

VILLAGE OF SAUKVILLE



2019

VILLAGE OF SAUKVILLE

2019 ANNUAL BUDGET

Fiscal Year
January 1st - December 31st



SAUKVILLE VILLAGE BOARD

Barbara Dickmann, President
Dave Maglio, Trustee
Scott Fischer, Trustee
Joe Caban, Trustee
Richard Belling, Trustee
Jim Nowlen, Trustee
Trevor Seitz, Trustee

VILLAGE STAFF

Dawn Wagner, Village Administrator
Vicki Lee, Village Treasurer

VILLAGE OF SAUKVILLE

2019

GENERAL GOVT



ADMINISTRATION

#51410

Department: Administration

Program Manager: Village Administrator

General Program Description:

The Village Administrator serves as the Chief Administrative Officer of the Village of Saukville; leading, planning, organizing, and directing the administration of the Village of Saukville toward the fulfillment of goals, strategic priorities, and policies determined by the Village Board. The Village Administrator manages/coordinates the day-to-day activities of the Village and apprises the President and the Trustees on operating results. The Administrator, in conjunction with the Village Treasurer, oversees management of financial resources and is responsible for the preparation of the following Annual Budgets: General Fund, Capital, Water, Wastewater, Debt Service, and Special Project Funds. The Administrator assists the Saukville Chamber of Commerce with the Annual Tourism Budget. The Administrator serves as the Personnel Director, Zoning Administrator, and the Executive Director of the Community Development Authority. The Administrator serves as the main liaison/communication coordinator with all elements of non-governmental units, businesses, industries, and service organizations.

Strategic Priorities:

- Promote and support residential, commercial, and industrial development.
- Pursue additional opportunities to partner with other communities.
- Engage business owners and residents.
- Adjust staffing and resources to maximize their effectiveness.

Management Focus:

Provide high quality, cost-effective service delivery to Village residents. Develop a planning process to move the Village toward Performance/Priority Based Budgeting and Decision Making. Facilitate open, participative, and affirming personnel management throughout the organization.

Administrative Office Staffing:

1.00 Administrator
1.00 Clerk
1.00 Treasurer
0.75 Administrative Assistant
1.00 Part-Time Economic Development/Planning Consultant

2018 Accomplishments:

Promote and support residential, commercial, and industrial development.

1. Oversee/monitor the Economic Development and Planning Service Consultant's progress toward accomplishing the Strategic Priority Action Steps and project scope. (On-going)

2. Work with representatives of Ansay Development Corporation to facilitate appropriate development in TID #4. (On-going) Assisted Ansay Development Corporation with possible revised TID Project Plan.
3. Review and update the Village's Comprehensive Open Space and Recreation Plan (CORP) and implement appropriate Impact Fees. Amended the 2008 CORP with an updated Capital Project list. Submitted an Outdoor Recreation Grant application to the Wisconsin DNR (April, 2018).
4. Continued to promote/educate the development community about the Village's Financial Incentives and what the Village has to offer via Quality of Life assets.
5. Promoted the Port Washington State Bank Business Development Loan Program and the Revolving Loan Fund. Nine Ladies Dancing Dance Academy, LLC (Approved - September, 2018) and Max's Handyman & Concrete Services, LLC (Withdrew application - May, 2018).
6. Work with Ozaukee Economic Development (OED), who administers the Village's Revolving Loan Fund Program, to promote the use of the fund by new and existing businesses. (Oldenburg Metal Tech received low interest funding.)
7. Work with Ozaukee Economic Development (OED) to update the Village's Community Economic Profile and marketing piece showing the available commercial site opportunities in Saukville (map). (Updated the profile January, 2018. Marketing piece - update in 2019).
8. Distribution of the resource via e-Newsletter, website, social media, direct mailing, Chamber of Commerce, CDA/IRC, and Plan Commission.
9. Work with Economic Development/Planning Consultant and Village's Financial Advisors to explore possible Business Park expansion opportunities. (Ongoing)

Pursue additional opportunities to partner with other communities.

1. Manage/administer/coordinate contracted services: Building Inspection Services, Economic Development and Planning Services, Summer Playground Program, Engineering Services, Assessment Services, and IT Services. (On-going)
2. Continue to explore partnership opportunities with Feith Family Ozaukee YMCA. YMCA utilizes Grady and Quade Parks for recreation programming. Hosted Emergency Preparedness Day (May, 2018).
3. Continue to work with Ozaukee County to enhance the shared GIS website information to provide for more accurate and updated land records information to the public. (On-going project)
 - Work with OZCTY for the NAD83 data conversion project. Convert Village data (utilities, streets, cemetery data, tree inventory, etc.) to the new datum. Result - the ability to share data with State agencies, surveyors, contractors, and other entities.
4. Explore opportunities to enhance the utilization of the GIS in the Department of Public Works, Water Utility, and Wastewater Utility. (Reviewed new applications and implemented as needed/funded.)
5. Work with CivicPlus on the continued enhancements of the Village website. (On-going enhancements are being integrated into the website.)
6. Continue multi-community training opportunities to provide diversified training in a cost-effective manner. The Village hosts various training opportunities with outside agencies for Police Department, Utilities, and Chamber of Commerce in the Police Department training room.

7. Explore additional equipment/services to cost share/partner with other communities/organizations. (On-going sharing of equipment with our surrounding communities - Public Works, Water, and Wastewater Utility.)
8. Implement the mental health friendly community model "Cultivate" (partnership with the City of Port Washington) starting in January, 2018. Assemble and establish a Village committee representative(s) to assist with the pilot program and work in conjunction with the INVEST Mental Health Coalition. (Established the Village's Committee comprised of the Village President, Police Chief, Library Director, and Village Administrator.)

Engage business owners and residents.

1. Host and assist in the facilitation of the 6th Annual Business Forum to determine how the Village can help existing businesses and attract new businesses. Work with Ozaukee Economic Development (OED) in the planning/implementation of this Business Forum. (Rescheduled for 1st quarter 2019)
2. Enhance electronic communications: (On-going)
 - Enhance the Village website.
 - Increase awareness of the Village's e-information resources.
 - Utilization of the iPads and other electronic devices throughout the organization.
 - Enhance the implementation of the e-packets.
 - Distribution of the mobile-friendly weekly e-Newsletter.
 - Enhanced utilization of Facebook.
3. Encourage and expand business/community involvement in the Village's "Live at the Triangle" Summer Concert Series. (Successful 11th Annual Concert Series, with increased attendance and sponsorships)
4. Work with the Village Board to develop the ideas of enhancing civic engagement. (On-going)

Adjust staffing and resources to maximize their effectiveness.

1. Continue to analyze organization department structures for the Department of Public Works to determine appropriate structure, department policies, and staffing needs. (On-going realignment based on available funding)
2. Review and update the Village's Personnel Manual as needed to facilitate the operational needs and legal requirements of the Village. (Updated Personnel Manual Section 3.09 (QQ) - Emergency Management Director Position Description and amending Section 8.10 Bereavement Leave)
3. Continue to evaluate existing staffing levels throughout the organization based on organizational efficiency and necessity. (On-going review base on operational needs and funding)
4. Continue to explore alternative cost saving service delivery options throughout the organization (equipment/technology). (On-going review)
5. Monitor the Paid Time Off (PTO) benefit system (cost saving measure that reduces the Village's long-term unfunded liability exposure) for necessary changes due to changes in operational needs and State/Federal law. (On-going review, no updates required in 2018)
6. Assist the Fire Chief with monitoring the leadership/supervision of the EMS Division. (On-going review and support of operations)

7. Assist the Fire Department with its outreach to the community for fire fighters and Emergency Medical Techs (EMTs). (On-going outreach via the Village website, the Village weekly e-Newsletter, and social media)
8. On-going promotion of an Employee Assistance Program (EAP) with Aurora Health Care. This program is available to all employees and their families. (Distributed materials monthly and quarterly to all departments)
9. Through the EAP, provided Management/Supervisory and general staff training throughout the organization. Provided the following staff training:
 - a. Work Place Harassment Prevention Training (February, 2018)
 - b. Active Shooter Training (March, 2018)
 - c. Managing Generation in the Workforce (Management June, 2018)
10. Facilitate joint training opportunities with some of our neighboring communities. (No joint training 2018, exploring topics for 2019)

Other Accomplishments:

1. Facilitate the annual update of the Village's Financial Management Planning (FMP) with Ehlers & Associates and implement/integrate the recommendations into the 2019 Operating and Capital Budgets and the Community Investment Plan. Reviewed and updated the Village's FMP in August for inclusion in the 2019 Budgets. (Reviewed and updated the FMP and the CIP in August, 2018.)
2. Update Financial Policies as needed, with input from the Village's Auditor and Financial Advisor. (No changes recommended in 2018.)
3. Annual review and update of the joint Police Department/Village Hall Technology Plan (IT System Plan). Work with the Village's IT provider (Digicorp) on the following: server(s) support, cloud replication, system replacement, and software renewal. (Implementing annual hard/software upgrades based on the IT Plan.)
4. Continue to work with the Public Works Superintendent and Village Engineer on the Storm Water Grant Project, new storm water regulations, and implementation of internal/external inspection/reporting procedures. (On-going review of internal/external inspection/reporting requirements and the utilization of contracted services as necessary for compliance with DNR requirements.)
5. Worked with Economic Development/Planning Consultant to explore possible business park expansion opportunities. (Explored future location with the consultant and current land owner.)
6. Assisted Utility Superintendents with the Well #6 construction project/closeout process.
7. Assisted the Utility Superintendents and Public Works Superintendent with the planning of the 2019 Construction Projects (South Tower Street and Bucktrout Street Paving Project)
8. Negotiated a cost saving Engineering Services Contract with Ruekert & Mielke.
9. Explored security options for Fire Department and Grady Park facilities - installation of security cameras at the Fire Department, Grady Park, and Village Hall.
10. Advocated to Moody's the Village's strong financial position. Successful Moody's Investors Service review of the Village's Bond Rating - Aa3 rating affirmed.
11. Negotiated a two-year contract with LAW, the Police Union.
12. Village partnered with Riveredge Nature Center with the Community Rivers Program (CRP) in 2018. As part of the partnership, completed an EPA Community Assessment linking land use and water quality. Promoted CRP programing.

