City of Monona
2013 Operating Budget
Adopted December 3, 2012

MAYOR
Robert E. Miller

CITY COUNCIL
James Busse
Brian Holmquist
Mary O'Connor
Chad Speight
Kathy Thomas
Douglas Wood

CITY ADMINISTRATOR
Patrick S. Marsh

FINANCE DIRECTOR
Marc Houtakker

2013 BUDGET SUMMARY

	2012 BUDGET	2013 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
GENERAL FUND				
Revenues				
Levy	$ 2,378,447	$ 2,352,377	$ (26,070)	-1.10%
Other Revenues				
Taxes (other than property taxes)	455,620	455,620	-	0.00%
Intergovernmental revenues	1,058,919	1,136,749	77,830	7.35%
Licenses and permits	160,150	159,475	(675)	-0.42%
Fines, forfeits and penalties	165,000	165,000	-	0.00%
Public charges for services	69,650	66,650	(3,000)	-4.31%
Intergovernmental charges	67,000	67,000	-	0.00%
Miscellaneous revenues	290,600	299,600	9,000	3.10%
Other financing sources	172,379	172,379	-	0.00%
Appropriated fund balance	55,557	100,000	44,443	100.00%
Total Other Revenues	2,494,875	2,622,473	127,598	5.11%
Expenditures				
Legislative	19,527	19,527	-	0.00%
Judicial	62,610	57,316	(5,294)	-8.46%
Legal	116,500	125,000	8,500	7.30%
Executive Office	113,959	152,881	38,922	34.15%
Clerk's Office	68,702	68,596	(106)	-0.15%
Finance Office	98,650	100,016	1,366	1.39%
General Government	379,334	450,545	71,211	18.77%
General Buildings & Plant	166,757	163,181	(3,576)	-2.14%
Law Enforcement	2,059,607	2,067,346	7,739	0.38%
Fire Protection	401,399	406,430	5,031	1.25%
Inspections	67,000	73,383	6,383	9.53%
Emergency Communications	351,700	328,826	(22,874)	-6.50%
Engineering	45,504	45,176	(328)	-0.72%
Public Works	649,216	639,425	(9,791)	-1.51%
Parks	184,527	180,726	(3,801)	-2.06%
Planning	88,330	96,477	8,147	9.22%
TOTAL	$4,873,322	4,974,850	$101,528	2.08%

Expenditure Restraint Estimates			
Actual Percentage Increase		2.08%	
Estimated Allowed Increase		3.90%	
Actual amount under/(over) the allowed increase		$ 88,532	
Interim Rate with TID out		5.79531100	Must be 5 or greater
Working Capital Percentages			
17.5% Reserve for Working Capital	$ 870,599		
Estimated Fund Balance 12/31/12	$ 1,105,406		
Designated to Capital Project fund	$ -		
Difference	($234,807)		
Estimated Reserve Percentage -2013	20.21%		
Actual Reserve Percentage -2013	22.68%		

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	2012 BUDGET	2013 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
LIBRARY				
Levy	$ 440,286	$ 442,286	$ 2,000	0.45%
Revenues	$ 291,878	$ 277,946	$ (13,932)	-4.77%
TOTAL	$ 732,164	$ 720,232	$ (11,932)	-1.63%
Expenditures	$ 732,164	$ 720,232	$ (11,932)	-1.63%
COMMUNITY RECREATION SERVICES				
Levy	$ 383,888	$ 413,903	$ 30,015	7.82%
Other Revenues	$ 315,650	$ 335,600	$ 19,950	6.32%
TOTAL	$ 699,538	$ 749,503	$ 49,965	7.14%
Expenditures	$ 699,538	$ 757,003	$ 57,465	8.21%
AMBULANCE				
Levy	$ 135,557	$ 131,314	$ (4,243)	-3.13%
Other Revenues	$ 287,167	$ 295,000	$ 7,833	2.73%
Applied Fund Balance	$ -	$ -	$ -	N/A
TOTAL	$ 422,724	$ 426,314	$ 3,590	0.85%
Expenditures	$ 422,724	$ 426,314	$ 3,590	0.85%
DEBT SERVICE				
Levy	$ 1,586,900	$ 1,775,184	$ 188,284	11.86%
Other Revenues	$ 127,000	$ 127,000	$ -	0.00%
Applied Fund Balance	$ -	$ 25,000	$ 25,000	#DIV/0!
TOTAL	$ 1,713,900	$ 1,927,184	$ 213,284	12.44%
Expenditures	$ 1,713,900	$ 1,927,184	$ 213,284	12.44%
DEBT SERVICE - LIBRARY EXPANSION				
Levy	$ 248,006	$ 241,006	$ (7,000)	-2.82%
Other Revenues	$ -	$ -	$ -	N/A
TOTAL	$ 248,006	$ 241,006	$ (7,000)	-2.82%
Expenditures	$ 248,006	$ 241,006	$ (7,000)	-2.82%
SOLID WASTE DISPOSAL FUND				
Levy	$ 174,800	$ 225,491	$ 50,691	29.00%
Other Revenues	$ 225,208	$ 101,000	$ (124,208)	-55.15%
TOTAL	$ 400,008	$ 326,491	$ (73,517)	-18.38%
Expenditures	$ 400,008	$ 326,491	$ (73,517)	-18.38%

	2012 BUDGET	2013 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
TRANSIT				
Levy	$ 46,381	$ 52,467	$ 6,086	13.12%
Other Revenues	$ 162,672	$ 154,374	$ (8,298)	-5.10%
TOTAL	$ 209,053	$ 206,841	$ (2,212)	-1.06%
Expenditures	$ 209,053	$ 206,841	$ (2,212)	-1.06%

Total Revenues (Without City Levy)	$ 3,904,450	$ 3,913,393	$ 8,943	0.23%
Total Expenditures	$ 9,298,715	$ 9,579,920	$ 281,205	3.02%
City Property Tax Levy	$ 3,559,359	$ 3,617,837	$ 58,478	1.64%
General Debt Service	$ 1,586,900	$ 1,775,184	$ 188,284	11.86%
Library Expansion Debt Service	$ 248,006	$ 241,006	$ (7,000)	-2.82%
Total City Property Tax Levy	$ 5,394,265	$ 5,634,027	$ 239,762	4.44%
Property Tax Freeze				
Actual Percentage Increase		4.44%		
Actual Dollar Increase		$ 239,762		
Allowed Increase		2.10%		
Allowed Dollar Increase		$ 74,747		
Tax Rate per $1,000 of Assessed Value	$ 5.43	$ 5.84	$ 0.41	7.54%
Library Exp. Debt Service of Assessed	$ 0.26	$ 0.26	$ 0.00	0.54%
Total Tax Rate per $1,000 of assessed	$ 5.69	$ 6.100980	$ 0.41	7.21%
Equalized Tax Rate	$ 5.43	$ 5.70	$ 0.27	5.03%

OTHER FUNDS OF THE CITY

	2012 BUDGET	2013 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
COMMUNITY DEVELOPMENT AUTHORITY				
Levy	$ -	$ -	$ -	N/A
Revenues	$ 108,700	$ 110,200	$ 1,500	1.38%
TOTAL	$ 108,700	$ 110,200	$ 1,500	1.38%
Expenditures	$ 104,155	$ 104,475	$ 320	0.31%
TIF DISTRICT NO. 2 Debt Service				
Increment	$ 1,400,000	$ 1,300,000	$ (100,000)	-7.14%
Revenues	$ 8,300	$ 8,300	$ -	0.00%
TOTAL	$ 1,408,300	$ 1,308,300	$ (100,000)	-7.10%
Expenditures	$ 1,408,300	$ 1,308,300	$ (100,000)	-7.10%

	2012 BUDGET	2013 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
Capital Projects				
Levy	$ -	$ -	$ -	N/A
Applied Fund Balance	$ -	$ -	$ -	N/A
Other Revenues	$ 3,334,319	$ 2,985,421	$ (348,898)	-10.46%
TOTAL	$ 3,334,319	$ 2,985,421	$ (348,898)	-10.46%
Expenditures	$ 3,334,319	$ 2,985,421	$ (348,898)	-10.46%
TID #2 Capital				
Increment	$ -	$ -	$ -	N/A
Revenues	$ -	$ -	$ -	N/A
TOTAL	$ -	$ -	$ -	#DIV/0!
Expenditures	$ -	$ -	$ -	N/A
TID #3 Capital				
Increment	$ -	$ -	$ -	N/A
Revenues	$ -	$ -	$ -	N/A
TOTAL	$ -	$ -	$ -	#DIV/0!
Expenditures	$ -	$ -	$ -	N/A
TID #4 Capital				
Increment	$ 334,000	$ 240,000	$ (94,000)	N/A
Revenues	$ 10,500	$ 600	$ (9,900)	-94.29%
TOTAL	$ 344,500	$ 240,600	$ (103,900)	-30.16%
Expenditures	$ 713,400	$ 630,091	$ (83,309)	-11.68%
TID #5 Capital				
Increment	$ 280,000	$ 241,000	$ (39,000)	N/A
Revenues	$ -	$ 156,274	$ 156,274	N/A
TOTAL	$ 280,000	$ 397,274	$ 117,274	41.88%
Expenditures	$ 280,000	$ 397,274	$ 117,274	41.88%
Parkland Project				
Revenues	$ 80,000	$ -	$ (80,000)	-100.00%
Expenditures	$ 80,000	$ -	$ (80,000)	-100.00%
WATER UTILITY				
Revenues	$ 1,524,000	$ 1,551,000	$ 27,000	1.77%
Expenditures	$ 1,401,621	$ 1,333,384	$ (68,237)	-4.87%
SEWER UTILITY				
Revenues	$ 1,118,000	$ 1,232,000	$ 114,000	10.20%
Expenditures	$ 1,003,542	$ 1,051,309	$ 47,767	4.76%
STORM WATER UTILITY				
Revenues	$ 445,098	$ 472,361	$ 27,263	94.23%
Expenditures	$ 441,882	$ 472,361	$ 30,479	93.55%
CATV				
Revenues	$ 144,773	$ 145,005	$ 232	0.16%
Expenditures	$ 144,773	$ 145,005	$ 232	0.16%

TIF INCREMENT CALCULATIONS

	Apportioned Levy	Equalized Value Less TID Value	Interim Rate	Equalized Value With TID Value	Amount to Be Levied	2013 Tax Increment	2012 Tax Increment	$ INCREASE	% INCREASE
DANE COUNTY	$ 2,935,504.46	972,170,000	0.003019538	$ 1,077,630,600	$ 3,253,946.55	$ 318,442.09	$ 226,518.01	$ 91,924.08	40.58%
MONONA GROVE SCHOOL DISTRICT	$ 12,688,917.00	971,427,399	0.013062136	$ 1,076,887,999	$ 14,066,457.50	$ 1,377,540.50	$ 1,058,204.92	$ 319,335.58	30.18%
MATC	$ 1,765,102.84	972,170,000	0.001815632	$ 1,077,630,600	$ 1,956,580.60	$ 191,477.76	$ 120,568.90	$ 70,908.86	58.81%
CITY OF MONONA	$ 5,634,027.20	972,170,000	0.005795311	$ 1,077,630,600	$ 6,245,204.47	$ 611,177.27	$ 419,871.14	$ 191,306.13	45.56%
TOTAL FOR TAX INCREMENT	$ 23,023,551.50	972,170,000	0.023692617	$ 1,077,630,600	$ 25,522,189.12	$ 2,498,637.63	$ 1,825,162.97	$ 673,474.65	36.90%
STATE OF WISCONSIN					$ 182,880.52				
MADISON SCHOOL DISTRICT					$ 8,551.85				
TOTAL FOR AMOUNT TO BE LEVIED					$ 25,713,621.49				

Equalized Value per District	Increment Value	Tax Increment
TIF #2	57,786,700	1,369,118.16
TIF #4	10,155,900	240,619.85
TIF #5	10,239,000	242,588.71
TIF #6	27,279,000	646,310.90
	105,460,600	2,498,637.63

CITY OF MONONA
TAX RATE WORK SHEET--2012 TAX ROLL COLLECTED IN 2013

GENERAL TAXES	AMOUNT NEEDED	ASSESSED REAL ESTATE TAX BASE	ASSESSED PERSONAL PROPERTY	ASSESSED TOTAL TAX BASE	2013 MILL RATE	2012 MILL RATE	% INCREASE	$ INCREASE				
STATE OF WISCONSIN	$ 182,880.52	993,105,288	30,534,300	1,023,639,588	0.178657	0.166568	7.258%	$0.01				
DANE COUNTY	$ 3,253,946.55	993,105,288	30,534,300	1,023,639,588	3.178801	2.829593	12.341%	$0.35	$1,126.24	$1,117.60	($8.64)	-1%
CITY OF MONONA	$ 6,245,204.47	993,105,288	30,534,300	1,023,639,588	6.100980	5.690432	7.215%	$0.41	$1,186.03	$1,117.60	($68.43)	-6%
MATC	$ 1,956,580.60	993,105,288	30,534,300	1,023,639,588	1.911396	1.677829	13.921%	$0.23				
MONONA GROVE SCHOOLS	$ 14,066,457.50	992,399,988	30,534,300	1,022,934,288	13.751086	12.834053	7.145%	$0.92				
MADISON SCHOOLS	$ 8,551.85	705,300	-	705,300	12.125124	11.275901	7.531%	$0.85				
TOTAL NEEDED	$ 25,713,621.49											
GROSS MILL RATE-MG					25.120920	23.198475	8.2869%	$1.92				
GROSS MILL RATE-MSD					23.494958	21.640323	8.5703%	$1.85				
STATE CREDITS												
STATE SCHOOL TAX CREDIT	$2,068,824.42	993,105,288	30,534,300	1,023,639,588	-2.021048	-2.031878	-0.5330%	$0.01				
NET MILL RATE			MG SCHOOL DISTRICT		23.099872	21.166597	9.1336%	$1.93				
			MADISON SCHOOL DISTRICT		21.473910	19.608445	9.5136%	$1.87				

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2012 BUDGET
ASSESSED VALUE AND LEVY ASSUMPTIONS

EQUALIZED VALUE		2013	2012	% INCREASE
Equalized Value without TID	A	$972,170,000	$930,423,800	4.49%
Equalized Value with TID	A	$1,077,630,600	$1,034,997,700	4.12%
Increment		$105,460,600	$104,573,900	0.85%

BUDGETED LEVY		2013	2012	% INCREASE	$ INCREASE
ILLEGAL TAXES	A	$ -	$ -	N/A	$ -
GENERAL	A	2,352,377	2,378,447	-1.10%	(26,070)
LIBRARY	A	442,286	440,286	0.45%	2,000
AMBULANCE	A	131,314	135,557	-3.13%	(4,243)
DEBT SERVICE	A	1,775,184	1,586,900	11.86%	188,284
DEBT SERVICE - LIB EXPANSION	A	241,006	248,006	-2.82%	(7,000)
TRANSIT	A	52,467	46,381	13.12%	6,086
COMMUNITY RECREATION	A	413,903	383,888	7.82%	30,015
SOLID WASTE DISPOSAL	A	225,491	174,800	29.00%	50,691
CAPITAL	A	-	-	N/A	-
TOTAL LEVY		$ 5,634,027	$ 5,394,265	4.44%	$ 239,762

TAXING JURISDICTION		2013	2012	% INCREASE	$ INCREASE
DANE COUNTY	A	$ 2,935,504.46	$ 2,682,322.91	9.44%	$ 253,181.55
MG SCHOOLS	A	$ 12,688,917.00	$ 12,157,043.00	4.38%	531,874.00
MADISON SCHOOLS	A	$ 8,551.85	$ 7,701.25	11.04%	850.60
MATC	A	$ 1,765,102.84	$ 1,590,503.77	10.98%	174,599.07
CITY OF MONONA	A	$ 5,634,027.20	$ 5,394,265.00	4.44%	239,762.20
STATE OF WISCONSIN	A	$ 182,880.52	$ 175,645.45	4.12%	7,235.07
TOTAL LEVY		$ 23,214,983.87	$ 22,007,481.38	5.49%	$ 1,207,502

E-ESTIMATED
A-ACTUAL

ASSESSED VALUE

		RE	PP	TOTAL
E	12 ASSESSED VALUE	1,024,565,588	29,932,100	1,054,497,688
E	13 ASSESSED VALUE	993,105,288	30,534,300	1,023,639,588
		(31,460,300)	602,200	(30,858,100)
		-3.07%	2.01%	-2.93%

	MDS SCHOOL DISTRICT	RE	PP	TOTAL
A	12 ASSESSED VALUE	704,600	0	704,600
E	13 ASSESSED VALUE	705,300	0	705,300

	TAX CREDITS	2013	2012	$ INCREASE	% INCREASE
E	School Tax Cr.	$2,068,824.42	$2,142,611.15	($73,786.73)	-3.44%

	LOTTERY CREDIT	2013	2012	$ INCREASE
E	MG Schools	$112.60	$112.60	$0.00
E	Madison Schools	$96.26	$96.26	$0.00

E	MG Equalized Value w/o TIF	971,427,399
A	MG Equalized Value with TIF	1,076,887,999
A	CURRENT YEAR ASSESSMENT RATIO	97.68%
A	PRIOR YEAR ASSESSMENT RATIO	100.01%
E	EXPENDITURE RESTRAINT	4.30%
E	AVERAGE HOME VALUE	$ 270,700

PUBLIC HEARING NOTICE
CITY OF MONONA EXECUTIVE BUDGET SUMMARY

NOTICE IS HEREBY GIVEN of a public hearing on the 2013 executive budget to be held before the City Council on Monday November 19, 2012 and Monday, December 3, 2012 at 7:30 p.m. in the Community Media Room at the Library, 1000 Nichols Road, Monona, WI, 53716. The City of Monona's detail executive budget summary is available for public inspection at City Hall, 5211 Schluter Road from 8:00 a.m. - 5:00 p.m., Monday - Friday.

2013 EXECUTIVE BUDGET SUMMARY

General Fund

	2012 Budget	2012 Year End Estimate	2013 Proposed	Percentage Change Increase (Decrease)	
Revenues					
Taxes (other than property taxes)	455,620	480,485	455,620		24,865
Intergovernmental revenues	1,058,919	1,144,816	1,136,749		85,897
Licenses and permits	160,150	189,679	159,475		29,529
Fines, forfeits and penalties	165,000	162,000	165,000		(3,000)
Public charges for services	69,650	64,985	66,650		(4,665)
Intergovernmental charges	67,000	67,179	67,000		179
Miscellaneous revenues	290,600	306,875	299,600		16,275
Other financing sources	172,379	171,802	172,379		(577)
Appropriated fund balance	55,557	-	100,000		(55,557)
Total Revenues	2,494,875	2,587,821	2,622,473	5.11%	92,946
Expenditures					
General Government	1,000,198	993,581	1,011,561		6,617
Public Safety	2,879,706	2,832,120	2,875,984		47,586
Public Works	611,152	559,675	605,682		51,477
Culture, Recreation and Education	184,527	208,670	180,726		(24,143)
Conservation and Development	171,898	160,182	175,396		11,716
Other financing uses	25,841	25,841	125,500		-
Total Expenditures	4,873,322	4,780,069	4,974,850	2.08%	93,253
Excess (deficiency) of revenues over expenditures	(2,378,447)	(2,192,248)	(2,352,377)		186,199
Local Property Taxes	2,378,447	2,378,447	2,352,377	-1.10%	-
Net surplus (deficit)	-	186,199	-		
Fund Balance - Beginning of Year	919,207	919,207	1,105,406		-
Fund Balance - End of Year	919,207	1,105,406	1,005,406		186,199
					336,199

Special Revenue Funds	Library	Community Recreation	CATV	Ambulance	Solid Waste	CDA	Totals
Total Revenues	277,946	335,600	145,005	295,000	101,000	110,200	1,264,751
Total Expenditures	720,232	757,003	145,005	426,314	326,491	104,475	2,479,519
Excess (deficit)	(442,286)	(421,403)	-	(131,314)	(225,491)	5,725	(1,214,769)
Balance - Jan 1	183,627	-	93,227	124,113	(6,155)	(22,960)	371,852
Balance - Dec 31	183,627	(7,500)	93,227	124,113	(6,155)	(17,235)	370,077
Property Tax	442,286	413,903	-	131,314	225,491	-	1,212,994

Debt Service Funds	General	Library	TID #2	Totals
Total Revenues	127,000	-	1,308,300	1,435,300
Total Expenditures	1,927,184	241,006	1,308,300	3,476,490
Excess (deficit)	(1,800,184)	(241,006)	-	(2,041,190)
Balance - Jan 1	269,716	2,609	-	272,325
Balance - Dec 31	244,716	2,609	-	247,325
Property Tax	1,775,184	241,006	-	2,016,190

Capital Projects Funds	General	TID #4	TID #5	TID #6	TID #7	Totals
Total Revenues	2,985,421	397,961	397,274	643,000	-	4,423,656
Total Expenditures	2,985,421	630,091	397,274	444,300	-	4,457,086
Excess (deficit)	-	(232,130)	-	198,700	-	(33,430)
Balance - Jan 1	304,758	2,082,745	101,252	2,397,178	-	4,885,933
Balance - Dec 31	304,758	1,850,615	101,252	2,595,878	-	4,852,503
Property Tax	-	-	-	-	-	

Enterprise Funds	Water Utility	Sewer Utility	Mass Transit	Stormwater Utility	Totals
Total Revenues	1,551,000	1,232,000	154,374	$472,361	$3,409,735
Total Expenditures	1,333,384	1,051,309	206,841	$472,361	$3,063,896
Excess (deficit)	217,616	180,691	(52,467)	$0	$128,224
Retained Earnings- Jan 1	6,393,686	2,552,927	(53,757)	1,810,707	$10,703,563
Retained Earnings - Dec 31	6,611,302	2,733,618	(53,757)	$1,810,707	$11,101,869
Property Tax	$0	$0	$52,467	$0	$52,467

BUDGET SUMMARY

	2012 Budget	2013 Proposed	Difference Amount	Difference Percentage
Total Revenues without Tax Levy	$3,904,450	6,898,814	$2,994,364	76.69%
Total Expenditures	$9,298,715	$9,579,920	$281,205	3.02%

The City's total property tax levies are summarized as follows:

	Actual Levy 2012	Proposed Levy 2013	Difference Amount	Difference Percentage
General Fund	$ 2,378,447	$ 2,352,377	($26,070)	-1.10%
Library	440,286	442,286	2,000	0.45%
Ambulance	135,557	131,314	(4,243)	-3.13%
Debt Service	1,586,900	1,775,184	188,284	11.86%
Debt Service - Library Expansion	248,006	241,006	(7,000)	-2.82%
Mass Transit	46,381	52,467	6,086	13.12%
Community Recreation	383,888	413,903	30,015	7.82%
Solid Waste Desposal Fund	174,800	225,491	50,691	29.00%
Capital Projects	-	-	-	N/A
Total Levy	$ 5,394,265	$ 5,634,027	$ 239,762	4.44%
Total without Library Debt levy	$ 5,146,259	$ 5,393,021	$ 246,762	4.79%
Tax Rate per $1,000				
Assessed Rate	$5.43	$5.84	$0.41	7.54%
Equalized Rate	$5.43	$5.70	$0.27	5.03%
Library Debt Assessed Rate	$0.26	$0.26	$0.00	0.54%
City Assessed Rate	$5.43	$5.84	$0.40	7.35%
Total Assessed Rate	$5.69	$6.10	$0.41	7.22%

The City's outstanding general obligation debt at December 31, 2012 is $50,485,000.

NOTE: THE PROPOSED RATE FOR MUNICIPAL PURPOSES IS $5.87 PER $1,000 OF ASSESSED VALUATION. FOR EXAMPLE, AN HOME ASSESSED AT $263,000 ($5.87X 263) WOULD PAY $1,543.81

Expenditure Restraint Estimates		
Actual Percentage Increase		2.08%
Estimated Allowed Increase		3.90%
Working Capital Percentages		
17.5% Reserve for Working Capital	$870,599	
Estimated Fund Balance 12/31/12	$1,105,406	
Difference	($234,807)	
Actual Reserve Percentage -2013	22.68%	

CITY OF MONONA
Tax Bill From ONLY The City
For Assessed Home At $239,000

		Year 2012	Year 2011
Average Assessed Home		$ 239,000.00	$ 255,000.00
City of Monona's Mill Rate			
Mill Rate For Library Expansion Debt Service	$ 0.26		$0.26
Mill Rate For All Other Funds	$5.81		$5.43
Total Mill Rate for the City		$ 6.07605	$ 5.69
Total CITY Tax Levy		$ 1,452.18	$ 1,451.06
Total City Charges		$ 1,452.18	$ 1,451.06
Increase from 2011		$ 1.12	

CITY OF MONONA
Tax Bill From ONLY The City
For Assessed BUSINESS at $1,157,000

		Year 2012	Year 2011
Average Assessed Home		$ 1,157,000.00	$ 1,136,000.00
City of Monona's Mill Rate			
Mill Rate For Library Expansion Debt Service	$ 0.26		$0.26
Mill Rate For All Other Funds	$5.81		$5.43
Total Mill Rate for the City		$ 6.07605	$ 5.69
Total CITY Tax Levy		$ 7,030.00	$ 6,464.33
Total City Charges		$ 7,030.00	$ 6,464.33
Increase from 2011		$ 565.66	

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
	TAXES									
100-41-41110-000	GENERAL PROPERTY TAXES	2,151,579	$2,410,793	2,250,373	2,378,447	2,378,447	2,378,447	2,375,319	2,374,691	2,352,377
	TAXES (OTHER THAN PROPERTY TAXES)									
100-41-41110-100	OMITTED TAXES	-	-	-	-	-	-	-	-	-
100-41-41140-000	MOBILE HOME FEES	-	-	-	-	-	-	-	-	-
100-41-41210-000	PUBLIC ACCOMMODATION TAXES	186,940	112,518	179,245	46,429	205,000	180,000	180,000	180,000	180,000
100-41-41220-000	GENERAL SALES TAX DISCOUNT	14	447	3	47	120	120	120	120	120
100-41-41310-000	TAXES FROM CITY OWNED UTILITY	183,987	216,488	253,873	-	230,000	230,000	230,000	230,000	230,000
100-41-41320-000	TAXES FROM OTHER EXEMPT ENTITIES	39,670	40,029	35,211	24,099	45,000	45,000	45,000	45,000	45,000
100-41-41800-000	INTEREST & PENALTIES ON TAXES	22	4	236	200	365	500	500	500	500
---		410,633	$369,486	468,568	70,775	480,485	455,620	455,620	455,620	455,620
---	**INTERGOVERNMENTAL REVENUES**									
100-43-43410-000	SHARED REVENUES	181,492	155,178	154,796	-	133,199	133,199	133,199	133,199	132,283
100-43-43420-000	FIRE INSURANCE	29,428	31,026	33,569	-	34,306	30,000	30,000	30,000	30,000
100-43-43570-000	CULTURE AND RECREATION GRANT	-	-	3,285	-	-	-	-	-	-
100-43-43520-000	PUBLIC SAFETY AIDS	31,144	23,308	-	7,435	31,684	-	-	-	-
100-43-43530-000	TRANSPORTATION AIDS	487,181	528,852	608,180	273,737	547,362	547,362	547,362	547,362	629,466
100-43-43550-000	STATE DISASTER AIUD	-	-	18,040	-	-	-	-	-	-
100-43-43580-000	OTHER STATE GRANTS	2,813	4,008	36,159	-	-	-	-	-	-
100-43-43600-000	EXPENDITURE RESTRAINT PROGRAM	-	3,342	12,294	-	13,358	13,358	-	-	-
100-43-43600-100	EXEMPT COMPUTER AID	196,987	205,604	315,450	-	384,907	335,000	345,000	345,000	345,000
---		929,045	$951,318	1,181,773	281,172	1,144,816	1,058,919	1,055,561	1,055,561	1,136,749
---	**LICENSES AND PERMITS**									
100-44-44110-000	LIQUOR & MALT BEVERAGE LICENSES	20,595	21,295	22,504	19,159	21,124	22,000	22,000	22,000	22,000
100-44-44120-100	CIGARETTE LICENSES	1,800	1,400	1,500	1,400	1,500	1,400	1,500	1,500	1,500
100-44-44120-200	OPERATORS LICENSES	8,580	9,005	8,427	7,420	11,000	9,400	9,400	9,400	9,400
100-44-44120-500	AMUSEMENT DEVICE LICENSES	1,650	1,650	1,800	-	-	1,650	-	-	-
100-44-44120-600	OTHER BUSINESS & OCCUPATIONAL LIC	1,262	1,244	1,240	770	1,200	1,000	1,200	1,200	1,200
100-44-44200-100	BICYCLE LICENSES	63	60	61	21	48	100	75	75	75
100-44-44200-200	DOG & CAT LICENSES	2,651	3,325	1,663	278	3,000	3,000	3,000	3,000	3,000
100-44-44300-100	BUILDING PERMITS	44,011	48,698	51,457	47,561	77,000	63,000	63,000	63,000	63,000
100-44-44300-200	ELECTRICAL PERMITS	23,000	15,463	19,675	12,615	25,000	20,000	20,000	20,000	20,000
100-44-44300-300	PLUMBING PERMITS	6,650	7,287	15,775	9,104	18,500	17,000	17,000	17,000	17,000
100-44-44300-400	HVAC PERMITS	27,915	12,967	16,474	11,252	21,000	11,000	11,000	11,000	11,000
100-44-44400-000	ZONING PERMITS AND FEES	6,665	2,900	1,405	735	2,125	6,000	5,000	5,000	5,000
100-44-44500-000	UNDERGROUND STORAGE FEES	2,386	899	1,044	-	974	1,500	1,500	1,500	1,500
100-44-44600-000	EXCAVATION PERMIT	3,359	5,850	7,100	3,680	4,230	2,000	3,500	3,500	3,500
100-44-44700-000	DRIVEWAY PERMIT	100	150	100	-	50	100	100	100	100
100-44-44900-000	OTHER REGULATORY PERMITS & FEES	1,213	1,467	1,300	930	2,928	1,000	1,200	1,200	1,200
---		$151,900	$133,660	151,525	114,925	189,679	160,150	159,475	159,475	159,475

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**FINES, FORFEITS AND PENALTIES**									
100-45-45110-000	COURT PENALTIES AND COSTS	142,459	134,767	116,579	89,463	153,000	150,000	150,000	150,000	150,000
100-45-45130-000	PARKING VIOLATIONS	12,140	15,310	12,920	5,340	9,000	15,000	15,000	15,000	15,000
100-45-45190-000	OTHER LAW & ORDINANCE VIOLATIONS	-	-	-	-	-	-	-	-	-
---		$154,599	$150,077	129,499	94,803	162,000	165,000	165,000	165,000	165,000
---	**PUBLIC CHARGES FOR SERVICE**									
100-46-46100-100	GENERAL GOVERNMENT FEES	11,086	6,261	4,977	3,160	5,500	9,000	6,000	6,000	6,000
100-46-46210-000	LAW ENFORCEMENT FEES	1,102	762	507	372	616	700	700	700	700
100-46-46220-000	FIRE PROTECTION FEES	292	1,728	1,359	48	264	1,600	1,600	1,600	1,600
100-46-46420-000	REFUSE & GARBAGE COLLECTION FEES	-	-	-	-	-	-	-	-	-
100-46-46430-000	WEIGHTS AND MEASURES	3,424	8,040	5,065	-	3,600	3,500	3,500	3,500	3,500
100-46-46720-100	PARK SHELTER RENTALS	12,432	12,357	16,550	10,793	15,000	16,250	16,250	16,250	16,250
100-46-46720-200	CELL TOWER RENTALS	14,114	16,612	15,468	7,769	16,000	16,000	16,000	16,000	16,000
100-46-46720-300	BOAT LAUNCH FEE COLLECTIONS	21,000	21,000	21,000	6,919	21,000	21,000	21,000	21,000	21,000
100-46-46720-400	PARK FIELDS RENTALS	1,907	1,799	4,033	926	3,136	1,500	1,500	1,500	1,500
100-46-46720-700	GAB INCENTIVE REVENUE	155	(119)	(31)	-	(203)	-	-	-	-
100-47-47320-000	SCHOOL LIAISON OFFICER	62,915	67,195	68,101	-	67,179	67,000	67,000	67,000	67,000
100-46-46900-000	OTHER PUBLIC CHARGES FOR SERVICES	5	-	72	-	72	100	100	100	100
---		$128,432	$135,635	137,101	29,987	132,164	136,650	133,650	133,650	133,650

---	**MISCELLANEOUS REVENUES**									
100-48-48110-000	INTEREST & DIVIDENDS INCOME	49,136	64,156	40,003	20,000	41,000	40,000	40,000	40,000	40,000
100-48-48130-000	INTEREST ON UT CHG. ON TAX ROLL	5,588	1,514	1,425	-	6,000	6,000	6,000	6,000	6,000
100-48-48300-100	SALES OF CITY PROPERTY	5,375	6,758	4,444	-	-	10,000	10,000	10,000	10,000
100-48-48300-200	SALES OF SALVAGE/WASTE PROD	-	-	240	-	-	-	-	-	-
100-48-48400-000	INSURANCE RECOVERIES	21,930	24,675	118,498	14,120	14,120	10,000	10,000	10,000	10,000
100-48-48500-000	DONATION AND CONTRIBUTION	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
100-48-48600-000	NEWSLETTER ADVERTSING	925	-	-	-	-	-		-	
100-48-48900-000	MISCELLANEOUS REVENUES	1,712	25,394	76,606	1,243	15,755	600	600	600	600
100-48-48900-100	RENT/ LEASE PAYMENTS	90,670	145,485	201,027	151,061	190,000	184,000	190,000	190,000	193,000
100-48-48900-200	DEBT PROCEEDS	-	-	-	-	-	-	-	-	-
---		215,336	307,982	482,243	226,424	306,875	290,600	296,600	296,600	299,600

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**TRANSFERS FROM OTHER FUNDS**									
100-49-49220-100	TRANSFER FROM CDA	-	-	-	-	-	-	-	-	-
100-49-49220-200	TRANSFER FROM LIBRARY	15,500	15,500	15,500	-	15,500	15,500	15,500	15,500	15,500
100-49-49220-205	TRANSFER FROM AMBULANCE	2,000	2,000	2,000	-	2,000	2,000	2,000	2,000	2,000
100-49-49220-300	TRANSFER FROM CATV	15,982	15,982	15,982	-	15,982	16,875	16,875	16,875	16,875
100-49-49220-500	TRANSFER FROM COMMUNITY CENTER	-	-	(13,747)	-	-	-	-	-	-
100-49-49240-100	TRANSFER FROM TIF	-	-	3,943	-	-	-	-	-	-
100-49-49260-100	TRANSFER FROM WATER UTILITY	87,100	87,100	87,100	-	87,100	86,999	86,999	86,999	86,999
100-49-49260-200	TRANSFER FROM SEWER UTILITY	43,040	43,220	43,220	-	43,220	43,005	43,005	43,005	43,005
100-49-49260-300	TRANSFER FROM TRANSIT	-	-	-	-	-	-	-	-	-
100-49-49260-400	TRANSFER FROM STORMWATER	8,000	8,000	8,000	-	8,000	8,000	8,000	8,000	8,000
100-49-49300-000	FUND BALANCE APPLIED	-	-	-	-	-	55,557	-	-	100,000
---		171,622	$171,802	161,998	-	171,802	227,936	172,379	172,379	272,379

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET

---	**LEGISLATIVE**									
100-51-51100-110	LEGISLATIVE SALARIES	17,994	17,997	18,232	9,000	18,000	18,000	18,000	18,000	18,000
100-51-51100-130	FICA	1,377	1,377	1,395	689	1,377	1,377	1,377	1,377	1,377
100-51-51100-134	PROFESSIONAL DEVELOPMENT	-	-	-	-	-	150	150	150	150
---		$19,371	$19,374	19,627	9,689	19,377	19,527	19,527	19,527	19,527

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			19,377		19,377	0%			
---	NON-PERSONNEL			150		150	0%			
---	TOTAL			19,527		19,527	0%			
---	**JUDICIAL**									
100-51-51200-110	JUDICIAL SALARIES	36,177	37,049	38,163	19,518	39,036	38,787	39,695	39,695	39,695
100-51-51200-130	FICA	2,727	2,779	2,851	1,450	2,986	2,967	3,037	3,037	3,037
100-51-51200-131	WI RETIREMENT	2,895	3,152	3,438	1,759	3,546	4,545	2,072	2,072	2,072
100-51-51200-132	LIFE & DISABILITY INSURANCE	56	56	56	14	14	56	56	56	56
100-51-51200-133	HEALTH INSURANCE	11,872	12,951	13,884	5,516	11,031	14,830	11,031	11,031	11,031
100-51-51200-134	PROFESSIONAL DEVELOPMENT	933	1,023	1,258	725	1,180	700	700	700	700
100-51-51200-240	OUTSIDE SERVICES	623	506	90	28	100	275	275	275	275
100-51-51200-310	OFFICE SUPPLIES	350	286	193	253	350	350	350	350	350
100-51-51200-312	POSTAGE	592	-	-	-	100	100	100	100	100
100-51-51200-320	PUBLICATIONS	-	-	-	-	-	-	-	-	-
---		$56,225	$57,802	59,933	29,263	58,343	62,610	57,316	57,316	57,316

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			61,185		55,891	-9%			
---	NON-PERSONNEL			1,425		1,425	0%			
---	TOTAL			62,610		57,316	-8%			
---					63,862					
---	**LEGAL**									
100-51-51200-210	LEGAL RETAINER (COURT)	31,848	37,310	23,335	17,035	41,614	28,000	30,000	30,000	30,000
100-51-51300-210	LEGAL RETAINER (CITY)	83,417	72,229	118,116	36,225	87,211	80,000	80,000	80,000	80,000
100-51-51300-214	LEGAL NON-RETAINER	11,884	1,566	5,305	6,822	20,566	8,500	15,000	15,000	15,000
---		$127,149	$111,105	146,756	60,082	149,390	116,500	125,000	125,000	125,000

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			-		-	N/A			
---	NON-PERSONNEL			116,500		125,000	7%			
---	TOTAL			116,500		125,000	7%			

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET

---	**EXECUTIVE OFFICE**									
100-51-51410-110	EXECUTIVE SALARIES	61,973	66,358	71,076	40,064	78,595	66,608	73,577	73,577	73,577
100-51-51410-119	ADMINISTRATOR INTERN	-	-	-	-	-	-	-	-	-
100-51-51410-117	LONGEVITY PAY	-	-	-	-	-	-	-	-	-
100-51-51410-130	FICA	4,504	4,675	5,098	2,915	6,013	5,096	5,629	5,629	5,629
100-51-51410-131	WISCONSIN RETIREMENT	5,387	5,967	5,514	2,222	4,637	3,930	4,893	4,893	4,893
100-51-51410-132	LIFE & DISABILITY INSURANCE	123	144	127	37	37	156	156	156	156
100-51-51410-133	HEALTH INSURANCE	12,875	15,574	17,677	7,075	13,330	16,723	12,626	12,626	12,626
100-51-51410-134	PROFESSIONAL DEVELOPMENT	2,188	4,077	4,226	2,047	3,500	3,500	3,500	3,500	3,500
100-51-51410-311	NEWSLETTER EXPENSES	4,864	5,956	4,758	5,951	5,951	6,500	6,000	6,000	6,000
100-51-51410-322	LEAGUE OF WI MUNICIPALITIES	3,557	3,359	3,401	3,446	3,446	3,446	3,500	3,500	3,500
100-51-51410-323	DANE COUNTY CITIES AND VILLAGES	1,995	2,495	2,495	2,495	2,495	2,500	2,500	2,500	2,500
100-51-51410-360	VEHICLE MAINT & REPAIR	-	-	-	-	53	-	-	-	-
100-51-51410-370	FUELS & ADDITIVES	1,095	1,372	326	334	1,200	1,000	1,000	1,000	1,000
100-51-51410-390	EXECUTIVE OFFICE OTHER	4,761	4,408	6,784	3,342	5,000	4,500	4,500	4,500	4,500
	STRATEGIC PLANNING	-	-	-	-	-	-	-	-	10,000
	MONONA 75TH ANNIVERSARY	-	-	-	-	-	-	-	-	10,000
	Subtainabilty initativies	-	-	-	-	-	-	-	-	5,000
	MARKETING FUND	-	-	-	-	-	-	-	-	10,000
---		103,322	$114,385	121,482	69,928	124,257	113,959	117,881	117,881	152,881

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			92,513		96,881	5%			
---	NON-PERSONNEL			21,446		56,000	161%			
---	TOTAL			113,959		152,881	34%			

DEPARTMENT	**Executive Office**
PROGRAM BUDGET	**Administrative Services**
ACCOUNT	**5141**

MISSION OF DEPARTMENT:

The mission of the department is to provide management and supervision of the City organization. The City Administrator is directly responsible to the Mayor subject to the control and management of the City Council as a body and not as individuals. The City Administrator provides overall direction to Department Managers in accordance with policies established by the Common Council and ensures that City operations are conducted in an economic, efficient and effective manner. This office also develops recommendations to the Common Council for changes in programs, operations and policies to increase the effectiveness and efficiency of City Government. In addition, the City Administrator in cooperation with the Mayor prepares performance reviews and administers the annual operating budget and five year capital improvement plan for the City.

CHALLENGES AND OPPORTUNITIES AHEAD:

Provide leadership to the professional management team, assist Mayor and Council with policy oversight in the management of City government, continue to work with elected officials in providing City services at an acceptable and economical level, facilitate economic development goals and communicate effectively with the public.

LONG-TERM AND SHORT-TERM GOALS FOR THE DEPARTMENT:

1. Maintain a cooperative and effective working relationship with the Common Council.
2. Maintain a competitive salary compensation plan and effectively administer outstanding performance by professional city management.
3. Work with management team in accomplishing approved goals and objectives.
4. Development of strategies to efficiently and effectively cope with budget challenges.
5. Long-term plan for financing infrastructure improvements.

SIGNIFICANT PROGRAM, COST, AND PERSONNEL CHANGES:

1. Replacement of Planning/Community Development Coordinator due to retirement.

EXECUTIVE OFFICE
ACCOUNT JUSTIFICATIONS

ACCOUNT	AMOUNT	DESCRIPTION
100-51-51410-110 EXECUTIVE SALARIES	$ 73,577	This account includes the prorated share of the Mayor, Administrator, City Clerk and Executive Secretary.
100-51-51410-xxx ADMINISTRATOR INTERN	$ -0-	
100-51-51410-117 LONGEVITY	$ -0-	
100-51-51410-130 FICA	$ 5,629	Social Security at 7.65%.
100-51-51410-131 WISCONSIN RETIREMENT	$ 4,893	Wisconsin Retirement at 6.63%.
100-51-51410-132 LIFE AND DISABILITY INSURANCE	$ 156	City share of these policies for Administrator and City Clerk only.
100-51-51410-133 HEALTH INSURANCE	$ 12,626	Includes health and dental insurance premium for Administrator, City Clerk, and Executive Secretary.
100-51-51410-134 PROFESSIONAL DEVELOPMENT	$ 3,500	Administrator, Mayor, City Clerk, and Executive Secretary. Additional funding for Administrator to attend ICMA Conference.
100-51-51410- NEWSLETTER EXPENSES	$ 6,000	Expense for two (2) publications of City newsletter.
100-51-51410-322 LEAGUE OF WIS. MUNICIPALITIES	$ 3,500	Dues remain constant.
100-51-51410-323 DANE COUNTY CITIES/VILLAGES	$ 2,500	Dues remain constant.
100-51-51410-370 FUELS AND ADDITIVES	$ 1,000	City vehicle used by City Administrator.
100-51-51410-390 EXECUTIVE OFFICE OTHER	$ 4,500	City recognition reception, annual picnic and miscellaneous general expenses.
xxx-xx-xxxxx-xxx STRATEGIC PLANNING	$ 10,000	Services of a professional organization to help develop an updated planning process for City Council, staff, and residents.
xxx-xx-xxxxx-xxx MONONA 75th ANNIVERSARY	$ 10,000	A celebratory event to be determined by planning group.

