



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**  
**SPECIAL MEETING OF THE BOARD OF TRUSTEES**

---

TO THE HONORABLE PRESIDENT ERMELING AND SIX (6) OTHER ELECTED MEMBERS OF THE BOARD OF TRUSTEES: The following items were listed on the agenda in the village Clerk's office, in accordance with Chapter 2 of the village's Municipal Code and will be ready for your consideration, during the 22<sup>nd</sup> session of the Board of Trustees, at your gathering on **October 29, 2018, at 6:00 p.m.** in the Board Room, at the Weston Municipal Center.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above-noticed meeting to gather information. If a quorum of other government bodies are present this would constitute a meeting pursuant to "State of Wisconsin ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993)". Therefore, no official actions other than those of the BOARD OF TRUSTEES shall take place.

Wisconsin State Statutes require all agendas for Board, Commission, and Committee meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. Any item on this agenda may be discussed or acted upon.

**AGENDA ITEMS**

1. Call to Order by President Ermeling at 6:00 p.m.
2. Pledge Allegiance to the Flag
3. Roll Call by Clerk
4. **2019 Budget Presentation and Discussion – all Funds**
5. CIP Presentation and Discussion
6. **Approval of Contract with Victus Advisors, LLC, for a Sports Complex Feasibility Study**
7. Adjournment

# REQUEST FOR CONSIDERATION

---

**Public Mtg/Date:** Board of Trustees, October 29, 2018

---

**Description:** 2019 Budget Presentation and Discussion

---

**From:** Jessica Trautman, Finance Director

---

**Question:** n/a

## Background

On October 15th staff presented a budget with proposed funding. We have not changed the total expenditures or revenues for the General fund. We have attached summaries for all the other funds. We have a link available if there is interest in reviewing the detail of the funds.

The purpose of the meeting is for the Village Board to be able to review the proposed budgets for the various funds and have staff discuss the current funding plan and what the future looks like for future funding plans

Any direction that the Board gives will be well accepted and can be incorporated into the current budget. At the end of the meeting we need to determine if another meeting is needed prior to publication (November 8) or if the Board is comfortable with where the Village is at.

---

**Attached Docs:** Summaries for all funds.

Link to detail for all funds:

[https://villageofweston-my.sharepoint.com/:f/g/personal/jtrittin\\_westonwi\\_gov/EsA0qd2PhqdAugg56bNfWe8BzrvF1usIEHZzmejbX6041A?e=rMV5IP](https://villageofweston-my.sharepoint.com/:f/g/personal/jtrittin_westonwi_gov/EsA0qd2PhqdAugg56bNfWe8BzrvF1usIEHZzmejbX6041A?e=rMV5IP)

---

**Committee Action:** None.

---

**FISCAL IMPACT:** None.

---

**Recommendation:** n/a

## Recommended Language for Official Action

n/a

---

**Additional action:** None.

**VILLAGE OF WESTON  
REVENUE SUMMARY  
2019 OPERATING BUDGET - General Fund only**

<u>ACCOUNT DESCRIPTION</u>	<u>2017 ACTUAL</u>	<u>2018 Y-T-D 9/30/2018</u>	<u>2018 ESTIMATE</u>	<u>2018 BUDGET</u>	<u>2019 DEPT. REQUEST</u>	<u>2019 ADOPTED BUDGET</u>	<u>2019 BUDGET CHANGE</u>
Property Taxes	3,623,858	4,000,047	4,000,047	4,000,047	4,000,047	4,000,047	0
Other Taxes	615,980	31,964	606,949	611,138	604,138	604,138	(7,000)
Special Assessments	6,412	5,580	5,600	5,500	5,500	5,500	0
Intergovernmental Revenues	1,879,842	755,412	1,801,102	1,799,051	1,706,192	1,706,192	(92,859)
Licenses & Permits	421,167	235,360	354,945	369,240	373,620	373,620	4,380
Fines and Forfeitures	58,121	79,351	100,800	96,200	96,200	96,200	0
Public Charges for Services	28,529	312,484	317,400	318,980	18,550	18,550	(300,430)
Intergov't Charges for Services	85,865	57,255	75,920	76,600	75,600	75,600	(1,000)
Miscellaneous Revenue	76,187	56,707	67,350	94,300	69,300	69,300	(25,000)
Other Financing Sources	3,257	0	0	1,000	500	500	(500)
Applied Fund Balances	0	150,000	0	150,000	0	0	(150,000)
<b>TOTAL REVENUES</b>	<b><u>6,799,218</u></b>	<b><u>5,684,160</u></b>	<b><u>7,330,113</u></b>	<b><u>7,522,056</u></b>	<b><u>6,949,647</u></b>	<b><u>6,949,647</u></b>	<b><u>(572,409)</u></b>
					Percent Budget Change		-7.61%

## Village of Weston General Fund Expenditures Comparison

Department	Original 2018 Budget	Amended 2018 Budget*	2019 Proposed	Increase (Decrease) over 2018 Original	% Change from Orig	Increase (Decrease) over 2018 Amended
Village Board	\$ 48,709	\$ 48,709	\$ 48,633	\$ (76)	-0.16%	\$ (76)
Gen Govt-Committees	1,967	1,967	1,967	-	0.00%	-
Municipal Court	60,013	60,013	57,226	(2,787)	-4.64%	(2,787)
2 Village Attorney	25,000	75,000	40,000	15,000	60.00%	(35,000)
Administrator	75,969	75,969	76,422	453	0.60%	453
Clerk/HR	401,534	401,534	392,747	(8,787)	-2.19%	(8,787)
Information Technology	231,623	231,623	219,511	(12,112)	-5.23%	(12,112)
3 Finance	286,708	286,708	291,329	4,621	1.61%	4,621
Assessor	34,000	34,000	31,533	(2,467)	-7.26%	(2,467)
Municipal Building	58,350	58,350	58,107	(243)	-0.42%	(243)
Illegal Taxes/Tax Refunds	2,000	2,000	2,000	-	0.00%	-
4 EMPD	2,541,521	2,541,521	2,606,752	65,231	2.57%	65,231
SAFER	743,585	743,585	818,980	75,395	10.14%	75,395
5 Building Inspections	193,019	193,019	203,818	10,799	5.59%	10,799
Other Public Safety	12,681	12,681	11,548	(1,133)	-8.93%	(1,133)
6 Public Works-Operations	1,818,308	1,902,308	2,089,670	271,362	14.92%	187,362
Public Works-Other	1,094	1,094	607	(487)	-44.52%	(487)
Public Health Services	15,275	15,275	15,275	-	0.00%	-
1 Parks & Rec-Operations	363,071	363,071	432,206	69,135	19.04%	69,135
Parks & Rec-Other	1,517	1,517	1,490	(27)	-1.78%	(27)
7 Planning & Development	187,288	187,288	204,248	16,960	9.06%	16,960
Other Financing Uses	31,653	31,653	32,758	1,105	3.49%	1,105
Contingency	87,171	253,171	85,873	(1,298)	-1.49%	(167,298)
	<b>\$ 7,222,056</b>	<b>\$ 7,522,056</b>	<b>\$ 7,722,700</b>	<b>\$ 500,644</b>	<b>6.93%</b>	<b>\$ 200,644</b>

\* 2018 Amended Budget includes \$300,000 from Foremost

- 1 \$43,895 of the total increase of \$69,135 is parks admin wages and benefits due to a new employee that was budgeted all in PW in 2018
- 2 increase in \$15,000 to bring budget closer to actual
- 3 increase in health ins (\$6,344)- change from single to family, increase in insurance (\$4,520)
- 4 increase in contractual wage increase plus an additional person for 3 months (\$37,171), contractual services (\$10,000), capital equip (\$17,500)
- 5 \$10,309 increase in wages and benefits
- 6 increase surface maint, (\$148,309), the 2018 budget was decreased by \$48,309 from 2017, total request is returning to 2017 budget plus \$100,000 increase to salt (\$54,800), the 2018 original salt budget was reduced by \$20,000 from 2017, total request is returning to 2017 budget plus \$34,000 increase in electricity \$17,000 to bring closer to actual
- 7 increase of \$15,617, more wages/benefits allocated to Plan Dev in 2019, increase of comprehensive planning exp \$3,000

**VILLAGE OF WESTON  
2019 BUDGET SUMMARY**

<u>Budget Account</u>	2017	2018	2018	2018	2019	2019	2018
	Actual	Y-T-D (at 9/30/2018)	Estimate	Amended Budget	Dept. Request	% Budget Change	Dollar Change
<b><u>GENERAL GOVERNMENT</u></b>							
<b><u>Village Board</u></b>							
Board Trustees	\$ 43,933	\$ 26,850	\$ 39,956	\$ 40,679	\$ 40,703		
Municipality Dues	5,572	2,740	7,930	8,030	7,930		
	<b>\$ 49,505</b>	<b>\$ 29,590</b>	<b>\$ 47,886</b>	<b>\$ 48,709</b>	<b>\$ 48,633</b>	-0.16%	\$ (76)
<b><u>General Government Committees</u></b>							
Personnel Committee	\$ 670	\$ -	\$ 1,554	\$ 1,567	\$ 1,567		
Board of Review	122	21	25	400	400		
	<b>\$ 792</b>	<b>\$ 21</b>	<b>\$ 1,579</b>	<b>\$ 1,967</b>	<b>\$ 1,967</b>	0.00%	\$ -
<b><u>Municipal Court</u></b>							
Everest Metro Municipal Court	\$ 57,248	\$ 45,010	\$ 60,014	\$ 60,013	\$ 57,226		
	<b>\$ 57,248</b>	<b>\$ 45,010</b>	<b>\$ 60,014</b>	<b>\$ 60,013</b>	<b>\$ 57,226</b>	-4.64%	\$ (2,787)
<b><u>Village Attorney</u></b>							
Operations	\$ 52,473	\$ 67,999	\$ 75,000	\$ 75,000	\$ 40,000		
	<b>\$ 52,473</b>	<b>\$ 67,999</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 40,000</b>	-46.67%	\$ (35,000)
<b><u>Administrator</u></b>							
Operations	\$ 88,987	\$ 147,724	\$ 147,211	\$ 75,969	\$ 76,422		
	<b>\$ 88,987</b>	<b>\$ 147,724</b>	<b>\$ 147,211</b>	<b>\$ 75,969</b>	<b>\$ 76,422</b>	0.60%	\$ 453
<b><u>Clerk's Office / Human Resources</u></b>							
Clerk's Office	\$ 175,320	\$ 224,674	\$ 319,694	\$ 313,980	\$ 323,778		
Personnel/Human Resources	3,807	2,333	5,360	7,500	13,200		
Elections	9,631	23,825	41,173	55,554	37,269		
Newsletter	-	23,184	28,582	24,500	18,500		
	<b>\$ 188,758</b>	<b>\$ 274,016</b>	<b>\$ 394,809</b>	<b>\$ 401,534</b>	<b>\$ 392,747</b>	-2.19%	\$ (8,787)
<b><u>Information Technology</u></b>							
IT Director	\$ 60,134	\$ 42,315	\$ 58,369	\$ 60,303	\$ 60,302		
Data Processing/Central Services	177,785	150,449	174,545	171,320	159,209		
	<b>\$ 237,919</b>	<b>\$ 192,764</b>	<b>\$ 232,914</b>	<b>\$ 231,623</b>	<b>\$ 219,511</b>	-5.23%	\$ (12,112)
<b><u>Finance</u></b>							
Administration	\$ 180,761	\$ 127,612	\$ 142,415	\$ 163,541	\$ 166,411		
Financial Audit/Budget Expenses	10,031	6,197	12,836	12,886	13,365		
Tax Collection	16,626	5,587	15,491	18,790	16,356		
Risk Management/Insurance	68,664	72,433	72,455	89,080	93,600		
Finance Committee	1,209	-	1,574	2,411	1,597		
	<b>\$ 277,291</b>	<b>\$ 211,829</b>	<b>\$ 244,771</b>	<b>\$ 286,708</b>	<b>\$ 291,329</b>	1.61%	\$ 4,621
<b><u>Village Assessor</u></b>							
Operations	\$ 30,754	\$ 31,565	\$ 31,133	\$ 34,000	\$ 31,533		
	<b>\$ 30,754</b>	<b>\$ 31,565</b>	<b>\$ 31,133</b>	<b>\$ 34,000</b>	<b>\$ 31,533</b>	-7.26%	\$ (2,467)
<b><u>Municipal Building</u></b>							
Operations	\$ 64,456	\$ 28,995	\$ 50,560	\$ 58,350	\$ 58,107		
	<b>\$ 64,456</b>	<b>\$ 28,995</b>	<b>\$ 50,560</b>	<b>\$ 58,350</b>	<b>\$ 58,107</b>	-0.42%	\$ (243)
<b><u>Illegal Taxes/Tax Refunds</u></b>							
Tax Refunds	\$ 20,445	\$ 21,295	\$ 21,295	\$ 2,000	\$ 2,000		
	<b>\$ 20,445</b>	<b>\$ 21,295</b>	<b>\$ 21,295</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	0.00%	\$ -
<b><u>Total General Government</u></b>	<b>\$ 1,068,628</b>	<b>\$ 1,050,808</b>	<b>\$ 1,307,172</b>	<b>\$ 1,275,873</b>	<b>\$ 1,219,475</b>	-4.42%	<b>\$ (56,398)</b>

