

# Village of Cottage Grove

## *Village Administrator Memo*

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10.7.16

To: Finance – Personnel Committee

*Re: 2017 Draft Budget Review*

Please read through this memo prior to your review of the current draft budget proposals. Please also see the attached memo that has a brief description for specific projects/initiatives/proposals. Department Head staff will be present at the meeting to further discuss specific projects and requests.

### **2017 Budget Notes**

- Current tax levy: \$3,216,336
- Available tax levy for 2017 budget: \$513,577
- Village Board direction: present a 2017 draft budget that does not increase the Village's tax rate.

-2017 Committee/Department requested levy: \$3,651,296

- \$434,960 increase (approximately \$335,000 over the draft budget direction)
- 10% tax rate increase
- \$131 tax impact on a home valued at \$250,000

-2017 Administrator recommended tax levy: \$3,411,319

- \$194,973 increase (approximately \$95,000 over the draft budget direction)
- 2.9% tax rate increase
- \$37 tax impact on a home valued at \$250,000

### **Items of note in the Committee/Department requested levy**

- Assessment Services – Revaluation: \$96,000
- Americans with Disabilities Act evaluation for compliance: \$16,000
- Additional Police Officer hire: \$75,000
- Engineering services – update stormwater modeling: \$50,000
- Conservancy Court wetland restoration: \$75,000
- Installation of shade structures at Bakken Park: \$15,000

**Items cut/added in the Administrator recommended levy**

--Assessment Services and the ADA evaluation remained in the budget. All other items were removed.

--Added long range Village facility planning: \$15,000 (plus \$5,000 for each utility)

--Added web-based budget software: \$8,000 levy (plus \$2,500 for each utility)

--Shifted two part-time police administrative assistant positions to one full-time position: \$7,500 increase

With the Administrator recommended budget proposal, the difference between a flat tax rate and an increase of about \$37 for the average Village home is approximately the cost of the assessment revaluation (\$96k). 2016 marks the first year the Village is outside the State's mandate of maintaining an assessment ratio between 95%-105% of equalized value (94.5%). The Village has five years to come into compliance, which means we do not need to do the assessment revaluation in 2017. In 2016 the Village's equalized value increased \$50 million; the assessed value (which our local taxes are based off of) increased \$20 million. Given the significant gap between equalized and assessed value increases in 2016 and considering the Village hasn't performed a property revaluation since 2008, I am recommending the Committee keeps the revaluation assessment service in the 2017 budget.

Please see the attached memo that gives brief descriptions of the projects/proposals referenced in this memo. Please contact me at the number below if you would like to discuss anything in greater detail.

Thank you.

Sincerely,

*Mall Giese*

Village Administrator  
920.254.5966

## **2017 Budget Request Descriptions**

### **--Long range facility planning (\$15k levy; \$5k funded by water and \$5k sewer)**

- A 20 year plan, which would take into consideration the current Village facilities and make recommendations for the future including: potential elimination/sale/replacement or renovation of existing facilities and siting recommendations for potential new facilities. The study will include multiple options and a schedule of estimated costs.

### **--Web-based budget software (\$8k levy: \$2,500 funded by water and \$2,500 sewer)**

- Currently the Village budget is constructed with an Excel spreadsheet. The Village has grown to a level where it makes sense to aim for a more professional approach to building and presenting the Village budget. The proposed software would help the Village move in that direction.

### **--Americans with Disabilities Act (ADA) evaluation (\$16k)**

- Would provide for evaluations of all Village parks as well as Village Hall, to determine deficiencies under ADA and cost estimates so a transition plan could be put into place (which would bring the Village into compliance).

### **--Installation of shade structures at Bakken Park (\$15k)**

- Shade structures were purchased in 2014 with Park Development Fund monies, and with a transition in Parks Directors during the same year, installation of the structures did not occur and monies were not allocated in past budgets to do so. There are Park Development Fund monies (from developers) available for this installation.

### **--Additional Police Officer (\$75k)**

- Per the Wisconsin Office of Justice Assistance, the average number of police officers per 1000 population is 2.2 in the State of Wisconsin. In Dane county the average is 2.6 officers per 1000 of population. Currently the Cottage Grove Police Department is at 1.8 officers per 1000 population. If

the CGPD were staffed at state averages, the CGPD would have 13 police officers instead of 11.

- 2014/2015 police consultant study by Moffett and Associates recommended 12 full time officers for the Village of Cottage Grove Police Department. They recommended that this staffing level be “achieved against an aggressive schedule”.

**--Update of the Village stormwater model (\$50k)**

- The DNR continues to place more mandates on stormwater management. The Village is also part of the Adaptive Management Plan for the Yahara Watershed adding, which adds further stormwater requirements. An updated model will allow the Village to identify and plan for stormwater projects in order for us to maintain our water quality standards under ever more stringent regulations.

**--Conservancy Court wetland restoration (\$75k)**

- The project involves scraping and removing accumulated sediment in the wetland. This project will restore the capability of the area to take and move water through the waterway without encroaching on private property.