



**CITY OF STURGEON BAY  
COMMITTEE OF THE WHOLE  
MONDAY, SEPTEMBER 28, 2020  
4:00 p.m.  
COMMON COUNCIL CHAMBERS  
CITY HALL - 421 MICHIGAN STREET  
DAVID J. WARD, MAYOR**

1. Call to order.
2. Roll call.
3. Adoption of agenda.
4. Consideration of: Soliciting Proposals for City Attorney.
5. Consideration of: 2021 Budget.
6. Adjourn.

**NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.**

Posted:

Date: 9-25-20

Time: 8:30 am

By: Laurie S.

(4)

(4)



**Josh Van Lieshout**  
City Administrator

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Memorandum

To: Finance Committee  
From: Josh Van Lieshout  
Re: Soliciting proposals for City Attorney  
Date: September 4, 2020

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Alder Reeths has requested the Finance Committee consider issuing a request for proposals for the services of City Attorney, as I understand her concerns, they center on the cost of general legal services. This request has been placed on the agenda of the Finance Committee, in 2018 this effort was run through the Personnel Committee. In advising Alder Reeths after Tuesday's Council meeting, I had forgotten that the matter came in front of the Personnel Committee in 2018. Ultimately appointments to the office of City Attorney is up to the Common Council.

In the fall of 2018, the City of Sturgeon Bay issued a similar solicitation (attached). Ultimately two firms responded to the RFP, the City selected the firm of Davis & Kuelthau. In advance of the decision to issue a request for proposals, a brief cost analysis was performed against the cost of hiring an attorney on staff. At that time it was determined to be economically advantageous to continue with attorney-client type of relationship.

The City currently maintains relationships with a number of different attorneys and law firms for different purposes. For general counsel and to serve as City Attorney, the Common Council appointed Jim Kalny and the Davis and Kuelthau firm. Attorney Kalny aids with contract review, ordinance drafts and revisions, general legal opinions. Labor matters regarding labor contract negotiation, discipline and similar issues are handled through Buelow Vetter. Debt issuance, and tax compliance is handled principally with Rebecca Speckhard at Quarles, and finally, prosecutorial and local civil code enforcement services are conducted locally by Jon Pinkert, Pinkert Law Firm.

The process of selecting and retaining legal counsel is time intensive and deserves careful consideration, as there are a number of factors to consider that go beyond rates. To aid the discussion, I have included the prior analysis, request for proposals and interview questions.

Options

Proceed, refer to the Personnel Committee, or take no action on the request. Should the Committee choose to proceed, it might serve the discussion better if the previous analysis included a review of where those general legal expenses are occurring, as I suspect most are related to TID 4 and SBHSF. As the sublease with SBHSF comes to conclusion, I expect our legal fees will also diminish.

To: Mayor Birmingham and the Common Council

From: Josh Van Lieshout, City Administrator

Date: August 30, 2018

Re: Evaluation of contracted and staff attorney costs

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There are many aspects to consider when evaluating the creation of a new staff position, especially that of City Attorney. Like any research project, we start with the relevant municipal code to determine if there are matters of local law to consider. Below are excerpts from the City of Sturgeon Bay Municipal Code that speak to the appointment of the City Attorney.

1.05 - City attorney.

- (1) *Appointment.* The city attorney shall be appointed by the city council, shall take office May 1 and shall thereafter hold office for an indefinite term, subject to § 17.12(1)(c) and (d), Wis. Stats., relating to the removal and suspension of city officers.
- (2) *Duties.* The person so appointed to the office of city attorney shall have the following duties:
  - (a) Conduct all the law business in which the city is interested.
  - (b) When requested by city officers, give written legal opinions, which shall be filed with the clerk-treasurer.
  - (c) Draft all city ordinances, bonds and other legal instruments as may be required by city officers.
  - (d) Examine the tax and assessment rolls and other tax proceedings and advise the proper city officers in regard thereto.
  - (e) When authorized by ordinance or resolution, defend actions brought against any officer or employee of the city or of any board or commission thereof growing out of acts done in the course of his/her employment or out of any alleged breach of his/her duty as such officer or employee, excepting actions brought to determine the right of such officer or employee to hold or retain his/her office or position and excepting also actions brought by the city against any officer or employee thereof.
  - (f) Render legal assistance to the common council, fire and police commission, mayor, city administrator, clerk-treasurer, director of municipal services/city engineer, assessor, chief of police, chief of fire department and alderpersons of the city.
  - (g) Perform such other acts as may be required by statute.

(Code 1992, § 1.05)

**State Law reference**— City attorney generally, § 62.09(12), Wis. Stats.

31.08 - Charter Ordinance No. 8, an ordinance amending the Charter of the City of Sturgeon Bay relating to the selection and tenure of the city attorney.

The Common Council of the City of Sturgeon Bay do ordain as follows:

*Section 1.* The City of Sturgeon Bay, Wisconsin, hereby elects pursuant to §§ 62.09(3)(b)6, 62.09(5)(b) and 66.01, Wis. Stats., that the method of filling the office of city attorney, the tenure and the duties thereof shall be as hereinafter provided.

*Section 2.* The city attorney shall hereafter be appointed by the common council, shall take office on May 1 of 1954 and shall thereafter hold office for an indefinite term subject to § 17.12(1)(c) and (d), Wis. Stats., relating to the removal and suspension of city officers.

*Section 3.* The person so appointed to the office of city attorney shall have the following duties: conduct all the law business in which the city is interested; keep a docket of all actions in courts of record to which the city is a party, in which shall be entered in brief all steps taken and which shall be open to inspection at all reasonable hours; shall, when requested by city officers, give written legal opinions which shall be filed with the clerk; shall draft all city ordinances, bonds and other legal instruments as may be required by city officers; shall examine the tax and assessment rolls and other tax proceedings and advise the proper city officers in regard thereto; shall, when authorized by ordinance or resolution, defend actions brought against any officer or employee of the city or of any board or commission thereof, growing out of acts done in the course of his/her employment, or out of any alleged breach of his/her duty as such officer or employee, excepting actions brought to determine the right of such officer or employee to hold or retain his/her office or position, and excepting also actions brought by such city against any officer or employee thereof; shall render legal assistance to the Sturgeon Bay Utilities Commission, the school board, board of health, board of police and fire commissioners, the mayor, clerk-treasurer, engineer, assessor, chief of police, chief of fire department and aldermen and supervisors of said city; shall do and perform such other acts as may be required by statute.

*Section 4.* This ordinance shall be deemed to be an amendment to the Charter of the City of Sturgeon Bay and §§ 62.09(3)(b)6 and 62.09(5)(a) and (b), Wis. Stats., being a part of the General Charter Law of the City of Sturgeon Bay, Wisconsin, shall not apply.

*Section 5.* This is a Charter Ordinance and shall take effect 60 days after its passage and publication unless within such 60-day period a referendum petition as provided by § 66.01, Wis. Stats., shall be filed, in which event this ordinance shall not take effect until it shall have been submitted to a referendum vote of the electors and approved by a majority of the electors voting thereon.

Adopted December 15, 1953.

There are provisions for the position of city attorney in the state statutes as well. Chapter 62.09 Wis. Stats. Establishes the position of City Attorney as an officer of the City.

## **62.09 Officers.**

### **(12) Attorney.**

(a) The attorney shall conduct all the law business in which the city is interested.

(c) The attorney shall when requested by city officers give written legal opinions, which shall be filed with the clerk.

(d) The attorney shall draft ordinances, bonds and other instruments as may be required by city officers.



(e) The attorney shall examine the tax and assessment rolls and other tax proceedings, and advise the proper city officers in regard thereto.

(f) The attorney may appoint an assistant, who shall have power to perform the attorney's duties and for whose acts the attorney shall be responsible to the city. Such assistant shall receive no compensation from the city, unless previously provided by ordinance.

(g) The council may employ and compensate special counsel to assist in or take charge of any matter in which the city is interested.

In Wisconsin it is very common for communities to hire an attorney in private practice to serve and execute the duties of City Attorney. Like other professions, legal services are highly specialized and this is certainly true in the public sector. It is not uncommon for a community to have a city attorney on staff but still rely on experts in certain matters when needed.

It can reasonably be assumed that the City would make use of specialized attorneys for matters like tax, debt issuance, environmental, prosecution, and in some cases land use. It would also be reasonable to expect a municipal attorney to have sufficient knowledge and experience in contracts, real estate, and basic labor law. For this reason, I combined our annual general and specialized labor legal expenses, but excluded specialized fees for environmental and tax and debt issuance services from this analysis. Defense costs, because they are largely paid for by the City's insurer, are excluded as well.

In examining the cost to hire a staff municipal attorney, it is best to use a range for a salary, as like any profession, qualified attorneys will have varying degrees of expertise and experience that would likely be factored into the negotiated salary.

In establishing a range for salary, I relied on Door County's recently completed wage and salary study which defined a low and high end for both an assistant corporation counsel and corporation counsel. The range used below is the expected mid-point average of both positions.

