



# BOARD OF WATERWORKS COMMISSIONERS AGENDA

**September 16, 2024 at 3:30 PM**

**Water Utility Admin Office, 72 Park Avenue, Sheboygan WI**

---

Persons with disabilities who need accommodations to attend this meeting should contact the Sheboygan Water Utility, (920) 459-3805. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to the Utility at 920-459-3805 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

## OPENING OF MEETING

1. Pledge of Allegiance

## MINUTES

2. Approve minutes from the August 19, 2024 Board meeting

## REPORTS

- [3.](#) Financial reports and approval of vouchers
- [4.](#) Superintendent's report including operations, construction-maintenance, and customer relations/fiscal

## ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [5.](#) Approval of replacement construction trailer
- [6.](#) Approval of City Works software/consulting
- [7.](#) Review communication plan for disconnection program hold
8. Review status of workers compensation insurance renewal
9. Review proposed preliminary 2025 Water Utility budget
10. Review office landscaping proposal
- [11.](#) Approval for purchase of replacement water meters

## PERSONNEL

Motion to convene in closed session under the exemption contained in Wis. Stat. s. 19.85(l)(c) where the body will consider employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility.

## NEXT MEETING

12. Next meeting will take place on: October 21, 2024

**ADJOURN**

13. Motion to Adjourn

***In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:***

*City Hall • Mead Public Library  
Sheboygan County Administration Building • City's website*



**REPORT OF BILLING**

**AUGUST 2024**

	<u>2024</u>	<u>2023</u>	<u>Increase or (Decrease)</u>
<b>Quarterly Metered*</b>			
<i>(Dist III - south of Union Ave)</i>			
Residential	282,505.90	259,521.41	22,984.49
Multi-Family	33,595.18	28,394.57	5,200.61
Commercial	46,461.38	40,312.69	6,148.69
Industrial	24,779.02	20,241.60	4,537.42
Public	<u>3,840.16</u>	<u>14,066.31</u>	<u>(10,226.15)</u>
<b>Subtotal</b>	<b>391,181.64</b>	<b>362,536.58</b>	<b>28,645.06</b>
Public Fire Protection	69,358.05	70,103.08	(745.03)
Monthly Metered	<u>521,524.31</u>	<u>447,323.62</u>	<u>74,200.69</u>
<b>Sheboygan Net</b>	<b>982,064.00</b>	<b>879,963.28</b>	<b>102,100.72</b>
Sheboygan Falls	81,643.80	56,214.94	25,428.86
Kohler	<u>51,298.56</u>	<u>36,845.77</u>	<u>14,452.79</u>
<b>Total</b>	<b>1,115,006.36</b>	<b>973,023.99</b>	<b>141,982.37</b>

\* Billing for scheduled district only for the three preceding months usage.

Total accumulative billing for 2024 is \$7,300,344.36. An increase of \$554,583.62 from 2023 accounted for as follows:

	<u>2024-Total Year to Date</u>
Sheboygan	410,603.72
Sheboygan Falls	102,812.80
Kohler	<u>41,167.00</u>
	<u>554,583.52</u>

Total bills mailed August, 2024: 6,712

Residential	6,114	Wholesale	5
Multi-Family	91	Multi-Family	12
Commercial	328	Commercial	20
Industrial	45	Industrial	67
Public	27	Public	3
<b>Quarterly</b>	<b>6,605</b>	<b>Monthly</b>	<b>107</b>



### RETURN ON RATE BASE

August 31, 2024

	<u>AUGUST 2024</u>	<u>AUGUST 2023</u>
<b><u>Add 2 YR Average</u></b>		
Utility Plant Balance	\$ 105,085,491	\$ 83,231,184
Materials and Supplies Inventory	\$ 286,798	\$ 278,690
<b><u>Less 2 YR Average</u></b>		
Reserve for Depreciation	\$ 27,690,761	\$ 26,174,024
Customer Adv for Const	\$ 1,755,973	\$ 2,762,364
Average Rate Base	<u>\$ 75,925,556</u>	<u>\$ 54,573,486</u>
Net Operating Income YTD	\$ 1,575,820	\$ 1,057,733
<b>Net Operating Income As a Percent of Average Net Rate Base</b>	<u><u>2.08%</u></u>	<u><u>1.94%</u></u>

Rate base is calculated using the two year average balance in the following accounts:

Utility Plant Balance - includes all capital assets less any contributed capital assets.

Materials and Supplies Inventory - includes all materials and supplies on hand and in inventory.

Reserve for Depreciation - includes depreciation on capital assets less any contributed capital assets.



**CASH RESERVE**  
**August 31, 2024**

Ending balance on report for July 31, 2024	7,669,919.13
Plus: Receipts	513,873.47
Misc Receipts	2,077.32
Direct Pay Receipts	512,984.98
LSL Repayment	32,449.20
Money Market/CDARs Accrued Interest	12,895.02
Minus:	
Disbursements - vendors and payroll	(766,023.16)
Bank Service Fees & Credits	1.30
Health & Dental Claims/Adm Costs	(75,068.27)
NSF Checks & Customer Refunds	(640.52)
Allocation in Transit Water Portion	2,949.15
Invoice Cloud/Paymentech Deposit Fees	(10,478.67)
Reallocate Sewer/Garbage - payments	533.92
Reallocate Sewer/Garbage - monthly	(263.06)
DNR SDWLP Reimbursement RWI	99,716.83
WRS Preliminary Reconciliation	(0.03)
Automated Credit Card Payments	(1,840.47)
Utility Water Payments	(2,294.76)
Postage	(1,267.39)
<b>Ending Balance August 31, 2024</b>	<b>\$ 7,989,523.99</b>

Note: The above amount includes:

Bond Reserve Fund	574,393.75
LSL Revolving Loan Fund *	552,635.36
Money Market Investment	1,026,883.06
ARPA Money Market Restricted - RWI	289,913.25
6 Month CD	526,700.38
3 Month CD	1,590,470.45
6 Month CD	1,058,286.06
Total	<b>\$ 5,619,282.31</b>

General Unrestricted Operating Cash	2,370,241.68
-------------------------------------	--------------

\*LSL revolving loan fund is cash available for funding LSL replacement and comes from customer repayment of LSL loans.



