



2014 Operating Budget

Adopted December 2, 2013

City of Monona

MAYOR

Robert E. Miller

CITY COUNCIL

James R. Busse
Brian B. Holmquist
Mary K. O'Connor
Chad Speight
Kathryn A. Thomas
Douglas S. Wood

CITY ADMINISTRATOR

Patrick S. Marsh

FINANCE DIRECTOR

Marc C. Houtakker

**Resolution 13-11-1945
Monona Common Council**

**A RESOLUTION ADOPTING THE 2014 OPERATING BUDGET
AND ESTABLISHING A TAX LEVY**

The City Council of the City of Monona, Dane County, Wisconsin, hereby resolves as follows:

WHEREAS, Wisconsin State Statute 65.90 requires an annual budget appropriating monies to finance activities and programs of the City for the ensuing fiscal year be adopted by the City Council; and,

WHEREAS, the City Council has considered an executive budget for 2014 submitted by the Mayor and prepared by the City Administrator in cooperation with Department Managers and in consideration of recommendations by the various Boards, Committees, and Commissions; and,

WHEREAS, the City Council held public hearings on the 2014 Budget, as required, on November 18, 2013 and December 2, 2013; and,

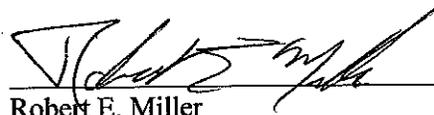
WHEREAS, the 2014 Budget requires a tax levy to finance in part the appropriations.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Monona, Dane County, Wisconsin, that:

1. Budgeted revenue estimates and expenditure appropriations for the year 2014 for the City of Monona are hereby adopted per the attached summary and as set forth in the budget document.
2. The property tax levy required to finance the 2014 Budget is \$5,663,554 and the tax rate to be established at \$6.120629 per thousand dollars of assessed property value.

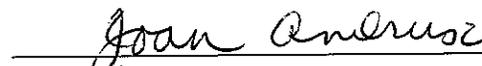
Adopted this 2nd day of December, 2013.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN



Robert E. Miller
Mayor

ATTEST:


Joan Andrusz
City Clerk

Council Action:

Date Introduced: 11-18-13

Public Hearings: 11-18-13, 12-2-13

Date Approved: 12-2-13

2014 BUDGET SUMMARY

	2013 BUDGET	2014 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
GENERAL FUND				
Revenues				
Levy	\$ 2,352,377	\$ 2,287,933	\$ (64,444)	-2.74%
Other Revenues				
Taxes (other than property taxes)	455,620	475,420	19,800	4.35%
Intergovernmental revenues	1,136,749	1,287,233	150,484	13.24%
Licenses and permits	159,475	160,260	785	0.49%
Fines, forfeits and penalties	165,000	165,000	-	0.00%
Public charges for services	66,650	65,400	(1,250)	-1.88%
Intergovernmental charges	67,000	70,000	3,000	4.48%
Miscellaneous revenues	299,600	319,600	20,000	6.68%
Other financing sources	172,379	172,379	-	0.00%
Appropriated fund balance	<u>100,000</u>	<u>150,000</u>	<u>50,000</u>	<u>100.00%</u>
Total Other Revenues	2,622,473	2,865,292	242,819	9.26%
Expenditures				
Legislative	19,527	19,877	350	1.79%
Judicial	57,316	59,230	1,914	3.34%
Legal	125,000	160,000	35,000	28.00%
Executive Office	152,881	152,781	(100)	-0.07%
Clerk's Office	68,596	74,378	5,782	8.43%
Finance Office	100,016	100,939	923	0.92%
General Government	450,546	564,137	113,591	25.21%
General Buildings & Plant	163,181	151,629	(11,552)	-7.08%
Law Enforcement	2,067,346	2,069,430	2,084	0.10%
Fire Protection	406,430	413,374	6,944	1.71%
Inspections	73,383	89,145	15,762	21.48%
Emergency Communications	328,826	345,690	16,864	5.13%
Engineering	45,176	50,260	5,084	11.25%
Public Works	639,423	625,340	(14,083)	-2.20%
Parks	180,726	191,601	10,875	6.02%
Planning	<u>96,477</u>	<u>85,413</u>	<u>(11,064)</u>	<u>-11.47%</u>
TOTAL	\$4,974,850	5,153,225	178,375	3.59%

Expenditure Restraint Estimates

Actual Percentage Increase	3.59%
Estimated Allowed Increase	3.00%
Actual amount under/(over) the allowed increase	\$ (29,129)

Interim Rate with TID out 5.96137700 Must be 5 or greater

Working Capital Percentages

20% Reserve for Working Capital	\$ 1,030,645
Estimated Fund Balance 12/31/12	\$ 1,187,766
Designated to Capital Project fund	<u>\$ -</u>
Difference	(\$157,121)
Estimated Reserve Percentage -2013	20.14%
Actual Reserve Percentage -2013	23.88%

	2013 BUDGET	2014 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
LIBRARY				
Levy	\$ 442,286	\$ 462,786	\$ 20,500	4.64%
Revenues	\$ 277,946	\$ 260,754	\$ (17,192)	-6.19%
TOTAL	\$ 720,232	\$ 723,540	\$ 3,308	0.46%
Expenditures	\$ 720,232	\$ 723,540	\$ 3,308	0.46%
COMMUNITY RECREATION SERVICES				
Levy	\$ 413,903	\$ 418,421	\$ 4,518	1.09%
Other Revenues	\$ 343,100	\$ 388,600	\$ 45,500	13.26%
TOTAL	\$ 757,003	\$ 807,021	\$ 50,018	6.61%
Expenditures	\$ 757,003	\$ 807,021	\$ 50,018	6.61%
AMBULANCE				
Levy	\$ 131,314	\$ 138,911	\$ 7,597	5.79%
Other Revenues	\$ 295,000	\$ 317,588	\$ 22,588	7.66%
Applied Fund Balance	\$ -	\$ -	\$ -	N/A
TOTAL	\$ 426,314	\$ 456,499	\$ 30,185	7.08%
Expenditures	\$ 426,314	\$ 456,499	\$ 30,185	7.08%
DEBT SERVICE				
Levy	\$ 1,775,184	\$ 1,819,036	\$ 43,852	2.47%
Other Revenues	\$ 127,000	\$ 105,000	\$ (22,000)	-17.32%
Applied Fund Balance	\$ 25,000	\$ -	\$ (25,000)	-100.00%
TOTAL	\$ 1,927,184	\$ 1,924,036	\$ (3,148)	-0.16%
Expenditures	\$ 1,927,184	\$ 1,924,036	\$ (3,148)	-0.16%
DEBT SERVICE - LIBRARY EXPANSION				
Levy	\$ 241,006	\$ 234,006	\$ (7,000)	-2.90%
Other Revenues	\$ -	\$ -	\$ -	N/A
TOTAL	\$ 241,006	\$ 234,006	\$ (7,000)	-2.90%
Expenditures	\$ 241,006	\$ 234,006	\$ (7,000)	-2.90%
SOLID WASTE DISPOSAL FUND				
Levy	\$ 225,491	\$ 246,550	\$ 21,059	9.34%
Other Revenues	\$ 101,000	\$ 98,000	\$ (3,000)	-2.97%
TOTAL	\$ 326,491	\$ 344,550	\$ 18,059	5.53%
Expenditures	\$ 326,491	\$ 344,550	\$ 18,059	5.53%

	2013 BUDGET	2014 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
TRANSIT				
Levy	\$ 52,467	\$ 55,910	\$ 3,443	6.56%
Other Revenues	\$ 154,374	\$ 155,943	\$ 1,569	1.02%
TOTAL	\$ 206,841	\$ 211,853	\$ 5,012	2.42%
Expenditures	\$ 206,841	\$ 211,853	\$ 5,012	2.42%
Total Revenues (Without City Levy)	\$ 3,920,893	\$ 4,191,177	\$ 270,284	6.89%
Total Expenditures	\$ 9,579,921	\$ 9,854,730	\$ 274,809	2.87%
City Property Tax Levy	\$ 3,617,838	\$ 3,610,512	\$ (7,326)	-0.20%
General Debt Service	\$ 1,775,184	\$ 1,819,036	\$ 43,852	2.47%
Library Expansion Debt Service	\$ 241,006	\$ 234,006	\$ (7,000)	-2.90%
Total City Property Tax Levy	\$ 5,634,028	\$ 5,663,554	\$ 29,526	0.52%
Property Tax Freeze				
Actual Percentage Increase		0.52%		
Actual Dollar Increase		\$ 29,526		
Allowed Increase		1.44%		
Allowed Dollar Increase		\$ 80,905		
Actual Increase excluding Debt Service		(7,326)		
Difference		<u>\$ 88,231</u>		
Tax Rate per \$1,000 of Assessed Value	\$ 5.84	\$ 5.87	\$ 0.03	0.49%
Library Exp. Debt Service of Assessed	\$ 0.26	\$ 0.25	\$ (0.01)	-3.36%
Total Tax Rate per \$1,000 of assessed	\$ 6.10	\$ 6.120629	\$ 0.02	0.32%
Equalized Tax Rate	\$ 5.70	\$ 5.71	\$ 0.01	0.18%

OTHER FUNDS OF THE CITY

	2013 BUDGET	2014 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
COMMUNITY DEVELOPMENT AUTHORITY				
Levy	\$ -	\$ -	\$ -	N/A
Revenues	\$ 110,200	\$ 110,200	\$ -	0.00%
TOTAL	\$ 110,200	\$ 110,200	\$ -	0.00%
Expenditures	\$ 104,475	\$ 104,791	\$ 316	0.30%
TIF DISTRICT NO. 2 Debt Service				
Increment	\$ 1,300,000	\$ 1,400,000	\$ 100,000	7.69%
Revenues	\$ 8,300	\$ 8,300	\$ -	0.00%
TOTAL	\$ 1,308,300	\$ 1,408,300	\$ 100,000	7.64%
Expenditures	\$ 1,308,300	\$ 1,408,300	\$ 100,000	7.64%

	2013 BUDGET	2014 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 #4 Capital				
Increment	\$ 240,000	\$ 259,000	\$ 19,000	N/A
Revenues	\$ 600	\$ 600	\$ -	0.00%
TOTAL	\$ 240,600	\$ 259,600	\$ 19,000	7.90%
Expenditures	\$ 630,091	\$ 612,126	\$ (17,965)	-2.85%
TID #5 Capital				
Increment	\$ 364,000	\$ 364,000	\$ -	N/A
Revenues	\$ 27,079	\$ 27,079	\$ -	0.00%
TOTAL	\$ 391,079	\$ 391,079	\$ -	0.00%
Expenditures	\$ 397,274	\$ 391,079	\$ (6,195)	-1.56%
Parkland Project				
Revenues	\$ -	\$ -	\$ -	#DIV/0!
Expenditures	\$ -	\$ -	\$ -	#DIV/0!
WATER UTILITY				
Revenues	\$ 1,551,000	\$ 1,589,500	\$ 38,500	2.48%
Expenditures	\$ 1,336,940	\$ 1,306,786	\$ (30,154)	-2.26%
SEWER UTILITY				
Revenues	\$ 1,232,000	\$ 1,409,800	\$ 177,800	14.43%
Expenditures	\$ 1,056,138	\$ 1,133,960	\$ 77,822	7.37%
STORM WATER UTILITY				
Revenues	\$ 472,361	\$ 467,000	\$ (5,361)	101.15%
Expenditures	\$ 472,361	\$ 536,956	\$ 64,595	87.97%
CATV				
Revenues	\$ 145,005	\$ 166,597	\$ 21,592	14.89%
Expenditures	\$ 145,005	\$ 166,597	\$ 21,592	14.89%

TIF INCREMENT CALCULATIONS

	Apportioned Levy	Equalized Value Less TID Value	Interim Rate	Equalized Value With TID Value	Amount to Be Levied	2014 Tax Increment	2013 Tax Increment	\$ INCREASE	% INCREASE
DANE COUNTY	\$ 2,961,197.92	950,041,100	0.003116916	\$ 1,059,628,300	\$ 3,302,772.40	\$ 341,574.48	\$ 318,442.09	\$ 23,132.39	7.26%
MONONA GROVE SCHOOL DISTRICT	\$ 13,152,176.00	949,324,762	0.013854243	\$ 1,058,911,962	\$ 14,670,423.64	\$ 1,518,247.64	\$ 1,377,540.50	\$ 140,707.14	10.21%
MATC	\$ 1,749,016.95	950,041,100	0.001840991	\$ 1,059,628,300	\$ 1,950,766.16	\$ 201,749.21	\$ 191,477.76	\$ 10,271.45	5.36%
CITY OF MONONA	<u>\$ 5,663,553.51</u>	<u>950,041,100</u>	<u>0.005961377</u>	<u>\$ 1,059,628,300</u>	<u>\$ 6,316,843.78</u>	<u>\$ 653,290.27</u>	<u>\$ 611,177.27</u>	<u>\$ 42,113.00</u>	<u>6.89%</u>
TOTAL FOR TAX INCREMENT	\$ 23,525,944.38	950,041,100	0.024773527	\$ 1,059,628,300	\$ 26,240,805.98	\$ 2,714,861.60	\$ 2,498,637.62	\$ 216,223.98	8.65%
STATE OF WISCONSIN					\$ 179,825.28				
MADISON SCHOOL DISTRICT					<u>\$ 8,498.00</u>				
TOTAL FOR AMOUNT TO BE LEVIED					\$ 26,429,129.26				

Equalized Value per District	Increment Value	2014 Tax Increment	2013 Tax Increment
TIF #2	57,044,400	1,413,191.06	1,369,118.00
TIF #4	10,102,900	250,284.48	240,619.00
TIF #5	14,179,300	351,271.29	242,588.00
TIF #6	28,260,600	700,114.77	646,310.00
	<u>109,587,200</u>	<u>2,714,861.60</u>	<u>2,498,635.00</u>

CITY OF MONONA

TAX RATE WORK SHEET--2013 TAX ROLL COLLECTED IN 2014

GENERAL TAXES	AMOUNT NEEDED	ASSESSED REAL ESTATE TAX BASE	ASSESSED PERSONAL PROPERTY	ASSESSED TOTAL TAX BASE	2014 MILL RATE	2013 MILL RATE	% INCREASE	\$ INCREASE
STATE OF WISCONSIN	\$ 179,825.28	1,000,641,088	31,416,800	1,032,057,888	0.174240	0.178657	-2.473%	(\$0.00)
DANE COUNTY	\$ 3,302,772.40	1,000,641,088	31,416,800	1,032,057,888	3.200181	3.178801	0.673%	\$0.02
CITY OF MONONA	\$ 6,316,843.78	1,000,641,088	31,416,800	1,032,057,888	6.120629	6.100980	0.322%	\$0.02
MATC	\$ 1,950,766.16	1,000,641,088	31,416,800	1,032,057,888	1.890171	1.911396	-1.110%	(\$0.02)
MONONA GROVE SCHOOLS	\$ 14,670,423.64	999,983,288	31,376,900	1,031,360,188	14.224345	13.751086	3.442%	\$0.47
MADISON SCHOOLS	<u>\$ 8,498.00</u>	<u>657,800</u>	<u>39,900</u>	<u>697,700</u>	<u>12.180020</u>	<u>12.125124</u>	<u>0.453%</u>	<u>\$0.05</u>
TOTAL NEEDED	\$ 26,429,129.26							
GROSS MILL RATE-MG					25.609567	25.120920	1.9452%	\$0.49
GROSS MILL RATE-MSD					23.565242	23.494958	0.2991%	\$0.07
<hr/>								
STATE CREDITS								
STATE SCHOOL TAX CREDIT	\$2,048,181.79	1,000,641,088	31,416,800	1,032,057,888	-1.984561	-2.021048	-1.8054%	\$0.04
<hr/>								
NET MILL RATE			MG SCHOOL DISTRICT		23.625006	23.099872	2.2733%	\$0.53
			MADISON SCHOOL DISTRICT		21.580681	21.473910	0.4972%	\$0.11

**2013 BUDGET
ASSESSED VALUE AND LEVY ASSUMPTIONS**

<u>EQUALIZED VALUE</u>					<u>ASSESSED VALUE</u>				
		2013	2012	% INCREASE		RE	PP	TOTAL	
Equalized Value without TID	A	\$950,041,100	\$972,170,000	-2.28%	E 12 ASSESSED VALUE	993,105,288	30,534,300	1,023,639,588	
Equalized Value with TID	A	\$1,059,628,300	\$1,077,630,600	-1.67%	E 13 ASSESSED VALUE	1,000,641,088	31,416,800	1,032,057,888	
Increment		\$109,587,200	\$105,460,600	3.91%		7,535,800	882,500	8,418,300	
						0.76%	2.89%	0.82%	
<u>BUDGETED LEVY</u>		2013	2012	% INCREASE	\$ INCREASE				
ILLEGAL TAXES	A	\$ -	\$ -	N/A	\$ -				
GENERAL	A	2,287,933	2,352,377	-2.74%	(64,444)				
LIBRARY	A	462,786	442,286	4.64%	20,500				
AMBULANCE	A	138,911	131,314	5.79%	7,597				
DEBT SERVICE	A	1,819,036	1,775,184	2.47%	43,852				
DEBT SERVICE - LIB EXPANSION	A	234,006	241,006	-2.90%	(7,000)				
TRANSIT	A	55,910	52,467	6.56%	3,443				
COMMUNITY RECREATION	A	418,421	413,903	1.09%	4,518				
SOLID WASTE DISPOSAL	A	246,550	225,491	9.34%	21,059				
CAPITAL	A	-	-	N/A	-				
TOTAL LEVY		\$ 5,663,554	\$ 5,634,028	0.52%	\$ 29,526				
					<u>TAX CREDITS</u>	2013	2012	\$ INCREASE	% INCREASE
					A School Tax Cr.	\$2,048,181.79	\$2,068,824.42	(\$20,642.63)	-1.00%
					LOTTERY CREDIT	2013	2012	\$ INCREASE	
					A MG Schools	\$151.01	\$112.60	\$38.41	
					A Madison Schools	\$129.31	\$96.26	\$33.05	
					A MG Equalized Value w/o TIF		949,324,762		
					A MG Equalized Value with TIF		1,058,911,962		
<u>TAXING JURISDICTION</u>		2013	2012	% INCREASE	\$ INCREASE				
DANE COUNTY	A	\$ 2,961,197.92	\$ 2,935,504.46	0.88%	\$ 25,693.46				
MG SCHOOLS	A	\$ 13,152,176.00	\$ 12,688,917.00	3.65%	\$ 463,259.00				
MADISON SCHOOLS	A	\$ 8,498.00	\$ 8,551.85	-0.63%	\$ (53.85)				
MATC	A	\$ 1,749,016.95	\$ 1,765,102.84	-0.91%	\$ (16,085.89)				
CITY OF MONONA	E	\$ 5,663,553.51	\$ 5,634,027.20	0.52%	\$ 29,526.31				
STATE OF WISCONSIN	A	\$ 179,825.28	\$ 182,880.52	-1.67%	\$ (3,055.24)				
TOTAL LEVY		\$ 23,714,267.66	\$ 23,214,983.87	2.15%	\$ 499,284				
E-ESTIMATED									
A-ACTUAL		12%	13%						
		55%	55%						
		0%	0%						
		7%	8%						
		24%	24%						
		1%	1%						
		100%	100%						
					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 2014 executive budget to be held before the City Council on Monday November 15, 2013 at 7:30 p.m. in the Community 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.

2014 EXECUTIVE BUDGET SUMMARY

General Fund							
	2013 Budget	2013 Year End Estimate	2014 Proposed	Percentage Change Increase (Decrease)			
Revenues							
Taxes (other than property taxes)	455,620	495,420	475,420				
Intergovernmental revenues	1,136,749	1,186,221	1,287,233				
Licenses and permits	159,475	186,040	160,260				
Fines, forfeits and penalties	165,000	152,000	165,000				
Public charges for services	66,650	64,747	65,400				
Intergovernmental charges	67,000	68,000	70,000				
Miscellaneous revenues	299,600	315,700	319,600				
Other financing sources	172,379	172,379	172,379				
Appropriated fund balance	<u>100,000</u>	<u>-</u>	<u>150,000</u>				
Total Revenues	2,622,473	2,640,507	2,865,292	9.26%			
Expenditures							
General Government	1,011,563	1,062,707	1,107,472				
Public Safety	2,875,985	2,825,199	2,917,638				
Public Works	605,680	636,438	605,632				
Culture, Recreation and Education	180,726	178,339	191,601				
Conservation and Development	175,396	123,431	155,381				
Other financing uses	<u>125,500</u>	<u>125,500</u>	<u>175,500</u>				
Total Expenditures	4,974,850	4,951,614	5,153,225	3.59%			
Excess (deficiency) of revenues over expenditures	(2,352,377)	(2,311,107)	(2,287,933)				
Local Property Taxes	<u>2,352,377</u>	<u>2,353,377</u>	<u>2,287,933</u>	-2.74%			
Net surplus (deficit)	<u>-</u>	<u>42,270</u>	<u>-</u>				
Fund Balance - Beginning of Year	1,145,496	1,145,496	1,187,766				
Fund Balance - End of Year	1,145,496	1,187,766	1,037,766				
-							
Special Revenue Funds							
	Library	Community Recreation	CATV	Ambulance	Solid Waste	CDA	Totals
Total Revenues	260,754	388,600	166,597	317,588	98,000	110,200	1,341,739
Total Expenditures	<u>723,540</u>	<u>807,021</u>	<u>166,597</u>	<u>456,499</u>	<u>344,550</u>	<u>104,791</u>	<u>2,602,998</u>
Excess (deficit)	(462,786)	(418,421)	-	(138,911)	(246,550)	5,409	(1,261,259)
Balance - Jan 1	160,219	-	114,679	126,834	(6,155)	(29,155)	366,422
Balance - Dec 31	160,219	0	114,679	126,834	(6,155)	(23,746)	371,832
Property Tax	462,786	418,421	-	138,911	246,550	-	1,266,669
Debt Service Funds							
	General	Library	TID #2	Totals			
Total Revenues	105,000	-	1,408,300	1,513,300			
Total Expenditures	<u>1,924,036</u>	<u>234,006</u>	<u>1,408,300</u>	<u>3,566,342</u>			
Excess (deficit)	(1,819,036)	(234,006)	-	(2,053,042)			
Balance - Jan 1	354,652	2,609	-	357,261			
Balance - Dec 31	354,652	2,609	-	357,261			
Property Tax	1,819,036	234,006	-	2,053,042			

Capital Projects Funds	General	TID #4	TID #5	TID #6	TID #7	TID #8	Totals
Total Revenues	2,985,421	583,848	391,079	725,000	-	-	4,685,348
Total Expenditures	2,985,421	612,126	391,079	437,300	-	-	4,425,926
Excess (deficit)	-	(28,278)	-	287,700	-	-	259,422
Balance - Jan 1	304,758	2,394,853	1,271,185	2,397,178	(34,849)	(35,445)	6,297,680
Balance - Dec 31	304,758	2,366,575	1,271,185	2,684,878	(34,849)	(35,445)	6,557,102
Property Tax	-	-	-	-	-	-	-

Enterprise Funds	Water Utility	Sewer Utility	Mass Transit	Stormwater Utility	Totals
Total Revenues	1,589,500	1,409,800	155,943	\$467,000	\$3,622,243
Total Expenditures	1,306,786	1,133,960	211,853	\$536,956	\$3,189,555
Excess (deficit)	282,714	275,840	(55,910)	(\$69,956)	\$149,975
Retained Earnings- Jan 1	7,517,973	3,553,511	(25,120)	1,780,100	\$12,826,464
Retained Earnings - Dec 31	7,800,687	3,829,351	(25,120)	\$1,780,100	\$13,385,018
Property Tax	\$0	\$0	\$55,910	\$0	\$55,910

BUDGET SUMMARY

	2013 Budget	2014 Proposed	Difference	
			Amount	Percentage
Total Revenues without Tax Levy	\$3,920,893	7,176,598	3,255,705	83.03%
Total Expenditures	\$9,579,921	\$9,854,730	\$274,809	2.87%

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

	Actual Levy 2013	Proposed Levy 2014	Difference	
			Amount	Percentage
General Fund	\$ 2,352,377	\$ 2,287,933	(\$64,444)	-2.74%
Library	442,286	462,786	20,500	4.64%
Ambulance	131,314	138,911	7,597	5.79%
Debt Service	1,775,184	1,819,036	43,852	2.47%
Debt Service - Library Expansion	241,006	234,006	(7,000)	-2.90%
Mass Transit	52,467	55,910	3,443	6.56%
Community Recreation	413,903	418,421	4,518	1.09%
Solid Waste Desposal Fund	225,491	246,550	21,059	9.34%
Capital Projects	-	-	-	N/A
Total Levy	\$ 5,634,028	\$ 5,663,554	\$ 29,526	0.52%
Total without Library Debt levy	\$ 5,393,022	\$ 5,429,548	\$ 36,526	0.68%
Tax Rate per \$1,000				
Assessed Rate	\$5.84	\$5.87	\$0.03	0.49%
Equalized Rate	\$5.70	\$5.71	\$0.01	0.18%
Library Debt Assessed Rate	\$0.26	\$0.25	(\$0.01)	-3.36%
City Assessed Rate	\$5.84	\$5.87	\$0.02	0.32%
Total Assessed Rate	\$6.10	\$6.12	\$0.02	0.34%

The City's outstanding general obligation debt at December 31, 2013 is \$50,485,000.