(EXECUTIVE OFFICE EXPENDITURES cont.)

ACCOUNT	**AMOUNT**	**DESCRIPTION**
xxx-xx-xxxxx-xxx MARKETING FUND	$ 10,000	Chamber of Commerce marketing funds: $5,000 for BUILD Monona sponsorship; $5,000 for Monona marketing, including reprinting of the Monona Guide.
xxx-xx-xxxxx-xxx SUSTAINABILITY INITIATIVES	$ 5,000	Sustainability Plan.

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET

---	**FINANCE DEPARTMENT**									
100-51-51421-110	FINANCE'S DEPARTMENT SALARIES	46,217	47,021	48,865	26,969	53,164	48,647	53,387	53,387	53,387
100-51-51421-117	LONGEVITY PAY	-	-	-	-	-	-	-	-	-
100-51-51421-120	OVERTIME	-	-	-	-	-	-	-	-	-
100-51-51421-130	FICA	3,451	3,500	3,638	2,026	4,067	3,721	4,084	4,084	4,084
100-51-51421-131	WISCONSIN RETIREMENT	4,806	5,161	4,532	1,628	3,137	2,870	3,550	3,550	3,550
100-51-51421-132	LIFE & DISABILITY INSURANCE	106	105	103	31	35	112	112	112	112
100-51-51421-133	HEALTH INSURANCE	10,537	11,748	12,386	4,724	9,447	14,100	9,683	9,683	9,683
100-51-51421-134	PROFESSIONAL DEVELOPMENT	830	1,585	31	704	704	1,000	1,000	1,000	1,000
100-51-51421-212	ANNUAL AUDIT & ACCOUNTING SERVICES	25,300	20,700	16,000	425	17,500	17,500	17,500	17,500	17,500
100-51-51421-240	SERVICE CONTRACTS	8,605	3,190	4,110	568	6,000	10,200	10,200	10,200	10,200
100-51-51421-310	OFFICE SUPPLIES	-	-	-	-	-	-	-	-	-
100-51-51421-320	PUBLICATIONS	-	-	-	-	-	-	-	-	-
100-51-51421-350	EQUIPMENT MAINT & REPAIR	315	330	289	183	393	300	300	300	300
100-51-51421-390	OTHER SUPPLIES & EXPENSE	547	642	596	-	600	200	200	200	200
100-51-51421-810	CITY HALL EQUIPMENT	-	-	-	-	-	-	-	-	-
---		100,714	93,982	90,550	37,258	95,047	98,650	100,016	100,016	100,016

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			69,450		70,816	2%			
---	NON-PERSONNEL			29,200		29,200	0%			
---	TOTAL			98,650		100,016	1%			

DEPARTMENT	**Finance Director**
PROGRAM BUDGET	
ACCOUNT	**51421**

MISSION OF DEPARTMENT:

The finance department is responsible for the accounting and financial reporting of all City operations and is entrusted with collecting, depositing, and investing all City funds. The department encompasses the administration regarding specific duties for the finance director, utility, ambulance billings, and mass transit services.

CHALLENGES AND OPPORTUNITIES AHEAD:

The department has the opportunity to enhance the financial health of the City and provide stewardship of the City resources through financial information, advice and support to the public, employees, City agencies and policymakers.

FINANCE DEPARTMENT

ACCOUNT JUSTIFICATIONS

ACCOUNT	AMOUNT	DESCRIPTION
100-51-51421-110 FINANCE DEPARTMENT SALARIES	$ 53,387	Finance Department salaries.
100-51-51421-117 LONGEVITY PAY	$ -0-	
100-51-51421-120 OVERTIME	$ -0-	
100-51-51421-130 FICA	$ 4,084	This account includes Social Security at 7.65%.
100-51-51421-131 WISCONSIN RETIREMENT	$ 3,550	Wisconsin Retirement at 6.63% .
100-51-51421-132 LIFE & DISABILITY INSURANCE	$ 112	Employer share of contribution.
100-51-51421-133 HEALTH INSURANCE	$ 9,683	Health Insurance.
100-51-51421-134 PROFESSIONAL DEVELOPMENT	$ 1,000	This account includes professional development costs for all positions.
100-51-51421-212 ANNUAL AUDIT	$ 17,500	Per contract
100-51-51421-240 SERVICE CONTRACTS	$ 10,200	Includes service contracts for copier, telephone, annual support for laser fiche electronic filing system, postage machine, and fax machine.
100-51-51421-320 PUBLICATIONS	$ -0-	
100-51-51421-350 EQUIPMENT MAINTENANCE & REPAIR	$ 300	This is a service account to provide for equipment maintenance in City Hall, which includes cash register and other machines not covered by service contracts.
100-51-51421-390 OTHER SUPPLIES AND EXPENSES	$ 200	This account provides funding for items such as meeting expenses, professional lunches, etc.
100-51-51421-810 EQUIPMENT	$ -0-	To provide funding for purchase of equipment (i.e., calculators, etc.) and furniture for City Hall Lobby.

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**CLERK'S OFFICE**									
100-51-51420-110	CLERK'S OFFICE SALARIES	29,123	30,050	31,233	17,121	33,940	33,864	34,356	34,356	34,356
100-51-51420-117	LONGEVITY PAY	-	-	-	-	-	-	-	-	-
100-51-51420-120	OVERTIME	-	-	-	-	-	-	-	-	-
100-51-51420-130	FICA	2,653	2,765	2,891	1,496	2,596	2,591	2,628	2,628	2,628
100-51-51420-131	WISCONSIN RETIREMENT	3,657	4,026	2,851	633	3,000	2,965	2,285	2,285	2,285
100-51-51420-132	LIFE & DISABILITY INSURANCE	33	34	32	10	14	70	70	70	70
100-51-51420-133	HEALTH INSURANCE	9,761	11,566	12,518	5,135	9,429	11,243	8,357	8,357	8,357
100-51-51420-134	PROFESSIONAL DEVELOPMENT	1,220	1,189	308	92	500	500	500	500	500
100-51-51420-240	SERVICE CONTRACTS	1,213	1,336	-	-	-	-	-	-	-
100-51-51420-250	INTEREST AND PENALTIES	-	-	-	-	-	-	-	-	-
100-51-51420-310	OFFICE SUPPLIES	7,978	7,799	7,384	3,324	7,300	7,300	7,300	7,300	7,300
100-51-51420-311	NEWSLETTER EXPENSES	-	-	-	-	-	-	-	-	-
100-51-51420-312	POSTAGE	8,762	11,074	12,987	2,562	10,000	6,469	6,500	6,500	9,400
100-51-51420-320	PUBLICATIONS	124	124	189	-	124	-	-	-	-
100-51-51420-321	PUBLIC NOTICES	4,304	4,117	4,069	2,647	4,500	3,700	3,700	3,700	3,700
100-51-51420-350	EQUIPMENT MAINT & REPAIR	-	-	-	-	-	-	-	-	-
100-51-51420-390	OTHER SUPPLIES & EXPENSE	165	10	338	-	-	-	-	-	-
100-51-51420-391	MANAGEMENT CONSULTING	-	-	-	-	-	-	-	-	-
100-51-51420-810	CITY HALL EQUIPMENT	-	-	-	-	-	-	-	-	-
---		$68,993	$74,090	74,800	33,020	71,403	68,702	65,696	65,696	68,596

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			50,733		47,696	-6%			
---	NON-PERSONNEL			17,969		20,900	16%			
---	TOTAL			68,702		68,596	0%			

DEPARTMENT City Clerk
PROGRAM BUDGET
ACCOUNT 5142

MISSION OF DEPARTMENT:

The mission of the Clerk's Office is to provide efficient and courteous service to the residents, staff, and elected officials of Monona. The City Clerk serves as the custodian of all City records, serves as clerk of the Board of Review, administers elections and local licensing procedures, processes accounts payables and receivables, and provides assistance to the City Assessor, Zoning Administrator, and ambulance billing service.

CHALLENGES AND OPPORTUNITIES AHEAD:

1. Implement a new filing system to accommodate full-page voter registration forms.
2. Work with and learn from a new county clerk.

LONG-TERM GOALS FOR THE DEPARTMENT:

1. Continue recruitment and training of election inspectors and improve election-day training procedures as the Legislature continues to enact new regulations.
2. Complete UW-Green Bay Municipal Clerks Institute Treasurer Completion Year Four.

SIGNIFICANT PROGRAM CHANGES:

1. Use of GAB's new online election system, My Vote WI, implemented just before the presidential election.

GOAL ACHIEVEMENTS IN 2012:

2012 Goal	Method for Measuring Success
Served on the Publicity Committee for the Wisconsin Municipal Clerks Conference.	The WMCA Conference was well-attended. The Committee was successful in drawing clerks to educational and networking opportunities.
Learned procedures for the new requirement of a Municipal Board of Canvassers for each election.	Compiled the proper documentation which was accepted and approved by the County Clerk.
Provided and recorded a training session for 80 Election Inspectors, followed by another training session for 50.	Election processes were more accurate; staff was more confident in performing duties.
Administered six elections – four scheduled and two recalls.	Six elections conducted according to State election laws.
Implemented pre-processing of absentee ballots.	The burden of this time-consuming task was alleviated from the election inspectors on election day.

GOALS NOT ACHIEVED:

1. Voter registration form filing system not implemented due to time constraints caused by six elections.
2. Unable to attend Treasurer Completion year of UW Green Bay Municipal Clerks Institute due to time constraints caused by six elections.

CLERK'S OFFICE
ACCOUNT JUSTIFICATIONS

EXPENDITURES

ACCOUNT	AMOUNT	DESCRIPTION
100-51-51420-110 CLERK'S OFFICE SALARIES	$ 34,356	Clerk's office salaries.
100-51-51420-117 LONGEVITY PAY	$ -0-	
100-51-51420-120 OVERTIME	$ -0-	
100-51-51420-130 FICA	$ 2,628	Social Security at 7.65%.
100-51-51420-131 WISCONSIN RETIREMENT	$ 2,285	Wisconsin Retirement at 6.63%
100-51-51420-132 LIFE & DISABILITY INSURANCE	$ 70	Employer share of contribution.
100-51-51420-133 HEALTH INSURANCE	$ 8,357	Health Insurance.
100-51-51420-134 PROFESSIONAL DEVELOPMENT	$ 500	
100-51-51420-310 OFFICE SUPPLIES	$ 7,300	Office supplies for all General Government functions.
100-51-51420-312 POSTAGE	$ 9,400	Postage for all City Hall mailings, including tax bills.
100-51-51420-320 PUBLICATIONS	$ -0-	
100-51-51420-321 PUBLIC NOTICES	$ 3,700	This account provides for publication of official notices.
100-51-51420-390 OTHER SUPPLIES & EXPENSES	$ -0-	This account provides funding for items such as meeting expenses, professional lunches, etc.

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**PERSONNEL**									
100-51-51430-130	FICA	1,050	1,356	662	-	-	3,711	1,148	1,148	1,148
100-51-51430-131	WISCONSIN RETIREMENT	1,139	1,696	477	-	-	5,628	998	998	998
100-51-51430-133	HEALTH INS- RETIRED PERSONNEL	8,850	39,262	41,454	-	30,100	30,100	30,100	30,100	30,100
100-51-51430-135	WELLNESS PROGRAM	232	74	5,027	475	2,000	1,600	1,600	1,600	1,600
100-51-51430-136	EMPLOYEE AWARD PROGRAM	10,000	14,000	-	-	-	15,000	15,000	15,000	15,000
100-51-51430-111	NON-REP WAGES	-	-	9,216	-	-	33,513	-	-	-
100-51-51430-190	PAYROLL OTHER EXPENDITURE	(3,080)	6,935	27,746	56	56	5,800	5,800	5,800	5,800
100-51-51430-340	RECRUITMENT EXPENDITURES	123	3,889	1,871	-	-	2,500	2,500	2,500	2,500
100-51-51430-514	UNEMPLOYMENT COMPENSATION	437	5,250	1,358	242	2,000	-	-	-	-
---		$18,751	$72,462	87,811	773	34,156	97,852	57,145	57,145	57,145

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			89,552		47,245	-47%			
---	NON-PERSONNEL			8,300		9,900	19%			
---	TOTAL			97,852		57,145	-42%			

DEPARTMENT PROGRAM BUDGET

Administration General Government - Personnel

MISSION OF PROGRAM:

To provide human resources support to department operations.

CHALLENGES AND OPPORTUNITIES AHEAD:

Projecting the cost of providing retirees unused sick leave benefits, unemployment compensation, and recruitment; the administration of the merit bonus program and employee assistance program.

LONG-TERM GOALS FOR THE DEPARTMENT:

Effective support for the administration of human resources.

SIGNIFICANT PROGRAM CHANGES: None.

GENERAL GOVERNMENT - PERSONNEL
ACCOUNT JUSTIFICATIONS

ACCOUNT	AMOUNT	DESCRIPTION
100-51-51430-130 FICA	$ 1,148	FICA on retirees' cash payments benefit.
100-51-51430-131 WISCONSIN RETIREMENT	$ 998	Retirement on employee merit bonus program.
100-51-51430-133 HEALTH INSURANCE - RETIRED PERSONS	$ 30,100	This account is funded by the unused sick leave for retired employees used to continue their health insurance coverage or equal monthly installments.
100-51-51430-135 WELLNESS PROGRAM	$ 1,600	EAP services currently provided by Meriter Health Services.
100-51-51430-136 EMPLOYEE AWARDS PROGRAM	$ 15,000	Employee award program for 2010 service.
100-51-51430-137 NON-REP WAGES	$ -0-	3% increase to be distributed by the mayor.
100-51-51430-190 PAYROLL OTHER EXPENDITURE	$ 5,800	Other various payroll items.
100-51-51430-340 RECRUITMENT EXPENDITURES	$ 2,500	General allowance for employee recruitment.

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**ELECTIONS**									
100-51-51440-111	ELECTION SALARIES	5,260	9,584	9,658	12,564	22,685	11,500	11,500	11,500	11,500
100-51-51440-130	FICA	8	32	33	25	31	-	-	-	-
100-51-51440-131	WISCONSIN RETIREMENT	-	-	-	-	-	-	-	-	-
100-51-51440-132	LIFE & DISABILITY INSURANCE	-	-	-	-	-	-	-	-	-
100-51-51440-133	HEALTH INSURANCE	-	-	-	-	-	-	-	-	-
100-51-51440-240	SERVICE CONTRACTS	1,191	1,234	1,278	718	1,450	1,400	1,400	1,400	1,400
100-51-51440-312	POSTAGE	470	-	-	-	-	1,000	1,000	1,000	1,000
100-51-51440-321	PUBLIC NOTICES	354	752	502	524	800	500	500	500	500
100-51-51440-340	ELECTION SUPPLIES	2,710	4,209	3,697	5,349	8,000	2,700	2,700	2,700	2,700
---		$9,993	$15,811	15,168	19,180	32,966	17,100	17,100	17,100	17,100

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			11,500		11,500	0%			
---	NON-PERSONNEL			5,600		5,600	0%			
---	TOTAL			17,100		17,100	0%			

CLERK'S OFFICE - ELECTIONS
ACCOUNT JUSTIFICATIONS

ACCOUNT	AMOUNT	DESCRIPTION
100-51-51440-111 ELECTION SALARIES	$ 11,500	Four (4) elections in 2013.
100-51-51440-240 SERVICE CONTRACTS	$ 1,400	Maintain the election machines and service contract with Dane County.
100-51-51440-312 POSTAGE	$ 1,000	Postage for absentee ballots, voter verification notices, etc.
100-51-51440-321 PUBLIC NOTICES	$ 500	Cost associated with publication of election notices.
100-51-51440-340 ELECTION SUPPLIES	$ 2,700	Printing, supplies, and equipment.

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**INFORMATION TECHNOLOGY**									
100-51-51450-211	INFORMATION TECH SUPPORT	4,583	3,000	6,170	3,186	14,000	14,000	15,000	15,000	15,000
100-51-51450-240	SERVICE CONTRACTS	13,784	14,182	14,330	7,165	14,330	14,250	14,250	14,250	14,250
100-51-51450-241	SERVICE CONTRACTS FOR T-1 LINE	3,120	2,954	2,628	1,475	3,196	3,150	3,150	3,150	3,150
100-51-51450-245	COUNTY ACCESS FEE	-	-	-	-	-	-	-	-	-
100-51-51450-310	DATA PROCESSING SUPPLIES	2,378	1,955	1,631	516	2,500	2,500	2,500	2,500	2,500
100-51-51450-311	Web Maint					-	8,000	8,000	8,000	8,000
100-51-51450-350	EQUIPMENT MAINT & REPAIR	-	1,564	18,000	1,009	1,202	18,000	18,000	18,000	18,000
---		$23,865	$23,655	42,759	13,351	35,228	59,900	60,900	60,900	60,900

---				CURRENT YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			-		-	N/A			
---	NON-PERSONNEL			59,900		60,900	2%			
---	TOTAL			59,900		60,900	2%			

DEPARTMENT PROGRAM BUDGET

Administration General Government- Information Technology

MISSION OF PROGRAM:

The purpose of the program is to provide information technology support for all operations of the City. A municipality the size of Monona is continually challenged to find creative ways to provide core services within ever tightening budgets. Since we are not large enough to have our own in-house staff that can provide a comprehensive information technology department, we partner with a third-party provider to provide the technical expertise in support of our IT systems. Additionally, they evaluate our infrastructure and have worked with City management to develop an ongoing five-year strategy and assistance with prioritizing departmental business objectives within our budget limitations.

CHALLENGES AND OPPORTUNITIES AHEAD:

Our third-party provider, External Technology Solutions (ETS) (a division of WPS), ceased their operations in mid-2009, leaving us with a temporary provider (Ad-Tec).

LONG-TERM GOALS FOR THE DEPARTMENT:

Use of technology as a tool for improving efficiency and effectiveness of department operations.

GENERAL GOVERNMENT – INFORMATION TECHNOLOGY
ACCOUNT JUSTIFICATIONS

ACCOUNT	**AMOUNT**	**DESCRIPTION**
100-51-51450-211 INFORMATION TECH SUPPORT	$ 15,000	Computer programming and consulting services for hardware and software based on contract with consultant.
100-51-51450-240 SERVICE CONTRACT	$ 14,250	Service contract for support for accounting, utility billing, payroll, fixed assets, accounts payable, and voter registration by CIVIC Systems.
100-51-5145-241 SERVICE CONTRACT FOR T-1 LINE	$ 3,150	Cost of internet connection
100-51-51450-310 DATA PROCESSING SUPPLIES	$ 2,500	Costs for computer supplies.
100-51-51450-350 EQUIPMENT MAINTENANCE AND REPAIR	$ 18,000	Cost of repair and maintenance of information technology equipment.
100-51-51450-311 WEB MAINTENANCE	$8,000	Cost to upgrade and maintain website.

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**ASSESSMENT OF PROPERTY**									
100-51-51530-134	PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-	-	-	-
100-51-51530-214	PROFESSIONAL SERVICES	43,377	25,000	25,000	21,250	25,000	25,000	25,000	25,000	25,000
100-51-51530-310	OFFICE SUPPLIES	-	-	-	-	-	-	-	-	-
100-51-51530-312	POSTAGE	-	-	-	-	-	-	-	-	-
100-51-51530-320	PUBLICATIONS	-	-	-	-	-	-	-	-	-
---				25,000	21,250	25,000	25,000	25,000	25,000	25,000

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			-		-	N/A			
---	NON-PERSONNEL			25,000		25,000	0%			
---	TOTAL			25,000		25,000	0%			

DEPARTMENT PROGRAM BUDGET

Administration General Government - Assessment

MISSION OF PROGRAM:

The valuation and assessment of property is the responsibility of the assessor's office. The City contracts with a private firm, Accurate Appraisal LLC, to perform the statutory duties of appraising all newly-constructed buildings and major remodeling of real property, the re-appraisal of land values where a property has been divided or where significant changes in value are indicated, to review and follow-up on personal property statements by April 1st of each year, and to enter real estate and personal property assessments into the assessment roll for delivery to the City Clerk for the annual Board of Review. The assessor's office is responsible for responding to all public inquires regarding real and personal property.

CHALLENGES AND OPPORTUNITIES AHEAD:

To maintain accurate property records, respond to inquiries from the public in a professional and timely manner, and fulfill the statutory requirements of the assessor's office.

LONG-TERM GOALS FOR THE DEPARTMENT:

Provide a full-value maintenance program that shall include a physical inspection of at least 25% of the total improved parcel count as shown on the prior year's final Clerk's Statement of Assessment. The 2008 program will continue the cycle of physical inspections on a four year basis.

SIGNIFICANT PROGRAM CHANGES: None.

GENERAL GOVERNMENT – ASSESSMENT
ACCOUNT JUSTIFICATIONS

ACCOUNT	**AMOUNT**	**DESCRIPTION**
100-51-51530-134 PROFESSIONAL DEVELOPMENT	$ -0-	
100-51-51300-214 PROFESSIONAL SERVICES	$ 25,000	Contracted.

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**INSURANCE & BONDS**									
100-51-51930-510	WORKERS COMPENSATION	84,237	72,078	82,514	89,197	92,412	81,156	82,000	82,000	82,000
100-51-51930-393	BAD DEBT EXPENSE	-	-	-	-	-	-	-	-	-
100-51-51930-511	PROPERTY & LIABILITY INSURANCE	39,249	34,260	41,562	40,798	40,798	42,000	45,000	45,000	45,000
100-51-51930-512	AUTOMOBILE INSURANCE	14,713	16,542	17,452	17,662	17,662	11,100	11,500	11,500	11,500
100-51-51930-513	SELF ADMINISTERED CLAIMS	20,021	22,899	46,080	10,455	26,492	10,200	10,500	10,500	10,500
100-51-51930-514	INSURANCE CLAIMS	-	14,926	4,203	11,504	1,820	3,035	5,000	5,000	5,000
100-51-51930-520	EMPLOYEE BONDS	1,143	600	1,170	100	600	900	900	900	900
---		$159,363	$161,305	192,981	169,716	179,784	148,391	154,900	154,900	154,900

---				CURRENT YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			-		-	N/A			
---	NON-PERSONNEL			148,391		154,900	4%			
---	TOTAL			148,391		154,900	4%			

DEPARTMENT PROGRAM BUDGET

Administration General Government - Insurance

MISSION OF PROGRAM:

The purpose of the program is to provide a risk management function for the City government. The purchase of Property and Liability insurance policies is an important part of the program; however, loss control strategies, risk management practices and training are an inherent function in ensuring stability and mitigating exposures to liability. Property insurance is provided by the Wisconsin Property Insurance Fund. All other coverage's are provided by Cities and Villages Mutual Insurance Company (CVMIC). The company was created in 1987 by a group of Wisconsin cities and villages in an effort to ensure long-term stability in the cost and availability of liability insurance. The City of Monona joined CVMIC in 1988.

The Company was capitalized with the issuance of bonds and began operations in January 1, 1988. Since that time, CVMIC has saved members more than $45,000,000 in liability insurance premiums. In the City of Monona, the cost savings are estimated at over $650,000. As a corporate member, the City benefits by being able to participate in a variety of cost-saving group purchase programs for other insurance products. CVMIC also provides on-site loss control services, risk management consulting, and a wide variety of training programs at no cost to the City.

CHALLENGES AND OPPORTUNITIES AHEAD:

To provide a risk management function that ensures stable services and controls increases in property taxes.

LONG-TERM GOALS FOR THE DEPARTMENT:

Provide a quality risk management function at the best rate while ensuring continued service.

SIGNIFICANT PROGRAM CHANGES: None.

GENERAL GOVERNMENT – INSURANCE
ACCOUNT JUSTIFICATIONS

ACCOUNT	**AMOUNT**	**DESCRIPTION**
100-51-51930-510 WORKER'S COMPENSATION	$ 82,000	Premium estimate from CVMIC.
100-51-51930-511 PROPERTY/LIABILITY INS.	$ 45,000	General liability, excess public entity, Employment practices, underground storage tank, boiler and machinery, and property insurance.
100-51-51930-512 AUTOMOBILE COLLISION INSURANCE	$ 11,500	Automobile collision coverage.
100-51-51930-513 SELF-ADMINISTERED CLAIMS	$ 10,500	City share of insurance claims against the City that are administered by CVMIC. Fund balance. Designated to insurance reserve account.
100-51-51930-514 INSURANCE CLAIMS	$ 5,000	City automobile collision deductible.
100-51-51930-520 EMPLOYEE BONDS	$ 900	Public officials bond for Administrator, City Clerk, two Notary Public bonds, and Municipal Judge.

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**ILLEGAL TAXES, REFUNDS & UNCOLLECTIBLE**									
100-51-51910-390	TAX WRITE OFF'S	10,340	-	28,651	1,764	5,000	5,000	10,000	10,000	10,000
---	TOTAL	10,340	-	28,651	1,764	5,000	5,000	10,000	10,000	10,000

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			-		-	N/A			
---	NON-PERSONNEL			5,000		10,000	100%			
---	TOTAL			5,000		10,000	100%			

---	**JUDGMENTS AND LOSSES**									
100-51-51920-391	AMBULANCE WRITE OFF'S	-	-	-	-		-			
100-51-51920-392	OTHER MISCELLANEOUS EXPENSE	-	-	-	-	-	250	-	-	-
---		-	-	-	-	-	250	-	-	-

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			-		-	N/A			
---	NON-PERSONNEL			250		-	-100%			
---	TOTAL			250		-	-100%			

---	**OTHER FINANCING USES**									
100-59-59000-900	RESERVE FOR CONTINGENCIES	-	-	-	-	-	-	-	-	-
100-59-59000-200	FIRE & EMS DONATIONS	-	-	-	-	500	500	500	500	500
100-59-59200-205	TRANSFER TO AMBULANCE	-	-	-	-	-	-	-	-	-
100-59-59220-201	TRANSFER TO CDA	27,050	27,591	26,841	-	25,341	25,341	25,000	25,000	25,000
100-59-59220-202	TRANSFER TO LIBRARY	-	-	-	-	-	-	-	-	-
100-59-59220-203	TRANSFER TO CATV	-	-	-	-	-	-	-	-	100,000
100-59-59220-204	TRANSFER TO COMMUNITY REC	-	15,622	-	-	-	-	-	-	-
100-59-59220-205	TRANSFER TO SWIMMING POOL	72,579	-	-	-	-	-	-	-	-
100-59-59220-206	TRANSFER TO RECYCLING	-	-	-	-	-	-	-	-	-
100-59-59260-600	TRANSFER TO WATER	-	-	-	-	-	-	-	-	-
100-59-59260-601	TRANSFER TO SEWER	-	-	-	-	-	-	-	-	-
100-59-59260-602	TRANSFER TO TRANSIT	-	-	-	-	-	-	-	-	-
100-59-59300-300	TRANSFER TO DEBT SERVICE	-	-	-	-	-	-	-	-	-
---		$99,629	$43,213	26,841	-	25,841	25,841	25,500	25,500	125,500

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			-		-	N/A			
---	NON-PERSONNEL			25,841		25,500	-1%			
---	TOTAL			25,841		25,500	-1%			

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**GENERAL BUILDINGS & PLANT**									
100-51-51600-110	SALARIES	34,913	33,710	35,200	19,320	32,490	38,239	39,387	39,387	39,387
100-51-51600-112	SHIFT DIFFERENTIAL	17	-	10	-	-	18	18	18	18
100-51-51600-114	BUILDING & PLANT SALARIES	337	3,023	5,160	1,000	4,000	-	-	-	-
100-51-51600-120	OVERTIME	2,883	3,070	5,469	2,490	5,000	3,000	3,000	3,000	3,000
100-51-51600-130	FICA	2,872	2,939	3,433	1,681	3,174	3,156	3,244	3,244	3,244
100-51-51600-131	WISCONSIN RETIREMENT	3,981	4,396	5,404	2,655	4,896	4,868	2,820	2,820	2,820
100-51-51600-132	LIFE & DISABILITY INSURANCE	107	98	123	41	41	132	132	132	132
100-51-51600-133	HEALTH INSURANCE	13,260	13,300	14,938	5,848	12,730	15,819	11,767	11,767	11,767
100-51-51600-134	PROFESSIONAL DEVELOPMENT	-	75	-	-	-	-	-	-	-
100-51-51600-137	UNIFORM ALLOWANCE	396	405	428	116	250	250	250	250	250
100-51-51600-190	OTHER PERSONNEL SERVICES	-	-	-	-	-	-	-	-	-
100-51-51600-220	GAS & ELECTRIC UTILITIES	55,390	53,605	54,048	22,784	53,000	60,826	60,826	60,826	60,826
100-51-51600-221	TELEPHONE	14,832	15,463	15,902	7,336	15,000	13,500	13,500	13,500	13,500
100-51-51600-222	WATER & SEWER UTILITIES	3,209	2,038	2,598	1,513	3,600	3,600	3,888	3,888	3,888
100-51-51600-225	STORM WATER UTILITY	1,349	1,367	1,366	360	1,349	1,349	1,349	1,349	1,349
100-51-51600-230	OUTSIDE SERVICES	13,463	15,989	24,597	5,003	9,100	9,000	9,000	9,000	9,000
100-51-51600-240	REPAIR & MAINT SERVICES	4,464	5,149	3,052	1,005	3,000	4,000	4,000	4,000	4,000
100-51-51600-340	OPERATING SUPPLIES	5,767	6,325	9,746	6,919	12,000	5,000	6,000	6,000	6,000
100-51-51600-350	REPAIR & MAINTENANCE SUPPLIES	3,291	6,019	8,668	2,000	3,000	4,000	4,000	4,000	4,000
100-51-51600-370	FUELS & ADDITIVES	-	-	-	-	1,000	-	-	-	-
---		$160,531	$166,971	$190,142	$80,071	$163,630	$166,757	$163,181	$163,181	$163,181

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			65,232		60,368	-7%			
---	NON-PERSONNEL			101,525		102,813	1%			
---	TOTAL			166,757		163,181	-2%			

DEPARTMENT General Buildings/Plant
PROGRAM BUDGET
ACCOUNT 5160

MISSION OF DEPARTMENT:

To promote a healthy and safe work environment for our staff and citizens.

CHALLENGES AND OPPORTUNITIES AHEAD:

As the City Hall building complex continues to age, the internal plumbing and electrical systems will need continuous monitoring, and future maintenance may require additional funding.

LONG-TERM GOALS FOR THE DEPARTMENT:

1. Assure the excellent maintenance and upkeep of the complex.
2. Make capital improvements to improve energy efficiency and update aging equipment and systems.

SIGNIFICANT PROGRAM, COST, AND PERSONNEL CHANGES:

No significant changes.

GOAL ACHIEVEMENTS IN 2012:

1. The upper parking lot at City Hall received sealcoat, space painting, and crack filling in 2012.
2. City Hall parking lot lights were retrofitted with LED lights and completed with matching grant funds.
3. Internal City Hall access doors were converted to keycard entry, and the administration service desk was retro-fitted with security glass.
4. Administration offices received new paint and carpeting.

GOALS NOT ACHIEVED: None.

GENERAL BUILDINGS AND PLANT
ACCOUNT JUSTIFICATIONS

ACCOUNT	AMOUNT	DESCRIPTION
100-51-51600-110 BUILDING & PLANT SALARIES	$ 39,387	Lead Maintenance Worker.
100-51-5160-112 SHIFT DIFFERENTIAL	$ 18	$0.50/hour per Union contract.
100-51-5160-120 OVERTIME	$ 3,000	Snow removal and building maintenance; coverage for maintenance worker vacation.
100-51-5160-130 FICA	$ 3,244	Social Security at 7.65%.
100-51-51600-131 WISCONSIN RETIREMENT	$ 2,820	Wisconsin Retirement at 6.63%.
100-51-51600-132 LIFE & DISABILITY INSURANCE	$ 132	City share of premiums.
100-51-51600-133 HEALTH INSURANCE	$ 11,767	Health, dental and vision insurance.
100-51-51600-134 PROFESSIONAL DEVELOPMENT	$ 0	Employee expenses for training.
100-51-51600-137 UNIFORMS ALLOWANCE	$ 250	Per union contract.
100-53-53300-190 OTHER PERSONNEL SERVICES	$ -0-	Public Works crew salaries for projects at City Hall, Police and Fire Departments, and Library.
100-51-51600-220 GAS & ELECTRIC UTILITIES	$ 60,826	Gas and electric charges for City Hall, Police, and Fire Departments.
100-51-51600-221 TELEPHONE	$ 13,500	Telephone service for City Hall, Police, Fire, Library, and Community Center.
100-51-51600-222 WATER & SEWER UTILITIES	$ 3,888	Water and sewer utility charges for City Hall and fire protection charges.
100-51-51600-225 STORMWATER UTILITY EXPENSE	$ 1,349	Stormwater utility charge for City Hall.
100-51-51600-230 OUTSIDE SERVICES	$ 9,000	Pest control for City Buildings, fire alarm maintenance and HVAC maintenance.
100-51-51600-240 REPAIR & MAINTENANCE SERVICES	$ 4,000	General maintenance services, lawn care and landscaping for City buildings.

(GENERAL BUILDINGS & PLANT cont.)

100-51-51600-340 OPERATING SUPPLIES	$ 6,000	This account covers all paper products and cleaning supplies for City Hall, Police and Fire Departments.
100-51-51600-350 REPAIR & MAINTENANCE SUPPLIES	$ 4,000	This account covers mechanical equipment repair and items such as light bulb replacement, water softener salt, door lock replacement, pigeon control, and other miscellaneous repair.

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**LAW ENFORCEMENT**									
100-52-52100-110	POLICE SALARIES	1,104,467	1,158,443	1,202,346	621,585	1,241,043	1,227,833	1,272,706	1,272,706	1,272,706
100-52-52100-112	SHIFT DIFFERENTIAL & COMMAND	11,094	12,356	12,660	6,418	13,158	12,240	12,240	12,240	12,240
100-52-52100-116	SCHOOL CROSSING GUARD	3,475	4,105	4,327	2,478	4,225	4,225	4,225	4,225	4,225
100-52-52100-117	LONGEVITY PAY	3,023	3,148	3,588	-	3,800	3,800	3,800	3,800	3,800
100-52-52100-118	LEAVE WAGES	25,546	24,780	26,623	2,900	27,000	20,000	26,000	26,000	26,000
100-52-52100-119	WAGES - NON SWORN	-	-	-	-	-	-	-	-	-
100-52-52100-120	POLICE OVERTIME	53,436	67,574	60,974	28,858	90,000	55,225	57,000	57,000	57,000
100-52-52100-130	FICA	97,580	99,336	104,143	51,493	105,511	101,234	105,262	105,262	105,262
100-52-52100-131	WISCONSIN RETIREMENT	195,265	227,602	238,980	117,712	239,070	228,935	225,659	225,659	258,683
100-52-52100-132	LIFE & DISABILITY INSURANCE	2,915	3,840	3,496	1,060	1,376	3,600	3,600	3,600	3,600
100-52-52100-133	HEALTH INSURANCE	264,082	244,037	263,036	103,415	200,855	282,705	203,736	203,736	203,736
100-52-52100-134	PROFESSIONAL DEVELOPMENT	1,912	2,307	14,821	2,299	16,000	16,000	16,000	16,000	16,000
100-52-52100-137	UNIFORM ALLOWANCE	13,106	17,802	11,555	7,073	20,000	20,000	15,200	15,200	15,200
100-52-52100-221	TELEPHONE	2,570	2,900	2,945	1,236	3,500	3,500	3,500	3,500	3,500
100-52-52100-240	SERVICE CONTRACTS-OFFICE EQUIP	592	634	881	352	800	648	720	720	720
100-52-52100-310	OFFICE SUPPLIES	1,631	1,218	419	143	2,000	2,550	2,550	2,550	2,550
100-52-52100-312	POSTAGE	435	-	8	-	1,200	1,224	1,224	1,224	1,224
100-52-52100-340	POLICE SUPPLIES	5,808	3,755	3,598	1,938	5,100	5,100	5,100	5,100	5,100
100-52-52100-345	POLICE OPERATING EXPENSES	2,960	3,598	6,268	2,273	3,500	3,500	3,500	3,500	3,500
100-52-52100-350	EQUIPMENT MAINT & REPAIR	1,565	298	2,037	361	1,000	1,500	1,500	1,500	1,500
100-52-52100-351	INFOR TECH EQUIPMENT REPAIR	3,264	708	749	95	200	2,500	2,500	2,500	2,500
100-52-52100-360	VEHICLE MAINT & REPAIR	16,566	19,062	11,424	4,600	8,000	15,500	15,500	15,500	15,500
100-52-52100-370	FUELS & ADDITIVES	19,678	31,193	46,630	15,460	54,667	47,788	52,800	52,800	52,800
100-52-52100-390	OTHER SUPPLIES & EXPENSE	-	-	-	-	-	-	-	-	-
100-52-52100-391	POLICE CHIEF SEARCH	-	-	-	-	-	-	-	-	-
100-52-52100-810	EQUIPMENT	-	-	-	-	-	-	-	-	-
---		$1,830,970	$1,928,696	2,021,508	971,749	2,042,005	2,059,607	2,034,322	2,034,322	2,067,346

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			1,975,797		1,978,452	0%			
---	NON-PERSONNEL			83,810		88,894	6%			
---	TOTAL			2,059,607		2,067,346	0%			

---	**CORRECTION & DETENTION**									
100-52-52700-391	JAIL EXPENSES	-	-	-	-	-	-	-	-	-

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			-		-	N/A			
---	NON-PERSONNEL			-		-	N/A			
---	TOTAL			-		-	N/A			

DEPARTMENT Public Safety
PROGRAM BUDGET Law Enforcement
ACCOUNT 52100

MISSION OF DEPARTMENT:

The mission of the Monona Police Department is to work as a partner with the community to help provide a safe environment and a high quality of life.

CHALLENGES AND OPPORTUNITIES AHEAD:

1. Maintaining effective law enforcement services in lean budget times.
2. Continuing to meet the increased demand for service placed on the Department due to development in the community and growth of the surrounding area.
3. Continuing to develop an environment that encourages qualified personnel to remain with the department and seek promotion to management positions.
4. Preparing the department for near future retirements affecting both the patrol and investigations divisions.

LONG-TERM GOALS FOR THE DEPARTMENT:

1. Continue to expand the cost-saving consolidation measures already being implemented within the department and within the Madison metropolitan area. This includes continuing to partner with area police departments for cost savings on technology, communications and training.
2. Continue to seek more grants for funding toward specialized enforcement activities and equipment replacement and improvement.
3. Continue to explore new methods for practical improvement to our training while also making it more cost effective.
4. With rising fuel and energy costs, continue to look for innovative and affordable ways to conserve energy.
5. In a continuing effort to save money, use on-duty time for training, special assignments and special details. The downside of this is the reduction of routine patrol time. Seek to increase our use of the Madison Police training facility and to train with the City of Madison Police Department.
6. Send younger officers to supervisory and risk management training so we are better prepared to fill vacancies created by future retirements.

DEPARTMENT 2013 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:

2013 Goal	Method for Measuring Success
Continue with deployment of traffic enforcement using data from the Department's traffic counter, citizen complaints, and high traffic crash locations.	Determine if accomplished.
Continue to monitor areas of suspected drug activity. Work with the task force when appropriate in an effort to increase arrests of persons involved in local illegal drug activity. Evaluate the use of the K-9 Unit to interdict and clear drug cases.	Determine if accomplished.

2013 Goal (cont.)	Method for Measuring Success (cont.)
Continue the updating of policy and procedures as they apply to the police and dispatch sections.	Determine if accomplished.
Continue to monitor the TRACS programs that have been installed in all of the marked squad laptops. It is anticipated that a majority of all written citations, written warnings and MV4000 crash reports will be completed using this program for more accuracy and efficiency.	Determine if accomplished. This goal is contingent on the RMS consortium providing a usable product and providing timely technical support.
Continue to work with the Monona Senior Center to allow for greater interaction between MOPD personnel and seniors in the community.	Determine if accomplished.
Continue efforts to reduce the high rate of traffic accidents in the City of Monona by using focused traffic enforcement. Identify engineering obstacles to crash reduction.	Evaluate end-of-year accident statistics. Evaluate/compare number of crashes, severity of crashes, number of injuries, and severity of injuries to determine if efforts have reduced cost of crashes in dollars and physical injury.
In the area of in-service training: focus more training on practical internal areas within the department and schedule training during on-duty time in an effort to reduce overtime costs. Training areas should include: report writing, internal policies, and on-shift refresher for DAAT, weapons retention and emergency response. Evaluate the effectiveness of working with other agencies in Dane County for consolidated training.	Determine if accomplished.
Continue to replace older fleet vehicles with more economical and fuel efficient vehicles. Staffing and favorable weather permitted an increase in bike patrol during 2012. With the future MG&E natural gas refueling station near 2500 Royal Avenue, the Department should seek grant funding to potentially retrofit and test fleet vehicles to operate on natural gas, which could provide significant cost savings.	No vehicles are scheduled for replacement in 2013, as four new vehicles were purchases in 2012. It is anticipated we will need two (2) new cars in 2014.

SIGNIFICANT PROGRAM CHANGES:

1. Several years ago, the Department received a COPS Universal Hiring Grant position. This grant provided a total of $75,000 in funds for an additional officer's salary for a 3-year period, with a requirement that the position must be retained for a minimum of four years. The City Council authorized the Department to begin using funding from this grant on January 1, 2007. The position of Community Relations Officer (CRO) was created under this grant funding, and Officer Jeremy Winge was selected for assignment to this position. On January 1, 2011, Officer Winge elected to return to patrol, and Officer Bruce Rogers was selected to continue in this position. The following are just some of the duties associated with the CRO job description:
    a. reports directly to the Chief of Police;
    b. works an adjustable schedule and hours to fit the needs of the assignment and to meet the needs of the community;
    c. coordinates the Citizen Police Academy;
    d. acts as coordinator for crime analysis;
    e. is visibly involved and committed to working with all organized neighborhood groups, community boards, and persons in the City;
    f. focuses on proactive approaches to identify and respond to general and specific community problems;

g. works on special problems that affect the community with a strong sense of spirit and pride;
h. responds to calls for service in the community when necessary;
i. provides tours of the Public Safety Facility; and,
j. performs training functions as needed, such as instructing in-service and Citizen Police Academy classes.

