

**City of Monona**  
**2015 Operating Budget**  
Adopted November 17, 2014

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**MAYOR**

Robert E. Miller

**CITY COUNCIL**

James R. Busse  
Brian B. Holmquist  
Mary K. O'Connor  
Chad T. Speight  
Kathryn A. Thomas  
Douglas S. Wood

**CITY ADMINISTRATOR**

Patrick S. Marsh

**FINANCE DIRECTOR**

Marc C. Houtakker

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**Resolution 14-11-1990  
Monona Common Council**

**A RESOLUTION ADOPTING THE 2015 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 2015 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 2015 Budget, as required, on November 3, 2014 and November 17, 2014; and,

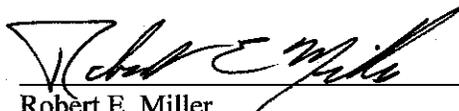
**WHEREAS**, the 2015 Budget requires a tax levy to finance in part the appropriations.

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

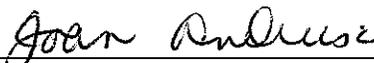
1. Budgeted revenue estimates and expenditure appropriations for the year 2015 for the City of Monona are hereby adopted per the attached summary and as set forth in the budget document.
2. The property tax levy required to finance the 2015 Budget is \$5,852,755 and the tax rate to be established at \$6.001852 per thousand dollars of assessed property value.

Adopted this 17<sup>th</sup> day of November, 2014.

BY ORDER OF THE CITY COUNCIL  
CITY OF MONONA, WISCONSIN

  
\_\_\_\_\_  
Robert E. Miller  
Mayor

ATTEST:

  
\_\_\_\_\_  
Joan Andrusz  
City Clerk

**Council Action:**

Date Introduced: 11-6-14

Public Hearings: 11-6-14; 11-17-14

Date Approved: 11-17-14

## 2015 BUDGET SUMMARY

	2014 BUDGET	2015 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
<b>GENERAL FUND</b>				
Revenues				
Levy	\$ 2,287,933	\$ 2,333,391	\$ 45,458	1.99%
Other Revenues				
Taxes (other than property taxes)	475,420	516,220	40,800	8.58%
Intergovernmental revenues	1,287,233	1,419,164	131,931	10.25%
Licenses and permits	160,260	177,860	17,600	10.98%
Fines, forfeits and penalties	165,000	165,000	-	0.00%
Public charges for services	65,400	50,200	(15,200)	-23.24%
Intergovernmental charges	70,000	72,100	2,100	3.00%
Miscellaneous revenues	319,600	341,540	21,940	6.86%
Other financing sources	172,379	172,379	-	0.00%
Appropriated fund balance	<u>150,000</u>	<u>255,000</u>	<u>105,000</u>	<u>100.00%</u>
Total Other Revenues	2,865,292	3,169,463	304,171	10.62%
Expenditures				
Legislative	19,877	24,237	4,360	21.93%
Judicial	59,230	61,141	1,911	3.23%
Legal	160,000	160,000	-	0.00%
Executive Office	152,782	189,235	36,453	23.86%
Clerk's Office	74,379	84,562	10,183	13.69%
Finance Office	100,939	103,345	2,406	2.38%
General Government	564,137	693,537	129,400	22.94%
General Buildings & Plant	151,630	155,006	3,376	2.23%
Law Enforcement	2,069,430	2,086,633	17,203	0.83%
Fire Protection	413,373	469,050	55,677	13.47%
Inspections	89,145	89,145	(0)	0.00%
Emergency Communications	345,690	354,203	8,513	2.46%
Engineering	50,259	52,803	2,544	5.06%
Public Works	625,341	724,042	98,701	15.78%
Parks	191,601	177,495	(14,106)	-7.36%
Planning	<u>85,412</u>	<u>78,420</u>	<u>(6,992)</u>	<u>-8.19%</u>
TOTAL	\$5,153,225	5,502,854	349,629	6.78%

### Expenditure Restraint Estimates

Actual Percentage Increase	6.78%
Estimated Allowed Increase	2.00%
Actual amount under/(over) the allowed increase	\$ (246,564)

Interim Rate with TID out 5.99339700 Must be 5 or greater

### Working Capital Percentages

20% Reserve for Working Capital	\$ 1,100,571
Estimated Fund Balance 12/31/14	\$ 1,433,402
Designated to Capital Project fund	\$ -
Difference	\$ (332,831)
Estimated Reserve Percentage -2014	21.41%

	2014 BUDGET	2015 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
<b>LIBRARY</b>				
Levy	\$ 462,655	\$ 498,557	\$ 35,902	7.76%
Revenues	\$ 260,754	\$ 250,156	\$ (10,598)	-4.06%
TOTAL	\$ 723,409	\$ 748,713	\$ 25,304	3.50%
Expenditures	\$ 723,409	\$ 748,713	\$ 25,304	3.50%
<b>COMMUNITY RECREATION SERVICES</b>				
Levy	\$ 418,422	\$ 451,627	\$ 33,205	7.94%
Other Revenues	\$ 388,600	\$ 381,561	\$ (7,039)	-1.81%
TOTAL	\$ 807,022	\$ 833,188	\$ 26,166	3.24%
Expenditures	\$ 807,021	\$ 833,188	\$ 26,167	3.24%
<b>AMBULANCE</b>				
Levy	\$ 138,911	\$ 112,161	\$ (26,750)	-19.26%
Other Revenues	\$ 317,588	\$ 361,046	\$ 43,458	13.68%
Applied Fund Balance	\$ -	\$ -	\$ -	N/A
TOTAL	\$ 456,499	\$ 473,207	\$ 16,708	3.66%
Expenditures	\$ 456,499	\$ 473,207	\$ 16,708	3.66%
<b>DEBT SERVICE</b>				
Levy	\$ 1,819,036	\$ 1,903,004	\$ 83,968	4.62%
Other Revenues	\$ 105,000	\$ 105,000	\$ -	0.00%
Applied Fund Balance	\$ -	\$ -	\$ -	#DIV/0!
TOTAL	\$ 1,924,036	\$ 2,008,004	\$ 83,968	4.36%
Expenditures	\$ 1,924,036	\$ 2,008,004	\$ 83,968	4.36%
<b>DEBT SERVICE - LIBRARY EXPANSION</b>				
Levy	\$ 234,006	\$ 227,007	\$ (6,999)	-2.99%
Other Revenues	\$ -	\$ -	\$ -	N/A
TOTAL	\$ 234,006	\$ 227,007	\$ (6,999)	-2.99%
Expenditures	\$ 234,006	\$ 227,007	\$ (6,999)	-2.99%
<b>SOLID WASTE DISPOSAL FUND</b>				
Levy	\$ 246,550	\$ 266,970	\$ 20,420	8.28%
Other Revenues	\$ 98,000	\$ 94,900	\$ (3,100)	-3.16%
TOTAL	\$ 344,550	\$ 361,870	\$ 17,320	5.03%
Expenditures	\$ 344,550	\$ 361,870	\$ 17,320	5.03%

	2014 BUDGET	2015 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
<b>TRANSIT</b>				
Levy	\$ 55,910	\$ 60,039	\$ 4,129	7.38%
Other Revenues	\$ 155,943	\$ 163,033	\$ 7,090	4.55%
TOTAL	\$ 211,853	\$ 223,071	\$ 11,218	5.30%
Expenditures	\$ 211,853	\$ 223,071	\$ 11,218	5.30%
Total Revenues (Without City Levy)	\$ 4,191,177	\$ 4,525,159	\$ 333,982	7.97%
Total Expenditures	\$ 9,854,599	\$ 10,377,914	\$ 523,315	5.31%
City Property Tax Levy	\$ 3,610,381	\$ 3,722,744	\$ 112,363	3.11%
General Debt Service	\$ 1,819,036	\$ 1,903,004	\$ 83,968	4.62%
Library Expansion Debt Service	\$ 234,006	\$ 227,007	\$ (6,999)	-2.99%
Total City Property Tax Levy	\$ 5,663,423	\$ 5,852,755	\$ 189,332	3.34%
<b>Property Tax Freeze</b>				
Actual Percentage Increase		3.34%		
Actual Dollar Increase		\$ 189,332		
Allowed Increase		1.14%		
Allowed Dollar Increase		\$ 64,563		
Carryover from prior year		51,379		
Total		\$ 115,942		
Actual Increase excluding Debt Service		112,363		
Difference -		\$ 3,579		
Tax Rate per \$1,000 of Assessed Value	\$ 5.87	\$ 5.77	\$ (0.10)	-1.67%
Library Exp. Debt Service of Assessed	\$ 0.25	\$ 0.23	\$ (0.02)	-8.22%
Total Tax Rate per \$1,000 of assessed	\$ 6.12	\$ 6.001852	\$ (0.12)	-1.94%
Equalized Tax Rate	\$ 5.71	\$ 5.76	\$ 0.05	0.83%

### OTHER FUNDS OF THE CITY

	2014 BUDGET	2015 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
<b>COMMUNITY DEVELOPMENT AUTHORITY</b>				
Levy	\$ -	\$ -	\$ -	N/A
Revenues	\$ 110,200	\$ 84,707	\$ (25,493)	-23.13%
TOTAL	\$ 110,200	\$ 84,707	\$ (25,493)	-23.13%
Expenditures	\$ 104,791	\$ 84,707	\$ (20,084)	-19.17%
<b>TIF DISTRICT NO. 2 Debt Service</b>				
Increment	\$ 1,400,000	\$ 1,400,000	\$ -	0.00%
Revenues	\$ 8,300	\$ 10,000	\$ 1,700	20.48%
TOTAL	\$ 1,408,300	\$ 1,410,000	\$ 1,700	0.12%
Expenditures	\$ 1,408,300	\$ 1,410,000	\$ 1,700	0.12%

	2014 BUDGET	2015 BUDGET	AMOUNT INC/(DEC)	PERCENT INC/(DEC)
<b>Capital Projects</b>				
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%
<b>TID #4 Capital</b>				
Increment	\$ 259,000	\$ 290,000	\$ 31,000	N/A
Revenues	\$ 600	\$ 900	\$ 300	50.00%
TOTAL	\$ 259,600	\$ 290,900	\$ 31,300	12.06%
Expenditures	\$ 612,127	\$ 589,653	\$ (22,474)	-3.67%
<b>TID #5 Capital</b>				
Increment	\$ 350,000	\$ 350,000	\$ -	N/A
Revenues	\$ 235,008	\$ 235,008	\$ -	0.00%
TOTAL	\$ 585,008	\$ 585,008	\$ -	0.00%
Expenditures	\$ 391,079	\$ 585,008	\$ 193,929	49.59%
<b>TID #6 Capital</b>				
Increment	\$ 725,000	\$ 725,000	\$ -	N/A
Revenues	\$ -	\$ 10,000	\$ 10,000	N/A
TOTAL	\$ 725,000	\$ 735,000	\$ 10,000	1.38%
Expenditures	\$ 437,300	\$ 530,000	\$ 92,700	21.20%
<b>TID #7 Capital</b>				
Increment	\$ -	\$ 121,000	\$ 121,000	N/A
Revenues	\$ -	\$ 2,500	\$ 2,500	N/A
TOTAL	\$ -	\$ 123,500	\$ 123,500	#DIV/0!
Expenditures	\$ -	\$ 115,938	\$ 115,938	N/A
<b>TID #8 Capital</b>				
Increment	\$ -	\$ 30	\$ 30	N/A
Revenues	\$ -	\$ -	\$ -	N/A
TOTAL	\$ -	\$ 30	\$ 30	#DIV/0!
Expenditures	\$ -	\$ -	\$ -	N/A
<b>Parkland Project</b>				
Revenues	\$ -	\$ -	\$ -	#DIV/0!
Expenditures	\$ -	\$ -	\$ -	#DIV/0!
<b>WATER UTILITY</b>				
Revenues	\$ 1,589,500	\$ 1,583,000	\$ (6,500)	-0.41%
Expenditures	\$ 1,306,786	\$ 1,353,444	\$ 46,658	3.57%
<b>SEWER UTILITY</b>				
Revenues	\$ 1,409,800	\$ 1,225,000	\$ (184,800)	-13.11%
Expenditures	\$ 1,132,160	\$ 1,165,782	\$ 33,622	2.97%

**STORM WATER UTILITY**

Revenues	\$	498,710	\$	505,000	\$	6,290	98.75%
Expenditures	\$	536,956	\$	507,331	\$	(29,625)	105.84%

**CATV**

Revenues	\$	166,597	\$	227,880	\$	61,283	36.79%
Expenditures	\$	166,597	\$	227,880	\$	61,283	36.79%

## TIF INCREMENT CALCULATIONS

	Apportioned Levy	Equalized Value Less TID Value	Interim Rate	Equalized Value With TID Value	Amount to Be Levied	2015 Tax Increment	2014 Tax Increment	\$ INCREASE	% INCREASE
DANE COUNTY	\$ 3,061,823.82	976,533,900	0.003135399	\$ 1,096,677,100	\$ 3,438,520.28	\$ 376,696.46	\$ 341,574.48	\$ 35,121.98	10.28%
MONONA GROVE SCHOOL DISTRICT	\$ 13,147,153.00	975,598,782	0.013475983	\$ 1,095,741,982	\$ 14,766,200.32	\$ 1,619,047.32	\$ 1,518,247.64	\$ 100,799.68	6.64%
MATC	\$ 911,823.97	976,533,900	0.000933735	\$ 1,096,677,100	\$ 1,024,005.79	\$ 112,181.82	\$ 201,749.21	\$ (89,567.39)	-44.40%
CITY OF MONONA	<u>\$ 5,852,755.30</u>	<u>976,533,900</u>	<u>0.005993397</u>	<u>\$ 1,096,677,100</u>	<u>\$ 6,572,821.24</u>	<u>\$ 720,065.94</u>	<u>\$ 653,290.27</u>	<u>\$ 66,775.67</u>	<u>10.22%</u>
TOTAL FOR TAX INCREMENT	\$ 22,973,556.09	976,533,900	0.023538514	\$ 1,096,677,100	\$ 25,801,547.63	\$ 2,827,991.54	\$ 2,714,861.60	\$ 113,129.94	4.17%
STATE OF WISCONSIN					\$ 186,112.68				
MADISON SCHOOL DISTRICT					<u>\$ 11,169.35</u>				
TOTAL FOR AMOUNT TO BE LEVIED					\$ 25,998,829.66				

Equalized Value per District	Increment Value	2015 Tax Increment	2014 Tax Increment
TIF #2	58,846,500	1,385,159	1,413,191
TIF #4	11,847,400	278,870	250,284
TIF #5	14,348,000	337,730	351,271
TIF #6	30,256,900	712,202	700,115
TIF #7	4,843,100	113,999	-
TIF #8	1,300	31	-
	<u>120,143,200</u>	<u>2,827,992</u>	<u>2,714,862</u>

# CITY OF MONONA

## TAX RATE WORK SHEET--2014 TAX ROLL COLLECTED IN 2015

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	\$ 186,112.68	1,062,657,088	32,475,000	1,095,132,088	0.169945	0.174240	-2.465%	(\$0.00)
DANE COUNTY	\$ 3,438,520.28	1,062,657,088	32,475,000	1,095,132,088	3.139822	3.200181	-1.886%	(\$0.06)
<b>CITY OF MONONA</b>	\$ 6,572,821.24	1,062,657,088	32,475,000	1,095,132,088	6.001852	6.120629	-1.941%	(\$0.12)
MATC	\$ 1,024,005.79	1,062,657,088	32,475,000	1,095,132,088	0.935052	1.890171	-50.531%	(\$0.96)
MONONA GROVE SCHOOLS	\$ 14,766,200.32	1,061,999,288	32,199,000	1,094,198,288	13.494995	14.224345	-5.127%	(\$0.73)
MADISON SCHOOLS	<u>\$ 11,169.35</u>	<u>657,800</u>	<u>276,000</u>	<u>933,800</u>	<u>11.961180</u>	<u>12.180020</u>	<u>-1.797%</u>	<u>(\$0.22)</u>
TOTAL NEEDED	\$ 25,998,829.66							
GROSS MILL RATE-MG					23.741668	25.609566	-7.2938%	(\$1.87)
GROSS MILL RATE-MSD					22.207853	23.565241	-5.7601%	(\$1.36)
<hr/>								
STATE CREDITS								
STATE SCHOOL TAX CREDIT	\$2,025,666.54	1,062,657,088	32,475,000	1,095,132,088	-1.849701	-1.984561	-6.7955%	\$0.13
<hr/>								
<b>NET MILL RATE</b>			MG SCHOOL DISTRICT		21.891967	23.625005	-7.3356%	(\$1.73)
			MADISON SCHOOL DISTRICT		20.358152	21.580680	-5.6649%	(\$1.22)

**2014 BUDGET  
ASSESSED VALUE AND LEVY ASSUMPTIONS**

<u>EQUALIZED VALUE</u>					<u>ASSESSED VALUE</u>				
		2014	2013	% INCREASE		RE	PP	TOTAL	
Equalized Value without TID	A	\$976,533,900	\$950,041,100	2.79%	A 13 ASSESSED VALUE	1,000,641,088	31,416,800	1,032,057,888	
Equalized Value with TID	A	\$1,096,677,100	\$1,059,628,300	3.50%	E 14 ASSESSED VALUE	1,062,657,088	32,475,000	1,095,132,088	
Increment		\$120,143,200	\$109,587,200	9.63%		62,016,000	1,058,200	63,074,200	
						6.20%	3.37%	6.11%	
<u>BUDGETED LEVY</u>		2014	2013	% INCREASE	\$ INCREASE	<u>MDS SCHOOL DISTRICT</u>			
ILLEGAL TAXES	A \$	-	-	N/A	\$ -	A 13 ASSESSED VALUE	RE 657,800	PP 39,900	TOTAL 697,700
GENERAL	A	2,333,391	2,287,933	1.99%	45,458	E 14 ASSESSED VALUE	657,800	276,000	933,800
LIBRARY	A	498,557	462,655	7.76%	35,902				
AMBULANCE	A	112,161	138,911	-19.26%	(26,750)				
DEBT SERVICE	A	1,903,004	1,819,036	4.62%	83,968				
DEBT SERVICE - LIB EXPANSION	A	227,007	234,006	-2.99%	(6,999)	<u>TAX CREDITS</u>	2014	2013	\$ INCREASE % INCREASE
TRANSIT	A	60,039	55,910	7.38%	4,129	E School Tax Cr.	\$2,025,666.54	\$2,048,181.79	(\$22,515.25) -1.10%
COMMUNITY RECREATION	A	451,627	418,422	7.94%	33,205				
SOLID WASTE DISPOSAL	A	266,970	246,550	8.28%	20,420				
CAPITAL	A	-	-	N/A	-				
<b>TOTAL LEVY</b>		<b>\$ 5,852,755</b>	<b>\$ 5,663,423</b>	<b>3.34%</b>	<b>\$ 189,332</b>				
						<u>LOTTERY CREDIT</u>	2014	2013	\$ INCREASE
						E MG Schools	\$151.01	\$151.01	\$0.00
						E Madison Schools	\$129.31	\$129.31	\$0.00
						A MG Equalized Value w/o TIF		975,598,782	
						A MG Equalized Value with TIF		1,095,741,982	
<u>TAXING JURISDICTION</u>		2014	2013	% INCREASE	\$ INCREASE				
DANE COUNTY	E \$	3,061,823.82	2,961,197.92	3.40%	100,625.90				
MG SCHOOLS	A \$	13,147,153.00	13,152,176.00	-0.04%	(5,023.00)				
MADISON SCHOOLS	A \$	11,169.35	8,498.00	31.44%	2,671.35				
MATC	A \$	911,823.97	1,749,016.95	-47.87%	(837,192.98)				
CITY OF MONONA	E \$	5,852,755.30	5,663,423.00	3.34%	189,332.30	E CURRENT YEAR ASSESSMENT RATIO		99.86%	
STATE OF WISCONSIN	E	186,112.68	179,825.28	3.50%	6,287.40	A PRIOR YEAR ASSESSMENT RATIO		97.38%	
<b>TOTAL LEVY</b>		<b>\$ 23,170,838.12</b>	<b>\$ 23,714,137.15</b>	<b>-2.29%</b>	<b>\$ (543,299)</b>	E EXPENDITURE RESTRAINT		2.50%	

E-ESTIMATED		
A-ACTUAL		
	13%	12%
	57%	55%
	0%	0%
	4%	7%
	25%	24%
	1%	1%
	100%	100%

**PUBLIC HEARING NOTICE  
CITY OF MONONA EXECUTIVE BUDGET SUMMARY**

NOTICE IS HEREBY GIVEN of a public hearing on the 2015 executive budget to be held before the City Council on Monday November 17, 2014 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.

**2015 EXECUTIVE BUDGET SUMMARY**

General Fund							
	2014 Budget	2014 Year End Estimate	2015 Proposed	Percentage Change Increase (Decrease)			
<b>Revenues</b>							
Taxes (other than property taxes)	475,420	512,073	516,220				
Intergovernmental revenues	1,287,233	1,298,665	1,419,164				
Licenses and permits	160,260	213,273	177,860				
Fines, forfeits and penalties	165,000	152,000	165,000				
Public charges for services	65,400	66,589	50,200				
Intergovernmental charges	70,000	69,843	72,100				
Miscellaneous revenues	319,600	320,600	341,540				
Other financing sources	172,379	172,379	172,379				
Appropriated fund balance	<u>150,000</u>	<u>-</u>	<u>255,000</u>				
<b>Total Revenues</b>	<b>2,865,292</b>	<b>2,805,422</b>	<b>3,169,463</b>	<b>10.62%</b>			
<b>Expenditures</b>							
General Government	1,107,474	1,117,802	1,195,563				
Public Safety	2,917,638	2,904,174	2,999,031				
Public Works	605,632	637,449	710,945				
Culture, Recreation and Education	191,601	173,683	177,495				
Conservation and Development	155,380	150,589	144,320				
Other financing uses	<u>175,500</u>	<u>58,473</u>	<u>275,500</u>				
<b>Total Expenditures</b>	<b>5,153,225</b>	<b>5,042,169</b>	<b>5,502,854</b>	<b>6.78%</b>			
<b>Excess (deficiency) of revenues over expenditures</b>							
	(2,287,933)	(2,236,747)	(2,333,391)				
Local Property Taxes	<u>2,287,933</u>	<u>2,287,933</u>	<u>2,333,391</u>	<b>1.99%</b>			
Net surplus (deficit)	-	51,186	-				
Fund Balance - Beginning of Year	1,382,216	1,382,216	1,433,402				
Fund Balance - End of Year	1,382,216	1,433,402	1,178,402				
-							
<b>Special Revenue Funds</b>							
	Library	Community Recreation	CATV	Ambulance	Solid Waste	CDA	Totals
Total Revenues	250,156	381,561	227,880	361,046	94,900	84,707	1,400,251
Total Expenditures	<u>748,713</u>	<u>833,188</u>	<u>227,880</u>	<u>473,207</u>	<u>361,870</u>	<u>84,707</u>	<u>2,729,566</u>
Excess (deficit)	(498,557)	(451,627)	-	(112,161)	(266,970)	-	(1,329,315)
Balance - Jan 1	74,649	-	143,624	87,743	(92,102)	(18,510)	195,404
Balance - Dec 31	74,649	-	143,624	87,743	(92,102)	(18,510)	195,404
Property Tax	498,557	451,627	-	112,161	266,970	-	1,329,315
<b>Debt Service Funds</b>							
	General	Library	TID #2	Totals			
Total Revenues	105,000	-	1,410,000	1,515,000			
Total Expenditures	<u>2,008,004</u>	<u>227,007</u>	<u>1,410,000</u>	<u>3,645,011</u>			
Excess (deficit)	(1,903,004)	(227,007)	-	(2,130,011)			
Balance - Jan 1	581,181	2,609	-	583,790			
Balance - Dec 31	581,181	2,609	-	583,790			
Property Tax	1,903,004	227,007	-	2,130,011			

Capital Projects Funds	General	TID #4	TID #5	TID #6	TID #7	TID #8	Totals
Total Revenues	2,985,421	589,653	585,008	735,000	123,500	30	5,018,612
Total Expenditures	2,985,421	589,653	585,008	530,000	115,938	-	4,806,020
Excess (deficit)	-	-	-	205,000	7,562	30	212,592
Balance - Jan 1	430,000	2,049,031	864,743	74,866	(214,763)	(1,700,503)	1,503,374
Balance - Dec 31	430,000	2,049,031	864,743	279,866	(207,201)	(35,445)	3,380,994
Property Tax	-	-	-	-	-	-	-

Enterprise Funds	Water Utility	Sewer Utility	Mass Transit	Stormwater Utility	Totals
Total Revenues	1,583,000	1,225,000	163,033	\$505,000	\$3,476,033
Total Expenditures	1,353,444	1,165,782	223,071	\$507,331	\$3,249,628
Excess (deficit)	229,556	59,218	(60,039)	(\$2,331)	(\$3,152)
Retained Earnings- Jan 1	7,517,973	3,553,511	(25,120)	1,780,100	\$12,826,464
Retained Earnings - Dec 31	7,747,529	3,612,729	(25,120)	\$1,780,100	\$13,115,238
Property Tax	\$0	\$0	\$60,039	\$0	\$60,039

### BUDGET SUMMARY

	2014 Budget	2015 Proposed	Difference Amount	Difference Percentage
Total Revenues without Tax Levy	\$4,191,177	7,510,580	3,319,403	79.20%
Total Expenditures	\$9,854,599	\$10,377,914	\$523,315	5.31%

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

	Actual Levy 2014	Proposed Levy 2015	Difference Amount	Difference Percentage
General Fund	\$ 2,287,933	\$ 2,333,391	\$45,458	1.99%
Library	462,655	498,557	35,902	7.76%
Ambulance	138,911	112,161	(26,750)	-19.26%
Debt Service	1,819,036	1,903,004	83,968	4.62%
Debt Service - Library Expansion	234,006	227,007	(6,999)	-2.99%
Mass Transit	55,910	60,039	4,129	7.38%
Community Recreation	418,422	451,627	33,205	7.94%
Solid Waste Desposal Fund	246,550	266,970	20,420	8.28%
Capital Projects	-	-	-	N/A
<b>Total Levy</b>	<b>\$ 5,663,423</b>	<b>\$ 5,852,755</b>	<b>\$ 189,332</b>	<b>3.34%</b>
<b>Total without Library Debt levy</b>	<b>\$ 5,429,417</b>	<b>\$ 5,625,748</b>	<b>\$ 196,331</b>	<b>3.62%</b>
<b>Tax Rate per \$1,000</b>				
Assessed Rate	\$5.87	\$5.77	(\$0.10)	-1.67%
Equalized Rate	\$5.71	\$5.76	\$0.05	0.83%
Library Debt Assessed Rate	\$0.25	\$0.23	(\$0.02)	-8.22%
City Assessed Rate	\$5.87	\$5.77	(\$0.11)	-1.84%
Total Assessed Rate	\$6.12	\$6.00	(\$0.12)	-1.93%

The City's outstanding general obligation debt at December 31, 2014 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 (\$6.02X 240) WOULD PAY \$1,467.81