**VILLAGE OF WESTON  
2019 BUDGET SUMMARY**

<u>Budget Account</u>	2017 Actual	2018 Y-T-D (at 9/30/2018)	2018 Estimate	2018 Amended Budget	2019 Dept. Request	2019 % Budget Change	2018 Dollar Change
<b><u>PUBLIC SAFETY</u></b>							
<u>Everest Metro Police</u>							
Operations	\$ 2,382,008	\$ 1,935,373	\$ 2,541,521	\$ 2,541,521	\$ 2,606,752		
	<b>\$ 2,382,008</b>	<b>\$ 1,935,373</b>	<b>\$ 2,541,521</b>	<b>\$ 2,541,521</b>	<b>\$ 2,606,752</b>	2.57%	\$ 65,231
<u>Fire / Ambulance (SAFER District)</u>							
Operations	\$ 571,209	\$ 743,585	\$ 743,585	\$ 743,585	\$ 818,980		
	<b>\$ 571,209</b>	<b>\$ 743,585</b>	<b>\$ 743,585</b>	<b>\$ 743,585</b>	<b>\$ 818,980</b>	10.14%	\$ 75,395
<u>Building Inspections</u>							
Building Inspector	\$ 171,754	\$ 134,634	\$ 194,794	\$ 189,619	\$ 200,418		
Weights & Measures	3,200	3,200	3,400	3,400	3,400		
	<b>\$ 174,954</b>	<b>\$ 137,834</b>	<b>\$ 198,194</b>	<b>\$ 193,019</b>	<b>\$ 203,818</b>	5.59%	\$ 10,799
<u>Other Public Safety</u>							
Repairs/Maint.- Pub. Safety Building	\$ 30,707	\$ 567	\$ 1,100	\$ 7,500	\$ 3,000		
Village - Fire/EMS Operations	135	94	150	1,300	4,250		
Community Life/Public Safety Committee	896	-	1,654	1,181	1,998		
Warning Sirens	1,652	658	1,700	2,700	2,300		
	<b>\$ 33,390</b>	<b>\$ 1,319</b>	<b>\$ 4,604</b>	<b>\$ 12,681</b>	<b>\$ 11,548</b>	-8.93%	\$ (1,133)
<b>Total Public Safety</b>	<b>\$ 3,161,561</b>	<b>\$ 2,818,111</b>	<b>\$ 3,487,904</b>	<b>\$ 3,490,806</b>	<b>\$ 3,641,098</b>	4.31%	<b>\$ 150,292</b>
<b><u>PUBLIC WORKS</u></b>							
<u>Operations</u>							
Director of Public Works	\$ 33,194	\$ 17,325	\$ 19,376	\$ 21,972	\$ 19,626		
Deputy Public Works Director	34,643	21,143	28,357	29,955	29,136		
Street Operations	1,035,814	669,829	1,090,850	1,143,877	1,312,024		
Traffic Control	27,686	12,481	27,200	32,500	32,500		
Winter Maintenance	356,934	387,042	421,220	410,884	418,273		
Hard Materials Handling	25,142	11,879	39,747	35,244	32,754		
Street Irrigation Maintenance	57,150	14,743	47,975	36,111	38,181		
Street Sweeping	16,611		Moved to Stormwater for 2018				
Street Operations-Town of Weston	3,883	3,906	4,600	4,702	4,487		
Winter Maintenance-Town of Weston	6,112	6,073	7,825	9,063	7,689		
Street Lighting	193,100	126,045	191,700	178,000	195,000		
	<b>\$ 1,790,269</b>	<b>\$ 1,270,466</b>	<b>\$ 1,878,850</b>	<b>\$ 1,902,308</b>	<b>\$ 2,089,670</b>	9.85%	\$ 187,362
<u>Other Public Works</u>							
Public Works/Utilities Committee	\$ 526	\$ 508	\$ 807	\$ 1,094	\$ 607		
	<b>\$ 526</b>	<b>\$ 508</b>	<b>\$ 807</b>	<b>\$ 1,094</b>	<b>\$ 607</b>		\$ (487)
<b>Total Public Works</b>	<b>\$ 1,790,795</b>	<b>\$ 1,270,974</b>	<b>\$ 1,879,657</b>	<b>\$ 1,903,402</b>	<b>\$ 2,090,277</b>	9.82%	<b>\$ 186,875</b>
<b><u>HEALTH &amp; HUMAN SERVICES</u></b>							
<u>Public Health Services</u>							
County Humane Animal Shelter	\$ 13,423	\$ 12,214	\$ 15,000	\$ 15,275	\$ 15,275		
	<b>\$ 13,423</b>	<b>\$ 12,214</b>	<b>\$ 15,000</b>	<b>\$ 15,275</b>	<b>\$ 15,275</b>	0.00%	\$ -
<b>Total Health &amp; Human Services</b>	<b>\$ 13,423</b>	<b>\$ 12,214</b>	<b>\$ 15,000</b>	<b>\$ 15,275</b>	<b>\$ 15,275</b>	0.00%	<b>\$ -</b>

**VILLAGE OF WESTON  
2019 BUDGET SUMMARY**

<u>Budget Account</u>	2017	2018	2018	2018	2019	2019	2018
	Actual	Y-T-D (at 9/30/2018)	Estimate	Amended Budget	Dept. Request	% Budget Change	Dollar Change
<b><u>CULTURE AND RECREATION</u></b>							
<u>Park &amp; Recreation - Operations</u>							
Administration	\$ 191,202	\$ 152,795	\$ 238,124	\$ 206,017	\$ 249,857		
Parks Maintenance	117,423	94,889	119,366	123,960	153,998		
Mowing	13,953	18,539	20,098	25,677	20,859		
Landscaping/Accident Maintenance	6,648	-	-	-	-		
Tree Pruning	-	7,301	-	-	-		
Tree Planting	316	203	-	-	-		
Tree Other	786	875	-	-	-		
Tree City	-	2,016	-	-	-		
Ice Rinks	3,264	3,888	7,414	7,417	7,492		
	<b>\$ 333,592</b>	<b>\$ 280,506</b>	<b>\$ 385,002</b>	<b>\$ 363,071</b>	<b>\$ 432,206</b>	19.04%	\$ 69,135
<u>Other Park &amp; Recreation</u>							
Park & Recreation Committee	\$ 1,176	\$ 344	\$ 1,538	\$ 1,517	\$ 1,490		
	<b>\$ 1,176</b>	<b>\$ 344</b>	<b>\$ 1,538</b>	<b>\$ 1,517</b>	<b>\$ 1,490</b>	-1.78%	\$ (27)
<b>Total Culture and Recreation</b>	<b>\$ 334,768</b>	<b>\$ 280,850</b>	<b>\$ 386,540</b>	<b>\$ 364,588</b>	<b>\$ 433,696</b>	18.96%	<b>\$ 69,108</b>
<b><u>CONSERVATION AND DEVELOPMENT</u></b>							
<u>Community Development</u>							
Planning & Development	\$ 172,342	\$ 127,197	\$ 173,951	\$ 162,865	\$ 180,047	10.55%	
Planning Commission	2,711	1,058	6,799	9,648	6,713		
Zoning Board of Appeals	349	99	2,071	2,572	2,387		
Extraterritorial Zoning Committee	1,263	344	1,427	1,803	1,701		
Comprehensive Planning	10,920	5,167	10,900	10,400	13,400	28.85%	
	<b>\$ 187,585</b>	<b>\$ 133,865</b>	<b>\$ 195,148</b>	<b>\$ 187,288</b>	<b>\$ 204,248</b>	9.06%	\$ 16,960
<u>Taxpayer Relations</u>							
Taxpayer Relations	\$ 116,388	Moved to Clerks Department in 2018					
	<b>\$ 116,388</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	#DIV/0!	\$ -
<b>Total Conservation &amp; Develop.</b>	<b>\$ 303,973</b>	<b>\$ 133,865</b>	<b>\$ 195,148</b>	<b>\$ 187,288</b>	<b>\$ 204,248</b>	9.06%	<b>\$ 16,960</b>
<b><u>MISCELLANEOUS / OTHER</u></b>							
<u>Miscellaneous</u>							
Accrued Vacation Pay	\$ -	\$ -	\$ -	\$ -	\$ -		
Miscellaneous/All Other	-	-	-	-	-		
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	0.00%	\$ -
<u>Other Financing Uses</u>							
Transfers to Other Funds	112,113	1,664	30,208	31,653	32,758		
	<b>\$ 112,113</b>	<b>\$ 1,664</b>	<b>\$ 30,208</b>	<b>\$ 31,653</b>	<b>\$ 32,758</b>	3.49%	\$ 1,105
<b>Total Miscellaneous / Other</b>	<b>\$ 112,113</b>	<b>\$ 1,664</b>	<b>\$ 30,208</b>	<b>\$ 31,653</b>	<b>\$ 32,758</b>	3.49%	<b>\$ 1,105</b>
<b>CONTINGENCY RESERVE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 253,171</b>	<b>\$ 85,873</b>	-66.08%	<b>\$ (167,298)</b>
<b>TOTAL GENERAL FUND BUDGET</b>	<b>\$ 6,785,261</b>	<b>\$ 5,568,485</b>	<b>\$ 7,301,629</b>	<b>\$ 7,522,056</b>	<b>\$ 7,722,700</b>	2.67%	<b>\$ 200,644</b>
				<b>Budget Increase or (Decrease)</b>	<b>\$ 200,644</b>		