NOTE: THE PROPOSED RATE FOR MUNICIPAL PURPOSES IS \$6.11 PER \$1,000 OF ASSESSED VALUATION. FOR EXAMPLE, AN HOME ASSESSED AT \$403,000 (\$6.11X 240) WOULD PAY \$1,467.81

Expenditure Restraint Estimates	
Actual Percentage Increase	3.59%
Estimated Allowed Increase	3.00%
Working Capital Percentages	
20% Reserve for Working Capital	\$1,030,645
Estimated Fund Balance 12/31/12	\$1,187,766
Difference	(\$157,121)
Actual Reserve Percentage -2013	23.88%

CITY OF MONONA
Tax Bill From ONLY the City
For Assessed Home at \$240,000

	Year 2014	Year 2013
Average Assessed Home	\$ 240,000.00	\$ 239,000.00
City of Monona's Mill Rate		
Mill Rate For Library Expansion Debt Service	\$ 5.87	\$ 5.84
Mill Rate For All Other Funds	\$ 0.25	\$ 0.26
Total Mill Rate for the City	\$ 6.12063	\$ 6.10
Total CITY Tax Levy	\$ 1,468.95	\$ 1,458.13
Total City Charges	<u>\$ 1,468.95</u>	<u>\$ 1,458.13</u>
Increase from 2012	<u>\$ 10.82</u>	

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

	Year 2014	Year 2013
Average Assessed Home	\$ 1,166,000.00	\$ 1,157,000.00
City of Monona's Mill Rate		
Mill Rate For Library Expansion Debt Service	\$ 0.25	\$0.26
Mill Rate For All Other Funds	\$5.87	\$5.84
Total Mill Rate for the City	\$ 6.12063	\$ 6.10
Total CITY Tax Levy	\$ 7,136.65	\$ 7,058.83
Total City Charges	<u>\$ 7,136.65</u>	<u>\$ 7,058.83</u>
Increase from 2010	<u>\$ 77.82</u>	

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET	
TAXES										
100-41-41110-000	GENERAL PROPERTY TAXES	2,410,793	\$2,250,373	2,378,449	2,352,377	2,353,377	2,352,377	2,330,987	2,307,587	2,287,933
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	112,518	291,930	179,245	43,701	200,000	180,000	180,000	180,000	180,000
100-41-41220-000	GENERAL SALES TAX DISCOUNT	447	3	(211)	10	120	120	120	120	120
100-41-41310-000	TAXES FROM CITY OWNED UTILITY	216,488	253,873	267,636	-	250,000	230,000	250,000	250,000	250,000
100-41-41320-000	TAXES FROM OTHER EXEMPT ENTITIES	40,029	35,211	44,073	36,182	45,000	45,000	45,000	45,000	45,000
100-41-41800-000	INTEREST & PENALTIES ON TAXES	4	236	366	90	300	500	300	300	300
---		369,486	\$581,253	491,109	79,983	495,420	455,620	475,420	475,420	475,420
INTERGOVERNMENTAL REVENUES										
100-43-43410-000	SHARED REVENUES	155,178	154,796	132,137	-	132,283	132,283	132,097	132,097	132,097
100-43-43420-000	FIRE INSURANCE	31,026	33,569	34,306	-	35,647	30,000	34,000	34,000	34,000
100-43-43570-000	CULTURE AND RECREATION GRANT	-	3,285	-	-	-	-	-	-	-
100-43-43520-000	PUBLIC SAFETY AIDS	23,308	-	33,803	20,521	35,000	-	-	-	-
100-43-43530-000	TRANSPORTATION AIDS	528,852	608,180	547,362	314,733	629,466	629,466	723,885	723,885	723,885
100-43-43550-000	STATE DISASTER AIUD	-	18,040	-	-	-	-	-	-	-
100-43-43580-000	OTHER STATE GRANTS	4,008	-	-	-	-	-	-	-	25,000
100-43-43600-000	EXPENDITURE RESTRAINT PROGRAM	3,342	12,294	13,358	-	-	-	62,251	62,251	62,251
100-43-43600-100	EXEMPT COMPUTER AID	205,604	315,450	384,908	-	353,825	345,000	310,000	310,000	310,000
---		951,318	\$1,145,614	1,145,874	335,254	1,186,221	1,136,749	1,262,233	1,262,233	1,287,233
LICENSES AND PERMITS										
100-44-44110-000	LIQUOR & MALT BEVERAGE LICENSES	21,295	22,504	21,401	22,003	23,000	22,000	22,000	22,000	22,000
100-44-44120-100	CIGARETTE LICENSES	1,400	1,500	1,500	1,400	1,400	1,500	1,400	1,400	1,400
100-44-44120-200	OPERATORS LICENSES	9,005	8,427	11,250	7,865	10,500	9,400	9,500	9,500	9,500
100-44-44120-500	AMUSEMENT DEVICE LICENSES	1,650	1,800	-	-	-	-	-	-	-
100-44-44120-600	OTHER BUSINESS & OCCUPATIONAL LIC	1,244	1,240	1,465	1,303	1,300	1,200	1,200	1,200	1,200
100-44-44200-100	BICYCLE LICENSES	60	61	48	12	60	75	60	60	60
100-44-44200-200	DOG & CAT LICENSES	3,325	1,663	2,701	397	2,800	3,000	3,000	3,000	3,000
100-44-44300-100	BUILDING PERMITS	48,698	51,457	79,169	40,141	65,000	63,000	63,000	63,000	63,000
100-44-44300-200	ELECTRICAL PERMITS	15,463	19,675	26,607	15,833	23,000	20,000	20,000	20,000	20,000
100-44-44300-300	PLUMBING PERMITS	7,287	15,775	18,371	13,250	19,000	17,000	17,000	17,000	17,000
100-44-44300-400	HVAC PERMITS	12,967	16,474	21,570	15,518	24,000	11,000	11,000	11,000	11,000
100-44-44400-000	ZONING PERMITS AND FEES	2,900	1,405	2,375	3,240	8,880	5,000	5,000	5,000	5,000
100-44-44500-000	UNDERGROUND STORAGE FEES	899	1,044	1,054	500	1,500	1,500	1,200	1,200	1,200
100-44-44600-000	EXCAVATION PERMIT	5,850	7,100	4,448	3,950	4,500	3,500	4,500	4,500	4,500
100-44-44700-000	DRIVEWAY PERMIT	150	100	50	-	100	100	100	100	100
100-44-44900-000	OTHER REGULATORY PERMITS & FEES	1,467	1,300	2,928	1,695	1,300	1,200	1,300	1,300	1,300
---		\$133,660	\$151,525	194,937	127,107	186,040	159,475	160,260	160,260	160,260

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
---	FINES, FORFEITS AND PENALTIES								
100-45-45110-000	COURT PENALTIES AND COSTS	134,767	116,579	151,023	86,297	140,000	150,000	140,000	140,000
100-45-45130-000	PARKING VIOLATIONS	15,310	12,920	9,635	7,660	12,000	15,000	12,000	12,000
100-45-45190-000	OTHER LAW & ORDINANCE VIOLATIONS	-	-	-	-	-	-	-	-
---		\$150,077	\$129,499	160,658	93,957	152,000	165,000	152,000	152,000
---	PUBLIC CHARGES FOR SERVICE								
100-46-46100-100	GENERAL GOVERNMENT FEES	6,261	4,977	5,785	3,313	5,800	6,000	6,000	6,000
100-46-46210-000	LAW ENFORCEMENT FEES	762	507	633	262	675	700	700	700
100-46-46220-000	FIRE PROTECTION FEES	1,728	1,359	354	264	700	1,600	900	900
100-46-46420-000	REFUSE & GARBAGE COLLECTION FEES	-	-	-	-	-	-	-	-
100-46-46430-000	WEIGHTS AND MEASURES	8,040	5,065	5,106	-	4,500	3,500	4,500	4,500
100-46-46720-100	PARK SHELTER RENTALS	12,357	16,550	14,132	10,780	16,000	16,250	16,250	16,250
100-46-46720-200	CELL TOWER RENTALS	16,612	15,468	15,468	6,416	16,000	16,000	16,000	16,000
100-46-46720-300	BOAT LAUNCH FEE COLLECTIONS	21,000	21,000	21,000	4,288	21,000	21,000	21,000	21,000
100-46-46720-400	PARK FIELDS RENTALS	1,799	4,033	3,556	2,911	-	1,500	-	-
100-46-46720-700	GAB INCENTIVE REVENUE	(119)	(31)	-	-	-	-	-	-
100-47-47320-000	SCHOOL LIAISON OFFICER	67,195	68,101	67,121	-	68,000	67,000	70,000	70,000
100-46-46900-000	OTHER PUBLIC CHARGES FOR SERVICES	-	72	72	-	72	100	50	50
---		\$135,635	\$137,101	133,227	28,234	132,747	133,650	135,400	135,400
---	MISCELLANEOUS REVENUES								
100-48-48110-000	INTEREST & DIVIDENDS INCOME	64,156	44,832	49,153	20,000	42,000	40,000	40,000	40,000
100-48-48130-000	INTEREST ON UT CHG. ON TAX ROLL	1,514	1,425	6,412	-	6,000	6,000	6,000	6,000
100-48-48300-100	SALES OF CITY PROPERTY	6,758	4,444	-	376	4,000	10,000	10,000	10,000
100-48-48300-200	SALES OF SALVAGE/WASTE PROD	-	240	-	-	-	-	-	-
100-48-48400-000	INSURANCE RECOVERIES	24,675	118,498	34,199	30,717	30,000	10,000	25,000	25,000
100-48-48500-000	DONATION AND CONTRIBUTION	40,000	40,000	49,398	40,004	40,000	40,000	40,000	40,000
100-48-48600-000	NEWSLETTER ADVERTISING	-	-	-	-	-	-	-	-
100-48-48900-000	MISCELLANEOUS REVENUES	25,394	76,606	12,135	747	700	600	600	600
100-48-48900-100	RENT/ LEASE PAYMENTS	145,485	201,027	195,017	160,037	193,000	193,000	198,000	198,000
100-48-48900-200	DEBT PROCEEDS	-	-	-	-	-	-	-	-
---		307,982	487,072	346,314	251,881	315,700	299,600	319,600	319,600

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
---	TRANSFERS FROM OTHER FUNDS								
100-49-49220-100	-	-	-	-	-	-	-	-	-
100-49-49220-200	15,500	15,500	15,500	-	15,500	15,500	15,500	15,500	15,500
100-49-49220-205	2,000	2,000	2,000	-	2,000	2,000	2,000	2,000	2,000
100-49-49220-300	15,982	15,982	15,982	-	16,875	16,875	16,875	16,875	16,875
100-49-49220-500	-	(13,747)	-	-	-	-	-	-	-
100-49-49240-100	-	3,943	-	-	-	-	-	-	-
100-49-49260-100	87,100	87,100	87,100	-	86,999	86,999	86,999	86,999	86,999
100-49-49260-200	43,220	43,220	43,220	-	43,005	43,005	43,005	43,005	43,005
100-49-49260-300	-	-	-	-	-	-	-	-	-
100-49-49260-400	8,000	8,000	8,000	-	8,000	8,000	8,000	8,000	8,000
100-49-49300-000	-	-	-	-	-	100,000	-	-	150,000
---	171,802	\$161,998	171,802	-	172,379	272,379	172,379	172,379	322,379

REVENUES
ACCOUNT JUSTIFICATIONS

TAXES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-41-41110-000 GENERAL PROPERTY TAX	\$ 2,287,933	Amount levied for General Fund purposes
100-41-41110-100 OMITTED TAXES	\$ -0-	None anticipated this year
100-41-41140-000 MOBILE HOME FEES	\$ -0-	The city no longer has a mobile home park
100-41-41210-000 PUBLIC ACCOMMODATION TAX	\$ 180,000	These revenues are collected quarterly from motel/hotel establishments based upon 8% of gross sales. Estimated revenue from AmericInn and Country Inn and Suites.
100-41-41220-000 GENERAL SALES TAX DISCOUNT	\$ 120	The City is allowed to retain 2% of the sales tax collected on all items sold by the City subject to sales tax, if timely payment is made.
100-41-41310-000 TAXES FROM CITY OWNED UTILITY	\$ 250,000	These are taxes paid by the Water Utility to the City and are based upon the Utility's value and the mil rate.
100-41-41320-000 TAXES FROM EXEMPT ENTITIES	\$ 45,000	P.I.L.O.T. payments by Monona Meadows, Dane County Housing Authority, Goodwill, and Monona Hills. Based on COLA increase.
100-41-41800-000 INTEREST AND PENALTIES ON TAXES	\$ 300	These revenues are generated by interest added to delinquent personal property taxes collected.

INTERGOVERNMENTAL REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-43-43410-000 SHARED REVENUES	\$ 132,097	Based estimate received from Department of Revenue
100-43-43420-000 FIRE INSURANCE	\$ 34,000	Each year the City receives a rebate from the State based upon the premiums collected in the community. This amount is based upon community evaluation of fire prevention programs and may vary depending upon actual fire losses. The amount guaranteed is \$10,747. This must be designated to Fire Department's fire prevention program.

ACCOUNT	AMOUNT	DESCRIPTION
100-41-43570-000 CULTURE & RECREATION GRANT	\$ -0-	
100-43-43520-000 PUBLIC SAFETY AIDS	\$ -0-	
100-43-43530-000 DOT TRANSPORTATION AIDS	\$ 723,885	Transportation aid for streets
100-43-43550-000 STATE DISASTER AID	\$ -0-	
100-43-43580-000 OTHER STATE GRANTS	\$ 25,000	
100-43-43600-000 EXPENDITURE RESTRAINT	\$ 62,251	
100-43-43600-100 EXEMPT COMPUTER AID	\$ 310,000	1997 WI Act 237 exempted business computers from being subject to property taxes beginning with 1999 tax levy collected in 2000. This amount is state aid payment to offset the loss of this taxable property.

LICENSES AND PERMITS

ACCOUNT	AMOUNT	DESCRIPTION
100-44-44110-000 LIQUOR/MALT BEVERAGES	\$ 22,000	17 Class B beer and liquor; 11 Class A beer; 9 Class A liquor; 5 Class B beer; 3 Class C wine. Based on 2013 collections
100-44-44120-100 CIGARETTE LICENSES	\$ 1,400	Based on 14 licenses issued in 2013
100-44-44120-200 OPERATOR'S LICENSES	\$ 9,500	Based on historic average of licenses issued. Last fee increase was 2008.
100-44-44120-500 AMUSEMENT DEVICE LICENSES	\$ -0-	
100-44-44120-600 OTHER BUSINESS AND OCCUPATIONAL	\$ 1,200	Secondhand dealers, massage establishments, Christmas trees, etc.; based on historic average
100-44-44200-100 BIKE LICENSES	\$ 60	Bike licenses
100-44-44200-200 DOG/CAT LICENSES	\$ 3,000	City share of dog and cat licenses, based on 2013 collection

ACCOUNT	AMOUNT	DESCRIPTION
100-44-44300-100 BUILDING PERMITS	\$ 63,000	Based on next year's proposed/estimated construction
100-44-44300-200 ELECTRICAL PERMITS	\$ 20,000	Based on next year's proposed/estimated construction
100-44-44300-300 PLUMBING PERMITS	\$ 17,000	Based on next year's proposed/estimated construction
100-44-44300-400 HVAC PERMITS	\$ 11,000	Based on next year's proposed/estimated construction
100-44-44400-000 ZONING PERMITS AND FEES	\$ 5,000	Based on current year actual
100-44-44500-000 UNDERGROUND TANK FEES	\$ 1,200	Underground tank inspection performed by Monona Fire Department; anticipated State and local fees to be received; based on historical averages
100-44-44600-000 EXCAVATION PERMIT	\$ 4,500	Based on historical average
100-44-44700-000 DRIVEWAY PERMIT	\$ 100	
100-44-44900-000 OTHER REGULATORY PERMITS & FEES	\$ 1,300	Sign permits and other permits

FINES, FORFEITS AND PENALTIES

ACCOUNT	AMOUNT	DESCRIPTION
100-45-45110-000 COURT PENALTIES/COSTS	\$ 153,000	Based on collections in 2011 and 2012
100-45-45130-000 PARKING VIOLATIONS	\$ 12,000	Based on four-year historic average
100-45-45190-000 OTHER LAW & ORDINANCE VIOLATIONS	\$ -0-	

PUBLIC CHARGES FOR SERVICE

ACCOUNT	AMOUNT	DESCRIPTION
100-46-46100-100 GENERAL GOVERNMENT FEES	\$ 6,000	This account includes revenues derived primarily from estate inquiry fees, copies and sales of plans, maps, etc. Based on historic average.

ACCOUNT	AMOUNT	DESCRIPTION
100-46-46210-000 LAW ENFORCEMENT FEES	\$ 700	This revenue is generated from copies made of accident reports.
100-46-46220-000 FIRE PROTECTION FEES	\$ 900	These revenues are derived from charge-backs to State Beltline fire calls.
100-46-46420-000 REFUSE & GARBAGE COLLECTION FEES	\$ -0-	
100-46-46430-000 WEIGHTS AND MEASURES	\$ 4,500	Weights and measures inspection fees
100-46-46720-100 PARK SHELTER RENTALS	\$ 16,250	Shelter rental fees for all City parks
100-46-46721-101 CELL TOWER RENTALS	\$ 16,000	Tower rental per agreement with U.S. Cellular at Ahuska Park
100-46-46722.102 BOAT LAUNCH FEE COLLECTIONS	\$ 21,000	Launch fee collections from Lottes Park, Winnequah Trail and Tonyawatha Trail launch sites
100-46-46723-103 PARK FIELD RENTALS	\$ -0-	
100-46-46720-700 GAB INCENTIVE REVIEW	\$ -0-	
100-47-47320-000 SCHOOL LIAISON OFFICER	\$ 70,000	Amount reimbursed by Monona Grove School District; the Federal grant ran out in 2001; therefore, MGSD will pay 75% of total cost for School Liaison Officer.
100-46-46900-000 OTHER PUBLIC CHARGES FOR SERVICE	\$ 50	Interest derived from delinquent large item and brush collections

MISCELLANEOUS REVENUES

ACCOUNT	AMOUNT	DESCRIPTION
100-48-48110-000 INTEREST AND DIVIDEND INCOME	\$ 40,000	These revenues are derived from short term investments. Based on 2012 estimates.
100-48-48130-000 INT – DELINQ. WATER/SEWER	\$ 6,000	This is a 10% charge for placing delinquent water and sewer accounts on the tax roll.
100-48-48300-100 SALE OF CITY PROPERTY	\$ 10,000	This account records proceeds from sales of vehicles and other City property.
100-48-48300-200 SALES OF SALVAGE/WASTE PRODUCTS	\$ -0-	
100-48-48400-000 INSURANCE RECOVERIES	\$ 25,000	

ACCOUNT	AMOUNT	DESCRIPTION
100-48-48500-000 DONATION & CONTRIBUTION	\$ 40,000	Per agreement
100-48-48600-000 NEWSLETTER ADVERTISING	\$ -0-	
100-48-48900-000 MISCELLANEOUS REVENUES	\$ 600	Miscellaneous revenues
100-48-48900-100 RENT/LEASE PAYMENTS	\$ 198,000	Lease payment received from U.S. Cellular, Verizon (PrimeCo), and Cingular
100-48-48900-200 DEBT PROCEEDS	\$ -0-	

TRANSFERS FROM OTHER FUNDS

ACCOUNT	AMOUNT	DESCRIPTION
100-49-49220-100 TRANSFER FROM CDA	\$ -0-	
100-49-49220-200 TRANSFER FROM LIBRARY	\$ 15,500	Data processing and insurance fees for Library.
100-49-49220-205 TRANSFER FROM AMBULANCE	\$ 2,000	Data processing and billing fees for ambulance
100-49-49220-300 TRANSFER FROM CATV	\$16,875	
100-49-49220-500 TRANSFER FROM COMMUNITY CENTER	\$ -0-	
100-49-49240-100 TRANSFER FROM T.I.F.	\$ -0-	
100-49-49260-100 TRANSFER FROM WATER UTILITY	\$ 86,999	From Water Utility for office rental and data processing
100-49-49260-200 TRANSFER FROM SEWER UTILITY	\$ 43,005	From Sewer Utility for office rental and data processing
100-49-49260-300 TRANSFER FROM TRANSIT	\$ -0-	From Transit for office rental and data processing
100-49-49260-400 TRANSFER FROM STORMWATER	\$ 8,000	From Stormwater for office rental and data processing
100-49-49300-000 FUND BALANCE APPLIED	\$ 150,000	

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
LEGISLATIVE									
100-51-51100-110	17,997	18,232	18,250	8,750	18,000	18,000	18,000	18,000	18,000
100-51-51100-130	1,377	1,395	1,396	689	1,377	1,377	1,377	1,377	1,377
100-51-51100-134	-	-	-	-	150	150	500	500	500
	<u>\$19,374</u>	<u>\$19,627</u>	<u>19,646</u>	<u>9,439</u>	<u>19,527</u>	<u>19,527</u>	<u>19,877</u>	<u>19,877</u>	<u>19,877</u>
			CURRENT YEAR		PROPOSED	DIFFERENCE			
PERSONNEL			19,377		19,377	0%			
NON-PERSONNEL			150		500	233%			
TOTAL			<u>19,527</u>		<u>19,877</u>	2%			
JUDICIAL									
100-51-51200-110	37,049	38,163	39,036	20,221	39,695	39,695	40,471	40,471	40,473
100-51-51200-130	2,779	2,851	2,921	1,484	3,037	3,037	3,096	3,096	3,096
100-51-51200-131	3,152	3,438	3,577	1,036	2,640	2,072	2,072	2,072	2,072
100-51-51200-132	56	56	14	-	56	56	56	56	56
100-51-51200-133	12,951	13,884	11,036	5,541	11,031	11,031	11,808	11,808	11,808
100-51-51200-134	1,023	1,258	946	725	1,200	700	1,200	1,200	1,200
100-51-51200-240	506	90	82	33	100	275	175	175	175
100-51-51200-310	286	193	253	337	400	350	350	350	350
100-51-51200-312	-	-	-	-	-	100	-	-	-
100-51-51200-320	-	-	-	-	-	-	-	-	-
	<u>\$57,802</u>	<u>\$59,933</u>	<u>57,865</u>	<u>29,377</u>	<u>58,158</u>	<u>57,316</u>	<u>59,228</u>	<u>59,228</u>	<u>59,230</u>
			CURRENT YEAR		PROPOSED	DIFFERENCE			
PERSONNEL			55,891		57,505	3%			
NON-PERSONNEL			1,425		1,725	21%			
TOTAL			<u>57,316</u>		<u>59,230</u>	3%			
				58,462					
LEGAL									
100-51-51200-210	37,310	23,335	42,067	24,306	51,000	30,000	50,000	50,000	50,000
100-51-51300-210	72,229	118,116	91,899	52,620	100,000	80,000	100,000	100,000	100,000
100-51-51300-214	1,566	5,305	1,226	25,304	5,000	15,000	10,000	10,000	10,000
	<u>\$111,105</u>	<u>\$146,756</u>	<u>135,192</u>	<u>102,230</u>	<u>156,000</u>	<u>125,000</u>	<u>160,000</u>	<u>160,000</u>	<u>160,000</u>
			CURRENT YEAR		PROPOSED	DIFFERENCE			
PERSONNEL			-		-	N/A			
NON-PERSONNEL			125,000		160,000	28%			
TOTAL			<u>125,000</u>		<u>160,000</u>	28%			

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Municipal Court
5120**

MISSION OF DEPARTMENT:

To provide adjudication of municipal citations in a prompt, fair, knowledgeable and respectful manner. The court will recognize the interest of the citizens of Monona in enforcement of local laws and also recognize the interest of defendants in receiving fair treatment and due process of law. The court shall remain independent and objective, but recognize its role in the community and promote understanding of the court and the role of the judicial function.

CHALLENGES AND OPPORTUNITIES AHEAD:

To continue to remain knowledgeable about changes in laws affecting the court system, to continue improving efficiencies to handle an increasing volume of cases and increases in the complexity of cases, to continue to improve the effectiveness of sentencing options (particularly as it relates to juvenile and truancy cases).

LONG-TERM GOALS FOR THE DEPARTMENT:

1. To continue to improve communication with constituencies of the court, including defendants, police officers, school officials, social service agencies, businesses, the prosecutorial staff and victims of offenses.
2. To benchmark court services against other courts and determine best practice alternatives.
3. To provide training opportunities for all court staff.

SIGNIFICANT PROGRAM, COST, AND PERSONNEL CHANGES:

None anticipated.

LEGISLATIVE/JUDICIAL/LEGAL
ACCOUNT JUSTIFICATIONS

LEGISLATIVE

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-51-51100-110 LEGISLATIVE SALARIES	\$ 18,000	Six (6) Alders at \$250 per month for 12 months
100-51-51100-130 FICA	\$ 1,377	Based on 7.65% Social Security
100-51-51100-134 PROFESSIONAL DEVELOPMENT	\$ 500	Expenses for attendance by Alders at conferences and seminars

JUDICIAL

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-51-51200-110 JUDICIAL SALARIES	\$ 40,473	Municipal Judge - \$8,786.64 (\$732.22/mo.). 75% of Police Secretary/Court Clerk.
100-51-51200-130 FICA	\$ 3,096	Based on 7.65% Social Security
100-51-51200-131 WISCONSIN RETIREMENT	\$ 2,072	75% of Police Secretary/Court Clerk's Wisconsin Retirement at 7%
100-51-51200-132 LIFE & DISABILITY INSURANCE	\$ 56	75% of Police Secretary/Court Clerk's life and disability insurance
100-51-51200-133 HEALTH INSURANCE	\$ 808	75% of Police Secretary/Court Clerk's health insurance
100-51-51200-134 PROFESSIONAL DEVELOPMENT	\$ 1,200	Professional development for Judge's required courses
100-51-51200-240 OUTSIDE SERVICES	\$ 175	This account is used to cover the cost of hiring interpreters.
100-51-51200-310 OFFICE SUPPLIES	\$ 350	Supplies and forms for municipal court
100-51-51200-312 POSTAGE	\$ -0-	
100-51-51200-320 PUBLICATIONS	\$ -0-	

LEGAL

100-51-51200-210 LEGAL RETAINER (Court)	\$ 50,000	The portion of legal retainer for judicial cases
100-51-51300-210 LEGAL RETAINER (City)	\$ 100,000	City Attorney contract for 2013
100-51-51300-214 LEGAL NON-RETAINER	\$ 10,000	Projected non-retainer fee; most of this cost anticipated for personnel issues

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Executive Office
Administrative Services
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. Lead economic development initiatives at the direction of the CDA, Mayor and Council.
4. Work with management team in accomplishing approved goals and objectives.
5. Develop strategies to efficiently and effectively cope with budget challenges.
6. Long-term plan for financing infrastructure improvements.

SIGNIFICANT PROGRAM, COST, AND PERSONNEL CHANGES:

1. Assist City Planner/Assistant Economic Development Director with the coordination/completion of the 2014-2020 Comprehensive Plan.

EXECUTIVE OFFICE
ACCOUNT JUSTIFICATIONS

ACCOUNT	AMOUNT	DESCRIPTION
100-51-51410-110 EXECUTIVE SALARIES	\$ 83,081	This account includes the prorated share of the Mayor, Administrator, City Clerk and Admin. Services Director.
100-51-51410-xxx ADMINISTRATOR INTERN	\$5,000	Create new intern position to assist Administrator with duties, including the Comprehensive Plan.
100-51-51410-117 LONGEVITY	\$ -0-	
100-51-51410-130 FICA	\$ 6,356	Social Security at 7.65%.
100-51-51410-131 WISCONSIN RETIREMENT	\$ 5,816	Wisconsin Retirement at 7%.
100-51-51410-132 LIFE & DISABILITY INSURANCE	\$ 156	City share of these policies for Administrator and City Clerk only.
100-51-51410-133 HEALTH INSURANCE	\$ 15,573	Includes health and dental insurance premium for Administrator, City Clerk, and Admin. Services Director.
100-51-51410-134 PROFESSIONAL DEVELOPMENT	\$ 3,500	Administrator, Mayor, City Clerk, and Admin. Services Director; 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	\$ 3,700	Dues remain constant.
100-51-51410-323 DANE COUNTY CITIES/VILLAGES	\$ 2,600	Dues remain constant.
100-51-51410-370 FUELS & 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
100-51-51410-391 STRATEGIC PLANNING	\$ -0-	
100-51-51410-392 MONONA 75 th ANNIVERSARY	\$ -0-	

ACCOUNT	AMOUNT	DESCRIPTION
100-51-51410-393 SUSTAINABILITY INITIATIVES	\$ 10,000	Implementation of sustainability initiatives.
100-51-51410-394 MARKETING FUND	\$ 10,000	Chamber of Commerce marketing funds: <ul style="list-style-type: none">• BUILD Monona sponsorship - \$5,000• Monona marketing, including reprinting of the Monona Guide - \$5,000

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

Finance Director

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	\$ 55,675	Finance Department salaries.
100-51-51421-117 LONGEVITY PAY	\$ -0-	
100-51-51421-120 OVERTIME	\$ -0-	
100-51-51421-130 FICA	\$ 4,259	This account includes Social Security at 7.65%.
100-51-51421-131 WISCONSIN RETIREMENT	\$ 3,897	Wisconsin Retirement at 7%
100-51-51421-132 LIFE & DISABILITY INSURANCE	\$ 112	Employer share of contribution
100-51-51421-133 HEALTH INSURANCE	\$ 10,396	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	\$ 19,500	Per contract
100-51-51421-240 SERVICE CONTRACTS	\$ 5,000	Includes service contracts for copier, telephone, annual support for laser fiche electronic filing system, postage machine, and fax machine.
100-51-51421-310 OFFICE SUPPLIES	\$ -0-	
100-51-51421-320 PUBLICATIONS	\$ -0-	
100-51-51421-350 EQUIPMENT MAINTENANCE & REPAIR	\$ 500	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	\$ 600	This account provides funding for items such as meeting expenses, professional lunches, etc.
100-51-51421-810 CITY HALL EQUIPMENT	\$ -0-	To provide funding for purchase of equipment (i.e., calculators, etc.) and furniture for City Hall lobby.

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**City Clerk
5142**

MISSION OF DEPARTMENT:

The mission of the Clerk’s Office is to provide professional, 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. Learn how to operate and maintain new vote tabulating machines.
2. Provide up-to-date training for Election Inspectors as required by law.
3. Revise the outdoor alcohol consumption area Ordinance and application.
4. Update of Clerk’s information on the new City’s website to provide easy access to forms and information.

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. Update of license applications to match Ordinances, with amendments as needed.
2. The Clerk is allowed to approve repeat Temporary Beer and Wine Retailer license applications.
3. New vote tabulating machines received from the Dane County Clerk.

GOAL ACHIEVEMENTS IN 2013:

2013 Goal	Method for Measuring Success
Implemented a new filing system to accommodate full-page Voter Registration forms.	Multiple 3-ring binders are full and organized for easy up-dating.
Administered two elections.	Two elections conducted according to State election laws.
Amendment of several Ordinances to streamline routine processes.	Temporary Alcohol, Massage Establishment, and Secondhand Article/Jewelry Dealer Ordinances amended by Council action.
Amendment of several license applications to mirror the Ordinance language.	Fireworks Sales, Temporary Alcohol, Massage Establishment, Secondhand Article/Jewelry Dealer license applications revised.
Implemented changes to Agendas as suggested at the UW Green Bay Municipal Clerks Institute.	Agendas now include language regarding posting and the Finance & Personnel agenda has a notation of the availability of accounts payable documentation in the Clerk’s office.