13. Present with the Village President at the 2018 Ehlers WI Public Finance Seminar - Forward Progress: Financial Management Plans.
14. Attended "Preventing Sexual Harassment in the 'Me Too' Era" Training (von Briesen & Roper, S.C. - January, 2018).
15. Appointed a new Emergency Management Director September, 2018.

Economic Development/Zoning Administration:

Assisted/facilitated the following projects reviews:

New Businesses or Expansions in the Business/Industrial Parks:

- Jeneil Biotech, Inc. - 400 North Dekora Woods Boulevard
 - Phase I
 - 81,428 S.F. expansion (warehouse/equipment/receiving dock/cooler/box dry space)
 - New Wastewater Treatment Facility - 5 new tanks / 4,050 S.F. treatment building
 - Phase 2
 - Northwest Addition (Fermentation) - 22,760 S.F.
 - Southwest Addition (Offices) - 25,590 S.F.
- Oldenburg Metal Tech - 775 Progress Drive - 16,365 S.F. addition
- Oldenburg Metal Tech - Assisted with Revolving Loan Fund application
- Rebel Converting - 700 Progress Drive - 10,000 S.F. addition

Other New Businesses/Organization:

- Burger King - 102 South Foster Drive
- StarrFitness - 142 South Foster Drive, Studio A
- Nine Ladies Dancing, Dance Academy LLC (relocated to Conservancy Court - filling a vacancy)
 - Assisted with PWSB - Business Development Loan Program
- Redeemed Christian Church of God - Household of God - 431 South Dries Street

Zoning/Municipal Code Amendments:

1. Ordinance #781 Ordinance Rezoning 102 South Foster from B-2 Retail Shopping Center Business District to B-4 Highway Shopping Center Business District (Burger King Project).
2. Ordinance #782 Creating Article IV of Chapter 199 - Well Head Protection.
3. Ordinance #783 Amending § 187-8 - List of Official Street Trees Species.
4. Ordinance #784 Amending § 159-7, 159-9.D, and 159-12.B (13) (c) - Sewers. Definition of Terms, Sewer Service Charge, Reserve Capacity Assessment, and Prohibited Discharges.
5. Ordinance #785 Amending § 55-1.B - Operator's License Fees.
6. Ordinance #786 Amending § 205-15.A and 2015-15.B - Certificate of Compliance and Occupancy Requirements.
7. Ordinance #787 Ordinance Amending § 8-1(A) - Board of Review Composition.
8. Ordinance #788 Ordinance Repealing and Recreating Chapter 160 - Sex Offender Residency Restriction and Child Safety Zones (with updated map).
9. Ordinance #789 Ordinance Rezoning 1084 South Main Street from B-3 Office and Professional Business District to R-3 Single Family Residential District.

Board of Zoning Appeals:

1. 102 South Foster Drive - Zoning Special Exception for the installation of an additional pole sign to the existing pole sign on the parcel. (February, 2018 - approved)
2. 225 South Ulao Street - Zoning Height Variance for a garage. (April, 2018 - denied)
3. 150 South Foster Drive - Zoning Special Exception to install a second portable/temporary sign to the existing pole sign on the parcel. (February, 2018 - approved)
4. 775 North Progress Drive - Zoning Variance to allow the installation of an overhead door on the front of the proposed addition to its building facing Progress Drive. (March, 2018 - approved)

Zoning Code Enforcement:

Numerous property maintenance and zoning code enforcement actions were implemented.

Community Involvement/Outreach:

Represented the Village in the following:

- Ozaukee Economic Development (OED) - Board of Directors member - Executive Committee and Program Chairperson
- Ozaukee Economic Development (OED) - Board of Directors member -Treasurer (2015-2018)
- Mid-Moraine Municipal Court Administrative Committee - Personnel Committee member
- Character Counts Committee - member
- Wisconsin City/County Management Association (WCMA) - member
- WCMA - Women's Leadership Committee - Chairperson
- UW-Milwaukee MPA - Alumni - Marketing/Recruitment Committee
- Community Education Foundation (CEF) of Port Washington-Saukville, Inc.
- CEF Edu-Grant Committee and Website Committee - Chairperson
- OZCTY Administrative Medical Review Panel - member
- Port Washington-Saukville Rotary - member (Past President)
- Wisconsin Public Labor Relations Association (WPELRA) - member
- Municipal Employers Association of Southeast Wisconsin (MEA-SEW) - member
- International City/County Managers Association (ICMA) - member
- Women Leading Wisconsin - Committee member
- Riveredge Nature Center - Board member
- Community Rivers Project Steering Committee - member
- Cultivate (Mental Health) Committee - Village Representative
- 2018-2019 WisDOT Statewide Municipal Street Improvement Discretionary Committee (SMSIDC) - Committee member

2019 Objectives:

Promote and support residential, commercial, and industrial development.

1. Oversee/monitor the Economic Development and Planning Service Consultant's progress toward accomplishing the Strategic Priority Action Steps and project scope.
2. Work with representatives of Ansay Development Corporation to facilitate the amended TID #4 Project Plan.
3. Review and update the Village's Comprehensive Open Space and Recreation Plan (CORP) and implement appropriate Impact Fees.
4. Continue to promote/educate the development community about the Village's financial incentives and what the Village has to offer via 'Quality of Life' assets.
5. Promote the Port Washington State Bank Business Development Loan Program and the Revolving Loan Fund.
6. Work with Ozaukee Economic Development (OED), who administers the Village's Revolving Loan Fund Program, to promote the use of the fund by new and existing businesses.
7. Work with Ozaukee Economic Development (OED) to update the Village's Community Economic Profile and develop marketing materials showing the available commercial sites in Saukville (map).
8. Distribution of community resource material via e-Newsletter, website, social media, direct mailings, Chamber of Commerce, CDA/IRC, and Plan Commission.
9. Work with Economic Development/Planning Consultant and the Village's Financial Advisors to explore possible business park expansion opportunities.
10. Work with the Economic Development/Planning Consultant to explore possible commercial development opportunities along the STH 33 corridor.
11. Work with the Economic Development/Planning Consultant to explore possible residential development opportunities on the west side of the Village and in the Foster Commons Overlay District.
12. Assist the Utility Superintendents and Public Works Superintendent with coordination/implementation of the 2019 Construction Projects (South Tower Street and Bucktrout Street Paving Project).

Pursue additional opportunities to partner with other communities.

1. Manage/administer/coordinate contracted services: Building Inspection Services, Economic Development and Planning Services, Summer Playground Program, Engineering Services, Assessment Services, and IT Services.
2. Continue to explore/enhance partnership opportunities with Feith Family Ozaukee YMCA.
3. Work with Ozaukee County GIS Department to enhance the shared GIS website information to provide for more accurate and updated land records information to the public. Research other platform/vendor opportunities.
4. Explore opportunities to enhance the utilization of the GIS in the Department of Public Works, Water Utility, and Wastewater Utility and implement as needed/funded.
5. Work with CivicPlus on the continued enhancements of the Village website, integrate social media.
6. Continue multi-community training opportunities to provide diversified training in a cost-effective manner. Host a training session in 2019.

7. Explore equipment/services cost sharing partnerships with other communities/organizations.
8. Continue to enhance the partnership with Riveredge Nature Center through the Community Rivers Program (CRP). Promote/support the CRP programing.
9. Continue to implement the mental health friendly community model "Cultivate" (partnership with the City of Port Washington - pilot program with the INVEST Mental Health Coalition. Promote Change Direction - Cultivate branding/campaign.

Engage business owners and residents.

1. Assist in the facilitation of the 7th Annual Business Forum. Work with Ozaukee Economic Development (OED) in the planning/implementation of this Business Forum.
2. Enhance electronic communications:
 - Enhance the Village website.
 - Increase awareness of the Village's e-information resources.
 - Utilization of the iPads and other electronic devices throughout the organization.
 - Enhance the implementation of the e-packets.
 - Distribution of the mobile-friendly weekly e-Newsletter.
 - Enhanced utilization of Facebook.
3. Encourage and expand business/community involvement in the Village's 12th Annual "Live at the Triangle" Summer Concert Series.
4. Work with the Village Board to develop the ideas of enhancing civic engagement.

Adjust staffing and resources to maximize their effectiveness.

1. Review and update the Village's Personnel Manual as needed to facilitate the operational needs and legal requirements of the Village.
2. Continue to evaluate existing staffing levels throughout the organization based on operational efficiency and necessity.
3. Continue to explore alternative cost saving service delivery options throughout the organization (equipment/staffing/technology).
4. Assist the Fire Department with its outreach to the community for fire fighters and Emergency Medical Techs (EMTs) via website, weekly e-Newsletter, and social media.
5. Promote the Employee Assistance Program (EAP) provided through Aurora Health Care to Village employees. This program is available to all employees and their families.
6. Through the EAP, provide Management/Supervisory and general staff training throughout the organization based on input by the departments.
7. Facilitate joint training opportunities with some of our neighboring communities. Host a training session in 2019.
8. Facilitate the annual update of the Village's Financial Management Planning (FMP) with Ehlers & Associates and implement/integrate the recommendations into the 2020 Operating and Capital Budgets and the Community Investment Plan. Review and update the Village's FMP in August for inclusion in the 2020 Budgets.
9. Facilitate the 2019 borrowing process with Ehlers & Associates (Village's financial advisor).
10. Advocate to Moody's Investment Service the Village's strong financial position to maintain the Village's bond rating - Aa3 rating.
11. Update financial policies as needed, with input from the Village's auditor and financial advisor.