Administrator

of that 76,422.00 Total Budget  
(59,264.00) is wages and benefits

17,158.00

items over \$5,000 in Admin budget  
(5,000.00) outside contracted services

12,158.00 are line items below \$5,000



Clerk (includes election, personnel and newsletters)

of that                    392,747.00 Total Budget  
                                 (321,747.00) is wages and benefits

71,000.00

                                 items over \$5,000 in Clerk budget  
(18,500.00) news letter  
(21,000.00) electronic poll books  
(6,100.00) background checks

                                 25,400.00 are line items below \$5,000

                                 significant changes from last year  
increase                    4,500.00 train the trainer program  
increase                    2,000.00 wellness incentives  
decrease                    39,245.00 fewer elections in 2019  
increase                    21,000.00 electronic poll books  
decrease                    6,000.00 fewer mailings of newsletter  
increase                    6,100.00 background checks

IT and Central Services

of that                    219,511.00 Total Budget  
                                 (58,062.00) is wages and benefits

161,449.00

                                 items over \$5,000 in IT budget  
                                 (6,850.00) telephone  
                                 (5,500.00) copier maint  
                                 (75,219.00) various software license fee - see detail  
                                 (7,250.00) CivicPlus and Constant Contact  
                                 (12,000.00) purch services/it support/server replace labor  
                                 (7,000.00) office supplies  
                                 (25,000.00) new server

                                 22,630.00 are line items below \$5,000

                                 significant changes from last year  
decrease                    14,500.00 land records  
increase                    10,000.00 server  
decrease                    14,000.00 software  
increase                    9,219.00 software license fees

Finance (includes budget, tax collection, insurance & Finance Committee)

of that      291,329.00 Total Budget  
                 (168,638.00) is wages and benefits

122,691.00

                                 items over \$5,000 in Finance budget  
(97,180.00) insurance  
(12,000.00) audit contract

                                 13,511.00 are line items below \$5,000

                                 significant changes from last year

none

Inspections

of that 203,818.00 Total Budget  
(178,208.00) is wages and benefits

25,610.00

items over \$5,000 in Inspector budget  
(5,000.00) Gas

20,610.00 are line items below \$5,000

none significant changes from last year

EMPD AND SAFER

EMPD Proposed increase of \$65,231, not finalized; insurance changes may result in an ;

SAFER Proposed increase of \$75,395, not finalized

add'l \$8,275 increase

Public Works

of that 2,089,670.00 Total Budget  
(677,040.00) is wages and benefits

1,412,630.00

items over \$5,000 in PW budget

(40,000.00) Centerline painting  
(550,000.00) surface maintenance  
(7,500.00) shoulder maintenance  
(30,000.00) repair/maint machinery  
(10,000.00) uniform / misc cleaning (Cintas)  
(5,450.00) clothing allowance  
(75,000.00) gas/diesel  
(60,000.00) parts  
(7,500.00) signage  
(7,500.00) equipment  
(10,000.00) electricity  
(20,000.00) traffic light repair  
(210,000.00) salt  
(60,000.00) repair winter equip  
(25,000.00) sand/gravel  
(20,000.00) water/sewer  
(10,000.00) landscape repair  
(192,000.00) street light electricity

72,680.00 are items below \$5,000

significant changes from 2018

- increase in street maint	148,309.00
-increase for brine tanks	30,000.00
-increase for electricity - street lights	<u>17,000.00</u>
	<u><u>195,309.00</u></u>

Parks

432,206.00 Total Budget  
of that (324,312.00) is wages and benefits

107,894.00

items over \$5,000 in Park budget

(16,000.00) water/sewer

(10,000.00) Painting of Shelters and restrooms, repairs to YB and Kennedy restrooms. Weston warming house teardown, new foul posts on 4 diamonds (2 Kennedy, Robinwood and Machmueller), dugouts at Robinwood w/roofs and roofs on dugouts at Machmueller

(12,000.00) Warming House and Prohaska appraisal for conversion process in 2019. Not completed in 2018 due to budget. Also includes portable restrooms at Launch and Disc Golf Course has since 2016. Will be way over budget for 2018 as the cutting on the Eau Claire River was not budgeted in parks budget but it was paid for out of this account. Added in \$10,000 for boulevard and median tree trimming in the future.

(10,000.00) small equipment

(12,000.00) replace fence on east side of dog park - move to CIP?

---

47,894.00 are items below \$5,000

significant changes from 2018

- decrease grounds/turf	(3,000.00)
-increase for building maint	6,000.00
-increase for fertilizer sprayer	6,000.00
- increase for warming house and prohaska property	10,000.00
-increase for dog park fence	12,000.00
	<u>31,000.00</u>



Planning

of that 204,248.00 Total Budget  
(174,538.00) is wages and benefits

29,710.00  
items over \$5,000 in Planning budget

2018 - Act 67 Zoning Changes. 2019 & 2020 - increase to \$10,000 for MDROffers  
Current Planning Services for Development Review and/or zoning code updates if  
needed  
(10,000.00)

19,710.00 are items below \$5,000

significant changes from 2018

- increase in other prof services	5,000.00
-decrease outside printing	<u>(2,000.00)</u>
	<u><u>3,000.00</u></u>

**VILLAGE OF WESTON  
2019 OPERATING BUDGET REQUEST  
AND PROGRAM COMMENTS**

<b>Department/Office:</b> Public Works	<b>Budget:</b> Refuse / Recycling Fund
<b>Program:</b> Special Revenue Funds	<b>Submitted by:</b> Community Development and Finance Departments

**REFUSE / RECYCLING FUND  
2019 Operating Budget**

The Village of Weston administers a village-wide program for handling refuse and various types of recyclables in a cost-effective manner with a view toward conserving resources and reducing volume of landfill materials. The Village of Weston is also responsible for the refuse/recycling program in the Town of Weston. Some expenditures are partially reimbursed by the State-recycling grant that has been applied for on an annual basis. The funding for this program comes from the State recycling grant and special charges collected from Village and Town residents.

The Village/Town contract for refuse/recycling services ends on December 31, 2018. The Village sent out a request for proposals from area refuse/recycling providers. The Village Board has chosen to accept the proposal from Advanced Disposal. With the new contract, the fee will increase \$2/year for the taxpayer. The new fee will be \$167/year. In the 2019 budget, the recycling grant is projected to be the same as the 2018 amount.

In 2017, an intern was hired to conduct several special projects, this position is budgeted again for 2019.

	2017 Actual	2018 Estimate	2018 Budget	2019 Proposed Budget	Change
Fund Balance (Deficit), January 1	\$ 24,195	\$ 1,765	\$ 1,765	\$ 30,105	
<b><u>REVENUES</u></b>					
Property Tax Levy	\$ -	\$ -	\$ -	\$ -	
Intergovernmental Revenues – Recycling Grant	78,575	78,735	78,600	78,735	
Public Charges for Services – Refuse/Fees	402,328	409,825	403,350	412,626	
Public Charges for Services – Recycling/Fees	352,059	348,880	353,000	353,340	
Intergov't Charges for Services – Town of Weston	40,620	41,445	41,100	41,911	
Transfer from General Fund	26,327	26,880	28,325	29,430	
Total Revenues	<u>\$ 899,909</u>	<u>\$ 905,765</u>	<u>\$ 904,375</u>	<u>\$ 916,042</u>	<u>\$ 11,667</u>
<b><u>EXPENDITURES</u></b>					
<i>Recycling Program:</i>					
Curbside – Village of Weston	\$ 230,430	\$ 247,077	\$ 254,573	\$ 261,278	
Curbside – Town of Weston	22	-	420	-	
Yard Waste Handling	50,132	48,743	43,763	50,394	
Program Administration	33,459	38,483	35,458	38,538	
Education Program	12,579	150	9,350	12,200	
Total Recycling Program	<u>326,622</u>	<u>334,453</u>	<u>343,564</u>	<u>362,410</u>	
<i>Other Programs:</i>					
Refuse Collection / Spring Clean-up	414,769	424,530	429,000	433,925	
Landfill	26,328	28,430	28,850	28,850	
Total Expenditures	<u>767,719</u>	<u>787,413</u>	<u>801,414</u>	<u>825,185</u>	<u>\$ 23,771</u>
Excess Revenues Over (Under) Expenditures	\$ 132,190	\$ 118,352	\$ 102,961	\$ 90,857	
Transfers to Debt Service Fund - Leased Equip.	<u>(154,620)</u>	<u>(90,012)</u>	<u>(58,977)</u>	<u>(90,012)</u>	
Change in Fund Balance (Deficit)	<u>(22,430)</u>	<u>28,340</u>	<u>43,984</u>	<u>845</u>	
Fund Balance (Deficit), December 31	<u>\$ 1,765</u>	<u>\$ 30,105</u>	<u>\$ 45,749</u>	<u>\$ 30,950</u>	

**VILLAGE OF WESTON  
2019 OPERATING BUDGET REQUEST  
AND PROGRAM COMMENTS**

<b>Department/Office:</b> Finance	<b>Budget:</b> TIF District #1
<b>Program:</b> Special Revenue Funds	<b>Submitted by:</b> Finance Department

**TAX INCREMENTAL FINANCING (TIF) DISTRICT #1**  
**2019 Operating Budget**

The Weston Tax Incremental Financing (TIF) District #1 was created in 1998. It encompasses the Highway 29 corridor from Highway "X"/Camp Phillips Road to Highway "J".

A special revenue fund has been created to accumulate the district "incremental" property tax dollars during the duration of the TIF district. This fund will then make rental payments to the Special Revenue Fund – CDA/TIF District #1 in the amount of the annual debt service payments on previously issued CDA Lease Revenue Bonds, including interest costs, for TIF District #1. The debt service payments for all previously issued general obligation debt will be made directly to the Village's debt service fund. Corresponding program/administrative expenditures will also be paid from this special revenue fund. Capital borrowing funds (both general obligation debt and revenue bonds) are being used to finance the capital improvements. A separate capital projects fund has been established to record all capital expenditures. The capital projects fund is a part of the Village's 5-year Capital Improvements Program (CIP) Budget.