GOALS NOT ACHIEVED: Unable to attend Treasurer Completion year of UW Green Bay Municipal Clerks Institute due to time constraints caused by a medical leave.

CLERK'S OFFICE
ACCOUNT JUSTIFICATIONS

EXPENDITURES

ACCOUNT	AMOUNT	DESCRIPTION
100-51-51420-110 CLERK'S OFFICE SALARIES	\$ 36,909	Clerk's office salaries.
100-51-51420-117 LONGEVITY PAY	\$ -0-	
100-51-51420-120 OVERTIME	\$ -0-	
100-51-51420-130 FICA	\$ 2,824	Social Security at 7.65%.
100-51-51420-131 WISCONSIN RETIREMENT	\$ 2,584	Wisconsin Retirement at 7%
100-51-51420-132 LIFE & DISABILITY INSURANCE	\$ 70	Employer share of contribution.
100-51-51420-133 HEALTH INSURANCE	\$ 8,992	Health Insurance.
100-51-51420-134 PROFESSIONAL DEVELOPMENT	\$ 500	
100-51-51420-240 SERVICE CONTRACTS	\$ -0-	
100-51-51420-250 INTEREST & PENALTIES	\$ -0-	
100-51-51420-310 OFFICE SUPPLIES	\$ 7,300	Office supplies for all General Government functions.
100-51-51420-311 NEWSLETTER EXPENSE	\$ -0-	
100-51-51420-312 POSTAGE	\$ 11,000	Postage for all City Hall mailings, including tax bills.
100-51-51420-320 PUBLICATIONS	\$ -0-	
100-51-51420-321 PUBLIC NOTICES	\$ 4,200	This account provides for publication of official notices.
100-51-51420-350 EQUIPMENT MAINT & REPAIR	\$ -0-	

ACCOUNT	AMOUNT	DESCRIPTION
100-51-51420-390 OTHER SUPPLIES & EXPENSES	\$ -0-	This account provides funding for items such as meeting expenses, professional lunches, etc.
100-51-51420-391 MANAGEMENT CONSULTING	\$ -0-	
100-51-51420-810 CITY HALL EQUIPMENT	\$ -0-	

CLERK'S OFFICE - ELECTIONS
ACCOUNT JUSTIFICATIONS

ACCOUNT	AMOUNT	DESCRIPTION
100-51-51440-111 ELECTION SALARIES	\$ 11,500	Four (4) elections in 2014.
100-51-51440-130 FICA	\$ -0-	
100-51-51440-131 WISCONSIN RETIREMENT	\$ -0-	
100-51-51440-132 LIFE & DISABILITY INSURANCE	\$ -0-	
100-51-51440-133 HEALTH INSURANCE	\$ -0-	
100-51-51440-240 SERVICE CONTRACTS	\$ 1,300	Maintain the election machines and service contract with Dane County.
100-51-51440-312 POSTAGE	\$ -0-	
100-51-51440-321 PUBLIC NOTICES	\$ 500	Cost associated with publication of election notices.
100-51-51440-340 ELECTION SUPPLIES	\$ 3,000	Printing, supplies, and equipment.

**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	\$ 1,377	FICA on retirees' cash payments benefit
100-51-51430-131 WISCONSIN RETIREMENT	\$ 1,260	Wisconsin Retirement on employee merit bonus program
100-51-51430-133 HEALTH INSURANCE - RETIRED PERSONS	\$ 45,000	This account is funded by the unused sick leave for retired employees used to continue their health insurance coverage or convert to retirement account.
100-51-51430-135 WELLNESS PROGRAM	\$ 1,600	EAP services
100-51-51430-136 EMPLOYEE AWARDS PROGRAM	\$ 18,000	Employee award program for 2013 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
100-51-51430-514 UNEMPLOYMENT COMPENSATION	\$ -0-	

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
INFORMATION TECHNOLOGY									
100-51-51450-211	3,000	6,170	19,676	17,360	21,000	15,000	36,000	36,000	36,000
100-51-51450-240	14,182	14,330	14,330	7,165	14,330	14,250	24,250	24,250	24,250
100-51-51450-241	2,954	2,628	2,993	1,031	3,100	3,150	3,150	3,150	3,150
100-51-51450-245	-	-	-	-	-	-	-	-	-
100-51-51450-310	1,955	1,631	2,530	966	2,450	2,500	2,500	2,500	2,500
100-51-51450-311					8,000	8,000	11,500	11,500	11,500
100-51-51450-350	1,564	18,000	2,260	859	18,000	18,000	8,000	8,000	8,000
	\$23,655	\$42,759	41,789	27,381	66,880	60,900	85,400	85,400	85,400
							-		
			CURRENT YEAR		PROPOSED	DIFFERENCE			
			-		-	N/A			
PERSONNEL									
NON-PERSONNEL			60,900		85,400	40%			
TOTAL			60,900		85,400	40%			

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, Lantech Services, to provide the technical expertise in support of our IT systems. Additionally, Lantech evaluates our infrastructure and works 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:

1. Purchase and installation of new City servers.
2. Continued installation of infrastructure for Metropolitan Unified Fiber Network (MUFN).
3. Roll-out and training for new City website.
4. Plan to upgrade current phone system.

LONG-TERM GOALS FOR THE DEPARTMENT:

Continue to investigate and budget for technology as a tool for improving efficiency and effectiveness of department operations.

GENERAL GOVERNMENT – INFORMATION TECHNOLOGY
ACCOUNT JUSTIFICATIONS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-51-51450-211 INFORMATION TECH SUPPORT	\$ 36,000	Computer programming and consulting services for hardware and software, based on contract with consultant.
100-51-51450-240 SERVICE CONTRACT	\$ 24,250	Service contract for support for accounting, utility billing, payroll, fixed assets, accounts payable, and voter registration by CIVIC Systems, MUFN.
100-51-5145-241 SERVICE CONTRACT FOR T-1 LINE	\$ 3,150	Cost of internet connection
100-51-5145-245 COUNTY ACCESS FEE	\$ -0-	
100-51-51450-310 DATA PROCESSING SUPPLIES	\$ 2,500	Costs for computer supplies
100-51-51450-311 WEB MAINTENANCE	\$11,500	Cost to upgrade and maintain City website
100-51-51450-350 EQUIPMENT MAINTENANCE & REPAIR	\$ 8,000	Cost of repair and maintenance of information technology equipment

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
ASSESSMENT OF PROPERTY									

100-51-51530-134	-	-	-	-	-	-	-	-	-
100-51-51530-214	25,000	25,000	25,000	2,500	25,000	25,000	25,000	25,000	25,000
100-51-51530-310	-	-	-	-	-	-	-	-	-
100-51-51530-312	-	-	-	-	-	-	-	-	-
100-51-51530-320	-	-	-	-	-	-	-	-	-
			25,000	2,500	25,000	25,000	25,000	25,000	25,000
							-		
			CURRENT YEAR		PROPOSED	DIFFERENCE			
			-		-	N/A			
PERSONNEL			25,000		25,000	0%			
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 1 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 program will continue the cycle of physical inspections on a four-year basis.

SIGNIFICANT PROGRAM CHANGES: None.

GENERAL GOVERNMENT – ASSESSMENT
ACCOUNT JUSTIFICATIONS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-51-51530-134 PROFESSIONAL DEVELOPMENT	\$ -0-	
100-51-51300-214 PROFESSIONAL SERVICES	\$ 25,000	Contracted
100-51-51300-310 OFFICE SUPPLIES	\$ -0-	
100-51-51530-312 POSTAGE	\$ -0-	
100-51-51530-320 PUBLICATIONS	\$ -0-	

**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 coverages 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

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-51-51930-510 WORKER'S COMPENSATION	\$ 95,000	Premium estimate from CVMIC.
100-51-51930-393 BAD DEBT EXPENSE	\$ -0-	
100-51-51930-511 PROPERTY/LIABILITY INS.	\$ 47,000	General liability, excess public entity, employment practices, underground storage tank, boiler and machinery, and property insurance
100-51-51930-512 AUTOMOBILE COLLISION INSURANCE	\$ 18,000	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 (2) Notary Public bonds, and Municipal Judge; new crime insurance policy now issued through CVMIC

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
ILLEGAL TAXES, REFUNDS & UNCOLLECTIBLE									
100-51-51910-390									
TAX WRITE OFF'S	-	28,651	1,764	-	5,000	10,000	10,000	10,000	10,000
TOTAL	-	28,651	1,764	-	5,000	10,000	10,000	10,000	10,000
			CURRENT YEAR		PROPOSED	DIFFERENCE			
PERSONNEL			-		-	N/A			
NON-PERSONNEL			10,000		10,000	0%			
TOTAL			10,000		10,000	0%			
JUDGMENTS AND LOSSES									
100-51-51920-391									
AMBULANCE WRITE OFF'S	-	-	-	-	-	-	-	-	-
100-51-51920-392									
OTHER MISCELLANEOUS EXPENSE	-	-	-	-	-	-	-	-	-
			CURRENT YEAR		PROPOSED	DIFFERENCE			
PERSONNEL			-		-	N/A			
NON-PERSONNEL			-		-	N/A			
TOTAL			-		-	N/A			
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	27,591	26,841	25,341	-	25,000	25,000	25,000	25,000	25,000
100-59-59220-202									
TRANSFER TO LIBRARY	-	-	-	-	-	-	-	-	-
100-59-59220-203									
TRANSFER TO CATV	-	-	-	-	-	-	-	-	-
100-59-59220-204									
TRANSFER TO COMMUNITY REC	15,622	-	33,626	-	-	-	-	-	-
100-59-59220-205									
TRANSFER TO SWIMMING POOL	-	-	-	-	-	-	-	-	-
100-59-59220-206									
TRANSFER TO RECYCLING	-	-	-	-	-	-	-	-	-
100-59-59220-207									
TRANSFER TO CAPITAL	-	-	-	-	100,000	100,000	-	-	150,000
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	-	-	-	-	-	-	-	-	-
	\$43,213	\$26,841	58,967	-	125,500	125,500	25,500	25,500	175,500
			CURRENT YEAR		PROPOSED	DIFFERENCE			
PERSONNEL			-		-	N/A			
NON-PERSONNEL			125,500		25,500	-80%			
TOTAL			125,500		25,500	-80%			

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET	
GENERAL BUILDINGS & PLANT										
100-51-51600-110	SALARIES	33,710	35,200	35,134	14,557	39,387	39,387	40,568	40,568	40,568
100-51-51600-112	SHIFT DIFFERENTIAL	-	10	15	22	75	18	30	30	30
100-51-51600-114	BUILDING & PLANT SALARIES	3,023	5,160	5,688	1,972	-	-	-	-	-
100-51-51600-120	OVERTIME	3,070	5,469	4,049	2,269	3,100	3,000	3,200	3,200	3,200
100-51-51600-130	FICA	2,939	3,433	3,342	1,416	3,244	3,244	3,351	3,351	3,351
100-51-51600-131	WISCONSIN RETIREMENT	4,396	5,404	5,298	1,318	2,820	2,820	3,066	3,066	3,066
100-51-51600-132	LIFE & DISABILITY INSURANCE	98	123	62	19	29	132	132	132	132
100-51-51600-133	HEALTH INSURANCE	13,300	14,938	11,709	4,995	11,767	11,767	12,634	12,634	12,634
100-51-51600-134	PROFESSIONAL DEVELOPMENT	75	-	-	-	-	-	-	-	-
100-51-51600-137	UNIFORM ALLOWANCE	405	428	249	159	250	250	250	250	250
100-51-51600-190	OTHER PERSONNEL SERVICES	-	-	-	-	-	-	-	-	-
100-51-51600-220	GAS & ELECTRIC UTILITIES	53,605	54,048	52,732	23,129	54,000	60,826	52,000	44,000	44,000
100-51-51600-221	TELEPHONE	15,463	15,902	14,374	5,294	15,000	13,500	13,500	13,500	13,500
100-51-51600-222	WATER & SEWER UTILITIES	2,038	2,598	2,850	1,243	3,000	3,888	3,000	3,000	3,000
100-51-51600-225	STORM WATER UTILITY	1,367	1,366	1,044	359	1,349	1,349	1,349	1,349	1,349
100-51-51600-230	OUTSIDE SERVICES	15,989	24,597	10,755	4,904	13,000	9,000	9,000	9,000	9,000
100-51-51600-240	REPAIR & MAINT SERVICES	5,149	3,052	2,207	778	2,000	4,000	3,000	3,000	3,000
100-51-51600-340	OPERATING SUPPLIES	6,325	9,746	11,905	6,618	9,000	6,000	9,350	9,350	9,350
100-51-51600-350	REPAIR & MAINTENANCE SUPPLIES	6,019	8,668	4,492	2,547	4,200	4,000	4,000	4,000	4,000
100-51-51600-370	FUELS & ADDITIVES	-	-	-	-	-	1,200	1,200	1,200	1,200
		\$166,971	\$190,142	\$165,905	\$71,599	\$162,221	\$163,181	\$159,629	\$151,629	\$151,629
				CURRENT YEAR		PROPOSED	DIFFERENCE			
	PERSONNEL			60,368		62,980	4%			
	NON-PERSONNEL			<u>102,813</u>		<u>88,649</u>	-14%			
	TOTAL			<u>163,181</u>		<u>151,629</u>	-7%			

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**General Buildings/Plant
(City Hall)
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. Capital improvements to improve energy and water use efficiencies combined with updates of aging equipment and systems.

SIGNIFICANT PROGRAM, COST, AND PERSONNEL CHANGES:

1. Increase in employee benefits costs (retirement, health insurance, FICA).
2. Decrease gas and electric by 14.5%, a \$8,826 decrease, to better reflect actual cost.
3. Increase operating supplies by 35.8%, a \$3,350 increase, to better reflect actual/historical expenses.

GOAL ACHIEVEMENTS IN 2013:

1. Completed solar panel installation on City Hall roof.
2. City Hall parking lot received new pavement markings and infrared maintenance treatment.
3. Completed rear parking lot changes to improve storm water conveyance to lower outfall area.
4. Installed new sidewalk between City Hall and the Community Center.
5. New signage for City Hall at the parking lot entrance.

GOALS NOT ACHIEVED:

GENERAL BUILDINGS AND PLANT
ACCOUNT JUSTIFICATIONS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-51-51600-110 SALARIES	\$ 40,568	Lead Maintenance Worker
100-51-51600-112 SHIFT DIFFERENTIAL	\$ 30	\$0.50 per hour per Union contract
100-51-51600-114 BUILDING & PLANT SALARIES	\$ -0-	
100-51-51600-120 OVERTIME	\$ 3,200	Snow removal and building maintenance; coverage for maintenance worker vacation
100-51-51600-130 FICA	\$ 3,351	Social Security at 7.65%
100-51-51600-131 WISCONSIN RETIREMENT	\$3,066	Wisconsin Retirement at 7%.
100-51-51600-132 LIFE & DISABILITY INSURANCE	\$ 132	City share of premiums
100-51-51600-133 HEALTH INSURANCE	\$ 12,634	Health, dental and vision insurance
100-51-51600-134 PROFESSIONAL DEVELOPMENT	\$ -0-	Employee expenses for training
100-51-51600-137 UNIFORM ALLOWANCE	\$ 250	Per department policy
100-53-53300-190 OTHER PERSONNEL SERVICES	\$ -0-	Public Works Crew salary for projects at City Hall, Police and Fire Departments, and Library
100-51-51600-220 GAS & ELECTRIC UTILITIES	\$ 44,000	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	\$ 3,000	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

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
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	\$ 3,000	General maintenance services, lawn care and landscaping for City buildings
100-51-51600-340 OPERATING SUPPLIES	\$ 9,350	This account covers all material, paper products and cleaning supplies for City Hall.
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.
100-51-51600-370 FUELS & ADDITIVES	\$1,200	Gas, oils, and lubricants for facility maintenance vehicle

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Public Safety
Law Enforcement
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. Continue to meet the increased demand for service placed on the Department due to development in the community and growth of the surrounding area.
3. Continue to develop an environment that encourages qualified personnel to remain with the department and seek promotion to management positions from within the organization.
4. Preparing the department for near future retirements effecting 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 towards specialized enforcement activities, 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. Increasing our use of the Madison Police training facility and continuing to seek training with other metropolitan agencies.
6. Sending younger officers to Supervisory and Risk management training so we are better prepared to fill vacancies created by future retirements.

DEPARTMENT 2014 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:

2014 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.
Continued updating of our operations 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. 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 useable 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: more training will focus on practical internal areas within the department and take place during on-duty time in an effort to reduce overtime costs. These should include: report writing, internal procedures, and on shift refresher for DAAT, weapons retention and emergency response. Evaluate the effectiveness of working with other agencies in the metropolitan area for consolidated training.	Determine if accomplished.
Continue to replace older fleet vehicles with more economical and fuel efficient vehicles. Staffing and weather permitted an increase in bike patrol during 2014. With the future MG&E compressed natural gas (CNG) refueling station near 2500 Royal Avenue, the department should seek grant funding to potentially set up and test fleet vehicles to operate on CNG, which could provide significant cost savings.	No vehicles were replaced in 2013. Going into 2014 we will have 3 vehicles with over 100,000 miles on them, but only 2 were approved for replacement.

SIGNIFICANT PROGRAM CHANGES:

- 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 4-years. The city council authorized the department to begin using funding from this grant on 1/1/07. The position of Community Relations Officer (CRO) was created under this grant funding and Officer Jeremy Winge was selected for assignment for this position. On 1/1/11 Jeremy elected to go back 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: reports directly to the Chief of Police; work an adjustable schedule and hours to fit the needs of the assignment and to meet the needs of the community; coordinator for the Citizen Police Academy; act as coordinator for crime analysis; be visibly involved and committed to working with all organized neighborhood groups, community boards, and persons in the city; focus on proactive approaches to identify and respond to general and specific community problems; work on special problems that affect the community with a strong sense of spirit and pride; when necessary, respond to calls for service in the community; provide tours of the Public Safety Facility; and perform 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 doing follow-up with businesses and community groups in our city. This officer is 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.

Officer Rogers retired on 3/12/13, but his position was not authorized for replaced during 2013. Going forward into 2014, the position had been eliminated from the budget; however the Public Safety Commission

voted on 10/23/13 to put it back in. A staffing study was very recently completed that recommends keeping the CRO position and also additional officers over the next 5 years to meet the increasing needs of the community.

GOAL ACHIEVEMENTS IN 2013:

1. In the Fall of 2011 the department was again able to host a Citizen's Police Academy. This was the first academy to be scheduled in many years. Participants met one night a week for 8 weeks of instruction that covered topics that included: patrol operations, traffic enforcement, squad car operations, evidence collection, criminal investigations, firearms and self-defense. Our 2013 session started on September 17th and will run through November 5th.
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 which targets retail theft in their businesses.
3. The web based Self Reporting program continues to be functioning well. Information that might not have been reported previously is 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 a citizen to file a self-report. It is only an option available to them and an officer will personally meet with them if that is their desire.
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 shift. When available, grant funding has allowed some overtime to specifically target areas for speed, seat belt and OWI 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. Also in prior years we have on occasion used a mannequin in a parked marked squad to give the impression of a traffic officer being on duty. This costs us nothing for personnel, or fuel; 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 enforcement to impact speeding. We will continue to support engineering solutions for the solving of 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 three traffic grants funded through the Wisconsin Bureau of Transportation Safety in 2013. The first grant had a focus on speed enforcement, and was for \$25,000.00. Of that amount, \$20,061.00 covered officer overtime expenses and \$4,939.00 was allocated for equipment funding which paid for a new squad laptop computer and printer. The second grant had a focus on seatbelt enforcement and was for \$8,000.00. All \$8,000.00 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. The 3rd grant was administered through the Dane County Sheriff's Department with \$10,000.00 allocated strictly for officer overtime expenses.
6. The department has continued to update policies and procedures as they apply to the Police and Dispatch sections. During 2013 all of our policies were updated, reformatted and put into one easy to use pdf file. We have also contracted with a company to update and review all our procedures to be in compliance with state mandates. CVMIC, our insurance company, is paying half of the \$3,000 fee for this project, which will continue into 2014.
7. The department was able to replace five (5) of our digital squad video systems and the video storage server. Prior to this upgrade, we had 3 systems with hard drive failures. In the past we've used the same system as the Madison Police Department, however we were able to change to a system in use by our partners in the MPSIS group. The Fire Department is expected to use the same system on their first out engine, E-4, and will also 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). Due to being 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, 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. In 2013 we were not authorized to purchase any new vehicles. It has been difficult with maintaining an older fleet, as there were periods when multiple cars were out of service for extended period of time; but we are close to getting through the year. Going into 2014 we will have 3 vehicles with over 100,000 miles on them. The 2014 budget has authorized replacement of two of those high mileage units.
10. As of July 7, 2012, the Monona PD was the first agency in Dane County to have crime statistics on RAIDS online. This is a free service for law enforcement to post information. It is also free for consumers to look up 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. In 2013 we cut our capital budget from over \$200,000 to less than \$20,000. With our need for new equipment, we won't have ability to do the same in 2014.
12. Through the efforts of several patrol officers, our Neighborhood Watch Program has new life. We were able to form multiple groups of different neighborhoods to join together to work with each other and the police department in an attempt to reduce crime. Donations were received that allowed us to purchase and install over 30 new Neighborhood Watch signs, which act as both a deterrent and a reminder to report suspicious activity.
13. 2013 marked the first year of our participation in the National Night Out event since 2006. The event was held at the new Fireman's Park shelter and we were joined by the Monona Park and Recreation department and the Monona Fire Department. Donations were solicited for the event, which was attended by over 300 residents who were provided free food and fun activities for families to participate in.
14. 2013 marked the first year of our department increasing the use of social media tools such as Facebook, Twitter and Nextdoor. We anticipate continuing to use all available resources in our quest to communicate better with the residents and business community.
15. A police department staffing study was completed in October of 2013 by an external source. Professor Eric Fritsch of the University of North Texas analyzed the needs of the department and made recommendations in a five-year plan.

PUBLIC SAFETY - LAW ENFORCEMENT
ACCOUNT JUSTIFICATION

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-52-52100-110 POLICE SALARIES	\$ 1,319,872	Full-time wages based on current salaries with a 2% increase on 1-1-14 and another 2% increase on 7-1-14 for 15 union law enforcement officers and a 2.5% increase for the 5 non-represented supervisors. Union contract expires 12-31-15. (On 10-23-13, the Public Safety Commission voted to keep 20 sworn officers. That number is reflected in this amount.)
100-52-52100-112 SHIFT DIFFERENTIAL AND COM.	\$ 12,240	Per union contract.
100-52-52100-116 SCHOOL CROSSING GUARD	\$ 4,330	The school crossing guard position with a 2.5% increase from 2013. 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	\$ 1,000	Per union contract; this amount is reduced from previous years.
100-52-52100-118 LEAVE WAGES	\$ 27,000	Wages for floating holidays and comp time turned in at year's end.
100-52-52100-120 POLICE OVERTIME	\$ 70,000 (\$55,000 regular OT) (\$22,000 grant OT)	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 under funded. It is suggested that contingency funding be provided. Training, the Memorial Day Parade and the annual Festival directly impact this budget line. In 2014 there will be additional costs for personnel needed to monitor the fireworks being displayed over Lake Monona on John Nolen Drive, as this will impact viewing in Monona and the beltline.
100-52-52100-130 FICA	\$ 108,358	Social Security at 7.65% based on the above salary total.
100-52-52100-131 WISCONSIN RETIREMENT	\$ 188,568	Wisconsin Retirement at 17.31% for protective and 13% for non-protective based on the above salary total. Police personnel are now sharing a percentage of this cost. 4% in 2014 and the entire employee share in 2015.
100-52-52100-132 LIFE & DISABILITY INSURANCE	\$ 3,600	Estimate of insurance cost.

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-52-52100-133 HEALTH INSURANCE	\$ 213,912	Based on actual rates.
100-52-52100-134 PROFESSIONAL DEVELOPMENT	\$ 7,000	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. This line also funds our fitness incentive program, which rewards personnel for passing the minimum fitness standard twice a year.
100-52-52100-137 UNIFORM ALLOWANCE	\$ 18,000	The annual uniform allowance authorizes each officer to receive \$550 per year. This also includes an initial purchase cost for two new officer's equipment and replacement of bullet proof vests per contract. A new bullet proof vest currently costs \$700 to \$900 each.
100-52-52100-221 TELEPHONE	\$ 3,500	For regular and cellular phones.
100-52-52100-240 SERVICE CONTRACTS OFFICE	\$ 1,200	Copy machine service contract (Gordon Flesch). Machine used by Police, Dispatch, Court and City business. The current machine is in its final year of use. During 2013 it was broken several times, causing expenses to increase.
100-52-52100-310 OFFICE SUPPLIES	\$ 2,550	Copy/computer paper, toner, and general office supplies.
100-52-52100-312 POSTAGE	\$ -0-	Postage is being handled under one city account.
100-52-52100-340 POLICE SUPPLIES	\$ 6,000	Ammunition (duty and training), OWI-blood tests, medical tests, evidence supplies, batteries, ticket books, printing fees, etc. The lab expenses for OWI's and sexual assault cases are not discretionary and we are required to pay for these tests.
100-52-52100-345 POLICE OPERATING EXPENSE	\$ 4,500	The police operating expenses includes 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.

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-52-52100-350 EQUIPMENT MAINT/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.)
100-52-52100-360 VEHICLE MAINT/REPAIR	\$ 14,000	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. There are two (2) new cars scheduled for purchase, but we have three (3) cars with excess of 100,000 miles to keep running until at least mid-year.
100-52-52100-370 FUEL AND ADDITIVES	\$ 52,800	Fuel prices continue to increase. For 2012, \$49,500 was the budgeted amount 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 using \$4.00 per gallon and estimate our annual fuel expense to be \$52,800.
100-52-52100-390 OTHER SUPPLIES AND EXPENSES	\$ -0-	No funds to specifically cover committee meetings, parking fees, and other miscellaneous expenses.
100-52-52100-391 POLICE CHIEF SEARCH	\$ -0-	
00-52-52100-810 EQUIPMENT	\$ -0-	

CORRECTION AND DETENTION

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-52-5270-391 JAIL EXPENSES	\$ -0-	Estimated amount for subjects the City houses in the Dane County jail on local ordinance violations. County increased fees in 2008 from \$16 to \$80 per night.

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Fire
Fire Operations
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. 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, new ordinances, such as a Knox box ordinance, have been put into effect.

LONG-TERM GOALS:

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.

2014 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:

2014 Goal	Method for Measuring Success
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.
Develop a part-time firefighter/paramedic list to allow for better control of the overtime budget.	List established and in place.

GOAL ACHIEVEMENTS IN 2013:

2012 Goal	Status
Work with the Facilities Committee to develop a plan for the purchase of land on which to build a new public safety/fire station.	No movement.
Develop a long-term plan for the construction of a new public safety/fire station.	No movement
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.	

FIRE DEPARTMENT
ACCOUNT JUSTIFICATIONS

ACCOUNT	AMOUNT	DESCRIPTION
100-52-5220-110 WAGES FULL-TIME	\$ 208,231	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.
100-52-5220-117 LONGEVITY PAY	\$ -0-	
100-52-5220-118 LEAVE WAGES	\$ 6,100	Includes 50% of leave wages for six full-time firefighter/EMTs. Current experience times projected wage rate.
100-52-5220-119 WAGES PART-TIME	\$ 2,655	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.
100-52-5220-121 SCHEDULED OVERTIME	\$ -0-	
100-52-5220-130 FICA	\$ 18,894	Social Security at 7.65%.
100-52-5220-131 WISCONSIN RETIREMENT	\$ 27,934	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	\$ 41,354	This account provides half of the premiums for the full-time staff positions.

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	\$ 1,600	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	\$ -0-	
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.

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.
100-52-52200-373 FIRE PREVENTION & EDUCATION	\$ 3,000	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.
100-52-52200-374 FIRE DEPARTMENT INTERN PROGRAM	\$ 6,240	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.
100-52-52200-375 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	\$ -0-	CAD Software, VPN software, associated maintenance for software and Air card for E4.
100-52-5220-370 FUELS & ADDITIVES	\$ 7,000	Based on past usage
100-52-52200-372 FIREFIGHTER RECRUITMENT & RETENTION	\$ 12,000	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.

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.

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

Inspections

52400

MISSION OF DEPARTMENT:

Health, safety, and the welfare of Monona citizens is the primary concern of the Building Department. To ensure a level of effectiveness, it will be essential to educate and inform the public on the importance of permits, ordinances, and inspection procedures.