Expenditure Restraint Estimates	
Actual Percentage Increase	6.78%
Estimated Allowed Increase	2.00%
Working Capital Percentages	
20% Reserve for Working Capital	\$1,100,571
Estimated Fund Balance 12/31/14	\$1,433,402
Difference	(\$332,831)
	\$0.00      0.00%

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET	
<b>TAXES</b>											
100-41-41110-000	GENERAL PROPERTY TAXES	2,250,373	\$2,378,449	2,352,376	2,287,933	2,287,933	2,287,933	2,324,556	2,359,861	2,333,391	2,333,391
<b>TAXES (OTHER THAN PROPERTY TAXES)</b>											
100-41-41110-100	OMITTED TAXES	-	-	-	-	-	-	-	-	-	-
100-41-41140-000	MOBILE HOME FEES	-	-	-	-	-	-	-	-	-	-
100-41-41210-000	PUBLIC ACCOMMODATION TAXES	291,930	210,426	224,928	46,094	210,000	180,000	210,000	210,000	210,000	210,000
100-41-41220-000	GENERAL SALES TAX DISCOUNT	3	(211)	105	91	120	120	120	120	120	120
100-41-41310-000	TAXES FROM CITY OWNED UTILITY	253,873	267,636	280,199	-	250,000	250,000	260,000	260,000	260,000	260,000
100-41-41320-000	TAXES FROM OTHER EXEMPT ENTITIES	35,211	44,073	48,345	51,298	51,853	45,000	46,000	46,000	46,000	46,000
100-41-41800-000	INTEREST & PENALTIES ON TAXES	236	366	90	-	100	300	100	100	100	100
---		581,253	\$522,290	553,667	97,483	512,073	475,420	516,220	516,220	516,220	\$516,220
<b>INTERGOVERNMENTAL REVENUES</b>											
100-43-43410-000	SHARED REVENUES	154,796	132,137	131,946	-	132,097	132,097	130,695	130,695	130,695	130,695
100-43-43420-000	FIRE INSURANCE	33,569	34,306	35,647	-	40,432	34,000	36,000	36,000	36,000	36,000
100-43-43570-000	CULTURE AND RECREATION GRANT	3,285	-	-	-	-	-	-	-	-	-
100-43-43520-000	PUBLIC SAFETY AIDS	-	33,803	35,514	12,284	-	-	-	-	-	-
100-43-43530-000	TRANSPORTATION AIDS	608,180	547,362	629,466	361,943	723,885	723,885	832,469	832,469	832,469	832,469
100-43-43550-000	STATE DISASTER AIUD	18,040	-	-	-	-	-	-	-	-	-
100-43-43580-000	OTHER STATE GRANTS	-	-	-	-	21,000	25,000	25,000	25,000	25,000	25,000
100-43-43600-000	EXPENDITURE RESTRAINT PROGRAM	12,294	13,358	-	-	62,251	62,251	-	-	-	-
100-43-43600-100	EXEMPT COMPUTER AID	315,450	384,908	353,825	-	319,000	310,000	395,000	395,000	395,000	395,000
---		1,145,614	\$1,145,874	1,186,398	374,227	1,298,665	1,287,233	1,419,164	1,419,164	1,419,164	1,419,164
<b>LICENSES AND PERMITS</b>											
100-44-44110-000	LIQUOR & MALT BEVERAGE LICENSES	22,504	21,401	22,681	21,780	21,890	22,000	22,000	22,000	22,000	22,000
100-44-44120-100	CIGARETTE LICENSES	1,500	1,500	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400
100-44-44120-200	OPERATORS LICENSES	8,427	11,250	11,452	7,140	10,000	9,500	10,000	10,000	10,000	10,000
100-44-44120-500	AMUSEMENT DEVICE LICENSES	1,800	-	-	-	-	-	-	-	-	-
100-44-44120-600	OTHER BUSINESS & OCCUPATIONAL LIC	1,240	1,465	1,149	1,463	1,600	1,200	1,200	1,200	1,200	1,200
100-44-44200-100	BICYCLE LICENSES	61	48	45	12	98	60	60	60	60	60
100-44-44200-200	DOG & CAT LICENSES	1,663	2,701	2,534	243	2,900	3,000	3,000	3,000	3,000	3,000
100-44-44300-100	BUILDING PERMITS	51,457	79,169	73,528	55,962	76,000	63,000	70,000	70,000	70,000	70,000
100-44-44300-200	ELECTRICAL PERMITS	19,675	26,607	27,437	25,069	31,000	20,000	24,000	24,000	24,000	24,000
100-44-44300-300	PLUMBING PERMITS	15,775	18,371	20,033	3,702	27,000	17,000	18,000	18,000	18,000	18,000
100-44-44300-400	HVAC PERMITS	16,474	21,570	24,230	5,713	29,000	11,000	16,000	16,000	16,000	16,000
100-44-44400-000	ZONING PERMITS AND FEES	1,405	2,375	11,850	2,740	5,100	5,000	5,000	5,000	5,000	5,000
100-44-44500-000	UNDERGROUND STORAGE FEES	1,044	1,054	1,410	475	1,135	1,200	1,200	1,200	1,200	1,200
100-44-44600-000	EXCAVATION PERMIT	7,100	4,448	4,550	1,000	4,550	4,500	4,500	4,500	4,500	4,500
100-44-44700-000	DRIVEWAY PERMIT	100	50	-	-	-	100	-	-	-	-
100-44-44900-000	OTHER REGULATORY PERMITS & FEES	1,300	2,928	2,537	555	1,600	1,300	1,500	1,500	1,500	1,500
---		\$151,525	\$194,937	204,836	127,254	213,273	160,260	177,860	177,860	177,860	177,860

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
<b>FINES, FORFEITS AND PENALTIES</b>										
---										
100-45-45110-000	COURT PENALTIES AND COSTS	116,579	151,023	137,400	85,234	140,500	153,000	153,000	153,000	153,000
100-45-45130-000	PARKING VIOLATIONS	12,920	9,635	13,105	7,110	11,500	12,000	12,000	12,000	12,000
100-45-45190-000	OTHER LAW & ORDINANCE VIOLATIONS	-	-	-	-	-	-	-	-	-
---		\$129,499	\$160,658	150,505	92,344	152,000	165,000	165,000	165,000	165,000
<b>PUBLIC CHARGES FOR SERVICE</b>										
---										
100-46-46100-100	GENERAL GOVERNMENT FEES	4,977	5,785	5,999	3,701	6,400	6,000	6,000	6,000	6,000
100-46-46210-000	LAW ENFORCEMENT FEES	507	633	832	342	684	700	700	700	700
100-46-46220-000	FIRE PROTECTION FEES	1,359	354	414	63	400	900	400	400	400
100-46-46420-000	REFUSE & GARBAGE COLLECTION FEES	-	-	-	-	-	-	-	-	-
100-46-46430-000	WEIGHTS AND MEASURES	5,065	5,106	4,738	-	4,600	4,500	4,600	4,600	4,600
100-46-46720-100	PARK SHELTER RENTALS	16,550	14,132	14,319	11,738	17,500	16,250	17,500	17,500	17,500
100-46-46720-200	CELL TOWER RENTALS	15,468	15,468	14,115	8,982	16,000	16,000	-	-	-
100-46-46720-300	BOAT LAUNCH FEE COLLECTIONS	21,000	21,000	21,000	6,465	21,000	21,000	21,000	21,000	21,000
100-46-46720-400	PARK FIELDS RENTALS	4,033	3,556	3,157	-	-	-	-	-	-
100-46-46720-700	GAB INCENTIVE REVENUE	(31)	-	-	-	-	-	-	-	-
100-47-47320-000	SCHOOL LIAISON OFFICER	68,101	67,121	68,302	-	69,843	70,000	72,100	72,100	72,100
100-46-46900-000	OTHER PUBLIC CHARGES FOR SERVICES	72	72	-	-	5	50	-	-	-
---		\$137,101	\$133,227	132,876	31,291	136,432	135,400	122,300	122,300	122,300
<b>MISCELLANEOUS REVENUES</b>										
---										
100-48-48110-000	INTEREST & DIVIDENDS INCOME	44,832	49,153	38,018	20,000	39,500	40,000	40,000	40,000	40,000
100-48-48130-000	INTEREST ON UT CHG. ON TAX ROLL	1,425	6,412	-	-	6,000	6,000	6,000	6,000	6,000
100-48-48300-100	SALES OF CITY PROPERTY	4,444	-	11,545	5,500	9,900	10,000	10,000	10,000	10,000
100-48-48300-200	SALES OF SALVAGE/WASTE PROD	240	-	-	-	-	-	-	-	-
100-48-48400-000	INSURANCE RECOVERIES	118,498	34,199	63,246	15,665	25,000	25,000	25,000	25,000	25,000
100-48-48500-000	DONATION AND CONTRIBUTION	40,000	49,398	40,004	40,000	40,000	40,000	40,000	40,000	40,000
100-48-48600-000	NEWSLETTER ADVERTISING	-	-	-	-	-	-	-	-	-
100-48-48900-000	MISCELLANEOUS REVENUES	76,606	12,135	3,050	442	1,200	600	600	600	600
100-48-48900-100	RENT/ LEASE PAYMENTS	201,027	195,017	205,625	173,832	199,000	198,000	219,940	219,940	219,940
100-48-48900-200	DEBT PROCEEDS	-	-	-	-	-	-	-	-	-
---		487,072	346,314	361,488	255,439	320,600	319,600	341,540	341,540	341,540

	2011	2012	2013	TO DATE	2014	2014	2015	2015	2015	2015
	ACTUAL	ACTUAL	ACTUAL	6/30/14	YEAR END	BUDGET	BUDGET	COMMITTEE	Proposed	ADOPTED
					ESTIMATED			BUDGET	BUDGET	BUDGET
---	<b>TRANSFERS FROM OTHER FUNDS</b>									
100-49-49220-100	TRANSFER FROM CDA	-	-	-	-	-	-	-	-	-
100-49-49220-200	TRANSFER FROM LIBRARY	15,500	15,500	15,500	-	15,500	15,500	15,500	15,500	15,500
100-49-49220-205	TRANSFER FROM AMBULANCE	2,000	2,000	2,000	-	2,000	2,000	2,000	2,000	2,000
100-49-49220-300	TRANSFER FROM CATV	15,982	15,982	15,982	15,982	16,875	16,875	16,875	16,875	16,875
100-49-49220-500	TRANSFER FROM COMMUNITY CENTER	(13,747)	-	-	-	-	-	-	-	-
100-49-49240-100	TRANSFER FROM TIF	3,943	-	-	-	-	-	-	-	-
100-49-49260-100	TRANSFER FROM WATER UTILITY	87,100	87,100	87,100	-	86,999	86,999	86,999	86,999	86,999
100-49-49260-200	TRANSFER FROM SEWER UTILITY	43,220	43,220	43,220	-	43,005	43,005	43,005	43,005	43,005
100-49-49260-300	TRANSFER FROM TRANSIT	-	-	-	-	-	-	-	-	-
100-49-49260-400	TRANSFER FROM STORMWATER	8,000	8,000	8,000	-	8,000	8,000	8,000	8,000	8,000
100-49-49300-000	FUND BALANCE APPLIED	-	-	-	-	-	150,000	150,000	255,000	255,000
---		161,998	\$171,802	171,802	15,982	172,379	322,379	322,379	427,379	427,379

REVENUES  
ACCOUNT JUSTIFICATIONS

**TAXES**

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-41-41110-000 GENERAL PROPERTY TAX	\$ 2,333,391	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	\$ 210,000	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	\$ 260,000	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	\$ 46,000	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	\$ 100	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	\$ 130,695	Based estimate received from Department of Revenue
100-43-43420-000 FIRE INSURANCE	\$ 36,000	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.

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
100-41-43570-000 CULTURE & RECREATION GRANT	\$ -0-	
100-43-43520-000 PUBLIC SAFETY AIDS	\$ -0-	
100-43-43530-000 DOT TRANSPORTATION AIDS	\$ 832,469	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	\$ -0-	
100-43-43600-100 EXEMPT COMPUTER AID	\$ 395,000	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

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
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	\$ 10,000	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

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
100-44-44300-100 BUILDING PERMITS	\$ 70,000	Based on next year's proposed/estimated construction
100-44-44300-200 ELECTRICAL PERMITS	\$ 24,000	Based on next year's proposed/estimated construction
100-44-44300-300 PLUMBING PERMITS	\$ 18,000	Based on next year's proposed/estimated construction
100-44-44300-400 HVAC PERMITS	\$ 16,000	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	\$ -0-	
100-44-44900-000 OTHER REGULATORY PERMITS & FEES	\$ 1,500	Sign permits and other permits

### **FINES, FORFEITS AND PENALTIES**

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
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**

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
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.

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
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	\$ 400	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	\$ 4,600	Weights and measures inspection fees
100-46-46720-100 PARK SHELTER RENTALS	\$ 17,500	Shelter rental fees for all City parks
100-46-46721-101 CELL TOWER RENTALS	\$ -0-	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	\$ 72,100	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	\$ -0-	Interest derived from delinquent large item and brush collections

### MISCELLANEOUS REVENUES

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
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	

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
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	\$ 219,940	Lease payment received from U.S. Cellular, Verizon (PrimeCo), and Cingular
100-48-48900-200 DEBT PROCEEDS	\$ -0-	

### **TRANSFERS FROM OTHER FUNDS**

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
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	\$ 255,000	Reduce debt service

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
<b>LEGISLATIVE</b>										
100-51-51100-110	18,232	18,250	17,750	9,000	18,000	18,000	22,050	22,050	22,050	22,050
100-51-51100-130	1,395	1,396	1,392	689	1,377	1,377	1,687	1,687	1,687	1,687
100-51-51100-134	-	-	185	-	249	500	500	500	500	500
	<u>\$19,627</u>	<u>\$19,646</u>	<u>19,327</u>	<u>9,689</u>	<u>19,626</u>	<u>19,877</u>	<u>24,237</u>	<u>24,237</u>	<u>24,237</u>	<u>24,237</u>
			<b>CURRENT YEAR</b>		<b>PROPOSED</b>	<b>DIFFERENCE</b>				
PERSONNEL			19,377		23,737	23%				
NON-PERSONNEL			500		500	0%				
TOTAL			<u>19,877</u>		<u>24,237</u>	22%				
<b>JUDICIAL</b>										
100-51-51200-110	38,163	39,036	40,191	20,935	41,870	40,473	41,269	41,269	41,269	41,269
100-51-51200-130	2,851	2,921	2,968	1,540	3,203	3,096	3,157	3,157	3,157	3,157
100-51-51200-131	3,438	3,577	2,072	1,144	2,072	2,072	2,226	2,226	2,226	2,226
100-51-51200-132	56	14	-	-	-	56	56	56	56	56
100-51-51200-133	13,884	11,036	11,144	5,918	11,836	11,808	12,708	12,708	12,708	12,708
100-51-51200-134	1,258	946	1,004	725	1,200	1,200	1,200	1,200	1,200	1,200
100-51-51200-240	90	82	60	40	150	175	175	175	175	175
100-51-51200-310	193	253	399	348	450	350	350	350	350	350
100-51-51200-312	-	-	-	-	-	-	-	-	-	-
100-51-51200-320	-	-	-	-	-	-	-	-	-	-
	<u>\$59,933</u>	<u>\$57,865</u>	<u>57,838</u>	<u>30,650</u>	<u>60,781</u>	<u>59,230</u>	<u>61,141</u>	<u>61,141</u>	<u>61,141</u>	<u>61,141</u>
			<b>CURRENT YEAR</b>		<b>PROPOSED</b>	<b>DIFFERENCE</b>				
PERSONNEL			57,505		59,416	3%				
NON-PERSONNEL			1,725		1,725	0%				
TOTAL			<u>59,230</u>		<u>61,141</u>	3%				
				60,415						
<b>LEGAL</b>										
100-51-51200-210	23,335	42,067	52,935	13,493	46,000	50,000	50,000	50,000	50,000	50,000
100-51-51300-210	118,116	91,899	125,431	38,996	95,000	100,000	100,000	100,000	100,000	100,000
100-51-51300-214	5,305	1,226	1,373	-	2,000	10,000	10,000	10,000	10,000	10,000
	<u>\$146,756</u>	<u>\$135,192</u>	<u>179,739</u>	<u>52,489</u>	<u>143,000</u>	<u>160,000</u>	<u>160,000</u>	<u>160,000</u>	<u>160,000</u>	<u>160,000</u>
			<b>CURRENT YEAR</b>		<b>PROPOSED</b>	<b>DIFFERENCE</b>				
PERSONNEL			-		-	N/A				
NON-PERSONNEL			160,000		160,000	0%				
TOTAL			<u>160,000</u>		<u>160,000</u>	0%				

**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	\$ 22,050	3 alders at \$3,000 (\$250/month x 12); 3 alders at \$4,275 (\$250/month x 3.5 months and \$400/month for 8.5 months)
100-51-51100-130 FICA	\$ 1,687	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	\$ 41,269	Municipal Judge - \$8,786.64 (\$732.22/mo.). 75% of Police Secretary/Court Clerk.
100-51-51200-130 FICA	\$ 3,157	Based on 7.65% Social Security
100-51-51200-131 WISCONSIN RETIREMENT	\$ 2,226	75% of Police Secretary/Court Clerk's Wisconsin Retirement at 6.8%
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	\$ 12,708	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 2015
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 of Strategic Plan.
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:**

None.

EXECUTIVE OFFICE  
ACCOUNT JUSTIFICATIONS

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
100-51-51410-110 EXECUTIVE SALARIES	\$ 88,366	This account includes the prorated share of the Mayor, Administrator, City Clerk and Admin. Services Director.
100-51-51410-xxx ADMINISTRATOR INTERN	\$ -0-	
100-51-51410-117 LONGEVITY	\$ -0-	
100-51-51410-130 FICA	\$ 6,760	Social Security at 7.65%.
100-51-51410-131 WISCONSIN RETIREMENT	\$ 6,009	Wisconsin Retirement at 6.8%.
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	\$ 17,044	Includes health and dental insurance premium for Administrator, City Clerk, and Admin. Services Director.
100-51-51410-134 PROFESSIONAL DEVELOPMENT	\$ 4,500	Administrator, Mayor, and Admin. Services Director
100-51-51410- NEWSLETTER EXPENSES	\$ 7,000	Expense for two (2) publications of City newsletter
100-51-51410-322 LEAGUE OF WIS. MUNICIPALITIES	\$ 3,800	Slight dues increase for 2015.
100-51-51410-323 DANE COUNTY CITIES/VILLAGES	\$ 3,100	\$500 dues increase over 2014.
100-51-51410-360 VEHICLE MAINTENANCE & REPAIR	\$ 500	City vehicle used by City Administrator
100-51-51410-370 FUELS & ADDITIVES	\$ 1,000	City vehicle used by City Administrator
100-51-51410-390 EXECUTIVE OFFICE OTHER	\$ 6,000	City recognition reception, annual picnic and miscellaneous general expenses
100-51-51410-391 STRATEGIC PLANNING	\$ -0-	
100-51-51410-393 SUSTAINABILITY INITIATIVES	\$ 10,000	Implementation of sustainability initiatives and staff training/continuing education

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
100-51-51410-394 MARKETING FUND	\$ 10,000	Chamber of Commerce marketing funds: To be used for business development website enhancement and creation of business development videos working in cooperation with Media Coordinator.
100-51-51410-395 CODIFICATION	\$ 25,000	Codification of City Code of Ordinances

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
<b>FINANCE DEPARTMENT</b>										
100-51-51421-110	48,865	53,164	54,576	28,000	55,675	55,675	57,066	57,066	57,066	57,066
100-51-51421-117	-	-	-	-	-	-	-	-	-	-
100-51-51421-120	-	-	-	-	-	-	-	-	-	-
100-51-51421-130	3,638	4,320	4,883	2,103	4,259	4,259	4,366	4,366	4,366	4,366
100-51-51421-131	4,532	3,211	2,917	1,960	3,897	3,897	3,880	3,880	3,880	3,880
100-51-51421-132	103	40	21	11	12	112	112	112	112	112
100-51-51421-133	12,386	9,452	9,547	5,070	10,396	10,396	11,221	11,221	11,221	11,221
100-51-51421-134	31	859	468	615	1,000	1,000	1,000	1,000	1,000	1,000
100-51-51421-212	20,600	21,625	16,000	-	20,000	19,500	21,000	21,000	21,000	21,000
100-51-51421-240	4,110	2,970	2,909	1,462	3,500	5,000	3,500	3,500	3,500	3,500
100-51-51421-310	-	-	-	-	-	-	-	-	-	-
100-51-51421-320	-	-	-	-	-	-	-	-	-	-
100-51-51421-350	289	403	413	-	500	500	500	500	500	500
100-51-51421-390	596	574	799	538	700	600	700	700	700	700
100-51-51421-810	-	-	-	-	-	-	-	-	-	-
	95,150	96,618	92,533	39,759	99,939	100,939	103,345	103,345	103,345	103,345
			CURRENT YEAR		PROPOSED	DIFFERENCE				
PERSONNEL			74,339		76,645	3%				
NON-PERSONNEL			<u>26,600</u>		<u>26,700</u>	0%				
TOTAL			<u>100,939</u>		<u>103,345</u>	2%				

**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

<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
100-51-51421-110 FINANCE DEPARTMENT SALARIES	\$ 57,066	Finance Department salaries.
100-51-51421-117 LONGEVITY PAY	\$ -0-	
100-51-51421-120 OVERTIME	\$ -0-	
100-51-51421-130 FICA	\$ 4,366	This account includes Social Security at 7.65%.
100-51-51421-131 WISCONSIN RETIREMENT	\$ 3,880	Wisconsin Retirement at 6.8%
100-51-51421-132 LIFE & DISABILITY INSURANCE	\$ 112	Employer share of contribution
100-51-51421-133 HEALTH INSURANCE	\$ 11,221	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	\$ 21,000	Per contract
100-51-51421-240 SERVICE CONTRACTS	\$ 3,500	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	\$ 700	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. Continue to pursue supervisory training.
2. Provide Voter Photo ID training for Election Inspectors.
3. Provide Special Voting Deputies for Heritage Monona residents.
4. Amend the Ordinance that allows the City Clerk to approve Operator’s Licenses.

**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. Proof of residence required for all voter registrations.
2. Voter Photo ID required to vote.
3. The Clerk is no longer allowed to approve Operator’s Licenses.

**GOAL ACHIEVEMENTS IN 2014:**

2014 Goal	Method for Measuring Success
Attended UW Continuing Studies Servant Leadership Program.	Received Servant Leader certification.
Administered four elections.	Four elections conducted according to State election laws.
Creation of a fee schedule Ordinance appendix to have all fees and penalties in one document.	Ordinances amended by Council action.
Successfully implemented use of new vote tabulators.	Voters able to use new machines easily.
Assisted in creation of an Outdoor Alcohol Consumption Ordinance.	Businesses are now able to provide outdoor patio service to customers.

**GOALS NOT ACHIEVED:** Unable to attend Treasurer Completion year of UW Green Bay Municipal Clerks Institute due to budget constraints caused by attendance at other training opportunities.

CLERK'S OFFICE  
ACCOUNT JUSTIFICATIONS

**EXPENDITURES**

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-51-51420-110 CLERK'S OFFICE SALARIES	\$ 42,057	Clerk's office salaries.
100-51-51420-117 LONGEVITY PAY	\$ -0-	
100-51-51420-120 OVERTIME	\$ -0-	
100-51-51420-130 FICA	\$ 3,217	Social Security at 7.65%.
100-51-51420-131 WISCONSIN RETIREMENT	\$ 2,860	Wisconsin Retirement at 6.8%
100-51-51420-132 LIFE & DISABILITY INSURANCE	\$ 70	Employer share of contribution.
100-51-51420-133 HEALTH INSURANCE	\$ 10,558	Health Insurance.
100-51-51420-134 PROFESSIONAL DEVELOPMENT	\$ 1,000	
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	\$ 13,000	Postage for all City Hall mailings, including tax bills.
100-51-51420-320 PUBLICATIONS	\$ -0-	
100-51-51420-321 PUBLIC NOTICES	\$ 4,500	This account provides for publication of official notices.
100-51-51420-350 EQUIPMENT MAINT & REPAIR	\$ -0-	

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
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

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
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	\$ 3,500	Printing, supplies, and equipment.

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET	
---	<b>PERSONNEL</b>										
100-51-51430-130	FICA	662	-	-	-	1,377	1,377	1,377	1,377	1,377	
100-51-51430-131	WISCONSIN RETIREMENT	477	-	-	-	1,260	1,260	1,260	1,260	1,260	
100-51-51430-133	HEALTH INS- RETIRED PERSONNEL	41,454	5,205	43,658	(256)	60,000	45,000	50,000	50,000	50,000	
100-51-51430-135	WELLNESS PROGRAM	5,027	1,906	-	-	1,600	1,600	2,000	2,000	2,000	
100-51-51430-136	EMPLOYEE AWARD PROGRAM	-	-	-	-	18,000	18,000	18,000	18,000	18,000	
100-51-51430-111	NON-REP WAGES	9,216	-	-	-	-	-	-	-	-	
100-51-51430-190	PAYROLL OTHER EXPENDITURE	27,746	2,211	1,493	5,884	6,198	5,800	6,000	6,000	6,000	
100-51-51430-340	RECRUITMENT EXPENDITURES	1,871	-	462	5	462	2,500	2,500	2,500	2,500	
100-51-51430-514	UNEMPLOYMENT COMPENSATION	1,358	2,075	(483)	3,236	15,000	-	-	-	-	
---		\$87,811	\$11,397	45,130	8,869	83,260	75,537	81,137	81,137	81,137	

	CURRENT YEAR	PROPOSED	DIFFERENCE
---	PERSONNEL	67,237	5%
---	NON-PERSONNEL	8,300	27%
---	TOTAL	75,537	7%

**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

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
100-51-51430-130 FICA	\$ 1,760	FICA on retirees' cash payments benefit
100-51-51430-131 WISCONSIN RETIREMENT	\$ 1,610	Wisconsin Retirement on employee merit bonus program
100-51-51430-133 HEALTH INSURANCE - RETIRED PERSONS	\$ 50,000	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	\$ 2,000	EAP services
100-51-51430-136 EMPLOYEE AWARDS PROGRAM	\$ 18,000	Employee award program for 2014 service
100-51-51430-137 NON-REP WAGES	\$ -0-	3% increase to be distributed by the mayor.
100-51-51430-190 PAYROLL OTHER EXPENDITURE	\$ 6,000	Other various payroll items
100-51-51430-340 RECRUITMENT EXPENDITURES	\$ 2,500	General allowance for employee recruitment
100-51-51430-514 UNEMPLOYMENT COMPENSATION	\$ -0-	



# **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. Upgrade email server.
2. Linkage to Metropolitan Unified Fiber Network (MUFN).
3. 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

<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
100-51-51450-211 INFORMATION TECH SUPPORT	\$ 40,000	Computer programming and consulting services for hardware and software, based on contract with consultant.
100-51-51450-240 SERVICE CONTRACT	\$ 36,100	Service contract for support for accounting, utility billing, payroll, fixed assets, accounts payable, and voter registration by CIVIC Systems, MUFN and cloud.
100-51-5145-241 SERVICE CONTRACT FOR T-1 LINE	\$ 3,000	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	\$11,100	Cost to upgrade and maintain City website
100-51-51450-350 EQUIPMENT MAINTENANCE & REPAIR	\$ 10,000	Cost of repair and maintenance of information technology equipment



# **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

<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
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

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
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.	\$ 53,000	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

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
<b>ILLEGAL TAXES, REFUNDS &amp; UNCOLLECTIBLE</b>										
100-51-51910-390	TAX WRITE OFF'S	28,651	1,764	399	54	10,000	10,000	10,000	10,000	10,000
---	TOTAL	28,651	1,764	399	54	10,000	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%				
---										
<b>OTHER FINANCING USES</b>										
100-59-59000-900	RESERVE FOR CONTINGENCIES	-	-	-	-	-	-	-	-	-
100-59-59000-200	FIRE & EMS DONATIONS	-	-	-	-	-	-	-	-	-
100-59-59200-205	TRANSFER TO AMBULANCE	-	-	-	-	500	500	500	500	500
100-59-59220-201	TRANSFER TO CDA	26,841	25,341	25,000	-	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	-	33,626	34,237	-	-	-	-	-	-
100-59-59220-205	TRANSFER TO SWIMMING POOL	-	-	-	-	-	-	-	-	-
100-59-59220-206	TRANSFER TO RECYCLING	-	-	-	-	-	-	-	-	-
100-59-59220-207	TRANSFER TO CAPITAL	-	-	-	-	32,973	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	-	-	-	-	-	150,000	150,000	250,000	250,000
---		\$26,841	\$58,967	59,237	-	58,473	175,500	175,500	275,500	275,500
---							-			
---			CURRENT YEAR		PROPOSED	DIFFERENCE				
---	PERSONNEL		-		-	N/A				
---	NON-PERSONNEL		175,500		175,500	0%				
---	TOTAL		175,500		175,500	0%				



**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. General Buildings & Grounds: Outside services increase by \$2,500, to better reflect actual costs. Telephone reduced by \$1,000 to better reflect actual costs.

