Federal equitable sharing funds	5,488	12,044	12,044	12,044	12,044	12,044		
	Other sources / donations	<u>17,979</u>	<u>17,979</u>	<u>17,979</u>	<u>17,479</u>	<u>14,979</u>	<u>14,979</u>		
	Total Fund Balance	<u>\$ 23,467</u>	<u>\$ 30,023</u>	<u>\$ 30,023</u>	<u>\$ 29,523</u>	<u>\$ 27,023</u>	<u>\$ 27,023</u>		

2017 Budget

Special Revenue Public Art - 250



Department Description

The Public Art Fund was established to support the activities of the Village's public art program. The primary activity supported through the fund has been the Plein Air event activities.

Services

- This fund facilitates the transactions of the Annual Plein Air event, and or other initiatives of the Public Art Committee

Budget Impact

- None

2017 Budget

Public Art Fund - 250

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to prop	Category
Revenues									
250-5400-48530	Sponser Fees / Major Donations	\$ 32,035	\$ 15,935	\$ 5,800		\$ 10,000	\$ 10,000	0.0%	Other Rev
250-5400-48610	Artwork Sales	40,725	-			-	-	0.0%	Other Rev
250-5400-48650	Artist Registration Fees	2,520	8,041			5,000	5,000	0.0%	Other Rev
250-5400-48900	Misc Revenues	833	403			-	-	0.0%	Other Rev
250-9000-49100	Transfers from Gen Fund	-	-	-		-	-	0.0%	OFS
250-9000-49900	Surplus applied	18,477	-	-	-	-	-	0.0%	OFS
	Total Revenue	<u>94,590</u>	<u>24,378</u>	<u>5,800</u>	<u>-</u>	<u>15,000</u>	<u>15,000</u>	<u>0.0%</u>	
Expenditures									
250-5400-52180	Consultant Services	\$ 8,160	\$ 11,920	\$ 2,500	\$ -	\$ 5,000	\$ 5,000	0.0%	Professional
250-5400-52190	Artist Commissions	26,619	-			-	-	0.0%	Programming
250-5400-53120	Copy & Print Cost	1,705				-	-	0.0%	Supplies & Office
250-5400-53145	Advertising / Marketing	11,758	11,806	2,500		10,000	10,000	0.0%	Supplies & Office
250-5400-53500	Dept/Program Supplies	136	3,458			-	-	0.0%	Supplies - Maint
250-5400-53900	Misc Expenses	890	600			-	-	0.0%	Supplies & Office
250-5400-54050	Music/Entertainment	1,770	900	800		-	-	0.0%	Programming
250-5400-54070	Food & Beverage	5,236	150			-	-	0.0%	Programming
250-5400-54130	Artists Awards	7,500	5,450			-	-	0.0%	Programming
250-9000-59100	Transfers to Gen Fund	-	-	-	-	-	-	0.0%	OFU
	Total Expenditures	<u>63,773</u>	<u>34,284</u>	<u>5,800</u>	<u>-</u>	<u>15,000</u>	<u>15,000</u>	<u>0.0%</u>	
	Net Change in Fund Balance	30,816	(9,906)	-	-	-	-	0.0%	
	Beginning Fund Balance	-	30,816	20,911	20,911	20,911	20,911		
	Less: Surplus Applied	-	-	-	-	-	-		
	Ending Fund Balance	<u>\$ 30,816</u>	<u>\$ 20,911</u>	<u>\$ 20,911</u>	<u>\$ 20,911</u>	<u>\$ 20,911</u>	<u>\$ 20,911</u>		



Department Description

The mission of the Shorewood Public Library is to serve persons of all ages who seek a variety of materials, information and programs to meet personal, recreational, educational, and professional needs. Our library is committed to providing professionally managed library services meeting the needs and preferences of our community.

The Shorewood Public Library Board of Trustees sets library policy, hires and manages the Director, and has exclusive control over all funds collected, donated or appropriated for library services. The Board consists of seven members; six are appointed by the Village President with Village Board approval and the other member is the Superintendent of the Shorewood School District or his/her representative. One of the seven members may be currently serving on the Village Board.

The Library, both the physical space and the online presence, is an extremely well-used Village service.

Services

- Provide a collection of library materials using various delivery methods in a variety of formats, for all ages, that educate, entertain, and inform per Collection Development Policy
- Provide an accurate and efficient means of maintaining an inventory of both library materials and library card holders
- Provide a variety of programming events for individuals from infants through adult
- Provide access for residents to print and online subscription research services to support both formal education and life-long learning programs, wireless Internet access throughout the building, and laptops for use in the building
- Provide efficient operations by supporting the technology needs of all staff
- Provide professional librarian services every hour the library is open to answer questions and guide research
- Provide access to as many services as possible 24/7 through a robust website
- Provide support to all Shorewood schools through class visits, communication with teachers, and limited purchase of curriculum supportive materials
- Provide Shorewood residents with access to the collections of 18 different library collections and services through membership in the Milwaukee County Federated Library System (MCFLS)
- Provide Shorewood materials and services to non-residents as required through participation in MCFLS



Achievements 2016

A vibrant urban community with:

- ***Excellent local schools and easy access to world-class centers of culture and higher education;***
 - Loaned over 300,000 physical items (-8%,) provided computer service to over 38,000 users (+52%,) and wireless Internet service to approximately 16,000 users (+45%.) In addition, eBook and digital audiobook check out via Wisconsin's Digital Library is up 30%.
 - Provided access to a collection of just over 96,000 physical items, 175,000 digital items and 56 databases for all ages.

A welcoming community embracing new people, innovative ideas and engaging with others to continuously improve Shorewood and the Milwaukee metro area

- In collaboration with the Village Board, Planning and Development and DPW, a Civic Information Center was developed and resides in a high traffic area of the Library informing citizens of Village initiatives and processes.
- Used community connections to promote position vacancies, as well as posting online resulting in the hiring of a more diverse staff including people of color.
- The Library Board approved updated policies including the Code of Conduct, Revocation of Library Privileges and the Unattended Children policies.
- Translated our Library hours bookmark and Early Learning Center brochure in to the Chinese language.
- Hired a new Library Director with 18 years of experience in the City of Milwaukee libraries.
- Replaced fatigued lounge furniture in all areas of the library.
- Contributed to the expenditure of LSTA grant monies creating mobile makerspace kits that will be used by MCFLS libraries for innovative, tech-centered programming for all ages.

A financially responsible community with suitable and well-maintained public buildings and infrastructure, strong property values, a competitive tax rate, and a commitment to public service excellence

- Received over \$7,000 in funding for operations from the Friends of Shorewood Library.
- Realized significant cost savings by partnering with other MCFLS libraries in the purchase of e-books and other online products.
- Sold artwork that had been in storage for over a decade via Leslie Hindman Auctioneers resulting in revenue of \$6,800. Also returned overstock of acrylic magazine holders resulting in a credit of \$640 with a frequently-used vendor.
- Supported the continuing education of library leadership by sending the Director and Assistant Director to the Public Library Association national conference and the Assistant Director to the Research Institute for Public Libraries. Most staff were trained on the emergency evacuation plan, AED/CPR certification and working with those with mental illness in a public service setting.
- Updated the Library Human Resource Manual and created job matrices for each library job title to be used during the performance evaluation process.



Initiatives 2017

A welcoming community embracing new people, innovative ideas and engaging with others to continuously improve Shorewood and the Milwaukee metro area.

- Continue to work with the Village, BID, Schools and other groups on joint programming, promotion and outreach – especially to attract, engage and retain new library users including new residents, new immigrants, and young professionals.
- Revise the current Village Center meeting room policy with a goal of greater access and use by members of the public, neighborhood groups and businesses.
- Working in conjunction with the YWCA and Shorewood Schools, create and support an educational and constructive forum for conversation among residents about race in the Village and our neighboring municipalities.
- Create a flexible and responsive Collection Development Plan that includes all formats.
- Work closely with the Senior Resource Center on joint programming including an emphasis on intergenerational programs like the Living Wall and the Shorewood Monarch Project.

A financially responsible community with suitable and well-maintained public buildings and infrastructure, strong property values, a competitive tax rate, and a commitment to public service excellence.

- Work with the Library Board and Village Finance Director to create and share a long-term Library Capital Expense Plan which will be closely tethered to a Facilities Maintenance Plan for the Library and Village Center.
- Use capital funds to upgrade self-check-out machines and replace outdated computers for the public and staff.
- Provide constructive and formal employee feedback via performance evaluations at least twice a year.
- Support staff development by providing active shooter training and sending staff to the American Library Association conference in Chicago in summer of 2017.
- Gather and interpret data regarding material theft, specifically DVDs, in an effort to determine the need and return on investment for security gates.

A well governed community with leaders and citizens who value broad civic participation and maintain a long-range, disciplined view of the future.

- Continue to monitor the future of reciprocal borrowing funds from MCFLS and assess expanding shared services in future fiscal years, reducing our costs and allowing us to access services we would not otherwise be able to purchase on our own.
- Lay the groundwork for starting a strategic planning process in 2018.



Measurements and Indicators

<u>Measurements</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 YTD</u>	<u>2017 Budget</u>
Patron Count	203,373	207,196	198,114	110,846	
Program Attendance	7,725	7,833	9,970	3,827	
Computer Users	44,966	39,128	38,660	23,237	

Budget Impact

- Reciprocal borrowing revenue is reduced \$1,403, down 2% from 2016.
- All reciprocal borrowing funding is used for operating expenses.
- Capital requests will allow us to meet identified initiatives relating to improved efficiencies and services for patrons and staff.

2017 Budget

Library Fund - 200

Dept/Account No.	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to prop	Category
Revenues									
200-5110-41110	Property Taxes	\$ 795,984	\$ 812,514	\$ 829,890	\$ 829,890	\$ 858,805	\$ 858,805	3.5%	Taxes
200-5110-43720	Local Library Aids	72,219	78,489	86,615	86,353	85,212	85,212	-1.3%	Intergov't
200-5110-46710	Library Fines	55,766	48,935	51,000	51,000	50,000	50,000	-2.0%	Fines
200-5110-48500	General Donations	9,782	8,994	15,000	-	-	-	0.0%	Other Rev
200-5110-48510	Friends Donations	-	9,432	8,000	6,400	7,500	7,500	17.2%	Other Rev
200-9000-49900	Surplus Applied	-	-	-	27,600	11,600	11,600	-58.0%	OFS
Total Operating Revenue		933,752	958,365	990,505	1,001,243	1,013,117	1,013,117	1.2%	
Expenditures									
200-5110-51100	Salaries and Wages	474,054	515,436	510,000	517,997	528,008	528,008	1.9%	Salaries
200-5110-51300	Health Insurance	80,395	90,086	89,000	92,145	92,156	92,156	0.0%	Fringe
200-5110-51305	Dental Insurance	3,176	3,483	3,950	3,600	3,960	3,960	10.0%	Fringe
200-5110-51310	Social Security and Medicare	34,622	36,334	39,000	39,623	40,200	40,200	1.5%	Fringe
200-5110-51315	Wisconsin Retirement System	30,223	30,073	30,000	30,695	32,520	32,520	5.9%	Fringe
200-5110-51320	Life Insurance	1,212	1,196	1,000	1,242	1,265	1,265	1.9%	Fringe
200-5110-51325	Flexible Benefit Contribution	3,504	2,718	1,500	2,200	1,570	1,570	-28.6%	Fringe
200-5110-51340	Retiree Health Contribution	-	-	9,800	-	9,854	9,854	0.0%	Fringe
200-5110-51900	Professional Education	3,801	3,049	4,800	3,200	4,000	4,000	25.0%	Fringe
200-5110-52100	Professional Fees	886	14,360	300	1,000	1,000	1,000	0.0%	Professional
200-5110-52200	Electric	40,203	39,276	33,000	41,797	41,179	41,179	-1.5%	Utilities
200-5110-52210	Gas	12,011	7,447	10,498	10,498	9,952	9,952	-5.2%	Utilities
200-5110-52220	Water	2,048	2,583	2,284	2,284	2,611	2,611	14.3%	Utilities
200-5110-52300	Other Intergov'tal pymts	25,201	29,169	24,313	24,313	31,263	31,263	28.6%	Other Gov't
200-5110-52900	Cleaning and Pest Control	20,518	24,352	21,300	21,300	24,224	24,224	13.7%	Contractual
200-5110-52910	Software Purch/Maint	4,858	7,119	5,914	5,914	6,337	6,337	7.2%	Contractual
200-5110-52990	Other Service Contracts & Fees	4,040	3,572	2,800	3,810	3,060	3,060	-19.7%	Contractual
200-5110-53100	Office Supplies	4,169	5,085	3,000	3,000	3,500	3,500	16.7%	Supplies & Office
200-5110-53101	Shared Office Costs	8,298	8,904	10,164	10,164	8,444	8,444	-16.9%	Supplies & Office
200-5110-53120	Copy & Print Costs	3,955	1,291	5,100	4,652	4,640	4,640	-0.3%	Supplies & Office
200-5110-53121	Shared Copy Costs	1,701	1,444	1,500	2,388	2,075	2,075	-13.1%	Supplies & Office
200-5110-53130	Postage/Mailings	698	208	300	850	300	300	-64.7%	Supplies & Office
200-5110-53131	Shared Postage Costs	485	471	529	529	510	510	-3.6%	Supplies & Office
200-5110-53200	Memberships & Subscriptions	-	1,031	1,000	1,350	1,275	1,275	-5.6%	Supplies & Office
200-5110-53500	Processing Supplies	6,406	5,661	6,000	6,500	6,000	6,000	-7.7%	Supplies - Maint
200-5110-53710	Reference Continuations	7,527	7,321	7,083	7,083	6,089	6,089	-14.0%	Programming
200-5110-53720	Periodicals	10,326	6,807	10,422	10,422	8,627	8,627	-17.2%	Programming
200-5110-54000	Programming	7,756	8,284	7,850	7,850	7,850	7,850	0.0%	Programming

2017 Budget

Library Fund - 200

Dept/Account No.	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to prop	Category
200-5110-55100	Liability & Property Insurance	9,941	10,644	12,750	11,085	13,473	13,473	21.5%	Insurance
200-5110-55110	Workers Comp	2,672	1,474	1,452	1,452	2,115	2,115	45.7%	Insurance
200-5110-55120	Unemployment	9,159	373	-	-	-	-	0.0%	Insurance
Adult Materials									
200-5111-53730	Materials	32,127	38,066	29,000	29,000	25,000	25,000	-13.8%	Programming
200-5111-53740	DVD's	9,838	8,601	9,000	9,000	8,000	8,000	-11.1%	Programming
200-5111-53750	Audiobooks	5,278	3,579	4,000	4,000	3,500	3,500	-12.5%	Programming
200-5111-53760	ebooks	4,492	3,838	4,400	4,400	4,400	4,400	0.0%	Programming
200-5111-53770	Music	4,910	6,230	5,000	5,000	5,000	5,000	0.0%	Programming
Childrens Materials									
200-5112-53730	Materials	19,603	19,679	20,000	20,000	19,000	19,000	-5.0%	Programming
200-5112-53740	DVD's	2,551	1,934	2,200	2,200	2,000	2,000	-9.1%	Programming
200-5112-53750	Audiobooks	669	152	2,100	2,100	1,800	1,800	-14.3%	Programming
200-5112-53770	Music	244	287	300	300	300	300	0.0%	Programming
200-5112-53780	Early Learning Center			-	-	1,000	1,000	0.0%	Programming
Young Adult Materials									
200-5113-53730	Materials	8,297	7,507	8,700	8,700	8,500	8,500	-2.3%	Programming
200-5113-53730	Audiobooks	-	-	-	-	-	-	0.0%	Programming
Total Operating Expenditures		901,855	959,122	941,309	953,643	976,557	976,557	2.4%	
Non-Operating Expenditures									
200-5110-54510	Auermilller Expenses	149	1,666	9,930	-	-	-	0.0%	Programming
200-5110-54900	Onufrock Expenses	9,175	3,027	21,216	-	-	-	0.0%	Programming
200-9000-59100	Transfers to General Fund	47,247	9,890	3,252	-	-	-	0.0%	OFU
Total Non-Operating Expenditures		56,572	14,583	34,398	-	-	-	0.0%	
Capital Expenditures									
200-5110-56130	Equipment/Furniture	45,895	17,257	36,000	47,600	36,560	36,560	-23.2%	Capital
Total Library Expenditures		1,004,322	990,962	1,011,707	1,001,243	1,013,117	1,013,117	1.2%	
Net Change in Fund Balance		(70,503)	(5,537)	(21,202)	-	-	-	0.0%	
Beginning Fund Balance		150,418	79,915	74,379	74,379	53,177	53,177		
Less: Budgeted Surplus Applied		-	-	-	(27,600)	(11,600)	(11,600)		
Ending Fund Balance		\$ 79,915	\$ 74,379	\$ 53,177	\$ 46,779	\$ 41,577	\$ 41,577		
Fund Balance Consists of:									
RESTRICTED - Auermilller Bequest		25,097	24,948	15,018	15,018	15,018	15,018		
RESTRICTED - Onufrock Bequest		-	23,973	2,757	2,757	2,757	2,757		
UNRESTRICTED - General Library		54,818	25,458	35,402	29,004	23,802	23,802		
Total Fund Balance		\$ 79,915	\$ 74,379	\$ 53,177	\$ 46,779	\$ 41,577	\$ 41,577		

**2017 Budget
Expenditure Request Detail - Library Fund**

(continued)