12. Incremental implementation of Performance/Priority Based Budgeting.
13. Annual review/update of the joint Police Department/Village Hall Technology Plan (IT System Plan). Work with the Village's IT provider (Digicorp) on the following: server(s) support, cloud replication, system replacement, and software renewal.
14. Assist the Public Works Superintendent and Village Engineer on the Storm Water Grant Project and internal implementation of the new storm water regulations. Develop/enhance internal/external inspection/reporting procedures.

Community Involvement/Outreach:

Represent the Village in the following:

- Ozaukee Economic Development (OED) - Board of Directors member (Executive Committee and Treasurer)
- Mid-Moraine Municipal Court Administrative Committee - Personnel Committee member
- Character Counts Committee - member
- Wisconsin City/County Management Association (WCMA) - member
- WCMA - Women's Leadership Committee - Chairperson
- UW-Milwaukee MPA - Alumni - Marketing/Recruitment Committee
- Community Education Foundation (CEF) of Port Washington-Saukville, Inc.
- CEF Edu-Grant Committee and Website Committee - Chairperson
- OZCTY Administrative Medical Review Panel - member
- Port Washington-Saukville Rotary - member (Past President)
- Wisconsin Public Labor Relations Association (WPELRA) - member
- Municipal Employers Association of Southeast Wisconsin (MEA-SEW) - member
- International City/County Managers Association (ICMA) - member
- Women Leading Wisconsin - Committee member
- Riveredge Nature Center - Board member
- Community Rivers Project Steering Committee - member
- Cultivate (Mental Health) Committee - Village Representative
- 2018 -2019 Statewide Municipal Street Improvement Discretionary Committee (SMSIDC) - Committee member

CLERK
#51410

Department: Administration

Program Manager/Supervisor: Village Administrator

General Program Description:

The Clerk reports directly to the Village Administrator. The Clerk serves as the legal custodian of the Village's official records. The Clerk is responsible for the administration of elections, legal notification to the public, the issuance of Licenses and Permits, and the preparation of the official minutes and agendas. The Clerk provides administrative support to the Village President, Trustees, Village Administrator, Department Heads, and responds to informational requests from the general public. The Clerk is responsible for the timely processing and maintenance of Accounts Payable files and performs certain duties of the Treasurer in his/her absence and fulfills the statutory functions of the Village Clerk (WSS 61.25).

Staff:

Supervision of 16-20 Election Inspectors

- Maintain training records for each inspector
- Maintain schedule of inspectors for each election

2018 Accomplishments:

1. Attended the annual WMCA conference on full scholarship.
2. Attended Master Academy and additional meetings/training to maintain continuing education requirements.
3. Chairperson of the 2018 WMCA Promotions Committee.
4. Election Administration:
 - Successfully completed four (4) elections.
 - Continued training and responsibility for the State-wide Voter Registration System (WisVOTE) for the Village including setting up elections, maintaining Voter Registration, and all aspects of the election cycle.
 - On-going training to comply with the State-wide Voter Registration.
 - On-going effort to have all residents registered to vote as required by the State.
 - Maintain Voter Registrations both electronically and with a hard copy.
 - Supervised election workers.
 - Recruited new election workers to increase the reserve list.
 - Worked with Port Washington High School to have new voters registered for the 2018 Elections. Held two2 registration drives at the High School (March/October).
5. Completed required Board of Review Training (every two years).
6. Completed the Board of Review process including notices, meetings, and requests from residents.
7. Worked with Business Fitness to review AT&T phone bills for potential cost savings and refunds.
8. Completed mandatory Harassment Prevention Training.
9. Completed Active Shooter Training.
10. Completed LUCA Training to prepare for the 2020 Census.

11. Completed LUCA Census Address List update and submitted for review.
12. Attended Management Training "Managing Generations in the Workplace".
13. Processed and maintained all Accounts Payable files.
14. Shared coverage of the Administrative Office during the regular part-time Administrative Assistant hours.
15. Frontline for the Administrative Office during the hours outside of the part-time Administrative Assistant hours.
16. Processed Special Assessment Letters in a timely manner.
17. Updated Operator License fees beginning with the 2018-2019 renewal period resulting in increased revenue for the Village.
18. Successful completion of annual renewal of Liquor Licenses, Operator, Cigarette, and Coin Machine Licenses in a timely manner; including mailing, processing paperwork, public notices, printing of licenses, and distribution to applicants for businesses and individuals.
19. Processed additional Operator License Applications throughout the year.
20. Fielded questions for the Planning and Development Department and handled issues when appropriate.
21. Processed e-packets for all Boards, Committees, and Commissions.
22. Attended all Finance and Village Board meetings and completed minutes for each meeting.
23. Completed minutes for Plan Commission, Community Development Authority, Board of Zoning Appeals, and Architectural Review Board meetings.
24. Maintained a log of agendas and minutes for all Committees.
25. Assisted Administrator, Public Works, Water, and Wastewater Superintendents with administrative needs as requested.
26. Chairperson for the 4th of July Celebration Parade activities to include soliciting donations and parade participants through mailings, maintaining log of donations, and coordinating parade line-up.
27. Assisted the Treasurer with processing of payments and bank deposits as needed.
28. Completed duties of the Administrative Assistant in her absence.
29. Notary Public for the Village.
20. Organized special events/dinners as requested by the Village Administrator.
21. Incorporated the Village's Mission, Vision, and Strategic Priorities initiatives wherever and whenever possible.

2019 Objectives:

1. Attend conferences and training to maintain continuing education requirements.
2. Continue responsibilities as a self-provider as it relates to the State-wide Voter Registration System - WisVOTE.
3. Election Administration:
 - Successfully complete two (2) elections.
 - Continue training and responsibility for the State-wide Voter Registration System (WisVOTE) for the Village including setting up elections, maintaining Voter Registration, and all aspects of the election cycle.
 - Continue to educate voters on the new Voter Photo ID laws.
 - On-going training to comply with the State-wide Voter Registration.
 - On-going effort to have all residents registered to vote as required by the State.
 - Maintain Voter Registrations both electronically and with a hard copy.
 - Supervise election workers.
 - Continue to provide Federally mandated training for all election poll workers.
 - Recruit new election workers to increase the reserve list.
4. Perform duties required for the annual Open Book and Board of Review including notices, meetings, and inquiries from residents.

5. Complete processing of annual renewals of Liquor, Operator, Cigarette, and Coin Machine Licenses in a timely manner. This includes mailing, processing paperwork, public notices, printing of licenses, and distribution to applicants.
6. Processing of additional Operator's License Applications throughout the year.
7. Process and maintain bi-weekly Accounts Payable files in a timely manner.
8. Process Special Assessment Letters in a timely manner.
9. Continue to lead the 4th of July Committee for a successful 4th of July celebration.
10. Continue shared coverage of the Administrative Office during the regular part-time Administrative Assistant normal hours.
11. Frontline for the Administrative Office during the hours outside of the part-time Administrative Assistant hours.
12. Complete minutes for Plan Commission, Community Development Authority, and Architectural Review Board meetings.
13. Assist Administrator, Public Works, Water, and Wastewater Superintendents with administrative needs as requested.
14. Assist the Treasurer with processing of payments and bank deposits as needed.
15. Assist residents at the counter with questions related to the Village.
16. Process water bills, tax bills, and dog/cat licenses at the counter.
17. Complete renewal to continue as Notary Public for the Village (required every four years).
18. Notary Public on behalf of the Village.
19. Update information for Instructional Manual as needed.
20. Organize special events/dinners as requested by the Village Administrator.
21. Work towards assuming additional Clerk duties from the Village Administrator.
22. Supervise Work Force Development - Summer Work Experience (if available).
23. Explore possibilities to partner with other communities for joint training opportunities.
24. Incorporate the Village's Mission, Vision, and Strategic Priorities initiatives wherever and whenever possible.

ADMINISTRATIVE ASSISTANT
#51410

Department: Administration

Program Manager/Supervisor: Village Administrator/Clerk

General Program Description:

The Administrative Assistant reports directly to the Village Administrator. The Administrative Assistant performs a variety of clerical and administrative functions in the administration of the Village Government. The Administrative Assistant provides front-line communications with the general public, including telephone and counter reception functions. The Administrative Assistant is responsible for bi-weekly payroll processing for all Village employees, coordinating all building, plumbing, and electrical permit and inspection services with the Building Inspection Department, maintaining and updating both electronic and hard copy property data files, development and processing of the Village newsletters and weekly e-Newsletter, updating information and maintenance of Village website and cable station, purchasing office supplies for Village Office and other departments, and coordinating related administrative tasks for community activities and events (i.e., Farmers' Market, Live at the Triangle, Summer Playground Program).

In addition to the Village Administrator, the Administrative Assistant provides administrative support to the Economic Development Department, Utilities and Public Works Departments, Fire Department, Police Department, Emergency Management Department, Village Board members, and Village President as requested. The Administrative Assistant performs certain duties of the Clerk and Treasurer in his/her absence.

2018 Accomplishments:

1. Additional administrative support responsibilities in Economic Development and Planning - fielded phone calls and answered preliminary questions, processed permits, maintained files (electronic and paper), and other support duties as requested by the Administrator.
2. Permit and Inspection liaison with Grafton staff - Inspector's first contact for most issues/questions. Maintained permit database - permits, records, and property files. Processed monthly permit fees collected from Grafton office. Point person in the office for permit related questions.
3. Set up Permit IT program through Grafton Inspection Department. Monitored the program weekly and/or as needed for permit application and approval status updates.
4. Website Administrator - Point person for website administration with CivicPlus. Administration of changes and updates to the website on a daily/weekly basis. Helped designated department personnel with update and maintenance issues.
5. Maintained the issuance of "Saukville Says", the weekly e-Newsletter, processed through the CivicPlus website.
6. Ongoing organization of property and zoning files and data.
7. Processed bi-weekly payroll accurately and on schedule (approximately 100 employees with the Fire Department).
8. Updated all payroll, PTO, and Medical Leave reporting in the payroll system. Provided payroll related information to Department Heads and employees as requested and necessary.
9. Updated permit application forms and documents (paper and website) to more clearly reflect requirements/fees of the Village (sign permits, zoning permits, etc.).