The TIF District's original project plan life would have ended in Year 23 (in March 2021). However, the Village of Weston has successfully submitted testimony and documentation for Special TIF legislation before the Wisconsin Legislature, which has passed both chambers in Madison as of November 6, 2015 and received Governor Walker's signature to grant the Village of Weston an additional 10-year extension onto the life of this TIF District to Year 33 (now out to March 2031). With the special legislation all eligible debt obligations were considered for refinancing. In July 2017 the Community Development Authority refinanced all revenue debt. The TIF project plan was amended during 2018.

	2017 Actual	2018 Estimate	2018 Budget	2019 Proposed Budget
Fund Balance (Deficit), January 1	\$ (3,700,378)	\$ (419,166)	\$ (419,166)	\$ 1,491,885
<b><u>REVENUES</u></b>				
Property Tax Increments	\$ 4,787,918	\$ 5,082,333	\$ 5,000,000	\$ 5,298,762
Intergovt Revenue - Build America Bonds Rebate	38,096	35,930	35,930	32,526
Intergov't. Revenue – Computer Exemption Aid	29,050	29,477	28,470	30,190
Special Assessments	14,697	-	-	-
Transfer from Special Rev. Fund – CDA/TIF #1	47,213	-	35,000	394
Transfer from CAP Proj - TIF #1	-	-	-	-
Proceeds from Issuance of Debt	-	-	-	-
Interest Income - Special Assessments	845	-	-	-
Interest Income - All Other	-	-	-	-
<b>Total Revenues</b>	<b>\$ 4,917,819</b>	<b>\$ 5,147,740</b>	<b>\$ 5,099,400</b>	<b>\$ 5,361,872</b>
<b><u>EXPENDITURES</u></b>				
Economic Development /Admin	\$ 137,205	\$ 240,503	\$ 226,060	\$ 269,646
Repayments of LOC Agreements	141,920	125,000	125,000	150,000
Interest Expense	3,112	-	-	-
Bond Issuance	2,259	-	-	-
Transfer to Special Rev. Fund - CDA/TIF #1	-	24,247	-	-
Transfer to Capital Proj Fund - TIF #1	-	750,000	-	110,000
Transfer to Debt Service Fund	448,440	540,076	540,076	974,472
Rental Expenses to CDA Special Revenue Fund	903,671	1,556,863	1,556,863	1,547,738
<b>Total Expenditures</b>	<b>\$ 1,636,607</b>	<b>\$ 3,236,689</b>	<b>\$ 2,447,999</b>	<b>\$ 3,051,856</b>
Excess Revenues Over (Under) Expenditures	\$ 3,281,212	\$ 1,911,051	\$ 2,651,401	\$ 2,310,016
Fund Balance (Deficit), December 31	\$ (419,166)	\$ 1,491,885	\$ 2,232,235	\$ 3,801,901

**VILLAGE OF WESTON  
2019 OPERATING BUDGET REQUEST  
PROGRAM COMMENTS**

<b>Department/Office:</b> Park & Recreation	<b>Budget:</b> Aquatic Center Fund
<b>Program:</b> Special Revenue Funds	<b>Submitted by:</b> Shawn Osterbrink / Brad Mroczenski

**AQUATIC CENTER FUND  
2019 Operating Budget**

The Pool is open June through August. The pool offers something for everyone. There are waterslides, a sandy area for children and water toys for all ages. Concessions are offered by a third party vendor with lease payments paid to the Aquatic Center monthly.

Annual maintenance costs for the pool will be expended out of this fund. However, if major renovations are needed at some time in the future, the annual Village Capital Improvements Program (CIP) Budget may be used to help assist in financing and borrowing for those more substantial needs of the pool. Between 2007 and 2012, Room Tax Fund dollars were requested to finance annual repairs/maintenance costs and capital equipment purchases for the aquatic center. However, the Room Tax Fund transfer was \$0 in 2013 and 2014. Then beginning in 2015, a Property Tax Levy was requested of \$40,000 to finance maintenance repairs for the Aquatic Center. The property tax levy is requested to be \$40,000 for 2019.

Revenues include swimming lessons and daily fees, swimming pool passes, group parties, and concession revenue. Expenses include wages and fringe benefits for the seasonal staff, utilities, repair expenses, chemicals, and capital outlay equipment purchases. The Park & Recreation Committee has the responsibility to recommend all revenue fee schedules and capital outlay/facility improvements for the Weston Aquatic Center.

	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Estimate</b>	<b>2019 Proposed Budget</b>
Fund Balance, January 1	\$ 24,315	\$ 37,785	\$ 37,785	\$ 39,935
<b><u>REVENUES</u></b>				
Pool Revenues	125,611	116,230	134,917	128,320
Interest Income	75	60	60	65
Rents/Leases – Cell Tower Payments	-	-	-	-
Insurance Recoveries	-	-	-	-
Transfer from CIP	40,000	40,000	40,000	40,000
Transfer from Parkland Dedication Fund	56,961	-	-	-
Property Tax Levy	40,000	40,000	40,000	40,000
Total Revenues	<u>\$ 262,647</u>	<u>\$ 196,290</u>	<u>\$ 214,977</u>	<u>\$ 208,385</u>
<b><u>EXPENDITURES</u></b>				
<b><u>Weston Aquatic Center:</u></b>				
Wages & Fringe Benefits	\$ 104,774	\$ 114,754	\$ 118,835	\$ 119,239
Utilities	28,595	36,000	36,000	38,750
Other Contracted Services/Repairs	28,871	10,600	37,225	37,250
Supplies & Materials	19,498	24,425	18,611	21,595
Capital Outlay	67,439	2,400	2,156	2,200
Total - Weston Aquatic Center only	<u>249,177</u>	<u>188,179</u>	<u>212,827</u>	<u>219,034</u>
Unreserved-Fund Balance, December 31	<u>\$ 37,785</u>	<u>\$ 45,896</u>	<u>\$ 39,935</u>	<u>\$ 29,286</u>

**VILLAGE OF WESTON  
2019 OPERATING BUDGET REQUEST  
AND PROGRAM COMMENTS**

<b>Department/Office:</b> Finance	<b>Budget:</b> TIF District #2
<b>Program:</b> Special Revenue Funds	<b>Submitted by:</b> Finance Department

**TAX INCREMENTAL FINANCING (TIF) DISTRICT #2**  
**(Schofield Avenue Business Corridor – from Birch Street to Business Highway 51)**  
**2019 Operating Budget**

The Weston Tax Incremental Financing (TIF) District #2 was created in June 2004 and amended/expanded in January 2005. It encompasses the Schofield Avenue Business Corridor from Birch Street to Business Highway 51. This TIF District is structured to encourage the redevelopment of blighted properties along Schofield Avenue. The Village's investment in this TIF District will be used for improving the streetscape/infrastructure in this primarily commercial use area of the Village. A portion of funds have also been set aside for business grants that are available for landscaping on those properties where blight has been identified.

A special revenue fund has been created to accumulate the district "incremental" property tax dollars during the duration of the TIF district. This fund will then make rental payments to the Special Revenue Fund – CDA/TIF District #2 in the amount of the annual debt service payments, including interest costs, for TIF District #2. Corresponding program/administrative expenditures will also be paid from this special revenue fund. In 2018 funds were spent on landscaping of Schofield Avenue.

If the TIF special revenue fund does not have sufficient funds to meet the debt service payment schedule, the Village's general fund will be required to advance funds to this TIF district fund.

	2017 Actual	2018 Estimate	2018 Budget	2019 Proposed Budget
Fund Balance (Deficit), January 1	\$ 70,347	\$ 169,112	\$ 169,112	\$ 208,026
<b><u>REVENUES</u></b>				
Property Tax Increments	\$ 398,660	\$ 393,993	\$ 400,000	\$ 422,454
Intergov't. Revenue – Computer Exemption Aid	11,492	11,661	11,492	11,943
Transfer from Special Revenue Fund–CDA/TIF #2	1,397	-	2,815	-
Interest Income	709	300	300	300
Total Revenues	\$ 412,258	\$ 405,954	\$ 414,607	\$ 434,697
<b><u>EXPENDITURES</u></b>				
Economic Development	\$ 25,535	\$ 120,230	\$ 142,260	\$ 62,321
CDA Lease	247,133	244,333	244,333	246,080
Transfer to Debt Service Fund	40,825	-	-	-
Transfer to CDA TIF #2 Fund	-	2,477	-	775
Total Expenditures	\$ 313,493	\$ 367,040	\$ 386,593	\$ 309,176
Excess Revenues Over (Under) Expenditures	\$ 98,765	\$ 38,914	\$ 28,014	\$ 125,521
Fund Balance, December 31	\$ 169,112	\$ 208,026	\$ 197,126	\$ 333,547

**VILLAGE OF WESTON  
2019 OPERATING BUDGET REQUEST  
PROGRAM COMMENTS**

<b>Department/Office:</b> Finance	<b>Budget:</b> CDA - TIF District #1
<b>Program:</b> Special Revenue Funds	<b>Submitted by:</b> Finance Department

**COMMUNITY DEVELOPMENT AUTHORITY – TIF DISTRICT #1**  
**(Includes the Weston Business Technology Park and the Putnam Development Area)**  
**2019 Operating Budget**

The Weston Tax Incremental Financing (TIF) District #1 was created in 1998. It encompasses the Highway 29 corridor from Highway "X"/Camp Phillips Road to Highway "J". The primary developmental areas in the TIF district are the Weston Business Technology Park and the Stone Ridge Business Development.

A special revenue fund has been created to account for the receipt of Community Development Authority (CDA) Lease Revenue Bond proceeds issued by the CDA on the behalf of the Village of Weston. These proceeds are then transferred out to the Tax Incremental Financing (TIF) District #1 – Capital Projects Fund. Corresponding program expenditures and bond issuance costs are recorded in this fund. This fund also collects rental income payments from the Special Revenue Fund – TIF District #1 and transfers those payments to the Debt Service Fund, to make the annual debt service payments for TIF District #1. This fund will make all debt service payments, including interest costs, directly to the Village's debt service fund.

In 2017 the Community Development Authority issued \$19,255,000 Community Development Lease Revenue Bonds. This allowed the CDA to refund old debt and structure a new debt schedule that aligns with the increment received by the TIF.

A positive fund balance will always exist in this fund for the following: 1) debt service reserve requirement on all previously issued CDA Lease Revenue Bonds that must remain intact during the life of the bonds, and 2) capitalized interest funds which will be applied towards future annual debt service payments during the first several years of the life of the TIF District.