	Low	High	Ave.
Salary Range	85,104	106,518	95,811
Health & Dental	24,510	24,510	24,510
Retirement & FICA	12,085	15,125.56	13,605
Total Personnel	121,699	146,154	133,926

Health and dental costs assume a family plan for each. Retirement and FICA is based on standard required contribution rates.

Hard costs such as salary and fringe benefits are certainly major items to consider, but there are other costs as well that would have to be born by the City entirely, rather than split amongst other customers, those expenses include training to maintain licensure, professional memberships (national, state and local bar fees), research and technology needs. These costs are represented in the table below.

Other Professional Expenses	
Prof. Assoc. Membership	1,500
Prof. Dev. & Travel	4,500
Computer / Software	3,000
Total	9,000

It could be expected that the cost of a staff municipal attorney be approximately \$143,000.

Like engineers attorneys are licensed by states, not all attorneys are eligible to practice law in all states or courts, consider federal court, or enforcement actions that may need to be taken out of state, such as docketing, filing liens, etc. Additional expenses for these types of infrequent but sometimes necessary.

In reviewing the regular general fund expenses for general legal services and labor law, the City of Sturgeon Bay between 2014 and 2017 spent on average \$46,178.

General Fund Legal Expenses					
	2014	2015	2016	2017	Average
General	49,541	42,831	34,656	37,019	41,012
Labor	2,182	4,176	8,890	5,416	5,166
Total	51,723	47,007	43,546	42,435	46,178

Consideration of rates and how those may impact the decision of the Common Council. The Pinkert Firm was charging the City a rate of \$145/hr. Reviewing our current legal rates, the City can expect to pay a rate between \$200 and \$270 per hour for experienced municipal counsel. Using the rate of \$145/hour, the City used an estimated average 283 hours of general legal services. Using 283 hours of legal service at \$200 per hour reveals an estimated cost of \$56,600, at the upper end of the range, we can expect a cost of \$76,500.

**CITY OF STURGEON BAY  
REQUEST FOR  
PROPOSALS FOR LEGAL  
SERVICES**

**I. STATEMENT OF PURPOSE**

The City of Sturgeon Bay invites attorneys qualified to practice law in the state of Wisconsin to submit a proposal to provide general legal services for the City.

This RFP and the interview process will be operated by the City of Sturgeon Bay Personnel Committee, subject to approval by the Common Council.

**II. GENERAL INFORMATION**

The City of Sturgeon Bay is located in Door County and is in need of legal services as a result of the Common Council choosing to seek requests for proposals. The City of Sturgeon Bay has an estimated population of 9,310 and is served by a Mayor and seven Council members. The City of Sturgeon Bay has a complement of professional staff, working in the areas clerk, human resources, finance, engineering, community development, municipal services and administrator.

**III. SERVICES TO BE PROVIDED**

- A. Provide general legal counsel for the City(s), the Mayor and Common Council(s) and other department heads and officials of the City. When requested by authorized personnel, the attorney shall give written legal opinions, which are to be filed with the City Clerk.
- B. Function as legal advisor to all Departments of the City government and represent the City in legal matters as requested.
- C. Draft ordinances, resolutions, contracts, and other documents as may be required by the City.
- D. Represent the City and advise the Board of Review during meetings.
- E. Apprise City officials as needed about changing laws and other legal matters that may be of interest and/or concern to the City.
- F. Render oral advice to the City Council and City Staff.
- G. Assist as necessary in the processing of insurance claims and coordinate with the various insurance carriers and defense counsel as required.
- I. Attend meetings of the City bodies as requested.
- J. Provide storage of existing files.

Legal services will be primarily limited to general inquiries and support.

#### IV. PROPOSAL REQUIREMENTS

Submittals should include responses to each of the following items. Include other information as appropriate to address the services the City can expect from the attorney.

- A. Profile and history of yourself and your firm including attorneys in the firm and a list of the principals. Indicate the attorney(s) who will be responsible for work performed for the City.
- B. A listing of all current and past municipal government clients including the name and telephone number of the client contact.
- C. Current fee schedule. Indicate whether the fee schedule varies for different types of legal work or by attorney. Be sure to include travel fees as well.

#### V. EVALUATION CRITERIA

Submittals will be evaluated based on the following criteria:

- A. Qualifications and experience of the attorney and/or firm in working with municipal government.
- B. Experience and availability of staff assigned to serve the City.
- C. Scope and cost of services.
- D. References.

#### VI. TERMS AND CONDITIONS

- A. The City reserves the right to accept or reject any or all proposals. The City reserves the right to award a contract to the next most qualified attorney/firm if the successful attorney/firm does not execute a contract within forty-five (45) days after award of the proposal.
- B. The City reserves the right to request clarification of the information submitted and to request additional information of one or more applicants.
- C. The attorney's/firm's proposal must be received at the address below by 4:30 p.m. on December 1, 2018:

City of Sturgeon Bay  
Attn: Josh Van Lieshout, Administrator  
421 Michigan Street  
Sturgeon Bay, Wisconsin 54235

- D. All questions regarding this request for proposals should be addressed to Josh Van Lieshout, City Administrator, at (920) 746-6905 or [jvanlieshout@sturgeonbaywi.org](mailto:jvanlieshout@sturgeonbaywi.org)

### **TENTATIVE SELECTION SCHEDULE**

The following tentative schedule will be followed for selection of an attorney:

- A. November 1, 2018-RFP advertised and mailed to attorneys
- B. December 1, 2108 -Proposals due
- C. December 3-7, 2018 -Selection of firms for interviews and scheduling
- D. December 10-14, 2018 -Interviews with selected attorneys/firms by Personnel Committee
- E. January 2, 2018 –Common Council reviews recommendation for appointment.
- F. January 3, 2019 -Term of appointment commences



City of Sturgeon Bay

Interview questions for City Attorney

January 7, 2018

1. Tell us about yourself and your firm, and why you are interested in serving as City Attorney?
2. You have served a wide variety of communities, what do you believe are the most important issues facing a City Attorney?
3. Responsive, thorough, and concise legal advice is an important aspect of a good city attorney. The ability to communicate and respond to issues via phone, email and in person in a timely manner is expected. How do you plan on being responsive and thorough in meeting the legal needs of the City of Sturgeon Bay?
4. When giving advice, how do you balance the need for accuracy with speed?
5. How do you keep your municipal clients apprised of changes in the law that may impact their municipality?
6. Who handles your correspondence? Do you type your own letters? Agreements, etc.?

7. Attorney's must regularly attend seminars for the purposes of meeting Continuing Legal Education requirements. Tell us about some seminars that you have recently attended.
8. From time to time a city attorney will find themselves at odds with a council member or staff member with regard to legal advice that is being rendered. Tell us how you have navigated or negotiated your way through this situation?
9. During your career, has an elective body ever chosen to proceed on a matter that is in conflict with oral or written advice you have given? How did you respond?
10. The Common Council is about to decide a significant matter that has drawn the attention of the media and public. The Mayor has asked you to be in attendance at their next Council meeting, however a conflict on your schedule develops. How did you respond? What did you do?
11. A Council member calls you asking for advice on a City matter, you give them an oral answer over the telephone. At the next meeting the Mayor calls you and tells you that you were quoted by this Council member and is surprised that the quotation is in conflict with other advice that has been rendered. How do you respond to the Mayor? How do you respond to the Council member?

12. The Mayor, City Administrator, and Community Development director ask you to review a draft development agreement. The Council President is in love with it, the agreement and ideas behind it are absolutely horrible. What do you do?
13. The City of Sturgeon Bay is fortunate to be served with a very experienced and knowledgeable management team. In serving as City Attorney, how might you use their expertise? How do you see yourself interacting with other professional staff?
14. This RFP did not request labor relations or human resources services. However from time to time simple issues arise, would you be willing to render general oral advice on such matters?
15. The City of Sturgeon Bay has four tax increment finance districts. Please share your experience in working on tax increment district issues.
- a. Developing a TID Plan?
  - b. Creating development agreements?
  - c. Working on City-Developer loans?
  - d. Real estate transactions?
16. A significant amount of City regulation involves property (nuisances, subdivision rules, zoning, boards of appeals, etc.) Tell me about your experience working in these areas.

17. As budgets remain static and public demands for services continue to grow, municipalities are relying more and more on intergovernmental agreements to fulfill community needs. Tell us about intergovernmental agreements you have worked on, success and failures.

a. What in your opinion has made some succeed and others fail?

b. What role should the City Attorney have in negotiating these agreements?

18. Tell me about your experience drafting ordinances that may be enforced by a police or fire department. What experience do you have that will help address the concerns of law enforcement and an elective body?

19. The City of Sturgeon Bay does not often find itself prosecuting zoning or other land use violations. How have you worked with professional staff who are unaccustomed to assembling a case? Professional staff who have never testified?

20. Municipal codes are sometimes ambiguous; tell me about a time you had to referee an ambiguity in a code? Do you have a default perspective (ie. Interpret in favor a land owner, favor the city etc.)?

21. While this RFP does not include prosecution services, tell me about your experience working on civil prosecution, working with prosecutors?