**GOAL ACHIEVEMENTS IN 2014:**

1. Fire station parking lot received new asphalt and pavement markings.
2. Department staff replaced the concrete at the entry way to City Hall, and installed ADA compliant ramps.

**GOALS NOT ACHIEVED:**

GENERAL BUILDINGS AND PLANT  
ACCOUNT JUSTIFICATIONS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-51-51600-110 SALARIES	\$ 41,384	Lead Maintenance Worker
100-51-5160-112 SHIFT DIFFERENTIAL	\$ 30	\$0.50 per hour per Union contract
100-51-51600-114 BUILDING & PLANT SALARIES	\$ -0-	
100-51-5160-120 OVERTIME	\$ 3,400	Snow removal and building maintenance; coverage for maintenance worker vacation
100-51-5160-130 FICA	\$ 3,428	Social Security at 7.65%
100-51-51600-131 WISCONSIN RETIREMENT	\$3,047	Wisconsin Retirement at 6.8%.
100-51-51600-132 LIFE & DISABILITY INSURANCE	\$ 132	City share of premiums
100-51-51600-133 HEALTH INSURANCE	\$ 13,635	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	\$ 12,500	Telephone service for City Hall, Police, Fire, Library, and Community Center
100-51-51600-222 WATER & SEWER UTILITIES	\$ 2,500	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	\$ 11,500	Kilgust Contract, \$5,334; Siemens Fire Alarm Contract, \$1,120; City Hall pest control; materials related to contract services
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	\$ 4,500	This account covers mechanical equipment repair and items such as light bulb replacement, filters, belts, water softener salt, door lock replacement, pigeon control, and other miscellaneous repair.
100-51-51600-370 FUELS & ADDITIVES	\$1,000	Gas, oils, and lubricants for facility maintenance vehicle

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
<b>LAW ENFORCEMENT</b>										
100-52-52100-110	1,202,346	1,251,543	1,214,068	631,271	1,295,000	1,319,872	1,354,298	1,354,298	1,354,298	1,354,298
100-52-52100-112	12,660	12,991	13,454	7,425	14,938	12,240	15,000	15,000	15,000	15,000
100-52-52100-116	4,327	3,546	4,487	2,390	4,330	4,330	4,400	4,400	4,400	4,400
100-52-52100-117	3,588	3,974	1,000	-	1,000	1,000	1,000	1,000	1,000	1,000
100-52-52100-118	26,623	27,370	28,207	3,108	28,000	27,000	28,000	28,000	28,000	28,000
100-52-52100-119	-	564	247	165	-	-	-	-	-	-
100-52-52100-120	60,974	95,758	125,922	29,073	72,600	55,000	68,000	68,000	68,000	68,000
100-52-52100-121	-	-	-	7,454	15,864	22,000	15,000	15,000	15,000	15,000
100-52-52100-130	104,143	107,947	110,508	56,331	108,314	108,358	112,508	112,508	112,508	112,508
100-52-52100-131	238,980	250,647	243,002	121,459	200,000	188,568	161,777	161,777	161,777	161,777
100-52-52100-132	3,496	1,598	937	359	435	3,600	3,600	3,600	3,600	3,600
100-52-52100-133	263,036	209,641	196,049	125,805	216,266	213,912	203,000	203,000	203,000	203,000
100-52-52100-134	14,821	6,603	8,914	1,194	7,000	7,000	8,000	8,000	8,000	8,000
100-52-52100-135	-	-	-	-	-	-	2,000	2,000	2,000	2,000
100-52-52100-137	11,555	15,580	15,098	9,393	18,000	18,000	20,000	20,000	20,000	20,000
100-52-52100-221	2,945	3,201	3,084	1,143	3,200	3,500	3,500	3,500	3,500	3,500
100-52-52100-240	881	791	1,212	489	1,200	1,200	1,200	1,200	1,200	1,200
100-52-52100-310	419	1,599	1,212	584	2,000	2,550	2,550	2,550	2,550	2,550
100-52-52100-312	8	24	34	-	-	-	-	-	-	-
100-52-52100-340	3,598	3,336	8,841	1,582	7,000	6,000	7,500	7,500	7,500	7,500
100-52-52100-345	6,268	2,713	4,292	1,138	4,000	4,500	4,500	4,500	4,500	4,500
100-52-52100-350	2,037	1,079	605	472	1,500	1,500	1,500	1,500	1,500	1,500
100-52-52100-351	749	152	1,300	586	1,400	2,500	2,500	2,500	2,500	2,500
100-52-52100-360	11,424	10,060	16,065	2,886	12,000	14,000	14,000	14,000	14,000	14,000
100-52-52100-370	46,630	43,273	45,608	20,572	48,819	52,800	52,800	52,800	52,800	52,800
100-52-52100-390	-	-	5	-	-	-	-	-	-	-
100-52-52100-391	-	-	-	-	-	-	-	-	-	-
100-52-52100-810	-	-	-	-	-	-	-	-	-	-
	<b>\$2,021,508</b>	<b>\$2,053,990</b>	<b>2,044,151</b>	<b>1,024,879</b>	<b>2,062,867</b>	<b>2,069,430</b>	<b>2,086,633</b>	<b>2,086,633</b>	<b>2,086,633</b>	<b>2,086,633</b>
			<b>CURRENT YEAR</b>		<b>PROPOSED</b>	<b>DIFFERENCE</b>				
			1,980,880		1,996,583	1%				
			<u>88,550</u>		<u>90,050</u>	2%				
			<u><b>2,069,430</b></u>		<u><b>2,086,633</b></u>	1%				

**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 the patrol division.

**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 2015 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:**

2015 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 and DCI 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 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.	This goal is contingent on obtaining grants and/or capital funds to upgrade the fleet.

**SIGNIFICANT PROGRAM CHANGES:**

1. During 2014, the department was authorized to fill the position of Community Relations Officer (CRO). Officer James Reiter was assigned as the CRO on 7/1/14. The following are just some of the duties associated with the CRO job description: reports directly to the Chief of Police; works an adjustable schedule and hours to fit the needs of the assignment and to meet the needs of the community; coordinates the Citizen Police Academy; acts as coordinator for crime analysis; is visibly involved and committed to working with all organized neighborhood groups, community boards, and persons in the city; focuses on proactive approaches to identify and respond to general and specific community problems; works on special problems that affect the community with a strong sense of spirit and pride; when necessary, responds to calls for service in the community; provides tours of the public safety facility; and performs training functions as needed, such as instructing in-service and Citizen Police Academy classes.

From a department perspective, the CRO position has been extremely valuable. After reviewing our most active times of calls for service, it was determined that the best hours for this officer would be 11 a.m. to 7 p.m. The CRO can focus on community issues from 11 a.m.–2 p.m., then assist patrol with calls during the 2 p.m.–7 p.m. time span.

2. Due to retirements in the investigations division, the department conducted a detective selection process with the Police and Fire Commission. The two top candidates were Officer Matt Bomkamp and Sergeant Ryan Losby. Officer Bomkamp was promoted to the rank of detective and Sergeant Losby was transferred from patrol to investigations as a Detective Sergeant. This adjustment to the organization has resulted in one additional sworn supervisor to replace one of the detective positions.

## GOAL ACHIEVEMENTS IN 2014:

1. 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. The study was finalized in June of 2014. Based on the study the department was authorized to remain at 20 total sworn officers and keep the Community Relations position. The completed study is posted on the MOPD website.

With the retirement of Lieutenant Frank Fenton scheduled for October 31 and the transfer of Sergeant Ryan Losby to investigations, the department completed an internal Lieutenant and Sergeant promotional process with the Police and Fire Commission.

- Sergeant Curt Wiegel was promoted to Lieutenant and will assume command of the Operations Division.
  - Officer Jeremy Winge was promoted to Sergeant and will assume one of the two evening shift Patrol Sergeant positions previously held by Sergeant Losby.
  - Officer Adam Nachreiner is scheduled to be promoted to Sergeant effective January 1, 2015 and will assume the other evening shift Patrol Sergeant position previously held by Sergeant Wiegel.
  - Officers Jake Ostrowski, Landon Flora and Ryan Hickmann were all hired in 2014 to replace three sworn personnel who retired.
2. After skipping a year in 2013, the department was authorized to purchase two new squad cars in 2014. We are making the transition to the newer technology all-wheel drive SUV type of vehicles. The new cars also have updated computers and HD video systems.
  3. 2014 marked the third year of portable radio upgrades. We were able to save future expenditures by replacing an additional radio with grant money. In 2015 we will replace the last few portable radios to complete this project.
  4. During 2014 we were able to do some interior remodeling of the police department to make the interview rooms, crime lab and equipment storage more efficient. We were also able to add phone lines to the interview rooms and upgrade the video recording systems. Funding was not sufficient to complete the sink/kitchen area, which will have to be completed in the 2015 budget year.
  5. Evidence room equipment was upgraded to assist in the collection and security of evidence. With a new group of personnel in investigations the property room has been cleaned and updated. Evidence technicians have also reorganized our crime lab to make it much more functional.
  6. The department has continued to update policies and procedures as they apply to the Police and Dispatch sections. During 2013 all of our polices were updated, reformatted and put into one easy to use pdf file. In 2014 we started to create new General Order and Standard Operating Procedures manuals. Even though we are working with a company to update and review all our procedures to be in compliance with state mandates, it is a slow process. CVMIC, our insurance company, is paying half of the \$3,000 fee for this project, which will continue into 2015.
  7. Some of the special events the department participated in included the following: Memorial Day Parade; 4<sup>th</sup> of July Festival; Rhythm and Booms (new for Monona in 2014); National Night Out; Prescription Drug Drops through the DEA and Shop with a Cop.  
  
In the fall of 2014 the department was again able to host a Citizen's Police Academy. This was our fourth academy since 2011. 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 2014 session started on September 16 and will run through November 4.
  8. 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.

9. Through the efforts of Sergeant Curtis Wiegel, the department received a traffic grant funded through the Wisconsin Bureau of Transportation Safety in 2014. The grant had a focus on OWI enforcement, and was for up to \$25,100. Of that amount, \$20,065.13 covered officer overtime expenses and \$4,966.75 was allocated for equipment funding which paid for a new portable radio, two portable radio chargers, two PBTs, and three squad video microphones. The grant required a 25% match in contributions which was covered by officer benefits, fuel costs and on-duty personnel assignments.
10. We continue to increase the use of social media tools such as Facebook, Twitter and Nextdoor. We anticipate continuing to use all available resources, including our City of Monona's improved website, in our quest to communicate better with the residents and business community.

**PUBLIC SAFETY - LAW ENFORCEMENT  
ACCOUNT JUSTIFICATION**

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-52-52100-110 POLICE SALARIES	\$ 1,354,298	Full-time wages based on current salaries with a 2% increase on 1/1/15 and another 2% increase on 7/1/15 for 14 union law enforcement officers and a 2.5% increase on 1/1/15 for the 6 non-represented supervisors. Union contract expires 12/31/15. Includes \$12,000 for degree bonuses.
100-52-52100-112 SHIFT DIFFERENTIAL AND COM.	\$ 15,000	Per union contract.
100-52-52100-116 SCHOOL CROSSING GUARD	\$ 4,400	The school crossing guard position with a 2.5% increase on 1/1/15. Funding includes summer school. This position relieves school officials and police officers of this very important duty.
100-52-52100-117 LONGEVITY PAY	\$ 1,000	Per union contract.
100-52-52100-118 LEAVE WAGES	\$ 28,000	Wages for extra pay when working a holiday and pay out for holidays not used at years end.
100-52-52100-120 POLICE OVERTIME	\$68,000	Overtime is a very fluid category as we are not able to control many of the events that cause overtime. Depending on circumstances, this budget line may be underfunded. It is suggested that contingency funding be provided. Training, the Memorial Day Parade, July 4 <sup>th</sup> Festival, and Rhythm and Booms over Lake Monona directly impact this budget line. Not counting grant funds paid out, the following is actual OT paid out: 2011: \$54,900; 2012: \$63,832; 2013: \$97,435; 2014 thru 9/1/5/14: \$47,459.
100-52-52100-121 POLICE OVERTIME – GRANT	\$15,000	Overtime paid out that is reimbursed through state grants (usually traffic related). This is an estimate as not all grants publicized for 2015 at time of report.
100-52-52100-130 FICA	\$ 112,508	Social Security at 7.65% based on the above salary total.
100-52-52100-131 WISCONSIN RETIREMENT	\$ 161,777	Wisconsin Retirement at 16.43% for protective and 13.6% for non-protective based on the above salary total. Police personnel are now paying the entire employee share of 6.8% 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	\$ 203,000	Based on actual rates.
100-52-52100-134 PROFESSIONAL DEVELOPMENT	\$ 8,000	Training, conferences, hiring process background investigations and physical/psychological exams. 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.
100-52-52100-135 FITNESS INCENTIVE PROGRAM	\$ 2,000	Funds the fitness incentive program which rewards personnel for passing the minimum fitness standard twice a year.
100-52-52100-137 UNIFORM ALLOWANCE	\$ 20,000	The annual uniform allowance authorizes each officer to receive \$550 per year x 20 officers = \$11,000. This also includes an initial purchase cost for two new officers' equipment and replacement of bulletproof vests per contract. New officer equipment is approximately \$3,000 and 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 department is scheduled to purchase a new machine in 2015.
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	\$ 7,500	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. Line increased in 2015 due to rise in ammunition costs and availability.
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. Two (2) units are already in excess of 100,000 miles, one of which has had excessive repair bills in 2014.
100-52-52100-370 FUEL AND ADDITIVES	\$ 52,800	On average the department uses approximately 1,100 gallons of fuel each month. 2015 is estimated at \$4.00 / 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. Very rare expense.

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
<b>FIRE PROTECTION</b>										
100-52-52200-110	183,570	190,035	201,036	102,411	208,000	208,231	216,791	244,251	216,791	216,791
100-52-52200-117	-	-	-	-	-	-	-	-	-	-
100-52-52200-118	6,546	5,895	6,363	1,239	6,400	6,100	6,500	6,500	6,500	6,500
100-52-52200-119	1,437	1,750	2,580	3,452	5,000	2,655	5,000	5,000	5,000	5,000
100-52-52200-120	36,374	32,725	26,864	13,229	27,000	30,000	30,000	25,000	27,500	27,500
100-52-52200-121	-	-	-	-	-	-	-	-	-	-
100-52-52200-130	17,735	18,285	18,614	9,454	18,850	18,894	19,759	21,477	19,759	19,759
100-52-52200-131	33,643	34,061	33,957	16,840	28,000	27,934	29,962	32,567	29,962	29,962
100-52-52200-132	586	270	102	34	38	600	600	600	600	600
100-52-52200-133	57,700	46,035	38,936	18,600	36,000	41,354	34,638	43,160	34,638	34,638
100-52-52200-134	6,051	5,967	3,323	960	7,100	7,100	7,100	7,100	7,100	7,100
100-52-52200-137	3,155	3,133	2,143	597	3,200	3,200	3,200	3,200	3,200	3,200
100-52-52200-150	720	900	1,747	-	900	1,600	1,600	1,600	1,600	1,600
100-52-52200-190	-	-	-	-	-	-	-	-	-	-
100-52-52200-191	9,500	9,500	9,800	75	9,500	9,800	9,800	9,800	9,800	9,800
100-53-52200-191	-	-	-	-	-	-	-	-	-	-
100-52-52200-221	569	478	395	181	500	660	400	400	400	400
100-52-52200-222	1,863	1,316	1,412	293	2,550	2,805	1,600	1,600	1,600	1,600
100-52-52200-310	581	488	461	397	600	500	500	500	500	500
100-52-52200-312	-	(5)	-	-	-	-	-	-	-	-
100-52-52200-340	2,689	2,420	2,603	1,042	3,000	3,500	3,000	3,000	3,000	3,000
100-52-52200-350	14,775	13,794	14,804	8,423	16,000	14,000	14,500	14,500	14,500	14,500
100-52-52200-351	1,119	193	812	-	400	200	200	200	200	200
100-52-52200-373	3,214	2,455	2,754	1,684	3,000	3,000	3,000	3,000	3,000	3,000
100-52-52200-374	4,686	3,528	6,075	3,275	6,240	6,240	6,100	6,100	6,100	6,100
100-52-52200-375	-	-	-	1,989	2,500	1,000	-	-	-	-
100-52-52200-371	-	-	194	-	-	-	-	-	-	-
100-52-52200-370	4,795	5,347	9,901	3,400	7,000	7,000	6,300	6,300	6,300	6,300
100-52-52200-372	5,820	5,820	7,000	1,255	12,000	12,000	46,000	46,000	39,000	39,000
100-52-52200-373	-	-	-	-	-	-	-	-	17,500	17,500
100-52-52200-374	-	-	-	-	-	-	-	-	9,000	9,000
100-52-52200-810	3,476	1,878	5,392	1,209	5,000	5,000	5,500	5,500	5,500	5,500
	<b>\$400,604</b>	<b>\$386,268</b>	<b>397,268</b>	<b>190,039</b>	<b>408,778</b>	<b>413,373</b>	<b>452,050</b>	<b>487,355</b>	<b>469,050</b>	<b>469,050</b>

	CURRENT YEAR	PROPOSED	DIFFERENCE
PERSONNEL	335,768	340,750	1%
NON-PERSONNEL	<u>77,605</u>	<u>128,300</u>	65%
TOTAL	<u>413,373</u>	<u>469,050</u>	13%

**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 21<sup>st</sup> 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 Associate's 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.

**2015 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:**

2015 Goal	Method for Measuring Success
Increase staffing of both the career and the volunteer members to provide adequate personnel to handle emergency responses and daily workload to continue to move the department forward.	By guaranteeing we have adequate staffing to provide the high level of fire protection the residents have come to expect.
Join the county wide Advanced Life Support (ALS) system to provide the closest ALS ambulance to high level ambulance calls like we received prior to moving to the paramedic level.	Join the system and actively participate in all aspects of the system. This will need to be evaluated to make sure we are not decreasing our coverage to the citizens of the City.

**GOAL ACHIEVEMENTS IN 2014:**

2014 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
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.	A list was established and two new hires were brought on board.
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.	Dane County continues to have issues with implementation of the new DaneCom radio system; it is unknown when the system will go live.
Develop a part-time firefighter/paramedic list to allow for better control of the overtime budget.	We currently have a list of three LTE FF/Paramedic personnel that help to fill open shifts. We continue to look for eligible candidates to add to the list.

**FIRE DEPARTMENT  
ACCOUNT JUSTIFICATIONS**

<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
100-52-5220-110 WAGES FULL-TIME	\$ 216,791	Includes 50% of wages for full-time Fire Chief and 6 full-time FF/Paramedics. 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	\$ 6,500	Includes 50% of leave wages for 6 full-time FF/Paramedics. Current experience times projected wage rate.
100-52-5220-119 WAGES PART-TIME	\$ 5,000	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 FF/Paramedics 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	\$ 27,000	Covers 50% of overtime (amount over base pay) for full-time FF/Paramedics. 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	\$ 19,759	Social Security at 7.65%.
100-52-5220-131 WISCONSIN RETIREMENT	\$ 29,962	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	\$ 34,638	This account provides half of the premiums for the full-time staff positions.

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
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 FF/Paramedics (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 and badges.
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	\$ 400	Includes station and cellular phones.
100-52-5220-222 WATER & SEWER UTILITIES	\$ 1,600	Based on past years.
100-52-5220-310 OFFICE SUPPLIES	\$ 500	Standard office supplies
100-52-5220-312 POSTAGE	\$ -0-	
100-52-5220-340 FIREFIGHTER SUPPLIES	\$ 3,000	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.

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
100-52-5220-350 EQUIPMENT MAINTENANCE & REPAIR	\$ 14,500	Increased based on past years. 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.
100-52-5220-373 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.
100-52-5220-374 FIRE DEPARTMENT INTERN PROGRAM	\$ 6,100	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.
100-52-5220-375 FIRE DEPARTMENT HIRING PROCESS	\$ -0-	Not needed if additional staffing is not approved.
100-52-5220-371 OUTSIDE SERVICES	\$ -0-	CAD Software, VPN software, associated maintenance for software and Air card for E4.
100-52-5220-370 FUELS & ADDITIVES	\$ 6,300	Based on past usage
100-52-5220-372 FIREFIGHTER RECRUITMENT & RETENTION	\$ 39,000	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 firefighters. \$15/drill & \$15/call
100-52-5220-373 FIRE / EMS COVERAGE	\$ 17,500	Money allocated by Council to carry out the direction of the task force for Fire/EMS coverage.

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
100-52-52200-374 FIRE LTE	\$ 9,000	Fire LTE until task force makes their recommendation.
100-52-5220-810 FIREFIGHTER EQUIPMENT	\$ 5,500	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:**

None.

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

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
<b>EMERGENCY COMMUNICATIONS</b>										
100-52-52600-110	DISPATCH SALARIES	146,845	152,949	160,812	85,158	166,000	165,816	169,962	169,962	169,962
100-52-52600-112	SHIFT DIFFERENTIAL	3,309	3,474	3,489	1,691	3,400	3,300	3,500	3,500	3,500
100-52-52600-117	LONGEVITY PAY	600	720	-	-	-	-	-	-	-
100-52-52600-118	LEAVE WAGES	4,357	5,358	6,256	1,091	6,000	5,000	6,000	6,000	6,000
100-52-52600-119	WAGES, PART TIME	18,312	19,250	21,869	11,883	22,000	20,000	22,000	22,000	22,000
100-52-52600-120	DISPATCH OVERTIME	6,490	8,025	8,614	4,280	10,000	14,000	11,000	11,000	11,000
100-52-52600-130	FICA	13,498	14,267	15,127	7,830	15,866	15,921	16,253	16,253	16,253
100-52-52600-131	WISCONSIN RETIREMENT	19,395	20,808	12,886	6,813	13,500	13,168	12,951	12,951	12,951
100-52-52600-132	LIFE & DISABILITY INSURANCE	257	80	22	11	13	300	300	300	300
100-52-52600-133	HEALTH INSURANCE	41,078	31,153	31,416	16,680	33,385	33,385	36,030	36,030	36,030
100-52-52600-134	PROFESSIONAL DEVELOPMENT	66	784	424	-	1,000	1,500	1,500	1,500	1,500
100-52-52600-135	FITNESS INCENTIVE PROGRAM	-	-	-	-	-	350	350	350	350
100-52-52600-137	UNIFROM ALLOWANCES	804	615	330	111	1,000	1,000	1,000	1,000	1,000
100-52-52600-214	CRIMINAL RECORDS CHECKS	1,624	1,764	2,317	1,057	3,000	2,300	2,300	2,300	2,300
100-52-52600-240	SERVICE CONTRACTS	57,659	64,870	63,269	55,989	68,500	68,500	69,556	69,556	69,556
100-52-52600-241	OUTSIDE SERVICES	-	-	-	-	-	-	-	-	-
100-52-52600-340	DISPATCH SUPPLIES	676	1,565	570	707	1,500	1,500	1,500	1,500	1,500
		<u>\$314,970</u>	<u>\$325,682</u>	<u>327,401</u>	<u>193,301</u>	<u>345,164</u>	<u>345,690</u>	<u>354,203</u>	<u>354,203</u>	<u>354,203</u>

	CURRENT YEAR	PROPOSED	DIFFERENCE
PERSONNEL	273,390	280,847	3%
NON-PERSONNEL	<u>72,300</u>	<u>73,356</u>	<u>1%</u>
TOTAL	<u>345,690</u>	<u>354,203</u>	<u>2%</u>

**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 2015 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:**

2015 Goal	Method for Measuring Success
Maintain part-time dispatchers with ability to fill in as needed.	Determine if accomplished.
Continue to work with the Dane County Dispatch Training Consortium and other outside opportunities to develop regularly scheduled in-service training for our Dispatchers.  When possible, include Dispatchers in Police in-service training sessions.	Determine if accomplished.
Continue to monitor progress with the proposed DaneCom radio system and the impact it will have on City of Monona communications.	Determine if accomplished.

## **SIGNIFICANT PROGRAM CHANGES:**

1. With the 2007 Operations budget, the dispatch center was authorized to add an additional full-time employee. This 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 5<sup>th</sup> 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 5<sup>th</sup> 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 2014:**

1. 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 24, 8, 7 and 4 ½ years' experience. We also were able to add another part-time dispatcher in April who has completed training and is functioning independently on shift. We now are back up to 4 part-time dispatchers.
2. We began paperless Criminal History referrals to the District Attorney's office.
3. Dispatcher Training: All dispatchers completed online pipeline training for awareness of gas lines in the area and our response. Advanced TIME training was completed by one of the part-time dispatchers. Two full time dispatchers attended a 40-hour National Association Emergency Dispatcher certification training.
4. Through our MPSIS group we have upgraded to a new system for transcribing reports called "Big Hand". We were one of the first agencies in our group to make this transition.
5. We are working through the latest TraCs upgrade process. This is the system we use to issue citations and document traffic crash reports.

