



## NOTICE

Please take notice that a **SPECIAL BUDGET & FINANCE COMMITTEE MEETING** will be held in hybrid meeting format (in-person and videoconference) on **Monday, October 10, 2022** at the times listed below:

### **SPECIAL BUDGET & FINANCE COMMITTEE, 6:00 P.M. – BOARD ROOM**

Link: <https://us06web.zoom.us/j/87039660576?pwd=UGNiak9TbUVsNllyMm12dXlVNm1XUT09>

Meeting id: 870 3966 0576

Passcode: 719892

Phone: 1-312-626-6799

1. 2023 Budget Review

Dated at Shorewood, Wisconsin this 6<sup>th</sup> day of October, 2022.

Toya Harrell, Village Clerk

Should you have any questions or comments regarding any items on this agenda, contact the Village Clerk at 414-847-2700. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of all individual abilities.



# VILLAGE OF SHOREWOOD

## REPORTS AND PRESENTATIONS TO VILLAGE BOARD

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### Agenda Item: 2023 Budget Review

**Date:** October 10, 2022

**Presenter:** Mark Emanuelson

**Department:** Finance

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The Village Board's budget review process has 4 general components as described below. Each part of the process provides an additional level of review and helps to inform and facilitate the Village Board's final decision making process.

**Staff Budget Overview Presentation:** On September 19<sup>th</sup> the Finance department presented an overview of the key metrics that impacted the preparation of the initial proposed budget, as well as many of the significant factors that impacted the various categories of the Village's revenues and expenditures.

**Budget Review:** On October 3<sup>rd</sup> the Finance Committee facilitated an additional review session of the Village's departmental and other Fund budgets. The purpose of this meeting is to provide an opportunity for all trustees to discuss and ask more detailed budgetary questions. The outcome of this meeting is to identify any budget items for which trustees wish to discuss further during the budget wrap-up session in order to consider amending the proposed budget prior to publication for public hearing.

**Budget Wrap-up:** During this wrap-up session, staff provides various administrative updates to the proposed budget based on additional information not known at the time of the drafting of the original proposed budget. In addition, the Finance Committee also facilitates a polling of trustees during this meeting related to the items identified during the budget review session for further discussion and/or direction for staff to make any budgetary modifications prior to posting the budget for public hearing in November.

**Public Hearing:** After receiving public comment, the Village Board will then consider the proposed budget. Any amendments would also be considered at this time. The budget will then be adopted.

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### Recommended motion –

Move to prepare the 2023 proposed budget for public hearing with the updates identified by staff, and any other items incorporated during the budget wrap-up session.

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### Fiscal Note / Budget Impact – TBD

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### Attachments:

Budget review meeting notes of October 3, 2022

Budget Wrap-up updates worksheet

## **Budget & Finance Committee Notes**

Tr. Stokebrand called the meeting to order at 6:05 p.m.

Present: Tr. Stokebrand, Tr. Arndorfer

Also present: President McKaig, Tr. Lynn, Finance Director Emanuelson, Village Manager Ewald, Police Chief Wurth, Library Director Gerber, Senior Resource Director Price

### **Topics: 2023 budget departmental and Fund review**

Finance Director Emanuelson reviewed the 2023 proposed budget and provided information and discussion on numerous budget related items.

Additional discussion with staff ensued related to the EDI training budget line item, EDI strategic planning costs, the potential and costs to replace two DPW vehicles with EV models instead of hybrid vehicles, the Nature Preserve survey, the River Park pathways project and the River Park Irrigation Project.

Following the discussion of each, Trustee Stokebrand requested that each of these items be put on the list for further consideration during the budget wrap-up meeting.

Tr. Arndorfer moved and Tr. Stokebrand seconded to adjourn the meeting at 7:35 p.m. Motion carried 2-0.