22. How often do you participate in a trial? Have you practiced before the Door County Circuit Court?
23. You have worked in the public sector for many years and in many communities and have developed broad network of connections. How might you use those connections to help the City of Sturgeon Bay?
24. Davis Kuelthau is a large firm with many clients and many resources and a significantly higher hourly rate than the other firm being interviewed. Why should the City of Sturgeon Bay hire D/K? What things can D/K do to control cost and provide adequate service?
25. Vande Castle Law is a small firm, with six attorneys. In reviewing your client list, you serve a number of towns, special boards and commissions as well as special counsel to larger municipalities. Does your firm have the resources to serve a community of this size?
26. What questions do you have for us? What question should be have asked that we haven't?



**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**September 8, 2020**

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:00 pm by Chairperson Bacon in the Council Chambers, City Hall. Roll call: Alderpersons Bacon, Wiederanders and Williams were present. Ald. Wiederanders and Ald. Williams appeared virtually via Zoom. Also present: Door County Economic Development Corporation Executive Director Steve Jenkins, DCEDC Operations Administrator Janet Proctor, DCEDC Director of Communications & Workforce Development Kelsey Fox, City Administrator VanLieshout, City Treasurer/Finance Director Clarizio Community Development Director Olejniczak and Deputy Clerk/Treasurer Spittlemeister.

A motion was made by Alderperson Williams, seconded by Alderperson Wiederanders to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: Request from Door County Economic Development for 2021 Funding.
5. Consideration of: RFP for City Attorney.
6. Review bills.
7. Adjourn.

Carried.

No one spoke during public comment on agenda items and other issues related to finance & purchasing.

Consideration of: Request from Door County Economic Development for 2021 Funding.

DCEDC Director of Communications & Workforce Kelsey Fox started a power point presentation highlighting the Youth Apprenticeship Program, which placed 60 youth in Door County businesses. The program is projecting to mentor 90 youth by the end of 2020.

Mr. VanLieshout entered the meeting at 4:11 pm..

Door County Economic Development Corporation Executive Director Steve Jenkins touched on the adaptability taken by DCEDC and businesses in Sturgeon Bay and Door County at the start of and during COVID19 lockdown. Mr. Jenkins, with the help of Janet Proctor, Operations Administrator introduced the focus areas for 2021. They include Existing Business Initiative, Entrepreneurial Development, Affordable & Attainable Housing, Talent Development, Economic Development Infrastructure, Revolving Loan Funds, Maritime Sector Growth and Communications, Collaboration, Connections. The Door County Economic Development Corporation is once again requesting \$30,000 from the City during the 2021 budget year.

Moved by Alderperson Wiederanders, seconded by Alderperson Williams to direct staff to add funding for Door County Economic Development Corporation in the amount of \$30,000 into the 2021 budget. Carried.

Consideration of: RFP for City Attorney.

The City of Sturgeon Bay's Personnel Committee went through a RFP for City Attorney in 2018. At the time, an analysis was done to see if position should be a staff position or contracted by a firm. Alderperson Bacon suggested sending out a RFP in order to save on funds. Mr. VanLieshout replied that the City does not want to accept a RFP based on cost alone. There are many things to consider when choosing an attorney, such as resources, depth of firm, and experience. Alderpersons concurred that now may not be the best time to send out a RFP, given where the City is with the Westside Waterfront.

Moved by Alderperson Williams, seconded by Alderperson Bacon to defer topic of RFP for City Attorney and discuss at Committee of the Whole budget meeting to determine which committee RFP should oversee and the process it would undertake. Carried.

Review bills

Moved by Alderperson Wiederanders, seconded by Alderperson Williams to approve the bills as presented and forward to the Common Council for payment. Carried.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to adjourn. Carried. The meeting adjourned at 5:04 pm.

Respectfully submitted,



Laurie Spittlemeister  
Deputy Clerk/Treasurer

## Memorandum



**FROM:** Joshua J. Van Lieshout, City Administrator  
Valarie Clarizio, Finance Director

**TO:** Mayor and Common Council

**DATE:** September 24, 2020

**RE: PROPOSED 2021 GENERAL FUND BUDGET**

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Enclosed please find the 2021 Draft Budget for your review and consideration. As you are aware, the budget constraints imposed by Act 10 (2011 Budget Repair Bill), Act 32 (2011 Biennial Budget) and Act 20 (2013 Biennial Budget) continue. All required components continue to be incorporated into the city budget. Tax Levy increases are limited to the net increase in assessed value due to new construction or 0% whichever is higher. Net new construction for the City of Sturgeon Bay in the year 2019 for 2020 is \$8,517,400 or 0.889%. This growth is expected to enable the City to raise an additional \$56,712 in tax levy. This budget contains costs by: using long term debt to purchase capital items that, absent levy limits would likely have otherwise have been levied for, and transfers some accumulated fund balance into the budget (principally accumulated designated capital funds). This budget also delays capital acquisitions and/or alters how costs are recovered.

At this time, the City's assessed value is undetermined, as the final assessment roll is not complete due to the revaluation currently taking place, therefore for discussion purposes, the City's equalized value is being used. For 2020, the equalized value of the City is \$995,436,200. The assessment roll will be finalized following the Board of Review. The total tax rate is estimated to be \$7.35 or per thousand of assessed value, and is a change of \$0.79 per thousand from 2020. **This rate will change.** The final rate is dependent on a number of factors that remain undetermined, including PILOT contributions, shared revenues, and any available unspent proceeds from 2020.

You will be pleased to note that the attached budget meets the statutory limits and restraints as required by Acts 10, 32 and 20. Following and attached are summaries of the 2021 Budget:

**BUDGET GUIDELINES (as directed by Common Council in 2008):**

- **NO** use of Fund Balance from General Fund
  - The 2021 budget proposes a use of Fund Balance for the following items:
    - Current undesignated fund balance is 48% of budgeted expenses. Healthy cash reserves are considered to be 25% of expenses. The City's fund balance in recent has ranged from 62% to 48% .
- **RETURN** all 2020 operating surpluses to Proposed Operating Budget
- **NO** use of debt for Operating Expenses

- Use of Capital Fund Balance ONLY for Capital Assets
- Maintain **CURRENT** levels of Service

### **ABOUT THE BUDGET FORMULATION PROCESS**

The budget is comprised of three types of governmental funds: general, capital, and special revenue . Other fund types are described as proprietary type funds/enterprise funds. Enterprise funds include utilities and solid waste. This memo considers the governmental fund types general and capital. Special revenue funds (TID, Cable TV, etc.) are less time sensitive to establishing the 2021 budget and tax rate.

The annual operating and capital budgets are used as tools to fulfill the needs for providing required and expected public services, as well as needs and objectives as established by the Common Council. The budget is adopted and is, in fact a law, with specific amendment procedures. Municipal budgeting is regulated by Chapter 65, Wis. Stats. The City, like many other local units of government expends considerable effort in providing detail to the budget.

The City of Sturgeon Bay employs a budget process that begins at the end of the first quarter of the fiscal year and concludes at the end of the fourth quarter of each fiscal year. Throughout the budget season, department heads, their staff, and finance staff, meet to discuss various issues and needs for the ensuing fiscal year. During this time, it is common for special items to be added to the capital budget as requested by elected officials. As elected officials, if there are special items or projects of interest to you that were not already incorporated into the prior year's capital plan, you should have by now relayed those requests to the appropriate department head.

A significant part of the budget development process is internal peer review of the operating and capital budgets. During this process, departments review each other's operating and capital budgets and defend their needs and requests. In an environment with finite resources, this is an especially effective tool for encouraging efficiency and eliminating nonessentials from the budget. Following peer review, changes are made to the draft documents where they are reviewed by all staff again and defended.

Once this is complete, the draft budget is presented to the Committee of the Whole where questions can be asked and answers given. The Committee of the Whole meetings are not meetings to go through line by line. We will cover the budget as whole, point out specific requests that have been made, discuss the overall financing strategy and answer questions. If you have specific line item questions, you should schedule a meeting with the appropriate department head in advance of the second Committee of the Whole meeting scheduled for October 5, 2020.

### **BUDGET DISCUSSION:**

The peer review process was completed on September 22, 2021 in a 6.5 hour marathon session. The conclusion of the peer review session left the budget with a 1.3 million dollar deficit. A deficit of this magnitude would require a 22% tax rate increase (assuming an assessed value on par with the equalized value). Working with the Finance Director, the tax rate increase leading into this budget meeting has been reduced to 6.54%.

#### **❖ REVENUE:**

#### **2021 Revenue Challenges:**



Despite strong growth over the last several years, the City's efforts yielded .889% added value in new construction. Under Wisconsin's levy limit law, this enables the City to raise the general levy by \$56,712. For FY2021, labor costs will rise by 2.67%. This results looking to other sources for additional revenue, such as user fees, fees for services, and impact fees.