From a Department perspective, the CRO position has been extremely valuable. Our department needed an officer to help in assisting victims, contacting complainants and following up with businesses and community groups in our city. This officer has also been very helpful in targeting crime problems. Neighborhood watch groups have been formed in several areas with block captains keeping their neighbors informed of crime patterns. With the completion of the grant, it is anticipated that this position will continue. We will continue to look for ways to increase the use of the CRO to interact with and inform members of the community.

GOAL ACHIEVEMENTS IN 2012:

1. In the fall of 2011, the Department was finally able to host a Citizen's Police Academy. This was the first academy to be scheduled in many years. Participants met one night per week for eight weeks of instruction on various topics, including patrol operations, traffic enforcement, squad car operations, evidence collection, criminal investigations, firearms and self defense. Another academy is planned to start in September of 2012.
2. Each year we seem to be increasing our number of calls involving retail theft in the Broadway corridor area. In an effort to address growing concerns with this trend, we have updated our procedures on responding to retail theft cases and have taken other steps in efforts of deterrence. During the last few years, a Holiday Retail Theft detail has been established during November and December. This detail assigns additional manpower to focus specifically on the retail theft issue. Many, but not all, retail stores have chosen to participate in this program that targets retail theft in their businesses.
3. The web-based self-reporting program continues to function well. Information that might not have been reported previously is now being received by the Department. This feature has also made it easier for citizens to document minor incidents when it is convenient for them without having to wait for an officer to respond. Unlike some other departments, the Monona Police Department does not mandate that a citizen file a self report; it is only an option available to them. An officer will personally meet with them if they wish.
4. In the area of traffic enforcement, the Department has used several techniques in an attempt to gain compliance in problem areas with limited resources. Individual officers are given specific assignments as part of their regular shifts. When available, grant funding has allowed some overtime to specifically target areas for speed enforcement. The "wolf pack" technique consists of using a team of officers with a spotter and several chase cars. This approach has a significant impact on slowing down traffic while also increasing the number of citations issued in trouble spots. And finally, we have on occasion used a mannequin in a parked marked squad to give the impression of an on-duty traffic officer. This incurs no personnel or fuel costs; there is no wear and tear on equipment, and traffic noticeably slows down in areas of the deployment. We will continue to use targeted and routine patrol for speed enforcement. We will continue to support engineering solutions to address long-term traffic issues, but many proven engineering methods have not been accepted by the community.
5. Through the efforts of Sergeant Curtis Wiegel, the Department received two traffic grants funded through the Wisconsin Bureau of Transportation Safety. The first grant, for $25,000, focused on speed enforcement. Of the $25,000 grant funding, $20,061covered officer overtime expenses and $4,939 was allocated for equipment funding to purchase a new squad laptop computer and printer. The second grant, for $8,000, focused on seatbelt enforcement. All $8,000 was allocated for officer overtime expenses. Both grants required a 25% match in contributions which was covered by officer benefits, fuel costs and on-duty personnel assignments.
6. The department has continued to update policies and procedures as they apply to the police and dispatch sections.
7. The Department is in the process of replacing all of our digital squad video systems and the video storage server. Of the five marked patrol units, we've had three systems with hard drive failures. In the past, we've used the same system as the Madison Police Department; however, we are switching to a system in use by our partners in the MPSIS group. We hope to have all five new units and the server in operation prior to the end of 2012. There was funding for two new units, along with a new server in 2012. The remaining units were to be replaced in future budget years, but because we were changing to a totally new system, it made more sense to replace all five units at the same time. With some unexpected savings in the 2012 Capital budget, a budget

amendment was approved to complete the project this year. This accomplishes the switch sooner, allows all the marked squads to be on one single system, and saves the City from borrowing funds in 2013 and 2014 for the additional three units. The Fire Department is expected to use the same system on their first out engine, E-4, and will be able to download directly onto our storage server.

8. We have continued to seek additional "free training" for our officers using CVMIC and other associations, i.e., the FBI, Wisconsin Department of Justice, The National White Collar Crime Center (NW3C) and the Mid-States Organized Crime Information Center (MOCIC). Because we are active members with these organizations, we are often able to obtain free training with reimbursement for travel and lodging. With the opening of the Madison Police Department Training Center on Femrite Drive, we are able to train closer to home. More importantly, we are able to use the facility day or night. Using the relief officers and sergeants to cover patrol duties, we are able to train officers on shift, during the time they normally work. The training facility is up-to-date technologically and tactically, allowing us to accomplish realistic training while staying within the boundaries of a zero-growth budget. We have added one firearms' instructor who is also trained as an active-shooter response instructor. This addition allows us to train "in house" so that we are better prepared if the unthinkable happens. Training development is being assigned to senior, more experienced instructors. To facilitate their professional development, we are sending them to CVMIC supervisory and risk management training. We plan to increase our participation in the CVMIC supervisory and risk management programs.
9. By using some of the older squads on trades, the Department was able to obtain two marked and two unmarked replacement vehicles in 2012. A new 2011 Ford Crown Victoria was obtained to replace our high-mileage K-9 car. This saved us thousands of dollars, as the K-9 insert and the other police equipment was easily transferred to the new vehicle, which is no longer in production. We were also able to dispose of two older unmarked vehicles which not only were unreliable but were also costing us a lot in maintenance. The trade-in values of the 1999 Dodge, 2000 Chevrolet, 2006 Ford and 2009 Ford greatly exceeded what we would have gotten at auction.
10. As of July 7, 2012, the Monona PD was the first agency in Dane County to have crime statistics on RAIDSOnline. This is a free service for law enforcement to post information. It is also free for consumers to find and be notified of crime statistics in their neighborhoods. You can access this information through the Monona Police website, or directly on the RAIDS online website http://www.raidsonline.com/?address=Monona,%20WI
11. The capital project to remodel the PD bathroom was completed. This project was long overdue, as this bathroom had not been remodeled or even painted in over 25 years. As part of the project, an electric hand dryer was installed, which is more efficient and keeps the bathroom much cleaner.
12. Some of the smaller capital projects which were completed include: the evidence drying cabinet, the squad rifle upgrades and training weapons.
13. Through the generosity of the Monona Festival Committee and one of our residents, the Department was the recipient of new AEDs for each of the marked squad cars. Valued at $2,000 each, we received five of these life-saving units.

PUBLIC SAFETY – LAW ENFORCEMENT
ACCOUNT JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
100-52-52100-110 POLICE SALARIES	$1,272,706	Full-time wages based on current salaries with a 3% increase for the 15 union law enforcement officers and a 0% increase for the 5 non-represented supervisors. Union contract expires 12/31/12.
100-52-52100-112 SHIFT & COMMAND PREMIUMS	$ 12,240	Per union contract.
100-52-52100-116 SCHOOL CROSSING GUARD	$ 4,225	0% increase from 2011. Funding includes summer school. This position relieves school officials and police officers of this very important duty. Our current school crossing guard is very diligent and committed to his duties.
100-52-52100-117 LONGEVITY PAY	$ 3,800	Per union contract with yearly increase.
100-52-52100-118 LEAVE WAGES	$26,000	Wages for floating holidays and comp time paid at year's end.
100-52-52100-120 POLICE OVERTIME	$57,000	Overtime is a very fluid category as we are not able to control many of the events that cause overtime. Depending on circumstances, this budget line may be underfunded. It is suggested that contingency funding be provided. Training, the Memorial Day Parade and the annual July 4th Festival directly impact this budget line.
100-52-52100-130 FICA	$105,262	Social Security at 7.65% based on the above salary total.
100-52-52100-131 WISCONSIN RETIREMENT	$258,683	16% for protective and 11% for non-protective based on the above salary total.
100-52-52100-132 LIFE & DISABILITY INSURANCE	$3,600	Estimate of insurance cost.
100-52-52100-133 HEALTH INSURANCE	$203,736	Based on actual rates.
100-52-52100-134 PROFESSIONAL DEVELOPMENT	$ 16,000	Training, conferences, and degree bonuses. We'll continue to spend this money judiciously, while also honoring our contract obligations. The goal is to have dynamic, effective training that exceeds minimum standards. So far, we've been able to accomplish this; however, as more officers become eligible for education bonuses, we may need more funding.

(PUBLIC SAFETY LAW ENFORCEMENT cont.)

ACCOUNT	AMOUNT	DESCRIPTION
100-52-52100-137 UNIFORM ALLOWANCE	$15,200	The annual uniform allowance authorizes each officer to receive $550 per year x 20 officers = $11,000. This also includes an initial purchase cost for one new officer's equipment and for replacement of bulletproof vests per contract. New bulletproof vests currently cost $700–$900 each. For 2013, three (3) officers need new vests (approximate cost $2,700). $11,000 + 1,500 + 2,700 = 15,200.
100-52-52100-221 TELEPHONE	$3,500	For regular and cellular phones.
100-52-52100-240 SERVICE CONTRACTS OFFICE	$720	Copy machine service contract (Gordon Flesch). Machine used by Police, Dispatch, Court and City business. $60 x 12 = $720
100-52-52100-310 OFFICE SUPPLIES	$2,550	Copy/computer paper, toner, and general office supplies.
100-52-52100-312 POSTAGE	$1,224	Estimate to cover postage.
100-52-52100-340 POLICE SUPPLIES	$5,100	Ammunition (duty and training), OWI blood tests, medical tests, evidence supplies, batteries, ticket books, printing fees, etc. The lab expenses for OWIs and sexual assault cases are not discretionary; we are required to pay for these tests.
100-52-52100-345 POLICE OPERATING EXPENSE	$3,500	The police operating expenses include copying of documents, photographs and other media, including CDs, audio and video. ID cards, CDs, flares, City-billed towing charges, parking permits, alcohol and tobacco compliance checks, etc.
100-52-52100-350 EQUIPMENT MAINTENANCE & REPAIR	$1,500	This account is for repair/replacement of MVR equipment, video equipment, TV/recorder repairs, station security cameras, radar, laser, fire extinguishers, speed trailer, traffic counter, etc.
100-52-52100-351 INFORMATION TECH SUPPORT	$2,500	Computer programming, repairs and consulting for hardware and software problems per contract with City IT provider. (Keyboards, monitors, etc.)

(PUBLIC SAFETY LAW ENFORCEMENT cont.)

ACCOUNT	AMOUNT	DESCRIPTION
100-52-52100-360 VEHICLE MAINTENANCE & REPAIR	$15,500	Routine maintenance, tires, snow tires, and non-warranty repairs. Older fleet vehicles require more maintenance; therefore, delaying the purchase of replacement squad cars has a direct impact on this budget line.
100-52-52100-370 FUEL & ADDITIVES	$52,800	Fuel prices continue to increase. For 2012, $49,500 was budgeted based on 13,200 gallons @ $3.75 per gallon. On average, the Department uses approximately 1,100 gallons of fuel each month. For 2013, we are estimating $4.00 per gallon; our annual fuel expense is estimated at $52,800.
100-52-52100-390 OTHER SUPPLIES & EXPENSES	$ -0-	No funds to specifically cover committee meetings, parking fees, and other miscellaneous expenses.
100-52-52100-810 EQUIPMENT	$ -0-	

CORRECTION AND DETENTION

ACCOUNT	AMOUNT	DESCRIPTION
100-52-52700-391 JAIL EXPENSES	$ 510	Estimated amount for subjects who the City houses in the Dane County jail on local ordinance violations. Dane County increased fees in 2008 from $16 to $80 per night.

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET

---	**FIRE PROTECTION**									
100-52-52200-110	FIRE SALARIES	170,029	144,245	183,570	88,035	184,759	184,746	195,361	195,361	196,386
100-52-52200-117	LONGEVITY PAY	180	-	-	-	-	-	-	-	-
100-52-52200-118	LEAVE WAGES	5,759	6,032	6,546	996	6,000	6,000	6,000	6,000	6,000
100-52-52200-119	WAGES, PART TIME	4,112	27,974	1,437	4,000	1,500	1,500	2,590	2,590	2,590
100-52-52200-120	OVERTIME	25,645	25,596	36,374	19,360	31,000	26,000	30,000	30,000	30,000
100-52-52200-121	SCHEDULED OVERTIME	-	-	-	-	-	-	-	-	-
100-52-52200-130	FICA	16,232	15,979	17,735	9,078	17,079	16,696	17,897	17,897	17,976
100-52-52200-131	WISCONSIN RETIREMENT	32,870	30,538	33,643	17,010	34,159	37,757	29,010	29,010	34,776
100-52-52200-132	LIFE & DISABILITY INSURANCE	714	603	586	185	185	660	600	600	600
100-52-52200-133	HEALTH INSURANCE	48,120	53,092	57,700	25,391	45,825	60,685	44,842	44,842	45,044
100-52-52200-134	PROFESSIONAL DEVELOPMENT	6,307	5,206	6,051	1,074	7,100	7,100	7,100	7,100	7,100
100-52-52200-137	UNIFORM ALLOWANCE	4,046	2,393	3,155	826	6,000	3,000	3,200	3,200	3,200
100-52-52200-150	PHYSICAL EXAMINATIONS	1,356	385	720	-	900	900	1,200	1,200	1,200
100-52-52200-190	EXPENSE ALLOWANCE	250	21	-	-	-	-	-	-	-
100-52-52200-191	WI LENGTH OF SERVICE AWARD	8,962	19,000	9,500	-	9,500	9,500	9,800	9,800	9,800
100-53-52200-191	WI LENGTH OF SERVICE AWARD	-	-	-	-	-	-	-	-	-
100-52-52200-221	TELEPHONE	669	493	569	264	600	660	660	660	660
100-52-52200-222	WATER & SEWER UTILITIES	2,097	1,336	1,863	729	2,550	2,550	2,805	2,805	2,805
100-52-52200-310	OFFICE SUPPLIES	502	80	581	308	500	500	500	500	500
100-52-52200-312	POSTAGE	64	-	-	(5)	95	95	95	95	95
100-52-52200-340	FIREFIGHTER SUPPLIES	3,655	3,454	2,689	1,530	3,500	3,500	3,500	3,500	3,500
100-52-52200-350	EQUIPMENT MAINT & REPAIR	13,852	10,346	14,775	2,366	10,000	14,000	14,000	14,000	14,000
100-52-52200-351	BUILDING MAINT & REPAIR	706	806	1,119	117	200	200	200	200	200
100-52-52200-373	FIRE PREVENTION & EDUCATION	-	-	3,214	1,651	2,455	2,100	2,500	2,500	2,500
100-52-52200-374	INTERN PROGRAM	-	-	4,686	1,923	7,200	7,200	7,200	7,200	7,200
100-52-52200-375	HIRING PROCESS	-	-	-	-	-	-	1,000	1,000	1,000
100-52-52200-371	OUTSIDE SERVICES	-	-	-	-	-	-	1,730	1,730	1,730
100-52-52200-370	FUELS & ADDITIVES	1,997	6,603	4,795	1,515	5,230	5,230	5,568	5,568	5,568
100-52-52200-372	FIREFIGHTER RECRUIT/RETENTION	3,035	4,700	5,820	(142)	5,820	5,820	7,000	7,000	7,000
100-52-52200-810	FIREFIGHTER EQUIPMENT	3,385	3,581	3,476	96	5,000	5,000	5,000	5,000	5,000
---		$354,544	$362,463	400,604	176,307	387,157	401,399	399,358	399,358	406,430

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			334,044		333,372	0%			
---	NON-PERSONNEL			67,355		73,058	8%			
---	TOTAL			401,399		406,430	1%			

DEPARTMENT	**Fire**
PROGRAM BUDGET	**Fire Operations**
ACCOUNT	**5220**

MISSION:

To serve the public by promoting and providing creative, high quality, cost-effective crisis management and safety services.

The Mission of the Monona Fire and Emergency Medical Service is to protect lives and property from the adverse effects of fire, medical emergencies and exposure to dangerous conditions created either by nature or man. We will respond to emergencies in a professional and courteous manner and strive to reduce the rate of emergencies through public education and code enforcement. Ethical values will remain the core of every decision made by each member of our department.

CHALLENGES & OPPORTUNITIES:

- The fire service faces many challenges in order to maintain an appropriate staff of trained and equipped firefighters. The department faces state and federal mandates for training that ultimately demand more time from all members of the department. Volunteers comprise the greatest number of firefighters in Monona; these increased mandates along with the poor economy have decreased the eligible pool of residents available to volunteer. One opportunity that helps to balance the training challenge is the willingness of our members to learn about new techniques and specialized equipment. In order to accomplish this, we must provide the opportunity for members to attend classes and conferences to develop their skills. The Monona Fire Department has developed a new website, www.mononafire.com, which is a tool that has improved our ability to reach a larger number of interested individuals. Finally, Monona has an opportunity to benefit from Dane County media coverage of challenges faced by local volunteer organizations.
- In 2011, the Monona Fire Department started a new program to help provide and maintain appropriate staffing. This program, known as the Student Intern Firefighter Program, is designed to provide a benefit to both the City and the intern. The program consists of three students who live at the fire station while attending MATC. In the first year of the program, the interns attend and receive national certification as a paramedic and state certification as a firefighter. In the second and third years, the interns attend and receive an associate's degree in fire science. As part of the program, interns are assigned to one of three shifts alongside two of the career members. The interns respond to all calls for service, both fire and EMS, giving the City extra personnel at a minimum cost while giving the interns the experience and knowledge of hands-on training.
- An ongoing challenge, and one that continues during difficult state budget periods, is the need for the fire service to maintain emergency operations and support public safety initiatives without increases in budget authority that match inflation. Private sector businesses that provide equipment, supplies and services to fire and EMS operations are not financially constrained like public sector service providers. Additionally, regulatory agencies have increased performance demands and standards for the testing of critical equipment. As a result, emergency service providers must continually make do with inflationary costs and increased regulations while budget levels remain constant or decrease. This challenge then provides the opportunity for the organization to closely review current operations for efficiency measures. Unfortunately, after conducting such exercises for several years, little gains are derived from such efforts and our focus changes to segments of the service delivery system that can be eliminated.
- Educating the children and elderly population about fire safety continues to be a challenge. However, there is a great potential to reduce the serious consequences of fire by working with these two vulnerable groups in the community. We as a Department continue to strive to provide the highest level of fire prevention through various avenues such as open houses and station tours, community outreach, and fire education in the classrooms to name just a few. These programs need to be continued and updated as we move forward.

- The Department's fire inspection program is challenged with many new buildings in Monona that require close attention during initial construction and follow-up, along with all other commercial and multi-family dwellings every six months. An opportunity exists for Monona business owners and landlords to reduce their costs by following fire codes and encouraging safety in the community. Our current records are stored in a paper format, creating the need for more storage space in an already cramped station. By purchasing a software program to collect this data, we will limit the need for more physical space while at the same time allowing for easier records retrieval. In pursuing this avenue, we will bring the inspection/occupancy division into the 21st century. Current city ordinances need to be revisited and new ordinances, such as a Knox box ordinance, should be strongly considered.

LONG-TERM GOALS:

The long-term goals of the department are:

1. Create and maintain programs to promote community awareness and responses that minimize injury, loss of life or property, and restore order arising from natural and man-made situations.
2. Have sufficient happy, competent and motivated personnel to perform at the highest level.
3. Continue to develop a highly sought-after intern program, comprised of a 3-year commitment to the community by students, after which students will depart with a 2-year associates degree in Fire Science and national registration as a paramedic. This is a common practice throughout Dane County and the State of Wisconsin. By providing this program, we not only promote the youth of today, but the community benefits from the increased number of personnel available to respond to emergency calls.
4. Establish an educated public that understands our functions, capabilities and activities.
5. Have our community provide the resources necessary to provide the service requested by the community. As we move ahead, we must look into the possibility of a new fire station/public safety building. The current location is well suited geographically, but with the number of responses increasing and the current station's close proximity to the library, Maywood and Winnequah Schools and the city pool, we increase the risk of an accident involving children, whether from citizens becoming distracted by responding emergency vehicles or emergency personnel not seeing small children. A new station would also provide the space needed to house full-time, intern, and EMS personnel. The current garage facilities are cramped and require backing vehicles into the station which increases the risk of accidents.
6. To understand what is needed and what our capabilities are and how to provide them, document our actions,and provide organizational feedback. The ability to provide organizational feedback through documentation is hampered by not having software capable of providing this information. We are currently using software provided by the state which is a basic system that cannot be customized to our needs. Fire inspections are being documented by hand on manila envelopes with violation notices written on paper. By purchasing the software needed, we will be able to customize these programs to our specific needs and requirements.
7. Create a strong, integrated service identity.
8. Create and maintain awareness and an understanding of what constitutes a safe environment.
9. Maximize local technical communications.
10. Develop and maintain an awareness of the effects of the environment on us and our impact on the environment, and implement appropriate solutions.

2013 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:

2013 Goal	Method for Measuring Success
Work with the Facilities Committee to develop a plan for the purchase of land on which to build a new public safety/fire station.	Land purchased.
Develop a long-term plan for the construction of a new public safety/fire station.	Plan is developed and a timeline is set.
Establish a list of successful candidates from which to hire. With the possible retirement of two career firefighters, a list needs to be established prior to their departure.	Having a hiring list established prior to any retirements.
Regarding radio interoperability: continue to work with members of the emergency community to develop and provide a radio system capable of allowing all members the ability to communicate if and when the time arises.	After implementation of the Dane County radio system, purchase radios that meet Federal guidelines for interoperability.
Mutual Aid Box Alarm System (MABAS): Continue to develop our MABAS cards and alarm sequences according to MABAS guidelines.	All cards are submitted to the MABAS card committee for review and uploaded into the 911 CAD system.
First-responder course: host a first-responder course for all non-EMS-certified fire department personnel.	All fire department personnel have a minimum certification level of at least first responder.
Develop a part-time firefighter/paramedic list to allow for better control of the overtime budget.	List established and in place.

SIGNIFICANT CHANGES FOR 2013:

Program: Develop a Fire Safety Officer position to provide for a safer incident scene at all emergencies.

Cost: $500

Personnel: No change; this position will be covered by volunteer members of the department.

GOAL ACHIEVEMENTS IN 2012:

2012 Goal	Status
Develop a competitive hiring process and establish a list of successful candidates from which to hire.	A hiring list is established and will expire February of 2013.
Mutual Aid Box Alarm System (MABAS): Continue to develop our MABAS cards and alarm sequences according to MABAS guidelines.	This is an ongoing process that will change as circumstances change.
First responder course: Host a First Responder course for all non-EMS-certified fire department personnel.	Not attained. Efforts will be made to attain this goal in 2013.

FIRE DEPARTMENT
ACCOUNT JUSTIFICATIONS

ACCOUNT	AMOUNT	DESCRIPTION
100-52-5220-110 WAGES FULL-TIME	$ 196,386	Includes 50% of wages for full-time Fire Chief and six full-time firefighter/EMTs. Remainder covered under EMS budget account 205-52-5230-110. Increase based on Administrator's instructions pending union contract.
100-52-52200-117 LONGEVITY PAY	$ 0	Payment for years of service.
100-52-5220-118 LEAVE WAGES	$ 6,000	Includes 50% of leave wages for six full-time firefighter/EMTs. Current experience times projected wage rate.
100-52-5220-119 WAGES PART-TIME	$ 2,590	Covers 25% stipend for 2 volunteer Assistant Fire Chiefs. Remainder of part-time wages covered under EMS budget account 205-52-5230-119. Part-time firefighter/EMTs are not included in this category. Those employees only work when full-time staff is not available. As expenses occur, funds will be transferred from the Wages Full-Time line, 100-52-5220-110.
100-52-5220-120 OVERTIME	$ 30,000	Covers 50% of overtime (amount over base pay) for full-time firefighter/EMTs. Current experience (2,452.02 hours) times projected wage rate. Remainder of overtime covered under EMS budget account 205-52-5230-120.
100-52-5220-130 FICA	$ 17,976	Social Security at 7.65%.
100-52-5220-131 WISCONSIN RETIREMENT	$ 34,776	Retirement contributions for 50% of staff earnings (remainder in EMS budget).
100-52-5220-132 LIFE & DISABILITY INSURANCE	$ 600	50% of total cost (remainder in EMS budget) requested at same level as last year.
100-52-5220-133 HEALTH INSURANCE	$ 45,044	This account provides half of the premiums for the full-time staff positions.

(FIRE DEPT. EXPENDITURES cont.)

ACCOUNT	AMOUNT	DESCRIPTION
100-52-5220-134 PROFESSIONAL DEVELOPMENT	$ 7,100	Includes training opportunities for career and volunteer firefighters. Also includes membership such as NFPA and County Arson Association where training is a priority. Increase based upon recommendation from Public Safety Commission. Increase is due to the need for more specialized training and needing to bring in outside trainers with the expertise to train our personnel in such areas as RIT, Hybrid vehicles, WMD and HazMAT.
100-52-5220-137 UNIFORM ALLOWANCE	$ 3,200	Includes 50% of uniform allowance for full-time firefighter/EMTs (based on contract) and Fire Chief. Other 50% in EMS budget. Also includes 100% of uniform allowance for Fire Chief and Assistant Fire Chiefs and provisions for LTE and volunteer firefighter uniforms, e.g. shirts, name tags, badges ~~and coveralls~~.
100-52-5220-150 PHYSICAL EXAMINATIONS	$ 1,200	Complete physicals are required for new members. Average cost around $400 each.
100-52-5220-190 EXPENSE ALLOWANCE	$ -0-	Covers fire chief expenses. No change from prior years.
100-52-5221-191 WI LENGTH OF SERVICE AWARD	$ 9,800	State -sponsored program that allows municipality to deposit funds for each firefighter into a managed account that will receive some state matching funds that vary each year. Intended to reward volunteer firefighters and encourage longevity. Includes administrative fees.
100-52-5220-221 TELEPHONE	$ 660	Includes station and cellular phones.
100-52-5220-222 WATER & SEWER UTILITIES	$ 2,805	Increased per Finance Director's instructions. 10% increase.
100-52-5220-310 OFFICE SUPPLIES	$ 500	Standard office supplies.
100-52-5220-312 POSTAGE	$ 95	Standard postage use.
100-52-5220-340 FIREFIGHTER SUPPLIES	$ 3,500	Includes variety of expendable items such as foam, radio/pager batteries, special cleaning materials, personal protective clothing, etc. Covers fees for Madison/Dane Co. Haz-Mat B services.

(FIRE DEPT. EXPENDITURES cont.)

ACCOUNT	AMOUNT	DESCRIPTION
100-52-5220-350 EQUIPMENT MAINTENANCE & REPAIR	$ 14,000	Increased based on 2011 experience. Includes NFPA-required testing for pumps, breathing apparatus, gas monitors and hydraulic rescue tools. Preventive maintenance for fire apparatus included in this category. Whenever possible, Monona DPW mechanic services will be used. Increase is due to the need to do annual ground ladder testing required by NFPA 1932, aerial ladder testing and annual pump testing and maintenance required by NFPA 1911.
100-52-5220-351 BUILDING MAINTENANCE & REPAIR	$ 200	This category covers minor expenses. Major items covered under capital budget or requested on emergency basis from contingency funds.
100-52-52200-xx1 FIRE PREVENTION & EDUCATION	$ 2,500	This was a new category for 2011 intended to purchase National Fire Protection Association Code manuals used in the bi-annual fire inspections of all commercial properties within the city as required by state statutes; this will also be used to purchase annual memberships to NFPA & NFSA. It is the Fire Department's goal is to provide ongoing fire prevention and education to the schools and citizens of the City, funds will be used to purchase supplemental materials for this goal. Increase based on 2011 experience.
100-52-52200-xx2 FIRE DEPARTMENT INTERN PROGRAM	$ 7,200	This program is working extremely well; fire interns have integrated into the system and are helping to provide staffing for both fire and EMS responses. Also included is intro to public safety, fire recruit academy, and 50% tuition for an Associate's Degree in Fire Protection Technician. 50% of stipends pay.
100-52-52200-xx3 FIRE DEPARTMENT HIRING PROCESS	$ 1,000	Due to the possible retirement of 2 or more full-time personnel, a hiring list will need to be established. Included in this are the fire fighter exam and a psychological exam.
100-52-52200-371 OUTSIDE SERVICES	$ 1,730	CAD Software, VPN software, associated maintenance for software and Air card for E4.
100-52-5220-370 FUELS & ADDITIVES	$ 5,568	Based on 116 gal/mo at $4.00/gal
100-52-52200-372 FIREFIGHTER RECRUITMENT & RETENTION	$ 7,000	This category is used to support efforts to recruit firefighters and retain those already on the department. The increase is due to an increase in the yearly stipend for the volunteer fire fighters ($1000), the cost of hosting the new fire department web-site ($120).

(FIRE DEPT. EXPENDITUES cont.)

ACCOUNT	**AMOUNT**	**DESCRIPTION**
100-52-5220-810 FIREFIGHTER EQUIPMENT	$ 5,000	Typically used to purchase replacement equipment. New, major cost equipment is funded through the Capital Budget process. With the new revenues brought in by charging for fire responses on the beltline, I would like to use part of those fees for the replacement and purchase of outdated and worn equipment.

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**INSPECTIONS**									
100-52-52400-110	SALARIES	-	2,926	6,954	2,660	7,000	-	5,000	5,000	5,000
100-52-52400-120	OVERTIME	-	-	-	-	-	-	-	-	-
100-52-52400-130	FICA	-	224	532	203	536	-	383	383	383
100-52-52400-131	WISCONSIN RETIREMENT	-	-	-	-	-	-	-	-	-
100-52-52400-132	LIFE & DISABILITY INSURANCE	-	-	-	-	-	-	-	-	-
100-52-52400-133	HEALTH INSURANCE	-	-	-	-	-	-	-	-	-
100-52-52400-134	PROFESSIONAL DEVELOPMENT	-	196	-	-	-	-	-	-	-
100-52-52400-214	WEIGHTS & MEASURES	8,106	4,400	4,400	4,400	4,400	4,400	4,500	4,500	4,500
100-52-52400-230	INSPECTION SERVICES	66,031	39,517	50,922	18,015	53,552	57,000	60,000	60,000	60,000
100-52-52400-231	CODE ENFORCEMENT SERVICES	5,879	1,360	-	-	-	-	-	-	-
100-52-52400-232	PLANNING SERVICES	2,396	4,402	-	-	-	5,000	5,000	5,000	2,500
100-52-52400-320	PUBLICATIONS	-	12	-	-	500	500	500	500	500
100-52-52400-340	INSPECTION SUPPLIES	153	202	265	54	200	100	500	500	500
---		82,565	$53,239	63,073	25,332	66,188	67,000	75,883	75,883	73,383

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			-		5,383	N/A			
---	NON-PERSONNEL			67,000		73,383	10%			
---	TOTAL			67,000		78,765	18%			

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**EMERGENCY COMMUNICATIONS**									
100-52-52600-110	DISPATCH SALARIES	151,808	133,998	146,845	76,274	152,949	152,949	161,805	161,805	161,805
100-52-52600-112	SHIFT DIFFERENTIAL	2,982	3,467	3,309	1,708	3,300	3,300	3,300	3,300	3,300
100-52-52600-117	LONGEVITY PAY	500	500	600	-	600	500	500	500	-
100-52-52600-118	LEAVE WAGES	3,601	4,248	4,357	634	4,000	3,500	3,500	3,500	4,500
100-52-52600-119	WAGES, PART TIME	13,474	21,386	18,312	7,653	18,000	18,000	18,000	18,000	18,000
100-52-52600-120	DISPATCH OVERTIME	6,824	13,294	6,490	4,964	10,000	14,000	14,000	14,000	14,000
100-52-52600-130	FICA	13,404	13,322	13,498	6,854	14,447	14,707	15,385	15,385	15,385
100-52-52600-131	WISCONSIN RETIREMENT	17,599	17,885	19,395	10,004	20,561	20,561	12,176	12,176	12,176
100-52-52600-132	LIFE & DISABILITY INSURANCE	240	211	257	70	70	300	300	300	300
100-52-52600-133	HEALTH INSURANCE	37,207	37,709	41,078	15,573	31,144	43,883	31,145	31,145	31,145
100-52-52600-134	PROFESSIONAL DEVELOPMENT	491	596	66	-	1,500	1,500	1,500	1,500	1,500
100-52-52600-137	UNIFROM ALLOWANCES	822	691	804	-	800	800	1,000	1,000	1,000
100-52-52600-214	CRIMINAL RECORDS CHECKS	1,122	2,198	1,624	658	1,900	1,700	1,700	1,700	1,700
100-52-52600-240	SERVICE CONTRACTS	30,178	53,249	57,659	54,484	76,000	76,000	77,515	77,515	62,515
100-52-52600-241	OUTSIDE SERVICES	-	-	-	-	-	-	-	-	-
100-52-52600-340	DISPATCH SUPPLIES	861	1,146	676	585	1,500	-	1,500	1,500	1,500
---		$281,113	$303,900	314,970	179,461	336,771	351,700	343,326	343,326	328,826

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			274,000		263,111	-4%			
---	NON-PERSONNEL			77,700		65,715	-15%			
---	TOTAL			351,700		328,826	-7%			

DEPARTMENT Public Safety
PROGRAM BUDGET Communications
ACCOUNT 52600

MISSION OF DEPARTMENT:

To provide effective, efficient and professional service to the residents and visitors of the City of Monona, as well as to the Public Safety professionals in contact with the communications center.

CHALLENGES AND OPPORTUNITIES AHEAD:

Keep costs down while increasing the current efficiency of the Department through technological advances and focusing on the demands of the community.

LONG-TERM GOALS FOR THE DEPARTMENT:

- Continue to seek grant funding to improve efficiency of the communications operations with limited funding and personnel.
- Continue to maintain the IT room and work with the IT committee to upgrade outdated telephone, radio and computer equipment for the benefit of the Department and City government.
- Continue to evaluate equipment and software to increase the efficiency of records management, dispatch and the court system. Currently, our municipal court clerk is working at close-to-maximum capacity. Our goal is to continually evaluate ways to be more efficient in the use of our records management and court software to increase the court clerk's ability to quickly process court-related documents.
- There is continued pressure for all independent dispatch centers to be consolidated under the Dane County Dispatch Center. A consolidation study was started in September 2011 by the MPSIS group (our Global RMS/CAD consortium) to research the best option for our group members. As of September 2012, the study is close to completion but has not been finalized. Our goal is to provide the best possible service to those who reside in and use the many attractions located in the City of Monona.

DEPARTMENT 2013 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:

2013 Goal	Method for Measuring Success
Attract part-time dispatchers with the ability to work irregularly-scheduled shifts as needed.	Determine if accomplished.
Continue to work with the Dane County Dispatch Training Consortium to develop regularly-scheduled in-service training for our dispatchers.	Determine if accomplished.
Continue to monitor progress with the proposed DaneCom radio system and the impact it will have on City of Monona communications.	Determine if accomplished.

SIGNIFICANT PROGRAM CHANGES:

1. With the 2007 Operations Budget, the dispatch center was authorized to add an additional full-time employee. This has had a very positive impact on operations, with improved staffing, morale and longevity. Personnel working in this very high-stress environment were able to take needed time off without the Department incurring overtime or major schedule changes. In July 2009, one of the full-time dispatchers resigned for another position. Due to a budget shortfall, the City implemented a hiring freeze and did not allow this

position to be filled. With the 2010 Operations budget, the 5th full-time employee was cut from the budget in exchange for switching our Records Management System (RMS), Computer-Aided Dispatch (CAD) and Court software from the Madison New World user group to the MPSIS Global user group. The MPSIS group consists of Sun Prairie, Middleton, Fitchburg, Verona and Monona. The Global software is more expensive, but it is significantly more advanced with improved technical support. We have been able to maintain services without the 5th full-time dispatcher by using part-time personnel, paying overtime, and on occasion using management staff.

2. Due to budget constraints, education reimbursement continued to be unfunded for 2011.
3. The Department has discontinued the vehicle registration and title service. There was very limited interest from the community in using this service, as residents can readily go to the local DOT office or make their transactions online for a lesser fee.

GOAL ACHIEVEMENTS IN 2012:

1. Dispatchers have continued to upload all traffic accident reports to our website so the public can access the reports at any time at no cost. This has continued to relieve the dispatchers, who also function as our records clerks, from having to stop their work in order to assist people at the walk-up window who request accident report copies. This service was improved through the use of the new Global software, which also allows citizens to view up- to-date crime and traffic statistics on our website.
2. Through the MPSIS group, we've added a program called RaidsOnline. This service allows anyone with internet access the ability to view incidents (i.e., crimes, traffic, calls for service, etc.) on a map of the area and program automatic alerts for incidents that have occurred within a set proximately to an address. It's like having an automatic neighborhood watch program alerting people of selected incidents.
3. We have been fortunate to operate with the continuity of our full-time dispatchers. It takes many months (and often years) for a dispatcher to fully master all of the important dispatching and records functions for this position. We have not had to add new personnel since 2010. We currently have personnel with 22, 6, 5 and 2½ years of experience.
4. During 2012, the dispatch equipment for both of the dispatch consoles was replaced and updated. This consisted of replacing microphones, control stations, monitors, switches and radio computers. There were also improvements to the speaker systems throughout the police and fire departments to allow personnel to better monitor calls and hear important announcements from dispatch. Much of the hardware to allow for narrowbanding and improvement of our FD and DPW VHF frequencies was also replaced, but the actual retuning of the frequencies has to be done in a coordinated effort with other agencies in Dane County.
5. An electronic card reader system was added to the City Hall complex in 2012. This system allows personnel to enter restricted areas using their ID cards or fob. It also allows dispatchers to concentrate on their work instead of constantly buzzing personnel into the police department. The system is robust enough that it can be added to other city buildings with internet access at a minimal cost.
6. The dispatch center, which is staffed 24 hours per day, 365 days per year, was freshly painted and new carpeting was installed. This was a much-needed improvement, as it had not been painted in over 10 years.
7. In 2012, we sent all dispatchers outside the department for four hours of Telecommunications Operators Role in Active Shooter Events training at the Risser Justice Center in Madison. Tcm. Elliott and Lt. Deuman attended eight hours of UCR (Uniform Crime Reporting) training, and Lt. Deuman also attended eight hours of TAC (Time Agency Coordinator) training. We plan to schedule additional training before the end of 2012.

GOALS NOT ACHIEVED IN 2012:

1. We have not hired any new part-time dispatchers in several years. A part-timer hired in 2010 has given notice that she can no longer fill in for vacant shifts. We need to add at least two (2) new part-time dispatchers in the near future.

PUBLIC SAFETY – EMERGENCY COMMUNICATIONS CENTER
ACCOUNT JUSTIFICATIONS

ACCOUNT	AMOUNT	DESCRIPTION
100-52-52600-110 DISPATCH SALARIES	$ 161,805	Full-time wages for 4 dispatchers based on current rates with a 3% increase. Union will decertify on 12/31/12.
100-52-52600-112 SHIFT DIFFERENTIAL	$ 3,300	Per department policy. Actual amount in 2011 was $2,467.
100-52-52600-117 LONGEVITY PAY	$ -0-	
100-52-52600-118 LEAVE WAGES	$ 4,500	Employee vacation wages. Actual amount in 2011 was $4,357.
100-52-52600-119 WAGES, PART-TIME	$ 18,000	Part-time dispatch wages.
100-52-52600-120 DISPATCH OVERTIME	$ 14,000	Estimate of overtime.
100-52-52600-130 FICA	$ 15,385	Social Security at 7.65%.
100-52-52600-131 WISCONSIN RETIREMENT	$ 12,176	City share of the annual expense. 6.1% split of the 12.2% cost.
100-52-52600-132 LIFE AND DISABILITY INSURANCE	$ 300	Estimate of life/disability insurance.
100-52-52600-133 HEALTH INSURANCE	$ 31,145	Based on actual increase.
100-52-52600-134 PROFESSIONAL DEVELOPMENT	$ 1,500	Training for dispatchers. Due to budget constraints, education reimbursement has been unfunded since 2006.
100-52-52600-137 UNIFORM ALLOWANCE	$ 1,000	For purchase and replacement of dispatch uniforms. Per current policy, full-time employees get $200 per year (4 x $200 = $800). An additional $200 per year was added for part-time shirts.
100-52-52600-214 CRIMINAL RECORDS CHECK	$ 1,700	Fees paid to State of Wisconsin for liquor license applicant background checks. Revenue to offset this cost is collected through the applicants' fees. Department averages approximately 330 checks per year @ $7.00 each = $2,310.

(PUBLIC SAFETY EMERGENCY COMMUNICATIONS cont.)

ACCOUNT	AMOUNT	DESCRIPTION
100-52-52600-240 SERVICE CONTRACTS	$ 62,515 $ 27,699 $ 4,000 $ 9,200 $ 2,800 $ 1,440 $ 250 $ 12,000 $ 2,800 $ 1,750 $ 576 $ 62,515	Service contracts for: radios, RMS, CAD and Court software, radio console, 911 and other equipment. Amount includes maintaining the VHF radio frequencies for the FD and DPW. Our share of the Global RMS/CAD system for 2013 is $27,699; MAPD 800 MHz Radio $4,000; General Communications (DPW & FD VHF) $9,200; AT&T phone circuits for DPW & FD VHF radios (4 at water tower and 2 at South Towne) $2,800; TIME quarterly $1,440; Language Line approximately $250/yr, plus misc. expenses. Dane County fees for CAD and CITRIX an additional $12,000 per year. DaneCom fees are estimated at $2,800 for 2013; $5,546 for 2014; $7,410 for 2015. Leads On Line $1,750. Schedule Anywhere $576. This line may be underfunded depending on maintenance expenses not covered by contracts.
100-52-52600-241 OUTSIDE SERVICES	$ -0-	Line provided $7,500 for 50% of a dispatch study in 2008. Study not authorized to be performed. Item deleted for 2009.
100-52-52600-340 DISPATCH SUPPLIES	$ 1,500	Batteries, tapes, computer paper, print cartridges.

PUBLIC WORKS TOTAL RECAP

(Includes Highway & Street Administration, Shop Machinery & Buildings, Street Maintenance, parks and Forestry)

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
			CURRENT YEAR		PROPOSED	DIFFERENCE			
PERSONNEL			483,213		464,609	-3.85%			
NON-PERSONNEL			350,530		355,543	1.43%			
TOTAL			833,743		820,152	-2%			

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	HIGHWAY & STREET ADMINISTRATION									
100-53-53100-110	DIR OF PUBLIC WORKS SALARY	-	-	-	-	-	-	-	-	-
100-53-53100-111	WORKING FOREMEN SALARY	29,874	30,343	31,351	15,625	31,249	30,765	31,250	31,250	31,250
100-53-53100-112	LEAD WORKERS SALARIES	-	-	-	-	-	350	350	350	350
100-53-53100-113	SUPPORT STAFF WAGES	-	-	-	-	-	-	-	-	-
100-53-53100-117	LONGEVITY PAY	-	-	-	-	-	-	-	-	-
100-53-53100-130	FICA	2,261	2,294	2,322	1,140	2,391	2,380	2,417	2,417	2,417
100-53-53100-131	WISCONSIN RETIREMENT	3,107	3,330	2,893	922	1,844	1,815	2,078	2,078	2,078
100-53-53100-132	LIFE & DISABILITY INSURANCE	114	119	111	36	36	115	115	115	115
100-53-53100-133	HEALTH INSURANCE	3,073	3,388	3,603	3,993	7,671	4,005	7,354	7,354	7,354
100-53-53100-134	PROFESSIONAL DEVELOPMENT	716	-	31	201	201	400	400	400	400
100-53-53100-240	OUTSIDE SERVICES	-	-	-	-	-	-	-	-	-
100-53-53100-320	PUBLICATIONS	-	-	-	-	-	-	-	-	-
100-53-53100-340	OPERATING SUPPLIES	-	-	-	15	15	-	-	-	-
100-53-53100-350	EQUIPMENT MAINT & REPAIR	-	-	-	-	100	200	200	200	200
100-53-53100-360	VEHICLE MAINT & REPAIR	-	-	-	-	100	200	200	200	200
---		$39,145	$39,474	40,311	21,932	43,606	40,230	44,365	44,365	44,365

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			39,430		43,565	10%			
---	NON-PERSONNEL			800		800	0%			
---	TOTAL			40,230		44,365	10%			

DEPARTMENT PROGRAM BUDGET ACCOUNTS

Public Works

53100, 53200, 53210, 53300, 55200, 56110

MISSION OF DEPARTMENT:

To provide high quality services to Monona residents, and complete department projects and duties in an efficient, cost effective manner.