	2017 Actual	2018 Estimate	2018 Budget	2019 Proposed Budget
Fund Balance, January 1	\$4,208,713	\$1,570,358	\$1,570,358	\$1,570,358
<b><u>REVENUES</u></b>				
Interest Income	56,978	(20,000)	10,000	5,000
Rental Income – from TIF District #1	903,671	1,556,863	1,556,863	1,547,738
Transfer from Special Revenue Fund - TIF	-	24,247	-	-
Proceeds from Refunding Bonds	19,004,851	-	-	-
<b>Total Revenues</b>	<b>19,965,500</b>	<b>1,561,110</b>	<b>1,566,863</b>	<b>1,552,738</b>
<b><u>EXPENDITURES</u></b>				
Personal Services	1,206	1,427	2,000	1,431
Contractual Services	1,970	1,770	2,500	1,825
Bond Issuance Expenses	395,449	-	-	-
Trustee Fees	7,289	1,050	4,000	1,350
Transfer to TIF #1	47,213	-	1,500	394
Transfer to debt Services	22,150,728	1,556,863	1,556,863	1,547,738
<b>Total Expenditures</b>	<b>22,603,855</b>	<b>1,561,110</b>	<b>1,566,863</b>	<b>1,552,738</b>
Excess Revenues Over (Under)	(2,638,355)	-	-	-
Fund Balance, December 31	\$1,570,358	\$1,570,358	\$1,570,358	\$1,570,358

**VILLAGE OF WESTON  
2019 OPERATING BUDGET REQUEST  
PROGRAM COMMENTS**

<b>Department/Office:</b> Finance	<b>Budget:</b> CDA - TIF District #2
<b>Program:</b> Special Revenue Funds	<b>Submitted by:</b> Finance Department

**COMMUNITY DEVELOPMENT AUTHORITY – TIF DISTRICT #2**  
**(Schofield Avenue Business Corridor – from Birch Street to Business Highway 51)**  
**2019 Operating Budget**

The Weston Tax Incremental Financing (TIF) District #2 was created in June 2004 and amended/expanded in January 2005. It encompasses the Schofield Avenue Business Corridor from Birch Street to Business Highway 51. This TIF District is structured to encourage the redevelopment of blighted properties along Schofield Avenue. The Village's investment in this TIF District will be used for improving the streetscape/infrastructure in this primarily commercial use area of the Village. A portion of funds have also been set aside for business grants that are available for landscaping on those properties where blight has been identified.

A special revenue fund has been created to account for the receipt of Community Development Authority (CDA) Lease Revenue Bond proceeds issued by the CDA on the behalf of the Village of Weston. These proceeds are then transferred out to the Tax Incremental Financing (TIF) District #2 – Capital Projects Fund. Corresponding program expenditures and bond issuance costs are recorded in this fund. This fund also collects rental income payments from the Special Revenue Fund – TIF District #2 and transfers those payments to the Debt Service Fund, to make the annual debt service payments for TIF District #2. This fund will make all debt service payments, including interest costs, directly to the Village's debt service fund.

Capital borrowing funds (revenue bonds) are being used to finance the capital improvements. A separate capital projects fund has been established to record all capital expenditures. The capital projects fund is a part of the Village's 5-year Capital Improvements Program (CIP) Budget. The streetscape design/engineering costs were expended in 2004, while the major infrastructure expenditures for the Schofield Avenue Business Corridor were completed in 2005.

A positive fund balance will always exist in this fund for the following: 1) debt service reserve requirement on all previously issued CDA Lease Revenue Bonds that must remain intact during the life of the bonds, and 2) capitalized interest funds which will be applied towards future annual debt service payments during the first several years of the life of the TIF District.

	<u>2017</u> <u>Actual</u>	<u>2018</u> <u>Estimate</u>	<u>2018</u> <u>Budget</u>	<u>2019</u> <u>Proposed</u> <u>Budget</u>
Fund Balance, January 1	\$ 251,253	\$ 251,253	\$ 251,253	\$ 251,253
<b><u>REVENUES</u></b>				
Transfer from Special Revenue Fund - TIF #2	\$ -	\$ 2,477	\$ 274	\$ 431
Rental Income - from TIF District #2	247,133	244,333	244,333	246,080
Interest Income	4,598	1,000	6,500	3,000
Total Revenues	<u>\$ 251,731</u>	<u>\$ 247,810</u>	<u>\$ 251,107</u>	<u>\$ 249,511</u>
<b><u>EXPENDITURES</u></b>				
Personal Services	1,032	1,427	1,733	1,431
Contractual Services	1,131	900	1,025	950
Trustee Fees	1,038	1,150	1,050	1,050
Transfer to Special Revenue Fund - TIF #2	1,397	-	2,966	-
Transfer to Debt Service Fund	247,133	244,333	244,333	246,080
Total Expenditures	<u>\$ 251,731</u>	<u>\$ 247,810</u>	<u>\$ 251,107</u>	<u>\$ 249,511</u>
Excess Revenues Over (Under) Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Balance, December 31	<u>\$ 251,253</u>	<u>\$ 251,253</u>	<u>\$ 251,253</u>	<u>\$ 251,253</u>

**VILLAGE OF WESTON  
2019 OPERATING BUDGET REQUEST  
AND PROGRAM COMMENTS**

<b>Department/Office:</b> Finance	<b>Budget:</b> Room Taxes Fund
<b>Program:</b> Special Revenue Funds	<b>Submitted by:</b> Finance Department

**ROOM TAXES FUND**  
**2019 Operating Budget**

A special revenue fund has been created to accumulate room tax dollars collected from the hotel/motel establishments located within the Village of Weston.

A room tax of 8% is collected by Weston motels and turned over to the Tourism Commission. The commission is comprised of two Board members and four community members, including one from the hotel/motel industry.

Per state statutes, 70% of the monies collected must be used to support tourism activities; the other 30% can be used by the Village as directed by the Village Board.

2019 room tax fund distribution:

- 70% to the Wausau Central Wisconsin Convention & Visitors Bureau (CVB) for tourism activities
- 30% split between the Village's Capital Projects Fund – Park Facilities/Capital Equipment and the Special Revenue Fund – Weston Aquatic Center

	2017 Actual	2018 Budget	2018 Estimate	2019 Proposed Budget
Fund Balance, January 1	-	178,281	178,281	118,959
<b><u>REVENUES</u></b>				
Room Taxes	409,072	394,730	367,654	388,823
Total Revenues	409,072	394,730	367,654	388,823
<b><u>EXPENDITURES</u></b>				
Promotion/Tourism Payment – Convention Bureau	81,138	10,000	212,034	271,141
Tourism Promotion	6,336	10,000	14,778	1,035
Membership Dues – Chamber of Commerce/Other	595	-	-	-
Events	20,000	20,000	50,868	20,750
Tourism Development	-	236,311	39,000	-
Transfer Out to Capital Projects Fund - WAC	40,000	40,000	40,000	40,000
Transfer Out to Capital Projects Fund - CIP	82,722	78,419	70,296	76,647
Total Expenditures	230,791	394,730	426,976	409,573
Excess Revenues Over (Under) Expenditures	178,281	-	(59,322)	(20,750)
Fund Balance, December 31	178,281	178,281	118,959	98,209



**VILLAGE OF WESTON  
2019 OPERATING BUDGET REQUEST  
AND 2020 FINANCIAL PLAN**

<b>Department/Office:</b> Finance	<b>Budget:</b> Debt Service Fund
<b>Program:</b> Debt Service Fund	<b>Submitted by:</b> Finance Department

**DEBT SERVICE FUND  
2019 Operating Budget – 2020 Financial Plan**

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general obligation borrowing long-term principal, interest, and related costs. All of the Village purpose long-term debt is general obligation debt, and thus is secured by the full faith and credit of the Village, and consists of installment notes, bonds, and other governmental loans.

The Village debt service obligation may also include general obligation debt and revenue bond debt issued for the benefit of the Weston Water, Sewer, and Stormwater Utilities and for Tax Incremental Financing (TIF) Districts #1 and #2. Should any of these entities fail to meet their obligations on this debt, the Village is ultimately responsible. However, it is very unlikely that the Village of Weston would have to “step in” to meet the debt service payments for the Weston Utilities and the TIF Districts. The Weston Utilities can increase user rates (or apply for an increase in the rates) in the case that the debt service payments are not being met. In addition, TIF District #1 has a number of letters of credit (LOC’s) on file with various developers to assist the Village in meeting its debt service payments for TIF District #1, while the developers are generating new tax increment value. The LOC’s will be drawn upon only when the new tax increments do not meet the annual debt service payments for each developer project area.

	2017 Actual	2018 Budget	2018 Estimate	2019 Proposed Budget	2020 Financial Plan
Fund Balance, January 1	\$ (62,584)	\$ (379,569)	\$ (379,569)	\$ (495,263)	\$ 213,382
<b>REVENUES</b>					
Property Tax Levy	\$ 1,550,000	\$ 1,550,000	\$ 1,550,000	\$ 1,250,000	\$ 1,250,000
Special Assessments	118,055	53,800	49,971	47,154	27,339
Intergovt Revenue - Build America Bonds Rebate	26,448	14,054	14,054	4,676	-
Intergovernmental Revenue - Everest Metro:	20,420	-	-	-	-
Transfer from Tax Increment District #1 Fund	448,440	540,076	540,075	974,472	2,578,514
Transfer from Tax Increment District #2 Fund	40,825	-	-	-	-
Transfer from CDA/TIF District #1 Fund	22,150,728	1,556,863	1,556,863	1,547,738	1,541,848
Transfer from CDA/TIF District #2 Fund	247,133	244,333	244,333	246,080	247,185
Transfer from CIP Fund	379,346	282,197	282,197	190,529	149,921
Transfer from Refuse/Recycling Fund	154,620	58,977	90,012	90,012	56,103
Transfer from Water Utility Fund	6,431	21,948	6,431	6,431	6,431
Transfer from Sewer Utility Fund	6,431	21,949	6,431	6,431	6,431
Transfer from Stormwater Utility Fund	3,328	3,328	3,328	3,328	3,328
Transfer from General Fund	3,328	3,328	3,328	3,328	3,328
Proceeds from Refunding Bonds	-	-	-	1,500,000	-
Interest Income	12,539	7,613	7,613	7,613	5,930
Total Revenues	\$25,168,072	\$ 4,358,466	\$ 4,354,636	\$ 5,877,792	\$ 5,876,358
<b>EXPENDITURES</b>					
<u>Village Purpose Debt Service:</u>					
Principal	1,986,924	\$ 1,983,873	\$ 1,623,866	\$ 2,052,059	\$ 152,906
Interest & Admin. Charges	172,681	142,185	113,466	48,740	14,389
Subtotal	2,159,605	2,126,058	1,737,332	2,100,799	167,295
New Debt					
Principal					
Interest					
Capital Lease Payments					
Principal	411,259	combined with	360,068	278,067	212,223
Interest & Admin. Charges	26,514	Gen purpose	31,659	21,992	13,319
Subtotal	437,773	Debt	391,727	300,059	225,542
<u>Tax Increment District #1 Debt Service:</u>					
Principal	21,523,376	1,541,961	1,541,961	1,930,705	3,557,158
Interest & Admin. Charges	1,075,792	554,976	554,977	591,504	563,203
Subtotal	22,599,168	2,096,937	2,096,938	2,522,209	4,120,361
<u>Tax Increment District #2 Debt Service:</u>					
Principal	220,000	185,000	185,000	195,000	205,000
Interest & Admin. Charges	67,958	59,333	59,333	51,080	42,185
Subtotal	287,958	244,333	244,333	246,080	247,185
<u>All Other Expenditures:</u>					
Bond Issuance Expenses	553	-	-	-	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Subtotal	553	-	-	-	-
Total Expenditures	\$25,485,057	\$ 4,467,328	\$ 4,470,330	\$ 5,169,147	\$ 4,760,383
Excess Revenues Over (Under) Expenditures	\$ (316,985)	\$ (108,862)	\$ (115,694)	\$ 708,645	\$ 1,115,975
Fund Balance, Dec. 31	\$ (379,569)	\$ (488,431)	\$ (495,263)	\$ 213,382	\$ 1,329,357

**VILLAGE OF WESTON  
2019 CIP BUDGET REQUEST**

<b>Department/Office:</b> Public Works	<b>Budget:</b> TIF District #1 Fund
<b>Program:</b> Capital Projects Funds	<b>Submitted by:</b> Finance

**TAX INCREMENTAL FINANCING (TIF) DISTRICT #1 FUND**  
**2019 Capital Improvements Program (CIP) Budget**

The Weston Tax Incremental Financing (TIF) District #1 was created in 1998. It encompasses the Highway 29 corridor from Highway "X"/Camp Phillips Road to Highway "J". The primary developmental areas in the TIF district are the Weston Business Technology Park and the Putnam Capital Management ("PCM") Development.