## **GOALS NOT ACHIEVED IN 2014:**

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	\$ 169,962	Full-time wages for 4 dispatchers based on a 2.5% increase
100-52-52600-112 SHIFT DIFFERENTIAL	\$ 3,500	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	\$ 6,000	Wages while employees on vacation
100-52-52600-119 WAGES, PART-TIME	\$ 22,000	Part-time dispatch wages
100-52-52600-120 DISPATCH OVERTIME	\$ 11,000	Estimate of overtime
100-52-52600-130 FICA	\$ 16,253	Social Security at 7.65%
100-52-52600-131 WISCONSIN RETIREMENT	\$ 12,951	City half share of the annual Wisconsin Retirement expense; 6.8% split of the 13.6% cost
100-52-52600-132 LIFE AND DISABILITY INSURANCE	\$ 300	Estimate of life/disability insurance
100-52-52600-133 HEALTH INSURANCE	\$ 36,030	Based on actual increase
100-52-52600-134 PROFESSIONAL DEVELOPMENT	\$ 1,500	Training for dispatchers
100-52-52600-135 FITNESS INCENTIVE PROGRAM	\$ 350	Funds the fitness incentive program which rewards personnel for passing the minimum fitness standard twice a year.
100-52-52600-137 UNIFORM ALLOWANCE	\$ 1,000	For purchase and replacement of dispatch uniforms. Full-time employees get \$200 per year (4 x 200 = \$800). An additional \$200 per year was added for part-time shirts.
100-52-52600-214 CRIMINAL RECORDS CHECK	\$ 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	<p><b>\$ 69,556</b></p> <p>\$45,962</p> <p>4,000</p> <p>5,196</p> <p>2,800</p> <p>1,600</p> <p>1,440</p> <p>250</p> <p>2,250</p> <p>3,108</p> <p>1,750</p> <p>576</p> <p>624</p> <hr/> <p>\$ 69,556</p>	<p>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 2015 is \$45,962; MAPD 800 MHz Radio \$4,000; General Communications (DPW &amp; FD VHF) \$5,196; AT&amp;T phone circuits for DPW &amp; FD VHF radios (4 at Water Tower and 2 at South Town) \$2,800; AT&amp;T 911 Access Fees \$1,600; TIME quarterly \$1,440; Language Line is approximately \$250/yr; Dane County fees for CITRIX, Summit, New World, Spillman access \$2,250; DaneCom fees for 2015 are estimated at \$3,108; 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.</p>
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.

	2011	2012	2013	TO DATE	2014	2014	2015	2015	2015	
	ACTUAL	ACTUAL	ACTUAL	6/30/14	YEAR END	BUDGET	BUDGET	COMMITTEE	Proposed	ADOPTED
					ESTIMATED			BUDGET	BUDGET	BUDGET

**PUBLIC WORKS TOTAL RECAP**

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

	CURRENT	PROPOSED	DIFFERENCE
	YEAR		
PERSONNEL	432,578	458,508	5.99%
NON-PERSONNEL	<u>384,364</u>	<u>443,029</u>	<u>15.26%</u>
TOTAL	<u><u>816,942</u></u>	<u><u>901,537</u></u>	10%





	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
---	<b>ENGINEERING DEPARTMENT</b>									
---	<b>EXPENSES</b>									
100-53-53210-110	26,213	27,525	28,840	14,903	29,000	29,049	29,065	29,065	29,065	29,065
100-53-53210-119	-	-	1,070	-	-	-	-	-	-	-
100-53-53210-130	1,942	2,073	2,256	1,123	2,219	2,222	2,223	2,223	2,223	2,223
100-53-53210-131	2,228	1,624	491	1,043	2,033	2,033	1,976	1,976	1,976	1,976
100-53-53210-132	48	21	9	4	5	70	70	70	70	70
100-53-53210-133	6,105	4,112	4,618	2,191	4,300	4,385	6,818	6,818	6,818	6,818
100-53-53210-134	1,315	2,254	1,304	1,106	1,500	1,500	2,000	2,000	2,000	2,000
100-53-53210-240	1,264	2,641	12,357	2,782	5,000	5,000	5,000	5,000	5,000	5,000
100-53-53210-245	2,463	1,260	329	18	1,000	2,500	2,500	2,500	2,500	2,500
100-53-53210-310	322	94	125	25	100	200	200	200	200	200
100-53-53210-340	92	75	116	-	100	200	-	-	-	-
100-53-53210-345	-	-	-	-	-	-	-	-	-	-
100-53-53210-710	2,086	2,086	2,454	-	2,500	2,500	2,500	2,500	2,500	2,500
100-53-53210-360	-	74	-	-	150	150	150	150	150	150
100-53-53210-370	1,642	1,179	419	114	400	450	300	300	300	300
100-53-53210-900	-	-	-	-	-	-	-	-	-	-
---	<b>\$45,720</b>	<b>\$45,018</b>	<b>54,388</b>	<b>23,309</b>	<b>48,307</b>	<b>50,259</b>	<b>52,803</b>	<b>52,803</b>	<b>52,803</b>	<b>52,803</b>

	CURRENT YEAR	PROPOSED	DIFFERENCE	
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---				
---	PERSONNEL	37,759	40,153	6%
---	NON-PERSONNEL	12,500	12,650	1%
---	TOTAL	<u>50,259</u>	<u>52,803</u>	5%
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	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
<b>ROAD RELATED FACILITIES</b>										
100-53-53420-220	71,871	98,721	78,699	30,306	75,000	75,000	80,000	80,000	80,000	80,000
100-53-53420-230	8	-	4,281	-	-	-	-	-	-	-
100-53-53420-231	-	-	1,112	1,596	-	-	-	-	-	-
100-53-53420-233	21,095	18,156	21,055	3,678	20,000	19,000	19,000	19,000	19,000	19,000
	<u>\$92,974</u>	<u>\$116,877</u>	<u>105,147</u>	<u>35,580</u>	<u>95,000</u>	<u>94,000</u>	<u>99,000</u>	<u>99,000</u>	<u>99,000</u>	<u>99,000</u>
			CURRENT YEAR		PROPOSED	DIFFERENCE				
PERSONNEL			-		-	N/A				
NON-PERSONNEL			<u>94,000</u>		<u>99,000</u>		<u>5%</u>			
TOTAL			<u>94,000</u>		<u>99,000</u>		<u>5%</u>			

**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. Continuing to adequately maintain or replace the asphalt on City streets.
3. To review, monitor, and evaluate the staff and services provided by the department.
4. 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. The department hired a new Project Manager and Street Operations Foreman in 2014.
2. Engineering: No significant changes for 2015.
3. Highway & Street Administration: Increase professional development by \$1,000 for street operations foreman training.
4. Shop, Machinery & Buildings: for 2015 only, outside services includes \$4,950 to install three backflow prevention devices at the public works facility.
5. Street Maintenance & Construction: Street outside services was increased by \$24,200 to properly fund the crack fill and infra-red heat program. The safety equipment account was increased by \$1,000 based on need and account history. Street sign repair and replacement is a new account for the annual repair and replacement of street signs. \$1,300 is allocated in 2015 for retro-reflectivity meter rental. Salt purchase increased by \$7,400 based on contract price and order quantity.
6. Road Related Facilities: Increase street lighting utilities by \$5,000.
7. Forestry: Bruch collection in 2015 increases by \$1,168 based on contract. Half of this cost appears in the storm utility budget.

**GOAL ACHIEVEMENTS IN 2014:**

1. Completed over one mile of mill and overlay on City streets as part of the City's street repair program.
2. Completed concrete repairs to Femrite Drive and Roselawn intersection.
3. Completed the removal of underground fuel tanks at the public works facility.
4. Completed updates to the Official Traffic Map on the GIS program.

5. Completed the purchase of a new leaf vac truck, and new medium duty dump truck.
6. Inspected the City's sidewalk inventory and completed updates to the GIS sidewalk layer.
7. Completed sidewalk panel replacement and grinding as needed.
8. Replaced old street signs as needed throughout the City.
9. Completed retro-reflectivity measurement of all Regulatory street signs 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	\$ 42,640	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	\$ 3,262	Social Security at 7.65%
100-53-53100-131 WISCONSIN RETIREMENT	\$2,900	Wisconsin Retirement at 6.8%
100-53-53100-132 LIFE & DISABILITY INSURANCE	\$ 115	City share of life/disability insurance
100-53-53100-133 HEALTH INSURANCE	\$ 13,635	Health, vision and dental insurance
100-53-53100-134 PROFESSIONAL DEVELOPMENT	\$ 1,500	APWA membership renewal \$348; employee expenses for seminars, workshops, conferences
100-53-53100-320 PUBLICATIONS	\$ -0-	
100-53-53100-340 OPERATING SUPPLIES	\$ -0-	Office and field supplies related to engineering and construction
100-53-53100-350 EQUIPMENT MAINTENANCE & REPAIR	\$ -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	\$ 55,127	Mechanic's labor for building and equipment maintenance and repair
100-53-53200-111 SHOP SALARIES	\$ 17,577	Work done in Public Works garage by Public Works crew members
100-53-53200-120 OVERTIME	\$ 200	Estimated 30 hours
100-53-53200-130 FICA	\$ 5,577	Social Security at 7.65%
100-53-53200-131 WISCONSIN RETIREMENT	\$ 4,957	Wisconsin Retirement at 6.8%
100-53-53200-132 LIFE & DISABILITY INSURANCE	\$ 145	City share of life/disability insurance
100-53-53200-133 HEALTH INSURANCE	\$ 21,607	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-	
100-53-53200-xxx GARAGE MATERIAL & SUPPLY	\$ 7,000	Softener salt, light bulbs, copier contract, fire alarm contract, office supply, etc.
100-53-53200-350 <del>REPAIR &amp; MAINTENANCE SUPPLIES</del> VEHICLE & EQUIPMENT STOCK SUPPLY	\$12,000	All departments – oil, spark plugs, filters, belts, lubricant, etc.

**ENGINEERING**

<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
100-53-53210-110 SALARIES	\$ 29,065	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	\$ 2,223	Social Security at 7.65%
100-53-53210-131 WISCONSIN RETIREMENT	\$ 1,976	Wisconsin Retirement at 6.8%
100-53-53210-132 LIFE & DISABILITY INSURANCE	\$ 70	City share of life/disability insurance
100-53-53210-133 HEALTH INSURANCE	\$ 6,818	Health, dental and vision insurance
100-53-53210-134 PROFESSIONAL DEVELOPMENT	\$ 2,000	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 ENGINEERNG SUPPLIES	\$ 0	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	\$ 300	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	\$ 21,836	Labor for street maintenance and repair, and traffic control
100-53-53300-111 SNOW AND ICE SALARIES	\$ 28,836	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	\$ 3,100	November 1 – April 1
100-53-53300-115 ROW MAINTENANCE	\$ 14,826	Maintenance of street ROW green space areas, power wash sails, Christmas lights repair,
100-53-53300-117 LONGEVITY PAY	\$ -0-	
100-53-53300-118 LEAVE WAGES	\$ 39,793	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	\$9,248	Social Security at 7.65%
100-53-53300-131 WISCONSIN RETIREMENT	\$ 8,221	Wisconsin Retirement at 6.8%
100-53-53300-132 LIFE & DISABILITY INSURANCE	\$ 350	City share of life/disability insurance
100-53-53300-133 HEALTH INSURANCE	\$ 34,230	Health, dental and vision insurance
110-53-53300-134 PROFESSIONAL DEVELOPMENT	\$ 1,000	Seminars and training for crew
100-53-53300-137 UNIFORM ALLOWANCE	\$ 3,000	Work uniform allowances for DPW (6) \$1,920, miscellaneous gear, labeling, etc...
100-53-53300-190 OTHER PERSONNEL SERVICES	\$ 300	Department random drug screen testing,

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
100-53-53300-230 STREET OUTSIDE SERVICES	\$ 40,700	Crack filling, heat patch, \$35,000 Bridge inspection - \$1,200 Weed treatment on Blvds. - \$4,500
100-53-53300-231 MEDIAN & TERRACE MAINTENANCE	\$ 39,660	Mowing, tree trimming, mulch, for Monona Drive and Broadway (plus tree trimming funds eliminated in forestry)
100-53-53300-340 SAFETY EQUIPMENT/TESTING	\$ 2,500	Safety equipment for street operations, CDL reimbursement, annual audiograms
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	\$ 4,500	Maintenance and repair of snow and ice control equipment
100-53-53300-370 FUEL/ADDITIVES	\$ 30,000	Diesel fuel, unleaded gas, lubricants
100-53-53300-371 STREET SUPPLIES	\$ 11,000	Supplies for the program; cold patch, snow fence, signposts and gravel, digital sign repair
100-53-53300-xxx STREET SIGN REPAIR & REPLACEMENT	\$1,300	New – replacement of Regulatory and Warning street signs (MUTCD requirement) \$4,050, reflectivity meter rental \$1,400
100-53-53300-372 SNOW/ICE SUPPLIES	\$ 33,000	Salt, 440 tons at \$72.63/ton; liquid brine \$1,000
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.



**DEPARTMENT  
PROGRAM BUDGET  
ACCOUNT**

**Parks & Recreation  
Parks  
100**

**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:**

Monona parks have seen many improvements over the last several years and the challenge ahead will be able to maintain them and keep the parks beautiful for our residents to enjoy and attract new families to Monona. Staffing levels will need to be evaluated as new additions to the park system are built and priorities are redefined for use of the parks.

**LONG-TERM GOALS FOR THE DEPARTMENT:**

1. Develop comprehensive management and standard operating procedure plans for the parks. This includes detailed documentation of maintenance and repair work at shelters and playgrounds, mowing operations, and tree inventories.
2. Developed published priority system and project listing for park improvements. Beach grooming, athletic field maintenance, mowing operations, tree pruning, shelter cleaning/maintenance, playground inspection/repair.
3. Continue to coordinate projects as outlined in the Parks & Open Space Plan for improvements. Achieve efficiency in maintenance operations and provide ongoing education for parks staff.

**ACCOMPLISHMENTS IN 2014:**

1. Coordinated/Oversaw successful completion of the following projects
  - Oneida Park Shelter
  - Arrowhead Park Playground and park improvements
  - Dream Park Playground Restoration
  - Woodland Park Management Plan
  - Wyldhaven Park signage/landscaping
2. Received \$500,000 DNR Recreational Boating Facilities Grant for Lottes Park Development.
3. Completed work for \$25,000 Urban Forestry Grant at Woodland Park
4. Developed lagoon ice skating report, documented mowing schedule, weekend park round instructions, and shelter cleaning program.
5. Coordinated Parks clean-up day with 5 groups at various parks in Monona
6. Celebrated Arbor Day with Winnequah School students and planted two trees in Winnequah Park

7. Assisted setup and cleanup for special events: Candlelit Snowshoe Hike, Easter Egg Hunt, 4<sup>th</sup> of July, Sawyer Crossen Memorial Triathlon, Youth Baseball Tournament, National Night Out, Movies in the Park, Fall Festival, Holiday Lights
8. Responsible for the startup of and winterization of the following facilities:
  - Dream Park Shelter, Gazebo Irrigation, Fireman's Park Shelter, Schaefer Shelter, Ahuska Park Shelter, Schluter Park Restrooms, Oneida Park Shelter, Monona Community Pool, and bubblers at Frost Woods and Greenway.

**2015 SIGNIFICANT PROGRAM CHANGES:**

1. Create efficiency in seasonal mowing schedule to allow for more time dedicated to grooming beaches at Frost Woods and Schluter and raking seaweed from the beaches and boat launches.
2. Continue to utilize seasonal employees for cleaning/park rounds on weekends April – October.
3. Increased documentation of inspections, repairs, and service calls for creating a better picture of what parks maintenance is responsible for and how we can improve service levels.

**PARKS OPERATIONS  
ACCOUNT JUSTIFICATIONS**

<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
100-55-55200-110 PARK SALARIES	\$ 44,841	(1) FT staff to perform maintenance of parks, and Public Works time for seasonal mowing of parks, and other park projects. Also includes Community Center building maintenance time for parks duties.
100-55-55200-119 WAGES, PART-TIME	\$ 29,800	Seasonal employee wages: Seasonal mowing 1,600 hours = \$16,400 Parks weekend staff 600 hours = \$7,200 Seasonal parks maintenance 600 hours = \$7,200
100-55-55200-120 OVERTIME	\$ 3,000	Overtime as required for special events and snow removal on the lagoon for ice skating operations
100-55-55200-130 FICA	\$ 5,940	Social Security at 7.65%.
100-55-55200-131 WISCONSIN RETIREMENT	\$ 3,253	Wisconsin Retirement at 6.8%.
100-55-55200-132 LIFE & DISABILITY INS.	\$ 200	City share of life/disability insurance.
100-55-55200-133 HEALTH INSURANCE	\$ 14,651	Health, dental and vision insurance for FT and DPW allocation.
100-55-55200-134 PROFESSIONAL DEVELOPMENT	\$ -500-	Education and training to support park maintenance improvement.
100-55-55200-220 GAS & ELECTRIC UTILITIES	\$ 15,000	Gas and electric for park lighting and shelters. Increased based on new Oneida Park shelter and proposed Lottes Park restroom/lighting
100-55-5520-221 TELEPHONE	\$ 2,700	Telephone expense for fire alarm system at Fireman's Park shelter and proposed Lottes shelter. Cell phone for FT parks staff
100-55-55200-222 WATER & SEWER UTILITIES	\$ 7,000	Utilities for shelters, restrooms, and water fountains.
100-55-55200-225 STORMWATER UTILITY EXPENSE	\$ 9,000	Charges paid for City park lands to the Stormwater Utility.
100-55-55200-240 OUTSIDE SERVICES	\$ 3,400-	\$900 - Dane County Mosquito Spraying Program \$750 - MG School to Work Program \$650 - Fire Monitoring/Testing (Fireman's/Oneida) \$1,100 - Schluter/Frost Woods Beach testing
100-55-55200-312 POSTAGE	\$ -0-	

<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
100-55-55200-340 PARK SUPPLIES	\$ 13,000	Includes paper towels, toilet paper, trash bags, sand, miscellaneous parts, paint, recycling containers for park shelters, etc.
100-55-55200-350 EQUIPMENT MAINTENANCE & REPAIR	\$ 6,000	Maintenance and repair of park equipment and park maintenance equipment.
100-55-55200-351 FACILITIES MAINTENANCE & REPAIR	\$ 5,000	Maintenance and repair of park shelters, restroom facilities, equipment sheds and park equipment.
100-55-55200-370 FUEL/ADDITIVES	\$ 10,000	Lawn mower and parks truck fuel and oil.
100-55-55200-391 ENTRANCE SAILS MAINTENANCE	\$ -0-	Cleaning and sail repair costs.
100-55-55200-392 PORTABLE RESTROOMS	\$ -0-	
100-55-55200-395 GAZEBO MAINTENANCE	\$ -0-	Maintenance at the Gazebo.
100-55-55200-393 LOTES PARK PORTABLE RESTROOMS	\$ 3,000	Portable restrooms at Frost Woods, Maywood, Winnequah, and Lottes Parks.
100-55-55200-394 LAKEWEED SPRAYING	\$ 1,210	Outside services contract cost. Covers 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	\$ 10,527	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	\$ 844	Social Security at 7.65%
100-56-56110-131 WISCONSIN RETIREMENT	\$ 750	Wisconsin Retirement at 6.8%
100-56-56110-132 LIFE AND DISABILITY INSURANCE	\$ 82	City share of life/disability insurance
100-56-56110-133 HEALTH INSURANCE	\$ 3,439	Health, dental, vision insurance
100-56-56110-240 OUTSIDE SERVICES	\$ 7,500	Contract services for professional forester
100-56-56110-241 MONONA DRIVE & BROADWAY TREE TRIMMING	\$ -0-	eliminated
100-56-56110-340 FORESTRY SUPPLIES	\$ 500	Supplies for the program
100-56-56110-350 EQUIPMENT MAINT/REPAIR	\$ 2,000	Maintenance and repair of brush equipment
100-56-56110-351 RIGHT-OF-WAY TREE REMOVALS	\$ -0-	Contract services for street tree removals
100-56-56110-352 TREE REMOVALS	\$ 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	\$ 20,259	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**

**2015 Budget and Work Plan**

**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. Implement strategies listed in 2014 Strategic Plan for Community and Economic Development
- 6. Promote the Façade Improvement Program and process applications.

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

- 1. Update the 2004 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. Complete procedures manual for Planning and Zoning review process.
5. Complete update of Section 13-1-220 of the Zoning Code, Signage
6. Revise Zoning Code to rectify inconsistencies raised by the City Attorney, specifically regarding Zoning Board of Appeals authority and Conditional Use Permits.
7. Facilitate implementation of Waterfront Redevelopment Initiative near Bridge Road and Broadway and apply for grants as necessary include the Site Assessment Grant and Community Development Investment Grant

PLANNING AND COMMUNITY DEVELOPMENT  
ACCOUNT JUSTIFICATION

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
100-56-56300-110 SALARIES	\$49,356	Plus approximately 15% from CDA and TID 8 Budget.
100-56-56300-119 PART-TIME WAGES	\$12,000	Part time planning department intern.
100-56-56300-130 FICA	\$4,694	Social Security at 7.65%
100-56-56300-131 WISCONSIN RETIREMENT	\$3,356	Wisconsin Retirement at 6.8%
100-56-56300-132 LIFE & DISABILITY INSURANCE	\$190	City share of premium
100-56-56300-133 HEALTH INSURANCE	\$5,624	
100-56-56300-134 PROFESSIONAL DEVELOPMENT	\$2,400	Covers cost of planning journals, APA membership, professional conferences, and courses.
100-56-56300-340 SUPPLIES	\$600	Covers cost of planning drafting supplies, maps and miscellaneous supplies.
100-56-56300-341 LANDMARKS COMMISSION SUPPLIES	\$200	Covers costs of printing for historic tours, signs, and other special events.
100-56-56300-710 FALL FESTIVAL	\$-0-	
100-56-56300-720 COMMUNITY DEVELOPMENT / PROMOTION	\$-0-	
100-56-56300-810 GIS MAPPING	\$-0-	

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
<b>COMMUNITY DEVELOPMENT AUTHORITY</b>										
<b>REVENUES</b>										
201-46-41110-000	-	-	-	-	-	-	-	-	-	-
201-48-48110-000	6	7	5	2	4	-	-	-	-	-
201-48-48900-000	-	-	15,774	-	-	-	-	-	-	-
201-48-48900-100	-	-	-	-	-	-	-	-	-	-
201-49-49240-100	26,841	25,341	25,000	-	25,000	25,000	25,000	25,000	25,000	25,000
201-49-49240-400	-	-	-	-	25,000	85,200	59,707	59,707	59,707	59,707
201-49-49240-401	-	-	-	-	-	-	-	-	-	-
201-49-49300-000	-	-	-	-	-	-	-	-	-	-
	<u>\$26,847</u>	<u>\$25,348</u>	<u>40,779</u>	<u>2</u>	<u>50,004</u>	<u>110,200</u>	<u>84,707</u>	<u>84,707</u>	<u>84,707</u>	<u>84,707</u>
<b>EXPENDITURES</b>										
201-56-56700-200	-	13	-	-	-	-	-	-	-	-
201-56-56700-210	-	-	-	4,347	-	-	-	-	-	-
201-56-56700-213	7,226	-	768	-	5,000	40,000	5,000	5,000	5,000	5,000
201-56-56700-214	4,873	301	492	31,534	-	-	-	-	-	-
201-56-56700-312	-	-	-	-	-	-	-	-	-	-
201-56-56700-390	-	9,592	30	-	-	-	-	-	-	-
201-56-59270-100	2,840	1,651	3,450	-	5,000	39,000	39,000	39,000	39,000	39,000
201-56-59210-110	7,683	8,071	6,805	4,174	8,348	8,459	8,300	8,300	8,300	8,300
201-56-59210-130	575	607	512	315	630	647	635	635	635	635
201-56-59210-131	708	476	562	292	584	563	564	564	564	564
201-56-59210-132	20	11	3	2	4	25	25	25	25	25
201-56-59210-133	1,339	998	753	405	810	1,097	1,183	1,183	1,183	1,183
201-56-59210-210	299	9,800	6,757	-	15,000	15,000	15,000	15,000	15,000	15,000
201-56-59210-212	-	-	-	-	-	-	-	-	-	-
201-56-59210-214	-	-	-	-	-	-	15,000	15,000	15,000	15,000
201-56-58200-620	-	-	-	-	-	-	-	-	-	-
201-59-59000-900	-	-	-	-	-	-	-	-	-	-
	<u>\$25,563</u>	<u>\$31,520</u>	<u>20,132</u>	<u>41,069</u>	<u>35,376</u>	<u>104,791</u>	<u>84,707</u>	<u>84,707</u>	<u>84,707</u>	<u>84,707</u>
			<b>CURRENT YEAR</b>		<b>PROPOSED</b>		<b>DIFFERENCE</b>			
PERSONNEL			10,791		10,707				-1%	
NON-PERSONNEL			<u>94,000</u>		<u>74,000</u>				-21%	
TOTAL			<u>104,791</u>		<u>84,707</u>				-19%	

**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	\$ 59,707	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	\$ 5,000	
201-56-56700-214 LAND ACQUISITION	\$ -0-	
201-56-56700-312 POSTAGE/OFFICE SUPPLIES	\$ -0-	
201-56-56700-390 RELOCATION COSTS	\$ -0-	

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
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	\$ 8,300	Allocation of 5% of salary of City Administrator and City Planner/Community Development Coordinator.
201-56-59210-130 FICA	\$ 635	Social Security at 7.65%
201-56-59210-131 WISCONSIN RETIREMENT	\$ 564	Wisconsin Retirement at 6.8%
201-56-59210-132 LIFE & DISABILITY INSURANCE	\$ 25	
201-56-59210-133 HEALTH INSURANCE	\$ 1,183	
201-56-59210-210 MARKETING	\$ 15,000	Marketing the city
201-56-59210-212 ACCOUNTING SERVICES	\$ -0-	
201-56-59210-214 RENEW MONONA	\$ 15,000	
201-56-58200-620 INTEREST ON DEBT	\$ -0-	
201-56-59000-900 RESERVED FOR CONTINGENCIES	\$ -0-	

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
<b>COMMUNITY MEDIA</b>										
<b>REVENUES</b>										
203-46-44100-000	110,853	118,010	128,354	33,036	132,000	110,000	128,000	128,000	128,000	128,000
203-46-46700-000	38,977	35,028	35,354	-	28,682	37,383	38,000	38,000	38,000	38,000
203-46-46730-000	-	-	-	-	-	-	-	-	-	-
203-46-49300-000	-	-	-	-	-	19,214	60,990	50,289	61,880	61,880
	<u>\$149,830</u>	<u>\$153,038</u>	<u>163,708</u>	<u>33,036</u>	<u>160,682</u>	<u>166,597</u>	<u>226,990</u>	<u>216,289</u>	<u>227,880</u>	<u>227,880</u>
<b>EXPENDITURES</b>										
203-55-55370-110	50,417	49,219	49,747	12,835	36,000	50,898	51,250	51,250	51,250	51,250
203-55-55370-119	16,418	15,310	16,197	21,485	40,000	19,000	24,254	35,500	28,899	28,899
203-55-55370-130	4,952	4,449	4,956	2,456	5,661	5,347	5,776	5,776	6,131	6,131
203-55-55370-131	4,604	2,904	3,352	794	2,500	3,563	3,588	3,588	4,978	4,978
203-55-55370-132	99	26	1	1	-	100	100	100	100	100
203-55-55370-133	18,692	15,008	15,156	1,473	6,000	16,107	6,300	6,300	6,300	6,300
203-55-55370-134	150	-	-	525	700	450	900	900	900	900
203-55-55370-210	-	80	-	-	-	-	-	-	-	-
203-55-55370-211	260	260	260	-	260	300	300	300	300	300
203-55-55370-212	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300
203-55-55370-220	5,702	6,068	6,550	2,845	7,000	8,000	8,000	8,000	8,000	8,000
203-55-55370-221	-	74	176	57	125	125	125	125	125	125
203-55-55370-225	-	-	-	-	-	-	-	-	-	-
203-55-55370-310	-	-	-	-	50	50	50	50	50	50
203-55-55370-311	-	-	81	-	50	50	50	50	50	50
203-55-55370-312	-	-	-	-	-	-	-	-	-	-
203-55-55370-313	100	124	125	-	125	125	125	125	125	125
203-55-55370-340	-	-	-	-	-	-	2,000	2,000	2,000	2,000
203-55-55370-341	8,000	-	4,000	-	-	4,000	-	-	-	-
203-55-55370-510	675	675	675	675	875	675	675	675	675	675
203-55-55370-800	967	378	347	158	1,000	2,000	2,000	2,000	2,000	2,000
203-55-55370-810	2,165	21,756	4,835	24,151	49,000	35,000	97,250	97,250	97,250	97,250
203-55-55370-815	-	-	-	-	-	-	1,440	-	1,440	1,440
203-55-55370-820	-	-	-	-	-	-	2,000	-	2,000	2,000
203-55-55370-816	-	-	4,000	-	-	5,500	5,500	-	-	-
203-59-59370-810	13,007	13,007	13,007	13,007	13,007	13,007	13,007	-	13,007	13,007
203-59-59370-900	-	-	-	-	-	-	-	-	-	-
	<u>\$128,508</u>	<u>\$131,638</u>	<u>125,765</u>	<u>82,762</u>	<u>164,653</u>	<u>166,597</u>	<u>226,990</u>	<u>216,289</u>	<u>227,880</u>	<u>227,880</u>
			<b>CURRENT YEAR</b>		<b>PROPOSED</b>	<b>DIFFERENCE</b>				
PERSONNEL			95,015		97,658	3%				
NON-PERSONNEL			<u>71,582</u>		<u>130,222</u>	<u>82%</u>				
TOTAL			<u>166,597</u>		<u>227,880</u>	<u>37%</u>				

**DEPARTMENT  
PROGRAM BUDGET  
ACCOUNT**

**Community Media  
Operations  
2015**

**MISSION OF DEPARTMENT:**

Monona Community Media 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 Community Media operates Monona television primarily utilizing fees collected by the City under the Statewide Video Franchise Law.