CHALLENGES AND OPPORTUNITIES AHEAD:

1. Maintaining current service levels while adhering to budget constraints.

LONG-TERM GOALS FOR THE DEPARTMENT:

1. Continue to provide high quality, cost effective public works services to the residents of Monona.
2. To review, monitor, and evaluate the staff and services provided by the department.
3. To continue to inform the public through service cards, email, web postings, newsletters, phone, and other available resources.

SIGNIFICANT PROGRAM, COST, AND PERSONNEL CHANGES:

1. Replaced two public works crew members due to a retirement and an employee transfer to the Monona Fire Department.
2. Reduced snow and ice overtime in the Street Maintenance account by $3,000.
3. Increased fuels and additives in the Street Maintenance account by $3,000.
4. Reduced tree removal in the Forestry account by $3,000.

GOAL ACHIEVEMENTS IN 2012:

1. Administration of design phase of Phase III of Monona Drive Reconstruction.
2. Administration of 2012 Phase II Monona Drive reconstruction.
3. Completion of scheduled updates to GIS mapping.
4. Upkeep of and improvement to GIS mapping.
5. Administration and planning of the 2012 Street Maintenance program.
6. Purchased a vehicle software maintenance program called Fleet Maintenance Pro which is used to schedule and track maintenance, labor, and material costs for public works fleet and equipment.
7. Developed and implemented a fleet replacement policy and program that will justify and support public works vehicle replacement and purchases.
8. Increased our on-site deicing storage capacity from 1,000 gallons to 3,500 gallons and increased our deicing tank capacity on the spray truck from 300 gallons to 525 gallons. Increasing the capacity of our deicing tanks will reduce the amount of salt that is spread on the roads during the winter months because the ice used is

more effective. Increasing the capacity of our tanks will also allow the department to pre-wet more roads prior to a winter storm event. Pre-wetting is expected to reduce staff overtime expenses.

9. Inventoried and logged nearly 60% of the City's street signs into the GIS sign database layer. This program will help us comply with new MUTCD standards and assist with updating the City's official traffic map.

GOALS NOT ACHIEVED: None.

PUBLIC WORKS
ACCOUNT JUSTIFICATIONS

HIGHWAY AND STREET ADMINISTRATION

ACCOUNT	AMOUNT	DESCRIPTION
100-53-53100-110 DIRECTOR OF PUBLIC WORKS SALARY	$ -0-	Director of Public Works.
100-53-53100-111 ASSISTANT DIRECTOR OF PUBLIC WORKS SALARY	$ 31,250	Assistant Director of Public Works.
100-53-53100-112 WORKING FOREMAN SALARIES	$ 350	Full-time labor.
100-53-53100-117 LONGEVITY	$ -0-	
100-53-53100-130 FICA	$ 2,417	Social Security at 7.65%.
100-53-53100-131 WISCONSIN RETIREMENT	$ 2,078	Wisconsin Retirement at 6.63%.
100-53-53100-132 LIFE & DISABILITY INSURANCE	$ 115	City share of life/disability insurance.
100-53-53100-133 HEALTH INSURANCE	$ 7,354	Health, vision and dental insurance.
100-53-53100-134 PROFESSIONAL DEVELOPMENT	$ 400	Employee expenses for seminars, workshops, conferences.
100-53-53100-320 PUBLICATIONS	$ -0-	
100-53-53100-340 OPERATING SUPPLIES	$ -0-	Office and field supplies related to engineering and construction.
100-53-53100-350 EQUIPMENT MAINTENANCE & REPAIR	$ 200	Routine maintenance and minor repair of office and field equipment.
100-53-53100-360 VEHICLE MAINTENANCE & REPAIR	$ 200	Maintenance and repair of vehicle assigned to Assistant Director of Public Works.

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**SHOP, MACHINERY & BUILDINGS**									
100-53-53200-110	MECHANIC SALARIES	39,959	42,229	43,258	21,324	46,118	43,780	45,094	45,094	45,094
100-53-53200-111	SHOP SALARIES	6,474	12,452	10,163	9,144	11,977	7,751	8,126	8,126	8,126
100-53-53200-120	OVERTIME	300	32	(32)	-	100	1,000	1,000	1,000	1,000
100-53-53200-130	FICA	3,509	4,085	3,966	2,291	4,452	4,019	4,148	4,148	4,148
100-53-53200-131	WISCONSIN RETIREMENT	4,860	6,025	6,171	1,890	6,867	6,199	7,211	7,211	7,211
100-53-53200-132	LIFE & DISABILITY INSURANCE	124	141	128	36	36	145	145	145	145
100-53-53200-133	HEALTH INSURANCE	17,150	21,671	18,757	6,482	13,706	17,530	10,540	10,540	10,540
100-53-53200-220	GAS & ELECTRIC UTILITIES	20,227	18,127	18,292	7,991	18,000	23,050	23,050	23,050	23,050
100-53-53200-221	TELEPHONE	3,587	4,299	4,194	2,095	4,200	3,700	3,700	3,700	3,700
100-53-53200-222	WATER & SEWER UTILITIES	3,593	3,127	4,039	963	4,800	4,800	5,184	5,184	5,184
100-53-53200-240	OUTSIDE SERVICE	-	-	-	-	-	-	-	-	-
100-53-53200-350	REPAIR & MAINT SUPPLIES	16,776	17,475	22,384	6,817	18,000	19,000	19,000	19,000	19,000
---				131,320	59,033	128,256	130,974	127,198	127,198	127,198

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			80,424		76,264	-5%			
---	NON-PERSONNEL			50,550		50,934	1%			
---	TOTAL			130,974		127,198	-3%			

SHOP, MACHINERY AND BUILDINGS

ACCOUNT	AMOUNT	DESCRIPTION
100-53-53200-110 MECHANIC SALARIES	$ 45,094	Mechanic's labor for building and equipment maintenance and repair.
100-53-53200-111 SHOP SALARIES	$ 8,126	Work done in Public Works Garage by Public Works crew members.
100-53-53200-120 OVERTIME	$ 1,000	Estimated 30 hours.
100-53-53200-130 FICA	$ 4,148	Social Security at 7.65%.
100-53-53200-131 WISCONSIN RETIREMENT	$ 6,561	Wisconsin Retirement at 6.63%.
100-53-53200-132 LIFE & DISABILITY INSURANCE	$ 145	City share of life/disability insurance.
100-53-53200-133 HEALTH INSURANCE	$ 10,540	Health, dental and vision insurance.
100-53-53200-220 GAS & ELECTRIC UTILITIES	$ 23,050	Garage utilities.
100-53-53200-221 TELEPHONE	$ 3,700	Garage telephone and fax (includes cell phones).
100-53-53200-222 WATER & SEWER UTILITIES	$ 5,184	Garage utilities.
100-53-53200-240 OUTSIDE SERVICES	$ -0-	Contract services for fuel tank testing, landscape services and fire protection services.
100-53-52300-350 REPAIR & MAINTENANCE SUPPLIES	$ 19,000	Supplies for machinery, equipment, and garage.

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**ENGINEERING DEPARTMENT**									
---	EXPENSES									
100-53-53210-110	City Engineer Salary	24,784	26,179	26,213	13,900	27,525	25,692	27,250	27,250	27,250
100-53-53210-119	Part Time Wages	-	-	-	-	-	-	-	-	-
100-53-53210-130	FICA	1,844	1,937	1,942	1,047	2,106	1,965	2,085	2,085	2,085
100-53-53210-131	Wisconsin Retirement	2,577	2,873	2,228	820	2,918	1,516	1,812	1,812	1,812
100-53-53210-132	Life & Disability Insurance	67	67	48	16	16	70	70	70	70
100-53-53210-133	Health Insurance	7,753	7,059	6,105	2,069	4,110	6,157	4,084	4,084	4,084
100-53-53210-134	Professional Development	502	1,418	1,315	2,209	2,209	2,000	2,500	2,500	2,500
100-53-53210-240	Outside Services	118	645	1,264	65	2,200	500	500	500	500
100-53-53210-245	Software Purchases & Maintenance	2,118	2,081	2,463	1,260	2,500	2,500	2,500	2,500	2,500
100-53-53210-310	Office Supplies	343	396	322	94	94	400	375	375	375
100-53-53210-340	Engineering Supplies	232	136	92	75	75	400	200	200	200
100-53-53210-345	Survey & Construction Staking Supplies	453	-	-	-	-	200	-	-	-
100-53-53210-710	Metropolitan Planning Organization	2,883	2,883	2,086	-	2,086	2,086	2,500	2,500	2,500
100-53-53210-360	Vehicle Maint. And Repair	-	174	-	74	74	500	300	300	300
100-53-53210-370	Fuels & Additivies	761	761	1,642	899	1,300	1,518	1,000	1,000	1,000
100-53-53210-900	CAPITAL FUND-STREET ENG	-	-	-	-	-	-	-	-	-
---		$44,435	$46,609	45,720	22,528	47,212	45,504	45,176	45,176	45,176

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			35,400		35,301	0%			
---	NON-PERSONNEL			10,104		9,875	-2%			
---	TOTAL			45,504		45,176	-1%			

ENGINEERING

ACCOUNT	AMOUNT	DESCRIPTION
100-53-53210-110 SALARIES	$ 27,250	Allocation of salaries for Director of Public Works and Public Works Projects Manager/GIS Specialist.
100-53-53210-119 PART-TIME WAGES	$ -0-	Part-time intern wages.
100-53-53210-130 FICA	$ 2,085	Social Security at 7.65%.
100-53-53210-131 WISCONSIN RETIREMENT	$ 1,812	Wisconsin Retirement at 6.63%.
100-53-53210-132 LIFE & DISABILITY INSURANCE	$ 70	City share of life/disability insurance.
100-53-53210-133 HEALTH INSURANCE	$ 4,084	Health, dental and vision insurance.
100-53-53210-134 PROFESSIONAL DEVELOPMENT	$ 2,500	Employee expenses for seminars, workshops, conferences, and continuing education.
100-53-53210-240 OUTSIDE SERVICES	$ 500	Engineering services with outside consulting engineering firms.
100-53-53210-245 SOFTWARE PURCHASES & MAINTENANCE	$ 2,500	Software upgrades and support costs.
100-53-53210-310 OFFICE SUPPLIES	$ 375	Paper, copy expenses and other office supplies
100-53-53210-343 ENGINEERING SUPPLIES	$ 200	Copy and reproduction equipment supplies.
100-53-53210-345 SURVEY/CONSTRUCTION STAKING SUPPLIES	$ -0-	Lath, stakes, paint, flagging and related construction staking supplies.
100-53-53210-710 METROPOLITAN PLANNING ORGANIZATION	$ 2,500	Annual MPO fees.
100-53-53210-360 VEHICLE MAINTENANCE & REPAIR	$ 300	Maintenance and repair of two vehicles.
100-53-53210-370 FUELS & ADDITIVES	$ 1,000	Fuel for vehicles.
100-53-53210-900 CAPITAL FUND STREET ENGINEERING	$ -0-	Offset to other funds.

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**STREET MAINTENANCE & CONSTRUCTION**									
100-53-53300-110	STREET SALARIES	16,014	14,884	19,241	5,205	15,814	35,563	37,283	37,283	37,283
100-53-53300-111	SNOW & ICE SALARIES	21,708	19,660	17,090	7,822	15,644	25,989	27,245	27,245	27,245
100-53-53300-112	SHIFT DIFFERENTIAL	6	-	-	-	-	500	500	500	500
100-53-53300-114	ON CALL WAGES	5,000	2,400	2,200	2,200	2,600	2,600	2,600	2,600	2,600
100-53-53300-115	ROW MAINTENANCE	2,535	7,013	4,767	2,522	7,518	4,559	4,780	4,780	4,780
100-53-53300-117	LONGEVITY PAY	-	2,940	2,980	-	3,200	3,200	3,200	3,200	3,200
100-53-53300-118	LEAVE WAGES	32,594	38,706	26,729	24,566	33,600	41,034	43,019	43,019	43,019
100-53-53300-119	PART TIME WAGES	-	-	-	-	-	-	-	-	-
100-53-53300-120	STREET OVERTIME	669	144	66	-	170	500	500	500	500
100-53-53300-121	SNOW & ICE OVERTIME	11,178	9,860	10,632	5,008	11,000	15,000	15,000	12,000	12,000
100-53-53300-130	FICA	7,342	7,763	7,476	3,758	6,850	9,864	10,261	10,031	10,261
100-53-53300-131	WISCONSIN RETIREMENT	10,143	11,287	14,207	3,286	10,566	15,216	17,839	17,440	17,839
100-53-53300-132	LIFE & DISABILITY INSURANCE	311	254	322	75	75	350	350	350	350
100-53-53300-133	HEALTH INSURANCE	39,847	36,296	26,036	14,202	23,263	42,469	25,537	25,537	25,537
100-53-53300-134	PROFESSIONAL DEVELOPMENT	-	56	240	-	500	500	500	500	500
100-53-53300-137	UNIFORM ALLOWANCE	2,922	3,100	3,162	-	3,000	3,000	3,000	3,000	3,000
100-53-53300-190	OTHER PERSONNEL SERVICES	604	1,019	-	185	300	300	300	300	300
100-53-53300-230	STREET OUTSIDE SERVICE	34,358	37,170	56,022	3,363	16,120	16,120	16,000	16,000	16,000
100-53-53300-231	MEDIAN AND TERRACE MAINT	-	-	-	-	26,880	26,880	26,880	26,880	26,880
100-53-53300-340	SAFETY EQUIPMENT	1,201	1,008	1,282	966	1,500	1,300	1,500	1,500	1,500
100-53-53300-350	STREET EQUIP MAINT & REPAIR	9,654	7,401	6,505	3,019	7,000	7,000	6,500	6,500	6,500
100-53-53300-351	SNOW & ICE EQUIP MAINT & REPAIR	5,001	5,091	5,501	1,927	5,000	4,000	4,000	4,000	4,000
100-53-53300-370	FUELS & ADDITIVES	36,730	38,214	49,274	19,599	27,000	35,000	35,000	38,000	38,000
100-53-53300-371	STREET SUPPLIES	7,981	15,890	13,156	1,963	11,000	10,000	10,000	10,000	10,000
100-53-53300-372	SNOW & ICE SUPPLIES	23,386	17,731	26,830	14,049	23,000	23,000	23,000	23,000	23,000
100-53-53300-373	FLOOD CONTROL SUPPLIES	-	-	-	-	-	-	-	-	-
---		$269,184	$277,887	293,718	113,715	251,601	323,944	314,794	314,165	314,794

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			196,844		185,114	-6%			
---	NON-PERSONNEL			127,100		129,680	2%			
---	TOTAL			323,944		314,794	-3%			

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET

---	**ROAD-RELATED FACILITIES**									
100-53-53420-220	STREET LIGHTING UTILITIES	73,963	65,319	71,871	39,851	80,000	63,000	66,150	66,150	66,150
100-53-53420-230	SIDEWALKS MAINT & REPAIR	-	-	8	-	-	-	-	-	-
100-53-53420-231	STORM SEWERS MAINT & REPAIR	-	-	-	-	-	-	-	-	-
100-53-53420-233	TRAFFIC CONTROL MAINT	8,101	44	21,095	83	9,000	7,500	8,000	8,000	8,000
---		$82,064	$65,363	92,974	39,934	89,000	70,500	74,150	74,150	74,150

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			-		-	N/A			
---	NON-PERSONNEL			70,500		74,150	5%			
---	TOTAL			70,500		74,150	5%			

STREET MAINTENANCE

ACCOUNT	AMOUNT	DESCRIPTION
100-53-53300-110 STREET SALARIES	$ 37,283	Labor for street maintenance and repair and traffic control.
100-53-53300-111 SNOW & ICE SALARIES	$ 27,245	Labor for snow and ice control of streets and sidewalks.
100-53-53300-112 SHIFT DIFFERENTIAL	$ 500	Scheduled work outside normal work hours at $0.40 per hour.
100-53-53300-114 ON-CALL WAGES	$ 2,600	Per Public Works Contract, Nov. 1–April 1.
100-53-53300-115 RIGHT-OF-WAY MAINTENANCE	$ 4,780	Labor for maintenance of street ROW green space areas.
100-53-53300-117 LONGEVITY PAY	$ 3,200	Longevity pay for all DPW functions per union contract.
100-53-53300-118 LEAVE WAGES	$ 43,019	Labor allocation for sick leave, vacation, jury duty, holiday, bereavement, and workers comp.
100-53-53300-119 WAGES PART-TIME	$ -0-	
100-53-53300-120 STREET OVERTIME	$ 500	Overtime for street-related emergencies.
100-53-53300-121 SNOW & ICE OVERTIME	$ 12,000	Overtime for snow removal after normal work hours.
100-53-53300-130 FICA	$ 10,261	Social Security at 7.65%.
100-53-53300-131 WISCONSIN RETIREMENT	$ 17,839	Wisconsin Retirement at 6.63%.
100-53-53300-132 LIFE & DISABILITY INSURANCE	$ 350	City share of life/disability insurance.
100-53-53300-133 HEALTH INSURANCE	$ 25,537	Health, dental and vision insurance.
110-53-53300-134 PROFESSIONAL DEVELOPMENT	$ 500	Seminars and training.
100-53-53300-137 UNIFORM ALLOWANCE	$ 3,000	Work uniform allowances for DPW per union contract.
100-53-53300-190 OTHER PERSONNEL SERVICES	$ 300	Public Works employment testing services.

(STREET MAINTENANCE cont.)

ACCOUNT	AMOUNT	DESCRIPTION
100-53-53300-230 STREET OUTSIDE SERVICES	$ 16,000	Asphalt maintenance services.
100-53-53300-231 MEDIAN & TERRACE MAINTENANCE	$ 26,880	Maintenance of Broadway and Monona Drive medians and entry feature.
100-53-53300-340 SAFETY EQUIPMENT & TESTING	$ 1,500	Safety equipment for all DPW employees.
100-53-53300-350 STREET EQUIPMENT MAINTENANCE & REPAIR	$ 6,500	Maintenance and repair of equipment and vehicles.
100-53-53300-351 SNOW & ICE EQUIPMENT MAINTENANCE & REPAIR	$ 4,000	Maintenance and repair of snow and ice control equipment.
100-53-53300-370 FUEL & ADDITIVES	$ 38,000	Diesel fuel, unleaded gas and oil, other lubricants.
100-53-53300-371 STREET SUPPLIES	$ 10,000	Supplies for the program (including signs); cold patch, snow fence, signposts, and gravel.
100-53-53300-372 SNOW & ICE SUPPLIES	$ 23,000	Supplies for the program (salt, treated sand).
100-53-53300-373 FLOOD CONTROL SUPPLIES	$ -0-	Sand and sandbags for temporary flood control.

ROAD-RELATED FACILITIES

ACCOUNT	AMOUNT	DESCRIPTION
100-53-53420-220 STREET LIGHTING UTILITIES	$ 66,150	Street lighting utility and maintenance costs.
100-53-53420-230 SIDEWALK MAINTENANCE & REPAIR	$ -0-	Maintenance and repair of City sidewalks that pose safety hazards (included in Capital Budget).
100-53-53420-233 TRAFFIC CONTROL MAINTENANCE	$ 8,000	Traffic signals on Monona Drive and Broadway.

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**PARKS**									
100-55-55200-110	PARK SALARIES	62,740	70,773	65,401	42,652	78,041	63,831	66,918	66,918	66,918
100-55-55200-119	WAGES, PART TIME	18,963	18,725	20,378	3,842	17,353	26,250	26,250	26,250	26,250
100-55-55200-118	PARK SUPERINTENDENT	-	-	-	-	-	-	-	-	-
100-55-55200-120	OVERTIME	3,961	4,680	5,071	1,908	4,500	4,000	4,000	4,000	4,000
100-55-55200-130	FICA	6,390	7,080	6,878	3,634	7,642	7,197	7,433	7,433	7,433
100-55-55200-131	WISCONSIN RETIREMENT	6,906	8,307	8,348	2,759	9,740	7,868	9,432	9,432	9,432
100-55-55200-132	LIFE & DISABILITY INSURANCE	173	188	169	35	40	200	200	200	200
100-55-55200-133	HEALTH INSURANCE	22,147	26,843	22,470	11,085	24,400	25,301	15,214	15,214	15,214
100-55-55200-134	PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-	-	-	-
100-55-55200-220	GAS & ELECTRIC UTILITIES	10,620	11,827	13,382	3,977	14,600	12,380	12,999	12,999	12,999
100-55-55200-221	TELEPHONE	-	-	-	-	-	-	-	-	-
100-55-55200-222	WATER & SEWER UTILITIES	3,909	2,971	4,491	2,570	7,000	6,000	6,480	6,480	6,480
100-55-55200-225	STORM WATER UTILITY	8,467	8,560	8,545	2,144	8,500	8,500	8,500	8,500	8,500
100-55-55200-240	OUTSIDE SERVICES	2,655	-	-	745	745	-	-	-	-
100-55-55200-291	GIS Mapping Services	-	-	-	-	-	-	-	-	-
100-55-55200-312	POSTAGE	87	-	-	-	-	-	-	-	-
100-55-55200-340	PARK SUPPLIES	10,163	14,036	16,886	7,407	16,000	10,200	10,200	10,200	10,200
100-55-55200-350	EQUIPMENT MAINT & REPAIR	3,859	5,168	8,895	4,375	7,000	4,000	4,000	4,000	4,000
100-55-55200-351	FACILITIES MAINT & REPAIR	6,335	2,902	3,620	2,355	5,000	3,000	3,000	3,000	3,000
100-55-55200-370	FUELS & ADDITIVES	2,981	10,021	4,365	1,971	4,000	4,000	3,200	3,200	3,200
100-55-55200-391	Entrance Sails Maintenance	-	-	-	-	-	-	-	-	-
100-55-55200-392	Portable Restrooms (all parks except Lottes	529	595	-	-	-	-	-	-	-
100-55-55200-395	GAZEBO MAINT	-	-	-	-	-	-	-	-	-
100-55-55200-393	Portable Restrooms	1,505	1,859	2,900	430	2,900	1,800	1,400	1,400	2,900
100-55-55200-394	Lake Weed Spraying	-	1,227	1,172	1,210	1,209	-	1,250	1,250	-
---		$172,390	$195,762	192,971	93,099	208,670	184,527	180,476	180,476	180,726

---				CURRENT YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			134,647		129,447	-4%			
---	NON-PERSONNEL			49,880		51,279	3%			
---	TOTAL			184,527		180,726	-2%			

PARKS OPERATIONS

ACCOUNT	AMOUNT	DESCRIPTION
100-55-55200-110 PARK SALARIES	$ 66,918	Labor to perform maintenance of parks.
100-55-55200-119 WAGES, PART-TIME	$ 26,250	Summer seasonal employees.
100-55-55200-120 OVERTIME	$ 4,000	Support for July 4th festival and weekend park activities.
100-55-55200-130 FICA	$ 7,433	Social Security at 7.65%.
100-55-55200-131 WISCONSIN RETIREMENT	$ 9,432	Wisconsin Retirement at 6.63%.
100-55-55200-132 LIFE & DISABILITY INS.	$ 200	City share of life/disability insurance.
100-55-55200-133 HEALTH INSURANCE	$ 15,214	Health, dental and vision insurance.
100-55-55200-134 PROFESSIONAL DEVELOPMENT	$ -0-	Education and training to support park
100-55-55200-220 GAS & ELECTRIC UTILITIES	$ 12,999	Gas and electric for park lighting and shelters.
100-55-5520-221 TELEPHONE	$ -0-	
100-55-55200-222 WATER & SEWER UTILITIES	$ 6,480	Utilities for shelters, restrooms, and
100-55-55200-225 STORMWATER UTILITY EXPENSE	$ 8,500	Charges paid for City park lands to the Stormwater Utility.
100-55-55200-240 OUTSIDE SERVICES	$ -0-	Consultant services for analysis, surveys and reports and pest control treatments.
100-55-55200-312 POSTAGE	$ -0-	Support of program.
100-55-55200-340 PARK SUPPLIES	$ 10,200	Includes paper towels, toilet paper, trash bags, sand, miscellaneous parts, paint, recycling containers for park shelters, etc.
100-55-55200-350 EQUIPMENT MAINTENANCE & REPAIR	$ 4,000	Maintenance and repair of park equipment and park maintenance equipment.
100-55-55200-351 FACILITIES MAINTENANCE & REPAIR	$ 3,000	Maintenance and repair of park shelters, restroom facilities, equipment sheds and park equipment.

(PARKS OPERATIONS cont.)

ACCOUNT	**AMOUNT**	**DESCRIPTION**
100-55-55200-370 FUEL/ADDITIVES	$ 3,200	Lawn mower fuel and oil.
100-55-55200-391 ENTRANCE SAILS MAINTENANCE	$ -0-	Cleaning and sail repair costs.
100-55-55200-392 PORTABLE RESTROOMS	$ -0-	Portable restroom charge for all parks except Lottes Park.
100-55-55200-395 GAZEBO MAINTENANCE	$ -0-	Maintenance at the Gazebo.
100-55-55200-393 LOTTES PARK PORTABLE RESTROOMS	$ 2,900	Portable restroom at Lottes Park.
100-55-55200-394 LAKEWEED SPRAYING	$ -0-	Outside services contract cost. Covers boat launches and also spraying in Lake Edge, Squaw Bay and other areas.

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**FORESTRY**									
100-56-56110-110	FORESTRY SALARIES	15,363	25,115	20,644	1,413	9,224	19,605	20,553	20,553	20,553
100-56-56110-118	CITY FORESTER (PARK SUPERVISOR)	-	-	-	-	-	-	-	-	-
100-56-56110-119	WAGES, PART-TIME	-	-	-	-	-	-	-	-	-
100-56-56110-120	OVERTIME	47	468	631	180	678	500	500	500	500
100-56-56110-130	FICA	1,162	1,917	1,606	118	706	1,538	1,611	1,611	1,611
100-56-56110-131	WISCONSIN RETIREMENT	1,603	2,813	2,468	148	1,088	2,372	2,800	2,800	2,800
100-56-56110-132	LIFE & DISABILITY INSURANCE	39	68	31	4	4	82	82	82	82
100-56-56110-133	HEALTH INSURANCE	4,505	8,728	6,911	555	3,176	7,771	4,673	4,673	4,673
100-56-56110-240	OUTSIDE SERVICES	12,250	7,040	13,843	-	7,500	6,000	6,000	6,000	6,000
100-56-56110-340	FORESTRY SUPPLIES	(258)	159	-	96	350	350	350	350	350
100-56-56110-350	EQUIPMENT MAINT & REPAIR	500	1,621	1,937	611	1,434	1,000	1,000	1,000	1,000
100-56-56110-351	Right-of-way Tree Removals	-	5,275	-	-	-	-	-	-	-
100-56-56110-352	Tree Removals	26,887	19,616	15,701	9,730	15,772	15,000	12,000	12,000	21,800
100-56-56110-353	Tree Replacement	-	9,165	-	-	-	-	-	-	-
100-56-56110-354	BRUSH PICKUP	23,548	26,728	17,313	14,240	21,240	19,550	19,550	19,550	19,550
100-56-56110-355	GYPSY MOTH SPRAY PROGRAM	6,286	8,015	6,571	-	-	9,800	9,800	9,800	-
---		91,932	116,728	87,656	27,095	61,172	83,568	78,919	78,919	78,919

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			31,868		30,219	-5%			
---	NON-PERSONNEL			51,700		48,700	-6%			
---	TOTAL			83,568		78,919	-6%			

CONSERVATION & DEVELOPMENT – FORESTRY

ACCOUNT	AMOUNT	DESCRIPTION
100-56-56110-110 FORESTRY SALARIES	$ 20,553	Labor for forestry, brush collection, and leaf collection activities.
100-56-56110-119 PART-TIME SALARIES	$ -0-	Part-time salaries.
100-56-56110-120 OVERTIME	$ 500	Emergency brush and tree removal.
100-56-56110-130 FICA	$ 1,611	Social Security at 7.65%.
100-56-56110-131 WISCONSIN RETIREMENT	$ 2,800	Wisconsin Retirement at 6.63%.
100-56-56110-132 LIFE & DISABILITY INSURANCE	$ 82	City share of life/disability insurance.
100-56-56110-133 HEALTH INSURANCE	$ 4,673	Health, dental, vision insurance.
100-56-56110-240 OUTSIDE SERVICES	$ 6,000	Contract services for professional forester.
100-56-56110-340 FORESTRY SUPPLIES	$ 350	Supplies for the program.
100-56-56110-350 EQUIPMENT MAINTENANCE & REPAIR	$ 1,000	Maintenance and repair of brush equipment.
100-56-56110-351 RIGHT-OF-WAY TREE REMOVALS	$ -0-	Contract services for street tree removals.
100-56-56110-352 TREE REMOVALS	$ 21,800	Contract services for tree removals in City parks, right-of-way, and other areas within the City.
100-56-56110-353 PARK TREE REPLACEMENT	$ -0-	Tree replacement for trees removed included in capital budget.
100-56-56110-354 BRUSH COLLECTION SERVICES	$ 19,550	Contract with Johnson Tree Service for brush collection services. (50% of annual costs).
100-56-56110-355 GYPSY MOTH SPRAY PROGRAM	$ -0-	Gypsy Moth spraying cost (City's portion of WDNR-coordinated program).

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**PLANNING**									
100-56-56300-110	PLANNING SALARIES	54,103	55,805	58,334	33,725	66,506	57,477	67,518	67,518	67,518
100-56-56300-119	PART-TIME WAGES	5,732	6,413	7,604	4,203	10,542	8,000	8,000	8,000	8,000
100-56-56300-130	FICA	4,530	4,707	4,988	2,880	5,894	5,009	5,777	5,777	5,777
100-56-56300-131	WISCONSIN RETIREMENT	5,626	6,125	5,378	1,990	3,924	3,391	4,490	4,490	4,490
100-56-56300-132	LIFE & DISABILITY INSURANCE	189	189	176	64	64	190	190	190	190
100-56-56300-133	HEALTH INSURANCE	6,098	6,437	6,845	2,714	5,427	7,610	5,349	5,349	5,349
100-56-56300-134	PROFESSIONAL DEVELOPMENT	1,283	522	945	715	1,000	1,000	1,000	1,000	1,000
100-56-56300-340	SUPPLIES	656	277	430	122	400	400	400	400	400
100-56-56300-341	LANDMARKS COMMISSION SUPPLIES	200	-	113	76	200	200	200	200	200
100-56-56300-710	FALL FESTIVAL	-	-	-	-	1,500	1,500	-	-	-
100-56-56300-720	COMMUNITY DEVELOPMENT / PROMOTION	4,701	3,919	760	497	3,553	3,553	3,553	3,553	3,553
100-56-56300-810	GIS MAPPING	-	-	-	-	-	-	-	-	-
---		83,118	$84,394	85,573	46,986	99,010	88,330	96,477	96,477	96,477

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			81,677		91,324	12%			
---	NON-PERSONNEL			6,653		5,153	-23%			
---	TOTAL			88,330		96,477	9%			

---TOTAL GENERAL FUND EXPENDITURES				4,892,899	2,322,516	4,780,069	4,873,322	4,813,604	4,812,976	4,974,850
---				(70,181)						

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**COMMUNITY DEVELOPMENT AUTHORITY**									
---	REVENUES									
201-46-41110-000	GENERAL PROPERTY TAXES	-	-	-	-	-	-	-	-	-
201-48-48110-000	INTEREST & DIVIDENDS INCOME	24	10	6	4	-	-	-	-	-
201-48-48900-000	OTHER REVENUES	-	-	-	-	-	-	-	-	-
201-48-48900-100	RENT (GRANT PROPERTY)	-	-	-	-	-	-	-	-	-
201-49-49240-100	TRANSFER FROM GENERAL FUND	-	-	26,841	-	23,500	23,500	25,000	25,000	25,000
201-49-49240-400	TRANSFER FROM TIF	15,000	-	-	-	-	85,200	85,200	85,200	85,200
201-49-49240-401	TRANSFER FROM TIF	-	-	-	-	-	-	-	-	-
201-49-49300-000	FUND BALANCE APPLIED	-	-	-	-	-	-	-	-	-
---		$15,024	$10	26,847	4	23,500	108,700	110,200	110,200	110,200
---	EXPENDITURES									
201-56-56700-200	PROPERTY MAINTENANCE	-	-	-	-	-	-	-	-	-
201-56-56700-210	LEGAL SERVICES	-	36	-	-	-	-	-	-	-
201-56-56700-213	PROFESSIONAL SERVICES	3,480	11,906	7,226	6,756	4,000	38,000	40,000	40,000	40,000
201-56-56700-214	LAND ACQUISITION	184	4,993	4,873	111	111	-	-	-	-
201-56-56700-312	POSTAGE/OFFICE SUPPLIES	-	-	-	-	-	-	-	-	-
201-56-56700-390	RELOCATION COSTS	-	-	-	-	-	-	-	-	-
201-56-59270-100	CDA SUPPORT STAFF	18,868	10,783	2,840	340	2,000	39,000	39,000	39,000	39,000
201-56-59210-110	REIMBURSEMENT FOR ADMINISTRATION	7,059	7,334	7,683	4,351	7,554	7,554	8,253	8,253	8,253
201-56-59210-130	FICA	531	550	575	327	578	578	631	631	631
201-56-59210-131	WI RETIREMENT	734	805	708	257	446	446	549	549	549
201-56-59210-132	LIFE & DISABILITY INSURANCE	21	21	20	7	25	25	25	25	25
201-56-59210-133	HEALTH INSURANCE	1,137	1,259	1,339	511	1,552	1,552	1,017	1,017	1,017
201-56-59210-210	MARKETING	-	-	-	-	10,000	17,000	15,000	15,000	15,000
201-56-59210-212	ACCOUNTING SERVICES	-	-	-	-	-	-	-	-	-
201-56-58200-620	INTEREST ON DEBT	-	-	-	-	-	-	-	-	-
201-59-59000-900	RESERVED FOR CONTINGENCIES	-	-	-	-	-	-	-	-	-
---		$32,014	$37,687	25,264	12,660	26,266	104,155	104,475	104,475	104,475

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			10,155		10,475	3%			
---	NON-PERSONNEL			94,000		94,000	0%			
---	TOTAL			104,155		104,475	0%			

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**CATV**									
---	REVENUES									
203-46-44100-000	FRANCHISE FEES	95,169	106,100	110,853	28,089	115,000	100,000	100,000	100,000	100,000
203-46-46700-000	OTHER REVENUE	34,227	36,332	38,977	100	37,132	37,132	36,000	36,000	36,000
203-46-46730-000	ROOM RENTALS	-	-	-	-	-	-	-	-	-
203-46-49300-000	FUND BALANCE APPLIED	-	-	-	-	-	7,641	8,858	9,005	9,005
---		$129,396	$142,432	149,830	28,189	152,132	144,773	144,858	145,005	145,005

---	EXPENDITURES									
203-55-55370-110	CATV WAGES	45,954	47,092	50,417	24,626	47,000	46,692	48,607	48,607	48,607
203-55-55370-119	CATV WAGES, PART TIME	11,512	16,891	16,418	7,283	19,000	21,000	21,000	21,000	21,000
203-55-55370-130	FICA	4,270	4,755	4,952	2,206	5,049	5,178	5,178	5,325	5,325
203-55-55370-131	WISCONSIN RETIREMENT	4,779	5,168	4,604	1,453	2,755	2,755	3,232	3,232	3,232
203-55-55370-132	LIFE & DISABILITY INSURANCE	99	99	99	25	25	100	100	100	100
203-55-55370-133	HEALTH INSURANCE	16,312	17,265	18,692	7,501	15,002	19,956	14,708	14,708	14,708
203-55-55370-134	PROFESSIONAL DEVELOPMENT	-	295	150	-	-	500	500	500	500
203-55-55370-210	LEGAL	-	-	-	80	80	-	-	-	-
203-55-55370-211	CONSULTANT FEES	240	-	260	260	260	300	300	300	300
203-55-55370-212	ADMINISTRATION/ACCTING SERV	2,300	2,300	2,300	-	2,300	2,300	2,300	2,300	2,300
203-55-55370-220	GAS & ELECTRIC UTILITIES	5,958	2,335	5,702	2,444	7,560	7,560	8,000	8,000	8,000
203-55-55370-221	TELEPHONE	-	-	-	-	156	100	100	100	100
203-55-55370-225	MAINTENANCE CONTRACT	-	-	-	-	-	-	-	-	-
203-55-55370-310	OFFICE SUPPLIES	-	-	-	-	100	100	100	100	100
203-55-55370-311	PRINTING	-	-	-	-	-	200	200	200	200
203-55-55370-312	POSTAGE	-	-	-	-	-	50	50	50	50
203-55-55370-313	WEB PAGE DEVELOPMENT & EXPENSE	636	200	100	124	300	300	300	300	300
203-55-55370-340	STUDIO & PROGRAM DEVELOPMENT	-	750	-	-	-	1,000	1,000	1,000	1,000
203-55-55370-341	STUDIO MAINTENANCE	4,000	4,000	8,000	-	4,000	4,000	4,000	4,000	4,000
203-55-55370-510	INSURANCE	675	675	675	-	675	675	675	675	675
203-55-55370-800	MEDIA COMMUNITY ROOM	413	4,232	967	6,904	100	1,000	2,000	2,000	2,000
203-55-55370-810	EQUIPMENT	8,085	3,171	2,165	10,985	17,731	13,000	14,000	14,000	14,000
203-55-55370-815	FOUR LAKES	-	-	-	-	-	-	-	-	-
203-55-55370-820	BADGER NET	3,000	-	-	-	-	-	-	-	-
203-55-55370-816	NEW TRANMISSION METHODS	-	-	-	-	-	5,000	5,500	5,500	5,500
203-59-59370-810	TRANSFER TO GEN FUND	13,007	13,007	13,007	-	13,007	13,007	13,007	13,007	13,007
203-59-59370-900	RESERVE FOR CONTINGENCIES	-	-	-	-	-	-	-	-	-
---		$121,240	$122,235	128,508	63,891	135,100	144,773	144,858	145,005	145,005

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			95,681		92,973	-3%			
---	NON-PERSONNEL			49,092		52,032	6%			
---	TOTAL			144,773		145,005	0%			

DEPARTMENT CATV
PROGRAM BUDGET CATV Operations
ACCOUNT 203

MISSION OF DEPARTMENT:

Monona School/Community Cable is a joint effort of the Monona Grove School District and the City of Monona to produce and transmit quality community-based programming to serve the cable subscribers and residents of the City of Monona. The purpose of these programs is to foster communication between the City, the School and the Community. Monona School/Community Cable operates the Monona Cable Access Channel primarily utilizing fees collected by the City under the Statewide Video Franchise Law.

CHALLENGES AND OPPORTUNITIES AHEAD:

1. The continuation of quality community programming.
2. The continuation of a process to assure that the Community Media Room will be utilized in a manner that provides educational opportunities for the City and surrounding area.
3. The promotion and training necessary to allow citizens of the community to develop community-based programs.
4. The ability of citizens to view programs "on-demand" from the City's website.

LONG-TERM GOALS FOR THE DEPARTMENT:

1. To continue to be aware of and develop community-based programming.
2. To keep informed about changes in CATV legislation and technology.
3. To monitor the cable system to identify problems in distribution that can be enforced by the ordinance.
4. To keep the City Administrator, Mayor and Council informed about the operations.
5. To branch out beyond cable in order to make information available to all Monona residents.

SIGNIFICANT PROGRAM, COST, AND PERSONNEL CHANGES:

1. The continued upgrading and maintenance necessary to provide excellent service to the Monona community.
2. The increase of budget items necessary to meet expected payroll increases due to a greater production schedule in the City.
3. A possible reduction in franchise fees under the 2008 Act 42, unless Charter redefines its payment matrix.

GOAL ACHIEVEMENTS IN 2012:

2012 Goals	Status
The continuation of development of community and school-based programs for distribution into the community.	Achieved by the addition of approximately 200 community-based programs.
Update software and controls of Media Room.	Achieved.
Hire and train Assistant Director.	Achieved.

GOALS NOT ACHIEVED: All goals achieved.

CATV
ACCOUNT JUSTIFICATIONS

REVENUES

ACCOUNT	AMOUNT	DESCRIPTION
203-46-44100-000 FRANCHISE FEES	$ 100,000	Estimated franchise fees.
203-46-46700-000 OTHER REVENUE	$ 36,000	Contract agreement with MGSD
203-46-46730-000 ROOM RENTALS	$ -0-	Distance learning ended in June 2009.
203-46-49300-000 FUND BALANCE APPLIED	$ 9,005	

EXPENDITURES

ACCOUNT	AMOUNT	DESCRIPTION
203-55-55370-110 WAGES	$ 48,607	Media Coordinator & Administrator.
203-55-55370-119 WAGES, PART-TIME	$ 21,000	Part-time cable casters.
203-55-55370-130 FICA	$ 5,325	Social Security at 7.65%
203-55-55370-131 WISCONSIN RETIREMENT	$ 3,232	Wisconsin Retirement at 6.63%.
203-55-55370-132 LIFE & DISABILITY	$ 100	Estimated amount.
203-55-55370-133 HEALTH INSURANCE	$ 14,708	Estimated amount for Media Coordinator & Administrator.
203-55-55370-134 PROFESSIONAL DEVELOPMENT	$ 500	Website training courses at MATC/WAPC Conference.
203-55-55370-210 LEGAL	$ -0-	Legal services moved to General Fund in 2009.
203-55-55370-211 CONSULTING FEES	$ 300	WAPC Membership.
203-55-59210-212 ADMINISTRATIVE/ ACCOUNTING SERVICES	$ 2,300	Reimbursement to City for data processing and accounting services.

(CATV EXPENDITURES cont.)