200-5110-51900	Professional education		200-5110-52910	Software contracts/maint/purchases	
	WLA/WAPL - 2 staff	\$ 1,000		Misc equipment: headphones, mice, batteries	500
	ALA/PLA - 1 staff	2,000		Go Daddy - domain name	43
	Other workshops / classes	<u>1,000</u>		Comprise - SAM licenses (time management software)	1,732
	Total for account - Professional education	<u>4,000</u>		MCFLS - SAM server host fee	372
				MCFLS - Shoutbomb texting service	360
200-5110-52300	Intergovernmental contracts/pymts			MCFLS - CountyCat Mobile app service	370
	MCFLS - III Software	7,561		Gimlet	240
	MCFLS - Additional III Software	1,664		Byte Studios - web hosting, and maintenance	600
	MCFLS - OCLC costs (cataloging)	5,971		MK - self-check machines	1,570
	MCFLS - MPL shared cataloging costs	7,796		Constant Contact	<u>550</u>
	MCFLS - Internet line	3,000		Total for account - Software Contracts	<u>6,337</u>
	MCFLS - TNS	160			
	MCFLS - Postage	400			
	MCFLS - Supplies & Forms	25	200-5110-52990	Other Service Contracts & Fees	
	MCFLS - IT consultation services	3,000		Magikist mats shared allocation	660
	MCFLS - Circulation Supplies: 2,000 library cards	536		James Imagining lease for copy machine	<u>2,400</u>
	MCFLS - Circulation Supplies: receipt paper, labels	375		Total for account - Other Service Contracts & Fees	<u>3,060</u>
	MCFLS - Ecommerce Fees	<u>775</u>			
	Total for account - Intergovernment contracts	<u>31,263</u>	515436		
200-5110-52900	Cleaning contracts		200-5110-53120	Copy & print costs	
	Batzner Pest Control, shared allocation			Hours bookmarks \$80 per 1000 3x yr Shwd Press	240
	Metro Clean - wax lower level floor, shared allocation			Misc. Printing from Shwd Press	300
	Floor mats, lower level, shared allocation			Toner and printer supplies - public & staff	3,800
	Cleaning Company 5 days/week shared allocation	<u>24,224</u>		Letterhead/Envelopes/Misc	<u>300</u>
	Total for account - Cleaning Contracts	<u>24,224</u>		Total for account - Copy & Print Costs	<u>4,640</u>

2016 Budget

Expenditure Request Detail - Library Fund

(concluded)

200-5110-53200	Memberships & subscriptions		200-5110-53710	Reference continuations	
	Wisconsin Library Association - 5 memberships	850		Standard & Poor's NetAdvantage	\$ 1,162
	American Library Association - 2 memberships	<u>425</u>		Ancestry	863
	Total for account - Memberships & Subscriptions	<u>1,275</u>		T3 Silver - Baker & Taylor	400
				Mango Language	1,544
200-5110-53500	Processing supplies			Continuations B&T	250
	RFID 12,000 tags at .15 ea	1,800		Gale Courses	500
	Audio-visual and book processing supplies from various	<u>4,200</u>		Value Line print	<u>1,370</u>
	Total for account - Dept/Program Supplies	<u>6,000</u>		Total for account - Reference Continuations	<u>6,089</u>
			200-5110-53720	- Periodicals	
				Demco - subscription service for approximately	1,035
				140 periodicals/magazines; including USA Today.	
Finance Estimates				Barons'	150
200-5110-53101	Shared office costs (EE based)			New York Times newspaper	992
	Shared allocation for GIBB supplies	3,514		Milwaukee Journal Sentinel	701
	Shared allocation for telephone	<u>4,930</u>		Chicago Tribune	341
	Total for account	<u>8,444</u>		SHS Ripples	25
				Wall Street Journal	413
200-5110-53121	Shared copy costs (allocated)			Zinio online magazines	<u>1,970</u>
	Shared allocation for copier use	2,075		Total for account - Periodicals	<u>5,627</u>
	Estimate for color copies (.105 cents per copy)	-			
	Total for account	<u>2,075</u>			
200-5110-53131	Shared postage costs (allocated)		200-5110-54000	Programming	
	Shared allocation for postage	510		Summer Celebration - funded by FOSL	1,800
	Direct postage / shipping	-		Summer Reading Program - youth - funded by FOSL	2,000
	Total for account	<u>510</u>		Multi-age programs - Halloween, school breaks, etc.	750
				Children's programs - class visits, story times, etc.	600
200-5110-55100	Liability & Property Insurance			Misc. craft supplies - displays, etc.	500
	Gen Liability	4,399		Promotional bookmarks, posters	500
	Property Insurance	<u>9,074</u>		Teen programs	500
	Total for account - Liability & Property Insurance	<u>13,473</u>		Summer Reading Program - teen - funded by FOSL	700
				Adult programs - book clubs, author visits, outreach, etc.	<u>500</u>
				Total for account - Programming	<u>7,850</u>

2017 Budget



Capital Projects Fund Capital Purchase Supporting Document

Department: Library
Item Name: RFID and Self-Check software - replacement
Estimated Cost: \$14,600
Cost Based On: Quote from provider
Estimated Useful Life: 5 years
Account Number: 200-5110-56130

Detailed description and justification for purchase:

Our four self-check machines are currently running an outdated operating system, which is no longer supported by Microsoft. In order to receive security updates and system upgrades, we need to upgrade these computers to Windows 7. Our LibSoft software, which provides the public and the staff interfaces for our radio frequency identification (RFID) system (check-in/check-out system,) will no longer be supported after December 2016. The new version of LibSoft will provide a more intuitive check-out experience with an opportunity for the library to market materials and programs at self-check stations. Unfortunately, when we purchased our RFID package in 2013, there was no standard for American libraries with regard to content written on the RFID tags. As a result, Shorewood has the Danish standard and the surrounding Milwaukee County Libraries have the American standard. These libraries encounter errors with our items and Shorewood Library is perceived as a 'problem' with regard to RFID technology. This package includes American standardization, as well as, four new barcode scanners that will reduce errors at self-check stations and be able to scan digital barcodes.

This upgrade meets the Shorewood Vision 2025 goals of a commitment to public service excellence' and 'well maintained public infrastructure.

Operating budget impact:

None

2017 Budget



Capital Projects Fund Capital Purchase Supporting Document

Department: Library
Item Name: Computers replacements
Estimated Cost: \$10,360
Cost Based On: Estimate
Estimated Useful Life: 5 years
Account Number: 200-5110-56130

Detailed description and justification for purchase:

Digital literacy is non-optional if an individual wants to be a contributing and engaged member of society. One of the ways the public library assists our residents is by providing the hardware essential to achieve this digital engagement. We need to replace five outdated public computers in our adult area (purchased in 2011.)

The computer and internet are essential tools for librarians to successfully perform their jobs. Reference, reader's advisory, collection development, program planning and execution, professional development and fostering strong connections with cohorts and the community require access to up to date hardware. We need to replace five outdated staff computers (purchased in 2010 and 2011.)

Operating budget impact:

Replacing old computers in a timely fashion reduces the time, and therefore money, we spend troubleshooting and fixing minor and major problems. Lower bills for IT consulting from MCFLS.



Department Description

The mission of the Senior Resource Center (SRC): to promote safe, healthy and enriching lifestyles for Shorewood residents age 60 and older.

Services

- Acts as a central source of information and referrals to programs and services for older adults, including educational, social, healthcare and other support services;
- Advocates for the needs of older adults in the community;
- Works cooperatively with other service organizations and groups throughout Shorewood, Milwaukee County and the State of Wisconsin to ensure that Shorewood residents have a comprehensive knowledge of resources available;
- Addresses the needs of vulnerable older adults by working in partnership with the North Shore Health Department, Shoreline Interfaith and Shorewood Police department;
- Provides support and follow-up to successfully link individuals to appropriate services and resources;
- Supports and helps supervise the Shorewood Connects initiative;
- Conducts programs, workshops and outings that focus on health, education, socialization and recreation to promote the overall wellness of older adults in the community;
- Publishes and distributes a monthly calendar of SRC programming, special events and trips;
- Maximizes services for older adults by cooperating with other organizations to increase opportunities and avoid duplication of services;
- Maintains and makes improvements to lower level Village Center equipment and furnishings as needed;
- Manages, with Village Center staff, the Village Center Meeting Rooms;
- Recruits and trains volunteers to provide support for SRC programs, special events and for community outreach;
- Collaborates with the Shorewood School District and the Village to recruit volunteers for snow removal and yard work;
- Helps support the mission of Shoreline Interfaith by recruiting volunteers to their organization;
- Administers, does marketing for, and supervises the Home Sweet Home Safety Assessment Program;
- Teams up with North Shore Fire Department to provide safety assessments for Shorewood residents;



Achievements 2016

Vision Plan (A) - Deliver quality services at a competitive tax rate.

- Linked residents with the North Shore Fire Department for no cost home and fire safety assessments
- Counseled and supported Seniors when choosing a Part D Prescription Drug Plan
- Enhanced the Village Center by adding art display rails funded through the Benjamin fund
- Provided affordable programming and trips for Shorewood residents
- Collaborated with Shorewood Library, HarborChase Assisted Living and Metro Market to provide cooperative programming

Vision Plan (C) - Maintain a high-quality urban living experience with a "small town" feel.

- Provided spring and fall yard clean up days for older adult residents
- Provided a spring wellness event for the community
- Collaborated with the Pedestrian & Bike Safety Committee to promote pedestrian safety by installing bike bells for youth at two community events
- Presented *Creating Age Friendly Communities* to Milwaukee County Federated Library Adult and Reference Services Committee

Vision Plan (E) - Remain committed to open, interactive communication and involvement.

- Sponsored the annual essay contest for 6th grade students and held intergenerational award ceremony
- Hosted Atwater student presentations in Chautauqua Assembly
- Sponsored entertainment at 4th of July celebration
- Promoted community events through SRC mailings and postings
- Continued to work with community groups to expand programming and increase participants connectivity within the community

Vision Plan (F) - Protect and enhance our environment.

- SRC volunteers maintain the "Living Wall" on the exterior west wall of the library, and share the harvest with older Shorewood residents and as well serve the fruits and vegetables grown in SRC luncheons

2017 Budget

Special Revenue Funds Senior Resource Center - 210



-
- Continued to use biodegradable paper products for events

Initiatives 2017

Vision Plan (A) - Deliver quality services at a competitive tax rate.

- The Benjamin Fund adds value to the village without additional tax burden. We will continue to work with the Shorewood Foundation to ensure long-term funding for the Senior Resource Center.
- Recruit and train SRC volunteer "ambassadors"
- Participate in Shorewood's Community Dementia Awareness Initiative
- Continue to provide affordable programming and trips
- Work with North Shore Fire Department to replace and relocate smoke detectors in Shorewood homes

Vision Plan (C) - Maintain a high-quality urban living experience with a "small town" feel.

- Will connect residents to National Honor Society Shorewood High School student volunteers
- Will continue to link residents to student volunteers for technology support one-to-one
- Provide spring and fall yard clean up days for older adult residents
- Seek opportunities to increase intergenerational programming through collaboration with Shorewood Library and Schools
- Work with other community groups and businesses to increase offerings and promote community connections
- Will continue to advocate for pedestrian safety through partnerships within the community

Vision Plan (E) - Remain committed to open, interactive communication and involvement.

- Participate in National Night Out
- Seek opportunities to sponsor a Shorewood community event
- Sponsor entertainment at 4th of July celebration
- Continue to seek opportunities to work with community groups to increase neighborhood connections
- Promote Shorewood events through SRC newsletter



Measurements and Indicators

<u>Program</u>	<u>Number of Events</u>			<u>Number of Participants</u>		
	<u>2015 Actual</u>	<u>Projected 2016</u>	<u>Target 2017</u>	<u>2015 Actual</u>	<u>Projected 2016</u>	<u>Target 2017</u>
Social/Educational Activities	436	477	436	4704	6038	5519
Day trips	9	7	7	240	185	185
Fitness Activities	226	159	186	2086	1340	1812

Budget Impact

Please use this section to describe in detail any significant changes between last year's budget and this year's.

- Program Assistant hours have requested an increase from 18 hours/week to 19 hours/week to maintain SRC services.
- The Village receives funding from the Benjamin Fund equal to the previous year's expenditures for: professional education, professional fees, other service contracts and fees, office supplies, shared office, copy and postage costs, memberships, dept./program supplies and programming (less the amount received in program fees.)

2017 Budget

Senior Services Fund - 210

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to prop	Category
Revenues									
210-4600-41110	Property Taxes	\$ 96,481	\$ 100,003	\$ 105,033	\$ 105,033	\$ 105,499	\$ 105,499	0.4%	Taxes
210-4600-43280	Community Dev Block Grants	20,840	6,247	5,860	5,860	-	-	-100.0%	Intergov't
210-4600-46600	Senior Programming Fees	37,055	28,663	25,850	28,067	34,194	34,194	21.8%	Charges
210-4600-48500	Participant Donations	3,462	4,503	1,785	-	2,000	2,000	0.0%	Other Rev
210-4600-48515	Programming Grants	-	-	1,484	-	1,600	1,600	0.0%	Other Rev
210-4600-48520	Benjamin Fund Contributions	22,860	24,695	45,026	52,825	42,237	42,237	-20.0%	Other Rev
210-9000-49900	Surplus Applied	-	-	-	-	-	-	0.0%	OFS
Total Revenue		180,698	164,111	185,038	191,785	185,530	185,530	-3.3%	
Expenditures									
210-4600-51100	Salaries and Wages	51,418	55,081	61,074	61,074	61,805	61,805	1.2%	Salaries
210-4600-51300	Health Insurance	21,086	22,464	22,458	22,458	22,467	22,467	0.0%	Fringe
210-4600-51310	Social Security and Medicare	3,429	3,491	4,672	4,672	4,729	4,729	1.2%	Fringe
210-4600-51315	Wisconsin Retirement System	3,244	3,105	3,031	3,031	3,307	3,307	9.1%	Fringe
210-4600-51320	Life Insurance	144	147	139	139	142	142	2.2%	Fringe
210-4600-51325	Flexible Benefit Contribution	988	1,025	826	826	826	826	0.0%	Fringe
210-4600-51900	Professional Education	2,991	1,837	1,480	3,853	4,548	4,548	18.0%	Fringe
210-4600-52100	Professional Fees	9,607	6,572	10,667	11,700	10,854	10,854	-7.2%	Professional
210-4600-52180	Consultants	-	-	6,000	7,500	2,500	2,500	-66.7%	Professional
210-4600-52200	Electric	4,386	4,285	4,560	4,560	4,492	4,492	-1.5%	Utilities
210-4600-52210	Gas	1,310	812	1,145	1,145	1,086	1,086	-5.2%	Utilities
210-4600-52220	Water	223	282	249	249	285	285	14.5%	Utilities
210-4600-52900	Cleaning and Pest Control	2,426	3,845	2,324	2,324	2,643	2,643	13.7%	Contractual
210-4600-52990	Other Service Contracts & Fees	13,120	11,825	14,842	15,645	13,890	13,890	-11.2%	Contractual
210-4600-53100	Office Supplies	571	770	386	841	661	661	-21.4%	Supplies & Office
210-4600-53101	Shared Office Costs	1,232	1,008	1,362	1,362	1,517	1,517	11.4%	Supplies & Office
210-4600-53120	Copy & Print Costs	2,014	3,032	2,410	4,749	3,582	3,582	-24.6%	Supplies & Office
210-4600-53121	Shared Copy Costs	285	265	401	401	430	430	7.2%	Supplies & Office
210-4600-53131	Shared Postage Costs	4,549	4,322	5,516	5,516	4,734	4,734	-14.2%	Supplies & Office
210-4600-53200	Memberships & Subscriptions	430	170	580	580	625	625	7.8%	Supplies & Office
210-4600-53500	Dept/Program Supplies	4,006	4,772	4,327	3,825	3,425	3,425	-10.5%	Supplies - Maint
210-4600-54000	SRC Programming	22,947	17,411	18,300	24,920	22,675	22,675	-9.0%	Programming
210-4600-54140	Shorewood Connects	7,712	7,576	6,390	6,390	6,390	6,390	0.0%	Programming
210-4600-54900	Other Programming	2,215	3,576	1,484	1,000	1,600	1,600	60.0%	Programming
210-4600-55100	Liability & Property Insurance	2,524	2,608	3,080	2,851	3,525	3,525	23.6%	Insurance
210-4600-55110	Workers Comp	280	135	174	174	192	192	10.3%	Insurance
210-4600-55120	Unemployment	(31)	-	-	-	-	-	-100.0%	Insurance
210-4600-56130	Equipment / Furniture	-	1,600	526	-	2,600	2,600	0.0%	Capital
Total Expenditures		163,109	162,016	178,403	191,785	185,530	185,530	-3.3%	
Net Change in Fund Balance		17,588	2,095	6,635	-	-	-	0.0%	
Beginning Fund Balance		2,321	19,909	22,005	22,005	28,640	28,640		
Less: Surplus Applied		-	-	-	-	-	-		
Ending Fund Balance		\$ 19,909	\$ 22,005	\$ 28,640	\$ 22,005	\$ 28,640	\$ 28,640		

**2017 Budget
Expenditure Request Detail - Senior Services Fund**

(continued)

