

## **2010 MERGED BUDGET ASSUMPTIONS**

### **GENERAL ASSUMPTIONS**

1. Assume the new municipality will be a member of the League of Wisconsin Municipalities
2. Assume that we will discontinue the community newsletter and attempt to implement an electronic communication instead.
3. Assume initial costs for legal issues are not included – start up costs.
4. Assume new codes and updates included in general legal expenses and the new planner will work to consolidate the codes.
5. Assume that Trunked Radio costs includes all of the departments – police, fire, dpw, utility.
6. Assume new Common Council will accept the budget in its current format.
7. Assume that all department hardware and software cost is under the IT Budget
8. Assume 4 elections in 2010 – 2 primaries, 2 general. Did not include election for new Mayor and Common Council as these are considered start up costs.
9. Assume 4 polling places – one per district.
10. Assume 3 buildings – Village Hall, City Hall, and Village Public Works Building. Utilize building technician to clean both buildings and handle maintenance issues which would eliminate the contract the city has for cleaning. See personnel #23.
11. Board and Commission members continue to be paid a stipend – PFC, Board of Review, Plan Commission, Joint Park/Recreation Board – Currently City Boards are paid \$20 per meeting. Committee members would receive no stipend.
12. No longer need to charge back for wages to other departments unless it is a utility expense, then it would be invoiced and adjusted at year end (i.e.: Highway and Parks)
13. Separate Storm Water Utility costs from the general fund. Currently no utility in the city but there is a utility in the village. The village utility includes weed harvesting, street sweeping, NR216 regulations/consultant costs, and has half-time DPW employee (as referred to under personnel #25).
14. Assume law enforcement provided by expansion of Village Police Department.
15. Assume assessment services provided by an in-house assessment department.

### **PERSONNEL**

1. Assume 8 aldermen at \$5,040 per year
2. No auto allowance for Mayor and Common Council.
3. Assume 5% health insurance contribution
4. Assume that a full review will have to be made for all Policies related to Benefits – Difference between the City and the Village in some areas (i.e.: City allows carryover of 50% of vacation-Village no carryover)
5. Assume all employees are in the Wisconsin Retirement System – general rate for 2010 is 11%, protective class rate for 2010 is 16%.
6. Assume all employees are in the State Health Insurance Plan – can only choose single or family plan – Single \$7,977 year and Family \$19,902 per year (amount is net payment and includes 5% contribution by employee). City currently utilizes Humana plan with a Health Reimbursement Account (HRA) with 5% employee contribution at a cost of – Single \$5,058 per year; Family \$15,192 per year; Employee plus Spouse \$11,239 per year; Employee plus Child \$9,510 per year.
7. Assume Full-time Administrative Assistant (included in Administrator budget).

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8. Assume Dental insurance is included in the health insurance plan. Village - currently the lowest cost plan is United Healthcare and they have dental included. Employees can pay for additional dental coverage (approx. 20 employees).
9. Will have to review Optical Insurance – Village covers office visit only as part of UHC insurance, city funds certain items.
10. City currently provides Employee Assistance Program (EAP) – assumption is that we continue to offer this program.
11. Sick Time – City provides one sick day per month and can be accumulated; Village provides short-term disability coverage however DPW receives 10-12 days per year.
12. Assumed Merged budget would pay for short-term disability and long-term disability would be paid for only police. City provides short-term and long-term disability. City pays for long term but employee pays for short-term.
13. Village pays longevity pay to police officers only after 5, 10, and 15 years.
14. Village has cadet program in police department but does not pay them any wage. Assumed that we would continue program with no pay.
15. Assume that Planner is a contract employee.
16. Assume that we will have a consulting engineer for plan commission related items and pass that cost along to the developer – no in-house review
17. Assume that municipal court bailiff is an officer pulled from the Police Department and not charged to the court's budget but comes out of the police department.
18. Assume 1 full-time position in Municipal Court – FT Court Clerk
19. Assume separate position for Clerk and separate for Treasurer/Finance Director.
20. Determine if will continue with Community Policing Programs – i.e. DARE, etc.
21. Take home vehicles – Assume that Chiefs should have take home vehicle – no one else, but did not estimate long-term savings in vehicle replacement costs at this time.
22. Village pays Educational Incentive Pay – City does not.
23. Assume Building Maintenance Technician to clean both facilities. Eliminate contract for cleaning for city hall \$15,540.
24. Decision to be made as to contracting for Assessor services or staff department – in the near future assessment services will be provided by the County.
25. Assume in Highway department – currently 4.5 employees in village, 4 employees in city. Half time employee in the village is for Storm Water Utility.
26. Assume that some personnel time will be allocated to the utilities – city charges 12% of engineering staff time as a cost to the utility along with administrative services, the village charges 25% each of the DPW Director's time and Highway Superintendent's time, as well as the Deputy Treasurer's time to water/sewer and storm water which would go down with a new Utility Director position. Budget assumes 50% of the DPW Director's time and 10% of Assistant Engineer and Engineering Technician will be charged to utilities.

### **START UP COSTS – PRELIMINARY LIST**

1. Assume that start up legal costs, not included in the budget, are estimated at \$311,000.
2. Assume extra costs with Audit to combine both communities into one, which were included in the merged budget. May have to audit both communities separately; however this was not included in the merged budget.
3. Contingency Account – will need to add extra in order to cover the miscellaneous items.

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4. Election for New Mayor and Common Council. This could include a primary and regular election.
5. Start up costs – i.e.: stationery, business cards – part of operating supplies.
6. May need new uniform patches.
7. Cost involved with hiring of employees.

### **CURRENT CONTRACTS TO REVIEW**

1. City cleaning contract for city hall complex.
2. Both Village and City contract with Humane Society.
3. Both Village and City contract with Veolia for Refuse & Recycling Collection and Disposal
4. City contracts with Waukesha County for police services and transcription services.
5. Intergovernmental Cooperation Agreement between City and Village for Fire services
6. Intergovernmental Cooperation Agreement between City and Village for Joint Library
7. Agreement for Medical Direction/Emergency Medical Services between City and Mark Schultz, DO, FACEP
8. EMS Medical Control Agreement between Pewaukee Fire Dept. and Waukesha Memorial
9. Agreement between City of Delafield Fire Dept. and Pewaukee Fire Dept. for EMT-Paramedic Intercept Services
10. Ordinance Establishing Joint Park and Recreation Dept. and Board for Town of Pewaukee and Village of Pewaukee
11. City-System Installation & Service Agreement with Time Warner Cable Business Class
12. City-Commercial HVAC Agreement with Total Comfort
13. City – Delta Dental Plan Agreement
14. City – Health Reimbursement Plan Arrangement
15. City – Life, AD&D, Long-Term Disability and Short-term Disability – Mutual of Omaha
16. City – Pension Plan with Principal Financial Group
17. City – Contract with Planner
18. City – Contract with Ruekert & Mielke for GIS Services