**CHALLENGES AND OPPORTUNITIES AHEAD:**

1. The construction of an LPFM station
2. Staffing for television and radio stations
3. Increase the storytelling component of television programming
4. Creating a presence for Community Media at city center.
5. Stream live content on the internet
6. Marketing opportunities for radio station and TV station

**LONG-TERM GOALS FOR THE DEPARTMENT:**

1. To keep informed about changes in PEG Channel legislation and technology.
2. To branch out beyond television and radio in order to make information available to all Monona residents.
3. Create a Community Media presence at city center. (Community Center, Library, City Hall).
4. Establish Media Lab in Library or Community Center
5. Become fully funded outside of franchise fee payments.
6. Create Monona Community Media Services, which produces, consults and manages media projects for local organizations and companies.

**SIGNIFICANT PROGRAM, COST, AND PERSONNEL CHANGES:**

Revenue

1. Estimated revenue from AT&T Uverse and Charter Cable franchise fees: \$128,000.00. Revenue from Monona Grove School District: \$38,000.00. Fund balance applied: \$60,990.00

Expenses

1. Increase **PART-TIME WAGES** by \$3981.00, adding 6 hours per week for the Asst. Media Coordinator, (25 hours per week). This will be necessary as we begin construction of the radio station and then on-air broadcasting starting April 15<sup>th</sup>. The Asst. Media Coordinator will be stationed at the High School, with increased duties for the school and television station.
2. Increase **PROFESSIONAL DEVELOPMENT** by \$450, for additional training & membership fees, television and radio.

3. **DIGITAL RADIO TRANSMISSION FEES** \$50 monthly fee for HD radio licensing. After 5 years we will no longer pay the fee (\$600 annually until 2020). In addition, we will also have a \$70 monthly fee for a 4G wireless hotspot to be utilized for remote broadcasts, (\$840 annually).
4. **MUSIC LISENCING** \$2000.00 Estimate based on broadcasting & streaming rights. It will be important that our licensing covers radio & television.
5. **STUDIO & PROGRAM DEVELOPMENT** \$2000.00 for creating programming, strong volunteer base, and overall awareness of new radio station. This will include, bumper stickers, shirts, banners, etc..for volunteers, live remotes and giveaways.

**GOALS FOR 2015:**

2015 Goals	Status
The continuation and development of community and school-based programs for distribution into the community. Strong storytelling.	Currently working on "My Monona." Video profiles highlighting local businesses.
Create content that can be broadcast on both radio & television	Working on forming programs & operation committee for radio station. Planning equipment needs for broadcasting studio radio shows, live on television.
Add Community Media presence to city center	Radio station construction
Provide video production classes to community members	Pre-production
Increase marketing effort for Community Media	Creating marketing committee for radio station. Facebook page is up at 135 likes.

**GOALS NOT ACHIEVED: Not Applicable**

**COMMUNITY MEDIA  
ACCOUNT JUSTIFICATIONS**

**REVENUES**

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
203-46-44100-000 FRANCHISE FEES	\$ 128,000	Estimated franchise fees
203-46-46700-000 OTHER REVENUE	\$ 38,000	Contract agreement with MGSD
203-46-46730-000 ROOM RENTALS	\$ -0-	Distance learning ended in June 2009.
203-46-49300-000 FUND BALANCE APPLIED	\$ 61,880	Used for LPFM station construction and capital budget

**EXPENDITURES**

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
203-55-55370-110 WAGES	\$ 51,250	Media Coordinator.
203-55-55370-119 WAGES, PART-TIME	\$ 28,899	Asst. Media Coordinator & Part-time Operations Technicians
203-55-55370-130 FICA	\$ 6,131	
203-55-55370-131 WISCONSIN RETIREMENT	\$ 4,978	Wisconsin Retirement at 6.8%
203-55-55370-132 LIFE & DISABILITY	\$ 100	Estimated amount
203-55-55370-133 HEALTH INSURANCE	\$ 6,300	Estimated amount for Media Coordinator, (health insurance coverage declined at this time).
203-55-55370-134 PROFESSIONAL DEVELOPMENT	\$ 900	Memberships, Conferences and SBE Certifications
203-55-55370-210 LEGAL	\$ -0-	Legal services moved to General Fund in 2009.
203-55-55370-211 CONSULTING FEES	\$ 300	
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 and work related print outs.
203-55-55370-312 POSTAGE	\$ -0-	
203-55-55370-313 WEB PAGE DEVELOPMENT	\$ 125	Possibly costs associated with web streaming
203-55-55370-340 STUDIO AND PROGRAM DEVELOPMENT	\$ 2,000	Marketing efforts and training courses offered to community
203-55-55370-341 STUDIO MAINTENANCE	\$ 0	No longer applicable for 2015
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
203-55-55370-810 EQUIPMENT	\$ 97,250	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.
203-55-55370-815 RADIO TRANSMISSION	\$ 1,440	
203-55-55370-820 MUSIC LICENSE	\$ 2,000	
203-55-55370-816 NEW TRANSMISSION METHODS	\$ -0-	
203-59-59370-810 TRANSFER TO GENERAL FUND	\$ 13,007	
203-55-55370-900 CONTINGENCY	\$ -0-	



	2011	2012	2013	TO DATE	2014	2014	2015	2015	2015	2015
	ACTUAL	ACTUAL	ACTUAL	6/30/14	YEAR END ESTIMATED	BUDGET	BUDGET	COMMITTEE BUDGET	Proposed BUDGET	ADOPTED BUDGET
202-55-57610-850	-	-	-	-	-	-	-	-	-	-
202-55-57610-851	-	-	-	4,232	4,231	4,000	-	-	-	-
202-55-55110-819	2,253	1,944	1,709	596	1,300	2,300	2,000	2,000	2,000	2,000
202-55-55110-851	-	16,253	5,312	17,082	-	-	-	-	-	-
202-55-59210-100	-	-	-	-	-	-	-	-	-	-
202-55-59210-212	4,500	4,500	4,500	-	4,500	4,500	4,500	4,500	4,500	4,500
202-55-59210-510	11,000	11,000	11,000	-	11,000	11,000	11,000	11,000	11,000	11,000
	\$648,289	\$663,138	699,325	367,338	710,595	723,409	728,119	752,832	748,713	748,713
								4,119		

	CURRENT YEAR	PROPOSED	DIFFERENCE
PERSONNEL	493,250	519,283	5%
NON-PERSONNEL	230,159	229,430	0%
TOTAL	<u>723,409</u>	<u>748,713</u>	3%

**LIBRARY  
FUND SUMMARY**

PROPERTY TAXES		442,286	462,786	462,786	462,655	477,963	502,676	498,557	
TRANSFER FROM GENERAL		-	-	-	-	-	-	-	
subtotal		442,286	462,786	462,786	462,655	477,963	502,676	498,557	
OTHER REVENUES		<u>255,079</u>	<u>8,128</u>	<u>254,892</u>	<u>260,754</u>	<u>250,156</u>	<u>250,156</u>	<u>250,156</u>	
TOTAL REVENUES		697,365	470,914	717,678	723,409	728,119	752,832	748,713	
EXPENDITURES			699,325	367,338	710,595	723,409	728,119	752,832	748,713

**DEPARTMENT  
PROGRAM BUDGET  
ACCOUNT 202**

**Library  
Library Operations  
2015**

**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 2015. 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 planning for new, low-cost offerings.

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.

3. *Expand Children's literacy outreach with launch of 1000 Books Before Kindergarten program*

The Library will launch the 1000 Books Before Kindergarten program in January 2015. The aim of the program is to foster early literacy by having children been read at least 1000 books by the time they enter school. Research continuously reinforces how important early literacy is for students' eventual success in school; the Library will seek to continue to build upon our current efforts in this area with this program and associated programming.

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 have helped 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 falling circulation have affected available funding for other Dane County libraries. **2015 will see a drop in county aid by \$8,000 and we anticipate a greater decrease in 2016.**

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 hosted three fundraisers in 2014 that raised over \$14,000 to assist with small projects.

**DEPARTMENT 2015 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:**

2015 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.
Launch 1000 Books Before Kindergarten program	Determine number of participants and programs associated with the initiative
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 e-book 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. Explore feasibility of a third-party café vendor for renovated entryway.	Reduced costs on building maintenance. The extent of our gardens will increase again. Complete furniture replacement project. Issue an RFP for café space.
Provide more literacy and computer literacy programs, and market unique appointment-based reference and information services as well as online tutoring services.	Compare statistics on an annual basis.
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 double-down on our commitment to children's programming and support for young families.
- 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 2014:**

- *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 strong participation in our Summer Reading Program even during summer construction*

The Library takes seriously its role as an educational institution by providing services and programs for children and their families during the summer. Over 1,100 people of all ages participated again this summer – our fourth consecutive year above 1,000 participants.

- *The Library successfully raised \$14,000 in three fundraising events for the Friends of the Library.*

- *We completed a successful renovation to our entryway on time and on budget.*

- *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 staffers 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 2014:**

1. An updated Strategic Planning process was not undertaken.

**SERVICE CONTRACT EXPENSES:**

**Library Service Contracts 2014 vs. 2015**

<b>Service Contracts Account #202-55-55110-240</b>	<b>Description</b>	<b>2014 Amount</b>	<b>2015 Amount</b>
Automatic Entrances	main entrance	270.00	270.00
Bibliotheca	sorter & self-checks	5,927.74	6,224.00
CleanPower	cleaning services	22,856.16	23,902.00
Corporate Business Systems	public copier	275.00	257.00
Gordon Flesch	work room copier	400.00	1,232.00
Illingworth-Kilgust	HVAC	6,983.00	7,192.00
Schumacher	elevator	428.54	432.00
SimplexGrinnell	fire protection	3,972.00	4,369.00
Wisconsin Elevator Inspection Fee	annual inspection	150.00	150.00
WI Dept of Safety	elevator license	100.00	100.00
<b>TOTAL:</b>		<b>\$ 41,362.44</b>	<b>\$ 44,128.00</b>

LIBRARY 2015  
ACCOUNT JUSTIFICATION

**REVENUES**

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
202-46-41110-000 GENERAL PROPERTY TAXES	\$ 498,557	Total increase in City's appropriation to maintain current library program and off-set county funding decrease.
202-46-43720-000 COUNTY AID FOR LIBRARIES	\$ 199,799	Estimated Dane County aid for operations based on projections provided by Dane County. Down \$7,000 from 2014.
202-46-43730-000 COUNTY AID FOR LIBRARY FACILITIES	\$ 35,757	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	\$ 6,500	Based on 2014 estimated circulation and revenue.
202-46-46730-000 ROOM RENTALS	\$ 2,400	Based on anticipated 2014 receipts.
202-46-48900-100 VENDING MACHINES	\$ 2,700	Estimated collection from vending machines to offset products purchased (see expenditures).

**EXPENDITURES**

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
202-55-55110-110 LIBRARY STAFF SALARIES	\$ 312,459	Library Director, six professional staff members, and Union employee.
202-55-55110-112 SHIFT DIFFERENTIAL	\$ -0-	The Library Board has eliminated shift differentials.
202-55-55110-119 WAGES PART-TIME	\$ 106,609	Part-time library assistants and pages, including seasonal and outdoor summer help.
202-55-55110-130 FICA	\$ 32,059	Estimate based on 2014 salaries and wages
202-55-55110-131 WISCONSIN RETIREMENT	\$ 21,924	Estimate based on eligible salaries to the Wisconsin Retirement System
202-55-55110-132 LIFE AND DISABILITY INSURANCE	\$ 375	Based on staff participation.

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
202-55-55110-133 HEALTH INSURANCE	\$ 45,857	Estimate based on eligible staff participation.
202-55-55110-134 PROFESSIONAL DEVELOPMENT	\$4,000	Knowledge workers need on-going training to meet community expectations. Decrease from 2013.
202-55-55110-220 GAS AND ELECTRIC UTILITIES	\$ 34,650	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	\$ 2,000	Based on actual costs experienced in 2014.
202-55-55110-222 WATER AND SEWER UTILITIES	\$ 2,600	Based on estimated costs.
202-55-55110-240 SERVICE CONTRACTS	\$ 44,128	Cleaning services, HVAC, RFID equipment, elevator, fire suppression, copiers & printers, windows, and landscape.
202-55-55110-241 SCLS MEMBERSHIP & SERVICE PAYMENT	\$ 40,223	Cost set by shared membership and services agreement with South Central Library System
202-55-55110-310 OFFICE SUPPLIES	\$ 5,000	Processing of new materials as well as traditional office expenses are paid out of this line.
202-55-55110-312 POSTAGE	\$ 200	Reflects 2014 expenses.
202-55-55110-340 JANITORIAL SUPPLIES	\$ 2,250	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 2014 and anticipated repair of equipment.
202-55-55110-351 BUILDING MAINTENANCE & REPAIR	\$ 8,000	Based on expenses in 2014 and anticipated repair of equipment.
202-55-55110-390 OTHER SUPPLIES/EXPENSES	\$ 300	
202-55-55110-809 PERIODICALS	\$ 4,500	Magazines and newspapers in print
202-55-55110-810 AV & SOFTWARE	\$ 14,000	All DVDs, Books on CD, music CDs and gaming software for all age levels. Decrease from 2014 to reflect falling circulation and prices.

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
202-55-55110-811 ADULT BOOKS	\$ 17,000	Fiction and non-fiction.
202-55-55110-812 CHILDREN'S BOOKS	\$ 10,250	
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	\$ 3,079	Monona contributes to the statewide contract to provide electronic books for all state residents.
202-55-55110-819 VENDING MACHINE EXPENSE	\$ 2,000	Cost of products for vending machine. Pass through since we (usually) show profit on revenue side.
202-55-57610-851 TECHNOLOGY ENHANCEMENTS	\$ -0-	N/A
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 celebrate a wedding reception, family reunion, party, or class reunion. It's 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 challenge of the Monona Community Center is to accommodate the different uses of the building for night and weekend use along with balancing primary use of the Monona Senior Center and increase in their programming along with an increase of programming by the Recreation Department. There are many classes/activities that are scheduled back-to-back, and the layout of the building is not accommodating for people who are waiting for an activity or would like to socialize after a program/event. Facility rentals are on a downward trend and age/appearance of the building, capacity of the Main Hall, and additional services that are not provided are probable reasons for the decline in rental revenue, especially for weekend rentals. A decision regarding the long term plan for the building should be made as soon as possible.

**LONG-TERM GOALS FOR THE DEPARTMENT:**

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

**ACCOMPLISHMENTS IN 2014:**

1. Developed interactive city website interface to allow for greater communication between prospective renters and staff.
2. Hosted community Lil' Badger consignment sales, multiple city special events, and non-profit fundraisers and programs.

**2015 SIGNIFICANT CHANGES:**

1. Finalize new agreement for bar services which includes developing a mobile bar and securing the existing bar for additional storage.
2. Provide training for existing staff on safe, more efficient cleaning methods.

**COMMUNITY RECREATION SERVICES - COMMUNITY CENTER**

**ACCOUNT JUSTIFICATIONS**

**REVENUES**

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
204-46-41110-000 GENERAL PROPERTY TAXES	\$ 144,874	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 CC 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**

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
204-55-55140-110 SALARIES	\$ 90,791	Park and Recreation Director (46%) AM part-time Office Assistant (50%) Maintenance Worker 2 (100%) Lead Maintenance Worker (20%) Recreation/Aquatic Supervisor (15%) PM part-time Office Assistant (25%)
204-55-55140-111 OTHER PERSONNEL SERVICES	\$ -0-	Will cover special services performed by the Public Works Department at the Community Center.
204-55-55140-112 SHIFT DIFFERENTIAL	\$ 850	\$0.50 per hour increase 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	\$ 7,355	Social Security at 7.65%.

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
204-55-55140-131 WISCONSIN RETIREMENT	\$ 6,538	City Share of Wisconsin Retirement. Employee Share is 6.8% for FT employees, 6.8% for PT assistant.
204-55-55140-132 LIFE AND DISABILITY INSURANCE	\$ 125	City share of premiums.
204-55-55140-133 HEALTH INSURANCE	\$17,866	Full coverage for Maintenance Worker 2, 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/clothing allowance for maintenance staff.
204-55-55140-220 GAS AND 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 phone.
204-55-55140-222 WATER AND SEWER UTILITIES	\$ 3,000	Water and sewer charges based on 2012 actual and 2013 estimated.
204-55-55140-240 SERVICE CONTRACTS	\$ 7,500	\$500 copier service contract \$1,700 elevator service \$1,000 fire and smoke alarm and monitoring \$450 for automatic door openers \$3,300 HVAC \$550 state inspections/fire extinguishers
204-55-55140-310 OFFICE SUPPLIES	\$ 1,300	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	\$ 2,500	Includes cleaning supplies, paper products, small equipment as needed.
204-55-55140-350 EQUIPMENT MAINT/REPAIR	\$ -0-	Expense moved to Building Maint/Repair
204-55-55140-351 BUILDING MAINT/REPAIR	\$ 4,000	Repair and maintenance costs to the Community Center including grounds.

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
204-55-55140-352 ADVERTISING	\$ 400	Yellow Pages ad for the Community Center and Senior Center - \$200. Herald-Independent ad - \$200

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
<b>RECREATION</b>										
<b>REVENUES</b>										
204-46-41110-000	-	37,660	41,627	41,656	41,656	41,656	48,018	48,018	48,018	48,018
204-46-46720-200	46,626	49,604	48,704	32,729	63,000	63,000	63,000	63,000	63,000	63,000
204-46-46720-210	16,025	20,843	13,026	8,471	16,000	18,000	18,000	18,000	18,000	18,000
204-46-46720-220	13,974	16,431	23,153	18,098	18,812	23,000	23,000	23,000	23,000	23,000
204-46-46720-230	8,574	7,958	6,734	-	-	-	-	-	-	-
204-46-46720-260	9,427	14,345	14,635	8,754	13,500	13,000	13,000	13,000	13,000	13,000
204-46-46720-240	-	-	-	-	-	-	-	-	-	-
204-46-46720-241	-	1,093	1,152	944	1,350	1,300	1,300	1,300	1,300	1,300
204-46-46720-250	1,260	1,500	390	660	1,200	1,200	1,200	1,200	1,200	1,200
204-46-46720-251	-	-	2,888	3,513	10,400	14,000	12,000	12,000	12,000	12,000
204-46-46720-252	-	-	12,805	5,905	18,000	15,000	19,000	19,000	19,000	19,000
204-46-49210-000	-	-	-	-	-	-	-	-	-	-
	<b>\$95,886</b>	<b>\$149,434</b>	<b>165,114</b>	<b>120,730</b>	<b>183,918</b>	<b>190,156</b>	<b>198,518</b>	<b>198,518</b>	<b>198,518</b>	<b>198,518</b>
<b>EXPENDITURES</b>										
204-55-55300-110	30,774	32,003	33,330	19,718	39,436	40,203	41,209	41,209	41,209	41,209
204-55-55300-111	-	-	-	-	-	-	-	-	-	-
204-55-55300-112	-	-	-	-	-	-	-	-	-	-
204-55-55300-119	46,802	50,995	53,473	17,528	53,700	55,090	56,467	56,467	56,467	56,467
204-55-55300-130	5,414	5,721	5,931	2,692	7,125	7,290	7,472	7,472	7,472	7,472
204-55-55300-131	2,663	1,606	597	1,104	2,208	2,814	2,802	2,802	2,802	2,802
204-55-55300-132	63	13	5	3	3	50	50	50	50	50
204-55-55300-133	5,282	5,973	6,031	3,203	6,000	6,408	6,918	6,918	6,918	6,918
204-55-55300-134	705	734	551	657	1,312	1,000	1,000	1,000	1,000	1,000
204-55-55300-214	8,566	12,518	11,037	7,934	10,250	11,000	11,000	11,000	11,000	11,000
204-55-55300-312	-	-	-	-	-	-	-	-	-	-
204-55-55300-340	24,343	21,773	18,336	8,248	19,000	19,000	20,000	20,000	20,000	20,000
204-55-55300-341	6,356	12,565	12,269	7,322	10,855	12,000	12,000	12,000	12,000	12,000
204-55-55300-342	2,225	3,328	1,504	275	1,500	1,500	1,600	1,600	1,600	1,600
204-55-55300-343	436	661	-	-	-	-	-	-	-	-
204-55-55300-344	32	-	-	-	-	-	-	-	-	-
204-55-55300-345	-	-	-	-	-	-	-	-	-	-
204-55-55300-346	2,522	7,040	7,546	5,011	8,000	7,500	8,000	8,000	8,000	8,000
204-55-55300-347	-	-	8,028	4,014	9,000	11,000	11,000	11,000	11,000	11,000
204-55-55300-348	-	-	15,285	3,560	15,000	14,300	19,000	19,000	19,000	19,000
204-55-55300-370	-	-	-	407	1,500	1,000	-	-	-	-
204-55-59210-100	-	-	-	-	-	-	-	-	-	-
	<b>\$136,183</b>	<b>\$154,930</b>	<b>173,923</b>	<b>81,676</b>	<b>184,889</b>	<b>190,155</b>	<b>198,518</b>	<b>198,518</b>	<b>198,518</b>	<b>198,518</b>
			<b>CURRENT</b>		<b>PROPOSED</b>	<b>DIFFERENCE</b>				
			<b>YEAR</b>							
PERSONNEL			111,855		114,918	3%				
NON-PERSONNEL			<u>78,300</u>		<u>83,600</u>	<u>7%</u>				
TOTAL			<u>190,155</u>		<u>198,518</u>	4%				

**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 that will benefit everyone.
2. Meeting the recreational needs of a changing demographic with more young families moving into and around Monona. Keeping programs affordable while maintain quality by focusing on curriculum and retaining quality staff.

**LONG-TERM GOALS FOR THE DEPARTMENT:**

1. Develop a private/public partnership for a Community Recreation Center to replace the existing Community Center in order to provide additional program offerings to the community within the next 15 years.
2. Increase revenue from special events to help offset/reduce operating cost tax levy by 5%.
3. Increase participation in core programs (youth dance, flag football, basketball, baseball, and soccer) by 10% annually).

**ACCOMPLISHMENTS IN 2014:**

1. Coordinated with multiple organizations to produce the Candelit Snowshoe Hike, which drew over 1,500 people.
2. Organized multiple special events (Hoot Hoot Hustle, MGBMA Chili Cook-Off, Madison/Monona Lioness Craft Fair, and Monona Pie Party into Monona Fall Festival weekend.
3. Successfully organized and produced additional special events: Easter Egg Hunt & Breakfast, Sawyer Crossen Memorial Triathlon, Mulligans Fore Monona, National Night Out, Movies in the Park, Halloween Spooktacular, and Breakfast with Santa.
4. Organized a new holiday tree lighting ceremony at the Winnequah Park Gazebo.
5. Saw a 10% participation increase in youth basketball, flag football, and soccer programs.
6. Offered ice skate/snowshoe rental and concessions at Dream Park Shelter for skating on the lagoon for the winter season.
7. New programs include youth instructional volleyball, facepainting, adult boomers fitness and adult PiYo. Added weekend option for our tumbling program.
8. Hosted NFL Flag Football tournament with over 20 teams from various communities.

**2015 SIGNIFICANT PROGRAM CHANGES:**

1. A \$2 per program increase across the board for all programs to cover operational costs.
2. Addition of an ice skating special event.
4. Develop and implement an athletic field use policy for all existing and new sanctioned groups wishing to use city facilities with a fee schedule for all groups.
5. Addition of an adult pickle ball league at Winnequah Park tennis courts (pending capital budget approval.)