10. Assisted Utilities and Public Works Superintendents with clerical duties: special documents and billing, meeting minutes, packet preparation, and budget document preparation.
11. Assisted with Clerk duties in her absence (i.e., meeting packets, liquor licensing, voter registration and questions).
12. Collected information from Department Heads, updated, composed, and posted Village seasonal newsletter (twice annually) and weekly e-Newsletter.
13. Maintained cable channel - collected and updated information on a weekly basis.
14. Collected and updated information for Community Bulletin Board. Provided notices to Public Works Department for weekly posting.
15. Maintained office supplies and ordered as necessary or requested for Village Hall, Library, Utilities, Public Works, and Fire Department, always checking for best price, discounts, and free gifts.
16. Took reservations and maintained calendars for park rentals and Village Hall Community Room.
17. Organized annual United Way Campaign; arranged raffle for Green Bay Packer signed football.
18. Farmers' Market Coordinator and liaison with Police Reserves and vendors.
19. Recognition Committee - coordinated meetings, updated employee data, did most of the preparation, and made event arrangements.
20. Summer Playground Program Coordinator - worked with Port Washington coordinator to organize and manage the Saukville 2018 season. Village contact point for parents, park leaders, and Port Washington Recreation Department personnel.

2019 Objectives:

1. Process the bi-weekly payroll accurately and on schedule. Monitor and update all payroll, PTO, and Medical Leave reporting in the payroll system. Provide payroll related information to Department Heads and employees as requested and necessary.
2. Communicate with Workhorse when payroll programming needs arise.
3. Work with CivicPlus if website issues arise. Assist Village department representatives with website updating on their department pages as needed.
4. Assist Utilities and Public Works Superintendents with billing, budget documents, minutes, and other clerical duties as necessary.
5. Assist Administrator with Economic Development and Planning tasks.
6. Find best options and deals when ordering supplies for all departments in order to save the maximum amount of money.
7. Continue to put together timely newsletters with pertinent information - both full seasonal newsletters and "Saukville Says" weekly e-Newsletter.
8. Continue to update cable channel information. Trouble-shoot if cable issues arise.
9. Continue to coordinate Community Bulletin Board information and manage Community Room and park reservations schedules.
10. Continue to gain knowledge on co-workers' duties to keep the office running smoothly in their absences. Update instructional manual as needed. Include specific instructions and steps on various Clerk and Treasurer's duties.
11. 2018 Recognition Awards Committee member (2018 Ceremony).
12. Coordinate 2019 United Way campaign (done last quarter of the year for the coming year).
13. Coordinate 2019 Farmers Market. Manage registrations and vendor issues.
14. Continue to work with the Grafton Inspection Department regarding permitting and inspections issues.
15. Work with the Port Washington Recreation Department to coordinate the 2019 Summer Playground Program.

VILLAGE TREASURER
#51510

Department: Village Treasurer

Program Manager: Village Administrator

General Program Description:

The Village Treasurer is responsible for the accounting and financial reporting of all Village operations and is entrusted with the collecting, depositing, and investing of all Village funds. This includes the maintenance of all financial records for the Village, billing and collections, Accounts Payable, payroll for all Village employees, investment and cash management, property tax collection for the Village, Water billing and receipting, Wastewater billing and receipting, payments and filing of insurance claims, and documentation of Village assets. The Treasurer's position is half funded by the Water and Wastewater Departments.

Products and Services:

- Cash management and investment of Village funds to maximize returns with adopted investment policy. Reconcile separate bank accounts and investments monthly.
- Preparation of monthly and annual financial statements and coordination of annual audit.
- Participation in preparation of annual Village Budget.
- Administration of the Village's Liability, Worker's Compensation, Property, and Employee Health Insurance Programs.
- Property tax collection and settlement with other jurisdictions.
- Verification of receipts of all monies paid to the Village and monitoring of donations.
- Report Budget status to departments monthly.
- Dog and Cat Licensing and reporting.
- Record and collect all current and deferred Special Assessments.
- Process and receipt quarterly Utility billing.
- Grant reporting.
- Administration of benefits and payroll liabilities.
- Assist Department Heads in Budget preparation.
- Issue W-2s and 1099s.
- Quarterly payroll reports.
- Annual payroll reports.

2018 Accomplishments:

1. Spent numerous hours on cemetery work to include burials, inquiries, and reconciling reports to GIS. (On-going)
2. Completed Flooding Paperwork for Ozaukee County Emergency Management and FEMA.
3. Set up new USDA Grant Applications for Utilities.
4. Completed WDNR Recycling Grant Application and Budget forms for grant allocations in a timely manner.
5. Fire Department paperwork completed for annual Fire Dues. (On-going)
6. Set up, hosted, and attended classes while serving as co-director for District #5 Municipal Treasurer Association of WI. (On-going)

7. Utilized more online services, such as State of Wisconsin reporting, WRS reporting, Port Washington State Bank and BMO Harris statement printing, Wisconsin Unemployment reports. (On-going)
8. Garbage-Recycling Fund input and set up all tax roll assessments. (On-going)
9. Church and Center Street Special Assessments for 2017 Road Projects. Spent numerous hours on Special Assessment letters and discussion with homeowners. (On-going)
10. Assisted Water and Wastewater Superintendents with the preparation of the Water and Wastewater Budgets.
11. Assisted Water and Wastewater Superintendents with various reports throughout the year; for example, borrowing and loans.
12. Assist in incremental implementation of Performance/Priority Based Budgeting. (On-going)
13. Worked with the Liability and Workers Compensation Insurance companies. (On-going)
14. Assistance with administrative work due to Economic Development Position vacant - assist Clerk and Administrative Assistant.
15. Utility processing for past due Utility billing on tax roll as well as new reports and procedures to follow per Act 25. (On-going)
16. Extensive training and reporting for Revolving Loan Funds/Wisconsin Development Funds mandated by State of Wisconsin. (On-going)
17. Completed second year of TIF Joint Review Board for TID #2 and TID #4 - followed through with Reporting and the Annual Required Meeting. (On-going)
18. Continue WI-CAMS (Wisconsin Credentialing Asset Management System) for the Village Public Works Department, Utilities, Library, Trustees, and Administration Office. (On-going)
19. ETF - Employee Trust Funds reporting- changed the original system, beginning a new system.
20. Recertified with APT US & C - Certified Public Finance Administrator.
21. Member of Spring Conference Committee - MTAW.
22. Spent numerous hours investigating, with the Village's insurance provider, underground and above ground tank insurance. State of Wisconsin changed requirements and is mandating different coverages.

2019 Objectives:

1. Investigate League of Wisconsin Municipalities Health Insurance.
2. Work on "bill pay" with Internet banking.
3. Work with Ehlers Investment Services, Port Washington State Bank, Commerce, and Town Bank to achieve the highest investment earnings.
4. Work with insurance company to continue to obtain better Life and Disability Insurance rates.
5. Beta Testing Site for e-check processing and online Utility billing with Gov Pay and Workhorse Accounting System. Implement it on Web-site and in Utility Billing System. (Couldn't be done in 2018 due to Workhorse and Gov Pay not finishing the program—should be done in 2019).

POLICE DEPARTMENT
#52100

Department: Police Department

Program Manager: Police Chief

General Program Description:

The Police Department is headed by the Chief of Police who is responsible for organizing, controlling, and directing the personnel and resources of the Saukville Police Department. In addition, the Chief, per State Statute and local Ordinance, is responsible for matters of Police operations, discipline, rules and regulations, and policies and procedures for the Saukville Police Department.

The Lieutenant will assist the Chief with administrative matters and is also responsible for scheduling, training, and first line supervision of the first shift as well as performing the patrol functions as needed.

The Sergeant generally works 4:00 p.m. to 12:00 a.m. and is responsible for supervising the second shift as well as performing the patrol functions, completing evaluations, and any other functions requested by the Chief or Lieutenant.

Both office personnel are trained on the State and National Teletype Systems for accessing the State Department of Transportation, Department of Natural Resources, and Department of Justice records. They are responsible for assisting the citizens who come to the Police Department window. They also complete record checks for employment matters. They are responsible for the transcribing of every report generated by the officers as well as making sure the proper forms and reports get sent to the Department of Transportation, the District Attorney's office, Social Services, Probation and Parole, and any other branch of local or State government requiring these forms and reports. The office staff is also responsible for all transactions with the Clerk of Courts as well as organizing and setting up each monthly court date. The office staff also issues registration plates through the Department of Transportation as well as renewing annual vehicle registrations. This has been a positive service for the Village, generating revenue, as well as being convenient for our citizens.

The Police Department is also staffed with eight (8) full-time patrol officers. These officers are the principal agents tasked with carrying out the functions of the Saukville Police Department. The functions include, but are not limited to, the protection of life and property and the preservation of peace and good order in the community as well as criminal investigations, crime prevention, evidence collection and handling, accident investigations, traffic enforcement, interviews and interrogations, and any other appropriate services to enhance the safety and quality of life in the Village.

Services:

- Recognition of citizen cooperation through the issuance of commendations.
- Recommendations to the Administrator, Village Board, Village Committees, and citizens concerning public safety issues.
- Seek out potential grants and funding.
- Provide 24-hour patrol coverage for the Village.
- Provide secretarial support to officers and supervisory staff.
- Oversee maintenance of Police Department equipment.