**STATEMENT OF NET POSITION**  
**AUGUST 31, 2024 AND 2023**

<u><b>Assets and Other Debits Utility Plant</b></u>	<u><b>Year to Date 2024</b></u>	<u><b>Year to Date 2023</b></u>	<u><b>Liabilities and Other Credits</b></u>	<u><b>Year to Date 2024</b></u>	<u><b>Year to Date 2023</b></u>
			<u><b>Proprietary Capital</b></u>		
Utility Plant	125,767,247	100,277,851	Capital Paid by Municipal	1,640,701	1,640,701
Depreciation- Utility Plant	30,712,899	29,038,315	Unapprop. Earned Surplus	62,972,342	57,960,857
Net Utility Plant	<u>\$ 95,054,348</u>	<u>\$ 71,239,536</u>	Total Proprietary Capital	<u>\$ 64,613,043</u>	<u>\$ 59,601,558</u>
			Bonds, Loans & Advances	39,320,467	20,922,647
<u><b>Other Property and Investments</b></u>			Total Long Term Debt	<u>\$ 39,320,467</u>	<u>\$ 20,922,647</u>
Appropriated Funds	842,549	1,836,384			
Bond Redemption Fund	574,394	612,360	<u><b>Current &amp; Accrued Liabilities</b></u>		
Net Pension Asset <sup>1</sup>	-	992,887	Accounts Payable	1,626	886
Deferred Outflow - Pension & OPEB <sup>1</sup>	2,648,031	2,025,204	Accrued Liabilities	881,328	1,453,949
Total Other Prop & Investment	<u>\$ 4,064,973</u>	<u>\$ 5,466,835</u>	Unearned Revenue <sup>4</sup>	270,987	1,539,495
			Total Current & Accrued Liab.	<u>\$ 1,153,941</u>	<u>\$ 2,994,330</u>
<u><b>Current and Accrued Assets</b></u>					
Cash & Investments <sup>5</sup>	6,573,332	8,012,842	<u><b>Deferred Credits</b></u>		
Accounts Receivable	1,664,327	1,753,059	Bond Premium	111,456	144,328
LSL Loan Receivable <sup>2</sup>	597,224	146,405	Pre 2003 Depr on Contributed Assets	-	8,332
Grant Receivable - Restricted <sup>3</sup>	0	0	Other Deferred Credits	0	0
Materials & Supplies Inventory	280,888	292,709		<u>\$ 111,456</u>	<u>\$ 152,660</u>
Prepaid Expenses	48,210	18,150	<u><b>Operating Reserves</b></u>		
Total Current & Accrued Assets	<u>\$ 9,163,980</u>	<u>\$ 10,223,165</u>	Net Pension & OPEB Liability <sup>1</sup>	835,240	190,275
			Deferred Inflow - Pension & OPEB <sup>1</sup>	1,533,534	2,402,200
<b>Total Assets and Debits</b>	<u><b>\$ 108,283,302</b></u>	<u><b>\$ 86,929,535</b></u>	Accrued Vac & Sick Leave	715,621	665,865
			Total Operating Reserve	<u>\$ 3,084,395</u>	<u>\$ 3,258,340</u>
			<b>Total Liab &amp; Other Credits</b>	<u><b>\$ 108,283,302</b></u>	<u><b>\$ 86,929,535</b></u>

<sup>1</sup> See full audited Financial Statements for disclosures and details regarding pensions and OPEB.

<sup>2</sup> Receivable related to the SWU Lead Service Lateral loan program.

<sup>3</sup> Grants Receivable - Restricted pertains to the Lead Service Lateral Replacement Program funded by the DNR.

<sup>4</sup> Unearned Revenue is the remaining balance of unspent American Rescue Plan Act funding designated to the Raw Water Improvement project.

<sup>5</sup> The decrease in Cash & Investments is due to the payment of bond and SDWLP principal and interest in May 2024.



## STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION

AUGUST 31, 2024 AND 2023

	2024		2023		Incr (Decr) YTD	% Incr/Decr YTD
	MONTH	YTD	MONTH	YTD		
Sales Revenue <sup>1</sup>	\$ 1,127,162	\$ 7,047,851	\$ 980,114	\$ 6,482,338	\$ 565,513	8.72%
Other Water Revenue <sup>2</sup>	\$ 3,768	\$ 29,477	\$ 7,248	\$ 39,638	\$ (10,161)	-25.64%
<b>Total Operating Revenues</b>	<b>\$ 1,130,930</b>	<b>\$ 7,077,328</b>	<b>\$ 987,362</b>	<b>\$ 6,521,976</b>	<b>\$ 555,352</b>	<b>8.52%</b>
Operating Expenses	464,445	3,092,582	374,571	3,028,520	64,062	2.12%
Maintenance Expenses <sup>3</sup>	98,550	661,496	103,647	630,350	31,146	4.94%
Depreciation Expenses	125,121	1,018,740	118,421	1,073,027	(54,287)	-5.06%
Taxes <sup>4</sup>	104,606	728,689	97,950	732,347	(3,658)	-0.50%
<b>Total Operating Expenses</b>	<b>\$ 792,722</b>	<b>\$ 5,501,508</b>	<b>\$ 694,589</b>	<b>\$ 5,464,244</b>	<b>\$ 37,264</b>	<b>0.68%</b>
Utility Operating Income	\$ 338,208	\$ 1,575,820	\$ 292,773	\$ 1,057,732	\$ 518,088	48.98%
Other Income & Expense						
Non-operating Grant Revenue	-	-	-	151,358	(151,358)	
Non-Operating Grant Expenses	-	-	-	(151,358)	151,358	
Bond Premium	2,739	21,915	2,739	21,915	-	
Interest Earned on Investments	13,039	115,044	12,517	75,972	39,072	
Contributions	-	22,500	-	3,489,446	(3,466,946)	
Other Expense	-	-	-	-	-	
Misc Amortization	-	-	2,094	16,756	(16,756)	
Bond Interest Expense	(60,568)	(452,538)	(89,492)	(716,532)	263,994	
<b>Change in Net Position</b>	<b>\$ 293,419</b>	<b>\$ 1,282,741</b>	<b>\$ 220,632</b>	<b>\$ 3,945,289</b>	<b>\$ (2,662,548)</b>	

<sup>1</sup> The increase in Sales Revenue in 2024 is due to a rate increase that went into effect on 4/1/2024.

<sup>2</sup> The decrease in Other Water Revenues is due to a decrease in billed miscellaneous services.

<sup>3</sup> The increase in Maintenance Expense in 2024 is due to washing and maintenance of the Erie Avenue tank, timing of meters maintenance and meter inventory for maintenance.

<sup>4</sup> The decrease in Tax Expense is due to a decrease in the City tax rates.



**APPROVAL OF VOUCHERS**  
**August 31, 2024**

<u>Total Of The General Vouchers</u>	<u>\$ 430,310.28</u>
<u>Gross Payroll *</u>	<u>\$ 309,914.60</u>
<u>Net Payroll *</u>	<u>\$ 191,011.49</u>