ACCOUNT	AMOUNT	DESCRIPTION
203-55-55370-220 GAS & ELECTRIC UTILITIES	$ 8,000	Cable share of media room.
203-55-55370-221 TELEPHONE	$ 100	
203-55-55370-225 MAINTENANCE AGREEMENT	$ -0-	Maintenance agreement with MCSi for Community Media Room equipment, discontinued in 2009.
203-55-55370-310 OFFICE SUPPLIES	$ 100	Office supplies.
203-55-55370-311 PRINTING	$ 200	Listings in local newspaper, ads, copies, etc.
203-55-55370-312 POSTAGE	$ 50	
203-55-55370-313 WEB PAGE DEVELOPMENT	$ 300	Maintenance cost for Monona TV web page.
203-55-55370-340 STUDIO AND PROGRAM DEVELOPMENT	$ 1,000	Costs associated with set pieces, tapes from Community Media Room.
203-55-55370-341 STUDIO MAINTENANCE	$ 4,000	Payment made per agreement with the school for services provided to cable system. The services provided by this payment include the maintenance of the City equipment, which is stored in the studio at the high school. All mobile equipment is also maintained from this account.
203-55-59210-510 INSURANCE	$ 675	Department share of property insurance premium.
203-55-55370-800 MEDIA COMMUNITY ROOM	$ 2,000	Service to repair software bugs in media room.
203-55-55370-801 EQUIPMENT	$ 14,000	For purchase to improve quality of programming from studio/Monona Community Media Room; to continue transition from tape recording to DVD/flash recording; to purchase better sound equipment and better cameras. Capital equipment purchases are made from this account and will cost an estimated $6,000.
203-55-55370-810 FOUR LAKES	$ -0-	Discontinued in June 2009.
203-55-55370-820 BADGER NET	$ -0-	Discontinued in June 2009.
203-55-55370-xxx NEW TRANSMISSION METHODS	$ 5,500	Upgrades to streaming, LPFM or starting AT&T signal.

(CATV EXPENDITURES cont.)

ACCOUNT	**AMOUNT**	**DESCRIPTION**
203-59-59370-810 TRANSFER TO GENERAL FUND	$ 13,007	Transfer to reduce General Fund levy.
203-55-55370-900 CONTINGENCY	$ -0-	

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**LIBRARY**									
---	REVENUES									
202-46-41110-000	GENERAL PROPERTY TAXES	424,357	424,357	438,957	440,286	440,286	440,286	440,286	452,995	442,286
202-46-43570-000	LSCA /LSTA GRANT	-	1,300	-	-	-	-	-	-	-
202-46-43720-000	COUNTY AID FOR LIBRARIES OPERATIONS	184,569	230,458	207,115	241,934	210,483	193,208	207,273	207,273	207,273
202-46-43730-000	COUNTY AID FOR LIBRARIES FACILITIES	30,565	-	30,948	-	31,451	28,870	34,022	34,022	34,022
202-46-46110-000	COPIER RECEIPTS	2,630	2,194	2,513	1,409	2,500	2,000	3,000	3,000	3,000
202-46-46710-000	FINES	23,826	20,865	17,060	3,797	6,000	20,000	7,500	7,500	7,500
202-46-46720-000	BOOK & AV RENTALS	-	-	-	-	-	-	-	-	-
202-46-46730-000	ROOM RENTALS	1,137	2,456	1,393	1,422	1,581	2,300	2,400	2,400	2,400
202-46-48900-000	OTHER REVENUES	570	-	-	-	-	1,500	1,100	1,100	1,100
202-46-48900-100	VENDING MACHINE	3,888	3,499	2,708	1,246	2,400	3,000	2,500	2,500	2,500
202-49-49210-000	TRANSFER FROM GENERAL FUND	-	-	-	-	-	-	-	-	-
202-46-49300-000	FUND BALANCES APPLIED	-	-	-	-	-	41,000	20,151	10,942	20,151
---		671,542	$685,129	700,694	690,094	694,701	732,164	718,232	721,732	720,232
---	EXPENDITURES									
202-55-55110-110	PERMANENT LIBRARY UNION SALARIES	108,855	115,543	125,311	75,426	157,232	129,691	46,542	46,542	46,542
202-55-55110-111	MANAGEMENT SALARIES	144,656	120,657	98,710	49,325	100,253	135,438	227,490	227,490	227,490
202-55-55110-112	SHIFT DIFFERENTIAL	406	436	385	100	400	500	500	500	500
202-55-55110-117	LONGEVITY PAY	350	378	457	-	500	500	500	500	500
202-55-55110-119	WAGES, PART TIME	79,693	92,849	103,024	56,011	111,419	106,220	112,231	112,231	112,231
202-55-55110-120	OVERTIME	35	-	-	-	-	-	-	-	-
202-55-55110-130	FICA	25,966	25,139	24,760	13,372	28,290	27,351	29,626	29,626	29,626
202-55-55110-131	WISCONSIN RETIREMENT	25,061	24,795	22,499	7,401	18,000	22,411	20,450	20,450	20,450
202-55-55110-132	LIFE & DISABILITY INSURANCE	256	216	165	43	50	375	375	375	375
202-55-55110-133	HEALTH INSURANCE	41,952	41,128	40,817	22,898	45,612	65,425	49,047	49,047	49,047
202-55-55110-134	PROFESSIONAL DEVELOPMENT	1,842	1,824	853	614	2,000	4,000	4,000	4,000	4,000
202-55-55110-220	GAS & ELECTRIC UTILITIES	33,765	33,430	32,311	13,849	35,000	42,998	36,000	36,000	36,000
202-55-55110-221	TELEPHONE	910	1,262	1,251	834	1,800	1,600	2,000	2,000	2,000
202-55-55110-222	WATER & SEWER UTILITIES	2,398	2,413	2,370	1,034	3,600	3,600	2,600	2,600	2,600
202-55-55110-240	SERVICE CONTRACTS	42,344	33,526	32,240	17,172	39,000	39,000	36,500	36,500	36,500
202-55-55110-241	AUTO CIRCULATION SYSTEM RENTAL	39,624	40,361	38,516	39,614	39,614	39,614	39,071	39,071	39,071
202-55-55110-310	OFFICE SUPPLIES	9,848	3,066	5,737	2,917	7,786	7,766	7,000	7,000	7,000
202-55-55110-312	POSTAGE	1,202	991	355	25	200	200	500	500	500
202-55-55110-321	PUBLIC NOTICES	83	-	-	-	-	100	100	100	100
202-55-55110-340	JANITORIAL SUPPLIES	2,230	1,340	3,230	935	2,400	2,200	2,500	2,500	2,500
202-55-55110-341	CHILDREN'S /YOUNG ADULT SERVICES	1,716	2,325	3,231	1,249	2,500	2,500	2,500	3,000	2,500
202-55-55110-350	EQUIPMENT MAINTENANCE & REPAIR	9,353	13,556	10,728	3,335	8,500	8,500	8,000	8,500	8,000
202-55-55110-351	BUILDING MAINTENANCE & REPAIR	4,983	14,612	9,331	885	8,500	8,500	8,000	8,500	8,000
202-55-55110-390	OTHER SUPPLIES & EXPENSE	204	200	310	-	300	300	300	300	300
202-55-55110-700	SOUTH CENTRAL LIBRARIES	-	390	-	-	975	975	-	-	-
202-55-55110-702	LSTA GRANT	29	1,381	(73)	(675)	-	-	-	-	-
202-55-55110-809	PERIODICAL, PAMPHLETS	5,206	7,118	5,704	1,909	5,500	5,500	5,500	5,500	5,500
202-55-55110-810	PERIODICAL, PAMPHLETS & AV SOFTWAR	22,275	16,320	12,939	5,700	18,500	18,500	17,500	18,000	18,500
202-55-55110-811	ADULT BOOKS	15,614	19,602	19,146	6,928	17,500	17,500	17,000	17,500	17,500
202-55-55110-812	CHILDREN'S BOOKS	10,786	11,763	12,322	5,345	10,500	10,500	10,000	10,500	10,500
202-55-55110-813	YOUNG ADULT BOOKS	2,057	2,758	3,761	1,408	3,200	3,200	3,200	3,200	3,200
202-55-55110-814	LARGE PRINT BOOKS	2,897	3,390	3,745	1,006	2,700	2,700	2,700	2,700	2,700
202-55-55110-815	REFERENCE BOOKS	1,682	530	-	-	200	200	200	200	200
202-55-55110-817	ELECTRONIC INFO SOURCES	4,586	3,944	4,222	4,009	4,200	4,000	4,500	4,000	4,500
202-55-55110-818	BOOK LEASE PROGRAM	-	-	-	-	-	-	-	-	-
202-55-55110-850	FUTURE LIBRARIES FACILITIES	-	-	-	-	-	-	-	-	-

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
202-55-57610-850	LOCAL HISTORY ACCESS EQUIP	-	-	-	-	-	-	-	-	-
202-55-57610-851	TECHNOLOGY ENHANCEMENTS	-	-	-	-	2,500	2,500	4,000	5,000	4,000
202-55-55110-819	VENDING MACHINE EXPENSE	2,270	2,887	2,253	758	2,300	2,300	2,300	2,300	2,300
202-55-55110-851	LIBRARY CAPITAL OUTLAY	-	-	-	8,238	12,293	-	-	-	-
202-55-59210-100	TRANSFER TO GENERAL FUND	-	-	-	-	-	-	-	-	-
202-55-59210-212	CITY ACCOUNTING & AUDIT SERVICES	4,500	4,500	4,500	-	4,500	4,500	4,500	4,500	4,500
202-55-59210-510	INSURANCE	11,000	11,000	11,000	-	11,000	11,000	11,000	11,000	11,000
---		$660,634	$655,630	636,110	341,665	708,824	732,164	718,232	721,732	720,232

		CURRENT YEAR	PROPOSED	DIFFERENCE
---	PERSONNEL	487,911	486,761	0%
---	NON-PERSONNEL	244,253	233,471	-4%
---	TOTAL	732,164	720,232	-2%

LIBRARY
FUND SUMMARY

---	PROPERTY TAXES			438,957	440,286	440,286	440,286	440,286	452,995	442,286
---	TRANSFER FROM GENERAL			-	-	-	-	-	-	-
---	subtotal			438,957	440,286	440,286	440,286	440,286	452,995	442,286
---	OTHER REVENUES			261,737	249,808	254,415	291,878	277,946	268,737	277,946
---	TOTAL REVENUES			700,694	690,094	694,701	732,164	718,232	721,732	720,232
---	EXPENDITURES			636,110	341,665	708,824	732,164	718,232	721,732	720,232

DEPARTMENT Library
PROGRAM BUDGET Library Operations
ACCOUNT 202 2013

MISSION OF DEPARTMENT:

The Monona Public Library's primary mission is to help meet the educational, informational, and leisure needs of area residents, organizations, and businesses. We are a dynamic, civic resource which offers creative and capable staff and responds to community needs for quality information and library services. We provide free and open access to recorded knowledge and provide expert guidance in its use. We offer the community a well-maintained, balanced collection of materials in popular formats.

Offering innovative, relevant programming to stimulate reading and the desire to learn, we also provide an array of public use computers, information technologies, training and tutoring opportunities. As a portal to an ever-expanding world of information and knowledge, the library is a synergistic center of activity and opportunity for the expanded community. The library fully participates in collaborative library activities – within the County and region – and in so doing provides the widest range of services and resources possible in the most cost effective manner. We provide programs and services in a comfortable, attractive, and safe library building and grounds.

CHALLENGES AND OPPORTUNITIES AHEAD:

1. ***Maintain programs and services at current levels.***

We recognize the difficult economic climate facing all local government units and seek to maintain our current levels of service for 2013. In previous years, we have significantly expanded our offerings, with early literacy efforts, increased technology, new services that encourage adult enrichment and the exchange of ideas, and increased attention on teens. We seek to maintain our current offerings while also adding new, low-cost services. Additionally, the Library Board and Director have reorganized the Library's management team in 2013's budget, eliminating one full-time position without sacrificing core library services.

2. ***Provide access to and train patrons in the use of various technologies in and out of the library building.***

We continue to update many of our patron-access computers and have provided wireless laptops to extend access to the Internet in the library. More e-books are now offered, and the Library seeks to continue to assist patrons in accessing digital library materials. We will offer formal and one-on-one training and support for these and other technologies. Also, the Library seeks to work with SCLS and the State of Wisconsin to expand Library offerings and services online via PC and mobile devices, areas where much could be done to enhance offerings for the public. We hope to significantly upgrade the Library's wireless network in 2013, making the service more robust and consistent throughout the building.

3. ***Integrate RFID Technology into our services.***

The Library seeks to implement RFID technology in 2013. Implementation will save the Library staff an enormous amount of time checking in returned items. We hope to deploy staff in other ways to increase services without adding staff.

4. ***Provide a safe, clean, secure, and inviting facility and surroundings.***

We have systematically been working to improve the care and upkeep of the facility and its environs so that users find a library building that is always pleasant and fun to visit. We want library equipment cared for and properly maintained and to guarantee that the infrastructure is preserved in the best possible manner.

5. ***Secure adequate resources to provide for library goals and objectives and seek alternative funding, including donations and grants, and plan for changes in Dane County funding of public libraries*.**

Almost a third of our operating revenue comes from Dane County reimbursement funding that demands that we maintain certain standards of service. The funding formula remains the same for the moment; however, the new library in Fitchburg has affected available funding of other Dane County libraries.

The Library continues to receive meaningful contributions from our Friends group. The Group has a fall book sale every year to add new sources of revenue. Many of the enhanced youth services programs are supported by money raised by the Friends. While alternative sources of funding are meant to support purchases and activities outside the scope of the library's operating budget, be assured that we join them in actively seeking new ways to bring in more donations and funds.

In 2012, funds for materials from the Booked for Life endowment will be made available to augment our materials purchasing. We will continue to seek new opportunities to maximize revenue from non-traditional sources. We also hope to raise $10,000 for the County-wide "Beyond the Page" endowment fund through the National Endowment for the Humanities and Madison Community Foundation; if successful, the Library will gain funds for programming every year in perpetuity.

We will also work with the Monona Library Foundation to develop a program for planned giving to strengthen the Foundation's main endowment fund.

DEPARTMENT 2013 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:

2013 Goal	Method for Measuring Success
Offer a relevant and current collection of materials that is effectively merchandised to encourage reading and learning.	We will easily meet Dane County Standards for materials budget and size of collection. We will experience an increase in circulation of materials and reduce wait time for items in demand by Monona residents.
Implement RFID technology	RFID system operational by end of 2013.
Augment materials budget with Booked for Life and grant-supported funds. Augment programming funds by raising funds for Beyond the Page Endowment. Continue to search and apply for new grant opportunities.	Determine number of items purchased with Endowment funds. Raise $10,000 for Beyond the Page by June, 2013.
Support a digitized way of life and be a favored digital destination by offering an outstanding web presence, high bandwidth, and access to computers and other relevant technology, including e-books.	Determine if accomplished by measuring usage of and monitor increases in web page usage figures.
Emphasize professional development for staff.	Increased participation in 2013.
Continue to be a family attraction in Monona with additional resources in Early Literacy Learning that foster love of reading, language skills, learning readiness and creativity.	Determine the amount of increase in youth program offerings and attendance and library checkouts of youth material.
Continue to correct external and internal building problems and continue to improve landscape and grounds.	Reduced costs on building maintenance. The extent of our gardens will increase; complete Board-approved building projects with Fund Balance money.
Provide more literacy and computer literacy programs, and	Compare statistics on an annual basis.

2013 Goal	Method for Measuring Success
market unique appointment-based reference and information services as well as online tutoring services.	
Continue to expand our focus on Health & Wellness with expanded programs for patrons.	Determine amount of programs and increase in collection size.
Continue to adapt to new Library operating software.	Continue to provide in-depth customer and staff training on new operating system. Work with other SCLS libraries to prompt system to implement development of new software features.
The Library Director will work with the Board to develop a Strategic Plan to set direction of Library for next 5 years.	Provide a planning platform for staff and community involvement and explore direction the Library needs to embark on for the next 5–10 years.

SIGNIFICANT PROGRAM CHANGES:

- We will implement RFID technology, saving staff time to devote to serving customers.
- We will complete additional building projects to increase the public ease-of-use of the building.
- We will expand our vision and capacity to focus on specific areas of outreach, such as health literacy, environmental literacy, and parental support.

GOAL ACHIEVEMENTS IN 2012:

- ***We augmented our operating budget by successfully seeking alternative funding sources. We were able to build new partnerships and strengthen existing relationships.***

  We received grants from the Madison Community Foundation, Susan G. Komen for the Cure, New Harvest Foundation, and American Library Association for additional funds for collections and programming. We are working on joint-programming with Gilda's Club of Madison, the Center for Patient Partnerships, the Wisconsin Well Woman Program, The Natural Step Monona, and the Aldo Leopold Foundation.

- ***We saw record participation in our Summer Reading Program.***

  The Library takes seriously its role as an educational institution by providing services and programs for children and their families during the summer. 1,122 people of all ages participated in the summer reading program in 2013.

- ***The Library eliminated overdue fines in 2012, increasing circulation, yet maintained the integrity of the City's investment in our collection by utilizing tools to prompt the return of library-owned materials.***

  Despite eliminating overdue fines, the amount of lost items remained steady compared to previous years. Circulation rose and Monona differentiated itself from nearby libraries. By utilizing a collection agency and online reminders for overdue items, we ensure that we see the return of our items, even without the "stick" of overdue fines.

- ***We implemented the first phase of the RFID project. We installed RFID-enabled self-checkout stations for patrons, increasing self service to over 60% of transactions. We tagged 58,000 items and installed new "smart" security gates.***

  We prepared to go live with RFID in 2013 by completing the first phases of the project.

- ***We continue to develop new special collections, for use by Monona residents and all residents within the South Central Library System. We continue to focus on boosting various forms of literacies of people in all age groups.***

  2012 saw the introduction of a "Tween" collection for children ages 9–12 plus the expansion of the Susan G. Komen Collection, the Health & Wellness Collection, the Sustainability Section, Parenting Collection, the Local Music Collection and New Harvest LGBT Collection. We take pride in our efforts to enrich the lives of our patrons.

- ***We continue to upgrade our technology offerings for patrons of all ages.***

  We continue to invest in technological upgrades for our patrons, including additional laptops for use by patrons in-house, plus new PCs for staff and patrons. We offered increased access to digital materials, such as e-books and downloadable audiobooks, complete with workshops for the public on accessing these resources.

- ***We improved patron access by opening up the top-level entryway and by redeveloping our service area. We improved the look of the building with new carpeting, newly painted walls, and a new entry feature to the Children's area.***

- ***We continue to aggressively cross-train staff on all procedures to maximize staff efficiency.***

  We are working to ensure that all staff members are fully trained in different functions of the Library, so that productivity can be maintained and maximized. All staff are expected to be fully proficient in technology troubleshooting, such as resetting servers, will have knowledge of both public and technical services, and will assist in public outreach.

GOALS NOT ACHIEVED IN 2012:

1. An updated Strategic Planning process was not undertaken.
2. We were unable to significantly expand our wireless Internet network.
3. We have not spent an adequate amount of time or attention on local history.

LIBRARY 2012
ACCOUNT JUSTIFICATION

REVENUES

ACCOUNT	AMOUNT	DESCRIPTION
202-46-41110-000 GENERAL PROPERTY TAXES	$ 440,286	Total reflecting 3% increase in City's appropriation.
202-46-43570-000 LSCA/LSTA GRANT	$ -0-	No anticipation of grant money from LSCA/LSTA.
202-46-43720-000 COUNTY AID FOR LIBRARIES	$ 207,273	Estimated Dane County aid for operations based on projections provided by Dane County.
202-46-43730-000 COUNTY AID FOR LIBRARY FACILITIES	$ 34,022	Estimated Dane County aid for facilities-use reimbursement.
202-46-46110-000 COPIER RECIEPTS	$ 3,000	Based on average estimated revenue.
202-46-46710-00 FINES	$ 7,500	Based on 2012 estimated circulation and revenue.
202-46-46720-000 BOOK AND AV RENTALS	$ -0-	We no longer charge rent for demand items.
202-46-46730-000 ROOM RENTALS	$ 2,400	Based on anticipated 2012 receipts.
202-46-48900-000 OTHER REVENUES	$ 1,100	SCLS "Net Lender" payment, for serving non-resident circulation and other revenue.
202-46-48900-100 VENDING MACHINES	$ 2,500	Estimated collection from vending machines to offset products purchased (see expenditures).
202-46-49300-002 FUND BALANCES APPLIED	$ 20,151	

EXPENDITURES

ACCOUNT	AMOUNT	DESCRIPTION
202-55-55110-110 UNION STAFF SALARIES	$ 46,542	Reflects Union contract-mandated increases for two employees.
202-55-55110-111 PROFESSIONAL SALARIES	$ 227,490	Library Director and four professional staff member, based on Library Board-approved salary schedule. In 2012, Library Board reclassified three positions as managerial positions from Union Staff positions.

(LIBRARY EXPENDITURES cont).

ACCOUNT	AMOUNT	DESCRIPTION
202-55-55110-112 SHIFT DIFFERENTIAL	$ 500	Evening and Sunday staff pay differential.
02-55-55110-117 LONGEVITY PAY	$ 500	Based upon 2012 budget.
202-55-55110-119 WAGES PART-TIME	$ 112,231	Part-time library assistants and pages, including seasonal and outdoor summer help.
202-55-55110-120 OVERTIME	$ -0-	No overtime allowed.
202-55-55110-130 FICA	$ 29,626	Estimate based on 2013 salaries.
202-55-55110-131 WISCONSIN RETIREMENT	$ 20,450	Estimate based on eligible salaries and changes to the Wisconsin Retirement System payments by the City.
202-55-55110-132 LIFE AND DISABILITY INSURANCE	$ 375	Based on staff participation.
202-55-55110-133 HEALTH INSURANCE	$ 49,047	Estimate based on staff participation.
202-55-55110-134 PROFESSIONAL DEVELOPMENT	$ 4,000	Knowledge workers need on-going training to meet community expectations. Increase from 2012.
202-55-55110-220 GAS AND ELECTRIC UTILITIES	$ 36,000	Represents the library's share; additional amount of 15% is paid from the Cable Fund for Library Media Room costs.
202-55-55110-221 TELEPHONE & INTERNET	$ 2,000	Based on actual costs experienced in 2012.
202-55-55110-222 WATER AND SEWER UTILITIES	$ 2,600	Based on estimated costs.
202-55-55110-240 SERVICE CONTRACTS	$ 36,500	Cleaning services, HVAC, elevator, fire suppression, copiers & printers, windows, and landscape.
202-55-55110-241 AUTO SHARED COST SYSTEM	$ 39,071	Cost set by shared automation agreement with SCLS.
202-55-55110-310 OFFICE SUPPLIES	$ 7,000	Processing of new materials as well as traditional office expenses are paid out of this line.
202-55-55110-312/321 POSTAGE /PUBLIC NOTICES	$ 600	Reflects 2012 expenses. $500 postage; $100 notices.

(LIBRARY EXPENDITURES cont).

ACCOUNT	AMOUNT	DESCRIPTION
202-55-55110-340 JANITORIAL SUPPLIES	$ 2,500	Necessary for building maintenance and cleaning.
202-55-55110-340 CHILDREN'S/YA SERVICES	$ 2,500	Used for storytimes, program supplies, and performers.
202-55-55110-3505 EQUIPMENT MAINT/REPAIR	$ 8,000	Based on expenses in 2012 and anticipated repair of equipment.
202-55-55110-351 BUILDING MAINTENANCE AND REPAIR	$ 8,000	Based on expenses in 2012 and anticipated repair of equipment.
202-55-55110-390 OTHER SUPPLIES/EXPENSES	$ 300	
202-55-55110-700 SOUTH CENTRAL LIBRARY SYSTEM	$ -0-	
202-55-55110-809 PERIODICAL, PAMPHLETS	$ 5,500	Increases by $500 2012 level.
202-55-55110-810 AV & SOFTWARE	$ 18,500	All DVD's, Books on CD, Playaways and gaming software for all age levels. Maintains 2012 level.
202-55-55110-811 ADULT BOOKS	$ 17,500	Maintains 2012 level.
202-55-55110-812 CHILDREN'S BOOKS	$ 10,500	Maintains 2012 level.
202-55-55110-813 YOUNG ADULT BOOKS	$ 3,200	
202-55-55110-814 LARGE PRINT BOOKS	$ 2,700	
202-55-55110-815 REFERENCE BOOKS	$ 200	Reflects decrease of demand as online resources are predominant as reference tool.
202-55-55110-817 ELECTRONIC INFO SOURCES	$ 4,500	Online subscriptions and services.
202-55-55110-818 BOOK LEASE PROGRAM	$ -0-	Plan discontinued in 2007.
202-55-55110-819 VENDING MACHINE EXPENSE	$ 2,300	Cost of products for vending machine. Pass through since we (usually) show profit on revenue side.

(LIBRARY EXPENDITURES cont).

ACCOUNT	AMOUNT	DESCRIPTION
202-55-55110-850 FUTURE LIBRARY FACILITIES	$ -0-	N/A
202-55-57610-851 TECHNOLOGY ENHANCEMENTS	$ 4,000	Upgrades to building's wireless network and replacement of patron PCs.
202-55-57610-852 EXTERIOR REPAIRS	$ -0-	N/A
202-55-59210-212 CITY ACCOUNTING/AUDIT SERVICES	$ 4,500	No change.
202-55-5921-510 INSURANCE	$ 11,000	No change.

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET

---	**COMMUNITY CENTER**									
---	REVENUES									
204-46-41110-000	GENERAL PROPERTY TAXES	-	-	-	-	140,752	140,752	143,843	143,843	144,843
204-46-46740-100	COMMUNITY CENTER RENTAL FEES	37,599	32,848	32,533	14,092	32,000	38,000	35,000	35,000	35,000
204-46-46740-120	CONCESSIONS	2,707	1,124	552	25	500	1,200	600	600	600
204-46-46740-200	COMMUNITY CENTER BAR LEASE	1,201	918	788	243	800	1,000	500	500	500
204-46-46740-300	CC EQUIPMENT RENTAL	379	142	-	-	-	200	100	100	100
204-46-46740-400	SECURITY PERSONNEL FEE	-	-	-	-	-	-	-	-	-
204-46-48900-000	OTHER REVENUES	-	-	(2)	-	-	-	-	-	-
204-46-49210-000	TRANSFER FROM GENERAL FUND	-	-	-	60	-	-	-	-	-
---		41,886	35,032	33,871	14,420	174,052	181,152	180,043	180,043	181,043

---	EXPENDITURES									
204-55-55140-110	ADMINISTRATIVE SALARIES	76,373	81,608	79,455	41,993	83,104	82,163	88,807	88,807	88,807
204-55-55140-111	OTHER PERSONNEL SERVICES	270	-	-	-	-	-	-	-	-
204-55-55140-112	SHIFT DIFFERENTIAL	949	833	805	415	828	1,010	1,010	1,010	1,010
204-55-55140-114	JANITORIAL SALARIES	611	-	-	-	-	-	-	-	-
204-55-55140-117	LONGEVITY PAY	-	-	-	-	-	-	-	-	-
204-55-55140-120	OVERTIME	7,214	7,377	4,058	1,655	3,744	6,100	5,500	5,500	5,500
204-55-55140-130	FICA	6,426	6,733	6,174	3,301	6,707	6,829	7,292	7,292	7,292
204-55-55140-131	WISCONSIN RETIREMENT	7,592	8,512	8,173	3,648	6,568	7,495	6,339	6,339	6,339
204-55-55140-132	LIFE & DISABILITY INSURANCE	240	116	124	33	40	250	250	250	250
204-55-55140-133	HEALTH INSURANCE	17,708	21,155	20,342	8,189	16,174	23,420	16,396	16,396	16,396
204-55-55140-134	PROFESSIONAL DEVELOPMENT	604	480	658	185	500	500	500	500	500
204-55-55140-137	UNIFORM ALLOWANCE	114	216	241	-	250	250	250	250	250
204-55-55140-220	GAS & ELECTRIC UTILITIES	36,062	35,354	33,076	12,059	30,000	30,000	30,000	30,000	30,000
204-55-55140-221	TELEPHONE	2,743	2,788	4,021	2,388	4,000	3,000	3,500	3,500	3,500
204-55-55140-222	WATER & SEWER UTILITIES	2,161	-	2,587	1,235	4,000	5,410	6,000	6,000	6,000
204-55-55140-240	SERVICE CONTRACTS	6,892	6,229	4,325	5,860	7,000	7,000	7,000	7,000	7,000
204-55-55140-310	OFFICE SUPPLIES	388	1,152	992	323	1,100	1,000	1,000	1,000	1,000
204-55-55140-312	POSTAGE	-	-	-	-	-	25	-	-	-
204-55-55140-339	CONCESSION EXPENSES	2,348	719	-	3	3	-	-	-	-
204-55-55140-344	JANITORIAL SUPPLIES	3,677	2,099	1,615	974	2,500	2,500	2,000	2,000	2,000
204-55-55140-350	EQUIPMENT MAINT & REPAIR	3,498	6,749	2,372	900	2,000	2,000	-	-	-
204-55-55140-351	BUILDING MAINT & REPAIR	3,250	3,573	4,363	2,878	4,200	2,000	4,000	4,000	4,000
204-55-55140-352	ADVERTISING	413	432	190	-	200	200	200	200	1,200
204-55-55140-353	BUILDING SECURITY PERSONNEL	-	-	-	-	-	-	-	-	-
---	TOTAL COMMUNITY CENTER	179,533	$186,125	173,571	86,039	172,918	181,152	180,043	180,043	181,043

						1,134				
---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			127,267		125,593	-1%			
---	NON-PERSONNEL			53,885		55,450	3%			
---	TOTAL			181,152		181,043	0%			

DEPARTMENT	**Community Rec. Services**
PROGRAM BUDGET	**Community Ctr. Operations**
ACCOUNT	**204**

MISSION OF DEPARTMENT:

The Monona Community Center is a great place to celebrate a wedding reception, family reunion, party, or class. It is our mission to respond to the needs of our community as it grows and changes. We will provide timely and excellent customer service to give user groups the best accommodation possible.

CHALLENGES AND OPPORTUNITIES AHEAD:

The Community Center will be 49 years old in 2012 and continues to experience mechanical issues, high heating and cooling costs, and outdated aesthetics. The challenge is whether the building will be able to meet the current programming needs of the Recreation Department and Senior Center, as well as the current and future needs of the community as a gathering place and revenue source (through rentals) for the City. A building study will be done in 2012 to investigate whether a retrofit, or possibly a new building, is in the best interest of the City. The Center also houses the Parks & Recreation Department offices. As programming increases, so does the need for storage which the Community Center lacks.

LONG-TERM GOALS FOR THE DEPARTMENT:

1. Determine how the Center is currently being used (i.e., rentals, fee-waiver groups, classes from Rec. Dept. and Senior Center) and determine the best possible use of the building.
2. Continue to provide excellent customer service from reserving rooms to the setup and takedown of the facility.
3. Renovation of existing building or plans for a new building depending on building study in 2012.

ACCOMPLISHMENTS IN 2012:

1. MG&E bills have decreased due to new HVAC system.
2. Renovation of the Lounge Room with new flooring system and cabinets/countertop to serve the growing use of the room as an active exercise room.
3. Updated policy guide and City website to provide more information to prospective renters.

2013 SIGNIFICANT CHANGES:

1. Place Ad in Wedding Planner and have a more focused marketing effort to increase rentals on weekends.
2. Conduct comprehensive analysis of area rental facilities and determine if policies/prices need to change in order to compete in environment.

COMMUNITY RECREATION SERVICES - COMMUNITY CENTER
ACCOUNT JUSTIFICATIONS

REVENUES

ACCOUNT	AMOUNT	DESCRIPTION
204-46-41110-000 GENERAL PROPERTY TAXES	$ 144,843	Amount needed to subsidize Community Center.
204-46-46740-100 COM. CENTER RENTAL FEES	$ 35,000	Fees based on rental time for half-day/full-day during the week and 3-hour/6-hour time limit on the weekends.
204-46-46740-120 CONCESSIONS	$ 600	Percentage income from soda machine and vending machine sales.
204-46-46740-200 COM. CENTER BAR LEASE	$ 500	Contractual rent paid by lessee for the purpose of managing the Community Center bar. Ten percent (10%) of monthly receipts not to exceed a yearly total of $3,600.
204-46-46740-300 COM. CENTER EQUIPMENT RENTAL	$ 100	TV/VCR/DVD, microphone/podium, stage LCD/overhead projector, white boards, coffee pot rentals.
204-46-48900-000 OTHER REVENUE	$ -0-	

EXPENDITURES

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55140-110 SALARIES	$ 88,807	Park & Rec. Director salary (46%) Part-time office assistant 494 hours (50%) Maintenance Worker II salary (100%) Lead Maintenance Worker salary (20%) Rec/Aquatic Supervisor salary 198 hours (15%)
204-55-55140-111 OTHER PERSONNEL SERVICES	$ -0-	Special services performed by the Public Works Department at the Community Center.
204-55-55140-112 SHIFT DIFFERENTIAL	$ 1,010	$0.50/hour as specified by Office/Maintenance Union contract.
204-55-55140-117 LONGEVITY	$ -0-	
204-55-55140-120 OVERTIME	$ 5,500	Overtime is paid for all hours over 8 hours per day for Maintenance Worker II.
204-55-55140-130 FICA	$ 7,292	Social Security at 7.65%.
204-55-55140-131 WISCONSIN RETIREMENT	$ 6,339	City Share of Wisconsin Retirement. Employee Share is 6.65% for FT employees, 6.65% for PT assistant.

(COMMUNITY CENTER EXPENDITURES cont.)

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55140-132 LIFE & DISABILITY INSURANCE	$ 250	City share of premiums.
204-55-55140-133 HEALTH INSURANCE	$ 16,396	Full coverage for Maintenance Worker II, and Director, pro-rated share (20%) of coverage for Lead Maintenance Worker.
204-55-55140-134 PROFESSIONAL DEVELOPMENT	$ 500	Prorated coverage fees to attend state conference and membership in professional organization for Director and Rec/Aquatic Supervisor.
204-55-55140-137 UNIFORM ALLOWANCE	$ 250	Uniforms for maintenance staff per union contract.
204-55-55140-220 GAS AND ELECTRIC UTILITIES	$ 30,000	Gas based on 2011 actual and 2012 projected. Reduction in usage/cost due to new air handler and thermostats.
204-55-55140-221 TELEPHONE	$ 3,500	Regular phone lines include Senior Center main phone, Community Center fax machine and 2 lines for the fire alarm system. Also includes cell phones for Director, Rec/Aquatic Supervisor, and Maintenance II Worker.
204-55-55140-222 WATER & SEWER UTILITIES	$ 6,000	Water and sewer charges based on 2011 actual and 2012 estimated.
204-55-55140-240 SERVICE CONTRACTS	$ 7,000	$650 copier service contract, $1,700 elevator service, $432 fire alarm monitoring, $800 fire and smoke alarm, $530 automatic door openers; preventative maintenance for HVAC Kilgust contract at $2,916/year. Based on 2011 and 2012 actuals.
204-55-55140-310 OFFICE SUPPLIES	$ 1,000	Includes computer supplies, paper, pens, and miscellaneous office supplies.
204-55-55140-312 POSTAGE	$ -0-	Postage for Community Center operations.
204-55-55140-339 CONCESSION EXPENSE	$ -0-	Includes gross expenses for community center's sale of soda, coffee, etc.
204-55-55140-344 JANITORIAL SUPPLIES	$ 2,000	Includes cleaning supplies, paper products, small equipment as needed.
204-55-55140-350 EQUIPMENT MAINTENANCE & REPAIR	$ -0-	Expense moved to Building Maintenance & Repair.
204-55-55140-351 BUILDING MAINTENANCE & REPAIR	$ 4,000	Repair and maintenance costs to the Community Center, including grounds.
204-55-55140-352 ADVERTISING	$ 1,200	Yellow Pages ad for Community Center and Senior Center - $200. Ad in *Wedding Planner Guide* - $800. *Herald-Independent* ad - $200

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**RECREATION**									
---	REVENUES									
204-46-41110-000	GENERAL PROPERTY TAXES	-	-	-	-	37,660	37,660	42,127	42,127	41,627
204-46-46720-200	RECREATION PROGRAM FEES	46,770	38,342	46,626	20,879	44,000	41,500	44,000	44,000	44,000
204-46-46720-210	ADULT SPORTS PROGRAM FEES	4,138	16,535	16,025	9,666	16,000	18,000	16,000	16,000	16,000
204-46-46720-220	YOUTH BASEBALL / SOFTBALL FEES	11,046	13,591	13,974	16,395	16,431	13,000	17,000	17,000	17,000
204-46-46720-230	TENNIS PROGRAM FEES	10,330	9,549	8,574	3,725	7,000	7,000	7,000	7,000	7,000
204-46-46720-260	CONTRACTED SERVICES	-	-	-	10,645	15,000	9,000	10,000	10,000	10,000
204-46-46720-240	YOUTH RECREATION GRANTS	-	-	-	-	-	-	-	-	-
204-46-46720-241	PARK SHELTER ADMIN FEE	-	-	-	642	1,073	1,350	1,000	1,000	1,000
204-46-46720-250	CANOE/KAYAK RENTAL	1,560	1,260	1,260	720	900	1,000	1,000	1,000	1,000
	PARK FIELD RENTAL	-	-	-	-	-	-	4,000	4,000	7,000
	SPECIAL EVENT REVENUE	-	-	-	-	-	-	-	-	7,500
204-46-49210-000	TRANSFER FROM GENERAL FUND	-	-	-	-	-	-	-	-	-
---		$73,844	$79,277	86,459	62,672	138,064	128,510	142,127	142,127	152,127

---	EXPENDITURES									
204-55-55300-110	ADMINISTRATIVE SALARIES	18,629	27,356	30,774	16,196	31,882	33,952	32,980	32,980	32,980
204-55-55300-111	OTHER PERSONNEL SERVICES	-	-	-	-	-	-	-	-	-
204-55-53000-112	SHIFT DIFFERENTIAL	-	-	-	-	-	-	-	-	-
204-55-55300-119	WAGES, PART-TIME	23,168	30,919	46,802	20,131	56,051	35,000	40,000	40,000	40,000
204-55-55300-130	FICA	2,758	4,067	5,414	2,560	6,727	5,275	5,583	5,583	5,583
204-55-55300-131	WISCONSIN RETIREMENT	1,469	1,843	2,663	858	1,708	1,708	2,193	2,193	2,193
204-55-55300-132	LIFE & DISABILITY INSURANCE	38	38	63	11	12	50	50	50	50
204-55-55300-133	HEALTH INSURANCE	5,179	4,967	5,282	2,985	5,978	8,850	5,971	5,971	5,971
204-55-55300-134	PROFESSIONAL DEVELOPMENT	395	333	705	330	700	700	1,000	1,000	1,000
204-55-55300-214	CONTRACTED SERVICES	6,000	12,052	8,566	3,033	13,000	8,000	8,500	8,500	8,500
204-55-55300-312	POSTAGE	250	-	-	-	100	100	100	100	100
204-55-55300-340	RECREATION PROGRAM	32,035	25,352	24,343	14,671	24,000	21,850	24,000	24,000	24,000
204-55-55300-341	YOUTH BASEBALL / SOFTBALL PROGRAM	8,878	9,084	6,356	11,821	12,565	6,000	8,000	8,000	8,000
204-55-55300-342	ADULT SPORTS PROGRAM	214	3,114	2,225	2,019	3,000	2,000	2,000	2,000	2,000
204-55-55300-343	YOUTH SOCIAL / CULTURAL PROGRAMS	439	457	436	661	661	-	-	-	-
204-55-55300-344	TENNIS PROGRAM	306	507	32	-	-	-	-	-	-
204-55-55300-345	CONOE/KAYAK EXPENSE	69	-	-	-	-	25	-	-	-
	VEHICILE FUEL	-	-	-	-	300	-	750	750	750
	PARK FIELD MAINTENANCE	-	-	-	-	-	-	6,000	6,000	7,000
	SPECIAL EVENT EXPENDITURES	-	-	-	-	-	-	-	-	9,000
204-55-55300-346	ACTIVE NETWORK FEE	4,183	5,020	2,522	2,638	7,000	5,000	5,000	5,000	5,000
204-55-59210-100	TRANSFER TO GENERAL FUND	-	-	-	-	-	-	-	-	-
---	TOTAL RECREATION	$104,010	$125,109	136,183	77,914	163,684	128,510	142,127	142,127	152,127

						(25,620)				
---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			84,835		86,777	2%			
---	NON-PERSONNEL			43,675		65,350	50%			
---	TOTAL			128,510		152,127	18%			

DEPARTMENT Community Recreation
PROGRAM BUDGET Comm. Recreation Services
ACCOUNT 204

MISSION OF DEPARTMENT:

Our primary mission is to ensure citizens of Monona an opportunity to participate in recreational activities of interest to them.

CHALLENGES AND OPPORTUNITIES AHEAD:

1. To provide recreational opportunities for people of all ages at an affordable price in the City of Monona. Staff will continue to work on relationships with the Monona Grove School District, Cottage Grove Parks & Recreation Department, and local businesses to run joint programs that will benefit everyone.
2. Meeting the recreational needs of a changing demographic with more young families moving into and around Monona.

LONG-TERM GOALS FOR THE DEPARTMENT:

1. To be the leader in innovative recreational programs and continue to meet the demand for people of all ages in the community.
2. Look for new locations for classes/programs. We heavily use the Community Center and schools for programs. Another location could allow for more community/group use of the Community Center.

ACCOMPLISHMENTS IN 2012:

1. Started a new youth soccer program for kids in grades Pre-K–2; over 100 kids participated.
2. Offered new special events, including Candlelight Snowshoe Hike/Bonfire; MLB Pitch, Hit, & Run; NFL Punt, Pass, & Kick; Halloween Spooktacular; Hoot Hoot Hustle.
3. Coordinated/ran the Fall Festival under the Parks & Recreation umbrella.
4. Coordinated with a professional design firm for the City newsletter and changed the schedule to Winter/Spring and Summer/Fall.
5. Offered an early-bird discount program for summer programs which was extremely popular.
6. Youth baseball and softball had a 40% increase in registration to over 300 kids this year.
7. Fall Youth Dance Program had a 38% increase in registration over fall 2011.
8. New programs included Pee Wee Music, Parent/Tot Music, Winter/Fall Tumbling, and Adult Couch to 5K Running program.
9. Developed a comprehensive business sponsorship guide. Received more sponsorships this year than in previous years.

2013 SIGNIFICANT PROGRAM CHANGES:

1. Hire a seasonal office assistant for March–October in lieu of a summer -only office assistant and intern.
2. Partner with a Friends of Monona Parks & Recreation group that can be involved in fundraising and organization of special events.
3. Offer a non-resident "Buy-In" pass that allows non-residents to receive the resident rate for recreation programs. With Nuestro Muendo students and nearby Madison neighborhoods, this program will increase the amount of participation in our programs.
4. Add a new Daddy/Daughter Dance in February around Valentine's Day.