- Replace patrol vehicles and other equipment.
- Patrol all areas of the Village by squad car and on foot.
- Apprehend violators of State and local laws and take appropriate actions as specified by the rules/regulations/policies/procedures of the Police Department.
- Develop and administer crime prevention programs.
- Render and provide assistance to those who live in, work in, or visit the Village which includes, but is not limited to: lockouts of homes and vehicles, business checks, vacation home checks, directions, motor vehicle and driver license information, assistance to motorists, pedestrians, bicyclists, locate lost children or pets, and investigate problems that any citizen may encounter.
- Handle and complete investigations of crimes and criminal activity and complete all proper and relevant reports to be forwarded to the District Attorney or Social Services.
- Investigate all complaints, assist citizens, and respond to fire/rescue calls, burglary/fire alarms, and all 911 calls. The officers issue warnings, citations, and are involved in arrests and investigations for burglary, theft, damage to property, domestic violence, robbery, mental commitment, sexual assault, arson, narcotics, juvenile enforcement, vehicle accidents, assaults, and all types of other investigations as required.
- Provide safety classes to the public including Hunter Safety and Bicycle Safety.
- The Administrative Assistant participates in the Mentoring Program at the Port Washington High School.
- Salvage Vehicle Inspections.

Staffing:

1.00 Chief
 1.00 Lieutenant
 1.00 Sergeant
 8.00 Patrol Officers
 1.00 Administrative Assistant/Office Manager
1.00 Clerk/Typist
 13.00 Full-Time Employees

1.00 Part-Time Officer

2018 Accomplishments:

1. Staffed a WisDOT Vehicle Registration Station at the dispatch window which is projected to bring in over \$6,000 back to the Village.
2. Successfully graduated approximately 40 citizens through various safety programs.
3. Successfully completed a minimum of 24 hours of training for each sworn officer on the Police Department.
4. Continued the Firearms Training Program using scenario-based training and simmunition weapons and ammunition.
5. One officer was again assigned to the Ozaukee County SWAT Team.
6. All officers are certified in the TIME System.
7. Organized and hosted the 12th Annual National Night Out (NNO) Program. It was a huge success and showcased the community of Saukville in a very positive manner.
8. Organized and hosted the 4th Annual Shop with a Cop event.
9. The Administrative Assistant again participated in the Port Washington High School Mentoring Program.
10. Salvage Inspections have netted over \$73,000 revenue as of August 31, 2018.
11. Retirement of Chief and promotion of new Chief.
12. Current Chief completed Wisconsin DOJ/UW-Madison Command College Class #5.

13. Retirement of 28-year veteran crossing guard.
14. Hiring of new crossing guard.
15. Department has awarded seven Life Saver Awards as of August 31, 2018.

2018 Objectives and How They Were Met:

1. **Increase interest in specialized training.** All officers received a minimum of 24 hours of in-service training which is supplemented with our Department Firearms Program and Emergency Vehicle Operations Courses. All officers also were trained in Level 3 County-wide Active Shooter Response. We supplied training to other departments in less lethal use of force. One officer became a Certified Vehicle Contacts Instructor, one attended a Tactical Emergency Casualty Care Training, and we will have an officer attending a grant writing course for future financial assistance. Two officers attended homicide conferences, one went to a SWAT conference, and one to a juvenile officer conference.
2. **Supply the proper equipment and technology needed for the officers to perform their everyday duties.** Updated one of the squads with our new Watchguard in-squad video system. This new system so far appears to be much more user friendly for both the officers and the clerical staff and is providing superior video quality from the old systems. Our thermal imaging camera purchased in 2018 has been a vital tool in multiple case investigations. The solar powered speed sign has received nothing but positive feedback from the citizens of the Village. The new camera system covering the Police Department, Fire Department, Village Hall, and Grady Park has been a great update. The video quality is night and day different and having numerous camera locations around the Village has proved valuable in multiple investigations for the department.
3. **Continue aggressive patrol and enforcement of State and local ordinances.** Current projections show the department is slated to generate around \$50,000 in revenue back to the Village from traffic and Village Ordinance enforcement.
4. **Operate for twelve straight months at full staff.** With the retirement of the Chief and promotion of a new Chief from within the department, we did not achieve this goal.
5. **Continue our public outreach with the community.** Our National Night Out event has continued to grow each and every year. We are seeing more and more attendees and participants as the event continues to expand. This was the 12th year hosting this wonderful community event. We are expecting the same for our Shop with a Cop program as well in December.

2019 Objectives:

1. Continue with specialized training for officers.
2. Supply proper equipment and training needed for officers to perform their duties efficiently and effectively.
3. Continue and increase public outreach with community members.
4. Promotion of new Lieutenant.
5. Hire a new officer.

Budget Highlights:

1. **Gas and Oil:** According to the U.S. Energy Information Administration, 2019 is projected to have an average pump price of \$2.76/gallon. This is up from \$2.50/gallon used in 2018. We also recalculated a three-year rolling average of gallons used to estimate our fuel use

which has resulted in an increase in this line item.

2. **Contract Services:** We have decreased contract services 25% with the elimination of the Live Scan and Tip411 contracts. The automated fingerprinting unit has not been used to the extent it should be simply due to the size of our department. It requires two officers to safely book an individual and, in most instances, we only have two officers working during a shift. Unfortunately, the Tip411 Program was not being utilized as we initially estimated and therefore has been eliminated.
3. **Utilities:** Utilities have increased by \$895 for 2019. This is a result of an increased need and pricing for mobile/cellular data along with an increase in the price of our heating/cooling system support.

Included in the Capital Budget this year is the purchase of three ballistic vests. This is an officer safety issue and our officers need to be supplied with vests. Vests are on a five-year warranty rotation and three are slated to expire this year.

One squad car is again requested. The price reflects the amount it will cost to have the squad street ready. The model we have chosen for our squad is the Ford Utility Police Interceptor. We chose this model for several reasons. It is equipped with all-wheel drive; it has better visibility; it has much more interior room for both officers and suspects; and, with the amount of equipment we are carrying in the squads now, this is essential. Our previous models have filled these needs and we look to continue with the Ford Utility Interceptor.

We are requesting the replacement of two AEDs in the 2019 Budget. We have a total of five units: three purchased in 2005, one in 2006, and one in 2013. These units are approaching their end of life and are out of warranty. Realizing the high cost of these items, we request two this year with the hope of two more in 2020. These devices have saved numerous lives since we have carried them and are a valuable asset for the citizens of the Village. As our officers arrive at the scene of a medical emergency, usually far before EMS, this saves valuable minutes to someone suffering a medical emergency.

We request one new X26P Taser unit for 2019. These tools keep our officers less susceptible to injury by drastically reducing the probability of a physical assault or altercation with a combative subject. Unfortunately, the company has now refused to repair any product over five years of age. One of our TASERS is past the service date and will not be repaired if needed. In addition, if one needs to be sent in for repair, we have an officer on the street without this valuable tool while it is in for repair. With the addition of this TASER, we will not have an officer without it even if one is in for repair.

The current preliminary breath tests range from 13-16 years of age and are at end of life. We have been sending our units in for repair over the last number of years which has been costing us. We currently have one FST model which has been far more reliable for calibration and weather/temperature changes. For the 2019 Budget we request the replacement of the four old units with the new FST models.

The department has requested \$20,850 be allotted for technological upgrades, repairs, and services. The department established a technological upgrade plan with DigiCorp in 2012 for yearly upgrades and planned services. This funding is needed to achieve those goals set forth in that plan.

In a municipality in which Law Enforcement is the first on scene for nearly all emergency incidents, the need for effective breaching tools is important. We routinely respond to people in need who are not always easily accessible. In many of the cases, it is imperative we reach them as quickly as possible to provide the assistance they need. Whether it is responding to an elderly subject having a medical emergency from inside his or her locked residence, or a larger scale

incident with people trapped within a structure, our officers need tools to gain immediate access. We currently lack adequate tools to handle these situations. Therefore, we are looking to purchase a set of breaching tools in this budget. These tools will allow the officers to handle a wide variety of breaching situations. All these tools were recommended at the 2018 Active Threat Conference and would come with personal training from breaching expert, Ted Tautges.

We again request, as established in 2014, \$3,000 be placed in the Radio Repair/Replacement Fund. These funds are used when the portable radios break. These funds will also be used as the State migrates to the P25 inter-operable technology and we will be faced with replacing all of the squad radios as well.

FIRE DEPARTMENT
#52210

Department: Fire Department

Program Manager: Fire Chief

General Program Description:

The Saukville Fire Department is the sole provider of fire suppression and emergency rescue services and fire prevention programs to the citizens and visitors to the Village. Through contractual agreement with the Newburg Fire Department, we also provide the same services to a part of the Town of Saukville. Our Fire Protection District covers close to 26 square miles. The Newburg Fire Department compensates the Village of Saukville for the service to the town. In the year 2016 the Village received \$89,976, in 2017 \$91,330, and in 2018 \$91,785. The Department also maintains MABAS Agreements with all of the Fire Departments located in the State of Wisconsin.

Mission Statement:

As first responders to fires, public safety, and medical emergencies, disasters and other assorted requests for service, the Saukville Fire Department protects the lives and property of Saukville residents and visitors. The department advances public safety through its fire prevention, investigation and education, fire inspection, and key lock box programs. The timely delivery of these services enables the Saukville Fire Department to make significant contributions to the safety of the Village of Saukville and Homeland Security efforts.

Staffing:

1.00 Chief
1.00 Assistant Chief - Operations
1.00 Assistant Chief - Support
1.00 Assistant Chief - EMS
4.00 Fire Captains
5.00 Fire Lieutenants
2.00 EMS Lieutenants
1.00 EMS Captain
26.00 Fire Fighters
18.00 EMTs
3.00 Explorers
19.00 Auxiliary Members
82.00 Members

2018 Accomplishments:

1. Improved public relations programs and community involvement.
2. Continued to explore new types of recruiting programs and tools for fire fighters, day time EMTs, and high school aged youth for our Explorer Program.
3. Continued to participate in the ICS/NIMS Program.
4. Continued to upgrade communications systems by acquisition of new and improved technological tools and devices.
5. Applied for grants whenever possible. Applied and was awarded a grant of \$199,715 for SCBA (Self Contained Breathing Apparatus).