\*Three payrolls in August

**BOARD OF WATER COMMISSIONERS**

\_\_\_\_\_  
PRESIDENT

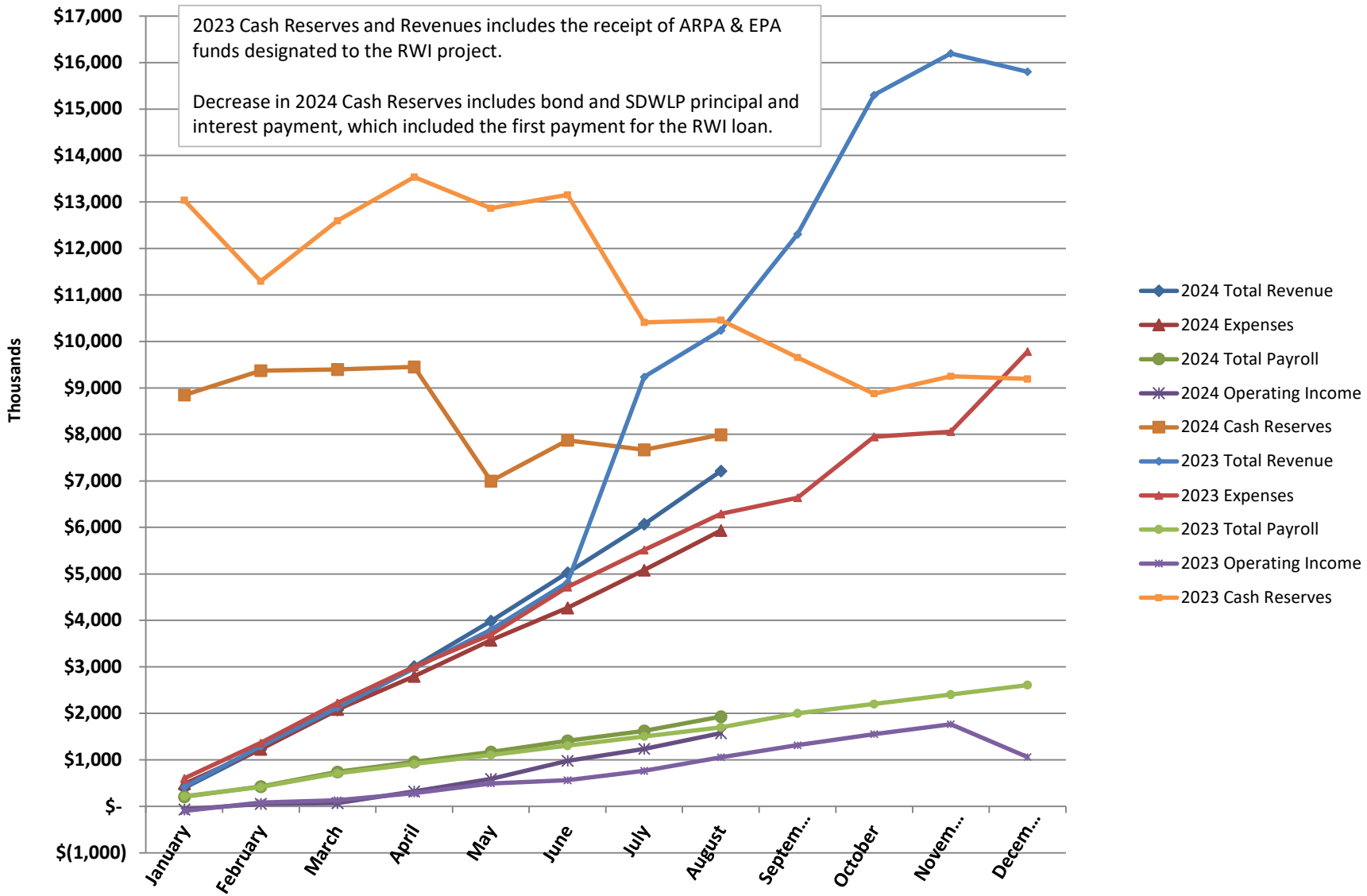
\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
MEMBER