A capital projects fund has been created to account for the financing and project costs for public improvement and private development within the area of TIF District #1 as provided for in the Tax District's project plan. Capital borrowing funds (revenue bonds or general obligation/bank notes) are being used to finance the capital improvements. A separate special revenue fund has been established to record the receipt of district incremental property taxes and other revenues and the corresponding program administrative expenditures for this TIF District.

Since the Village has received the Special TIF Legislation in November 2015, JSD has been hired to complete a Neighborhood Planning Project for the Camp Phillips Road/Weston Avenue area. In 2018, the plan for TIF #1 was amended for additional budgetary expenditures that will be planned for the TIF.

	2017 Actual	2018 Estimate	2018 Budget	2019 Proposed Budget
Fund Balance (Deficit), January 1	\$ (71,780)	\$ (27,775)	\$ (27,775)	\$ 10,075
<b><u>REVENUES</u></b>				
Interest Income	\$ -	\$ -	\$ -	\$ -
Sale of Village Properties	66,335	-	-	-
Capital Borrowing Proceeds	250,149	2,000,000	-	-
Transfer from Special Revenue TIF #1	-	750,000	-	127,425
Miscellaneous / Other Revenue	-	-	-	-
Total Revenues	<u>\$ 316,484</u>	<u>\$ 2,750,000</u>	<u>\$ -</u>	<u>\$ 127,425</u>
<b><u>EXPENDITURES</u></b>				
Administration	\$ 13,478	\$ 6,000	\$ -	\$ -
Business Park - Entrance	995	1,000	-	-
Business Park - General	9,190	8,000	23,000	27,500
Business Park South	980	-	-	-
Camp Phillips Road/Weston Avenue - Neighborhood Planning Project (JSD)	101,506	15,000	-	-
Transport Way Extension	6,561	6,000	-	10,000
Camp Phillips Centre	133,154	2,676,150	100,000	100,000
Weston Ave	6,615	-	-	-
Total Expenditures	<u>\$ 272,479</u>	<u>\$ 2,712,150</u>	<u>\$ 123,000</u>	<u>\$ 137,500</u>
Excess Revenues Over (Under) Expenditures	<u>\$ 44,005</u>	<u>\$ 37,850</u>	<u>\$ (123,000)</u>	<u>\$ (10,075)</u>
Fund Balance (Deficit), December 31	<u>\$ (27,775)</u>	<u>\$ 10,075</u>	<u>\$ (150,775)</u>	<u>\$ -</u>

**VILLAGE OF WESTON  
2019 PROPOSED OPERATING BUDGET**

<b>Department/Office:</b> Public Works	<b>Budget:</b> Water Utility Fund
<b>Program:</b> Enterprise Funds	<b>Submitted by:</b> Keith Donner

**WATER UTILITY FUND**  
**2019 Operating Budget**

The Weston Water Utility Fund was created, as required and monitored by the Wisconsin Public Service Commission (PSC), to account for the provision of water supply services to the residents, business entities, and public authorities of the Village of Weston and the adjacent communities of the City of Schofield and the Village of Rothschild, where it is necessary. All revenues and expenses necessary to provide such services are accounted for in this fund.

Revenues include water user fees, public fire protection fees, interest income, water tower lease income from cellular phone towers, and special charges. Expenses include source of supply, pumping, water treatment, transmission/distribution, customer collection, depreciation, property taxes paid to the Village, debt service payments, statutory and discretionary reserves, and administration charges.

In 2018, the Public Service Commission of Wisconsin approved the Utility's application for an increase in rates that results in an overall revenue increase of 22.5%, in 2 steps. Step I of the rate increase became effective on September 1, 2018. Step II of the rate increase is expected to be implemented approximately April 1, 2019. The purpose of the increase was to increase the Utility's rate of return and accommodate increased operational and capital expenses such as, respectively, a master planning study and a non-routine meter replacement project which included implementation of an automated meter reading system.

	2017 Actual	2018 Estimate	2018 Budget	2019 Proposed Budget	Change
Net Assets, January 1	\$24,247,270	\$24,430,753	\$24,430,753	\$24,487,506	
<b><u>REVENUES</u></b>					
Water Sales	\$ 1,591,404	\$ 1,788,700	\$ 1,876,132	\$ 1,945,498	
Private Fire Protection Fees	45,040	46,000	53,420	46,000	
Public Fire Protection Fees	457,904	458,000	458,715	467,210	
Other Water Revenue	25,660	21,190	23,900	14,500	
Interest Income	67,998	50,000	100,200	50,000	
Rental Income	30	10	-	-	
Property Sales	7,121	-	-	-	
Miscellaneous Revenue	21,983	20,000	16,550	20,000	
Gain (Loss) on Sale of Capital Assets	(90,168)	-	-	-	
Total Revenues	\$ 2,126,972	\$ 2,383,900	\$ 2,528,917	\$ 2,543,208	\$ 14,291
<b><u>EXPENSES</u></b>					
Source of Supply	\$ 45,822	\$ 49,840	\$ 89,585	\$ 67,660	
Pumping	137,262	149,816	199,868	152,016	
Water Treatment	180,983	218,170	213,411	198,200	
Transmission/Distribution	284,331	304,443	379,111	256,190	
Customer Accounts	71,400	90,730	117,661	82,508	
Private Well Permit Program	12,176	5,562	7,600	5,562	
Administrative & General	327,246	390,655	480,606	453,783	
Depreciation	598,837	600,000	580,000	600,000	
Property Taxes	460,337	465,000	462,361	465,000	
Interest Expense & Fiscal Charges	52,113	46,500	46,503	72,475	
Other Debt Service	1,346	-	1,346	-	
Other Financing Uses/Transfers	6,431	6,431	6,431	6,431	
Total Expenditures	\$ 2,178,284	\$ 2,327,147	\$ 2,584,483	\$ 2,359,825	\$ (224,658)
Net Income (Loss) – before Capital Contributions	\$ (51,312)	\$ 56,753	\$ (55,566)	\$ 183,383	
Plus: Capital Contributions	234,795	-	-	-	
Net Income (Loss) – after Capital Contributions	\$ 183,483	\$ 56,753	\$ (55,566)	\$ 183,383	
Net Assets, December 31	\$ 24,430,753	\$ 24,487,506	\$ 24,375,187	\$ 24,670,889	

**VILLAGE OF WESTON  
2019 OPERATING BUDGET REQUEST  
AND PROGRAM COMMENTS**

<b>Department/Office:</b> Public Works	<b>Budget:</b> Sewer Utility Fund
<b>Program:</b> Enterprise Funds	<b>Submitted by:</b> Keith Donner

**SEWER UTILITY FUND**  
**2019 Operating Budget**

The Weston Sewer Utility Fund was created to account for the provision of wastewater collection and treatment services to the residents, business entities, and public authorities of the Village of Weston and the adjacent communities of the City of Schofield and the Village of Rothschild, where it is necessary. All revenues and expenses necessary to provide such services are accounted for in this fund.

Revenues include sewer user fees, hook-up charges, RCA/REU special assessments, property tax levy, interest income, and special charges. Expenses include City of Schofield sewerage treatment costs, Rib Mountain Metropolitan Sewerage District plant operating costs, transmission system maintenance, customer collection, depreciation, debt service payments, statutory and discretionary reserves, and administration charges.

A 15% rate increase was implemented effective September 1, 2018. This increase will offset the increase in expenses paid to Rib Mountain Metro Sewerage District and other operational expense increases.

	2017 <u>Actual</u>	2018 <u>Estimate</u>	2018 <u>Budget</u>	2019 <u>Budget</u>	<u>Change</u>
Net Assets, January 1	\$ 26,091,806	\$ 26,234,441	\$ 26,234,441	\$ 26,262,620	
<b><u>REVENUES</u></b>					
Customer Sales	\$ 1,983,697	\$ 2,100,000	\$ 2,249,000	\$ 2,322,150	
Hook-up Charges	27,750	46,000	23,000	25,000	
Other Sewer Revenue	9,274	9,400	9,713	8,900	
Intergovernmental Charges for Services	-	-	-	-	
Interest Income	101,735	50,610	100,200	50,600	
Gain (Loss) on Sale of Capital Assets	-	-	-	-	
Total Revenues	<u>\$ 2,122,456</u>	<u>\$ 2,206,010</u>	<u>\$ 2,381,913</u>	<u>\$ 2,406,650</u>	<u>\$ 24,737</u>
<b><u>EXPENSES</u></b>					
Operating	\$ 236,705	\$ 256,450	\$ 222,382	\$ 270,550	
Maintenance	233,078	173,366	277,984	201,666	
Rib Mt. Metro – O&M	680,610	690,000	707,133	702,000	
Customer Accounts	37,708	48,454	35,356	47,413	
Administrative & General	203,810	275,410	372,470	293,407	
Depreciation	671,822	675,000	670,000	677,000	
Property Taxes	9,581	9,600	9,000	9,600	
Rib Mt. Metro – Debt Service	-	-	-	125,000	
Interest Expense & Fiscal Charges	64,727	51,560	51,560	35,060	
Other Debt Service	22,010	22,010	22,010	22,010	
Other Financing Uses/Transfers	6,431	6,431	6,431	6,431	
Total Expenditures	<u>\$ 2,166,482</u>	<u>\$ 2,208,281</u>	<u>\$ 2,374,326</u>	<u>\$ 2,390,137</u>	<u>\$ 15,811</u>
Net Income (Loss) – before Capital Contributions	\$ (44,026)	\$ (2,271)	\$ 7,587	\$ 16,514	
Plus: Capital Contributions	<u>186,661</u>	<u>30,450</u>	<u>5,075</u>	<u>15,000</u>	
Net Income (Loss) – after Capital Contributions	\$ 142,635	\$ 28,179	\$ 12,662	\$ 31,514	
Net Assets, December 31	<u>\$ 26,234,441</u>	<u>\$ 26,262,620</u>	<u>\$ 26,247,103</u>	<u>\$ 26,294,134</u>	

**VILLAGE OF WESTON  
2019 OPERATING BUDGET REQUEST  
AND PROGRAM COMMENTS**

<b>Department/Office:</b> Public Works	<b>Budget:</b> Stormwater Utility Fund
<b>Program:</b> Enterprise Funds	<b>Submitted by:</b> Keith Donner

**STORMWATER UTILITY FUND**  
**2019 Operating Budget**

The Weston Stormwater Utility Fund was created to account for the management of stormwater and other surface water discharges to the residents, business entities, and public authorities of the Village of Weston. The utility will also provide for the maintenance of existing stormwater appurtenances and recommend drainage modifications where it is deemed appropriate. All revenues and expenses necessary to provide such services are accounted for in this fund. The ordinance for the creation of the new Stormwater Utility was adopted in March 2004. The first billing cycle to utility customers began in June 2004.