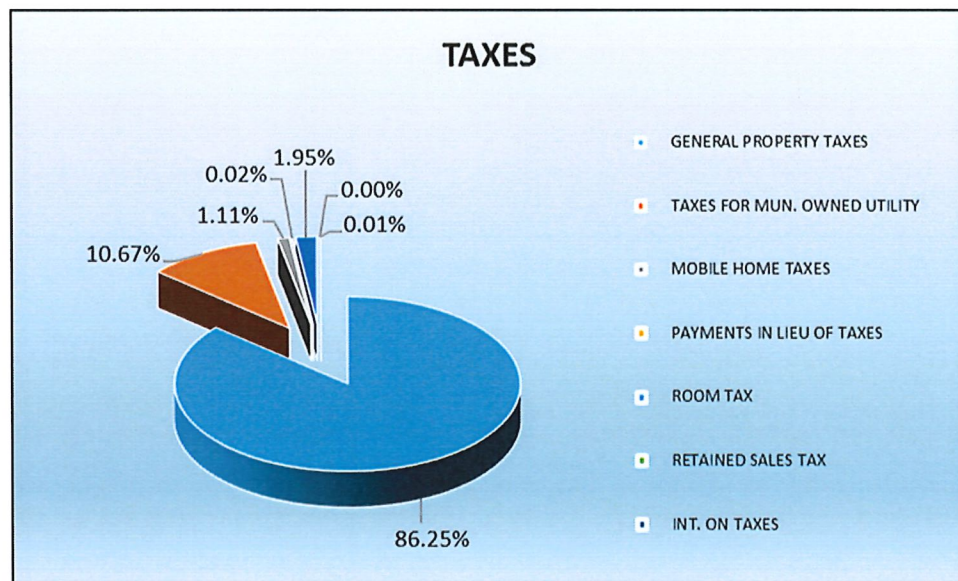
The general property tax levy directed towards the General Fund increases by more than \$56,712, as the result of diverting general levy from the Capital Fund to cover operating costs when other sources of revenues are constrained (more on this later).

It is expected that Taxes for Municipal Owned Utility (payments in lieu of taxes), from SBU will decrease in 2021, as the tax rate is expected to decrease with the completion of the revaluation along with a decreasing fixed asset value. Taxable values are determined by the fixed assets of SBU within the City of Sturgeon Bay.

Lodging tax revenues are expected to remain under budget this year (2020) and into 2021. This is a direct result of the public health crisis and the impact on overnight lodging stays.

Taxes (\$ 8,228,300): Tax revenues are comprised of seven sources, including general property, payments in lieu of tax (municipal utility and others), mobile homes, room taxes, retained sales tax (negligible value) and interest on taxes.

The graph below shows all sources of taxes and their values, including property taxes. Other sources of tax revenue, which are not property taxes represent about 14% of all taxes, the principal sources are payments in lieu of tax from the Sturgeon Bay Utilities and room tax.



#### Intergovernmental Revenue (\$1,544,195)

Intergovernmental revenues are funds that come from other agencies, principally the State of Wisconsin. Such revenues are usually tied to state policy and are subject to reduction without any recourse by the municipality. For example, shared revenues are a tax redistribution tool in place since 1911 for discretionary use. More recently, shared revenue distribution has been a



tool used by the state to coerce municipal governments to maintain, implement and follow certain state policy objectives.

For the year 2021:

- Shared Revenues will decrease by \$7,400. It is unknown if transportation aids will change as well. Together these sources represent 92% percent of all intergovernmental revenues.

License and Permit Revenue (\$164,700) is budgeted for FY 2021. Revenues for 2021 are expected to increase by about \$1,000. Of all building (not zoning) permits, the City retains 10%; the balance is an expense to the building inspection service company, Door County Inspections.

As Wisconsin's levy limit law continues, upward pressure on other sources of revenue is expected. There are limits though on what a municipality may charge for licenses and permits. Any fee for license or permit must bear a reasonable nexus to the cost of the service being provided. All of our fees for alcohol licensing, dog licenses and so forth are at the allowable statutory maximums.

Fines and Forfeitures (\$34,000) Revenues are projected to remain flat. It is very important to understand that the receipt of revenues from forfeitures is not an indicator of police activity. The revenues shown in this line are fines collected by the County Clerk of Courts and remitted to the City. If the county can't collect, neither does the City. The bulk of collected fines are associated with the police department, other fines for civil violations are included in this revenue line, including: noxious weeds, nuisances, zoning violations, etc.

It can be tempting to try to argue for more citations as a source of revenue; however it would be contrary to good policing, and modern police practices to emphasize the issuance of citations as a means of crime prevention. More often than not, interaction with the police department stems from other issues people are having, such as mental health matters, stress caused by job loss, family concerns, financial problems, addiction and so forth. Fines and forfeitures don't address these issues and can compound them.

There are of course exceptions, basic public safety laws such as traffic enforcement, OWI (operating while intoxicated) and the like rely on steep fines and other penalties as a deterrent to the unwanted behavior.

With regard to zoning infractions and other nuisance enforcement, the objective is compliance. Often times we find that a fine is the lower cost alternative for violators rather than deal with the issues. We use the possibility of fines and forfeitures as a means of encouraging voluntary compliance. Often times though a civil complaint and subsequent judgement is required to resolve issues. This process is both lengthy and expensive.

Public Charges for Services (\$174,485) are projected to increase for FY 2021, by (\$24,000). Revenues like receipts for items like player fees, ramp passes, dockage fees and so forth are recorded in this revenue category. Public Charges for Services are usually established when there is a specific service delivered to on an individual or focused user group. Residents and elected officials are sometimes sensitive to making changes in this category, as increasing fees for services or establishing new fees are seen as an end-around on property taxes. However,

where a specific service is being delivered to an individual or limited group of people, a charge is appropriate as a unique privilege or benefit is conferred. Existing charges can be adjusted up or down without penalty, so long as the charge bears nexus to service rendered. Establishing new charges for existing services needs to be thoroughly reviewed prior to implementation so as not to run afoul of statute or administrative rule.

For 2021, the Council might consider adjusting the following as well as other fees. While fees excise payment from residents, they also cost recover from out of town users and more equitably distribute the cost amongst users. Some of the lower hanging fruit include the following:

- Daily Launch Pass fees. Currently \$7.00, the basic fee allowable under NR1.91 is indexed to the State Park Entrance Fee, currently \$8.00. NR1.91 allows for a higher fee based on additional services such as restrooms or an attendant.
- Transient Marina Slip Fees. Currently all slips in the Stone Harbor Marina are valued at \$2,500, plus \$100 shared with Stone Harbor Resort per season for a total of \$2,600, regardless of length of slip. While this is less than surrounding commercial marinas, Stone Harbor amenities are available and the City maintains restroom/shower facilities for marina users. Utility pricing and labor costs have risen as well. It is believed there is capacity to raise fees modestly.
- Farm Market fees are modest, currently the seasonal rate is \$184.63 and provides the space of two parking stalls. The Farm Market is popular amongst vendors, residents, and guests of the City. It is believed there capacity for a modest fee increase without damaging Sturgeon Bay as an attractive market to attend.

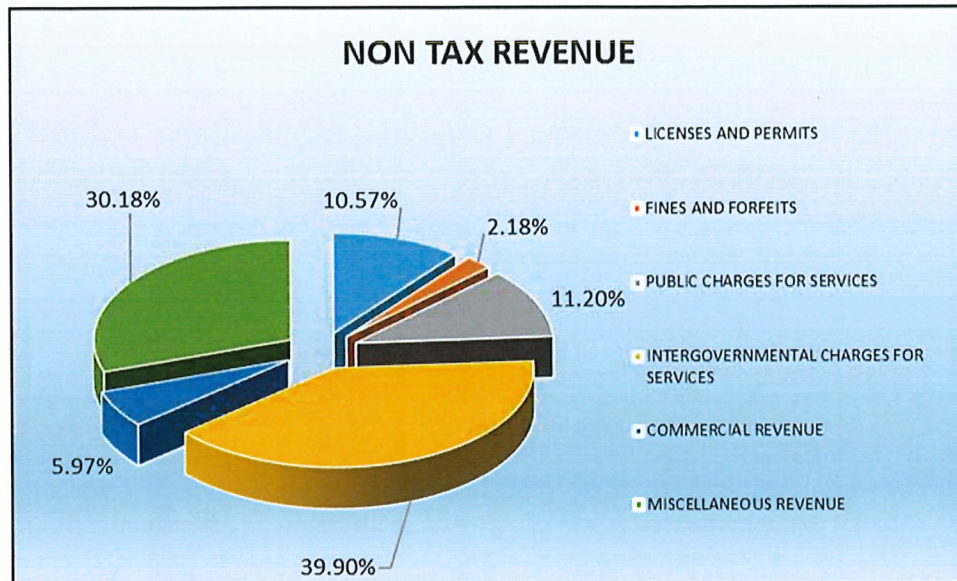
The complete fee schedule is attached to back of this memorandum.

Intergovernmental Charges for Services (\$621,845). Intergovernmental Charges for Services are used to show revenues received by the City from other governmental entities. This is where we show revenues from the Town of Sturgeon Bay and Sevastopol for contracted firefighting services and Town of Jacksonport for fire inspection services, the County's portion of the forensic investigator position and Sturgeon Bay School Districts share of the school resource officer.