6. Staff retention.
7. Successful public relations events:
 - Fire Prevention Programs at schools and YMCA.
 - Fire Prevention Open House and possibly return Trick or Treat patrolling.
 - Annual Car Show.
 - Participated in other community organization sponsored events as invited.
 - Continued the "Ride to School" Program.
8. Continued to improve the knowledge and expertise of our members by attending various schools and training programs.
9. Continued to develop and implement the MABAS box alarm system.
10. Obtained continuing education for the fire and arson investigators.

2019 Objectives:

1. Work on developing and improving our MABAS box alarm assignments.
2. Participate in a number of major public relations events:
 - Hold a very successful Annual Car Show.
 - Hold a very successful annual Open House during Fire Prevention Week.
 - On-going Fire Prevention Programs at Saukville Elementary and Feith Family Ozaukee YMCA.
 - Participate in National Night Out Program.
 - Escort Santa to the annual Tree Lighting event.
 - Provide Fire Department tours.
 - Participate in Fire Prevention Programs at Village businesses.
 - "Ride to School" Program which is a great public relations tool.
3. Continue to upgrade and maintain training and proficiency of fire fighters and EMTs.
4. Continue to upgrade the training and development of our RIT (Rapid Intervention) Team Program which is one of the most emulated units in the County.
5. Assist neighboring departments' MABAS calls.
6. Develop a committee to investigate and plan for replacing our Engine/Tender.
7. Promote the use of the Employee Assistance Program (EAP) with staff.
8. Utilize EAP training programs.
9. Work on recruiting fire fighters and EMTs.
10. Work with the Assistant Chief - EMS to improve service to our community.
11. Improve training and procedures for the Explorer Unit and work on new recruitment goals.
12. Implement incentive programs for EMS coverage.

EMERGENCY MEDICAL SERVICES
#52310

Department: EMS (Emergency Medical Services)
Division of the Saukville Fire Department

Program Manager: Assistant Chief - EMS

The Assistant Chief - EMS is responsible for attending staff meetings, public safety meetings, and any other meetings pertaining to EMS. The Assistant Chief - EMS is a member of the Ozaukee County EMS Advisory Board. The Assistant Chief - EMS is responsible for preparing the Annual Budget and attending seminars for the latest techniques in EMS training. Other duties include preparing run reports so they can be sent to the billing service for processing and organizing training courses that include higher levels of training and refresher classes. Recording hours for payroll is also included as well as sending yearly reports that are required by the State, enforcing State and County protocols, making sure that everything in the ambulance is in the proper working order, and staff recruitment.

General Program Description:

1. The Saukville EMS Division is responsible for providing EMS to an area of approximately 24 square miles. This area includes Cedar Sauk Road to the south, Hawthorne Drive to the north, Northwoods Road to the east, and Lakeland Road to the west.
2. Responds to all medical, trauma, and special needs calls.
3. Examples of medical responses include: heart attacks, seizures, flu-like symptoms, difficulty breathing, diabetics, and strokes.
4. Trauma responses include: motor vehicle accidents, fractures, amputations, blunt trauma causing internal injuries, etc.
5. Special needs responses include: assisting patients who may have fallen out of bed or their wheelchairs and cannot get back into bed or their chairs. Sometimes we just assist the family to lift patients from one area to another within their residences.
6. Assist in childbirth.
7. Responsible for stabilizing patients according to our protocols and transporting them to area hospitals.
8. Area hospitals that the department transports to include: St. Joseph's, West Bend; Aurora Medical Center, Grafton; St. Mary's Ozaukee, Mequon; Froedtert Hospital, Milwaukee; and the V.A. Hospital, Milwaukee. Sometimes patients will request transport to hospitals other than Aurora or St. Mary's Ozaukee. Most transports are taken to Aurora Hospital in Grafton or St. Mary's Ozaukee in Mequon.
9. The normal response time to the station from the time of call is four-five minutes or less. We leave the station within six minutes or less from the time of the page.
10. Provide Paramedic Intercepts with Port Washington ambulance and/or Thiensville ambulance. These intercepts are performed when we feel that a paramedic service will benefit the patient.
11. Provide standby service at the Ozaukee County Fair, National Night Out, and participate in the parades for the 4th of July and Memorial Day.

Equipment and Services:

1. The Saukville EMS provides mutual aid service to the surrounding areas: Grafton, Port Washington, etc.
2. Units #351 and #352, both Braun Ambulances, are sturdy well-built units. Both units are maintained and serviced, if needed, after each ambulance run by replacing supplies and correcting any mechanical malfunctions.
3. All supplies are inventoried on a regular basis by one of the EMS Captains and Lieutenants.
4. All of the equipment used on the rigs is maintained and kept up-to-date according to the State laws. Equipment is replaced regularly with state-of-the-art equipment to keep up with latest trends in EMS.

Staffing:

- 1.00 Assistant Chief - EMS
- 22.00 Licensed EMRs, EMT-Bs, and AEMTs
- 7.00 Fire fighters who are certified yearly as drivers

Certification Background:

- 2.00 EMS Lieutenants
- 1.00 EMS Captain/Training Officer
- 7.00 Basic EMTs
- 12.00 Advanced EMTs
- 3.00 Emergency Medical Responders

2018 Accomplishments:

1. An on-going recruitment program has been implemented. The department will continue the recruitment process until the staffing numbers increase. Currently the staffing stands at 22 members for the EMS Division.
2. Three crew members are running as Emergency Medical Responders and three new EMT-Basics have joined the roster. One new hire is currently enrolled in the EMT-Basic Course.

2019 Objectives:

1. Recruitment of EMTs to increase staffing.
2. Continue to provide the most up-to-date training and equipment.
3. Continue to provide the highest level of care to the community.

2019 Requests:

1. Proposed \$0.25 per/hour increase in on-call pay. This amount would increase the on-call rate from \$1.75 to \$2.00/hour. Total cost: $\$0.25 \times 24 \text{ hours} \times 3 \text{ crew members} \times 365 \text{ days} = \$6,570.00$. This will bring the compensation rate closer to the neighboring Fire Department rates (i.e., Port Washington Fire Department EMS \$3.53/hour).

EMERGENCY MANAGEMENT
#52610

Department: Emergency Management

Program Manager: Emergency Management Director

General Program Description:

The responsibilities of the Emergency Management Director are to provide direction and resources in the event of a natural or man-made disaster in the Village of Saukville. Together with all Department Heads, the Village Administrator and the Village President, decide action to be taken whenever incidents occur that are outside of normal activities.

Staffing:

1.00 Part-Time

2018 Accomplishments:

1. Appointed a new Emergency Management Director (September 4, 2018).
2. Worked with Ozaukee County Emergency Management to keep the Village aware of potential emergency conditions and procedures. (August, 2018 flood)
3. Review response protocols for flooding situations, long-term power outages, and winter storms. (On-going)
4. Researched sources of grants for the Village. (August, 2018 flood)
5. Conduct training as necessary to maintain NIMS/ICS requirements. (2019)
6. Attended Emergency Management Training. (ICS 300 & 400 - Fall, 2018)
7. Identify training classes that would benefit Village employees. (2019)
8. Maintenance of warning siren system as needed.
9. Maintenance of River Gauge System.
10. Participated in Community Preparedness Day at Feith Family Ozaukee YMCA.

2019 Objectives:

1. Continue to work with Ozaukee County Emergency Management to keep the Village aware of potential emergency conditions and procedures.
2. Review response protocols for flooding situations, long-term power outages, and winter storms. Research sources of grants for the Village.
3. Conduct training as necessary to maintain NIMS/ICS requirements.
4. Attend Emergency Management Training.
5. Identify training classes that would benefit Village employees.
6. Maintain warning siren system as needed.
7. Maintenance of River Gauge system.
8. Participate in Community Preparedness Day at Feith Family Ozaukee YMCA.

DEPARTMENT OF PUBLIC WORKS
#53110 - 53610 & 55210

Department: Public Works

Program Manager: Public Works Superintendent

General Program Description:

Responsible for the Department of Public Works and oversee all Public Works Capital Projects and Maintenance/Capital Projects of Village grounds and facilities. Also assists in the review of commercial and industrial projects.

Staffing:

1.00 Public Works Superintendent
1.00 Full-Time Public Works Foreman
2.00 Full-Time Public Works Operator/Laborer
2.00 Part-Time Public Works Operator/Laborers
2.00 Part-Time Custodians
4.00 Part-Time Compost Site Workers
2.00 Seasonal Staff

Products and Services:

- Grass cutting of all parks, cemetery, public buildings, highway medians, and areas in the Business Park. Also, cut and trim areas as directed by the Weed Commissioner.
- Snow plowing, salting, snow removal, sidewalk clearing of all Village streets, public parking lots, public sidewalks.
- Maintenance of the Village's storm water sewer system. Mains, catch basins, curb areas through sweeping and cleaning. Repairs made through patching by department or contract replacement.
- Tree replacement, pruning, chipping, removing, and stump grinding. Oversee contract work.
- Public building maintenance. Plumbing, electrical, HVAC, repair, and construction.
- Oversee contracted repairs.
- Installation and maintenance of all Christmas decorations.
- Maintenance of all playground equipment. Oversee contract installs and repairs.
- Street maintenance. Patching, shoulder work, curb, and sidewalk work. Oversee contract construction, repair, and maintenance. Parking lot striping.
- Landscaping work. Repair lawn areas in all parks, street medians, cemetery, and public buildings. Planting of flowers, shrubs, and bulbs. Spreading of chips and mulch.
- Equipment repair and maintenance. Vehicle repair and maintenance.
- Ball field repair and maintenance and tennis court maintenance.
- Cemetery repair and maintenance.
- Respond to requests, emergencies, and other departments' needs.