**PARK AND RECREATION DEPARTMENT - RECREATION SERVICES**  
**ACCOUNT JUSTIFICATION**

**RECREATION REVENUES**

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
204-46-41110-000 GENERAL PROPERTY TAXES	\$ 48,018	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.
204-46-46720-241 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	\$12,000	Athletic Field Rental Fees - \$8,000 Tennis Court Rental Fees - \$4,000
204-46-46720-252 SPECIAL EVENT REVENUE	\$19,000	Sponsorship and concession revenue for the following Special Events Candlit Snowshoe Hike - \$1,000 Easter Egg Hunt - \$1,500 Fall Festival - \$7,500 Halloween Spooktacular - \$500 Hoot Hoot Hustle - \$7,500 Breakfast with Santa - \$1,000

**EXPENDITURES**

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
204-55-55300-110 ADMINISTRATIVE SALARIES	\$ 41,209	27% of Park & Rec. Director salary 20% of Morning Office Assistant 35% of Rec/Aquatic Supervisor 50% of Afternoon Office Assistant
204-55-5530-119 WAGES, PART-TIME	\$ 56,467	<b>Youth Recreation: \$43,000</b> Youth Dance – \$9,000 Youth Baseball - \$5,100 Flag Football - \$1,100 Youth Soccer - \$2,000 Youth Basketball - \$3,800 Summer Rec Staff - \$14,500 Fall/Spring Youth Rec Staff - \$2,500 Winter Youth Rec Staff - \$2,000 Special Events Staff - \$3,000 <b>Adult Recreation: \$13,000</b> Yoga - \$7,500 Zumba - \$1,500 Other Adult Fitness - \$4,000
204-55-55300-130 FICA	\$ 7,472	Social Security at 7.65%.
204-55-55300-131 WISCONSIN RETIREMENT	\$ 2,802	Wisconsin Retirement at 6.8% for full-time, permanent employees and 6.8% for part-time, permanent employees.
204-55-55300-132 LIFE AND DISABILITY INSURANCE	\$ 50	City share of premiums.
204-55-55300-133 HEALTH INSURANCE	\$ 6,918	27% of P&R Director's coverage 35% of Rec/Aquatic Supervisor coverage
204-55-55300-134 PROFESSIONAL DEVELOPMENT	\$1,000	50% Membership in WPRA for Director and Supervisor - \$130 and fees for attending state conference. - \$670
204-55-55300-214 CONTRACTED SERVICES	\$ 11,000	Expenses for contracted recreation programs including MG Sport Camps and MG/McFarland Youth Wrestling
204-55-55300-312 POSTAGE	\$ -0-	Postage for all recreation programs.
204-55-55300-340 YOUTH RECREATION EXPENSES	\$ 20,000	Summer Program equipment ,supply, marketing costs: \$10,000 Fall/Winter/Spring Program equipment/supply/ marketing costs: \$10,00
204-55-55300-341 YOUTH BASEBALL/SOFTBALL PROGRAM	\$ 12,000	Equipment and uniform expense. Uniforms/T-Shirts/Hats - \$8,000 Equipment/balls - \$4,000

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
204-55-55300-342 ADULT RECREATION EXPENSES	\$ 1,600	Bus cost for field trips, admission entrance fees, exercise class equipment expense.
204-55-55300-343 YOUTH SOCIAL/CULTURAL PROGRAMS	\$-0-	Expense now in Youth Recreation Expenses
204-55-55300-344 TENNIS PROGRAM	\$-0-	Expense now in Youth Recreation Expenses
204-55-55300-345 CANOE/ KAYAK	\$ - 0	Canoe/Kayak rack expenses – printing of stickers and replacement of rubber on racks. Expense now under office supplies
204-55-55300-346 ACTIVE NETWORK FEES	\$ 8,000	Transaction fees for using online registration software ActiveNet.
204-55-55300-347 PARK FIELD MAINTENANCE	\$11,000	\$8,000 - topdressing athletic fields \$750 - field lining material \$1,000 - baseball diamond mix. \$1,250 - grass seed for overseeding
204-55-55300-348 SPECIAL EVENTS EXPENSE	\$19,000	Expenditures to run the following Special Events Candlit Snowshoe Hike - \$1,000 Easter Egg Hunt - \$1,800 Fall Festival - \$10,000 Halloween Spooktacular - \$600 Hoot Hoot Hustle - \$4,500 Breakfast with Santa - \$1,100



**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 2015:**

1. **MySeniorCenter ELECTRONIC ATTENDANCE:** The electronic attendance system has been a welcome addition to the Senior Center. Participants are willingly using their key tags and getting into a routine of bringing their tag each time they come. Staff has spent much time learning the statistical part of the system and making it work for us. One challenge is that we started using the system in the middle of the year so we are having to blend the old system and the new system to obtain accurate year-to-date numbers. Financially, we are asking for an additional \$1,900 for the annual maintenance fee to keep this system updated and supported.
2. **SCHOLARSHIP REQUESTS:** Requests for scholarships for seniors to attend programs we offer have remained steady from last year to this.
3. **SPACE LIMITATIONS:** We continue to be grateful for the use of Community Center and Library space to supplement our space needs. Staff deals with many “room shuffling” situations where we need to cancel a class here or move a class there to accommodate other programs needing the space. This is not only confusing to our participants but hard to keep up with for maintenance, staff and volunteers. We have requests for new groups to meet but no space available for them. Groups that need to share space with another group have a difficult time hearing with all the outside noise, but there are few alternatives for them.
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. The Friends had a very successful programming year. They fully funded their Swing into Spring event with donations of over \$1,200; they added a fourth concert to the Summer Concert series which was fully funded by business donations totaling over \$2,800; and they received a \$1,000 grant from the Ejev Foundation to support a fall lecture series at the Center. *In addition, the Friends Group pays the City of Monona over \$1,000 from membership dues to offset the operating budget.* The support of this group to the Senior Center, our taxpayers and our community is greatly appreciated.
5. **CONTINUED STRONG 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.
7. **TRANSPORTATION NEEDS INCREASING:** RSVP (Retired Senior Volunteer Program) demand in increasing. I reported a 37% increase in riders from 2012 to 2013 and the increase continues into 2014. Please see their budget request for additional details.
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:

- **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 2015. (Ongoing/2015)
- **Goal:** Explore additional capabilities of the MySeniorCenter program to enhance our utilization of this powerful technology and increase staff efficiency. **Objective:** Research and consider utilization of at least one additional feature of the MySeniorCenter system in 2015.
- **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/2015).

## **SIGNIFICANT PROGRAM, COST, AND PERSONNEL CHANGES:**

- MySeniorCenter program maintenance fee of \$1,900.
- RSVP – In 2014, the dramatic rise in demand for service in Monona increased the reimbursement budget by \$1,200. The 2015 budget is based on the same level of service as 2014 with a 2% salary increase for the ride scheduler. In an effort to keep costs down, effective Oct. 1, 2014, driver mileage reimbursement rate was reduced 3 cents per mile to 51 cents per mile.
- EMMCA – is requesting a 3% increase in their budget to allow for small salary increases for staff and to cover the rising insurance costs.
- Potential Personnel Changes – As of the preparation of this budget, it is unknown how long Mavis Conrad, Senior Center Project Assistant, will be out of the office. As more information becomes available, we will be better able to plan for the future of this position.

## **ANALYSIS OF PROPOSED BUDGETS:**

**2015 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) and the new line item for Maintenance Fee – Electronic Attendance System.

## **GOAL ACHIEVEMENTS IN 2014:**

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 2014.

This year, I worked in collaboration with the Friends of the Monona Senior Center for grant requests. Because they are a 501(c)3 tax exempt organization, there are more grant opportunities available to them. With the launch of the new software this year, I was unable to work on any additional grants.

2. **Goal:** Launch MySeniorCenter electronic attendance system with a positive light on the advancement of technology at our Center. **Objective:** Install in April 2014 and have at least 300 people registered by December 2014.

This goal will be achieved by June 2014 due to logistics of building a cabinet to protect the touchscreen. As of September 19, there are 5,664 duplicated and 750 unduplicated attendance occurrences documented on the system and 543 key tags have been assigned so far. This far exceeds the 300 we were hoping to achieve by December.

3. **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.

Two formal presentations I did not accomplish. I did give a brief update at a morning Chamber of Commerce meeting and hope to have another opportunity before the end of the year to present at a Senior Housing facility.

**EXPLANATION OF SENIOR CENTER BUDGET INCREASES:**

204-55-55310-110	Senior Center Personnel	Increase of \$2,253	2.5% ↑
204-55-55310-214	Contracted Senior Services	Increase of \$1,243	3% ↑
204-55-55310-342	Home Chore	Increase of \$160	3%↑
	Electronic Attendance Maintenance Fee	Increase of \$1,900	
204-55-55310-345	RSVP*	Increase of \$1,200	19%↑

**MONONA DRIVER SERVICES 2015:**

\*The RSVP funding is asking for a large increase; but even with the increase, funding this program is an excellent value. In 2015, \$7,323 would provide for nearly 500 rides for seniors.

	Monona 2014 Request Amended	Monona 2015 Request	Dane County Support	Total 2015
Salaries				
- Asst. Ride Scheduler	3,091	3,153		3,153
- Ride Scheduler			2,869	2,869
Payroll Taxes/ Fringe Benefits (27.5% of salaries)	848	867	789	1,656
Supplies/Printing	180	180		180
Audit	200	200		200
Telephone	170	170	366	536
Local Travel	90	90		90
Reimbursement to Drivers 5,222 Miles @ \$0.51/Mile	2,820	2,663		2,663
Administrative Expenses 5,222 Miles @ \$0.44/Mile			2,298	2,298
<b>TOTAL</b>	<b>\$ 7,399</b>	<b>\$ 7,323</b>	<b>\$ 6,322</b>	<b>\$ 13,645</b>
<p><b>*NOTE FOR 2015</b>            In 2014, the dramatic rise in demand for service in Monona increased the reimbursement budget by \$1,200. This budget is based on the same level of service as 2014 with a 2% salary increase for the ride scheduler. Effective 10/1/14 driver mileage reimbursement rate was reduced 3 cents per mile to 51 cents per mile.</p>				

SENIOR SERVICES 2015  
ACCOUNT JUSTIFICATIONS

**REVENUES**

<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
204-46-41110-000 GENERAL PROPERTY TAXES	\$ 175,613	Amount needed to subsidize Senior Center
204-46-43570-000 CULTURE/RECREATION GRANT	\$ 3,861	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	\$ 10,000	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**

<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
204-55-55310-110 ADMINISTRATIVE SALARIES	\$ 66,610	Senior Center Director's salary
204-55-55310-119 WAGES, PART-TIME	\$ 30,148	Includes 988 hours (19 hours/week) for two (2) project assistants, Mavis Conrad at \$15.89 per hour and Lori Chapman at \$14.34 per hour
204-55-55310-130 FICA	\$ 7,402	Social Security at 7.6%
204-55-55310-131 WISCONSIN RETIREMENT	\$ 6,773	Wisconsin Retirement at 6.8%
204-55-55310-132 LIFE AND DISABILITY INSURANCE	\$ 110	City share of premiums
204-55-55310-133 HEALTH INSURANCE	\$ 6,359	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	\$ 42,693	Case management services.
204-55-55310-310 OFFICE SUPPLIES	\$ 1,700	Copy machine service contract \$279, printer ink, paper and other office supplies.

<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
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.
204-55-55310-347 MAINTENANCE FEE – ELECTRONIC ATTENDANCE SYSTEM	\$ 1,900	Includes updates to software, access to technical support, nightly database backups and periodic web-based refresher training.
204-55-55310-346 SENIOR TRANSPORTATION	\$ -0-	Transportation to Monona Farmers' Market: DISCONTINUED.
204-55-55310-342 PROGRAM DEVELOPMENT (Home Chore)	\$ 5,510	Request from Coalition for coordination of home chore services.
204-55-55310-343 TRANSPORTATION	\$ 3,861	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	\$ 7,399	RSVP (Retired Senior Volunteer Program) ride scheduler at \$3,091, mileage reimbursement for volunteer drivers at \$1,620, and office expenses.

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
<b>OUTDOOR SWIMMING POOL</b>										
<b>REVENUES</b>										
204-46-41110-000	-	58,455	63,514	66,671	66,671	66,671	83,121	83,121	83,121	83,121
204-46-46730-100	36,170	42,366	34,278	27,353	31,752	39,000	35,000	35,000	35,000	35,000
204-46-46730-110	61,190	64,056	47,059	10,658	45,029	62,000	55,000	55,000	55,000	55,000
204-46-46730-120	19,375	22,899	17,545	5,849	17,521	20,000	20,000	20,000	20,000	20,000
204-46-46730-130	14,987	17,571	19,160	3,006	20,089	20,000	20,000	20,000	20,000	20,000
204-46-46730-140	38,946	42,689	43,485	34,655	46,051	47,500	47,500	47,500	47,500	47,500
204-46-46730-150	1,199	1,400	4,100	1,625	1,875	4,000	4,000	4,000	4,000	4,000
204-46-49210-000	-	-	-	-	-	-	-	-	-	-
	<b>\$171,867</b>	<b>\$249,436</b>	<b>229,141</b>	<b>149,817</b>	<b>228,988</b>	<b>259,171</b>	<b>264,621</b>	<b>264,621</b>	<b>264,621</b>	<b>264,621</b>
<b>EXPENDITURES</b>										
204-55-55420-110	37,632	38,656	40,174	22,319	44,778	49,582	51,058	51,058	51,058	51,058
204-55-55420-111	10,430	21,255	12,426	1,414	2,828	8,000	8,000	8,000	8,000	8,000
204-55-55420-112	-	-	-	-	-	-	-	-	-	-
204-55-55420-119	95,062	100,241	100,058	17,374	106,135	101,997	104,547	104,547	104,547	104,547
204-55-55420-120	-	-	-	-	-	-	-	-	-	-
204-55-55420-130	10,822	12,190	11,546	3,059	11,761	12,208	12,516	12,516	12,516	12,516
204-55-55420-131	4,333	3,485	4,728	1,409	3,806	3,806	4,016	4,016	4,016	4,016
204-55-55420-132	93	16	7	3	3	92	92	92	92	92
204-55-55420-133	5,751	8,280	8,754	4,214	8,236	8,236	8,892	8,892	8,892	8,892
204-55-55420-134	698	2,981	2,050	969	2,250	2,250	2,250	2,250	2,250	2,250
204-55-55420-220	19,297	16,484	19,443	1,928	20,000	18,000	18,000	18,000	18,000	18,000
204-55-55420-221	295	247	57	-	-	250	250	250	250	250
204-55-55420-222	3,499	10,011	8,922	3,297	9,000	9,000	9,000	9,000	9,000	9,000
204-55-55420-310	922	1,509	1,159	982	1,500	750	1,000	1,000	1,000	1,000
204-55-55420-312	-	-	-	-	-	-	-	-	-	-
204-55-55420-338	19,806	25,642	27,316	18,579	26,000	25,000	25,000	25,000	25,000	25,000
204-55-55420-339	15,253	17,529	14,225	3,712	12,000	14,000	14,000	14,000	14,000	14,000
205-55-55420-342	-	-	-	-	-	-	-	-	-	-
204-55-55420-350	6,003	5,296	5,983	1,433	4,500	6,000	6,000	6,000	6,000	6,000
204-55-55420-351	1,799	883	573	331	-	-	-	-	-	-
204-55-59210-100	-	-	-	-	-	-	-	-	-	-
	<b>231,695</b>	<b>\$264,705</b>	<b>257,421</b>	<b>81,023</b>	<b>252,797</b>	<b>259,171</b>	<b>264,621</b>	<b>264,621</b>	<b>264,621</b>	<b>264,621</b>
			<b>CURRENT</b>		<b>PROPOSED</b>	<b>DIFFERENCE</b>				
			<b>YEAR</b>							
---	PERSONNEL		183,921		189,121	3%				
---	NON-PERSONNEL		<u>75,250</u>		<u>75,500</u>	0%				
---	TOTAL		<u><u>259,171</u></u>		<u><u>264,621</u></u>	2%				

**DEPARTMENT  
PROGRAM BUDGET  
ACCOUNT**

**Community Rec. Services  
Outdoor Swimming Pool  
204**

**MISSION OF DEPARTMENT:**

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

**CHALLENGES AND OPPORTUNITIES AHEAD:**

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

**LONG-TERM GOALS FOR THE DEPARTMENT:**

1. Continued focus on preventive maintenance and upkeep of equipment as the pool increases in age.
2. Attract and retain families at the Monona Pool with special events and family activities.
3. Consider a new water feature or attached splash park in order to become a destination point throughout the county.
4. Be proactive in meeting the recreational needs of the community by providing a high level of customer service through our aquatics programs while maintaining a safe and enjoyable environment.

**ACHIEVEMENTS IN 2014:**

1. Started cabana rentals during open swim; had 23 rentals during the summer.
2. No major critical incidents or accidents at the pool.
3. Hosted/coordinated Sawyer Crossen Memorial Triathlon and three Monona Swim & Dive meets.
4. Coordinated two Flick 'N' Floats, Pirates' Plunge Party, and Season Pass Holder Appreciation Night.
5. Water fitness classes during adult lap swim continue to see an increase in participation.

**2015 SIGNIFICANT PROGRAM CHANGES:**

1. Workgroup is currently meeting to review Community Survey and provide feedback to Parks & Recreation Board for possible change of hours.
2. Increase of \$3 for swim lessons
3. Reduced revenue projections for daily admission
4. Reduce cost of season pass to attract more people to purchase memberships

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	\$ 83, 121	Amount needed to subsidize pool operations.
204-46-46730-100 SEASON PASS SALES	\$ 35,000	Monona Family (up to 5 members): \$115 Non-Resident Family (up to 5 members): \$200 Additional Family Member: \$25 Early sign-up discount by May 1 <sup>st</sup> : (\$10) Monona Individual Pass: \$60 Non-Resident Individual: \$100 Monona senior (62 and older): \$45 Non-Resident Senior (62 and older): \$55 Early sign-up discount by May 1 <sup>st</sup> : (\$5)
204-46-46730-110 DAILY ADMISSIONS	\$ 55,000	Sale of daily admission to the pool. All pool revenues (except lessons) are net sales tax. Daily Fees for over the age of 1 \$3.00 for Monona Resident, \$4.00 for Non-Resident, \$2.00 Night Swim (Res & Non-Res) Mon-Fri (6:30-8:30 pm.)
204-46-46730-120 CONCESSIONS	\$ 20,000	Includes revenues for sales in concession stand and Cabana rentals during open swim. 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 - \$43.00 Non-residents \$58.00 600 Residents - \$25,800 400 Non-Residents - \$23,200
204-46-46730-450 ADVERTISING/PROMOTIONS	\$ 4,000	Provide marketing opportunities for local businesses; promote/advertise in locker rooms and exit doors. \$100 for two 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**

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
204-55-55420-110 ADMINISTRATIVE SALARIES	\$ 51,058	27% of Park and Recreation Director Salary 50% of Rec/Aquatic Supervisor 30% of AM Office Assistant 15% of Bldg Grounds Maintenance 25% of PM Office Assistant
204-55-55420-111 PUBLIC WORKS SALARIES	\$ 8,000	Parks & 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	\$ 104,547	Pool Staff Wages: Head Guards (3) 1500 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 2013 & 2014 actual hours, 2015 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	\$ 12,516	Social Security at 7.65%.
204-55-55420-131 WISCONSIN RETIREMENT	\$ 4,016	Wisconsin Retirement at 6.8% for full-time employees.
204-55-55420-132 LIFE AND DISABILITY INSURANCE	\$ 92	City share of premiums
204-55-55420-133 HEALTH INSURANCE	\$ 8,892	25% of Director's insurance coverage 50% of Rec/Aquatic Supervisor coverage And Parks/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.

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
204-55-55420-220 GAS AND 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 installed on main circulation pump motor.
204-55-55420-221 TELEPHONE	\$ 250	Pool Facilities- Emergency and business phone for pool office. Required by State Code.
204-55-55420-222 WATER AND SEWER UTILITIES	\$ 9,000	Water and sewer charges
204-55-55420-310 OFFICE SUPPLIES	\$ 1,000	General office supplies; swim passes - \$500 Paper/printing/copies - \$400; Miscellaneous (pens, staples, tape, etc.) - \$100
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. 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 AND SHORT	\$ -0-	
204-55-55420-350 EQUIPMENT MAINT. AND REPAIR	\$ 6,000	Provides for routine maintenance, repair and replacement of items needed to operate the pool.
204-55-55420-351 BUILDING MAINT. AND REPAIR		Expense moved to Equipment Maint. & Repair
204-55-55420-100 TRANSFER TO GENERAL FUND	\$ -0-	

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
<b>COMMUNITY RECREATION</b>										
<b>FUND SUMMARY</b>										
PROPERTY TAXES			249,984	418,422	418,422	418,422	453,627	453,627	451,627	451,627
TRANSFER FROM GENERAL			-	-	-	-	-	-	-	-
subtotal			249,984	418,422	418,422	418,422	453,627	453,627	451,627	451,627
OTHER REVENUES			297,781	164,088	350,839	388,600	348,561	348,561	381,561	381,561
TOTAL REVENUES			547,765	582,510	\$769,261	807,022	802,188	802,188	833,188	833,188
EXPENDITURES			783,399	344,105	802,234	807,021	833,188	833,188	833,188	833,188

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
<b>AMBULANCE</b>										
<b>REVENUES</b>										
205-41-41110-000	133,572	135,557	135,557	138,911	138,911	138,911	88,261	123,568	112,161	112,161
205-43-43520-000	-	5,107	5,222	-	5,200	5,370	5,046	5,046	5,046	5,046
205-46-46230-000	250,800	284,469	321,625	159,021	313,000	312,218	356,000	356,000	356,000	356,000
205-49-49300-000	-	-	-	-	-	-	-	-	-	-
205-49-49100-100	-	-	-	-	-	-	-	-	-	-
	<u>384,372</u>	<u>\$425,133</u>	<u>462,404</u>	<u>297,932</u>	<u>457,111</u>	<u>456,499</u>	<u>449,307</u>	<u>484,614</u>	<u>473,207</u>	<u>473,207</u>
<b>EXPENSES</b>										
205-52-52300-110	190,702	200,059	210,031	107,039	217,337	217,337	226,124	253,585	226,124	226,124
205-52-52300-117	-	-	-	-	-	-	-	-	-	-
205-52-52300-118	6,546	5,895	6,363	1,239	6,300	7,000	7,000	7,000	7,000	7,000
205-52-52300-119	4,803	3,500	4,652	4,608	6,000	4,635	6,000	6,000	6,000	6,000
205-52-52300-120	36,091	32,725	26,864	13,229	26,458	30,000	30,000	25,000	27,400	27,400
205-52-52300-121	-	-	-	-	-	-	-	-	-	-
205-52-52300-130	17,882	19,129	19,443	9,711	18,419	19,811	20,588	22,306	20,588	20,588
205-52-52300-131	33,589	41,569	34,743	17,163	30,041	30,041	31,218	33,824	31,218	31,218
205-52-52300-132	580	269	110	38	42	700	700	700	700	700
205-52-52300-133	55,735	48,242	43,791	19,784	43,723	43,723	37,195	45,717	37,195	37,195
205-52-52300-134	3,604	2,494	10,234	2,969	19,000	19,000	15,000	15,000	15,000	15,000
205-52-52300-137	2,566	2,474	1,623	261	2,500	2,500	2,500	2,500	2,500	2,500
205-52-52300-140	1,844	7,989	4,357	-	7,200	3,830	6,000	6,000	6,000	6,000
205-52-52300-150	622	915	1,838	-	1,600	1,600	1,600	1,600	1,600	1,600
205-52-52300-190	-	-	-	-	-	-	-	-	-	-
205-52-52300-221	665	716	1,204	476	1,200	1,200	1,200	1,200	1,200	1,200
205-52-52300-240	24,720	23,047	22,186	10,567	22,000	21,700	25,000	25,000	25,000	25,000
205-52-52300-241	-	-	-	-	-	-	-	-	-	-
205-52-52300-310	274	363	248	-	250	250	250	250	250	250
205-52-52300-312	44	13	-	-	-	-	-	-	-	-
205-52-52300-340	10,853	12,290	20,425	9,578	18,000	16,000	16,000	16,000	16,000	16,000
205-52-52300-341	350	485	135	125	500	500	500	500	500	500
205-52-52300-372	5,809	2,905	5,345	1,275	18,240	18,240	5,000	5,000	5,000	5,000
205-52-52300-350	6,565	3,602	3,434	1,254	7,400	7,400	7,400	7,400	7,400	7,400
205-52-52300-351	-	-	-	-	-	-	-	-	-	-
205-52-52300-370	5,329	5,817	5,507	2,956	6,500	6,432	6,432	6,432	6,432	6,432
205-52-52300-371	-	-	-	-	-	-	-	-	-	-
205-52-52300-372	-	-	-	-	-	-	-	-	17,500	17,500
205-52-52300-373	-	-	-	-	-	-	-	-	9,000	9,000
205-52-52300-810	(588)	4,915	7,575	450	1,600	1,600	1,600	1,600	1,600	1,600
205-52-52300-811	-	-	-	-	-	-	-	-	-	-
205-52-52300-810	-	998	644	-	850	1,000	-	-	-	-
205-52-59210-100	2,000	2,000	2,000	-	2,000	2,000	2,000	2,000	2,000	2,000
	<u>\$ 410,585</u>	<u>\$422,411</u>	<u>432,752</u>	<u>202,722</u>	<u>\$ 457,160</u>	<u>456,499</u>	<u>\$ 449,307</u>	<u>\$ 484,614</u>	<u>473,207</u>	<u>473,207</u>

	CURRENT YEAR	PROPOSED	DIFFERENCE
PERSONNEL	353,247	356,225	1%
NON-PERSONNEL	<u>103,252</u>	<u>116,982</u>	<u>13%</u>
TOTAL	<u>456,499</u>	<u>473,207</u>	<u>4%</u>

**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/paramedics that are supplemented with volunteers. Approximately 87% of the 2014 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.

**2015 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:**

2015 Goal	Method for Measuring Success
Join the county-wide Advanced Life Support (ALS) system to provide the closest ALS ambulance to high level ambulance calls like we received prior to moving to the paramedic level.	Join the system and actively participate in all aspects of the system. This will need to be evaluated to make sure we are not decreasing our coverage to the citizens of the city.
Increase staffing of both the career and the volunteer members to provide adequate personnel to handle emergency responses and daily workload to continue to move the department forward.	By guaranteeing we have adequate staffing to provide the high level of fire protection the residents have come to expect.

**GOAL ACHIEVEMENTS FOR 2014:**

2014 Goal	Status
Increase the amount of time the backup ambulance is in service.	The backup ambulance is still not in service to the level we had hoped. We continue to receive mutual-aid ambulance responses nearly 100 times per year.
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 paramedic refresher course is in place and will continue to provide high quality continuing education for paramedic staff.

AMBULANCE  
ACCOUNT JUSTIFICATIONS

**REVENUES**

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
205-41-41110-000 GENERAL PROPERTY TAXES	\$112,161	Amount needed to support the ambulance fund. Based on an increase to Ambulance transport fees, \$100/Resident; \$200/Non-resident.
205-43-43520-000 PUBLIC SAFETY AIDS	\$ 5,046	Aid from the State
205-43-43520-000 AMBULANCE FEE	\$ 356,000	Based on 2014 monthly revenue of \$27,900 and an increase in Ambulance transport fees, \$100/Resident \$200/Non-resident, estimated to be \$21,000
205-48-49100-100 FUND BALANCE APPLIED	\$ -0-	

**EXPENDITURES**

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
205-52-52300-110 WAGES FULL-TIME	\$ 226,124	Includes 50% of wages for full-time Fire Chief/EMS Director and 6 full-time FF/Paramedics. Remainder covered under Fire budget account 100-52-5220-110.
100-52-52300-117 LONGEVITY PAY	\$ -0-	
205-52-52300-118 LEAVE WAGES	\$ 7,000	Includes 50% of leave wages for 6 full-time FF/Paramedics. Remainder covered under Fire budget account 100-52-5220-118.
205-52-52300-119 WAGES PART-TIME	\$ 6,000	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	\$ 27,400	Covers 50% of unscheduled overtime (amount over base pay) for full-time FF/Paramedics. 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	\$20,588	Social Security at 7.65%.