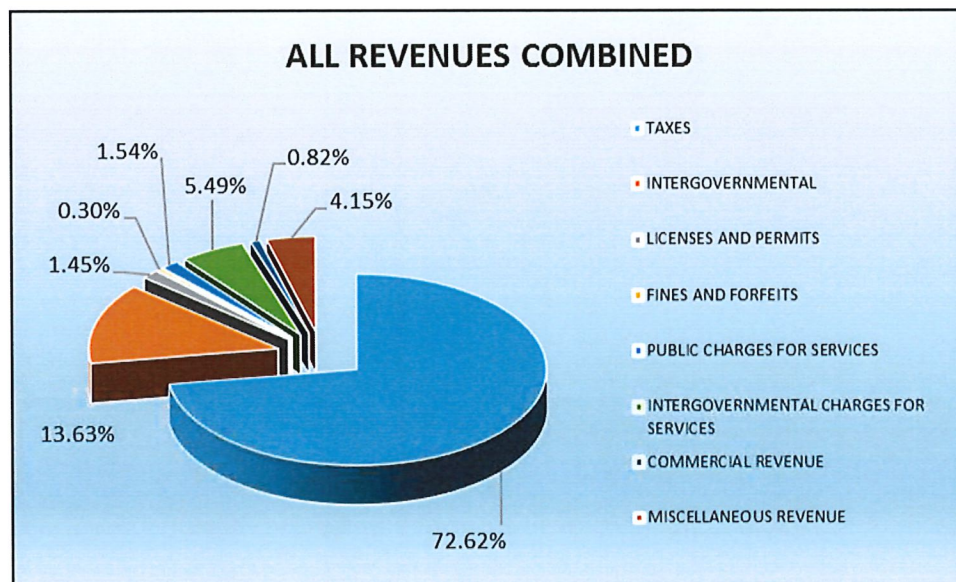
Commercial Revenue (\$93,025) are projected to decrease by \$14,000. Commercial Revenue is category of receipts where we show, items that are not entirely "public" in nature and more closely aligned with commerce. For example, leases between the city and a private entity, sale of city assets (surplus assets, recycled pavement, etc.) and private grants. Growth in this category is driven by the city cost recovering for special services associated with events such as the triathlon, century ride, SBVC events and so forth. The projected reduction in revenues is due in large part to moving all yard waste related activities to a special revenue fund of city.

Miscellaneous Revenues (\$470,206) are expected to decrease by \$240,000 in 2021. The bulk of this revenue is from the loss of income on City investments. Those investments are primarily in from of certificates of deposit and deposits in interest bearing savings accounts. The current yield on most accounts is a little less than one half of one percent (0.4%). The remainder of the revenue decrease is from employee contributions for retirement and health fringes as well interest earned on investments, a decrease in these categories is a good thing as retirement contributions are shared by the employer and employee.

### Summary of other non-tax revenue



### All Revenues Combined



## **EXPENDITURES:**

Expenditures for the 2021 General Fund Expense Budget are \$11,024,630 and represents a change of \$90,655 or 0.83% from that budgeted in 2020 (FY2020 was \$24,455 a 0.22% change from that budgeted for 2019).

## **Major Operating Budget Components**

### **Personnel**

Like any service business, the bulk (71.56%) of the city's annual operating budget is comprised of personnel related expenses. The City has, through the years made efforts at containing labor costs by investing in equipment and technology that can reduce our employee head count by taking advantage of modern equipment, technology and techniques that increase speed, efficiency, and accuracy. The City's personnel related costs will decrease by 0.35% for FY2021.

- No new positions are being funded in this budget, the total FTE (full, part time and seasonal) headcount is planned to remain steady at 66.1 FTEs and 15 permanent part-time employees, there is one existing half-time position in Municipal Services that was not previously funded.
  - Municipal Services: 18
  - Fire: 14 career and 15 permanent part time fire fighters
  - Police: 21 sworn and 2 civil
  - Administration: 5.4
  - Community Development /Engineering: 5.6
- Over the past few years, reduced benefits including in-network vs. out-of-network restrictions and additional out of pocket contributions by employees have been recognized. Beginning with fiscal year 2018 non-represented municipal employees and represented employees make the same health care premium contribution.
- Funding is included available within the budget for non represented wage adjustments. All represented adjustments are pre contract.
- Beginning in FY2020, the City with Sturgeon Bay Utilities joined the Wisconsin Employee Trust Fund for purchasing health insurance. This move has a number of strategic benefits including containing health care premium costs by joining the largest employer group available to the City, getting off the annual pendulum of securing health insurance, and providing reliability and predictability to current and prospective employees of service providers and coverage.

### **Commodities**

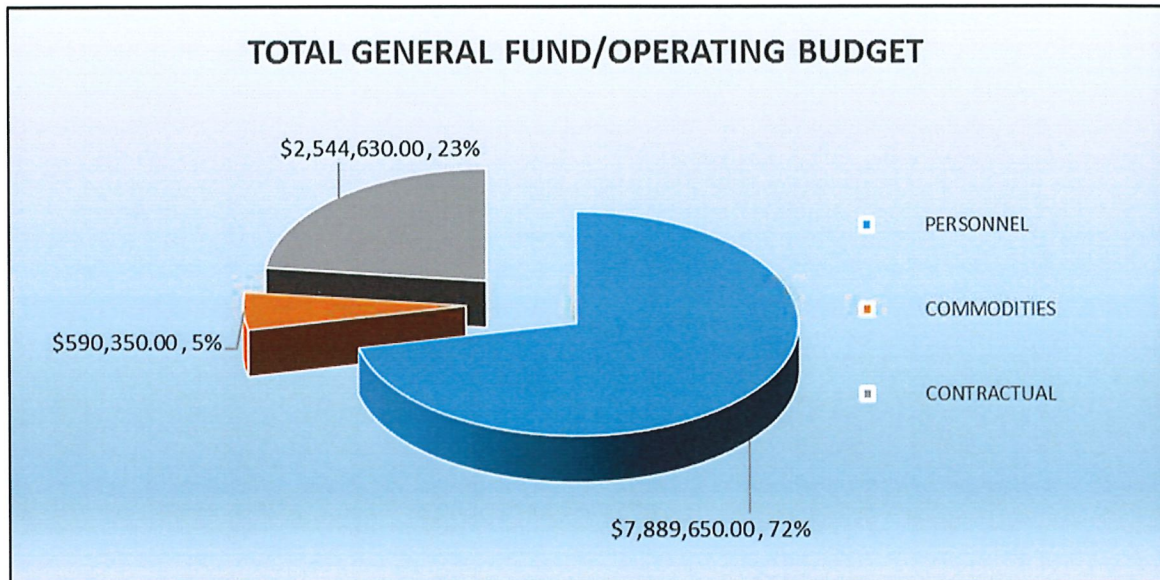
- The commodities budget, (\$590,350) is showing an increase of \$10,300 over the 2020 budget. Commodities include unglamorous items like office supplies, printing, mulch, paint, tires, petroleum and road salt. Commodities present the smallest portion of the operating budget, about 5% of total. Cost containment and predictability in cost is achieved by partnership purchase for bulk commodities with Door County, State of Wisconsin and others when possible. The City does have a purchasing policy aimed at



achieving savings during the acquisition process. Bulk materials like gravel, sand, and so forth are derived from recycled materials when possible for additional savings.

#### Contractual

- The contractual budget (\$2,544,630) increased by 4.4% (\$108,120). Contracted expenses comprise about 23% of the operating budget. Contracted expenses include requests for funding from entities like from Door County Economic Development Corporation, Sturgeon Bay Visitor's Center, and the Wisconsin Humane Society.



#### Public Safety

##### Police

Prevention and education are critical components to modern policing. Command and patrol staff regularly provide onsite training and education to business, institutions and private citizens. Policing today tends to be a mix of traditional law enforcement and response as well as community engagement and interaction. Officers and Command Staff spend a significant amount of their time engaged in community interaction and activities. The Police Department frequently collaborates with other agencies, including Door County, Wisconsin Department of Justice, Door County District Attorney, State Patrol, and others. Examples of collaboration include the Carol Jean Pearce homicide investigation, the School Resource Officer and Forensic Investigator position.

##### Fire

Sturgeon Bay Fire Department strives to maintain the high ISO rating of a 2 keeping us in the top 3% Countrywide and top 2% in Wisconsin. This excellent rating is credited to our response times, equipment, training, water supply, communications, and substantial annual operating and capital investment by the City. Sturgeon Bay Fire frequently collaborates with other County fire departments, be it in a training or mutual aid capacity and provides contract fire protection services to the Towns of Sevastopol and Sturgeon Bay and inspection services to the Town of Jacksonport.

With respect to public safety (police and fire), one major incident, be it fire, major investigation

or otherwise, could drive overtime and other investigative expenses beyond those stated in the budget. We are prepared for, but do not include, these expenses in the annual budget, to do so would unnecessarily inflate public safety costs.