210-4600-51900	Professional education		210-4600-53120	Copy / Print costs	
National Council on Aging/American Society on Aging	\$ 2,300		Monthly Calendar (292 x 12) for 950 copies	\$ 2,412	
WI Association of Senior Centers	398		Flyers for extended travel (3 x \$165)	550	
Other Continuing Education	1,450		Brochures & Marketing	<u>620</u>	
Program Assistant trainings	<u>400</u>		Total for account	<u>3,582</u>	
Total for account	<u>4,548</u>				
			210-4600-53200	Memberships & subscriptions	
			American Society on Aging	\$ 225	
210-4600-52100	Professional fees		WI Association of Senior Centers	65	
Engstrom Psychotherapy Programs	\$ 180		Wisconsin Occupational Therapy Association	120	
Carolyn Curran Youg@Heart Players Direction	2,000		National Council on Aging	145	
Monthly Piano Performance	600		Osher Lifelong Learning Institute	45	
Olga Volodarskya - SRC Players Musical Director & Singing Group	2,000		Ripples	<u>25</u>	
Piano Tuning	160		Total for account	<u>625</u>	
Gentle Yoga (30 x \$43)+(66x \$30)	2,064				
Dietitian	350				
Professional photography	200		Finance Estimates		
4th of July Sponsorship	100		210-4600-53101	Shared office costs	
Thauer Marketing	50		Shared allocation for VC paper products	937	
qigong/fitness	2,160		Shared allocation for telephone	<u>580</u>	
Elizabeth Lewis Relaxation & Mindfulness	<u>990</u>		Total for account	<u>1,517</u>	
Total for account	10,854				
			210-4600-53121	Shared copy costs (allocated)	
			Shared allocation for copier use	430	
210-4600-52990	Other service contracts & fees		Estimate for color copies (.105 cents per copy)	<u>-</u>	
7 Soup Luncheons (190 x 7) + 2 Sandwich Luncheons	\$ 1,830		Total for account	<u>430</u>	
Monthly Luncheons	9,780				
Coffee & Refreshments	1,080		100-1420-53131	Shared postage costs (allocated)	
Meal Program Supplies/Paper Products	<u>1,200</u>		Shared allocation for postage	<u>4,734</u>	
Total for account	<u>13,890</u>		Total for account	<u>4,734</u>	

**2017 Budget
Expenditure Request Detail - Senior Services Fund**

(concluded)

210-4600-53500	Dept/Program supplies		210-4600-54000	Programming	
	Day Planners	\$ 400		Adventures in History	900
	Essay Contest Certificates & Holders	30		Art History with Martha Bolles	360
	Bridge & Mah Jongg Supplies	100		Conscious Aging	250
	Beading Kits	240		Art Instruction	700
	Centerpieces - Volunteer, Anniversary & Holiday	825		Basket Weaving Gaalaas	160
	Craft Supplies	90		Men's Morning Programs	780
	Photofinishing	120		Miscellaneous Trip trip	2,330
	Party Favors	90		Yard Clean-up Day Facilitator & Event	2,200
	Prizes 25 events x \$5 x 2	250		Musical Programs	1,600
	Brass Bell	200		Wall Set-up	1,560
	Batteries	30		Spring Trip	2,750
	City Market GC's	250		Historic Milwaukee Tour	1,585
	Fruit Baskets	200		Fall Trip	3,200
	Greeting Cards	40		Brewers Game	980
	Flowers for monthly luncheon	200		Card Stamping	800
	Basket Weaving Kits	<u>360</u>		Program Honorariums	600
	Total for account	<u>3,425</u>		Wellness Event	450
				Essay Contest Awards	150
210-4600-54140	Shorewood Connects			Book Binding	240
	Consultants	5,400		Bridge Lessons	540
	Neighborhood of the Year signs	250		Carolyn Sweer Meditation	<u>540</u>
	Supplies & Brochures	<u>740</u>		Total for account	<u>22,675</u>
	Total for account	<u>6,390</u>			



Enterprise funds are used to account for services that are financed and operated in a manner similar to a private business. The intention is for user fees to cover the cost of providing services, including depreciation. The Village operates the following Enterprise funds:

Parking Utility:

This fund accounts for the operations of the Village's parking lots, meters and permitting systems. Revenue is generated through parking permit fees for Village and privately owned lots throughout the Village. Private lot owners then receive revenue for the use of their lots for the public.

Water Utility Fund:

The Water Utility Fund accounts for the operation of the Village's water supply system. Revenue is generated through fees based on consumption and connection to the system.

Sewer Utility:

Costs and revenues related to the operation of the Village's sanitary sewer system are reported in this fund. Revenue is generated through user fees based on water consumption and connection to the sanitary sewer system.



Department Description

Many apartment buildings and businesses within the Village do not have adequate parking for their needs. In order to try and alleviate this problem the Village owns three parking lots which are rented out for public use. The Village has entered into agreements with some local businesses to rent out an additional eleven lots for overnight parking spaces. On-street parking has been added in designated areas as well. The Parking Utility accounts include payments to local business for spaces in their lots and expenses associated with administering and enforcing parking regulations. These expenses are funded with monthly parking permit fees paid by those using the spaces.

Services

- Tracking of permits and processing of monthly payments to third party parking lot providers.
- Ticketing and towing of non-permitted vehicles as necessary.
- Parking spaces in lots as follows:

Budget Impact

The 2017 budget is being prepared on a full accrual basis, which does not report capital items or principal repayment as expenses. Any budget surpluses or deficits are funded solely by the parking utility from available reserves.

2017 Budget

Parking Utility - 600

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to prop	Category
Revenues									
600-3900-46300	Village Hall Lot	\$ 28,911	\$ 31,719	\$ 31,577	\$ 31,057	\$ 31,577	\$ 31,577	1.7%	Charges
600-3900-46301	North Municipal Lot	28,634	31,389	28,974	28,880	28,974	28,974	0.3%	Charges
600-3900-46302	River Park Lot	25,119	26,962	23,908	25,897	23,908	23,908	-7.7%	Charges
600-3900-46303	Menlo Blvd Lot	10,333	7,267	4,497	8,616	4,497	4,497	-47.8%	Charges
600-3900-46304	Hubbard Park Lot	1,364	2,414	1,988	1,894	1,988	1,988	5.0%	Charges
600-3900-46305	Metspec Oakland Daytime	2,727	2,727	2,727	3,168	2,727	2,727	-13.9%	Charges
600-3900-46306	Metspec Oakland Nighttime	2,557	2,557	2,557	2,970	2,557	2,557	-13.9%	Charges
600-3900-46310	Atwater School Lot	2,216	1,846	1,231	1,752	1,231	1,231	-29.7%	Charges
600-3900-46311	Lake Bluff School Lot	1,577	1,468	1,042	710	1,042	1,042	46.8%	Charges
600-3900-46312	Feerick Lot	1,534	1,539	379	2,272	379	379	-83.3%	Charges
600-3900-46313	North Shore Bank Bldg Lot	8,906	9,895	8,474	9,753	8,474	8,474	-13.1%	Charges
600-3900-46314	TCF Bank Lot	2,535	3,740	4,024	2,604	4,024	4,024	54.5%	Charges
600-3900-46315	High School East Lot	2,471	994	1,799	757	1,799	1,799	137.6%	Charges
600-3900-46320	Ogden Lot	4,602	5,326	6,344	5,066	6,344	6,344	25.2%	Charges
600-3900-46321	Einstein Bagel Lot	2,919	1,823	1,800	1,657	-	-	-100.0%	Charges
600-3900-46323	AB Data Lot	2,940	2,485	3,409	1,894	3,409	3,409	80.0%	Charges
600-3900-46330	Oakland Ave - Y	35,682	36,929	34,609	33,520	34,609	34,609	3.2%	Charges
600-3900-46331	Wilson - W	6,860	7,907	14,848	7,954	24,848	24,848	212.4%	Charges
600-3900-46332	E Capitol Dr - X	12,485	11,836	9,564	11,079	9,564	9,564	-13.7%	Charges
600-3900-46333	N Oakland Ave - Z	10,397	9,404	13,500	8,638	10,227	10,227	18.4%	Charges
600-3900-46334	Shorewood Blvd	6,264	7,054	5,539	6,912	5,539	5,539	-19.9%	Charges
600-3900-46335	Bumper - H	4,218	3,693	8,823	3,409	17,823	17,823	422.8%	Charges
600-3900-46336	W Capitol Dr - T	3,196	3,362	3,030	3,314	3,030	3,030	-8.6%	Charges
600-3900-46337	High School West	2,557	2,841	5,651	2,812	5,000	5,000	77.8%	Charges
600-3900-46339	Lighthorse Lot	-	-	3,000	-	6,000	6,000	0.0%	Charges
600-3900-46350	Daytime Permits	2,320	1,524	1,723	1,458	1,723	1,723	18.2%	Charges
600-3900-46351	RCA daytime	2,007	1,122	2,367	2,500	2,367	2,367	-5.3%	Charges
600-3900-46390	Overnight Parking Permission	-	-	-	30,000	-	-	-100.0%	Charges
600-3900-46391	Replacement Permits	-	298	170	-	170	170	0.0%	Charges
600-3900-46392	Waiting List Admin Fee	839	862	500	100	500	500	400.0%	Charges
600-3900-48100	Interest Income	3,891	3,975	1,500	500	1,000	1,000	100.0%	Other Rev
600-3900-48110	Loan Interest Income	6,528	7,212	6,135	6,135	5,597	5,597	-8.8%	Other Rev
600-3900-48900	Miscellaneous Revenue	125	126	100	100	100	100	0.0%	Other Rev
600-3900-49900	Surplus Applied	-	-	-	1,162	16,151	16,151	1289.9%	OFS
Total Revenue		226,712	232,295	235,789	248,540	267,178	267,178	7.5%	OFS

2017 Budget

Parking Utility - 600

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to prop	Category
Expenditures									
600-3900-51100	Salaries and Wages	\$ 52,924	\$ 54,440	\$ 49,500	\$ 46,271	\$ 47,759	\$ 47,759	3.2%	Salaries
600-3900-51160	Opt Out Ins	150	150	148	150	150	150	0.0%	Fringe
600-3900-51200	Overtime Wages	102	-	-	650	500	500	-23.1%	Salaries
600-3900-51300	Health Insurance	19,869	22,739	20,000	19,511	17,888	17,888	-8.3%	Fringe
600-3900-51305	Dental Insurance	755	730	650	665	612	612	-8.0%	Fringe
600-3900-51310	Social Security and Medicare	3,701	3,873	3,500	3,590	3,692	3,692	2.8%	Fringe
600-3900-51315	Wisconsin Retirement System	3,615	3,717	3,000	3,098	3,282	3,282	5.9%	Fringe
600-3900-51320	Life Insurance	204	211	224	153	167	167	9.2%	Fringe
600-3900-51325	Flexible Benefit Contribution	47	71	44	148	148	148	0.0%	Fringe
600-3900-51340	Retiree Health Contribution	559	366	464	599	712	712	18.9%	Fringe
600-3900-52130	Professional Fees Financial	5,222	1,859	2,704	2,400	1,454	1,454	-39.4%	Professional
600-3900-52140	Professional Fees Technology	2,476	1,991	2,000	1,991	1,766	1,766	-11.3%	Professional
600-3900-52930	Credit Card Fees	2,536	3,189	1,908	1,000	1,000	1,000	0.0%	Contractual
600-3900-52990	Duncan Service Contract Fees	-	-	30,000	35,000	60,000	60,000	71.4%	Contractual
600-3900-53131	Shared Postage Costs	140	172	500	198	166	166	-16.2%	Supplies & Office
600-3900-53500	Dept/Program Supplies	1,467	148	1,090	615	500	500	-18.7%	Supplies - Maint
600-3900-54310	Atwater School Lot	600	480	312	444	312	312	-29.7%	Programming
600-3900-54311	Lake Bluff School Lot	456	372	264	180	264	264	46.7%	Programming
600-3900-54312	Feerick Lot	432	390	96	576	96	96	-83.3%	Programming
600-3900-54313	North Shore Bank Bldg Lot	2,496	2,052	2,148	2,472	2,148	2,148	-13.1%	Programming
600-3900-54314	TCF Bank Lot	714	948	1,020	660	1,020	1,020	54.5%	Programming
600-3900-54315	High School East Lot	696	252	456	192	456	456	137.5%	Programming
600-3900-54320	Ogden Lot	1,836	1,930	2,278	1,821	2,278	2,278	25.1%	Programming
600-3900-54321	Einstein Bagel Lot	1,165	672	700	629	-	-	-100.0%	Programming
600-3900-54323	AB Data Lot	1,607	893	663	680	-	-	-100.0%	Programming
600-3900-54339	Lighthouse Lot	-	-	875	-	1,420	1,420	0.0%	Programming
600-3900-54700	Payments In Lieu Of Taxes	33,648	35,159	35,000	35,000	35,000	35,000	0.0%	Other Gov't
600-3900-54710	Depreciation	5,500	5,500	5,500	5,500	5,500	5,500	0.0%	Capital
600-3900-55100	Liability & Property Insurance	1,246	1,087	816	795	946	946	19.0%	Insurance
600-3900-55110	Workers Comp	2,347	682	679	679	712	712	4.9%	Insurance
600-3900-56310	Parking Lot maint / repairs	-	18,811	3,000	3,000	3,000	3,000	0.0%	Capital
600-3900-57410	Administrative Charges	7,432	11,049	10,000	10,873	6,871	6,871	-36.8%	Interdepmntl Exp
600-3900-57440	Plowing/Salting	6,071	7,331	8,500	8,622	7,703	7,703	-10.7%	Interdepmntl Exp
600-3900-57450	Police Administration	30,642	50,386	56,000	55,600	55,178	55,178	-0.8%	Interdepmntl Exp
600-8000-58200	Interest	7,582	3,421	4,778	4,778	4,478	4,478	-6.3%	Debt
	Total Expenses	198,235	235,068	248,817	248,540	267,178	267,178	7.5%	Debt
	Net Change in Equity	28,477	(2,773)	(13,028)	-	-	-		
	Beginning Net Assets	518,257	565,312	562,539	562,539	549,511	549,511		
	Less: Surplus Applied	-	-	-	(1,162)	(16,151)	(16,151)		
	Ending Net Assets	\$ 565,312	\$ 562,539	\$ 549,511	\$ 561,377	\$ 533,360	\$ 533,360		
	Debt service Principal payments	15,000	15,000	15,000		15,000			



Department Description

The Shorewood Water Utility is a self-financing enterprise owned by the Village of Shorewood and regulated by the Public Service Commission of Wisconsin, the Wisconsin Department of Natural Resources and the Environmental Protection Agency. Shorewood purchases water from the City of Milwaukee Water Works but owns and maintains the water distribution system within its municipal boundaries.

Services

Though a separately funded enterprise, the Utility is housed with the Department of Public Works. The six-person crew:

- Provides water service to approximately 3,500 residential and commercial customers within the Village;
- Maintains approximately 23 miles of water main ranging in size from 6-16" in diameter;
- Performs monthly drinking water sampling, meter reading and meter maintenance/change-outs;
- Tests and operates hydrants and valves on at least a bi-annual basis; and
- Provides billing of customers on a quarterly basis.

Performance Measurements

Performance Measurements	2013 Actual	2014 Actual	2015 Actual	2016 Projected	Target
Return on Rate Base	2.64%	-4.55%			
Percentage of Water Lost	27.20%	20.80%			
Residential meters	3,238	3,238			
Multi-Family meters	153	153			
Commercial meters	112	115			
Lineal feet of DIP main replaced	0	3,779	610	3,430	
Lead service replacements	0	23	10	81	



Achievements 2016

A financially responsible community with suitable and well-maintained public buildings and infrastructure, strong property values, a competitive tax rate, and a commitment to public service excellence

- Designed and implemented a lead water service replacement program in conjunction with major infrastructure projects
- Administered water main improvements in various public construction contracts:
 - 1800-1900 E. Shorewood Boulevard
 - 3800 N. Cramer Street
 - 2000-2100 E. Beverly Road
 - 3900 N. Harcourt Place
 - 2000 E. Kensington Boulevard

Initiatives 2017

A financially responsible community with suitable and well-maintained public buildings and infrastructure, strong property values, a competitive tax rate, and a commitment to public service excellence

- Complete evaluation of meter replacement and reading system recommendation.
- Administer proposed water main improvements:
 - 1600-1700 E. Lake Bluff Boulevard

A well-governed community with leaders and citizens who value broad civic participation and maintain a long-range, disciplined view of the future

- Continue development of written Standard Operational Practices to establish on-going procedures water accountability and reduce non-revenue water.

Budget Impact

- Staff continues to use average trends for budgeting salaries and benefit costs. Maintenance costs continue to trend higher.