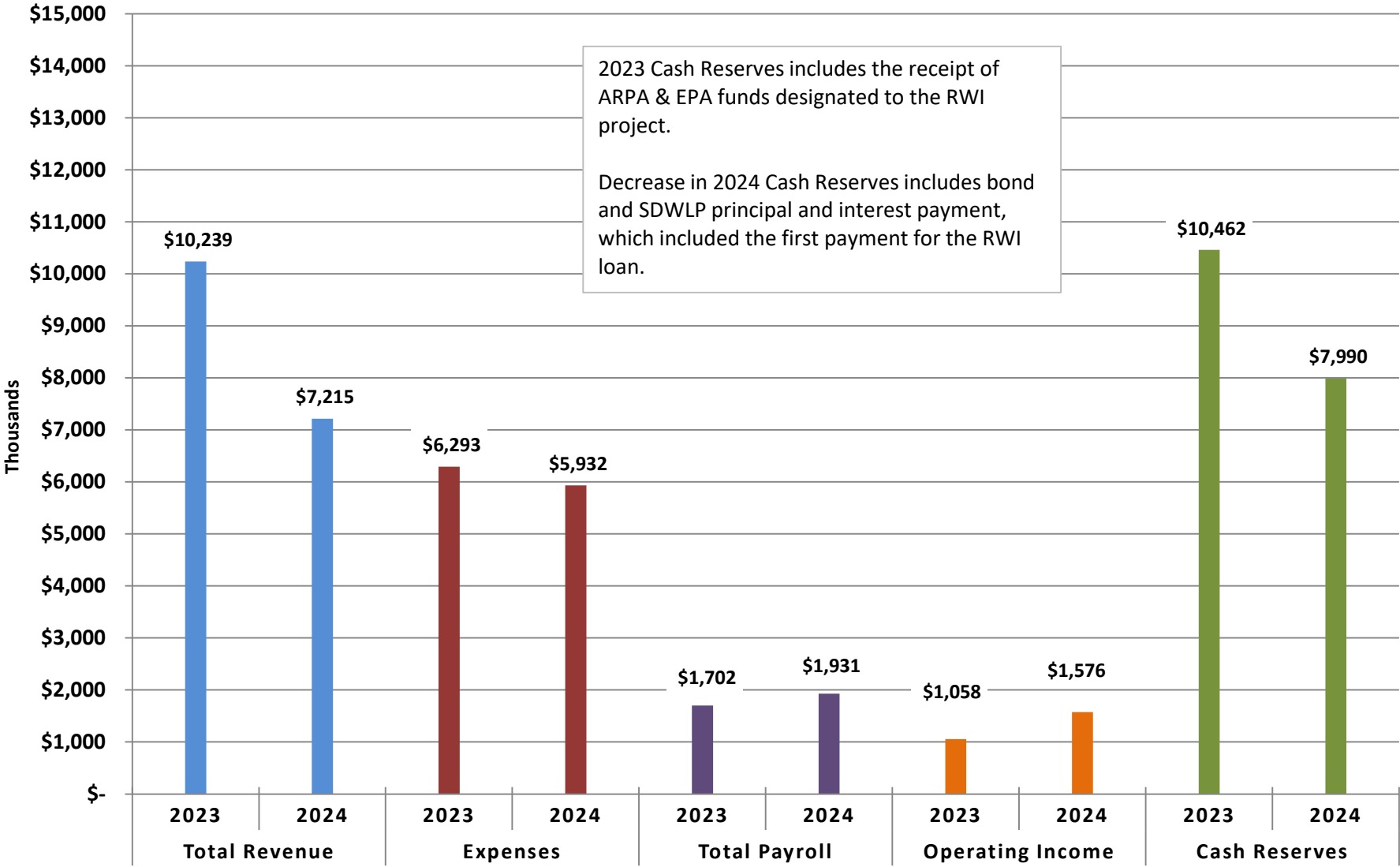
\_\_\_\_\_  
SUPERINTENDENT

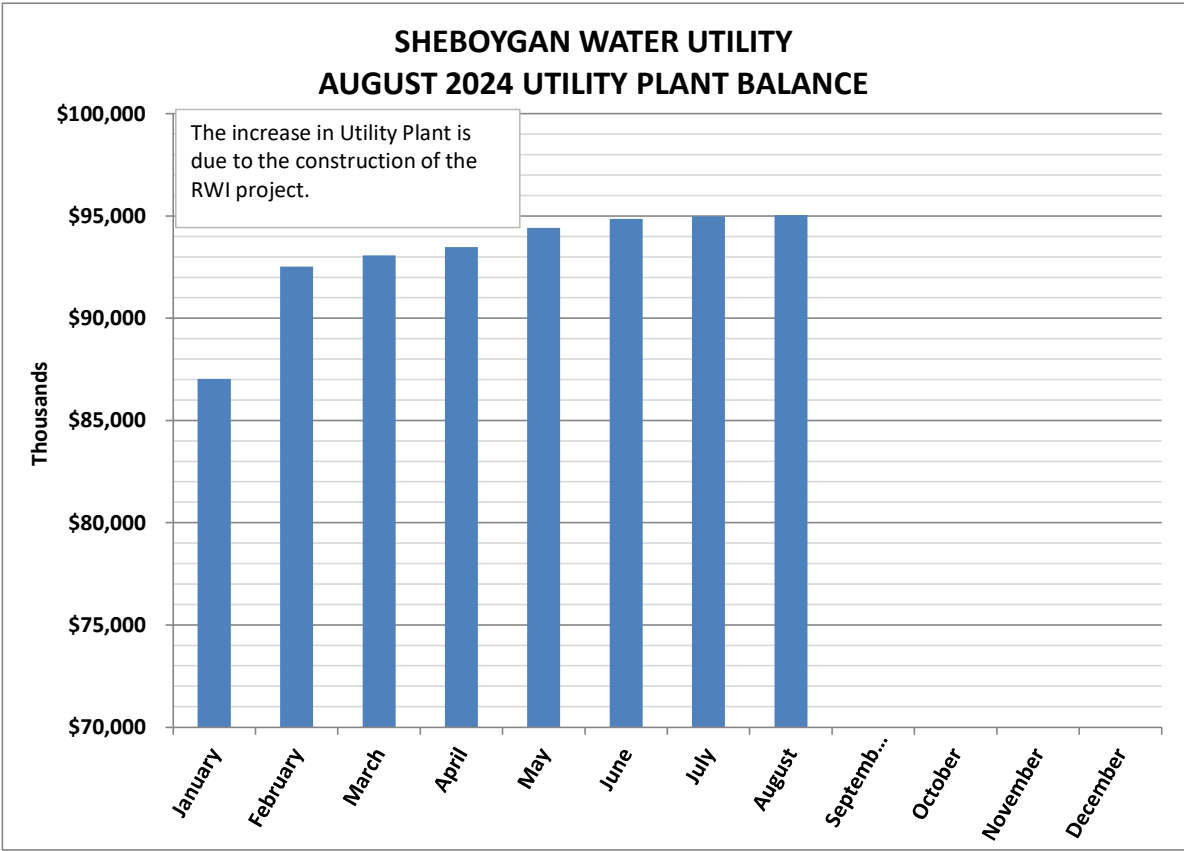
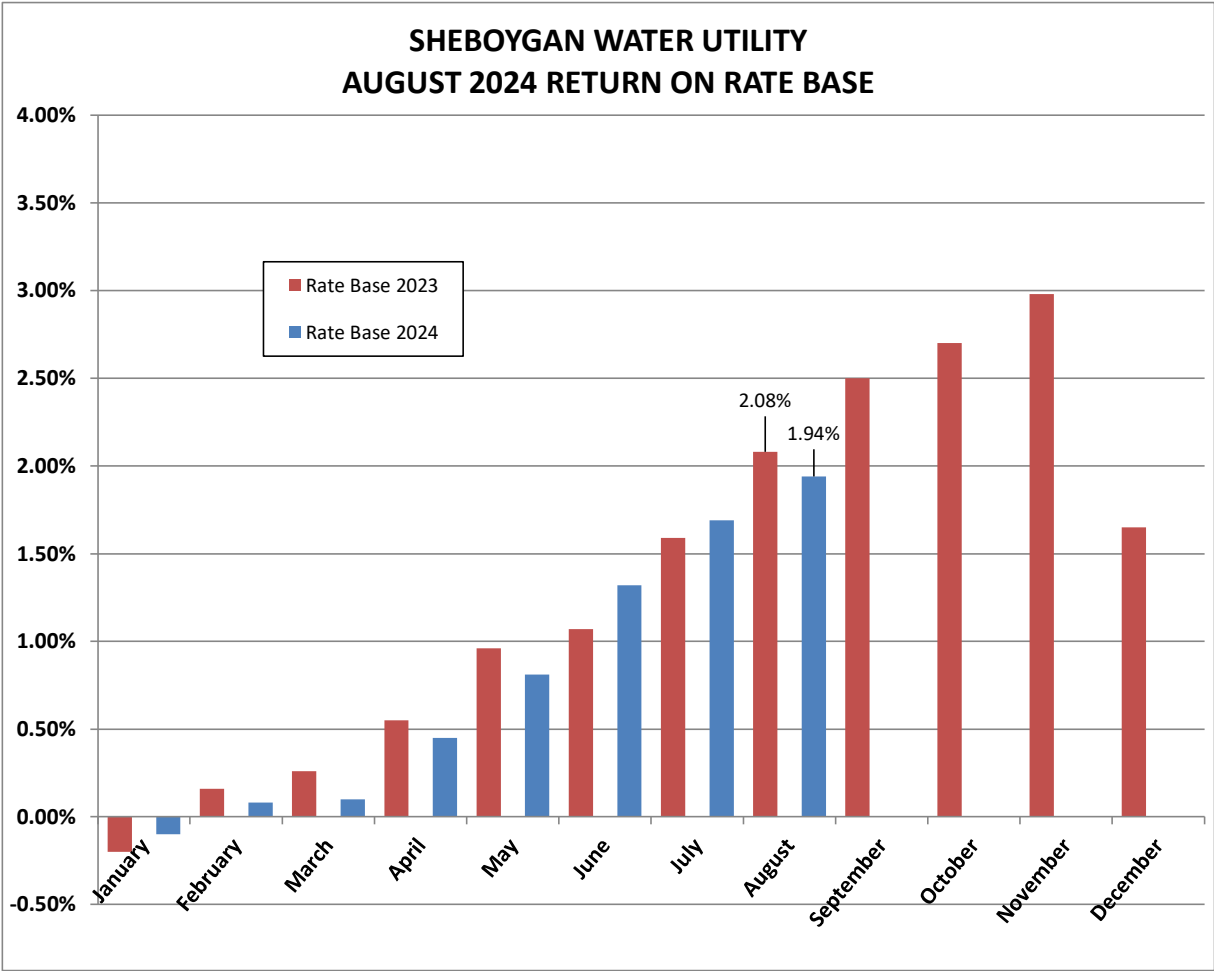