CHALLENGES AND OPPORTUNITIES AHEAD:

The key challenges for the Building Inspection Department are to review building plans and perform the necessary inspections consistently in a non-biased, timely manner. The Inspection Department must also keep current with changes in the State of Wisconsin Administrative Code and the City of Monona Municipal Code.

LONG-TERM GOALS FOR THE DEPARTMENT:

Maintain integrity of inspection program.

SIGNIFICANT PROGRAM, COST, AND PERSONNEL CHANGES:

Proposed addition of property maintenance inspection personnel in 2014 at 16 hours/week.

INSPECTION
ACCOUNT JUSTIFICATIONS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-52-52400-110 SALARIES	\$ 21,500	Part-time property maintenance personnel
100-52-52400-120 OVERTIME	\$ -0-	
100-52-52400-130 FICA	\$1,645	Social Security at 7.65% for part-time property maintenance personnel
100-52-52400-131 WISCONSIN RETIREMENT	\$ -0-	
100-52-52400-132 LIFE & DISABILITY INSURANCE	\$ -0-	
100-52-52400-133 HEALTH INSURANCE	\$ -0-	
100-52-52400-134 PROFESSIONAL DEVELOPMENT	\$ -0-	
100-52-52400-214 WEIGHTS AND MEASURES	\$ 4,500	Based on contract with Wisconsin Department of Weights and Measures.
100-52-52400-230 INSPECTION SERVICES	\$ 60,000	Shared building inspector with McFarland
100-52-52400-231 CODE ENFORCEMENT SERVICES	\$ -0-	
100-52-52400-232 PLANNING SERVICES	\$ -0-	
100-52-52400-320 PUBLICATIONS	\$ 500	Covers books, monthly updates, construction manuals
100-52-52400-340 INSPECTION SUPPLIES	\$ 1,000	Estimate based on past experience

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Public Safety
Communications
52600**

MISSION OF DEPARTMENT:

To provide effective, efficient and professional service to the citizens 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 all city departments.
- Continue to evaluate equipment and software to increase the efficiency of records management, dispatch and the court system.
- There is continued pressure on all the independent dispatcher 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 what is the best option for our group members. As of 2012, the completed study recommended each community maintain their existing centers for the most cost effective and highest quality of service to each community. Our goal is to provide the best possible service to the community that resides in and uses the many attractions located in the City of Monona.

DEPARTMENT 2014 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:

2014 Goal	Method for Measuring Success
Attract part-time dispatchers with ability to fill in 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 Dane Com 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 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 is significantly more advanced with improved technical support. We have been able to maintain services without the 5th full-time dispatcher using part-time personnel, paying over time and on occasion using management staff.
2. Due to changes in the law regarding the release of information obtained through the Department of Transportation driver's license records (DPPA), we no longer are able to provide free access to our traffic accident reports. Each request must be handled on an individual basis with the reports printed out, information redacted, a copy made and then provided to the requesting party. This has added considerable work to the process that was previously streamlined to save time.

GOAL ACHIEVEMENTS IN 2013:

1. 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 in automatic alerts to 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.
2. We have been fortunate to operate with 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 full time personnel since 2010. We currently have personnel with 23, 7, 6 and 3 ½ years' experience. We also were able to add another part-time dispatcher in August who has completed training and functioning independently on shift. We now are back up to 3 part-time dispatchers.
3. Dispatcher Melissa Randall attended the CIB Conference, September 11–13, 2013, in Green Bay.

GOALS NOT ACHIEVED IN 2013:

Training is always a difficult goal to achieve, as we are limited in our staffing coverage. We continue to train in-house on updated procedures and updated technological advancements, but sending more than one person at a time to schools outside our facility is a challenge.

PUBLIC SAFETY - EMERGENCY COMMUNICATIONS CENTER

ACCOUNT JUSTIFICATIONS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-52-52600-110 DISPATCH SALARIES	\$ 165,816	Full-time wages for 4 dispatchers based on a 2.5% increase
100-52-52600-112 SHIFT DIFFERENTIAL	\$ 3,300	Shift differential pay
100-52-52600-117 LONGEVITY PAY	\$ -0-	No longer an item as there is no union contract
100-52-52600-118 LEAVE WAGES	\$ 5,000	Wages while employees on vacation
100-52-52600-119 WAGES, PART-TIME	\$ 20,000	Part-time dispatch wages
100-52-52600-120 DISPATCH OVERTIME	\$ 14,000	Estimate of overtime
100-52-52600-130 FICA	\$ 15,921	Social Security at 7.65%
100-52-52600-131 WISCONSIN RETIREMENT	\$ 13,168	City half share of the annual Wisconsin Retirement expense; 7% split of the 14% cost
100-52-52600-132 LIFE AND DISABILITY INSURANCE	\$ 300	Estimate of life/disability insurance
100-52-52600-133 HEALTH INSURANCE	\$ 34,607	Based on actual increase
100-52-52600-134 PROFESSIONAL DEVELOPMENT	\$ 1,500	Training for dispatchers
100-52-52600-137 UNIFORM ALLOWANCE	\$ 1,000	For purchase and replacement of dispatch uniforms. Full-time employees get \$200 per year (4x200= \$800). An additional \$200 per year was added for part-time shirts.
100-52-52600-214 CRIMINAL RECORDS CHECK	\$ 2,300	Fees paid to State of Wisconsin for liquor license applicants' 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.

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-52-52600-240 SERVICE CONTRACTS 10-22-13 note: Gen Com reduced from \$9,200 down to 5,556 (-3,644).	\$ 68,500 \$44,805 4,000 5,556 2,800 1,440 250 2,000 4,564 1,750 576 624 <hr/> \$68,365	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 2014 is \$44,805.12; MAPD 800 MHz Radio \$4,000; General Communications (DPW & FD VHF) \$5,556; AT&T phone circuits for DPW & FD VHF radios (4 at Water Tower and 2 at South Town) \$2,800; TIME quarterly \$1,440; Language Line is approximately \$250/yr; Dane County fees for CITRIX access \$2,000; DaneCom fees for 2014 are \$4,564 and estimated \$7,410 for 2015. Leads On Line \$1,750; Schedule Anywhere \$576; Deer Creek Technology \$624; and other misc. items. 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, etc.

PUBLIC WORKS TOTAL RECAP

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

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
			CURRENT YEAR		PROPOSED	DIFFERENCE			
PERSONNEL			464,606		432,577	-6.89%			
NON-PERSONNEL			<u>355,543</u>		<u>384,364</u>	<u>8.11%</u>			
TOTAL			<u>820,149</u>		<u>816,941</u>	0%			

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
HIGHWAY & STREET ADMINISTRATION									
100-53-53100-110	-	-	-	-	-	-	-	-	-
100-53-53100-111	30,343	31,351	31,250	15,625	32,031	31,250	51,250	51,250	51,250
100-53-53100-112	-	-	-	-	-	350	-	-	-
100-53-53100-113	-	-	-	-	-	-	-	-	-
100-53-53100-117	-	-	-	-	-	-	-	-	-
100-53-53100-130	2,294	2,322	(224)	1,142	2,450	2,417	3,921	3,921	3,921
100-53-53100-131	3,330	2,893	(1,871)	1,654	1,890	2,078	3,588	3,588	3,588
100-53-53100-132	119	111	53	17	-	115	115	115	115
100-53-53100-133	3,388	3,603	8,441	3,694	7,354	7,354	12,634	12,634	12,634
100-53-53100-134	-	31	1,156	511	511	400	500	500	500
100-53-53100-240	-	-	-	-	-	-	-	-	-
100-53-53100-320	-	-	-	-	-	-	-	-	-
100-53-53100-340	-	-	15	-	-	-	-	-	-
100-53-53100-350	-	-	-	-	-	200	-	-	-
100-53-53100-360	-	-	-	-	-	200	-	-	-
	<u>\$39,474</u>	<u>\$40,311</u>	<u>38,820</u>	<u>22,643</u>	<u>44,236</u>	<u>44,364</u>	<u>72,007</u>	<u>72,007</u>	<u>72,007</u>
			CURRENT YEAR		PROPOSED	DIFFERENCE			
PERSONNEL			43,564		71,507	64%			
NON-PERSONNEL			<u>800</u>		<u>500</u>	<u>-38%</u>			
TOTAL			<u>44,364</u>		<u>72,007</u>	62%			

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
---	SHOP, MACHINERY & BUILDINGS								
100-53-53200-110	MECHANIC SALARIES	42,229	43,258	44,019	22,532	45,094	52,004	52,004	52,004
100-53-53200-111	SHOP SALARIES	12,452	10,163	13,723	10,615	14,000	13,158	13,158	13,158
100-53-53200-120	OVERTIME	32	(32)	-	152	200	500	500	500
100-53-53200-130	FICA	4,085	3,966	4,335	2,495	4,536	5,023	5,023	5,023
100-53-53200-131	WISCONSIN RETIREMENT	6,025	6,171	3,333	5,202	8,000	4,596	4,596	4,596
100-53-53200-132	LIFE & DISABILITY INSURANCE	141	128	44	9	145	145	145	145
100-53-53200-133	HEALTH INSURANCE	21,671	18,757	13,092	7,102	14,000	14,916	14,916	14,916
100-53-53200-220	GAS & ELECTRIC UTILITIES	18,127	18,292	16,211	9,463	20,000	19,000	17,000	17,000
100-53-53200-221	TELEPHONE	4,299	4,194	4,473	1,839	4,800	4,500	4,500	4,500
100-53-53200-222	WATER & SEWER UTILITIES	3,127	4,039	3,340	664	4,500	3,000	3,000	3,000
100-53-53200-240	OUTSIDE SERVICE	-	-	-	-	-	-	-	-
100-53-53200-350	REPAIR & MAINT SUPPLIES	17,475	22,384	14,864	10,699	19,000	19,000	19,000	19,000
---			117,434	70,772	134,275	127,196	135,842	133,842	133,842
---			CURRENT YEAR		PROPOSED	DIFFERENCE			
---	PERSONNEL		76,262		90,342	18%			
---	NON-PERSONNEL		50,934		43,500	-15%			
---	TOTAL		127,196		133,842	5%			

DEPARTMENT
PROGRAM BUDGET
ACCOUNT

Public Works

53100, 53200, 53210, 53300,
55200, 56110

MISSION OF DEPARTMENT:

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

CHALLENGES AND OPPORTUNITIES AHEAD:

Maintaining current service levels while adhering to budget constraints.

LONG-TERM GOALS FOR THE DEPARTMENT:

1. To 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. No personnel changes in 2013
2. Shop: Decrease gas and electric by 17.6%, a \$4,050 decrease, to better reflect historical costs.
3. Engineering: Increase outside service by 90%, \$4,500, for services unrelated to capital budget projects.
4. Engineering: Decrease fuels and additives by 55%, based on actual fuel use.
5. Street Maintenance: Increase right-of-way maintenance by 48.4%, a \$4,479 increase, to better reflect historical costs.
6. Street Maintenance: Increase median and terrace maintenance by 16.4%, a \$5,280 increase, per contract expense.
7. Street Maintenance: Decrease fuels and additives (streets) by 21%, an \$8,000 decrease, based on recent fuel expense.
8. Street Maintenance: Increase snow and ice supplies by 10.2%, a \$2,600 increase, salt price increase based on use.
9. Road Related Facilities: Increase street lighting utilities by 17.3%, a \$13,850 increase, to better reflect historical costs.
10. Road-Related Facilities: Increase traffic control maintenance by 58%, an \$11,000 increase, underfunded, based on historical contract expense with Madison, and street sign requirements.
11. Parks: Increase fuels and additives by 61%, a \$5,085 increase, based on recent fuel expense.
12. Parks: Increase lake weed spraying, \$1,210. This item was not budgeted in 2013 due to a credit from the 2012 program.
13. Forestry: Increase outside services by 20%, a \$1,500 increase, per contract expense.
14. Forestry: Added a new line for this year, and to occur once every four years, for Broadway and Monona Drive tree trimming. Trimming as needed for 456 trees for \$26,400.

GOAL ACHIEVEMENTS IN 2013:

1. Administration of Phase III of Monona Drive Reconstruction
2. Administration of the Copps Avenue paving project
3. Completion of scheduled updates to GIS mapping
4. Upkeep and improvement of GIS mapping
5. Administration and planning of the 2013 Street Maintenance and Parking Lot maintenance program
6. Replaced the 1999 Chevrolet boom truck with a 2008 Ford 3500 boom truck.
7. Inspected the City's sidewalk inventory and completed updates to the GIS sidewalk layer.
8. Completed sidewalk maintenance as needed.
9. Purchased and installed six new City of Monona population signs at various locations throughout Monona.
10. Installed two digital sign boards on Nichols Road.
11. Replaced old street signs as needed throughout the City.

GOALS NOT ACHIEVED:

PUBLIC WORKS
ACCOUNT JUSTIFICATIONS

HIGHWAY AND STREET ADMINISTRATION

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-53-53100-110 DIR. OF PUBLIC WORKS SALARY	\$ -0-	Director of Public Works
100-53-53100-111 WORKING FOREMAN SALARY	\$ 51,250	Working Foreman
100-53-53100-112 LEAD WORKER SALARIES	\$ -0-	
100-53-53100-113 SUPPORT STAFF WAGES	\$ -0-	
100-53-53100-117 LONGEVITY	\$ -0-	
100-53-53100-130 FICA	\$ 3,921	Social Security at 7.65%
100-53-53100-131 WISCONSIN RETIREMENT	\$ 3,588	Wisconsin Retirement at 7%
100-53-53100-132 LIFE & DISABILITY INSURANCE	\$ 115	City share of life/disability insurance
100-53-53100-133 HEALTH INSURANCE	\$ 12,634	Health, vision and dental insurance
100-53-53100-134 PROFESSIONAL DEVELOPMENT	\$ 500	Employee expenses for seminars, workshops, conferences, and membership renewal
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	\$ -0-	Routine maintenance and minor repair of office and field equipment
100-53-53100-360 VEHICLE MAINTENANCE & REPAIR	\$ -0-	Maintenance and repair of vehicle assigned to Working Foreman

SHOP, MACHINERY AND BUILDINGS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-53-53200-110 MECHANIC SALARIES	\$ 52,004	Mechanic's labor for building and equipment maintenance and repair
100-53-53200-111 SHOP SALARIES	\$ 13,158	Work done in Public Works garage by Public Works crew members
100-53-53200-120 OVERTIME	\$ 500	Estimated 30 hours
100-53-53200-130 FICA	\$ 5,023	Social Security at 7.65%
100-53-53200-131 WISCONSIN RETIREMENT	\$ 4,596	Wisconsin Retirement at 7%
100-53-53200-132 LIFE & DISABILITY INSURANCE	\$ 145	City share of life/disability insurance
100-53-53200-133 HEALTH INSURANCE	\$ 14,916	Health, dental and vision insurance
100-53-53200-220 GAS & ELECTRIC UTILITIES	\$ 17,000	Garage utilities
100-53-53200-221 TELEPHONE	\$ 4,500	Garage telephone and fax (includes cell phones)
100-53-53200-222 WATER & SEWER UTILITIES	\$ 3,000	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

ENGINEERING

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-53-53210-110 SALARIES	\$ 29,049	Allocation of salaries for City Engineer/ Director of Public Works and Assistant to City Engineer
100-53-53210-119 PART-TIME WAGES	\$ -0-	Part-time intern wages
100-53-53210-130 FICA	\$ 2,222	Social Security at 7.65%
100-53-53210-131 WISCONSIN RETIREMENT	\$ 2,033	Wisconsin Retirement at 7%
100-53-53210-132 LIFE & DISABILITY INSURANCE	\$ 70	City share of life/disability insurance
100-53-53210-133 HEALTH INSURANCE	\$ 4,385	Health, dental and vision insurance
100-53-53210-134 PROFESSIONAL DEVELOPMENT	\$ 1,500	Seminars, workshops, conferences, association dues, and continuing education
100-53-53210-240 OUTSIDE SERVICES	\$ 5,000	Misc. engineering services with contracted firms for service unrelated to capital projects
100-53-53210-245 SOFTWARE PURCHASES & MAINTENANCE	\$ 2,500	Software upgrades and support costs
100-53-53210-310 OFFICE SUPPLIES	\$ 200	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 METRO PLANNING ORGANIZATION	\$ 2,500	Annual MPO fees
100-53-53210-360 VEHICLE MAINTENANCE & REPAIR	\$ 150	Maintenance and repair of two vehicles
100-53-53210-370 FUELS & ADDITIVES	\$ 450	Fuel for vehicles
100-53-53210-900 CAPITAL FUND STREET ENGINEERING	\$ -0-	Offset to other funds

STREET MAINTENANCE

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-53-53300-110 STREET SALARIES	\$ 14,133	Labor for street maintenance and repair, and traffic control
100-53-53300-111 SNOW AND ICE SALARIES	\$ 14,133	Labor for snow and ice control of streets and sidewalks
100-53-53300-112 SHIFT DIFFERENTIAL	\$ -0-	Scheduled work outside normal work hours at \$0.40 per hour
100-53-53300-114 ON CALL WAGES	\$ 2,600	November 1 – April 1
100-53-53300-115 ROW MAINTENANCE	\$ 9,259	Labor for maintenance of street ROW green space areas, power wash sails, Christmas lights
100-53-53300-117 LONGEVITY PAY	\$ -0-	
100-53-53300-118 LEAVE WAGES	\$ 38,500	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	\$ 6,971	Social Security at 7.65%
100-53-53300-131 WISCONSIN RETIREMENT	\$ 6,379	Wisconsin Retirement at 7%
100-53-53300-132 LIFE & DISABILITY INSURANCE	\$ 350	City share of life/disability insurance
100-53-53300-133 HEALTH INSURANCE	\$ 19,888	Health, dental and vision insurance
110-53-53300-134 PROFESSIONAL DEVELOPMENT	\$ 250	Seminars and training
100-53-53300-137 UNIFORM ALLOWANCE	\$ 3,000	Work uniform allowances for DPW
100-53-53300-190 OTHER PERSONNEL SERVICES	\$ 300	Public Works Employment Testing Services

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-53-53300-230 STREET OUTSIDE SERVICES	\$ 16,500	Asphalt maintenance, bridge inspection - \$11,500 Weed treatment on Blvds. - \$4,500
100-53-53300-231 MEDIAN & TERRACE MAINTENANCE	\$ 32,160	Mowing and trimming of Broadway and Monona Drive medians and entry feature
100-53-53300-340 SAFETY EQUIPMENT/TESTING	\$ 1,500	Safety equipment for street operations
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	\$ 30,000	Diesel fuel, unleaded gas and oil, other lubricants
100-53-53300-371 STREET SUPPLIES	\$ 11,000	Supplies for the program (including signs); cold patch, snow fence, signposts and gravel, digital sign repair
100-53-53300-372 SNOW/ICE SUPPLIES	\$ 25,600	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

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-53-53420-220 STREET LIGHTING UTILITIES	\$ 80,000	Street lighting utility and maintenance costs.
100-53-53420-230 SIDEWALK MAINTENANCE AND REPAIR	\$ -0-	Maintenance and repair of City sidewalks that pose safety hazards (included in Capital Budget).
100-53-53420-233 TRAFFIC CONTROL MAINTENANCE	\$ 19,000	Traffic signals on Monona Drive and Broadway.

PARKS OPERATIONS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-55-55200-110 PARK SALARIES	\$ 69,690	Labor to perform maintenance of parks
100-55-55200-119 WAGES, PART-TIME	\$ 26,250	Summer seasonal employees
100-55-55200-120 OVERTIME	\$ 5,000	Support for July 4 th festival and weekend park activities
100-55-55200-130 FICA	\$ 7,722	Social Security at 7.65%
100-55-55200-131 WISCONSIN RETIREMENT	\$ 5,228	Wisconsin Retirement at 7%
100-55-55200-132 LIFE & DISABILITY INS.	\$ 200	City share of life/disability insurance
100-55-55200-133 HEALTH INSURANCE	\$ 18,232	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	\$ 13,000	Gas and electric for park lighting and shelters
100-55-5520-221 TELEPHONE	\$ -0-	
100-55-55200-222 WATER AND SEWER UTILITIES	\$ 6,784	Utilities for shelters, restrooms
100-55-55200-225 STORMWATER UTILITY EXPENSE	\$ 8,500	Charges paid for City park lands to the Storm Water Utility
100-55-55200-240 OUTSIDE SERVICES	\$ 900	Dane County mosquito spraying program
100-55-55200-291 GIS MAPPING SERVICES	\$ -0-	
100-55-55200-312 POSTAGE	\$ -0-	
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 MAINT/REPAIR	\$ 4,000	Maintenance and repair of park equipment and park maintenance equipment

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-55-55200-351 FACILITIES MAINT/REPAIR	\$ 3,500	Maintenance and repair of park shelters, restroom facilities, equipment sheds and park equipment
100-55-55200-370 FUEL/ADDITIVES	\$ 8,285	Gas for truck and lawn mowers, oil and lubricant
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 LOTES PARK PORTABLE RESTROOMS	\$ 2,900	Portable restroom at Lottes Park
100-55-55200-394 LAKEWEED SPRAYING	\$ 1,210	Outside services contract cost; includes boat launches and also spraying in Lake Edge, Squaw Bay and other areas

CONSERVATION AND DEVELOPMENT – FORESTRY

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-56-56110-110 FORESTRY SALARIES	\$ 9,259	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	\$ 747	Social Security at 7.65%
100-56-56110-131 WISCONSIN RETIREMENT	\$ 683	Wisconsin Retirement at 7%
100-56-56110-132 LIFE AND DISABILITY INSURANCE	\$ 82	City share of life/disability insurance
100-56-56110-133 HEALTH INSURANCE	\$ 2,422	Health, dental, vision insurance
100-56-56110-240 OUTSIDE SERVICES	\$ 6,500	Contract services for professional forester
100-56-56110-xxx MONONA DRIVE & BROADWAY TREE TRIMMING	\$ 7,500	NEW- trimming of 456 trees once every 4 years
100-56-56110-340 FORESTRY SUPPLIES	\$ 600	Supplies for the program
100-56-56110-350 EQUIPMENT MAINT/REPAIR	\$ 2,500	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	\$ 19,500	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	\$ 19,675	Contract 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)

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Planning and Development
City Planning/Development
56300**

MISSION:

To provide prompt and professional response and review to development proposals through the coordination of City site plan and zoning permit review and approval activities, and the application of community zoning performance standards to the permit review process.

To provide staff services to the Plan Commission including review and recommendation of development proposals, updating and implementation of the Comprehensive Plan, and administration of the Zoning Code.

The Planning and Development Department provides value to the City of Monona in the following ways:

- A. Provides a Comprehensive Plan comprised of policies and neighborhoods/area plans which guide the development and redevelopment of the City in a planned and controlled way and which maximize the land resources of the City of Monona while attempting to lessen traffic congestion, conserve the natural environment, and promote the public health, safety, convenience, and general welfare of the community.
- B. Strives to optimize the value to the community of the commercial tax base of the City in terms of the revenue it generates and its assessed value while maintaining the appropriate land use and relationship to the community.
- C. Regulates development and controls signage to produce an aesthetically attractive environment.
- D. Seeks grant funding for public improvements.

The Planning and Development Department hopes to accomplish through its work, the improvement in the overall quality of life for all residents in the City through the implementation of sound planning and zoning policies and practices.

CHALLENGES AND OPPORTUNITIES AHEAD:

1. Facilitate update and adoption of Comprehensive Plan in 2014.
2. Facilitate the recommendations of the Strategic Plan for Economic Development.
3. Facilitate the recommendations of the Strategic Housing Plan.
4. Facilitate the recommendations of the Sustainability Plan upon adoption in 2014.
5. Promoting the Façade Improvement Program and processing applications.

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

1. Update the Monona Comprehensive Plan.
2. Continued economic growth through development and redevelopment consistent with the Monona Comprehensive Plan and Strategic Plan for Economic Development.
3. Continued residential redevelopment consistent with the Monona Comprehensive Plan and Strategic Housing Plan.
4. Completion of the third and final phase of the Monona Drive reconstruction in 2014.

SIGNIFICANT PROGRAM CHANGES:

Hire of new Department Director and change of position title from Planning and Community Development Coordinator to City Planner and Assistant Economic Development Director. Restructuring of position includes addition of economic development activities and facilitation of variance requests for single-family and two-family zoning districts. Administrative Assistant Intern hired in 2012 continues to work for the Department.

GOAL ACHIEVEMENT IN 2012-2013:

2012-2013 Objectives	Method for Measuring Success and How Achieved
Assist in preparation of plans for the second and third phase of the reconstruction of Monona Drive in 2013.	Helped to meet businesses' interests and implement new streetscape Design.
Review of new development in the East Broadway TID No. 6.	East Broadway TID No. 6 Overlay District approved in 2010, and plans for development of new buildings and sites reviewed and approved in 2010 – 2013.
Implementation of Design Guidelines for Monona Drive and approval of Façade Improvement Program Grants for improving building facades in the Phase I area of Monona Drive.	Seven Façade Improvement Program grants have been approved and their projects have been completed. Each project was reviewed for consistency with the Monona Drive Urban Design Guidelines. The program has been expanded to include properties north to Winnequah Rd.
Complete the new Zoning Permit Application and Site Plan Review Process and brochure for applicants.	A site plan submittal checklist was completed in late 2012 and was reviewed by the Plan Commission. The checklist is distributed to developers and businesses, making the plan submittal and review process easier to follow, particularly for large developments.
Work on the implementation of strategies and actions in the Strategic Plan for Economic Development with the CDA.	The accomplishment of the goals in the 2006 Strategic Plan for Economic Development. The CDA has pursued redevelopment on Monona Drive and created TID 7 and amended the RA 7 boundary in 2012. TID 8 and RA 8 were also created in 2012.
Work on the implementation of strategies and actions in the Strategic Housing Plan with the Family Attraction, Retention, and City Promotion Committee.	The accomplishment of the goals in the 2007 Strategic Housing Plan. Redevelopment projects have been approved and or are under construction, which expand the housing options available in the City of Monona.
Apply for grants for CDBG and other grant programs.	Assisted in submitting a letter of support for CARPC regional sustainability grants.
Facilitate any expansion plans for businesses in the City.	The retention and the expansion of businesses in the City.
Assist in the amendment of the Zoning Ordinance.	The Noise Ordinance was updated in 2013.
Continue to update and use a spreadsheet to track outstanding conditions of approval and follow-up on site improvements and report to Plan Commission.	The spreadsheet has been maintained and updated regularly, and quarterly reports were made to the Plan Commission throughout 2013.
Review and Investigate Business Improvement Districts (BID) in the City.	This was not addressed in 2012-2013.

ADDITIONAL ACHIEVEMENTS NOT SPECIFIED AS GOALS FOR 2013:

Zoning Permits and Site Plans Approved for Commercial Development and Sign Permits

Twenty-two (22) zoning permits have been approved to date in 2013. Larger projects receiving zoning approval included the installation of Solar Panels at four municipal buildings, making it the largest municipal solar project in the state of Wisconsin. Madison Metropolitan Sewerage District completed a Precise Implementation Plan and is constructing their Pumping Station No. 18 that will service a large part of the east Madison region and relieve pressure on other pumping stations in the area. McDonald's on Monona Drive received approval to tear down the existing restaurant and to rebuild a new restaurant and site with updated architectural and site layout designs. The project incorporated significant public input and landscaping upgrades.

Permits were approved for 5,000sf expansions at both Pellitteri Waste Systems and Pomp's Tire Service in the South Towne Industrial Park. The Silver Eagle Bar & Grill received zoning approval to install an outdoor dining area between their business and Monona Drive which initiated a review of City Ordinances for outdoor alcohol consumption areas. A pergola structure was approved for construction in the north end of Winnequah Park in continued improvements to the Fireman's Park. The Monona Grove School District expanded their offices with approval of an addition for a new entryway on the historic Nichols School building.

Two new uses received zoning permit approval, including a new Indian restaurant and a Yoga Studio. An outbuilding for a single-family home was approved in the multi-family zoning district on Femrite Drive, and the East Side Club received approval to expand their hours of operation at the outdoor Tiki Bar. Site improvements at the Aldo Leopold Nature Center were approved that will expand their environmental education offerings, and one application was submitted for a grant from the Façade Improvement Program for building and site upgrades at 6326 Monona Drive. Approvals were also granted for upgrades to City of Monona Landmark homes. One permit request was denied for an outdoor recreation area at the Village Lanes Bowling Alley.