### **Municipal Services**

Municipal Services is quite literally, the dump truck of local government, meaning, the Municipal Services department performs and provides an exceptionally wide variety of tasks and services. For purposes of this memo, those services are broken down into the categories shown below.

#### **Streets & Highways**

Commodity pricing for items such as aggregate, asphalt, and concrete continues to rise at a rate that is faster than funds can be raised. This has had and will continue to have a direct impact on the City's ability to repair streets, sidewalks and gutter sections. Annually the city performs maintenance tasks on 74.12 miles of urban, rural and gravel streets; this is expected to remain constant in 2020.

#### **Health and Sanitation**

We are often asked why the City spends so much time sweeping streets. Street sweeping is one of the most important surface water quality tasks we perform, annually the street sweeper removes an estimated 120 cubic yards of grit, debris, and detritus that would otherwise end up in our storm sewers and waterways, in 2018 the City swept approximately 3,200 miles of street and expect to reach the same milestone in 2020.

The yard waste disposal facility continues to be a well and often used service provided by the City. While it would be preferable if homeowners composted at home, doing so is not practical for many. This budget continues this program but moves it out of the General Fund, and places the service into a special revenue fund. This action was approved in early 2020, but delayed for implementation to 2021 by action of the Council. This move enables the City to charge a very modest fee of \$2.00 per month, while freeing levy dollars for general fund operating costs. This action provides a more accurate assessment of costs and revenues.

#### **Parks & Recreation**

The City of Sturgeon Bay has 130.5 acres of public land that is maintained by the department. This land includes unprogrammed wildlands, programmed space, trails and walkways. Established maintenance programs are budgeted to continue into 2021.

The City of Sturgeon Bay is in partnership with the Sturgeon Bay Schools in sharing the Memorial Athletic Complex. This complex is 16.5 acres in size and is used by Sturgeon Bay Schools for football practice/games as well as baseball and softball.

#### **Labor Distribution**

This Municipal Services budget shows a distribution of labor that reflects needed regular attention to these areas, especially public waterfront walkways. There is "new" money being applied in form of the previously unfunded part-time position. This increases the pool of available hours. This is responsive to the conversations had regarding a desire to improve the quality and maintenance of City infrastructure. Ultimately allocation of resources are distributed

based upon demand in areas.

	2019 Actual	2020 Budget	2021 Budget	Variance 2018-2019	Percent Change	Percent of Total
<b><u>General Government</u></b>						
Personnel	1,122,367.66	1,295,355.00	1,201,885.00	(93,470.00)	-7.22%	10.90%
Commodities	37,318.58	44,900.00	53,100.00	8,200.00	18.26%	0.48%
Contractual	807,104.92	1,573,400.00	1,699,435.00	126,035.00	8.01%	15.41%
Subtotal General Government	1,966,791.16	2,913,655.00	2,954,420.00	40,765.00	1.40%	26.80%
<b><u>Police</u></b>						
Personnel	2,492,544.90	2,818,660.00	2,859,875.00	41,215.00	1.46%	25.94%
Commodities	71,103.68	78,900.00	79,900.00	1,000.00	1.27%	0.72%
Contractual	160,330.47	136,595.00	135,105.00	(1,490.00)	-1.09%	1.23%
Subtotal Police	2,723,979.05	3,034,155.00	3,074,880.00	40,725.00	1.34%	27.89%
<b><u>Fire</u></b>						
Personnel	1,700,241.97	1,957,065.00	1,905,435.00	(51,630.00)	-2.64%	17.28%
Commodities	69,767.41	69,750.00	72,150.00	2,400.00	3.44%	0.65%
Contractual	66,233.69	71,130.00	72,800.00	1,670.00	2.35%	0.66%
Subtotal Fire	1,836,243.07	2,097,945.00	2,050,385.00	(47,560.00)	-2.27%	18.60%
<b><u>Streets &amp; Highways</u></b>						
Personnel	896,090.82	895,885.00	952,410.00	56,525.00	6.31%	8.64%
Commodities	199,927.60	271,600.00	275,550.00	3,950.00	1.45%	2.50%
Contractual	221,010.13	333,375.00	305,295.00	(28,080.00)	-8.42%	2.77%
Subtotal Streets & Highways	1,317,028.55	1,500,860.00	1,533,255.00	32,395.00	2.16%	13.91%
<b><u>Parks &amp; Recreation</u></b>						
Personnel	507,423.68	622,175.00	625,345.00	3,170.00	0.51%	5.67%
Commodities	78,553.07	113,225.00	107,900.00	(5,325.00)	-4.70%	0.98%
Contractual	91,339.42	133,150.00	143,650.00	10,500.00	7.89%	1.30%
Subtotal Parks & Recreation	677,316.17	868,550.00	876,895.00	8,345.00	0.96%	7.95%
<b><u>Miscellaneous</u></b>						
Personnel	39,075.37	43,570.00	45,080.00	1,510.00	3.47%	0.41%
Commodities	0.00	200.00	0.00	(200.00)	-100.00%	0.00%
Contractual	75,053.74	84,025.00	81,500.00	(2,525.00)	-3.01%	0.74%
Subtotal Miscellaneous	114,129.11	127,795.00	126,580.00	(1,215.00)	-0.95%	1.15%
<b><u>Economic Development</u></b>						
Personnel	253,490.95	284,705.00	299,620.00	14,915.00	5.24%	2.72%
Commodities	927.67	1,475.00	1,750.00	275.00	18.64%	0.02%
Contractual	101,219.12	104,835.00	106,845.00	2,010.00	1.92%	0.97%
Subtotal Economic Development	355,637.74	391,015.00	408,215.00	17,200.00	4.40%	3.70%
<b><u>Total General Fund Operating Budget</u></b>						
Personnel	7,011,235.35	7,917,415.00	7,889,650.00	(27,765.00)	-0.35%	71.56%
Commodities	457,598.01	580,050.00	590,350.00	10,300.00	1.78%	5.35%
Contractual	1,522,291.49	2,436,510.00	2,544,630.00	108,120.00	4.44%	23.08%
Grand Total	8,991,124.85	10,933,975	11,024,630	90,655.00	0.83%	100.00%

## **CAPITAL:**

Capital budgets and Capital Plans are used to plan for, track and manage the purchase of fixed assets with a life expectancy of two or more years. Capital budgets use a variety of revenue sources, including tax levy, debt, designated and undesignated fund balance and grants. Like operating

budgets, capital budgets often carry a positive fund balance that can either be restricted for designated uses or not. The capital plan is tied closely to the city's debt service and levy plan, objective being to limit variability in associated costs necessary for operations (operating, capital and debt service levy), thus giving city residents year-to-year predictability in their tax bills.

The Proposed 2021 Capital Budget is balanced, in that revenues equal expenses. The expected capital expenses for 2021 are \$2,730,535.

The 2021 Capital Budget features the following:

- Levy of \$217,768, a decrease from \$706,220 in 2019 for 2020.
- Debt Proceeds in the amount of \$1,423,160 a decrease from \$3,394,478 in 2020
- \$659,680 in applied fund balances
- \$95,177 in projected excess revenues from 2020.
- \$317,250 in grants
- \$17,500 in capital revenue

As stated at the beginning of this memo, required debt service and a healthy list capital needs if given to the council without adjustment would have the potential to produce a 22% levy rate increase. Required debt service alone over the next three years will add \$400,000 to the levy annually. This was not unexpected as debt schedules are fairly certain things. However as it goes, community objectives, tax rate sensitivity, levy and debt regulations are factors that led to a smaller capital program for 2021 and can be expected to be the same in 2022 and 2023.

On the expense side of the budget, the Capital Budget aims to make the following investments in 2021.

- Continue to make investments in computers and associated technology, albeit at a lower rate than requested by staff and might otherwise be funded.
- Accrues funds at a lesser rate for anticipated revaluation of the City (Required when assessment ratio is below statutory threshold) as we are completing a revaluation in 2020.
- Routine vehicle replacement in both the Police Department. Municipal Services reduced their need for a replacement vehicle in the Parks Department from a 1-ton to ½ ton truck. The benefit of this move was employees (summer help) under 18 can drive ½ tons.
- Various Police equipment including: computers, rifles, and integrated records management software.
- Various Fire Department equipment including: turnout gear, replacement radio, and pagers



- Improvements to municipal buildings including: East side Fire Station floor refinishing, safety and service improvements at City Hall and Municipal Services, and partial/contractual funding for a joint expenses at the library.
- Routine storm sewer outlay, road and alley maintenance, and curb and gutter maintenance/replacement have been reduced or eliminated as these are funded by levy dollars. Some of these costs could be paid for with debt proceeds, but those payments would be due in 2022, which doesn't help the expected debt levy increases for 2022 and 2023. Levy dollars have been removed from the street pavement program. For 2021 this program will be funded with debt and grant funds.
- Continues commitment to wayfinding signage program. This will be the last year of this three year project.
- Park and Playground improvements including: repairing the stone grill at Otumba Park, Otumba Beach improvements, and conversion of two tennis courts to pickleball courts.
- Improvements to municipal docks and waterfront walkways including sidewalk improvements and landscaping at the walkway at Bay View Park, general erosion control improvements, removal of the piles for the former "E" Dock adjacent to Sturgeon Bay Yacht Club