### SHEBOYGAN WATER UTILITY AUGUST 2024 MONTHLY FINANCIAL TREND



### SHEBOYGAN WATER UTILITY AUGUST 2024 YTD FINANCIAL POSITION

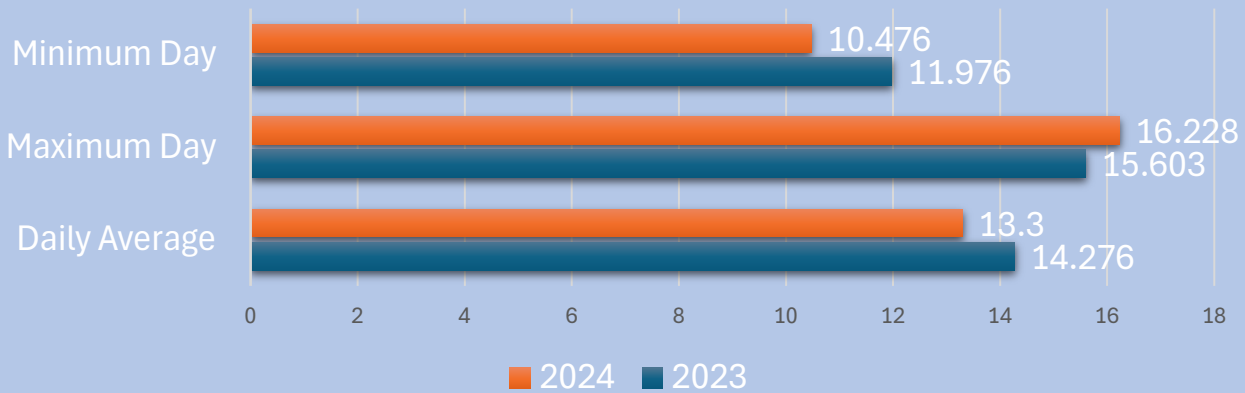




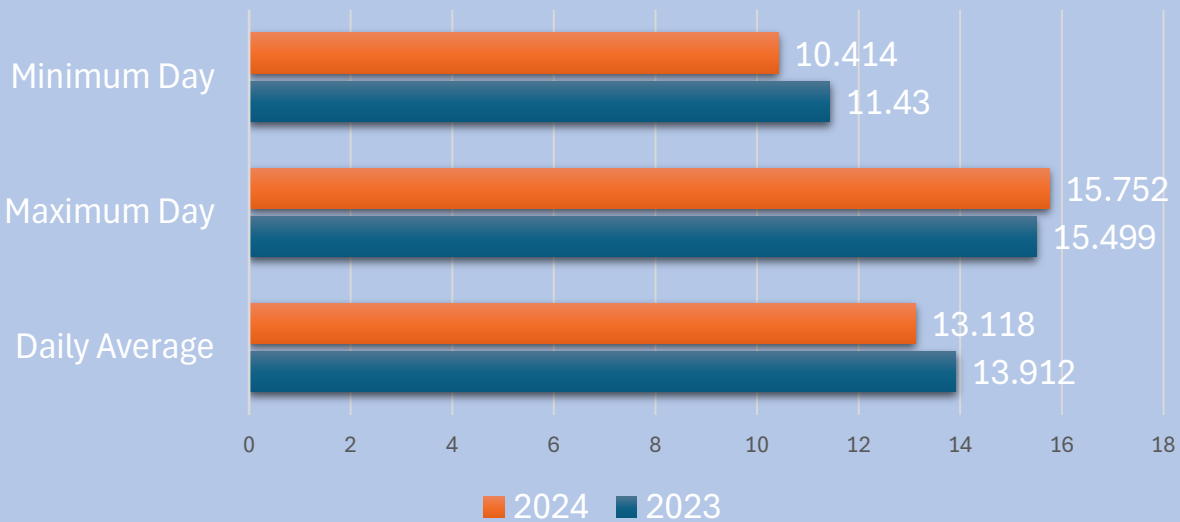
# OPERATIONS MONTHLY REPORT

## PUMPING

### Raw Water Pumpage (MGD)



### Finished Water Pumpage (MGD)



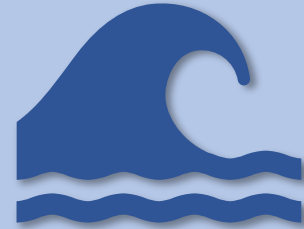
**2,850,864,000**  
Gallons Pumped YTD

**AUGUST  
2024**

# OPERATIONS MONTHLY REPORT

## WATER QUALITY

Raw Water		
	2023	2024
Turbidity	1.9	2.4
pH	8.3	8.22
Alkalinity	107.2	107.7
Temperature	60	60.5
Positive Bacteriological Testing	2.3	0



Finished Water		
	2023	2024
Turbidity	0.056	0.043
pH	7.67	7.67
Alkalinity	100.9	101.8
Temp.	63.9	62.2
Chlorine Residual	0.95	0.9
Fluoride Residual	0.7	0.75
Orthophosphate Residual	1.45	1.44
Bacteriological Testing	0	0

## ADDITIONAL ACTIVITIES

- ◆ Routine Plant Operations
- ◆ Routine Plant and Remote Site Maintenance
- ◆ RWI Project
- ◆ Annual WDNR Lab Testing and Monitoring
- ◆ RWI Training
- ◆ Sodium Permanganate system maint.
- ◆ Property grounds, cleaning, and building maintenance
- ◆ Chemical Systems Maint
- ◆ Shift Coverage
- ◆ Water Quality Notes:
- ◆ Aluminum Sulfate Usage Down 9.34%