Revenues include stormwater user fees, stormwater drainage review permits, and interest income. Expenses include regulation compliance costs, stormwater system maintenance, mowing, customer collection, depreciation, debt service payments, statutory and discretionary reserves, and administration charges.

The \$48 ERU rate (equivalent runoff unit) was established in 2004. As the community continues to grow in size and the stormwater system area expands in the coming years, the expenses of the Utility may exceed revenues requiring consideration of fee adjustments. The user fee rates will continue to be reviewed annually.

As of January 1, 2016, the ERU rate increased from \$48 to \$50. The fee increase was recommended by Moody's Rating Service, in order for this stormwater utility to increase its cash reserves, which are too low at this time. The Weston Village Board of Trustees concurred with Moody's recommendation and adopted the first rate increase for the Stormwater Utility Fund to take effect in 2016.

	2017 Actual	2018 Estimate	2018 Budget	2019 Adopted Budget	Change
Net Assets, January 1	\$ 9,492,415	\$ 9,692,872	\$ 9,692,872	\$ 9,640,359	
<b><u>REVENUES</u></b>					
Stormwater User Fees	\$ 637,348	\$ 636,700	\$ 628,880	\$ 636,700	
Stormwater Permits	1,200	1,000	2,600	1,000	
Stormwater Services	-	-	100	-	
Other Operating Revenue	1,280	1,000	1,000	1,000	
Build America Bonds Rebate	1,683	1,150	1,000	500	
Interest Income	4,547	8,000	8,000	5,000	
Gain (Loss) on Sale of Capital Assets	-	-	-	-	
Total Revenues	\$ 646,058	\$ 647,850	\$ 641,580	\$ 644,200	\$ 2,620
<b><u>EXPENSES</u></b>					
Program Management	\$ 26,645	\$ 25,132	\$ 24,822	\$ 26,618	
Street Sweeping	-	22,207	20,087	22,313	
Storm Sewer Maintenance	114,908	120,776	88,539	119,543	
Depreciation	335,248	370,000	370,000	370,000	
Public Education/Outreach	-	-	-	-	
Interest Expense & Fiscal Charges	109,373	158,921	101,671	53,933	
Other Financing Uses/Transfers	3,328	3,328	3,328	3,328	
Total Expenditures	\$ 589,502	\$ 700,364	\$ 608,447	\$ 595,735	\$ (12,712)
Net Income (Loss) before capital Contributions	\$ 56,556	\$ (52,514)	\$ 33,133	\$ 48,465	
Plus: Capital Contributions	143,901	-	-	-	
Net Income – after Capital Contributions	\$ 200,457	\$ (52,514)	\$ 33,133	\$ 48,465	
Net Assets, December 31	\$ 9,692,872	\$ 9,640,359	\$ 9,726,005	\$ 9,688,824	

**VILLAGE OF WESTON  
2019 OPERATING BUDGET REQUEST**

<b>Department/Office:</b> Finance	<b>Budget:</b> Civic and Social Funds
<b>Program:</b> Special Revenue Funds	<b>Submitted by:</b> Finance Department

**WESTON CENTENNIAL HOMECOMING ("Scholarships") FUND**  
**2019 Operating Budget**

The Weston Centennial Homecoming Fund was formed after the 1976 National Bi-Centennial celebration. The funds left over from the 1976 celebration were placed into a certificate of deposit to earn interest on the balance and to have a fund established in which to place all future contributions. The special revenue fund is used to award scholarships to graduating Weston high school students that will be entering college. The scholarships are paid directly to D.C. Everest Senior High School. The school will forward the scholarship to the Weston resident student from the school's scholarship fund. The goal is to award a biennial scholarship amount in an amount that is not exceeding the interest income earned on the certificate of deposit, while maintaining a \$5,000 minimum balance in this fund. This special revenue fund is not financed from the Village tax levy or the general fund-operating budget. Instead, the Village encourages private contributions from local residents and businesses, to be added to the principal of the certificate of deposit.

	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Proposed Budget</u>
Fund Balance, January 1	\$ 5,596	\$ 5,617	\$ 5,617	\$ 5,647
<b><u>REVENUES</u></b>				
Interest Income	\$ 21	\$ 30	\$ 30	\$ 30
Total Revenues	\$ 21	\$ 30	\$ 30	\$ 30
<b><u>EXPENDITURES</u></b>				
Scholarship Awards	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Excess Revenues Over (Under) Expenditures	\$ 21	\$ 30	\$ 30	\$ 30
Fund Balance, December 31	<u>\$ 5,617</u>	<u>\$ 5,647</u>	<u>\$ 5,647</u>	<u>\$ 5,677</u>

**FARMERS MARKET FUND**  
**2019 Operating Budget**

The Farmers Market was broken out of the General Fund in 2017. The purpose was to keep all revenues dedicated to the market together. The Farmers Market Runs from May to October.

	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Proposed Budget</u>
Fund Balance, January 1	\$ -	\$ -	\$ -	\$ 3,586
<b><u>REVENUES</u></b>				
Fees	\$ 6,055	\$ 5,700	\$ 5,565	\$ 5,900
Interest	10	-	-	-
Contributions	350	-	-	-
Misc - EBT Reimburse	2,868	-	2,000	2,000
Transfer In	889	-	-	-
Total Revenues	\$ 10,172	\$ 5,700	\$ 7,565	\$ 7,900
<b><u>EXPENDITURES</u></b>				
Farmers market	\$ 10,172	\$ 5,500	\$ 3,979	\$ 7,191
Total Expenditures	\$ 10,172	\$ 5,500	\$ 3,979	\$ 7,191
Excess Revenues Over (Under) Expenditures	\$ -	\$ 200	\$ 3,586	\$ 709
Fund Balance, December 31	<u>\$ -</u>	<u>\$ 200</u>	<u>\$ 3,586</u>	<u>\$ 4,295</u>

**NEWSLETTER FUND**  
**2019 Operating Budget**

The newsletter was broken out of the General Fund in 2017. The purpose was to keep all revenues dedicated to the newsletter together. In 2018 the newsletter is back in the General Fund.

	<u>2017</u> Actual	<u>2018</u> Budget	<u>2018</u> Estimate	<u>2019</u> Proposed Budget
Fund Balance, January 1	\$ -	\$ -	\$ -	\$ -
<b><u>REVENUES</u></b>				
Intergovernmental	\$ 522	\$ -	\$ -	\$ -
Newsletter Ads	4,595	moved to General Fund		
Transfer In	<u>27,539</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	\$ 32,656	\$ -	\$ -	\$ -
<b><u>EXPENDITURES</u></b>				
News Letter	<u>\$ 32,656</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures	\$ 32,656	\$ -	\$ -	\$ -
Excess Revenues Over (Under) Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Balance, December 31	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

**VILLAGE OF WESTON  
2019 OPERATING BUDGET REQUEST**

<b>Department/Office:</b> Finance	<b>Budget:</b> Park and Recreation Funds
<b>Program:</b> Special Revenue Funds	<b>Submitted by:</b> Finance Department

**PARKLAND DEDICATION FEES FUND**  
**2019 Operating Budget**

The Parkland Dedication Fees Fund was formed to accumulate contributions required from private developers, to finance future parkland acquisitions and specific capital improvements made to the Village of Weston park system. The Village maintains seven parks that offer a variety of activities for residents. People of all ages enjoy the Village park system, which includes everything from play-sets to a fitness course to a disc golf course. The Village's Kennedy Park is home to Weston's ever-popular Weston Aquatic Center.

	<u>2017</u> Actual	<u>2018</u> Budget	<u>2018</u> Estimate	<u>2019</u> Proposed Budget
Fund Balance, January 1	\$ 55,875	\$ 8,816	\$ 8,816	\$ 18,808
<b><u>REVENUES</u></b>				
Parkland Dedication Fees	\$ 13,244	\$ 500	\$ 9,792	\$ 500
Contributions	-	-	-	-
Interest Income	163	200	200	200
Total Revenues	<u>\$ 13,407</u>	<u>\$ 700</u>	<u>\$ 9,992</u>	<u>\$ 700</u>
<b><u>EXPENDITURES</u></b>				
Capital Equipment	\$ -	\$ -	\$ -	\$ -
Property Acquisition	3,505	-	-	-
Equipment Maintenance Expense	-	-	-	-
Landscaping / Trees	-	500	-	-
Transfer to Other Funds	56,961	-	-	-
Total Expenditures	<u>\$ 60,466</u>	<u>\$ 500</u>	<u>\$ -</u>	<u>\$ -</u>
Excess Revenues Over (Under) Expenditures	<u>\$ (47,059)</u>	<u>\$ 200</u>	<u>\$ 9,992</u>	<u>\$ 700</u>
Fund Balance, December 31	<u>\$ 8,816</u>	<u>\$ 9,016</u>	<u>\$ 18,808</u>	<u>\$ 19,508</u>

**EAU CLAIRE RIVER TRAIL MAINTENANCE FUND**  
**2019 Operating Budget**

In 2004, this special revenue fund was opened to accumulate funds received from private donations to offset part of the cost for the trail maintenance upkeep in future years.

	<u>2017</u> Actual	<u>2018</u> Budget	<u>2018</u> Estimate	<u>2019</u> Proposed Budget
Fund Balance, January 1	\$ 1,047	\$ 1,047	\$ 1,047	\$ 1,047
<b><u>REVENUES</u></b>				
Contributions	\$ -	\$ -	\$ -	\$ -
Total Revenues	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b><u>EXPENDITURES</u></b>				
Trail Maintenance Expenses	\$ -	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess Revenues Over (Under) Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Balance, December 31	<u>\$ 1,047</u>	<u>\$ 1,047</u>	<u>\$ 1,047</u>	<u>\$ 1,047</u>



**VILLAGE OF WESTON  
2019 OPERATING BUDGET REQUEST**

<b>Department/Office:</b> Finance	<b>Budget:</b> Park and Recreation Funds
<b>Program:</b> Special Revenue Funds	<b>Submitted by:</b> Finance Department

**DOG PARK FUND**  
**2018 Operating Budget**

The Dog Park Fund was formed in 2004 to accumulate contributions received from private donations to offset 100% cost for the creation of a dog park located at the Weston Landfill Site. Fencing, gates, benches, and trash receptacles were installed, and the park was open in 2005. The park allows canines to roam free under owner-supervision on a 40-acre site. The Village relies on contributions to purchase supplies for maintenance of the park.