## City of Sturgeon Bay Fee Schedule

	Fee Without Sales Tax	Fee With Sales Tax	Tax Adjustment
<b>General</b>			
Copies (Public Records Only)	\$0.25		
Fax Fees (Per Page - Local Call)	\$0.25	\$0.26	Add Tax
Fax Fees (Per Page - Long Distance Call)	\$0.50	\$0.53	Add Tax
Postage for Materials	Actual Costs		
Research Time (Hourly Wage Plus Benefits 210%)	Actual Costs		
Employee Charge-Out Rate:			
All Staff	Hourly Rate X 210%		
<b>City Hall</b>			
Administrative Ruling Appeal (Appeal of an Administrative Ruling that Requires a Public Hearing)	\$250.00		
Exception to Noise Ordinance	\$22.00		
Meeting Fees			
Amended Agendas	\$100.00		
Calling Special Meetings	\$125.00		
NSF Check Fee	\$30.00 plus bank fee		
Parking Fines	\$15.00		
Real Estate Tax Parcel Search (Per Parcel)	\$0.25		
Special Assessment Letters			
One Day Turnaround	\$35.00		
Three Day Turnaround	\$25.00		
Stop Payment Fee (Checks Rec'd But Lost)	\$25.00 Plus Bank Fee		
<b>Permits</b>			
Alcohol Public Consumption Permit	\$28.00		
Blasting Permit	\$100.00		
Direct Seller	\$28.00		
Driveway Permit	\$25.00		
Firework Permit	\$75.00		
Hunting	\$28.00		
Sidewalk Café			
With Alcohol	\$220.00		
Without Alcohol	\$55.00		
Sprinkler Permit	\$ .02 per sq ft / \$100.00 minimum/triple if no permit is taken out before starting		
<b>Tent Permits</b>			
Over 400 sq ft w/ 2 sides & all > 400 sq ft up to 2 tents	\$30.00		
Per tent over 2	\$15.00		
Transient Merchant	\$55.00		
Seasonal Merchant Permit			
One Time First Monthly Fee- Per Individual Includes Background Check	\$75.00		
Each Concurrent Month-Per Individual	\$50.00		
<b>Licenses</b>			
Cigarette	\$100.00		
Dog/Cat/Pot Bellied Pig			
Sexed	\$8.00		
Unsexed	\$3.00		
Kennel	\$35.00		
Late fee (Charged After March 31st)	\$5.00		
Liquor			
Class "A" Malt / Original Container / Off Premises	\$100.00		
Class "B" Malt / Original Container / Over the Bar / On or Off Premises	\$100.00		
Class "A" Intoxicating Liquor / Original Container / Off Premises	\$500.00		
Class "B" Intoxicating Liquor / Over the Bar / Original Container / On or Off Premises	\$500.00		
Temporary Class "B" Picnic License / Single Event	\$10.00		
Fermented Malt Beverage Wholesaler's License - Sale of Malt Beverage / Original Container / to Retailers or Wholesalers / Not Consumed in or About Premises	\$25.00		
Operator's License - 1 Year	\$15.00		
Operator's License - 2 Year	\$25.00		
Provisional License - Issued if Proof of Class Registration is Shown	\$15.00		

## City of Sturgeon Bay Fee Schedule

	Fee Without Sales Tax	Fee With Sales Tax	Tax Adjustment
Class "C" Wine / Retail Sale by Glass / On Premises	\$100.00		
Provision Retail License - Good for 60 Days / Proof of Application for Permanent Retail Alcohol Beverage License	\$15.00		
Mobile Home License			
Application & Renewal	\$100.00 for 50 Spaces or Prorated		
Transfer of License	\$10.00		
Shuttle License			
1st Vehicle (Annual period July 1 - June 30)	\$17.00		
Additional Vehicles (Annual period July 1 - June 30)	\$11.00		
Vehicle License Transfer	\$6.00		
Taxi License			
1st Vehicle (Annual period July 1 - June 30)	\$17.00		
Additional Vehicles (Annual period July 1 - June 30)	\$11.00		
Taxi Driver's License (Anniver	\$17.00		
Vehicle License Transfer	\$11.00		
Quadricycle License			
Quadricycle License Fee (per calendar year)	\$50.00		
Quadricycle Operator License Fee (per calendar year)	\$15.00		
Waste Hauler			
1st Vehicle - Under 20,000	\$55.00		
Additional Vehicles - Under 20,000	\$28.00		
1st Vehicle - Over 20,000	\$110.00		
Additional Vehicles - Over 20,000	\$55.00		
<b>Solid Waste Enterprise Fund</b>			
Monthly User Fee for Residential Units or Businesses Generating Residential Equivalents	\$9.26		



## City of Sturgeon Bay Fee Schedule

	Fee Without Sales Tax	Fee With Sales Tax	Tax Adjustment
<b>DPW Department</b>			
<b>Docks</b>			
Daily Launch Passes	\$7.00		Back Tax Out
Resident Seasonal Launch Pass 1st Boat	\$41.71	\$44.00	Add Tax
Resident Seasonal Launch Pass 2nd - 5th Boat	\$21.00	\$22.16	Add Tax
Non-Resident Seasonal Launch Pass - 1st Boat	\$69.19	\$73.00	Add Tax
Non-Resident Seasonal Launch Pass 2nd - 5th Boat	\$35.00	\$36.93	Add Tax
Commercial Launch Fee (for 2)	\$50.00	\$52.75	Add Tax
Commercial Slip - Special Charge	\$48.00		
Pier Permit/Slip Fee	\$55.00 Plus \$11.00 Per Slip		
Pier Permit Variance Fee	\$220.00		
<b>Mooring</b>			
Riparian & Special Anchorage	\$104.00	\$109.72	Add Tax
Non-Resident Mooring Fee or Spec. Anchorage	\$288.00	\$303.84	Add Tax
(100% of deposit must be prepaid - Refund of 50% of deposit will be available if cancelation is made within six months or more prior to date of event)			
Marina Fees (25 foot minimum)	\$1.52	\$1.60	Add Tax
<b>Farm Market</b>			
Daily Vendor Farm Market Fee	\$20.00		Back Tax Out
Daily Vendor Farm Market Fee Half Space or Grass	\$15.00		Back Tax Out
Seasonal Vendor Farm Market Fee Per Space	\$150.00	\$158.25	Add Tax
Seasonal Vendor Farm Market Fee Extended Season	\$175.00	\$184.63	Add Tax
Special Event Fee	\$25.00	\$26.38	Add Tax
<b>Special Event Fees</b>			
Vendor Fees - Non-Electrical Spaces	\$20.00		
Vendor Fees - Electrical Spaces	\$30.00		
<b>Shelter</b>			
Private - Residents			
100 People or Less	\$55.00	\$58.03	Add Tax
101-200 People	\$83.00	\$87.57	Add Tax
201 People or More	\$165.00	\$174.08	Add Tax
Private - Non-Residents			
100 People or Less	\$77.00	\$81.24	Add Tax
101-200 People	\$94.00	\$99.17	Add Tax
201 People or More	\$286.00	\$301.73	Add Tax
(In case of a cancelation the shelter reservation fees will only be refunded if the shelter is able to be re-rented)			
<b>Players Fees</b>			
Girls & Boys Little League			
Resident	\$11.00	\$11.61	Add Tax
Non-Resident	\$28.00	\$29.54	Add Tax
Babe Ruth League			
Resident	\$11.00	\$11.61	Add Tax
Non-Resident	\$28.00	\$29.54	Add Tax
Legion League			
Resident	\$11.00	\$11.61	Add Tax
Non-Resident	\$33.00	\$34.82	Add Tax
Adult Softball			
Resident Team	\$352.00	\$371.36	Add Tax
Non-Resident Team	\$385.00	\$406.18	Add Tax
Ballfield Preparation Fee	\$56.87	\$60.00	Add Tax
Ball Tournaments			
One Day User Fee	\$55.00	\$58.03	Add Tax
Refundable Security Deposit	\$100.00	\$105.50	Add Tax
Improper Cleanup After Event	\$50.00	\$52.75	Add Tax
Youth Ice Hockey			
Resident	\$10.00	\$10.55	Add Tax
Non-Resident	\$25.00	\$26.38	Add Tax
Adult Ice Hockey			