2017 Budget
Summary of All Functional Areas - Water
By Object

Category	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop
Revenues							
Taxes Total	-	-	-	-	-	-	0.0%
Intergovernmental Total	-	-	-	-	-	-	0.0%
Licenses and Permits Total	-	-	-	-	-	-	0.0%
Fines, Forfeitures and Penalties Total	-	-	-	-	-	-	0.0%
Charges for Services Total	1,416,107	1,988,274	1,844,379	1,885,824	2,128,889	2,128,889	12.9%
Other Revenues Total	34,226	32,876	37,500	24,500	25,500	25,500	4.1%
Other Financing Sources Total	414,127	-	-	-	-	-	0.0%
Total Revenue Water	1,864,460	2,021,150	1,881,879	1,910,324	2,154,389	2,154,389	12.8%
Expenses							
Salaries Total	299,094	285,699	252,159	250,200	299,948	299,948	19.9%
Fringe Benefits Total	149,152	162,302	121,777	129,729	160,140	160,140	23.4%
Other Governments Total	759,176	765,163	800,213	808,792	835,000	835,000	3.2%
Contractual Payments Total	7,248	8,675	7,800	7,300	7,300	7,300	0.0%
Supplies & Office Total	9,161	8,545	8,354	10,555	8,750	8,750	-17.1%
Supplies - Maintenance Total	108,078	153,001	126,500	64,500	117,000	117,000	81.4%
Supplies - Vehicle Total	4,270	2,539	2,500	2,500	2,500	2,500	0.0%
Utilities Total	673	716	500	750	500	500	-33.3%
Professional Fees Total	78,074	45,808	17,265	32,393	37,895	37,895	17.0%
Insurance Total	21,276	16,269	21,500	20,035	24,124	24,124	20.4%
Programming Total	14,265	7,975	9,900	10,900	11,500	11,500	5.5%
Debt Service Total	93,401	93,966	111,036	88,485	119,278	119,278	34.8%
Capital Total	114,448	146,881	181,000	167,000	205,000	205,000	22.8%
Interdepartmental Exp	44,210	35,774	31,800	36,553	33,321	33,321	-8.8%
Total Expenditures Water	1,702,525	1,733,313	1,692,304	1,629,692	1,862,256	1,862,256	14.3%

2017 Budget

Water Utility - 610

Dept/Account No	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
Revenues									
610-3100-47450	Equipment Rental Sewer	\$ 3,390	\$ 1,506	\$ 1,500	\$ 2,500	\$ 500	\$ 500	-80.0%	Other Rev
610-3710-46450	Utility Charges - Residential	723,128	985,275	918,718	939,200	1,063,000	1,063,000	13.2%	Charges
610-3710-46453	Utility Charges - Multi Family	270,272	409,435	378,642	387,450	442,750	442,750	14.3%	Charges
610-3710-46451	Utility Charges - Commercial	78,043	104,074	98,237	106,450	124,750	124,750	17.2%	Charges
610-3710-46452	Utility Charges - Public Authority	42,583	50,388	46,108	49,550	56,250	56,250	13.5%	Charges
610-3710-46456	Public Fire Protection	281,066	407,973	374,674	374,674	412,139	412,139	10.0%	Charges
610-3710-46457	Private Fire Protection	21,015	31,129	28,000	28,500	30,000	30,000	5.3%	Charges
610-3710-47425	Joint Meter Charges to Sewer	15,437	10,253	13,000	10,000	13,000	13,000	30.0%	Other Rev
610-3710-48100	Interest Income	72	-	-	1,000	1,000	1,000	0.0%	Other Rev
610-3710-48300	Late Payment Penalty	12,905	18,095	10,000	10,000	10,000	10,000	0.0%	Other Rev
610-3710-48900	Miscellaneous Revenue	2,422	3,023	13,000	1,000	1,000	1,000	0.0%	Other Rev
610-9000-49403	Transfers from TID #3	414,127	-	-	-	-	-	0.0%	OFS
	Total Revenue	1,864,460	2,021,150	1,881,879	1,910,324	2,154,389	2,154,389	12.8%	
Expenditures									
Water Administration									
610-3710-51100	Salaries and Wages	47,303	42,731	46,402	46,070	48,844	48,844	6.0%	Salaries
610-3710-51160	Opt Out Ins	450	450	450	450	480	480	6.7%	Fringe
610-3710-51300	Health Insurance	11,411	10,776	10,106	11,104	9,861	9,861	-11.2%	Fringe
610-3710-51305	Dental Insurance	279	181	148	230	152	152	-33.9%	Fringe
610-3710-51310	Social Security and Medicare	3,371	3,243	3,520	3,520	3,736	3,736	6.1%	Fringe
610-3710-51315	Wisconsin Retirement System	3,200	23,022	3,158	3,038	3,321	3,321	9.3%	Fringe
610-3710-51320	Life Insurance	131	109	102	96	110	110	14.6%	Fringe
610-3710-51325	Flexible Benefit Contribution	57	89	86	291	331	331	13.7%	Fringe
610-3710-51330	Uniform Expense	1,084	1,149	760	1,200	1,903	1,903	58.6%	Fringe
610-3710-51340	Retiree Health Contribution	8,698	7,531	9,584	8,215	18,532	18,532	125.6%	Fringe
610-3710-51355	Other Benefits	2,525	(434)	-	-	-	-	0.0%	Fringe
610-3710-51900	Professional Education	1,365	735	1,115	3,000	3,000	3,000	0.0%	Fringe
610-3710-52100	Professional Fees	22,059	2,814	5,000	15,000	10,000	10,000	-33.3%	Professional
610-3710-52130	Professional Fees Financial	8,947	3,611	4,500	4,500	4,977	4,977	10.6%	Professional
610-3710-52140	Professional Fees Technology	4,278	2,893	2,765	2,893	2,918	2,918	0.9%	Professional
610-3710-52230	Phone and Internet	673	716	500	750	500	500	-33.3%	Utilities
610-3710-52300	Other Intergov'tal pymts	654,952	637,019	675,213	693,792	700,000	700,000	0.9%	Other Gov't
610-3710-52910	Software Purch/Maint	2,179	2,299	2,300	2,300	2,300	2,300	0.0%	Contractual
610-3710-52930	Credit Card Fees	5,070	6,376	5,500	5,000	5,000	5,000	0.0%	Contractual
610-3710-53100	Office Supplies	1,970	1,106	1,000	2,000	1,000	1,000	-50.0%	Supplies & Office
610-3710-53121	Shared Copy Costs	1,130	1,035	800	1,000	1,000	1,000	0.0%	Supplies & Office
610-3710-53200	Memberships & Subscriptions	694	555	754	555	750	750	35.1%	Supplies & Office
610-3710-53500	Dept/Program Supplies (copier)	1,206	937	500	1,200	500	500	-58.3%	Supplies

2017 Budget

Water Utility - 610

Dept/Account No	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
610-3710-54150	Safety Expenses	1,808	1,695	2,000	3,000	2,000	2,000	-33.3%	Supplies & Office
610-3710-54700	Payments In Lieu Of Taxes	104,224	128,144	125,000	115,000	135,000	135,000	17.4%	Other Gov't
610-3710-54710	Depreciation	103,910	133,959	160,000	160,000	185,000	185,000	15.6%	Capital
610-3710-54711	PSC Depreciation on CIAC	9,890	12,547	6,000	7,000	7,000	7,000	0.0%	Capital
610-3710-54720	PSC assessment	1,477	1,273	1,400	1,400	1,500	1,500	7.1%	Programming
610-3710-54721	PSC rate costs	4,164	589	1,000	-	-	-	0.0%	Programming
610-3710-55100	Liability & Property Insurance	6,426	8,028	8,250	7,246	8,629	8,629	19.1%	Insurance
610-3710-55110	Workers Comp	14,850	8,241	13,250	12,789	15,495	15,495	21.2%	Insurance
610-3710-57410	Administrative Charges	7,920	10,769	11,250	11,241	8,246	8,246	-26.6%	Interdeptmntl Exp
610-3710-57430	Building Usage	13,098	12,646	13,250	13,262	13,425	13,425	1.2%	Interdeptmntl Exp
Total Administration Expenditures		1,050,796	1,066,831	1,115,663	1,137,142	1,195,510	1,195,510	5.1%	
Maint Mains									
610-3730-51100	Salaries and Wages	155,318	138,237	141,815	125,086	155,769	155,769	24.5%	Salaries
610-3730-51160	Opt Out Ins	-	-	-	870	1,080	1,080	24.1%	Fringe
610-3730-51200	Overtime Wages	23,019	20,671	10,308	9,536	7,423	7,423	-22.2%	Salaries
610-3730-51300	Health Insurance	51,345	50,110	43,720	39,953	49,617	49,617	24.2%	Fringe
610-3730-51305	Dental Insurance	1,960	1,776	1,555	1,496	1,858	1,858	24.2%	Fringe
610-3730-51310	Social Security and Medicare	12,914	11,094	11,085	10,299	12,484	12,484	21.2%	Fringe
610-3730-51315	Wisconsin Retirement System	12,484	10,502	10,243	8,497	10,600	10,600	24.7%	Fringe
610-3730-51320	Life Insurance	445	495	455	460	526	526	14.3%	Fringe
610-3730-51325	Flexible Benefit Contribution	273	122	83	213	265	265	24.4%	Fringe
610-3730-53500	Dept/Program Supplies	74,763	99,820	75,000	30,000	75,000	75,000	150.0%	Supplies - Maintenance
610-3730-57420	Equipment Usage	18,829	8,747	6,000	10,000	10,000	10,000	0.0%	Interdeptmntl Exp
Total Maintenance Mains Expenditures		351,350	341,575	300,263	236,410	324,622	324,622	37.3%	
Maint Services									
610-3740-51100	Salaries and Wages	19,677	35,305	7,216	21,567	34,615	34,615	60.5%	Salaries
610-3740-51200	Overtime Wages	681	2,068	778	1,644	1,650	1,650	0.4%	Salaries
610-3740-51300	Health Insurance	6,668	11,085	2,264	6,889	11,026	11,026	60.1%	Fringe
610-3740-51305	Dental Insurance	255	403	78	258	413	413	60.1%	Fringe
610-3740-51310	Social Security and Medicare	1,463	2,666	496	1,784	2,774	2,774	55.5%	Fringe
610-3740-51315	Wisconsin Retirement System	1,425	2,507	456	1,472	2,356	2,356	60.1%	Fringe
610-3740-51320	Life Insurance	62	124	22	79	117	117	48.1%	Fringe
610-3740-51325	Flexible Benefit Contribution	1	22	10	37	59	59	59.5%	Fringe
610-3740-53500	Dept/Program Supplies	24,513	47,873	42,000	26,000	25,000	25,000	-3.8%	Supplies - Maintenance
610-3740-57420	Equipment Usage	3,215	2,965	750	1,500	1,000	1,000	-33.3%	Interdeptmntl Exp
Total Maintenance Services Expenditures		57,961	105,018	54,070	61,230	79,010	79,010	29.0%	

2017 Budget

Water Utility - 610

Dept/Account No	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
Maint Meters									
610-3750-51100	Salaries and Wages	11,174	5,443	2,512	8,627	8,654	8,654	0.3%	Salaries
610-3750-51200	Overtime Wages	42	20	100	658	412	412	-37.4%	Salaries
610-3750-51300	Health Insurance	3,754	1,902	872	2,755	2,757	2,757	0.1%	Fringe
610-3750-51305	Dental Insurance	151	67	28	103	103	103	0.0%	Fringe
610-3750-51310	Social Security and Medicare	890	399	132	714	694	694	-2.8%	Fringe
610-3750-51315	Wisconsin Retirement System	(199)	370	126	589	589	589	0.0%	Fringe
610-3750-51320	Life Insurance	39	18	6	32	29	29	-9.4%	Fringe
610-3750-51325	Flexible Benefit Contribution	-	4	4	15	15	15	0.0%	Fringe
610-3750-53500	Dept/Program Supplies	5,242	630	6,000	5,000	5,000	5,000	0.0%	Supplies - Maintenance
610-3750-57420	Equipment Usage	394	13	100	100	200	200	100.0%	Interdeptmntl Exp
Total Maintenance Meters Expenditures		21,487	8,865	9,880	18,593	18,453	18,453	-0.8%	
Maint Hydrants									
610-3760-51100	Salaries and Wages	6,284	3,029	1,348	2,588	2,596	2,596	0.3%	Salaries
610-3760-51200	Overtime Wages	-	-	-	198	124	124	-37.4%	Salaries
610-3760-51300	Health Insurance	1,783	289	392	827	827	827	0.0%	Fringe
610-3760-51305	Dental Insurance	95	37	12	31	31	31	0.0%	Fringe
610-3760-51310	Social Security and Medicare	500	246	64	214	208	208	-2.8%	Fringe
610-3760-51315	Wisconsin Retirement System	481	235	56	177	177	177	0.0%	Fringe
610-3760-51320	Life Insurance	12	8	4	10	9	9	-10.0%	Fringe
610-3760-51325	Flexible Benefit Contribution	21	10	-	4	4	4	0.0%	Fringe
610-3760-53500	Dept/Program Supplies	1,063	454	500	500	10,000	10,000	1900.0%	Supplies - Maintenance
610-3760-57420	Equipment Usage	270	109	100	100	100	100	0.0%	Interdeptmntl Exp
Total Maintenance of Hydrants		10,510	4,417	2,476	4,649	14,076	14,076	202.8%	
Maint Misc Plan									
610-3770-51100	Salaries and Wages	2,699	4,003	5,000	867	2,596	2,596	199.4%	Salaries
610-3770-51200	Overtime Wages	-	21	250	66	124	124	87.9%	Salaries
610-3770-51300	Health Insurance	982	1,225	2,000	276	827	827	199.6%	Fringe
610-3770-51305	Dental Insurance	36	43	100	10	31	31	210.0%	Fringe
610-3770-51310	Social Security and Medicare	190	280	750	71	208	208	193.0%	Fringe
610-3770-51315	Wisconsin Retirement System	189	274	700	59	177	177	200.0%	Fringe
610-3770-51320	Life Insurance	6	10	40	3	9	9	200.0%	Fringe
610-3770-51325	Flexible Benefit Contribution	5	-	-	-	4	4	0.0%	Fringe
610-3770-53400	Vehicle Maintenance	4,270	2,539	2,500	2,500	2,500	2,500	0.0%	Supplies - Vehicle
610-3770-53500	Dept/Program Supplies	1,291	3,288	2,500	1,800	1,500	1,500	-16.7%	Supplies - Maintenance
610-3770-57420	Equipment Usage	102	58	100	100	100	100	0.0%	Interdeptmntl Exp
Total Maintenance Misc Plant Expenditures		9,770	11,740	13,940	5,752	8,076	8,076	40.4%	

2017 Budget

Water Utility - 610

Dept/Account No	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
Customer Accounts									
610-3780-51100	Salaries and Wages	32,898	34,150	36,430	32,290	36,427	36,427	12.8%	Salaries
610-3780-51200	Overtime Wages	-	21	-	1,003	714	714	-28.8%	Salaries
610-3780-51300	Health Insurance	13,104	13,932	11,338	14,932	12,782	12,782	-14.4%	Fringe
610-3780-51305	Dental Insurance	491	464	398	537	506	506	-5.8%	Fringe
610-3780-51310	Social Security and Medicare	2,281	2,294	2,642	2,548	2,842	2,842	11.5%	Fringe
610-3780-51315	Wisconsin Retirement System	2,303	2,258	2,458	2,182	2,498	2,498	14.5%	Fringe
610-3780-51320	Life Insurance	134	142	144	135	152	152	12.6%	Fringe
610-3780-51325	Flexible Benefit Contribution	37	39	16	54	60	60	11.1%	Fringe
610-3780-53130	Postage/Mailings	3,559	4,154	3,800	4,000	4,000	4,000	0.0%	Supplies & Office
610-3780-57420	Equipment Usage	382	467	250	250	250	250	0.0%	Interdeptmntl Exp
Total Customer Accounts Expenditures		55,188	57,922	57,476	57,931	60,231	60,231	4.0%	
Other Water									
610-3790-52920	Surveys/Studies & Plans	42,791	36,490	5,000	10,000	20,000	20,000	100.0%	Professional
610-3790-54740	Water Testing	8,624	6,114	7,500	9,500	10,000	10,000	5.3%	Programming
610-3790-56120	Lead testing / supplies	648	-	15,000	-	5,000	5,000	0.0%	Capital
610-3790-56130	Vehicles/Equipment	25,163	34,863	45,000	45,000	8,000	8,000	-82.2%	Capital
610-3790-56600	Utility Infrastructure	1,178,179	219,651	535,000	535,000	375,000	375,000	-29.9%	Capital
610-3790-56699	Capitalized Expenditures	(1,203,342)	(254,139)	(580,000)	(580,000)	(375,000)	(375,000)	-35.3%	Capital
610-8000-58200	Interest	81,698	93,956	88,485	88,485	119,278	119,278	34.8%	Debt
610-8000-58300	Debt Issuance Costs	11,703	-	22,551	-	-	-	0.0%	Debt
610-8000-58900	Other Finance Charges	-	10	-	-	-	-	0.0%	Debt
Total Other Water Expenditures		145,464	136,945	138,536	107,985	162,278	162,278	50.3%	
Total Expenses		1,702,525	1,733,313	1,692,304	1,629,692	1,862,256	1,862,256	14.3%	
Net Change in Equity		161,935	287,837	189,576	280,632	292,133	292,133	4.1%	
Beginning Net Assets		1,220,800	1,454,542	1,742,379	1,742,379	1,931,955	1,931,955		
Less: Surplus Applied		-	-	-	-	-	-		
Ending Net Assets		\$ 1,454,542	\$ 1,742,379	\$ 1,931,955	\$ 2,023,011	\$ 2,224,088	\$ 2,224,088		
Debt service Principal payments		\$ 152,903	\$ 308,340	\$ 319,181		\$ 289,861	\$ 289,861		

**2017 Budget
Expenditure Request Detail - Water Utility**

Revenues

610-3710-46450	Utility Charges - Residential		610-3710-52100	Professional fees	
Meter fees		270,000	Meter replacement management fees		10,000
Volumetric charges (260,000 ccf @ \$3.05)		<u>793,000</u>	Cross Connection Control Program		-
Total for account		<u>1,063,000</u>	Total for account		<u>10,000</u>

610-3710-46453	Utility Charges - Multi Family		610-3710-53200	Memberships & subscriptions	
Meter fees		31,000	Rural Water Association membership: group		550
Volumetric charges (135,000 ccf @ \$3.05)		<u>411,750</u>	AWPA membership		<u>200</u>
Total for account		<u>442,750</u>	Total for account		<u>750</u>

610-3710-46451	Utility Charges - Commercial		610-3710-54150	Safety expenses	
Meter fees		18,000	WisDOT CDL Drug Testing		400
Volumetric charges (35,000 ccf @ \$3.05)		<u>106,750</u>	Safety Program development/CPR training		1,000
Total for account		<u>124,750</u>	Safety Awards		250

610-3710-46452	Utility Charges - Public Authority			CDL Reimbursements	150
Meter fees		10,500	Medical cabinet and safety items		<u>200</u>
Volumetric charges (15,000 ccf @ \$3.05)		<u>45,750</u>	Total for account		<u>2,000</u>
Total for account		<u>56,250</u>			

Expenses

610-3710-52300	Other Intergov'tal pymts	
MWW service fees		75,000
Water sold (445,000 ccf @ \$1.14) + 3% cost increase		525,000
20% Non-revenue water (90,000 ccf @ \$1.14)		<u>100,000</u>
Total for account		<u>700,000</u>

Capital Asset Requests

610-3790-56130	Vehicles/Equipment	
Staff Computer		2,000
Utility Locater		<u>6,000</u>
Total for account		<u>8,000</u>

610-3710-51900	Professional education		610-3790-56600	Utility Infrastructure	
WI Rural Water Association conference		1,500	Lake Bluff water main		375,000
APWA Congress - Butschlick		<u>1,500</u>	2018 relay program engineering		-
Total for account		<u>3,000</u>	Total for account		<u>383,000</u>



Capital Projects Funds – Capital Projects Fund
Capital Request Supporting Document

Department: Water Utility
Item Name: Main replacement
Estimated Cost: \$375,000
Cost Based On: staff/consultant estimate
Estimated Useful Life: 50 years
Account Number:

Detailed description and justification for purchase:

The segment of water main on Lake Bluff Boulevard between N. Newhall Street and N. Oakland Avenue has eight repaired breaks over the approximate 600 foot run. The project will include the replacement of 18 lead water services and several gate replacements in multiple locations.