Twenty-one (21) sign permits have been approved to date in 2013. The Royal Avenue Speedway and Monona Drive McDonald's received approval for comprehensive signage plans, including permits that address existing pylon signs. The Library will install a new landscape ground sign that includes a manually changeable reader board, and the High School installed an electronic message center upgrade to their landscape ground sign. A sign permit was also granted to install a historic marker that identifies Ernie's Trading Post/Monona Motors as the birthplace of Monona. The Department also coordinated re-installation of signs removed due to the reconstruction of Monona Drive, provided temporary signs to business during construction. Wayfinding was improved with new bicycle route signage and some City facilities signs were restored. The Plan Commission also directed the Department to review the Sign Code and propose amendments.

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT WORKPLAN FOR 2014:

2014 Objectives	Method for Measuring Success and How Achieved
Facilitate preparation and adoption of Comprehensive Plan Update	Adoption of Comprehensive Plan Update
Review and adoption of new plans: Sustainability Plan and Parks and Open Space Plan Update	Review and recommendation to Council of new plans in 2014.
Work on the implementation of strategies and actions in the Strategic Plan for Economic Development with the CDA and Economic Development Director.	The accomplishment of the goals in the 2006 Strategic Plan for Economic Development
Review of new development in the North Monona Drive TID No. 7 and RA No. 7	Facilitate review and approval of plans for redevelopment of buildings and sites.
Review of new development in the West Broadway TID No. 8 and RA No. 8	Facilitate review and approval of plans for redevelopment of buildings and sites.
Facilitate any expansion plans for businesses in the City.	The retention and the expansion of businesses in the City
Implementation of Design Guidelines for Monona Drive	Assist businesses and property owners along Monona Drive (between Broadway and Winnequah Road) in applying for and receiving grants from the Façade Improvement Program, and in making improvements to buildings and sites consistent with the Urban Design Guidelines.
Facilitate review of and propose amendments to Sign Code	Adoption of amendments to the Sign Code
Assist in the amendment of the Zoning Ordinance.	Adoption of amendments to the Zoning Ordinance
Apply for grants for CDBG and other grant programs.	Approval of grants
Improve public access to information regarding Economic Development and Tax Increment Financing in Monona.	Completion of new TID study prepared by Vierbicher Associates in 2013 and launch of new City website
Improve distribution of information specific to various planning processes and procedures such as: Certified Survey Maps, Siting and Modification of Communication Towers, Home Occupations, etc.	Complete one-page handouts that clearly communicate planning processes and distribute them to applicants as needed, and document them in Planning Department procedures files. Launch of new City website.
Coordinate zoning and site plan approval of planned Lottes Park improvements.	Approval of site plans for park improvements
Coordinate expansion of planned public waterfront boardwalk consistent with Waterfront and Broadway Corridor Plans.	Approval of site plans for boardwalk expansion

PLANNING AND COMMUNITY DEVELOPMENT
ACCOUNT JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
100-56-56300-110 SALARIES	\$ 52,096	Approximately 15% to be charged to TID No. 2 and TID No. 4
100-56-56300-119 PART-TIME WAGES	\$ 12,000	
100-56-56300-130 FICA	\$ 4,903	Social Security at 7.65%
100-56-56300-131 WISCONSIN RETIREMENT	\$ 3,647	Wisconsin Retirement at 7%
100-56-56300-132 LIFE & DISABILITY INSURANCE	\$ 190	City share of premium
100-56-56300-133 HEALTH INSURANCE	\$ 5,824	
100-56-56300-134 PROFESSIONAL DEVELOPMENT	\$ 1,800	Covers costs of planning journals, APA membership, professional conferences; and seminars and courses.
100-56-56300-340 SUPPLIES	\$ 600	Covers costs of planning drafting supplies, film and developing, maps and miscellaneous supplies and mileage.
100-56-56300-341 LANDMARKS COMMISSION SUPPLIES	\$ 200	Covers costs of printing for historic tours, signs, and other special events, including bi-annual landmark home tour.
100-56-56300-710 FALL FESTIVAL	\$ -0-	
100-56-56300-720 COMMUNITY DEVELOPMENT/PROMOTION	\$ 3,553	Marketing of Monona hotels through Madison publications
100-56-56300-810 GIS MAPPING	\$ -0-	

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
---	COMMUNITY DEVELOPMENT AUTHORITY								
---	REVENUES								
201-46-41110-000	-	-	-	-	-	-	-	-	-
201-48-48110-000	10	6	7	3	-	-	-	-	-
201-48-48900-000	-	-	-	-	-	-	-	-	-
201-48-48900-100	-	-	-	-	-	-	-	-	-
201-49-49240-100	-	26,841	25,341	-	25,000	25,000	25,000	25,000	25,000
201-49-49240-400	-	-	-	-	85,200	85,200	85,200	85,200	85,200
201-49-49240-401	-	-	-	-	-	-	-	-	-
201-49-49300-000	-	-	-	-	-	-	-	-	-
	<u>\$10</u>	<u>\$26,847</u>	<u>25,348</u>	<u>3</u>	<u>110,200</u>	<u>110,200</u>	<u>110,200</u>	<u>110,200</u>	<u>110,200</u>
---	EXPENDITURES								
201-56-56700-200	-	-	13	-	-	-	-	-	-
201-56-56700-210	36	-	-	-	-	-	-	-	-
201-56-56700-213	11,906	7,226	-	-	10,000	40,000	40,000	40,000	40,000
201-56-56700-214	4,993	4,873	301	194	-	-	-	-	-
201-56-56700-312	-	-	-	-	-	-	-	-	-
201-56-56700-390	-	-	9,592	-	-	-	-	-	-
201-56-59270-100	10,783	2,840	1,651	965	5,000	39,000	39,000	39,000	39,000
201-56-59210-110	7,334	7,683	8,071	2,899	8,253	8,253	8,459	8,459	8,459
201-56-59210-130	550	575	607	217	631	631	647	647	647
201-56-59210-131	805	708	476	303	549	549	592	563	563
201-56-59210-132	21	20	11	1	25	25	25	25	25
201-56-59210-133	1,259	1,339	998	369	1,017	1,017	1,097	1,097	1,097
201-56-59210-210	-	-	-	-	15,000	15,000	15,000	15,000	15,000
201-56-59210-212	-	-	-	-	-	-	-	-	-
201-56-58200-620	-	-	-	-	-	-	-	-	-
201-59-59000-900	-	-	-	-	-	-	-	-	-
	<u>\$37,687</u>	<u>\$25,264</u>	<u>21,720</u>	<u>4,948</u>	<u>40,475</u>	<u>104,475</u>	<u>104,820</u>	<u>104,791</u>	<u>104,791</u>
---	CURRENT YEAR								
---	PERSONNEL								
---	NON-PERSONNEL								
---	TOTAL								
			<u>10,475</u>		<u>10,791</u>	<u>3%</u>			
			<u>94,000</u>		<u>94,000</u>	<u>0%</u>			
			<u>104,475</u>		<u>104,791</u>	<u>0%</u>			

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Community Development Authority
201**

MISSION OF DEPARTMENT:

To promote and assist economic development in the City of Monona through efforts of the Community Development Authority in the areas of business retention and attraction and economic revitalization of commercial areas of the community.

CHALLENGES AND OPPORTUNITIES AHEAD:

Monona is an established community, primarily residential in character that enjoys a wide range of housing stock and a high level of municipal services. It is landlocked and there is little undeveloped land in the community. It is therefore important to Monona homeowners that the city's commercial and housing sector be as successful as possible in order to ensure continued quality services that are affordable to all.

The economic base is sound. The challenge ahead, therefore, is to position the city properly in order that redevelopment in the community is successful.

LONG-TERM GOALS FOR THE DEPARTMENT:

1. Implement the economic development strategy as approved by the Mayor, City Council and Plan Commission.
2. Develop each commercial and housing parcel to their full income generating potential.
3. Create a distinctive look and feel for Monona Drive and Broadway.
4. Create an environment that is attractive to developers and financial institutions.
5. Target development of businesses that are sustainable and have a vested interest in Monona.
6. Maintain as nearly as possible the current ratio of commercial property valuation to residential property valuation.
7. A strategy that facilitates and encourages private and public sector development of housing opportunities for a variety of household sizes, ages, and income levels.

COMMUNITY DEVELOPMENT AUTHORITY
ACCOUNT JUSTIFICATION

REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
201-46-41110-000 GENERAL PROPERTY TAXES	\$ -0-	
201-48-48110-000 INTEREST/DIVIDEND INCOME	\$ -0-	
201-48-48900-000 OTHER REVENUES	\$ -0-	
201-48-48900-100 RENT (GRANT PROPERTY)	\$ -0-	
201-49-42200-100 TRANSFER FROM GENERAL FUND	\$ 25,000	Per City ordinance, appropriation of \$5,000 of the accommodation tax
201-49-49249-400 TRANSFER FROM TIF	\$ 85,200	Transfer from T.I.D. Nos. 2 and 4
201-49-49249-401 TRANSFER FROM TIF	\$ -0-	
201-49-49300-000 FUND BALANCE APPLIED	\$ -0-	

EXPENDITURES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
201-56-56700-200 PROPERTY MAINTENANCE	\$ -0-	
201-56-56700-210 LEGAL SERVICES	\$ -0-	
201-56-56700-213 PROFESSIONAL SERVICES	\$ 40,000	
201-56-56700-214 LAND ACQUISITION	\$ -0-	
201-56-56700-312 POSTAGE/OFFICE SUPPLIES	\$ -0-	
201-56-56700-390 RELOCATION COSTS	\$ -0-	

ACCOUNT	AMOUNT	DESCRIPTION
201-56-59270-100 CDA SUPPORT STAFF	\$ 39,000	Consultant Staff to support CDA with implementation of economic development Strategy. Estimate of \$106 per hour for approximately 40 hours per month.
201-56-59210-110 REIMBURSEMENT FOR ADMINISTRATION	\$ 8,459	Allocation of 5% of salary of City Administrator and City Planner/Community Development Coordinator.
201-56-59210-130 FICA	\$ 647	Social Security at 7.65%
201-56-59210-131 WISCONSIN RETIREMENT	\$ 563	Wisconsin Retirement at 7%
201-56-59210-132 LIFE & DISABILITY INSURANCE	\$ 25	
201-56-59210-133 HEALTH INSURANCE	\$ 1,097	
201-56-59210-210 MARKETING	\$ 15,000	Marketing the city
201-56-59210-212 ACCOUNTING SERVICES	\$ -0-	
201-56-58200-620 INTEREST ON DEBT	\$ -0-	
201-56-59000-900 RESERVED FOR CONTINGENCIES	\$ -0-	

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**CATV
CATV Operations
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 installation of a new playback system, and integration with the new city website
3. The possible addition and start-up of a LPFM component to the station
4. The training of a new Senior Cablecaster to supervise staff and tape events

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. Revenue Changes
 - Increased Franchise Fees by \$10,000 as a conservative estimate from 2013 YTD.
 - Used \$20,000 of Fund Balance to cover capital budget item.
2. Staffing and Benefits
 - Cable Administrator’s wages and benefits per Finance Department
 - Anticipate new assistant at lower wage, but extra hours for training
 - Anticipate \$8.50/ hour for cablecasters
3. Equipment
 - Equipment increased \$21,000 for capital budget item (video server)
 - Without this item, non-personnel expenses are .8% lower than 2013

GOAL ACHIEVEMENTS IN 2013:

2013 Goals	Status
The continuation of development of community and school-based programs for distribution into the community	Achieved by the addition of approximately 280 community-based programs.
Produce a special 75 th Anniversary Video.	Achieved.
Relocation of Transmission Point for Memorial Day Parade	Achieved.

GOALS NOT ACHIEVED: All goals achieved.

CATV
ACCOUNT JUSTIFICATIONS

REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
203-46-44100-000 FRANCHISE FEES	\$ 110,000	Estimated franchise fees
203-46-46700-000 OTHER REVENUE	\$ 37,383	Contract agreement with MGSD
203-46-46730-000 ROOM RENTALS	\$ -0-	Distance learning ended in June 2009.
203-46-49300-000 FUND BALANCE APPLIED	\$ 19,214	Used for Capital Budget needs.

EXPENDITURES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
203-55-55370-110 WAGES	\$ 50,898	Media Coordinator and Administrator.
203-55-55370-119 WAGES, PART-TIME	\$ 19,000	Part-time cable casters
203-55-55370-130 FICA	\$ 5,347	Social Security at 7.65%
203-55-55370-131 WISCONSIN RETIREMENT	\$ 3,563	Wisconsin Retirement at 7%
203-55-55370-132 LIFE & DISABILITY	\$ 100	Estimated amount
203-55-55370-133 HEALTH INSURANCE	\$ 16,107	Estimated amount for Media Coordinator and Administrator
203-55-55370-134 PROFESSIONAL DEVELOPMENT	\$ 450	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

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
203-55-55370-220 GAS & ELECTRIC UTILITIES	\$ 8,000	Cable share of media room
203-55-55370-221 TELEPHONE	\$ 125	
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	\$ 50	Office supplies
203-55-55370-311 PRINTING	\$ 50	Printing Costs for DVD covers
203-55-55370-312 POSTAGE	\$ -0-	
203-55-55370-313 WEB PAGE DEVELOPMENT	\$ 125	Final costs for Monona TV web page
203-55-55370-340 STUDIO AND PROGRAM DEVELOPMENT	\$ -0-	Costs associated with new youth classes; can use existing equipment for several years
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 fees to repair software bugs in media room
203-55-55370-801 EQUIPMENT	\$ 35,000	Capital equipment purchases are made from this account and will cost an estimated \$25,000. Other equipment repair and replacement of needs in Studio or Media Room.
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	LPFM start-up costs

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
203-59-59370-810 TRANSFER TO GENERAL FUND	\$ 13,007	Transfer to reduce General Fund levy
203-55-55370-900 CONTINGENCY	\$ -0-	

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET

202-46-41110-000	424,357	438,957	440,286	442,286	442,286	442,286	459,728	465,207	462,655
202-46-43570-000	1,300	-	-	-	-	-	-	-	-
202-46-43720-000	230,458	207,115	241,934	207,273	207,273	207,273	206,449	206,449	206,449
202-46-43730-000	-	30,948	-	34,464	34,464	34,022	35,105	35,105	35,105
202-46-46110-000	2,194	2,513	2,731	1,393	2,800	3,000	3,000	3,000	3,000
202-46-46710-000	20,865	17,060	5,851	2,770	6,000	7,500	7,000	7,000	7,000
202-46-46720-000	-	-	-	-	-	-	-	-	-
202-46-46730-000	2,456	1,393	2,381	1,239	2,500	2,400	2,400	2,400	2,400
202-46-48900-000	-	-	-	-	1,000	1,100	1,100	1,100	1,100
202-46-48900-100	3,499	2,708	2,697	1,331	2,700	2,500	2,700	2,700	2,700
202-49-49210-000	-	-	-	-	-	-	-	-	-
202-46-49300-000	-	-	-	-	-	20,151	3,000	3,000	3,000
---	685,129	\$700,694	695,880	690,756	699,023	720,232	720,482	725,961	723,409

202-55-55110-110	236,200	224,021	262,959	136,565	274,000	274,032	304,369	304,369	306,246
202-55-55110-111	-	-	-	-	-	-	-	-	-
202-55-55110-112	436	385	130	80	180	500	250	250	250
202-55-55110-117	378	457	246	-	250	500	-	-	-
202-55-55110-119	92,849	103,024	104,483	52,393	89,483	112,231	90,672	93,672	91,978
202-55-55110-120	-	-	-	-	-	-	-	-	-
202-55-55110-130	25,139	24,760	27,023	13,869	27,839	29,626	30,240	30,469	30,484
202-55-55110-131	24,795	22,499	15,069	13,539	22,000	20,450	21,306	21,306	21,306
202-55-55110-132	216	165	47	6	50	375	375	375	375
202-55-55110-133	41,128	40,817	46,565	20,919	42,500	49,047	42,611	42,611	42,611
202-55-55110-134	1,824	853	2,722	1,514	3,200	4,000	2,500	3,000	2,500
202-55-55110-135	-	-	-	5,869	8,491	-	-	-	-
202-55-55110-220	33,430	32,311	35,715	15,387	32,000	36,000	35,000	35,000	31,500
202-55-55110-221	1,262	1,251	2,214	1,477	2,900	2,000	3,000	3,000	3,000
202-55-55110-222	2,413	2,370	3,477	859	2,600	2,600	2,600	2,600	2,600
202-55-55110-240	33,526	32,240	34,715	19,236	39,000	36,500	41,363	41,363	41,363
202-55-55110-241	40,361	38,516	39,614	39,071	39,071	39,071	40,883	40,883	40,883
202-55-55110-310	3,066	5,737	6,431	3,364	6,000	7,000	5,500	5,500	5,500
202-55-55110-312	991	355	60	18	50	500	200	200	200
202-55-55110-321	-	-	-	-	-	100	-	-	-
202-55-55110-340	1,340	3,230	2,068	130	1,000	2,500	2,000	2,250	2,000
202-55-55110-341	2,325	3,231	2,122	66	2,500	2,500	2,000	2,500	2,000
202-55-55110-350	13,556	10,728	6,159	1,016	10,800	8,000	8,000	8,000	8,000
202-55-55110-351	14,612	9,331	15,938	4,153	8,300	8,000	8,000	8,000	8,000
202-55-55110-390	200	310	300	302	600	300	300	300	300
202-55-55110-700	390	-	-	-	-	-	-	-	-
202-55-55110-702	1,381	(73)	(114)	123	-	-	-	-	-
202-55-55110-809	7,118	5,704	5,817	2,119	5,000	5,500	5,000	5,000	5,000
202-55-55110-810	16,320	12,939	12,512	3,885	16,000	18,500	15,000	15,000	16,000
202-55-55110-811	19,602	19,146	20,953	5,035	16,000	17,500	16,250	17,000	17,250
202-55-55110-812	11,763	12,322	11,186	1,961	10,500	10,500	9,750	10,000	10,500
202-55-55110-813	2,758	3,761	2,999	892	3,200	3,200	3,000	3,000	3,250
202-55-55110-814	3,390	3,745	2,960	1,158	2,250	2,700	2,500	2,500	2,500
202-55-55110-815	530	-	-	-	-	200	-	-	-
202-55-55110-817	3,944	4,222	4,009	2,862	4,601	4,500	4,000	4,000	4,000

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT 202**

**Library
Library Operations
2014**

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 2014. 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.

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 have significantly upgraded the Library's wireless network in 2013, making the service more robust and consistent throughout the building.

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

RFID sorters were installed in November 2013. The Library seeks to adapt new workflows to most efficiently utilize this technology.

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. The entryway remodel and furniture replacement capital funds generously provided by the council will aid tremendously in these efforts.

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 and flat circulation have affected available funding for other Dane County libraries. **2014 marks the first time overall county aid to Monona has dropped in recent memory.**

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.

We will also work with the Monona Library Foundation to develop a program for planned giving to strengthen the Foundation's main endowment fund. We will also use our 50th anniversary in 2014 as an opportunity to fundraise. Additionally, we will explore options for raising revenue, such as a café space with a third-party vendor.

DEPARTMENT 2014 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:

2014 Goal	Method for Measuring Success
Offer a relevant and current collection of materials that is effectively merchandised to encourage reading and learning.	We will 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.
Celebrate the 50 th Anniversary of the Library with programming and fundraising.	Determine success of fundraising campaign
Augment materials budget with Booked for Life and grant-supported funds. Augment programming funds by developing programming eligible for sponsorship by the Beyond the Page Endowment. Continue to search and apply for new grant opportunities.	Determine number of items purchased with Endowment funds. Determine number of programs funded by endowment.
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, wireless network, and ebook usage figures.
Coordinate increased cooperation with other city departments, namely Parks and Rec, and the Senior Center.	Determine number of programs and initiatives jointly-offered and marketed.
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 significant entryway renovation with capital funds and fund balance monies. Replace patron and staff seating.
Provide more literacy and computer literacy programs, and	Compare statistics on an annual basis.

2014 Goal	Method for Measuring Success
market unique appointment-based reference and information services as well as online tutoring services.	
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 2013:

- **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, Monona State Bank, Susan G. Komen for the Cure, New Harvest Foundation, and American Library Association for additional funds for collections and programming.
- **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 successfully raised \$10,000 for the county-wide Beyond the Page endowment fund.**
- **We implemented the second 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 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 installed a new “enterprise wireless” network to boost our wireless broadband offerings.
- **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 2013:

1. An updated Strategic Planning process was not undertaken.
2. We have not spent an adequate amount of time or attention on local history.

LIBRARY 2014
ACCOUNT JUSTIFICATION

REVENUES

ACCOUNT	AMOUNT	DESCRIPTION
202-46-41110-000 GENERAL PROPERTY TAXES	\$ 462,655	Total reflecting 3.4% increase in City's appropriation to maintain current library program
202-46-43720-000 COUNTY AID FOR LIBRARIES	\$ 206,449	Estimated Dane County aid for operations based on projections provided by Dane County.
202-46-43730-000 COUNTY AID FOR LIBRARY FACILITIES	\$ 35,105	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	\$ 7,000	Based on 2013 estimated circulation and revenue.
202-46-46730-000 ROOM RENTALS	\$ 2,400	Based on anticipated 2013 receipts.
202-46-48900-000 OTHER REVENUES	\$ 1,100	"Pick a book" program, other misc. revenue
202-46-48900-100 VENDING MACHINES	\$ 2,700	Estimated collection from vending machines to offset products purchased (see expenditures).
202-46-49300-002 FUND BALANCES APPLIED	\$ 3,000	

EXPENDITURES

ACCOUNT	AMOUNT	DESCRIPTION
202-55-55110-110 LIBRARY STAFF SALARIES	\$ 306,246	Library Director, six professional staff members, and Union employees. 1.5% increase from 2013
202-55-55110-112 SHIFT DIFFERENTIAL	\$ 250	Evening and Sunday staff pay differential.
202-55-55110-119 WAGES PART-TIME	\$ 91,978	Part-time library assistants and pages, including seasonal and outdoor summer help.
202-55-55110-130 FICA	\$ 30,484	Estimate based on 2014 salaries and wages
202-55-55110-131 WISCONSIN RETIREMENT	\$ 21,306	Estimate based on eligible salaries and changes to the Wisconsin Retirement System payments by the City.

ACCOUNT	AMOUNT	DESCRIPTION
202-55-55110-132 LIFE AND DISABILITY INSURANCE	\$ 375	Based on staff participation.
202-55-55110-133 HEALTH INSURANCE	\$ 42,611	Estimate based on staff participation.
202-55-55110-134 PROFESSIONAL DEVELOPMENT	\$2,500	Knowledge workers need on-going training to meet community expectations. Decrease from 2013
202-55-55110-220 GAS AND ELECTRIC UTILITIES	\$ 35,000	Represents the library's share; additional amount of 15% is paid from the Cable Fund for Library Media Room costs.
202-55-55110-221 INTERNET NETWORK	\$ 3,000	Based on actual costs experienced in 2013.
202-55-55110-222 WATER AND SEWER UTILITIES	\$ 2,600	Based on estimated costs.
202-55-55110-240 SERVICE CONTRACTS	\$ 41,363	Cleaning services, HVAC, elevator, fire suppression, copiers & printers, windows, and landscape. Increase from 2013 due to new service contract for RFID equipment.
202-55-55110-241 SCLS MEMBERSHIP & SERVICE PAYMENT	\$ 40,883	Cost set by shared membership and services agreement with South Central Library System
202-55-55110-310 OFFICE SUPPLIES	\$ 5,500	Processing of new materials as well as traditional office expenses are paid out of this line.
202-55-55110-312 POSTAGE	\$ 200	Reflects 2013 expenses.
202-55-55110-340 JANITORIAL SUPPLIES	\$ 2,000	Necessary for building maintenance and cleaning.
202-55-55110-340 CHILDREN'S/YA SERVICES	\$ 2,000	Used for storytimes, program supplies, and performers.
202-55-55110-3505 EQUIPMENT MAINT/REPAIR	\$ 8,000	Based on expenses in 2013 and anticipated repair of equipment.
202-55-55110-351 BUILDING MAINTENANCE & REPAIR	\$ 8,000	Based on expenses in 2013 and anticipated repair of equipment.
202-55-55110-390 OTHER SUPPLIES/EXPENSES	\$ 300	
202-55-55110-809 PERIODICALS	\$ 5,000	Decreases by \$500 from 2013 level.

ACCOUNT	AMOUNT	DESCRIPTION
202-55-55110-810 AV & SOFTWARE	\$ 16,000	All DVDs, Books on CD, music CDs and gaming software for all age levels.
202-55-55110-811 ADULT BOOKS	\$ 17,250	
202-55-55110-812 CHILDREN'S BOOKS	\$ 10,500	
202-55-55110-813 YOUNG ADULT BOOKS	\$ 3,250	
202-55-55110-814 LARGE PRINT BOOKS	\$ 2,500	
202-55-55110-817 ELECTRONIC INFO SOURCES	\$ 4,000	Online subscriptions and services.
202-55-55110-818 STATE E-BOOK BUYING POOL	\$ 2,013	Monona contributes to the statewide contract to provide electronic books for all state residents.
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.
202-55-57610-851 TECHNOLOGY ENHANCEMENTS	\$ 4,000	Replacement of patron and staff 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.

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Community Rec. Services
Community Ctr. Operations
204**

MISSION OF DEPARTMENT:

The Monona Community Center is a great place to hold 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 turned 50 years old in 2013 and continues to experience reduced rental income for night and weekend events. 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 source of revenue through rentals for the City. A building study was 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 and, as programs increase, so does the need for storage which the Community Center drastically lacks.

LONG-TERM GOALS FOR THE DEPARTMENT:

1. Determine how the Center is currently being used (i.e., rentals, fee-waiver groups, Recreation and Senior Center classes) and determine the best possible use of the building.
2. Continue to provide excellent customer service from the reservation of a room to the setup and takedown of the facility.

ACCOMPLISHMENTS IN 2013:

1. Conducted comprehensive analysis of area rental facilities and reviewed existing policies for any changes
2. Updated policy guide and city website to provide more information to prospective renters.

2014 SIGNIFICANT CHANGES:

1. Finalize new agreement for bar services, developing a mobile bar and securing the existing bar for additional storage.
2. New front entrance concrete path for ADA accessibility and railings scheduled in capital improvement plan.
3. Finalize user policies and make online reservations a possibility for people.
4. Review current purchasing policies and investigate options to secure reduced operating costs.
5. Provide training for existing staff on safe, more efficient cleaning methods.

COMMUNITY RECREATION SERVICES - COMMUNITY CENTER
ACCOUNT JUSTIFICATIONS

REVENUES

ACCOUNT	AMOUNT	DESCRIPTION
204-46-41110-000 GENERAL PROPERTY TAXES	\$ 140,038	Amount needed to subsidize Community Center.
204-46-46740-100 COM. CENTER RENTAL FEES	\$ 33,000	Fees based on rental time for ½ day/full day during the week and 3 hour/6 hour time limit on the weekends. Also includes fees for ongoing groups.
204-46-46740-120 CONCESSIONS	\$ 500	Income from soda machine sales (20% of gross 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	\$ 88,491	Park & Recreation Director (46%) A.M. part-time Office Assistant (50%) Maintenance Worker II (100%) Lead Maintenance Worker (20%) Recreation/Aquatic Supervisor (15%) P.M. part-time Office Assistant (25%)
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	\$ 850	\$0.50 per hour for working nights and weekends
204-55-55140-117 LONGEVITY	\$ -0-	
204-55-55140-120 OVERTIME	\$ 4,500	Overtime is paid for all hours over 8 hours per day for Maintenance Worker 2 and Lead Maintenance Worker.
204-55-55140-130 FICA	\$ 7,179	Social Security at 7.65%.
204-55-55140-131 WISCONSIN RETIREMENT	\$ 6,344	City share of Wisconsin Retirement; employee share is 7% for FT employees.