	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Estimate</u>	<u>2019 Proposed Budget</u>
Fund Balance, January 1	\$ 313	\$ 822	\$ 822	\$ 586
<b><u>REVENUES</u></b>				
Contributions	\$ 789	\$ 150	\$ 150	\$ 150
Total Revenues	\$ 789	\$ 150	\$ 150	\$ 150
<b><u>EXPENDITURES</u></b>				
Maintenance Expenses	\$ 280	\$ 150	\$ 386	\$ 500
Total Expenditures	\$ 280	\$ 150	\$ 386	\$ 500
Excess Revenues Over (Under) Expenditures	\$ 509	\$ -	\$ (236)	\$ (350)
Fund Balance, December 31	<u>\$ 822</u>	<u>\$ 822</u>	<u>\$ 586</u>	<u>\$ 236</u>

**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**  
**5500 SCHOFIELD AVENUE, WESTON, WI 54476**  
**REQUEST FOR CONSIDERATION**

---

<b>Public Mtg/Date:</b>	<b>Board of Trustees – 10/29/2018</b>
<b>Description:</b>	<b>Approval of Contract with Victus Advisors, LLC, for a Sports Complex Feasibility Study</b>
<b>From:</b>	<b>Shawn Osterbrink, Director of Parks, Recreation &amp; Forestry Michael Wodalski, Deputy Director of Public Works</b>
<b>Question:</b>	<b>Should the village move forward with the completion of a feasibility study on the proposed Sports Complex?</b>

---

### **Background**

The village has solicited proposals from consultants to provide a feasibility study for a potential regional sports complex. The village received 4 proposals in late July and staff has reviewed and rated these proposals. The proposals focused on three main items: 1) an economic/market analysis, 2) site analysis and, 3) facility analysis. It has been discussed that the village should prioritize and complete the economic/market analysis first and if that part of the study comes back as being positive, then the village can decide if they want to move forward with a more detailed site and facility analysis.

Unexpectedly, the Village had received information just prior to the Village Board Meeting on 10/15/18 from a consultant that will be working on a project for the Marathon County Development Corporation (MCDEVCO) that has some similarities to the study the Village is proposing. The consultant (Victus Advisors) has since submitted a proposal to the Village to complete the economic and market analysis portion of the study for a total cost of \$29,900. This cost is roughly \$10,000 less than the preferred proposal staff previously selected. The reduction in cost is due to shared items between this proposal and the MCDEVCO project and thus, the Village and MCDEVCO can realize cost savings through shared effort on activities needed for both studies.

Staff has reviewed the Victus Advisors proposal regarding project approach, firm experience and staff background and is in recommendation of moving forward with Victus. Similar to the previous preferred proposer, Victus has extensive experience in sports feasibility studies for communities throughout the US and of differing sizes.

---

<b>Attached Docs:</b>	<b>RFP Document</b>
<b>Committee Action:</b>	<b>- The Community Development Authority discussed the potential sports complex at their 6/19 meeting and suggested utilizing tourism (room tax) monies to fund the study.</b>

---

**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**

**5500 SCHOFIELD AVENUE, WESTON, WI 54476**

**REQUEST FOR CONSIDERATION**

- The Public Works Committee was updated on the status of the proposals at their 9/17 meeting.
- The Parks and Recreation Committee recommended moving forward with the economic portion of the feasibility study at their 9/24 meeting.
- The Tourism Commission agreed in principle to utilize the room tax fund to fund the study at their August 2018 meeting and reiterated at their October 2018 meeting that room tax funds could be used to fund this study.

---

**Fiscal Impact:** Up to \$29,900.

**\$252,755 is the current Fund Balance in the Village Room Tax Fund (as of 8/31/2018)**

---

**Recommendation:** Staff recommends awarding the economic analysis portion of the study to Victus Advisors, LLC in the amount of \$29,900.00.

**Recommended Language for Official Action**

**I Recommend staff draft a contract with Victus Advisors, LLC to complete the Economic Analysis portion of a Feasibility Study for the Sports Complex utilizing Village room tax dollars in the amount up to \$29,900.**

**Or, Recommend staff be directed to draft a contract with one of the other firms that provided a proposal**

**Or, Recommend the village not move forward with a Feasibility Study**

**(Additional items or changes to current recommendation).**

**Or, something else.**

---

Additional action:

Work with the Convention and Visitors Bureau to utilize room tax funds to complete the study.

VILLAGE OF WESTON

Room Taxes Fund

8/31/2018

Fund Balance, 1/1/18 \$ 178,281

**Revenues**

Room Taxes Revenue	\$ 181,292
	<u>\$ 181,292</u>

**Expenditures**

Payment to Wausau Visitor's Convention Bureau	\$ 40,896
Rec programs - Misc events	\$ 2,868
Miscellaneous Contributions	48,000
Other Economic Development	15,054
Transfer to Capital Improvement Fund	-
Transfer to Aquatic Center Fund (Repairs/Capital Equipment)	-
	<u>106,818</u>

Revenues over (under) Expenditures 74,474

Fund Balance, 8/31/2018 \$ 252,755

**HOTEL-MOTEL ROOM TAX COLLECTIONS:**

	2018 Room Receipts	2018 8% Room Tax Collections	Distribution of Collections	
			Convention Bureau	Village of Weston
Weston Inn & Suites	\$ 247,325	\$ 19,786	\$ -	\$ 19,786
AmericInn & Suites	342,780	27,422	-	27,422
Fairfield Inn	874,901	69,992	-	69,992
Holiday Inn Express	801,150	64,092	-	64,092
TOTALS	<u>\$ 2,266,156</u>	<u>\$ 181,292</u>	<u>\$ -</u>	<u>\$ 181,292</u>

FINANCE

9/12/2018

**Request for Proposals**  
**Village of Weston, Wisconsin**  
**Scope of Work for Feasibility Study**  
**June 18, 2018**

**Introduction.**

The Village of Weston is requesting qualification and proposal packages from firms to conduct a feasibility study for a new Sports Complex. It is the goal of the Village to develop a sports recreation center, integrated into the overall park planning effort village-wide, for the purpose of local resident use as well as what would be a regional sports activity center. The site when fully developed will provide year-round recreation for the Village and surrounding areas. A concept site map is shown below:



Figure 1: Sports Complex Layout

The study will encompass a broad range of work including but not limited to a site analysis, facilities analysis, economic analysis and an operations analysis. The anticipated scope of work is detailed below.

**Consultant Qualifications:**

As part of the transmittal of the Request for Proposals (RFP), the Village is requesting qualifications from firms that would conduct a feasibility study for a sports complex. Submissions from firms on their qualifications are due to the Village of Weston Municipal Center as part of the proposal process.

The consultant shall:

1. Describe the firm's capabilities and experience.



Keith Donner  
Director of Public Works  
Direct: 715-241-2610  
kdonner@westonwi.gov

5500 Schofield Avenue  
Weston, WI 54476  
715-359-6114  
www.westonwi.gov

2. Briefly describe the philosophy and methodology of your feasibility studies.
3. List the firm experience working with similar municipal organizations on a feasibility study in the past five years and provide reference contacts for at least 5 different projects.
4. Identify the project manager, other key individuals and their responsibilities, and provide resumes of these individuals. Include the expected amount of involvement for each consultant team member. The consultant shall include the names and qualifications of key outside consultants and associates that will assist on the project as well.

### **Project Scope:**

The following scope will be the basis for the proposal and the consultant shall address how they will approach each aspect of the project.

#### 1. Site Analysis:

- a. Site suitability/evaluation.
- b. Environmental issues to include Wetland and Environmental Impact, Environmental Site Review, soil information and Geotechnical issues.
- c. Transportation analysis for pedestrian, vehicle access, parking and site accessibility.
- d. Impacts to surrounding properties and how the uses around the property could affect this facility.

#### 2. Facilities Analysis:

- a. Field inventory and current utilization needs analysis.
- b. Facility concepts and design requirement, phasing, project layout and design calculations. This shall include a cost effectiveness analysis of how to best accomplish the goals of the project. The design improvements for the Sports Complex shall be coordinated with local utility companies.
- c. Alternative development options.

#### 3. Economic Analysis:

- a. Financing options.
- b. Research on comparable facilities to review ability of facilities of this type, size and scope to become operationally sustainable and generate economic impact in their respective markets.
- c. Identify potential stakeholders and discuss needs, analysis of existing local and regional providers and programs that could affect the facilities revenue potential and economic impact potential, new uses, required/desired amenities and potential challenges for the facility.
- d. Facility performance – Development and operational cost vs. economic impact. Detailed financial forecast and economic impact analysis.
- e. Risk assessment.



Keith Donner  
Director of Public Works  
Direct: 715-241-2610  
kdonner@westonwi.gov

5500 Schofield Avenue  
Weston, WI 54476  
715-359-6114  
www.westonwi.gov

- f. Projected income from facility and how often it needs to be used to reach these goals.
- i. Identify additional ongoing revenue sources: sponsorships, grants, advertising, concessions, user fees, etc.
- g. Operational Analysis – Cost to operate and maintain. Staff required to maintain and operate.
- h. Detailed cost estimate for engineering and construction.

**Submission Deadline is July 13, 2018, 4:30 p.m.**

All proposals shall be due to the Village of Weston Parks and Recreation Department, Attn Shawn Osterbrink, Weston Municipal Center, 5500 Schofield Avenue, Weston, WI 54476. Five copies of the proposal response, with one additional copy in PDF on a USB memory stick are required. The village prefers that the paper copies be three holed punched, with a cover sheet, and each copy paper clipped. Please do not use a binder.

**Evaluation Criteria.**

Submittals shall be reviewed by staff, who will make a recommendation to the Parks and Recreation Committee, and, finally, the Board of Trustees. Presentations and/or interviews of finalists are anticipated. The following criteria will be considered in the selection process:

1. General qualifications of the company and personnel.
2. Philosophy and strategy.
3. References.

**Decision to Proceed.**

The decision to proceed will be based on the Village securing a contract with the selected qualified consultant.

**Staff Contacts:**

Keith Donner  
Director of Public Works  
Village of Weston  
5500 Schofield Ave  
Weston, WI 54476  
(715) 359-6114  
[kdonner@westonwi.gov](mailto:kdonner@westonwi.gov)

Shawn Osterbrink  
Parks and Recreation Director  
Village of Weston  
5500 Schofield Ave  
Weston, WI 54476  
(715) 359-6114  
[sosterbrink@westonw.gov](mailto:sosterbrink@westonw.gov)



Keith Donner  
Director of Public Works  
Direct: 715-241-2610  
[kdonner@westonwi.gov](mailto:kdonner@westonwi.gov)

5500 Schofield Avenue  
Weston, WI 54476  
715-359-6114  
[www.westonwi.gov](http://www.westonwi.gov)