2018 Accomplishments:

1. Planted an Arbor Day tree with Saukville Elementary School.
2. Tree City USA again for the 29th year.
3. Planted numerous street and park trees by the Department of Public Works and contractor.
4. Removed many street and park trees due to Emerald Ash Borer.
5. Stump ground and redressed stump areas.
6. Added a new picnic bench donated by the Saukville Lion's Club to Veteran's Park.
7. Installed a new Character Counts banner for the concert series.
8. Set up and clean up for the "Live at the Triangle" Summer Concert Series.
9. Set up and clean up from various park rentals and functions.
10. Cut and trim grass as needed.
11. Sent out numerous lawn letters, some done by contractor.
12. Plant flowers, shrubs, and water as necessary.
13. Replace a large area mower per Village Board approval.
14. Replace a ball diamond maintenance tractor per Village Board approval.
15. Repair automatic gate at the Department of Public Works.
16. Maintain and repair equipment as needed.
17. Weekly brush chipping.
18. Deliver numerous loads of woodchips to residents.
19. Manned the compost drop-off site with the appliance drop-off.
20. Maintained ballfields per schedules and requests.
21. Added three new picnic tables, donated by Charter Steel, near the Grady Park concession building.
22. Added new patio with "Written Word" tiles near the Grady Park concession building.
23. Cleaned and maintained Grady Park bathrooms.
24. New fencing installed at Grady Park by contractor.
25. Street striping by contractor.
26. Street crack fill program by contractor.
27. Street patching by Department of Public Works and contractor.
28. Sidewalk repair by Department of Public Works and contractor.
29. Storm sewer repair and cleaning by Department of Public Works.
30. Street clean and leaf collection.
31. Building maintenance and repairs by Department of Public Works and contractors.
32. Repaired numerous bleachers at Rebel Field.
33. Sold numerous pieces of equipment on the auction site.
34. Street signs replaced and repaired as needed.
35. Streets, parking lots, and sidewalks plowed/salted as needed.
36. Installed, removed, and repaired Christmas decorations throughout the Village.
37. Hired two (2) seasonal employees.
38. Hired a new Public Works employee because of one employee leaving.
39. Hired three new compost site attendants.
40. Worked with R & M on our Storm Water Grant.
41. Worked with R & M on warranty items from Church Street/Center Street 2018 Project.
42. Worked with R & M on the 2019 Tower Street/Bucktrout Road Projects.
43. Built a pad for the Lion's Club donated picnic bench and a pad for the portable toilets at Veteran's Park.
44. Removed and installed new walk bridge at North Dries Street creek.
45. Worked with contractors to install a new pavilion at Grady Park.
46. Worked with contractors to install new security camera system at Grady Park.

47. Installed a donated bench, by the Dickmann Family, at Grady Park.
48. Installed a new electrical panel at Veteran's Park band shell for concerts.

2019 Objectives

1. Institute and apply the Village's Vision, Mission, and Strategic Priorities throughout the Department of Public Works.
2. Investigate restructuring the Department of Public Works organizational structure to provide more ownership of operations throughout and improve efficiency where possible.
3. Investigate opportunities and continue to cooperate with other communities to better serve the Village.
4. Provide a safe working environment for the Department of Public Works staff.
5. Plant an Arbor Day tree.
6. Replace as many street trees as the budget allows.
7. Continue to remove dead street and park trees due to Emerald Ash Borer.
8. Street crack fill program.
9. Street patching as needed.
10. Street cleaning.
11. Storm sewer cleaning, maintenance, repair, and replacement as budget allows.
12. Hire two (2) new seasonal employees for 2019.
13. Respond to complaints and requests in a prompt and professional manner.
14. Purchase various equipment approved by the Village Board per the replacement program.
15. Build a bin for the appliance recycling area.
16. Spread more playground fall woodchips.
17. Clean and maintain parks and playground equipment.
18. Set up and clean up from various rentals and functions.
19. Set up and clean up from the "Live at the Triangle" Summer Concert Series.
20. Vehicle and equipment repair as needed.
21. Work with R&M on the 2019 Tower Street/Bucktrout Road Projects.
22. Cooperate with all departments for the smooth operation of the Village.
23. Replace and repair several archery targets at East Riverside Park.
24. Continue with the new building maintenance program.
25. Continue with the operation of the compost site with spring cleanup dumpsters.
26. Implement Capital Projects approved by the Village Board.

OSCAR GRADY PUBLIC LIBRARY
55110

Department: Oscar Grady Public Library

Program Manager: Jen Gerber, Library Director

General Program Description:

The Oscar Grady Public Library is overseen by an eight-member Board of Trustees. The Library Director and the Library Board are guided by the State published *Handbook for Wisconsin Public Library Trustees*, Chapter 43 of the Wisconsin State Statutes, and the Strategic Priorities of the Village of Saukville.

The Library is one of 33 member libraries in the Monarch Library System (MLS). MLS provides the Library with physical delivery of library materials within the participating libraries as well as access and support to the Library's online public catalog, *MonarchCat*. Other services provided by the State of Wisconsin, which the Library relies on, include Internet and wireless connection for public use, inter-library loan services, and cataloging support.

The Library has a focus on community relationships, collaboration, and partnerships within the Village of Saukville and Ozaukee County to help achieve our mission and provide effective services at the local, County, and State level. These partnerships have resulted in cooperative projects with the Port Washington-Saukville School District, the Ozaukee County Board and administration, neighboring libraries in Ozaukee, Sheboygan, Washington, and Dodge Counties, the Department of Workforce Development, the Department of Public Instruction, the Wisconsin Library Association, and other local municipal departments.

Library Mission Statement:

The mission of the Oscar Grady Public Library is to provide high interest, high demand materials and make them readily available from the Library's collection or through inter-library loan. The Library supports lifelong learning, information, and recreational needs for people of all ages and abilities. Special emphasis is placed on stimulating children's interests and appreciation for reading and learning. The integration of new technology with traditional library resources is used to expand service beyond the Library's physical walls.

Current Staffing (2018):

1.00	Library Director
0.75	Library Assistant II, Children's Services
0.75	Library Assistant II, Adult & Teen Services
0.65	Library Assistant II, Circulation Services
0.70	Library Assistant I, Technical Services
0.42	Library Assistant I
0.25	Library Assistant I
0.12	Library Assistant I
0.55	Library Assistant I - VACANT
0.20	Page/Shelver
<u>0.20</u>	<u>Page/Shelver</u>
5.05	Total Full-Time Equivalent

Volunteers:

The Oscar Grady Public Library works in collaboration with other non-profit organizations to maximize the Library's workforce through volunteers. Currently, on a weekly basis, the Library has thirteen (13) volunteers available on schedule:

- Eight individuals from Portal, Inc.
- Four individuals from Balance, Inc.
- One community member

2018 Accomplishments:

- 1. Evaluate Library services and collection; expand areas of high interest to our patrons.**
 - a. Began circulating a vinyl record collection. The collection was developed strictly on donated titles; no collection development dollars were used.
 - b. Began circulating transferable Milwaukee County Zoo admission passes. The passes, which are available for checkout to all Saukville residents with a Library card, include admission to the Milwaukee County Zoo for up to eight (8) people plus parking.
- 2. Evaluate Library Use by the Community.**
 - a. Programs and events offered by the Library increased dramatically; 723 adults participated in new events. Our children's programming continues to excel with a 2% increase in participation over last year; 4,402 children participated in story times and other children's events this past year. That is the highest number this building has ever recorded.
 - b. Public Internet use continues to remain strong for Saukville residents; 10,149 used the public access computers. This does not include wireless usage within the building.
 - c. A large-scale flooring project was successfully completed on all three floors of the Library.
 - d. A Sharp AQUOS interactive display board and full digital laptop lab was purchased to enhance Library programs.
 - e. 59,372 people visited the Oscar Grady Public Library; this number continues to rise every year. This number equates to approximately 200 residents using our facility per day.
- 3. Offer expanded professional development opportunities and training (for staff).**
 - a. Encouraged and provided continuing education and training opportunities for staff.
 - b. Continued Staff Development Day on service and technology, September (all staff).
 - c. Cooperative Children's Book Center (CCBC) Training, reader's advisory (Julie).
- 4. Continue Professional Development Plan (Director).**

- a. Elected second term Treasurer of the Wisconsin Library Association (three-year term).
- b. Appointed to the Wisconsin Library Association's Executive Committee, Membership Committee, and Finance Committee as Chair.
- c. Appointed to the Wisconsin Library Association Foundation Board of Directors as Treasurer.
- d. Appointed the 2018 Chair of the Wisconsin Library Association's Leadership Development Institute in Madison.

**does not include wireless use*

<u>Additional Data Analysis:</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Books Added	3,092	3,154	3,659	3,705	3,058	3,853
Collection Size	40,416	43,894	39,535	41,954	43,190	45,867
Total Circulation Count	91,541	81,130	80,968	80,612	76,635	79,002
Circulation to Saukville Residents	45,589	41,859	43,161	42,733	37,575	36,866
Circulation to non-Residents	45,952	39,271	37,807	37,879	39,060	42,136
Inter-library Loans: Items Loaned	20,542	19,412	17,239	19,461	19,374	13,065
Inter-library Loans: Items Received	17,623	15,365	14,219	13,868	19,081	13,908
Number of Library Card Holders: (Saukville Residents)	3,628	3,767	3,890	3,956	4,404	4,520
Number of Library Card Holders: (non-Residents)	1,633	1,680	1,722	1,796	1,527	1,541
Library Visits	53,830	58,247	58,378	59,188	61,012	59,372
Program Attendance: Adult	293	234	545	1,004	768	728
Program Attendance: Children	3,448	3,290	3,866	4,175	4,333	4,402
Public Internet: Number of Users*	10,139	10,340	10,132	10,426	10,324	10,149

2019 Budget:

The Library is funded primarily by municipal funds. In addition, the Library receives appropriations from Ozaukee and Sheboygan Counties of 85% and 90% of the cost of service to non-librarians and an appropriation from Washington County for a reimbursement of 70% of the cost of service. Appropriations from the Counties are deposited into the County Services Reimbursement Fund (CSRF). The CSRF is used in addition to the Municipal Fund to support the fiscal needs of the Library.