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55140-132 LIFE & DISABILITY INSURANCE	\$ 125	City share of premiums
204-55-55140-133 HEALTH INSURANCE	\$16,549	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
204-55-55140-220 GAS & ELECTRIC UTILITIES	\$ 28,000	Gas based on 2012 actual and 2013 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 Director's/Rec/Aquatic Supervisor/Maintenance II worker's cell phones
204-55-55140-222 WATER & SEWER UTILITIES	\$ 3,000	Water and sewer charges based on 2012 actual and 2013 estimated.
204-55-55140-240 SERVICE CONTRACTS	\$ 7,200	\$450 copier service contract \$1,700 elevator service \$1,000 fire and smoke alarm and monitoring \$450 automatic door openers \$3,300 HVAC \$300 State inspections/fire extinguisher
204-55-55140-310 OFFICE SUPPLIES	\$ 1,250	Includes computer supplies, paper, pens, and miscellaneous office materials.
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, and small equipment as needed.
204-55-55140-350 EQUIPMENT MAINT/REPAIR	\$ -0-	Expense moved to Building Maintenance/Repair.
204-55-55140-351 BUILDING MAINT/REPAIR	\$ 4,000	Repair and maintenance costs to the Community Center, including grounds
204-55-55140-352 ADVERTISING	\$ 400	Yellow Pages ad for the Community Center and Senior Center - \$200. <i>The Herald-Independent</i> ad - \$200

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
---	RECREATION								
---	REVENUES								
204-46-41110-000	-	-	-	37,660	41,627	41,627	43,974	43,974	41,656
204-46-46720-200	38,342	46,626	49,604	24,459	56,000	44,000	63,000	63,000	63,000
204-46-46720-210	16,535	16,025	20,843	6,284	16,000	16,000	18,000	18,000	18,000
204-46-46720-220	13,591	13,974	16,431	22,741	22,542	17,000	23,000	23,000	23,000
204-46-46720-230	9,549	8,574	7,958	2,184	7,000	7,000	-	-	-
204-46-46720-260	-	-	-	7,510	12,500	10,000	13,000	13,000	13,000
204-46-46720-240	-	-	-	-	-	-	-	-	-
204-46-46720-241	-	-	-	133	1,100	1,000	1,300	1,300	1,300
204-46-46720-250	1,260	1,260	1,500	-	1,250	1,000	1,200	1,200	1,200
204-46-46720-251	-	-	-	-	9,000	7,000	14,000	14,000	14,000
204-46-46720-252	-	-	-	4,274	12,000	7,500	15,000	15,000	15,000
204-46-49210-000	-	-	-	-	-	-	-	-	-
---	<u>\$79,277</u>	<u>\$86,459</u>	<u>96,336</u>	<u>105,245</u>	<u>179,019</u>	<u>152,127</u>	<u>192,474</u>	<u>192,474</u>	<u>190,156</u>
---	EXPENDITURES								
204-55-55300-110	27,356	30,774	32,003	16,552	32,980	32,980	41,371	41,371	40,203
204-55-55300-111	-	-	-	-	-	-	-	-	-
204-55-53000-112	-	-	-	-	-	-	-	-	-
204-55-55300-119	30,919	46,802	50,995	21,266	50,000	40,000	56,000	56,000	55,090
204-55-55300-130	4,067	5,414	5,721	2,661	6,348	5,583	7,449	7,449	7,290
204-55-55300-131	1,843	2,663	1,606	1,603	2,193	2,193	2,896	2,896	2,814
204-55-55300-132	38	63	13	2	50	50	50	50	50
204-55-55300-133	4,967	5,282	5,973	2,999	5,971	5,971	6,408	6,408	6,408
204-55-55300-134	333	705	734	24	1,000	1,000	1,000	1,000	1,000
204-55-55300-214	12,052	8,566	12,518	2,801	10,250	8,500	11,000	11,000	11,000
204-55-55300-312	-	-	-	-	-	100	-	-	-
204-55-55300-340	25,352	24,343	21,773	11,046	18,000	24,000	19,000	19,000	19,000
204-55-55300-341	9,084	6,356	12,565	7,901	12,000	8,000	12,000	12,000	12,000
204-55-55300-342	3,114	2,225	3,328	258	1,500	2,000	1,500	1,500	1,500
204-55-55300-343	457	436	661	-	-	-	-	-	-
204-55-55300-344	507	32	-	-	-	-	-	-	-
204-55-55300-345	-	-	-	-	-	-	-	-	-
204-55-55300-346	5,020	2,522	7,040	291	7,500	5,000	7,500	7,500	7,500
204-55-55300-347	-	-	-	5,720	7,000	7,000	11,000	11,000	11,000
204-55-55300-348	-	-	-	1,500	13,500	9,000	14,300	14,300	14,300
204-55-55300-370	-	-	-	286	1,000	750	1,000	1,000	1,000
204-55-59210-100	-	-	-	-	-	-	-	-	-
---	<u>\$125,109</u>	<u>\$136,183</u>	<u>154,930</u>	<u>74,910</u>	<u>169,292</u>	<u>152,127</u>	<u>192,474</u>	<u>192,474</u>	<u>190,156</u>
---	CURRENT YEAR								
---	PERSONNEL								
---	NON-PERSONNEL								
---	TOTAL								
---			<u>86,777</u>		<u>111,856</u>	<u>29%</u>			
---			<u>65,350</u>		<u>78,300</u>	<u>20%</u>			
---			<u>152,127</u>		<u>190,156</u>	<u>25%</u>			

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Community Recreation
Comm. Recreation Services
204**

MISSION OF DEPARTMENT:

Parks & Recreation improves the community's quality of life by providing well designed and properly maintained parks and recreational opportunities for all citizens. Services include development and maintenance of parks, the Community Center and Outdoor Pool. The Department also offers a wide variety of group and individual recreation programs, special events, and promotion of healthy active lifestyles.

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 to benefit everyone.
2. Meeting the recreational needs of a changing demographic with more young families moving into and around Monona; keeping programs affordable while maintaining quality by focusing on curriculum and retaining quality staff.

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. Increase revenue from special events to help offset/reduce operating cost tax levy by 15%.
3. Increase participation in core programs (youth dance, flag football, basketball, baseball, and soccer) by 10% annually.
4. Develop a private/public partnership for a Community Recreation Center to replace the existing Community Center for additional program offerings to the community.

ACCOMPLISHMENTS IN 2013:

1. Added new features which attracted over 1,000 people to Monona Fall Festival.
2. Coordinated "National Night Out" special event with Monona Police; attendance of more than 500+ people.
3. Youth baseball and softball participants increased to 342, a 5-year high.
4. Through the generosity of our local businesses, we achieved a 5-year high in sponsorships for special events and youth sports.

2014 SIGNIFICANT PROGRAM CHANGES:

1. Hire a permanent part-time (19/hours/week) office assistant for office and phone coverage in the afternoons and on Fridays.
2. Increase per-program cost by \$3 across the board to cover operational budget gaps.
3. Eliminate youth and adult programs that do not break even financially and focus on improving successful programs.
3. Structure summer youth programs to compliment MG summer school programs and Monona Library programs. Move summer camps to Firemen's Park Shelter area and start and end later in the summer.
4. Develop and implement an athletic field use policy for all existing and newly sanctioned groups wishing to use City facilities with a fee schedule for all groups.

PARK AND RECREATION DEPARTMENT - RECREATION SERVICES
ACCOUNT JUSTIFICATION

RECREATION REVENUES

ACCOUNT	AMOUNT	DESCRIPTION
204-46-41110-000 GENERAL PROPERTY TAXES	\$ 41, 656	Amount needed to subsidize recreation programs
204-46-46720-200 YOUTH RECREATION PROGRAM FEES	\$ 63,000	This includes all fees charged for youth recreation programs.
204-46-46720-210 ADULT RECREATION PROGRAM FEES	\$ 18,000	Fees for all adult recreation programs including adult fitness classes, Chicago shopping trip, open basketball
204-46-46720-220 YOUTH BASEBALL/SOFTBALL FEES	\$ 23,000	Fees and sponsorship money for youth baseball/softball program
204-46-46720-230 TENNIS PROGRAM FEES	\$ 0	Tennis lesson revenue moved to Youth Rec. program fees, and USTA court rental moved to park field rental account.
204-46-46720-260 CONTRACTED SERVICES	\$ 13,000	Revenue for MG Sport Camps and other independent contractors who provide programs under Monona Recreation.
204-46-46720-252 SPECIAL EVENT REVENUE	\$15,000	Sponsorship and concession revenue for the following special events: <ul style="list-style-type: none"> • Candlit Snowshoe Hike - \$200 • Easter Egg Hunt - \$1,000 • Bike Safety Event - \$300 • Fall Festival - \$5,500 • Halloween Spooktacular - \$500 • Hoot Hoot Hustle - \$6,000 • Breakfast with Santa - \$1,500
PARK SHELTER ADMINISTRATIVE FEE	\$ 1,300	\$10 administrative fee per park shelter reservation to account for staff time.
204-46-46720-250 CANOE/KAYAK RENTAL	\$ 1,200	Canoe/kayak rental fees from Lottes, Frostwoods Beach and Schluter Beach Parks.
PARK FIELD RENTAL	\$14,000	Athletic field rental fees - \$10,000 Tennis court rental fees - \$4,000

EXPENDITURES

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55300-110 ADMINISTRATIVE SALARIES	\$ 40,203	27% of Park & Rec. Director salary 20% of Morning Office Assistant salary 35% of Rec/Aquatic Supervisor salary 50% of Afternoon Office Assistant salary
204-55-5530-119 WAGES, PART-TIME	\$ 55,090	Youth Recreation <ul style="list-style-type: none"> • Youth Dance • Youth Baseball • Flag Football • Youth Soccer • Youth Basketball • Summer Rec Staff • Fall/Spring Youth Rec Staff • Winter Youth Rec Staff • Special Events Staff • Athletic Field Staff Adult Recreation: <ul style="list-style-type: none"> • Yoga • Zumba • Other Adult Fitness
204-55-55300-130 FICA	\$ 7,290	Social Security at 7.65%
204-55-55300-131 WISCONSIN RETIREMENT	\$ 2,814	Wisconsin Retirement at 7% for full-time employees
204-55-55300-132 LIFE & DISABILITY INSURANCE	\$ 50	City share of premiums
204-55-55300-133 HEALTH INSURANCE	\$ 6,408	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; fees for attending state conference - \$670
204-55-55300-214 CONTRACTED SERVICES	\$ 11,000	Expenses for contracted recreation programs including MG sport camps, Challenger Soccer and science camps
204-55-55300-312 POSTAGE	\$ -0-	Postage for all recreation programs
204-55-55300-340 YOUTH RECREATION EXPENSES	\$ 19,000	Summer program equipment, supplies, marketing costs: \$9,000 Fall/winter/spring programs equipment/supplies/marketing costs: \$10,000
204-55-55300-341 YOUTH BASEBALL/SOFTBALL PROGRAM	\$ 12,000	Equipment and uniform expense: <ul style="list-style-type: none"> • Uniforms/t-shirts/hats - \$8,000 • Equipment/balls - \$4,000

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55300-342 ADULT RECREATION EXPENSES	\$ 1,500	Bus cost for field trips, admission entrance fees, exercise class equipment expenses
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 under Office Supplies
ACTIVE NETWORK FEES	\$ 7,500	Transaction fees for using online registration software ActiveNet
PARK FIELD MAINTENANCE	\$11,000	Topdressing athletic fields - \$8,000 Field lining material - \$750 Baseball diamond mix - \$1,000 Grass seed for overseeding - \$1,250
SPECIAL EVENTS EXPENSE	\$14,300	Expenditures to run the following special events: <ul style="list-style-type: none"> • Candlit Snowshoe Hike - \$100 • Easter Egg Hunt - \$1,000 • Bike Safety Event - \$200 • Fall Festival - \$8,000 • Halloween Spooktacular - \$500 • Hoot Hoot Hustle - \$4,000 • Breakfast with Santa - \$500
VEHICLE/FUEL MAINTENANCE	\$1,000	Fuel and maintenance for the former buildings/grounds truck now used by Rec. Dept.

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
---	SENIOR CENTER								
---	REVENUES								
204-46-41110-000	-	-	-	-	163,919	163,919	169,617	169,617	170,057
204-46-43570-000	3,102	2,884	3,208	2,291	3,900	3,900	3,900	3,900	3,900
204-46-46710-200	-	-	-	-	-	-	-	-	-
204-46-46710-300	8,650	8,883	8,720	5,330	9,000	8,000	8,000	8,000	8,000
204-46-46710-400	1,769	1,610	1,803	1,600	1,600	2,000	1,600	1,600	1,600
204-46-49210-000	-	-	-	-	-	-	-	-	-
---	13,521	\$13,377	13,731	9,221	178,419	177,819	183,117	183,117	183,557
---	EXPENDITURES								
204-55-55310-110	49,834	55,020	62,600	32,950	62,830	62,830	64,985	64,985	64,985
204-55-55310-119	13,813	24,579	27,243	13,222	28,426	28,426	29,135	29,135	29,520
204-55-55310-130	5,340	6,568	7,280	3,735	6,981	6,981	7,200	7,200	7,229
204-55-55310-131	6,850	6,941	5,555	4,746	6,069	6,069	6,588	6,588	6,615
204-55-55310-132	108	121	51	10	110	110	110	110	110
204-55-55310-133	6,478	7,324	5,522	2,761	5,522	5,522	5,890	5,890	5,890
204-55-55310-134	425	513	1,050	155	1,000	1,500	1,500	1,500	1,500
204-55-55310-214	35,368	34,508	37,097	16,768	40,243	40,243	41,450	41,450	41,450
204-55-55310-310	640	885	1,664	1,202	1,500	1,500	1,700	1,700	1,700
204-55-55310-312	1,105	6	-	-	400	400	-	-	-
204-55-55310-339	-	-	-	-	-	-	-	-	-
204-55-55310-340	6,441	10,024	9,375	4,089	9,100	9,109	9,109	9,109	9,109
204-55-55310-346	-	-	-	-	-	-	-	-	-
204-55-55310-342	5,435	4,661	5,166	2,048	5,230	5,230	5,350	5,350	5,350
204-55-55310-343	4,291	3,641	3,711	1,508	3,900	3,900	3,900	3,900	3,900
204-55-55310-344	-	-	1,382	-	-	-	-	-	-
204-55-55310-345	4,760	5,514	5,321	2,096	5,678	5,999	6,199	6,199	6,199
---	\$140,888	\$160,305	173,017	85,290	176,989	177,819	183,117	183,117	183,557
---	CURRENT YEAR								
---	PERSONNEL								
---	NON-PERSONNEL								
---	TOTAL								
---			109,938		114,349	4%			
---			67,881		69,208	2%			
---			177,819		183,557	3%			

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Community Rec. Service
Senior Services
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 2014:

1. **MATC CLASSES:** We continue to face challenges bringing in students to attend MATC classes due to high costs. The Senior Center is fortunate to have Dan Ekloff who volunteers to offer loosely-structured classes for older adults who need assistance with internet, e-mail, iPads, etc. We added income in 2013 to off-set the decrease in room rent we receive from MATC. We charge a small fee to students who take Dan's classes. We have collected \$530 to date for the 2013 year. We pursued contracting with teachers to offer other computer classes but their cost for classes was beyond what our participants were willing to pay.
2. **INCREASED SCHOLARSHIP REQUESTS:** Requests for scholarships for seniors to attend programs we offer tripled in 2013 from 2012.
3. **SPACE LIMITATIONS:** We continue to be grateful for the use of Community Center and library space to supplement our space needs. However, as we try to accommodate new programs that our participants coordinate and run themselves, we have participants who are unhappy with the fact that the computer lab is not available for them to use the computers as regularly or that it is difficult to use the resources in our library area because we have added programs in that space. Staff are dealing with more complaints and concerns about how Senior Center space should be used.
4. **THE FRIENDS OF THE MONONA SENIOR CENTER** continues to offer many enhancements to what the City of Monona can offer older adults in this community. We are putting the finishing touches on a combined brochure for the Senior Center and the Friends Group that will be used in welcome packets the EMMCA distributes to new clients, made available for those looking for a brief explanation of what we have to offer and made available at various locations in the community where people seek information on our services. The Friends had a very successful programming year with \$900 to fully fund Swing into Spring, \$1,250 raised to offer the Summer Concert series (including \$576 Dane Arts Grant) and \$1,200 in grant dollars from the WI Humanities Council to support a fall lecture series at the Center. This brings nearly \$4,000 program dollars to our community on top of the over \$1,000 from membership dues the Friends pay the City of Monona to off-set the operating budget.
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. **NO INTERN FOR 2013/2014 SCHOOL YEAR:** We do not have an MATC intern this year. We have pursued Edgewood College for a Marketing Intern.
7. **TRANSPORTATION NEEDS INCREASING:** RSVP (Retired Senior Volunteer Program) demand in increasing. There has been a 37% increase in riders so far in 2013 compared to all of 2012.
8. **ATTENDANCE NUMBERS CONTINUE TO CLIMB:** Over the past ten years, attendance numbers for Senior Center programs have increased 36%. I anticipate this number to only increase as more retirees find our programs and services useful to them.

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: *(yet to be voted on)*

- **Goal:** Explore fund raising and grant possibilities that will require less staff time and better financial results. **Objective:** Apply for at least one grant in 2014. (Ongoing/2014)
- **Goal:** Launch MySeniorCenter electronic attendance system with a positive light on the advancement of technology at our Center. Promote the importance of the system and educate our participants on ease of use of the system in 2014. **Objective:** Install in April 2014 and have at least 300 people registered by December 2014.
- **Goal:** 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/2014).

SIGNIFICANT PROGRAM, COST, AND PERSONNEL CHANGES:

- None for 2014 but I do want to make you aware that in 2015, the MySeniorCenter program will have a maintenance fee of \$1,200.
- RSVP is reflecting a small increase request because the RSVP board increased the volunteer driver mileage reimbursement rate to .54 cents per mile effective August 2013 as a result of the rising gas prices.

ANALYSIS OF PROPOSED BUDGETS:

2014 Department Budget: The proposed budget will allow us to meet the current needs of the senior community. Please note additions to RSVP, Contracted Senior Services and Program Development (Home Chore).

GOAL ACHIEVEMENTS IN 2013:

1. **Goal:** 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.
In collaboration with the Friends of the Monona Senior Center and UW-Whitewater, I worked on the grant proposal what resulted in \$1,200 to assist with publicizing and making the most of the lecture series we have planned. This grant will allow real publicity to be done for this great program including color copies to be printed and distributed and ads to be placed in local publications. **This was the first grant awarded from the Wisconsin Humanities Council that was not to a library or Historical Society.**
2. **Goal:** Create a more positive image of the Monona Senior Center through positive promotion, publicity and exposure. **Objective:** Update Senior Center brochure by Nov. 2013
This goal will be achieved by set date. The final draft of the brochure will be on my desk on Thursday, Oct. 24th for final approval before they are printed.
3. **Goal:** Continue research into electronic attendance systems in order to increase staff efficiency as program and participant numbers continue to increase. **Objective:** Make a plan for future use by October 2013
After thorough research, the best system for Monona Senior Center was proposed to City Council for capital budget approval and was accepted. Purchase and installation will begin in March 2013 when funds are available for purchase.

GOALS NOT ACHIEVED IN 2013:

1. **Goal:** 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.

I simply have not had the time to coordinate this. With more people at the Center on a regular basis, it is more challenging being away. However, I will make more of an effort to do this in 2014 as it is important to share what we have to offer with our community.

SENIOR SERVICES 2014
ACCOUNT JUSTIFICATIONS

REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
204-46-41110-000 GENERAL PROPERTY TAXES	\$ 170,057	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	\$ 1,600	Revenues from additional advertisers obtained beyond those necessary to publish newsletter

EXPENDITURES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
204-55-55310-110 ADMINISTRATIVE SALARIES	\$ 64,985	Senior Center Director's salary
204-55-55310-119 WAGES, PART-TIME	\$ 29,520	Includes 988 hours (19 hours/week) for two (2) project assistants, Mavis Conrad at \$15.50 per hour and Lori Chapman at \$13.99 per hour
204-55-55310-130 FICA	\$ 7,229	Social Security at 7.65%
204-55-55310-131 WISCONSIN RETIREMENT	\$ 6,615	Wisconsin Retirement at 7%
204-55-55310-132 LIFE AND DISABILITY INSURANCE	\$ 110	City share of premiums
204-55-55310-133 HEALTH INSURANCE	\$ 5,890	Health allocation for Senior Center Director buyout option
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	\$ 41,450	Case management services.
204-55-55310-310 OFFICE SUPPLIES	\$ 1,700	Copy machine service contract \$279, printer ink, paper and other office supplies.

(SENIOR SERVICES EXPENDITURES cont.)

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55310-312 POSTAGE	\$ -0-	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)	\$ 5,350	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	\$ 6,199	RSVP (Retired Senior Volunteer Program) ride scheduler at \$3,091, mileage reimbursement for volunteer drivers at \$1,620 and office expenses.

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
---	OUTDOOR SWIMMING POOL								
---	REVENUES								
204-46-41110-000	-	-	-	-	63,514	63,514	69,326	69,326	66,671
204-46-46730-100	33,724	36,170	42,366	30,422	34,278	38,000	39,000	39,000	39,000
204-46-46730-110	66,619	61,190	64,056	13,062	47,059	61,000	62,000	62,000	62,000
204-46-46730-120	19,232	19,375	22,899	5,866	17,491	22,000	20,000	20,000	20,000
204-46-46730-130	15,644	14,987	17,571	2,645	19,159	17,000	20,000	20,000	20,000
204-46-46730-140	38,389	38,946	42,689	31,485	43,485	43,000	47,500	47,500	47,500
204-46-46730-150	-	1,199	1,400	4,100	4,100	1,500	4,000	4,000	4,000
204-46-49210-000	-	-	-	-	-	-	-	-	-
---	\$173,608	\$171,867	190,981	87,580	229,086	246,014	261,826	261,826	259,171
---	EXPENDITURES								
204-55-55420-110	23,759	37,632	38,656	20,096	39,947	39,947	51,230	51,230	49,582
204-55-55420-111	6,739	10,430	21,255	8,340	12,500	12,000	8,000	8,000	8,000
204-55-55420-112	117	-	-	-	-	-	-	-	-
204-55-55420-119	105,661	95,062	100,241	18,822	100,058	97,000	102,500	102,500	101,997
204-55-55420-120	-	-	-	-	-	-	-	-	-
204-55-55420-130	10,366	10,822	12,190	3,530	11,667	11,394	12,372	12,372	12,208
204-55-55420-131	2,488	4,333	3,485	3,013	4,252	4,252	4,146	4,146	3,806
204-55-55420-132	58	93	16	3	92	92	92	92	92
204-55-55420-133	5,446	5,751	8,280	4,286	6,828	6,828	8,236	8,236	8,236
204-55-55420-134	910	698	2,981	467	2,000	2,000	2,250	2,250	2,250
204-55-55420-220	23,796	19,297	16,484	3,848	20,000	19,000	18,000	18,000	18,000
204-55-55420-221	260	295	247	57	250	250	250	250	250
204-55-55420-222	889	3,499	10,011	3,604	9,000	9,000	9,000	9,000	9,000
204-55-55420-310	1,131	922	1,509	1,014	1,014	750	750	750	750
204-55-55420-312	-	-	-	-	-	-	-	-	-
204-55-55420-338	17,477	19,806	25,642	21,223	27,315	23,000	25,000	25,000	25,000
204-55-55420-339	15,039	15,253	17,529	4,773	14,225	14,000	14,000	14,000	14,000
205-55-55420-342	-	-	-	-	-	-	-	-	-
204-55-55420-350	2,831	6,003	5,296	2,618	6,750	6,500	6,000	6,000	6,000
204-55-55420-351	617	1,799	883	-	-	-	-	-	-
204-55-59210-100	-	-	-	-	-	-	-	-	-
---	217,584	\$231,695	264,705	95,694	255,898	246,013	261,826	261,826	259,171
---	CURRENT YEAR								
---	PERSONNEL								
---	NON-PERSONNEL								
---	TOTAL								
			171,513		183,921	7%			
			74,500		75,250	1%			
			246,013		259,171	5%			

**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 with the goal of family participation.

LONG-TERM GOALS FOR THE DEPARTMENT:

1. Continued focus on preventive maintenance and upkeep of equipment as the pool ages.
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. Be proactive in meeting the recreational needs of the community by providing a high level of customer service through its aquatics programs while maintaining a safe and enjoyable environment.

ACHIEVEMENTS IN 2013:

1. Provided a safe swimming experience for over 50,000 patrons, including open swim, swim lessons and pool rentals.
2. Met revenue goals for pool rentals and swimming lessons.
3. Increased level of safety at the Monona Community Pool by mandating weekly staff in-services for skills training.
4. Developed and implemented a spot-checking program for lifeguard staff.
5. Revised the handbook for part-time employees.
6. Developed maintenance manuals that detail operations and equipment guidelines to allow for consistency from season to season and during staff transitions.
7. Repainted the pool in Fall 2013.

2014 SIGNIFICANT PROGRAM CHANGES:

1. Do not open until Saturday, June 7 and stay open through the last day of August. This change will reduce operating costs to heat and operate the pool in early May and also allow for staff training after Memorial Day when more staff is available. Also, MG schools do not release until June 12 this year, a week later than most years.
2. Continue to allow a limited amount of advertisement on the fence inside of the pool swimming area for additional revenue.
3. Increase fees by \$2 for swim lessons, season passes, and swim team rental due to increased operating costs.

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	\$ 66,671	Amount needed to subsidize pool operations
204-46-46730-100 SEASON PASS SALES	\$ 39,000	Monona Family (up to 5 members): \$130 Non-Resident Family (up to 5 members): \$220 Additional Family Member: \$25 Early registration discount by May 1: (\$10) Monona Individual Pass: \$60 Non-Resident Individual: \$100 Monona Senior (62 and older): \$45 Non-Resident Senior (62 and older): \$55 Early registration discount by May 1: (\$5)
204-46-46730-110 DAILY ADMISSIONS	\$ 62,000	Sale of daily admission to the pool. All pool revenues (except lessons) are net sales tax. Daily fees for ages 1 and over: <ul style="list-style-type: none"> • \$3.00 for Monona resident, • \$4.00 for non-resident, • \$2.00 Night Swim (M-F 6:30-8:30 pm) -resident & non-resident
204-46-46730-120 CONCESSIONS	\$ 20,000	Includes revenues for sales in concession stand. Indicates an increase in fees for most items.
204-46-46730-130 POOL RENTALS	\$ 20,000	Rental fees of \$100 per hour for Monona residents and \$125 per hour for non-residents Extra guard charge \$15 per hour Swim team payment of \$50 per swimmer
204-46-46730-140 SWIMMING LESSONS	\$ 47,500	Monona residents \$40 / non-residents \$55 500 residents: \$20,000 500 non-residents: \$27,500
204-46-46730-450 ADVERTISING/PROMOTIONS	\$ 4,000	Provide marketing 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 16 signs on the pool deck for advertising. \$250 per sign with a 3-year commitment.

POOL EXPENDITURES

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55420-110 ADMINISTRATIVE SALARIES	\$ 49,582	27% of Park & Recreation Director salary 50% of Rec/Aquatic Supervisor salary 30% of A.M. Office Assistant 15% of Bldg. Grounds Maintenance 25% of P.M. Office Assistant
204-55-55420-111 PUBLIC WORKS SALARIES	\$ 8,000	DPW crew time spent at the pool opening and closing mechanicals. Monitoring during season now done by administrative staff
204-55-55420-112 SHIFT DIFFERENTIAL	\$ -0-	\$0.50 per hour increase in wages for staff members teaching swim lessons; 2,500 hours *moved to part-time wages
204-55-55420-119 WAGES, PART-TIME	\$ 101,997	Pool Staff Wages: Head Guards (3) 1,500 hours x \$12.00 avg = \$18,000 Lifeguards (30) 4,800 hours x \$9.00 avg = \$43,200 Aquatic Attendant Staff (12) 1,500 hours x \$7.75 avg = \$11,625 Swim Lesson Instructors (30) 2,000 hours x \$9.50= \$19,000 Other hours (cleaning/meetings/training) 1,200 hours x 9.00 avg = \$10,800 Based on 2012 and 2013 actual hours and 2014 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	\$ 12,208	Social Security at 7.65%
204-55-55420-131 WISCONSIN RETIREMENT	\$ 3,806	Wisconsin Retirement at 7% for full-time employees.
204-55-55420-132 LIFE & DISABILITY INSURANCE	\$ 92	City share of premiums
204-55-55420-133 HEALTH INSURANCE	\$ 8,236	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	\$2,250	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 guards.