"Enjoying a pumpkin from the 2012 Fall Festival"

PARK AND RECREATION DEPARTMENT - RECREATION SERVICES
ACCOUNT JUSTIFICATION

RECREATION REVENUES

ACCOUNT	AMOUNT	DESCRIPTION
204-46-41110-000 GENERAL PROPERTY TAXES	$ 41,627	Amount needed to subsidize recreation programs.
204-46-46720-200 YOUTH RECREATION PROGRAM FEES	$ 44,000	This includes all fees charged for youth recreation programs.
204-46-46720-210 ADULT RECREATION PROGRAM FEES	$ 16,000	Fees for all adult recreation programs including Zumba, Yoga, Chicago Shopping Trip, Open Basketball, Open Volleyball.
204-46-46720-220 YOUTH BASEBALL/SOFTBALL FEES	$ 17,000	Fees and sponsorship money for Youth Baseball/Softball program. Based on 2012.
204-46-46720-230 TENNIS PROGRAM FEES	$ 7,000	Registrations for spring, summer and fall recreation classes and USTA leagues.
204-46-46720-260 CONTRACTED SERVICES	$ 10,000	Revenue for MG sport camps and other independent contractors who provide programs under Monona Recreation.
PARK SHELTER ADMINISTRATIVE FEE	$ 1,000	$10 administrative fee per park shelter reservation to account for staff time. Based on 135 shelter rentals.
204-46-46720-250 CANOE/KAYAK RENTAL	$ 1,000	Canoe/Kayak rental fees from Lottes, Frostwoods Beach and Schluter Beach parks.
PARK FIELD RENTAL	$ 7,000	Fees for renting athletic fields in Monona and additional money collected from Park & Rec programs using fields to make maintenance improvements.
SPECIAL EVENT REVENUE	$ 7,500	

EXPENDITURES

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55300-110 ADMINISTRATIVE SALARIES	$ 32,980	27% of Park & Rec. Director salary 20% of Office Assistant for 198 hours 35% of Rec/Aquatic Supervisor salary
204-55-5530-119 WAGES, PART-TIME	$ 40,000	Youth Recreation: $30,000 Adult Recreation: $10,000
204-55-55300-130 FICA	$ 5,583	Social Security at 7.65%.

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55300-131 WISCONSIN RETIREMENT	$ 2,193	Wisconsin Retirement at 6.63%.
204-55-55300-132 LIFE AND DISABILITY INSURANCE	$ 50	City share of premiums.
204-55-55300-133 HEALTH INSURANCE	$ 5,971	27% of Park &Rec Director's coverage 35% of Rec/Aquatic Supervisor's coverage
204-55-55300-134 PROFESSIONAL DEVELOPMENT	$ 1,000	50% Membership in WPRA for Director and Supervisor - $130 and fees for attending state conference - $670.
204-55-55300-214 CONTRACTED SERVICES	$ 8,500	Expenses for contracted recreation programs including MG sport camps, soccer and science camps.
204-55-55300-312 POSTAGE	$ 100	Postage for all recreation programs.
204-55-55300-340 YOUTH RECREATION EXPENSES	$ 24,000	Summer program equipment, supplies, marketing costs: $12,000 Fall/winter/spring program equipment/supplies/ marketing costs: $12,000
204-55-55300-341 YOUTH BASEBALL/SOFTBALL PROGRAM	$ 8,000	Equipment and uniform expense. *New in 2013* Kids will have to supply their own helmets due to lice concerns over sharing helmets.
204-55-55300-342 ADULT RECREATION EXPENSES	$ 2,000	Bus cost for field trips, admission entrance fees, exercise class equipment expense.
204-55-55300-343 YOUTH SOCIAL/CULTURAL PROGRAMS	$ -0-	Expense now in Youth Recreation Expenses.
204-55-55300-344 TENNIS PROGRAM	$ -0-	Expense now in Youth Recreation Expenses.
204-55-55300-345 CANOE/ KAYAK	$ - 0	Canoe/Kayak rack expenses – printing of stickers and replacement of rubber on racks. Expense now included office supplies line item.
VEHICLE FUEL & MAINTENANCE	$ 750	Fuel and maintenance for the former buildings/grounds truck now used by Rec. Dept.
PARK FIELD MAINTENANCE	$ 7,000	$5,000 for topdressing athletic fields, $500 for field lining material, $1,000 for baseball diamond mix.
SPECIAL EVENT EXPEDITURES	$ 9,000	
ACTIVE NETWORK FEES	$ 5,000	Transaction fees for using online registration software ActiveNet.

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**SENIOR CENTER**									
---	REVENUES									
204-46-41110-000	GENERAL PROPERTY TAXES	-	-	-	-	147,021	147,021	160,452	163,439	163,919
204-46-43570-000	CULTURE & RECREATION GRANT	2,256	3,102	2,884	1,790	3,900	3,900	3,900	3,900	3,900
204-46-46710-200	FUND RAISING REVENUES	-	-	-	-	-	-	-	-	-
204-46-46710-300	SENIOR CENTER PROGRAM FEES	8,321	8,650	8,883	3,471	9,000	8,000	8,000	8,000	8,000
204-46-46710-400	NEWSLETTER ADVERTISING	180	1,769	1,610	1,803	1,803	2,000	2,000	2,000	2,000
204-46-49210-000	TRANSFER FROM GENERAL FUND	-	-	-	-	-	-	-	-	-
---		10,757	$13,521	13,377	7,064	161,724	160,921	174,352	177,339	177,819

---	EXPENDITURES									
204-55-55310-110	ADMINISTRATIVE SALARIES	43,037	49,834	55,020	32,100	62,602	51,327	62,830	62,830	62,830
204-55-55310-119	WAGES, PART-TIME	13,496	13,813	24,579	13,574	26,858	26,858	28,426	28,426	28,426
204-55-55310-130	FICA	4,753	5,340	6,568	3,697	6,844	5,981	6,981	6,981	6,981
204-55-55310-131	WISCONSIN RETIREMENT	5,697	6,850	6,941	2,852	6,000	4,613	6,069	6,069	6,069
204-55-55310-132	LIFE & DISABILITY INSURANCE	108	108	121	41	45	110	110	110	110
204-55-55310-133	HEALTH INSURANCE	6,108	6,478	7,324	2,761	5,593	7,618	5,522	5,522	5,522
204-55-55310-134	PROFESSIONAL DEVELOPMENT	384	425	513	665	1,500	1,500	1,500	1,500	1,500
204-55-55310-214	CONTRACTED SENIOR SERVICES	32,647	35,368	34,508	15,457	37,097	37,097	37,097	39,517	40,243
204-55-55310-310	OFFICE SUPPLIES	1,122	640	885	904	1,500	1,500	1,500	1,500	1,500
204-55-55310-312	POSTAGE	357	1,105	6	-	400	400	400	400	400
204-55-55310-339	FUND RAISING EXPENSES	-	-	-	-	-	-	-	-	-
204-55-55310-340	SENIOR PROGRAM EXPENSES	7,027	6,441	10,024	3,965	9,100	9,109	9,109	9,109	9,109
204-55-55310-346	SENIOR TRANSPORTATION	-	-	-	-	-	-	-	-	-
204-55-55310-342	PROGRAM DEVELOPMENT (HOME CHORE	5,203	5,435	4,661	2,039	5,230	5,230	5,230	5,230	5,230
204-55-55310-343	TRANSPORTATION	3,725	4,291	3,641	1,740	3,900	3,900	3,900	3,900	3,900
204-55-55310-344	CASH SHORT/OVER	-	-	-	(5)	-	-	-	-	-
204-55-55310-345	RSVP	4,762	4,760	5,514	1,924	5,678	5,678	5,678	6,245	5,999
---	TOTAL SENIOR SERVICES	$128,426	$140,888	160,305	81,714	172,347	160,921	174,352	177,339	177,819

		CURRENT YEAR	PROPOSED	DIFFERENCE
---	PERSONNEL	96,507	109,938	14%
---	NON-PERSONNEL	64,414	67,881	5%
---	TOTAL	160,921	177,819	11%

DEPARTMENT	**Community Rec. Service**
PROGRAM BUDGET	**Senior Services**
ACCOUNT	**204**

MISSION OF DEPARTMENT:

The mission of the Monona Senior Center is to provide Senior Citizens with education, social, recreation, health and fitness programs as well as volunteer opportunities. We strive to enhance the dignity, support the independence and enrich the quality of lives of and advocate for older adults.

CHALLENGES AND OPPORTUNITIES FOR 2013:

1. **MATC CLASSES:** For years the Monona Senior Center has been an outreach site for computer and other classes as part of the Adult and Continuing Education Program. Due to some recent changes, computer classes offered through MATC are unsuccessful and are affecting revenue capacity for the Senior Center. Classes that used to cost our students $4 are now $60–$80 with the senior discount. In addition, MATC takes a minimum and maximum of 10 students for each of these classes. Over time, students have stopped trying to register for these classes because they are regularly cancelled. All summer classes in 2012 were cancelled due to low enrollment, and we have yet to hold a fall computer class for MATC. The Senior Center is fortunate to have Dan Ekloff who volunteers to offer loosely-structured classes for older adults who need assistance with internet and e-mail issues. Starting this fall, we will charge a small fee to students who take Dan's classes. Although Dan does not charge anything for his teaching services, the bit of revenue will assist the Senior Center tremendously. In addition, we will pursue contracting teachers to offer classes beyond internet and e-mail at the Center.
2. **INCREASED SCHOLARSHIP REQUESTS:** It is a reality that the Senior Center needs to charge for more classes than we have in the past in order to keep our budget neutral. However, we are already seeing a rapid increase in scholarship requests from program participants. Scholarships are granted from the Friends of the Monona Senior center to help ALL older adults benefit from our programs. In order to keep participants feeling welcome and involved, we will need to continue to encourage use of the scholarship program so increased fees do not serve as a barrier to participation.
3. **SPACE LIMITATIONS**: We continue to use alternate locations for programs in order to address the increased space concerns at the center. The Community Center holds Pilates, Stretch and Tone, special events, meetings and Tai Chi classes. We have transferred our book club to the library, and they have now taken that program under their program umbrella. The library also hosts a brain fitness class and yoga on a regular basis. We are appreciative of the accommodations,
4. **THE FRIENDS OF THE MONONA SENIOR CENTER** continues to offer great opportunities for the development of our senior services. The current board leadership has taken on special community events such as Concerts in the Park and Swing into Spring, and they will be helping with the Fall Festival. They continue to seek alternative sources to fund Senior Center services, although granters seem to be more program-specific, and the Senior Center does not have the space or time to accommodate new programs.
5. **INCREASE IN BUSINESS SPONSORSHIPS AND SUPPORT:** Due to our successful programs with high participation, the Monona Senior Center continues to be an attractive outlet for area senior services to offer support. Therefore, we have been able to fully fund (both supplies and entertainment) three summer ice cream socials, euchre and special events refreshments, monthly birthday cake, monthly bingo lunch events, newsletter advertisements and more. We appreciate the "extras" these businesses offer Monona residents.
6. We have been unable to secure an intern for this year, meaning additional work for staff.

LONG-TERM GOALS FOR THE DEPARTMENT:

The Senior Center will continue to meet the needs of a changing senior population, offering seniors the education, social and recreational experiences they seek based on their ideas, requests, and concerns. Monona's Senior Commission has determined that the long term goals of this committee include:

- Continue to explore fund raising and grant possibilities that will require less staff time and better financial results. Objective: Apply for at least one grant in 2013. (Ongoing/2013)
- Create a more positive image of the Monona Senior Center through positive promotion, publicity, and exposure. Objective: Update Senior Center brochure by November 2013 (2013).
- Advocate for seniors in Monona by understanding the needs of the senior community. Objective: Accomplish two presentations for community groups, telling them about the Senior Center programs and services.(Ongoing/2013).
- Continue research into electronic attendance systems in order to increase staff efficiency as program and participant numbers continue to increase and make a plan for future use by October 2013. (2013)

SIGNIFICANT PROGRAM, COST, AND PERSONNEL CHANGES:

- The Monona Senior Center continues to increase the number of quality programs offered to retirees in the community. In 2009, we offered 1,123 programs and in 2011, we offered 1,450 programs. This is a 29% increase in the number of programs offered. This change is a direct result of the additional part-time Project Assistant.
- In 2011, we saw a 3% increase in attendance over the previous year. Unduplicated numbers rose by 11% from 2010 to 2011, showing we are reaching a larger number of different people.

ANALYSIS OF PROPOSED BUDGETS:

2013 Department Budget: The proposed budget will allow us to meet the current needs of the senior community. The additional fees will hope to close a potential revenue gap due to the lack of MATC classes.

2013 Committee Budget is to be determined.

2013 Executive Budget is to be determined.

GOAL ACHIEVEMENTS IN 2012:

1. We continue to coordinate sponsorship for events with area businesses. Due to increased contact with partnering agencies, we have been able to negotiate discounted prices for performances and speakers. By booking multiple events in the same area on the same day, we have been able to eliminate mileage costs or receive discounts, allowing us to bring in high-quality speakers and entertainers.
2. New programs in 2012 included **Brunch for your Brain**, a pilot program with a focus on brain fitness that will be evidence-based after the pilot is complete; **News Currents**, an interactive current events program facilitated by a volunteer from Legacy Gardens who covers news, science and more; **Internet and E-mail classes with Dan Ekloff**; **monthly lunch** provided by Harmony Living Center in McFarland prior to the Friday movie.
3. Assisted the Friends of the Monona Senior Center organization with the *Swing into Spring* event at Monona Grove High School and Summer Concerts in Winnequah Park, which were fully funded by business sponsors.
4. We have increased the number of volunteers assisting with various aspects of Senior Center programs and projects. We have a volunteer to input calendar events on the website and a volunteer facilitator of the Brunch for your Brain program.

5. **Fundraising/Donations**: **Holiday House Bazaar** ($750). Corporate sponsorship fully supported our annual Volunteer Appreciation ($1,500) as well as additional programs for $925. Craft sales to date for 2012 total $321.

GOALS NOT ACHIEVED IN 2012: None.

SENIOR SERVICES 2013
ACCOUNT JUSTIFICATIONS

REVENUES

ACCOUNT	AMOUNT	DESCRIPTION
204-46-41110-000 GENERAL PROPERTY TAXES	$ 163,919	Amount needed to subsidize Senior Center.
204-46-43570-000 CULTURE/RECREATION GRANT	$ 3,900	County transportation grant.
204-46-46710-200 FUNDRAISING REVENUES	$ -0-	Discontinue fundraising as part of operating budget.
204-46-46710-300 SENIOR CENTER PROGRAM FEES	$ 8,000	Includes revenues incurred for general programs of $3,500 MATC building rental - $1,000, and other miscellaneous programs - $2,500.
204-46-46710-400 NEWSLETTER ADVERTISING	$ 2,000	Revenues from additional advertisers obtained beyond those necessary to publish newsletter.

EXPENDITURES

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55310-110 ADMINISTRATIVE SALARIES	$ 62,830	Senior Center Director's salary.
204-55-55310-119 WAGES, PART-TIME	$ 28,426	Includes 988 hours (19 hours/week) for two Project Assistants.
204-55-55310-130 FICA	$ 6,981	Social Security.
204-55-55310-131 WISCONSIN RETIREMENT	$ 6,069	Wisconsin Retirement at 6.63%.
204-55-55310-132 LIFE AND DISABILITY INSURANCE	$ 110	City share of premiums.
204-55-55310-133 HEALTH INSURANCE	$ 5,522	Health allocation for Senior Center Director buyout option at $573 per month.
204-55-55310-134 PROFESSIONAL DEVELOPMENT	$ 1,500	Memberships: WASC $65, NCOA $145 Conferences for 2 staff: $700, ESN $45
204-55-55310-214 CONTRACTED SENIOR SERVICES	$ 40,243	Case management services.
204-55-55310-310 OFFICE SUPPLIES	$ 1,500	Copy machine service contract, printer ink, paper and other office supplies.

(SENIOR SERVICES EXPENDITURES cont.)

ACCOUNT	**AMOUNT**	**DESCRIPTION**
204-55-55310-312 POSTAGE	$ 400	Postage for senior programs.
204-55-55310-339 FUNDRAISING EXPENSES	$ -0-	Discontinued fundraising as part of operating budget. All fundraising dollars raised are collected in a donation account.
204-55-55310-340 SENIOR PROGRAM EXPENSES	$ 9,109	Expenses associated with programs offered through the Senior Center such as: holiday programs, Low Vision, Men's Breakfast, supplies, refreshments, entertainment, catered meals, etc.
204-55-55310-346 SENIOR TRANSPORTATION	$ -0-	Transportation to Monona Farmer's Market: DISCONTINUED.
204-55-55310-342 PROGRAM DEVELOPMENT (Home Chore)	$ 5,230	Request from Coalition for coordination of home chore services.
204-55-55310-343 TRANSPORTATION	$ 3,900	Grant from Dane County for group transportation; funding is used to pay for shopping trips to Woodman's and East Towne and transportation to the Low Vision Support group.
204-55-55310-345 RSVP	$ 5,999	RSVP (Retired Senior Volunteer Program) ride scheduler and mileage reimbursement for volunteer drivers.

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**OUTDOOR SWIMMING POOL**									
---	REVENUES									
204-46-41110-000	GENERAL PROPERTY TAXES	-	-	-	-	58,455	58,455	63,514	63,514	63,514
204-46-46730-100	PATCH SALES	30,457	33,724	36,170	37,996	42,366	36,000	38,000	38,000	38,000
204-46-46730-110	DAILY ADMISSIONS	44,494	66,619	61,190	25,050	64,056	60,000	61,000	61,000	61,000
204-46-46730-120	CONCESSIONS	17,607	19,232	19,375	9,858	22,843	20,000	22,000	22,000	22,000
204-46-46730-130	POOL RENTALS	12,319	15,644	14,987	2,320	17,571	15,000	17,000	17,000	17,000
204-46-46730-140	SWIMMING LESSONS	34,779	38,389	38,946	31,734	42,689	39,000	43,000	43,000	43,000
204-46-46730-150	ADVERTISING/PROMOTIONS	-	-	1,199	1,400	1,400	500	1,500	1,500	1,500
204-46-49210-000	TRANSFER FROM GENERAL FUND	-	-	-	-	-	-	-	-	-
---		$139,656	$173,608	171,867	108,358	249,380	228,955	246,014	246,014	246,014

---	EXPENDITURES									
204-55-55420-110	ADMINISTRATIVE SALARIES	21,108	23,759	37,632	19,494	38,501	35,160	39,947	39,947	39,947
204-55-55420-111	OTHER PERSONNEL SERVICES	6,237	6,739	10,430	15,730	21,255	9,500	12,000	12,000	12,000
204-55-55420-112	SHIFT DIFFERENTIAL	87	117	-	-	-	1,235	-	-	-
204-55-55420-119	WAGES, PART-TIME	89,821	105,661	95,062	25,247	100,191	90,000	97,000	97,000	97,000
204-55-55420-120	OVERTIME	-	-	-	-	-	-	-	-	-
204-55-55420-130	FICA	8,928	10,366	10,822	4,596	12,236	10,396	11,394	11,394	11,394
204-55-55420-131	WISCONSIN RETIREMENT	2,155	2,488	4,333	2,154	4,000	3,195	4,252	4,252	4,252
204-55-55420-132	LIFE & DISABILITY INSURANCE	50	58	93	14	15	92	92	92	92
204-55-55420-133	HEALTH INSURANCE	4,596	5,446	5,751	4,157	8,920	10,127	6,828	6,828	6,828
204-55-55420-134	PROFESSIONAL DEVELOPMENT	1,092	910	698	2,464	2,815	1,500	2,000	2,000	2,000
204-55-55420-220	GAS & ELECTRIC UTILITIES	23,119	23,796	19,297	3,131	18,000	20,000	19,000	19,000	19,000
204-55-55420-221	TELEPHONE	266	260	295	61	250	250	250	250	250
204-55-55420-222	WATER & SEWER UTILITIES	2,858	889	3,499	3,422	9,000	7,500	9,000	9,000	9,000
204-55-55420-310	OFFICE SUPPLIES	529	1,131	922	521	1,509	1,000	750	750	750
204-55-55420-312	POSTAGE	46	-	-	-	-	-	-	-	-
204-55-55420-338	POOL OPERATING SUPPLIES	16,688	17,477	19,806	19,140	26,000	19,000	23,000	23,000	23,000
204-55-55420-339	CONCESSION EXPENSES	13,819	15,039	15,253	7,022	17,600	13,500	14,000	14,000	14,000
205-55-55420-342	CASH OVER & SHORT	-	-	-	-	-	-	-	-	-
204-55-55420-350	EQUIPMENT MAINT & REPAIR	1,766	2,831	6,003	3,130	5,300	4,000	6,500	6,500	6,500
204-55-55420-351	BUILDING MAINT & REPAIR	897	617	1,799	677	1,000	2,500	-	-	-
204-55-59210-100	TRANSFER TO GENERAL FUND	-	-	-	-	-	-	-	-	-
---	TOTAL POOL	194,062	$217,584	231,695	110,960	266,592	228,955	246,014	246,014	246,014

						(17,212)				
---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			159,705		171,514	7%			
---	NON-PERSONNEL			69,250		74,500	8%			
---	TOTAL			228,955		246,014	7%			

DEPARTMENT PROGRAM BUDGET ACCOUNT

Community Rec. Services Outdoor Swimming Pool 204

MISSION OF DEPARTMENT:

Although the Monona Swimming Pool is only operational three months per year, it is a highly visible and well-used community service. We strive to offer safe and affordable services and programs for all ages, interests, and citizen groups. Uses include, but are not limited to, swim lessons, recreational swimming, water fitness, competition, and social events. Efficient and effective administration of the pool remains a top priority.

CHALLENGES AND OPPORTUNITIES AHEAD:

To continue to offer a first-class experience at a reasonable cost for members of the community. To attract and retain families by offering additional special events and activities geared for family participation.

LONG-TERM GOALS FOR THE DEPARTMENT:

1. Continued focus on preventive maintenance and upkeep of equipment as the pool increases in age.
2. Attract and retain families at the Monona Pool with special events and family activities.
3. Consider a new water feature or attached splash park in order to become a destination point throughout the county.
4. Consider developing a committee to review hours of operation and times available to pool patrons to maximize use by all invested user groups and define core purpose/mission of the Outdoor Pool.

ACHIEVEMENTS IN 2012:

1. Provided a safe swimming experience for over 50,000 patrons including open swim, swim lessons and pool rentals.
2. Met revenue goals for daily admissions, pool rentals, and swimming lessons.
3. Installation of new sand filters and a new audio system.
4. No major incidents/accidents resulting in injury.

2013 SIGNIFICANT PROGRAM CHANGES:

1. Continue to work on a marketing campaign to increase pool memberships before May 1 by offering an early-bird discount. Additional focus will be made on attracting new families from both Monona and surrounding areas.
2. Continue to allow a limited amount of advertisement on the fence inside of the pool swimming area for additional revenue.
3. Continue to open on Memorial Day weekend and close the weekend before Labor Day.
4. Small fee increase of $3 for swim lessons, season passes, and swim team rental due to increased operating costs.
5. Move to a management system of three (3) head lifeguards supervised by Recreation/Aquatic Supervisor.

COMMUNITY RECREATION SERVICES - SWIMMING POOL
ACCOUNT JUSTIFICATIONS

POOL REVENUES

ACCOUNT	AMOUNT	DESCRIPTION
204-46-49210-000 TRANSFER FROM GENERAL FUND	$ -0-	
204-46-41110-000 GENERAL PROPERTY TAXES	$ 63, 514	Amount needed to subsidize pool operations.
204-46-46730-100 SEASON PASS SALES	$ 38,000	Monona family (up to 5 members): $128 Non-resident family (up to 5 members): $218 Additional family member: $25 Early sign-up discount by May 1: ($10) Monona individual: $58 Non-resident individual: $98 Monona senior (62 and older): $43 Non-resident senior (62 and older): $53 Early sign-up discount by May 1: ($5)
204-46-46730-110 DAILY ADMISSIONS	$ 61,000	Sale of daily admission to the pool. All pool revenues (except lessons) are net sales tax. Daily fees for over the age of 1: $3.00 for Monona residents $4.00 for non-residents $2.00 Night Swim (res & non-res), Mon-Fri (6:30-8:30 pm)
204-46-46730-120 CONCESSIONS	$ 22,000	Includes revenues for sales in concession stand. Indicates an increase in fees for most items.
204-46-46730-130 POOL RENTALS	$ 17,000	Rental fees of $100/hour for Monona residents and $125/hour for non-residents. Extra lifeguard charge $15/hour. Swim team payment of $48/swimmer.
204-46-46730-140 SWIMMING LESSONS	$ 43,000	Monona residents $38; non-residents $53 600 residents - $22,800 400 non-residents - $20,000
204-46-46730-450 ADVERTISING/PROMOTIONS	$ 1,500	Provide marking opportunities for local businesses; promote/advertise in locker rooms and exit doors. $100 for 2 signs (men's/women's locker rooms) for 1 pool season. Also provide for no more than 10 signs on the pool deck; $250 per sign with a 3-year commitment.

POOL EXPENDITURES

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55420-110 ADMINISTRATIVE SALARIES	$ 39,947	27% of Park & Rec. Director salary $17,242 50% of Rec./Aquatic Supervisor salary $18,025 30% of Rec. Office Assistant $4,680
204-55-55420-111 PUBLIC WORKS SALARIES	$ 12,000	DPW crew time spent at the pool opening and closing mechanicals and monitoring as needed during season (approximately 500 hours). Additional crew member to cover for staff vacations in summer.
204-55-55420-112 SHIFT DIFFERENTIAL	$ -0-	$0.50/hour increase in wages for staff members when teaching swim lessons - 2,500 hours *moved to part-time wages*
204-55-55420-119 WAGES, PART-TIME	$ 97,000	Pool staff wages: based on revenue budget #'s: Head Guards (3) 1,500 hours x $12.00 avg = $18,000 Lifeguards (25) 4,600 hours x $8.75 avg = $40,250 Aquatic Attendant Staff (12) 1,500 Hours x $7.50 avg = $11,250 Swim Lesson Instructors (30) 1,800 hours x $9.25= $17,000 Other hours (cleaning/meetings/training) 1,200 Hours x 9.00 avg = $10,800 Based on 2011 & 2012 actual hours, 2013 projected wages.
204-55-55420-120 OVERTIME	$ -0-	Minimal overtime worked in emergency situations by minor employees and DPW weekend call-outs.
204-55-55420-130 FICA	$ 11,394	Social Security at 7.65%.
204-55-55420-131 WISCONSIN RETIREMENT	$ 4,252	Wisconsin Retirement at 6.63%.
204-55-55420-132 LIFE AND DISABILITY INSURANCE	$ 92	City share of premiums.
204-55-55420-133 HEALTH INSURANCE	$ 6,828	25% of Director's insurance coverage 50% of Rec/Aquatic Supervisor coverage and DPW crew on a prorated basis.
204-55-55420-134 PROFESSIONAL DEVELOPMENT	$ 2,000	Professional Development for Director, Rec/Aquatic Supervisor and DPW for pool operating trainings and management training. $10 per lifeguard for CPR re-certification. Includes funding for LGI certification of head lifeguards.

(POOL EXPENDITURES cont.)

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55420-220 GAS AND ELECTRIC UTILITIES	$ 19,000	Gas pool heater, gas shower heater, and electrical for all pool operations. Based on 2012 actual/projections with a 5% increase in costs. Usage decreases due to variable frequency drive installed on main circulation pump motor.
204-55-55420-221 TELEPHONE	$ 250	Pool facilities: emergency and business phone for pool office. Required by state code.
204-55-55420-222 WATER AND SEWER UTILITIES	$ 9,000	Water and sewer charges.
204-55-55420-310 OFFICE SUPPLIES	$ 750	General office supplies; swim passes - $300 Paper/printing/copies - $400; Miscellaneous (pens, staples, tape, etc.) - $50
204-55-55420-312 POSTAGE	$ -0-	Postage for staff correspondence, mailing information to participants, etc.
204-55-55420-338 POOL OPERATING SUPPLIES	$ 23,000	Supplies are used for pool operation. Based on current prices: Pool chemicals - $15,000 First aid supplies - $1,500 Janitorial supplies - $2,500 Pool permits/inspections - $1,250 Swim lesson supplies - $500 Guard suits/uniform - $2,500 *guards pay $20 each for uniform*
204-55-55420-339 CONCESSION EXPENSES	$ 14,000	Includes gross expenses for pool's concession stand.
204-55-55420-342 CASH OVER AND SHORT	$ -0-	
204-55-55420-350 EQUIPMENT MAINT. AND REPAIR	$ 6,500	Provides for routine maintenance, repair and replacement of items needed to operate the pool.
204-55-55420-351 BUILDING MAINTENANCE & REPAIR	$ -0-	Expense moved to Equipment Maintenance & Repair.
204-55-55420-100 TRANSFER TO GENERAL FUND	$ -0-	

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
--- **COMMUNITY RECREATION**									
--- **FUND SUMMARY**									
--- PROPERTY TAXES			-	-	383,888	383,888	409,936	412,923	413,903
--- TRANSFER FROM GENERAL			-	60	-	-	-	-	-
--- subtotal			-	60	383,888	383,888	409,936	412,923	413,903

--- OTHER REVENUES			301,507	179,047	319,156	315,650	328,600	328,600	335,600
--- TOTAL REVENUES			301,507	179,107	$703,044	699,538	738,536	741,523	749,503

--- EXPENDITURES			701,754	356,627	775,540	699,538	742,536	745,523	757,003

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**AMBULANCE**									
---	REVENUES									
205-41-41110-000	GENERAL PROPERTY TAXES	161,101	155,361	133,572	-	135,557	135,557	124,104	124,104	131,314
205-43-43520-000	PUBLIC SAFETY AIDS	5,202	-	-	-	4,800	4,800	5,000	5,000	5,000
205-46-46230-000	AMBULANCE FEE	184,412	280,978	250,800	127,838	300,000	282,367	290,000	290,000	290,000
205-49-49300-000	FUND BALANCE APPLIED	-	-	-	-		-	-	-	-
205-49-49100-100	TRAMSFER FROM GENERAL FUND	-	-	-	-	-	-	-	-	-
---		350,715	$436,339	384,372	127,838	440,357	422,724	419,104	419,104	426,314

---	EXPENSES									
205-52-52300-110	EMS SALARIES	176,870	151,516	190,702	93,443	192,235	192,235	204,245	204,245	205,270
205-52-52300-117	LONGEVITY PAY	180	-	-	-	-	-	-	-	-
205-52-52300-118	LEAVE WAGES	5,759	6,032	6,546	996	6,000	6,000	6,000	6,000	6,000
205-52-52300-119	WAGES, PART TIME	4,268	27,974	4,803	4,250	4,500	4,500	4,500	4,500	4,500
205-52-52300-120	OVERTIME	25,644	25,596	36,091	19,360	33,705	25,000	25,000	25,000	25,000
205-52-52300-121	SCHEDULED OVERTIME	-	-	-	-	-	-	-	-	-
205-52-52300-130	FICA	16,309	16,024	17,882	9,502	18,088	17,422	18,340	18,340	18,419
205-52-52300-131	WISCONSIN RETIREMENT	32,705	30,281	33,589	17,273	40,904	39,398	29,728	29,728	35,634
205-52-52300-132	LIFE & DISABILITY INSURANCE	710	599	580	190	300	700	700	700	700
205-52-52300-133	HEALTH INSURANCE	49,618	49,123	55,735	26,494	49,464	64,421	44,843	44,843	45,044
205-52-52300-134	PROFESSIONAL DEVELOPMENT	3,935	2,931	3,604	3,342	4,850	4,850	9,400	9,400	9,400
205-52-52300-137	UNIFORM ALLOWANCE	3,321	1,600	2,566	1,584	2,350	2,350	2,500	2,500	2,500
205-52-52300-140	EMS STIPENDS	3,817	1,594	1,844	-	8,883	8,883	7,600	7,600	7,600
205-52-52300-150	PHYSICAL EXAMINATIONS	1,209	97	622	472	1,000	900	900	900	900
205-52-52300-190	EXPENSE ALLOWANCE	250	21	-	-	-	-	-	-	-
205-52-52300-221	TELEPHONE	73	474	665	363	700	1,200	1,200	1,200	1,200
205-52-52300-240	SERVICE CONTRACTS	-	3,135	24,720	9,305	21,788	19,765	19,765	19,765	19,765
205-52-52300-241	SERVICE CONTRACTS - AMB SOFTWARE	2,173	2,239	-	-	-	-	-	-	-
205-52-52300-310	OFFICE SUPPLIES	579	182	274	94	250	250	250	250	250
205-52-52300-312	POSTAGE	71	-	44	-	100	100	100	100	100
205-52-52300-340	EMS SUPPLIES	7,531	9,476	10,853	4,329	11,000	10,080	16,000	16,000	16,000
205-52-52300-341	DUES & SUBSCRIPTION	-	-	350	135	485	350	500	500	500
205-52-52300-372	EMS INTERN PROGRAM	-	-	5,809	1,810	6,600	6,600	6,600	6,600	6,600
205-52-52300-350	EQUIPMENT MAINT & REPAIR	5,663	4,346	6,565	403	4,000	4,000	6,000	6,000	6,000
205-52-52300-351	BUILDING MAINT & REPAIR	560	-	-	-	-	-	-	-	-
205-52-52300-370	FUELS & ADDITIVES	1,665	4,122	5,329	1,760	5,520	5,520	6,432	6,432	6,432
205-52-52300-371	OUTSIDE SERVICES	-	-	-	-	-	-	-	-	-
205-52-52300-810	EMS EQUIPMENT	11,539	288	(588)	539	1,000	1,000	1,500	1,500	1,500
205-52-52300-811	CAPITAL OUTLAY	-	-	-	-	-	-	-	-	-
205-52-57300-810	AMBULANCE SOFWARE PROGRAM	-	-	-	-	5,200	5,200	5,000	5,000	5,000
205-52-59210-100	TRANSFER TO GENERAL FUND	2,000	2,000	2,000	-	2,000	2,000	2,000	2,000	2,000
---		$ 356,449	$339,650	410,585	195,644	$ 420,922	422,724	$ 419,104	$ 419,104	426,314

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			349,676		340,567	-3%			
---	NON-PERSONNEL			73,048		85,747	17%			
---	TOTAL			422,724		426,314	1%			

DEPARTMENT	**Ambulance**
PROGRAM BUDGET	**EMS**
ACCOUNT	**52300**

MISSION:

Provide emergency medical care under the Dane County EMS program to sick or injured citizens or visitors in the City of Monona or other communities as provided by mutual aid contracts; and maintain a program of training and continuing education requirements which will perpetuate quality emergency medical care in the community.

The Mission of the Monona Fire and Emergency Medical Service is to protect lives and property from the adverse effects of fire, medical emergencies and exposure to dangerous conditions created either by nature or man. We will respond to emergencies in a professional and courteous manner and strive to reduce the rate of emergencies through public education and code enforcement. Ethical values will remain the core of every decision made by each member of our department.

CHALLENGES & OPPORTUNITIES:

- The greatest challenge and one that presents the greatest potential impact on the EMS is the ability to provide the high level of emergency care while minimizing an increase in the budget. Private sector businesses that provide equipment, supplies and services to Fire and EMS operations are not financially constrained like public sector service providers. The EMS in Monona operates with career firefighter/EMTs that are supplemented with volunteers. Approximately 87% of the 2013 budget was directed toward salary and fringe benefits.

- There is a complex assortment of challenges that the EMS faces when considering membership. Volunteer membership continues to diminish, as is the case with most EMS districts in Dane County. The general awareness of infection and disease as a result of working in a medical environment raises concerns among EMTs and significantly increases the amount of training and certifications needed to maintain a license to practice as an EMT. As a result, the majority of all EMS incidents are handled by the Department's career firefighter/EMTs. The challenge is for the City to maintain a core of trained EMTs that are members of the Fire Department and who can provide assistance at emergency scenes and during times of major EMS incidents. At the same time volunteers are faced with conflicting priorities for their time. However, these same challenges are often seen as opportunities for individuals seeking to volunteer and gain experience in the emergency medical field. Monona's EMS program, which allows participation at both the basic and advanced skill levels of EMT certification, provides experience and potential employment opportunities for members.

- As the demographics change in Monona the need for Advanced Life Support also grows, our current certification level is EMT IV Technician, while this level does provide for some advanced level patient care, the department looks to advance to the paramedic level. As with most advancement, this does not come without increased funding. We have started laying the ground work to advance to the paramedic level; it is our plan to advance to the paramedic level in June or July of 2013. The two newest career firefighters, two of the three interns, the chief and one assistant chief are all certified paramedics. Three of the remaining four career members will be retiring in the near future paving the way to hire three more certified paramedics, requiring the department to train only one career member to the paramedic level, this individual started his paramedic training in August of 2012 along with the remaining intern.

- We are in the process of increasing the number of part-time employees we have to help fill vacancies in the schedule due to training and vacations. Any new part-time employees will be required to hold a paramedic certification.

LONG TERM GOALS:

The long-term goals of the EMS are:

1. Have a sufficient number of career and volunteer EMTs to provide prompt, effective and efficient emergency medical services to the community.
2. Maintain a training program that meets State and County requirements and promotes learning and practice through innovative means.
3. Strengthen the working relationship the EMS has with other first response emergency service organizations, e.g. fire and police departments, medical organizations such as emergency rooms and local clinics and the business, residential and educational community in Monona.
4. Advance the current service level from EMT IV Tech to the paramedic level, by doing this we will be providing the community with the highest level of pre-hospital care available, matching surrounding communities such as Madison, Town of Madison, Blooming Grove, Cottage Grove and Deerfield.
5. Continue to develop a highly sought after Intern program, encompassing a 3 year commitment to the community by students, after which students will depart with a 2 year Associates Degree in Fire Science and National registration as a paramedic. This is a common practice throughout Dane County and the State of WI, by providing this program we not only promote the youth of today, the community benefit's by increasing the number of personnel available to respond to emergency calls.

2013 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:

2013 Goal	Method for Measuring Success
Advance the EMS level to the paramedic level. This will be done using a multiple step process, the initial phase will involve developing and submitting an operational plan to the State of WI, allowing for the implementation of a single paramedic system until all career members are certified paramedics. After all career members hold certifications the operational plan will be amended to a two paramedic system allowing for placement in the Dane Co. ALS consortium.	Monona EMS will be licensed and operating at the paramedic level.
Re-write our operational plan to include the implementation of a second ambulance to work at any EMS level, dependent on staffing certification levels. Staff the second ambulance when volunteer staffing allows.	Operational plan submitted and approved, second ambulance staffed on a regular basis.
Develop a paramedic refresher course in conjunction with the monthly EMS drills to give our members the opportunity for in-house continuing education credits.	Monthly EMS drills have provided the proper continuing education that members feel confident with their skill level and knowledge. Members will be surveyed to determine whether their needs are being met.

SIGNIFICANT CHANGES:

Program: Advancement to the Paramedic Level.

Cost: $20,000 to be split between the 2012 and 2013 budget. Funding for advanced medical equipment will be provided through the EMS Funding Assistance Program through the State of Wisconsin.

Personnel: The fire department we will be requiring new hires to have a Wisconsin state paramedic license. One career member is required to attend paramedic training to move to the paramedic level.

GOAL ACHIEVEMENTS FOR 2012:

2012 Goal	Status
Continue policies or establish and implement new ones consistent with the expectations of the new fire chief. Complete standard operating guidelines (SOGs).	Policies established, implemented and followed by EMS members. Standard operating guidelines (SOG's) are still being developed and will continue to be developed; these guidelines are an ever-evolving document that will change as new techniques are developed and as equipment improves.
Establish an EMS Billing program that will keep ambulance billing current. This program will also help keep billing charges keep in line with similarly-sized EMS departments in our area.	EMS Medical Billing has been contracted to provide EMS billing for all EMS calls, the system is working excellent and revenues from EMS billing has increased by over 50%.
Institute a volunteer EMS drive in conjunction with the push to recruit volunteer fire fighters. The Monona Fire Dept. has developed a new website, www.mononafire.com. By using this tool, we improve our ability to reach a larger number of interested individuals.	Although the number of trained EMS personnel has increased, these numbers are due to Fire Dept. members who have completed EMS training, not new members joining the EMS. We will continue to work to recruit new members to the Dept.

AMBULANCE
ACCOUNT JUSTIFICATIONS

REVENUES

ACCOUNT	AMOUNT	DESCRIPTION
205-41-41110-000 GENERAL PROPERTY TAXES	$131,314	Amount needed to support the ambulance fund.
205-43-43520-000 PUBLIC SAFETY AIDS	$ 5,000	Aid from the State.
205-43-43520-000 AMBULANCE FEE	$ 290,000	2011 Collection rate of $22,704/mo on average. Reflects an increase of 5%
205-48-49100-100 FUND BALANCE APPLIED		

EXPENDITURES

ACCOUNT	AMOUNT	DESCRIPTION
205-52-52300-110 WAGES FULL-TIME	$ 205,270	Includes 50% of wages for full-time Fire Chief/EMS Director and six full-time firefighter/EMTs. Remainder covered under Fire budget account 100-52-5220-110.
100-52-52300-117 LONGETIVITY PAY	$ 0	Reduced from 2011 budget.
205-52-52300-118 LEAVE WAGES	$ 6,000	Includes 50% of leave wages for six full-time firefighter/EMTs. Remainder covered under Fire budget account 100-52-5220-118.
205-52-52300-119 WAGES PART-TIME	$ 4,500	Covers 75% wages for 2 volunteer assistant fire chiefs. Remainder of part-time wages covered under Fire budget account 100-52-5220-119
205-52-52300-120 OVERTIME	$ 25,000	Covers 50% of unscheduled overtime (amount over base pay) for full-time firefighter/EMTs. Remainder of overtime covered under Fire budget account 100-52-5220-120.
205-52-52300-130 FICA	$18,419	Social Security at 7.65%.
205-52-52300-131 WISCONSIN RETIREMENT	$35,634	Relates to retirement contributions for 50% of staff earnings (remainder in Fire budget) at 17.1%. 2% contribution for all employees hired before 7/1/11. Full employee contribution for employees hired after 7/1/11.

(AMBULANCE EXPENDITURES cont.)

ACCOUNT	AMOUNT	DESCRIPTION
205-52-52300-132 LIFE & DISABILITY INSURANCE	$ 700	50% of total cost (remainder in Fire budget).
205-52-52300-133 HEALTH INSURANCE	$ 45,044	This account provides 1/2 of the premiums for full-time staff (see Fire Dept.)
205-52-52300-134 PROFESSIONAL DEVELOPMENT	$ 9,400	Provides training opportunities for career and volunteer EMTs. Increase is due to the need to provide a higher level of training at the paramedic level, also included is EMT basic and EMT intermediate training.
205-52-5230-137 UNIFORM ALLOWANCE	$ 2,500	Includes 50% of uniform allowance for full-time firefighter/EMTs (based on contract) and Fire Chief/EMS Director. Other 50% in Fire budget. Also included is LTE, volunteer and intern uniforms.
205-52-5230-140 EMS STIPEND	$ 7,600	Includes stipend for medical director. Medical Director fees at $100/hr x 50hr/yr, including protocol review, developing a new operational plan to advance to the paramedic level. EMT stipend for 104 12hr shifts x $25/shift.
205-52-5230-150 PHYSICAL EXAMINATIONS	$ 900	No increase from 2012
205-52-5230-190 EXPENSE ALLOWANCE	$ -0-	Covers fire chief expenses.
205-52-5230-221 TELEPHONE	$1,200	Increased cost associated with the purchase of Air-Cards for 2 ambulance CAD operations, used to communicate with the Dane Co. Communications Center new Cad system.
204-52-57300-240 SERVICE CONTRACT	$ 19,765	EMS Billing. Based on 7% of EMS revenue
205-52-57300-241 SERVICE CONTRACT – AMBULANCE SOFTWARE	$	Decrease in this category due to the hiring of an outside EMS billing agency.
205-52-52300-310 OFFICE SUPPLIES	$ 250	Reduced from 2005 budget of $773.
205-52-52300-312 POSTAGE	$ 100	Reduced from 2005 budget of $250 and 2006 budget of $150.
205-52-52300-340 EMS SUPPLIES	$ 16,000	Includes drugs administered under advanced skills training and certification. Increase accounts for a 3% cost increase from vendors.