# Summary of 2023 Budget Wrap-up updates

10/06/22

Department	Original Page	Action items	Proposed Budget	Levy Impact	Amount in Revised Budget	Budget impact	Notes	
<b>Staff Administrative Updates</b>								
<b>Revenues</b>								
1	Village Board	38	State Aids - EC / PPT / VSP	30,000	(11,090)	41,090	TAX LEVY REDUCTION	Final notices received
2	Village Manager	44	State Shared Revenues	265,000	4,000	261,000	TAX LEVY INCREASE	Final notices received
3	Village Manager	44	Expenditure Restraint	260,000	550	259,450	TAX LEVY INCREASE	Final notices received
4	DPW	69	State Transportation Aids	900,000	30,410	869,590	TAX LEVY INCREASE	Final notices received
<b>Expenditures</b>								
5	General fund	n/a	Health Insurance	930,010	(16,810)	913,200	TAX LEVY REDUCTION	Final costs received
6	OPS	65	Dispatch Services *	449,115	1,245	450,360	TAX LEVY INCREASE	Final notices received
7	OPS	65	Health Department *	135,650	(12,100)	123,550	TAX LEVY REDUCTION	Final notices received
8	Library	84	Health Insurance	108,210	(2,000)	106,210	TAX LEVY REDUCTION	Final costs received
9	Library	84	Wisconsin Retirement System	41,720	(9,100)	32,620	TAX LEVY REDUCTION	Calculation adjustment
10	SRC	92	Staff adjustments	116,930	2,305	119,235	TAX LEVY INCREASE	Final Program Asst costs
11	Capital	109	EDI Strategic Planning	30,000	(10,000)	20,000	TAX LEVY REDUCTION	Revised amount
12	Tax Levy (savings) / increase - Staff Updates				(22,590)			
<b>Budget Workshop Wrap-up items</b>								
13	Village Board	39	EDI Training	10,000	0	10,000	TAX LEVY REDUCTION	Consider deferral
14	Capital	109	Public Communications Boards	7,500	0	7,500	NO TAX LEVY IMPACT	Consider deferral
15	Capital	109	DPW Vehicles #25 & #26	80,000	0	80,000	TAX LEVY INCREASE	Consider EV costs
16	Capital	111	River Park Pathways	63,000	0	63,000	TAX LEVY REDUCTION	Consider deferral
17	Capital	111	River Park Irrigation	25,000	0	25,000	TAX LEVY REDUCTION	Consider deferral
18	Capital	111	Nature Preserve Survey	8,000	0	8,000	TAX LEVY REDUCTION	Consider deferral
19	Tax Levy (savings) / increase - Capital				\$0			
20	Total Proposed Tax Levy (savings) / increase adjustments				(22,590)			
21	2022 adjusted budget	Net tax levy change	2023 base (proposed)	12,436,665	(22,590)	12,414,075	Increase from 2022 >	4.57% as adjusted
22			2022 base (adopted)	11,871,355				
23	Total savings needed to achieve less than a 4.0% tax levy increase			(90,461)		(67,871)	Over / (Under) target value	
24	Total savings needed to achieve less than a 3.5% tax levy increase			(149,818)		(127,228)		
25	Total savings needed to achieve less than a 3.0% tax levy increase			(209,175)		(186,585)		

**Summary of 2023 Budget Wrap-up updates**

10/06/22

Department	Original Page	Action items	Proposed Budget	Levy Impact	Amount in Revised Budget	Budget impact	Notes
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## 10/10/22 Budget & Finance meeting

### Staff feedback on selected items:

#### \$10,000 EDI Training

These funds were budgeted for in anticipation of YWCA having 2023 spring, summer and fall classes of the course Unlearning Racism. Staff has transitioned within the YWCA organization, and it is uncertain as to class availability in 2023. While this specific class is uncertain, it is anticipated that the EDI environmental scan will have recommendations for future training opportunities that could utilize these funds. While the training costs to be recommended by Kairo are unknown, staff would encourage the Village Board to at a minimum maintain the Village Board contingency as an option for future EDI training in 2023.

#### Public monitors

Staff recommends deferring this project until completion of the UniverCity program reviewing Village communications.

#### PW Director/AD vehicles

These were proposed as hybrid vehicles. EV vehicles would require the installation of charging station (estimated at \$6,000 - \$8,000 each ) at both the PW facility and at the employee homes (4 total). While it is very difficult to identify cost difference between and EV and a hybrid without identifying specific makes/models for comparison, staff would generally state that an AWD hybrid vehicle cost could be estimated between \$28,000 and \$ 38,000 and an AWD model EV at \$50,000 to \$60,000. The volatility of the current vehicle markets makes it impossible to get accurate estimates, if vehicles are even available. The state bid program windows open in November and April. Currently, accurate prices and vehicle availability cannot be determined outside those windows. Also an investment in new tools for the shop, likely at least \$10,000 in first year. Then ongoing investments in diagnostic equipment to maintain.

Staff recommends proceeding with EV vehicles in the Public Works Department at such time that charging stations maybe incorporated into the entire DPW facility with any future improvements. Please note that in 2023 the Police Department will be reviewed for implementation of EV upgrades in conjunction with the UniverCity Program. The Police Department has the largest fleet most receptive to the EV transition at this time.

#### River Park pathway

The Lot C connector is identified in the [2015 Pedestrian and Bicycle Master Plan](#) (pg 36) to improve user safety and accessibility. The MMSD-designed green infrastructure improvements in River Park have been designed to accommodate this connector path which was reviewed and recommended by the [Parks & Open Spaces Committee](#) (1/11/22) and [approved by the Village Board](#) on 2/21/22.

#### River Park Irrigation

Irrigation is necessary to maintain the athletic field turf and is critical to the success of the Village's natural turf management program. The current system has reached the end of its useful life and is in very poor condition. Replacement would improve efficiency and reduce water use with ability to zone water levels to turf use.

#### Nature Preserve Survey

This allocation would fund property survey work at the Nature Preserve. A number of potential property line discrepancies have been identified. This effort would identify and mark correct property lines and provide a foundation for the proposed future efforts of the Friends of the Shorewood Nature Preserve. This is not the land management plan which the VB recently agreed to in partnership with the FSNP. However, any future contemplated or proposed improvements to the Preserve will require established property boundaries.