Municipal Fund Request:

<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
\$257,081	\$261,195	\$257,708	\$271,618	\$271,943

County Services Reimbursement Fund (CSRF):

Ozaukee County:	\$86,027
Sheboygan County:	\$565
Washington County:	\$2,268

2018 Total County Reimbursement: \$88,860

2019 Budget Highlights:

- Unique services offered at the Oscar Grady Public Library, such as the Library's Digital Media Conversion Lab, an historic photo-archive collection, a vinyl record collection, and membership for our patrons to the Milwaukee County Zoo, have brought many patrons from other municipalities to our Library. The availability of these services has continued to bring in patrons who then check out materials and have since considered us their Library of choice, thus bringing in additional revenue from our neighboring counties. These unique, creative, and innovative services have increased our County funding by +10% over this past year.
- A \$2,500 Capital expense is being requested for technology initiatives and upgrades. These upgrades would be available for use by the public and the Library staff.
- The County Services Reimbursement Fund (CSRF) accommodates a new purchase to update the tables and chairs in the Library's Community Room.

2019 Objectives:

- Evaluate circulation statistics by collection and expand areas of high interest to our patrons.
- Weed larger collections and remove titles that have not circulated in at least two years.
- Continue to update Library policies and practices.
- Evaluate alternative models of service delivery and staffing.
- Research Federal and State Grants to assist in Library innovation and technology projects.
- Enhance electronic communications and digital technology to meet the needs of our patrons.

- Offer expanded professional development opportunities and training for staff.
- Continue professional development plan.

PARK & RECREATION
#55310

Department: Park and Recreation Department

Program Manager: Village Administrator

General Program Description:

The Village of Saukville has eight parks. The Village directs activities at those parks which many residents and non-residents enjoy. There is no duplication of services with the Port Washington-Saukville School District.

Staffing:

1.50 Summer Park and Recreation Leaders

Management/Supervision of Summer Playground Program - Port Washington Recreation Department

2018 Accomplishments:

1. Worked with the City of Port Washington Recreation Department for the management/supervision of the Summer Playground Program.

Village Staff: (Administrative Assistant)

- Updated all enrollment materials (registration materials, Parent Handbook, and emergency forms) for the Saukville program.
- Instructed new Park Leader on Village requirements (enrollment materials and fee payments, payroll process, etc.).
- Collected and processed enrollment materials (18 children); provided to Port Washington Recreation Department and Park Leader.
- Collected and processed all fees.
- Arranged bus transportation for weekly trip to Pirates Hollow.
- Processed payroll for Park Leader.
- Reconciled cost/fees for 2018 program.

2. Holiday Special Events:

- Easter Egg Hunt - Worked with River of Live Church (sponsor) to organize, schedule, and advertise the event.
- Christmas Tree Lighting, Caroling, and Santa Visit - Worked with River of Live Church (sponsor) to organize, schedule, and advertise the event. Assisted in coordination with the Saukville Elementary School Choir teacher, Saukville Public Works Department, Fire Department, and Santa to make the event a success.

2019 Objectives:

1. Contract with Port Washington for the management/supervision of the Summer Playground Program. Work with the Saukville Park Leader and Port Washington Recreation Department to coordinate the Saukville program.
2. Work with River of Life Church as necessary to organize and advertise the Easter Egg Hunt and Christmas Tree Lighting events.
3. Integrate Character Counts! Initiatives - Six Pillars (Trust-Respect-Responsibility-Fairness-Caring-Citizenship) into Summer Recreation programs and activities.

ECONOMIC DEVELOPMENT & PLANNING
#51710

Department: Economic Development and Planning

Contracted Service: Part-Time Consultant - Economic Development/Planning

Program Manager: Village Administrator

Program Description:

The Consultant initiates, promotes, and directs economic development activities for the purpose of business retention/expansion, job creation, increasing the tax base, and maintaining a high quality of life.

Within the constraints of hours provided, the Economic Development and Planning Consultant markets, prepares, monitors, and implements the Village's Comprehensive Plan through review and recommendations on annexation, land use, rezoning, conditional uses, downtown development, transportation planning, park planning, historic preservation, redevelopment initiatives, official map changes, subdivision design, certified survey maps, etc. The Consultant fulfills the role as the Village Planner and Economic Development Officer, as directed by the Village Administrator.

Services:

- Initiates, promotes, and directs community economic development activities and programs for business/industrial expansion and retention. Meets with residential developers, business, and industrial representatives to answer questions regarding development in the Village and provides information and guidance on financial matters and entrepreneurial opportunities. Participates in preparation of applications for Federal/State Economic Development Grants/Loan Programs and administration as assigned. Supervises and administers community development programs and services pursuant to adopted plans, regulations, and Budgets.
- Develop a method for marketing the community (i.e., "Why Saukville?") using Village website, e-mail communication, Business & Industrial Park Directory, and the Village's Economic Profile, etc.
- Supervises the development and implementation of growth management, land use (short- and long-range planning), economic development, or other plans and codes to meet the Village's needs. Updates and implements the Village's Comprehensive Plan. Reviews and makes recommendations to the Plan Commission and Community Development Authority/Industrial Review Committee on plan proposals for residential, industrial, business, institutional, and Business Park developments/uses.
- Reviews mixed-use plan for potential revisions to advance the development of TID #4. Works with TID #4 property owner/developer to market the mixed-use TID Plan.
- Maintains and markets inventory of available business/industrial sites. Coordinates economic development activities with other departments and community organizations. Oversees development and maintenance of demographic information for planning and community development purposes.

- Responsible for critical review of related administrative processes to identify paths to greater efficiencies, including automation through computerization. Participates in the enhancement, implementation, and dissemination of GIS technology and information. Continually evaluates possibilities of cost savings through technology.
- Will be revisiting the Downtown Redevelopment Plan and completing the land swap. (2019)
- Explore Business Park expansion options.
- Schedule follow-up meeting with the Department of Natural Resources to complete the land swap and update application. (2019)
- Evaluate the possibility of developing a Developer/Brokers Open House/Networking event.
- Researches, reviews, and makes recommendations on new and pending Federal, State, County, and local regulations affecting growth and development in the Village. Coordinates activities as needed with other Village staff.
- Provides support, including documentation of agenda and meeting minutes, to various Boards and Commissions, including Plan Commission, Architectural Review Board, Community Development Authority/Industrial Review Committee, and Board of Zoning Appeals. Assists Ozaukee Economic Development (OED) and the Village Administrator with the coordination of the Annual Business Forum. Prepares planning reports and supporting data, including recommendations of various land use proposals.
- Meets with and provides information to the general public regarding community development and planning.
- Plans for the orderly development of Saukville by critically assessing development plans that support and advance the Village's Vision, Mission, and Strategic Priorities - Action Steps.

BUILDING INSPECTION SERVICES
#52410

Department: Building Inspection Service

Contracted Service: Village of Grafton

Program Manager: Village Administrator

Staffing: Administrative Assistant - Serves as liaison to Grafton Building Inspection Department

General Program Description:

Building, plumbing, electrical, and HVAC permitting and inspection services on an as-needed basis, and to provide the following services:

- Review applications for Building Permits and building plans submitted and issue Building, Plumbing, Electrical, and HVAC and any related Permits in compliance with applicable Village of Saukville Ordinances and the State of Wisconsin Uniform Dwelling Code.
- Perform all general inspections from footings to final occupancy as required by the Village of Saukville Ordinances, State Regulations, and permit requirements. Inspections normally will be performed Monday through Friday, excluding weekends and holidays. Reasonable efforts will be made to complete inspections within two business days of a request.
- Issue orders to correct discrepancies in Building Code violations.
- Maintain computer records of Building Permit applications and Permits issued, including such items as date applied, date issued, permit number, type, contractor, owner, property address, permit fees, and other monies collected.
- Provide information to builders, owners, and residents of the Village of Saukville regarding the Building Codes and Ordinances either by phone or through established office hours at the Village of Grafton Inspection offices.
- Attend meetings upon special request by the Village of Saukville Administrator.
- Collect payments in the form of cash, checks, or credit card made payable to the Village of Saukville for all Building, Plumbing, Electrical, and HVAC Permit fees as established by resolution of the Village of Saukville Board.
- Appear in Village of Saukville Municipal Court or in Ozaukee County Circuit Court as requested by the Village of Saukville Administrator to provide testimony with respect to code enforcement and Ordinance violations.
- Perform the Village of Saukville's responsibilities under the State of Wisconsin Uniform Dwelling Code and Uniform Building Code.

- All services shall be performed consistent with applicable State statutes and Village of Saukville Ordinances. If applicable, certified agent status services will be provided.

2018 Accomplishments:

1. Worked with residents/business owners as necessary to assist with permitting process through the Village of Grafton.
2. Worked with residents/business owners as necessary to coordinate required Village approvals and process permits (signs, fences, zoning) done by the Village of Saukville.
3. Reviewed and updated Building, Electrical, and Plumbing Permits and related documents as necessary to be consistent with Grafton's permits, requirements, and fees.
4. Assisted with update to Municipal Code - Fees Schedule to reflect all current fees.

2019 Objectives:

1. Contract with the Village of Grafton for permit issuance, reviewing building plans, investigating complaints, and enforcing code.
2. Perform administrative functions in conjunction with the Village of Grafton Inspection Department.
3. Review Municipal Code, as necessary, and note discrepancies in Code vs. common practice.
4. Assist the Village of Grafton with reviewing new software options/vendors.