**AUGUST  
2024**

# DISTRIBUTION MONTHLY REPORT

## WATER MAIN

Water Main Installed

**941.6'**

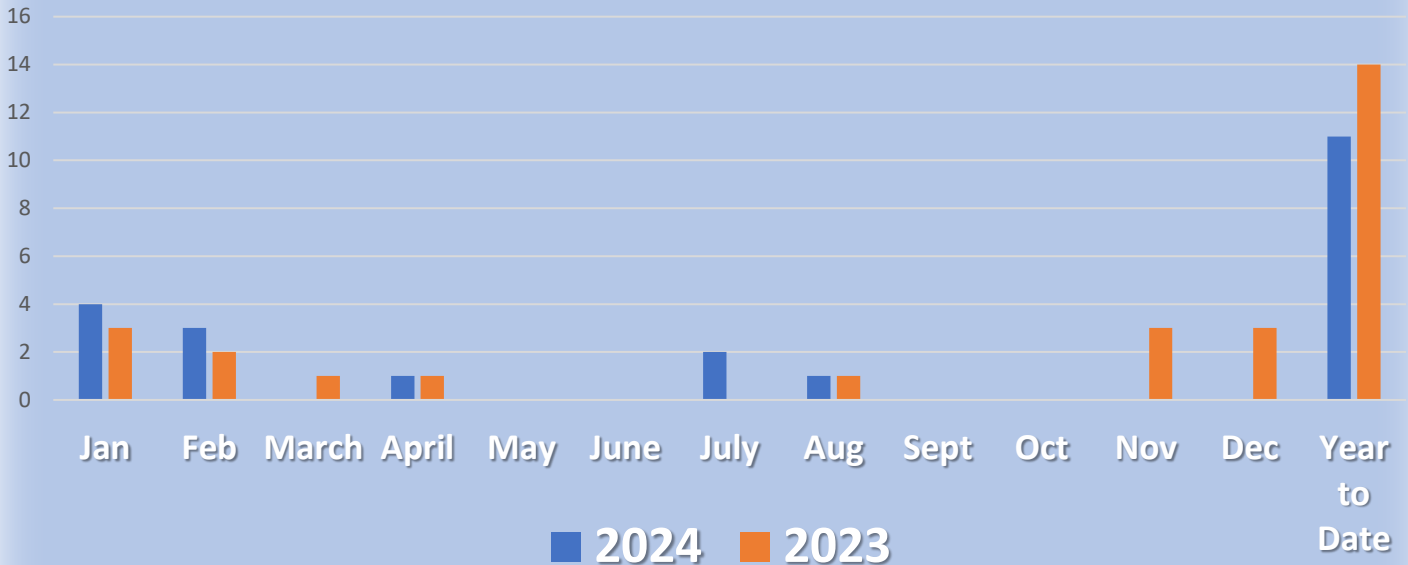
YTD

Street, Curb, and Sidewalk Restoration

**12,412.2**

Cu Ft  
YTD

### Water Main Breaks



### HYDRANTS YEAR TO DATE

**14**

Removed

**16**

Installed

### VALVES YEAR TO DATE

**175**

Exercised

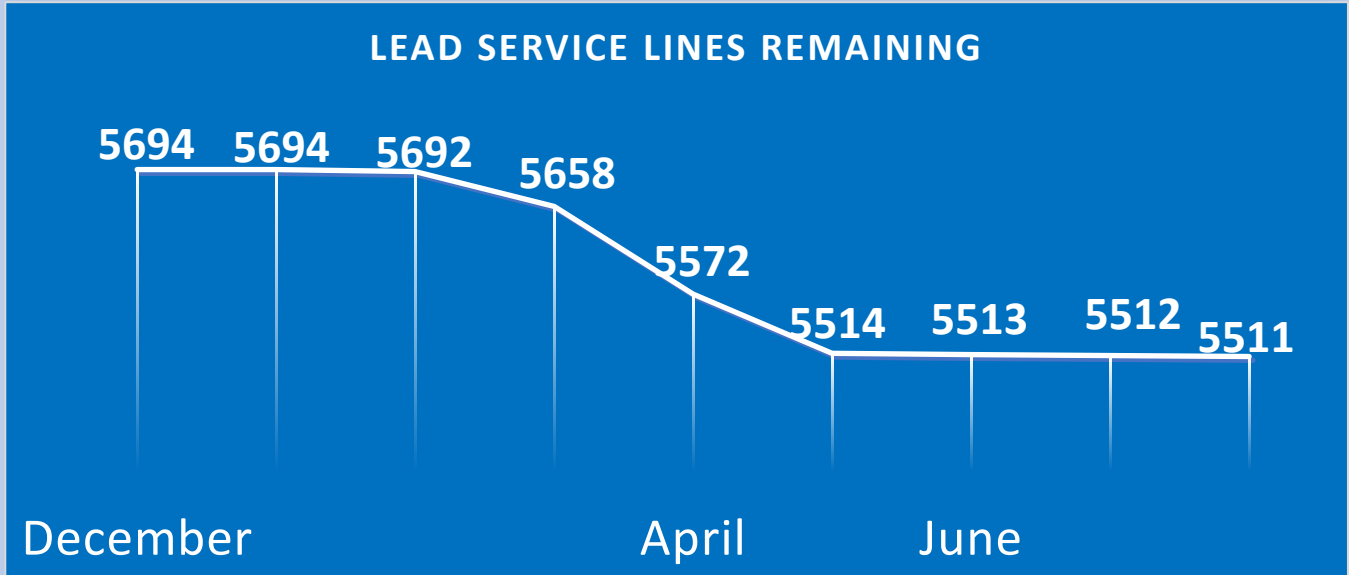
**14**

Installed

**AUGUST  
2024**

# DISTRIBUTION MONTHLY REPORT

## LEAD SERVICE LINE INFORMATION



**250**

2024 Replacement Goal

**68%**

2024 Replacement Goal Completed

**185**

YTD WIDNR Lead Brochures Distributed

## ADDITIONAL ACTIVITIES

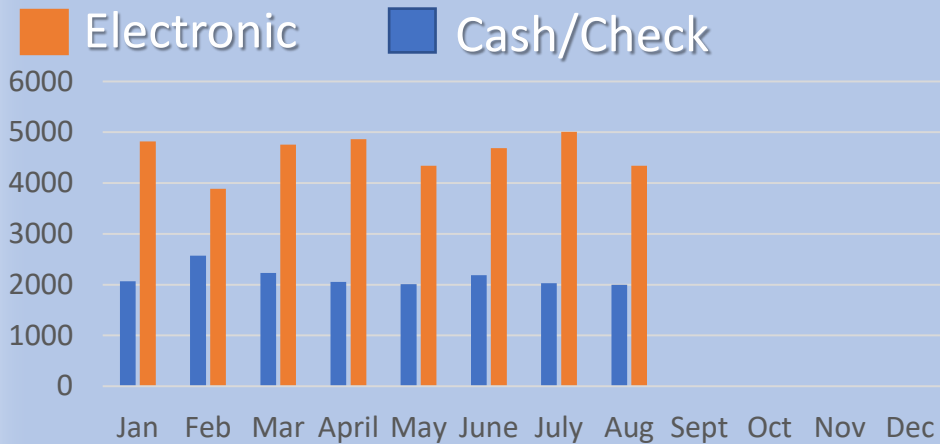
- ◆ Inspected and tracked installation of watermain on S Taylor Drive, north of Union Avenue.
- ◆ Conducted preconstruction meeting to kickoff Dillingham Avenue LSL project.
- ◆ Construction- Maintenance received GPS training from Engineering to help gather future field data.



**AUGUST  
2024**

# CUSTOMER RELATIONS & FISCAL SUMMARY

## PAYMENT TRANSACTIONS



## PAPERLESS ENROLLMENT

5,810

## CUSTOMER TRANSFERS

187

## COLLECTIONS

### Districts 1

Total Billed

\$-

Outstanding After Due Date

*\*Disconnects held in September due to heat advisory*

Letters Mailed

Properties Disconnected

Outstanding At Month End

## METERS



178

Meters Installed/Replaced

87

Meters Tested

Installed/Replaced

## CROSS CONNECTION



124 Inspections Completed

## WEBSITE VISITORS

1,266

Analytics resumed August 14<sup>th</sup>.



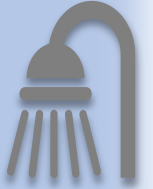
AUGUST 2024



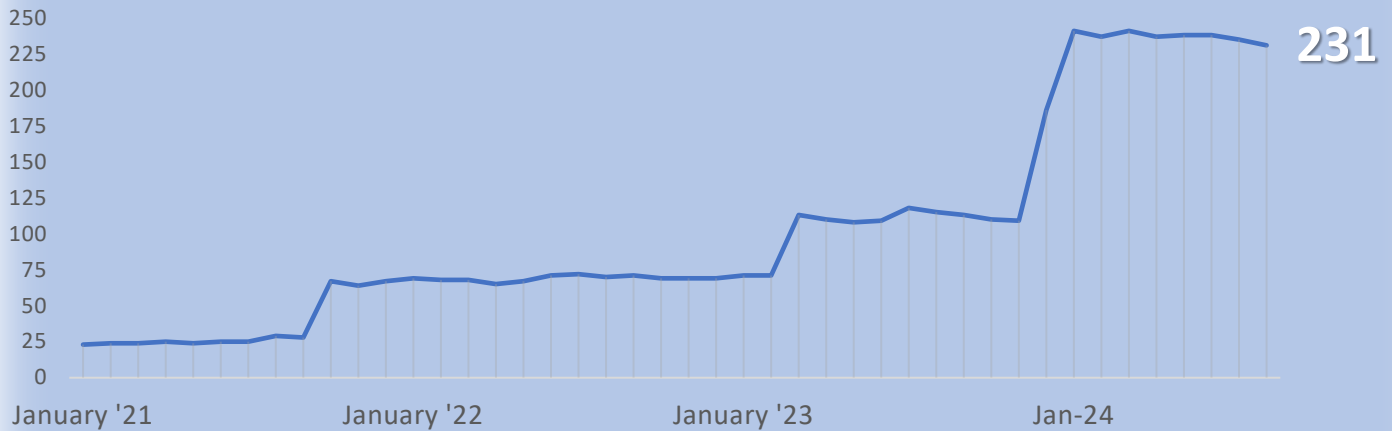
# CUSTOMER RELATIONS & FISCAL SUMMARY

## LEAK ALLOWANCES ISSUED

**3** Customer Requests      **172** CCF Allowed @ Reduced Rate



## LEAD SERVICE LINE REPLACEMENT LOANS



## ADDITIONAL CR/F ACTIVITIES

- ◆ Service Techs (STs) continue their work replacing meters due to age, and due to the LSL Projects.
- ◆ Conducted small and large meter testing.
- ◆ USSs issued bills to District 3 and Monthly customers.
- ◆ Nonpayment disconnections delayed to September due to heat advisory the end of August.