ACCOUNT	AMOUNT	DESCRIPTION
204-55-55420-220 GAS & ELECTRIC UTILITIES	\$ 18,000	Gas pool heater, gas shower heater, and electrical for all pool operations. Based on 2013 actual/projections with a 5% increase in costs. Usage decreases due to variable frequency drive (VFD) installed on main circulation pump motor.
204-55-55420-221 TELEPHONE	\$ 250	Emergency and business phone for pool office; required by State Code.
204-55-55420-222 WATER & 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	\$ 25,000	Supplies are used for pool operation. Based on current prices: <ul style="list-style-type: none"> • Pool chemicals/water management: \$16,000 • First aid supplies: \$2,700 • Janitorial supplies: \$2,000 • Pool permits/inspections: \$1,300 • 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 & SHORT	\$ -0-	
204-55-55420-350 EQUIPMENT MAINT. & REPAIR	\$ 6,000	Provides for routine maintenance, repair and replacement of items needed to operate the pool.
204-55-55420-351 BUILDING MAINT. & REPAIR	\$ -0-	Expense moved to Equipment Maintenance & Repair.
204-55-55420-100 TRANSFER TO GENERAL FUND	\$ -0-	

**COMMUNITY RECREATION
 FUND SUMMARY**

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
PROPERTY TAXES			-	178,412	413,903	413,903	423,696	423,696	418,421
TRANSFER FROM GENERAL			-	390	-	-	-	-	-
subtotal			-	178,802	413,903	413,903	423,696	423,696	418,421
OTHER REVENUES			326,297	162,146	307,464	343,100	359,600	359,600	388,600
TOTAL REVENUES			326,297	340,948	\$721,367	757,003	783,296	783,296	807,021
EXPENDITURES			763,605	342,608	775,913	757,003	812,296	812,296	807,021

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
AMBULANCE									
REVENUES									
205-41-41110-000	155,361	133,572	135,557	131,314	131,314	131,314	138,911	138,911	138,911
205-43-43520-000	-	-	5,107	(148)	5,200	5,000	5,370	5,370	5,370
205-46-46230-000	280,978	250,800	284,469	147,582	295,000	290,000	312,218	312,218	312,218
205-49-49300-000	-	-	-	-	-	-	-	-	-
205-49-49100-100	-	-	-	-	-	-	-	-	-
	<u>436,339</u>	<u>\$384,372</u>	<u>425,133</u>	<u>278,748</u>	<u>431,514</u>	<u>426,314</u>	<u>456,499</u>	<u>456,499</u>	<u>456,499</u>
EXPENSES									
205-52-52300-110	151,516	190,702	200,059	83,830	205,270	205,270	217,337	217,337	217,337
205-52-52300-117	-	-	-	-	-	-	-	-	-
205-52-52300-118	6,032	6,546	5,895	927	6,300	6,000	7,000	7,000	7,000
205-52-52300-119	27,974	4,803	3,500	12,964	4,500	4,500	4,635	4,635	4,635
205-52-52300-120	25,596	36,091	32,725	13,920	29,000	25,000	30,000	30,000	30,000
205-52-52300-121	-	-	-	-	-	-	-	-	-
205-52-52300-130	16,024	17,882	19,129	8,687	18,419	18,419	19,811	19,811	19,811
205-52-52300-131	30,281	33,589	41,569	16,030	35,634	35,634	30,041	30,041	30,041
205-52-52300-132	599	580	269	53	700	700	700	700	700
205-52-52300-133	49,123	55,735	48,242	19,103	40,000	45,044	43,723	43,723	43,723
205-52-52300-134	2,931	3,604	2,494	3,540	9,400	9,400	19,000	19,000	19,000
205-52-52300-137	1,600	2,566	2,474	1,433	2,500	2,500	2,500	2,500	2,500
205-52-52300-140	1,594	1,844	7,989	-	7,600	7,600	3,830	3,830	3,830
205-52-52300-150	97	622	915	674	1,600	900	1,600	1,600	1,600
205-52-52300-190	21	-	-	-	-	-	-	-	-
205-52-52300-221	474	665	716	496	1,000	1,200	1,200	1,200	1,200
205-52-52300-240	3,135	24,720	23,047	9,881	20,000	19,765	21,700	21,700	21,700
205-52-52300-241	2,239	-	-	-	-	-	-	-	-
205-52-52300-310	182	274	363	207	350	250	250	250	250
205-52-52300-312	-	44	13	-	-	100	-	-	-
205-52-52300-340	9,476	10,853	12,290	12,988	23,000	16,000	16,000	16,000	16,000
205-52-52300-341	-	350	485	135	500	500	500	500	500
205-52-52300-372	-	5,809	2,905	2,655	6,000	6,600	18,240	18,240	18,240
205-52-52300-350	4,346	6,565	3,602	3,365	6,000	6,000	7,400	7,400	7,400
205-52-52300-351	-	-	-	-	-	-	-	-	-
205-52-52300-370	4,122	5,329	5,817	1,239	6,300	6,432	6,432	6,432	6,432
205-52-52300-371	-	-	-	-	-	-	-	-	-
205-52-52300-810	288	(588)	4,915	1,571	1,570	1,500	1,600	1,600	1,600
205-52-52300-811	-	-	-	-	-	-	-	-	-
205-52-57300-810	-	-	998	644	644	5,000	1,000	1,000	1,000
205-52-59210-100	2,000	2,000	2,000	-	2,000	2,000	2,000	2,000	2,000
	<u>\$ 339,650</u>	<u>\$410,585</u>	<u>422,411</u>	<u>194,342</u>	<u>\$ 428,287</u>	<u>426,314</u>	<u>\$ 456,499</u>	<u>\$ 456,499</u>	<u>456,499</u>
			CURRENT YEAR		PROPOSED	DIFFERENCE			
PERSONNEL			340,567		353,247	4%			
NON-PERSONNEL			85,747		103,252	20%			
TOTAL			<u>426,314</u>		<u>456,499</u>	7%			

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Ambulance
EMS
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.
- 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:

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, county and national 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. 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 Wisconsin; by providing this program, we not only promote the youth of today, but our community benefits from an increased number of personnel available to respond to emergency calls.

2014 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:

2013 Goal	Method for Measuring Success
Increase the amount of time the backup ambulance is in service.	The backup ambulance would be in-service a larger amount of time allowing for a decrease in the number of mutual-aid responses into the city.
Develop a paramedic refresher course in conjunction with the monthly EMS drills to give our members the opportunity for in-house continuing education credits.	An in house refresher course will be in place and functioning.

GOAL ACHIEVEMENTS FOR 2013:

2013 Goal	Status
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.	Accomplished, Monona EMS is practicing 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.	The operational plan has been re-written and is approved and on file with the State of Wisconsin Emergency Medical Service office. We continue to struggle to get increased staffing for the second ambulance but have seen an increase in the number of volunteer EMS applications.
Develop a paramedic refresher course in conjunction with the monthly EMS drills to give our members the opportunity for in-house continuing education credits.	We continue to work towards this goal and are in talks with UW Hospital's Emergency services to move forward.

AMBULANCE
ACCOUNT JUSTIFICATIONS

REVENUES

ACCOUNT	AMOUNT	DESCRIPTION
205-41-41110-000 GENERAL PROPERTY TAXES	\$138,911	Amount needed to support the ambulance fund
205-43-43520-000 PUBLIC SAFETY AIDS	\$ 5,370	Aid from the State
205-43-43520-000 AMBULANCE FEE	\$ 312,218	2011 Collection rate of \$22,704/mo on average. Reflects an increase of 5%
205-48-49100-100 FUND BALANCE APPLIED	\$ -0-	

EXPENDITURES

ACCOUNT	AMOUNT	DESCRIPTION
205-52-52300-110 WAGES FULL-TIME	\$ 217,337	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 LONGEVITY PAY	\$ -0-	Reduced from 2011 budget.
205-52-52300-118 LEAVE WAGES	\$ 7,000	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	\$ 4,635	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	\$ 30,000	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. Increase per suggestion of finance director after review of past years.
205-52-52300-130 FICA	\$19,811	Social Security at 7.65%.
205-52-52300-131 WISCONSIN RETIREMENT	\$30,041	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.

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
205-52-52300-132 LIFE & DISABILITY INSURANCE	\$ 700	50% of total cost (remainder in Fire budget).
205-52-52300-133 HEALTH INSURANCE	\$ 43,723	This account provides 1/2 of the premiums for full-time staff (see Fire Dept.)
205-52-52300-134 PROFESSIONAL DEVELOPMENT	\$ 19,000	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. Medical Director fees were relocated from EMS Stipend at \$100/hr x 50hr/yr, including protocol review, training, run review and quality assurance.
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	\$ 3,830	Reduced due to the relocation of stipend for medical director to Professional Development line item. EMT stipend for 104 12hr shifts, EMT-B \$30/shift, EMT-I \$35/shift, EMT-P \$45/shift.
205-52-5230-150 PHYSICAL EXAMINATIONS	\$ 1,600	Increase due to anticipated increase in the volunteer EMS membership & possible retirement of 2 career members.
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	\$ 21,700	EMS Billing. Based on 7% of EMS revenue
205-52-57300-241 SERVICE CONTRACT – AMBULANCE SOFTWARE	\$ -0-	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	\$ -0-	

ACCOUNT	AMOUNT	DESCRIPTION
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.
205-52-52300-341 DUES AND SUBSCRIPIONS	\$ 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	\$ 18,240	This program that provides for three student interns to live and work in the fire service field. This category would provide funding for EMT-Basic & EMT-Paramedic. 50% of monthly intern stipend, the remainder covered under the Fire budget.
205-52-52300-350 EQUIPMENT MAINTENANCE & REPAIR	\$7,400	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-	
205-52-52300-370 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	\$ 1,600	Includes replacement of broken or worn out, non-disposable equipment.
205-52-57300-810 AMBULANCE SOFTWARE PROGRAM	\$1,000	Decrease from 2013, covers annual maintenance charges for the CAD system on both ambulances.
205-52-59210-100 TRANSFER TO GENERAL FUND	\$ 2,000	No change.

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
---	DEBT SERVICE								
---	REVENUES								
300-42-41110-000	1,512,755	1,613,894	1,586,900	1,775,184	1,775,184	1,775,184	1,819,036	1,819,036	1,819,036
300-42-42000-100	75,123	68,324	72,531	6,129	65,000	66,000	50,000	50,000	50,000
300-42-42000-200	6,331	11,969	19,443	3,077	15,000	16,000	10,000	10,000	10,000
300-42-42000-300	-	-	-	-	-	-	-	-	-
300-42-43580-000	-	-	-	-	-	-	-	-	-
300-42-48110-000	14,907	-	587	59,536	59,536	-	-	-	-
300-42-48900-100	44,340	44,340	44,340	22,170	45,000	45,000	45,000	45,000	45,000
300-42-49100-000	2,980,635	-	3,278,000	2,992,785	-	-	-	-	-
300-48-48300-100	-	-	-	-	-	-	-	-	-
300-42-49240-000	-	-	-	-	-	-	-	-	-
300-42-49240-100	-	-	-	-	-	-	-	-	-
300-42-49240-200	-	-	-	-	-	-	-	-	-
300-42-49240-300	-	-	-	-	-	-	-	-	-
300-42-49300-000	-	-	-	-	-	25,000	-	-	-
---	TOTAL	4,634,091	\$1,738,527	5,001,801	4,858,881	1,927,184	1,924,036	1,924,036	1,924,036
---	EXPENDITURES								
300-58-58100-610	4,147,000	1,245,000	1,175,000	3,700,000	1,180,000	1,370,000	1,480,000	1,480,000	1,480,000
300-58-58100-611	-	-	3,005,000	-	-	-	-	-	-
300-58-58200-620	544,635	547,867	477,601	290,920	533,900	557,184	444,036	444,036	444,036
300-58-58200-690	32,384	1,089	245,999	363	1,452	-	-	-	-
300-59-59100-100	-	-	-	-	-	-	-	-	-
---	TOTAL	\$4,724,019	\$1,793,956	4,903,600	3,991,283	1,927,184	1,924,036	1,924,036	1,924,036

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
---	LIBRARY EXPANSION - DEBT SERVICE								
---	REVENUES								
305-41-41110-000	235,006	229,006	248,006	241,006	241,006	241,006	234,006	234,006	234,006
305-48-48110-000	-	-	-	-	-	-	-	-	-
305-42-49100-000	-	-	-	-	-	-	-	-	-
305-42-49300-000	-	-	-	-	-	-	-	-	-
---	<u>\$235,006</u>	<u>\$229,006</u>	<u>248,006</u>	<u>241,006</u>	<u>241,006</u>	<u>241,006</u>	<u>234,006</u>	<u>234,006</u>	<u>234,006</u>
---	EXPENDITURES								
305-58-58100-610	150,000	150,000	175,000	-	175,000	175,000	175,000	175,000	175,000
305-58-58200-620	85,006	79,006	73,006	33,003	66,006	66,006	59,006	59,006	59,006
305-57-57610-690	-	-	-	-	-	-	-	-	-
305-59-59900-000	-	-	-	-	-	-	-	-	-
---	<u>235,006</u>	<u>\$229,006</u>	<u>248,006</u>	<u>33,003</u>	<u>241,006</u>	<u>241,006</u>	<u>234,006</u>	<u>234,006</u>	<u>234,006</u>

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
---	TIF DISTRICT NO. 2 CAPITAL PROJECTS								
---	REVENUES								
401-40-41120-000	-	-	-	-	-	-	-	-	-
401-40-42000-100	-	-	-	-	-	-	-	-	-
401-43-43530-000	-	-	-	-	-	-	-	-	-
401-43-43710-000	-	-	-	-	-	-	-	-	-
401-43-43710-000	-	-	-	-	-	-	-	-	-
401-40-46900-000	3,025	-	-	-	-	-	-	-	-
401-40-48110-000	-	-	-	-	-	-	-	-	-
401-40-49100-000	-	-	-	-	-	-	-	-	-
401-40-49240-200	-	-	-	-	-	-	-	-	-
401-40-49240-300	-	-	-	-	-	-	-	-	-
401-40-49240-400	-	130,397	-	-	-	-	-	-	-
401-40-49300-000	-	-	-	-	-	-	-	-	-
---	3,025	\$130,397	-	-	-	-	-	-	-
---	EXPENDITURES								
401-57-57130-212	-	-	-	-	-	-	-	-	-
401-57-57130-213	26,815	10,160	962	150	-	-	-	-	-
401-57-57130-240	-	-	-	-	-	-	-	-	-
401-57-57130-321	-	-	-	-	-	-	-	-	-
401-57-57130-810	-	-	-	-	-	-	-	-	-
401-57-57210-812	-	-	-	-	-	-	-	-	-
401-57-57320-810	-	-	-	-	-	-	-	-	-
401-57-57330-820	-	-	-	-	-	-	-	-	-
401-57-57330-821	-	-	-	-	-	-	-	-	-
401-57-57330-823	-	-	-	-	-	-	-	-	-
401-57-57330-825	54,508	149,316	9,781	-	-	-	-	-	-
401-57-57330-826	-	-	-	-	-	-	-	-	-
401-57-57440-822	22,223	51,702	(46,787)	-	-	-	-	-	-
401-57-57440-823	-	-	-	-	-	-	-	-	-
401-57-57620-820	-	-	-	-	-	-	-	-	-
401-57-57620-202	-	-	-	-	-	-	-	-	-
401-57-57620-822	-	-	-	-	-	-	-	-	-
401-57-57620-823	-	-	-	-	-	-	-	-	-
401-57-57620-824	-	-	-	-	-	-	-	-	-
401-57-57620-825	-	-	-	-	-	-	-	-	-
401-57-57620-826	-	-	-	-	-	-	-	-	-
401-57-57620-827	-	-	-	-	-	-	-	-	-
401-57-57620-828	-	-	-	-	-	-	-	-	-
401-57-57620-829	-	-	-	-	-	-	-	-	-
401-57-57620-830	-	-	-	-	-	-	-	-	-
401-57-57620-831	-	-	-	-	-	-	-	-	-
401-57-57620-832	-	-	-	-	-	-	-	-	-
401-57-57620-833	-	-	-	-	-	-	-	-	-
401-57-57620-834	-	-	-	-	-	-	-	-	-
400-57-57620-836	-	-	-	-	-	-	-	-	-
401-57-59210-100	-	-	-	-	-	-	-	-	-
401-57-59210-200	-	-	-	-	-	-	-	-	-
401-57-59210-300	-	-	-	-	-	-	-	-	-
401-57-59210-201	-	-	-	-	-	-	-	-	-
---	TOTAL								
---	103,546	\$211,178	(36,044)	150	-	-	-	-	-

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
---	TIF DISTRICT NO. 4 CAPITAL PROJECTS								
---	REVENUES								
407-41-41120-000	315,235	343,765	318,950	240,620	240,620	240,000	259,000	259,000	259,000
407-43-43580-000	-	-	-	-	-	-	-	-	-
407-43-43600-000	645	509	681	-	681	500	500	500	500
407-48-48110-000	-	-	-	20,542	100	100	500	100	100
407-48-48110-100	-	-	-	-	-	-	-	-	-
407-48-48900-000	-	-	-	-	-	-	-	-	-
407-49-49100-000	-	-	-	1,969,458	-	-	-	-	-
407-49-49100-100	833,983	1,067,947	308,196	-	78,681	157,361	324,248	324,248	324,248
407-49-49300-000	-	-	-	-	-	-	-	-	-
---	1,149,863	\$1,412,221	627,827	2,230,620	320,082	397,961	584,248	583,848	583,848
---	EXPENDITURES								
---	SALARIES								
407-57-57120-110	-	-	-	-	-	-	-	-	-
407-57-57120-119	-	-	-	-	-	-	-	-	-
407-57-57120-130	-	-	-	-	-	-	-	-	-
407-57-57120-210	-	13,493	21,790	-	-	-	-	-	-
407-57-57700-110	7,036	7,380	8,112	4,230	9,115	9,115	8,425	8,425	8,425
407-57-57700-130	524	548	607	317	697	697	645	645	645
407-57-57700-131	772	680	479	457	1,003	1,003	590	590	590
407-57-57700-132	18	18	8	2	20	20	20	20	20
407-57-57700-133	1,472	1,565	1,177	591	11,200	1,200	1,263	1,263	1,263
407-57-57700-830	5,000	-	-	-	-	-	-	-	-
407-57-57700-835	-	-	-	-	-	-	-	-	-
407-57-57700-840	-	-	(22,258)	-	-	-	-	-	-
407-57-57700-841	115,035	-	-	-	-	-	-	-	-
407-57-57700-850	5,000	-	-	-	-	-	-	-	-
407-57-57700-842	21,457	9,661	20,394	20,000	20,000	-	-	-	-
407-57-57000-843	-	-	-	-	-	-	-	-	-
407-57-57700-844	-	-	-	-	-	-	-	-	-
407-57-57700-845	-	-	-	-	-	-	-	-	-
407-58-58100-610	90,000	155,000	185,000	2,115,000	255,000	255,000	300,000	300,000	300,000
407-58-58200-620	368,931	376,679	336,819	192,590	363,056	363,056	301,184	301,184	301,184
407-58-58200-690	-	-	-	-	-	-	-	-	-
407-59-59210-100	-	-	-	-	-	-	-	-	-
407-59-59210-400	-	-	-	-	-	-	-	-	-
407-59-59210-830	-	-	-	-	-	-	-	-	-
407-59-59900-900	-	-	-	-	-	-	-	-	-
---	TOTAL	\$615,245	\$565,024	552,128	2,333,187	660,091	612,126	612,126	612,126

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
---	TIF DISTRICT NO. 5 CAPITAL PROJECTS								
---	REVENUES								
408-41-41120-000	-	-	507,364	242,589	242,580	241,000	364,000	364,000	364,000
408-43-43580-000	-	-	-	-	-	-	-	-	-
408-43-43600-000	270	-	-	-	-	-	-	-	-
408-48-48110-100	-	-	-	-	-	-	-	-	-
408-48-48900-000	-	-	-	-	-	-	-	-	-
408-49-49100-000	-	-	-	-	-	-	-	-	-
408-49-49300-000	-	-	-	-	-	156,274	27,079	27,079	27,079
---	270	-	507,364.00	242,589.00	242,580	397,274	391,079	391,079	391,079
---	EXPENDITURES								
---	SALARIES								
408-57-57120-110	-	-	-	-	-	-	-	-	-
408-57-57120-119	-	-	-	-	-	-	-	-	-
408-57-57120-130	-	-	-	-	-	-	-	-	-
408-57-57120-210	-	-	-	-	-	-	-	-	-
408-57-57700-110	-	-	-	-	-	-	-	-	-
408-57-57700-130	-	-	-	-	-	-	-	-	-
408-57-57700-131	-	-	-	-	-	-	-	-	-
408-57-57700-132	-	-	-	-	-	-	-	-	-
408-57-57700-133	-	-	-	-	-	-	-	-	-
408-57-57130-210	-	3,156	-	-	-	-	-	-	-
408-57-57700-835	-	2,473	-	-	-	-	-	-	-
408-57-57700-841	-	-	-	-	-	-	-	-	-
408-57-57700-844	-	-	-	-	-	-	-	-	-
408-58-58100-610	8,473,000	-	-	-	100,000	100,000	100,000	100,000	100,000
408-58-58200-620	515,505	307,396	-	-	297,274	297,274	291,079	291,079	291,079
408-58-58200-690	64,145	-	-	-	-	-	-	-	-
408-59-59900-900	-	-	-	-	-	-	-	-	-
---	9,052,650	313,025	-	-	397,274	397,274	391,079	391,079	391,079

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
TIF DISTRICT NO. 6 CAPITAL PROJECTS									
---	REVENUES								
409-41-41120-000	-	-	193,739	-	646,310	646,310	725,000	725,000	725,000
409-43-43580-000	-	-	-	-	-	-	-	-	-
409-43-43600-000	-	-	-	-	-	-	-	-	-
409-48-48110-100	-	-	-	-	-	-	-	-	-
409-48-48900-000	-	-	-	-	-	-	-	-	-
409-49-49100-000	-	3,775,000	-	-	-	-	-	-	-
409-49-49300-000	-	-	-	-	-	-	-	-	-
	-	3,775,000.00	193,739	-	646,310	646,310	725,000	725,000	725,000
409-57-57130-210	31,209	6,464	-	-	-	-	-	-	-
409-57-57130-213	29,022	43,929	-	-	-	-	-	-	-
409-57-57700836	-	1,100,000	-	-	-	-	-	-	-
409-57-57700-840	-	150,321	-	-	-	-	-	-	-
409-58-58100-610	-	-	-	-	350,000	350,000	350,000	350,000	350,000
409-58-58200-620	-	-	-	-	94,300	94,300	87,300	87,300	87,300
409-58-58200-690	-	16,877	-	-	-	-	-	-	-
TOTAL	60,231	1,317,591	-	-	444,300	444,300	437,300	437,300	437,300

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
---	PARKLAND FUND								
---	REVENUES								
403-46-46720-000	2,036	-	-	58,968	58,968	-	-	-	-
403-46-46900-100	-	-	-	-	-	-	-	-	-
403-46-49300-000	-	-	-	-	-	-	-	-	-
	<u>2,036</u>	<u>\$0</u>	<u>-</u>	<u>58,968</u>	<u>58,968</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
---	EXPENDITURES								
403-57-55200-340	-	-	-	-	-	-	-	-	-
403-57-57620-820	-	-	-	-	-	-	-	-	-
403-57-57620-821	-	-	-	-	-	-	-	-	-
403-57-57620-822	-	3,021	-	-	-	-	-	-	-
403-57-59200-700	-	-	-	-	60,000	-	-	-	-
	<u>\$0</u>	<u>\$3,021</u>	<u>-</u>	<u>-</u>	<u>60,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
---	SOLID WASTE DISPOSAL FUND								
---	REVENUES								
210-41-41110-000	270,675	302,773	174,800	225,491	225,491	225,491	246,550	246,550	246,550
210-43-43540-000	47,316	30,591	30,620	30,662	30,662	31,000	31,000	31,000	31,000
210-46-46420-000	5,383	4,157	235	69	100	-	-	-	-
210-46-46420-100	-	15	-	-	-	-	-	-	-
210-46-46420-200	270	225	126,718	130	130	-	-	-	-
210-46-46420-210	-	-	-	26,684	67,000	-	67,000	67,000	67,000
210-46-46900-000	-	-	25	-	-	70,000	-	-	-
---	323,644	\$337,761	332,398	283,036	323,383	326,491	344,550	344,550	344,550
---	DISPOSAL COSTS								
210-53-53620-290	90,726	104,227	65,996	27,419	65,040	65,040	66,700	66,700	66,700
210-53-53620-295	13,149	8,367	9,286	3,704	95,000	13,000	9,500	9,500	9,500
210-53-53620-240	229,345	259,728	140,140	57,514	138,210	138,210	142,000	142,000	142,000
210-53-53620-241	-	-	59,449	28,261	70,000	68,011	80,000	80,000	80,000
210-53-53620-250	3,760	1,364	250	30	250	250	100	100	100
210-53-53620-296	-	-	33,092	16,846	41,480	41,480	46,250	46,250	46,250
210-53-53620-341	-	-	-	-	-	-	-	-	-
210-53-53620-345	-	441	-	-	-	500	-	-	-
210-53-53620-340	-	-	-	-	-	-	-	-	-
210-53-53620-351	-	-	129,299	-	-	-	-	-	-
---	336,980	374,127	437,512	133,774	409,980	326,491	344,550	344,550	344,550
---	CURRENT YEAR								
---	PERSONNEL								
---	NON-PERSONNEL								
---	TOTAL								
---			<u>326,491</u>		<u>344,550</u>	<u>6%</u>			
---			<u>326,491</u>		<u>344,550</u>	<u>6%</u>			

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

Solid Waste Disposal Fund

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 cost-effective collection of recyclables and yard waste for City residents.
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:

Program expenses will increase per contract agreement.

GOAL ACHIEVEMENTS IN 2013:

The disposal fund is expected to receive approximately \$67,000 in recycle rebate revenue for 2013.

GOALS NOT ACHIEVED:

**SOLID WASTE & RECYCLING
ACCOUNT JUSTIFICATIONS**

REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
210-41-41110-000 GENERAL PROPERTY TAXES	\$ 246,550	
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-	
210-46-46420-210 RECYCLING REBATE PROGRAM	\$67,000	Revenue from recyclable material

EXPENDITURES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
210-53-53620-290 RECYCLING SERVICE	\$ 66,700	Curbside collection service
210-53-53620-295 YARD WASTE DISPOSAL COST	\$ 9,500	Public Works yard waste dumpster program
210-53-53620-240 REFUSE COLLECTION COST	\$ 142,000	Curbside collection service
210-53-53620-241 TIPPING FEES	\$ 80,000	Trash disposal expense, based on tonnage
210-53-53620-250 LARGE ITEM COLLECTION COST	\$ 100	Curbside bulk disposal from illegal dumping
210-53-53620-296 RECYCLING PROCESSING FEE	\$ 46,250	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	\$ -0-	Misc. landfill costs

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET	
---	STORM WATER UTILITY									
---	REVENUES									
603-43-43100-000	-	-	-	-	-	-	31,710	31,710	31,710	
603-44-43100-100	1,950	1,100	343	2,290	5,000	1,000	1,000	1,000	1,000	
603-46-46300-000	2,642	2,777	2,431	867	2,300	2,000	2,000	2,000	2,000	
603-46-46324-000	443,347	440,441	443,962	225,741	451,482	462,000	462,000	462,000	462,000	
603-48-48110-000	-	-	85	-	100	2,000	2,000	2,000	2,000	
603-49-49300-000	-	-	-	-	-	5,361	-	-	-	
---	<u>\$447,939</u>	<u>\$444,318</u>	<u>446,736</u>	<u>228,898</u>	<u>458,882</u>	<u>472,361</u>	<u>498,710</u>	<u>498,710</u>	<u>498,710</u>	
---	EXPENSES									
603-53-53440-110	120,117	126,392	121,762	54,789	120,000	135,766	139,685	139,685	139,685	
603-53-53440-119	-	-	-	-	-	-	-	-	-	
603-53-53440-120	-	-	-	-	-	-	-	-	-	
603-53-53440-130	8,345	8,769	9,703	4,081	10,386	10,386	10,686	10,686	10,686	
603-53-53440-131	13,360	12,811	8,714	5,414	18,057	18,057	9,778	9,778	9,778	
603-53-53440-132	272	245	78	21	31	300	300	300	300	
603-53-53440-133	26,393	32,247	24,159	9,608	24,000	27,574	31,776	31,776	31,776	
603-53-53440-134	-	400	-	-	-	-	-	-	-	
603-53-53440-212	4,298	5,643	7,965	208	4,000	4,000	5,000	5,000	5,000	
603-53-53440-220	620	897	3,660	2,173	5,000	-	-	-	-	
603-53-53440-240	10,073	40,733	455,174	7,577	16,000	5,000	9,000	9,000	9,000	
603-53-53440-312	-	-	-	-	-	-	45,300	45,300	45,300	
603-53-53440-320	-	1,000	-	1,000	3,000	-	3,000	3,000	3,000	
603-53-53440-340	-	-	-	-	-	-	-	-	-	
603-53-53440-340	700	-	241	-	400	1,000	500	500	500	
603-53-53440-351	8,357	5,869	9,484	1,272	8,500	8,000	9,500	9,500	9,500	
603-53-53440-352	-	-	-	-	500	1,500	500	500	500	
603-53-53440-370	4,724	3,202	6,339	2,141	4,500	3,500	4,880	4,880	4,880	
603-53-53440-390	1,613	5,593	3,475	1,088	5,000	10,090	10,090	10,090	10,090	
603-53-53440-392	3,697	5,464	3,974	11,323	11,323	13,200	13,200	13,200	13,200	
603-53-53440-396	-	-	-	-	-	-	-	-	-	
603-53-53440-394	120	-	-	-	-	-	-	-	-	
603-53-53440-395	-	-	-	-	-	-	-	-	-	
603-53-53440-540	117,612	143,583	165,238	-	165,000	140,000	160,000	160,000	160,000	
603-53-53440-700	-	-	-	-	-	-	-	-	-	
603-53-53440-710	19,580	17,313	18,720	6,813	19,550	19,550	19,675	19,675	19,675	
603-58-58100-610	-	-	-	-	-	-	-	-	-	
603-58-58100-611	39,972	46,934	47,394	40,273	66,438	66,438	56,086	56,086	56,086	
603-59-59100-900	-	-	-	-	-	-	-	-	-	
603-53-53440-720	15,162	8,000	8,000	-	8,000	8,000	8,000	8,000	8,000	
603-59-59220-215	-	-	-	-	-	-	-	-	-	
---	<u>395,015</u>	<u>\$465,095</u>	<u>894,080</u>	<u>147,781</u>	<u>489,685</u>	<u>472,361</u>	<u>536,956</u>	<u>536,956</u>	<u>536,956</u>	
---	CURRENT YEAR									
---					PROPOSED	DIFFERENCE				
---	PERSONNEL				192,225	0%				
---	NON-PERSONNEL				280,278	23%				
---	TOTAL				<u>472,361</u>	<u>14%</u>				

**ENTERPRISE FUND
DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Storm Water Utility
Storm Water Operations
603**

MISSION OF DEPARTMENT:

Provide 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 the utility 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. Utilize slip lining of storm sewer mains as a more cost-effective approach than replacement.
3. Upgrade utility infrastructure mapping and recordkeeping.
4. 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.
5. Complete storm water outfall repairs and maintain sediment levels at the outfalls.
6. Update the Storm Water and Erosion Control Ordinance and update the utility rates for service.