(AMBULANCE EXPENDITURES cont.)

ACCOUNT	AMOUNT	DESCRIPTION
205-52-52300-350 EQUIPMENT MAINTENANCE & REPAIR	$6,000	Increase includes biannual replacement of ambulance tires and the addition of a second ambulance and associated preventative maintenance.
205-52-52300-351 BUILDING MAINTENANCE & REPAIR	$ -0-	
205-52-52300-341 DUES AND SUBSCRITPIONS	$ 500	This is a new line item and will include professional organization dues, used for organizations such as WEMSA, Journal for Emergency Medicine and Physicians' Desk Reference.
205-52-52300-372 EMS INTERN PROGRAM	$ 6,600	This is a new program that provides for three student interns to live and work in the fire service field. This category would provide funding for EMT-Basic and EMT-Intermediate. This category would eventually fund Paramedic training for interns involved in the program. 50% of monthly intern stipend, the remainder covered under the Fire budget.
205-52-52300-370 FUELS & ADDITIVES	$ 6,432	Based on the average use of 134gal/mo @ $4.00/gal
205-52-52300-371 OUTSIDE SERVICES	$ -0-	
205-52-52300-810 EMS EQUIPMENT	$ 1,500	Includes replacement of broken or worn out, non-disposable equipment.
205-52-57300-810 AMBULANCE SOFTWARE PROGRAM	$5,000	Increased funding to cover the changes associated with the implementation of a new Dane County CAD, also includes an initial charge of $2330/unit and annual maintenance for software upgrades for second ambulance.
205-52-59210-100 TRANSFER TO GENERAL FUND	$ 2,000	No change.

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**DEBT SERVICE**									
---	REVENUES									
300-42-41110-000	GENERAL PROPERTY TAXES	1,712,610	1,512,755	1,613,894	1,586,900	1,586,900	1,586,900	1,800,184	1,800,184	1,775,184
300-42-42000-100	STREET IMPROVEMENTS ASSESSMENTS	75,123	68,324	72,531	48,965	150,000	66,000	66,000	66,000	66,000
300-42-42000-200	INTEREST ON SPECIAL ASSESSMENTS	5,564	6,331	11,969	391	13,000	16,000	16,000	16,000	16,000
300-42-42000-300	CVMIC REVENUES	-	-	-	-	-	-	-	-	-
300-42-43580-000	PECFA GRANT	-	-	-	-	-	-	-	-	-
300-42-48110-000	INTEREST & DIVIDEND INCOME	21,497	14,907	-	57,697	57,697	-	-	-	-
300-42-48900-100	LEASE PAYMENTS	40,645	44,340	44,340	22,170	45,000	45,000	45,000	45,000	45,000
300-42-49100-000	PROCEEDS FROM DEBT	-	2,980,635	-	-	-	-	-	-	-
300-48-48300-100	SALE OF CITY PROPERTY	-	-	-	-	-	-	-	-	-
300-42-49240-000	TRANSFER FROM TIF #2	-	-	-	-	-	-	-	-	-
300-42-49240-100	TRANSFER FROM CAPITAL	-	-	-	-	-	-	-	-	-
300-42-49240-200	TRANSFER FROM RIVER PLACE	-	-	-	-	-	-	-	-	-
300-42-49240-300	TRANSFER FROM GENERAL FUND	-	-	-	-	-	-	-	-	-
300-42-49300-000	FUND BALANCE APPLIED	-	-	-	-	-	-	-	-	25,000
---	TOTAL	1,855,439	$4,627,292	1,742,734	1,716,123	1,852,597	1,713,900	1,927,184	1,927,184	1,927,184

---	EXPENDITURES									
300-58-58100-610	PRINCIPAL REDEMPTION	1,315,000	4,147,000	1,245,000	575,000	1,180,000	1,180,000	1,370,000	1,370,000	1,370,000
300-58-58100-611	PAYMENT TO ESCROW AGENT	-	-	-	-	-	-	-	-	-
300-58-58200-620	INTEREST ON DEBT	591,887	544,635	547,867	232,955	533,900	533,900	557,184	557,184	557,184
300-58-58200-690	FISCAL AGENT CHARGES	726	32,384	1,089	1,452	1,452	-	-	-	-
300-59-59100-100	TRANSFER TO GENERAL FUND	-	-	-	-	-	-	-	-	-
---	TOTAL	$1,907,613	$4,724,019	1,793,956	809,407	1,715,352	1,713,900	1,927,184	1,927,184	1,927,184

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**TIF #2 DEBT SERVICE**									
---	REVENUES									
301-42-41120-000	TAX INCREMENTS	1,172,103	1,230,926	1,442,648	1,433,861	1,433,861	1,400,000	1,300,000	1,300,000	1,300,000
301-42-42000-100	STREET IMPROVEMENTS ASSESSMENTS	12,388	12,388	-	-	-	-	-	-	-
301-42-42000-200	INTEREST ON SPECIAL ASSESSMENTS	1,586	793	-	-	-	-	-	-	-
301-42-43600-000	EXEMPT COMPUTER AID	9,117	12,652	10,934	-	10,747	8,000	8,000	8,000	8,000
301-42-48110-000	INTEREST INCOME	575	282	221	-	220	300	300	300	300
301-42-49100-000	PROCEEDS FROM DEBT	-	-	-	-	-	-	-	-	-
301-42-49240-000	TRANSFER FROM TIF #2 CAPITAL PROJ	-	-	-	-	-	-	-	-	-
301-42-49300-000	FUND BALANCE APPLIED-CAPITALIZED IN	-	-	-	-	-	-	-	-	-
---		1,195,769	$1,257,041	1,453,803	1,433,861	1,444,828	1,408,300	1,308,300	1,308,300	1,308,300
---	EXPENDITURES									
301-58-58100-610	PRINCIPAL REDEMPTION	245,000	535,000	125,000	-	70,000	70,000	1,025,000	1,025,000	1,025,000
301-58-58200-620	INTEREST ON DEBT	128,959	135,250	130,309	7,692	113,844	113,844	125,939	125,939	125,939
	FISCAL CHARGES	-	-	-	-	-	-	-	-	
301-59-59000-100	TRANSFER TO TIF #2 CAPITAL PROJ	220,518	-	130,397	-	-	-	-	-	-
301-59-59000-200	TRANSFER TO TIF #4 CAPITAL PROJ	601,291	833,983	1,067,947	-	1,260,984	1,224,456	157,361	157,361	157,361
301-59-59000-900	RESERVE FOR CONTINGENCIES	-	-	150	-	-	-	-	-	-
---		$1,195,768	$1,504,233	1,453,803	7,692	1,444,828	1,408,300	1,308,300	1,308,300	1,308,300

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**LIBRARY EXPANSION - DEBT SERVICE**									
---	REVENUES									
305-41-41110-000	GENERAL PROPERTY TAXES	242,761	235,006	229,006	248,006	248,006	248,006	241,006	241,006	241,006
305-48-48110-000	INTEREST INCOME	-	-	-	-	-	-	-	-	-
305-42-49100-000	PROCEEDS OF DEBT-CAPITALIZED INTERE	-	-	-	-	-	-	-	-	-
305-42-49300-000	FUND BALANCE APPLIED-CAPITALIZED IN	-	-	-	-	-	-	-	-	-
---		$242,761	$235,006	229,006	248,006	248,006	248,006	241,006	241,006	241,006

---	EXPENDITURES									
305-58-58100-610	PRINCIPAL REDEMPTION	150,000	150,000	150,000	-	175,000	175,000	175,000	175,000	175,000
305-58-58200-620	INTEREST ON DEBT	92,761	85,006	79,006	36,503	73,006	73,006	66,006	66,006	66,006
305-57-57610-690	FISCAL AGENT CHARGES	-	-	-	-	-	-	-	-	-
305-59-59900-000	CONTINGENCY FUND	-	-	-	-	-	-	-	-	-
---		242,761	$235,006	229,006	36,503	248,006	248,006	241,006	241,006	241,006

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**TIF DISTRICT NO. 2 CAPITAL PROJECTS**									
---	REVENUES									
401-40-41120-000	TAX INCREMENTS	-	-	-	-	-	-	-	-	-
401-40-42000-100	ST. ASSESSMENT REVENUES	-	-	-	-	-	-	-	-	-
401-43-43530-000	STATE DOT AID	-	-	-	-	-	-	-	-	-
401-43-43710-000	COUNTY REIMBUR BROADWAY III	-	-	-	-	-	-	-	-	-
401-43-43710-000	COUNTY REIMBUR BROADWAY IV	-	-	-	-	-	-	-	-	-
401-40-46900-000	OTHER REVENUE	-	3,025	-	-	-	-	-	-	-
401-40-48110-000	INTEREST INCOME	-	-	-	-	-	-	-	-	-
401-40-49100-000	PROCEEDS FROM DEBT	500,000	-	-	-	-	-	-	-	-
401-40-49240-200	STATE GRANT	-	-	-	-	-	-	-	-	-
401-40-49240-300	TRANSFER FROM PARKLAND FUND	-	-	-	-	-	-	-	-	-
401-40-49240-400	TRANSFER FROM DSF TIF#2	220,518	-	130,397	-	-	-	-	-	-
401-40-49300-000	FUND BALANCE APPLIED	-	-	-	-	-	-	-	-	-
---		720,518	$3,025	130,397	-	-	-	-	-	-
---	EXPENDITURES									
401-57-57130-212	AUDIT EXPENSES	-	-	-	-	-	-	-	-	-
401-57-57130-213	PROFESSIONAL SERVICES	21,493	26,815	10,160	705	876	-	-	-	-
401-57-57130-240	OUTSIDE SERVICES	-	-	-	-	-	-	-	-	-
401-57-57130-321	POSTAGE	-	-	-	-	-	-	-	-	-
401-57-57130-810	DEBT ISSUANCE	-	-	-	-	-	-	-	-	-
401-57-57210-812	RADIO BASE STATION	-	-	-	-	-	-	-	-	-
401-57-57320-810	SALT STORAGE / TRUCK WASH	-	-	-	-	-	-	-	-	-
401-57-57330-820	BROADWAY PHASE III	-	-	-	-	-	-	-	-	-
401-57-57330-821	BROADWAY/MONONA DR INTERSE	-	-	-	-	-	-	-	-	-
401-57-57330-823	TRAFFIC IMPROVEMENTS	-	-	-	-	-	-	-	-	-
401-57-57330-825	ENTRYWAY FEATURE	-	54,508	149,316	-	-	-	-	-	-
401-57-57330-826	BROADWAY PHASE IV	-	-	-	-	-	-	-	-	-
401-57-57440-822	MONONA DRIVE PLANNING	11,068	22,223	51,702	-	-	-	-	-	-
401-57-57440-823	MONONA DRIVE CONSTRUCTION	-	-	-	-	-	-	-	-	-
401-57-57620-820	PARKLAND ACQ/DEVELOPEMT	-	-	-	-	-	-	-	-	-
401-57-57620-202	TIF EXCROW ACCOUNT	-	-	-	-	-	-	-	-	-
401-57-57620-822	AHUSKA PARK PLAYGROUND EQUIP	-	-	-	-	-	-	-	-	-
401-57-57620-823	AHUSKA PARK SHELTER	-	-	-	-	-	-	-	-	-
401-57-57620-824	AHUSKA PARK TENNIS COURTS	-	-	-	-	-	-	-	-	-
401-57-57620-825	AHUSKA PARK BASEBALL FIELDS	-	-	-	-	-	-	-	-	-
401-57-57620-826	AHUSKA PARK PARKING LOT PHASE II	-	-	-	-	-	-	-	-	-
401-57-57620-827	AHUSKA PK DITCH ENCLOS/STORM SEWE	-	-	-	-	-	-	-	-	-
401-57-57620-828	LAWN MAINTENANCE EQUIPMENT	-	-	-	-	-	-	-	-	-
401-57-57620-829	STORM WATER MANAGEMENT	-	-	-	-	-	-	-	-	-
401-57-57620-830	DNR PAYMENT FOR 92-96 GRANT	-	-	-	-	-	-	-	-	-
401-57-57620-831	AHUSKA LANDSCAPING	-	-	-	-	-	-	-	-	-
401-57-57620-832	AHUSKA PARK ELECTRICAL EQUIPMENT ENC	-	-	-	-	-	-	-	-	-
401-57-57620-833	AHUSKA SOCCER FIELD	-	-	-	-	-	-	-	-	-
401-57-57620-834	AHUSKA PARK ENGINEERING	-	-	-	-	-	-	-	-	-
400-57-57620-836	PARK IMPROVEMENT	-	-	-	-	-	-	-	-	
401-57-59210-100	REIMBURSEMENT FOR ADMIN	-	-	-	-	-	-	-	-	-
401-57-59210-200	REIMBURSEMENT FOR OPERATIONS	-	-	-	-	-	-	-	-	-
401-57-59210-300	LEGAL SERVICES	3,974	-	-	-	-	-	-	-	-
401-57-59210-201	TRANSFER TO CDA	-	-	-	-	-	-	-	-	-

---	TOTAL	36,535	$103,546	211,178	705	876	-	-	-	-

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**TIF DISTRICT NO. 4 CAPITAL PROJECTS**									
---	REVENUES									
407-41-41120-000	TAX INCREMENTS	313,479	315,235	343,765	318,950	318,950	334,000	240,000	240,000	240,000
407-43-43580-000	GRANT	-	-	-	-	-	-	-	-	-
407-43-43600-000	EXEMPT COMPUTER AID	652	645	509	-	681	500	500	500	500
407-48-48110-000	INTERST INCOME	11,851	-	-	-	1,000	10,000	1,000	100	100
407-48-48110-100	DEVELOPERS AGREEMENT	1,965	-	-	-	-	-	-	-	-
407-48-48900-000	MISCELLANEOUS REVENUES	35,491	-	-	-	-	-	-	-	-
407-49-49100-000	PROCEEDS FROM DEBT	2,100,000	-	-	-	-	-	-	-	-
407-49-49100-100	TRANSFER FROM TIF	601,291	833,983	1,067,947	-	630,492	-	157,361	157,361	157,361
407-49-49300-000	FUND BALANCE APPLIED	-	-	-	-	-	368,900	-	-	-
---		3,064,729	$1,149,863	1,412,221	318,950	951,123	713,400	398,861	397,961	397,961
---	EXPENDITURES									

407-57-57120-110	SALARIES	-	-	-	-	-	-	-	-	-
407-57-57120-119	WAGES, PART-TIME	-	-	-	-	-	-	-	-	-
407-57-57120-130	FICA	-	-	-	-	-	-	-	-	-
407-57-57120-210	ADMINISTRATION & LEGAL SERVICES	-	-	13,493	3,200	-	-	-	-	-
407-57-57700-110	SALARIES	6,738	7,036	7,380	4,122	8,040	8,040	9,115	9,115	9,115
407-57-57700-130	FICA	505	524	548	308	615	615	697	697	697
407-57-57700-131	WI RETIREMENT	701	772	680	243	884	884	1,212	1,212	1,003
407-57-57700-132	LIFE & DISABILITY	18	18	18	5	6	20	20	20	20
407-57-57700-133	HEALTH INSURANCE	1,328	1,472	1,565	588	1,176	2,747	1,200	1,200	1,200
407-57-57700-830	LAND ACQUISITION	-	5,000	-	-	65,000	-	-	-	-
407-57-57700-835	DEMOLITION	-	-	-	-	-	-	-	-	-
407-57-57700-840	ROAD IMPROVEMENT	1,513,762	-	-	-	-	-	-	-	-
407-57-57700-841	PLANNIN AND DESIGN	-	115,035	-	-	-	-	-	-	-
407-57-57700-850	MONONA DRIVE PLANNING INFO	20,528	5,000	-	-	-	10,000	-	-	-
407-57-57700-842	COMMERCIAL AND HOUSING REHAB	6,406	21,457	9,661	10,104	20,394	-	-	-	-
407-57-57000-843	PUBLIC SAFETY EQUIPMENT	-	-	-	-	-	-	-	-	-
407-57-57700-844	DEVELOPER INCENTIVES	-	-	-	-	-	-	-	-	-
407-57-57700-845	LANDSCAPING	2,587	-	-	-	-	-	-	-	-
407-58-58100-610	PRINCIPAL ON DEBT	50,000	90,000	155,000	100,000	270,000	270,000	255,000	255,000	255,000
407-58-58200-620	INTEREST ON DEBT	371,816	368,931	376,679	186,091	421,094	421,094	363,056	363,056	363,056
407-58-58200-690	FISCAL AGENT CHARGES	-	-	-	-	-	-	-	-	-
407-59-59210-100	REIMBURSEMENT FOR ADMIN	-	-	-	-	-	-	-	-	-
407-59-59210-400	TRANSFER TO CAP PROJ	-	-	-	-	-	-	-	-	-
407-59-59210-830	UTILITIES	-	-	-	-	-	-	-	-	-
407-59-59900-900	RESERVE FOR CONTINGENCIES	-	-	-	-	-	-	-	-	-

	TOTAL	$1,974,389	$615,245	565,024	304,661	787,209	713,400	630,301	630,301	630,091

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**TIF DISTRICT NO. 5 CAPITAL PROJECTS**									
---	REVENUES									
408-41-41120-000	TAX INCREMENTS	-	-	-	-	507,364	-	241,000	241,000	241,000
408-43-43580-000	GRANT	-	-	-	-	-	-	-	-	-
408-43-43600-000	EXEMPT COMPUTER AID	-	270	-	-	-	-	-	-	-
408-48-48110-100	DEVELOPERS AGREEMENT	-	-	-	-	-	-	-	-	-
408-48-48900-000	MISCELLANEOUS REVENUES	2,719	-	-	-	-	-	-	-	-
408-49-49100-000	PROCEEDS FROM DEBT	1,325,000	9,429,365	-	-	1,340,000	-	-	-	-
408-49-49300-000	FUND BALANCE APPLIED	-	-	-	-	-	280,000	156,274	156,274	156,274
---		1,327,719	9,429,635	-	-	1,847,364	280,000	397,274	397,274	397,274
---	EXPENDITURES									

408-57-57120-110	SALARIES	-	-	-	-	-	-	-	-	-
408-57-57120-119	WAGES, PART-TIME	-	-	-	-	-	-	-	-	-
408-57-57120-130	FICA	-	-	-	-	-	-	-	-	-
408-57-57120-210	ADMINISTRATION & LEGAL SERVICES	-	-	-	-	-	-	-	-	-
408-57-57700-110	SALARIES	-	-	-	-	-	-	-	-	-
408-57-57700-130	FICA	-	-	-	-	-	-	-	-	-
408-57-57700-131	WI RETIREMENT	-	-	-	-	-	-	-	-	-
408-57-57700-132	LIFE & DISABILITY	-	-	-	-	-	-	-	-	-
408-57-57700-133	HEALTH INSURANCE	-	-	-	-	-	-	-	-	-
408-57-57130-210	LEGAL SERVICE	4,800	-	3,156	-	8,000	-	-	-	-
408-57-57700-835	DEMOLITION	-	-	2,473	-	-	-	-	-	-
408-57-57700-841	PLANNIN AND DESIGN	-	-	-	-	-	-	-	-	-
408-57-57700-844	DEVELOPER INCENTIVES	1,292,764	-	-	-	350,000	-	-	-	-
408-58-58100-610	PRINCIPAL ON DEBT	-	8,473,000	-	-	-	-	100,000	100,000	100,000
408-58-58200-620	INTEREST ON DEBT	49,055	515,505	307,396	-	280,000	280,000	297,274	297,274	297,274
408-58-58200-690	FISCAL AGENT CHARGES	20,893	64,145	-	-	4,967	-	-	-	-
408-59-59900-900	RESERVE FOR CONTINGENCIES	-	-	-	-	-	-	-	-	-

	TOTAL	1,367,512	9,052,650	313,025	-	642,967	280,000	397,274	397,274	397,274

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**TIF DISTRICT NO. 6 CAPITAL PROJECTS**									
---	REVENUES									
409-41-41120-000	TAX INCREMENTS	-	-	-	-	193,739	-	643,000	643,000	643,000
409-43-43580-000	GRANT	-	-	-	-	-	-	-	-	-
409-43-43600-000	EXEMPT COMPUTER AID	-	-	-	-	-	-	-	-	-
409-48-48110-100	DEVELOPERS AGREEMENT	-	-	-	-	-	-	-	-	-
409-48-48900-000	MISCELLANEOUS REVENUES	-	-	-	-	-	-	-	-	-
409-49-49100-000	PROCEEDS FROM DEBT	-	-	3,775,000	-	-	-	-	-	-
409-49-49300-000	FUND BALANCE APPLIED	-	-	-	-	-	3,000,000	-	-	-
		-	-	3,775,000	-	193,739	3,000,000	643,000	643,000	643,000
409-57-57130-210	LEGAL SEVICE	-	31,209	6,464	-	5,000	-	-	-	-
409-57-57130-213	PROFESSIONAL SERIVICES	-	29,022	43,929	-	5,000	-	-	-	-
409-57-57700836	DEVELOPER INCENTIVES	-	-	1,100,000	-	2,550,000	2,500,000	-	-	-
409-57-57700-840	ROAD IMPROVEMENT	-	-	150,321	-	50,870	500,000	-	-	-
409-58-58100-610	PRINCIPAL ON DEBT	-	-	-	-	-	-	350,000	350,000	350,000
409-58-58200-620	INTEREST ON DEBT	-	-	-	-	46,626	-	94,300	94,300	94,300
409-58-58200-690	FISCAL AGENT CHARGES	-	-	16,877	-	-	-	-	-	-
	TOTAL	-	60,231	1,317,591	-	3,044,974	3,000,000	444,300	444,300	444,300

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**PARKLAND FUND**									
---	REVENUES									
403-46-46720-000	MONEYS IN LIEU OF DEDICATION	-	2,036	-	-	-	-	-	-	-
403-46-46900-100	WINNQUAH SHELTER DONATIONS	-	-	-	-	-	-	-	-	-
403-46-49300-000	FUND BALANCE APPLIED	-	-	-	-	-	80,000	-	-	-
---		-	$2,036	-	-	-	80,000	-	-	-

---	EXPENDITURES									
403-57-55200-340	PARK SUPPLIES	-	-	-	-		-	-	-	-
403-57-57620-820	THREE MEADOWS PARK	-	-	-	-		-	-	-	-
403-57-57620-821	TENNIS COURT RESURFACING	-	-	-	-		-	-	-	-
403-57-57620-822	WINNEQUAH PARK DESIGN	1,688	-	3,021	-	-	80,000	-	-	-
403-57-59200-700	TRANSFER TO CAPITAL PROJECT FUND	-	-	-	-	-	-	-	-	-
---		$1,688	$0	3,021	-	-	80,000	-	-	-

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**SOLID WASTE DISPOSAL FUND**									
---	REVENUES									
210-41-41110-000	GENERAL PROPERTY TAXES	263,909	270,675	302,773	174,800	174,800	174,800	225,491	225,491	225,491
210-43-43540-000	SANITATION AIDS	44,972	47,316	30,591	30,620	30,620	32,000	31,000	31,000	31,000
210-46-46420-000	REFUSE/GARBAGE COLLECTION FEE	5,202	5,383	4,157	60	-	-	-	-	-
210-46-46420-100	LARGE ITEM COLLECTION FEE	-	-	15	-	-	-	-	-	-
210-46-46420-200	RECYCLING/SOLID WASTE CARTS	270	270	225	858	127,500	127,500	-	-	-
210-46-46420-210	REBATE PROGRAM	-	-	-	25,225	72,000	65,708	70,000	70,000	70,000
210-46-46900-000	OTHER PUBLIC CHRGS FOR SERVICE	-	-	-	25	-	-	-	-	-
---		314,353	$323,644	337,761	231,588	404,920	400,008	326,491	326,491	326,491

---	DISPOSAL COSTS									
210-53-53620-290	RECYCLING SERVICE	93,805	90,726	96,452	29,086	65,000	58,126	65,040	65,040	65,040
210-53-53620-295	YARD WASTE DISPOSAL COSTS	7,876	13,149	8,367	2,974	10,000	20,000	13,000	13,000	13,000
210-53-53620-240	REFUSE COLLECTION COST	208,243	229,345	239,781	61,505	138,000	123,703	138,210	138,210	138,210
210-53-53620-241	TIPPING FEES	-	-	-	16,045	64,000	70,179	68,011	68,011	68,011
210-53-53620-250	LARGE ITEM COLLECTION COST	4,695	3,760	1,199	160	-	-	250	250	250
210-53-53620-296	RECYCLING TIPPING FEE	-	-	-	9,662	20,000	-	41,480	41,480	41,480
210-53-53620-341	RECYCLING/SOLID WASTE CARTS	-	-	-	-	127,500	127,500	-	-	-
210-53-53620-345	SANITARY LANDFILL COSTS	2,822	-	441	-	500	500	500	500	500
210-53-53620-340	OPERATING SUPPLIES	-	-	-	-	-	-	-	-	-
210-53-53620-351	RECYCLING/SOLID WASTE CARTS	-	-	-	124,734	-	-	-	-	-
---				346,240	244,166	425,000	400,008	326,491	326,491	326,491

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			-		-	N/A			
---	NON-PERSONNEL			400,008		326,491	-18%			
---	TOTAL			400,008		326,491	-18%			

DEPARTMENT Solid Waste Disposal Fund
PROGRAM BUDGET
ACCOUNT 53620

MISSION OF DEPARTMENT:

To serve the public through the collection and disposal of solid waste, recyclables, and yard waste in a cost-effective and environmentally responsible manner.

CHALLENGES AND OPPORTUNITIES AHEAD:

Continuing to provide a cost-effective and environmentally responsible collection and disposal program.

LONG-TERM GOALS FOR THE DEPARTMENT:

1. To reduce landfill waste through recycling efforts and to provide a cost-effective means for City residents to recycle.
2. To continue to maintain eligibility for the Wisconsin Recycling Grant program.
3. To continue to educate City residents on the solid waste and recycling collection program.

SIGNIFICANT PROGRAM, COST, AND PERSONNEL CHANGES:

1. New in 2012, a recycling rebate program has been implemented which is expected to generate nearly $65,000 in revenue for 2012.
2. Reduced the solid waste fund's large item collection line item from $4,500 in 2012 to $250 in 2013. This line item exists to fund collection of illegal curbside dumping by property owners. Expenses for this line item (staff and collection/disposal charges) will be charged back to the property owner via property taxes.

GOAL ACHIEVEMENTS IN 2012:

1. Coordinated and implemented a less-expensive automated solid waste collection program and transitioned from our previous manually collected, unlimited-volume collection program. Distributed 2,704 new solid waste carts to City residents.
2. Coordinated and implemented a bulk waste collection program which offers a more efficient process to our residents without compromising service levels. This program has reduced the fund expenses by nearly $4,500, as described above.
3. Completed a new master address database for waste and recycling carts.
4. Implemented a recycling rebate program based on market conditions.
5. Successfully implemented a new five-year collection contract with Veolia Environmental Services.

GOALS NOT ACHIEVED: None.

SOLID WASTE & RECYCLING
ACCOUNT JUSTIFICATIONS

REVENUES

OPERATING REVENUES

ACCOUNT	AMOUNT	DESCRIPTION
210-41-41110-000 GENERAL PROPERTY TAXES	$ 225,491	
210-43-43540-000 SANITATION AIDS	$ 31,000	
210-46-46420-000 REFUSE/GARBAGE COLLECTION FEE	$ -0-	
210-46-46420-100 LARGE ITEM COLLECTION FEE	$ -0-	
210-46-46420-200 RECYCLING & SOLID WASTE CART	$ -0-	Fees generated from cart replacement.
210-46-46420-210 RECYCLING REBATE PROGRAM	$ 70,000	Revenue from recyclable material.

EXPENDITURES

SOLID WASTE FUND

ACCOUNT	AMOUNT	DESCRIPTION
210-53-53620-290 RECYCLING SERVICE	$ 65,040	Curbside collection service.
210-53-53620-295 YARD WASTE DISPOSAL COST	$ 13,000	Public Works yard waste dumpster program.
210-53-53620-240 REFUSE COLLECTION COST	$ 138,210	Curbside collection service.
210-53-53620-241 TIPPING FEES	$ 68,011	Trash disposal expense, based on tonnage.
210-53-53620-250 LARGE ITEM COLLECTION COST	$ 250	Curbside bulk disposal from illegal dumping.
210-53-53620-296 RECYCLING PROCESSING FEE	$ 41,480	Recycling processing fee, based on tonnage.
210-53-53620-351 RECYCLING & SOLID WASTE CARTS	$ -0-	Replacement order, as needed.
210-53-53620-345 SANITARY LANDFILL COST	$ 500	Miscellaneous landfill costs.

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**STORM WATER UTILITY**									
---	REVENUES									
603-43-43100-000	STATE AID - DNR GRANT	-	-	-	-	-	-	-	-	-
603-44-43100-100	STORMWATER PERMITS	-	1,950	1,100	150	250	1,000	1,000	1,000	1,000
603-46-46300-000	PENALTY	2,293	2,642	2,777	1,201	2,500	2,000	2,000	2,000	2,000
603-46-46324-000	STORM WATER REVENUES	448,190	443,347	440,441	221,838	440,000	440,000	462,000	462,000	462,000
603-48-48110-000	INTEREST INCOME	1,916	-	-	-	1,000	2,000	2,000	2,000	2,000
603-49-49300-000	FUND BALANCE APPLIES	-	-	-	-	-	98	5,361	5,361	5,361
---		$450,483	$447,939	444,318	223,189	443,750	445,098	472,361	472,361	472,361

---	EXPENSES									
603-53-53440-110	SALARIES	113,786	120,117	126,392	50,747	133,847	133,847	135,766	135,766	135,766
603-53-53440-119	WAGES, PART-TIME	-	-	-	-	-	-	-	-	-
603-53-53440-120	OVERTIME	-	-	-	-	-	-	-	-	-
603-53-53440-130	FICA	9,043	8,345	8,769	3,740	10,239	10,239	10,386	10,386	10,386
603-53-53440-131	WISCONSIN RETIREMENT	12,372	13,360	12,811	3,083	10,000	14,188	18,057	18,057	18,057
603-53-53440-132	LIFE & DISABILITY INSURANCE	291	272	245	55	75	300	300	300	300
603-53-53440-133	HEALTH INSURANCE	25,588	26,393	32,247	9,432	20,000	41,508	27,574	27,574	27,574
603-53-53440-134	PROFESSIONAL DEVELOPMENT	-	-	400	-	-	-	-	-	-
603-53-53440-212	ANNUAL AUDIT & ACCOUNTING	5,154	4,298	5,643	3,672	5,563	4,000	4,000	4,000	4,000
603-53-53440-240	OUTSIDE SERVICES	58,929	10,073	40,621	1,395	5,000	5,000	5,000	5,000	5,000
603-53-53440-312	POSTAGE	-	-	1,000	-	-	-	-	-	-
603-53-53440-320	PUBLICATIONS	365	-	-	-	-	-	-	-	-
603-53-53440-340	OPERATING SUPPLIES	241	700	-	241	1,000	1,500	1,000	1,000	1,000
603-53-53440-351	EQUIPMENT MAINT & REPAIR	7,658	8,357	5,869	6,017	8,000	8,000	8,000	8,000	8,000
603-53-53440-352	VEHICLE MAINT & REPAIR	-	-	-	-	750	1,500	1,500	1,500	1,500
603-53-53440-370	FUELS & ADDITIVES	6,626	4,724	3,202	764	5,000	5,000	3,500	3,500	3,500
603-53-53440-390	GIS Mapping Services	484	1,613	5,593	1,326	7,000	8,000	10,090	10,090	10,090
603-53-53440-392	NR 216 Joint Permit Expenses	3,569	3,697	5,464	1,000	5,000	5,000	13,200	13,200	13,200
603-53-53440-396	Utility District Setup Expenses	-	-	-	-	-	-	-	-	-
603-53-53440-394	FLOODING SUPPLIES	-	120	-	-	-	-	-	-	-
603-53-53440-395	FLOODING OUTSIDE SERVICES	-	-	-	-	-	-	-	-	-
603-53-53440-540	Depreciation expense	109,013	117,612	143,583	-	140,000	115,000	140,000	140,000	140,000
603-53-53440-700	RIGHT-OF-WAY TREE REMOVALS	-	-	-	-	-	-	-	-	-
603-53-53440-710	BRUSH PICKUP	22,853	19,580	17,313	10,240	19,550	19,550	19,550	19,550	19,550
603-58-58100-610	PRINCIPAL PAYMENTS	-	-	-	-	-	-	-	-	-
603-58-58100-611	INTEREST PAYMENT	29,987	39,972	46,934	13,319	61,250	61,250	66,438	66,438	66,438
603-59-59100-900	CAPITAL SINKING FUND	-	-	-	-	-	-	-	-	-
603-53-53440-720	PUBLIC WORKS OVERHEAD	8,000	15,162	8,000	-	8,000	8,000	8,000	8,000	8,000
603-59-59220-215	TRANSFER TO SP REV STORMWA	-	-	-	-	-	-	-	-	-
---		413,959	$394,395	464,086	105,031	440,274	441,882	472,361	472,361	472,361

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			200,082		192,083	-4%			
---	NON-PERSONNEL			241,800		280,278	16%			
---	TOTAL			441,882		472,361	7%			

ENTERPRISE FUND
DEPARTMENT Storm Water Utility
PROGRAM BUDGET Storm Water Operations
ACCOUNT 603

MISSION OF DEPARTMENT:

To provide a storm water conveyance system of streets, curbs, gutters, berms, swales, landscaping, detention and retention basins, pipes, outfalls, inlets, and pumping systems for the purpose of managing, gathering, and transmitting storm water.

CHALLENGES AND OPPORTUNITIES AHEAD:

1. Maintenance of the aging storm water outfalls, basins, mains, and pumping systems.
2. Ensuring the utility is adequately funded to operate and maintain the storm water conveyance system.

LONG-TERM GOALS FOR THE DEPARTMENT:

1. Continue to communicate utility duties and responsibilities to the general public, the City Council and the Public Works Committee.
2. Continue slip lining of storm sewer mains, which is more cost effective than replacement.
3. Upgrade utility infrastructure mapping and recordkeeping.
4. Complete Phase II of the SCADA system upgrades.
5. Clean storm water basins, lift station wet wells, and catch basins on a frequency that minimizes the impact of sediment and debris on the receiving waters.
6. Complete storm water outfall repairs and maintain sediment levels at the outfalls.

SIGNIFICANT PROGRAM CHANGES:

1. The Utility will participate in the MMSD Adaptive Management pilot program, contributing $7,200 annually for the next three years.

GOAL CHIEVEMENTS IN 2012:

1. Completed repairs to the Lake Edge sedimentation basin.
2. Completed storm sewer outfall inspections and inventory.
3. Rebuilt the storm manhole at the Tonyawatha/Baskerville intersection.
4. Completed sediment removal of all catch basins, mains and basins as needed.
5. Began design of the Cove Channel storm outfall repair and prepared matching grant application.

GOALS NOT ACHIEVED: None.

STORM WATER UTILITY
ACCOUNT JUSTIFICATIONS

OPERATING REVENUES

ACCOUNT	AMOUNT	DESCRIPTION
603-44-43100-100 STORM WATER PERMITS	$ 1,000	Fees received from storm water permits required from development.
603-46-46300-000 PENALTY	$ 2,000	
603-46-46324-000 STORM WATER REVENUES	$ 462,000	Based on historical experience
603-48-48110-000 INTEREST INCOME	$ 2,000	Based on historical experience
603-49-49300-000 FUND BALANCE APPLIED	$ 5,361	

EXPENSES

ACCOUNT	AMOUNT	DESCRIPTION
603-53-53440-110 SALARIES	$ 135,766	Salaries allocated to the storm utility.
603-53-53440-130 FICA	$ 10,386	Social security.
603-53-53440-290 WISCONSIN RETIREMENT	$ 18,057	Wisconsin retirement.
603-53-53440-132 LIFE & DISABILITY INSURANCE	$ 300	City share of life/disability insurance.
603-53-53440-133 HEALTH INSURANCE	$ 27,574	Health, dental, and vision insurance.
603-53-53440-212 ANNUAL AUDIT & ACCOUNTING	$4,000	Based on contract.
603-53-53440-240 OUTSIDE SERVICES	$5,000	Misc. permit review,
603-53-53440-340 OPERATING SUPPLIES	$1,000	Supplies for operations.

(STORM WATER UTILITY EXPENSES cont.)