Operating budget impact:

Reduced repair costs.

Revenue support for purchase:

2016A Bond revenues

2017 Budget



Capital Projects Funds – Capital Projects Fund
Capital Request Supporting Document

Department: Water Utility
Item Name: Locator
Estimated Cost: \$6,000
Cost Based On: Vendor estimate
Estimated Useful Life: 15 years
Account Number:



Detailed description and justification for purchase:
Staff is proposing to replace the existing utility locator.

Operating budget impact:
Improved locating performance

Revenue support for purchase:
Operating Budget

2017 Budget



Capital Projects Funds – Capital Projects Fund Capital Request Supporting Document

Department: Water Utility
Item Name: Desktop computer
Estimated Cost: \$2,000
Cost Based On: Staff estimates
Estimated Useful Life: 5 years
Account Number:

Detailed description and justification for purchase:

Request would fund replacement of computer in water utility office.

Operating budget impact:

No impact.

Revenue support for purchase:

Operating budget

2017 Budget

Enterprise Funds Sewer Utility - 620



Department Description

The mission of the Shorewood Sewer Utility is to protect the health, safety and environment of the Village of Shorewood through the cost-effective and efficient collection and conveyance of wastewater in accordance with applicable law.

The Sewer Utility accounts for the costs associated with the Village's collection and conveyance of liquid waste from citizen's homes. This waste is transported via a series of underground mains and laterals into the sewer system maintained and operated by Milwaukee Metropolitan Sewerage District (MMSD). MMSD then treats and cleans the liquids using multiple stages of processing. The Sewer Utility is used to maintain the Village's sewer infrastructure system as well as the treatment costs paid to MMSD.

Services

Though a separately funded enterprise, the Utility is housed with the Department of Public Works. The six-person crew:

- Maintains approximately 158,400 lineal feet of sanitary sewer pipe:
 - 97,200 lineal feet combined sewer pipe;
 - 61,200 lineal feet separated pipe.
- Maintains approximately 69,000 lineal feet of storm sewer pipe.
- Conforms to MMSD and CMOM (Capacity, Management, Operations and Maintenance) standards.

Achievements 2016

A financially responsible community with suitable and well-maintained public buildings and infrastructure, strong property values, a competitive tax rate, and a commitment to public service excellence

- Administered system improvement contracts:
 - Combined North Sewer Improvement program;
 - Annual system rehabilitation program lining of 8" through 15" public sanitary sewer;
 - Private Property inflow/Infiltration reduction program lining laterals in the Basin 6 area.

An ecologically-responsible community with an appreciation for the lake, river, and other natural areas and a commitment to sustainability

- No sanitary system overflows.
- Cleaned catch basins to remove sediment.
- Performed street sweeping to remove debris and sediment from roadways.
- Supported Shorewood Waters Project to provide imaginative water quality educational opportunities to area residents

2017 Budget

Enterprise Funds Sewer Utility - 620



Initiatives 2017

A financially responsible community with suitable and well-maintained public buildings and infrastructure, strong property values, a competitive tax rate, and a commitment to public service excellence

- Administer annual I/I Lining Program.
- Administer Year 5 PPII Lateral Lining Program.

An ecologically-responsible community with an appreciation for the lake, river, and other natural areas and a commitment to sustainability

- Continue enhanced Shorewood Waters Project outreach activities.

Measurements and Indicators

<u>Performance Measurements</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Target</u>
Sewers cleaned & inspected annually	16,129	24,206	27,240	22,629
Manholes inspected annually	25	110	242	212
Basement backups from Village sewer	0	0	0	0
Sanitary sewer overflows	0	0	0	0

Budget Impact

- Additional funding was requested to begin a large diameter pipe televising/inspection program.

**2017 Budget
Summary of All Funds - Sewer
By Object**

Category	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop
Revenues							
Taxes Total	-	-	-	-	-	-	0.0%
Intergovernmental Total	-	-	-	-	-	-	0.0%
Licenses and Permits Total	-	-	-	-	-	-	0.0%
Fines, Forfeitures and Penalties	-	-	-	-	-	-	0.0%
Charges for Services Total	2,000,916	2,364,712	2,159,609	2,205,325	2,205,925	2,205,925	0.0%
Other Revenues Total	46,769	56,777	24,800	25,500	24,500	24,500	-3.9%
Other Financing Sources Total	1,459,664	-	-	-	-	-	0.0%
Total Revenue Sewer	3,507,348	2,421,489	2,184,409	2,230,825	2,230,425	2,230,425	0.0%
Expenses							
Salaries Total	164,541	184,722	203,466	215,977	206,722	206,722	-4.3%
Fringe Total	83,028	98,680	97,120	103,824	95,761	95,761	-7.8%
Other Governments Total	677,938	700,248	705,390	707,000	723,000	723,000	2.3%
Contractual Total	10,842	8,969	9,000	9,000	39,000	39,000	333.3%
Supplies & Office Total	8,424	8,706	7,880	10,363	7,962	7,962	-23.2%
Supplies - Maintenance Total	23,089	25,241	60,750	66,000	55,750	55,750	-15.5%
Supplies - Vehicle Total	424	896	8,000	6,600	7,500	7,500	13.6%
Utilities Total	833	721	750	1,000	750	750	-25.0%
Professional Fees Total	71,683	28,317	17,250	27,247	27,730	27,730	1.8%
Insurance Total	43,316	39,575	41,533	41,533	41,560	41,560	0.1%
Programming Total	-	-	-	-	-	-	0.0%
Debt Service Total	212,403	202,922	281,357	199,433	265,322	265,322	33.0%
Capital Total	230,316	255,049	254,307	225,000	310,250	310,250	37.9%
Interdepartmental Expenses	46,487	42,300	35,000	33,335	28,540	28,540	-14.4%
Total Expenditures Sewer	1,573,324	1,596,344	1,721,803	1,646,312	1,809,847	1,809,847	9.9%

2017 Budget

Sewer Utility - 620

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
Revenues									
620-3100-47440	Equipment Rental Water	\$ 9,479	\$ 7,316	\$ 1,500	\$ 2,500	\$ 1,500	\$ 1,500	-40.0%	Other Rev
620-3810-46450	Utility Charges - Residential	1,315,649	1,445,514	1,324,335	1,340,000	1,340,000	1,340,000	0.0%	Charges
620-3810-46453	Utility Charges - Multi-Family	470,757	672,881	608,834	627,750	627,750	627,750	0.0%	Charges
620-3810-46451	Utility Charges - Commercial	152,143	175,856	167,884	166,175	166,175	166,175	0.0%	Charges
620-3810-46452	Utility Charges - Public Authorit	61,808	66,977	57,356	70,800	70,800	70,800	0.0%	Charges
620-3810-46455	Utility Charges - Unmetered	559	3,485	1,200	600	1,200	1,200	100.0%	Charges
620-3810-48100	Interest Income	5,097	10,749	2,500	2,000	2,000	2,000	0.0%	Other Rev
620-3810-48300	Late Payment Penalty	31,996	38,632	20,000	20,000	20,000	20,000	0.0%	Other Rev
620-3810-48900	Miscellaneous Revenue	196	80	800	1,000	1,000	1,000	0.0%	Other Rev
620-9000-49400	Transfers from Capital Projects	1,459,664	-	-	-	-	-	0.0%	OFS
	Total Revenue	3,507,348	2,421,489	2,184,409	2,230,825	2,230,425	2,230,425	0.0%	
Expenditures									
Sewer Administration									
620-3810-51100	Salaries and Wages	59,892	55,925	59,654	58,275	60,787	60,787	4.3%	Salaries
620-3810-51160	Opt Out Ins	750	750	748	750	750	750	0.0%	Fringe
620-3810-51300	Health Insurance	12,903	12,046	11,662	12,352	11,109	11,109	-10.1%	Fringe
620-3810-51305	Dental Insurance	322	202	172	272	176	176	-35.3%	Fringe
620-3810-51310	Social Security and Medicare	4,325	4,176	4,556	4,455	4,651	4,651	4.4%	Fringe
620-3810-51315	Wisconsin Retirement System	4,082	17,688	4,060	3,843	4,133	4,133	7.5%	Fringe
620-3810-51320	Life Insurance	153	125	120	109	125	125	14.7%	Fringe
620-3810-51325	Flexible Benefit Contribution	62	99	114	385	413	413	7.3%	Fringe
620-3810-51330	Uniform Expense	1,200	1,186	1,006	-	1,000	1,000	0.0%	Fringe
620-3810-51340	Retiree Health Contributions	2,636	1,828	2,326	1,954	1,330	1,330	-31.9%	Fringe
620-3810-51355	Other Benefits	1,636	(3,080)	-	-	-	-	0.0%	Fringe
620-3810-51900	Professional Education	318	50	1,500	3,000	3,000	3,000	0.0%	Fringe
620-3810-52100	Professional Fees General Eng	2,754	6,200	5,000	10,000	10,000	10,000	0.0%	Professional
620-3810-52130	Professional Fees Financial	7,722	3,687	4,500	4,500	5,007	5,007	11.3%	Professional
620-3810-52140	Professional Fees Technology	6,153	2,747	2,750	2,747	2,723	2,723	-0.9%	Professional
620-3810-52230	Phone and Internet	833	721	750	1,000	750	750	-25.0%	Utilities
620-3810-52300	Other Intergov'tal pymts	17,139	19,974	15,390	20,000	18,000	18,000	-10.0%	Other Gov't
620-3810-52320	MMSD Sewer	655,916	675,232	685,000	682,000	700,000	700,000	2.6%	Other Gov't
620-3810-52910	Software Purch/Maint	2,179	2,299	1,500	1,500	1,500	1,500	0.0%	Contractual
620-3810-52930	Credit Card Fees	5,070	6,376	5,000	5,000	5,000	5,000	0.0%	Contractual
620-3810-53100	Office Supplies	2,274	2,242	1,500	2,500	1,500	1,500	-40.0%	Supplies & Office
620-3810-53200	Memberships & Subscriptions	-	194	200	200	200	200	0.0%	Supplies - Maint

2017 Budget

Sewer Utility - 620

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
620-3810-53500	Dept/Program Supplies	872	445	750	1,000	750	750	-25.0%	Supplies & Office
620-3810-54150	Safety Expenses	2,505	2,094	2,000	3,000	2,000	2,000	-33.3%	Supplies & Office
620-3810-54700	Payments In Lieu Of Taxes	4,883	5,042	5,000	5,000	5,000	5,000	0.0%	Other Gov't
620-3810-54710	Depreciation	228,665	253,049	250,000	225,000	266,250	266,250	18.3%	Capital
620-3810-55100	Liability & Property Insurance	31,115	31,722	30,715	30,715	31,596	31,596	2.9%	Insurance
620-3810-55110	Workers Comp	12,201	7,853	10,818	10,818	9,964	9,964	-7.9%	Insurance
620-3810-57410	Administrative Charges	8,128	11,082	11,000	11,073	8,115	8,115	-26.7%	Interdeptmntl Exp
620-3810-57430	Building Usage	13,098	12,646	13,000	13,262	13,425	13,425	1.2%	Interdeptmntl Exp
Total Sewer Administration Expenditures		1,089,785	1,134,598	1,130,791	1,114,710	1,169,254	1,169,254	4.9%	
Sewer Maintenance									
620-3820-51100	Salaries and Wages	69,601	94,228	102,570	94,893	86,538	86,538	-8.8%	Salaries
620-3820-51200	Overtime Wages	934	1,559	568	7,234	4,124	4,124	-43.0%	Salaries
620-3820-51300	Health Insurance	23,442	29,747	33,880	30,309	27,565	27,565	-9.1%	Fringe
620-3820-51305	Dental Insurance	874	1,034	1,212	1,135	1,032	1,032	-9.1%	Fringe
620-3820-51310	Social Security and Medicare	5,058	6,494	8,176	7,813	6,936	6,936	-11.2%	Fringe
620-3820-51315	Wisconsin Retirement System	4,938	6,114	7,428	6,446	5,889	5,889	-8.6%	Fringe
620-3820-51320	Life Insurance	193	271	402	349	292	292	-16.3%	Fringe
620-3820-51325	Flexible Benefit Contribution	116	104	50	162	147	147	-9.3%	Fringe
620-3820-52990	Service Contracts / Televising	3,594	295	2,500	2,500	32,500	32,500	1200.0%	Contractual
620-3820-53400	Vehicle Maintenance	424	896	8,000	6,600	7,500	7,500	13.6%	Supplies - Vehicle
620-3820-53500	Dept/Program Supplies	20,179	11,987	30,000	32,800	25,000	25,000	-23.8%	Supplies - Maint
620-3820-57420	Equipment Usage	22,681	17,923	7,500	7,000	5,000	5,000	-28.6%	Interdeptmntl Exp
Total Sewer Maintenance Expenditures		152,034	170,650	202,286	197,241	202,523	202,523	2.7%	
Storm Maintenance									
620-3830-51100	Salaries and Wages	10,002	8,049	13,000	25,880	25,961	25,961	0.3%	Salaries
620-3830-51200	Overtime Wages	216	18	200	1,973	1,237	1,237	-37.3%	Salaries
620-3830-51300	Health Insurance	3,864	3,470	4,000	8,266	8,270	8,270	0.0%	Fringe
620-3830-51305	Dental Insurance	142	117	150	310	310	310	0.0%	Fringe
620-3830-51310	Social Security and Medicare	717	541	1,000	2,141	2,081	2,081	-2.8%	Fringe
620-3830-51315	Wisconsin Retirement System	715	549	800	1,767	1,767	1,767	0.0%	Fringe
620-3830-51320	Life Insurance	33	34	50	95	88	88	-7.4%	Fringe
620-3830-51325	Flexible Benefit Contribution	26	15	20	44	44	44	0.0%	Fringe
620-3830-53500	Dept/Program Supplies	2,037	12,809	30,000	32,200	30,000	30,000	-6.8%	Supplies - Maint
620-3830-57420	Equipment Usage	2,580	650	3,500	2,000	2,000	2,000	0.0%	Interdeptmntl Exp
Total Storm Maintenance Expenditures		20,332	26,250	52,720	74,676	71,758	71,758	-3.9%	

2017 Budget

Sewer Utility - 620

Account Number	Account Name	2014 Actual	2015 Actual	2016 Projected	2016 Adopted Budget	2017 Proposed Budget	2017 Adopted Budget	% Chg Budget '16 to '17 Prop	Category
Customer Accounts									
620-3880-51100	Salaries and Wages	23,895	24,944	27,474	27,114	27,773	27,773	2.4%	Salaries
620-3880-51200	Overtime Wages	-	-	-	608	302	302	-50.3%	Salaries
620-3880-51300	Health Insurance	10,673	11,328	9,340	13,279	10,025	10,025	-24.5%	Fringe
620-3880-51305	Dental Insurance	403	389	338	475	403	403	-15.2%	Fringe
620-3880-51310	Social Security and Medicare	1,646	1,634	2,002	2,122	2,148	2,148	1.2%	Fringe
620-3880-51315	Wisconsin Retirement System	1,673	1,630	1,868	1,830	1,909	1,909	4.3%	Fringe
620-3880-51320	Life Insurance	112	119	128	116	123	123	6.0%	Fringe
620-3880-51325	Flexible Benefit Contribution	16	21	12	45	45	45	0.0%	Fringe
620-3880-53130	Postage/Mailing	2,542	3,928	4,000	4,500	4,000	4,000	-11.1%	Supplies & Office
620-3880-53131	Shared Postage Costs	1,103	249	180	163	262	262	60.7%	Supplies & Office
Total Customer Accounts Expenditures		42,063	44,242	45,342	50,252	46,990	46,990	-6.5%	
Other Sewer									
620-3890-52920	Surveys/Studies & Plans	55,054	15,683	5,000	10,000	10,000	10,000	0.0%	Professional
620-3890-52990	Other Technology	-	-	-	-	-	-	0.0%	Capital
620-3890-56130	Equipment	1,652	39,817	4,307	4,000	22,000	22,000	450.0%	Capital
620-3890-56600	Utility Infrastructure	2,410,752	275,088	3,000,000	3,025,000	175,000	175,000	-94.2%	Capital
620-3890-56699	Capitalized Expenditures	(2,410,752)	(312,905)	(3,000,000)	(3,029,000)	(153,000)	(153,000)	-94.9%	Capital
620-8000-58200	Interest	198,372	202,922	199,433	199,433	265,322	265,322	33.0%	Debt
620-8000-58300	Debt Issuance Costs	14,031	-	81,924	-	-	-	0.0%	Debt
620-8000-58900	Other Finance Charges	-	-	-	-	-	-	0.0%	Debt
620-9000-59500	Transfer To Utilities	-	-	-	-	-	-	0.0%	OFU
Total Other Sewer Expenditures		269,109	220,605	290,664	209,433	319,322	319,322	52.5%	
Total Expenditures		1,573,324	1,596,344	1,721,803	1,646,312	1,809,847	1,809,847	9.9%	
Net Change in Equity		1,934,025	825,145	462,606	584,513	420,578	420,578		
Beginning Net Assets		6,014,522	8,026,222	8,851,367	8,851,367	9,313,973	9,313,973		
Less: Surplus Applied		-	-	-	-	-	-		
Ending Net Assets		\$ 8,026,222	\$ 8,851,367	\$ 9,313,973	\$ 9,435,880	\$ 9,734,551	\$ 9,734,551		
Debt service Principal payments		\$ 402,947	\$ 451,812	\$ 545,340	\$ 545,340	\$ 489,556	\$ 489,556		