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
205-52-52300-131 WISCONSIN RETIREMENT	\$31,218	Relates to retirement contributions for 50% of staff earnings (remainder in Fire budget) at 17.1%. Employees pay their share of the WRS contribution.
205-52-52300-132 LIFE & DISABILITY INSURANCE	\$ 700	50% of total cost (remainder in Fire budget).
205-52-52300-133 HEALTH INSURANCE	\$ 37,195	This account provides half of the premiums for full-time staff (see Fire Dept.)
205-52-52300-134 PROFESSIONAL DEVELOPMENT	\$ 15,000	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	\$ 6,000	Reduced due to the relocation of stipend for medical director to Professional Development line item. EMT stipend for 104 12-hr 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	\$ 25,000	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	

<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
205-52-52300-312 POSTAGE	\$ -0-	
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 SUBSCRITPIONS	\$ 500	This is a new line item and will include professional organization dues, used for organizations such as WEMSA, Journal for Emergency Medicine and Physicians' Desk Reference.
205-52-52300-372 EMS INTERN PROGRAM	\$ 5,000	This program 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-	
205-52-52300-372 EMS COVERAGE	\$ 17,500	
205-52-52300-373 EMS LTE	\$ 19,000	
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	\$ -0-	Decrease from 2014, covers annual maintenance charges for the CAD system on both ambulances.
205-52-59210-100 TRANSFER TO GENERAL FUND	\$ 2,000	No change.







	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
<b>TIF DISTRICT NO. 4 CAPITAL PROJECTS</b>										
---	<b>REVENUES</b>									
407-41-41120-000	TAX INCREMENTS	343,765	318,950	240,620	250,284	250,284	259,000	290,000	290,000	290,000
407-43-43580-000	GRANT	-	-	-	-	-	-	-	-	-
407-43-43600-000	EXEMPT COMPUTER AID	509	681	637	-	939	500	900	900	900
407-48-48110-000	INTEREST INCOME	-	-	20,542	-	100	100	-	-	-
407-48-48110-100	DEVELOPERS AGREEMENT	-	-	-	-	-	-	-	-	-
407-48-48900-000	MISCELLANEOUS REVENUES	-	-	-	-	-	-	-	-	-
407-49-49100-000	PROCEEDS FROM DEBT	-	-	1,969,458	-	-	-	-	-	-
407-49-49100-100	TRANSFER FROM TIF	1,067,947	308,196	103,799	-	170,180	324,248	163,674	163,674	163,674
407-49-49300-000	FUND BALANCE APPLIED	-	-	-	-	-	135,079	135,079	135,079	135,079
---		<u>1,412,221</u>	<u>\$627,827</u>	<u>2,335,056</u>	<u>250,284</u>	<u>421,503</u>	<u>583,848</u>	<u>589,653</u>	<u>589,653</u>	<u>589,653</u>
---	<b>EXPENDITURES</b>									
407-57-57120-110	SALARIES	-	-	-	-	-	-	-	-	-
407-57-57120-119	WAGES, PART-TIME	-	-	-	-	-	-	-	-	-
407-57-57120-130	FICA	-	-	-	-	-	-	-	-	-
407-57-57120-210	ADMINISTRATION & LEGAL SERVICES	13,493	21,790	298	150	150	-	-	-	-
407-57-57700-110	SALARIES	7,380	8,112	8,340	4,332	8,425	8,425	-	-	-
407-57-57700-130	FICA	548	607	624	324	645	645	-	-	-
407-57-57700-131	WI RETIREMENT	680	479	730	303	590	590	-	-	-
407-57-57700-132	LIFE & DISABILITY	18	8	5	2	20	20	-	-	-
407-57-57700-133	HEALTH INSURANCE	1,565	1,177	1,189	631	1,263	1,263	-	-	-
407-57-57700-830	LAND ACQUISITION	-	-	-	-	-	-	-	-	-
407-57-57700-835	DEMOLITION	-	-	-	-	-	-	-	-	-
407-57-57700-840	ROAD IMPROVEMENT	-	(22,258)	-	-	-	-	-	-	-
407-57-57700-841	PLANNING AND DESIGN	-	-	-	-	-	-	-	-	-
407-57-57700-850	MONONA DRIVE PLANNING INFO	-	-	-	-	-	-	-	-	-
407-57-57700-842	COMMERCIAL AND HOUSING REHAB	9,661	20,394	30,000	-	-	-	-	-	-
407-57-57000-843	PUBLIC SAFETY EQUIPMENT	-	-	-	-	-	-	-	-	-
407-57-57700-844	DEVELOPER INCENTIVES	-	-	-	-	-	-	-	-	-
407-57-57700-845	LANDSCAPING	-	-	-	-	-	-	-	-	-
407-58-58100-610	PRINCIPAL ON DEBT	155,000	185,000	2,290,000	125,000	300,000	300,000	300,000	300,000	300,000
407-58-58200-620	INTEREST ON DEBT	376,679	336,819	328,393	151,686	301,184	301,184	289,653	289,653	289,653
407-58-58200-690	FISCAL AGENT CHARGES	-	-	-	-	-	-	-	-	-
407-59-59210-100	REIMBURSEMENT FOR ADMIN	-	-	-	-	-	-	-	-	-
407-59-59210-400	TRANSFER TO CAP PROJ	-	-	-	-	-	-	-	-	-
407-59-59210-830	UTILITIES	-	-	-	-	-	-	-	-	-
407-59-59900-900	RESERVE FOR CONTINGENCIES	-	-	-	-	-	-	-	-	-
---		<u>\$565,024</u>	<u>\$552,128</u>	<u>2,659,579</u>	<u>282,428</u>	<u>612,277</u>	<u>612,127</u>	<u>589,653</u>	<u>589,653</u>	<u>589,653</u>

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
---	<b>TIF DISTRICT NO. 5 CAPITAL PROJECTS</b>									
---	<b>REVENUES</b>									
408-41-41120-000	-	507,364	242,589	351,271	351,271	364,000	350,000	350,000	350,000	350,000
408-43-43580-000	-	-	-	-	-	-	-	-	-	-
408-43-43600-000	-	-	585	-	268	-	200	200	200	200
408-48-48110-100	-	-	-	-	-	-	-	-	-	-
408-48-48900-000	-	-	-	-	-	-	-	-	-	-
408-49-49100-000	-	-	-	-	-	-	-	-	-	-
408-49-49100-100	-	924,589	103,799	-	170,180	-	163,674	163,674	163,674	163,674
408-49-49300-000	-	-	-	-	-	-	71,134	71,134	71,134	71,134
---	-	1,431,953	346,973.00	351,271.00	521,719	364,000	585,008	585,008	585,008	585,008
---	<b>EXPENDITURES</b>									
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	151,936	151,936	151,936	151,936
408-58-58200-620	515,505	307,396	-	-	291,079	291,079	433,072	433,072	433,072	433,072
408-58-58200-690	64,145	-	-	-	-	-	-	-	-	-
408-59-59900-900	-	-	-	-	-	-	-	-	-	-
---	9,052,650	313,025	-	-	391,079	391,079	585,008	585,008	585,008	585,008

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
<b>TIF DISTRICT NO. 6 CAPITAL PROJECTS</b>										
--- REVENUES										
409-41-41120-000	-	193,739	646,311	700,115	700,115	725,000	725,000	725,000	725,000	725,000
409-43-43580-000	-	-	-	-	-	-	-	-	-	-
409-43-43600-000	-	103	14,126	-	10,070	-	10,000	10,000	10,000	10,000
409-48-48110-100	-	-	-	-	-	-	-	-	-	-
409-48-48900-000	-	-	-	7,800	7,800	-	-	-	-	-
409-49-49100-000	3,775,000	-	-	550,000	550,000	-	-	-	-	-
409-49-49300-000	-	-	-	-	-	-	-	-	-	-
	<u>3,775,000</u>	<u>193,842.00</u>	<u>660,437</u>	<u>1,257,915.00</u>	<u>1,267,985</u>	<u>725,000</u>	<u>735,000</u>	<u>735,000</u>	<u>735,000</u>	<u>735,000</u>
409-57-57130-210	6,464	7,081	-	-	-	-	-	-	-	-
409-57-57130-213	43,929	23,939	6,624	150	-	-	-	-	-	-
409-57-57700-836	1,100,000	2,550,000	-	-	-	-	-	-	-	-
409-57-57700-840	150,321	50,870	-	-	-	-	-	-	-	-
409-58-58100-610	-	-	350,000	-	350,000	350,000	435,000	435,000	435,000	435,000
409-58-58200-620	-	93,776	94,300	43,650	87,300	87,300	95,000	95,000	95,000	95,000
409-57-57820-621	16,877	-	-	-	-	-	-	-	-	-
	<u>1,317,591</u>	<u>2,725,666</u>	<u>450,924</u>	<u>2,559,630</u>	<u>437,300</u>	<u>437,300</u>	<u>530,000</u>	<u>530,000</u>	<u>530,000</u>	<u>530,000</u>
<b>TIF DISTRICT NO. 7 CAPITAL PROJECTS</b>										
--- REVENUES										
410-41-41120-000	-	-	-	-	-	-	121,000	121,000	121,000	121,000
410-43-43580-000	-	-	-	-	-	-	-	-	-	-
410-43-43600-000	-	-	-	-	2,532	-	2,500	2,500	2,500	2,500
410-48-48110-100	-	-	-	-	-	-	-	-	-	-
410-48-48900-000	-	-	-	-	-	-	-	-	-	-
410-40-49100-000	-	-	650,000	-	-	-	-	-	-	-
410-49-49300-000	-	-	-	-	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>650,000</u>	<u>-</u>	<u>2,532</u>	<u>-</u>	<u>123,500</u>	<u>123,500</u>	<u>123,500</u>	<u>123,500</u>
410-57-57130-210	-	10,274	10,690	-	-	-	-	-	-	-
410-57-57130-213	-	24,575	1,698	150	150	-	-	-	-	-
410-57-57700-836	-	-	815,000	-	-	-	-	-	-	-
410-58-58100-610	-	-	-	-	-	-	100,000	100,000	100,000	100,000
410-58-58200-620	-	-	-	-	12,617	-	15,938	15,938	15,938	15,938
410-57-58200-690	-	-	2,526	-	-	-	-	-	-	-
	<u>-</u>	<u>34,849</u>	<u>829,914</u>	<u>150</u>	<u>12,767</u>	<u>-</u>	<u>115,938</u>	<u>115,938</u>	<u>115,938</u>	<u>115,938</u>

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
<b>TIF DISTRICT NO. 8 CAPITAL PROJECTS</b>										
---	<b>REVENUES</b>									
411-41-41120-000	-	-	-	-	-	-	30	30	30	30
411-43-43580-000	-	-	-	-	-	-	-	-	-	-
411-43-43600-000	-	-	-	-	-	-	-	-	-	-
411-48-48110-100	-	-	-	-	-	-	-	-	-	-
411-48-48900-000	-	-	-	-	-	-	-	-	-	-
411-49-49100-000	-	-	1,500,000	335,000	335,000	-	-	-	-	-
411-49-49300-000	-	-	-	-	-	-	-	-	-	-
	-	-	1,500,000	335,000	335,000	-	30	30	30	30
411-57-57130-210	-	16,894	20,234	29,541	40,000	-	-	-	-	-
411-57-57130-213	-	18,551	14,996	15,739	20,000	-	-	-	-	-
411-56-56700-214	-	-	1,576,804	381,081	381,081	-	-	-	-	-
411-57-57700-836	-	-	-	-	-	-	-	-	-	-
411-58-58100-610	-	-	-	-	-	-	-	-	-	-
411-58-58200-620	-	-	-	-	12,617	-	-	-	-	-
411-57-58200-690	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	-	35,445	1,612,034	1,096,361	453,698	-	-	-	-	-



	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
<b>SOLID WASTE DISPOSAL FUND</b>										
<b>REVENUES</b>										
210-41-41110-000	GENERAL PROPERTY TAXES	302,773	174,800	225,491	246,550	246,550	246,550	266,970	266,970	266,970
210-43-43540-000	SANITATION AIDS	30,591	30,620	30,662	30,627	31,000	31,600	31,600	31,600	31,600
210-46-46420-000	REFUSE/GARBAGE COLLECTION FEE	4,157	235	178	75	200	-	-	-	-
210-46-46420-100	LARGE ITEM COLLECTION FEE	15	-	-	-	-	-	-	-	-
210-46-46420-200	RECYCLING/SOLID WASTE CARTS	225	126,718	910	1,235	1,535	-	-	-	-
210-46-46420-210	REBATE PROGRAM	-	63,633	65,283	20,829	67,000	63,300	63,300	63,300	63,300
210-46-46900-000	OTHER PUBLIC CHRGS FOR SERVICE	-	25	-	-	-	-	-	-	-
		<u>337,761</u>	<u>\$396,031</u>	<u>322,524</u>	<u>299,316</u>	<u>344,550</u>	<u>361,870</u>	<u>361,870</u>	<u>361,870</u>	<u>361,870</u>
<b>DISPOSAL COSTS</b>										
210-53-53620-290	RECYCLING SERVICE	104,227	65,996	65,293	22,279	66,700	66,700	68,350	68,350	68,350
210-53-53620-295	YARD WASTE DISPOSAL COSTS	8,367	9,286	11,511	2,735	9,500	9,500	20,500	20,500	20,500
210-53-53620-240	REFUSE COLLECTION COST	259,728	140,140	137,092	47,219	142,000	142,000	145,420	145,420	145,420
210-53-53620-241	TIPPING FEES	-	59,449	75,471	23,078	80,000	80,000	82,000	82,000	82,000
210-53-53620-250	LARGE ITEM COLLECTION COST	1,364	250	30	-	50	100	100	100	100
210-53-53620-296	RECYCLING TIPPING FEE	-	33,092	41,482	13,736	45,000	46,250	45,500	45,500	45,500
210-53-53620-341	RECYCLING/SOLID WASTE CARTS	-	-	-	-	-	-	-	-	-
210-53-53620-345	SANITARY LANDFILL COSTS	441	-	-	-	-	-	-	-	-
210-53-53620-340	OPERATING SUPPLIES	-	-	-	-	-	-	-	-	-
210-53-53620-351	RECYCLING/SOLID WASTE CARTS	-	129,299	-	-	-	-	-	-	-
		<u>374,127</u>	<u>437,512</u>	<u>330,879</u>	<u>109,047</u>	<u>343,250</u>	<u>344,550</u>	<u>361,870</u>	<u>361,870</u>	<u>361,870</u>
					CURRENT YEAR	PROPOSED	DIFFERENCE			
					-	-	N/A			
<b>PERSONNEL</b>					-	-				
<b>NON-PERSONNEL</b>					<u>344,550</u>	<u>361,870</u>	<u>5%</u>			
<b>TOTAL</b>					<u>344,550</u>	<u>361,870</u>	<u>5%</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:**

1. Solid waste and recycle collection expenses will increase \$7,070 per contract agreement.
2. Yard waste disposal costs will increase by \$11,000 due to notice of Dane County Yard Waste Program increase. We have since contracted with Purple Cow Organics to dispose City yard waste.

**GOAL ACHIEVEMENTS IN 2014:**

The disposal fund is expected to receive approximately \$63,000 in recycle rebate revenue for 2014.

**GOALS NOT ACHIEVED:**

**SOLID WASTE & RECYCLING  
ACCOUNT JUSTIFICATIONS**

**REVENUES**

<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
210-41-41110-000 GENERAL PROPERTY TAXES	\$ 266,970	
210-43-43540-000 SANITATION AIDS	\$ 31,600	
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	\$63,300	Revenue from recyclable material

**EXPENDITURES**

<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
210-53-53620-290 RECYCLING SERVICE	\$ 68,350	Curbside collection service
210-53-53620-295 YARD WASTE DISPOSAL COST	\$ 20,500	Yard waste dumpster hauling service, \$8,400 Yard waste disposal, \$8,300 Leaf collection disposal, \$2,800 Debris disposal, \$1,000
210-53-53620-240 REFUSE COLLECTION COST	\$ 145,420	Curbside collection service
210-53-53620-241 TIPPING FEES	\$ 82,000	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	\$ 45,500	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 COSTS	\$ -0-	Misc. landfill costs

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
<b>STORM WATER UTILITY</b>										
<b>REVENUES</b>										
603-43-43100-000	-	-	-	-	31,710	31,710	-	-	-	-
603-44-43100-100	1,100	343	5,218	285	100	1,000	1,000	1,000	1,000	1,000
603-46-46300-000	2,777	2,431	2,115	957	2,300	2,000	2,000	2,000	2,000	2,000
603-46-46324-000	440,441	443,962	450,890	198,921	397,842	462,000	500,000	500,000	500,000	500,000
603-48-48110-000	-	85	-	-	100	2,000	2,000	2,000	2,000	2,000
603-49-49300-000	-	-	-	-	-	-	-	-	-	-
	<u>\$444,318</u>	<u>\$446,736</u>	<u>458,223</u>	<u>200,163</u>	<u>432,052</u>	<u>498,710</u>	<u>505,000</u>	<u>505,000</u>	<u>505,000</u>	<u>505,000</u>
<b>EXPENSES</b>										
603-53-53440-110	126,392	121,762	129,890	63,797	120,000	139,685	134,489	134,489	134,489	134,489
603-53-53440-119	-	-	-	-	-	-	-	-	-	-
603-53-53440-120	-	-	-	71	-	-	-	-	-	-
603-53-53440-130	8,769	9,703	10,228	4,878	10,386	10,686	10,288	10,288	10,288	10,288
603-53-53440-131	12,811	8,714	13,383	4,460	18,057	9,778	9,145	9,145	9,145	9,145
603-53-53440-132	245	78	46	25	31	300	300	300	300	300
603-53-53440-133	32,247	24,159	25,153	12,670	24,000	31,776	36,763	36,763	36,763	36,763
603-53-53440-134	400	-	-	-	-	-	-	-	-	-
603-53-53440-212	5,643	7,965	9,017	2,949	4,000	5,000	7,000	7,000	7,000	7,000
603-53-53440-220	897	3,660	4,667	3,877	5,000	-	-	-	-	-
603-53-53440-240	40,733	455,174	67,618	3,550	16,000	9,000	9,000	9,000	9,000	9,000
603-53-53440-241	-	-	-	9,775	16,001	45,300	-	-	-	-
603-53-53440-312	1,000	-	2,000	1,000	3,000	3,000	3,000	3,000	3,000	3,000
603-53-53440-320	-	-	-	-	-	-	-	-	-	-
603-53-53440-340	-	241	365	-	400	500	780	780	780	780
603-53-53440-351	5,869	9,484	10,885	1,047	8,500	9,500	9,500	9,500	9,500	9,500
603-53-53440-352	-	-	-	-	500	500	500	500	500	500
603-53-53440-370	3,202	6,339	11,521	3,611	4,500	4,880	8,500	8,500	8,500	8,500
603-53-53440-390	5,593	3,475	8,801	1,546	5,000	10,090	10,090	10,090	10,090	10,090
603-53-53440-392	5,464	3,974	11,323	3,279	11,323	13,200	13,200	13,200	13,200	13,200
603-53-53440-396	-	-	-	-	-	-	-	-	-	-
603-53-53440-394	-	-	-	-	-	-	-	-	-	-
603-53-53440-395	-	-	-	-	-	-	-	-	-	-
603-53-53440-540	143,583	165,238	176,439	-	165,000	160,000	180,000	180,000	180,000	180,000
603-53-53440-700	-	-	-	-	-	-	-	-	-	-
603-53-53440-710	17,313	18,720	22,909	2,000	19,550	19,675	20,259	20,259	20,259	20,259
603-58-58100-610	-	-	-	-	-	-	-	-	-	-
603-58-58100-611	46,934	47,394	56,716	29,218	66,438	56,086	46,516	46,516	46,516	46,516
603-59-59100-900	-	-	-	-	-	-	-	-	-	-
603-53-53440-720	8,000	8,000	8,000	-	8,000	8,000	8,000	8,000	8,000	8,000
603-59-59220-215	-	-	-	-	-	-	-	-	-	-
	<u>465,095</u>	<u>\$894,080</u>	<u>568,961</u>	<u>147,753</u>	<u>505,686</u>	<u>536,956</u>	<u>507,331</u>	<u>507,331</u>	<u>507,331</u>	<u>507,331</u>
			<b>CURRENT YEAR</b>		<b>PROPOSED</b>	<b>DIFFERENCE</b>				
			192,225		190,986	-1%				
			<u>344,731</u>		<u>316,345</u>	-8%				
			<u>536,956</u>		<u>507,331</u>	-6%				

**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:**

1. Fuels & additives increases by \$3,620 to account for actual costs.
2. The utility will participate in the MMSD Adaptive Management Pilot Program, contributing \$7,200 in 2015. 2015 will be the third and final year of the Adaptive Management pilot program.

**GOAL ACHIEVEMENTS IN 2014:**

1. Completed the requirements of the Urban Storm Water Planning Grant. Final report is due in December.
2. Completed the reconstruction of the Wyldhaven storm water catch basin.
3. Completed sediment removal of all catch basins, mains and basins as needed.
4. Completed the storm main replacement at two locations on Parkway Avenue, and at the intersection of Bridge Road and Broadway intersection.
5. Completed updates to the Storm Water layer of the GIS program.

**STORM WATER UTILITY  
ACCOUNT JUSTIFICATIONS**

**REVENUES**

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
603-43-43100-000 STATE AID – GRANT	\$ -0-	
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	\$ 500,000	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	\$ 134,489	Salaries allocated to the storm utility
603-53-53440-130 FICA	\$ 10,288	Social Security at 7.65%
603-53-53440-290 WISCONSIN RETIREMENT	\$ 9,145	Wisconsin Retirement at 6.8%
603-53-53440-132 LIFE & DISABILITY INSURANCE	\$ 300	City share of life/disability insurance
603-53-53440-133 HEALTH INSURANCE	\$ 36,763	Health, dental, and vision insurance
603-53-53440-212 ANNUAL AUDIT & ACCOUNTING	\$ 7,000	Based on contract
603-53-53440-240 OUTSIDE SERVICES	\$ 9,000	Storm water and erosion control permit review; MS 4 report preparation
603-53-53440-241 STORM WATER PLANNING GRANT	\$ -0-	Urban storm water planning grant expense, 2014

<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
603-53-53440-312 POSTAGE	\$ 3,000	Expense for quarterly billing
603-53-53440-340 OPERATING SUPPLIES	\$ 780	Supplies for operations, uniform allowance \$190
603-53-53440-351 EQUIPMENT MAINTENANCE & REPAIR	\$ 9,500	Generator maintenance contract \$1,327; diggers hotline fee \$1,165; annual SCADA software renewal; telemetry service; supplies and repair of utility equipment
603-53-53440-352 VEHICLE MAINTENANCE & REPAIR	\$ 500	Maintenance and repair of vehicles for the Utility
603-53-53440-370 FUELS & ADDITIVES	\$ 8,500	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	Final year of Adaptive management \$7,200; MAMSWAP membership \$3,279; MS4 permit SLAMM & education
603-53-53440-540 DEPRECIATION EXPENSE	\$ 180,000	
603-53-53440-710 BRUSH PICKUP	\$ 20,259	Contract service ½
603-58-58100-611 INTEREST PAYMENT	\$ 46,516	Based on repayment schedule
603-53-53440-720 PUBLIC WORKS OVERHEAD	\$ 8,000	

	2011	2012	2013	TO DATE	2014	2014	2015	2015	2015	2015
	ACTUAL	ACTUAL	ACTUAL	6/30/14	YEAR END	BUDGET	BUDGET	COMMITTEE	Proposed	ADOPTED
					ESTIMATED			BUDGET	BUDGET	BUDGET
---	<b>WATER UTILITY</b>									
---	<b>REVENUES</b>									
600-46-48110-000	INTEREST AND DIVIDEND INCOME	20,300	8,086	14,090	1,383	10,500	11,000	11,000	11,000	11,000
600-46-41900-000	INTEREST AND DIVIDEND INCOME	-	-	-	-	-	-	-	-	-
600-46-46000-000	UNMETERED SALES TO GEN CUST	950	2,573	5,068	3,010	3,000	1,000	3,000	3,000	3,000
600-46-46100-000	METERED SALES-RESIDENTIAL	439,626	705,783	631,382	281,605	624,000	600,000	600,000	600,000	600,000
600-46-46110-000	METERED SALES-COMMERCIAL	261,383	407,754	404,358	159,482	404,000	400,000	405,000	405,000	405,000
600-46-46200-000	PRIVATE FIRE PROTECTION	80,757	78,674	77,792	31,564	79,000	79,000	78,000	78,000	78,000
600-46-46300-000	PUBLIC FIRE PROTECTION	520,439	447,863	452,990	203,595	450,000	460,000	460,000	460,000	460,000
600-46-46400-000	SALES TO PUBLIC AUTHORITIES	8,140	17,764	15,721	7,253	14,500	15,000	15,000	15,000	15,000
600-46-47000-000	FORFEITED DISCOUNTS	14,117	10,482	9,390	4,017	10,500	11,000	11,000	11,000	11,000
600-46-47100-000	MISCELLANEOUS SERVICE REVENUES	-	-	-	-	-	-	-	-	-
600-46-47400-000	OTHER WATER REVENUES	11,623	12,511	13,614	-	12,500	12,500	-	-	-
---		1,357,335	\$1,691,490	1,624,405	691,909	1,608,000	1,589,500	1,583,000	1,583,000	1,583,000
---	<b>EXPENSES</b>									
---	<b>PUMPING EXPENSES</b>									
600-62-60500-340	MAINTENANCE OF WELLS	-	-	-	-	-	-	-	-	-
600-62-62000-110	PUMPING LABOR	15,024	21,966	25,495	11,534	22,000	22,724	23,732	23,732	23,732
600-62-62010-120	PUMPING LABOR OT	4,069	3,991	4,881	2,878	4,300	4,500	4,500	4,500	4,500
600-62-62200-220	POWER PURCHASE	93,971	100,420	102,302	39,623	98,000	85,000	87,550	87,550	98,000
600-62-62300-340	PUMPING SUPPLIES & EXPENSE	1,038	1,041	1,587	427	1,500	1,260	1,260	1,260	1,260
600-62-62500-350	MAINTENANCE OF PUMPING PLANT	6,771	8,420	2,040	395	3,400	4,000	3,000	3,000	3,000
---		120,873	\$135,838	136,305	54,857	129,200	117,484	120,042	120,042	130,492
---	<b>WATER TREATMENT EXPENSES</b>									
600-63-63000-110	WATER TREATMENT SALARIES	4,413	5,466	4,494	3,829	3,800	5,434	5,881	5,881	5,881
600-63-63000-120	WATER TREATMENT SALARIES OT	-	177	122	-	121	200	200	200	200
600-63-63100-220	WATER ANALYSIS OUTSIDE SERVICE	4,713	1,001	1,264	194	4,500	4,700	2,000	2,000	2,000
600-63-63100-390	CHEMICALS	17,492	13,695	11,276	3,076	14,300	13,800	13,800	13,800	13,800
600-63-63200-340	WATER TREATMENT SUPPLIES	-	-	-	-	-	-	-	-	-
600-63-63500-350	MAINT OF WATER TREATMENT EQUIP	2,060	1,873	987	463	1,800	2,000	1,500	1,500	1,500
---		28,678	\$22,212	18,143	7,562	24,521	26,134	23,381	23,381	23,381
---	<b>MAINTENANCE OF RESERVOIRS &amp; TOWER</b>									
600-65-65000-110	RESERVOIR & TOWER SALARIES	788	1,019	1,149	2,039	960	2,470	2,700	2,700	2,700
600-65-65000-120	RESERVOIR & TOWER SALARIES OT	82	192	70	-	150	300	300	300	300
600-65-65000-340	RES & TOWER MATERIALS & REPAIR	308	665	2,375	-	2,375	7,400	5,530	5,530	5,530
---		1,178	\$1,876	3,594	2,039	3,485	10,170	8,530	8,530	8,530
---	<b>MAINTENANCE OF MAINS</b>									
600-65-65100-110	MAINT OF MAINS SALARIES	15,291	12,315	17,307	7,846	17,000	17,290	19,027	19,027	19,027
600-65-65100-120	MAINT OF MAINS SALARIES OT	3,672	3,110	7,772	4,256	7,000	9,000	9,000	9,000	9,000
600-65-65100-220	MAINS- OUTSIDE SERVICES	26,893	11,885	17,324	15,493	9,000	10,000	16,000	16,000	16,000
600-65-65100-340	MAINS- MATERIAL & REPAIR	13,897	21,812	5,248	4,698	5,000	8,000	8,000	8,000	8,000
---		59,753	\$49,122	47,651	32,293	38,000	44,290	52,027	52,027	52,027