**AUGUST  
2024**

Date: 2024-08-20 08:27:44

Config. ID: Item 5.

## CUSTOMER INFORMATION

**Name:** Josh Sheb water

**Email:** na@na.com

**Phone:** (000) 000-0000

## STORE INFORMATION

**Store Name:** BRUGGINK'S, INC.

**Dealer Salesperson:** Brian

**Dealer Email:** sales@brugginks.com

**Dealer Phone:** (920) 564-6555

**YOU'RE ONE STEP CLOSER TO JOINING #TEAMDC!**

## REVIEW CONFIGURATION

Part Name	QTY	Price Descriptor	Price	Type
<b>Model</b> - PX216				
<b>Loading Style</b> - Max Ramps			\$0.00	option
<b>Length/Width</b> - 25' x 102" MR			\$41,525.00	
<b>GVWR</b> - 30,000 lb				standard
<b>Dove</b> - 60" Dovetail with 2" x 2" x 1/8" Angle Cleats (Max Ramps)				standard
<b>Axles</b> - 2 - 16,000 lb Heavy Duty, Oil Bath				standard
<b>Brakes</b> - Electric-Over-Hydraulic Disc Brakes				standard
<b>Suspension</b> - Hutch Heavy Duty Adjustable Suspension				standard
<b>Pull Type</b> - 16" Engineered Tongue with 60K Pintle Eye				standard
<b>Frame</b> - 16" Engineered Beam 2.0				standard
<b>Jack</b> - 2 - 20,000 lb Hydraulic Jacks			\$2,150.00	option
<b>Paint Type</b> - DM Difference Maker Coating System				standard
<b>Paint Color</b> - Onyx Black				standard
<b>Floor</b> - 2" Treated Lumber				standard
<b>Cross-Members</b> - 3" I-Beam on 16" Centers w/ Formed Gussets				standard
<b>Storage</b> - HD V-Tongue Lid with Gas Shock Assist in Tongue				standard
<b>Winch</b> - No Winch				standard
<b>Battery/Charger</b> - Group 27 Series Battery w/110V 5amp Charger				standard
<b>Lace Rail</b> - 6" Channel Lace Rail				standard
<b>Stake Pockets</b> - 2" x 3/8" Rub Rail w/ Stake Pockets & Pipe Spools				standard
<b>Slide Track &amp; Ratchets</b> - No Slide Track				standard
<b>Steps</b> - Front Retractable & Mid-Turn				standard
<b>Lights</b> - All LED Lights				standard
<b>Wiring</b> - Sealed Wiring Harness				standard
<b>Tire Size</b> - 215/75R17.5 18 Ply Radial, Dually				standard
<b>Wheel Color</b> - Black				standard
<b>Spare Mount</b> - Under-Frame Spare Mount				standard
<b>Spare Tire</b> - Add Spare Tire   Black Wheel			\$455.00	add-on

**\$ 34,800.00**

**Total MSRP Price:** \$44,130.00

To: Joe Trueblood, Utility Superintendent  
From: Dave McMillan, Distribution Supervisor  
Subject: 2024 Cityworks Software Implementation

The Water Utility has budgeted to implement asset management software across the Utility in 2024. The Utility reviewed and had demonstrations from both Cityworks and Vueworks as potential software options. The Utility preferred the Cityworks software due to its long term viability, and its ease of use. Also, the Department of Public Works has used the Vueworks software and did not recommend investing in it.

**Asset Management Software Benefits:**

- This software enables the Utility to get our information and data under one umbrella that is easily accessible for staff. We can build GIS asset tables in ESRI to store the Utilities assets across all departments. Cityworks also seems to be a good option to replace some of Caselle's functions, such as work orders, job accounting, and inventory.
- Cityworks uses ESRI GIS tables as the asset inventory record, eliminating the need to track two separate asset records. Vertical asset tables will be built to view all the Utility's assets and records pertaining to those assets spatially. This would include water treatment facilities, pump stations, the distribution system, customer locations, meters, and reservoir sites.
- Work Management and work history- work can be assigned, tracked, and then stored in one place.
- Work Scheduling- Mobile service requests and work orders can be generated and assigned to staff.

**Implementation:**

Cityworks sells and supports the software, but users work with a 3<sup>rd</sup> party implementation team to implement the software and act as a consultant in the future. As we would like to build out options to have Cityworks and Caselle share information, we asked Cityworks for a recommendation to find a company that has experience with this process. They recommended and we received a proposal from Centricity to complete the work both remotely and on-site. Ongoing support from Centricity can occur remotely.



**Cost:**

The Utility budgeted \$80,000 for 2024 for licensing and implementation, with a note that additional costs would occur to finish up the implementation in 2025.

Cityworks License- 2024- \$21,875 (includes discount for implementation process)

Centricity Implementation- \$75,500 (\$58,000 in 2024, and \$17,500 in 2025)

Proposals are attached.



## ORDER FORM

<b>Order Date:</b>	Date of the last signature below
<b>Trimble Entity Name ("Trimble") and Address:</b>	Trimble Inc. 10368 Westmoor Drive Westminster, CO 80021 USD
<b>Customer Entity Name ("Customer") and Address:</b>	Sheboygan Water Utility 72 Park Avenue Sheboygan, WI 53081
<b>Billing Contact Name and E-Mail Address:</b>	Dave McMillan davemcmillan@sheboyganwater.org
<b>Is a Purchase Order Required?</b>	Yes or No  <i>Purchase orders issued by Customer are issued for administrative purposes only; terms and conditions contained in any such purchase order shall be null and void.</i>
<b>Is Customer Tax Exempt? Is Customer a Public Entity?</b>	Yes or No Yes or No
<b>Initial Term:</b>	Twelve (12) months from the Order Date
<b>Validity:</b>	This Order Form shall expire on June 20, 2024 the "Validity Date"). If this Order Form is not executed by the Customer by the Validity Date, Trimble reserves the right to not offer the pricing found in the Order Form.
<b>Miscellaneous:</b>	<i>* Purchase orders issued by Customer are issued for administrative purposes only; terms and conditions contained in any such purchase order shall be null and void.</i>  <u>Post-Termination Customer Data Access.</u> For 30 days from the expiration or termination of the Agreement, Trimble will make Customer Data available to Customer upon request for export or download as provided in the Agreement for the applicable Product. Additional fees may apply.