**2017 Budget
Expenditure Request Detail - Sewer Utility**

Revenues

620-3810-46450	Utility Charges - Residential		620-3810-54150	Safety expenses	
	Connection fees (3,200 x \$11.25 x 4)	144,000		WisDOT CDL Drug Testing	400
	Volumetric charges (260,000 ccf @ \$4.60)	<u>1,196,000</u>		Safety Program /CPR training	1,000
	Total for account	<u>1,340,000</u>		Safety Awards	250
				CDL Reimbursements	150
620-3810-46453	Utility Charges - Multi Family			Medical cabinet and safety items	<u>200</u>
	Connection fees (150 x \$11.25 x 4)	6,750		Total for account	<u>2,000</u>
	Volumetric charges (135,000 ccf @ \$4.60)	<u>621,000</u>			
	Total for account	<u>627,750</u>	620-3820-52990	Other Service Contracts & Fees	
				Annual payment for shared TV rig	2,500
620-3810-46451	Utility Charges - Commercial			Large Pipe - televised inspections	<u>30,000</u>
	Connection fees (115 x \$11.25 x 4)	5,175		Total for account	<u>32,500</u>
	Volumetric charges (35,000 ccf @ \$4.60)	<u>161,000</u>			
	Total for account	<u>166,175</u>			
620-3810-46452	Utility Charges - Public Authority				
	Connection fees (40 x \$11.25 x 4)	1,800			
	Volumetric charges (15,000 ccf @ \$4.60)	<u>69,000</u>			
	Total for account	<u>70,800</u>			

Expenses

620-3810-51900	Professional education		Capital Asset Requests		
	APWA conference - Butschlick	1,500	620-3790-56130	Vehicles/Equipment	
	var. collections system seminars	<u>1,500</u>		Air Compressor (shared)	22,000
	Total for account	<u>3,000</u>		other	<u>-</u>
				Total for account	<u>22,000</u>
620-3810-52320	MMSD Sewer		610-3790-56600	Utility Infrastructure	
	MMSD Fees - Residential (\$110,000 x 4)	440,000		Sewer Lining	175,000
	MMSD Fees - Commercial / Multi Family (\$65,000 x 4)	<u>260,000</u>		Other	<u>-</u>
	Total for account	<u>700,000</u>		Total for account	<u>175,000</u>

2017 Budget



Capital Projects Funds – Capital Projects Fund Capital Request Supporting Document

Department: Sewer Utility
Item Name: Sewer lining program - Inflow/Infiltration
Estimated Cost: \$175,000
Cost Based On: Consultant estimate
Estimated Useful Life: 75 years
Account Number:

Detailed description and justification for purchase:

Annual maintenance lining program based upon sewer utility staff's inspection and televising activities. Work under this program in 2017 will occur largely within the combined sewer system.

Operating budget impact:

No direct impact.

Revenue support for purchase:

2016A Bond revenues

2017 Budget



Capital Projects Funds – Capital Projects Fund Capital Request Supporting Document

Department: Utilities (Shared)
Item Name: Air compressor
Estimated Cost: \$22,000
Cost Based On: Vendor estimate
Estimated Useful Life: 25 years
Account Number:

Detailed description and justification for purchase:

The current Utility pull-behind air compressor was purchased used in 1988 and is in need of replacement.

Operating budget impact:

None

Revenue support for purchase:

Utility Reserves



Appendix A
2017 Budget
Personnel Summary - By Home Department

Fund	Title	Home Department	FTE	Total Annual Wages	FICA & WRS	Other Fringe Benefits	Total Benefits	Total Salaries & Benefits
100	Court Clerk	1200 - Municipal Court	1.00	50,996	7,369	26,171	33,540	84,536
100	Judge	1200 - Municipal Court	1.00	5,075	388	16	404	5,479
		1200 - Municipal Court Total	2.00	56,071	7,757	26,187	33,944	90,015
100	Village Manager	1410 - Village Manager	1.00	109,658	15,846	26,783	42,629	152,287
100	Asst Village Manager	1410 - Village Manager	1.00	73,509	10,622	1,119	11,741	85,250
100	Special Assistant / Payroll	1410 - Village Manager	1.00	43,139	6,233	26,044	32,277	75,416
		1410 - Village Manager Total	3.00	226,306	32,701	53,946	86,647	312,953
100	Clerk-Treasurer	1420 - Clerk Treasurer	1.00	78,999	11,415	9,540	20,955	99,954
		1420 - Clerk Treasurer Total	1.00	78,999	11,415	9,540	20,955	99,954
100	Assistant to Manager	1430 - Customer Service	1.00	66,102	9,552	26,426	35,978	102,080
100	Cust Serv Assoc	1430 - Customer Service	1.00	35,888	5,185	9,562	14,747	50,635
100	Cust Serv Assoc	1430 - Customer Service	1.00	35,888	5,185	26,088	31,273	67,161
		1430 - Customer Service Total	3.00	137,878	19,922	62,076	81,998	219,876
100	Assistant to Finance Director	1510 - Finance	1.00	55,058	7,956	9,680	17,636	72,694
100	Finance Director	1510 - Finance	1.00	87,298	12,614	26,403	39,017	126,315
		1510 - Finance Total	2.00	142,356	20,570	36,083	56,653	199,009
100	Executive Secretary	2100 - Police Civilian	1.00	47,798	6,907	26,055	32,962	80,760
100	Comm Service Officer	2100 - Police Civilian	1.00	38,445	5,555	3,994	9,549	47,994
100	Comm Service Officer	2100 - Police Civilian	0.50	18,377	2,656	310	2,966	21,343
100	Public Safety Clerk	2100 - Police Civilian	1.00	38,445	5,555	3,699	9,254	47,699
100	Public Safety Clerk	2100 - Police Civilian	1.00	38,445	5,555	26,054	31,609	70,054
		2100 - Police Civilian Total	4.50	181,510	26,228	60,112	86,340	267,850
100	Police Chief	2100 - Police Sworn	1.00	106,998	19,955	31,066	51,021	158,019
100	Deputy Chief	2100 - Police Sworn	1.00	98,571	18,384	30,775	49,159	147,730
100	Lieutenant	2100 - Police Sworn	1.00	94,258	17,579	30,399	47,978	142,236
100	Lieutenant	2100 - Police Sworn	1.00	94,258	17,579	30,399	47,978	142,236
100	Detective	2100 - Police Sworn	1.00	86,684	16,166	29,867	46,033	132,717
100	Detective	2100 - Police Sworn	1.00	86,684	16,166	29,912	46,078	132,762
100	Police Officer	2100 - Police Sworn	1.00	79,984	14,917	29,698	44,615	124,599
100	Police Officer	2100 - Police Sworn	1.00	79,984	14,917	7,646	22,563	102,547
100	Police Officer	2100 - Police Sworn	1.00	79,984	14,917	12,755	27,672	107,656
100	Police Officer	2100 - Police Sworn	1.00	79,984	14,917	12,825	27,742	107,726
100	Police Officer	2100 - Police Sworn	1.00	79,984	14,917	29,490	44,407	124,391
100	Police Officer	2100 - Police Sworn	1.00	79,984	14,917	29,663	44,580	124,564
100	Police Officer	2100 - Police Sworn	1.00	79,984	14,917	29,620	44,537	124,521
100	Police Officer	2100 - Police Sworn	1.00	79,984	14,917	29,599	44,516	124,500
100	Police Officer	2100 - Police Sworn	1.00	79,984	14,917	29,610	44,527	124,511

Appendix A
2017 Budget
Personnel Summary - By Home Department

Fund	Title	Home Department	FTE	Total Annual Wages	FICA & WRS	Other Fringe Benefits	Total Benefits	Total Salaries & Benefits
100	Police Officer	2100 - Police Sworn	1.00	79,984	14,917	12,825	27,742	107,726
100	Police Officer	2100 - Police Sworn	1.00	70,777	13,199	12,401	25,600	96,377
100	Police Officer	2100 - Police Sworn	1.00	66,173	12,341	28,857	41,198	107,371
100	Police Officer	2100 - Police Sworn	1.00	79,984	14,917	29,500	44,417	124,401
100	Police Officer	2100 - Police Sworn	1.00	70,777	13,199	12,331	25,530	96,307
100	Police Officer	2100 - Police Sworn	1.00	79,984	14,917	29,540	44,457	124,441
100	Police Officer	2100 - Police Sworn	1.00	63,033	11,756	12,053	23,809	86,842
100	Sergeant	2100 - Police Sworn	1.00	88,110	16,432	7,893	24,325	112,435
100	Sergeant	2100 - Police Sworn	1.00	88,110	16,432	29,977	46,409	134,519
100	Sergeant	2100 - Police Sworn	1.00	88,110	16,432	13,110	29,542	117,652
		2100 - Police Sworn Total	25.00	2,062,351	384,624	581,811	966,435	3,028,786
100	Administrative Clerk	2400 - Planning Development	1.00	38,002	5,491	4,065	9,556	47,558
100	Code Enforcement Inspector	2400 - Planning Development	1.00	52,582	7,599	30,027	37,626	90,208
100	Building Insp	2400 - Planning Development	1.00	62,067	8,969	8,692	17,661	79,728
100	Head Building Inspector	2400 - Planning Development	1.00	72,280	10,444	9,355	19,799	92,079
100	Planning/Zoning Administrator	2400 - Planning Development	1.00	62,046	8,966	4,204	13,170	75,216
		2400 - Planning Development Total	5.00	286,977	41,469	56,343	97,812	384,789
100	DPW Director	3000 - Public Works Admin	1.00	88,816	12,833	10,876	23,709	112,525
100	Asst Director Dpw	3000 - Public Works Admin	1.00	78,999	11,415	31,682	43,097	122,096
100	Secretary	3000 - Public Works Admin	0.95	43,373	6,267	24,848	31,115	74,488
		3000 - Public Works Admin Total	2.95	211,188	30,515	67,406	97,921	309,109
100	Chief Craftsman	3000 - Public Works Bldg Maint	1.00	61,611	8,903	30,733	39,636	101,247
100	Craftsman	3000 - Public Works Bldg Maint	1.00	59,907	8,657	30,598	39,255	99,162
		3000 - Public Works Bldg Maint Total	2.00	121,518	17,560	61,331	78,891	200,409
100	Fleet Foreman	3000 - Public Works Muni Garage	1.00	61,611	8,903	8,560	17,463	79,074
100	Mechanic	3000 - Public Works Muni Garage	1.00	57,002	8,237	13,389	21,626	78,628
		3000 - Public Works Muni Garage Total	2.00	118,613	17,140	21,949	39,089	157,702
100	Chief Electrician	3000 - Public Works General	1.00	63,489	9,174	30,522	39,696	103,185
100	Utility Foreman	3000 - Public Works General	1.00	53,049	7,665	11,580	19,245	72,294
100	Utility Equipment Operator II	3000 - Public Works General	1.00	59,907	8,657	28,816	37,473	97,380
100	Route Collector	3000 - Public Works General	1.00	57,723	8,341	30,433	38,774	96,497
100	Forester II	3000 - Public Works General	1.00	57,723	8,341	13,849	22,190	79,913
100	Utility Equipment Operator II	3000 - Public Works General	1.00	59,907	8,657	28,751	37,408	97,315
100	Route Collector	3000 - Public Works General	1.00	53,049	7,665	29,826	37,491	90,540
100	Forester I	3000 - Public Works General	1.00	57,723	8,341	8,469	16,810	74,533
100	Utility Equipment Operator	3000 - Public Works General	1.00	63,489	9,174	28,840	38,014	101,503
100	Forestry Leader	3000 - Public Works General	1.00	63,489	9,174	30,882	40,056	103,545

Appendix A
2017 Budget
Personnel Summary - By Home Department

Fund	Title	Home Department	FTE	Total Annual Wages	FICA & WRS	Other Fringe Benefits	Total Benefits	Total Salaries & Benefits
100	Utility Equipment Operator	3000 - Public Works General	1.00	58,509	8,455	8,214	16,669	75,178
100	Equipment Operator	3000 - Public Works General	1.00	57,002	8,237	30,374	38,611	95,613
100	Utility Equipment Operator II	3000 - Public Works General	1.00	53,049	7,665	29,819	37,484	90,533
100	Route Collector	3000 - Public Works General	1.00	54,906	7,934	13,232	21,166	76,072
100	Route Collector	3000 - Public Works General	1.00	53,049	7,665	29,826	37,491	90,540
100	Summer help	3000 - Public Works General	2.00	40,560	3,103	3,138	6,241	46,801
		3000 - Public Works General Total	17.00	906,623	128,248	356,571	484,819	1,391,442
100	5200 - Beach	Beach Labor	0.75	15,038	1,150	724	1,874	16,912
		3000 - Beach Total	0.75	15,038	1,150	724	1,874	16,912
200	Library Director	5110 - Library	1.00	71,032	10,264	26,397	36,661	107,693
200	Asst Library Director	5110 - Library	1.00	56,880	8,219	9,451	17,670	74,550
200	Confidential Secretary	5110 - Library	1.00	36,379	5,257	9,373	14,630	51,009
200	Librarian	5110 - Library	1.00	45,614	6,591	9,323	15,914	61,528
200	Librarian	5110 - Library	1.00	55,266	7,986	9,681	17,667	72,933
200	Librarian	5110 - Library	1.00	45,386	6,558	9,398	15,956	61,342
200	Librarian	5110 - Library	0.75	41,449	5,990	7,334	13,324	54,773
200	Library Associate	5110 - Library	1.00	35,048	5,064	9,435	14,499	49,547
200	Library Clerk	5110 - Library	1.00	32,198	4,652	9,277	13,929	46,127
200	Library Clerk	5110 - Library	0.50	13,520	1,953	361	2,314	15,834
200	Library Clerk	5110 - Library	0.38	10,140	1,466	42	1,508	11,648
200	Library Clerk	5110 - Library	0.50	14,758	2,133	298	2,431	17,189
200	Library Clerk	5110 - Library	0.38	10,275	1,485	501	1,986	12,261
200	Library Clerk	5110 - Library	0.38	10,275	1,485	39	1,524	11,799
200	Library Clerk	5110 - Library	0.38	10,275	786	32	818	11,093
200	Library Aide	5110 - Library	0.38	8,568	655	27	682	9,250
200	Shelver	5110 - Library	0.25	4,997	382	16	398	5,395
200	Shelver	5110 - Library	0.25	3,895	298	-	298	4,193
200	Shelver	5110 - Library	0.25	3,895	298	12	310	4,205
200	Shelver	5110 - Library	0.25	3,973	304	12	316	4,289
200	Shelver	5110 - Library	0.25	3,895	298	12	310	4,205
200	Shelver	5110 - Library	0.25	3,895	298	12	310	4,205
		5110 - Library Total	13.40	525,508	72,720	101,045	173,765	699,273
210	Program Assistant	4600 - Senior Services	0.45	13,170	1,008	41	1,049	14,219
210	Senior Resource Director	4600 - Senior Services	0.90	48,635	7,028	23,587	30,615	79,250
		4600 - Senior Services Total	1.35	61,805	8,036	23,628	31,664	93,469
		Grand Total	84.95	5,132,741	820,055	1,518,752	2,338,807	7,471,548