## City of Sturgeon Bay Fee Schedule

	Fee Without Sales Tax	Fee With Sales Tax	Tax Adjustment
Resident	\$20.00	\$21.10	Add Tax
Non-Resident	\$30.00	\$31.65	Add Tax
Street Opening Permit	\$55.00		
Street Opening Deposit	Varies		
Tree Planting Deposit (Price Per 50' of Road Frontage)	\$200.00		
<b>Compost Site Fees</b>			
Town of Sturgeon Bay/Sevastopol Residents	\$100.00		
Contractor Permit Fee	\$1,000.00		
Contractor Illegal Dumping Fee (\$500 Plus Permit Fee of \$1,000)	\$1,500.00		
Non-Resident or Non-Resident Illegal Dumping Fees	\$500.00		
Wood Chips for Purchase by Contractor	\$5.00	\$5.28	Add Tax
Hazardous Waste Pick-up	\$32.00		
Waste Oil Disposal	\$1.00/Gallon		
Large Item Pick-Up	\$25.00		
Brush Collection	\$25.00		
Winter Parking Permit - Monthly (Dec. 1 - Apr. 1)	\$28.00		
Winter Parking Permit - Seasonal (Dec. 1 - Apr. 1)	\$55.00		



City of Sturgeon Bay Fee Schedule			
	Fee Without Sales Tax	Fee With Sales Tax	Tax Adjustment
<b>Inspection Department</b>			
<b>Residential 1 &amp; 2 Family Building Permits &amp; Other Misc. Fees</b>			
New Dwelling/Addition	\$.12 sq/ft All Areas/\$100.00 Minimum		
Erosion Control (Projects over 400 sq ft.)	\$100.00 (New)/\$75.00 (Addition)		
Remodel	\$.12 sq/ft all areas/\$60.00 Minimum		
Accessory Structure/Deck	\$.12 per sq ft all floor area/\$75.00 Minimum		
Accessory Structure under 250 sq ft.	\$50.00/\$50.00 Minimum		
Temporary Occupancy Permit	\$50.00		
Pools (separate electrical permit required)	\$50.00		
Early Start (footings & foundations)	\$75.00		
Park & Playground Fee-per Municipal Fee Schedule	\$300.00		
State Seal	\$35.00		
Other	\$40.00 Minimum		
City Administrative Fee- Permits up to \$100.00	\$3.00		
City Administrative Fee- Permits \$100 and over	5% of total fee		
<b>Plumbing</b>			
New Building/Addition	\$40.00 base plus \$.045 per sq/ft all areas/\$55.00 Minimum		
Alteration	\$40.00 base plus \$.045 per sq/ft alteration areas/\$55.00 Minimum		
Sewer Lateral	\$10.00 per thousand of plumbing project valuation/\$55.00 Minimum		
New Installation/Misc Item	\$5.00 per thousand of plumbing project valuation/\$55.00 Minimum		
<b>Electrical</b>			
New Building/Additions	\$40.00 base plus \$.045 per sq/ft all areas/\$55.00 minimum		
Alterations	\$40.00 base plus \$.045 per sq ft alteration area/ \$55.00 Minimum		
New Installation/ Misc. Items	\$5.00 per thousand of electrical project valuation / \$55.00 Minimum		
<b>HVAC</b>			
New Building/Additions	\$40.00 base plus \$.045 per sq ft all areas/ \$55.00 Minimum		
Alterations	\$40.00 base plus \$.045 per sq ft of alteration area/\$55.00 Minimum		
New Installation/Misc Items	\$5.00 per thousand of HVAC project valuation/\$55.00 Minimum		
<b>Commercial Building Fee Schedule</b>			
<b>New Structure &amp; Additions</b>			
Multi-Family,Motel,CBRF,Daycare,Merchant,Restaurant,Tavern,Hall Church, Office	\$.12 per sq ft/\$100.00 Minimum		
Schools, Institutions, Hospitals,Vehicle/Sm Engine Repair,Parking Auto Body	\$.13 per sq ft/ \$100.00/Minimum		
Manufacturing,Business (office) and Industrial	\$.12 per sq ft/\$100.00 Minimum		
Storage,Mini Storage, Bldg Shells* for Multi Tenant Bldg-Office area office fees	\$.10 per sq ft (under 6,000 sq ft)/\$100.00 Minimum		

## City of Sturgeon Bay Fee Schedule

	Fee Without Sales Tax	Fee With Sales Tax	Tax Adjustment
Storage, Mini Storage, Bldg Shells* for Multi Tenant Bldg-Office area Build Out *--- See new structure fees above	\$.08 per sq ft (6,000 sq ft and over)/\$100.00 Minimum		
Special Occupancies (Outdoor Pools, Towers, Tents, etc.)	\$.10 per sq ft / \$100.00 Minimum		
Erosion Control	\$150.00 for first acre plus \$100 per acre or portion thereof		
Remodel	\$.13 per sq ft of area of alteration/\$100.00 Minimum		
Occupancy/Temporary Occupancy, Change of Use	\$50.00 per unit		
<b>Plumbing</b>			
New Building/Additions	\$45.00 base fee plus \$.05 per sq ft, all areas/\$60.00 Minimum		
New Building Alteration	\$45.00 base fee plus \$.05 per sq ft, alteration area/\$60.00 Minimum		
New Installation/Replacement & Misc Items	\$5.00 per thousand of plumbing project valuation/\$60.00 Minimum		
New Construction Outside Sewer Laterals (Municipal sewer districts only)	\$100.00 for the 1st 100ft then \$.50/ft thereafter		
<b>Electrical</b>			
New Building/Additions	\$45.00 base fee plus \$.05 per sq ft/\$60.00 Minimum		
New Building Alteration	\$45 base fee plus \$.05 per sq ft, alteration area/\$60.00 Minimum		
New Installation/Replacement & Misc. Items	\$5.00 per thousand of electrical project valuation / \$60.00 Minimum		
<b>HVAC</b>			
New Building/ Addition	\$45.00 base fee plus \$.05 per sq ft, all areas/\$60.00 Minimum		
New Building Alteration	\$45 base fee plus \$.05 per sq ft, alteration area/\$60.00 Minimum		
New Installation/Replacement & Misc Items	\$5.00 per thousand of HVAC project valuation/ \$60.00 Minimum		
Commercial Plan Review-Delegated Municipality per SPS 302.31	See Table- 2 of SBD-118/City Plan review fee schedule		
Early Start Permit	\$100.00 (footings & foundation per SPS 361.32)		
City Administrative Fee- Permits up to \$100.00	\$3.00		
City Administrative Fee- Permits \$100 and over	5% of total fee		
Reroofing, Residing and Window replacement work	\$5.00 per thousand of project valuation/\$60.00 Minimum		
Other	\$75.00 Minimum		
<b>Agriculture Buildings (Unheated)</b>			
New Structure/Addition/Remodel	\$.10 per sq ft of area/ \$75.00 Minimum		
<b>Miscellaneous</b>			
Re-Inspection Fee (each occurrence)	\$40.00		
Failure to Call for Inspection (each occurrence)	\$40.00		
Double fees are due if work is started before the permit is issued			
Permit Extension (permit not expired- 6 month extension) 2 extensions maximum	Minimum Fee for each permit- previously issued		
Permit Renewal(Permit has expired within 3 months- 1 year renewal)	25% of all original permit fees- previously issued		



## City of Sturgeon Bay Fee Schedule

	Fee Without Sales Tax	Fee With Sales Tax	Tax Adjustment
<b>Plan Commission</b>			
<b>Certified Survey Map Application</b>			
Creating No New Lots	\$30.00		
Creating 1-4 Lots	\$110.00		
<b>Conditional Ues Applications &amp; Special Exception Applications</b>	\$300.00		
<b>Consultation Fees</b>	N/C		
<b>Peitition for Appeal of Decision</b>	\$330.00		
<b>Planned Unit Development Application</b>	\$425.00 Plus \$10.00 per Acre		
<b>Sign Variance Applications</b>	\$300.00		
<b>Subdivision Fees</b>			
Preliminary Plat	\$220.00 Plus \$10.00 Per Lot or Parcel		
Final Plat	\$110.00 Plus \$5.00 Per Lot or Parcel		
<b>Variance to Ordinance</b>	\$300.00		
<b>Variance to Zoning Ordinance</b>	\$300.00		
<b>Zoning Change</b>	\$400.00		
<b>Map Reproductions (Public Records Requests Only)</b>			
36" X 36" (Zoning Map)	\$10.00		
Air Photos	\$6.00		
<b>Photo Copies (Public Records Requests Only)</b>			
8 1/2 X 11	\$0.25		
8 1/2 x 14	\$0.50		
11 X 17	\$0.75		
Building Regulations	\$5.00		
Electrical Code	\$5.00		
Historic Preservation	\$5.00		
Plumbing Code	\$5.00		
Sign Code	\$5.00		
Waterfront Code	\$5.00		
Zoning Code	\$5.00		
<b>Sign Deposit - Public Hearing Notice</b>	\$50.00		
<b>Sign Replacement Permit</b>	\$30.00		
<b>Sign Permit Fee for New Signs</b>	\$50.00		
<b>Special Sign Permit</b>	\$30.00		
<b>Tourist Room House Permit</b>	\$100.00		
<b>Verification Letters</b>	\$30.00		
<b>Electrical Licenses</b>			
Apprentice (initial)	\$11.00		
Renewal	\$11.00		
Electricians Licenses (initial)	\$28.00		
Renewal	\$22.00		
Journeyman's (initial)	\$17.00		
Renewal	\$11.00		
Masters (initial)	\$17.00		
Renewal	\$11.00		