		2011	2012	2013	TO DATE	2014	2014	2015	2015	2015	2015
		ACTUAL	ACTUAL	ACTUAL	6/30/14	YEAR END	BUDGET	BUDGET	COMMITTEE	Proposed	ADOPTED
						ESTIMATED			BUDGET	BUDGET	BUDGET
---	<b>MAINTENANCE OF SERVICES</b>										
600-65-65200-110	MAINTENANCE OF SERVICE SALARIES	14,800	15,657	23,863	17,639	21,000	15,808	26,035	26,035	26,035	26,035
600-65-65200-120	MAINT OF SERVICE SALARIES OT	1,006	(121)	1,744	2,882	1,800	900	1,500	1,500	1,500	1,500
600-65-65200-220	MAINT OF SERVICE OUTSIDE SERVICES	-	75	-	-	75	700	100	100	100	100
600-65-65200-340	SERVICES- MATERIAL & REPAIR	1,232	470	743	3,177	950	1,000	1,000	1,000	1,000	1,000
---		17,038	\$16,081	26,350	23,698	23,825	18,408	28,635	28,635	28,635	28,635
---											
---	<b>MAINTENANCE OF METERS</b>										
600-65-65300-110	MAINTENANCE OF METERS SALARIES	17,489	9,891	16,396	7,119	15,000	10,374	14,458	14,458	14,458	14,458
600-65-65300-120	MAINT OF METERS SALARIES OT	33	-	-	-	-	100	100	100	100	100
600-65-65300-220	METER- OUTSIDE SERVICES	-	(192)	-	-	-	-	-	-	-	-
600-65-65300-340	METER- MATERIALS & REPAIR	1,512	383	654	3	600	575	575	575	575	575
---		19,034	\$10,082	17,050	7,122	15,600	11,049	15,133	15,133	15,133	15,133
---											
---	<b>MAINTENANCE OF HYDRANTS</b>										
600-65-65400-110	MAINT OF HYDRANTS SALARIES	10,814	9,175	5,700	2,614	6,500	11,362	5,400	5,400	5,400	5,400
600-65-65400-120	MAINT OF HYDRANTS SALARIES OT	66	59	104	-	104	100	100	100	100	100
600-65-65400-340	HYDRANTS- MATERIALS & REPAIR	3,612	662	-	117	750	1,000	1,000	1,000	1,000	1,000
---		14,492	\$9,896	5,804	2,731	7,354	12,462	6,500	6,500	6,500	6,500
---											
---	<b>MAINTENANCE OF TELEMETRY SYSTEM</b>										
600-65-65500-110	MAINT OF TELEMETRY SALARIES	1,270	2,425	3,277	2,451	2,000	3,952	3,727	3,727	3,727	3,727
600-65-65500-120	MAINT OF TELEMETRY SALARIES OT	1,139	1,213	1,737	740	1,300	700	700	700	700	700
600-65-65500-220	TELEMETRY- OUTSIDE SERVICES	-	692	282	25	282	500	500	500	500	500
600-65-65500-340	TELEMETRY- MATERIALS & REPAIR	-	500	400	-	500	500	500	500	500	500
---		2,409	\$4,830	5,696	3,216	4,082	5,652	5,427	5,427	5,427	5,427
---											
---	<b>CUSTOMER ACCOUNTS EXPENSE</b>										
600-90-90100-213	METER READING LABOR	2,584	1,980	-	-	-	-	-	-	-	-
600-90-90200-110	ACCOUNTING & COLLECTING LABOR	7,779	8,185	8,433	4,482	9,000	10,975	11,249	11,249	11,249	11,249
600-90-90200-117	LONGEVITY PAY	-	-	-	-	-	-	-	-	-	-
600-90-90300-310	SUPPLIES & EXPENSE	361	241	800	-	750	700	700	700	700	700
600-90-90400-390	UNCOLLECTIBLE ACCOUNTS	-	-	-	-	-	-	-	-	-	-
---		10,724	\$10,406	9,233	4,482	9,750	11,675	11,949	11,949	11,949	11,949



**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. Continue replacing cast iron water mains as part of the local road reconstruction program.
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. Install new chemical feed tanks and pumps at all three wells.
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.
17. Install a back-up diesel generator at Well 3.

**SIGNIFICANT PROGRAM CHANGES:**

1. The water/sewer utility had two retirements in 2014. A Utility Foreman's position was created, and was filled internally. Two new utility operators were hired in 2014.
2. Reservoir & tower materials & repair includes \$5,300 to complete the cathodic protection inspection and replacement of the system rectifier.
3. Power purchase increases by \$2,500 to better reflect actual costs.
4. Water analysis is reduced by \$2,700 to reflect a lighter sampling schedule in 2015.
5. Mains outside services increases by \$6,000 to better reflect actual costs to repair water main breaks.

**GOAL ACHIEVEMENTS IN 2014:**

1. Successfully completed the drinking water sampling program for 2014.

2. Provided safe, high quality drinking water to our customers.
3. Completed Semi-annual hydrant flushing program.
4. Nearly complete, and in the final year for upgrading all water meters to automatic read meters.
5. Completed DNR required reservoir inspections at Well 1 & 2, and at the water tower.
6. Eliminate cast iron water main on the north side of Broadway Avenue and replaced it with ductile iron water main crossings from the south side water main.
7. Completed the update of the Water & Sewer Utility code in the Monona Code of Ordinances book.
8. Completed updates of the water utility layer in the GIS program.
9. Completed the purchase of the Well 1 door and frame.
10. Completed installation of the cement pad, and purchase of the Well 3 stairs used for reservoir access.
11. Successfully thawed eighteen water services in early 2014. The utility also purchased a water service line steamer that will be used to thaw out frozen water services in the future.
12. Successfully completed repairs to ten water main and service breaks in 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.	\$3,000	Based on history
600-46-46100-000 METERED RESIDENTIAL SALES	\$ 600,000	Based on history
600-46-46110-000 METERED COMMERCIAL SALES	\$ 405,000	Based on history
600-46-46200-000 PRIVATE FIRE PROTECTION	\$ 78,000	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	\$ -0-	Sewer allocation

EXPENDITURES

**PUMPING EXPENSES**

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-62-62000-110 PUMPING LABOR	\$ 23,732	Full-time labor
600-62-62010-120 PUMPING LABOR OT	\$ 4,500	Estimated overtime costs
600-62-62200-220 POWER PURCHASE	\$ 98,000	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; DNR water withdrawal annual fee
600-62-62500-350 MAINTENANCE OF PUMPING PLANT	\$ 3,000	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	\$ 5,881	Full-time labor
600-63-63000-120 SALARIES OVERTIME	\$ 200	Estimated on past experience
600-63-63100-220 WATER ANALYSIS OUTSIDE SERVICES	\$ 2,000	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	\$ 1,500	Maintenance of water treatment equipment

#### MAINTENANCE RESERVOIRS/TOWER

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-65-65000-110 SALARIES	\$ 2,700	Full-time labor
600-65-6500-120 OVERTIME SALARIES	\$ 300	Estimated overtime costs
600-65-65000-340 MATERIAL & REPAIR	\$ 5,530	Annual cathodic protection inspection \$730; replace rectifier (original) \$4,800

#### MAINTENANCE - MAINS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-65-65100-110 SALARIES	\$ 19,027	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	\$ 16,000	Contract services for excavating water main breaks and emergency water main break repair crews, debris disposal
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	\$ 26,035	Full-time labor
600-65-65200-120 OVERTIME SALARIES	\$ 1,500	Estimated overtime costs
600-65-65200-220 OUTSIDE SERVICES	\$ 100	Contract services for excavating leaky service laterals
600-65-65200-340 MATERIAL & REPAIR	\$ 1,000	General supplies include curb stops & boxes, sand, gravel, corp stops, copper tubing

#### MAINTENANCE - METERS

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-65-65300-110 SALARIES	\$ 14,458	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	\$ 5,400	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	\$ 3,727	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; annual SCADA access fee \$50;
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	\$ 11,249	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	\$ 86,567	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.

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-92-92300-310 OFFICE SUPPLIES	\$ -0-	Supplies to support administrative functions.
600-92-92100-312 POSTAGE	\$ 5,000	Postage for Water Utility function
600-92-92300-210 CITY ATTORNEY	\$ -0-	Legal charges, estimated amount
600-92-92300-212 AUDIT FEES	\$ 9,000	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	\$ 8,000	Full-time leave wages
600-92-92600-131 WISCONSIN RETIREMENT	\$ 14,690	Wisconsin Retirement at 6.8%
600-92-9600-132 LIFE AND DISABILITY INSURANCE	\$ 516	City share of life/disability insurance
600-92-92600-133 HEALTH INSURANCE	\$ 45,497	Health, dental and vision insurance
600-92-92600-134 CERTIFICATION & EDUCATION	\$ 300	Operator certification and education
600-92-92600-135 SAFETY PROGRAM MATERIAL & EQUIPMENT	\$ 1,500	Safety program material and equipment
600-92-92800-215 REG. COMMISSION	\$ 2,000	Estimated amount
600-92-93000-390 MISCELLANEOUS GENERAL EXPENSE	\$ 11,500	Uniform allowance \$385, Digger's Hotline annual fee \$1,165, WRWA membership \$450, mobile phones, professional development, miscellaneous exp., etc.
600-92-93000-391 MANAGEMENT OFFICE RENTAL	\$ 8,900	City Hall office space allocation to the Utility
600-92-93300-110 MECHANIC SALARIES	\$4,100	Full-time labor
600-92-93300-350 TRANSPORTATION EXPENSES	\$ 3,800	Allocation of management vehicles to the Utility

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
600-92-93300-351 EQUIP. SUPPLIES/REPAIR	\$ -0-	Supplies and repair of miscellaneous Utility equipment
600-92-93300-370 EQUIP. FUEL/LUB/PARTS	\$ 6,000	Gas, oil, lubrication, parts 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	\$ 270,000	Estimated amount
600-99-42600-540 DEPRECIATION	\$ 19,671	Contributed capital
600-99-40800-541 TAXES	\$ 16,526	Property tax and FICA
600-99-40800-542 UTILITY TAX EQUILEVANT	\$ 275,000	Property taxes
600-99-42700-620 INTEREST ON LONG TERM DEBT	\$ 161,864	Interest on mortgage revenue bonds
600-99-43000-620 INTEREST ON DEBT TO CITY	\$ 25,995	
600-99-42800-691 REGULATORY LIABILITY	\$ (13,443)	Per PSC
600-99-42900-690 AMORTIZATION DEBT/DISC/EXP	\$ (2,620)	Scheduled amount
600-99-43000-630 LOSS ON REFUNDING	\$10,146	Per Amortization Schedule
600-99-432900-690 AMORTIZATION OF DEBT PREMIUM	\$ 18,621	Per Amortization Schedule

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
<b>SEWER UTILITY</b>										
<b>REVENUES</b>										
601-46-46410-000	FORFEITED DISCOUNTS	14,100	12,697	7,524	3,285	9,500	8,000	80,000	80,000	80,000
601-46-46410-100	METERED SALES-RESIDENTIAL	670,374	709,631	721,828	343,476	710,000	852,000	700,000	700,000	700,000
601-46-46410-200	METERED SALES-COMMERCIAL	391,258	400,688	419,477	168,053	400,000	525,600	425,000	425,000	425,000
601-46-46900-100	MISCELLANEOUS SERVICE REVENUES	-	-	-	(366)	-	-	-	-	-
601-46-46900-200	OTHER SEWER REVENUES	-	-	-	-	-	-	-	-	-
601-46-47340-000	SALES TO PUBLIC AUTHORITIES	10,824	15,318	14,922	6,997	16,000	19,200	16,000	16,000	16,000
601-46-48110-000	INTEREST AND DIVIDEND INCOME	4,848	4,979	3,945	1,086	4,500	5,000	4,000	4,000	4,000
		<u>1,091,404</u>	<u>\$1,143,313</u>	<u>1,167,696</u>	<u>522,531</u>	<u>1,140,000</u>	<u>1,409,800</u>	<u>1,225,000</u>	<u>1,225,000</u>	<u>1,225,000</u>
<b>EXPENSES</b>										
<b>OPERATIONS &amp; MAINTENANCE EXPENSES</b>										
601-62-62000-110	MECHANIC SALARIES	181	-	-	-	-	2,889	-	-	-
601-62-62000-220	POWER PURCHASE-LIFT STATIONS	7,430	5,342	9,645	4,769	9,500	9,500	9,800	9,800	9,800
601-62-62000-290	DISPOSAL SERVICE MMSD	503,487	537,296	590,674	145,963	580,000	605,650	617,763	617,763	617,763
601-62-62000-351	EQUIPMENT SUPPLIES & REPAIR	-	-	340	95	-	-	100	100	100
601-62-62000-370	FUELS & ADDITIVES	-	490	426	159	500	-	300	300	300
		<u>511,098</u>	<u>\$543,128</u>	<u>601,085</u>	<u>150,986</u>	<u>590,000</u>	<u>618,039</u>	<u>627,963</u>	<u>627,963</u>	<u>627,963</u>
<b>MAINTENANCE OF LIFT STATIONS</b>										
601-64-64000-110	LIFT STATION SALARIES	10,245	10,853	14,107	5,450	12,000	16,796	11,886	11,886	11,886
601-64-64000-120	LIFT STATION SALARIES- OT	1,990	1,990	2,487	1,520	3,500	3,000	3,000	3,000	3,000
601-64-64000-220	LIFT STATION-OUTSIDE SERVICES	7,336	2,899	7,067	1,840	2,000	4,000	4,000	4,000	4,000
601-64-64000-340	LIFT STATION MATERIALS & REPAIR	-	-	657	-	1,000	500	-	-	-
		<u>19,571</u>	<u>\$15,742</u>	<u>24,318</u>	<u>8,810</u>	<u>18,500</u>	<u>24,296</u>	<u>18,886</u>	<u>18,886</u>	<u>18,886</u>
<b>MAINTENANCE OF MAINS &amp; LATERALS</b>										
601-65-65100-110	MAINT OF MAINS SALARIES	963	5,053	685	1,026	900	7,410	1,591	1,591	1,591
601-65-65100-120	MAINT OF MAINS SALARIES OT	607	414	696	294	626	800	800	800	800
601-65-65100-220	MAINS- OUTSIDE SERVICES	71,414	74,139	27,865	52,180	80,000	79,417	79,417	79,417	79,417
601-65-65100-340	MAINS- MATERIAL & REPAIR	-	-	68	-	100	100	-	-	-
		<u>\$72,984</u>	<u>\$79,606</u>	<u>29,314</u>	<u>53,500</u>	<u>81,626</u>	<u>87,727</u>	<u>81,808</u>	<u>81,808</u>	<u>81,808</u>
<b>MAINTENANCE OF SEWER MANHOLES</b>										
601-65-65110-110	MAINT OF MANHOLES SALARIES	432	2,160	954	2,003	1,500	7,410	2,160	2,160	2,160
601-65-65110-120	MAINT OF MANHOLES SALARIES OT	-	8	26	101	26	105	105	105	105
601-65-65110-220	MANHOLES- OUTSIDE SERVICES	8,763	450	-	884	500	500	500	500	500
601-65-65110-340	MANHOLES- MATERIALS & REPAIR	-	-	-	260	250	500	500	500	500
		<u>9,195</u>	<u>\$2,618</u>	<u>980</u>	<u>3,248</u>	<u>2,276</u>	<u>8,515</u>	<u>3,265</u>	<u>3,265</u>	<u>3,265</u>
<b>MAINTENANCE OF METERS</b>										
601-65-65300-110	MAINTENANCE OF METERS SALARIES	17,489	9,891	16,396	-	12,000	12,350	14,458	14,458	14,458
601-65-65300-120	MAINT OF METERS SALARIES OT	33	-	-	-	50	100	100	100	100
601-65-65300-220	METER- OUTSIDE SERVICES	-	192	655	(124)	25	200	200	200	200
601-65-65300-340	METER- MATERIALS & REPAIR	-	-	-	-	-	-	-	-	-
		<u>17,522</u>	<u>\$10,083</u>	<u>17,051</u>	<u>(124)</u>	<u>12,075</u>	<u>12,650</u>	<u>14,758</u>	<u>14,758</u>	<u>14,758</u>
<b>CUSTOMER ACCOUNTS EXPENSE</b>										
601-90-90100-213	METER READING LABOR	2,584	1,980	-	-	-	-	-	-	-
601-90-90200-110	ACCOUNTING & COLLECTING LABOR	7,779	8,185	8,433	4,482	9,000	10,976	11,250	11,250	11,250
601-90-90200-117	LONGEVITY PAY	-	-	-	-	-	-	-	-	-
601-90-90300-310	SUPPLIES & EXPENSE	361	241	738	-	550	500	500	500	500
601-90-90400-390	UNCOLLECTIBLE ACCOUNTS	-	-	-	-	-	-	-	-	-
		<u>10,724</u>	<u>\$10,406</u>	<u>9,171</u>	<u>4,482</u>	<u>9,550</u>	<u>11,476</u>	<u>11,750</u>	<u>11,750</u>	<u>11,750</u>



**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. By August 1, 2016, develop a new Capacity, Management, Operation, and Maintenance (CMOM) program, as required by the DNR.
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. MMSD treatment charge increases by \$12,113 for 2015.

**GOAL ACHIEVEMENTS IN 2014:**

1. Cleaned and televised of nearly 65,000 feet of sanitary sewer main in 2014.
2. An Equipment Replacement Program was established in the 2014 operating budget, and will appear in future operating budgets, per the requirements of the DNR's CMAR program.
3. Replaced seven manholes on Broadway Avenue in conjunction with the cast iron water main replacement project.
4. Department staff completed repairs to the concrete roadway on Atwood Avenue, and replaced the dead end manhole at the same location.
5. Twelve manholes were repaired on Dean Avenue and Roselawn Avenue in conjunction with the mill and overlay street maintenance program.
6. Department staff completed the filling of two pump pits at the Winnequah Road and Midmoor lift stations.

**SEWER UTILITY  
ACCOUNT JUSTIFICATIONS**

**REVENUES**

**OPERATING REVENUES**

<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
601-46-46410-000 FORFEITED DISCOUNTS	\$ 80,000	Based on historical experience
601-46-46410-100 METERED SALES – RESIDENTIAL	\$ 700,000	Based on historical experience
601-46-46410-200 METERED SALES – COMMERCIAL	\$ 425,000	Based on historical experience
601-46-47240-000 SALES TO PUBLIC AUTHORITIES	\$ 16,000	Based on historical experience
601-46-48110-000 INTEREST & DIVIDEND INCOME	\$ 4,000	Based on history

**EXPENDITURES**

**OPERATIONS AND MAINTENANCE EXPENSE**

<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
601-62-62000-110 MECHANIC SALARIES	\$ -0-	
601-62-62000-220 POWER PURCHASE - LIFT. STA	\$ 9,800	Electrical charges for eight (8) lift stations
601-62-62000-290 DISPOSAL SERVICE – MMSD	\$ 617,763	MMSD treatment charges
601-62-62000-351 EQUIPMENT SUPPLIES/REPAIRS	\$ 100	Supplies for sewer maintenance operations
601-62-62000-370 FUEL AND ADDITIVES/PARTS	\$ 300	Gas, oil, lubrication, parts for Utility vehicles

**MAINTENANCE - LIFT STATIONS**

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-64-64000-110 SALARIES	\$ 11,886	Labor for maintaining lift stations
601-64-64000-120 OVERTIME SALARIES	\$ 3,000	Estimated overtime costs
601-64-64000-220 OUTSIDE SERVICES	\$ 4,000	Lift station panel repair, generator maintenance \$1,865,
601-64-64000-340 MATERIAL/REPAIR	\$ 0	Supplies and repairs to support the function.

**MAINTENANCE - MAINS/LATERALS**

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-65-65100-110 SALARIES	\$ 1,591	Labor for cleaning and maintaining sewer mains
601-65-65100-120 OVERTIME	\$ 800	Estimated overtime costs
601-65-65100-220 OUTSIDE SERVICES	\$ 79,417	Contract services for sewer televising and sewer main maintenance
601-65-65100-340 MATERIALS/REPAIRS	\$ 0	Supplies to support sewer main maintenance function

**MAINTENANCE - MANHOLES**

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
601-65-65110-110 SALARIES	\$ 2,160	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	\$ 14,458	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	\$ 11,250	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	\$ 69,752	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.

<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
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	\$0	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	\$ 2,405	
601-92-92600-131 WISCONSIN RETIREMENT	\$ 8,023	Wisconsin Retirement at 6.8%
601-92-92600-132 LIFE & DISABILITY INSURANCE	\$ 150	City share of life/disability insurance
601-92-92600-133 HEALTH INSURANCE	\$ 25,283	Health, dental and vision insurance
601-92-92600-134 CERTIFICATION & EDUCATION	\$ 300	operator certification per DNR
601-92-92600-135 SAFETY PROGRAM MATERIAL & EQUIPMENT	\$ 1,500	safety program materials and equipment
601-92-93000-390 MISCELLANEOUS GENERAL EXPENSE	\$ 5,500	Uniform allowance \$385, Diggers Hotline annual fee \$1,165, WWOA membership \$50, professional development, joint meter expenses, miscellaneous exp., 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	\$ 145,000	Based on estimated plant additions and retirement
601-99-40800-541 TAXES	\$ 8,989	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-	
601-99-43000-621 INTEREST ON LONG TERM DEBT	\$14,000	
601-99-43000-620 INTEREST ON DEBT TO CITY	\$ 38,308	Based on repayment schedule
601-99-42800-690 AMORTIZATION OF DEBT, DISCOUNT	\$ 4,482	

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	TO DATE 6/30/14	2014 YEAR END ESTIMATED	2014 BUDGET	2015 BUDGET	2015 COMMITTEE BUDGET	2015 Proposed BUDGET	2015 ADOPTED BUDGET
<b>TRANSIT</b>										
<b>REVENUES</b>										
602-46-41110-000	48,833	46,381	52,467	55,910	55,910	55,910	60,039	60,039	60,039	60,039
602-46-43530-000	93,686	105,080	103,420	3,079	117,843	117,843	127,208	127,208	127,208	127,208
602-46-46390-400	6,589	5,431	3,897	1,824	5,800	6,000	5,000	5,000	5,000	5,000
602-46-46390-401	17,670	14,385	14,270	7,673	13,000	16,000	15,000	15,000	15,000	15,000
602-46-46390-402	240	-	730	190	1,000	1,000	750	750	750	750
602-46-46390-403	3,990	4,890	6,063	3,250	5,200	5,000	5,000	5,000	5,000	5,000
602-46-46390-405	-	-	-	-	-	-	-	-	-	-
602-46-46900-000	-	-	-	-	-	-	-	-	-	-
602-46-46900-100	20,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
602-46-48110-000	120	123	71	-	200	100	75	75	75	75
602-46-49300-000	-	-	-	-	-	-	-	-	-	-
602-46-49210-000	-	-	-	-	-	-	-	-	-	-
	191,128	\$186,290	190,918	81,926	208,953	211,853	223,071	223,071	223,071	223,071
<b>EXPENSES</b>										
602-53-53520-110	2,633	2,881	2,960	1,532	2,569	2,633	2,699	2,699	2,699	2,699
602-53-53520-117	-	-	-	-	-	-	-	-	-	-
602-53-53520-120	-	-	-	-	-	-	-	-	-	-
602-53-53520-130	196	216	220	115	197	197	206	206	206	206
602-53-53520-131	243	170	259	107	283	184	184	184	184	184
602-53-53520-132	6	3	1	1	10	10	10	10	10	10
602-53-53520-133	587	442	446	237	541	601	649	649	649	649
602-53-53520-134	-	-	-	-	-	-	-	-	-	-
602-53-53520-210	-	-	-	-	-	-	-	-	-	-
602-53-53520-212	-	-	-	-	-	-	-	-	-	-
602-53-53520-221	-	-	-	-	-	-	-	-	-	-
602-53-53520-290	95,840	100,109	107,193	39,208	203,178	203,178	209,273	209,273	209,273	209,273
602-53-53520-292	332	27,860	20,069	-	-	-	-	-	-	-
602-53-53520-291	82,048	51,341	56,876	26,545	-	-	-	-	-	-
602-53-53520-312	-	1,000	1,000	-	-	50	50	50	50	50
602-53-53520-354	-	184	15	-	-	-	-	-	-	-
602-53-53520-390	100	-	-	-	-	-	-	-	-	-
602-53-53520-391	300	52	1,623	-	7,500	5,000	10,000	10,000	10,000	10,000
602-53-53520-510	-	-	-	-	-	-	-	-	-	-
602-53-53520-511	-	-	-	-	-	-	-	-	-	-
602-53-53520-540	-	-	-	-	-	-	-	-	-	-
602-53-53520-620	-	-	-	-	-	-	-	-	-	-
	182,285	184,258	190,662	67,745	214,278	211,853	223,071	223,071	223,071	223,071
ESTIMATED FUND BALANCE			50,708			-			-	
			CURRENT YEAR		PROPOSED	DIFFERENCE				
PERSONNEL			3,625		3,748	3%				
NON-PERSONNEL			208,228		219,323	5%				
TOTAL			211,853		223,071	5%				