Appendix B
2017 Budget
Personnel Detail - By Department Charged

Allocated Department	Title	Home Dept	Total FTE	Allocation %	Allocated FTE	Total Wages	Fringe Benefits	Salaries & Benefits
1200 - Municipal Court	Court Clerk	1200 - Municipal Court	1.00	100.00%	1.00	50,996	33,540	84,536
1200 - Municipal Court	Judge	1200 - Municipal Court	1.00	100.00%	1.00	5,075	404	5,479
1200 - Municipal Court Total			2.00	200.00%	2.00	56,071	33,944	90,015
1410 - Village Manager	Village Manager	1410 - Village Manager	1.00	75.00%	0.75	82,244	31,973	114,217
1410 - Village Manager	Assistant Village Manager	1410 - Village Manager	1.00	85.00%	0.85	62,483	9,981	72,464
1410 - Village Manager	Assistant Specialist	1410 - Village Manager	1.00	10.00%	0.10	4,314	3,228	7,542
1410 - Village Manager Total			3.00	170.00%	1.70	149,041	45,182	194,223
1420 - Clerk Treasurer	Clerk-Treasurer	1420 - Clerk Treasurer	1.00	100.00%	1.00	78,999	20,955	99,954
1420 - Clerk Treasurer	Customer Service Director / Deputy Clerk	1430 - Customer Service	1.00	25.00%	0.25	16,526	8,995	25,521
1420 - Clerk Treasurer	Assistant Specialist	1410 - Village Manager	1.00	50.00%	0.50	21,570	16,140	37,710
1420 - Clerk Treasurer Total			3.00	175.00%	1.75	117,095	46,090	163,185
1430 - Customer Service	Customer Service Director / Deputy Clerk	1430 - Customer Service	1.00	64.00%	0.64	42,305	23,026	65,331
1430 - Customer Service	Cust Serv Assoc 1	1430 - Customer Service	1.00	45.00%	0.45	16,150	6,637	22,787
1430 - Customer Service	Cust Serv Assoc 2	1430 - Customer Service	1.00	45.00%	0.45	16,150	14,073	30,223
1430 - Customer Service Total			3.00	154.00%	1.54	74,605	43,736	118,341
1510 - Finance	Finance Director	1510 - Finance	1.00	74.00%	0.74	64,601	28,872	93,473
1510 - Finance	Assistant Finance Director	1510 - Finance	1.00	50.00%	0.50	27,529	8,818	36,347
1510 - Finance Total			2.00	124.00%	1.24	92,130	37,690	129,820
2100 - Police Civilian	Executive Secretary	2100 - Police Civilian	1.00	100.00%	1.00	47,798	32,962	80,760
2100 - Police Civilian	Comm Service Officer	2100 - Police Civilian	1.00	100.00%	1.00	38,445	9,549	47,994
2100 - Police Civilian	Comm Service Officer	2100 - Police Civilian	0.50	100.00%	0.50	18,377	2,966	21,343
2100 - Police Civilian	Public Safety Clerk	2100 - Police Civilian	1.00	100.00%	1.00	38,445	9,254	47,699
2100 - Police Civilian	Public Safety Clerk	2100 - Police Civilian	1.00	100.00%	1.00	38,445	31,609	70,054
2100 - Police Civilian Total			4.50	500.00%	4.50	181,510	86,340	267,850
2100 - Police Sworn	Police Chief	2100 - Police Sworn	1.00	100.00%	1.00	106,998	51,021	158,019
2100 - Police Sworn	Deputy Chief	2100 - Police Sworn	1.00	100.00%	1.00	98,571	49,159	147,730
2100 - Police Sworn	Lieutenant	2100 - Police Sworn	1.00	100.00%	1.00	94,258	47,978	142,236
2100 - Police Sworn	Lieutenant	2100 - Police Sworn	1.00	100.00%	1.00	94,258	47,978	142,236
2100 - Police Sworn	Detective	2100 - Police Sworn	1.00	100.00%	1.00	86,684	46,033	132,717
2100 - Police Sworn	Detective	2100 - Police Sworn	1.00	100.00%	1.00	86,684	46,078	132,762
2100 - Police Sworn	Police Officer	2100 - Police Sworn	1.00	100.00%	1.00	79,984	44,615	124,599
2100 - Police Sworn	Police Officer	2100 - Police Sworn	1.00	100.00%	1.00	79,984	22,563	102,547
2100 - Police Sworn	Police Officer	2100 - Police Sworn	1.00	100.00%	1.00	79,984	27,672	107,656
2100 - Police Sworn	Police Officer	2100 - Police Sworn	1.00	100.00%	1.00	79,984	27,742	107,726
2100 - Police Sworn	Police Officer	2100 - Police Sworn	1.00	100.00%	1.00	79,984	44,407	124,391
2100 - Police Sworn	Police Officer	2100 - Police Sworn	1.00	100.00%	1.00	79,984	44,580	124,564
2100 - Police Sworn	Police Officer	2100 - Police Sworn	1.00	100.00%	1.00	79,984	44,537	124,521
2100 - Police Sworn	Police Officer	2100 - Police Sworn	1.00	100.00%	1.00	79,984	44,516	124,500
2100 - Police Sworn	Police Officer	2100 - Police Sworn	1.00	100.00%	1.00	79,984	44,527	124,511

Appendix B
2017 Budget
Personnel Detail - By Department Charged

Allocated Department	Title	Home Dept	Total FTE	Allocation %	Allocated FTE	Total Wages	Fringe Benefits	Salaries & Benefits
2100 - Police Sworn	Police Officer	2100 - Police Sworn	1.00	100.00%	1.00	79,984	27,742	107,726
2100 - Police Sworn	Police Officer	2100 - Police Sworn	1.00	100.00%	1.00	70,777	25,600	96,377
2100 - Police Sworn	Police Officer	2100 - Police Sworn	1.00	100.00%	1.00	66,173	41,198	107,371
2100 - Police Sworn	Police Officer	2100 - Police Sworn	1.00	100.00%	1.00	79,984	44,417	124,401
2100 - Police Sworn	Police Officer	2100 - Police Sworn	1.00	100.00%	1.00	70,777	25,530	96,307
2100 - Police Sworn	Police Officer	2100 - Police Sworn	1.00	100.00%	1.00	79,984	44,457	124,441
2100 - Police Sworn	Sergeant	2100 - Police Sworn	1.00	100.00%	1.00	63,033	23,809	86,842
2100 - Police Sworn	Sergeant	2100 - Police Sworn	1.00	100.00%	1.00	88,110	24,325	112,435
2100 - Police Sworn	Sergeant	2100 - Police Sworn	1.00	100.00%	1.00	88,110	46,409	134,519
2100 - Police Sworn	Sergeant	2100 - Police Sworn	1.00	100.00%	1.00	88,110	29,542	117,652
2100 - Police Sworn Total			25.00	2500.00%	25.00	2,062,351	966,435	3,028,786
2400 - Planning Development	Planning Director	2400 - Planning Development	1.00	90.00%	0.90	55,841	11,853	67,694
2400 - Planning Development	Administrative Clerk	2400 - Planning Development	1.00	100.00%	1.00	38,002	9,556	47,558
2400 - Planning Development	Head Building Inspector	2400 - Planning Development	1.00	100.00%	1.00	72,280	19,799	92,079
2400 - Planning Development	Code Enforcement Inspector	2400 - Planning Development	1.00	100.00%	1.00	62,067	17,661	79,728
2400 - Planning Development	Building Insp	2400 - Planning Development	1.00	100.00%	1.00	52,582	37,626	90,208
2400 - Planning Development Total			5.00	490.00%	4.90	280,772	96,495	377,267
3100 - Public Works Admin	Public Works Director	3000 - Public Works	1.00	50.00%	0.50	44,408	11,855	56,263
3100 - Public Works Admin	Asst Director DPW	3000 - Public Works	1.00	60.00%	0.60	47,399	25,858	73,257
3100 - Public Works Admin	Secretary	3000 - Public Works	0.95	80.00%	0.76	34,698	24,891	59,589
3100 - Public Works Admin Total			2.95	190.00%	1.86	126,505	62,604	189,109
3230 - Bldg Maint	Chief Craftsman	3000 - Public Works	1.00	100.00%	1.00	61,611	39,636	101,247
3230 - Bldg Maint	Craftsman	3000 - Public Works	1.00	75.00%	0.75	44,931	29,442	74,373
3230 - Bldg Maint Total			2.00	175.00%	1.75	106,542	69,078	175,620
3300 - Muni Garage	Fleet Foreman	3000 - Public Works	1.00	100.00%	1.00	61,611	17,463	79,074
3300 - Muni Garage	Mechanic	3000 - Public Works	1.00	100.00%	1.00	57,002	21,626	78,628
3300 - Muni Garage Total			2.00	200.00%	2.00	118,613	39,089	157,702
3410 - Street & Alley	DPW General	3000 - Public Works	17.00	6.00%	1.02	54,397	28,769	83,166
3410 - Street & Alley Total			17.00	6.00%	1.02	54,397	28,769	83,166
3420 - Street Sweeping	DPW General	3000 - Public Works	17.00	0.60%	0.10	5,439	2,877	8,316
3420 - Street Sweeping Total			17.00	0.60%	0.10	5,439	2,877	8,316
3430 - Street Lighting	DPW General	3000 - Public Works	1.00	25.00%	0.25	14,977	9,815	24,792
3430 - Street Lighting	DPW General	3000 - Public Works	17.00	4.00%	0.68	36,265	19,181	55,446
3430 - Street Lighting Total			18.00	29.00%	0.93	51,242	28,996	80,238
3440 - Traffic Device	DPW General	3000 - Public Works	17.00	0.20%	0.03	1,813	960	2,773
3440 - Traffic Device Total			17.00	0.20%	0.03	1,813	960	2,773
3450 - Street Marking	DPW General	3000 - Public Works	17.00	0.40%	0.07	3,627	1,919	5,546
3450 - Street Marking Total			17.00	0.40%	0.07	3,627	1,919	5,546

Appendix B
2017 Budget
Personnel Detail - By Department Charged

Allocated Department	Title	Home Dept	Total FTE	Allocation %	Allocated FTE	Total Wages	Fringe Benefits	Salaries & Benefits
3460 - Winter	DPW General	3000 - Public Works	17.00	5.00%	0.85	45,331	23,977	69,308
3460 - Winter Total			17.00	5.00%	0.85	45,331	23,977	69,308
3510 - Combined Collect	DPW General	3000 - Public Works	17.00	14.50%	2.47	131,460	69,529	200,989
3510 - Combined Collect Total			17.00	14.50%	2.47	131,460	69,529	200,989
3530 - Yard Waste	DPW General	3000 - Public Works	17.00	6.00%	1.02	54,397	28,769	83,166
3530 - Yard Waste Total			17.00	6.00%	1.02	54,397	28,769	83,166
3610 - Forestry	DPW General	3000 - Public Works	17.00	17.00%	2.89	154,126	81,518	235,644
3610 - Forestry Total			17.00	17.00%	2.89	154,126	81,518	235,644
3620 - Parks	DPW General	3000 - Public Works	17.00	7.50%	1.28	67,997	35,964	103,961
3620 - Parks Total			17.00	7.50%	1.28	67,997	35,964	103,961
5200 - Beach	Beach Labor	3000 - Public Works	0.75	100.00%	0.75	15,038	1,874	16,912
5200 - Beach Total			0.75	100.00%	0.75	15,038	1,874	16,912
5300 - Celebrations	DPW General	3000 - Public Works	17.00	1.20%	0.20	10,880	5,755	16,635
5300 - Celebrations Total			17.00	1.20%	0.20	10,880	5,755	16,635
5110 - Library	Library Director	5110 - Library	1.00	100.00%	1.00	71,032	36,661	107,693
5110 - Library	Asst Library Director	5110 - Library	1.00	100.00%	1.00	56,880	17,670	74,550
5110 - Library	Confidential Secretary	5110 - Library	1.00	100.00%	1.00	36,379	14,630	51,009
5110 - Library	Librarian	5110 - Library	1.00	100.00%	1.00	45,614	15,914	61,528
5110 - Library	Librarian	5110 - Library	1.00	100.00%	1.00	55,266	17,667	72,933
5110 - Library	Librarian	5110 - Library	1.00	100.00%	1.00	45,386	15,956	61,342
5110 - Library	Librarian	5110 - Library	0.75	100.00%	0.75	41,449	13,324	54,773
5110 - Library	Library Associate	5110 - Library	1.00	100.00%	1.00	35,048	14,499	49,547
5110 - Library	Library Clerk	5110 - Library	1.00	100.00%	1.00	32,198	13,929	46,127
5110 - Library	Library Clerk	5110 - Library	0.50	100.00%	0.50	13,520	2,314	15,834
5110 - Library	Library Clerk	5110 - Library	0.38	100.00%	0.38	10,140	1,508	11,648
5110 - Library	Library Clerk	5110 - Library	0.50	100.00%	0.50	14,758	2,431	17,189
5110 - Library	Library Clerk	5110 - Library	0.38	100.00%	0.38	10,275	1,986	12,261
5110 - Library	Library Clerk	5110 - Library	0.38	100.00%	0.38	10,275	1,524	11,799
5110 - Library	Library Clerk	5110 - Library	0.38	100.00%	0.38	10,275	818	11,093
5110 - Library	Library Aide	5110 - Library	0.38	100.00%	0.38	8,568	682	9,250
5110 - Library	Shelver	5110 - Library	0.25	100.00%	0.25	4,997	398	5,395
5110 - Library	Shelver	5110 - Library	0.25	100.00%	0.25	3,895	298	4,193
5110 - Library	Shelver	5110 - Library	0.25	100.00%	0.25	3,895	310	4,205
5110 - Library	Shelver	5110 - Library	0.25	100.00%	0.25	3,973	316	4,289
5110 - Library	Shelver	5110 - Library	0.25	100.00%	0.25	3,895	310	4,205
5110 - Library	Shelver	5110 - Library	0.25	100.00%	0.25	3,895	310	4,205
5110 - Library	Shelver	5110 - Library	0.25	100.00%	0.25	3,895	310	4,205
5110 - Library Total			13.40	2300.00%	13.40	525,508	173,765	699,273

Appendix B
2017 Budget
Personnel Detail - By Department Charged

Allocated Department	Title	Home Dept	Total FTE	Allocation %	Allocated FTE	Total Wages	Fringe Benefits	Salaries & Benefits
4600 - Senior Services	Senior Resource Director	4600 - Senior Services	0.90	100.00%	0.90	48,635	30,615	79,250
4600 - Senior Services	Program Assistant	4600 - Senior Services	0.45	100.00%	0.45	13,170	1,049	14,219
4600 - Senior Services Total			1.35	200.00%	1.35	61,805	31,664	93,469
6600 - TID No. 1	Village Manager	1410 - Village Manager	1.00	2.50%	0.03	2,741	1,066	3,807
6600 - TID No. 1	Assistant Village Manager	1410 - Village Manager	1.00	0.00%	-	-	-	-
6600 - TID No. 1	Finance Director	1510 - Finance	1.00	3.00%	0.03	2,619	1,170	3,789
6600 - TID No. 1	Public Works Director	3000 - Public Works	1.00	0.00%	-	-	-	-
6600 - TID No. 1	Planning Director	2400 - Planning Development	1.00	1.00%	0.01	620	131	751
6600 - TID No. 1 Total			5.00	6.50%	0.07	5,980	2,367	8,347
6600 - TID No. 3	Village Manager	1410 - Village Manager	1.00	2.00%	0.02	2,193	852	3,045
6600 - TID No. 3	Assistant Village Manager	1410 - Village Manager	1.00	2.00%	0.02	1,470	235	1,705
6600 - TID No. 3	Finance Director	1510 - Finance	1.00	3.00%	0.03	2,619	1,170	3,789
6600 - TID No. 3	Public Works Director	3000 - Public Works	1.00	2.00%	0.02	1,776	474	2,250
6600 - TID No. 3	Planning Director	2400 - Planning Development	1.00	6.00%	0.06	3,723	790	4,513
6600 - TID No. 3 Total			5.00	15.00%	0.15	11,781	3,521	15,302
6600 - TID No. 4	Village Manager	1410 - Village Manager	1.00	1.00%	0.01	1,097	427	1,524
6600 - TID No. 4	Assistant Village Manager	1410 - Village Manager	1.00	1.00%	0.01	735	116	851
6600 - TID No. 4	Finance Director	1510 - Finance	1.00	1.00%	0.01	873	391	1,264
6600 - TID No. 4 Total			3.00	3.00%	0.03	2,705	934	3,639
6600 - TID No. 5	Village Manager	1410 - Village Manager	1.00	2.00%	0.02	2,193	852	3,045
6600 - TID No. 5	Assistant Village Manager	1410 - Village Manager	1.00	2.00%	0.02	1,470	235	1,705
6600 - TID No. 5	Finance Director	1510 - Finance	1.00	2.00%	0.02	1,746	780	2,526
6600 - TID No. 5	Public Works Director	3000 - Public Works	1.00	2.00%	0.02	1,776	474	2,250
6600 - TID No. 5	Planning Director	2400 - Planning Development	1.00	3.00%	0.03	1,861	395	2,256
6600 - TID No. 5 Total			5.00	11.00%	0.11	9,046	2,736	11,782
3900 - Parking	Village Manager	1410 - Village Manager	1.00	2.50%	0.03	2,741	1,066	3,807
3900 - Parking	Finance Director	1510 - Finance	1.00	2.00%	0.02	1,746	780	2,526
3900 - Parking	Assistant Finance Director	1510 - Finance	1.00	10.00%	0.10	5,506	1,763	7,269
3900 - Parking	Customer Service Director / Deputy Clerk	1430 - Customer Service	1.00	5.00%	0.05	3,305	1,799	5,104
3900 - Parking	Cust Serv Assoc 1	1430 - Customer Service	1.00	25.00%	0.25	8,973	3,687	12,660
3900 - Parking	Cust Serv Assoc 2	1430 - Customer Service	1.00	25.00%	0.25	8,973	7,818	16,791
3900 - Parking	Assistant Specialist	1410 - Village Manager	1.00	20.00%	0.20	8,628	6,456	15,084
3900 - Parking	Public Works Director	3000 - Public Works	1.00	5.00%	0.05	4,441	1,187	5,628
3900 - Parking	Asst Director DPW	3000 - Public Works	1.00	5.00%	0.05	3,950	2,155	6,105
3900 - Parking Total			9.00	99.50%	1.00	48,263	26,711	74,974
3710 - Water - Admin	Village Manager	1410 - Village Manager	1.00	7.50%	0.08	8,224	3,196	11,420
3710 - Water - Admin	Assistant Village Manager	1410 - Village Manager	1.00	5.00%	0.05	3,675	587	4,262