SIGNIFICANT PROGRAM CHANGES:

The utility will participate in the MMSD Adaptive Management Pilot Program, contributing \$7,200 annually in 2014 and 2015.

GOAL ACHIEVEMENTS IN 2013:

1. Applied for Urban Storm Water Planning Grant for 2014.
2. Completed engineering for the storm catch basin at the Tonyawatha/Baskerville intersection.
3. Completed sediment removal of all catch basins, mains and basins as needed.
4. Completed the storm main and outfall replacement at the Cove Channel outfall.
5. Completed storm swale modifications at Firemen's Park.
6. Completed Phase II of the SCADA upgrades and replaced radios to meet narrow-banding requirements.
7. Completed landscaping and applique installation to the storm utility generators.

STORM WATER UTILITY
ACCOUNT JUSTIFICATIONS

REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
603-43-43100-000 STATE AID – GRANT	\$ 31,710	DNR storm water planning grant received
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	\$ -0-	

EXPENDITURES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
603-53-53440-110 SALARIES	\$ 139,685	Salaries allocated to the storm utility
603-53-53440-130 FICA	\$ 10,686	Social Security at 7.65%
603-53-53440-290 WISCONSIN RETIREMENT	\$ 9,778	Wisconsin Retirement at 7%
603-53-53440-132 LIFE & DISABILITY INSURANCE	\$ 300	City share of life/disability insurance
603-53-53440-133 HEALTH INSURANCE	\$ 31,776	Health, dental, and vision insurance
603-53-53440-212 ANNUAL AUDIT & ACCOUNTING	\$ 5,000	Based on contract
603-53-53440-240 OUTSIDE SERVICES	\$ 9,000	Storm water and erosion control permit review; MS 4 report preparation
STORM WATER PLANNING GRANT	\$ 45,300	Urban storm water planning grant expense

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
603-53-53440-312 POSTAGE	\$ 3,000	Expense for quarterly billing
603-53-53440-340 OPERATING SUPPLIES	\$ 500	Supplies for operations
603-53-53440-351 EQUIPMENT MAINTENANCE & REPAIR	\$ 9,500	Supplies and repair of utility equipment, generator maintenance
603-53-53440-352 VEHICLE MAINTENANCE & REPAIR	\$ 500	Maintenance and repair of vehicles for the Utility
603-53-53440-370 FUELS & ADDITIVES	\$ 4,880	Gas, oil, and lubrication for utility vehicles
603-53-53440-390 GIS MAPPING SERVICES	\$ 10,090	Allocation for GIS program updates and software
603-53-53440-392 NR 216 JOINT PERMIT EXPENSES	\$ 13,200	Adaptive management \$7,200; MAMSWAP membership \$3,279; MS4 permit SLAMM
603-53-53440-540 DEPRECIATION EXPENSE	\$ 160,000	
603-53-53440-710 BRUSH PICKUP	\$ 19,675	Contract service
603-58-58100-611 INTEREST PAYMENT	\$ 56,086	Based on repayment schedule
603-53-53440-720 PUBLIC WORKS OVERHEAD	\$ 8,000	

		2010	2011	2012	TO DATE	2013	2013	2014	2014	2014
		ACTUAL	ACTUAL	ACTUAL	6/30/13	YEAR END	BUDGET	BUDGET	COMMITTEE	Adopted
						ESTIMATED			BUDGET	BUDGET
---	MAINTENANCE OF SERVICES									
600-65-65200-110	MAINTENANCE OF SERVICE SALARIES	15,485	14,800	15,657	12,823	21,000	22,170	15,808	15,808	15,808
600-65-65200-120	MAINT OF SERVICE SALARIES OT	222	1,006	(121)	1,527	1,800	900	900	900	900
600-65-65200-220	MAINT OF SERVICE OUTSIDE SERVICES	543	-	75	-	75	1,800	700	700	700
600-65-65200-340	SERVICES- MATERIAL & REPAIR	2,904	1,232	470	626	950	1,000	1,000	1,000	1,000
---		19,154	\$17,038	16,081	14,976	23,825	25,870	18,408	18,408	18,408

---	MAINTENANCE OF METERS									
600-65-65300-110	MAINTENANCE OF METERS SALARIES	16,296	17,489	9,891	14,770	15,000	15,422	10,374	10,374	10,374
600-65-65300-120	MAINT OF METERS SALARIES OT	75	33	-	-	-	100	100	100	100
600-65-65300-220	METER- OUTSIDE SERVICES	(323)	-	(192)	-	-	100	-	-	-
600-65-65300-340	METER- MATERIALS & REPAIR	646	1,512	383	554	600	500	575	575	575
---		16,694	\$19,034	10,082	15,324	15,600	16,122	11,049	11,049	11,049

---	MAINTENANCE OF HYDRANTS									
600-65-65400-110	MAINT OF HYDRANTS SALARIES	7,407	10,814	9,175	1,652	6,500	7,229	11,362	11,362	11,362
600-65-65400-120	MAINT OF HYDRANTS SALARIES OT	222	66	59	104	104	100	100	100	100
600-65-65400-340	HYDRANTS- MATERIALS & REPAIR	3,549	3,612	662	-	750	1,500	1,000	1,000	1,000
---		11,178	\$14,492	9,896	1,756	7,354	8,829	12,462	12,462	12,462

---	MAINTENANCE OF TELEMETRY SYSTEM									
600-65-65500-110	MAINT OF TELEMETRY SALARIES	945	1,270	2,425	1,217	2,000	1,928	3,952	3,952	3,952
600-65-65500-120	MAINT OF TELEMETRY SALARIES OT	1,185	1,139	1,213	643	1,300	700	700	700	700
600-65-65500-220	TELEMETRY- OUTSIDE SERVICES	-	-	692	-	282	500	500	500	500
600-65-65500-340	TELEMETRY- MATERIALS & REPAIR	-	-	500	400	500	500	500	500	500
---		2,130	\$2,409	4,830	2,260	4,082	3,628	5,652	5,652	5,652

---	CUSTOMER ACCOUNTS EXPENSE									
600-90-90100-213	METER READING LABOR	1,972	2,584	1,980	-	-	2,812	-	-	-
600-90-90200-110	ACCOUNTING & COLLECTING LABOR	8,747	7,779	8,185	4,216	9,000	12,249	10,975	10,975	10,975
600-90-90200-117	LONGEVITY PAY	-	-	-	-	-	-	-	-	-
600-90-90300-310	SUPPLIES & EXPENSE	957	361	241	398	750	700	700	700	700
600-90-90400-390	UNCOLLECTIBLE ACCOUNTS	-	-	-	-	-	-	-	-	-
---		11,676	\$10,724	10,406	4,614	9,750	15,761	11,675	11,675	11,675

NON-PERSONNEL
TOTAL

2010
ACTUAL

2011
ACTUAL

2012
ACTUAL
1,027,038
1,336,940

TO DATE
6/30/13

2013
YEAR END
ESTIMATED
1,009,897
1,306,786

2013
BUDGET
-2%
-2%

2014
BUDGET

2014
COMMITTEE
BUDGET

2014
Adopted
BUDGET

**ENTERPRISE FUND
DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Water Utility
Water Operations
600**

MISSION OF DEPARTMENT:

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:

Elimination of cast iron and transite water mains from the water distribution system.

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 or control water loss.
4. Establish a leak detection program.
5. Approval of comprehensive plan of improvements.
6. Maintain valve operation program.
7. Establish replacement program of 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. Separate chemical rooms from mechanical rooms at Well 1 & 2.
12. Painting of 100,000 gallon elevated sphere.
13. Install perimeter fence at the water tower.
14. Create a back entrance off Woodland Drive to the water tower and eliminate the Monona Drive entrance due to safety concerns of the entrance.
15. Establish backup power at the water tower to maintain SCADA control during power loss.
16. Establish a well pump and booster pump maintenance schedule.

SIGNIFICANT PROGRAM CHANGES:

1. Per DNR requirement, the water utility is scheduled to complete inspections of the water tower and reservoir 1 and 2 in 2014. We will also be completing a water tower cathodic protection inspection in 2014. The combined cost is \$7,400, and appears in the Reservoir & Tower Material & Repair line item.
2. Decrease Gas & Electric by 18%, \$20,763 to better reflect actual costs of the utility.
3. Decrease Maintenance of Service, Outside Service by 38%, \$1,100, to better reflect historical costs.
4. Created new line item for operator Certification & Education, similar to the new line in the Sewer budget. Funds will be used for continuing education and renewing operator certification.
5. Created new \$1,500 line item for Safety Program Material & Equipment to fund required and needed items of the program.

GOAL ACHIEVEMENTS IN 2013:

1. Successfully completed the drinking water sampling program for 2013.
2. Provided safe, high quality drinking water to our customers.
3. Completed Semi-annual hydrant flushing program.
4. Completed year 6 of 7 for water meter automatic read conversion and equipment installation.
5. Replaced nearly one mile of water main on Monona Drive in conjunction with Phase III reconstruction.
6. Replaced nearly 300' of water main on Broadway Avenue.
7. Completed the Well 1 pump rebuild.
8. Installed seven VFD's on the motors at the well pumping stations and booster stations.
9. Completed a Water System Evaluation of the water utility.
10. Completed landscaping at the Well 2 generator.
11. Replaced SCADA radios to meet the narrow-banding requirements.
12. Completed design and specification for the Broadway Avenue phase II water main replacement scheduled for 2014.

GOALS NOT ACHIEVED:

WATER UTILITY
ACCOUNT JUSTIFICATIONS

REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
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	\$ 600,000	Based on history
600-46-46110-000 METERED COMMERCIAL SALES	\$ 400,000	Based on history
600-46-46200-000 PRIVATE FIRE PROTECTION	\$ 79,000	Private fire protection based on current customers and current rates
600-46-46300-000 PUBLIC FIRE PROTECTION	\$ 460,000	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	\$ 12,500	Sewer allocation

EXPENDITURES

PUMPING EXPENSES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-62-62000-110 PUMPING LABOR	\$ 22,724	Full-time labor
600-62-62010-120 PUMPING LABOR OT	\$ 4,500	Estimated overtime costs
600-62-62200-220 POWER PURCHASE	\$ 85,000	Electrical charges for operations of pumps and related equipment at the wells.

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-62-62300-340 PUMPING SUPPLIES AND EXPENSE	\$ 1,260	Supplies for general operation and water bills
600-62-62500-350 MAINTENANCE OF PUMPING PLANT	\$ 4,000	Repair of well pumping equipment; Well No. 2 generator maintenance

WATER TREATMENT

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-63-63000-110 SALARIES	\$ 5,434	Full-time labor
600-63-63000-120 SALARIES OVERTIME	\$ 200	Estimated on past experience
600-63-63100-220 WATER ANALYSIS OUTSIDE SERVICES	\$ 4,700	Laboratory analysis of USEPA mandated water quality testing
600-63-63100-390 CHEMICALS	\$ 13,800	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

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-65-65000-110 SALARIES	\$ 2,470	Full-time labor
600-65-6500-120 OVERTIME SALARIES	\$ 300	Estimated overtime costs
600-65-65000-340 MATERIAL & REPAIR	\$ 7,400	DNR required Inspection for 2014 Well 1 & 2, and tower

MAINTENANCE - MAINS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-65-65100-110 SALARIES	\$ 17,290	Full-time labor
600-65-65100-120 OVERTIME SALARIES	\$ 9,000	Estimated overtime costs

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-65-65100-220 OUTSIDE SERVICES	\$ 10,000	Contract services for excavating water main breaks and emergency water main break repair crews
600-65-65100-340 MATERIAL & REPAIR	\$ 8,000	General supplies include pipe, repair sleeves, valves, pumps, sand, gravel, cold mix asphalt, tools

MAINTENANCE - SERVICES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-65-65200-110 SALARIES	\$ 15,808	Full-time labor
600-65-65200-120 OVERTIME SALARIES	\$ 900	Estimated overtime costs
600-65-65200-220 OUTSIDE SERVICES	\$ 700	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

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-65-65300-110 SALARIES	\$ 10,374	Full-time labor
600-65-65300-120 OVERTIME SALARIES	\$ 100	Estimated overtime costs
600-65-65300-220 OUTSIDE SERVICES	\$ -0-	Contract services for testing and repair of commercial meters
600-65-65300-340 MATERIAL & REPAIR	\$ 575	General supplies for installation and repair of water meters

MAINTENANCE - HYDRANTS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-65-65400-110 SALARIES	\$ 11,362	Full-time labor
600-65-65400-120 OVERTIME SALARIES	\$ 100	Estimated overtime costs
600-65-65400-340 MATERIAL & REPAIR	\$ 1,000	General supplies for hydrant maintenance and repair

MAINTENANCE - TELEMETRY SYSTEM

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-65-65500-110 SALARIES	\$ 3,952	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

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-90-90100-213 METER READING LABOR	\$ -0-	Staff now reads meters
600-90-90200-110 ACCT/COLLECTION SALARIES	\$ 10,975	This account is charged for 45% of the Utility Billing Clerk 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

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-92-92000-110 GENERAL ADMINISTRATIVE SALARIES	\$ 84,637	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.
600-92-92300-310 OFFICE SUPPLIES	\$ -0-	Supplies to support administrative functions.

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
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	\$ 6,000	Based on contract
600-92-92300-214 OUTSIDE SERVICES	\$ -0-	
600-92-92400-510 INSURANCE	\$ 27,100	Includes property, liability and worker'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	\$ 14,359	Wisconsin Retirement at 7%
600-92-9600-132 LIFE AND DISABILITY INSURANCE	\$ 516	City share of life/disability insurance
600-92-92600-133 HEALTH INSURANCE	\$ 50,220	Health, dental and vision insurance
600-92-92600-134 CERTIFICATION & EDUCATION	\$ 300	<i>NEW</i> – operator certification and education
600-92-92600-135 SAFETY PROGRAM MATERIAL & EQUIPMENT	\$ 1,500	<i>NEW</i> – safety program material and equipment
600-92-92800-215 REG. COMMISSION	\$ 1,100	Estimated amount
600-92-93000-390 MISCELLANEOUS GENERAL EXPENSE	\$ 11,500	Uniform allowance, professional development, Digger's Hotline telephone service, mobile phones, etc.
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 EQUIP. SUPPLIES/REPAIR	\$ -0-	Supplies and repair of miscellaneous Utility equipment

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-92-93300-370 EQUIP. FUEL/LUB.	\$ 5,685	Gas, oil, and lubrication for Utility vehicles
600-92-93300-530 GARAGE RENTAL	\$ 27,300	DPW garage space allocated to the Utility
600-92-93300-535 GIS MAPPING SERVICES	\$ 7,840	Allocation for GIS program updates and software
600-99-40300-540 DEPRECIATION	\$ 250,000	Estimated amount
600-99-42600-540 DEPRECIATION	\$ 19,671	Contributed capital
600-99-40800-541 TAXES	\$ 15,692	Property tax and FICA
600-99-40800-542 UTILITY TAX EQUILEVANT	\$ 260,000	Property taxes
600-99-42700-620 INTEREST ON LONG TERM DEBT	\$ 174,991	Interest on mortgage revenue bonds
600-99-43000-620 INTEREST ON DEBT TO CITY	\$ 29,048	
600-99-42800-691 REGULATORY LIABILITY	\$ (13,443)	Per PSC
600-99-42900-690 AMORTIZATION DEBT/DISC/EXP	\$ (1,452)	Scheduled amount
600-99-43000-630 LOSS ON REFUNDING	\$ 6,351	Per Amortization Schedule
600-99-432900-690 AMORTIZATION OF DEBT PREMIUM	\$ 17,521	Per Amortization Schedule

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
601-90-90200-117 LONGEVITY PAY	-	-	-	-	-	-	-	-	-
601-90-90300-310 SUPPLIES & EXPENSE	239	361	241	373	550	500	500	500	500
601-90-90400-390 UNCOLLECTIBLE ACCOUNTS	-	-	-	-	-	-	-	-	-
---	10,958	\$10,724	10,406	4,589	9,550	15,449	11,476	11,476	11,476

**ENTERPRISE FUND
DEPARTMENT
PROGRAM BUDGET
ACCOUNT**

**Sewer Utility
Sewer Operations
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 throughout the City as needed.

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. Create an "Equipment Replacement Fund" in this budget per DNR guidelines starting in 2014.
3. As an alternative to replacement, and to address inflow and infiltration, continue to slip sanitary sewer mains as the preferred option.
4. Upgrade utility infrastructure mapping and recordkeeping.
5. Clean and televise one-third (1/3) of the sanitary sewer collection system each year.
6. Inspect manholes annually to determine maintenance or repair needs.

SIGNIFICANT PROGRAM CHANGES:

1. Received a 6.4% rate increase notice from MMSD for treatment charges. This is in addition to any rate adjustment needed to fund the sewer utility. The 2013 MMSD rate adjustment was 7%.
2. Proposed the creation of an Equipment Replacement Fund in the 2014 budget per the CMAR reporting program.
3. Created a Certification and Education line item to address changes from the DNR's Operator Certification Program. New changes will require certified operators to operate and maintain the sanitary sewer collection system.
4. Created a \$1,500 Safety Program Material and Equipment line item to fund required and needed items of the program.

GOAL ACHIEVEMENTS IN 2013:

1. Cleaned and televised of nearly 66,000 feet of sanitary sewer main.
2. Completed all phases of the generator project.
3. Completed Phase II of the SCADA upgrades and replaced radios to meet narrow-banding requirements.
4. Replaced nearly one mile of sanitary sewer main on Monona Drive in conjunction with Phase III reconstruction.

SEWER UTILITY
ACCOUNT JUSTIFICATIONS

REVENUES

OPERATING REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-46-46410-000 FORFEITED DISCOUNTS	\$ 8,000	Based on historical experience
601-46-46410-100 METERED SALES – RESIDENTIAL	\$ 852,000	Based on historical experience
601-46-46410-200 METERED SALES – COMMERCIAL	\$ 525,600	Based on historical experience
601-46-47240-000 SALES TO PUBLIC AUTHORITIES	\$ 19,200	Based on historical experience
601-46-48110-000 INTEREST & DIVIDEND INCOME	\$ 5,000	Based on history

EXPENDITURES

OPERATIONS AND MAINTENANCE EXPENSE

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-62-62000-110 MECHANIC SALARIES	\$ 2,889	Full-time labor
601-62-62000-220 POWER PURCHASE - LIFT. STA	\$ 9,500	Electrical charges for eight (8) lift stations
601-62-62000-290 DISPOSAL SERVICE – MMSD	\$ 605,650	MMSD
601-62-62000-351 EQUIPMENT SUPPLIES/REPAIRS	\$ -0-	Supplies for sewer maintenance operations
601-62-62000-370 FUEL AND ADDITIVES	\$ -0-	Gas, oil, and lubrication of Utility vehicles

MAINTENANCE - LIFT STATIONS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-64-64000-110 SALARIES	\$ 16,796	Labor for maintaining lift stations
601-64-64000-120 OVERTIME SALARIES	\$ 3,000	Estimated overtime costs
601-64-64000-220 OUTSIDE SERVICES	\$ 4,000	Contract services for lift station component repair outside the capabilities of City personnel; SCADA software license; generator maintenance (generator maintenance is \$1,845)
601-64-64000-340 MATERIAL/REPAIR	\$ 500	Supplies and repairs to support the function.

MAINTENANCE - MAINS/LATERALS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-65-65100-110 SALARIES	\$ 7,410	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	\$ 100	Supplies to support sewer main maintenance function

MAINTENANCE - MANHOLES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-65-65110-110 SALARIES	\$ 7,410	Full-time labor
601-65-65110-120 OVERTIME SALARIES	\$ 105	
601-65-65110-220 OUTSIDE SERVICES	\$ 500	Contract services for manhole repair
601-65-65110-340 MATERIALS/REPAIRS	\$ 500	Materials and supplies to support minor repairs of manholes

MAINTENANCE - METERS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-65-65300-110 SALARIES	\$ 12,350	Labor for meter maintenance
601-65-65300-120 OVERTIME SALARIES	\$ 100	
601-65-65300-220 OUTSIDE SERVICES	\$ 200	Maintenance and repair of commercial meters
601-65-65300-340 MATERIALS/REPAIRS	\$0	

CUSTOMER ACCOUNTS EXPENSE

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-90-90100-213 METER READING LABOR	\$ -0-	Contract services for meter reading; includes inside/outside reading comparisons
601-90-90200-110 ACCOUNTING AND COLLECTING LABOR	\$ 10,976	This account is charged for 45% of the Utility Billing Clerk's salary
601-90-90200-117 LONGEVITY	\$ -0-	
601-90-90300-310 SUPPLIES AND 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

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-92-92000-110 GENERAL ADMINISTRATIVE SALARIES	\$ 68,841	General administrative salaries allocated to Sewer Utility
601-92-92000-117 LONGEVITY	\$ -0-	
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.

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-92-92100-312 POSTAGE	\$ 5,000	Postage for Sewer Utility billings
601-92-92100-310 OFFICE SUPPLIES & EXPENSES	\$ 100	Based on historical experience
601-92-92300-210 CITY ATTORNEY	\$ -0-	City Attorney estimated fees
601-92-92300-212 AUDIT FEES	\$ 5,000	Based on contract
601-92-92300-240 OUTSIDE SERVICES	\$ 75	Consultant and professional services
601-92-92400-510 INSURANCE	\$ 9,750	Includes property, liability, and worker's compensation insurance
601-92-92600-118 LEAVE WAGES	\$ 12,350	
601-92-92600-131 WISCONSIN RETIREMENT	\$ 9,240	Wisconsin Retirement at 7%
601-92-92600-132 LIFE & DISABILITY INSURANCE	\$ 150	City share of life/disability insurance
601-92-92600-133 HEALTH INSURANCE	\$ 30,491	Health, dental and vision insurance
601-92-92600-134 CERTIFICATION & EDUCATION	\$ 300	<i>NEW</i> – operator certification per DNR
601-92-92600-135 SAFETY PROGRAM MATERIAL & EQUIPMENT	\$ 1,500	<i>NEW</i> – safety program materials and equipment
601-92-93000-390 MISCELLANEOUS GENERAL EXPENSE	\$ 5,500	Uniform allowance, professional development and memberships, joint meter expenses, etc.
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	Allocation for GIS program updates and software
601-92-93300-720 PUBLIC WORKS OVERHEAD ALLOCATION	\$ 3,970	

OTHER EXPENSES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-99-40300-540 DEPRECIATION	\$ 125,000	Based on estimated plant additions and retirement
601-99-40800-541 TAXES	\$ 10,942	Amount payable to Water Utility for joint meter expense and FICA
601-99-40800-542 EQUIPMENT REPLACEMENT	\$ 25,000	
601-99-43000-619 PRINCIPAL ON LONG TERM DEBT	\$ -0-	
601-99-43000-620 INTEREST ON DEBT TO CITY	\$ 42,608	Based on repayment schedule
601-99-42800-690 AMORTIZATION OF DEBT, DISCOUNT	\$ 5,600	

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	TO DATE 6/30/13	2013 YEAR END ESTIMATED	2013 BUDGET	2014 BUDGET	2014 COMMITTEE BUDGET	2014 Adopted BUDGET
---	TRANSIT								
---	REVENUES								
602-46-41110-000	35,600	48,833	46,381	52,467	52,467	52,467	55,914	55,914	55,910
602-46-43530-000	92,545	93,686	105,080	30,373	114,974	114,974	117,843	117,843	117,843
602-46-46390-400	5,877	6,589	5,431	902	5,800	6,000	6,000	6,000	6,000
602-46-46390-401	19,878	17,670	14,385	7,684	13,000	16,000	16,000	16,000	16,000
602-46-46390-402	540	240	-	530	1,000	1,000	1,000	1,000	1,000
602-46-46390-403	5,415	3,990	4,890	2,623	5,200	5,000	5,000	5,000	5,000
602-46-46390-405	-	-	-	-	-	-	-	-	-
602-46-46900-000	-	-	-	-	-	1,200	-	-	-
602-46-46900-100	-	20,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
602-46-48110-000	604	120	123	-	200	200	100	100	100
602-46-49300-000	-	-	-	-	-	-	-	-	-
602-46-49210-000	-	-	-	-	-	-	-	-	-
---	160,459	\$191,128	186,290	104,579	202,641	206,841	211,858	211,858	211,853
---	EXPENSES								
602-53-53520-110	2,515	2,633	2,881	1,500	2,569	2,569	2,633	2,633	2,633
602-53-53520-117	-	-	-	-	-	-	-	-	-
602-53-53520-120	-	-	-	-	-	-	-	-	-
602-53-53520-130	187	196	216	112	197	197	201	201	197
602-53-53520-131	276	243	170	162	283	283	184	184	184
602-53-53520-132	6	6	3	1	10	10	10	10	10
602-53-53520-133	552	587	442	222	541	541	601	601	601
602-53-53520-134	-	-	-	-	-	-	-	-	-
602-53-53520-210	-	-	-	-	-	-	-	-	-
602-53-53520-212	-	-	-	-	-	-	-	-	-
602-53-53520-221	-	-	-	-	-	-	-	-	-
602-53-53520-290	171,861	178,220	1,479,310	52,772	198,231	198,231	203,178	203,178	203,178
602-53-53520-292	-	-	-	-	-	-	-	-	-
602-53-53520-291	-	-	-	-	-	-	-	-	-
602-53-53520-312	-	-	1,000	1,000	10	10	50	50	50
602-53-53520-354	-	-	184	-	-	-	-	-	-
602-53-53520-390	-	100	-	-	-	-	-	-	-
602-53-53520-391	-	300	52	1,623	5,000	5,000	5,000	5,000	5,000
602-53-53520-510	-	-	-	-	-	-	-	-	-
602-53-53520-511	-	-	-	-	-	-	-	-	-
602-53-53520-540	-	-	-	-	-	-	-	-	-
602-53-53520-620	-	-	-	-	-	-	-	-	-
---	175,397	\$182,285	1,484,258	57,392	206,841	206,841	211,858	211,858	211,853
ESTIMATED FUND BALANCE			50,708			-			-
			CURRENT YEAR		PROPOSED	DIFFERENCE			
PERSONNEL			3,600		3,625	1%			
NON-PERSONNEL			203,241		208,228	2%			
TOTAL			206,841		211,853	2%			