## Annual Software Subscription:

Part Number	Item Name	Unit of Measure	Type	Description	Annual Amount
BN-OPS-EAM-PRO	Trimble Enterprise Asset Management ("EAM") Professional Package	25 - Authorized Users	Software-as-a-Service ("SaaS")	See Addendum 1 for Additional Details	\$31,250.00
<b>Discount for Year 1</b>					(\$9,375.00)
<b>Total Annual Software Subscription - Year 1</b>					\$21,875.00
<b>Total Annual Software Subscription - Year 2</b>					\$26,500.00
<b>Total Annual Software Subscription - Year 3</b>					\$31,250.00

## Implementation Fee/Cost Proposal

### Cityworks Implementation Costs

Task	Description	Total Cost
<b>1</b>	<b>Workflow Review Meetings (Remote)</b>	\$ 1,000
	Kickoff Meeting & Workflow Meetings Meeting Notes	
<b>2</b>	<b>Initial Cityworks Database Configuration</b>	\$ 30,000
	Configuration for Cityworks AMS	
<b>3</b>	<b>Database Review (Remote)</b>	\$ 2,000
	Post Review Changes Meeting Notes and Action Items	
<b>4</b>	<b>Additional Information Configuration</b>	\$ 5,000
	Dashboards Saved Searches Inboxes Configuration Changes Crystal Reports (Up to 6 Crystal Reports Developed)	
<b>5</b>	<b>Admin Training (Remote)</b>	\$ 2,000
	Onsite Admin Training for Utility Admin Users	
<b>6</b>	<b>End User Training (3 Days Onsite)</b>	\$ 10,500
	Onsite End User Training for End Users	
<b>7</b>	<b>Rollout Support (2 Days Onsite)</b>	\$ 7,000
	Onsite Support for End Users when system goes live	
<b>8</b>	<b>Ad-Hoc Support (up to 40 hours)</b>	\$ 8,000
	Configuration Changes Admin Support Dashboards/KPI's Mobile App Configuration Any other Ad-Hoc Support that may be needed Crystal Report Development <b>(Up to 40 Hours) Billed at \$200/Hr As Used, Post Go Live.</b>	
<b>9</b>	<b>Cityworks Storeroom</b>	\$ 10,000
	Configuration, Setup and Rollout of Cityworks Storeroom Materials Management for Cityworks AMS	
	<b><u>Total Implementation Including Ad-Hoc Support</u></b>	<b><u>\$ 75,500</u></b>

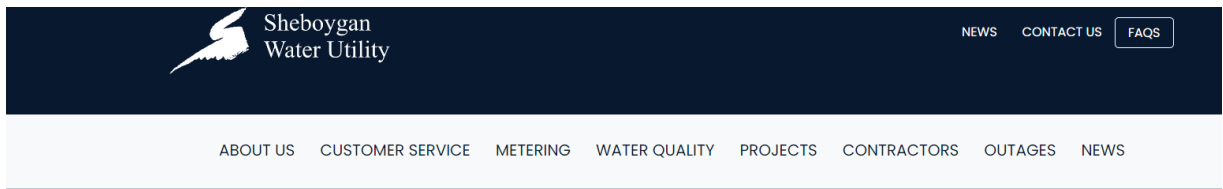
# 2025 Disconnection Program

## Landlord Communications

September 2024

The Customer Relations and Fiscal Department will communicate the discontinuation of the nonpayment disconnection program with landlords in the following ways:

- Post to Facebook, NextDoor, and the Utility website notifying landlords of the change and ways to reduce delinquent Utility bills being transferred to the tax roll. Post to be reviewed by the Utility Superintendent.
- A note in the landlord’s copy of the past due notice starting in October 2024 notifying landlords of the change. The note will reference the Landlord page of the Utility’s website where a fact sheet (attached) for landlords can be referenced.



[Customer Service](#) / Landlords

### Landlords

Being a landlord brings great reward, along with great responsibility. Here you will find information regarding Delinquent Utility Bills, Landlord/Tenant Responsibilities, the Disconnection Process, and additional Landlord Resources. Please select from the topics below. Still have questions? [Contact Us!](#)

### Delinquent Utility Bills

- [The Need to Know](#)  
<http://sheboyganwater.venus.dynamic...>
- [Tips for Landlords](#)
- [Utility Disconnections](#)

### Additional Resources

- [Sheboygan PD](#)  
<https://sheboyganpolice.com/results/>
- [PSC Facts](#)  
<https://psc.wi.gov/Pages/Home.aspx>
- [PSC Rights](#)
- [Wisconsin State Law](#)  
<https://wisconsin.gov/law/>





# Tips for Landlords

## How To Minimize the Transfer of Arrearages to the Tax Roll

**1. Do credit checks on prospective tenants.** This may give you insight into whether the tenant will be reliable for the rent and/or utility payments. Wisconsin residential rental practices law allows landlords to collect the actual cost, up to \$20, for a credit report on a prospective tenant.

**Wisconsin Admin. Code § ATCP 134.05(4)(a) provides:**

*Earnest money deposits and credit check fees. Except as provided under par. (b), a landlord may require a prospective tenant to pay the landlord's actual cost, up to \$20, to obtain a consumer credit report on the prospective tenant from a consumer reporting agency that compiles and maintains files on consumers on a nationwide basis. The landlord shall notify the prospective tenant of the charge before requesting the consumer credit report, and shall provide the prospective tenant with a copy of the report.*

**2. Have a parent co-sign the lease.** If the lease includes payment of utilities in addition to rent and the tenant is a student, consider having a parent co-sign the lease. This will allow you to pursue collection of unpaid utility bills and rent from the parent.

**3. Stay on top of it and open your mail from the Utility.** The Sheboygan Water Utility sends past due notices. Staying on top of your tenant's Utility payments is key. A smaller balance is easier to tackle than hundreds of dollars.

**4. Put service in your name.** Ask the utility to put service in your name and increase the tenant's rent to include the cost of the utility service.

**5. Change the lease.** Add language to your rental lease to make tenancy dependent on payment of utility bills. If the tenant fails to pay the bills, you can pursue an eviction action against the tenant.

**6. Fill out the Landlord/Tenant Agreement.** Enact the provisions outlined in Wisconsin Act 274. Fill out the Landlord/Tenant Agreement and if the tenant's past due charges end up on your property tax bill you may be able to place a lien in the judgment and lien docket with the clerk. The tenant's name will then appear on Wisconsin Consolidated Court Automated Program (CCAP).

**7. Deduct unpaid utility bills from the tenant's security deposit.** Wisconsin residential rental practices law allows a landlord to withhold unpaid utility bills from a tenant's security deposit.

**Wisconsin Admin Code § ATCP 134.06(3)(a)3 provides in relevant part:**

*Security Deposit Withholding; Restrictions. A landlord may withhold from a tenant's security deposit only for the following: Payment which the tenant owes under the rental agreement for utility service provided by the landlord but not included in the rent.*

For more information, please visit [SheboyganWater.org](http://SheboyganWater.org) and the PSC website at [psc.wi.gov](http://psc.wi.gov)



# REQUISITION

CITY OF SHEBOYGAN BOARD OF WATER COMM REQUISITION DATE 09/10/2024

Item 11.

VENDOR: BADGER METER INC  
4545 W BROWN DEER RD  
P. O. BOX 245036  
MILWAUKEE WI 53224

SHIP TO 72 Park Ave Sheboygan WI 53081

DATE REQUESTED BY 09/17/2024

REQUISITION NO. 5137

QTY	ITEM #	INVENTORY #	DESCRIPTION	UNIT PRICE	TOTAL PRICE
252			M25 Plastic disc meter 5/8" x 7 1/2"--5/8" bore, bare	65.28	16,450.56
252			M25 plastic disc meter 5/8" x 3/4" x 7 1/2"--3/4" bore, bare	65.28	16,450.56
32			Part No. 102-3388, 1" M70 disc meter W/ Orion ME	405.20	12,966.40
			Total Freight Misc		
NOTE:				TOTAL	45,867.52

CALL IN PURCHASE ORDER NUMBER \_\_\_\_\_ PREPARED BY Davew  
PHONE NO. 800-616-3837

FAX PURCHASE ORDER \_\_\_\_\_ REQUESTED BY DW  
FAX NUMBER: 888-371-5982

SEND ORIGINAL PURCHASE ORDER TO VENDOR \_\_\_\_\_ APPROVED BY \_\_\_\_\_

ALREADY ORDERED