Appendix B
2017 Budget
Personnel Detail - By Department Charged

Allocated Department	Title	Home Dept	Total FTE	Allocation %	Allocated FTE	Total Wages	Fringe Benefits	Salaries & Benefits
3710 - Water - Admin	Finance Director	1510 - Finance	1.00	7.50%	0.08	6,547	2,925	9,472
3710 - Water - Admin	Public Works Director	3000 - Public Works	1.00	16.00%	0.16	14,211	3,794	18,005
3710 - Water - Admin	Asst Director Dpw	3000 - Public Works	1.00	15.00%	0.15	11,850	6,465	18,315
3710 - Water - Admin	Secretary	3000 - Public Works	0.95	10.00%	0.10	4,337	3,113	7,450
3710 - Water - Admin Total			5.95	61.00%	0.61	48,844	20,080	68,924
3730 - Water - Mains	DPW General	3000 - Public Works	17.00	18.00%	3.06	163,192	86,313	249,505
3730 - Water - Mains Total			17.00	18.00%	3.06	163,192	86,313	249,505
3740 - Water - Services	DPW General	3000 - Public Works	17.00	4.00%	0.68	36,265	19,181	55,446
3740 - Water - Services Total			17.00	4.00%	0.68	36,265	19,181	55,446
3750 - Water - Meters	DPW General	3000 - Public Works	17.00	1.00%	0.17	9,066	4,796	13,862
3750 - Water - Meters Total			17.00	1.00%	0.17	9,066	4,796	13,862
3760 - Water - Hydrants	DPW General	3000 - Public Works	17.00	0.30%	0.05	2,720	1,439	4,159
3760 - Water - Hydrants Total			17.00	0.30%	0.05	2,720	1,439	4,159
3770 - Water - Misc Plant	DPW General	3000 - Public Works	17.00	0.30%	0.05	2,720	1,439	4,159
3770 - Water - Misc Plant Total			17.00	0.30%	0.05	2,720	1,439	4,159
3780 - Water - Cust Acnt	Assistant Finance Director	1510 - Finance	1.00	20.00%	0.20	11,012	3,527	14,539
3780 - Water - Cust Acnt	Customer Service Director / Deputy Clerk	1430 - Customer Service	1.00	3.00%	0.03	1,983	1,079	3,062
3780 - Water - Cust Acnt	Cust Serv Assoc 1	1430 - Customer Service	1.00	15.00%	0.15	5,383	2,213	7,596
3780 - Water - Cust Acnt	Cust Serv Assoc 2	1430 - Customer Service	1.00	15.00%	0.15	5,383	4,692	10,075
3780 - Water - Cust Acnt	Assistant Specialist	1410 - Village Manager	1.00	10.00%	0.10	4,314	3,228	7,542
3780 - Water - Cust Acnt	DPW General	3000 - Public Works	17.00	1.00%	0.17	9,066	4,796	13,862
3780 - Water - Cust Acnt Total			22.00	64.00%	0.80	37,141	19,535	56,676
3810 - Sewer - Admin	Village Manager	1410 - Village Manager	1.00	7.50%	0.08	8,224	3,196	11,420
3810 - Sewer - Admin	Assistant Village Manager	1410 - Village Manager	1.00	5.00%	0.05	3,675	587	4,262
3810 - Sewer - Admin	Finance Director	1510 - Finance	1.00	7.50%	0.08	6,547	2,925	9,472
3810 - Sewer - Admin	Public Works Director	3000 - Public Works	1.00	25.00%	0.25	22,204	5,929	28,133
3810 - Sewer - Admin	Asst Director Dpw	3000 - Public Works	1.00	20.00%	0.20	15,800	8,620	24,420
3810 - Sewer - Admin	Secretary	3000 - Public Works	0.95	10.00%	0.10	4,337	3,113	7,450
3810 - Sewer - Admin Total			5.95	75.00%	0.75	60,787	24,370	85,157
3820 - Sewer - Maint	DPW General	3000 - Public Works	17.00	10.00%	1.70	90,662	47,952	138,614
3820 - Sewer - Maint Total			17.00	10.00%	1.70	90,662	47,952	138,614
3830 - Sewer - Storm	DPW General	3000 - Public Works	17.00	3.00%	0.51	27,198	14,387	41,585
3830 - Sewer - Storm Total			17.00	3.00%	0.51	27,198	14,387	41,585
3880 - Sewer - Cust Acnt	Assistant Finance Director	1510 - Finance	1.00	20.00%	0.20	11,012	3,527	14,539
3880 - Sewer - Cust Acnt	Customer Service Director / Deputy Clerk	1430 - Customer Service	1.00	3.00%	0.03	1,983	1,079	3,062
3880 - Sewer - Cust Acnt	Cust Serv Assoc 1	1430 - Customer Service	1.00	15.00%	0.15	5,383	2,213	7,596
3880 - Sewer - Cust Acnt	Cust Serv Assoc 2	1430 - Customer Service	1.00	15.00%	0.15	5,383	4,692	10,075
3810 - Sewer - Admin	Assistant Specialist	1410 - Village Manager	1.00	10.00%	0.10	4,314	3,228	7,542
3880 - Sewer - Cust Acnt Total			5.00	63.00%	0.63	28,075	14,739	42,814
Grand Total			442.85	8000.00%	84.95	5,132,740	2,333,519	7,466,259

Appendix C
2017 Budget
Allocated Staff By Position 2014-2017

Fund	Title	Home Dept	Allocated Department	Budget Allocation 2014	Budget Allocation 2015	Budget Allocation 2016	Budget Allocation 2017
100	Village Manager	1410 - Village Manager	1410 - Village Manager	72.50%	72.50%	72.50%	75.00%
100	Village Manager	1410 - Village Manager	3710 - Water - Admin	7.50%	7.50%	7.50%	7.50%
100	Village Manager	1410 - Village Manager	3810 - Sewer - Admin	7.50%	7.50%	7.50%	7.50%
100	Village Manager	1410 - Village Manager	3900 - Parking	2.50%	2.50%	2.50%	2.50%
100	Village Manager	1410 - Village Manager	6600 - TID No. 1	10.00%	5.00%	5.00%	2.50%
100	Village Manager	1410 - Village Manager	6600 - TID No. 3	0.00%	2.00%	2.00%	2.00%
100	Village Manager	1410 - Village Manager	6600 - TID No. 4	0.00%	1.00%	1.00%	1.00%
100	Village Manager	1410 - Village Manager	6600 - TID No. 5	0.00%	2.00%	2.00%	2.00%
	Village Manager Total			100.00%	100.00%	100.00%	100.00%
100	Asst Village Manager	1410 - Village Manager	1410 - Village Manager	0.00%	63.00%	80.00%	85.00%
100	Asst Village Manager	1410 - Village Manager	3710 - Water - Admin	0.00%	5.00%	5.00%	5.00%
100	Asst Village Manager	1410 - Village Manager	3810 - Sewer - Admin	0.00%	5.00%	5.00%	5.00%
100	Asst Village Manager	1410 - Village Manager	6600 - TID No. 1	0.00%	13.00%	5.00%	0.00%
100	Asst Village Manager	1410 - Village Manager	6600 - TID No. 3	0.00%	6.00%	2.00%	2.00%
100	Asst Village Manager	1410 - Village Manager	6600 - TID No. 4	0.00%	2.00%	1.00%	1.00%
100	Asst Village Manager	1410 - Village Manager	6600 - TID No. 5	0.00%	6.00%	2.00%	2.00%
	Asst Village Manager Total			0.00%	100.00%	100.00%	100.00%
100	Clerk-Treasurer	1420 - Clerk Treasurer	1420 - Clerk Treasurer	100.00%	100.00%	100.00%	100.00%
	Clerk-Treasurer Total			100.00%	100.00%	100.00%	100.00%
100	Special Assistant / Payroll	1410 - Village Manager	1420 - Clerk Treasurer	83.00%	83.00%	50.00%	50.00%
100	Special Assistant / Payroll	1410 - Village Manager	1410 - Village Manager	0.00%	0.00%	10.00%	10.00%
100	Special Assistant / Payroll	1410 - Village Manager	3780 - Water - Cust Acnt	7.50%	7.50%	10.00%	10.00%
100	Special Assistant / Payroll	1410 - Village Manager	3880 - Sewer - Cust Acnt	7.50%	7.50%	10.00%	10.00%
100	Special Assistant / Payroll	1410 - Village Manager	3900 - Parking	2.00%	2.00%	20.00%	20.00%
	Special Assistant Total			100.00%	100.00%	100.00%	100.00%
100	Assistant to Manager	1430 - Customer Service	1430 - Customer Service	72.00%	72.00%	64.00%	64.00%
100	Assistant to Manager	1430 - Customer Service	1420 - Clerk Treasurer	0.00%	0.00%	25.00%	25.00%
100	Assistant to Manager	1430 - Customer Service	3780 - Water Cust Acnt	5.00%	5.00%	3.00%	3.00%
100	Assistant to Manager	1430 - Customer Service	3880 - Sewer - Cust Acnt	5.00%	5.00%	3.00%	3.00%
100	Assistant to Manager	1430 - Customer Service	3900 - Parking	18.00%	18.00%	5.00%	5.00%
	Assistant to Manager Total			100.00%	100.00%	100.00%	100.00%
100	Cust Serv Assoc 1	1430 - Customer Service	1430 - Customer Service	45.00%	45.00%	45.00%	45.00%
100	Cust Serv Assoc 1	1430 - Customer Service	3780 - Water - Cust Acnt	10.00%	10.00%	15.00%	15.00%
100	Cust Serv Assoc 1	1430 - Customer Service	3880 - Sewer - Cust Acnt	10.00%	10.00%	15.00%	15.00%
100	Cust Serv Assoc 1	1430 - Customer Service	3900 - Parking	35.00%	35.00%	25.00%	25.00%
	Cust Serv Assoc 1 Total			100.00%	100.00%	100.00%	100.00%

Appendix C
2017 Budget
Allocated Staff By Position 2014-2017

Fund	Title	Home Dept	Allocated Department	Budget Allocation 2014	Budget Allocation 2015	Budget Allocation 2016	Budget Allocation 2017
100	Cust Serv Assoc 2	1430 - Customer Service	1430 - Customer Service	45.00%	45.00%	45.00%	45.00%
100	Cust Serv Assoc 2	1430 - Customer Service	3780 - Water - Cust Acnt	10.00%	10.00%	15.00%	15.00%
100	Cust Serv Assoc 2	1430 - Customer Service	3880 - Sewer - Cust Acnt	10.00%	10.00%	15.00%	15.00%
100	Cust Serv Assoc 2	1430 - Customer Service	3900 - Parking	35.00%	35.00%	25.00%	25.00%
	Cust Serv Assoc 2 Total			100.00%	100.00%	100.00%	100.00%
100	Finance Director	1510 - Finance	1510 - Finance	66.25%	66.25%	70.00%	74.00%
100	Finance Director	1510 - Finance	3710 - Water - Admin	8.75%	8.75%	7.50%	7.50%
100	Finance Director	1510 - Finance	3810 - Sewer - Admin	10.00%	10.00%	7.50%	7.50%
100	Finance Director	1510 - Finance	3900 - Parking	2.00%	2.00%	2.00%	2.00%
100	Finance Director	1510 - Finance	6600 - TID No. 1	8.00%	6.00%	6.00%	3.00%
100	Finance Director	1510 - Finance	6600 - TID No. 3	5.00%	3.00%	3.00%	3.00%
100	Finance Director	1511 - Finance	6600 - TID No. 4	0.00%	1.00%	1.00%	1.00%
100	Finance Director	1512 - Finance	6600 - TID No. 5	0.00%	3.00%	3.00%	2.00%
	Finance Director Total			100.00%	100.00%	100.00%	100.00%
100	Assistant to Finance Director	1510 - Finance	1510 - Finance	43.50%	43.50%	50.00%	50.00%
100	Assistant to Finance Director	1510 - Finance	3780 - Water - Cust Acnt	25.00%	25.00%	20.00%	20.00%
100	Assistant to Finance Director	1510 - Finance	3880 - Sewer - Cust Acnt	25.75%	25.75%	20.00%	20.00%
100	Assistant to Finance Director	1510 - Finance	3900 - Parking	5.75%	5.75%	10.00%	10.00%
	Assistant to Finance Director Total			100.00%	100.00%	100.00%	100.00%
100	Planning/Zoning Administrator	2400 - Planning Development	2400 - Planning Development	75.00%	75.00%	80.00%	90.00%
100	Planning/Zoning Administrator	2400 - Planning Development	6600 - TID No. 1	25.00%	13.00%	8.00%	1.00%
100	Planning/Zoning Administrator	2400 - Planning Development	6600 - TID No. 3	0.00%	6.00%	6.00%	6.00%
100	Planning/Zoning Administrator	2400 - Planning Development	6600 - TID No. 5	0.00%	6.00%	6.00%	3.00%
	Planning/Zoning Administrator Total			100.00%	100.00%	100.00%	100.00%
100	DPW Director	3000 - Public Works Admin	3100 - Public Works Admin	50.00%	50.00%	50.00%	50.00%
100	DPW Director	3000 - Public Works Admin	3710 - Water - Admin	15.00%	15.00%	15.00%	16.00%
100	DPW Director	3000 - Public Works Admin	3810 - Sewer - Admin	25.00%	25.00%	25.00%	25.00%
100	DPW Director	3000 - Public Works Admin	3900 - Parking	5.00%	5.00%	5.00%	5.00%
100	DPW Director	3000 - Public Works Admin	6600 - TID No. 1	5.00%	5.00%	1.00%	0.00%
100	DPW Director	3000 - Public Works Admin	6600 - TID No. 3	0.00%	0.00%	2.00%	2.00%
100	DPW Director	3000 - Public Works Admin	6600 - TID No. 5	0.00%	0.00%	2.00%	2.00%
	DPW Director Total			100.00%	100.00%	100.00%	100.00%
100	Asst Director Dpw	3000 - Public Works Admin	3100 - Public Works Admin	60.00%	60.00%	60.00%	60.00%
100	Asst Director Dpw	3000 - Public Works Admin	3710 - Water - Admin	15.00%	15.00%	15.00%	15.00%
100	Asst Director Dpw	3000 - Public Works Admin	3810 - Sewer - Admin	20.00%	20.00%	20.00%	20.00%
100	Asst Director Dpw	3000 - Public Works Admin	3900 - Parking	5.00%	5.00%	5.00%	5.00%
	Asst Director Dpw Total			100.00%	100.00%	100.00%	100.00%

Appendix C
2017 Budget
Allocated Staff By Position 2014-2017

Fund	Title	Home Dept	Allocated Department	Budget Allocation 2014	Budget Allocation 2015	Budget Allocation 2016	Budget Allocation 2017
100	Secretary	3000 - Public Works Admin	3100 - Public Works Admin	80.00%	80.00%	80.00%	80.00%
100	Secretary	3000 - Public Works Admin	3710 - Water - Admin	10.00%	10.00%	10.00%	10.00%
100	Secretary	3000 - Public Works Admin	3810 - Sewer - Admin	10.00%	10.00%	10.00%	10.00%
	Secretary Total			100.00%	100.00%	100.00%	100.00%
100	Chief Craftsman	3230 - Public Works Bldg Maint	3230 - Public Works Bldg Maint	100.00%	100.00%	100.00%	100.00%
	Chief Craftsman Total			100.00%	100.00%	100.00%	100.00%
100	Craftsman	3230 - Public Works Bldg Maint	3230 - Public Works Bldg Maint	75.00%	75.00%	75.00%	75.00%
100	Craftsman	3230 - Public Works Bldg Maint	3430 - Street Lighting	25.00%	25.00%	25.00%	25.00%
	Chief Craftsman Total			100.00%	100.00%	100.00%	100.00%
100	Fleet Foreman	3300 - Public Works Garage	3300 - Public Works Garage	100.00%	100.00%	100.00%	100.00%
	Fleet Foreman Total			100.00%	100.00%	100.00%	100.00%
100	Mechanic	3300 - Public Works Garage	3300 - Public Works Garage	100.00%	100.00%	100.00%	100.00%
	Mechanic Total			100.00%	100.00%	100.00%	100.00%
100	DPW General	3000 - Public Works	3410 - Street /Alley	5.50%	5.50%	5.50%	6.00%
100	DPW General	3000 - Public Works	3420 - Street Sweeping	0.60%	0.60%	0.60%	0.60%
100	DPW General	3000 - Public Works	3450 - Signals / Marking	0.60%	0.60%	0.60%	0.60%
100	DPW General	3000 - Public Works	3430 - Street Lighting	6.00%	6.00%	6.00%	4.00%
100	DPW General	3000 - Public Works	3460 - Winter Maint	6.00%	6.00%	6.00%	5.00%
100	DPW General	3000 - Public Works	3510 - Refuse	14.50%	14.50%	14.50%	14.50%
100	DPW General	3000 - Public Works	3530 - Yard Waste	6.00%	6.00%	6.00%	6.00%
100	DPW General	3000 - Public Works	3610 - Forestry	18.00%	18.00%	18.00%	17.00%
100	DPW General	3000 - Public Works	3620 - Parks	9.00%	9.00%	9.00%	7.50%
100	DPW General	3000 - Public Works	3730 - Water Mains	14.00%	14.00%	14.00%	18.00%
100	DPW General	3000 - Public Works	3740 - Water Services	2.50%	2.50%	2.50%	4.00%
100	DPW General	3000 - Public Works	3750 - Water Meters	1.00%	1.00%	1.00%	1.00%
100	DPW General	3000 - Public Works	3760 - Water Hydrants	0.30%	0.30%	0.30%	0.30%
100	DPW General	3000 - Public Works	3770 - Water Misc Plant	0.30%	0.30%	0.30%	0.30%
100	DPW General	3000 - Public Works	3780 - Water Customer Accts	0.60%	0.60%	0.60%	1.00%
100	DPW General	3000 - Public Works	3820 - Sewer Maintenance	11.00%	11.00%	11.00%	10.00%
100	DPW General	3000 - Public Works	3830 - Storm Maintenance	3.00%	3.00%	3.00%	3.00%
100	DPW General	3000 - Public Works	5300 - Celebrations	1.10%	1.10%	1.10%	1.20%
	DPW General Total			100.00%	100.00%	100.00%	100.00%
	Grand Total			1600.00%	1700.00%	1700.00%	1700.00%