ACCOUNT	**AMOUNT**	**DESCRIPTION**
603-53-53440-351 EQUIPMENT MAINTENANCE & REPAIR	$ 8,000	Supplies and repair of utility equipment.
603-53-53440-352 VEHICLE MAINTENANCE & REPAIR	$ 1,500	Maintenance and repair of vehicles for the Utility.
603-53-53440-370 FUELS & ADDITIVES	$ 3,500	Gas, oil, and lubrication for utility vehicles.
603-53-53440-390 GIS MAPPING SERVICES	$ 10,090	Mapping services cost allocation for GIS system maintenance and upgrade.
603-53-53440-392 NR 216 JOINT PERMIT EXPENSES	$ 13,200	Adaptive management, MAMSWAP membership, MS4 permit.
603-53-53440-540 DEPRECIATION EXPENSE	$ 140,000	
603-53-53440-710 BRUSH PICKUP	$ 19,550	Contract service.
603-58-58100-611 INTEREST PAYMENT	$ 66,483	Based on repayment schedule.
603-53-53440-720 PUBLIC WORKS OVERHEAD	$ 8,000	

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**WATER UTILITY**									
---	REVENUES									
600-46-48110-000	INTEREST AND DIVIDEND INCOME	37,791	21,671	20,300	1	11,000	11,000	11,000	11,000	11,000
600-46-41900-000	INTEREST AND DIVIDEND INCOME	-	-	-	-	-	-	-	-	-
600-46-46000-000	UNMETERED SALES TO GEN CUST	5,241	40	950	452	850	1,000	1,000	1,000	1,000
600-46-46100-000	METERED SALES-RESIDENTIAL	432,605	426,426	439,626	308,800	694,000	550,000	560,000	560,000	560,000
600-46-46110-000	METERED SALES-COMMERCIAL	266,609	269,674	261,383	184,738	401,000	332,000	340,000	340,000	340,000
600-46-46200-000	PRIVATE FIRE PROTECTION	79,622	80,594	80,757	40,089	80,000	82,000	82,000	82,000	82,000
600-46-46300-000	PUBLIC FIRE PROTECTION	525,373	526,714	520,439	217,312	470,000	520,000	520,000	520,000	520,000
600-46-46400-000	SALES TO PUBLIC AUTHORITIES	7,317	6,067	8,140	7,298	17,000	10,000	15,000	15,000	15,000
600-46-47000-000	FORFEITED DISCOUNTS	8,846	15,366	14,117	4,671	10,000	10,000	11,000	11,000	11,000
600-46-47100-000	MISCELLANEOUS SERVICE REVENUES	-	-	-	-	-	-	-	-	-
600-46-47400-000	OTHER WATER REVENUES	9,102	10,167	11,623	-	11,000	8,000	11,000	11,000	11,000
---		1,372,506	$1,356,719	1,357,335	763,361	1,694,850	1,524,000	1,551,000	1,551,000	1,551,000

---	EXPENSES									
---	PUMPING EXPENSES									
600-62-60500-340	MAINTENANCE OF WELLS	-	-	-	-	-	-	-	-	-
600-62-62000-110	PUMPING LABOR	13,408	12,259	15,024	9,864	18,761	16,848	17,350	17,350	17,350
600-62-62010-120	PUMPING LABOR OT	3,375	4,045	4,069	1,907	4,107	3,500	3,500	3,500	3,500
600-62-62200-220	POWER PURCHASE	87,722	91,009	93,971	38,038	102,098	110,250	115,763	115,763	115,763
600-62-62300-340	PUMPING SUPPLIES & EXPENSE	1,126	860	1,038	437	924	1,000	1,000	1,000	1,000
600-62-62500-350	MAINTENANCE OF PUMPING PLANT	6,200	3,397	6,771	4,264	7,988	3,500	4,000	4,000	4,000
---		111,831	$111,570	120,873	54,510	133,878	135,098	141,613	141,613	141,613

---	WATER TREATMENT EXPENSES									
600-63-63000-110	WATER TREATMENT SALARIES	3,794	3,402	4,413	2,559	5,748	4,680	4,819	4,819	4,819
600-63-63000-120	WATER TREATMENT SALARIES OT	62	-	-	8	168	200	200	200	200
600-63-63100-220	WATER ANALYSIS OUTSIDE SERVICE	1,197	1,187	4,713	150	1,033	5,000	5,000	5,000	5,000
600-63-63100-390	CHEMICALS	15,894	12,527	17,492	3,852	13,000	13,843	14,135	14,135	14,135
600-63-63200-340	WATER TREATMENT SUPPLIES	-	-	-	-	-	-	-	-	-
600-63-63500-350	MAINT OF WATER TREATMENT EQUIP	1,945	2,776	2,060	1,063	2,000	2,000	2,000	2,000	2,000
---		22,892	$19,892	28,678	7,632	21,949	25,723	26,154	26,154	26,154

---	MAINTENANCE OF RESERVOIRS & TOWER									
600-65-65000-110	RESERVOIR & TOWER SALARIES	2,492	1,530	788	284	592	936	964	964	964
600-65-65000-120	RESERVOIR & TOWER SALARIES OT	163	144	82	68	147	300	300	300	300
600-65-65000-340	RES & TOWER MATERIALS & REPAIR	3,599	-	308	-	-	-	-	-	-
---		6,254	$1,674	1,178	352	739	1,236	1,264	1,264	1,264

---	MAINTENANCE OF MAINS									
600-65-65100-110	MAINT OF MAINS SALARIES	34,037	13,018	15,291	5,849	12,527	16,380	16,868	16,868	16,868
600-65-65100-120	MAINT OF MAINS SALARIES OT	9,282	6,533	3,672	1,359	2,220	9,000	9,000	9,000	9,000
600-65-65100-220	MAINS- OUTSIDE SERVICES	29,127	5,603	26,893	6,589	8,785	10,000	10,000	10,000	10,000
600-65-65100-340	MAINS- MATERIAL & REPAIR	17,607	11,534	13,897	5,270	26,040	8,000	8,000	8,000	8,000
---		90,053	$36,688	59,753	19,067	49,572	43,380	43,868	43,868	43,868

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	MAINTENANCE OF SERVICES									
600-65-65200-110	MAINTENANCE OF SERVICE SALARIES	19,013	15,485	14,800	7,233	14,840	21,528	22,170	22,170	22,170
600-65-65200-120	MAINT OF SERVICE SALARIES OT	1,195	222	1,006	110	236	900	900	900	900
600-65-65200-220	MAINT OF SERVICE OUTSIDE SERVICES	10,004	543	-	75	1,000	1,800	1,800	1,800	1,800
600-65-65200-340	SERVICES- MATERIAL & REPAIR	3,540	2,904	1,232	159	1,000	1,000	1,000	1,000	1,000
---		33,752	$19,154	17,038	7,577	17,076	25,228	25,870	25,870	25,870

---	MAINTENANCE OF METERS									
600-65-65300-110	MAINTENANCE OF METERS SALARIES	11,996	16,296	17,489	10,612	9,667	14,976	15,422	15,422	15,422
600-65-65300-120	MAINT OF METERS SALARIES OT	31	75	33	-	100	100	100	100	100
600-65-65300-220	METER- OUTSIDE SERVICES	143	(323)	-	-	500	500	100	100	100
600-65-65300-340	METER- MATERIALS & REPAIR	445	646	1,512	304	1,000	500	500	500	500
---		12,615	$16,694	19,034	10,916	11,267	16,076	16,122	16,122	16,122

---	MAINTENANCE OF HYDRANTS									
600-65-65400-110	MAINT OF HYDRANTS SALARIES	9,843	7,407	10,814	4,667	7,668	7,020	7,229	7,229	7,229
600-65-65400-120	MAINT OF HYDRANTS SALARIES OT	311	222	66	59	100	100	100	100	100
600-65-65400-340	HYDRANTS- MATERIALS & REPAIR	5,346	3,549	3,612	205	1,500	1,500	1,500	1,500	1,500
---		15,500	$11,178	14,492	4,931	9,268	8,620	8,829	8,829	8,829

---	MAINTENANCE OF TELEMETRY SYSTEM									
600-65-65500-110	MAINT OF TELEMETRY SALARIES	199	945	1,270	325	1,432	1,872	1,928	1,928	1,928
600-65-65500-120	MAINT OF TELEMETRY SALARIES OT	646	1,185	1,139	158	707	700	700	700	700
600-65-65500-220	TELEMETRY- OUTSIDE SERVICES	-	-	-	-	100	500	500	500	500
600-65-65500-340	TELEMETRY- MATERIALS & REPAIR	564	-	-	-	100	500	500	500	500
---		1,409	$2,130	2,409	483	2,339	3,572	3,628	3,628	3,628

---	CUSTOMER ACCOUNTS EXPENSE									
600-90-90100-213	METER READING LABOR	2,177	1,972	2,584	1,171	2,580	2,812	2,812	2,812	2,812
600-90-90200-110	ACCOUNTING & COLLECTING LABOR	12,514	8,747	7,779	4,093	9,000	12,249	12,249	12,249	12,249
600-90-90200-117	LONGEVITY PAY	-	-	-	-	-	-	-	-	-
600-90-90300-310	SUPPLIES & EXPENSE	72	957	361	241	700	700	700	700	700
600-90-90400-390	UNCOLLECTIBLE ACCOUNTS	-	-	-	-	-	-	-	-	-
---		14,763	$11,676	10,724	5,505	12,280	15,761	15,761	15,761	15,761

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	ADMINISTRATIVE & GENERAL EXPENSES									
600-92-92000-110	ADMIN. & GENERAL SALARIES	75,063	78,671	80,001	44,271	90,981	90,981	92,324	92,324	92,324
600-92-92000-111	UTILITY MANAGEMENT SALARIES	-	-	-	-	-	-	-	-	-
600-92-92000-117	LONGEVITY PAY	18	21	24	-	-	-	50	50	50
600-92-92000-120	OVERTIME	-	-	-	-	-	-	-	-	-
600-92-92000-211	DATA PROCESSING SERVICES	20,000	20,000	20,000	-	20,000	20,000	20,000	20,000	20,000
600-92-92100-310	OFFICE SUPPLIES & EXPENSES	-	-	-	-	-	-	-	-	-
600-92-92100-312	POSTAGE	4,006	3,000	5,000	2,190	5,000	5,000	5,000	5,000	5,000
600-92-92300-210	CITY ATTORNEY	140	-	-	-	-	-	-	-	-
600-92-92300-212	AUDIT FEES	5,786	4,298	9,243	6,972	6,972	4,000	4,000	4,000	4,000
600-92-92300-214	OUTSIDE SERVICE EMPLOYED	-	-	-	-	-	-	-	-	-
600-92-92400-510	INSURANCE	27,100	27,100	27,100	-	27,100	27,100	27,100	27,100	27,100
600-92-92500-390	INJURIES & DAMAGES	-	-	-	-	-	-	-	-	-
600-92-92600-118	LEAVE WAGES	21,361	14,087	11,574	2,932	12,000	9,360	9,639	9,639	9,639
600-92-92600-131	WISCONSIN RETIREMENT	22,444	21,929	19,623	6,493	24,869	23,746	27,817	27,817	27,817
600-92-92600-132	LIFE & DISABILITY INSURANCE	541	509	466	140	180	516	516	516	516
600-92-92600-133	HEALTH INSURANCE	47,898	47,285	50,433	15,728	32,000	61,015	41,358	41,358	41,358
600-92-92800-215	REGULATORY COMMISSION EXPENSES	1,106	3,161	1,565	-	1,100	1,100	1,100	1,100	1,100
600-92-93000-390	MISC. GENERAL EXPENSE	12,627	13,922	15,848	5,362	10,724	12,000	12,000	12,000	12,000
600-92-93000-391	MANAGEMENT OFFICE RENTALS	8,900	8,900	8,900	-	8,900	8,900	8,900	8,900	8,900
600-92-93300-110	MECHANIC SALARIES	2,716	1,440	2,365	2,494	4,988	5,325	5,637	5,637	5,637
600-92-93300-350	TRANSPORTATION EXPENSES	3,800	3,800	3,800	-	3,800	3,800	3,800	3,800	3,800
600-92-93300-351	EQUIPMENT SUPPLIES & REPAIR	-	50	-	-	50	100	100	100	100
600-92-93300-370	FUELS & ADDITIVES	3,268	4,021	6,812	1,733	4,000	4,000	4,000	4,000	4,000
600-92-93300-530	GARAGE RENTAL	27,300	27,300	27,300	-	27,300	27,300	27,300	27,300	27,300
600-92-93300-535	GIS Mapping Services	853	1,230	2,331	1,326	3,500	3,500	7,840	7,840	7,840
600-92-93300-540	Water Utility - Engineering	-	-	-	-	-	-	-	-	-
---		284,927	$280,724	292,385	89,641	283,464	307,743	298,481	298,481	298,481

---	OTHER EXPENSES									
600-99-40300-540	DEPRECIATION	201,139	224,757	241,856	-	240,000	220,000	240,000	240,000	240,000
600-99-42600-540	DEPRECIATION	18,959	19,671	19,671	-	19,671	19,671	19,671	19,671	19,671
600-99-40800-541	TAXES	16,557	15,167	14,514	7,762	14,305	15,660	16,000	16,000	16,000
600-99-40800-542	UTILITY TAX EQUILVANT	181,077	213,128	249,932	-	240,000	214,000	240,000	240,000	240,000
600-99-42700-619	PRINCIPAL ON DEBT	-	-	-	-	-	-	-	-	-
600-99-42700-620	INTEREST ON LONG TERM DEBT	219,661	210,105	196,322	93,906	275,321	275,321	175,033	175,033	175,033
600-99-43000-620	INTEREST ON DEBT TO CITY	3,618	55,363	63,016	30,590	69,236	69,236	57,650	57,650	57,650
600-99-42800-691	REGULATORY LIABILTIY	(13,443)	(13,443)	(13,443)	-	(13,443)	(13,443)	(13,443)	(13,443)	(13,443)
600-99-42900-690	AMORTIZATION OF DEBT PREMIUM	(1,945)	(1,691)	(1,431)	-	(1,845)	(1,845)	(1,245)	(1,245)	(1,245)
600-99-43000-630	LOSS ON REFUNDING	5,263	5,263	5,263	-	5,263	5,263	5,263	5,263	5,263
600-99-42800-690	AMORTIZATION OF DEBT, DISCOUNT & EX	13,282	14,634	13,534	-	15,321	15,321	16,421	16,421	16,421
---		644,168	$742,954	789,234	132,258	863,829	819,184	755,350	755,350	755,350

---	TOTAL WATER UTILITY EXPENSES	1,238,164	$1,254,334	1,355,798	332,872	1,405,660	1,401,621	1,336,940	1,336,940	1,336,940

---				CURRENT						
---				YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL			320,704		309,902	-3%			
---	NON-PERSONNEL			1,080,917		1,027,038	-5%			
---	TOTAL			1,401,621		1,336,940	-5%			

ENTERPRISE FUND

DEPARTMENT	**Water Utility**
PROGRAM BUDGET	**Water Operations**
ACCOUNT	**600**

MISSION OF DEPARTMENT:

To provide safe water for residential, industrial, and public customers at a reasonable rate of return to maintain and expand its ability to deliver an adequate water supply.

CHALLENGES AND OPPORTUNITIES AHEAD:

1. Elimination of cast iron and transite water mains from the water distribution system.
2. Replacement/upgrade of water main along Monona Drive and Broadway.

LONG-TERM GOALS FOR THE DEPARTMENT:

1. Continue to provide safe, high-quality drinking water.
2. Successfully complete the drinking water sampling requirements of the WDNR.
3. Continue to account for and control water loss.
4. Establish a leak detection program.
5. Approval of comprehensive plan of improvements.
6. Maintain a valve operation program.
7. Establish a replacement program for cast iron water mains.
8. Update meter reading technology and replace meters accordingly.
9. Update utility infrastructure mapping and recordkeeping.
10. Install a flushing hydrant and isolation valves at Well No. 2.
11. Increase in-ground storage capacity at Reservoir No. 2.
12. Separate chemical rooms from mechanical rooms at Wells 1 and 2.
13. Painting of 100,000 gallon elevated sphere.
14. Install VFDs at all three wells.
15. Install a perimeter fence at the water tower.
16. Create a back entrance (off Woodland Drive) to the water tower and eliminate the Monona Drive entrance due to safety concerns.
17. Establish backup power at the water tower to maintain SCADA control during power loss.
18. Establish a well pump and booster pump maintenance schedule.
19. Rebuild and add additional pipe length to Well No. 1.

SIGNIFICANT PROGRAM CHANGES:

Increase in USEPA-mandated water analysis.

GOAL ACHIEVEMENTS IN 2012:

1. Successfully completed the drinking water sampling program for 2012.
2. Provided safe, high-quality drinking water to our customers.
3. Completed semi-annual hydrant flushing program.
4. Completed year 5 of 7 for water meter automatic read conversion and equipment installation.
5. Completed the water system connection with the City of Madison water supply on Industrial Drive and Monona Drive.
6. Completed Phase I of the SCADA system upgrade.
7. Completed the installation of the backup emergency generator at Well No. 2.

GOALS NOT ACHIEVED: None.

WATER UTILITY
ACCOUNT JUSTIFICATIONS

REVENUES

OPERATING REVENUES

ACCOUNT	AMOUNT	DESCRIPTION
600-46-48110-000 INTEREST AND DIVIDEND INCOME	$ 11,000	Estimated interest earnings.
600-46-46000-000 UNMETERED SALES TO GEN. CUST.	$ 1,000	Based on history.
600-46-46100-000 METERED RESIDENTIAL SALES	$ 560,000	Based on history.
600-46-46110-000 METERED COMMERCIAL SALES	$ 340,000	Based on history.
600-46-46200-000 PRIVATE FIRE PROTECTION	$ 82,000	Private fire protection based on current customers and current rates.
600-46-46300-000 PUBLIC FIRE PROTECTION	$ 520,000	Based on history.
600-46-46400-000 SALES TO PUBLIC AUTHORITIES	$ 15,000	Based on recent history.
600-46-47000-000 FORFEITED DISCOUNTS	$ 11,000	Based on historical experience.
600-46-47010-000 MISC. SERVICE REVENUES	$ -0-	Based on historical experience.
600-46-47400-000 OTHER REVENUES	$ 11,000	Sewer allocation

EXPENDITURES

PUMPING EXPENSES

ACCOUNT	AMOUNT	DESCRIPTION
600-62-62000-110 PUMPING LABOR	$ 17,350	Full-time labor.
600-62-62010-120 PUMPING LABOR OVERTIME	$ 3,500	Estimated overtime costs.
600-62-62200-220 POWER PURCHASE	$ 115,763	Electrical charges for operations of pumps and related equipment at the wells.
600-62-62300-340 PUMPING SUPPLIES & EXPENSES	$ 1,000	Supplies for general operation and water bills.
600-62-62500-350 MAINTENANCE OF PUMPING PLANT	$ 4,000	Repair of well pumping equipment.

WATER TREATMENT

ACCOUNT	AMOUNT	DESCRIPTION
600-63-63000-110 SALARIES	$ 4,819	Full-time labor.
600-63-63000-120 OVERTIME SALARIES	$ 200	Estimated on past experience
600-63-63100-220 WATER ANALYSIS OUTSIDE SERVICES	$ 5,000	Laboratory analysis of USEPA-mandated water quality testing.
600-63-63100-390 CHEMICALS	$ 14,135	Purchase of fluoride and chlorine.
600-62-63200-340 SUPPLIES	$ -0-	Supplies for general operation of treatment and testing equipment.
600-63-63500-350 MAINTENANCE OF EQUIPMENT	$ 2,000	Maintenance of water treatment equipment.

MAINTENANCE RESERVOIRS/TOWER

ACCOUNT	AMOUNT	DESCRIPTION
600-65-65000-110 SALARIES	$ 964	Full-time labor.
600-65-6500-120 OVERTIME SALARIES	$ 300	Estimated overtime costs.
600-65-65000-340 MATERIAL & REPAIR	$ -0-	Maintenance and repair materials for reservoirs and towers.

MAINTENANCE – MAINS

ACCOUNT	AMOUNT	DESCRIPTION
600-65-65100-110 SALARIES	$ 16,868	Full-time labor.
600-65-65100-120 OVERTIME SALARIES	$ 9,000	Estimated overtime costs.
600-65-65100-220 OUTSIDE SERVICES	$ 10,000	Contract services for excavating watermain breaks and emergency repair crews.
600-65-65100-340 MATERIAL AND REPAIR	$ 8,000	General supplies include pipe, repair sleeves, valves, pumps, sand, gravel, cold mix asphalt, tools.

MAINTENANCE – SERVICES

ACCOUNT	AMOUNT	DESCRIPTION
600-65-65200-110 SALARIES	$ 22,170	Full-time labor.
600-65-65200-120 OVERTIME SALARIES	$ 900	Estimated overtime costs.
600-65-65200-220 OUTSIDE SERVICES	$ 1,800	Contract services for excavating leaky service laterals.
600-65-65200-340 MATERIAL & REPAIR	$ 1,000	General supplies include valves, sand, gravel, pipe, Corp stops, copper tubing.

MAINTENANCE – METERS

ACCOUNT	AMOUNT	DESCRIPTION
600-65-65300-110 SALARIES	$ 15,422	Full-time labor.
600-65-65300-120 OVERTIME SALARIES	$ 100	Estimated overtime costs.
600-65-65300-220 OUTSIDE SERVICES	$ 100	Contract services for testing and repair of commercial meters.
600-65-65300-340 MATERIAL & REPAIR	$ 500	General supplies for installation and repair of water meters.

MAINTENANCE – HYDRANTS

ACCOUNT	AMOUNT	DESCRIPTION
600-65-65400-110 SALARIES	$ 7,229	Full-time labor.
600-65-65400-120 OVERTIME SALARIES	$ 100	Estimated overtime costs.

(MAINTENANCE – HYDRANTS cont.)

ACCOUNT	AMOUNT	DESCRIPTION
600-65-65400-340 MATERIAL & REPAIR	$ 1,500	General supplies for hydrant maintenance and repair.

MAINTENANCE - TELEMETRY SYSTEM

ACCOUNT	AMOUNT	DESCRIPTION
600-65-65500-110 SALARIES	$ 1,928	Full-time labor.
600-65-65500-120 OVERTIME SALARIES	$ 700	Estimated overtime costs.
600-65-65500-220 OUTSIDE SERVICES	$ 500	Support services for telemetry system. Includes phone service for telemetry.
600-65-65500-340 MATERIALS & REPAIR	$ 500	General supplies to support telemetry.

CUSTOMER ACCOUNTS

ACCOUNT	AMOUNT	DESCRIPTION
600-90-90100-213 METER READING LABOR	$ 2,812	Contract services for meter reading. Includes inside/outside reading comparisons.
600-90-90200-110 ACCT/COLLECTION SALARIES	$ 12,249	This account is charged for 45% of the Utility Billing Clerk's salary.
600-90-90200-117 LONGEVITY	$ -0-	
600-90-90300-310 SUPPLIES AND EXPENSE	$ 700	Includes all office and data processing supplies as well as forms for the Utility billing function.
600-90-90400-390 UNCOLLECTIBLE ACCOUNTS	$ -0-	None expected.

ADMINISTRATIVE AND GENERAL

ACCOUNT	AMOUNT	DESCRIPTION
600-92-92000-110 GENERAL ADMINISTRATIVE SALARIES	$ 92,324	General administrative salaries allocated to Water Utility.
600-92-92000-111 UTILITY MANAGEMENT SALARIES	$ -0-	
600-92-92000-120 OVERTIME	$ 50	
600-92-92000-211 DATA PROCESSING SERVICES	$ 20,000	This account is charged for the amount payable to the General Fund for use of computer and for programming.

(ADMINISTRATIVE & GENERAL EXPENDITURES cont.)

ACCOUNT	AMOUNT	DESCRIPTION
600-92-92300-310 OFFICE SUPPLIES	$ -0-	Supplies to support administrative functions.
600-92-92100-312 POSTAGE	$ 5,000	Postage for Water Utility function.
600-92-92300-210 CITY ATTORNEY	$ -0-	Legal charges, estimated amount.
600-92-92300-212 AUDIT FEES	$ 4,000	Based on contract.
600-92-92300-214 OUTSIDE SERVICES	$ -0-	
600-92-92400-510 INSURANCE	$ 27,100	Includes property, liability and workmen's compensation insurance payable to General Fund.
600-92-92600-118 LEAVE WAGES	$ 9,639	Full-time leave wages.
600-92-92600-131 WISCONSIN RETIREMENT	$ 27,817	Wisconsin Retirement at 11.5%.
600-92-9600-132 LIFE AND DISABILITY INSURANCE	$ 516	City share of life/disability insurance.
600-92-92600-133 HEALTH INSURANCE	$ 41,358	Health, dental and vision insurance.
600-92-92800-215 REG. COMMISSION	$ 1,100	Estimated amount.
600-92-93000-390 MISCELLANEOUS GENERAL EXPENSE	$ 12,000	Uniform allowance, safety equipment, professional development, operator certification, Digger's Hotline telephone service, and mobile phones.
600-92-93000-391 MANAGEMENT OFFICE RENTAL	$ 8,900	City Hall office space allocation to the Utility.
600-92-93300-110 MECHANIC SALARIES	$ 5,637	Full-time labor.
600-92-93300-350 TRANSPORTATION EXPENSES	$ 3,800	Allocation of management vehicles to the Utility.
600-92-93300-351 EQUIPMENT SUPPLIES & REPAIR	$ 100	Supplies and repair of miscellaneous Utility equipment.
600-92-93300-370 EQUIPMENT FUELS & LUBRICANTS	$ 4,000	Gas, oil, and lubrication for Utility vehicles.

(ADMINISTRATIVE & GENERAL EXPENDITURES cont.)

ACCOUNT	**AMOUNT**	**DESCRIPTION**
600-92-93300-530 GARAGE RENTAL	$ 27,300	DPW garage space allocated to the Utility.
600-92-93300-535 GIS MAPPING SERVICES	$ 7,840	Mapping services cost allocation for GIS system maintenance and upgrade.
600-99-40300-540 DEPRECIATION	$ 240,000	Estimated amount.
600-99-42600-540 DEPRECIATION	$19,671	Contributed capital.
600-99-40800-541 TAXES	$ 16,000	Property tax and FICA.
600-99-40800-542 UTILITY TAX EQUILEVANT	$ 240,000	Property taxes.
600-99-42700-620 INTEREST ON LONG TERM DEBT	$ 175,033	Interest on mortgage revenue bonds.
600-99-43000-620 INTEREST ON DEBT TO CITY	$ 57,650	
600-99-42800-691 REGULATORY LIABILITY	$ (13,443)	Per PSC.
600-99-42900-690 AMORTIZATION DEBT/DISC/EXP	$ (1,245)	Scheduled amount.
600-99-43000-630 LOSS ON REFUNDING	$ 5,263	Per Amortization Schedule.
600-99-432900-690 AMORTIZATION OF DEBT PREMIUM	$ 16,421	Per Amortization Schedule.

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**SEWER UTILITY**									
---	REVENUES									
601-46-46410-000	FORFEITED DISCOUNTS	10,114	15,035	14,100	3,848	8,500	6,000	10,000	10,000	10,000
601-46-46410-100	METERED SALES-RESIDENTIAL	550,544	685,882	670,374	326,355	705,000	694,000	763,000	763,000	763,000
601-46-46410-200	METERED SALES-COMMERCIAL	316,734	410,169	391,258	189,274	398,000	398,000	438,000	438,000	438,000
601-46-46900-100	MISCELLANEOUS SERVICE REVENUES	18,123	-	-	-	-	-	-	-	-
601-46-46900-200	OTHER SEWER REVENUES	-	-	-	-	-	-	-	-	-
601-46-47340-000	SALES TO PUBLIC AUTHORITIES	7,867	8,468	10,824	6,450	15,000	11,000	16,000	16,000	16,000
601-46-48110-000	INTEREST AND DIVIDEND INCOME	11,173	5,114	4,848	1	5,000	9,000	5,000	5,000	5,000

---		914,555	$1,124,668	1,091,404	525,928	1,131,500	1,118,000	1,232,000	1,232,000	1,232,000

---	EXPENSES									
---	OPERATIONS & MAINTENANCE EXPENSES									
601-62-62000-110	MECHANIC SALARIES	-	100	181	-	-	2,736	2,818	2,818	2,818
601-62-62000-220	POWER PURCHASE-LIFT STATIONS	8,446	8,302	7,430	2,597	5,194	10,500	10,500	10,500	10,500
601-62-62000-290	DISPOSAL SERVICE MMSD	491,957	481,150	503,487	129,939	530,000	525,000	551,250	551,250	551,250
601-62-62000-351	EQUIPMENT SUPPLIES & REPAIR	260	-	-	-	100	300	-	-	-
601-62-62000-370	FUELS & ADDITIVES	-	-	-	-	600	-	-	-	-
---		500,663	$489,552	511,098	132,536	535,894	538,536	564,568	564,568	564,568
---	MAINTENANCE OF LIFT STATIONS									
601-64-64000-110	LIFT STATION SALARIES	7,678	7,867	10,245	4,929	9,858	7,956	8,193	8,193	8,193
601-64-64000-120	LIFT STATION SALARIES- OT	1,973	1,560	1,990	602	2,000	4,043	4,000	4,000	4,000
601-64-64000-220	LIFT STATION-OUTSIDE SERVICES	3,775	4,595	7,336	494	2,000	4,000	4,000	4,000	4,000
601-64-64000-340	LIFT STATION MATERIALS & REPAIR	-	-	-	-	100	500	500	500	500
---		13,426	$14,022	19,571	6,025	13,958	16,499	16,693	16,693	16,693

---	MAINTENANCE OF MAINS & LATERALS									
601-65-65100-110	MAINT OF MAINS SALARIES	373	74	963	5,069	7,223	1,404	1,446	1,446	1,446
601-65-65100-120	MAINT OF MAINS SALARIES OT	171	243	607	634	1,000	800	800	800	800
601-65-65100-220	MAINS- OUTSIDE SERVICES	77,193	88,079	71,414	10,783	80,000	79,417	79,417	79,417	79,417
601-65-65100-340	MAINS- MATERIAL & REPAIR	-	-	-	-	-	-	-	-	-
---		$77,737	$88,396	72,984	16,486	88,223	81,621	81,663	81,663	81,663
---	MAINTENANCE OF SEWER MANHOLES									
601-65-65110-110	MAINT OF MANHOLES SALARIES	767	128	432	551	2,000	2,340	2,410	2,410	2,410
601-65-65110-120	MAINT OF MANHOLES SALARIES OT	165	(62)	-	8	50	105	105	105	105
601-65-65110-220	MANHOLES- OUTSIDE SERVICES	7,772	1,400	8,763	-	1,500	1,500	1,500	1,500	1,500
601-65-65110-340	MANHOLES- MATERIALS & REPAIR	-	-	-	-	-	500	500	500	500
---		8,704	$1,466	9,195	559	3,550	4,445	4,515	4,515	4,515

---	MAINTENANCE OF METERS									
601-65-65300-110	MAINTENANCE OF METERS SALARIES	11,996	16,296	17,489	-	10,000	11,700	12,048	12,048	12,048
601-65-65300-120	MAINT OF METERS SALARIES OT	31	75	33	-	50	-	100	100	100
601-65-65300-220	METER- OUTSIDE SERVICES	143	323	-	-	300	500	500	500	500
601-65-65300-340	METER- MATERIALS & REPAIR	446	-	-	-	200	400	400	400	400
---		12,616	$16,694	17,522	-	10,550	12,600	13,048	13,048	13,048

---	CUSTOMER ACCOUNTS EXPENSE									
601-90-90100-213	METER READING LABOR	2,177	1,972	2,584	1,171	2,580	2,700	2,700	2,700	2,700
601-90-90200-110	ACCOUNTING & COLLECTING LABOR	12,514	8,747	7,779	4,093	8,186	12,249	12,249	12,249	12,249
601-90-90200-117	LONGEVITY PAY	-	-	-	-	-	-	-	-	-
601-90-90300-310	SUPPLIES & EXPENSE	-	239	361	241	500	500	500	500	500
601-90-90400-390	UNCOLLECTIBLE ACCOUNTS	-	-	-	-	-	-	-	-	-
---		14,691	$10,958	10,724	5,505	11,266	15,449	15,449	15,449	15,449

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET

---	ADMINISTRATIVE & GENERAL EXPENSES									
601-92-92000-110	ADMIN. & GENERAL SALARIES	47,350	50,780	51,068	28,233	61,694	61,694	70,662	70,662	70,662
601-92-92000-111	UTILITY MANAGEMENT SALARIES	-	-	-	-	-	-	-	-	-
601-92-92000-117	LONGEVITY PAY	18	21	24	-	50	208	50	50	50
601-92-92000-120	OVERTIME	-	-	-	-	-	-	-	-	-
601-92-92000-211	DATA PROCESSING SERVICES	18,820	19,000	19,000	-	19,000	19,000	19,000	19,000	19,000
601-92-92100-312	POSTAGE	4,000	3,000	5,044	2,000	4,500	4,500	4,500	4,500	4,500
601-92-92100-310	OFFICE SUPPLIES & EXPENSES	62	-	-	-	-	200	200	200	200
601-92-92300-210	CITY ATTORNEY	140	-	-	-	-	-	-	-	-
601-92-92300-212	AUDIT FEES	5,786	4,298	5,643	3,672	5,563	4,000	4,000	4,000	4,000
601-92-92300-214	OUTSIDE SERVICES	-	-	-	-	-	-	-	-	-
601-92-92400-510	INSURANCE	9,750	9,750	9,750	-	9,750	9,750	9,750	9,750	9,750
601-92-92500-511	INJURIES & DAMAGES	-	-	-	-	-	-	-	-	-
601-92-92600-118	LEAVE WAGES	4,616	4,619	4,273	-	4,000	2,340	2,410	2,410	2,410
601-92-92600-131	WISCONSIN RETIREMENT	8,884	7,786	9,428	2,792	10,000	12,479	12,815	12,815	12,815
601-92-92600-132	LIFE & DISABILITY INSURANCE	160	149	149	59	66	154	154	154	154
601-92-92600-133	HEALTH INSURANCE	12,772	15,397	23,731	6,930	16,000	28,106	21,381	21,381	21,381
601-92-93000-390	MISC. GENERAL EXPENSE	13,827	13,202	15,372	320	5,000	5,000	5,000	5,000	5,000
601-92-93000-391	MANAGEMENT OFFICE RENTALS	5,630	5,600	5,600	-	5,600	5,600	5,600	5,600	5,600
601-92-93300-530	GARAGE RENTAL	4,870	4,900	4,900	-	4,900	4,900	4,900	4,900	4,900
601-92-93300-535	GIS Mapping Services	854	1,229	4,930	1,326	3,500	3,500	5,340	5,340	5,340
601-92-93300-720	PUBLICE WORKS OVERHEAD ALLOC	3,970	3,970	3,970	-	3,970	3,970	3,970	3,970	3,970
---		141,509	$143,701	162,882	45,332	153,593	165,401	169,732	169,732	169,732

---	OTHER EXPENSES									
601-99-40300-540	DEPRECIATION	96,500	104,582	113,039	-	120,000	110,000	120,000	120,000	120,000
601-99-40800-541	TAXES	9,609	8,882	11,242	3,382	10,000	8,229	8,973	8,973	8,973
601-99-43000-619	PRINCIPAL ON LONG-TEM DEBT	-	-	-	-	-	-	-	-	-
601-99-43000-621	INTEREST ON LONG-TERM DEBT	63,000	12,599	21,000	-	34,362	34,362	-	-	-
601-99-43000-620	INTEREST ON DEBT TO CITY	-	63,000	41,209	26,366	16,400	16,400	55,997	55,997	55,997
601-99-42800-690	AMORTIZATION OF DEBT, DISCOUNT	2,300	2,894	4,212	-	-	-	5,500	5,500	5,500
---		171,409	$191,957	190,702	29,748	180,762	168,991	190,470	190,470	190,470

---	TOTAL SEWER UTILITY EXPENSES	940,755	$956,746	994,678	236,191	997,796	1,003,542	1,056,138	1,056,138	1,056,138

---				CURRENT						
---				YEAR			DIFFERENCE			
---	PERSONNEL			136,065		139,392	2%			
---	NON-PERSONNEL			867,477		916,746	6%			
---	TOTAL			1,003,542		1,056,138	5%			

ENTERPRISE FUND
DEPARTMENT Sewer Utility
PROGRAM BUDGET Sewer Operations
ACCOUNT 601

MISSION OF DEPARTMENT:

Provide sanitary sewer collection and pumping services throughout the City with treatment and disposal provided by the Madison Metropolitan Sewerage District.

CHALLENGES AND OPPORTUNITIES AHEAD:

1. Maintenance of aging infrastructure and financing the improvements.
2. Replacement of aging sewer main along Monona Drive.

LONG-TERM GOALS FOR THE DEPARTMENT:

Continue to communicate utility duties and responsibilities to the general public, the City Council and the Public Works Committee.

1. Create an "Equipment Replacement Fund" in this budget per DNR guidelines starting in 2014.
2. As an alternative to replacement and to address inflow and infiltration, continue to slip sanitary sewer mains as the preferred option.
3. Upgrade utility infrastructure mapping and recordkeeping.
4. Upgrade the Supervisory Control and Data Acquisition (SCADA) system.
5. Clean and televise one-third of the sanitary sewer collection system each year.

SIGNIFICANT PROGRAM CHANGES:

We have received a 7% rate increase notice from MMSD for treatment charges. This is in addition to any rate adjustment needed to fund the sewer utility.

GOAL ACHIEVEMENTS IN 2012:

1. Cleaned and televised nearly 66,000 feet of sanitary sewer main.
2. Administration and planning of the 2012 Generator Project.
3. Repaired nine manholes and slip-lined 400 feet of sewer main in the Phase II Monona Drive reconstruction project.
4. As part of our sanitary sewer maintenance contract, slip-lined 8,900 feet of sanitary sewer main, eliminating the need for replacement.
5. Administration of the Winnequah Road lift station control panel replacement project.

GOALS NOT ACHIEVED: None.

SEWER UTILITY
ACCOUNT JUSTIFICATIONS

REVENUES

ACCOUNT	AMOUNT	DESCRIPTION
601-46-46410-000 FORFEITED DISCOUNTS	$ 10,000	Based on historical experience.
601-46-46410-100 METERED SALES – RESIDENTIAL	$ 763,000	Based on historical experience
601-46-46410-200 METERED SALES – COMMERCIAL	$ 438,000	Based on historical experience
601-46-47240-000 SALES TO PUBLIC AUTHORITIES	$ 16,000	Based on historical experience
601-46-48110-000 INTEREST & DIVIDEND INCOME	$ 5,000	Based on history.

EXPENDITURES

OPERATIONS AND MAINTENANCE

ACCOUNT	AMOUNT	DESCRIPTION
601-62-62000-110 MECHANIC SALARIES	$ 2,818	Full time labor.
601-62-62000-220 POWER PURCHASE – LIFT STATIONS	$ 10,500	Electrical charges for eight (8) lift stations.
601-62-62000-290 DISPOSAL SERVICE – MMSD	$ 551,250	MMSD
601-62-62000-351 EQUIPMENT SUPPLIES & REPAIRS	$ -0-	Supplies for sewer maintenance operations.
601-62-62000-370 FUEL & ADDITIVES	$ -0-	Gas, oil, and lubrication of Utility vehicles.

MAINTENANCE - LIFT STATIONS

ACCOUNT	AMOUNT	DESCRIPTION
601-64-64000-110 SALARIES	$ 8,193	Labor for maintaining lift stations.
601-64-64000-120 OVERTIME SALARIES	$ 4,000	Estimated overtime costs.
601-64-64000-220 OUTSIDE SERVICES	$ 4,000	Contract services for lift station component repair outside the capabilities of City personnel.

(MAINTENANCE – LIFT STATIONS EXPENDITURES cont.)

601-64-64000-340 MATERIAL/REPAIR	$ 500	Supplies and repairs to support the function.

MAINTENANCE - MAINS/LATERALS

ACCOUNT	AMOUNT	DESCRIPTION
601-65-65100-110 SALARIES	$ 1,446	Labor for cleaning and maintaining sewer mains.
601-65-65100-120 OVERTIME	$ 800	Estimated overtime costs.
601-65-65100-220 OUTSIDE SERVICES	$ 79,417	Contract services for sewer televising and sewer main maintenance.
601-65-65100-340 MATERIALS/REPAIRS	$ -0-	Supplies to support sewer main maintenance function.

MAINTENANCE - MANHOLES

ACCOUNT	AMOUNT	DESCRIPTION
601-65-65110-110 SALARIES	$ 2,410	Full time labor.
601-65-65110-120 OVERTIME SALARIES	$ 105	
601-65-65110-220 OUTSIDE SERVICES	$ 1,500	Contract services for manhole repair.
601-65-65110-340 MATERIALS/REPAIRS	$ 500	Materials and supplies to support minor repairs of manholes.

MAINTENANCE - METERS

ACCOUNT	AMOUNT	DESCRIPTION
601-65-65300-110 SALARIES	$ 12,048	Labor for meter maintenance.
601-65-65300-120 OVERTIME SALARIES	$ 100	
601-65-65300-220 OUTSIDE SERVICES	$ 500	Maintenance and repair of commercial meters.
601-65-65300-340 MATERIALS & REPAIRS	$ 400	Supplies for the function.

CUSTOMER ACCOUNTS EXPENSE

ACCOUNT	AMOUNT	DESCRIPTION
601-90-90100-213 METER-READING LABOR	$ 2,700	Contract services for meter reading. Includes inside/outside reading comparisons.
601-90-90200-110 ACCOUNTING & COLLECTING LABOR	$ 12,249	This account is charged for 45% of the Utility Billing Clerk's salary.
601-90-90200-117 LONGEVITY	$ -0-	
601-90-90300-310 SUPPLIES & EXPENSE	$ 500	Includes all office supplies and data processing supplies as well as forms for the Utility billing function.
601-90-90400-390 UNCOLLECTIBLE ACCOUNTS	$ -0-	None expected.

ADMINISTRATIVE AND GENERAL

ACCOUNT	AMOUNT	DESCRIPTION
601-92-92000-110 GENERAL ADMINISTRATIVE SALARIES	$ 70,662	General administrative salaries allocated to Sewer Utility.
601-92-92000-117 LONGEVITY	$ 50	
601-92-92000-211 DATA PROCESSING SERVICES	$ 19,000	This account is charged for the amount payable to the General Fund for use of the computer and programming services.
601-92-92100-312 POSTAGE	$4,500	Postage for Sewer Utility billings.
601-92-92100-310 OFFICE SUPPLIES & EXPENSES	$ 200	Based on historical experience.
601-92-92300-210 CITY ATTORNEY	$ -0-	City Attorney estimated fees.
601-92-92300-212 AUDIT FEES	$ 4,000	Based on contract.
601-92-92300-240 OUTSIDE SERVICES	$ -0-	Consultant and professional services.
601-92-92400-510 INSURANCE	$ 9,750	Includes property, liability, and workmen's compensation insurance.
601-92-92600-118 LEAVE WAGES	$ 2,410	

(ADMINISTRATIVE & GENERAL EXPENDITURES cont.)

ACCOUNT	AMOUNT	DESCRIPTION
601-92-92600-131 WISCONSIN RETIREMENT	$ 12,815	Wisconsin Retirement at 11.5%.
601-92-92600-132 LIFE & DISABILITY INSURANCE	$ 154	City share of life/disability insurance.
601-92-92600-133 HEALTH INSURANCE	$ 21,381	Health, dental and vision insurance.
601-92-93000-390 MISCELLANEOUS GENERAL EXPENSE	$ 5,000	Uniform allowance, safety equipment, professional development and joint meter expenses.
601-92-93000-391 MANAGEMENT OFFICE RENTALS	$ 5,600	City Hall office space allocated to Utility.
601-92-93300-390 GARAGE RENTAL	$ 4,900	DPW garage space allocated to Utility.
60-92-93300-535 GIS MAPPING SERVICES	$ 5,340	
601-92-93300-720 PUBLIC WORKS OVERHEAD ALLOCATION	$ 3,970	

OTHER EXPENSES

ACCOUNT	AMOUNT	DESCRIPTION
601-99-40300-540 DEPRECIATION	$ 120,000	Based on estimated plant additions and retirement.
601-99-40800-541 TAXES	$ 8,973	Amount payable to Water Utility for joint meter expense and FICA.
601-99-43000-619 PRINCIPAL ON LONG TERM DEBT	$ -0-	
601-99-43000-620 INTEREST ON DEBT TO CITY	$ 55,997	Based on repayment schedule.
601-99-42800-690 AMORTIZATION OF DEBT, DISCOUNT	$ 5,500	

		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	TO DATE 6/30/12	2012 YEAR END ESTIMATED	2012 BUDGET	2013 BUDGET	2013 COMMITTEE BUDGET	2013 Proposed BUDGET
---	**TRANSIT**									
---	REVENUES									
602-46-41110-000	GENERAL PROPERTY TAXES	33,080	35,600	48,833	46,381	46,381	46,381	49,558	49,558	52,467
602-46-43530-000	STATE AID	115,575	92,545	93,686	28,612	123,272	123,272	114,974	114,974	114,974
602-46-46390-400	FARE BOX REVENUES	4,746	5,877	6,589	2,095	5,000	6,000	6,000	6,000	6,000
602-46-46390-401	ADULT FARES	16,953	19,878	17,670	8,475	18,000	16,000	16,000	16,000	16,000
602-46-46390-402	STUDENT RIDER FARES	420	540	240	-	100	1,000	1,000	1,000	1,000
602-46-46390-403	SENIOR CITIZEN FARES	4,440	5,415	3,990	2,040	5,000	5,000	5,000	5,000	5,000
602-46-46390-405	HANDICAPPED RIDER FARES	-	-	-	-	-	-	-	-	-
602-46-46900-000	OTHER REVENUES	-	-	-	-	-	1,200	1,200	1,200	1,200
602-46-46900-100	WAL-MART DONATION	10,000	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000
602-46-48110-000	INTEREST & DIVIDENDS INCOME	246	604	120	1	100	200	200	200	200
602-46-49300-000	FUND BALANCE APPLIED	-	-	-	-	-	-	-		-
602-46-49210-000	TRANSFER FROM GENERAL FUND	-	-	-	-	-	-	-	-	-
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---		185,460	$160,459	181,128	97,604	207,853	209,053	203,932	203,932	206,841

---	EXPENSES									
602-53-53520-110	TRANSIT SALARIES	2,417	2,515	2,633	1,463	2,569	2,569	2,646	2,646	2,569
602-53-53520-117	LONGEVITY	-	-	-	-	-	-	-	-	-
602-53-53520-120	OVERTIME	-	-	-	-	-	-	-	-	-
602-53-53520-130	FICA	181	187	196	110	197	197	202	202	197
602-53-53520-131	WISCONSIN RETIREMENT	251	276	243	86	283	283	291	291	283
602-53-53520-132	LIFE & DISABILITY INSURANCE	6	6	6	2	10	10	10	10	10
602-53-53520-133	HEALTH INSURANCE	499	552	587	221	541	541	541	541	541
602-53-53520-134	PROFESSIONAL DEVELOPMENT	-	-	-	-	-	-	-	-	-
602-53-53520-210	PROFESSIONAL & TECH SERVICES	-	-	-	-	-	-	-	-	-
602-53-53520-212	COMPUTER / ACCOUNTING SERVICES	-	-	-	-	-	-	-	-	-
602-53-53520-221	TELEPHONE	-	-	-	-	-	-	-	-	-
602-53-53520-290	GENERAL SERVICE OPERATING EXP.	89,635	92,841	95,840	32,300	172,240	172,240	198,231	198,231	198,231
	Additional 14 hours	-	-	-	-	10,000	28,203	-	-	-
602-53-53520-292	GENERAL SERVICES OPERATING	-	-	332	27,860	-	-	-	-	-
602-53-53520-291	SPECIAL ELDERLY OPERATING EXP.	75,658	79,020	82,048	-	-	-	-	-	-
602-53-53520-312	POSTAGE	-	-	-	1,000	-	10	10	10	10
602-53-53520-354	OTHER SUPPLIES	142	-	-	184	184	-	-	-	-
602-53-53520-390	MISCELLANEOUS EXPENSE	-	-	100	-	-	-	2,000	2,000	-
602-53-53520-391	ADVERTISING & PROMOTION	-	-	300	-	5,000	5,000	-	-	5,000
602-53-53520-510	WORKERS COMPENSATION	-	-	-	-	-	-	-	-	-
602-53-53520-511	PUBLIC LIABILITY INSURANCE	-	-	-	-	-	-	-	-	-
602-53-53520-540	DEPRECIATION-PASSENGER VEHICLES	-	-	-	-	-	-	-	-	-
602-53-53520-620	PRIN/INTEREST ON LONG TERM DEBT	-	-	-	-	-	-	-	-	-
		168,789	$175,397	182,285	63,226	191,024	209,053	203,932	203,932	206,841
	ESTIMATED FUND BALANCE			50,708			-			-

	CURRENT YEAR	PROPOSED	DIFFERENCE
PERSONNEL	3,600	3,600	0%
NON-PERSONNEL	205,453	203,241	-1%
TOTAL	209,053	206,841	-1%